

# Microsoft Teams for remote teaching

Why Teams? .....	1
Access to the course Team .....	2
Accessing Microsoft Teams .....	2
Accessing the course Team.....	2
Signing up for the course Team.....	2
Guest students (NOT @sns.it) .....	3
Taking part in a lesson with Teams .....	3
How to take part in a lesson .....	3
Microsoft documentation.....	5

## Why Teams?

Microsoft Teams is a collaboration tool that enables work groups to share their information in a common space and to communicate through video calls and chats.

Starting from September 2020, the Microsoft Teams platform will be integrated with the teaching syllabus of the Scuola Normale: each lecturer will have at his disposal a Team for each of his courses in the teaching syllabus.

Students will be able to access their course Teams, where they will find all the information they need in a single space: teaching material, video recordings of the lessons, chats, discussion channels and links to moodle.

Teams can be used by lecturers to plan and start remote and mixed mode lessons, share teaching material, record and post the video sessions of the lessons and keep open a chat with the students, also on specific thematic channels configurable by the lecturer. These materials will be available to the students for the entire duration of the course.

Teams allows for inviting guests to the Scuola Normale and for the lecturer to set up direct or moderated access (with the authorization of the organizer). By setting up direct access, the lecturer will not need to authorize access by guests registered as members.

Students can be invited to the course Team by sending them by e-mail a specific course code (which they will need in order to add the course to their team) or by a connection URL (ideal for managing guests). The lecturer or secretary's office can always add or remove participants by means of a special Team interface.

The Team can be integrated with the moodle platform to allow students access to complex

exercises (quizzes, multimedial material) managed with the LMS platform.

## Access to the course Team

### Accessing Microsoft Teams

Gain access to the URL <https://teams.microsoft.com/> and log in using the SNS credentials.

In the subsequent interface, you will be asked to select the Teams usage mode; the options available are as follows:

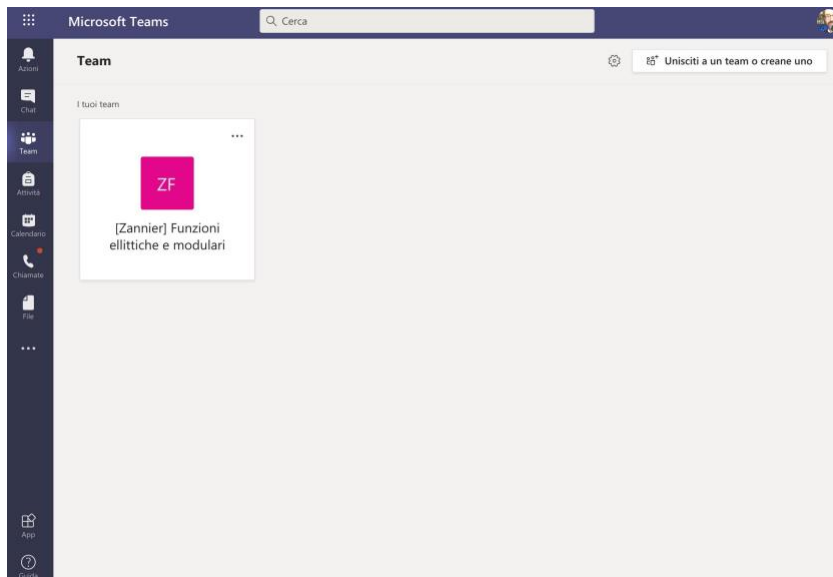
- **Download the app:** Microsoft provides a client Team to install on your computer
- **Use the web app:** access to Teams is via the browser

You can use the mobile app available for iOS platform and Android.

### Accessing the course Team

When you have logged in and selected the usage mode, a page will be visualized containing all the course teams in which you are enrolled.

By clicking on the box with the name of the course, you can access the corresponding Team.



### Signing up for the course Team

If the course is not in the list, it must be added by using the button *Unisciti a un team o creane uno* (Join a Team or create one) at top right of the Teams interface.

SNS students (@sns.it)

You will have received the course code directly from the lecturer or from the teaching secretary's office.

By clicking on the button *Unisciti a un team o creane uno (Join a Team or create one)*, you will get to the box *Partecipa a un team con un codice (participate in a Team with a code)*. If you put in the code received from the lecturer or from the teaching secretary's office, the corresponding Team will be added to the main teams page.



### Guest students (NOT @sns.it)

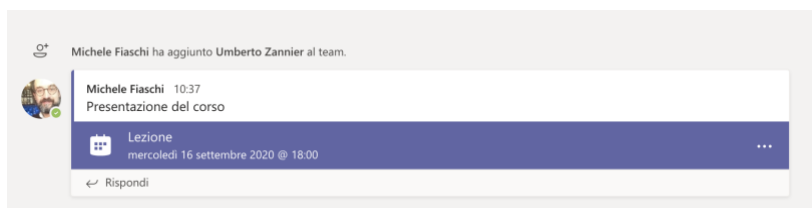
Guest students will receive from the teaching secretary's office or from the lecturer a course connection URL, which will allow them to access the Teams platform with their Microsoft credentials (SNS or personal).

## Taking part in a lesson with Teams

By clicking on the Team, you will enter the virtual lecture room of the course you have selected.

### How to take part in a lesson

Select the meeting box relating to the specific of the general panel (or from a specific of the channel if the Team is arranged in a channel).

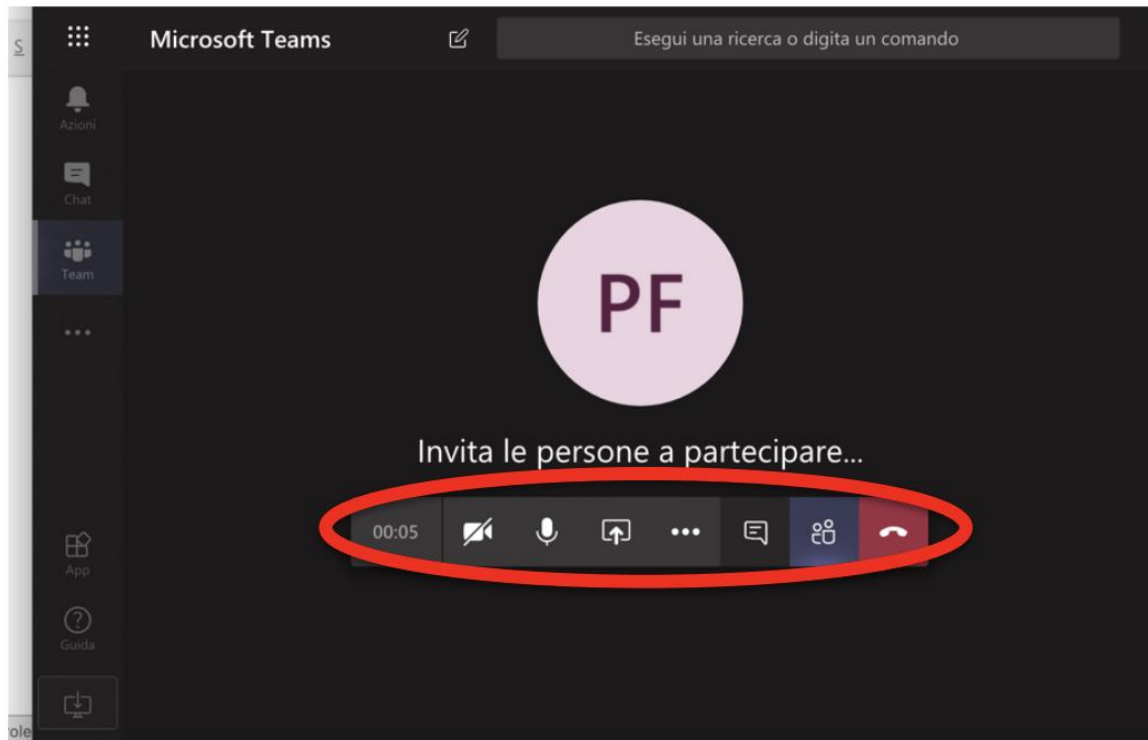


If you click on the meeting block, the detailed interface of the lesson will appear, giving you the *partecipa (take part) button*, which will enable you to start the video conference.

For the lesson to be carried out in an orderly fashion, the microphone and the video camera must be deactivated, by clicking on the switches in the part of the interface shown in the figure here below.

The microphone must be reactivated to speak with the lecturer, or else you can write in the

chat. At the end of the lesson, you can log off with the red “close call” button .

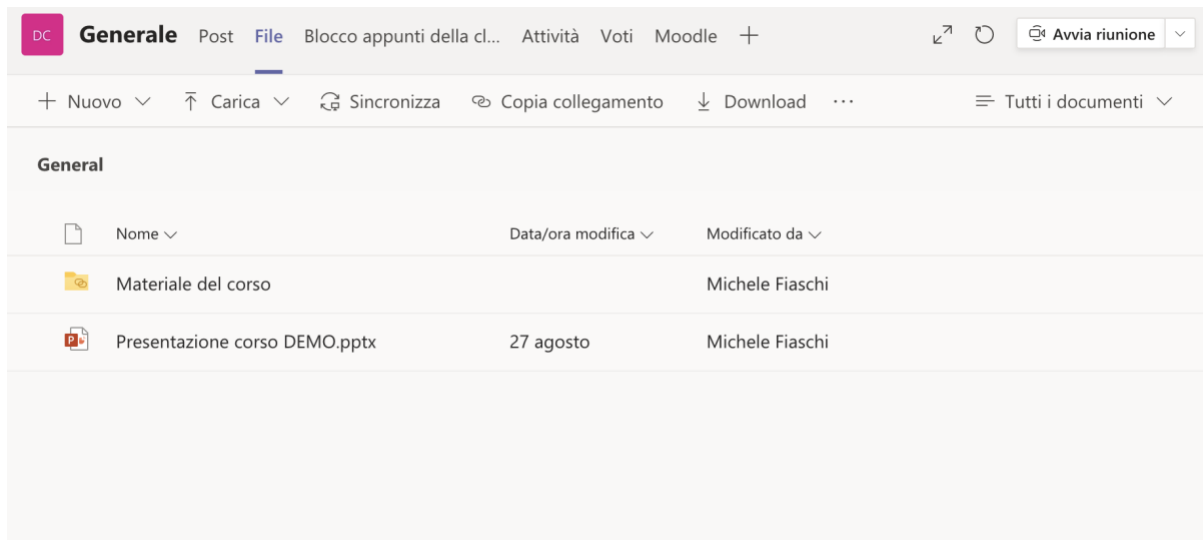


The functions available on the lesson interface are as follows (from left to right):

- activate/deactivate the video camera;
- activate/deactivate the microphone;
- show to the participants your own computer screen (for instance, to show a PowerPoint presentation);
- video record the lesson (if permitted by the lecturer);
- open the chat for dialogue with the lecturer;
- show the participants;
- close the video-lesson.

### How to access the files at the disposal of the Team members

From the Team page, you can select the files tab to access an interface that will enable you to visualize the teaching material available for sharing with the Team members.



PLEASE NOTE: do not confuse the files icon present in the left column with that to be used, which is placed horizontally at the top of the interface.

In the file tab, files can be uploaded from the computer, office documents can be created directly online and oneNote files can be managed for shared notes (at various levels of sharing) between lecturer and students (or between students).

## Microsoft documentation

- [Introductory guide to the use of Microsoft Teams for teaching and learning](#)
- [Creating, managing and participating in meetings in Teams](#)
- [Training in Microsoft Teams](#)
- [Guide and training](#)
- [Remote teaching and learning in Office 365 Education](#)
- [Microsoft Teams University](#)