

Supporting your student with hearing loss during Covid times: Helpful ways to use technology

For additional support or information, please contact the Assistive Technology Team at SERU

[Captions in teams and the recording of transcripts](#)

[Spotlighting in Teams](#)

[Screensharing in meetings](#)

[Sharing a whiteboard and camera content](#)

[Turning off all cameras and microphones in meetings](#)

[Polls in meetings](#)

[Captions in teams and the recording of Transcripts](#)

Microsoft has AI technology build into teams to support live captions in meetings. Captions can be turned on by individual students and individual staff (this will only display for individual people). While the captions are automatically generated, they are surprisingly good quality.

Students can turn on their own captions in meetings by using the '...' menu at the top of the meeting, scrolling down to turn on captions and selecting this option. Captions can be turned off using the same process.

When a meeting is scheduled and recorded (using the calendar in teams or via email invitation), captions can be recorded as a transcript. The transcripts will appear after the meeting alongside the video either in the team space under the recording and transcripts tab or in your **OneDrive folder** (this might take some time to appear and be accessible). These can then be downloaded as a word document and shared with the team/meeting participants. Organisers/ owners can also proof and edit these before sharing if needed. If meetings are recorded and uploaded to a **Stream** then captions will be autogenerated (additionally as an owner of these videos you can edit the captions to make corrections if needed).

To turn on transcripts when in the meeting (as the organiser) using the '...' to get the options menu, scroll down to Turn on transcript and click to activate. This will send a message to all participants in the meeting to let them know that a transcript has been started and that their names will appear in the transcript when they contribute/ speak during the meeting. Transcripts can be turned off using the same process.

[Spotlighting in Teams](#)

Teams now allows for two or more people to be spotlighted during a meeting. Spotlighting great way to have multiple key people highlighted (pinned to the centre screen) when in a meeting and/or while presenting or delivering content, this is especially great if you need to have a teacher and an interpreter visible, at all times. Choosing to spotlight a person will change this for all the participants in the meeting and anyone in the meeting can be spotlighted (only organisers and chosen presenters can spotlight people so students won't be able to change this as part of their selections). Up to 7 people can be spotlighted at one time which is great if you are conducting a group conversation/ presentation. (N.B. Spotlighting and pinning are slightly different in that individuals can pin people for themselves to view whereas spotlighting makes these people pinned for all participants).

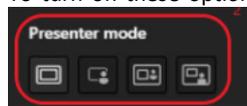
To turn on spotlighting hover over the '...' next to each person you want to spotlight, right click and chose spotlight, then click spotlight to everyone. Unfortunately, when there is content shared this will make the spotlighted presenters small however students can also now choose to remain viewing the spotlighted people or can focus on the content. (to support learners if content is to be shared it might be a great idea to send this to the students before the class starts).

N.B. If a meeting is planned and an external interpreter is needed, they can be added to the email list for the meeting. They can then join the meeting in their preferred web browser without needing to download the app.

[Screensharing in meetings](#)

There are a few new options in Teams when screen sharing a presentation. The presenter can now choose a few different presenting options- standout presenter mode, side-by-side and reporter mode. These options are great as it allows the presenter to be seen in a larger video and not reduced to a thumbnail size which normally occurs when moving into screen sharing mode.

To turn on these options when you are in the share screen option you will be provided with the following as options.



The first option is normal presenting- seeing the screen only, the second is standout mode, the

third option is side by side and the final option is reporter mode. Presenters can also switch between each of these options while presenting. A presenting tool bar will appear at the top of your screen allowing you access to these options.

Sharing a whiteboard and camera content

While in a meeting you can also share Microsoft whiteboard with your participants. Microsoft whiteboard has a number of different types of predefined templates that can be used, or you can start with a blank whiteboard. For those who have inking capabilities, you can use your computer's touch pen to write on your virtual whiteboard. Participants can also contribute to this via typed messages or through inking if they too have a touch screen pen. This is a great way to build opportunities for collaborating with others. However, if you don't have the option to ink with a touch screen or you prefer to work from a whiteboard you can now use your camera to project your classroom/meeting room whiteboard to the teams meeting. Additionally, you can choose to overlaying what you are writing on the board so that it stays on the screen even when you walk in front of the whiteboard, meaning that when you turn to face your laptop what was written on your whiteboard will continue to be displayed on the video. Using this overlay option might be an easier way to demonstrate a diagram, share a mind map or share an important set of written notes and still have them seen while you are facing your laptop.

To turn on Microsoft whiteboard or camera options choose the in the screen sharing menu of the meeting, whiteboard and camera sharing will come up as an option further down the screen sharing menu. To stop sharing click the stop sharing option.

Turing off all cameras and microphones in meetings

As meeting organisers there is now an option to lock all cameras and microphones for all the participants. This reduces the possibility for participants to interrupt or mute other people during the meeting. Meeting organisers can then control who can have access to their cameras and microphones for speaking and presenting. To further support this there an update to the hands up feature which will number, in priority order, the participants who have raised their virtual hands to ask questions. There is also an option to set the chat to Q and A and approve any content that participants are adding before it is seen by everyone in the meeting.

The Q and A option needs to be set up before the meeting starts as part of the meeting options when organising a meeting (via the Teams calendar).

The option to lock all microphones and cameras can be set before the meeting but can also occur during a meeting. During a meeting this option is displayed in the participants list at the top.

Polls in meetings

Prior to the meeting organisers can add a live poll to their meetings which can be launched when needed. These allow participants to provide answers and input to questions posed. When designing Polls there are some prefilled options or you can personalise/ design specific questions and polls. Organisers can also add a Microsoft form to be used at any time in the meeting.

When organising a meeting, choose to add the app for polls to the meeting, design your polls and have them ready to go before you start. New Poll questions can also be added during a meeting.

Breakout spaces

Meeting organisers can also set up breakout spaces. These are great for group work/ discussions. Organisers can assign all participants to groups ensuring that all the Deaf and Hard of hearing participants who need an interpreter are in the same group and organisers can set smaller groups for the Deaf and Hard of hearing participants. Organisers can also jump in and out of each of the breakout spaces. Additionally, organisers can set a time limit on breakout spaces which will bring all the participants back to the meeting at a designated time.

Breakout rooms need to be organised and set up before the meeting starts as part of the meeting options.

These and other new features have be explained with visuals in this video- [Top 25 Tips and Tricks for Microsoft Teams meetings // A Teams Meetings tutorial - YouTube](#)