

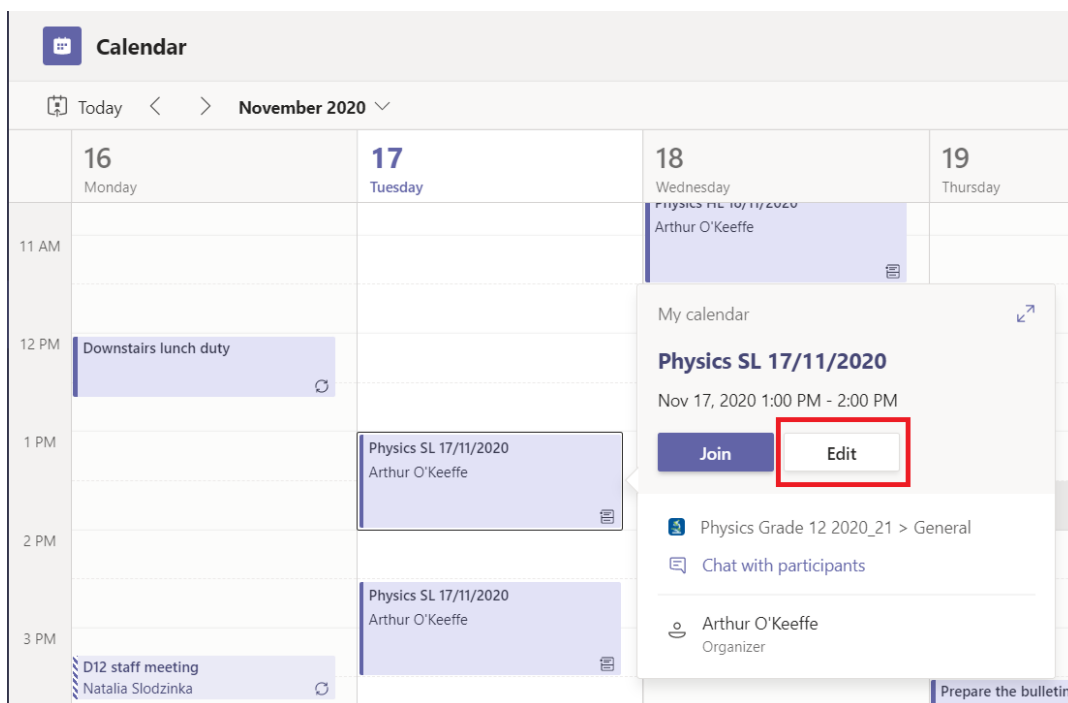
MS Teams important lesson settings

When conducting lessons via Teams lessons should be scheduled in the calendar. For simplicity, they can be scheduled to be recurring e.g. weekly, daily etc. Perhaps you prefer to start a new event each time. Either way, it must be scheduled in the calendar.

The default for any event is that everyone is a presenter. A presenter can mute anyone (even the teacher), remove other students and probably cause other hassle. Students are human and when they find a way to mess with the classroom environment, they will continue to do so until action is taken. Just like a normal classroom

Students should be attendees on a call. This can be done manually at the start of each call or as part of the meeting settings after a meeting has been arranged. I am going to explain the second option here.

1. First go to any scheduled lesson
2. Click edit.



3. Find and click meeting options

Physics SL 17/11/2020 Chat Details Scheduling Assistant

Cancel meeting Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb Meeting options

Physics SL 17/11/2020

Add required attendees + Optional

Nov 17, 2020 1:00 PM → Nov 17, 2020 2:00 PM 1h All day

Does not repeat

Physics Grade 12 2020_21 > General

Add location

4. Go to the dropdown 'Who can present?'

5. Choose 'Only me'

Physics SL 17/11/2020

November 17, 2020, 1:00 PM - 2:00 PM

Arthur O'Keeffe

Meeting options

Who can bypass the lobby? Everyone

Always let callers bypass the lobby Yes

Announce when callers join or leave Yes

Who can present? Everyone

Allow attendees to unmute

Everyone

People in my organization

Specific people

Only me

6. Save

7. Repeat with all other scheduled lessons. You should click on every event you have scheduled on your calendar and ensure you are the only presenter

8. You could also consider making your lessons recurring so that you only need to apply these settings once