

Student Teams Initial Checklist

The following is an SPS student checklist you can use to confirm that your access to Teams is functioning correctly. If you find that any of these features do function, restart your computer. If issues persist, please contact SPS Student Techline.

Please complete the following:

- Download the Microsoft Teams app**
- Join a meeting with your SPS username and password**
 1. Go to www.seattleschools.org
 2. Select the Student pull-down menu.
 3. Select **Schoology**.
 4. Select the Schoology course.
 5. Select the Teams meeting link.
 6. Select **Open Microsoft Teams**.
 7. Allow access to your mic and camera if needed.
 8. Select **Join**.
- Turn on Live Captioning**
 1. Mouse over a Teams meeting screen, the menu will appear.
 2. Click the ellipsis.
 3. Click **Turn on live captions (preview)**.
- Record a Team Online Meeting**
 1. Mouse over a Teams meeting screen, the menu bar will appear.
 2. Click the ellipses.
 3. Click Start Recording.
 4. Click End Recording when finished.
 5. Your video will appear in Teams chat.
- Add Emoji and Sticker in the chat during a Teams online meeting**
 1. Mouse over a Teams meeting screen, the menu bar will appear.
 2. Select the Chat icon.
 3. Click the memes or sticker icons.
 4. Add a meme or sticker to a chat

