

BEST PRACTICES FOR COBB TEACHERS

USING VIDEO CONFERENCING TOOLS WITH STUDENTS

HAVE QUESTIONS OR NEED SUPPORT?

Contact your local school [Technology Training Integration Specialist \(TTIS\)](#) for support.

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BEFORE

- Share the meeting link in a private communication (not on a public site)
- Post the desired date/time of the call in a Teams' channel, if using the Teams "Meet Now" option
- Ask students to identify themselves before entering the call
- Set privacy guidelines prior to the call



START

- Share the purpose for the call - positive welcome
- Ensure sound and microphone work properly
- Check in with students and set expectations
- Create a safe place



DURING

- Use meeting options/controls to set permissions for attendees
- Adjust student attendee options in a Teams "Meet Now" call
- Use attendee controls to mute and remove students when needed
- Be aware of participants in the call and continuously monitor
- Ask students to mute their microphone when entering the call
- Keep the focus clear and energy positive



CLOSING

- Ask for questions or feedback
- Summarize the information from the call and share next steps
- Thank students for their time and contributions to the call



AFTER

- Ensure that all students have left the call prior to exiting
- Delete the meeting link after the call is over
- Ensure the "End Meeting" button has been selected to remove all students from a "Meet Now" call to prevent future student access
- Protect students and refrain from posting images of students from the call on social media
- Share materials: support resources and recording (if possible)

RESOURCES

- [Teams Meeting - How to and Best Practices](#)
- [Teams Meetings for Distance Learning](#)
- [Teams Quick Start Guide](#)
- [Microsoft Teams Meeting and Calls](#)
- [Microsoft Teams Help Center](#)



Technology Services

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