



Office Hours

The connection between home and school relies on frequent and meaningful communication. Using Teams, teachers can create a space that is open to students. This is a great way to provide designated time for students to receive homework help and to ask questions about assignments. Keeping regularly scheduled office hours will provide students and families the opportunity to have access to the information and support they need to be successful.



ESTIMATED TIME 45-75 min.



BEST FOR Student Learning



LEVEL Elementary, Middle School, High School

GET STARTED

- Set up mobile device and Swivl Robot in the classroom
- Launch **Teams by Swivl** app
 - Select the live stream app you would like to use (Zoom or Microsoft)
 - Open/Create a new meeting
 - Follow creation steps as you normally would
 - Set up Waiting Room to ensure only one person is permitted at a time
 - To record the Office Hours, be sure to record through the live stream app
 - Recording is recommended
 - Edit video to only show conversation with each person(s) who joined Office Hours
 - Begin recording at the beginning of Office Hours
- Ensure primary marker is near teacher to capture audio, regardless of location
- Schedule days and times in which Office Hours will be available
 - Explicitly explain what Office Hours can be used to discuss
 - Ex homework help, scheduling a conference, discussing difficult situations occurring at home, etc

DIRECTIONS

- ① Launch and begin recording live stream.
- ② Go about your day (depending on what time you hold office hours).
- ③ When a student or parent joins the live stream they should automatically be placed in the Waiting Room.
- ④ Allow individuals in one at a time and engage in the conversation for as long as necessary.
 - Teams + Robot will allow you to move around the room while engaged in the conversation if you need access to the board, anchor charts, various manipulatives, etc.
- ⑤ Repeat the process until Office Hours come to an end.
- ⑥ Upload recording to Teams.
- ⑦ Edit the video, if necessary, to include only one conversation.
 - Original recording stays in Teams to allow for creation of multiple segments through editing.
- ⑧ Add Bookmarks and/or Time-Stamped Comments to highlight points in the conversations.
- ⑨ Share as View Only to student or parent.

STRATEGY ALTERNATIVES

School leaders may employ this strategy to make themselves available to staff or parents on a regular basis to answer questions, have conversations about new initiatives, or provide opportunities to share new and innovative ideas.