Centre for Technology Enhanced Learning

Microsoft Teams for Synchronous Teaching

CONTENTS

Centre for Technology Enhanced Learning, August 2020

INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series.](#) Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

Microsoft Teams can be used to host online meetings which could be used to replace some synchronous teaching sessions, with what is called a Teams Meeting. You do not need a Microsoft Teams site for this feature. Teams is available to all staff and students in King's and can be accessed via your Office 365 account. If your students are dispersed across time zones, with uncertain internet connections and other disruptions, they are less able to attend real-time timetabled lectures in Teams. Consider instead posting a recording of your lecture in e.g. Kaltura or Echo360 and using Teams for smaller group interactions which deepen relationships and provide a focal point for educationally purposeful contact among students.

This document outlines essential guidance on using Microsoft Teams Meetings. Further detailed guidance can be found on the dedicated [Microsoft Teams Meetings staff support KEATS pages](#).

This document covers:

- Installing Microsoft Teams.

- Setting up a Teams Meetings link using Microsoft Outlook Online and accessing its weblink. Please note you can use also use the Outlook Desktop Client, the terminology is slightly different, but the steps are the same.

- Adding a link to the Teams Meeting in KEATS.

- Screen sharing options in a Teams Meeting.

- Recording your Teams Meeting.

- Sharing the recording of a Teams Meeting in Kaltura.

Important information

- Teams does not integrate directly with KEATS, but a link to the Teams Meeting can be copied and added directly to KEATS.

- Teams has a 300-person limit for attendees.

- To talk you will need a microphone; this may be integrated in your device or in a headset.

- To listen, use headphones and keep your mic muted to avoid your mic picking up any local sounds.

- To share your video, you will need a camera; this may be integrated in your device.

- If you experience lag with video, audio or screen sharing, note you need a reasonable Wi-Fi connection:
  - 130 kbps Peer-to-peer audio calling and screen sharing.
  - 500 kbps Peer-to-peer quality video calling 360p at 30fps.
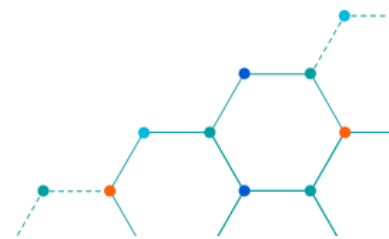
Accessibility considerations

Microsoft Teams has both web browser and desktop client interfaces (for Mac and Windows). This makes Teams' accessibility features work a little differently across the interfaces. Guidance is available for people with visual impairments. Captions are available for people with hearing impairments.

QUICK GUIDE

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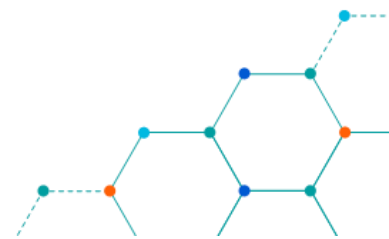
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Making a test call

1. Teams has a facility to access a "Test call" in order to check your equipment. You can dial an automated system which will allow you to check your ability to hear audio, be heard within Teams and share your video (if you wish to).

2. You can access Teams by clicking on the **Join Microsoft Teams Meeting** or open the application, (in the example below we are using the online version). Click on the options icon to open the menu (usually a picture of your face or initials). Click the **Settings** link.

3. From the Settings page select **Devices** and then click **Make a test call.**

4. You should be able to hear the automated voice giving you instructions and then you will be given the opportunity to record a short piece of audio in order to test your microphone levels.

5. If you use a webcam that feed can also be displayed on the screen by turning your camera on.

6. Once you hang up you will be given a summary of your call results. Make sure all results are green.

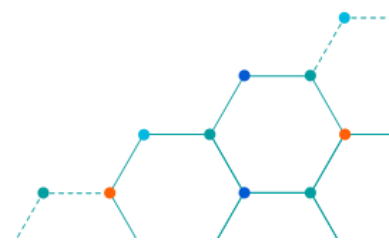## Setting up a Teams Meeting Link using Microsoft Outlook Online

1. Navigate to https://outlook.office.com/ and sign in using your King's credentials (your K Number and password). Please note, you may need to complete multifactor authentication if your account requires it.

2. Select the **Calendar** icon from the bottom left of your Outlook.

3. Click **New Event** from the top right of the Calendar.

4. A calendar item dialogue box will open. Complete the details for the session:

   a. Add a title.

   b. Set the start time/date and end time/date.

   c. Add a relevant description and/or attach documents as needed.

   d. Click **Add online meeting** and select Teams Meeting.

   e. Click **Save** to add the Teams meeting to your online calendar.

5. Once you have saved the **Teams meeting** the description box will update to include a link to the Teams session as well as a link to change the options (including the ways in which participants can interact with the meeting).

6. In order to limit the participants who can present (you may wish to retain control of the presentation) you can select **Only me** from the options screen. This action also prevents the participants from recording the meeting.

7. In order to add the Teams Meeting link to KEATS you will need to copy the Hyperlink and add it as a URL to KEATS. Navigate to the Teams meeting you added, right click on **Join Microsoft Teams Meeting** and select **Copy link address/Copy Hyperlink.**

Adding a link to the Teams Meeting in KEATS

1. Navigate to KEATS (https://keats.kcl.ac.uk) and sign in using your King's credentials (your K Number and password).

2. Access the KEATS Course/Module you want to add the Teams Meetings link to.

3. Click the cog in the top right-hand corner and **Turn editing on.**

4. Navigate to the section of KEATS you want to add the URL to and select **Add an activity or resource.**

5. Select **URL** from the Resources section and click **Add.**

6. Complete the details for the URL:

    a. Give your link a **Name** and **Description** (optional).

    b. Paste in the URL you copied from Teams into **External URL.**

    c. Change the Display to New Window.

    d. Click Save and return to course.

7. Your meeting link will now be available for students

Logging into a Microsoft Teams Meeting as a Presenter

1. Navigate to the link you created for the Teams Meeting. Open the Teams Meeting by clicking on the link in Outlook Calendar appointment or the URL link in your KEATS module site.

2. The MS Teams window will open. Toggle whether you want your Audio and/or Video to show when you login to the session and click **Join now**. Audio and video settings can be reviewed by clicking on the settings cog.

3. To edit your background before a meeting begins, turn your camera on and click the background options button. You will then be able to see the background options available for you to choose from, including blurring your background.

4. Once happy with your selection, click **Join now**.

The Teams Functionality Bar

When logged into a Teams Meeting you can use the menu bar to:

From left to right

1. Add participant / show a list of participants.

2. Chat with participants.

3. Send reactions/raise hand.

4. Create breakout rooms.

5. Access advanced features (e.g. recording the meeting).

6. Share your webcam.

7. Mute/unmute your microphone.

8. Share your desktop, individual windows, PowerPoint presentations, or Whiteboards.

9. Hang up/Exit the Teams Meeting.

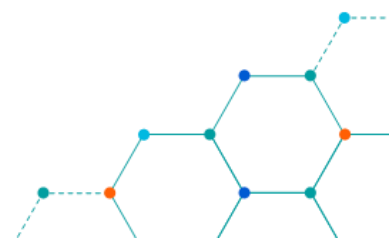This bar will remain at the top of your screen during a Teams meeting for easy access.

Screen Sharing in a Teams Meeting

There are a range of ways to share content within a Teams Meeting, from sharing everything on your computer screen to individual windows you already have open.

All sharing options are located in the **Share content** button.

Sharing your Desktop

1. Click **Share content** and the Sharing tray will open and fill the lower half of your screen. Choose the Desktop option from options displayed. If you have multiple screens, you will be able to choose which of the screens you want to display from this list.

2. If you plan on playing a YouTube video or an audio file, be sure to turn **on Include computer sound** which can be found at the top left of the sharing tray. Any sound that you play will be pushed through to the speakers of the attendees' devices.

3. Once selected, the Teams meeting will minimise and the last window you were on will be displayed. A red border will appear around the window/screen you are sharing. Participants will see your screen on their screen and follow any movement/mouse clicks you make.

   Be aware, any window you open on your screen will be visible to the attendees of your meeting so be sure not to open anything inappropriate such as personal emails or correspondence.

4. If you navigate away from the screen you've shared, a dialogue box should appear on the bottom right corner allowing you to return to the Teams Meeting call screen.

Sharing a Window

1. Click **Share content** and the Sharing tray will open and fill the lower half of your screen. Under the Window option from the options displayed, select the window you wish to share. Only windows you currently have open will be visible.

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1. Click **Share content** and find the PowerPoint that you want to upload in the **PowerPoint** section. If you cannot see the PowerPoint file you want to display, click **Browse** on the right-hand side and navigate through your computer to find the right file.

2. Once the PowerPoint has been uploaded to Teams, it will be embedded into your Teams screen and a preview of your slide deck will appear, along with any slide notes you may have made. You will also be able to use the features of a Teams meeting, such as communicating via the Chat pane and toggling settings in the Participant pane.

3. The presenter can allow the attendees to navigate through at their own pace or force attendees to follow along with them. When the eye icon next to the navigation arrows is solid, attendees will be able to move through the presentation using the navigation arrows.

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Sharing a Whiteboard

1. Click **Share content** and choose the **Whiteboard** option in the Sharing tray.

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3. A basic Whiteboard will be displayed, and depending on your choice, allowing you and other participants to draw on the screen using your mouse/tablet and the toolbar provided. You can select from a few coloured pens, a text box, and sticky notes.

   When a Whiteboard is created in any meeting you are a part of, it will appear in your Microsoft Whiteboard account.

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Recording your Session

1. Click **More actions.**

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4. Once the meeting has finished, or you have captured all that you needed to record, return to the **More actions** menu and select **Stop recording.**

5. The recording will be uploaded to **Microsoft Stream** and a shareable link will be created in the meeting chat once it is processed.

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Sharing your Recording Via Kaltura

Kaltura is King's video/media service that provides a cutting-edge video streaming platform which enables video content to be streamed, shared and stored with ease across all the university's online services.

To share your recording via Kaltura you first need to download the video from Microsoft Stream.

Downloading your Teams Recording

1. From the recording link open the **More actions** menu and click on the **Open in Microsoft Stream** option.

2. You will be taken to the video in Microsoft Stream. Underneath the video, click on **More actions** then **Download video.**

   The video will be downloaded to your computer and be available in your Downloads folder.

Uploading Video to Kaltura

1. Select **Media Upload** from the **Add New** dropdown menu.

2. Click **Choose a file to upload.**

3. In the Select file to upload window, select a media file to upload and click **Open.**

   While the file is uploading, ensure that you do not navigate away from the page/tab, as this will stop the file upload. While on the Upload Media page you can:

   - Enter metadata information (Name, Faculty/Topic, Copyright and Date created/recorded) about the media and click Save.

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   - Click the Save button to save the changes.

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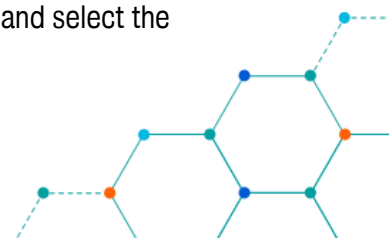
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Video Status after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If media is waiting for moderation, you cannot preview or publish it until it is approved. You can edit media information during conversion and while waiting for moderation.

DETAILED GUIDE

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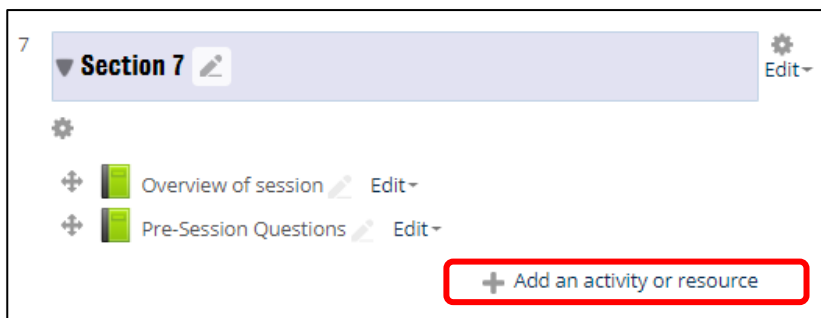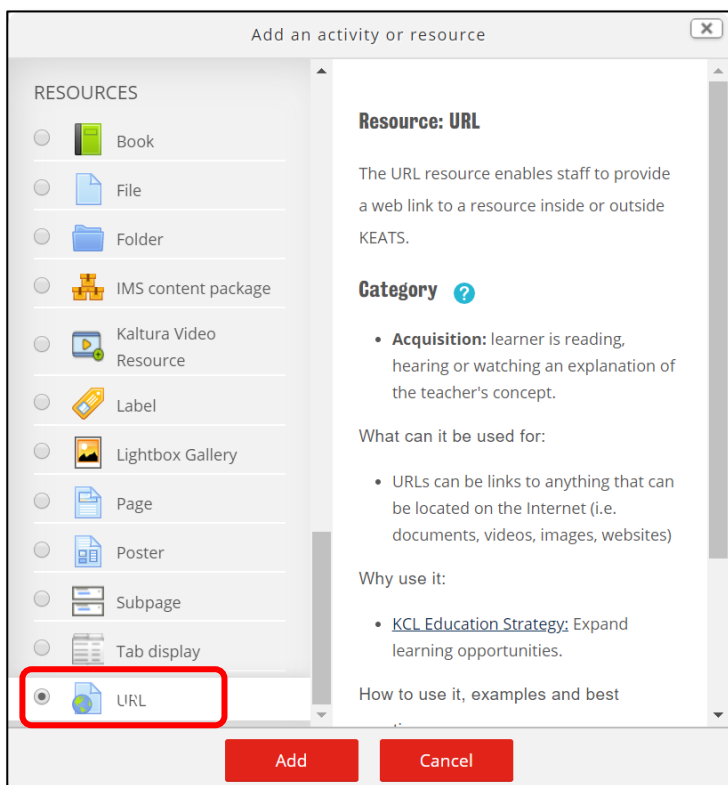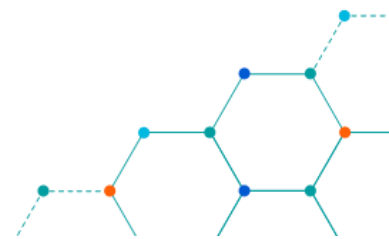
d. Click Save and return to course.

Adding a new URL to Section 7 ⓘ

▸ Expand all

▾ General

Add a Name for the URL → Name *
Microsoft Teams Meeting link for Student Feedback Session

Paste in the URL copied from Microsoft Teams → External URL *
https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTdhZmMyMjEtODI2ZC00OWRiLWI
Choose a link...

Add a Description (optional) → Description

Display description on course page ⓘ

▾ Appearance

Change the Display to New window → Display ⓘ
Automatic ▾
Automatic
Embed
New window
Open
In pop-up

Pop-up width (in pixels)

Pop-up height (in pixels)

Display URL description ✔

▸ URL variables

▸ Common module settings

▸ Restrict access

▸ Tags

Click Save and return to course → Save and return to course   Save and display   Cancel

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7 ▾ **Section 7**

Overview of session

Pre-Session Questions

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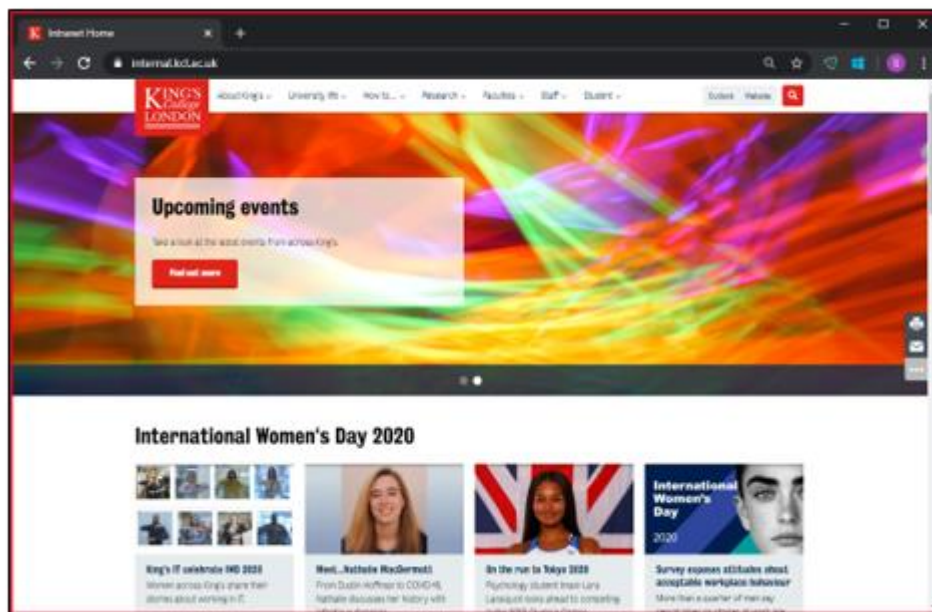

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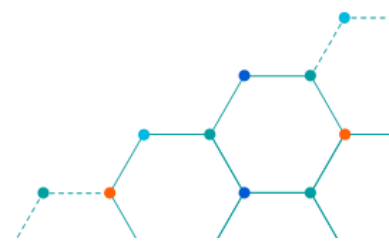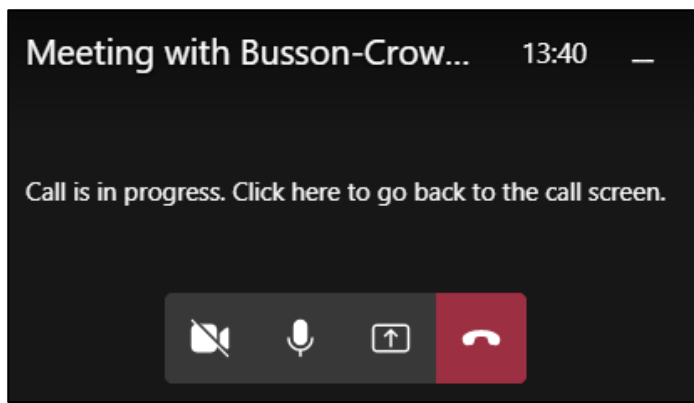Centre for Technology Enhanced Learning, March 2021

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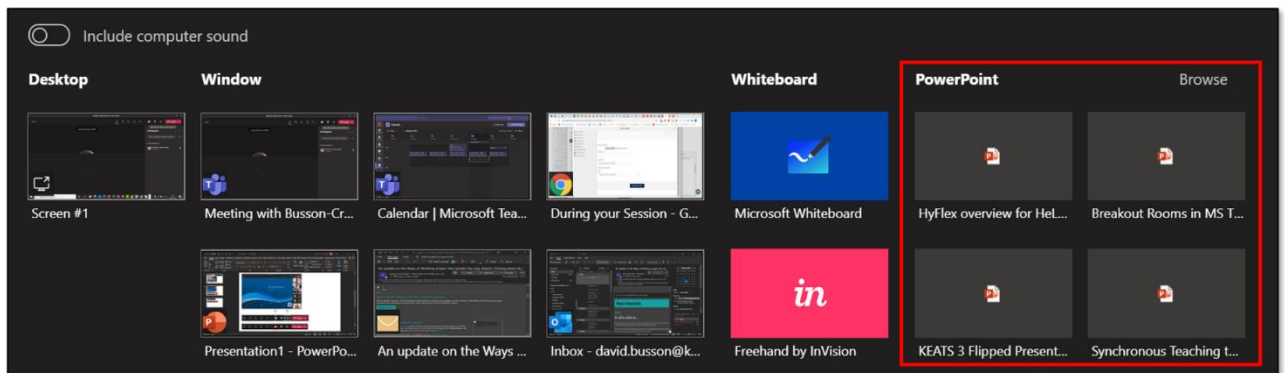
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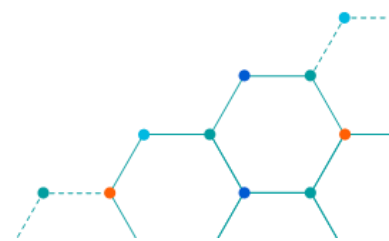

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2. You will be taken to the video in Microsoft Stream. Underneath the video, click on **More actions** then **Download video.**

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Uploading Video to Kaltura

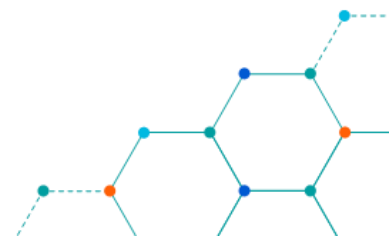1. Select **Media Upload** from the **Add New** dropdown menu.

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