

# Schedule a Form Group Teams meeting

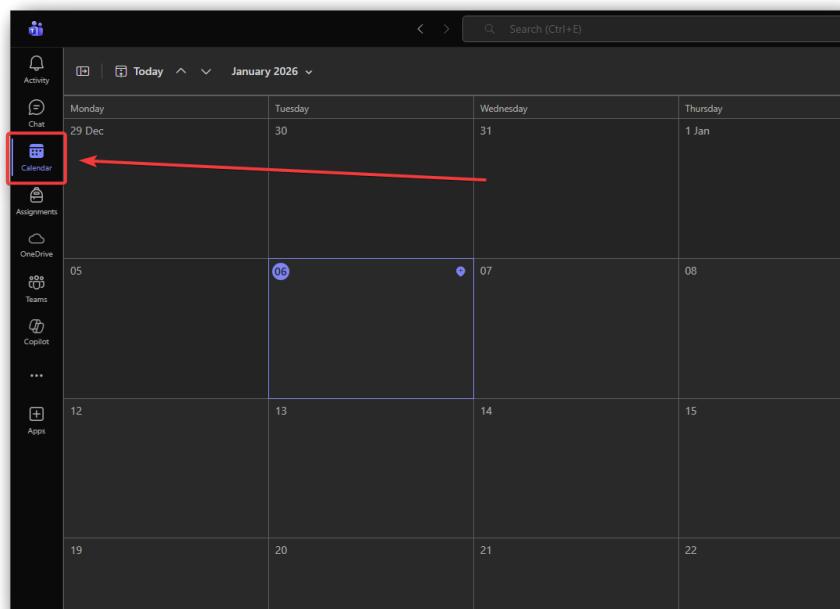
**IMPORTANT** – When running a class meeting, you do not need to have your camera on. If you do and particularly if you are offsite, please ensure that:

- 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.

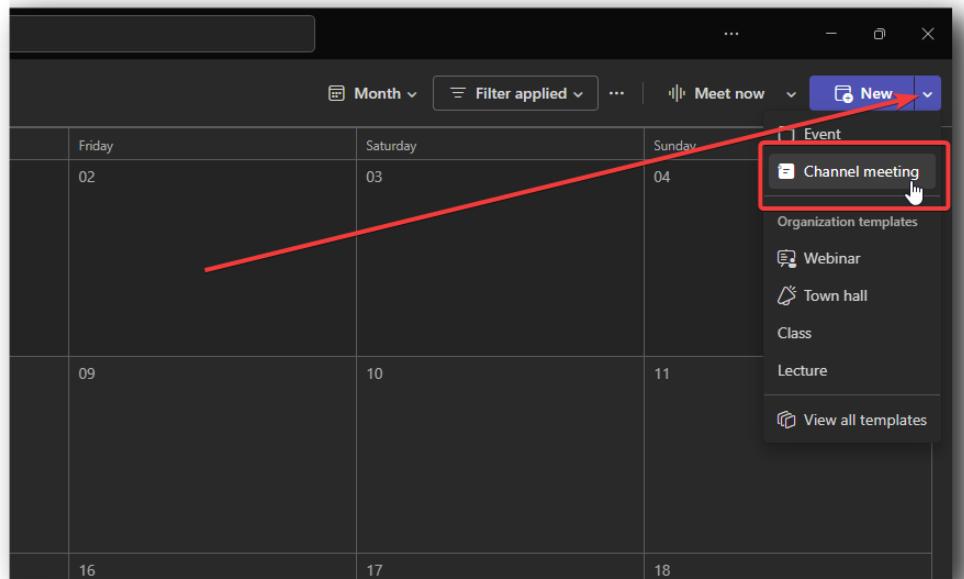


- You should enable your microphone so that you can speak to the class.
  - Note that if you have a “camera” disable switch on your laptop web camera, it may also disable the microphone. If you cannot switch this on, check this switch.
  - For the meeting, please try to ensure you have a quiet space 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). 6<sup>th</sup> form will be able to use theirs. It is recommended that most interactions with the group should be handled via the chat function.

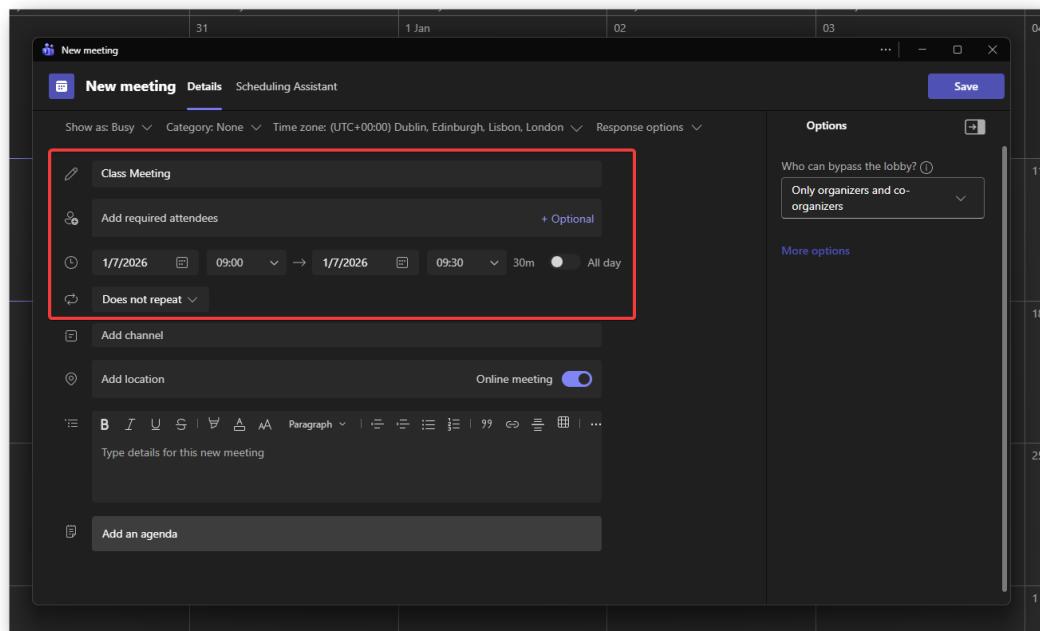
## 1. Open Microsoft Teams and go to the **Calendar** tab



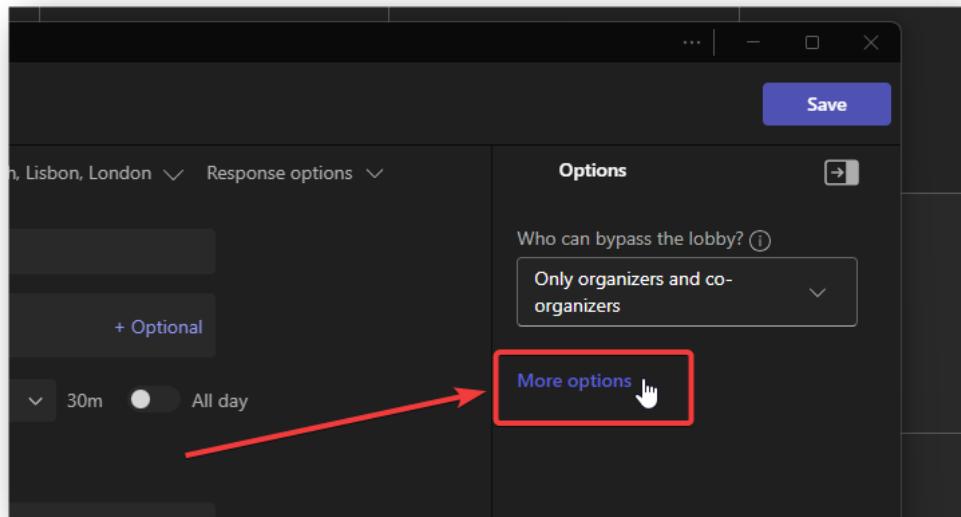
2. Click **New > Channel meeting**



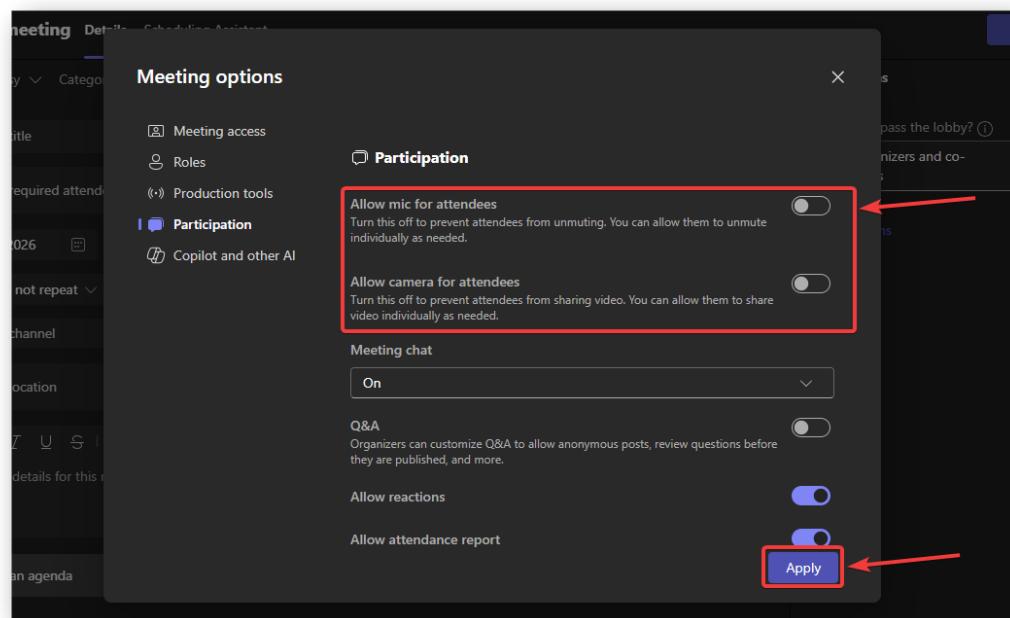
3. Add a title and schedule the meeting for the correct time and date



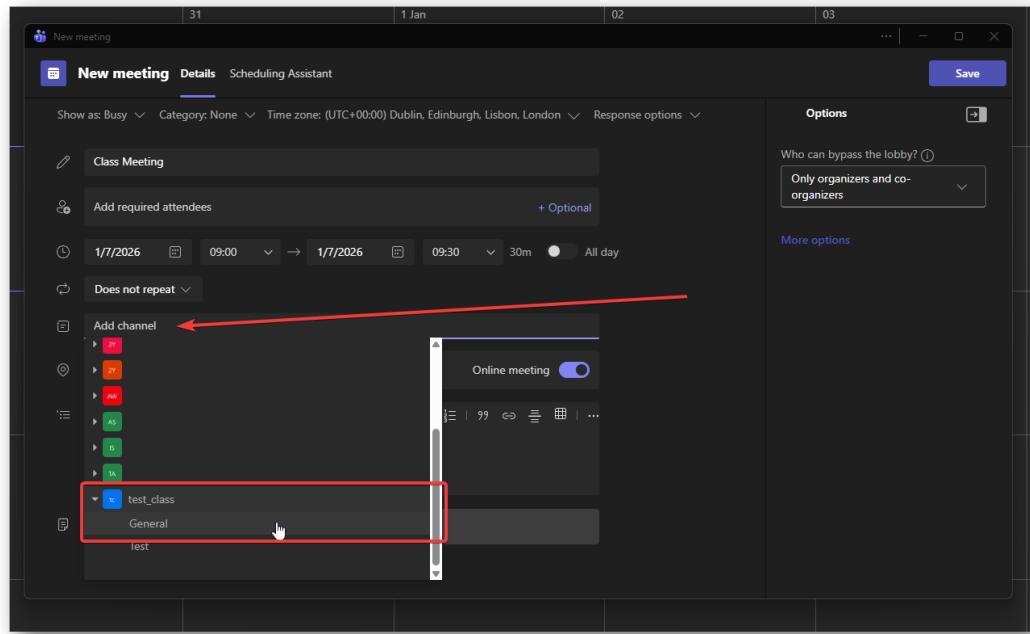
4. To change the meeting settings, click on **More Options**



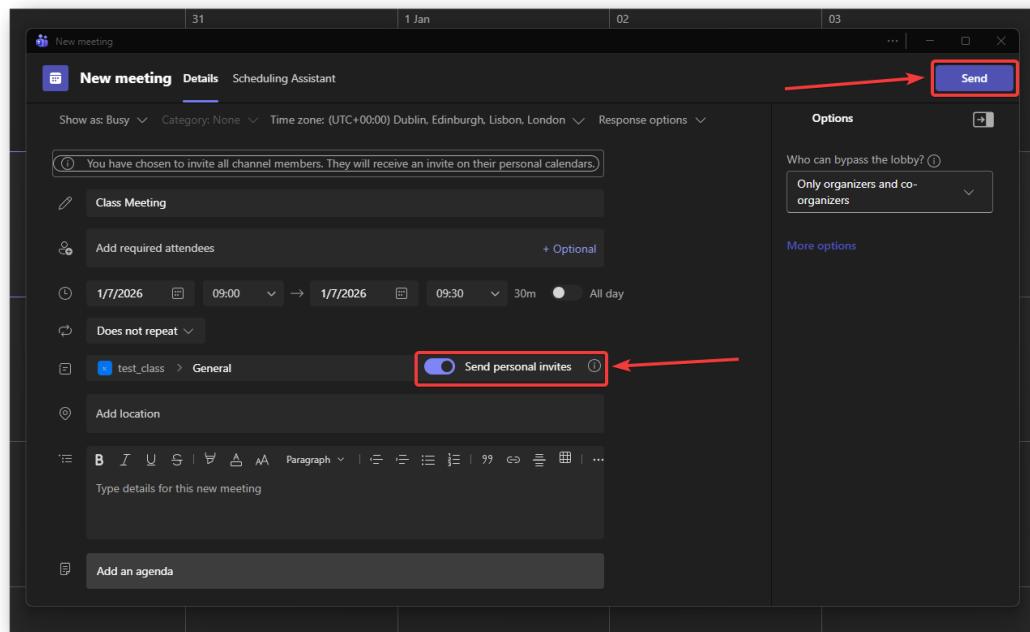
5. Scroll down to the **Participation** section, here you disable the microphone and camera for all attendees (you may individually unmute students during the meeting). Click **Apply**



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



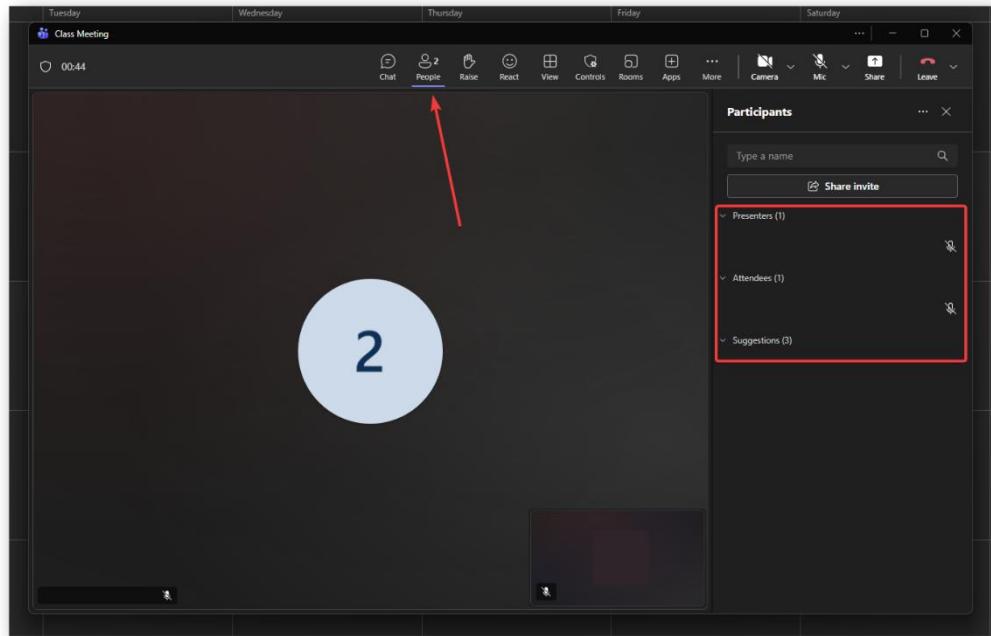
7. Select the **Send personal invites** option and click **Send**



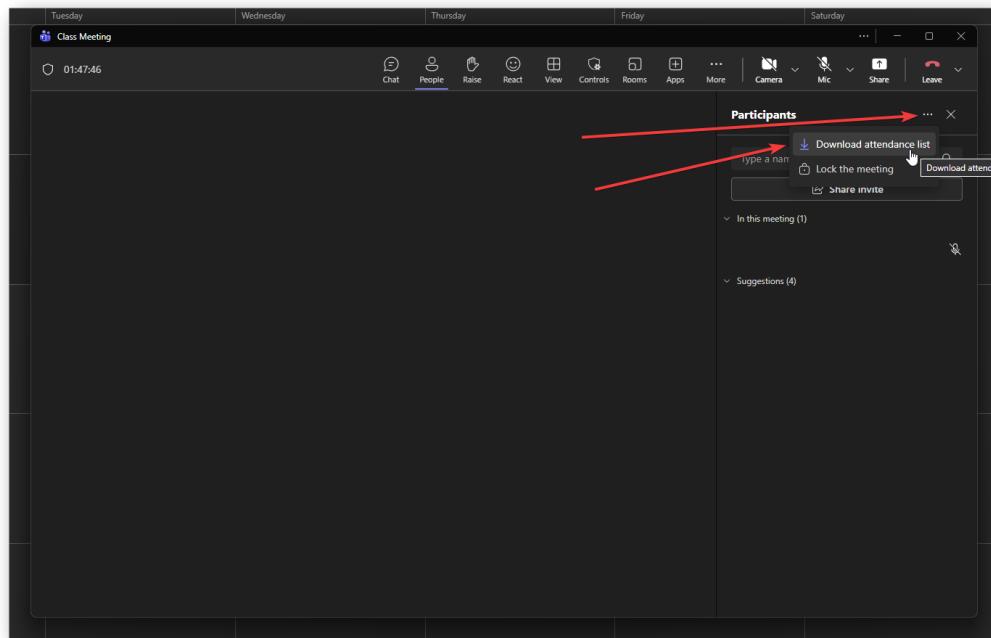
# Attendance

To check attendance during the meeting:

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

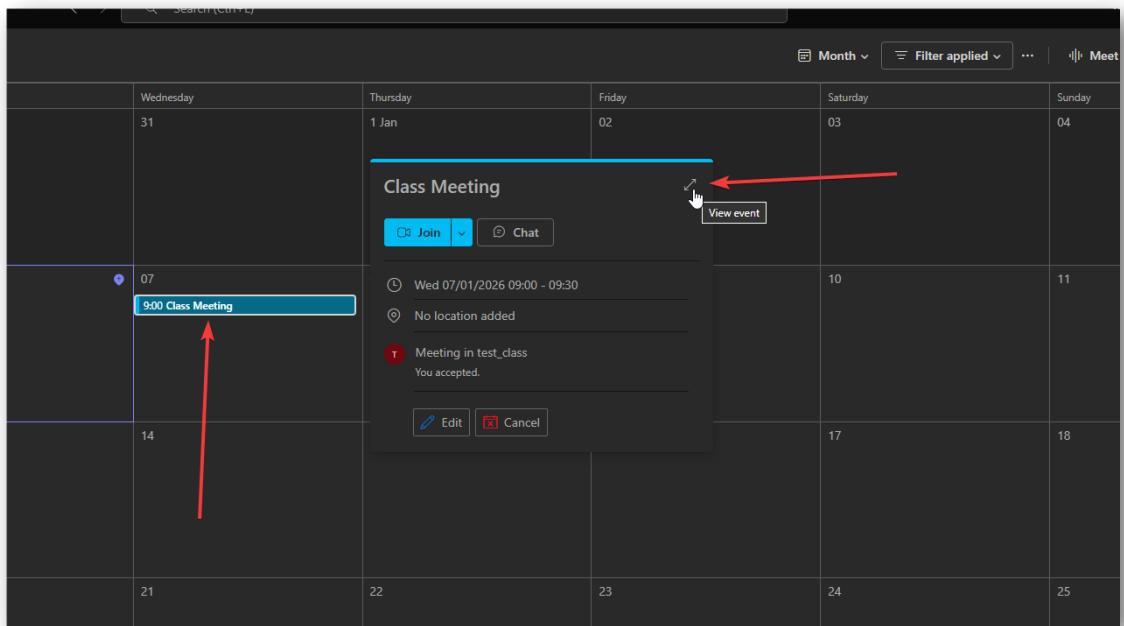


2. Optionally click on the three dots (...) to **Download attendance list**

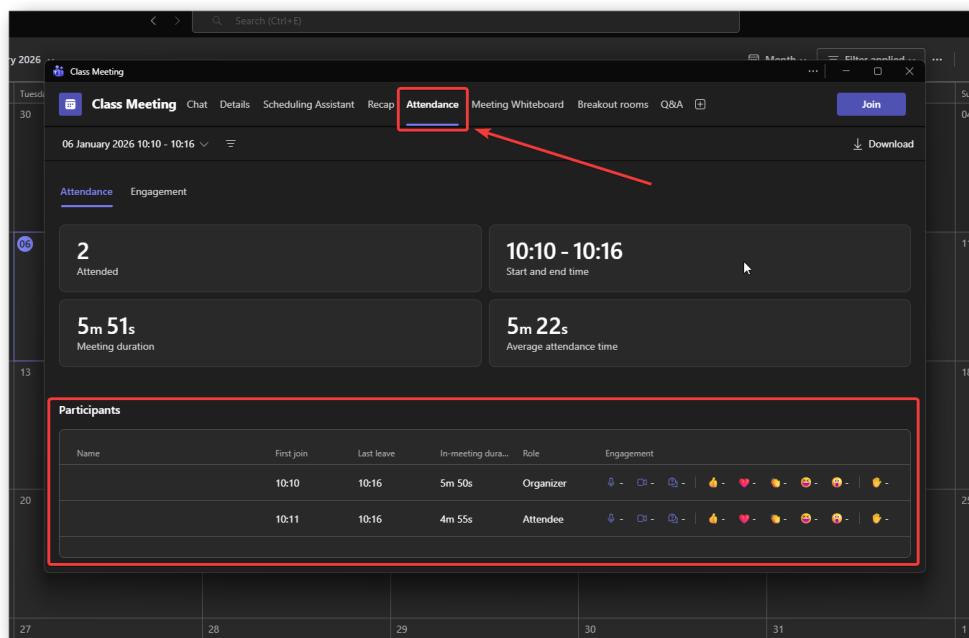


To check attendance after the meeting:

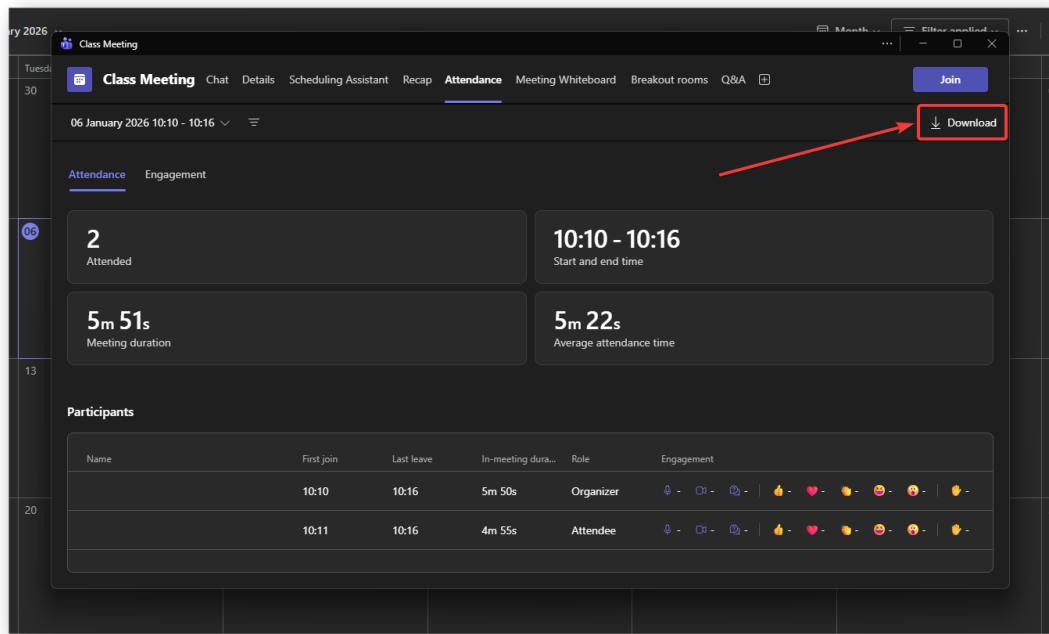
1. Go to the **Calendar** tab, select the meeting and click the arrow to **View event**



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



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



The screenshot shows a meeting summary for a 'Class Meeting' on January 6, 2026, from 10:10 to 10:16. The interface includes a sidebar with a calendar view showing the 6th of January. The main content area displays the following data:

- Attendance:** 2 attended.
- Start and end time:** 10:10 - 10:16
- Meeting duration:** 5m 51s
- Average attendance time:** 5m 22s
- Participants:** Two entries in the table:

Name	First join	Last leave	In-meeting dura...	Role	Engagement
10:10	10:16	5m 50s	Organizer	⌚ - 🎙️ - 🎧 -   🌟 - ❤️ - 🌟 - 😊 - 😊 - 🌟 -	
10:11	10:16	4m 55s	Attendee	⌚ - 🎙️ - 🎧 -   🌟 - ❤️ - 🌟 - 😊 - 😊 - 🌟 -	

A red arrow points to the 'Download' button in the top right corner of the main content area.