

# Faculty Guide To Teams

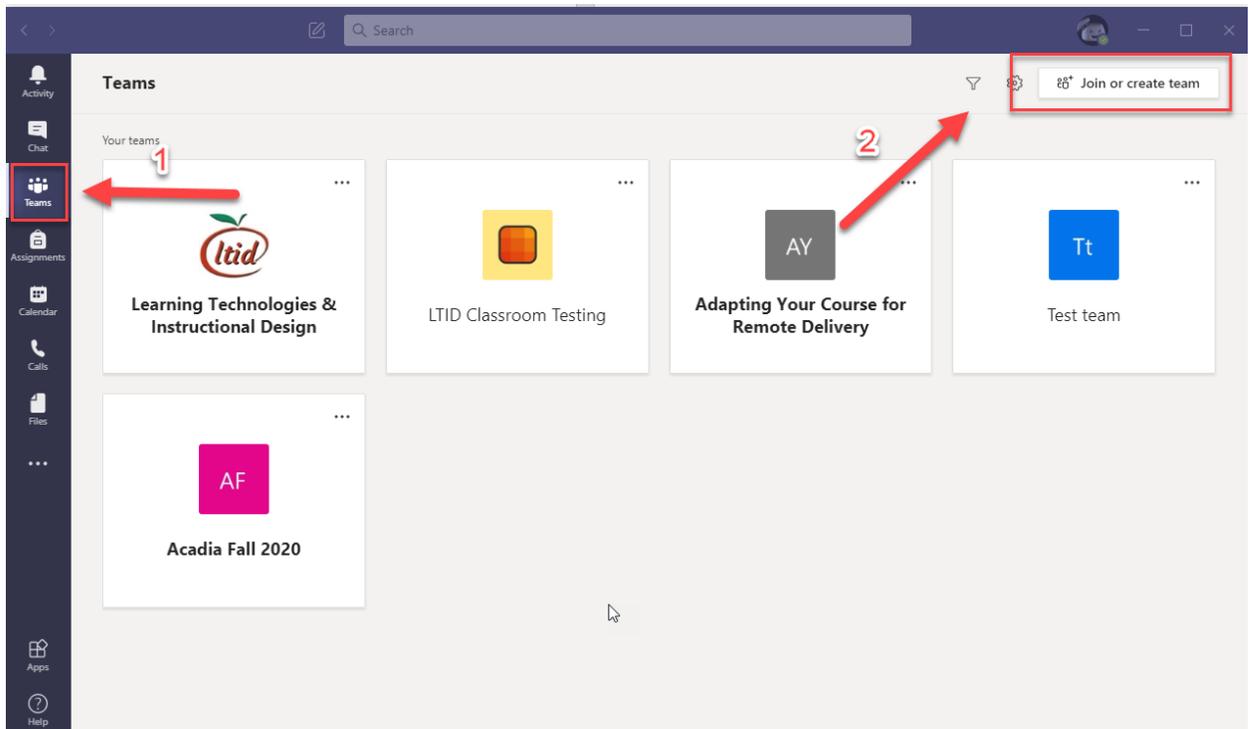
*\*We recommend you download the Microsoft Teams Desktop application and review the following guidelines prior to beginning your teaching.*

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

**NOTE:** Class Teams are being set up automatically 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  Join or create team, then click Create team and then select Class.



Microsoft Teams interface showing the "Join or create a team" screen. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area displays several team options:

- Create a team**: A button with a plus icon and the text "Create team" is highlighted with a red box and a red arrow pointing to it.
- Join a team with a code**: A section with an "Enter code" input field and the text "Got a code to join a team? Enter it above."
- LTID Open Q&A Office Hours f...**: A team with 36 members, Public, and a group of member avatars.
- Open Acadia Workshops**: A team with 31 members, Public, and a group of member avatars.
- YASS**: A team with 10 members, Public, and a group of member avatars.

### Select a team type

Four team type options are displayed in a grid:

- Class**: Represented by a backpack icon. Description: "Discussions, group projects, assignments". This option is highlighted with a red box and a red arrow pointing to it.
- Professional Learning Community (PLC)**: Represented by a pencil and paper icon. Description: "Educational working group".
- Staff**: Represented by a stethoscope icon. Description: "School administration and development".
- Other**: Represented by a popcorn bucket and soccer ball icon. Description: "Clubs, study groups, after school activities".

Cancel

## Create your team

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.

Name

Description (optional)

Create a team using an existing team as a template

## Add people to "ACRN 1003 X1"

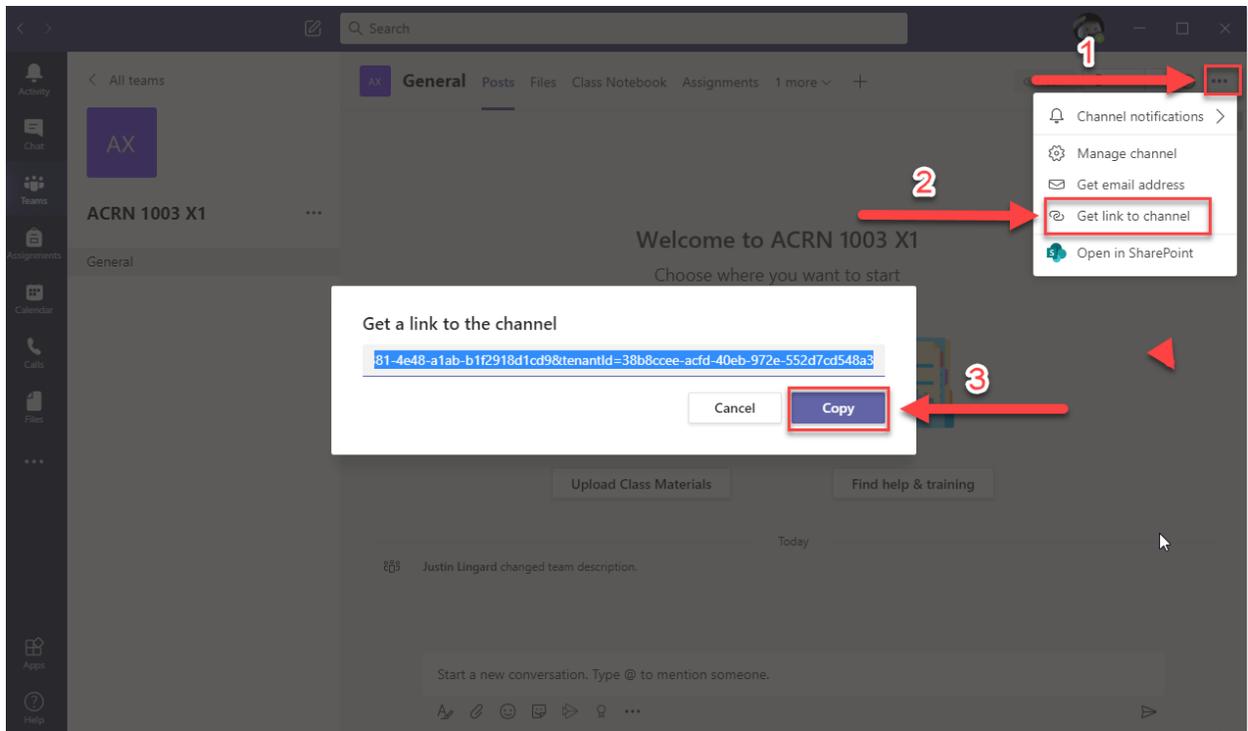
Students Teachers

Start typing a name to choose a group, distribution list, or person at your school.

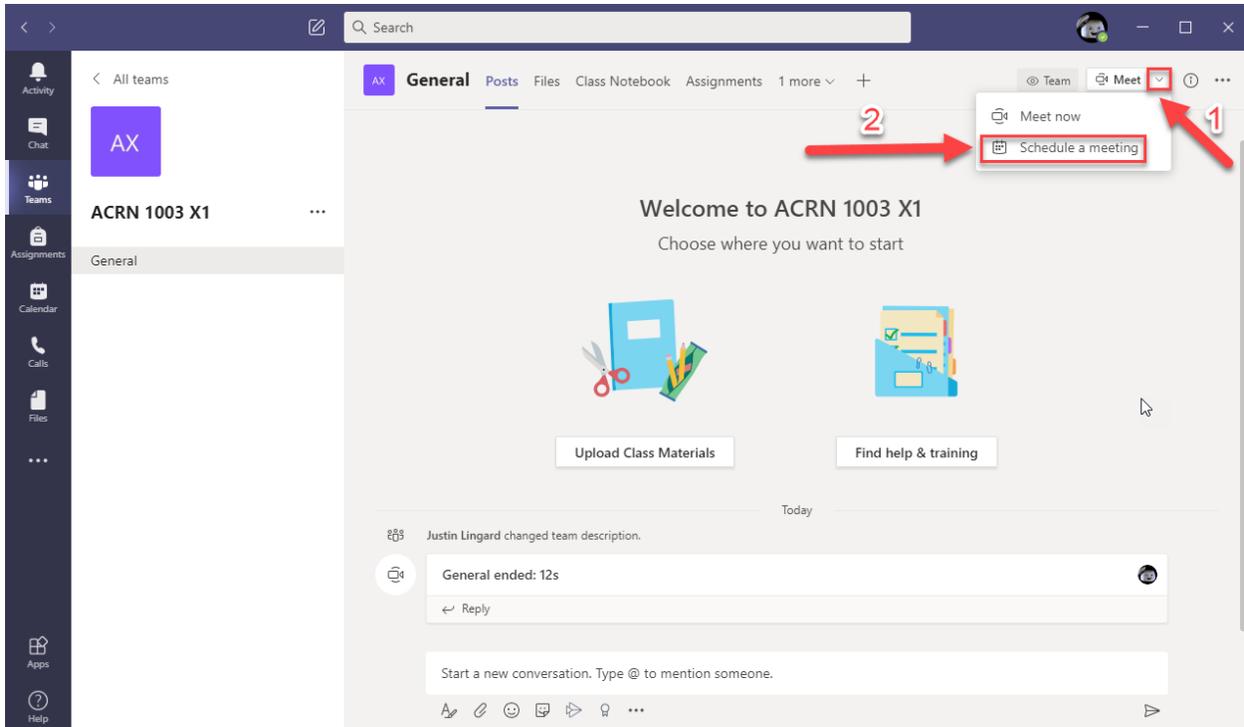
- To get a link to the team that students can use to request access click on the\*\*\* ellipsis beside the team name and then click  Get link to team icon.



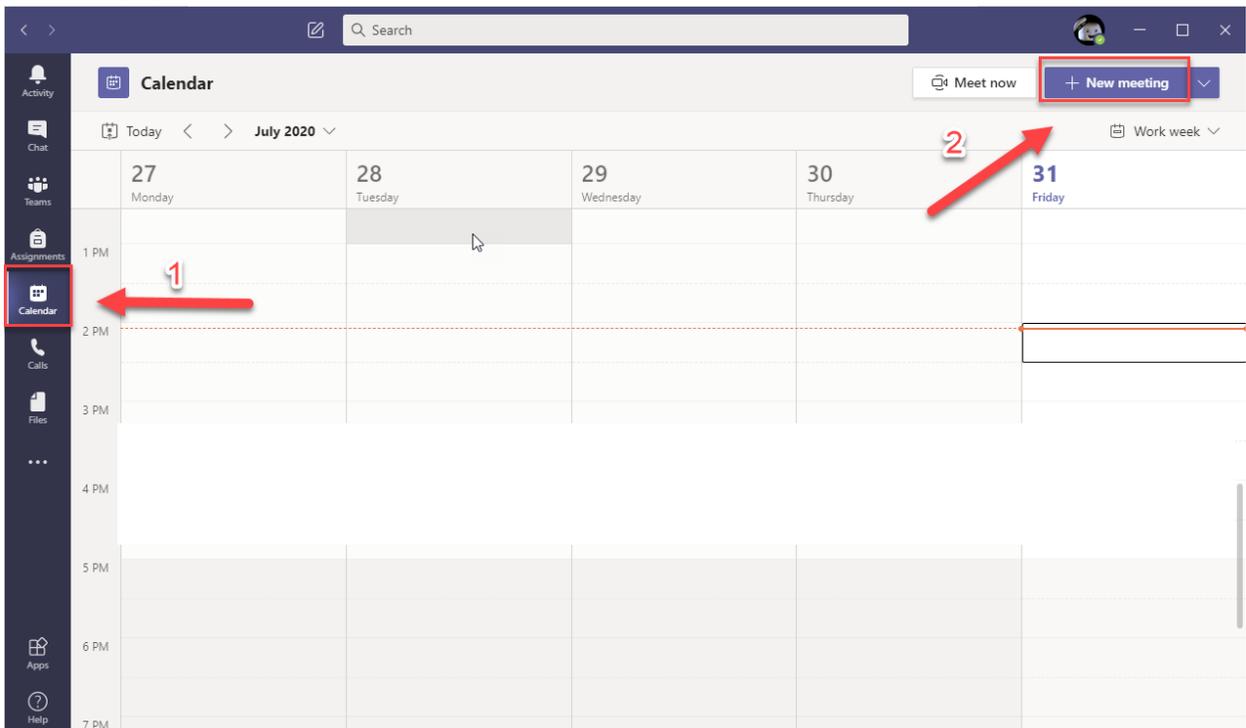
- To watch a video on how to provide a class team link visit [this link](#)

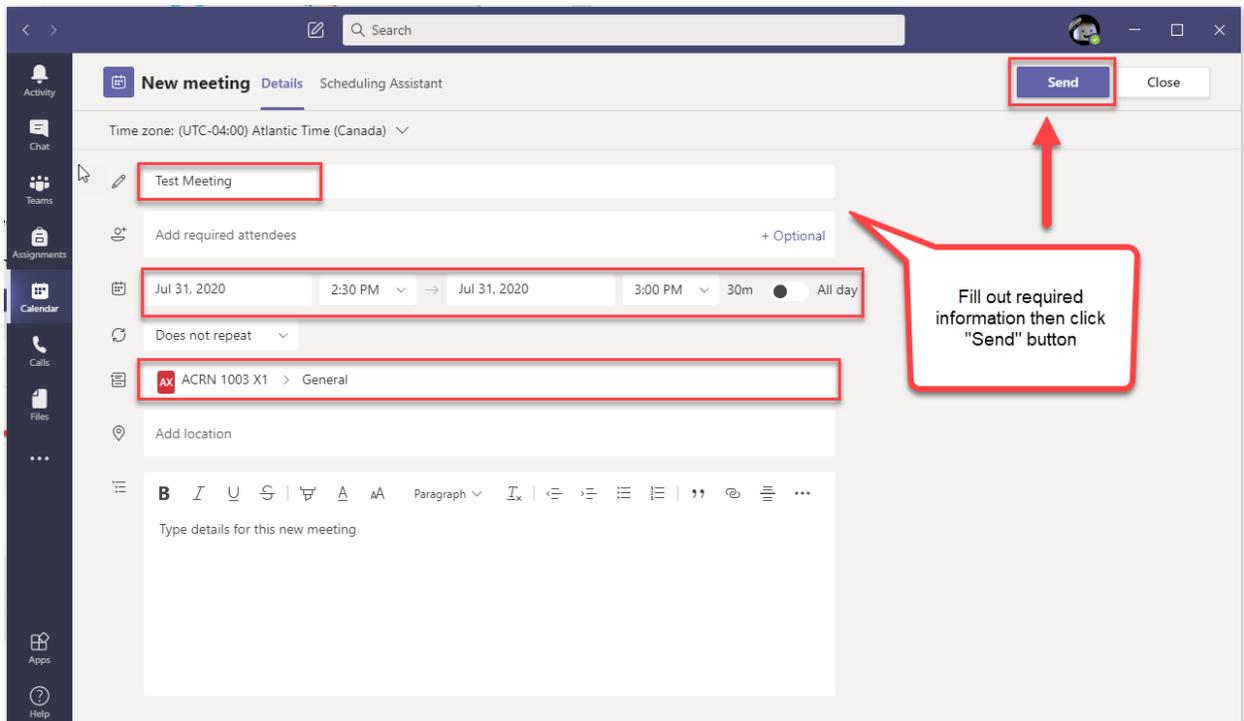
### **I want to schedule my classes for my defined class times via teams**

- To set a scheduled meeting in a team post click on the  Meet now icon and then click on  Schedule a meeting icon.

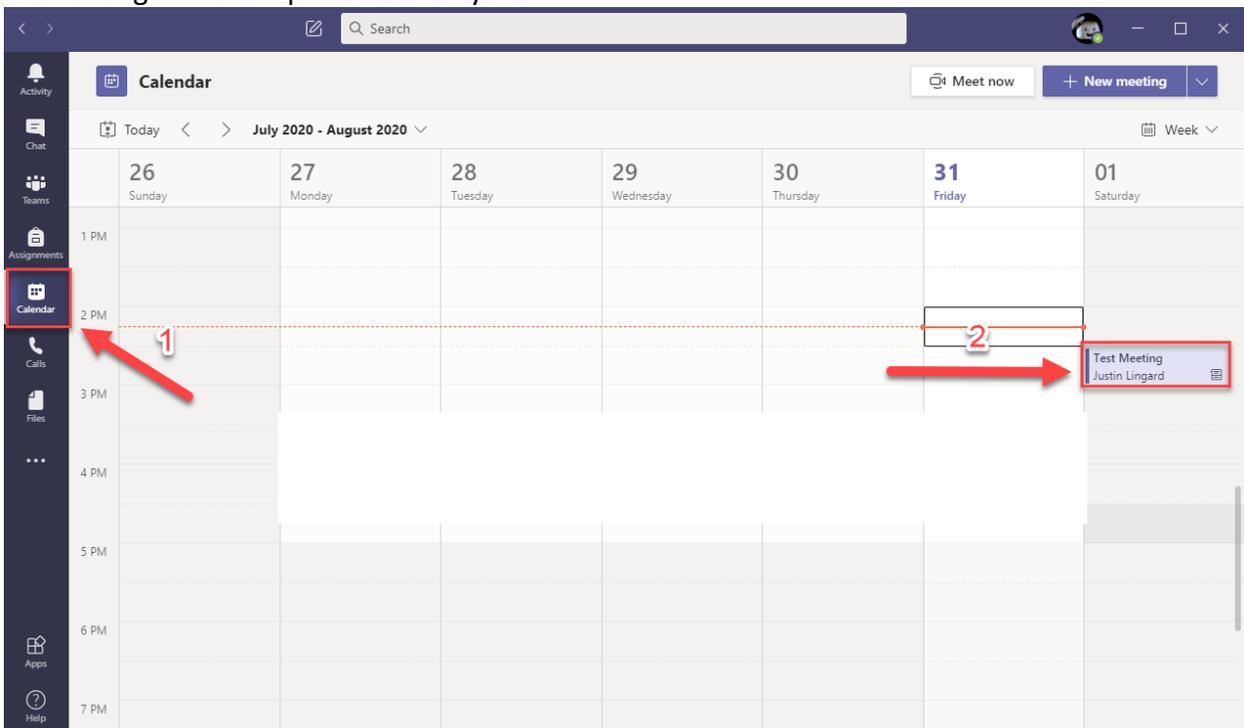


- To set a scheduled meeting in the calendar that team members can attend click on the  Calendar icon next click on New Meeting, and then click  Add Channel and select the team.





- To ensure only you can present in a meeting click on the  ellipsis for the meeting then click on  View meeting details (this will open in a web browser), next Meeting options and then change who can present to only me.



Test Meeting Chat Details Scheduling Assistant

Cancel meeting Time zone: (UTC-04:00) Atlantic Time (Canada) Meeting options

Test Meeting

Add required attendees + Optional

Aug 1, 2020 2:30 PM → Aug 1, 2020 3:00 PM 30m All day

Does not repeat

ACRN 1003 X1 > General

Add location

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

Tracking

Justin Lingard Organizer



## Test Meeting

August 1, 2020, 2:30 PM - 3:00 PM

Justin Lingard

### Meeting options

Who can bypass the lobby?

People in my organization

Always let callers bypass the lobby

No

Announce when callers join or leave

Yes

Who can present?

Only me

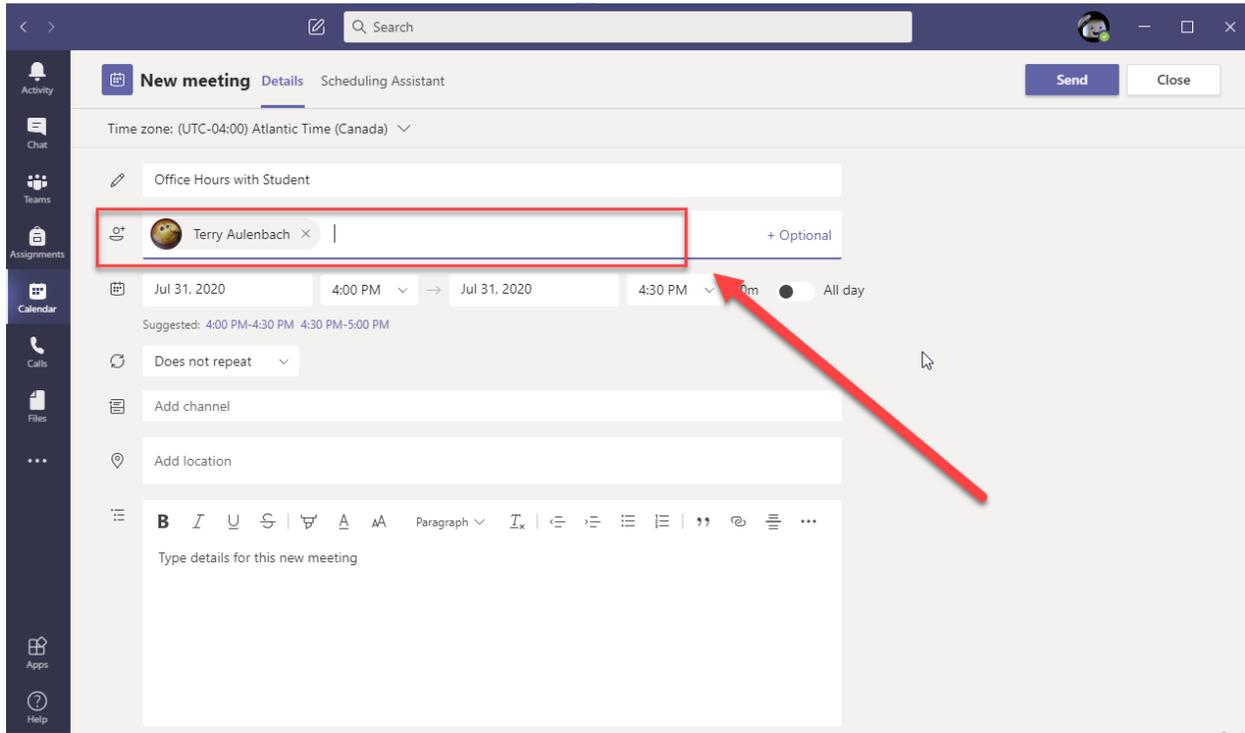


- To watch a video on how you can start an immediate video meeting visit [this link](#)

- 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**

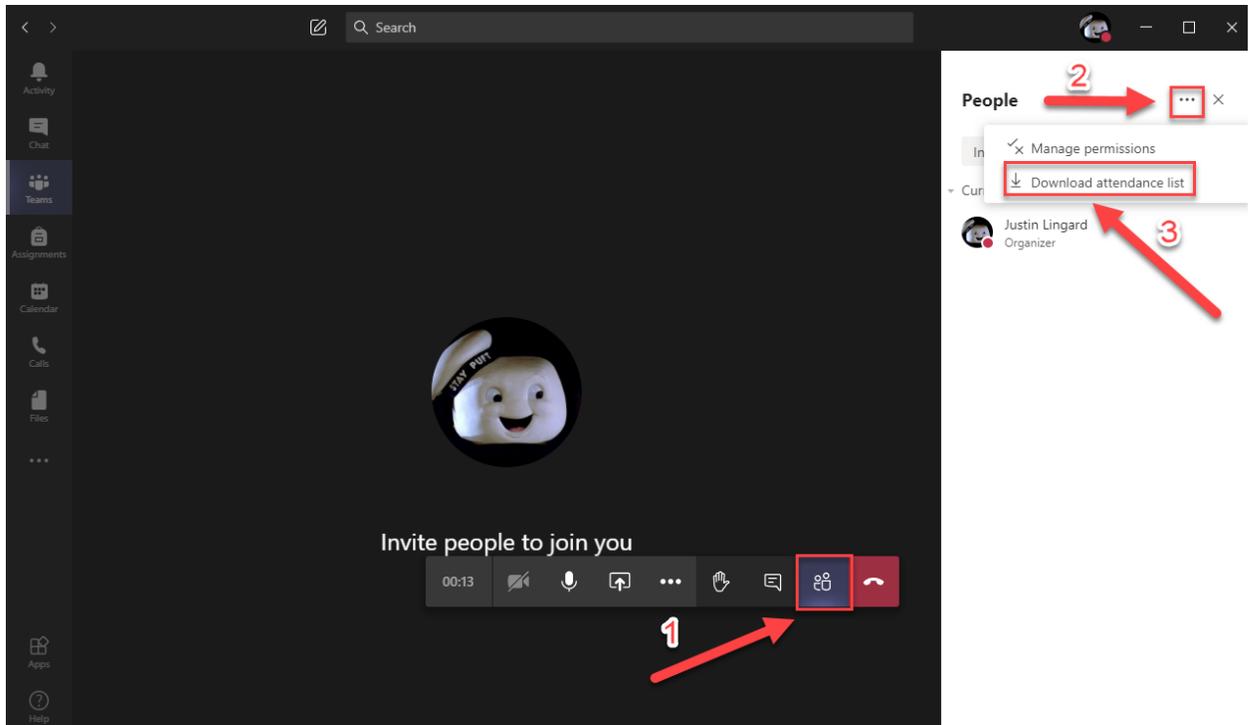
- Same as previous steps except you want to add “Attendees” instead of a class



- It is suggested you set up your office hours schedule in Acorn, please contact [ltid@acadiu.ca](mailto:ltid@acadiu.ca) if you wish to do this.

**I want to take attendance for my online class**

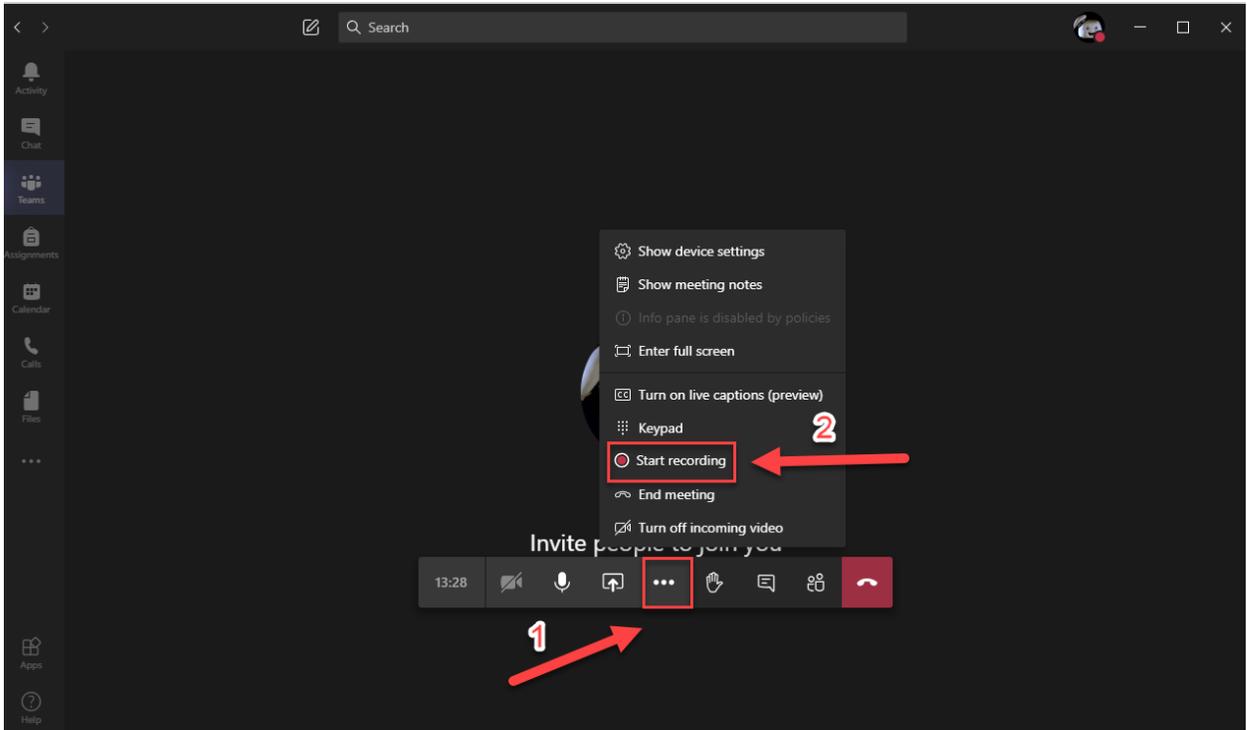
- During the meeting, select Show participants  and choose Download attendee list 



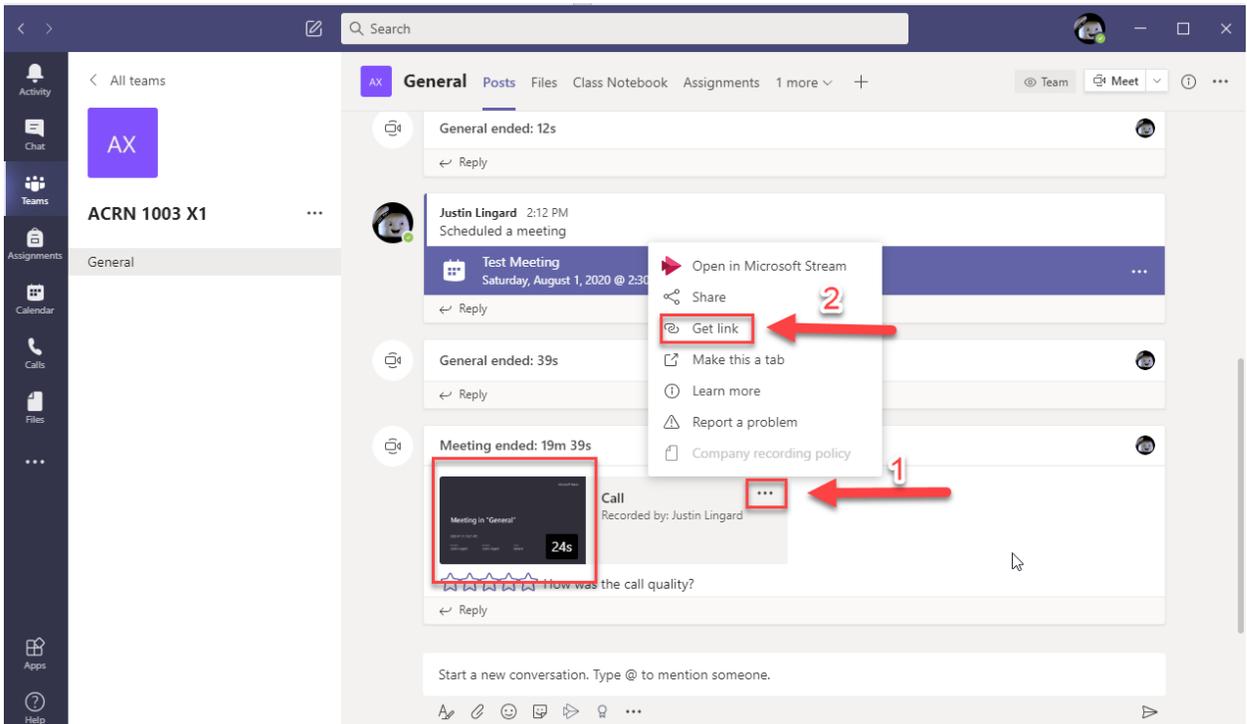
- The report will download as a .CSV file that can be opened in Excel. The .CSV file contains the name, join time, and leave time of all meeting attendees.
- **Keep in mind that you'll only be able to download the attendance report while the meeting is in progress and participants are still present.**

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

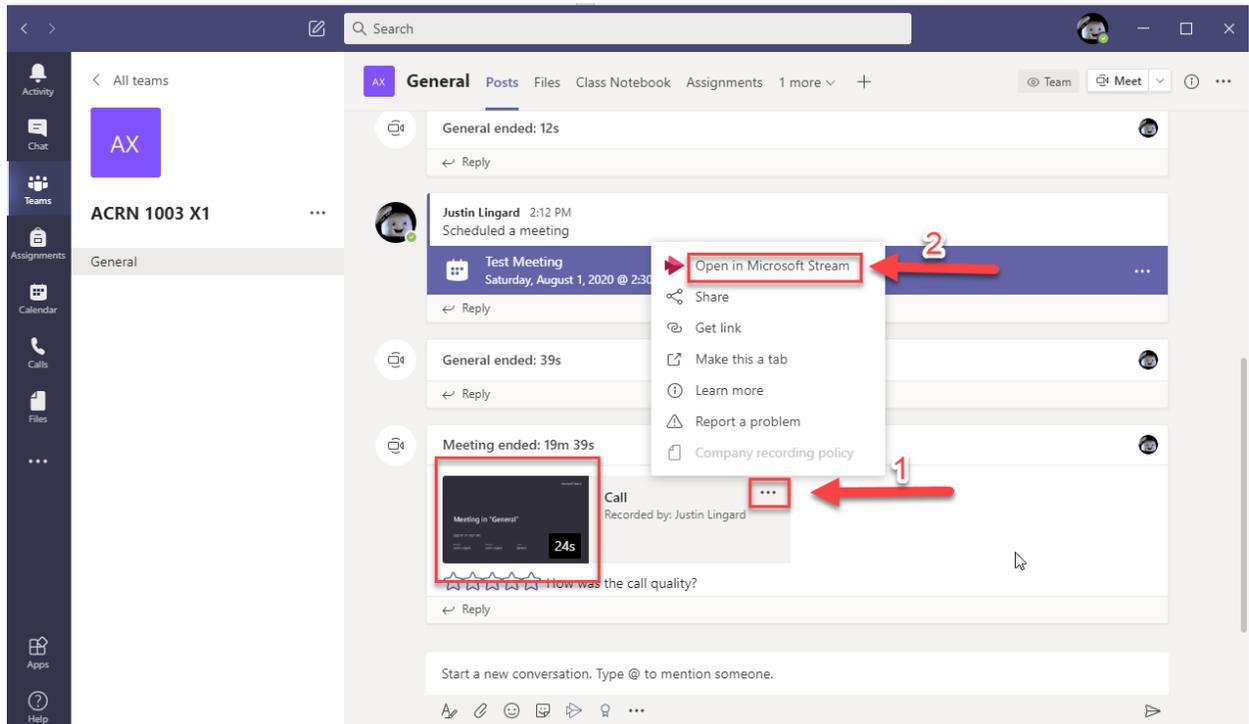
-  Click on Record icon to save what happens in the video meeting to a Stream video.



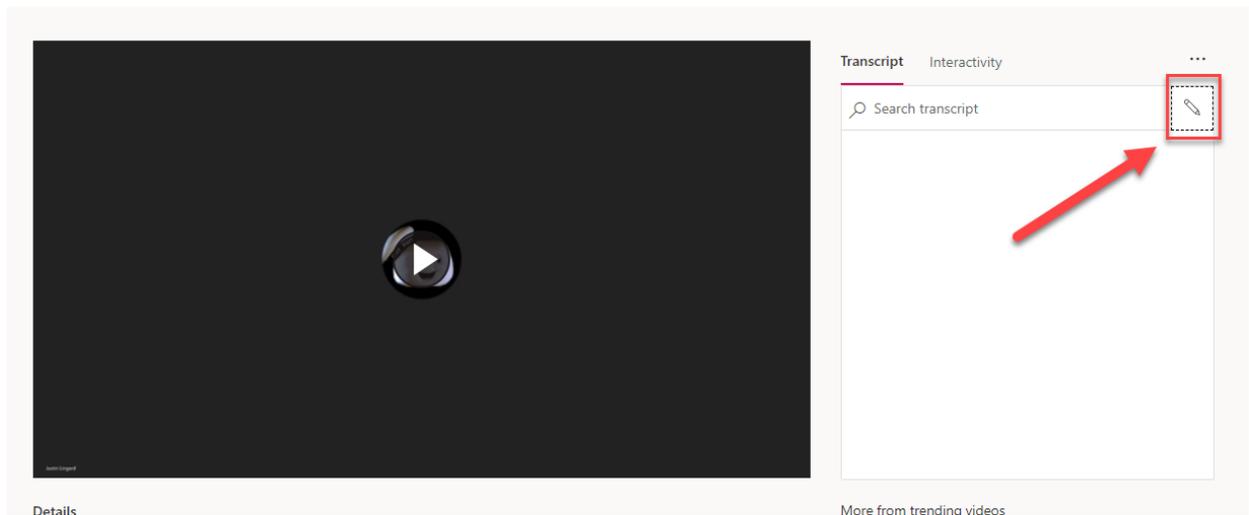
- To find and watch the a previously recorded video click on “replies” underneath the video meeting post, scroll till you find the video and click on it to play it. **The Meeting must be ended**
- To obtain a link to the video on Stream find the video in the meeting chat and click on **More options**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



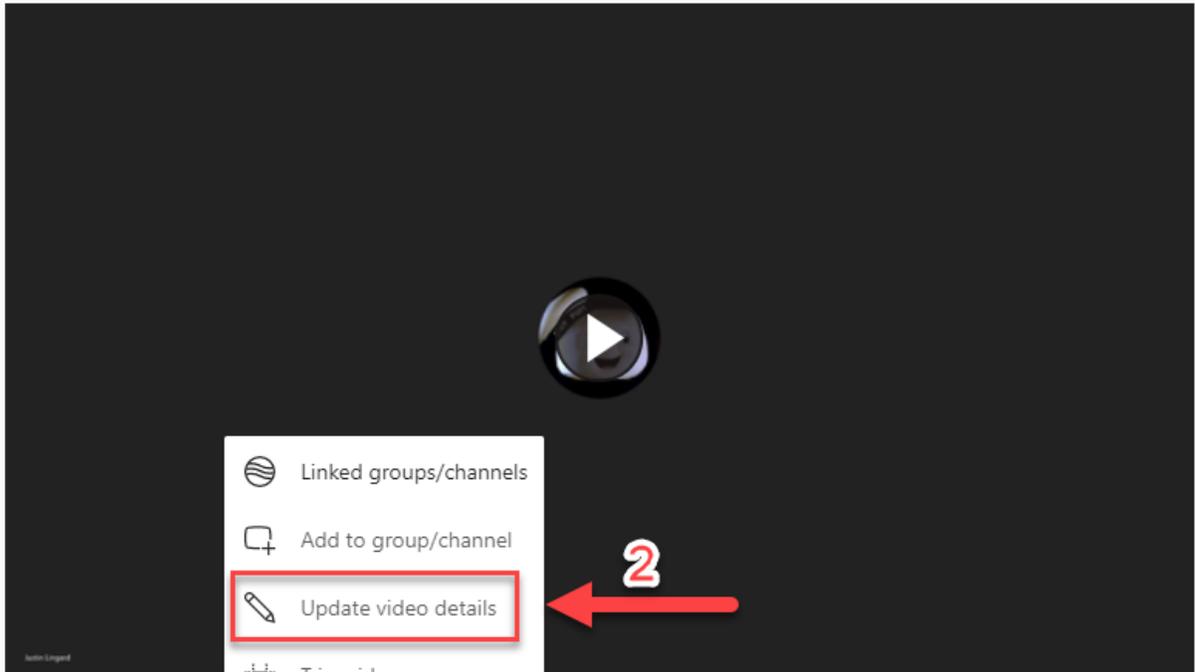
- To go to video on Stream click on **...** More options for the video and then click  Open in Microsoft Stream.



- In Stream you can edit the closed caption transcript by clicking on the  Edit transcript icon.



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



- Linked groups/channels
- Add to group/channel
- Update video details**
- Trim video
- Replace video
- Delete
- Download video



Details

Meeting in "Genera

Published on 7/31/2020

0 0

Share Add to watchlist Like



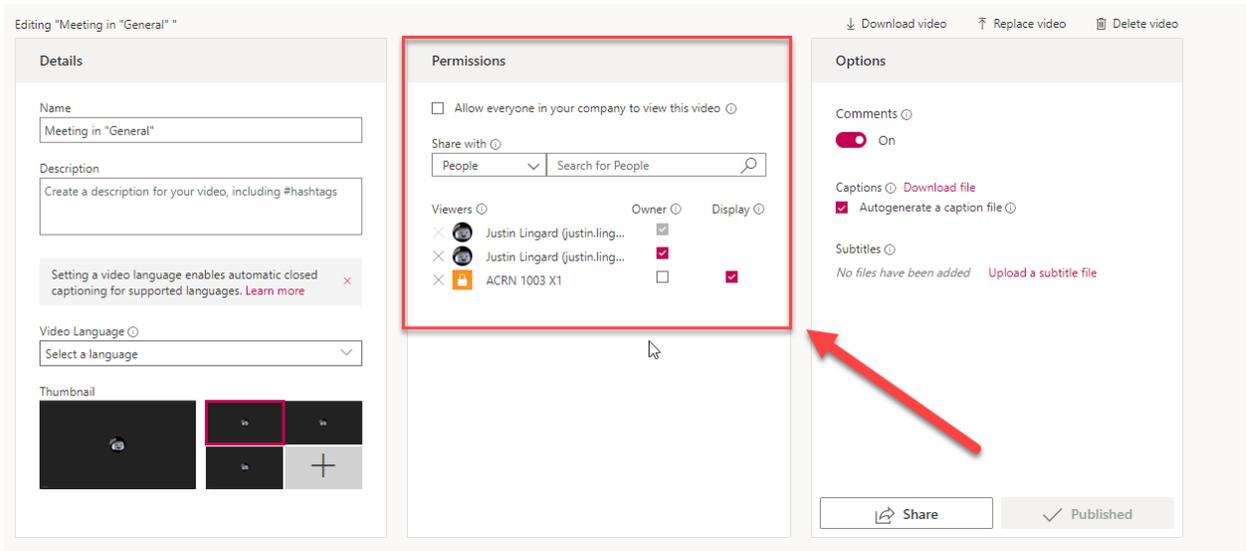
View settings

0 Comments



Post a new comment

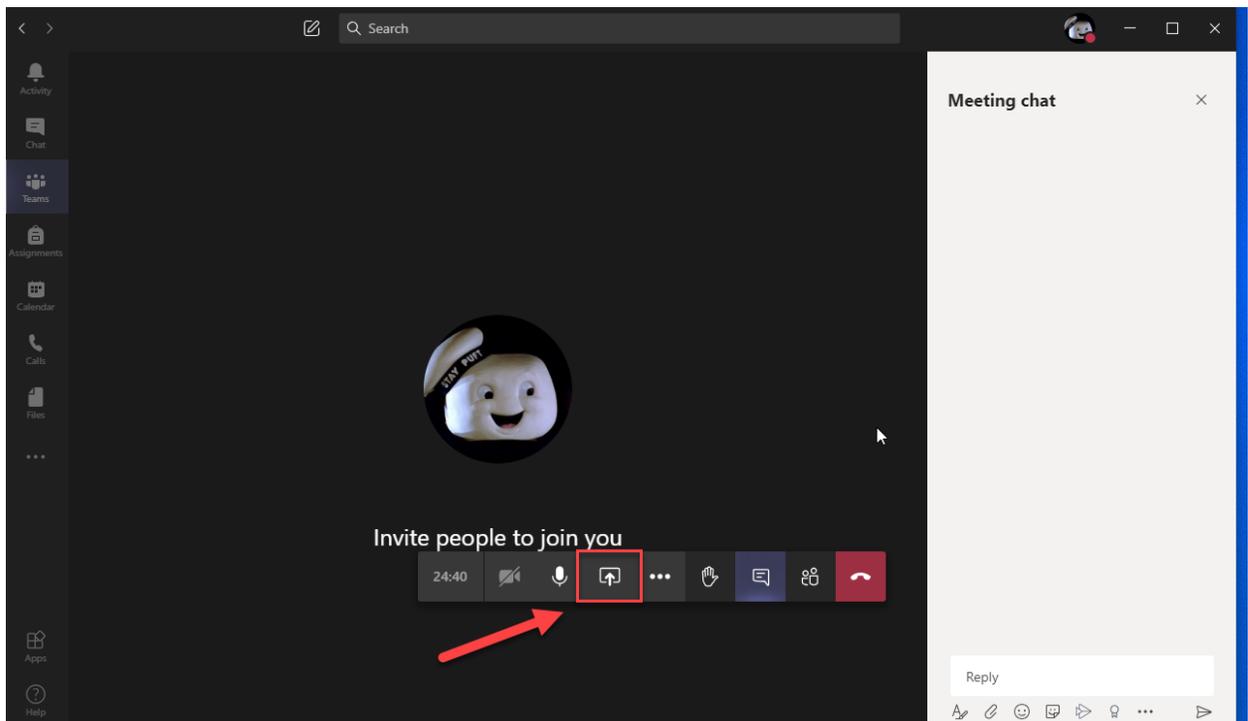


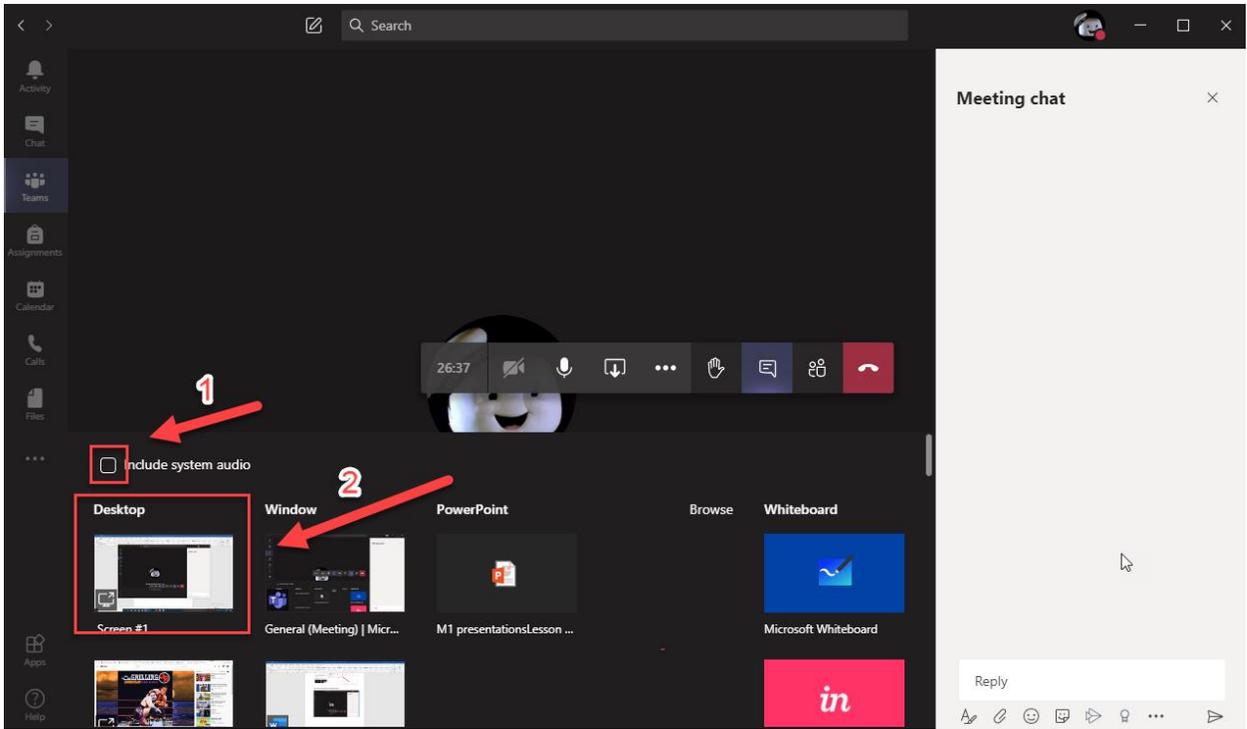


**I want to play a video or play a sound clip during my class.**

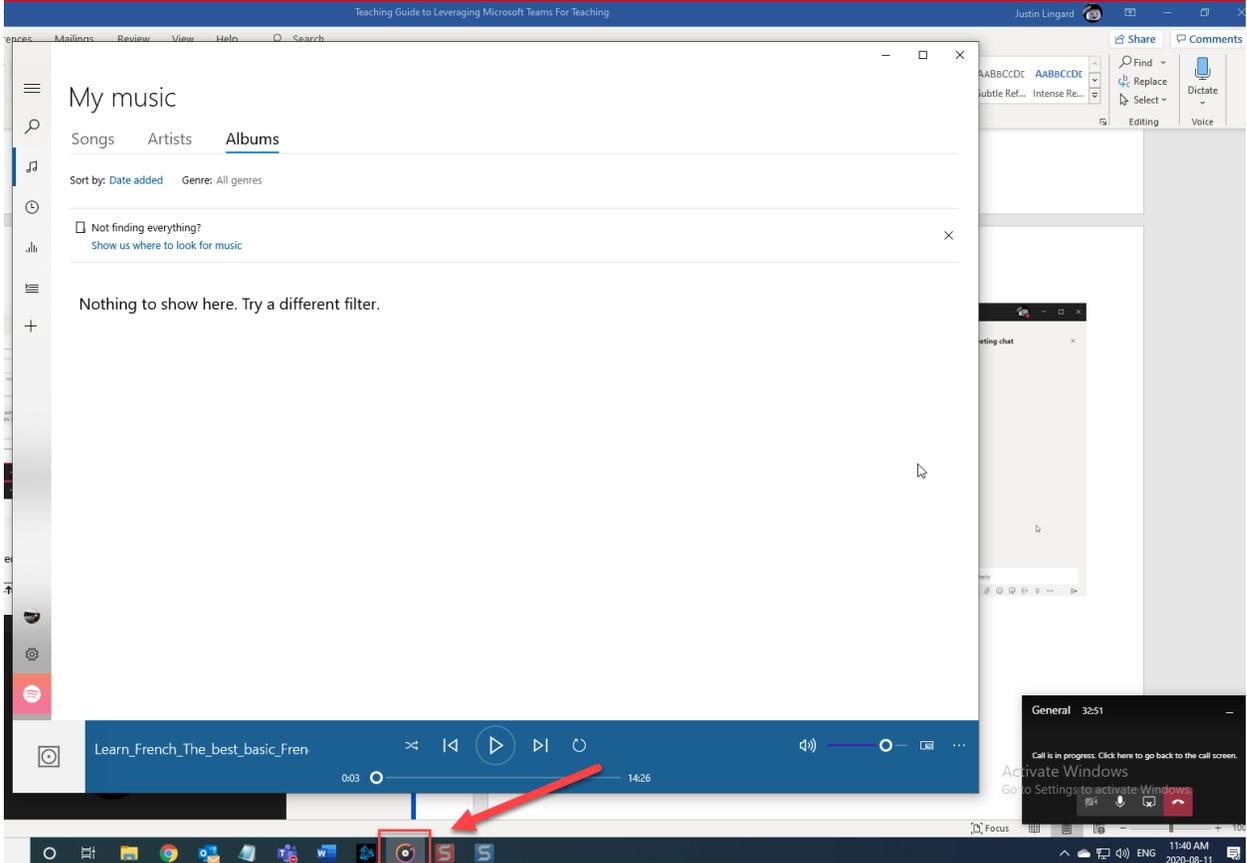
**It is recommended you only play short video or sound clips.**

- select **Share**  in your meeting controls and then **Include system audio**



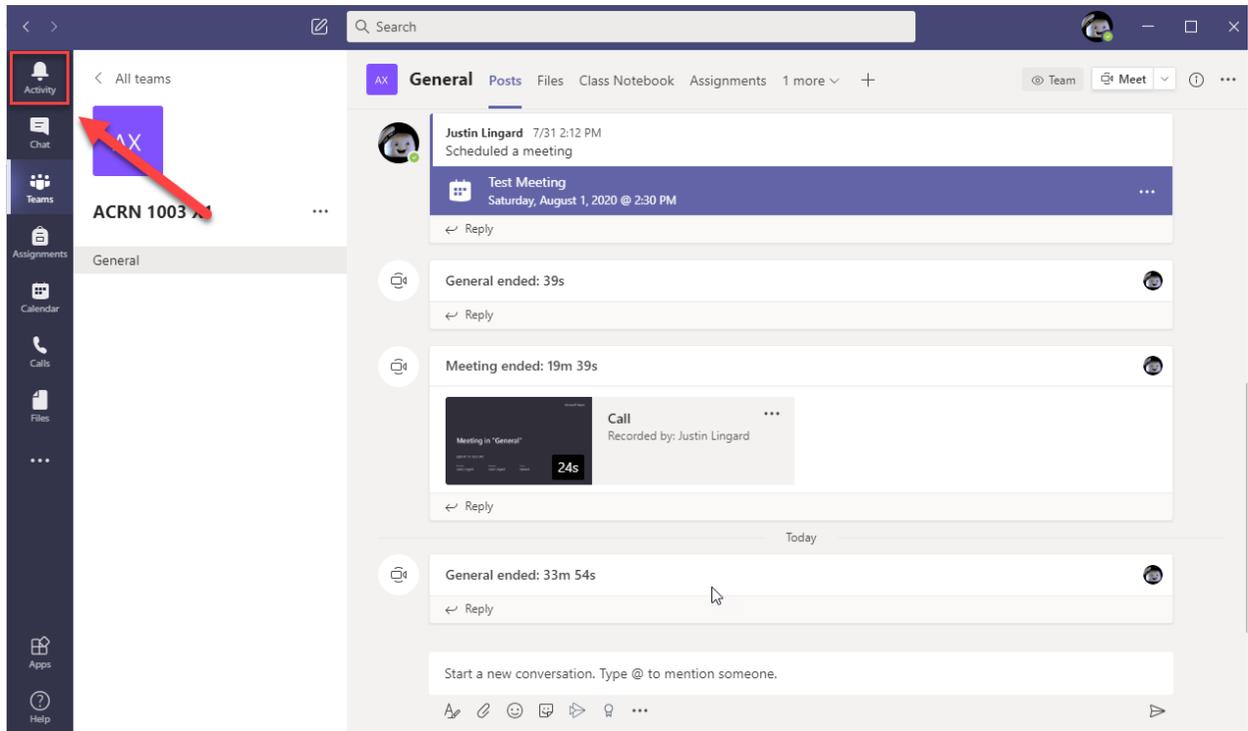


- open your audio/video file



## I want to see what activity have happened within my class team

- Click on Activity icon to see your activity feed.



## 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

