

Advice for teachers

national  
museum  
wales  
amgueddfa  
cymru

# Preparing for a virtual visit

[museum.wales/learning](https://museum.wales/learning)

**We can connect with your class if you are working from home or from school.**

Virtual visits are a chance for your class to interact with Museum staff.



## **Security & Safeguarding**

We follow Welsh Government guidance on live streaming and video conferencing

Teachers must be present and responsible for the children throughout the whole session. We ask teachers to set up the meeting as this is best practice for safeguarding.



## How it works:

- Arrange a time slot for a virtual visit with the Museum. The maximum number of pupils allowed to attend each session is 35. Booking details can be found here:  
<https://museum.wales/learning/activity/444/virtual-visits/>
- Teacher to create a Microsoft Teams meeting and invite the Museum to the meeting with the email address supplied to you when booking. Teams is easy to use but we are happy to provide support.
- Museum staff to lead the presentation.
- Teacher to support the session, fielding questions and ensuring appropriate behaviour is maintained- following Hwb guidelines below.
- We advise using the 'raise hand' feature rather than enabling chat for the pupils.

## Preparing your pupils:

Use the resources that are provided with your booking to prepare your pupils for the session. Your class may need to watch on-line content and take part in digital activities before the session – which will really enhance the experience.

Make pupils aware that they will have the opportunity to interact during the live session with museum staff. They will take part in activities, study museum objects and ask questions.

**Please share any images with us on Twitter @Amgueddfa\_Learn. Please do not film Museum staff.**



## Preparing your equipment.

To ensure the best interaction between your pupils and museum staff we invite you to book a test run with a member of our staff. This will ensure that our staff can see and hear all your pupils and they can hear and see us!

If there is a large amount of background noise, we may ask you to mute your microphone at certain times during a session.

On the next page you will find a checklist you can use & share with your pupils to prepare your devices for the Teams meeting. Below you will also find links for getting technical support.

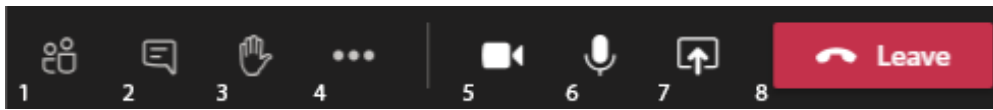


## Technical Support:



- Teams for education Quick Guide <https://support.microsoft.com/en-us/office/downloadable-guides-6bd3eb82-0a0f-43cc-a4d2-c9f4e7ebdf39>
- Hwb Teams support centre. <https://hwb.gov.wales/support-centre/hwb-services/live-streaming/microsoft-teams#teams>
- Hwb service desk: 03000 252525 or Hwb@gov.wales
- Local authority. Contact your local authority technician for help.

# A quick guide to Meeting Controls in Teams.



- 1 Show Participants Button:**

Click the show participants button to open the People panel in the right side of the meeting window and view a list of meeting attendees.
- 2 Show Conversation Button:**

Click the show conversation button to open the Meeting chat panel in the right side of the meeting window and chat with meeting participants.
- 3 Raise Your Hand Button:**

Click the raise your hand button to alert the presenters that you have something to contribute without interrupting the ongoing conversation. Other participants will be able to see an icon next to your name that indicates you have your hand raised.
- 4 More Actions Button:**

Click the more actions button to open a menu of additional Teams actions and features. Among the options listed in this menu are options for accessing device settings, entering full screen mode, and starting or stopping a meeting recording.
- 5 Camera Button:**

Click the camera button to turn your camera on or off. If your camera is currently off, the camera icon will have a slash through it.
- 6 Microphone Button:**

Click the microphone button to mute or unmute your microphone. If your microphone is muted, the microphone icon will have a slash through it.
- 7 Share Screen Button:**

This is used by the presenter to share what they have on their screen, such as a presentation.

# Checklist:

## All participants need to know how to:



- Join a meeting.
- Turn camera on/off.
- Turn microphone on/off.
- How to raise your hand to ask a question and how to lower it after you have spoken.
- Connect your Teams account to the correct camera, microphones, and speakers in your classroom/home.

## Teachers or group leaders will need to know:

- How to set-up a meeting and invite museum staff and pupils.
- How to edit 'meeting options'. You you will need to make the museum staff member an 'Attendee' and then the 'Presenter'.
- How to 'spot light' the presenter – so only the museum staff member presenting appears on the screen the class is watching.
- How to monitor and pick questions from the pupils. We advise using the 'raise hand' feature.
- How to 'unmute then 'mute' individual pupils before and after they ask questions.
- How to 'mute' and 'un mute' all participants.

## If you are running the meeting from school:

- Set up your camera & classroom so all the pupils in the class can be seen. Museum staff need to see how pupils are reacting or if they are raising their hands to ask questions.
- Set up your microphone – so pupils can be heard to ask questions. If pupils need to step forward to ask questions – please prepare them for this. If pupils cannot be heard by Museum staff – we ask that teacher ask questions on the pupils behalf.