



Remote Teaching Hacks



Making students attendees not presenters

There have been some instances of students muting each other on Teams calls or messing around with the meeting settings, and this is because the default is to have all members of a meeting designated as presenters. However it is possible to change the settings to that only you, the teacher (or designated people if you are asking students to share their screens) have these rights.

The instructions are here: <https://www.lync.se/2019/12/teams-meetings-presenter-and-attendee-roles>
You can do this both for scheduled meetings and 'Meet Now' meetings

Recommended by: Grace Webb

Checking student engagement

Did you know... if you press Control-F in a class team and type in a student's name, you can find every post they have sent in the group messages.

This is really useful to find previous comments or check when a student last posted something, if you are using messages to check engagement. (CMD-F on a Mac).

Gallery View on Apple devices

A few teachers and students have reported being unable to get Gallery view on Teams on their apple devices.

This is usually because they are accessing Teams through the web browser. The SDLs have reported that if you download the Teams app they have then been able to select Gallery view.

Pressing enter to start a new line

I am sure most people have discovered the solution to this, but it is Shift-Enter for a new line, Enter posts the message.

It might be worth telling students who don't seem to know this – it will prevent them sending five messages instead of one!

Sharing an image or a screen shot quickly

If you want you share an image or screen shot a section of a webpage, rather than inserting it into a Word document or PowerPoint and uploading it, which takes a bit of time, the **screen clipping function** will work if you want to paste something into Teams messages.

Go to the page/image you want, and press **Windows-Shift-S**. The screen will darken and the options to select a box, draw round the images, copy the whole window or copy the whole screen. Select which you want, copy the relevant information and it will then automatically be saved onto your Clipboard. You can then go to your Team and Control-V (paste) it into the message.

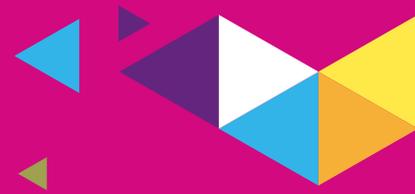
Sharing your screen

There are two ways to share your screen in Teams. If it is a document you have had open recently from OneDrive or Sharepoint (not your own C drive) when you click on the sharescreen icon it should come up as an option to share this document. The alternative is to share your Desktop.

If possible, use the first way as this means they can only see the document you want them to – if you then need to go to other screens whilst they are working e.g. checking your email whilst they complete a task, they will only see the document/presentation you shared rather than whatever is on your screen.

Recommended by: Elizabeth Charlton

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Increasing engagement in discussion

We have probably all had those moments where we ask a question, no student unmutes and you sit wondering if they have even heard you! Here are a few ideas that might increase engagement:

- If you are 'cold calling' a particular student to answer a question, say their name before asking the question. It gives them more time to unmute and stops them saying 'sorry, what was the question again?' once they realise they are expected to answer!
- Use the chat box to pose a question and ask everyone to type an answer in – but not to press enter and send it (unless you want a response from everyone in the class). Then you can ask specific students to respond by pressing enter, and everyone else can see their answer. This is great if the sound quality is not good, or if you have some shy or reluctant students who don't want to unmute.
- If you are presenting a PowerPoint, you could encourage students to type any questions about the content or their learning in the chat box as you are going along. Often when you finish presenting and ask 'any questions' you are faced with silence, but this may be that they have forgotten or lack the confidence to ask – this is much lower stakes and could be a nice plenary to the lesson.
- Make it a game – do 'fastest finger' style questions – e.g. who can work out/remember the answer to this question AND type it the quickest... might get greater engagement.

Online Whiteboards

<https://whiteboard.fi/>

You can open a room and allow all students to have their own whiteboard, which they can write type on. It worked really well for a quick assessment of understanding, I could pose a question and in real time, see all their responses.

Students liked it and found it really useful. It also allowed me to give quick personalised comments and intervention as they were writing.

As close to circulating the room as you can get remotely!!

*Recommended by:
Craig Roberts*

A suggestion for online marking

This only works with a touch screen ipad or laptop for marking.

Ask the students to upload the work onto the Word App on their mobile phone:

1. Take a photo of each page using the mobile phone camera
2. Open a blank document in the Word App, click the icon that looks like an 'A and a pen' sign, then click Home to get to Insert
3. Select Pictures to choose the picture to be inserted
4. Tap on screen to ensure the cursor is at the top left corner, then click Home to Insert a new page.
5. Click Insert and choose another picture and so on.
6. Save the Word document into the school OneDrive.

If students do not have the Word App on mobile phone, they can upload their work via email:

1. Take a photo of each page using the mobile phone camera.
2. Send the pictures to the email.
3. Open the email on the desktop, right click to save the images onto the desktop as a jpg file. 4. Open a blank Word document, click Insert Picture to get the picture file into Word.
5. Repeat to insert all the pages into the same Word document.

Once students have submitted their work to Assignments, click Open in desktop App. Use the Draw tools (touch screen) on Word to start marking.

Recommended by: Susanna Yong