



Microsoft Teams Guide for Faculty Members

Teaching, Development & Enhancement

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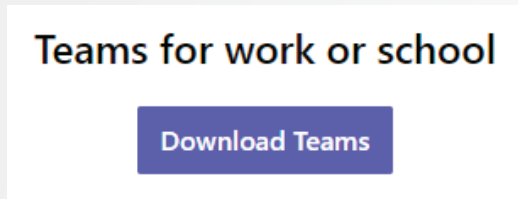
Benefits of Microsoft Teams for Education

- **Microsoft Teams** offers many benefits for teachers and students. Here are some examples:
- **Explore Student Insights** that allow you to track student progress and identify student needs.
- **Collaborate** easily by sharing materials, lesson plans, or preparing rubrics together.
- **Access** all the Office 365 Apps, such as Word, Excel, and PowerPoint, which are integrated into Teams.
- **Customize the Learning Experience** with educational apps and tools.
- **Improve inclusion** with immersive reader, dictation, live captions, translation, and other accessibility features.

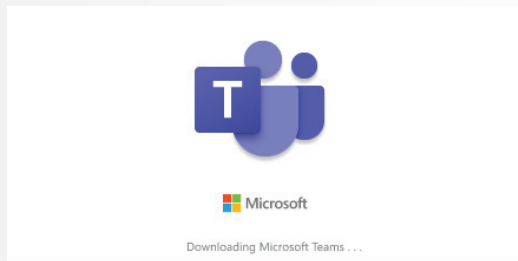


■ Downloading Teams & Signing In

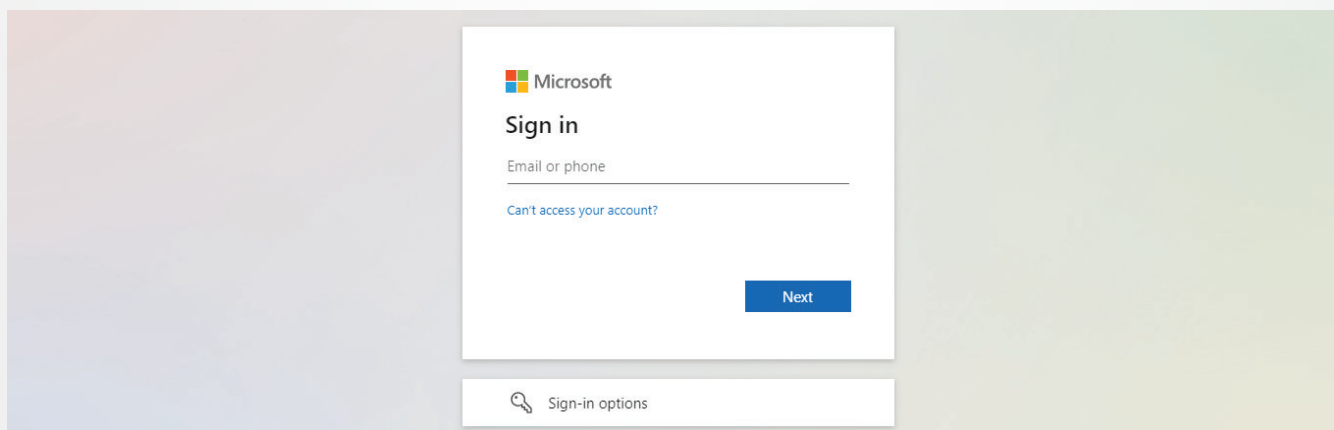
Step 1 - Navigate to the Microsoft Teams website: <https://teams.microsoft.com/uswe-01/downloads>. Click on **Download Teams** (Teams for work or school).



Step 2 - **Install Teams** by double-clicking on the file that was downloaded. The installation will take a few minutes to complete.



Step 3 - Once the app is downloaded, it will open automatically. Now you can sign in using your **@torontosom.ca** credentials.

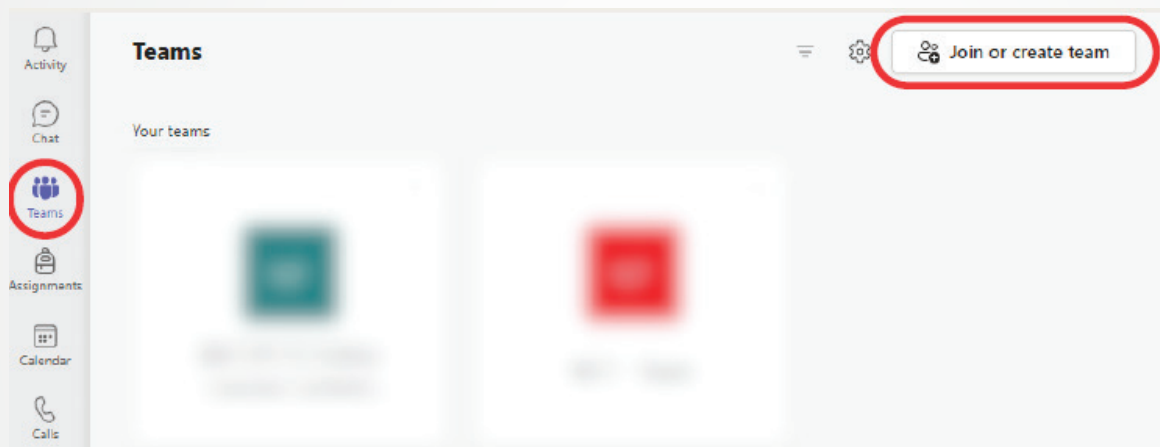


Creating a Class Team

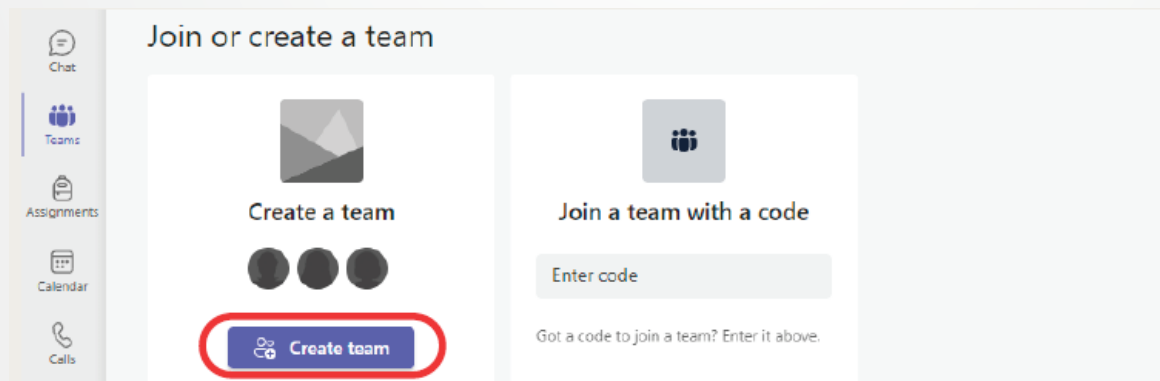
IMPORTANT NOTE: MS Teams is intended to be used only as a teleconferencing and meeting application only; no assignments should be created using the MS Teams “Assignments” tab

A class will be called a **Class Team**. It can be found in the **Teams option** on the left sidebar of Microsoft Teams. You will have multiple Class Teams to correlate with each class if you have multiple classes. Once students join their Class Team, they can access the class as members.

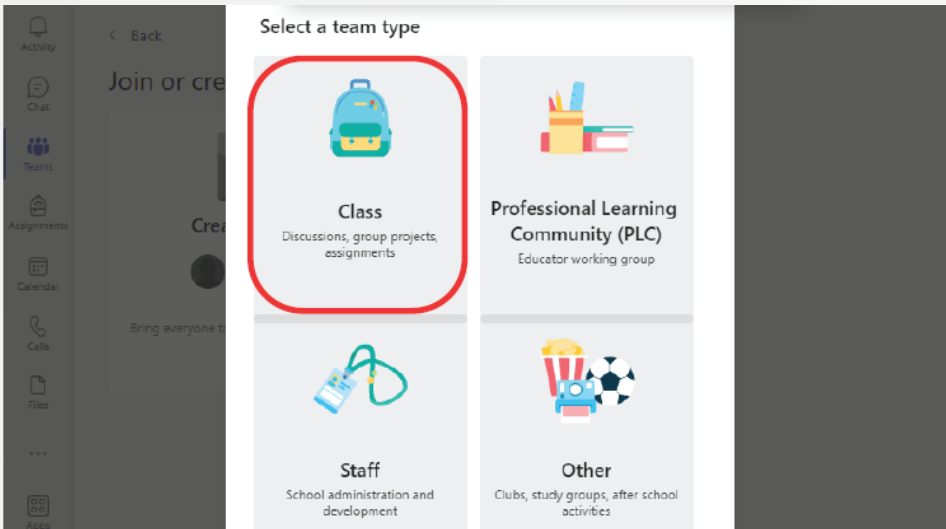
Step 1 – Select Teams from the left sidebar of the Teams app, then click on Join or create team in the top right corner.



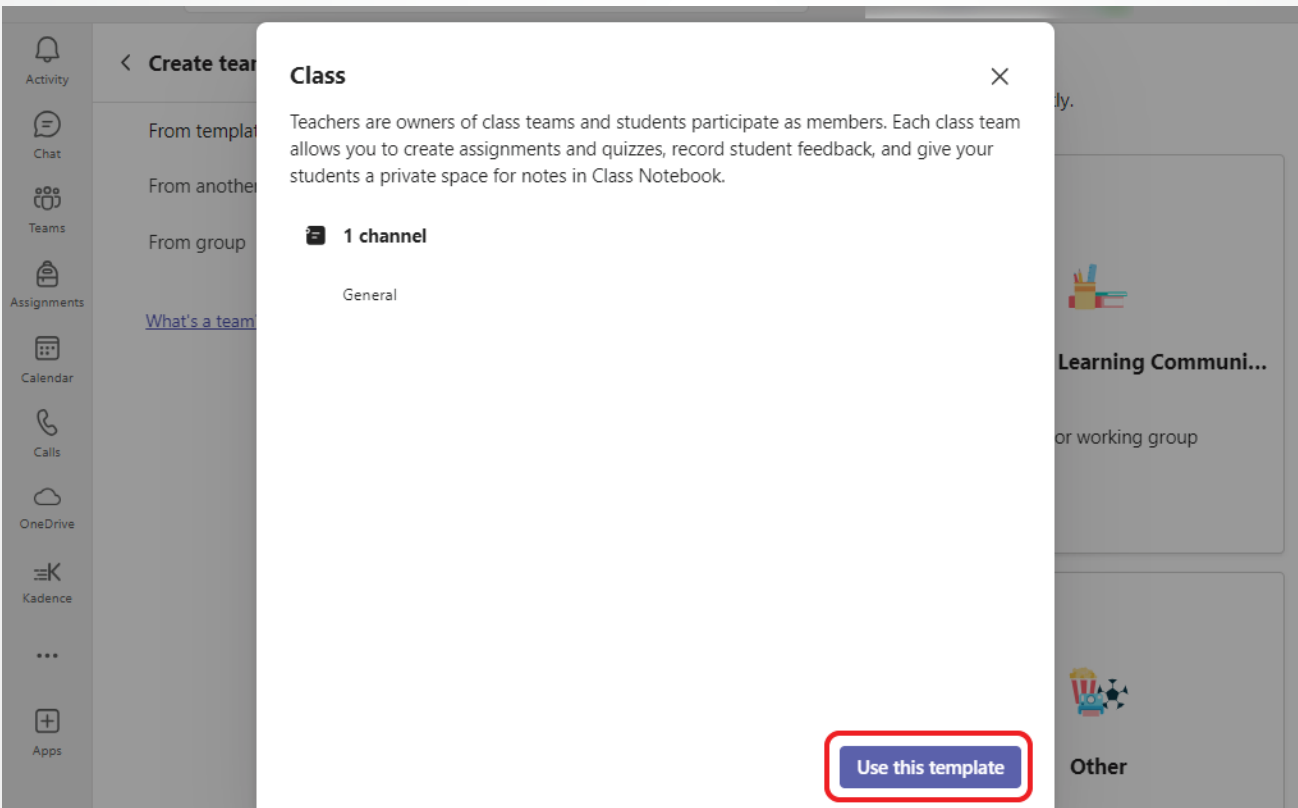
Step 2 – Click on **Create a team**.



Step 3 – Click on **Class** as the team type.



Step 4 – Click on **Use this template**.



Step 5 – Enter a name and optional description for your Class Team, then click on **Next**.

Note: We recommend that the class name be the same as your course name on Canvas so all information between Microsoft 365 and the Canvas portal is the same.

Join or create a team

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

Course Name

Description (optional)

Let people know what this team is all about

Cancel Next

Step 6 – In the next window, it will ask you to add people to the Class Team you just created. Since you will not need to add a student now, click on **Skip**.

Add people to "PSY101"

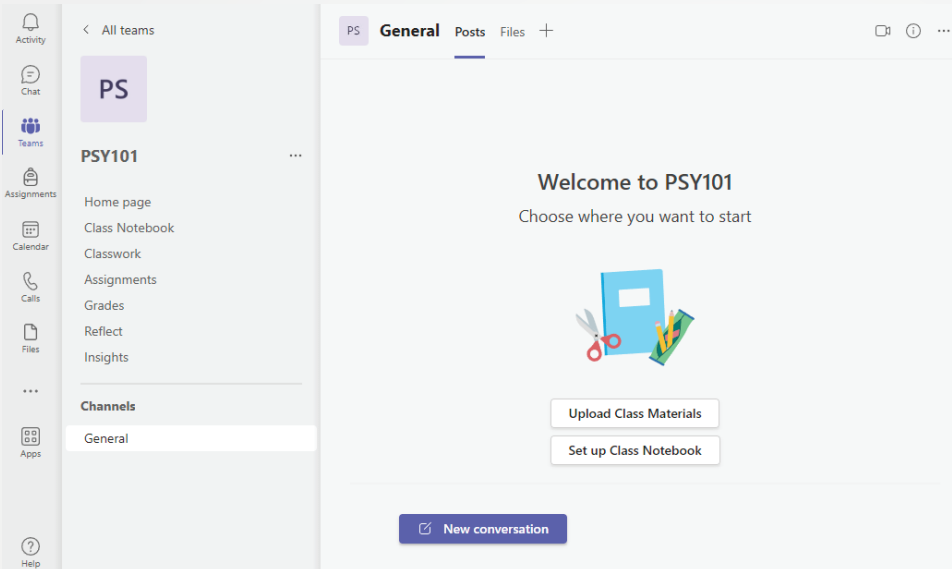
Students Teachers

Search for students Add

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

Skip

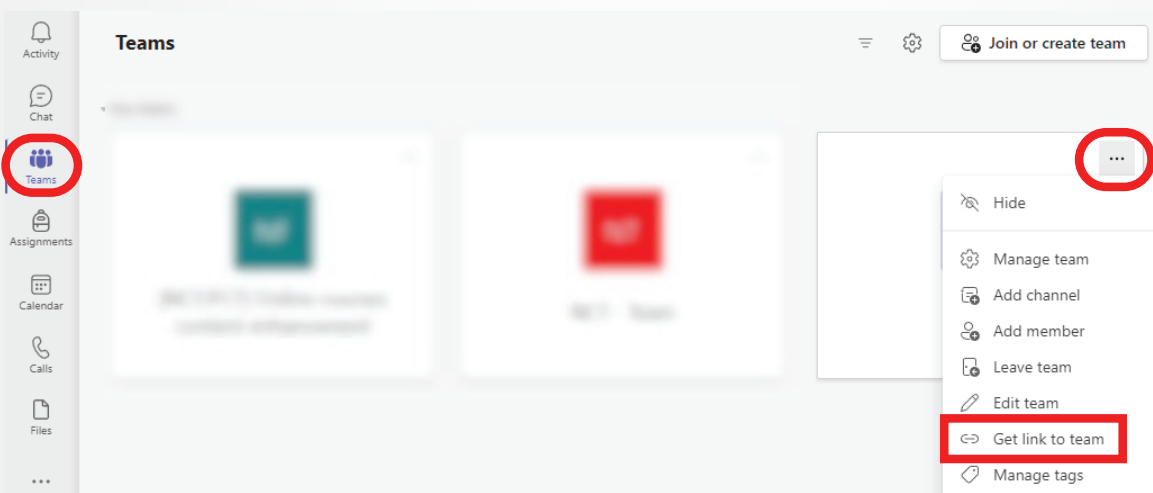
Step 7 – A new screen will open with the message **Welcome to** followed by the class name. You will now be directed to the Class Team you just successfully created.



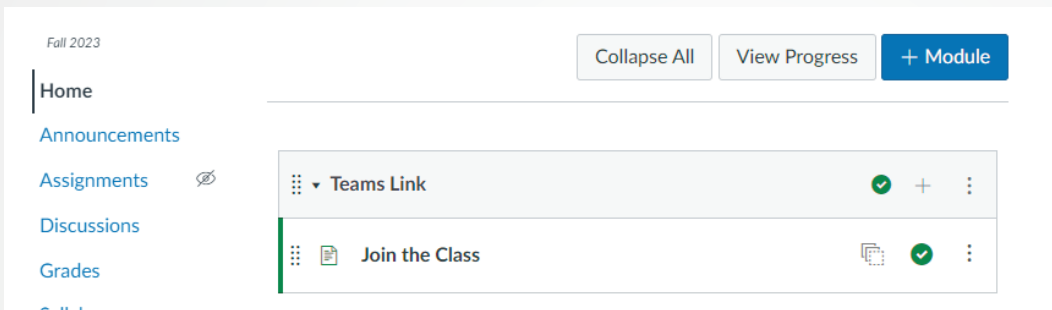
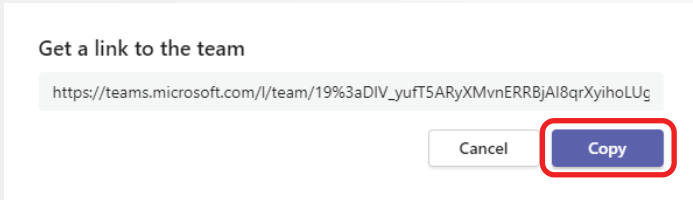
Sharing Class Team Link with Students

Step 1 – Click on the **Teams icon** on the left sidebar of the Microsoft Teams App.

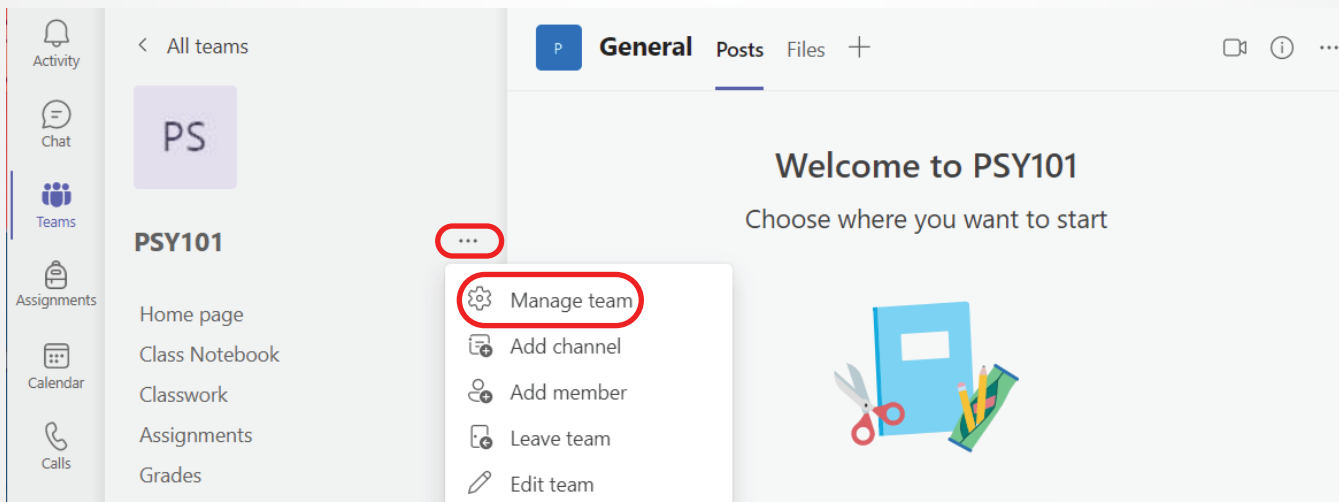
Step 2 – Click on the [...] option on the top right of the Class Team that you want to add students to. Then, click on Get link to team.



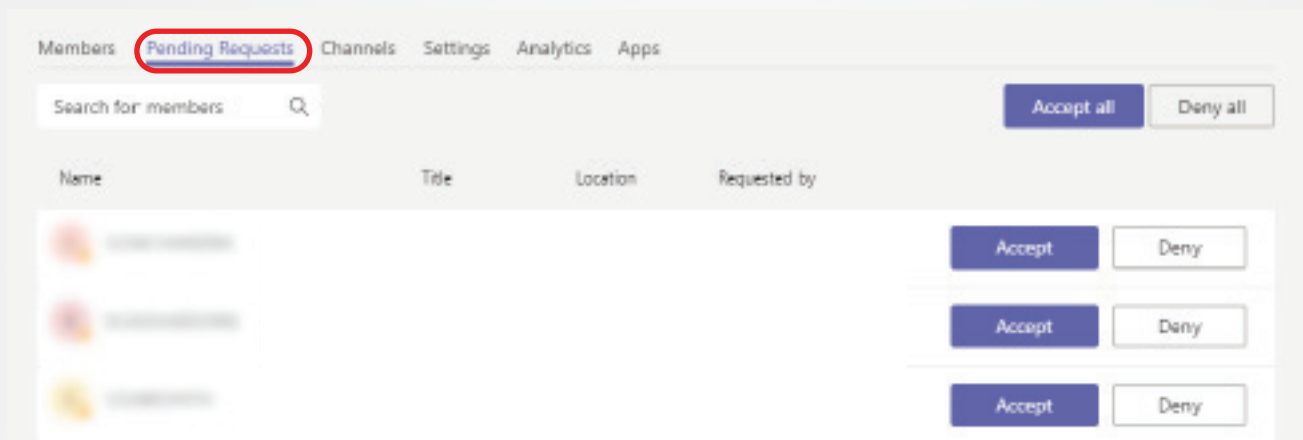
Step 3 – A link to join the Class Team is automatically generated. Click on **Copy**. Add the copied link to your Canvas homepage. You may use the sample in the *Appendix* for reference.



Step 4 – After students click on the link, they will be prompted to send a request to join the Class Team. To view the requests, click on the [...] next to the name of your Class Team. Then click on **Manage team**.



Step 5 – Go to **Pending Requests** to view requests to join the Class Team. To approve, click on the **Accept** button next to the student's name or click **Accept all** to accept all requests.



IMPORTANT NOTES:

- To avoid missing students' requests to join a class, please check the new requests regularly
- **Toronto School of Management** provides Microsoft 365 accounts to all students with access to Teams. All student emails should end in: **@torontosom.ca**
- If a student has not yet received their login credentials when the semester starts:
 - Send them a link to access the virtual Class Team directly, which is explained in the **Invite Students as Guests** section.
 - Advise students to wait until they receive their Niagara College Toronto credentials and that all new students will receive them via the email used for registration.
- If a student does not know what their email address is, please have them contact student IT support at **"Insert Email Here"**.

Scheduling Virtual Classes

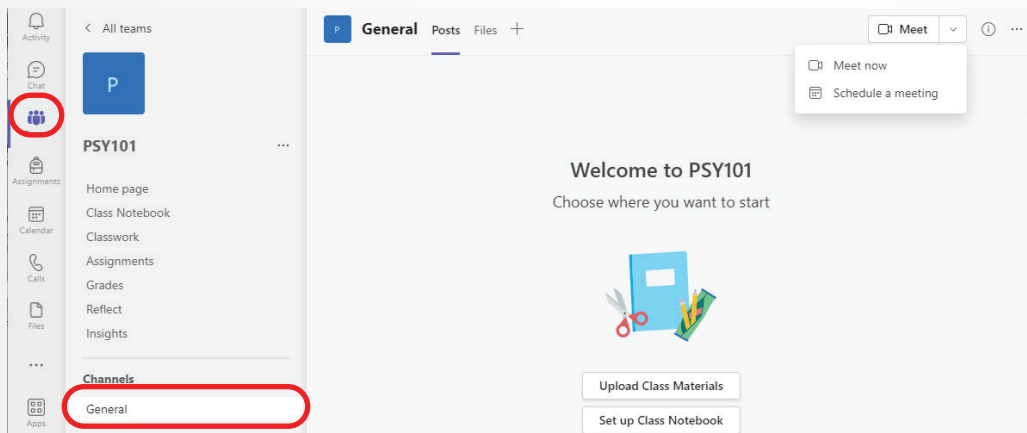
We recommend using the **Meet** feature in Teams to schedule virtual classes. Students who have already joined the Class Team will be able to attend the virtual classes at the scheduled time without you having to send them a reminder or meeting link.

Benefits of scheduling your virtual classes:

- Virtual classes for a course only need to be configured once. After they are configured, they can be used for the entire semester.
- You do not have to keep sending students the class link as it is already scheduled.
- (**Note:** Instructors may still need to send the class link to some students who are registered late and do not have the Microsoft 365 credentials at the start of the semester).
- Students can easily access the virtual class directly from the Microsoft Teams app.

Step 1 – Click on **Team** from the left menu bar and go to the desired Class Team group you would like to schedule your virtual classes. Go to the **General Channel**.

Step 2 – Click on the down arrow from the **Meet** button on the top right and select **Schedule a meeting**.



Step 3 – Structure your class accordingly. You can always adjust these settings later.

- **Add a title:** Please use the same name of the class from Canvas, so the students can easily understand which class to join.
- **Add required attendees:** You can skip this section.
- **Date and Schedule:** Select the date of your first class, and the time when your first class starts and when it ends.

The screenshot shows the 'New meeting' interface in Microsoft Teams. The 'Details' tab is selected. A red box highlights the following fields: 'Add title', 'Add required attendees' (with a '+ Optional' link), the first date and time (2023-08-28, 1:00 p.m.), the second date and time (2023-08-28, 1:30 p.m.) with a 30m duration and an 'All day' toggle, and the 'Does not repeat' dropdown menu. Below these are fields for 'Add location', a rich text editor with a toolbar, and a 'Send' button in the top right corner.

- **Occurrence** Since your classes will occur weekly, click on the dropdown menu that reads, **Does not repeat** and click on.

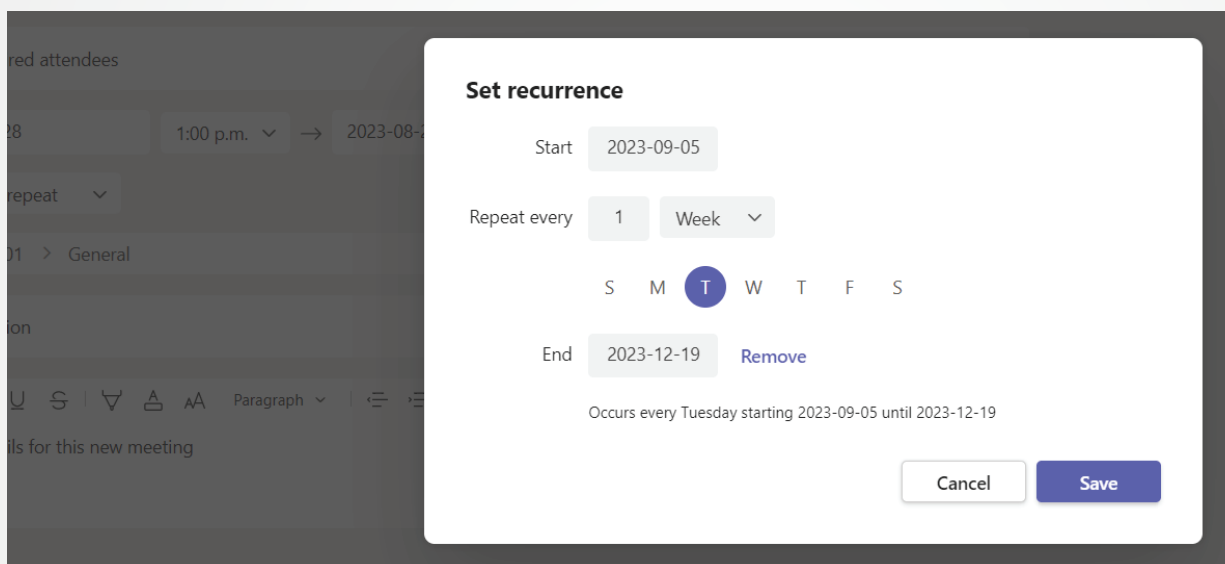
This is a close-up of the 'Does not repeat' dropdown menu. The menu is open, showing several options: 'Does not repeat', 'Every weekday (Mon - Fri)', 'Daily', 'Weekly', 'Monthly', 'Yearly', and 'Custom'. The 'Custom' option at the bottom is circled in red.

Structure your class so it reoccurs weekly.

- **Start:** If the start day is not the first day of class, change it to the correct start day.
- **Repeat every:** Keep **1** in the box. Click on the dropdown menu and choose **Week** Then choose the day (s) you want the virtual class to occur every week.
- **End:** Choose the date that is the last day of your class, so the meeting recurrence will stop at that time.

Click on **Save**.

Below is an example of a virtual class that occurs every Tuesday, starting Tuesday, September 5, and ending on Tuesday, December 19.



- **Channel:** Since you created the meetings from the Class Team, the system will automatically put the right channel here. For more information about channels, please see the section, **Understanding and Creating Channels**.
- **Add location:** You can skip this section.
- **Description:** You can type a brief paragraph about the class mission here.

The screenshot shows the 'New meeting' creation form in Microsoft Teams. The 'Add location' field is highlighted with a red box. The form includes the following elements:

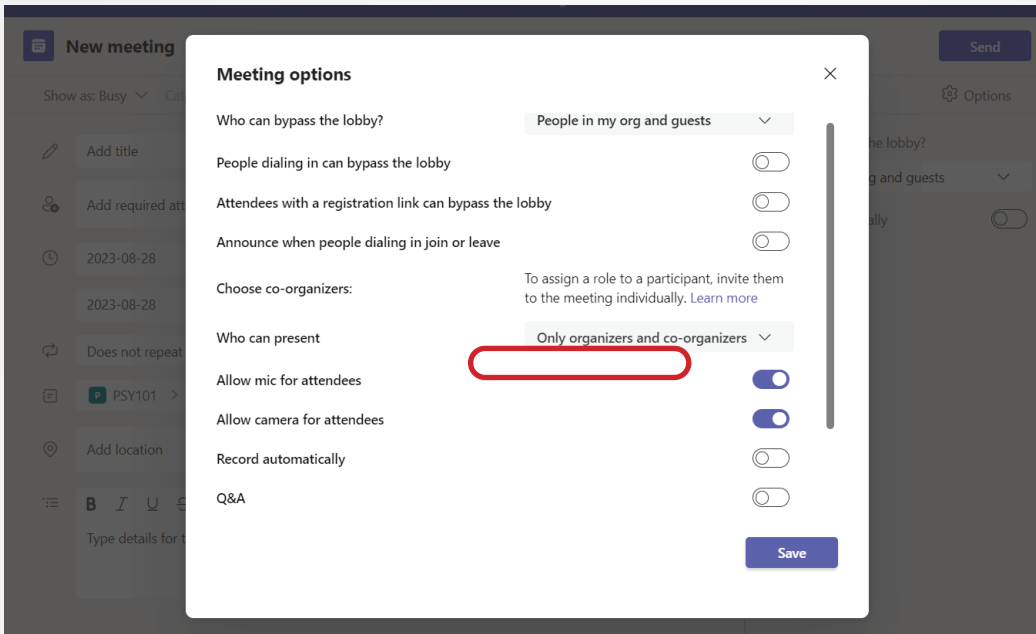
- Add title:** A text input field.
- Add required attendees:** A text input field with a '+ Optional' link.
- Date and Time:** Two date pickers (both set to 2023-08-28) and a time dropdown (set to 1:00 p.m.).
- Duration:** A dropdown menu (set to 30m) and a radio button for 'All day'.
- Repeats:** A dropdown menu (set to 'Does not repeat').
- Channel:** A dropdown menu (set to 'PSY101 > General').
- Add location:** A text input field, highlighted with a red box.
- Rich Text Editor:** A toolbar with bold, italic, underline, link, unlink, list, and other icons, followed by a text area with the placeholder 'Type details for this new meeting'.
- Who can bypass the lobby?:** A dropdown menu (set to 'People in my org and guests').
- Record automatically:** A toggle switch (currently off).
- More options:** A link to expand the settings.

- **Lobby:** The lobby is the waiting room for your attendees. While in the lobby, the attendees must be admitted by you in order to enter the virtual class. By default, it is set to **People in my org and guests**. You can change the settings by clicking on the dropdown menu. If you select the option, **People in my org** then only students signed in with their school email can attend.
- **Record automatically:** You can toggle this option or start the recording manually during the class.

The screenshot shows the 'New meeting' creation form in Microsoft Teams. The 'Who can bypass the lobby?' dropdown menu is highlighted with a red box. The form includes the following elements:

- Navigation:** 'New meeting' (selected), 'Details', and 'Scheduling Assistant' tabs. A 'Send' button is in the top right.
- Settings:** 'Show as: Busy', 'Category: None', 'Time zone: (UTC-05:00) Eastern Time (US & Canada)', and an 'Options' gear icon.
- Add title:** A text input field.
- Add required attendees:** A text input field with a '+ Optional' link.
- Date and Time:** A date picker (set to 2023-08-28) and a time dropdown (set to 1:00 p.m.).
- Who can bypass the lobby?:** A dropdown menu (set to 'People in my org and guests'), highlighted with a red box.
- Record automatically:** A toggle switch (currently off).
- More options:** A link to expand the settings.

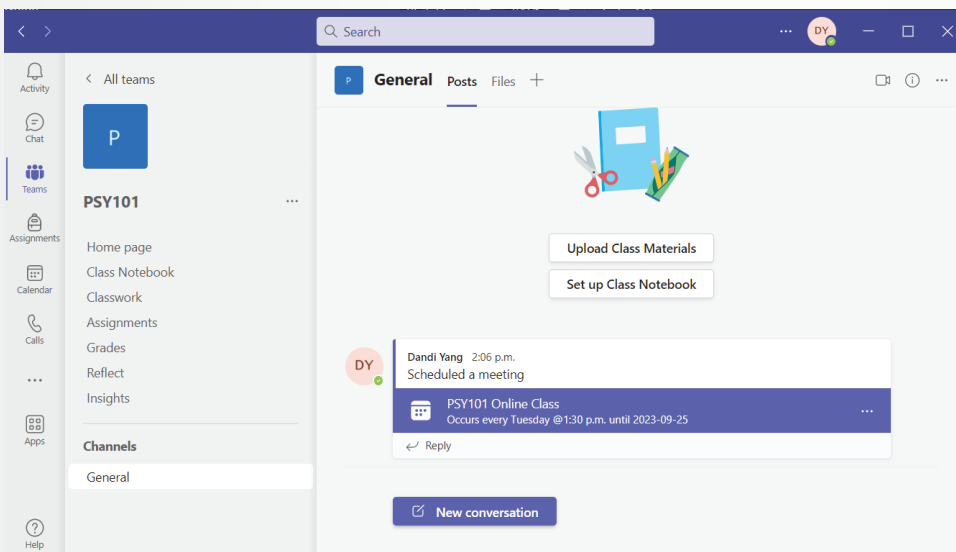
- **More options:** This will bring up more meeting options including the options above.
 - **Who can present** By default, it's set as **Everybody**. Change this option if you want like to present your students from presenting or sharing their screen during your virtual class.



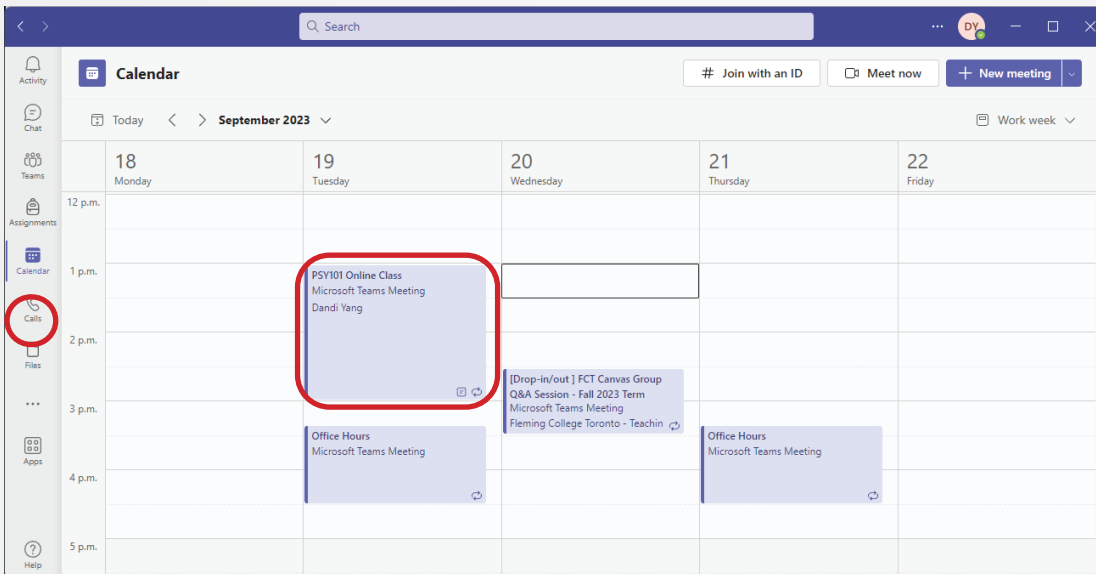
- Once you are done structuring your virtual class, click on Send to finish. 13

You will now see the virtual class you just scheduled in the **Posts** section as well as on your **Teams** calendar. Students will see the same from their side.

NOTE: Any recordings and resources shared during these virtual classes will be saved in the Class Team/Channel, which are accessible by all students in that Class Team.



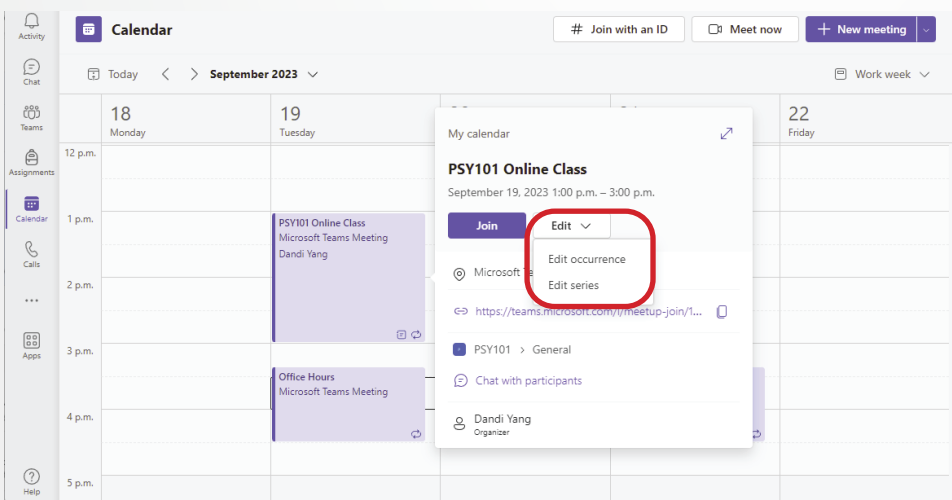
You can check your scheduled classes by going to the Calendar tab on the left sidebar of the Microsoft Teams app.



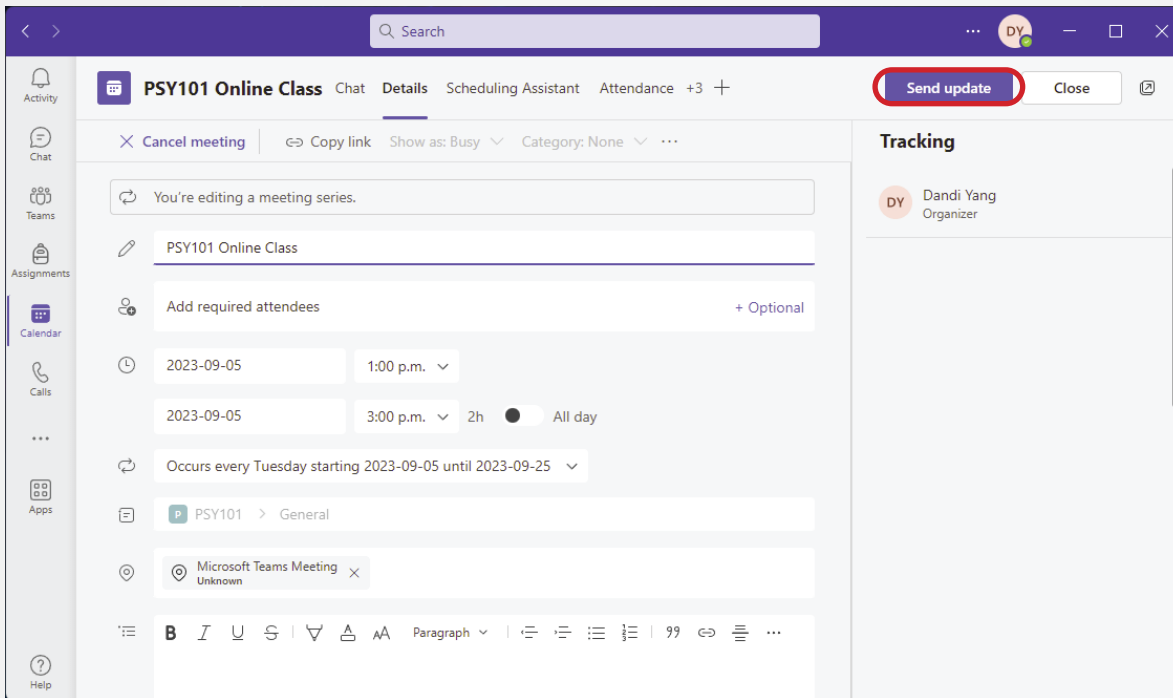
Editing Scheduled Virtual Classes

Step 1 – Click on the scheduled class from your Teams Calendar Click on Edit.

From the dropdown, select Edit occurrence if you are only editing the meeting details of one class. Select Edit series if you want to change the meeting details of all scheduled classes.



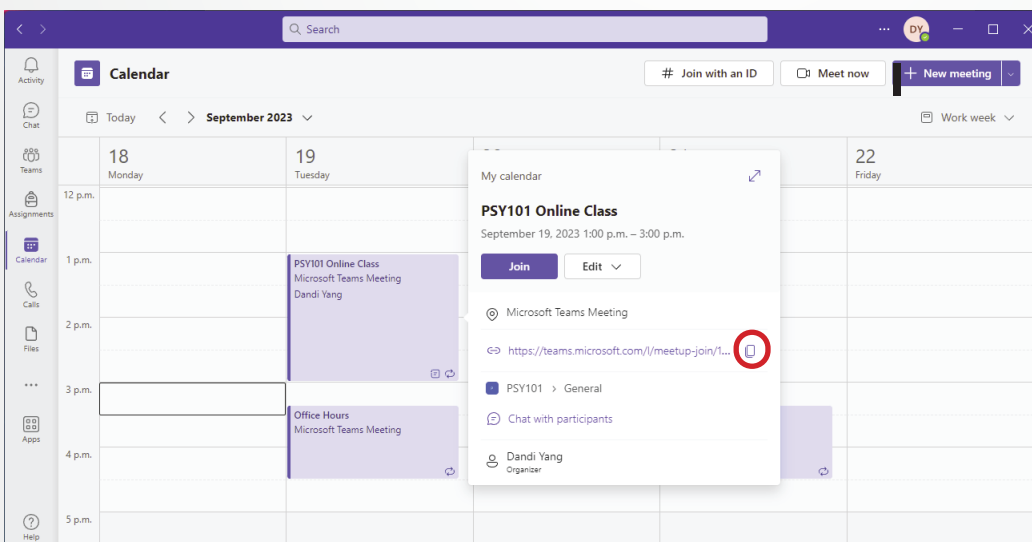
Step 2 – Modify the meeting details as needed and then click on Send update to apply the changes.



Inviting Students as Guests

Some students may not yet have their Microsoft 365 credentials. If a student joins the class as a guest, they will not require their credentials.

Step 1 – Select the Calendar icon on the left sidebar of Teams and click on the section of the virtualclass you want to send the link for. Click on the copy icon to copy the link to your clipboard.

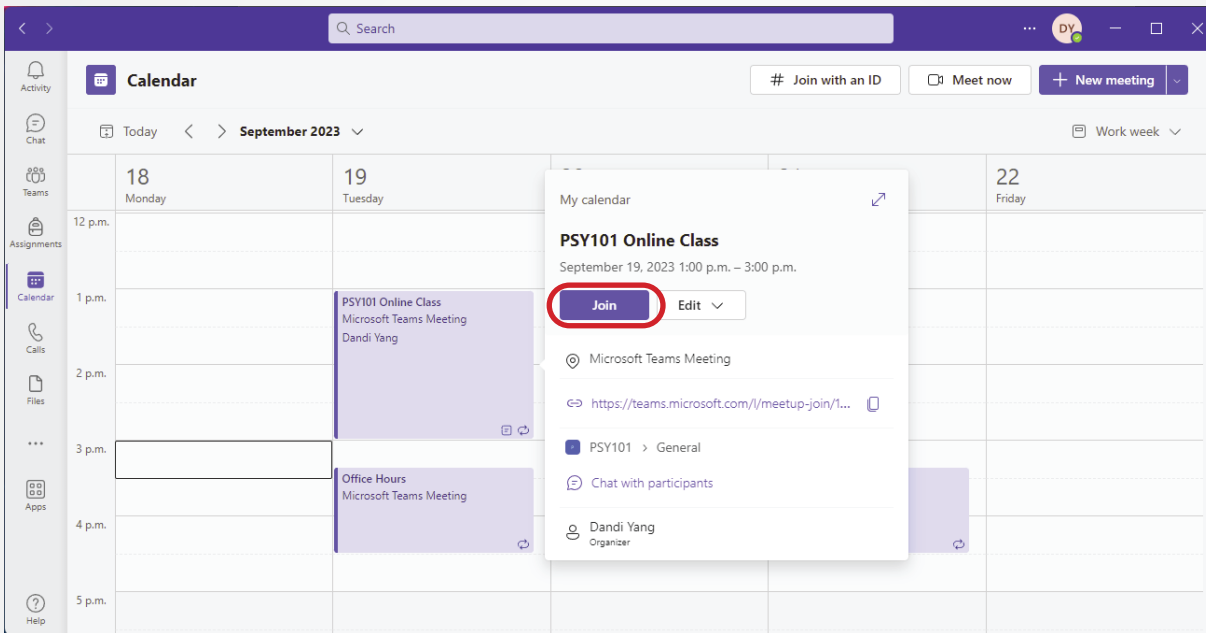


Step 2 – You now have two options:

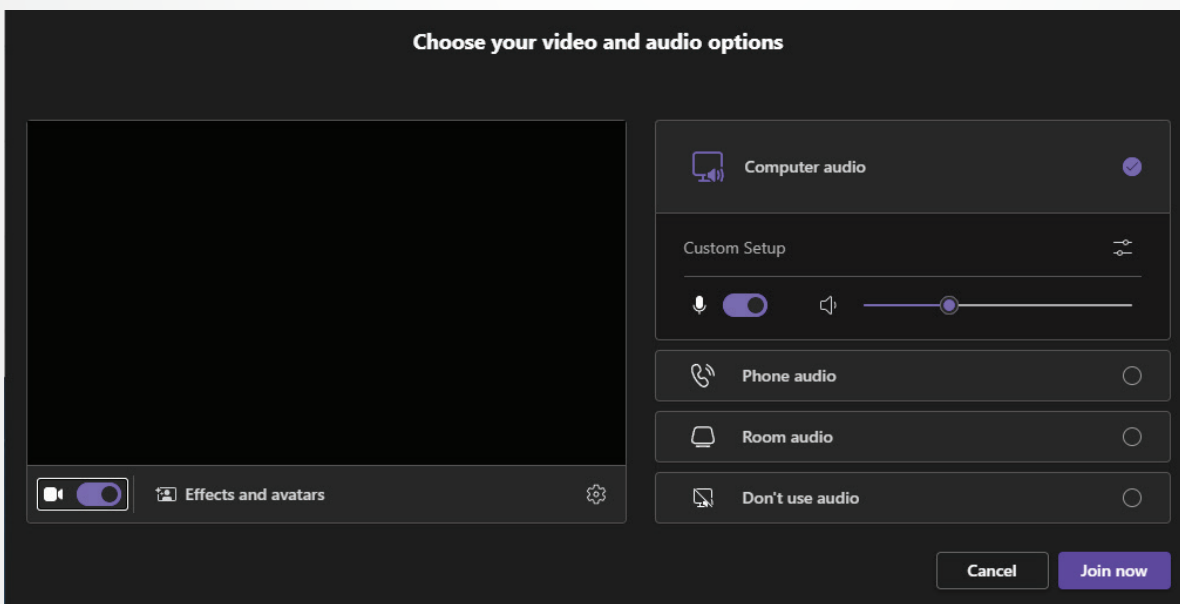
- Paste the link into an email and send it to students OR
- Go to the Canvas portal and paste this link to the course shell.

Holding a Virtual Class

Step 1 – Go to your **Calendar** on Teams by clicking on the left sidebar and click on the virtual class you want to attend from your Calendar. Click **Join** on the new pop-up window.

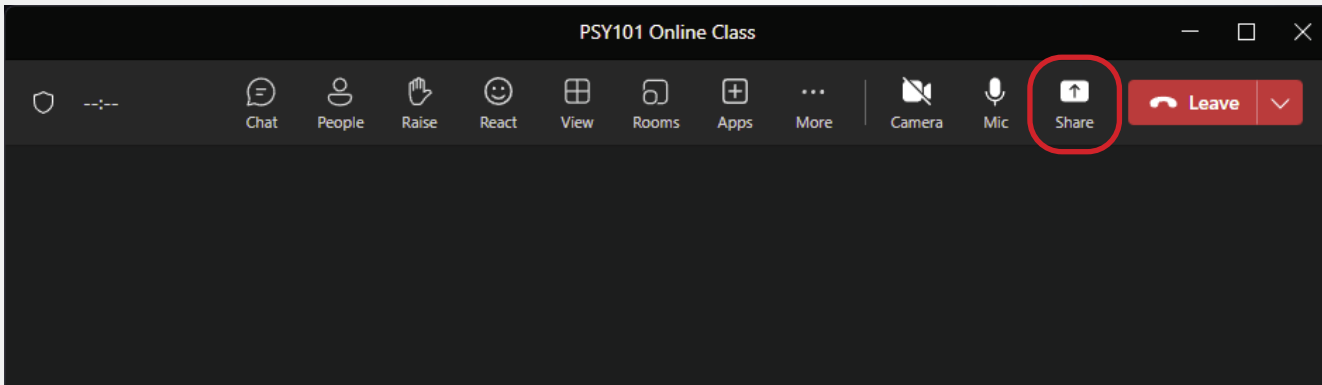


Step 2 – Configure your audio and video settings. Then click on **Join now** to enter the meeting

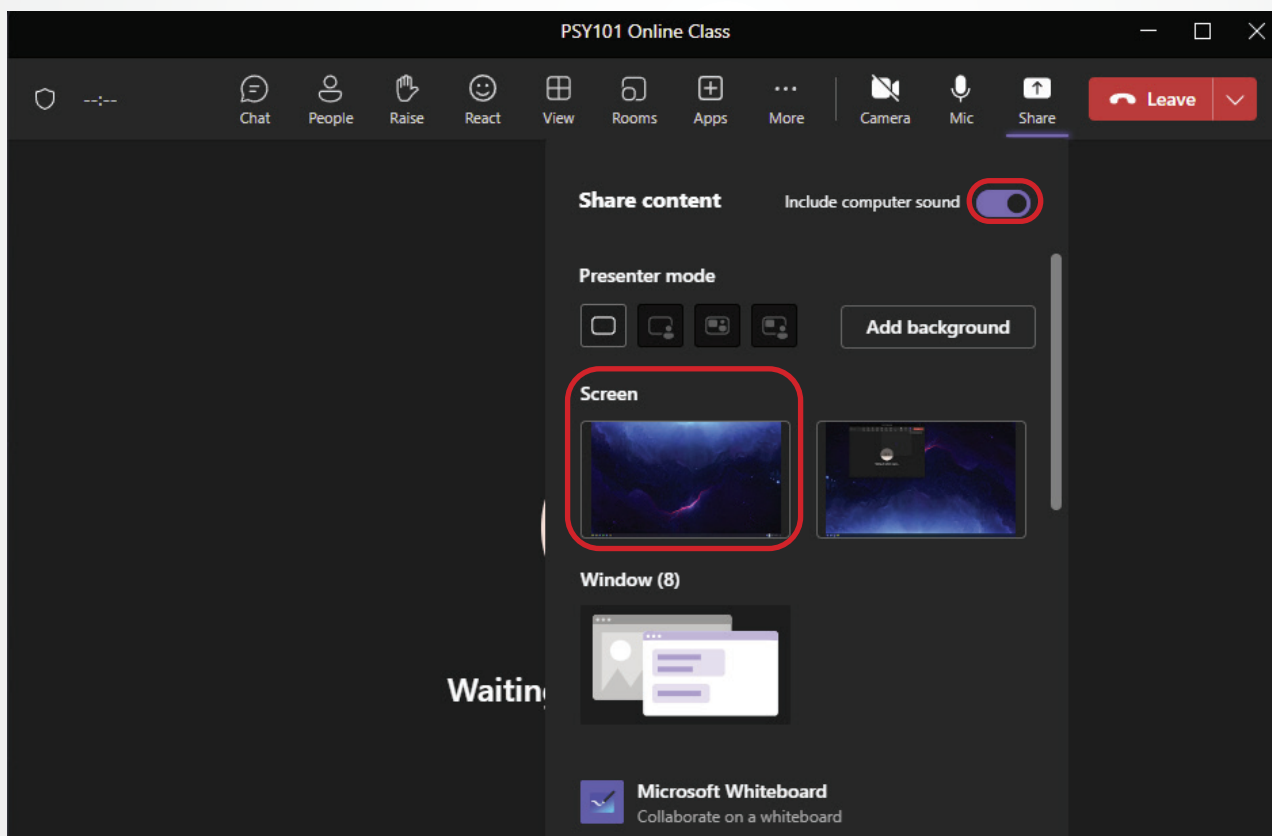


Sharing Your Screen

Step 1 – Once you join a meeting, click on the **Share** icon from the top menu bar.



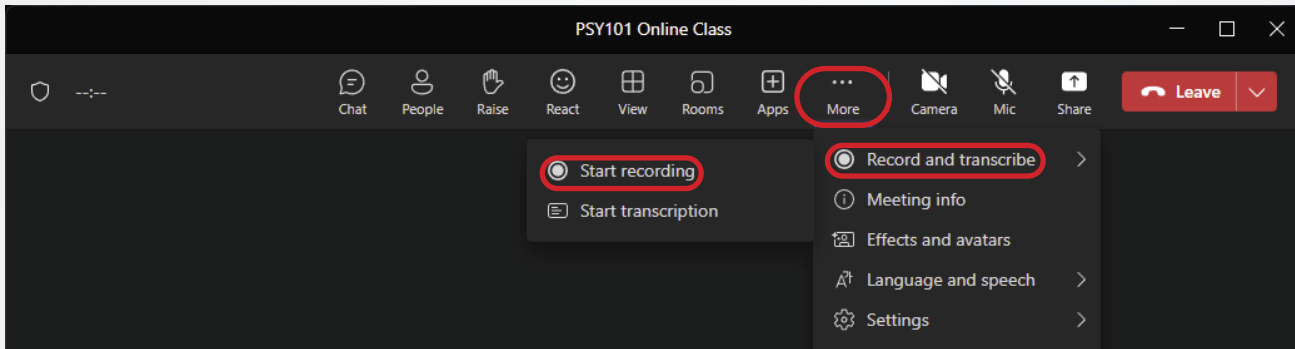
Step 2 – Click on the window you want to share. Share audio from your computer by clicking the option **Include computer sound**.



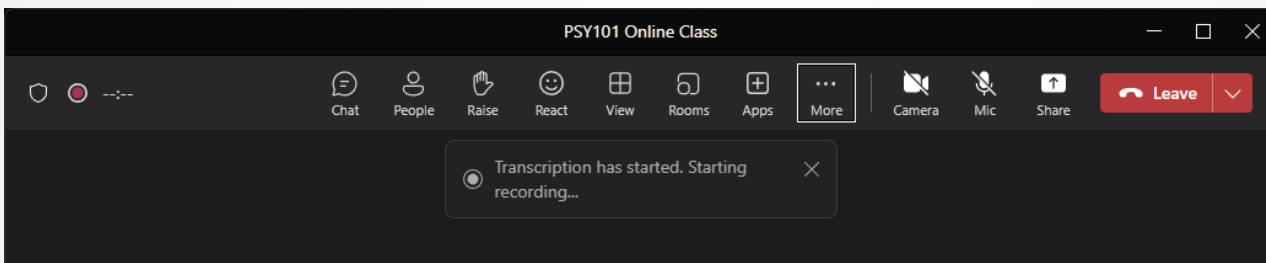
You can also share a specific window or application instead of your entire computer screen (ex. Chrome, PowerPoint) by clicking on the **Window** option and selecting the application.

Recording a Meeting

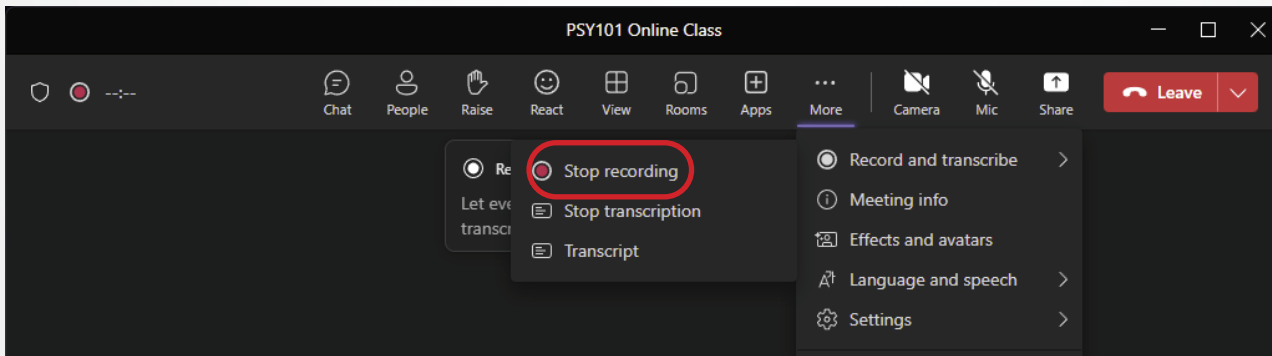
Step 1 - Click on the **More** icon from the top menu bar, **Record and transcribe**, then **Start recording**.



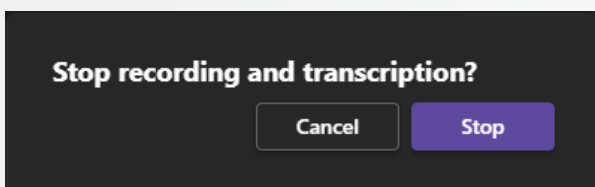
Step 2 - Once you click on **Start recording**, you will see a message letting you know that the recording and transcription have started, and the recording icon will appear.



Step 3 - To stop recording, click **More** again, **Record and transcribe**, then **Stop recording**.



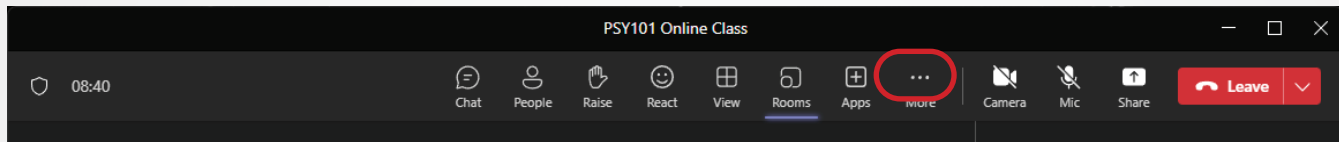
Step 4 - Teams from prompt you to confirm that you want to stop recording. Click on Stop.



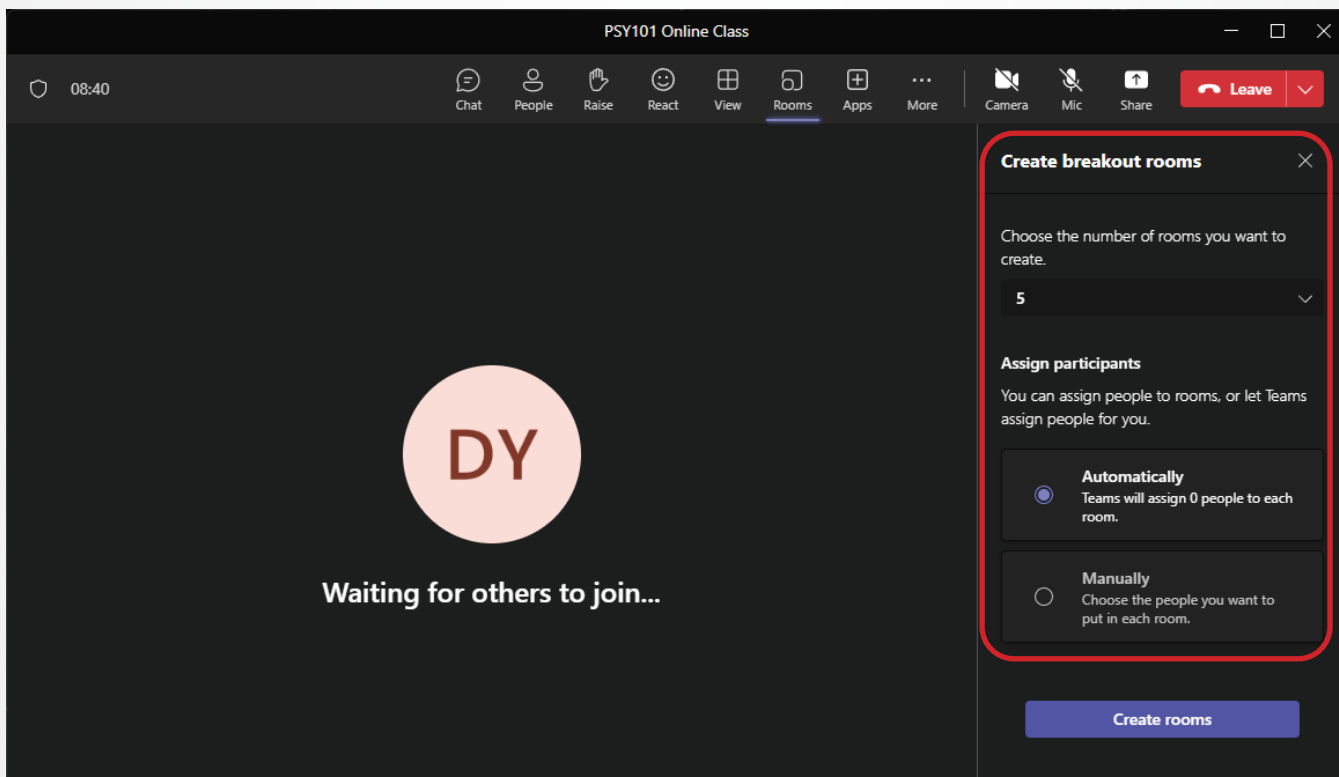
Creating Breakout Rooms

With Breakout Rooms, you can divide students into smaller meeting rooms. You can use this feature for conversations separate from the main meeting.

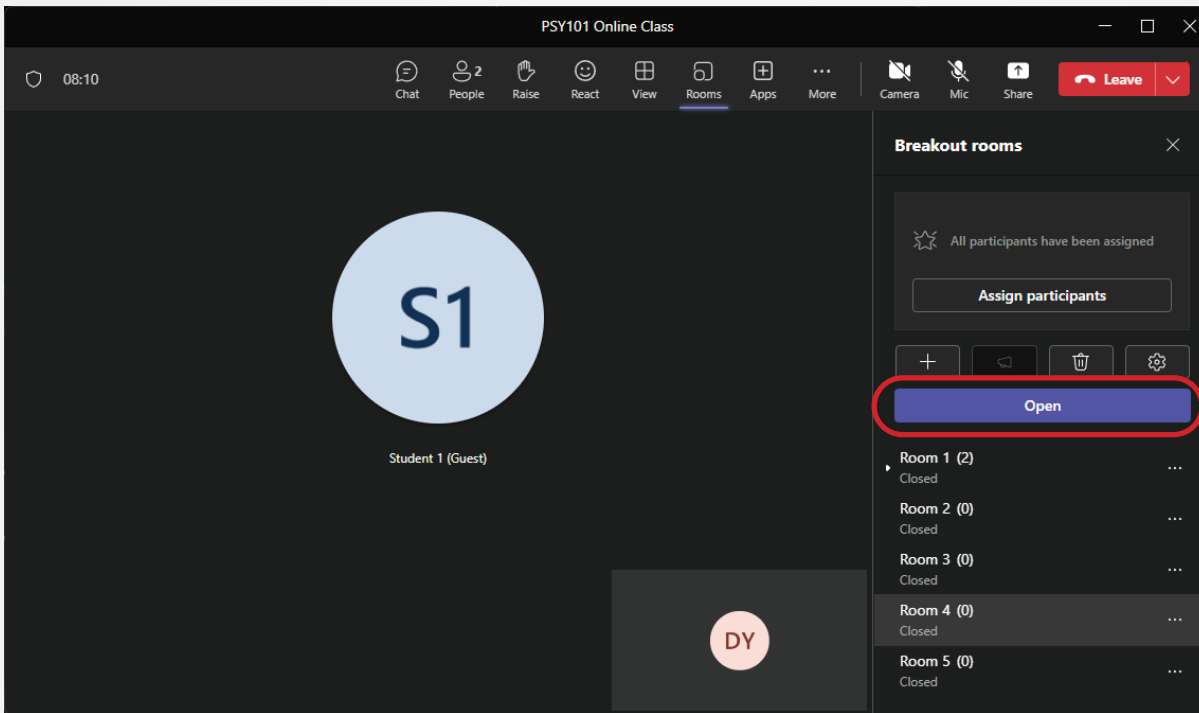
Step 1 - Click on the **Rooms** icon from the top menu bar.



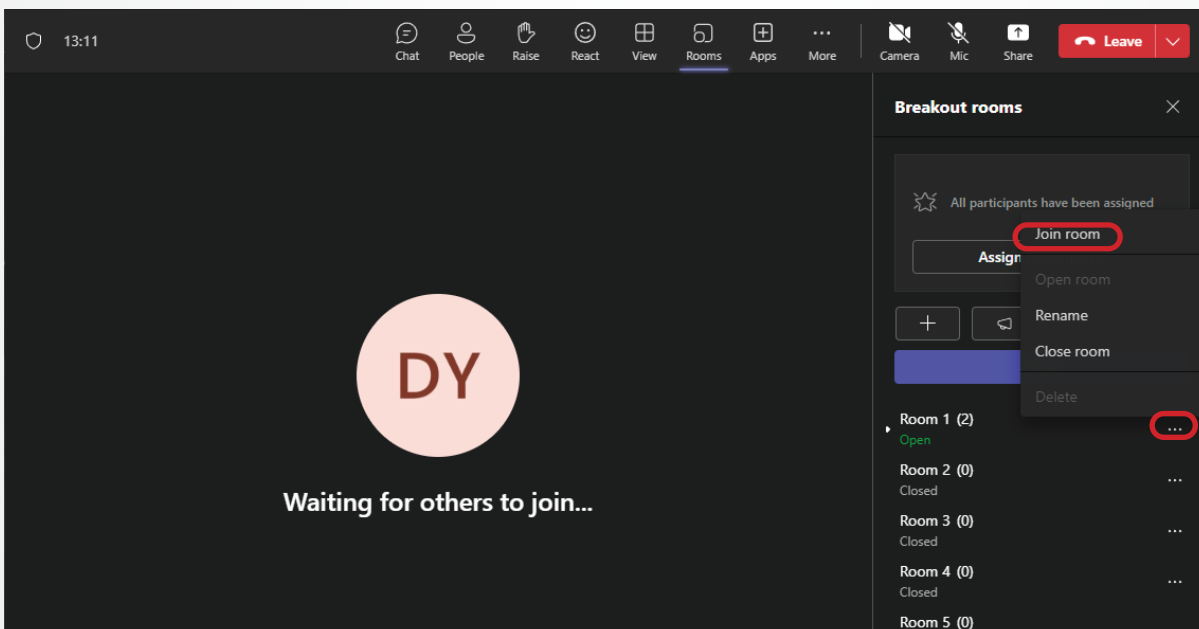
Step 2 - From the dropdown, select the number of Breakout Rooms you want to create. Choose if you want groups to be assigned **automatically** or **manually**. Click **Create rooms**.



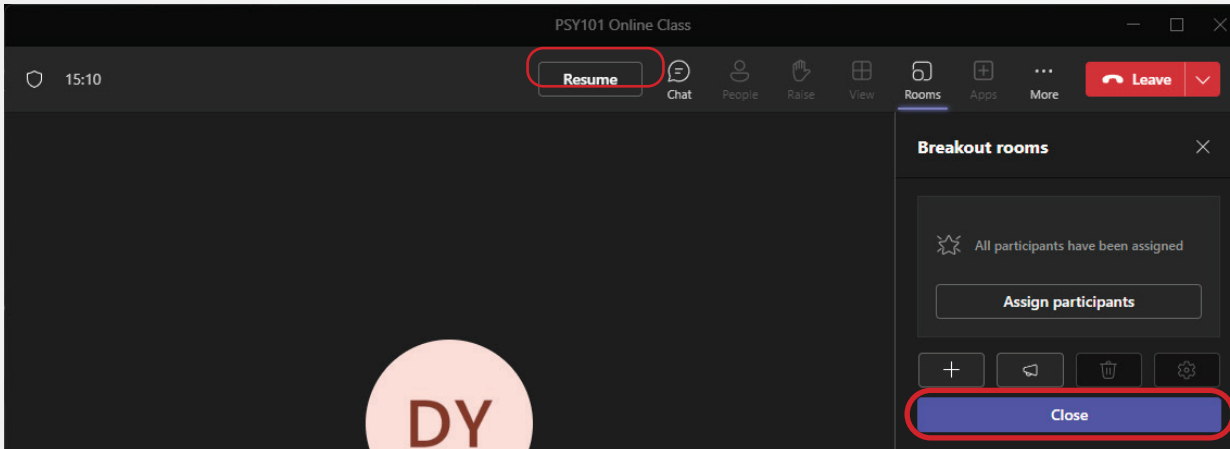
Step 3 – Once the Breakout Rooms have been created, you can view them as a list. Click on **Open** so students can enter the rooms they were assigned to.



To join a specific Breakout Room, click on the [...] next to the Room, then click **Join room**.

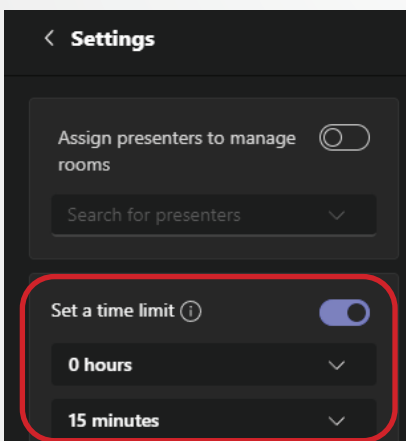
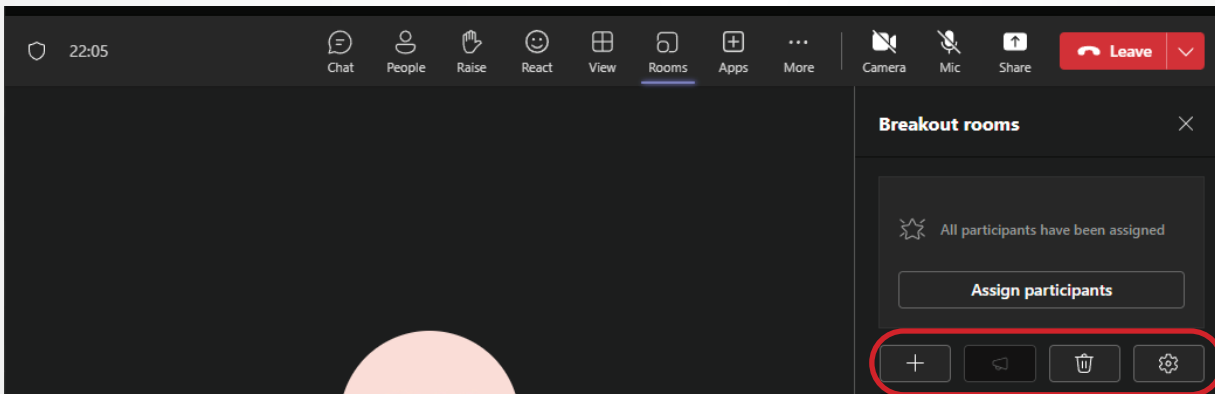


Step 4 – Click on **Close** to end the Breakout Rooms and bring students back to the main meeting. Then Click on **Resume** to continue with the class.



There are also several Breakout Room options that you also have access to:

- **+**: add a breakout room
- **Speakerphone**: send an announcement to all rooms which will appear in their chat.
- **Trash can**: delete all rooms
- **Settings**: addition breakout room settings, including creating a time limit for breakoutrooms.



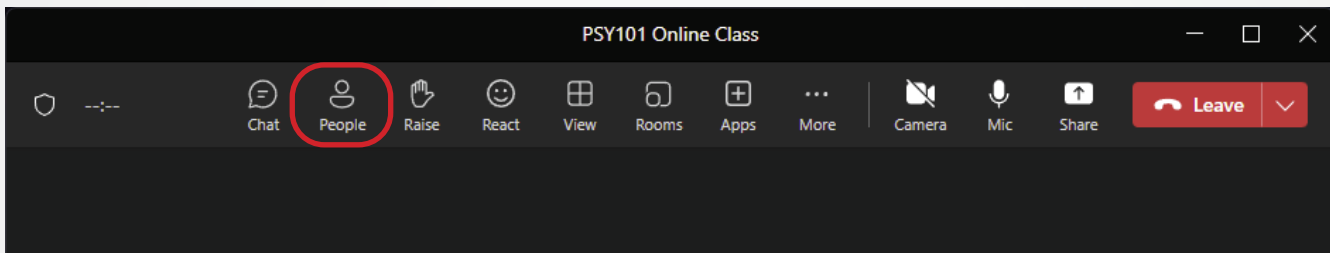
Setting a time limit on breakout rooms+: add a breakout room

Click on the **settings icon**, toggle the **Set a time limit** option, then select the length of time. Students will be moved back to the main meeting after the time limit has been reached.

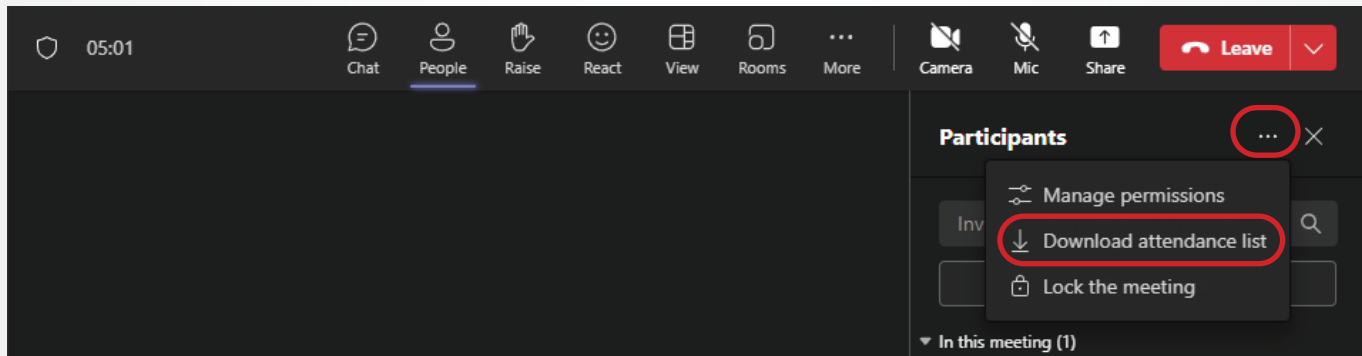
Taking Attendance

The attendance report for Teams meetings and shows you who attended a class, what time each person joined and left, and more.

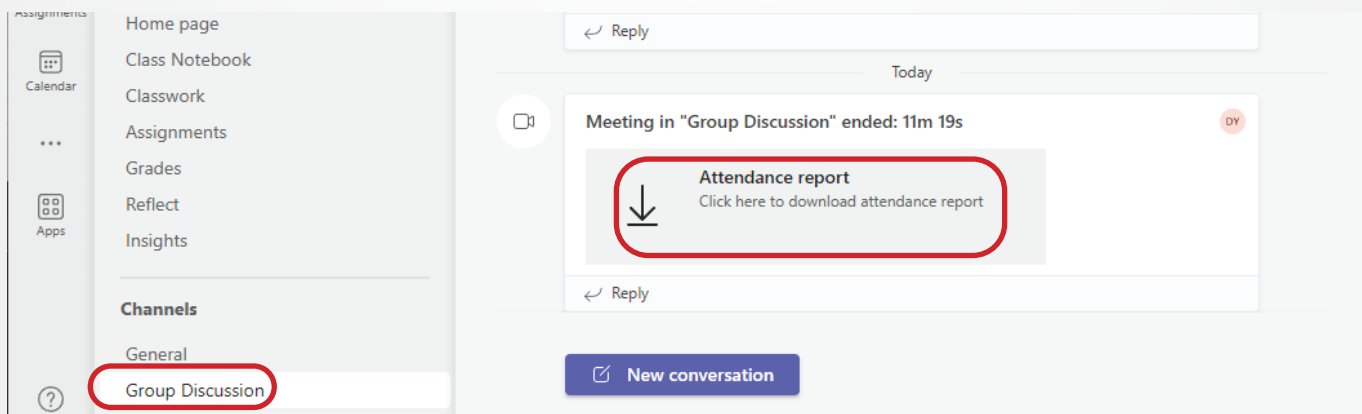
Step 1 – Click on **People** from the top menu bar and the **Participants** sidebar will appear.



Step 2 – Click on the [...] next to **Participants** and then select **Download attendance list**. Once it's downloaded, look for the file in your device's Downloads folder.



You will also be able to view the **Attendance Report** from your Class Team **Channels**.



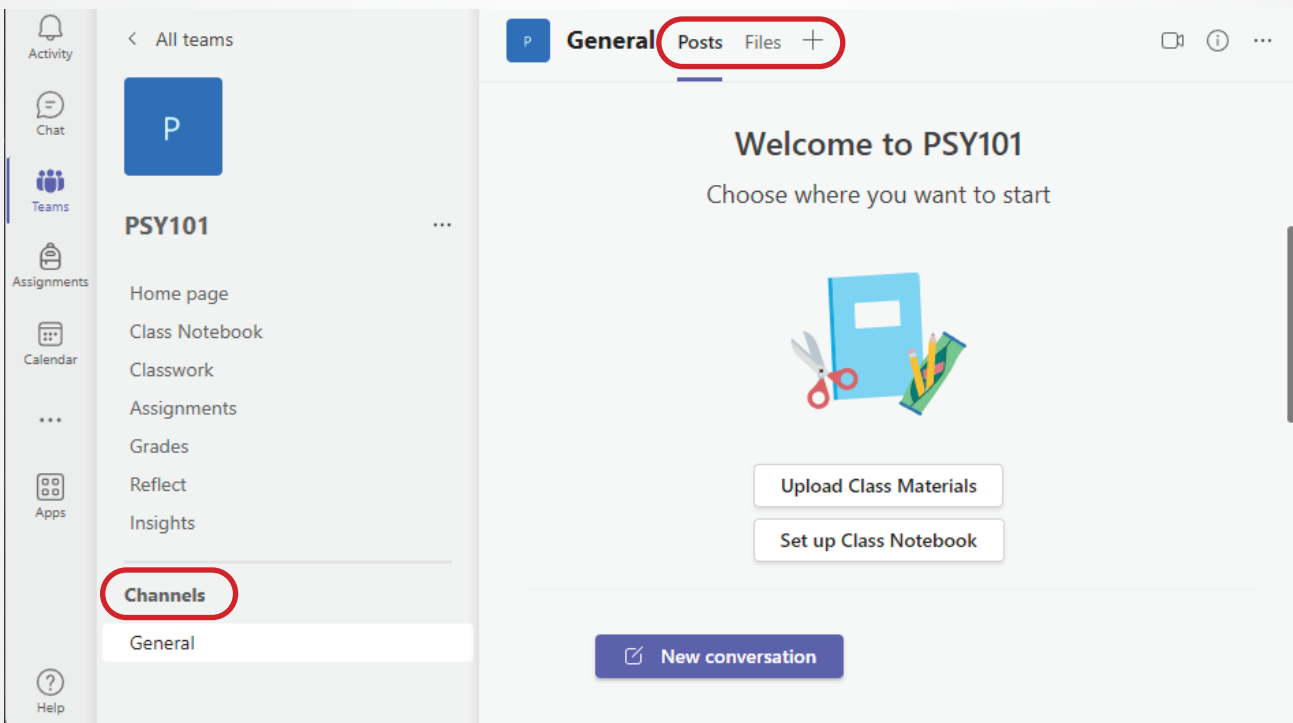
Using Class Channels

Channels

Teams are made up of two types of channels:

- **General:** Available and visible to everyone.
- **Private:** These are for private conversations.

Every Class Team comes with a General channel, which is what you will use to communicate with the whole class. Unless you want to create small groups in your class for group discussions, group work, or a separate meeting link weekly, you will not need to add any channels.

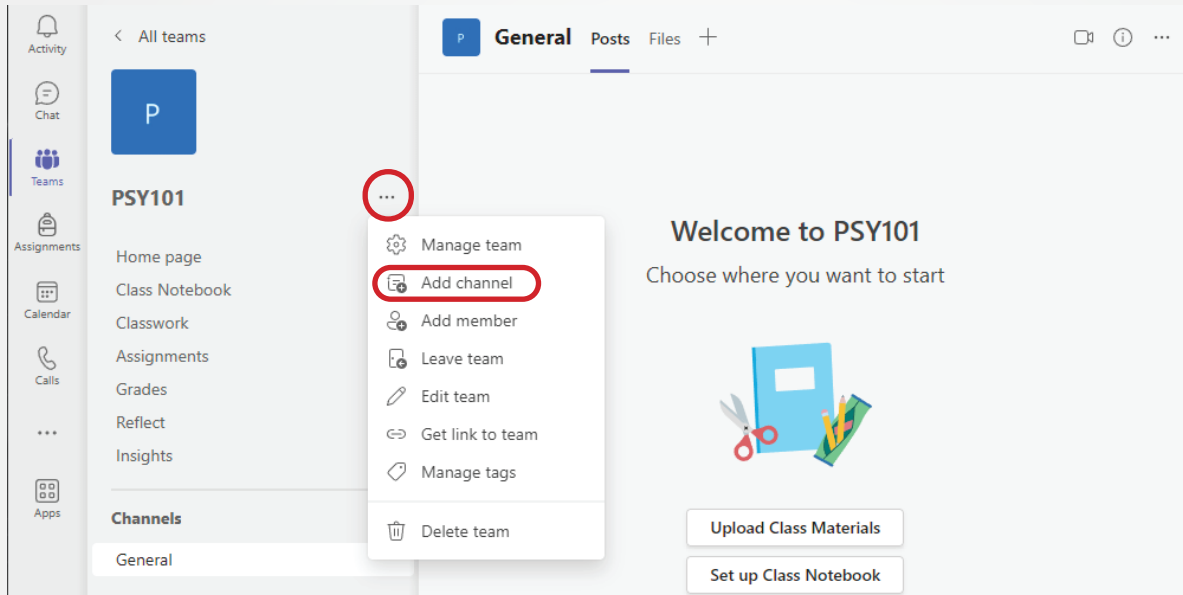


All channels have the following default tabs:

- **Posts:** shows all messages in the channel.
- **Files:** stores all files shared in the channel.
- **+**: you can add additional apps to the channel if necessary

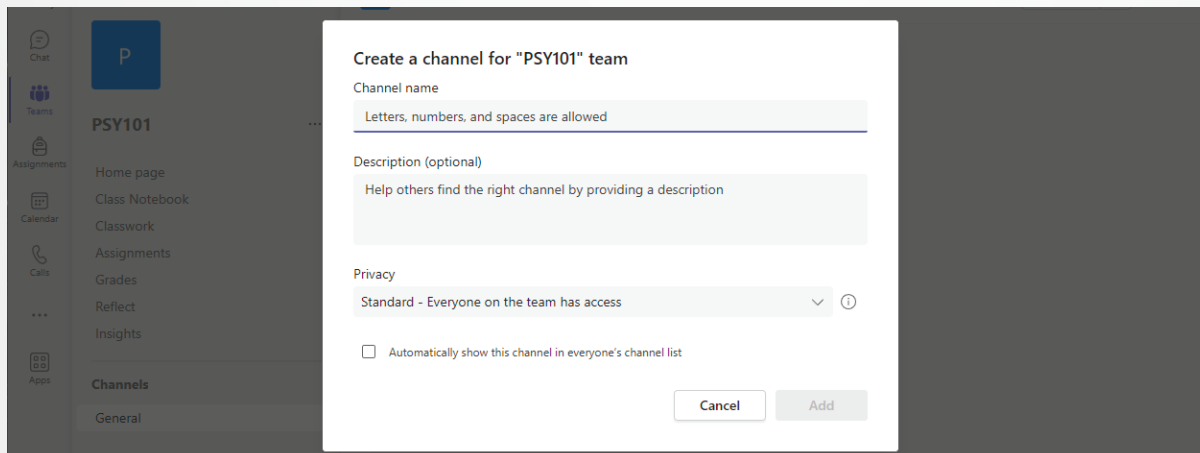
Create a New Channel

Step 1 – Go to your Class Team and click on the [...] icon. In the menu that opens, click on **Add channel**.



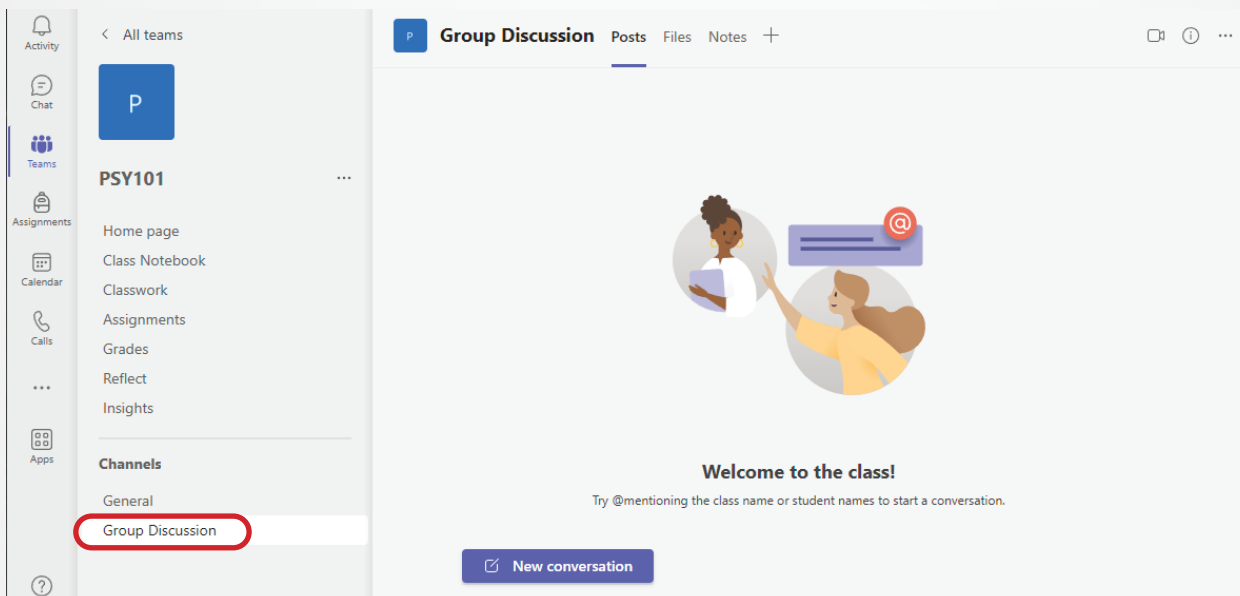
Step 2 – Configure your new channel:

- Enter a Channel name and a description (optional) for the new channel.
- **Privacy:** From the dropdown menu, choose whether you would like your channel to be
- **Standard** (available to everyone) or **Private** (only available for the students you choose).
- Check the box **Automatically show this channel in everyone's channel list** if you want all students to see this channel.
- Click **Add**.



Step 3 – Configure your new channel:

- Enter a Channel name and a description (optional) for the new channel.
- **Privacy:** From the dropdown menu, choose whether you would like your channel to be
- **Standard** (available to everyone) or **Private** (only available for the students you choose).
- Check the box **Automatically show this channel in everyone’s channel list** if you want all students to see this channel.
- Click **Add**.



Other Class Pages

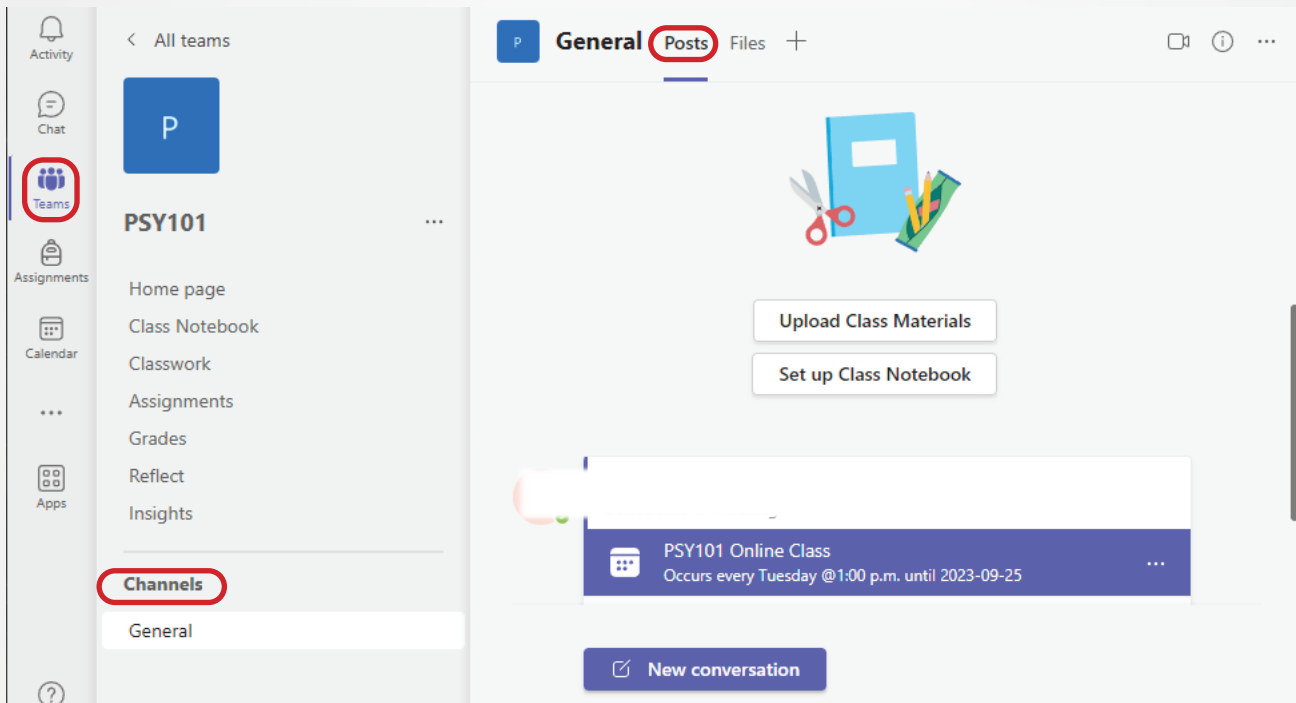
Your Class Team has other class pages by default as well:

- **Home page:** Information on the class including– announcements, class schedule, assignments, and files.
- **Class Notebook:** a space for notes and collaboration using One Note.
- **Classwork:** class content can be arranged into modules here.
- **Assignments:** assignments and quizzes can be created and/or uploaded here.
- **Grades:** tracks student progress and grading.
- **Reflect:** a space for social emotional learning by using check-ins.
- **Insights:** view student engagement levels, learning patterns, and wellbeing goals.

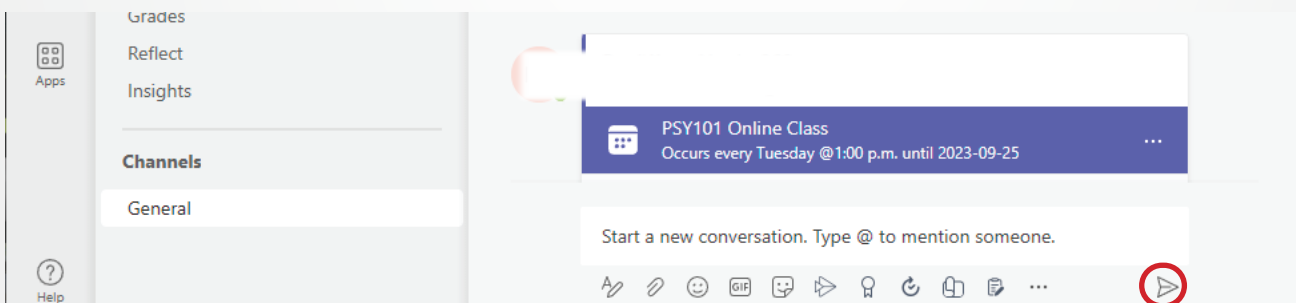
NOTE: You do not need to use these features as we already use Canvas LMS for this purpose.

Sending Messages to Your Class

Step 1 – Go to the Teams tab on the left sidebar and click on the desired **Class Team** (and the desired Channel if you have more than 1 channel). Click on **Posts**. If this is your first message to the class, click on **New conversation**.



Step 2 – Type your message, and click on the arrow icon at the bottom right to send the message.



You can format your text, attach a file, use emojis, or add a GIF into the chat box using the options below the textbox.

■ Using Teams for Virtual Office Hours

Teams syncs seamlessly with your Outlook calendar which makes it an easy tool for holding virtual office hours.

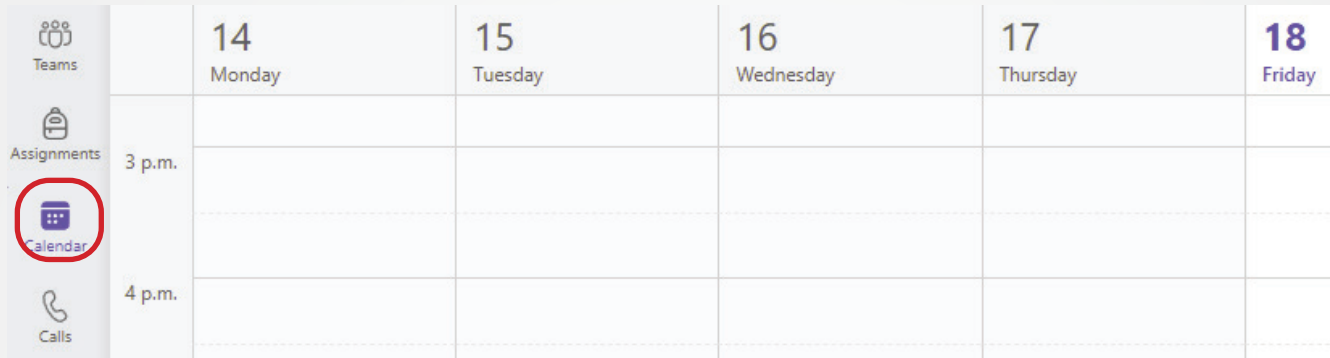
With Teams:

- You can schedule Teams meetings to recur throughout the week like in-person office hours would.
- In your call, you can see your students who join and interact with them via chat, video, or voice call.
- When a student joins your office hours, they can share their screen with you if they need to show you a problem they are having.
- Students can join a Teams call even if they do not have Teams installed on their computer. They can also join a Teams call from a mobile app if they do not have access to a computer.

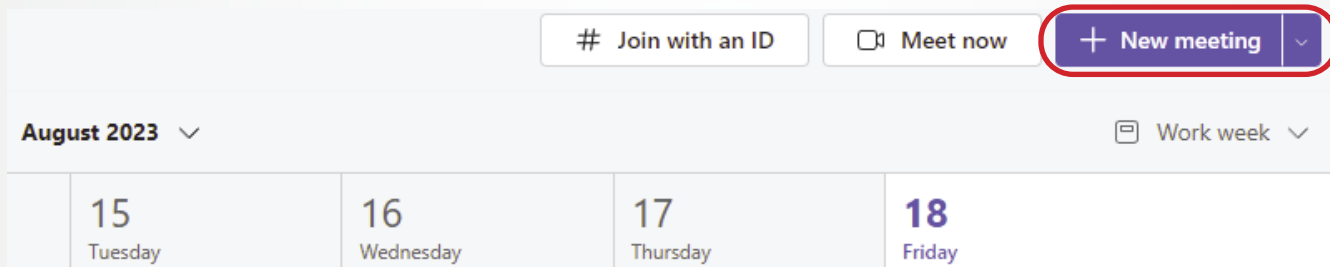


Scheduling Virtual Office Hours

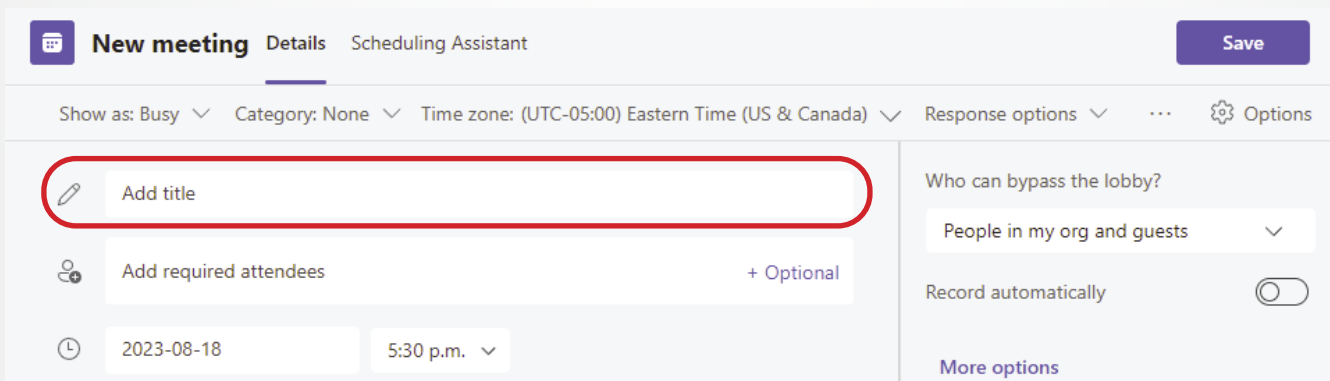
Step 1 – Open Teams and click on the **Calendar** menu. This is located on the left side of your screen.



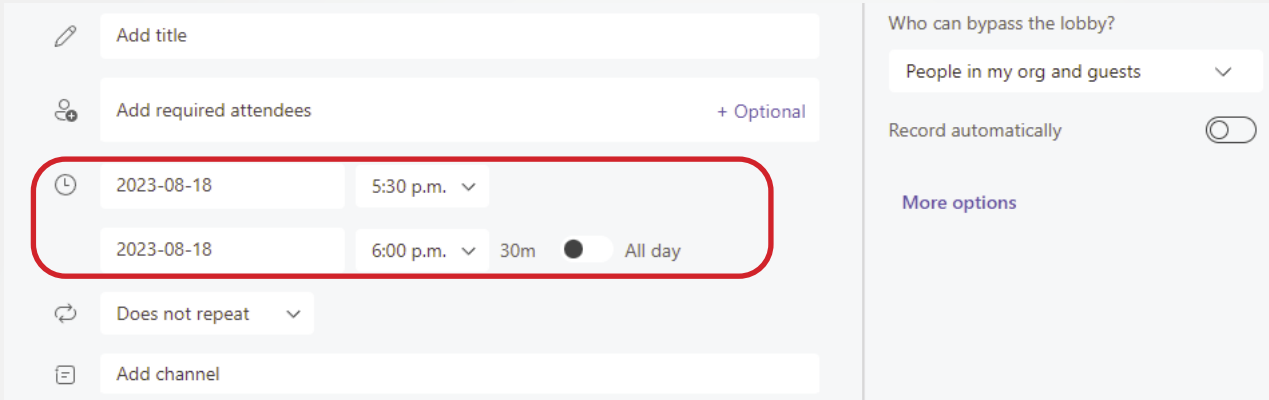
Step 2 – In the upper right hand corner of your calendar, click on the **New Meeting** button.



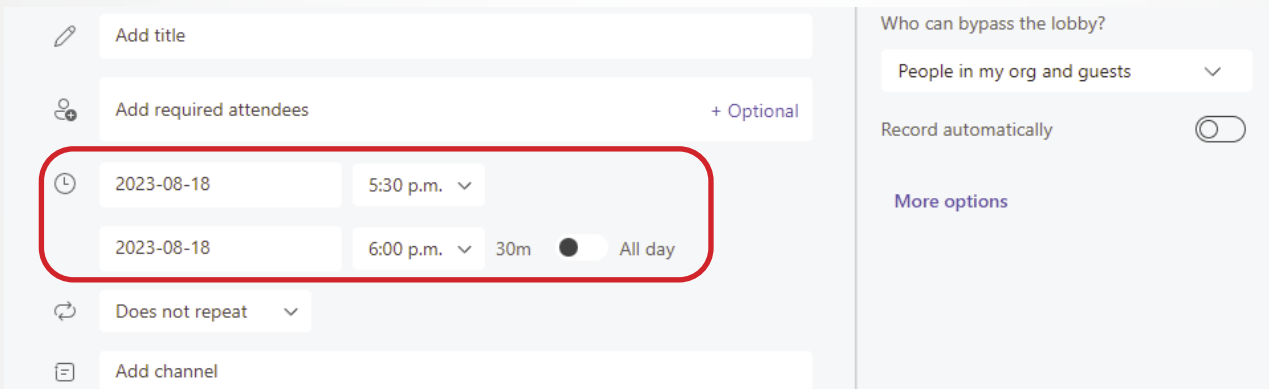
Step 3 – A new meeting window will pop up. Here, you can add a **title** for your office hours.



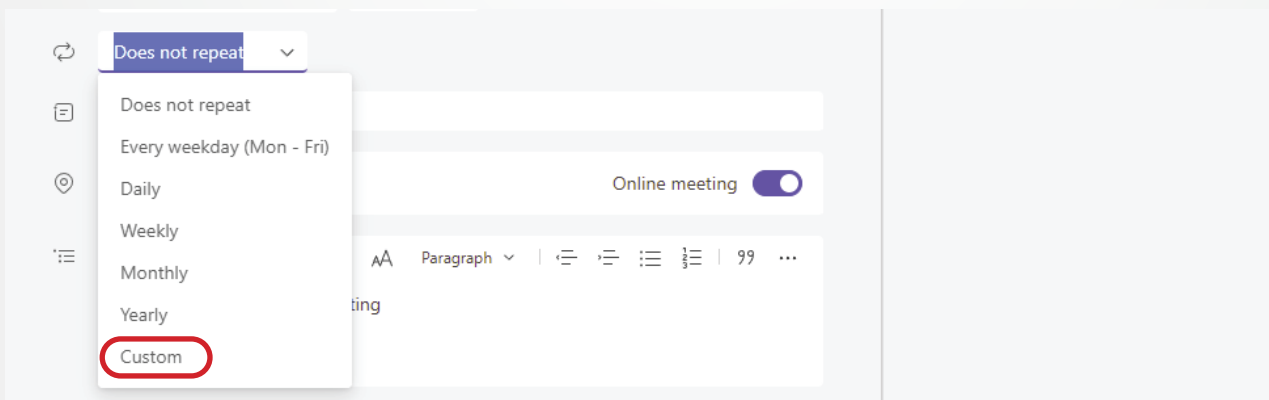
Step 4 – You can leave the **Required** and **Optional Attendees** blank, since these are open Office Hours, however, you can fill in the Optional Attendees with your students emails if you would like.



Step 5 – Choose the **start date and time** for your first Office Hour meeting as well as your end time of your first Office Hour meeting. Your start and end dates should be the same.



Step 6 – To set Office Hours that repeat throughout the week, click on the down arrow to the right of **Does not repeat** and choose **Custom**.



Step 7 – Select the first day of your Office Hours, how often you would like them to repeat, the days of the week that you will have your Office Hours, and the last day of your Office Hours. When you are done, click **Save**.

Set recurrence

Start 2023-09-04

Repeat every 1 Week

S M T W T F S

End Select date

Occurs every Monday and Friday starting 2023-09-04

Cancel Save

Step 8 – Back in the **New Meeting** window, click **Save** (or **Send** if you included your students' emails in the Optional Attendees). This will add the office hours to your Calendar and send a calendar invite to any Optional Attendees you listed.

New meeting

New meeting Details Scheduling Assistant Save

Show as: Busy Category: None Time zone: (UTC-05:00) Eastern Time (US & Canada) Response options Options

Testing

Add required attendees

Optional: Add optional attendees

2023-09-04 5:30 p.m.

2023-09-04 6:30 p.m. 1h All day

Who can bypass the lobby? People in my org

Record automatically

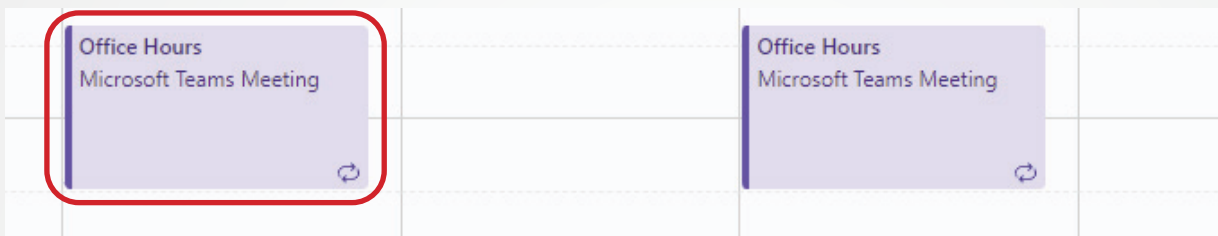
More options

NOTE: When your scheduled Office Hours are up to you, however, please keep them between class hours: 8:30AM–9:00PM. You are required to hold at least 2 hours of Office Hours perweek– online or in-person. If students cannot make these hours, be sure to offer alternative forms of communication, such as email or sending a message on Canvas.

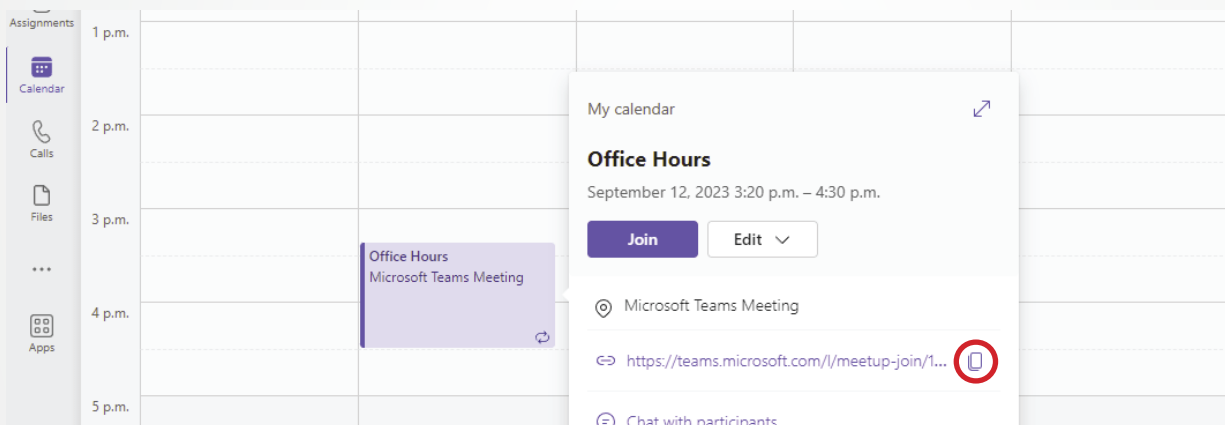
Sharing Office Hours with Students

If you did not include all of your students as Optional Attendees when you created your Office Hours, you can share your invite with a link.

Step 1 – In your **Teams Calendar**, click on the **Office Hours**.



Step 2 – In the window that appears, copy the link to the Office Hours Teams meeting.



Paste this link on Canvas for your students to access. When students click on this link, Teams will open in a browser, but they can choose to join the meeting using the desktop app if they have it. They can also access Teams from the mobile app.

Appendix

Suggested template to send your Class Team link to students

Hi class,

Here is the link to join our class **(INSERT COURSE NAME HERE)** on Microsoft Teams.

***** **(Paste your class link here)** *****

Instructions to join our class on Microsoft Teams:

1. Download the Microsoft Teams app on your computer.
2. Log into Teams with your Microsoft 365 account – which was sent to you via your personal email.
3. Click on the above link.
4. Click on the “Request” button.

After you complete these steps, just wait for me to approve your request and you will be able to join the virtual class on Microsoft Teams. Please send me your request before **(specify a due date)** EST.

NOTE: Some of you may not receive your Microsoft 365 account until later in the semester, so I will send you an email with a meeting link to access the class as guests a few minutes before the class starts.

If you face any technical difficulties, please email support@nctorontostudents.ca

Looking forward to seeing you all in our virtual classroom.

Regards,

(INSERT NAME)

Contact Info

For technical questions on Microsoft Teams software and/or configuring your audio and video:

IT Help Desk

helpdesk@niagaracollegeutoronto.ca

For questions on using Microsoft Teams for class:

Teaching, Development & Enhancement Team:

tde@niagaracollegeutoronto.ca

