

DISTANCE LEARNING

Hallandale Magnet High School



Student Directions

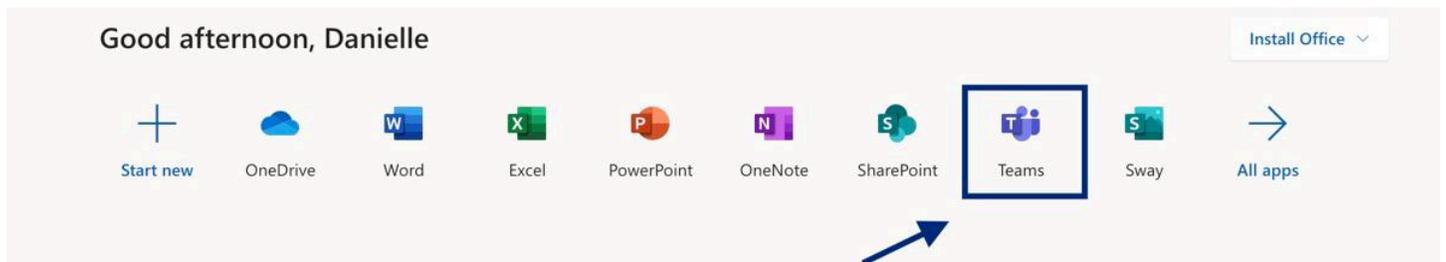
Video Conference with Your Teacher on Teams

Follow These Directions Carefully

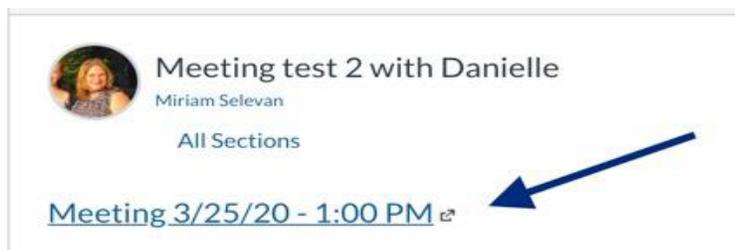
- 1) Go to your Clever Launch Pad sso.browardschools.com
- 2) Click on Office 365



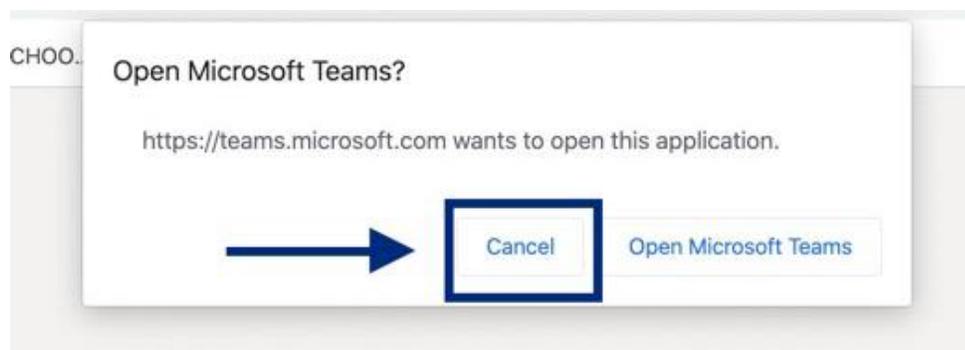
- 3) Click on Teams



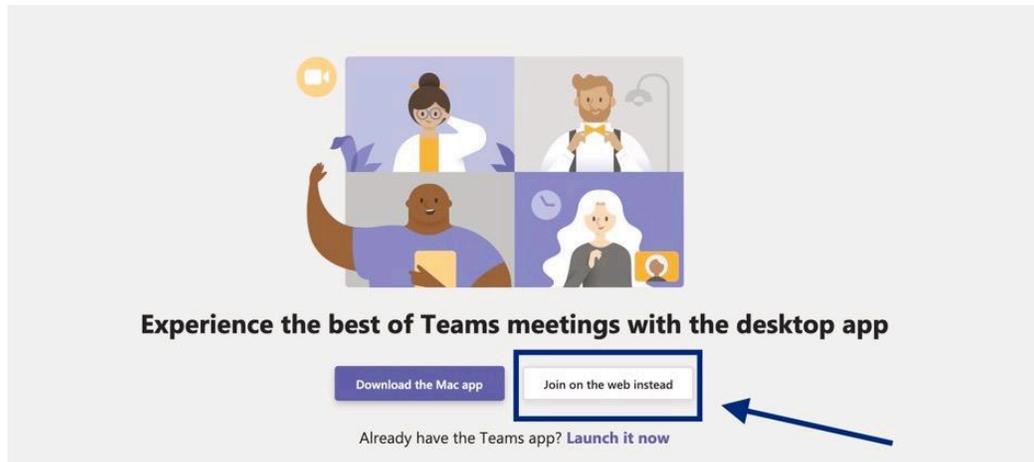
- 4) If it Asks to Allow the Camera and Microphone, Click "Accept"
- 5) Go back to your Clever Launch Pad and click on Canvas
- 6) Click on the Meeting Link in the Announcement or Page in your teacher's Canvas Course



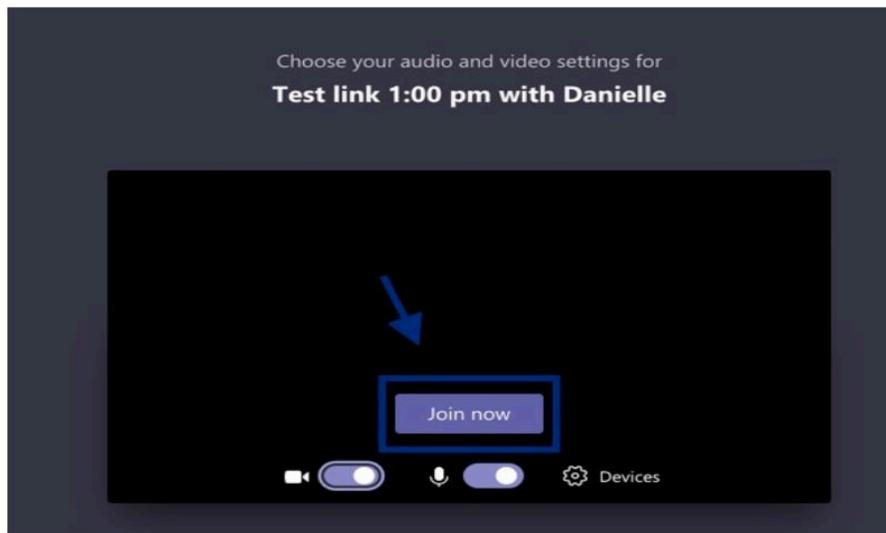
- 7) Click "Cancel" when it asks to "Open Microsoft Teams?"



8) Click "JOIN ON THE WEB INSTEAD"

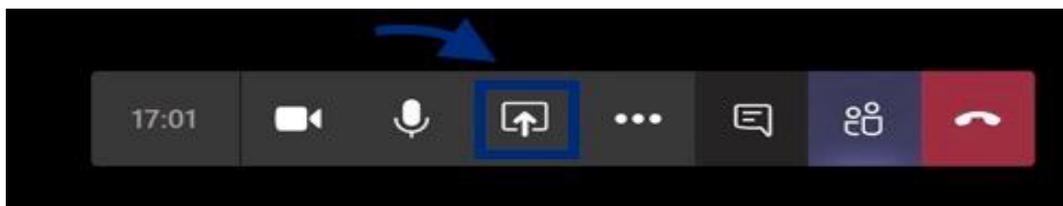


9) Click "Join Now"



How to Share Your Screen with Others

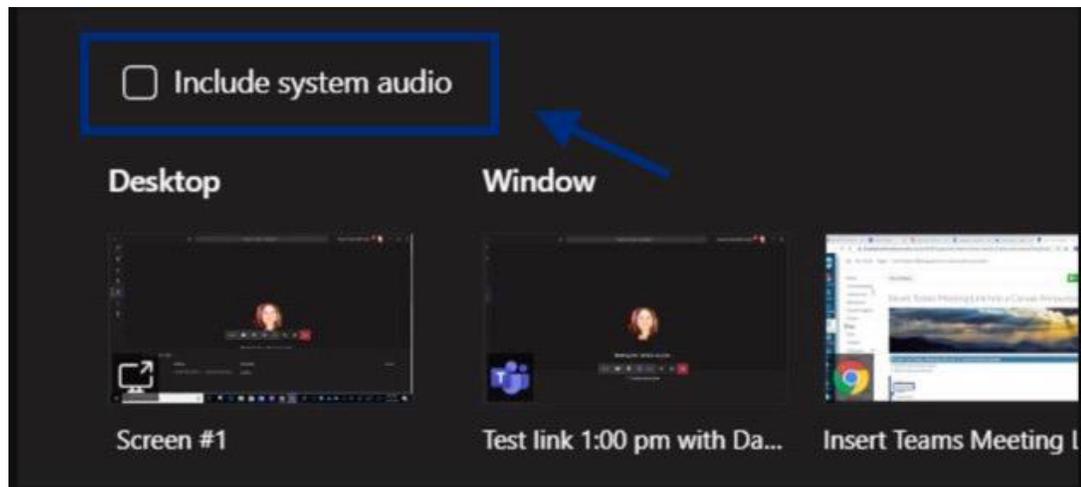
1) Click on the Share Screen button that looks like an up arrow (see screenshot)



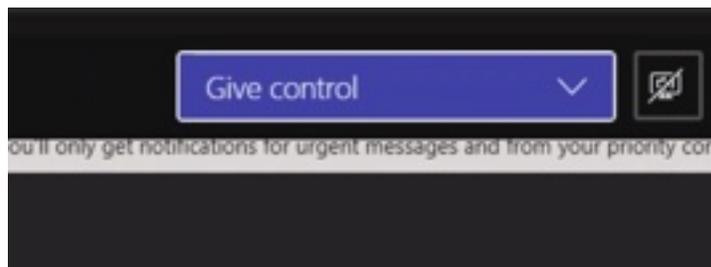
2) It is best to share your entire desktop

3) Note:

- ✓ When showing a PowerPoint it is best to be in “read mode”
- ✓ When sharing a video on your screen, ensure to click the “Include system audio” button or your participants will not hear the audio



- ✓ To give others control of the screen, hover over the top of the screen, click “Give control”



Video Conference General Guidelines

- ✓ Make sure you open Teams first before clicking the Teams Meeting link in Canvas.
- ✓ After you join the meeting turn off your camera and mute your microphone. Only turn these back on when your teacher requests it.
- ✓ Use the conversation/chat feature when your teacher requests it. _
- ✓ Remember you are online with everyone from your class, wait to ask questions and ensure to take turns when talking.
- ✓ Only be in the Teams Meeting when the teacher is present. Log in when it is your time frame and log off when the meeting is done.

