



Instructions for Using Microsoft Teams for Online Classes at SIPTU

These instructions are to help SIPTU College students attend online classes on Microsoft Teams. Follow these steps to join and participate in your virtual classes.

1. Getting Started with Microsoft Teams

- **Access Teams:**
 - Your tutor will send you a “Join Microsoft Teams Meeting” link for your class. You don’t need a SIPTU College email or a Teams account to join.
 - Open the link in a web browser (like Chrome or Safari) or download the Microsoft Teams app on your computer, or laptop.
 - If prompted, select “Join as a guest” and enter your name.

- **Equipment Needed:**
 - A computer, phone, or tablet with a stable internet connection.
 - Speakers or headphones to hear the class.
 - A microphone to speak (most laptops and pcs have one built-in).
 - A webcam (please leave your camera on if possible, to help engagement).

- **Test Your Setup:**
 - Before your first class, check your microphone and speakers. If possible, join a test meeting using a link provided by your tutor or test your audio in the Teams app (click “Settings” > “Devices”).



2. Joining an Online Class

- **Find the Class Link:**
 - Your tutor will send you a “Join Microsoft Teams Meeting” link by email or through SIPTULearn.ie before the class.
 - Check your email or SIPTULearn.ie to find the link.

- **Join the Meeting:**
 - Click the “Join Microsoft Teams Meeting” link to join the class.
 - If the meeting hasn’t started, you may wait in a virtual lobby until your tutor admits you.
 - Join 5 minutes early, if possible, to avoid delays.

- **Set Up Your Name:**
 - When joining as a guest, enter your full name (e.g., “Mary Murphy”) so your tutor knows who you are.
 - If you’re using the Teams app and need to change your name, click your profile picture (top right), select “Edit profile”, and update your name. Save the changes.

3. During the Online Class

- **Mute Your Microphone:**
 - When you join, turn off your microphone to avoid background noise. Click the microphone icon (it should show a slash through it when muted).
 - Only unmute when you want to speak. Click the microphone icon again to unmute.

- **Keep Your Camera On (If Possible):**
 - Please leave your camera on during the class to help create a more engaging and interactive experience.



- If you need to turn your camera off, click the camera icon (it should show a slash through it when off).
- If your camera is on, use a well-lit, quiet space if possible.

- **Use the Chat:**
 - To ask a question or comment without speaking, use the chat.
 - Click the “Chat” icon (speech bubble) in the meeting toolbar to open the chat panel.
 - Type your message and press “Enter” to send. For example, type “Hand up” if you have a question, and wait for your tutor to call on you.

- **Raise Your Hand:**
 - To show you want to speak, use the “Raise Hand” feature.
 - Click the “More actions” icon (three dots) in the meeting toolbar, then select “Raise hand”. Your tutor will see a hand icon next to your name.
 - Lower your hand when you’re done by clicking “Lower hand” in the same menu.

- **Follow Class Rules:**
 - Respect others by listening when someone is speaking.
 - All SIPTU College classroom rules apply online, so be respectful and engaged.

- **View Shared Content:**
 - Your tutor may share their screen, a presentation, a video or a whiteboard.
 - Focus on the shared content, which will appear in the main Teams window.



- If you can't see it, click the "Content" icon (rectangle with an arrow) in the toolbar.

- **Using Other Tools:**

- Sometimes, your tutor may use tools like Slido or Padlet for activities or discussions.
- Your tutor will explain how to use these tools during the class.

4. Participating in Class Activities

- **Breakout Rooms:**

- Your tutor may split the class into smaller groups for discussions using breakout rooms.
- You'll automatically move to your assigned room. Follow the same rules (mute, chat, raise hand) in the breakout room.
- When the breakout ends, you'll return to the main class.

5. Ending the Class

- **Leave the Meeting:**

- When the class is over, click the "Leave" button (red "X" or "Hang up" icon) in the meeting toolbar.

6. Tips for Success

- **Be Prepared:**

- Check your class schedule and join on time.
- Have your course materials (e.g., notebook) ready.



- **Stay Engaged:**
 - Listen actively and participate in discussions.
 - Use the chat or raise hand features to ask questions.
- **Troubleshooting:**
 - If you lose connection, rejoin the meeting using the same link.
 - If you have ongoing issues, contact your tutor.
- **Respect Privacy:**
 - Don't record or screenshot the class without your tutor's permission.
 - Keep class discussions confidential.

By following these instructions, you'll be ready to attend and participate in your online classes at SIPTU College.

If you have any issues or questions, please contact the college at the details below:

SIPTU:

Tel: 01 8586470

Email: college@siptu.ie