

Microsoft Teams

Guide for professors



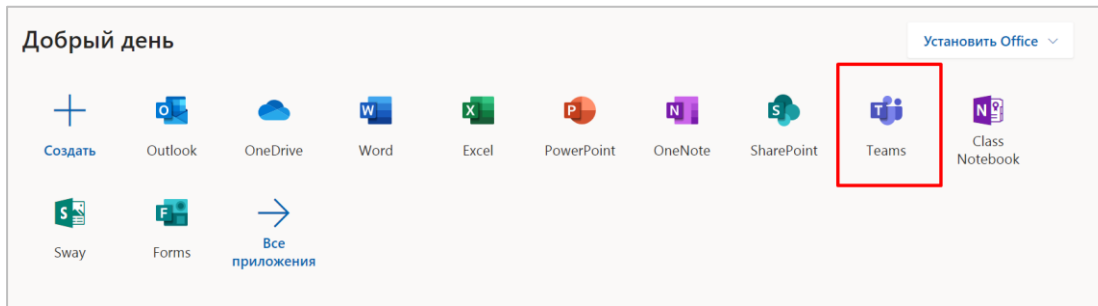
**Graduate School
of Management**
St. Petersburg University



Sign in to Microsoft Teams

Options to sign in

1. Website www.office.com. Please choose Teams on this page



2. Direct link to the Teams web app www.teams.microsoft.com
3. Teams app (on your laptop, PC, tablet or smartphone).

You can download the app from AppStore or PlayMarket

- **Login:** XXXXXXXX@gsom.spbu.ru (your GSOM account)
- **Password:** password from GSOM account



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Sign in to Microsoft Teams

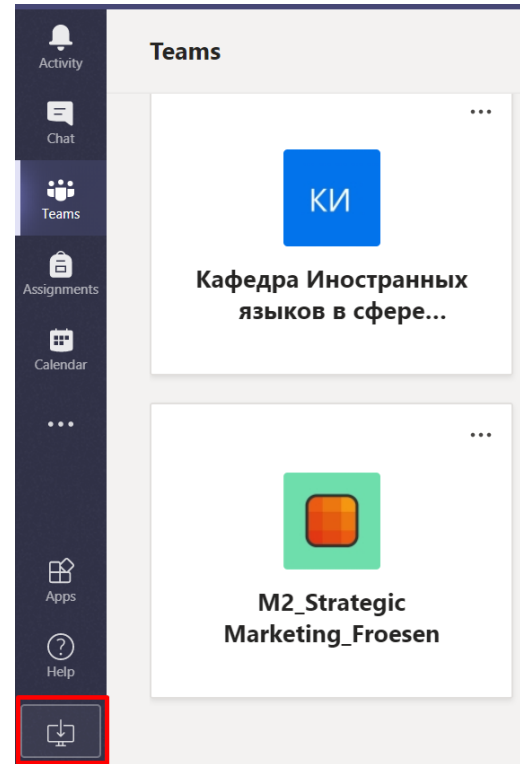
PLEASE, NOTICE

We recommend to use the Teams app on your PC or laptop

There can be technical problems with MS Teams web version, including those with sound and microphone.

How can I download the app?

1. Open Teams in your web browser
2. Click the button 
3. Enter your login an password



Structure of GSOM teams

Teams are groups of people united to solve common tasks.

There are 2 types of teams in GSOM:

1. **Administrative teams***(for administrative issues)*

- Bachelors
- Masters

2. **Academic teams***(for teaching purposes)*

- This type should be called by discipline
(please see the Example)

Example

B1_Management_Veselova_group1

B – bachelor, 1 – course, discipline, professor's surname, number of group/stream



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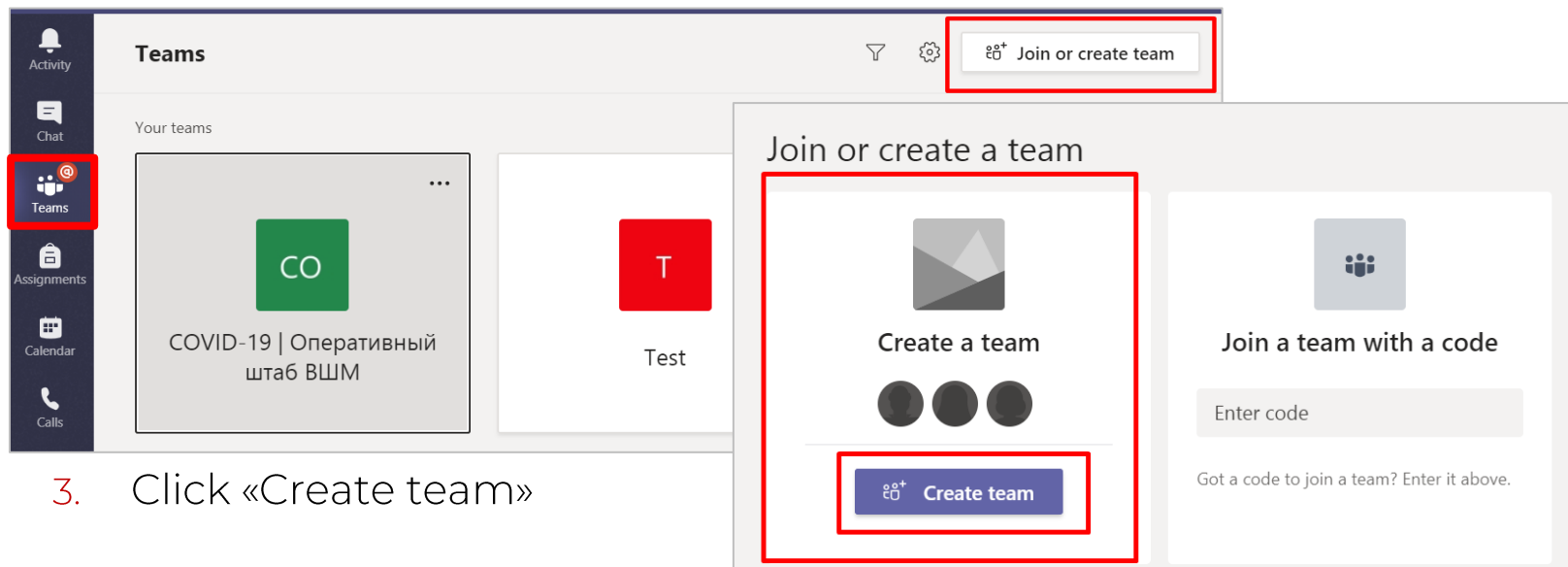
EDUCATIONAL TEAMS SHOULD BE CREATED BY ACADEMIC DIRECTORS

However, if you have already created a team to conduct a class, please add your Academic Director to this team as a teacher (see next)

Your teams

How to create a team?

1. Open the tab «Teams»
2. Click «Join or create team»



The screenshot displays the Microsoft Teams application interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams (highlighted with a red box), Assignments, Calendar, and Calls. The main area is titled 'Teams' and shows 'Your teams' with two cards: 'COVID-19 | Оперативный штаб ВШМ' (with a green 'CO' icon) and 'Test' (with a red 'T' icon). A red box highlights the 'Join or create team' button in the top right corner. A modal dialog box titled 'Join or create a team' is open, showing two options: 'Create a team' (with a blue 'Create team' button highlighted by a red box) and 'Join a team with a code' (with an 'Enter code' input field).


3. Click «Create team»




NOTICE

Choose the
team type
Class


Select a team type




Class
Discussions, group projects,
assignments



**Professional Learning
Community (PLC)**
Educator working group



Staff
School administration and
development



Other
Clubs, study groups, after-school
activities

Cancel

Call the team
according to the
example

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

B1_Management_Veselova_group1




1. Add students to the team.
To do this, enter the students email addresses one by one (you can use «copy-paste» BUT only one at a time) and click «Add»
2. Open the «Teachers» tab and «Add» the addresses of teachers and assistants (if necessary)
3. Click «Close»

Add people to "B1_Management_Veselova_gruppe1"

Students Teachers

st065034@student.spbu.ru Add

st065034@student.spbu.ru is not at your school.

 Add **st065034@student.spbu.ru** as a guest

The created team will be opened automatically. By default, in each team there is a «General» channel

BM


B1_Management_Vesel... ⋮


General

Lecture 19.03

Welcome to B1_Management_Veselova_group1

Choose where you want to start

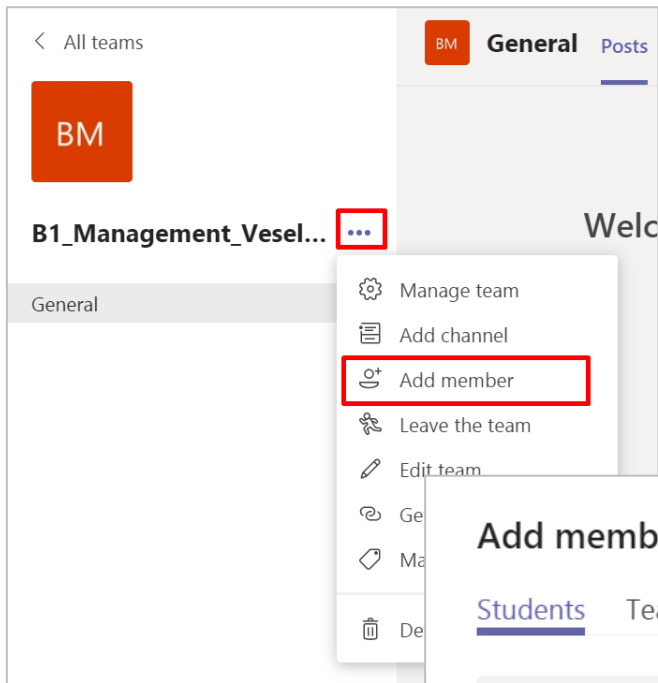
 Upload Class Materials


 Set up Class Notebook

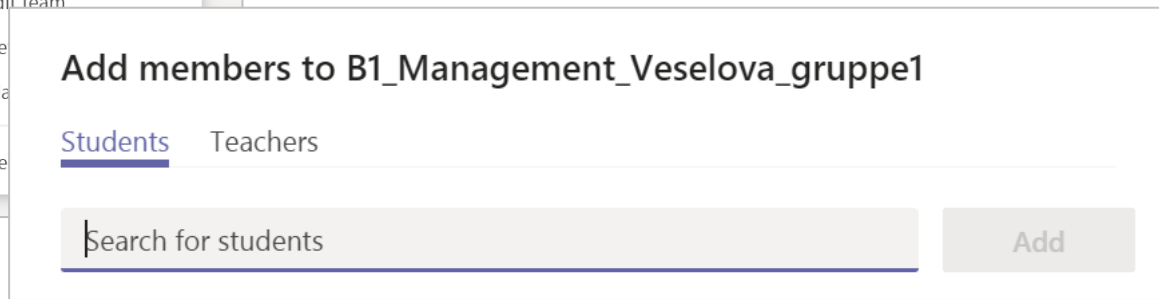


How to add a member when the team is created already

Method 1




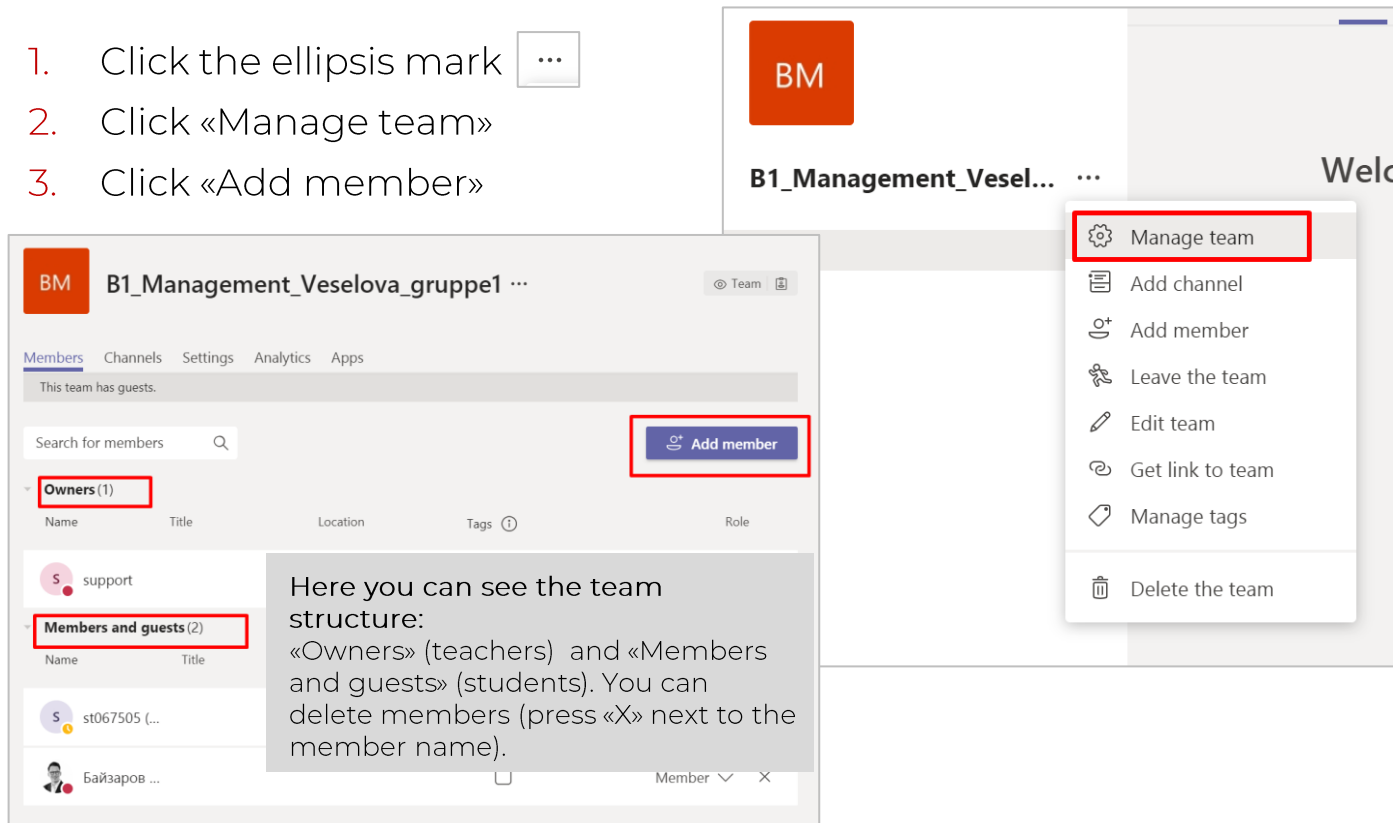
1. Click the ellipsis mark (near the team name) 
2. Click «Add member»
3. Enter emails one by one and click «Add»



How to add a member when the team is created already

Method 2

1. Click the ellipsis mark 
2. Click «Manage team»
3. Click «Add member»



The screenshot shows the Microsoft Teams interface for a team named "B1_Management_Veselova_gruppe1". The "Members" tab is active, showing a list of members. A red box highlights the "Add member" button in the top right corner of the members list. Another red box highlights the "Manage team" option in the dropdown menu that appears when the ellipsis icon is clicked. The menu also includes options like "Add channel", "Add member", "Leave the team", "Edit team", "Get link to team", "Manage tags", and "Delete the team".

Here you can see the team structure:
«Owners» (teachers) and «Members and guests» (students). You can delete members (press «X» next to the member name).



Channels in Teams

In each Team you can create channels (conversations)

Example

Team:

BI_Management_Veselova_group1

- General channel
- Themed channels (should be created by professors if necessary), see next



Create a channel

To create a new channel:

1. Ellipsis mark
2. Add channel
3. Enter the channel name
4. Define the Privacy rules
5. If the channel is private, please add the students

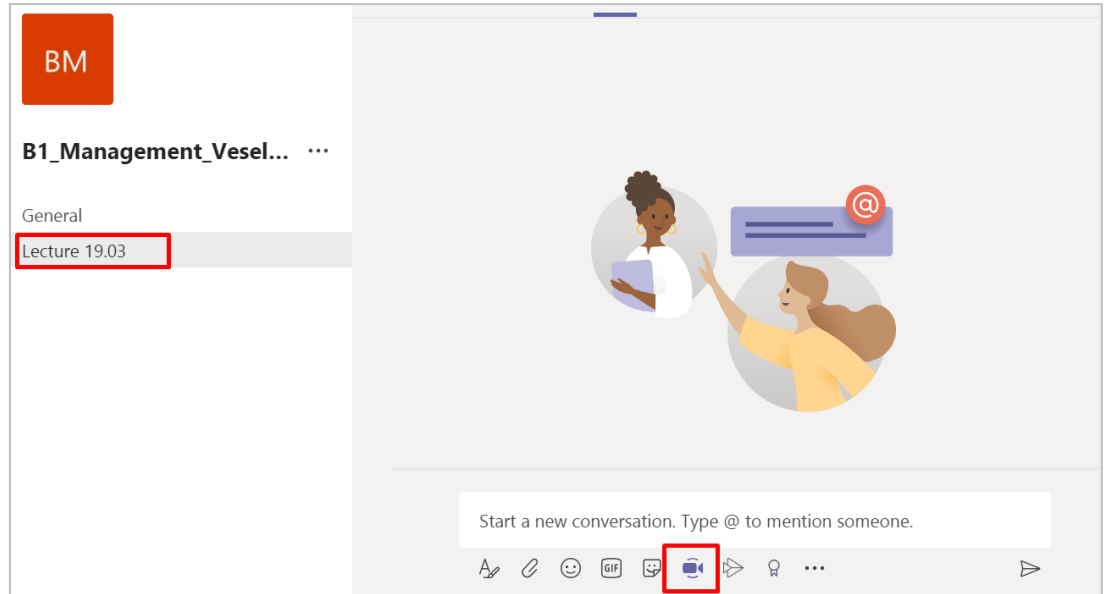
PLEASE, NOTICE! For the private channels you can not schedule a meeting (session)

The screenshot illustrates the steps to create a new channel in Microsoft Teams. It shows the 'B1_Management_Vesel...' team interface with the ellipsis menu open, highlighting the 'Add channel' option. Below, the 'Create a channel for "B1_Management_Veselova_gruppe1" team' dialog is shown. The 'Channel name' field contains 'Lecture 19.03'. The 'Description (optional)' field is empty. The 'Privacy' dropdown is set to 'Standard - Accessible to everyone on the team'.

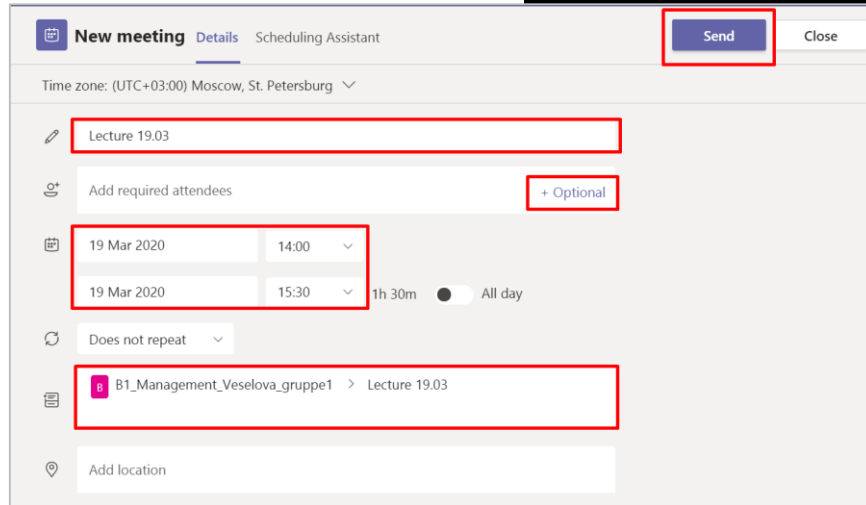
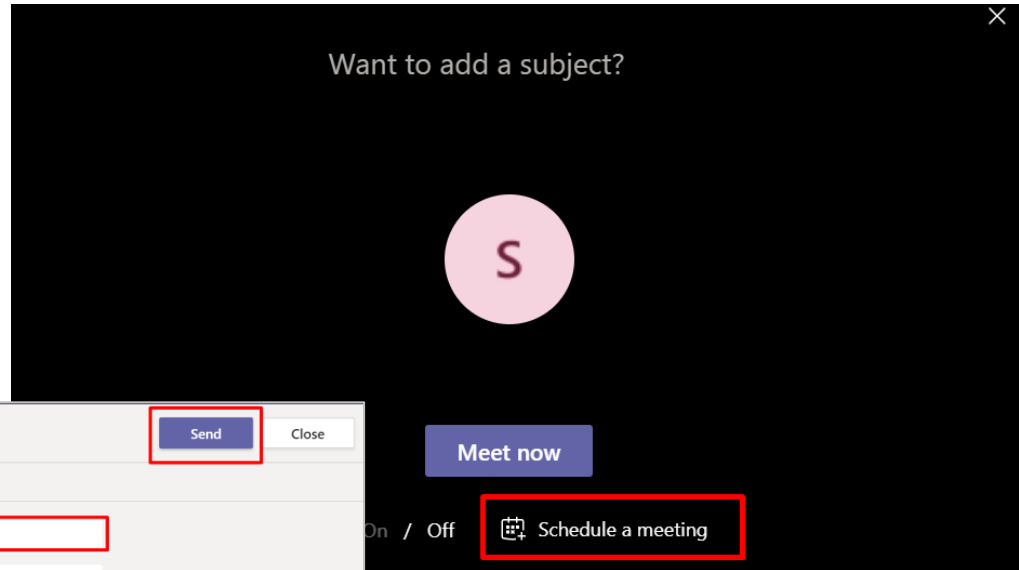


Set up online classes

1. Open the team for your discipline
2. Open the channel where you want to organize the class (General = all students)
3. Press the camera icon

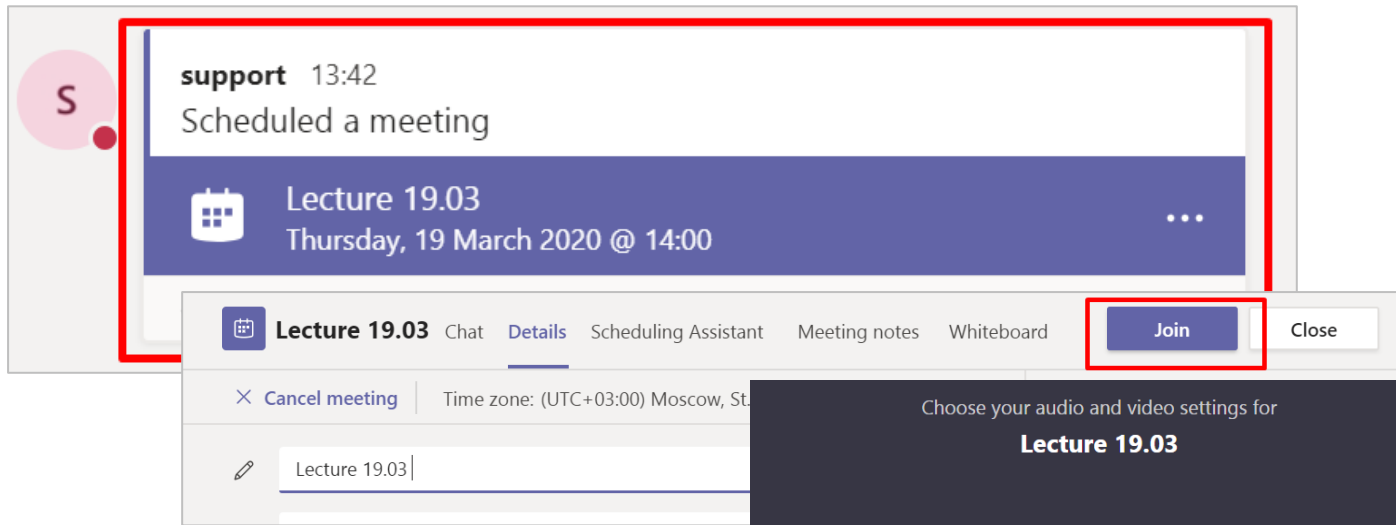


Choose
«**Schedule a meeting**»

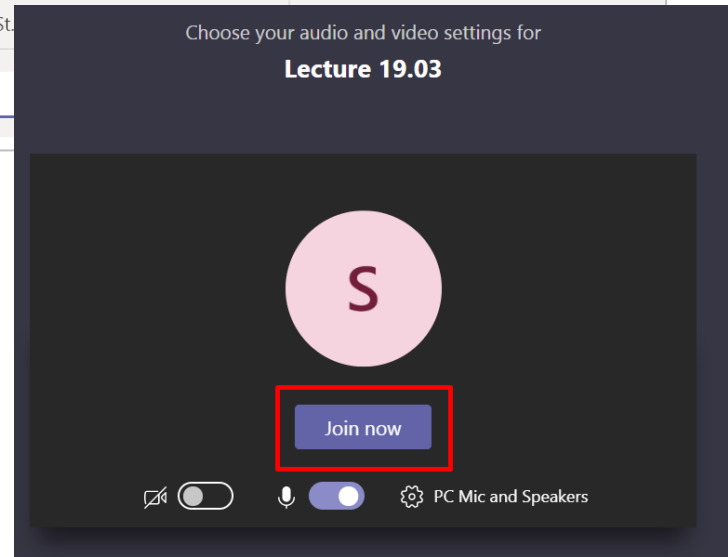


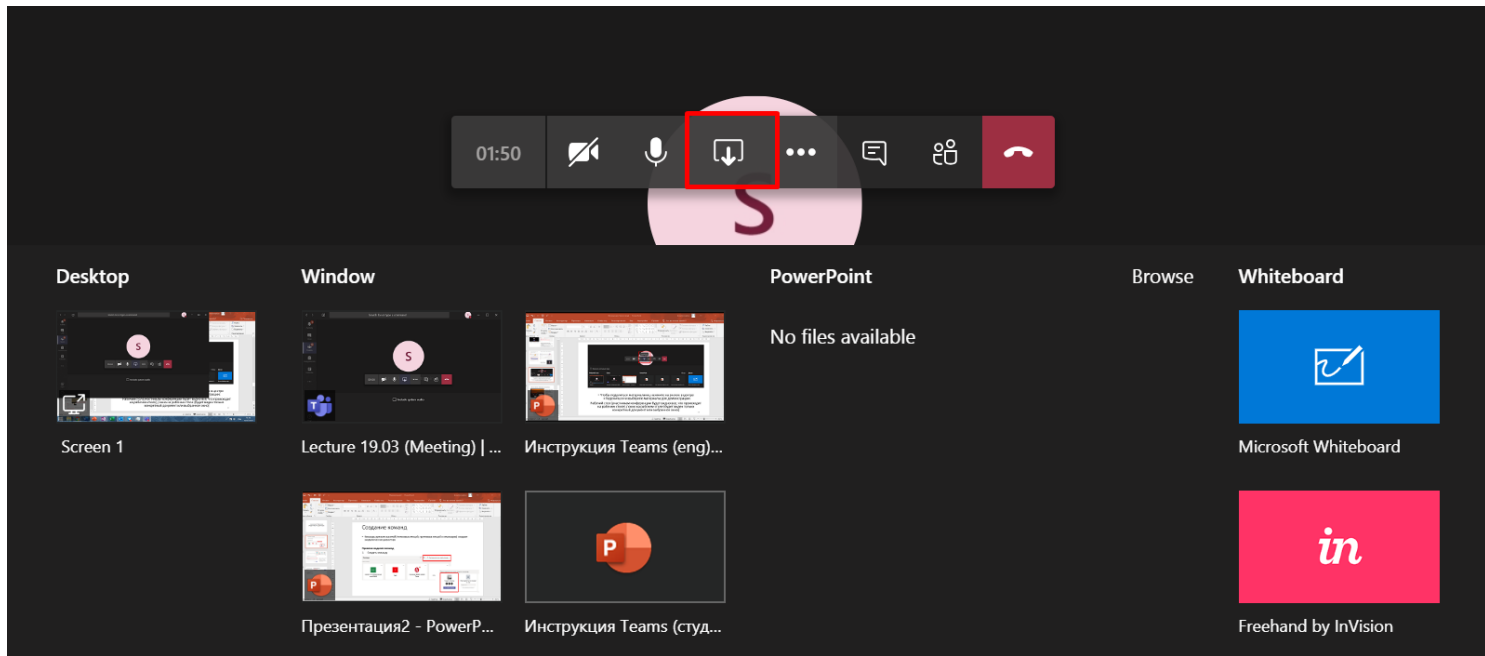
- Enter the meeting name, time, and date
- Adding participants is optional – all channel members will receive an invitation in the calendar by default!
- If necessary, you can enter a description of the event and attach documents.





- A conversation will appear on the channel
- You will receive a notification about the event at the time specified in the meeting
- To start a meeting , open it directly from your channel or calendar and click «Join»
- Select your connection options and click «Join now»



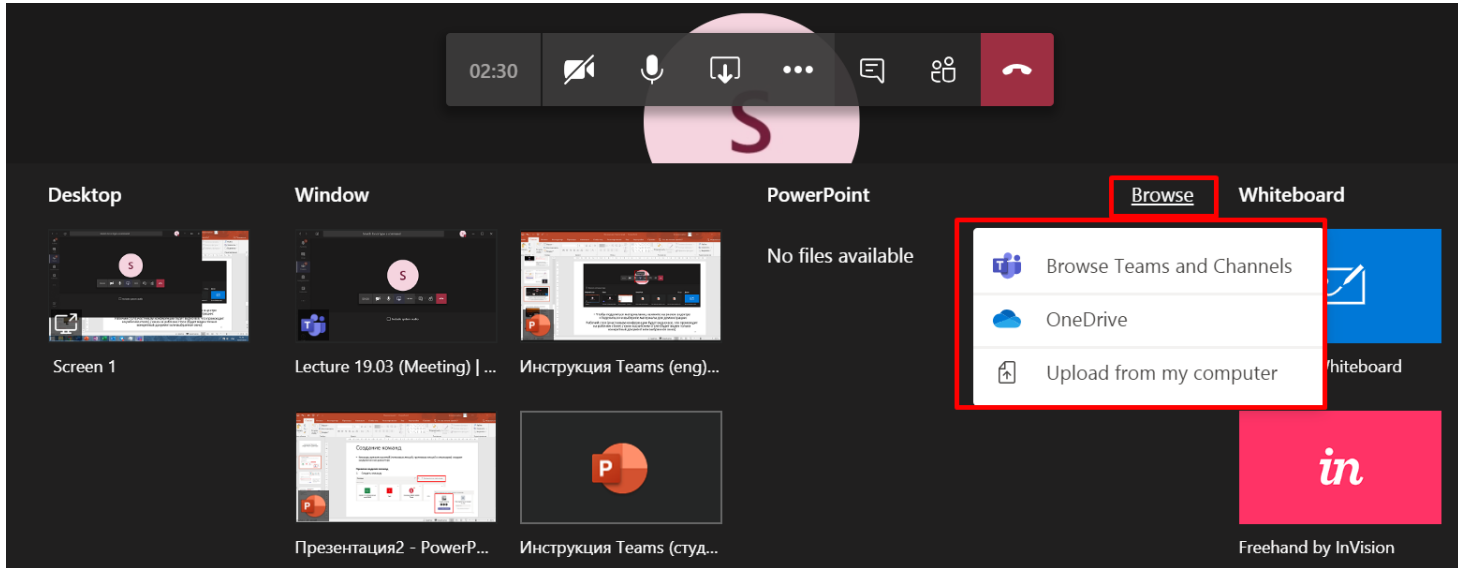


To share content, click the Share icon in the center and select the content to display:

- «Desktop» (participants will see everything on your desktop)
- «Window» (only a specific document or selected window will be visible)



PowerPoint presentations



Click «Browse» and choose:

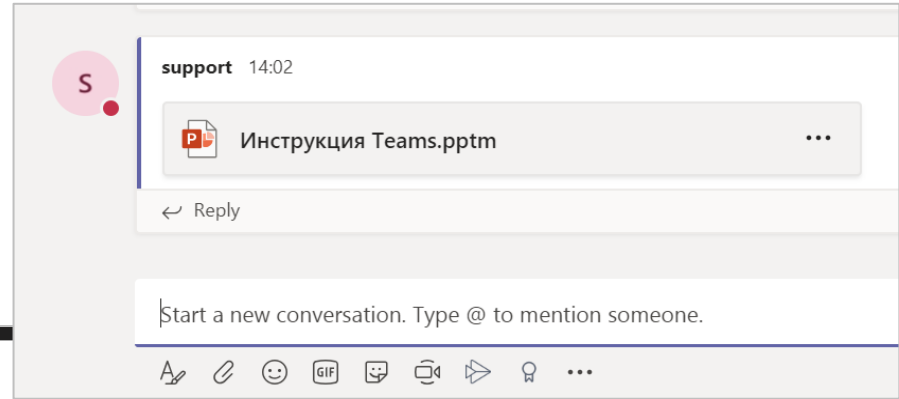
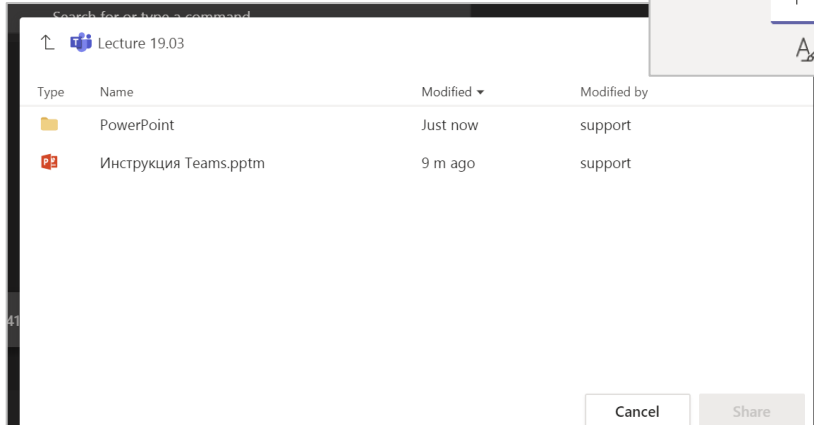
- «Upload from my computer» (open a presentation saved locally on your device)
- «OneDrive» (open a presentation from cloud storage)
- «Browse Teams and Channels» (open a document that was previously uploaded to MS Teams), see next



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Overview of commands and channels

The «PowerPoint» folder was created in the channel (tab «Files»)

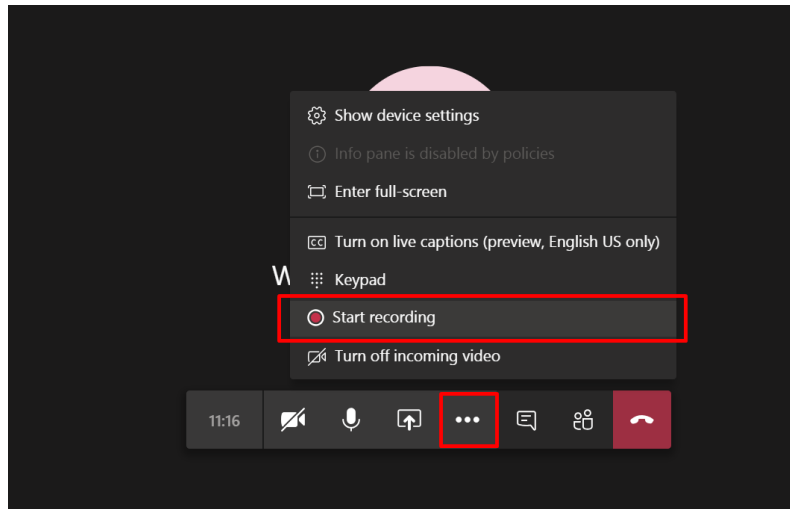
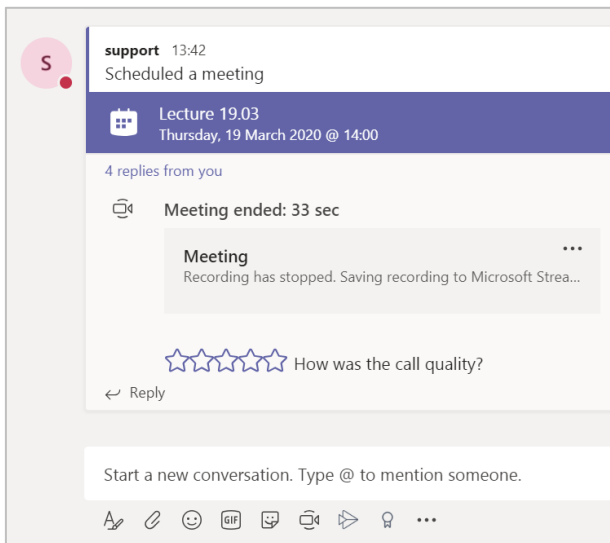


Document outside the folder – a document uploaded to the channel in advance directly via the «Attachment» button



You can record the meeting

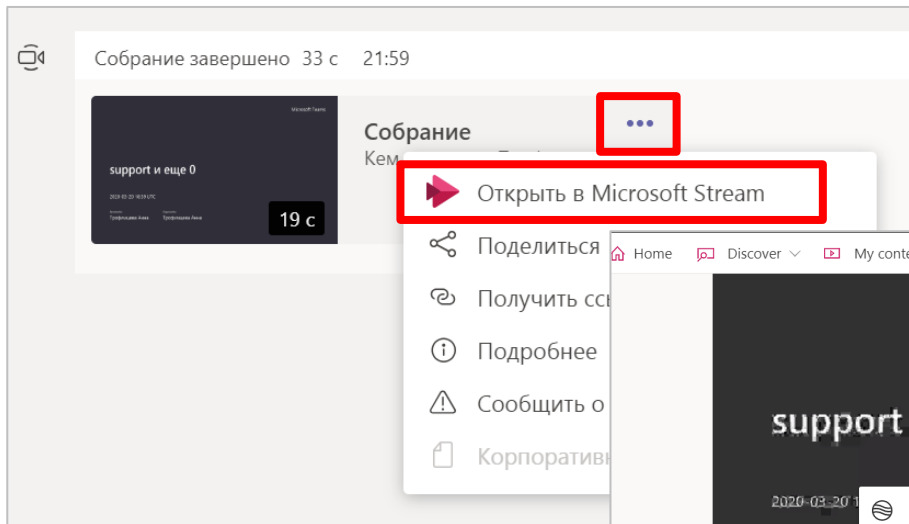
- Click «...»
- Click «Start recording»



- **We kindly recommend to use this function,** because sometimes students have problems with connection or technical issues
- After the meeting ends the recording will be saved on the channel in the "Publications" tab
- The recording is not available to students



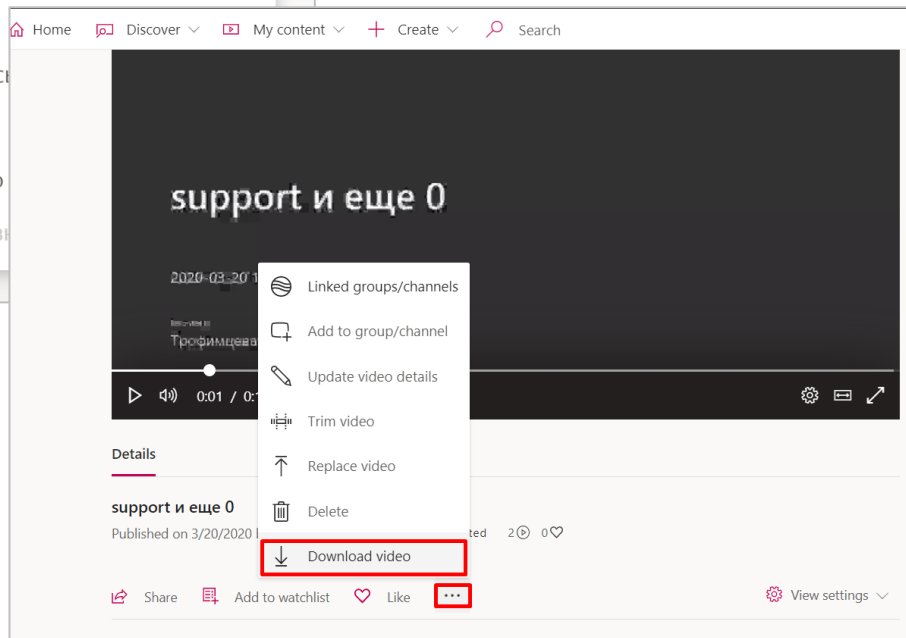
To share the record with your students



- Click «...» and «Download video»
- Video will be saved on your device
- You can share it (e.g. upload to the team files and share the link in the channel)

Download the video

- Click «...»
- Click «Open in Microsoft Stream»



Contact for help & questions

Helpdesk contacts:

- ❑ Hotline – to be launched soon
- ❑ E-mail support@gsom.spbu.ru
- ❑ Request form <https://gsom.spbu.ru/gsom/contacts/support/>

**Requests are processed from Monday to Friday, 9:30-20:00
and on Saturday, 9:30-17:00.**



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You can find more details about Office 365 (including Teams) [here](#).