LANGLEY SCHOOL DISTRICT #35
VIRTUAL TEAM MEETING (VTM) CONFERENCING GUIDELINES FOR TEACHERS

As the District transitions to its Continuity of Learning Plan, there may be times when teachers will want to use **Video Conferencing (VC)** with students.

When considering using any technology, first and foremost is student safety and the protection of student privacy. **A Virtual Teams Meeting (VTM)** is a communication tool that provides potential for connection, yet at the same time can create opportunities for difficult, awkward or even dangerous situations for students.

Langley recommends/supports using **Microsoft Teams Meetings** as the primary tool for virtual meetings. This is accessible to teachers and students using their school district log-in. Teachers can find support for using Teams in the 'Getting Started with Teams' channel in your Teacher Collaboration Site (TCS) Team.

GUIDELINES FOR TEACHER AND STUDENT SAFETY/PRIVACY when using a VTM

1. Consider the purpose of using VC with students. Ask yourself if there are other ways to achieve your intended goal? Remember that technology within your students' households may be scarce or shared, and the student may not have full-time access making it difficult for all to participate.

2. VTMs with students (both large and small groups) should be scheduled with students during designated school hours.

3. In situations that warrant a one to one VTM with individual students, the above applies, and it is recommended that another staff member participate, (SEA, Counsellor, etc.) or that the session is recorded. Parents should approve any plans for individual VC with students. These recommendations also apply to counselling sessions and one to one support with a support staff member.

4. Students have the ability to turn on their video when a teacher creates the VTM. Ask students to come into the VTM with cameras off and microphones muted. ***Student video should not be turned on unless the teacher specifically asks***. Currently, Teams is set to "student video off" as the default.

5. The District recommends teachers carefully consider the impact of recording any online sessions. If you choose to record your sessions, this must be announced to the VTM participants and agreed to. Teachers must not post recordings or screenshots involving students of VTM's anywhere publicly, including on any social media platforms. Sharing of this video for learning purposes can be within the actual Team in a private folder.

6. Be intentional about who you are inviting to your VTM. This is your classroom. Think, who would you invite into your classroom?

GUIDELINES FOR A SUCCESSFUL VIRTUAL TEAMS MEETING INTERACTION
(this is a great opportunity for learning and practicing digital citizenship skills!)

1. If you, as the teacher, are using video, remember you are on camera, and everyone is watching. Try to blur the background. *(See below for instructions – please note, depending on your device, you may have this option).*

2. Sit in an environment with a neutral background and wear professional attire when interacting with students. Bedroom furniture and bedding should not be visible to students.

3. Keep the source of light in front, or above you. Avoid having a window or strong source of light behind you.

4. As the presenter, it is recommended that you use headphones or ear buds with a microphone. By doing this, participants will not hear distracting background noises, your keyboard typing or feedback!

5. Remind students that questions and comments should be related to the class. The same expectations in class are expected while having a VTM.

6. Student Questions: Have participants turn on the chat component so they can signal questions they may have: Remind everyone at the beginning of the VTM that they should type QQ as a signal that they have a question, (Best to stick to letters as the signal as most teachers will start using Teams by not having emoji's or stickers available, and not all emoji/stickers are available on all tool types).

7. Acknowledging Student Questions: The teacher, or moderator, should indicate that their question has been noted by giving the QQ a thumbs up (the student then knows they should be PREPARED to unmute and speak when they hear their name.)

8. Be patient and forgiving. Technology can be temperamental, so when glitches happen, take a breath and be patient. If the audio is spotty you or a student can leave the VTM and rejoin.

9. Go slow. Virtual Team Meetings will be new to many, and they need time to adjust. Try practicing running a meeting with colleagues prior to trying with students.

10. Keep the VTM short and interactive. Plan for opportunities for students to engage and respond. People (including adults) lose focus pretty quickly listening to someone speak. Check for understanding and ask questions.

SPECIFIC STUDENT SAFETY & PRIVACY

1. The impactful nature of pandemic events can be accompanied by increased rates of domestic violence, substance abuse and other traumatic situations that affect the health and safety of students. *Professional staff must be reminded of their "Duty to Report" if they become concerned about student safety.*

2. Most teachers will not need to meet one to one with a student and should avoid meeting with only one student.

SCROLL DOWN FOR FURTHER INFORMATION...

1. Microsoft Teams - Frequently Asked Questions (April 9, 2020)

2. Microsoft Teams – Guidelines for Hosting a Teams Meeting

Microsoft Teams

Frequently Asked Questions

[April 9, 2020]

The 'Getting Started with Teams' moderators have worked with the DLT and I.T. to determine the answers to your frequently asked questions:

1. Can a teacher initiate a **Virtual Team Meeting**[1] (VTM) with students?

    Yes. The District is advising that students participate with **audio**[2] only. Teachers do have the ability to initiate the video option, if needed, for special circumstances. Student cannot initiate video or audio on their own.

2. Is the easiest way for a student to join a VTM through Teams Calendar?

    Yes. Calendar is directly tied to Outlook email. Grade 8-12 students already have Calendar and Outlook, but, this was not the case for K-7. As a result, both Calendar and Outlook email have been enabled for K-7 so these students can easily join a VTM. Email for this age level will only have an internal ability, meaning these students cannot email to people outside of SD35.

3. Should K-7 teachers start using email to communicate to their students?

    No. As Teams provides a variety of communication and file interaction functions, email should not be used with K-7 students to send/receive files or as primary communication..

4. Can students call other students throughout the district?

    No, the **Calls**[3] function has been disabled for both video and voice calling.

5. Can students create a VTM or **video chat** [4] with any student in the district?

    No. Students cannot initiate either of these, both must be initiated by a teacher.

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1. VTM: an event created, inviting targeted people or groups to a Video or Audio meeting at a specific time.

2. Audio: During a VTM audio is used for students to communicate. (Please refer to the "Our New Classroom Space Lesson 1" for more information on establishing structures when working with audio communication).

3. Calls: the telephone capability in Teams.

4. Video Chat: slang for a VTM with video

6. Can students create a **private chat**[5] with other students throughout the district?

   Yes, at this time students can start a chat with any student in the entire district. As part of your digital citizenship work with students, teachers need to explain this is a school platform and they should adhere to the school's code of conduct. Students should also know that all Chat messages cannot be deleted and are archived. (Please note that I.T. is looking into what can be done around changing the extent of who students can access).

7. Where can teachers put videos or screen casts that they have created for students to view?

   Stream[6] Please post all your videos to Stream. (For more information go to your TCS Team > Getting Started with Stream Channel > Stream Resources folder)

8. Is the **Assignments**[7] feature stable?

   There have been issues in the past; therefore, it is important to back up Assignment content, just like you would do with your computer. If using Assignments, teachers are strongly urged to do the following:

   • Export your rubrics as a .csv file which can then be opened in Excel. **Please note** that this will export the rubric only, not the feedback inside. If you are wanting to back up the feedback, you would need to take a screenshot of the rubric.

   • Rubrics can be shared and imported into assignments for any teacher who is given access to the .csv file.

   • Grade tab – export as a .csv file which can then be opened in Excel with the summative grades.

9. Will the Class Teams that are created now be deleted at some point?

   After 180 days of no activity in any type of Team, the owner will receive notification asking to renew or delete the Team.

5. Private Chat: chatting with targeted people, (the entire Team does not see this chat, only those invited). Students need to know that Chats cannot be deleted and are archived.

6. Stream: is a FOIPPA compliant video service where SD35 staff can upload, view, and share videos safely and securely with the Class Teams. Teachers can share recordings of classes, meetings, presentations, or other videos that aid in class's learning.

7. Assignments: not all teachers may choose to use this function within Teams.

Microsoft Teams

Guidelines for Hosting a Teams Meeting

Avoid conferencing with only one student.

Professional staff must be reminded of their "Duty to Report" if they become concerned about student safety.

Setting up your Meeting Invite

Managing a Meeting

Suggested Student Settings:

In your Meeting Invite remind students of the following settings before the join the meeting.

Headphones   Mic off   Camera off

Join now

Internal Mic and Headph...
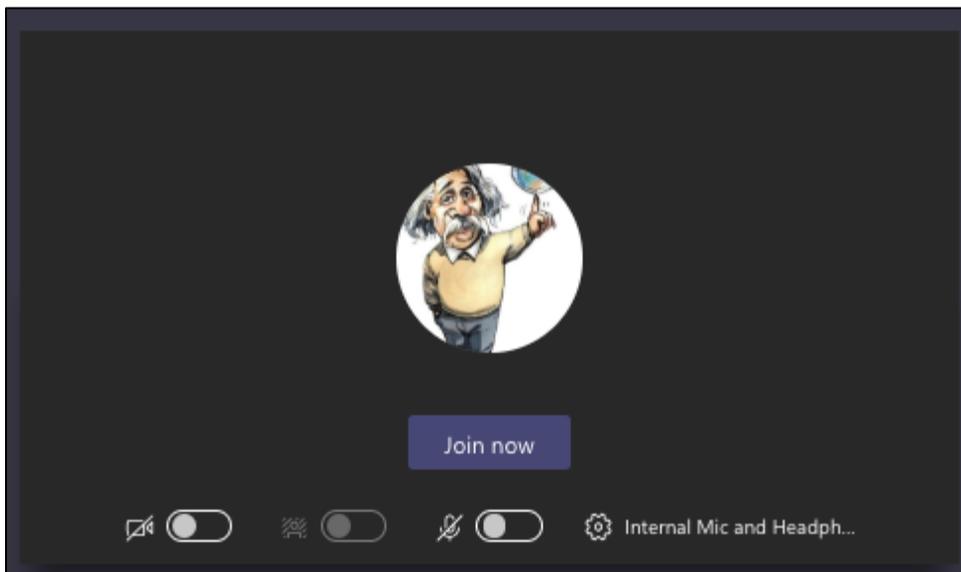
Click Join now to start your meeting.

Teacher Tip: If students do not have access to headphones ask them to Turn Off their Notifications during the meetings.

![T] Microsoft Teams

Guidelines for Hosting a Teams Meeting

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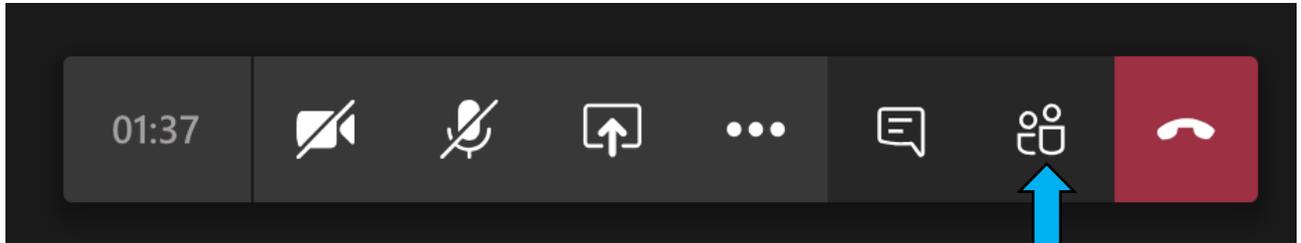
Use the 'People' icon to keep track of who is in the meeting. *You can also 'Mute' all participant microphones in this window.*

Share your screen showing the **provided slide**

Starting a Meeting

Join the meeting 5 minutes before it is scheduled to start. This will allow you to get set up and trouble shoot any last minute challenges.

| Headphones | Mic off | Camera off |

At the start of the meeting, remind students that their Microphones and Cameras should remain off throughout the meeting, (except if they indicate they have a question to ask - see next page for protocol).

Tell students that the meeting will be recorded and posted using Stream so they can go back and watch relevant parts should they need.

Microsoft Teams

Guidelines for Hosting a Teams Meeting

⚙ Show device settings

🗒 Show meeting notes

ⓘ Info pane is disabled by policies

⬜ Enter full screen

🖼 Blur my background

🆑 Turn on live captions (preview)

⠿ Keypad

🔴 Stop recording

📷 Turn off incoming video

Click here for this menu

🔴 04:39
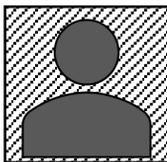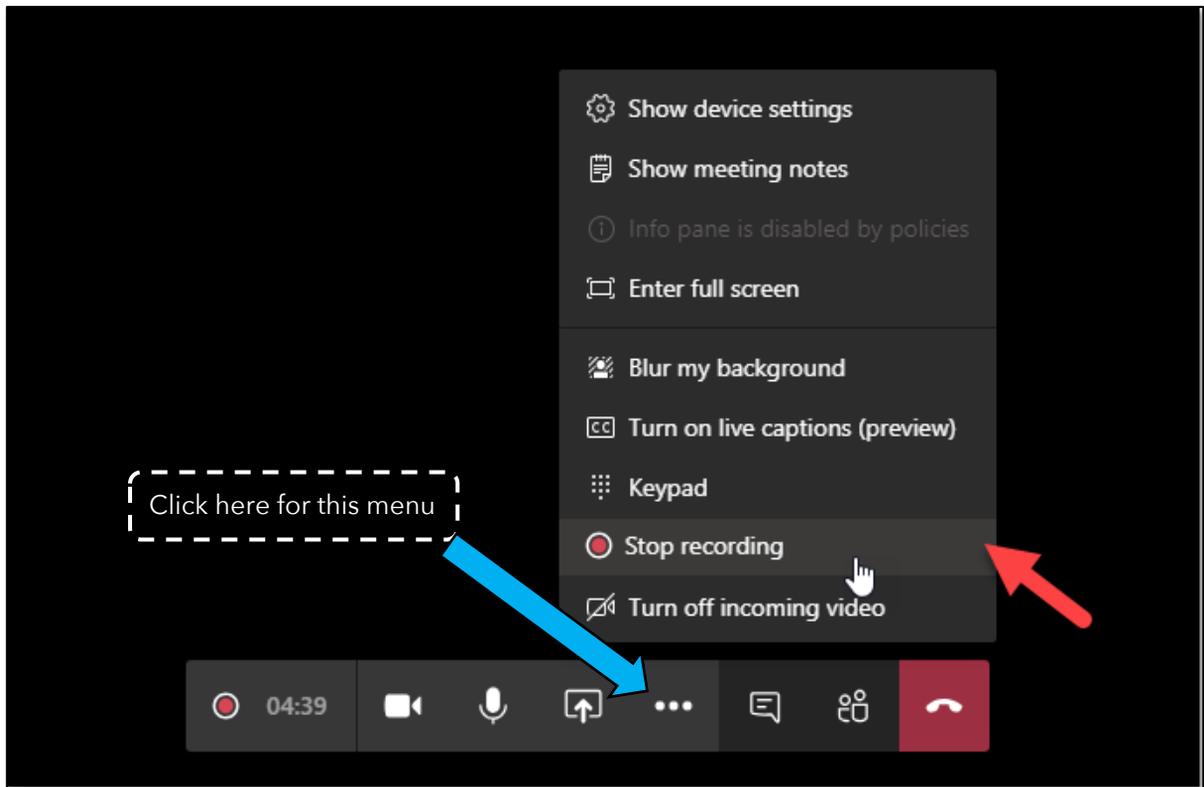
Teacher Tip: Use the **'Blur my background'** feature to obscure your background setting.

Teacher Tip: 'Turn on live captions' so students can also read along during the meeting.

Teacher Tip: Make sure to stop the recording once the meeting has finished.

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Microsoft Teams

Guidelines for Hosting a Teams Meeting

01:37

Turn On Chat Feature
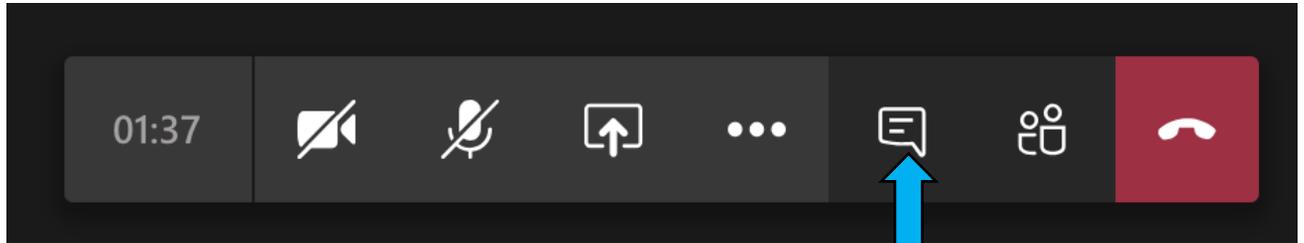
Remind students to 'Turn On' the Chat feature

Chat Hints

Tell students that the purpose of the Chat is for learning. If students would not ask it or say it in class, then they should not post it in the Chat.

Have students post "**QQ**" if they would like to ask a question.

Acknowledge that you have seen a student question using the 'Thumbs Up' icon.

If students want to respond to another student's post, have them start with their "@classmate's name" to remind all who they are responding to.

Ask students to use proper English - avoid using text language or slang, as not everyone will recognize the meaning.

Students can use Stickers in the chat to react to posted comments or questions.

Teacher Tip: Remind students after they have stated their question to 'Mute' their microphone.

Teacher Tip: Remind students that anything posted in the Chat is permanent!

Sharing your Screen

During a meeting you may want to share your screen with your students as you show a video, work through a problem or potentially collaborate with your students on a whiteboard.

Note: If you're using a Mac (Catalina), you will need to change your privacy settings before you're able to share your screen. This can be done by clicking System Preferences>Security & Privacy>Privacy Tab>Enable Screen Sharing in Teams.

To initiate screen sharing click the 'Share' icon.
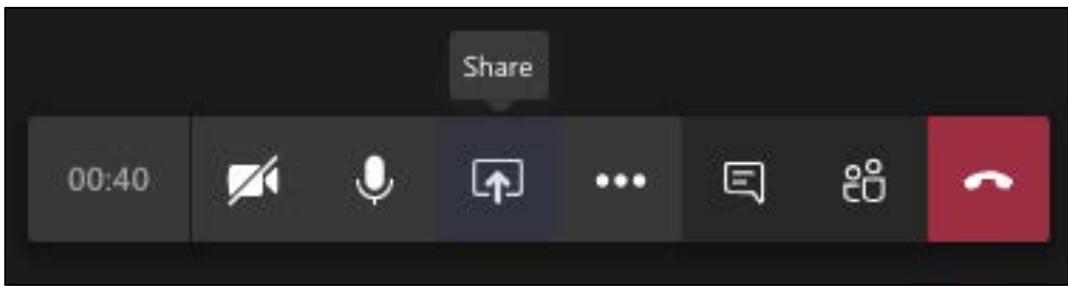
This will open up this window at the bottom of your screen.
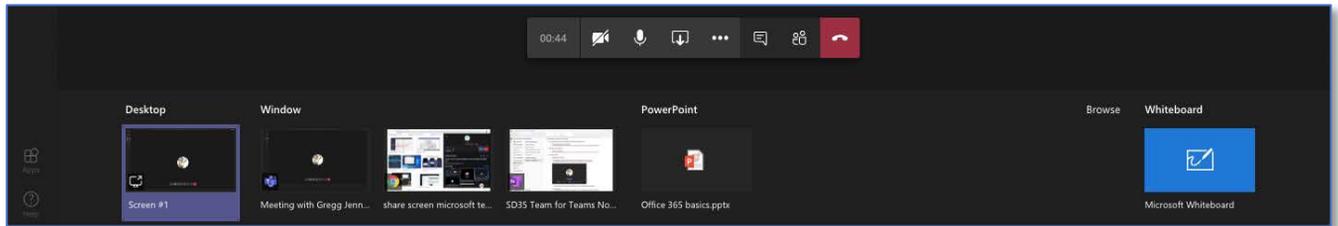
Share your...	If you want to...	Great when...
Desktop	Show your entire screen, including notifications and other desktop activity	You need to seamlessly share multiple windows
Window	Show just one window, and no notifications or other desktop activity	You only need to show one thing and want to keep the rest of your screen to yourself
PowerPoint	Present a PowerPoint file others can interact with	You need to share a presentation and want others to be able to move through it at their own pace
Browse	Search Teams and Channels, OneDrive or your computer for a file to share	You want to share a file that is not already populated in a 'Window'.
Whiteboard	Collaborate with others in real time	You want to sketch with others and have your notes attached to the meeting

Microsoft Teams

Guidelines for Hosting a Teams Meeting

Teacher Tip: The Whiteboard is completely collaborative, meaning when shared, all meeting participants (including students) can edit the whiteboard BE CAREFUL

To stop sharing simply click the 'Share' icon again.
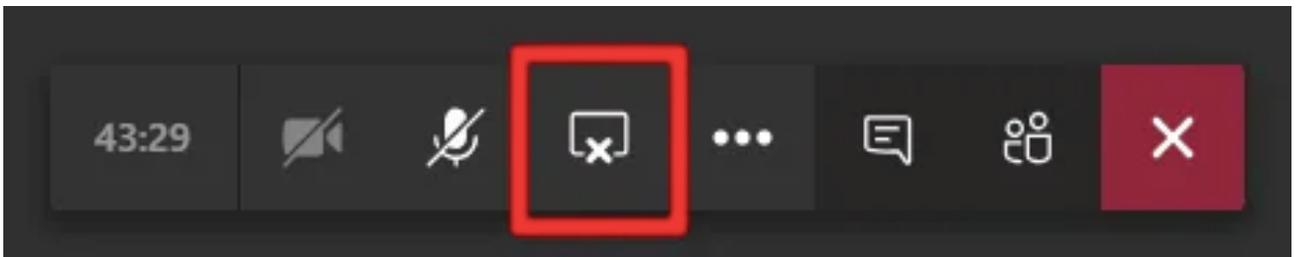
Check out this Link for more on Sharing your Screen

When you are ready to end the call, click the phone button.

End Call