

Guide B - A Basic Guide to Using Microsoft (MS) Teams to Deliver Online Lectures

Prerequisites and requirements

This guide assumes that you have already created a team/group. If you are not sure how to do this, just follow the 8 steps in **Guide A**. The PC you are using will need to have a microphone or, ideally you can use a headset with a microphone (the sound quality for the students seems to be much better when you use a headset). A webcam is useful but not necessary.

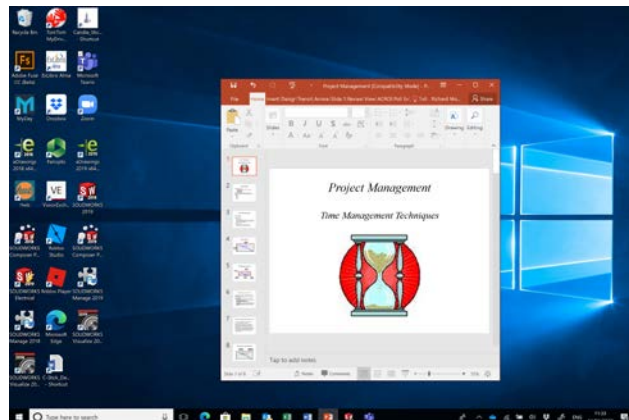
Introduction

MS Teams has lots of useful features. However, this guide just covers the basic steps required to use MS Teams to take students through a PowerPoint presentation on-line.

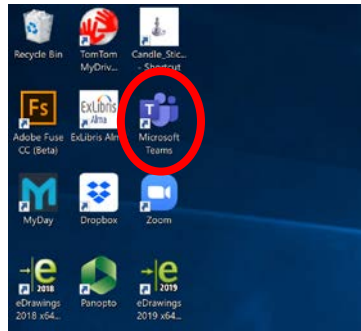
1. Get a message to students in advance (through email or Moodle perhaps) to let them know when you are intending to deliver an online lecture. This way, they should be able to get themselves in front of a pc ready for the beginning of the lecture.

Handy tip... When contacting the students, it's worth asking them to mute their microphones as soon as they join the meeting as multiple active microphones often causes undesirable noise and audio feedback. You can ask the students to un-mute one by one, if you want to have an interaction with them during the lecture.

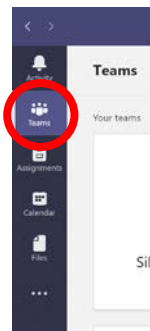
1. When you are ready to begin the lecture, open the PowerPoint file which you wish to present and then minimise it. In this guide, a PowerPoint on Project Management will be used as an example.



2. If it's not open already, start the **MS Teams** software. It should be on your 'desktop' or you can find it in your 'start menu' under 'programs'.

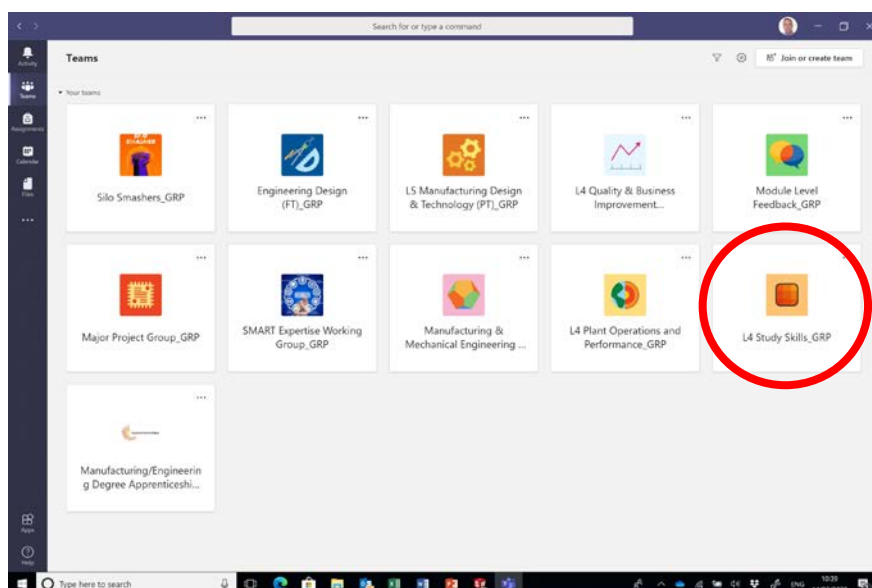


3. Once **MS Teams** opens, select the **Teams** button on the left-hand side of the screen.

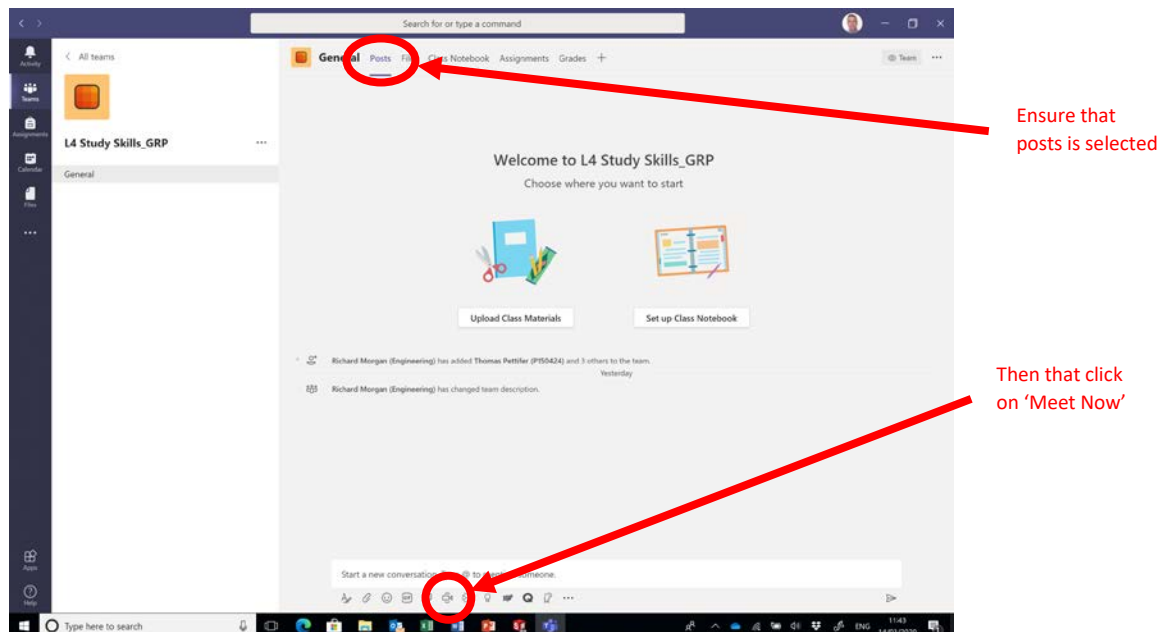


4. This will take you to an overview page which has tiles. You should see a square tile for each of the separate teams which you've previously created. The number of tiles you see will depend on the number of teams you've set up, therefore, you may just see one or two Team tiles in your display. If you don't see any Team tiles, you'll need to go back to **Guide A** to set one up.

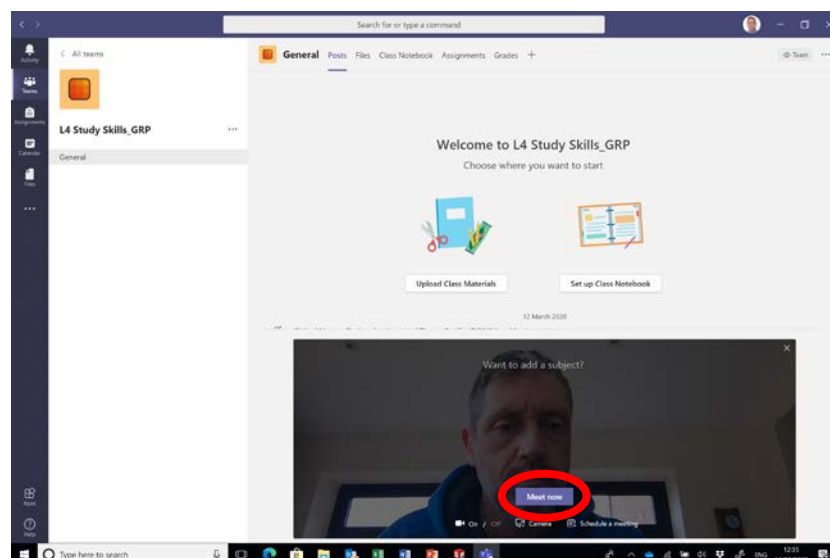
In the previous guide, we created a Team and titled it **"L4 Study Skills"** so we will use this one in this example. Select the Team tile which you created by clicking on the tile.



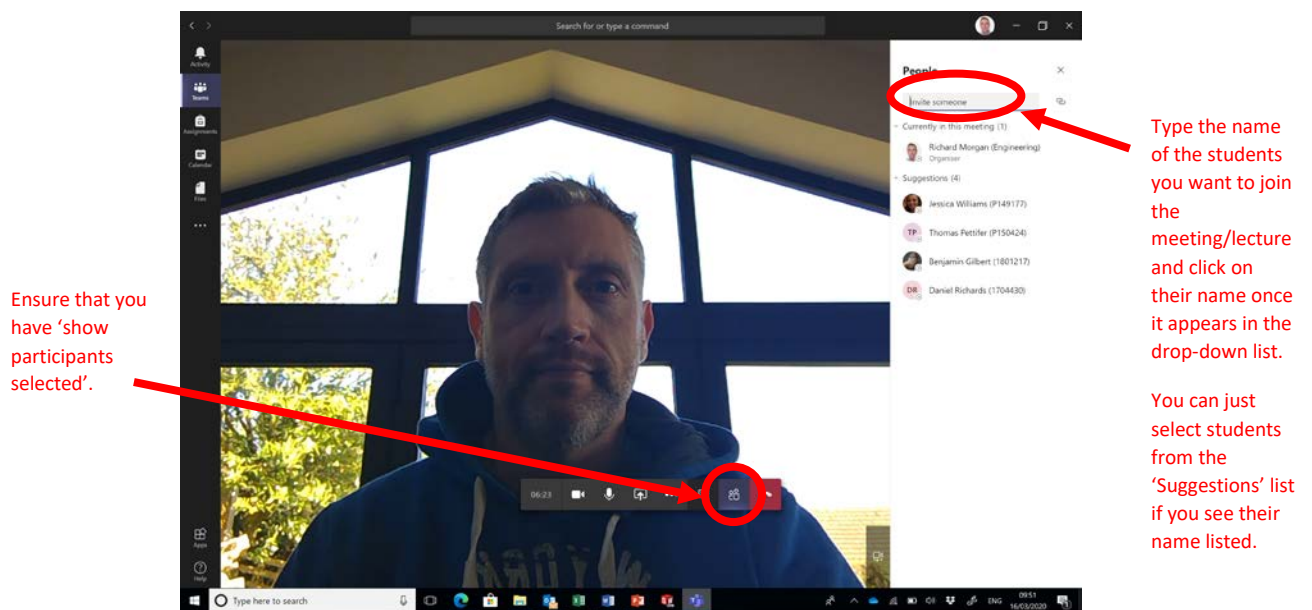
5. Ensure that you've got the **posts** option selected on the top of the screen and then select the small **meet now**  symbol at the bottom of the screen.



6. Select the **Meet now** option on the next screen.

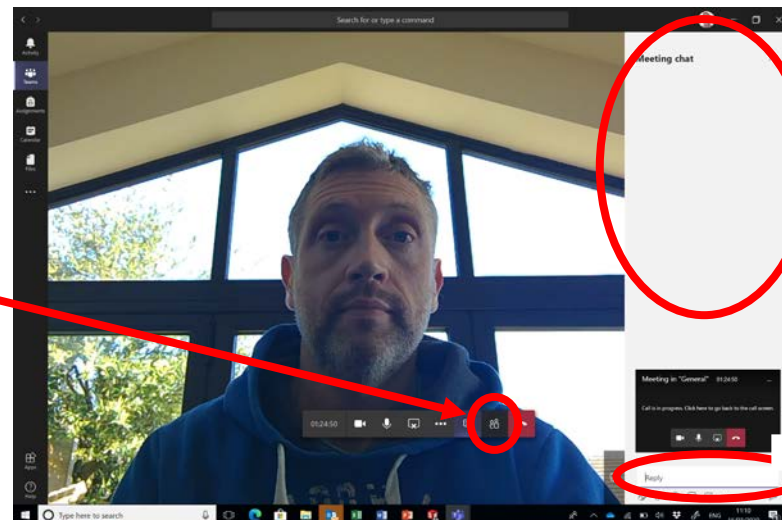


7. You are now in an active meeting. Although you may see some suggested participants, you are the only person in the meeting currently.



8. Invite students to join the meeting by first clicking the **show participants button**  then beginning to type their name into the **Invite someone** box. As you begin to type names, a drop down menu will appear for you to select the students from. Just click on the student you want to invite to the meeting. Keep doing this until you've invited all the students you would like to join. You can review the list of active participants by looking at the **"Currently in this meeting"** list.
9. Once you've invited students, their name will appear in the **"currently in meeting"** list on the right-hand side of the screen.
10. You may want to wait a few minutes for the invited participants to join. As students join, you should see either their faces (if they have an active webcam) or just their initials (if they don't have an active webcam).
11. Switch from **"show participants"** to **"show conversation"**. This allows you and the students to type in a chat window on the right-hand side of the screen. This is a good way of facilitating student participation during the presentation. You can always request that certain students un-mute their microphones if you want to have a verbal conversation with them.

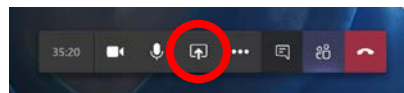
Select "show conversation" if you want to communicate with students during the meeting/lecture.



Your comments and those of your students will be shown here.

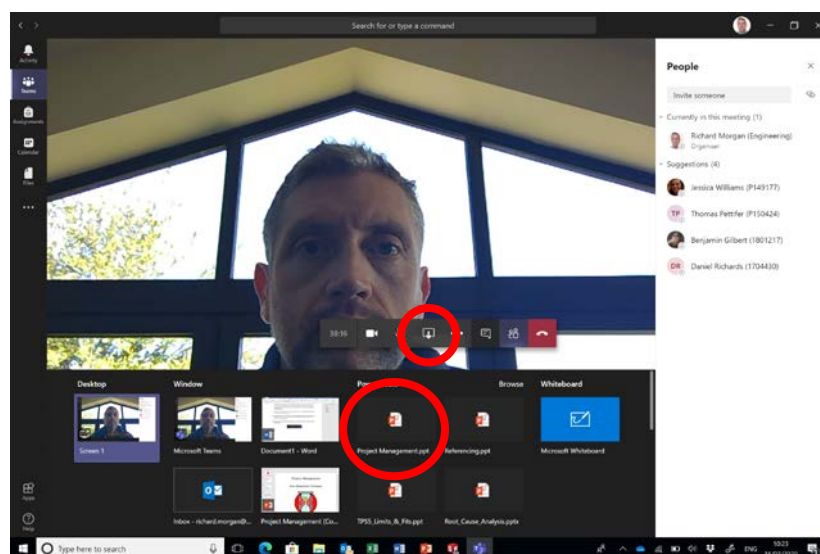
Type your question to students here and hit enter.

12. Next you will need to share your PowerPoint with the students. To do this, select the 'Share Screen' button



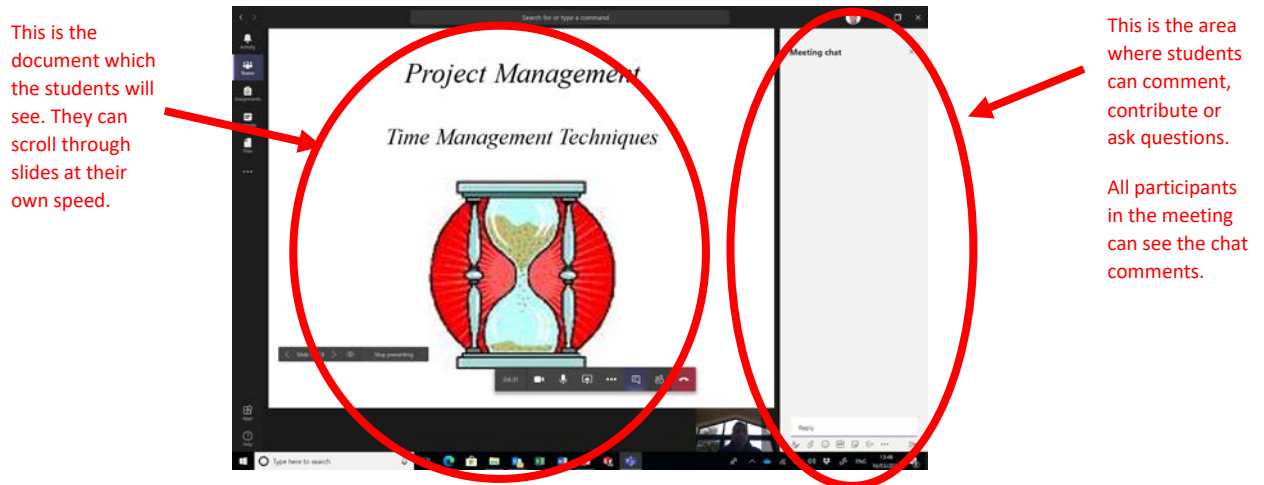
13. A list of active windows will appear at the bottom of the screen. Select the screen/application which you wish to share with the students (in this example, the PowerPoint on Project Management).

Note that, although we are using PowerPoint in this example, you can select any other screen or application which you have active at this point eg. Matlab, Solidworks, WinGeo, etc.



14. Note that the Project Management PowerPoint, which we opened and minimised earlier, is now shown in the **MS Teams**. This is the screen/application which is currently being shared with the students. To the right hand side, you can see the meeting chat which you and

students can type into. This facilitates interaction between lecturer and students during the presentation.



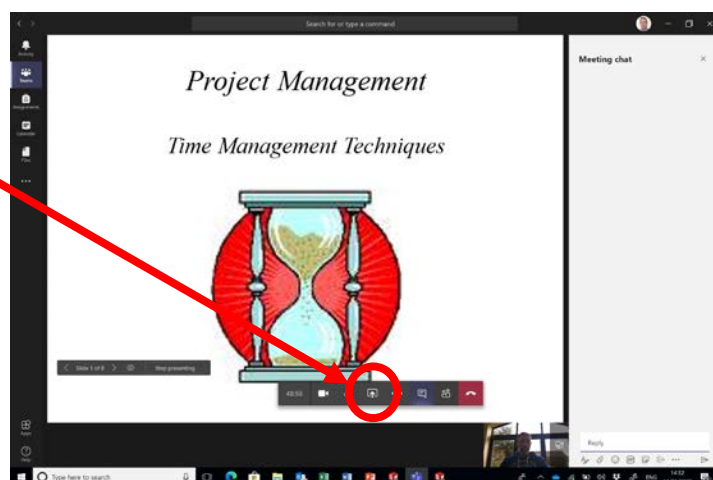
Handy tip... Remember that you are sharing this particular PowerPoint presentation. If you want to change to a different screen on your PC (an Excel doc or a different PowerPoint doc for example), you won't automatically be sharing that new screen with the students.

If you would like to finish your lecture at this point, go directly to point 20 to wrap things up and end the meeting/lecture.

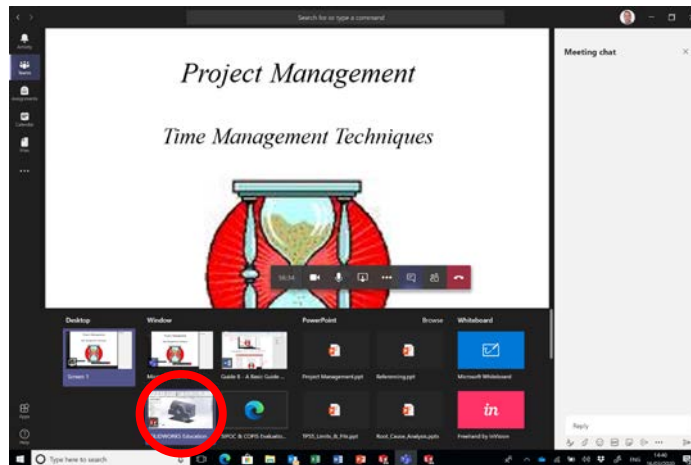
If, on the other hand, you would like to share another screen/application with students (eg. a webpage, an Excel sheet or Matlab) before ending the meeting/lecture, you'll need to complete the following steps:

15. Select **share screen** again.

Share screen.
You may need to move your mouse to make this option/control bar visible.

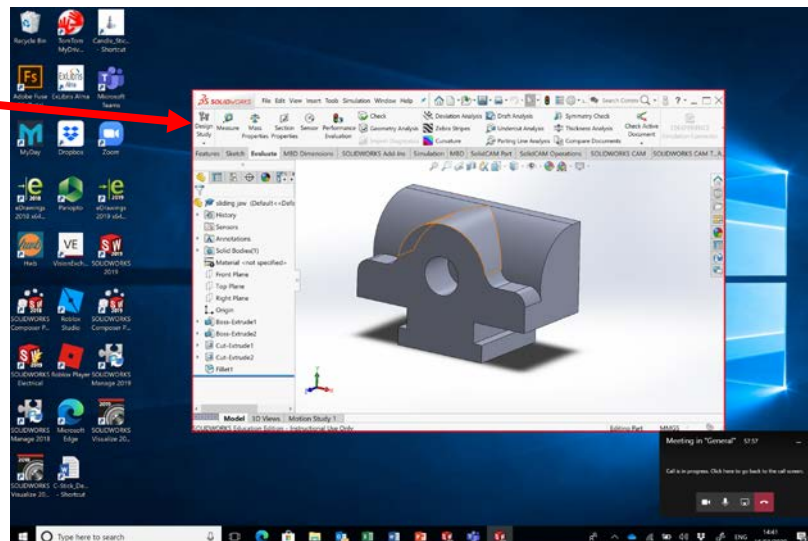


16. Choose the screen/application which you would like to share next. In this example, we are sharing a SolidWorks application.



17. Notice that the SolidWorks screen/application is highlighted with a red border. The red border is indicating that this is the screen/application which is currently being shared with the students.

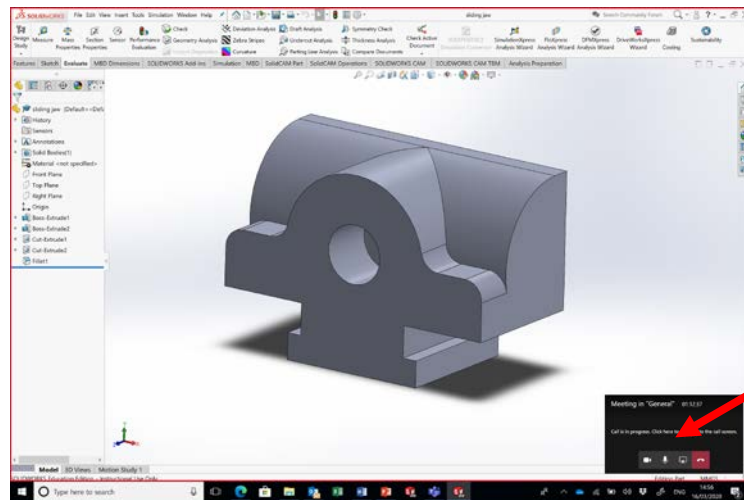
Notice the red border. This indicates that this screen is currently being shared with the other meeting participants



18. Maximise the screen and use/demonstrate the software/application as you wish. The same approach can be used to share web-sites.

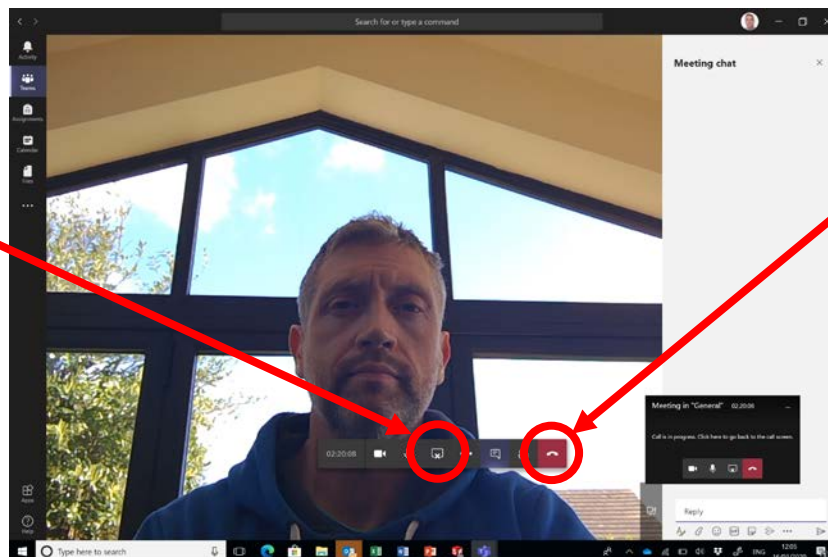
Handy tip... If you want to share a video/ YouTube clip with students, note that you should ask them to click on the relevant hyperlink themselves. If you play a video for them, you'll be sharing the visual but not the audio.

19. When you have finished your presentation/lecture, click on the black 'meeting window' to return to the main meeting screen.



Meeting window.

20. Select the 'Stop sharing' button.  You can either continue with the meeting/chat or interact students by asking them to un-mute their microphones. When you have finished, select the end meeting button. 



Stop sharing

End meeting