

'How To' Live Teach using Microsoft Teams

Step 1: Let the pupils know in advance you are going to be teaching a live lesson (maybe the day before, otherwise at 08:30 on the day when your assignment/message goes live!)

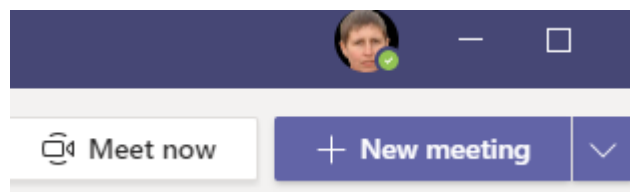
Publish the time and date on the Google Classroom stream or in an assignment¹ (pupils take more notice of assignments!) so they know in advance and can make arrangements to be there. [TIMESAVER: Edit/Copy/paste this].

'Today I will be doing a live lesson at 13:15pm. The link to join the lesson will go live at 13:10pm on the class stream page. Check back then to join. I look forward to seeing you later'

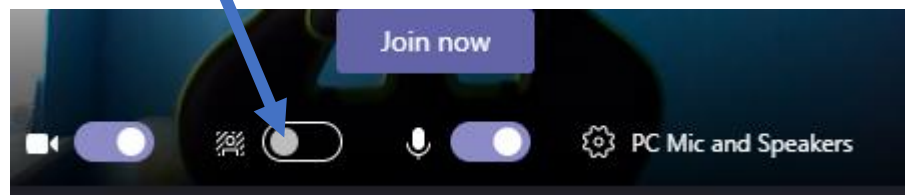
Step 2: Preparing to live teach

(10-15 minutes before the lesson start time) [allow more first time around]

1. Open up any resources that you might be going to 'present' to the pupils eg PowerPoints, word docs etc and minimise these.
2. Close any programmes/documents you are not using and close email [Outlook]
3. Have the Google Classroom page open of the class you are going to teach.
4. Go into Microsoft Teams, click on calendar (side menu) and select 'meet now (top right – video icon) start a conversation.

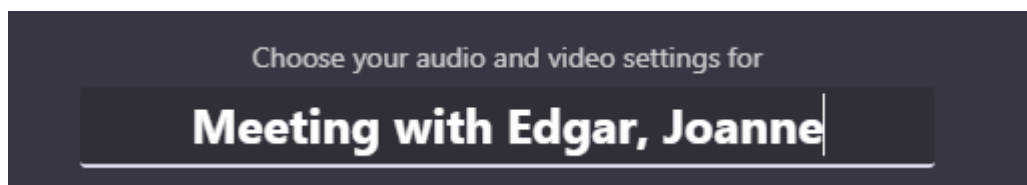


5. Either select a 'background'\$ otherwise ensure your surroundings are professional/appropriate



[\$ not available on staff laptops, sorry]

*Rename the conversation to something more meaningful eg 9H1 Geography: River Landforms

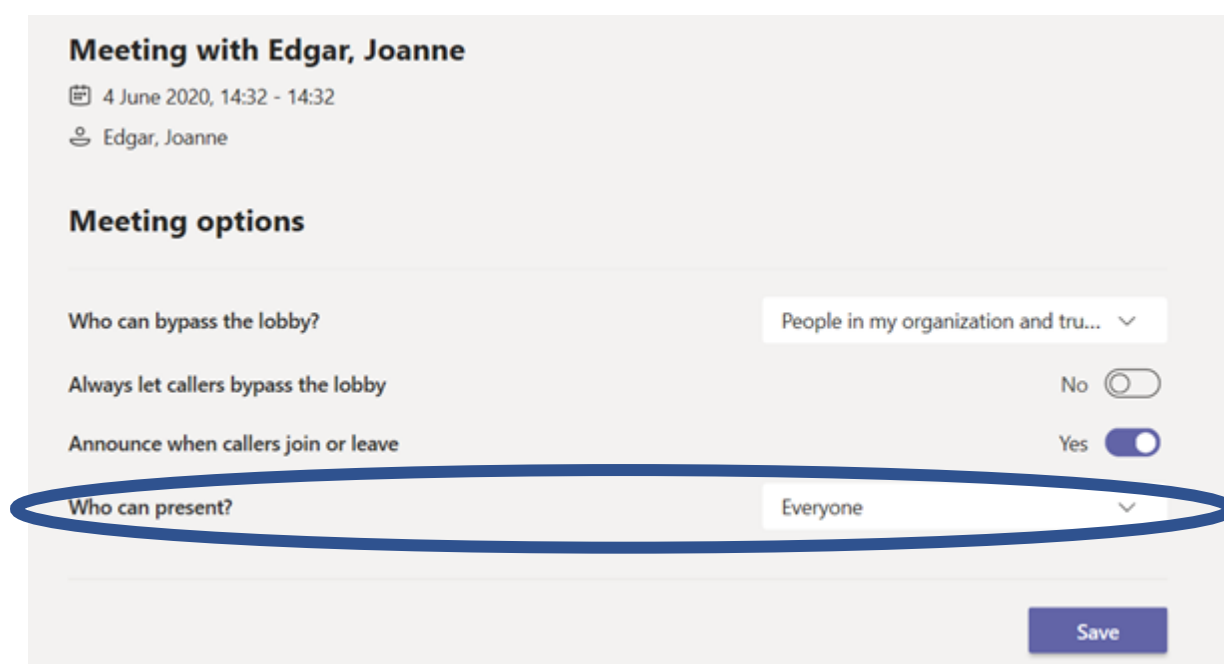


*Click join now and you are in, ready to present

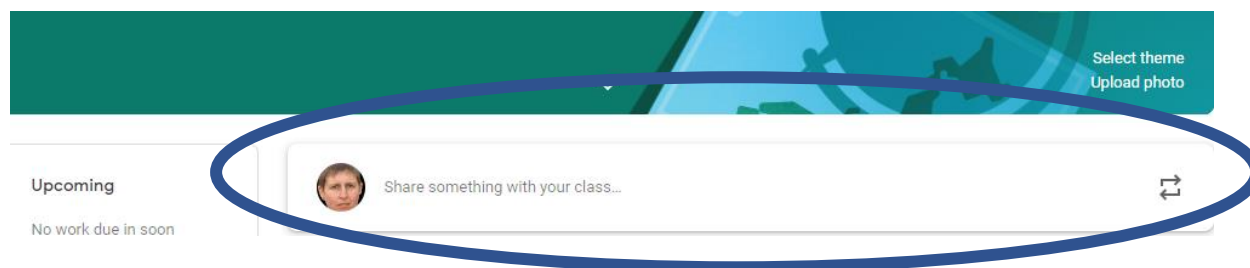
*Invite pupils to join by clicking the paper clip link on the right-hand side next to 'Invite someone'. This copies a link to your clipboard.



Now click on the tick/cross, which will take you to this screen (below). Change the 'who can present' from 'Everyone' to 'Only Me'



*Head back into Google Classrooms onto the class stream page. Click in the 'Share something with your class' box (directly underneath the class name bar) and paste the link. Either 'post' if you are good to go and happy that some might start joining immediately or click on the down arrow to the right of the word post and schedule the post to go live 3-5 minutes before your lesson start.



Step 3: Teaching the lesson.

*Display the Live Class Behaviour Protocols – see 'Share' below for how to do this (PowerPoint presentation of protocols available separately)

*Admit the pupils into your Microsoft Teams meeting. [Pupils have the facility to 'change' their screen-names so you might need to check on identities]

*Advise them to switch off their cameras and to mute their microphones if they haven't already. [improves the meeting quality].

'Floating' Toolbar – this is approx. 1/3 of the way up from the bottom of the screen and this has some useful tools – see below

Duration:

share

ask Qn



more

chat

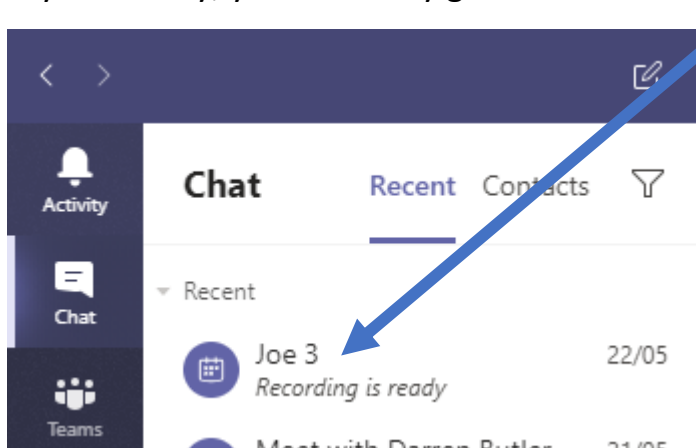
Share – allows you to present/teach by sharing the documents you minimised earlier – click on the one you want and it appears. Click 'Stop presenting' when finished to return to the original meeting screen

More Actions (three dots) – click here to be able to

- a) **Turn on live captions** – useful for HI pupils. Fairly accurate if you speak clearly!
- b) **Start recording** - useful to record the session especially if not all pupils are in attendance, they can watch it back later. A recording can be a useful revision resource for the future. Click this to stop the recording at the end. **ADVISE PUPILS THAT THE SESSION WILL BE RECORDED, A POP UP SHOULD ALSO APPEAR ON THEIR SCREENS**
- c) **Turn off incoming video** – switch off pupil video links here, although this can be overridden
- d) **Speech bubble** - show conversation – advise pupils they can add questions here OR better use the
- e) **Raise Hand** – ask and answer questions here

Step 4: Ending the session

End the recording (it saves to your area; you may get an email notification to say it is ready; you definitely get a notification in teams).



*Use the 'end call' to finish the lesson

*Post the recording to the class stream on Google Classroom. Pupils might be prompted to enter their school email and password details to play the clip

DISCLAIMER/TRANSPARENCY

What I don't 100% know

1. How long the record functions stays on for/is it temperamental? In the staff meeting it seemed to turn itself off?
2. If pupils can edit their copy of the video. I suspect not.