

# Microsoft Teams Calls



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## Moving F2F Professional Development to Teams

### Content Audit

A whole day F2F PD is a big ask online (especially if people aren't used to Teams) so think about what the essentials are and what could be shared in other ways. It may mean the day is shortened and has additional, shorter breaks throughout.

### Variety

If possible, avoid being the lone 'talking head' of the PD. Having time for input from others (with cameras on) – either as conversation or ask someone to present some aspect of the day. External presenters you may have planned for can still go ahead – just add them as a Guest via a calendar invite.

### Interactive

Think about ways to make your online PD interactive – for example...Poll Everywhere, ask participants to share screens to share ideas/demo, use whiteboard in Teams for group collaboration etc. Think too about what you can do with a Staff PL Notebook embedded in the Team that the call is in.

### Breaks

You'll need to build in short breaks outside the standard break times, so people can stretch/move and to help with concentration levels. Consider a shorter day overall too (especially if you're not covering as much content as intended).

### Networking Time

We all appreciate the time to network during PD. This can be done by using different channels for different topics of interest, via conversation or a separate Teams call in each channel. Set a time limit and keep the main Teams call going for people to return to afterwards. You can be in multiple calls at the same time.

### Resources

Share resources (including the agenda) in the files section of your Team where the call is occurring for easy access by everyone in the call. Create a tab at the top of your Team channel for anything you want people to access regularly/easily during your call

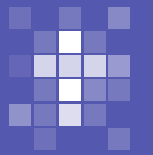
### Meeting Notes

Maximise the Meeting Notes function in a Teams call to keep a record of the things discussed/action necessary. You may also like to consider setting up Planner as a tab in your Team to create actions for people to attend to as a result of your PD.

### Support

Ask a colleague for help to run the PD online, as your facilitator. They can monitor chat, check that you're sharing your screen properly, record the sessions etc. You may also like to appoint other roles to keep people involved – notetaker, timekeeper etc.

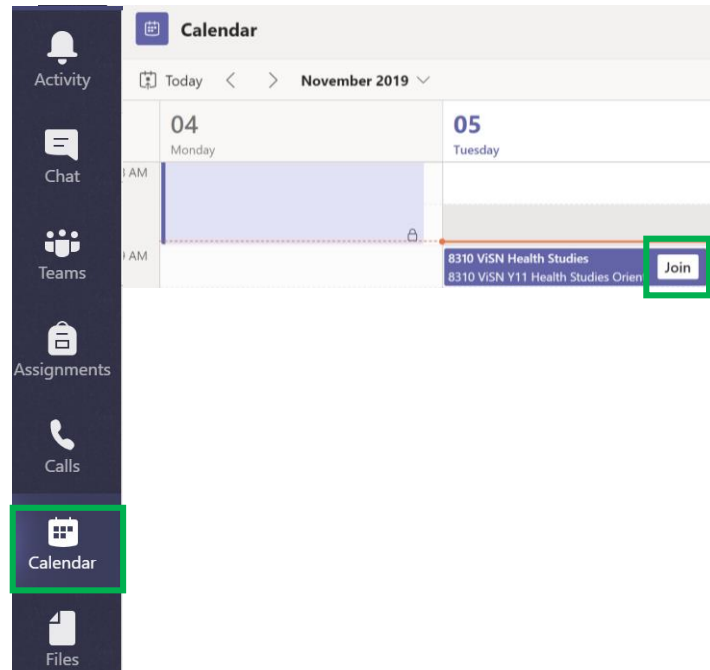
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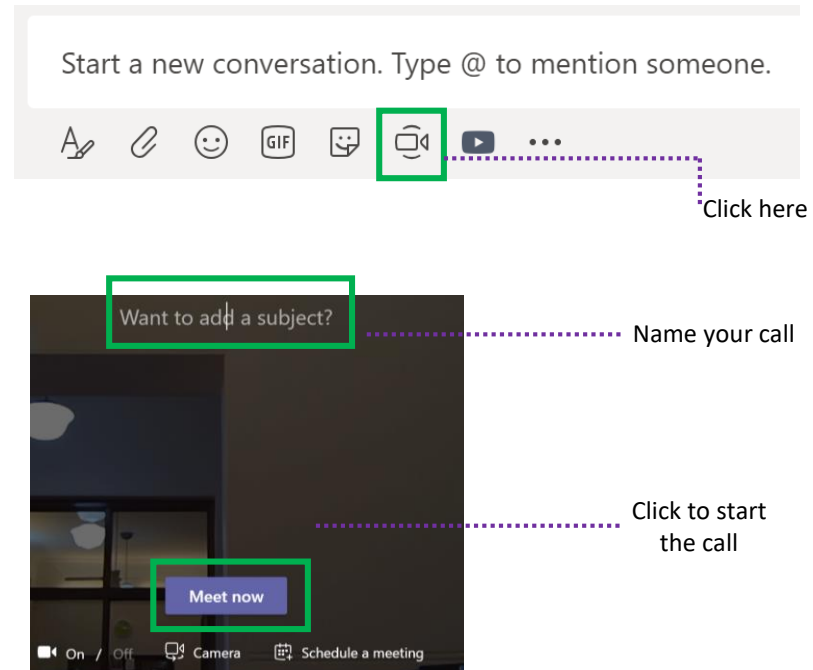
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## Quick Start Guide

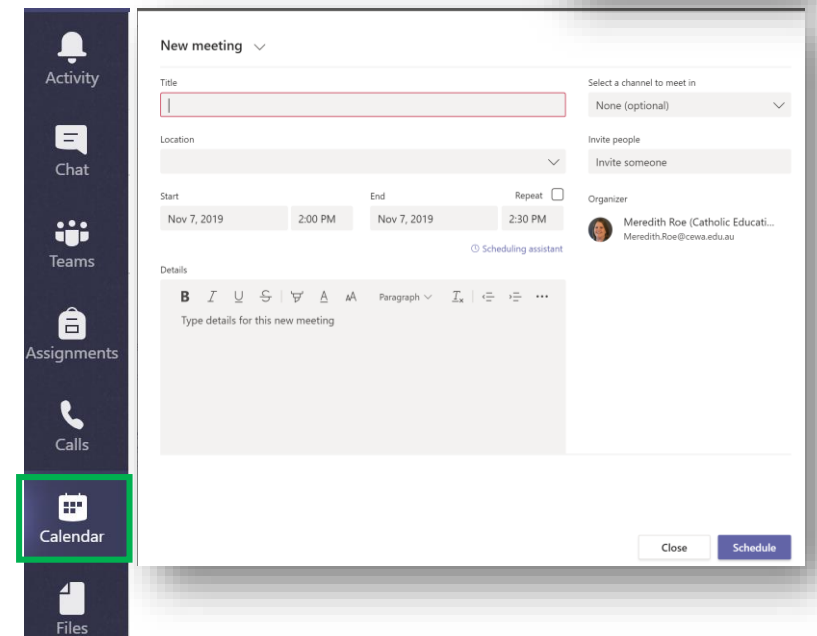
### Join a call



### Start a call



### Schedule a call



Join a call that is already scheduled, from your calendar

Start an impromptu meeting, from the conversation bar

Schedule a call from your calendar by clicking on New Meeting

# Microsoft Teams Calls

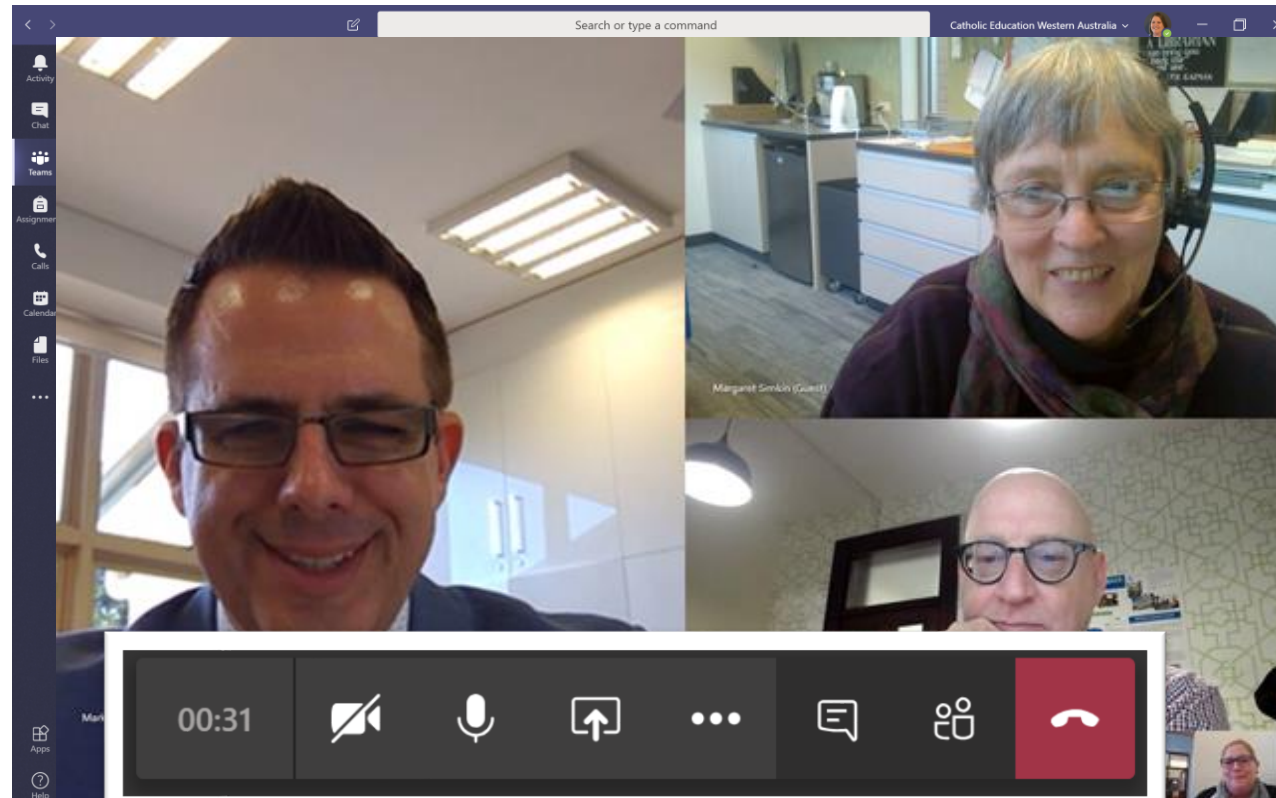


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Once in a Teams Call



- Show device settings
- Show meeting notes
- Show meeting details
- Enter full screen
- Blur my background
- Keypad
- Start recording
- Turn off incoming video



★ Camera on/off

★ Mic on/off

★ Screen Share on/off

★ Chat

**People**

Invite someone or dial a number

Currently in this call (2)

- Meredith Roe (Catholic Educ... ★
- Kahli O'Dea

Click on 3 dots next to a name to mute or remove someone from the call

★ Important functions

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## Effective Teams Calls

### Cameras On!

Insist that all participants in the call have their camera turned on, including yours! It humanizes the experience and allows you to monitor body language more effectively.

### Speakers on Screen

If you have more than 4 participants on a call, you will see 4 faces on screen and the rest as initials/avatars at the bottom of your screen. To "promote" someone to the 4 on screen, they need to speak (ask them a direct question).

### Muting Etiquette

Get participants into the habit of muting their microphones if they're not speaking, to minimize background noise. Encourage them to take their microphones off mute if they want to participate/ask a question at any time.

### Chat Open

Get participants into the habit of opening the chat function (click on the 'comment' icon at the bottom of the screen) at the start of each call so they can easily add/respond to a message there during a call.

### Turn Off Notifications

Prevent emails and other notifications popping up on your screen while you're sharing it with others on a call and/or recording your call! Each device is a little different so find out how to do this on yours, before your first call.

### Questioning

Asking questions that are not directed at someone specifically will result in silence, e.g. What do you all think? Try instead "Nicole, what are your thoughts?" (and go around the group).

### Establish Netiquette

Just as you would in a F2F environment, take time to clarify the Teams Calls 'norms' you would like all participants to follow e.g. muting your mic if not speaking, blurring backgrounds, not having separate chats with other participants during the call.

### Be Brave!

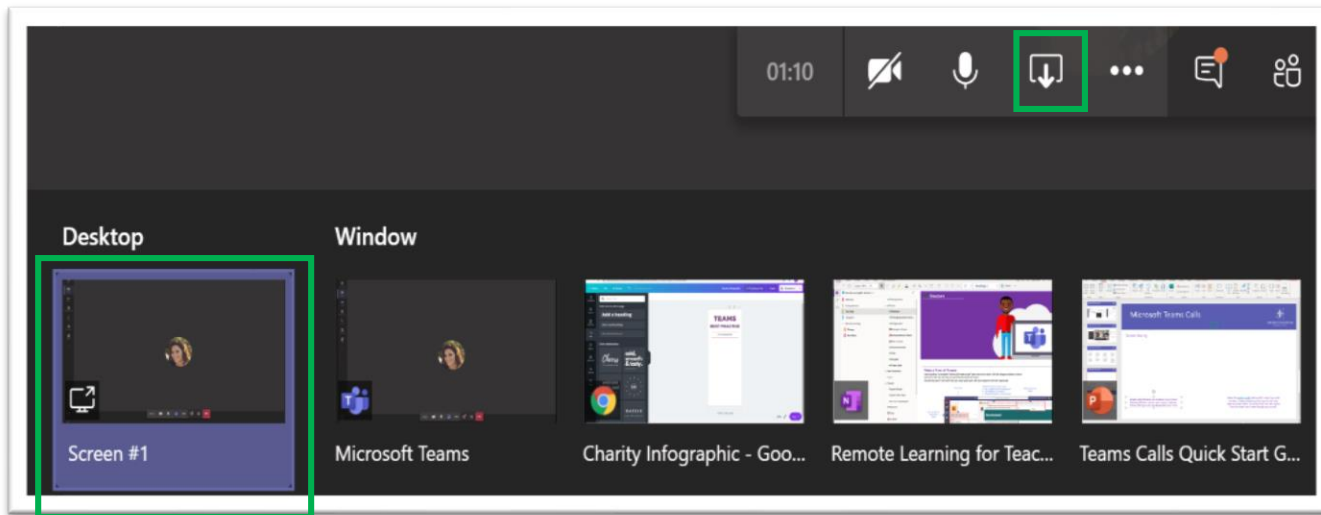
Be creative about how you use your Teams call time. The less 'talk and chalk' and the more interactive (e.g. Poll Everywhere) your time is, the more participants will get from it. Also allow time at the start for participants to have a chat, as you would at the start of a PD – it helps people connect and feel comfortable online.

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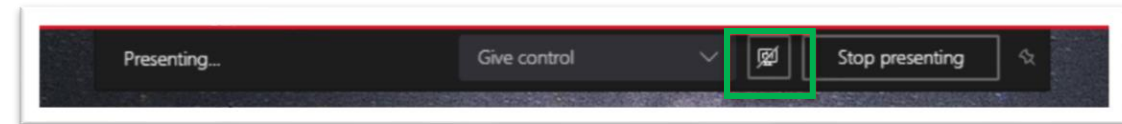


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## Screen Sharing



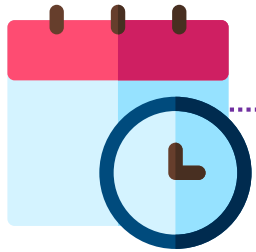
Once you select the screensharing icon, always select Desktop as this allows you to move between different screens open on your desktop, without having to share/unshare/share each time.



Select the [System Audio](#) icon (PCs only) once you have shared your screen (hover at the top of your screen) if you wish to share a video/something with sound at the time that you screen share. If you don't do this, then sound from the video won't come through on your call.

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## Reminders



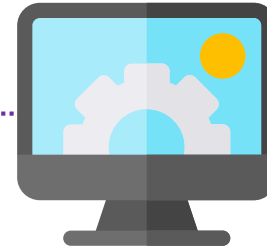
Be on time to  
start the call



Add a sign to  
the door  
(so you're not  
disturbed)



Wear your headset  
(better sound for  
participants)



Blur your  
background  
(easier for  
participants to  
focus)



Record your call (to  
refer back to or for  
those who couldn't  
be on the call)