

Teachers' Manual:

Access Microsoft Teams – Activate Team – Manage Members

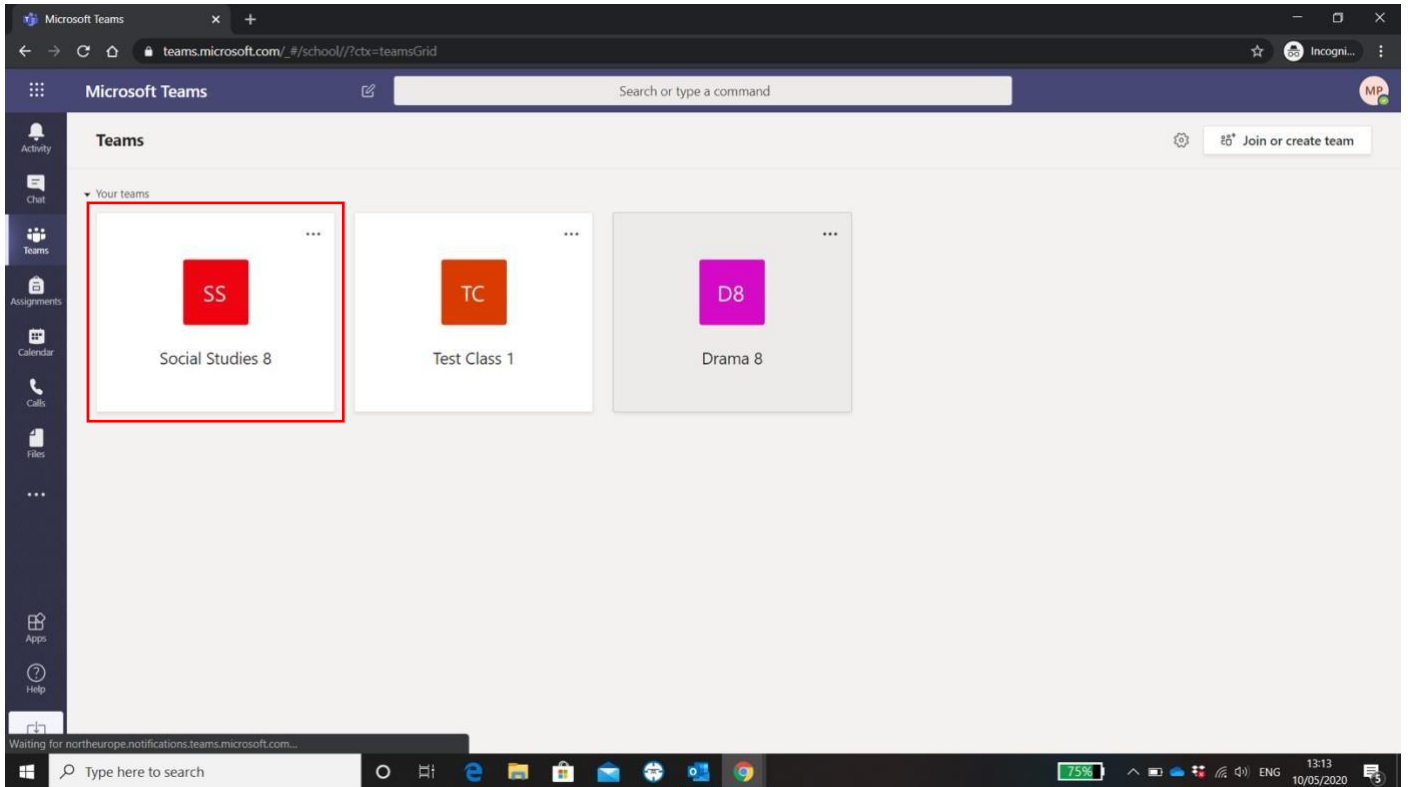
1. Access MS Teams from the app or online from: www.office.com, www.teams.microsoft.com, mis.edu.mt or www.ilearn.edu.mt



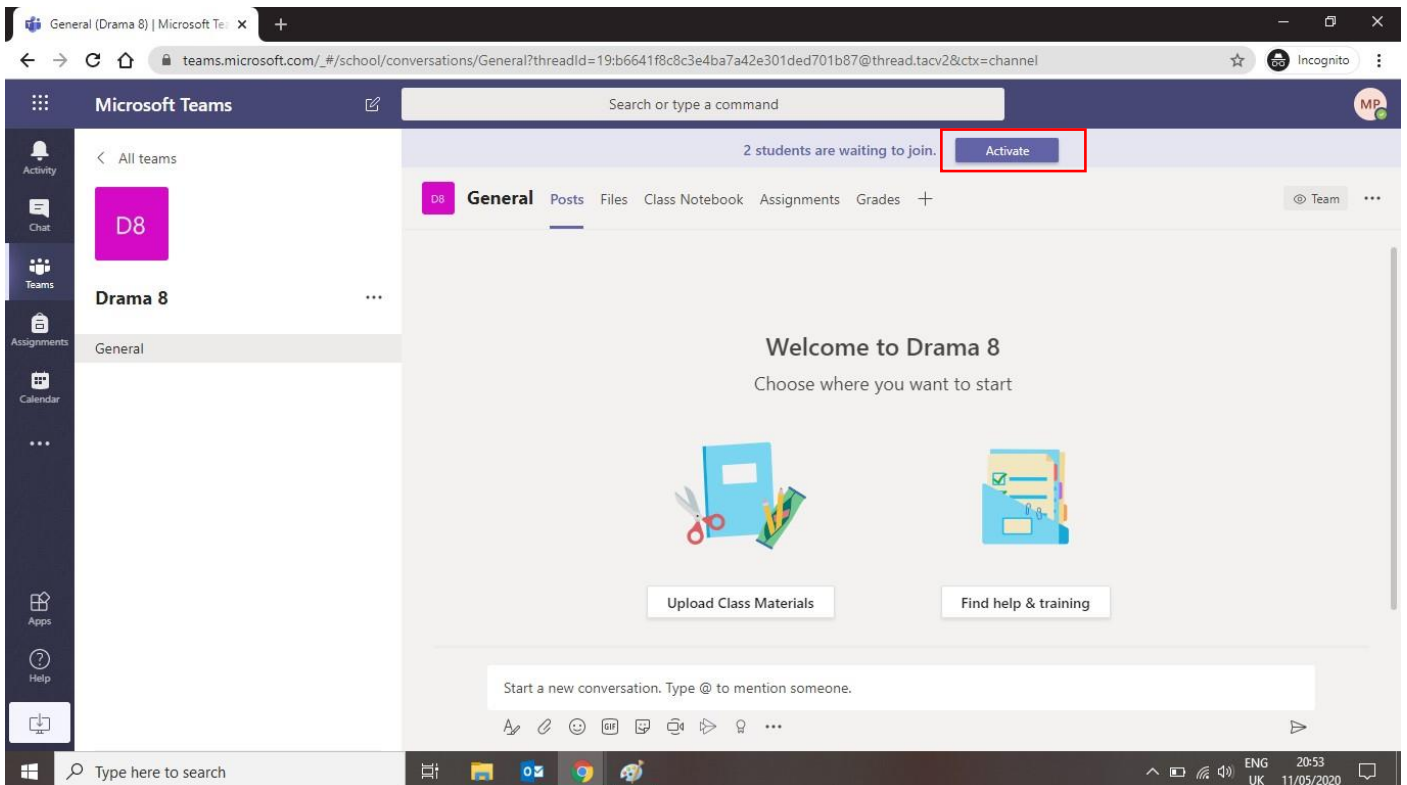
2. Login with your Ilearn account - Input your username (i.e. your e-mail ending with '@ilearn.edu.mt') and password. Then, click "log in".

A screenshot of a web browser showing the login page for iLearn Malta. The browser's address bar displays 'sso.ilearn.edu.mt'. The page features the iLearn logo on the left, which includes icons for an email, calendar, and globe. On the right, there is a login form with two input fields: 'Username' and 'Password', both highlighted with red rectangular boxes. Below the fields is a blue 'Log in' button. Underneath the button are links for 'Forgotten your password?', 'Acceptable Use Policy', and 'Cookie Policy'. The footer of the page contains logos for the Ministry for Education and Employment, the Parliamentary Secretariat for Competitiveness and Economic Growth, the MITA logo, the Maltese flag, the European Union flag, and the European Regional Development Fund logo for Malta 2007-2013.

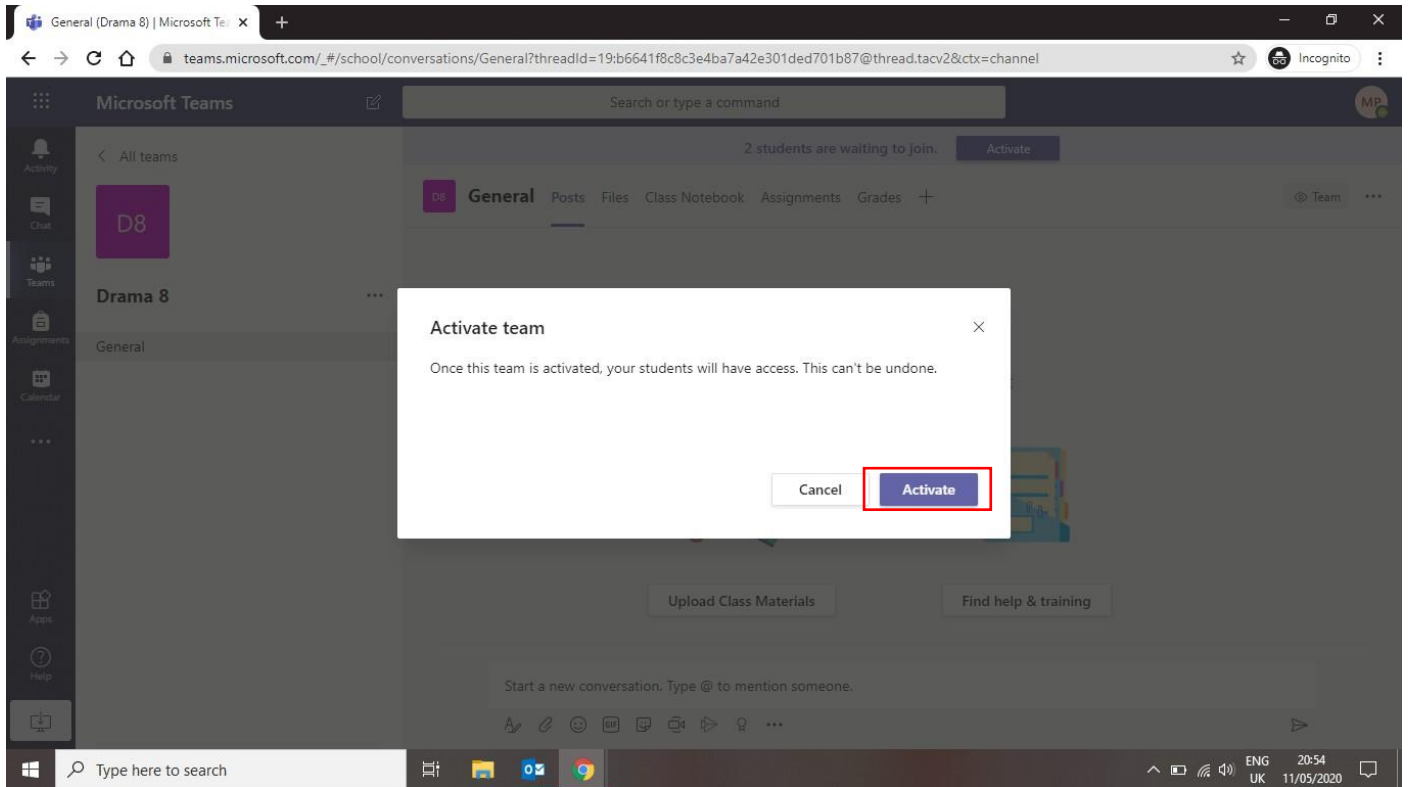
3. All the groups (i.e. classes) assigned with your profile in MySchool MIS, will be replicated and displayed in your Microsoft Teams account as highlighted in the snapshot below.



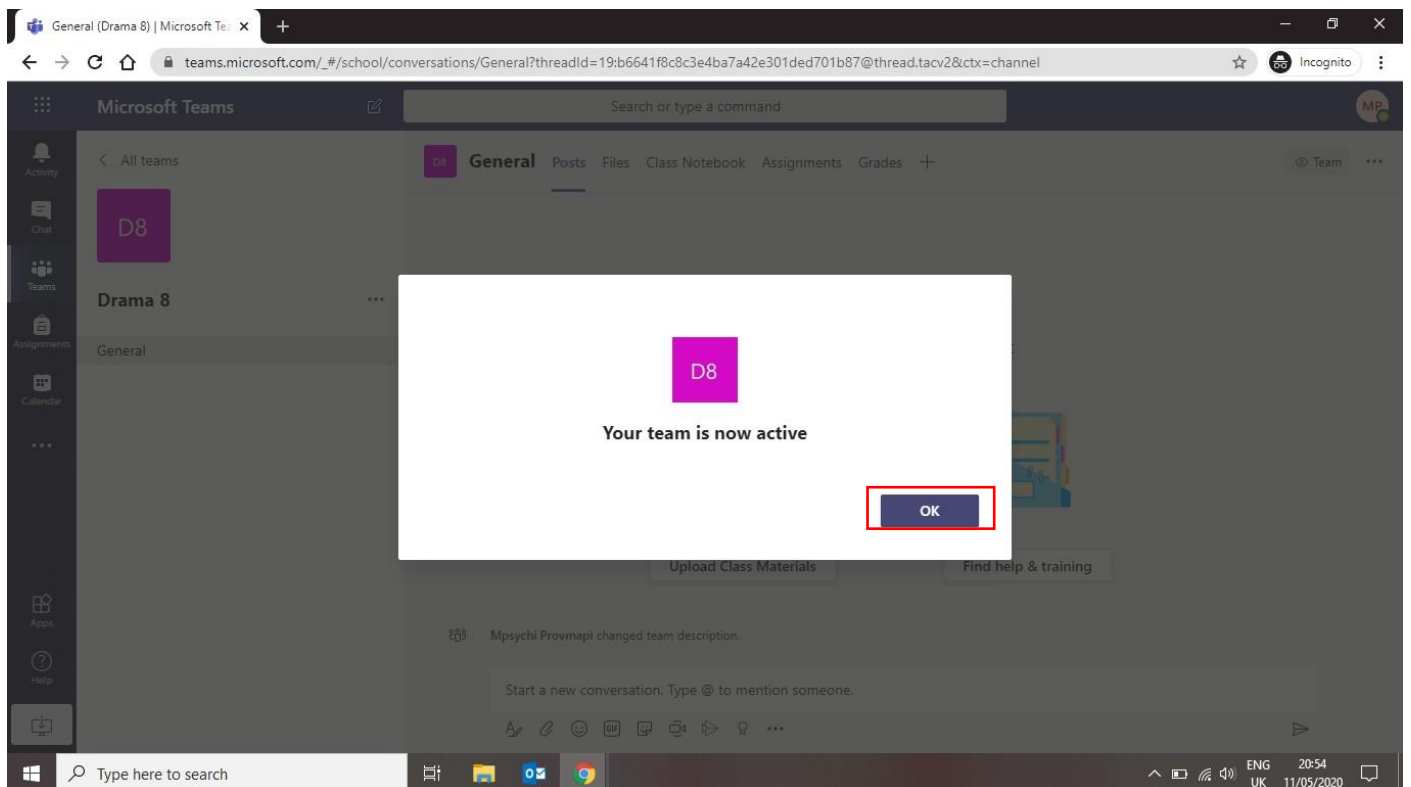
4. To activate anyone of these groups, click on the group and then, press the 'Activate' button shown below. In this case kindly proceed to step 8. Otherwise, if the 'Activate' button is not visible, it means that the group in question has already been activated. In such case kindly skip the next step.



5. Click on the subsequent 'Activate' button shown below.



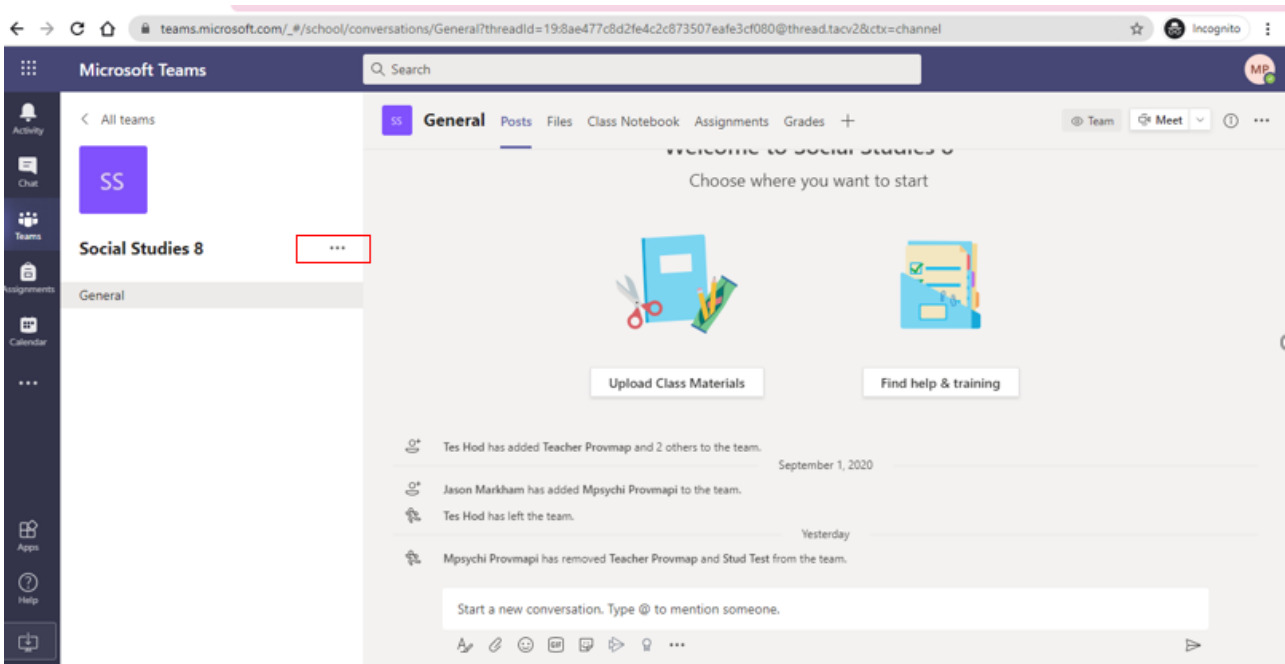
6. Finally, click the 'Ok' button, and you will be able to view your activated group.



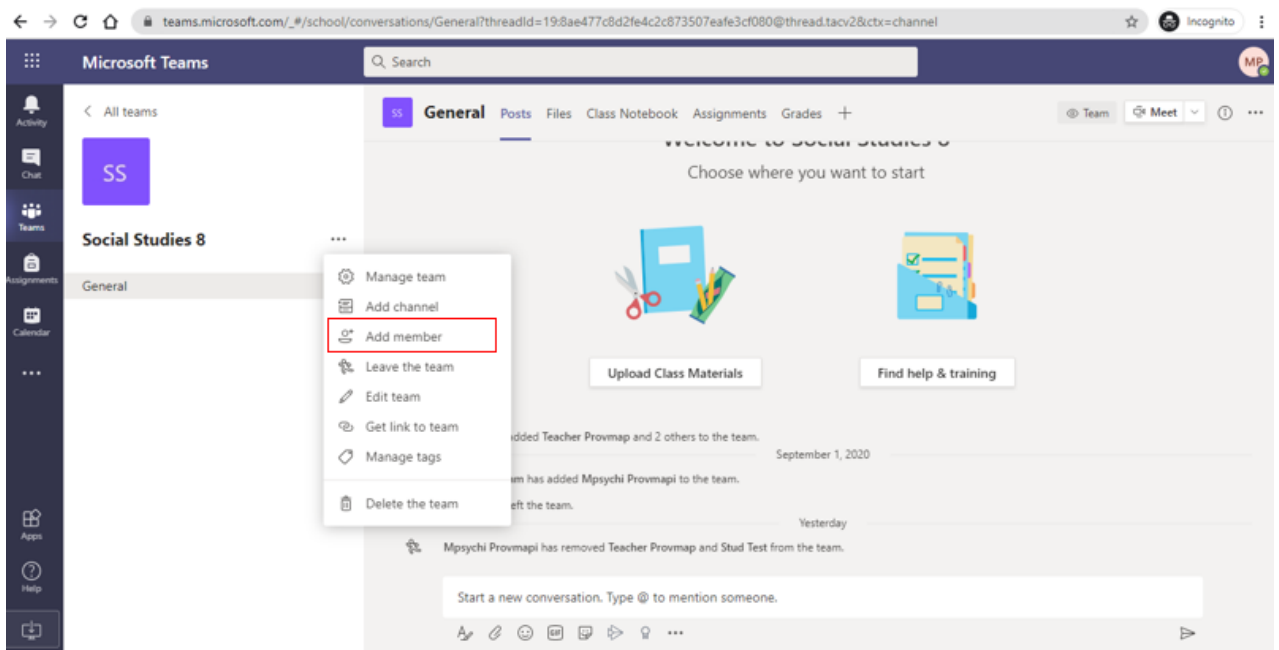
Adding a Member to a Group

After making sure “Groups” are active, you might need to add a member to a selected group. To do so;

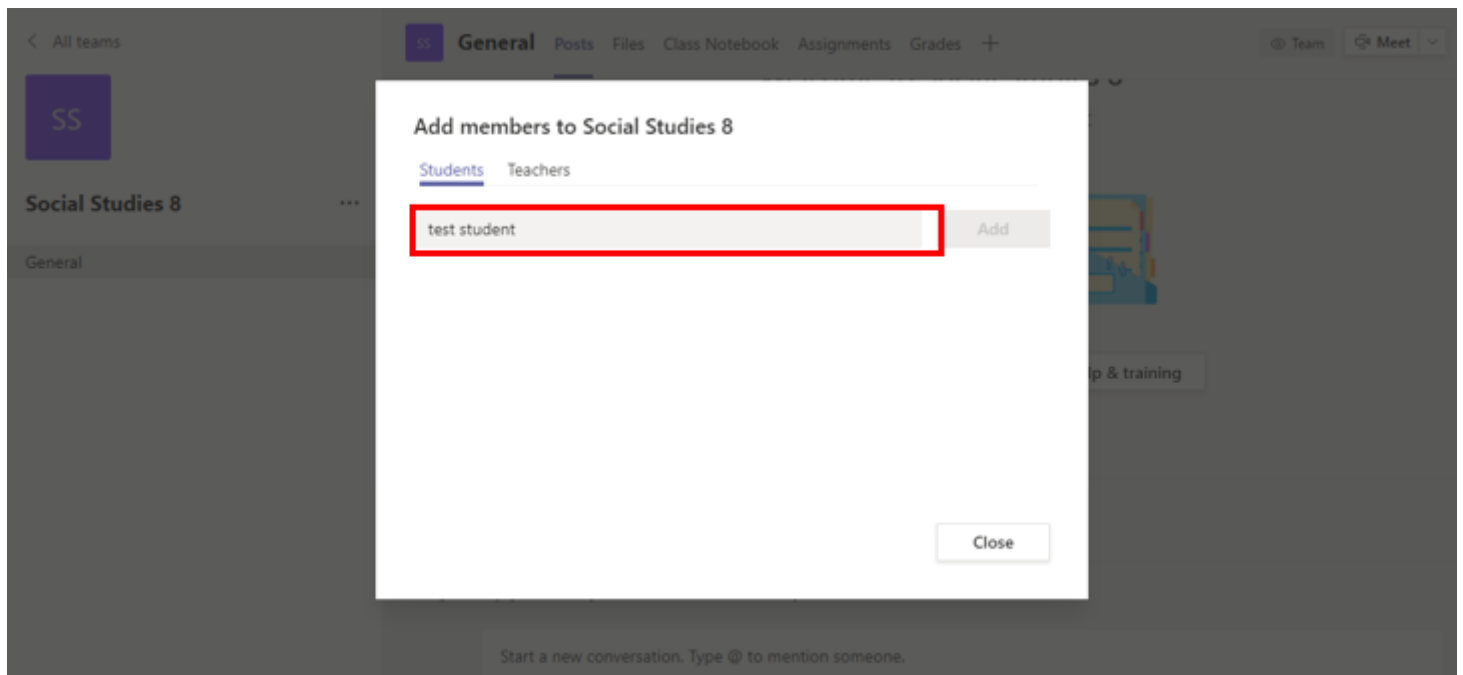
1. Click the ******* icon found on the left-hand side of the page next to the group name, as shown below



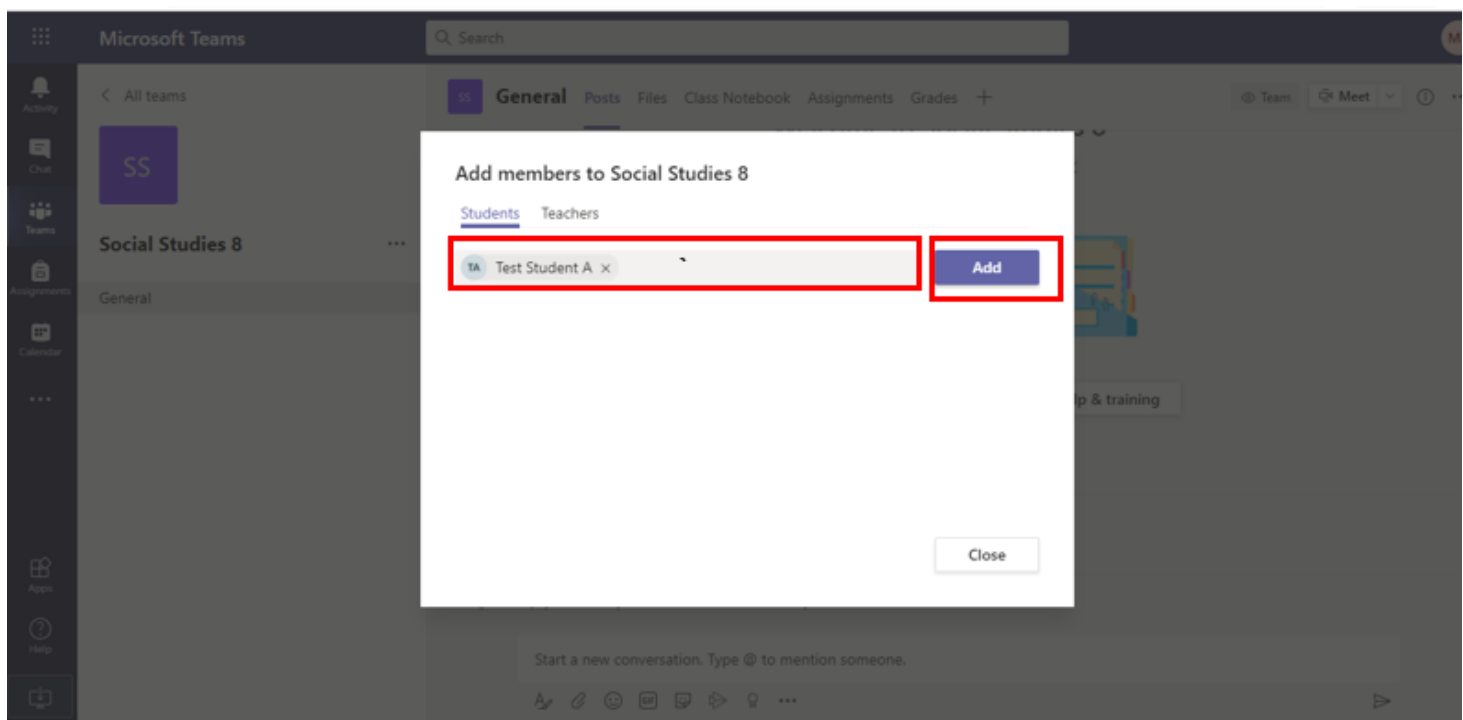
2. After clicking on the *******, select 'Add member' from the displayed menu.



3. Enter the e-mail address of the student you wish to add to the group in the search text box shown below.

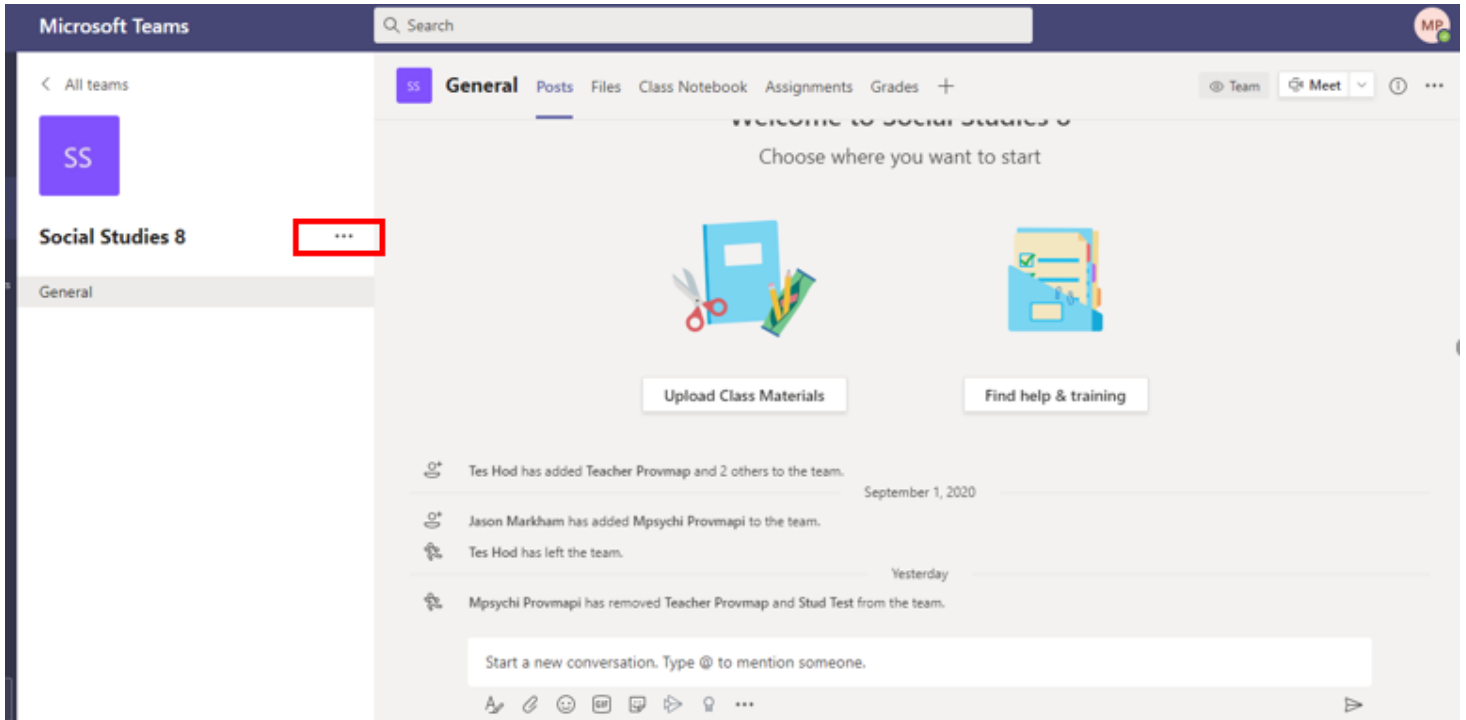


4. As you start typing the student's e-mail address, a drop-down will display suggestions. You may click on either of the suggested e-mail addresses, and then click the 'Add' button. The student has now become a member of the Group in question.

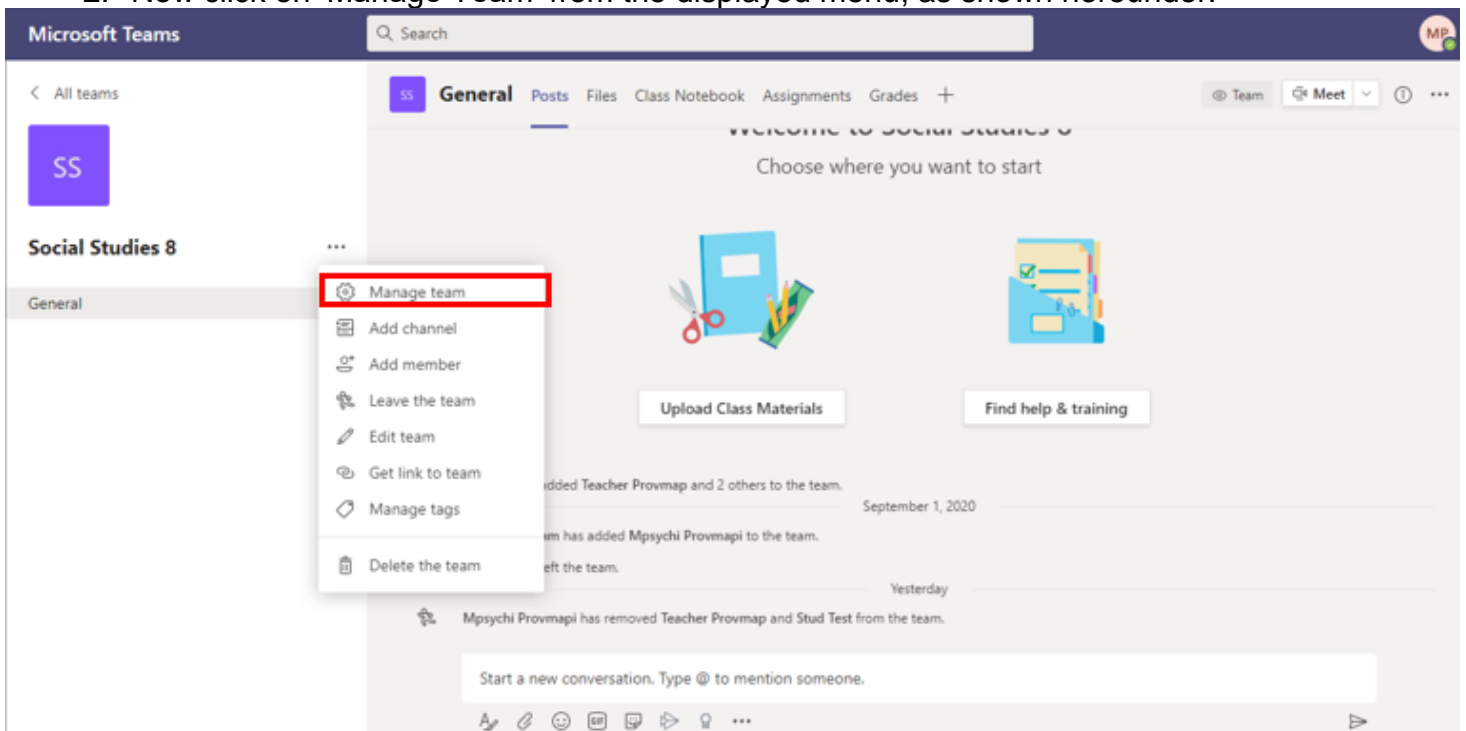



Removing a Member from a Group

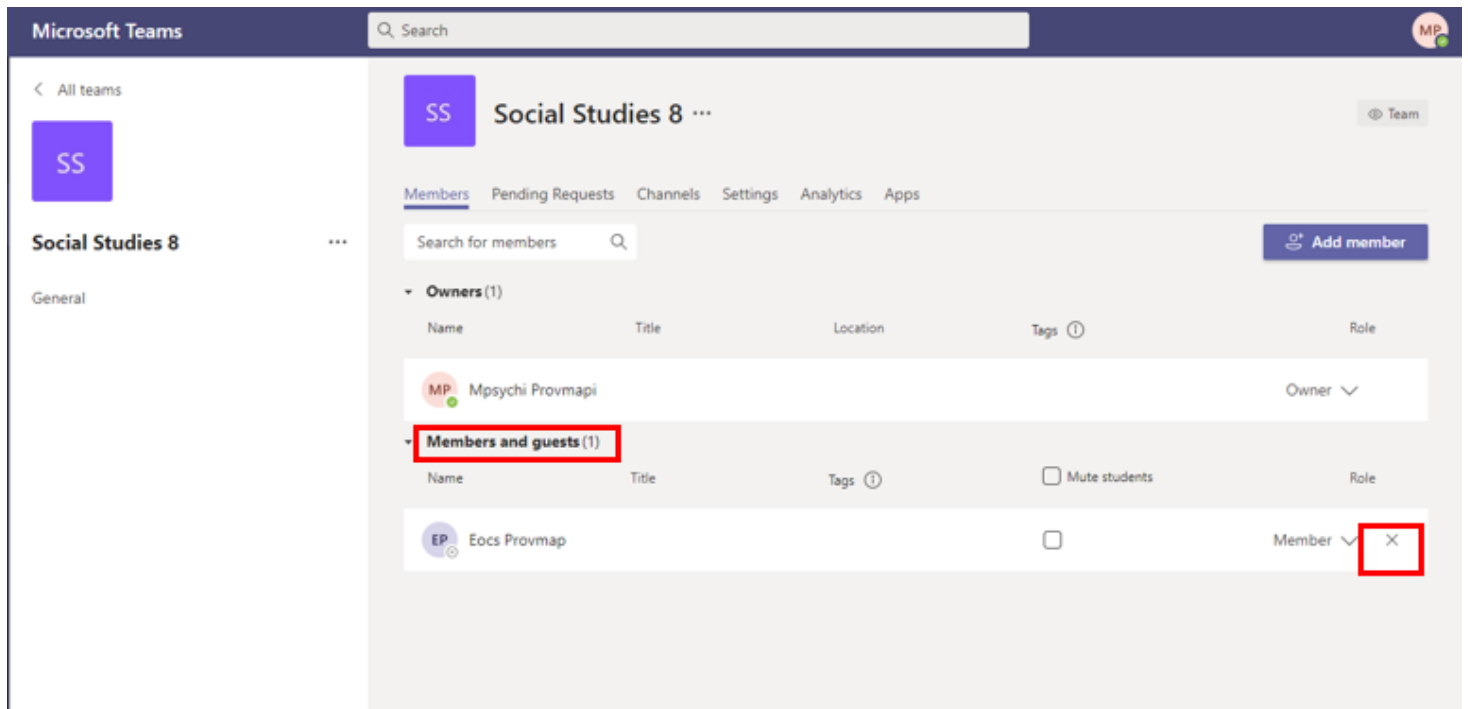
1. To remove a student from a group, select a group, then click on the three dots icon shown below. ***



2. Now click on 'Manage Team' from the displayed menu, as shown hereunder.



- From the 'Members and Guests' section, click on the  icon next to the student that you wish to remove from your group.



The screenshot displays the Microsoft Teams interface for a team named "Social Studies 8". The left sidebar shows the team name and a "General" channel. The main content area is titled "Social Studies 8" and includes a search bar for members and an "Add member" button. Below the search bar, there are two sections: "Owners (1)" and "Members and guests (1)". The "Members and guests" section is highlighted with a red box. It contains a table with columns for Name, Title, Tags, Mute students, and Role. The table lists one member, "Eocs Provmap", with a role of "Member". A red box highlights the "X" icon next to the member's role, indicating the removal option.

Name	Title	Location	Tags	Role
Mpsychi Provmap				Owner

Name	Title	Tags	Mute students	Role
Eocs Provmap			<input type="checkbox"/>	Member