

Microsoft Teams: Organise an Online Class

This guide provides an overview on how to schedule an online class. The target audience for this guide is Educators or anyone who wishes to schedule an online audio and/or video call to share content, discuss and collaborate, via Microsoft Teams. An online class can facilitate up to 250 attendees, enabling you to organise a call with an entire module group, share files and teach in real-time through an online medium. If you wish to invite more than 250 online class attendees, create a Microsoft Teams Live Event instead (information can be provided on request to servicedesk@mu.ie). Please note: a live event should only be considered if the online class option does not suit requirements.

Teams have been automatically populated with data from Moodle, meaning all modules should now have a matching Team. Teaching staff have been made 'owners' of the Team, with the students as 'members.' These Teams will appear automatically for you in the Teams app.

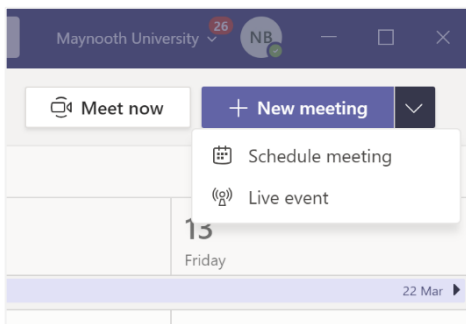
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Schedule an Online Class

An online class can be scheduled any time before the class is due to take place. A reminder can be sent out to attendees at any time by opening your calendar, selecting the event, getting the attendee link and posting this to a channel in the relevant team. To schedule an online meeting:

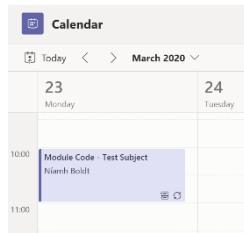
1. Open *Microsoft Teams* desktop app. If you do not yet have Microsoft Teams installed on your machine, navigate to the following link and download the relevant app for your operating system:
<https://teams.microsoft.com/downloads#allDevicesSection>
2. Select *Calendar* from the navigation panel on the left
3. Select *Schedule Meeting* from the *New Meeting* drop-down menu.



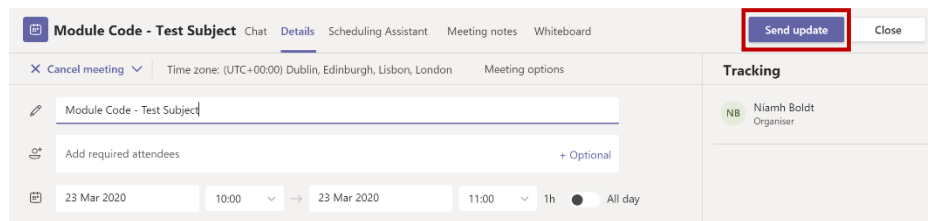
4. Complete the *New Meeting Details* as required and click *Send*. A class module example is shown below.

A screenshot of the 'New meeting Details' dialog box in Microsoft Teams. The dialog has a title bar with 'New meeting Details' and 'Scheduling Assistant'. There are 'Send' and 'Close' buttons in the top right. The main area contains several fields: 'Module Code - Test Subject', 'Add required attendees' with a '+ Optional' button, a date and time selector (23 Mar 2020, 10:00 to 11:00, 1h, All day), 'Occurs every Monday starting 23/03', a dropdown menu showing 'PG004[AJ] (19-20:51) > General', and 'Add location'. Below these is a rich text editor with a toolbar and a text area containing instructions: 'Type class information here if required, or you can leave this blank. You can attach documents or share links to relevant web-pages. It is also possible to share notes and documents with students during and after the online class.' Three callout boxes with arrows point to specific elements: the first points to the '+ Optional' button with the text 'You are not required to add attendees, unless you specifically wish to request the online presence of one or more further class presenters. Students will be requested to join the class via a message posted to the relevant module team as shown below.'; the second points to the date and time selector with the text 'Select the data and time from the drop-down menu'; the third points to the dropdown menu with the text 'Enter team name (module code) and select from the populated list to post join information for the online class to the relevant channel in Teams.' The 'Send' button is highlighted with a red box.

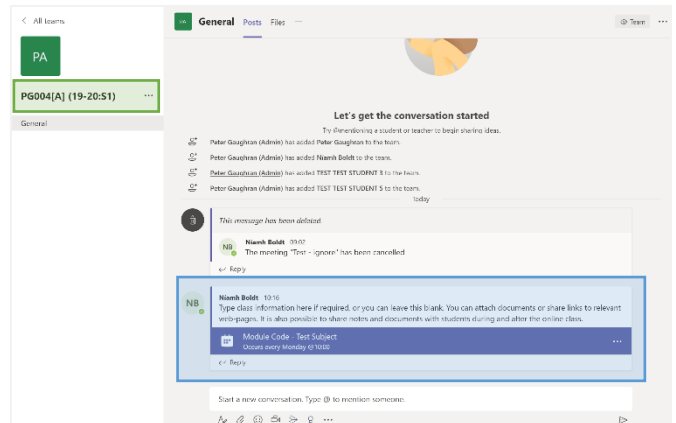
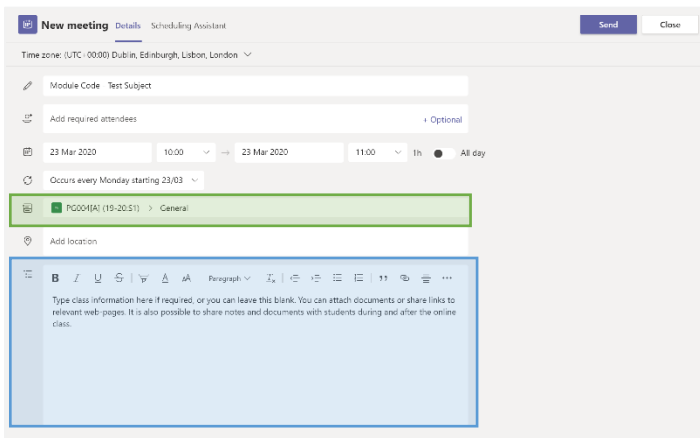
5. The class has now been scheduled. This will now appear in your *Calendar* in Microsoft Teams and Outlook.



To edit this scheduled class at any time, open your *Calendar* via Microsoft Teams and select the class event. Edit the class event as required and click *Send update*. Once the relevant team has been referenced as shown in point 4 above, the update will be posted to the relevant team once again.

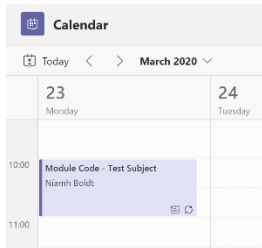


6. Below (left) is an example of how the class information will be posted within the relevant team.

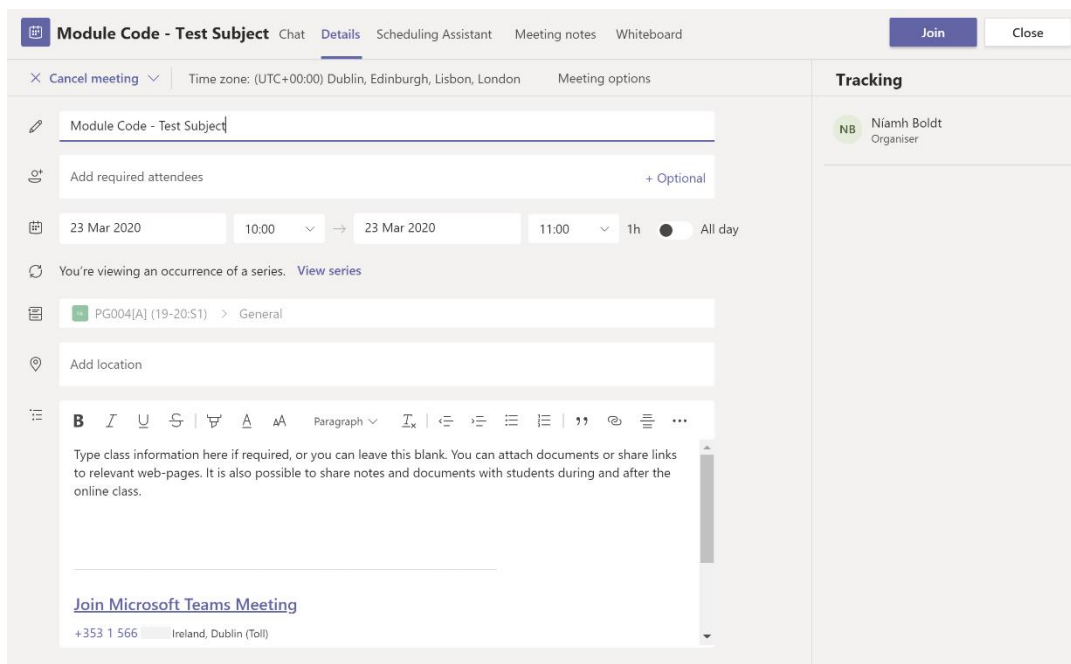


Start the Online Class

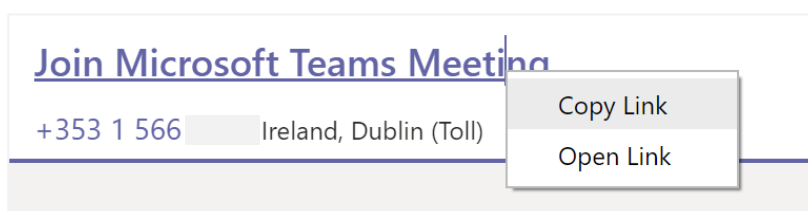
1. Open *Calendar* via Microsoft Teams.
2. Select the class in question from the *Calendar* on the day and at the time the class is due to take place.



3. When the class is due to start, select *Join*. Note: as shown below, you can chat with other attendees, create and share meeting notes or a whiteboard, before, during and/or after the meeting.

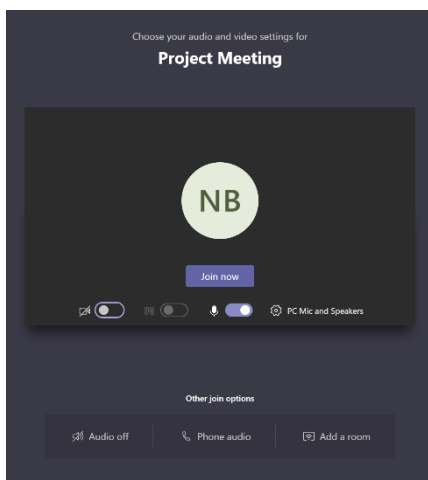


A weblink to the class can be copied and emailed to additional attendees, if required. To do this, right click on the *Join Microsoft Teams Meeting* at the bottom of the *Meeting Details* and click *Copy Link*. This link can then be sent to additional attendees.

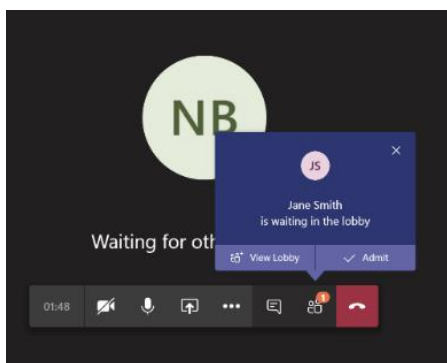


4. When you join the class meeting, you can choose whether to use the camera or not.

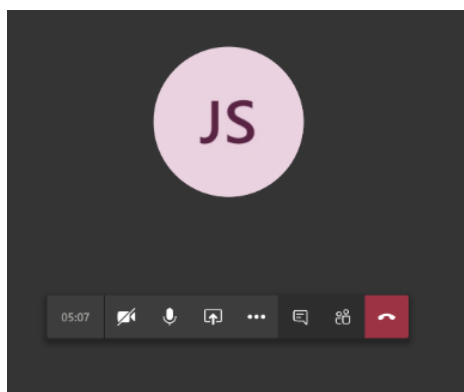
Ensure that the microphone is on and select *Join now* to start the class.



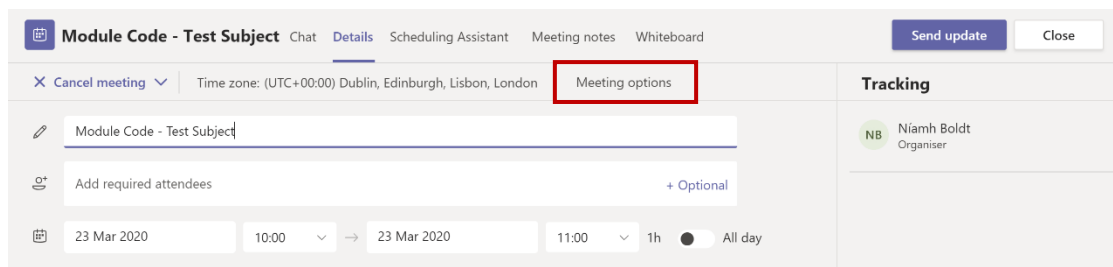
5. As the organizer of the class meeting, when someone attempts to join, you will be prompted to admit entry into the class via the *Lobby*.



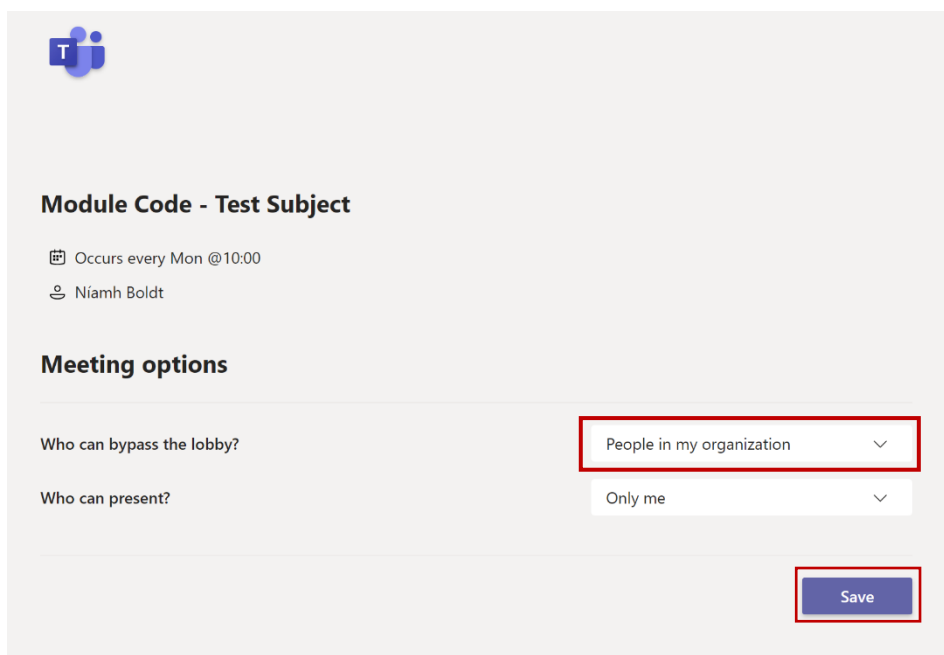
Once admitted, the following will be displayed. If the attendees have permitted video, their image will be displayed instead of their user icon.



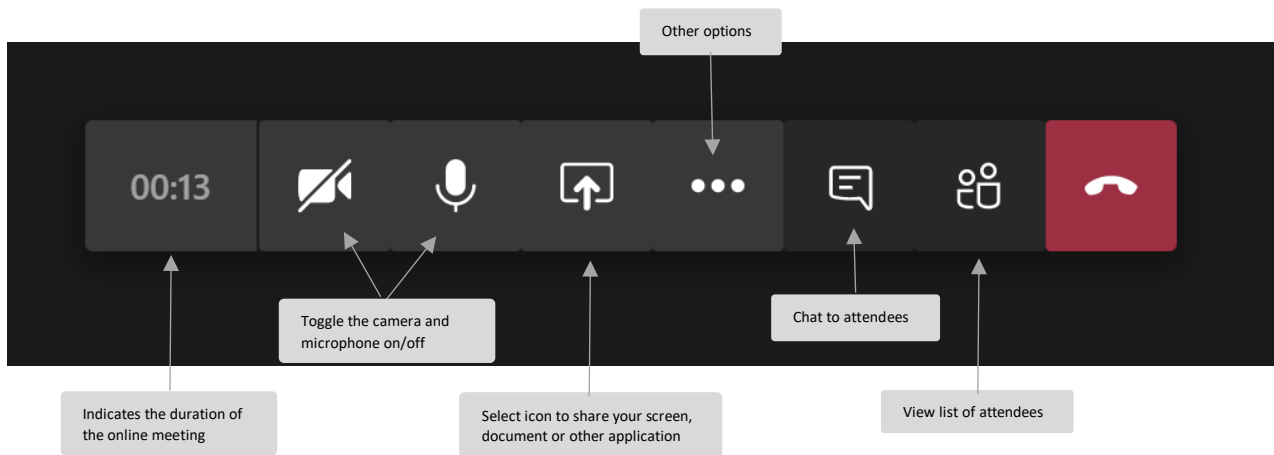
If you are meeting with a large group, e.g. a class/module group, and wish to avoid having to admit each attendee as they enter the lobby, open the meeting request from your calendar, select *Meeting options*.



The following browser window will appear. Select *People in my organization* from the *Who can bypass the lobby?* drop-down menu. Click *Save*. You may also wish to amend the *Who can present?* option.

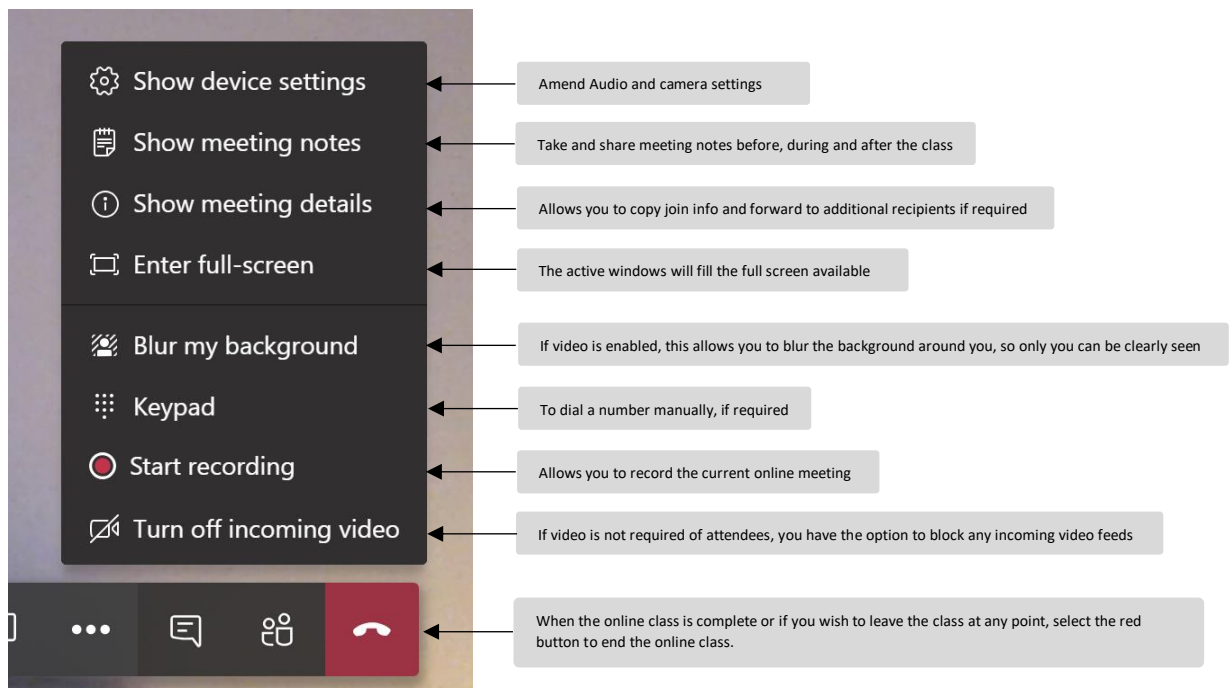


Navigation during the class



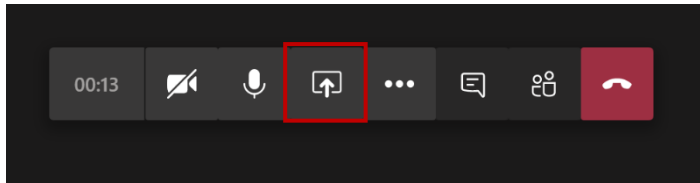
Other call options

When using the Microsoft Teams desktop application, and once the camera is enabled, the following call options are available:

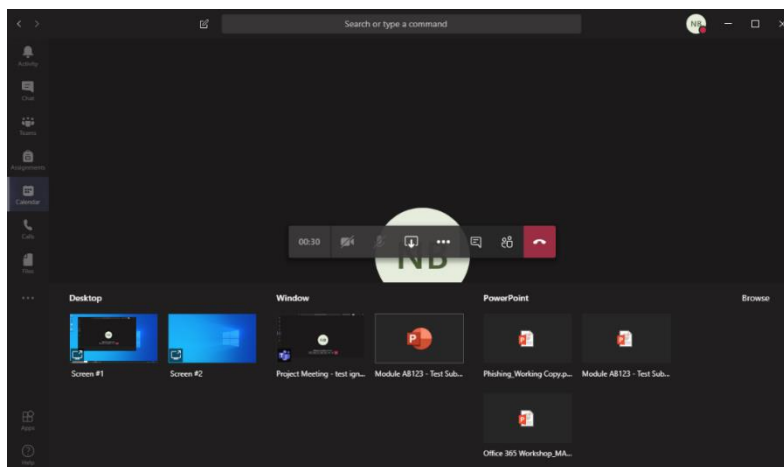


Screenshare during a class

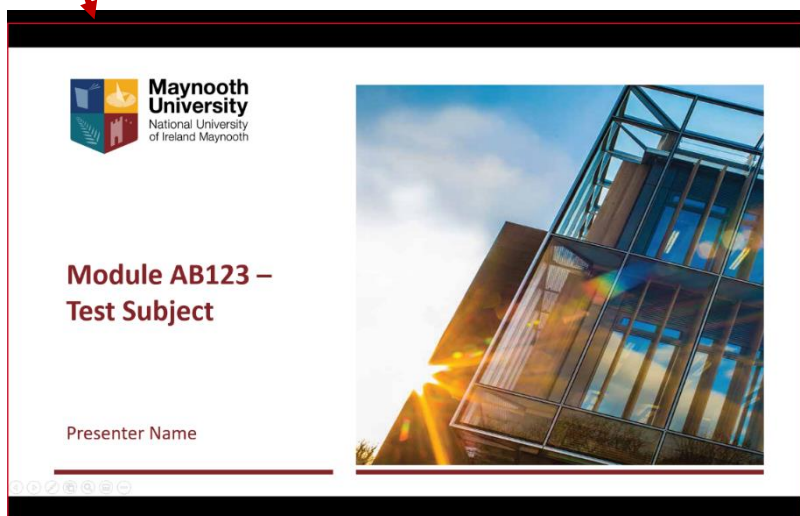
1. During an online class, select the screensharing icon. If using a Mac, you may be required to allow Teams functionality to run in order to use this particular feature – if this is necessary, a prompt will be displayed on your screen after you select the screensharing icon - follow the prompts on your device to allow.



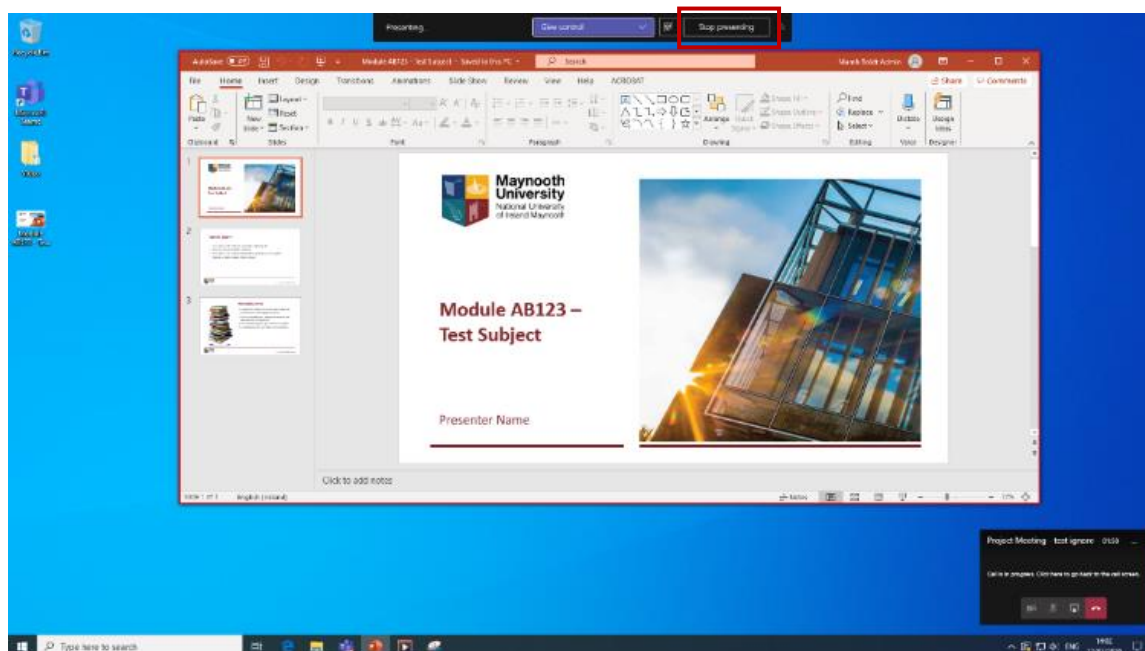
2. All open, and some suggested applications and windows, will be displayed along the bottom of your screen. Select the required window/application and this will be displayed for all class/meeting attendees to view. You can interact within the active window as you usually would, i.e. progress through a slideshow as you discuss same, etc.



The red line surrounding the screen indicates which window is the live/active screen being shown to all attendees.



You can select *Stop Presenting* at any time in order to stop screen sharing and return to the original view of the video/user icon.



If you have any queries in regard to the above, please email servicedesk@mu.ie.