



# Instructing with Teams

Overview & Guide



# Instructing with Teams Table of Contents

- MS Teams Class Overview
- Setting up a Class
  - Setting up channels
  - Adding learning materials
  - Inviting / Managing Learners
- Running a class
  - Starting the class
  - Sharing content (PowerPoint, YouTube and Whiteboard)
  - Recording the class
  - Managing Learner chat
- Managing content after a class
  - Posting class recording for learners
  - Posting files for learners
  - Learner engagement and chat
- Checklist
- Additional Bow Valley College support



# Instructing with Teams **Class Overview**

## 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.

### Collaboration

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

### Personalization

Personalize Teams with your favorite education and organization tools.

### Notebooks

Create and store resources with OneNote in Teams.

### Third-Party Apps

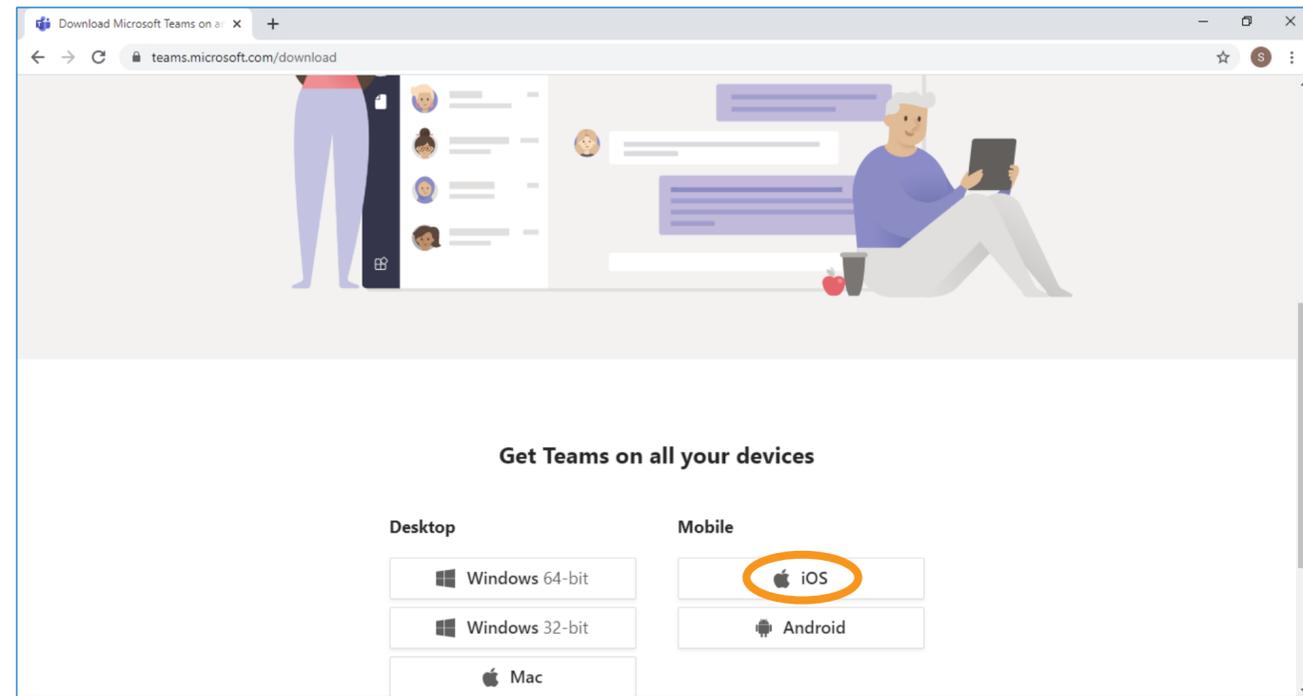
Customize your experience with Flipgrid, Turnitin, MakeCode, and other learning tools.



# Instructing with Teams **Download the free app**

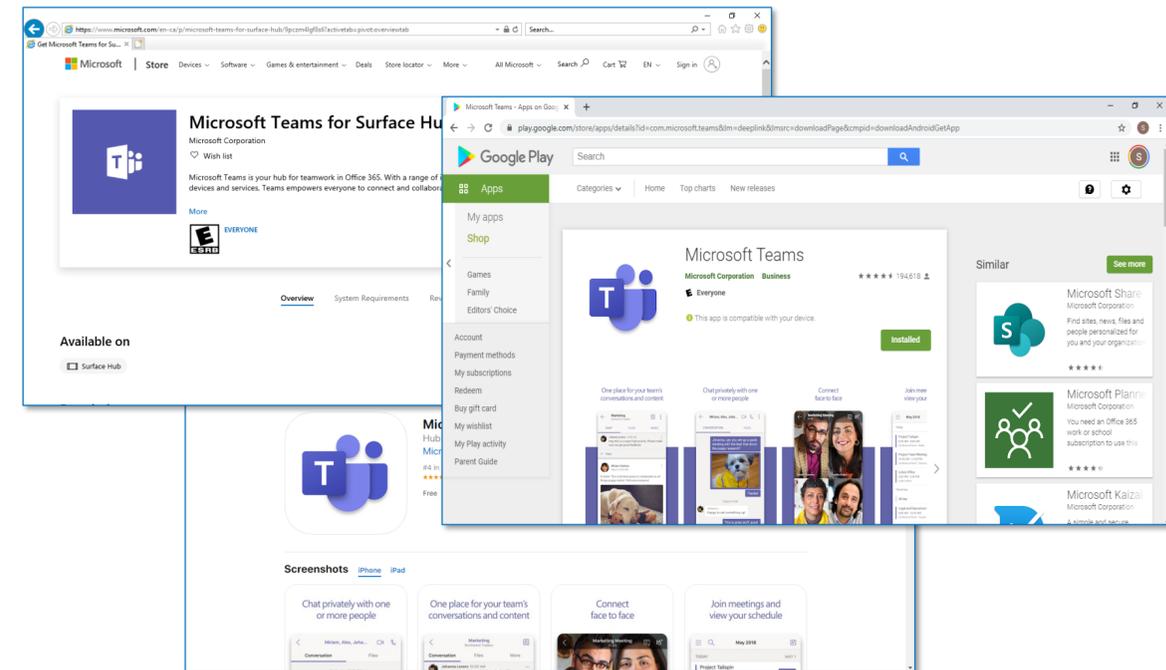
Ideally, MS Teams is accessed via [Windows](#), [Google Play](#) or [Apple Store](#) Apps. MS Teams is also available through the most popular web browsers, although MS Teams will not work with all browsers:

**Option 1: Access all device downloads at <https://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!



# Instructing with Teams **Setting up a Class**

**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.

**View and organize Teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

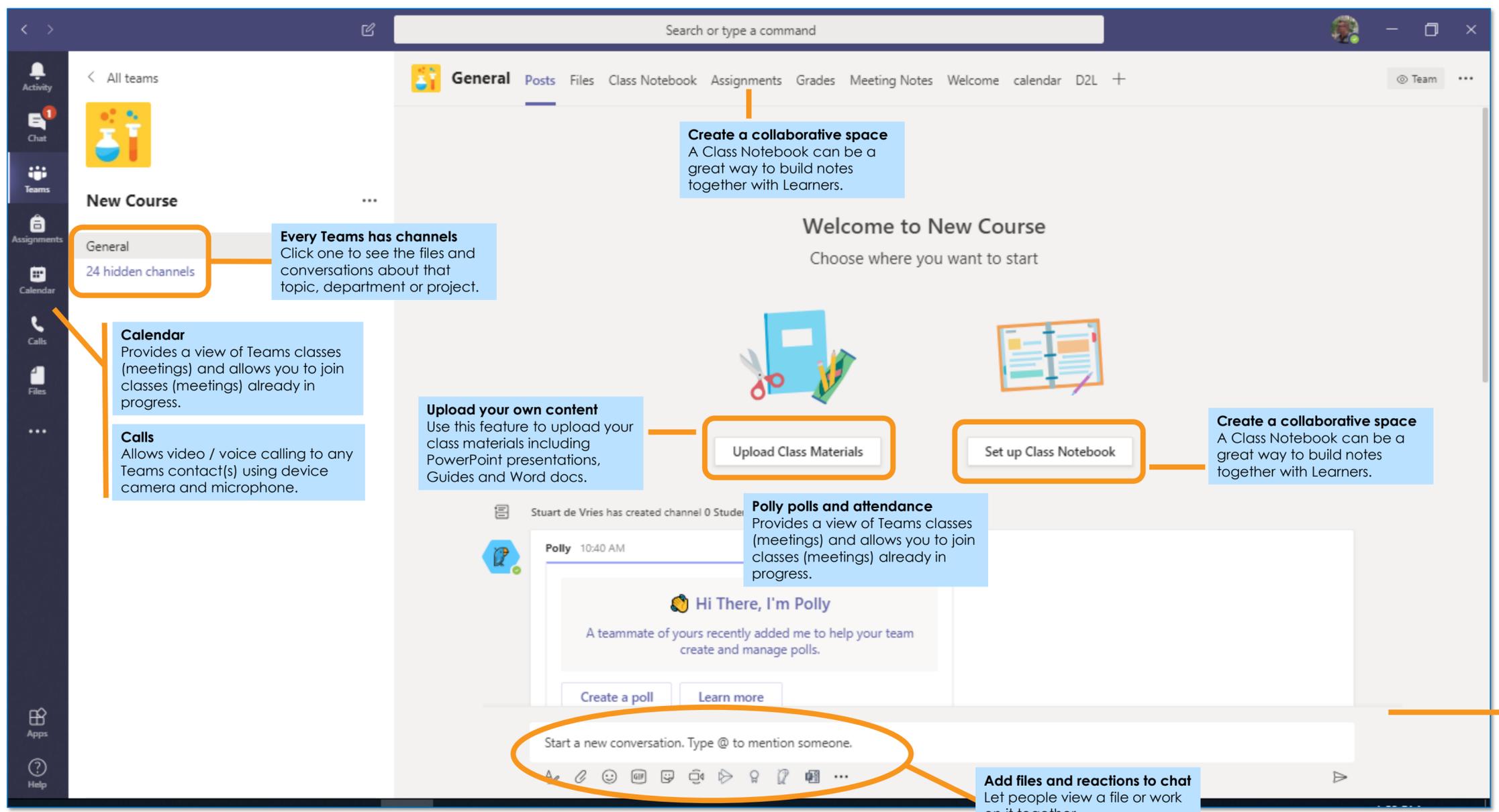
**Assignments**  
Click to see past and current due assignments. Review the work ahead to get ahead.

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

**Find personal apps**  
Click to find and manage your personal apps.

**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.



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

**Create a collaborative space**  
A Class Notebook can be a great way to build notes together with Learners.

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

**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.

**Upload your own content**  
Use this feature to upload your class materials including PowerPoint presentations, Guides and Word docs.

**Upload Class Materials**

**Set up Class Notebook**

**Create a collaborative space**  
A Class Notebook can be a great way to build notes together with Learners.

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

**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.

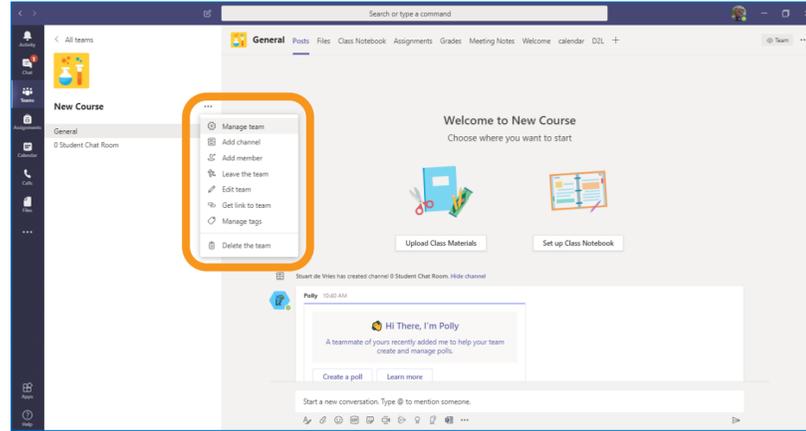
Start a new conversation. Type @ to mention someone.

**Add files and reactions to chat**  
Let people view a file or work on it together.



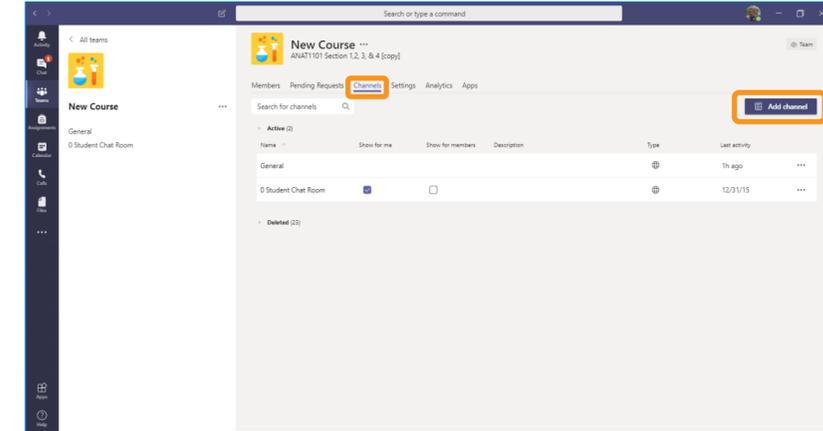
# Instructing with Teams **Setting up a Class**

## Step 1: Manage your Team



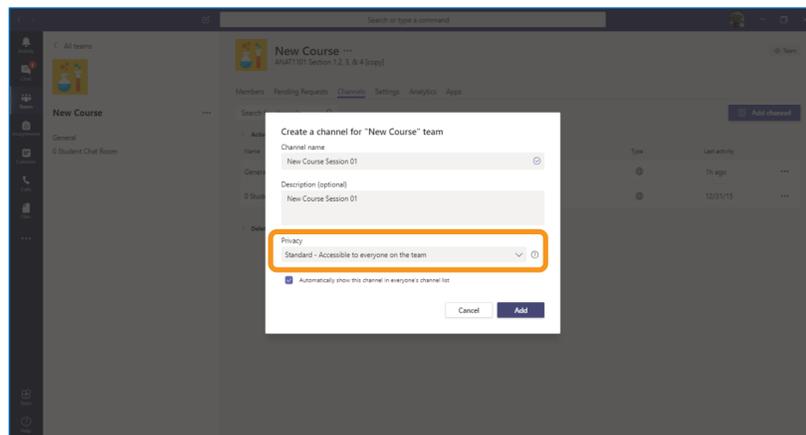
Instructors at Bow Valley College can manage their team by clicking the three 'dots' by the Teams name. The menu displayed allows Teams Owners to add channels to their Teams, which can be used for different functions such as a specific Course session.

## Step 2: Add Channels to your Course



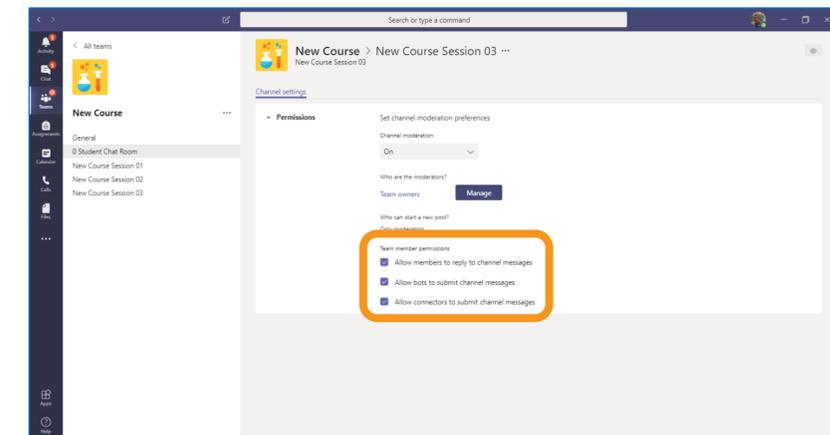
From this screen you select the various elements of the Teams structure including channels and members. Use the **Channels** link and **Add Channel** button to create your channel content.

## Step 3: Choose your Security



Choose a unique name for your channels. You can also select the level of Privacy for your channel, and whether other members can view the channel in the menu.

## Step 4: Manage your channels

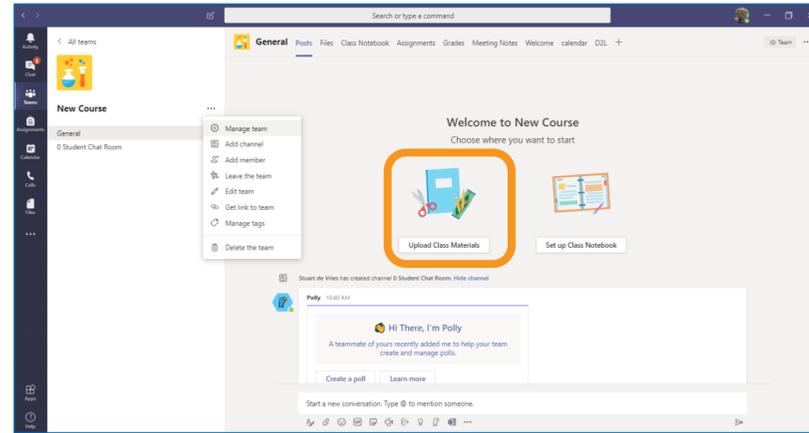


You can further manage your channel and how people can post and reply to messages. Click the three dots by the Channel. Issues? Contact the ITS Service Desk at 403.410.1611 or [HelpDesk@bowvalleycollege.ca](mailto:HelpDesk@bowvalleycollege.ca)



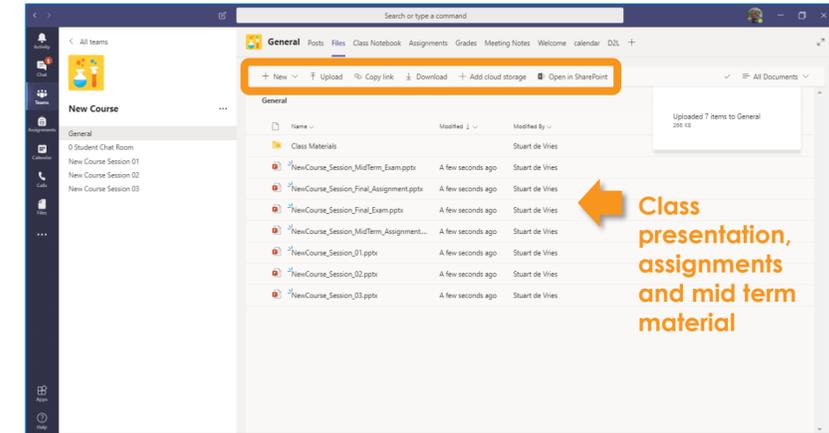
# Instructing with Teams **Setting up a Class**

## Step 5: Add learning material for Learners



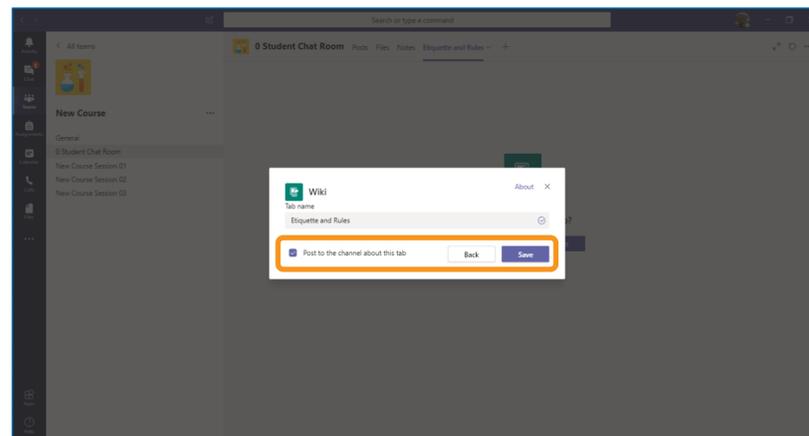
Learning Materials can be added before, during and after a live class. In the above example the Instructor will use the Upload Class Materials in General channel.

## Step 6: Manage files in Teams, OneDrive and more



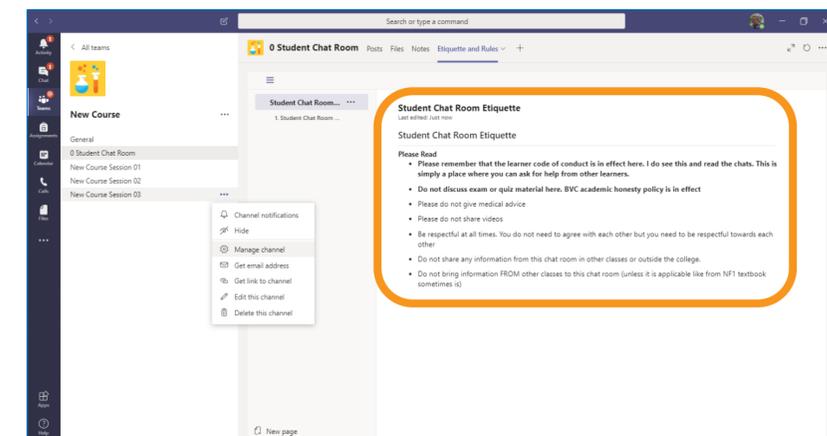
Instructors can use the File management bar seen above to manage files in Teams, OneDrive in the Cloud or SharePoint.

## Step 7: Add a Wiki to leave a message ...



Wikis can be added as a Tab and can include information such as assignment notices, updates, general guidance and more. Use the **Pin** feature to make easy to find and read by your Learners.

## Step 8: ... about 'Chat Etiquette'

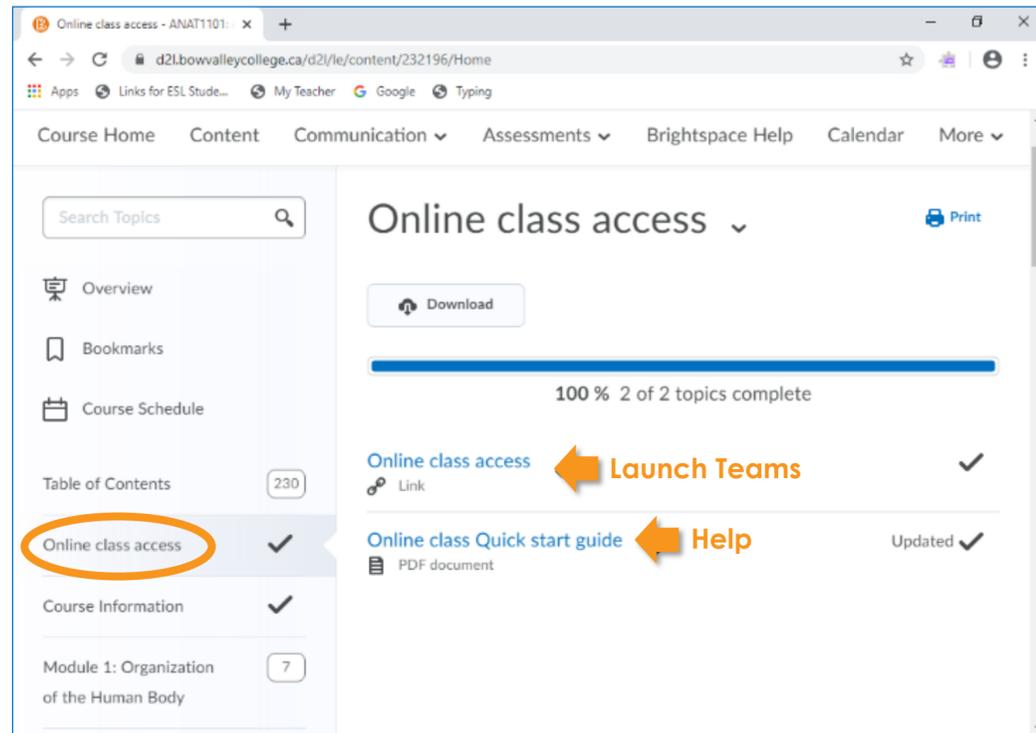


In the example above, the Instructor has posted a Wiki regarding student Chat Etiquette. Use this Wiki for your own Best Practice delivering learning with MS Teams.



# Instructing with Teams **Setting up a Class**

## Option 1: Informs via D2L

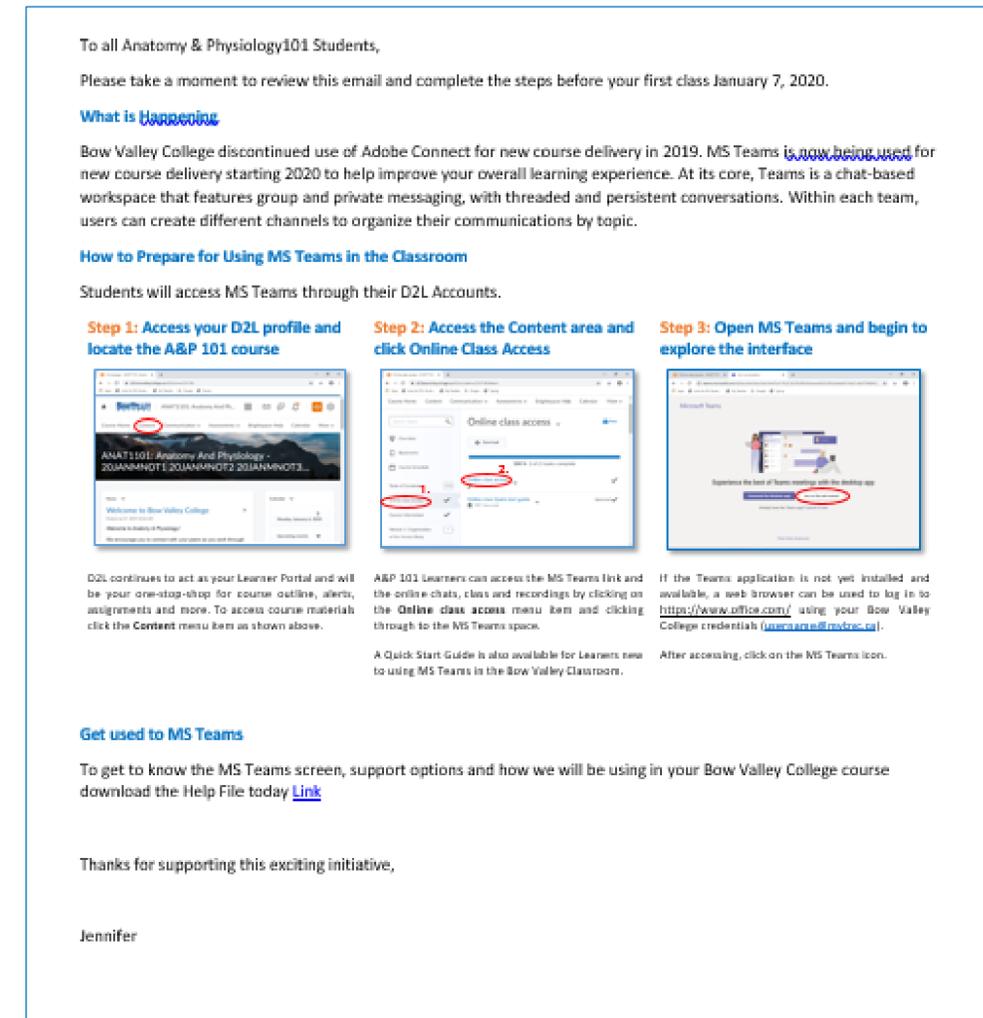


One way to have Bow Valley College Learners access your course is via D2L.

Instructors can setup so that Learners can access the MS Teams link and the online chats, class and recordings by clicking on the **Online class access** menu item and clicking through to the MS Teams space.

In the past, a Quick Start Guide was also made available for Learners new to using MS Teams in the Bow Valley Classroom.

## Option 2: Informs via Broadcast Email

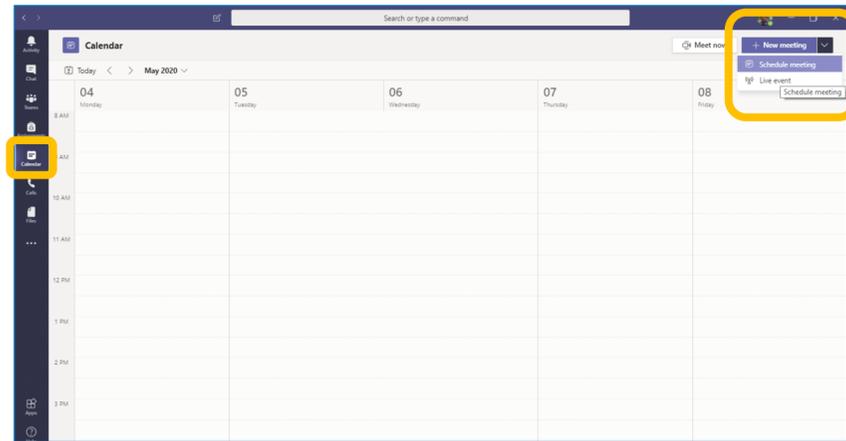


ANAT1101 Learners can access the MS Teams link and the online chats, class and recordings by clicking on the **Online class access** menu item and clicking through to the MS Teams space.



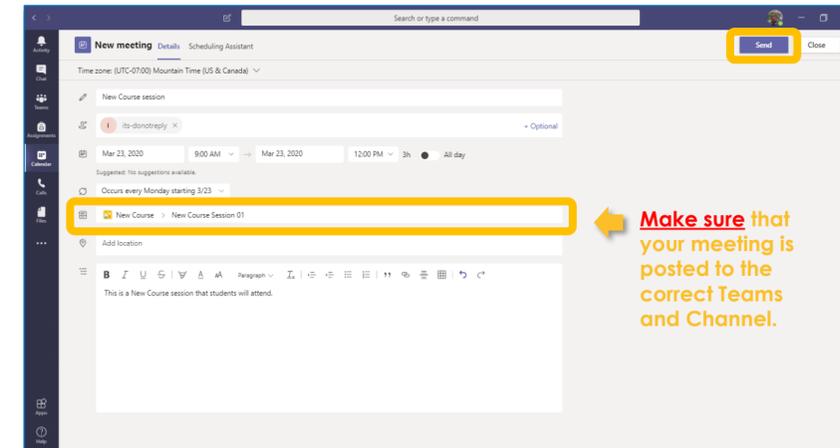
# Instructing with Teams Running a Class - Start

## Step 1: Open your Teams Calendar



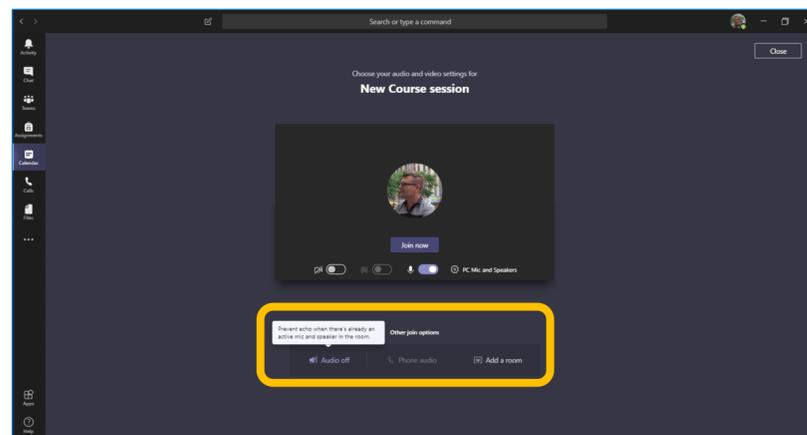
To start a live Class session open your MS Teams app and click the **Calendar** icon on the left tool bar. Then, click the **New Meeting** button on the top right corner of screen.

## Step 2: Create a New Meeting



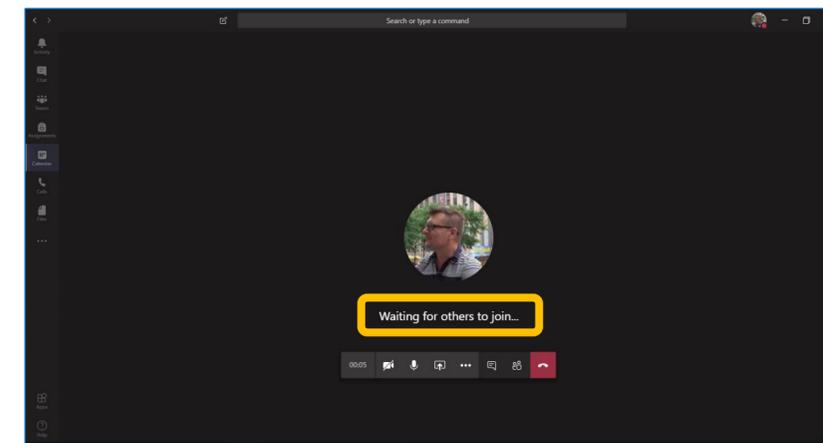
Scheduling your class is as simple as Outlook. One key difference is the step to add your new class to the proper channel – as shown above. When complete click the **Next** button in the top right corner to circulate to attendees.

## Step 3: Start the meeting ...



Once your class meeting is setup you can open in the Calendar at any time. To start the meeting click the **Join Now** button in the middle, or use the buttons highlighted to join with certain audio and video characteristics.

## Step 4: ... and wait for your Learners to arrive



Now your class meeting can wait for Learners to join. This is an excellent time to ensure the learning materials being presented are accessible to share with MS Teams.

Issues? Contact the ITS Service Desk at 403.410.1611 or [HelpDesk@bowvalleycollege.ca](mailto:HelpDesk@bowvalleycollege.ca)

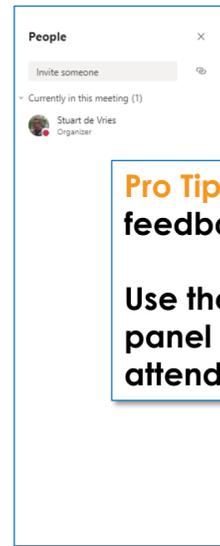
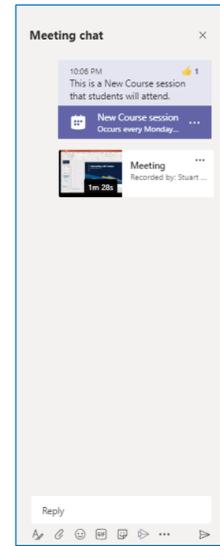
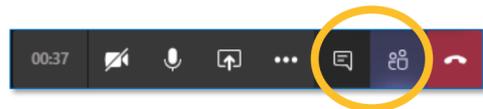


# Instructing with Teams Running a Class – Chat etc.

## Step 6: Interact with people and chat

Access chat, manage Learners access & audio and more.

Use the Toolbar to access the Chat and People panels.

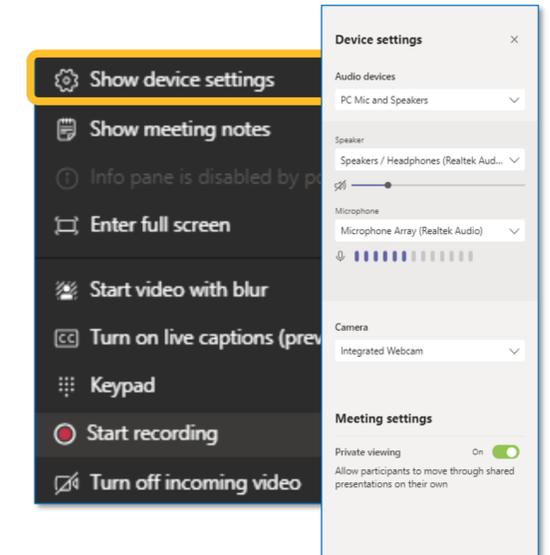


**Pro Tip: Hear feedback?**  
Use the People panel to **mute attendees.**

## Step 5: Show device settings

Access audio and video tools to take advantage of an audio headset, installed A/V equipment and Clickshare connectivity.

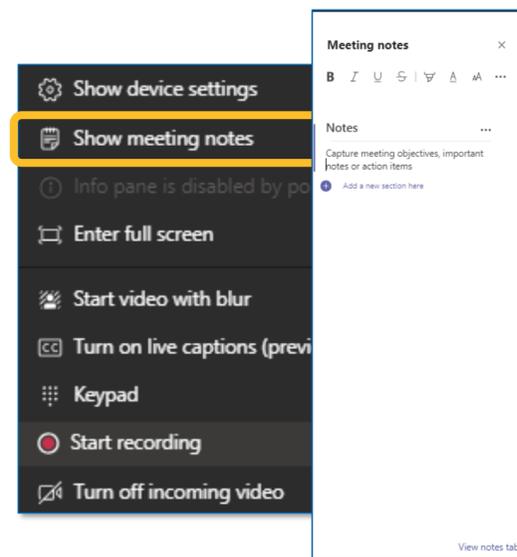
Toggle and experiment with microphone settings for an optimal experience.



## Step 7: Show meeting notes ...

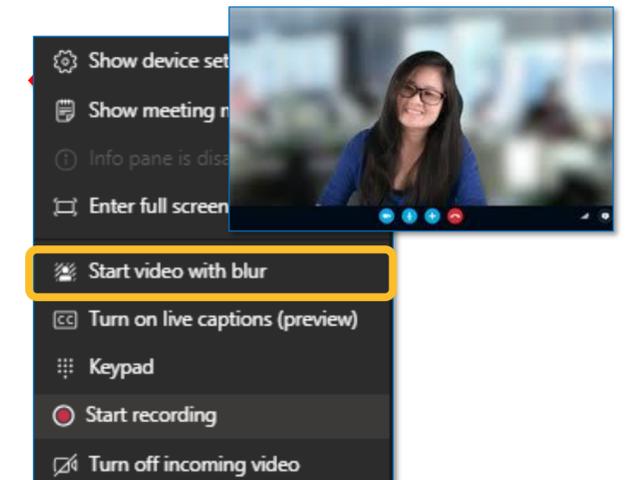
Instructors can capture and share meeting notes during the class.

Make it collaborative and have the entire class contribute.



## Step 8: and blur your background on video ...

The blur feature is a great tool to minimize distractions and focus your Learners on course content only.



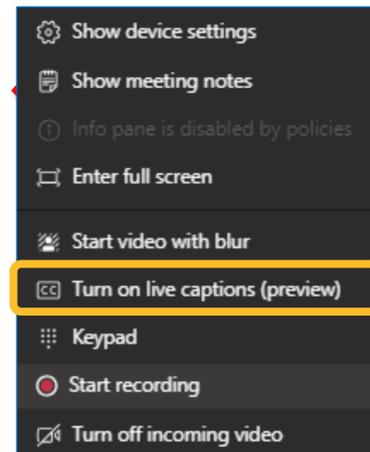


# Instructing with Teams Running a Class – Share / Record

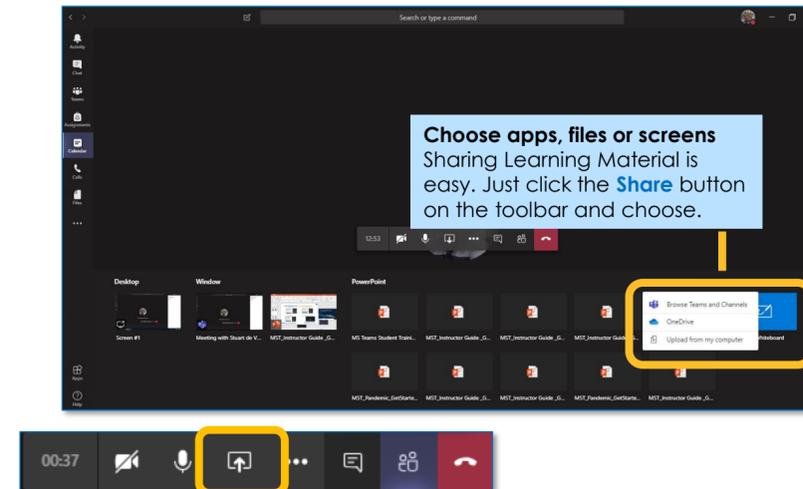
## Step 9: Turn on the live captions...

Live captions are an excellent way to capture the detailed text of your session and make it available to everyone as captions.

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



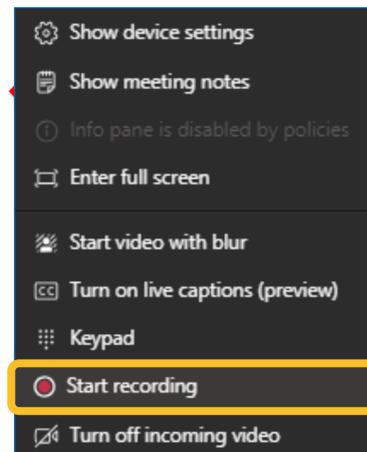
## Step 10: Share your learning materials



## Step 11: Start the recording ...

Now that your learning materials, settings and device is ready it is time to start the meeting and begin the class recording (if you choose to record your class).

Click the ellipses to display the toolbar and click **Start recording**.



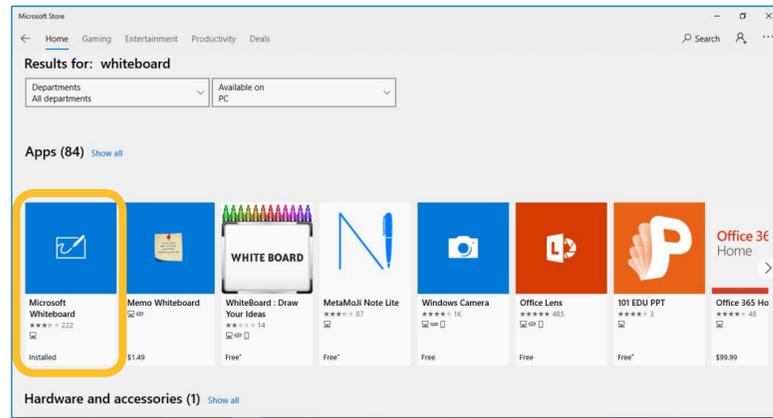
## Step 12: ... and wait for your Learners to arrive





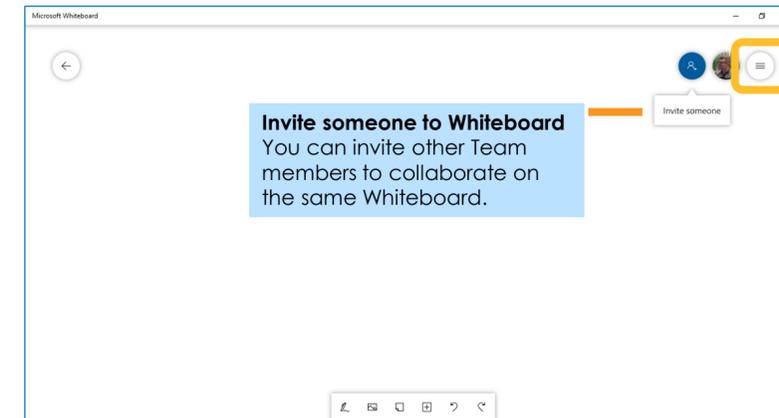
# Instructing with Teams Running a Class – Whiteboard

## Step 1: Download the 'WHITE' app



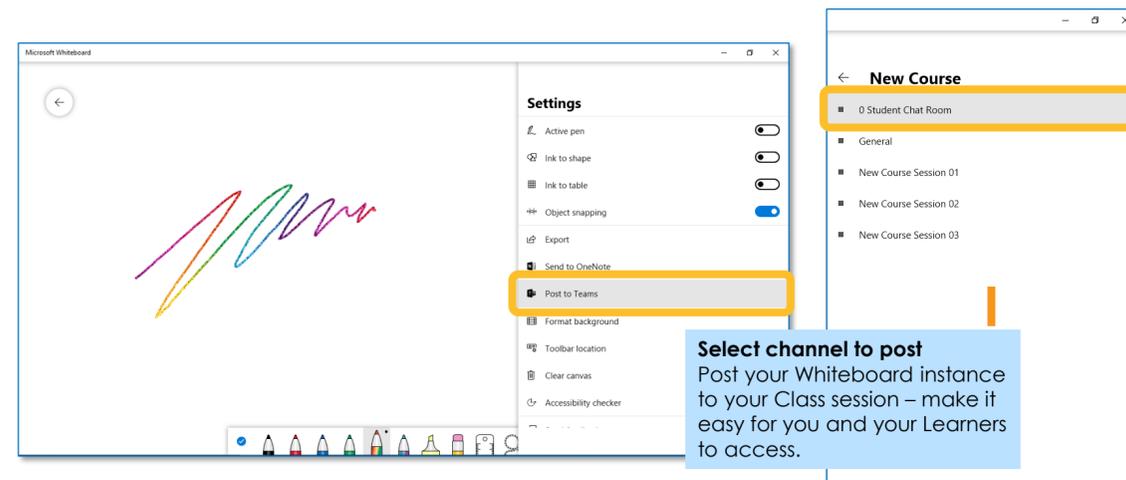
The **Microsoft Whiteboard** app is available from the Microsoft Store and will integrate to your own instance of MS Teams.

## Step 2: Setup for Instructor Usage



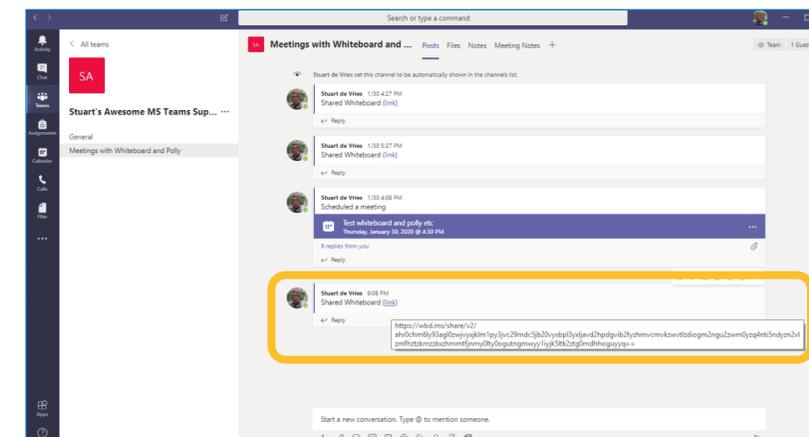
Open the Whiteboard app as normal and toggle the **Settings** icon in the top right hand corner.

## Step 3: Post to Teams



Now that your Whiteboard is active you can post to your Teams class, directly to the channel you are delivering the course in. This practice makes it easier for you and your Learners to find.

## Step 4: Provide sharing in your chat

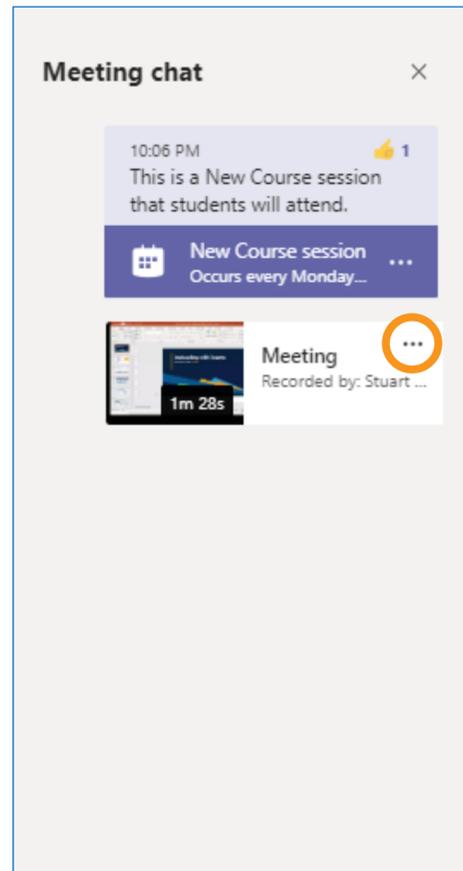


Learners will see a link to click and access the Whiteboard. Alternatively you can share like PowerPoint, YouTube or other apps.

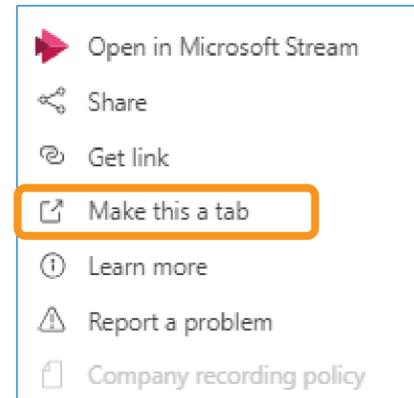
# Instructing with Teams **Managing content after a Class**

## Tip 1: Posting Recordings

If you choose to record your Class, recordings will be available after your session and can be edited, posted to your files area and made into a Tab for easy Learner access and use.



**Pro Tip:** The easiest way to make your recorded session available is to make the recording a Tab.

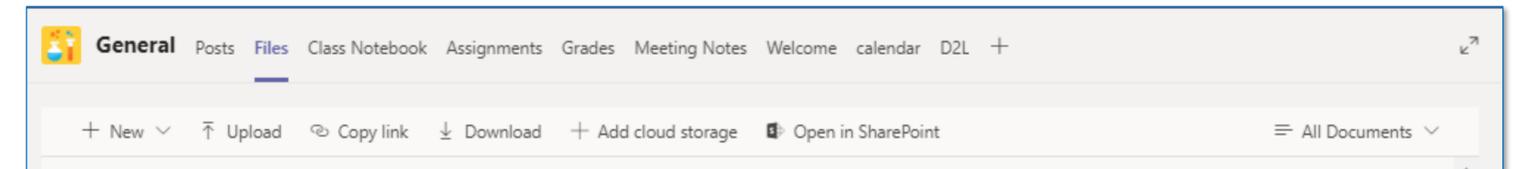


**Step 1:** Click the ellipses

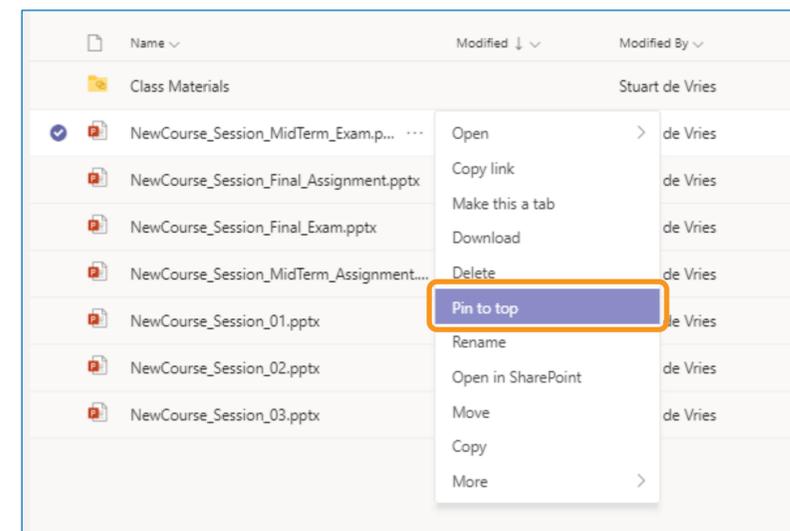
**Step 2:** Make the recording a Tab

## Tip 2: Posting Files

There are a number of approaches to managing your files and allow you to create, link to or post to your General channel, specific channels, SharePoint and OneDrive:



In the MS Teams files structure, clicking the ellipses will display additional menu functions and allow you to **Pin to Top** or **Make this a tab** for easy access, for all your Learners.



**Make your class Learning Material available to all learners by making easy to search and easy to find.**



# Instructing with Teams Checklist – Starting a Class

## Checklist: Instructors using Teams

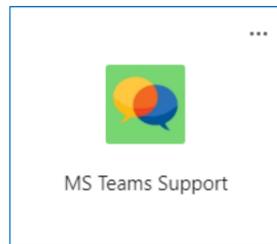
Use the checklist to ensure a positive, uninterrupted Learner experience for every session being delivered using MS Teams.

- Open teams
- Open channel for session
- Start online meeting
- Share initial content
- Open Chat
- Ask remote students to confirm audio / video is working
- Start recording



# Instructing with Teams **Additional Support and Help**

## Access Teams support immediately



### MS Teams Support Chat

To access:  
**CTRL + Click** on this graphic.  
When prompted, **Launch in MS Teams App**.

**Access the Teaching Continuity**  
[Resources](#) site for online course  
delivery

## Teaching & Learning Enhancement

[tle@bowvalleycollege.ca](mailto:tle@bowvalleycollege.ca)

The TLE consultants are available to provide MS Teams support and answer questions.

## ITS Service Desk

[helpdesk@bowvalleycollege.ca](mailto:helpdesk@bowvalleycollege.ca)

**403.410.1611**

The Bow Valley College ITS Service Desk will be able to support targeted MS Teams questions.