Basics of Using Microsoft Teams for Remote Instruction

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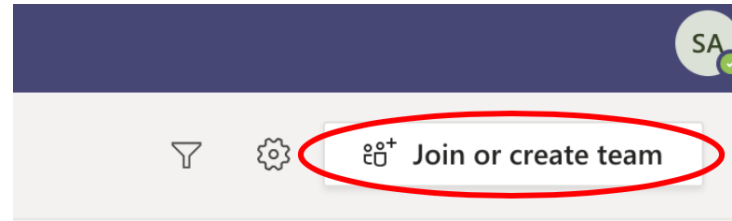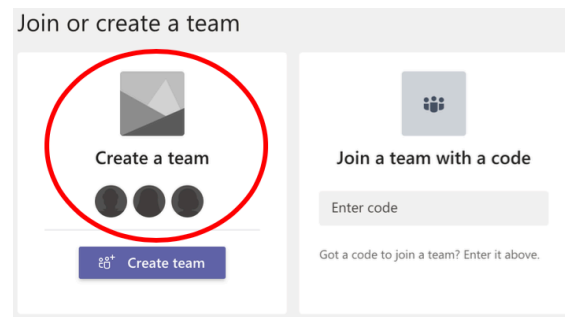
Kuwait University

June 2020

Outline

Creating a Class Team

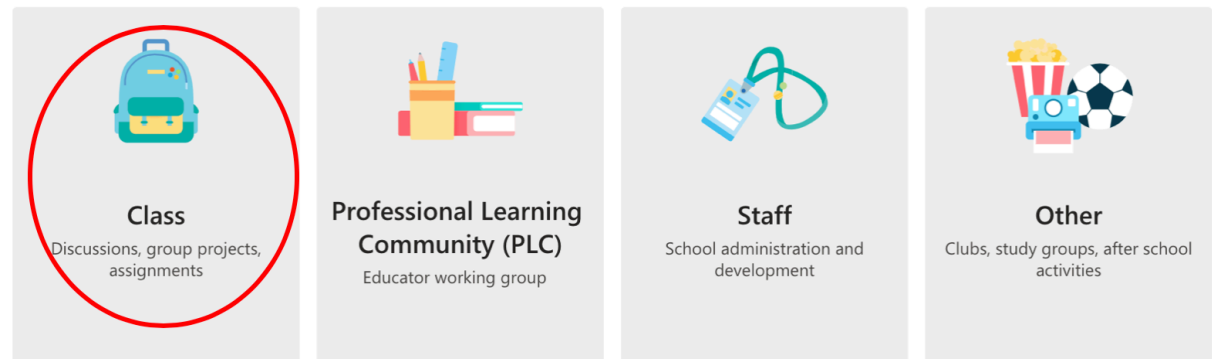- On the upper right corner, click on "**Join or create team**"

- **Create a team**

- Select "**Class**"
  - ➢ Choose a name
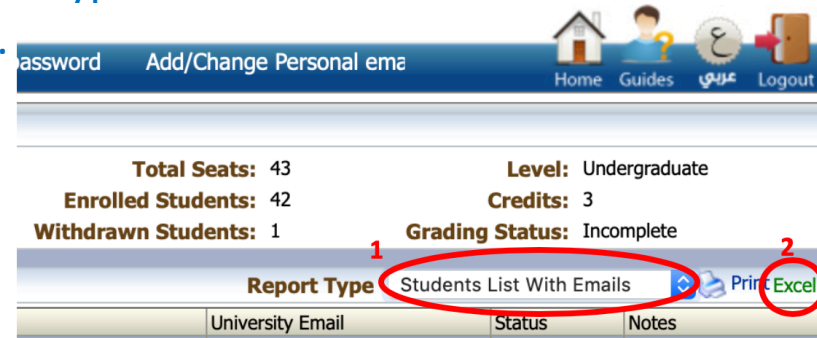 - ➢ You can start adding your students

Adding Students: A) Emails

- **Option A: You can add all your students right away.**

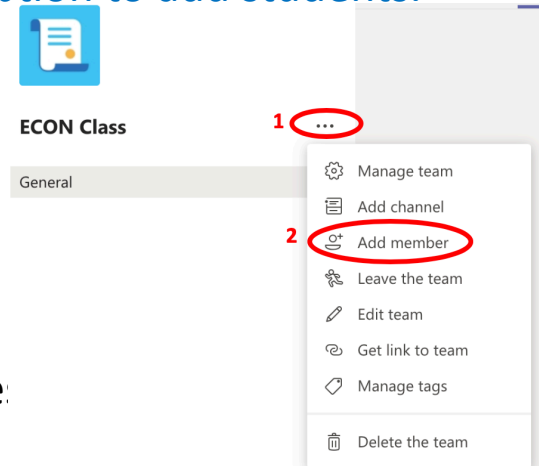   1) Download students' emails from KU portal.

    ➤ Grades submission >> select class >> Report Type: Students List With Emails >> Click on "Excel" to download the excel file.

    2) Once you create a team, MS Teams will give you the option to add students. You can still add students afterwards as shown below.
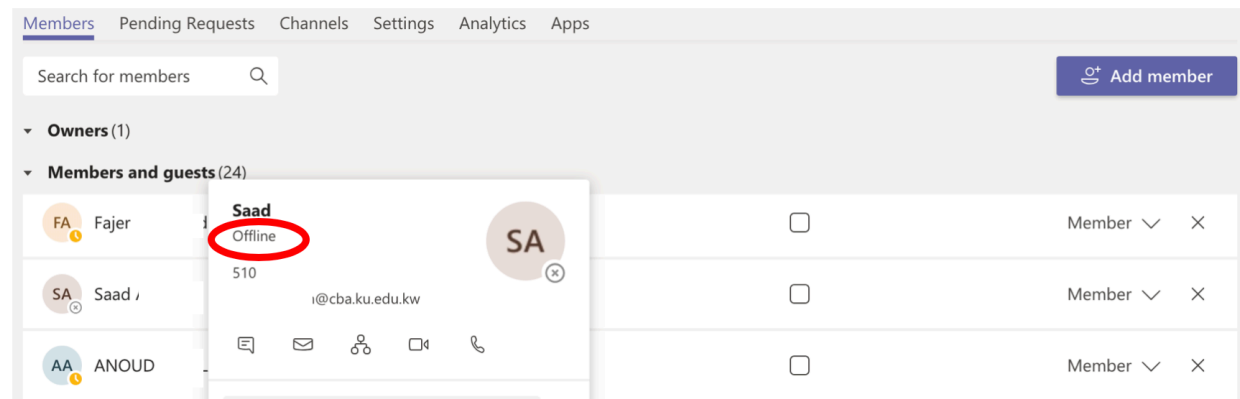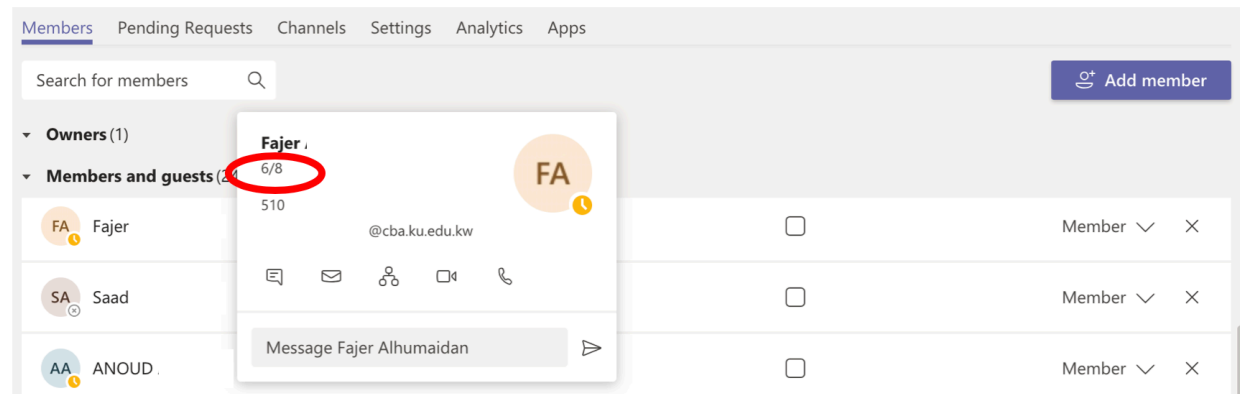
- **Advantage:** making sure all your students joined.
- **Disadvantage:** copying and pasting emails one by one.

- **Important:** Avoid adding students by looking up their names. You should add them using their KU emails.
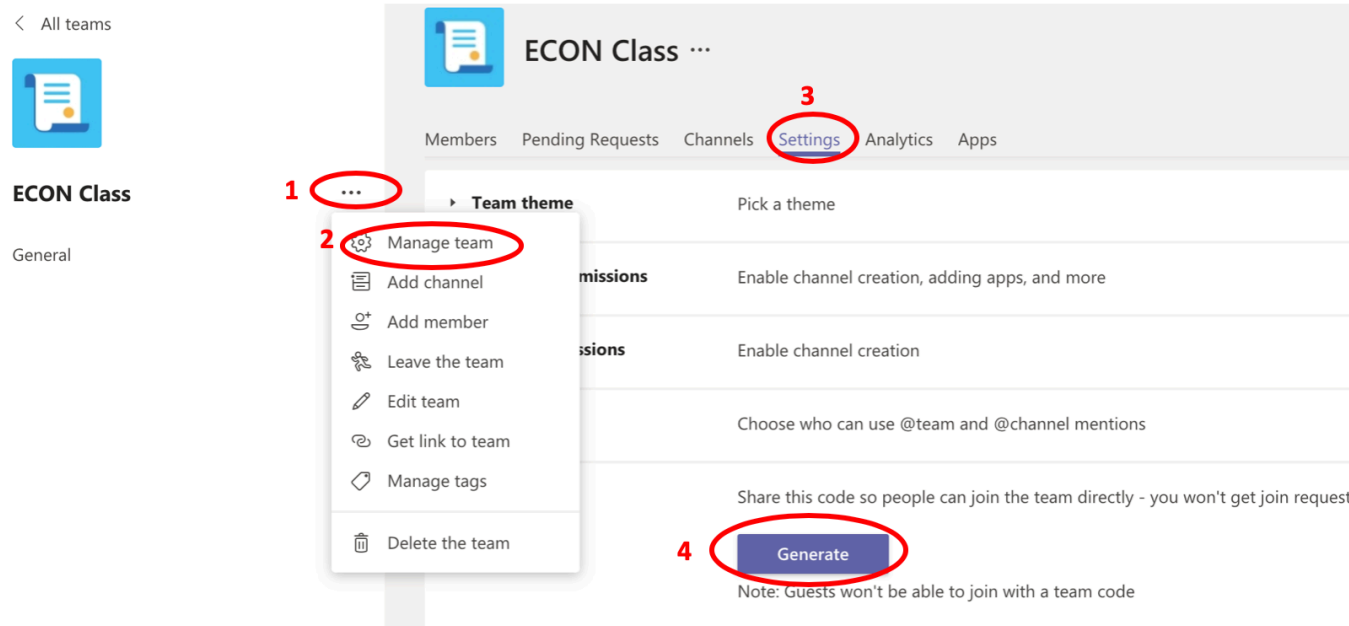
Adding Students: A) Emails

- **If I manually add my students using their KU emails, how do I know if they have installed MS Teams or not?**

- Manage Team >> Members

- Move your cursor towards the student's name and check the status under the name.

- ➢ **Fajer:** last time she logged in was on June 8th. You know she has installed MS Teams.
- ➢ **Saad:** his status is "**offline**." This shows he never logged into MS Teams.
- ➢ Date will be shown even if the last time the student logged in was few months ago.
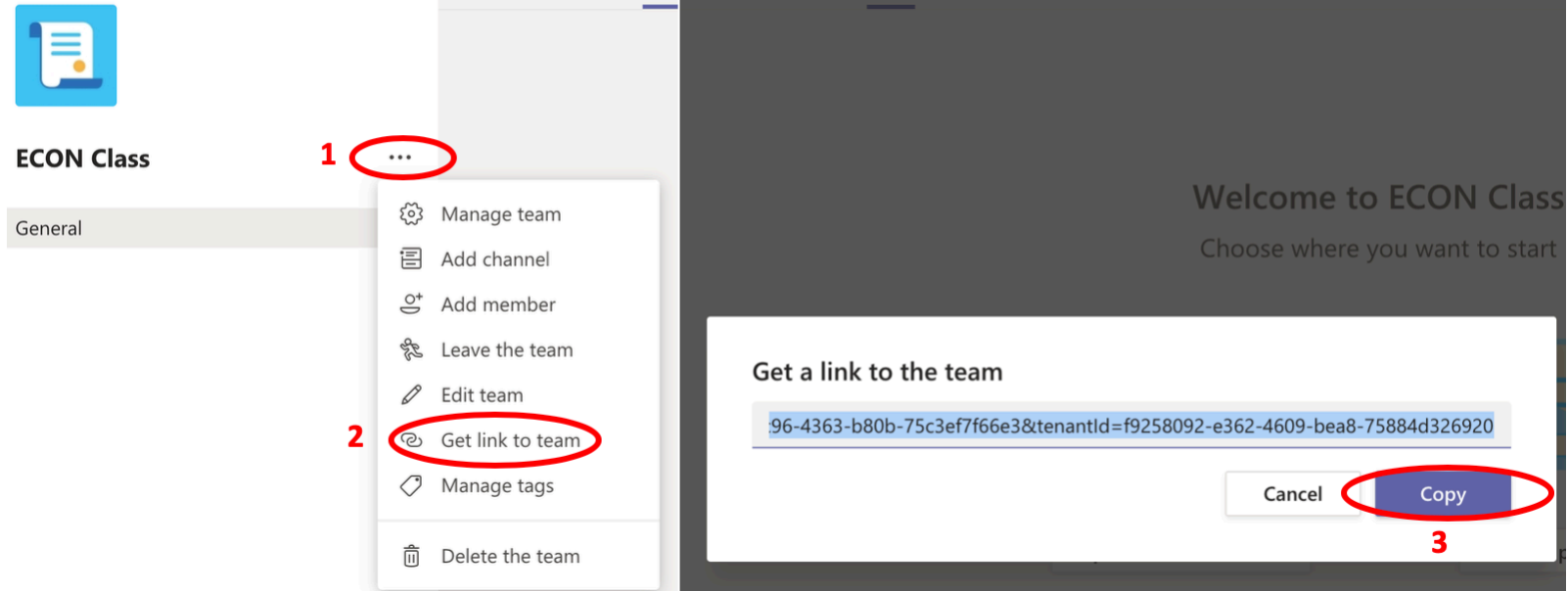
Adding Students: B) Code

- **Option B: Send a code to your students and thy can add themselves.**

- **Advantage:** Easy!

- **Disadvantages:**
  - ➢ Following up with your students and making sure they are enrolled.
  - ➢ Anyone who has the code can join your class

- **I recommend option A: manually adding students by their KU emails**
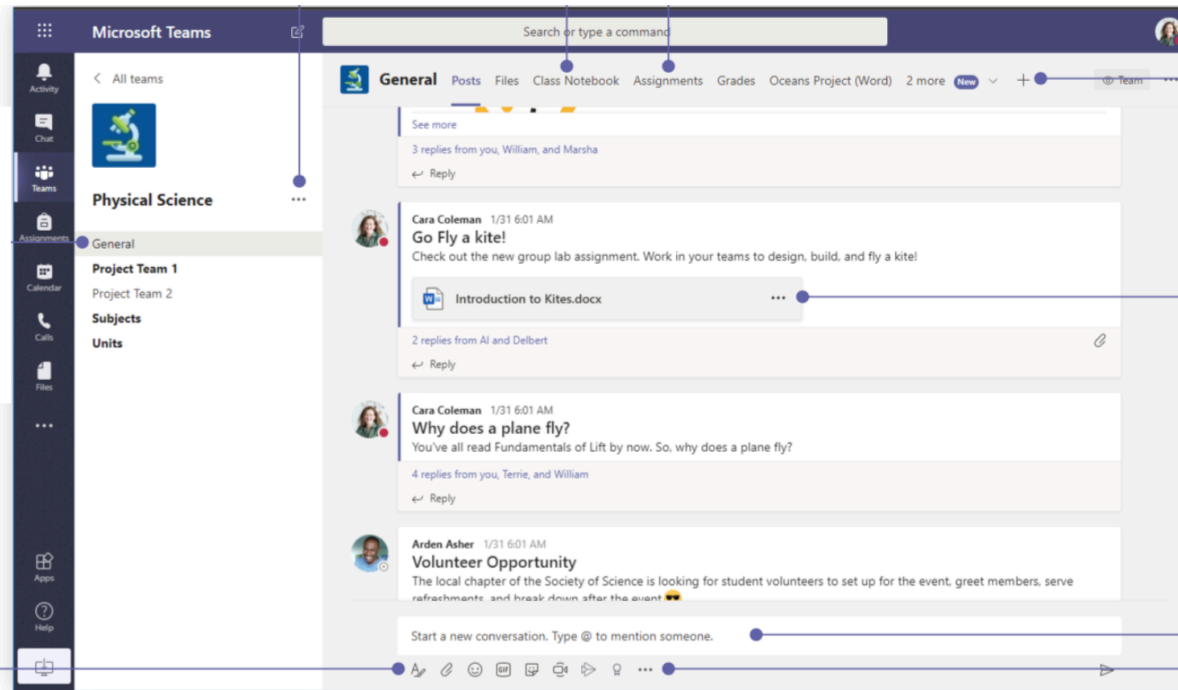
Adding Students: C) Link

- **Option C: Share a link to the class team with your students.**

- **Advantage:** Easy!
- **Disadvantages:**
  - ➢ Following up with your students and making sure they are enrolled.
  - ➢ Anyone who has the link can join your class
- **I recommend** option A**: manually adding students by their KU emails**

Posting Announcements

*Source:* MS Teams Quick Guide

Uploading Class Material

- Click on the "**Files**" tab and then click "**upload**" to upload your content at your desired folder.

- You can upload files either inside or outside the "**Class Materials**" folder.
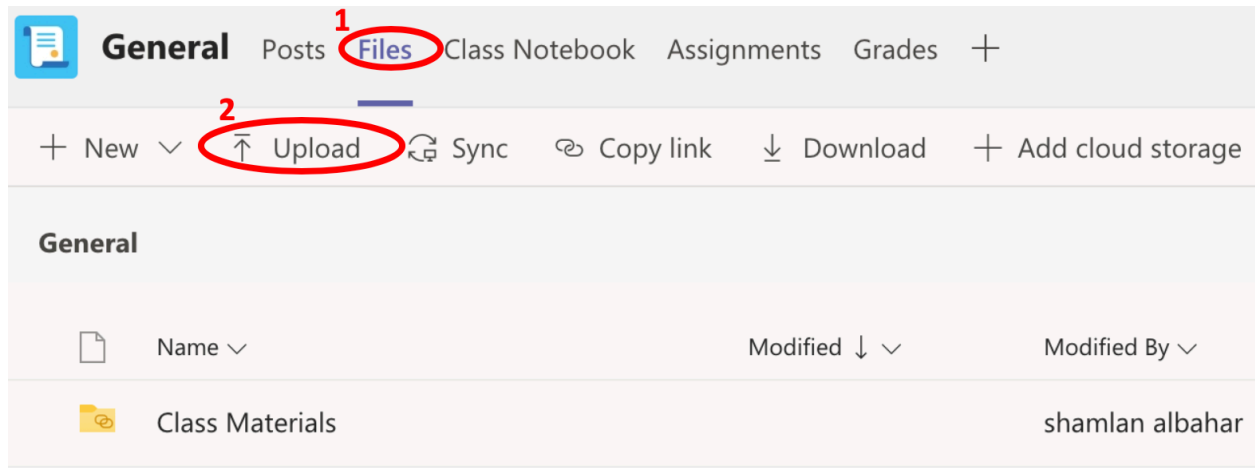
- ➤ **Uploading inside "Class Materials":** read-only files that students cannot edit. Only teachers can edit these files.

- ➤ **Uploading outside "Class Materials":** students can edit these files.

- Any file you send in the "**Posts**" page will automatically be saved in "**Files**" but not in the "**Class Materials**" folder.

Starting Your Remote Lecture

- **If you haven't already scheduled a class in your MS Teams calendar:**

- On the **"Posts"** page, you can see a camera icon under the message box at the bottom of the page. Click on it.

Start a new conversation. Type @ to mention someone.
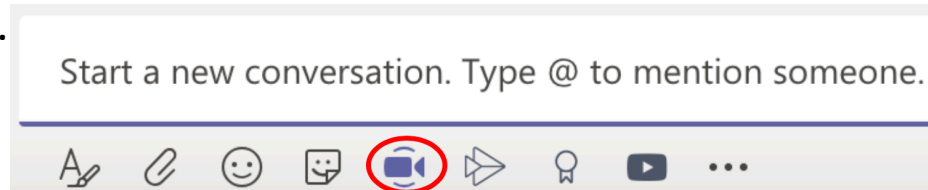
Want to add a subject?

It's optional to add a subject (e.g. Lecture 5: Market Demand)

SA

Choose whether you want to appear to students by turning on/off your camera

Meet now

Click here if you're ready to start your lecture

On / Off   Schedule a meeting

- **Important:** Scheduling your classes using the calendar is highly recommended. In the meantime, it is not advisable to lecture without scheduling. More info about that will be provided in a later section.

Starting Your Remote Lecture
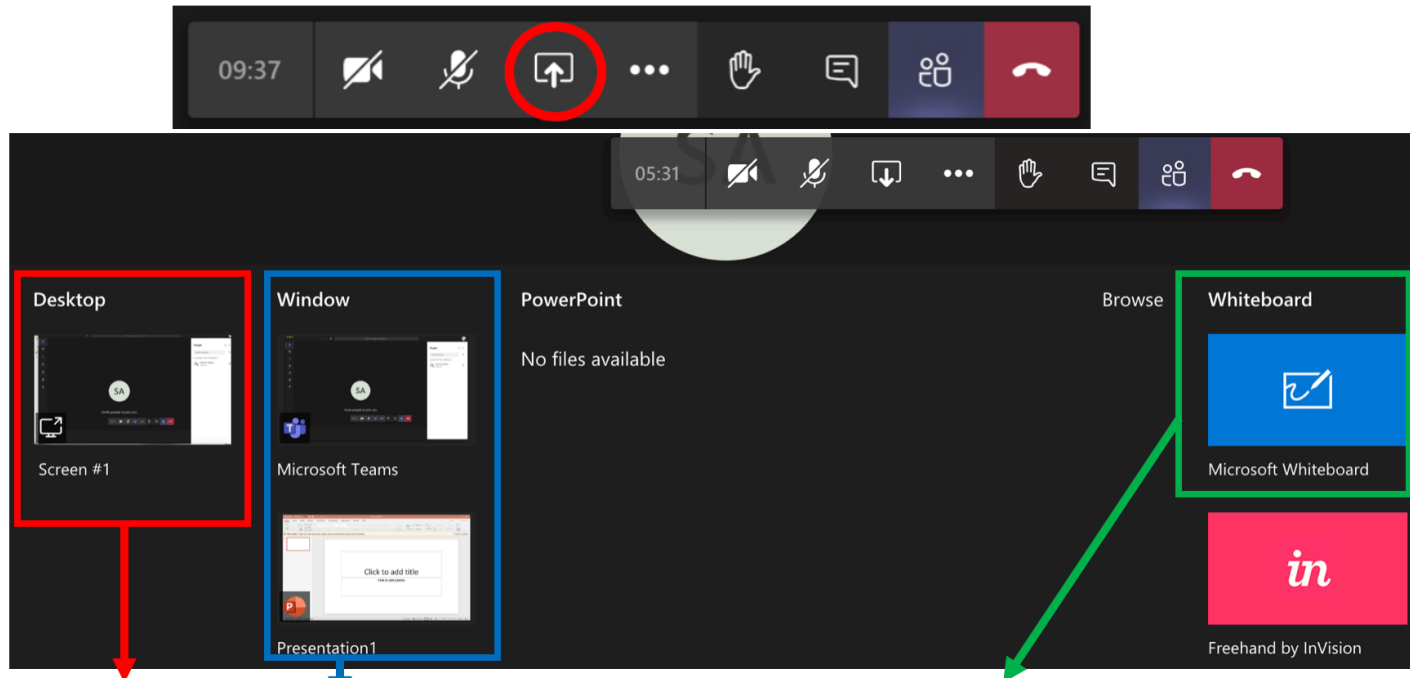
Recording Lecture

- **Two options to stop recording:**
  - ➤ **"Stop recording"=** it stops recording and it is possible to continue lecturing.
  - ➤ **"End meeting"=** it stops recording and meeting ends at the same time.
- Note that it may take few minutes for the recorded lecture to be shown on the "**Posts**" page.
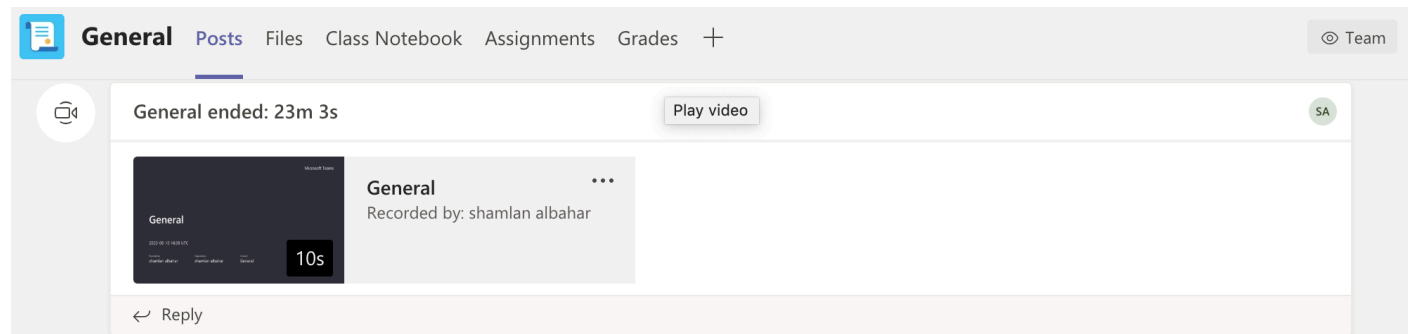
How to Present

- **To start presenting:**

➤ It is possible that your computer will ask you to change its settings to allow sharing your screen. This is done only once.

Students can see everything that shows on your screen

Students can only see the selected application window and nothing else

Desktop — Screen #1

Window — Microsoft Teams, Presentation1

PowerPoint — No files available — Browse

Whiteboard — Microsoft Whiteboard — Freehand by InVision

Instructor can use the electronic virtual whiteboard. It is recommended to be used with a pen-enabled device.
Warning: At the moment, whatever you write on the whiteboard will <u>NOT</u> be recorded. Waiting for an update from MS Teams.

⚠ **Whiteboard will not be recorded** Support for recording whiteboard is coming soon.

Solution: download the "Microsoft Whiteboard" application (not this button) and use it by sharing desktop/window.
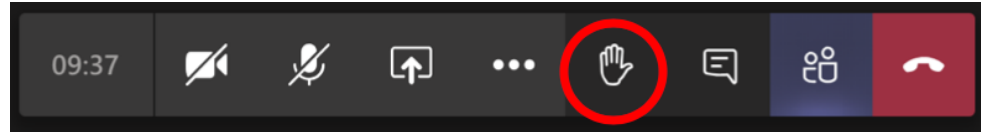
- **To stop presenting:**
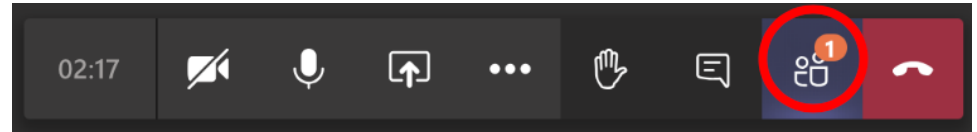➤ Once you move your cursor towards the top of the page, a black box should appear. Click on "**Stop presenting**."

Presenting... Give control Stop presenting
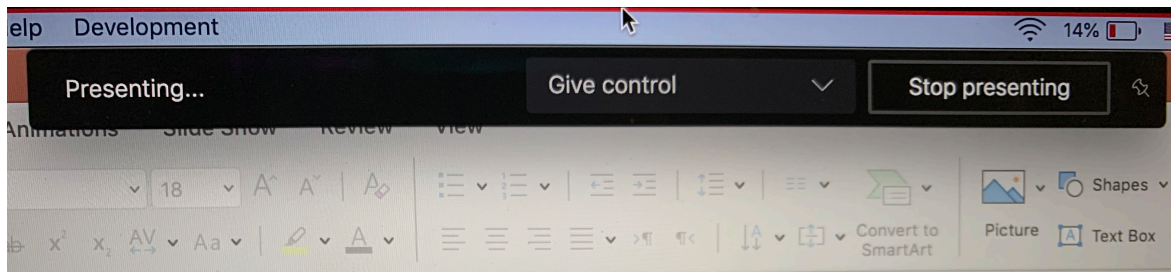
Interacting with Students During Lecture

1) **When students have questions, they should use the "raise your hand" feature.**
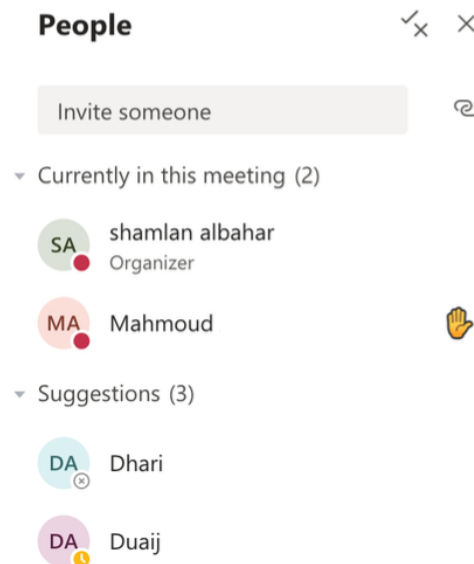
   ➢ Students choose:

   ➢ You will see this notification:

- When you click on the "show participants" icon, a window will appear on the right side of the screen that shows all students attending the lecture.

- The hand icon will be displayed next to the names of students who raised their hand on the participants list.

Interacting with Students During Lecture

2) **Students can either unmute their microphone to ask a question or write their question in the chat box.**

   ➢ When something is written in the chat window, you will see this notification on the "show conversation" icon:
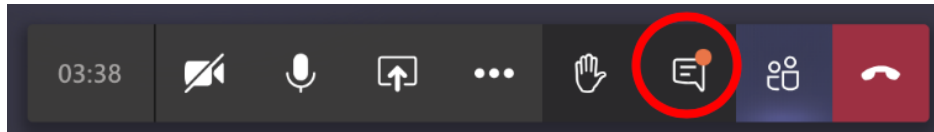
   ➢ If you click on it, you can view the student's question.
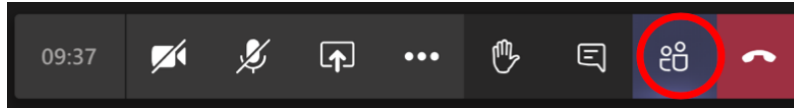

15
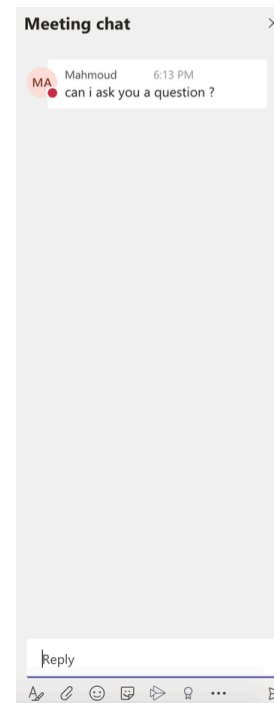
Interacting with Students During Lecture

3) Managing class
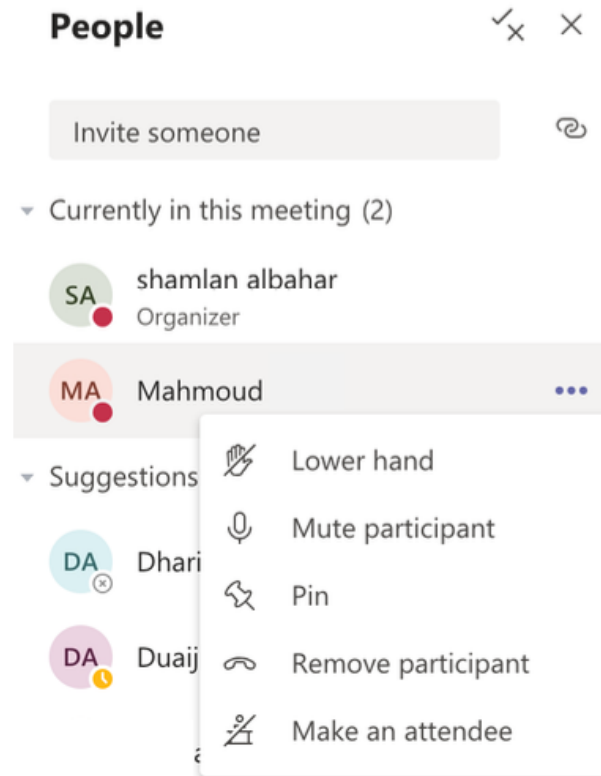
Taking Attendance

- **Click on** the "show participants" icon to view the list of attendees.

- You can download an attendance report that specifically shows the names of all attending students as well as the specific times when they joined and left the meeting.

  ➤ Ask for IT assistance if you do not have this feature.

Ending Lecture

- **"End meeting" Vs. the red "Hang up" button**
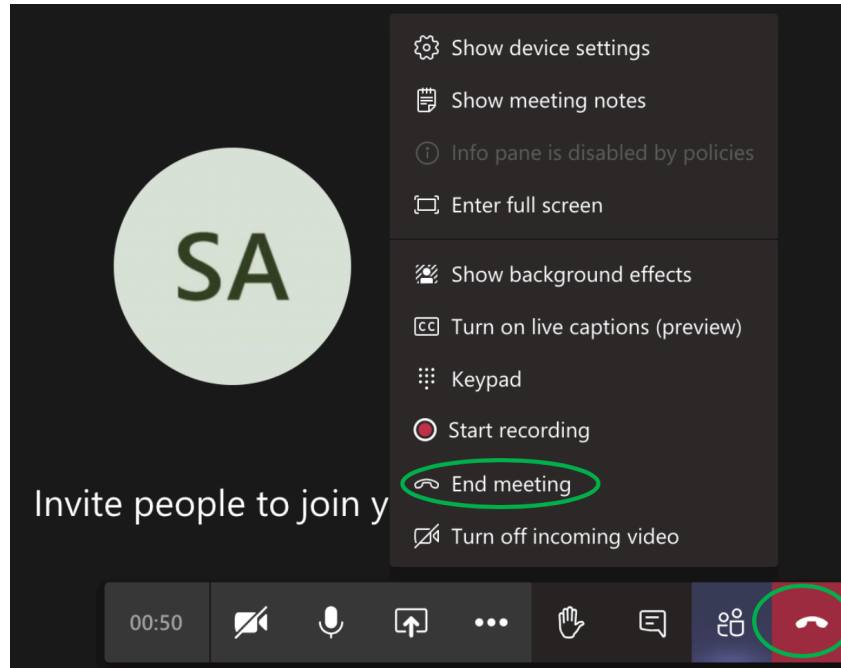
- **"End meeting" =** lecture ends, and students cannot stay in the meeting afterwards.

- **"Hang up" =** students can stay in the meeting even after you leave.

- **If you're recording your lecture, it's important to use "End meeting" so that your recording stops when you leave (you can still use "stop recording").**

Tutorials

Option 1: **Let your TA create his/her own class team. You can ask him/her to add you to the class team to keep track of tutorials.**

Option 2: **Create a channel in your team for tutorials.**

➤ Add member

➤ Type your TA's email and his/her name will pop up.

➤ Choose "Teachers" to enable your TA to stream his/her tutorial session

➤ Add your TA as a "teacher" by typing his/her email

➤ Add a channel for the tutorial.

Creating Channels

- **You can create channels that are accessible to all students in your class or only to a specific group of students.**

Creating Channels

- **Each channel has its own posts and files.**
- **Teachers can access all channels.**

Scheduling Classes

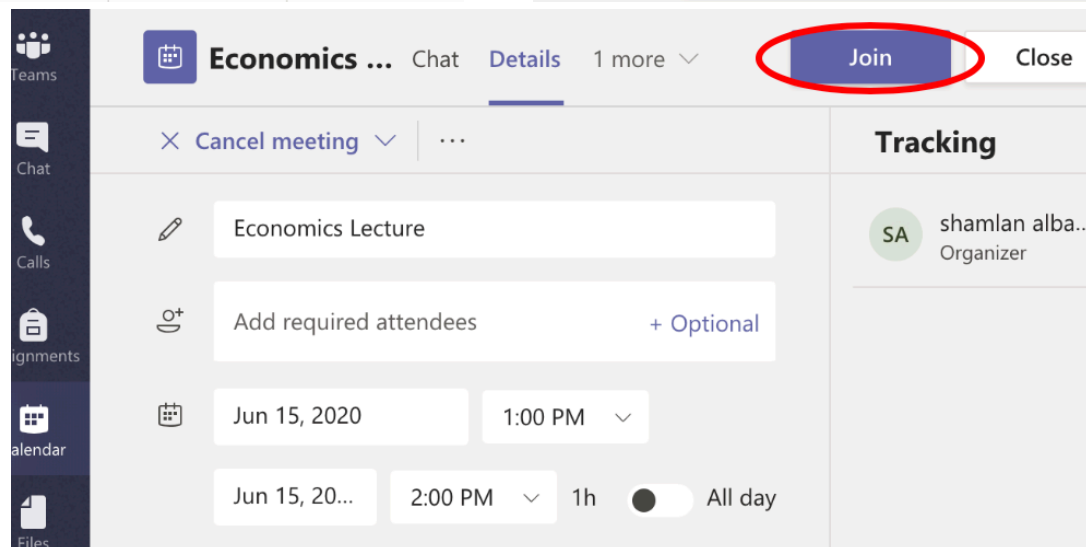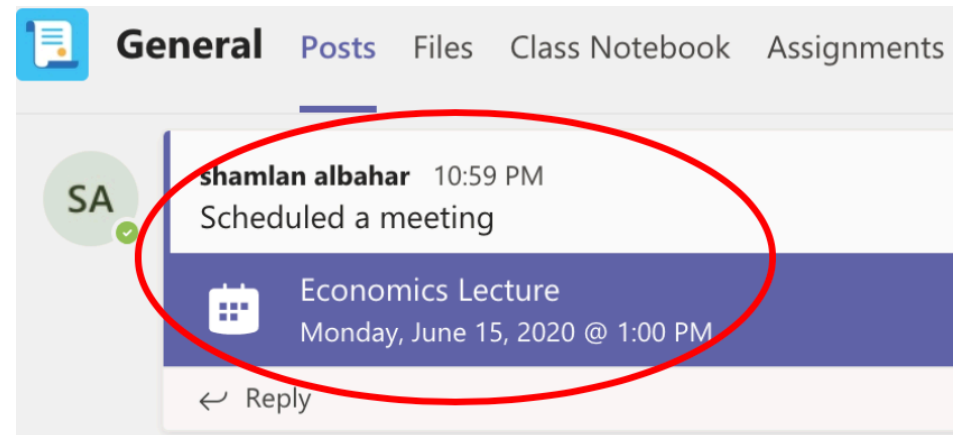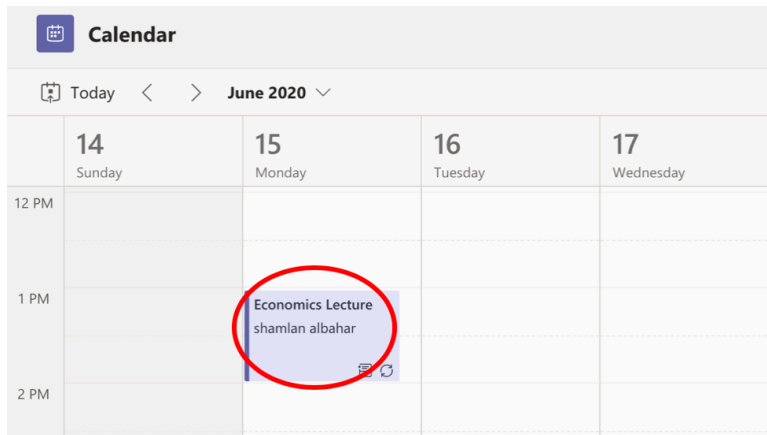- **You have the option to schedule a class meeting using the calendar.**
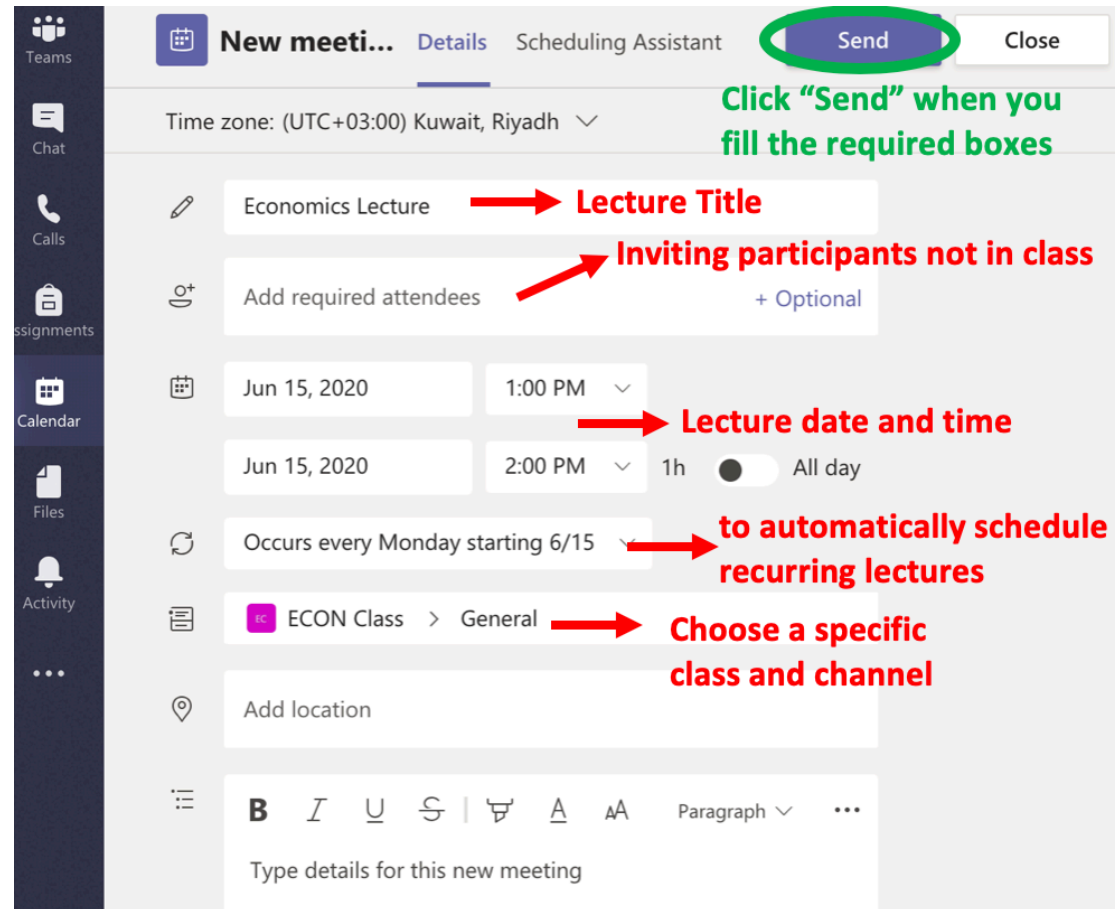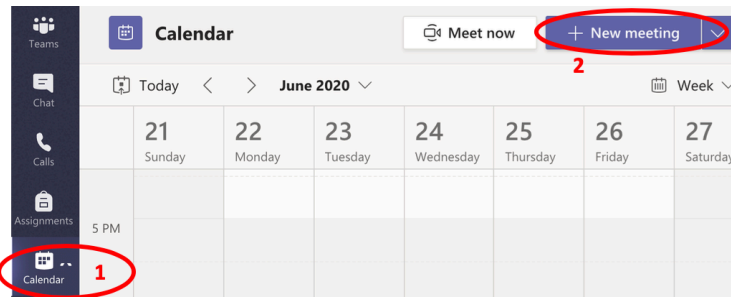
Joining a Pre-Scheduled Class

- **You can join a pre-scheduled class either from your "Calendar" or from the "Posts" page in your team.**
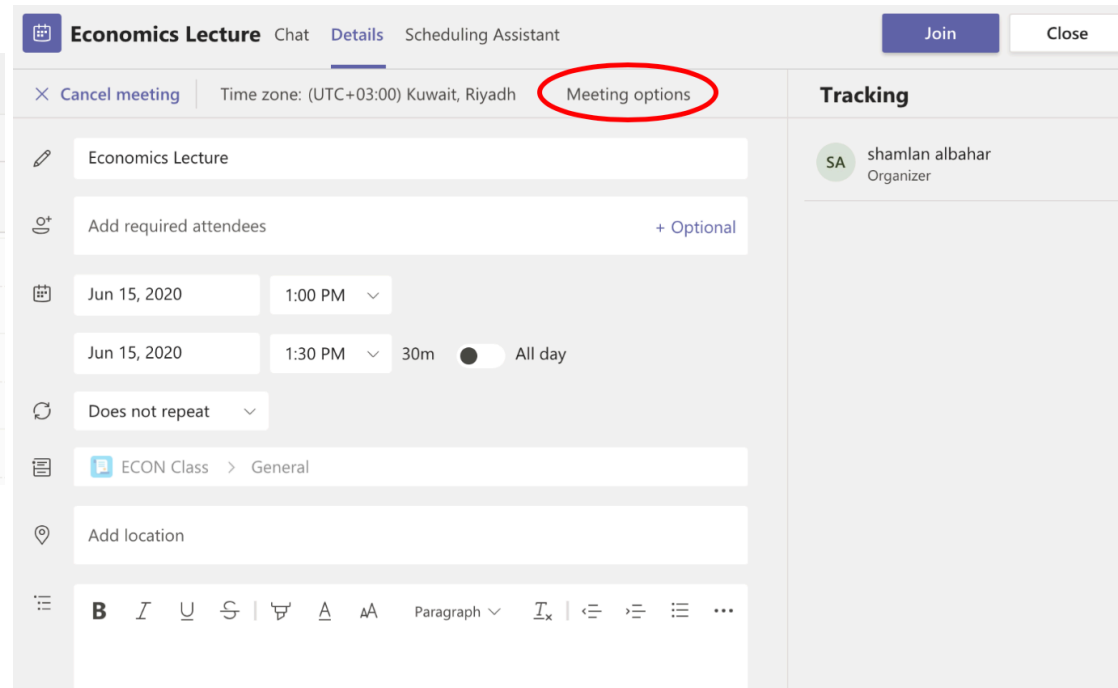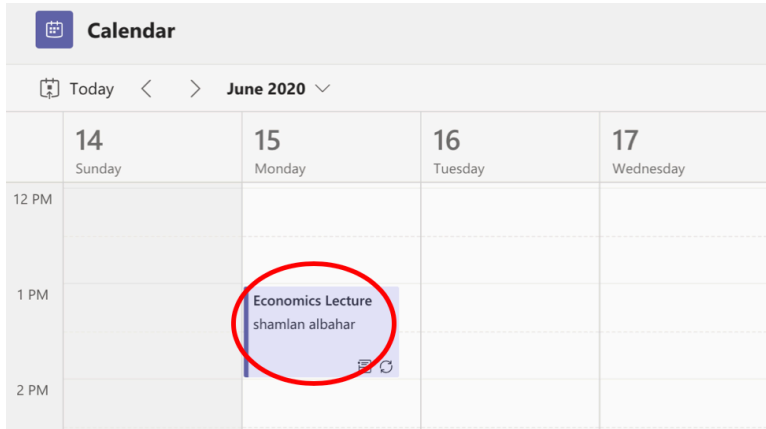
Why is Scheduling Classes Recommended?

- **In the meantime, students have presenter privileges (e.g. start/stop recording, mute, lower hand, remove other participants).**
- **KU admins are working on limiting student privileges. Not sure when they'll be done.**

Capability	Organizer	Presenter	Attendee
Speak and share video	✔	✔	✔
Participate in meeting chat	✔	✔	✔
Share content	✔	✔	
Privately view a PowerPoint file shared by someone else	✔	✔	✔
Take control of someone else's PowerPoint presentation	✔	✔	
Mute other participants	✔	✔	
Remove participants	✔	✔	
Admit people from the lobby	✔	✔	
Change the roles of other participants	✔	✔	
Start or stop recording	✔	✔	

https://www.lync.se/2019/12/teams-meetings-presenter-and-attendee-roles/

Why is Scheduling Classes Recommended?

- **I'll assume now that students will still have presenter privileges. So how can we deal with that?**

1. We want to make students "**attendees**" rather than being "**presenters**."

2. In this case, it is very important to schedule your lectures in the calendar.

3. After scheduling your class meeting, click on it in your calendar and then click on "**Meeting options**."

Why is Scheduling Classes Recommended?

4. A web page will pop up in your default browser.
   - ➢ Safari doesn't support meeting options yet. You can copy the link and open it in Google Chrome or Firefox.

5. Change meeting options by selecting "**Only me**" in the "Who can present?" dropdown. Then Click "**Save**."

Meeting options isn't available on Safari yet
Use Google Chrome or Firefox for now.
Copy link

Economics Lecture

📅 June 15, 2020, 1:00 PM - 1:30 PM

👤 shamlan albahar

Meeting options

Who can bypass the lobby?	Everyone ⌄
Always let callers bypass the lobby	Yes
Announce when callers join or leave	Yes
Who can present?	**1** Only me ⌄
	2 Save
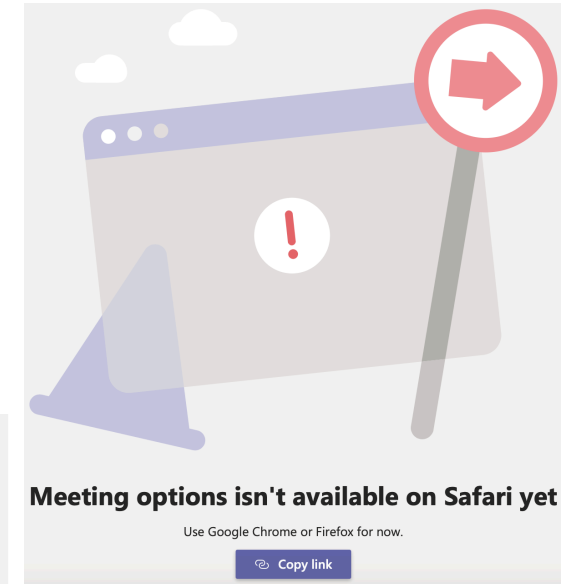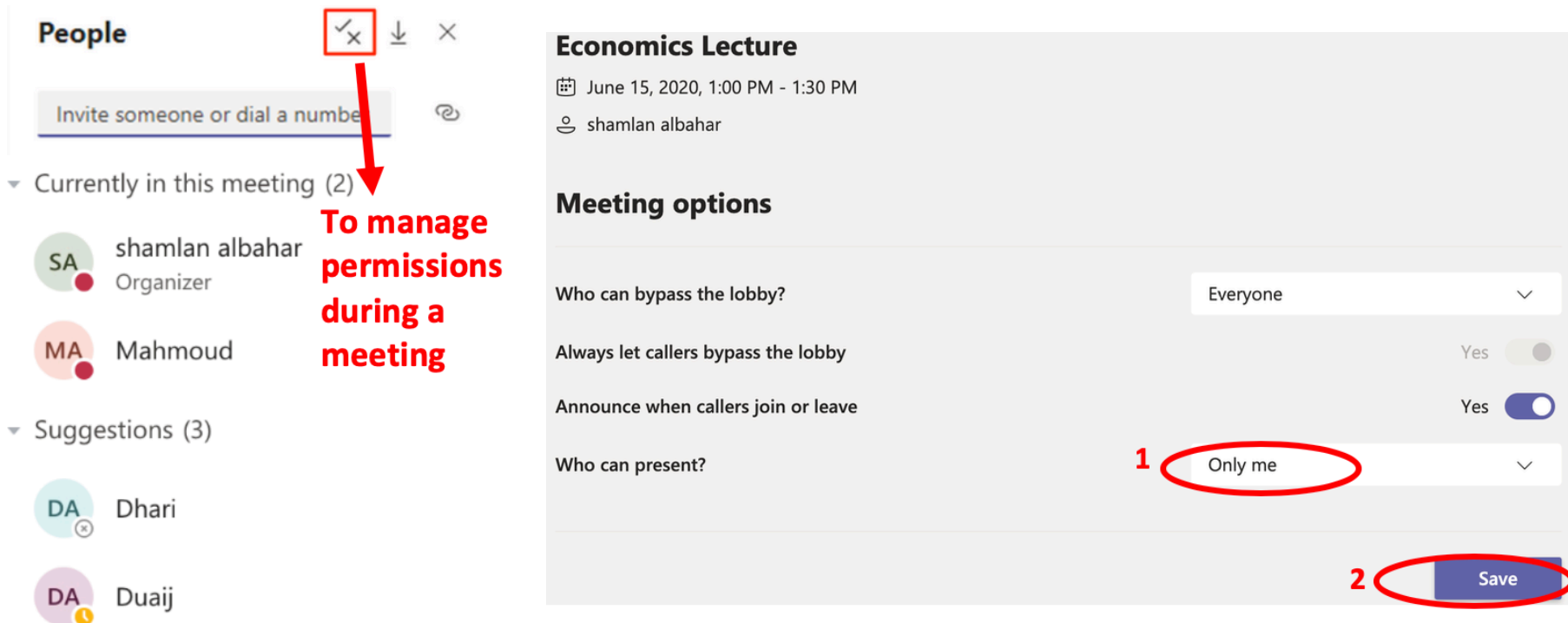
Changing Meeting Options During Meeting

- Change the meeting options during a meeting by clicking on the "**Manage permissions**" tool ✓ₓ in the participants pane.
- **Reminder**: a web page will pop up in your default browser.
  - ➢ Safari doesn't support meeting options yet. You can copy the link and open it in Google Chrome or Firefox.

To manage permissions during a meeting

Online Office Hours

- **The "Chat" option can help you in holding your office hours.**
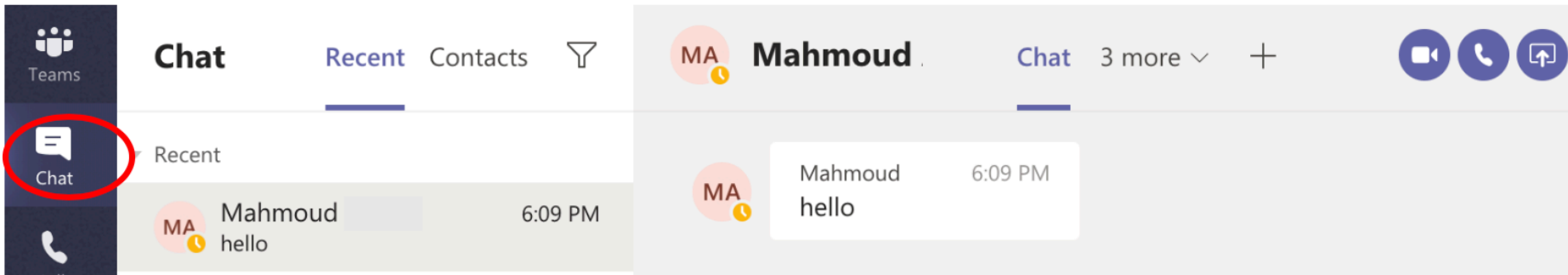
- **How to interact with your student?**
- ➤ Chat messages
- ➤ Audio call
- ➤ Video call
- ➤ You can share your screen with your student to explain something
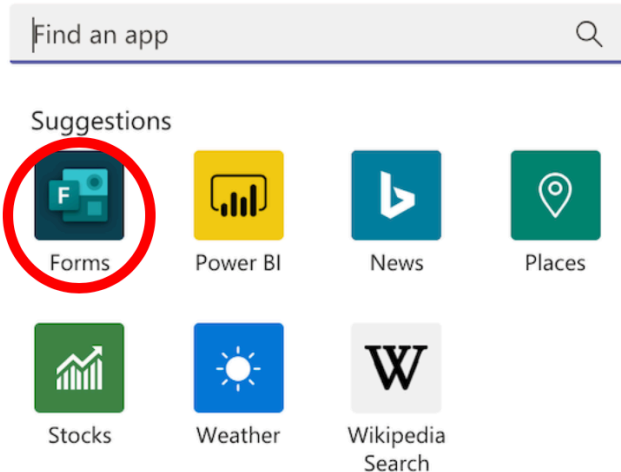- ➤ Your student can share his/her screen with you

Quick Polls

1. **During meeting:** Click on the "show conversation" icon. The meeting chat will pop up on the right. click on the three dots.
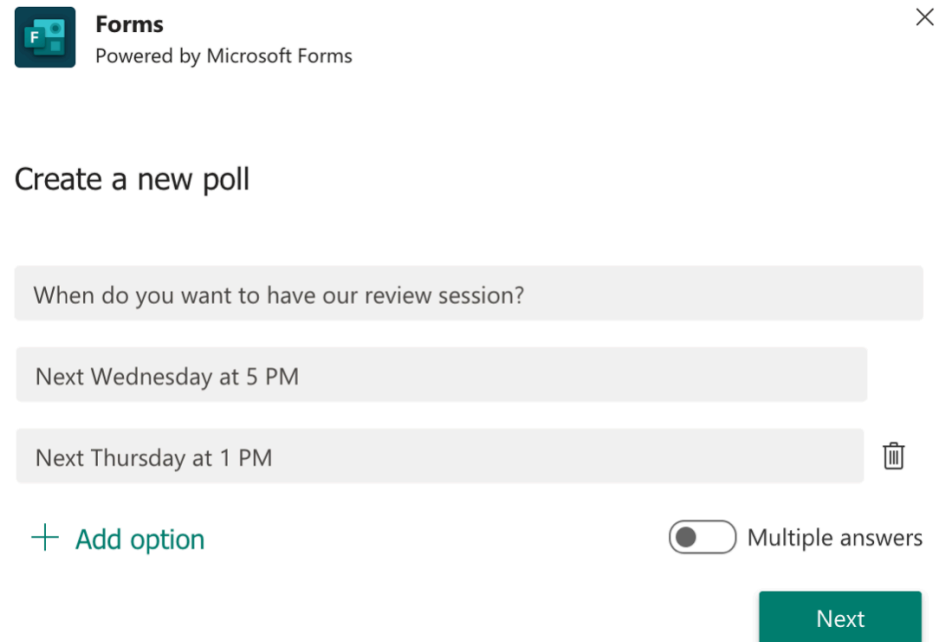
   At any time: On the "Posts" page, go to the chat window at the bottom of the page and click on the three dots.

   Start a new conversation. Type @ to mention someone.

2. Choose the "**Forms**" app.

   Find an app

   Suggestions

   Forms   Power BI   News   Places

   Stocks   Weather   Wikipedia Search
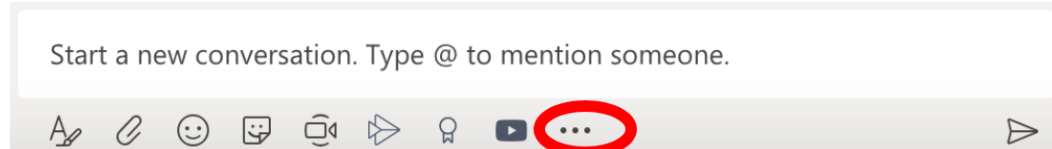
3. Type in your question and options, and then click "Next."

   Forms
   Powered by Microsoft Forms

   Create a new poll

   When do you want to have our review session?

   Next Wednesday at 5 PM

   Next Thursday at 1 PM

   + Add option   ⬤ Multiple answers

   Next

Quick Polls

4. Preview your poll, and then click "Send" to post it.

5. This is how it will look like on the "Posts" page.

Quick Polls

6. To close the poll and stop voting, you have to delete **the upper post**.

Detailed Poll Results

1. To view participants responses by name, sign in to your **Office 365** account by visiting https://login.microsoftonline.com/ and then choose the **Forms** app.
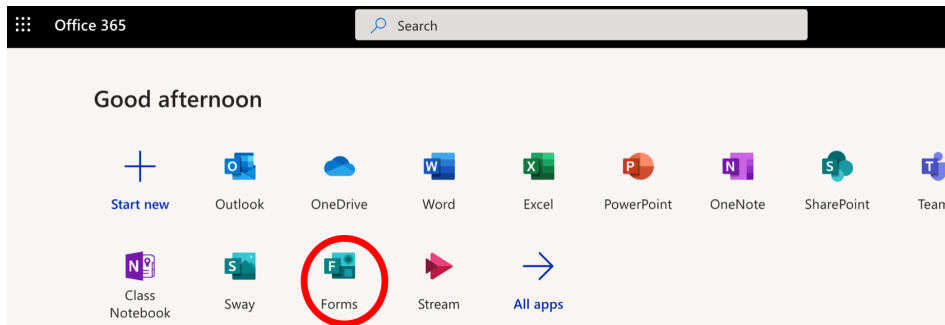
2. Choose the question. Click on the "Responses" tab. You can view detailed results by clicking "View results" or "More Details."

Creating Assignments

- Select the "**Assignments**" tab. Click on "**Create**" and then "**Assignment**."

Creating Assignments

General Posts Files Class Notebook **Assignments** Grades +

New assignment   Discard   Save   **Assign**

Saved: Jun 12, 9:23 PM   **Click "Assign" when you**
                                         fill the required boxes
Title (required)

Homework 1   ➡ **Select a title for your homework**

🏷 Add category   ➡ **If you want to categorize this homework**

Instructions

Enter instructions ➡ **Add instructions**

📎 Add resources ➡ **Add files (e.g. word document, excel spreadsheet).**

Points

No points ➡ **Choose how many points this assignment is worth**

⊞ Add rubric ➡ **Add a grading rubric**
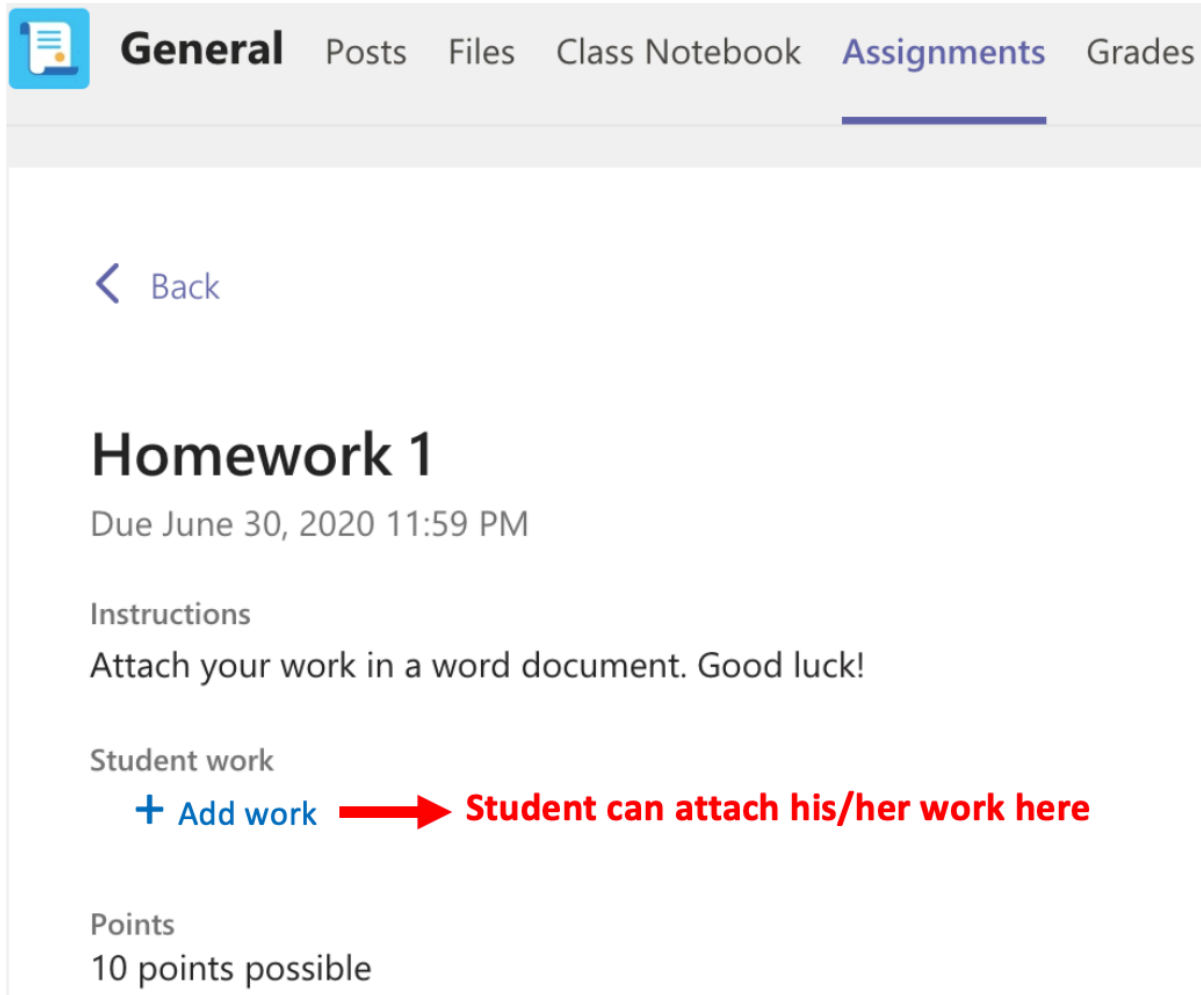
Assign to   **Select classes to**
                             assign to   **Assign to all**
ECON Class ➡   **(multiple is possible)** All students ➡ **(or specific) students**

Don't assign to students added to this class in the future. Edit ➡ **Change this option if you intend to add more students later on and assign this homework to them**

Date due   Time due

Tue, Jun 30, 2020   11:59 PM

Assignment will post immediately with late turn-ins allowed. Edit ➡ **Click "edit" to assign on a future date or to prevent late turn-ins**

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Student View of Assignments

General Posts Files Class Notebook **Assignments** Grades

< Back

Homework 1

Due June 30, 2020 11:59 PM

Instructions
Attach your work in a word document. Good luck!

Student work
+ Add work ⟶ **Student can attach his/her work here**

Points
10 points possible

Grading Assignments

- Information on how to view grades, start grading and return multiple grades at once:

  https://support.office.com/en-us/article/assignments-and-grades-in-your-class-team-7cb294be-2c63-4f2d-acf2-299329bcd5bf

Creating Quizzes

1. To create a quiz, sign in to your **Office 365** account by visiting https://login.microsoftonline.com/ and then choose the **Forms** app.
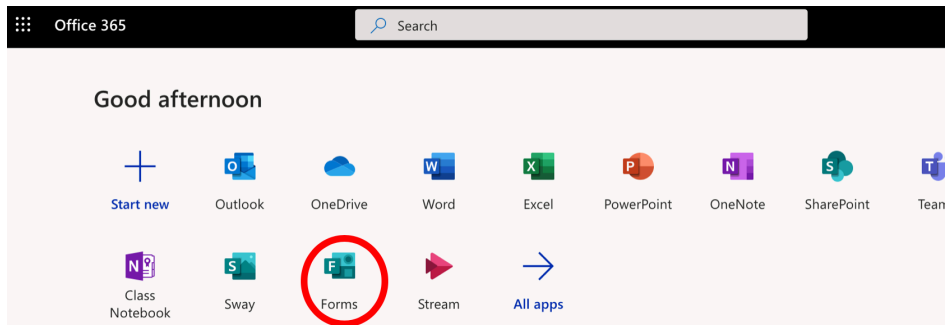
2. Click on "**New Quiz**"
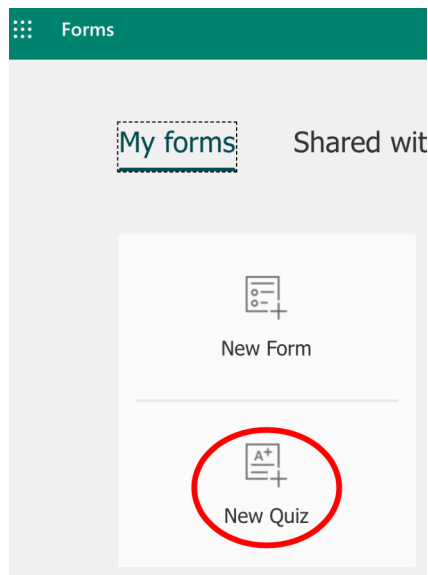
3. Create a title for the quiz. Then click "**Add new**."
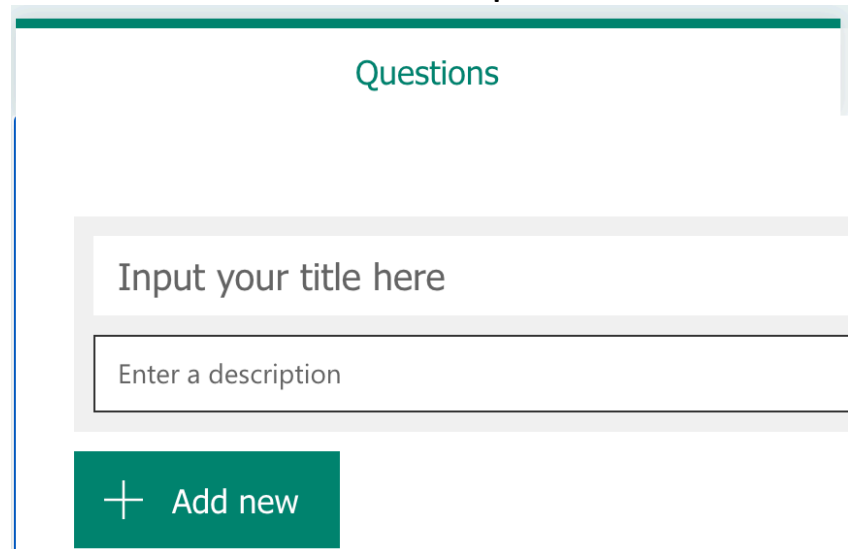
Creating Quizzes

4. Select the quiz type (multiple choice, text response, rating or choosing a date). I'll choose a multiple-choice quiz as an illustration.

Creating Quizzes

5. Add questions and choices. **<u>Important:</u>** Select which choice is the correct answer by clicking on the check icon after you have clicked on that choice. Also, don't forget to specify how many points each question is worth.
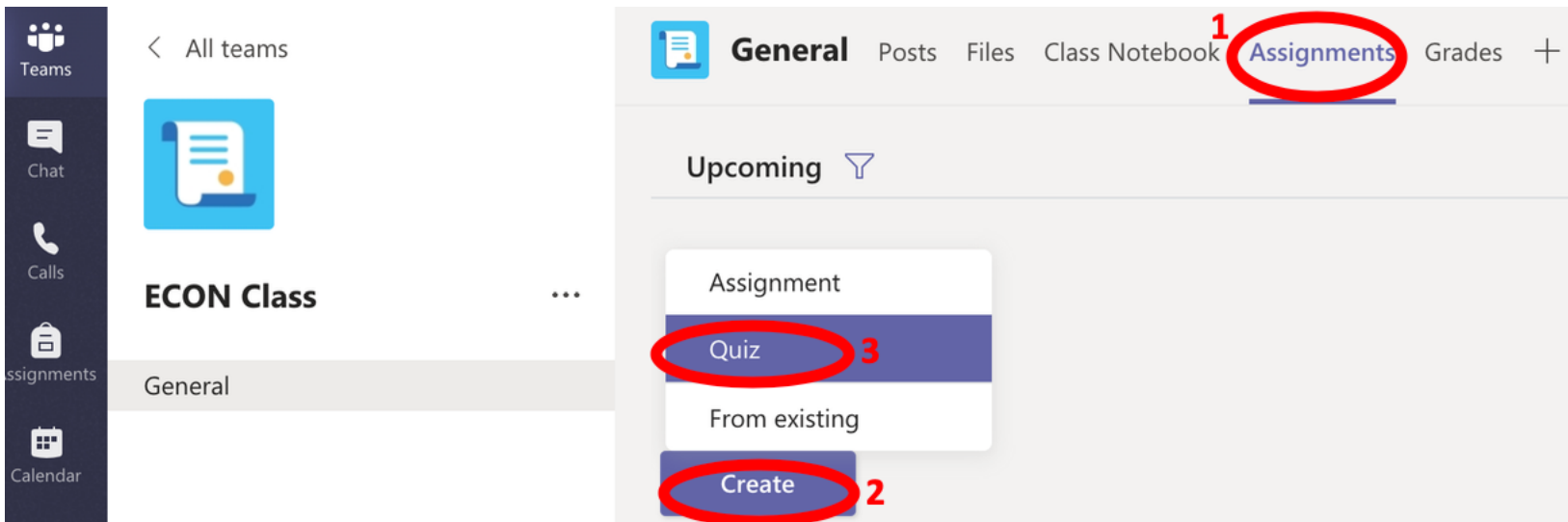
Creating Quizzes

6. Change the settings if you want to shuffle questions, enable one response per person and change other options.
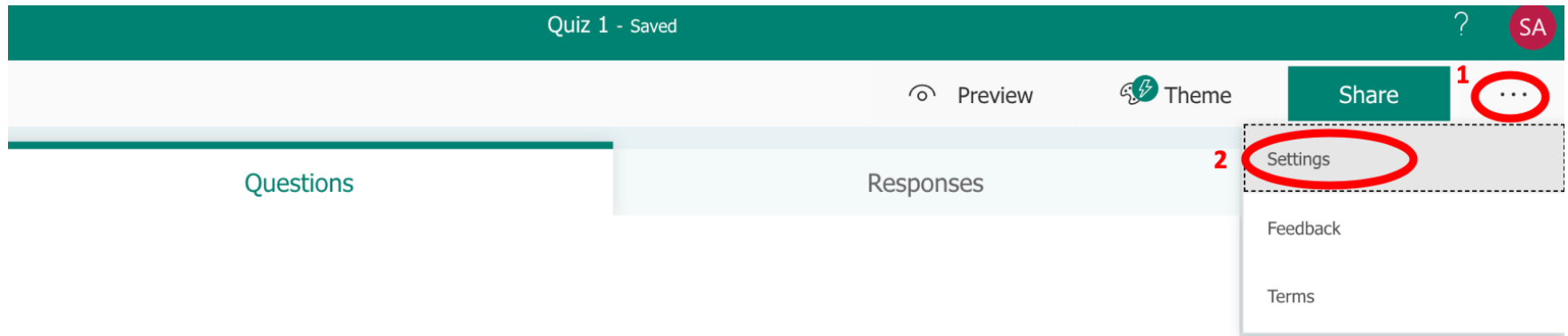
7. You can view detailed responses of students' quiz submissions by following the same steps in viewing detailed poll results (Review "Detailed Poll Results" section)

Assigning Quizzes

1. Select the "**Assignments**" tab. Click on "**Create**" and then choose "**Quiz.**"

2. Choose the quiz that you want to assign. Click "**Next.**"
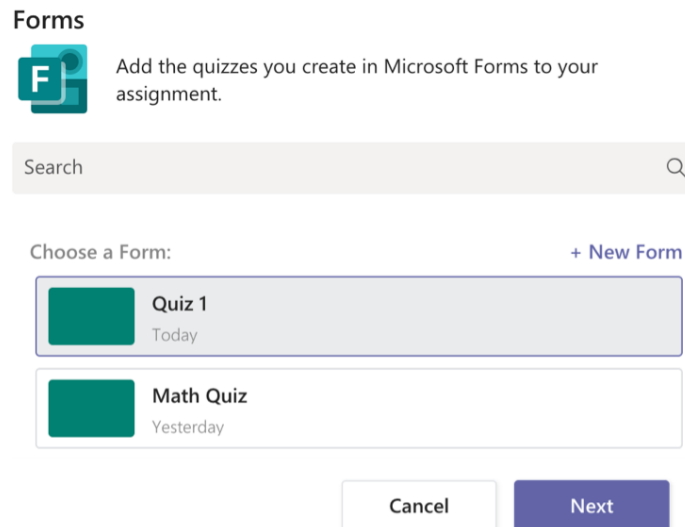
Assigning Quizzes

3. Please review "**Creating assignments**" section. The options are the same.

New assignment

Discard   Save   **Assign**

Saved: Jun 14, 10:54 PM

Click "Assign" when you're ready to assign this quiz

Title (required)

Quiz 1

Add category

Instructions

Enter instructions

Add resources

Points

10

It's important not to forget to specify how many points this quiz is worth.

Add rubric

Assign to

ECON Class   All students

Don't assign to students added to this class in the future. Edit

Date due   Time due

Mon, Jun 15, 2020   11:59 PM

Assignment will post immediately with late turn-ins allowed. Edit

Missing Some Features?

- If you are missing some features, try to manually update your MS Teams app. This might solve the problem.