**How to use this checklist**

This checklist is designed to be a quick guide to help you get started with Microsoft Teams Meetings for teaching. The checklist includes links to useful resources and tools. Please use this checklist as starting point and add to, and personalise the list based on your session requirements.

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|  Session preparation  | **✔** |
| **1. Equipment required** |  |
| * An internet-connected computer with the [**Microsoft Teams Application**](https://www.microsoft.com/en-gb/microsoft-teams/download-app) installed, or the recommended browser [**Google Chrome**](http://www.google.com/chrome/index.html) installed
 |   |
| * Headphones with microphone to avoid audio feedback
 |   |
| * Webcam (if you wish to be seen by others)
 |   |
| **2. Create a new Teams meeting through your Outlook Calendar or the Teams application**See guide [**Teams Meetings: Setting up a meeting**](https://sites.reading.ac.uk/tel-support/2020/03/11/online-meetings/) |   |
| **3. Make the meeting link available** for your participants (e.g. as a link on Blackboard) **–** [**Make sessions available to students**](https://sites.reading.ac.uk/tel-support/2020/09/17/setting-up-online-interactive-sessions-for-students/) |  |
| **4. Choose your meeting options**Decide what students joining your session will be able to do. See guide [**Teams: Controlling who can present in a meeting**](https://sites.reading.ac.uk/tel-support/2020/06/26/ms-teams-controlling-who-can-present/) |   |
| **5. Send session details and instructions to participants** Via a Blackboard announcement or email.Include the following: |   |
| * Session date and time
 |   |
| * Joining instructions and include participate resources for using Microsoft Teams
 |   |
| * Check if participants have accessibility needs
 |   |
| * Etiquette – outline your expectations for online session conduct
 |   |
| **6. Send instructions to Guest speakers** (if applicable)See guide: [**Invite Guests to a Session**](https://sites.reading.ac.uk/tel-support/2021/03/30/inviting-guests-to-a-teams-meeting/) |   |
| **7. Practice** **using Teams features in advance** Create a meeting for yourself, or use the “Meet Now” option to open a session to familiarise yourself with the controls |   |
| **8. Prepare your session materials including:**  |   |
| * Create a detailed session plan include timings and moderator roles
 |   |
| * Resources such as slides, quizzes, graphics, links to videos etc.
 |   |
| * Etiquette and session instruction information
 |   |
| * Check accessibility requirements as required.  See guides - [**Teams Meetings: Accessibility**](https://support.microsoft.com/en-us/office/accessibility-tips-for-inclusive-microsoft-teams-meetings-and-live-events-fa0cb694-0fcd-4019-b67c-8270ea4e0c54)
 |   |
| * Create any poll questions with accompanying slides – [**Polls in MS Teams**](https://sites.reading.ac.uk/tel-support/2020/12/17/polls-in-microsoft-teams/)
 |   |
| **10. Enlist help (if applicable)** – having an assistant to text chat and answer participant questions during the session is recommended |   |
| **11. Book a quiet space** with wired internet (preferred) or Wi-Fi connection to hold the session |   |

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| Up to 30 minutes before the session | **✔** |
| **12. Join the session at least 20 minutes before** the scheduled start time.  Tip: mute your audio /mic before until you start the session. |  |
| **13. Clear your screen** of applications / private documents not needed for the sessions (especially important if sharing your screen) |  |
| **14. Load your slides and resources to the session space (via Teams)**See guide - [**Teams Meetings: Share Content**](https://support.microsoft.com/en-us/office/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8) |  |
| **15. Settings checks**  |  |
| * Is your microphone, video and audio working? (you will be prompted to check these when you first join the session.  For more information see – [**Teams: Device Settings**](https://support.microsoft.com/en-us/office/manage-audio-settings-in-a-teams-meeting-6ea36f9a-827b-47d6-b22e-ec94d5f0f5e4)
 |  |
| * Check you have given presenter rights to any co-moderator and/or guest speaker
 |  |
| * Choose whether you want participants to be able to speak or be seen in the session
 |  |
| * Check participants can enter a scheduled session early to carry out their checks
 |  |
| **16. Welcome message** - provide a slide with the session start time and participant instructions to check their settings and equipment.    |  |

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| At the start of the session | **✔** |
| **17. Greet participants** as they join the session via text chat or audio |  |
| **18. Remind** participants to **test their microphone and speakers** |  |
| **19. Give a brief overview** of the Teams interface and how to use it during the session, including using to text chat and icons (i.e. raise hand) |  |
| **20. Remind participants the session will be recorded** (if applicable) and that the recording maybe viewed by people who have not taken part in the session. |  |
| **21. Start recording** (if applicable) - [**Teams Meetings: Recording Sessions**](https://sites.reading.ac.uk/tel-support/2020/04/03/ms-teams-making-a-recording/) |  |
| **19. Guide participants throughout the session** and remind them how they can interact and locate features on the Teams interface |  |
| **20. Set up your breakout rooms** once all participants have joined (if applicable) – [**Teams Meetings: Breakout rooms**](https://sites.reading.ac.uk/tel-support/2020/12/17/breakout-rooms-in-microsoft-teams/) |  |

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| **End of the session** | **✔** |
| **20. End the recording**  |  |
| **21. Get participant feedback** – post a slide / poll / or survey link at the end of the session (if applicable) |  |
| **22. Save a copy** of the whiteboard pages and chat (if required) |  |

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| **After the session** | **✔** |
| **23. Session capture** – Remind students that session recordings are available and where to find them – [**Accessing Recordings**](https://sites.reading.ac.uk/tel-support/2020/06/17/ms-teams-share-a-recording-using-ms-stream/) |  |
| **24. Future improvements -** note ‘what went well’ and ‘what could be improved for future’. Add your notes and changes to this checklist. |  |