# Learning at Bow Valley College with MS Teams

Overview & Guide

June 2020

Bow Valley College

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# Learning with Teams MS Teams in the Classroom

## Learning made Easy

Students, teachers, and staff can seamlessly work together, create content, and share resources all from a single, easy-to-learn and simple to use platform.

### Communication

Stay connected with persistent chat, channel conversations, and meetings.

### Personalization

Personalize Teams with your favorite education and organization tools.

### Third-Party Apps

Customize your experience with Flipgrid, Turnitin, MakeCode, and other learning tools.

### Collaboration

Co-author files and share resources with built-in Office 365 apps.

### Notebooks

Create and store resources with OneNote in Teams.

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# Learning with Teams Downloading the MS Teams app

Ideally, MS Teams is accessed via Windows, Google Play or Apple Store Apps. MS Teams is also available through the most popular web browsers, although MS Teams will not work with all browsers:

## Option 1: Access all device downloads at teams.microsoft.com/downloads
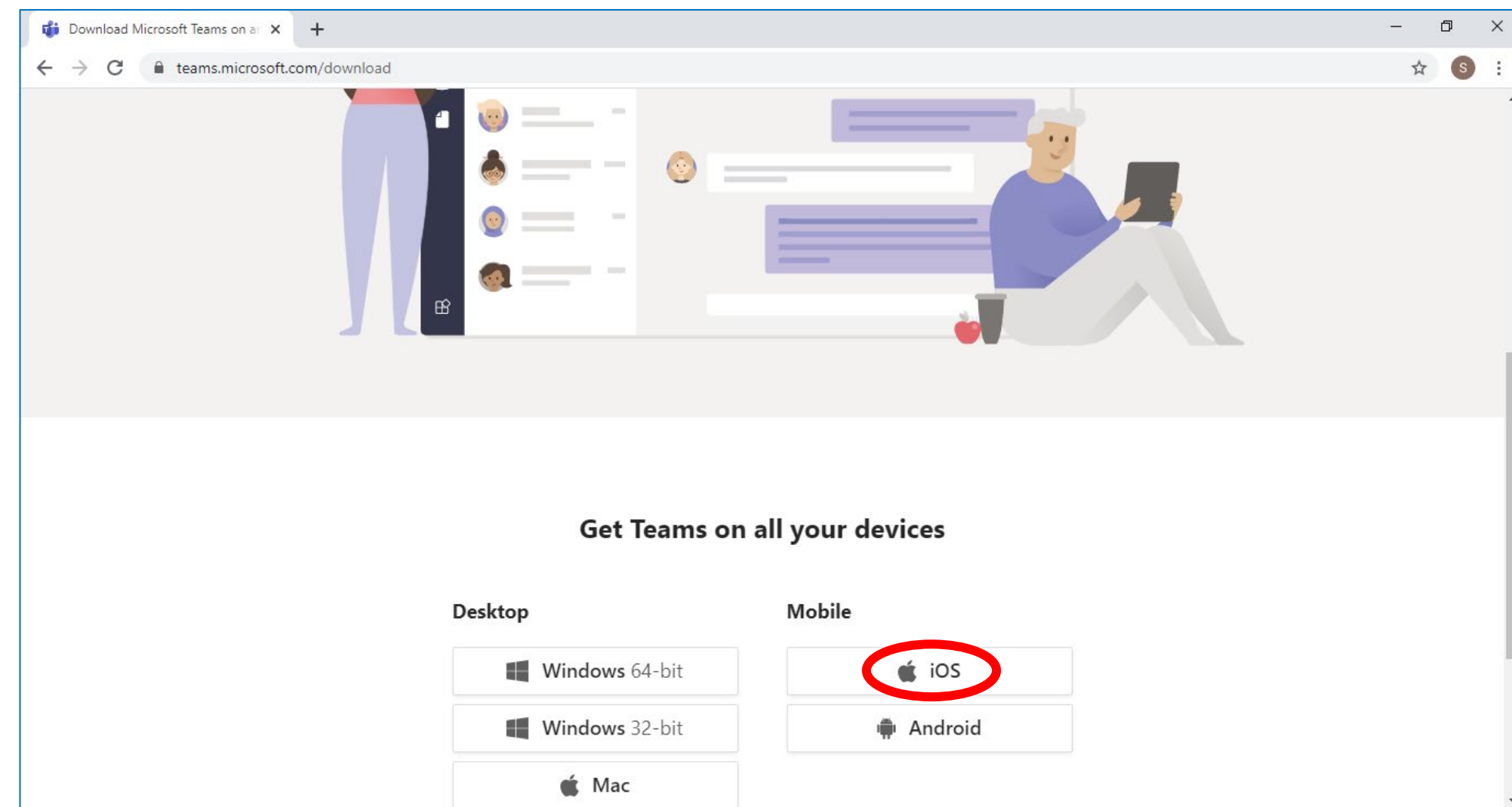


Microsoft makes it easy to locate the version of MS Teams for your own devices and Operating Systems. Download and install today!

## Option 2: Access specific device or OS app stores and/or download sites
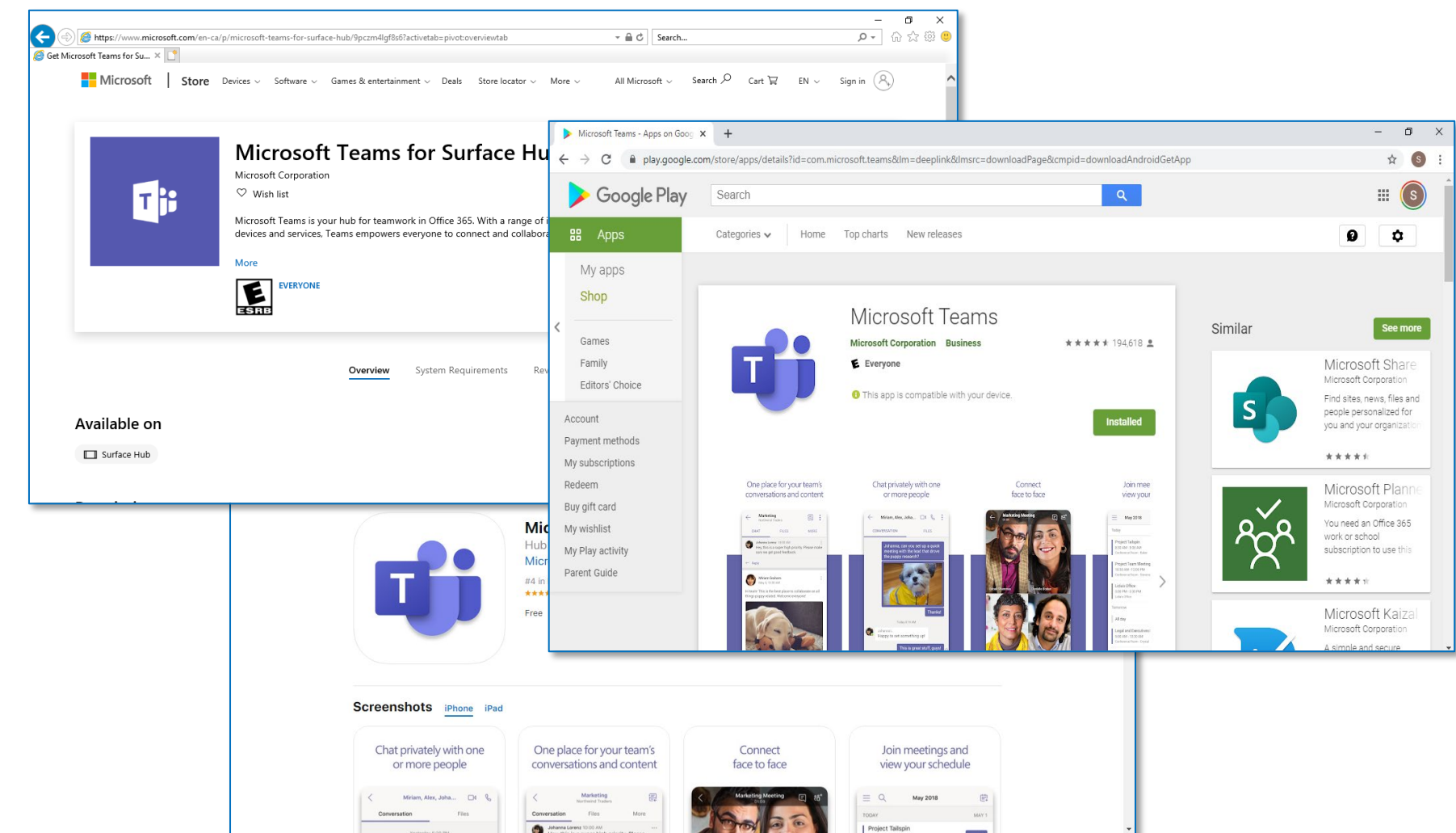


Apple, Android and Windows each have free MS Teams app downloads at their media / content stores. Download and install today!

Trying to download on the BVC Campus?
Wifi: eduroam student account: username & password

# Learning with Teams Accessing your BVC Course using Teams

## Option 1: Open your MS Teams App, search for your Course
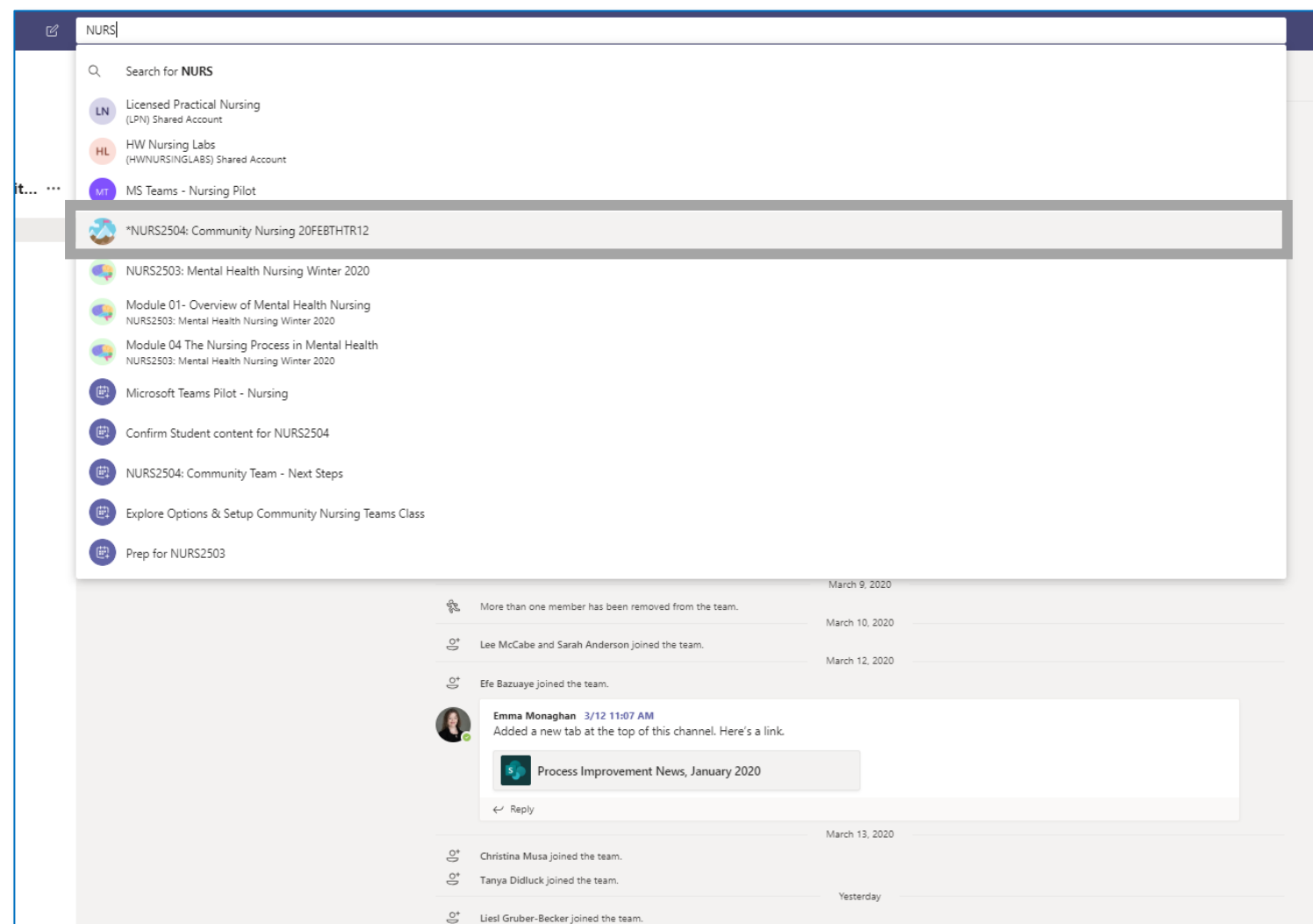


Use the Command bar at the top of the MS Teams screen to search for your course. In the example above, the Learner is searching for **NURS2504.**

From the predictive text results displayed, click your assigned course **\*NURS2504: Community Nursing 20FEBTHTR12** to navigate to MS Teams content.

From the Teams course area you can review the NURS2504 Calendar, Assignments, Chat and more.

## Option 2: Access your D2L profile and locate your Course
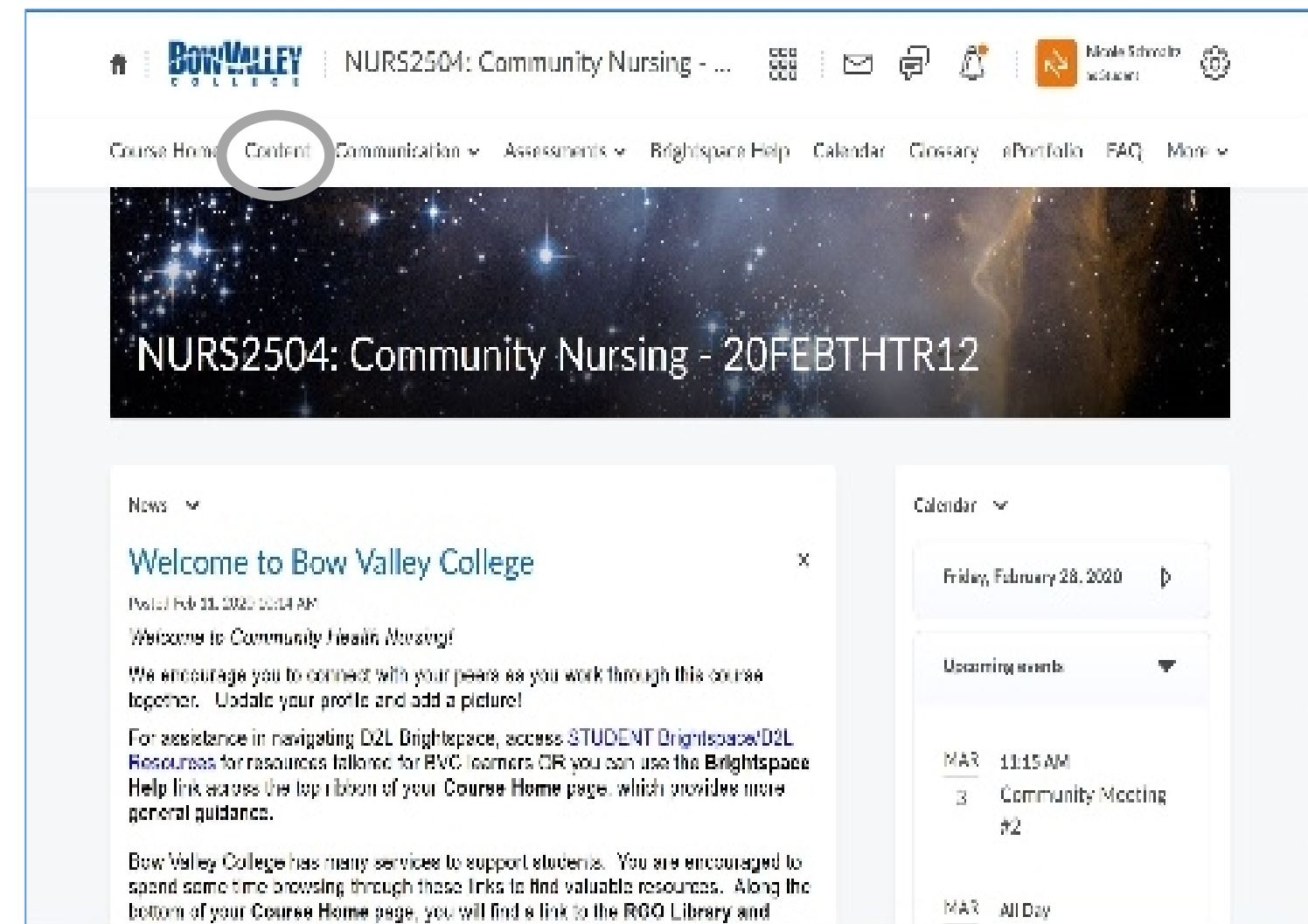


D2L continues to act as your Learner Portal and will be your one-stop-shop for course outline, alerts, assignments and more.

Use D2L to access your individual courses and determine which may be delivered online using MS Teams:
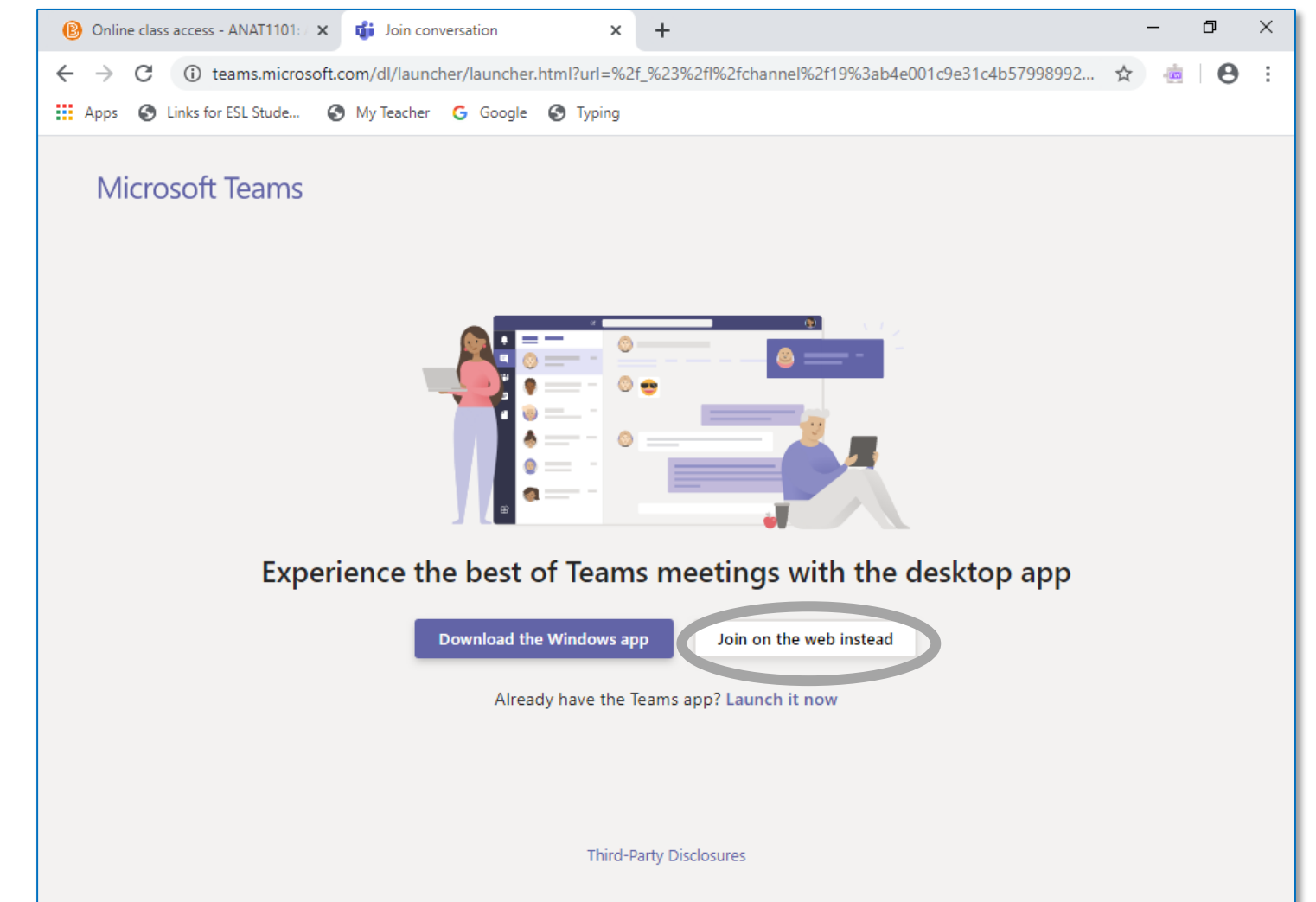
**Step 1:** Access **D2L** link
**Step 2:** Click **Course Home** to access your assigned courses
**Step 3:** Click the **Content** menu as shown above
**Step 4:** From the menu on the left hand ide of the screen, click the **Microsoft Teams Info** link (or similar) and follow the instructions.

## Option 3: Use your browser and enjoy audio, video and chat



If the Teams application is not yet installed and available, a web browser can be used to access your Bow Valley College courses delivered using MS Teams.

Use your browser to log-in to office.com using your Bow Valley College (username@mybvc.ca) credentials.

After accessing the Office 365 portal, click the **Teams** icon, you'll navigate to your MS Teams interface and can search for your course in the **Command Bar**.

Trying to download on the BVC Campus?
Wifi: eduroam student account: username & password

# Learning with Teams Navigating the MS Teams interface

**Start New Chat**
Launch a one-on-one or small group conversation. NOTE: Please use Private Chat for your private chats.

**Use the command bar**
Search for specific items or people, take quick actions and launch apps.

**Manage profile settings**
Change app settings, change your pic or download and sync the mobile app.

**Activity**
Show all notifications received including the number of unviewed notifications

**Chat**
Click to create or access direct chats with one or more contacts. NOTE: Classroom Team chat are not accessible through this interface.

**Assignments**
Click to see past and current due assignments. Review the work ahead to get ahead.

**Channels use Tabs**
Tabs help separate content, video and files from other Class material.

**Join or create a team**
Find the team you're looking for, join with a code or make one of your own.

**Every Teams has channels**
Click one to see the files and conversations about that topic, department or project.

**Files**
Let people view a file or work on it together.

**Calendar**
Provides a view of Teams classes (meetings) and allows you to join classes (meetings) already in progress.

**Calls**
Allows video / voice calling to any Teams contact(s) using device camera and microphone.

**Compose a message**
Type and format it here. Add a file, emoji, GIF or sticker to liven it up!

**Reply to a message**
Your message is attached to a specific conversation.

**Add apps**
Launch Apps to browse or search apps you can add to Teams.

**Teams Help**
Easily access MS Help Topics, Training and What's New content.

**Add files and reactions to chat**
Let people view a file or work on it together.
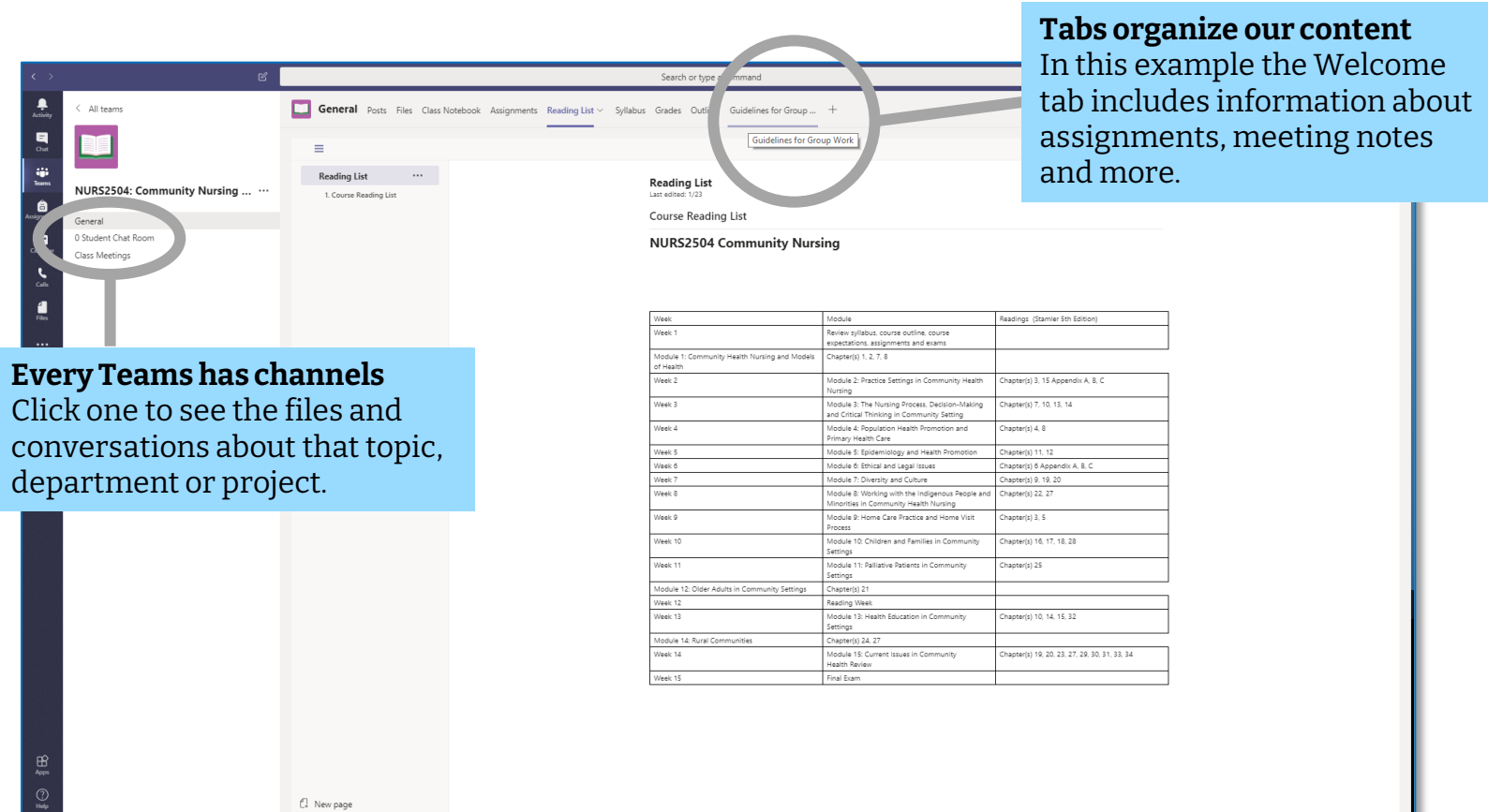
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# Learning with Teams Finding BVC Learning Materials

## Note: this will vary as per Instructor guidance

Bow Valley College courses delivered via MS Teams are structured into Channels and Tabs.

Each course lecture (or meeting) is accessible on the left hand side of the screen. Here, the General channel has been selected.
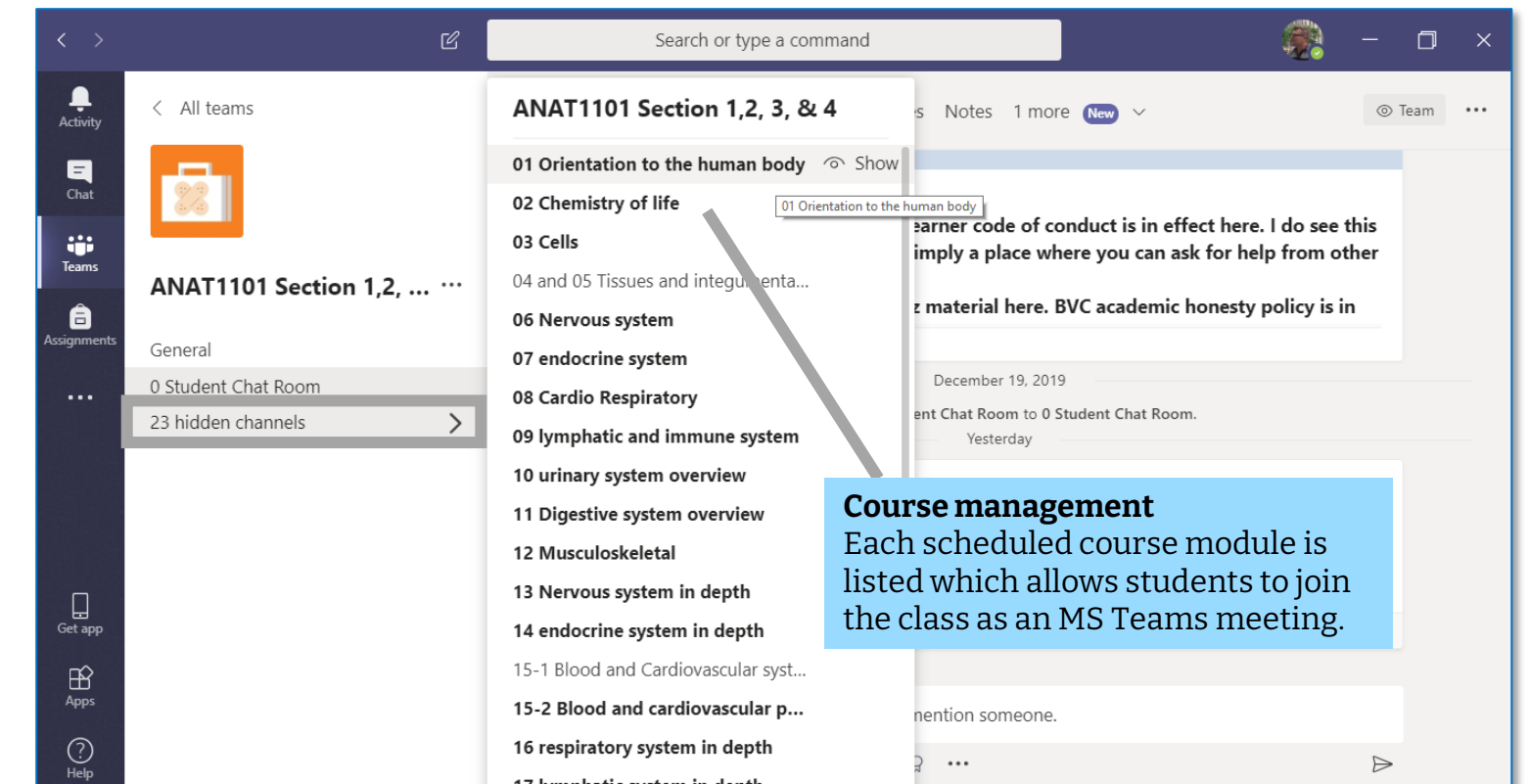
Tabs further help organize content unique to each channel.



**Tabs organize our content**
In this example the Welcome tab includes information about assignments, meeting notes and more.

**Every Teams has channels**
Click one to see the files and conversations about that topic, department or project.

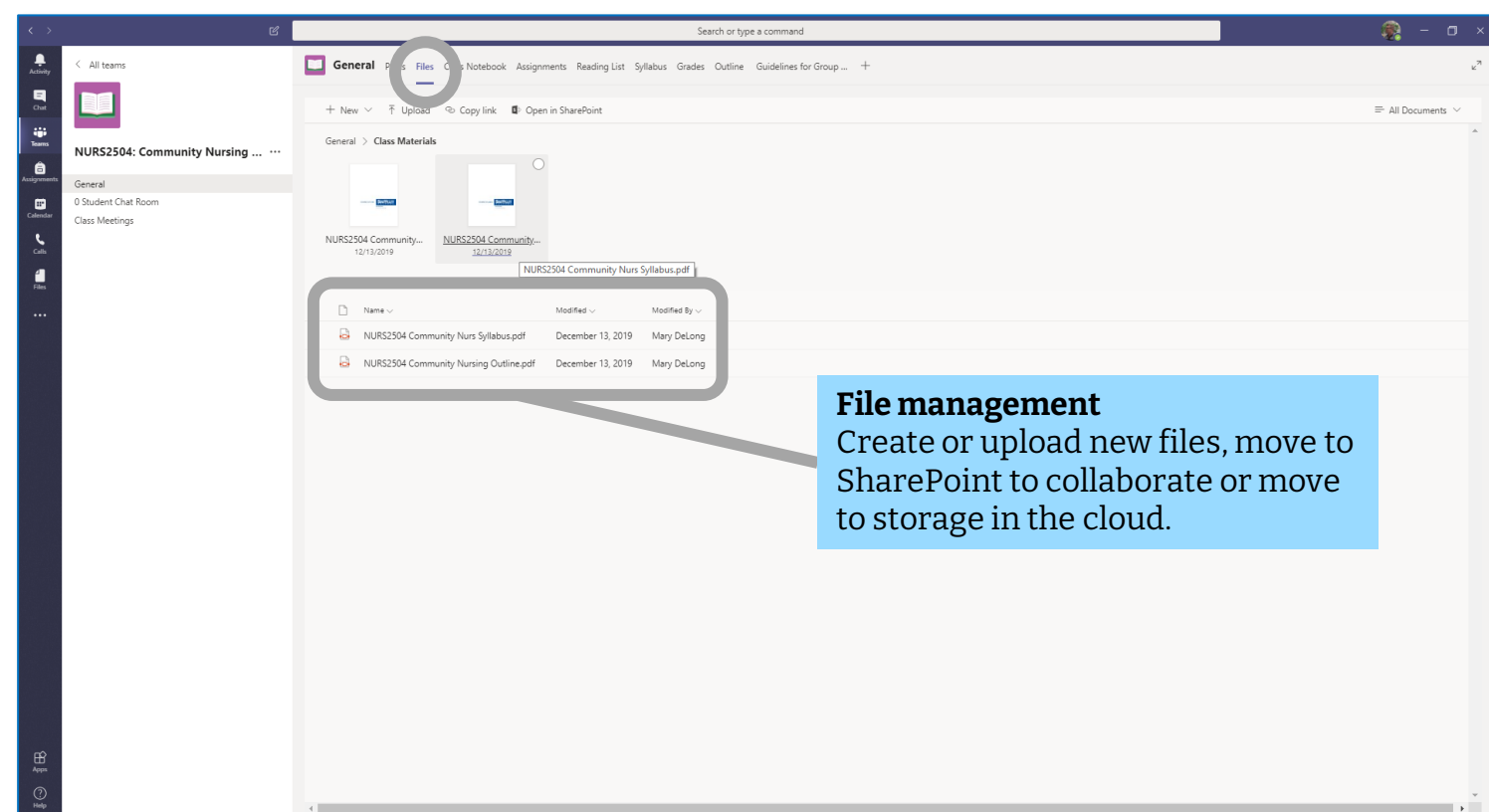Your scheduled Classes will be accessible through the Channel links located on the Teams menu as shown.

Here, Learners can easily select specific courses. In the example to the right, the Orientation to the Human Body course has been selected.

You can also use the Calendar to locate scheduled sessions.



**Course management**
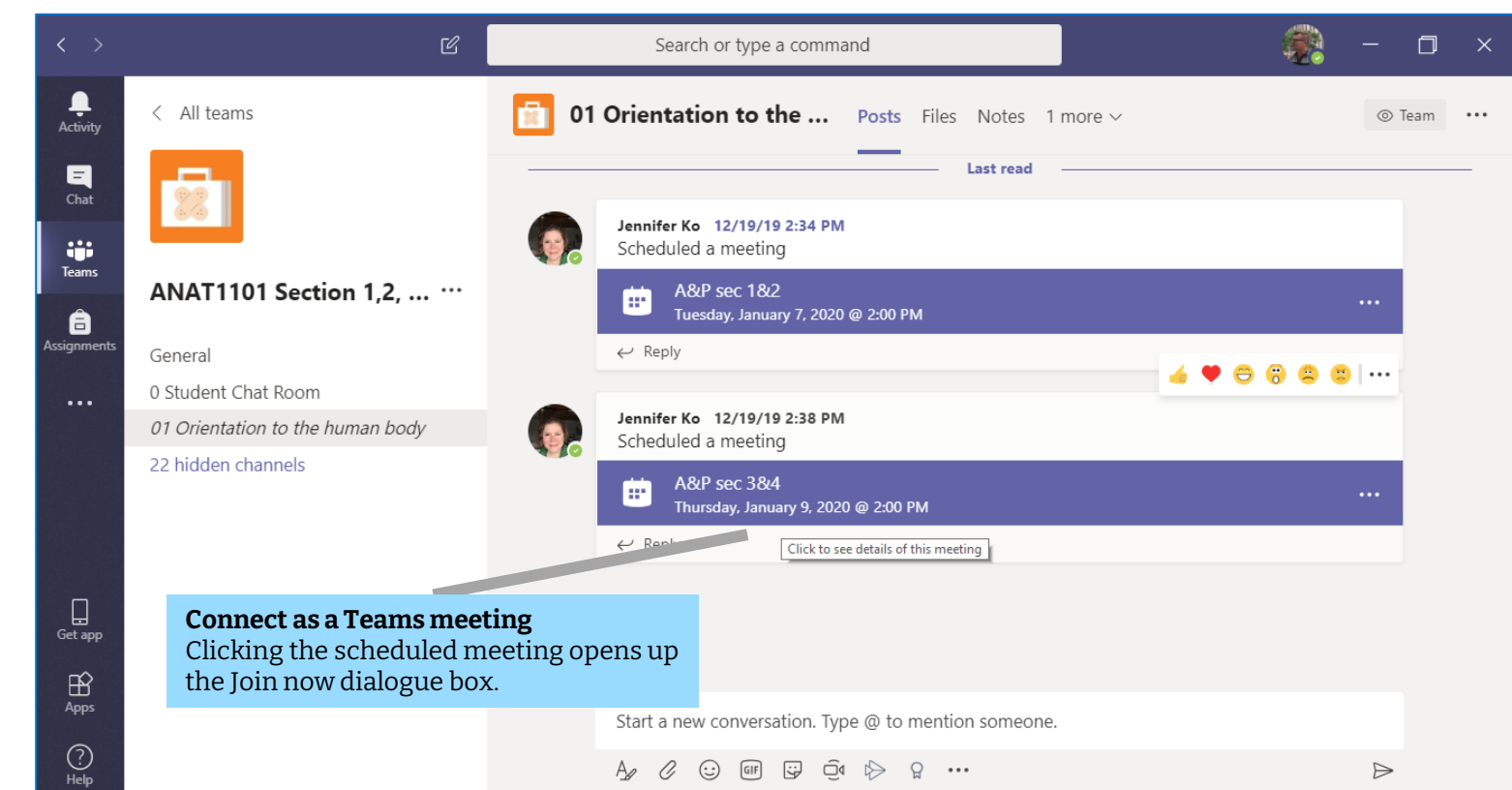Each scheduled course module is listed which allows students to join the class as an MS Teams meeting.

Files are accessible through your Course's own MS Teams channel.

Here, Learners can easily access Class Materials through the Files tab located in the General channel.



**File management**
Create or upload new files, move to SharePoint to collaborate or move to storage in the cloud.

After clicking on a specific scheduled course module, the student can connect to the class as an MS Team meeting.

Before joining the class – **always** be sure to mute your mic and disable your video!



**Connect as a Teams meeting**
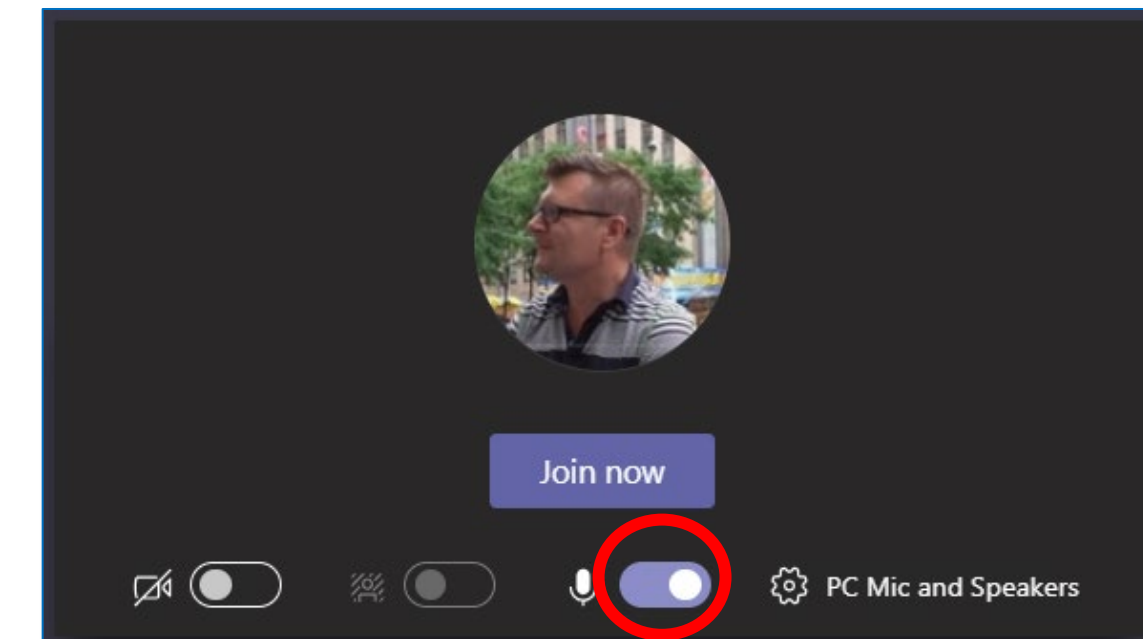Clicking the scheduled meeting opens up the Join now dialogue box.

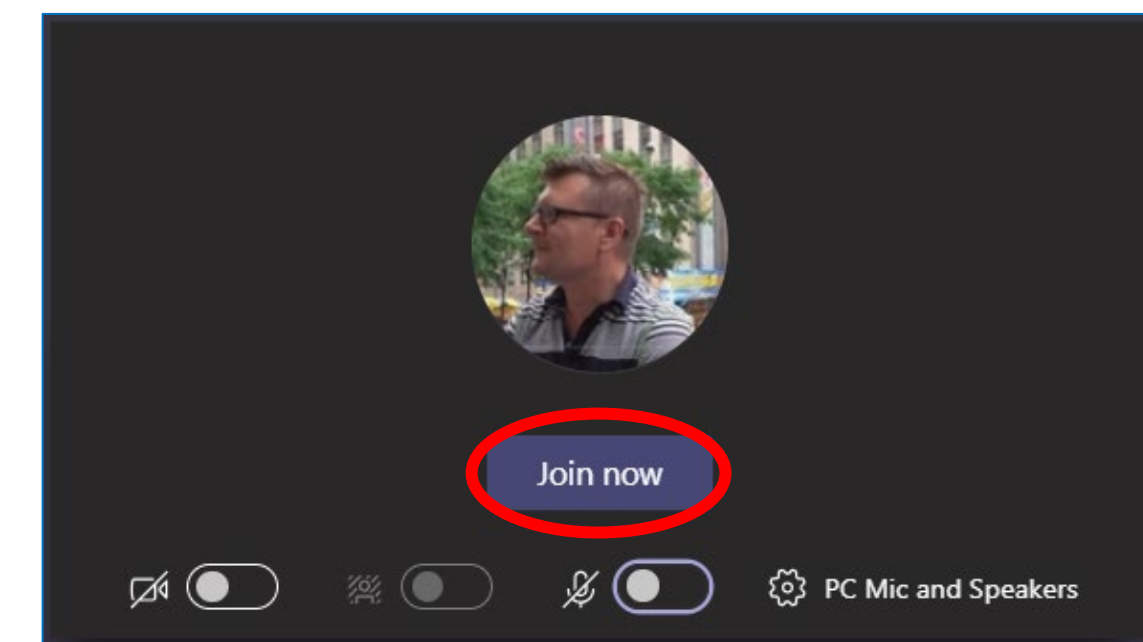# Learning with Teams Joining a meeting as a Class

... it's important that the only presenter is the Instructor
Before you join the Meeting / Class, let's turn off your microphone and video:
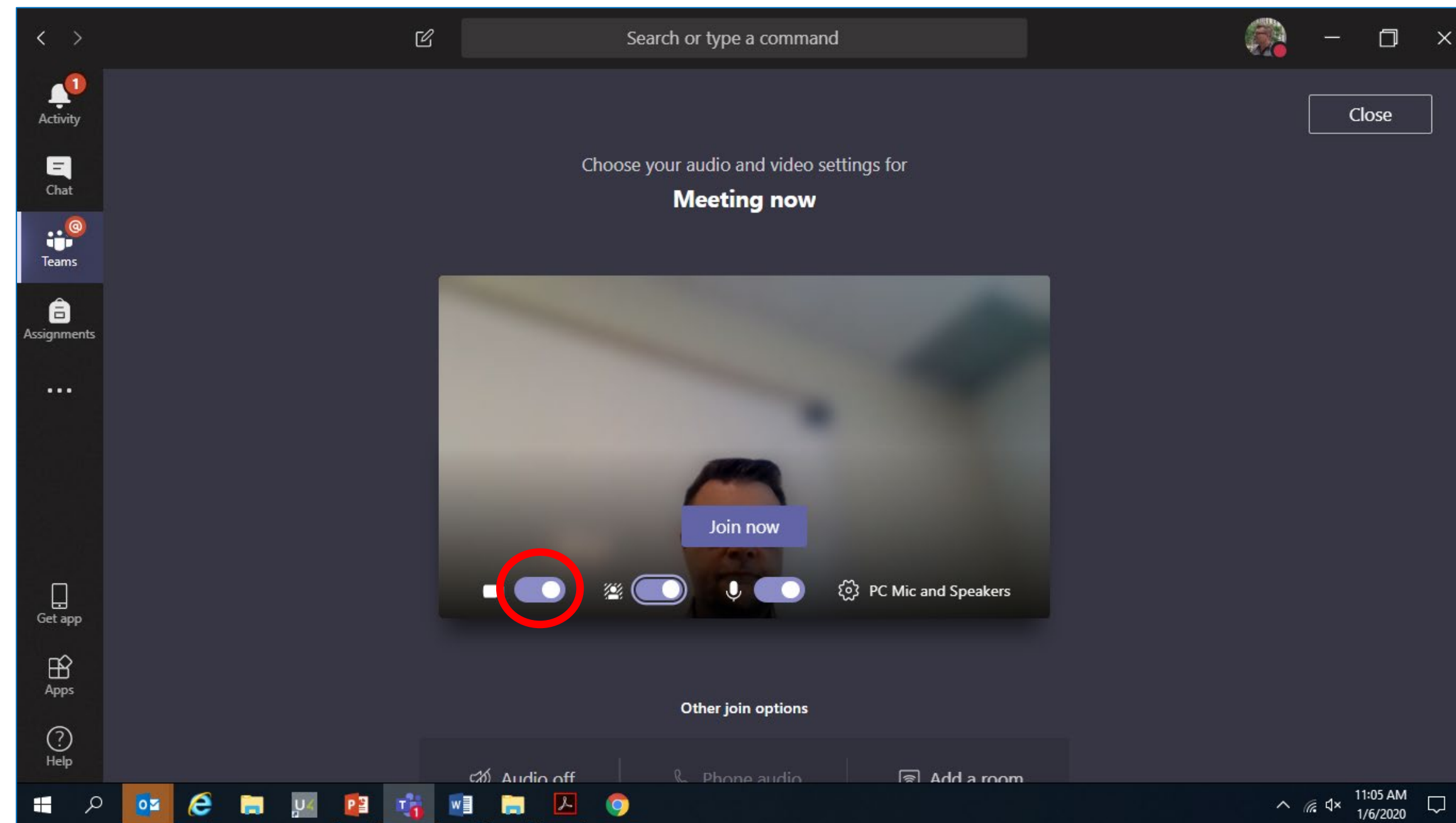


**First: Turn off your video**



**Second: Mute your microphone**



**Third: Click the 'Join now' button**
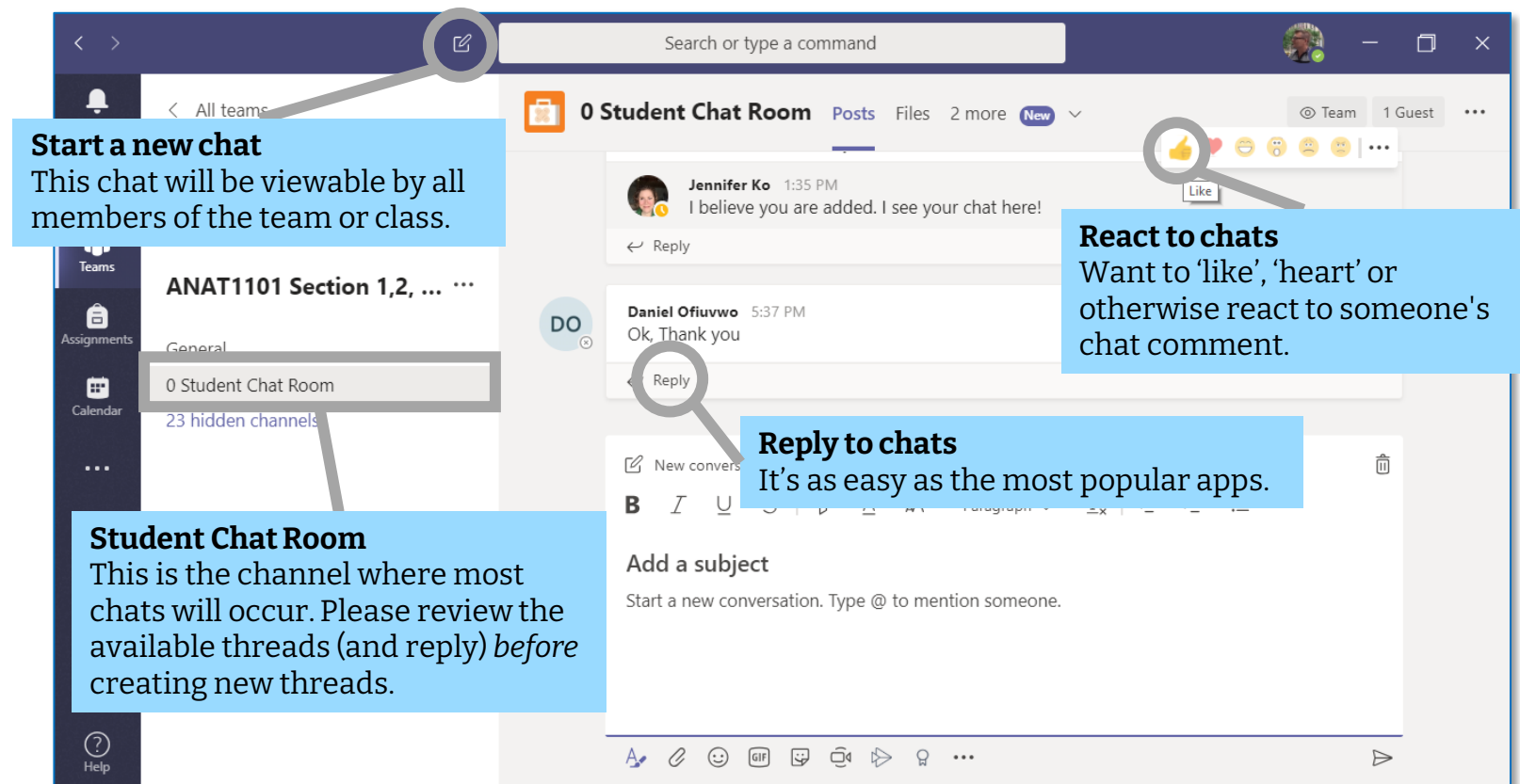
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# Learning with Teams Using Chat in and out of class

## Chatting in Teams

Channel conversations are organized by date and then threaded.

**NOTE:** As a best practice all **students SHOULD reply to messages** to maintain one thread per topic.

Please limit new chat threads to new topics only.



**Start a new chat**
This chat will be viewable by all members of the team or class.

**React to chats**
Want to 'like', 'heart' or otherwise react to someone's chat comment.

**Reply to chats**
It's as easy as the most popular apps.

**Student Chat Room**
This is the channel where most chats will occur. Please review the available threads (and reply) *before* creating new threads.

## Conversation panel



**Rich Text Format content**
Click this icon to open the RTF panel and add rich, formatted content to your chat and choose where and who to post your chat to.

**Send**
Click this icon to send your message to the entire Class, groups or other students.

## Start a Chat | General

Starting a Chat will **create a brand new thread** with the entire class.

To start click the **Student Chat Room** link on the left hand side of screen.

Then use the conversation channel to write your message and add media.
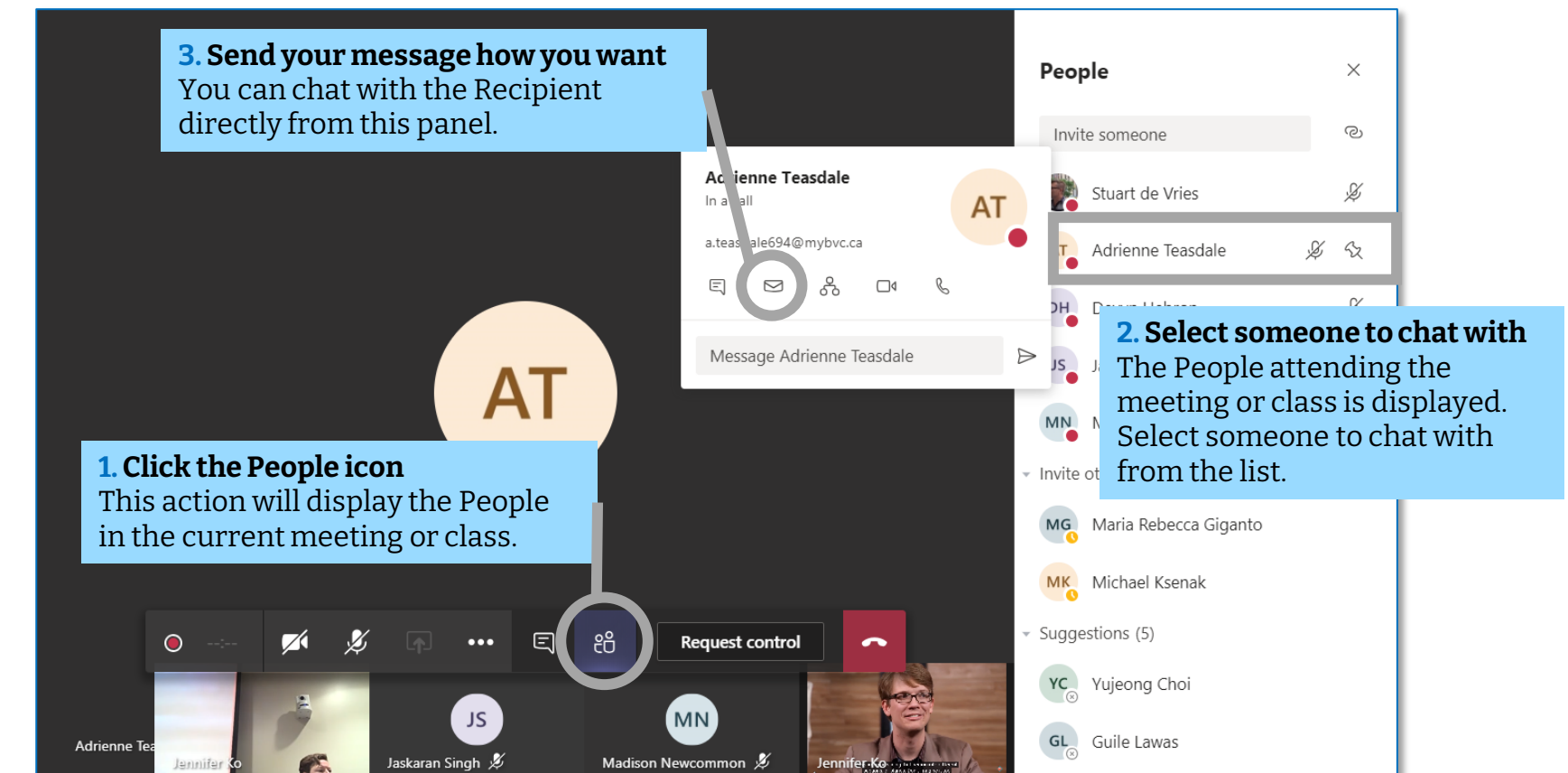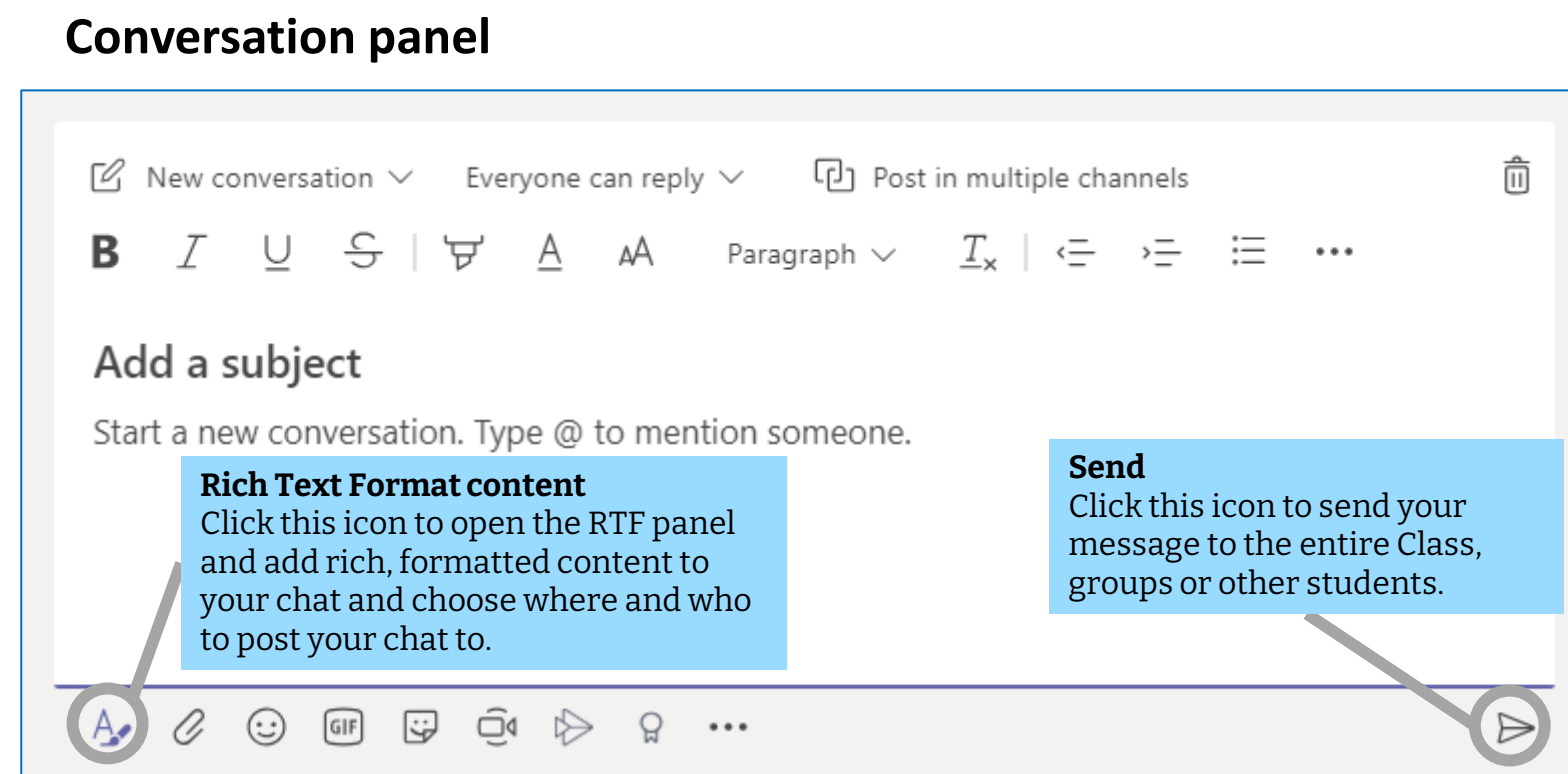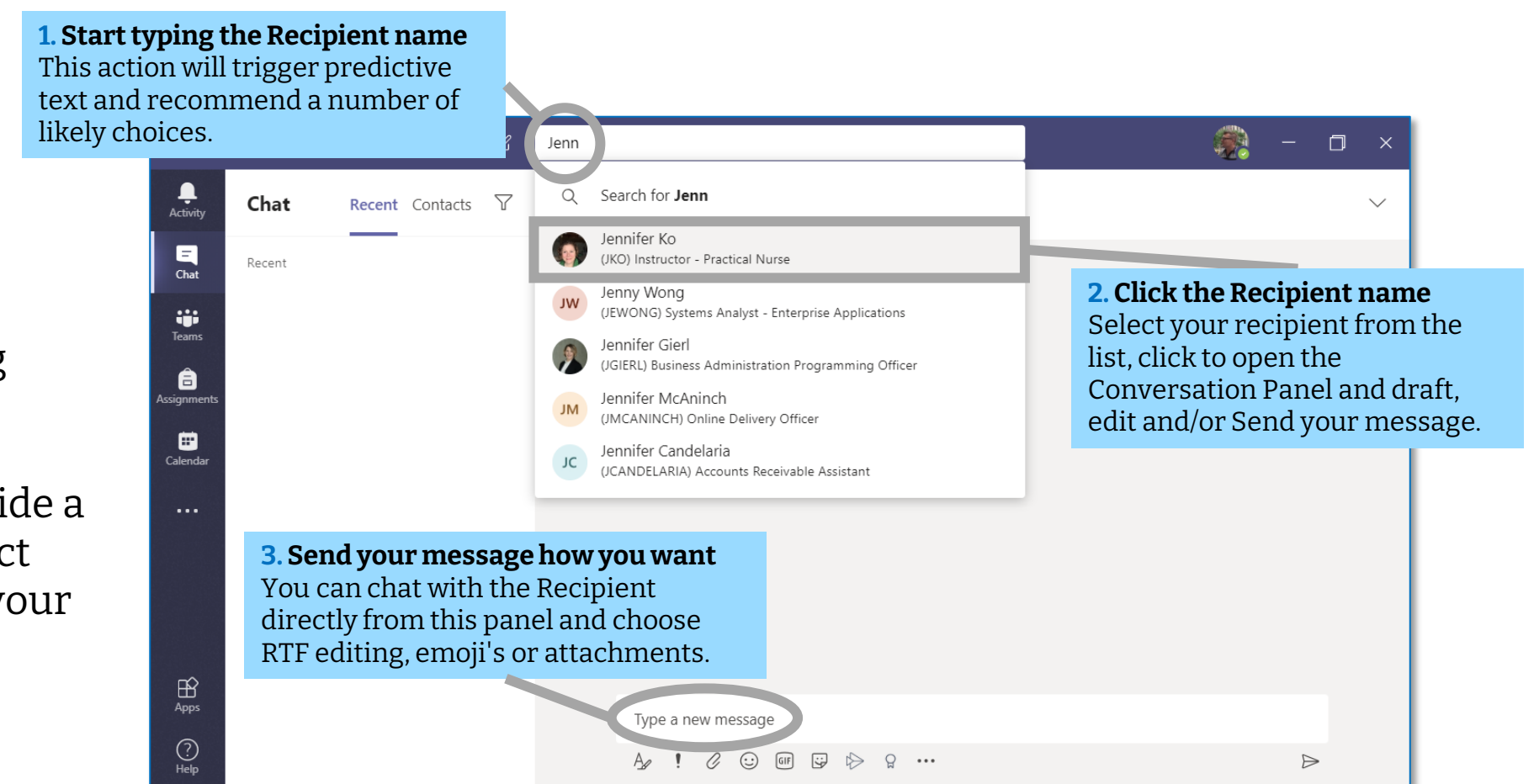
## Start a Chat | In Class

Class attendees can be displayed by clicking the People icon on the control panel.

You can pin / sort attendees as well as access profile and communication settings.

Type your message in the panel shown, click **Send**.



**3. Send your message how you want**
You can chat with the Recipient directly from this panel.

**2. Select someone to chat with**
The People attending the meeting or class is displayed. Select someone to chat with from the list.

**1. Click the People icon**
This action will display the People in the current meeting or class.

## Start a Chat | By Search

Begin a chat using the Command Bar by typing your recipient's name.

Predictive text will provide a number of choices, select from the list and begin your chat normally.



**1. Start typing the Recipient name**
This action will trigger predictive text and recommend a number of likely choices.

**2. Click the Recipient name**
Select your recipient from the list, click to open the Conversation Panel and draft, edit and/or Send your message.

**3. Send your message how you want**
You can chat with the Recipient directly from this panel and choose RTF editing, emoji's or attachments.

# Learning with Teams Using the Meetings Toolbar

## Tip 1: Interact with people and chat

Access chat, raise your hand to speak, adjust audio and more.

Use the Toolbar to **Raise Your Hand** and access the access the Chat / People panels.



Pro Tip: **Have a Question?**
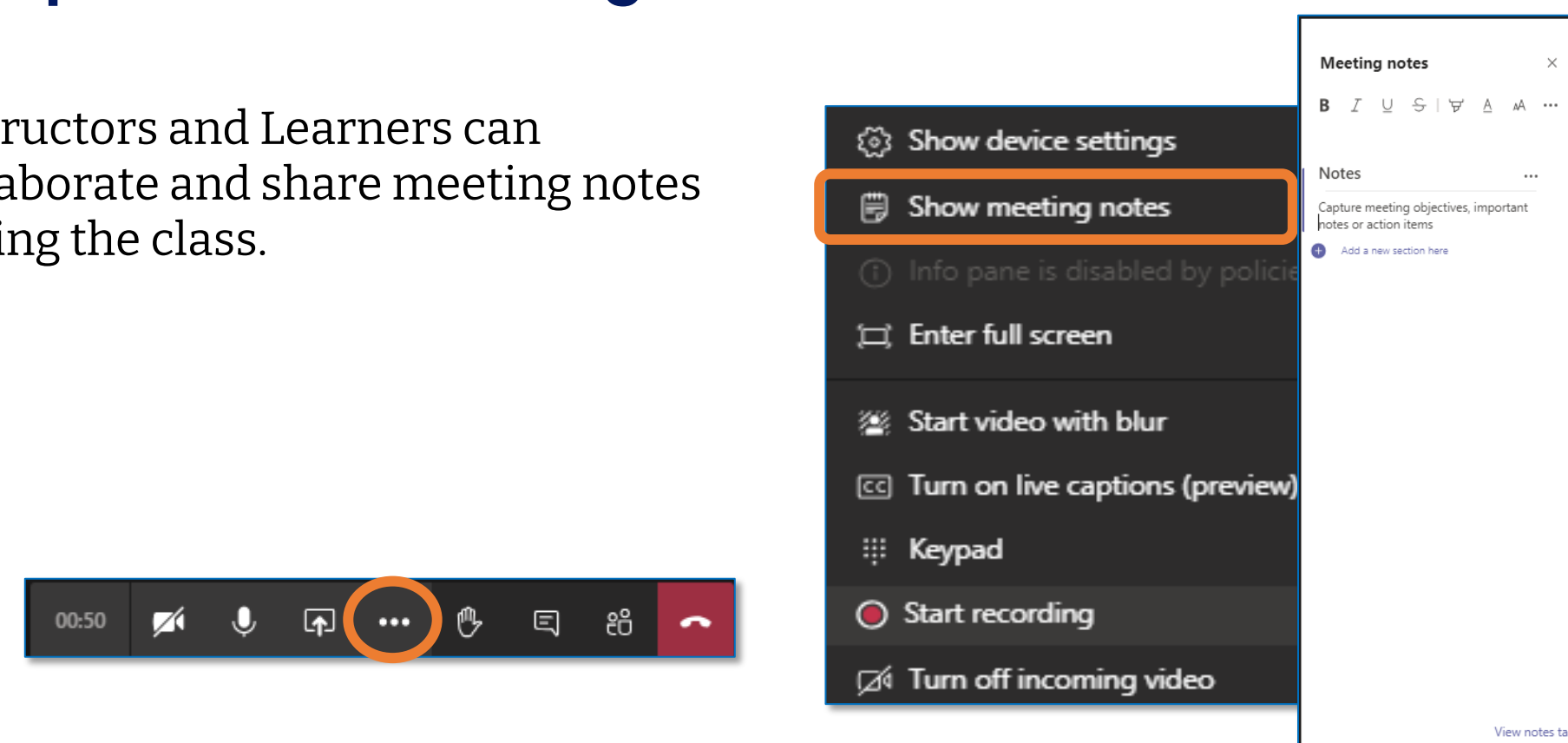
**Raise your Hand.**
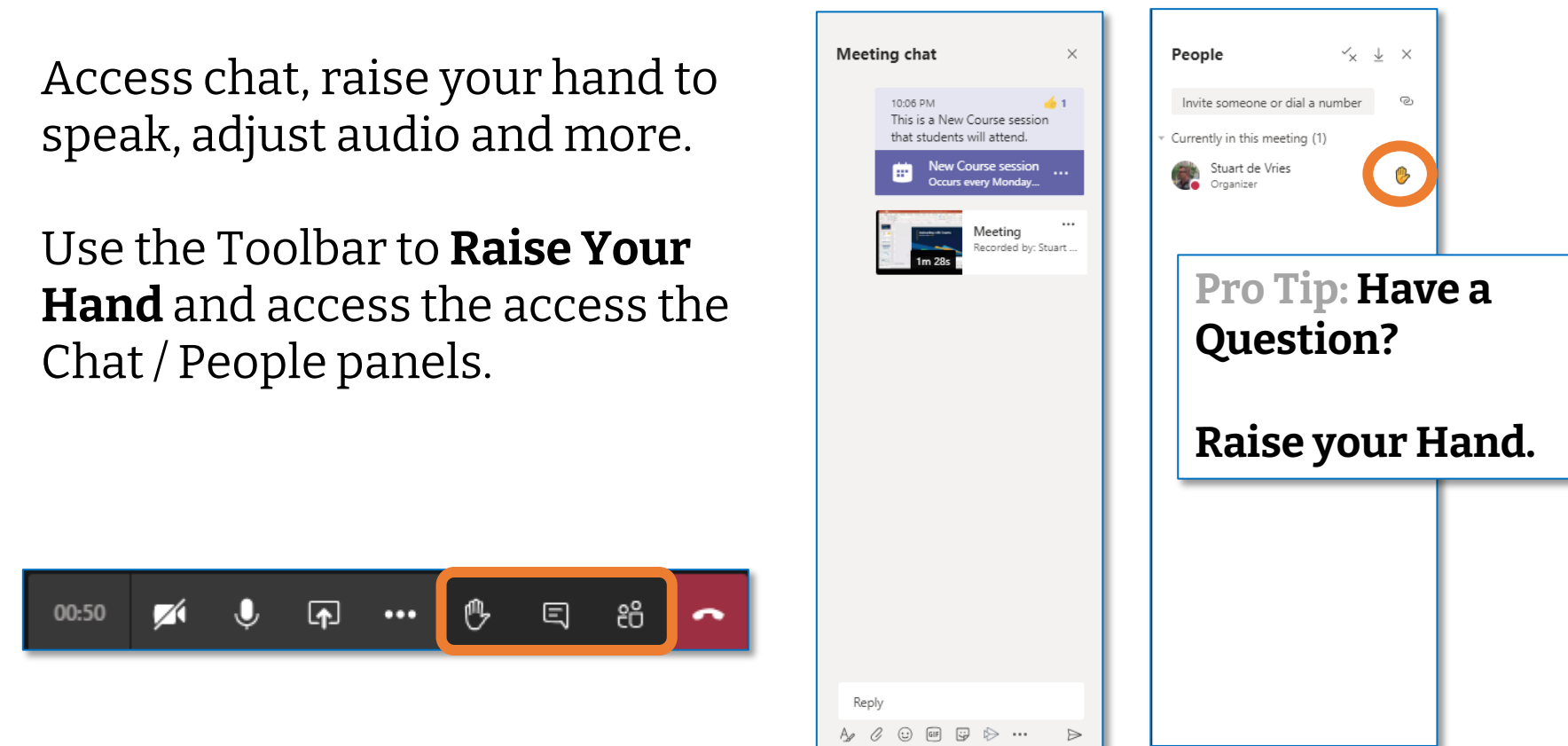
## Tip 2: Show device settings

Access audio and video tools to take advantage of an audio headset and other media connectivity.

Toggle and experiment with audio settings for an optimal experience.
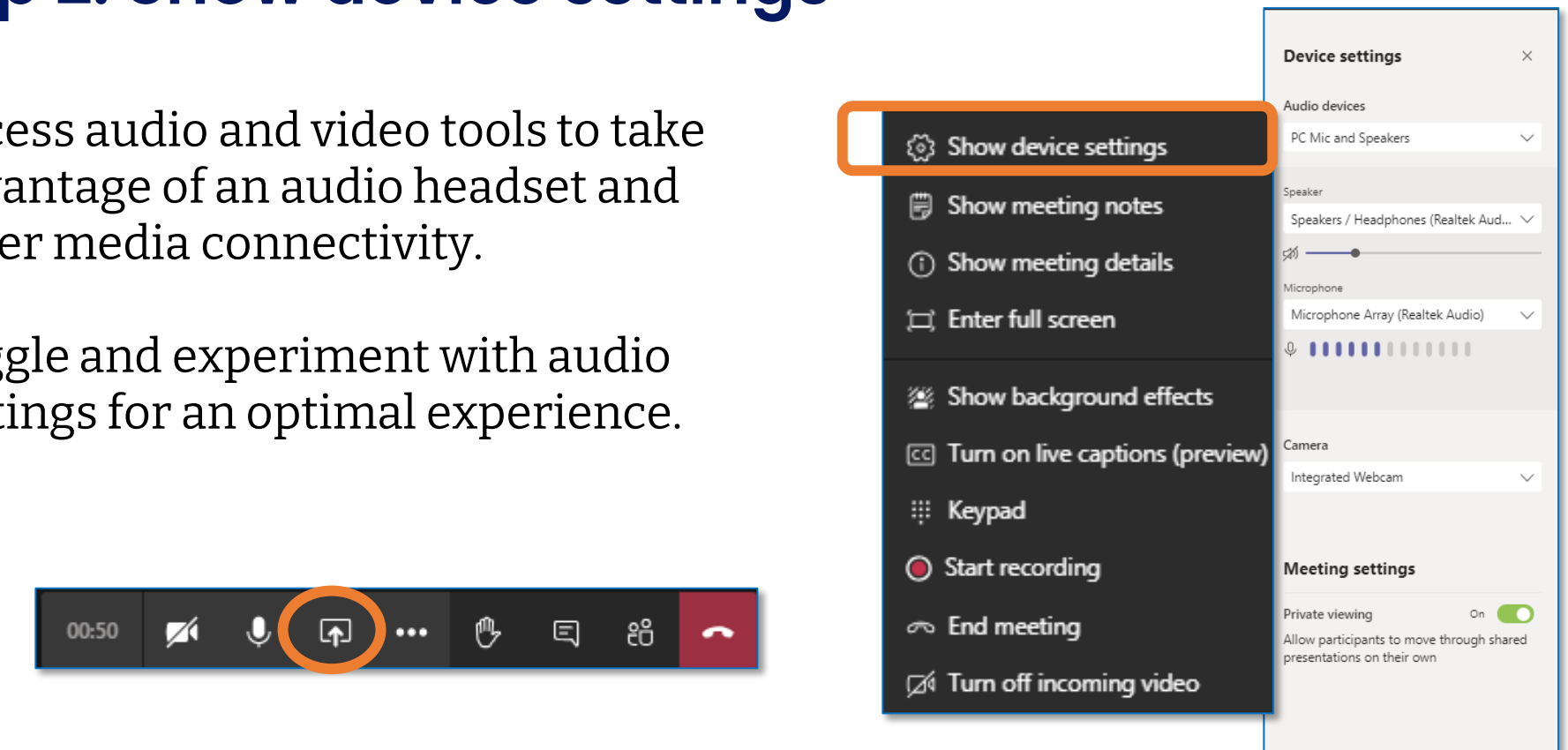


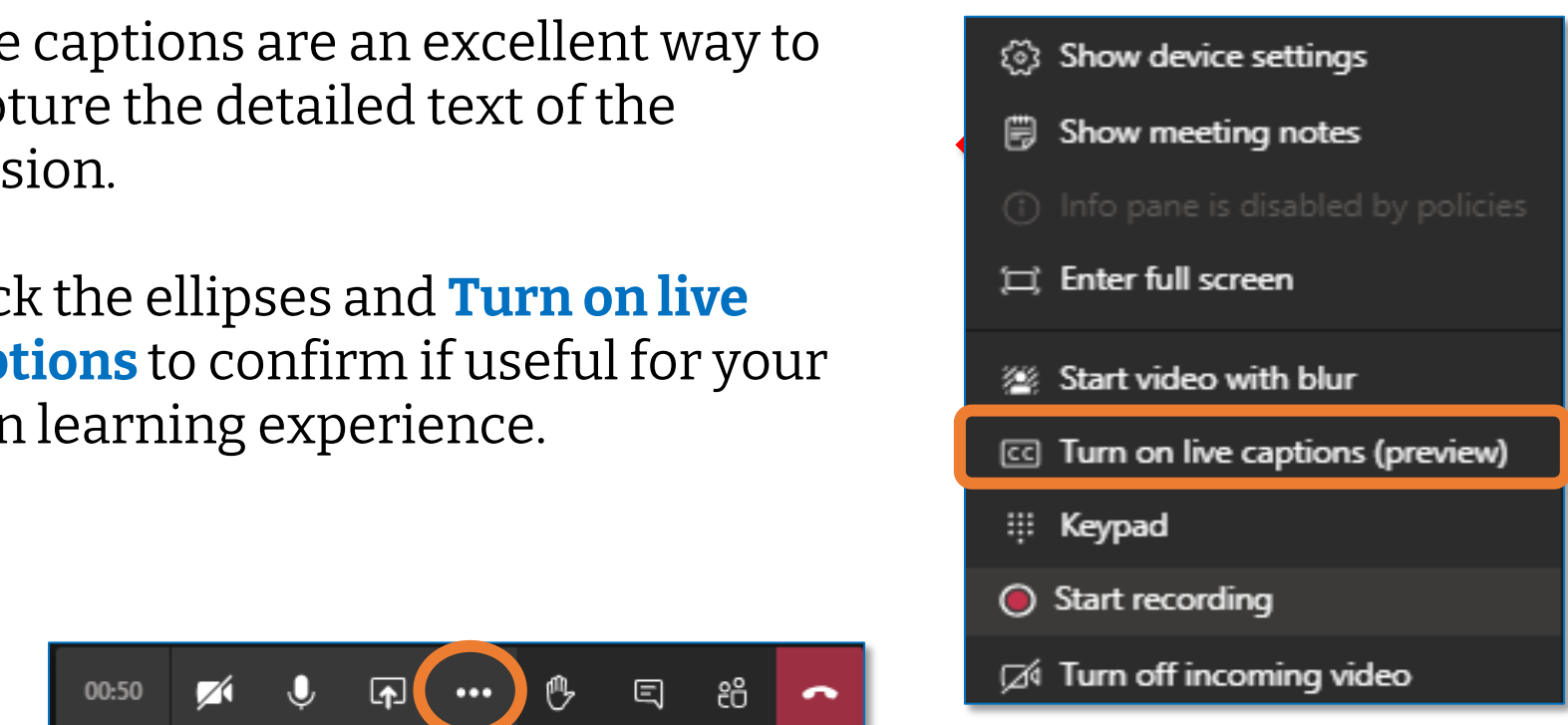## Tip 3: Show meeting notes …

Instructors and Learners can collaborate and share meeting notes during the class.



## Tip 4: Turn on the live captions

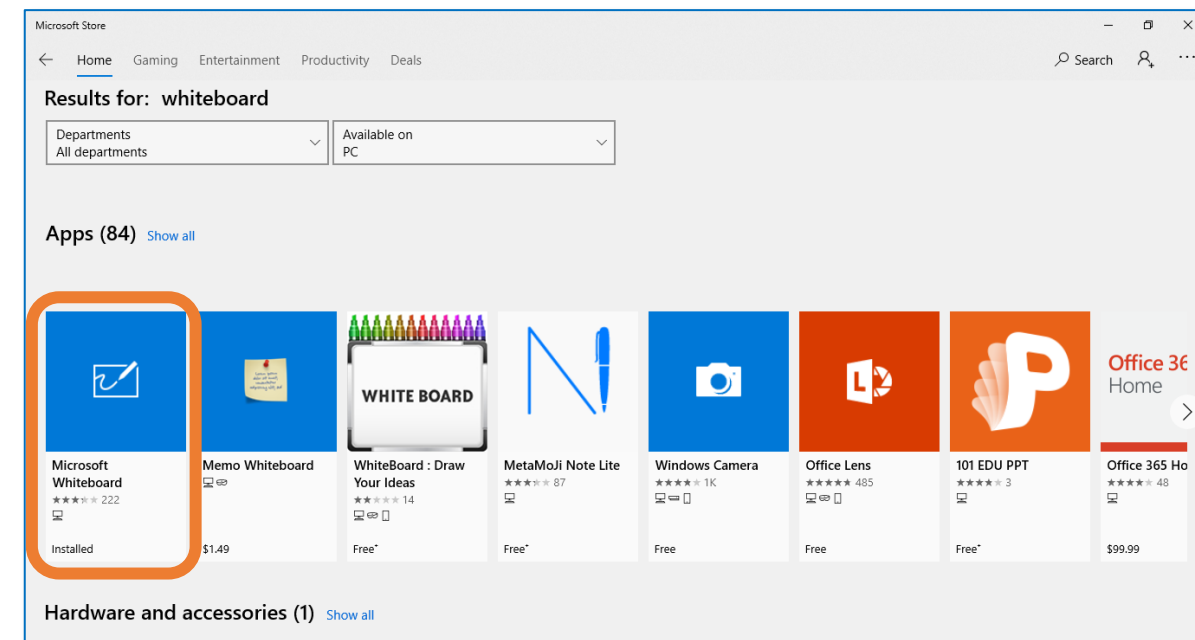Live captions are an excellent way to capture the detailed text of the session.

Click the ellipses and **Turn on live captions** to confirm if useful for your own learning experience.
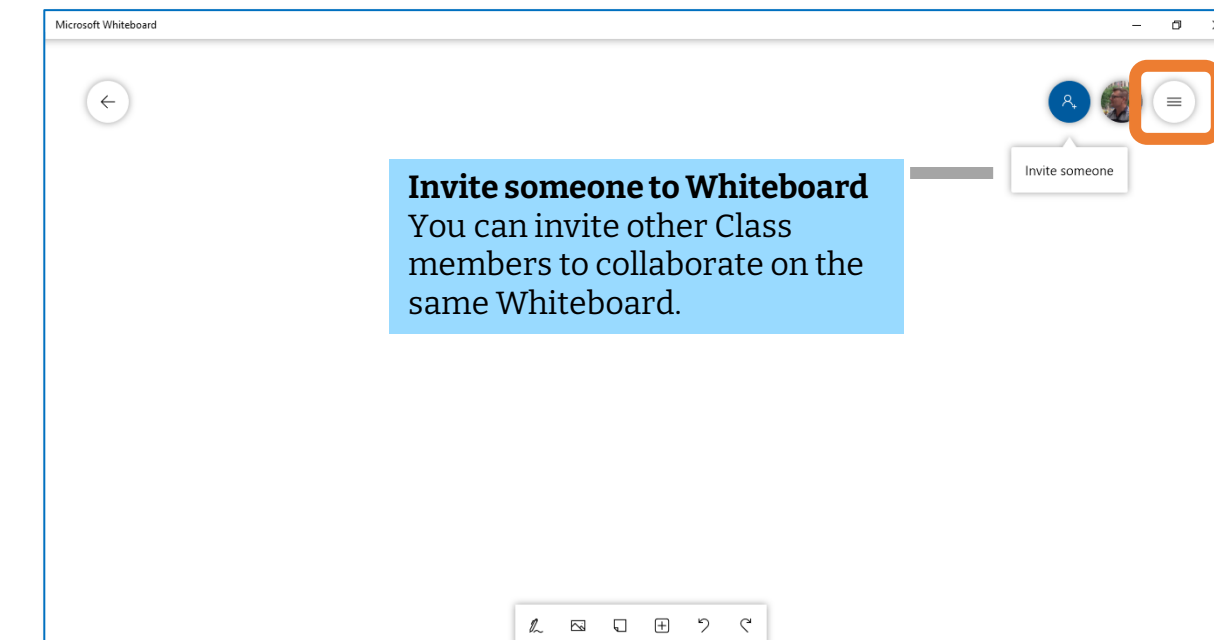


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# Learning with Teams Using the Microsoft Whiteboard
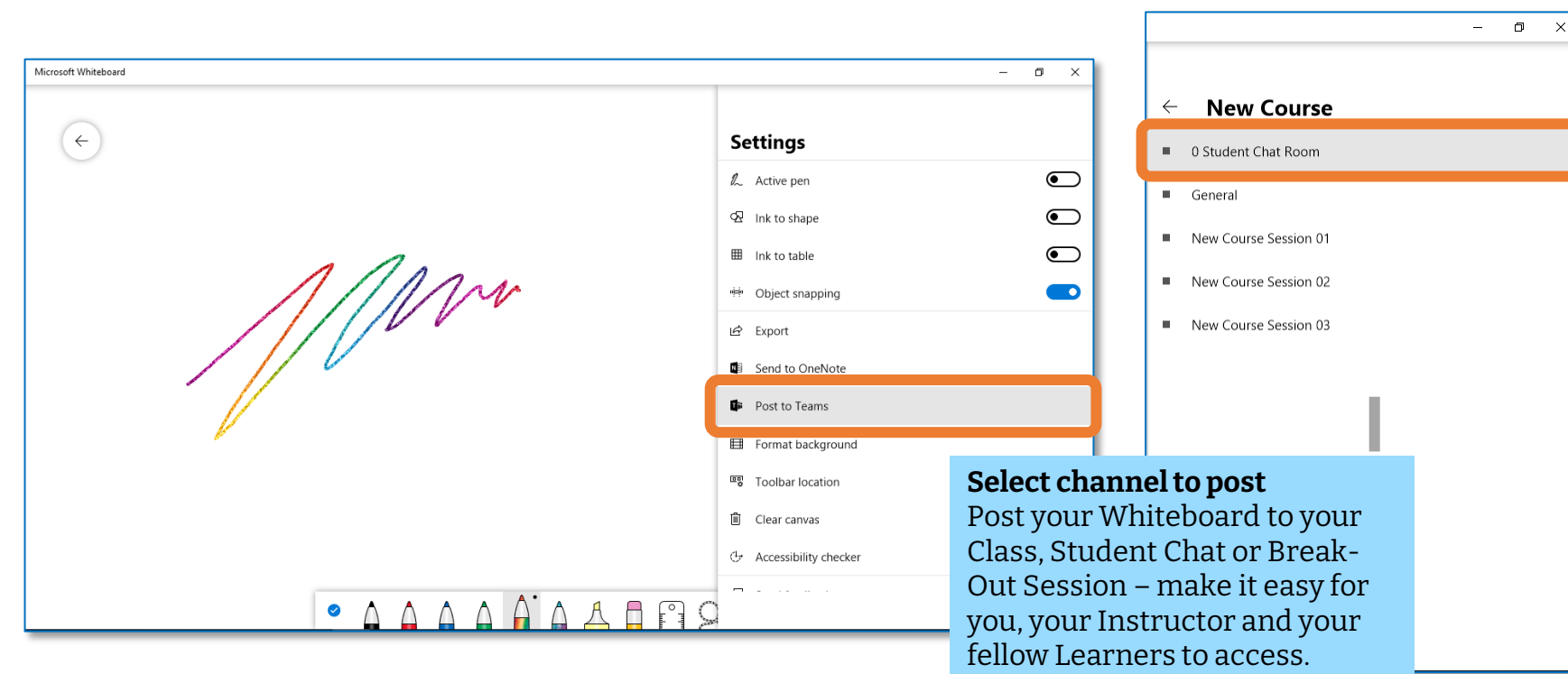
## Step 1 Get It: Download the 'WHITEBOARD' app



The free **Microsoft Whiteboard** app is available from the Microsoft Store and will integrate to your own install of your free MS Teams Desktop App.

## Step 2 Use It: Using the Whiteboard



**Invite someone to Whiteboard**
You can invite other Class members to collaborate on the same Whiteboard.

You can invite other BVC users to the Whiteboard using the **People** and or **Settings** icons in the top right corner, as well as export to MS Teams or as other file types.

## Step 3 Post: Collaborate with others



**Select channel to post**
Post your Whiteboard to your Class, Student Chat or Break-Out Session – make it easy for you, your Instructor and your fellow Learners to access.

**Using Whiteboard 'Post':** When posting to Teams you can select which Channel to post to. The members of this Channel (i.e. your Instructor and fellow Learners) will see a 'link to click' which will allows Whiteboard interaction and collaboration.

## Step 4 Share: Share as a Presentation



**Presenting**
Presenting allows you alone to interact with the Whiteboard.
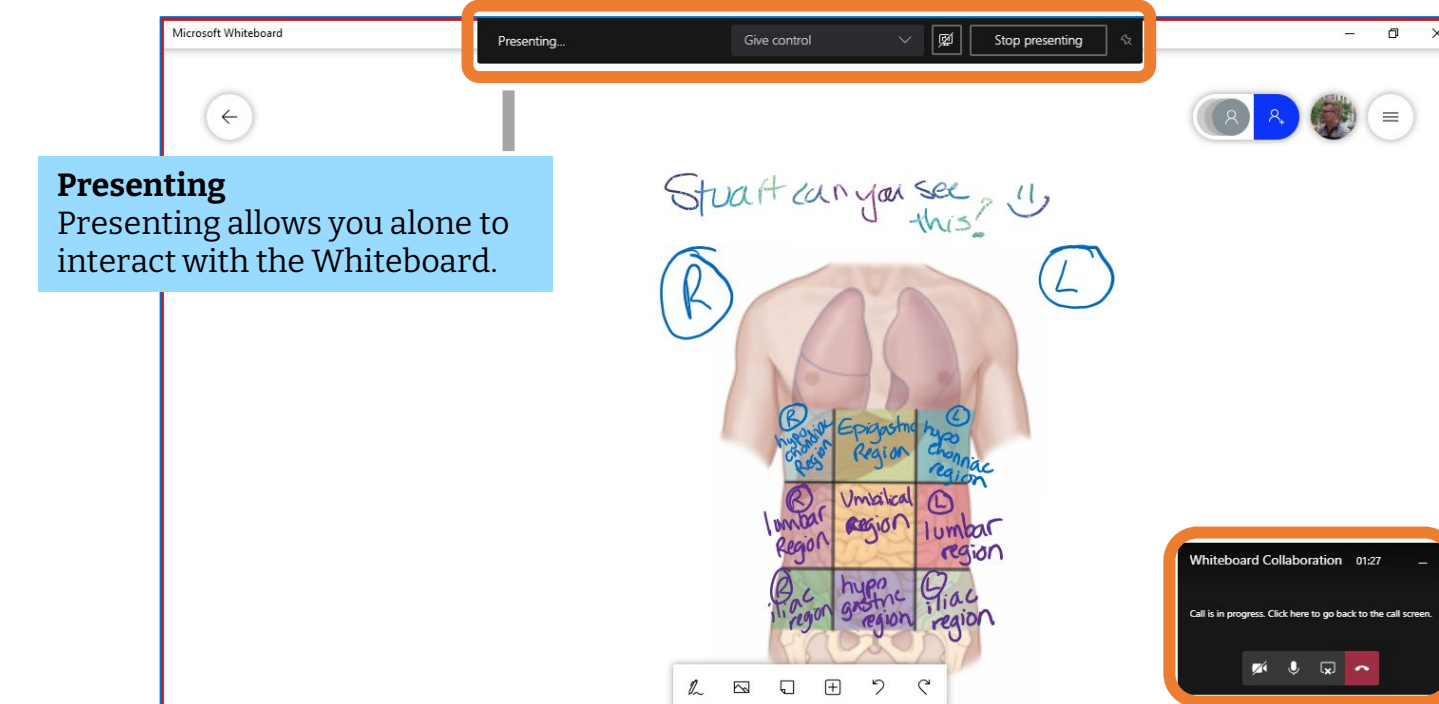
**Using MS Teams 'Share':** If you are not expecting to interact, collaborate or edit your Whiteboard, consider presenting it. Presenting is easy. Simply have your Whiteboard app open – and select your Whiteboard 'screen' to share.

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# Learning with Teams Tips & Tricks

MS Teams is becoming widely used and can be a lot when first getting started. Here are a couple of tips and tricks:

### Tip 1:  Your Status

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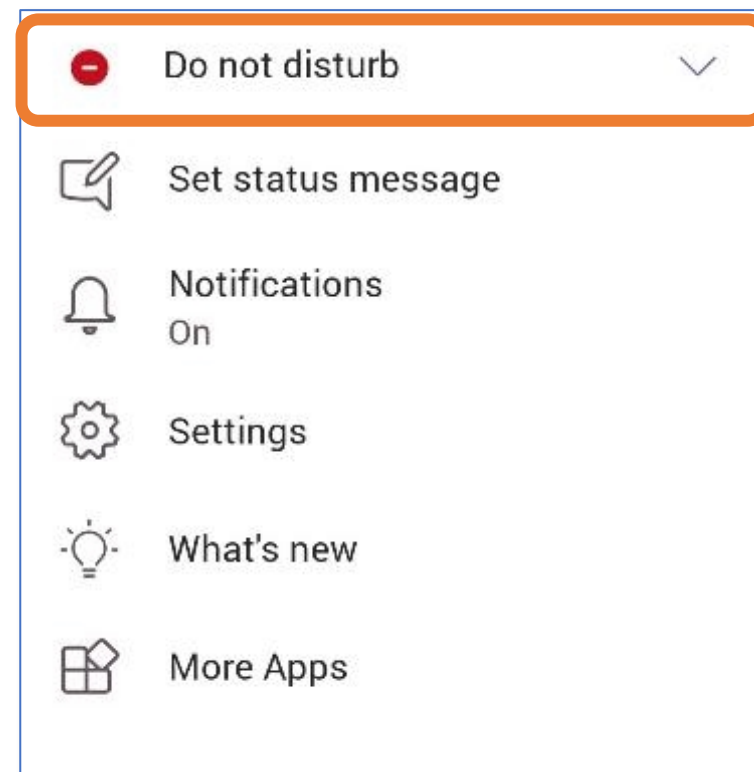


You can also personalize your status message, as well as set your Teams Dark View using the **Settings** function.

### Tip 2: The Ellipses

If you are navigating around your Teams interface and see Three Little Dots on some of your menus … click them!

The **Ellipses (three little dots)** expand the menu choices and will vary depending on which Teams function you are using.
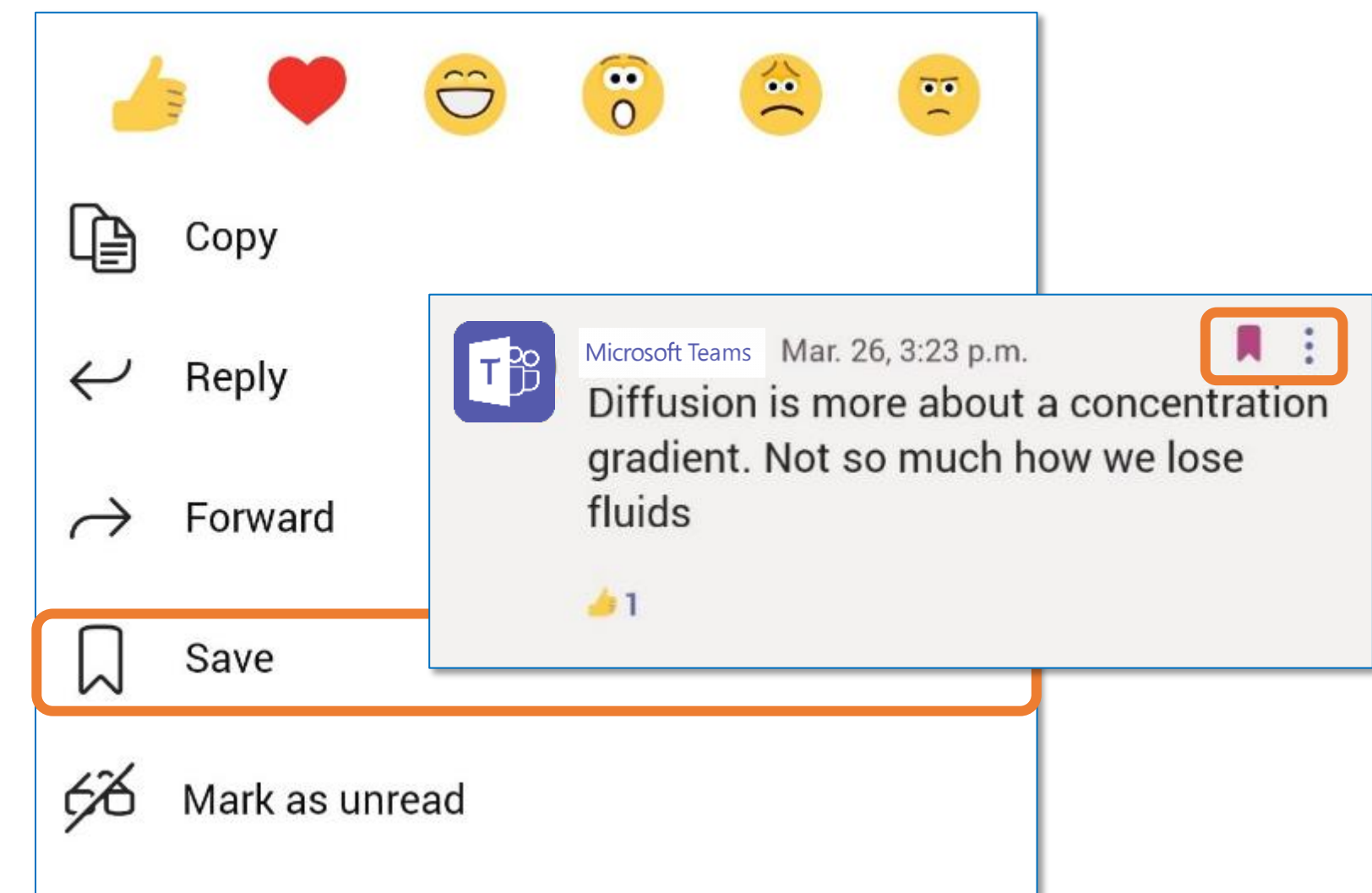


In the examples shown below, the user has clicked the Ellipses during a Meeting / Class Chat as well as opened the Chat Emoji menu!
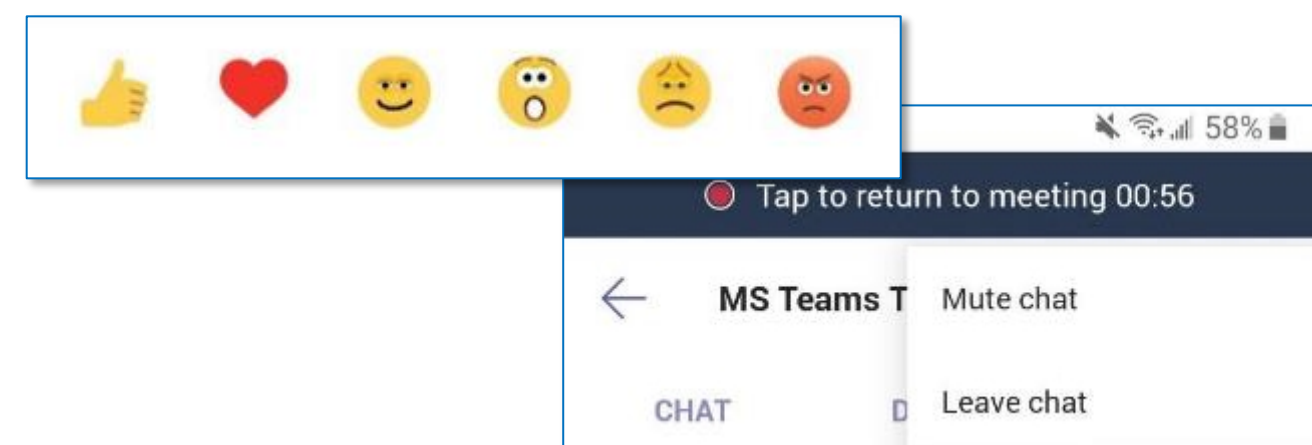


### Tip 3: Manage Messages

Important messages can be marked and saved and easily accessible from your Profile later.

In the example below, the User has used the Chat ellipses to expand the menu and **Save** the specific message for reference.

# Learning with Teams Checklist – Attending a Class

## Checklist: Learners using Teams

Use the checklist to ensure a positive experience for every Bow Valley Course you attend delivered using MS Teams:

- ❑ **Open teams**
- ❑ **Open channel for session**
- ❑ **Mute your microphone / disable video**
- ❑ **Join the session**
- ❑ **Open chat and get ready to Raise Your Hand to ask a question**
- ❑ **Confirm audio, attendance, screen shares etc. per Instructor guidance**
- ❑ **Do NOT stop the recording**
- ❑ **Enjoy and learn!**

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# Learning with Teams Additional Learner Resources

## Accessing Support

### Learner Success Services

**academicsuccess@bowvalleycollege.ca**

Learner Success Services will be able to direct learners to MS Teams Learner materials and support targeted MS Teams Questions.

### Academic Success **Resources**

### ITS Service Desk          403.410.1611

**helpdesk@bowvalleycollege.ca**

The Bow Valley College ITS Help Desk will be able to support MS Teams technology issues.

## Accessing Education

- MS Teams Learner Guide Link
- Go to LSS101 on D2L for resources about online learning and Microsoft Teams

## New Students to BVC

- New Student Orientation Guide Link
- New Student Technology Use Tips Link
- Access software, systems and mobile information for your best BVC experience Link

  **academicsuccess@bowvalleycollege.ca**

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