

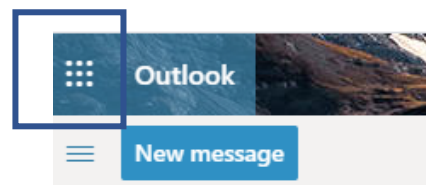


INSTRUCTIONS FOR IF YOU ARE USING TEAMS ON A LAPTOP OR DESKTOP

This help sheet will give you the basic way of setting up your Teams Meeting with the students and it also contains important advice for everyone to follow with regard to safeguarding.

How do I get into Teams?

You can gain quick access to your Team via logging into Office 365 – simply click on the ‘waffle’ grid on the left hand side of the screen and then choose the Teams option.



However, **for the purpose of actually running the live meetings you should either download the the desktop app, or use the Teams app for mobile devices** (e.g. ipads). (If you use it through the browser for the live meetings you will not be able to access all the functions, such as blurring your background). The link for downloading both the desktop app and the app for mobile devices is <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



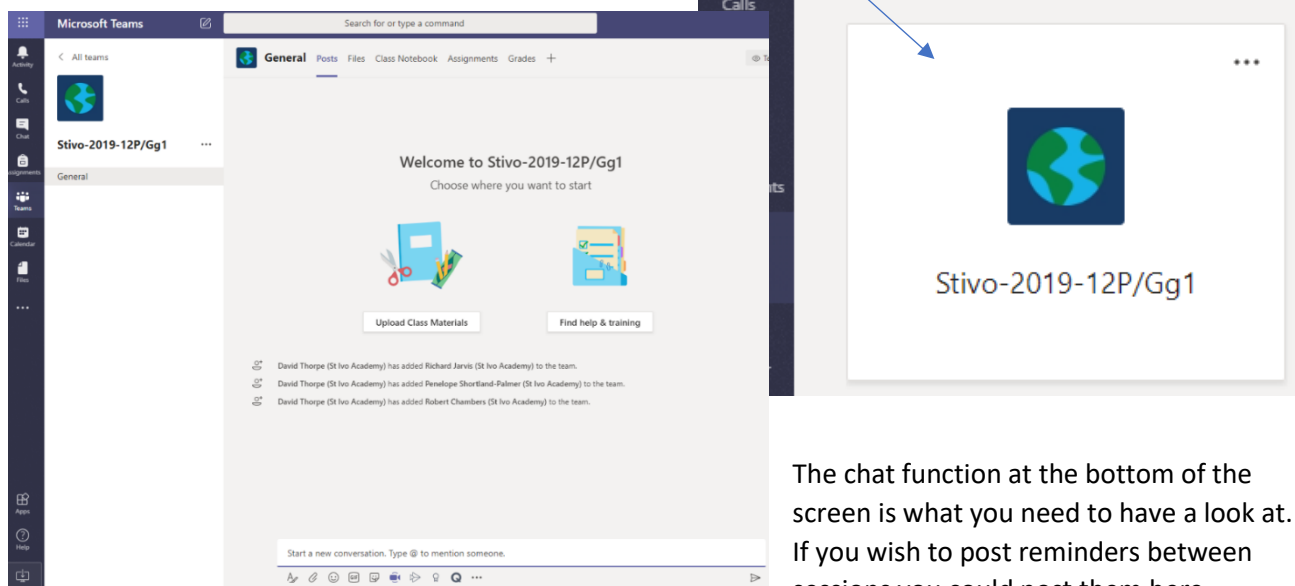
*The following instructions are for if you are using the Teams app on a **laptop /desktop**. If you are using Teams app on an **iPad** please see the alternative instructions.*

Using Teams to carry out a live meetings.

Once you are in Teams, click on the ‘Teams’ icon down the side (in the app this is along the bottom). This will bring up a list of any Teams that you are currently a member.



You will need to click on the relevant team for the class you are looking to provide support for – in this case I am going to go live for my 12P A level group. A screen looking something like that below will appear and will list the students and staff that are part of that team.



The chat function at the bottom of the screen is what you need to have a look at. If you wish to post reminders between sessions you could post them here.

The next step is to start the meeting for your students.

PART 1 – Setting up, Recording, Starting and Ending your Meeting

Preparing for your meeting

There are a few important things you need to do before you meet with your students for good practice and to save any potential issues arising.

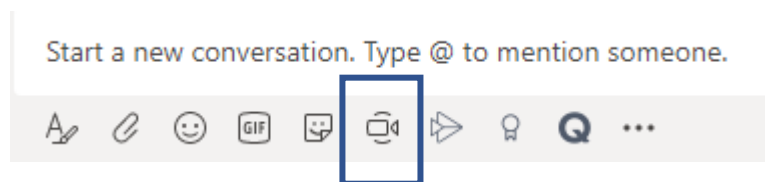
1. Make sure your **emails are closed** and make sure all other websites or documents you might have open are closed – as you can share your screen within a meeting you do not want to be in a position where students see any of your private files etc. so closing all apps / programmes before you start your meeting is best practice.
2. **Open up any PowerPoints or web links you want to use / share** with your students during the meeting (again if you are using websites – make sure you close all other tabs down so you only have the websites open you want students to see. **You should make sure you have the “Remote Learning Session Startup” PowerPoint ready and open** (see below for more details).
3. If you are intending to use your video (we will come back to this later) be very mindful of where you are sitting and what can potentially be seen in your background.

Starting the Meeting

Students will be getting instructions for how to access their class team, so you don't need to worry about letting your students know separately. They will 'meet you' in your class at the allocated time. You do not need to wait for students to be there you can just start the meeting and they will join as and when (you may find that some join later during the hour).

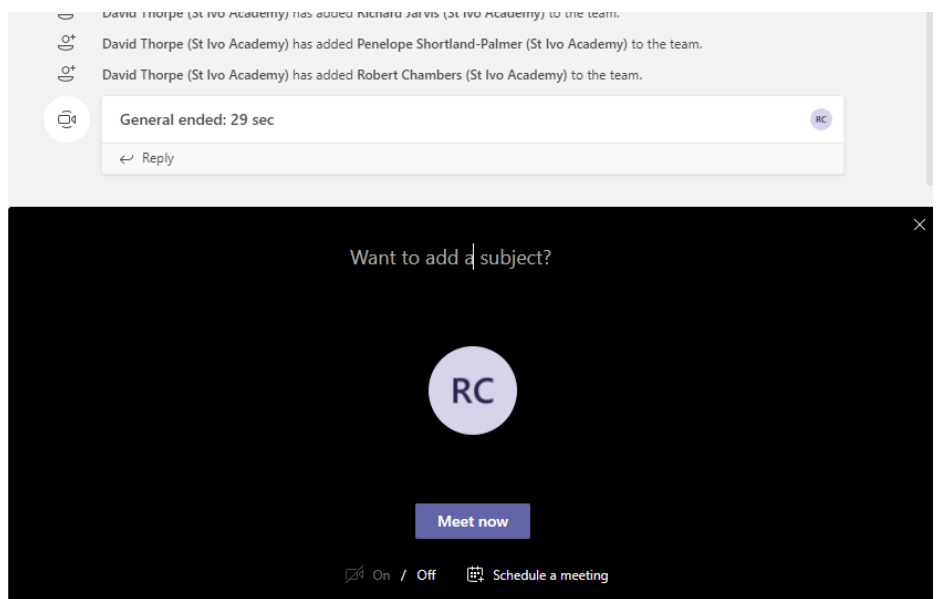
Getting started

At the bottom of the course page you will see this bar of icons. You need to click on 'Meet Now' (shown opposite) to start the meeting.



You will see the screen opposite – **IMPORTANT** you can add a **subject** which should help you find the recording of your video more easily and help students who couldn't make the meeting identify which video to watch e.g. **“Geography Year 12P – 17th June 1.00pm”**.

You can determine on this screen whether your video is on or off before you start the call. When you are ready, click **Meet Now**.



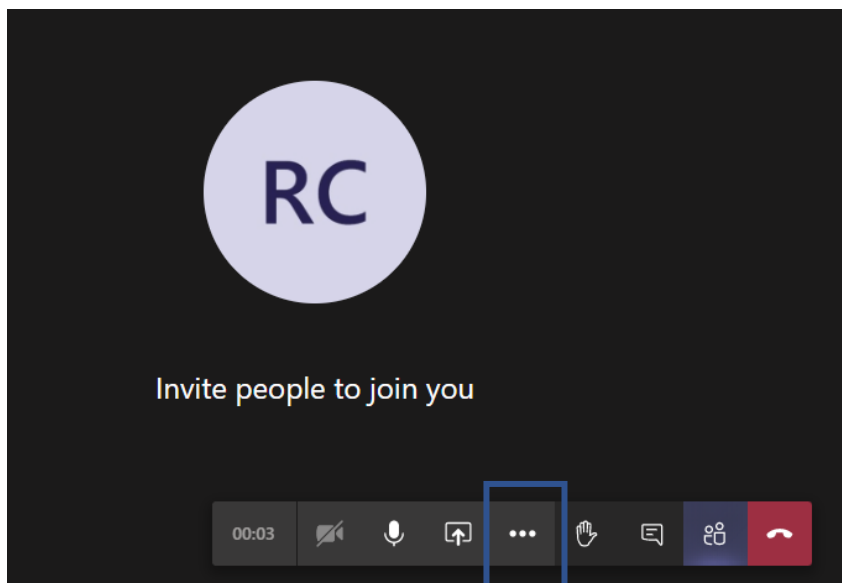
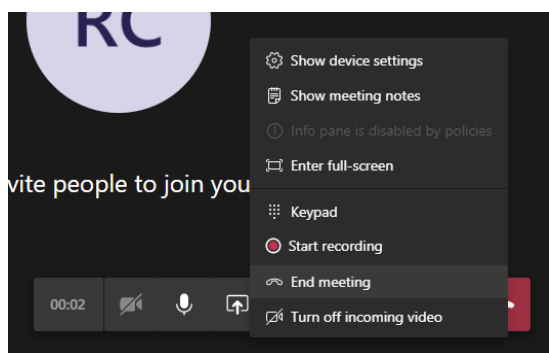
Recording your meeting

All meetings MUST be recorded – this is trust policy and part of the AUP. This is important for safeguarding both you and students. It also means that lessons can then be made available for those students that were unable to attend.

Once you enter the meeting you will see the following screen.

1. Click on the three dots on the options bar.

2. Click Start Recording – you are now ready to start your online session.



Introducing your meeting to students:

You now need to share the “**Trust Teams Intro PowerPoint**” with your class – we have been asked to ensure that it is put up at the beginning of every meeting as a reminder.

To do this – click on the **share screen** button (see icon opposite) and you will have a menu that comes up showing you what you can share – choose the **Trust intro PowerPoint** which you should have open already (if you forget to open it before hand – don’t worry – click **browse** to find it.



You are now ready to start your session.

ADVICE: We advise that everyone starts the session with a reminder of basic ground rules for students:

- All students’ video cameras should be turned off.
- Students can use the chat function to ask questions or switch their mic on to ask questions but remind them of the importance of being sensible and that the session is being recorded. Any silly behaviour they will be asked to leave, and parent/carers will be contacted.

Should I have my video camera on?

There is **absolutely no expectation** that you need to have your video camera on (you can easily turn it on/off using the icon on the bar). You may feel that you want to have a visual connection with students. If you do, please just check your background in terms of what students can see, but also use the “**Blur background function**” – to use this you must be on the **app** not your internet browser. Click on the three dots and you should see the option. This will blur everything but you.



Ending the Meeting (IMPORTANT)

How do I end the meeting?

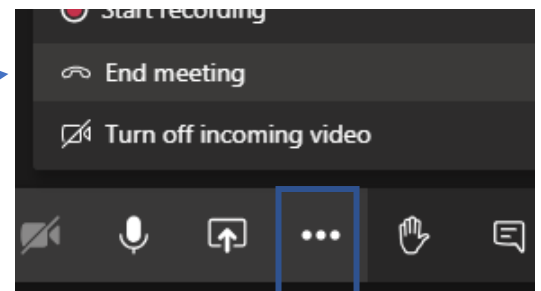
Please **do not** just click the red 'hang up' icon to close the meeting – **you must END the meeting.**

By hanging up, whilst **you** will have left, the 'virtual room' will remain open with students still able to chat to each other (obvious safeguarding issues). A bit like leaving the lesson in school whilst the students can be up to anything!

How do I end the meeting properly to ensure all students can no longer access it?

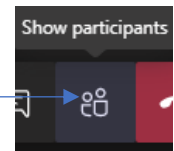
Simply click on the three dots, click **end recording** and then click **end meeting**. This will shut the meeting completely and no one will be able to stay on or rejoin.

What if I forget and click the 'hang-up' icon? – do not worry, just re-join the meeting, and then go back and end the meeting properly.



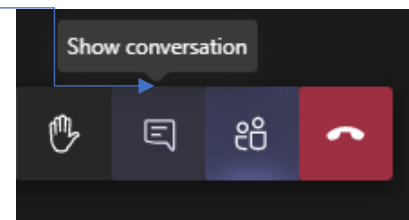
PART 2 – Chat function, Asking Questions and Sharing Screen.

Who is online? - You can see which students are online by clicking on the '**people**' button which will bring up a list of participants. If students join part way through you will see a notification pop up at the bottom (*if you have allowed notifications*) which will tell you they have joined.

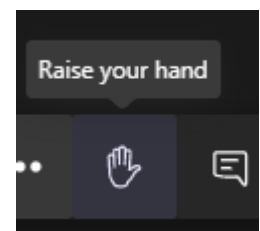


Chat Function - To use the chat function with students – click the **chat box** in the options bar (see picture opposite).

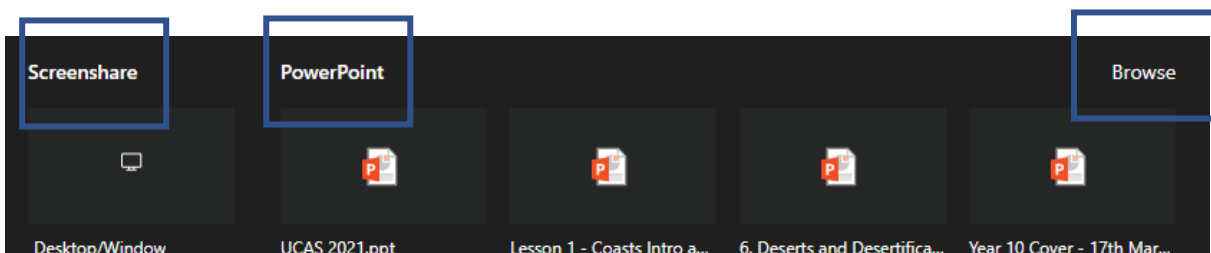
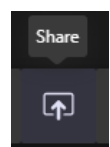
This will bring up the **chat** box where students can message you. You may find some students prefer to use the chat rather than their microphone depending on their level of confidence. The chat will be saved under the Teams home page so they / you can refer back to it after the meeting is over.



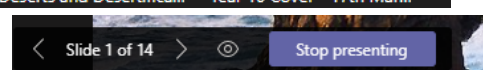
Raising Hand - If you have quite a few students on it can be useful for them to indicate that they want to ask a question rather than talking over you / others by using the Raise Hand function – again on the options bar. Sometimes they forget to lower their hand but as the presenter you can lower it for them.



Sharing Resources - To share / show resources you simply need to use the share button (see opposite). This will bring up the options below. You can share your desktop / window – However this will literally share your screen (*hence the importance of getting rid of all other documents / emails etc. before starting a call*), or if you already have a PowerPoint open these will show and you can select the relevant one, or you can browse your computer to find it.

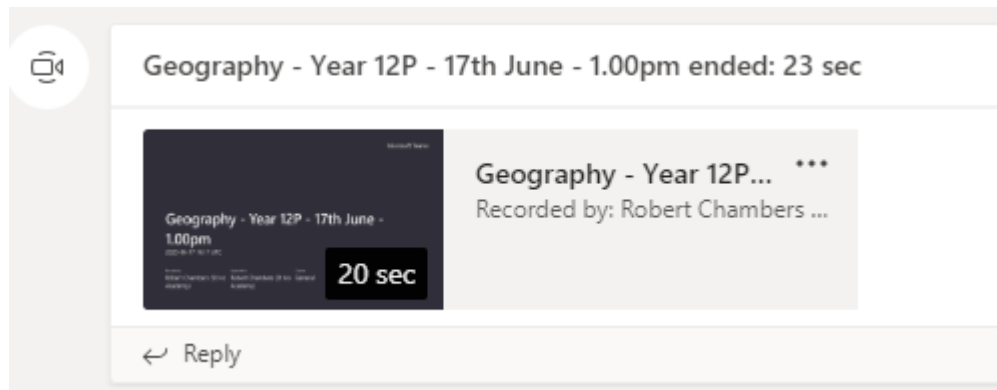


To stop sharing a PowerPoint simply click on **Stop Presenting**.



Where does the Recorded lesson go?

When you click **'Stop Recording'** and then **'End Lesson'** – remember both of these can be found under the three dots on the option bar - it will start automatically saving your video. It does not take up any space on your computer – the video is all held in Microsoft Stream. After a short while (depending on length of the video as this determines upload time), the video will then show in the Class Chat – so that student can go back and watch it at any time. For example see below.

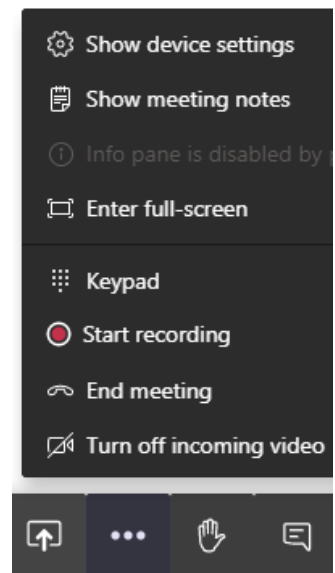
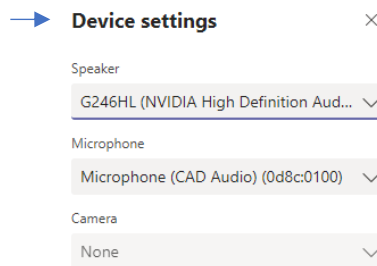


TROUBLESHOOTING:

Solving possible audio / microphone issues...

If students can't hear you or they can't hear you it may just be that they / you need to change your device settings.

Click on device settings and you will get a side bar pop up with device settings for your speaker / microphone / camera – it may just be that the wrong device is selected and you may need to change it for it to work.



Safeguarding

Here is an extract from the Staff AUP you have signed on the use of Teams as a quick reminder of the Acceptable Use Policy with regards to Teams

- All sessions on Teams must have two members of staff (one lead, one support) present at all times and the full session must be recorded. Recorded sessions and registers must then be uploaded to the designated area in a timely manner. You should ensure that parent or guardian's consent has been gained before recording.
- Web-cameras/Video/Microphones should be turned on for students during taking the register and if they have a question, but for the remainder of time, web-cameras/video/Microphones for students should be turned off. This is to be managed and monitored by the supporting member of staff.
- The 'chat' function will be disabled for 1-1 use and is not to be used outside of the public forum and may be used in group meeting sessions for asking questions. This will be managed by the supervisors on the call.
- When participating in delivering or supporting online sessions, staff should ensure that they are situated in a confidential, safe and appropriate place, with no inappropriate objects or information visible in the background and where nothing can be heard in the background. Backgrounds can be blurred

Rob Chambers – v.1June20.