

QUICK GUIDE FOR COURSE TEAMS:

Faculty Edition -Marshall Online Learning

Note: This document was updated August 3, 2021, and reflects the correct instructions for using course Teams. Currently running on Bb Learn 9.1 original, the instructions will change when we implement Bb Ultra and Teams is integrated into Bb courses starting Intersession 2022.

DOWNLOAD THE TEAMS APP

To get the most functionality and ease of use from Teams, **download the Teams app** on your computer or mobile device. If you are teaching a course, you should run your virtual class from the Teams app instead of in the browser. Running Teams and meetings from the app on a computer will ensure you have full use of all the features.

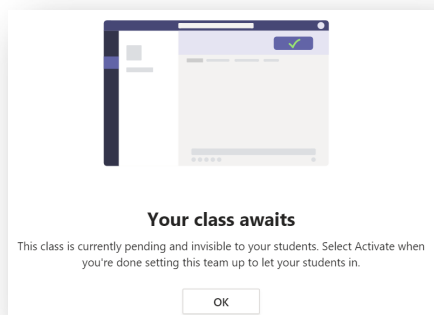
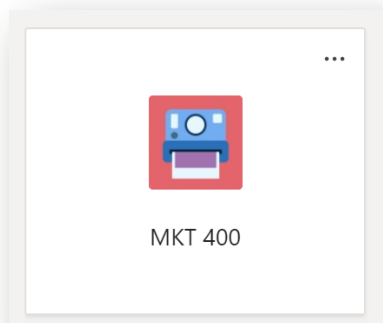
[Download Teams for your desktop, laptop, iOS, or Android.](#)

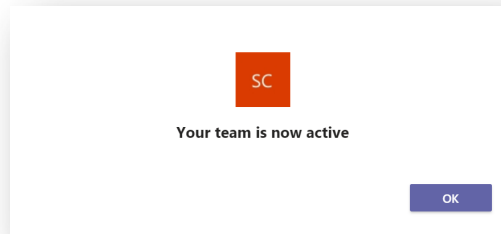
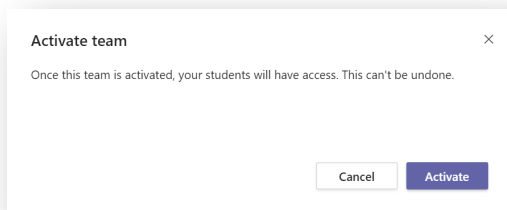
ACTIVATE YOUR COURSE TEAM

To activate your course Team, open the Teams app and click on the Teams icon on the left menu. If you have been on the app recently, your most recently viewed Team will appear. Click on “All Teams” to view all of your Teams enrollments.

Click on the name of the course you wish to activate. You will be prompted to click “OK” to activate the course Team. Once you have activated the course, students who are enrolled in the course will automatically be sent an email to their MU address notifying them they have been added to a course Team.

Students can access the course Team by clicking on the link in their email, or by clicking on the Teams app and choosing the course from their list of Teams.



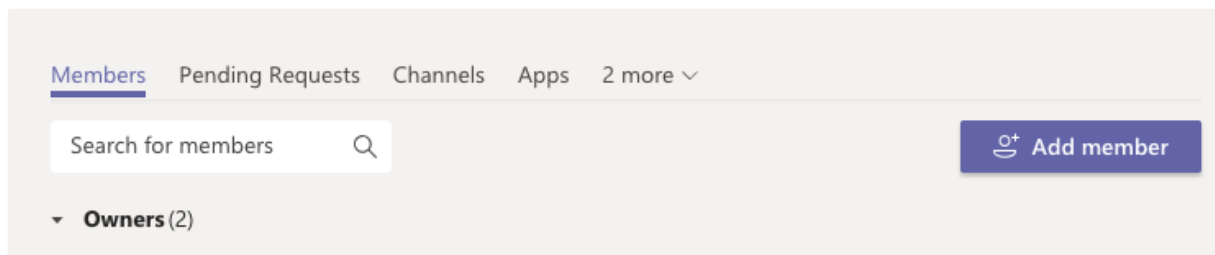


MANAGING MEMBERS

To view a list of Members, Channels, Settings, Analytics, and Apps that are a part of your course Team, click the **More Options (...)** button beside the name of your course Team. Click more options, and then select “**Manage team.**”

Students are enrolled as members. Faculty and TA/GAs should be enrolled as Owners if you want them to present or have the ability to access presenter controls or create and manipulate content in your Team.

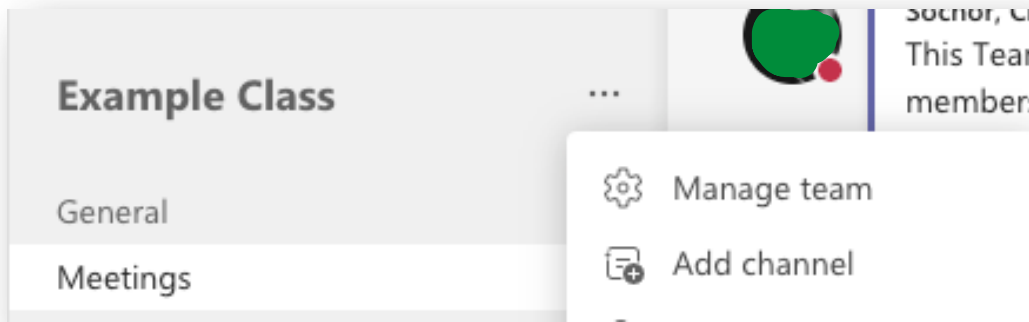
Any student who has not accepted the email invitation to join the course Team can be seen in the “**Pending Requests**” tab. You should check the pending requests daily for the first few weeks of class. From the pending requests tab, you can send members another notification asking them to join the team.



SCHEDULE & MANAGE MEETINGS

In Teams, you can create meeting times in advance for repeating class times, join scheduled Team meeting invites created by others, and meet on the fly with a group or individually. Your calendar in Teams is connected to your Outlook calendar; when you schedule a meeting in Outlook or Teams, you will see the meeting in both places. This section covers Scheduling, Recording, and Managing a Teams meeting, as a quick start, and is not intended to cover all possible features of Teams.

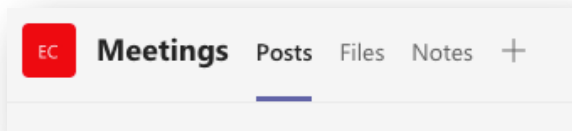
If you are scheduling a virtual class meeting, or recurring meetings, first start by creating a Meetings channel on your course team:



1. Click more options beside the name of your course Team and choose “Add channel.”
2. Name the channel Meetings. Check the box to show the channel automatically for all Team members. Submit.

All scheduled class meetings will appear on the Meetings channel. Faculty and students can also see scheduled meetings in the Calendar section of the app, or on the calendar located in their MU email. Once meetings have been started, recorded, ended, and compressed, the link to the meeting recording will be available.

Faculty and students can view the meeting recordings on the Meetings channel. On the Meetings channel, click the File tab. Recordings are located in the “Recordings” folder. Currently, meetings are set to expire after 180 days. If you wish to keep your recording, you will need to download the recording and store it in a location of your choice.



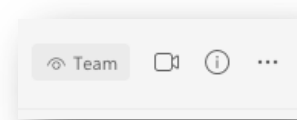
Schedule a Class Meeting in Teams

You can schedule each planned meeting time individually, or you can set up a recurring meeting that you and your students use to join the live session during your normally scheduled course times.

There are several ways to schedule a meeting, but now we will use the Meetings channel in Teams:

1. Go to your class team and click on the Meetings channel.

2. On the top right of the app, click on the Meet Now button (video icon).
3. Select “Schedule a meeting.”
4. Give your class meeting a name (like ENG 101-101 Virtual Class).
5. You can choose to make this a recurring meeting or schedule each time individually. Either method you choose, make sure you choose the correct day/time.
6. You will notice that in the channels area of the scheduler, the meeting is located on the Meetings channel. Do not change this.
7. By using a Meetings channel and creating meetings there, you do not need to invite individual students. All students in the course Team will have access to join the meeting and view the recording.
8. Once you have submitted the meeting, you will see the link to the Meeting appear on the Posts of the meeting channel.



Joining a Meeting

There are multiple ways to join a meeting. When viewing a Teams meeting in a calendar, like Outlook or the Calendar app on Teams, you will see a Join button appear on the calendar meeting 5 minutes prior to the start of the event; you can join that way. You can also join by double-clicking on the calendar invite and selecting Join. In an email invite, there is a link to Join Microsoft Teams Meeting. You can click that link and also copy and paste that link to share the link with others. You can join a meeting by clicking on the meeting link located on your Meetings channel.

Prior to joining the meeting fully, you can set your webcam and microphone to be on or off. In some cases, the mic and webcam will be ON by default. Click the buttons beside the video and mic icons to turn your audio and webcam on and off, both prior to joining a meeting and during.

IMPORTANT: Students should make a habit of joining Teams Meetings through the Teams app instead of their browser. Joining through the browser on different machines can cause students to not have access to specific meeting features, such as the conversation (chat).

Note: If you want to schedule meetings for office work, committee work, department meetings, office hours, etc., you can create a Teams meeting from the Calendar tool on the Teams app. You can create the Meeting and invite other participants by searching for their name in the invite bar. Starting August 13, 2021, all Teams meeting recordings not created on a Meetings channel will go to the OneDrive account of the user who started the meeting recording (instead of Stream).

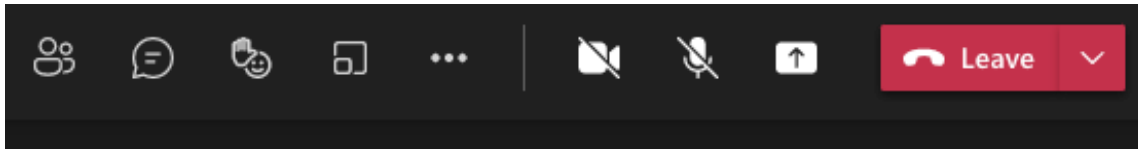
Meeting Settings Inside the Meeting

Once you have launched a Meeting, you have control over some settings at that time, such as your device settings (choosing your audio and video inputs and outputs), entering full screen mode, choosing whether or not to blur your background or choose a background effect, live captioning, a viewable keypad, starting and

stopping a recording, the ability to turn off the video feed of all incoming student participants, and use breakout rooms, to name a few. To get to meeting settings, click the **More Options** button on the top of the Team meeting. This is located beside the mic, video, and breakout room icons.

Note: Once you start a meeting recording, a banner will appear at the top of the meeting to alert all users that a recording is in progress. Users can “dismiss” the alert on their end of the meeting.

Different Options on the Meeting Toolbar



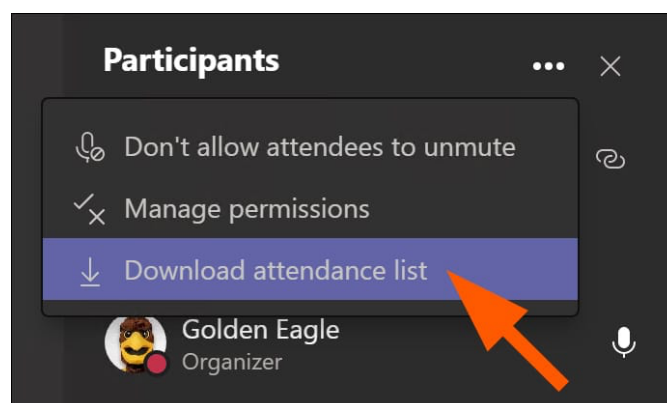
- *Participants*: shows a list of all people participating in the meeting.
- *Conversation*: shows the meeting chat.
- *Raise hand*: allows users to raise their hand or show an emoji.
- *Breakout rooms*: break groups of students out to their own meeting space for collaboration
- *More options*: the place to start/stop recordings, turn off all incoming video if your internet speed is poor or you want to share your screen, turn on live captions or transcription service, change your video background, or type meeting notes

Managing Participants

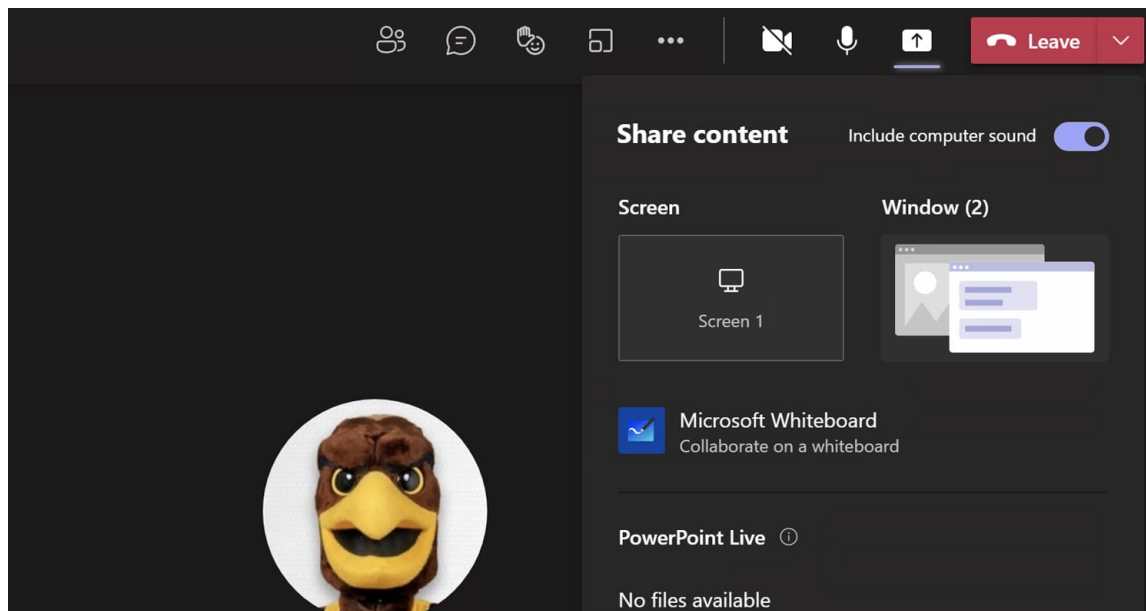
The Participants area will show you all the participants in the meeting, as well as allow you to mute others or allow them to present, by clicking hovering on the Microphone icon beside their name and clicking **More Options** (...) when prompted.

Record Attendance

You can keep track of who attended the meeting by downloading the attendance list from the **Participants** area.



Sharing Content



The **Share Content** button is found next to the “Leave” button in Teams meetings. You should not share your entire screen unless you must show multiple windows or applications at once, and it is best to turn off all incoming video prior to sharing full-screen.

- *Include computer sound*: this option must be turned on if you are sharing any application or video that includes sound.
- *Screen*: will share your screen in its entirety; requires a strong internet connection and speed for all users; will show all of your pop-ups or notifications as well, such as incoming email notifications and Teams/chat notifications.
- *Window*: To share a window (browser) or an application (software) click window and then choose the application to share. If you want to share a browser, you can show multiple tabs within a browser. You cannot show multiple new windows of a browser this method.
- *Microsoft whiteboard*: share a whiteboard with students, with the option to add them as collaborators or editors.
- *PowerPoint Live*: if you present or lecture via a traditional PowerPoint, use THIS feature. The slideshow deck will appear in the presenter view while students only see your selected slide. You can choose from a regular mouse pointer or laser pointer to point out information on the slide, as well as a variety of pens, markers, and highlighters to write on the slides.
- *File share*: you can share a file from your computer, such as a PDF or .docx.

COMMON ISSUES

Can't share your screen on a Mac? Follow these instructions:

- Click the Apple menu.
- Then, go to System Preferences > Click Security & Privacy > Privacy tab.
- Click Screen Recording.
- Click the lock icon to make changes.
- If required, enter your admin password.
- Finally, click the checkbox next to Microsoft Teams.
- A notification window will ask you to restart it. Agree.
- Restart the Teams app and try to share.

You and/or students are having connection issues:

- In the Team Meeting, click More Options on the top ribbon of the meeting.
- Select Turn off incoming video. You can also ask students to turn off their video for that portion.
- Students can also turn off all incoming video using this feature if their internet speed is not capable of running video and listening to your presentation simultaneously.

Can't find meeting recordings?

- If you created and scheduled your meeting on the Meetings channel, click on the meetings channel, click Files on the top tab, and click on the Recordings folder.
- If you created a Teams meeting in ANY other location, you can find the file in your Recordings folder of your OneDrive account.