

JOINING YOUR TEAMS BASED LIVE STREAMING CLASS IS AS EASY AS FOLLOWING THESE STEPS....

Step 1.

FROM YOUR WEB BROWSER GO TO:

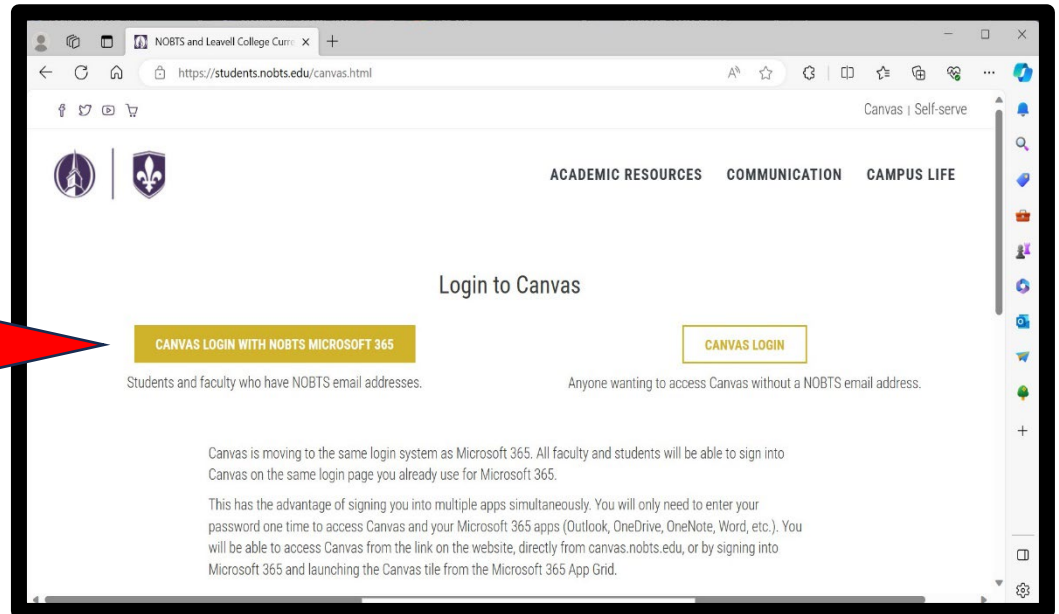
canvas.nobts.edu

You will find yourself on this page.

Step 2.

CLICK ON

“CANVAS LOGIN WITH NOBTS MICROSOFT365”

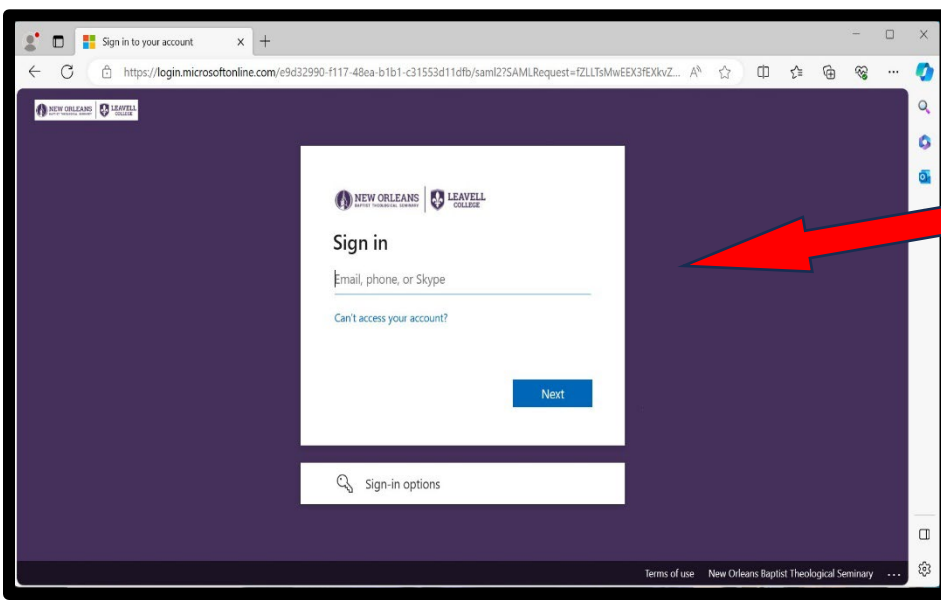


Step 3.

SIGN INTO YOUR ACCOUNT USING YOUR

“[boxname](mailto:boxname@students.nobts.edu)”@students.nobts.edu or “[boxname](mailto:boxname@nobts.edu)”@nobts.edu email address.

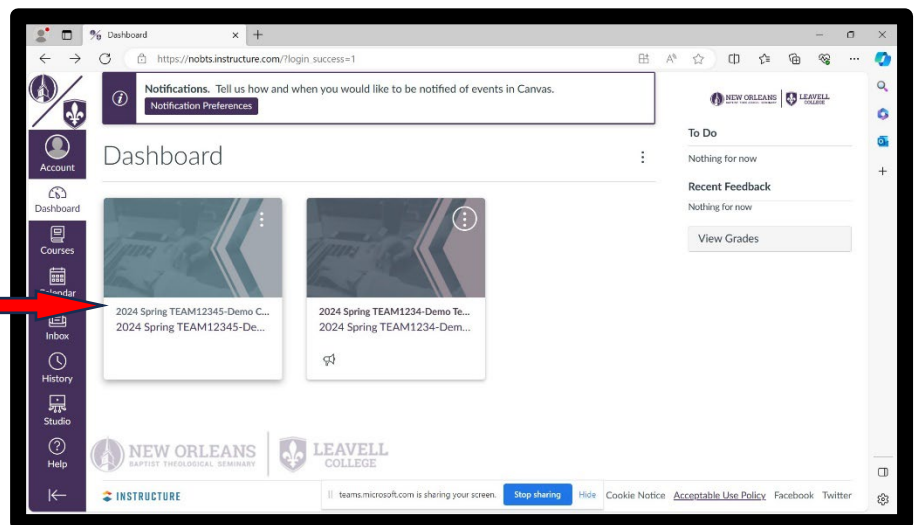
If you haven't completed setting up your account, never used this address before, or don't have one, contact Canvas Help Desk at canvas@nobts.edu or 504.816.8180.



Step 4.

YOU ARE NOW IN YOUR CANVAS ACCOUNT, ON YOUR DASHBOARD, & CAN NOW FIND YOUR TEAMS CLASS.

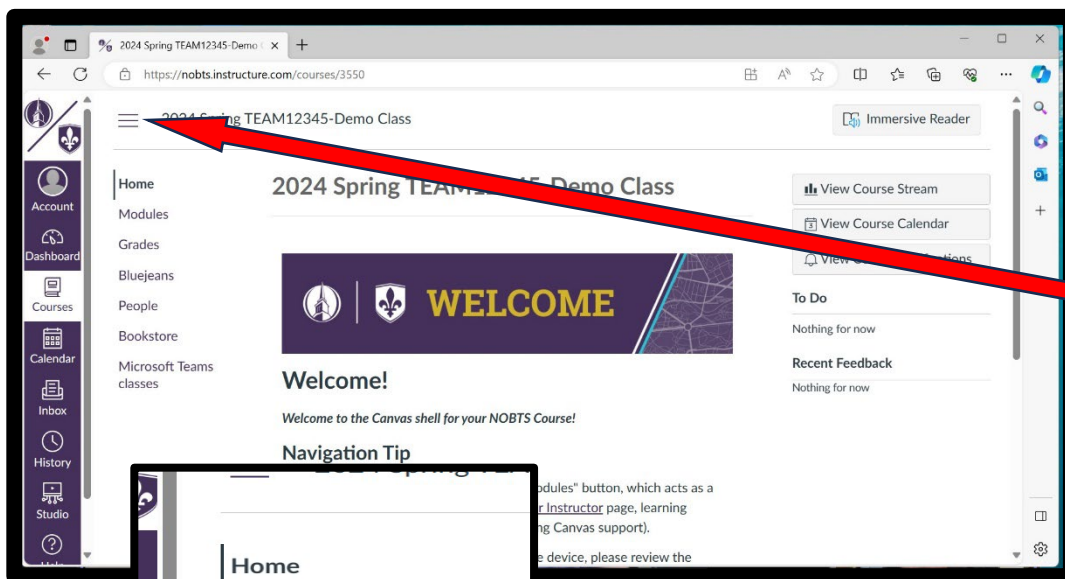
Select your class by clicking its name on its tab.



Step 5.

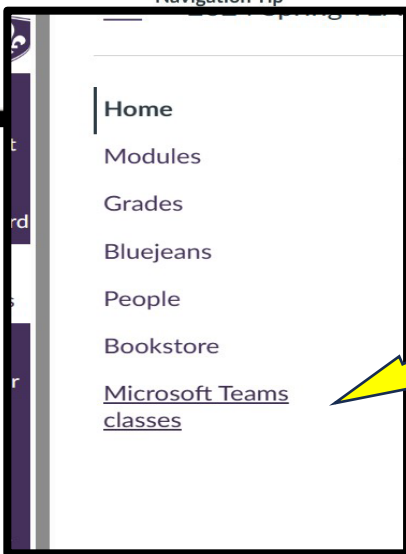
You will be taken to your class's page.

Be sure to click on the menu pull down icon to see all your choices, including TEAMS.

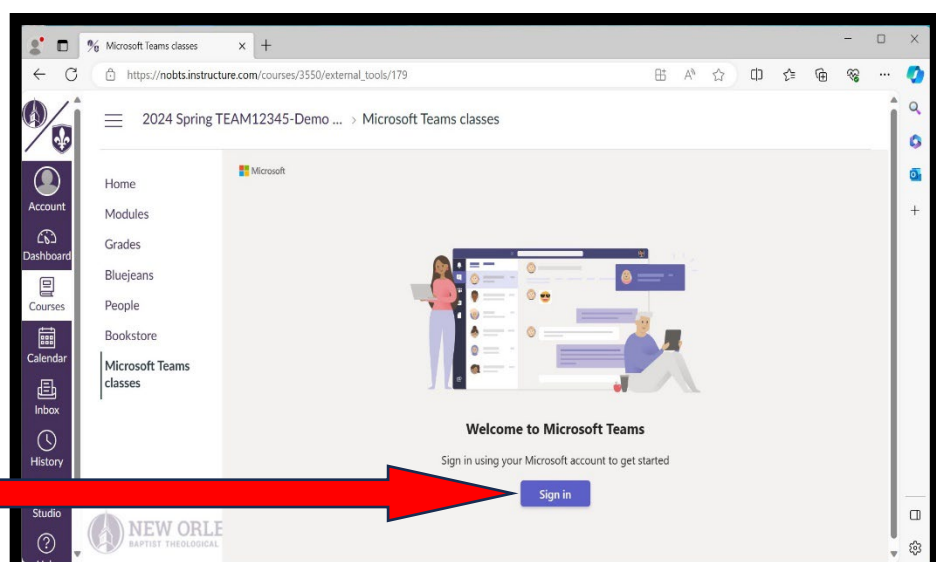


Step 6.

Click on the “Microsoft Teams Classes” menu option. You will taken to your “SIGN IN” page for your TEAMS class.



Hit the **SIGN IN** button, provide all necessary information requested, & proceed to the next page.

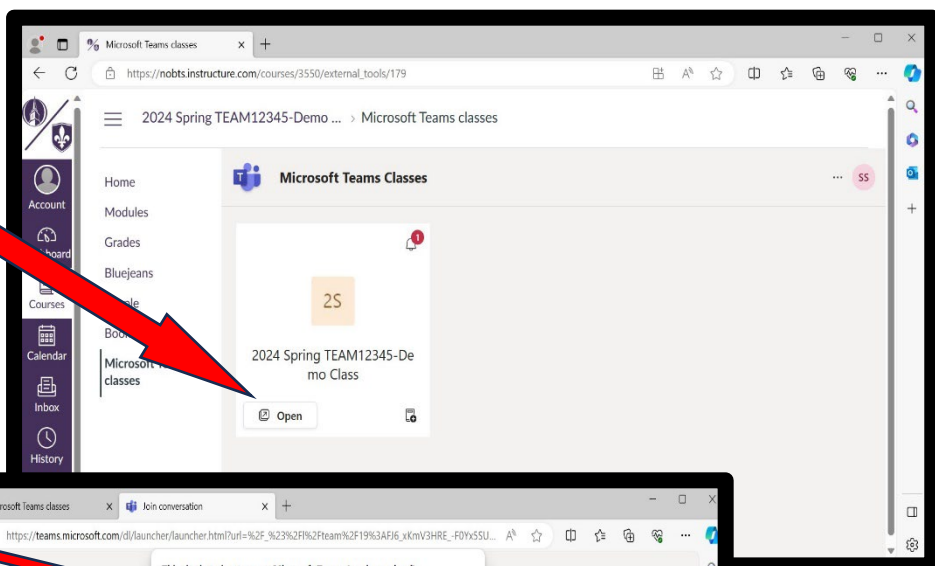


Step 7.

Click your **"OPEN"** BUTTON

This will begin the process of opening TEAMS.

The next window will ask you which TEAMS product/tool you want to use to connect to your class.

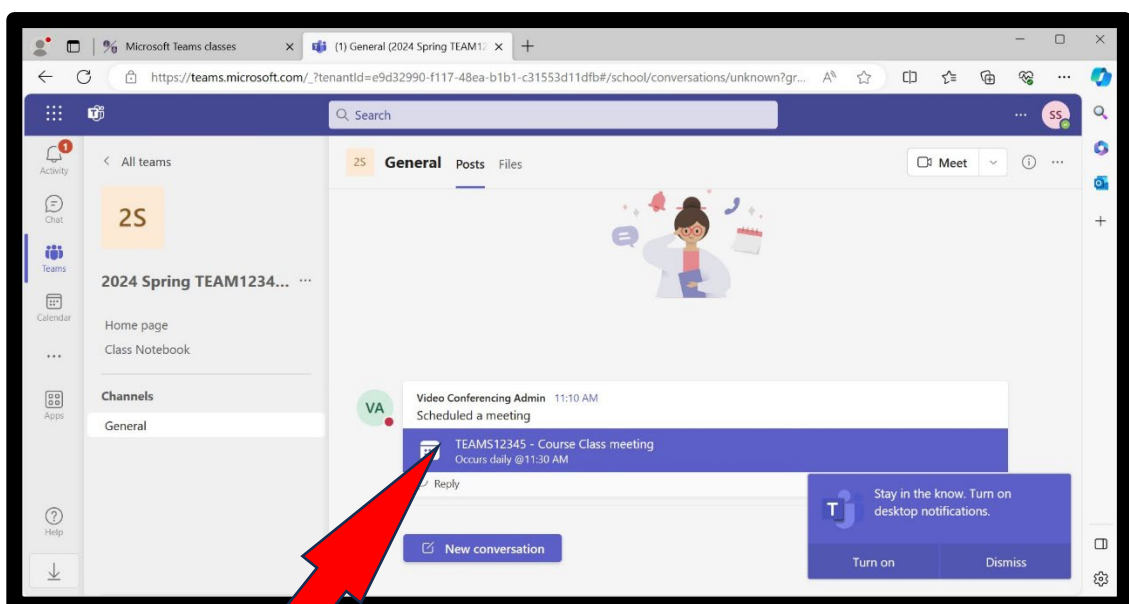
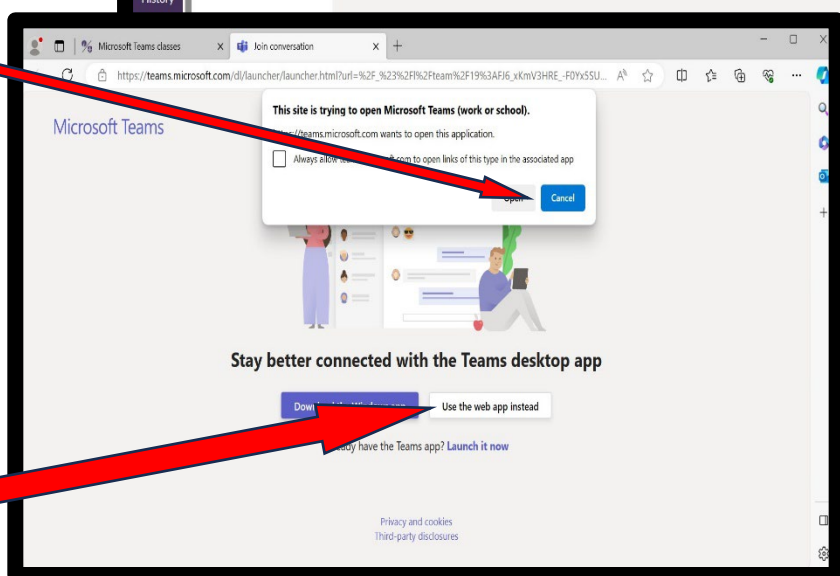


"cancel" any pop-up requests &

CHOOSE

"USE THE WEB APP INSTEAD" BUTTON.

This will keep you logged into your account.



Step 8.

CONGRATULATIONS!!!

You have successfully navigated to your class's Microsoft Teams group page.

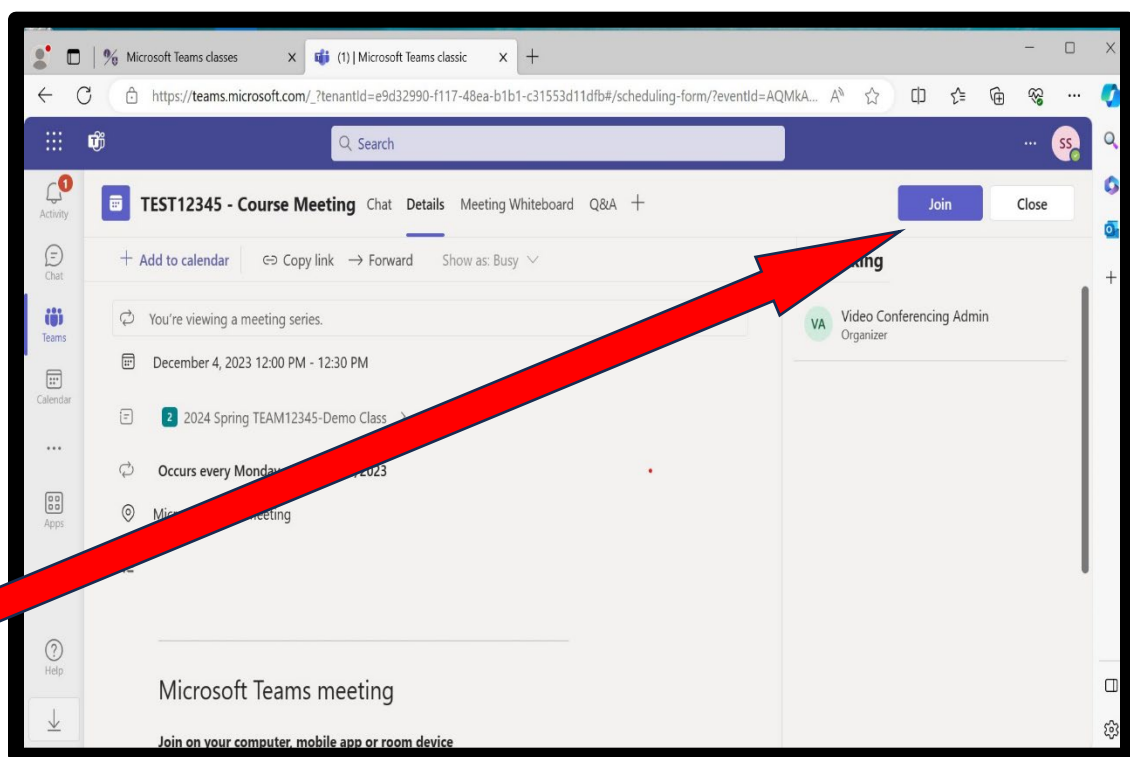
From here, you will be able to JOIN your class meeting.

You may want to

"TURN ON" desktop notifications. You will want to allow access to your PC's camera, mic's, & speakers when prompted.

When you are ready to enter your meeting,

HIT THE PURPLE BAR WITH YOUR CLASS NAME IN IT.



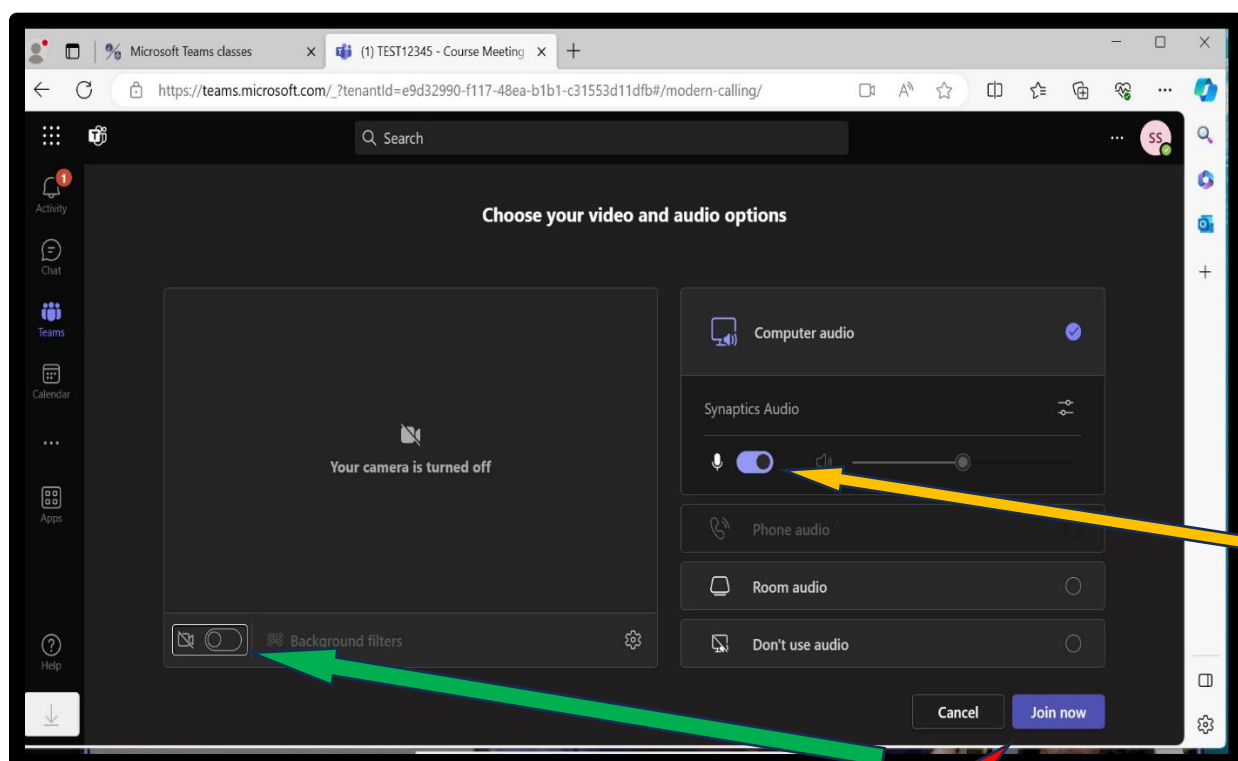
Step 9.

This page will give you confirmation information for your class.

NOW YOU MAY

"JOIN"

YOUR CLASS MEETING.



Step 10.

As TEAMS opens up to begin streaming from your device, you will want to

➤ **MAKE SURE YOUR MIC IS ON.**

➤ **BE AWARE THAT YOUR**

CAMERA IS OFF UNTIL YOU SAY OTHERWISE.

Many people leave their cameras off *able to be seen in order to be counted* aware of your surroundings and camera OFF quickly for a brief camera view will be

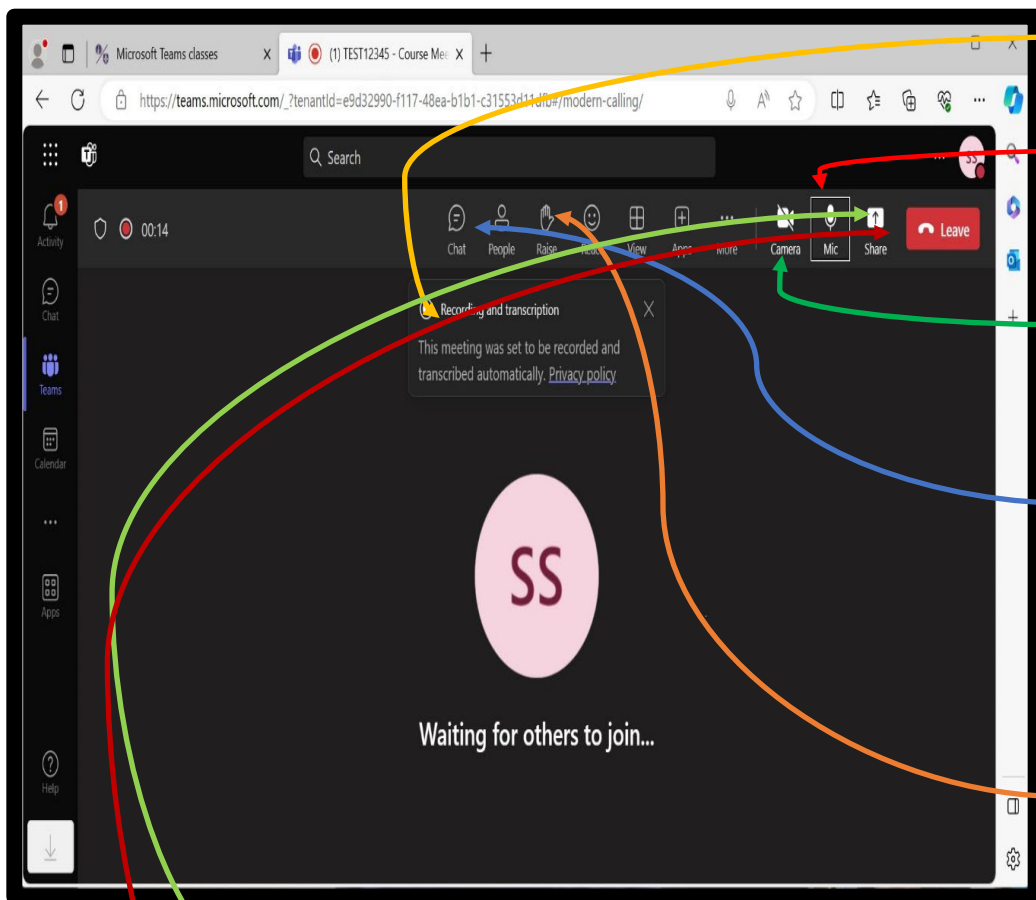
until class starts. *You must be present for most classes. PLEASE, be* background! You can always turn your moment in order to ensure that nothing in disrupting to others in the TEAMS meeting/class.

NOW HIT "JOIN"

Step 11.

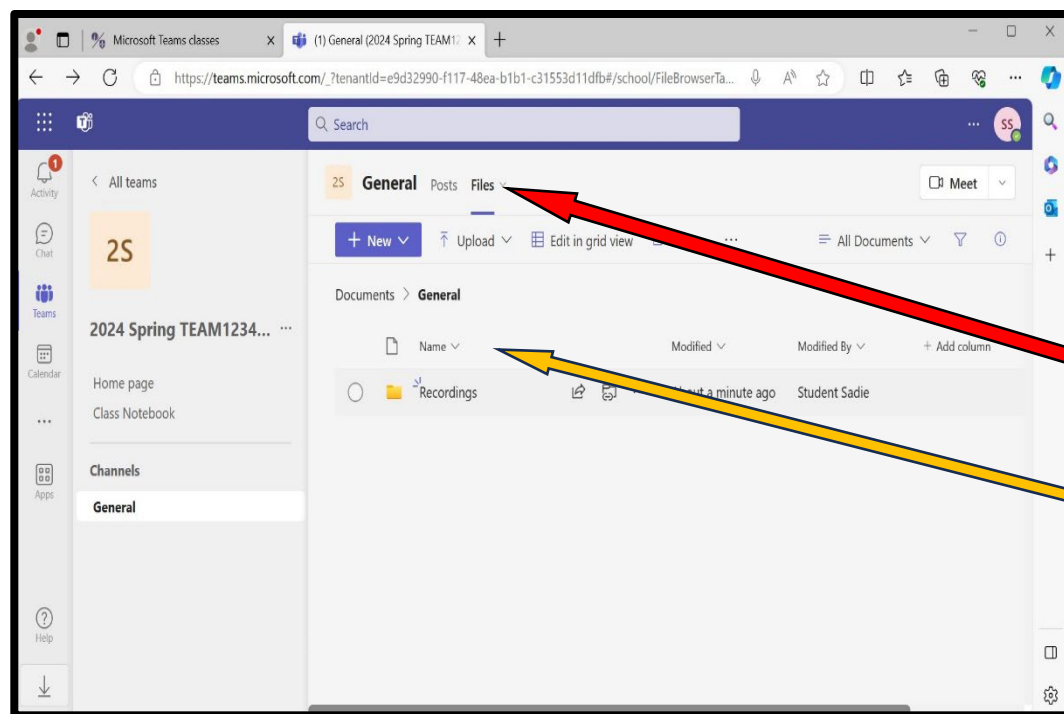
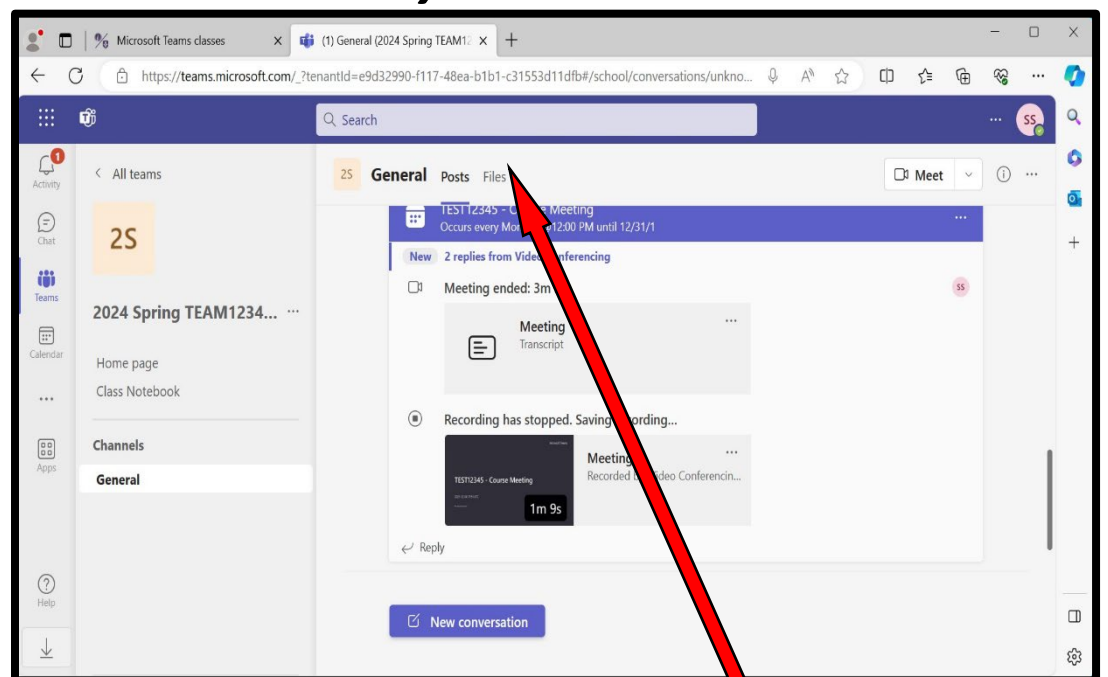
YOU ARE NOW IN YOUR CLASS MEETING!

Here's a few things you will need to know...



- Your class is being recorded.
- Keep your MIC muted until you are ready to speak.
- Turn your camera ON – be aware of your surroundings.
- The CHAT feature may help you get help during class or speak privately with your professor.
- RAISE YOUR HAND to help others recognize you.
- You can SHARE information from your device as requested by your professor.
- **Hit the LEAVE button to conclude your meeting and close your window.**

AND FINALLY....
WHEN YOUR CLASS IS FINISHED FOR THE DAY,
You will find a list of all completed sessions in the GENERAL tab of that class group.



- ❖ Recordings of all completed class sessions can be found by hitting the FILES option.
- ❖ Hit the FILES tab
- ❖ Open the RECORDINGS file
- ❖ Choose recording by date of meeting.

We hope you have successful and blessed class meetings.

If you have any further questions or problems joining your class through Microsoft TEAMS, please contact us at

vchelpdesk@nobts.edu

or call us directly at 504.816.8431.

Canvas, Email, and other technical assistance can given at the

Canvas Help Desk at

canvas@nobts.edu

or by calling 504.816.8180