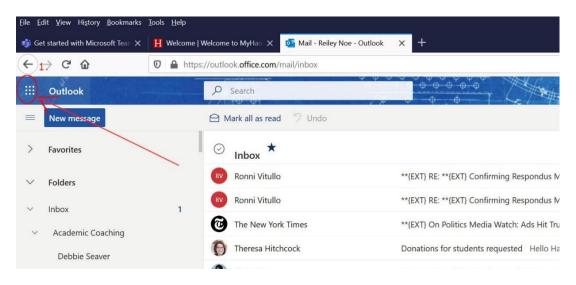
## Setting up and using Microsoft Teams - Faculty perspective

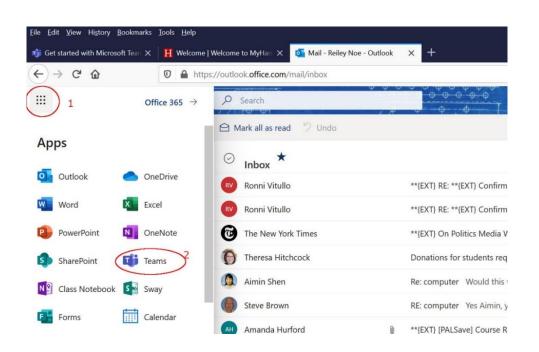
- Getting into Teams.
- Setting up your course by setting up your Team.
- Creating a Virtual meeting for your Class.
- How to Join a meeting and record a meeting.
- Where can you access a recording of your session?
- How to add your Teams channel into your Moodle page. (optional)
- Videos.

## **Getting to Teams**:

1. Log in to Office 365 via Myhanover.edu or mail.hanover.edu. Then click on the **9 dots icon** in the upper left corner.



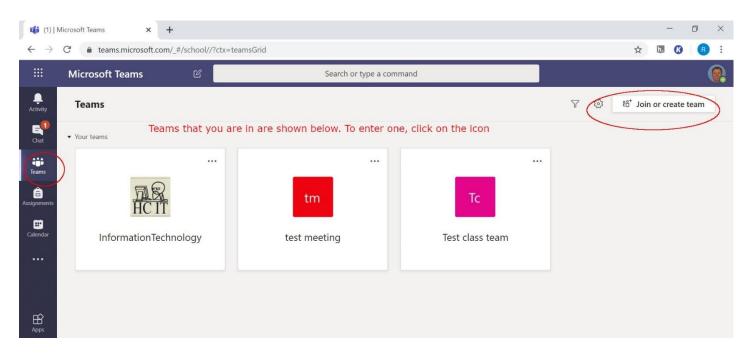
2. The Apps area appears. Click on Teams



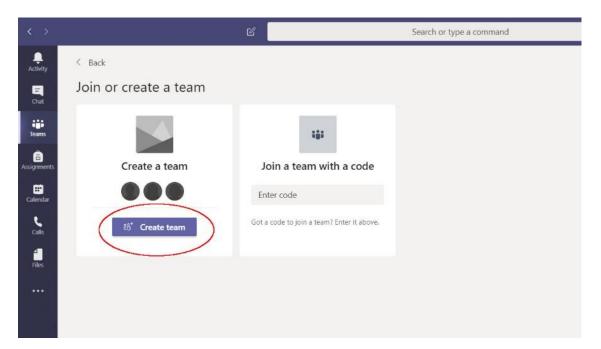
# Setting up your Course by setting up your 'Team'

3. On the next page, click on the **Teams** Icon running down the left-hand side of the page. Across the page will be Teams that you are a part of.

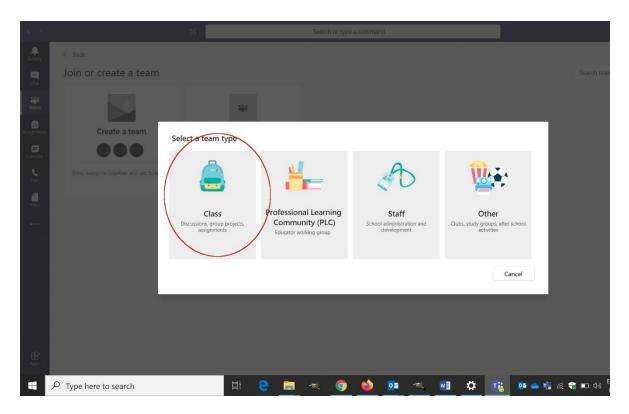
Click on **Join or create a Team** on the upper right corner to create your course.



4. Click on the Create a Team button that appears.



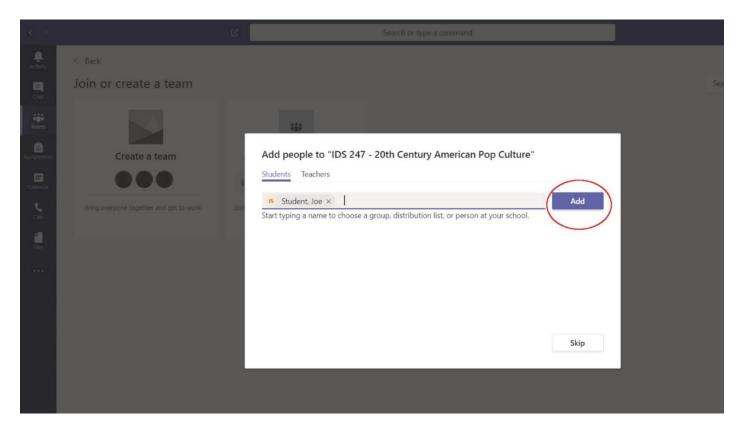
#### 5. Choose Class



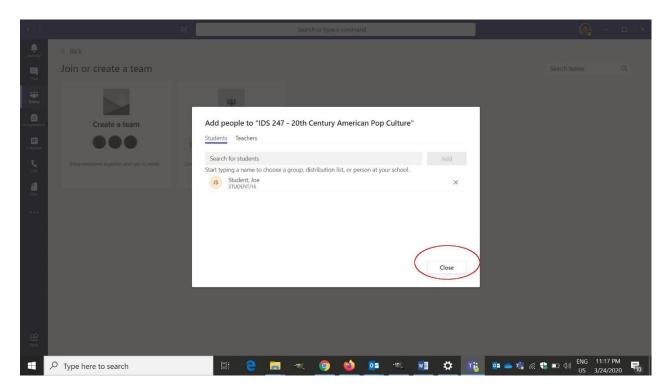
6. Name your course and then click Next.

$\langle \rangle$		Ľ	Search or type a command	
	Join or create a team			
			141	
<b>â</b> Assignments	Create a team		Create your team	
		E	Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.	
		Go	Name	
			IDS 247 - 20th Century American Pop Culture	
			Description (optional)	
			Create a team using an existing team as a template	
			Cancel	

7. Add Students. Students and faculty are available in a pre-selected directory. Start typing their names and they will appear. You'll only have to add them once to the course.

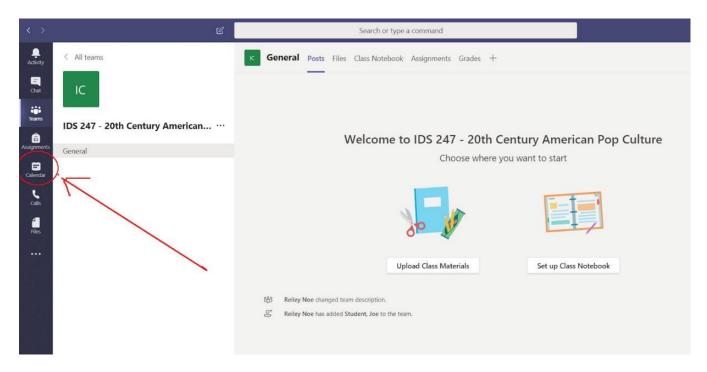


8. Once they are all added you can click **Close**. I'm only adding Joe Student, but you'll be adding more students.



# Creating a virtual meeting for your class

9. Set up a meeting for your class with the Calendar. This could be a regular class meeting. Click on the **Calendar icon** on the left side.



10. Your Teams Calendar displays with your Outlook Meetings on it.

Click on **New Meeting** to schedule a class meeting or an individual one-on-one with a student.

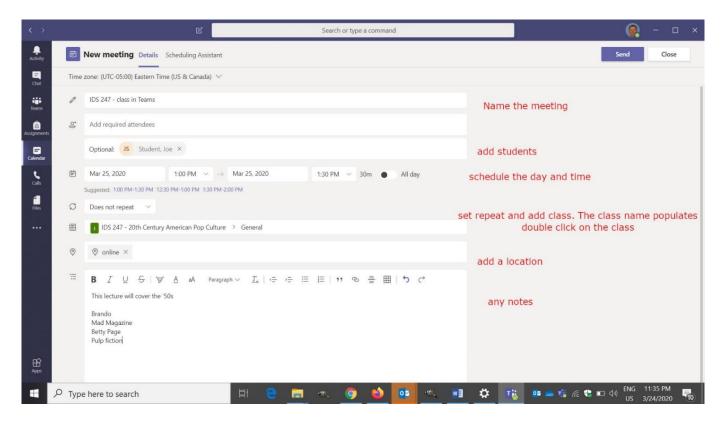
Œ	Calendar			$\subset$	🤤 Meet now 🛛 🕂 New meeting 🗸
C.	] Today $<$ $>$ March 2020 $\vee$				🖹 Work week
-	23 Monday	24 Tuesday	25 Wednesday Blizabeth Winters- 9-20-10-30 Library Computer Lab	26 Thursday	27 Friday
10 AM		Remote Instruction Meeting https://hanover.zoom.us/j/968146028 Jan Spry			Remote Instruction Meeting https://hanover.zoom.us/j/902577500 Jan Spry
11 AM			campus closed		
12 PM					
1 PM		big blue button testing.			Reference Desk
2 PM	David Buchman re: Turnitin my office Reiley Noe				
3 PM				Reference Desk	
4 PM	Faculty Meeting via Zoom (see instructions below) Dustin Bailey		CLT meeting CC Boardroom		BTS Meeting - Kapuya My office-2nd floor of library Reiley Noe

11. Fill out this form to set up a meeting.

< >		ピ Search or type a command	<b>@</b> -
Activity	Ē	New meeting Details Scheduling Assistant	Save
= Chat	Time	zone: (UTC-05:00) Eastern Time (US & Canada) ∨	
teams	0	class	
Assignments	Q¢	Add required attendees + Optional	fill out to set up your meeting
E Calendar	ŧ	Mar 24, 2020 11:30 PM ∨ → Mar 25, 2020 12:00 AM ∨ 30m ● All day	
ر Calls	Ø	Does not repeat 🛛 🗡	
Files		Add channel	
+RES	0	Add location	
	Έ	$\textbf{B} \hspace{0.1in} \mathcal{I} \hspace{0.1in} \cup \hspace{0.1in} \mathbb{S} \hspace{0.1in}   \hspace{0.1in} \forall \hspace{0.1in} \underline{\mathbb{A}} \hspace{0.1in} \text{AA} \hspace{0.1in} \text{Paragraph} \hspace{0.1in} \vee \hspace{0.1in} \underline{\mathcal{I}_x} \hspace{0.1in}   \hspace{0.1in} \overline{\mathbb{C}} \hspace{0.1in} \equiv \hspace{0.1in} \boxplus \hspace{0.1in}   \hspace{0.1in} 1 \hspace{0.1in} 0 \hspace{0.1in} \equiv \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 1 \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \boxplus \hspace{0.1in} \boxplus \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \blacksquare \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \blacksquare \hspace{0.1in} \parallel \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \blacksquare \hspace{0.1in} \blacksquare \hspace{0.1in} \blacksquare \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \blacksquare \hspace{0.1in} \blacksquare \hspace{0.1in} \blacksquare \hspace{0.1in} 0 \hspace{0.1in} = \hspace{0.1in} \blacksquare 0.1$	
		Type details for this new meeting	

12. This will require you to invite everyone in the class. The good news, though, is that you can schedule the meeting to repeat (MWF at 1:00-2:00 for example) so you only do this once.

Teams will also send out a RSVP e-mail in the attendee's outlook calendar and it will appear as a block in their Outlook.



	Calendar				Q4 Meet now + New meeting
G	] Today < > March 2020 ~				🖽 Work week
	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday
	-		9:20-10:30 Library Computer Lab		
10 AM		Remote Instruction Meeting https://hanover.zoom.us/j/968146028 Jan Spry			Remote Instruction Meeting https://hanover.zoom.us/j/902577500 Jan Spry
11 AM			campus closed		
		big blue button testing.	IDS 247 - class in Teams		Reference Desk
2 PM	David Buchman re: Turnitin		online. Relley Noe		Reference Desk from 1:00 PM to 3:
2 PM	David Buchman re: Turnitin my office Reiley Noe		onine Relay Noe		
2 PM 3 PM	my office		onino Reley Noe	Reference Desk	
	my office Reliey Noe		chine fieldy Noe	Reference Desk	

13. The meeting is set on the Teams Calendar which is also reflected in my Outlook calendar.

14. Scheduling the event sends out an invite to students and other attendees that looks like this. I added Jen Duplaga as a student to generate this e-mail.

Your students will be able to join the meeting through the link at the bottom of the e-mail when it is time. But there are other ways to join....

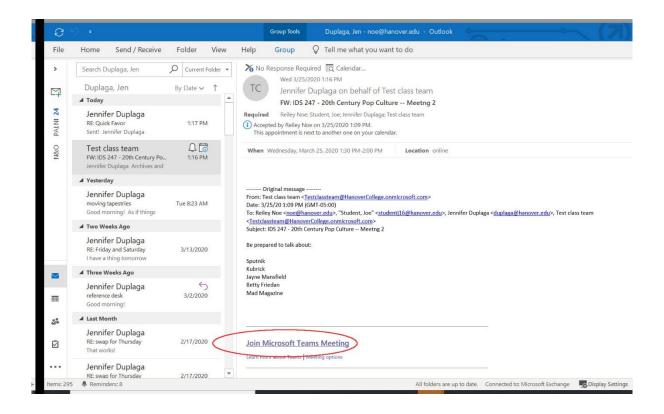
	Group Tools Duplaga, Jen - noe@hanover.edu - Outlook 🗇	
er View	Help Group Q Tell me what you want to do	
urrent Folder ▼ ate ∨ ↑	TC Jennifer Duplaga on behalf of Test class team	
:17 PM	Required         Reiley Noe; Student, Joe; Jennifer Duplaga; Test class team           ①         Accepted by Reiley Noe on 3/25/2020 1:09 PM. This appointment is next to another one on your calendar.	
() () 16 PM	When Wednesday, March 25, 2020 1:30 PM-2:00 PM Location online	
23 AM	Original message From: Test class team < <u>Testclassteam@HanoverCollege.onmicrosoft.com</u> > Date: 3/25/20 1:09 PM (GMT-05:00) To: Relley Noe < <u>noe@hanover.edu</u> >, "Student, Joe" < <u>studentij16@hanover.edu</u> >, Jennifer Duplaga < <u>duplaga@hanover.edu</u> >, Test class team < <u>Testclassteam@HanoverCollege.onmicrosoft.com</u> > Subject: IDS 247 - 20th Century Pop Culture Meetng 2	
23 AM 3/2020	From: Test class team           Date: 3/25/201:09 PM (GMT-05:00)         To: Reiley Noe           Melley Noe           Subject: IDS 247 - 20th Century Pop Culture Meeting 2         Be prepared to talk about:         Sputnik         Kubrick	
	From: Test class team < <u>Testclassteam@HanoverCollege.onmicrosoft.com</u> > Date: 3/25/20 1:09 PM (GMT-05:00) To: Reliey Noe < <u>nco@Hanover.edu</u> >, "Student, Joe" < <u>studentj16@hanover.edu</u> >, Jennifer Duplaga < <u>duplaga@hanover.edu</u> >, Test class team < <u>Testclassteam@HanoverCollege.onmicrosoft.com</u> > Subject: IDS 247 - 20th Century Pop Culture Meetng 2 Be prepared to talk about: Sputnik	
¢/2020	From: Test class team        Testclassteam @HanoverCollege.onmicrosoft.com>         Date: 3/25/20 1:09 PM (GMT-05:00)       To: Reliely Noe <ncodexub, "student,="" <student[16@hanover.edu="" joe"="">, Jennifer Duplaga <duplaga@hanover.edu>, Test class team          To: Reliely Noe <ncodexub, "student,="" <student[16@hanover.edu="" joe"="">, Jennifer Duplaga <duplaga@hanover.edu>, Test class team          Subject: IDS 247 - 20th Century Pop Culture Meeting 2         Be prepared to talk about:         Sputnik         Kubrick         Jayne Mansfield         Betty Friedan</duplaga@hanover.edu></ncodexub,></duplaga@hanover.edu></ncodexub,>	

#### How to Join a meeting

< >	6		c	Search or type a command		Q – 0	×
 Activity	Ē	Calendar				☐ Meet now + New meeting ∨	
= Chat	٢	Today $<$ $>$ March 2020 $\vee$				Work week	~
iii Teams		23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	
Assignments	1 PM		big blue button testing.	IDS 247 - class in Teams online Reiley Noe	2	Reference Desk	
Calendar	2 PM	David Buchman re: Turnitin my office Reiley Noe	(	IDS 247 - 20th Century Pop Culture online Reiley Noe	Join		-
files	3 PM				Reference Desk		Ø
	4 PM	Faculty Meeting Via Zoom (see instructions below) Dustin Bailey		CLT meeting CC Boardroom			o
	5 PM				0	0	
	6 PM	\$	Canceled: German-Club-Meeting HAQ Grace Miller				

15. You can join a meeting from a calendar block when the meeting is occurring:

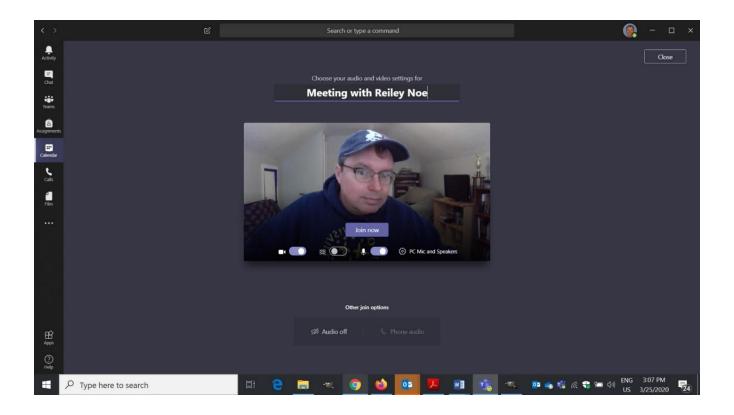
16. Or you can join from an e-mail reminder once the meeting is in session



17. Or you can join from the Teams area within Microsoft Teams. This is also called the Channel in Team's lingo, for what it's worth. **Click on the Blue Bar** for the meeting and you'll be able to join when it is in session.

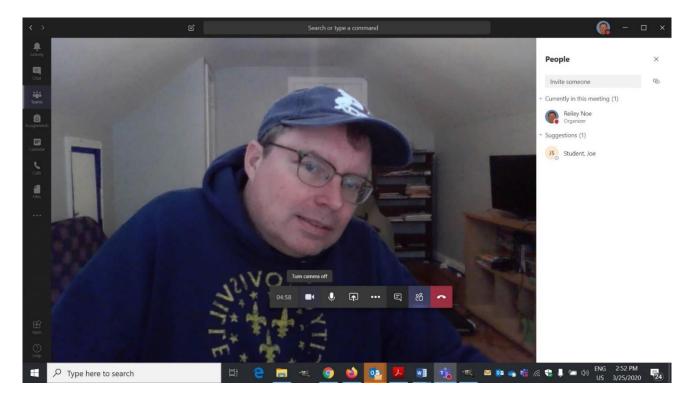
		ß	Search or type a command	0. – 0
 Activity	< All teams		🧐 General Posts Files Class Notebook Assignments Grades Meeting Notes 📼 🕂	⊚ Team
Colart Teams Assignments Calendar Calis Files	Test class team		Upload Class Materials       Set up Class Notebook         ©       Relley Noe has added Eric Justice to the team.         ©       Relley Noe has added Jacob Hedrick to the team.         ©       Relley Noe has added Jennifer Duplaga to the team.         ©       Relley Noe has added Heather Loehr to the team.         ©       Meeting started         3 replies from you       Image: Relley Noe changed team description.	e • 2 •
••• Apps	1.		Reliey Noe: 1:09 PM         Be prepared to talk about:         Sputnik         Kubrick         • • • • • • • • • • • • • • • • • • •	

18. Click **Join Now**. Word of warning: I'll be recording this in an extra room that my son has used until recently. I've commandeered it as my office today. Pardon the mess!



19. Notice the tool bar near on top of the front of my hoodie. This is where the recording tools are located.

Make sure that the camera does not have a strike through it. If it does it wills show a static picture associated with your Hanover e-mail rather than live video of your session. Make sure that the camera is on.



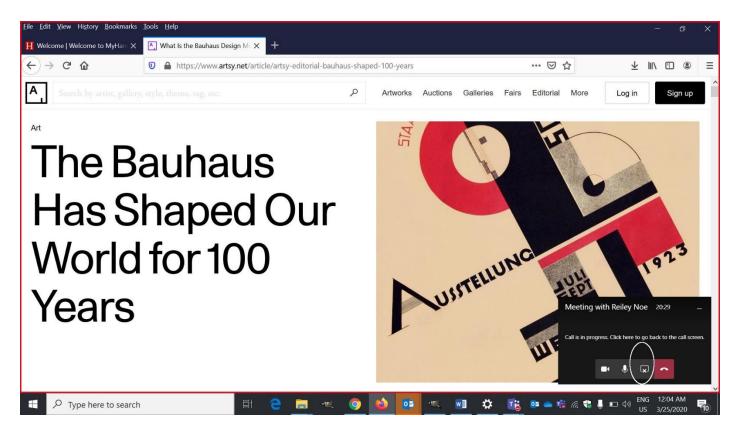
20. To state the obvious, the microphone icon lets you know that your microphone is on. A strike through it means that you are muted. Click on the icon to mute.



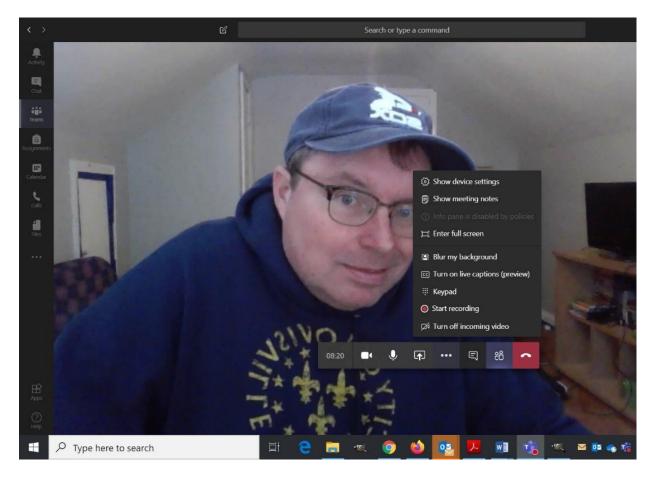
21. The Icon that shows the square and the arrow will let you share a screen



22. I'll share a screen about the Bauhaus ... I'm a big fan of Bauhaus architecture. Click on the icon or in the black area of the bottom corner to stop sharing a screen.



23. The curious three dot icon opens a menu with many different options.



24. The most important is Recording, which displays with a red dot. I'll start recording a session.

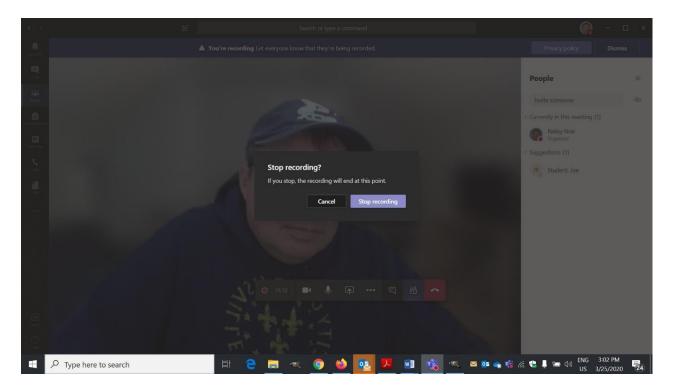


25. The blue bar that you see above my Chicago White Sox hat will appear and stay for the duration of a recording. Once the recording stops, it will disappear.

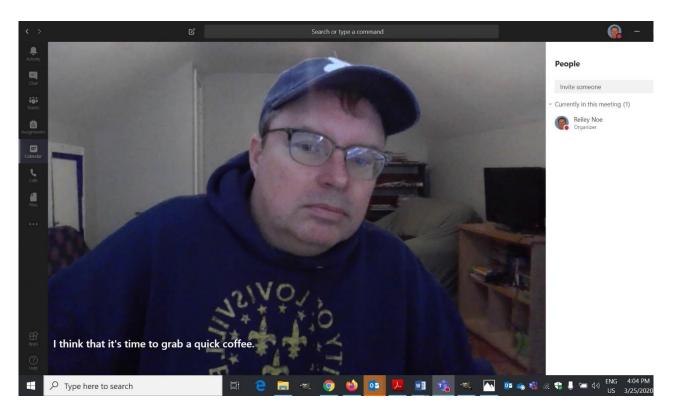


26. When you stop recording you will see this button in the image below. In Teams you can't stop and resume recording within the same recording session in the same meeting. You <u>can</u> stop and start recordings in the same meeting, but these will render as two separate videos rather than one long recording.





27. You can also enable live captioning of your speech in this area. It creates the captions a moment or two after you've said them and displays them in the lower right.



28. The cartoon speech bubble icon is for chat. It will create a bar to the right side of the screen where student can chat in questions or observations.



29. The icon that appears to be the outline of people will show you the participants in your session.



30. On the far left of this toolbar is a timer the counts the time of your total session – note this is not necessarily your total recording time.



Teams allows for sessions of up to 4 hours of time per session.

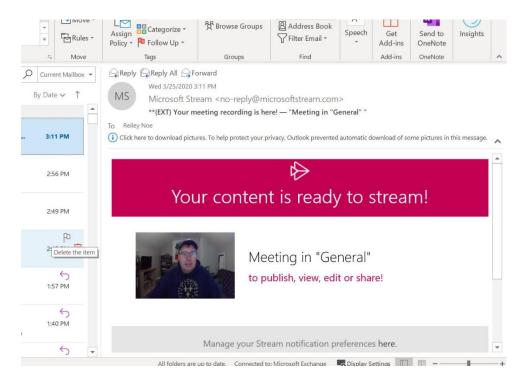
31. Finally, the red telephone will close the session.



It is NOT a join by audio or by phone. If you click on that, the session is over.

#### Where can you access the recording?

A few minutes after you've ended the recording, you'll get an email from Microsoft Stream alerting you that the recording of the video has been rendered. You can access the recording from the link in the e-mail, though most people will use a different way of viewing the video.

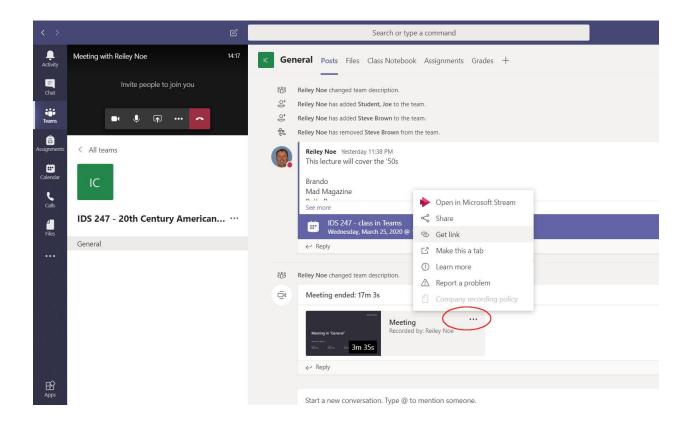


Most people will find it on the Team's Channel page.

You – and your students – can view the video there along with any chat that took place during the session. You can click on the video and it will render in a popup that will allow you to review the recording.

< >		Search or type a command	🚱 – 🗆 ×
L. Activity	Meeting with Reiley Noe 12	General Posts Files Class Notebook Assignments Grades +	(©) Team ····
E Chut	Invite people to join you	25     Reliey Noe changed team description.       22     Reliey Noe has added Studem, Joe to the team.	
Teams	••••~	Reliey Noe has added Steve Brown to the team.     Reliey Noe has added Steve Brown to the team.     Reliey Noe has removed Steve Brown from the team.	
Assignments	< All teams	Reliev Noe Vesterday 11:38 PM This lecture will cover the 50s	
Calendar Cales	IC	Brando Mad Magazine See more	_
<b>H</b> Ies	IDS 247 - 20th Century American	IDS 247 - class in Teams Wednesday, March 25, 2020 @ 1:00 PM	
	General	<ru> </ru>	
		281 Relley Noe changed team description.	
		Ga Meeting ended: 17m 3s	
	(	Monthing the "Saveward" Monthing the "Saveward" Meeting Recorded by: Relievy Noe 	
H Apps		← Reply	
septo		Start a new conversation. Type @ to mention someone.	

If you click on the three dots in the corner of the video, you have some options. You can view it in Stream (which Hanover has a subscription to as part of Office 365) or share a link to the stream video.



Here's what it looks like when you click on Get Link.

Meeting with Reiley Noe 29:35	General Posts Files Class Notebook Assignments Grades +	
Invite people to join you	85         Reliev Noe changed team description.           2*         Reliev Nee has added Student, Joe to the team.	
• • • •	Relievy Nore has added Steve Brown to the team. Relievy Nore has removed Steve Brown from the team.	
< All teams	Reliev Noe Yesterday 11:38 PM This lecture will cover the "50s Drawdo	
IDS 247 - 20th Century American	Get Stream Link https://web.microsoftstream.com/video/2e2e8522-be1d-4514-aeb2-82fd8f30c692	
	Cancel Copy	
	123 Reliev Noe changed team description.	
	ي آن Meeting ended: 17m 3s	0
	Meeting     ***       Meeting     Recorded by: Reliev Noe       ***     3m 35s	
	Start a new conversation. Type @ to mention someone.	₽
𝒫 Type here to search	E 😑 📰 🔍 🧿 🍏 📴 🗷 📷 🔥 🔍 🔤 💩 💩 👘	) ENG 4:30 PM US 3/25/2020 24

Here's what it looks like in Stream. The <u>Share</u> link will let you also create a link directly to the video or allow you to e-mail this to others.

You can also place this on your Moodle page, either as a link or embed it onto your page. You can link to the stream video by using the URL resource at the bottom of the popup that displays when you click Add an Activity or Resource.

<u>File E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks	<u>I</u> ools <u>H</u> elp		- 0	×
📕 Microsoft Teams   Online Classe 🗙	ⓒ teams do you have to invite ev∈ X 🛛 📙 Need Help with Software? : Inf⊂ X 🛛 ⓒ teams rec	corded video in stream 🗙 🔶 Watch 'Meeting in "General" '  🗙	+	
← → ♂ ☆	🗊 🖴 🧭 https://web.microsoftstream.com/video/2e2e8522-be1d-4514-aeb2-82fd8	1f30c692 67% ···· 🗵 🏠	⊻ III\ 🗊 🍭	≡
iii Stream			0 0 ?	RN ^
n Home 📁 Discover 🗸 🗉 My content 🗸	→ + Create ~ P Search		₹ &	0
	Migratolt Trans	Interactivity + Add Form		
	Meeting in "Genera			
	8389-01-25, 19:00107C			
	Marine Tana Antonio Sana General	Make your video more engaging by adding a survey, quiz, or poil using Microsoft Forms.		
	Details	More from trending videos		
	Meeting in "General" Buildand on 3/23/2020 by Reliey Nos 📑 ⊔mated 0⊚ 8☉	Meeting in "General" 1 view 20820		
(	😰 share 🗒 Add to watching 🗸 🕼 tike 🚥 🛞 Wew settings 🗸	Meeting with Reiley Noe 1 view 02:00		
	0 Comments	Week 01 Davis Chapter 1 ppt_Intro 1 view 01:27		
Type here to search	Roit a new comment	🗾 🤹 📉 🔯 🐟 🕫 🦟 🖶 🖛 🗤	ENG 4:40 PM US 3/25/2020	24

## Adding your Teams Link to your Moodle Page (Optional)

You can make life easier for your students by creating a link to their Teams course on your Moodle Page.

**Click on the three dots icon** in the upper corner of the Team's Channel page in a Microsoft Teams course.

< >			Search or type a command	
L. Activity	< All teams	к Gen	eral Posts Files Class Notebook Assignments Grades +	© Team
	IDS 247 - 20th Century American		Upload Class Materials Set up Class Notebook	X
Assignments	Gentual		Relley Noe Yesterday 11:38 PM This lecture will cover the '50s	
Calendar			Brando Mad Magazine 5 ee more	
Calls			IDS 247 - class in Teams Wednesday, March 25, 2020 @ 1:00 PM	
Files	Teams Page of		<ru>      Ker Reply</ru>	
	your course		Today	
		Q	Meeting started	
			Collapse all     Meeting     Facorded by: Reliey Noe     Collapse all     Facorded by: Reliey Noe	
			ର୍ତ୍ତି Meeting ended: 17m 3s ୧୯ Reply	•
ß			← initial	
Apps			Start a new conversation. Type @ to mention someone.	
(?) Help			A₂ C ⊙ ₽ ₫ ≫ ♀ O …	Ð

Click on **Get Link to Channel** – the name Microsoft has for the page that you are seeing.

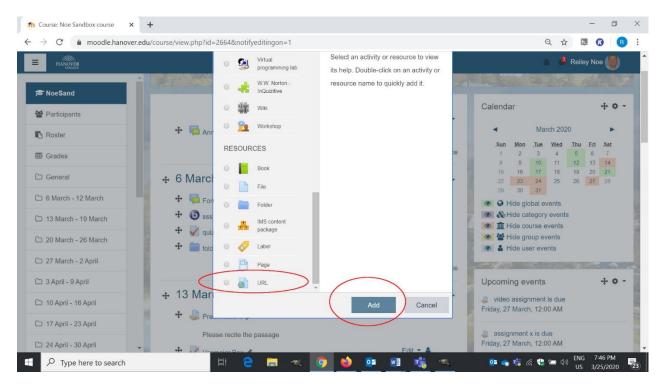
< >	C		Search or type a command		🛞 – 🗆 ×
	< All teams	c General Posts Files	Class Notebook Assignments Grades +		@ Team •••
Chat	IC		Upload Class Materials	Set up Class Notebook	<ul> <li>Channel notifications</li> <li>Manage channel</li> <li>Get email address</li> </ul>
assignments	General	Reiley Noe Yesterda This lecture will co		<	Get link to channel
Calendar	ound of	Brando Mad Magazine See more	hordess road		Open in SharePoint
		IDS 247 - c Wednesday,	lass in Teams March 25, 2020 @ 1:00 PM		
Files		← Reply			
		Q4 Meeting started	Today		
		* Collapse all	Meeting Recorded by: Reliev Noe		
		©¶ Meeting e ← Reply	ended: 17m 3s		•
H Apps		Start a new conver	rsation. Type @ to mention someone.		
(?) Help		Ag C 😳 🖵	ଡ଼ି 🖗 ନୁ 🥥 …		D
-	${\cal P}$ Type here to search	🛱 含 肩	🔍 👩 🕹 🔯 🗃 %	· 🔍 🛛 💀 🐝 🦛 🖶 🖛	ENG 7:37 PM

$\langle \cdot \rangle$	e 📕	Search or type a command	💽 – 🗆 ×
	< All teams	General Posts Files Class Notebook Assignments Grades +	
Cul teams	IC IDS 247 - 20th Century American	Upload Class Materials Set up Class Notebook	
Assignments:		Reliev Noe Vesterday 11:38 PM This lecture will cover the '50s	
Coleman		Brando Med Manazine	
Colo		Get a link to the channel	
Files		https://teams.microsoft.com/l/channel/19%3ab5d8615964114fSeb03632/437d67dc	
· · · ·		Cancel Copy	
		Collapse all	
		Materia Strategy Materia	
		Qt Meeting ended: 17m 3s ← Reply	•
EE Apps			
() Help		start a new conversation. Uppe er to mention someone.	⊳
4	${\cal P}$ Type here to search	H C 🖿 🔍 👩 🍪 📭 🖬 🐀 🔍 📭 🖷 🕷 🛠	(m) (1) ENG 7:40 PM (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)

Copy the link then login to Moodle and go to your course. Click on the Gear. Turn editing On.

**Click on Add an Activity or Resource** at an easy to find place – This will be the link to the Team's channel for the rest of the class.

→ C	r.edu/course/view.php?id=2664&notifyeditingon=1				Q 1	2 0	<b>6</b>	
HANOVER					A 🤞	Reile	ey Noe	
S NoeSand	Noe Sandbox course	N. T. T. M.						٥.
Participants	Dashboard / My courses / NoeSand							
S Roster					2 m	1		
∃ Grades			Calendar					+ • •
) General	🕂 👼 Announcements 🖋	Edit 👻		Ma	arch 202	20		•
0 6 March - 12 March		+ Add an activity or resource		Mon Jue 2 3	Wed 4	Thu 5	Eti 6	Sat 7
3 13 March - 19 March	· C March 12 March ·		15	9 10 16 17	11 18	12 19	13 20	
20 March - 26 March		Edit 🝷		23 24 30 31	25	26	27	28
27 March - 2 April	🕂 🧮 Forum 3 🖋	Edit 👻 🛔	Hide global events					
3 April - 9 April	<ul> <li></li></ul>	Edit 🝷 🛔	& Hide category events      1					
□ 10 April - 16 April	🕂 🚞 folder of poodl 🖋	Edit 🝷		le user eve				
□ 17 April - 23 April	2	+ Add an activity or resource	-		1 m	175		1
24 April - 30 April	+ 13 March - 19 March ℯ	Edit 🝷	Upcoming events + • •					



Scroll down to the bottom of the page. Click on the radio button near URL and click Add

Now you must **Name the Link** – Pick something that refers to this being where you can access Microsoft Teams to view live video and recordings for the course.

Paste in the link that you copied from the channel page.

If you want to add a description in the text box, do so. Just make sure to click the link if you want it to display.

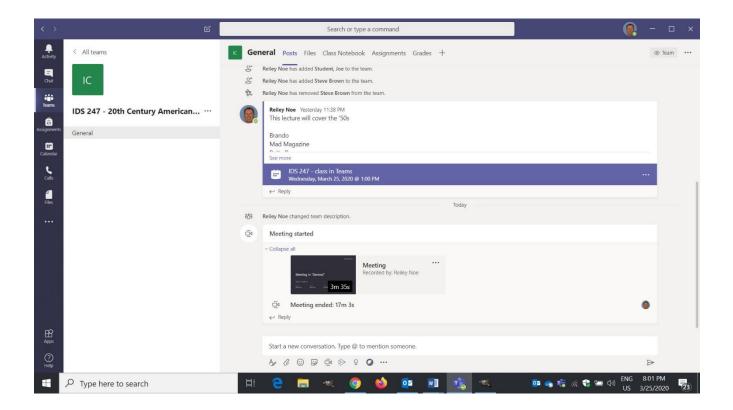
Click one of the buttons at the bottom of the page to Save your work.

Editing URL	x + 0
$\rightarrow$ C $$ moodle.har	over.edu/course/modedit.php?add=url&type=&course=2664&section=0&return=0&sr=0 🔍 🛠 🗔 🙆 🥫
HANOVER	🐁 🤌 Reiley Noe 🎯
Se NoeSand	<ul> <li>▲ Adding a new URL ●</li> <li>▶ Expand all</li> <li>▼ General</li> </ul>
Participants	Name     Virtual class meetings for IDS 247
∃ Grades	External URL
General G March - 12 March 13 March - 19 March	Image: Second point         Image: Second po
20 March - 26 March	✓ Display description on course page ②
⊐ 3 April - 9 April	<ul> <li>Appearance</li> <li>Click this if you what the description to show on the page.</li> </ul>
그 10 April - 16 April	URL variables
그 17 April - 23 April	Common module settings     Scroll down and Click Save.
🗅 24 April - 30 April	► Restrict access

And there it is – Students may or may not have to authenticate into teams, but this will send them to the Channel Page.

→ C   moodle.hanover	.edu/course/view.php?id=2664#section-0			Q 🖞	7 DJ	0	R
HANOVER				A 🕹	Reile	y Noe	9
Participants	Noe Sandbox course Dashboard / My courses / NoeSand		-			-	¢ -
B Grades			Calendar			+	•
General	🕂 🦷 Announcements 🖋	Edit 🕶 🛔		March 202	20		•
6 March - 12 March		Edit 🝷	Sun Mon	Tue Wed	.Thu 5	<b>Eri .Sa</b> 6 7	at
13 March - 19 March	Use this link to access our online meetings and to vie in Microsoft Teams	Use this link to access our online meetings and to view recordings of or sessions in Microsoft Teams		10         11           17         18           24         25	12 19 26	13 14 20 21 27 28	1
20 March - 26 March		+ Add an activity or resource	29 30	31			
27 March - 2 April			💌 🗞 Hide cate	egory event	S		
3 April - 9 April		Edit 🔻	<ul> <li>Hide course events</li> <li>Hide group events</li> </ul>				
10 April - 16 April Edit 👻 🚨 Forum 3 🏕		Hide use	Contraction and the second				
17 April 02 April	+ 💿 sss 🖋	Edit 👻 🛔	Contraction of	Contra -	77.5	1000	100
17 April - 23 April		Edit 👻 🛔	Upcoming eve	ents		+	\$
24 April - 30 April	🗸 🕂 🧰 folder of poodl 🖋	Edit 🔻	👢 video assignr	ment is due			

And the link takes me back to the Channel page, where all the video recordings will be stored.



## <u>Videos</u>

If you want to know more about teaching with Teams, look at these videos:

Microsoft Teams Top Tips | Office 365 #1 https://www.youtube.com/watch?v=fuRDTxyqGHs&list=PLTr4HjqLnovy-6jC-W-cqRKhGwJCVpxJ6

How to Create Live Lessons in Microsoft Teams | Office 365 #2 https://www.youtube.com/watch?v=GwfdZm2FXsc

Breakout rooms in Teams https://www.youtube.com/watch?v=hUUbA53ouSo