Learning at Bow Valley College with MS Teams

Overview Mobile Guide

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Apple iPhone

Learning at BVC with MS Teams Mobile Guide

Using Teams: Downloading the Teams app

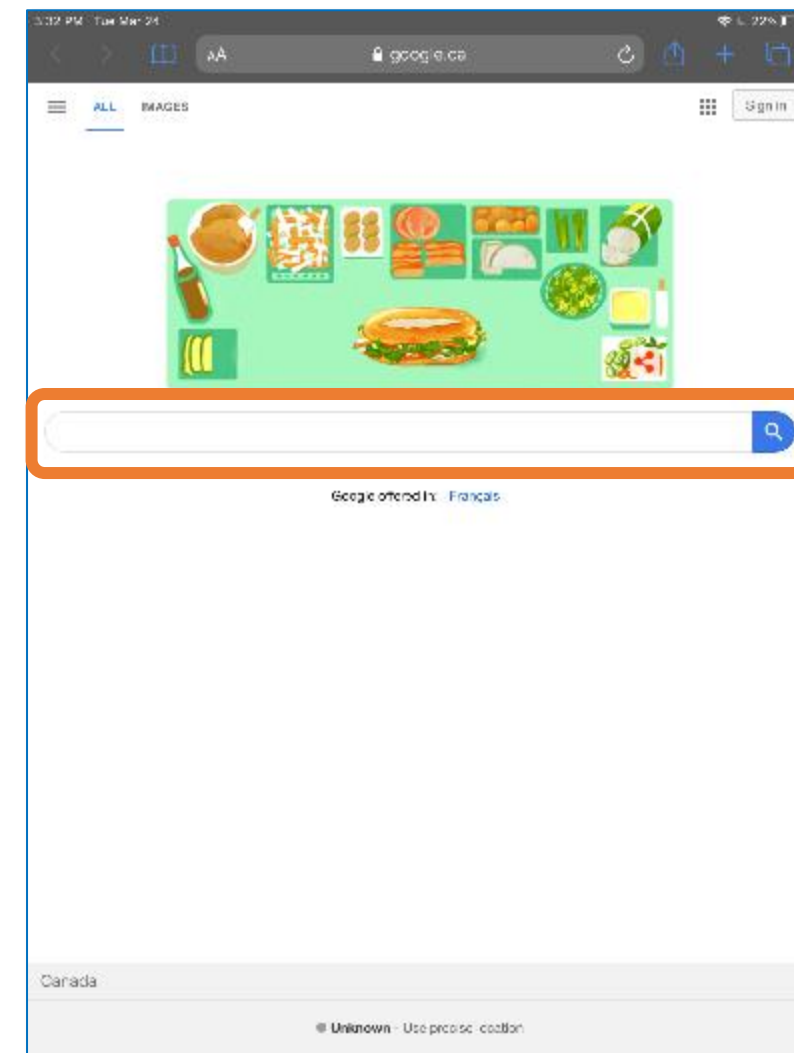Ideally, MS Teams is accessed via your Apple Store iPhone App. During the download and install process, use your username@mybvc.ca account credentials for your Log In and Password.

Step 1: From your iOS Home

From your iOS Home Page click the **Chrome web browser** icon.
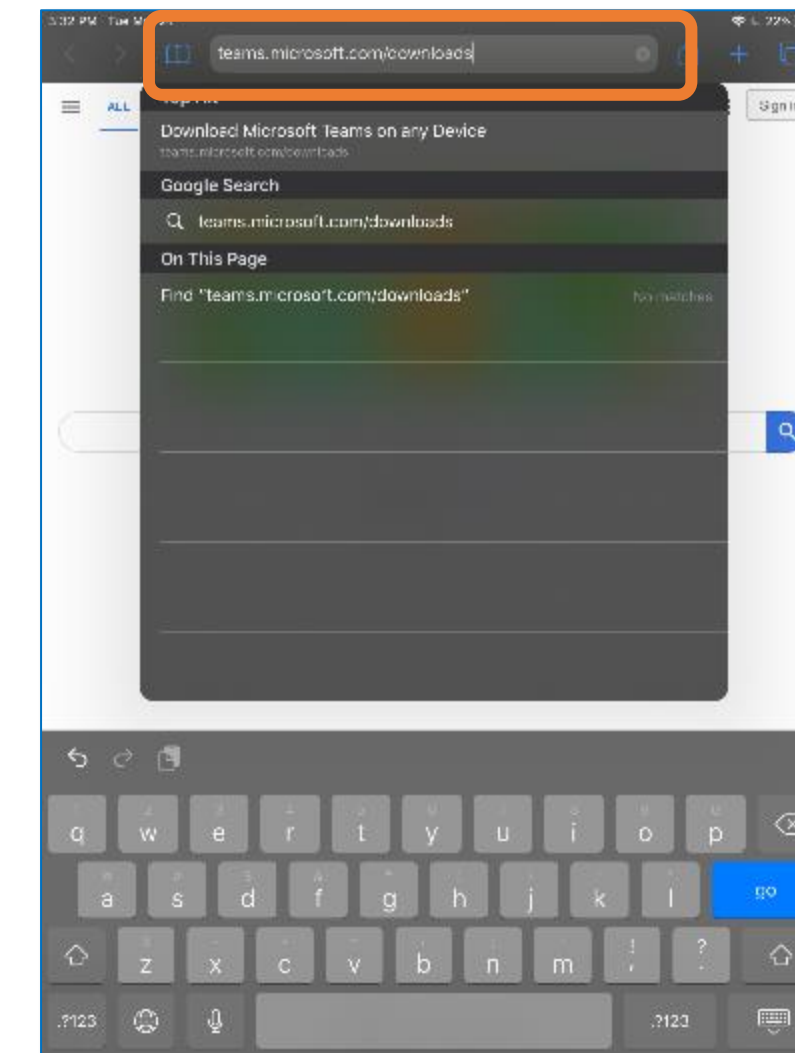
Step 2: Open your Browser

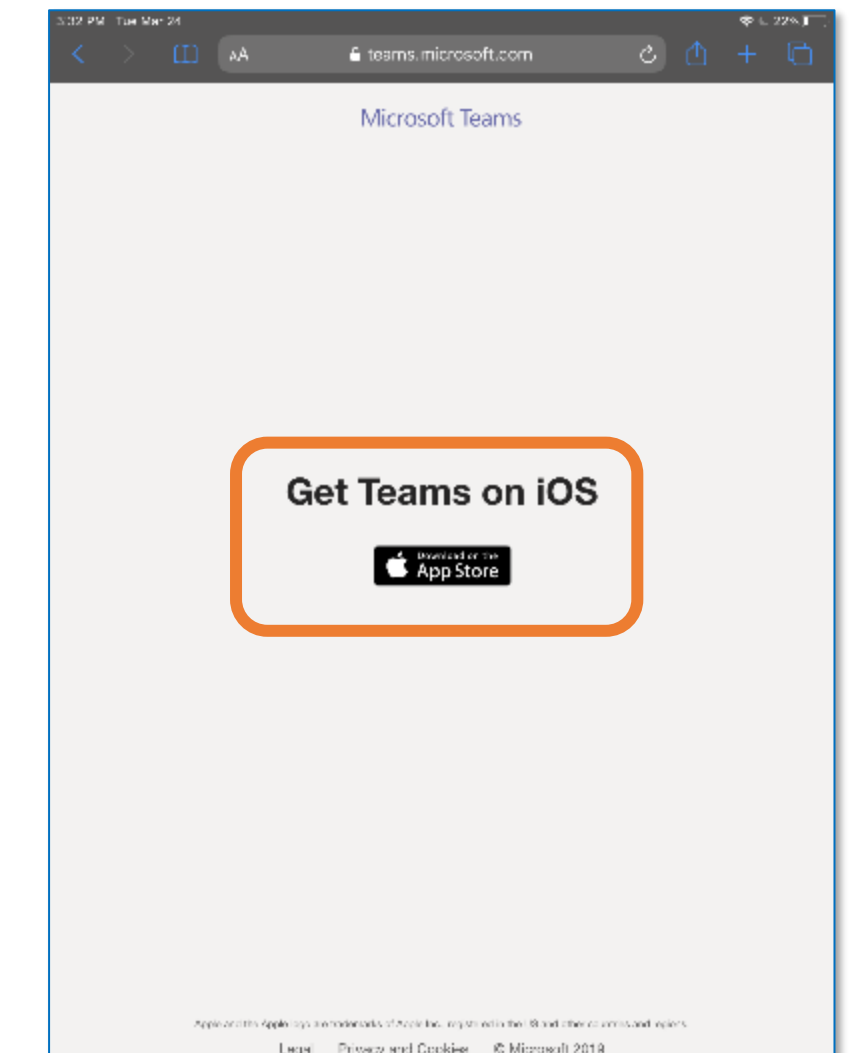Your browser will open. We'll search for the MS Teams downloads from here.

Or use your browser to navigate directly to the URL.

Step 3: MS Teams downloads

Navigate to **teams.microsoft.com/downloads**

Step 4: Go to the App Store

Your iOS options will be displayed. Click to navigate to the Apple Store.

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Using Teams: Installing the Teams App

Follow the Microsoft MS Teams user prompts for install. Your MS Teams icon will be seen on your device after following these easy steps using your username@mybvc.ca account.

Step 5: Get the iOS App
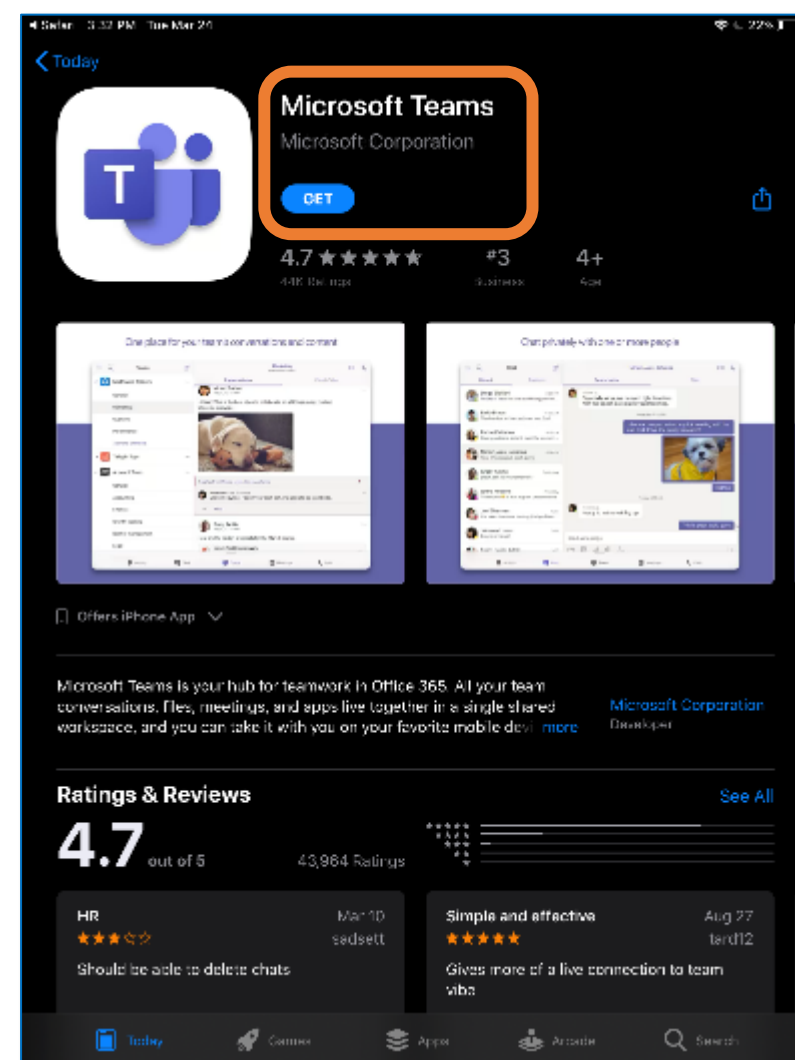
Apple makes it easy to locate the iPhone version of MS Teams for your own Apple device.

Download and install today!

Step 6: Install the iOS App
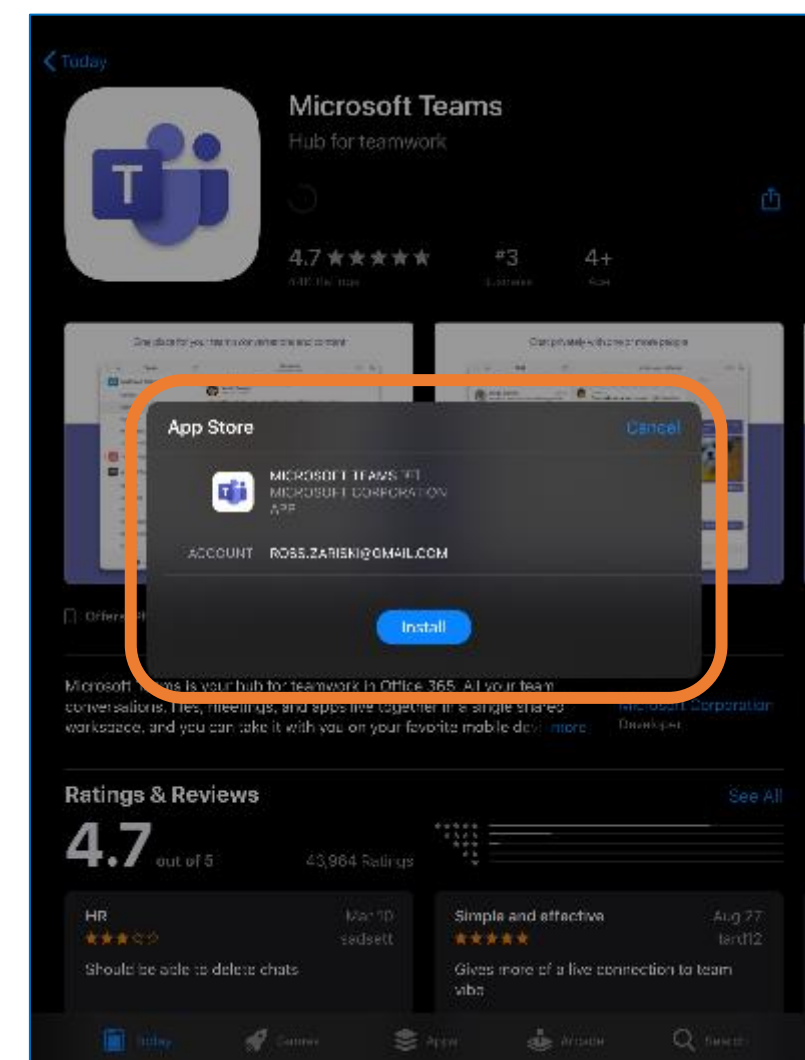
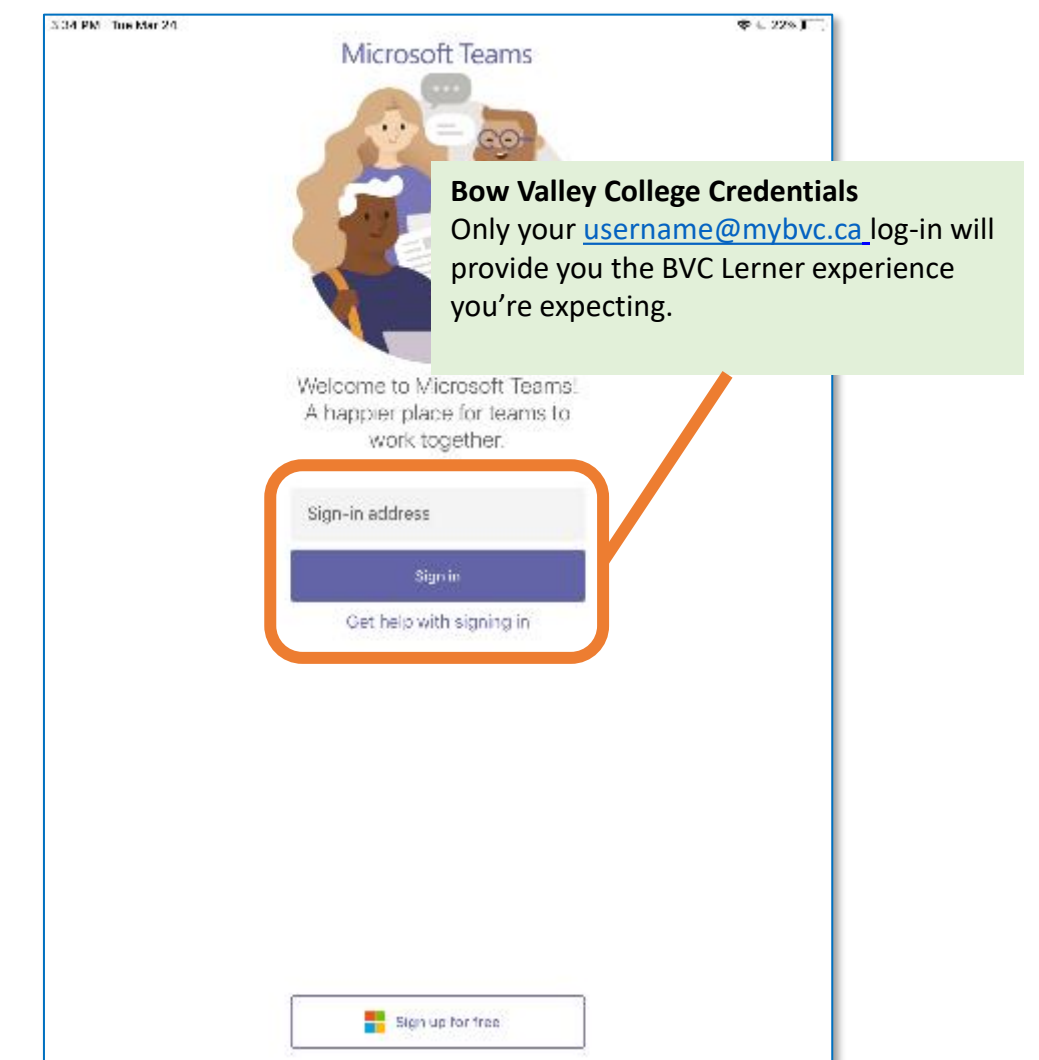Follow all user prompts during the install.

Step 7: The icon is on Home Screen

MS Teams is now an easy to locate icon on your iPhone or iPad.

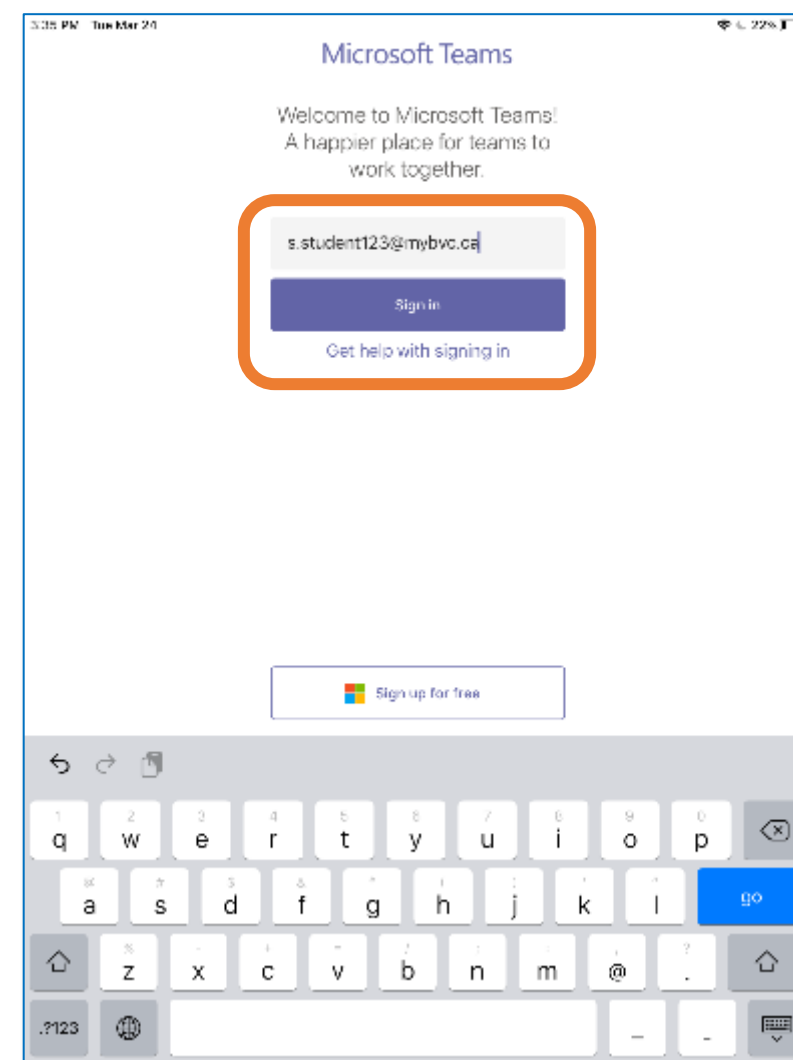Open, sign-in and explore.

Step 8: Open MS Teams

When prompted use your Bow Valley College (username@mybvc.ca) credentials.

Using Teams: Accessing Teams for the First Time

The first time you log into MS Teams you will have to use your username@mybvc.ca account and password. After that, it's like any other iOS App you use … open it up … and it just works:

Step 9: Use your myBVC User ID	**Step 10: Use your myBVC Password**	**Step 11: Notification Permissions**	**Step 12: Microphone Permissions**

When prompted, complete your log-in with your username@mybvc.ca User ID and click **Sign In.**
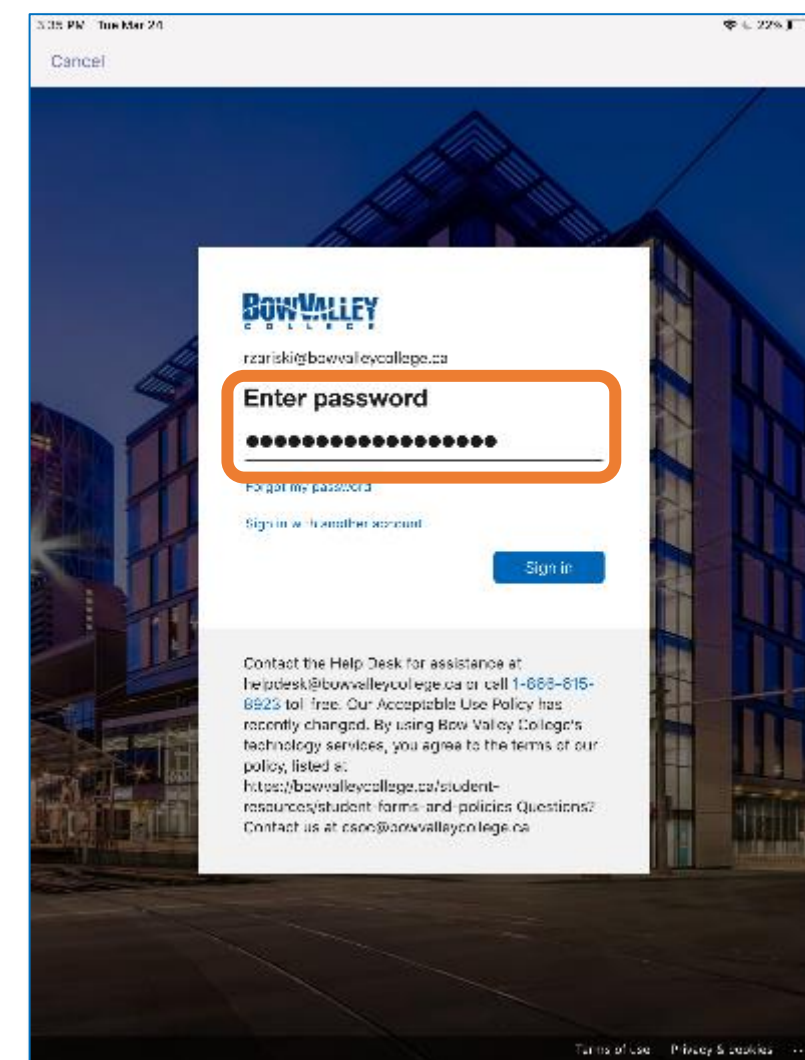
When prompted, complete your log-in with your username@mybvc.ca password and click **Sign In.**

When prompted, click **OK** to accept Notifications from MS Teams.

When prompted, click **Allow** to connect your microphone to the MS Teams environment,

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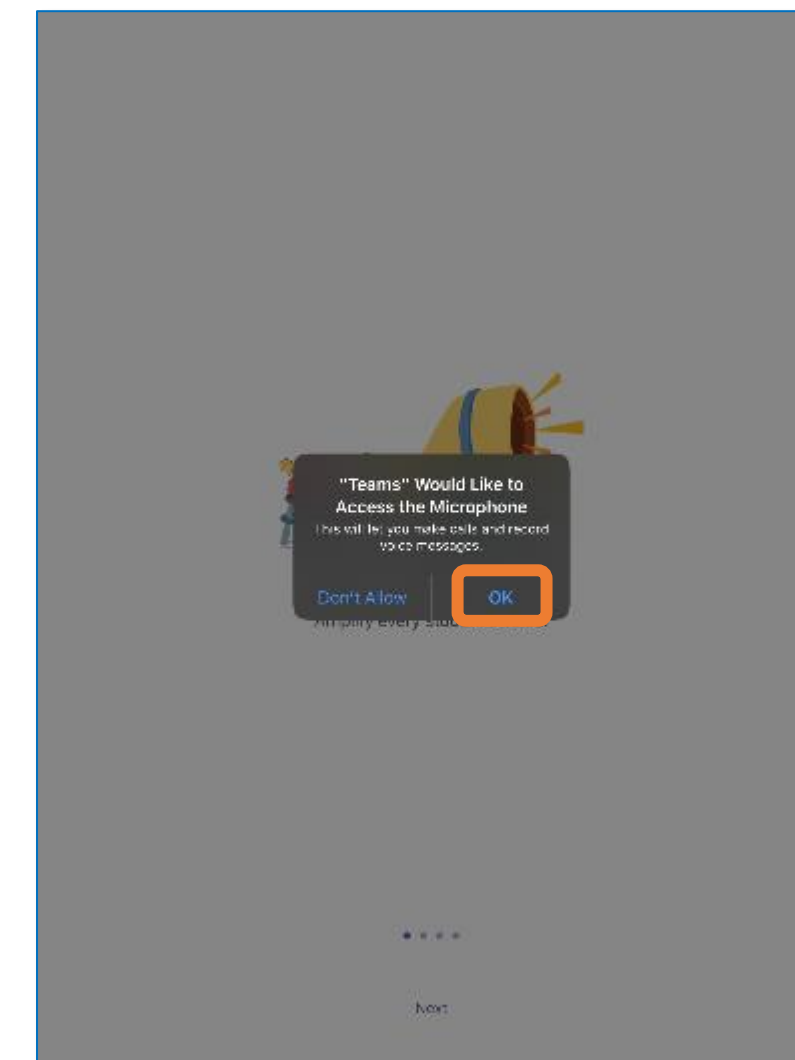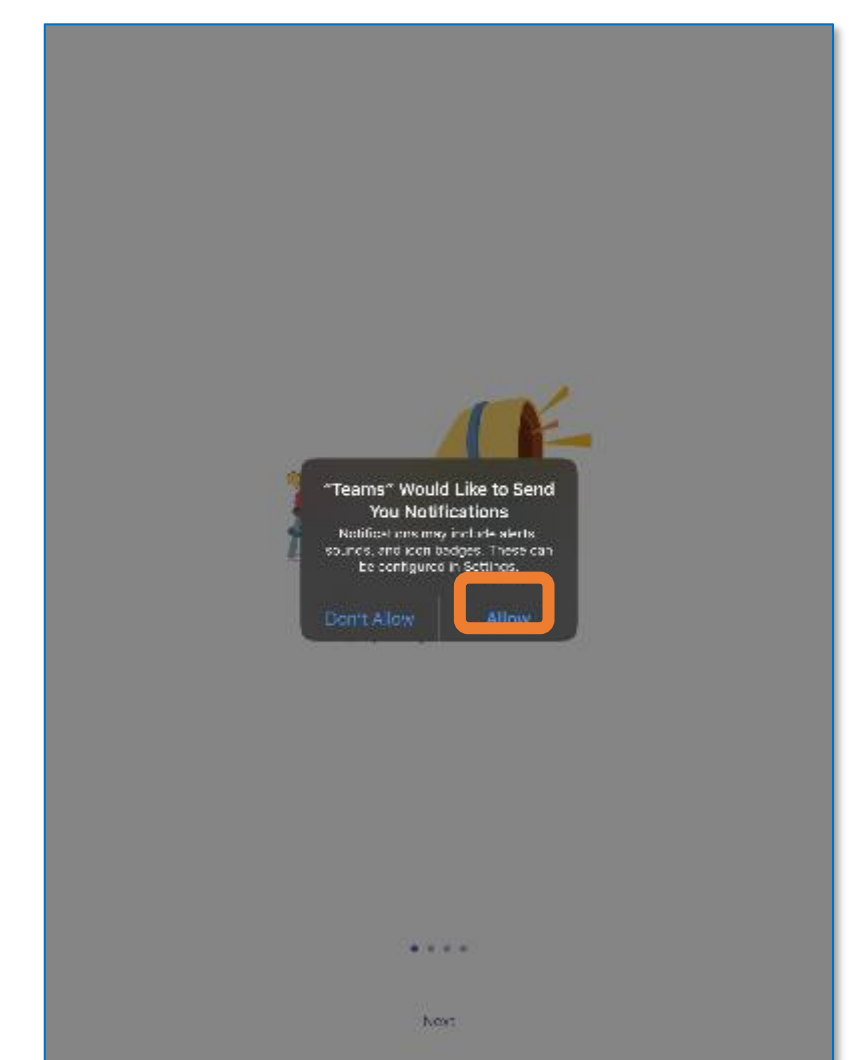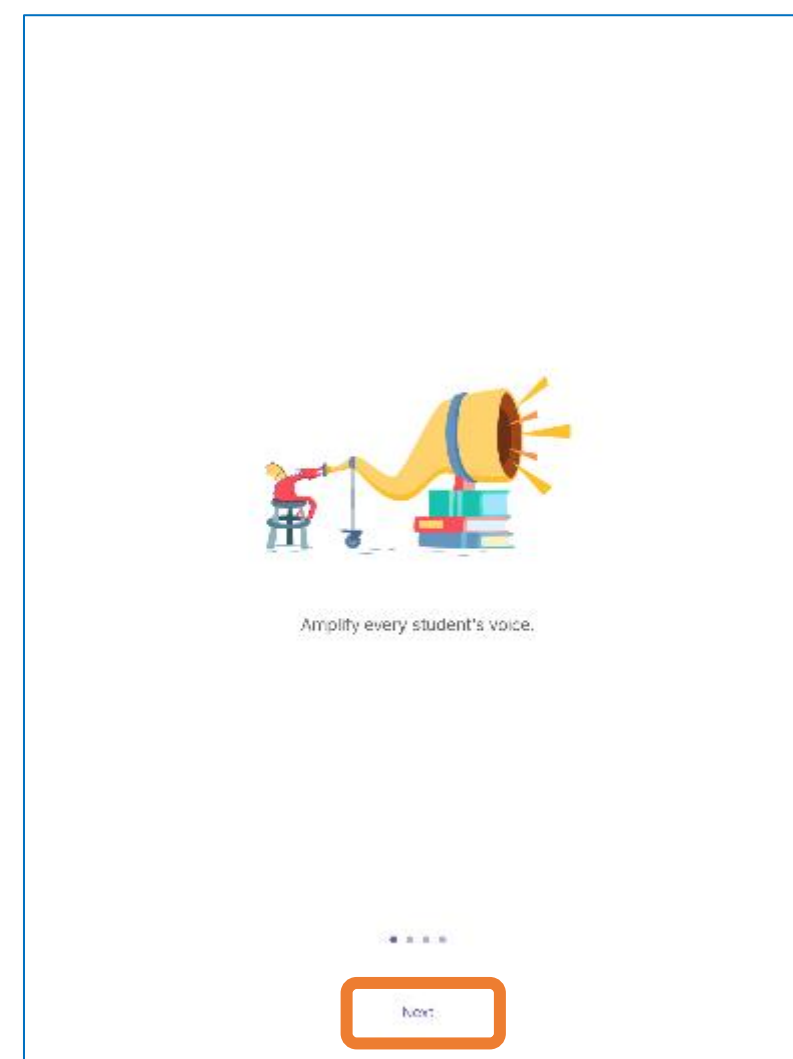# Using Teams: Exploring the Teams Interface

Teams is a chat-based collaboration tool that provides Bow Valley College Instructors and Learners the ability to work together and share information via a common space.
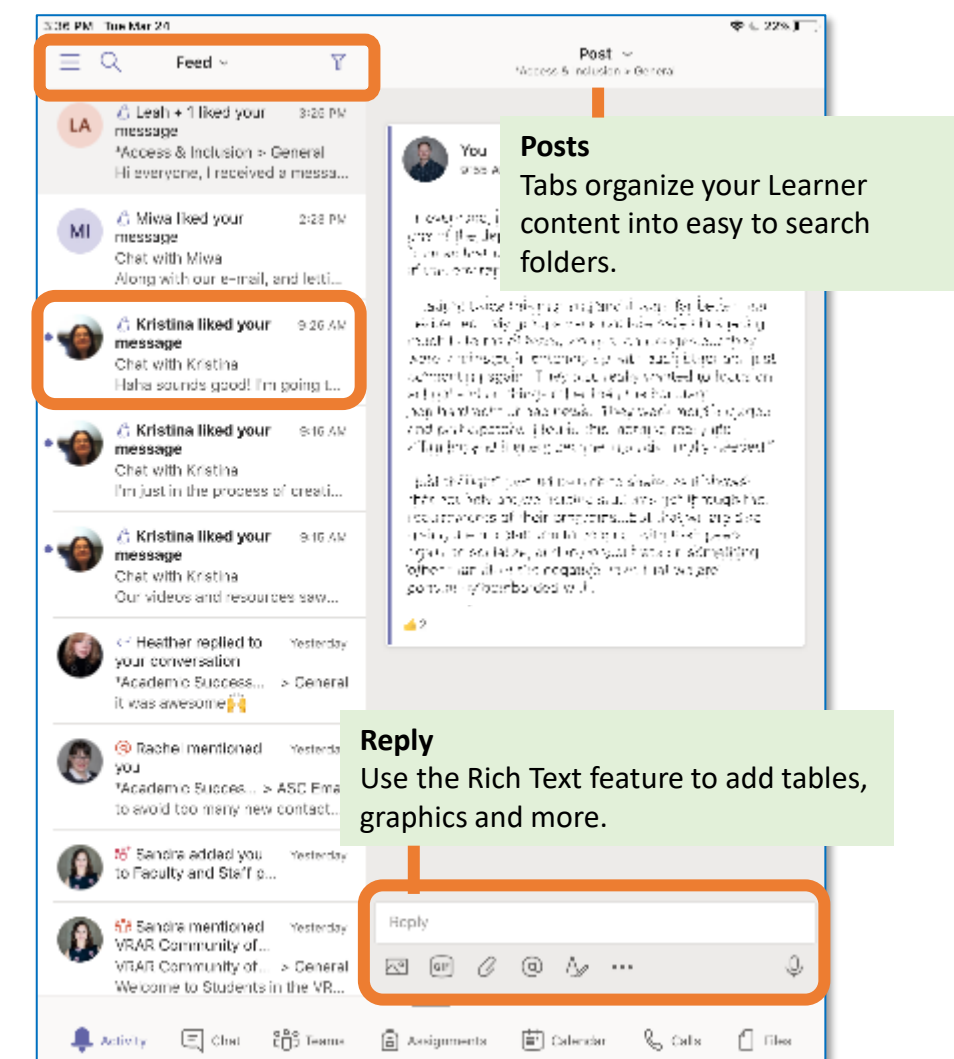
Tip 1: Intro / Next

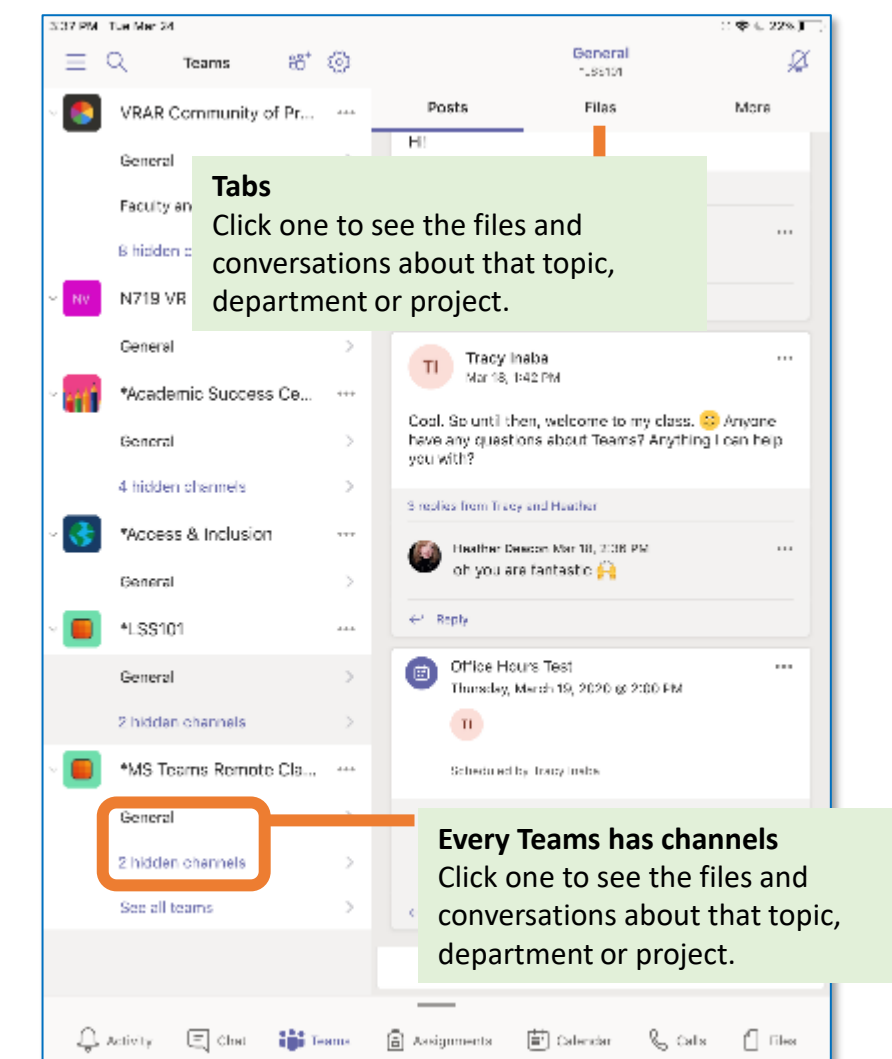A short intro will display while your account is setup.

When complete click **Next**.

Tip 2: Home Screen & Activity

Posts
Tabs organize your Learner content into easy to search folders.

Reply
Use the Rich Text feature to add tables, graphics and more.

From the main interface a Learner can utilize cool features like document collaboration, one-on-one chat, team chat, and more.

Tip 3: Your Teams

Tabs
Click one to see the files and conversations about that topic, department or project.

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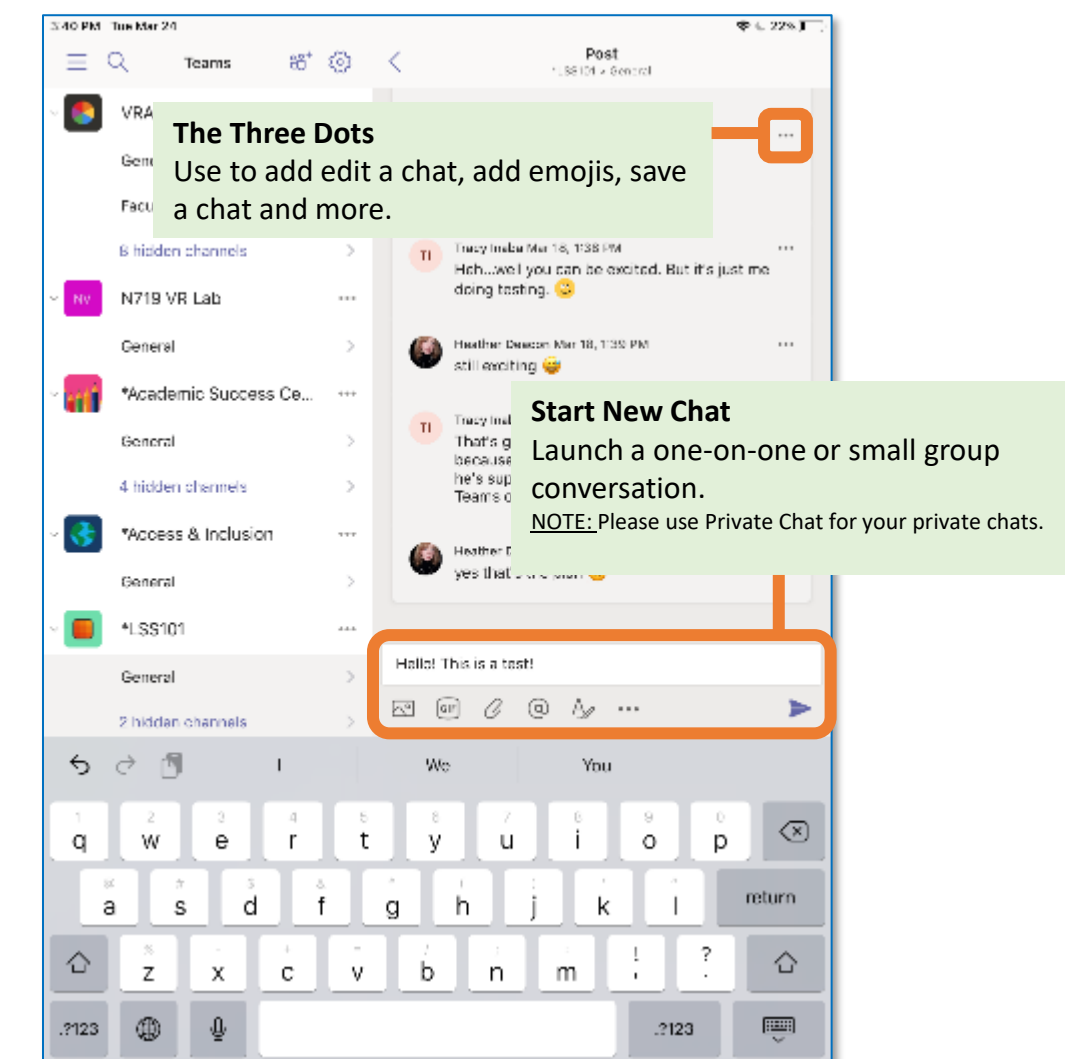Click one to see the files and conversations about that topic, department or project.

Teams are made up of two types of **channels** — standard (available and visible to everyone) and private (focused, private conversations with a specific audience).

Each **channel** is built around a topic like General or Student Chat Room.

Tip 4: Responding to Chats

The Three Dots
Use to add edit a chat, add emojis, save a chat and more.

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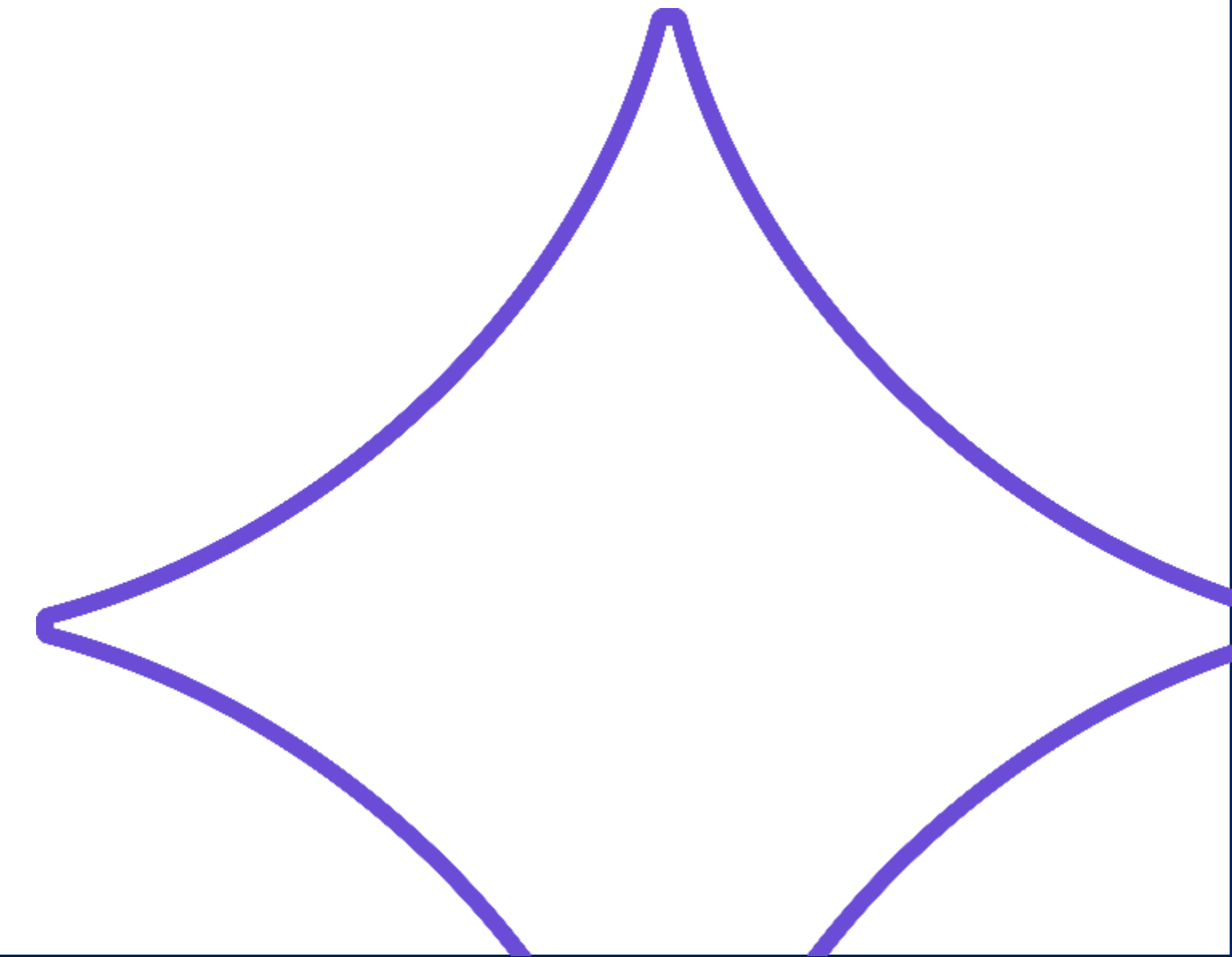NOTE: Please use Private Chat for your private chats.

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

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

NOTE: Classroom Chats are not accessible through this interface.

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Google Android

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Using Teams: Downloading the Teams app

Ideally, MS Teams is accessed via your Google Play Android App. MS Teams is also available through the most popular web browsers by logging into office.com using your username@mybvc.ca account. Follow the Microsoft MS Teams user prompts for install.
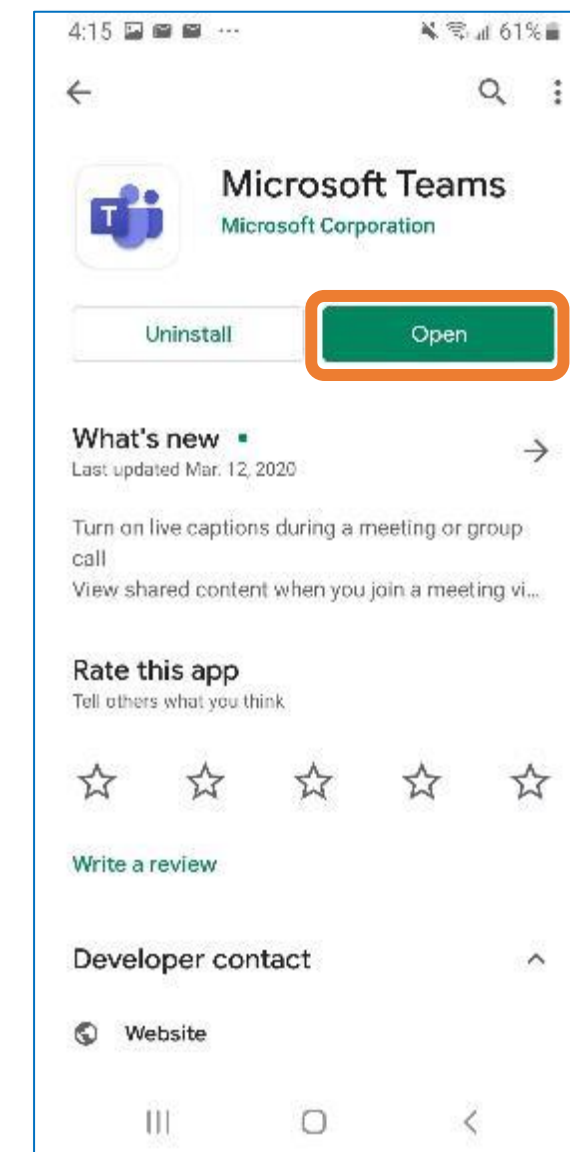
Step 1: download at teams.microsoft.com/downloads

Step 1: Install the app

Step 1: Log-in to your Teams

Step 1: Explore the interface
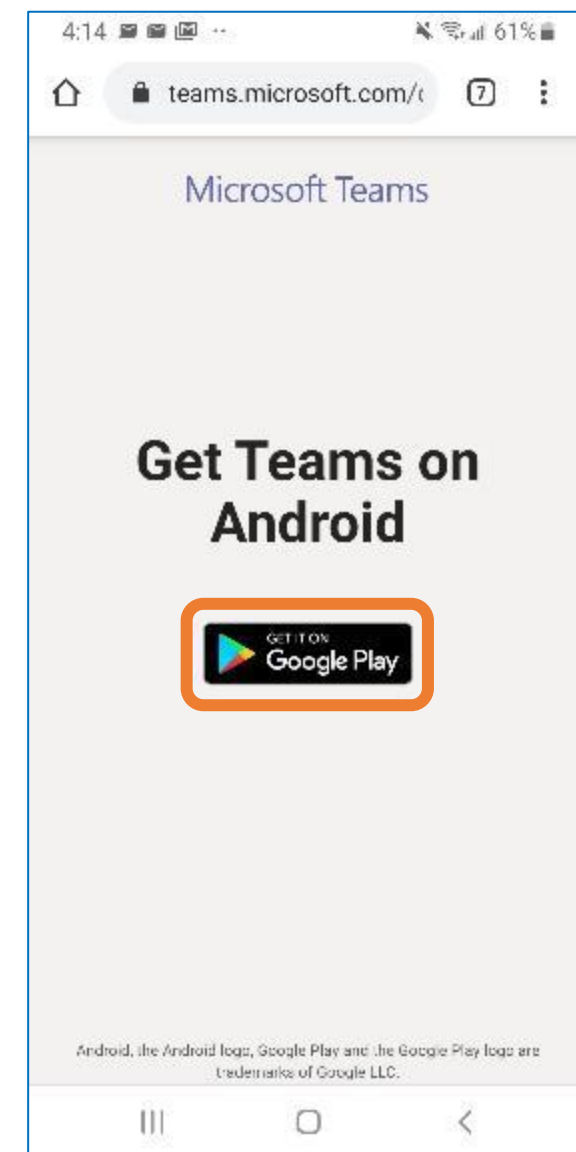
Microsoft makes it easy to locate the version of MS Teams for your own devices and Operating Systems.

Download and install today!

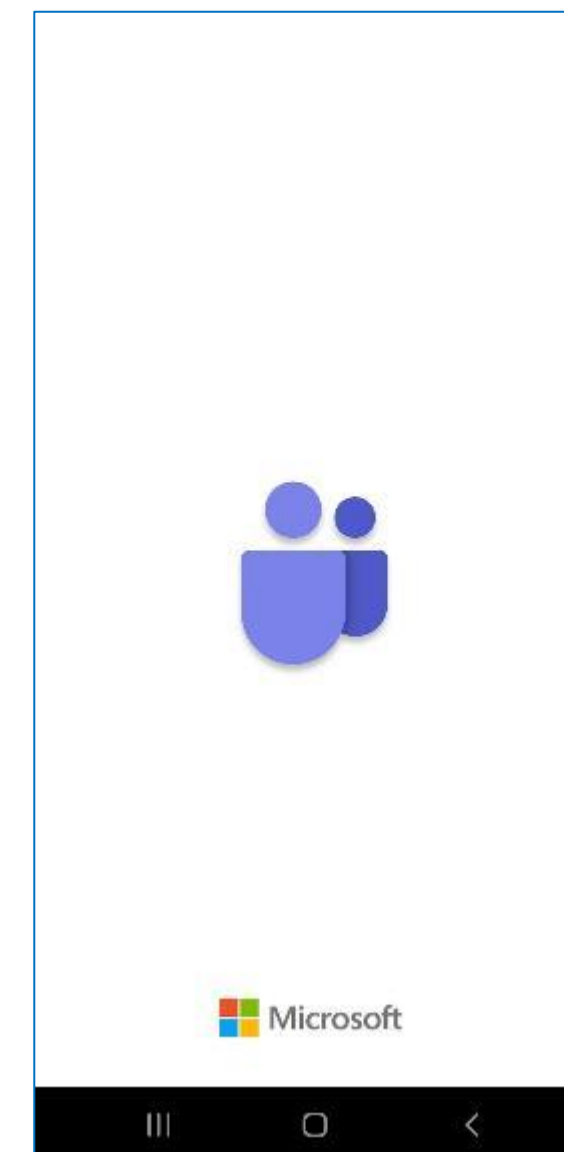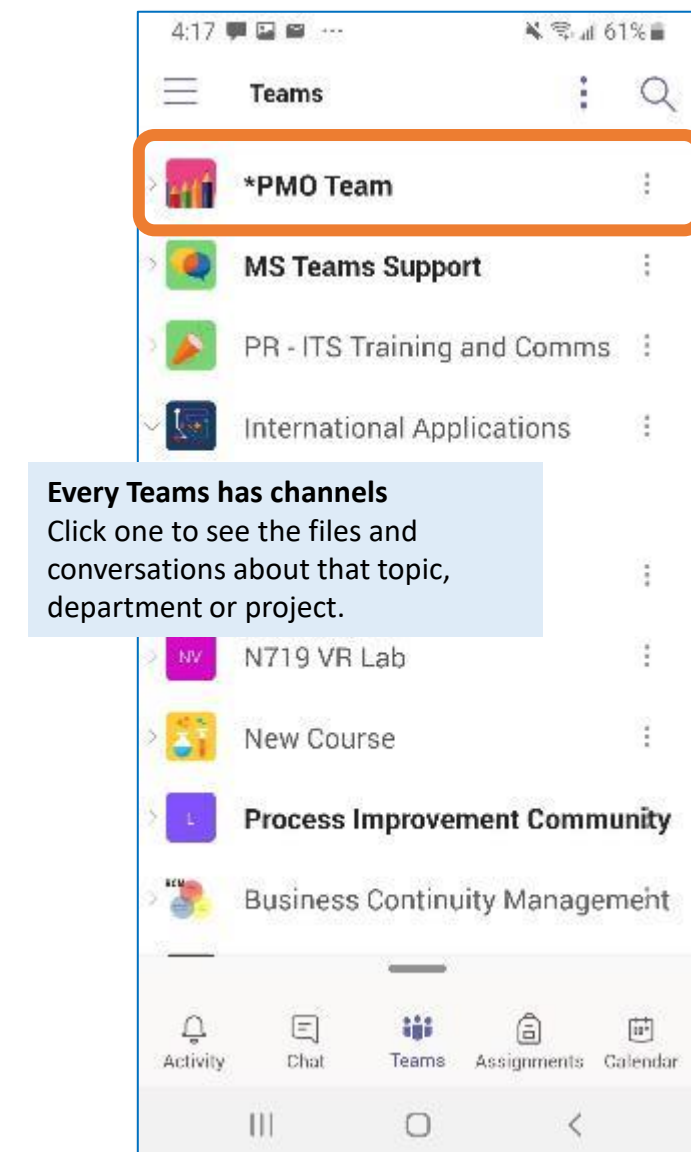Google Play will have your Android download and all updates.

Download and install today!

When prompted use your Bow Valley College (username@mybvc.ca) credentials.

MS Teams is an easy to navigate interface. Explore your own assigned Teams and Channels.

Using Teams: The Teams Interface

The MS Teams interface on Android is a streamlined version of the Desktop App. Whether you are on the go, away from your PC / Mac Workstation or prefer the smartphone experience, your Meeting / Class will be complete:

Your: Feed
All about your activity
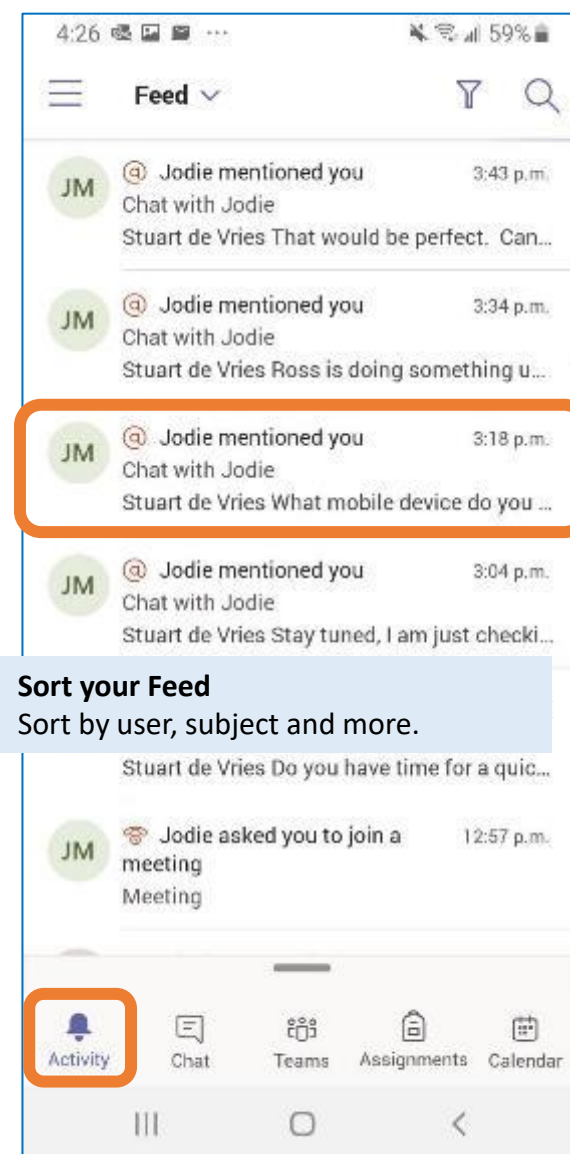
Activity. Show all Feed, Activity or Team Activity notifications received, including the number of unviewed notifications.

Your: Chat
Start and contribute
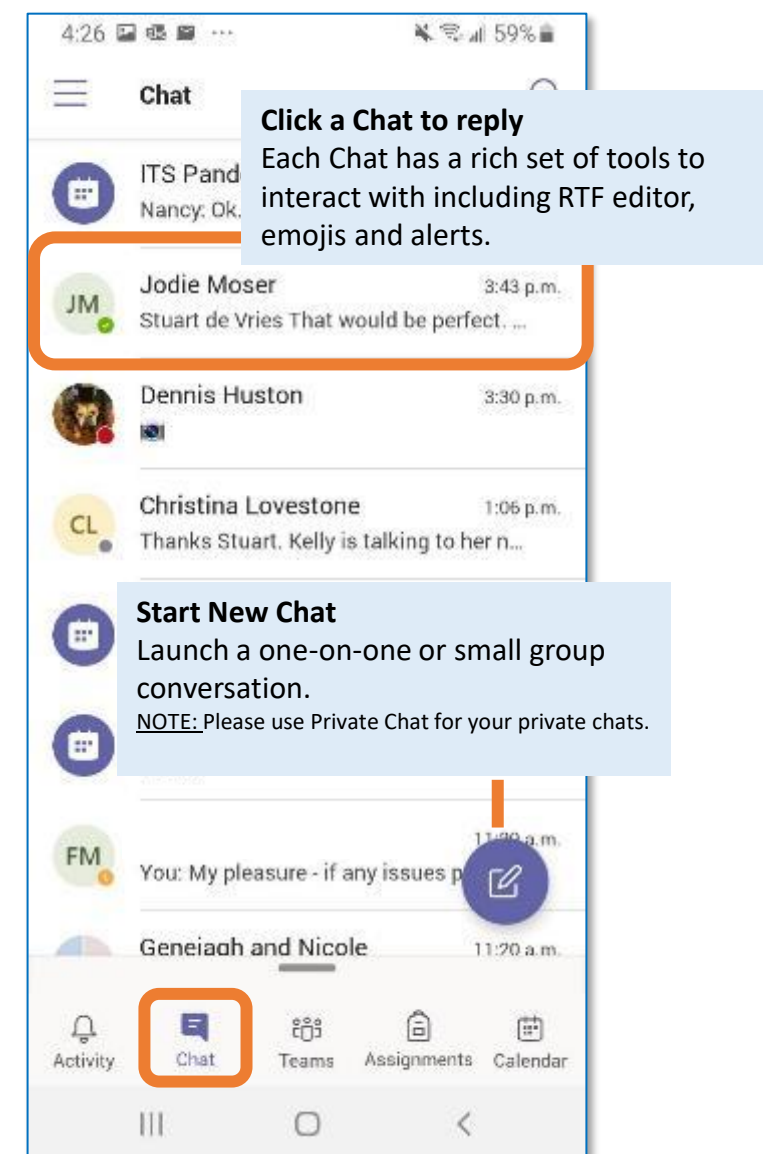
Chat. Click to:
Compose a message
Type and format here. Add a file, emoji, GIF or sticker to liven it up!

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

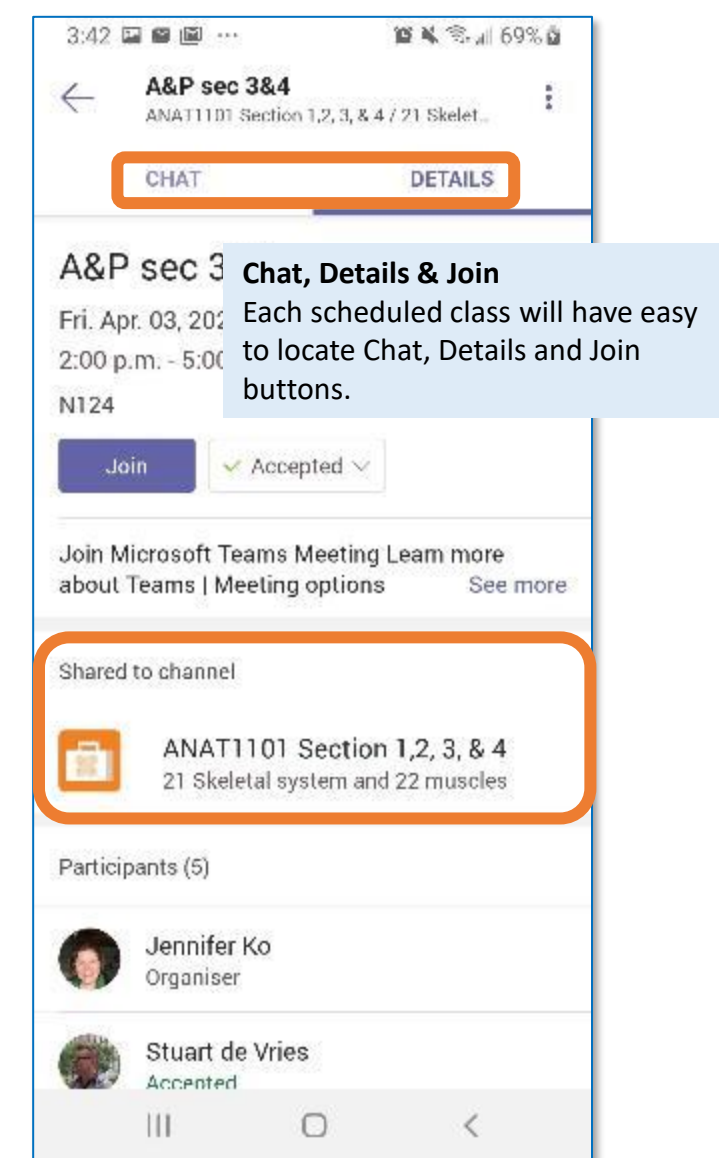**Your: Teams**
All accessed from here
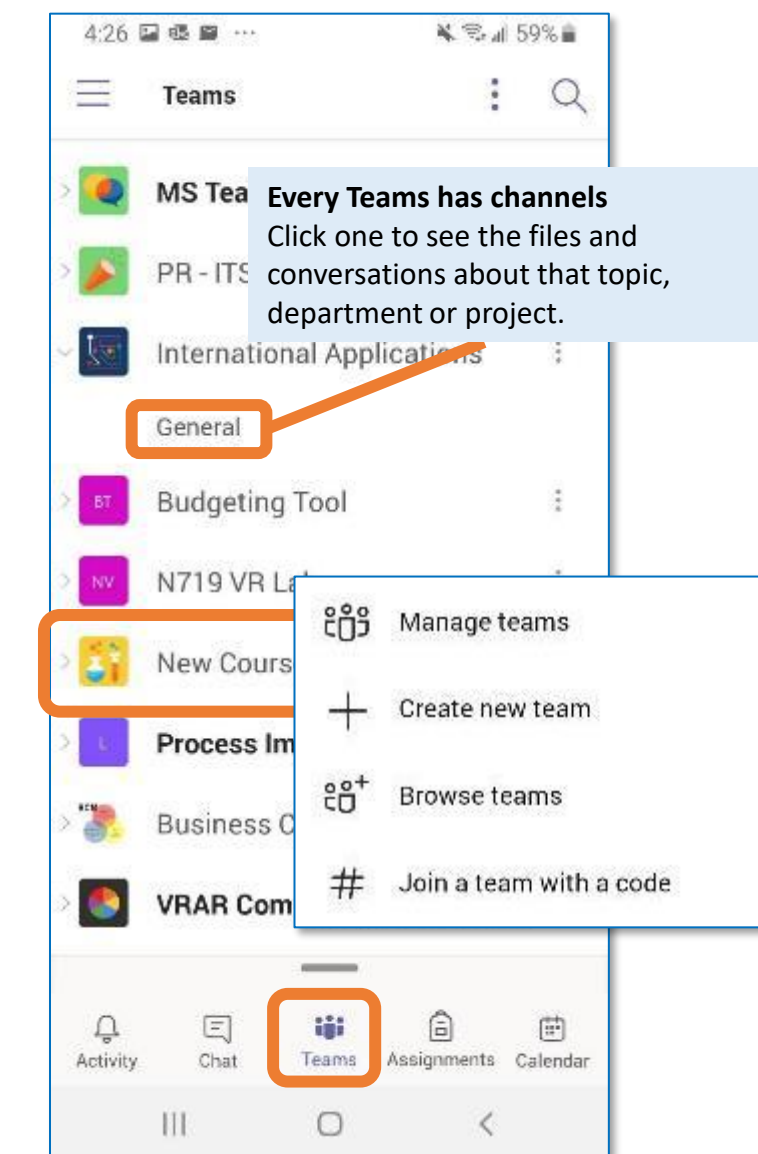
Teams. Teams and their Channels is where you will find all Learning Material including Scheduled sessions where Instructors deliver courses to all registered students.

Using Teams: Joining a Class using Teams

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

Step 1: Access the Meeting

Chat, Details & Join
Each scheduled class will have easy to locate Chat, Details and Join buttons.

Your scheduled class will be found in the relevant Teams' Channel as in the example above or in the Meetings and Recordings Channel.

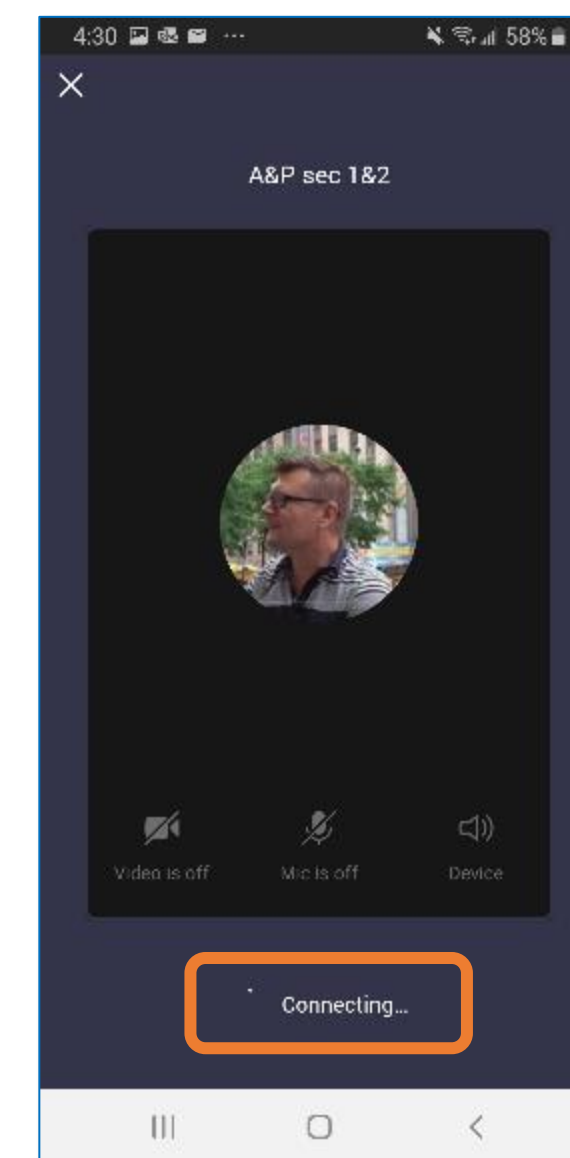### Step 2: Audio Inputs

Inputs & Outputs
Manage your audio, video and speakers before you join the Class.
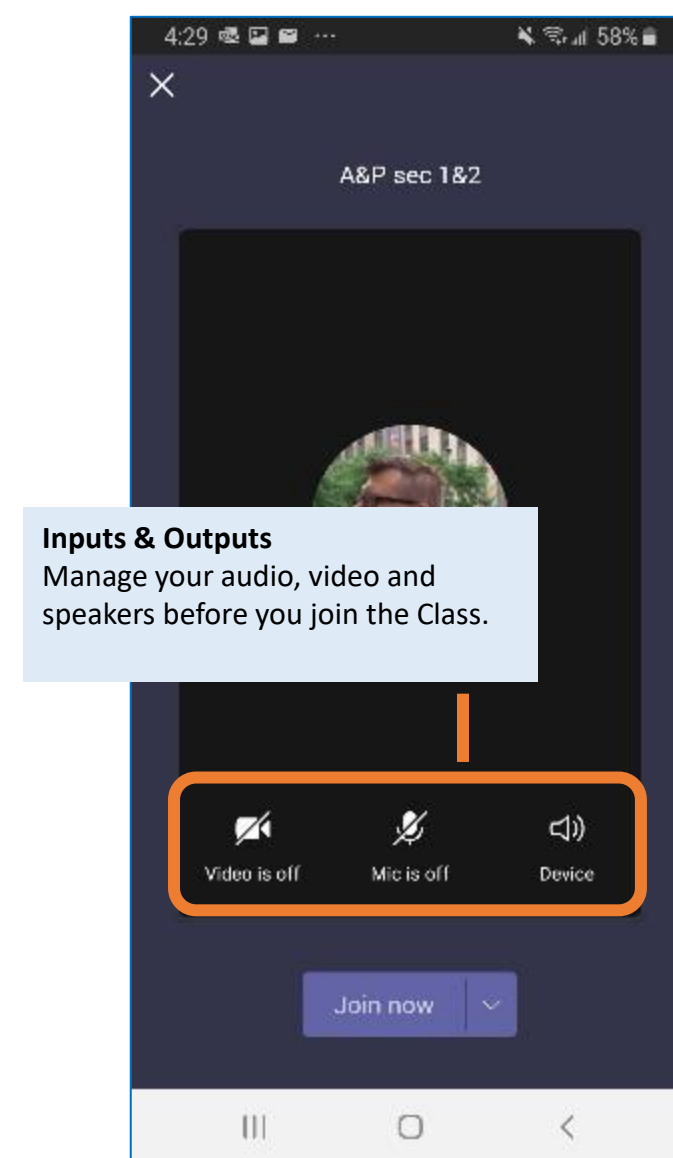
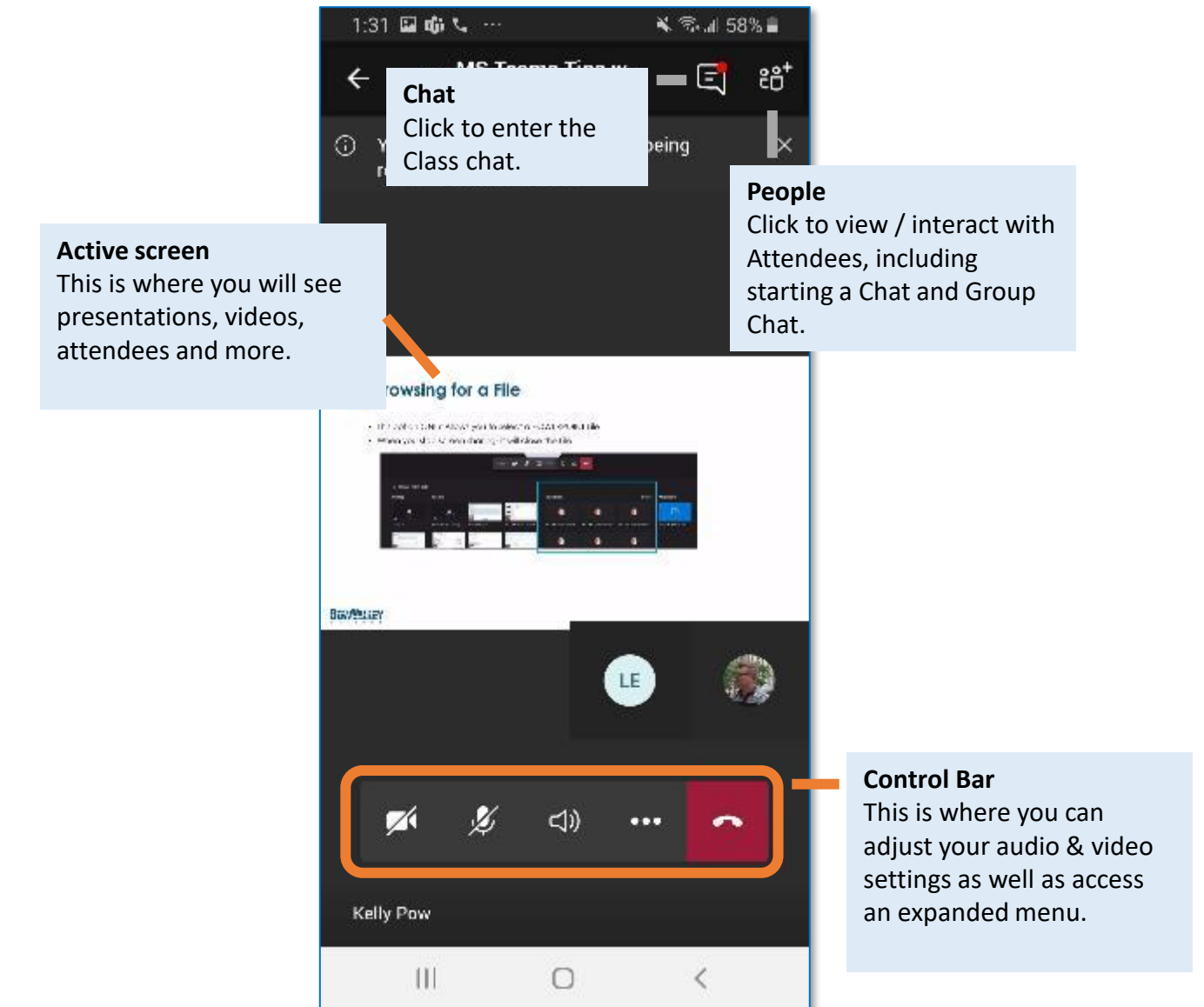Before you join, mute your microphone to reduce feedback.

You can also adjust your video and audio output during this step.

Step 3: Click Join Now

After clicking **Join Now** you will connect to the meeting and have new interface controls and views.

Step 4: Meeting Interface

Chat
Click to enter the Class chat.

People
Click to view / interact with Attendees, including starting a Chat and Group Chat.

Active screen
This is where you will see presentations, videos, attendees and more.

Control Bar
This is where you can adjust your audio & video settings as well as access an expanded menu.

The meeting interface has a lot for you:
- Use the Chat and People icons in the top right to interact with the Class
- Use your Control Bar to interact with the display

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Using Teams: Using Teams in the Class
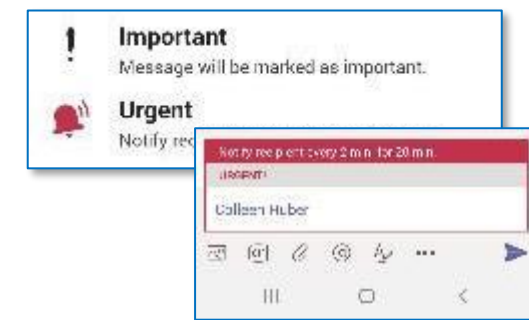
Tip 1: Interact with chat

During a session you can access chat, Attendees, audio settings and more.

Use the Chat icon to access the Chat panel and settings

Pro Tip: Urgent Chat?

Set your Chat urgency with the 'three dots'

Important
Message will be marked as important.
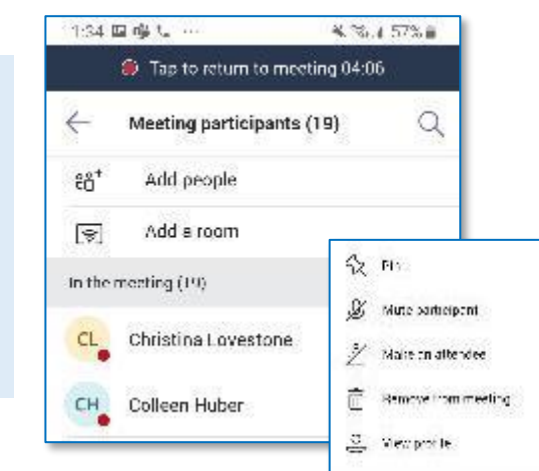
Urgent
Notify rec...

Tip 2: Interact with people

During a session you can access chat, Attendees, audio settings and more.

Use the People icon to access Attendees and pin, mute or chat with them.

Tap to return to meeting 04:06

Meeting participants (19)

Add people

Add a room

In the meeting (19)

CL Christina Lovestone

CH Colleen Huber

Tip 3: Show device settings

Access audio and video tools to take advantage of an audio headset, installed A/V equipment and other media connectivity.
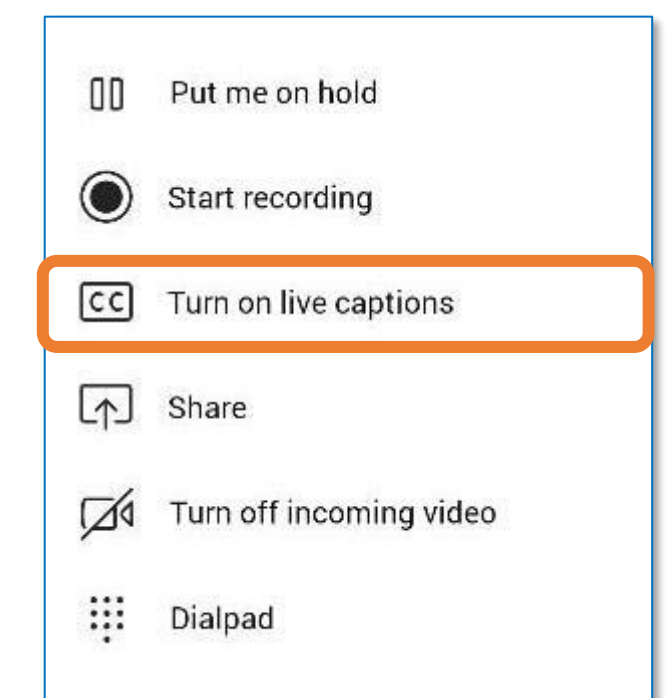
Toggle and experiment with audio settings for an optimal experience.

Device ✓

Speaker

Audio off
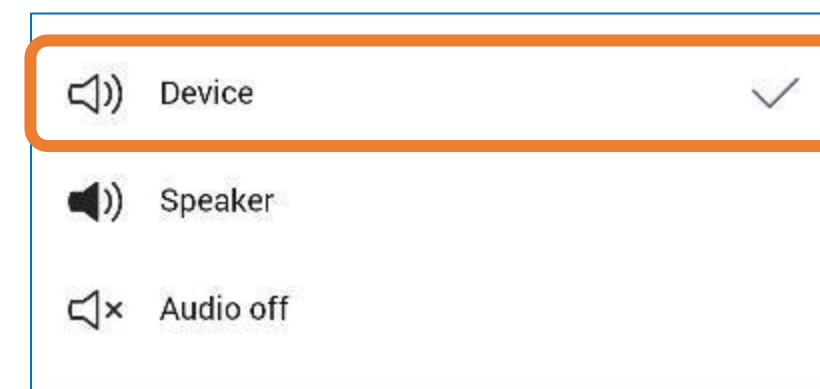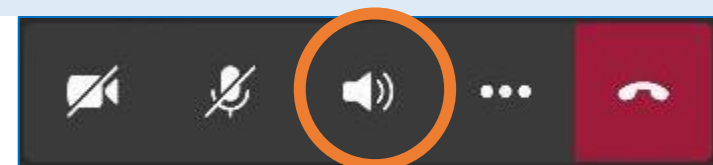
Tip 4: Turn on the live captions

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.

Put me on hold

Start recording

CC Turn on live captions

Share

Turn off incoming video
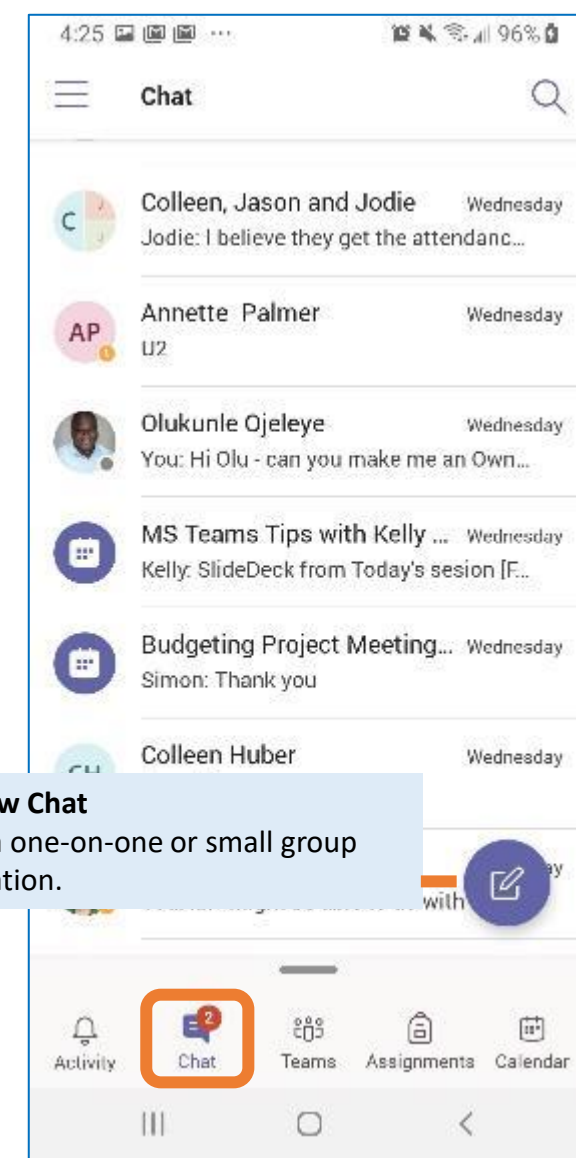
Dialpad

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Using Teams: Using Chat in Teams

MS Teams is a chat-centered workspace in Office 365 that's a hub for teamwork. Teams supports flexible communication, including chats, calls, meetings, and private and group conversations:
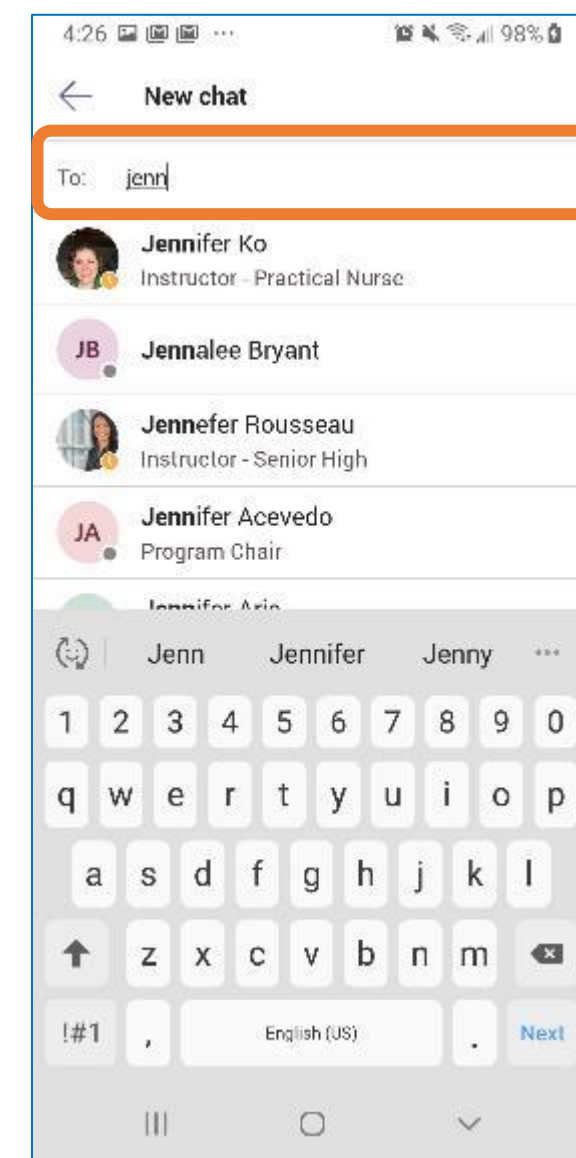
Teams: Chat
All about Connecting

Chat conversations are organized by date and then threaded.

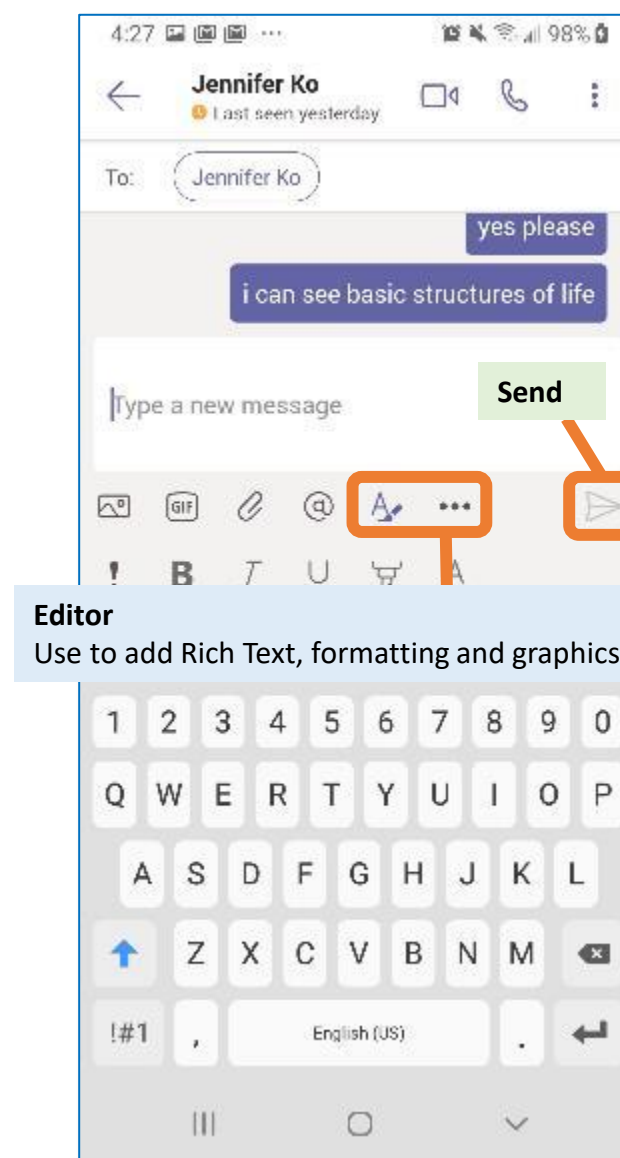To begin, click the **Start New Chat** button.

Start: A Chat
Search for Users

In this screen you'll type your Chat recipient's name.

Predictive text will provide a number of choices, select from the list and begin your Chat normally.
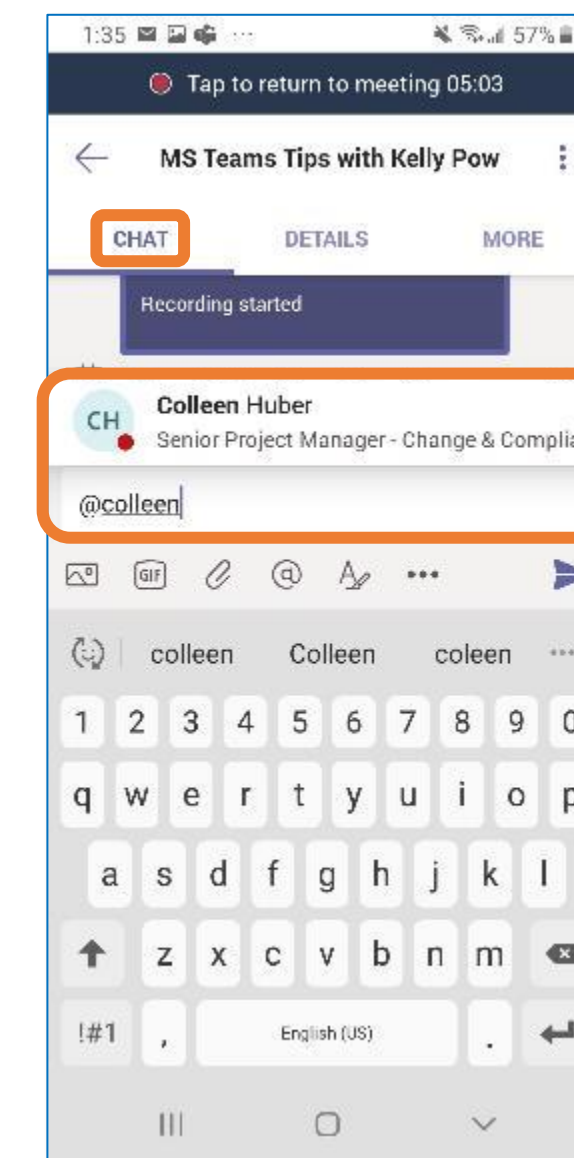
Start: A Chat
Use the Editor

Use the Editor and the ellipses to gain access to powerful tools and options.

Type your message in the panel shown, click **Send**.
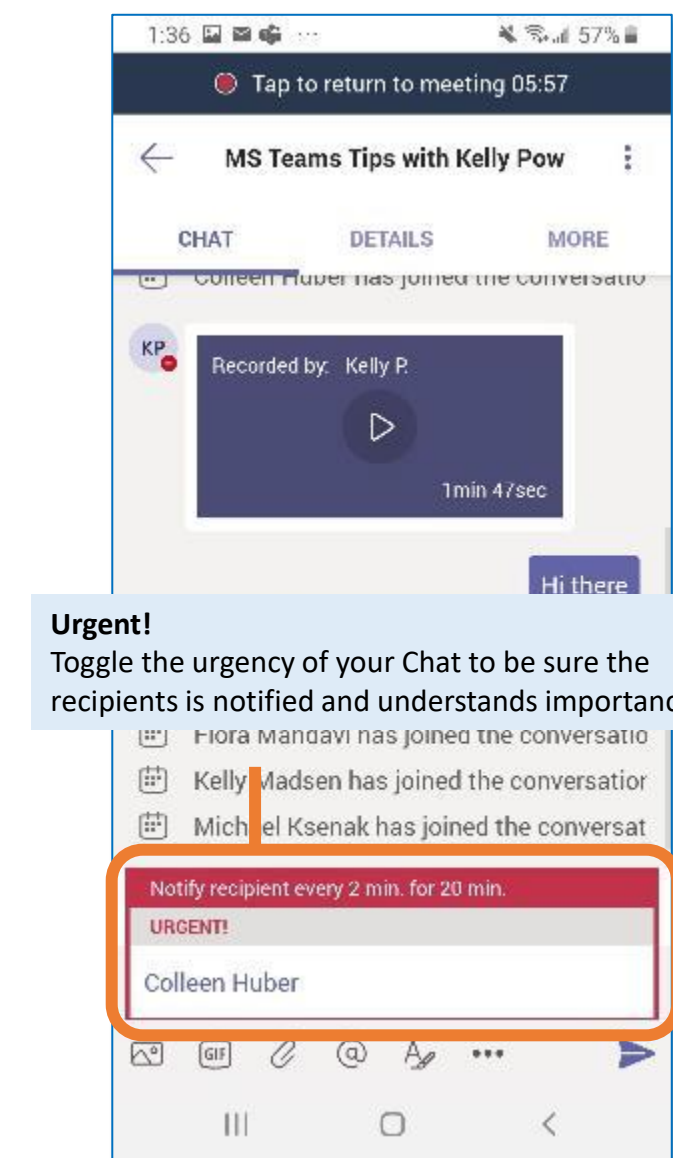
Start: A Chat
During Meeting/Class

Attendees can be displayed by clicking the People icon.

You can also search in the Chat field for a recipient as shown above.

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

**Start: A Chat**
Set Urgency

Chat settings include the ability for users to set different levels of urgency for the recipient.

Using Teams: Using Group Chat in Teams

Group chat is a great way to connect with Instructors and other Learners during your Class. You can use Group Chat before, during and after Class:
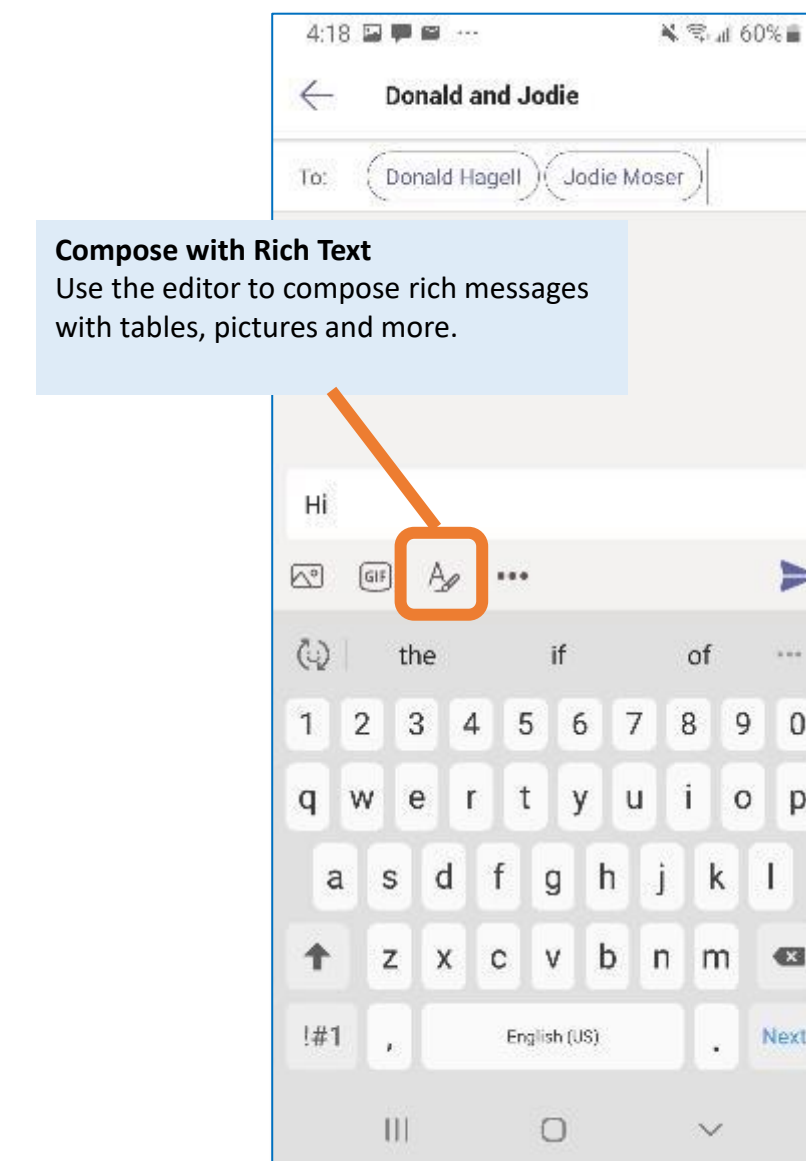
Step 1: Access your Chat

Chat interface
Reply to existing Chat or compose a new message to any one or any group.
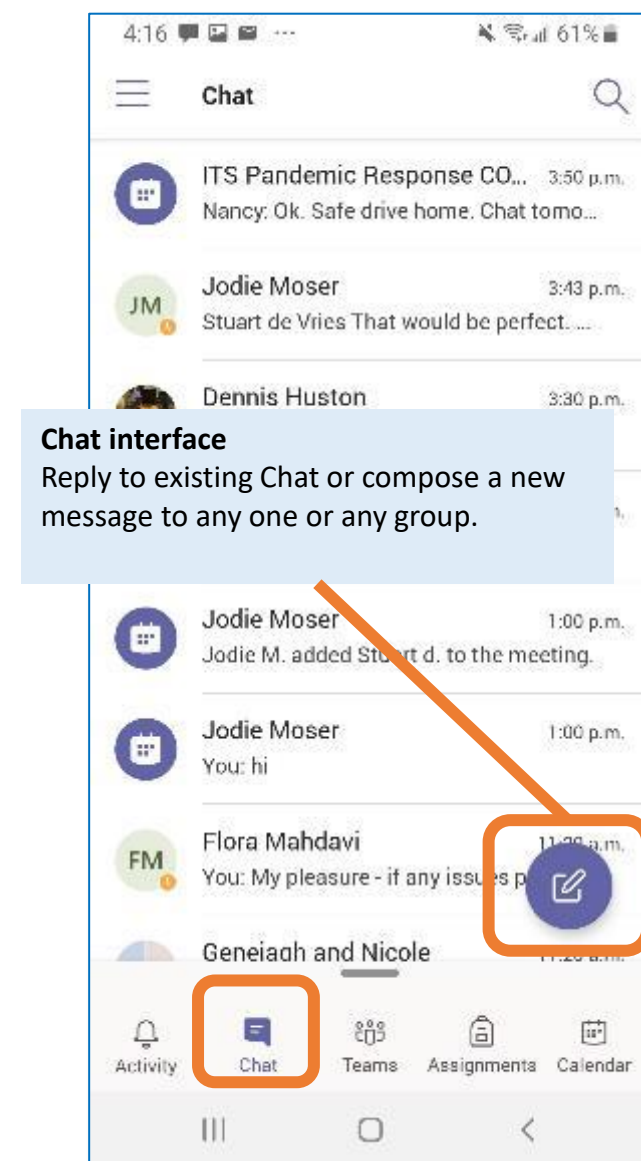
Start your Group Chat from your Chat interface for access to the best tools available.

Step 2: Add people to Chat

Predictive Text
Smart search will help you easily locate the people you want to Chat with
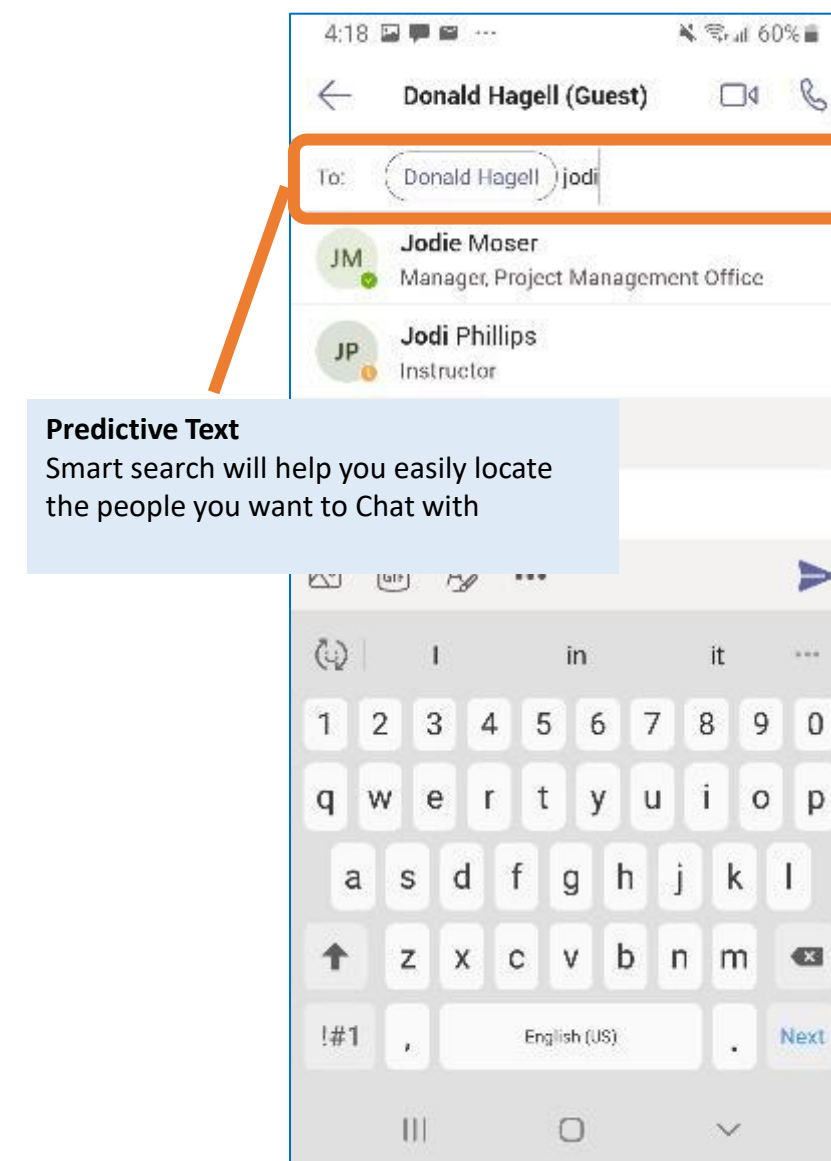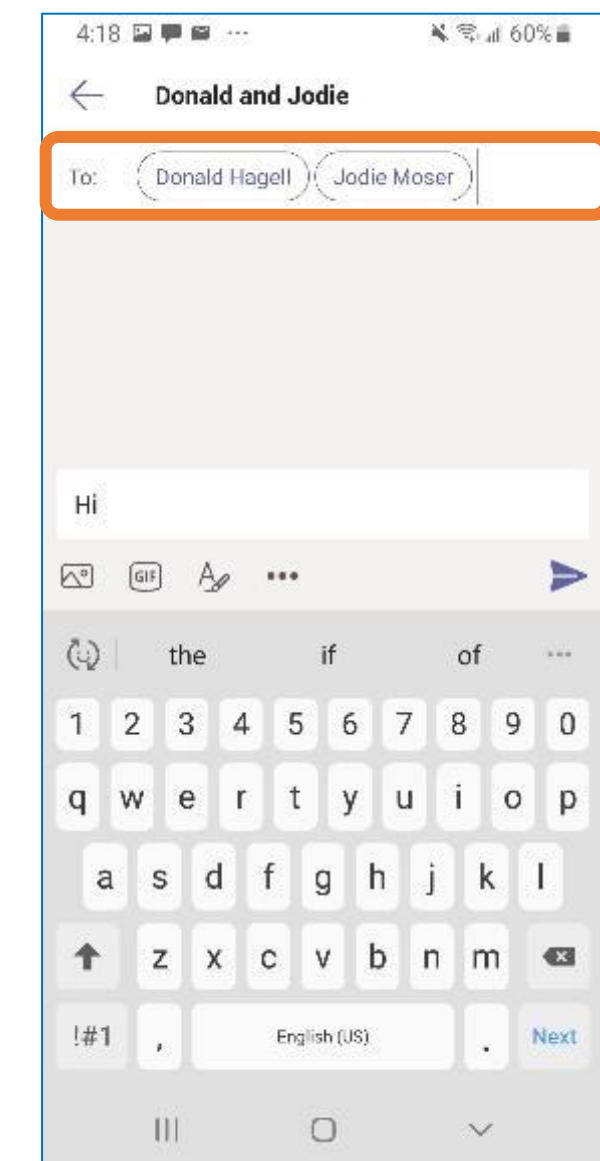
You can add anyone to your new Chat. Use the **To: Field** to bring people together.

Step 3: Compose your Chat

Compose with Rich Text
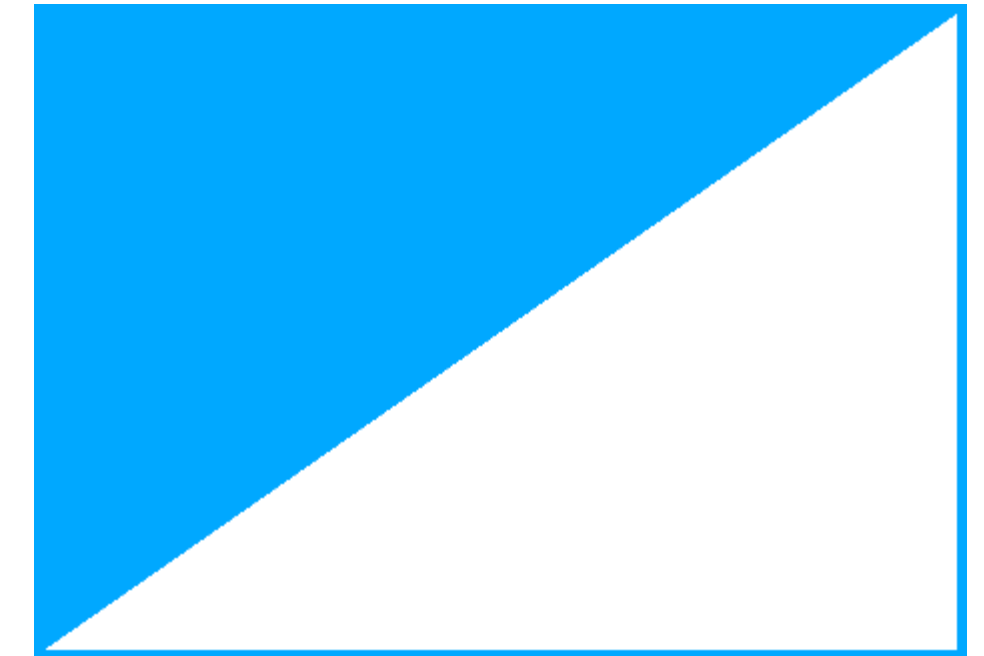Use the editor to compose rich messages with tables, pictures and more.

The Rich Text editing functions of Teams will feel familiar to anyone using any applications from the MS Office Suite.

Step 4: Edit the Chat

Group Chats can be edited while in-flight.

Add new people and save the Chat. It's up to you.
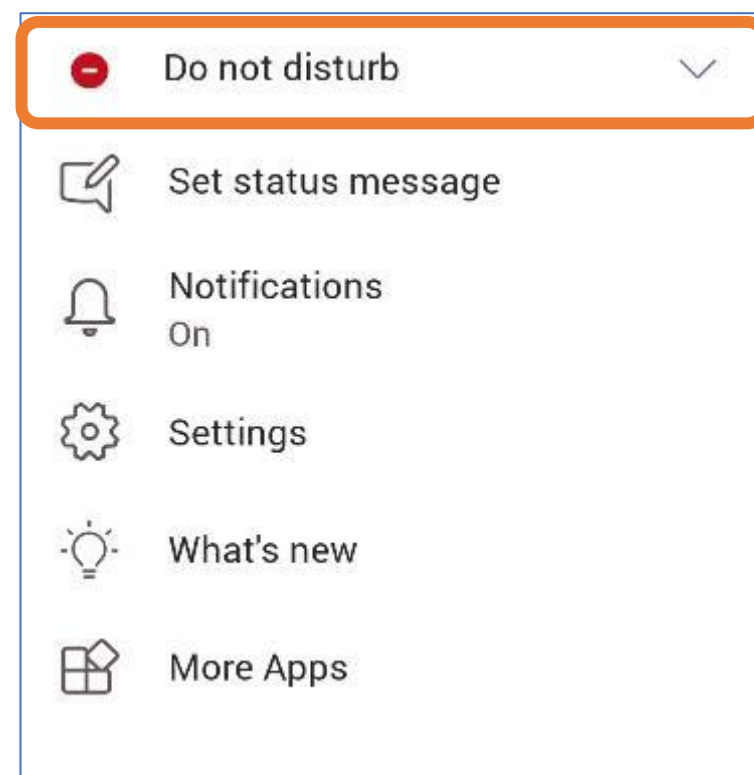
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All Users

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Using 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.
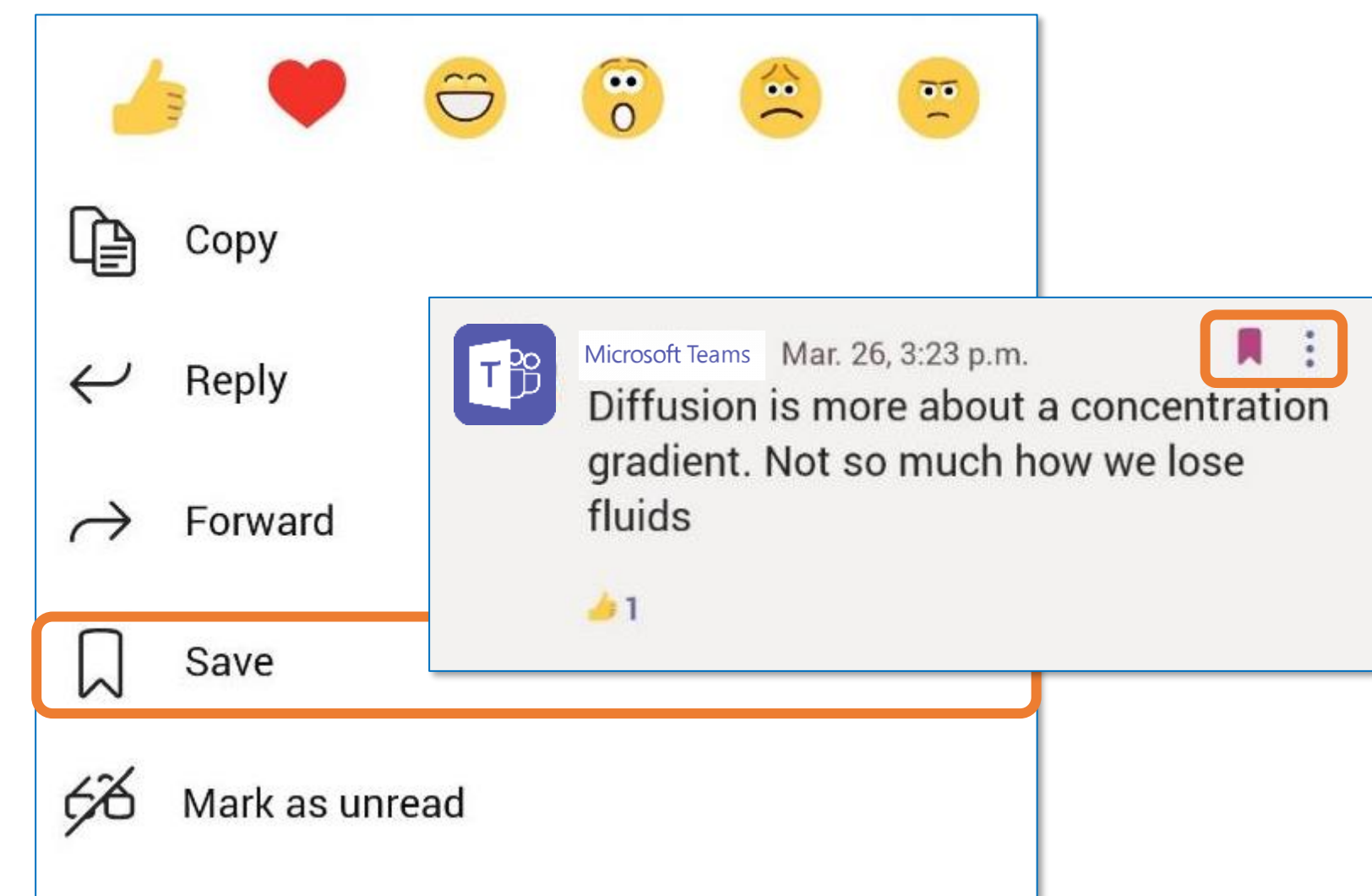
In the examples shown below, the user has clicked the Ellipses during a Meeting / Class Chat as well as opened the Chat Emoji menu!
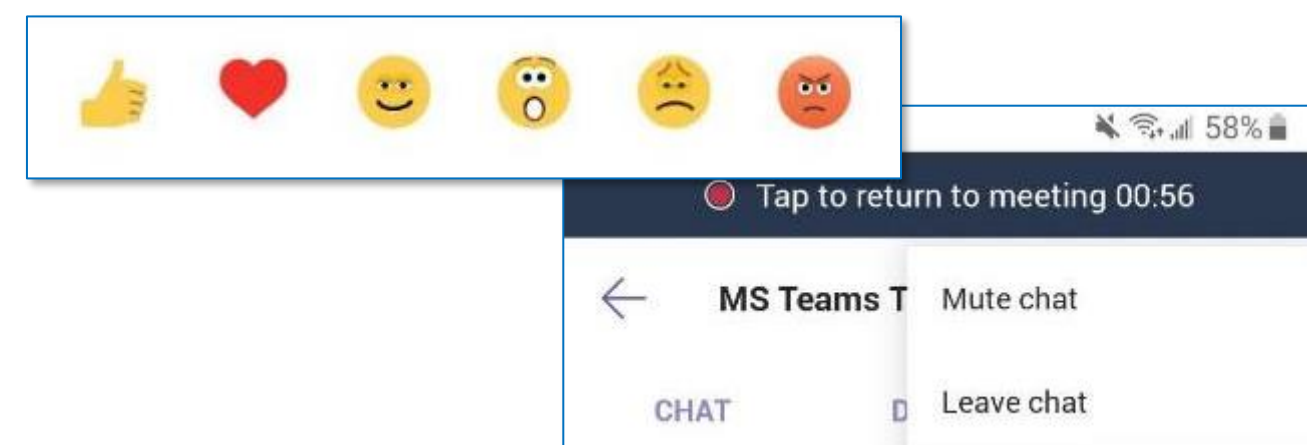
Tip 3: Manage Messages

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.

Using Teams: Attending Class Checklist

Learners using Teams

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

❑ Open teams

❑ Open channel for session

❑ Mute your microphone / disable video

❑ Join the session

❑ Open chat

❑ Confirm audio, attendance, screen shares etc. per Instructor guidance

❑ Do NOT start or stop the recording

❑ Enjoy and learn!

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Using 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 targeted MS Teams Questions.

Accessing Education

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

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