Microsoft Teams for remote teaching

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 up 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 provides tools to facilitate remote teaching (One Note, White Board, etc.) and is integrated in the SNS Office365 suite, enabling the visualization and creation of Office documents directly from within Teams; thus, for example, PowerPoint viewing is directly integrated in the video conference management interface (hence avoiding the necessity for sharing a specific window).

Teams manages the grid view (7x7) for visual control by the students. The release is planned for the coming autumn of the Breakout Room function for managing a high number of students (or for facilitating control in the case of examinations online.

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 moodle platform.

You can also create live streaming events. For each individual event, you can invite participants (up to 250 participants, with the possibility to assign a specific role, such as

speaker , co-ordinator or directing) and create an external link to manage greater numbers (with the possibility of anonymous questions via chat).

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

Selecting the course

When you have logged in and selected the usage mode, a page will be visualized containing the course teams associated with the user.
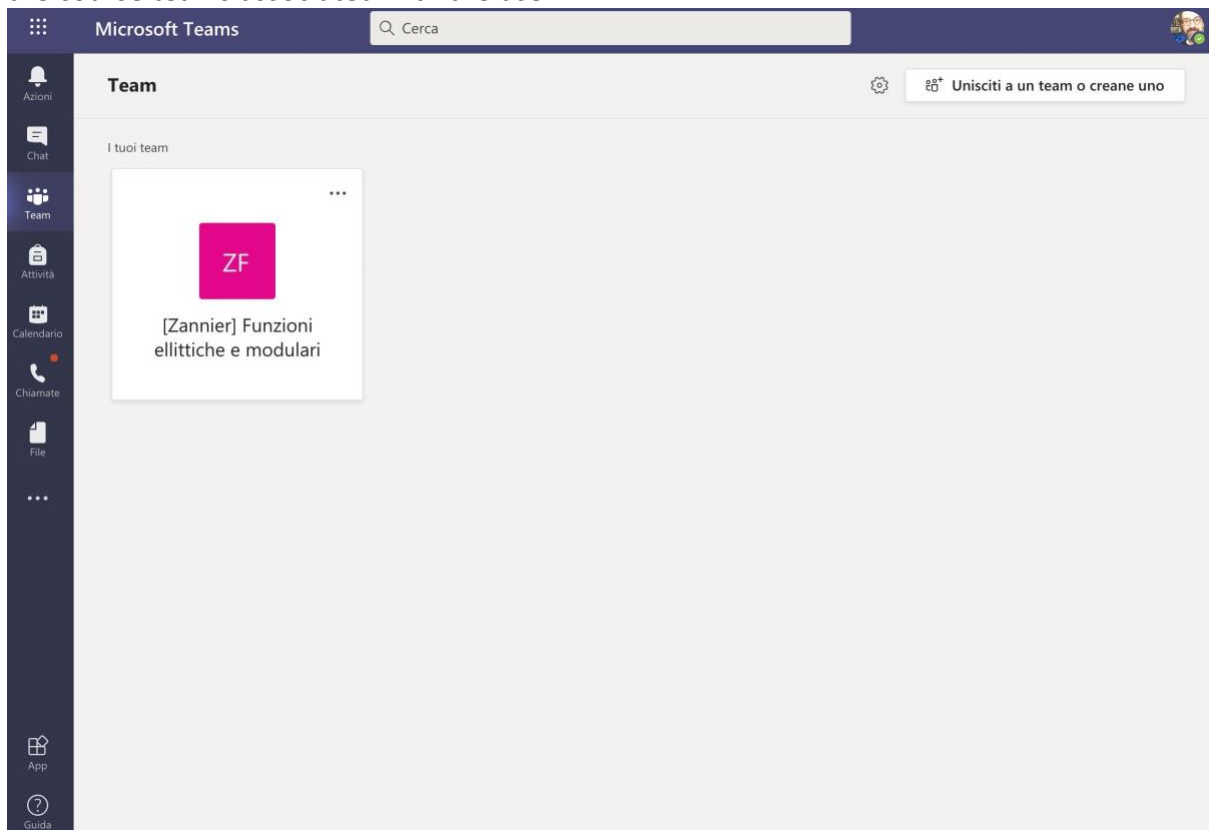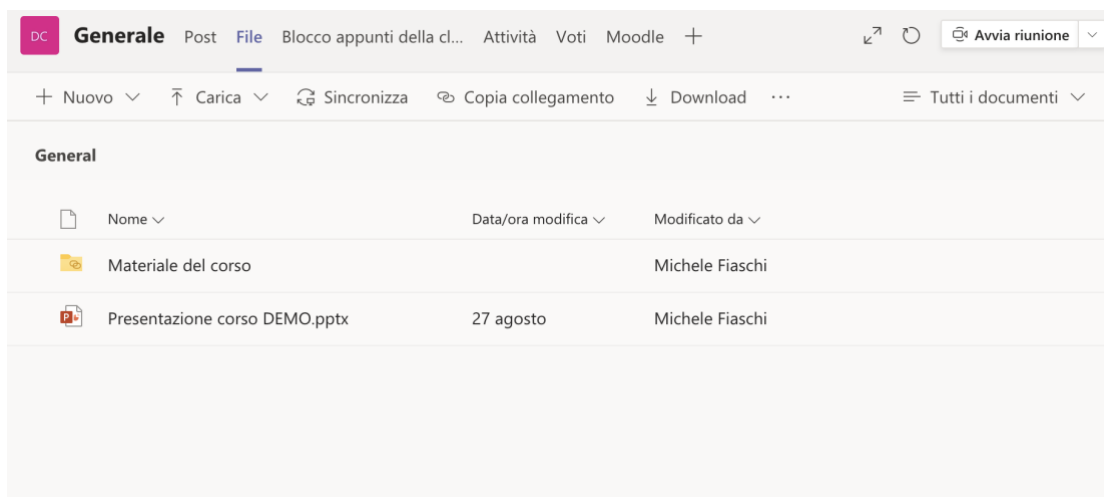

By clicking on the course box, you can access the corresponding Team.

Management of the course Team

How to insert files for the use of the Team members

From the Team page, you can select the files tab for access to an interface enabling you to upload teaching materials to be shared 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).

How to start up a lesson

The lecturer accesses his Teams and selects 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 box, the detailed interface of the lesson will appear, giving you the   *partecipa (take part) button,* which will enable you to start the video conference and will start up the video conference start interface.

The lecturer can silence the participants' microphone, although the students should be reminded that, for the orderly procedure of the lesson, it is best to deactivate the microphone and the video camera.
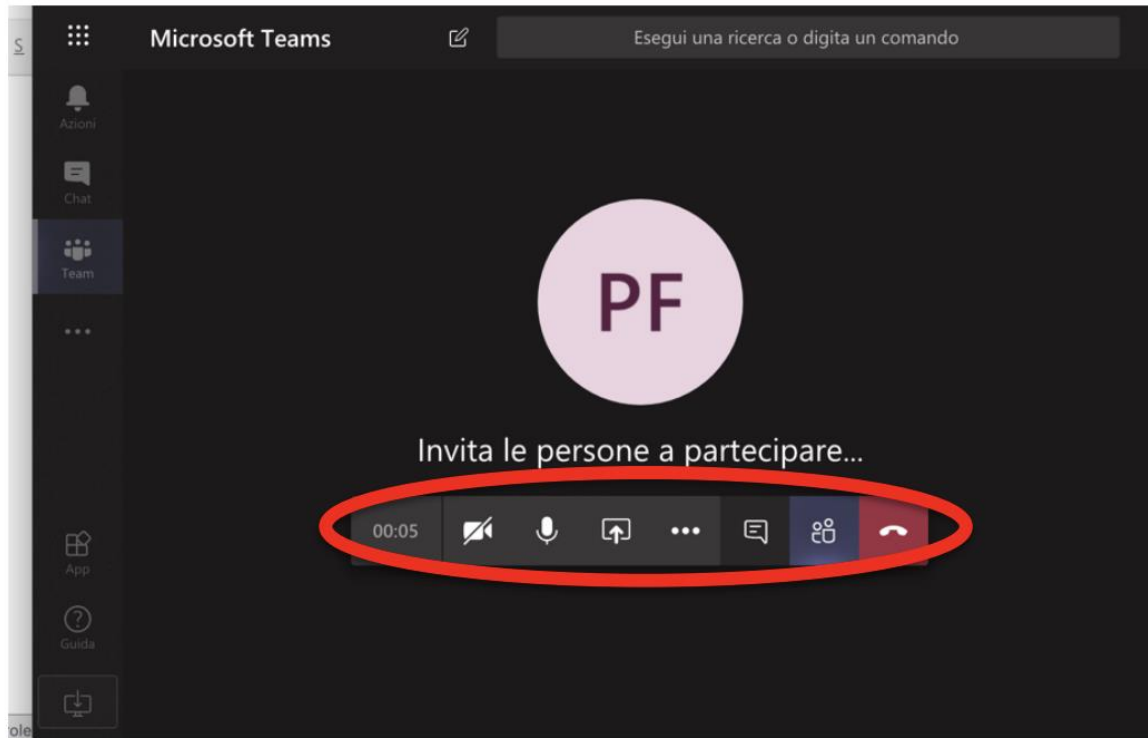
The functions available on the lesson interface are as follows:

- 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 (so that it can be utilized after its conclusion);
- open the chat to receive students' questions or to write to them;
- show the participants;
- close the video-lesson.

How to share the screen or send a presentation

To start up the sharing mode, select the icon from the video conference panel
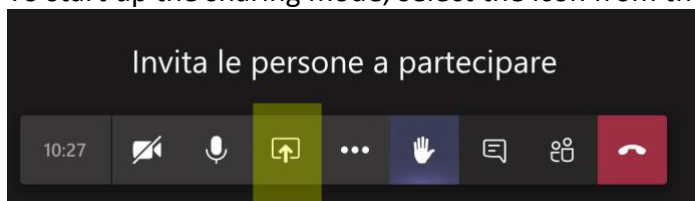
A detailed panel will open in which you can select the screen sharing mode (complete, or with an individual window), select a PowerPoint presentation or another file uploaded in the Team files (in the case of PowerPoint, Teams integrates the visualization natively) or start up a whiteboard or any other apps available in Teams.
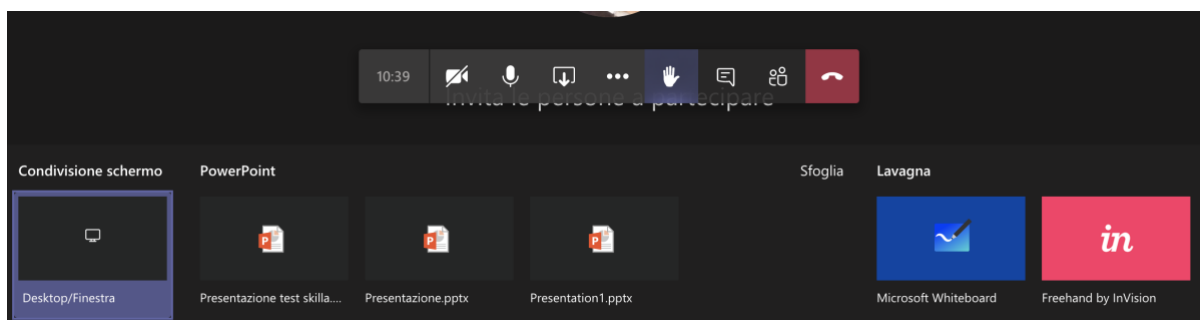
How to record a lesson

To start up the recording, you can click on *altre azioni* (*other actions)* (the icon with the three small balls) and then *avvia registrazione (start recording)* . To stop the recording, select *altre azioni -> interrompi la registrazione (other actions ->stop recording)*. You can then close the lesson using the appropriate key.

The video recording of the lesson will be available in the Team general panel a few minutes after the end of the lesson; it will be linked to the meeting box and will be available on the Team for users in the general channel.

By default, the video, which will be stored on Microsoft streaming, will in any case be viewable only by the Team members.

How to insert a lesson in the schedule

To start up a lesson online, you can use the immediate meeting (useful for receiving students) or plan a lesson by inserting it in the schedule
To plan or start up a lesson, you can click on the icon *avvia riunione (start meeting)* positioned at top right of the interface and select *pianifica una riunione (plan a meeting)*.
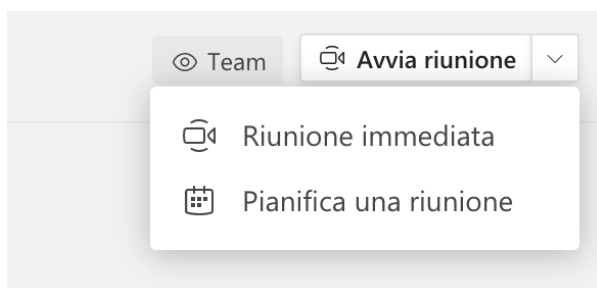

This gives you access to the meeting setup interface , which will enable you to insert and modify the data relating to the title, date and time of a text presentation. The default channel will be the *general channel of the selected Team* (if there are specific channels, for example exercises, the lesson can be linked to a specific channel). If you *c*lick on *invia* (send), the appointment will be inserted in the panel of the general channel, sent via email to the Team members and inserted in the schedule.
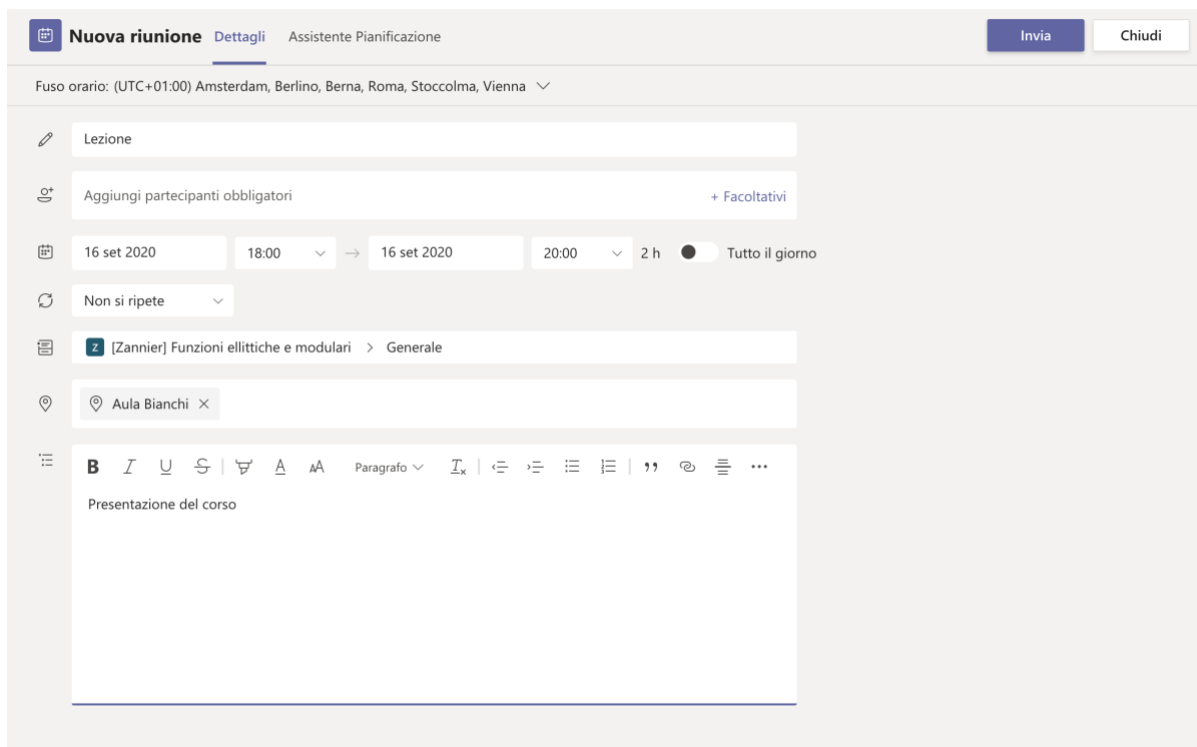
PLEASE NOTE: you can plan a meeting by accessing the general schedule (by clicking on the icon in the left column). The icons in the right column are general and relate to the entire Microsoft 365 environment, hence you can plan a lesson; however, **you will need to set up the *channel* field *by* selecting the course Team** (by default it will be empty).
To create a meeting you can
click on the schedule grid in the slot corresponding to the date and time required
click on the *nuova riunione (new meeting) and pianifica riunione (plan meeting)* button at top right of the schedule interface (where you will also see the item *evento live [live event,]* which enables the arranging of events in streaming with direction

The Team members will be notified of the lesson via e-mail; the lesson will be available in the general panel, enabling the Team members to have a chronological overview of the lessons and events.
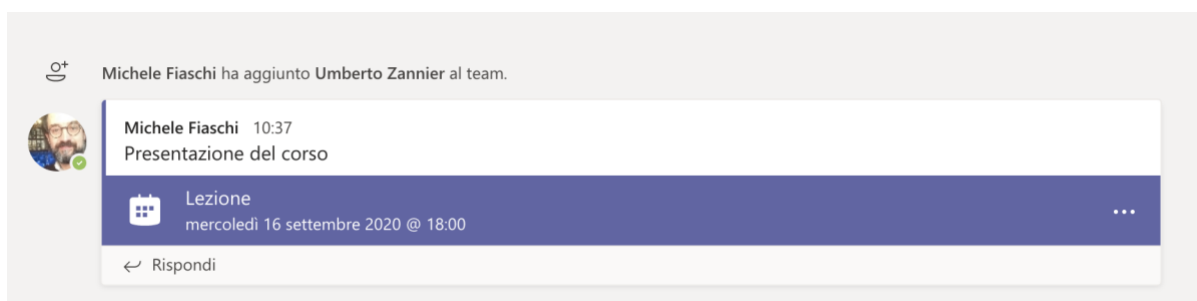
This setting enables you to keep in the desired channel a list of the lessons done, linking to the recording of the lessons (when available).

How to insert the students in the course Team

For access to the course, the students will need to be inserted as members of the course, using one of two ways of uploading:

- **Uploading by the lecturer:** the lecturer inserts the students (SNS and guests) as members of a Team
- **registering by the student using the Team code or a direct link provided by the lecturer:** the lecturer or secretary's office provides the students with the course code or the direct access link (only for SNS users)

Definitions:

SNS users: users with credentials in the SNS domain.

Guests: users with an e-mail address of a domain different from that of the SNS. These users will receive an e-mail notifying them that they can gain access with their Microsoft credentials (University of Pisa and Sant'anna students have Microsoft credentials); anyone not possessing Microsoft credentials can create them free of charge using a guided procedure. Guests have certain limitations linked in particular to the visualization of the schedule.

PLEASE NOTE: guests can set up free access with a waiting list

Uploading by the lecturer

For access to the team member management interface, click on *altre opzioni (other options)* (three small dots positioned to the right of the course name) and then on *aggiungi membro (add member).*
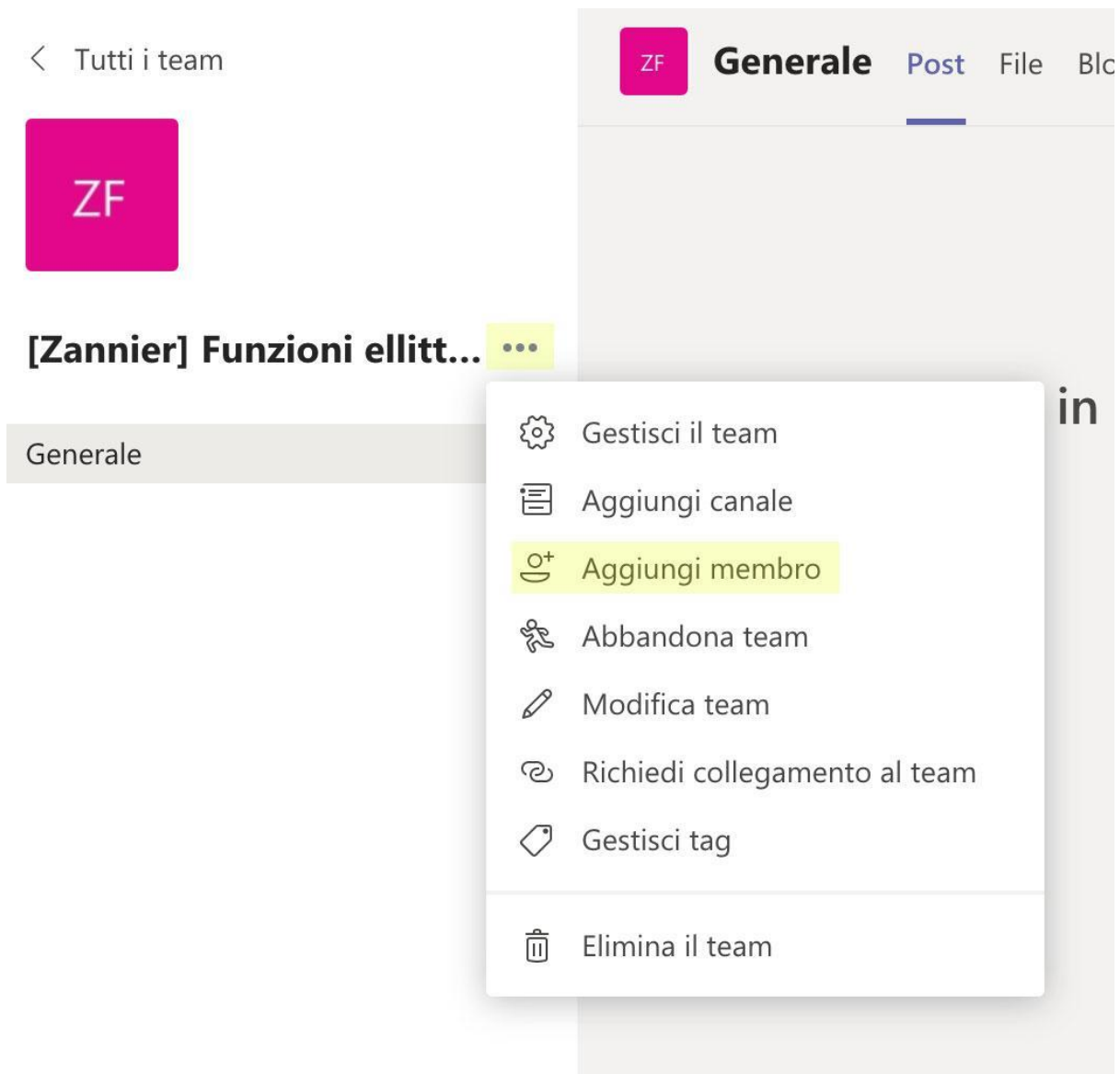
In the interface that follows, you can select the type of members to add (students or lecturers); as you begin to digit the name, the interface will show the SNS users available within the Team, and you will then be able to select the desired name and add the subject as a Team member.

Aggiungi membri a [Zannier] Funzioni ellittiche e modulari

Studenti   Insegnanti

michele fiaschi   Aggiungi

MF   **Michele Fiaschi** (Ospite)
      14509730@studenti.unipi.it

MP   **Michele Fiaschi** Prova
      MICHELE.FIASCHIPROVA

Chiudi

In the example above, by searching for *michele fiaschi* you obtain two results, corresponding to an internal resource *(michele fiaschi prova [testing])* and to an external resource (marked as guest).

By selecting one of the two users and clicking on *aggiungi (add),* this user will be inserted as a Team user . In the case above, he will be added as a student, but the mechanism is the same for lecturers.
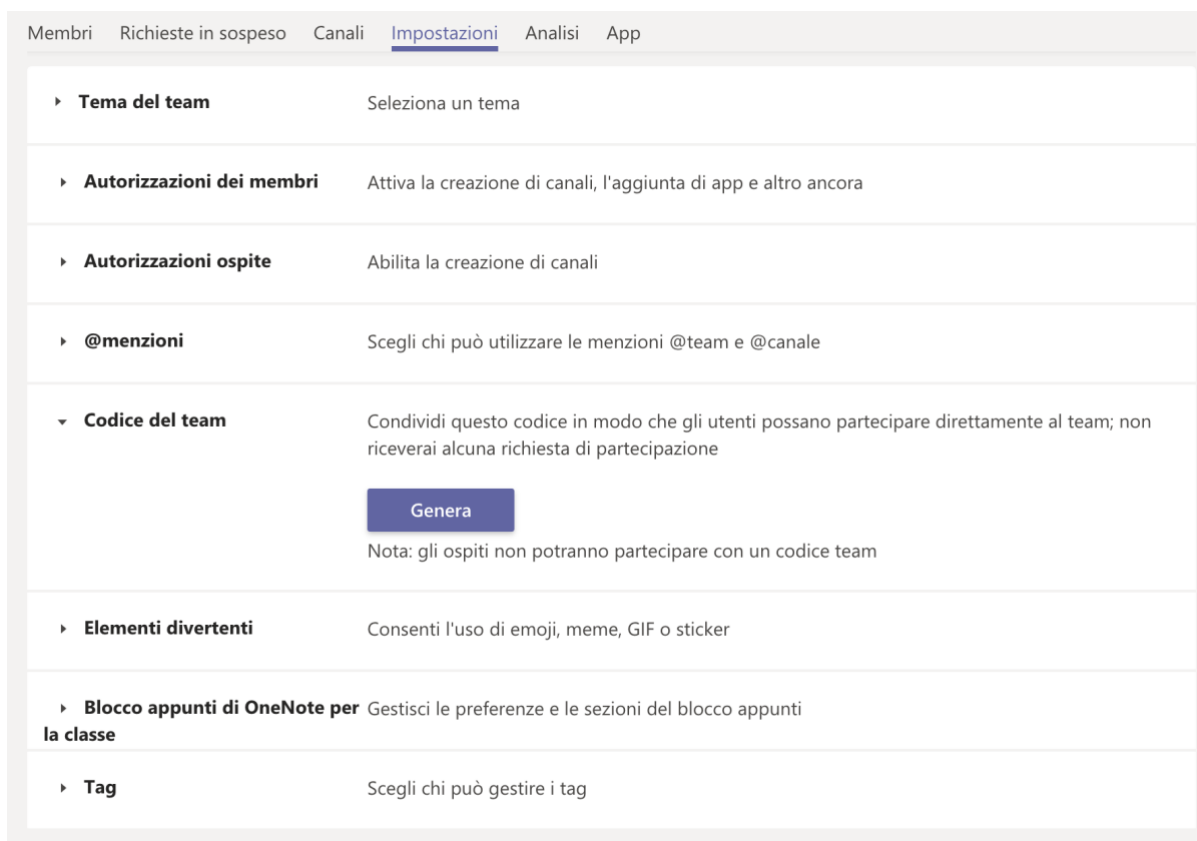
The new member will be sent the Team access URL by e-mail.
When the user accesses Teams, he will find the course Team among the Teams linked to him and he can gain access.

How to generate the Team code to send to the students

The SNS student can sign up to the course autonomously if he has the Team code. The lecturer has to generate the code and send it to the students of the course.

To generate the code, click on *altre options (other options)* (three small dots positioned to the right of the course name) and then on *gestisci il team (manage the Team)*, the default key if positioned on the *membri (members)* panel, select the panel *impostazioni (settings)* and then open the *Team code* box and press the *genera (generate)* button *.*

The code thus generated will be visualized inside the box and will be copied and sent via email to the students involved in the course.
A student who gains access through the course code will be automatically inserted as a member of the course; he will receive the notifications, and will be able to take part in the lessons online and to consult the material available within the Team.

Requesting a Team link (guests)

It is advisable for guest students to add themselves manually; otherwise, they can generate a link to the Team. .

To generate the code, click on *altre options (other options)* (three small dots positioned to the right of the course name) and then on *richiedi collegamento team (request Team link);* *an URL will appear,* to be copied and sent to guest students for them to link up to the Team.

For guest users, manual uploading is advisable.

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