Università
della
Svizzera
italiana

eLearning Lab

Teacher's guide: Online lessons via Microsoft Teams

Last update: 9th March 2020

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1. Logging in to Microsoft Teams

Microsoft Teams allows you to create virtual classes (live) with your students.
USI members (both professor and students) can access Microsoft Teams using their USI credentials.
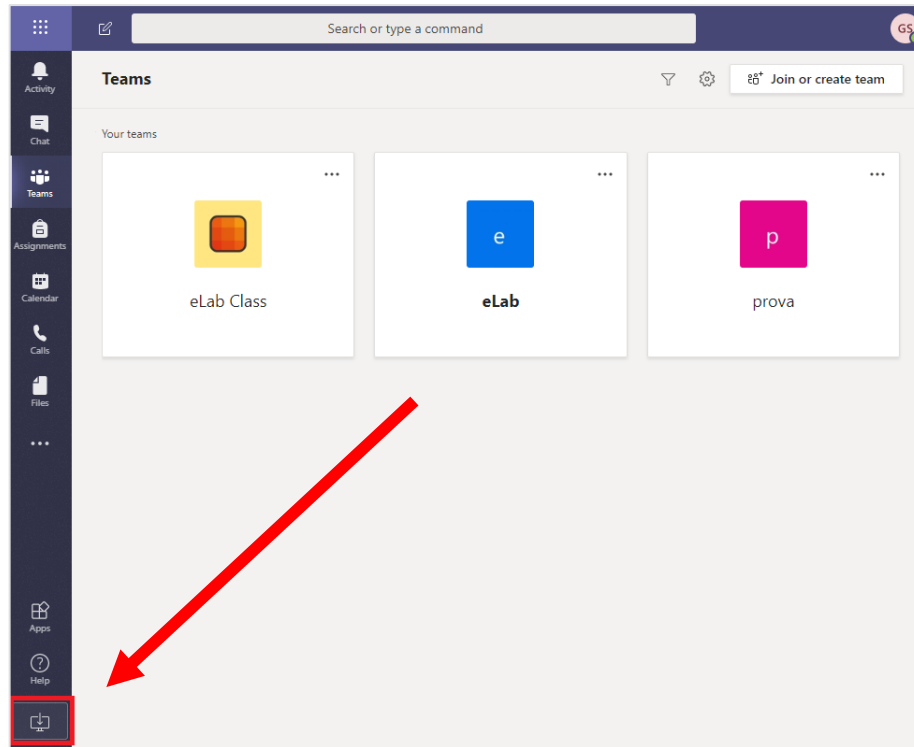To use or download Microsoft Teams, go to https://www.mail.usi.ch/ and click on "USI Cloud".

Once logged in with your USI credentials (your email credentials), click on "Teams" in the dashboard (or search for it by clicking on "All apps").
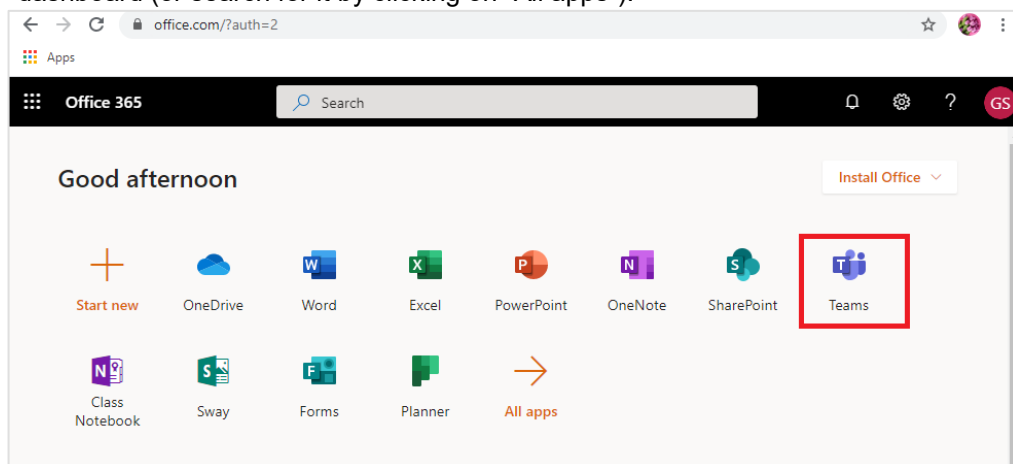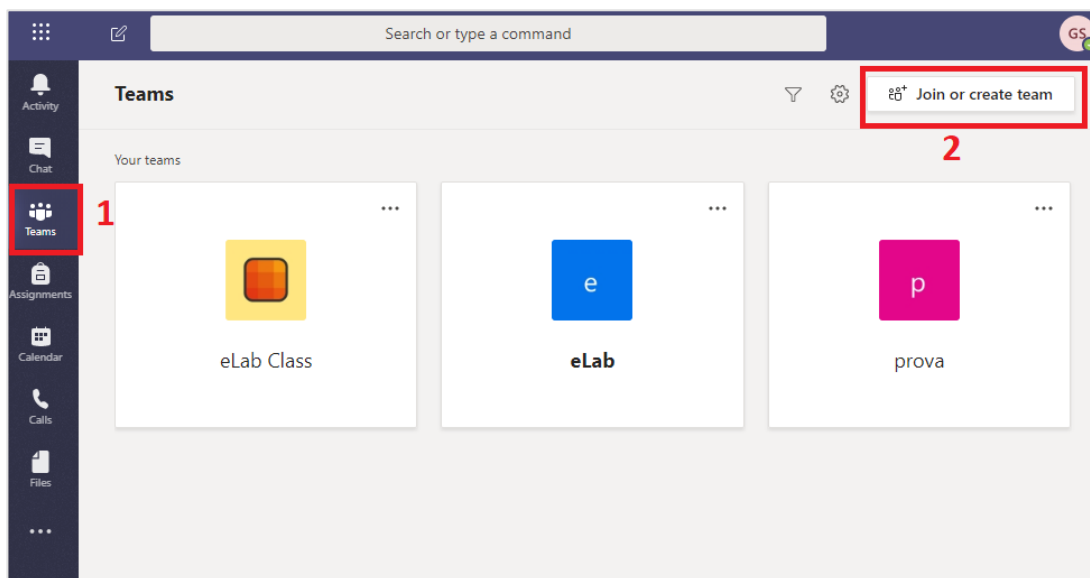
You can use Teams via web, or you can download the desktop app by clicking on the screen icon:
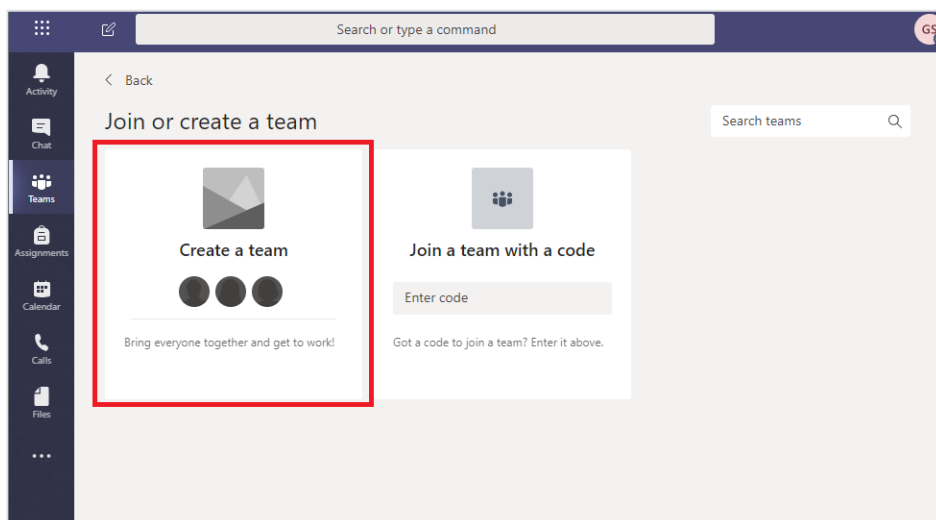
2.   Create a team

To use Microsoft Teams with your class, you need first to create a team. Click on "Teams" (1) in the left menu. Then, on the top right, click on "Join or create team" (2).

Click on "Create a team":

Select "Class":

Insert your team's name (1), then click on "Next" (2):

Add students and/or teachers by typing their names:

Add people to "Test"

Students   Teachers

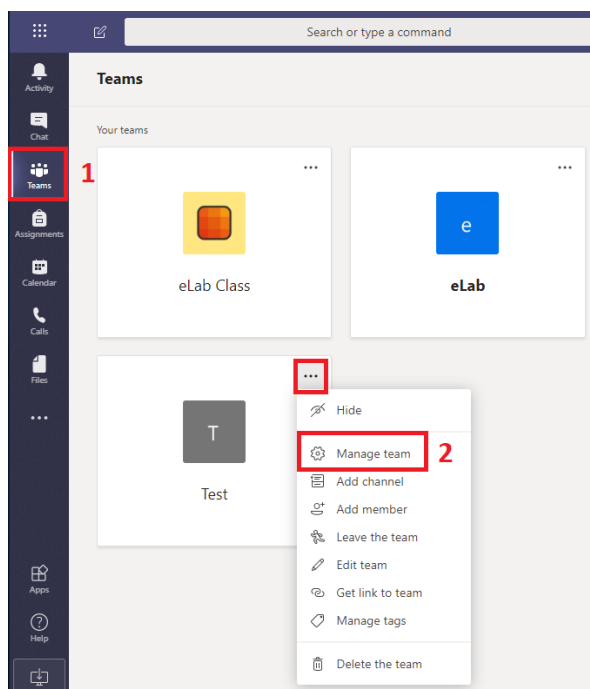Search for students   Add

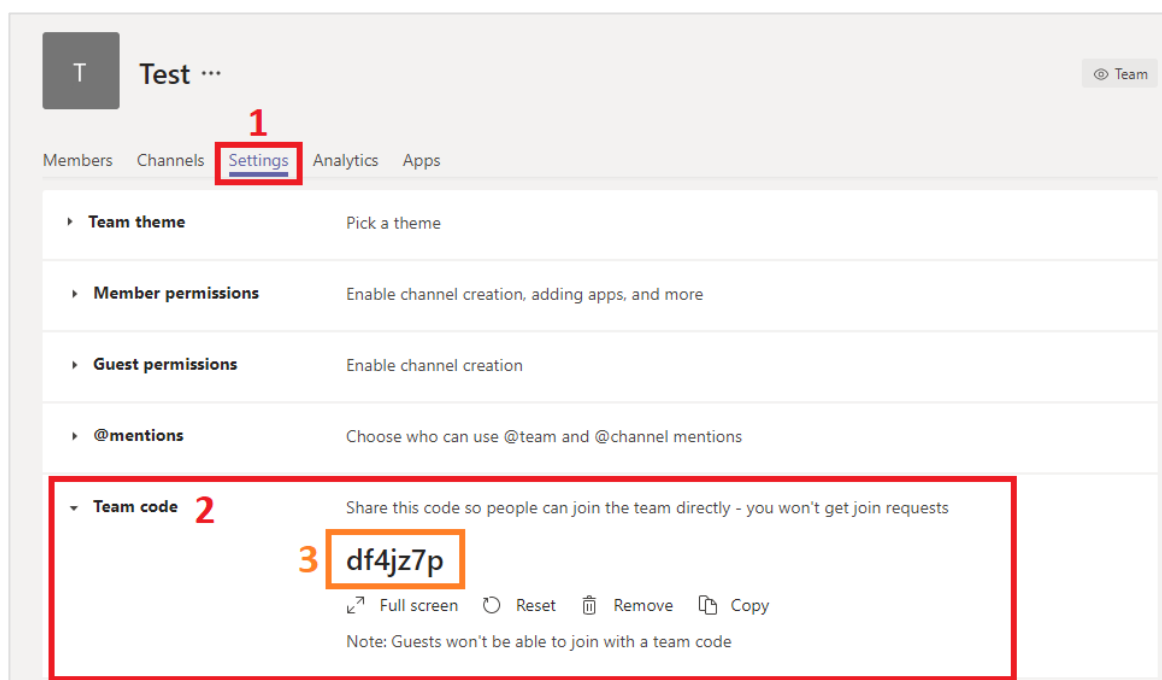Start typing a name to choose a group, distribution list, or person at your school.

Skip

2.1. Auto-enrolment by students

If you prefer that students enrol themselves, click on "Teams" (1), then on the three dots of the team you want students to enrol in, then on "Manage team" (2):
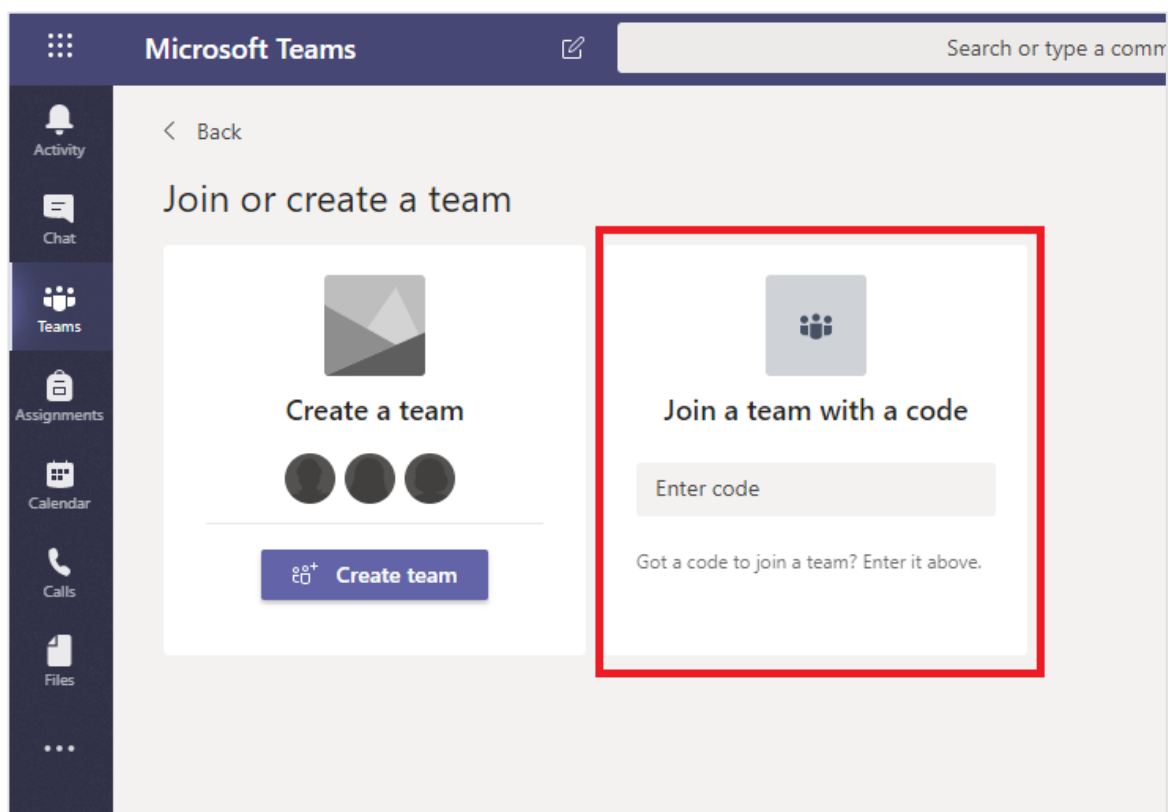

Click on "Settings" (1), then on "Team code" (2) and share the code (3) through iCorsi 3 (e.g., in a forum).

Once logged in to their Microsoft Teams account, students will have to click on "Teams" (1), then on "Join or create team" (2)
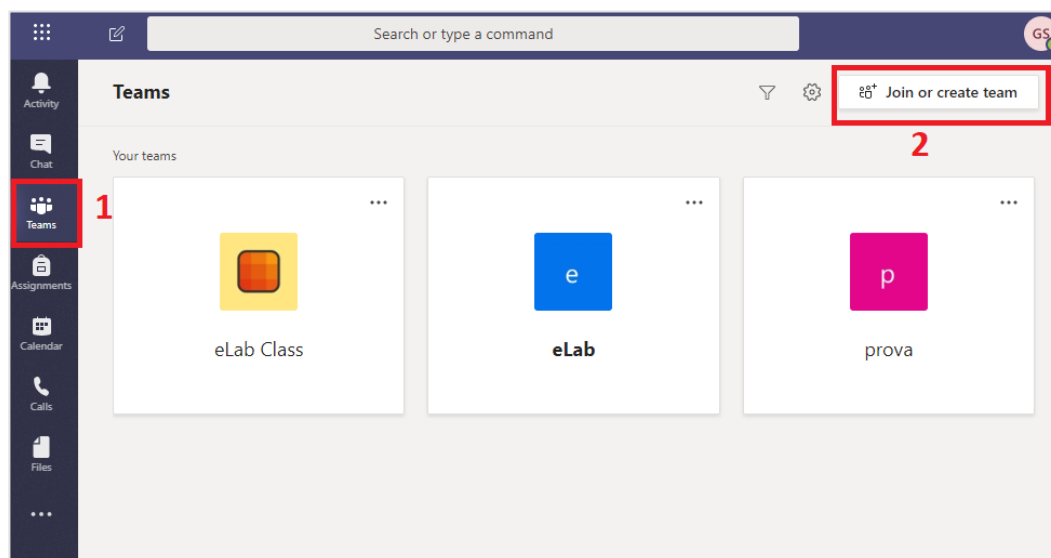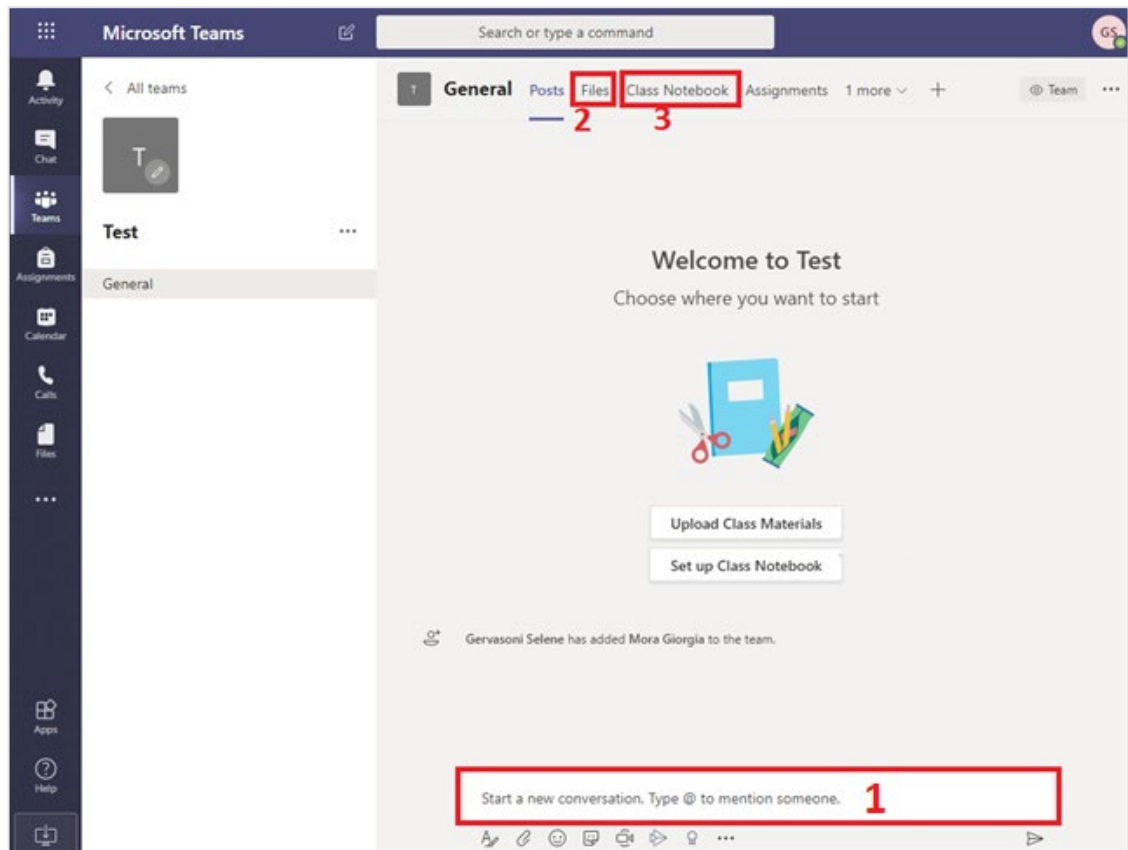

To enrol in the team, students will have to enter the code here:
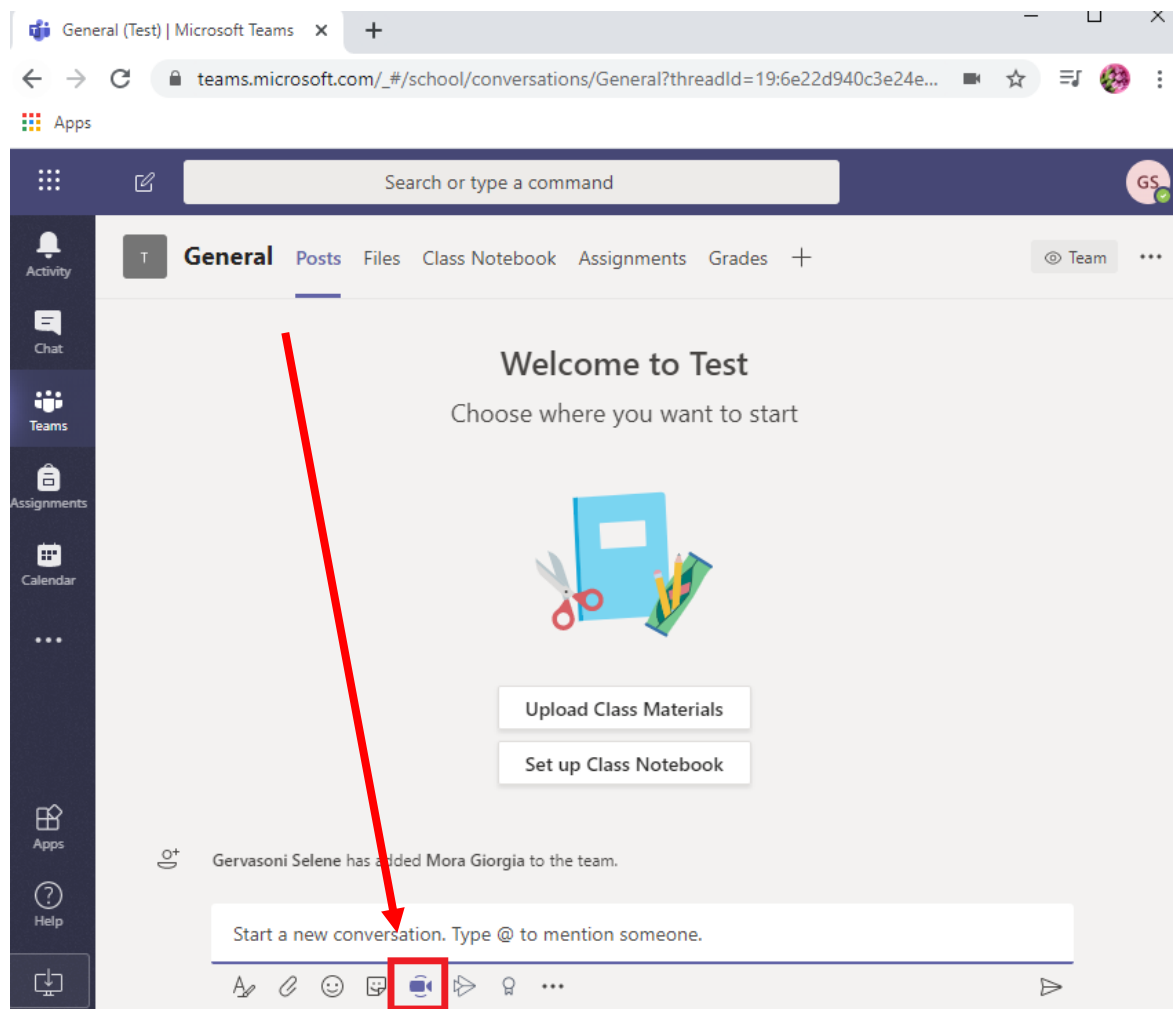
3.   Team features

After creating the team, members can start a conversation (1), upload files (2), and share some notes (3).
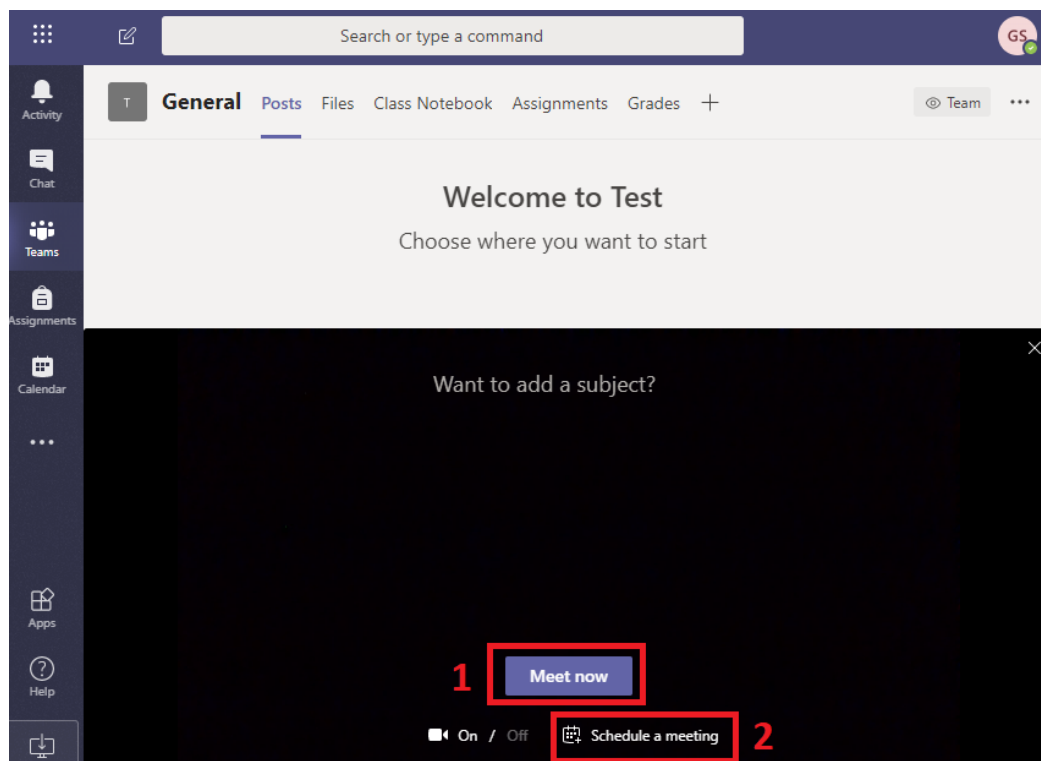
## 4.	Create a videoconference

To create a videoconference lesson (meeting), click on the camera icon:

Then, you can decide to start it immediately (1) or to schedule it (2):

To schedule a meeting, fill in the form.

Participants will receive a notification via email:

If you click on "Meet now", the meeting will begin immediately, and participants will be allowed to join the meeting.
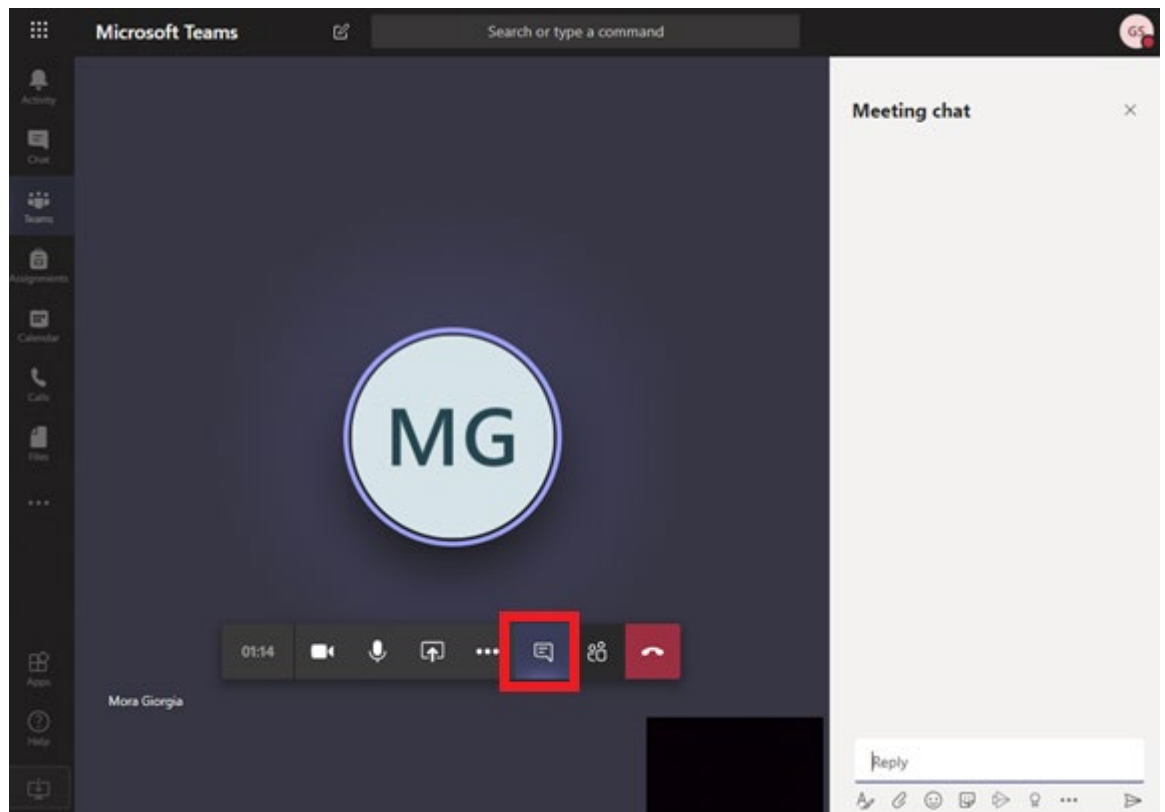
Please note: We recommend asking participants to turn their microphones off while they are listening (to avoid background noise during the presentation), and to turn it back on only when they wish to speak.
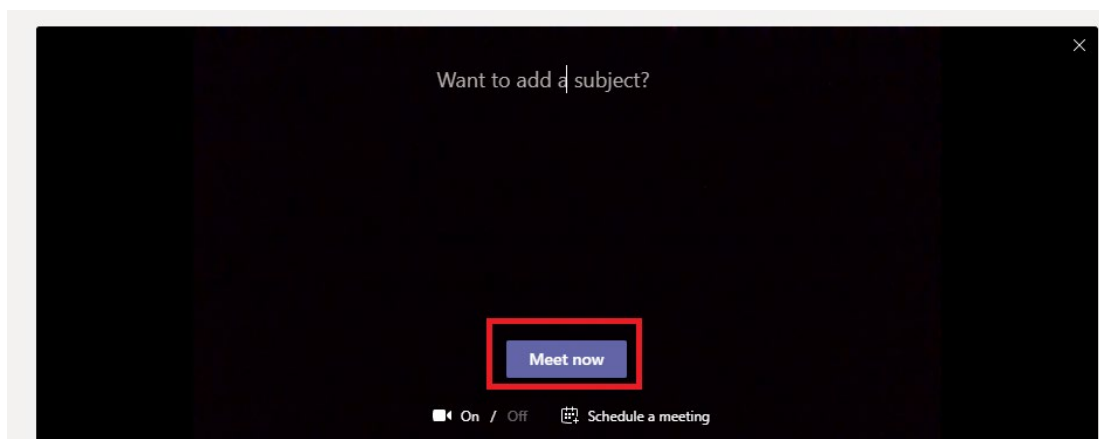
By clicking on the Members icon (1), you can see the members who already joined the meeting.
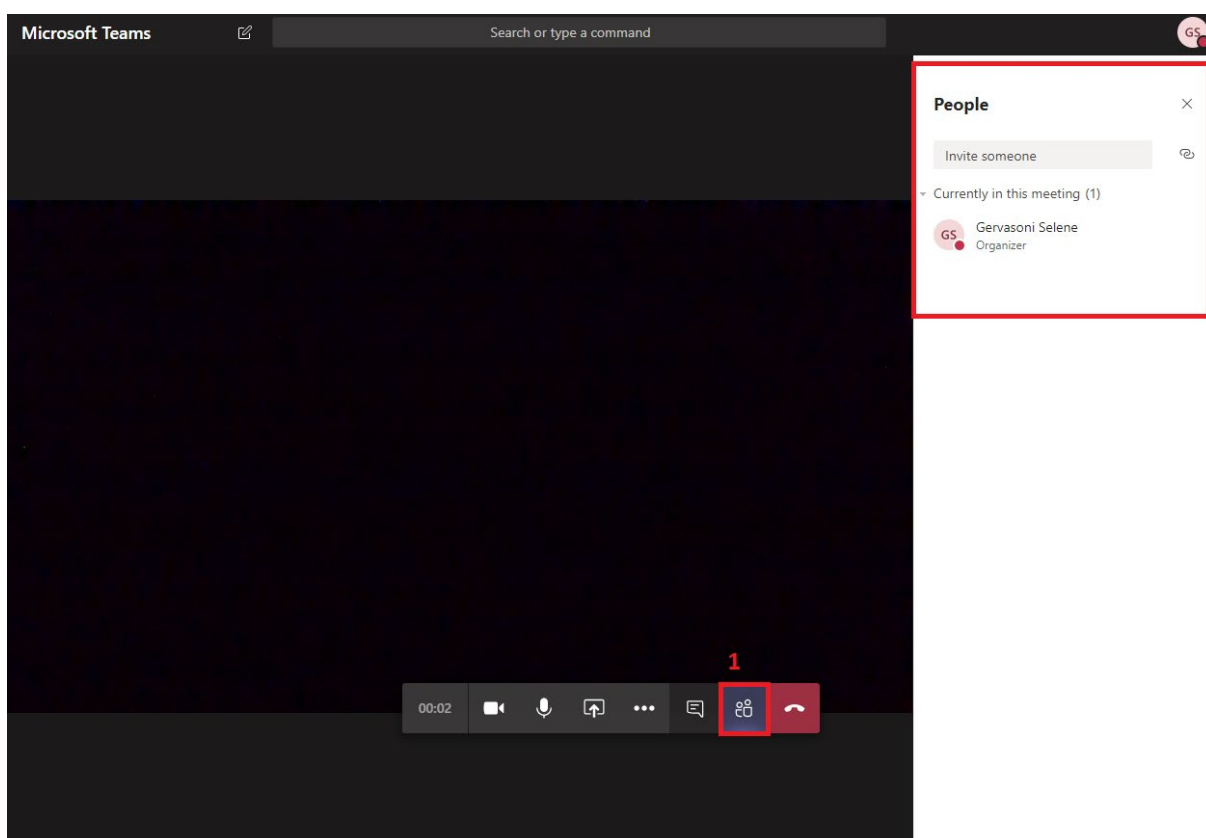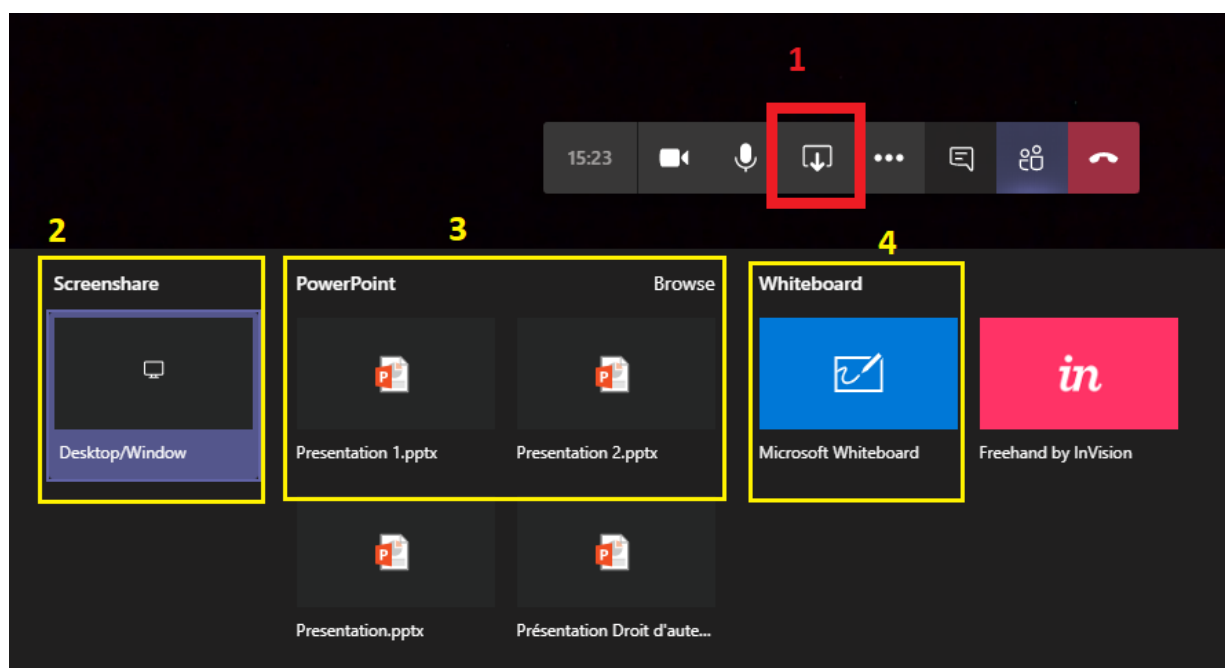
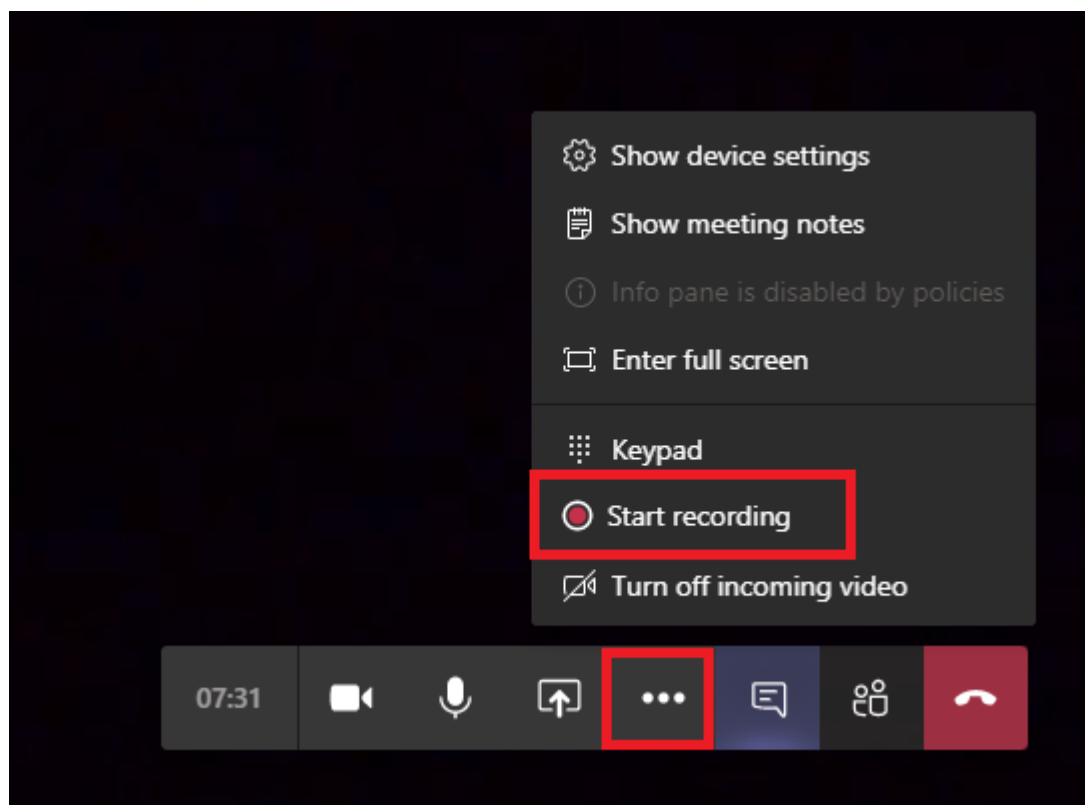By clicking on the message icon, you can chat with all participants:

During the meeting, if you click on the screen icon (1), you can share:
- the screen of your PC (2)
- a PowerPoint presentation (3)
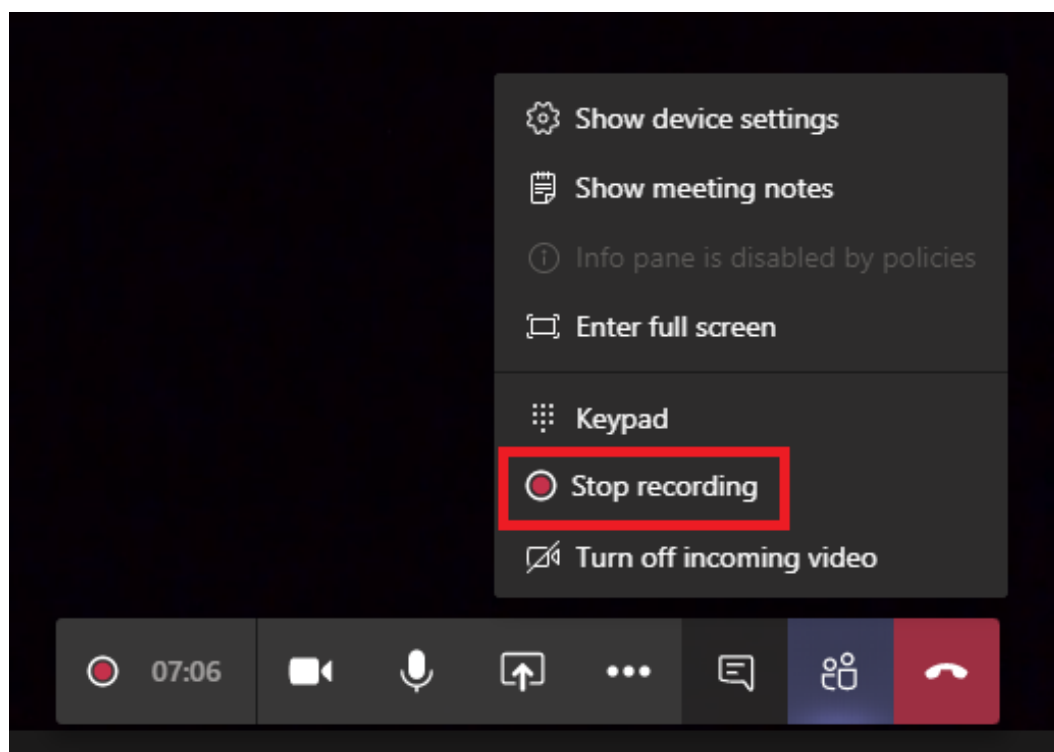- a collaborative whiteboard (4)

4.1. Record the meeting

To record the meeting, click on the three dots, then on "Start recording".

To stop recording, click on the three dots, then on "Stop recording":

The recording will be automatically uploaded on your Stream account (integrated in Office 365 – USI Cloud). You will receive an email notification with the link after the meeting has ended. The recording can be shared with other users.

The meeting recording will be also available in Teams:
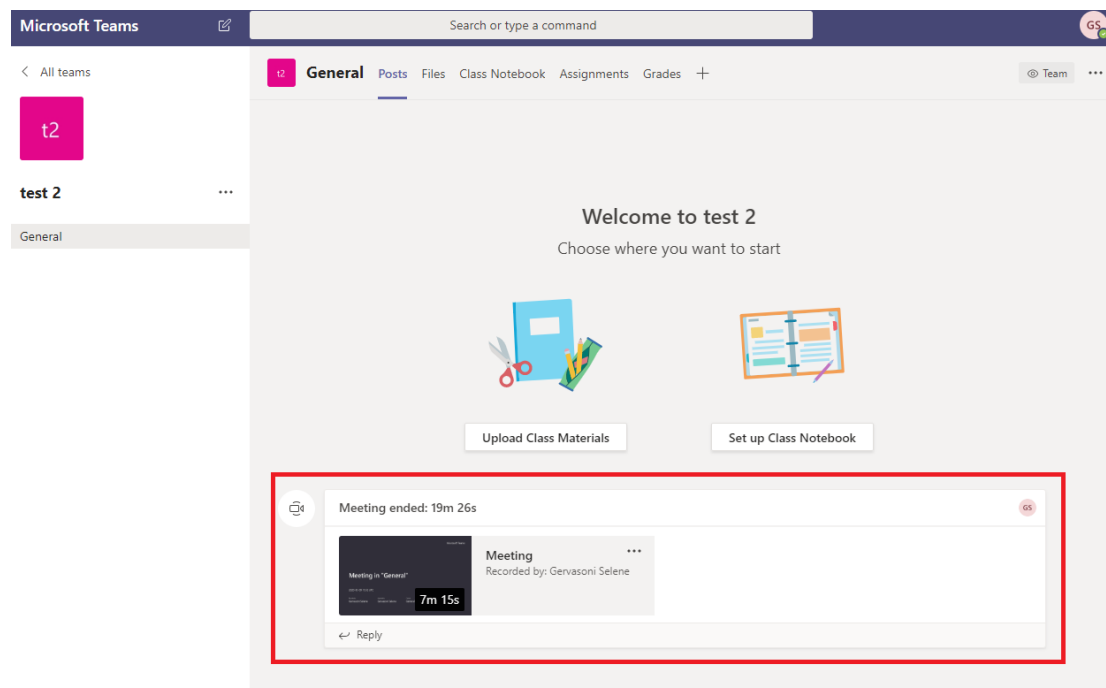
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