



Using Teams for Meetings

Creating a meeting



18 MAY TODAY

Details

More

In 19 mins

Webinar Catch Up with Karen
11:00 - 11:30

Webinar Catch Up with Karen

Monday, 18 May 2020
11:00 - 11:30

[Join](#) [Edit](#)

Then tap on this icon

Join Microsoft Teams Meeting [Learn more about Teams](#) | Meeting options

[See more](#)

PARTICIPANTS (2)

hi Mrs McEachran
Organiser

Mrs Devlin
Unknown

19 MAY TOMORROW

Probationer Catch Up
13:00 - 14:00

Coffee Break Catch Up 2pm
14:00 - 14:30

Coffee Break Catch Up - 2:30pm
14:30 - 15:00

Coffee Break Catch Up - 3pm
15:00 - 15:30

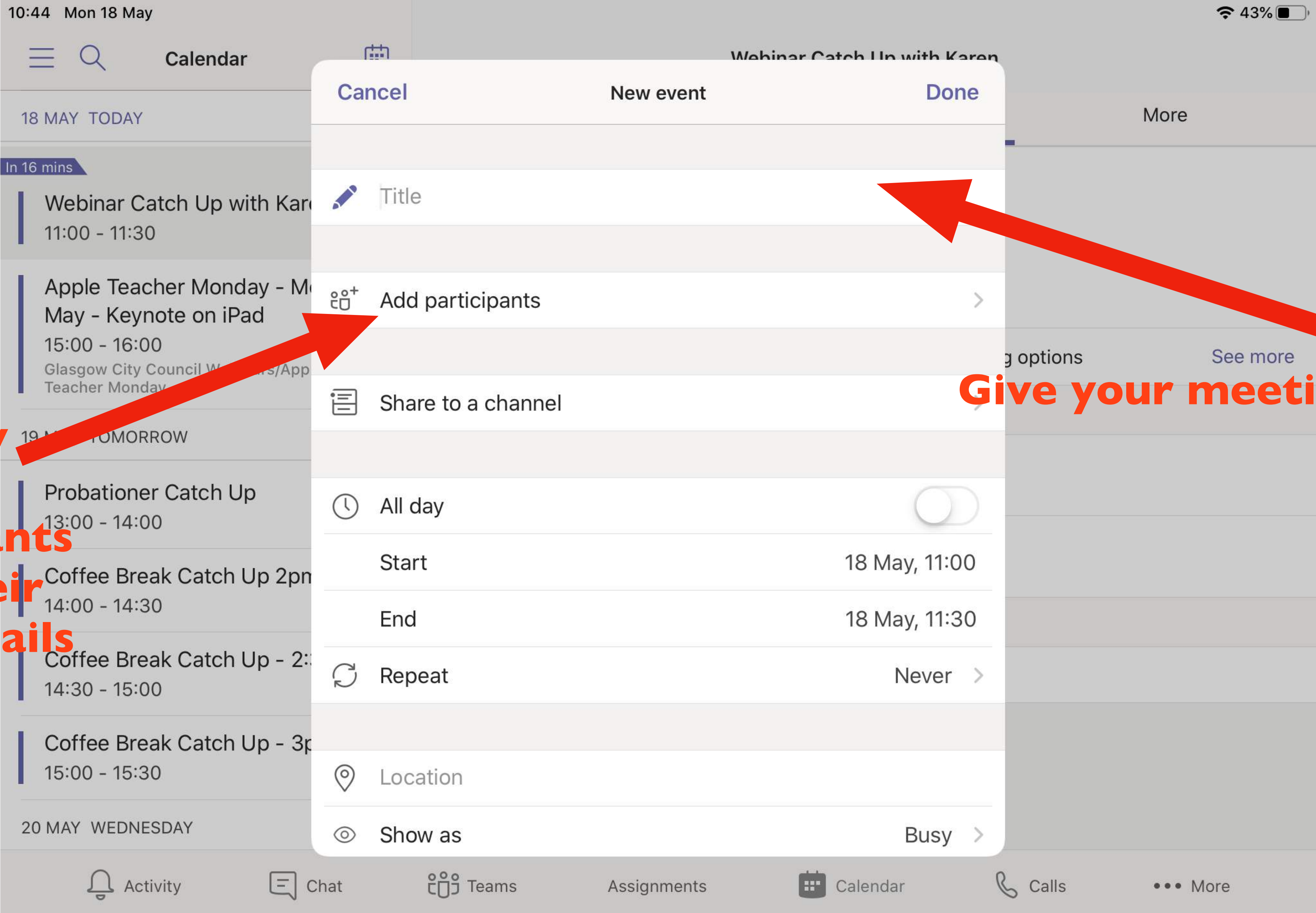
Cancel event

This will cancel the meeting for all participants.

20 MAY WEDNESDAY

Digital Catch Up
13:15 - 13:45

Tap on Calendar



You can manually add participants using their Glow emails

Give your meeting a title



18 MAY TODAY

In 16 mins

Webinar Catch Up with Karen
11:00 - 11:30

Apple Teacher Monday - M
May - Keynote on iPad
15:00 - 16:00
Glasgow City Council Webinars/App
Teacher Monday

19 MAY TOMORROW

Probationer Catch Up
13:00 - 14:00

Coffee Break Catch Up 2pm
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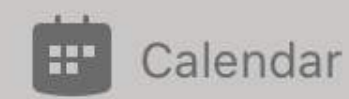
Coffee Break Catch Up - 2:
14:30 - 15:00

Coffee Break Catch Up - 3p
15:00 - 15:30

20 MAY WEDNESDAY



Assignments



More



Cancel

New event

Done

Title

Add participants

Share to a channel

All day

Start

18 May, 11:00

End

18 May, 11:30

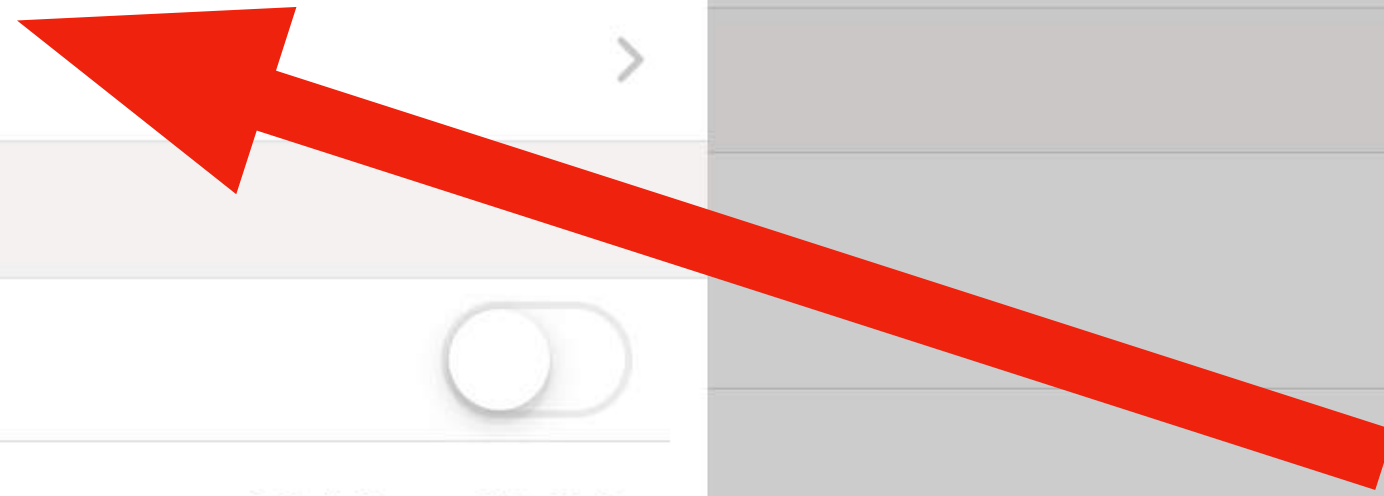
Repeat

Never

Location

Show as

Busy



If you want the meeting to be shared to a team or Channel, tap on this



18 MAY TODAY

In 13 mins

Webinar Catch Up with Karen
11:00 - 11:30

Apple Teacher Monday - Monday
May - Keynote on iPad
15:00 - 16:00
Glasgow City Council Webinars/Apple
Teacher Monday

19 MAY TOMORROW

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20 MAY WEDNESDAY

Digital Catch Up
13:15 - 13:45



Select a channel



Leaders of Learning

General

Glasgow Counts

Literacy for All



Digital Mentors

General



Glasgow RTC

General

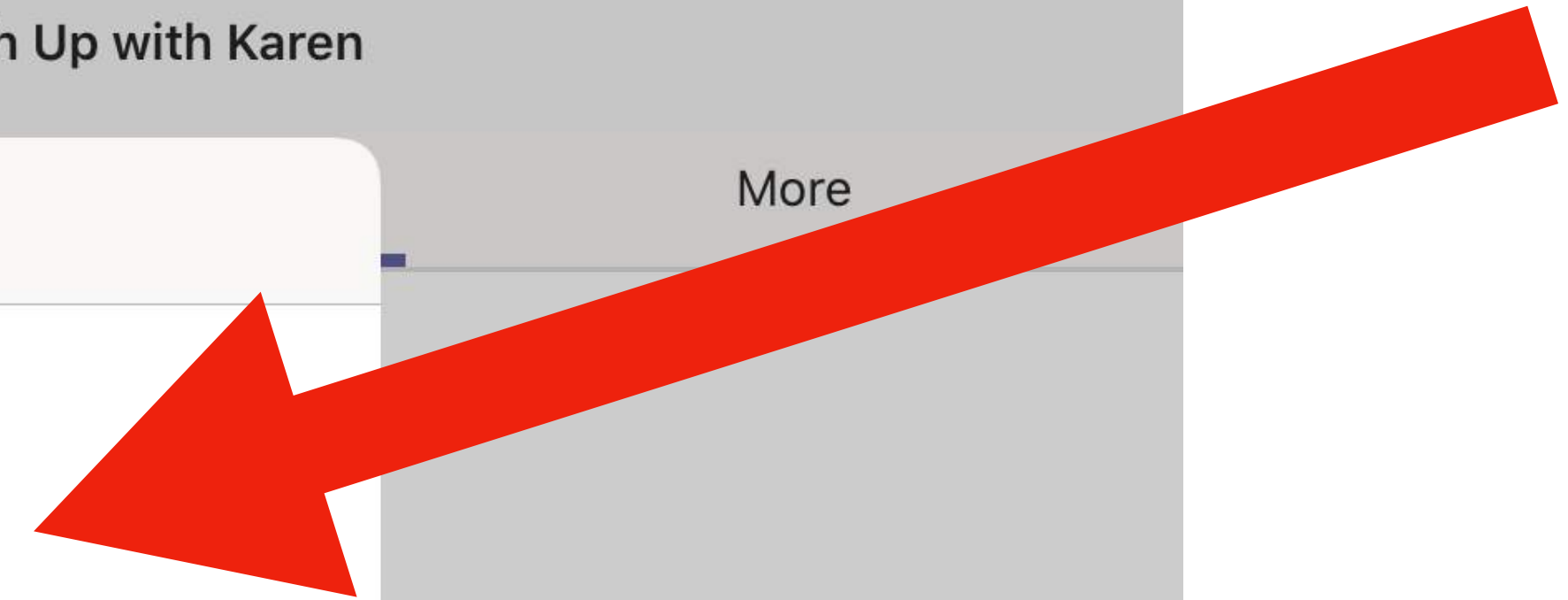
6 hidden channels



Teachable

General

Courses



It will then give you your list of Teams and Channels. Tap on which one you would like to share the meeting with. When you tap on this, the meeting will appear in the Team/Channel.



Activity



Chat



Teams

Assignments



Calendar



Calls

More



18 MAY TODAY

In 10 mins

Webinar Catch Up with Karen
11:00 - 11:30

Apple Teacher Monday - Monday
May - Keynote on iPad
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Teacher Monday

19 MAY TOMORROW

Probationer Catch Up
13:00 - 14:00

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15:00 - 15:30

20 MAY WEDNESDAY

Digital Catch Up
13:15 - 13:45

Cancel

New event

Done

Test

Add participants >

Change channel >

General
Example

All day

Start 18 May, 11:00

End 18 May, 11:30

Repeat Never >

Location



You can then set the date and time of the meeting. Then when you are finished, tap on Done (top right)

10:52 Mon 18 May

Teams

- > Test
- > QIO & Ed Psych Webinars
- > TEST TEAM WEBINAR
- > Test
- General
- > Heads of Schools Various
- General
- 1 hidden channel
- > Primary & Secondary Bi...
- General
- Equity and Inclusion
- Health and Wellbeing
- Middle Leaders
- Remote Learning, Teachin...

General
Test

Posts Files More

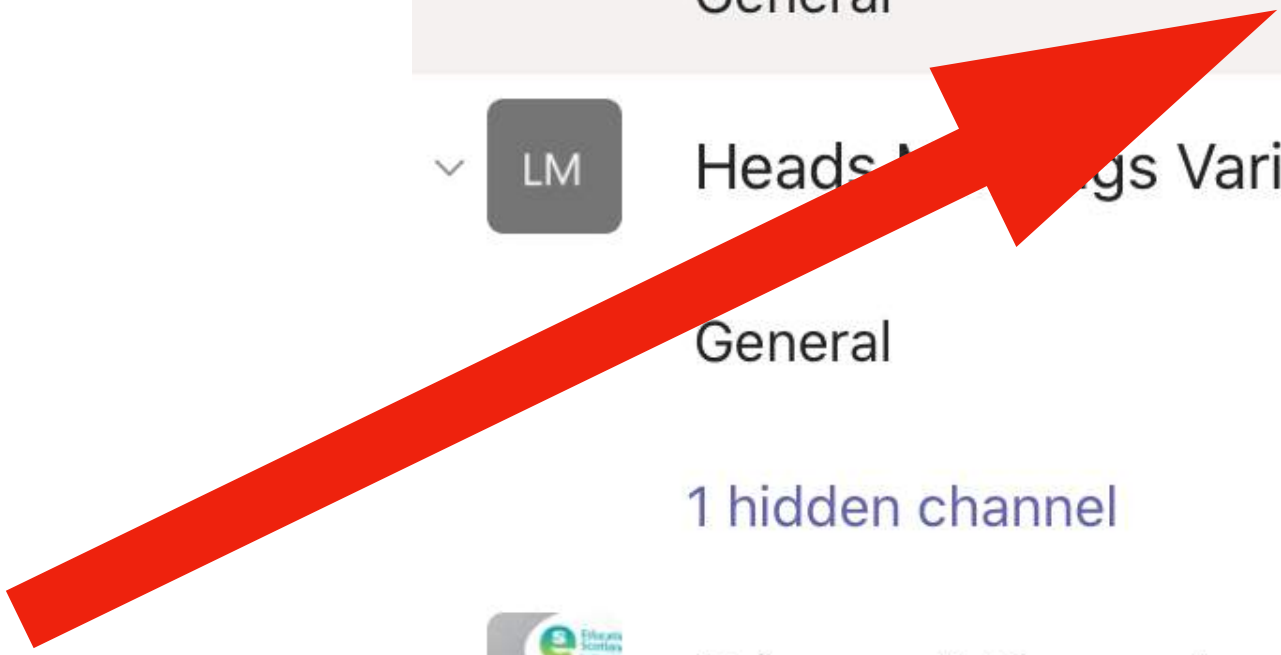
Coffee Break Tuesday
Monday, 18 May 2020 @ 10:00

hi

Scheduled by you

Reply

New post



Go to the Team or Channel you have shared it to

You should now see it in the Posts section

Accessing a meeting

- Teams
- Leaders of Learning
 - General
 - Glasgow Counts
 - Literacy for All
- Digital Mentors
- Glasgow Regional Training Centre
 - General
 - 6 hidden channels
- Teachable
- Coffee Break Learning...
 - General
- Monday Check in
- Glasgow City Council W...
 - General

General

Posts

Coffee Break Learning...
Monday

View meeting details

Copy link

Save

Mark as unread

Edit message

More

Activity Chat Teams Assignments Calendar Calls More

**Then tap on
View
Meeting
Details**

**Tap on the
three dots**

- Leaders of Learning
- General
- Glasgow Counts
- Literacy for All
- Digital Mentors
- Glasgow RTC
- General
- 6 hidden channels
- Teachable
- Coffee Break Learning...
- General
- Monday Check in
- Glasgow City Council W...
- General

Coffee Break Tuesday
Test > General

Chat Details

Coffee Break Tuesday
Monday, 18 May 2020
10:00 - 10:30
Test/General

Join Edit

Join Microsoft ... Learning Learn more about Teams | Meeting options See more

SHARED TO CHANNEL

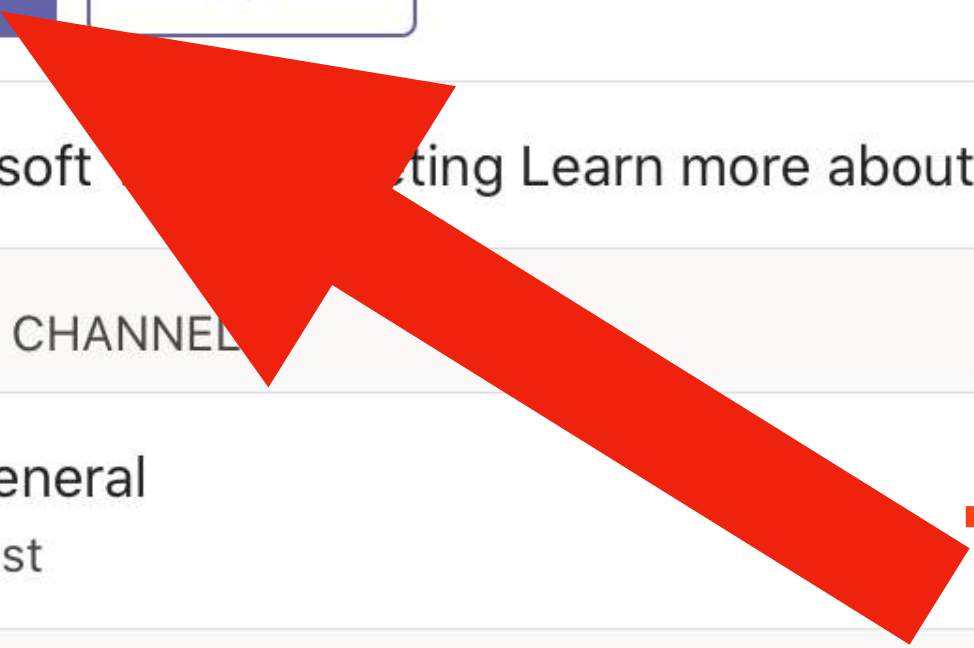
General
Test

PARTICIPANT

hi Mrs McEachran
Organiser

Cancel event

This will cancel the meeting for all participants.



Then tap on Join

If other people have joined the meeting before you, you may not need to follow these steps. A purple Join button may appear in the Posts section of the Team.



Coffee Break Tuesday

The image shows a Zoom meeting interface. At the top, it says "Coffee Break Tuesday". Below that is a dark rectangular area containing a circular profile picture of a woman with blonde hair, with the word "hi" written next to it. Below the profile picture are three status indicators: "Video is off" with a video camera icon, "Mic is off" with a microphone icon, and "Speaker" with a speaker icon.

Tap on Video and Mic to turn it off. When it's off, you will see a line through it

Join now

When you're ready to Join, tap on Join Now



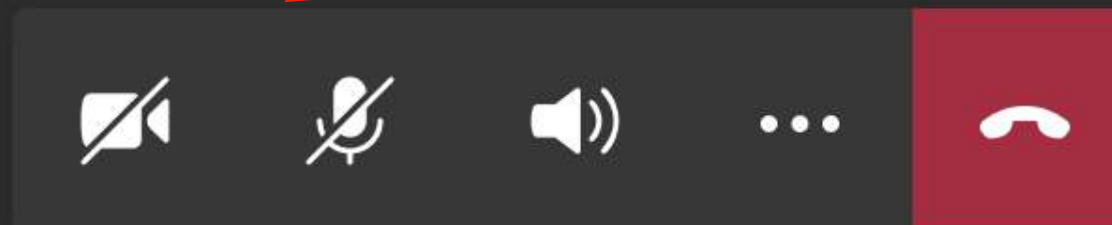
Test
04:16



Tap on the Chat icon to see the chat in the meeting. This will not take you out of the call but will allow you to see the conversation



When in the meeting, you can turn your mic and video on whenever you like





 Test ⋮
Monday, 18 May 2020 @ 11:00

 hi

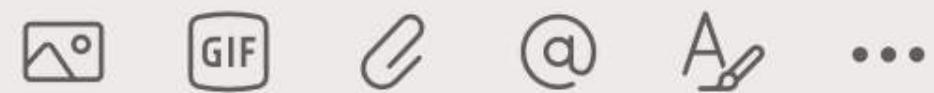
Scheduled by you

 Meeting started

 hi Join

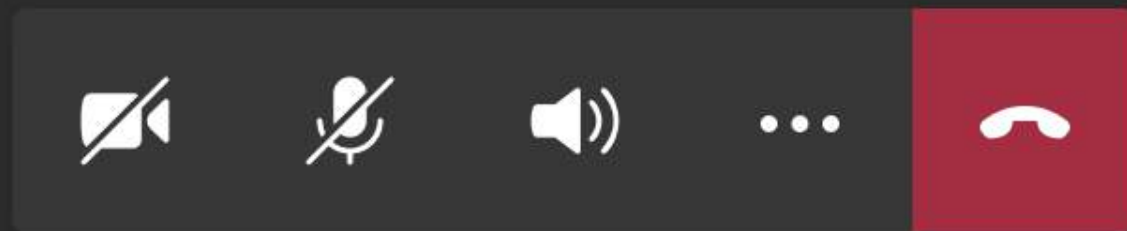
When you tap on chat icon, you will see the conversation and also have the option to post comments, files etc

Reply





Tap on the people icon to see who is in the meeting. You can also then manually add members to the meeting or mute mics





Meeting participants (2)




 Add people

 Add a room




Tap here to manually add people to the meeting

In the meeting (1)

 Mrs McEachran
Organiser



Others invited (1)

 Richard Mckean

You can also go down the list of members and mute their mics manually

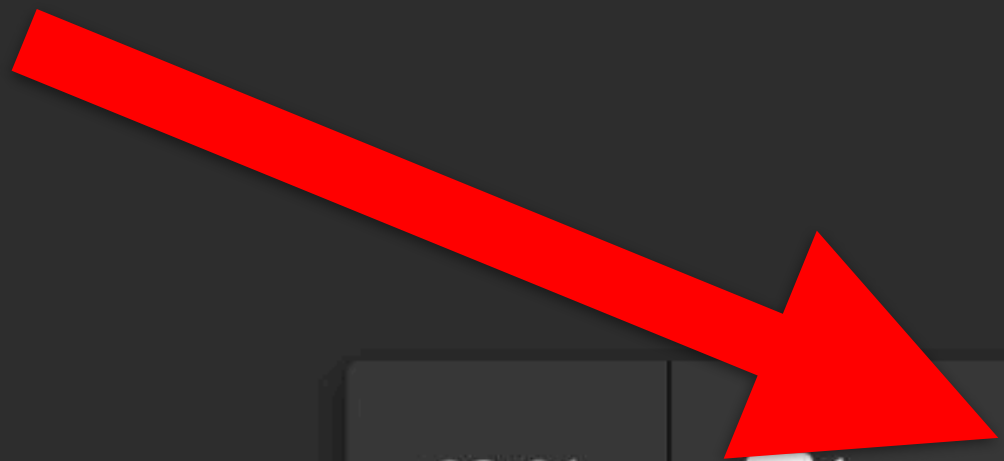
Slides 18 - 24 could be used on a loop for colleagues to see when they enter the webinar.

**Please mute your
microphone**

Hover your mouse in the middle of the screen until you see the toolbar



03:01       



Please turn off your webcam

Hover your mouse in the middle of the screen until you see the toolbar



03.01

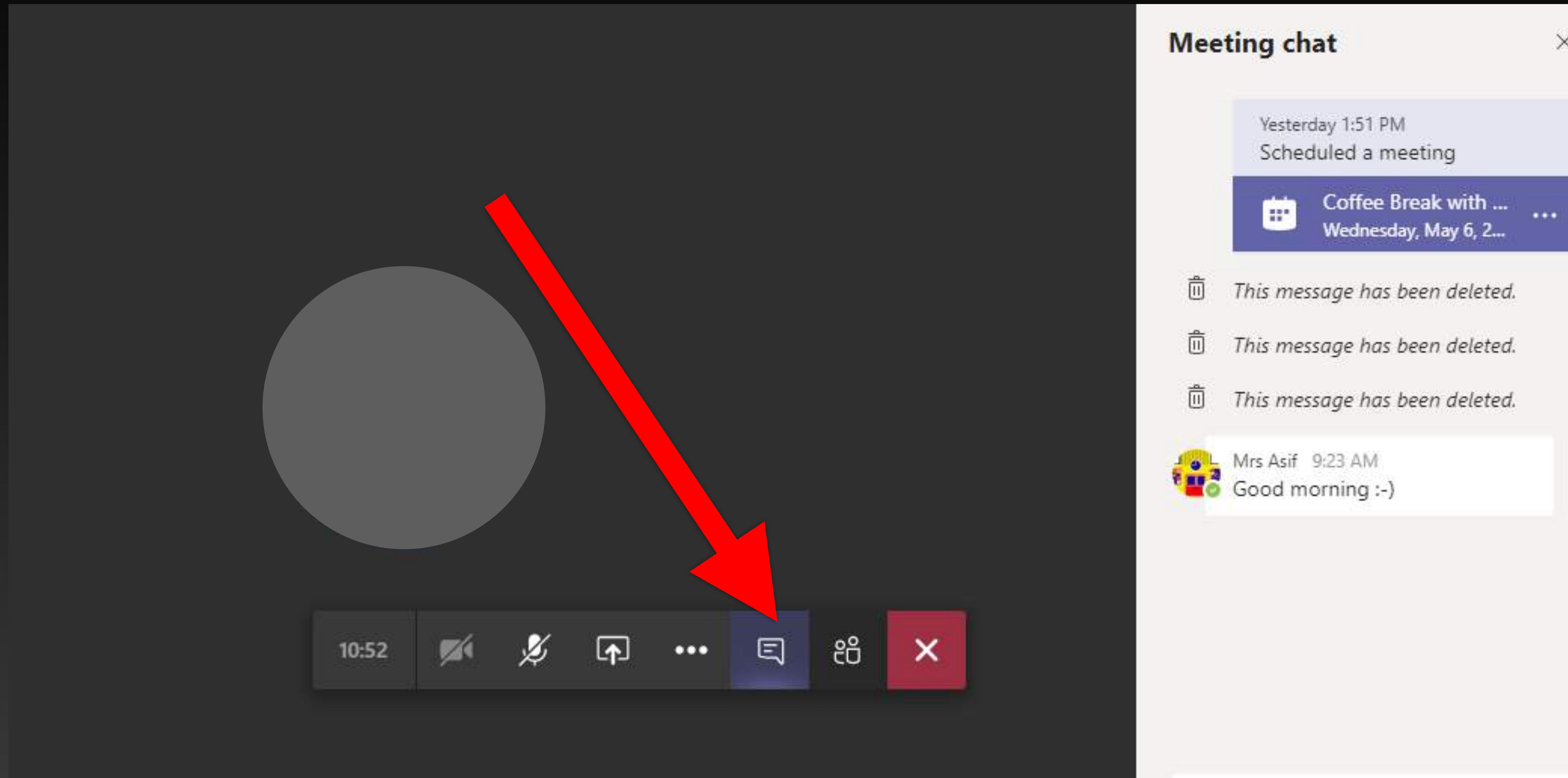
Video camera icon, Microphone icon, Screen share icon, More options icon, Chat icon, Participants icon, End call icon

A horizontal toolbar with a dark grey background. From left to right, it contains: a small box with the text '03.01', a video camera icon, a microphone icon with a slash through it, a screen share icon (a square with an upward arrow), a three-dot menu icon, a chat icon (a speech bubble), a participants icon (two people silhouettes), and a red square button with a white telephone handset icon.

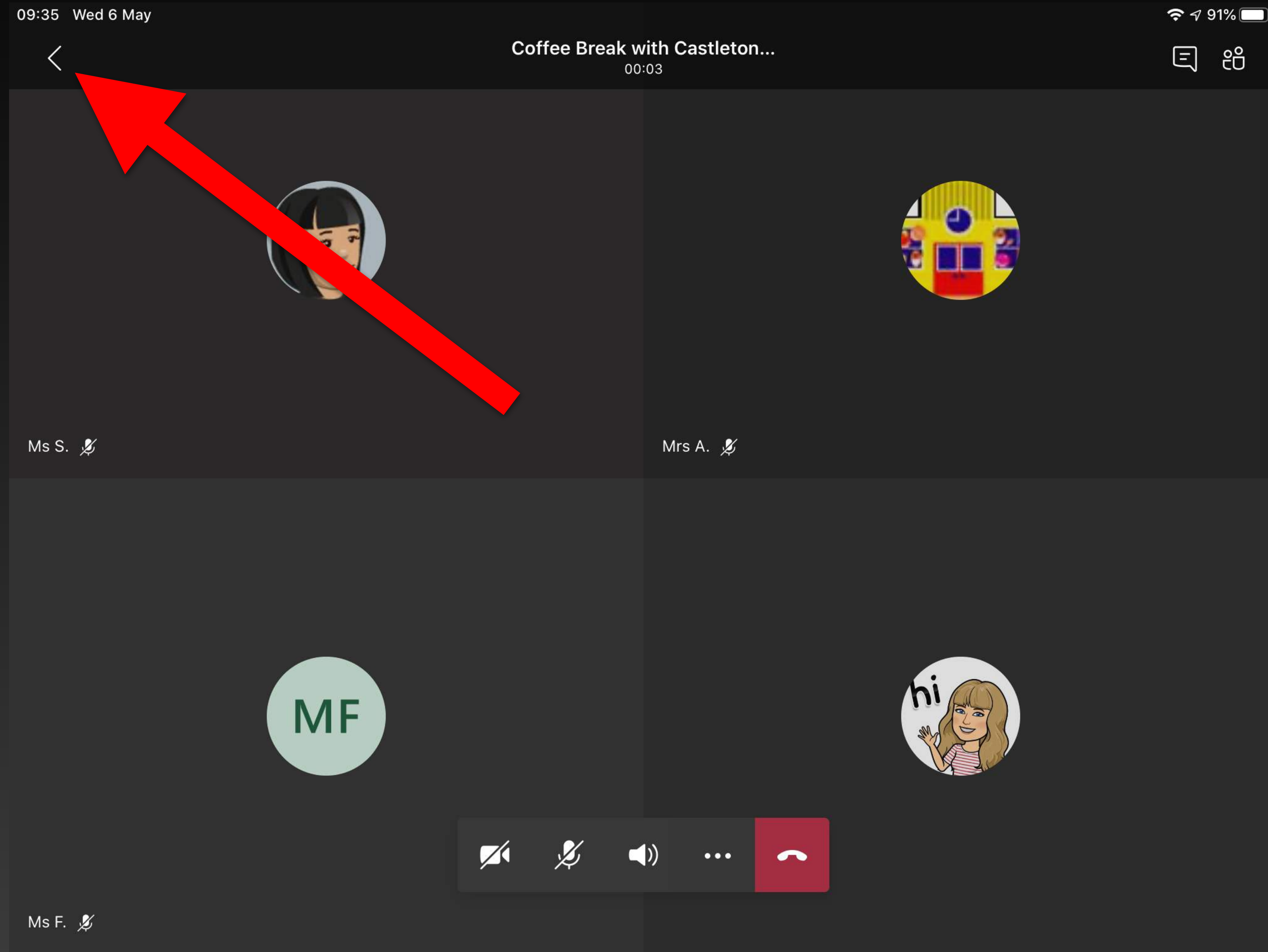
When you enter the webinar, you should be able to hear music

Please make sure your audio is on and your volume is up

If accessing Teams on a laptop or desktop, tap on the chat bubble to access the Team chat during the webinar



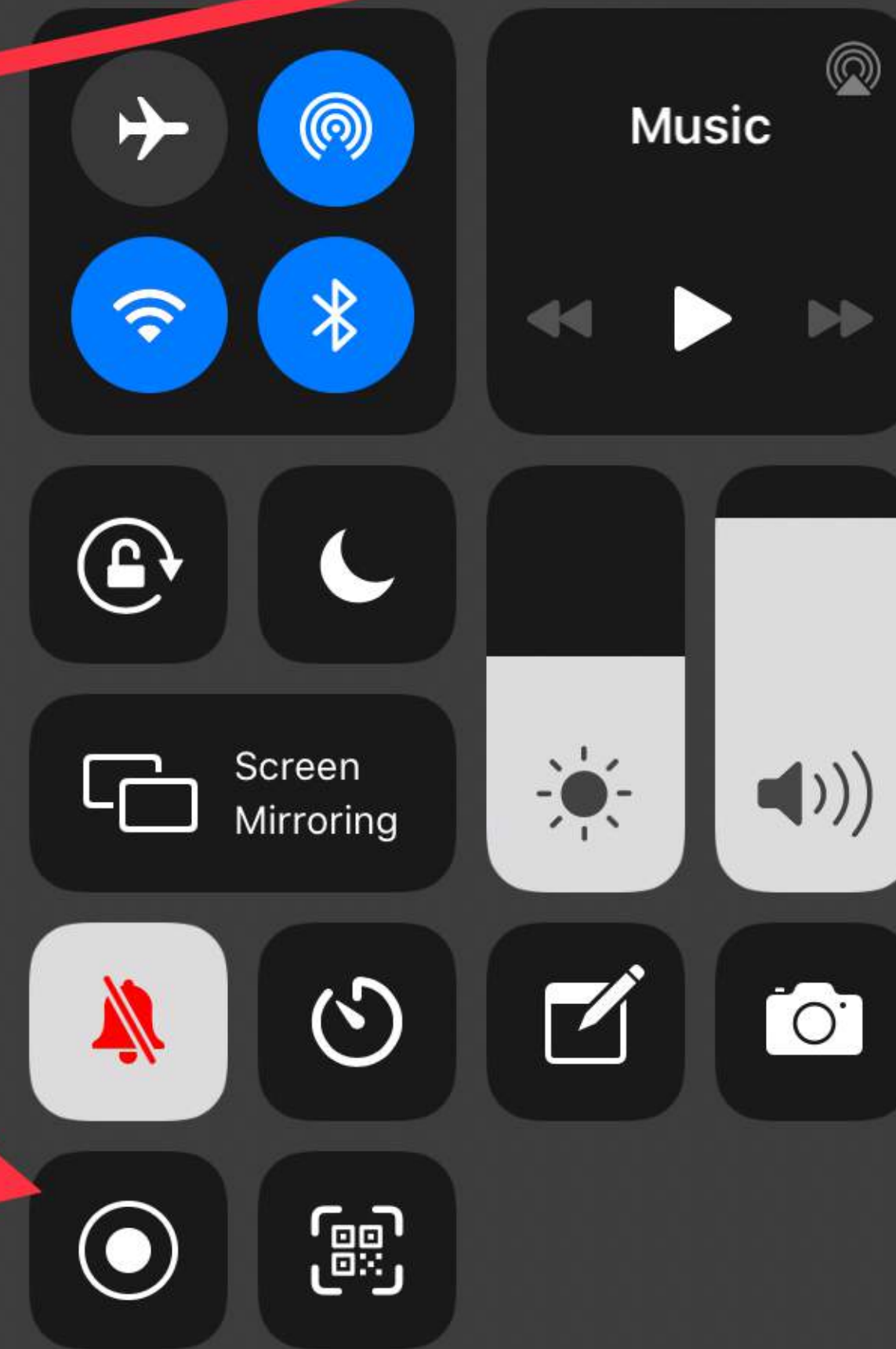
If accessing Teams on an iPad, you can look back at the chat by tapping on the back arrow. The webinar will minimise to the right hand side of your iPad but you will remain in the webinar.



Sharing your screen

Swipe down from
top right hand
corner

Hold in screen recording button



Make sure Teams is selected

Start broadcast. It will give you a countdown and then everything on your screen will be projected onto everyone's screen who is in the call

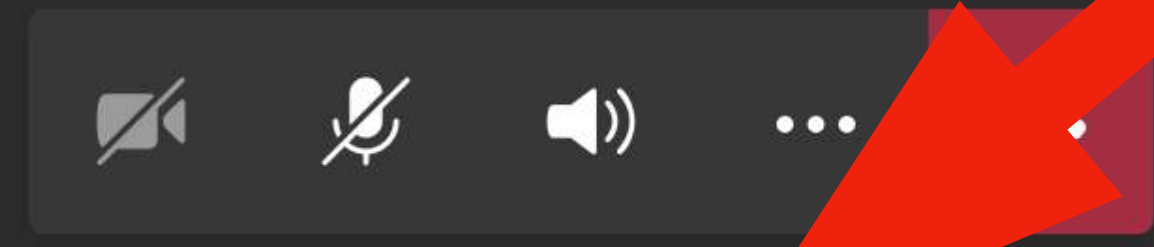
Everything on your screen, including notifications, will be recorded. Enable Do Not Disturb to prevent unexpected notifications.



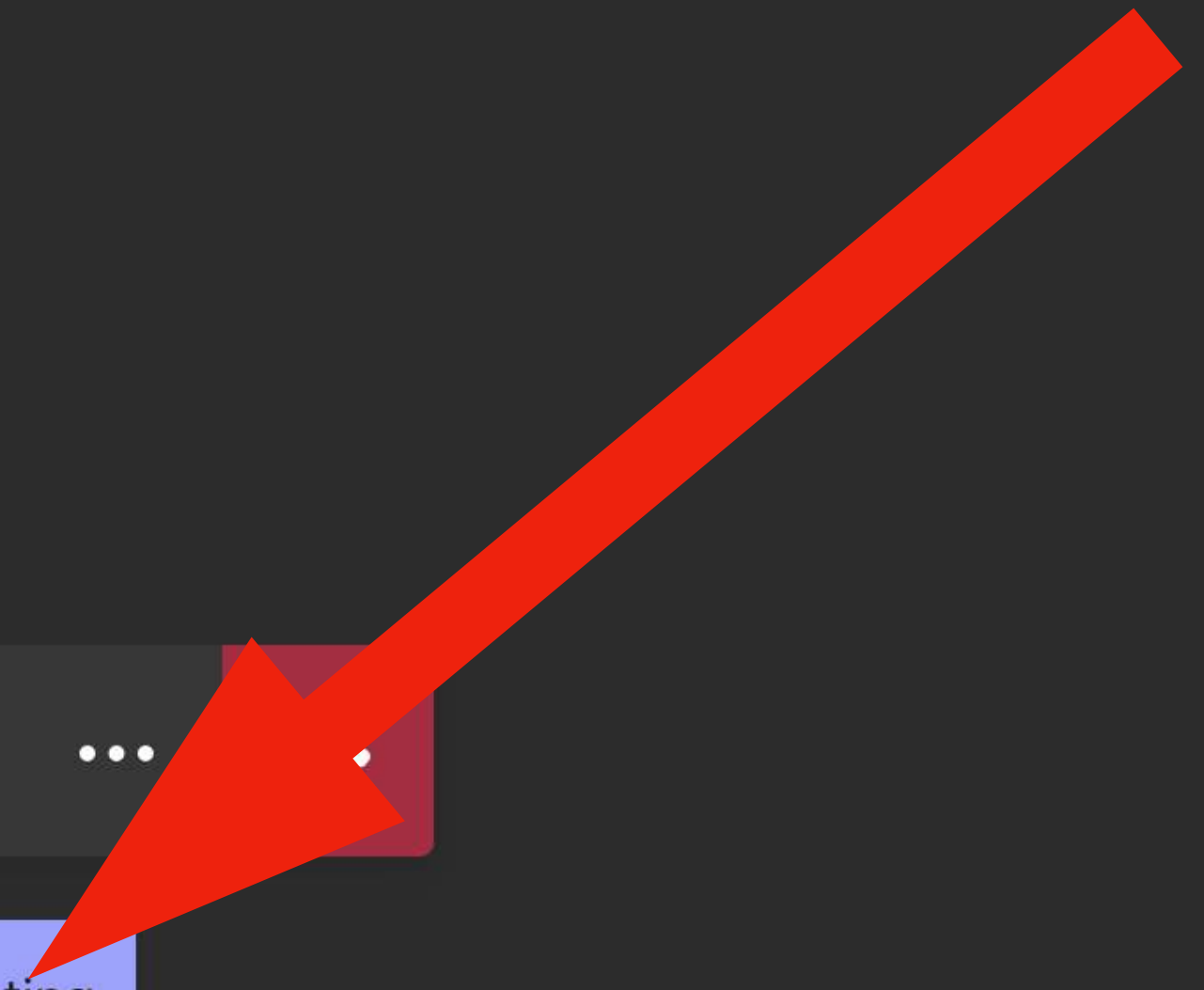
Microphone
On



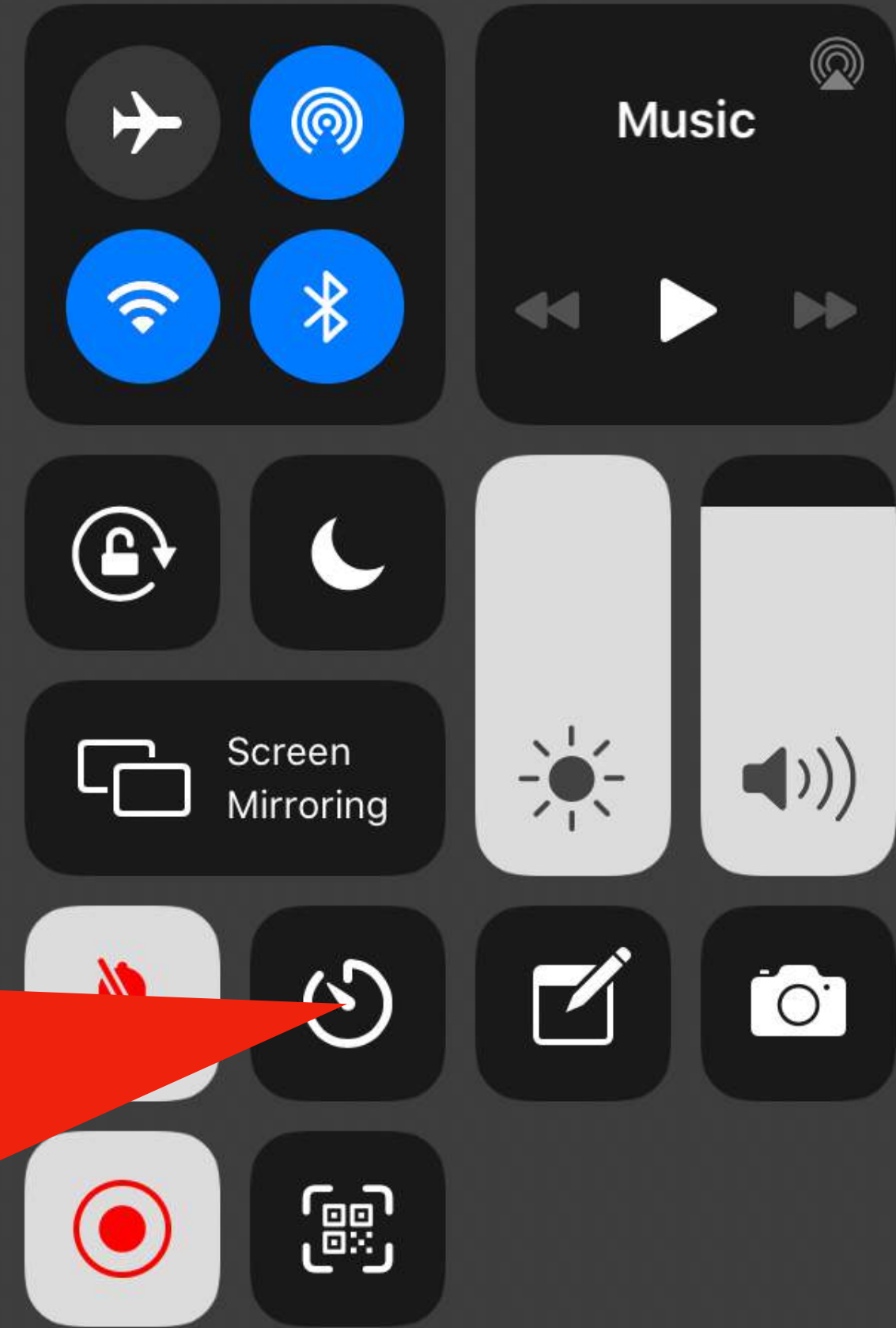
**To stop screen sharing,
go back to the call
screen and tap on the
purple button**



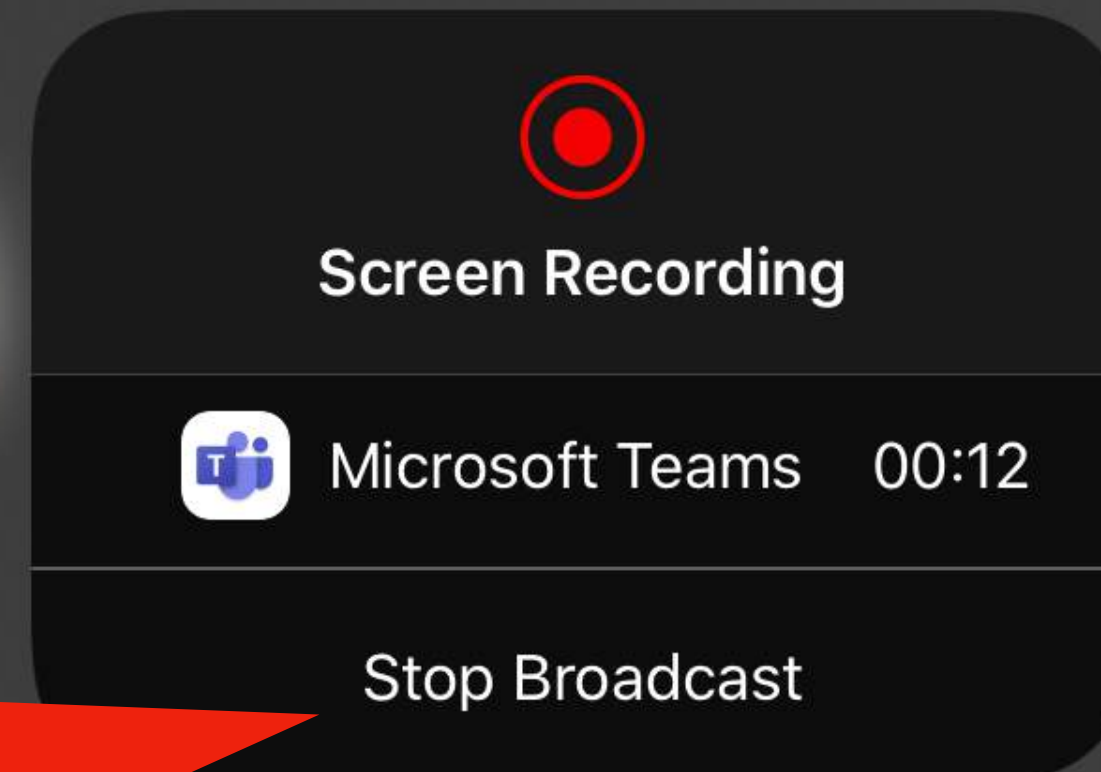
Stop presenting



Or slide down from the top right hand corner again and hold in the screen recording button



Everything on your screen, including notifications, will be recorded. Enable Do Not Disturb to prevent unexpected notifications.



A dark grey rounded rectangular control panel for screen recording. At the top center is a red circle with a white dot in the middle. Below it, the text "Screen Recording" is centered. Underneath is a horizontal separator line. Below the line is a Microsoft Teams icon, followed by the text "Microsoft Teams" and "00:12". At the bottom of the panel is the text "Stop Broadcast".







Microphone
On





Then tap on Stop Broadcast



Settings


Apple ID, iCloud, iTunes & App Store

-  Airplane Mode
-  Wi-Fi BTHub6-6K5T
-  Bluetooth On
-  Classroom

-  Notifications
-  Sounds
-  Do Not Disturb
-  Screen Time

 General

 Control Centre

 Display & Brightness

 Home Screen & Dock

 Accessibility



Control Centre

Swipe down from the top-right edge to open Control Centre.

Access Within Apps

Allow access to Control Centre within apps. When disabled, you can still access Control Centre from the Home screen.

Customise Controls >



If you don't have the screen recording button when you slide down from the top right, go to Settings and then Control Centre. Then tap on Customise Controls

Settings

Apple ID, iCloud, iTunes & App Store

Airplane Mode

Wi-Fi BTHub6-6K5T

Bluetooth On

Classroom

Notifications

Sounds

Do Not Disturb

Screen Time

General

Control Centre

Display & Brightness

Home Screen & Dock

Accessibility

< Control Centre

Customise

Add and organise additional controls to appear in Control Centre.

INCLUDE

- Timer
- Notes
- Camera
- Screen Recording**
- QR Code Reader

Makes sure Screen Recording is selected using the list below

MORE CONTROLS

- Accessibility Shortcuts
- Alarm
- Apple TV Remote
- Dark Mode
- Guided Access
- Hearing
- Magnifier
- Stopwatch





REMOTE LEARNING GLASGOW
KEEPING CHILDREN SAFE, KEEPING LEARNING GOING

#GCCKeepSafeKeepLearning

Useful Links

Remote Learning Site for Teachers

<https://blogs.glowscotland.org.uk/gc/remotelearningglasgow/>

Pupil Wakelet Site

<https://www.wakelet.com/@Glasgowcitycouncil>

Teachables

<https://connected-learning-glasgow.teachable.com/>

