Microsoft Teams

Student User Guide

Initial Quick Notes:

Purpose:

Microsoft Teams is a program that will allow you to interact with, get instruction from and seek help from your lecturers. Microsoft Teams becomes the virtual classroom space where you can hear from/see your teachers, interact with your classmates, and participate in the learning/teaching process.

Glossary:

Team:

This is the overall group; your teachers will add you to a team for each of your classes.


List of your Teams
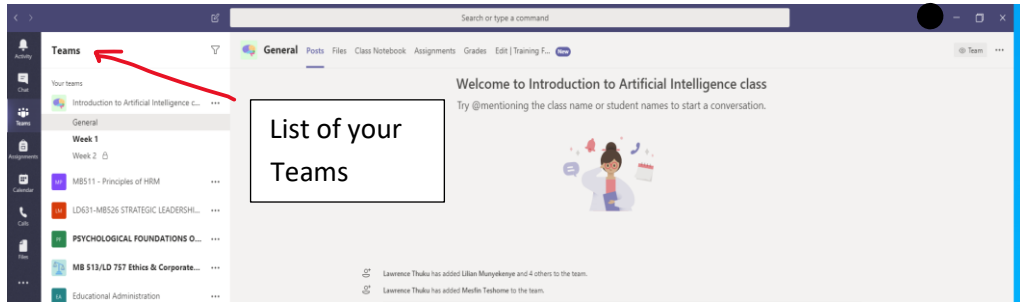
Channel:

Underneath the team name you will see one or more channels. Some teachers may just use the General channel, others may set up specific channels for certain topics or units of work and class groups.

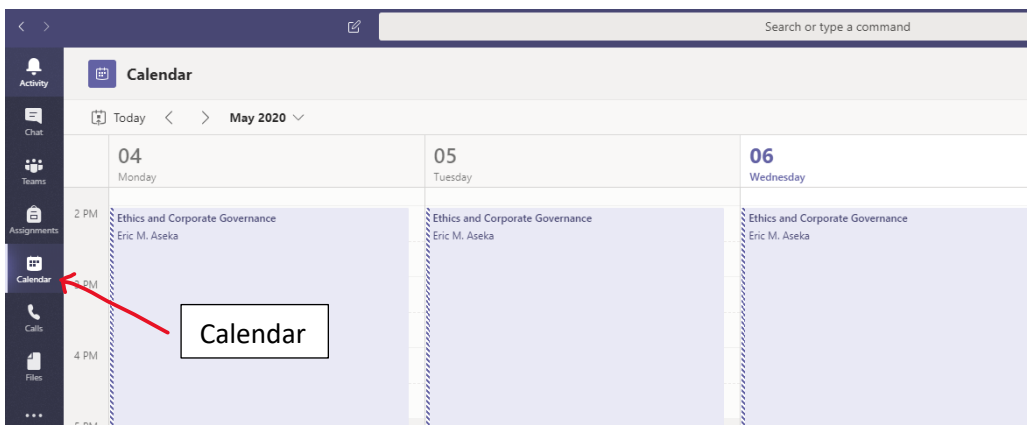Follow the instruction of your teacher for which channel to access.

Channels
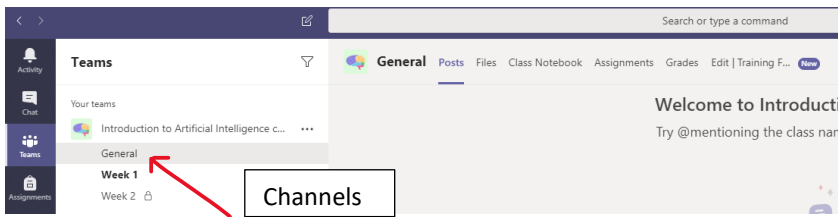
Tab:

At the top of the team there will be a series of tabs, this is where you will go to access files.

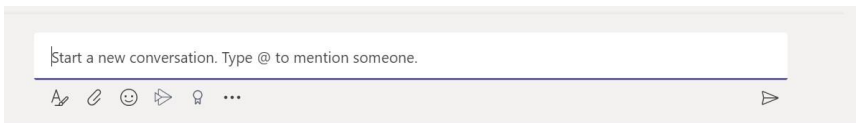Tab (the posts tab)
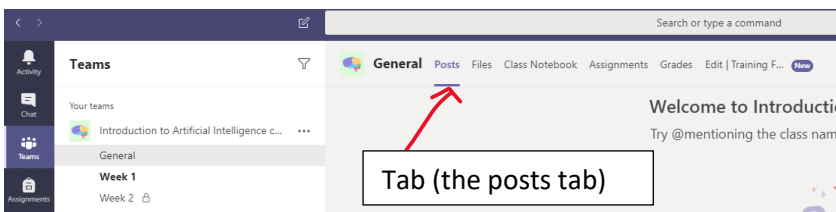
Calendar:

Exactly as the name suggests, this is where you find your meeting that your teachers set up.

Calendar

Teams posts/conversations wall:

This is found on the landing page of the team. This is a public forum to communicate in a written way to other members of the team.

Finding Teams:

There are 2 ways to access Microsoft Teams.

1. Through Outlook (or Office 365)
2. Dedicated desktop app or mobile app

Both options work fine, but the desktop app tends to be a little more stable/reliable as it does not need another program (browser) to run it.

Outlook/Office 365:

Note: while all browsers should work, Chrome is usually the most reliable for Office 365 features, despite Edge being a Microsoft product it sometimes has issues with a few of the Office 365 programs.
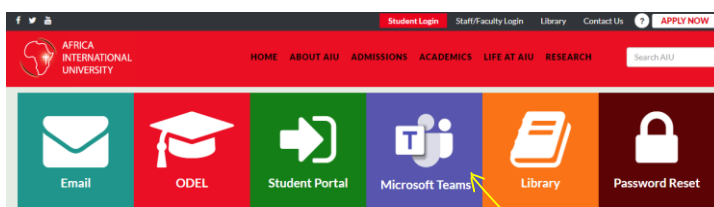
When you login to the web-based AIU email (i.e. in a browser – Edge or Chrome) in the top right corner there is a 'waffle' of 9 dots,
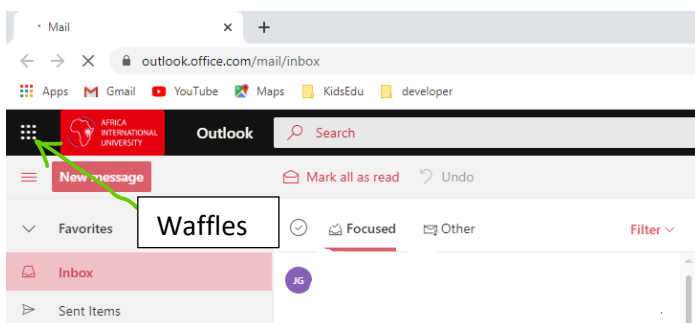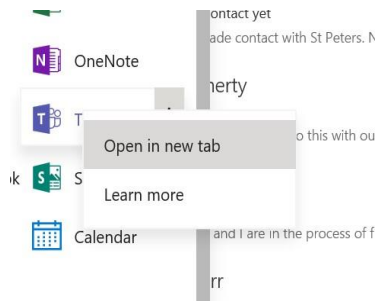

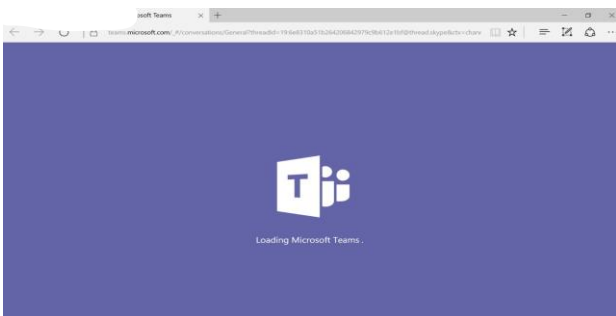 Clicking on this brings up a range of Office 365 apps
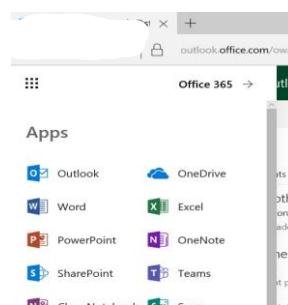
Clicking on Teams will load this program or alternately you can go to the AIU website and click on student login and click on Microsoft Teams

Note: it will generally load in the same window, so right clicking and selecting open in a new tab may be the best option.
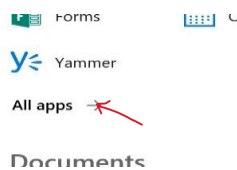

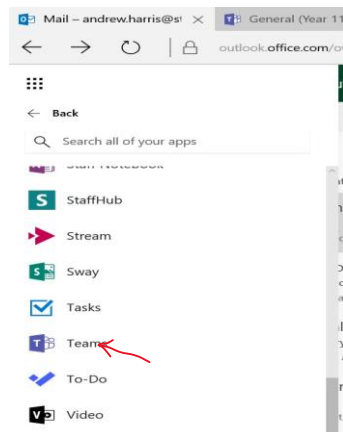This then opens the Microsoft Teams program.

If Teams does not appear here, you can find it in 2 other places:

From the waffle you can click on 'all apps' which will open up a list of other Office 365 products


Find and click on teams.

The other option is to open Office 365 itself.

This can be done a few ways, but the easiest two options are, clicking the waffle and then there is an Office 365 Button Or simply going to office.com and signing in using your normal university login details for example 12345bsit@aiu.ac.ke and your password
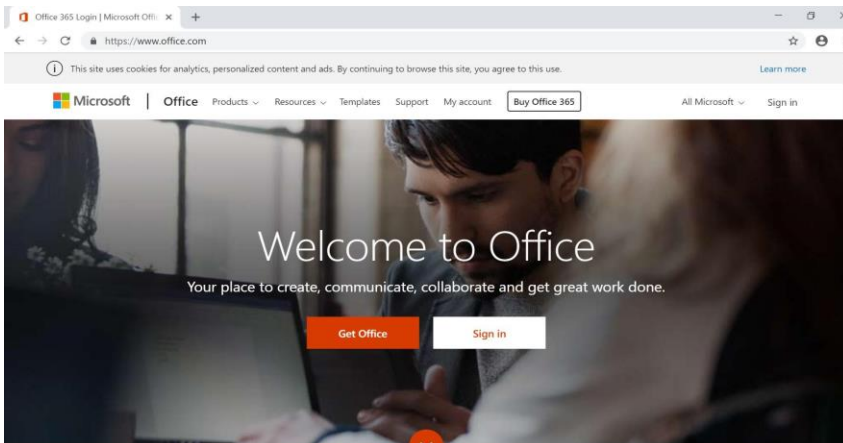
Either of these methods will bring you to this page:
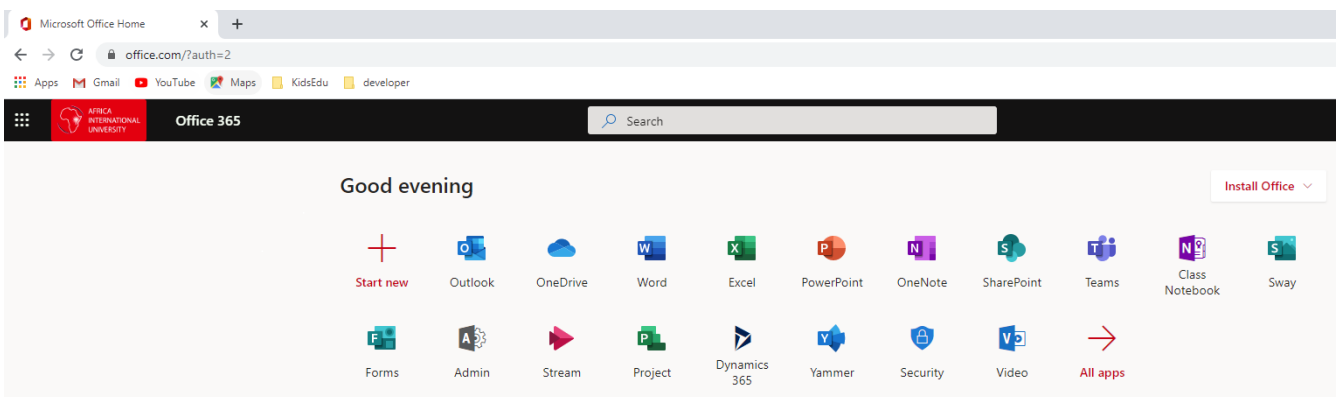
From here click on the app that you want (Teams)

Desktop App:

The other option to access Teams is using the Desktop app, which should already be installed on your laptops, if not, then just Google "Microsoft Teams Download", or click on this link https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion download it and install as you would anything else.

Find this program and open as per any other program by typing "Microsoft Teams" in the space shown below in the figure and clicking on "Teams"
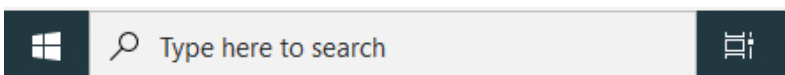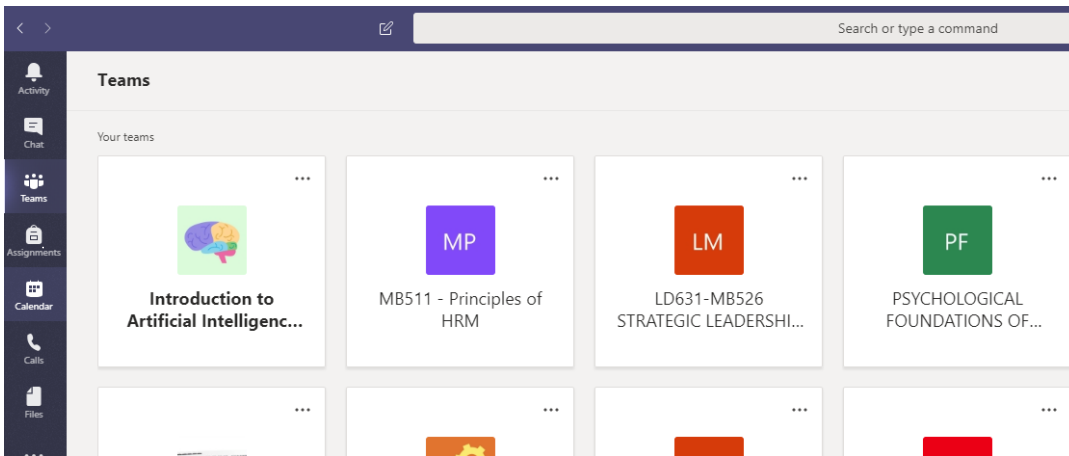

Accessing your team:

When you are first invited you will receive an email telling you that you have been added to a team:
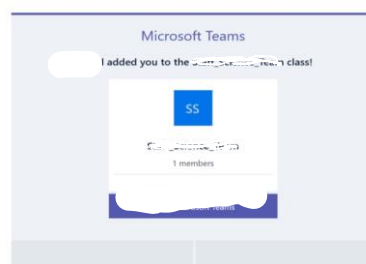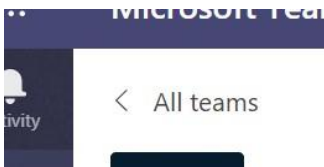

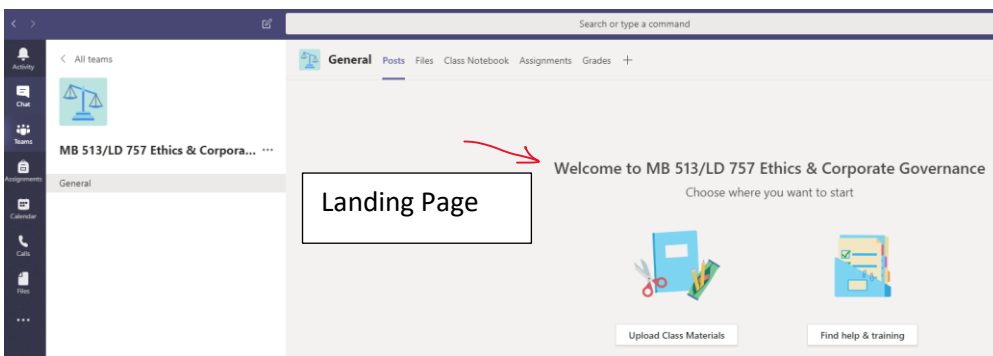Clicking on the link in the email will open teams for you:

This will show you all the teams that you have been added to.

If you have used Teams previously and you need to access a different team, clicking 'All teams' in the top left corner will bring you back to the same view:

Clicking on the team that you want to access will take you to the team landing page
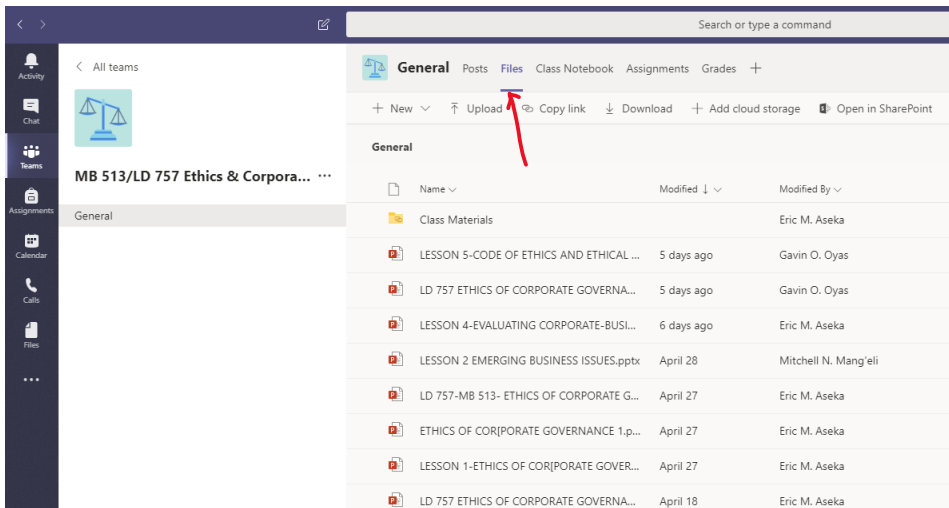

From here you can access the channels, files or conversations that you need.

Accessing Files:

In the General channel, as well as any of the other channels that your teacher has set up, at the top of the page there will be a series of tabs.
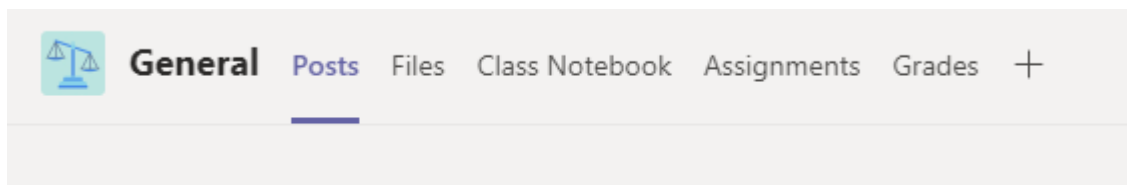

Clicking on the 'Files' tab will show folders where your teachers have stored the resources you need to access.

Downloading Files:

When you are accessing these files, you can download the files to your device before or view them within Microsoft Teams. If you need to download to work on assignments or read offline, you can do it in 2 ways:

At the top of the folder there is a 'Download' button, this will download all the files in that folder in a zip file, that you can then open and have access to:
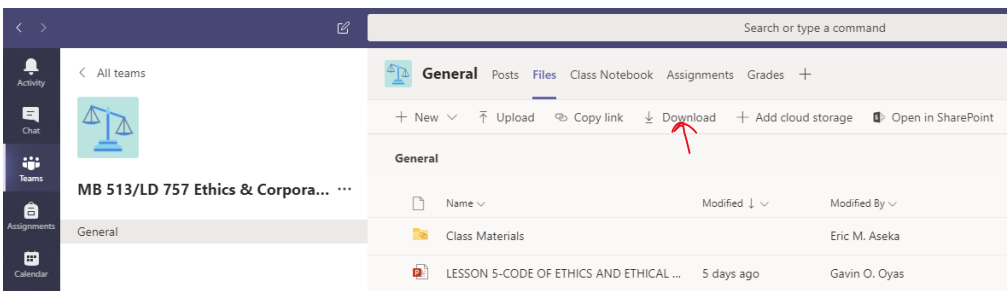
Alternately you can download one file at a time by hovering your mouse over the name of the file, so you see three dots appear on the name of the file:
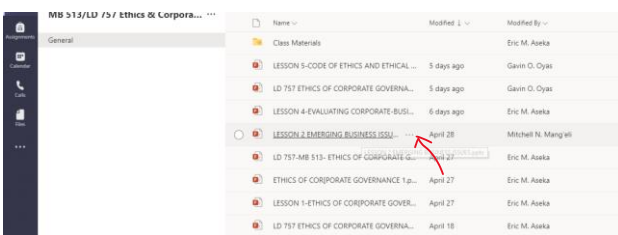
Clicking on these dots gives you the option to download:
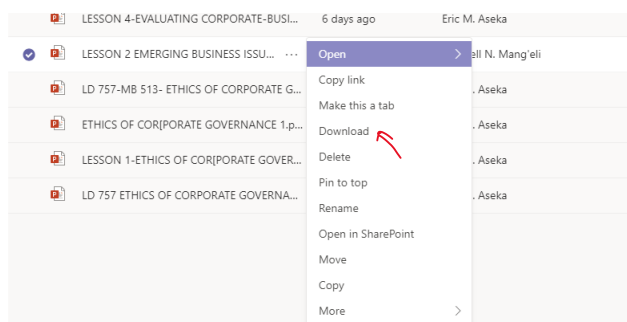
The file can then just be found in your Downloads folder on your device.

If you need to go back into a previous folder, clicking the name of that folder above the files will bring you back.

Team Conversation Wall:

As mentioned in the glossary, this is a public written forum where students and lecturers can interact and respond to each other's questions,

Many of the lesson sessions during the COVID-19 period will be run from here.

As it is a public forum it is recommended to keep the communication as formal and professional as you can.

When you first access the session, it is a good idea to say hello to your teacher so that they know you are online, this is how your attendance for that lesson will be recorded.

If there are no posts from you during a lesson session (and you have not joined a meeting), this will be recorded as being absent.

At the start of a Conversation Wall lesson, you might see some sort of welcome set/up message from your lecturer:
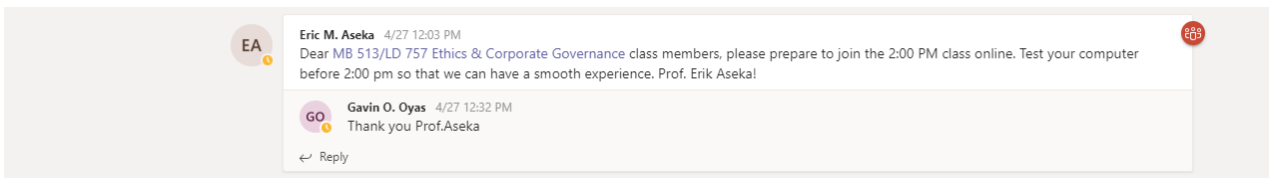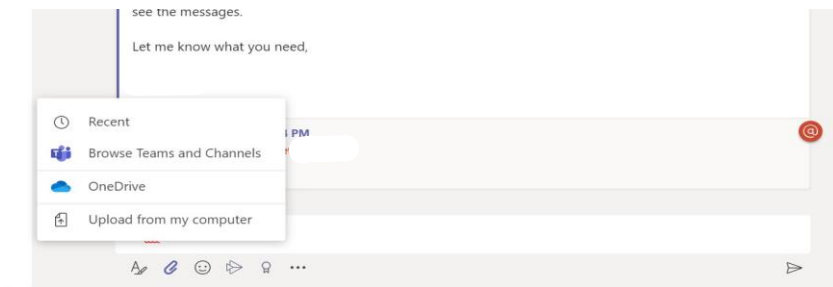

You are then able to reply to that post with your questions and/or discussions:

Conversation tips:

You can target your comments to your teacher or to another student by using @ and then starting to type the name:

If you want to show the teacher a question you have been working on or an example that wanted clarification of you can add that to the message and upload it.

Note: Remember when posting that everyone, including your teacher and the Learning Area Leader for that subject can see what you're posting with your name attached.

The only things that should be posted are hello's at the start of the lesson, or questions/comments about the class work.

Deleting/editing comments:

Individual will be able to delete or edit their own messages/posts. So, if you make a mistake in your post you can remove or change it if needed.

Teachers will also be able to delete any comments they need to.

This is done by hovering your mouse over the comment in question, this will make a series of emojis and three dots '…' pop up in the corner:
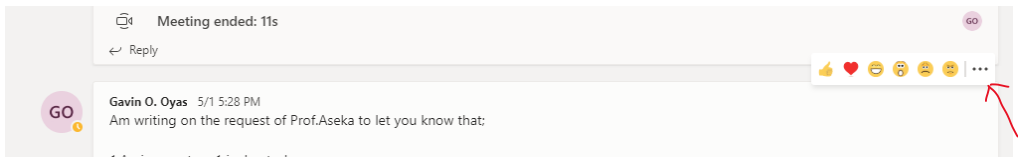
Selecting the three dots will give you are series of options including editing and deleting:
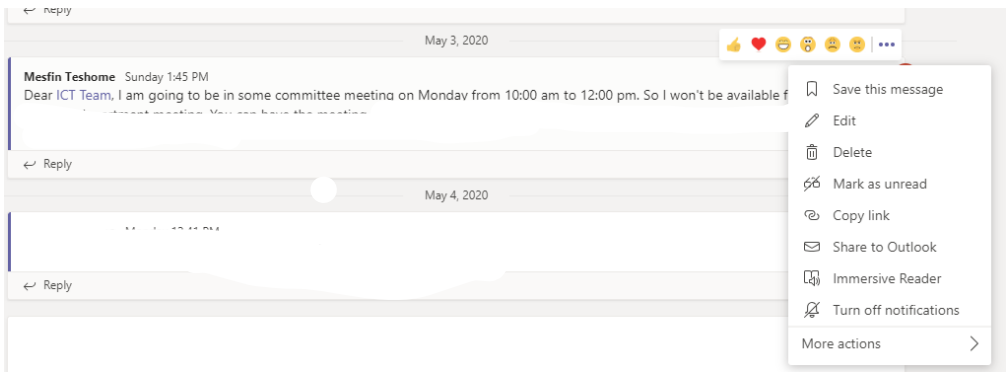
Video Conferencing

There are several ways that video-based lessons can be facilitated using teams, an ad-hoc (Meet Now) meeting or a Scheduled Meeting.

Lecturers may choose to use either or both options when they are running lessons for you.

A **'Scheduled Meeting'** allows face to face interaction in a group video conference. These types of meetings will allow you to speak directly to your teachers, ask them questions, seek clarification etc.

When your teachers set up these video conferences you will receive an email in your AIU mailbox from them inviting you to the meeting. It is a good idea to accept the meeting since this puts it in your Microsoft Teams Calendar right away.

While it is a good idea to respond straight away you can RSVP anytime before the meeting finishes, even after it has started, you can still access the meeting if you missed the email or forgot to reply.
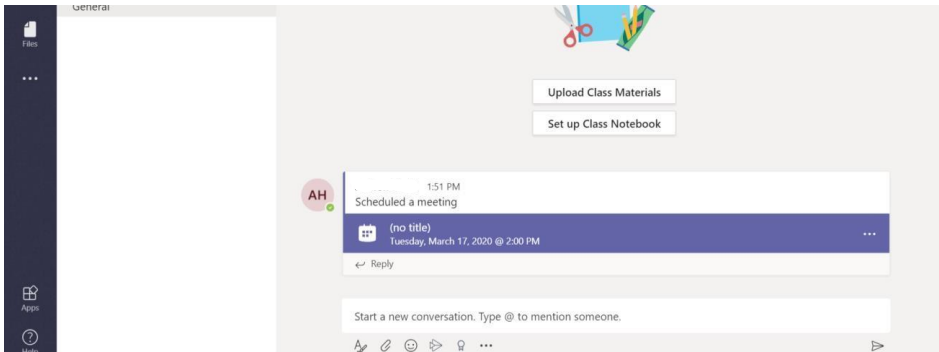
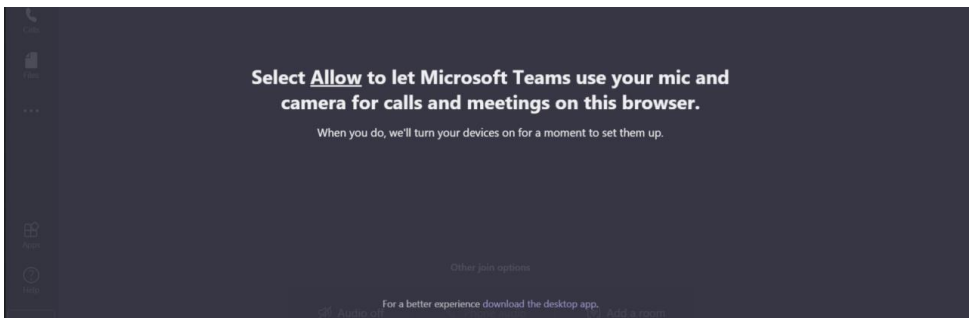Once you have replied it will put an event in your Teams Calendar:
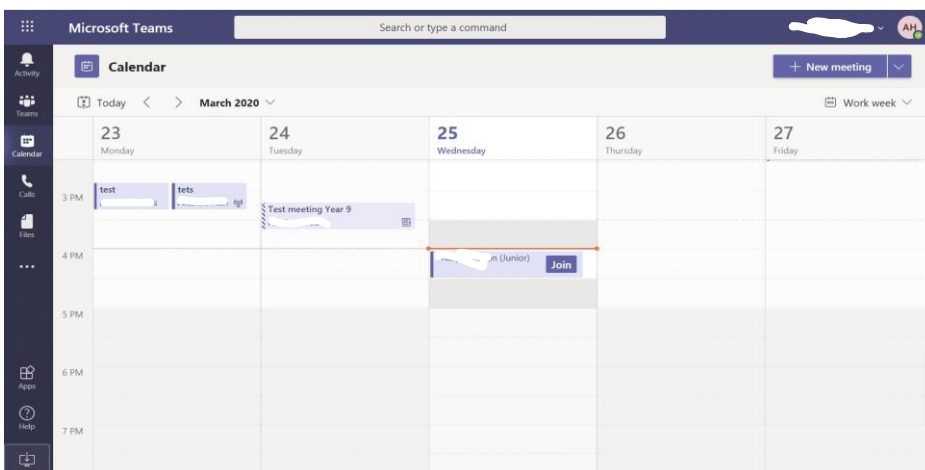
When it is time for the meeting and you are ready to join, click 'Join' on the calendar event:

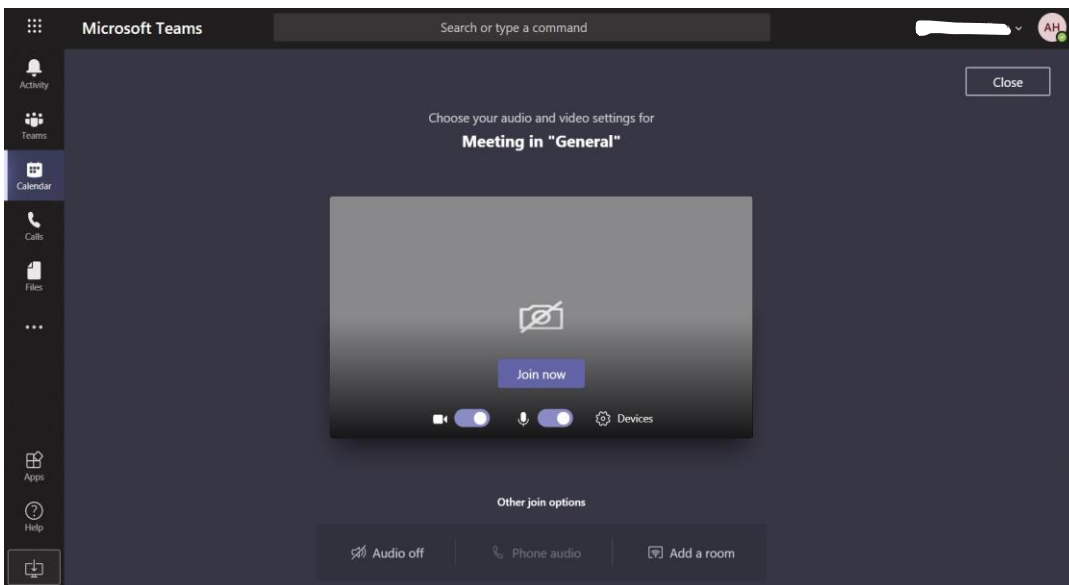You can also access a meeting via the Channel conversation wall:

If you haven't used a video meeting before you may need to give Teams permission to access the camera and microphone for the video call:

Once you have given the permission you will see a landing screen:

Note: here even though permission is given to Teams, the webcam is turned off:

If your webcam is turned on, then you will see a preview image of yourself in the window:

Clicking join from here will then show you, your teacher or the other participants in the video meeting:

If you are seeing other students and not your teacher, you should see down the bottom of the screen a series of circles with initials:

Clicking on your teacher's initials will put them into your view window. If you are using the desktop app, rather than the web-app then you can see up to 4 people at a time.

When you have finished the video conference you can simply hang up pressing the red phone button and this will end your call: