

## MS TEAMS USAGE MANUAL FOR INSTRUCTOR / TEACHING ASSISTANT

Before proceeding, first signup for MS Teams using instructions on CC website (these will be updated soon, watch this place for instructions)

You can use MS Teams directly from your web browser or you can download the MS Teams application from here:

<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>

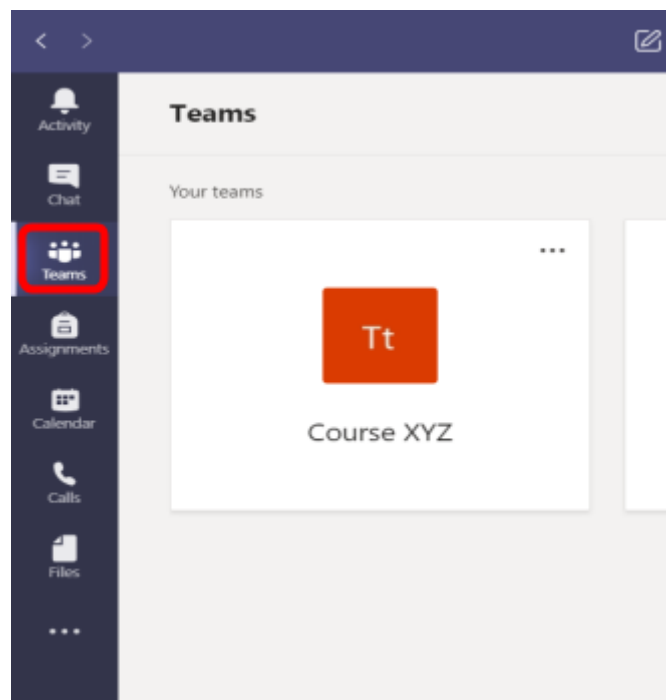
You can also download the smartphone app.

The procedure described below is the same for either the browser version or the application software.

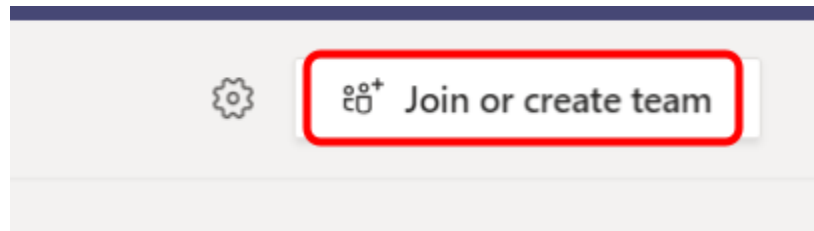
### CREATING A COURSE

For creating a course, you in fact need to create a new team with some unique identifier for that course.

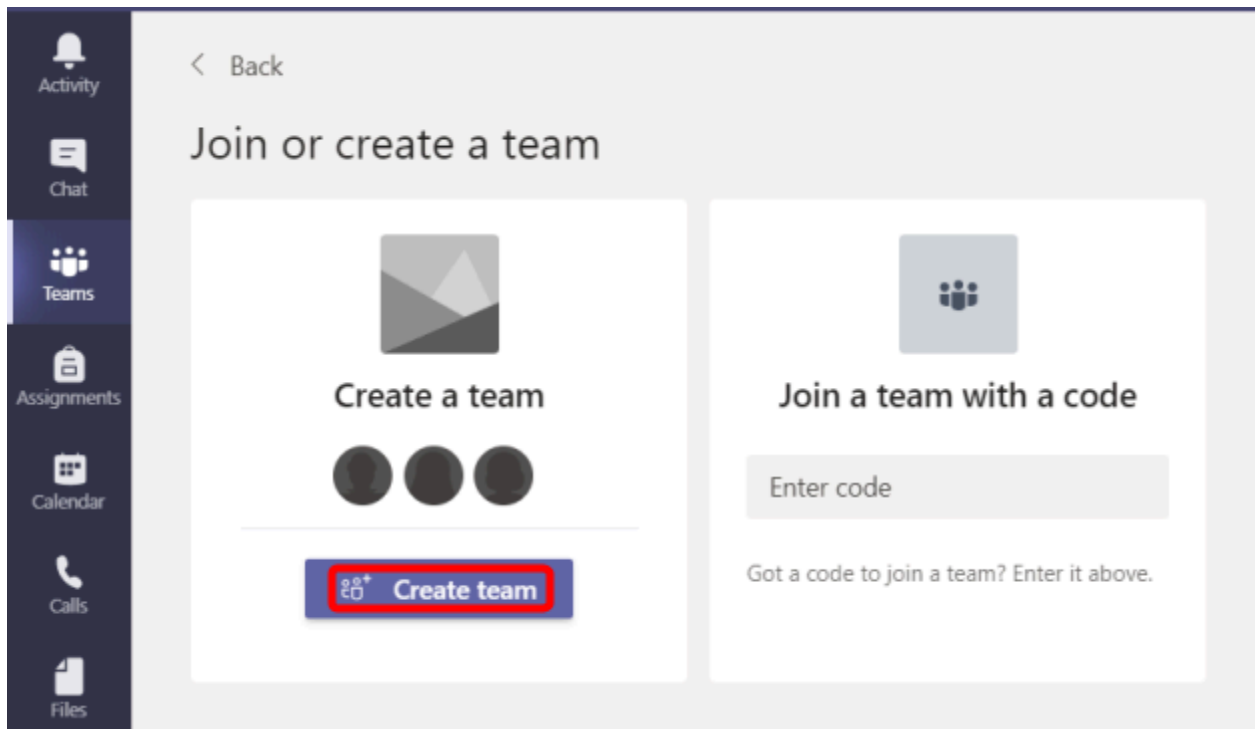
1. Login to MS Teams using your IITB LDAP email.
2. Click on the teams tab on the left side bar.



3. Click on the Join or create team button at the top right corner.



4. Click on the Create Team button.



5. Enter the team name as a unique ID for your course as described below. Add description if need be. And keep the privacy to **Private - Only team members can add members** . Click next.

## Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

Team name

Course XYZ - Autumn 2020



Description

Privacy

Private - Only team owners can add members



[Create a team using an existing team as a template](#)

Cancel

Next

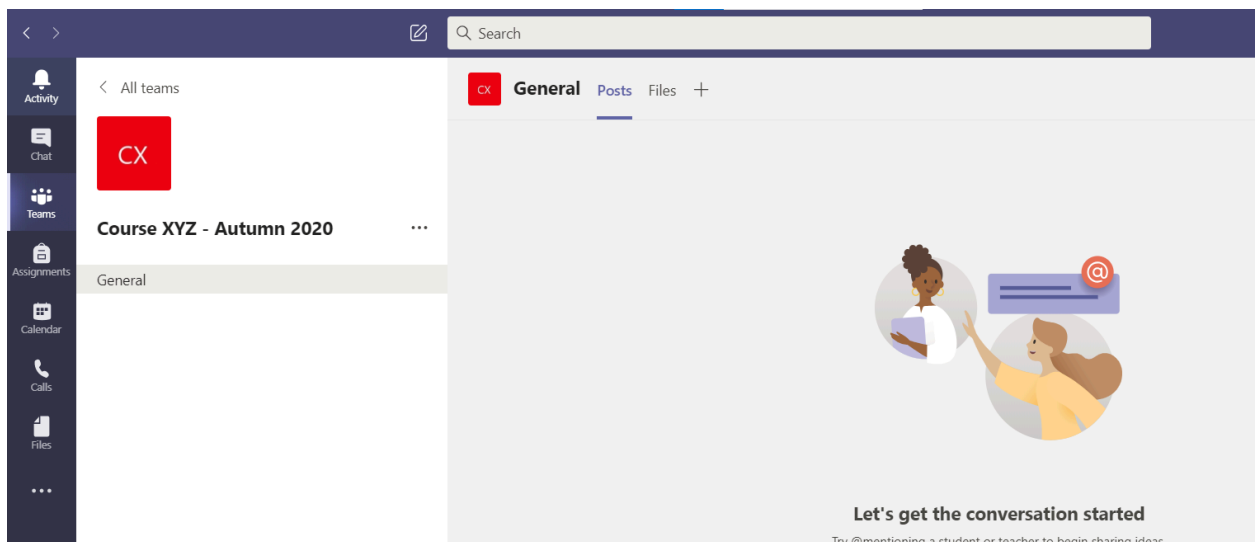
6. *If you have few members* - You can add other members such as Students or TA by entering their registered iitb ldap id and click on Add. Or you can skip this step to later add the members by clicking on the skip button.

## Add members to Course XYZ - Autumn 2020

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

[Add](#)[Skip](#)

You will see a screen as shown below.



***If you have to enroll a whole class*** it is best done by creating a Team Code. Then go to the ... (three dots) link and go to Manage Team. Then find the Settings Tab, and go to Team code. Share this team code with students. Students go to the Teams app/webpage after logging into their IITB account, and will then go to Join/Create Team link, and enter the code in the Join with Code menu. (Screenshots TBD)

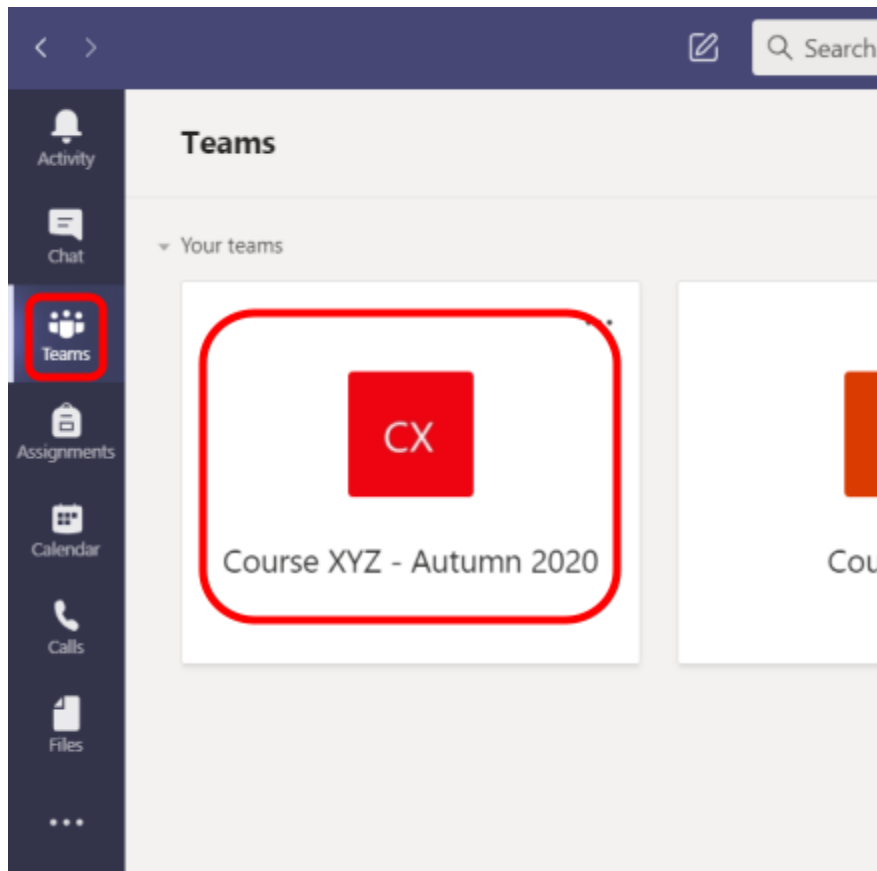
## CREATING REQUIRED CHANNELS

Channels can be used to segregate different tasks clearly. Each channel has its own conversation space like a chat window. Appropriate channel can be used to deal with the appropriate tasks.

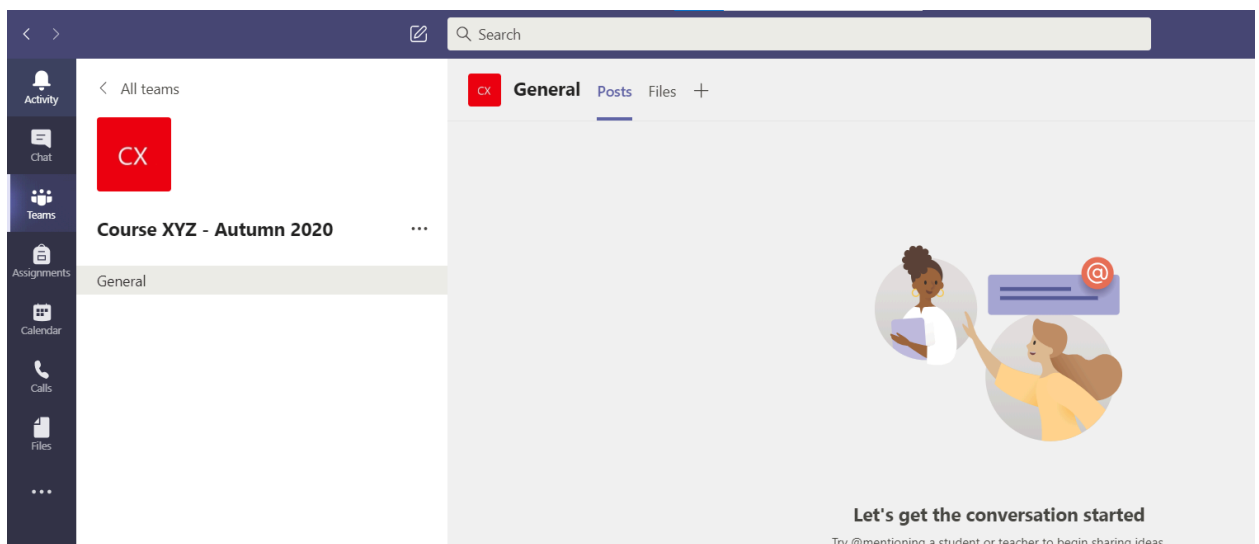
For example, we can create channels like Online Classroom, Assignments, Quizzes, Grading, etc. Here we can use the channel Online Classroom for video meetings(class hours) and discussing stuff related to class material. Assignments channel can be used to deal with putting out and submitting assignments and dealing with assignment related queries. Private channels for stuff like grading can be created as well.

Below is the procedure for creating channels:

1. Click on the teams tab and you will see the created courses listed.

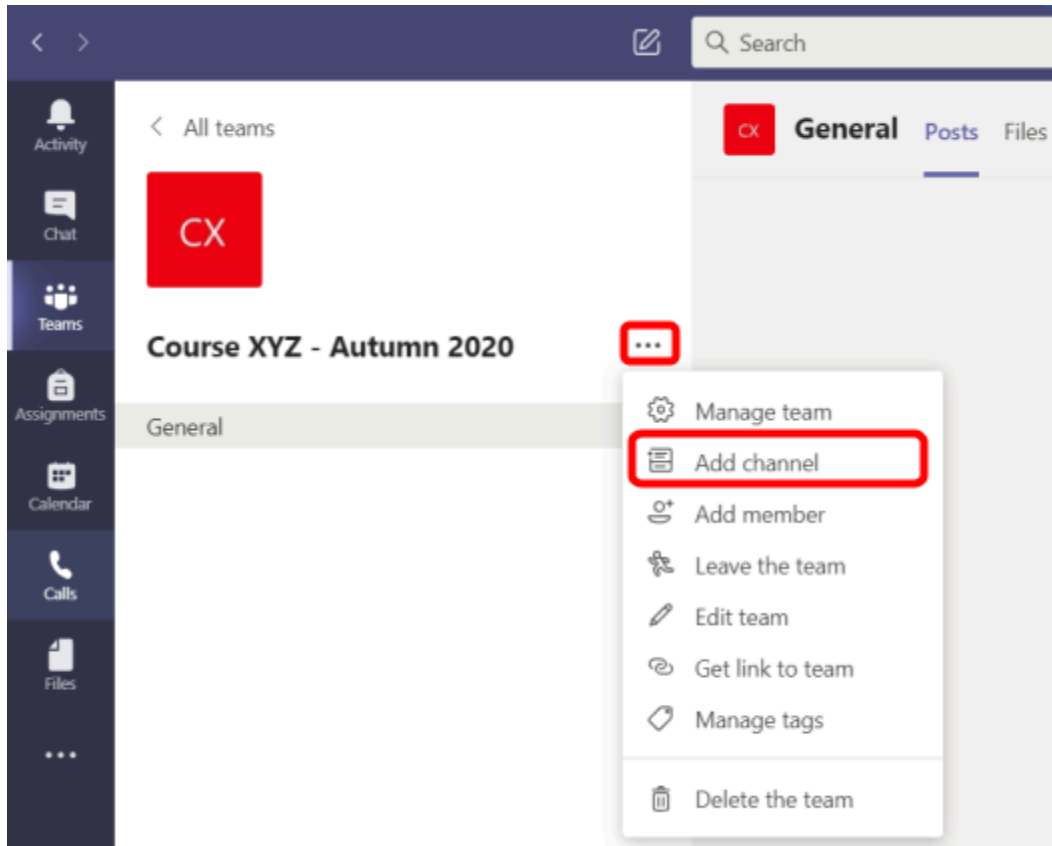


Click on your course and you will see a screen as such.



2. Click on the ellipses at the side of the course name and you will see a dropdown

list. Click on Add channel option.



3. Enter the channel name. Add description if required.

## Create a channel for "Course XYZ - Autumn 2020" team

Channel name

Online Classroom



Description (optional)

For online class and discussing classroom related material.

Privacy

Standard - Accessible to everyone on the team

☐

Automatically show this channel in everyone's channel list

Cancel

Add

- A. For a public channel like online classroom set the privacy to **Standard - Accessible to everyone on the team** and check the option **Automatically show this channel in everyone's channel list**.



## Create a channel for "Course XYZ - Autumn 2020" team

Channel name

Online Classroom



Description (optional)

For online class and discussing classroom related material.

Privacy

Standard - Accessible to everyone on the team



Automatically show this channel in everyone's channel list

Cancel

Add

B. For a private channel like TA grading set the privacy to Private

## Create a channel for "Course XYZ - Autumn 2020" team

Channel name

TA Grading

Description (optional)

For grading work. Only accessible by the TAs and the Course|Instructor.

Privacy

Private - Accessible only to a specific group of people within the team



Cancel

Next

Add the members who can view this private channel by entering their registered iitb ldap ID and clicking the Add button.

Note: If the members to be added are not yet part of the course team, you will need to press skip to skip this step and add them later on after making them the members of the course team first.

## Add members to the TA Grading channel

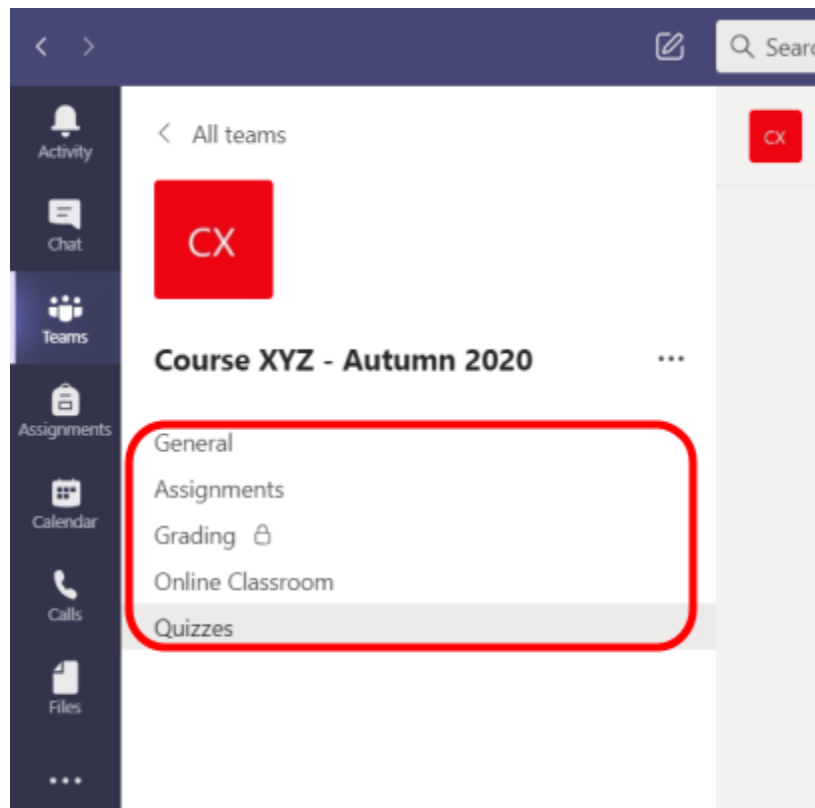
This is a private channel, so only the people you add here will see it.

Start typing a name

Add

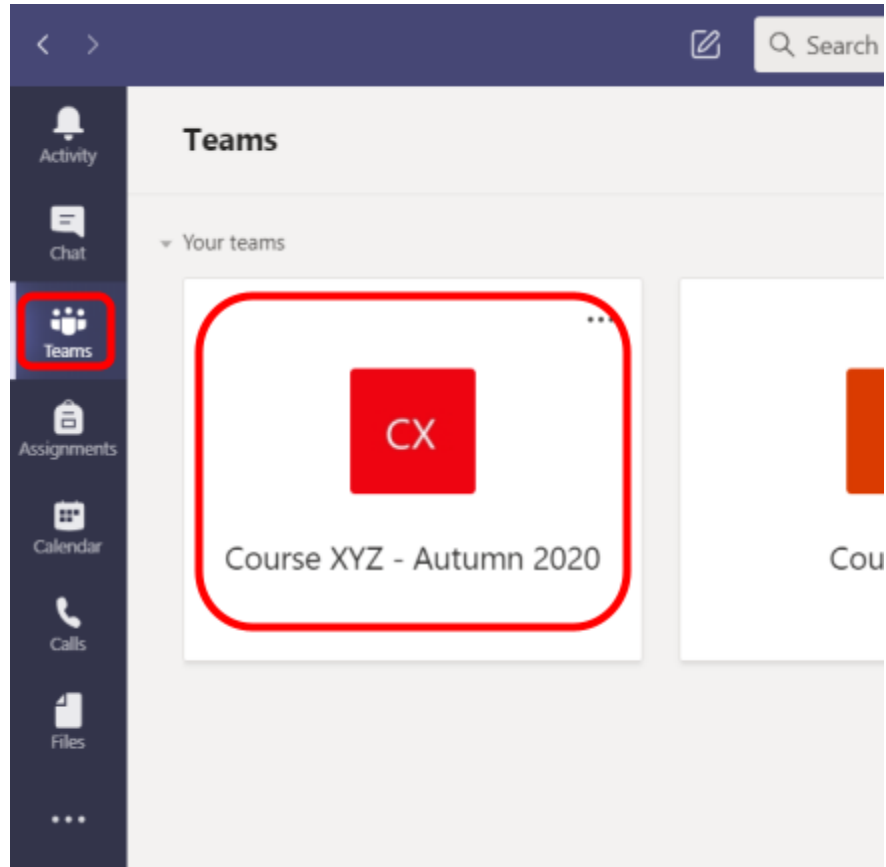
Skip

You will see all the channels that you are a member of below the channel name.

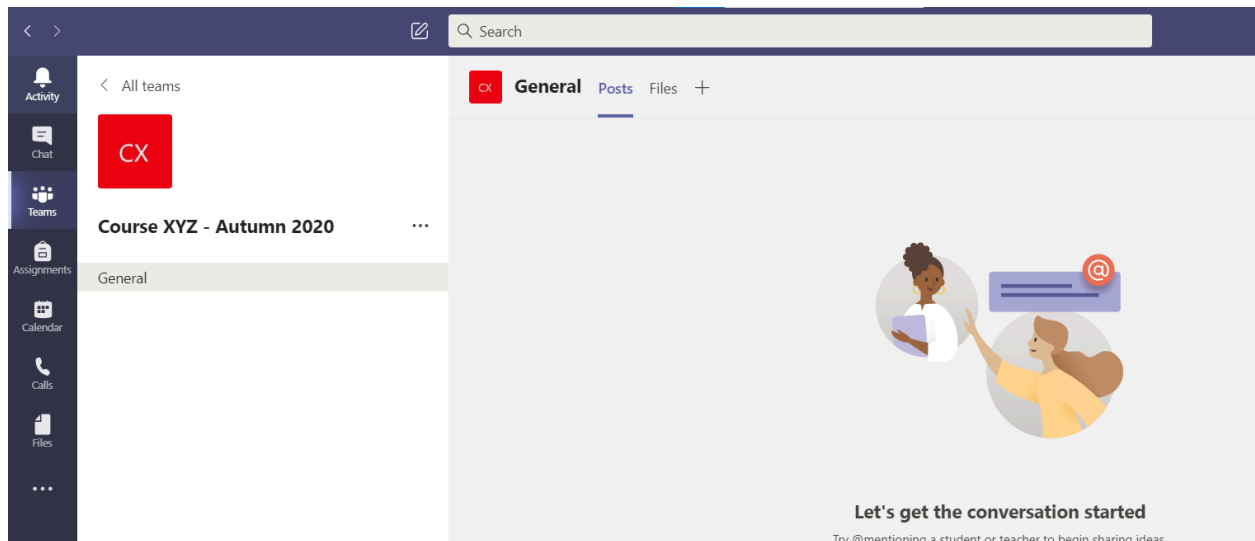


## ADDING STUDENTS AND TAs TO THE COURSE

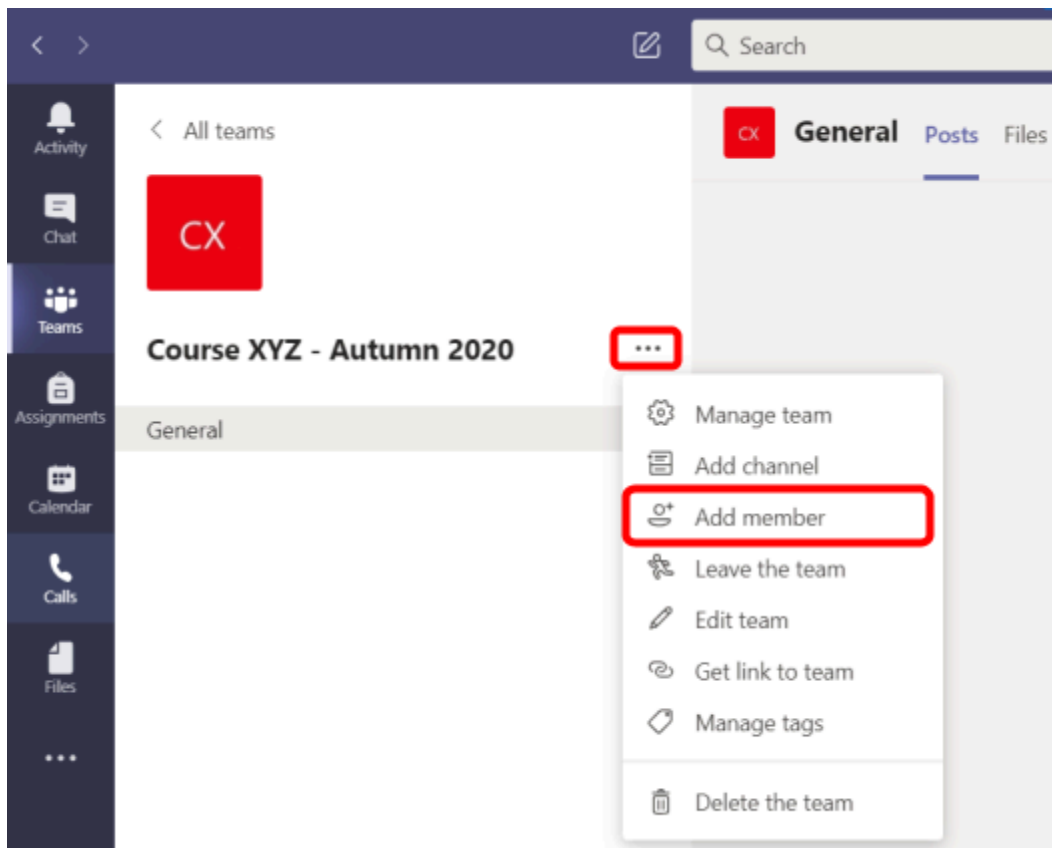
1. Click on the Teams tab on the right side bar and select your course.



You will see a screen as below.



2. Click on the ellipses that are to the right side of the course name and select the Add Member option from the dropdown list.



3. Enter the registered iitb ldap IDs of the students and the TAs.

## Add members to Course XYZ - Autumn 2020

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

SP

×

AY

×

|

Add

Close

Click on Add.

## Add members to Course XYZ - Autumn 2020

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group

Add

AY

Member ✓ ✕

SP

Member ✓ ✕

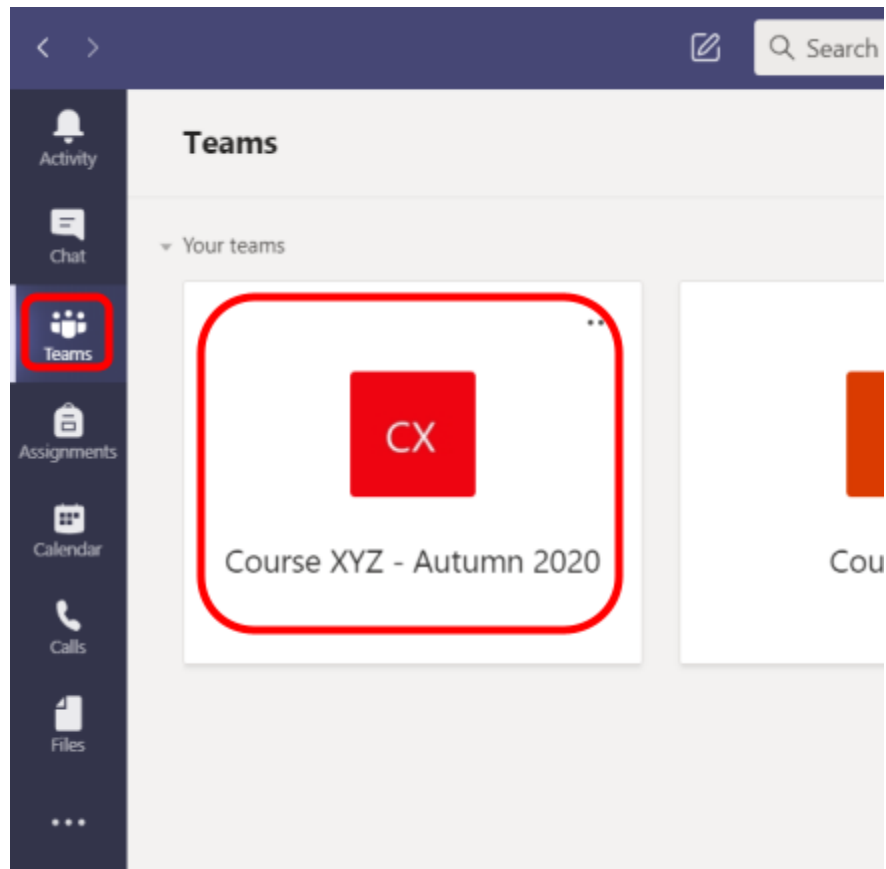
Close

After adding everyone click on Close.

## ADDING MEMBERS TO A PRIVATE CHANNEL

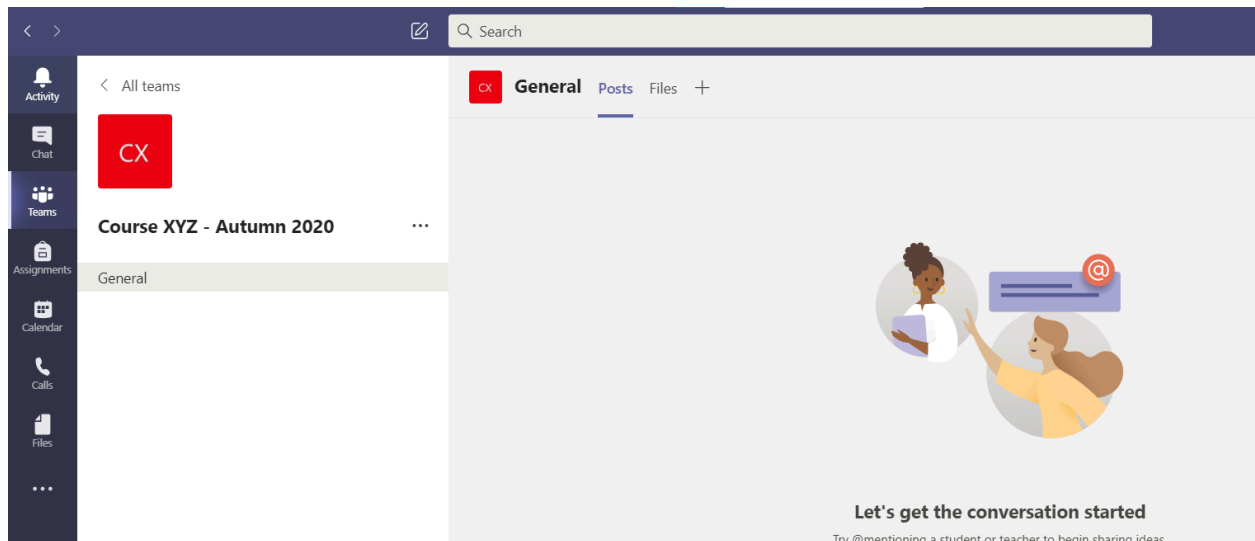
You can add TAs to a private channel like Grading.

1. Click on the Teams tab on the right side bar and select your team.

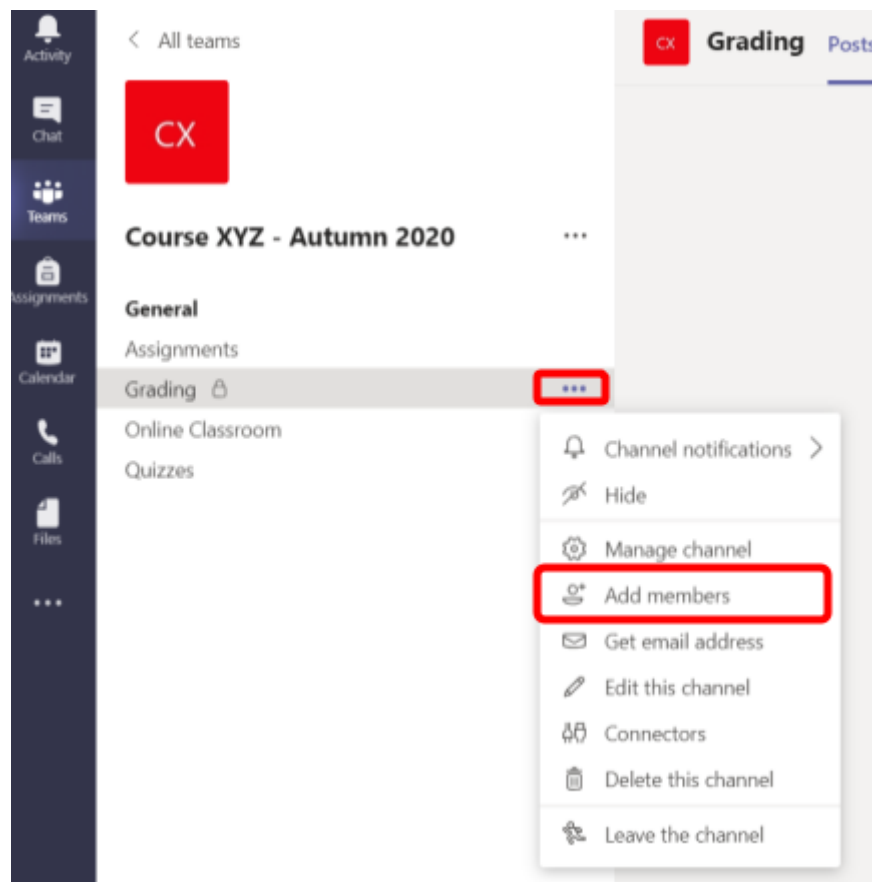


You will see a screen as below.





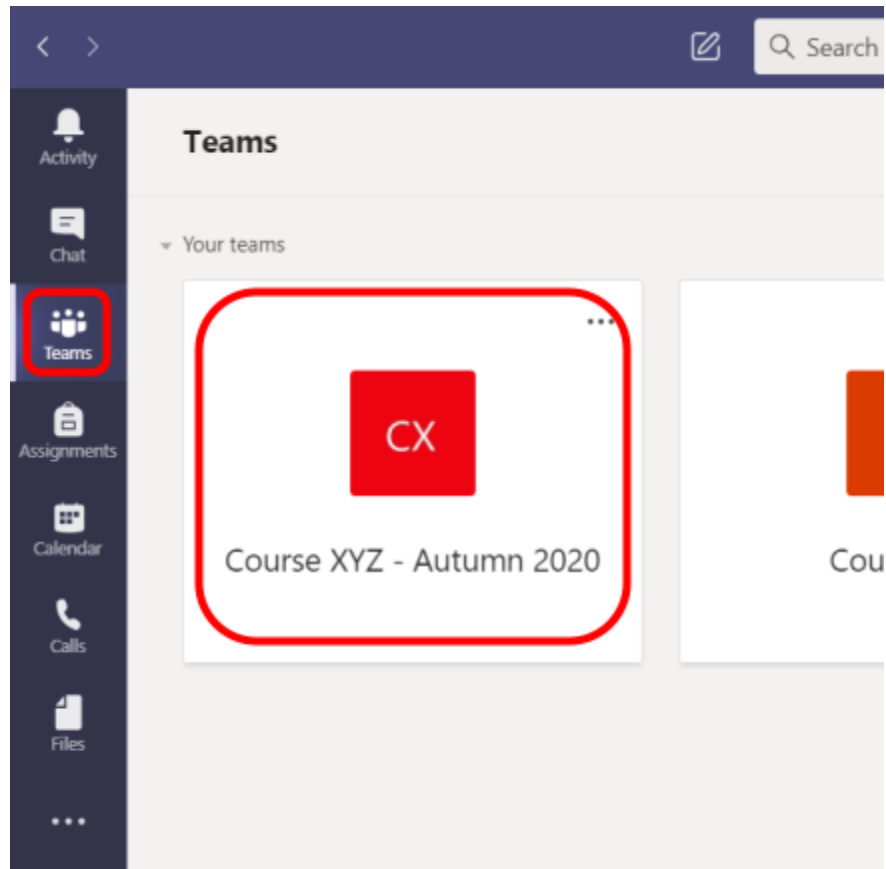
2. Click on the ellipses that are to the right side of the private channel name and select the Add Members option from the dropdown list.



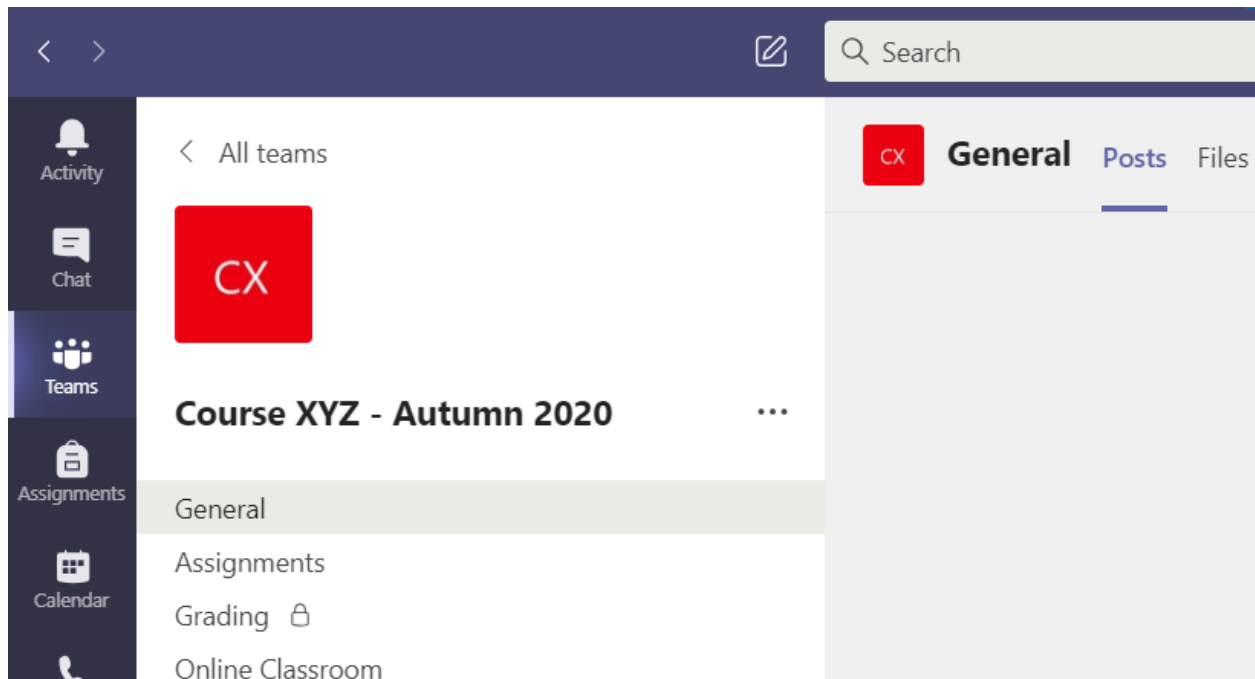
3. Proceed the same as from the step 3 of the previous section.

## STARTING AN ONLINE MEETING (CLASS)

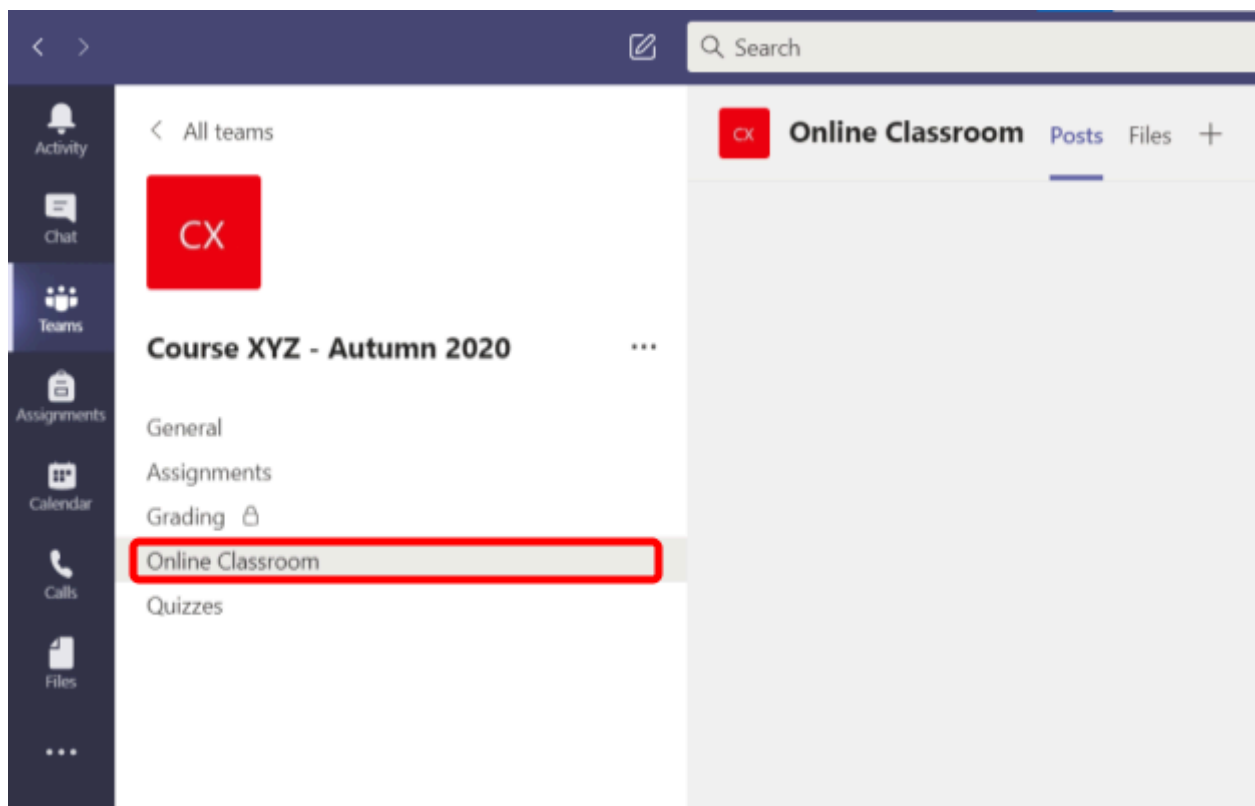
1. Click on the Teams tab on the right side bar and select your course team.



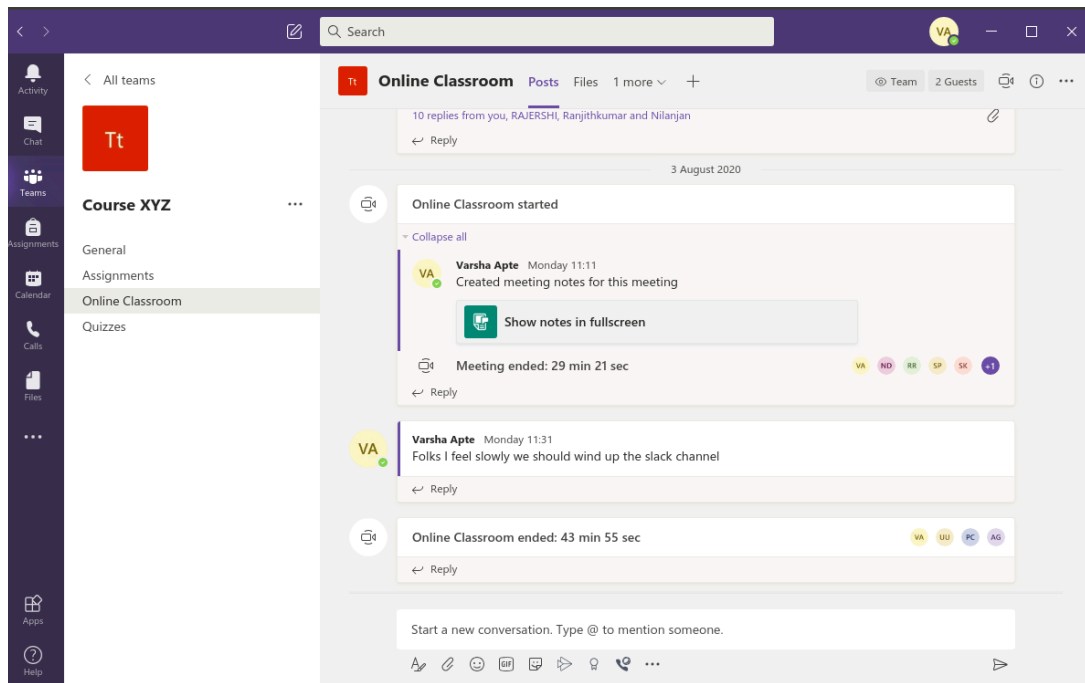
You will see a screen as below.



2. Click on the appropriate channel (Like online classroom here).

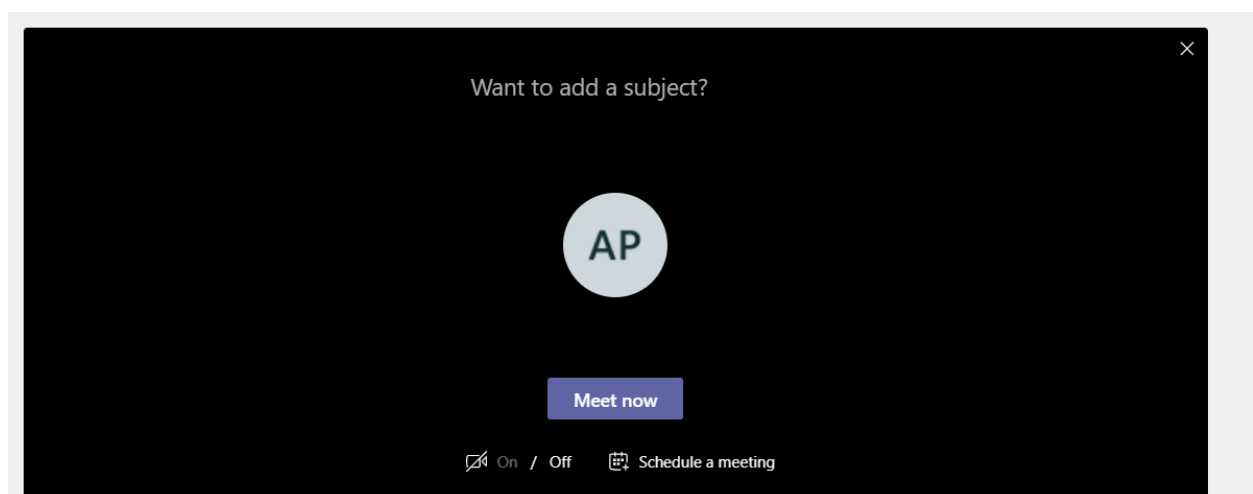


You will see the conversation space for your channel as below.

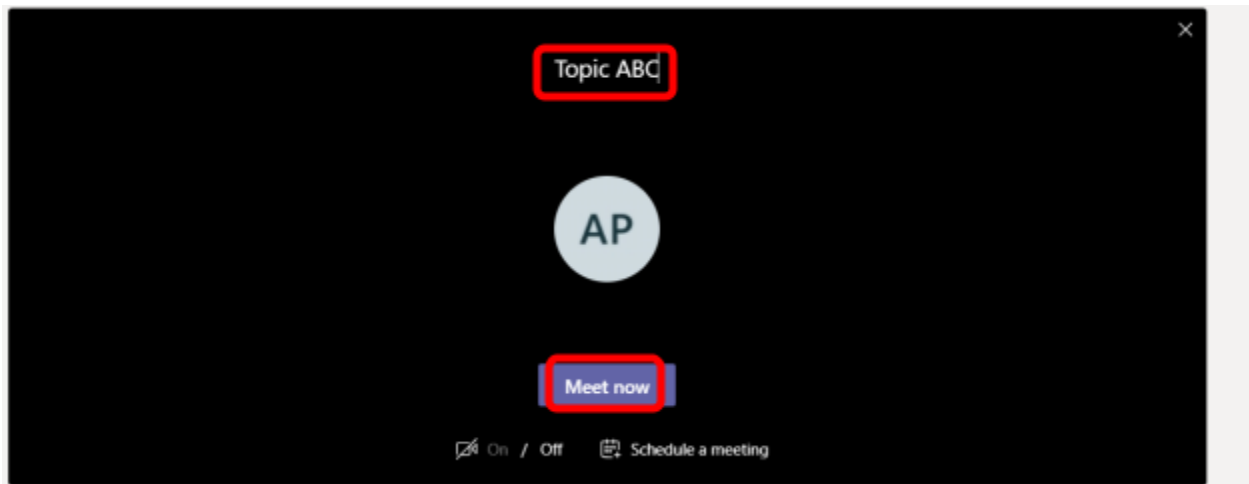


3. Click on the video cam icon on top right. You will get two choices “Meet Now” or “Schedule a meeting”. For a class you can just use ‘Meet Now’.

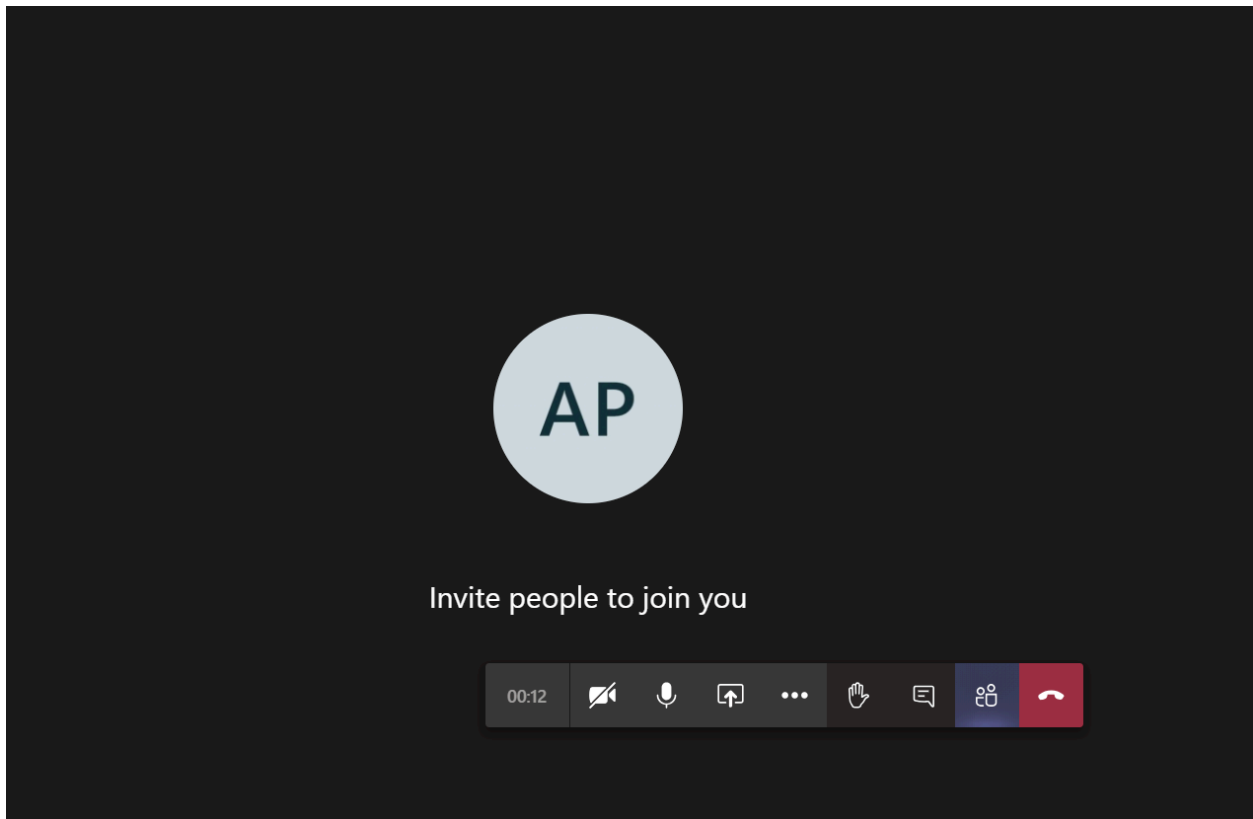
You will see the following.



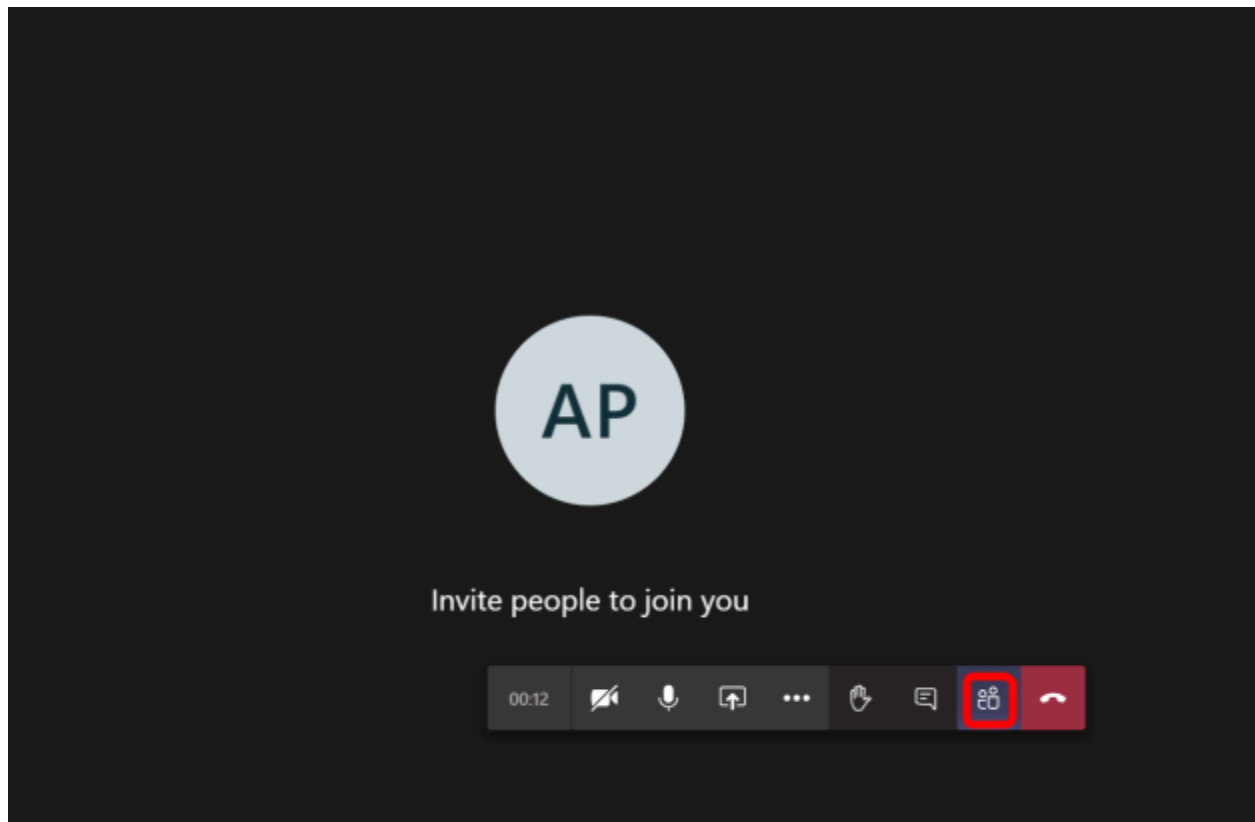
You can add a subject like a topic name or a timestamp and then click on Meet now.



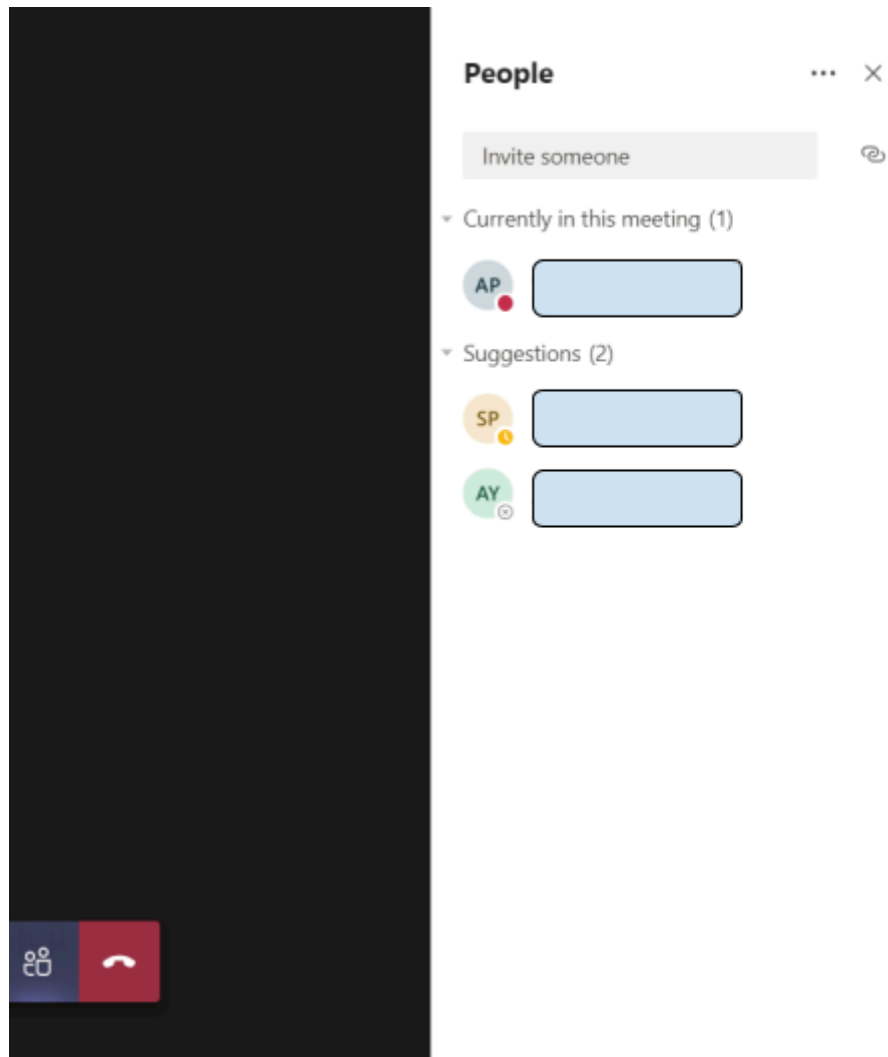
You will see a screen as below.



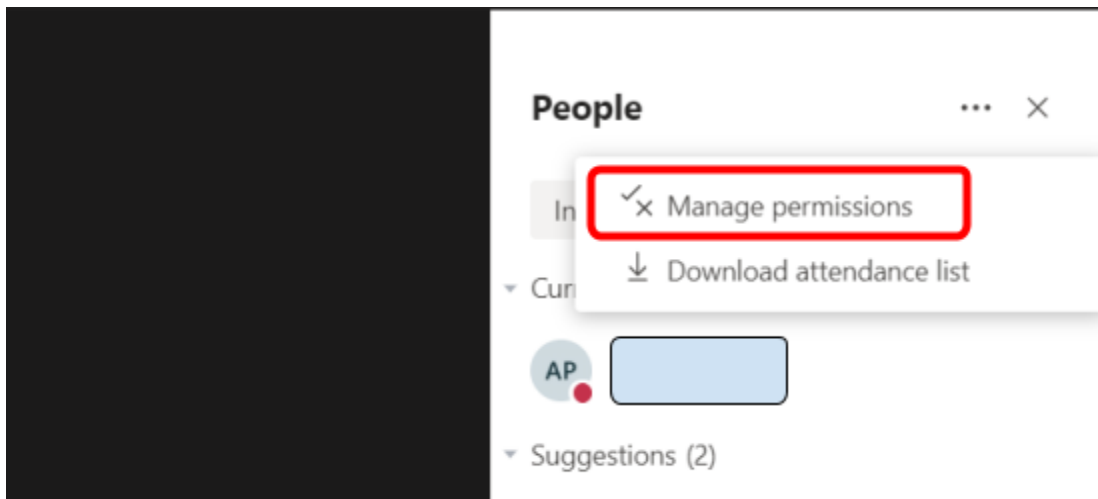
4. Click on the participants icon.



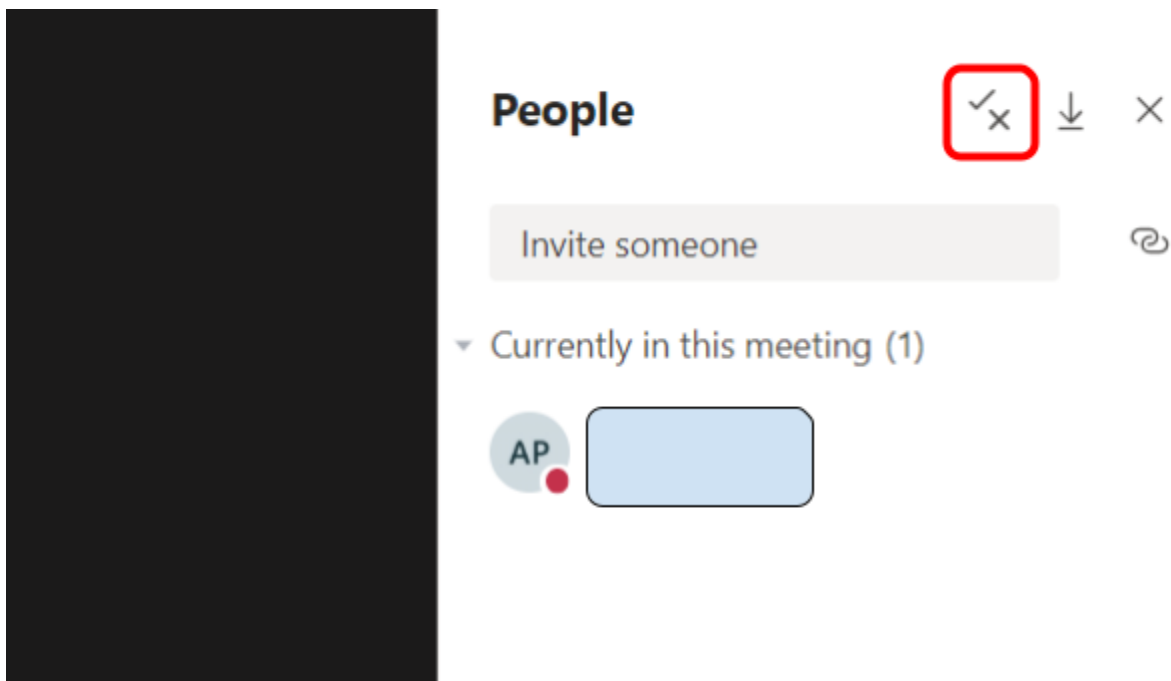
You will see the participants as soon as they join the meeting on the right side in the participants list.



5. For software, click on the ellipses at the top right left and click on Manage permissions.




For web browser there are no ellipses and directly the Manage permissions icon. Click on it.



6. This window will open in a browser which may need you to sign in to your microsoft account if not already done so in the browser.





**Topic ABC**





**Meeting options**

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Who can bypass the lobby? People in my organization 

Always let callers bypass the lobby No 

Announce when callers join or leave Yes 

Who can present? Everyone 


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[Save](#)


Change Who can present to Only Me.


**Meeting options**

---

Who can bypass the lobby? People in my organization 

Always let callers bypass the lobby No 


Announce when callers join or leave Yes 

Who can present? Only me 

- Everyone
- People in my organization
- Specific people
- Only me**


Click on Save and close the permission browser tab.


**Topic ABC**





**Meeting options**

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Who can bypass the lobby? People in my organization 

Always let callers bypass the lobby No 

Announce when callers join or leave Yes 

Who can present? Only me 

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7. You can now continue with your meeting.
8. You can turn video and audio on/off clicking buttons 1 and 2 respectively.

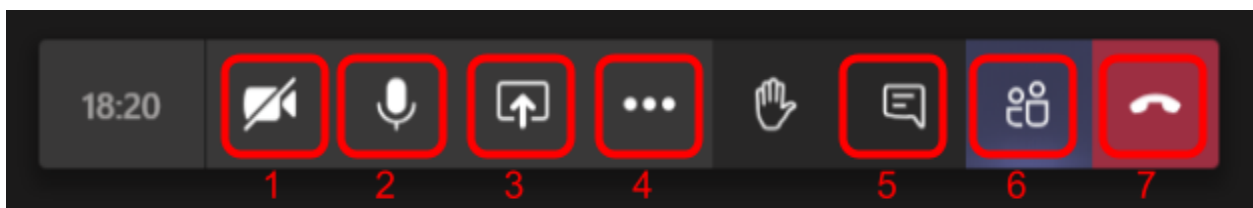
You can share your screen or get a whiteboard clicking option 3.

You can turn off the incoming videos by clicking on option 4 and selecting Turn off incoming video.

You can converse clicking option 5.

You can see the participants clicking option 6.

You can end your meeting using option 7.



## GETTING MEETING LINK

For classes, it is best that the students are simply come “on” to that Teams page at the scheduled time. Instructor starts the meeting, students see it in their ‘feed’.

If you must schedule a meeting and share the link, do it as follows:

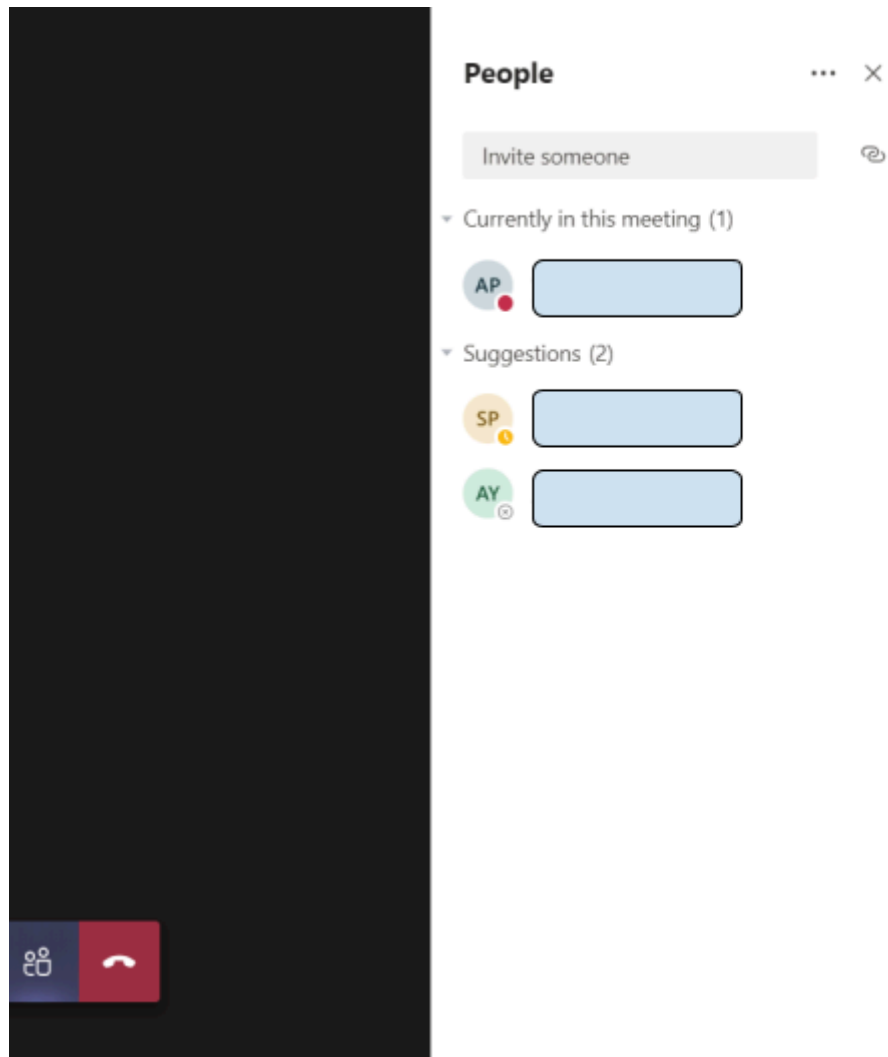
### **Getting link for a scheduled meeting (modified from institute instructor checklist).**

//Screenshots TBD

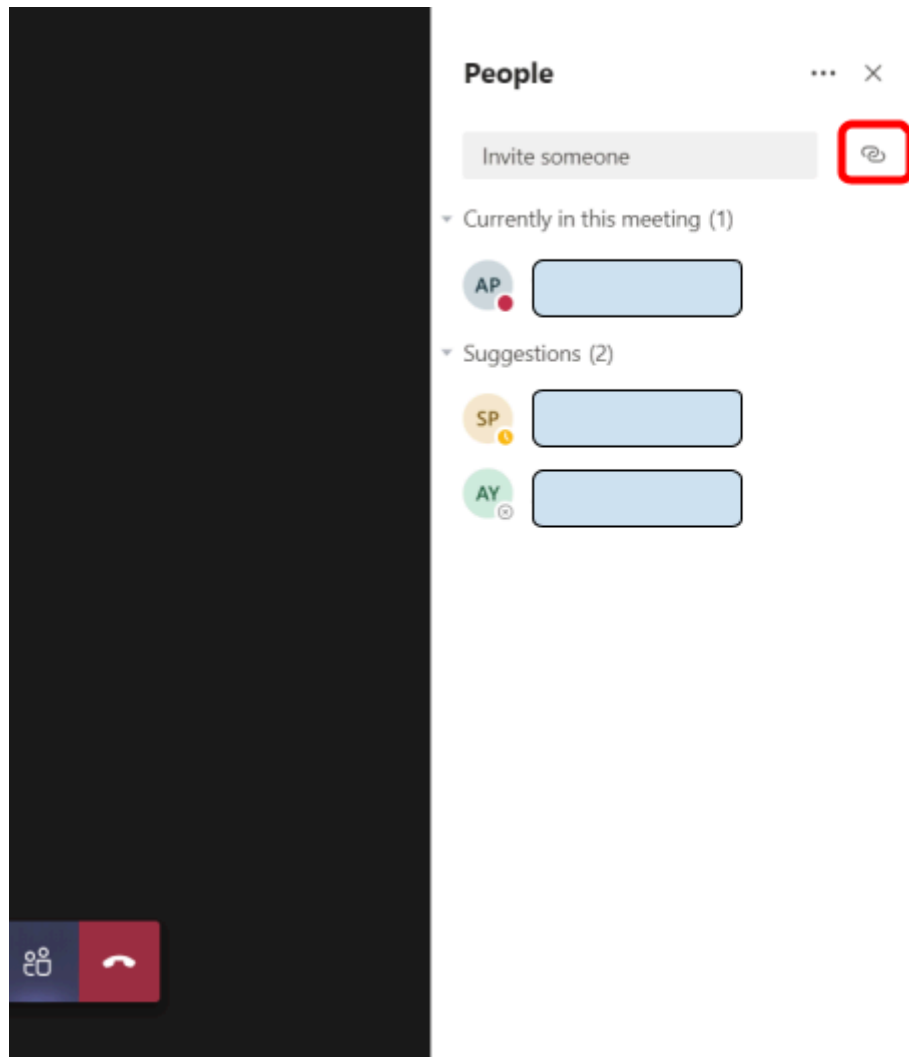
1. Locate the calendar and create a meeting in the calendar, or go the video camera on the top right, click and select ‘Schedule a Meeting’
2. Then you have to add emails of anyone who you want to invite to the meeting; if you use Google calendar, add your gmail address here and save the meeting.
3. You can add a meeting description as required.
4. Invitees will receive an invite email. The email will have the link to join the meeting.
5. You won’t receive the email with the link, unless you send it to a different address of your own. If you wish to send the link through other means, you can take the link from the above email and send it out to anyone.

**Getting link after starting the meeting:** For MS Teams account created using IITB LDAP id (school type account), you can you can get the meeting link after starting the meeting as follows:

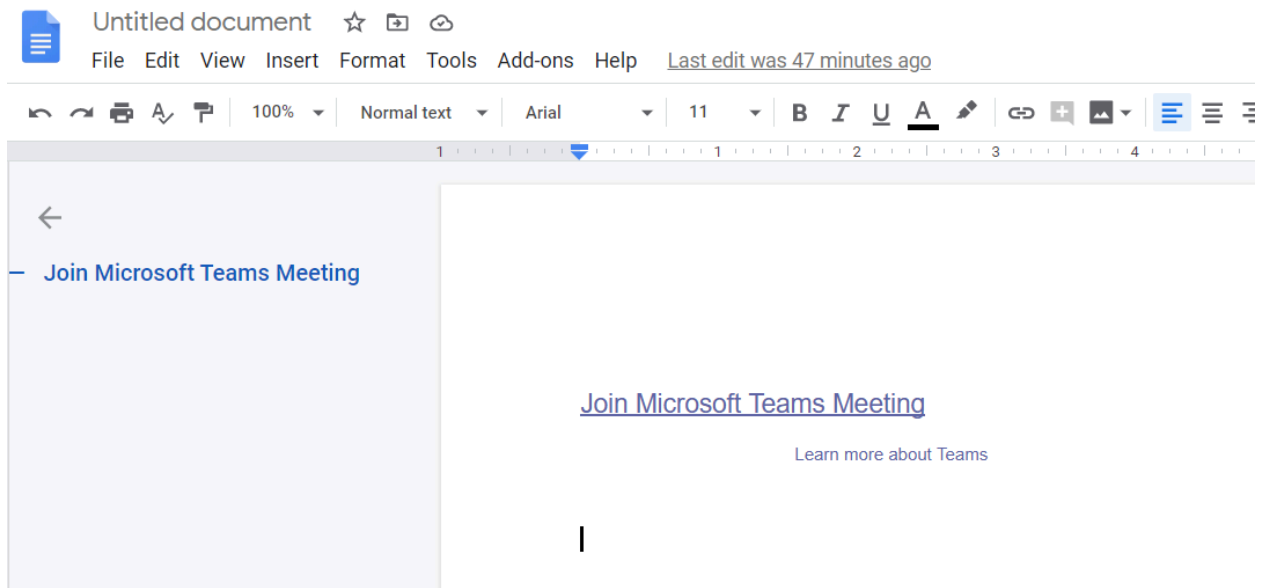
1. Start the meeting following the steps shown in the above section. Click on participants button. You will see a screen as below.



2. Click on the copy join info icon as shown below inside red box. On doing so hyperlinked text will get copied but not the direct link. If you wish to share this with an app or mail you can try pasting it directly. If the text is highlighted as hyperlinked text, then you are done. But if the specific app does not support hyperlink text, then follow the further step to get the link directly.



3. Open any editor that supports hyperlinked text link MS Word or Google docs and paste the text. This text will be highlighted as shown below.

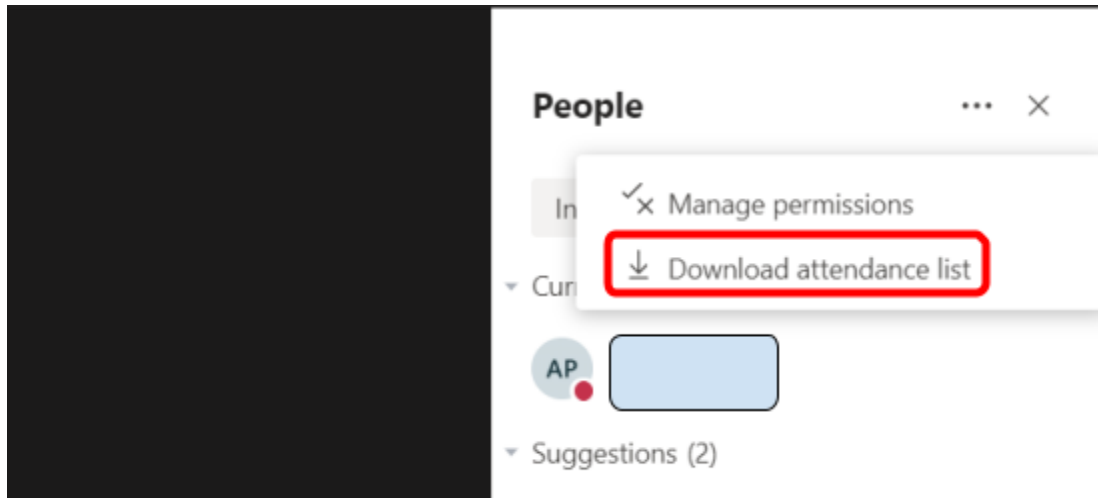


Now again right click on this hyperlinked text and you will see an option like “copy link URL”. Click this to get the meeting link and then share this link.

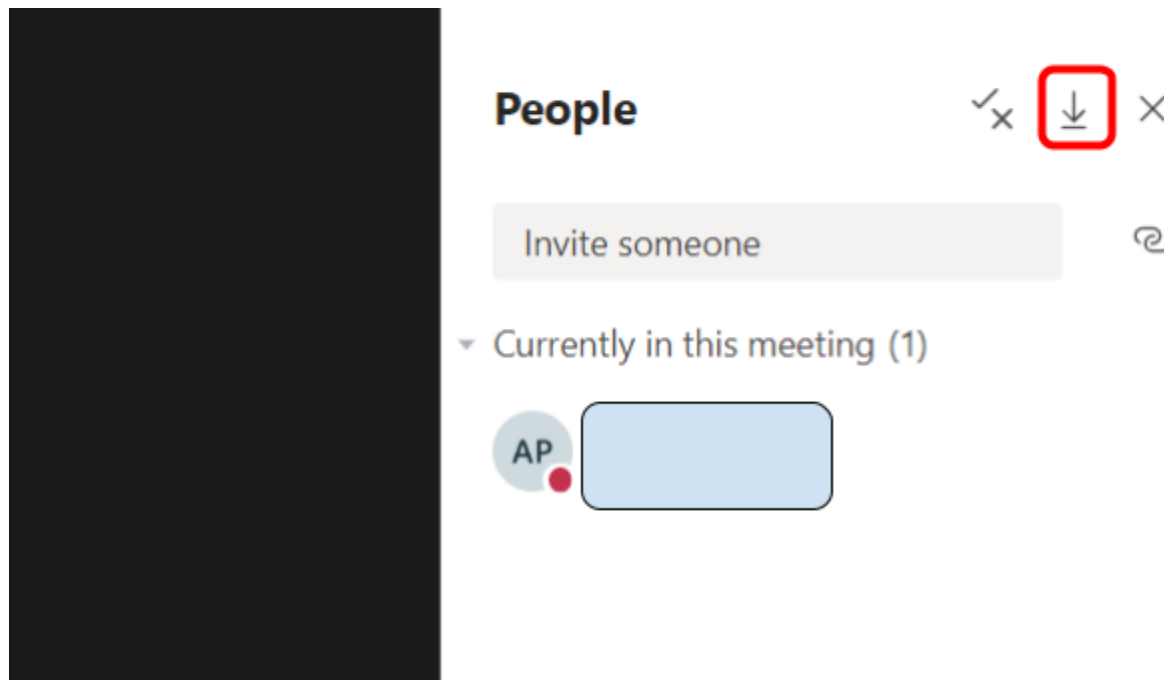
## ATTENDANCE DURING ONLINE MEETING (CLASS)

You can take the attendance by simply downloading the participant list.

For software click on the option shown below in the participants tab.

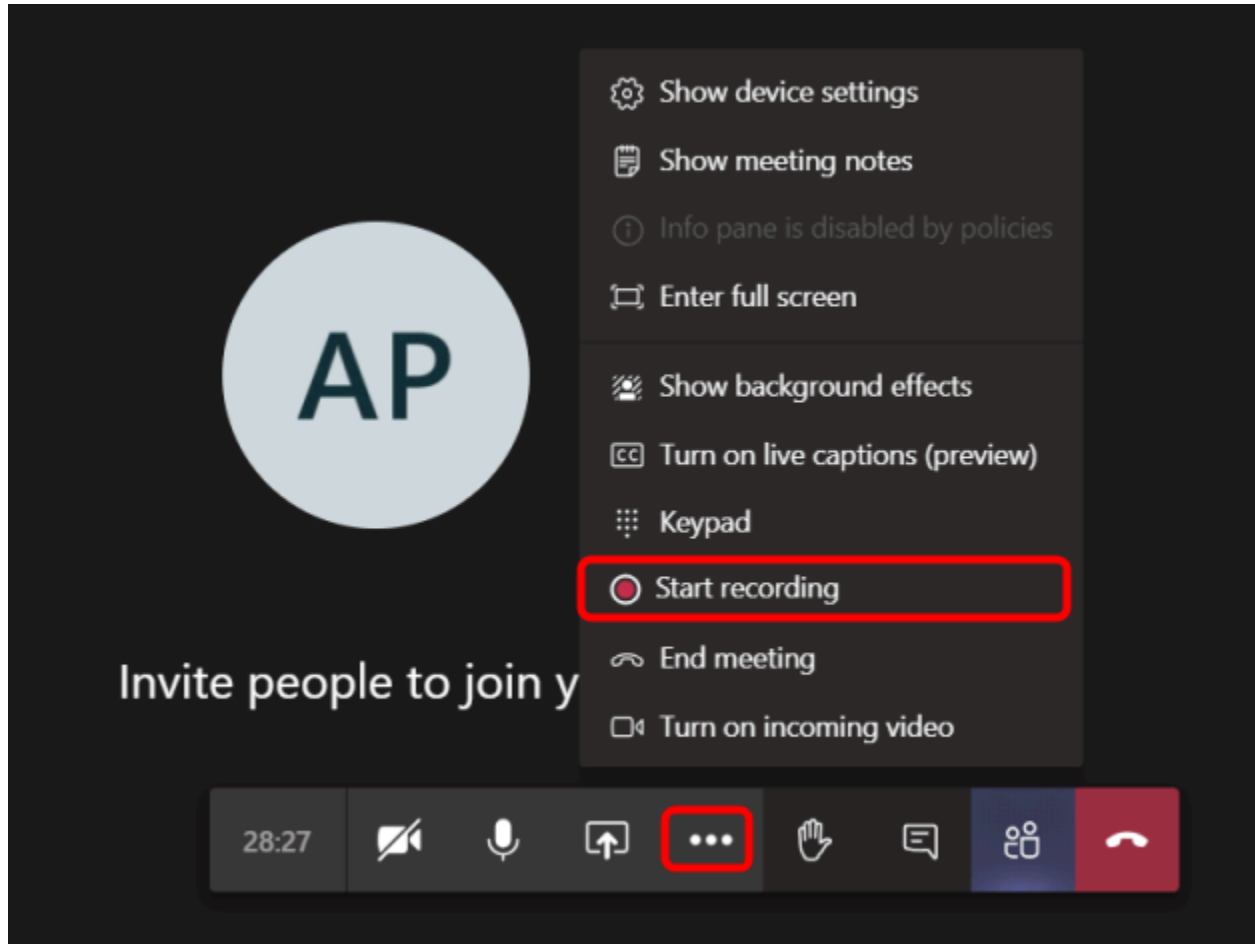


For browser click on the icon shown below in the participants tab.



## RECORDING ONLINE MEETING (CLASS)

Click on the ellipses and select Start Recording.



After the meeting ends you can find this recording in the conversation space of your channel like shown below.





Anand Pisal set this channel to be automatically shown in the channels list.



Topic ABC ended: 30m 29s



Call

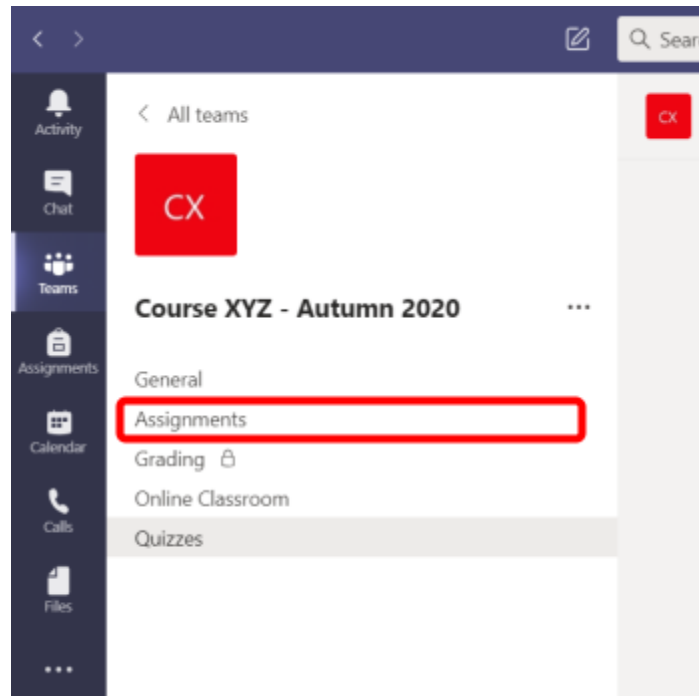
Recorded by: Anand Pisal



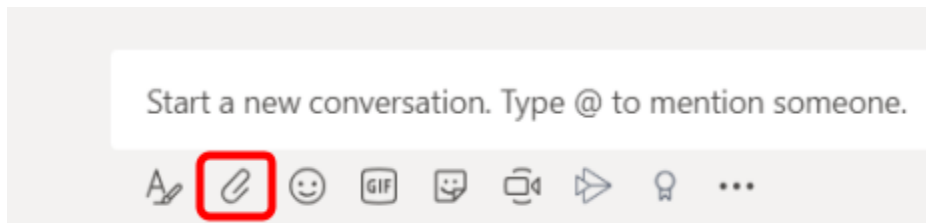
← Reply

## PUTTING OUT ASSIGNMENTS

1. Select the appropriate channel from your course (like Assignments channel shown here)



2. Click on the attachment icon below the text area at bottom.



3. Upload your file and click on send icon.



