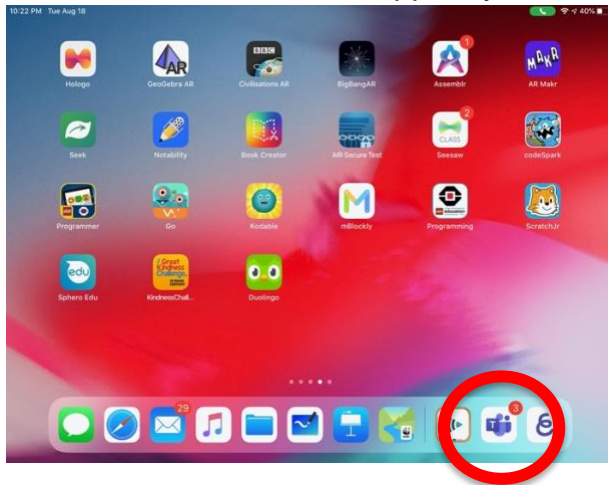


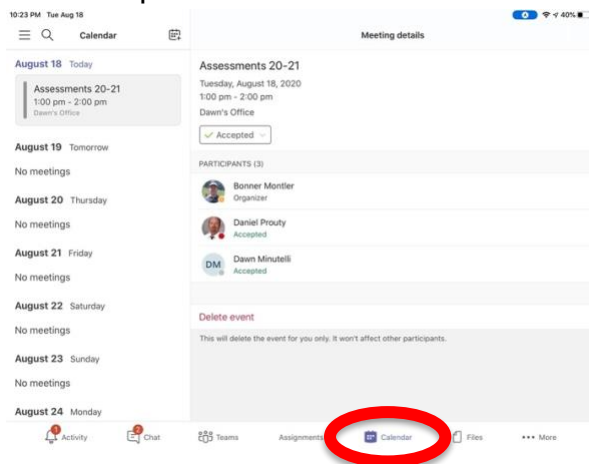
Guest Teacher Directions for Video Conferencing in Microsoft Teams

1. Launch the Teams app on your school-issued iPad.

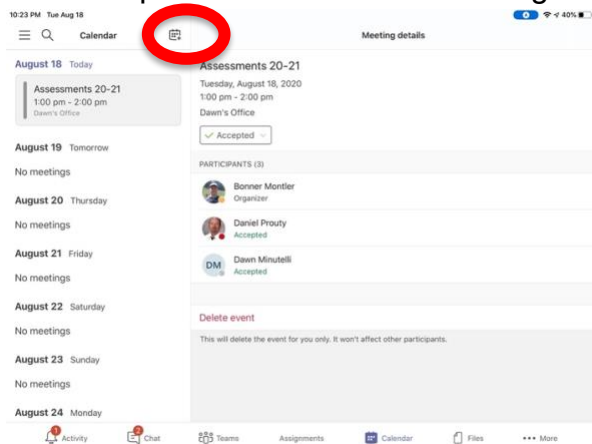


2. Your school-specific guest teacher credentials should already be logged into Teams, but if you are prompted, your user-name is the email address and password issued to you by office staff.

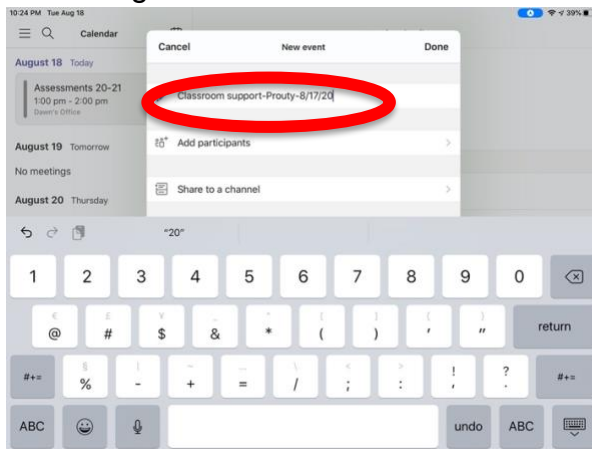
3. Tap the “Calendar” icon at the bottom of your screen in Teams.



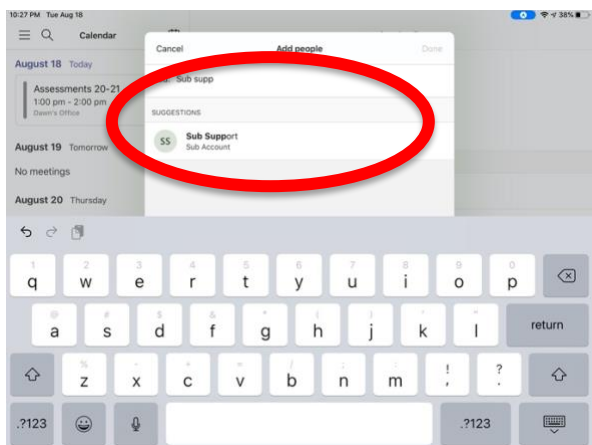
4. Tap the “Add Calendar Meeting” icon at the top of your screen.



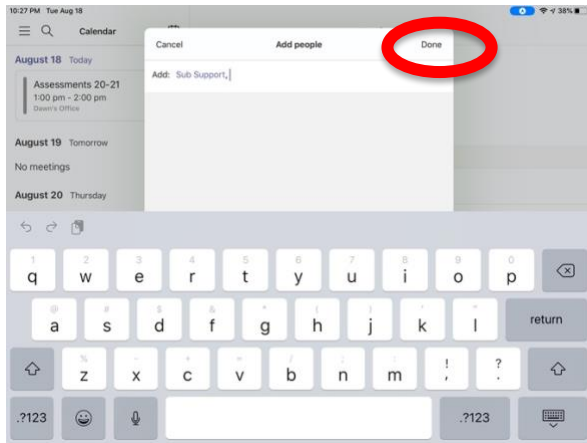
5. When prompted, type the following title for your meeting: Classroom Support-regular classroom teacher last name-date.



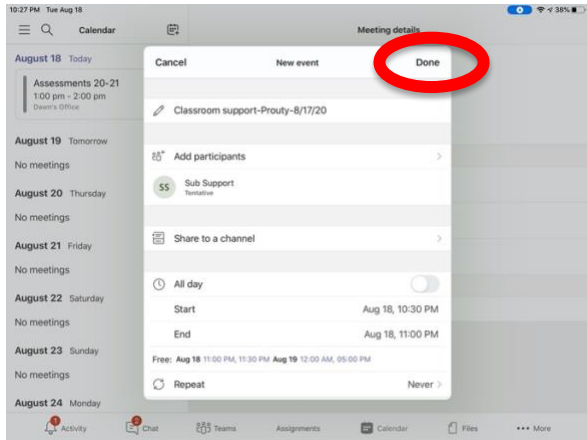
6. Tap add participants, type the first few letters of “sub support” and then tap it off of the list below so that the name fills the area after “add.”



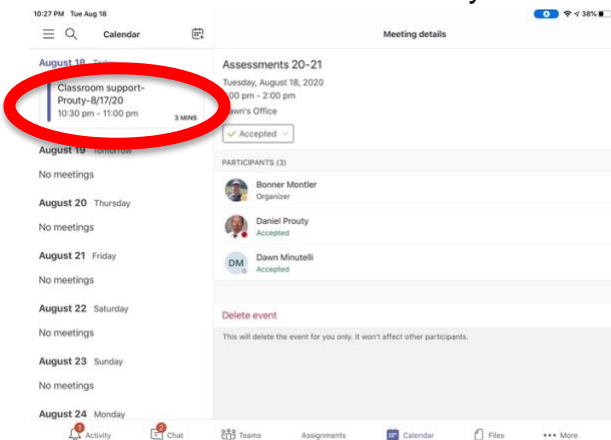
7. Tap “Done” in the top right corner.



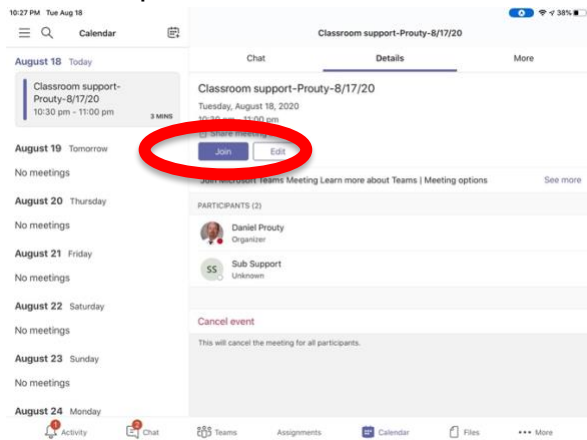
8. Tap “Done” in the top right corner again.



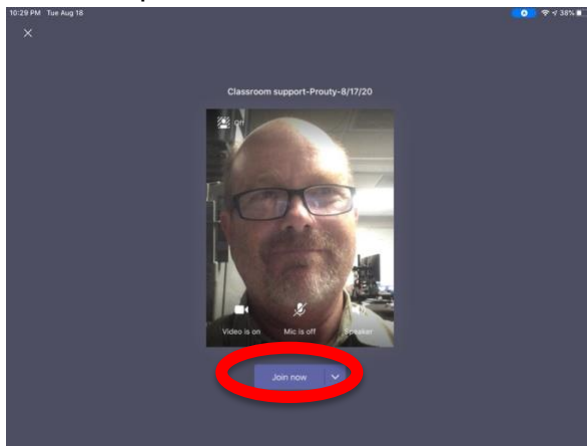
9. On the left-hand side of your screen tap the meeting you just created.



10. Tap “Join.”



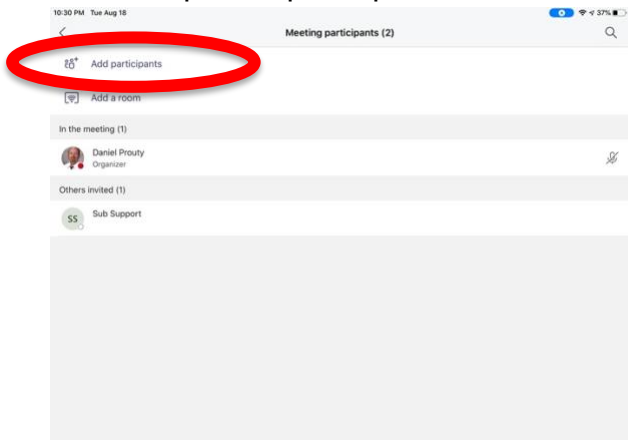
11. Tap “Join Now.”



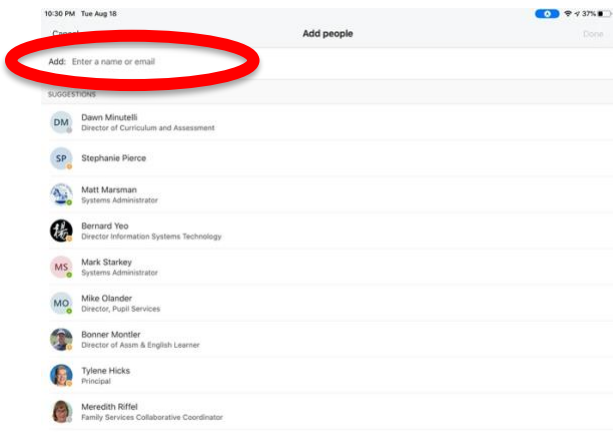
12. Tap the two person icon in the top right corner (you may have to touch your screen first to see this option).



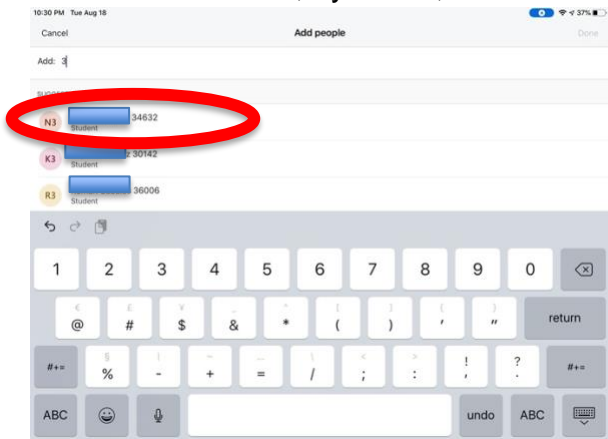
13. Tap "Add participants."



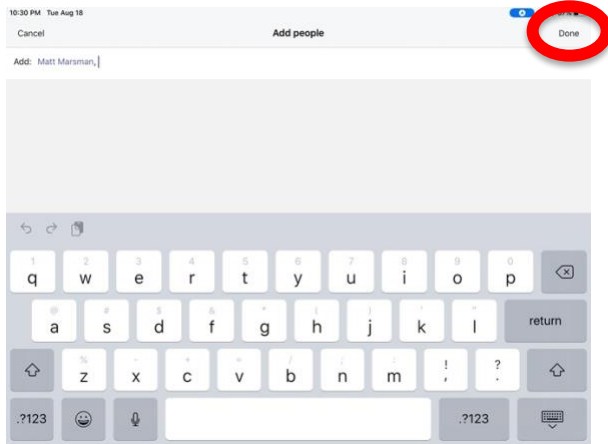
14. Next to add, type the five-digit student ID number of the student you wish to meet with.



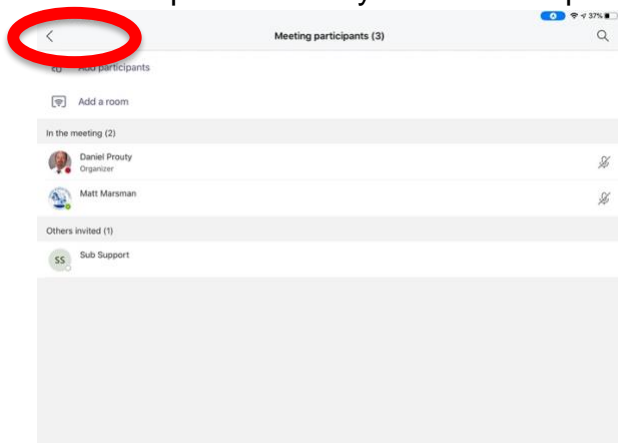
15. Select them, by name, off of the suggestions list.



16. Tap “Done” in the top right corner of your screen. This will invite the student to meet with you now. Remember not to do this until after you have talked to them on the phone to let them know that you will be setting up a Teams video conference with them in a few minutes.

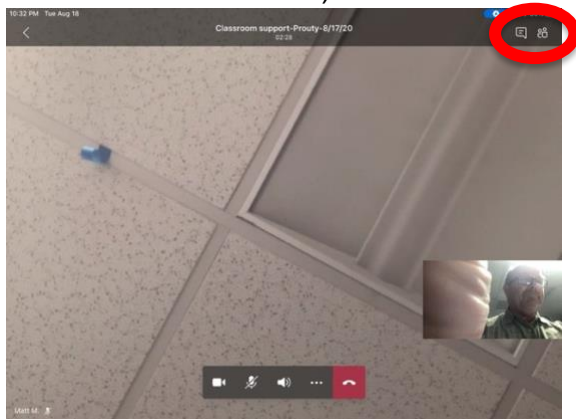


17. Tap the carrot symbol in the top left corner of your screen.

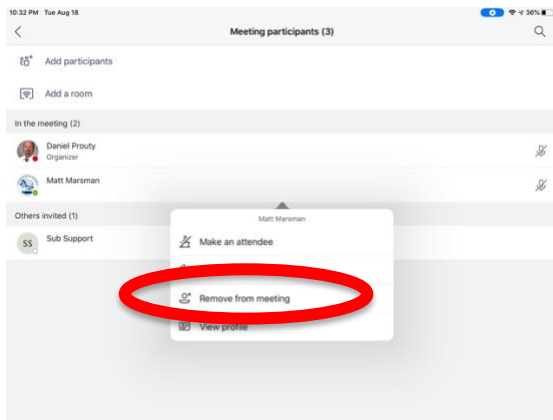


18. You are now hosting a Teams video session with the student!

19. When you want to end your meeting, tap the two person icon again in the top right corner of your screen (remember, you may need to touch your screen to see this feature).



20. Tap the name of the student you wish to end the meeting with and then tap “Remove from Meeting.” Remember, DO NOT simply tap the red “hang up” icon or he/she will remain in the Teams room, unsupervised.



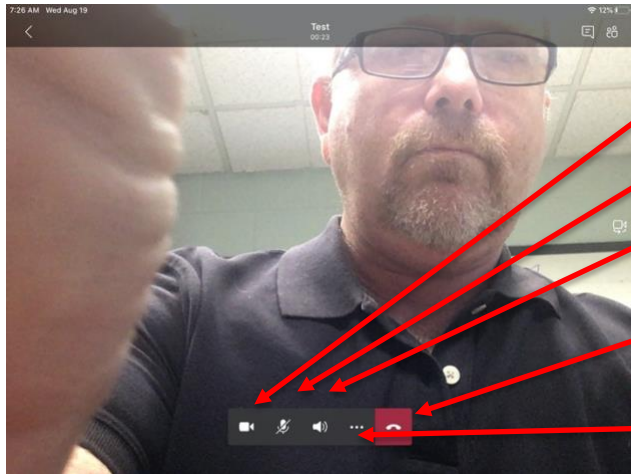
21. If you have an additional student that you need to meet with, tap “Add Participants” again, and then start again at step 15.

22. After finishing with your last student and removing him/her from the meeting, tap the red “hang up” icon to end the meeting. Again, if you do this without removing the student, he/she will remain in the Teams room, unsupervised.

Guest Teacher Directions for Video Conferencing in Microsoft Teams

Once in Teams with a student, they will be able to see and hear you. If the student has his or her video on, he or she will be able to see you, too.

See the next page for an overview of the basic controls...



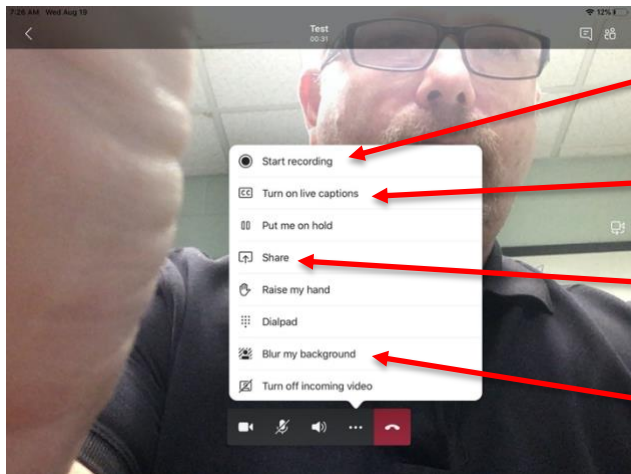
Turn your own video on/off

Mute/activate your microphone

Turns incoming sound off

End session (NEVER press this until ALL students are gone)

Press this for more features (see below)

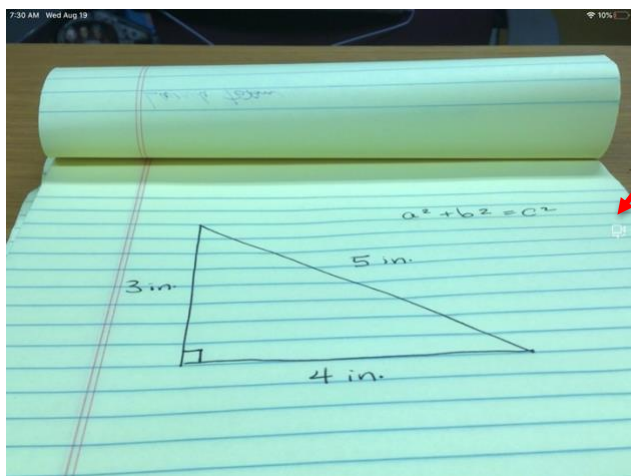


Do not record with a student in the meeting

A great support for second language learners

Share your screen, a PowerPoint, etc.

Minimizes distractions for the student



Flips your camera

A great way to draw, write, etc. an example or demonstration for the student