

Helpful hints on using "TEAMS" - from Josh Bustamante

1. Sign up for Microsoft Teams. Going to this link (<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/free>) will guide you through the process of setting up a Microsoft account if you don't already have one, starting your organization, and downloading the program.

2. Check in with the student's teacher in-person or via email. It's helpful to let them know that you are setting up Teams, to confirm that the pull-out schedule still works in a virtual setting, and to send them the link found in Teams for the students to join your organization. Some teachers will also be fine with joining the organization themselves in order to observe the students' work and progress!

3. Invite the students to the Team. There are different ways to do this. My preferred method is to send the invite link to teachers for them to pass to the students. It seems students can't receive emails outside of their the bridgeportedu.net emails so having the teacher's collaboration can be vital. Other methods I've used is to email / text / message parents with the invite link to pass to the student. TalkingPoints can be helpful as a means to send a blast message to all parents with the invite link. The last option would be to ask the student to bring their Chromebook to an in-person lesson to help them manually input the login info to ensure there are no technical difficulties.

4. Set up teams. Once the students have clicked the link, they will go through the process of joining your organization. You will need to allow them access unless you choose the option which allows anyone with the link to automatically join. Once the students have joined as members in your organization, you have the options of creating teams (classrooms, essentially) consisting of the members of your organization you choose. Mine are typically private teams consisting of myself, the student, and the student's teacher. In those teams, one can post messages, photos, videos, documents, etc. for the other team members to access.

5. Lessons. In addition to teams, there is a chat feature with video and audio call options. Here is where I send a message to the student 30 min before their lesson to confirm we will have a session and then also start the video call when it's their lesson time. The student will see the incoming call and can let their teacher know they will be leaving their classroom video call to attend their lesson. Once the student has joined, one can access all the options such as sharing one's screen, recording the call, etc.

6. Use Teams during in-person lessons! After using Teams for virtual lessons, I've found that it acts as an excellent sort of hub for the students and one that they access every day they're in school. Aside from being able to access items like the practice videos I send for them, a digital copy of their music, and links to performances I want them to watch, I can also post messages to the entire organization (i.e. my whole roster) which bypasses things such as needing to message individually and the hassle of losing physical copies of music. It can also be helpful to have a digital record of the student's progress.