TEAMS MEETINGS WITH STUDENTS

SCHEDULE VIDEO, VOICE AND CONTENT SHARING WITH STUDENTS

TEAMS MEETINGS

You can schedule a team meeting with Audio, Video, and Document/Screen sharing with students. You can add students via their @students.sd63.bc.ca email, or their personal email if they do not have one. You could also have a video meeting with the parents of your younger students.

QUICK NOTES:

1. Students do not have full access to teams. They can join a team meeting you set up but cannot use the rest of the Teams application.
2. You can only have 4 video streams on the screen at once. They will cycle to who is speaking automatically.

HOW TO…

CREATE A CONTACT LIST

You will want to create a contact list of your students so that it is easy to add them to meetings over and over again.

1. Log into https://mail.saanichschools.ca
2. Click the **People** icon at the bottom left, next to Calendar
3. At the top of the People page, click the caret next to New Contact, and select **New Contact List**
4. Give your list a name. Add your students (or parents) and click **Create**
5. You will be able to use this contact list whenever you need to email all students, or invite your class to your online meeting
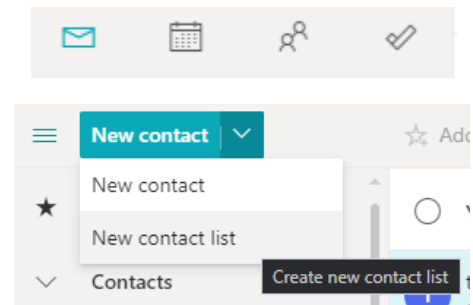
SCHEDULE A MEETING

To schedule a Teams meeting with a contact list, you need to use the Outlook Online calendar.

1. Click the **Calendar** icon in the bottom left
2. Click **New Event** in the top left
3. Enter a **Name** for your event
4. Enter your contact list in the **Invite Attendees**
   a. If you're having trouble sending to your contact list, **click the + next to it twice to expand it.**
5. On the right side of the "Search for a room" line, click **Add online meeting**
   a. Select **Teams Meeting**
6. You can summarize your class notes if you like in the description
7. Click Send (top left of the event window)
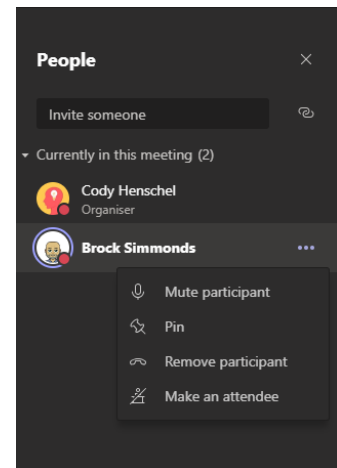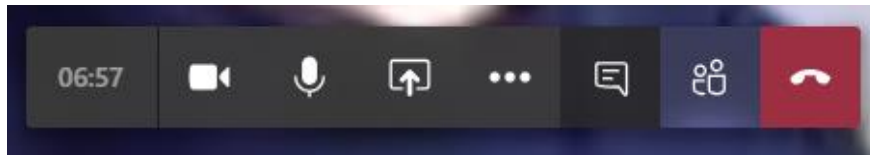8. Example on the following page…
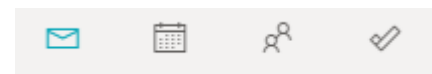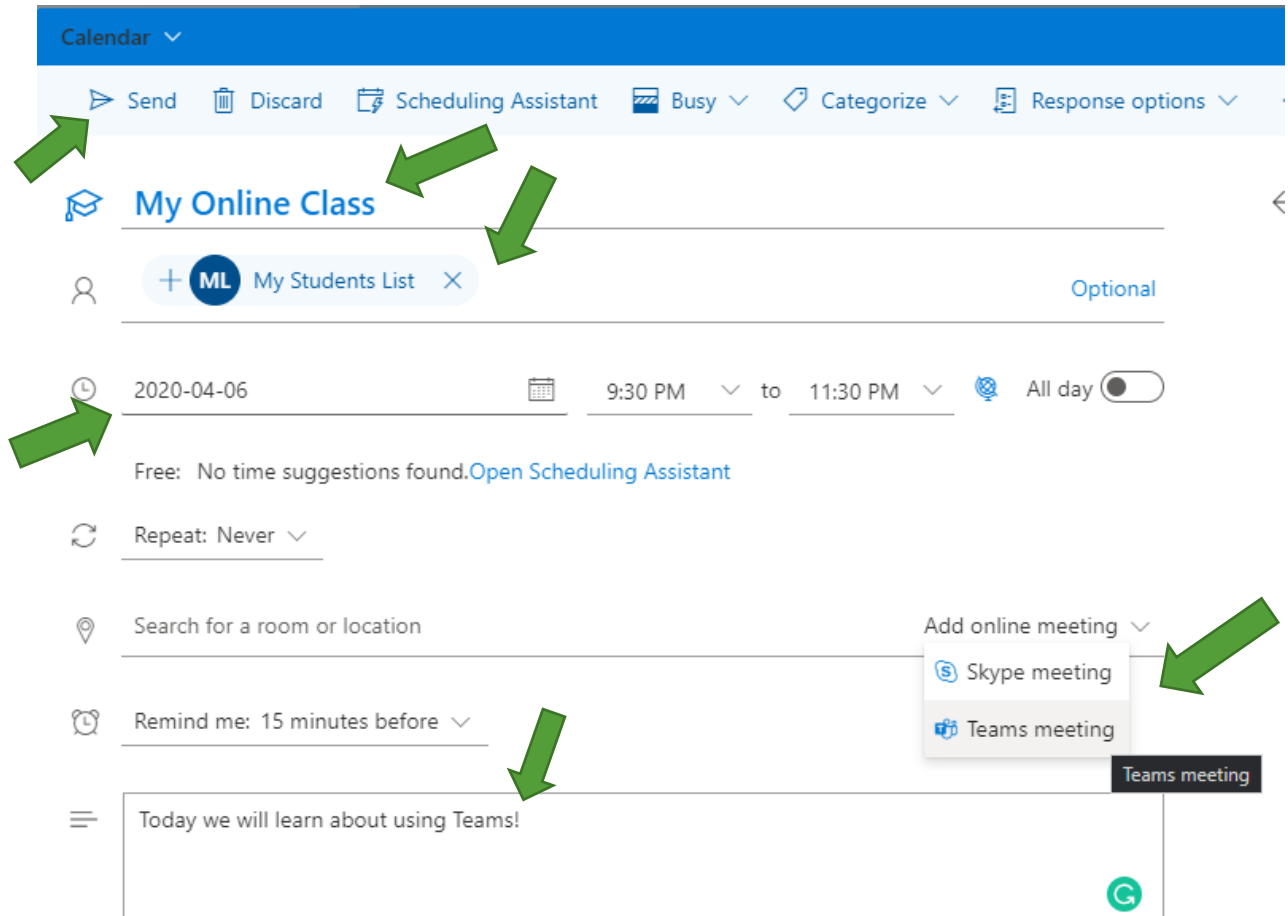
MANAGE A TEAM MEETING

The best way to run an online teams meeting is from a laptop or desktop computer, using the installed application, not just the web app. The following directions will assume you have installed Teams for Desktop.

To see the menu below, which allows you to control the meeting, move your mouse over the video stream.


1. Team meetings can be noisy with lots of participants. As a presenter you can mute participants. Click the **"People"** icon next to the **"hang up"** icon in the bar to pull up a list of participants. You can Mute All, or click the … next to a participant to mute them individually. **If you mute a participant, only THEY can un-mute themselves.**
2. A video meeting will show the 4 most recent speakers on the screen. This cannot be adjusted, and will cycle based on who is speaking.
3. A video meeting includes a **chat** – You may ask your participants to ask questions via the chat instead of by voice. Open the chat to keep track of conversations by clicking the **"Speaking Bubble"** icon next to the … in the menu

An important feature in collaborating remotely is presenting information that would normally be handed out as an agenda, or on a projector to provide context for what is being discussed. Teams meetings allows for this via the **Share** button in the center of the control bar (square box with an arrow in the center.)

It is especially important for this part that you are using the desktop application. The feature works in the web app, but the steps are slightly different and do not work as seamlessly.

1. Before the meeting, open all the content on your desktop that you will want to share – including websites.
2. During the meeting, when you would like to switch to sharing content, click the **Share** icon
3. **Select** your content:
   a. If you select a screen, **ALL content** on your screen will be shared including **notifications**
   b. Instead, **select** the document or PowerPoint presentation you want to share from the available thumbnails.
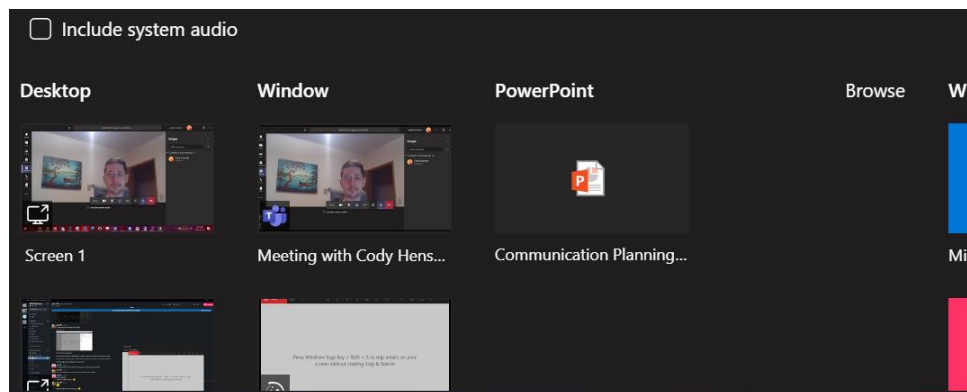
   c. When you select your content, it will be outlined in **RED**
   d. Your shared content will replace the video stream for all members. There may be a slight delay before people see your content, so **allow for 5 seconds before manipulating or referencing your content.**

To stop showing your content, and to return all participants to a video chat, click the Stop Sharing icon (box with an X) in the small