Microsoft Teams: User Protocols and Guidance

Teams Set Up

Our IT Services will set up 'teams' for your class at the start of next week.

There will be one team per Year 12 class. All teachers who teach this class will be part of the team.

Your teacher will then schedule your face to face session, in line with the timetable and 'invite' the team (all the students in the class) to attend.

Protocols for Using Teams

The following advice is designed to support you with safeguarding advice so that you can use Microsoft Teams with confidence:

- Sit against a neutral background, or use the background effects to blur or change the background.

- Consider your dress and make sure that you are wearing clothing that would be deemed appropriate.

- Consider using headphones to help minimise background noise.

- We are encouraging your teachers to record the sessions, so there is something to go back to later on if you need to, as well as having the ability for anyone who was absent for the session to view it later.

Use of Teams for Face to Face Sessions

We would like you to feel comfortable in your use of Teams 'Session'. In the first instance, just imagine that you are in the classroom! You are doing what you do every day, it is just that you are now doing it remotely.

Your face to face sessions might take a range of formats. Some ways to take part in the sessions are:

- Audio only: You can switch the camera off and just talk to the teacher and rest of the class.

- Video: Take part in the online session using the video camera.

- Video and screen share: The teacher may share their screen: you will still be able to see them in a small box whilst you see what is on their screen.

- There is a written 'chat' facility available in Teams, where a Q&A session can take place. This can be added to at any time by team members. Teachers may encourage you to leave your questions and they can review these and respond to them at an appropriate time.

  The chat facility is editable by the teacher only, so you cannot delete messages after posting them. Think carefully about what you write! It is also persistent, and so provides a running commentary that you could go back to at a later date, if you want to review some information that the teacher has provided.

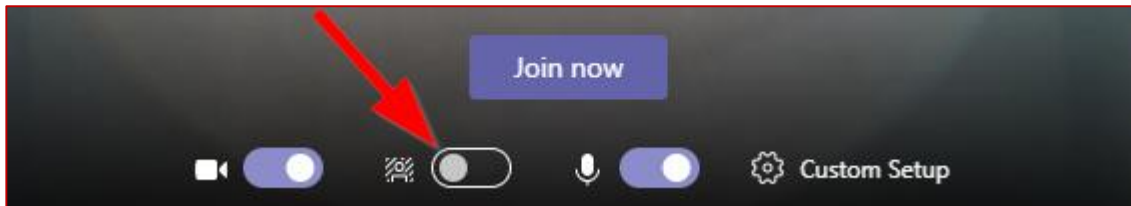## How to Guide

Video on how to use teams:

Getting Started with Teams: https://www.loom.com/share/75e8b7e88c6846418d104361666e3156

How to join a live meeting: https://www.loom.com/share/a13e475ba65a4e93b2e05f0086aa6d63

Change backgrounds in Teams:

Change your background before a session starts:

- While you are setting up your video and audio before joining a session, turn on 'Background Effects'. Your background options will display on the right.

- The first blurry picture just blurs your background. You will appear nice and clear while everything behind you is subtly concealed.

- You can also replace your background with one of the images provided, or with one of your own choosing.

Change your background during a session:

- To alter your background after you have already joined a session, go to your meeting controls (click the screen if they are not already shown) and select the 3 dots 'More actions' button > 'Show background effects'.

- Again, the first option is 'Blur' to blur your background, or choose from the available images to replace it.

- You will be able to preview your chosen background to see how it looks before you apply it.