Instructing with Teams

Overview & Guide **Beyond the Basics**

BowValley
COLLEGE
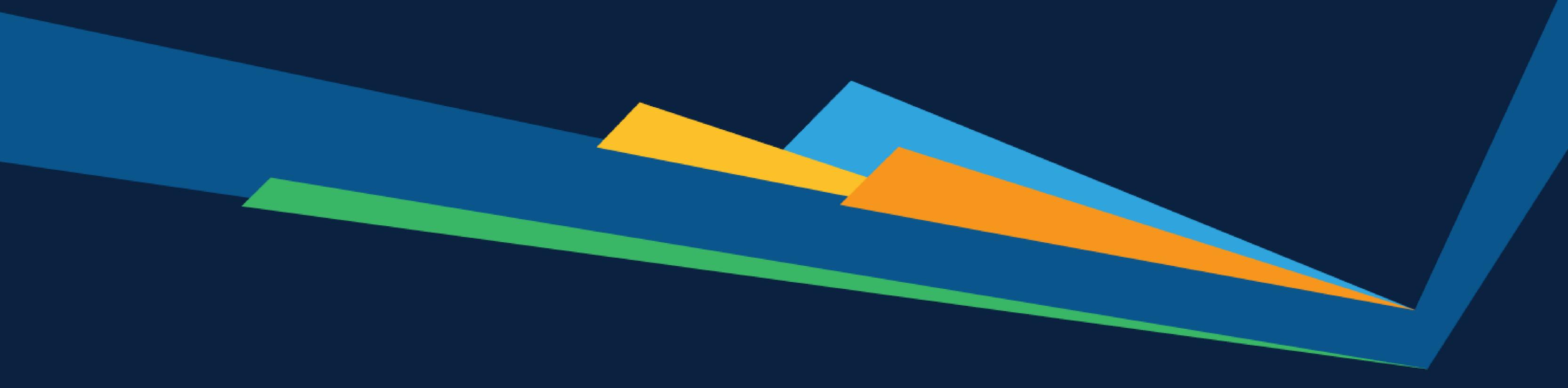
Instructing with Teams Table of Contents

This is the second of two **Instructing with Teams** guides for Bow Valley College Instructors.

Visit the **Teaching Continuity** Resources website to access other tools and coaching material:

- **Instructing with Teams Get Started**
- **Instructing with Teams Beyond the Basics**
- **Instructing with Teams Video**
- **Instructing with Teams Frequently Asked Questions**

Instructing with Teams Using One Device | Checklist

Checklist: Instructors delivering a course with one monitor (i.e. laptop)

Use the checklist to ensure a positive, uninterrupted learning experience for all attending students.

Be prepared:

❑ Close all applications

❑ Open the content / applications being used during your session only

❑ Practice your ALT+TAB shortcut to toggle between content being shown

Be a minimalist:

❑ Organize your session to minimize the variety of content you share during any particular session

❑ Limit content 'switching and sharing' changes to breaks

❑ Start your PowerPoint presentation Slideshow in Presenter View

❑ Scale your PowerPoint view to the left side of screen

❑ Scale up your MS Teams Learner View, Control Task Bar and Chat Window views to the right side of screen

Instructing with Teams Using One Device | Layout

Running a Teams session with one device (i.e. laptop) requires you to use your desktop space efficiently:

Step 1: Show Presenter View
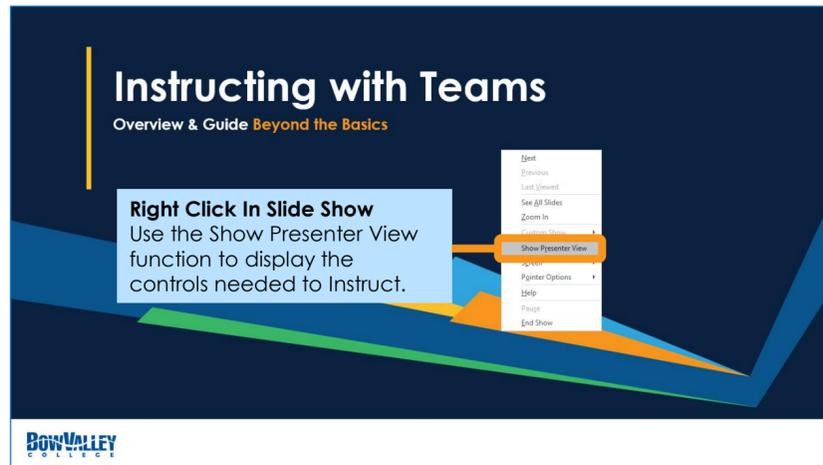
The Presenter View will provide a number of Instructor tools including zoom and laser pointers.

Step 2: Toggle the Window view
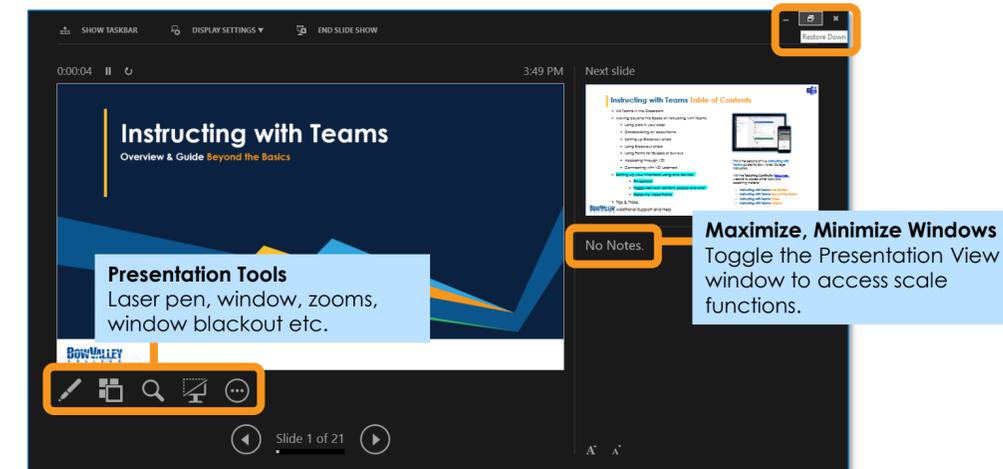
To resize the various content you first need to minimize the window using icons at the top right corner.

Step 3: Scale Presenter View
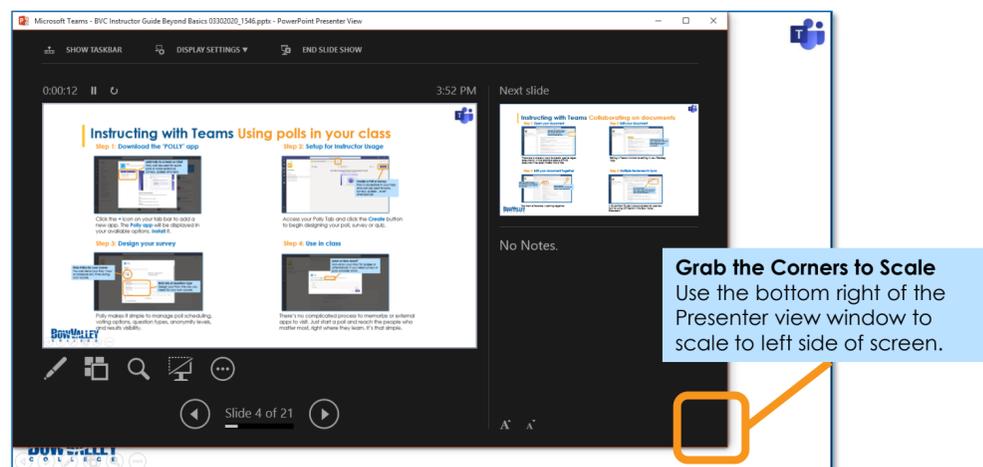
You will scale the Presenter View window similar to other Windows applications you use everyday.

Step 4: Set Left & Right Screens
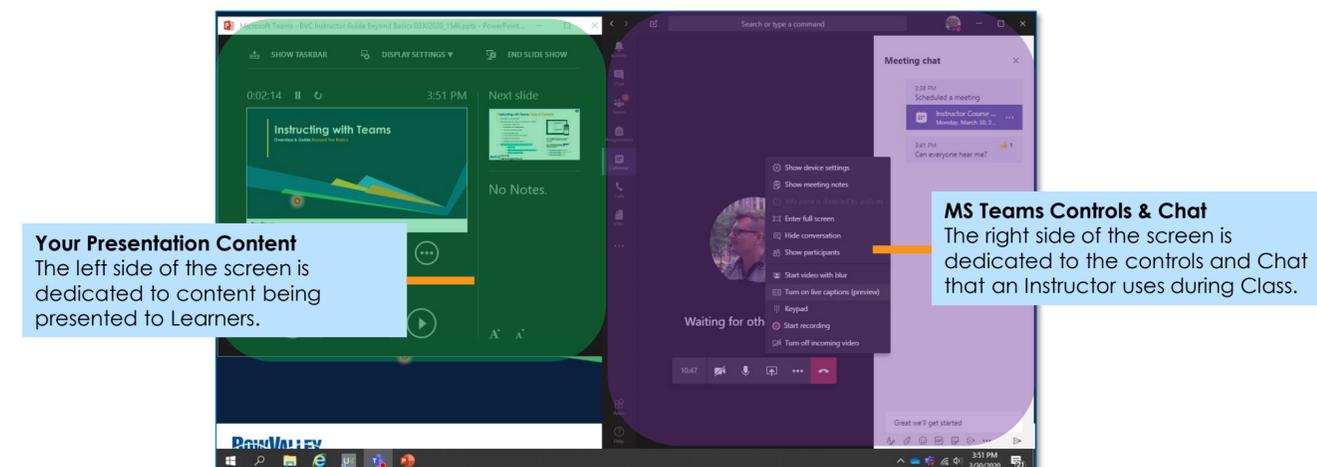
Layout the content how it makes sense to you. Many instructors use the left side of their screen to present, and the right side of their screen to interact. It's that simple.

Instructing with Teams Using One Device | Content

MS Teams has a lot of functionality to manage. Practice presenting your own content smoothly with the following tips:

Tip 1: Pin Someone

The **Pin** function is perfectly suited for Instructors who need to have certain content 'persist' in the main presentation view:

- Instructing with American Sign Language (ASL)
- Instructing with a translation service
- Instructing with a Guest Speaker / Peer

Dave McKiernan • • •

The Pin Menu
Roll your mouse over any active content view during a meeting to expose the Pin menu.

Dave McKiernan • • •

🎤 Mute participant

📌 Pin

The Pin Function
This menu is limited to muting the participant, or pinning their view.
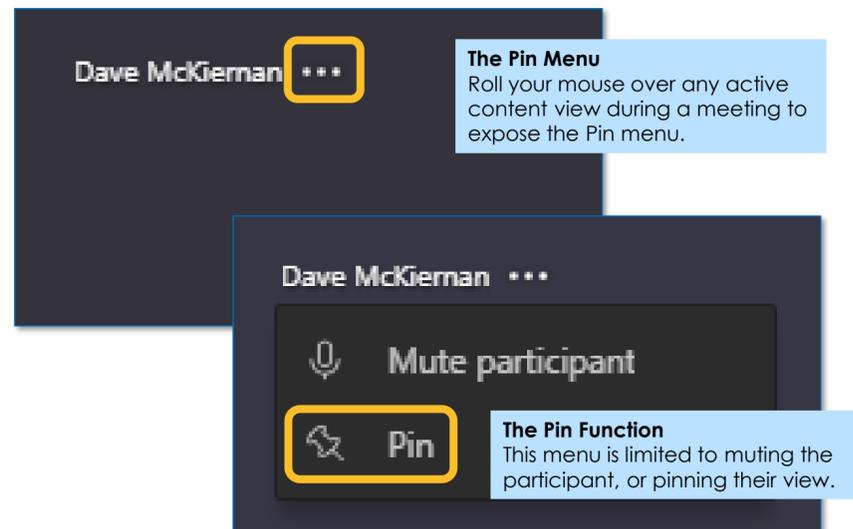
Pinning a contributor or content screen will force MS Teams to **always show this screen as the primary display** to attendees.

Tip 2: Toggle Between Content

Alt+Tab is a shortcut key most often used to switch between open programs in the MS Windows OS.

As an Instructor using only one device (i.e. a laptop), you will likely have to Alt+Tab between content as you move through your session:

Other options:
To cycle right-to-left in the available open windows press Alt+Shift+Tab.

To switch between open tabs in the active window, use the keyboard shortcut Ctrl+Tab.

Tip 3: Sharing / Refreshing New Content

Sharing content in Teams starts by clicking the **Share** icon and choosing from a number of sharing sources:

- Desktop (share your entire desktop)
- Window (share an application window)
- PowerPoint (share a specific, recent file)
- Browse (browse OneDrive etc. for a file)
- Whiteboard (if the free MS App is installed)

The Sharing Function
Use the Share icon to select / deselect the content to present.

NOTE: Please be aware that the 'switch' between different content sources may not be immediately reflected in attendee displays:

- **ALT+TAB:** Ask your learners to confirm that the new content is being displayed
- **SHARE:** Always Stop Sharing before sharing new content

PRO TIP: Let your MS Teams presentation catch-up to how you are delivering your content, there can be a lag for attendees.

Instructing with Team General Channel Do's & Don'ts

DO: Post Announcements

General is Open to All
Want to reach all your Learners?
Use the General Channel
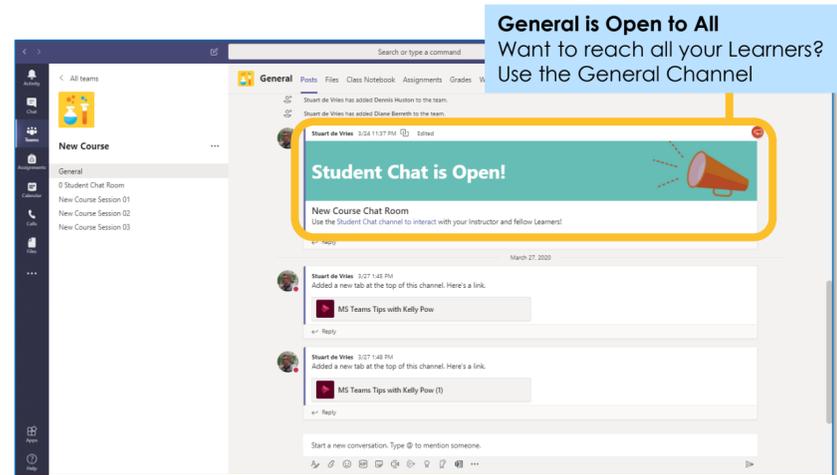
All your Learners will visit the General Channel every time they visit your Team. Post notices, important information and more in the General Channel.

DO: Use for General Files, Tabs and Access

Must Find Files and Log-Ins
Use General Channel Tabs to make learning materials easy to find and use.

Guide your Learners
Use the General Channel to update Learners on course material, changes or updates.
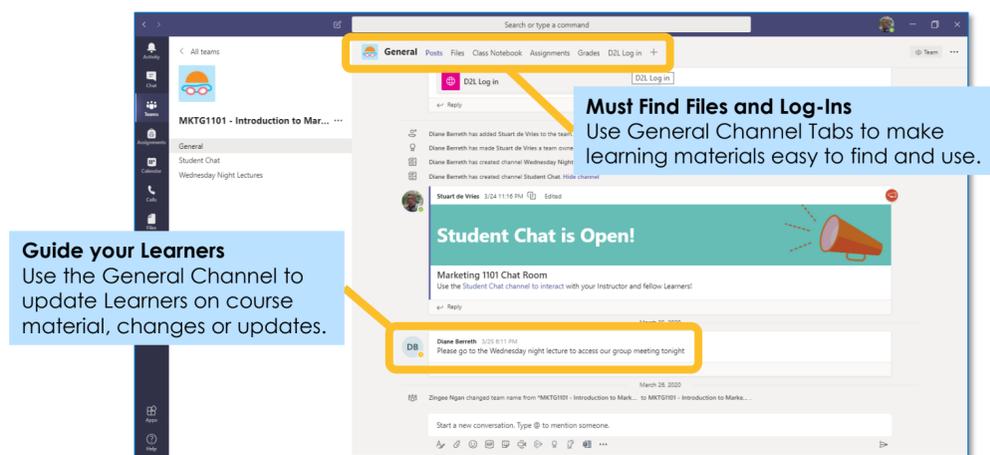
Use the General Channel as a Landing Page to drive your Learners to relevant learning materials.

DON'T: Schedule Meetings

Use other Channels to meet
Learners **cannot post chats** to the General channel.
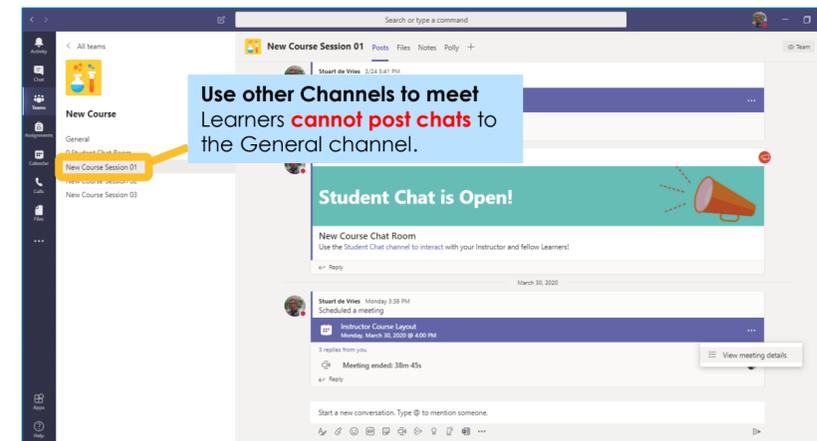
The General Channel does not allow Learners to initiate Chats – which is a key feature of Teams in the Classroom.

Pro Tip:
Use your MS Teams Calendar function and **Add channel** when scheduling your Class:
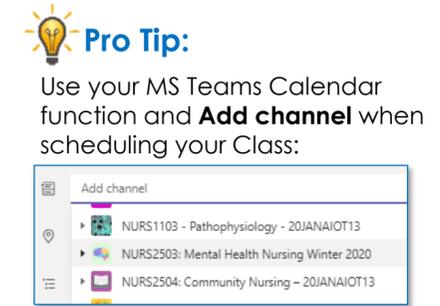
It puts you, the Learners and your Recording in the same spot!

DON'T: Delete. (You cannot delete)

'Breadcrumbs' of Activity
You cannot delete this content from your General Channel.
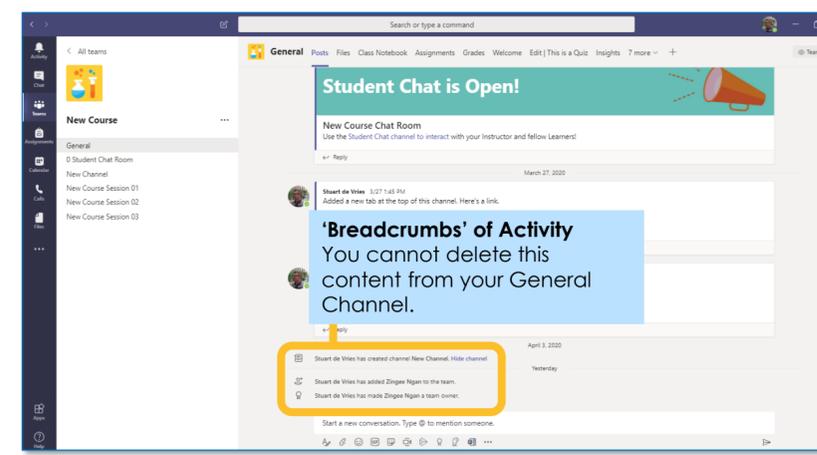
You cannot delete this Channel. You also cannot edit the 'breadcrumbs' of activity each time you invite a Learner, create a Channel etc. This is a known issue and a common user request to Microsoft,

Instructing with Team Tips for creating Channels

Tip 1: Public or Private?

Control Access
Do you need breakout sessions or a public area for collaboration?
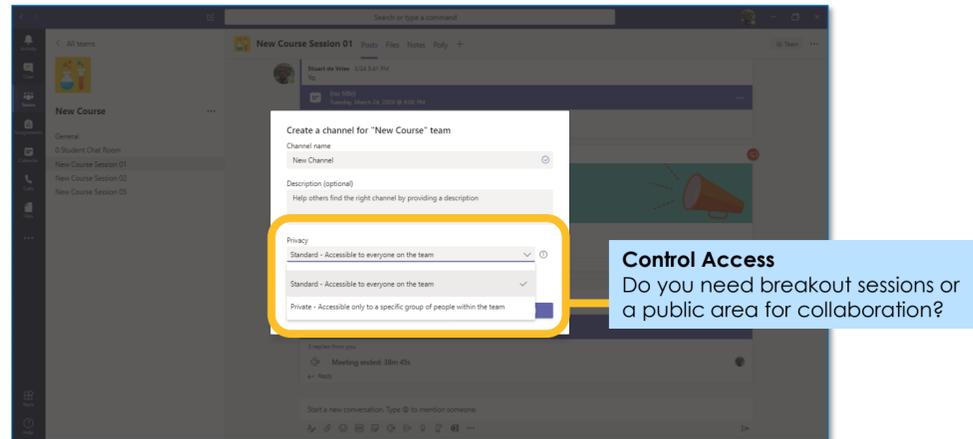
When you create a new Channel you can determine it's privacy: **Public** for all and **Private** for select members only.

Tip 2: Moderated or not?

Control Permissions
If moderated, you can control who can Post to your Channel.
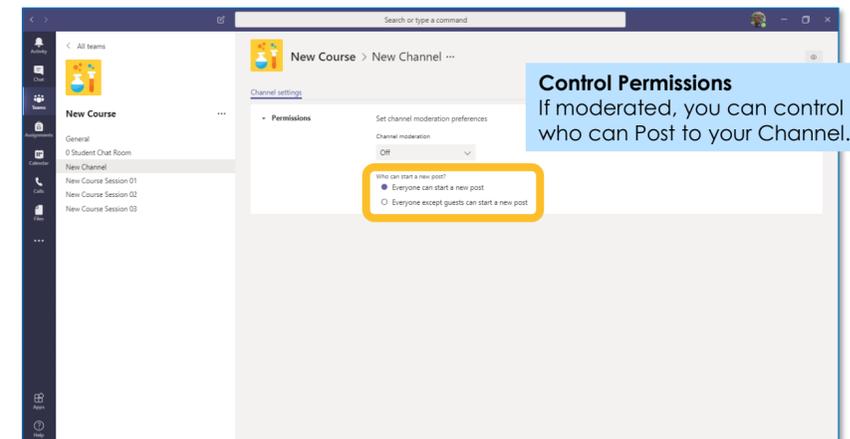
Channel permissions allow you to determine how users interact: **Moderated** for Instructor Channels and **Non-Moderated** for Learner Breakout Chat Channels.

Tip 3: Manage Settings

Settings >> Member Permissions
Access to refine how Members can interact with the Channel, Chat and Apps.

The Teams Ellipses
Click the three dots to display the Teams menu and then click Manage team.

The Settings area of your Teams site provides controls to fine tune how Members and Guests of your channel can interact with your Team.

Tip 4: Refine Permissions

Set Chat and Messaging Permissions
Instructors can provide enormous leeway to our Learners including the ability to create and delete content.
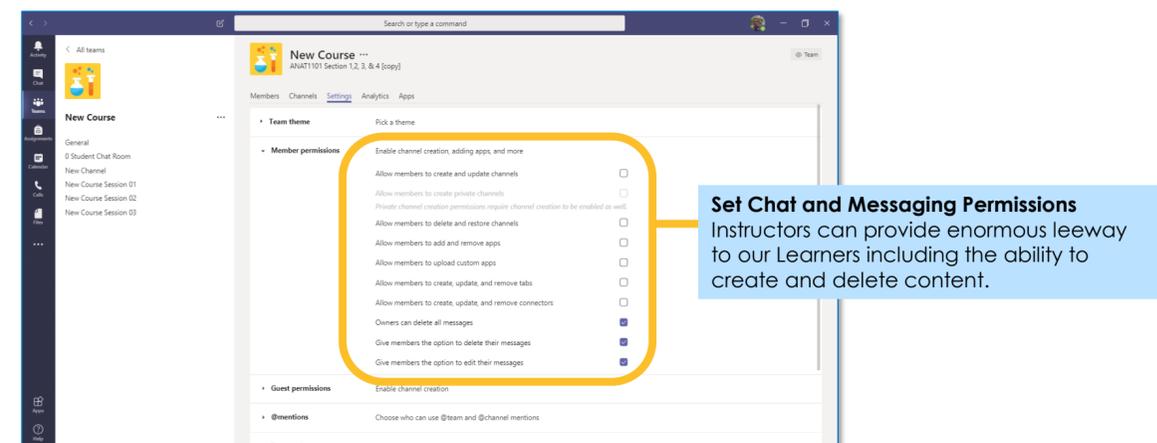
MS Teams has a lot of power to give / remove permissions Experiment with how you want your own class to interact.

Instructing with Teams Tips for managing Participants

MS Teams provide some great controls to help manage how Participants can interact with your Class. Here are the most popular tips:

Tip 1: Manage if Participants can present

The easiest way to manage how meeting Participants interact with your Class is to adjust their settings <u>before</u> the Class begins.

To begin, open the scheduled event in MS Teams or in your Outlook Calendar item, locate the MS Teams meeting info and click **Meeting options** as shown here:

Join Microsoft Teams Meeting
Learn more about Teams | Meeting options
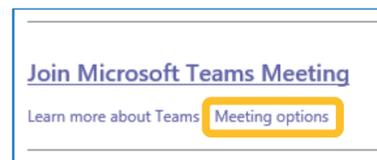
From the Meeting Options screen, choose **Only Me** from the Who can present? options listed. This means <u>only you</u> can start / stop recordings, share content and use audio.

Meeting options
Who can bypass the lobby?   Everyone
Who can present?   Everyone
Everyone
People in my organization
Specific people
Only me

Want to Mute Everyone?
The Mute all function is an excellent way to focus the Class on your own presentation.
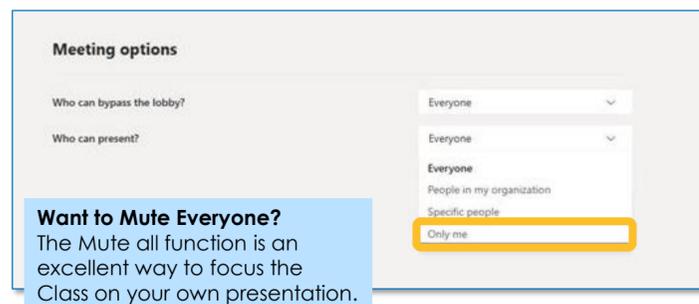
## Tip 2: Identify and interact with Participants

The easiest way to interact with your Class attendees is using functionality in the People panel.

To access the People panel, click the **Show Participants** icon on the Control Task Bar.

00:10   **Show Participants**
Select to view, interact and/or mute meeting attendees.

You can now see who is attending, you can mute individual participants or mute all participants, as well as remove Attendees from your session.

People
Jennifer Ko
Presenting
Instructor - Practical Nurse
Health & Wellness - Nursing
N756L Calgary Downtown North
403-476-1824
jko@bowvalleycollege.ca

Invite someone
Presenters (1)
Jennifer Ko
Organizer
Attendees (30)
Stuart de Vries

Message Jennifer Ko

Want to Message Someone?
From the People panel, roll your mouse over an Attendee to display Communications tools.

1:34
Tap to return to meeting 04:06
Meeting participants (19)
Add people
Add a room
In the meeting (19)   Mute all
DJ
FM
See all

Want to Mute Everyone?
The Mute all function is an excellent way to focus the Class on your own presentation.

Tip 3: Mute your own Chat

If you find you are receiving too many Chat 'pop-ups' use your profile settings and turn your status to **Do Not Disturb:**

Do not disturb
Set status message
Notifications On
Settings
What's new
More Apps
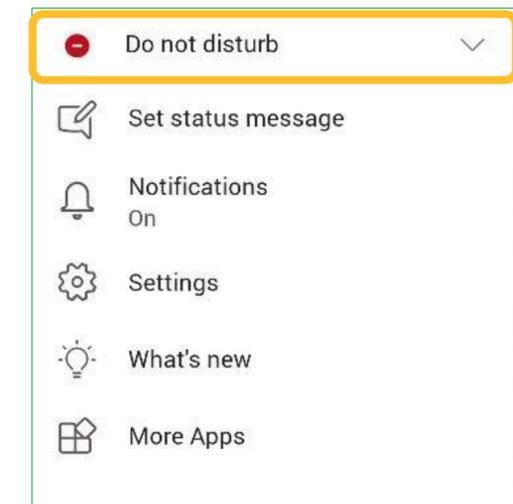
You can also personalize your status message, as well as set your Teams Dark View using the **Settings** function.

Instructing with Teams Collaborating on documents

Step 1: Open your document

Open in Desktop App
The most powerful editing tools will likely be found in the Desktop version of the software.
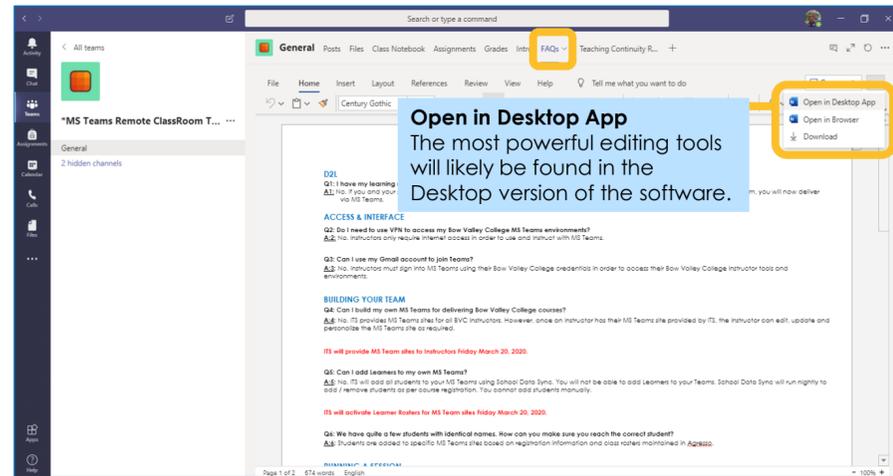
There are numerous ways to create, post or open documents. In the example above a FAQ document has been made into a Tab.

Step 2: Edit your document

Edits will be visible to all
As you edit your document it will be updated in the File and Tab views.
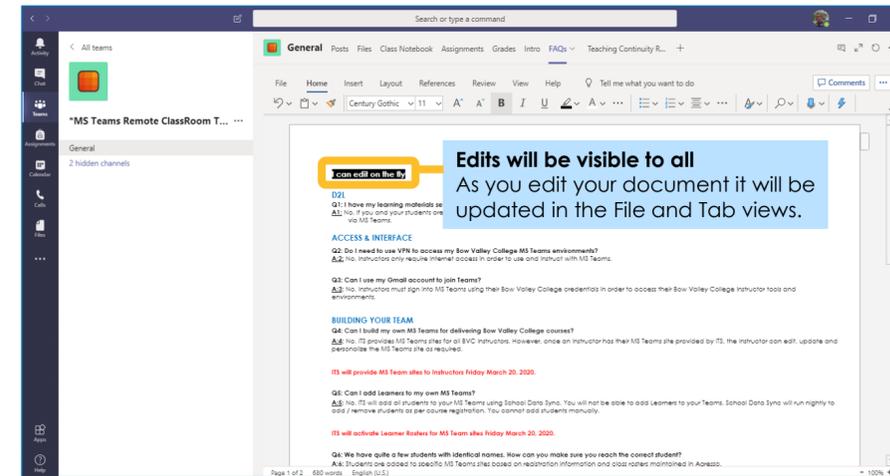
Editing in Teams is similar to editing in your Desktop App. You will have the same tools and features.

Step 3: Edit your document together

Where are others editing?
The document will dynamically be updated with edits markups edits by users.

Who is editing?
Easily identify Who is accessing the document for editing.
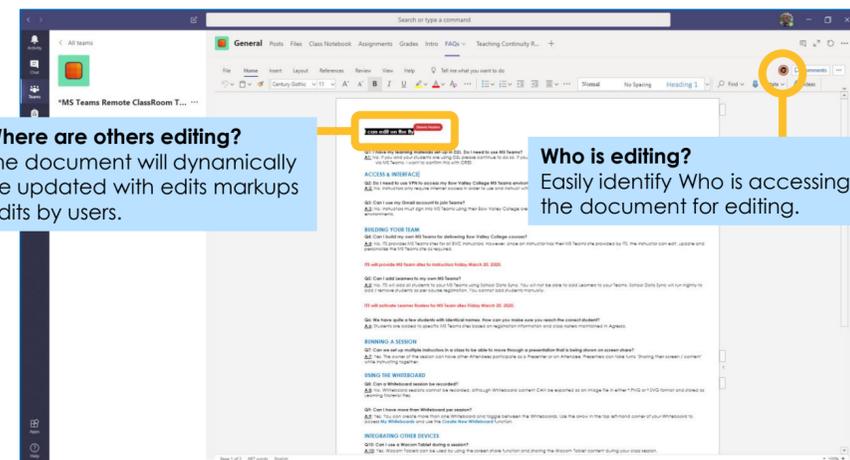
The main difference is you'll be editing together, in real-time, with each other viewing in real-time.

Step 4: Multiple Reviewers in Sync

Multiple Reviewers
Easily identify **Who**, **What** and **Where** your team members are helping to develop your documents.
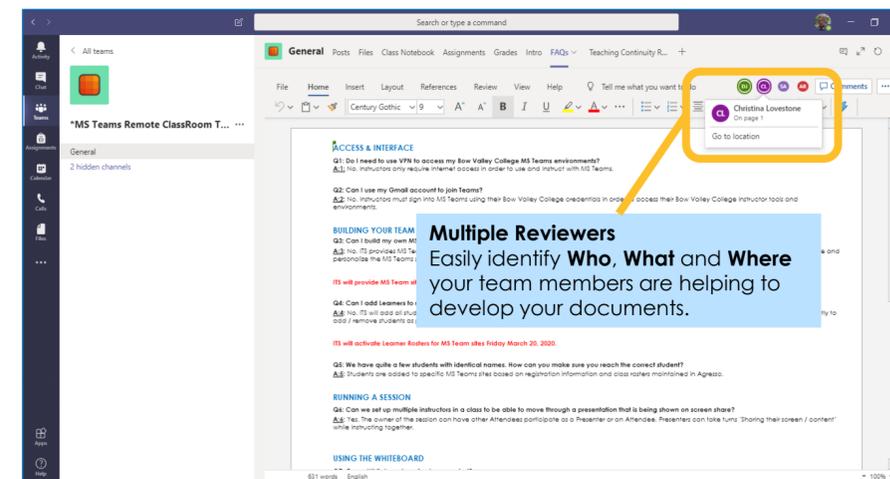
A Quick Start Guide is also available for Learners new to using MS Teams in the Bow Valley Classroom.

Instructing with Teams Setting up Breakout Chats

Option 1: Using Channels

Before the class - Create the Breakout Rooms (Channels)

01-Breakout Room
02-Breakout Room
03- Breakout Room

During class- Assigning students to breakout rooms- You can tell students the name of the breakout room they are assigned to and they can navigate there to find their peers to communicate via conversations or "meet now" for audio call

IMPORTANT!
Please return to Module 02 in 5 mins!
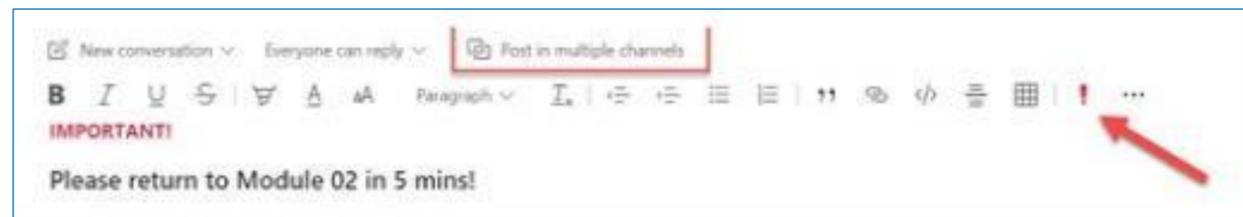
When the breakout session is almost over- you can send a message and select the Breakout Room Channels to post the message to. And select the Important Icon to alert them.

After the class is over- if you no longer need the breakout rooms- you can delete the channels from the Team.

Option 2: Using Private Chat

Before the class - Create the Breakout rooms (Channels)

Feature	Channel	Private Chat
Ability to Post to multiple rooms at once.	Yes. Post to multiple channel feature.	No. Instructor needs to go to each private chat to post the message
Ability for everyone to see all the activity in each breakout room.	Yes.	No. Only the users added in each private chat will see the content
Ability to chat and join via a video call ad-hoc.	Yes.	Yes.
Ability to find a breakout room on their own.	Yes.	No. Need to be manually added

During class- Assigning students to Breakout Rooms- You can tell students the name of the breakout room they are assigned to and they can navigate there to find their peers to communicate via conversations or "meet now" for audio call

When the breakout session is almost over- you can send a message and select the Breakout Room Channels to post the message to. And select the Import Icon to alert them.

After the class is over- if you no longer need the breakout rooms- you can delete the channels from the Team.

Instructing with Teams **Using Breakout Chats**

Checklist: Learners using Breakout Chats and Calls

Use the checklist to ensure a positive, uninterrupted Learner experience for every Breakout chat session being delivered using MS Teams.

Teams Breakout Chats:

❑ Use if Learners are collaborating via text and there is no need to exit class with Instructor

❑ Navigate to the Breakout Room Channel assigned

❑ Start typing to other Learners

Teams Calls:

❑ Use if Learners are collaborating via text and there is no need to exit class with Instructor

❑ Use the Calendar's 'meet now' button to complete an audio call

❑ When collaboration is complete and it's time to return to the class, Learners can go back to the 'Scheduled Class' Channel and Rejoin the Class in session

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Instructing with Teams Student Chat Etiquette Post

Step 1: Access the Compose Box

Create an Announcement
Use this menu to select the type of content to create. In this case an Announcement.

Open the Compose Box
This editing view will provide rich controls to craft your Announcement.
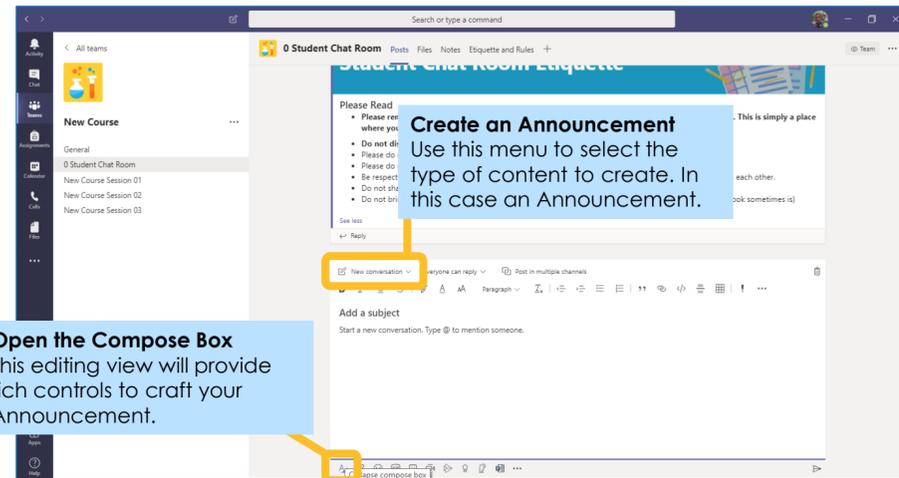
Powerful text editing and publishing tools are available once the **Compose Box** icon is clicked.

Step 2: Add text / content to your post

Post to multiple channels
Post to every Channel or Class you are instructing to.

Add Visual Elements
Select a background illustration, colour or picture to add a little polish to your Post.

Looking for exact text?
The text used in this example is also available from your original MS Team training class.
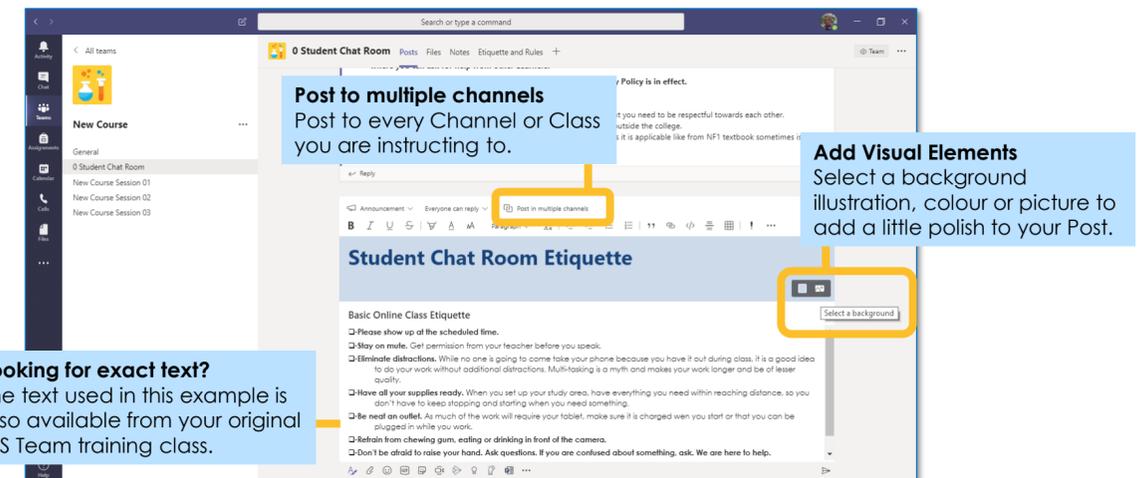
From the **Compose Box** you can create a message just like you normally create emails or word documents.

Step 3: Select Channels to Post

Choose how to publish
Now you can select which Channels to post to, whether people can reply and more.

Post the Announcement
Click the **Send** icon to post your Announcement to the selected Channels.
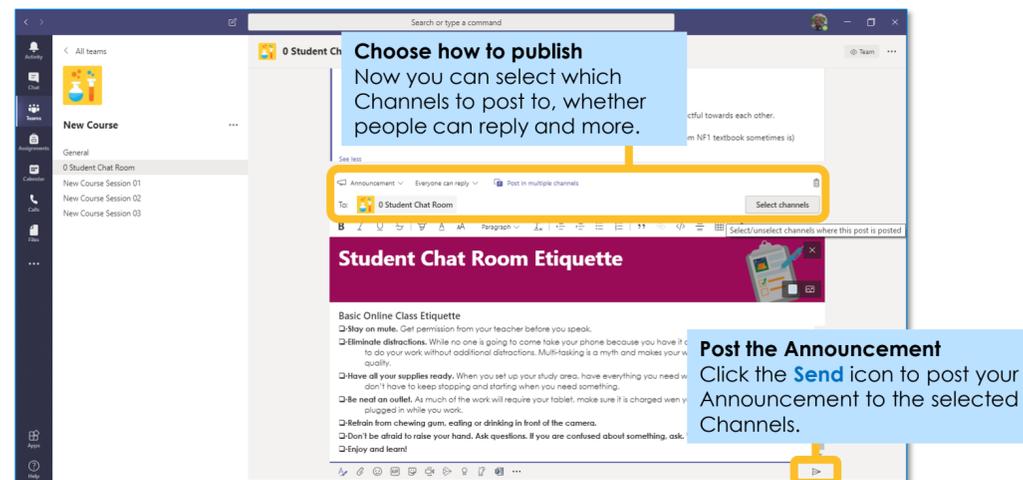
When you have crafted the Announcement to your satisfaction, click the **Send** icon to publish.

Step 4: Access the toolbar to edit

Expand your menu
Click the three dots (ellipses) to open the expanded menu and the **Edit** controls.
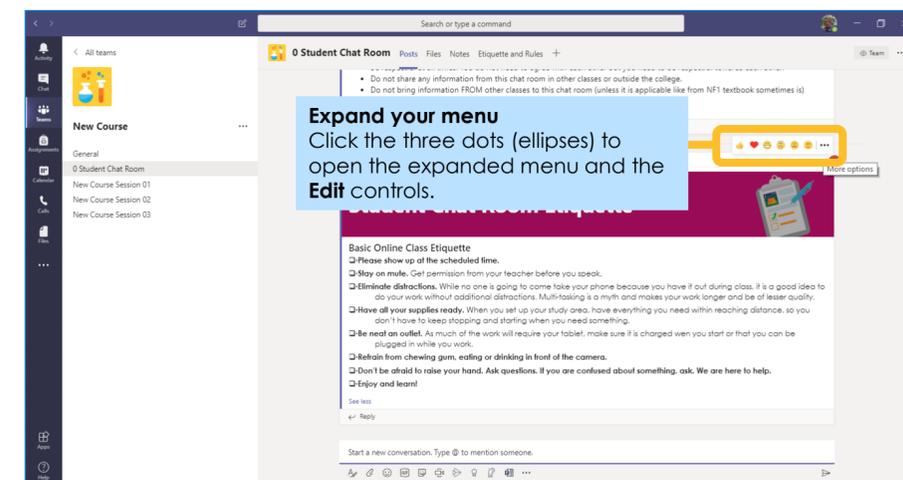
You will always be able to edit your posted Announcement. Click the **ellipses** at the top of your Post to add emojis, save as a bookmark and edit.

Instructing with Teams Using Polly for simple polls

Step 1: Download the 'POLLY' app

Add Polly to a Team or Chat
Polly can be used for quick polls or more extensive feedback surveys.
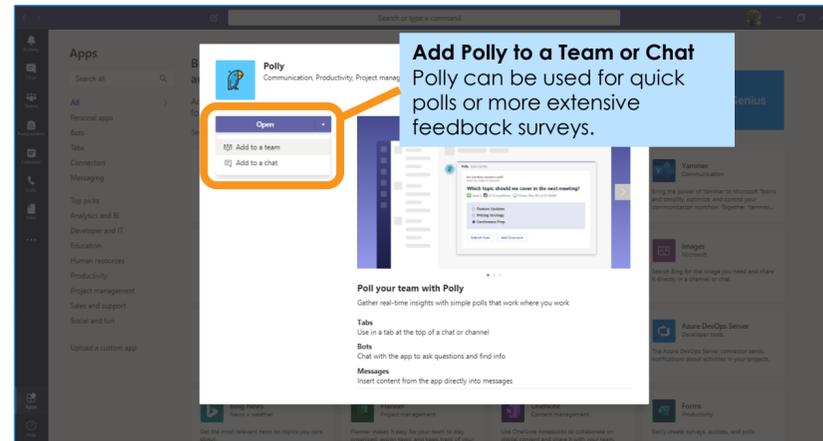
Click the **+** icon on your tab bar to add a new app. The **Polly app** will be displayed in your available options. **Install** it.

Step 2: Setup for Instructor Usage

Create a Poll or Survey
Polly is accessible in your Tabs and can be used for polls or surveys ... even attendance!
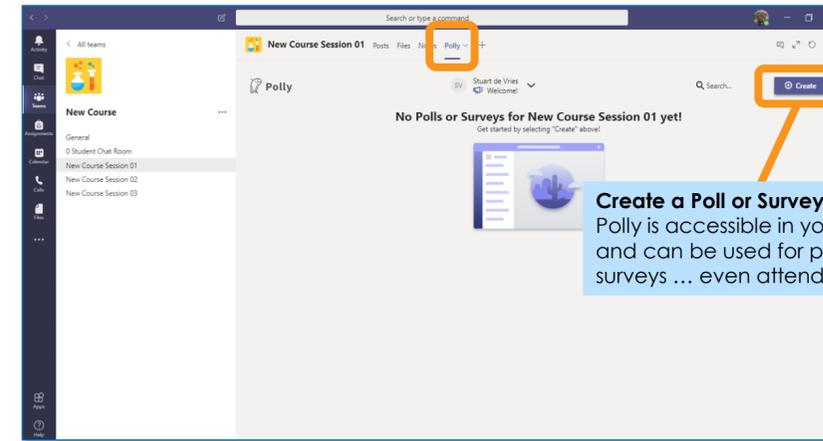
Access your Polly Tab and click the **Create** button to begin designing your poll or survey.

Step 3: Design your survey

Time Pollys for your course
You can send your Polly 'now' or schedule any time during your course.

Rich mix of Question Type
Design your Polly the way you need for your own course.

Polly makes it simple to manage poll scheduling, voting options, question types, anonymity levels, and results visibility.

Step 4: Use in class

Anon or Non-Anon?
Non-anon your Polly for attendance. If you need surveys or polls, consider Anon.

There's no complicated process to memorize or external apps to visit. Just start a poll and reach the people who matter most, right where they learn. It's that simple.

Instructing with Teams **Using Forms for complex polls** (1)

Step 1: **Add a Forms Tab**

Add Forms to your Channel
Forms can be used for polls or for more extensive surveys.
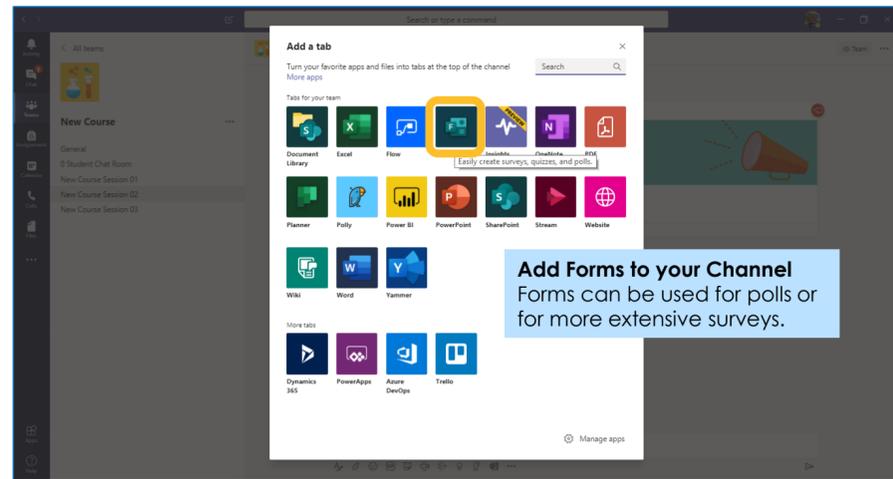
There are numerous ways to create, post or open Surveys and Polls. In the example above a Forms application will be used.

Step 2: **Name and create your Forms**

Click **Save** when done
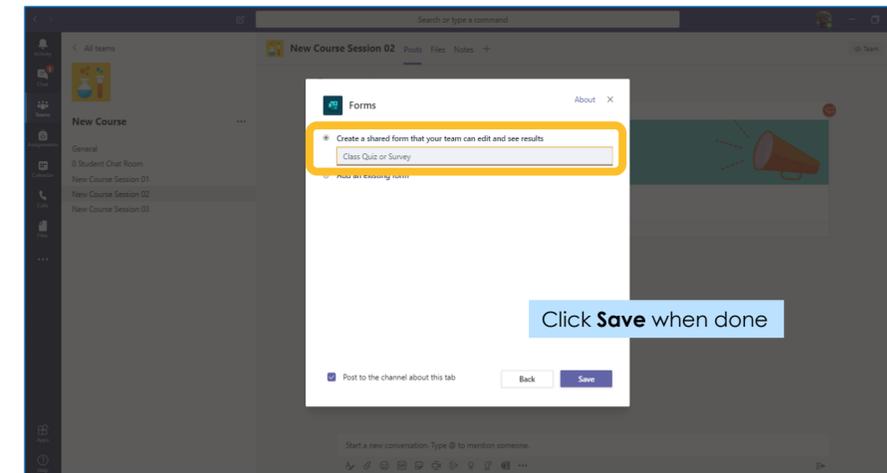
Name your Form with the function to make it easy for you and your Learners to find.

Step 3: **Create and name your Poll / Survey**

Forms Menu
Change the look and feel, the settings and preview the Poll / Survey while you work.

Switch Modes
Quickly switch between Design and Response modes.

Add Questions
Design your Poll or Survey exactly the way you need for your own course.
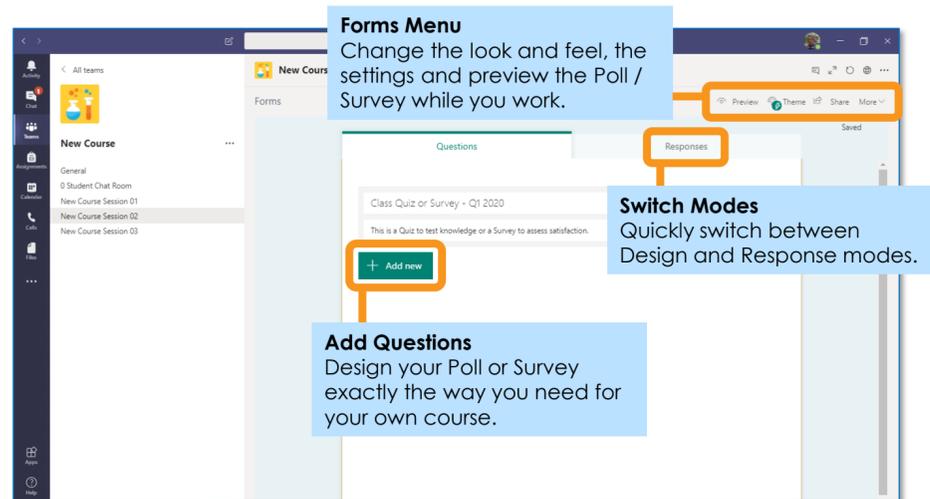
The Forms Menu in the upper right hand corner have additional functions and controls to increase satisfaction with the Poll or Survey experience.

Step 4: **Start building your questions**

Control the questions
Multiple choice, ranking, rating and open text are just some of the choices available to you.

Sophisticated tools
Use some of the most popular and field-tested survey frameworks, complete with suggestions and tips.
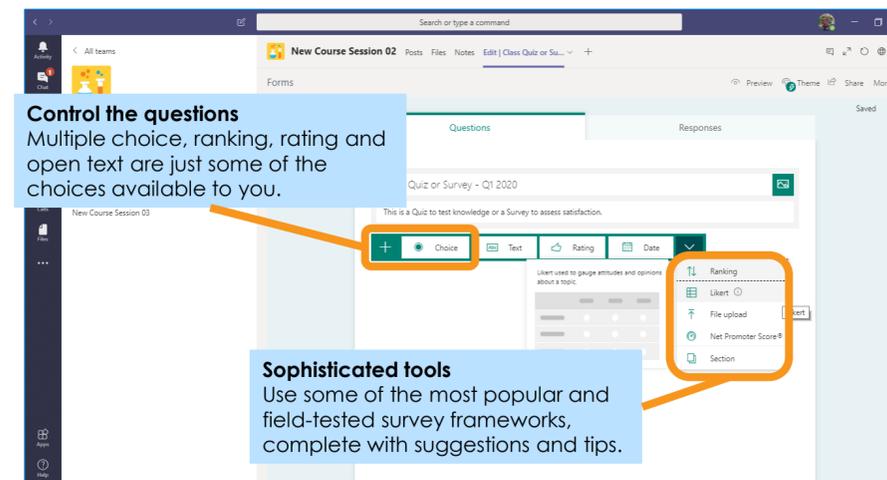
There are an number of question types and rating tools that can be included in your new Form.

Instructing with Teams Using Forms for complex polls (2)

Step 5: Crafting your questions

Customize all content
Your question, responses and scales can all be edited the way you need.

Is the question required?
Make the question mandatory and add subtitles using the ellipses.
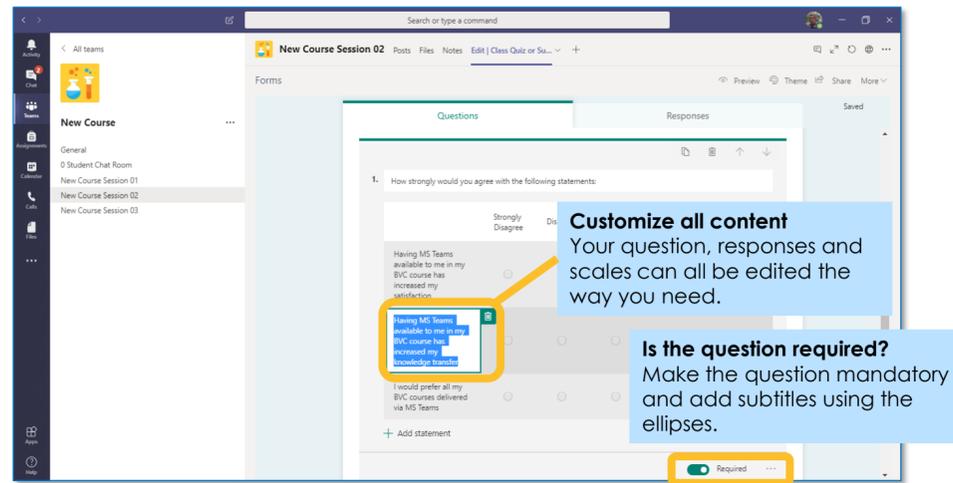
Each question you use will be fully customizable with easy editing and configuration tools.

Step 6: Using Themes and Settings

Themes add usability
A variety of settings are available to help the user complete your Survey.

Customizable
Set Start and End dates, craft custom Thank You messages and more.
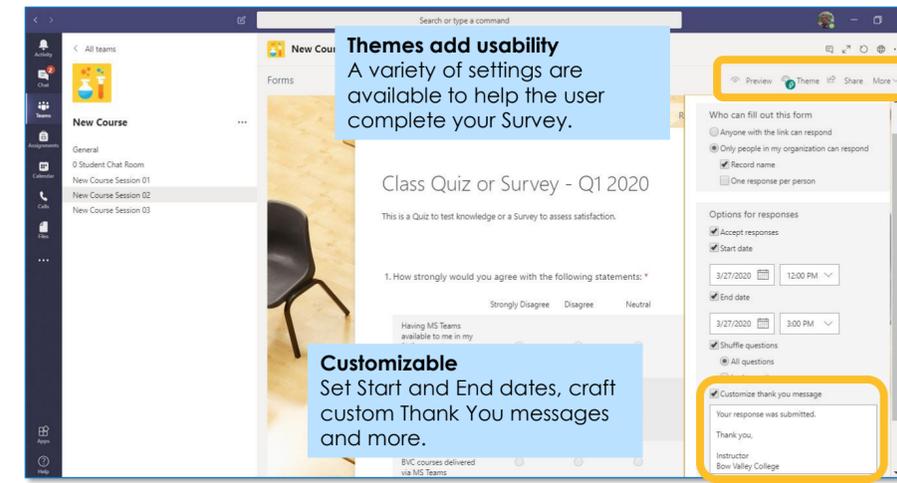
Fine tune the behavior of your Form to make it easy to understand, fill out and provide you feedback.

Step 7: Preview the end result
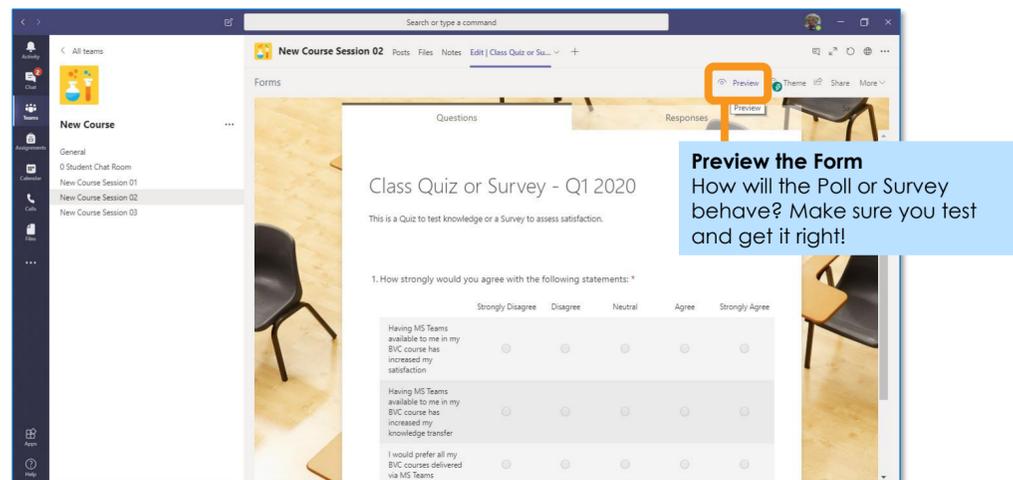
Preview the Form
How will the Poll or Survey behave? Make sure you test and get it right!

Test out how the survey behaves and if you would answer the questions the same way you expect the Learners to.

Step 8: Share and start collecting feedback

Choose how to share
Get a link, a QR code, HTML text or just send your respondents an email.
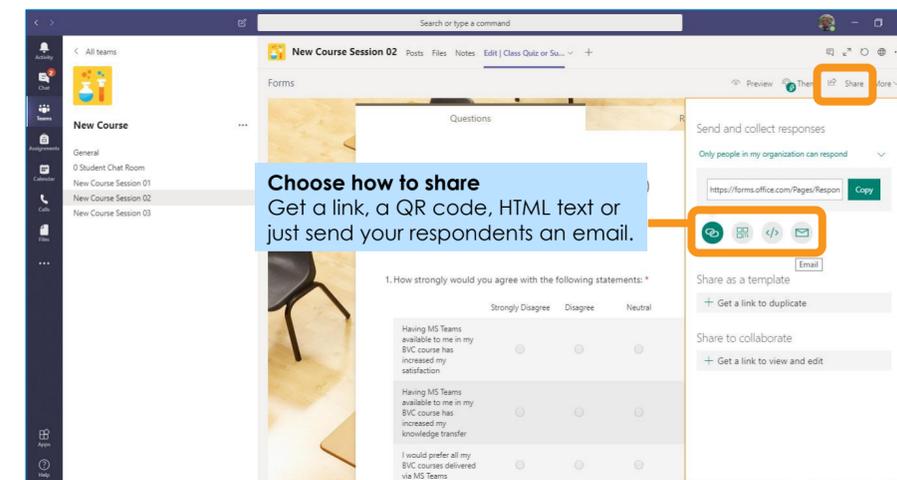
When you're ready to share the survey you have a number of options. Click the **Share** link at the top of screen and select from the choices.

Instructing with Teams Using Video in the Class

It is easy to focus on a specific person's video feed, regardless of whoever is presenting during the meeting.
Use this feature for translation, guest speakers, town halls or more:

Pin an attendee feed (including video)

Right-click a video within the Class's Team meeting and select the **Pin** function from the menu.

The Pin Menu
Roll your mouse over any active content view during a meeting to expose the Pin menu.

The Pin Function
This menu is limited to muting the participant, or pinning their view.

The video will be shown regardless of who's currently speaking.

You can pin multiple videos or right-click any pinned video and select **Unpin** at any time.

Resize a Video Frame

Reframe a video The Teams software may automatically crop your video to better fit your screen.

If you want to change how video is sized for your screen, right-click the video and select **Fit to frame** to view the entire video:


Ft to Frame
The video frame can be fit to your own screen, or resized like other content windows.
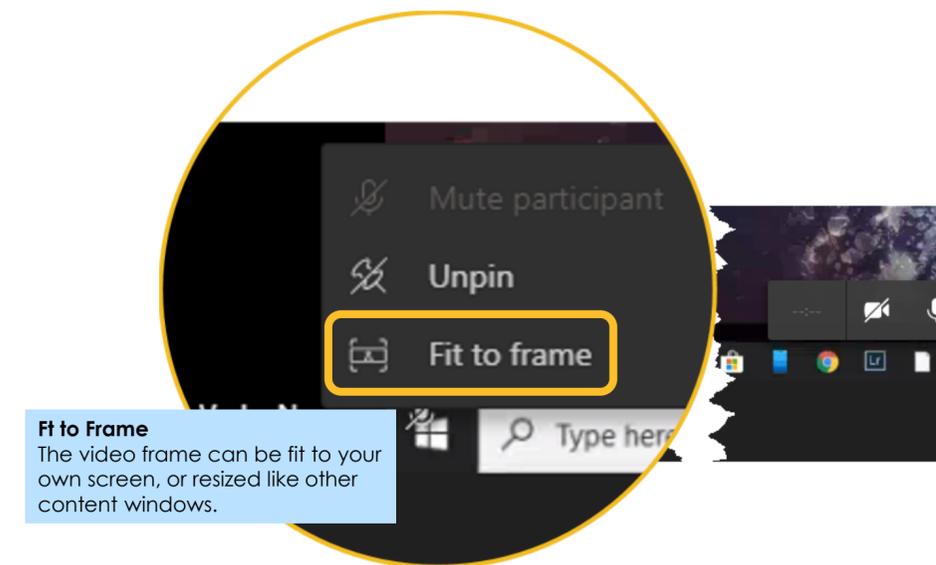
To see a closer, cropped view, right-click the video and select **Fill frame**.

Instructing with Teams **Finding recordings in MS Stream**

Step 1: Navigate to the Stream
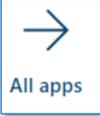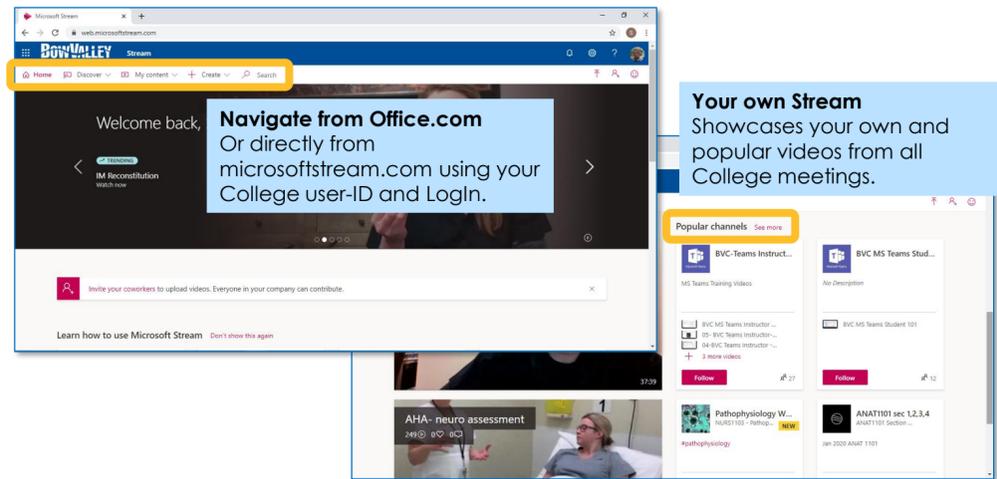
Navigate from Office.com
Or directly from microsoftstream.com using your College user-ID and LogIn.

Your own Stream
Showcases your own and popular videos from all College meetings.

Access your own Stream by logging into **https:office.com** or **microsoftstream.com** using your College user-ID and password to log in.

Step 2: Click on the Search button
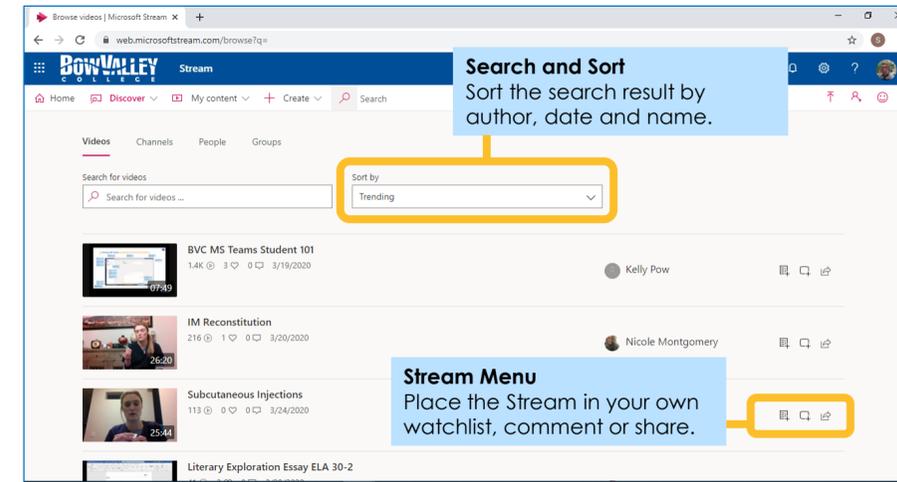
Search and Sort
Sort the search result by author, date and name.

Stream Menu
Place the Stream in your own watchlist, comment or share.

Click the **Search** icon to access the Stream library. You will have to all BVC video, this is where the Sort function can be a valuable tool.

Step 3: Sort to locate your own Stream
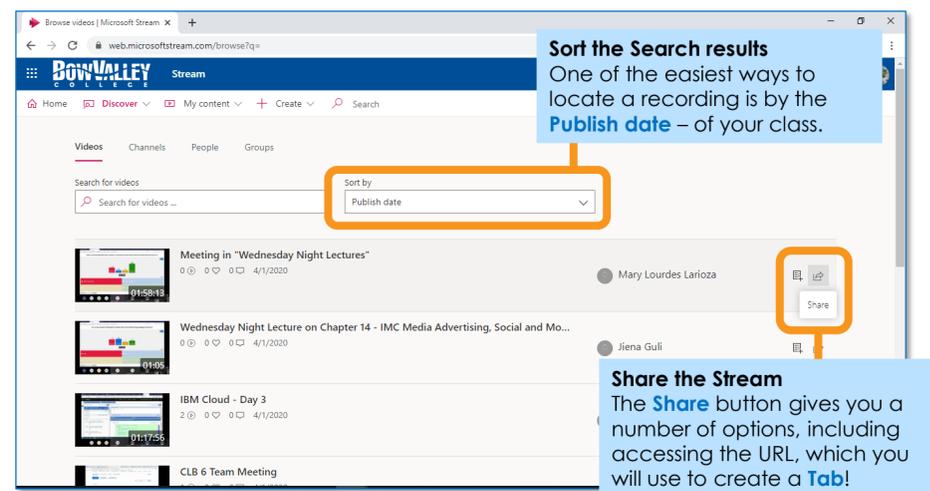
Sort the Search results
One of the easiest ways to locate a recording is by the **Publish date** – of your class.

Share the Stream
The **Share** button gives you a number of options, including accessing the URL, which you will use to create a **Tab**!

Test out how the survey behaves and if you would answer the questions the same way you expect the Learners to.

Step 4: Turn your Stream into a Tab
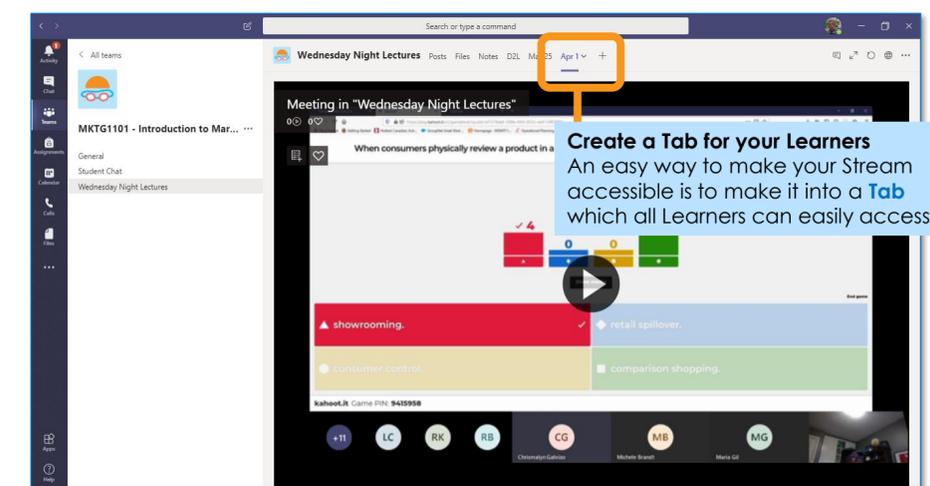
Create a Tab for your Learners
An easy way to make your Stream accessible is to make it into a **Tab** which all Learners can easily access!

When you're ready to share the survey you have a number of options. First click the **Share** link at the top of screen and select from the choices.

Instructing with Teams Additional Support and Help

Teaching & Learning Enhancement

TLE is available to provide support for teaching with MS Teams.

Ask us a question by:

Connecting to the Virtual TLE Office

To access:
CTRL + Click on this graphic.
When prompted, **Launch in MS Teams App**.

TV

*TLE Virtual Office

Emailing TLE at tle@bowvalleycollege.ca

You can also access the **Teaching Continuity Resources** site for online course delivery.

ITS Service Desk

The Bow Valley College ITS Service Desk will be able to support technical issues for MS Teams.

helpdesk@bowvalleycollege.ca

403.410.1611