

# Teams Calls for Teachers

## Quick Start Guide



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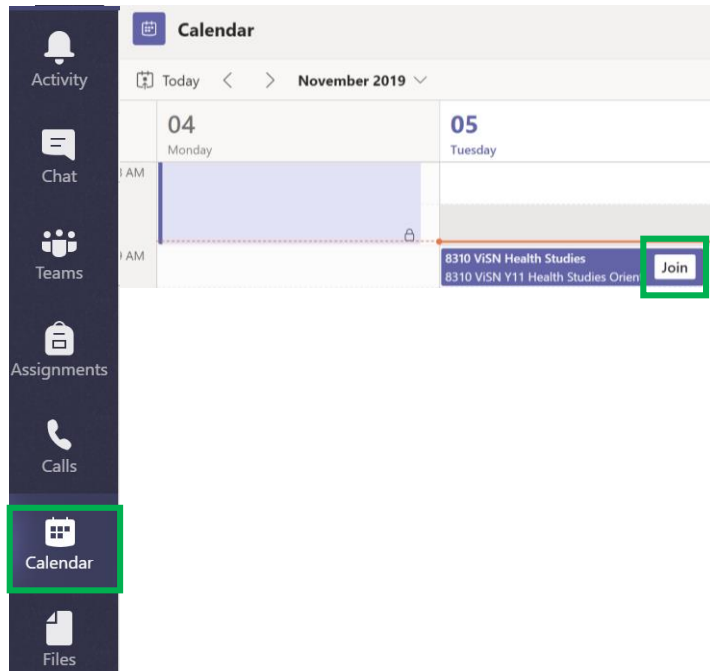
# Microsoft Teams Calls



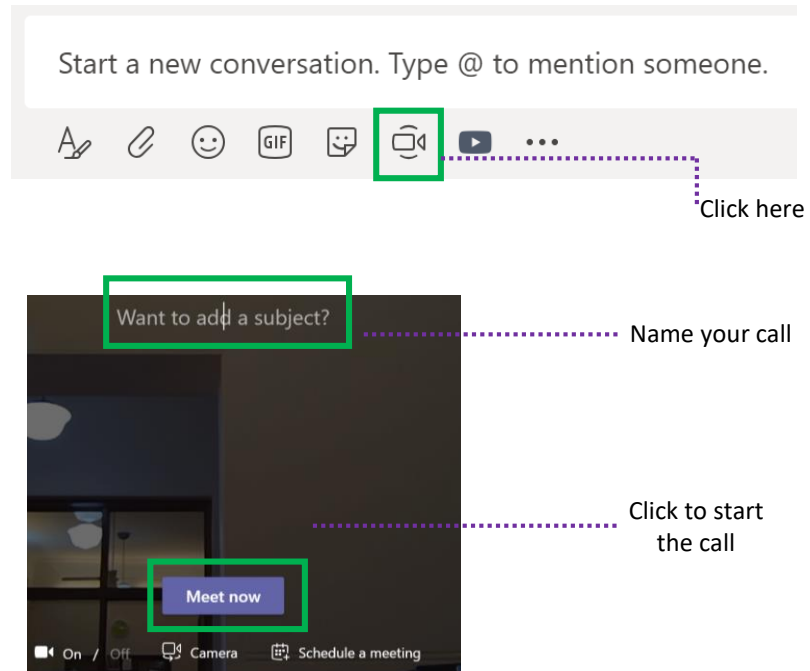
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## Quick Start Guide

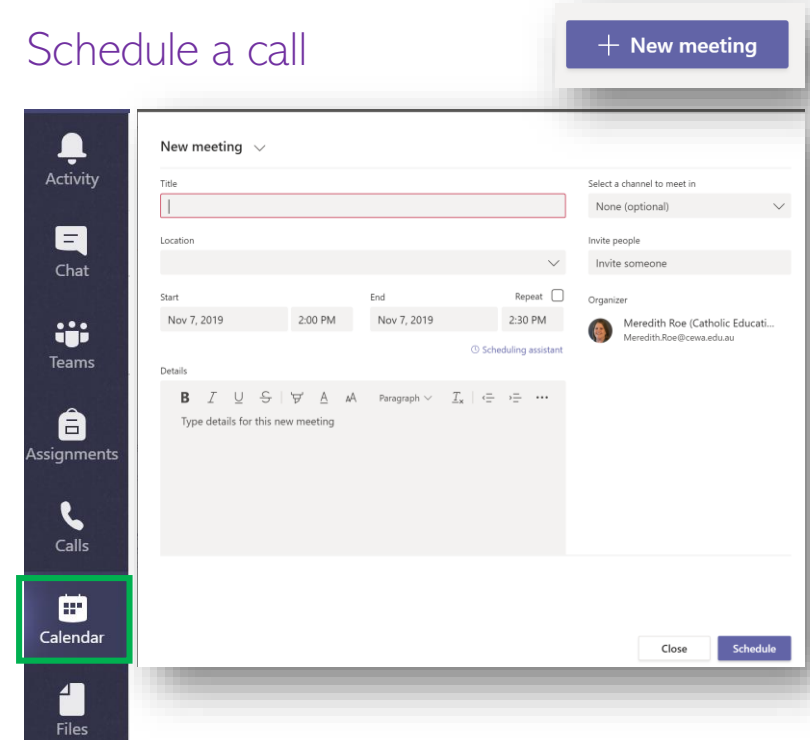
### Join a call



### Start a call



### Schedule a call



Join a call that is already scheduled, from your calendar

Start an impromptu meeting, from the conversation bar

Schedule a call from your calendar by clicking on New Meeting

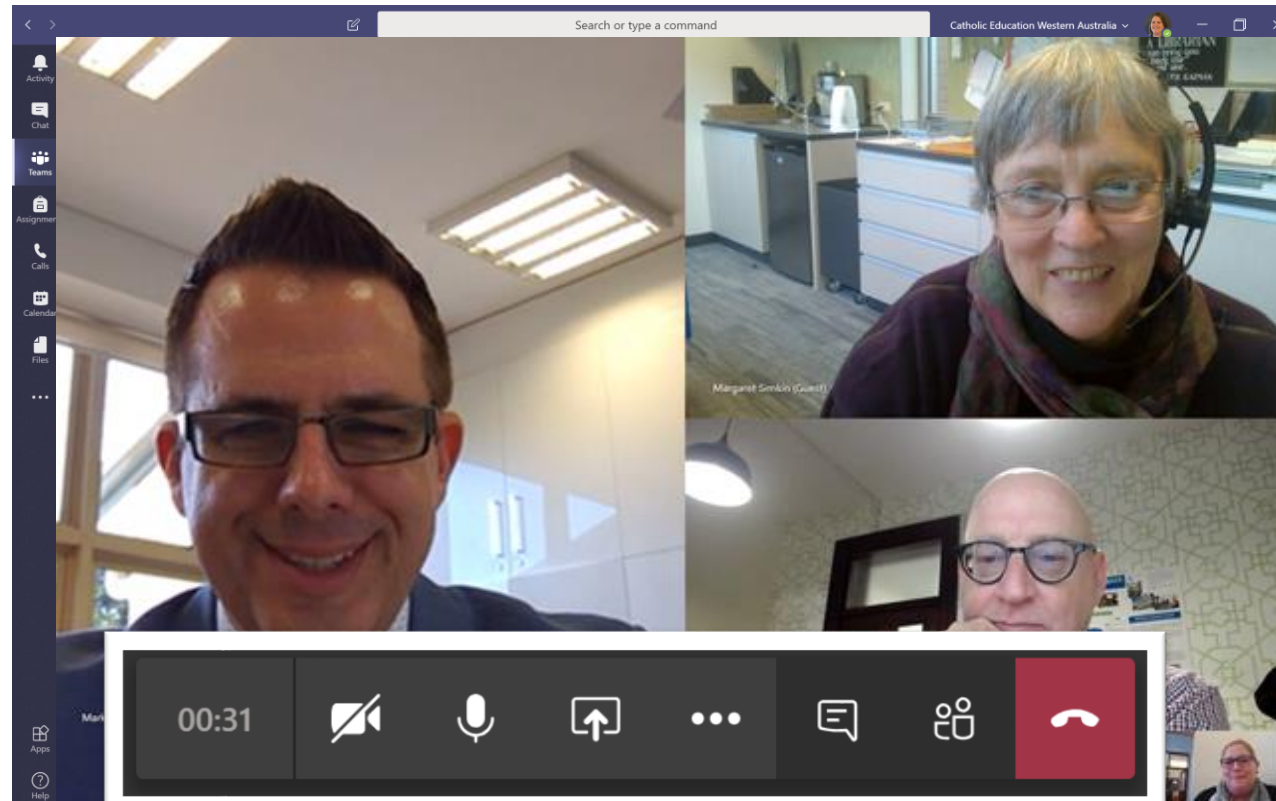
# Microsoft Teams Calls



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Once in a Teams Call

- Show device settings
- Show meeting notes
- Show meeting details
- Enter full screen
- Blur my background
- Keypad
- Start recording
- Turn off incoming video



**People**

Invite someone or dial a number

Currently in this call (2)

- Meredith Roe (Catholic Educ...)
- Kahli O'Dea

Click on 3 dots next to a name to mute or remove someone from the call

Camera on/off

Mic on/off

Screen Share on/off

Chat

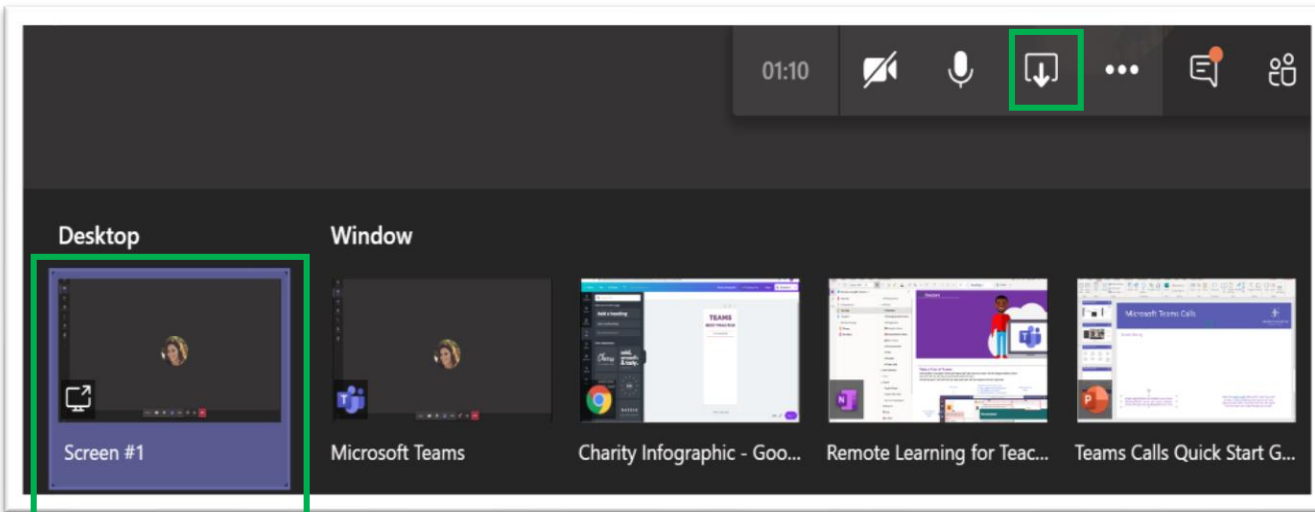
★ Important functions

# Microsoft Teams Calls

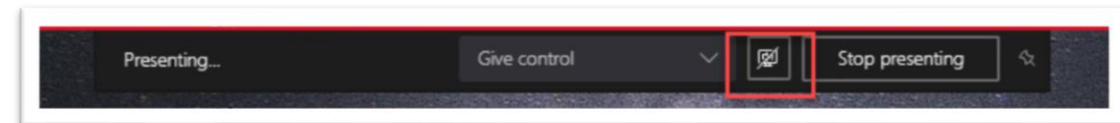


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## Screen Sharing



Once you select the screensharing icon, always select Desktop as this allows you to move between different screens open on your desktop, without having to share/unshare/share each time.



Select the [System Audio](#) tick box (PCs only) once you have shared your screen (hover at the top of your screen) if you wish to share a video/something with sound at the time that you screen share. If you don't do this, then sound from the video won't come through on your call.

# Microsoft Teams Calls



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## Effective Teams Calls

### Cameras On!

Insist that all participants in the call have their camera turned on, including yours! It humanizes the experience and allows you to monitor body language and behavior more effectively.

### Speakers on Screen

If you have more than 4 participants on a call, you will see 4 faces on screen and the rest as initial/avatars at the bottom of your screen. To "promote" someone to the 4 on screen, they need to speak (ask them a direct question).

### Muting Etiquette

Get participants into the habit of muting their microphones if they're not speaking, to minimize background noise. Encourage them to take their microphones off mute if they want to participate/ask a question at any time.

### Chat Open

Get participants into the habit of opening the chat function (click on the 'comment' icon at the bottom of the screen) at the start of each call so they can easily add/respond to a message there during a call.

### Turn Off Notifications

Prevent emails and other notifications popping up on your screen while you're sharing it with others on a call and/or recording your call! Each device is a little different so find out how to do this on yours, before your first call.

### Questioning

Asking questions that are not directed at someone specifically will result in silence, e.g. Has anyone got an questions? Try instead "Nicole, do you have any questions?" (and go around the group).

### Establish Netiquette

Just as you would in a classroom or meeting, take time to clarify the Teams Calls 'norms' you would like all participants to follow e.g. muting your mic if not speaking or not having separate chats with other participants during the call.

### Be Brave!

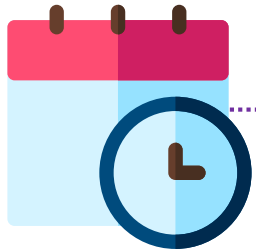
Be creative about how you use your Teams call time. The less 'talk and chalk' and the more interactive (e.g. Poll Everywhere) your time is, the more participants will get from it. Also allow time at the start for participants to have a chat, as you would at the start of a class/meeting – helps manage a sense of isolation.

# Microsoft Teams Calls



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## Reminders



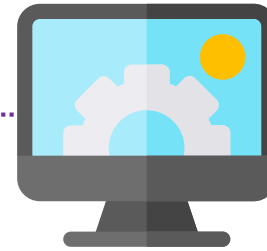
Be on time to  
start the call



Add a sign to  
the door  
(so you're not  
disturbed)



Wear your headset  
(better sound for  
participants)

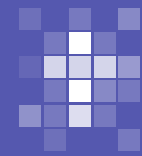


Blur your  
background  
(easier for  
participants to  
focus)



Record your call (to  
refer back to or for  
those who couldn't  
be on the call)

# Communicating with Students via Teams



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Consider the following when communicating on Teams with Students

## Cameras On!

Insist that all students in the call have their camera turned on, including yours! It humanizes the experience and allows you to monitor body language and behavior more effectively.

## Blur backgrounds

It's always good to blur backgrounds when on a Teams call – both you and the student. It helps the student focus on you and means that teachers and students aren't privy to private spaces.

## Muting Etiquette

Get participants into the habit of muting their microphones if they're not speaking, to minimize background noise. This also helps to avoid interruptions by other things happening in your home or the student's home.

## Chat Open

Get participants into the habit of opening the chat function (click on the 'comment' icon at the bottom of the screen) at the start of each call so they can easily add/respond to a message there during a call.

## Turn Off Notifications

Prevent emails and other notifications popping up on your screen while you're sharing it with others on a call and/or recording your call! Each device is a little different so find out how to do this on yours, before your first call.

## Questioning

Encourage students to ask questions in the chat or to interrupt the call (if appropriate).

## Record all calls

Record all calls because they may be useful to someone else, the student can go back and re-watch/listen and it's also good child safe practice. Just remember that you can only record a call in a Team call, not a Chat call.

## Behave!

Behaviour can be managed on a Teams call by going to the people icon and clicking on the 3 dots next to the student's name. From there you can mute the student or remove them from the call. You can also pin a participant, meaning they're always in the 4 showing on the screen (nowhere to hide!)