Teaching with MS Teams

This guide builds on advice written during the move to online teaching in 2020. It has been updated to support staff who may want to use Teams to supplement their on-campus teaching or distance learning.

Full guidance on using Microsoft Teams can be found on [Information Services’ webpages.](https://www.aber.ac.uk/en/is/it-services/web/teams/)

You can download [Microsoft Teams onto your desktop, tablet, or phone.](https://teams.microsoft.com/downloads)

Please note that Blackboard, Panopto, and Turnitin should remain the technologies that are used for course material and activities, assessment, lecture capture, and e-submission.

Teams provides a platform for live, online sessions as well as a way of inviting guest speakers to present to your students.

We don’t recommend using Teams channels or sites as part of your teaching; however, if you have a specific requirement to use Teams, please contact the Digital Education Group ([elearning@aber.ac.uk](mailto:elearning@aber.ac.uk)) to discuss it in more detail.

# Live online sessions

You can do a range of activities during Teams teaching sessions. However, in the first session, we advise you not to do anything too high stakes or advanced. Use it as an opportunity to touch base with students and allow all participants to get used to the interface. This will also enable you and your students to check they can access the Teams session and explore its functionality.

If you are just communicating information and not interacting with your students, we advise using Panopto and creating a recording.

If you are teaching a live session online, here are some suggestions:

## Design and preparation:

* + What are you going to do in the live session:
    1. Identify the intended learning outcomes
    2. Identify what kinds of tasks you hope students will be able to do after participating in the session
    3. Consider whether breakout rooms, shared documents or polls would allow you to actively engage the students in the session.
    4. Consider recording the session so that students who can’t participate can view the recording afterwards
  + How should your students prepare for the learning activity:
    1. Communicate any preparatory activities before the session
    2. Let the students know the learning outcomes of the session
    3. Make sure all this information is included in your Blackboard course
    4. Ask students to have any materials that you are expecting them to share or use in the session
  + Double-check that your students know how to access the session:
    1. Give them guidance on how to use Teams
    2. Let students know how to communicate with you if they are experiencing any issues
    3. Include a link to the session in your Blackboard course
  + Have a run through of the session without anyone there:
    1. Make sure you are comfortable using the interface before your live session is due to start
    2. If you are using screen share functions, make sure you can navigate between the two

## During the session:

* + Have all the materials that you need to run the class on your desktop:
    1. Close anything that you don’t want your students to see beforehand (such as emails and other browser windows)
  + Welcome students at the start of the session:
    1. Factor in time for students arriving late to the session
    2. Let your students know if you are recording the session
    3. Spend a little bit of time explaining the Teams view to your students
  + Encourage everyone to contribute:
    1. You should be able to see who is in the Teams session so do ask for students to contribute to discussions
    2. Provide information on how and when you want the Chat function to be used

## After the teaching session:

* + Provide a summary for students of the discussion and the outcomes of the session:
    1. Post the summary document in Blackboard so all students can access it
    2. Provide activities for students to do in their own time if they were unable to participate
  + Link to a recording:
    1. You can upload the recording to Panopto as a .mp4 file
    2. Provide a link to the Panopto recording in Blackboard
  + Refer to the session in subsequent sessions so that students can see the value of participating online in the Teams meeting

Some great tips on creating Online Lessons using Microsoft Teams for Remote Learning can be found in this video, [Online Lessons using Microsoft Teams for Remote Learning](https://www.youtube.com/watch?v=cN5ypuZF1bI).

## Breakout rooms

You can create breakout rooms in Teams meetings so that students can discuss in pairs, small groups etc. Information about how to do this can be found in our FAQ [How do I create a breakout room in Teams.](https://faqs.aber.ac.uk/index.php?id=3080)

Read our [Tips for teaching with Breakout Rooms blogpost](https://wordpress.aber.ac.uk/e-learning/2021/01/18/tips-for-teaching-with-breakout-rooms/) for advice on how to design your activity.

## Shared online documents

During a meeting you can work on a document collaboratively with your students. You will need to create and save a document your students can work on. This document should contain prompts, headings, questions etc. to give some structure to the activity. You can use Word, Excel, or PowerPoint documents to work collaboratively.

When designing your activity, you will need to be clear about what you want your students to produce. You will also need to encourage them to contribute. Shared documents are a good way of encouraging students who may not wish to (or be able to) speak on microphone to contribute to the session.

When you are ready to start the activity, attach the document to the meeting chat. It is best to do this when most of your students have arrived. If you do it too early, students arriving later may not be able to see it:

1. Go into the Chat for the meeting
2. Using the + symbol, select **Attach file**
3. Depending on where your file is saved, select **Attach cloud files** (eg files in your OneDrive) or **Upload from this device**
4. Select your file and click **Open**
5. The file will now appear in the Chat window
6. Underneath the name of the file, you will see **People in this cha … and a small drop-down arrow**
7. Click on that text, and you change More settings from Can View to **Can Edit**
8. Press **Apply**
9. Click the arrow in the Chat message to send the document to your students
10. The students can now click on the document in your Chat message to open it and start adding content.

When you have finished the session, download a copy of the file and upload it to the Blackboard course, along with details of the activity. This will help students revisit it for assignment preparation, exam revision etc.

* Be clear about what you are expecting your students to produce
* Think about how you encourage students to engage in the activities

## Polls

You can use Vevox polls in your Teams sessions. See our FAQ on [How to use Vevox with Microsoft Teams](https://faqs.aber.ac.uk/index.php?id=3158).

# Guest Speakers

Using Teams provides an efficient, low-cost, and sustainable way to introduce guest speakers to your students. You can run a Teams session in a teaching room, with your students in the room, and your guest online.

We recommend that you organise a practice meeting with your guest in the room you are planning to use. This will make sure that you are both comfortable with using the technology. Also, arrange for your guest speaker to have another way of contacting you during the live session in event of any technical issues.

For information on how to use Teams in a teaching room, including how to display a Teams meeting on the projector, please see our [Teaching Room Guide](https://www.aber.ac.uk/en/is/it-services/elearning/guidesanddocuments).

# Advice for Students on using Microsoft Teams for Online Meetings

Microsoft Teams is a communication tool that might be used by your tutors to contact you, run online sessions, or ask you to collaborate on creating a document.

If you are expected to use Microsoft Teams for an online session, then your tutor or lecturer will let you know.

This document is intended to provide you with some guidance on how to participate in online meetings for learning and teaching activities.

## Before the session:

1. Check that you can use Teams. You’ll need:
   * A device connected to the Internet
   * A microphone if you need to speak in the live session
   * A webcam (if you want to be seen – optional)
2. Prepare for the session:
   * Undertake all the activities that are expected of you before the session
   * Double-check your emails in case there are any specific instructions
3. If you can, find a suitable place to study where you can’t be distracted
4. If you are unable to join the Teams session, make sure that you let your tutor know

## In the session:

1. Your tutor will send you an invitation to the meeting
   1. Click on the link when the meeting is about to start and you will join the session
2. Make notes as you would if you were in a live class
3. If you are participating, try not to speak over others
4. Stay in the live teaching session – it might be tempting to open browsers and look elsewhere, but give the live session your focus

## After the session:

1. As usual, contact your tutor if you have any questions via email
2. Use the other materials that are available to you to add to your notes
3. If the session has been recorded, revisit the session to fill in any gaps in your notes

Further help on using Teams can be found on [Information Services webpages.](https://www.aber.ac.uk/en/is/it-services/web/teams/)