

Digital Learning Online Advice for Learners and Parents on Teams Meetings

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Key Points Summary

Learning online is new for many pupils and parents. This document provides advice on how to setup for learning, to be part of online meetings and access learning in Microsoft Teams.

Many learners benefit from the face to face interaction which can be facilitated by online meetings using Microsoft Teams Meetings where they can interact with teachers and other learners. There is no obligation for learners to use a camera or microphone if they do not wish to do so.

Please note that any recording of live learning (including screenshots) using any software or device at home is not permitted.

Microsoft Teams, including online meetings, are accessed as part of the learners Glow account and should only be accessed by the learner for the purposes of their education.

Learners should aware that Microsoft Teams is an ever-green product which means that new features and developments may be deployed at any time without notice. Support can be found on the [Digital Support Site](#).

The key points are:

For pupils:

- Find a quiet space
- Use headphones if you can
- Place your device so the camera doesn't show too much of your home (to protect your privacy)
- Behave in the lesson as you would be expected to in school
- Be kind and considerate of others
- Follow up tasks may be issued by your teacher and they will let you know how to ask any questions you may have
- Only switch on your camera and microphone if requested by your teacher if you and your parents are happy for you to do so

For parents:

- Help your child find the best place to work (if possible, not a bedroom)
- Be on hand, if you can, to help if needed
- Take an interest in your child's work and the work left for him/her to complete in their Class Team
- Avoid being seen or heard yourself during the lesson as this is part of your child's learning and could be disruptive to the flow of the class
- Glow accounts are issued your child and should only be accessed by them for the purposes of learning and teaching

Teams Meeting - Live Lessons from your home

Learners - Getting set up

First of all, if you are not comfortable with being on camera then please speak with your teacher. Let them know using an email, so that other arrangements can be put in place.

Using Teams Meetings is inviting someone into your home. You need to think carefully about the view from your web camera and how you are set up at home for learning online. Here are some top tips.

- Be dressed suitably - no pyjamas - get dressed as you would be happy to be seen outside of your home.
- Sit somewhere with your back towards the wall. This will reduce how much of your home is in the camera frame.
- Turn the TV and other distractions off. Try to find a space which is quiet. Don't worry - we know this might not always be easy for everyone to do.
- If you have some headphones, use them. You might need to change the meeting settings after you plug-in your headphones. This will work even better if they have a microphone. [HELP HERE](#)
- Choose somewhere with good light but don't have your back towards a window if you can avoid it. Too much light can make it difficult for others to see you on your camera.
- Have your device on a table rather than on your knees. If you don't have a table, use cushions under your device to make yourself more comfortable.
- Have some paper/jotters handy with a pen or pencil so you can write notes if you need to. You could also use Microsoft OneNote or Word to write short notes with your device during your meeting.



Learners - Connecting to your meeting

Your teacher will set a time for your meeting in your Class Team or in an email. This is also where you will find the link for the meeting when it starts. Your teacher will be the first person in the meeting room and will be the last person to leave it. If you try to connect and your teacher isn't there, you will be asked instructed to stay in the virtual lobby until they are ready to let you into the Teams Meeting.

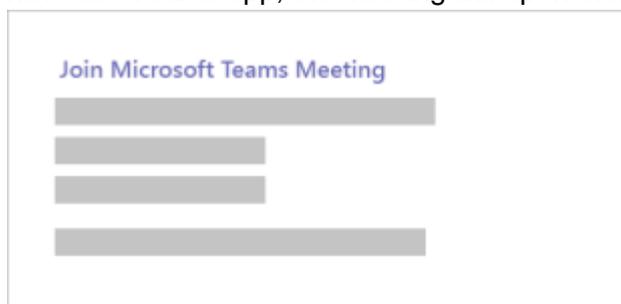
Your teacher may record the meeting, but this will be announced before the recording starts and you can choose to switch off your camera and microphone. The recording of the meeting may be made available to pupils who couldn't attend. **Under no circumstances should you record any part of the meeting. Screenshots are not allowed.**

There are a number of ways to join a Teams Meeting such as using a link, from a calendar or in a channel. The first thing you will need to do is log into Glow and then access Teams. In Glow, your school may have the Microsoft Teams tile set up on your school Launch Pad (the House icon) or you may access it via the Office 365 Home tile. Teams can be accessed in your internet browser, Chrome is best, or with permission by downloading the desktop app. If you are using a PC or laptop to access Teams you may be prompted to download the app; however, this is not required, and you can select the web browser option to open Teams in a new tab. The desktop app is free and will give you additional features like the ability to add background or blur your background. If you are using a tablet or smart phone, the app, which you can get from your usual app store, will work best.

The way you join will depend on how your teacher has arranged the Teams Meeting. They will let you know how to join in advance of the session taking place.

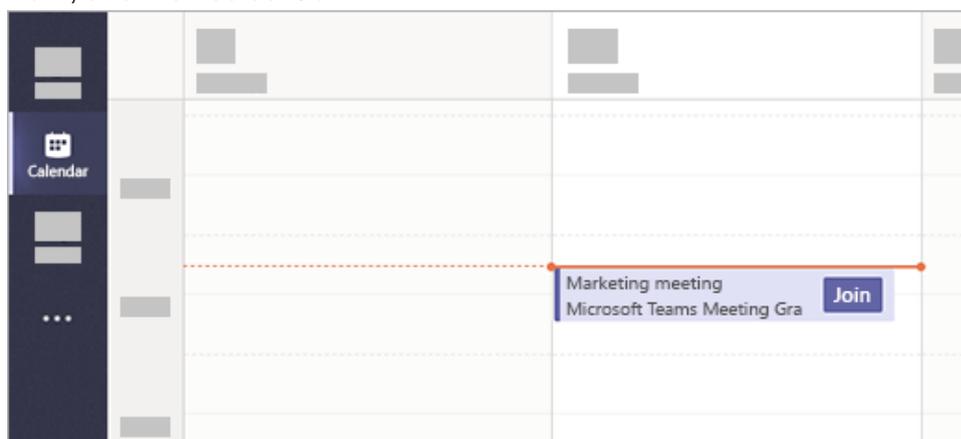
Join by link

You will receive an email with a link to the meeting. Select **Join Microsoft Teams Meeting** in your meeting invite. Depending on the device you are using, you may be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.



Join from calendar

Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.



Join in a channel

You may need to access your Class Team to get to the channel that the Teams Meeting is being held or to look for any follow up tasks, class materials and assignments. This is perhaps the most common way in which teachers will arrange Team Meetings.

On the Teams home screen, double click on your Class Team to open it.

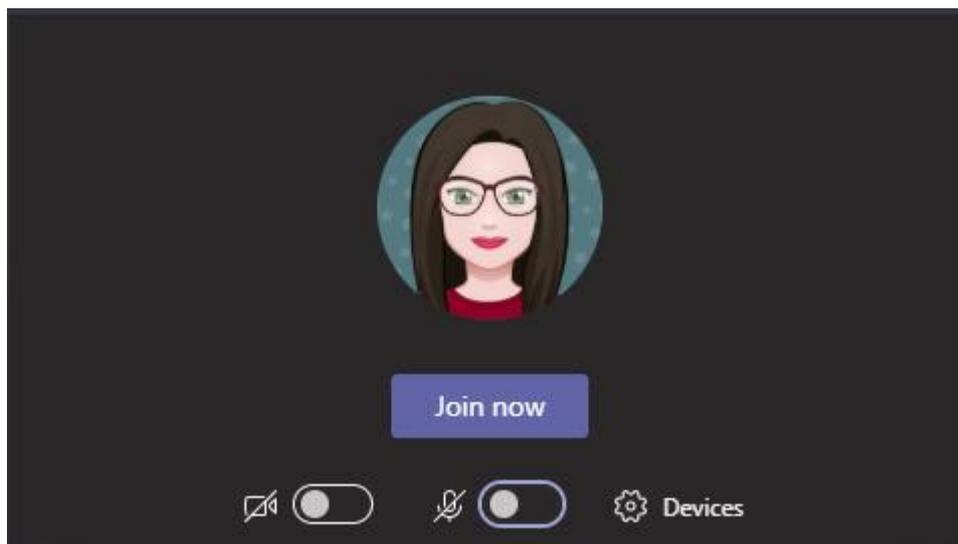
If a meeting takes place in a channel in your Class Team, you'll see an invitation to join with relevant content, and who's in the meeting from within the channel. Just select **Join**.

To get to the relevant channel, you can login to Glow, open Teams and navigate to the Team and channel where you know the meeting is taking place. If you are using an app you can launch the app and navigate to your Team and channel. You will see a **Join** button when a meeting is active.



Click **Join now** to enter the Teams Meeting

Mute your microphone before you enter the meeting. You can also switch off your camera if you wish. You can check the correct microphone and camera are selected by clicking on the  icon



In your Team Meeting

Once connected, listen carefully to your teacher. You can use the chat to ask questions or **unmute** your microphone and ask your question. You should **mute** your mic again after you have asked your questions. You can do this using the tool bar which may appear at the top or in the middle of the screen dependant on your device or if you are using the Teams app:



Use the Raise Hand button to let your teacher know you have a question.

In your Teams Meeting, be kind and considerate of other people. The Teams Meeting is just like being in school and you need to behave appropriately. Your teacher may remove you from the meeting if you don't do so. If you are removed from a meeting, the Headteacher or another member of senior staff may discuss this with you and your parents/carers.

When the call is complete, disconnect by clicking the red "hang up" button in the tool bar.

Remember to check your Class Team after the meeting for any assignments that your teacher has set for you.

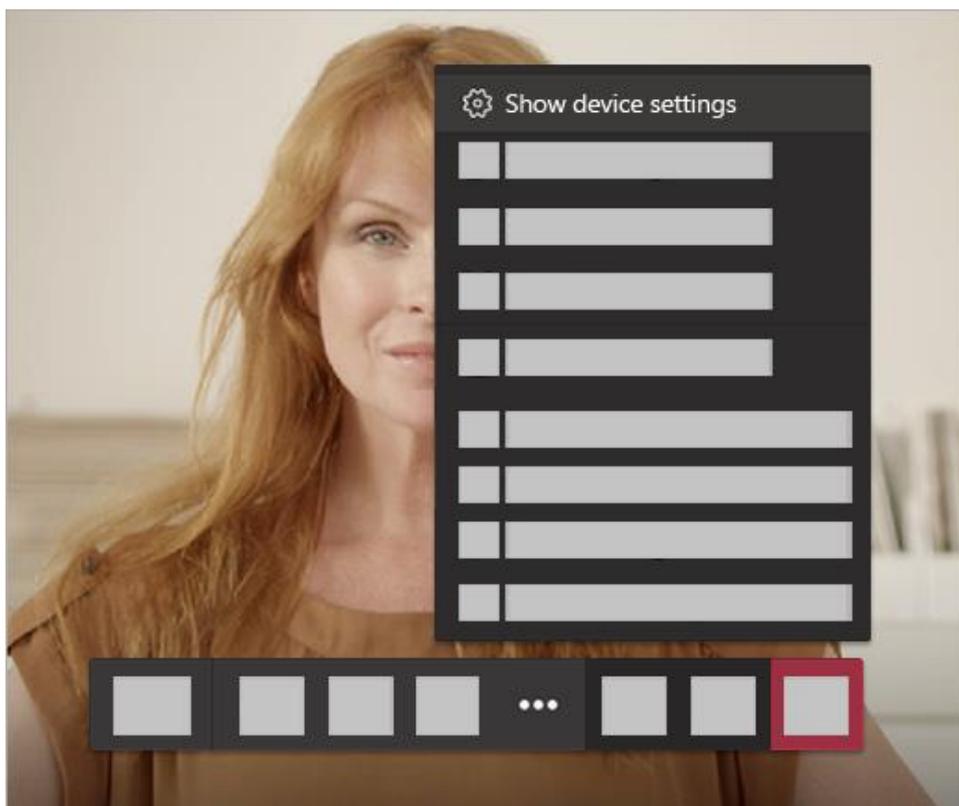
Teams Meeting Checklist

	Task
	I know the time and which Class Team my lesson is taking place in
	I know what type of behaviour is expected of me during the Team Meeting
	I am dressed appropriately
	I have selected an appropriate place to take part in the Teams Meeting, preferably with my back to the wall
	I have checked what is behind me and am happy there is nothing I wouldn't want to be seen
	I have previewed my camera before joining the Teams Meeting and I am happy with what can be seen
	I have let people know I am taking part in a Teams Meeting so they don't disturb me
	I have a opened a OneNote or Word document to take notes or I have a note pad and pen ready
	I have checked the correct microphone and camera are selected
	I have muted my microphone ready to join the Teams Meeting
	After the Teams Meeting, I have checked my Class Team for any follow up tasks

Parents - Helping your child to set up & connect

Our tips for helping your child to be part of an online video lesson.

- Remind your child that they need to behave appropriately in online lessons.
- Encourage them to be polite and respectful during the call. Be aware that inappropriate behaviour may result in your child being removed from the meeting and a follow-up discussion with school staff.
- Position the computer/device in a room where you can monitor their activity, preferably not a bedroom.
- Glow accounts are issued to your child for the purposes of learning and teaching and should not be accessed by anyone other than the Glow user themselves.
- Keep the background clear, with good lighting and sound (see our pupil tips above).
- Information about who is hosting the lessons, what the lesson will be about and what tasks are set following it will all be shared in your child's Class Team or via email. The link to the meeting will be shared in your child's Class Team or through an email invitation to their Glow email account before the meeting is due to start.
- Your child may need support in setting up their Team Meeting, connecting their headphones, if they have them, and selecting the camera. This can be done prior to joining the Team Meeting by selecting the  icon and using the drop down to select the correct option. The webcam image can be previewed before joining the Teams Meeting. Once a Teams Meeting has started the same menu can be accessed in the More action icon 



- Direct action interactions by parents/carers within the Teams Meeting is not part of the learning offer.
- To protect your own family's privacy and that of others, we ask that participation in online meetings is kept to your child, their class and teacher. Teams Meeting should not be recorded by the learner. Screenshots are not permitted.
- If you have any concerns about the use of Teams Meetings or the content of live lessons, you can contact your school (details [here](#)).

General support for using Teams in Glow can be found - [HERE](#)