

# Using TEAMS for teaching and tutoring

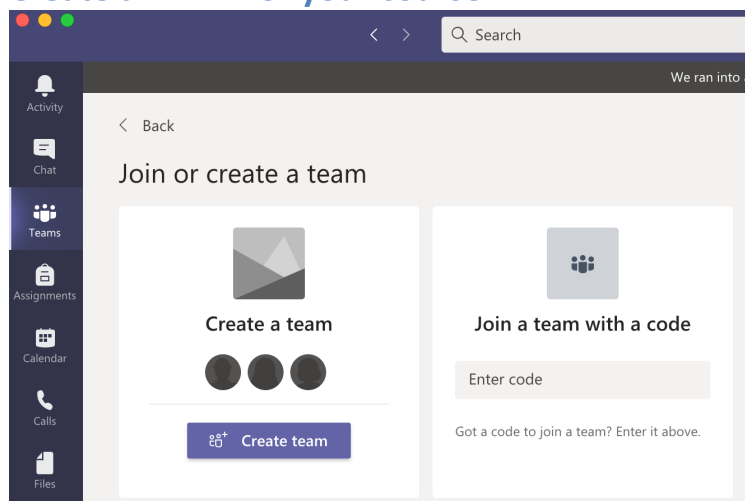
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This workflow was written to help those wishing to use TEAMS for synchronous teaching, course management and to enable discussion with students. It explains how to create a TEAM for your course and recruit students to the TEAM, record lectures and tutorials and then upload them to Media Hopper and embed inside LEARN for easy access.

It is VERY important to note that TEAMS is not supported by student systems as a teaching tool and does not integrate with LEARN automatically. TEAMS software is also subject to changes in ways that Blackboard Collaborate might remain consistent. However, there are some benefits to working with TEAMS in the delivery of course material that some teachers may appreciate. This guide as been produced this guide to help those people.

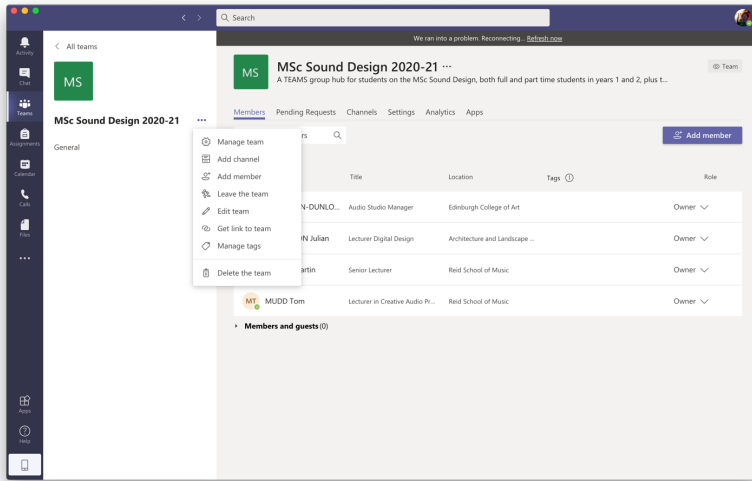
## Create a TEAM for your course



*Create a TEAM for your course*

## Generate a code for people to join

Explained here: <https://support.microsoft.com/en-us/office/create-a-link-or-a-code-for-joining-a-team-11b0de3b-9288-4cb4-bc49-795e7028296f>.

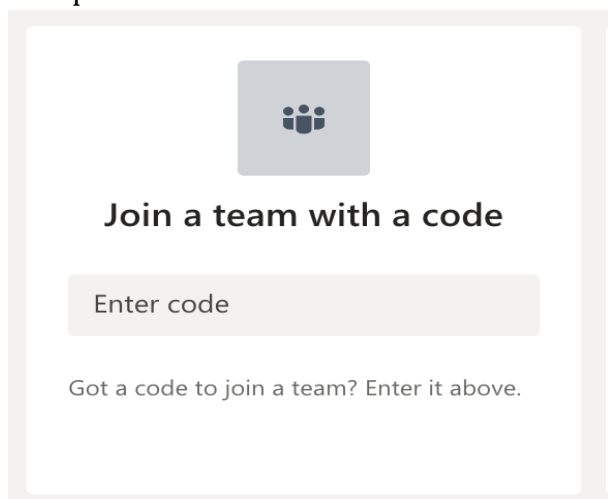


*Manage team and create a link for people to join with*

## Email your class (using a LEARN announcement)

You can give the class the following instructions:

- Download and install Microsoft TEAMS
- <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- open TEAMS and click Join TEAM
- paste in the code



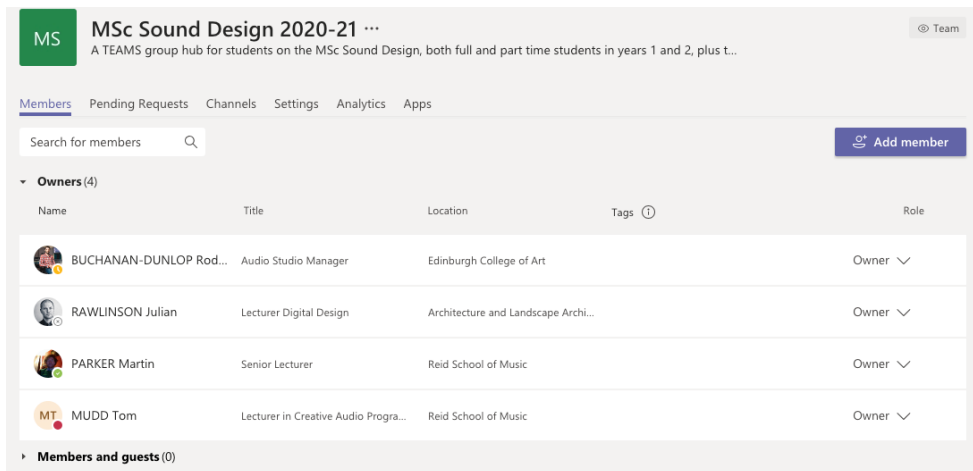
*Join A TEAM with a code*

## Keep the code handy

This is so that people who want to attend your first course session can join and see what the course is like, without having to sign up via their PT until they're sure they want to take the course.

## Ensure all tutors are also in the TEAM

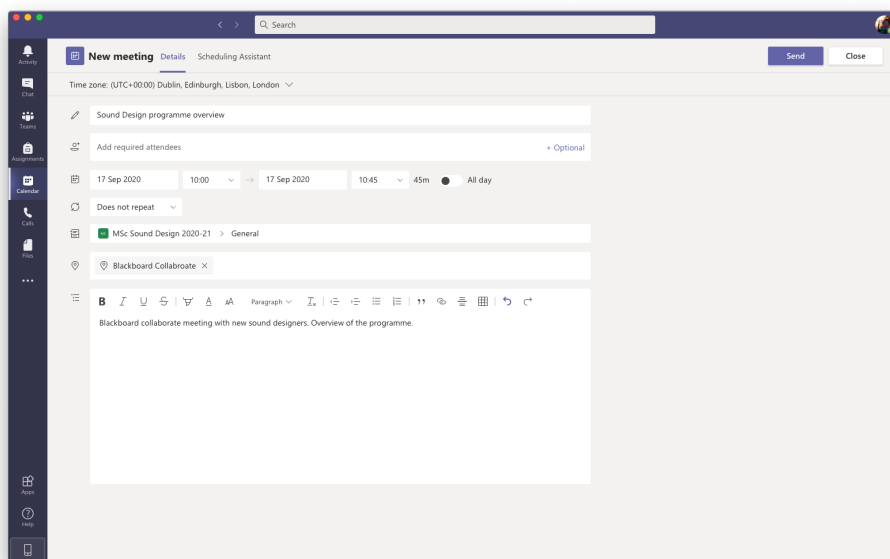
They can join in the same way, share the join code or you can manually add them. Ensure that the tutors are setup as owners, rather than members when they're in your TEAM.



*Setup your colleagues/tutors etc as owners so that they can manage the TEAM with you and setup their tutorials*

## Use the Calendar function to setup classes

Specify the time and date for any TEAMS encounter you want to have, notice the 5th row down in the screen shot, we've set the TEAM channel we want to use for the meeting. It's important that you select the correct TEAM.



*Set the TEAM channel in the calendar Setup*

## Start the class from the calendar by clicking Join

All the team members can join the TEAM class meeting directly from the Calendar within TEAMS.

## Tell people you are recording the class

Before you begin recording, tell the class that this is what you intend to do, then start recording.

Recording in TEAMS is explained here:

[https://www.youtube.com/watch?v=\\_hjfQ41LF0w&feature=youtu.be](https://www.youtube.com/watch?v=_hjfQ41LF0w&feature=youtu.be)

### **The live class can be auto captioned by TEAMS**

Tell the students where to find this function, it's explained here:

<https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260>

TEAMS will auto transcribe the class so that people can read what's being said in real-time.

### **When the class is finished**

Download the recording from the chat. Do this as soon as it is available to download as the recordings expire after 20 days and they aren't captioned and are not available in LEARN.

### **Upload the video recording to media hopper**

<https://media.ed.ac.uk/>, you'll need to log in.

You don't need to make the film public, unless you want it public, just select the sharable link.

Copy the link that Media hopper gives and add the link to your LEARN page for that particular week's content. This way the film will be easily accessible to students and available for resits too.

### **Request captioning of the film**

This process is explained here: [https://media.ed.ac.uk/media/0\\_e5w9ufj2](https://media.ed.ac.uk/media/0_e5w9ufj2) When the film has been captioned, you can edit the captions if you have the time, but this is a very low priority.

### **A final note of caution**

TEAMS enables open and public chat between all members of the TEAM. In large courses, or simply courses with enthusiastic cohort that you're encouraging, the chat can quickly become hard to monitor. It is perhaps worth reminding your students that the chat can be a very good way to discuss the course together and to facilitate some peer learning but that you can't monitor the chat all the time and that if there are specific questions that need input from the CO or a tutor that another means of contact might be more effective.