

Teaching Lessons remotely using Microsoft into a College Classroom

This guide provides information on teaching lessons remotely, where the teacher is at home and streaming it live to their class in college, possibly overseen by an appropriate adult.

Hardware recommended for a successful delivery

Teacher at home

- **Laptop/computer** - Ensure a well-lit room with laptop, or desktop device. Ideally the device will be connected directly into the internet router or be near it and connected by Wi-Fi. A headset with microphone can reduce external noise interference and reduce distractions. A large (second) screen can make screen sharing easier and content easier to see.
- **Webcam** – either built into the laptop or an external USB one. Most webcams have a built-in microphone which some users may prefer to the one on the headset.
- **Visualiser** – used for modelling or sharing resources. [Guide](#) to using a visualiser.
- **Graphics tablet** – provide another solution for modelling or annotation of documents/resources.
- **iPad/touchscreen device** – connect to the Teams meeting as an additional device. It is not ideal for delivering a lesson but useful for modelling and can be used like a graphics tablet.

Classroom in school

- **The classroom PC and AV equipment** will be used to project the remote lesson onto the screen and use the speakers so the class can hear the teacher.
- **Student devices** - If the college allows, students can join on their own mobile device or college owned device and use headphones to listen; also appropriate for remote learners.
- **Webcam and Microphone facing the class** – directing a webcam and microphone at the class gives the teacher a view into the room and enables students to ask questions.

Recommended Software Set up

The Teams app should be installed on the device along with other apps needed for teaching.

Mac users may need to grant [permission](#) to share their screen, camera and microphone; video [guide](#).

All staff, including adults who will be supervising the class, should have an account with access to Teams. If the class are unsupervised once the lesson starts, a heavily restricted account should be used or a student asked to log in, if allowed.

Teams should ideally have been configured by the IT team through [policy settings](#), to provide an agreed set of meeting defaults to ensure effective lesson delivery and meeting any safeguarding requirements. One possible default solution is the 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](#).

When the lesson starts the teacher should be using Teams to share the lesson content. Detailed guidance on this is available [here](#).

Best Practice for Teaching Remotely

The teacher will need to add the adult/user in the class as a presenter to the Teams meeting so that they can join on the classroom PC/Laptop.

Find out what equipment is in the classroom you will be streaming into to help with planning.

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The lobby functionality should be used for all synchronous Microsoft Teams live lessons. You can review settings before or during the lesson via the Meeting Options settings; guidance is [here](#).

Staff teaching at home should be mindful of the physical environment they are in. Where possible, it is recommended that staff have a [neutral or blurred](#) background.

Share [applications](#) rather than sharing your desktop as your desktop and open windows may contain sensitive information or inappropriate notifications. Video guide [here](#). Or use PowerPoint Live for the best (and easiest) experience when sharing a presentation ([Video Tutorial](#) or [full guide](#)).

When playing videos or sound files, make sure that you '[include computer sound](#)' when you share.

If students are using their own devices, using Teams could provide you with useful lesson structure, whether that's providing documents, links to key resources, answering questions on written tasks, using polls, or emoticons for feedback.

Identify a communication tool for students to ask/respond to questions, if students don't have devices for the lesson, this can be verbal and managed by the adult who is physically in the room if present.

Have all resources needed open prior to the lesson to make switching more fluid.

Record your session for revision and catch-up purposes. A previously recorded presentation can also be used as a flipped learning activity allowing you to focus the live stream on discussion.

Keep any lectures and content sharing activities short (attention spans via Teams are lower than a traditional classroom and the cognitive load is much greater so try and limit to 15-20 minutes blocks).

Dissolving the screen - At times we find that when we are not in the classroom, face to face with our students, it is difficult to engage, encourage and assess progress. By using strategies to 'dissolve the screen' learning can become much more interactive. Some strategies can include: relentless use of names from the minute you press 'admit'; expectation that everyone contributes; be lively and engaging to the point of exuberance; providing specific support for SEN students; use of targeted questions to gauge real time understanding and misconceptions; high expectations just like in the classroom. Read [this](#) useful article which gives further information

Common problems and how to avoid them

I am having sound issues

If experiencing difficulties with audio, look to the sound control panel to make sure inputs (the microphone) and outputs (the speakers) are correctly selected.

There is lots of background noise

Use the noise suppression setting [here](#) to remove background noise.

My connection keeps breaking up

The issue may be with the wifi in the teacher's home and not their internet connection. Ask them to either connect directly into the router or move closer to it so the wireless has less interference.

YouTube videos are not playing when I share my presentation and click the video link.

When adding video to a PowerPoint slide, make sure you insert it as an "Online video" – you may have added a link to the video instead, which will open, and play on your device, but only you will see this. By embedding it into the slide, everyone will see and hear the same thing.