

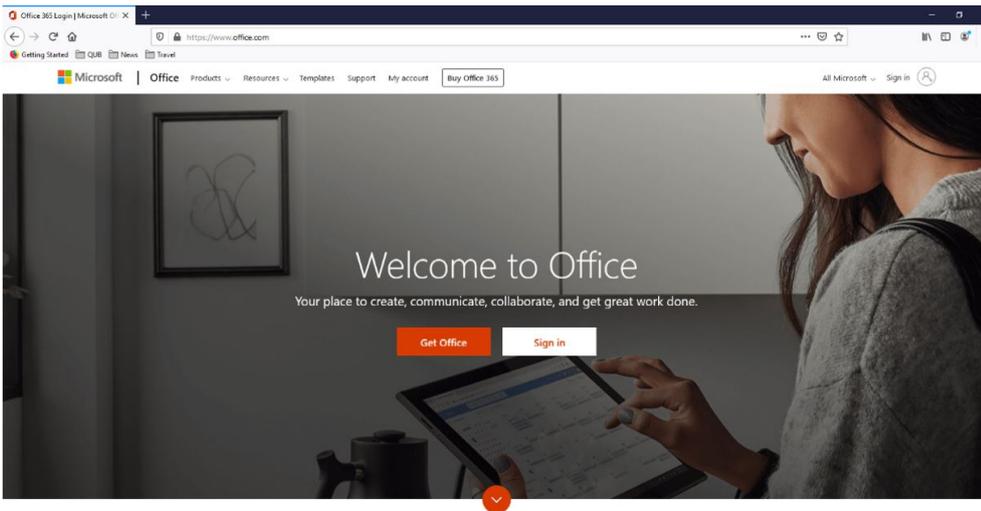
## Teams for Teaching Staff

Teams is a digital service available to QUB Staff and students. The benefit of teams is that you can set up your own team as a teaching space and anything you share automatically goes to those team members (students). This can be done via the Teams App online or the desktop version. This is great for live teaching whether it's a full class teaching session, tutorial or case-based learning.

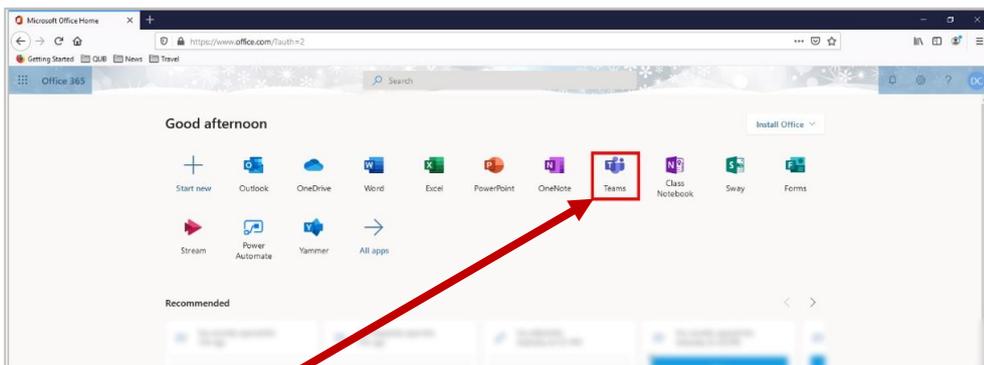
## Getting Started

In Queen's University Belfast, staff and students have access to office 365 by going to [www.office365.com](https://www.office365.com), click **Sign in** and sign in with **staff/student number** and **password**.

**NB:** This can also be accessed from Queen's online.



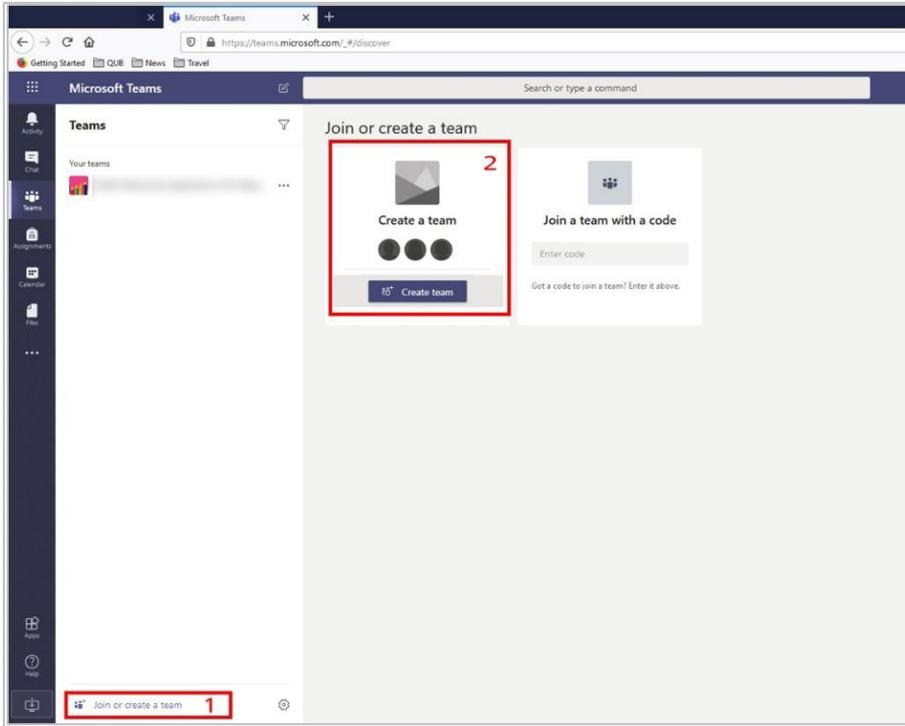
Once signed in, you should see the following:



Click on the **Teams** icon.

## Creating a Team (classroom)

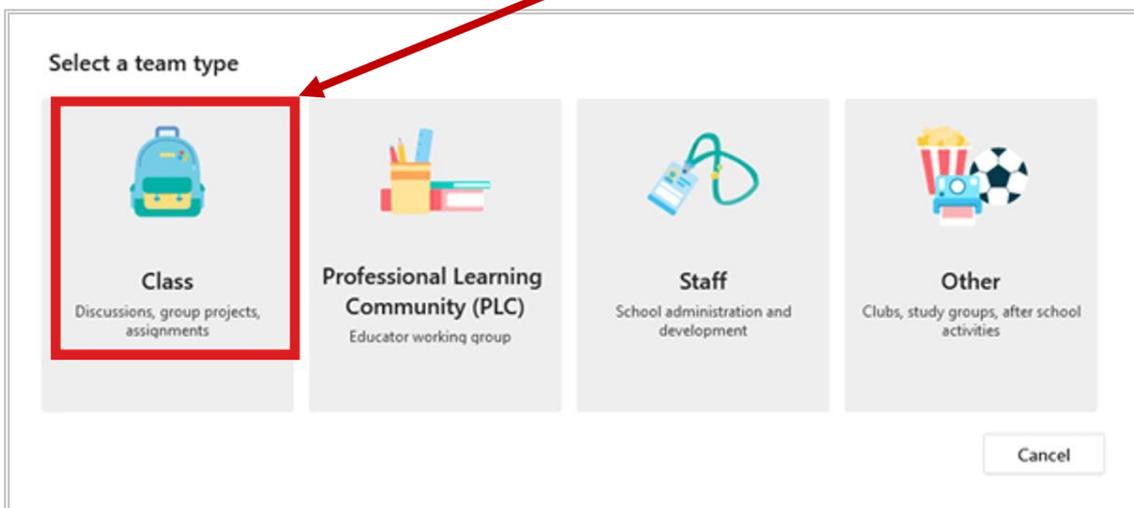
You should see something similar to the screen below:



Click **Join or Create a Team**  
**(1)**

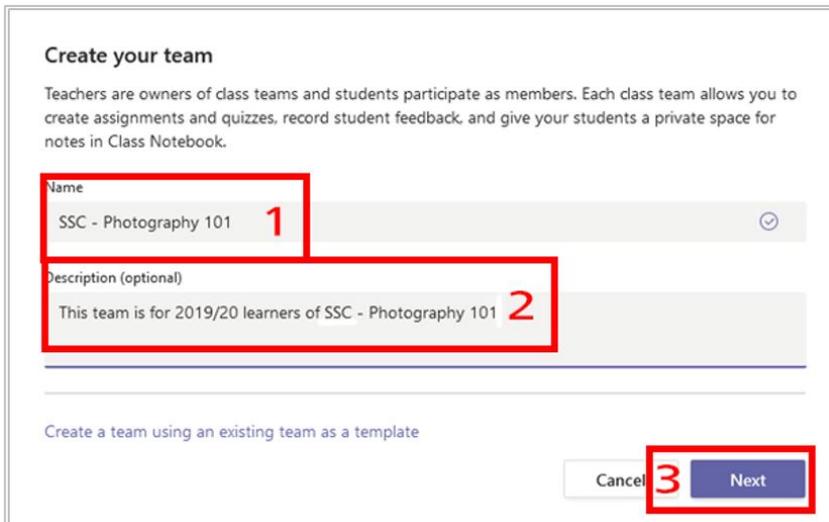
Click **Create Team** **(2)**

Choose the type of team you want to create, i.e., **Class**:



**NB:** Teams has four different starting points: **Class**, **PLC**, **Staff** and **Other**.

Name the team (1), give it a Description (2) and click Next (3):



**Create your team**

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name  
SSC - Photography 101 1

Description (optional)  
This team is for 2019/20 learners of SSC - Photography 101 2

Create a team using an existing team as a template

Cancel 3 Next

The Team is created and tabs added by default as shown below.



### What do I do now?

You have choices! Decide whether you want to:

- A. Set up the team with teaching materials / structure and prepare things before you add anyone, or
- B. Add people now and add materials, etc. as you go along

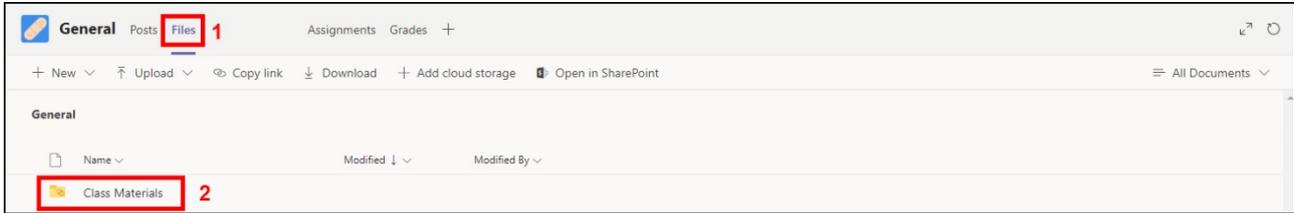
Setting spaces up, adding content and structure, etc., looks more professional. When this is viewed by students, they have a clear structure regards layout and preparedness.

In the files section, the **Class Materials** folder (*and anything else in it*) is **read-only**. Add sub-folders here for each week and consider naming conventions of folders so they display properly, i.e., Week01, Week02, so they appear in sequence.

**NB:** Class materials and sub-folder content are read-only, students can download content to their devices, view them in browser or open in Sharepoint. Students cannot change/delete/move content but teachers can.

## Adding Teaching Content

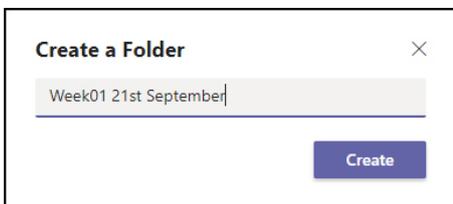
Click on the **Files tab (1)**, click the **Class Materials Folder (2)**:



Within the Class Materials folder, click **New (1)** and **Folder (2)**:



Name the folder and click **Create**:



**NB:** By using **Week01** rather than **Week 1**, it keeps the folders in sequence from 1 – 12. If **Week 1** was used, when **Week 10** is created, this will appear above **Week 1**, whereas 01, 02, 03 ... 10, 11, 12, will keep the folders sequential from 1 – 12 (*or whatever number of weeks the teaching is for*).

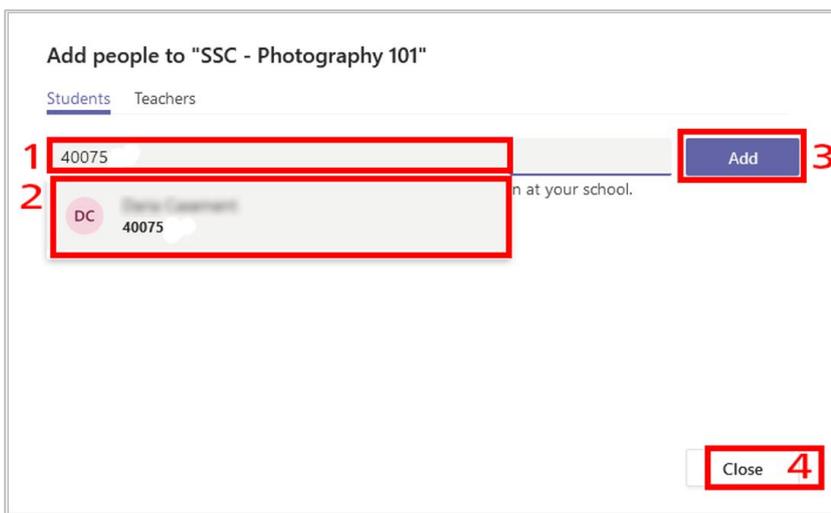
Including the date in the folder name will help students retrieve materials when they want to review/revise content.

Documents, PDFs and PowerPoint slides can be uploaded to weekly folders by clicking the folder and **Upload**. Navigate to the materials to be uploaded and **Open**.

## Adding people during set up

### Students

If you have a class list available (*when setting up the class*), in **Search for Students (1)**, type in a student number and **select the student's name (2)**, click **Add (3)**. Repeat steps 2 and 3 until list is complete. When the full list of students are added, click on **Close (4)**. It may be that student lists won't be finalised until the start of term, students can be added later. How to do this is on **page 7** of this document.



The screenshot shows a web interface for adding people to a class. The title is "Add people to 'SSC - Photography 101'". There are two tabs: "Students" (selected) and "Teachers". A search bar contains the number "40075". Below the search bar, a dropdown menu is open, showing a search result for "DC 40075". To the right of the search bar is an "Add" button. At the bottom right of the interface is a "Close" button. Red boxes and numbers 1 through 4 highlight these elements: 1 points to the search bar, 2 points to the dropdown menu, 3 points to the "Add" button, and 4 points to the "Close" button.

Not only will students need added in the **Students tab**. Teachers, admin (*using staff numbers*) and Guest Lecturers (*via their email address*) also need added in the **Teachers Tab**.

### Adding staff

Choose the **Teachers Tab**. The best way to do this is by *staff/student number* as there may be several people with the same names on our system.

**NB:** People can be added to the Class Team now or at any point in the future, adding people in later, see **page 7**.

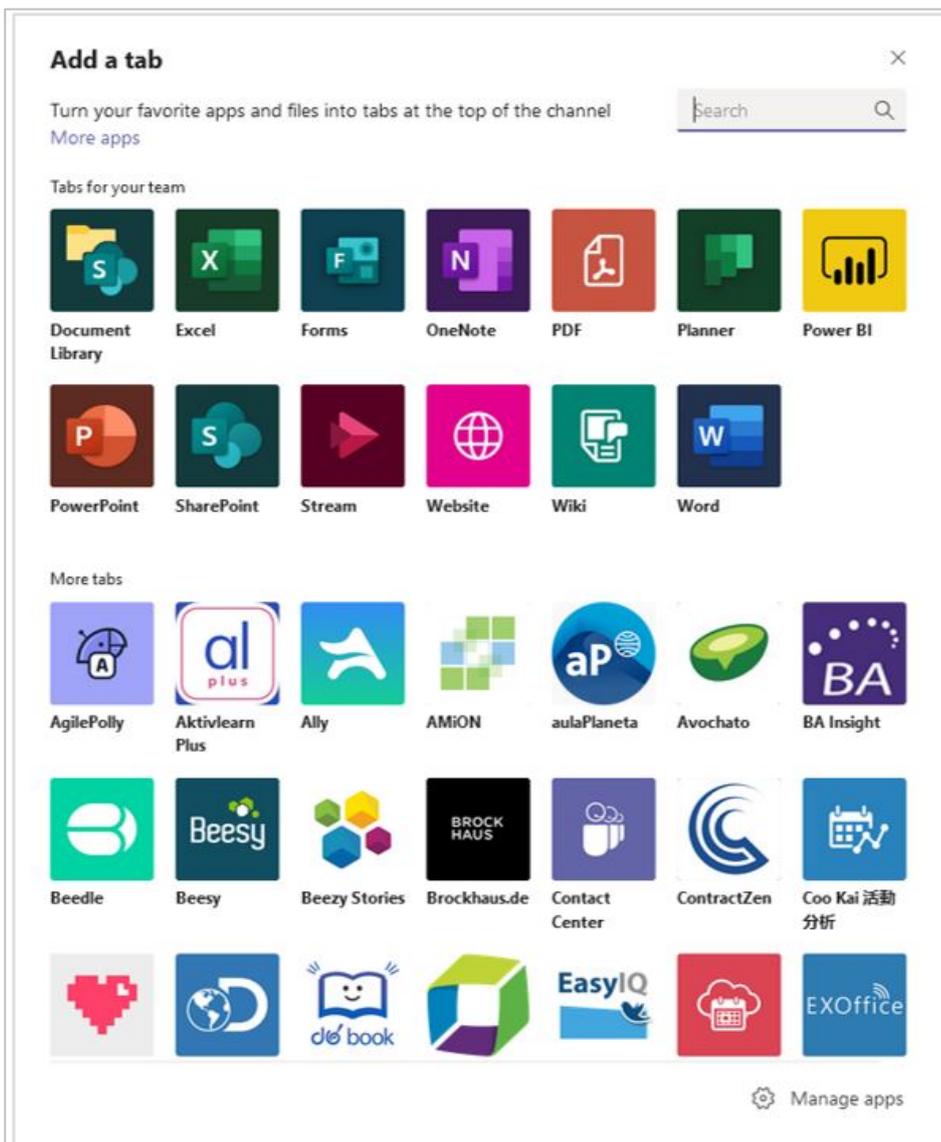
### After people are added

Once people are added, members (*staff and students*) receive a notification via email stating they have been added to the team.

Teams allows you and other Teachers to:

- Create Posts
- Add Read-Only Files
- View Class Notebooks (*students can only see their own work*)
- Create Assignments
- Track Grades

The + on the top bar allows the adding of additional tabs (*all team members can view*):

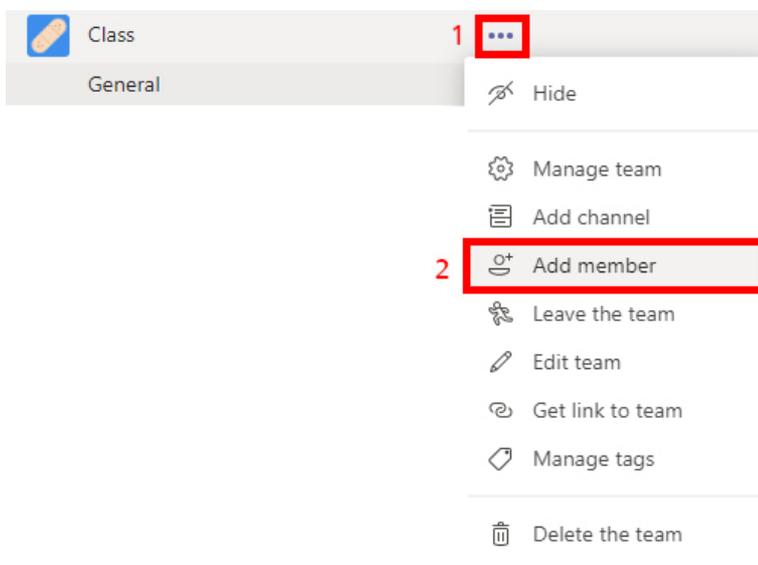


## Adding people later

You may not have had all student or staff details when setting up the Class in MS Teams, this section looks at how to add people after initial Team set up.

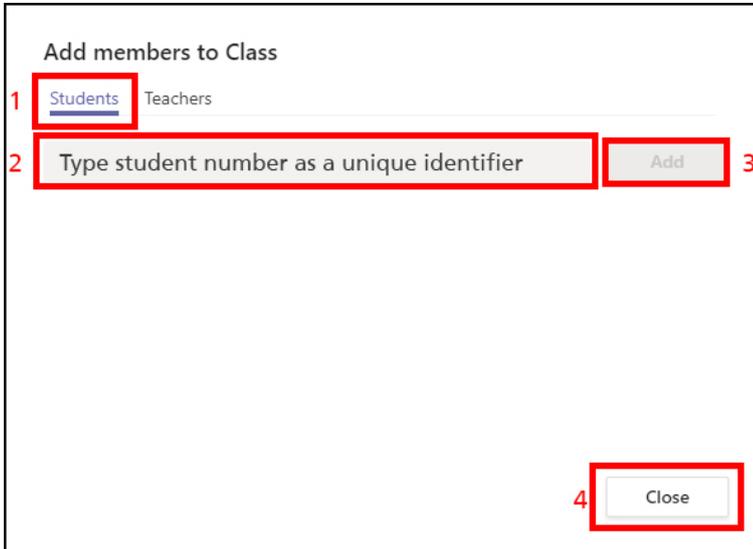
## Adding People to your Class

Classes can be set up for the next academic year with teachers later and students added in early September (*after enrolment and registration*). Click on the top **ellipsis (1)** beside the Class name and **Add Member (2)**:



### Adding Students

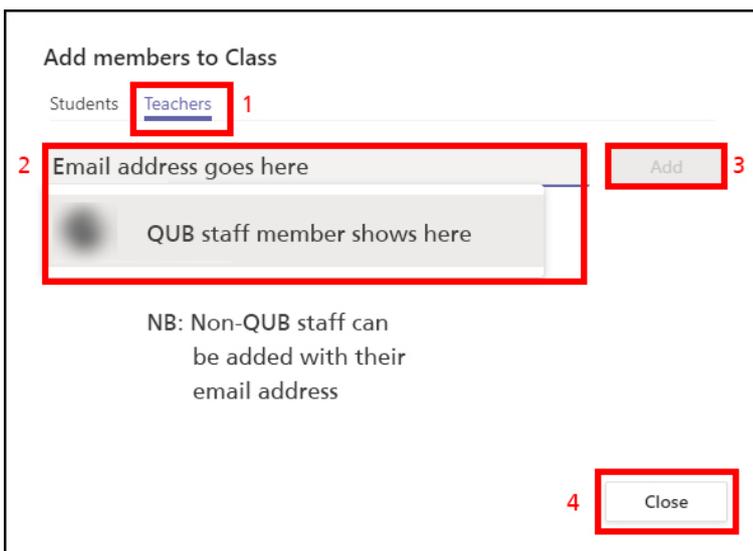
Select **Student Tab (1)**, **type** in student number **(2)**, click **Add (3)**. Repeat steps 2 and 3 until all students are added. Click **Close (4)** (some staff may need added, if so, skip step 4).



The screenshot shows a dialog box titled "Add members to Class". At the top, there are two tabs: "Students" and "Teachers". The "Students" tab is selected and highlighted with a red box and the number "1". Below the tabs is a text input field containing the placeholder text "Type student number as a unique identifier", which is also highlighted with a red box and the number "2". To the right of the input field is an "Add" button, highlighted with a red box and the number "3". At the bottom right of the dialog box is a "Close" button, highlighted with a red box and the number "4".

### Adding Teachers

Select **Teacher Tab (1)**, **type** in email address or staff number **(2)**, click **Add (3)**. Repeat steps 2 and 3 until all teachers are added. Click **Close (4)**.

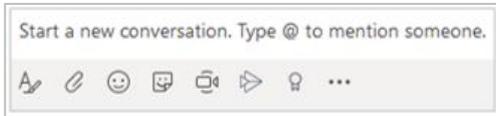


The screenshot shows a dialog box titled "Add members to Class". At the top, there are two tabs: "Students" and "Teachers". The "Teachers" tab is selected and highlighted with a red box and the number "1". Below the tabs is a text input field containing the placeholder text "Email address goes here", which is also highlighted with a red box and the number "2". To the right of the input field is an "Add" button, highlighted with a red box and the number "3". Below the input field is a greyed-out area with the text "QUB staff member shows here". Below this area is a note: "NB: Non-QUB staff can be added with their email address". At the bottom right of the dialog box is a "Close" button, highlighted with a red box and the number "4".

**NB:** Non-QUB staff **can** be added by email address. They will be notified by email that they have been added to a Team.

## Team Features in General

In the General area, at the bottom of the Teams window are a number of icons:



From left to right, they allow:

- Formatting
- Attachments
- Emojis
- Stickers
- Meetings (*similar to skype with face-to-face, audio or chat features*)
- Stream
- Praise

The  on the right allows more Apps to be added.

## Setting up a Teaching Session

Under General, click the  icon, this opens a **New Meeting Window** (*below*).

Add a **Title (1)**, i.e., the lecture topic.

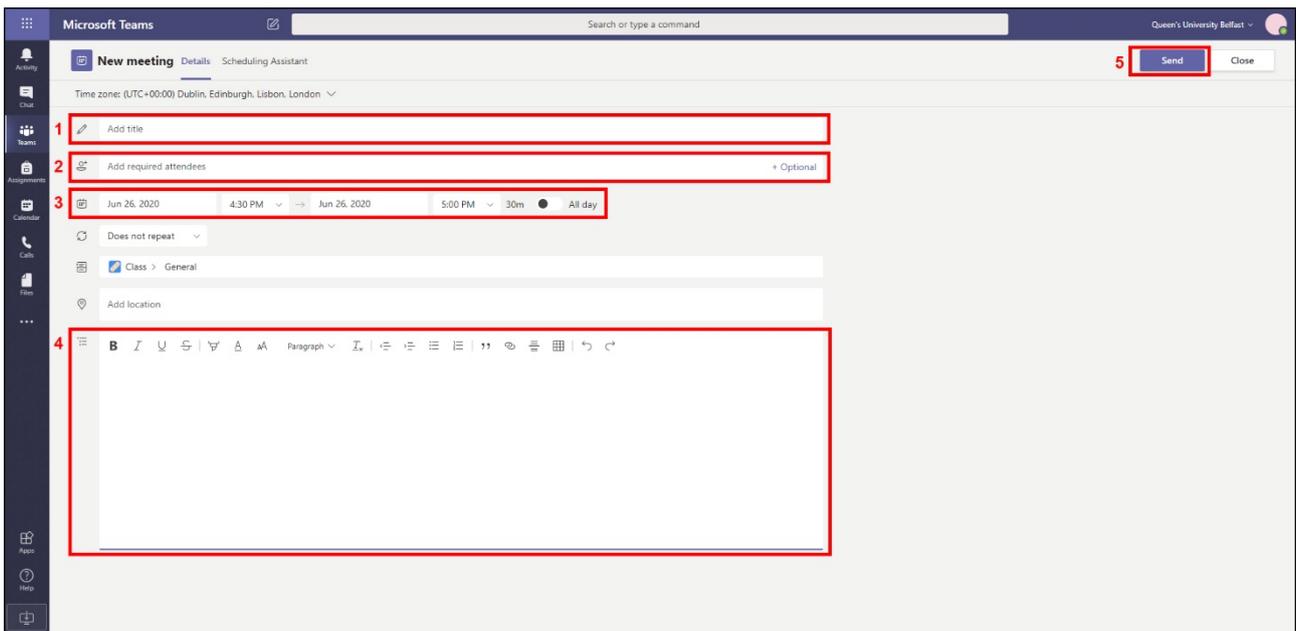
Select the required **Attendees (students) (2)**.

Set the **Date (3), Time and Duration**, i.e., 1 hour (*there is an option for repeat which is handy if you teach the same group of students in the same timeslot every week*).

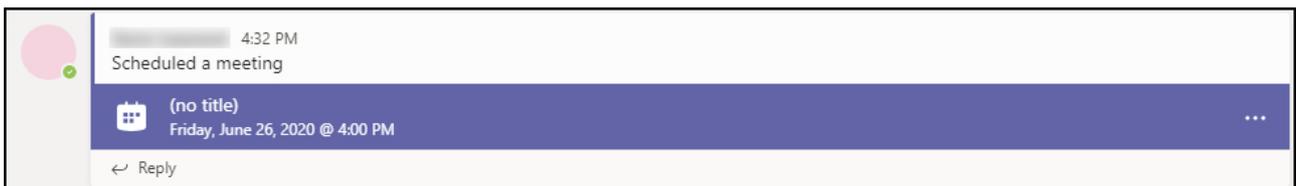
Location can be physical or left blank (*let's assume online learning and we'll leave it blank*).

Underneath in the **Editor (4)**, include any Learning Outcomes for that class and instructions for students to complete before coming to class, i.e., prior reading or tasks.

When these details are complete, click **Send (5)**.



This meeting will appear in the General area of Teams and students will receive the invite on email as well.

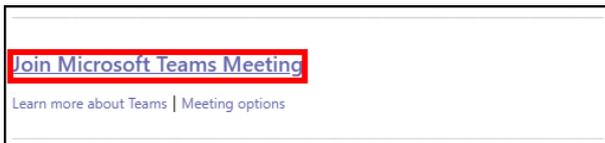


## Entering Class / Meeting

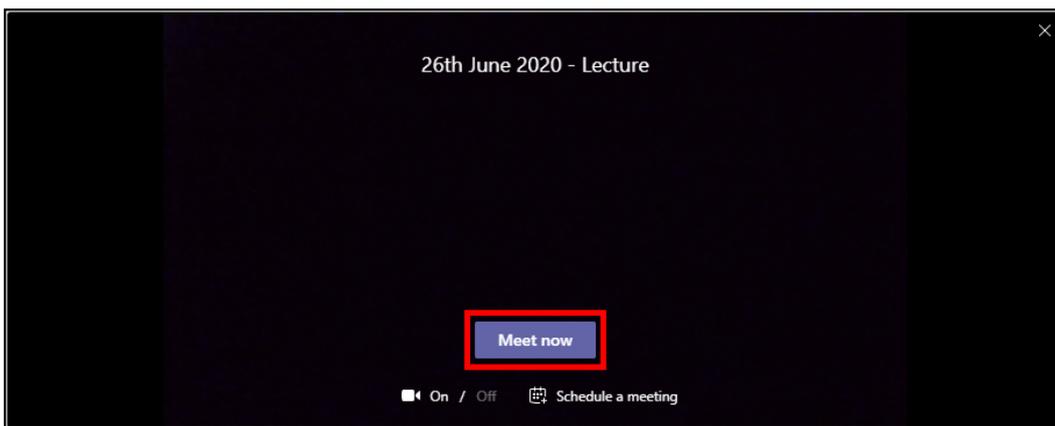
Students have two options to enter class:

1. Click on the Team invite via email
2. Go to class in Teams and click Meet Now

### Option 1



### Option 2



## When live-teaching

Facilities include:

-  03:57 A counter
-  Webcam on/off
-  Microphone on/off
-  Share screen
-  Allows display of device settings, meeting notes, full screen, blur background, captions on/off, keypad, start recording and turn off incoming video
-  Raise Hand
-  Chat window
-  Participants can be invited
-  Meeting ended

This icon bar will be displayed as:



## Recording live-teaching

### 1. The Live Session

Ensure you are in **BEFORE** the students. Have your slides open (*along with any other materials*) and ready to show.

**Ensure your camera is on and audio is working!**

### 2. Sharing Content via Screen Share

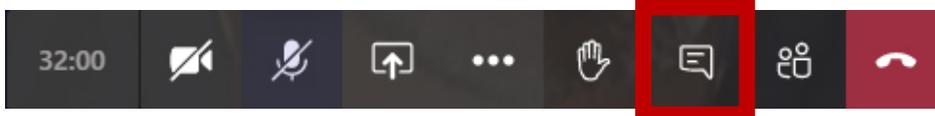
Open the Share Screen icon (*highlighted by red box*), choose the PowerPoint slides you want to share. The first slide should appear on your screen and your face should appear in the right hand corner (*remember to smile*).



### 3. Chat Facilities

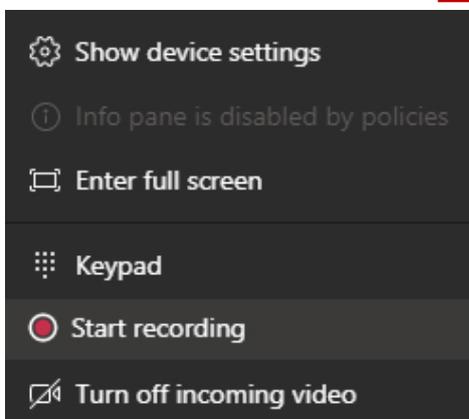
Ensure your Chat window is open for viewing incoming student questions during or after the lecture.

Advise students to open their chat window.



### 4. Recording the Session

Click on the ... button and when ready to start the lecture, select **Start Recording**.



## 5. Ending Recording

When finished the lecture, press **Stop Recording** in the ⋮ option.

## 6. Ending the Meeting

End the meeting by pressing the ⋮ option and **End Meeting**. This stops the meeting for **everyone**.



If meetings are recorded, they can be viewed later in Teams or shared (*on email or in Canvas*) via Stream.