# Remote Education Resources:

## Streaming to Multiple Supervised Secondary Classes using Microsoft

This guide provides information for a subject specialist teacher to stream their lesson to multiple supervised classes, when a cover teacher with appropriate subject knowledge is not available.

## Hardware recommended for a successful delivery

### Subject Specialist

They will need to use their existing audio-visual equipment to deliver the lesson to the pupils in their classroom and stream to the supervised class. The teacher device will be presenting to the classroom display whilst at the same time running a Teams call with the supervised class(es).

- *Audio* - Experience has shown that good quality audio is a key requirement for streaming to other classes and a key success factor will be the microphone set-up. A Bluetooth headset with microphone is ideal as this will allow the teacher to move around and not have to be close or even tethered to the classroom computer/laptop. Second best is a wired headset, but this limits mobility. A desktop mic positioned near to the classroom's display screen is better than a laptop microphone but can pick up background noise. Click here for more details.
- *Webcam* - either integral to the device or as a peripheral (could be a visualiser) will enable the supervised class to make visual contact with their teacher.
- *Useful additional extra* - A Visualiser with the output shared through Teams can be useful for teachers to model and scaffold key concepts at various points in the lesson. It can also be pointed at non digital displays such as dry-wipe boards. This guide is very helpful.

### Supervised Class

They will need to use their existing audio-visual equipment to receive to the streamed Teams lesson.

- *Microphone* – If there is a microphone on the webcam it may be sufficient, ideally a conference microphone with at least 10ft range.
- *Webcam* – External to the device and pointed at the class (could be a visualiser) will enable the subject specialist to see into the supervised classroom.
- *Student devices* - If the school can equip each pupil with a device, they could each join the lesson with headphones on.

## Recommended Software Set up

The Teams app should be installed on all teacher devices (if not already done so). All staff, including adults who will be supervising the class and any students joining on devices, should have an account with access to Teams.

Teams should ideally have been configured by local IT admin through policy settings, to provide the following meeting defaults: automatic use of the lobby for students so the lesson cannot start before the teacher admits them; in meeting chat only; only teachers and invited staff are presenters.

Provision of class teams via school data sync ensures that all Teams have the correct students and staff in them and will be automatically updated if groups and timetables change. Teachers can create recurring meetings through their Teams calendar and invite a specific channel to the meeting. Microsoft provide guidance on channel meetings here.

## Best Practice for Streaming to Multiple Classes

When using Class Teams, ensure the subject specialist is a teacher in each class so that the subject specialist can invite the classes to the lesson; only needed if pupils will be joining on devices.

When setting up the meeting make sure that you not only invite the relevant members of staff who are supervising the session but also copy and send and invite link to the head of department and

cover manager. This will ensure any last-minute changes to cover can easily access the Teams meeting.

Many elements of a successful lesson in a traditional classroom can be transferred into live streamed lessons to multiple classes. Pedagogy should remain at the forefront of all decisions. The subject specialist teacher should decide beforehand how best to manage the start of the lesson in the other classrooms. Considerations might include:

- use of a starter activity which will last x minutes to allow registers to be taken, reminder of expectations to be given and any materials needed for the lesson to be distributed.
- join the Teams call at a predetermined time with the pupils ready for the remote session.
- plan predetermined points in the lesson plan that would be convenient for cover teacher to gather questions and receive feedback.
- agree if the subject specialist would prefer to interact with the cover teacher via the chat facility or verbally.

The subject specialist should build time for independent pupil work into live streamed lessons in much the same ways as the traditional classroom. During this independent time put classes into breakout rooms. This will enable the subject specialist to conduct more concentrated, targeted questioning whilst not disturbing the other classes.

Breakout rooms can now be set prior to the meeting by double clicking on the meeting in the Teams calendar and selecting breakout rooms at the top of the screen.

There should also be clear guidelines for the cover teacher so that they are able to lead in each classroom. They also need to be familiar with Teams.

Check your meeting options. This image provides a good starting point:

## Common problems and how to avoid them

### How can the subject specialist communicate with the cover teacher?
Having Teams enabled on a phone or secondary device will enable the staff to use the chat function to have a 1:1 conversation. These should be school devices to prevent perception that staff are sending personal messages.

### Subject specialist audio is poor in their classroom
The subject specialist could teach from a quiet location with a cover teacher in their class and not stream their live classroom teaching. This will ensure the best audio but increases staffing load. .

### Chat is not available for one or all of the cover teacher
1. The meeting was set up within a Teams channel and therefore anyone who is not in that Team won't be able to access the chat. Set these lessons as standalone meetings.
2. Drop out of the Teams meeting and sign back in again.


## Further Support
If you would like peer led support with any aspects of remote learning or use of EdTech in your school, please visit the EdTech Demonstrator Programme website [here](#)