

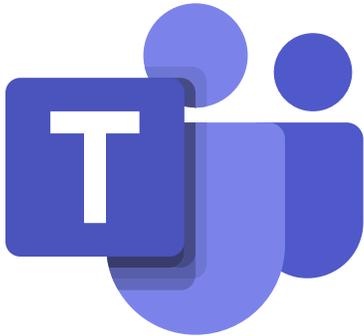


A Teacher Guide for Conferencing with Students on Microsoft Teams

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Why is Microsoft Teams the conferencing tool for Nanaimo Ladysmith Public Schools?

We have also selected Microsoft Teams as the **live meeting/video conferencing tool to be used by teachers with students**. Teams is part of Microsoft 365 Education's suite of productivity software licensed by the district.

Microsoft Teams meets district criteria on

- ✓ Usability
- ✓ Licensing
- ✓ Universal availability (all users on all platforms)
- ✓ Privacy (data storage in Canada)
- ✓ Support
- ✓ Modern functionality and immediate and long-term sustainability

No other available video conferencing platforms currently meets this set of criteria and should therefore NOT be used to meet with students.



Please Note



Google Hangouts/Meet is unavailable to users of all ages. It does not offer the privacy protection that satisfies NLPS criteria.

The free edition of Zoom is unavailable to users of all ages. It does not offer the privacy protection that satisfies NLPS criteria.

While a provincial Zoom agreement has been announced, NLPS has selected Microsoft Teams as the only conferencing tool to be used.

Visit [NLPS Learns](#) to access Microsoft Teams support videos.





Guidelines for Video Conferencing

Guidelines for Video Conferencing



As we are in a new instructional context, many of you will want to connect with students using video conferencing (VC). Using VC can be a great way to connect with your students in groups, but as with all technology, there are inherent risks and privacy concerns. Before connecting with your students through VC, please consider the following:

1. What is your intended goal?
2. Do your students have access?
3. Have you considered the impacts that using VC might have on families?
4. Have you communicated with parents about the intended use of VC?



Safety Guidelines

When using video conferencing with students, make sure you follow these safety guidelines:

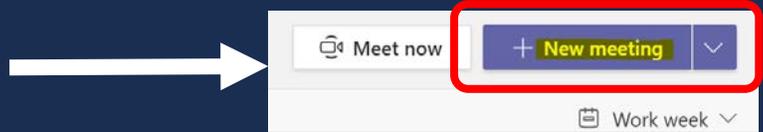
- **Prior to using VC with your students, you must contact the student's parent/caregiver and communicate the expectations for video conferencing with their child.**
- Present yourself professionally.
- Ensure your background is neutral or blurred.
- It is recommended that students on camera should be as limited as possible. Although, this is at the teacher's discretion.
- Review student norms at the beginning of each meeting (see student norms attached).
- **Never record a video conference that includes video or audio of students. Teachers are only permitted to record themselves.**
- **Do not post a recording to a VC in a public location.**
- Invite students to meetings through Teams using their learn68 accounts. If a student does not have a learn68 account, send the meeting link to the email provided by parents.
- Do not post meeting links publicly.
- **When the teacher/specialist and the parent/caregiver have determined that one-to-one VC is appropriate and necessary, follow the same safety guidelines as stated in this document.**
- Only schedule meetings during the regular school hours.



Video Conferencing with Microsoft Teams

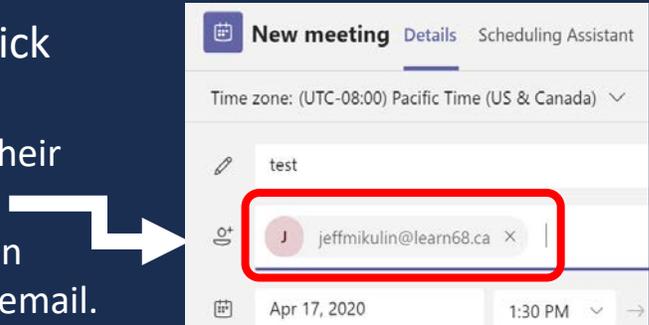
How to Create a Microsoft Teams Meeting

1. In your calendar in Teams, create a new meeting.



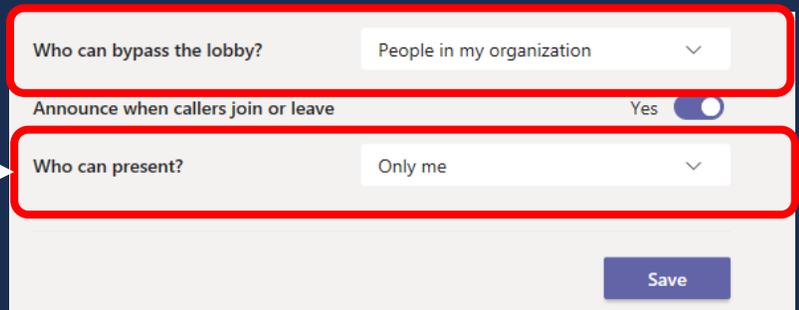
2. Invite at least one attendee and click **Save**.

- To invite your students directly, enter their learn68 email or the email provided.
- To share the meeting link by email or on Google Classroom, enter your learn68 email.



3. Reopen the meeting in your calendar.

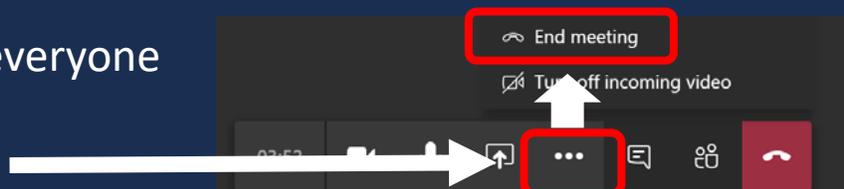
- To select the meeting's link, right click on *Join Microsoft Teams Meeting* and *Copy Link*
- Click on the *Meeting options* on the top right to set a **lobby room** and to set yourself as the only **presenter**.



4. When joining your meeting visit the lobby to invite students in.



5. End the meeting so everyone exits at once.



[Video: How to set a Teams Meeting](#)



Video Conferencing with Microsoft Teams

Calling into a Teams Meeting

1. If dial-in conferencing has been enabled on your account you will see that a your number will be under your Teams link and a unique conference ID.

Join Microsoft Teams Meeting

+1 236-362-4020* Canada, Nanaimo (Toll)

Conference ID: 356 853 888#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

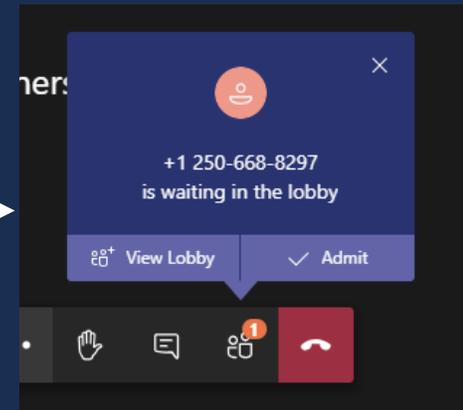
NOTE: If you invite the participants through Teams, the way they receive this number will vary and can be very unclear. To communicate this to parents we suggest including this number and conference ID in a pre-conference email (Template on next page.)

Join Microsoft Teams Meeting<<https://teams.microsoft.com/22Tid%22%3a%22874aef7d-9129-47c6-9862-1c49c325f62>

+1 236-362-4020<tel:+1%20236-362-4020,,215169735#>
Conference ID: 215 169 735#

2. The participant can now enter the Teams meeting by calling in and following the instructions as prompted

3. Once the participant has entered the conference ID they will be placed in the lobby for you to let them in and start the meeting.
NOTE: You will only be given a notification that they are in the lobby if you have started the meeting, but you can see that the meeting timer is running.



4. End the meeting as normal.



[Video: Dialing into a Teams Meeting](#)



Hello,

We have a Conference booked for,_____. You can join me in the meeting either by using the Microsoft Teams platform on your on your mobile device (*please remember to install the Teams app before the meeting if you are using you mobile device*). Or, If you don't have internet access you also have the option to call into the meeting using your cell phone or landline. Please use the number below and the conference ID to join the meeting. I am looking forward to connecting with you!

Teacher Name:

Date of Conference:

Time:

Conference Teams Link :

Phone Number for dial-in with cell phone or landline:

Conference ID:

Student Expectations in a Microsoft Teams Meeting



- Keep your mic muted
- Find an area that has low noise



- Be respectful when using the chat feature
- Use the chat feature to ask questions



- Don't share the meeting link
- Let your parents know your meeting schedule



- Ensure that you are using a safe background
- Don't let others into your camera view
- Capturing images or recording of the video conference is not permitted



As a teacher, make sure to share specific expectations for your class.