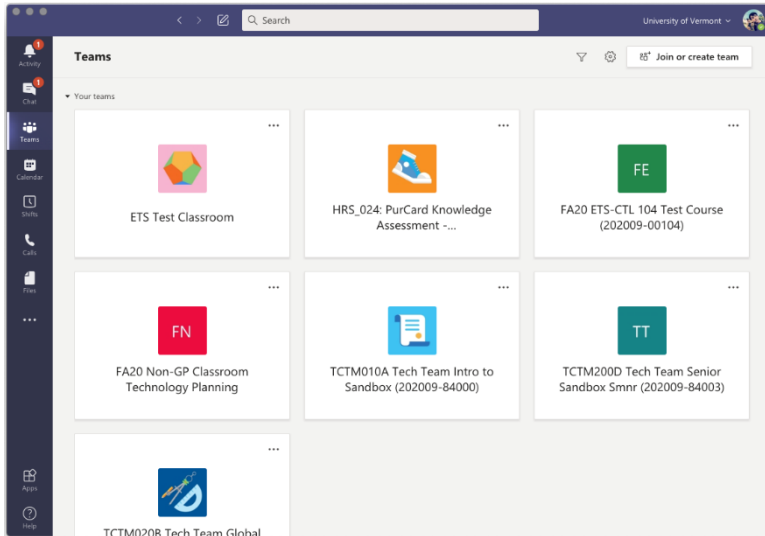


Microsoft Teams – Setting up your Class Team



As an instructor, when you

launch Teams on or after August 12, 2020, you will discover that you are an owner of class teams that correspond with the courses you're teaching this Fall.

Don't panic, students will not be able to see or interact with the course until it has been activated by an instructor!

Students enrolled in your course through Banner have also been added to the class team automatically, and the class roster will update your class team membership based on the feed from Blackboard which will run at least once every 24 hours, but will likely happen more frequently.

Student membership can also be managed manually – for example, adding or removing a student from the class team – but keep in mind that if you do add or remove a person from the Team, that person will need to be managed manually from then on in that course. (This is because the system is avoiding undoing something you set up intentionally.)

Do not Delete your class teams!

Do not delete your class teams! If you choose not use use your class team, you can use the "[hide your class team](#)" toggle below to hide unused teams so they do not appear in your team list.

When to activate your teams?

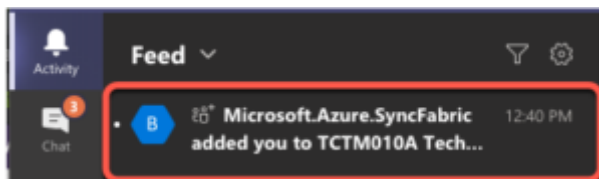
We suggest waiting until you're ready to respond to student inquiries before activating the class team. Unlike Blackboard, once the team has been activated there isn't a way to deactivate it – so please plan accordingly.

Getting Started

The suggestions outlined in this portion of the guide are flexible. It is more important that you organize your course content in a way that suits your course than to strictly follow these guidelines.

Your Class Teams

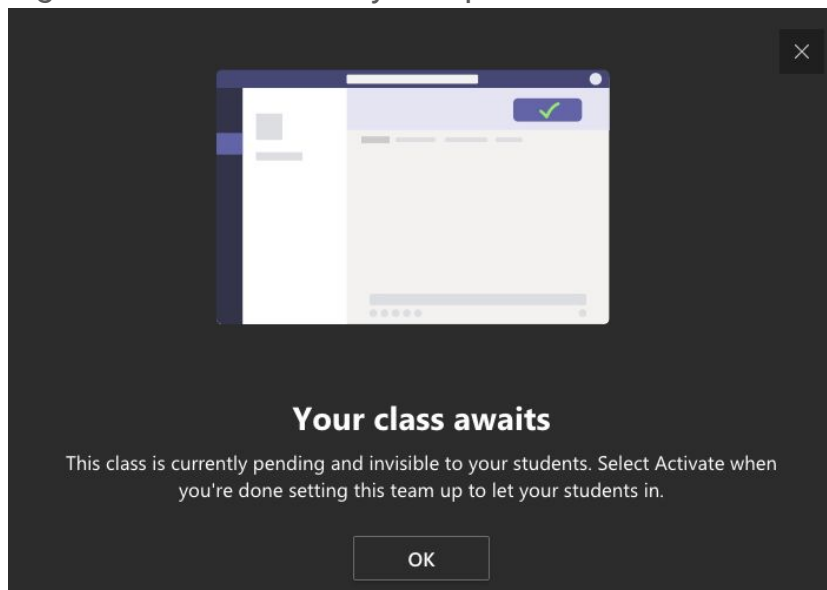
1. Your class teams will appear on August 12th. When a team is created for one of your courses you'll receive a notification in your Teams activity feed that looks like this:



2. To see all of your teams, select **Teams** from the sidebar.

3. When you open a class team for the first time you'll be reminded that the team is currently hidden from students. This will give you time to configure and

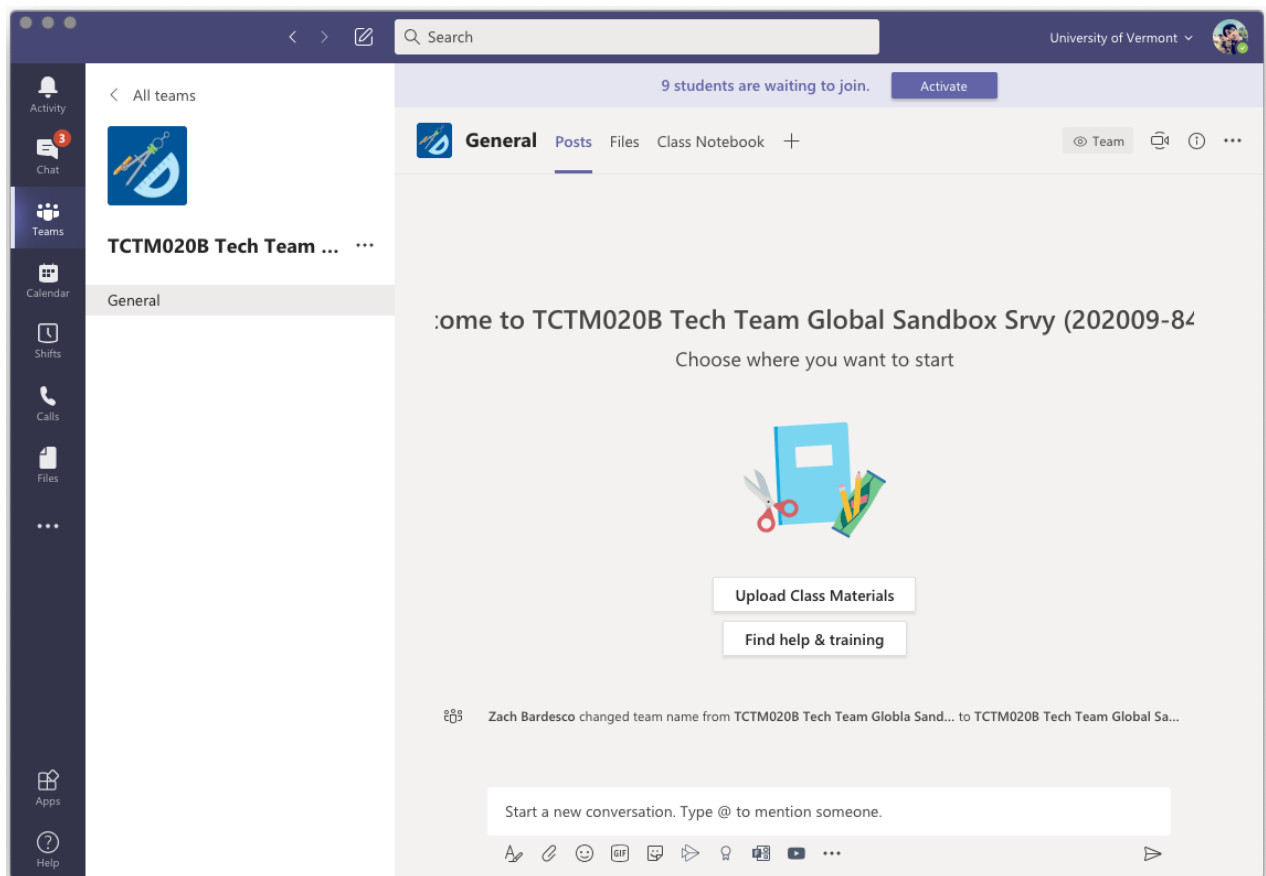
organize the team to fit your specific needs.



Do not activate your course until you are ready for students to see it. There is no way to deactivate a course.

4. The default class team consists of the following items:
 - o **General Channel** – This is where you can start conversations, post content, or make announcements to your students. All teams come with a general channel, but you can also create channels to give your class additional structure.
 - o **Posts tab** – This is where you can start conversations, post content, or make announcements to your class. Be mindful of using posts to share content with your students – it is important to be consistent with your use of Blackboard and Teams throughout the semester (so students can easily refer back to materials in a consistent location).
 - o **Files tab** – The files tab is where you can upload documents and other content to share with your students. Class teams come with a “Course Materials” folder that is built into the Files tab – this folder allows you to share files with read-only access for students.
 - o **Class Notebook tab** – Every class team comes with its own OneNote class notebook. This will allow you to take notes in the classroom using the recently installed Wacom One pen displays with the added ability of letting your

students access to the notes later.



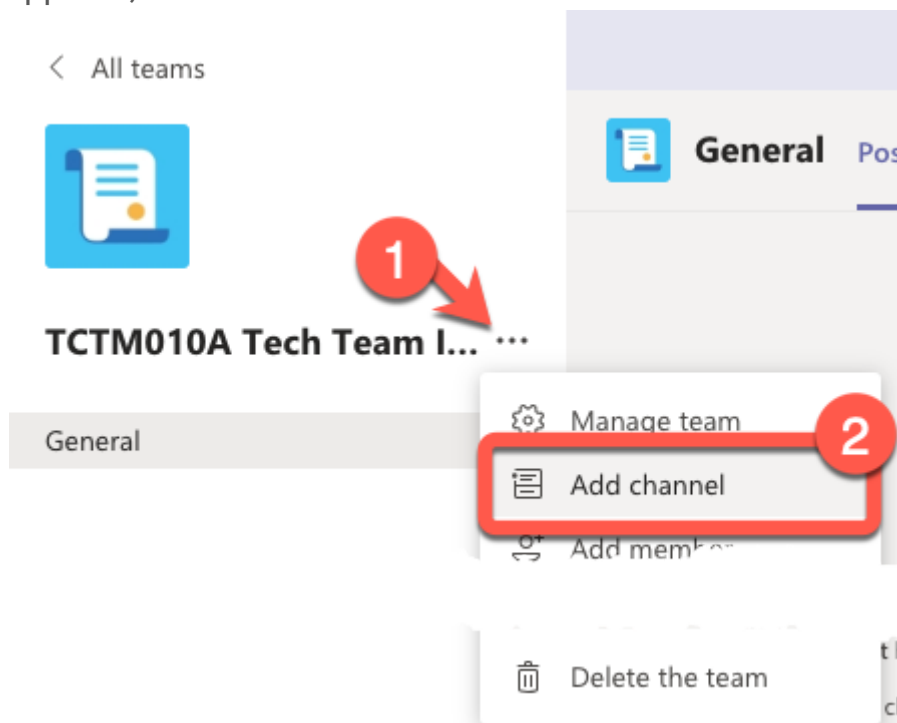
Structure your course with Channels

There are many ways to organize and arrange content in your class team. One such method is to use **Channels** to add structure to your course. The use of channel is quite flexible and can be adapted to fit your desired use case. You can also stick with the default General channel and avoid using additional channels all together – it’s really what you feel will work best for how your course is organized.

In this example scenario, our 16 week academic semester will consist of 4 exams including the final. For the sake of simplicity, we’ll be using channels to divide our course content into 4 different sections, one for each exam. Dividing the content up this way can make it easier for students to find materials relevant to the current topic.

As you’ll see later in this guide – channels are used to invite your class to online meetings for lecture. When you invite a channel to a meeting and record it, the recording for that meeting will be available within that particular channel’s Posts tab – amazing!

1. From your class team, click the **More Options** menu. From the list that appears, select **Add Channel**.



2. Enter a name, provide a description if necessary, keep the privacy settings as standard, and make sure the "Automatically show this channel in everyone's channel list" is checked. Click **Add** to create the channel.

Create a channel for "TCTM010A Tech Team Intro to Sandbox (202009-84000)" team

Channel name

Unit 1 - Exam1

Description (optional)

Content up to and including Exam 1

Privacy

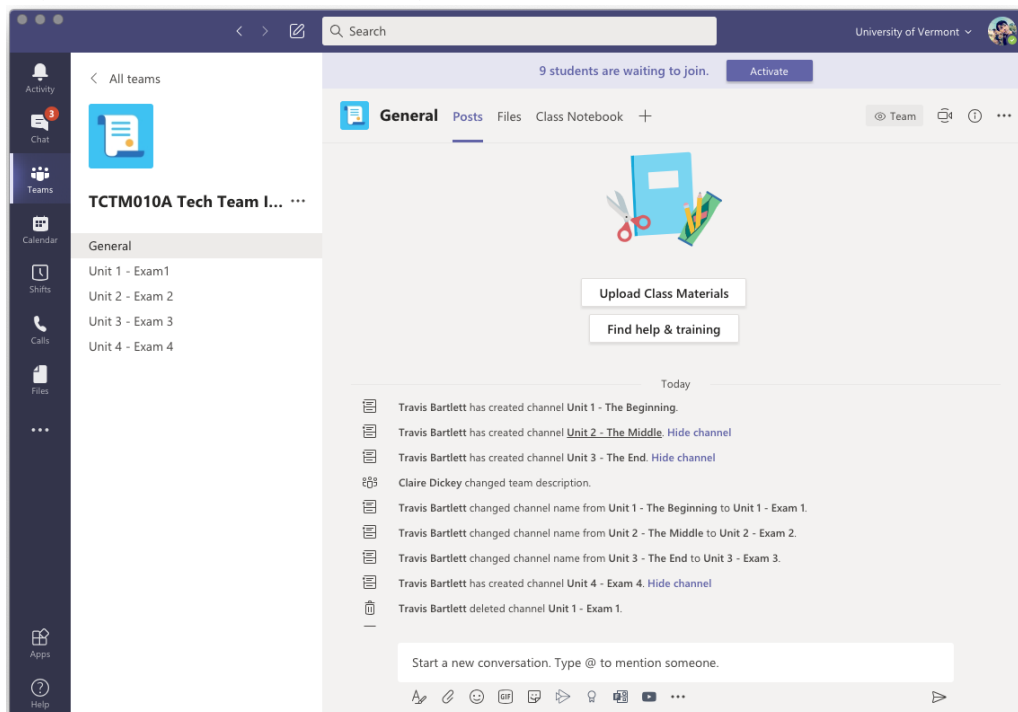
Standard - Accessible to everyone on the team

Automatically show this channel in everyone's channel list

Cancel

Add

- o Repeat this process for all channels you wish to create. We recommend that you keep it simple – too many channels may make things overly complicated.
- 3. We now have our General channel which can be used for announcements and sharing class materials, as well as the four additional channels we created to organize our content throughout the semester.



- 4. At this point you can select a channel and upload content to it, or keep it as is for now and add as you go. Channels will also be used to scheduling online meetings for lecture in the [Activation and Scheduling Lectures](#) portion of this guide.

Class OneNote Notebook

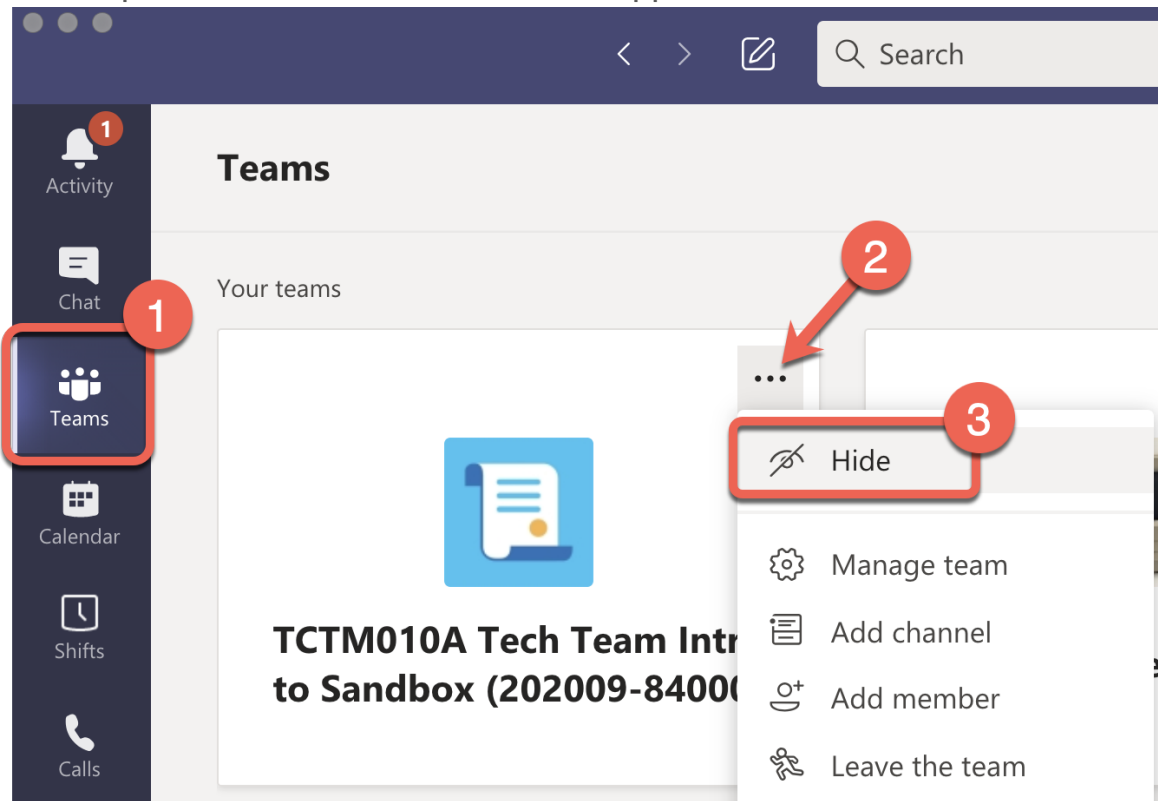
This is a topic we'd like to cover more thoroughly. The CTL and ETS are working to bring a guide for OneNote to life soon.

Hide a class team

If you do not plan on using your auto-generated class team, **please do not delete it**, instead hide it from your teams list using the steps below:

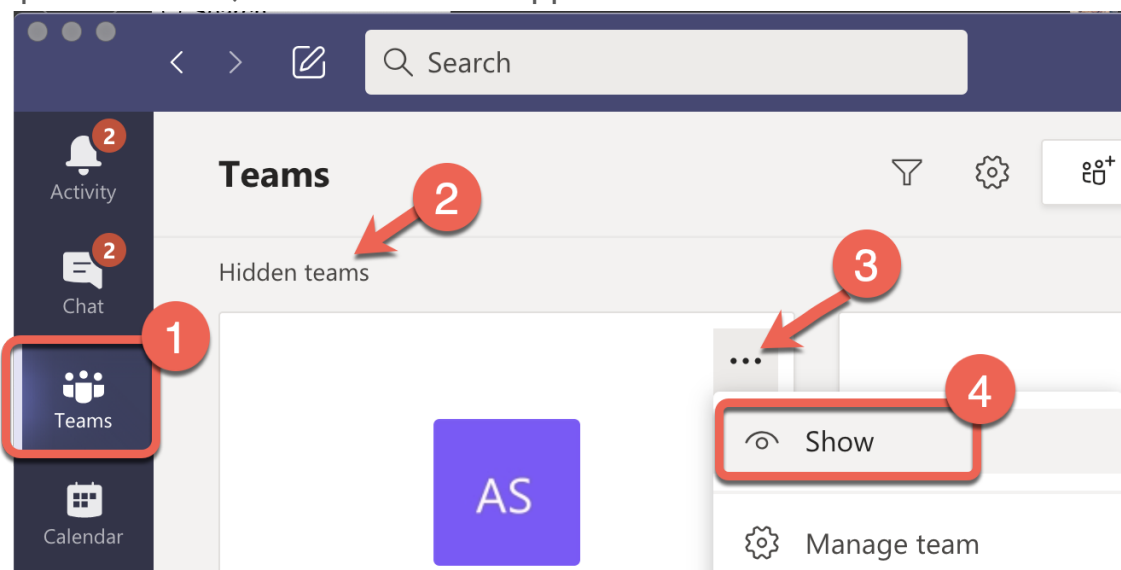
Hide a Team

1. Select Teams from the left sidebar, locate the team you'd like to hide, click "More Options" menu, from the list that appears select **Hide**.



Unhide a class team

1. Select Teams from the left sidebar. Scroll down your list of teams and expand the "Hidden teams". Locate the team you'd like to unhide, click "More Options" menu, from the list that appears select **Show**.



Activating Your Class Team

This guide assume that you are ready to make the class team visible to students.

Activating your Class Team

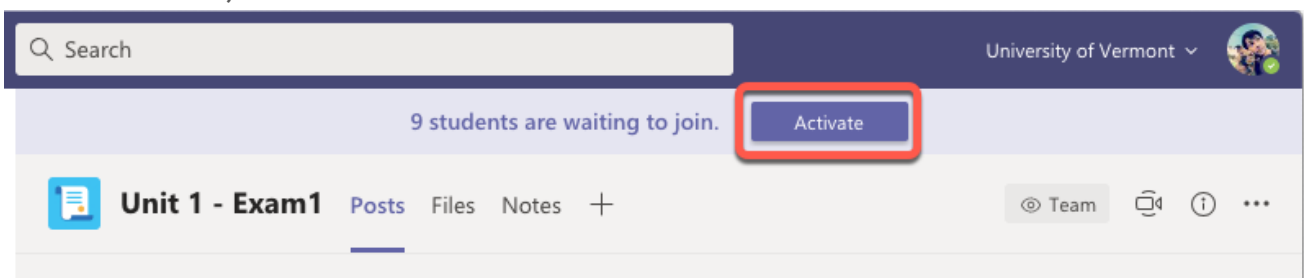
When you've finished configuring your class team and you're ready to make it visible to your students, it's time to activate the team.

Please be aware that there is currently no "deactivate" function – once the team is activated it will remain that way. **We also recommend waiting until at Monday, Aug 24th at the earliest before activating your class team.**

To activate your class team:

1. Open Microsoft Teams and select **Teams** from the sidebar.

2. Locate the class team you'd like to activate and click to open it. At the top of the class team, click the **Activate** button.



3. You'll receive a prompt asking if you're sure that you'd like to make the class team visible to students, click **Activate** to continue.

Activate team



Once this team is activated, your students will have access. This can't be undone.

Cancel

Activate

4. Repeat this process for each of your class teams.
5. After you've activated your class teams you can schedule your lectures as online meetings in the Teams calendar. See the guide below for more details.

Scheduling Lectures

This guide below assume that your class team has been activated and you're ready to begin scheduling online meetings for class lectures.

Scheduling Online Meetings for Lecture

This guide assumes that your class team has been activated. If you schedule online meetings for a class team that hasn't be activated yet, your students will receive the calendar invite but will not be able to access the team – which may be confusing to your students.

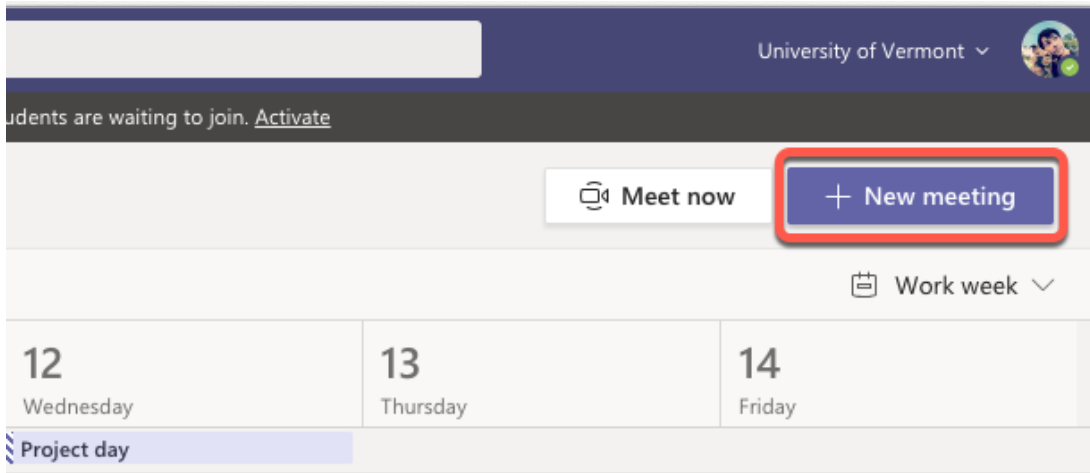
Before you schedule online meetings for your lecture it is important to know which dates you'll be scheduling meetings for.

As an example, if a course meets every Monday, Wednesday, and Friday at 10:00am, and the first day of lecture is on August 31st, 2020 and last day is December 4th, 2020 – we could use the recurring meeting option to schedule all of our meeting for the entire semester.

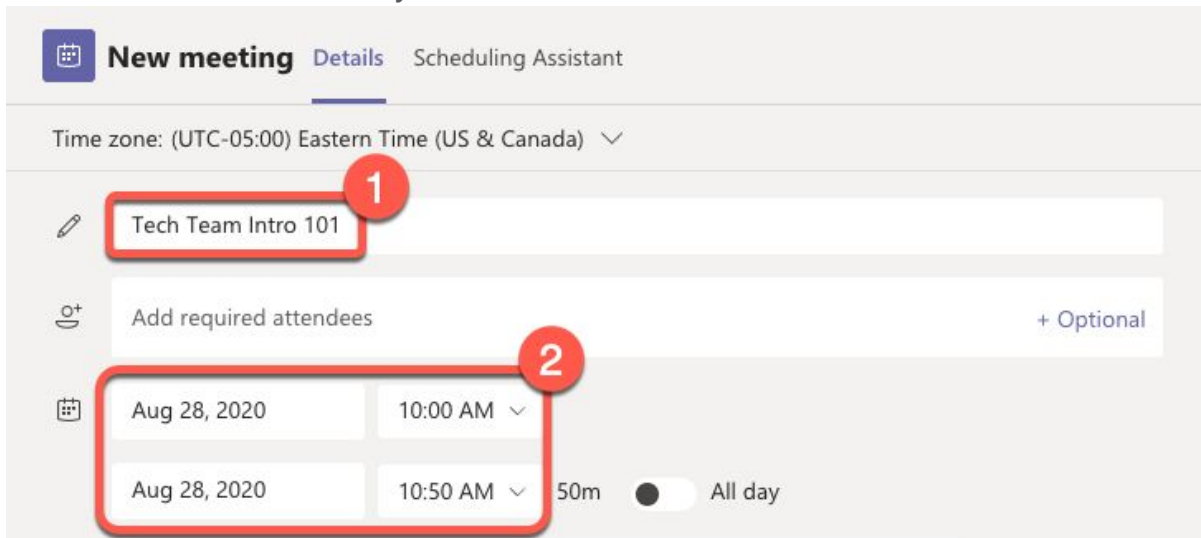
If you decided to structure your course using different channels as described in the Getting Started section above, you can simply repeat the process below for start and end dates of units, etc.

1. Open Microsoft Teams and select **Calendar** from the sidebar.

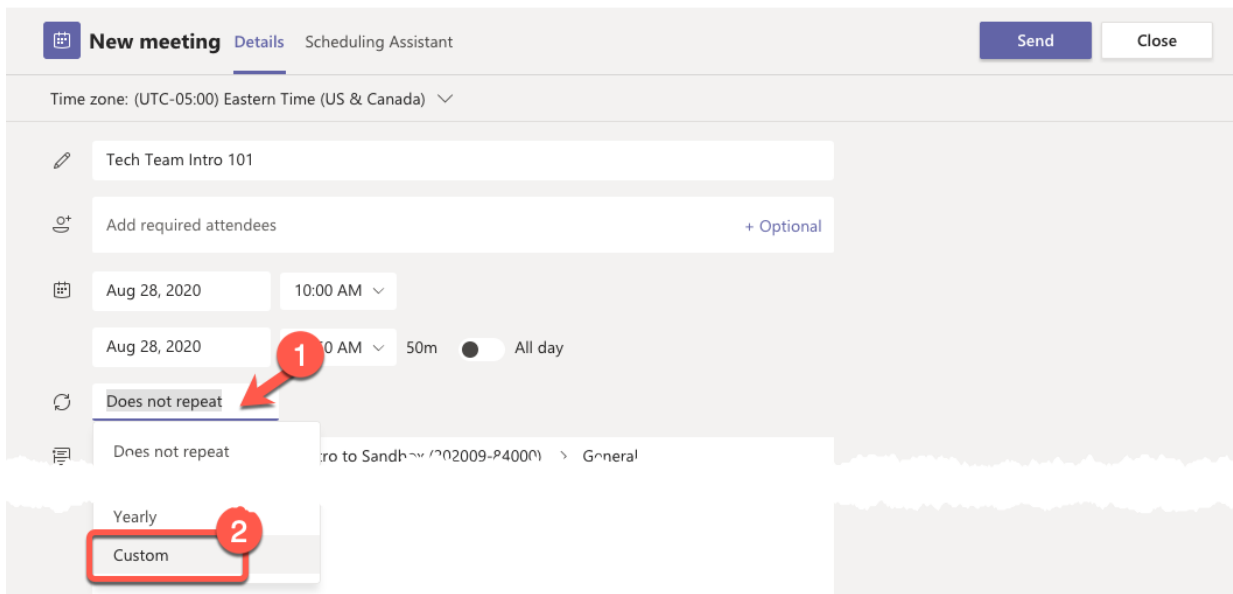
2. Click the “New meeting” button in the upper-right corner.



3. Start by giving your meeting a name that clearly associates it with your course. Select the first day of lecture, and then add the start and end time.



4. Click the recurring meeting drop-down menu, then select “Custom”.



- o Note that the start date should coincide with the first day of lecture for your course. Courses repeat weekly, and in this example our class is held on MWF. We then select an end date for our recurring meeting, which is Friday, December 4th.

Custom recurrence

Start: Aug 28, 2020 1 **First class of semester**

Repeat every: 1 Week 2

S M T W T F S 3 **Select days of week**

End: Dec 4, 2020 4 **Last class of semester**

Occurs every Monday, Wednesday and Friday starting 8/28/20 until 12/4/20

Cancel Save 5

5. Use the **Add Channel** field to browse through your list of teams to select the class team and channel that corresponds to this online meeting. In this example we'll simply add the **General** channel of our **Tech Team Intro** class team.

New meeting Details Scheduling Assistant

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

Tech Team Intro 101

Add required attendees + Optional

Aug 28, 2020

Aug 28, 2020

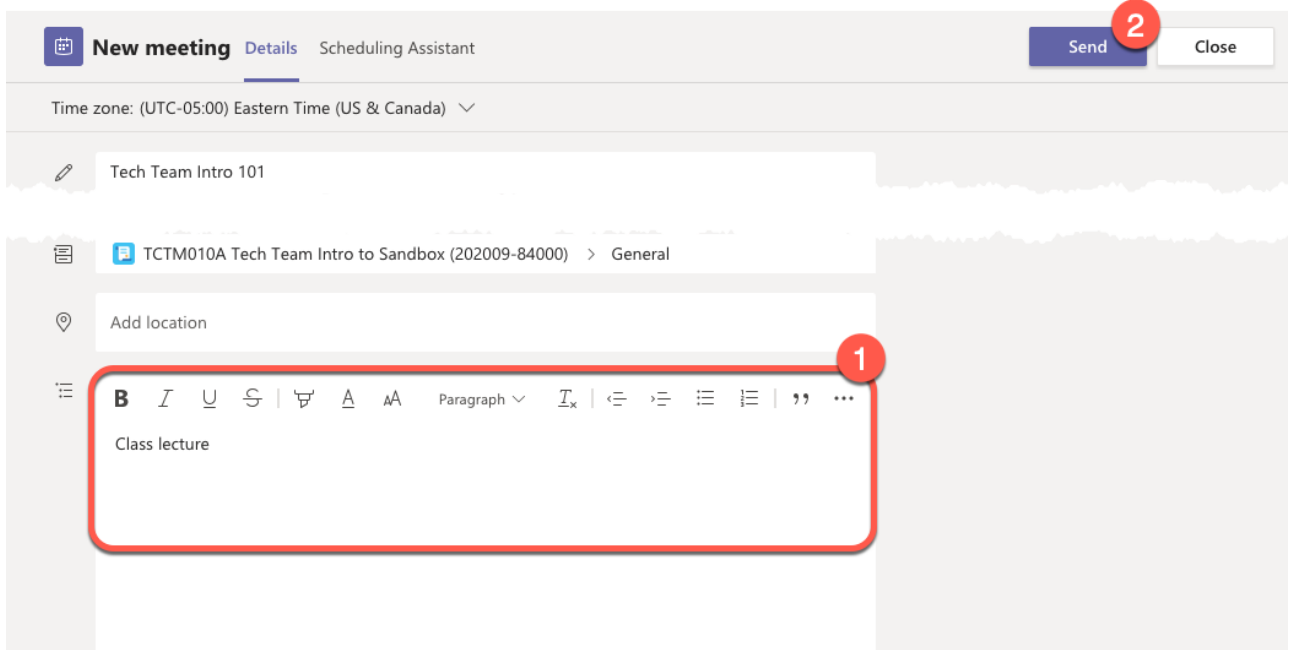
Occurs every Monday, Wednesday and Friday starting 8/28/20 until 12/4/20 ▾

TCTM010A Tech Team Intro to Sandbox (202009-84000) > General 5 **Select the class team and channel that corresponds with this online meeting.**

Add location

6. Enter a description if desired. Double-check that you've entered the correct time and dates for your meetings, then click **Save** to send the meeting

invitation.

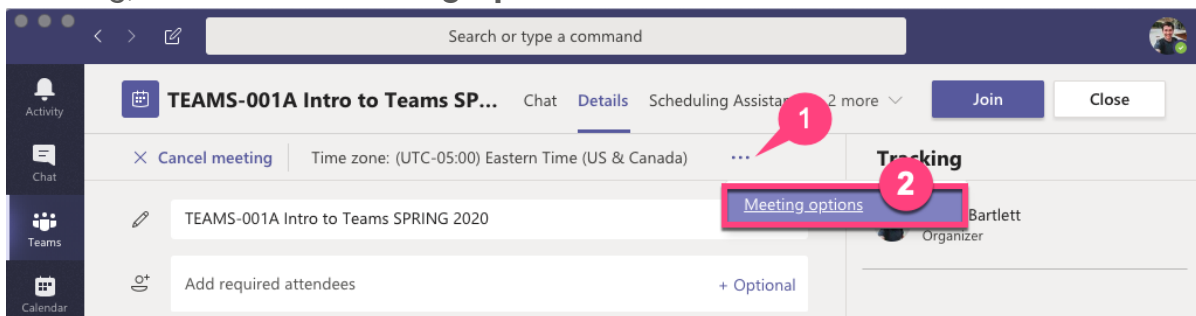


7. Repeat this process for all of your classes.

Adjusting Meeting Options

This guide assumes that you've already created meetings for your lecture.

1. From the meeting details window, click the **More options** *** menu of the meeting, then select **"Meeting Options"**.



2. You'll be redirected to a webpage. If you're asked to sign in – enter your **netid@uvm.edu** email address, this will redirect you to a familiar UVM login window. After logging in, you'll be able to adjust settings for who can present during the meeting.

o **RECOMMENDED:** change the **"Who can present?"** setting to **"Only Me"** – this will prevent students from being able to share their screens or take over presenting during the meeting. This will also prevent students from being able to start the recording of a meeting. Students will still be able to use their

webcam and microphones to participate in the meeting.

The screenshot shows the 'Meeting options' section for a Teams meeting. The meeting title is 'TEAMS-001A Intro to Teams SPRING 2020', the date and time are 'March 13, 2020, 11:10 AM - 12:00 PM', and the host is 'Travis Bartlett'. Under 'Meeting options', there are two dropdown menus: 'Who can bypass the lobby?' set to 'People in my organization and tru...' and 'Who can present?' set to 'Only me'. A red box highlights the 'Only me' option in the 'Who can present?' dropdown. A red callout bubble points to this option with the text: 'Choosing "Only me" will prevent students from being able to share their screens. This also prevents other attendees from initiating a recording of the meeting'. A 'Save' button is visible at the bottom right of the options section.

- o If your lecture will involve asking students to share their screen, or to take over presenting for a portion of the lecture – use the “People in my organization” setting instead.

You’ve successfully created your Teams online meeting and adjusted the meeting options to fit your needs.