

# Microsoft Teams

**Guide for professors**  
**Basic use cases**



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



# Agenda

- Sign in to MS Teams
- MS Teams interface and settings
- Work in MS Teams: Groups and channels
- Online class organization
- Document sharing
- The video record
- Contacts for help & questions



# Sign in to MS Teams



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# GSOM Account

- Each employee and teacher **must** have a GSOM mailbox

▪ **Login:** [XXXXXXXX@gsom.spbu.ru](mailto:XXXXXXXX@gsom.spbu.ru)

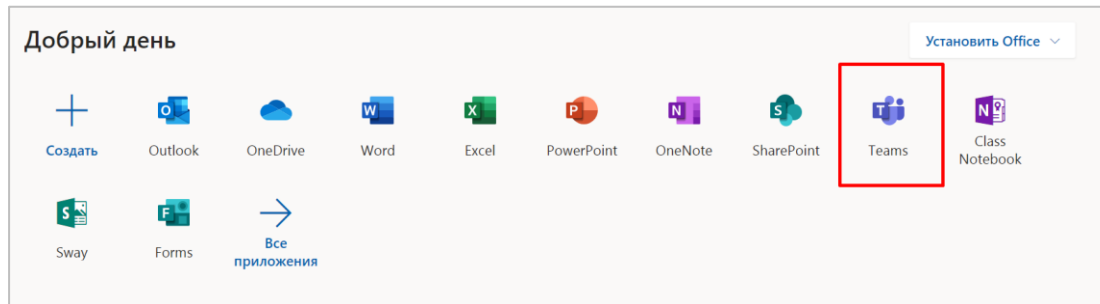
- GSOM mailbox is an Office 365 account and is required to use Office 365 applications, including **MS Teams**
- MS Teams is the official system for internal communication and online education
- Full work without a GSOM account is **impossible**



# Sign in to Microsoft Teams

## Options to sign in

1. Website [www.office.com](https://www.office.com). Please choose Teams on this page



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

*You can download the app from AppStore or PlayMarket*



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

# Sign in to Microsoft Teams

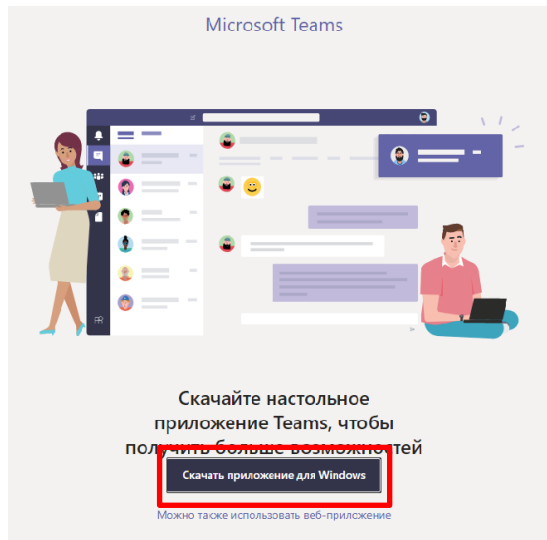
## IMPORTANT

We highly recommend to use the Teams app on your computer.

The browser version of MS Teams has **limited** functionality. Also technical failures, problems with sound and microphone are possible in the browser.

## How do I download the app???

1. Open Teams in the browser
2. Select "Download App for Windows / IOS«
3. Enter your login and password (GSOM account)



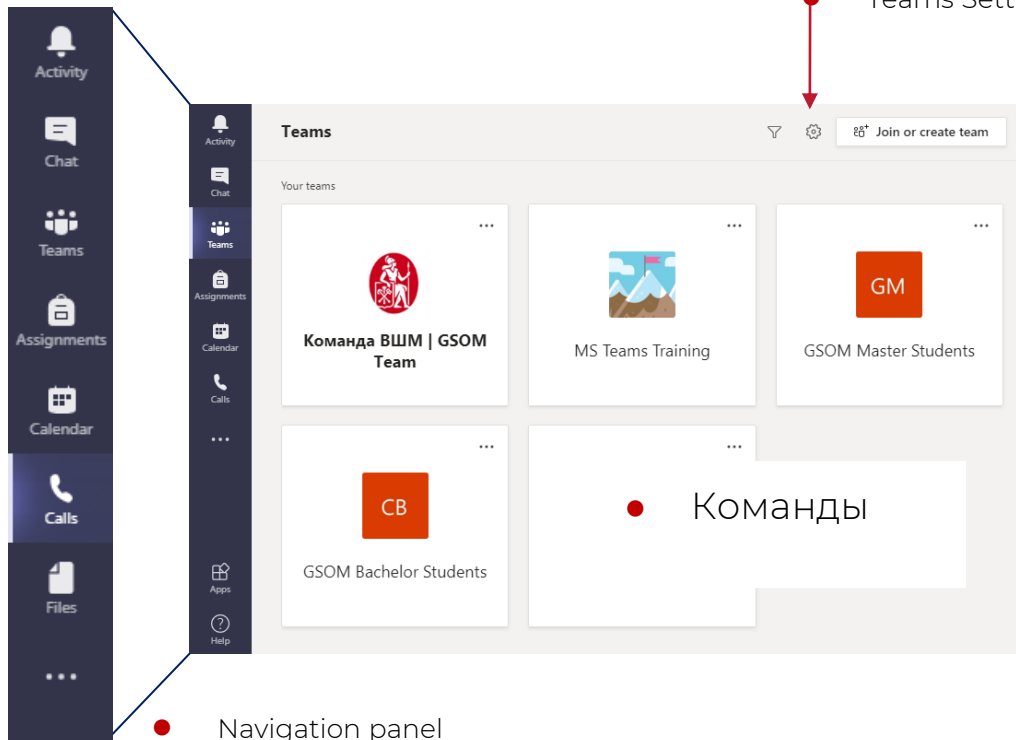
# MS Teams interface and settings



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# Navigation in MS Teams

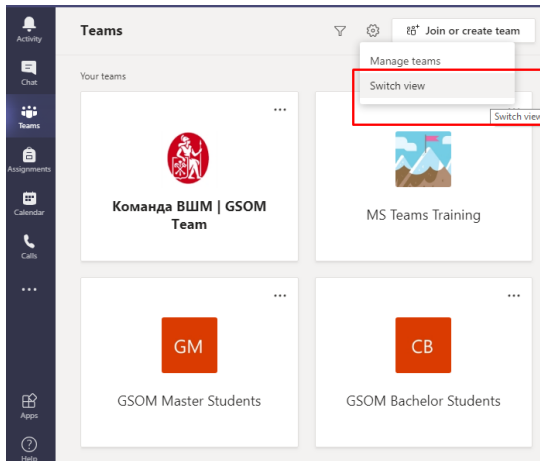
- Notifications about activities that concern you personally
- Chat for personal communication with staff and students
- Teams. The tab displays all your teams
- Tasks. Assigned tasks in teams
- The calendar. Meeting Schedule
- Calls. List of contacts available to call in Teams
- Files. All files uploaded to Teams



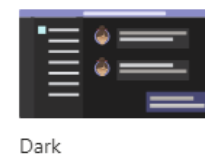
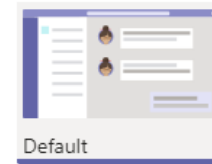


# Interface settings

1. Choose 
2. Switch view
3. Choose (Theme) and Layout

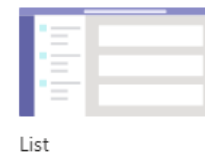
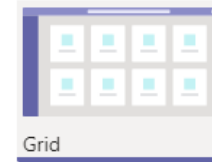


## Theme



## Layout

Choose how you want to navigate between teams.

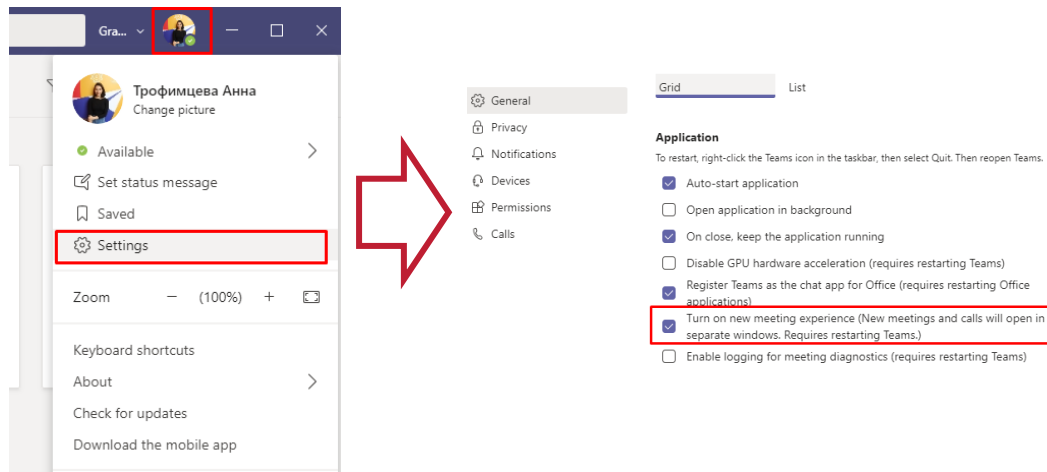


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\* Described one of the ways to enter in MS Teams «Settings»

# Turn on new meeting experience

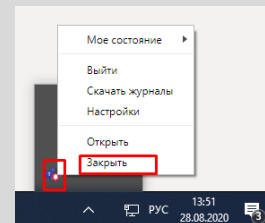
1. Click on the photo icon
2. Choose "Settings"
3. Choose "Turn on new meeting experience..."
4. **Restart MS Teams**



## Restart Teams

Close the application

Click the arrow at the bottom of the screen



Right-click on the Teams icon

Choose «Close»

Reopen MS Teams



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\* Second way to enter in MS Teams "Settings"

# **Work in Teams: Groups and channels**



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# 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)*
2. **Academic teams***(for teaching purposes)*
  - This type should be called by discipline  
*(please see the Example)*

*Teams naming example*

**2020F B2 Marketing**

2020 – year, F – fall(semester)  
B – bachelor, 2 – course,  
discipline – marketing

## **EDUCATIONAL TEAMS ARE CREATED BY IT STAFF**

Professors **don't** create educational teams

All teams by discipline should appear by professors **automatically**

Professors **can add/remove** students from an existing team

If you do not have the required team, please, contact GSOM support

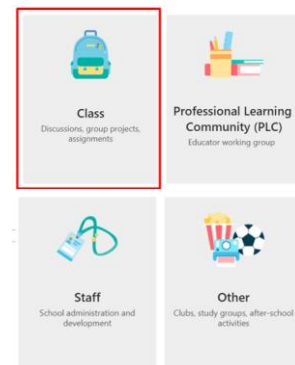
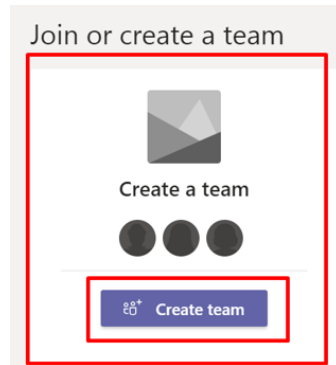
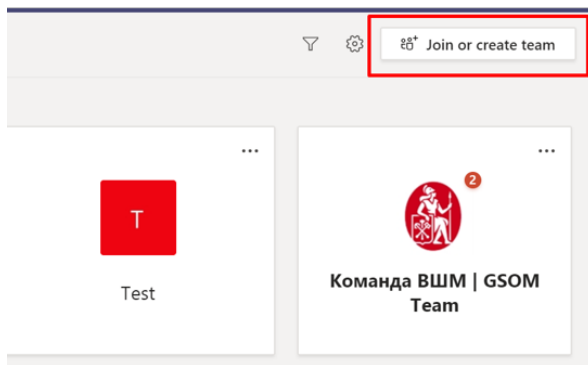


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# Your teams

Discipline teams are created by the IT staff, but professors can create teams for any other purpose, for example, for project activities, etc.

- Select "Join or create a team"
- "Create team"
- Team type "Class"



# Your teams

- 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

MS Teams Training

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

## Add members to 2020F B2 Marketing

Students

Teachers

Иванов

Add

ИВ

**Иванов Павел Васильевич**  
(ST063365) Очная, Договорная

ИО

**Иванов Валентин Олегович**  
(ST060582) Курс, очно-заочная, платная

ИВ

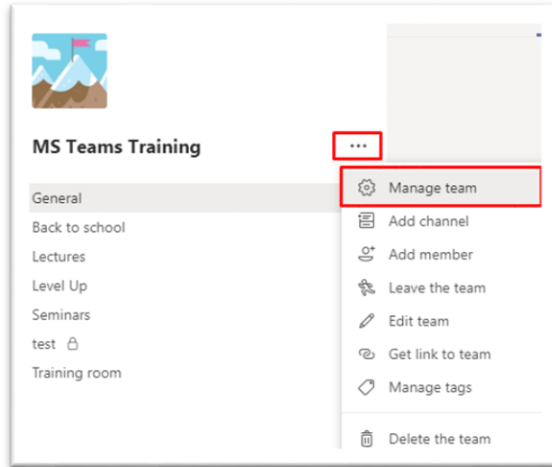
**Иванов Кирилл Вадимович**  
(ST071921) Очная, Госбюджетная



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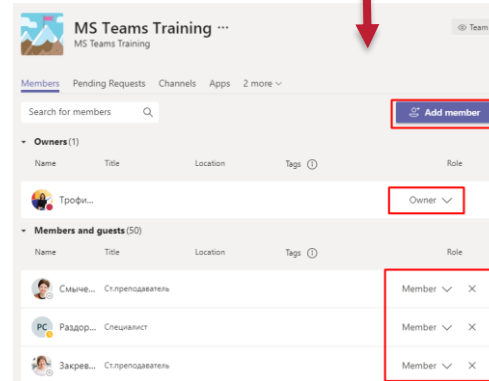
# Manage team

Open «Manage team»



Button

**Add member\***



Click the cross **to remove**  
a member from the team

- Role of Professor "Owner"
- Role of students "Memeber"

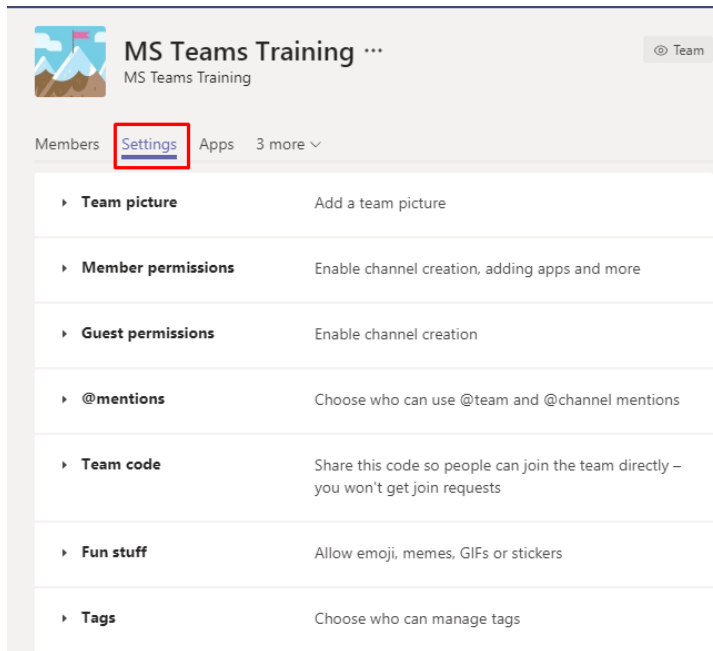
If you need a student assistant who will create channels, set the "Owner" role for him



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\*Add members when the team is already created (method 1)

# Manage Team



In the team settings you can change a team picture, set permissions for the "Member" and "Guest" roles.

Fun stuff - you can allow or prevent to use GIFs, stickers and emojis, etc.

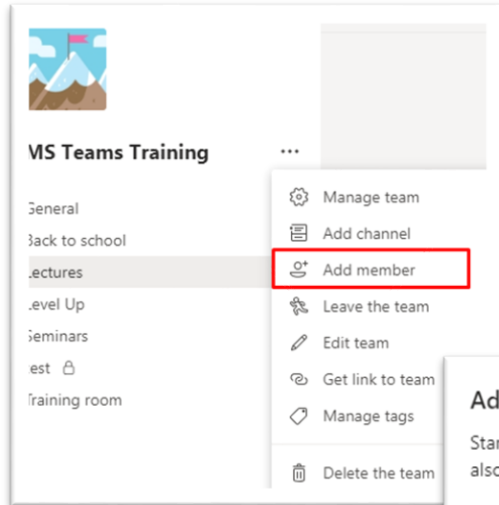




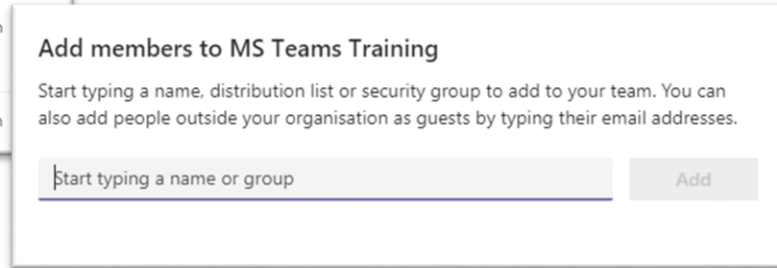
# Edit team

Add members when the team is already created

## Method 2



1. «...» (beside the name of the team)
2. Add member
3. Enter students' email addresses one by one

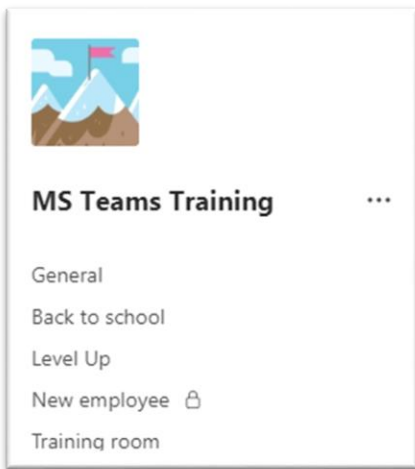


# Channel in Teams

**Channels** – conversation blocks

## 2 types of channels:

- Open channel - available to all team members
- Private channel - available only to those members who are added there



*Example*

**Team:** MS Teams Training

**Channels:**

- General
  - Channels for different topics (created by professor if necessary)
- Back to school, Level Up, Training room – learning programs.  
Meetings for each program are planned on the program channel  
Materials on the topic are uploaded on the program channel.  
New employee - private channel (lock icon)



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# Create a channel

## To create a new channel:

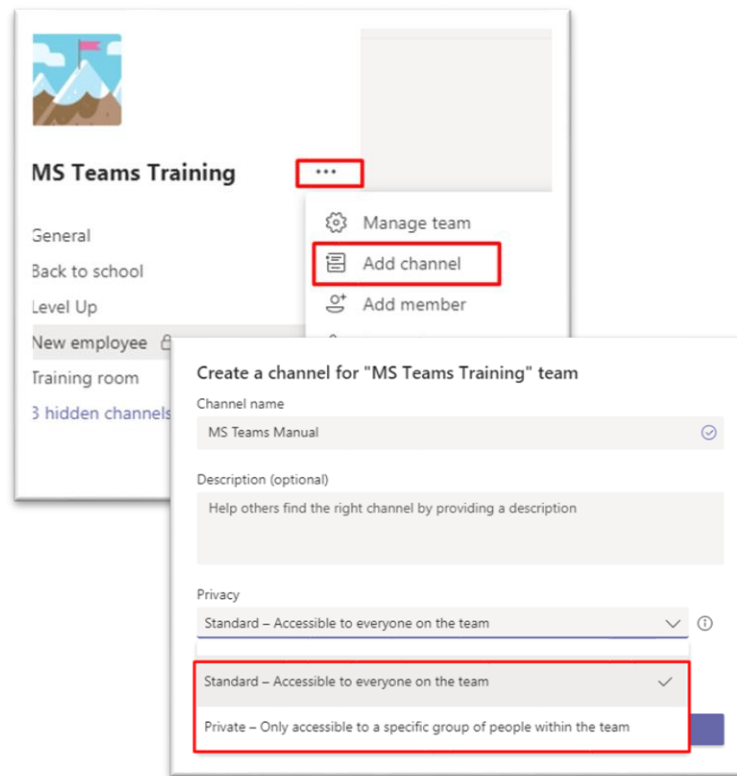
1. Ellipsis mark
2. Add channel
3. Enter the channel name
4. Define the Privacy rules
5. If the channel is private, please add the students

Each team has channel -  
**“General”** by default

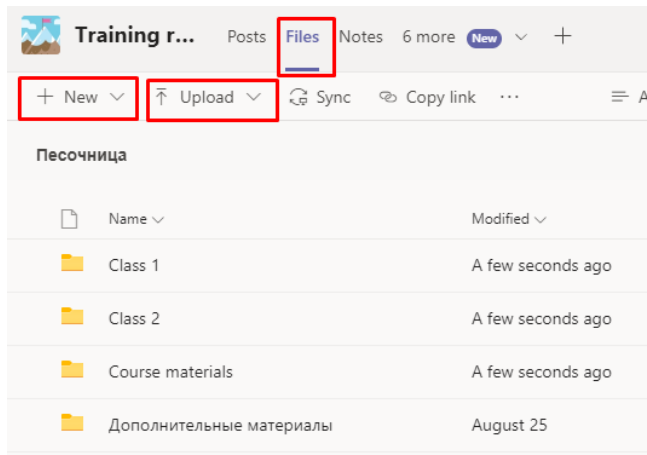


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**PLEASE, NOTICE!** For the private channels you can not schedule a meeting (session)



# Tab Files



- Each channel has a document storage on the tab Files.
- You can create folders and documents, as well as upload files from your computer and One Drive.
- If you attached a document on the tab Posts, it will be saved automatically on the tab Files

Folders can have different levels of privacy:

- Available only to Owner
- View only for student (not available to download)
- Available for student to see and download



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If you need folders with privacy settings, please, contact support team

# Online class organization



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# Set up online classes

To conduct an **online class**, you must schedule a meeting in Teams

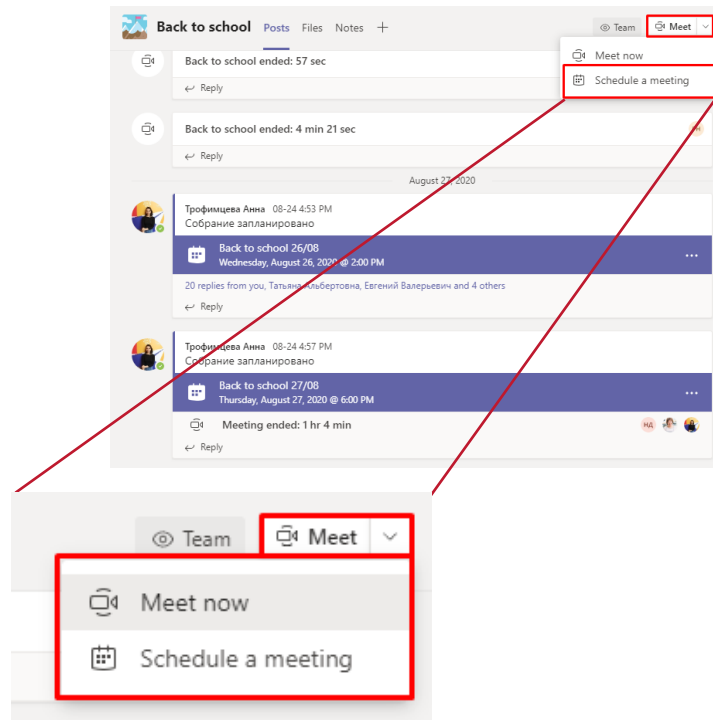
**All team members** will receive an invitation to this meeting (the invitation will come by email and in Teams)

## Schedule a meeting

1. Open the team for your discipline
2. Open the channel where you want to organize the class
3. Click the arrow on the "Meeting" button
4. Choose **"Schedule a meeting"**



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# Schedule a meeting

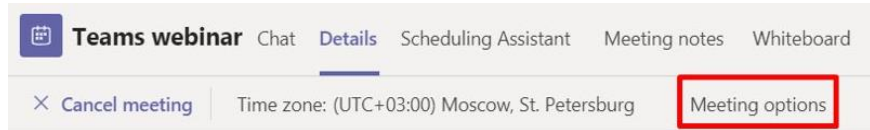
## Meeting card

The screenshot shows the 'New meeting' interface in Microsoft Teams. A red box highlights the 'Send' button in the top right corner. Another red box highlights the meeting name field, which contains the text 'Back to school'. A third red box highlights the date and time selection area, showing 'Sep 3, 2020' at '8:00 PM' for a '30m' duration. A fourth red box highlights the category field, which shows 'MS Teams Training' and 'Back to school'. The interface also includes a 'Details' tab, a 'Scheduling Assistant' link, a time zone dropdown set to '(UTC+03:00) Moscow, St. Petersburg', and a rich text editor at the bottom for adding details.

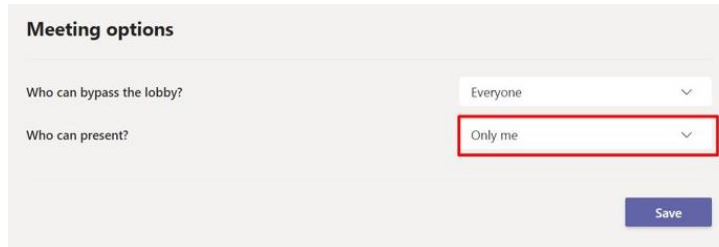
- Enter the meeting name, time, and date
- **Adding participants is optional** – all channel members will receive an invitation in the calendar by default!
- If necessary, you can enter a description of the event and attach documents.



# Roles and Permissions Setting



- Choose «Meeting options»



**When you create a meeting, the following settings are set by default:**

- Who can present? – Only me

The presenter has the right to share the screen and control the settings of other users: mute the microphone, change the participant's role to presenter, etc.

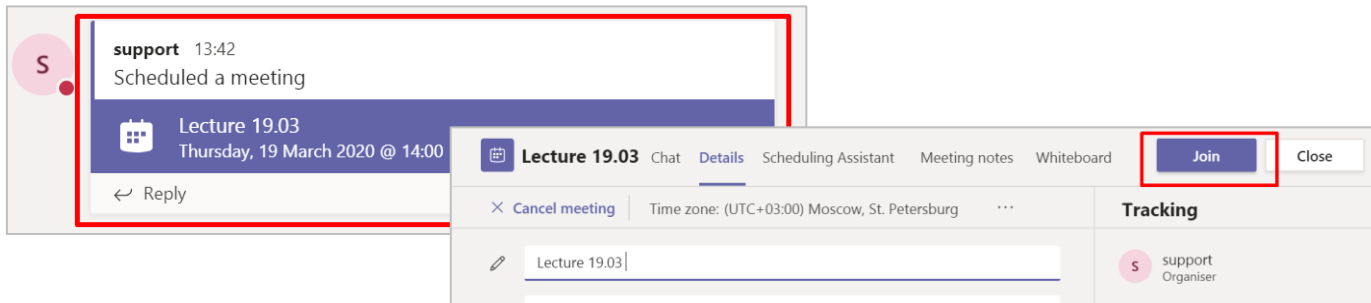
With these settings, students will **not be able** to share the screen, turn off the microphone for the presenter, to switch slides of presentation demonstrating through the Browse button

If you want to give students the opportunity to share the screen see sl. slide 27

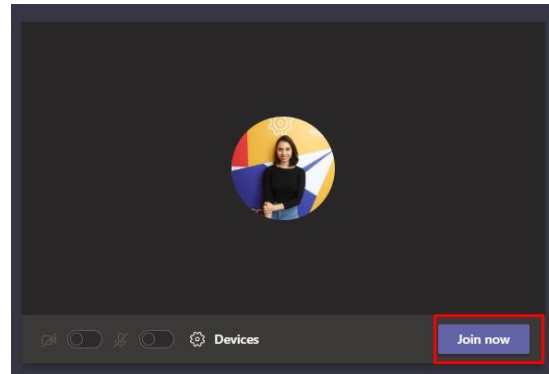




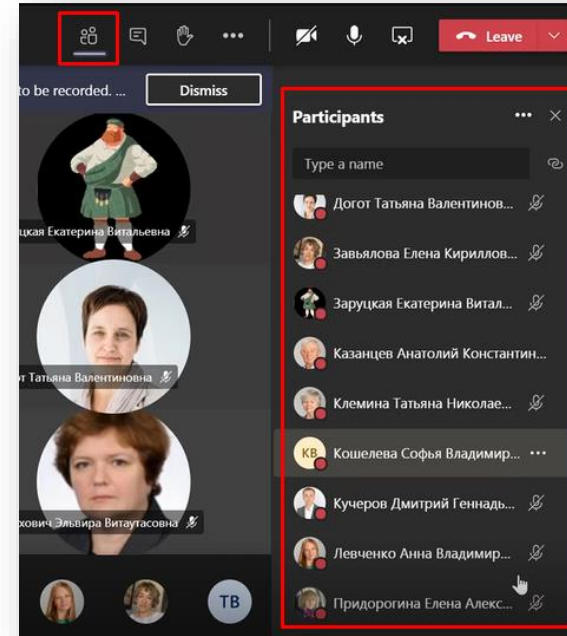
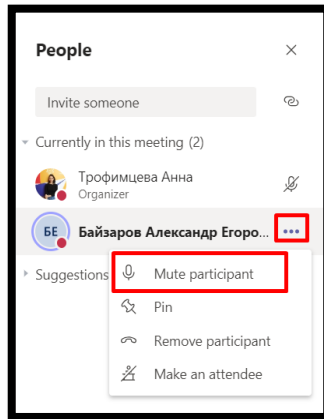
# Schedule a meeting



- 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 show meeting participants and, for example, **check attendance**, select the button «Show Participants»
- The tab "Participants" lists everyone who is attending on the meeting
- In the section “Suggestions” - people who are in the group, but not on the call



- Select “...”, “Mute participant” to mute a participant’s microphone
- **«Mute all»** - mute all participants

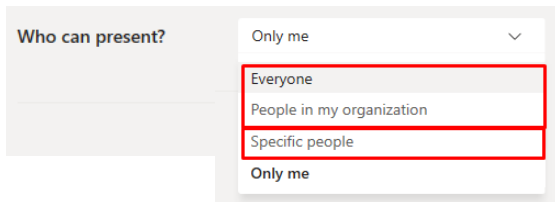


# Roles and Permissions Setting

By default, students **can not** share their screen in a meeting

## How to allow students to share their screen and materials ???

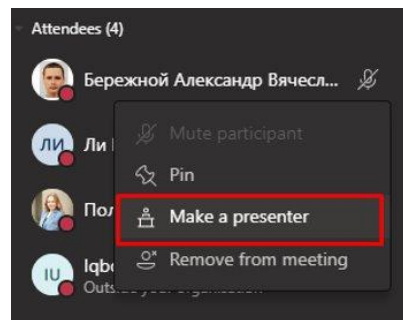
1. Change settings in meeting options



**Everyone** - everyone in the meeting

**Specific people** - members that you select

2. In a meeting, on the tab "Participants"



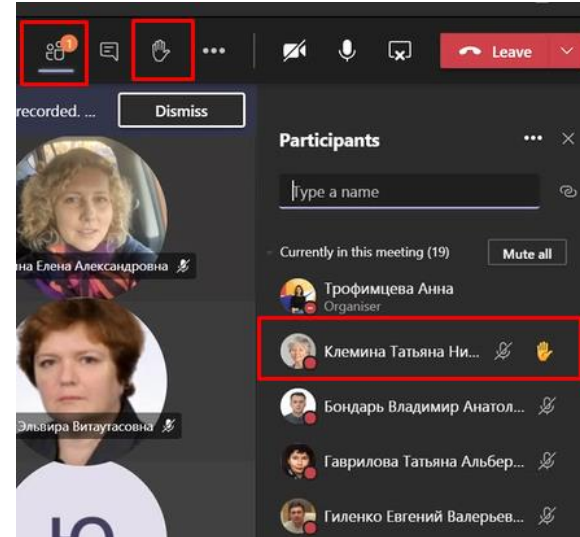
Click on the "..." next to the student's name

Select "Make a presenter"



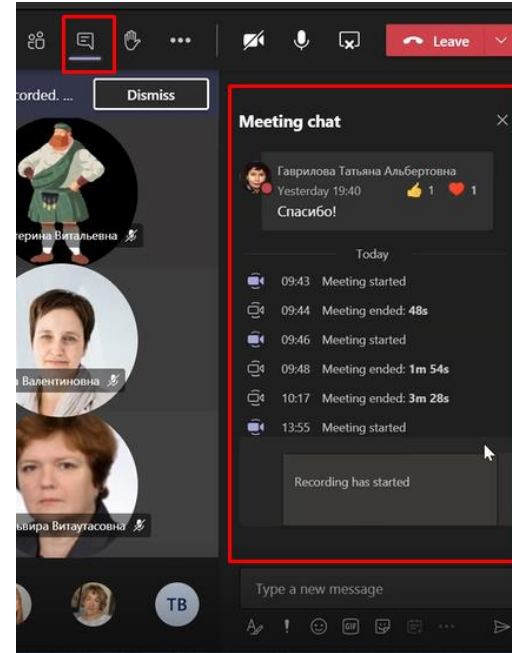
# Rise your «Hand»

- To attract attention use the tool **"Hand"**
- A notification appears at the Participants icon if someone raised their hand
- You can see all participants who raised their hand on the tab "Participants"

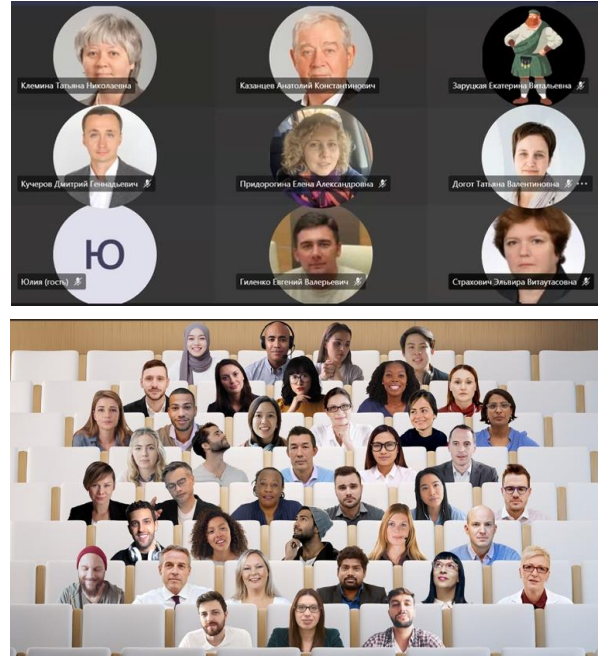
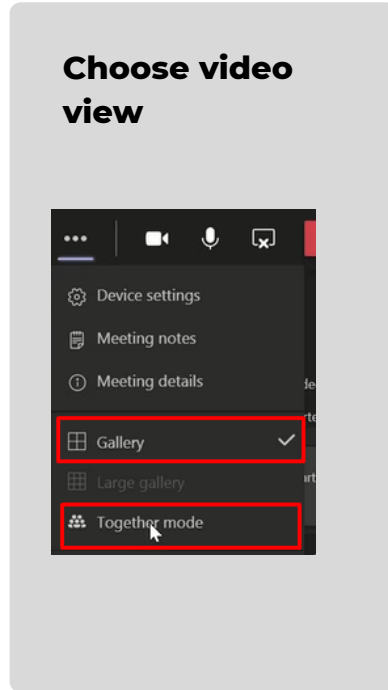


# Meeting «Conversation»

- Select **"Show conversation"** - the icon with the message
- All messages and documents attached during the call will be saved on the channel on the "Posts" tab



# Video view



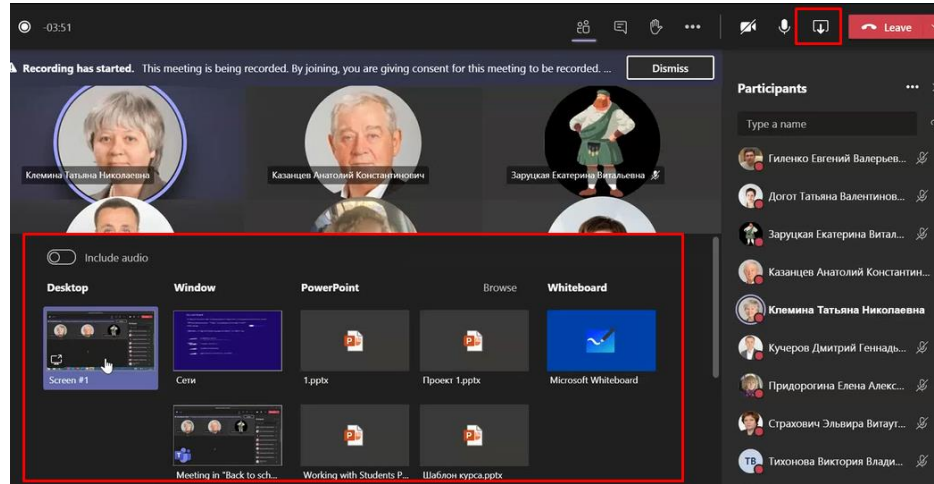
- **Gallery** – By default, all meetings will be set to 'Gallery' layout which should display participants in 2 x 2 or 3 x 3 grids, thus showing up to 9 attendees on the same screen
- **Together mode** – all participants on a video call is placed **together** in a virtual space, such as an auditorium, so they look like they're in the same place **together**.



# Content sharing



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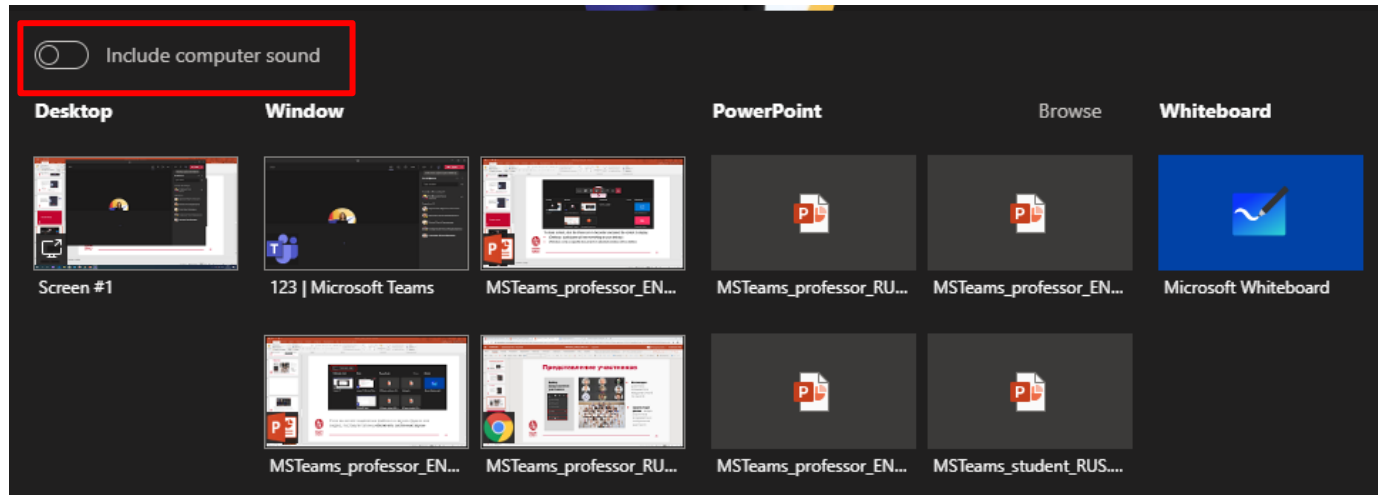


Click on the icon «Share content» to share the materials, and select materials for a demonstration:

- Desktop (everything what happens on the desktop will be visible)
- Window on the desktop (only a specific document or selected window will be visible)
- Power Point via the "Browse" button

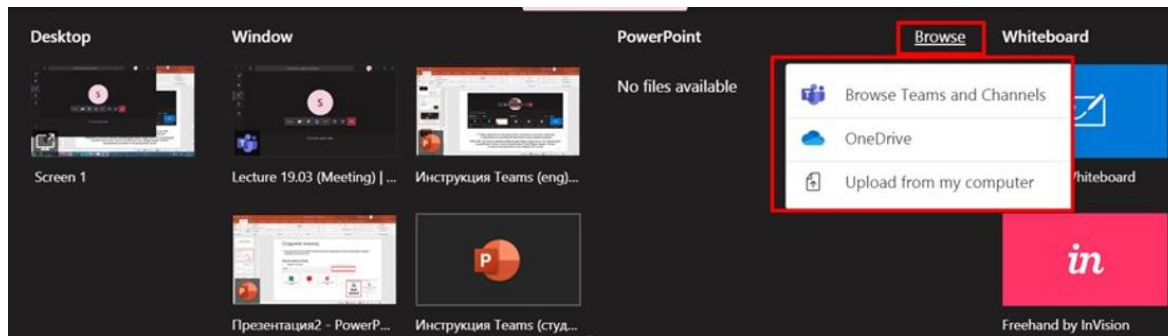






If you want to share **a file with sound** (audio or video), check the box "Include computer sound"

# PowerPoint demonstration



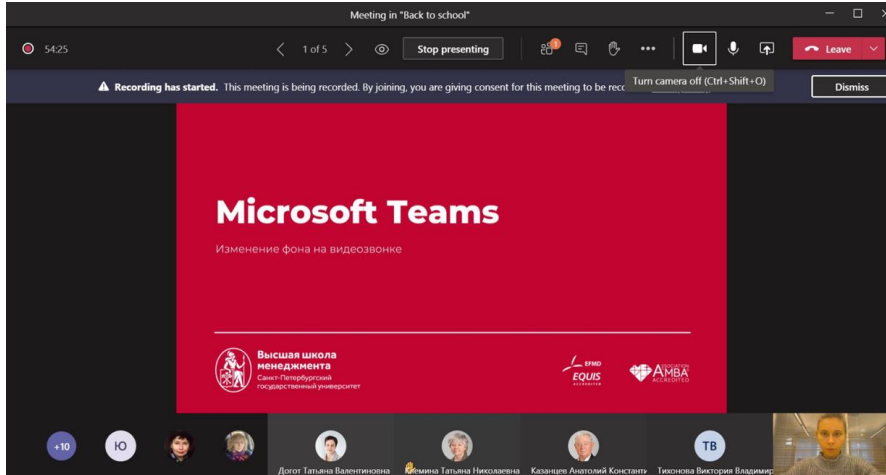
Click **«Browse»** and choose:

- «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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# PowerPoint demonstration



By demonstration throw **“Browse”**:

- PP is presented inside of MS Teams
- Saved on the tab Files on the channel and will be available to students \*
- Manageable by all meeting attendees\*



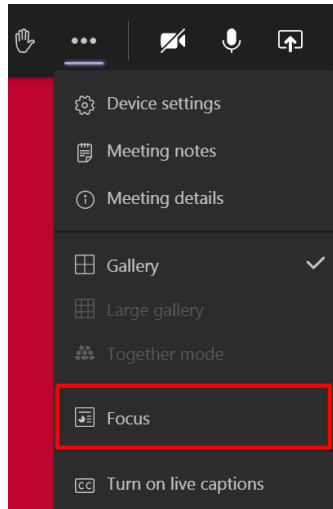
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\*If you upload a presentation to a **private** folder at first, and then select it for demonstration from there, students will not be able to download it!

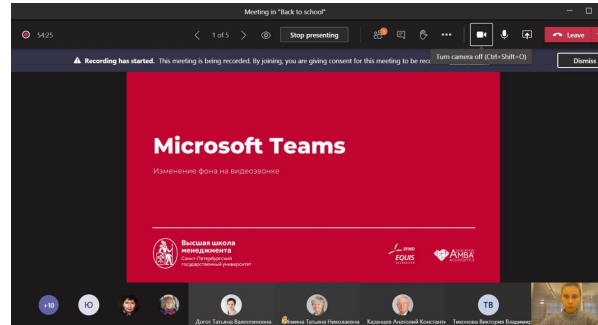
\* To control the presentation only by Owner, you must set the setting in the Meeting Options (who can present? - **only me**)

# PowerPoint demonstration

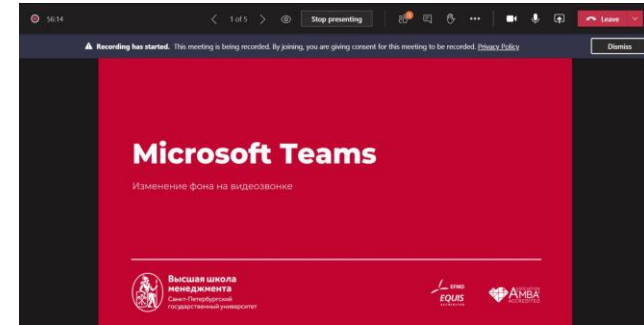
- Use the Focus button to focus on your presentation



**BEFOR**



**AFTER**



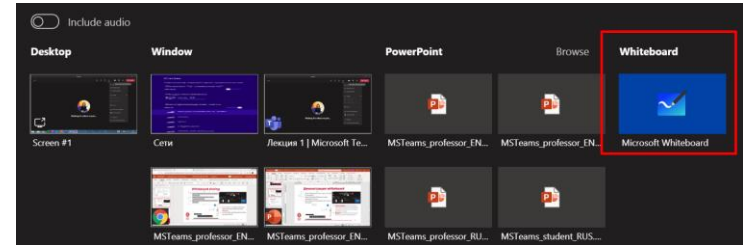
The presentation expands to full screen  
Video of the lecturer and participants disappears



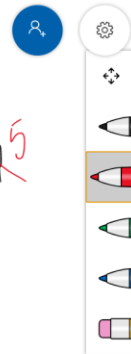
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# Whiteboard

- Select “Blackboard” from menu, to share a whiteboard
- Select Stop Demonstration to stop whiteboard sharing
- Both teachers and students can write on the board



$$2 + 3 = 4^5$$



Остановить демонстрацию

23:06



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- **Recommendation:** use tablet or touchscreen monitor with stylus to make notes on the Whiteboard
- **Important!** video recording of the lecture does not record the board

# Document camera

- You can use a document camera to demonstrate written recordings.
- Video from a document camera is broadcast in the same way as video from a web camera
- Video from a document camera will be displayed to students on  $\frac{1}{4}$  of the screen (like video from a web camera)
- By using both a web camera and a document camera you can switch between them
- If you need a document camera, contact technical support

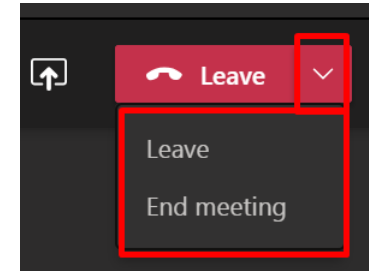


# End meeting

- New meeting interface has a **new option** to end the meeting

## 2 options:

1. Leave – you leave the meeting, but the meeting **continues** for other participants
2. End meeting (available only to meeting organizer) - this option ends the meeting for **all** meeting participants



# The video record



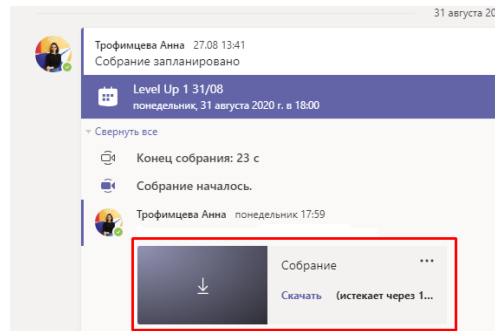
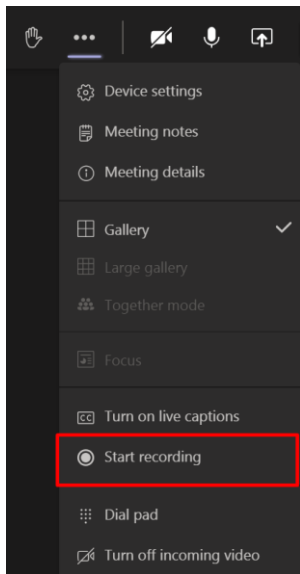
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**SPbU**



# The video record

## 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
- **We kindly recommend to use function** «Stop recording» at the end of the meeting
- After the meeting ends the recording will be saved on the channel in the "Publications" tab
- The recording is available **to all meeting members**



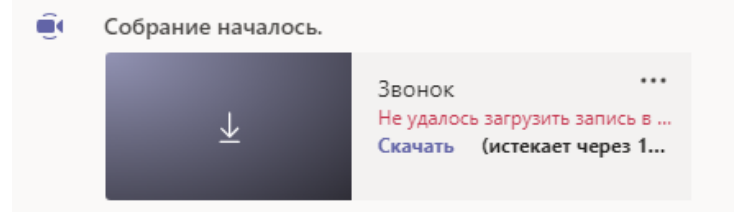
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# Download video

**At the moment, ALL participants, including STUDENTS, can download a video record**

How to download a video?

- Click on the picture with the arrow or on the "Download" button
- The video is available for download for **20 days\***



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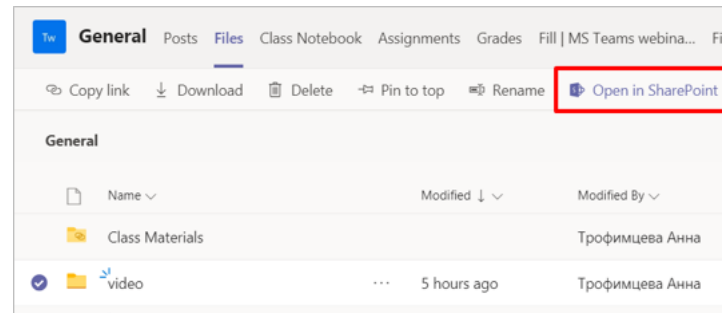
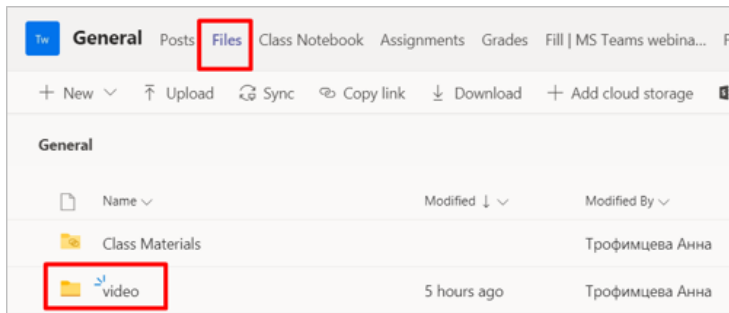
\* After 20 days, the record will be deleted automatically; we can't delete a record earlier

# Folder privacy settings

To upload documents **WITHOUT** downloading, you need to create a folder with the privacy settings.

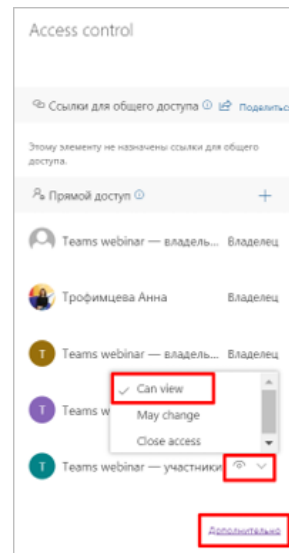
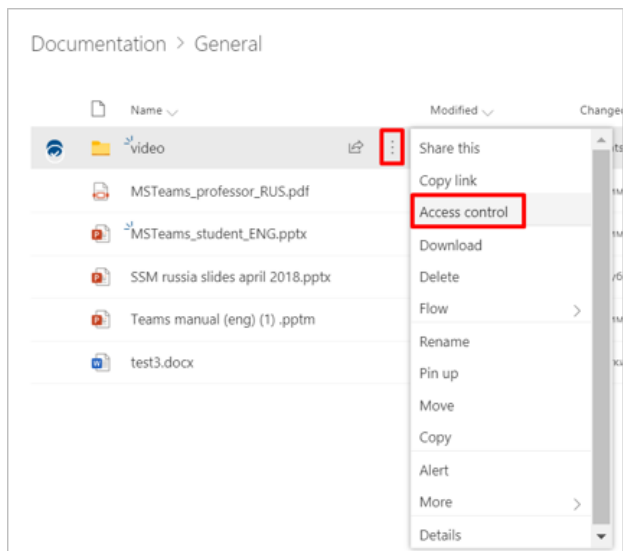
1. Contact it support **or**
2. Do it yourself

Create a folder on the tab Files, Select "...", and "Open in SharePoint"



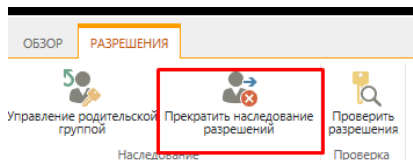
# Folder privacy settings

- A SharePoint window opens in the browser
- Select the folder, menu button and **"Access Control"**
- The «Access Control» panel appears on the right.
- For the members group, select «Can view»
- Select **«Advanced»**



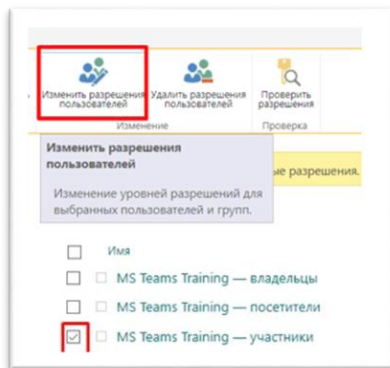
# Folder privacy settings

1. "Stop inheritance"



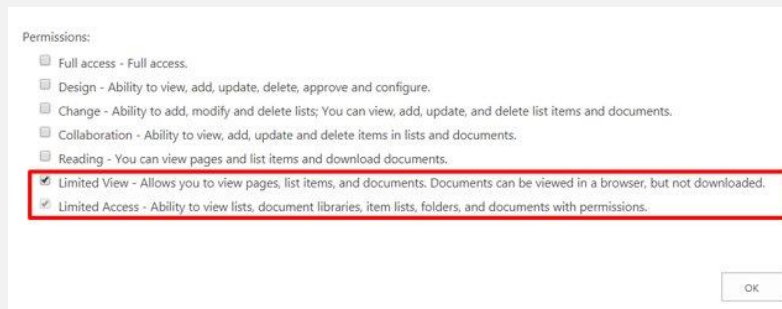
2. Select the user/member group (check button)

3. "Change user permissions"



4. Uncheck "Reading" and select "Limited View"

**Important:** Students will be able to watch the video but not download



# Contact for help & questions



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# Contact for help & questions

## Helpdesk contacts:

- ❑ Phone 8-800-222-53-92
- ❑ E-mail [support@gsom.spbu.ru](mailto:support@gsom.spbu.ru)
- ❑ Telegram-bot [@gsomsupport\\_bot](https://t.me/gsomsupport_bot)

**Requests can be proceeded from Monday to Friday,  
9:30 - 18:00.**



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