YOUR COURSE IN MICROSOFT TEAMS

Navigate to Teams and Enter Your Teams Site. Do you see the Teams Site created?

Communicate with your Students about your Teams Site set up in the Syllabus or through D2L

Start your 1st Day of Class on Teams by entering the meeting.

Contact IT through the HelpDesk Portal

Are the camera, microphone, and speakers working properly?

Will this lecture need to be viewed at a later date?

Start Recording the session

Facilitate your session

Navigate back to the General Channel of your Teams site.

Stop the Recording

Leave the meeting

You have reached the end of your class session. Did you record this session?

Where is your meeting recording located? Your meeting is automatically located in the Posts tab of your General Channel in your Teams Site (and can also be found in your Stream account).

Continue to Facilitate your class throughout the rest of the semester.

Are the background noises from the other participants too loud? Use the Mute All button

Do you want your background image to change? Use the More Options button to navigate to the Background Settings function

Use Breakout Rooms in your session

Do you need an attendance record from the meeting? You can download the attendance list during the meeting or it will appear in the Reply section of the Posts after the meeting.

Have participants use the Raise Hand function for in class participation

Send a message, link or file during the meeting using the Meeting Conversation/Chat to send messages

Use the Spotlight feature to highlight specific attendees or yourself.

Schedule a Recurring Class Meeting in the General Channel of Teams Site Instructions

Check the Device Settings under the More Options tab in the meeting

Use the More Options button to navigate to the Background Settings function

Use the Share Screen Options to present

Use the Spotlight feature to highlight specific attendees or yourself.

Are the background noises from the other participants too loud? Use the Mute All button

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MAKING THE MOST OF MICROSOFT TEAMS

Now that you’ve facilitated a live session in Teams, explore some of the other options available to you through Microsoft Teams and Stream.

Do you need to create pre-recorded lectures for asynchronous learning? Use Teams to record your lectures while being in a meeting with yourself. Consider using some of these presentation options for pre-recorded video:

- Present a Power-point
- Record a video of yourself
- Interview a guest speaker
- Walk through a program on your computer screen
- Turn off your camera to have an audio-based video.
- Find out more about creating pre-recorded media for your course

Did you have internet issues during your recording on Teams? Watching the video back were there a lot of issues? Please follow the additional guide options on Creating Video and Audio.

Share your created videos with students on D2L.

- Navigate to MS Stream and go to My Content and then Meetings to find all of your recordings.
- Please go to Permissions and under My Groups add the Teams Site you wish to view your video
- Copy the video link and Share the video link onto D2L.

Do you need additional items in your Teams Site?

- Take attendance in Teams
- Create Channels for Class Groups
- Utilize the Class Notebook for Meeting Notes
- Add the Forms Tab for Classwork
- Add an integrated third-party app, such as Flipgrid or Kahoot