Complete Online Education Guide with Microsoft Teams

Contents

Complete Online Education Guide with Microsoft Teams .................................................. 1

Step 1: Installing and Logging into Teams ................................................................. 2

Step 2: Making new Teams (classes) ................................................................. 7

Step 3: Making a ‘Channel’ in your Team ............................................................. 10

Step 4: Generating a class code ........................................................................ 13

Step 5: Giving Lectures Online ........................................................................... 15

Step 6: Teams’ Other functionalities ................................................................... 19

Files .................................................................................................................. 19

Notebook ...................................................................................................... 20

Send a chat message ................................................................................. 22

Calendar ....................................................................................................... 22

Assignments ............................................................................................... 23

Calls ............................................................................................................. 23
Step 1: Installing and Logging into Teams

Follow the link https://teams.microsoft.com/downloads and click on ‘Download teams’.

Open the downloaded file.
And follow the instructions for installing Teams as shown below:
Open teams

Use your UU email address when logging in. Teams recognize that you are from UU.

Open the Teams application on your computer and log in.
Step 2: Making new Teams (classes)

Create one Team per course. Then all students of that course can communicate with each other and all students can join the (online) lectures of the course.

If you want to create separate online spaces for different workgroups, read the following chapter: 'Creating a “Channel” in your team'.

Click on [Join or create team] in the top right corner.
Click ‘Create Team’

Select a class type for your team
Give the new Team a name and possibly a description. Click [Next].

It is possible to add students to a Team when they are in your address book. This is too much work for larger groups. It is easier to add students via a code (see 'Step 4: generating a class code'). This allows students to add themselves to the Team. You can share the code in Blackboard, so that all students of the course can find it.

If you want to add other teachers to your team, you can do this via the 'Teachers' heading. When you enter the email address of the other teachers, they will be added to the teams with teacher rights.
Step 3: Making a ‘Channel’ in your Team

In a newly created Team there is a ‘Channel’ labeled “General”.

All people on the Team have access to this. You can add a "channel" by clicking the three dots next to the name of your team and then clicking "Add channel".
If you make a 'Channel' accessible only to specific people (students), you must add all students personally to the 'Channel'.

We recommend (if the information shared per workgroup is not confidential) giving all students access to all workgroup 'Channels'. This is more error prone, but less work. The student ultimately becomes responsible in this case.
If you do decide to make the 'Channel' private, add the students on the next tab. Private channels can only be added to amongst people who are already on the Team.

**PLEASE NOTE**: You cannot plan 'Meetings' in a Channel other than the 'general channel'. A 'Meeting' starts the moment you create it. This is important for step 5 'Giving lectures online'.
**Step 4: Generating a class code**

To generate a registration code (class code), click on the three dots next to the name of the Team. Then click on 'Manage team'.

Go to the 'Settings' tab and click on [Generate] under 'Team code'.
The code and **the student** guide can be shared on Blackboard or by email. The code gives students access to the Team and all information that is shared here. The student guide contains all the information students need to know about installing and using Teams.
Step 5: Giving Lectures Online

In the 'Posts' tab click on the icon at the bottom of the page (meet now) indicated in the picture below.

Click ‘Schedule a meeting’
Add the correct content and click ‘Schedule’

This should then appear:

Mentimeter: If you want a more interactive lecture, we recommend using Mentimeter. It is then most convenient to make your entire presentation in Mentimeter. The mentimeter manual can be found here: https://educate-it.uu.nl/toolwijzer/#tool-mentimeter
You can login here with your Solis-id: https://www.mentimeter.com/join/uu
Prepare your presentation before your lecture starts. And make sure your microphone works.

To enter the 'meeting' click on the created meeting in 'Posts'.
And then click 'Join':

Now you can decide whether you want your camera on. Then click on 'Join now'.
When you are in the meeting, there are two ways to show your presentation (screen) to the students. You can find both here:

You can share your entire screen via the 'Desktop' option. This is useful if you want to display information from different screens.

If you only want to share your presentation, choose the (already open) presentation under 'Window'.

**Recording the session**

It can be useful to record your lecture (/ meeting) if not all students can follow it live. This can be done here:

The recording appears automatically after the lecture under 'Posts'.
Step 6: Teams’ Other functionalities

The different teams you have been added to are listed on your personal dashboard.

When you open a team you will first see the following screen.

You can find the menu on the left side of the screen. For example, it is possible to make video calls or chat with other UU students and staff via the 'Calls' or 'Chat' heading.

Under the heading 'Posts' is a shared chat.

Files
At the top is the tab labeled ‘files’. This is for working together on documents, such as with Google docs.

When working in documents that are public, this is visible to everyone. Multiple people can work together in one document. There is a chat function in Word for easy consultation during editing.

It is also possible to work in the desktop app (Word) when it is installed on the computer. This can be opened from teams by clicking on the three dots in the top right corner. Changes made in the desktop app will also appear in Teams.
Notebook

The notebook is to share materials with students, but is also suitable as a workspace and offers a place for students to include their own documents and notes.

You can create a notebook here:

The different places in the notebook have different functions:

Here's what you will get in your Notebook:

- **Collaboration Space**
  - Team notes are stored here for everyone to see. All channels will have sections here.
  - Teacher can edit the content
  - Student can edit the content

- **Content Library**
  - Publish course materials to students.
  - Teacher can edit the content
  - Student can only view the content

- **Student Notebooks**
  - A private space for each student.
  - Teacher can edit the content
  - Student can edit his or her own content and can't view others' notebooks

Select ‘blank notebook’
Here's what you will get in your Test Class Corrosa Notebook:

**Collaborator Space**
- Teacher can edit the content
- Student can edit the content
- Teacher can see the content
- Student can only see the content

**Content Library**
- Public content is shared with everyone else.

**Student Notebooks**
- A private space for each student.
- Teacher can edit the content
- Student can edit the content
- Teacher can only see the content
- Student can see the content
- Student can add notes or use their own content and can't view others' notebooks.
Here you enter what students see in their personal notes:

**Send a chat message**
In the menu on the left you can see the 'chat' icon. On the left you will see an overview of the most recent chats and suggestions for contacts. Here you can click on a contact to start a chat. It is possible to search for new contacts under 'Contacts'.

In the header you can change the name of a chat, attach documents, and add tabs. Directly from the header you can start a video or audio call and add participants to the chat.

This can be useful for communicating with students and for students as well.

**Calendar**
When you navigate to the calendar you will arrive at the group calendar. Teams links your personal agenda (which is linked to your UU mail) directly to this agenda. It is possible to schedule a new appointment (such as an online meeting) by clicking on [+ New Meeting].

Enter a title, any location, description and start and end time. Add recipients under 'Invite someone'.
You can find the menu on the left side of the screen. For example, it is possible to make video calls or chat with each other. (photo with arrows)
Assignments
The teacher may place assignments under 'assignments'.

Calls
Under the heading 'Calls' you can find an overview of all incoming and outgoing video and audio calls.

For other questions about the use of Teams go to: https://uu.topdesk.net/ click on (Web) Applications click on Office
Or ask your question at the IT Service Desk.