

Using Teams for an Online Lecture – A Student Guide

This may go without saying but, given the unprecedented current situation we are in, many organisations are likely to be relying on MS Teams like never before. UWTSD is going to be no exception to this. Consequently, if in the coming weeks, we experience freezing with video links or other problems, please bear with us.

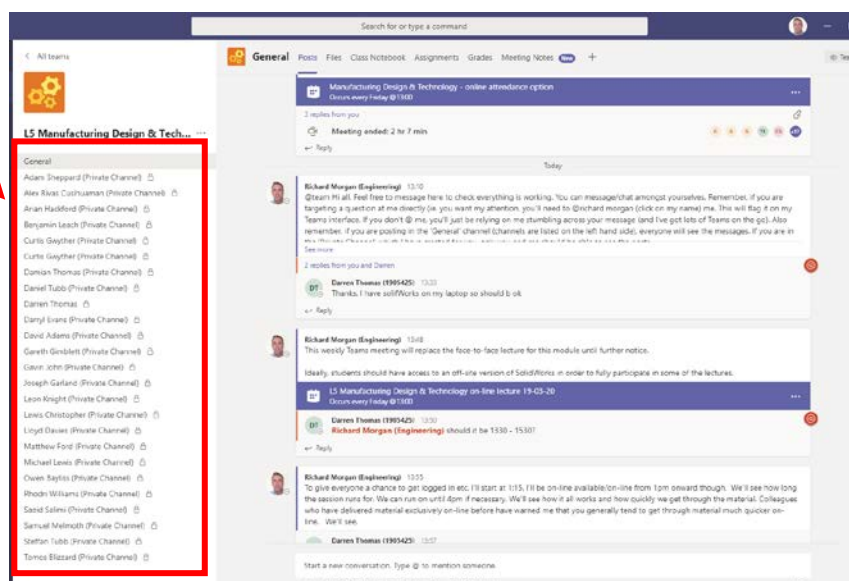
Tips for when you are using the main Teams interface.

- When looking at the Teams interface, you'll see some options at the top of the screen (**Posts, Files, Class Notebook** etc. Select **Posts** to message each other (and the lecturer).
- When posting messages/questions etc. use **@(type and select the name of the person)** to let them know that you've messaged them. If you don't tag the person you're messaging, they will not get a notification that you've messaged them and they may very well miss your message.
- You can also use the **Files** tab to upload and download files to the team.
- **Channels** are listed to the left-hand side of the screen. It's important to acknowledge which channel you have selected when posting messages. The **General** channel allows everyone to see the chat correspondence. However, if you select the '**Private Channels**' which have been set up for you, the chat should only be visible to you and the lecturer.

The channels are listed here.

Remember that any correspondence in the 'General' channel can be viewed by the whole Team/class.

Select your "Private Channel" to communicate with the lecturer only

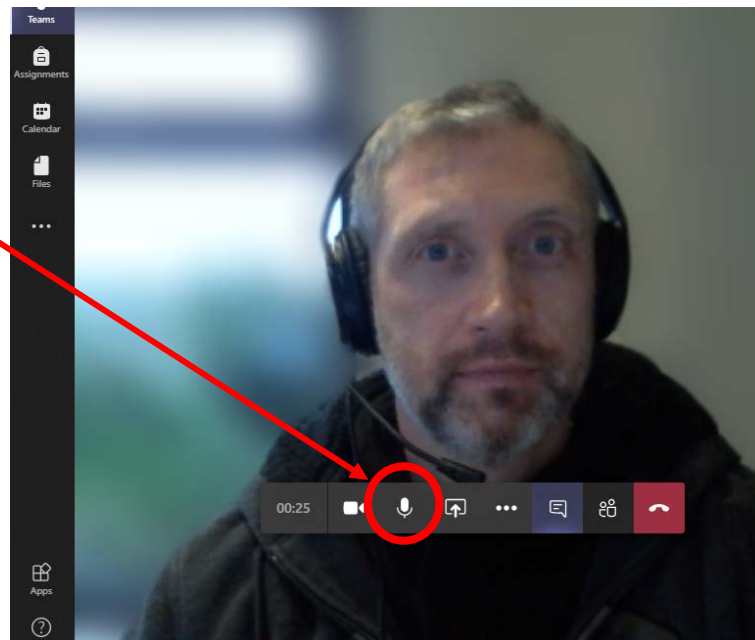


Tips for when you are in a Live Team Meeting/Lecture

- Mute your mic when you join the meeting as the cumulative background noise and feedback can become a nuisance to all participants. The mute button is on the task bar which will appear if you move your mouse pointer towards the centre of the screen.



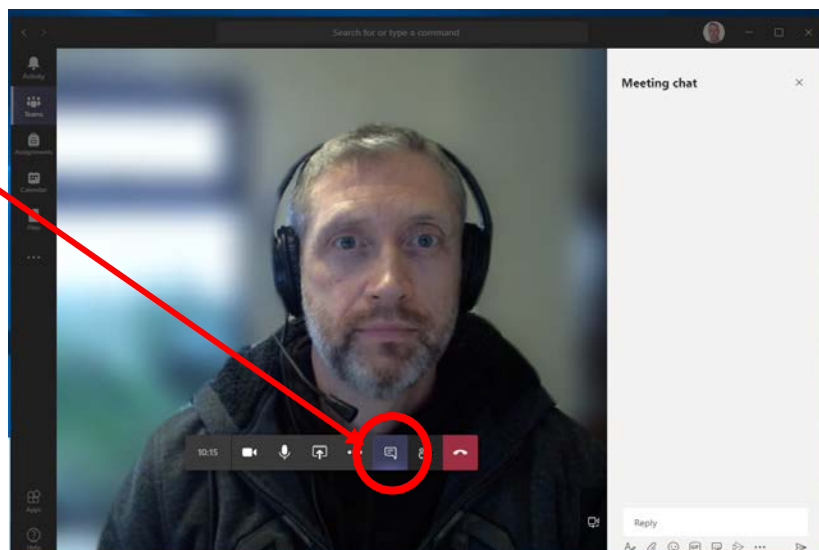
Mute Microphone



- When you join the meeting, you should select the **“Show Conversation”** button. This should bring up a chat window to the right-hand side of the screen. This chat window allows you to contribute to the class through text. We can always un-mute to have a more interactive conversation. Please note that, for reasons unknown to us, in some instances the ‘Show Conversation’ button doesn’t appear for some meeting participants. If this happens, you can try leaving the meeting and re-joining. Our Technology Enhanced Learning dept. are looking into this issue so we’ll have a proper solution shortly with a bit of luck. If you find that you are unable to get a “Join Conversation” button to appear, you’ll just have to un-mute as and when you want to contribute/ask questions.



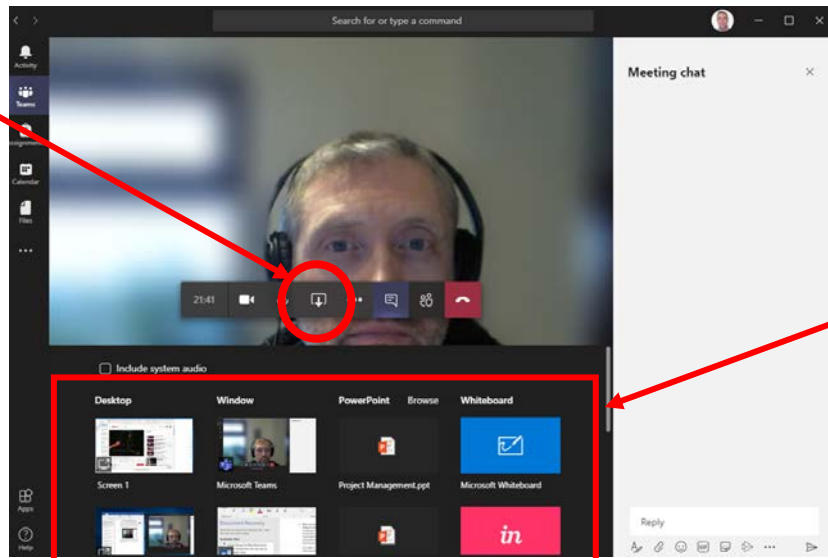
Show
Conversation



- If you need to share your screen (eg. a document you've been working on) with me and/or the rest of the class, first open the document and then, within the Teams interface, select the "Share" button. Once share is selected, you'll see all the screens which you have open at the bottom of the Teams window. Just select the one which you want to share.



First select
Share (your
screen)



Then select
one of the
open/active
screen - which
you wish to
share with the
class.

- Once you have finished presenting your work, select "Stop Sharing". This will return the screen to the lecturer.

Stop Sharing

