**Psychiatry Training Course/Psychiatry CPD 2021-22**

**Guidance to trainees for online teaching with Microsoft Teams**

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Summary overview

Due to covid-19, course teaching is online, usually via Microsoft Teams. The format is usually like having a meeting on Teams (with Susan inviting you and the lecturer to the session), and the lecturer sharing the screen to show the presentation, with you being able to, eg use the raise hand function to ask questions, or type a question in the chat area (if you have access to this). Some lecturers may use alternative approaches to online teaching.

We have chosen Teams as the main format because it is likely to be relatively familiar to most trainees and lecturers, is integrated into university systems, and approved by Trusts. However, this will clearly be a significant change from the usual in-person teaching format. We much appreciate your flexibility in having teaching online during the current circumstances. Please do not hesitate to get in touch if you would like to ask or discuss anything further at any stage in the process.

NB: During teaching sessions, **please remember to put your microphone on mute when you are not speaking**, to minimise echo/feedback.

Access to Microsoft Teams

If you don’t already have access to the Teams app on its own or as part of Office365, you can download Office365 from the university IT website. Along with Teams, this gives access to Outlook email, Word, Excel, Powerpoint, OneDrive file storage, etc.

You can go to <https://Office365.leeds.ac.uk> then login with your university username and password. There are also instructions at <https://t.co/r1FYUt3ySW>

Both of the above links are also available via the main university IT website at <https://it.leeds.ac.uk> This website also gives information about other software you can get for free or buy as a registered student.

Alternatively you can download Teams from the Microsoft website or the app source for your device.

Teams functions on Desktop PCs/Macs, laptops, tablets and smartphones. However, being a Microsoft product it probably works best on Windows in PCs or laptops. (For teaching sessions that use breakout rooms Desktop PCs/Macs or laptops currently work best. There can be with issues using breakout rooms via tablets and smartphones.)

You may also be able to join a teaching session without the app, by clicking on ‘join meeting’ in Susan’s email invitation, but there may be reduced functionality.

University guidance on Teams

<https://it.leeds.ac.uk/>

As mentioned above, this is the university IT website. If you put 'Teams' in the How can we help you search box, it gives a list of handy guides. For example, the one on ‘How to: Meetings and Calls in Microsoft Teams’ has a lot of information on how to use Teams.

<https://www.linkedin.com/learning/microsoft-teams-essential-training-5/communicate-effectively-using-microsoft-teams?u=57895809>

These are video/online mini courses on Teams.

Prior to the teaching session

Susan will send you an email invitation to the teaching session. If you have an Outlook calendar linked to your email (this happens automatically if you have Office365), clicking ‘yes/accept’ on the invitation will link the invitation to your calendar, and you can join the session in due course by using the calendar link when you’re logged into Teams.

Alternatively, you can join the teaching session by clicking on ‘join meeting’ in the email invitation.

\*If you have not received a Teams invitation a few days before a teaching session, please check your junk email folder, and if it’s not there either please contact Susan.

When you join the teaching session you will appear on the list of attendees, and Susan will use this to confirm your attendance. Please join on time for the start of the session.

During the teaching session

In order to reduce the chance of feedback when someone talks, **please mute your microphone when not speaking** (and remember to turn it on if you do speak), and also turn off your camera if there is still an issue with feedback.

If connectivity allows, please aim to keep your camera switched on for smaller group interactive sessions, eg clinical interviewing skills, CASC teaching or other teaching in smaller groups.

For whole group teaching, please aim to switch your camera on if a lecturer requests this, eg for introductions or discussion. However, it is not mandatory to switch your camera on, eg if you have connectivity issues, and no one will be marked as not attending due to not having their camera on.

The lecturer will often use the share screen function to show you their presentation. We will normally also give you a copy of the presentation if the lecturer provides us with a copy.

The lecturer will let you know how to interact with them, eg if you want to ask a question. Options include using the raise hand function to show you want to speak (remembering to lower it again afterwards); typing messages in the chat area (if you have access to this); or just speaking when you would like to.

If there are breaks during a teaching session, you will normally be able to leave the session turned on, and return at the time the lecturer says the session will re-start.

In order to protect people’s privacy, and to facilitate interaction, we are not planning to record teaching sessions.

If technical issues arise during the session you can contact Susan by typing a message in the chat section (starting it @Susan Walker will highlight it to her), or by emailing her.

At the end of the session, leave by clicking on the symbol with the phone handle.

If there is a following teaching session, join this at the specified time.

Following the teaching session

During the lunch break and at the end of the afternoon, we are planning to keep the Teams meeting on to allow you to have time for informal chat and support among yourselves if you wish.

Susan will send you a link to give your anonymous feedback on each teaching session. Please let us know your views about the lecture or workshop itself and the online format, including what went well and any suggestions for improvement. Thank you!