Remote Education Resources:

Teaching Lessons remotely using Microsoft into a Primary Classroom

This guide provides information on teaching lessons remotely, where the teacher is at home and streaming live to their class in school, supervised 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.
- **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 to model handwriting, mathematical calculations, matching and labelling activities or sharing a story book. Guide to modelling on a visualiser.
- **Graphics tablet –** provide another solution for modelling or annotation of documents/resources.
- **iPad/touchscreen device –** connect to Microsoft Teams as an additional device. It is not ideal for delivering a lesson but useful for modelling and can be used like a graphics tablet or visualiser.

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 school can equip each pupil with a device, they could each join the lesson with headphones on.
- **Visualiser** – will enable the adult in the room to share pupil work with the teacher at home by selecting the visualiser camera for the classroom.
- **Webcam facing the class** – directing a webcam at the class gives the teacher a view into the room and can help them with engagement.
- **Microphone** – if there is no microphone on the webcam, one will be needed so that the adult in the class can give feedback to the teacher and allow the teacher to hear answers to questions.

Recommended Software Set up

Check that the teacher device meets the minimum specification; ideally issue a school owned device.

The Teams app should be installed along with the other apps needed for teaching. All staff, including adults who will be supervising the class, 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.

Create Teams for classes/groups as appropriate for your learners. Ensure appropriate permissions/ policies are put in place – IT support should have set this up for you.

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 Teaching Remotely

Use the Teams desktop application rather than the online version as it has more functionality.

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

The lobby functionality should be used for all synchronous live lessons using Microsoft Teams meetings. If teachers want to review these settings this can be done either 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 behind them where there is no personal or sensitive information visible to children watching the lesson.

Share applications rather than sharing your desktop. Your desktop / open windows may contain sensitive information or inappropriate notifications. Video guide here.

When playing videos or sound files, make sure to select the include computer sound option.

Teams chat is an easy way to forward messages between you and the adult in the class. You may want to provide them with a dedicated device for this.

If pupils 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, using polls, or asking pupils to complete tasks and submitting them online through assignments.

Use the adult in the class to provide feedback on pupils' understanding as they progress through the lesson.

Identify a desired communication tool for pupils to ask/respond to questions, if pupils don't have devices for the lesson, this can be verbally and managed by the adult who is physically in the room (such as a cover supervisor).

If pupils have devices, mute the audience when giving out instructions and pre-share materials via your learning platform.

Don't forget to record your session if it can be used as a resource for future interventions or revision.

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

Common problems and how to avoid them

I am having sound issues
If experiencing difficulties with audio at school (or home), 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 on 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. Resetting the router can also help (turning it off and on again).

The teacher/adult cannot connect to the Teams Meeting
Do tests before the lesson to check it is not blocked by your internet access. Have back up resources available if technical issues occur.

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