



MICROSOFT TEAMS HELP SHEET FOR STAFF

MICROSOFT TEAMS HELP SHEET

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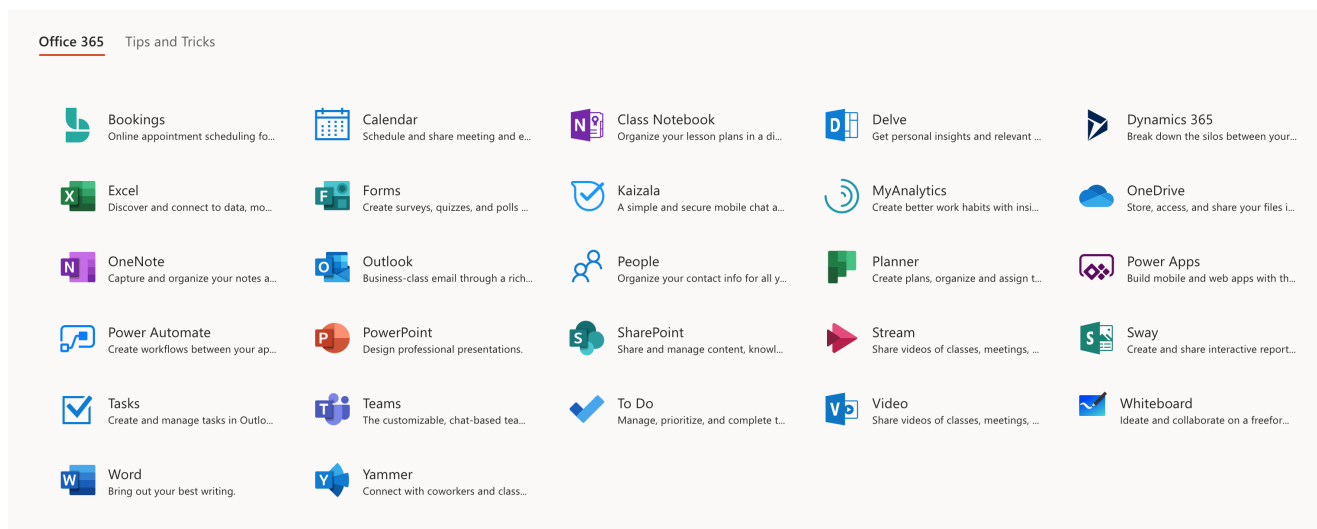
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MICROSOFT TEAMS HELP SHEET

Using Microsoft Teams with your Students

You can work remotely via the Teams desktop and mobile apps. The desktop app can be downloaded from <https://teams.microsoft.com/download>. Click the 'Download Teams' and sign in with your Hugh Baird College credentials. If you don't have the Teams mobile app you can download it via the Apple AppStore or Google Play Store.

You can also access Teams via <https://www.office.com> using your Hugh Baird College email and password to sign in. You can access all your Office apps, Outlook, OneDrive, Teams and more as seen below.



HELP VIDEOS

To watch Microsoft Teams help videos, [click here](#).



4 ways to use Teams

You can turn a conversation into a group meeting with just a few clicks. You can also share your screen with participants.

1. [Communicate with your students](#) in the posts section, this is like a group chat. You can post links and other content here.
2. [Share documents and presentations etc.](#) in files, the class materials folder is read only for student recommended you put your resources here.
3. Teams Video calls allow you to deliver your session live with the option of recording it. (See 'how to' guide)
4. [Set assignments](#) in the 'general' channel.

Blended Learning Tips

You need to arrange with your students when you will be available for contact via Teams. The expectation is not that students can contact you and you will respond 24/7. It's good practice to let students know your availability.

- *Teaching & Learning Remotely Wakelet:* <https://wke.lt/w/s/uhHJgP>

You can arrange to meet your students at a specific time like when your class would usually start. During this time, direct the students to go through a presentation/ documents concepts and ask questions. Or you could adopt a [Flipped Learning](#) approach by asking your student to review the material before you meet, then you can discuss and assess what they are learning.

There are lots of online tools and apps to help you with blended learning within Office 365 (see end of page).

Others tools you might like [Mentimeter](#), [Flipgrid](#) engaging assessment and feedback tools and [Wakelet](#) to create your own digital collections.

Setting up a Teams call is like Skype but it works within Teams. You can share and deliver your presentations with the option to record these calls. These can be branded as [webinars](#).

HELP VIDEOS



Other Useful Resources

- [Here is the Teams Pack developed for staff](#)
- [Microsoft Teams Blog](#)
- [Quick Start Guide](#)
- [Other Office Apps](#)

Please feel free to contact Nicky Bowen via Teams chat for any help and advice.

Office 365

- [Teams](#): Is a portal for communication, collaboration and sharing relevant content. We using Teams across the college for our VLE solution, business support and management.
- [Forms](#): Is a tool in Office 365 to create forms/surveys/quizzes etc? They can be shared in Teams/Teams Assignments and anywhere you want to post the link.
- [OneNote](#): Is just a digital notebook you can create as many pages and sections as you need? Helps organise projects meeting notes, they can be accessed on all your devices. Lots of other content can be added to OneNote Video and audio notes, Form and more.
- [Sway](#): Is a much more than a presentation program. It easy to create and share interactive reports, personal stories, presentations, CV's Portfolios and more.
- [Streams](#): Is Video service where people in your organization can upload, view, and share videos securely Your recordings from Teams automatically stored in your stream, you can create playlists, for your course or team.
- [Whiteboard](#): Is a digital whiteboard that can be shared so multiple people can use it in real time.
- [Planner](#): Is a project management tool, that can easily be populated. It works with MS Teams, so members of the team can all be assigned tasks
- [Accessibility Tool's and Digital Inclusion](#): Office 365 are continually looking how to make all their products accessible to as many people as possible, so they may be digitally included. Tools like the immersive reader, that can read text out to you (In many languages) Dictate, Closed captions and accessibility checker in PowerPoint.

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Installing the Microsoft Teams Desktop App

1. Navigate to <https://teams.microsoft.com>
2. When prompted, enter your College e-mail address and click 'Next'
3. Enter your College password and click 'Sign in'
4. Tick 'Don't ask me again' and select 'Yes' to stay signed in
5. You are now signed into the web version of Microsoft Teams. There is a link to install the desktop app in the bottom-left corner of your screen.
6. Click the 'Download desktop app' button to download the app. The file will be called 'Teams_windows_x64.exe' on PC or 'Teams_osx.pkg' on Mac'
7. Run the installer and Microsoft Teams will launch automatically once installed



Note: Microsoft Teams is also available as a mobile app. Search for 'Microsoft Teams' on the Apple App Store or Google Play store.



HELP VIDEOS


- 5 To watch Microsoft Teams help videos, [click here](#).

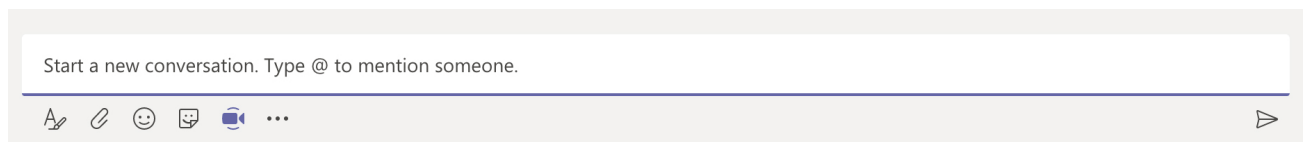


Create Instant Video Meetings with Teams - Lecturing Staff

You can turn a conversation into a group meeting with just a few clicks. You can also share your screen with participants.

To start a meeting:

1. Open the Posts tab of the Team in which you wish to host a meeting
2. Select  at the bottom of the screen



3. In your video preview, enter a subject for the meeting, and select Meet now.
4. Once the meeting starts you will have the option to invite members. Enter the email address of the user into the Invite someone field.

People



Invite someone



5. Since you created the meeting from the posts tab, a post is automatically made in the Posts tab. Team members should click Join to join the meeting themselves.

HELP VIDEOS

To watch Microsoft Teams help videos, [click here.](#)



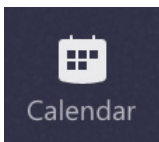
Create Instant Video Meetings with Teams - Non-Lecturing Staff

Non-lecturing staff may need to create video meetings with users who aren't in the same Team as them. For that scenario we will need to create an Outlook meeting in Teams and invite people to join.

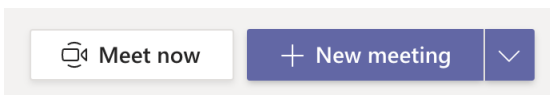
(If you have a Team that matches the people you want to invite you can follow the previous guide instead.)

To create a meeting:

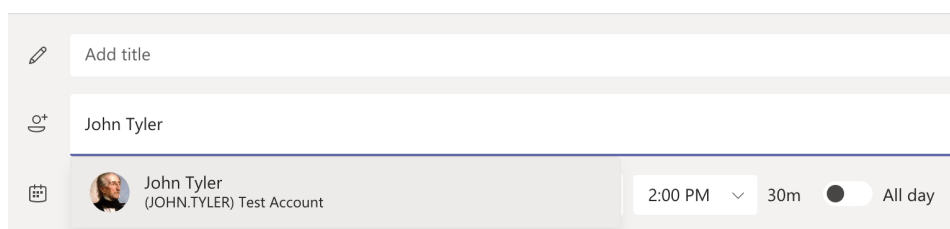
1. Click the Calendar section of Teams



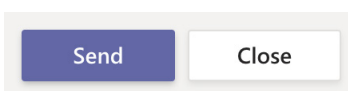
2. At the top-right of the screen select + New meeting



3. Enter a title for the meeting and enter the email address of the person(s) you want to invite. Once you see them in the dropdown list, click them to add them to invitees.



4. When the user is added you will see their name and profile picture added to the invitee field. Once you are ready to send the invite, select Send in the top-right of the screen.

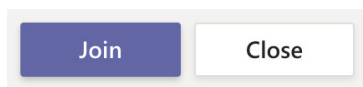


5. This will now create a Teams Meeting in the calendar for the date/time you selected. Anyone you invite will receive an email with a join button to join the meeting. You will need join the meeting from your calendar.

6. Go back to the Calendar section of Teams and locate the meeting you created.



7. Click the meeting to bring up the details. You can add/remove invitees here and change the meeting details. This is also where you will join the meeting from. Select Join in the top-right corner.



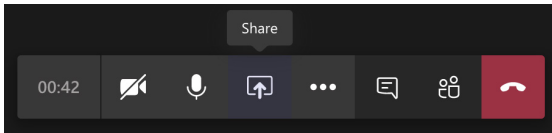
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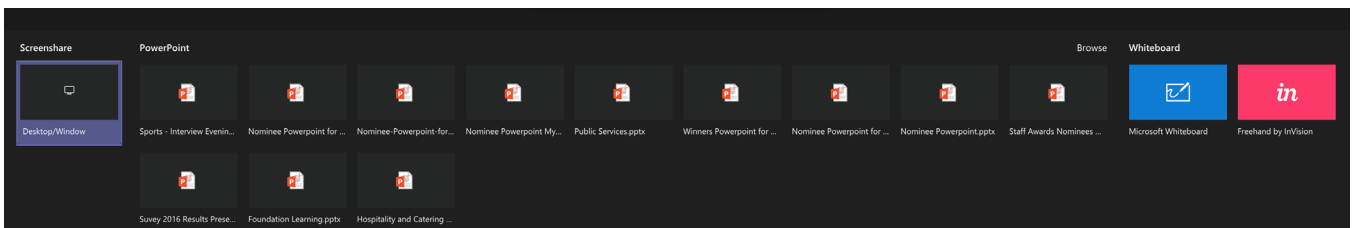


Sharing your Screen and Content

1. Whilst the meeting is running hover your mouse over the screen to display the meeting controls. Click the Share button for screen sharing.



2. You will see a list of sharing options, select Screen 1 under Desktop. This will share your primary screen so you can minimise the meeting and open teaching materials.



3. If you want to stop screen sharing without ending the meeting bring up control bar and select Stop sharing. To end the meeting completely, click the red Hang Up button.

HELP VIDEOS





Assignments

Every class Team comes with an assignments tab in the "General" channel. This area allows you to:

- Write assignments for learners
- Assign work to specific groups/learners
- Set assessment criteria
- Attach resources
- Set a deadline
- Assess submitted work

When students work directly onto assignment documents the lecturer can see the real time progress the learner is making. The assignments tool is mostly restricted to Forms and the Office suite for live monitoring, but other types of digital work can be submitted for assessment including web links to student work.

Resources

Make better use of resources by linking to them in Assignments and Posts tab, you can directly upload files to Posts which allows learners to comment on them and avoids confusion.

In addition, you will find a folder called "Class Materials" in your files section, any files placed in here are read-only to learners. Be aware that files placed outside of the "Class Materials" folder are editable by learners.

Consistency

Learners can struggle to engage if different tasks are delivered through different avenues. Try to communicate clearly and directly when this is unavoidable.

Please get in touch if you have any questions.

Useful Links

[Web link for Microsoft Teams](#)

[Microsoft Forms](#)

[Teams Assignments](#)

[Microsoft Teams](#)

[Class Notebook](#)

[Quick Tips Videos](#)

[Teams for Education Playlist](#)

[Text-Based Tutorials](#)



Using Teams Remotely

You can use Microsoft Teams remotely using any of the following methods:

- Install the mobile app
- Install the desktop app
- Visit teams.microsoft.com

Each method offers its own advantages. Using a mobile can make it easy to stream video or access chat remotely whereas the desktop app and website allow for deeper access of tools and files.

Student Engagement

Learners can access Teams with the above methods – but to make it meaningful learners still need clear targets and resources to complete their work. Don't just rely on the files section (which can be overwhelming to learners as time goes on). Instead add more tabs and channels to your Team. Make use of the different tab options to direct learners to websites, quizzes, streams, and other resources.

Chat or Posts?

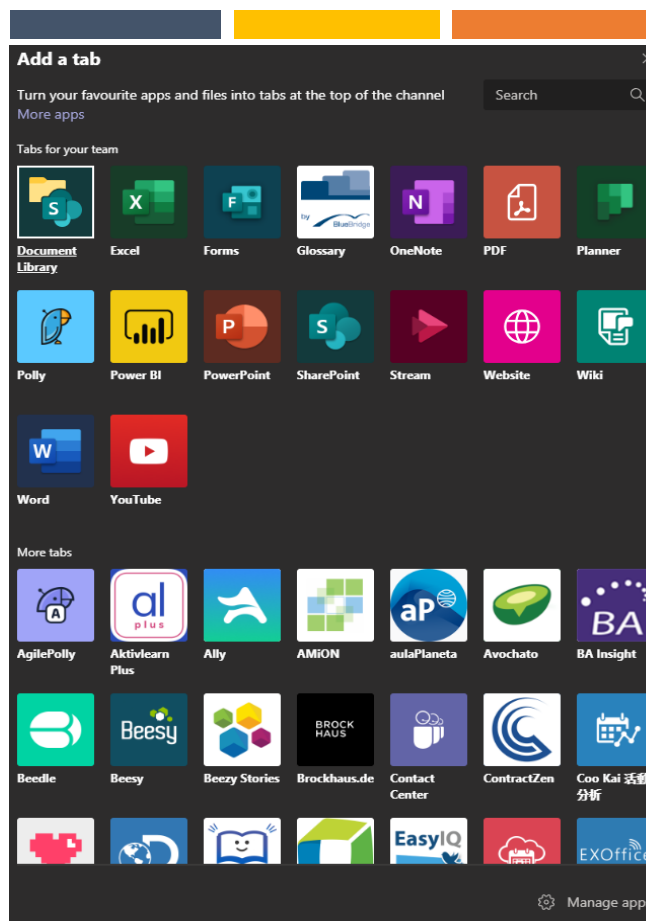
Don't forget you can contact learners on an individual basis using the chat section. If you have learners who might not have the confidence to speak up in a group environment, then you can use chat to help them engage. In general you want to make liberal use of the "@" symbol to tag groups and individuals when content relates to them.

Tips

Measure learner understanding with [Microsoft Forms](#), you can even automate the assessment of multiple choice questions.

Use the Assignments tab for work you want to monitor – if students work directly onto their assignment then you can see their progress in real time.

Make sure you organize your Teams groups with channels and tabs using clear naming conventions.



Programming a Calculator with C++



Meet now

On / Off Schedule a meeting

Meetings

Any Teams group can host a meeting which can be a great resource for demonstrating or recording sessions. Learners can join these meetings and either use both text chat and audio chat to interact. Learner audio can be disabled, and Teams allows you to share a range of resources including webcams, websites, files, and desktops. By clicking the record button, the session can also be captured for future use.

Distance Learning with Microsoft Teams