# Using Teams for Synchronous Teaching

In order to effectively use Teams for our synchronous Digital Delivery events, you must use the desktop application. Students will be told to begin their classes within their class team area (for example, "*19 Yr 09 English Gp 01*") under the "**General**" Channel.

1. In a chosen Team, select the **General** Channel.
2. Select the video camera symbol under the new message field.
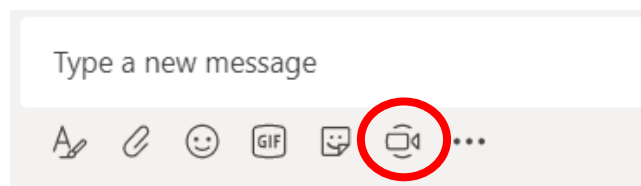
3. You will then be asked if you would like a subject for the meeting (no response is required) You also have the opportunity to turn off the camera as you being the meeting or keep it active. You do not have to 'schedule' the meeting, just start it at the time your class is expected to start. When you are ready, select '**Meet now**'.
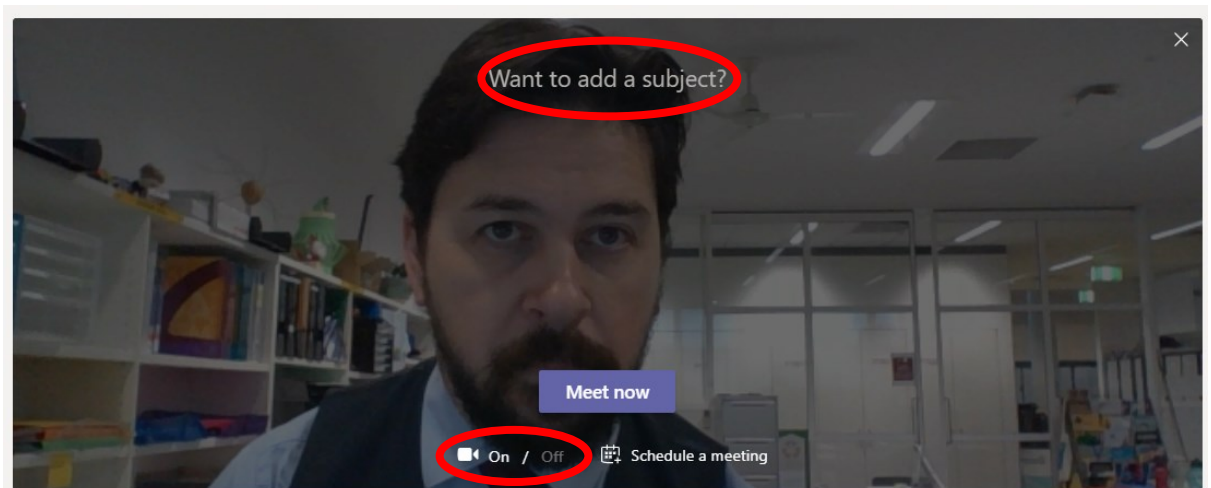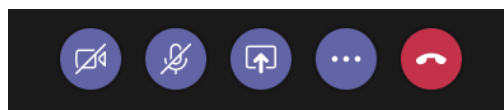

4. If you see the following symbol, you will need to go into settings and select a microphone. Other computer settings can be adjusted be selecting the cog at the top right of the screen.
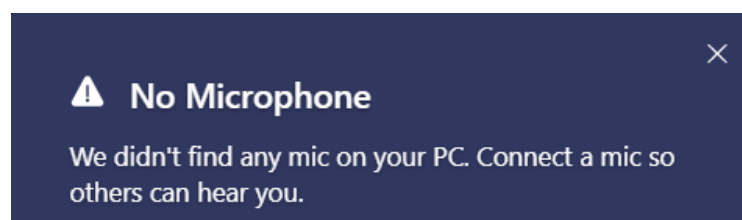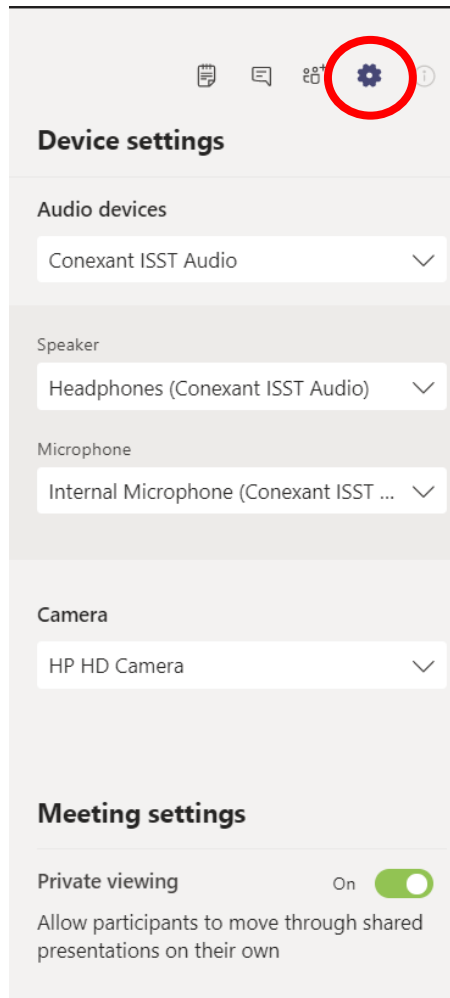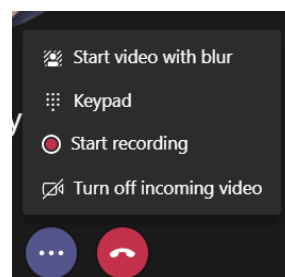
5. The options you are presented with allow to you toggle your video and microphone on/off, share resources, further options (…) and conclude the meeting (hang up).


The further options include the following:

- Blurring out your background
- Bringing up a number keypad (not a calculator)
- Recording the lesson
- Turning off other people's video

6. Meeting Notes can be accessed by selecting the writing pad at the top right of the screen. **<u>We do not recommend the use of Meeting Notes at this stage as it is not clear that it will function as intended within a class environment.</u>**
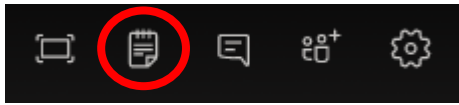

In future sessions once this feature is further developed, it could be used by keep track of questions being asked by the teacher and responses provided by students as you progress through the teaching material. Using this feature creates a new tab at the top of the General Channel in your Team so that the records of the meeting can be accessed at any time.

7. Conversations
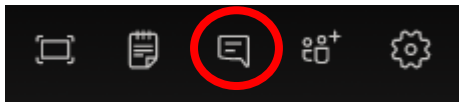
Conversations are a record of the chat the has occurred during the meeting. It adds to a single General Channel post as "replies" after the meeting. The conversations function is likely to be used extensively during your session.
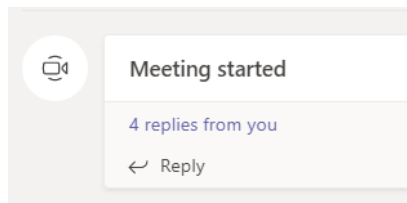

This is where normal chat takes place by students. When students want to ask want to ask questions, it should occur here.

8. Select the Participants list to complete your roll during Digital Delivery Day. The participants list will show you who is and is not present from your Team.

9. Select "**Open Share Tray**" if you wish to share a presentation or use an online whiteboard with your participants. If you want to teach from a OneNote, have the OneNote Open before you select **Open Share Tray**.
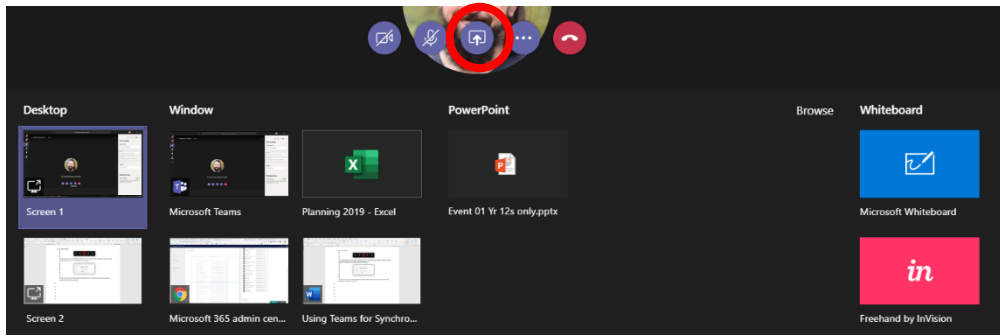
If you change the focus of the application, the sharing will be paused until you return to the application. To close the sharing of your screen resources, select the "**Stop Sharing"** option in the bottom right corner of the screen.
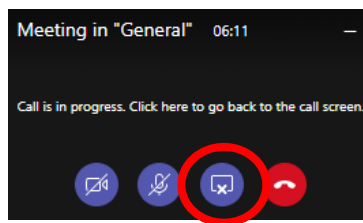
If you elect to sharing an application rather than the screen, you will see a red border surround the application while you are in sharing mode.
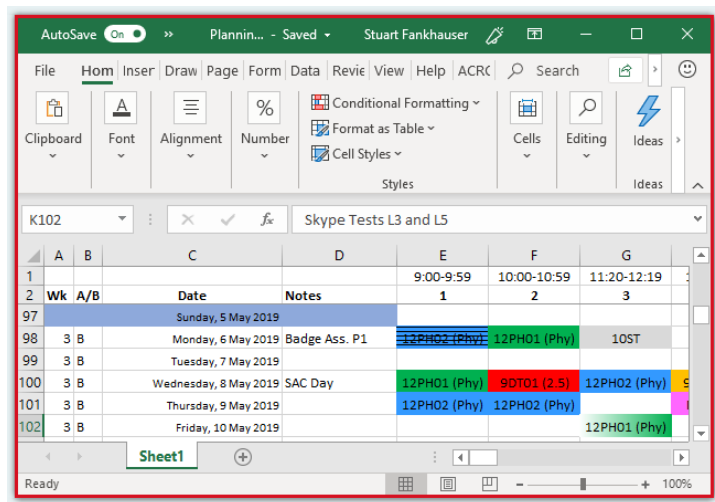

If you wish to use a whiteboard during your class, use the Microsoft Whiteboard.

When opened, you can use the space as an electronic whiteboard. By clicking on the bluetick, you can also share a link to the whiteboard so that it opens in the native whiteboard application. For most purposes, just using the whiteboard in the Teams application is fine.
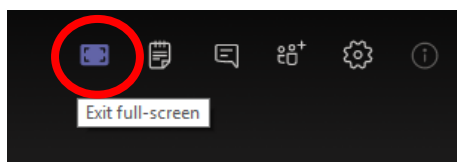
To Stop using the Whiteboard, moving the mouse will make the "**Stop Presenting**" option appear in the bottom left of screen.
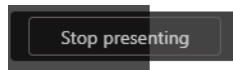
10. If at any point you would like the whole screen used, then select the option at the top right.

To exit full screen, select the option at the top right of the screen as shown.

11. To mute all participants (turn off their microphones) select the participants option and 'mute all'.

Extra Information

Polling

You can use a third party application in Teams (such as Polly) to get polling data from your class in real time. You will need to click away from your meeting area (DO NOT HANG UP) to conduct the poll.

Video Content

If you would like your students to watch some video content, you will need to add the link to the conversation and ask them to view it separately. You can not push out video using the application.

PowerPoint Content

Students will be able to move through PowerPoints on their own if you do not disable the private viewing option under Meeting Settings.