

Guide to accessing SENDIASS workshops on TEAMS

Choose which workshop you are attending from this webpage.

- Click the + to view the date
- Then click **JOIN HERE** (for mobile and tablet users you may be prompted to install the TEAMS app if it is not already installed)

Select Language ▼

EHCPs

Helping you consider whether you/your child needs an EHCP and explaining the application process.

This 1 hour workshop is for people who want to know more about EHCPs or think they may need to apply for an EHCP.

Before joining the workshop please **have a look at this information** about EHCPs.

View upcoming dates



Draft EHC Plans

This 1 hour workshop is to help people who have received a draft EHC Plan or working document and have questions about how to respond.

Before joining the workshop please make sure that you have a copy of the draft EHC Plan to hand or on another screen so that you can make notes.

View upcoming dates



Alternative Provision

This 1 hour workshop will discuss Section 19 of the Education Act which requires suitable education to be provided for children who are unable to attend school due to exclusion, illness and other circumstances.

The aim of this workshop is to provide information of what constitutes a suitable education, provide practical tips and discuss case law to empower you to effectively advocate for your child or young person's rights.

View upcoming dates



View upcoming dates



12th August 14:00 – **JOIN HERE**

7th September 12:00 – **JOIN HERE**

8th October 13:30- **JOIN HERE**

Meeting Controls:

Using a mobile phone or tablet: These instructions also apply to mobile devices. Some buttons may appear in a different location or under the **More options (...)** menu. If prompted, open the meeting in the Microsoft Teams app for the best experience.

   Here are some of the icons Teams use to show when
   sound, microphones and cameras are on or off.

Turn Your Camera On or Off

Before joining the workshop:

- Click the Camera button to turn your camera on or off.
- If the camera icon is crossed out, your camera is off.



During the workshop:

- Select the Camera icon in the meeting controls.
- Click once to turn it on.
- Click again to turn it off.
- Tip:** If you're not comfortable being on camera, it's also fine to keep it off.

Mute or Unmute Your Microphone

To avoid background noise, please keep your microphone muted unless you are speaking.

- Click the Microphone icon in the meeting controls.
- Microphone with a line through it = Muted
- Microphone without a line = Unmuted

Tip: If you're not speaking, stay muted to help everyone hear clearly.

Change Your Name for Privacy

If you would prefer not to display your full name:

Before Joining

- When joining as a guest, enter the name you would like others to see.

During the Workshop

1. Select **People** in the meeting controls.
2. Find your name in the participant list.
3. Select **More options (...)** beside your name.
4. Choose **Edit display name**.
5. Enter the name you'd like displayed and select **Save**.

Take Part in Polls

You may be asked to complete polls during the workshop.

When a poll opens, a notification will appear, for mobile devices it may be accessed through a More options menu (...).

1. Select **View Poll** (or open the poll from the meeting window).
2. Choose your answer.
3. Click **Submit**.

Tip: Polls help us gather opinions and feedback quickly.

Use the Chat Box

The chat is a great way to ask questions or share comments during the workshop.

1. Click the **Chat** button in the meeting controls, for mobile devices it may be accessed through a More options menu (...).
2. Type your message in the message box.
3. Press **Enter** or click **Send**.

Tip: The chat is visible to all participants. Please do not share the names of young people or details of their educational setting or provision.

Raise Your Hand

If you would like to ask a question or contribute to the discussion, you can use the **Raise hand** feature.

- Click or tap the **Raise hand** icon in the meeting controls.
- A hand symbol will appear next to your name to let the presenter know you would like to speak.
- Wait for the presenter to invite you to contribute.
- When you have finished speaking, click or tap **Lower hand** to remove the notification.

Tip: Using the Raise hand feature helps prevent people from talking over each other and ensures everyone has an opportunity to contribute.

Workshop Etiquette

- Join a few minutes early if possible.
- Keep your microphone muted when not speaking.
- Use the chat box for questions or raise your TEAMS hand.
- Taking part in polls helps us tailor the workshop to the people attending
- Be respectful and supportive of other participants.

Please note: This guide was accurate at the time it was produced. As Microsoft Teams is regularly updated, please refer to the Microsoft guidance links provided for the most current information and instructions.

<https://support.microsoft.com/teams>