

Guidance for Audio Live Chat

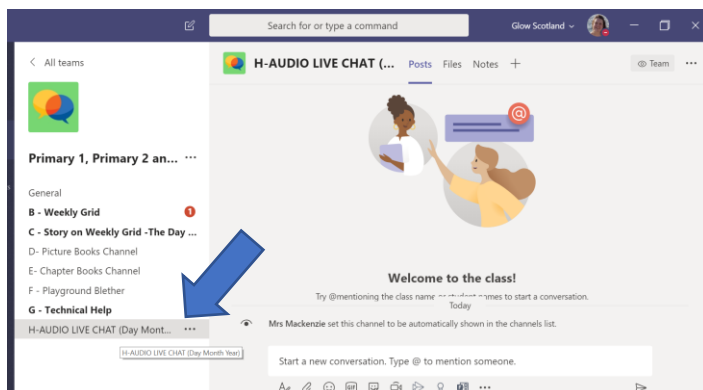
In the hope of increasing interaction between the children and their teachers we have decided to trial the use of Audio Chats. This means the children will be able to hear their teachers speaking; their classmates speaking and speak to everybody else in the room, if they wish to of course. We understand that might seem like quite a task if you have not used the audio function before so we hope this guide will help you. If you have any queries regarding Audio Chats then please pop them in the technical support channel on teams or email Mrs Mackenzie (gw08mackenziecath01@ea.dumgal.sch.uk).

We have made a video to explain how to join an audio chat:

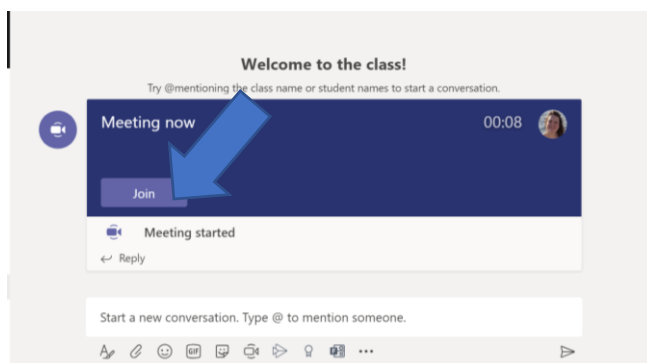
<https://bit.ly/2AQeCOH>

Joining the chat:

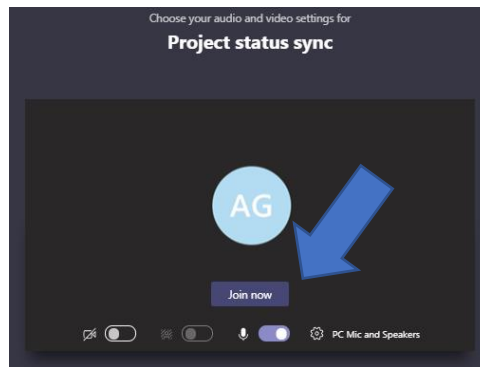
To join the chat, go to the AUDIO LIVE chat channel in the Team. This can be found on the left hand side of the page.



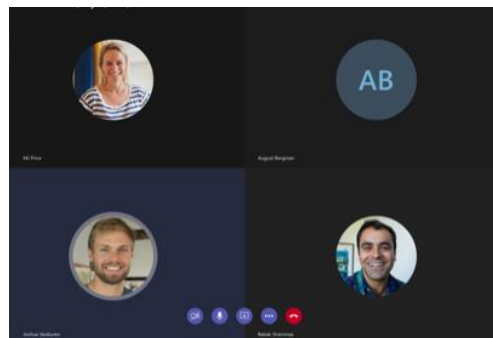
On joining the page, you will see an invite to the audio call. It will look like this. Click Join.



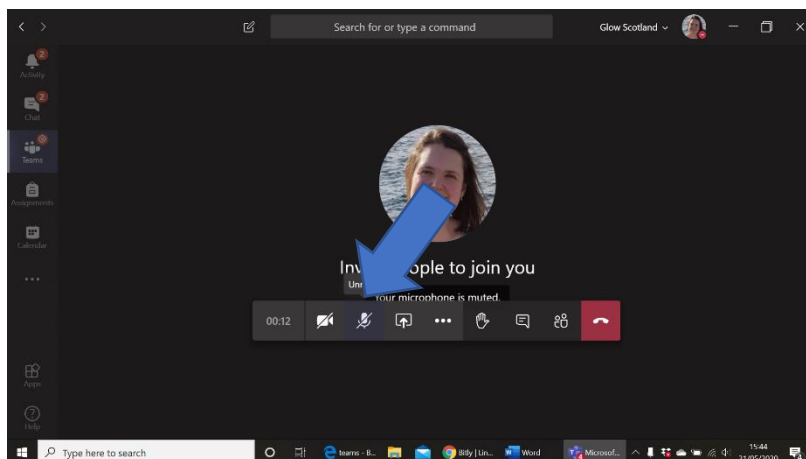
Once you click **join** you will see a box like this. Click Join now.



You will then see the call screen which will be split into many sections with initials or photos of the participants. It will look similar to this:

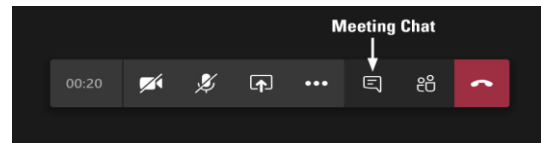


You will probably be asked by the teacher to mute your microphone. Click on the microphone to mute it. To speak, you can click on it to unmute it.



During the chat:

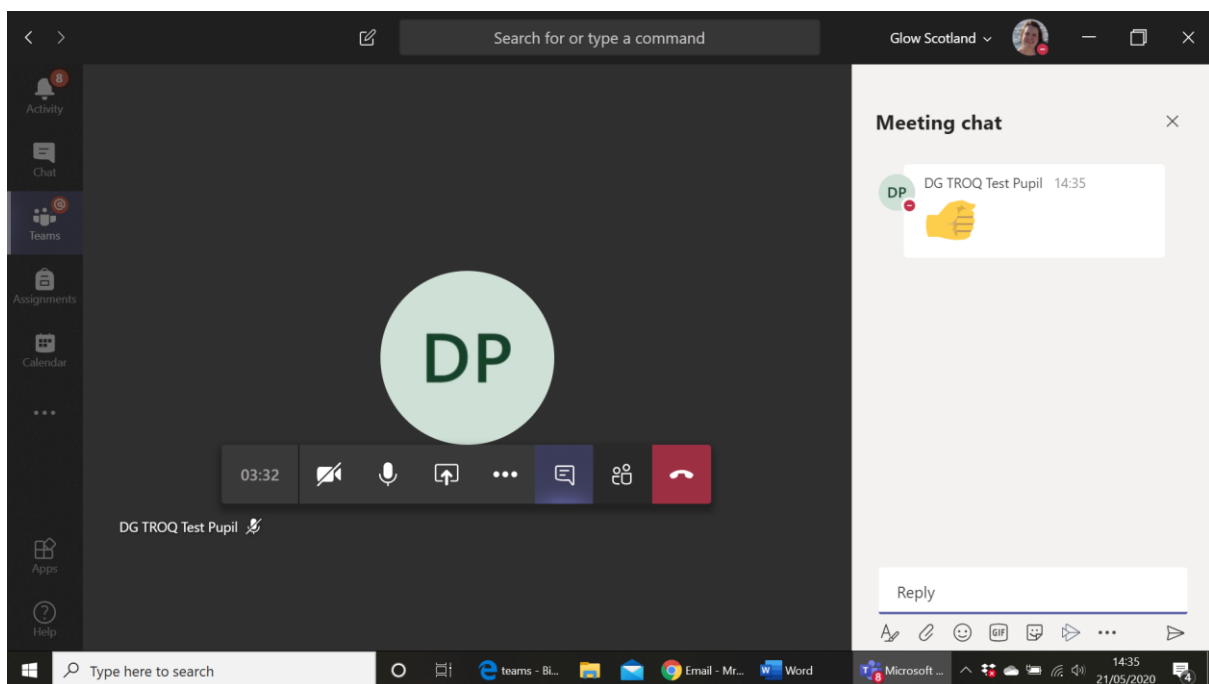
Once you have joined the call please click on the speech bubble icon so that you can see the typed chat on the right side of the page.



The teacher will ask a question and you will hear it on your speakers or headphones.

If your child would like to respond to the question, then they should type the thumbs up emoji into the text box on the right-hand side of the page. 👍

The process will be repeated for each question.



We hope that hearing their teachers and friends will give the children an extra boost at this challenging and confusing time. It may also be easier for the children to follow if they do not need to read and type quite so much.

