

Microsoft Teams Office 365 Description -

For Teachers about the Courses

You will find the following page after logging in to Teams.

	Microsoft Teams	۲.	Keresés vagy parancs beirása		<u>9</u>
Terretta myrałaj	Csoportok			٥	15° Csatlakozás csoporthoz vagy csoport létrehozása
Carrages	• Saját csoportok				
	ະແ ເວິດ Course-IIG teszt kurzus 1	 ເຼິດິງ Course-IIG teszt kurzus 2			
False					
BB Abainachait O Sigd					
٢	\triangleleft				

In order to reach full functionality (e.g.: screen sharing), please, download the Teams desktop application. This operation can be made with the button in the lower left corner.

After installation, login to Teams application with your office365 ID.

Microsoft		×
Enter	r your work, school, or Microsoft account	
	Sign-in address	
	Next	
	Learn more	



After logging in, and selecting Teams icon, the following page will appear.

$\langle \rangle$	e l	Search or type a command	🧠 - 🗆 ×
	Teams		(i) 15° Join or create team
1 e 2	Your teams		
Aniprovense Cali	ດິດ Course-IIG test kurzus Course-IIG test kurzus Course-IIG test	ct kurzus	
-	1 2 3		
₿			
2			

In case you have required Teams integration in NEPTUN, the groups of courses will be created.

- Please be patient about the slower process, since Teams is overloaded in all parts of Europe. Sooner or later a group will be created to all courses you required.
- Please, do NOT rename course groups!
- It is not possible to combine groups.
- In case some student would be missing from the course, please inform them to provide you with their IIG ID, otherwise they will not be able to login to office365 system.
- The system will add these missing users to the course, when they can be found (i.e.: users are created in office365)
- It can happen to find courses, in which none of the students are involved. This problem can occur due to overloading of Microsoft, but we will complement the course with the students as soon as possible. Until then please, be patient!



If you would like to check the members of the group, please select "Manage team". (right click on the group name):



You can find the owners (Teachers) and the members (Students) on the Members page.

$\langle \rangle$	ස්		Search or type a	command		🧠 – 🗆 ×
- -₹ - 3	< All teams	Ct Course-IIG teszt	kurzus 3 …			@ Team
		Members Pending Requests Channe	is Settings Analytics Apps			
-	Course-IIG teszt kurzus 3	Search for members Q				🖉 Add member
Accignments	General	- Owners (2)				
5		Name	Title	Location	Taga ()	Role
		KIOSK ADTESZTER				Owner 🗸
		ם AD TestUser1				Owner 🗸
		Members and guests (2)	Title	Terrs (I)	Made students	Role
		AT AD TestUser3				Member 🗸 🗙
		AT AD Teszter44				Member \checkmark \times
10 \$B						

You can find out from here, which students are missing from the course, so which students you should ask to login to office 365. If it is necessary, you can also add group members manually. Please pay attention to give "Member" title to the students and not "Owner".



If you would like to hold a Teams Meeting with the members of the course, please click on "Meet now" button on the bottom.

< >		Search or type a command	🧠 – 🗆 ×
	< All teams	General Posts Files Class Notebook Assignments Grades +	@ Team ····
	Ct	_	
in an	Course-IIG teszt kurzus 3		
C.	General	Welcome to Course-IIG teszt kurzus 3	
5	Sector and	Choose where you want to start	
		de M	
		Upload Class Materials Set up Class Notebook	
		Total Science Scie	
		2 Patienkis Staboles has added AD TestUser1 to the team.	
		2 KIOSK ADTESZTER has added AD Testiliser3 to the team.	
		Z Palinkus Stabblec has added AD Tester44 to the team.	
		Ge Meeting ended: 26s	
		4 ² Reply	
		Ct Test Meeting ended: Im 25s	
		€~ Reply	
		Çi Test Meeting ended: 4m 56s	
æ		er Reply	
ABS .			
0		Л	
		Start a new conversation v @ to mention someone.	
L.		Ay & Q 🖂 🖓 🌞 🐎 Q …	⊳

Then type the title of the meeting and it will start. Anyone among the group members can join the meeting.

Click on the "Show participants", and you can even invite the group members, or if necessary members of other groups.





If necessary, you can also share the link of the meeting with anyone.



In this case, the link of the meeting will be available on the clipboard, so you can send it even to the members of another group:

< >		Search or type a command	🧠 – 🖬 ×
	Test Meeting 0107	1 student is waiting to join. Activate	
3	Invite people to join you	General Posts Files Class Notebook Assignments Grades +	@ Team ···
÷.	pi 🌡 🖓 🚥 🔼		
.	< All teams	Welcows to UC to set lowers d	
	- It	Choose where you want to start	
:	IIG teszt kurzus 4		
	General		
		Upload Class Materials Set up Class Notebook	
		Stabilities Stabilities has added AD TestMarel to the team. 103 AD TestMarel thanged team decolption.	
		KA Join Microsoft Teams Meeting	
		Lean more about Rams	
		€ 	
₹ BB			
9		Start a new conversation. Type @ to mention someone.	
		<i>▶</i> ℓ © ⊕ ⊒ ¢ ◊ ♀ … >	



You can also record a meeting as a video, so that you can share it later, too.

This operation can be made in the meeting with "More actions" and then "Start recording" button:



If you would like to share your screen, click on share button and then select which screen or application you would like to share or which application you would like to start:





In the following example you can find a PowerPoint document shared with the members of the meeting:



You can stop sharing with the button on the lower right corner.

You can also share a drawing board (service of Microsoft Whiteboard) and you can hold a lesson with the whiteboard.







There are many, many more things to do with Teams, this is just an initial description to start distance learning. Learn about the opportunities of Microsoft together.

If you have any questions or comments, please contact our IIG colleagues at <u>teams@elte.hu</u> email address.

ELTE IIG team wish you successful use of Teams!