

Teaching with MTeams

Teaching with MSTeams

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How to Effectively Use This eBook

1. The quick help section will be more useful if you are seeking an answer to a common question.
2. If you are new to MS Teams, feel free to browse and explore the various sections.
3. Try bookmarking ideas and suggestions you may want to revisit.
4. Explore the various links within the document to find more information about your desired topic.
5. Feel free to comment! If you have any ideas that would improve this eBook, let us know!

PART I

SHOULD I TEACH WITH MICROSOFT TEAMS?

1. Is Teams for Me?

What is it?

Microsoft Teams can be a very powerful educational tool for interactive and collaborative courses. It was built, as the title implies, to allow people to work in teams while remaining within the Microsoft infrastructure (Word, Excel, One Drive etc...). While it is possible to give people different roles and to maintain central control over your course, that is not the easiest way to use this platform. While Microsoft is building new tools every month to make Teams more of an 'education platform', that is not its strength.

When should I use it?

- If you're looking for lots of interaction between you and your students, and to allow students to have a ready made platform for collaboration
- If you want your learning environment to feel more like a "team" rather than a clear separation between teacher and student
- If you are looking for a collaborative learning platform that helps foster strong student-teacher and student-student relationships
- If you want a platform that better simulates a professional workforce environment

When should I not use it?

- If you want a system that is 'plug and play', you should probably use your LMS (Learning Management System)
- If you want a very structured, linear teaching experience
- If you want tools like quizzes and assignments built into your environment
- If you want a transactional, top down classroom

2. What Can I do in Microsoft Teams?

Live facilitation – Microsoft Teams has a robust live facilitation tool that allows you to have synchronous classes. It also allows students to create synchronous meetings of their own at their own discretion. Teams has a whiteboard, video and audio, personalized backgrounds and recording functions (to name a few). We have multiple chapters devoted to live facilitation in this book, please check it out (e.g. Using [Whiteboard](#)).

Breakout spaces – Microsoft Teams allows you to have group spaces (in Teams called 'channels') where students have their own text chat, file storage and meeting space.

Seamless communication – There are a variety of approaches to communication in the system. You can make announcements that send notifications to everyone, direct messages a group of students or direct message an individual.

Organize files effectively – With Microsoft Teams you are staying inside the Microsoft world. That means that you can store files directly in your course the same way you would store your personal files. There's no need to 'upload' files to the system. It is the system. A note of caution, the file system within Teams can be slow and difficult at times so ensure that you familiarize yourself with it before classes begin.

Connect other software – This is more complicated, but it is possible to include outside software programs into Microsoft Teams. You could, for instance, include Microsoft Planner (project management) directly into your course.

3. Strengths of Teams as a Teaching Platform

[It is designed for collaboration](#) – In other platforms, collaboration often needs to be painstakingly designed by the instructor, Teams allows for groups to gather quickly and work together using a chat-style interface, supplemented by live meetings and dedicated file storage.

It allows you to use the power of the Microsoft infrastructure. If this appeals to you, the ability to integrate Outlook, Word, OneNote, Excel, and Planner could lead to a very powerful tool. This would also develop workforce-ready skills for your students as comfort in each of these tools can be useful in their future careers.

[It allows for adaptation](#) – A traditional learning management system (LMS) is meant for the instructor to create and control the learning environment. Teams can allow for more student control on learning.

4. Cautions Before Jumping In

Microsoft Teams is VERY new as an educational platform. There are new functions being added regularly and this can cause some confusion as the platform could change slightly during your term.

If you plan on exchanging files with students, you will have to take some time to consider how you will organize the file structure in order to keep things tidy. The system will not organize files for you. However, it is possible, and is also an essential skill for students to learn, but will require some thought.

You will not be able to do your grading inside MSTEams. There are other solutions for doing this, but there is no way for MSTEams to be a one software solution for your teaching at the moment.

Your first time using Teams is going to be a learning experience. You will need to be comfortable adapting during the course and being comfortable with not knowing answers to some questions.

5. Designing a Collaborative Environment

Online Learning is new for many educators and students. There is a learning curve for all with a new set of distractions and challenges that we may not have faced during traditional face to face learning. Teaching and learning online takes practice- take it one step at a time. Be patient with yourself and your students.

Creating a Social Contract

- Be explicit about what you are expecting from students
- Be clear about your expectations during synchronous activities, there is no 'common sense' for online activities
- Be clear about what you expect from their participation in groups
- Be clear about when and how you want them to contact you (and to not contact you)

Align your assignments with the platform

You will need to take each of your activities and assignments and imagine how they could be accomplished within the Teams environment. (eg. It could be great to use 'track changes' as a way of iteratively supporting a writing student through writing an essay, but you'll have to work out how to grade it without the artifact of a 'submission' of a document.) There are many possibilities, but this can cause a potential problem.

Control the time that people will be working

There are certainly students who need 'encouragement' to work, but there is a whole other group that will work as hard as you allow them to work. The open ended nature of the Teams platform could lead to students working too much, contacting other teammates at 2am or peppering you with chat messages. Devise clear rules and stick to them.


Work with the system

If you want Teams to work like an LMS (learning management system), then stop using Teams and use your institutional LMS. Teams is great for running ongoing conversations, collaborative project work and flexibility. It's not great for rigid assignments and multiple-choice exams.

For more thoughts on teaching online, please see our [12 Key Ideas: An Introduction to Teaching Online](#)

STUDENT COLLABORATION IN TEAMS

Collaborating in Microsoft Teams



University of Windsor

Presented by: Students in the Office of Open Learning (OOL)

Microsoft Teams

Microsoft Teams provides a huge selection of features that help with online group collaboration. MS Teams is useful in an online learning environment since it gives both the instructors and students a centralized platform where they can work together





Collaborate by Using Voice Chat

Students can communicate and coordinate with each other to finish tasks by using the voice chat function within MS Teams



Collaborate by Using Text Chat

Students can always use the traditional way of collaborating online by using the text chat function in MS Teams



Sharing Resources to Collaborate

Students can share their documents with other students in MS Teams so everyone has access to the latest version of the documents

You can view additional information about how students can collaborate in Teams by reviewing the next few chapters in the eBook

6. Collaborate by Using Voice Chat

Students can start collaborating in Teams by clicking on the unmute button in their current meeting. By unmuting themselves, they can easily share ideas and coordinate tasks with minimal confusion.

1. Students can start a meeting whenever they want if they have access to a chat or channel
2. Meetings can be scheduled via the chat, calendar, or the meeting dropdown menu
3. Students can use the built-in functions to make the meeting more accessible and inclusive
 - Students can record the meeting
 - Students can turn on Live captions in meetings which will:
 1. Help reduce the impact of language barriers
 2. Help students who have accessibility issues

Students can view the transcript of a recorded meeting in [Microsoft Stream](#). They can use the transcript to quickly remind themselves of what was said in the conversation.

For more information, refer to [Recording Lectures](#), [Scheduling Meetings](#). For information on how to access the transcript, refer to [Captions and Transcripts](#).

Based on Microsoft Teams update on: December 10, 2020

7. Collaborate by Using Text Chat

All channels and private chats in MS Teams have a text chat feature, which is a good alternative for students who cannot collaborate using voice chat. The text chat in MS Teams provides a wide variety of options to customize your messages/posts.

1. Students can attach files to a channel or chat. Files such as CAD drawings and the standard MS documents (i.e. Word and Excel) can be attached to a message or post.
2. Students can use emojis, reactions, stickers and GIFs to convey feelings and promote a sense of teamwork.
3. Students can use add-ons to collect and organize information that is not native to teams (i.e. Polls, OneNote).
4. Students can access previously sent messages since all messages are saved.
5. Students can pin important chats/conversations so they can easily find them later.

Students can react to messages to confirm they saw it by using emojis or stickers.

1. The reaction gives the writer scope of who has seen the message and who is currently active.
2. Students can use this to collect feedback from group members or study partners.

For more information, refer to: [Look at the Document I Posted](#)

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8. Sharing Resources to Collaborate

Students can take advantage of the file storage in MS Teams to help them organize their school documents. The file storage in Teams can also be accessed using SharePoint.

Students can easily add files and documents by uploading or creating new files in the Files tab. Other students that have access to the channel or private chat can easily access the documents.

1. Any files or documents that students attach to messages/posts in channels or private chats are stored in the “Files” tab of the space it was created in.
 - If a student accidentally deletes a document, the document can be restored using the recycle bin in SharePoint
 - Students can open file properties in SharePoint if further augmentation is required
2. Open the files in Teams, a browser, or the app (full functionality) to collaborate with other individuals.

Students can create new tabs within channels to add apps that help them with projects or assignments.

1. Can use and select some of the apps on Teams such as “MS Planner” or “MS OneNote”
2. Use tabs as portals to important contents via a weblink (i.e. access Google drive)

Students can share their screen to show what they are talking about.

1. Make exchanging ideas easier, clearer, and more concise
2. Can share a specific open application on their computer or share the entire Desktop

Students can use the Whiteboard during a meeting to quickly collect and organize ideas for problem-solving.

1. Can be saved and referred to on a later date

For more information, refer to [Interacting With Files](#), [Add Outside Apps to Teams Menus](#), [How Do I Share My Screen?](#), [Using Whiteboard](#).

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PART III

QUICK HELP

Instructions

If you have a specific task you are trying to accomplish:

1. Find a sample question on the next page that matches your problem
2. Use the provided links to find information specific to your issue

Otherwise, skip to [Beginner Technical Tips for Microsoft Teams Users](#)

9. Common Questions

[This is my first time using MS Teams, what should I do?](#)

[How can I notify my students about course information?](#)

[How can I host organized office hours?](#)

[I receive notifications for everything that happens, how do I change this?](#)

[If there is a private matter to follow up on, how can I privately message one of my students?](#)

[How should I use channels in my course? \(Ex. Breakout Rooms\)](#)

[What if MS Teams doesn't have the functions I need?](#)

[If I find teaching to students with their cameras on to be easier, should I suggest students keep them on?](#)

[How can I improve the teaching experience for my students and myself?](#)

[My students said they are having a hard hearing me, what do I do?](#)

[How do I manage my course files?](#)

[How can I make sure I remember important conversations?](#)

[How can I manage all the users in my course?](#)

[Are there shortcuts to help me complete common tasks quicker?](#)

[How can I see what's going on in my Team?](#)

[Isn't collaborating at home the same as in-class?](#)

[How can I mold MS Teams into a collaborative environment?](#)

[How do I add someone, like a coworker or interpreter, to a call?](#)

[What can I do for students with disabilities or language barriers?](#)

[The text size in MS Teams is too small. What can I do to make it bigger?](#)

This is my first time using MS Teams, what should I do?

MS Teams contains many useful features, however understanding if it is the right program for you is a crucial first step. By familiarizing yourself with MS Teams including what it can do, and how you can use it, is an excellent way to ensure you have a successful experience.

Refer to: [Is Teams for me?](#)

How can I notify my students about course information?

Announcements can be made within each channel and certain individuals can be notified via the “@” action. An alternative notification method would be emailing your class via MS Teams. Lastly, using connectors allows external updates to be integrated into MS Teams.

Refer to: [Notifying Students, Emailing Channels](#), and [Use Connectors to Post Updates from Internet Services Directly into Teams](#)

How can I host organized office hours?

By utilizing “Meeting Lobbies”, you can queue students in designated time slots.

Refer to: [Holding Office Hours](#)

I receive notifications for everything that happens, how do I change this?

MS Teams lets you change your notifications for your account and the notification settings for individual channels. Within these settings, there are simplified notification presets, while also allowing you to customize what messages you receive.

Refer to: [If I Get One More Notification...](#) and [Notifications](#)

If there is a private matter to follow up on, how can I privately message one of my

students?

If a conversation must be private, a direct message can be sent. Other students are not able to view the contents discussed in this conversation. Additionally, every member in the team has the ability to create private chats.

Refer to: [Let me Message you Directly](#) and [Use the Private Chat](#)

How should I use channels in my course? (Ex. Breakout Rooms)

Within your team, you can easily create new channels to accommodate any new spaces you require. Having a designated channel for each purpose will keep your files, students and conversations organized. These channels can be used for course related spaces or student collaboration spaces such as breakout rooms.

Refer to: [Creating Channels](#)

What if MS Teams doesn't have the functions I need?

MS Teams allows users to find and use add-ons that are widely available in its app store. By using this, you can find apps that allow you to use polls, quizzes, time management tools and more that may provide the functionality you need. Additionally, MS Teams is always adding new features that are shown on the roadmap link below.

Refer to: [Add Outside Apps to Teams Menus](#), [Microsoft Teams Roadmap](#)

If I find teaching to students with their cameras on to be easier, should I suggest students keep them on?

You may encourage students to keep their cameras on, but they are not required to do so during class. Students may prefer to keep them off due to privacy and internet connectivity reasons that would otherwise distract others and hinder their own learning experience.

Refer to: [Cameras, Yes or No?](#)

How can I improve the teaching experience for my students and myself?

An easy method is requesting feedback as it allows you to accommodate for the specific concerns of your audience, thus directly improving their learning experience. You can gather feedback quickly by using polls. While this feature isn't in MS Teams by default, it can easily be added using the app store. In addition, inform your students about what programs you will use and what they will be used for.

Refer to: [Gathering feedback](#), [Add Outside Apps to Teams Menus](#), [Inform your Students of how to Intend to use each Platform](#) and [A New Environment](#)

My students said they are having a hard time hearing me, what do I do?

It is important to set up your microphone and speaker before conducting any meetings. If you have already done so, it could be insufficient internet speeds, environmental sounds or feedback. For a high definition group video call, the minimum bandwidth requirement is 2 Mbps. Running a live meeting with many students is complex, and a 10 Mbps connection speed is recommended. Also, closing unnecessary applications that require internet connection may help improve audio/video quality.

Refer to: [Set up your Audio!](#), [Noise & Distractions](#), [Webcam & Microphone](#), [Handling Unexpected Issues](#) and [Internet Speeds](#)

How do I manage my course files?

MS Teams promotes easy file management using the files tabs located in each channel. These files also link to SharePoint giving you more control over your files.

Refer to: [Look at the Document I Posted](#), and [Interacting with Files](#)

How can I make sure I remember important conversations?

MS Teams allows you to bookmark important messages within your team. This helps you keep all your crucial messages in one place.

Refer to: [Saving Content](#)

How can I manage all the users in my course?

MS Teams allows you to easily view the participant list and change their permissions if needed.

Refer to: [Organizer Privileges](#)

Are there shortcuts to help me complete common tasks quicker?

MS Teams contains many shortcuts to help you complete your tasks faster and in an organized fashion.

Refer to: [Command Bar Shortcuts](#) and [Control Functions](#)

How can I see what's going on in my Team?

MS Teams collects data about your team and provides a summary of how it is being used in the analytics section.

Refer to: [Track Teams Usage with Analytics](#)

Isn't collaborating at home the same as in-class?

It is important to recognize that teaching online has differences when compared to teaching in person. Learning from home comes with its own set of new challenges that make it difficult for students to focus. Understanding these struggles can help make collaborating with students significantly easier.

Refer to: [Cameras, Yes or No?](#), [Gathering feedback](#), [Use the Private Chat](#), [A New Environment](#) and [Handling Unexpected Issues](#)

How can I mold MS Teams into a collaborative environment?

Collaborating with students to foster an accepting learning environment can be difficult when it is taking place online. MS Teams helps you tackle this challenge by allowing you to see student ideas through tools like screen sharing and whiteboard. Collaboration is also promoted by letting users simultaneously work on the same document providing a similar experience to Google Drive.

Refer to: [How Do I share my screen?](#), [Using Whiteboard](#), [Designing a Collaborative Environment](#) and [Look at the Document I posted](#)

How do I add someone, like a coworker or interpreter, to a call?

In some cases, you may need to add someone outside of your team to a meeting. Examples of such situations include students with hearing disabilities requiring an interpreter or you desire a guest speaker to join your lecture. Adding another person can be done by clicking on "show participants" in your call controls, and then typing the name of the person required. Once they are found, clicking their name will add them to the call.

For detailed instructions on adding participants, refer to: [Can I Join the Meeting?](#)

What can I do for students with disabilities or language barriers?

Microsoft Teams has the ability to present captions in real-time. This will offer the option to read what is said and help students without access to good quality headsets. For students with language barriers, the translate

option provides a quick fix. Furthermore, keyboard shortcuts can be easier for students with mobility or vision disabilities and provides an alternative to using a mouse.

Note: Caption data is permanently deleted after the meeting is over.

For how to turn on these features, refer to [Translator and Immersive Reader](#), [Captions and Transcripts](#), [Command Bar Shortcuts](#), [Control Functions](#) and [Keyboard shortcuts for Microsoft Teams](#)

The text size in MS Teams is too small. What can I do to make it bigger?

You can use the zoom feature to suit the font size to your needs. This can be accomplished by holding Ctrl and using the mouse scroll wheel or by holding Ctrl and using the +/- keys on the keyboard.

Based on Microsoft Teams update on: December 10, 2020

PART IV

BEGINNER TECHNICAL TIPS FOR MICROSOFT TEAMS USERS

10 Microsoft Teams Tips for Beginners

Welcome to Microsoft Teams, a program that helps you connect with others and collaborate as a group

MS Teams has a lot of features and nuances, but we hope that the following tips will help you get started on your path to success!

- #### 1 Set up your camera and mic

It is very important to set up your mic and camera prior to a meeting. MS Teams empowers you to do both as easily as possible


- #### 2 Your microphone is still on...

It can be really distracting to members of the group if one individual has sounds coming from their mic. MS Teams lets you mute these people in few simple steps.


- #### 3 Can you see my Screen?

In Microsoft Teams, you can share your screen to show teammates what you have in mind. When you do this, you can decide whether you want to also share your audio.


- #### 4 Can I Join the Meeting?

No matter how well someone prepares, technical issues can always pop up and if this happens during a meeting it can be stressful. Thankfully, MS Teams gives you the ability to invite these individuals directly with a link!


- #### 5 Let me Message you Directly

Even though we want to always work with everyone, sometimes you need to talk to someone privately. MS Teams empowers you to do this with a the private chat feature


- #### 6 Communicating with the Team

You can grab the attention of other users or the entire channel by using the '@' symbol to tag them in a message. You can only edit or delete your own messages.


- #### 7 Look at the Document I Posted

Using visuals like tables, graphs or even word documents can be very useful when collaborating on Teams. With the use of the attachment features on Teams, all of these can be sent!


- #### 8 If I get one more Notification...

Microsoft Teams lets you customize channel notifications, so you don't end up with a million and one notifications whenever you launch the app!


- #### 9 Managing Files

It can be hard to organize all the files that are being worked on, changed, and submitted. Thankfully with the use of MS Team's in-house file organizer, there is nothing to worry about!


- #### 10 Using Whiteboard

It can be hard to organize ideas in an online meeting. Thankfully, MS Teams has a whiteboard feature that allows members to see, discuss, share, and organize all their ideas!

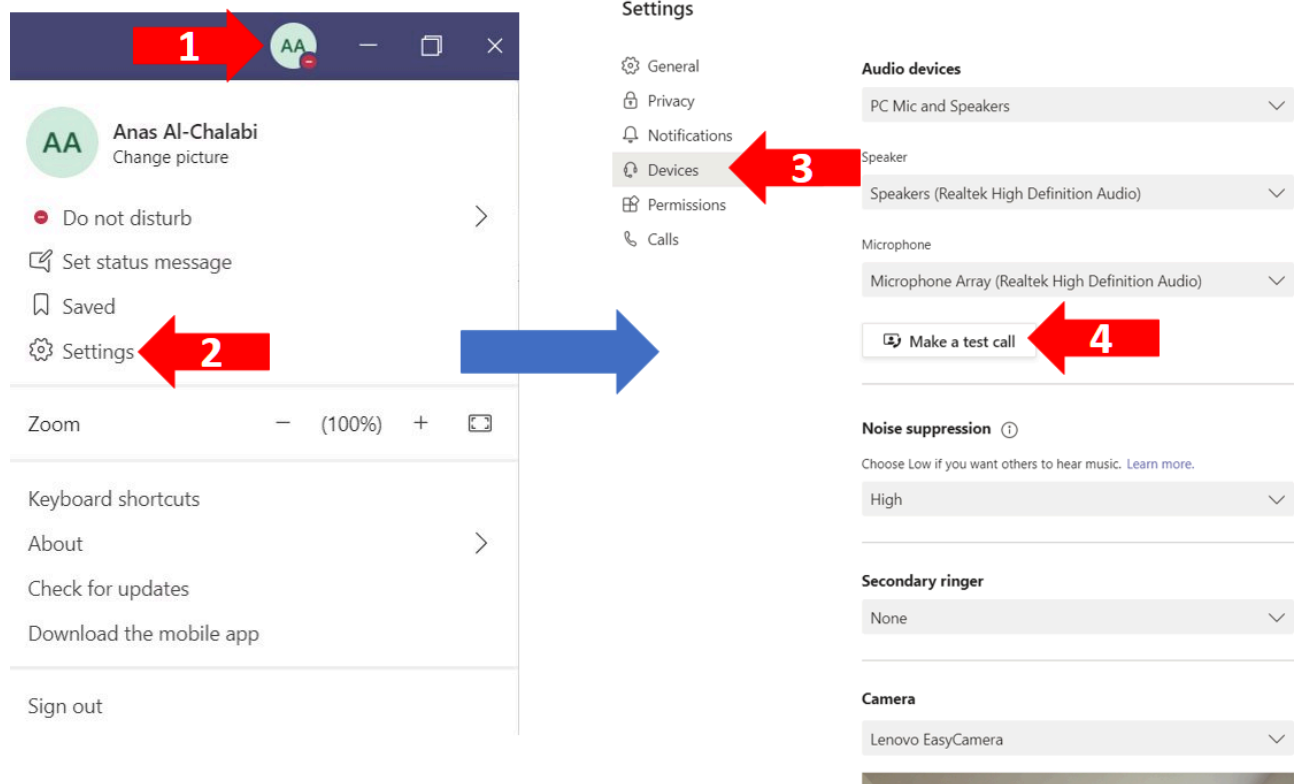


10. Set up Your Audio!

To get started in MS Teams make sure you test out your microphone and speaker. If you skip, this step your colleagues and students may not be able to hear you.

To achieve this:

1. Select your icon which can be found in the top right corner of the application
2. Select **Settings** on the drop-down menu
3. Select **Devices** inside of the Settings menu
4. Choose the audio devices being used and launch a test call to confirm everything is working



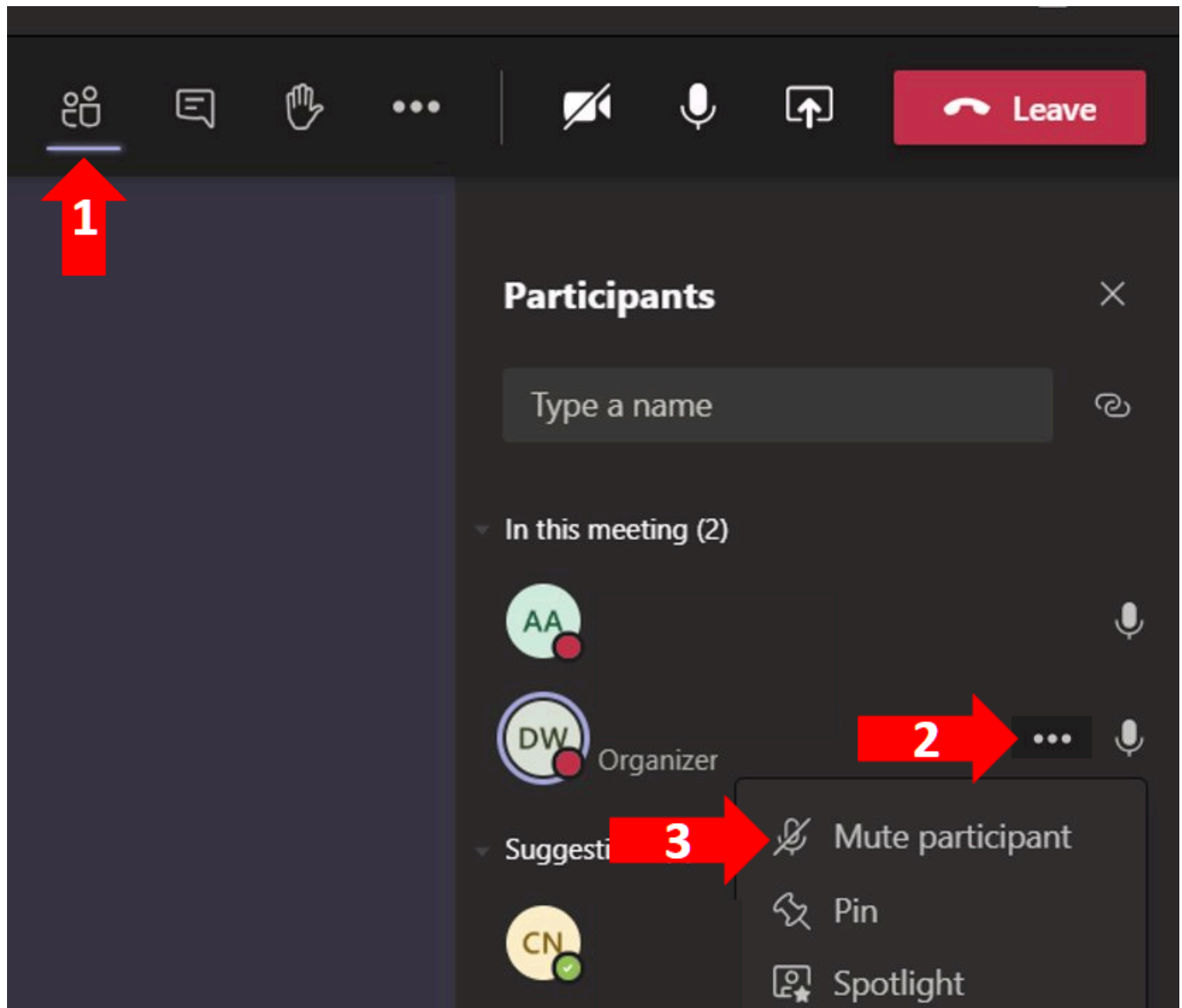
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Media Attributions

- 1.1.Device-1

11. Your Microphone Is Still On...

It can be distracting when you are trying to share your ideas but there is background noise coming from your teammate. MS Teams gives you the option to mute the individual who forgot to turn off their microphone!



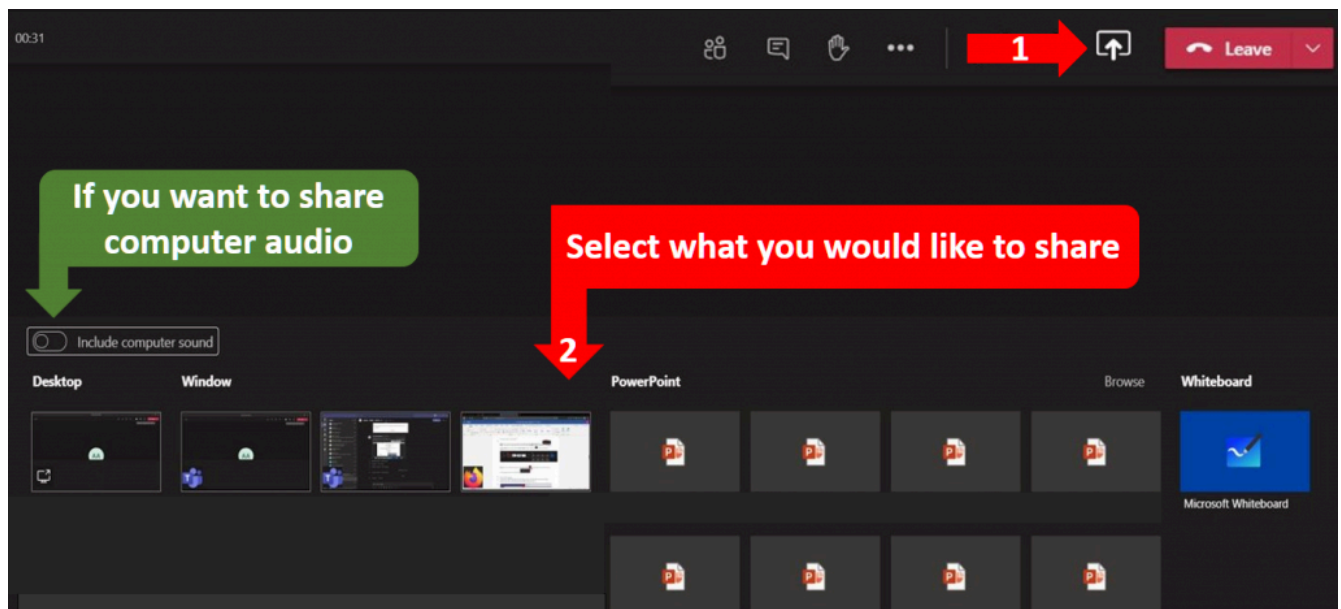
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12. How Do I Share My Screen?

In Microsoft Teams, you can share your desktop or window to show teammates what you are doing on your computer.

- When sharing your **Desktop** this will let individuals see your whole computer screen. This allows you to navigate between multiple tabs and/or application screens.
- Sharing a **Window** will allow individuals to see only one application screen (e.g. Powerpoint, Microsoft Word) on your computer.
- Ensure that you remain professional when sharing your screen and only have work/school related tabs open.

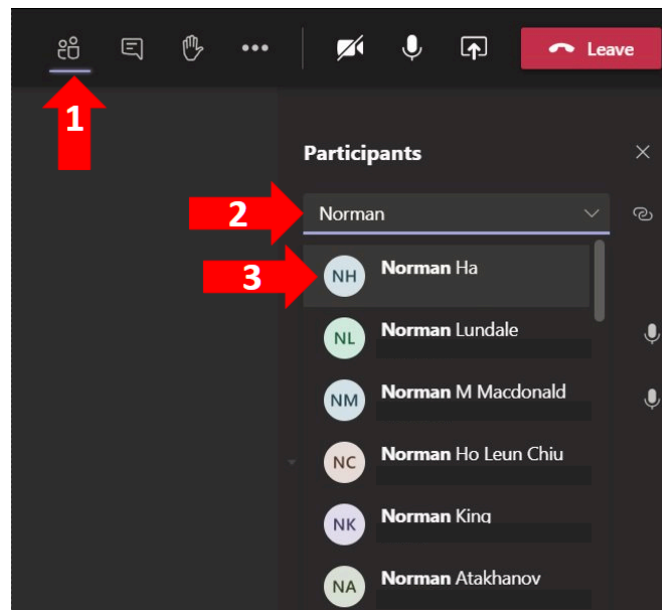
When you do this, you can decide whether you want to share your audio (see the green box below).



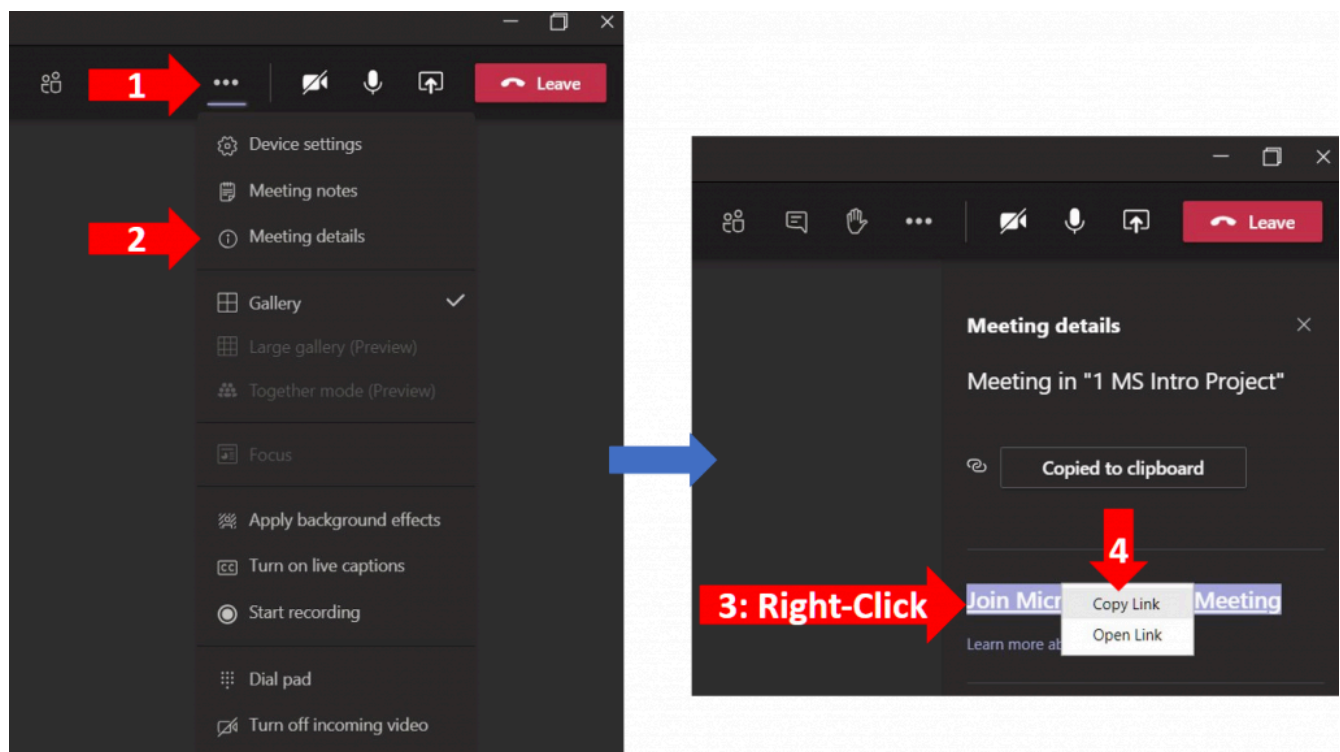
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13. Can I Join the Meeting?

MS Teams allows you to invite other members to join a meeting, even if they were not initially invited.



Another way to invite members, guests, and other individuals not in your team, is to send the join link!



For more information, refer to: [Scheduling Meetings](#)

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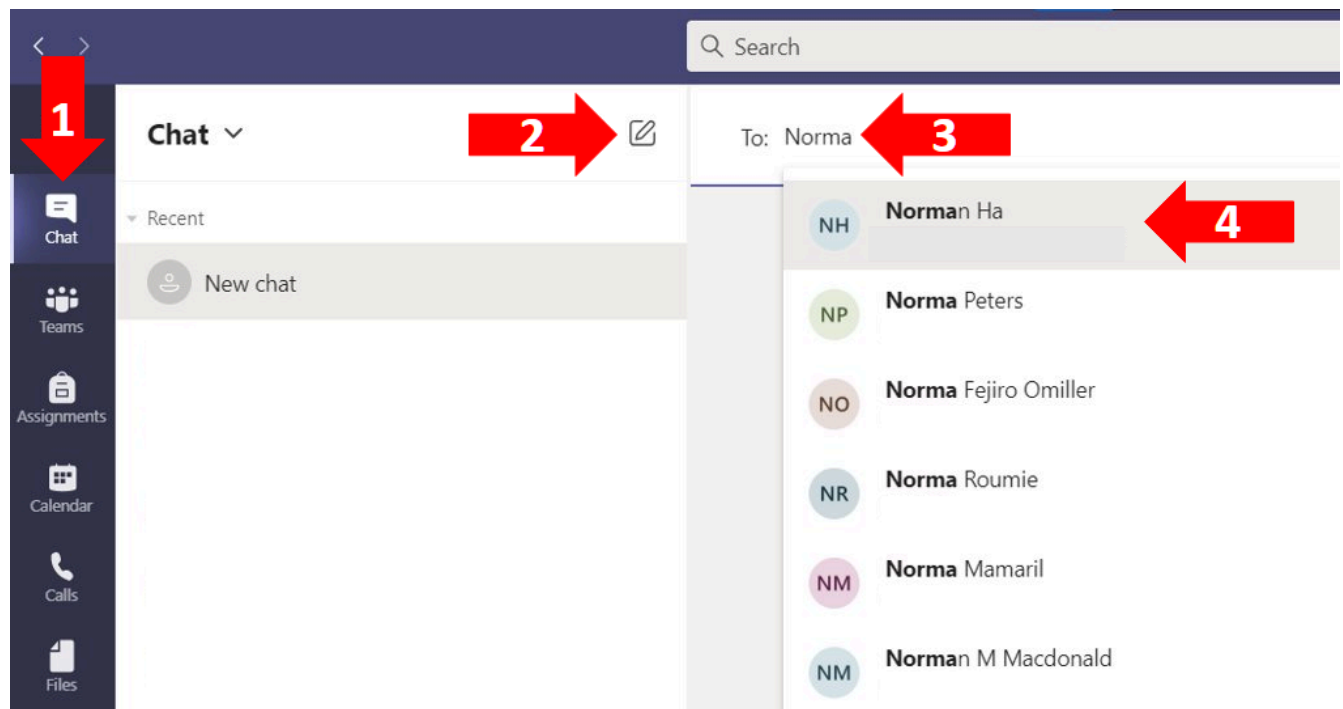
14. Let Me Message You Directly

Direct messaging allows you to communicate with groups or individuals in private.

To achieve this:

1. Select **Chat** on the left option bar
2. Select **New Chat**
3. Type the name(s) of the individual(s) you want to reach
4. Select the individual(s)

After completing these simple steps you can talk with anyone on your team privately!

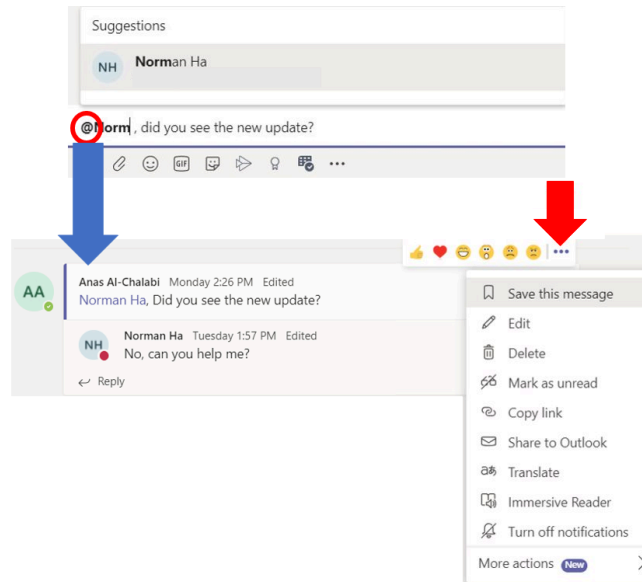


For more information, refer to: [Use the Private Chat](#)

Based on Microsoft Teams update on: December 10, 2020

15. Communicating With the Team

You can alert other users or an entire channel by using the '@' symbol on your keyboard to tag them in a message. MS Teams allows you to edit and/or delete your own messages (see the red arrow below).

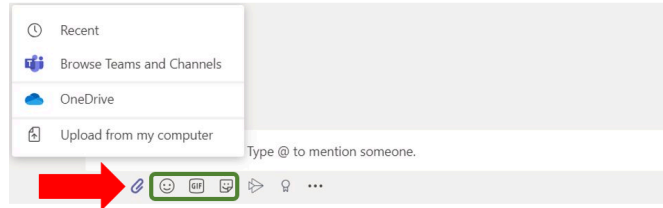


For more information, refer to: [Announcements](#)

Based on Microsoft Teams update on: December 10, 2020

16. Look at the Document I Posted

You can share documents (i.e. Word documents, PowerPoints, PDFs) and pictures in any chatbox or channel. These documents can be added from within MS Teams, OneDrive, or simply your own computer! You can also send Emojis, GIFs, and Stickers!



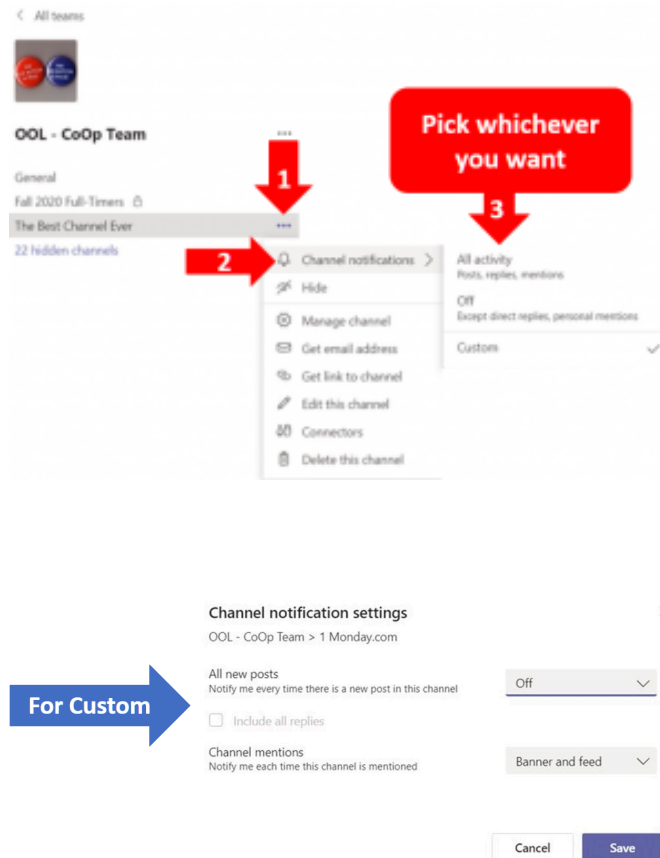
For more information, refer to: [Emailing Channels](#)

Based on Microsoft Teams update on: December 10, 2020

17. If I Get One More Notification...

MS Teams lets you customize channel notifications, so you don't end up with an overwhelming number of notifications when you launch the app! There are three channel notification options:

1. **All activity** – will send notifications whenever any activity happens in the channel
2. **Off** – will ignore all activity except those that require your attention
3. **Custom** – empowers you to craft your perfect option

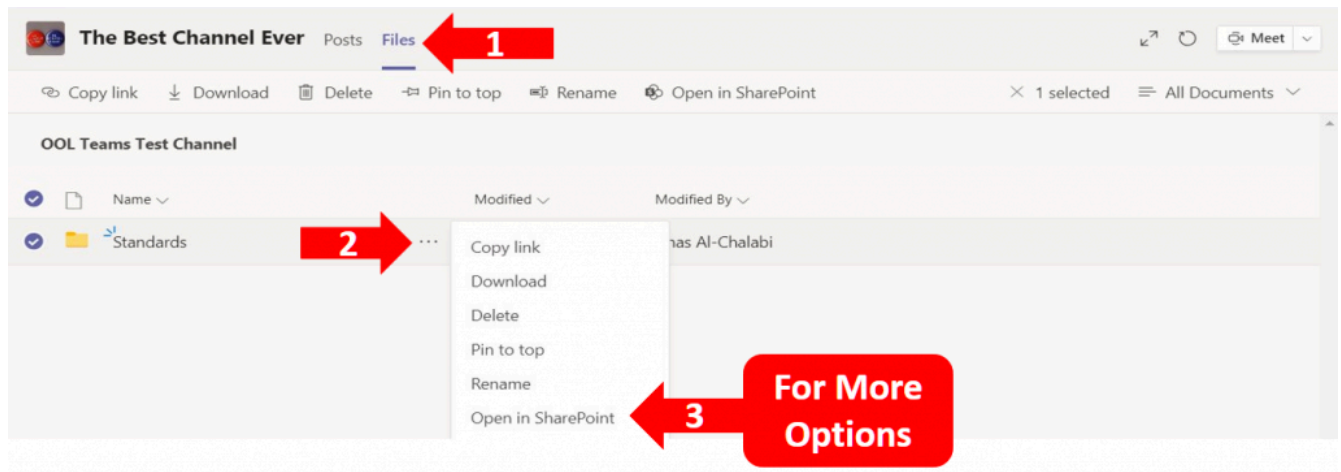


For more information, refer to: [Notifications](#).

Based on Microsoft Teams update on: December 10, 2020

18. Interacting With Files

MS Teams lets you add, copy, move, edit, and delete all types of files. Furthermore, if you require more control over the file management system, you can always open it in Microsoft SharePoint!



Based on Microsoft Teams update on: December 10, 2020

19. Using Whiteboard

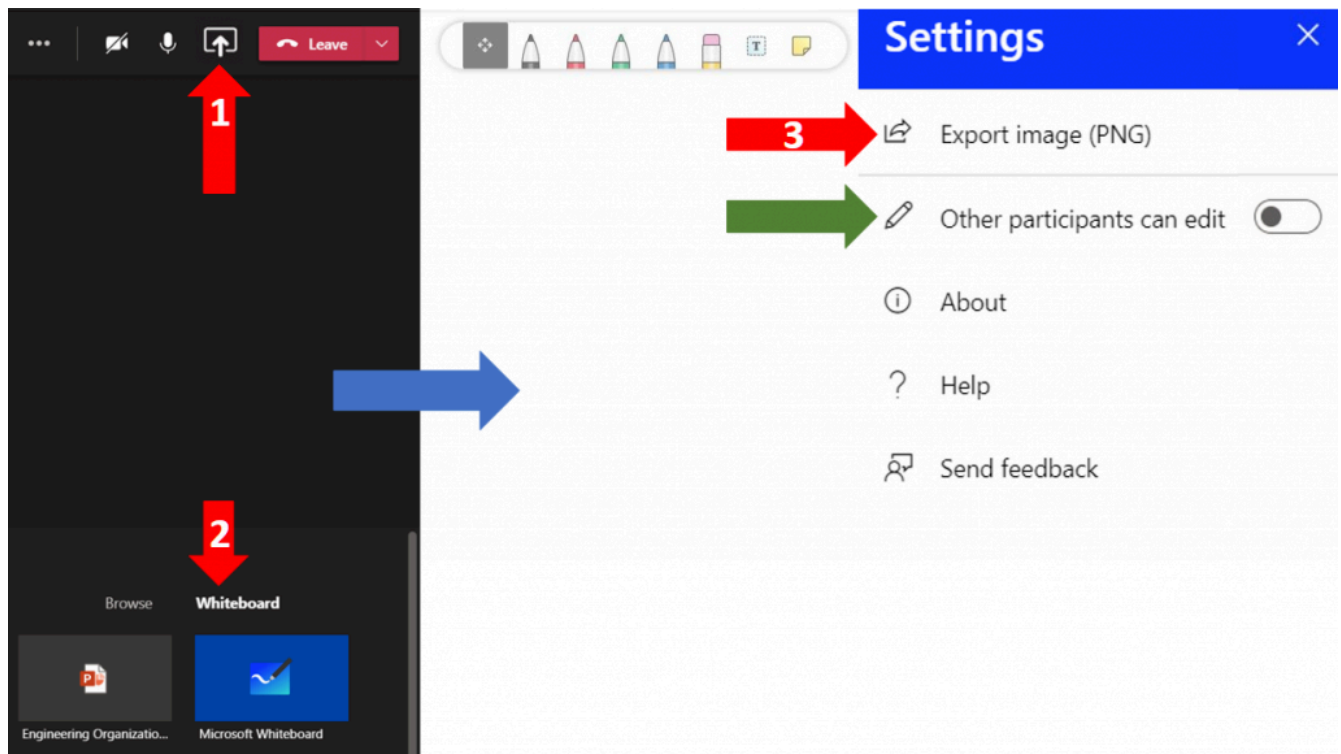
MS Teams allows you to use the Whiteboard feature to communicate, share and organize ideas in a synchronous meeting. It can be an excellent way to get feedback with students, brainstorm new ideas and keep them engaged.

To achieve this:

1. Select the **Share** icon
2. Pick **Whiteboard** from the share tray

If you allow **Other participants can edit** (see the green arrow below) then any team member can interact with it, which can cause lag. When everyone is done working, you can save it by:

1. Screenshotting the Whiteboard
2. Exporting the Whiteboard as a PNG (shown below)



For more information, visit [interacting with Whiteboard](#).

Based on Microsoft Teams update on: December 10, 2020

PART V

ADVANCED FEATURES FOR MICROSOFT TEAMS USERS

10 Advanced Features for MS Teams Users



University of Windsor

Presented by: Students in the Office of Open Learning (OOL)

Accessibility

1. Translator and Immersive Reader

Use the Translator and Immersive Reader to improve accessibility for users with visual impairments, or users whose native language is different than the language of a post

2. Captions and Transcripts

Captions and Transcripts can be used to assist individuals with auditory impairments, or used as records of meetings to be accessed later

Productivity

3. Command Bar Shortcuts

Use the command bar to quickly access features without needing to navigate through menus

4. Ctrl Functions

Ctrl functions can be used to maneuver through MS Teams more efficiently

5. Add Outside Apps to Teams Menus

Applications can be added to the MS Teams interface to provide additional features to what is native to the MS Teams

6. Use Connectors to Post Updates From Internet Services Directly into Teams

Connectors can bring external data from the internet into Teams to provide important updates relevant to tasks and assignments

7. Saving Content

Posts can be saved to a user profile allowing them to quickly access them in the future

8. Track Teams Usage with Analytics

Analytics can be used to monitor and reflect on the usage of MS Teams as well as its effectiveness

Channel Management

9. Formatting Text

Text can be formatted to personalize and emphasize different aspects of a channel accordingly

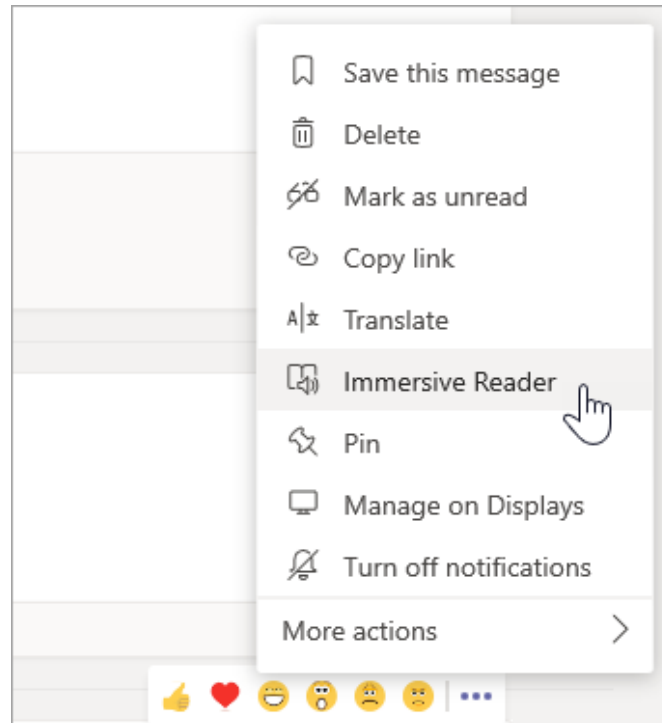
10. Creating Channels

Private channels allow for specific individuals to be allowed into specific workspaces, creating many opportunities for competitive or private uses

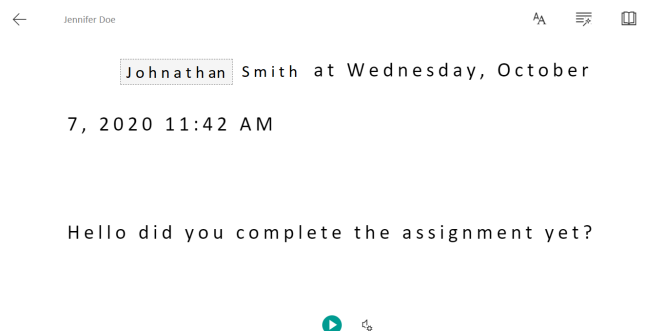
20. Translator and Immersive Reader

The **Immersive Reader** feature can read out messages or assignment text which can be beneficial for all students. The **Translate** option can be utilized for individuals who may not have English as their first language.

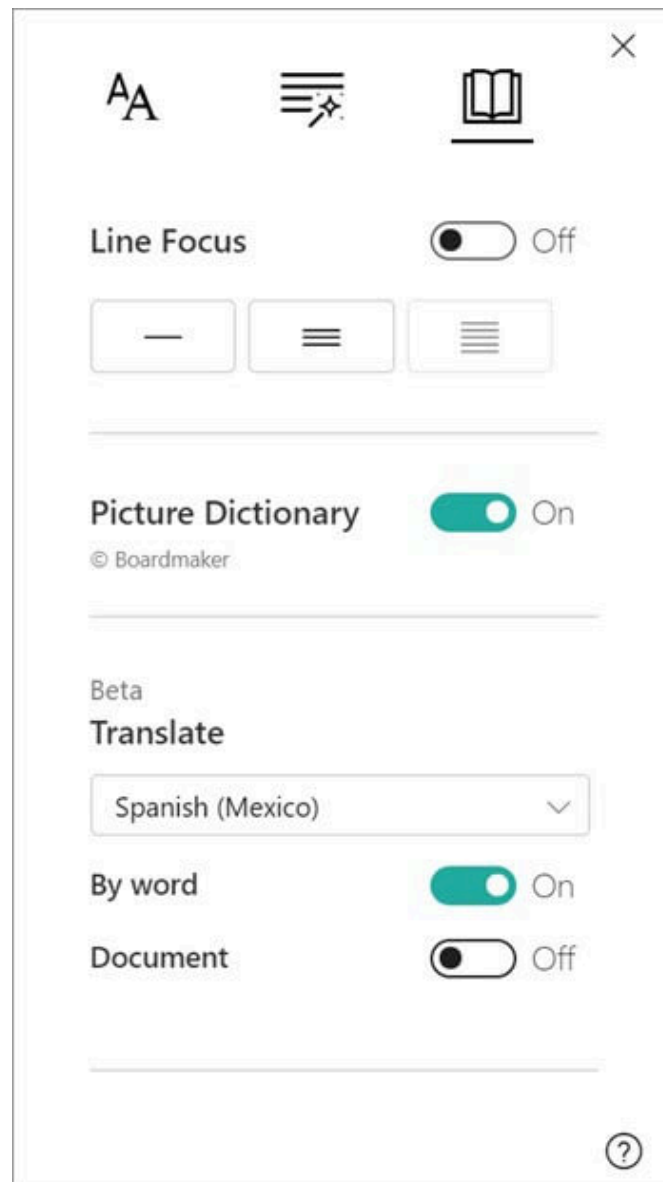
Users can navigate to the ellipses on a message and select the “Immersive Reader” or “Translate” feature.



When in **Immersive Reader**, the text will be displayed along with the name of the sender and the time they sent the message.



Once there, they can change the reading preferences and as well as translation of text.

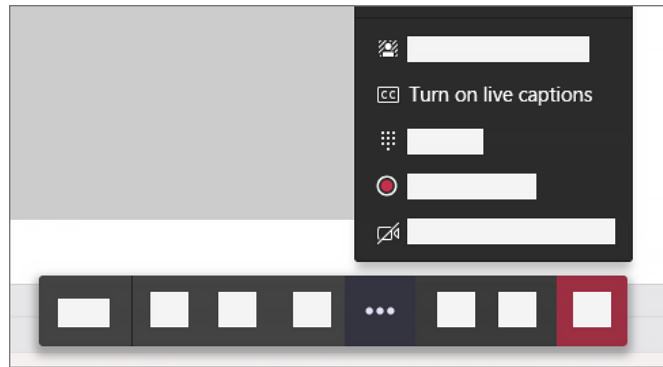


Based on Microsoft Teams update on: December 10, 2020

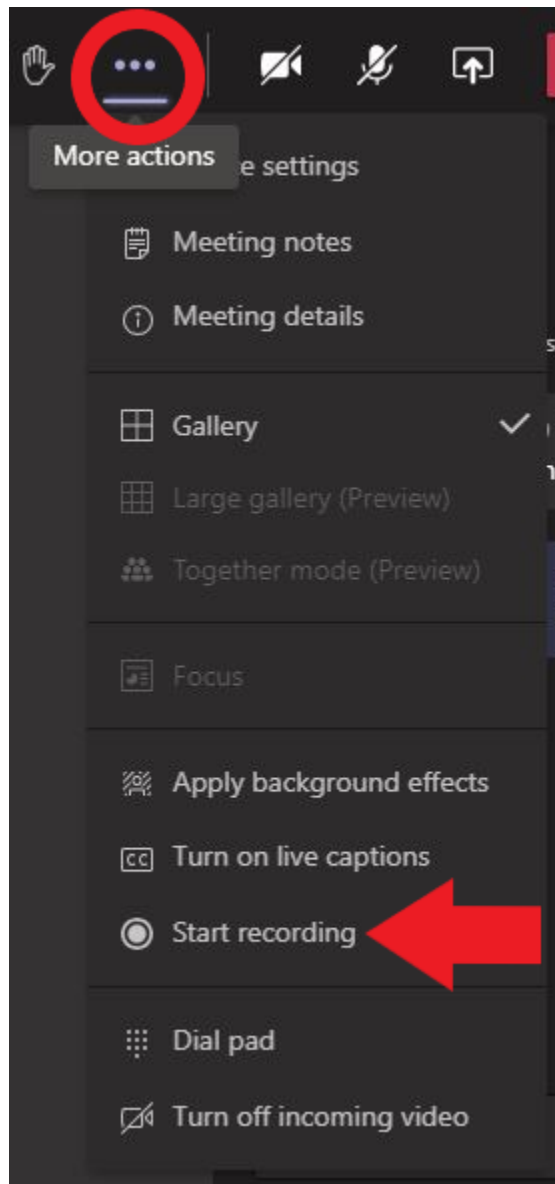
21. Captions and Transcripts

Live Captions are useful to improve accessibility and the overall learning experience for all users. Captions can assist in note-taking and are useful in situations when there is background noise. Users should be aware that these live captions may not always be accurate if there are multiple people talking at once.

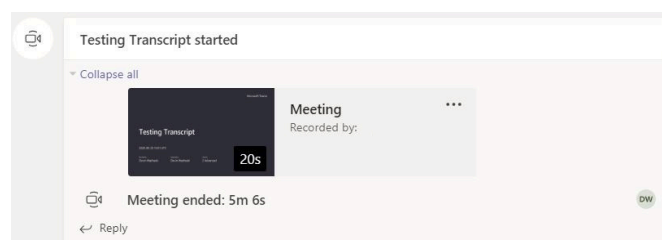
To navigate to Live Captions, users would select the ellipses “More options” and then to “Turn on live captions (preview)” when they are in an audio or video call with at least 3 other users.



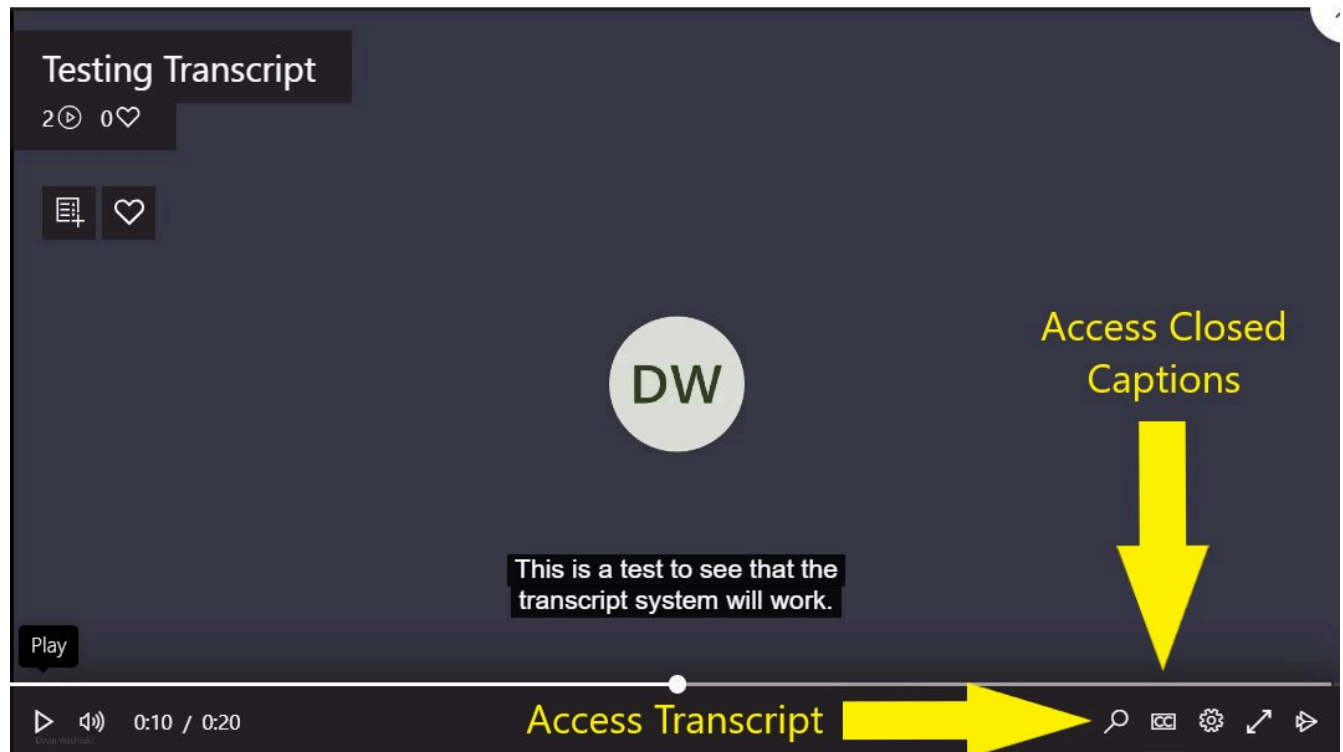
Transcripts are automatically generated when a meeting is recorded, but only if the meeting language is set to English. Keep in mind that depending on speech clarity, the transcript may not produce the correct text from their speaking. To start recording a meeting, click on the ellipsis in the top right of the meeting window, and select “Start recording”.



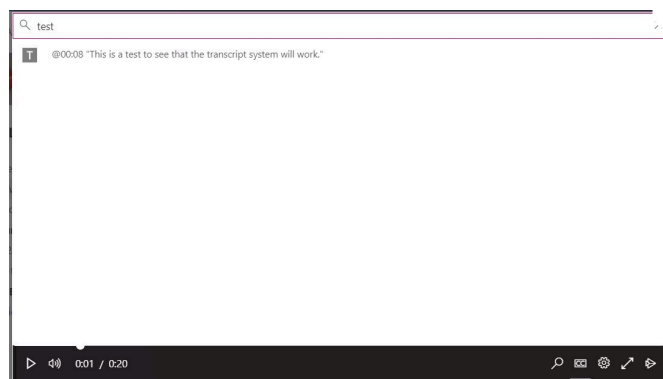
When you decide to end the recording, navigate to the same menu where you initially started the recording and select “Stop recording.” The meeting recording will then be saved to Microsoft Stream. In order to view the recording, return to the “Posts” section of the channel or conversation where the meeting took place. Click on the video thumbnail to open it in Teams.



From the recording, you can turn on closed captions located on the bottom right of the video screen.



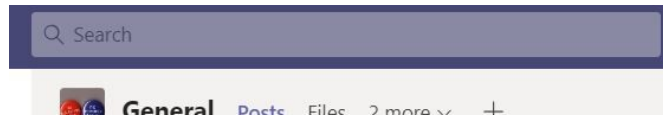
You can also select the magnifying glass icon to search through the transcript for a particular phrase. Type in a keyword and then select it from the list to navigate to that point in the recording.



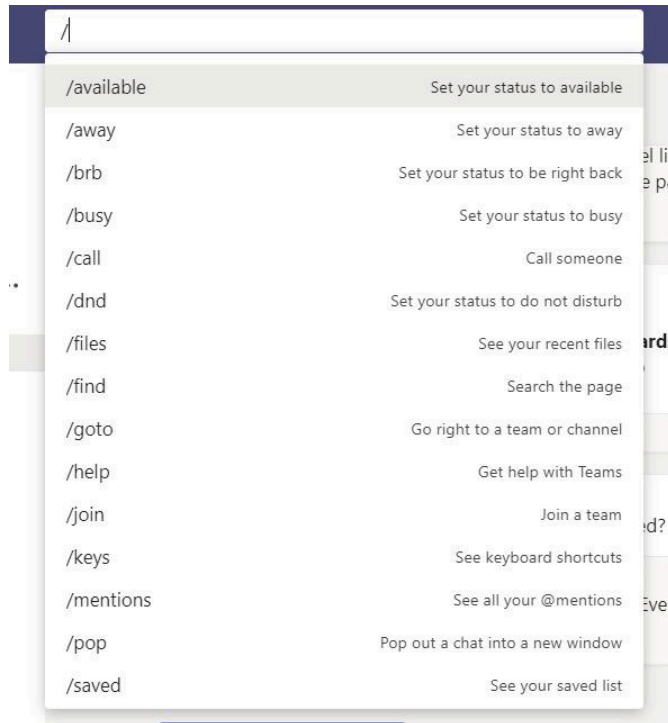
Based on Microsoft Teams update on: December 10, 2020

22. Command Bar Shortcuts

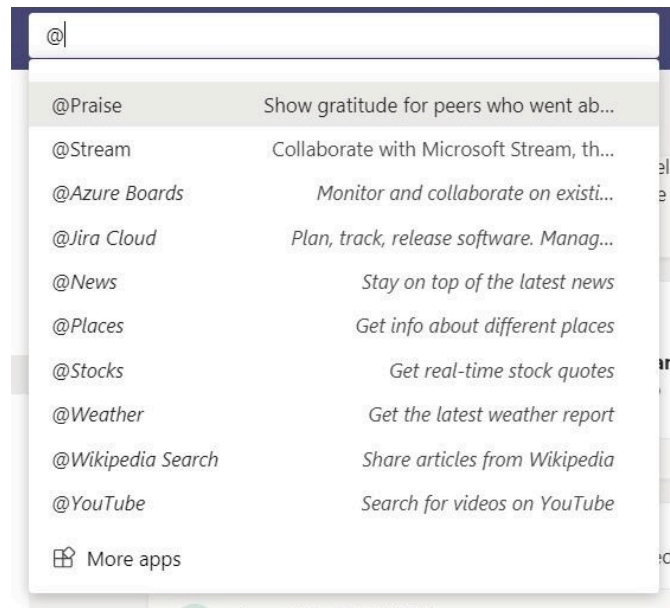
The command bar, located at the top of the Teams window, is quick access to execute a variety of commands or features of Teams. These functions can often be linked directly to an individual or group by mentioning them after the command (i.e. /call John Doe). You should utilize these functions to cut back on time spent searching for specific people or actions.



Typing "/" in the command bar will provide a list of commands that can be used.



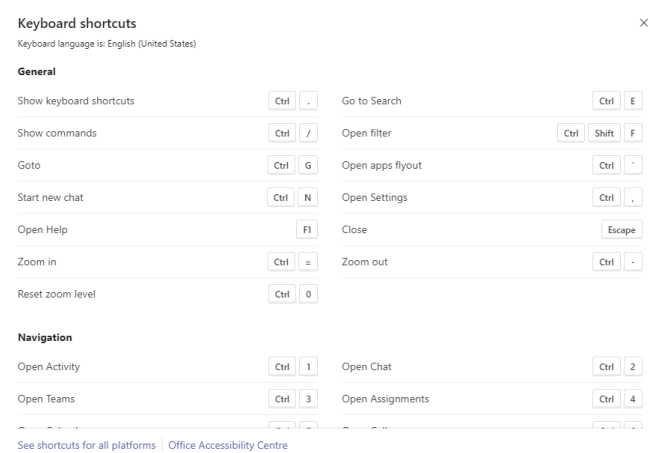
Actions can also be used or searched in the command bar by typing "@".



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23. Control Functions

Control (ctrl) functions are shortcuts that help users navigate and work more efficiently. The entire list of control functions can be accessed by inputting “Ctrl + Period (.)” (For Mac users, “Ctrl” is equivalent to “Command”).



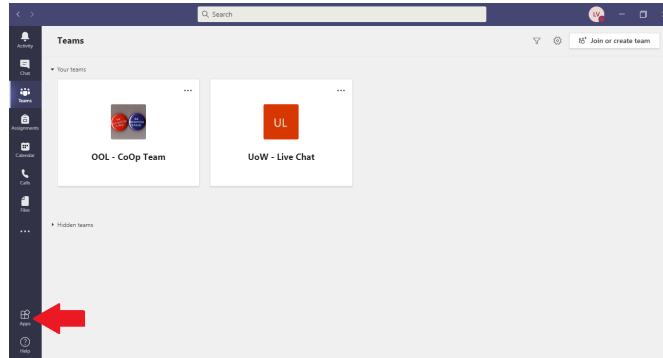
A function that is highly recommended would be the “toggle background effects.” By inputting “Ctrl + Shift + P” (“Command + Shift + P” for Mac users), users can either blur or customize their backgrounds in a video call which can increase their privacy.

For more information, refer to: [Cameras, Yes or No?](#)

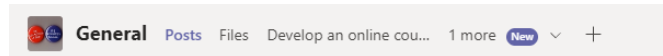
Based on Microsoft Teams update on: December 10, 2020

24. Add Outside Apps to Teams Menus

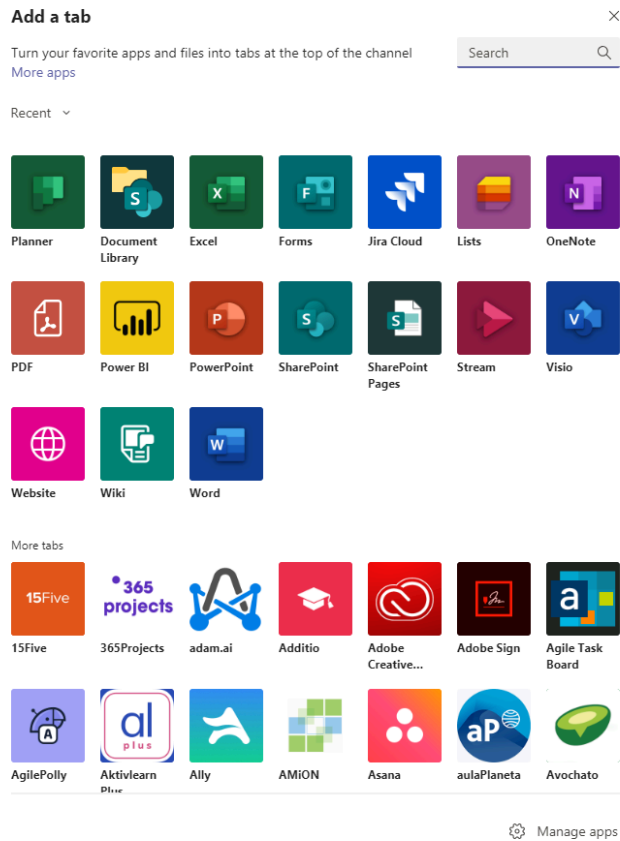
Apps can enhance your classroom by adding functions which are not available by default. For example, by adding the “Forms” app, you can easily conduct surveys within the classroom. To add an App, go to the bottom left of your MS Teams Window, and select the “Apps” tab.



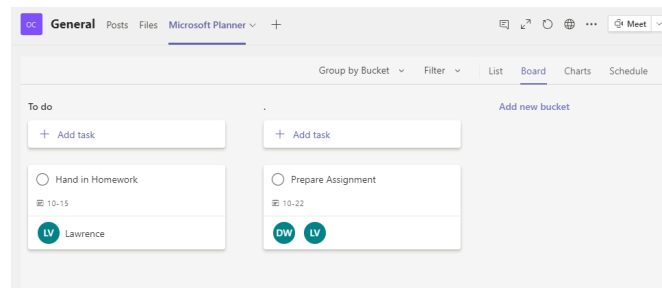
From the list, select the App you wish to install, then click the “Add” button. The App can now be added to any of your channels. When in the channel, along the bar at the top, there is a “+” symbol which allows you to add a tab.



From there, you can select the app you wish to add to the bar at the top of your home page (the app will then have its own tab).



In this example, Microsoft Planner was the app that was selected.



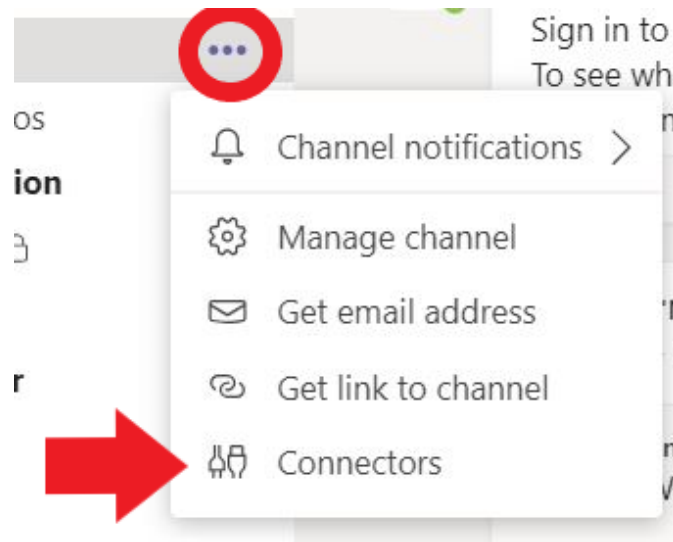
For more information, refer to: [Gathering feedback](#)

Based on Microsoft Teams update on: December 10, 2020

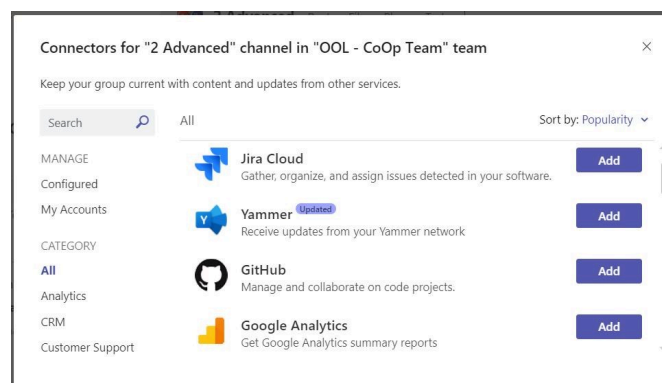
25. Use Connectors to Post Updates From Internet Services Directly Into Teams

Connectors are features that you can apply to a channel to allow data from an external resource to be posted directly into the channel. Services such as GitHub or Yammer can be linked to post updates into a channel.

In order to add a Connector to a channel, hover over the channel name and click on the ellipsis that appears on the right side of the name. Then select “Connectors”.



A list of Connectors will appear for you to add to the channel. After adding a Connector, input the required information, and click “Save”.



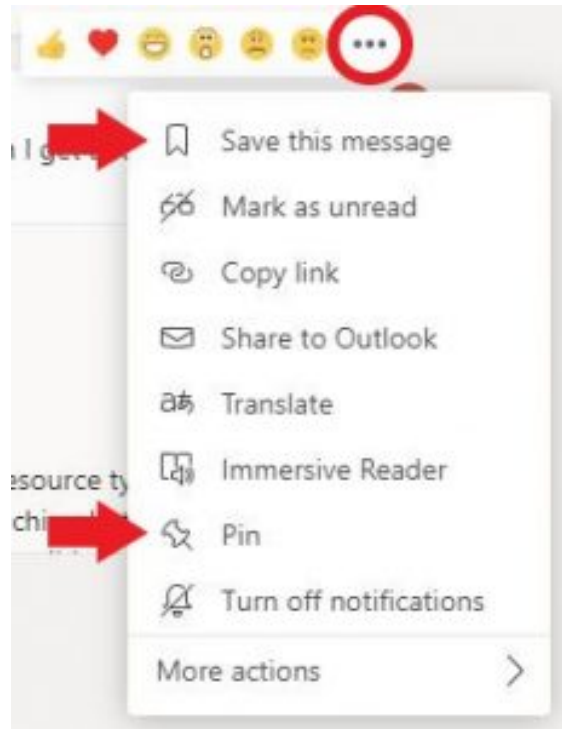
For more information, visit: [Custom Connectors](#).

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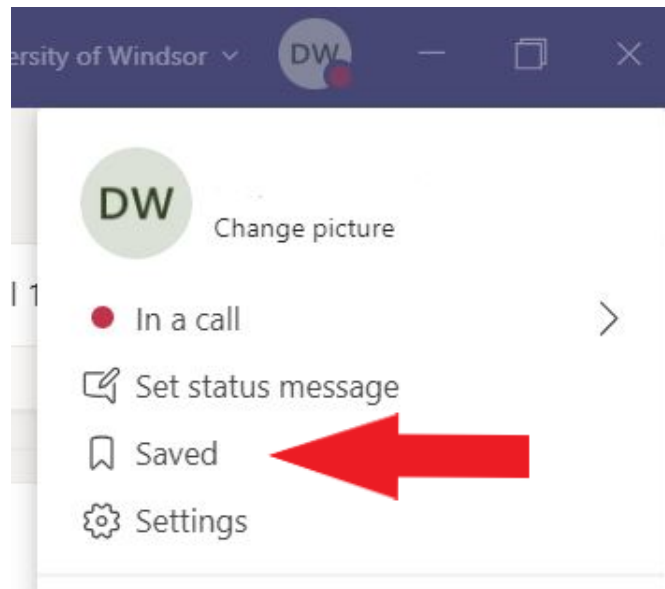
26. Saving and Pinning Content

Various forms of content can be recorded or marked on MS Teams for future review. Posts that are made in conversations can be individually bookmarked with the intention of being easily accessible in the future.

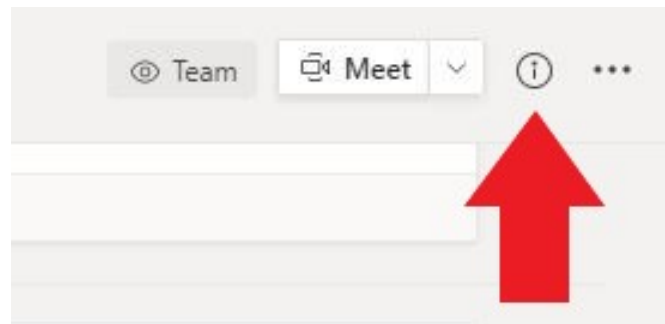
In order to bookmark an item from a conversation, hover over the post, then click on the ellipsis on the right side of the Reaction bar. Click “Save this message” or “Pin”. Saving the message will personally save the message to your user profile, while pinning the message highlights the message to everyone within the channel.



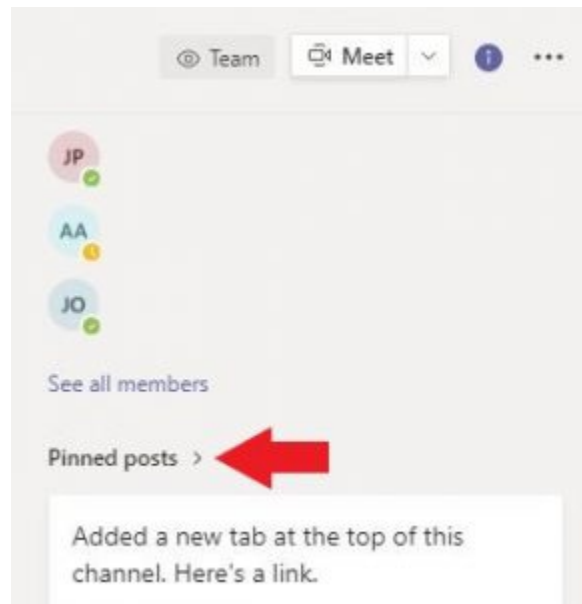
By selecting your user icon, and navigating to “Saved”, you can quickly identify and access your bookmarked content.



In the case of a pinned message, navigate to the “Show channel info” icon in the top right of the Teams window.



A new window will pop up and any pinned posts can be found towards the bottom of the window.



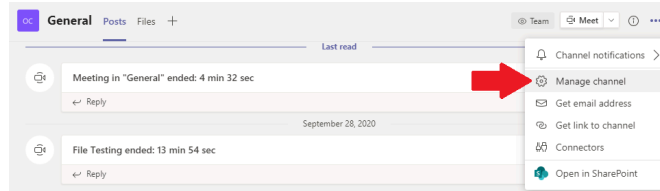
Based on Microsoft Teams update on: December 10, 2020

Media Attributions

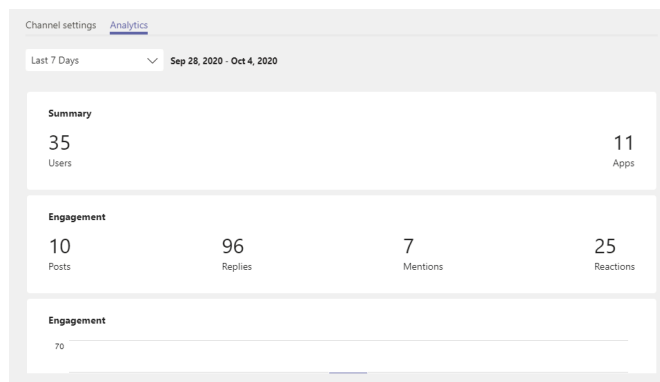
- Bookmarking 1
- Bookmarking 2
- Bookmarking 3

27. Track Teams Usage With Analytics

Analytics allows you to view the level of activity for members of your team. When in the team, click the ellipses in the top right, then click on “Manage channel”.



You will be directed to Channel settings. From there, navigate to the “Analytics” tab where you will be able to view the records for a specified range of dates. This can be especially useful for gauging levels of attendance, as you can view how many members participated in meetings overtime.



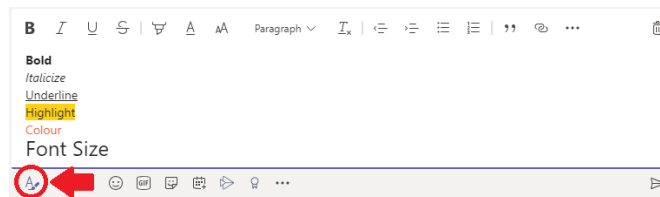
The “Analytics” tab will display the number of various metrics (as shown above) that were used or performed within a specified time frame.

For more information on the specific metrics, visit Microsoft's [View analytics in Teams](#).

Based on Microsoft Teams update on: December 10, 2020

28. Formatting Text

Unlike other messaging platforms, MS Teams allows you to format your text. This can be useful for differentiating content, such as highlighting an announcement to make it easier for students to identify. When typing a message, click on the “Format” button in the bottom left corner to bring up more options, such as bolding, underlining, changing font size, italicizing, and creating numbered lists.



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29. Creating Channels

In MS Teams, channels can be created to provide groups with their own space to collaborate on different topics or projects.

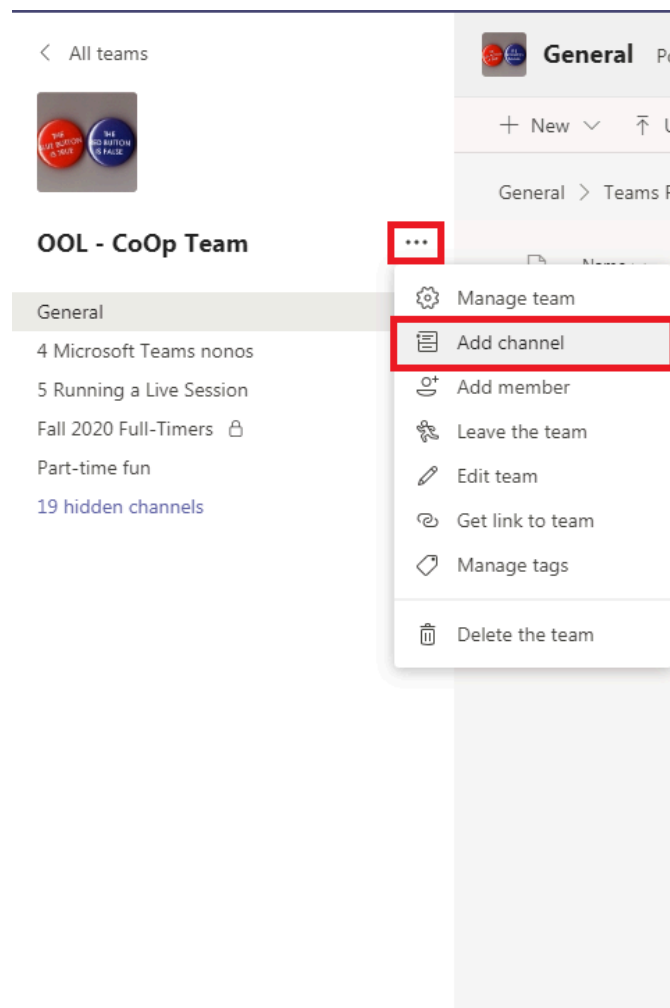
There are two types of channels you can create:

1. **Standard**– Open to all team members
2. **Private**– Open to specific team members

While the standard channels are accessible by anyone in the Team, making a private channel will only allow access to a specific group of individuals within the team. For example, Graduate Assistants (GA) and Teaching Assistants (TA) can have their own channel where they can collaborate and organize documents in a private setting.

As an instructor, you are then able to track their progression in these channels and hop into a call to provide guidance whenever required.

1. A channel can be created by choosing “More options” beside the Team name, and then selecting “Add channel”



2. A channel name and description can be also added for organizational purposes
3. Under “Privacy”, either leave as “Standard – Accessible to everyone on the team” so everyone can access it, or switch it to “Private – Accessible only to a specific group of people within the team” to restrict who has access to it
4. Once these options have been selected, click “Add” to create the channel

Create a channel for "OOL - CoOp Team" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team



Standard - Accessible to everyone on the team



Private - Accessible only to a specific group of people within the team

Please note: Once you create a private channel you are unable to change the access to Standard.

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PART VI

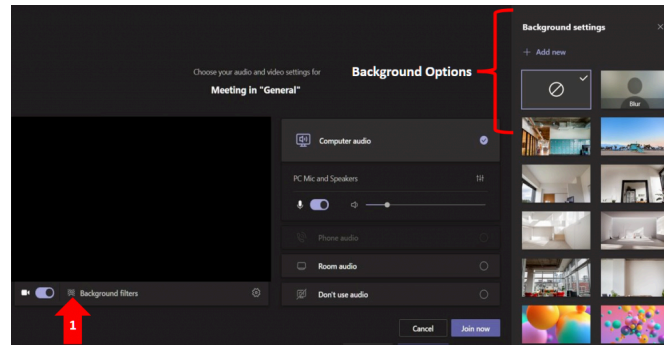
MISTAKES TO AVOID IN MICROSOFT TEAMS

Click the link below to learn about 10 things that you should avoid while working in MS Teams.

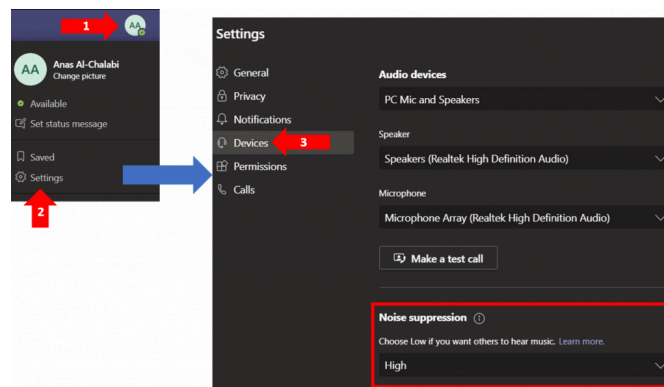
[10 Things to Avoid in MS Team](#)

30. Noise & Distractions

[Avoid working in areas with visual distractions or noise](#) when possible. If you are unable to, you may benefit from using the MS Team's backgrounds to blur or block your surroundings. For more detailed instructions on how to apply backgrounds, visit [change your background](#).



If you expect to experience moderate to high amounts of environmental sounds during a meeting, consider using the noise suppression feature in Microsoft Teams. For more on issues with webcams and microphones, refer to [this](#).



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31. Storing Grades

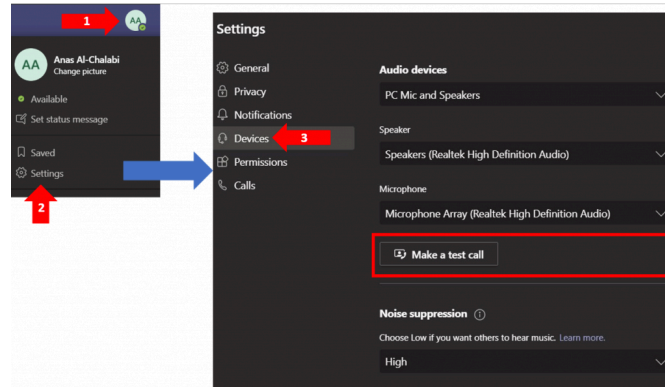
Avoid storing grades and assignment marks on MS Teams. Instead, use another learning management software (LMS) such as Blackboard.

However, if you do decide to grade within MS Teams, view this link to learn more: [Grades in MS Teams](#).

Based on Microsoft Teams update on: December 10, 2020

32. Webcam & Microphone

Avoid using a low-quality microphone or webcam, as you may experience feedback and it will be difficult for students to understand what you are saying. It is best practice to use an external microphone (separate from your computer) or headset to avoid potential audio problems during a call.

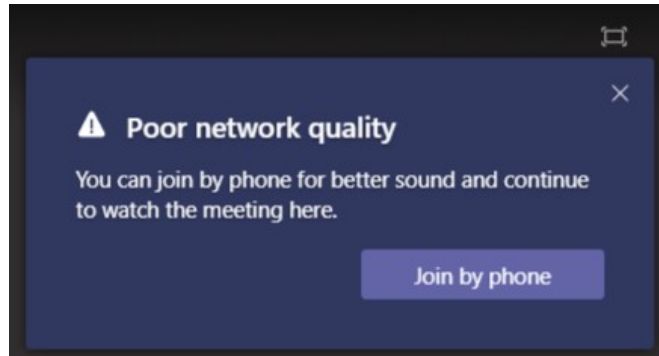


There may be sound coming out of your speakers which can be picked up by your microphone and cause feedback (background noise, e.g. echoes) for students. Use the “Make a test call” to confirm there are no audio and visual issues associated with your current configuration and equipment.

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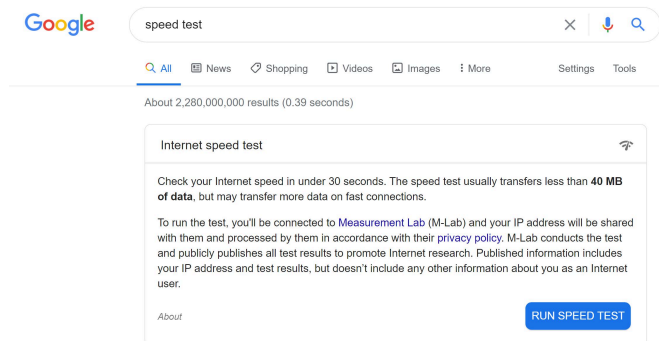
33. Internet Speeds

It is not recommended that you have your camera on if you have a slower internet connection (speeds below 25 Mbps).



Consider turning your camera off if you experience stuttering, connectivity issues or if you receive a “Poor network quality” warning.

You can check your internet speeds from several website including from [Google](#). However, we recommend you download the [SpeedTest Desktop App](#) to check your internet speeds as it is trustworthy and reliable.



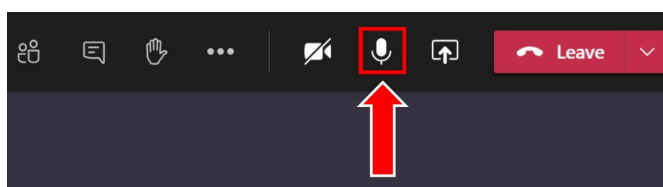
Based on Microsoft Teams update on: December 10, 2020

34. Muting Your Microphone

[Ensure that you keep your microphone off when it is not in use.](#) This will avoid creating any unnecessary background noise. Strongly encourage your students to do the same.

This can be done by:

- Muting your microphone in Teams (see photo below)
- Using the shortcut “Ctrl + Shift + M” (“Command + Shift + M” for Mac users)
- Using a dedicated mute button on your headset (if applicable)



To see other keyboard shortcuts visit, [keyboard shortcuts for Microsoft Teams](#).

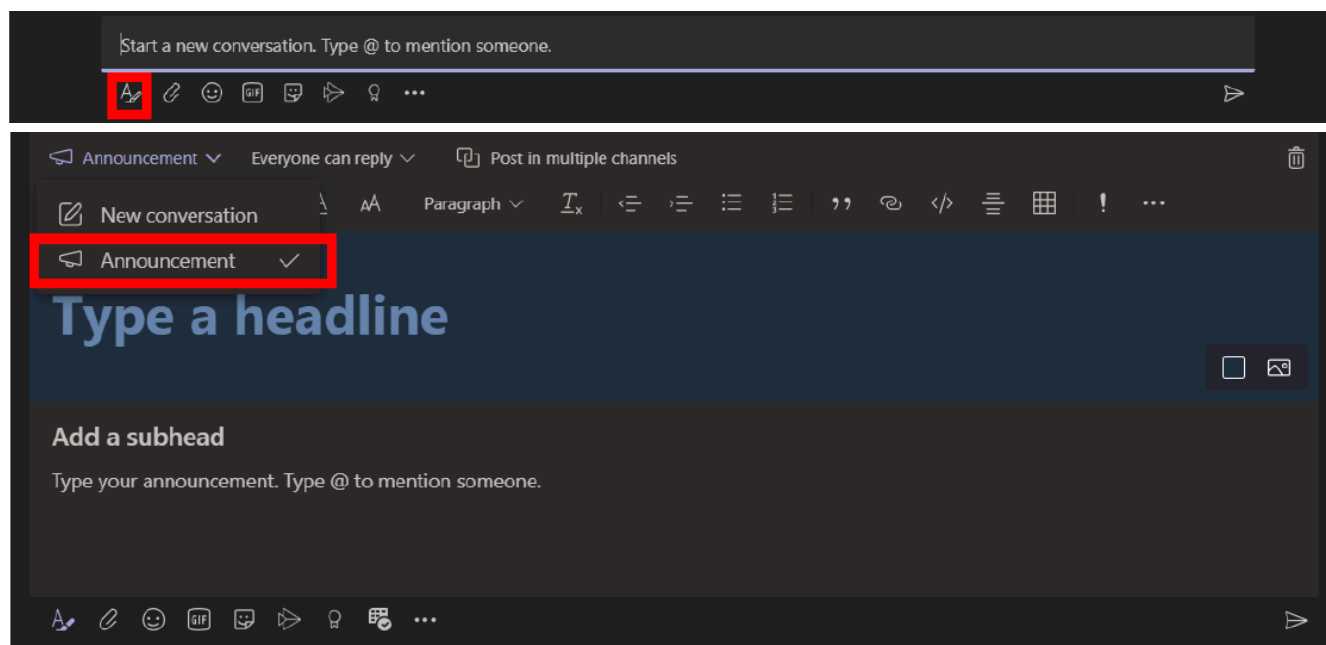
For more information, refer to: [Your Microphone is Still On...](#)

Based on Microsoft Teams update on: December 10, 2020

35. Notifying Students

A common mistake is forgetting to notify your students in advance of scheduled meetings, classes, office hours, or lab times.

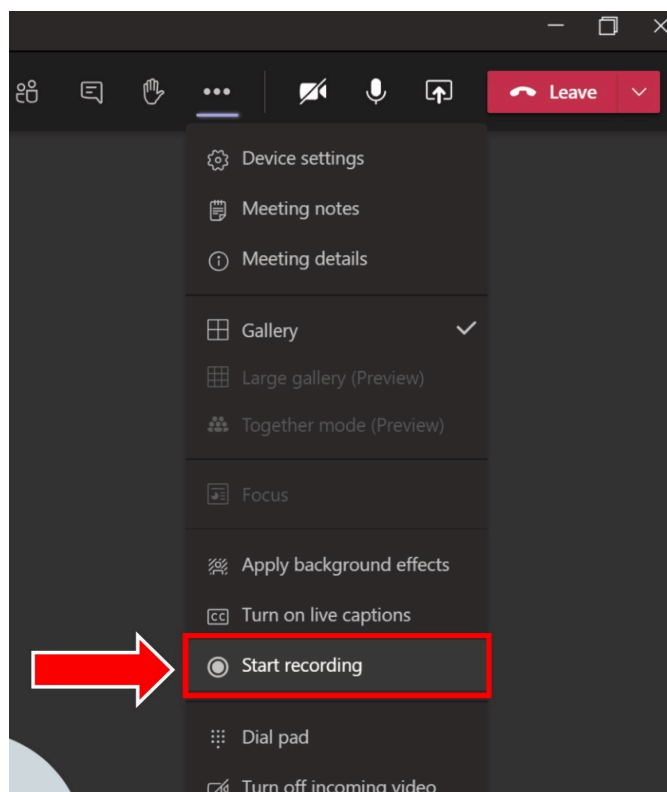
To avoid this, consider creating a new conversation and selecting the announcement feature (as pictured below). You may also want to consider reminding students the day of until they are used to the routine of online classes.



Based on Microsoft Teams update on: December 10, 2020

36. Recording Lectures

Consider [recording the lecture before starting the presentation](#) in case students experience technical difficulties or live in different time zones and cannot attend the live lecture.



For more information about recording meetings, visit: [Record a Meeting in Teams](#).

For more information, refer to: [Captions and Transcripts](#).

Based on Microsoft Teams update on: December 10, 2020

37. Use the Private Chat

If you have a private conversation with a student, it should not be addressed in the general chat. This will result in the whole team viewing your conversation. Alternatively, consider using a private message instead to maintain privacy and organization. It is imperative that all students' privacy and confidentiality are maintained and respected in the online environment.

To send a direct message to one person or a group of people:

- Click on the chat tab of Teams create a new chat
- Use Ctrl + Shift + N to start a new chat from anywhere

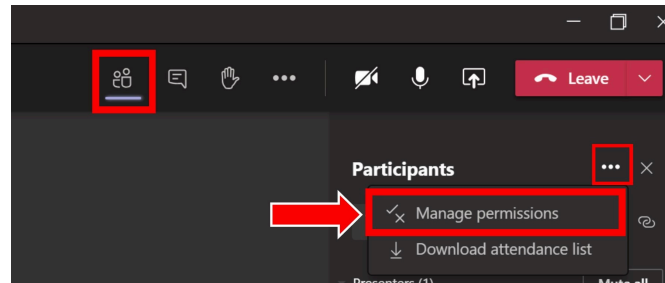
Based on Microsoft Teams update on: December 10, 2020

38. Organizer Privileges

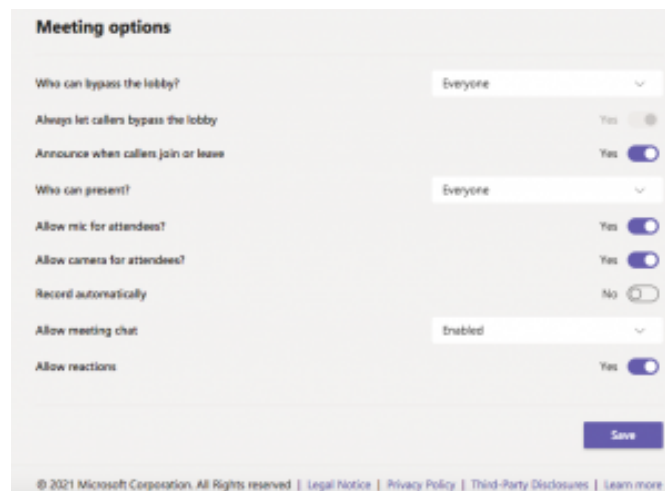
Avoid giving students certain permissions that allow them to take over the presentation.

However, to allow students to present you can change the participant permissions by clicking:

- **Show Participants > 3 dots (menu button) > Manage Permissions** and change presenter permissions in the browser window



Below are the options you will be presented with. You can toggle the buttons back and forth to allow what you would and would not like to happen.



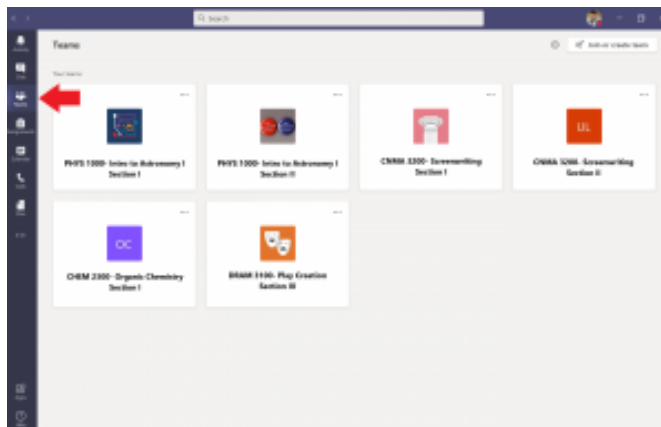
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Media Attributions

- Screen Shot 2021-06-29 at 4.08.02 PM

39. Creating Multiple Teams

To avoid confusion, consider creating multiple teams for each class rather than one team for all classes.



Having different teams allows you to organize your different classes. A tile will pop up and each course will have its own collaboration space where you can separate files, meeting locations, and chatrooms (as demonstrated above). This will allow you to stay organized and not get your multiple classes confused.

Based on Microsoft Teams update on: December 10, 2020

PART VII

COMMUNICATING WITH STUDENTS IN MICROSOFT TEAMS

40. Inform Your Students of How You Intend to Use Each Platform



If you intend to use Microsoft Teams in addition to another learning management system (e.g. Blackboard, Edsby, Zoom, etc.) we recommend that you tell your students the role of each platform. This can be accomplished by contacting your students prior to class or by including this information in the course syllabus.

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Media Attributions

- [Blackboard-300-x-300](#) © Superkarma is licensed under a [CC BY-SA \(Attribution ShareAlike\)](#) license
- [Microsoft-teams](#) © Microsoft is licensed under a [CC BY-SA \(Attribution ShareAlike\)](#) license

41. Cameras, Yes or No?



In general, [students should not be required to keep their cameras on during class](#). Cameras introduce numerous privacy issues, facilitate student disruptions and can make it difficult for students with slower internet connections to follow the lecture. Alternatively, consider how you might accommodate students who desire their privacy.

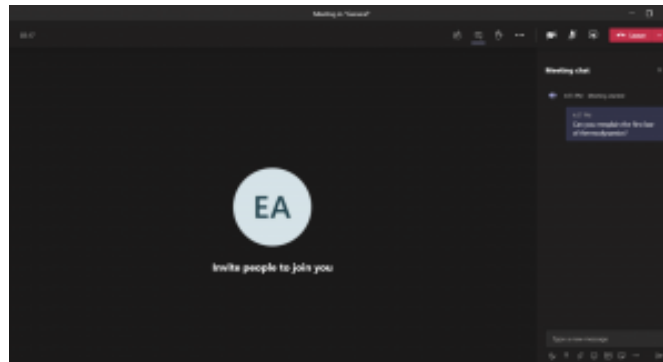
For more information, refer to: [Webcam & Microphone](#)

Based on Microsoft Teams update on: December 10, 2020

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- [Macbook Pro webcam off](#) © [Gordon Mei](#) is licensed under a [CC BY-NC-ND \(Attribution NonCommercial NoDerivatives\)](#) license

42. Use the Chat

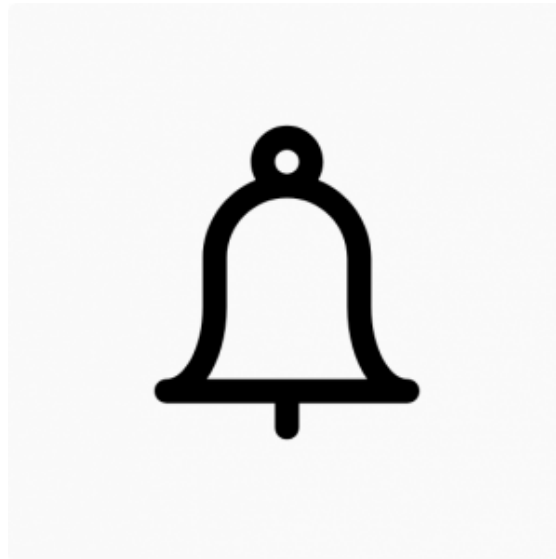


Through careful usage and monitoring of the chat during your sessions, you can enhance your students' learning experience. Below are some of the more innovative [ways we have seen instructors use the chat function](#) to their advantage:

- Having students type their questions into the chat during the lecture and responding to them when it is appropriate
- Posting links to course materials or other resources that may supplement their learning
- Addressing urgent concerns before starting the lecture
- Providing important information to students who join late

Based on Microsoft Teams update on: December 10, 2020

43. Notifications



MS Teams enables students to interact with you in a variety of ways. However, a large wave of notifications may become overwhelming. Fortunately, MS Teams offers a variety of options for receiving your notifications, including:

- Banner and Email (notification in the corner of your desktop, and an email)
- Banner (notification in the corner of your desktop)
- Only Show in feed (notifications are confined to the Activity section in Microsoft Teams)

If you need help with controlling your notifications, then be sure to check out our guide for [How to Manage Your Notifications in Microsoft Teams](#). It may be worthwhile to download the mobile Teams app to ensure you don't miss any time-sensitive messages when you are away from your computer.

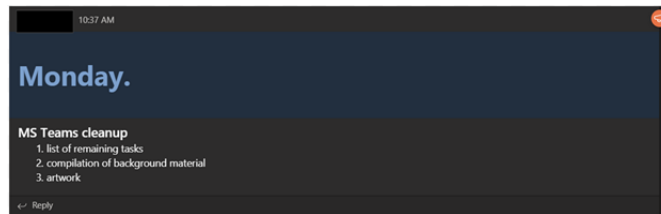
For more information, refer to: [If I Get One More Notification...](#)

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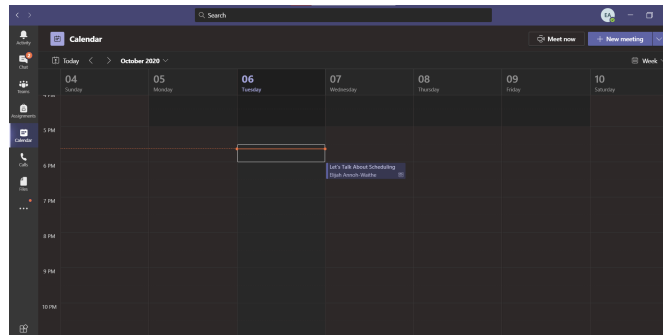
44. Announcements



When and where you post your announcements will affect whether student can view them. You should attempt to make routine announcements; preferably within a designated channel (e.g. **General**). Be mindful when sending out an announcement, students will receive a “ping” every time, so be sure to minimize the number of announcements. If you are interested in learning how to change permission settings and make announcements, we recommend checking our guide for [Making Announcements in Microsoft Teams](#).

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45. Scheduling Meetings

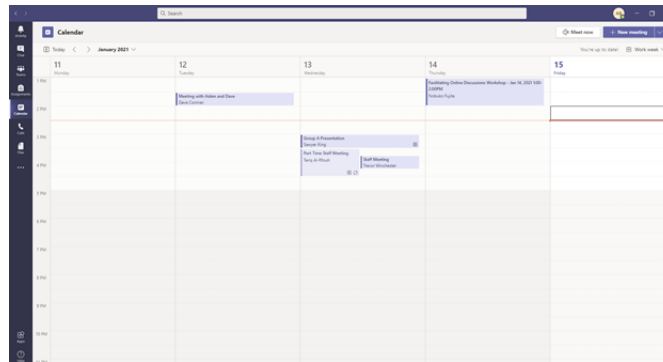


By scheduling your meeting times, you can inform students of the times for lectures and office hours by making them appear on their calendars within Microsoft Teams. To schedule a meeting, click the 'Calendar' square on the left hand menu, then click 'New Meeting' in the top left corner.

MS Teams also allows you to schedule meetings from within private chats, which can help when trying to accommodate students who are unable to attend your scheduled office hours. If this feature appeals to you, then read our guide for [How to Schedule Meetings in Microsoft Teams](#).

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46. Scheduling a Live Event



By scheduling a live event you are creating an event that can be streamed to large online audiences.

If you are looking into how to schedule a live public or private event, follow the steps in our guide for [How to Create a Live Event in Microsoft Teams](#).

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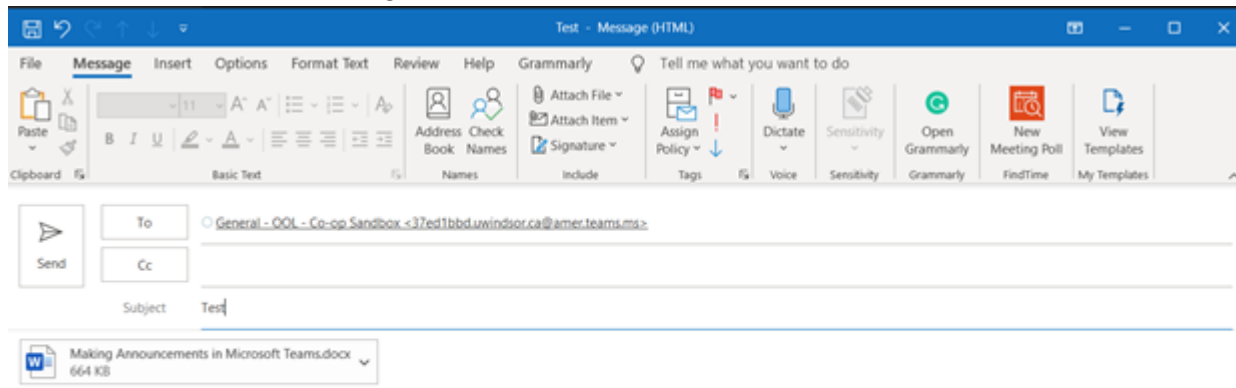
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- Picture1

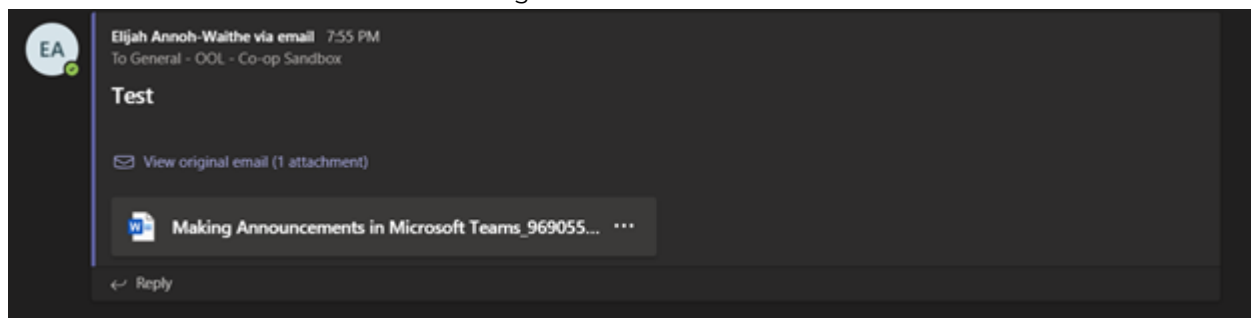
47. Emailing Channels

Another useful feature of Microsoft Teams is the ability to send emails directly to a channel. By sending emails to a channel, you can create more consistency when communicating with students and save time. To learn more about this feature, read our guide, [Sending Emails Through Microsoft Teams](#).

View from Outlook when emailing a channel:



View from within MS Teams when emailing a channel:



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48. Holding Office Hours



Office hours continue to be a vital communications tool. However, organizing individual meetings is time-consuming, and maintaining an open meeting for students to drop into is an invitation for disruptions. Fortunately, you can overcome these challenges by using **Meeting Lobbies**. By adding a lobby for office hours, you can control which students enter the meeting and their designated time slots. You can learn how to implement this feature by following our guide for [How to Implement Meeting Lobbies](#).

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49. Educating Your Students on the Benefits of MS Teams

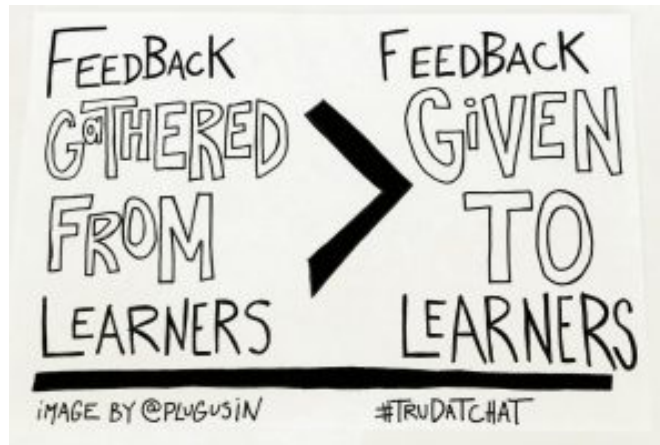
Some of your students may have difficulties adapting to Microsoft Teams and online learning. For many of them, [being asked to switch to another platform will feel like an incredible burden](#). Therefore, we recommend that you try to communicate to your students using the various ways that using MS Teams will benefit them.

For example, we recommend that you emphasize how MS Teams improves collaboration. Teams makes it easier to connect with other students and colleagues. For more information visit our short tutorial for [How to Find Other Students in Microsoft Teams](#).

For more information, refer to: [What Does Microsoft Teams Offer?](#)

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50. Gathering feedback



The process of gathering feedback is different when teaching online, as there is no easy way to gauge your students' reactions. Therefore, we recommend that you seek your students' feedback on an ongoing basis. This can be achieved informally; through questions during lectures, or formally; by using tools such as Microsoft Forms.

We recommend that you encourage students to provide feedback through Microsoft Forms as it can be anonymous and students won't see each others work.

For more information, refer to: [A New Environment](#)

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RUNNING A TEAMS MEETING

Tips For Running a Live Teams Meeting



University of Windsor

Presented by: Students in the Office of Open Learning (OOL)



1

Communication is Key

There are many communication tools that allow you to customize how you share information and interact with students:

- **Meeting tools** – crucial for managing live sessions (ex. Raise hand, chat, screen sharing, webcam)
- **MS Teams channels** – channels for specific uses such as classroom, office hours, labs, tutorials, and groupwork (ex. Capstone)



2

What Does MS Teams Offer?

Complete presentation toolkit, communication tools, file management, participant permission controls, and a gateway for add-ons



3

Handling Unexpected Issues

Planning for an outage or a software crash prevents students from panicking during unwanted interruptions. Possible solutions include:

- **Designated MS Teams channels** for students to report issues
- **Have students reply to comments with emojis** instead of posting multiple messages about the same topic



4

A New Environment

Online learning is a new experience and can be overwhelming. Below are a few tips to keep in mind as you transition from face-to-face to online teaching:

- MS Teams is growing and is often updated to improve functionality. However, this has the potential to increase complexity and change familiar layouts
- It will take time for students to adapt, but eventually they will. Everyone should try their best to remain patient as the beginning of this change is the most difficult.

51. Communication Is Key

In this chapter, we share various communication tips for you to keep in mind as you run your live teaching sessions.

Communication tools allow you to customize how you share information and interact with students such as:

- **Meeting tools** – raise-hand, chat, muting, screen sharing, ability to record meeting, breakout rooms, webcam options, and reactions
- **Different channels** – classroom lectures, office hours, labs, tutorials, and group work (ex. Capstone)
- **Message formatting** – ‘Important’ and ‘Announcement’ tags and mentioning people or channels

For more information, refer to: [Microsoft Teams Tips for Beginners](#), [Announcements](#), [Scheduling Meetings](#), [Emailing Channels](#) and [Holding office hours](#).

Reminding students to [mute microphones when not in use](#) to avoid disruptions

- Many students may be new and are not aware of this practice.
- A possible solution can be a default “microphone off” option upon joining the meeting

For more information, refer to: [Noise and distractions](#) and [Muting Your Microphone](#).

Managing notifications to receive crucial information and limit distractions

- We are receiving more notifications and messages than ever before
- Limiting your notifications during class will help keep you focused and immersed in your lecture

For more information, refer to: [If I get one more notification...](#)

[Narrating your actions to engage students](#) and maintain their attention

- This will help to keep the students' attention during pauses in lecture (e.g. while finding a file, uploading a new resource, making an announcement, etc.)

Planning your communication strategy

Here are some of the questions you can ask yourself to ensure a successful communication strategy:

- How often do I make announcements?
- Are my announcements consistent?
- Do students have multiple ways to communicate with me?

For more information, refer to: [Communicating with Students in Microsoft Teams](#).

Setting clear expectations for online etiquette

- Everyone has their own style and structure
- Posting information about what you will be doing throughout the semester will help prepare students to be successful in your class

[Repeating important information](#)

- Students may have difficulty keeping their focus for long periods in front of their screens
- Repeating information helps students adjust to the online setting

Allowing students to ask questions comfortably

- Students may prefer using one method more than others (e.g. typing their questions rather than using a mic)
-

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52. What Does Microsoft Teams Offer?

Highlights include:

- Screensharing for lecture notes and presentations with included audio when multimedia is shared
- Virtual backgrounds to look professional and maintain privacy.
- File management with SharePoint is essential for the course organization
- Navigating between teams, channels, and tabs will allow for a seamless teaching experience

More tips are mentioned in the previous parts of this e-book.

Increased flexibility vs. Increased complexity

- MS Teams provides a skeleton for your course and gives you many options to customize it
- This allows you to structure the course around your teaching style, however, it is up to you to design and create it
- Spend some time exploring MS Teams to decide if this approach is right for you

As the meeting organizer, you can:

- Assign proper roles to decide what each participant can do during meetings—for example, presenter or attendee
- Add external guests to meetings with reduced privileges
- Incorporate different types of resources to include videos, articles and simulations

For more information, refer to: [Owner Privileges](#).

Easy integration of tools that enhance the learning experience, such as:

- Microsoft suite (Word, PowerPoint, Excel, SharePoint, etc.)
 - Promotes collaboration

- Microsoft Teams add-ons
 - Provide additional functions, such as surveys, quizzes, etc.
- Open Educational Resources (OERs)
 - Provide additional learning resources

For more information, refer to: [Interacting with Files, Add Outside Apps To Teams Menus](#)

Microsoft Teams is growing in functionality and complexity. Staying up to date with new features and familiarizing yourself with it will allow for effective facilitation and a smooth experience.

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53. Handling Unexpected Issues

In this chapter, we share various common issues that may occur and how to avoid or minimize the possibility they will happen to you.

Turn off your camera when it is not crucial for presenting your lecture

- Improves the quality of audio and visual components for participants
- Students may become distracted resulting in lack of focus on presentation being shared

For more information, refer to: [Cameras, Yes or No?](#)

Minimizing the number of programs in the background

- This will direct the availability of computer performance towards the important tasks (e.g. avoid having multiple programs or tabs open simultaneously).
-

Using Ethernet

- Ethernet is a wired internet connection that allows for higher internet speeds and increased reliability
- This may reduce the chances of connection interruptions and avoid situations where you need to re-explain concepts that students were unable to hear/see during a lag

For more information, refer to: [Internet Speeds.](#)

Recording lectures

- Creates flexibility for students
- Allows students to revisit and enhance their understanding of course material

For more information, refer to: [Recording Lectures](#).

Developing a known procedure to manage unexpected issues (ex. Internet & power outages, etc.)

For example:

- Add a section in the syllabus addressing procedure if MS Teams crashes in the middle of a lecture
- Designate a specific Microsoft Teams channel for reporting errors/issues
- Assign an open link for Blackboard Collaborate or Zoom to deliver your lecture

For more information, refer to: [Inform your students of how you intend to use each platform](#).

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54. A New Environment

[Transitioning to online learning can be overwhelming](#). In this chapter, we offer some general tips related to working in this new online environment.

Updates are frequent

- Microsoft Teams is a dynamic application that is frequently updated
 - Be prepared for changes in appearance and functionality
-

Asking around for ideas and feedback

- Your students have different perspectives and may give you new ideas
- Consider creating a custom feedback form to allow students to provide quantitative information about the various systems put in place
- See what other faculty members are doing for similar courses

For more information, refer to: [Gathering Feedback](#)

Developing a style that works for YOU

- There may be some programs or methods you prefer and others that may not work for you
- Experiment with different options and see what works best

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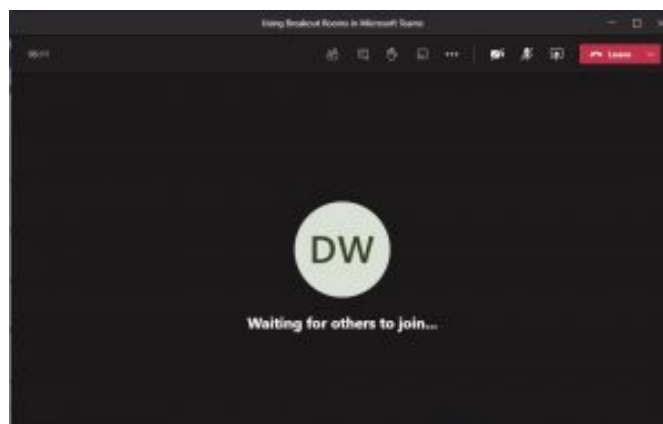
55. Using Breakout Rooms in Teams

Breakout rooms are a feature of video calling and conferencing programs that allow members to separate from the full group into smaller groups, for a variety of purposes, including confidential discussion, division into task teams, or to participate in collaborative activities.

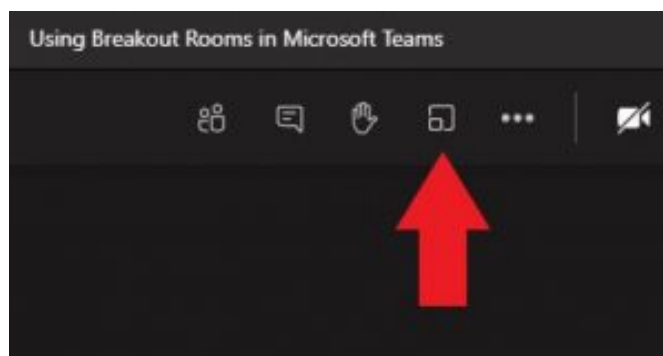
Microsoft Teams is now able to implement Breakout rooms into a teams call. An important thing to keep in mind is that **only the organizer of the meeting is able to create Breakout rooms**.

Below is a step by step guide on how to set up Breakout rooms within a Teams Meeting.

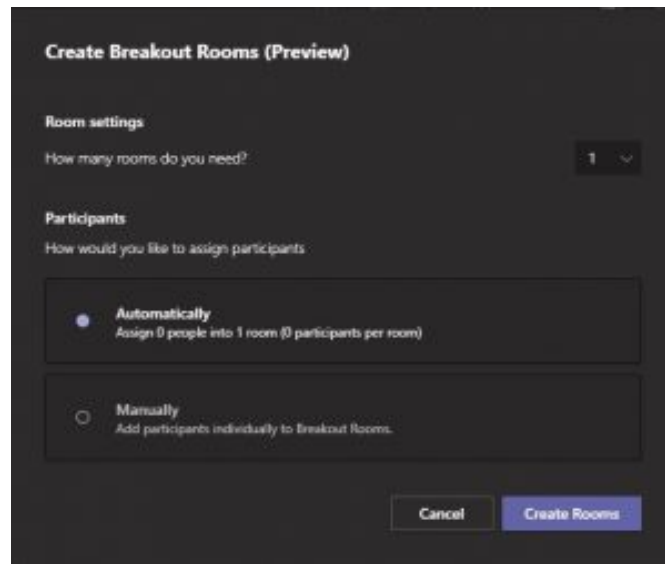
Begin by navigating to your Microsoft Teams meeting.



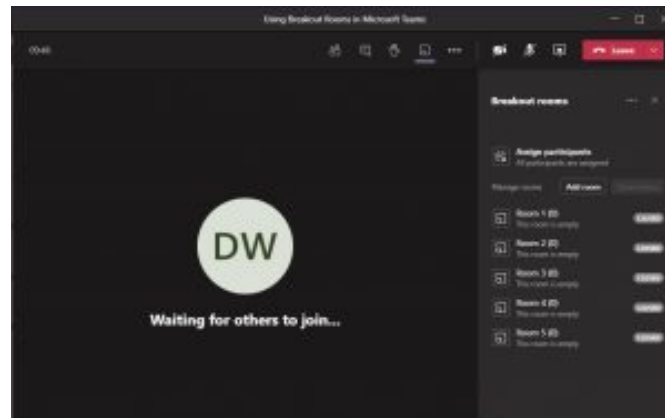
Click on the "Breakout rooms" icon within the Teams hot bar. If your Teams window is minimized or you are presenting, you may need to enlarge the Teams window to view the icon.



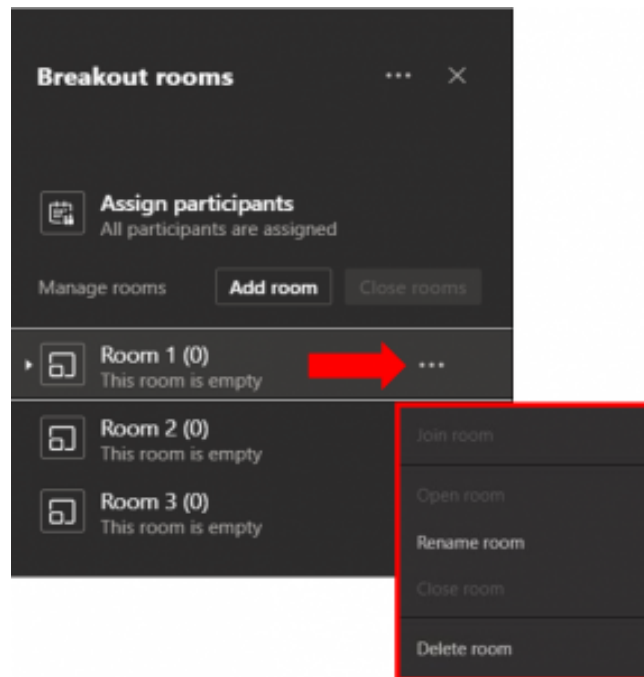
From there you will see the "Create Breakout Rooms" window. This is where you can select the options for the Breakout rooms, such as how many rooms you would like, and whether you would like participants to be assigned automatically or manually. If assigning automatically, take note that the participants will be distributed evenly and randomly throughout the rooms. Also, be aware that Microsoft Teams is able to support a **maximum of 50** Breakout rooms. When satisfied, click "Create Rooms".



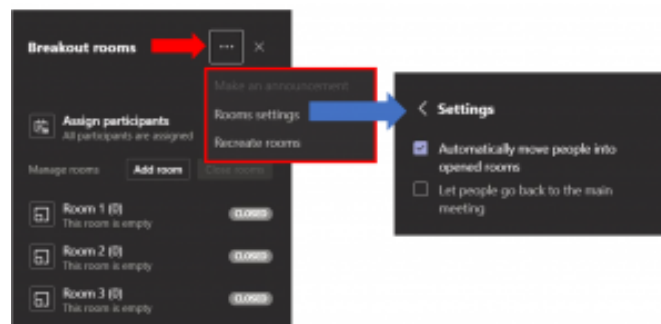
After the rooms are created, you will notice a “Breakout rooms” panel at the right side of the screen, which can be hidden and shown by clicking on the Breakout rooms icon in the hot bar. The panel will show the room names as well as the number of participants within the rooms.



If you would like to view more options pertaining to a specific room, hover over the room name within the Breakout rooms panel, and click on the ellipsis. A drop-down menu will appear with options to join, open, close, rename, or delete the room.



Settings for the entire set of Breakout rooms can be accessed by clicking on ellipsis at the top of the Breakout rooms panel. From here you can also make announcements and recreate the rooms. The settings for the entire set of Breakout rooms include automatically directing participants into “open” rooms and allowing participants to return to the main room.



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- BreakoutRoom1

- BreakoutRoom2
- BreakoutRoom3
- BreakoutRoom4

PART IX

RUNNING A LIVE EVENT

56. How to Run a Live Event

If you have scheduled a live event you may enter it and begin streaming to your viewers. If you are looking into how to run a live event, you can follow the steps we have provided in our guide below:

[How to run a Live Event in Microsoft Teams.](#)

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57. Differences Between a Live Event and a Meeting

There are many differences between a Meeting and a Live Event in Microsoft Teams.

Some of the differences between the Live Event and Meetings features on Microsoft Teams include:

- A Live Event can be joined by up to 20,000 people, far greater than the hundreds allowed in an interactive teams meeting.
- The chat and the attendees mic is disabled in the Live Event.
- A Live Event has more roles than a meeting. A meeting has a limited number of roles which include Organizer, Presenter and Attendee. Conversely, a Live Event has the following roles:
 - **Organizers**– Responsible for the scheduling of the event and assign the permission requirements are made. (public v.s. private)
 - **Producers**– Act as hosts of the live event, can control what the attendee sees displayed.
 - **Presenters**– Responsible for presenting the audio or video, as well as moderating the question and answer section.
 - **Attendees**– The viewers, do not have any responsibilities other than watching.
- Some situations where a Live Event can be used include webinars, town halls, and a product launch.
- Some situations where a Meeting can be used include company meeting, school class, and a meeting with a potential customer.

In conclusion, both tools are very valuable but serve their own distinct roles. We hope this helps you determine which tool will be of best use for you.

PART X

CONCLUDING REMARKS

Congratulations on reaching the end of Teaching with MTeams. We hope that you now have a well-rounded understanding of MS Teams as a teaching tool and that this experience has helped you on your path to teaching online. Feel free to come back anytime!

The creation of this book was a collaborative effort between Anas Al-Chalabi, Bailey Csabai, Chris Nardone, Devin Wacheski, Elijah Annoh-Waithe, Jykee Pavo, Laura Small, Lawrence Villacorte, Lorenzo Pernasilici, Marianne Kantati, Mikayla Bornais, Mitchel Macmillan, Mohamed Eldabagh, Nafeesa Sohail, Norman Ha, Tariq Al-Rfouh and Dave Cormier from the Office of Open Learning at the University of Windsor. Editing of this book was completed by four co-op students from the Office of Open Learning: Kristen Swiatoschik, Patrick Carnevale, Rana Kilani and Steven Shilmoon.