

TO DOWNLOAD AN APP TO AN iPad

With school iPads, the apps should already be there under the Self Service app and just need to be downloaded to the actual device. Look for an icon that is a red, yellow, green and blue diamond shape called Self Service. If you open Self Service, there will be many apps already loaded. Zoom, Microsoft Teams, Microsoft Word, etc are all there. You can just choose the app you need and you should see an Install button on the top right hand corner. Click on the Install button, then click back to the home screen and make sure you see the icon.

TO SIGN IN TO MICROSOFT TEAMS ON AN iPad

Click on the Microsoft Teams app and it should take you to a screen asking you to sign in with an email account. The email sign in is your student number@sd79.bc.ca (or 123456@sd79.bc.ca) and the password is the same as your wifi (or “welcome” if you haven’t changed it). If you aren’t taken immediately to the sign in screen, look for “Sign in With a Different Account” and repeat the sign in process as above.

TO JOIN A ZOOM MEETING ON AN iPad

Click the Zoom icon, then click Join a Meeting. Input the meeting ID from the email you received from your teacher. In Join With a Personal Link Name, type your first and last name then click Join. It should push you to a Waiting Room with a note that the host (your teacher) will let you in soon. Alternatively, if you can open your email on the iPad, you should be able to just click on the link in your email and it will open the Zoom app to let you join.

ZOOM AND TEAMS ETIQUETTE

Recording a Zoom meeting or video conference without the host’s permission or knowledge and posting it publicly in any form (which includes sending it to friends) is a serious violation of privacy. Just as we don’t allow video recording inside our classrooms when we are in the building, it is also not allowed now in our virtual classroom unless explicit permission is given by the host and all those who faces and information is visible.

Also, please remember that Private Chats are only private from the rest of your class, but the host (your teacher) has access to them at any time so keep your comments respectful and respectable at all times.