

## How to use Teams for The Brilliant Tutoring Programme Virtual Tutorials – In-School Guide

This guide is to support teachers and pupils with using Microsoft Teams when pupils are joining the virtual tutorials from school. It talks through how to join the meetings and how pupils can interact during the tutorials.

Ahead of the tutorials, teachers will be sent the link for joining each virtual tutorial.

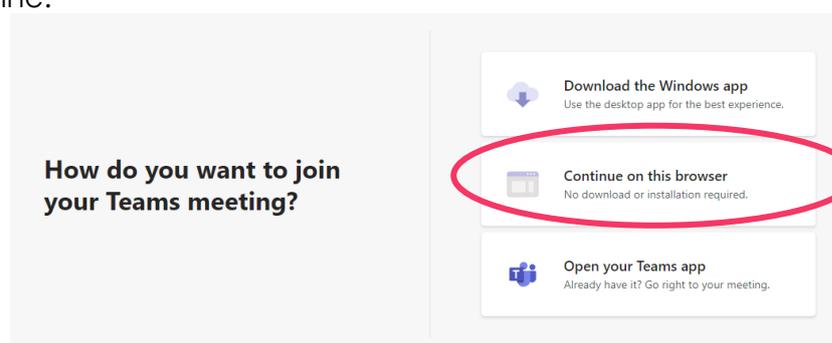
If you are using a laptop or computer, you can use Google Chrome or Microsoft Edge to access the tutorials by clicking the link. You can also download the Teams app to your computer if you do not have it already to access the tutorials. If you are using a tablet or phone, you will need to download the Teams app. **You do not need to make an account to use Teams**, but if you have a school account already you can use this to access the tutorials.

Before your first tutorial, please make sure:

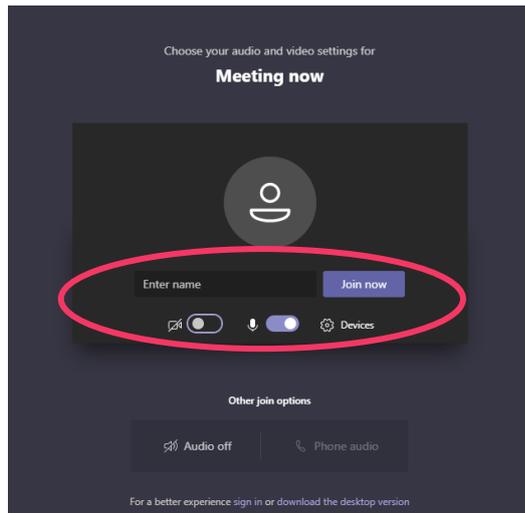
- You have downloaded the [Microsoft Teams app](#) to the device you are using. You must do this for a phone or tablet, but you do not have to on a laptop or computer.
- Pupils have access to a working microphone and webcam to ensure that discussions can take place between pupils and the tutor
- Pupils have their handbook, a pen and paper to make notes
- You test run using the link and have everything set up!

To start the tutorial, click the link and follow the instructions below to join the meeting.

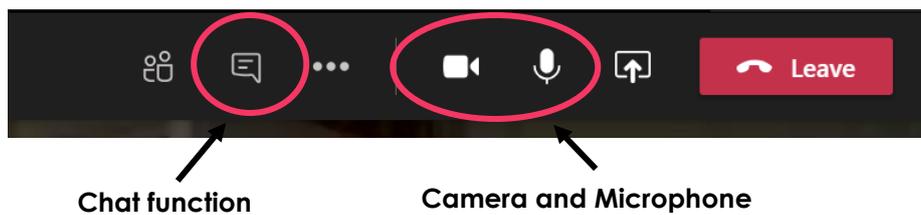
1. If you are using Teams on a web browser, you just need to click the link. You may be prompted to download the app but you can click "continue on this browser" to continue online.



2. If you are using the Teams app, when you click the link you will automatically be prompted to open the app.
3. Once you have opened the app or webpage, the following will appear before you join the meeting. Your tutor will be the meeting host, so enter your name so the tutor knows to let you in.



4. You will be placed in a waiting room to join the meeting. Do not worry, the tutor will let you in once they are ready.
  
5. Once you join, we would ask you to turn on the video and you unmute yourself so that the pupils can join in the discussion with the tutor.



6. If for any reason the microphone is not working, or if the tutor asks for it to be used, you can send a message to them using the chat button. This is clearly visible on a laptop, on a phone or tablet you will need to press the "more" button. No messages should be sent privately.
  
7. At the end of the tutorial, you just need to click the leave button on your screen.
  
8. All tutorials will be recorded for safeguarding purposes.

## Top Tips for Successful Virtual Tutorials Using Teams

These tips have been collated from teachers and tutors based on their experience with virtual tutorials.

### Classroom Set-Up

- If only one laptop/device available:
  - The laptop should be set-up facing the students so the tutor can see who is engaging with the session on camera.
  - Connect the device to a screen or projector so the students can see the tutor and any information they share on the screen.
  - Tables can be set up in a U shape around the laptop and/or monitor with students sitting near the device so they can be heard when asking questions.
  - It is useful to have a member of staff in the room to help with highlighting questions or where students are struggling if there is only one laptop.
- If multiple laptops/devices available:
  - One laptop or device per two students works well for pair and group work, if available.
  - Students can use earphones or be on mute until they wish to speak or discuss to avoid echoing or microphone feedback.
- It is easier for tutors to see and engage with pupils when they log-in to individual devices.

### Before the tutorials

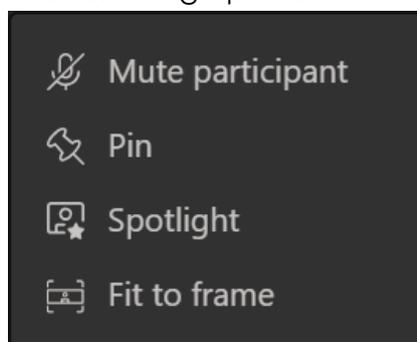
- Ensure students have access to the chat function on Teams so they can interact with their tutor, this may need to be enabled by your school's IT administrator.

### During the tutorials

- If there is only one laptop/device available for the whole group, one student can act as a spokesperson for the class to allow the tutor to hear responses. The role can be passed on to another student in each tutorial.
- During group discussions, to reduce microphone feedback, ensure all devices are muted and assign one device to be unmuted when feeding back.
- To maximise pupil engagement and interaction, where possible, students should have their cameras on.

## Different Views on Teams

The default setting on the Teams app should allow you to see all participants at once. On a browser, you will see the person speaking. If you would like to see just one person on the screen at all times, you have a few options. Click on the person's name on the bottom left of their image, and you will get the following options.



If you **'pin'** someone, they will become the main image on your screen for just you. If you **'spotlight'** someone, they will become the main image on the screen for all participants. This can be useful for when some pupils are accessing the tutorials remotely, whilst others are in school, to make the tutor the main image on the screen.

## Microsoft Teams Browser Compatibility

Please note that Microsoft Teams is not available on Internet Explorer, Firefox or versions of Safari before 13