

TOP TIPS when teaching using TEAMS

...for supporting Children and Young People with Sensory Impairments

1. SIS are here to support you

Make use of your Teacher of the Deaf or Qualified Teacher of the Visually Impaired. They can advise you about how best to support the needs of the Hearing Impaired pupil, Visually Impaired pupil, or pupil with a Multi-Sensory Impairment in your class.

2. Send lesson materials in advance

Sending copies of PowerPoints (or other lesson resources) to pupils before the lesson will enable them to look at the resource before the lesson and have it in front of them when the teacher is talking. This will also mean that:

- The Hearing Impaired pupil can focus on the teacher's face so that they can lip-read. Listening to a live voice via audio or a recorded voice is very challenging for a child with a hearing loss. They can also have access to the content of the resource and any unfamiliar or new language prior to the lesson.
- The Visually Impaired pupil will have been able to look at the resource prior to the lesson and enlarge it if needed to their preferred size. It is also easier for them to read when they have a copy of the text in front of them, rather than when the resource is shared through Teams.

3. Keep your video on and use the 'spotlight' function

It is really important for children with a Sensory Impairment to be able to see their teacher's face during lessons. Do you know how to use Spotlighting on Teams? As a teacher, you can 'Spotlight' yourself, meaning that your spotlighted video becomes the main screen that every participant sees. For a guide about how to use this feature, please see below.

4. Good Practice for how to set yourself up for a Teams session:

- Ideally have a blank wall behind you (or at least an uncluttered background).
- Blurred backgrounds make it difficult for the child to see your hands/physical items that you are working with.
- Avoid natural light, especially coming from behind you (as this can obscure your face).
- Ensure all other participants are muted (if someone wants to talk they can 'raise [their] hand').
- Limit background noise in your environment (there is also a background noise reduction function available in 'settings' before you join the call)

Some other considerations when using Teams:

If sound is needed when sharing a video clip for the class to watch, make sure that you 'include computer sound' before sharing the file. When you click on 'share content', this option is found above the documents that you are going to share. Any files with audio should have sub-titles for Hearing Impaired pupils.

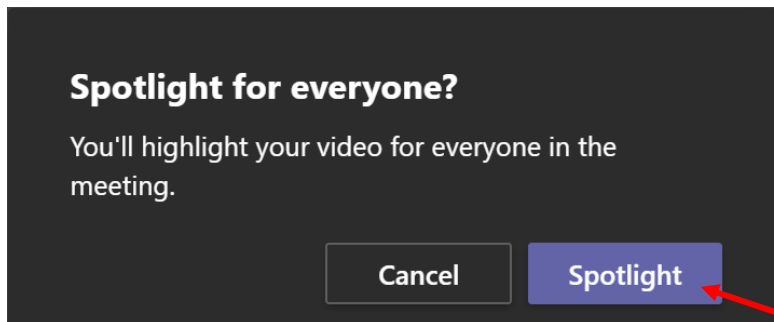
The chat feature in Teams can be *very challenging* for Visually Impaired pupils to access. Hearing Impaired pupils may *prefer* to use the chat feature to let the teacher know if they cannot hear/cannot follow what the teacher is saying etc.

It may be possible for IT to change the settings so that sessions can become more collaborative. School IT administrators may be able to help if you have specific issues, for example if you are not able to share documents or get the child to 'request control' to work on a document together. Children could work on a document at the same time as a staff member when working 1:1 or in a small group.

There are many features to use on Teams. If you would like more advice and support, please contact SIS or your Teacher of the Deaf/Qualified Teacher of the Visually Impaired directly.

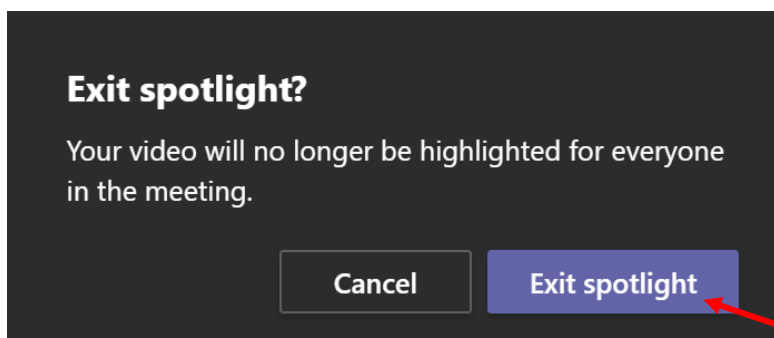
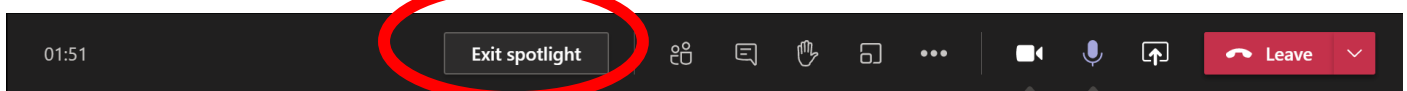
Spotlighting

This means that the spotlighted video is the one main screen that everyone is seeing. If you wish to spotlight a particular participant's video then right click over them and select spotlight video. It will then come up with a box like this or similar:



Select Spotlight.

This will work even if you are sharing a presentation/document within the meeting. You can still spotlight a video and then go back to the presentation/document taking up the full screen by stopping spotlighting:



Select Exit spotlight.