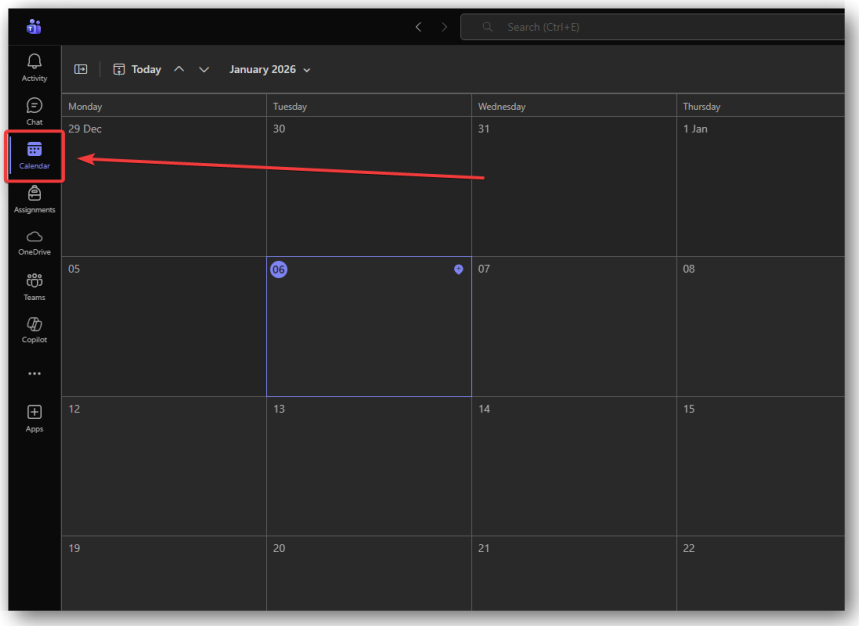
Schedule a Form Group Teams meeting

IMPORTANT – When running a class meeting, you do not need to have your camera on. If you do and particularly if you are offsite, please ensure that:

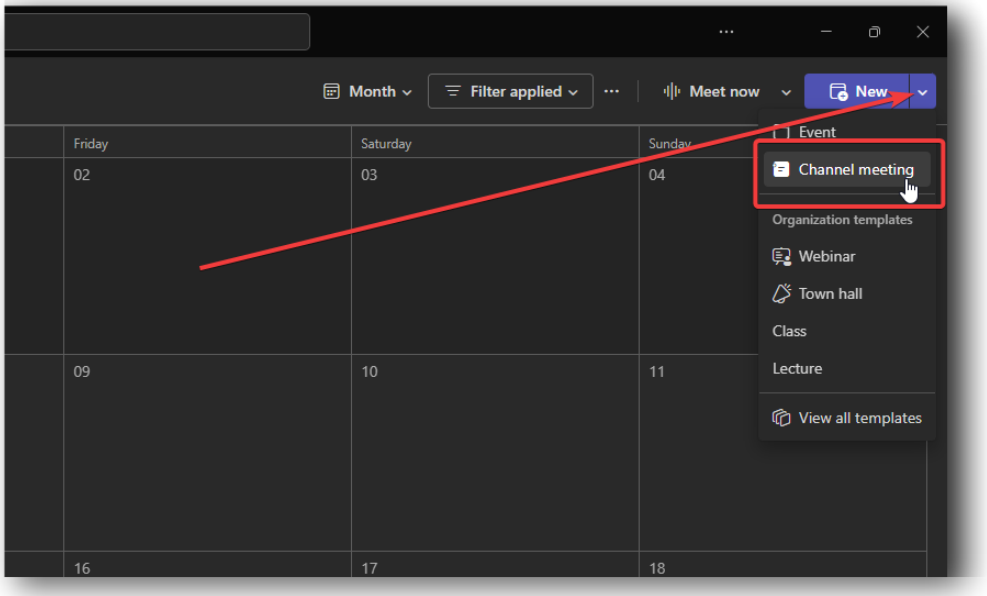
- Your background is set to blur or an alternative.
    - You can set this before joining the meeting next to the video enable button by selecting the “Background filters” button.

- You should enable your microphone so that you can speak to the class.
    - Note that if you have a “camera” disable switch on your laptop web camera, it may also disable the microphone. If you cannot switch this on, check this switch.
    - For the meeting, please try to ensure you have a quiet space for the period to avoid distractions and background noise on the microphone.
- Almost all students in Years 7 – 11 will not be able to enable their cameras by default (there are a couple of students who have access for remote sessions). 6th form will be able to use theirs. It is recommended that most interactions with the group should be handled via the chat function.

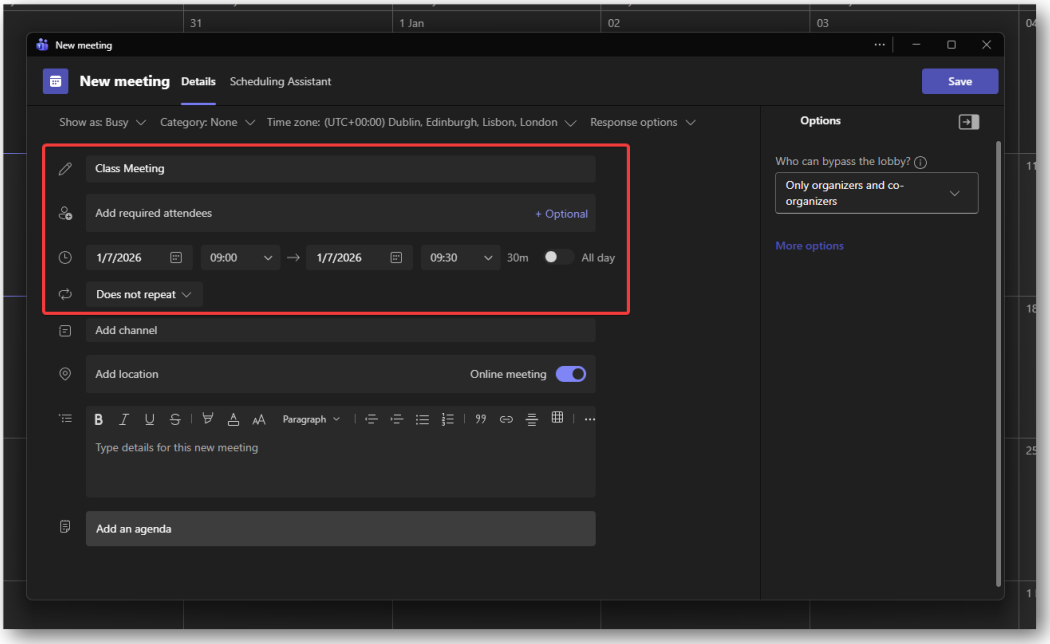
1. Open **Microsoft Teams** and go to the **Calendar** tab



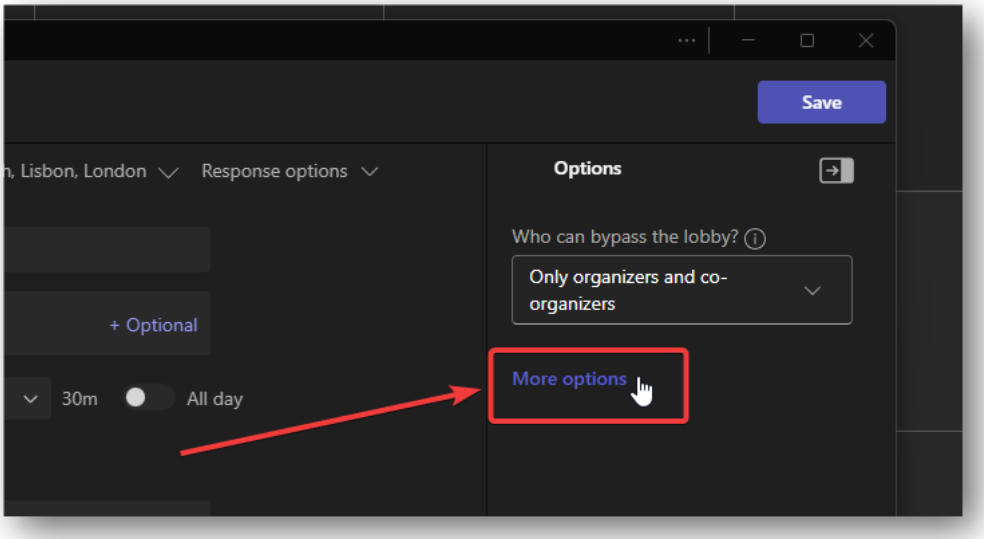
2. Click **New** > **Channel meeting**



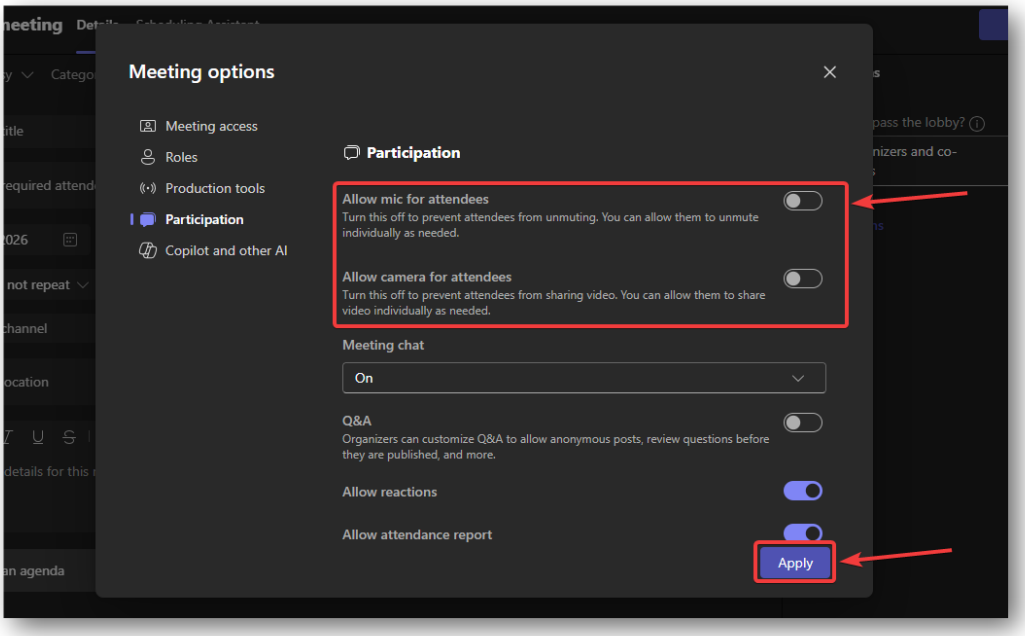
3. Add a title and schedule the meeting for the correct time and date



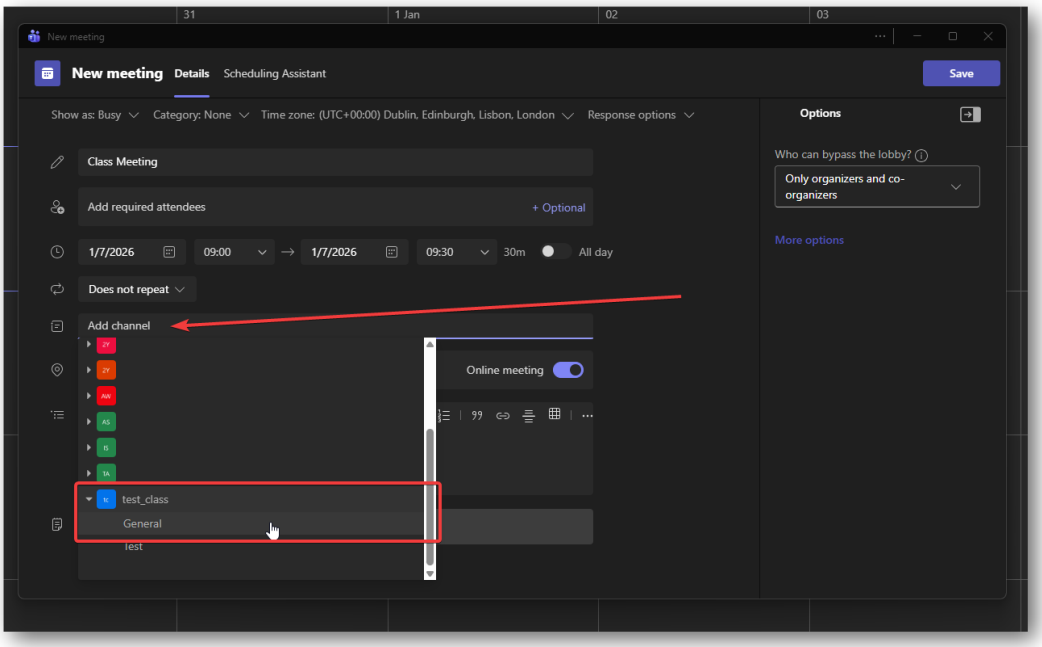
4. To change the meeting settings, click on **More Options**



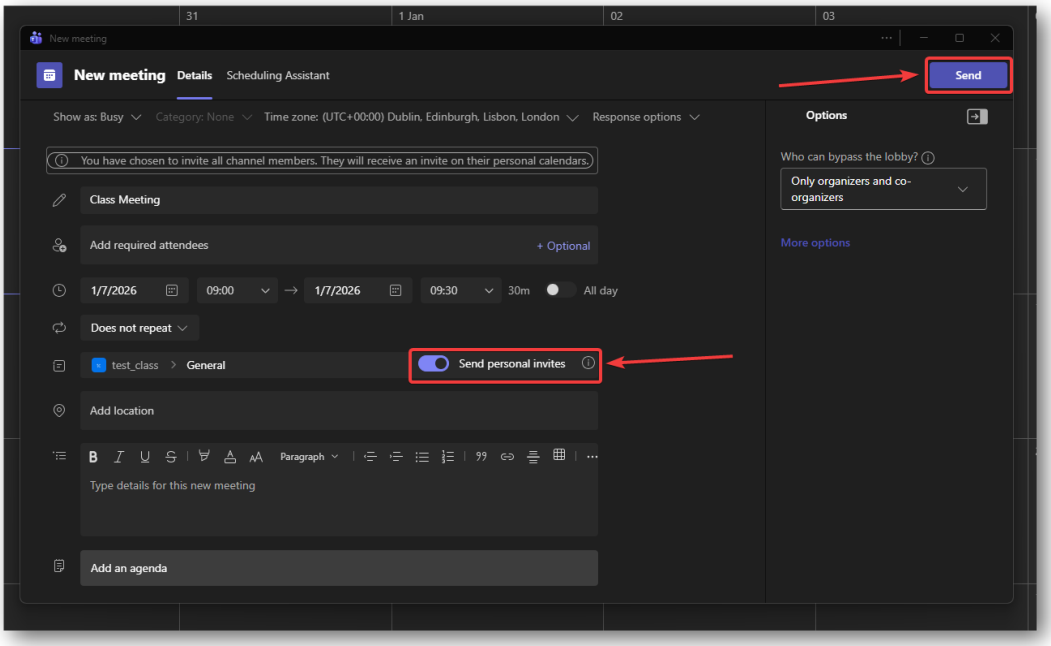
5. Scroll down to the **Participation** section, here you disable the microphone and camera for all attendees (you may individually unmute students during the meeting). Click Apply



6. In the **Add channel** drop-down menu, select your class Team and the **General** channel



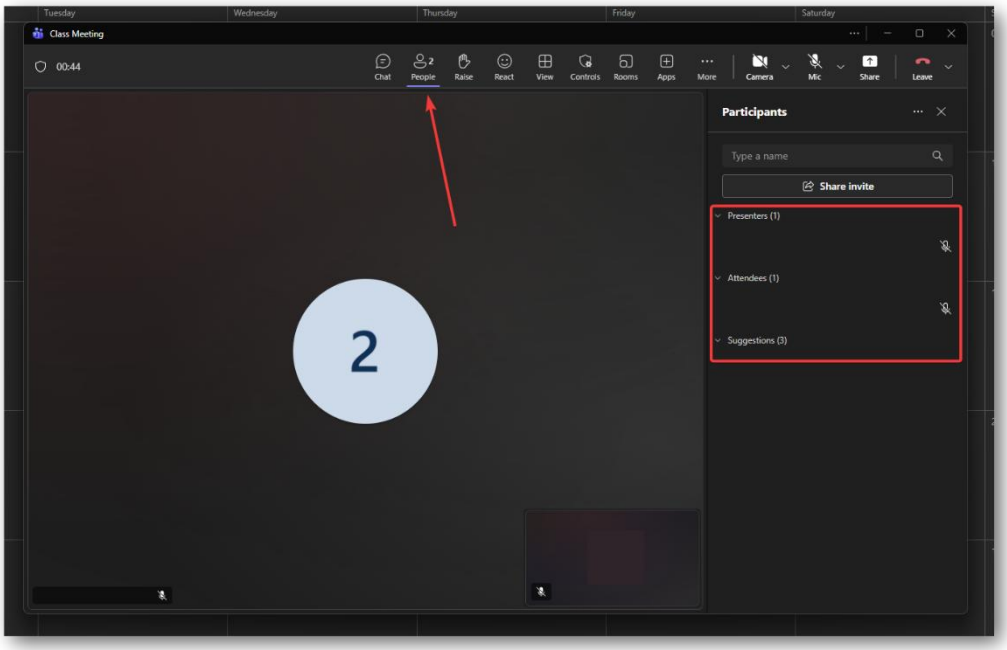
7. Select the **Send personal invites** option and click **Send**



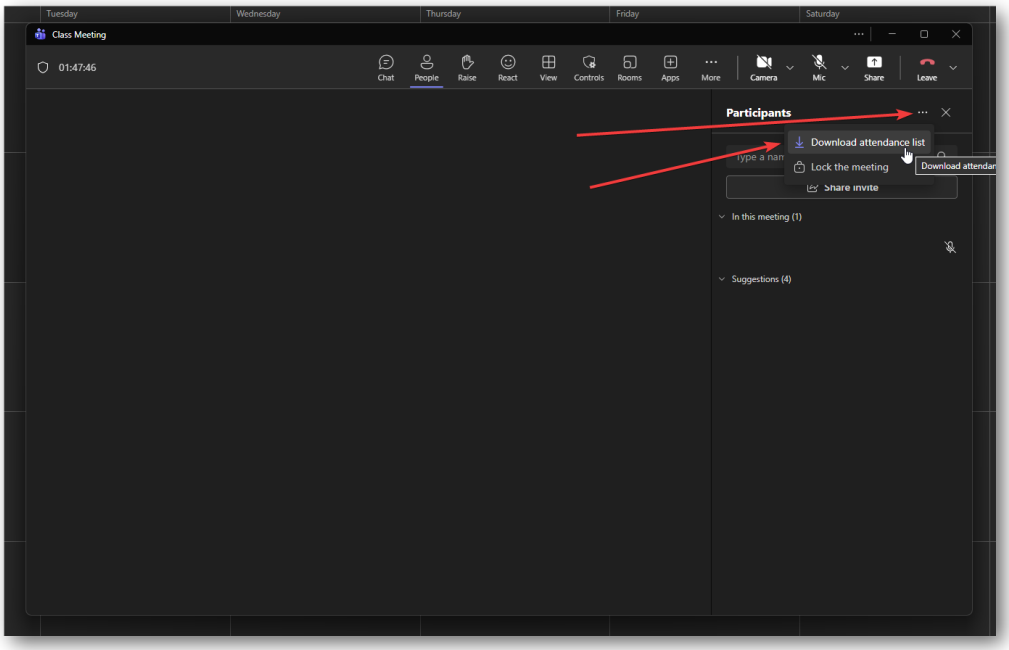
Attendance

To check attendance during the meeting:

1. Click on the **People** tab to see current attendees

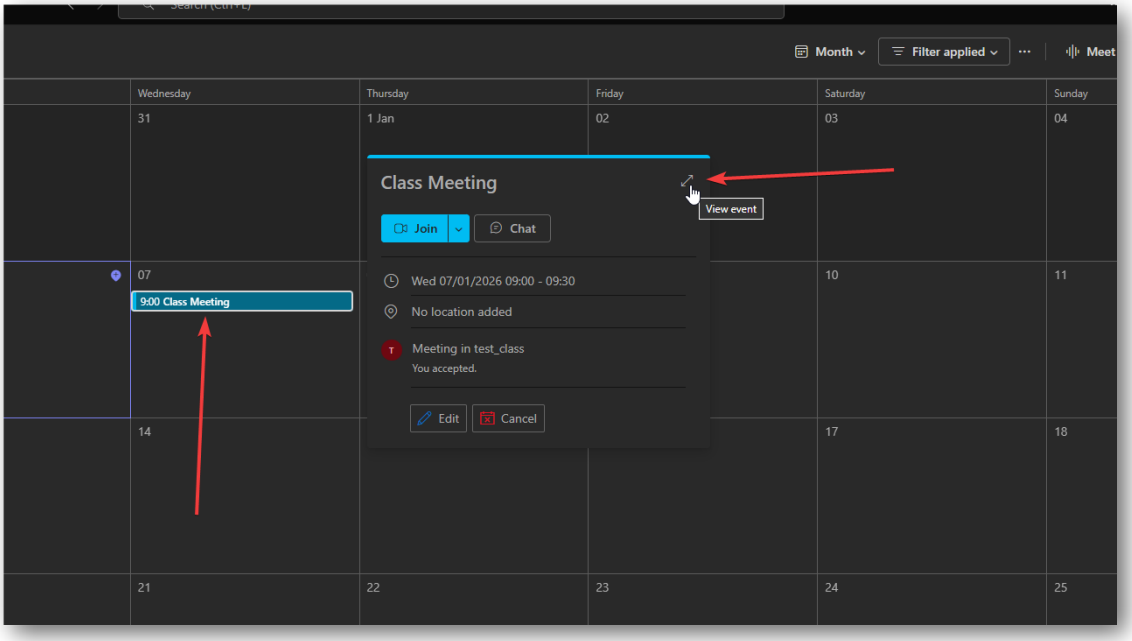


2. Optionally click on the three dots (...) to **Download attendance list**

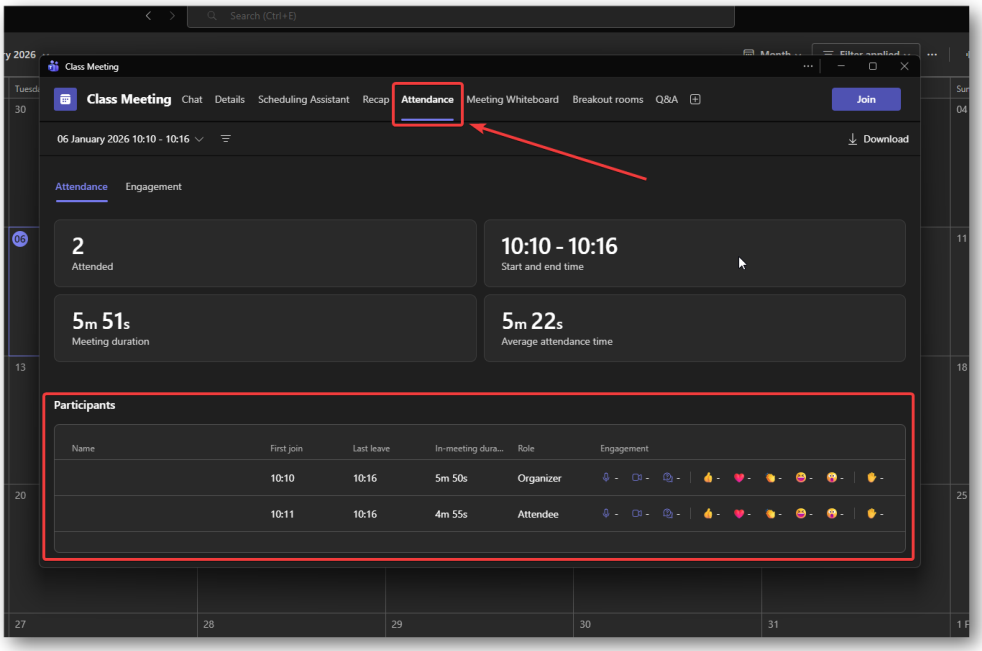
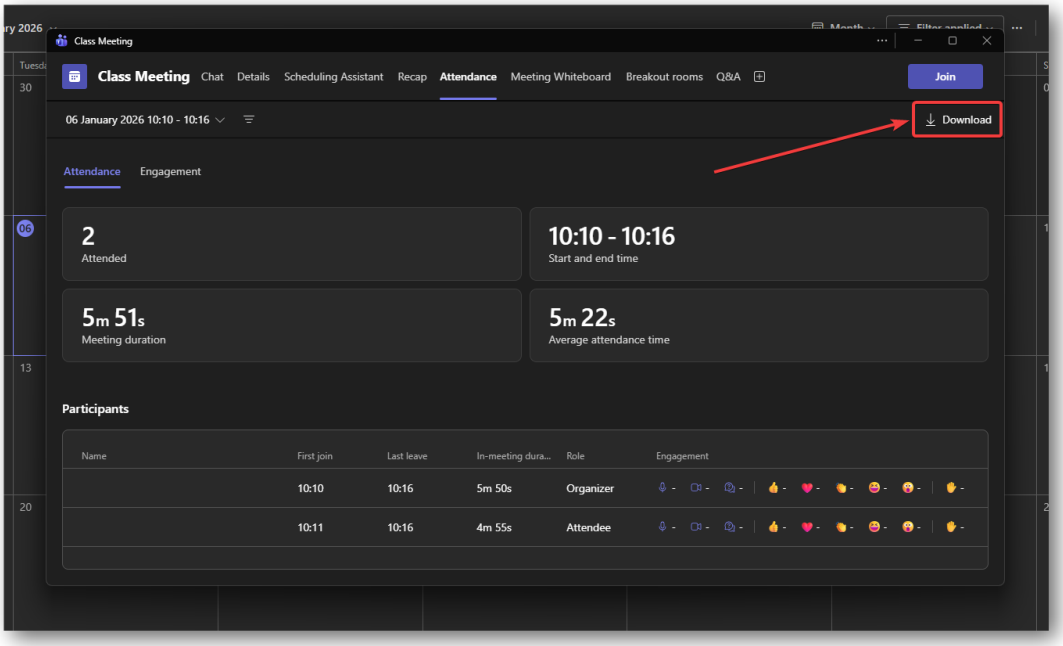


To check attendance after the meeting:

1. Go to the **Calendar** tab, select the meeting and click the arrow to **View event**



2. Select the **Attendance** tab to view



3. Optionally click **Download** for a CSV report