

# A Teacher's Checklist for Microsoft Teams

As schools across the UK plan and provide blended learning and remote education, History and Politics teacher **Miss Hudson** shares with us her checklist for effective teaching and engaged learning on **Microsoft Teams**.



## Ready to go? Use this quick checklist for conducting an online lesson

### Before the lesson ✓

- Make sure your students know the lesson is happening, either via a scheduled meeting shown in the team's calendar and notified by email, or a notification in the Teams page
- Notify inside the relevant channel before the lesson by @ followed by the team's name and your message

### During the lesson ✓

- Go to the 3 dots > **meeting options** > check who can bypass the lobby, check 'Who can present?' and ensure 'only me' is selected. If you have a teaching assistant or trainee and need them to present or have the ability to mute/remove student's, then drop down and select specific people
- In meeting options, you can change the toggle allowing students to unmute during the lesson
- If you need to make anyone a presenter during the lesson go to participants > three dots next to the person > **make presenter**
- To present your screen, click '**share content**' in the top right > choose desktop, window or PowerPoint
- If you need sound whilst sharing your screen, toggle the '**include computer sound**' whilst the share content tray is open
- If your school requires you to record, then go to the three dots > **Start Recording**. You can do the same to end, or it automatically will end when you end the meeting

### After the lesson ✓

- Check the recording shows in the team's page
- Check the chat text and delete any irrelevant messages by clicking the three dots on the side of the message and select '**delete message**'
- If you are sharing resources or have shared any during the lesson, ensure the access to files is restricted.
- In the files section choose '**open in sharepoint**' > open the circle with an 'i' inside > manage access > select '**can view**' from the drop-down options along the right to prevent students from editing. You only need to do this once as it changes for the whole folder.

## Remote teaching and learning support

We're committed to helping schools continue to manage the ongoing impact of COVID-19, and to keep learning going throughout the school year.

Our dedicated support pages outline our range of online and print solutions, top tips and guidance to help teaching and learning continue anytime, anywhere.

Follow **@MissHudsonHist** for more insights and fantastic top tips on remote teaching and learning!

