



## Teaching with TEAMS:

### FAQ's

**Please refer to the TEAM's guides provided for any instructions on how to use TEAMS. However, we have provided answers to some of your questions below:**

**Will split classes show on TEAMS for both/all members of staff?** The lead teacher for the class will currently have ownership of the TEAM. In order to share ownership, they must add the additional teacher(s) under the manage TEAM option.

**Can the new starters (mid-term) be added automatically to the groups or do staff need to add?**

Currently there is no automatic sync but this should be available in the near future. As it stands you are advised to double check your TEAM is correct and add any additional students under the manage TEAM function.

**When staff download the participant list to show the register, it does not always show in**

**downloads? How will we track participation?** If downloaded before the end of the session the list should show under downloads or files. We are looking to use a register spreadsheet to track pupils in place of the downloaded lists used in the previous year.

**Can we put our staff timetable from Outlook into Teams?** There is no function to sync the current SIMS timetable into your TEAMS calendar. When setting your TEAM session you do have the ability to set as 'recurring' which will automatically set your session for the following week in case of a prolonged closure.

**Can we have a VCPD on Microsoft Forms?** We will look to offer a VCPD on Microsoft Forms plus some additional IT hints and tips in the next half term.

**Can the TEAMS include other distribution lists like faculty teams?** TEAMS have been set up to include separate department TEAMS which allow for faculties to meet and share resources through the 'files' features.

**Can we mute pupils centrally? If we mute pupils, can the unmute?** Pupil's can be muted by selecting the 'MUTE ALL' option in the 'Show Participants' section. Whilst pupils can unmute themselves you can both re-mute and eject a pupil for failing to abide by the behaviour policy.

**Can we host a session without using a camera?** When starting sessions on TEAMS it is the expectation that you start the session with yourself in view of a camera. This is to allow pupils to settle however, if you are sharing a presentation your camera may automatically turn off.

**What if I have limited access to a computer?** It is likely that in the event of a whole school closure we will remain open for key worker and vulnerable children. This means that the site will be open should any staff member find it hard to provide remote education from home.

**What if a student is not abiding by the behaviour policy?** The record function will ensure that you can refer any poor behaviour to the student's head of house. The student should be asked to leave and failing to do so 'ejected'. Work should then be sent to that pupil to complete and a referral made to Head of Department.