TEACHING IN MICROSOFT TEAMS

Tips to get started

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TEAMS: BASICS OF AN ONLINE CLASS

Things you can do in a Teams Class:

- See and hear each participant
- Record the class
- Lecture from your slides, shared so your students can see them
- Have large group discussion
- Allow students to give presentations to the whole class
- Use the whiteboard function to brainstorm or make simple drawings
- Use text chat during a lecture or presentation to ask questions
- In Teams, click 'Calendar' from the left-hand sidebar.
- Click 'New Meeting' in the top right hand corner (purple button-screen shot on next slide)
- Name the meeting name & set the appropriate time.
- Copy in your students' emails to the 'Add Required Attendees' (green rectangle below)
- If your class meets weekly, or weekly on certain days, you can set up the meeting to automatically repeat: Click the 'Does Not Repeat' drop-down menu and set the appropriate parameters for the repeat
- When you've entered all the details, click 'Save' in the top left hand corner of the window
- Your students will all receive an invitation email, and can access the meeting from there
- You will be able to access the meeting by double-clicking on it from the Teams calendar, and clicking on the blue 'Join' button on the top right hand side
New meeting  Details  Scheduling Assistant

Time zone: (UTC-05:00) Eastern Time (US & Canada)

Add title

Add required attendees

+ Optional

Mar 24, 2020 11:30 AM → Mar 24, 2020 12:00 PM 30m All day

Does not repeat

Add channel

Add location

Type details for this new meeting
TEAMS: RECORDING YOUR CLASS

WHY
- Students can review the class afterward
- Provides access for different learning styles
- Allows absent students to see what they missed
- Allows students in different time zones to watch the lecture afterwards
- Can review to take attendance afterward

HOW
- Inform students before you start recording
- In your Teams meeting, click the three dots on the black bar that pops up on screen
- Scroll up and click “Start Recording” (screen shot next slide)
- More instructions available here
TEAMS: MEETING OPTIONS

- The menu on your Teams meeting will give you many options besides recording.

- Click the video and audio buttons (blue rectangle above) to turn your video or audio on or off (ie, to mute yourself)

- If you click on the 'People' button (green rectangle above), it will bring up the People sidebar (see slide 7).

- If you click the 'Chat' button (purple rectangle), it will bring up the Chat function (see slide 8)

- The 'Share' button (yellow rectangle) gives you lots of options, see slide 9.
- The 'People' bar will pop up on the left sidebar
- Here you will see everyone who has accessed the meeting. Great for taking attendance!
- You can also invite other attendees by typing their names in the field
- You can copy the meeting link and send it to someone by clicking the 'link' button, circled in red.
TEAMS: MANAGING THE CHAT

- Clicking the 'Chat' function will open this screen on the right hand sidebar.
- You can share hyperlinks or files with students.
- Students can add a comment to discussion.
- I find this is a great way to manage questions from students—have them all 'mute' themselves, and type any questions into the chat.
TEAMS: SHARING YOUR SCREEN

- You can choose to share your entire screen with class (i.e., they see whatever you see on your screen), or just a certain file, program, or window. A menu like the one below will appear, and you can choose appropriately.

- For instance, you can choose to ONLY share your PowerPoint slides.

- You will probably have to give Teams permission to do this—your computer will prompt you.

Pro-Tip from MIT Faculty: If you are planning to lecture from slides, you could also upload slides to NEO before class with slide numbers. In case the video cuts out for some reason for anyone, they can download the slides and follow along via audio.
TEAMS: WHITEBOARD

- After clicking 'Share,' you can also choose the Whiteboard option. Whiteboards are good for
  - Short explanations
  - Simple drawings
  - Brainstorming
TEAMS: MISC NOTES

- It's probably a good idea to turn off certain permissions, so students can't control your PowerPoint slides while you're teaching, or make other meeting changes.

- You can do this by clicking the three dots in the black floating menu, and then going to 'Show Device Settings'
- Toggle 'Private Viewing' to OFF
- It's also a best practice to remind students to keep their audio on MUTE to limit background noise during class. They can un-mute to ask questions, or type questions in Chat.