



ARENA
ACADEMY

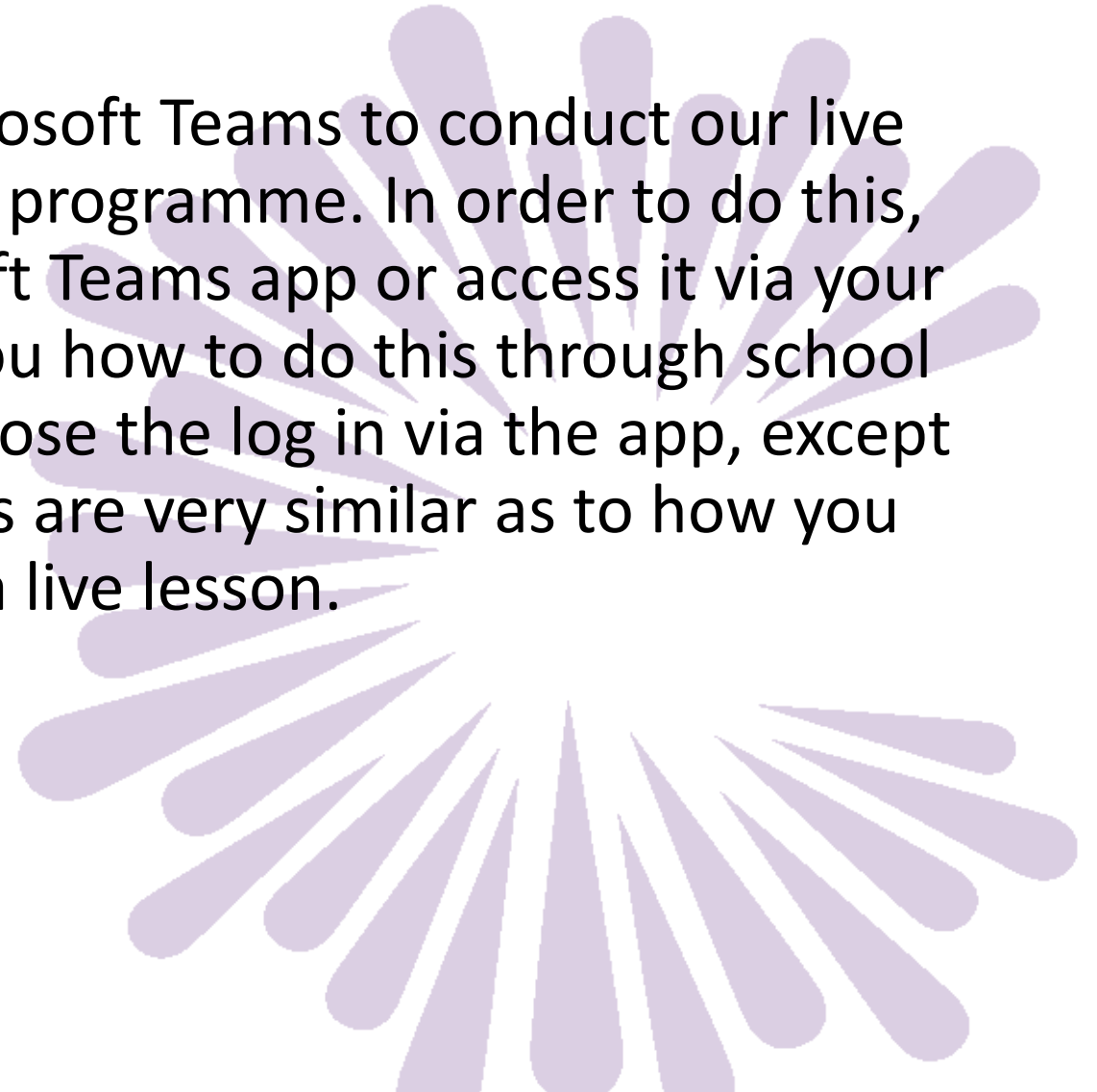
Setting up lessons on MS Teams

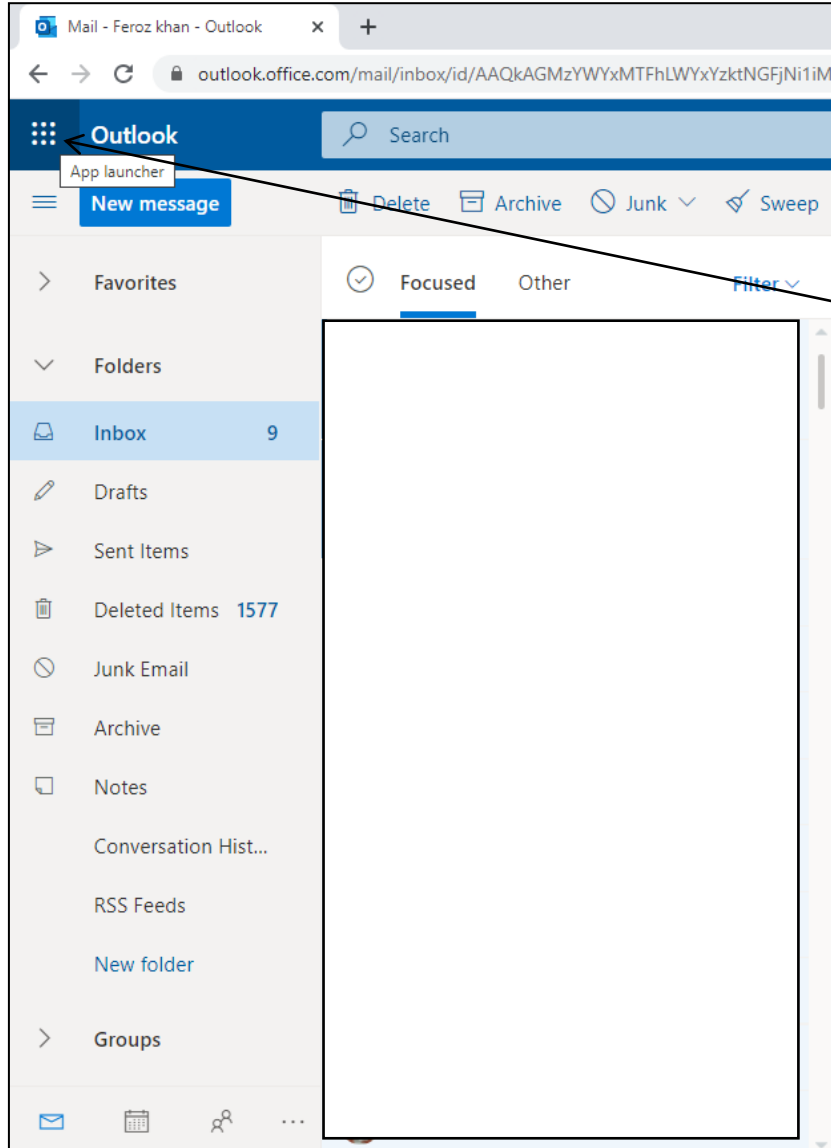


Microsoft Teams



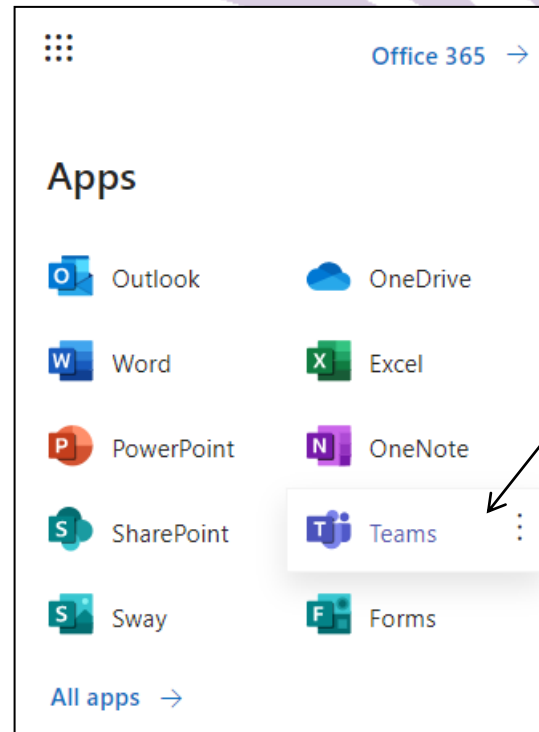
Here at Arena Academy we use Microsoft Teams to conduct our live lessons as part of our online learning programme. In order to do this, you can either download the Microsoft Teams app or access it via your school emails. This guide will show you how to do this through school email account. However, if you do choose the log in via the app, except for the way you log in, all other steps are very similar as to how you would schedule a live lesson.






1. Log in to your school email via Office 365 or Outlook.com

2. Select the 'App Launcher' icon.



3. Select 'Teams' in the app launcher menu.

Microsoft Teams



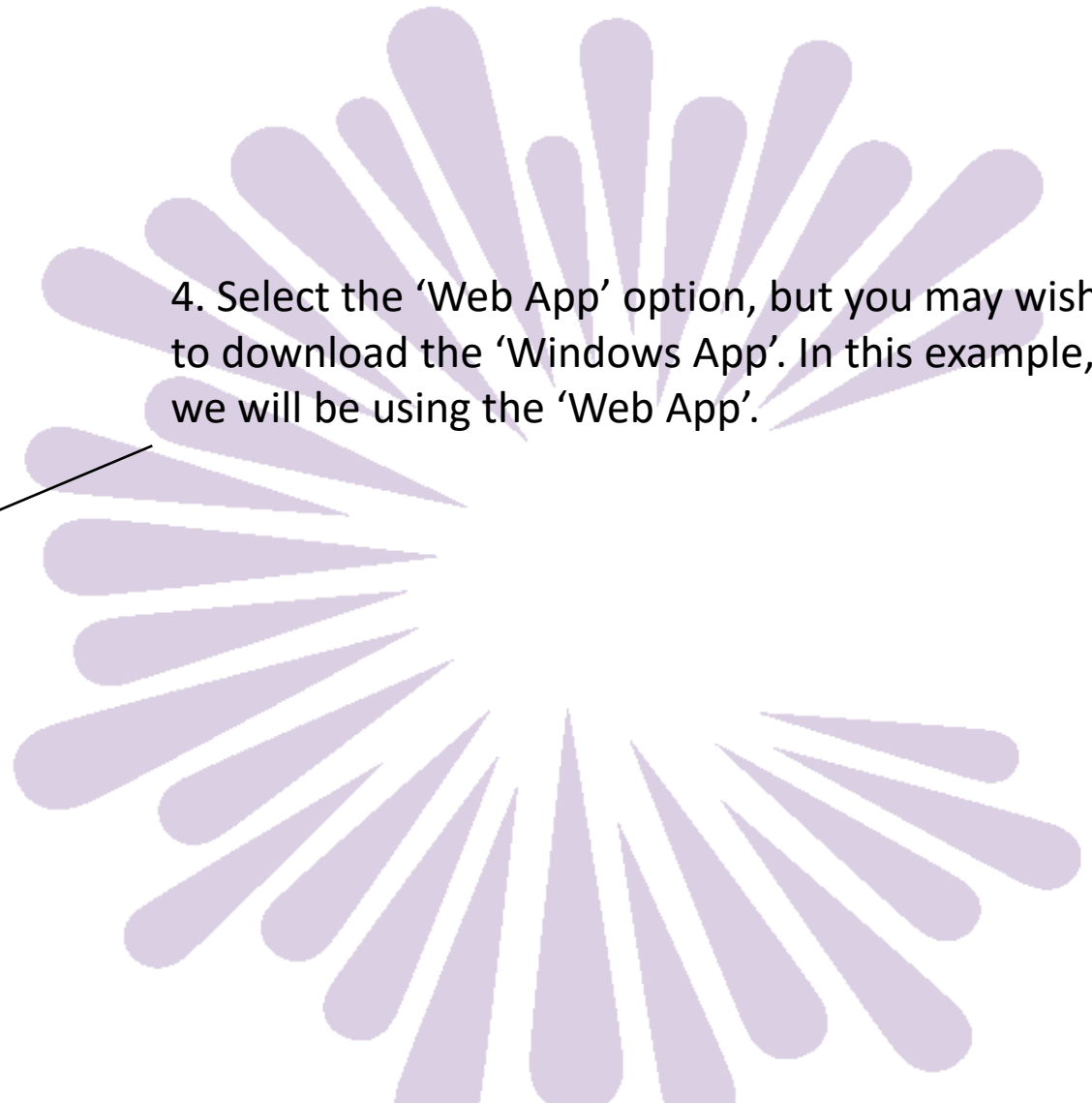
Download the Teams desktop app
and stay better connected.

[Get the Windows app](#)

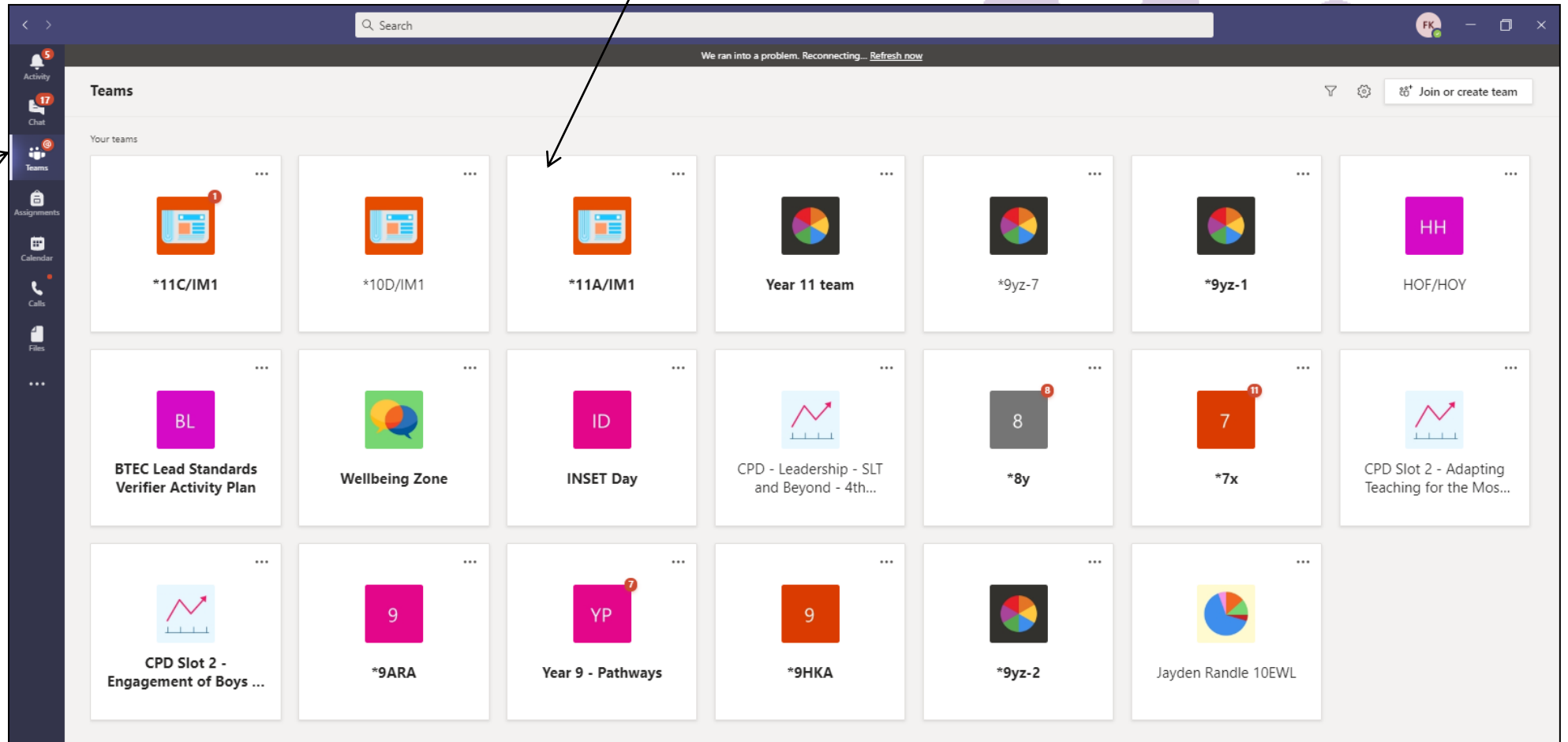
[Use the web app instead](#)

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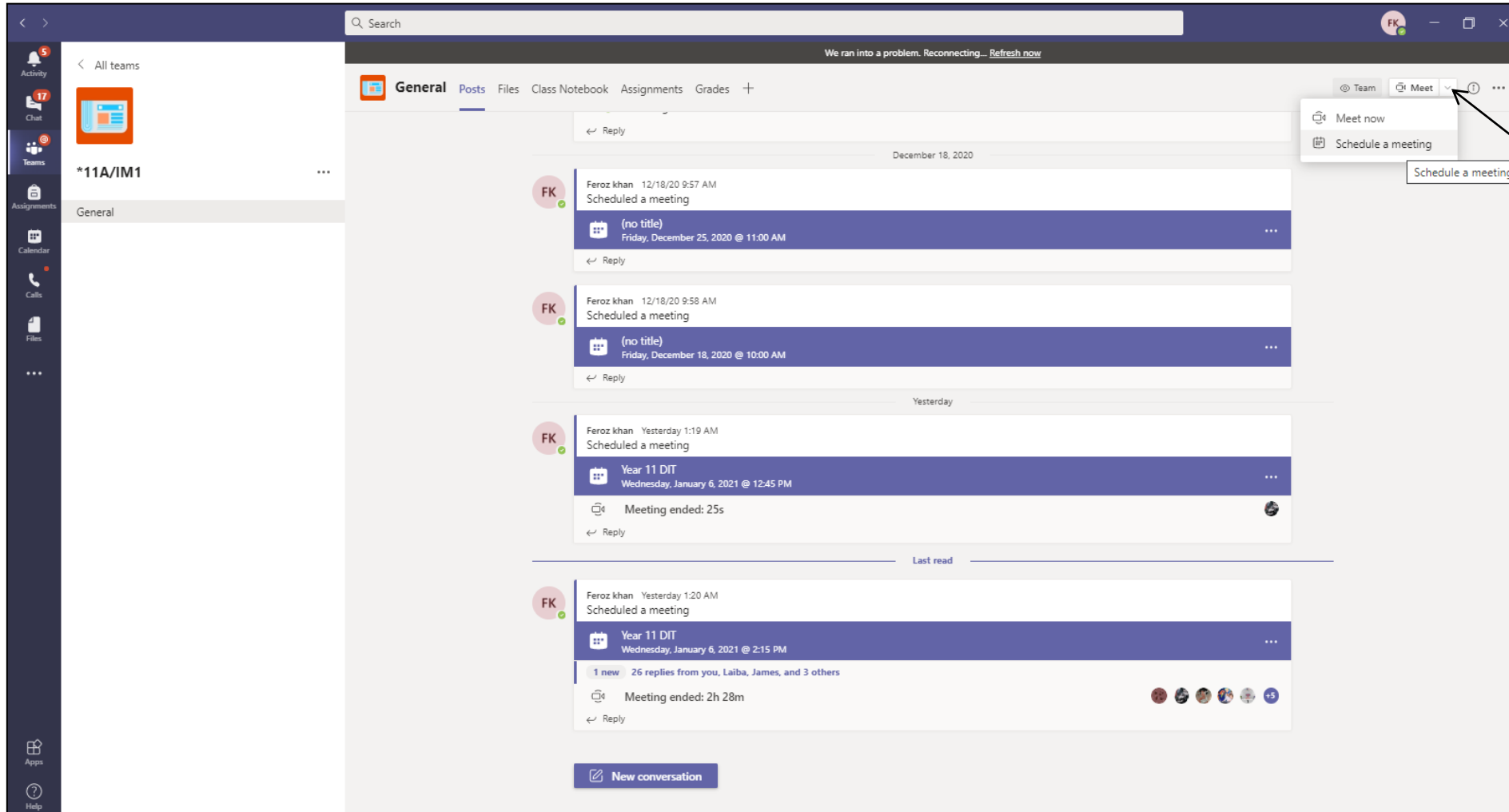
4. Select the 'Web App' option, but you may wish to download the 'Windows App'. In this example, we will be using the 'Web App'.



6. Once you select 'Teams' all your classes will show in the Teams window. You can then select the class you want to schedule a live lesson for.



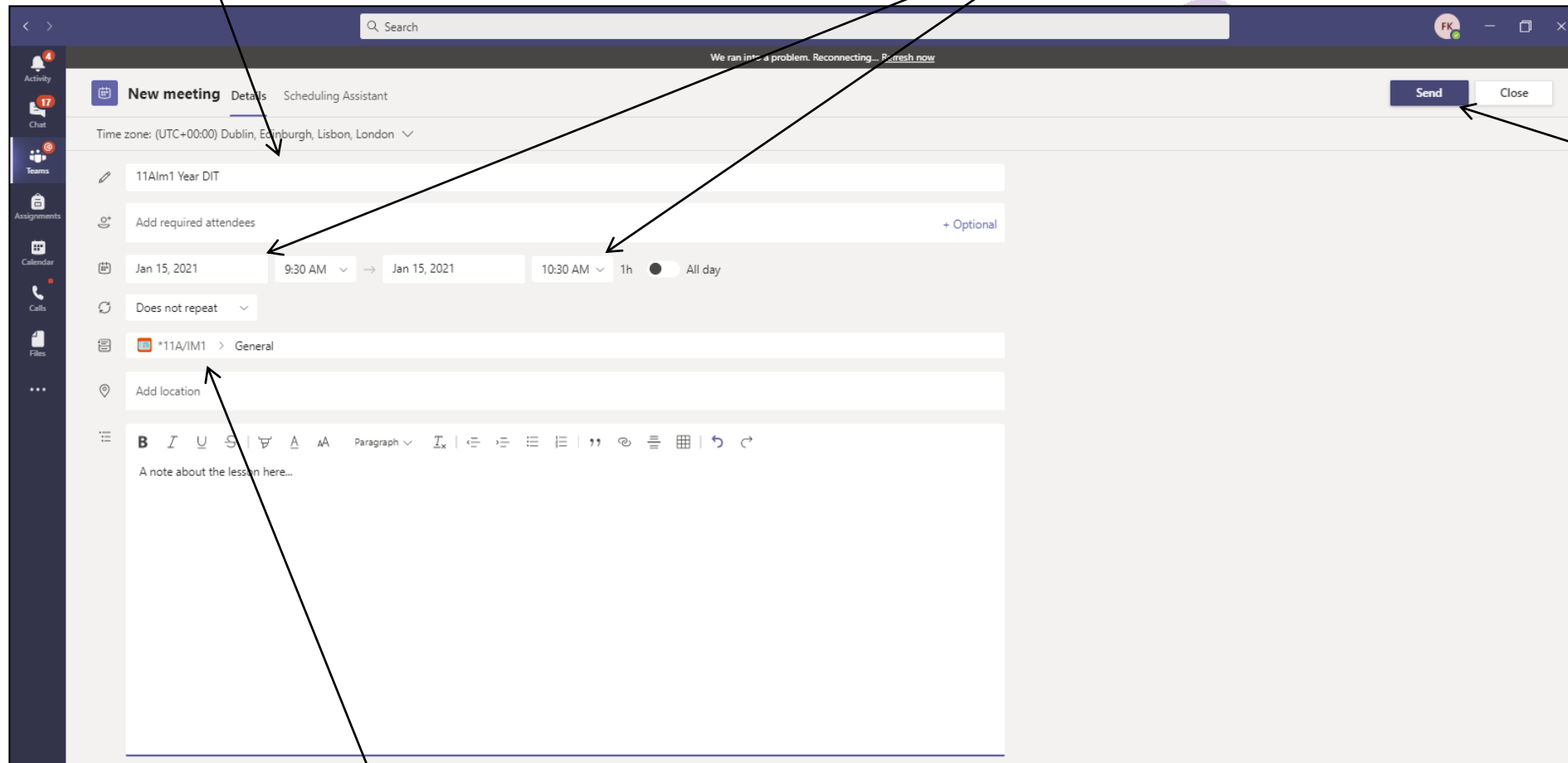
5. Select the 'Teams' icon on the left panel



7. Once you have selected the class, click on the drop down arrow next to the meet button and click on 'Schedule a Meeting'.

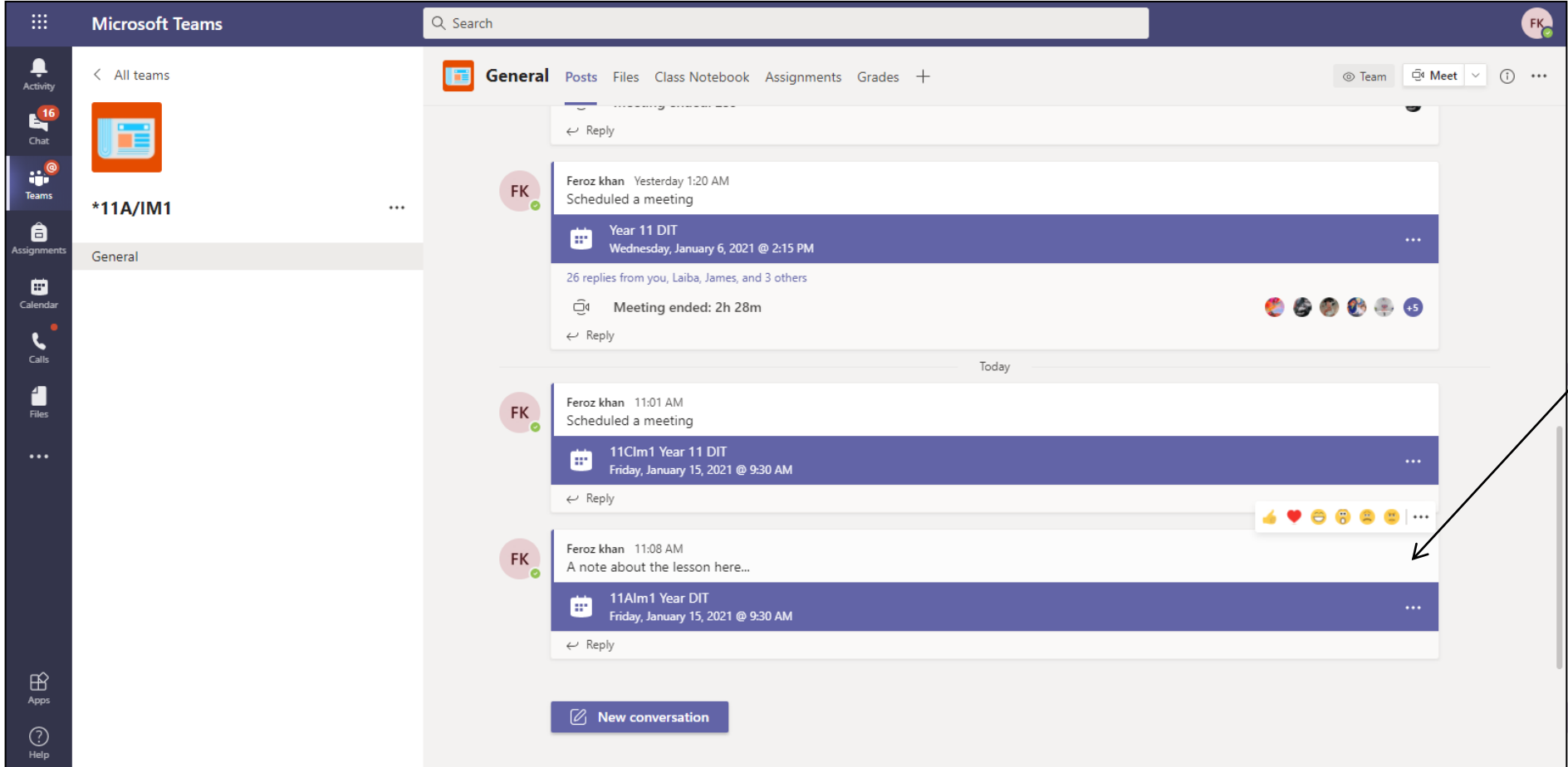
8. You will now have to complete the live lesson details. Start off by putting in a lesson name. Preferably the class code, so pupils can identify your lesson if they use the calendar.

9. Choose the date and start/end times for your lesson.

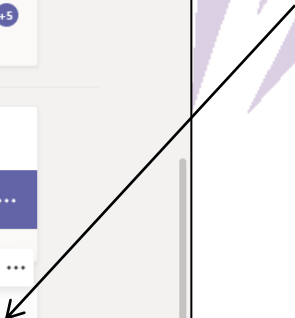


10. Select 'Send' when you have completed the lesson details. This will send invites to the pupils, adds it to your calendar and theirs.

As you have scheduled the lesson via the class team's group. You do not have to include attendees, as all members of the team are automatically included.



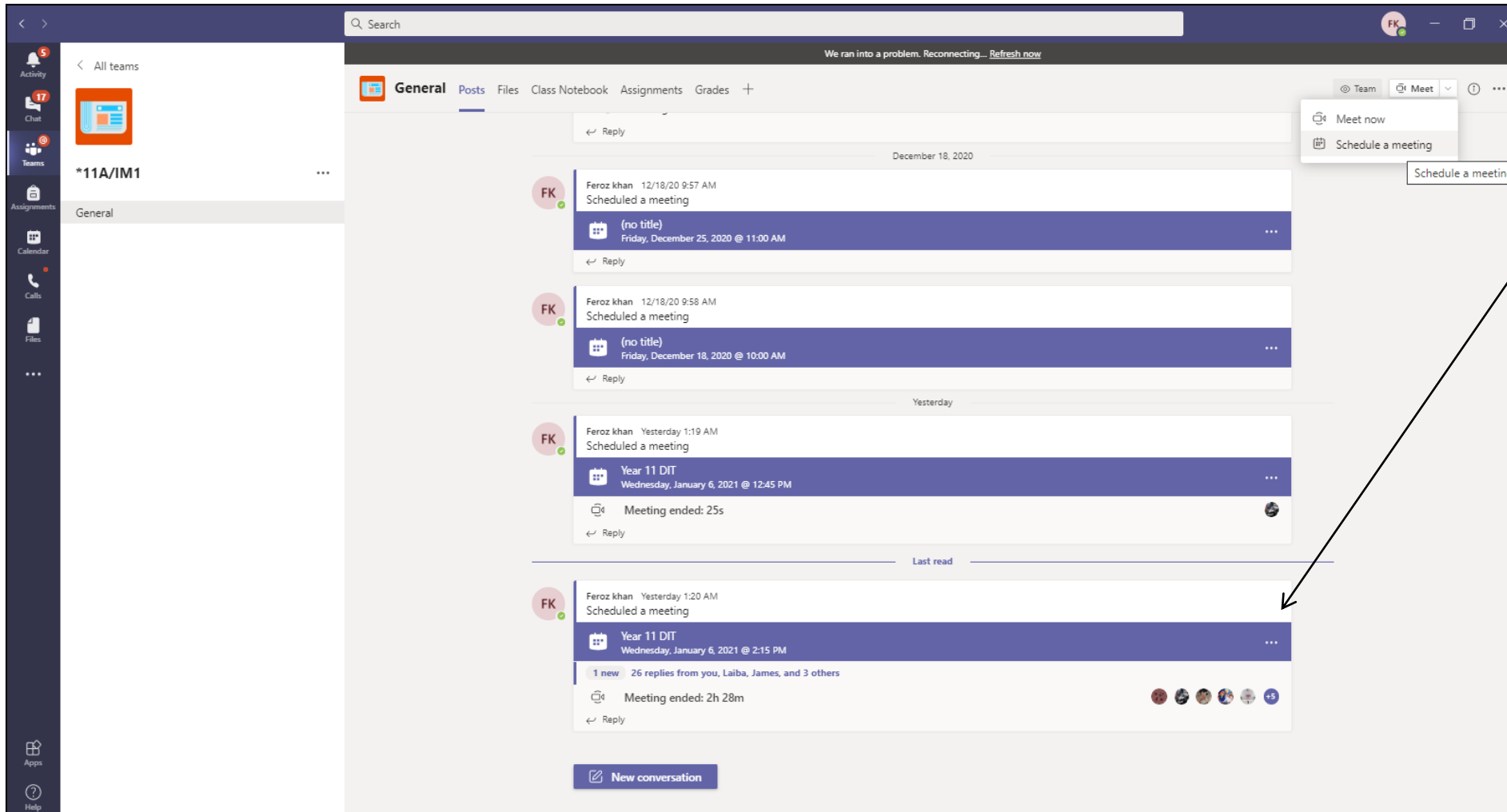
11. You will now see the lesson scheduled in the Teams feed for your class.



13. Click on the Calendar icon.

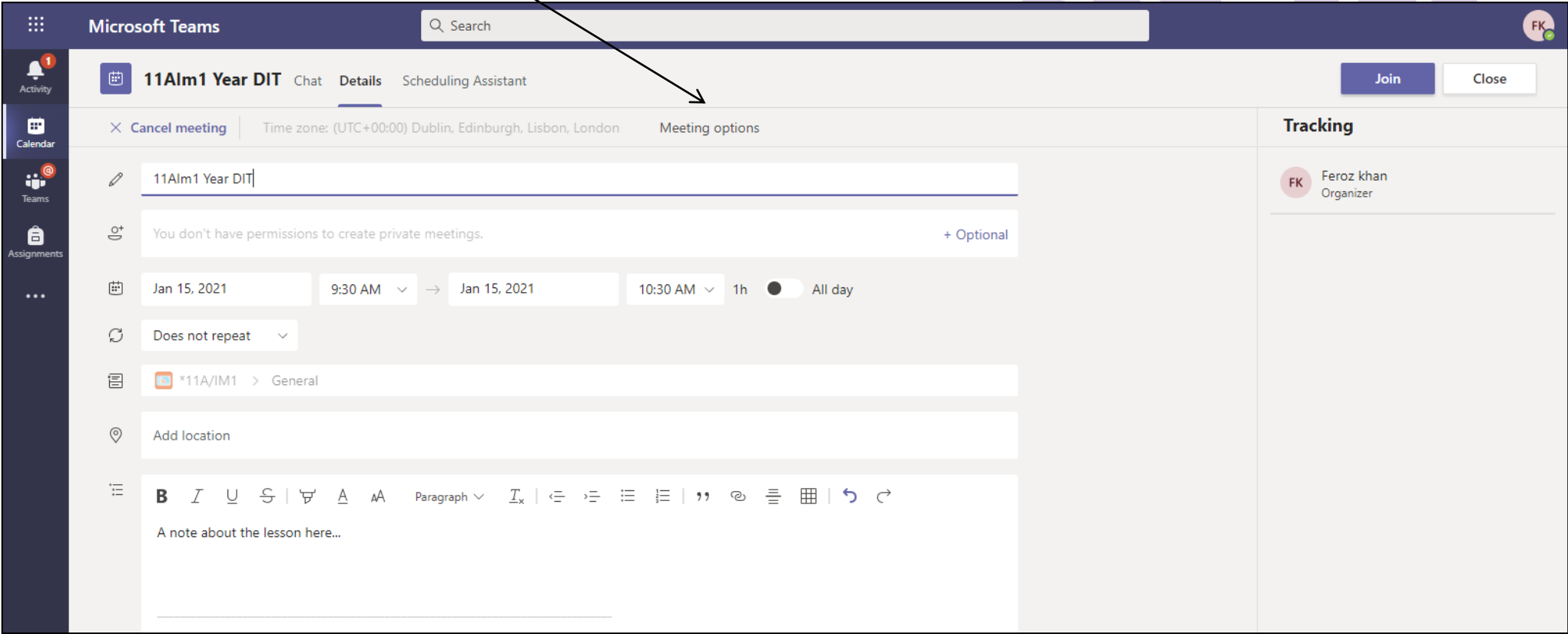
14. You also see the lesson scheduled in your calendar for that date

The screenshot shows the Microsoft Teams interface with the calendar view active. The top bar includes the Microsoft Teams logo, a search bar, and a user profile icon (FK). The left sidebar contains navigation icons for Activity, Chat (with 16 notifications), Teams, Assignments, and the selected Calendar icon. The main calendar area shows a weekly view for January 2021, with days 11 through 15 visible. A meeting titled '9:00 AM 9 ARA Teams R.Singh' is scheduled for Monday, January 11th. 'Form Time - Registration' by J Pyatt is scheduled for 9 AM on all days from Monday to Friday. On Friday, January 15th, there are two additional meetings: '11Alm1 Year DIT Feroz khan' and '11Clm1 Year 11 DIT Feroz khan'. A meeting titled 'Core Trust - Cloud workshop for Phase 2 (continued) Microsoft Teams Meeting Tom Singh Nurwain' is scheduled for Wednesday, January 13th, from 12 PM to 1 PM. The calendar view is set to 'Work week'.



15. Go back to your Teams feed for the class you just scheduled a lesson for and click on the lesson.

16. Your lesson details will now include a feature called 'Meeting Options'.



The screenshot displays the Microsoft Teams interface for a meeting titled "11Alm1 Year DIT". The "Details" tab is active, showing various meeting settings. A black arrow points from the text above to the "Meeting options" link in the top navigation bar. The meeting details include:

- Meeting title:** 11Alm1 Year DIT
- Time zone:** (UTC+00:00) Dublin, Edinburgh, Lisbon, London
- Meeting options:** A link to view or edit meeting options.
- Permissions:** A message stating "You don't have permissions to create private meetings." with a "+ Optional" link.
- Start and End times:** Jan 15, 2021, 9:30 AM to Jan 15, 2021, 10:30 AM. Duration: 1h. An "All day" toggle is present.
- Recurrence:** Does not repeat.
- Calendar:** *11A/IM1 > General
- Location:** Add location
- Rich text editor:** Includes bold, italic, underline, strikethrough, text color, background color, paragraph, bulleted list, numbered list, link, unlink, insert table, and undo/redo buttons. The text "A note about the lesson here..." is entered.

On the right side, the "Tracking" pane shows the organizer: Feroz khan (FK).



11Alm1 Year DIT

January 15, 2021, 9:30 AM - 10:30 AM

Feroz khan

Meeting options

Who can bypass the lobby?

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?

Allow attendees to unmute

People in my organization and gu... ▾

No

Yes

Only me ▾

Everyone

People in my organization

Specific people

Only me

17. This will take you to another webpage, which allows you to adjust further settings for your lesson. Where it says 'Who can present?', click on the drop down menu and select 'Only me'.

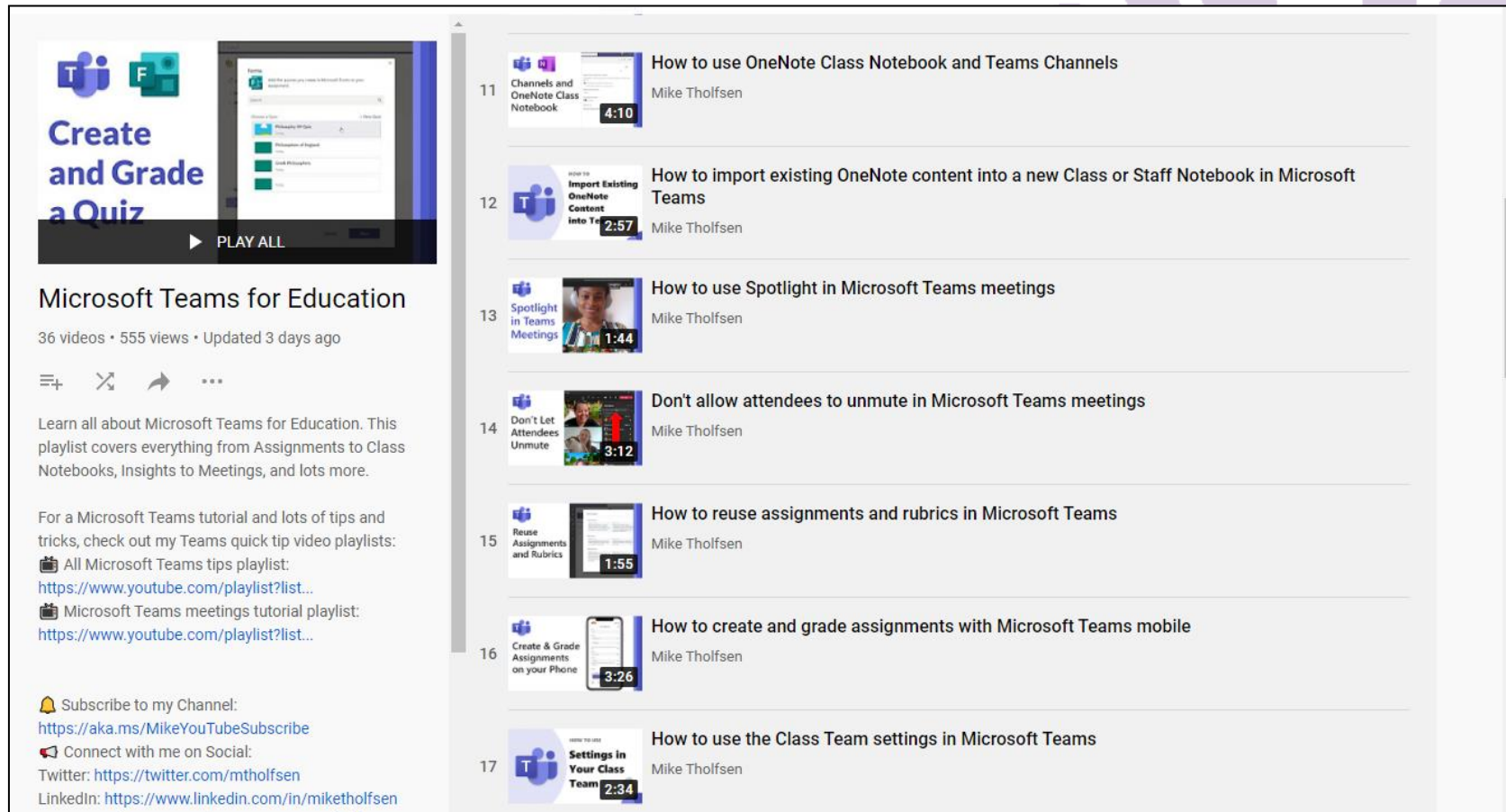
This will prevent pupils interrupting the lesson by removing each other etc.

18. Finally, press 'Save' and your lesson is set.

Save

For more information on the various features of Microsoft Teams, please visit the MS Teams YouTube playlist:

https://www.youtube.com/playlist?list=PLdHjccRYryPKeATXM_9AHxmS0txwJew3



The image shows a screenshot of a YouTube playlist page. On the left, there is a video player with a thumbnail titled 'Create and Grade a Quiz' and a 'PLAY ALL' button. Below the player, the playlist title 'Microsoft Teams for Education' is displayed, along with '36 videos • 555 views • Updated 3 days ago'. There are icons for playlist management (add, remove, share, etc.). A description follows: 'Learn all about Microsoft Teams for Education. This playlist covers everything from Assignments to Class Notebooks, Insights to Meetings, and lots more.' Below this, there are two links to other playlists: 'All Microsoft Teams tips playlist' and 'Microsoft Teams meetings tutorial playlist'. At the bottom left, there are social media links for YouTube, Twitter, and LinkedIn.

Microsoft Teams for Education
36 videos • 555 views • Updated 3 days ago

Learn all about Microsoft Teams for Education. This playlist covers everything from Assignments to Class Notebooks, Insights to Meetings, and lots more.

For a Microsoft Teams tutorial and lots of tips and tricks, check out my Teams quick tip video playlists:

- All Microsoft Teams tips playlist:
https://www.youtube.com/playlist?list=PLdHjccRYryPKeATXM_9AHxmS0txwJew3
- Microsoft Teams meetings tutorial playlist:
https://www.youtube.com/playlist?list=PLdHjccRYryPKeATXM_9AHxmS0txwJew3

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Video List:

- 11 Channels and OneNote Class Notebook 4:10 Mike Tholfsen
- 12 How to import existing OneNote content into a new Class or Staff Notebook in Microsoft Teams 2:57 Mike Tholfsen
- 13 How to use Spotlight in Microsoft Teams meetings 1:44 Mike Tholfsen
- 14 Don't allow attendees to unmute in Microsoft Teams meetings 3:12 Mike Tholfsen
- 15 How to reuse assignments and rubrics in Microsoft Teams 1:55 Mike Tholfsen
- 16 How to create and grade assignments with Microsoft Teams mobile 3:26 Mike Tholfsen
- 17 How to use the Class Team settings in Microsoft Teams 2:34 Mike Tholfsen