Centre for Technology Enhanced Learning

Scheduling a Teams Live Event

CONTENTS

Centre for Technology Enhanced Learning, March 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.

Teams Live events are designed to broadcast meeting content to a large number of users.

This document covers:

- How to schedule a Team Live Event.

Important information

- Microsoft Teams should be enough to act as a short-term solution to hosting synchronous sessions with students it does have a limit on the number of meeting participants it can accommodate.
- For sessions hosting more than 250 participants a ticket will need to be raised with 88888@kcl.ac.uk in order to have a "Live Events" license assigned to the member of academic staff hosting the session.

QUICK GUIDE

Acquire a Teams Live Event License

1. For sessions hosting more than 250 participants a ticket will need to be raised with 88888@kcl.ac.uk in order to have a "Live Events" license assigned to the member of academic staff hosting the session.

Setting up a Team Live Event

1. From within the Teams calendar expand the New meeting menu and select "Live Event"
2. Add your Event title, a description and the Start/End times.
3. Invite participants. The event can be limited to those within King's (Org-wide) or anyone who has the link (Public).
4. Click 'Schedule' when ready.

DETAILED GUIDE

Acquire a Teams Live Event License

1. For sessions hosting more than 250 participants a ticket will need to be raised with 88888@kcl.ac.uk in order to have a “Live Events” license assigned to the member of academic staff hosting the session.

Setting up a Team Live Event

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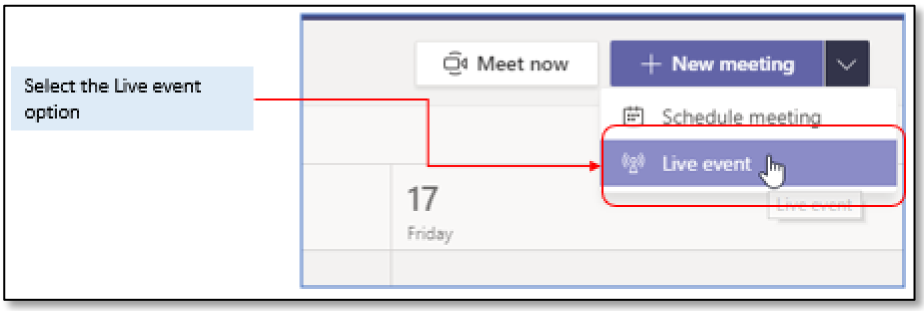
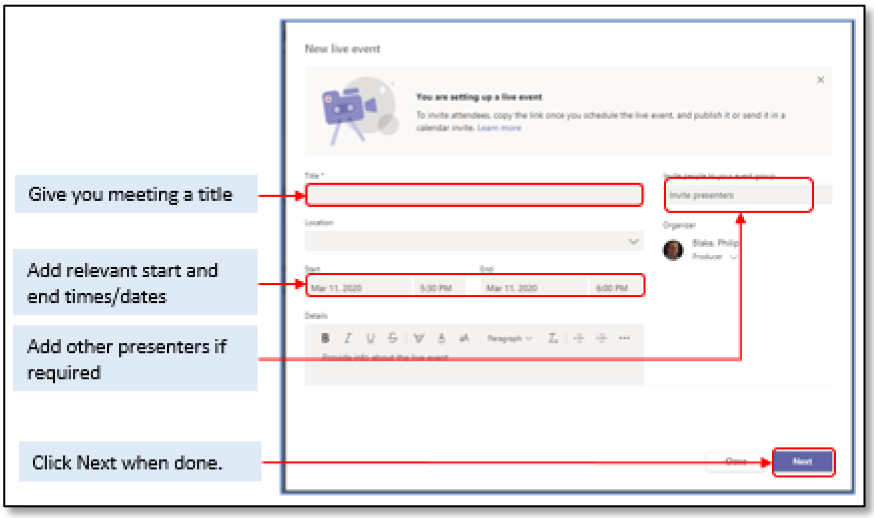
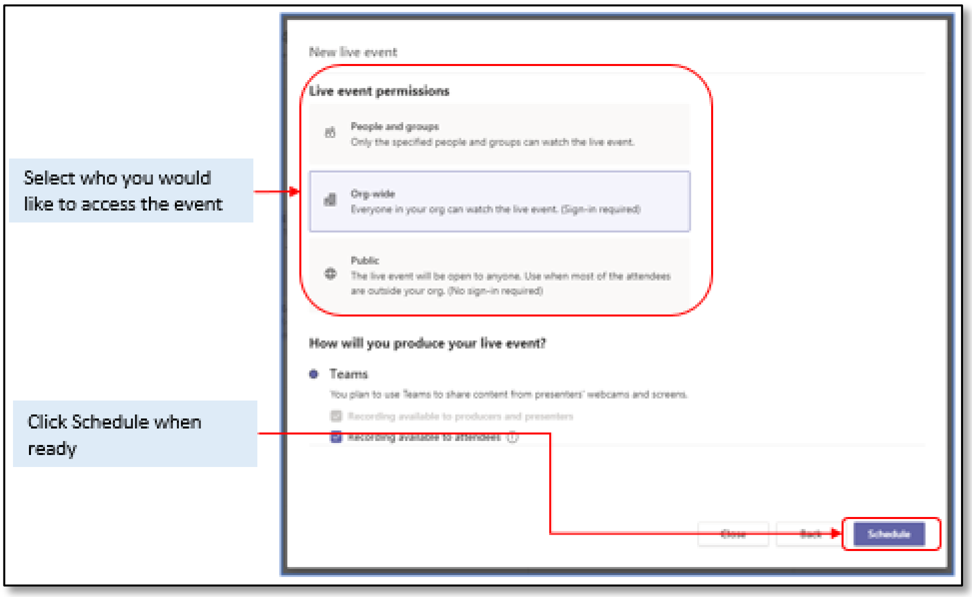


The interface will be slightly different from a standard Teams meeting.



2. Add your Event title, a description and the Start/End times. You are also able to invite others to act as presenters in the meeting (managing the Q&A submissions for example). *Don’t invite your participants from this screen.*
3. Click ‘Next’.

4. Once you click Next you are given options around who you wish to access the event. The event can be limited to those within King's (Org-wide) or anyone who has the link (Public).
5. Click 'Schedule' when ready.



The next screen is the main meeting screen. It provides the link which your participants can use to access the Event and other options, such as cancelling the meeting.

6. Copy the link and distribute it to the participants (for example via KEATS or email).