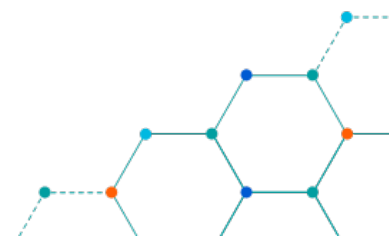


Microsoft Teams for Synchronous Teaching

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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. 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 covers:

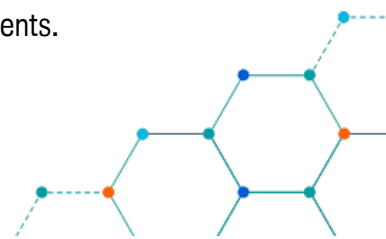
- Setting up a Teams Meetings link using Microsoft Outlook Online and accessing its weblink. Please note you can also use the Outlook Desktop Client, the terminology is slightly different, but the steps are the same.
- Adding a link to the Teams Meeting in KEATS
- Making a Teams Meeting
- Logging into a Microsoft Teams Meeting
- Understanding Teams Meetings functionality including:
 - Screen sharing
 - Using the Whiteboard
 - Participant chat
 - Recording a Teams Meeting

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 250-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

Installing Microsoft Teams

All King's Staff and Students are entitled to Microsoft Office 365 licences (including Microsoft Teams) for personal devices, including Macs. Users can have up to 5 licences on their PCs/Macs, 5 licences on tablets and 5 licences for mobile. Download and licence information is available from:

<https://www.kcl.ac.uk/it/services-software> and installation support is available from the IT Service Desk on 88888@kcl.ac.uk.

Setting up a Teams Meetings link using Microsoft Outlook Online

1. Sign into Outlook (<https://outlook.office.com/>) with your King's credentials and open the **Calendar**.
2. Add a **New event** and select **Teams meeting** from the **Add online meeting** drop down menu.
3. Complete the details for the session (Session title, description, time, date etc).
4. Click **Save** and the session will now appear in your Outlook Calendar.
5. Navigate to the Teams meeting you added, right click on **Join Microsoft Teams Meeting** and select **Copy link address / Copy Hyperlink**.
6. You can also alter the **Meeting options** from within the **Description** box to, for example, limit who is able to present.

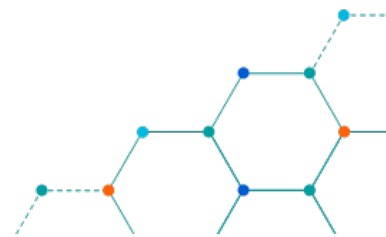
Note: If you have a full list of your student email addresses you can add them directly to the meeting invitation.

Adding a link to the Teams Meeting in KEATS

1. Sign into [KEATS](#) and navigate to the KEATS course you want to add the URL to.
2. Click the cog in the top right-hand corner and **Turn editing on**.
3. Navigate to the section of KEATS you want to add the URL to and select **Add an activity or resource**. Select **URL** from the Resources section and click **Add**.
4. Give your link a Name and paste in the URL you copied from Teams into **External URL**.
5. Change the **Display** to New Window and click **Save** and return to course.

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.



6. Once you hang up you will be given a summary of your call results.

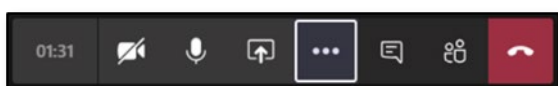
Logging into a Microsoft Teams Meeting as a Presenter

Please note: While you can present in Teams using the fully online version, we recommend that you install the application on your computer if possible. Information on downloading Teams from the Software Centre is available from the [IT Software pages](#).

1. Navigate to the link you created for the Teams Meeting. This link will be in your Outlook Calendar appointment and added as a URL to your KEATS module site.
2. Open the Teams Meeting by clicking on the link in Outlook Calendar appointment or the URL link in your KEATS module site
3. Toggle whether you want your Audio and/or Video to show when you login to the session and click **Join now**.
4. Audio and video settings can be reviewed by clicking on the settings cog.

Understanding Teams Functionality

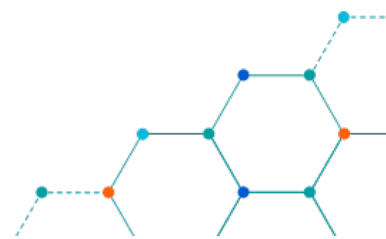
When logged into Teams you can use the menu bar (pictured below) to:



1. Share your webcam.
2. Mute/unmute your microphone.
3. Share your desktop or individual windows.
4. Access advanced features (e.g. recording the meeting).
5. Chat with participants.
6. Add participant / show a list of participants.
7. Hang up/Exit the Teams Meeting.

Meeting recording

1. From the advanced features menu choose to **Start recording** the meeting.
2. Once the meeting has finished **Stop recording**.
3. The recording will be uploaded to Microsoft Stream and a shareable link will be created in the meeting chat once it is processed.
4. The meeting recording link can be made available in KEATS by including it as a URL resource.



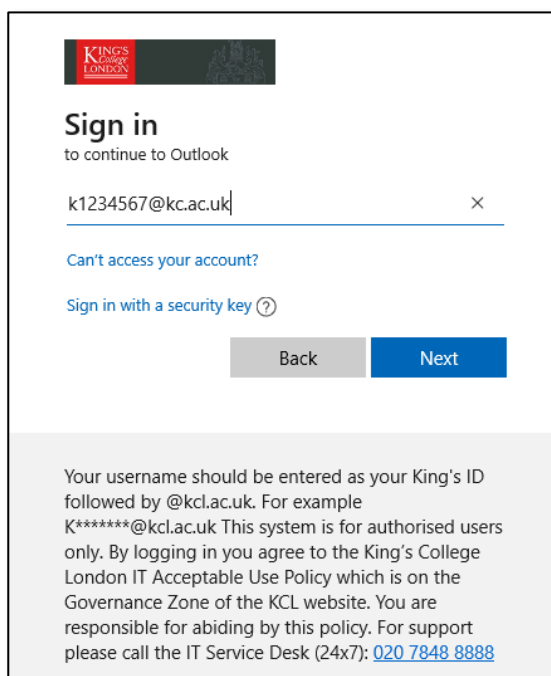
DETAILED GUIDE

1. Installing Microsoft Teams

- All King's Staff and Students are entitled to Microsoft Office 365 licences (including Microsoft Teams) for personal devices, including Macs. Users can have up to 5 licences on their PCs/Macs, 5 licences on tablets and 5 licences for mobile.
- Download and licence information is available from: <https://www.kcl.ac.uk/it/services-software> and installation support is available from the IT Service Desk on 88888@kcl.ac.uk.

2. Setting up a Teams Meetings 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.



Sign in
to continue to Outlook

k1234567@kc.ac.uk

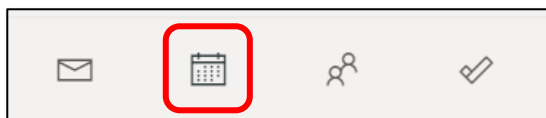
[Can't access your account?](#)

[Sign in with a security key \(?\)](#)

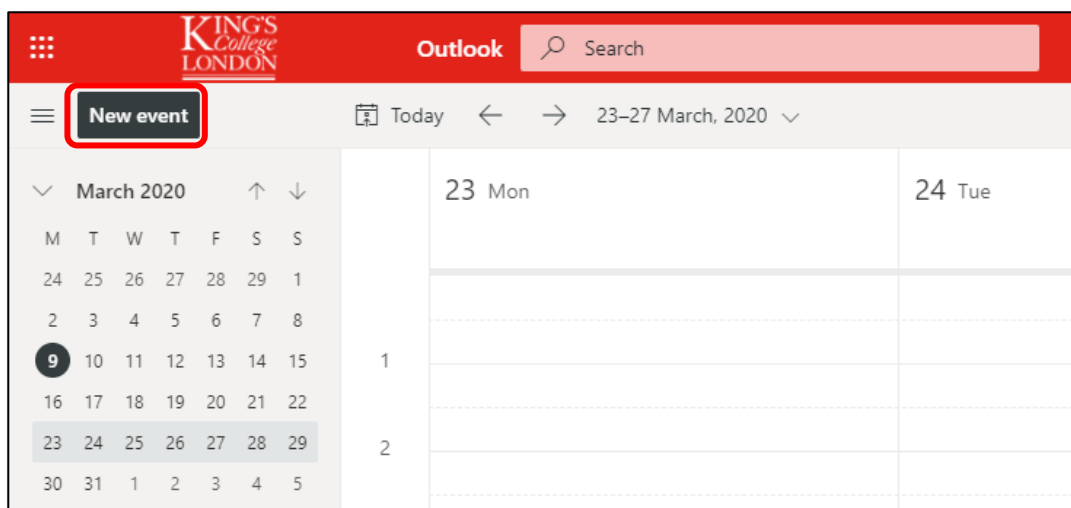
[Back](#) [Next](#)

Your username should be entered as your King's ID followed by @kcl.ac.uk. For example K*****@kcl.ac.uk This system is for authorised users only. By logging in you agree to the King's College London IT Acceptable Use Policy which is on the Governance Zone of the KCL website. You are responsible for abiding by this policy. For support please call the IT Service Desk (24x7): [020 7848 8888](tel:02078488888)

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

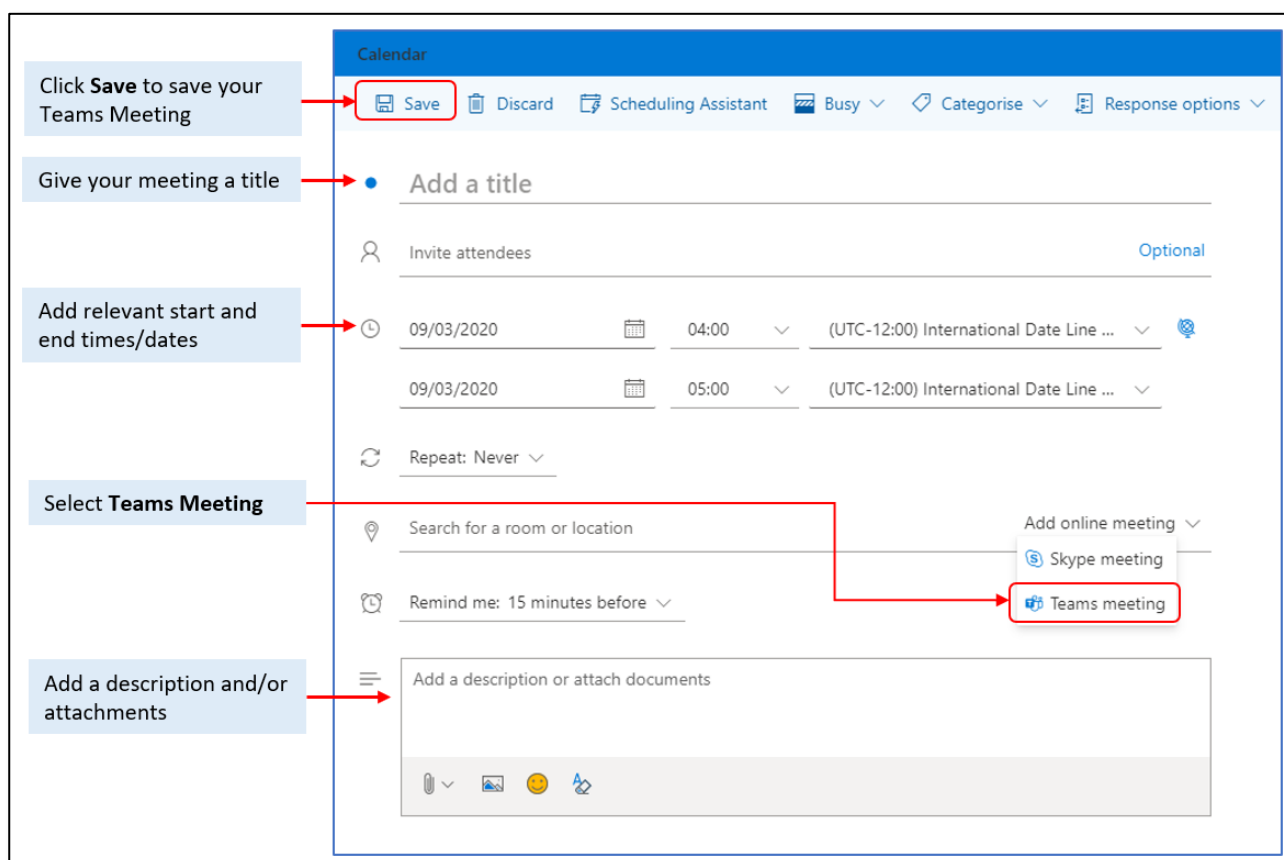


3. Click **New Event** from the top right of the Calendar.

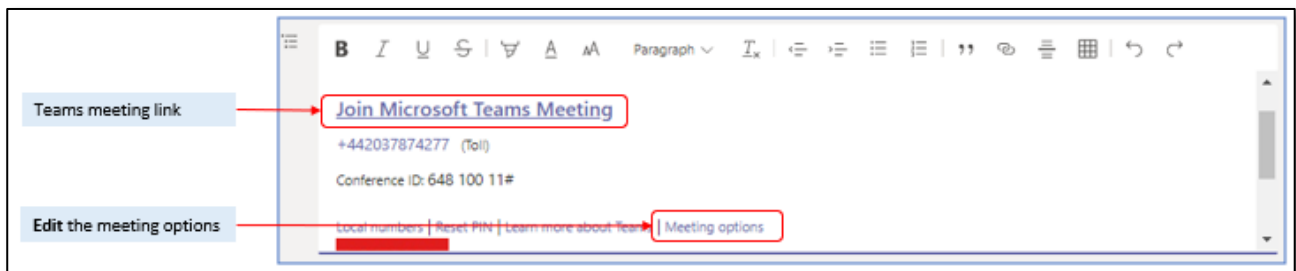


4. A calendar item dialogue box will open. Complete the details for the session:

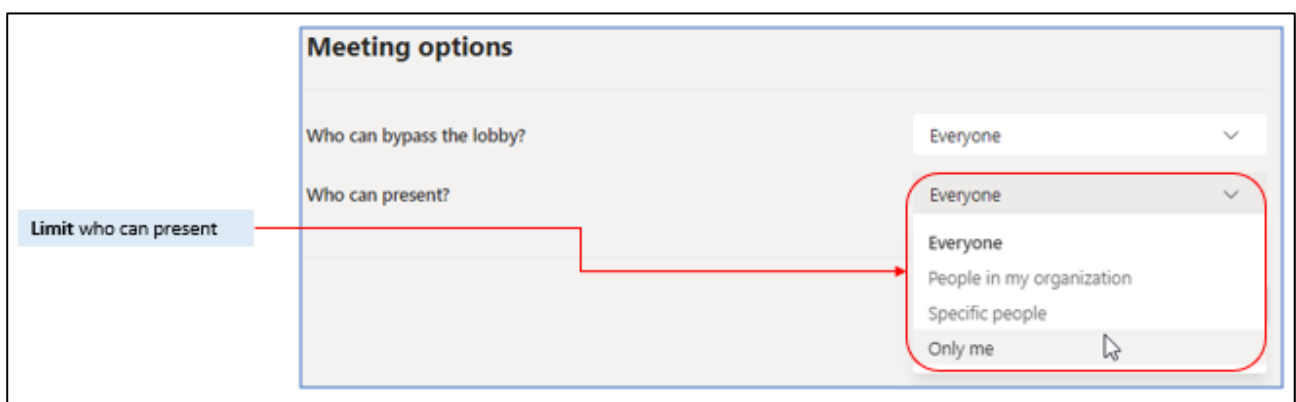
- Add a title.
- Set the start time/date and end time/date.
- Add a relevant description and/or attach documents as needed.
- Click **Add online meeting** and select Teams Meeting.
- Click **Save** to add the Teams meeting to your online calendar.



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).

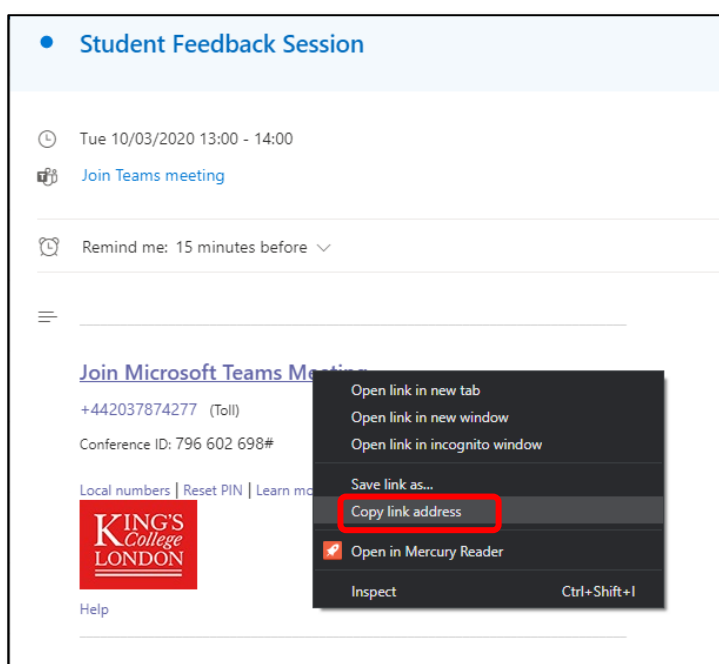


In order to limit the participants who can present (you may wish to retain control of the presentation) you can select **Only me** from the options screen. This action also prevents the participants from recording the meeting.



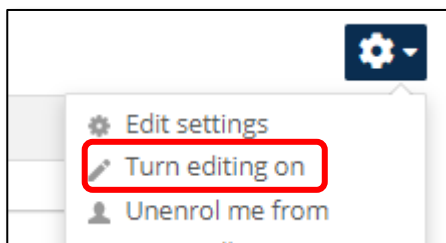
In order to add the Teams Meeting link to KEATS you will need to copy the Hyperlink and add it as a URL to KEATS.

7. Navigate to the Teams meeting you added, right click on **Join Microsoft Teams Meeting** and select **Copy link address/Copy Hyperlink**.

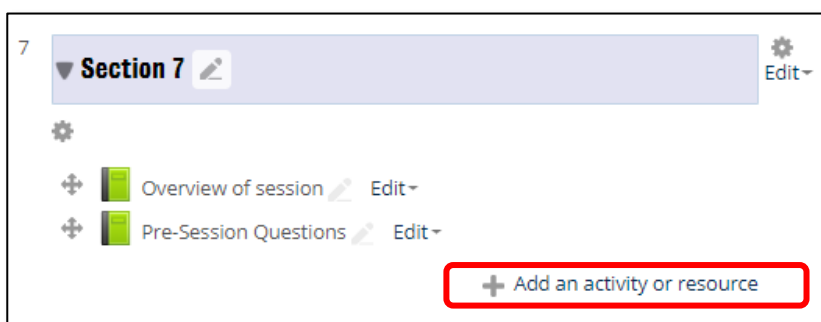


3. Adding a link to the Teams Meeting in KEATS

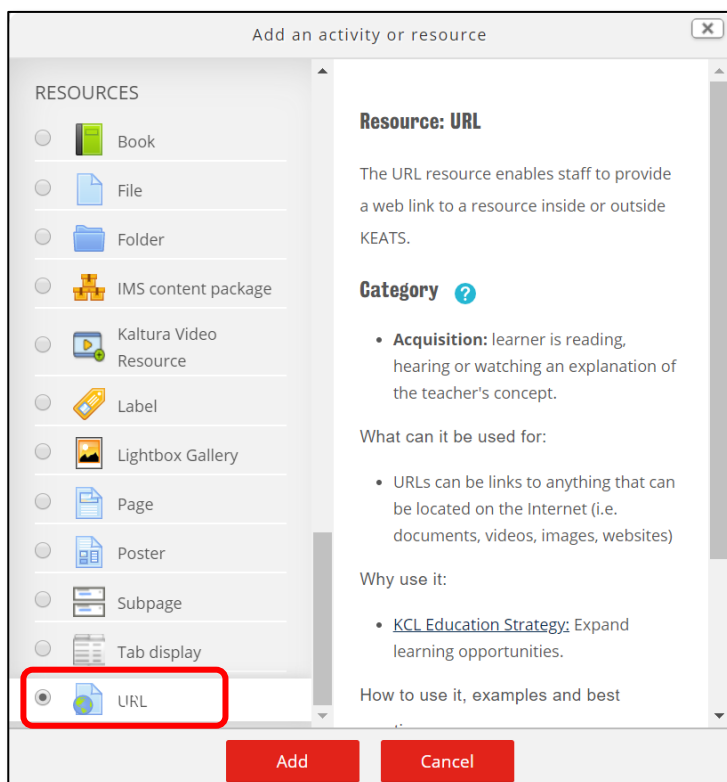
1. Navigate to KEATS (<https://keats.kcl.ac.uk>) and sign in using your King's credentials (your K Number and password).
2. Access the KEATS Course/Module you want to add the Teams Meetings link to.
3. Click the cog in the top right-hand corner and **Turn editing on**.



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**.



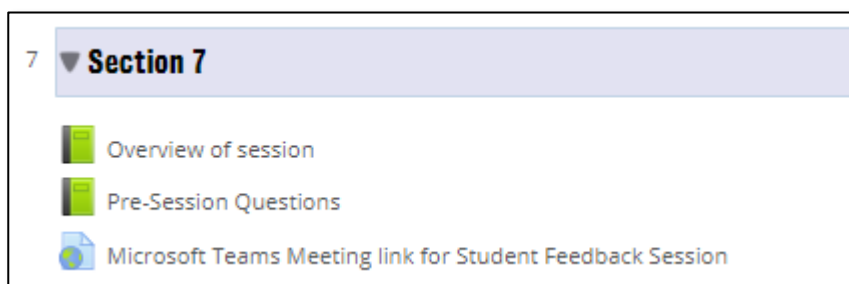
6. Complete the details for the URL:
 - a. Give your link a **Name** and **Description** (optional).
 - b. Paste in the URL you copied from Teams into **External URL**.
 - c. Change the Display to New Window.
 - d. Click Save and return to course.

The screenshot shows the 'Adding a new URL to Section 7' form. On the left, there are four blue callout boxes with red arrows pointing to specific fields in the form:

- Add a Name for the URL** points to the **Name *** field, which contains the text 'Microsoft Teams Meeting link for Student Feedback Session'.
- Paste in the URL copied from Microsoft Teams** points to the **External URL *** field, which contains a long Teams URL.
- Add a Description (optional)** points to the **Description** text area.
- Change the Display to New window** points to the **Display** dropdown menu, which is set to 'New window'.

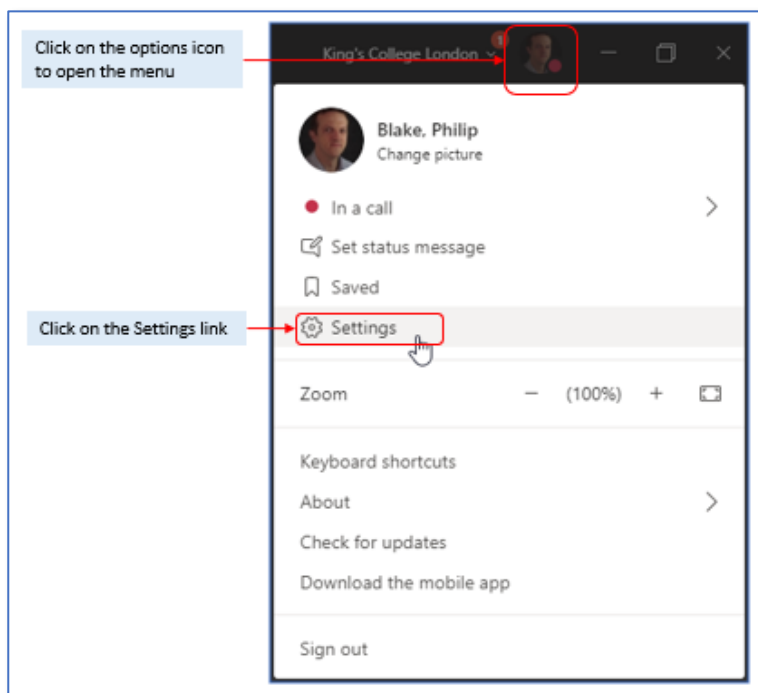
At the bottom, a blue callout box labeled **Click Save and return to course** points to the 'Save and return to course' button. Other buttons visible are 'Choose a link...', 'Save and display', and 'Cancel'.

7. Your meeting link will now be available for students

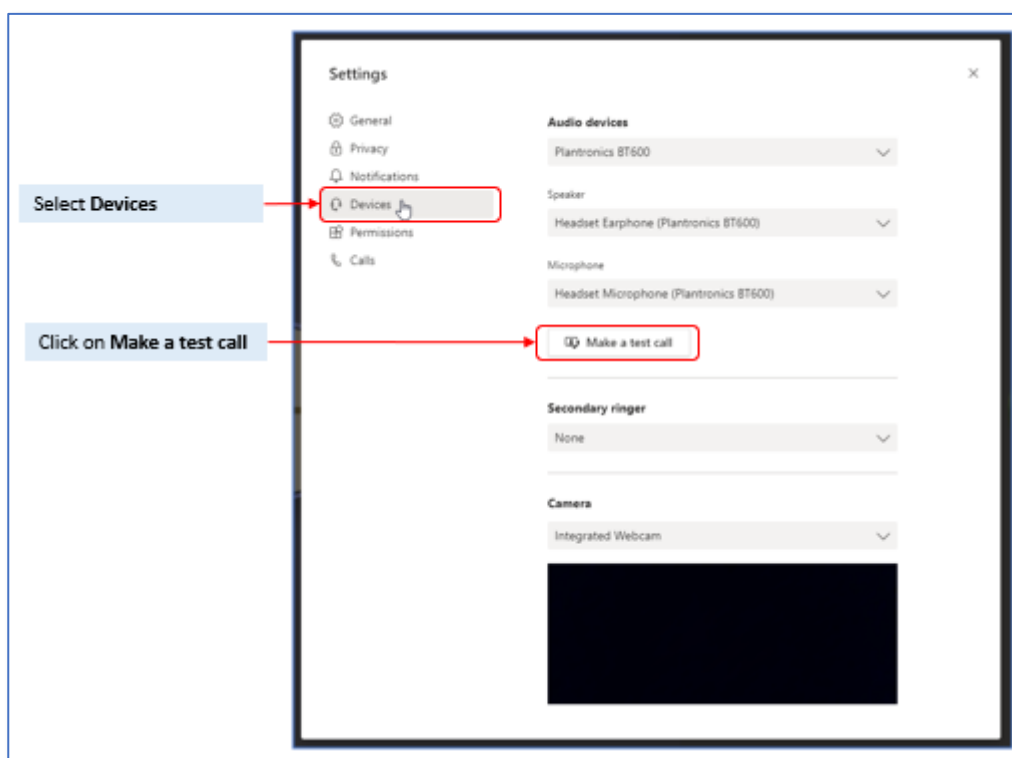


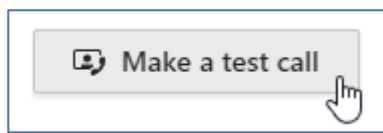
4. Making a test call

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.

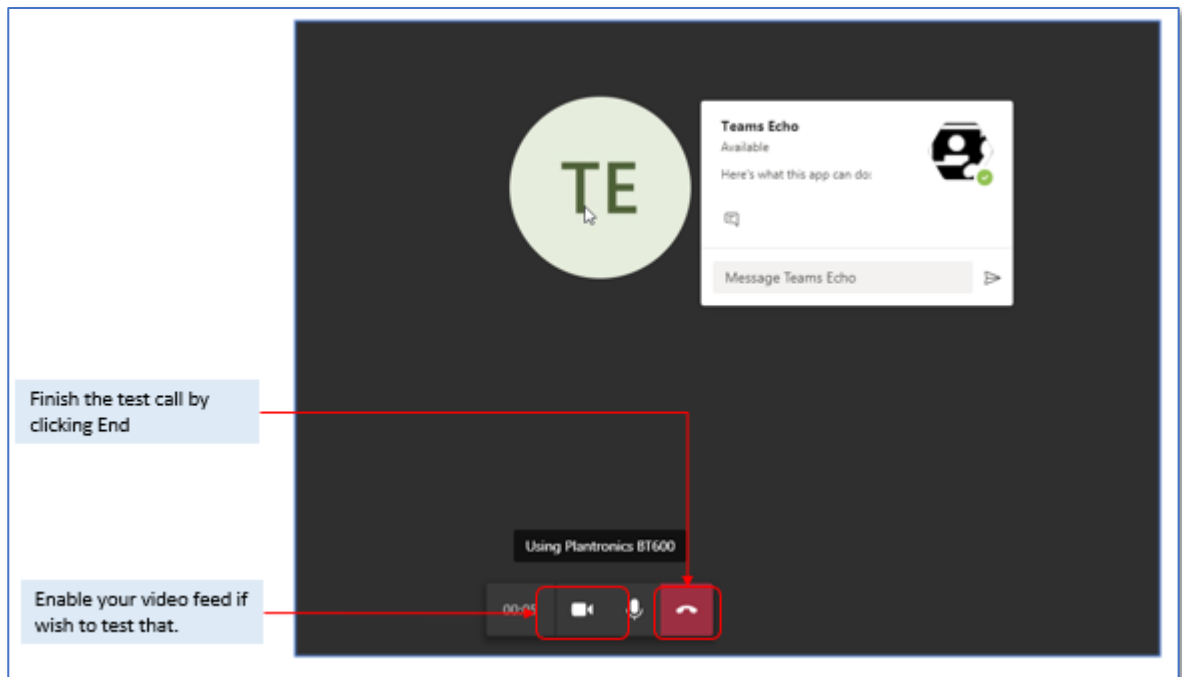


3. From the Settings page select **Devices** and then click **Make a test call**.

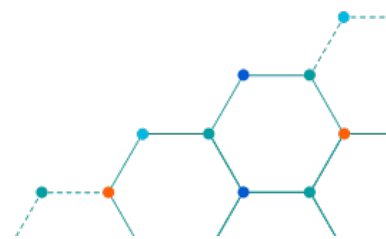
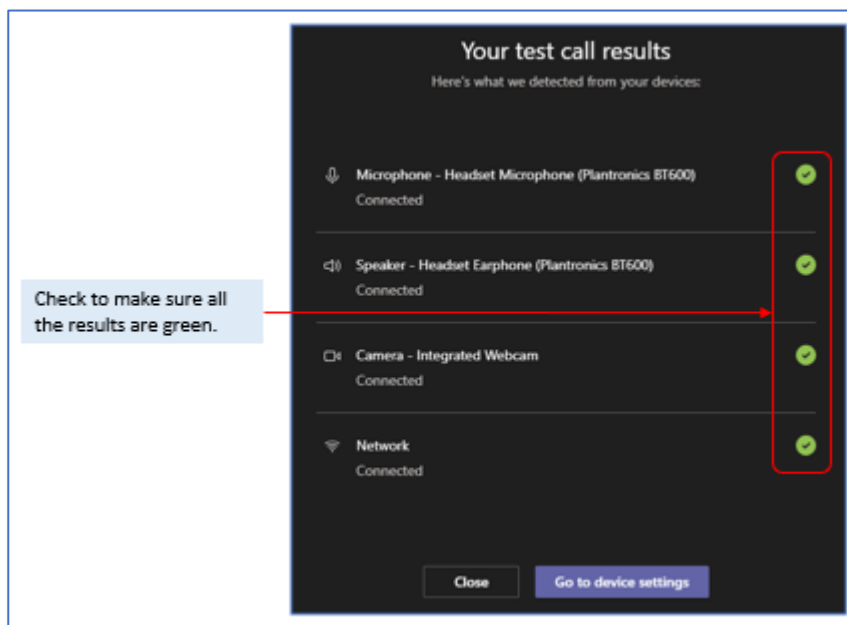




4. You should be able to hear the automated voice giving you instructions and then you will be given the opportunity to record a short piece of audio in order to test your microphone levels.
5. If you use a webcam that feed can also be displayed on the screen.

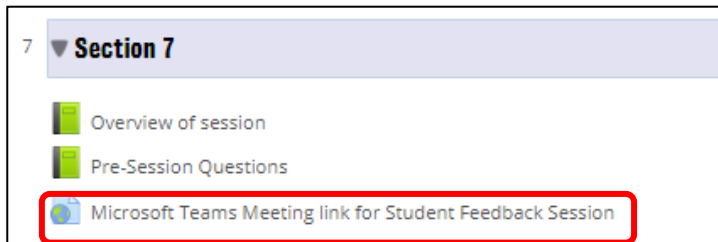


6. Once you hang up you will be given a summary of your call results.

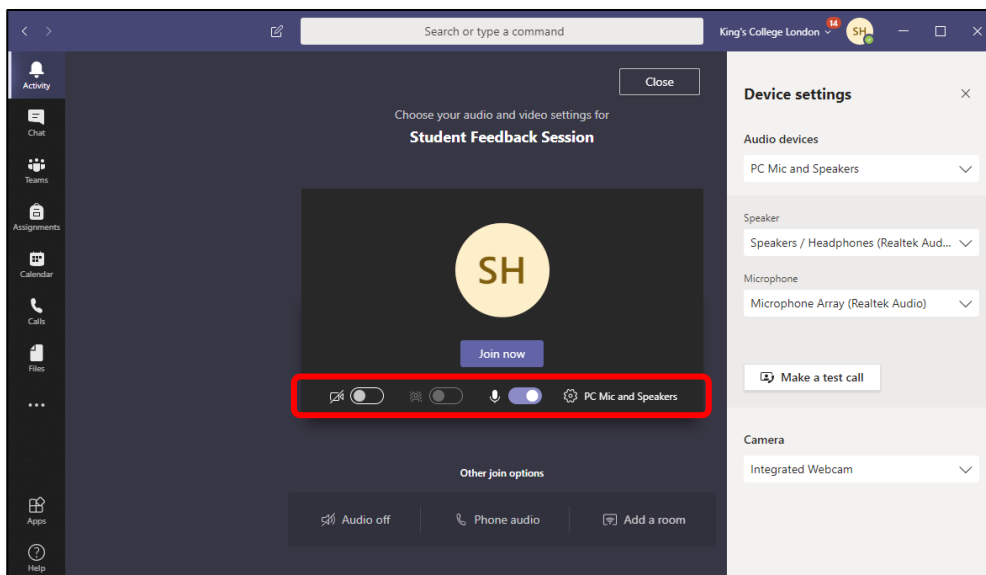


5. Logging into a Microsoft Teams Meeting as a Presenter.

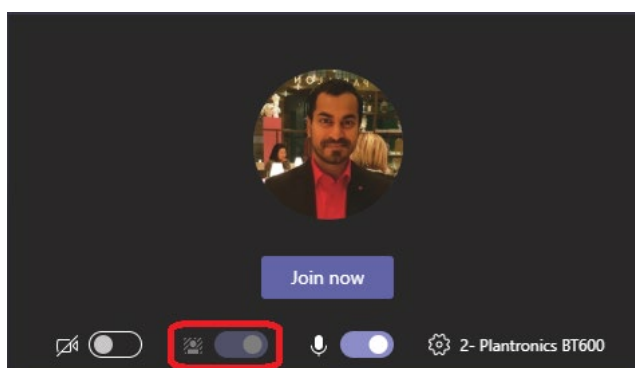
1. Navigate to the link you created for the Teams Meeting. Open the Teams Meeting by clicking on the link in Outlook Calendar appointment or the URL link in your KEATS module site.



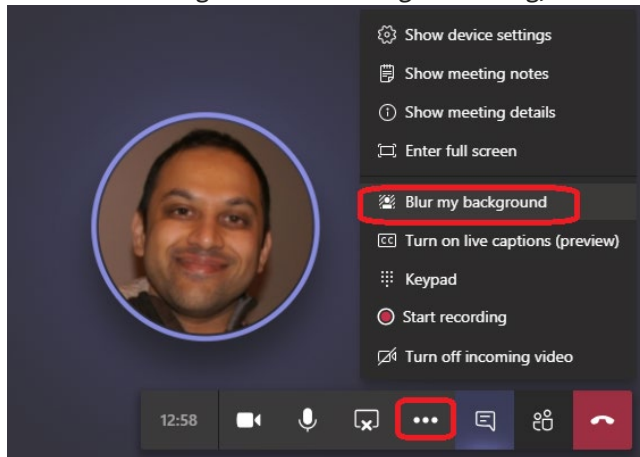
2. The MS Teams window will open. Toggle whether you want your Audio and/or Video to show when you login to the session and click **Join now**. Audio and video settings can be reviewed by clicking on the settings cog.



3. To start a meeting with background blur, move the blur slider when you are joining the meeting. Please note this only works for scheduled meetings.



To turn on background blur *during* a meeting, click **More options** *** > **Blur my background**:

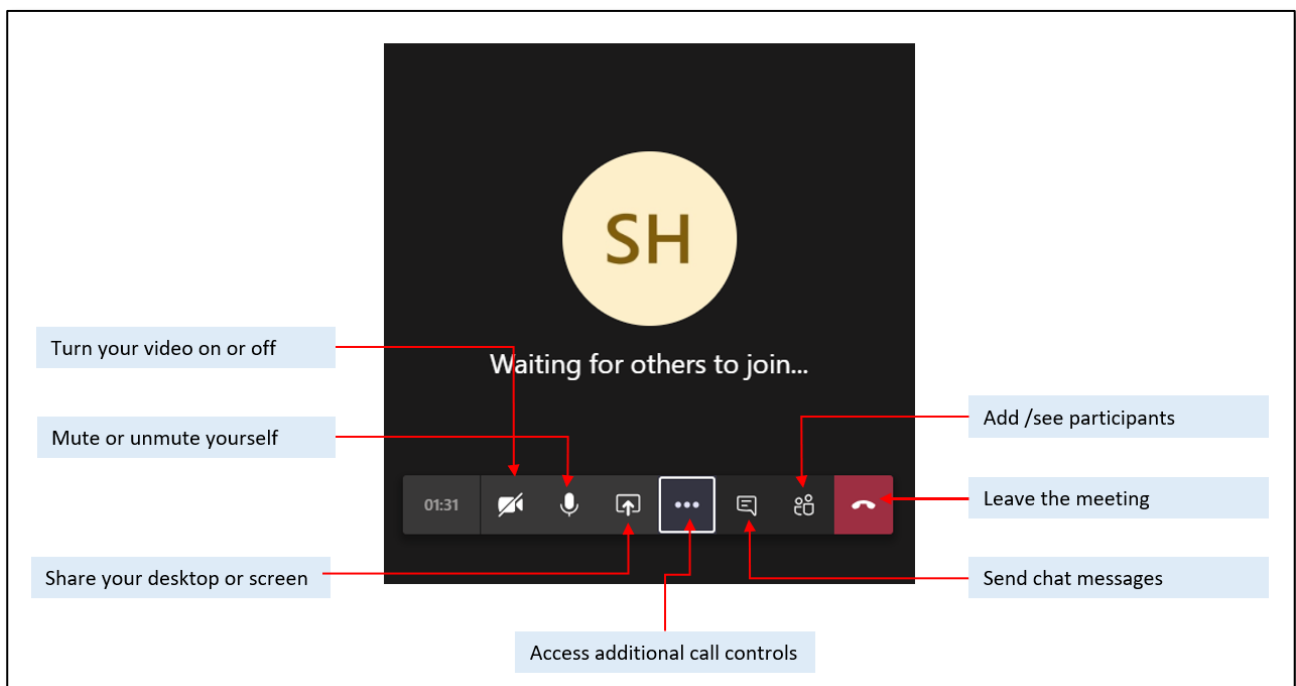


Please note not all devices support background blur yet. To find out if it's available on your device, just try the method described above.

6. Understanding Teams Functionality

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

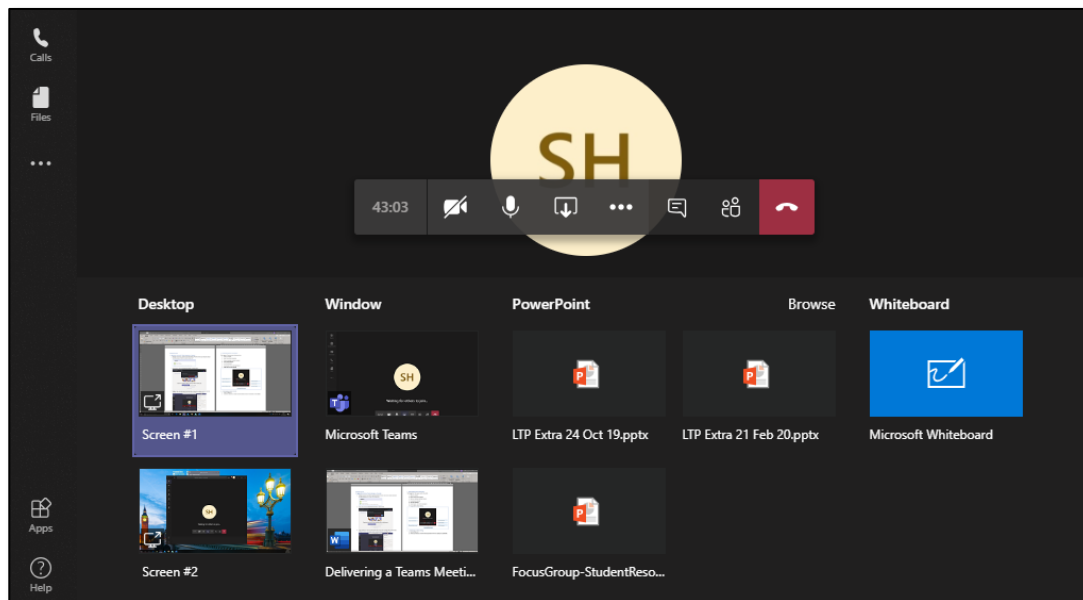
1. Share your webcam.
2. Mute / unmute your microphone.
3. Share your desktop or individual windows.
4. Access advanced features.
5. Chat with participants.
6. Add participant/show a list of participants.
7. Hang up/Exit the Teams Meeting.



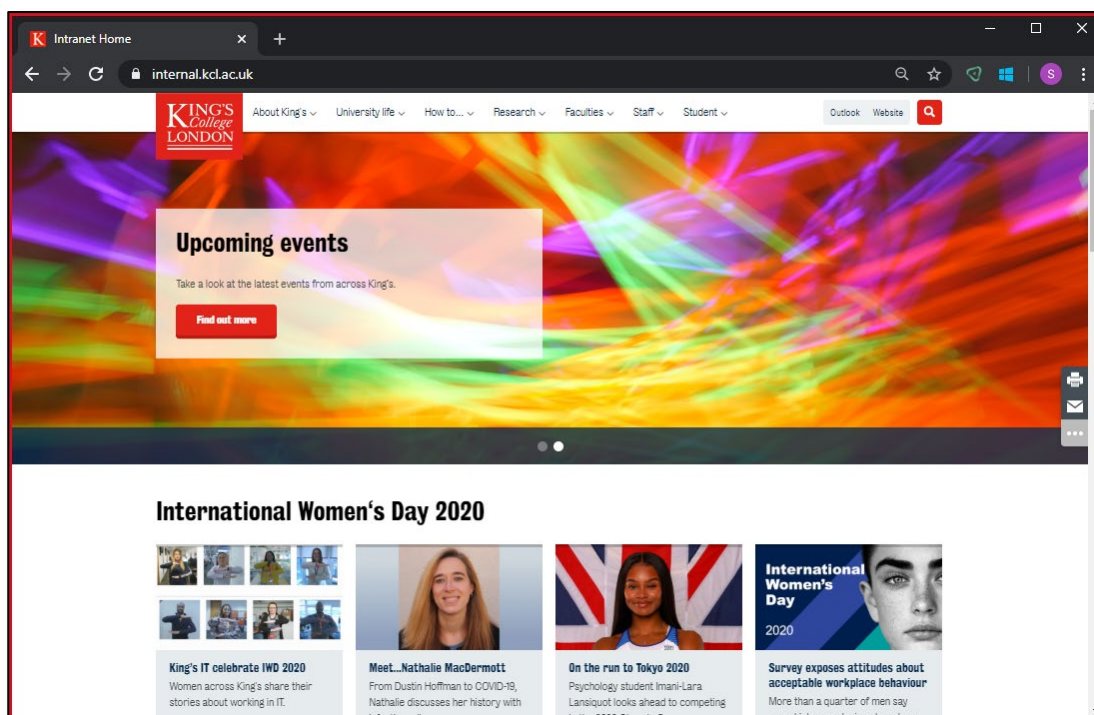
Please note: In large meetings (> 5 people), anyone who joins after the meeting has started, will join as muted thereby reducing noise in the meeting. Further, if you notice any noise from others, you can **mute** that person, or **mute** everyone, easily from the meeting roster shown when you click on the **add/see** participants link.

Screensharing in a Teams Meeting

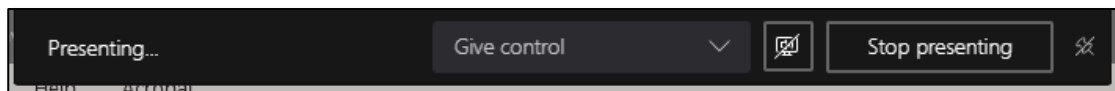
1. Select the **Share** icon
2. Choose your **Desktop** or a relevant **Window/PowerPoint** from the list displayed or select **Browse**. If you share your window you can add interactivity with



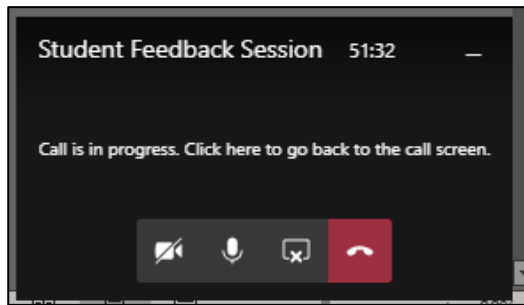
3. A red border will appear around the window / screen you are sharing. Participants will see your screen on their screen and follow any movement/mouse clicks you make. For example you can share a window which contains a PowerPoint presentation which includes animations and [Poll Everywhere](#) polls.



4. A Presenting bar will appear at the top of your screen. You can **Give control** to another participant or **Stop presenting** using this toolbar.

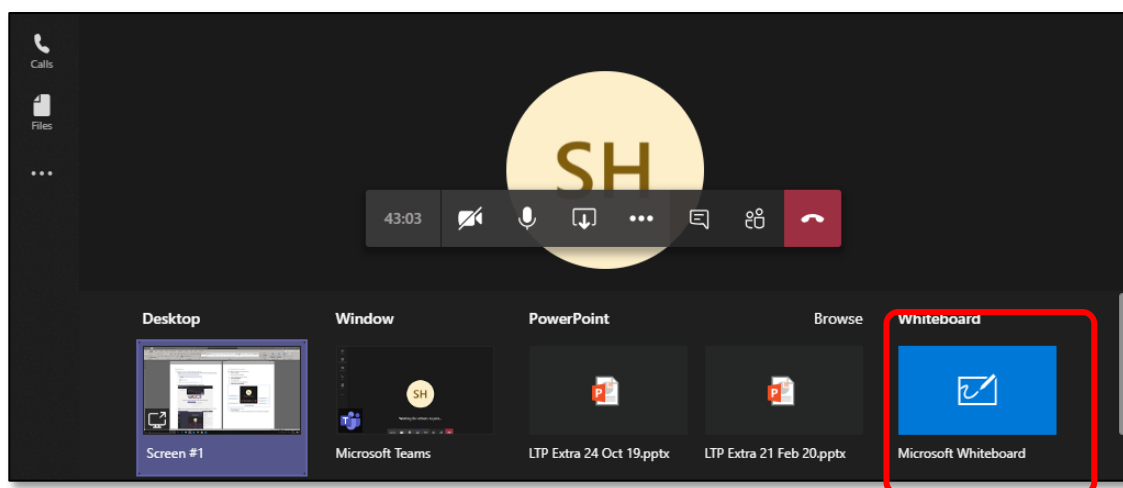


5. If you navigate away from the screen you've shared a dialogue box should appear allowing you to return to the Teams meeting call screen.

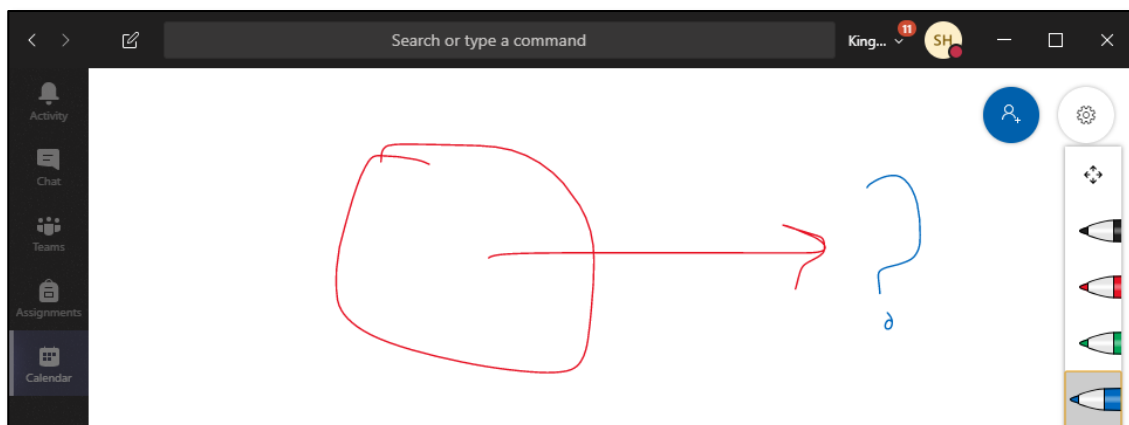


Using the Whiteboard in a Teams Meeting

1. Select the **Share** icon
2. Choose the **Whiteboard**.

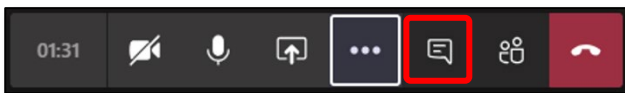


3. A basic Whiteboard will be displayed allowing you and other participants to draw on the screen using your mouse/tablet and the toolbar provided.

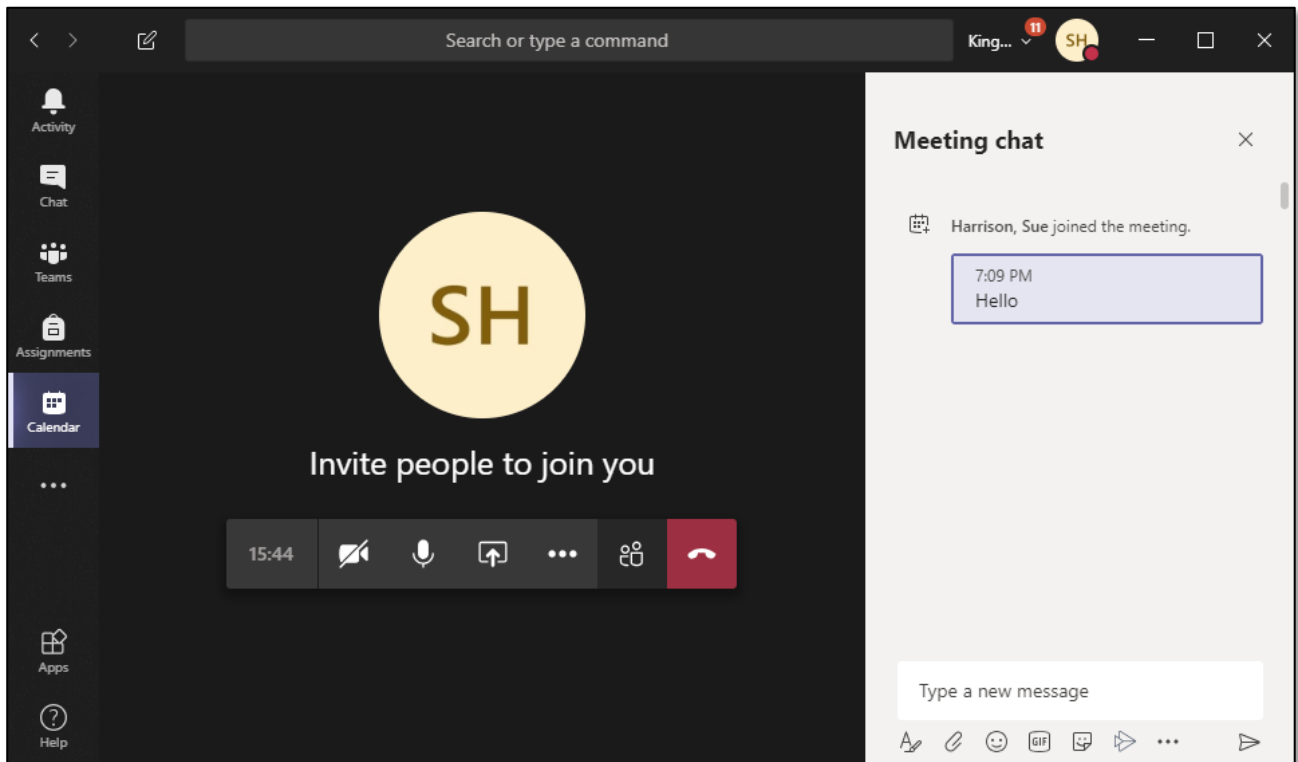


Participant chat

1. Selecting the **Chat** icon from the Meeting menu bar will open up the **Meeting chat**.

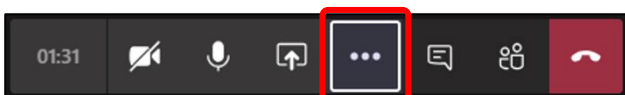


2. Anyone participating in the session can add comments to the thread.

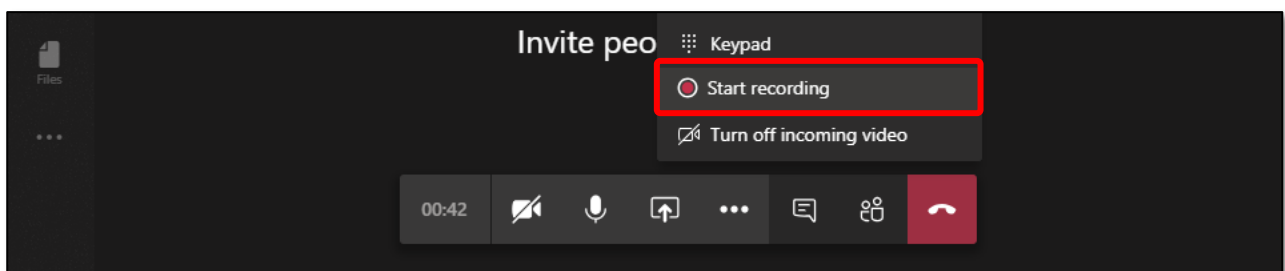


Recording a Teams Meeting

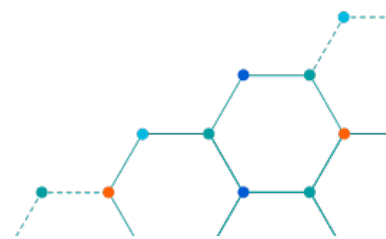
1. Select the **More action** icon will bring up an additional menu.



2. Select **Start recording** from the menu. A **You're recording** banner will appear at the top of your screen. You should notify participant that a recording is taking place.



3. Once you have finished the session you can stop recording by clicking again on the **More actions** icon and selecting **Stop recording**.

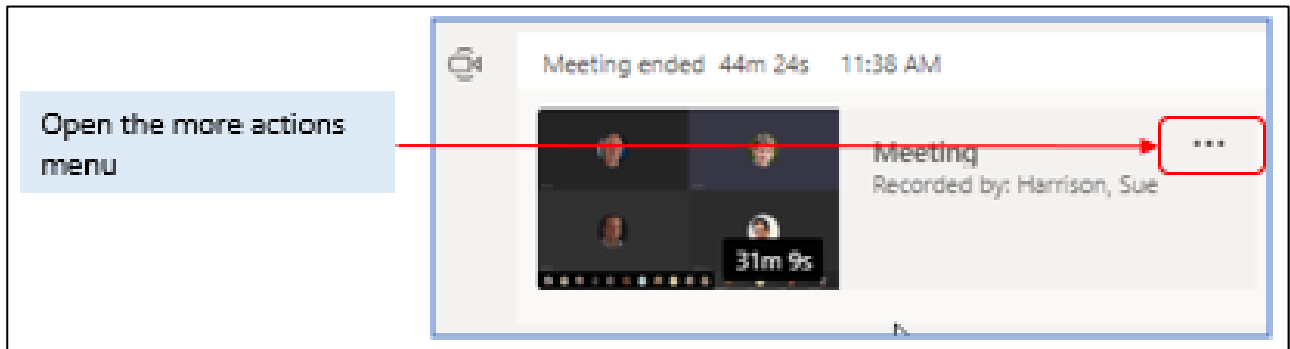


Making a meeting recording available in KEATS

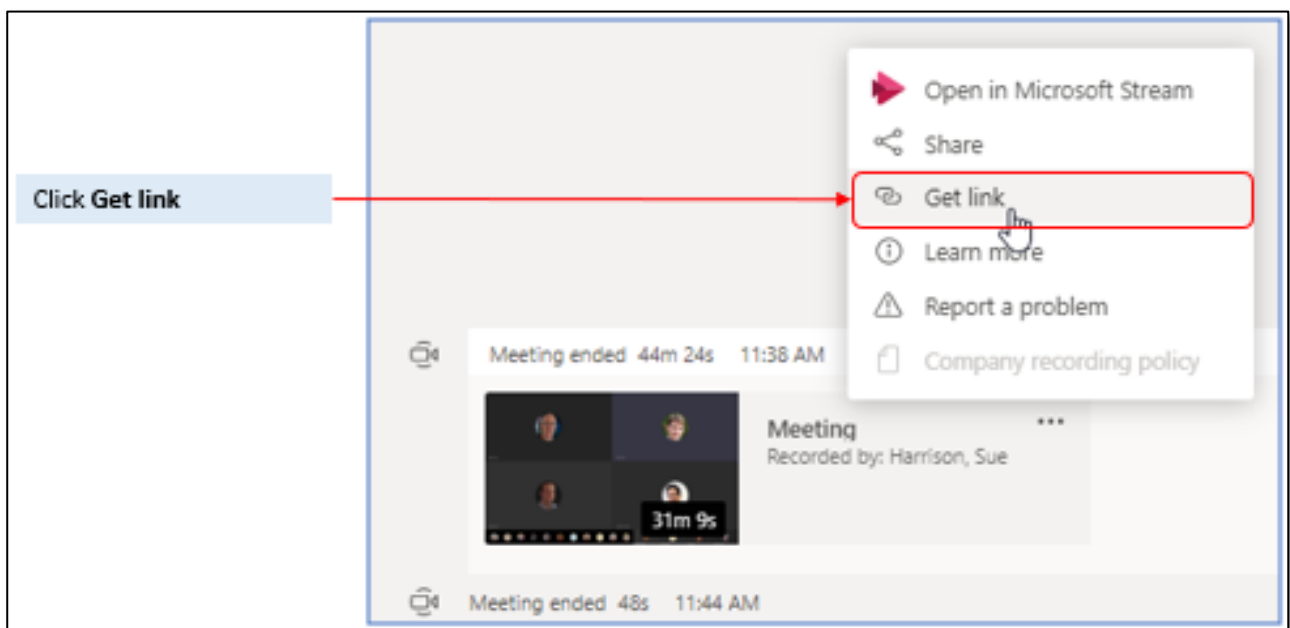
1. The recording will be uploaded to Microsoft Stream and a link to the meeting recording will appear in your Teams activity feed and the meeting chat (you will also be emailed with a link).

Recording is being saved Once the recording is processed and saved in Microsoft Stream, it will be added to the meeting chat.

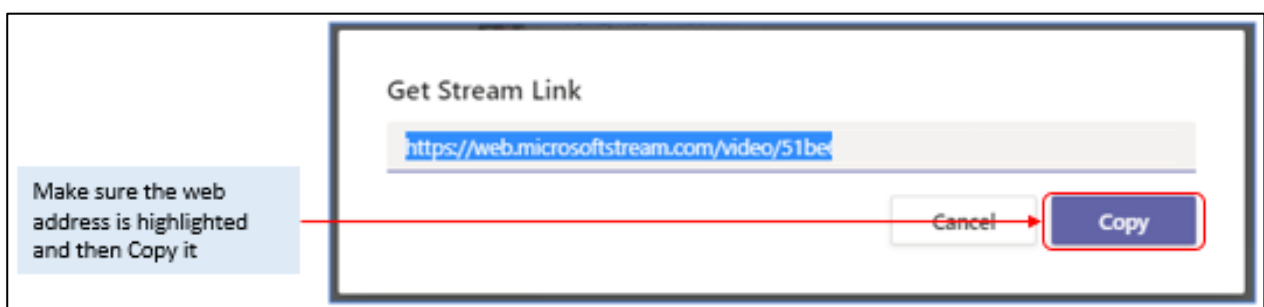
2. From the recording link open up the more actions' menu



3. Click on the **Get link** option



4. Copy this link



5. This can be made available in KEATS as a URL resource.

Sharing your meeting recording to external viewers

Unfortunately, Stream can't currently share videos to either specifically named external users or as an anonymous link for anyone to watch. The preferred option is for the meeting organiser to download the video from Stream and re-upload it to a service such as Echo360 or Kaltura.

To download the recording:

1. Go to the meeting recording in the chat history and select more options ***
2. Select **Open in Microsoft Stream**.
3. On the Microsoft Stream portal, select *** and then select **Download original video**.

You can then utilise the following tools to share your recordings either internally or externally:

- [Echo360](#) – individual, new / existing class, to a group or embed in KEATS activities / resources.
- [Kaltura](#) – unlisted link to send individuals, add to KEATS course Media Gallery or embed in KEATS activities / resources.

LEARNING IN SYNCHRONOUS MEETINGS

When might you want to use Teams for scheduled learning events? Consider access – with a far-flung global cohort of students across time zones, it may not work to transfer existing timetabled sessions online as if students could still turn up in person. Moreover, in times of disruption people lose high bandwidth internet access, time, and freedom from distraction. So, avoid lecturing at length in real-time. Instead, consider how to use Teams meetings sparingly after thinking through what they bring that other forms of communication cannot. For example, if you anticipate using most of the time to lecture to your students, then record your lecture instead, set it for your students as preparatory work, and use synchronous time to embrace particular qualities of these kinds of meetings – namely togetherness and a focal point for educationally purposeful interactions among students, working with the concepts you are teaching about, perhaps showing work and receiving tutor and peer feedback, deepening and strengthening relationships, and benefiting from each other's ideas.

Because Teams supports chat, sharing screens, video, audio, and links, it will bring new possibilities to these meetings. Talk with your students - use an early meeting to discuss with your students how they might collectively like to use Teams, you should point them to the [Guidance for online communication](#) which is available from King's Governance Zone so there are clear on what is expected. Review how Teams is working for you after a few weeks once you're familiar with the affordances of the technology and new opportunities emerge.

