

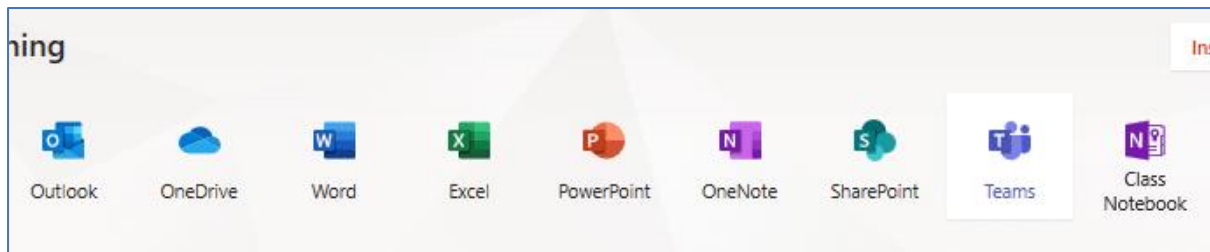
Office 365 and TEAMS

Purpose: Will let you deliver live lessons/live chats with classes

Accessing it requires your school email (e.g. kk@lpgs.bromley.sch.uk) and password.

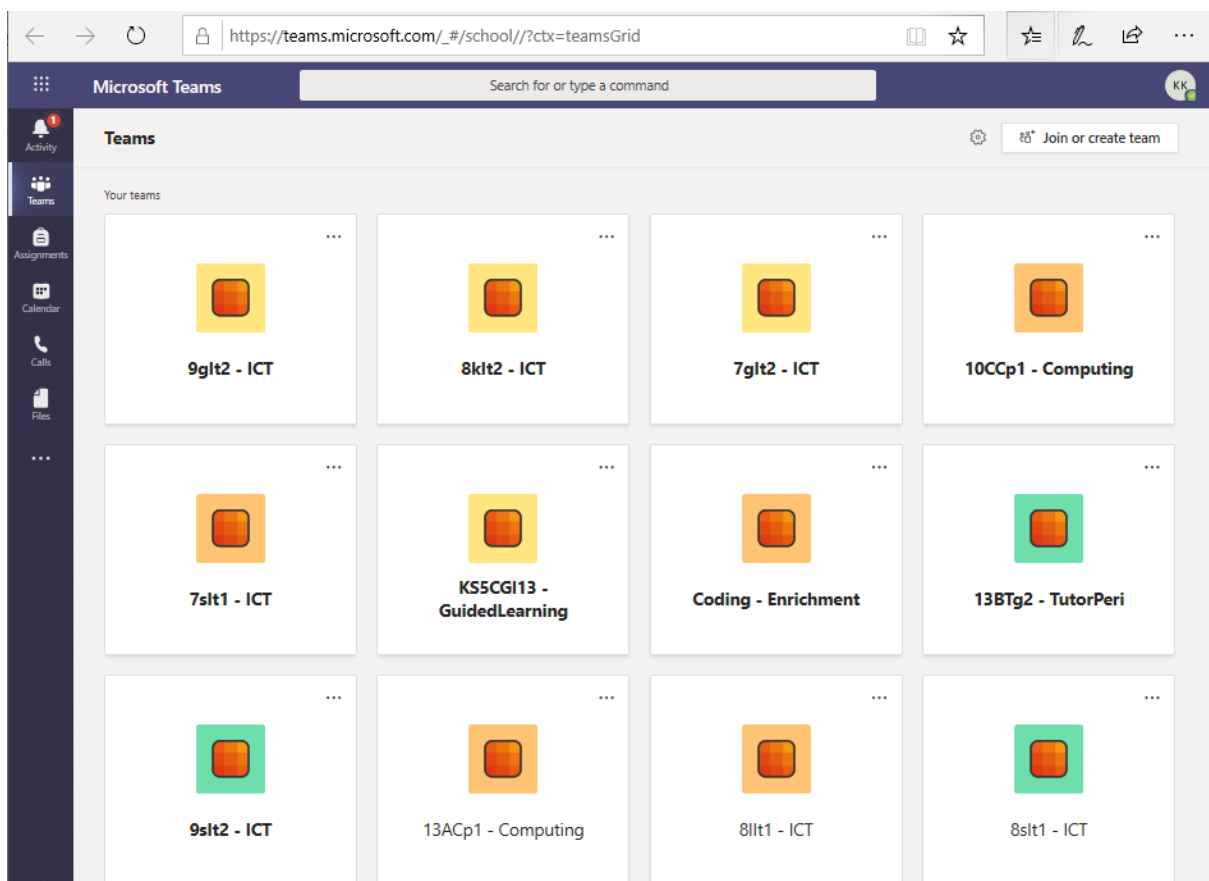
USE CHROME to login to www.office.com

Once logged in you will have access to a range of Microsoft apps including **Outlook** as well as **Teams**.



Opening Teams

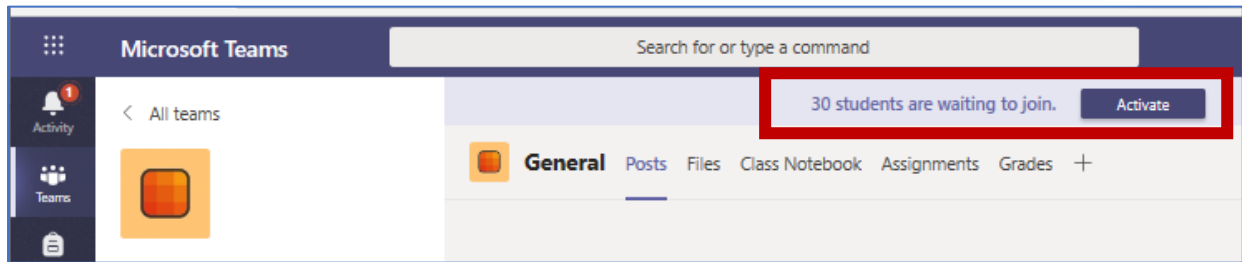
1. Use chrome to login to www.office.com
2. Click on the **Teams icon** to open the app
Your classes should appear as tiles
3. Click on a class to open their Teams page



Activating a new class

If it is the first time you have clicked on the class you need to **Activate the Team** by pressing the **Activate** button (circled).

It will take a minute or two for the students to be linked to the class



Creating 'Channels'

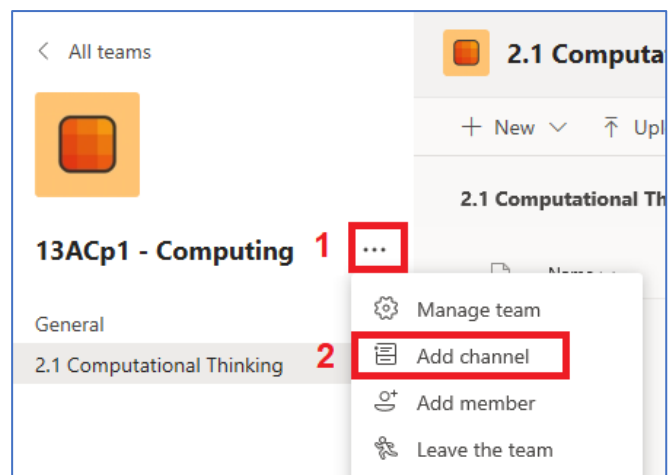
Every class starts with a general channel but you can add more e.g for each topic/week/lesson

A channel can contain its own posts, files and notes page so you can organise your lessons efficiently.

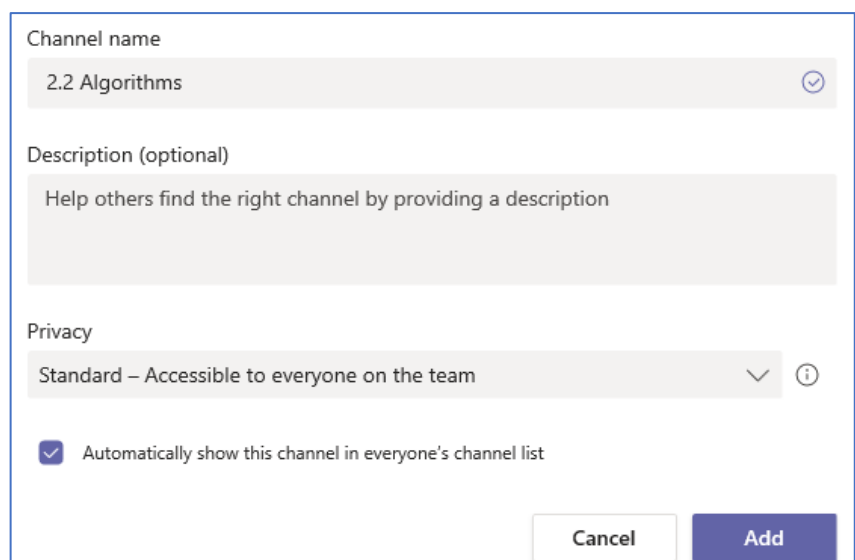
Live lessons can be launched from any channel and then any recording/chat transcript is stored within with that channel.

To create a new channel

1. Click on the **ellipsis** next to the group name
2. Select **'Add channel'**



3. Fill out the **name** of the channel and any other details you want.
4. Tick The **automatically show this channel in everyone's channel list** checkbox

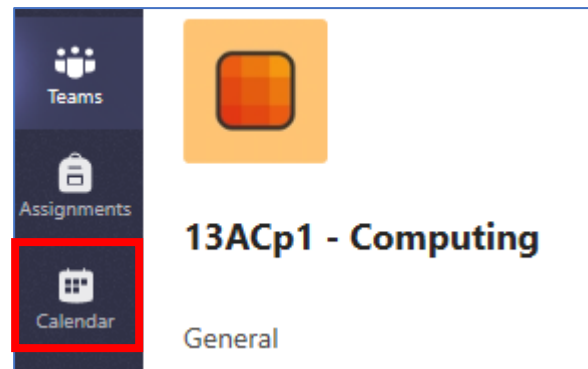
A screenshot of the "Add channel" dialog box in Microsoft Teams. It has a "Channel name" field with "2.2 Algorithms" entered. Below it is a "Description (optional)" field with the text "Help others find the right channel by providing a description". There is a "Privacy" dropdown menu set to "Standard - Accessible to everyone on the team". At the bottom, there is a checked checkbox labeled "Automatically show this channel in everyone's channel list". "Cancel" and "Add" buttons are at the bottom right.

Scheduling a live lesson

You can pre schedule a live lesson so an email will be sent to the attendees and a join button will be posted on the appropriate channel page.

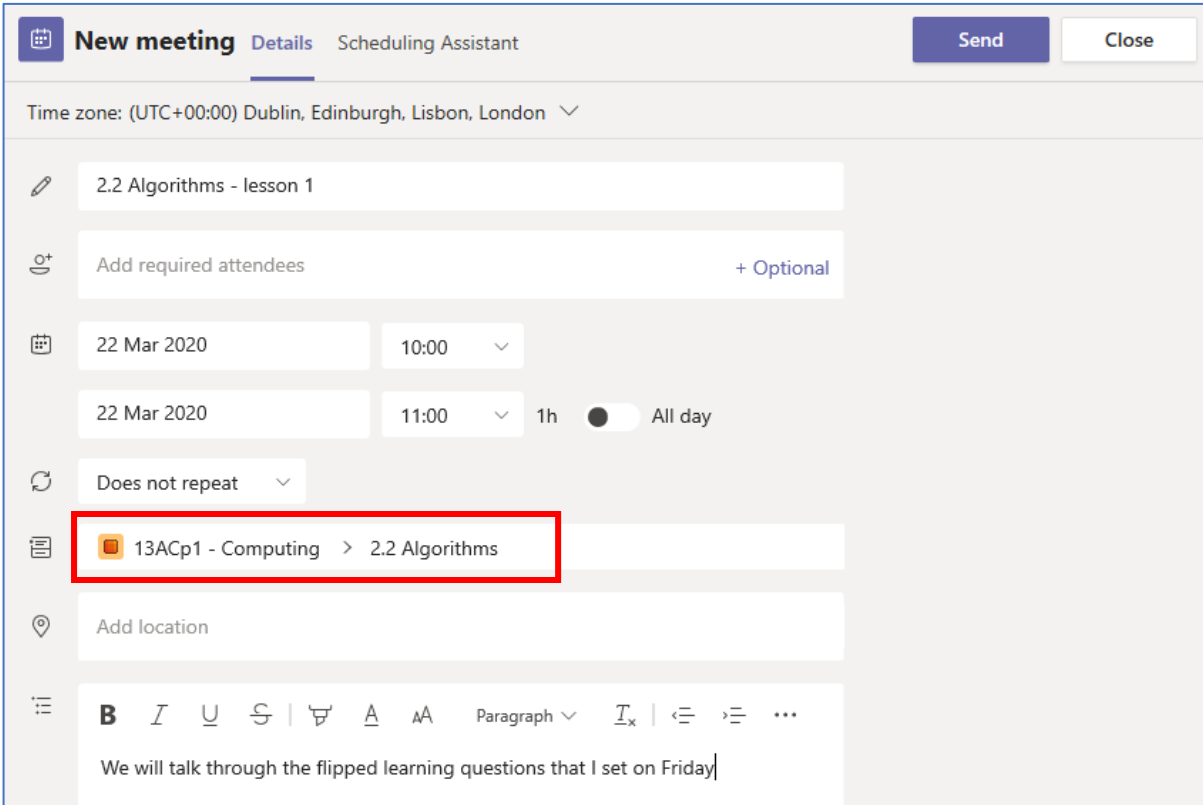
1. Click on the calendar button
2. A calendar will appear
3. Click on the appropriate date/time slot or just press the New Meeting button

A new window will appear:



4. Fill out the details of the meeting and press SEND

NOTE: You do not need to add attendees individually – you can use the **Add Channel** option (circled) to link the meeting to a channel and all the people that can see that channel will be invited to the meeting.



New meeting Details Scheduling Assistant Send Close

Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

2.2 Algorithms - lesson 1

Add required attendees + Optional

22 Mar 2020 10:00

22 Mar 2020 11:00 1h All day

Does not repeat

13ACp1 - Computing > 2.2 Algorithms

Add location

B *I* U ~~S~~ | ~~V~~ **A** **AA** Paragraph *I*_x | ...

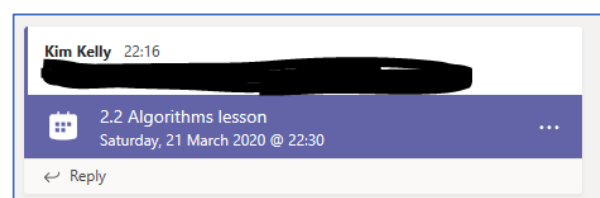
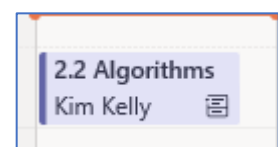
We will talk through the flipped learning questions that I set on Friday

What happens next?

An email will be sent to the attendees

The meeting will appear in your calendar and on the appropriate channels post page.

An email reminder will be sent to the attendees about 10 minutes before the meeting. The join button will appear on the posts page at the appropriate time.



If you record the meeting it will appear on the posts page within the thread for the meeting.

Starting a prescheduled 'live lesson'

Note you will need to have a device with a microphone in order to speak to students

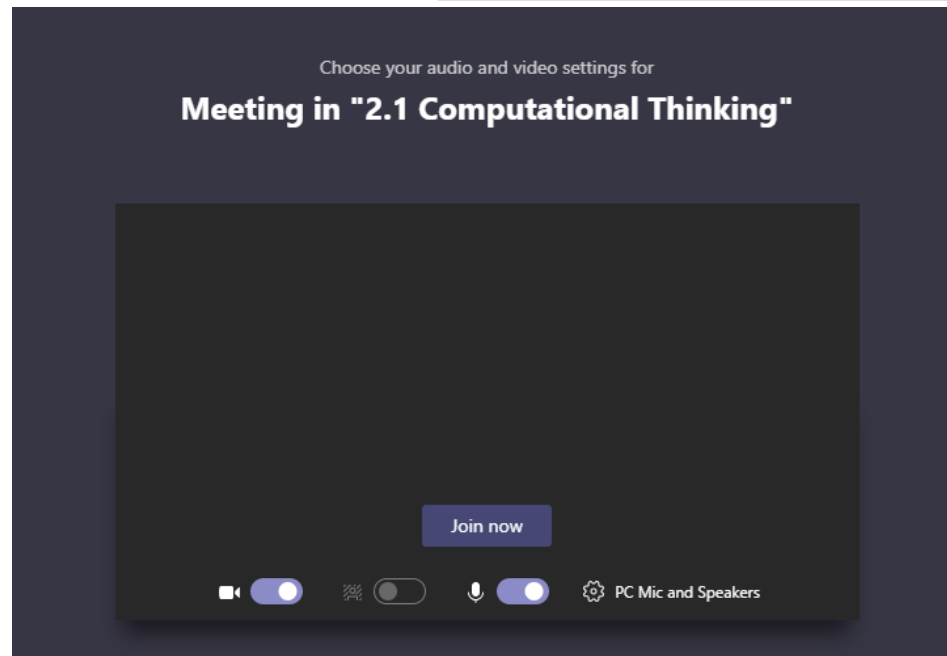
The meeting you scheduled will appear on your TEAMS calendar (and your outlook calendar). Both give you the ability to join the meeting. Teams is probably easier as you are already logged into it.

1. Click on the join button



2. A new window will appear, allowing you to configure your camera and microphone.

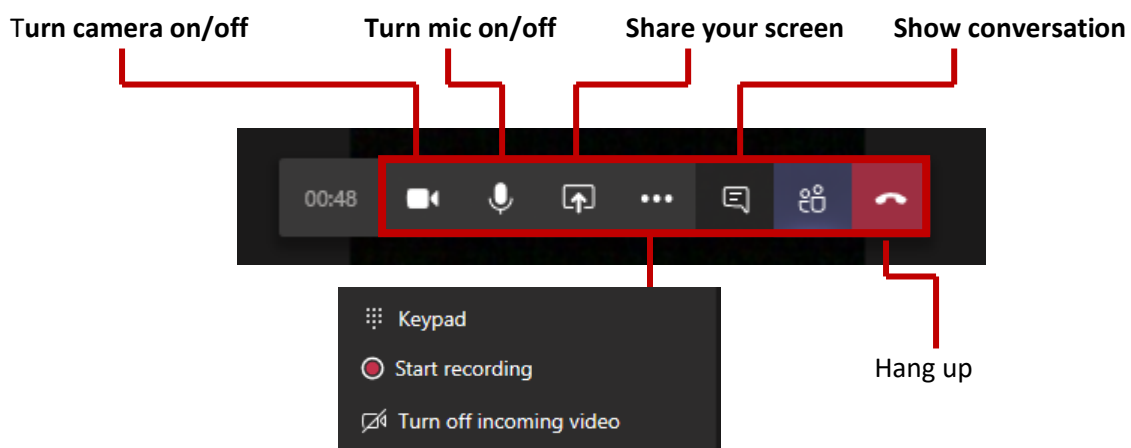
3. You can switch off your camera and press JOIN now.



Recording the meeting and other features

Students who have joined will be listed on the right hand side of the screen.

During a meeting you will have the following options:



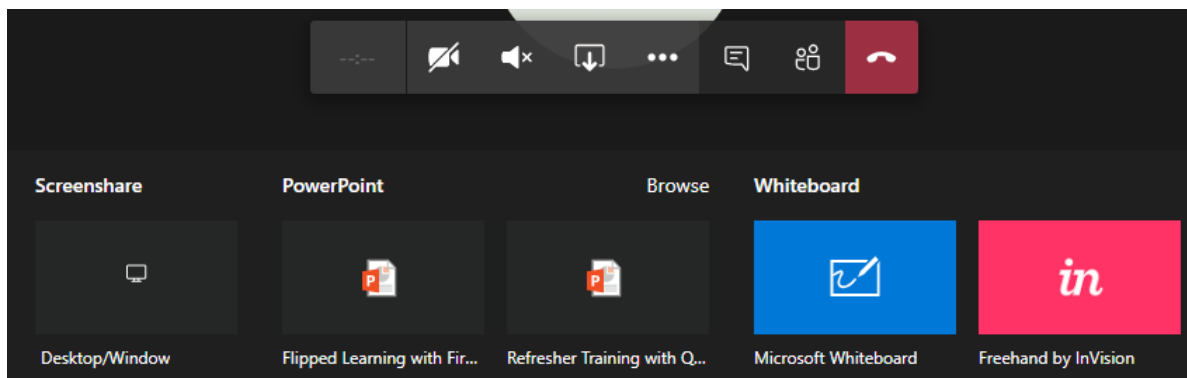
The record the meeting function is found by pressing the more option ellipsis, it will record the screen, audio and conversation. These will all be listed within the channel the meeting is associated with.

Sharing your screen

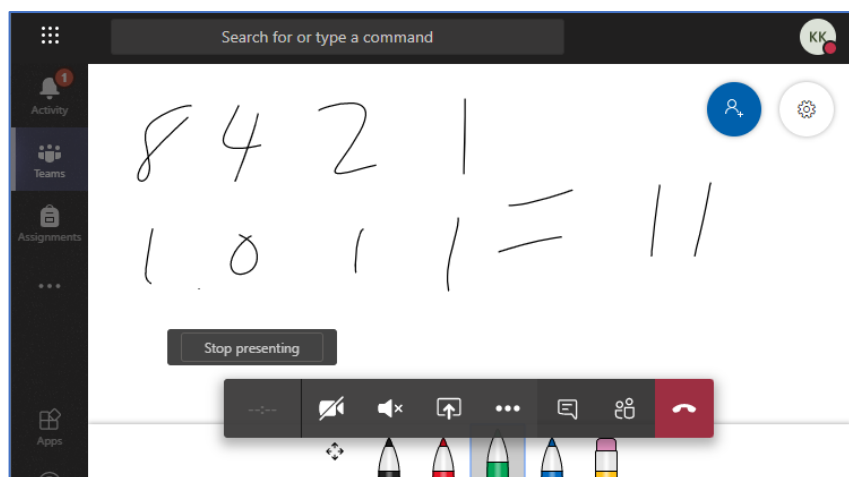
You can share your whole desktop or a document or a 'whiteboard'.

Some options are not readily available in Microsoft Edge so Chrome is recommended.

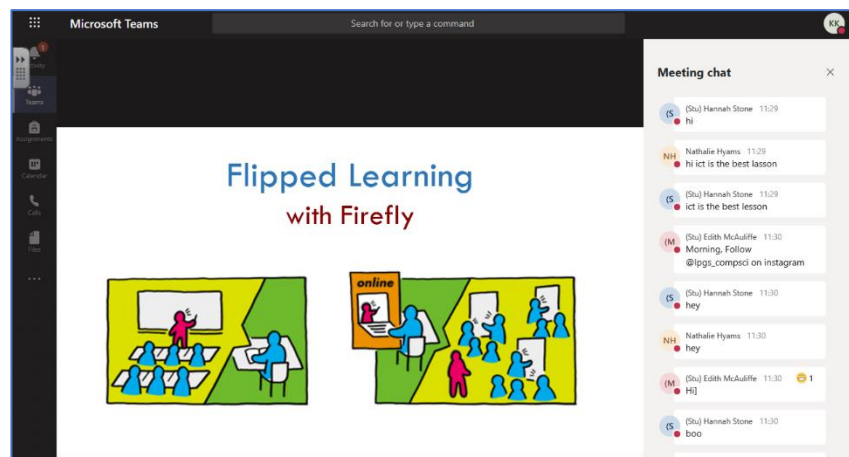
Screen share lets you share your whole desktop or just a single application within your desktop.



Microsoft Whiteboard looks like this



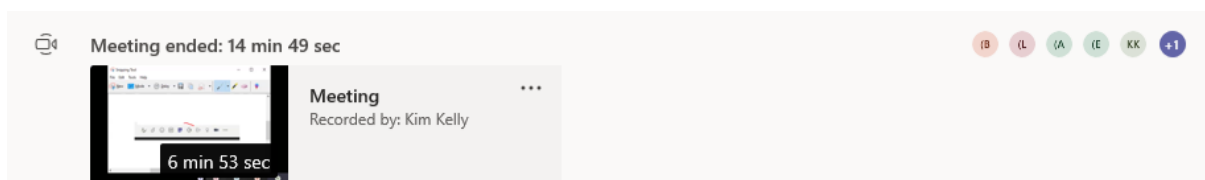
A PowerPoint with a conversation going would look like this:



Once the lesson is over you can press the hang up button.



If you have pressed the record feature during the meeting, the full recording (voices, screens and chat) will be stored within the channel the meeting was linked with.



FAQs

Can I record meetings?

Yes, in the more option section there is a 'record now' function. It records all visuals and audio as well as the conversation that took place during the meeting.

Am I expected to you use with all of my groups?

Live lessons are not an expectation and realistically would be difficult to co-ordinate for classes of 30. However it may prove very useful for smaller KS4/KS5 classes. If some students cannot make it the meeting can be recorded so they do not miss out.

Can I mute students mics?

Yes, but they can unmute them themselves. We will look into this to see if we can take more control. Set ground rules before the lesson starts.

Does this work on Apple devices?

It appears to have issues with Safari but you can open google Chrome on your Apple device and it appears to work. There is a Teams App for iphones and ipads.

Can I use this on my phone?

There is a Teams app that lets you set up, join and run a meeting on your phone via the calendar option as described above.

You will be able to share your screen with the team and there are options to share your phone screen, powerpoints, images and videos that are stored on your phone.

