West Kirby Grammar School
IT Services

ITHELPGUIDE

Teaching remote lessons with Microsoft Teams

How to run a live lesson for your class using Meet now or scheduled lessons, and how to stay in control once it has started.

FOR Teaching staff – Students can find there guide on the school intranet page at the bottom under the IT help section.
DEVICE Staff laptop – phones whilst possible are not covered in this guide.
APP Microsoft Teams desktop app (Windows)

In this guide

1 Before you start
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3 Method 2 – Schedule lessons in your calendar
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5 Sharing your screen and resources
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NOTE About the images
The images in this guide are illustrations of the Teams desktop app. The red numbers on each image match the numbered steps beneath it. Microsoft updates Teams regularly, so the position or wording of a button may differ slightly on your screen.

1 Before you start

This guide shows you how to teach a live lesson to your class through Microsoft Teams on your Dell Pro 14 laptop(or other laptop issued by school IT). It covers the two ways to run a remote lesson, how to keep control of the lesson once it has started, and how to finish it safely so students cant chat after you leave. Both main methods of setting lessons are included but short term remote teaching Method 1 involves less clicks. All IT issues should be reported to helpdesk@wkgs.net.

How your class teams work

- Each of your classes has its own **class team** in Teams, for example **10A/En1 English**. Students and teachers are added and removed automatically by **School Data Sync (SDS)**, so you never need to add students yourself.
- Every class team has a **General** channel. When you hold a lesson in the class channel, **all your students automatically receive a notification to join**, and the lesson appears in the channel's Posts with a Join button.
- **Do not invite students individually by name.** Always use the class channel – it reaches every student in the class.
- Depending on how your Teams is set out, your classes are listed under **Teams** in the left-hand bar and in under **Chat** (in the **Teams and channels** section). Both work in exactly the same way.

Which method should I use?

	Method 1 – Meet now	Method 2 – Scheduled lesson
Best for	Short-notice lessons, e.g. an unexpected school closure or a one-off session	Planned remote lessons, especially regular or repeating ones
How students join	Notification and a Join button in the class channel as soon as you start	Notification when you schedule it, then a Join button in the class channel at lesson time
Lesson settings	Starts with default settings – set your controls as soon as you join	Set in advance, so students join muted and cannot present
Repeating lessons	No	Yes – e.g. every weekday or weekly

Checklist before each remote lesson

- Plug your laptop into power – video lessons use a lot of battery.
- Use a reliable connection. At home, sit where you have reliable Wi-Fi or mobile data.
- If Teams has been open for several days, close and reopen it so the latest updates are applied.
- Open your lesson resources (PowerPoint, documents, websites) before you start so you can share them quickly.
- Close email and anything you do not want students to see, and set your Teams status to **Do not disturb**.
- Choose a neutral background, or blur it using **Effects and avatars** on the pre-join screen.

2 Method 1 – Start a lesson now with Meet now

Use **Meet now** to start a live lesson in your class channel straight away. As soon as you start, all your students automatically receive a notification to join.

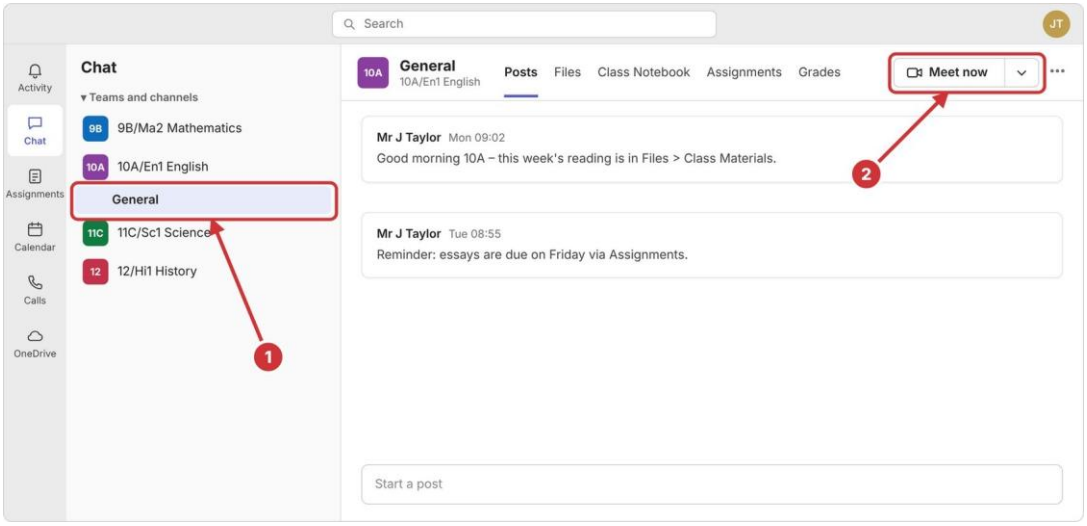


Figure 1 – *Open the class's General channel and select Meet now*

1 **Open your class.** In the left-hand bar select **Chat** (or **Teams**), find the class team and select its **General** channel.

2 Select **Meet now** at the top-right of the channel. Select the main part of the button, not the small arrow beside it.

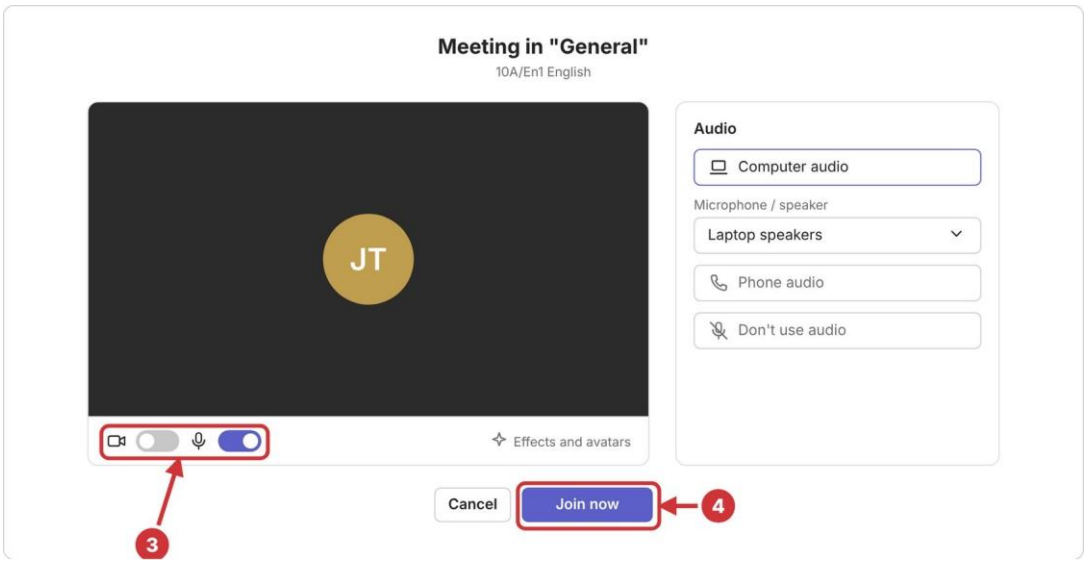


Figure 2 – *The pre-join screen – check your camera and microphone, then join*

3 On the pre-join screen, **check your camera and microphone**. Make sure **Computer audio** is selected. To blur your background, select **Effects and avatars**.

4 Select **Join now** when your lesson is scheduled to start otherwise students would receive notifications at the end of there previous teachers lesson. The lesson starts and is posted in the class channel with a **Join** button, and your students are notified automaticly.

5 **Set your lesson controls straight away** – see section 4.1 (only you can present) and section 4.2 (muting students).

IMPORTANT Set your controls as soon as the lesson starts

A Meet now lesson starts with the school's default settings, which let students unmute, turn on their cameras and share their screens. As soon as you have joined, select **Controls** and set **Who can present?** to **Only organisers and co-organisers**, then turn off student mics and cameras as needed. This takes less than a minute (see section 4).

3 Method 2 – Schedule lessons in your calendar

Scheduling a lesson in advance lets you set the lesson options before students arrive, so they join muted and cannot share their screens. You can also make a lesson repeat, for example every weekday during a closure. 3.1 and 3.2 are different ways to set this up, no huge difference its personal preference.

3.1 Create the lesson in your Teams calendar

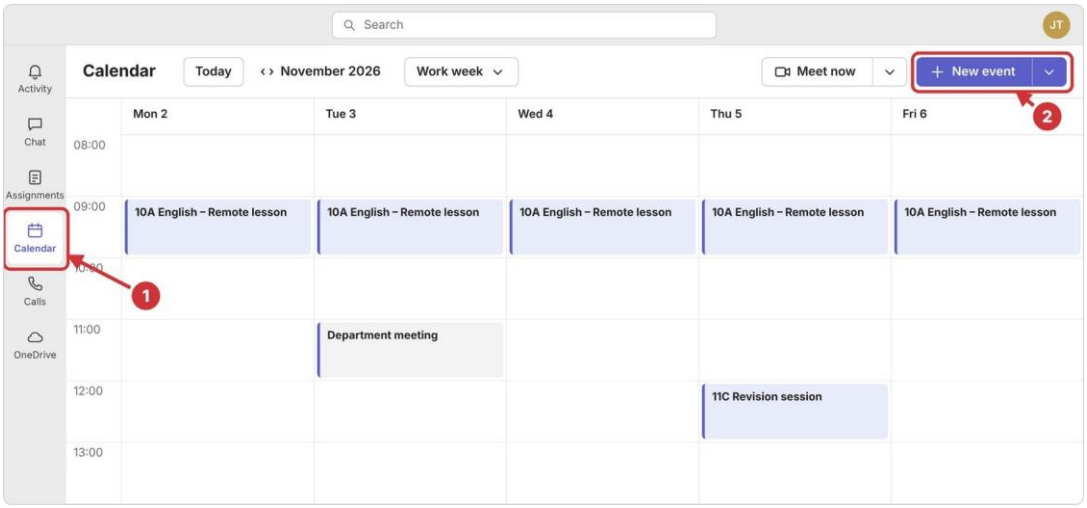


Figure 3 – *Open Calendar and select New event*

1 Select **Calendar** in the left-hand bar.

2 Select **New event** at the top-right. In some versions of Teams this button is labelled **New meeting**.

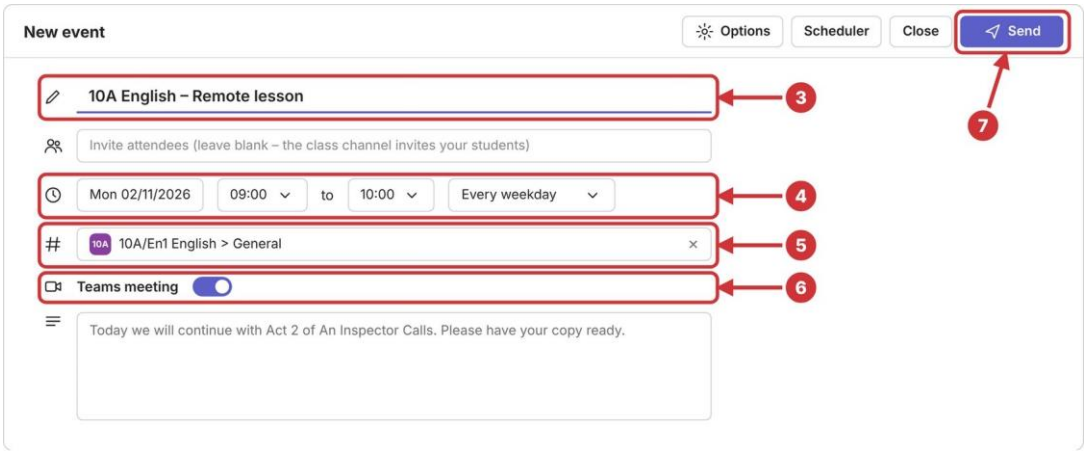


Figure 4 – *The scheduling form – title, time, class channel and Teams meeting*

3 Type a **title** that students will recognise, e.g. **10A English – Remote lesson**.

4 Set the **date** and the **start and end times**. To make the lesson repeat, open the repeat list (it shows **Does not repeat** by default) and choose an option such as **Every weekday** or **Weekly**.

5 In the **Add channel** field, start typing your class name and choose the class's **General** channel. Leave **Invite attendees** empty – the channel includes all your students.

6 Check that the **Teams meeting** toggle is **on**.

7 Select **Send**. The lesson is posted to your class channel and **all your students automatically receive a notification**.

> **NOTE**
>
> If you cannot see the **Add channel** field, schedule the lesson from the class channel instead (section 3.2), which fills in the channel for you.
>
> The channel cannot be changed after the lesson has been sent. If you choose the wrong class, cancel the lesson and create it again.

3.2 Alternative: schedule from the class channel

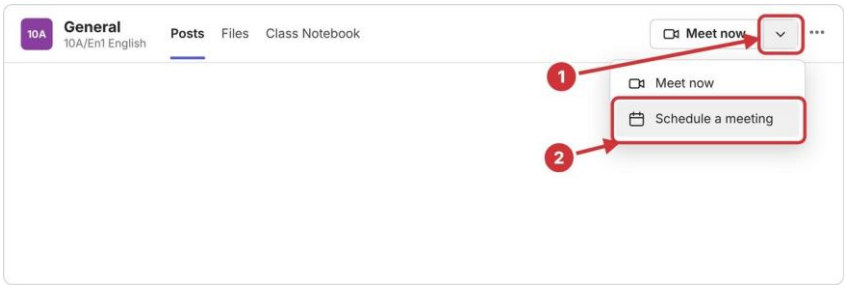


Figure 5 – *Schedule a meeting from the class channel*

1 Open the class's **General** channel and select the **arrow** next to **Meet now**.

2 Select **Schedule a meeting**.

3 Complete the form as in section 3.1, steps 3 to 7. The class channel is already filled in.

3.3 Set the lesson options before the lesson (recommended)

Meeting options control what students can do in the lesson. Setting them before the lesson means students join muted and cannot take over the screen.

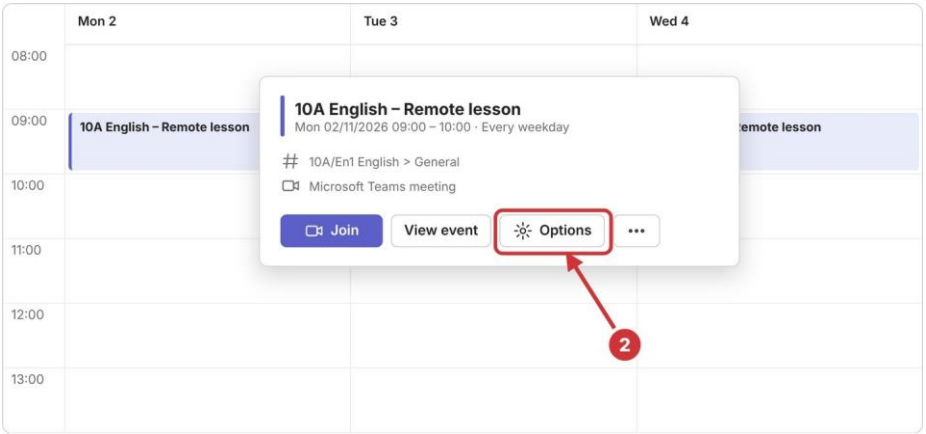


Figure 6 – *Select the lesson in your calendar, then Options*

1 In **Calendar**, select the lesson.

2 Select **Options**. (You can also select **View event** and then **Options**.) The meeting options open in a new window.

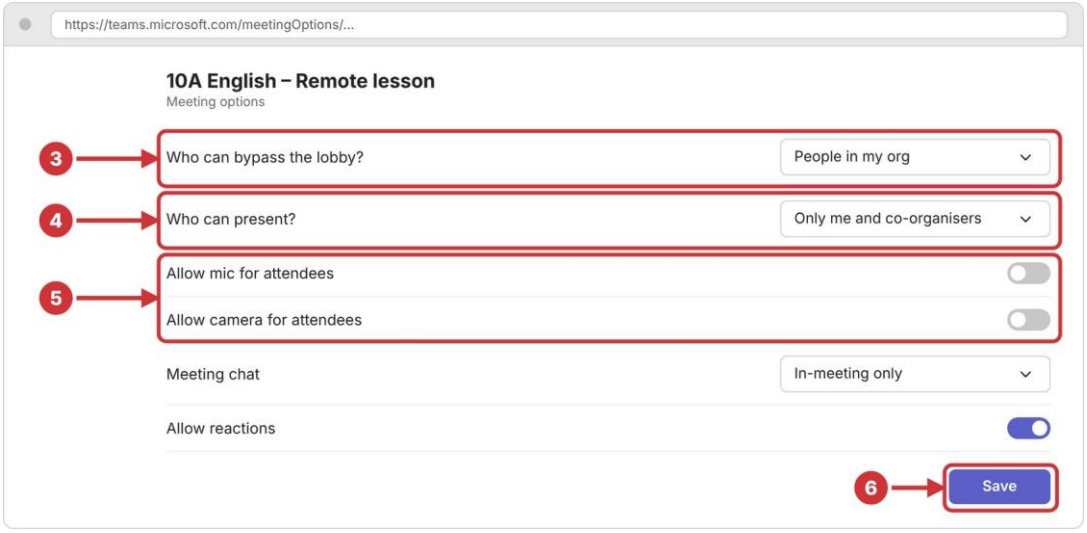


Figure 7 – *Meeting options for the lesson*

3 **Who can bypass the lobby?** – choose **People in my org** so students join directly. Anyone from outside the school waits in the lobby.

4 **Who can present?** – choose **Only me and co-organisers**.

5 Turn **off Allow mic for attendees** and, if you wish, **Allow camera for attendees**.

6 Select **Save**.

Recommended settings for a remote lesson

Setting	Recommended	What it does
Who can bypass the lobby?	People in my org	Students and staff join straight in; anyone else waits for you to admit them.
Who can present?	Only me and coorganisers	Only you can share your screen. Students join as attendees.
Allow mic for attendees	Off	Students join muted and cannot unmute until you allow them.
Setting	**Recommended**	**What it does**
Allow camera for attendees	On (your choice)	Students can turn their cameras on unless you block it.
Meeting chat	In-meeting only	Students can only use the chat while the lesson is live, not before or after.
Allow reactions	On	Students can give quick feedback with emoji reactions.

IMPORTANT

The mic and camera settings only take effect when **Who can present?** is set to something other than **Everyone**. Always set Who can present first.

TIP

For a repeating lesson, the options you save apply to every lesson in the series, so you only need to set them once.

3.4 Join your scheduled lesson

A few minutes before the lesson, select **Calendar**, select the lesson and then **Join** (see Figure 6). You can also select **Join** on the lesson post in the class channel. Check your camera and microphone on the pre-join screen, then select **Join now**.

3.5 Change or cancel a lesson

Select the lesson in your calendar and open it. Make your changes and select **Send update**, or select **Cancel event** to cancel it. For a repeating lesson you can change or cancel just one lesson or the whole series.

4 Controlling your lesson

You are the **organiser** of any lesson you start or schedule, so you have full control over it. Everything you need is in the meeting toolbar at the top of the lesson window.

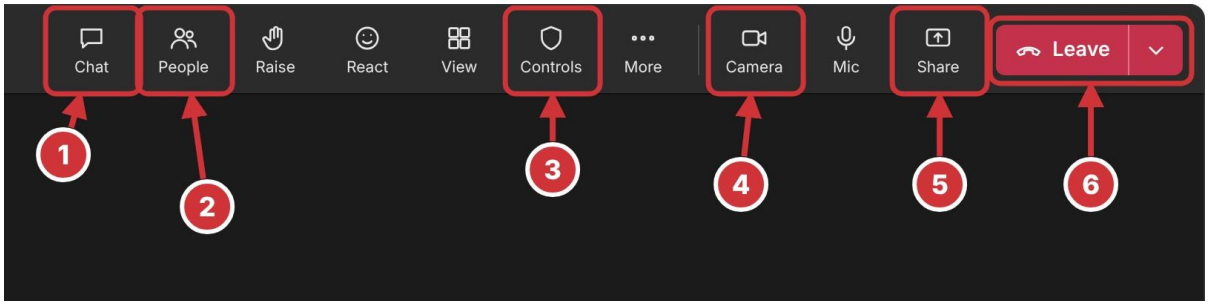


Figure 8 – *The meeting toolbar at the top of the lesson window*

	Button	What it does
1	Chat	Opens the lesson chat.
2	People	Shows who is in the lesson. Admit students from the lobby, mute students and remove students.
3	Controls	Organiser controls: who can present, student mics and cameras, chat, and locking the lesson.
4	Camera / Mic	Turns your own camera and microphone on and off.
5	Share	Shares your screen, a single window or a PowerPoint presentation.
6	Leave	Leaves the lesson. Use the arrow beside it to end the lesson for everyone.

NOTE

If a button is missing from your toolbar, select **More** – less-used buttons are kept there.

4.1 Only allow the teacher to present

This stops students sharing their screens or taking control of your presentation**. Do this first in any Meet now lesson.** If you have used method 2 to schedule the class/meeting in advance this will already have been done.

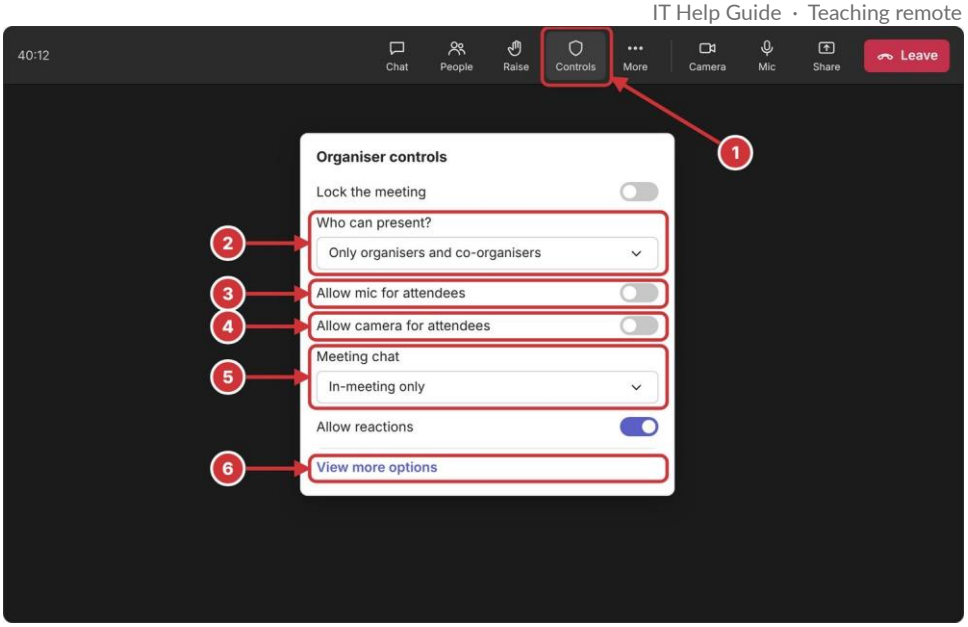


Figure 9 – *Organiser controls in the lesson*

1. Select **Controls** in the toolbar.
2. Under **Who can present?**, choose **Only organisers and co-organisers**. The change applies straight away.

4.2 Mute students

There are two ways to mute students. Choose the one that suits the moment:

Option	What happens	How to do it
Mute all	Mutes everyone once. Students **can unmute themselves** again.	**People** › **Mute all**
Disable mics for attendees	Mutes students and **stops them unmuting** until you allow it.	**Controls** › turn off **Allow mic for attendees**, or **People** › **…** beside **In this meeting** › **Disable mic for attendees**

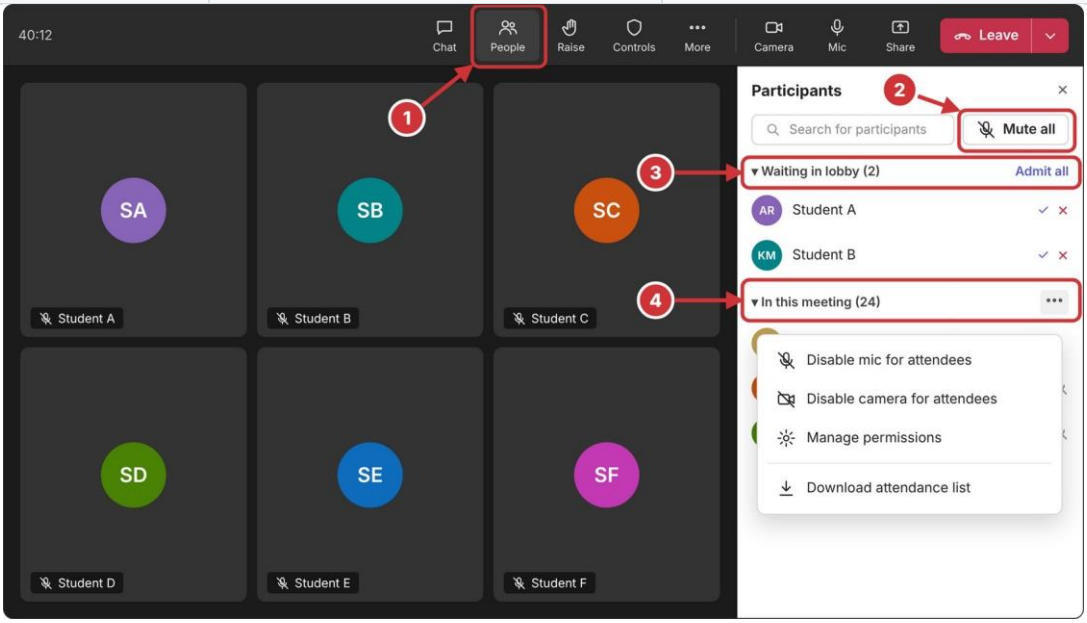


Figure 10 – *The People pane*

To mute everyone once

1. Select **People** (callout 1).
2. Select **Mute all** (callout 2), then confirm.

To stop students unmuting

1. Select **People** (callout 1).
2. Select **More options (…)** beside **In this meeting** (callout 4) and choose **Disable mic for attendees**.

You can do the same thing from **Controls** by turning off **Allow mic for attendees** (Figure 9, callout 3).

4.3 Let a student speak

When student mics are disabled, students can use **Raise** to put their hand up. Raised hands appear at the top of the People pane.

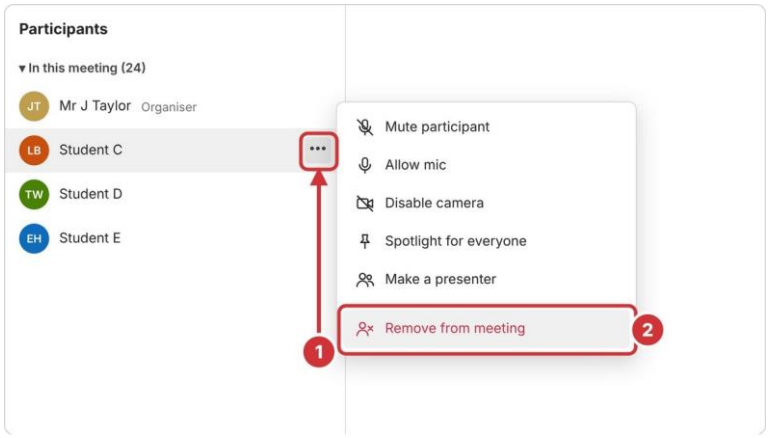


Figure 11 – *Options for an individual student*

1. In **People**, hover over the student's name and select **More options (…)** (callout 1).
2. Select **Allow mic**. When they have finished, select **…** › **Disable mic** again.

To let everyone speak again, select **Controls** and turn **Allow mic for attendees** back on.

4.4 Student cameras

Cameras work in the same way as mics. To stop all students using their cameras, select **Controls** and turn off **Allow camera for attendees** (Figure 9, callout 4). To let one student turn their camera on, select **…** beside their name in **People** and choose **Allow camera**.

4.5 Lesson chat

Select **Controls** and choose a **Meeting chat** setting (Figure 9, callout 5):

- **On** – students can chat before, during and after the lesson.
- **In-meeting only** – students can chat only while the lesson is live (recommended).
- **Off** – students cannot post in the chat.

4.6 The lobby

Students normally join straight into the lesson. Anyone waiting to be let in is listed under **Waiting in lobby** in the **People** pane (Figure 10, callout 3). Select the tick to admit one person, or **Admit all**. Only admit people you recognise.

4.7 Remove a student

In **People**, hover over the student's name, select **More options (…)** and choose **Remove from meeting** (Figure 11, callout 2). If necessary, lock the lesson afterwards (section 4.8) to stop them rejoining.

4.8 Lock the lesson – only needed if removing disruptive students.

Once all your students have arrived, you can select **Controls** and turn on **Lock the meeting** to stop anyone else joining. A student who loses their connection will not be able to rejoin until you unlock it.

> **TIP**
>
> For the full list of settings during a lesson, select **Controls** › **View more options** (Figure 9, callout 6).

5 Sharing your screen and resources

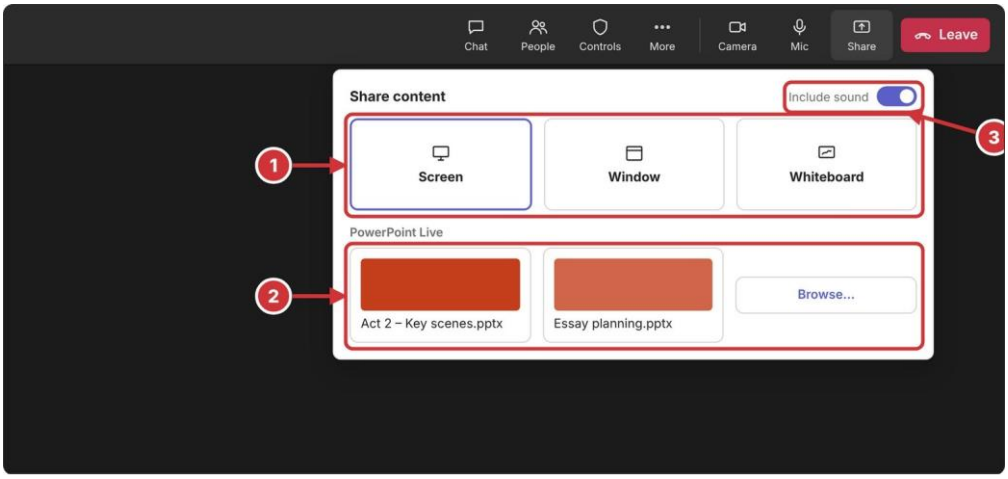


Figure 12 – *Share options*

1. Select **Share** in the toolbar.
2. Choose what to share (callout 1): **Window** shares one app only and keeps everything else private (recommended). **Screen** shares everything on your display. **RECOMENDED**
3. To present slides, choose your file under **PowerPoint Live** (callout 2). You see your notes and upcoming slides; students see only the slides. Students can go back and forth in the slides so may be able to use this to find answers/cheet. The screen option leaves you in full control of what everyone sees.
4. If you are playing a video or audio clip, turn on **Include sound** (callout 3) so students can hear it.
5. To finish, select **Stop sharing** at the top of the screen or in the toolbar.

> **TIP**
>
> On a single laptop screen, sharing a **Window** rather than your whole **Screen** means notifications and other apps stay private, and you can still see Teams. A red border shows exactly what students can see.

6 Ending the lesson

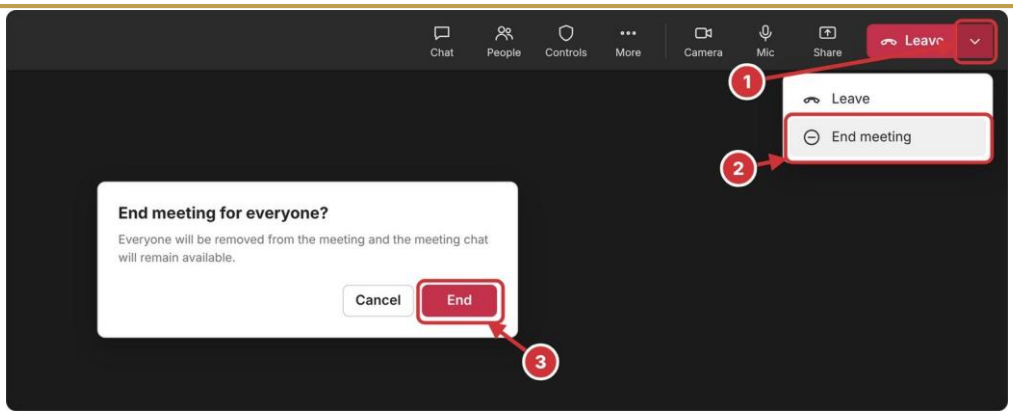


Figure 13 – *End the lesson for everyone*

1 Select the **arrow** next to **Leave**.

2 Select **End meeting**.

3 Select **End** to confirm. Everyone is removed from the lesson at once.

> **IMPORTANT Always use End meeting**
> Selecting **Leave** only removes you. Students would stay in the lesson **without a teacher present**. Always use **End meeting** at the end of every remote lesson.

After the lesson, the chat and any files you shared remain in the class channel. To take an attendance record, select **People** › **…** beside **In this meeting** › **Download attendance list** before you end the lesson.

Good practice and safeguarding

- Only use your school Microsoft 365 account and your class teams. Do not start one-to-one video calls with students.
- Always end the lesson for everyone.
- Use a neutral or blurred background and be aware of what can be heard around you.
- Don’t record a lesson to catch disruptive students, report any concerns through the school’s usual safeguarding procedures.

7 Quick reference

I want to…	Do this
Start a lesson now	Class team › **General** › **Meet now** › **Join now**
Schedule a lesson	**Calendar** › **New event** › title, time, **Add channel** (class General) › **Send**
Set options before a lesson	**Calendar** › select lesson › **Options** › **Save**
Only let the teacher present	**Controls** › **Who can present?** › **Only organisers and co-organisers**
Mute everyone once	**People** › **Mute all**
Stop students unmuting	**Controls** › turn off **Allow mic for attendees**
Let one student speak	**People** › **…** beside the student › **Allow mic**
Turn off student cameras	**Controls** › turn off **Allow camera for attendees**
Control the chat	**Controls** › **Meeting chat** › On / In-meeting only / Off
Admit someone from the lobby	**People** › **Waiting in lobby** › tick or **Admit all**
Remove a student	**People** › **…** beside the student › **Remove from meeting**
Stop anyone else joining	**Controls** › **Lock the meeting**
Share my screen	**Share** › **Window**, **Screen** or a **PowerPoint Live** file
Download attendance	**People** › **…** beside **In this meeting** › **Download attendance list**
End the lesson for everyone	Arrow next to **Leave** › **End meeting** › **End**

8 Troubleshooting

Problem	What to try
I can't see **Meet now** in my class	Make sure you have opened the **General** channel of the class team, not a chat. Close and reopen Teams. If it is still missing, contact IT Support. helpdesk@wkgs.net
I can't see **Controls**	Only the organiser – the person who started or scheduled the lesson – sees Controls. Also check the **More** menu. If a colleague set up the lesson, ask them to make you a co-organiser.
Students can still unmute	Check **Who can present?** is not set to **Everyone**, then turn off **Allow mic for attendees**.
Students say they weren't notified	Check the lesson was scheduled in the **class channel** (Add channel) rather than by inviting students individually. Students can also join from the lesson post in the channel.
Students can't hear or see me	On the pre-join screen, or in **More** › **Settings** › **Audio settings**, check the correct microphone, speaker and camera are selected. Check the microphone mute key on the keyboard and, if your laptop has one, the camera privacy shutter. Both school dell and HP laptops have one.
Echo or feedback	Use a headset, and ask students to mute when they are not speaking (or disable student mics).
Students can't hear a video I'm playing	Stop sharing and share again with **Include sound** turned on.
Teams is slow or freezing	Plug into power, close other apps and browser tabs, and turn off incoming video (**More** › **Turn off incoming video**). If the problem continues, leave and rejoin.

Need more help?

Contact **IT Support** through the usual helpdesk@wkgs.net . Please include the class, the time of the lesson and a screenshot of any error message.