Faculty Guide To Teams

*We recommend you download the Microsoft Teams Desktop application and review the following guidelines prior to beginning your teaching.

I want to setup my Class Team to prepare for delivery of my online teaching

NOTE: Class Teams are being set up automagically by Technology Services. However, if you need to set up a Team for something other than your standard class then these instructions should help you (e.g. joining multiple classes/labs, a Team for you and your TAs, etc.).

If you have a large class, we are recommending using the Join option. Create your team and copy the team link into your Acorn course. Send an announcement from your ACORN course to notify students to join the team BEFORE your first class (rationale). Here are step by step instructions – goes to our website or course.



• To create a new team click on ^{ed+} Join or create team, then click Create team and then select Class.

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Select a team type



Create your team	
Teachers are owners of class teams and students participate as members. E create assignments and quizzes, record student feedback, and give your st notes in Class Notebook.	ach class team allows you to udents a private space for
Name 1	
ACRN 1003 X1	\odot
Description (optional)	
Create a team using an existing team as a template	Next
Add people to "ACRN 1003 X1"	
Students Teachers	
Search for students	Add
Start typing a name to choose a group, distribution list, or person at your s	chool.

• To get a link to the team that students can use to request access click on the*** ellipsis beside the team name and then click ⁽²⁾ Get link to team icon.

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• To watch a video on how to provide a class team link visit this link

I want to schedule my classes for my defined class times via teams

• To set a scheduled meeting in a team post click on the et now icon and then click on schedule a meeting icon.

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• To set a scheduled meeting in the calendar that team members can attend click on

the Calendar icon next click on New Meeting, and then click ^(E) Add Channel and select the team.

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• To ensure only you can present in a meeting click on the \cdots ellipsis for the meeting then click on $\stackrel{:}{=}$ View meeting details (this will open in a web browser), next Meeting options and then change who can present to only me.

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• To watch a video on how you can start an immediate video meeting visit this link

• To watch a video of how you can ensure only the instructor can present visit this link

I want to schedule a meeting online with one of my students/Office Hours

• Same as previous steps except you want to add "Attendees" instead of a class

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• It is suggested you set up your office hours schedule in Acorn, please contact <u>ltid@acadiau.ca</u> if you wish to do this.

I want to take attendance for my online class

• During the meeting, select Show participants and choose Download attendee

list 🛓



• The report will download as a .CSV file that can be opened in Excel. The .CSV file contains the name, join time, and leave time of all meeting attendees.

 Keep in mind that you'll only be able to download the attendance report while the meeting is in progress and participants are still present.

I want to record my class and post the recording so my students can access it

• Olick on Record icon to save what happens in the video meeting to a Stream video.



- To find and watch the a previously recorded video click on "replies" underneath the video meeting post, scroll till you find the video and click on it to play it. <u>The Meeting</u> <u>must be ended</u>
- To obtain a link to the video on Stream find the video in the meeting chat and click on
 More options and then click ² Get link.



 To go to video on Stream click on ^{***} More options for the video and then click Open in Microsoft Stream.

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• In Stream you can edit the closed caption transcript by clicking on the ^{\lambda}Edit transcript icon.

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Details

More from trendina video

 In Stream you can change who is able to view the video by clicking on … More actions below the video, then click on the SUpdate video details icon and finally search for people or teams (called groups) that will be allowed to view the video.



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I want to play a video or play a sound clip during my class.

It is recommended you only play short video or sound clips.

• select **Share** In your meeting controls and then **Include system audio**





• open your audio/video file

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• Click on Activity icon to see your activity feed.

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I want to present my PowerPoint presentation during my class

You won't be able to include your computer's audio while sharing a PowerPoint file or Whiteboard.

• select **Share** • in your meeting controls

