



FULLY MANAGED ONLINE CLASSES



USER GUIDE FOR TEACHER

Contact Us: +91-7000804129, +91-90982 05007

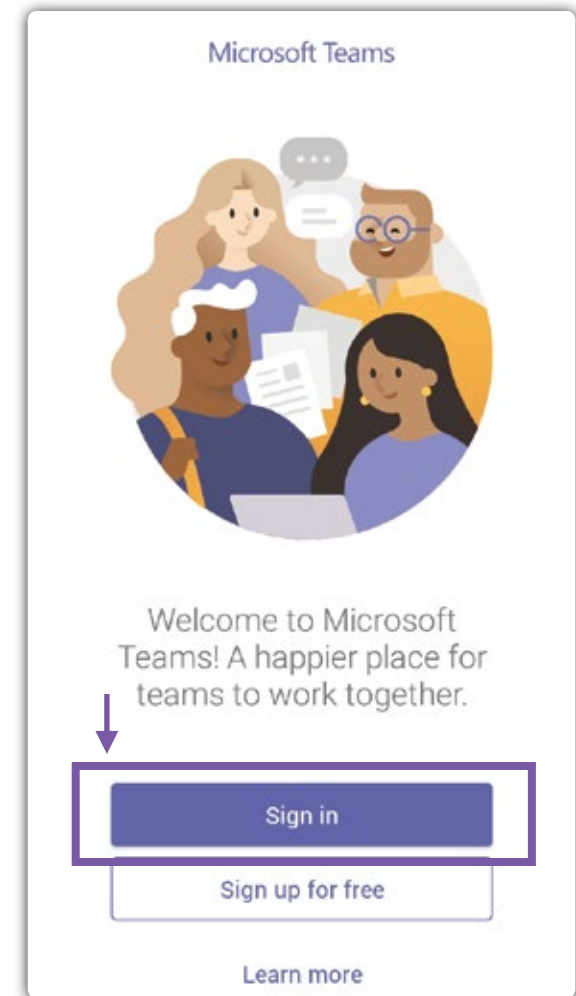
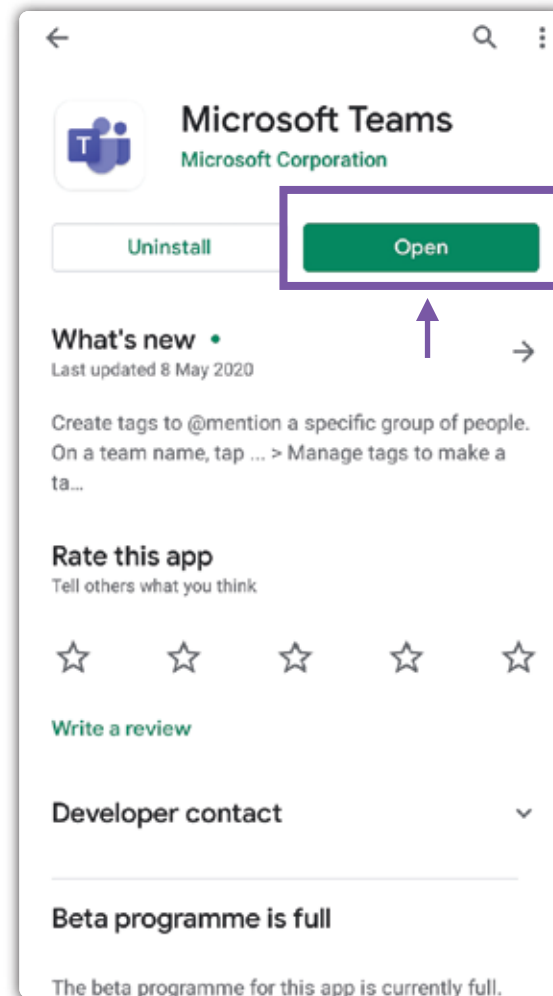
BRISK LEARNING
Outcome Based Education



Gold Rated Start-Up By Govt. Of Rajasthan

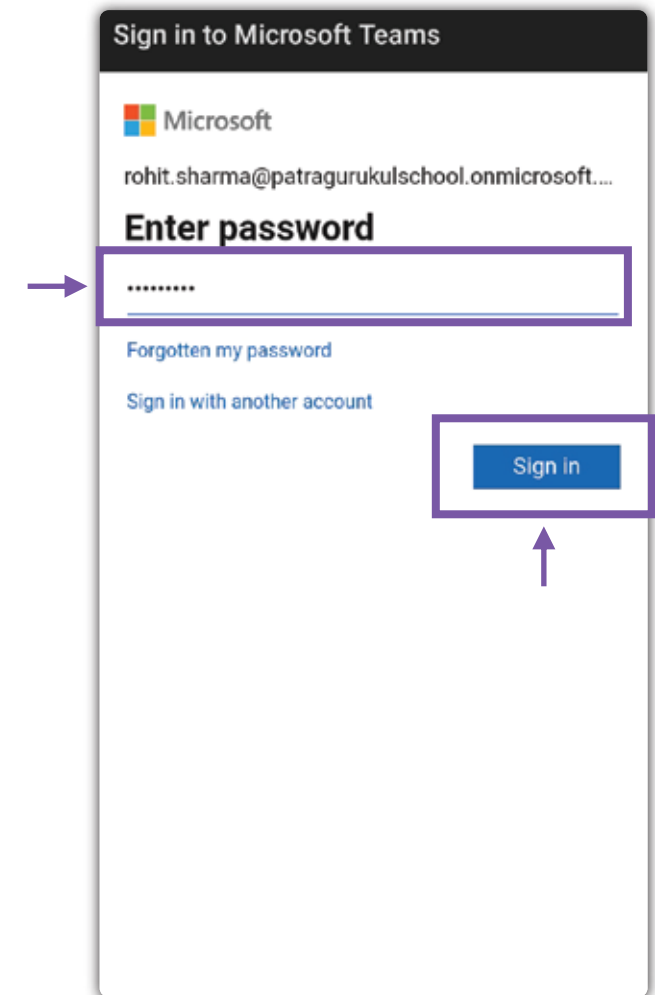
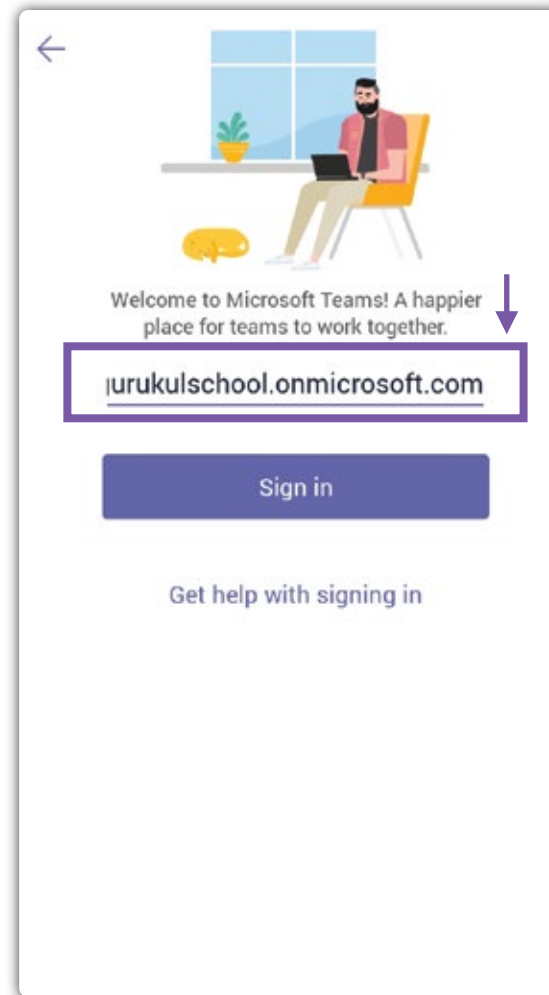
HOW TO DOWNLOAD MICROSOFT TEAMS

- ◆ Download Microsoft Teams software from play store
- ◆ Open the application
- ◆ Click on the sign in option



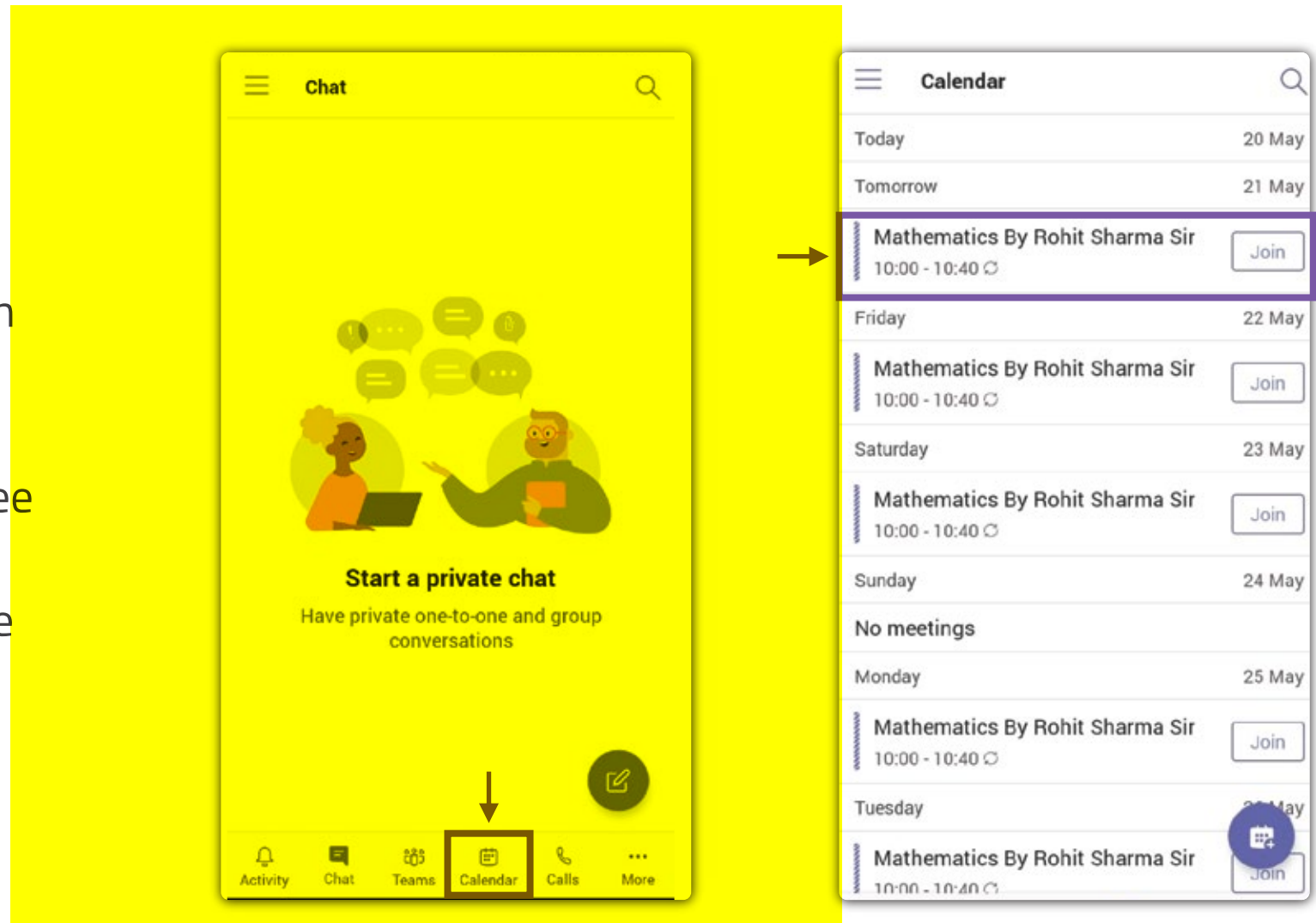
HOW TO REGISTER / LOGIN

- ◆ Insert your mail Id which is provide by school
- ◆ Insert your password
- ◆ Click Sign In



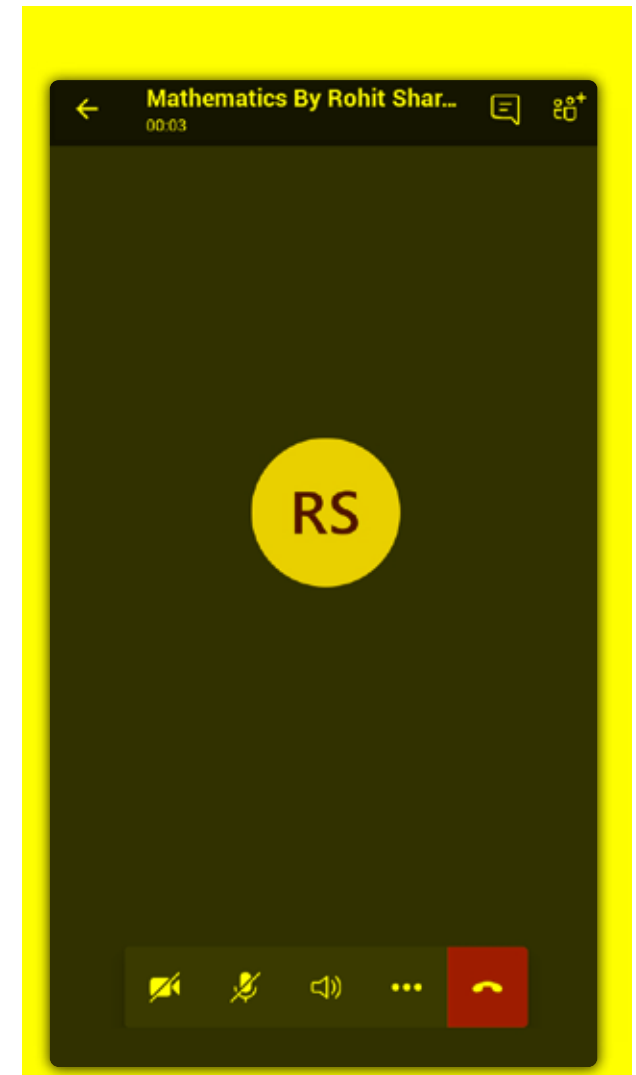
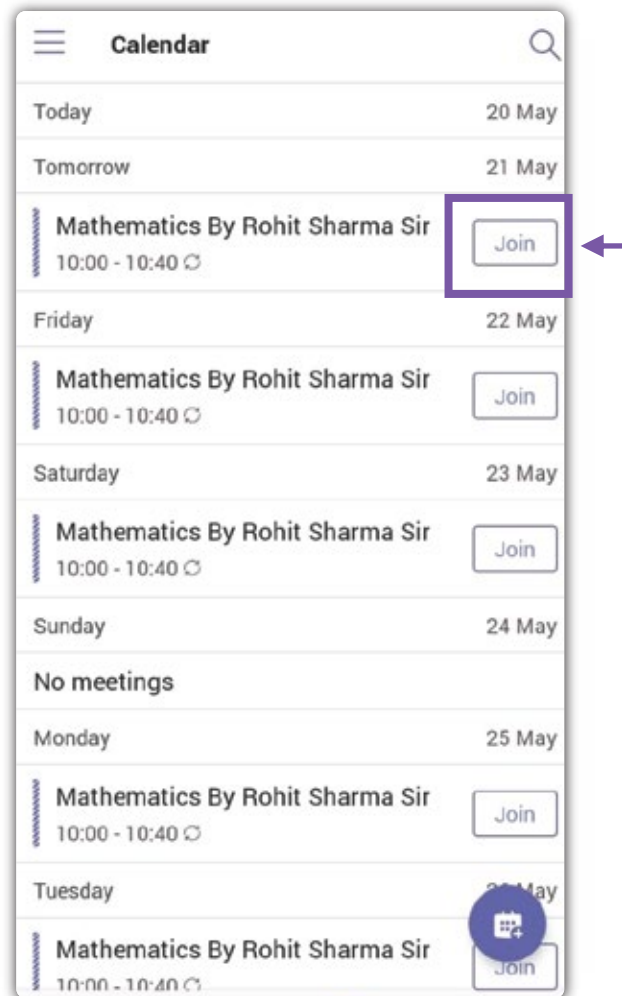
HOW TO START A CLASS

- ◆ Go to the option Calendar
- ◆ Here you can see your all classes according to the time



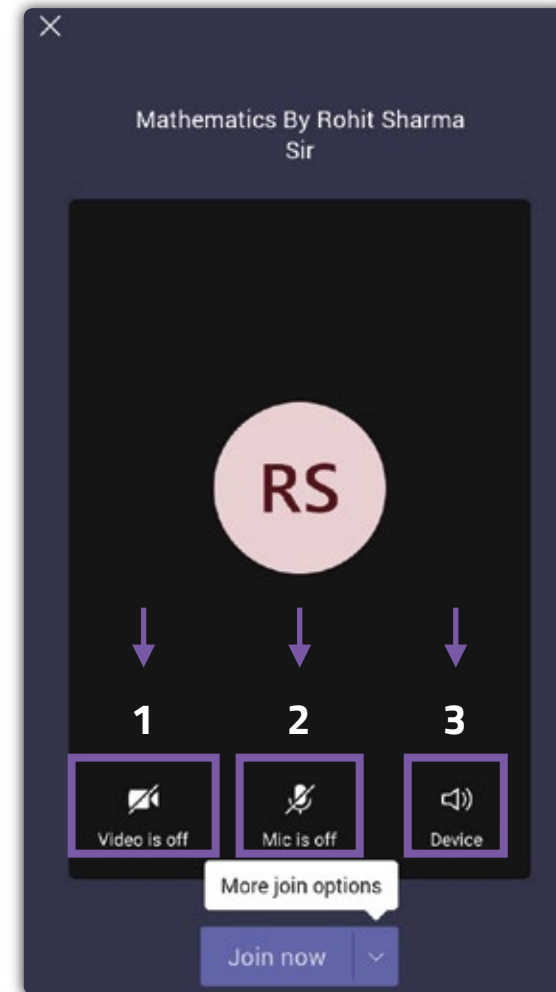
HOW TO JOIN A CLASS

- ◆ Click on the Join button
- ◆ You can start the class now



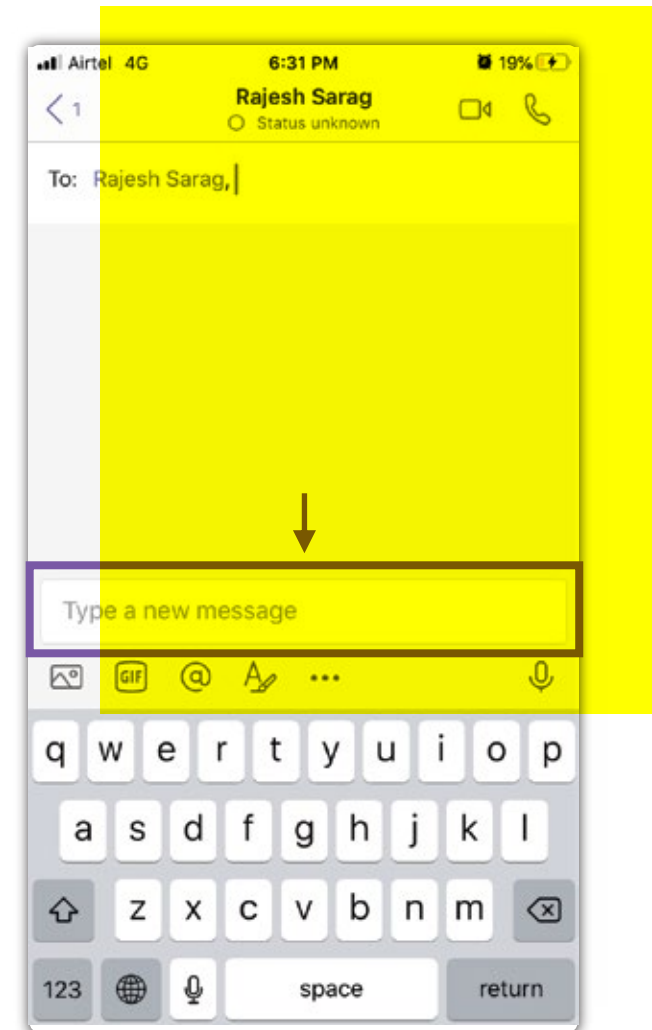
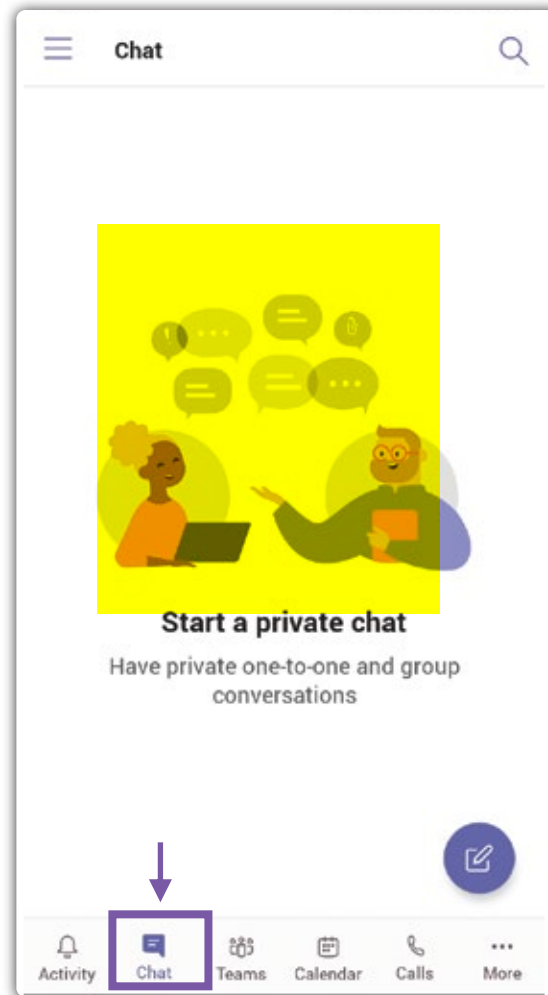
USE OF BELOW FEATURES WHILE TEACHING

- ◆ You can ON & OFF your video by clicking the video button.
- ◆ You can turn ON & OFF your mic.
- ◆ You can put your phone On speaker



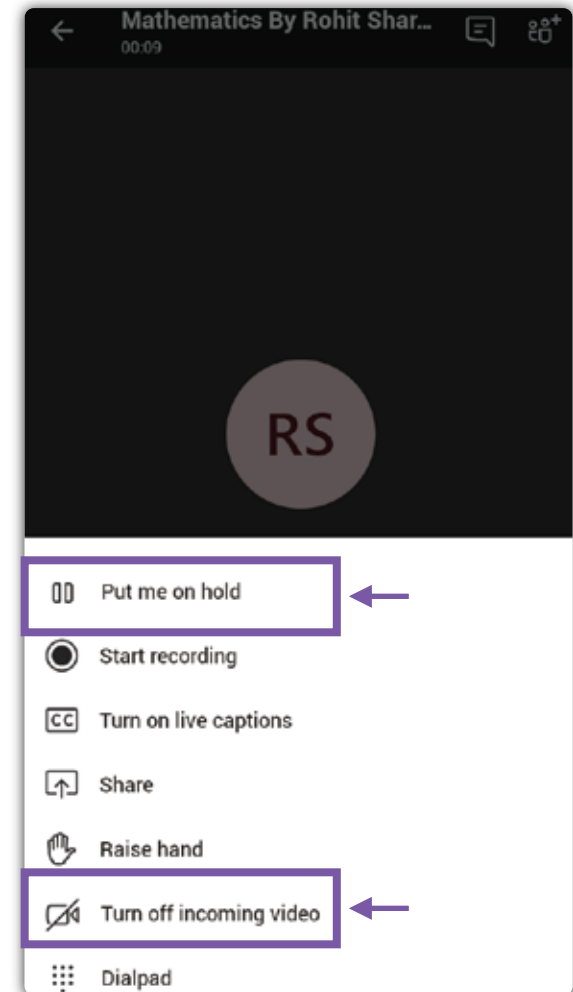
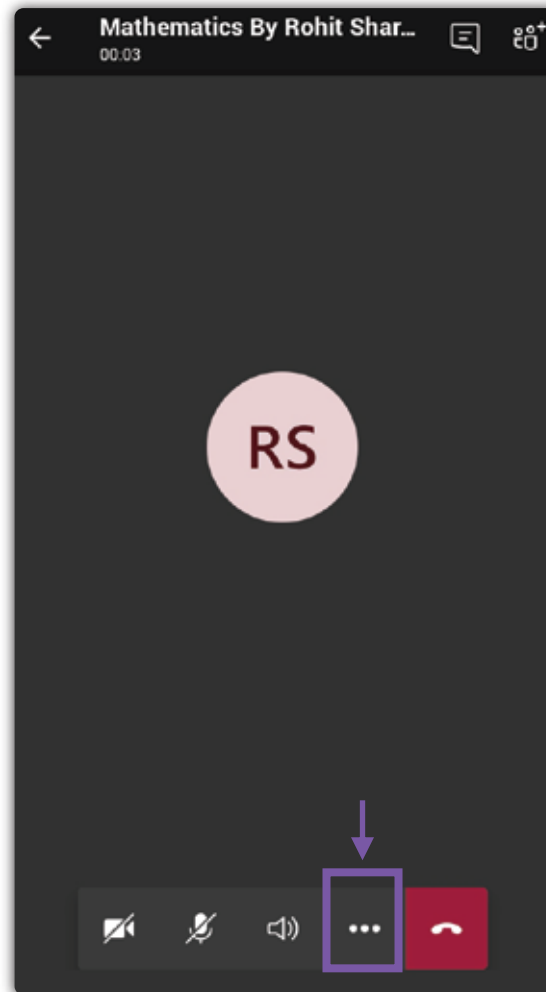
HOW TO CHAT WITH STUDENT

- ◆ Click on the Chat icon below
- ◆ Here you get chat box where you can type and start chatting



FEATURES BETWEEN LIVE CLASS

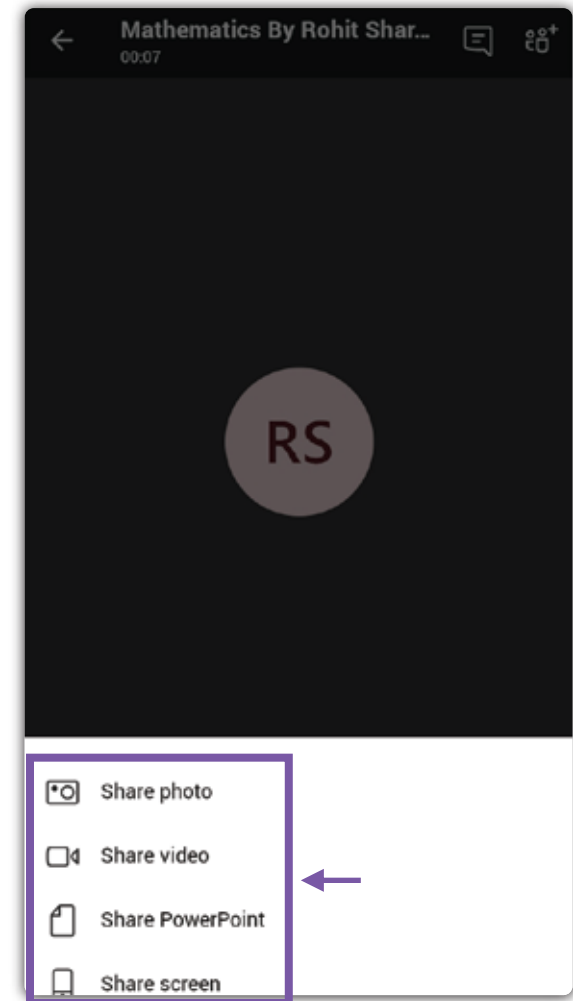
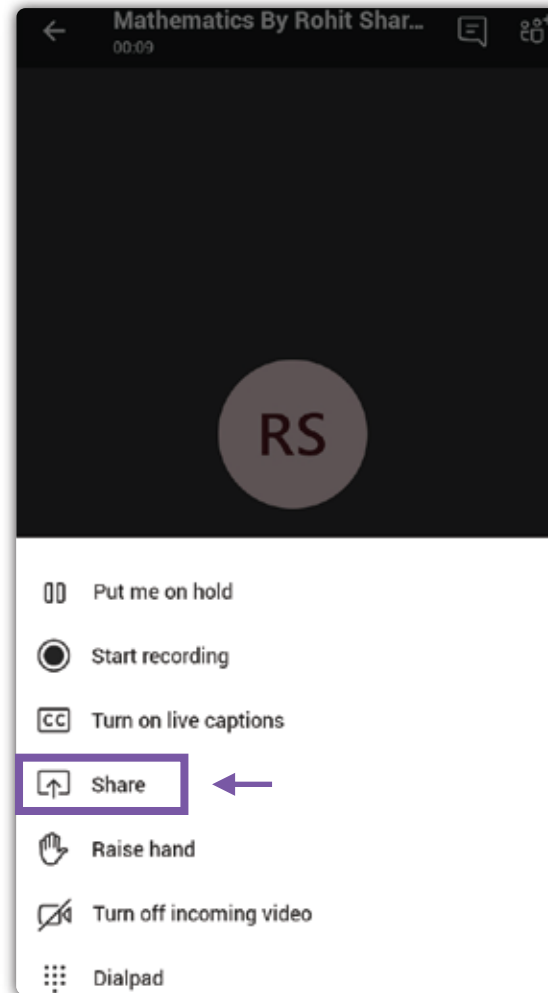
- ◆ Click on Three Dots for important features
- ◆ You can Hold the Class
- ◆ change Hold to Pause
- ◆ Turn off Student Incoming Videos



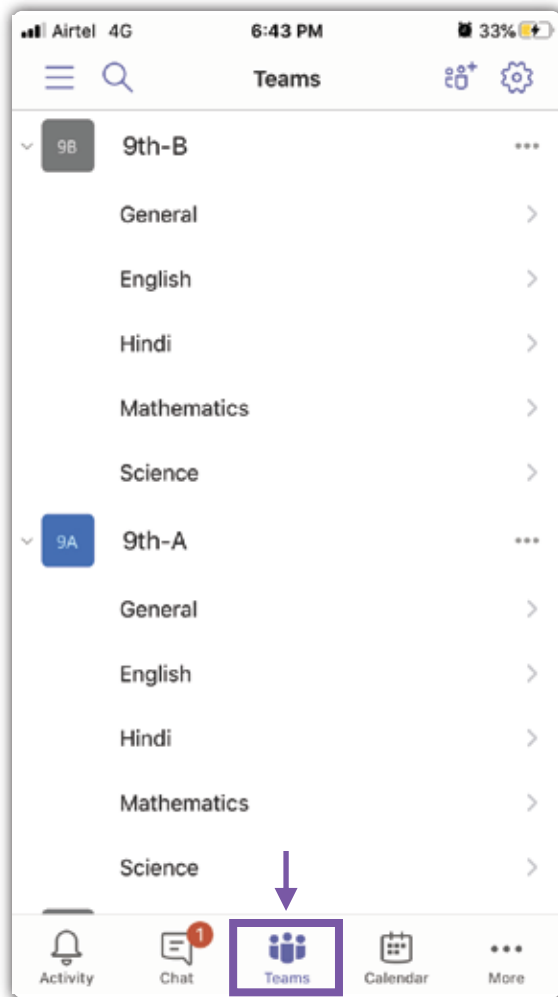
HOW TO SHARE LEARNING MATERIAL

Click on the share button Now you can :

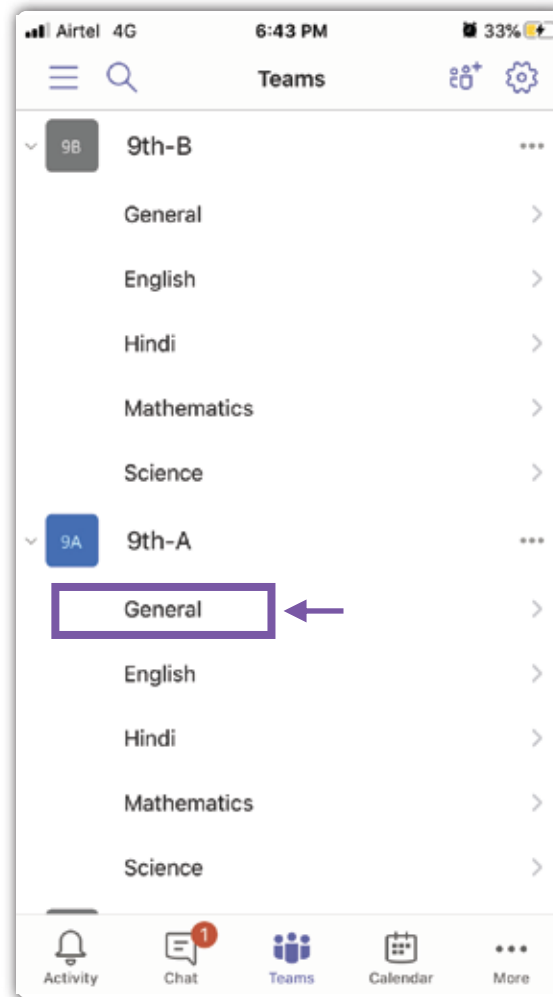
- ◆ Share your notes by clicking photos
- ◆ Share your lecture videos
- ◆ Share the presentations
- ◆ Share your screen



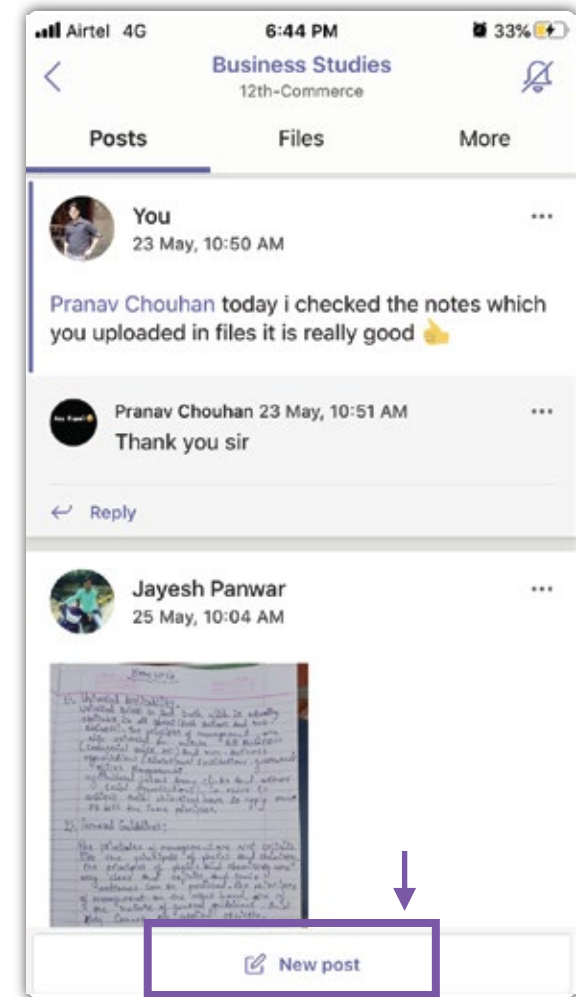
MANAGE CLASS CONVERSATION AND NOTES



Go to Teams Section and See Class & Subject Groups

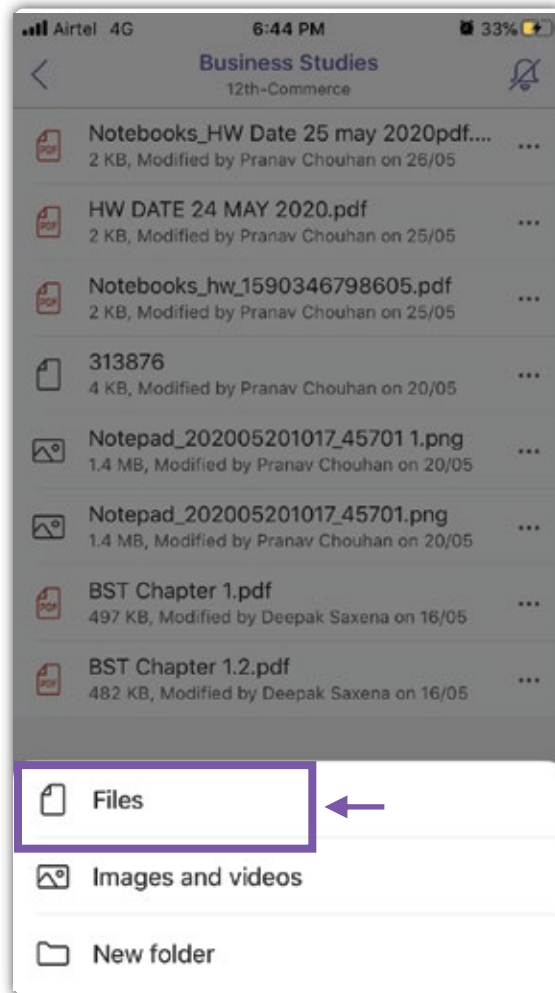


Click on Subject Name

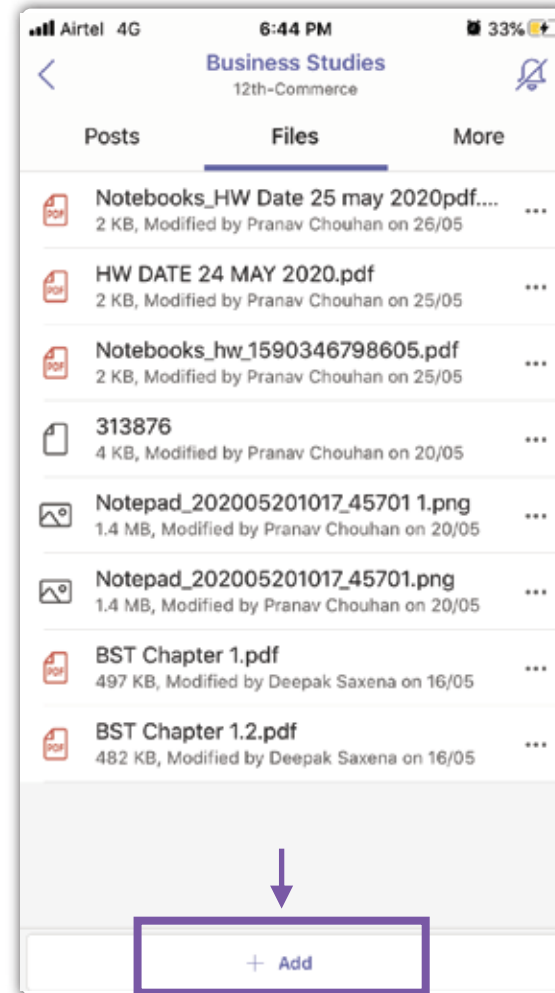


Click to Add New Post, Add Image, Text etc.

MANAGE CLASS CONVERSATION AND NOTES



Go to File Section



Click on Add button to see
your Videos, Notes, Diagrams



smart[®]
studies

“ Thank You ”

