Microsoft Teams
Online Learning for Outreach Students

January 2021

Introduction

EMS is very pleased to be able to continue delivering our Outreach programmes during the 2020-21 academic year. All programmes will be delivered online using Microsoft Teams.

<u>EMS and Microsoft Teams</u>
Teams is a secure, collaborative Microsoft platform that EMS has been using to streamline our working practices and to deliver interactive lessons with students within our own school and further afield for our Outreach programmes. No special software is required; the meetings can be accessed via the internet, although you can download the Teams app if you prefer. A webcam is also not required but a microphone may be useful although, again, not mandatory.

<u>Accessing the Sessions</u>
You will be emailed links for your sessions 2-7 days ahead of the event. Please click this link at the time and you will be able to join the meeting from there.

<u>Guidance for Students</u>

The following guidance is for any meetings, workshops or lessons which are run using live video either from teachers' or students' webcams. It exists to:
- ensure a safe working environment for students and members of staff;
- enable lessons and meetings to proceed as smoothly as possible.

Please read through it carefully and contact susiecatling@exeterms.ac.uk if you require any clarification.

<u>Meeting Platform</u>
EMS staff will invite you to take part in sessions using Microsoft Teams. You access the sessions by clicking on the links in the email sent to you by EMS staff. They will not send invitations through other platforms such as Zoom. All legitimate activities will be organised by a member of EMS staff; we will never arrange for another adult to contact you in this way and you should let us know immediately if this happens.

Think of Microsoft Teams as being the virtual equivalent of a school building and follow these two golden rules:
- only accept invitations from members of EMS staff
- only accept invitations to meetings organised through Microsoft Teams

<u>Working environment</u>
It is important that we think about our online learning as similar to being in a classroom together, ie you are in a working environment. In general, we will not ask students to have their cameras turned on but you may find a microphone handy. For video lessons, please, therefore, make sure you are dressed appropriately, the background is suitable, the location is appropriate and you are as free from interruption as possible:

- dress as you would for school (pyjamas, swimwear etc are not appropriate)
- check your background is free from potentially offensive or inappropriate material
- if your desk is set up in your bedroom, try to avoid including your bed in the picture and don't join the meeting sitting on/in your bed
- speak to your family – make sure they know you are in an online meeting so they won't interrupt you or appear in the background by mistake
- if possible, use the feature in Teams which allows you to blur or fix your background – this is useful to avoid distractions (see the *How-To* section).

Joining the session

Please arrive to the meeting promptly, but not too early. The member of staff organising a meeting will arrive first and set the session to record before any students join (you should be notified when this happens). Please note that we record sessions for safeguarding reasons. Recordings are NOT available to be shared after the event.

Helping the session run smoothly
- Put your microphone on mute when you are not speaking
- Have the Chat feature on and use this to signal when you have a question
- Be patient – allow for lag and try not to talk over others
- If you are struggling with poor internet, try turning off the incoming video feed
- You may need to turn your webcam off (the member of staff will let you know if this is necessary)

Recording sessions

We are required to keep a recording of all video chats and online lessons involving videos. This is for safeguarding reasons. This practice keeps students and staff safe.

You will be notified when the recording starts (it should be before you arrive to the lesson) and when it ends (once you have left). We **will not share** the recording of **lessons** with anyone else. Our Safeguarding Designated Lead, Joe Rowing, or another member of the safeguarding team will only access recordings if a safeguarding issue has been raised which requires us to do so. They will otherwise be private.

We will not share any of the lesson content with others from outside of EMS and we ask that you do not either. Please respect one another's privacy.

If you feel uncomfortable being recorded, **you may join the lesson/meeting and keep both your microphone and video off**. You will still be able to ask questions using the Chat feature and will be able to learn from the questions that others ask.

Teams Etiquette

Teams is a great way for us to communicate and have lessons, but there are a few etiquette guidelines that make using it even better.

Behaviour and Conduct

It is a more formal environment than most social media, so you will need to talk to each other as you would do in a school classroom when staff are present. Staff have access to conversations, so a professional manner is expected. We encourage you to use the Chat function during meetings and therefore ask that you use the right tone to communicate.

Always be polite with your language, and remember that just like any written communication, other users cannot hear the tone in your voice or see your body language, so it is important to be clear in your meanings and avoid writing anything that may be seen as provocative by others. We know how easy it is to be hurt by the words of others, so good manners are always advisable.

Please understand that if you do not abide by the etiquette expectations, you will be removed from the online learning community immediately.

Video Chat via Teams

 It is polite to mute your microphone when not speaking as Teams responds to sound. If you are in a meeting when your camera is turned on, please remember that we can see all your actions and everything behind you. Please make sure you are in an appropriate location before you start.

Chat

Please do use the Chat function to interact and ask questions during the sessions. We'll show you how this works at the start of the first session so don't worry too much. Please try to keep the Chat for very specific input, avoid saying 'thanks' or anything else that isn't entirely necessary as too many comments clog up the Chat and important points can be lost.

And finally…

We will adapt things as we go along, as we all remain on a learning curve to find the best way of using this tool with you. Please see a brief *How-To* guide on the following pages. Please also remember that a lot of the information contained in this document will make much more sense once you join a live session and we will provide you with the opportunity to ask questions during your first workshop.

How To Guide

Join a meeting
Click the link in the email invitation. Email invitations are sent to the student email address provided on your consent form.

Set your meeting background
Ideally, you will do this before you enter the meeting as per Joe's screen shot (lower picture). Once you've clicked "join", you will be on a screen similar to Joe's and can set your background from there.

If you are already in the meeting, you can get to the same options as shown on the screen shot from Kerry (upper picture).
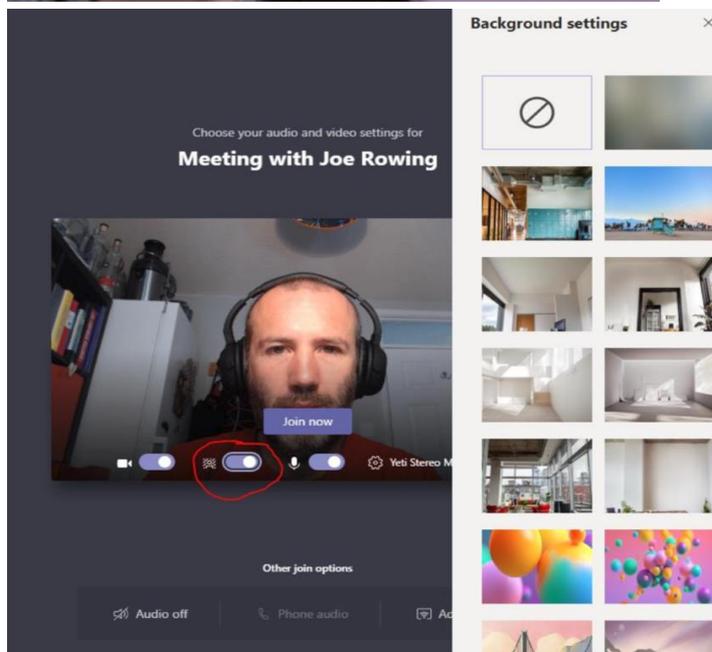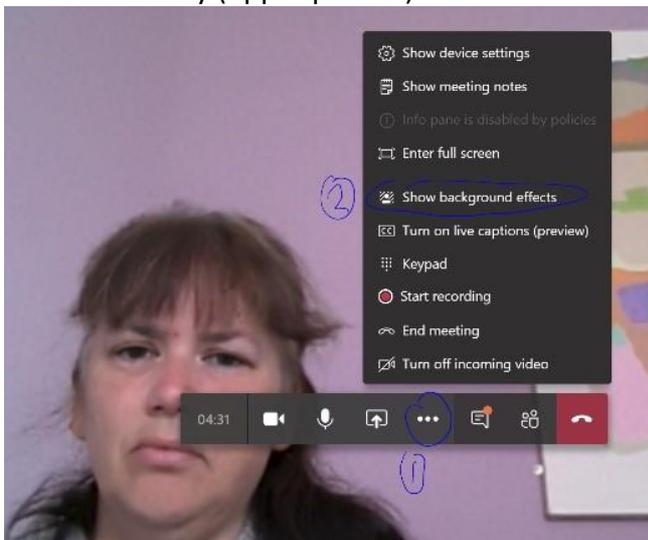
Enable Chat
Click on the speech button and then the right-hand column will appear. You will see everyone's comments as they come through. If the Chat function doesn't appear, leave the meeting and re-join and this should clear the problem.
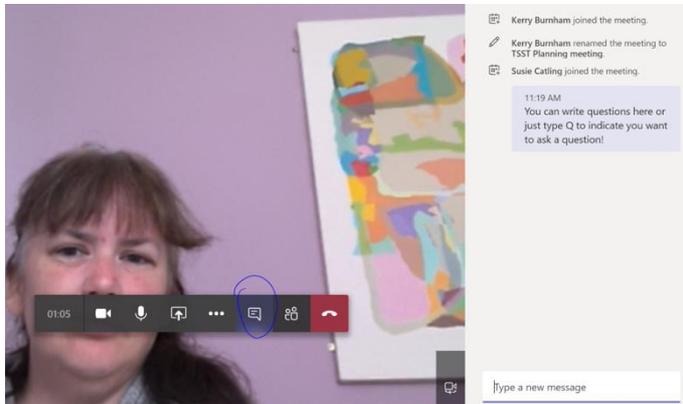
Mute your microphone and turn video on/off
This can be done using the camera symbol and the microphone symbol in the above screen shot. You can select to have the microphone and camera off before you enter the meeting (see Joe's screen shot above).

Turn off incoming video feed
This will help you if your internet is struggling to keep up with the meeting. This option is shown at the bottom of the options menu on the first screen shot of Kerry, above.

Trouble-Shooting
Please see our separate Trouble-Shooting guide for help with commons problems when using Teams.