


# Student Guide to Teams Meetings

## Consent

You can only attend the 'meeting' if your parents agree to this and they are aware it is being recorded.

A message similar to this (depending on which platform you are using) appears on screen at the start of the recording

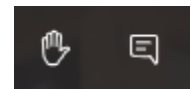
 By joining this meeting, you have consented to be recorded. [Click here for Privacy Policy](#)

## During the lesson

- All Teams Meetings with students will be recorded for use by those who are unable to attend.
  - Staff without access to the correct IT Platform to record meetings will not be able to hold these lessons
- All chat conversations are also saved in the same manner
  - Both recordings and chat conversations will be deleted after a 20 day period
- Students should not share private information
- Be sensitive to the needs of others.
- Please note all ICT Acceptable Use Policies and Behaviour Policies are relevant whilst you are 'attending' a Teams Meeting.
  - Expectations remain as per a normal classroom
  - Any student who makes inappropriate comments or behaves in an unsatisfactory manner during a live stream lesson will be reported.
  - This guidance covers any other person who makes themselves visible or heard during the meeting
  - Staff have the ability to remove a student from the meeting if they deem it necessary
- Any breaches of behaviour policy will be shared with the appropriate member of staff. E.g. ICT/ Safeguarding Lead etc.
- At the end of the session you must leave promptly. Your teacher may 'end the meeting' all at once.

## General Guidance

- Pick somewhere that is not too noisy and you will have less distractions
- Check what you look like on screen – as this is what other students and staff will see
- Check what is in the background. Please remove any personal or family photos from view.
  - Use the blur or background feature if these are available
- Behave online as you would be expected to in class. This relates to how you speak to each other and the teacher.
- Be aware, as you may be if you have had any online 'meetings' with friends and family, that there may be a lag in what you are seeing or hearing.
- Use the hands up icon to let the teacher know you have a question or a point to make
- **Or** Use the chat feature too – professionally of course. You can ask questions as you go, the teacher or other students may answer these questions for you .
  - *The chat feature is available on the mobile version*



## On Screen during the meeting

There are 4 video links maximum on the feed on an iPad.

The desktop shows more participants – up to 9 at a time is the latest update.

This is a Microsoft choice to improve the video quality and lag.

## Video Recording

Once the meeting is over the video is created and will be available in the Team chat area along with any conversations/chats that have occurred during the meeting. It automatically deletes after 20 days.

Once Microsoft Stream is Enabled for your Team the video is also stored there too.

## Resources to View

You can also view any resources that your teacher adds directly in the Meeting 'Invite'. They may have included these as links, or they may just share their screens

## Sharing Screens

Your teacher may ask you to share your screen to showcase good work etc.

Use this icon to enable your choices – staff will have to enable this for you first.

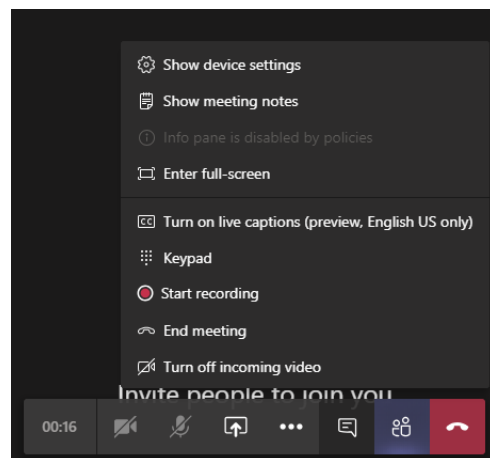
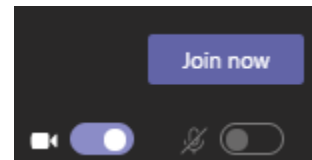


Don't forget to turn your video back on when you stop screen sharing.

## How do I access a meeting?

The meeting will appear in you calendar and in your Team's Posts area. Lessons, when conducted on Teams Meetings (not all of them will be), will be scheduled are your normal time on you timetable.

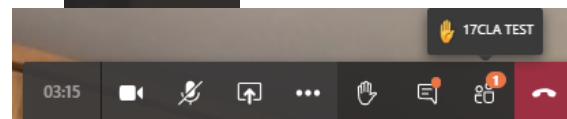
1. Go to Teams
2. Go to Calendar
3. You should see the invite in the calendar at the date and time expected
4. **Or** Click on the link in Posts
5. Click on the meeting.
6. Turn on Mic and Video and you are in...This shows the video on &the Mic off
  - a. You can do this after you join and during the meeting too
  - b. You can use this option if you do not want staff or other students to see your video feed.
7. Click Join or Join Now (different for different platforms)
8. During a meeting
  - a. Click the three dots (ellipses) for more options
  - b. You can blur your background or, on the desktop version, add other backgrounds too.
  - c. You can also 'Pin' the teacher so they are always visible
    - i. Click this icon for the options



## Hands Up and Chat

Your teacher may ask you, or you might automatically do this, to put up your 'Virtual Hand' or ask questions in the Chat feature. This will stop everyone asking questions at the same time and give you the chance to ask questions (a) whilst the teacher is talking and (b) when another student is talking.

- Use these icons to put their hand up or to add to the 'Chat'
- Your teacher will get a notification that you have your hand up or that you have contributed to the chat – it may take them a while to get around to your question or hand though if there are a number of students doing the same.



**The chat is automatically recorded** in the Posts area of the Team but also in the Meeting itself – if you go back to the meeting in your calendar you will see the Chat saved.

Anyone to one chat that also occurs is monitored by the IT team so you need to ensure you are using this very professionally, if at all. You teacher may ask you not to use this feature.