

SHARING YOUR SCREEN- AND MAKING NOTES WHILE WORKING WITH KIDS

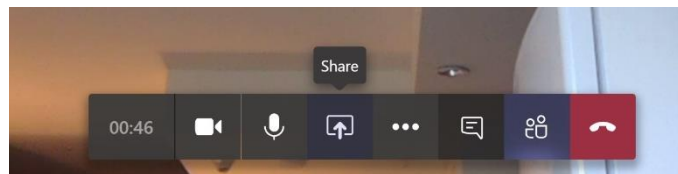
Working with a student/students in a Meeting and need to show them something? There are several ways you can do this. All of them require the ability to share your screen and then 'write' in whatever app you find works the best for you (Word, OneNote or an 'in Teams' feature "Whiteboard").

OPTION 1 – USING WORD OR ONENOTE.

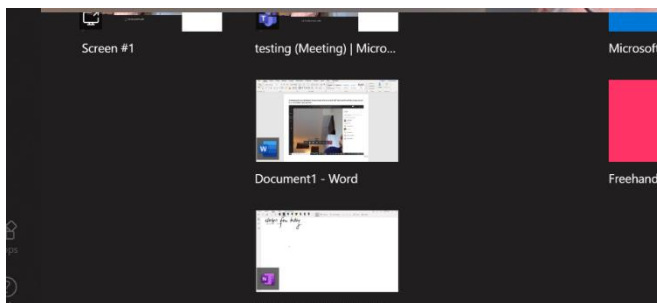
Step 1 – I open up the 'notetaking' program that I would like to use – either Word or OneNote and launch a fresh page. Note – if you are 'writing' by hand (using a tablet etc.) this works as well.

Step 2 – Start a Chat

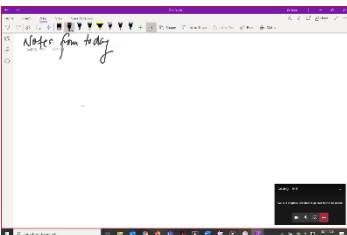
Step 3 – Click on "Share"



Step 4 – you should see all of your 'open' windows there for you – select the one that you want..

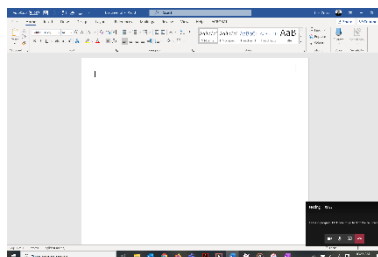


Step 5 – Make your notes.....you should see a 'video' picture of student (s) on the screen (note that when making this I was calling myself'.



OneNote....(the black square in the bottom right should be the 'video' of who you are talking with...

Word...same thing...type or handwrite



OPTION 2 – 'WHITEBOARD' already in TEAMS

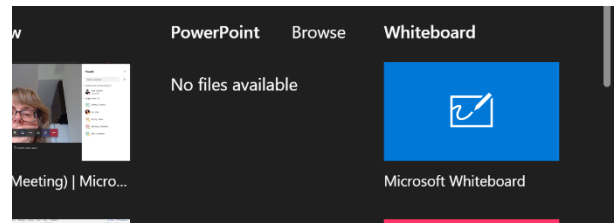
This is a collaborative board available right in the TEAMS program – no need to have another program launched. It is available as an option when you select 'share'

Note – this is a 'collaborative' board meaning anyone in the meeting can write on it...so may be best for smaller groups?

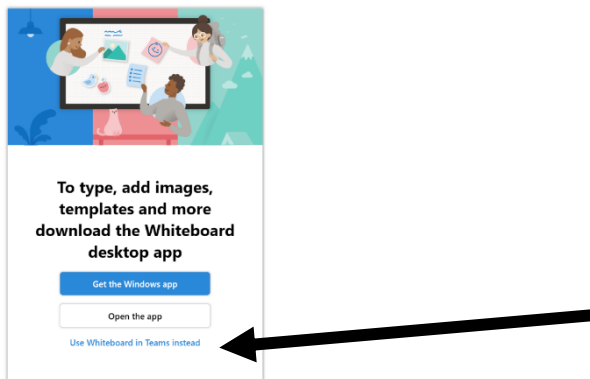
Step 1 – Start the Meeting

Step 2 – Select 'share' just like with the other ones

Step 3 – Select Whiteboard – the blue square on the right



Step 4 - Make sure that you **SELECT 'USE IN TEAMS'** – It's written in the **SMALL TYPE** under the other two options - don't OPEN or GET the app



Step 5 - Annotate away using the pens on the side...

