## 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.
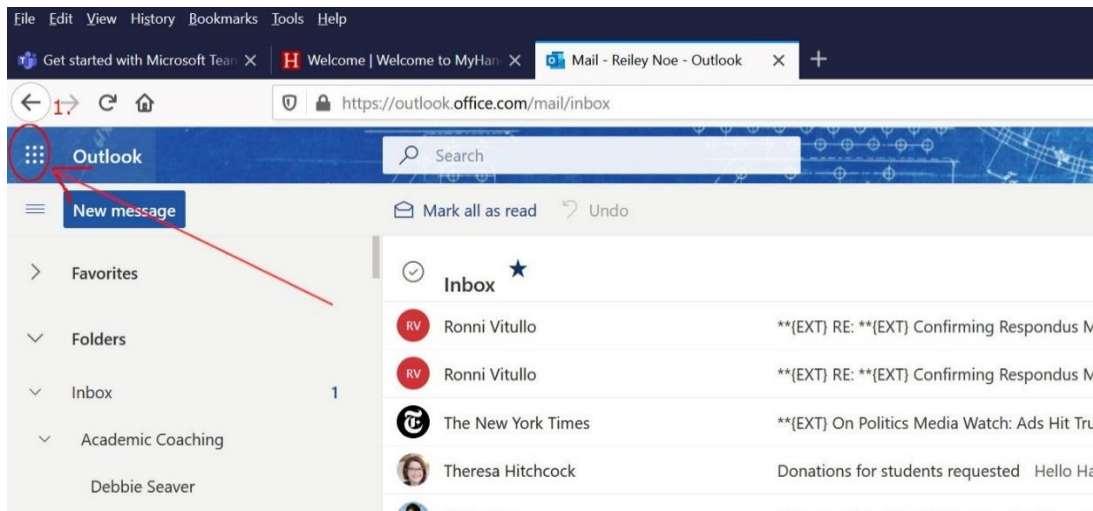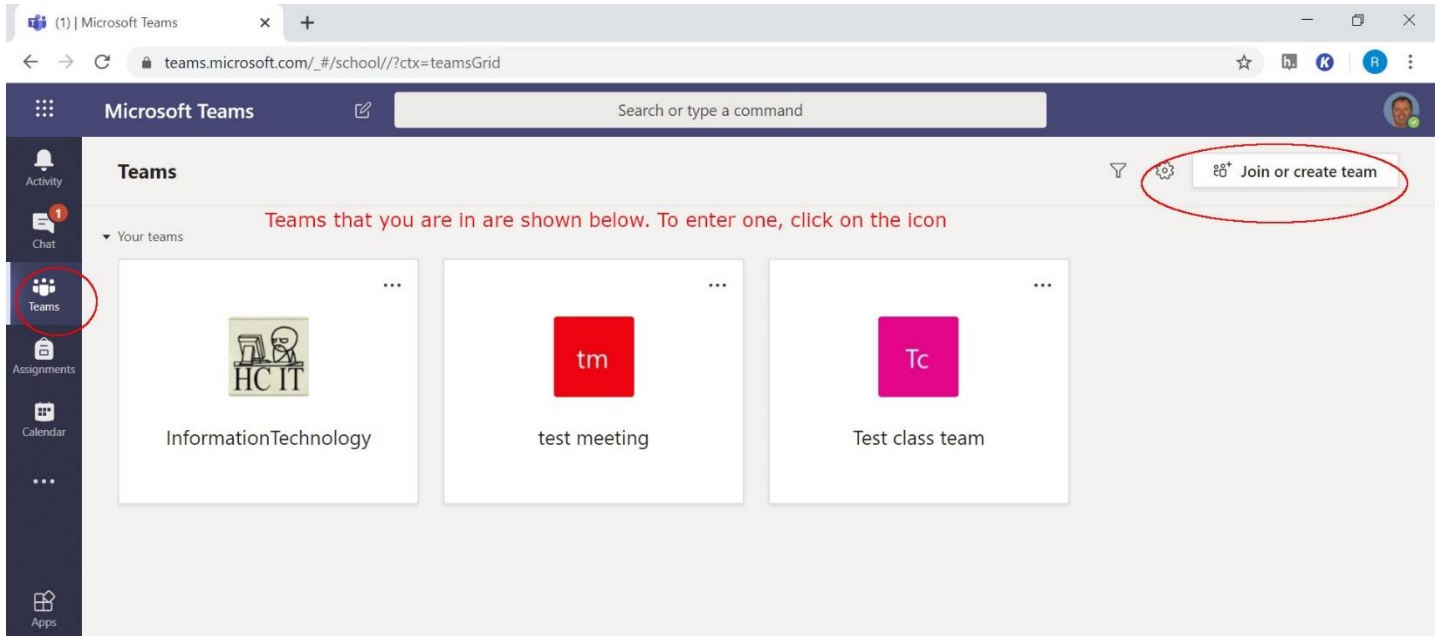


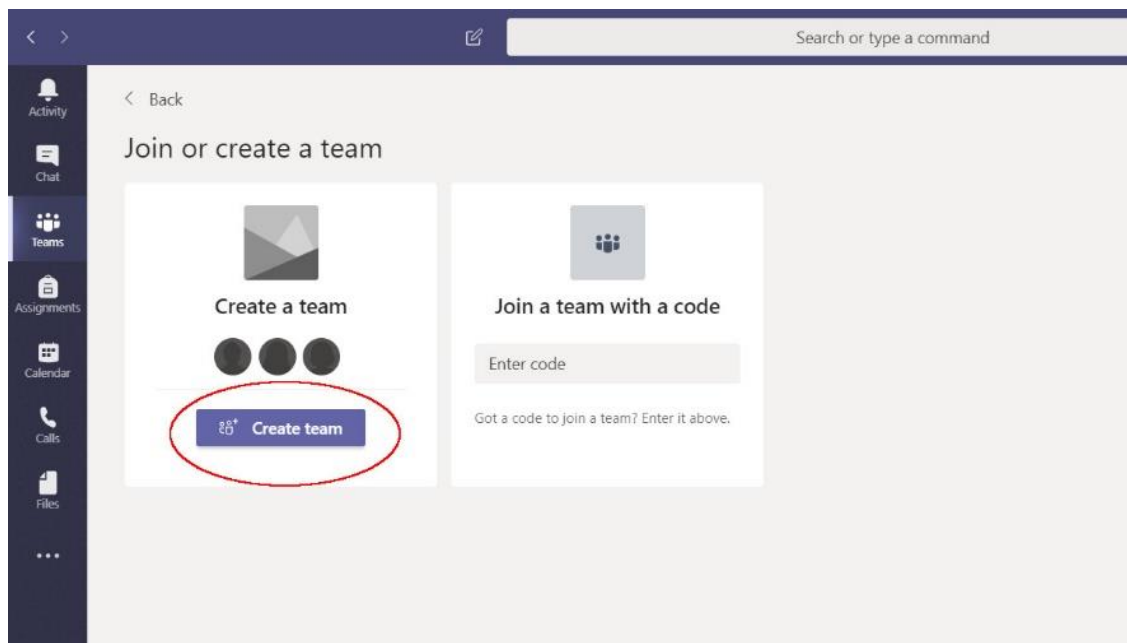2. The Apps area appears. Click on **Teams**
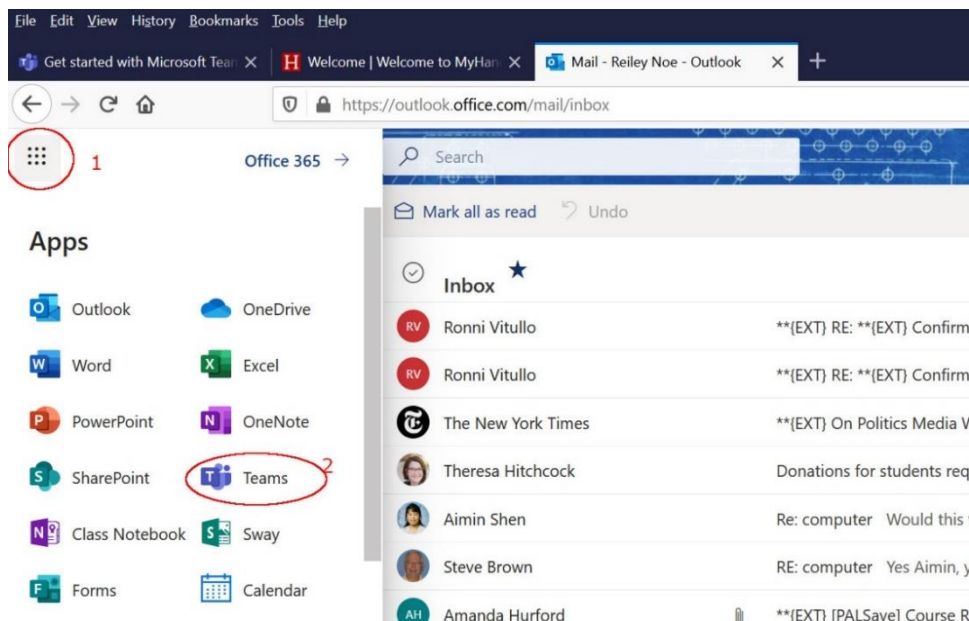
## Setting up your Course by setting up your 'Team'

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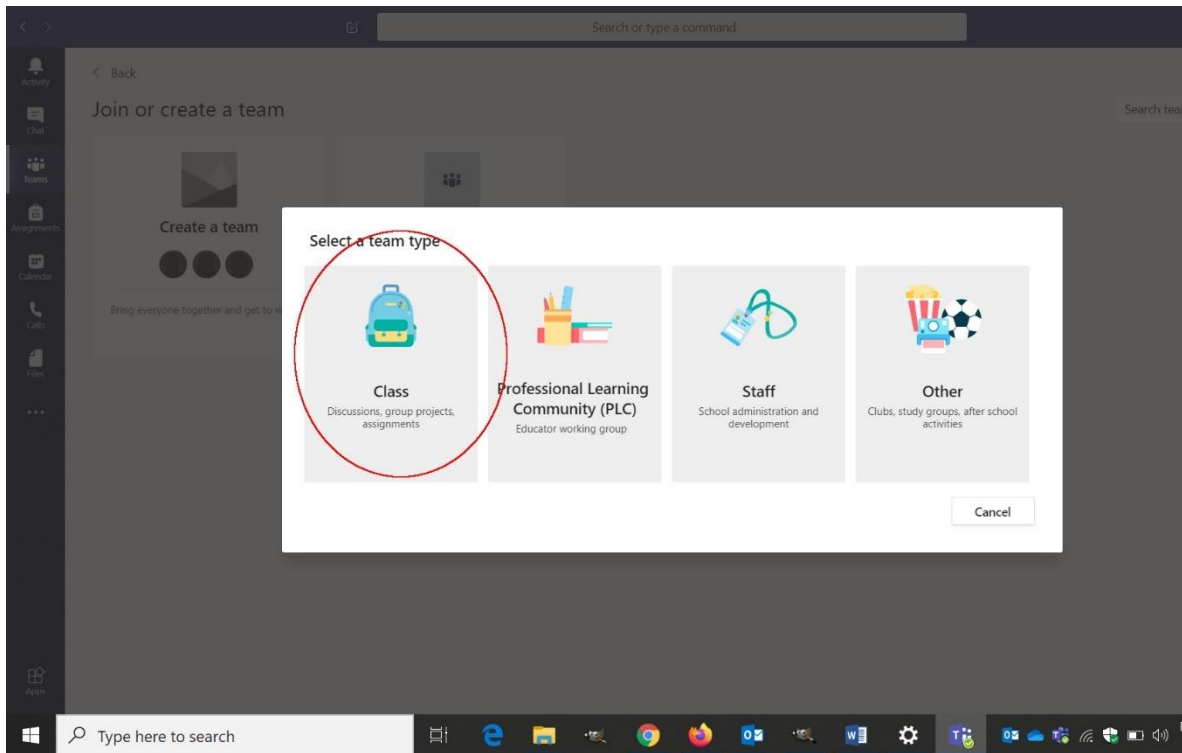
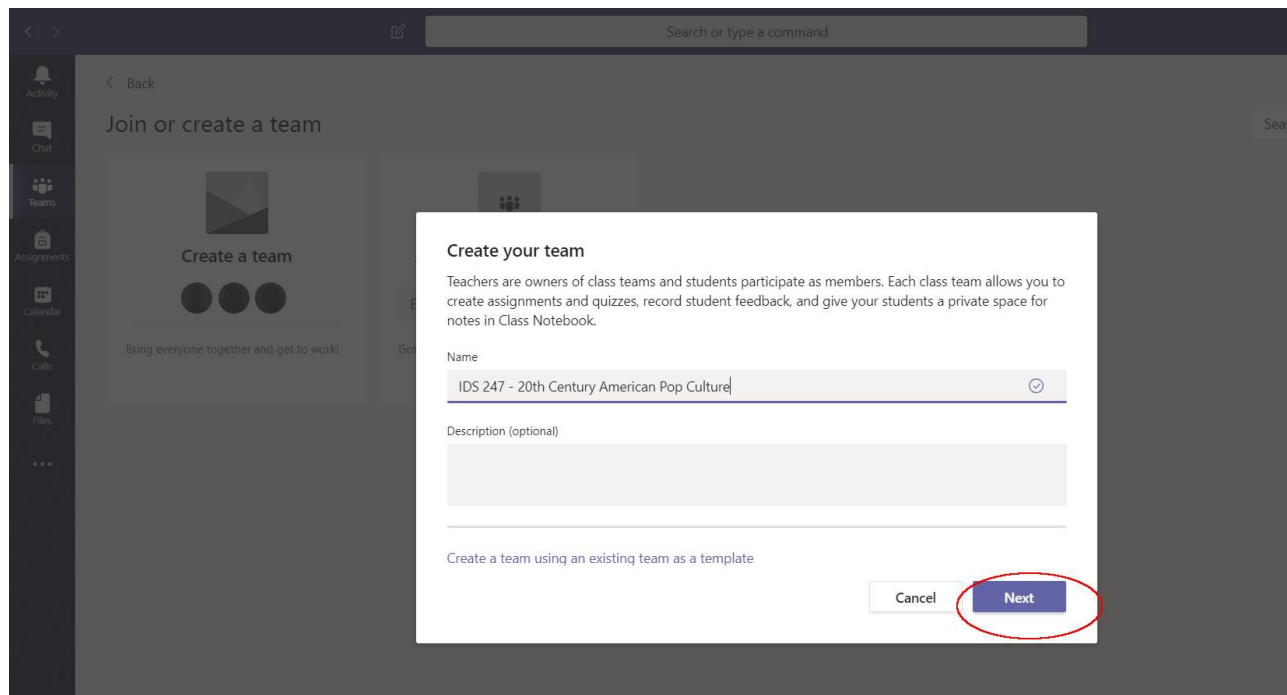   Click on **Join or create a Team** on the upper right corner to create your course.



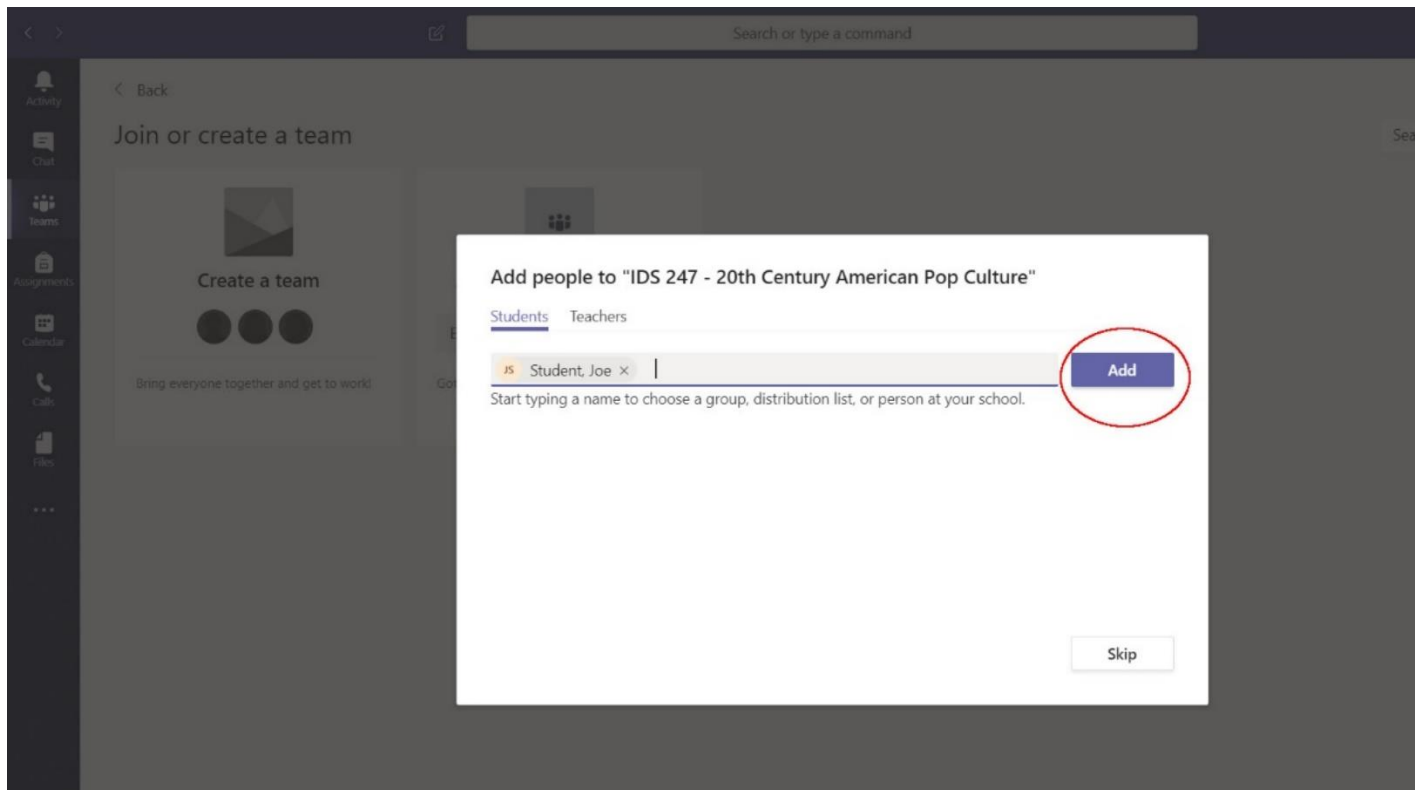4. Click on the **Create a Team** button that appears.

**5.** Choose **Class**



**6.** Name your course and then click **Next.**

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.
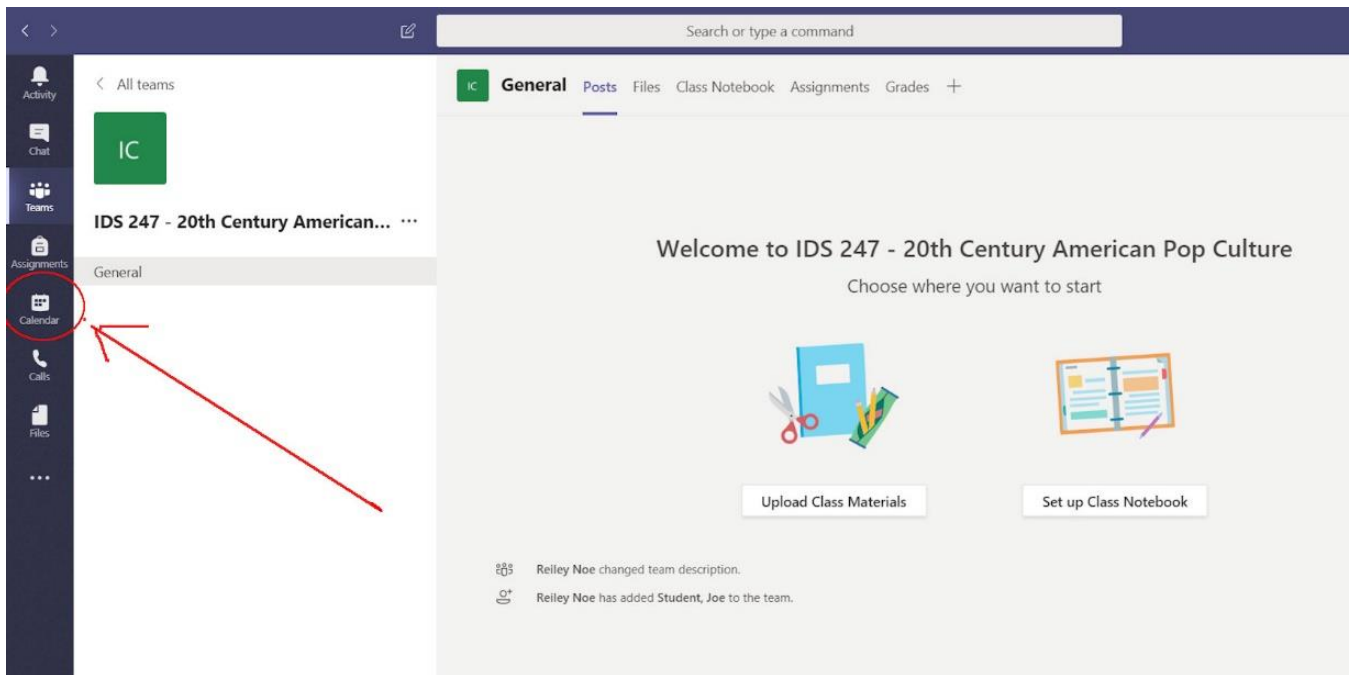


8.  Once they are all added you can click **Close**. I'm only adding Joe Student, but you'll be adding more students.
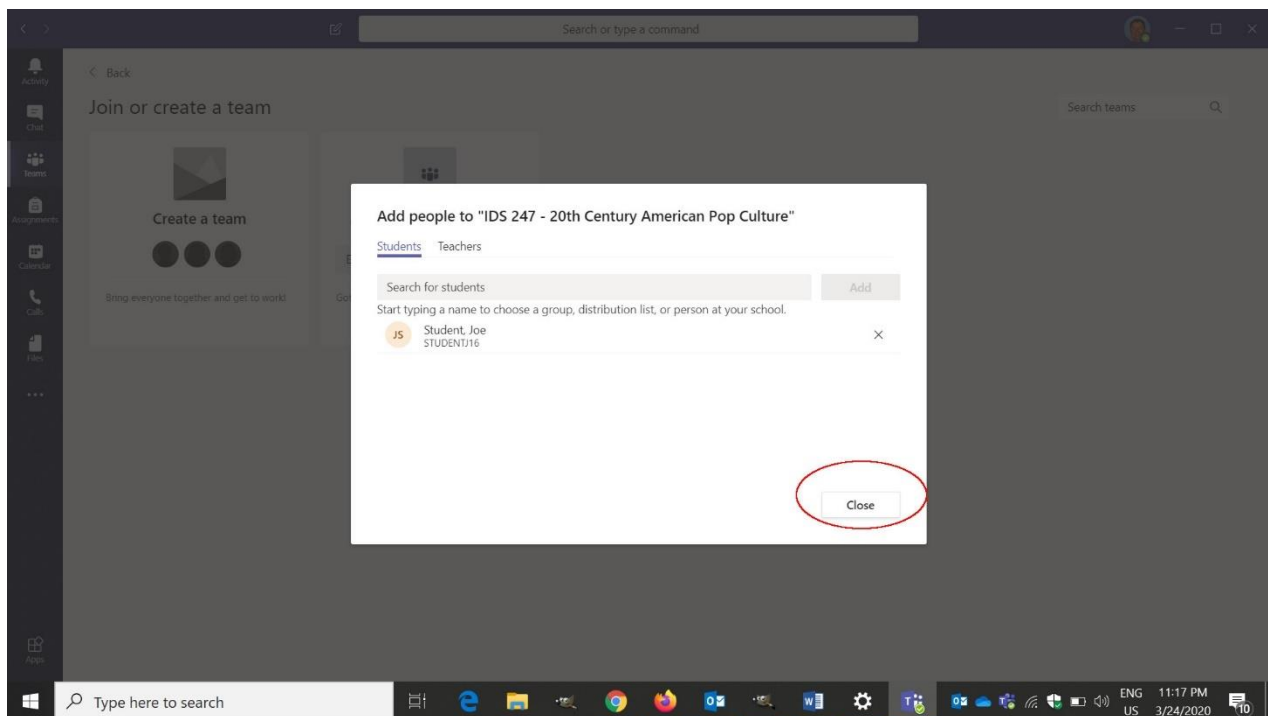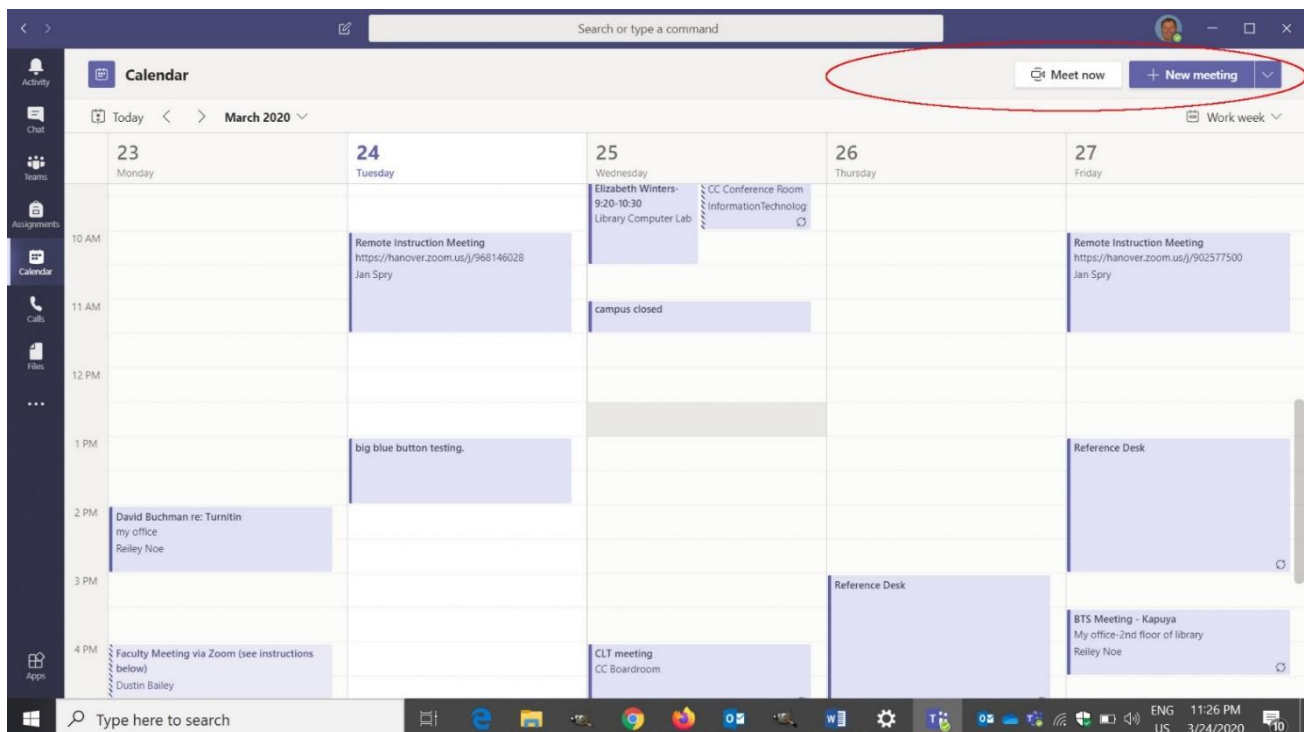
# Creating a virtual meeting for your class

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.

11. Fill out this form to set up a 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.

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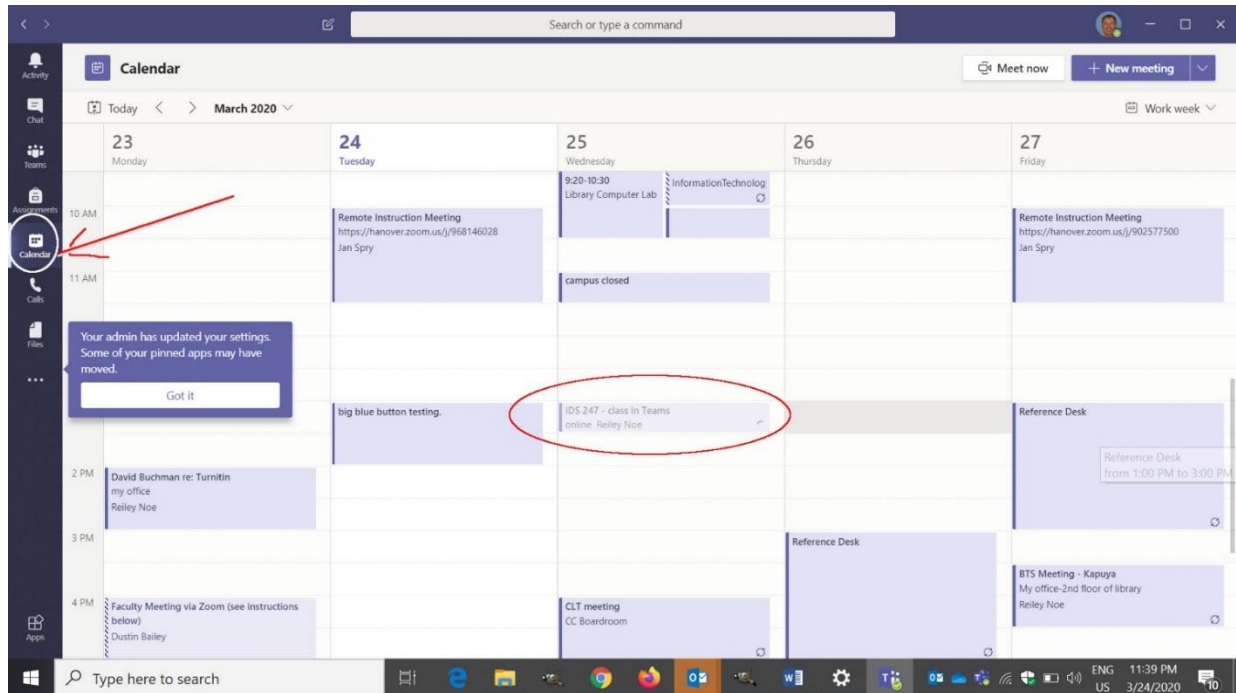


14. Scheduling the event sends out an invite to students and other attendees that looks like this. I added Jen Duplaga as a student to generate this e-mail.
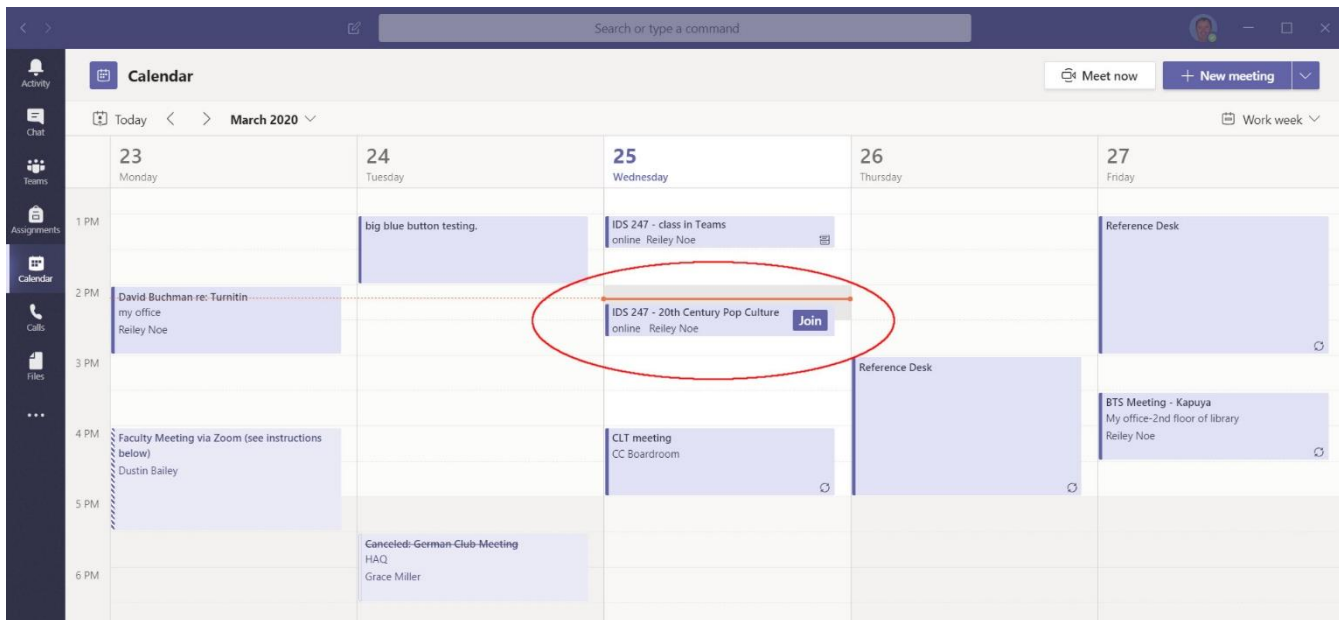
Your students will be able to join the meeting through the link at the bottom of the e-mail when it is time. But there are other ways to join….
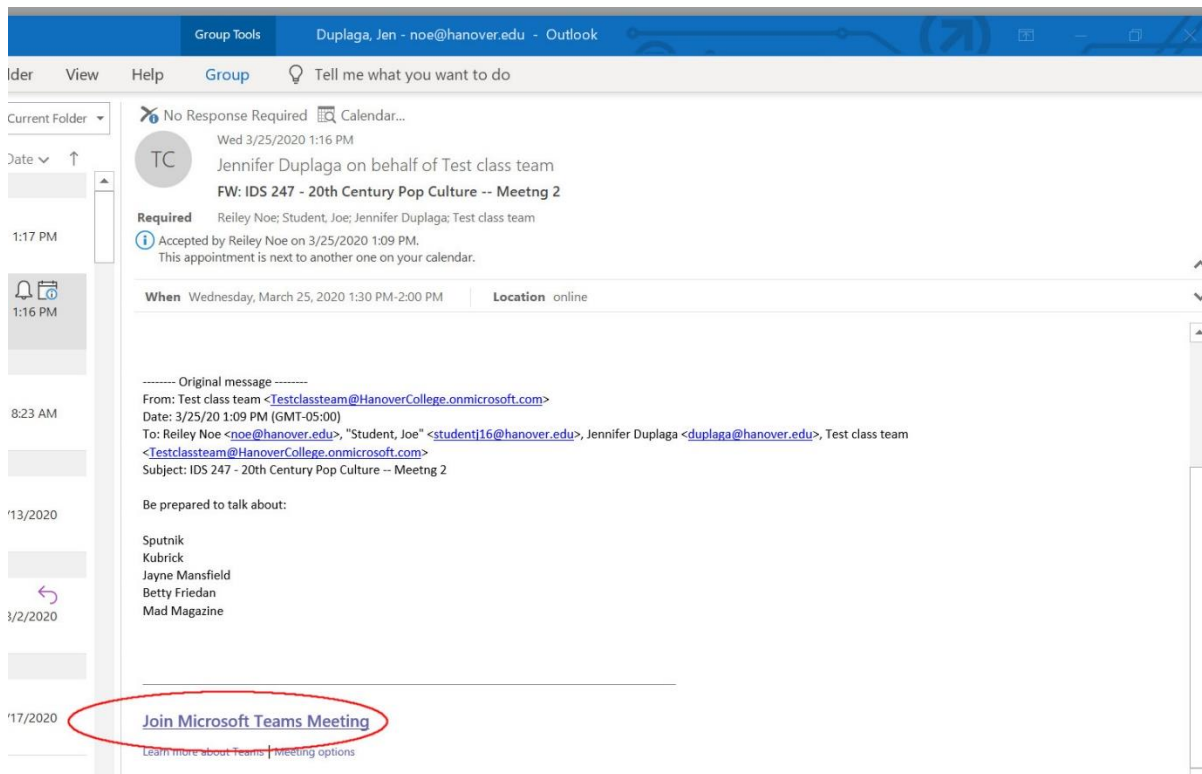
# How to Join a meeting

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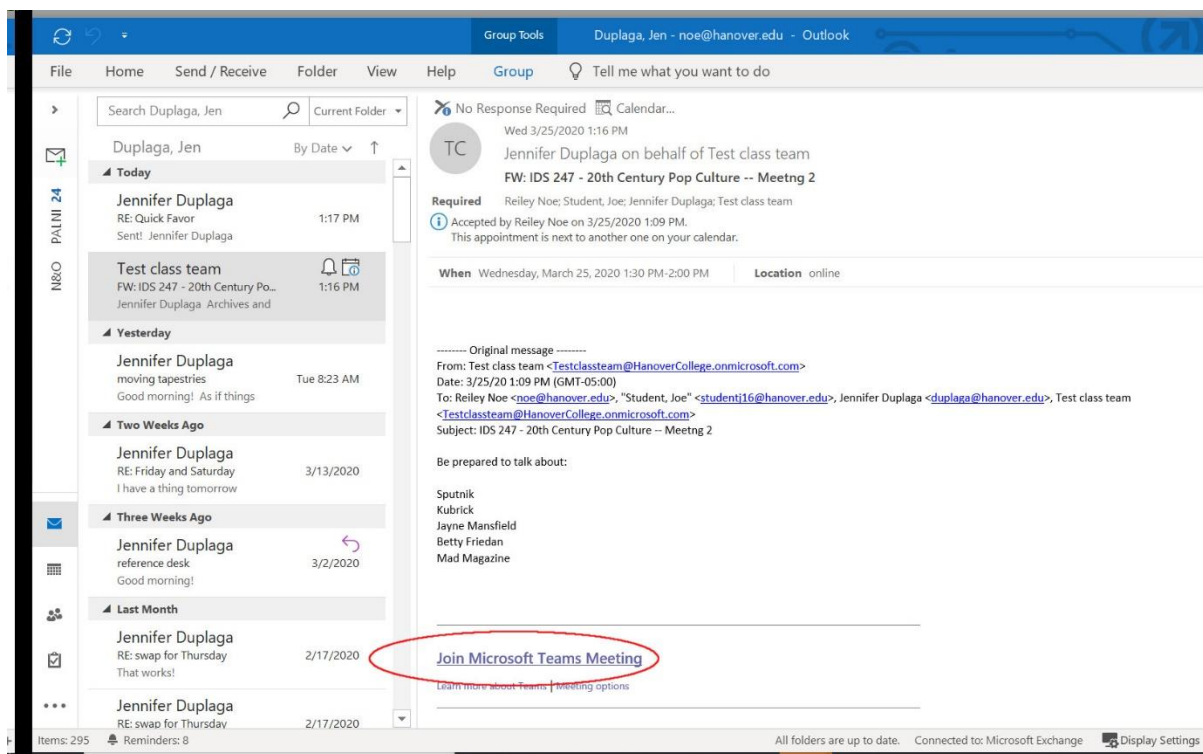
17. Or you can join from the Teams area within Microsoft Teams. This is also called the Channel in Team's lingo, for what it's worth. **Click on the Blue Bar** for the meeting and you'll be able to join when it is in session.
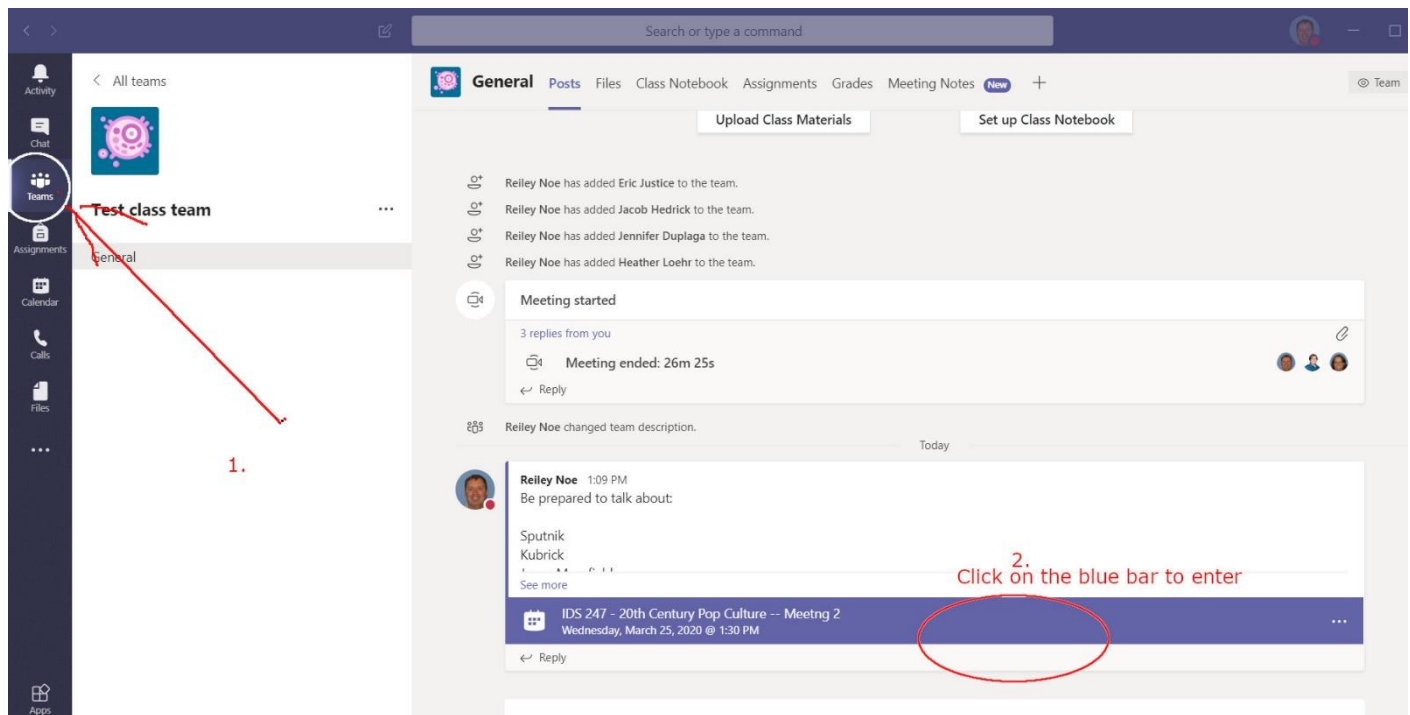


18. Click **Join Now**.  Word of warning: I'll be recording this in an extra room that my son has used until recently. I've commandeered it as my office today. Pardon the mess!

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

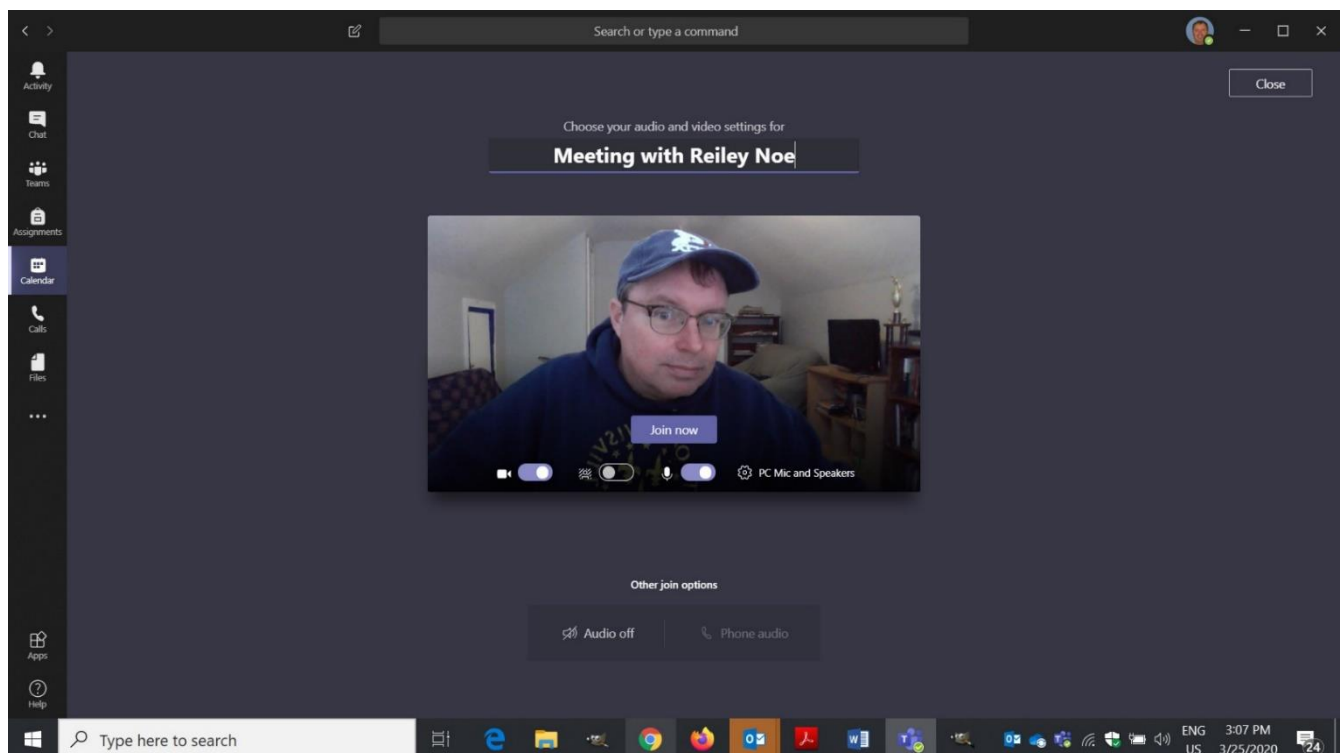    Make sure that the camera does not have a strike through it. If it does it wills show a static picture associated with your Hanover e-mail rather than live video of your session. Make sure that the camera is on.



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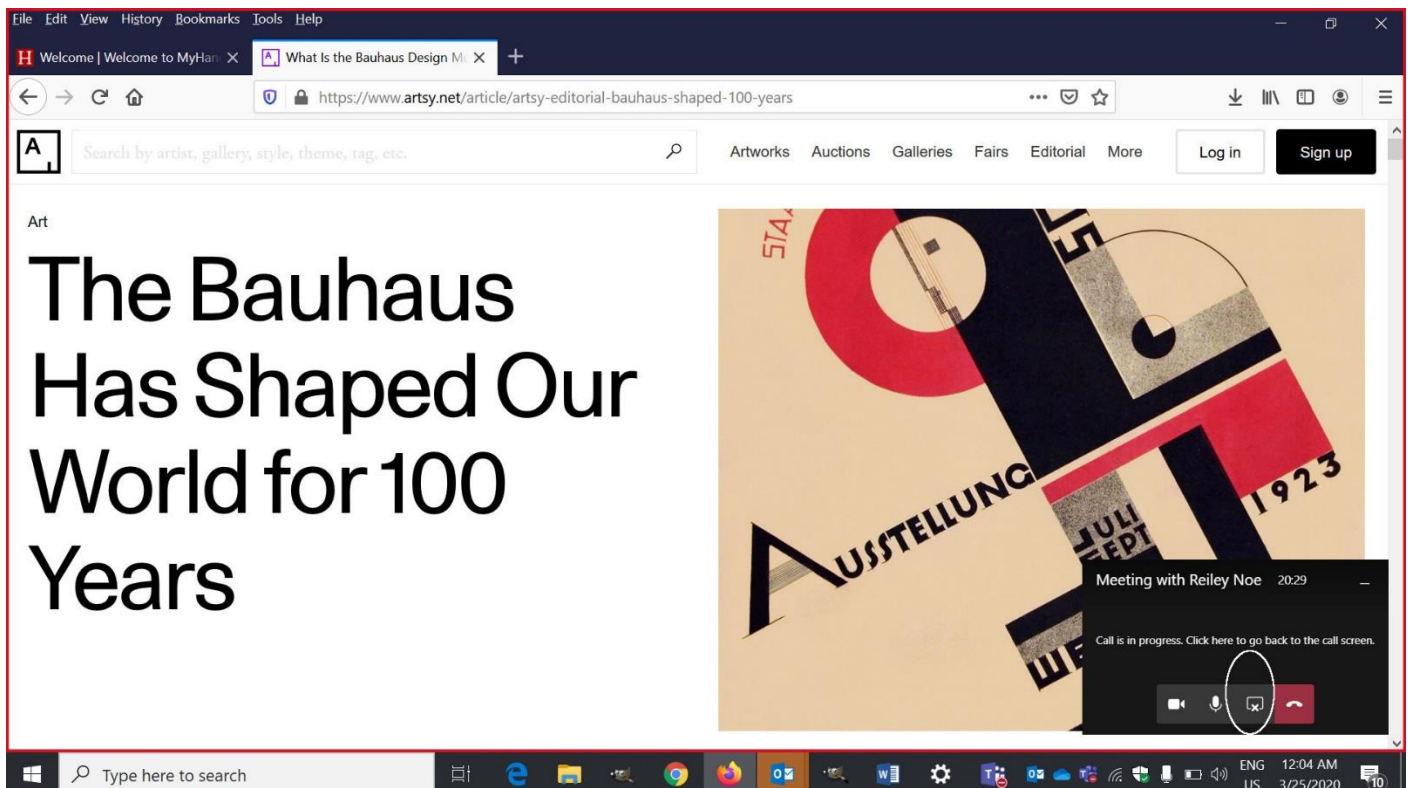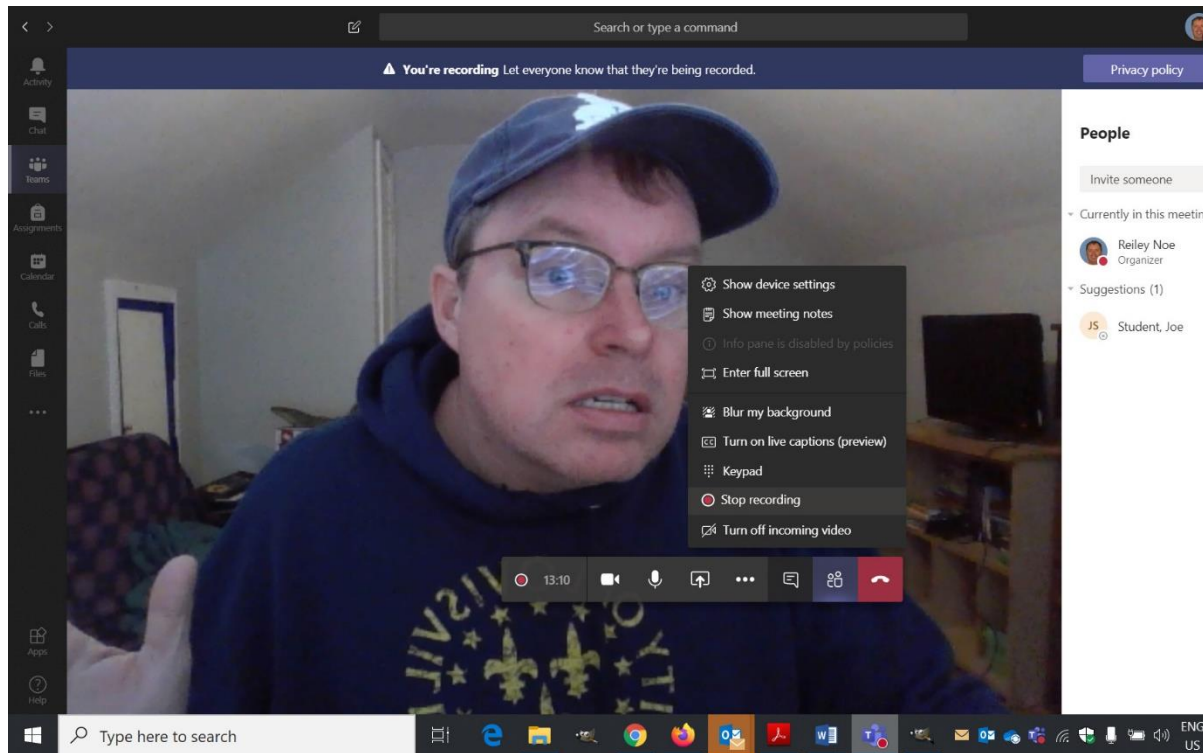
23. The curious three dot icon opens a menu with many different options.



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.

    More on where the recording is stored later … we'll cover the rest of the tool bar first.
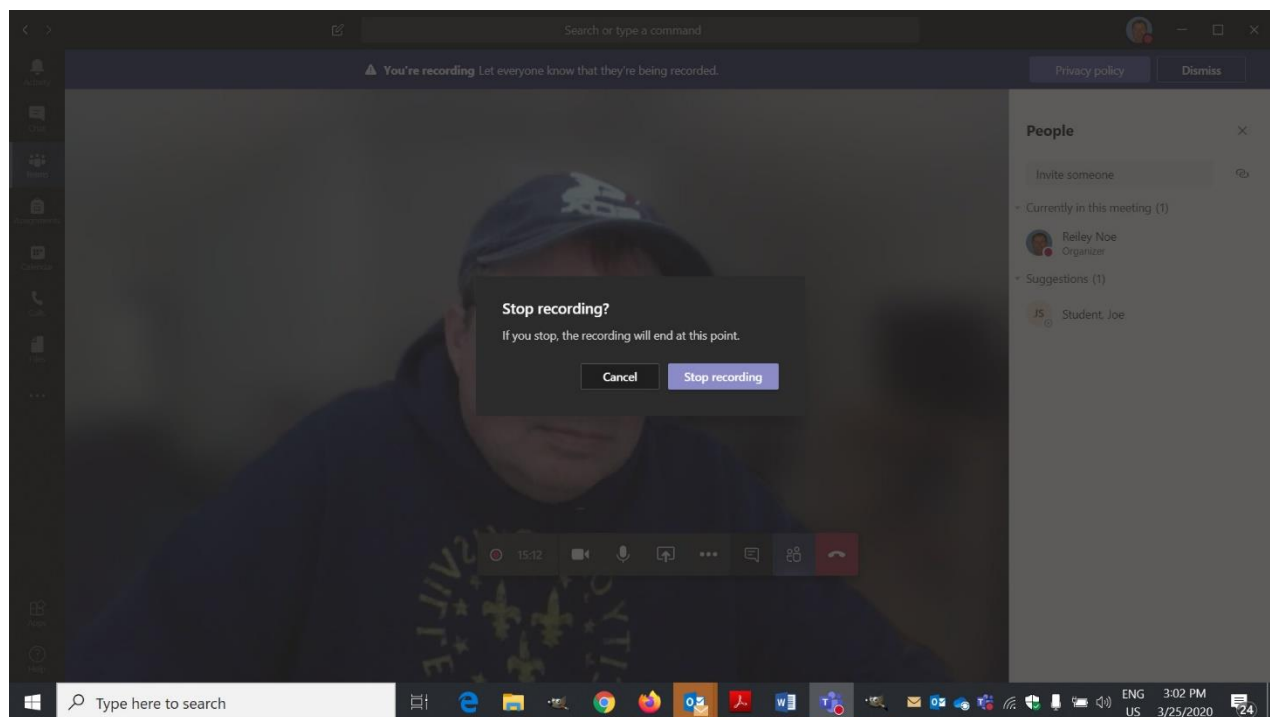
27. You can also enable live captioning of your speech in this area. It creates the captions a moment or two after you've said them and displays them in the lower right.



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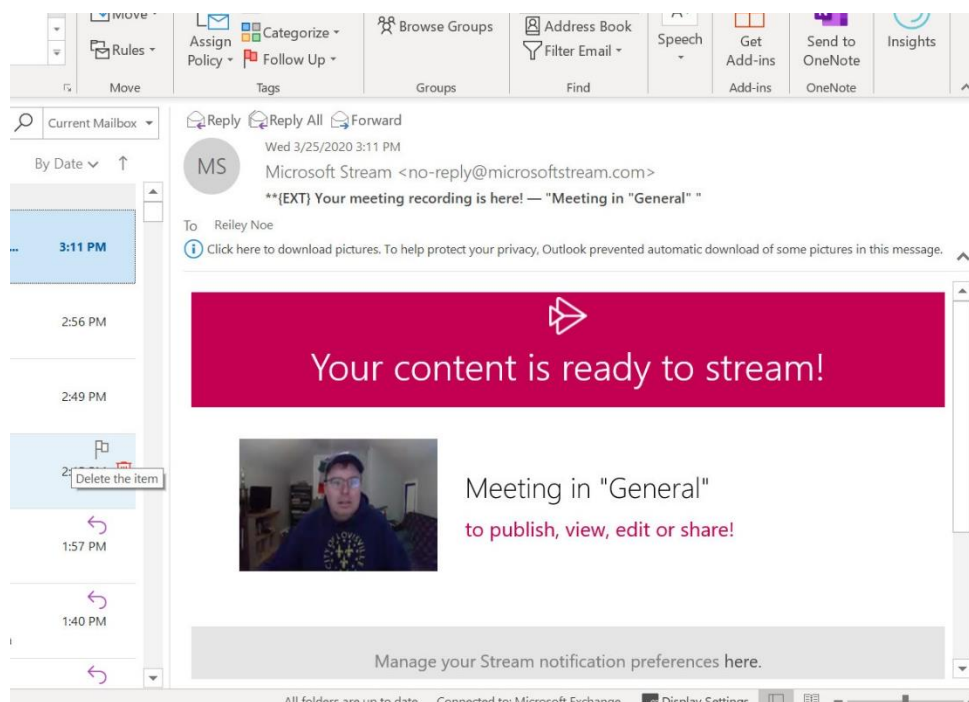
Most people will find it on the Team's Channel page.

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.
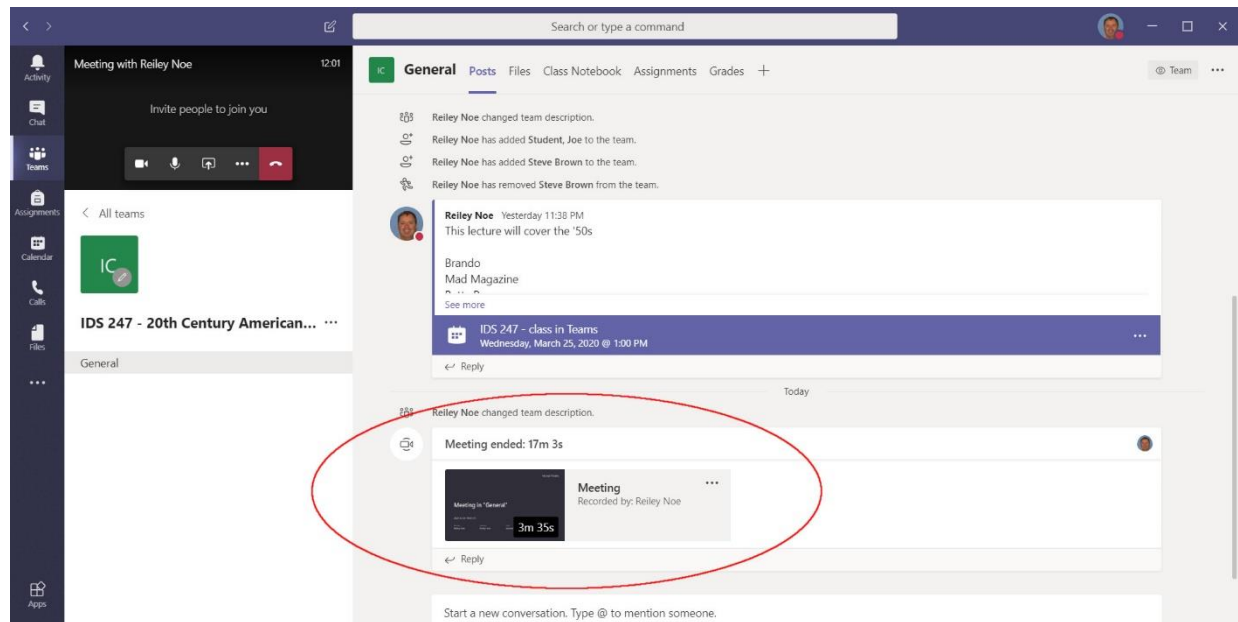


If you click on the three dots in the corner of the video, you have some options. You can view it in Stream (which Hanover has a subscription to as part of Office 365) or share a link to the stream video.
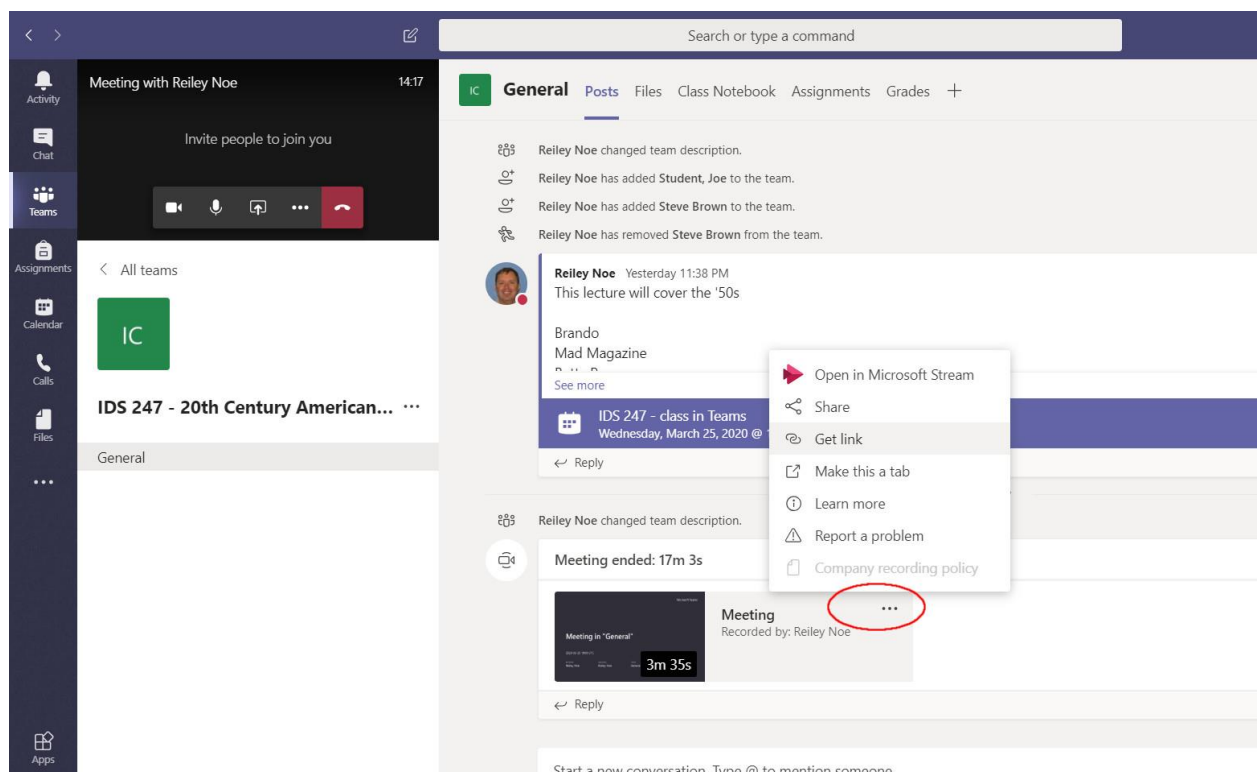
Here's what it looks like when you click on **Get Link.**
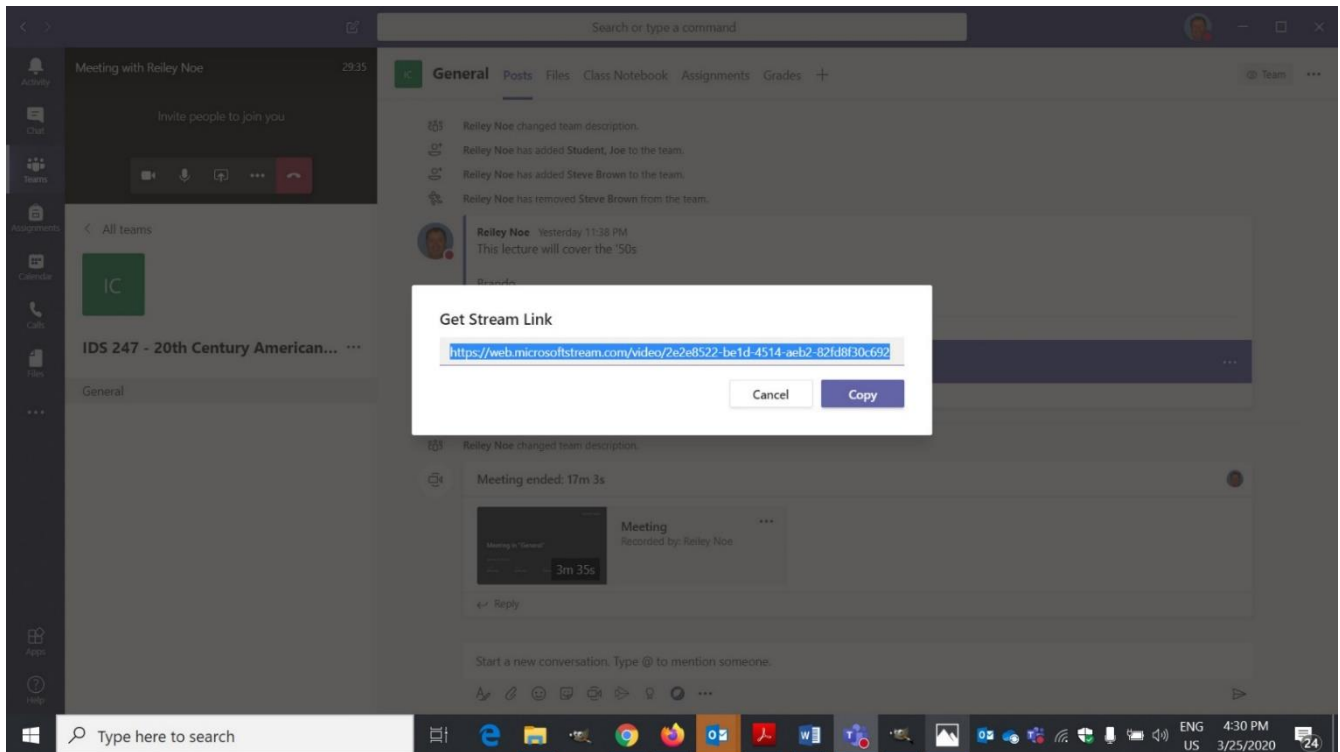


Here's what it looks like in Stream. The <u>Share</u> link will let you also create a link directly to the video or allow you to e-mail this to others.

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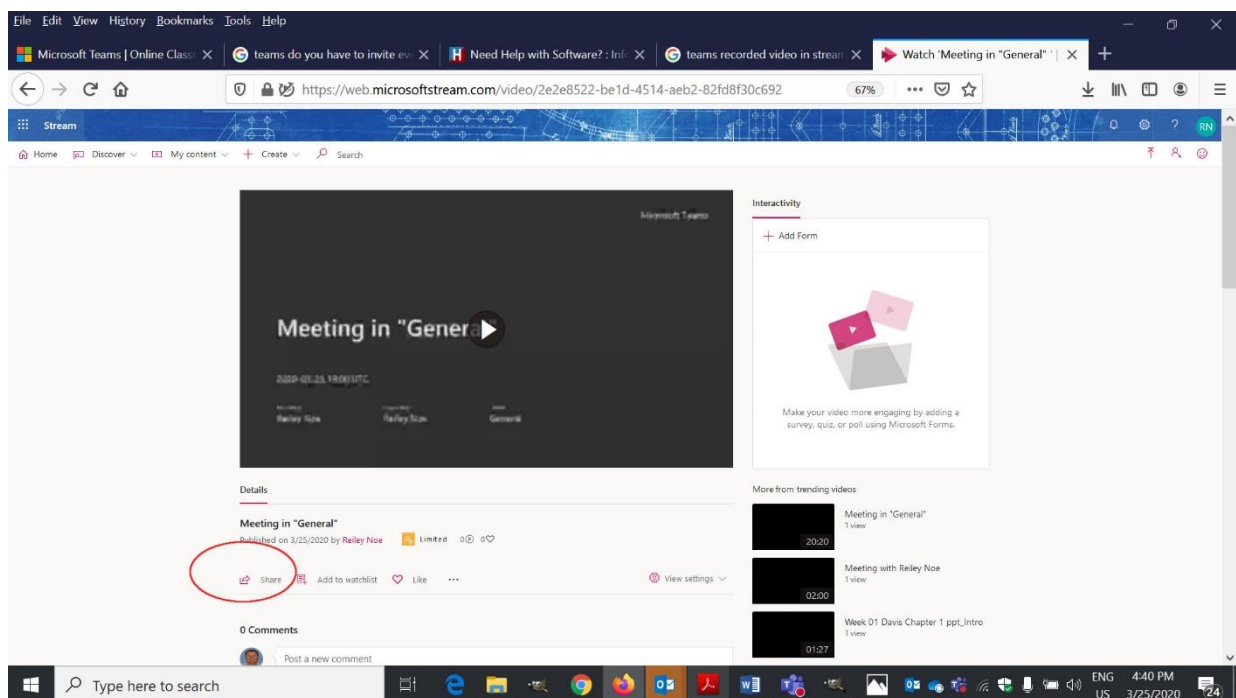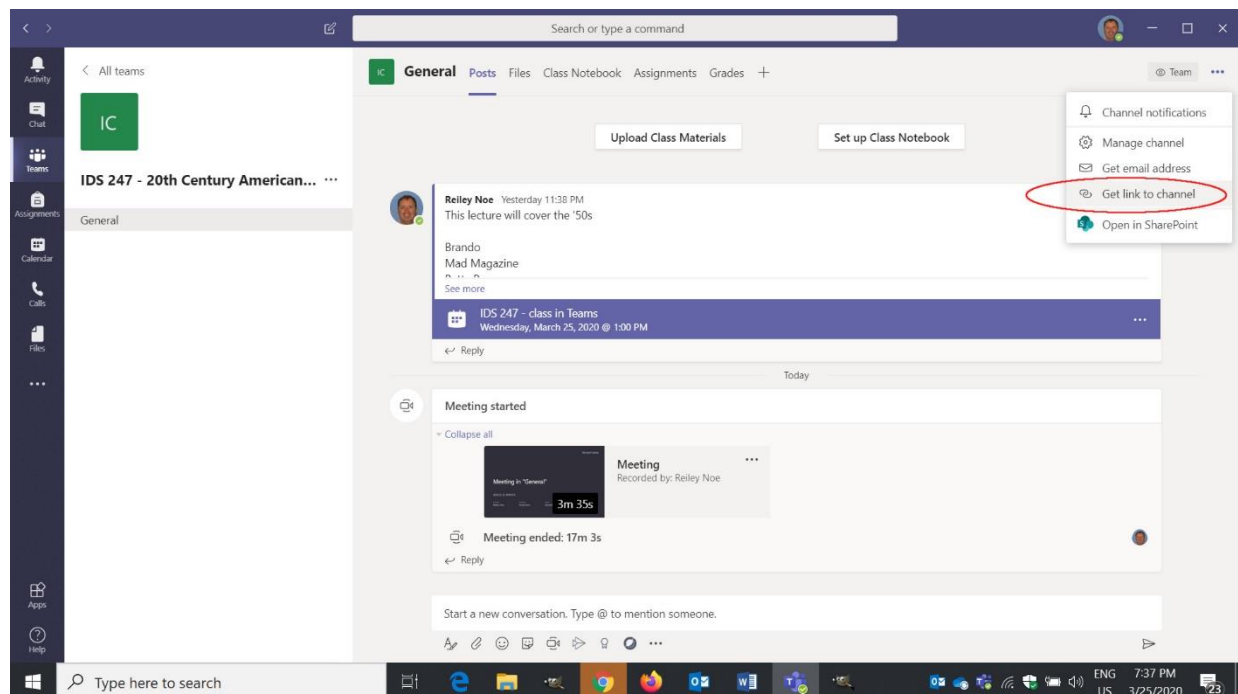
## Adding your Teams Link to your Moodle Page (Optional)

You can make life easier for your students by creating a link to their Teams course on your Moodle Page.
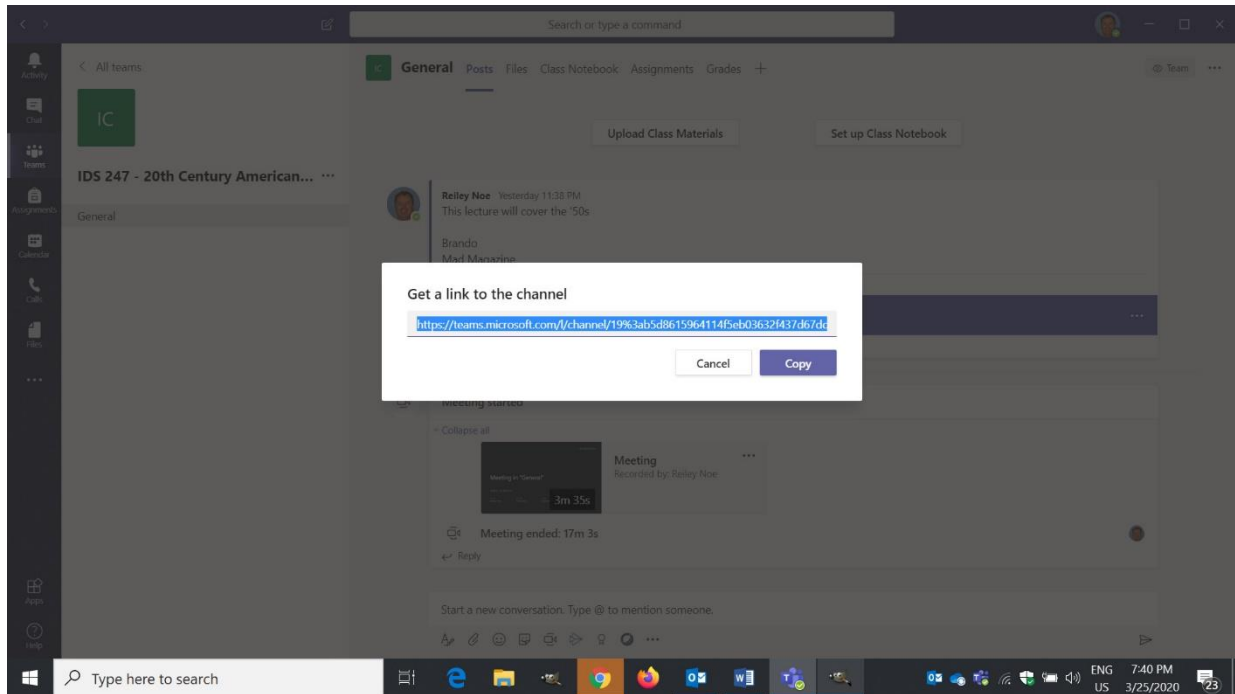
**Click on the three dots icon** in the upper corner of the Team's Channel page in a Microsoft Teams course.
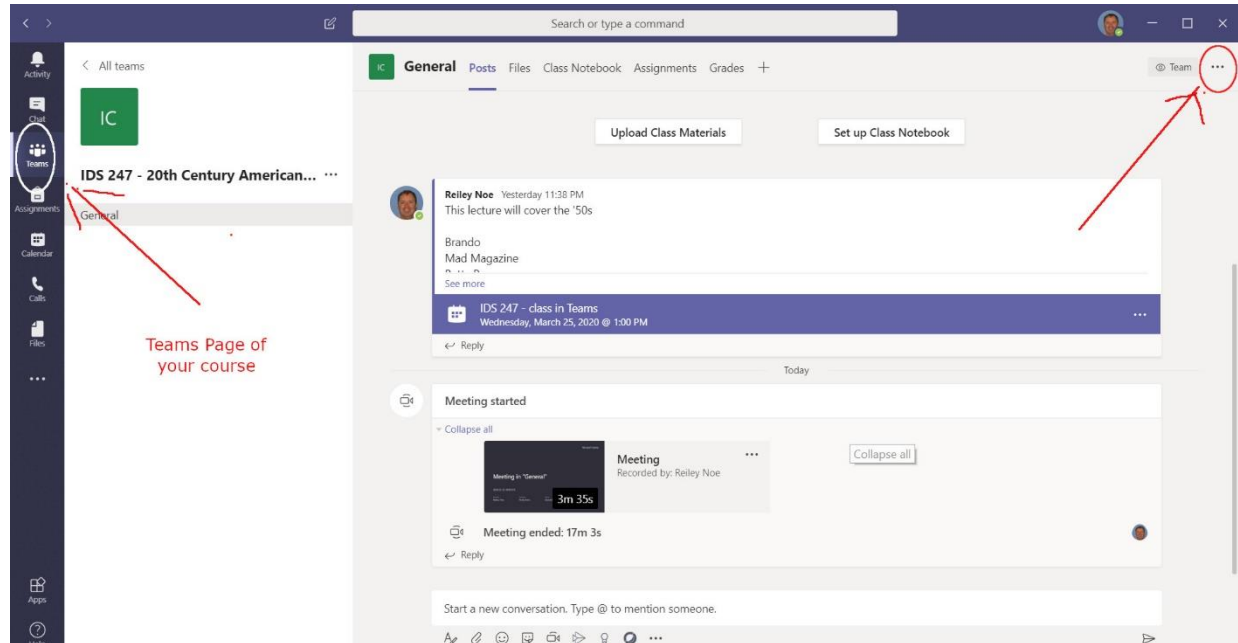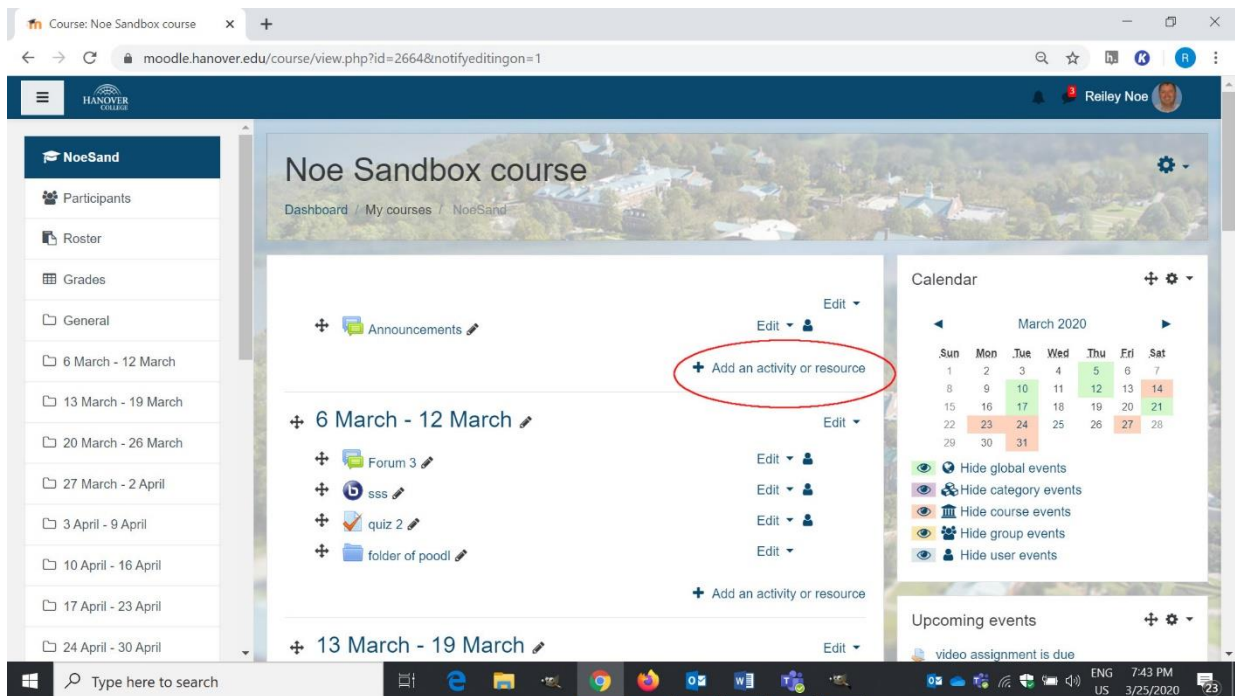


Click on **Get Link to Channel** – the name Microsoft has for the page that you are seeing.

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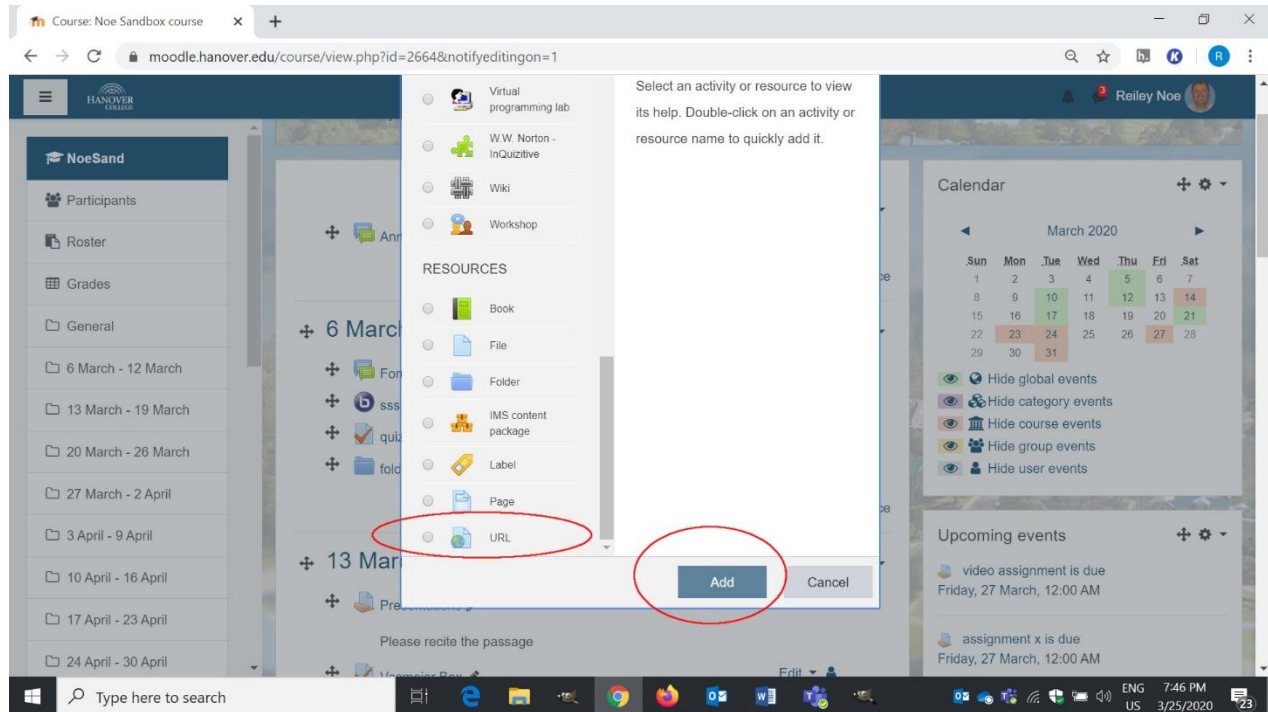


**Click on Add an Activity or Resource** at an easy to find place – This will be the link to the Team's channel for the rest of the class.

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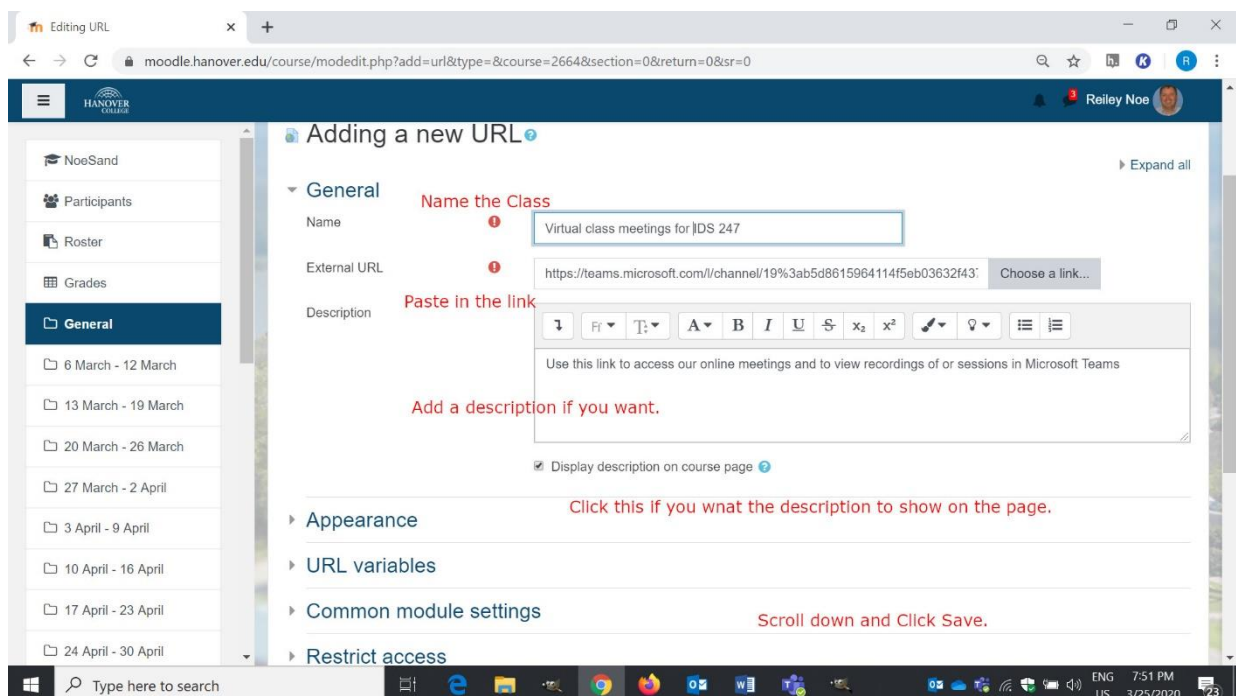
And there it is – Students may or may not have to authenticate into teams, but this will send them to the Channel Page.



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

## Videos

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