

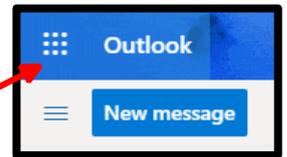
Staff guide to using Microsoft Teams **(Autumn 2020)**

Instructions for Online Safety

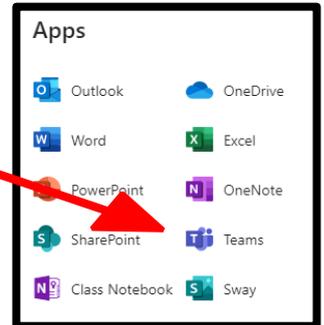
- 1.** You must report any safeguarding concerns to a designated safeguarding lead and record on CPOMS.
- 2.** At present, please ensure that your camera is OFF before starting any lesson.
- 3.** Recording the lessons will not be permitted at this stage as consent has not been sought from all participants.
- 4.** Never meet a student 1:1 online.
For any online Teams activities there should be a **minimum of 2 students** present (unless with agreement of SLT). If there are not 2 students, then the sessions will need to be postponed.
- 5.** If for any reason you are doing a 'live video' broadcast and are not in school surroundings, then please use the 'Show background effects' option to choose a suitable backdrop.
- 6.** If you have any concerns, then please refer this to a member of SLT at the earliest opportunity.

Logging in and loading up

1. On a device (PC or laptop) load *itsLearning* as you would for your emails. Click on the Waffle in the top left corner of your screen

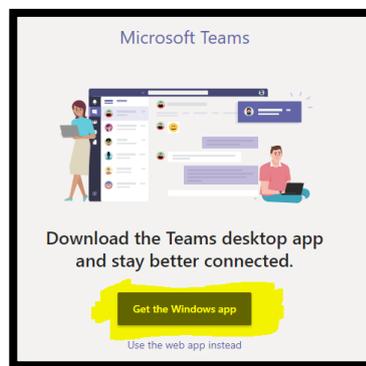


2. Then select Teams from the list of apps



If you are using an IOS device then you may need to download the individual Microsoft apps from the Apps Store (e.g. Teams, Excel, Word etc)

3. The program works better in the windows app, so download the app to your machine if possible. If not, then the majority of functionality is available in the browser version



4. If you have the app you can load *Microsoft Teams* from your desktop or your desktop or find it in your file search bar. You may to go to the Windows Start button and search/scroll down for *Microsoft Teams* (see Fig 1). This is installed on all 'staff' PCs on site



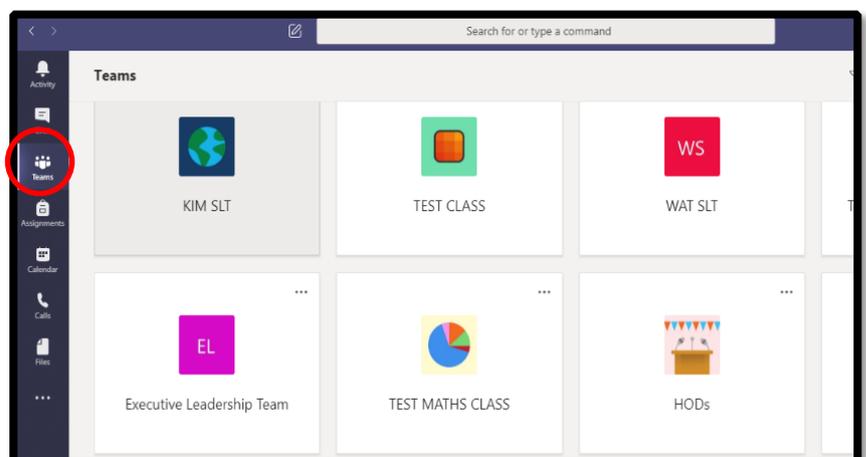
Finding your class on Teams

Once Teams opens, click on '**Teams**' on the left hand side to show your classes. We have pulled class data from SIMS so your classes should be available to you.

All classes (2020/21) have been set up with the relevant teachers added as 'owners'.

If you need to add a colleague as an owner, then please see the instructions on the next page.

All classes for other Years will be set up once we have ironed out any potential issues.



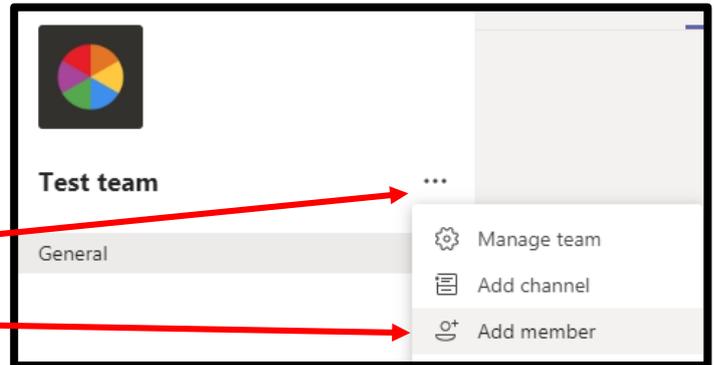
Adding another member of staff as an Owner

Classes are set up with the existing teachers as 'owners' If you wish to add in another teacher so they can support this team then do the following:

When in the 'Team'

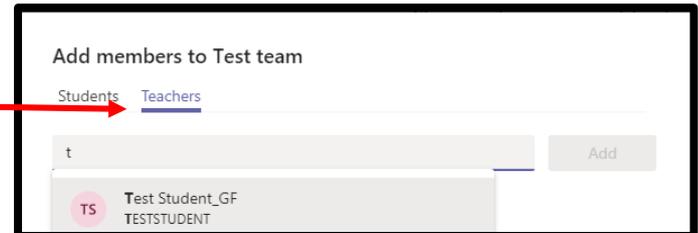
Click on the **three dots** next to the team name (left hand side)

Choose **'Add member'**



Click on **'Teachers'** and then search for the member of staff.

Then click **'Add'**

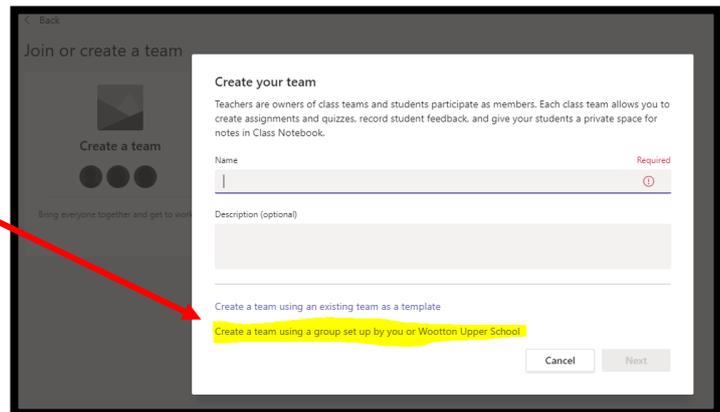


Creating a class manually

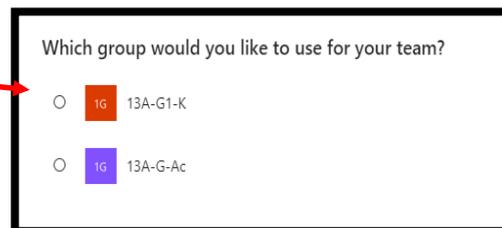
1. Click on the create team tab
2. Click on the highlighted option

(This will use the pre-populated groups of students that have been synced with SIMS that you teach)

If you wish to create a Team that does not include students that you are timetabled to teach then please refer to SAS' help guide.



3. Click on the class you wish to set up



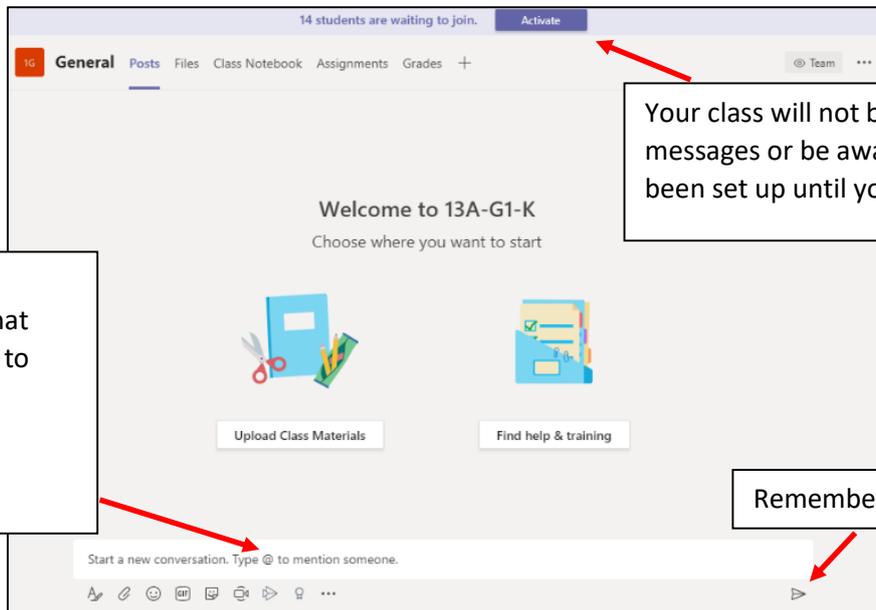
At the moment, all students are allocated to the class but not **Active**.

This gives you an opportunity to add any resources you wish before students are given access.

Activating Students (This only needs to be done the first time you use a 'team')

The next stage is to tell your class that you want to use *Teams*. As per the image below, as soon as you click '**Activate**' a message will be sent to students in this class to let them know about the intention to use *Teams*.

Communicating with your class and activating the class



Type any messages/posts that you wish students to see in the box indicated here

Your class will not be able to see your messages or be aware the class has been set up until you hit **activate**.

Remember to press send!

Scheduling a lesson / Planning a Teams session

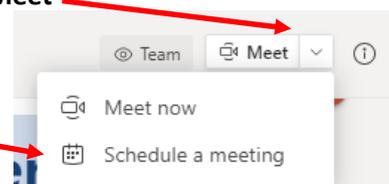
The advice from staff using *Teams* has been:

- **A Teams session is valuable if you want to get across a complicated concept and check students have understood it.** Make sure you have a visual aid, such as PowerPoint, to help you.
- **Make sure you tell the students when to meet you online.**
You will need to schedule the session via the **Calendar** feature at least 24hrs in advance in order that students are alerted to the live session.
- **Ensure that students are reminded of behaviours and protocols at the start of every session.** (e.g. 'Please remember everything we say, and type is recorded for monitoring purposes; do not turn on your camera; keep your microphone on mute unless you have a question or asked to contribute.')

To schedule a lesson:

When in the relevant 'Team', click on the arrow in the top right corner, next to 'Meet'

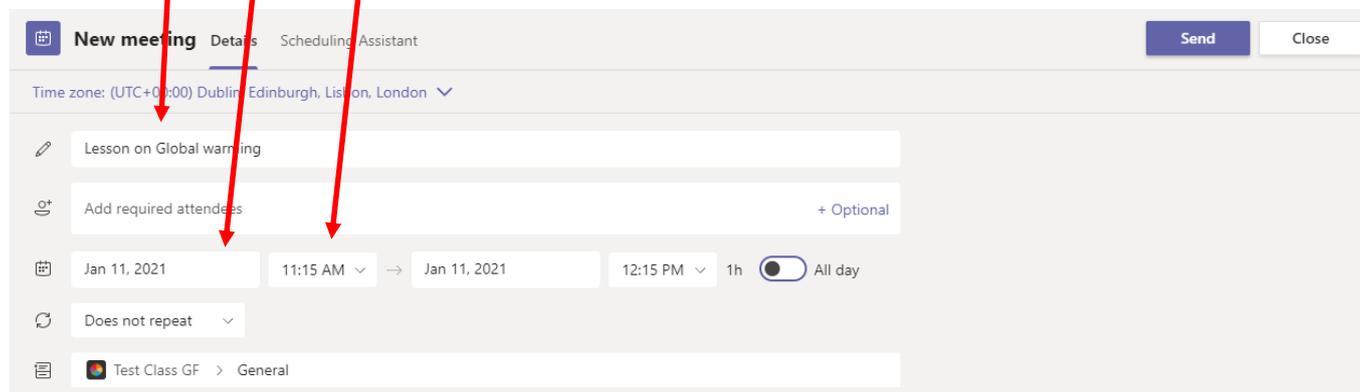
Select 'Schedule a meeting'



Give the lesson a title

Select the correct **date** for the lesson.

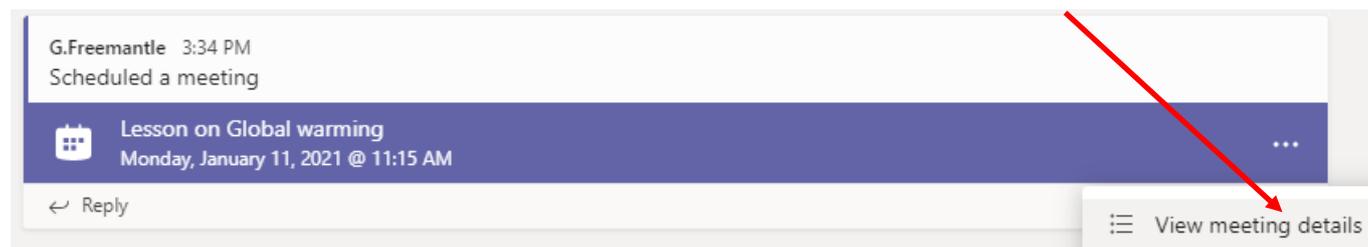
Select the **time** closest to the normal lesson time. Once this is done you can manually type over to correct the time.

A screenshot of the 'New meeting' scheduling assistant in Microsoft Teams. The interface shows a title field with 'Lesson on Global warming', an attendees field with 'Add required attendees' and '+ Optional', a date field with 'Jan 11, 2021', a time field with '11:15 AM', and a duration field with '1h'. There are also options for 'Does not repeat' and 'All day'. A red arrow points to the title field, another to the date field, and a third to the time field. The 'Send' and 'Close' buttons are visible at the top right.

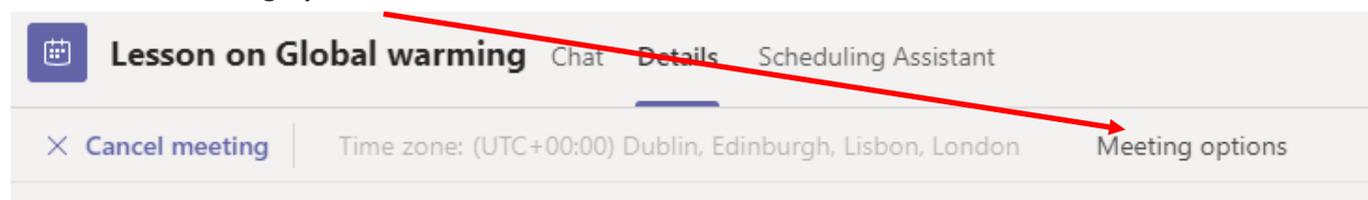
Once the details are correct then click on **Send**.

Meeting Options – **Very important!!!**

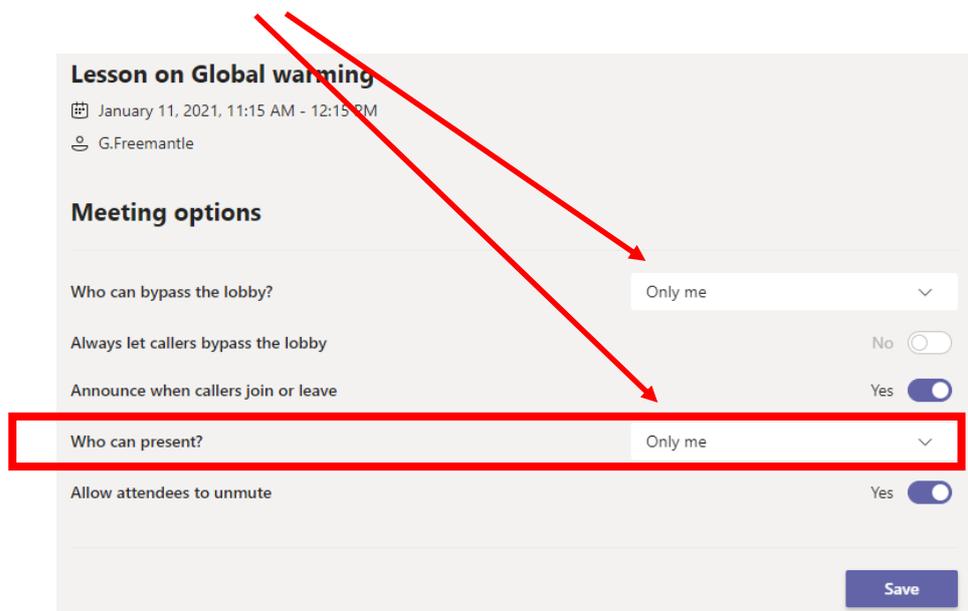
Once the lesson appears on the Posts page or Calendar – Click on the **3 dots** on the right and choose **View Meeting Details**



Then click on **Meeting Options**



YOU MUST change these settings here – on the 'Who can present', this will ensure that students cannot take over the lesson



Then Click **Save**

How will Teams support face to face learning?

Teams sessions will happen during the times in the day you would normally be teaching that year group. As well as delivering content and introducing tasks you may wish to use the session to:

1. Offer the opportunity for students ask you about any problems they are experiencing with the work you have set for them
2. Share resources with the class that complement the distance learning set of SMHW.
3. Interact with each other to share the learning experiences and nurture a supportive identity within the class

N.B. All *Teams* sessions can be delivered at school/college using WAT equipment. It is a good idea to run a session with a colleague in the class, where possible. This colleague may join remotely. If you are not confident about using Teams initially, join in a session with a colleague who is initially.

Meet your class at the designated time

At the time of your lesson go to the class screen and wait for the class to log on, they will be held in a waiting room for you to admit to the class. They cannot interact of Teams until you give them permission. It is a good idea to send the class a message to let them know you are online saying hello or tell them you will be starting in five minutes. The names of students who have logged on will be shown on the class screen.

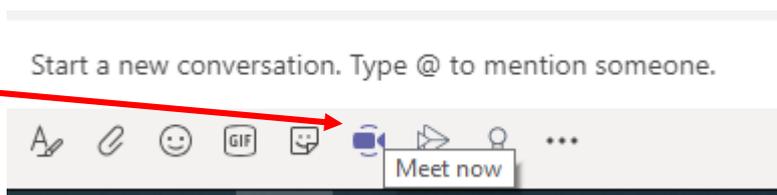
Please make sure you are online on time for the start of your session.

Starting the *Teams* lesson

The next bit is a little daunting at first but gets easier after a couple of goes!

If you wanted to **broadcast using the camera**, then:

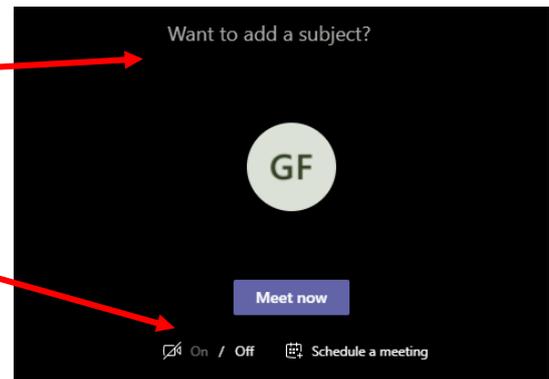
Click on the **video icon (meet now)** at the bottom of the screen



You could **Add a subject** for the lesson by clicking on the title and entering the topic

Make sure your **camera is set to off**

Then click **Meet Now**

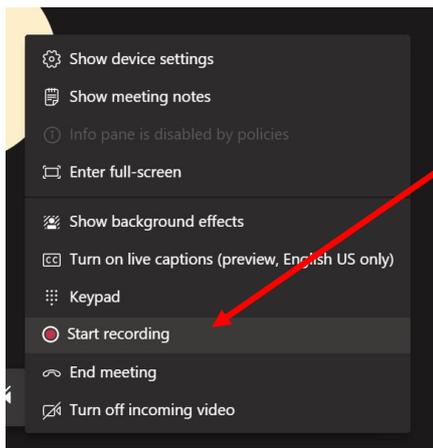
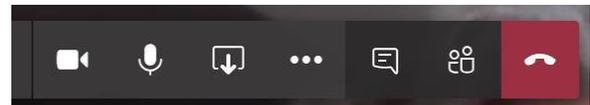


You have control of the teaching space and students who are online will be able to hear you.

How to record a lesson

(Although this is not being used at present) You also have the option to record the lesson. This is especially useful because students can re-watch the lesson at a later time, it also adds another layer of online protection for students and staff.

Towards the bottom of the screen (on your 'meetings bar' – select the **three dots**



Click on **'Start recording'**

At the end of the session, make sure you click on **'Stop recording'** (in the same location)

After a few minutes this will be saved in the **'Posts'** page for students to view later on.

All recordings are stored in your **Streams app**. These are saved indefinitely and so you can retrieve these to us with other classes.

Running the Teams session

A typical *Teams* session *might* go along the lines of:

Introduction – Check in with the students to make sure they are all online and do not have any technical issues. You may at this point want to load up a PowerPoint/resource you wish to use in the session.

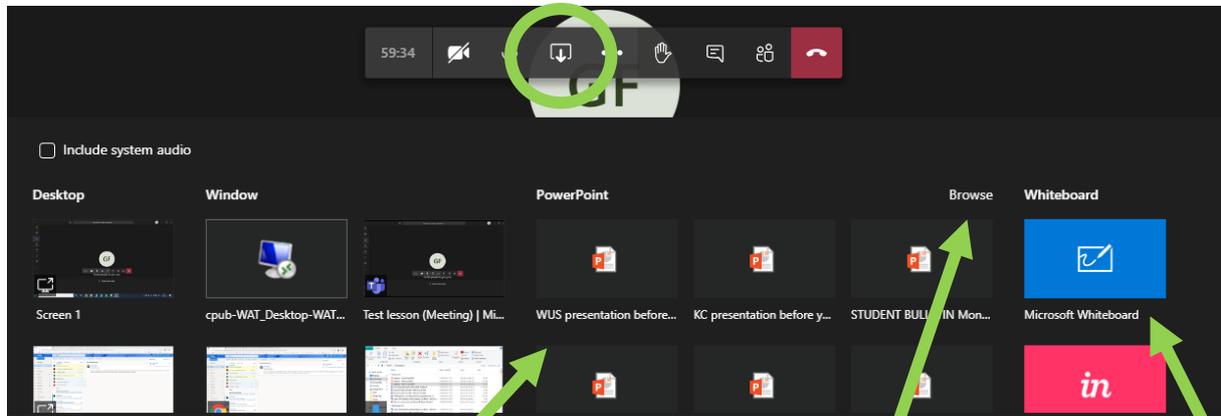
The 'teaching bit' – Give the students the opportunity to report on how the work they have been doing is going. You may need to go over a few misconceptions or repeat difficult concepts (using your PowerPoint where necessary); students can ask questions by either turning on their mic to ask questions as you talk, or if you prefer they can type questions into the chat box for you to answer at the end of your exposition.

The 'learning bit' – The Teams session is complementary to the work being set through SMHW. You will need to impress on students that they will need to be up to speed with their work to get the most out of the Teams session. Students should come to the Teams session with questions rather than passively waiting for you to impart new knowledge!

Teams allows you to access quite a wide range of tools to assess knowledge and understanding such as setting quizzes, polls to get a temperature check of opinion. If you download the insights app that is accessible in Teams, this will record student engagement. You can also set up individual student folders for them to upload their work to. We will be exploring these features in the future.

Sharing your screen

When broadcasting, click on the **'Share'** button on the meeting bar



This will show you all the windows/files that you currently have open for you to select the one that you wish to share.

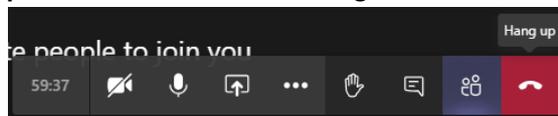
If you have selected any of the Office365 Apps that are available, then these will be shown on the right hand side if you wish to use these

If the file that you need is not open, then please click on **'Browse'** and then choose the file.

Once you have selected a file, your screen will be shared with other students/participants

Ending the Teams session

Click on the **red phone** icon from the 'Meetings toolbar' to end the session to hang up.



Remember to press Stop recording if you've been recording!

Further information:

- Please refer to the help guides in the Microsoft Teams Training section of the **'All Staff'** Team.
- If you have any issues then please email teamshelp@wootton.beds.sch.uk