

Faringdon Infant School

Children and Parents Guide to Microsoft Teams Online Meetings

Now you have your log in details and have started to explore how to use Microsoft Teams for Remote Learning here are some helpful tips and tricks to help you use it effectively at home.

Mute and Unmute Your Microphone

It is important during the remote learning lesson that you put your microphone on mute, especially when your teacher shows you this sign:



This will mean everyone can hear and focus on what the teacher is teaching without any distractions like background noises. To put your microphone on mute, look for the microphone button (circled in green on the screen shot below) and click on it so that there is a line on it crossing it out.



When your teacher would like you to speak, they will show you this sign telling you to unmute your microphone:



To do this you just need to click on the crossed-out microphone button (circled in red on the screen shot below). This will turn the microphone on and the line crossing out the microphone will disappear.

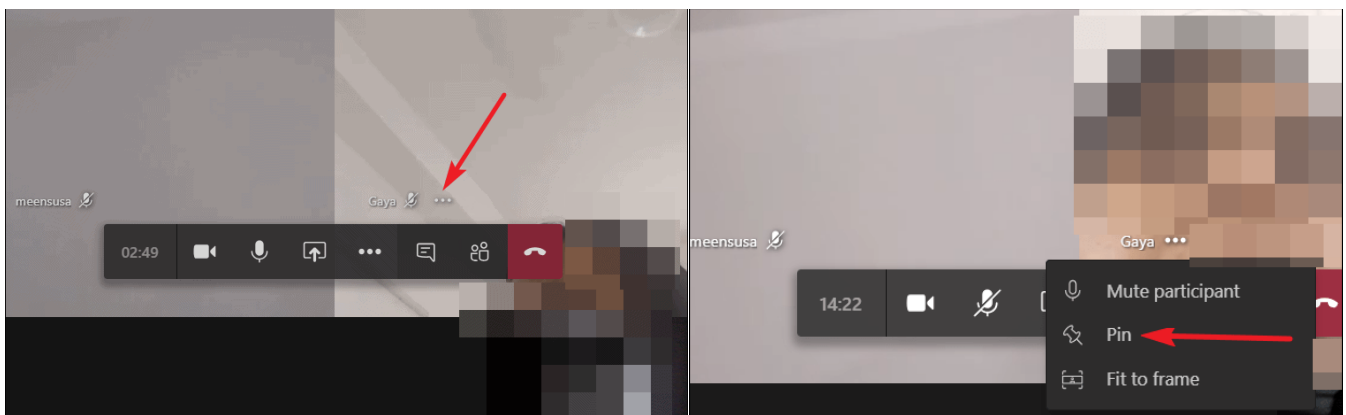


Pin the Teacher's Video to the Screen

You may need to pin your teacher's screen. If your teacher's video screen is not larger than everyone else's so that it is trickier to see or if your teacher shows you this sign:

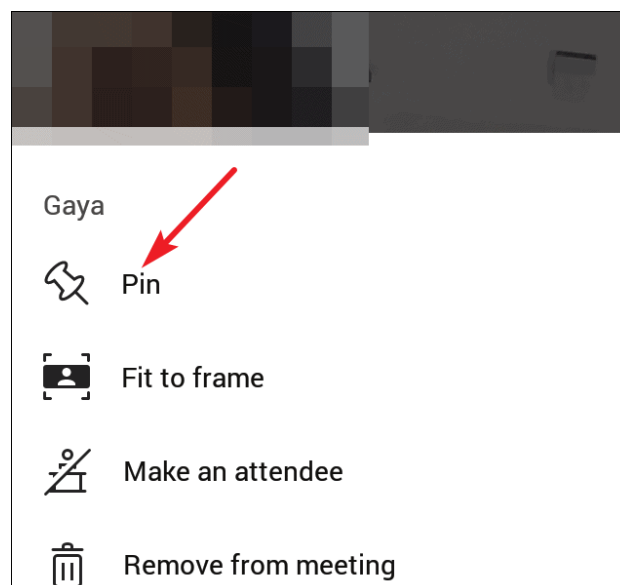


To do this look for the video of the person you want to 'pin'. If you are using a desktop or laptop computer In the left hand corner you will see their name. Next to their name are three dots – click on the three dots, this will bring up a menu and you just click on pin. If you are using the app on a tablet computer like an iPad you hold your finger on the video picture of the person you want to pin until it brings up a menu and you can then select 'Pin' from the options available.



The screen shots above show how to pin someone's video screen on a desktop or laptop screen.

The screen shot below shows what it would look like to pin someone on a tablet device.



Raise Hand

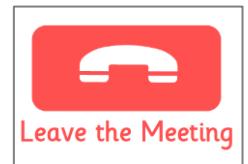
In class when you have something you would like to say we ask you to let us know by putting up your 'thinking thumb'. In Microsoft Teams if you have something you want to let us know you click on the 'Raise Hand' button (circled in yellow below) – this will let the teacher know and they will tell you when to unmute your microphone to speak.



Please remember, after your teacher has said it is your turn to speak please click on the 'Raise Hand' button to turn it off otherwise your teacher will think you want to speak again when you have finished.

Leaving the Meeting at the End of the Remote Learning Session

At the end of the Remote Learning Session your teacher will show you this sign asking you to leave the online meeting:



To leave the online meeting you just need to click on the red button with the phone symbol as you can see circled in green on the screen shot below:

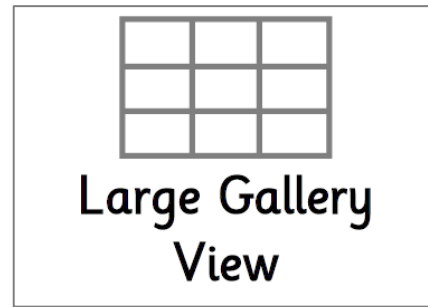


Gallery View or Together View

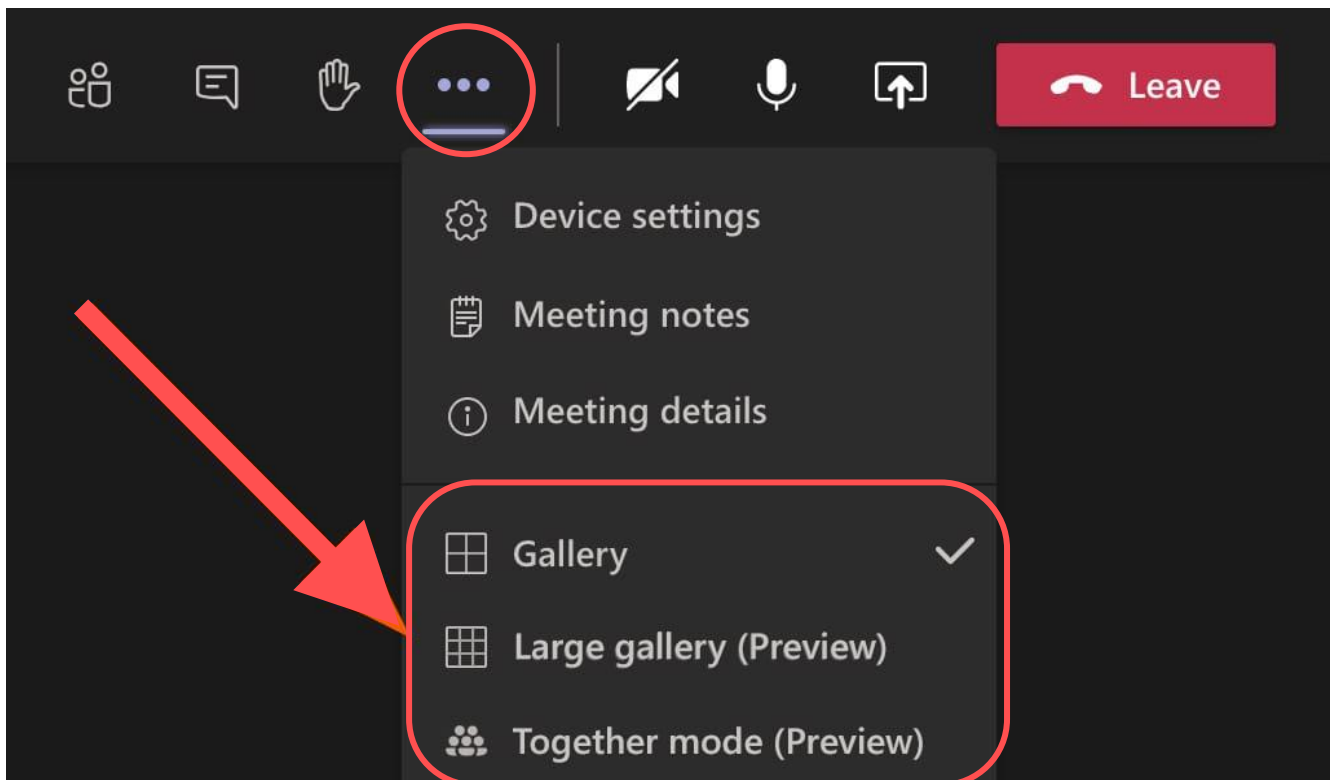
There may be times when we are having a class catch up and want to see everyone. Your teacher will let you know by showing these signs.



or

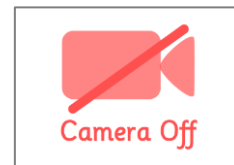


To do this click on the button with three dots on the bar with the microphone, camera, raise hand, participants and leave buttons. This will bring up a menu that says 'Gallery', 'Large Gallery' or 'Together'. Click on the one the teacher has asked you to click on and this will change your view. Large Gallery View means we can see up to 45 people in a grid on the screen whereas Together makes it look like everyone is sitting in a classroom. These are shown circled in red.



Camera On and Off

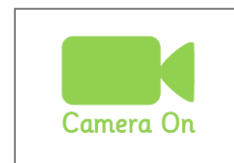
There may be times when your teacher may ask you to turn your camera off by showing you this sign:



To do this look for the camera button (circled in blue below) and click on it so that there is a line on it crossing it out.



When your teacher asks you to turn your camera on, they may show you this sign:



To do this you just need to click on the crossed-out camera button (circled in purple below). This will turn the camera on and the line crossing out the camera will disappear.

