

**Modern Language Centre**

# **Microsoft Teams for Teaching**

**Luke Day**

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# Microsoft Teams Features

Teams Interface, Features Coming Soon & King's Resources

# Three ways to use Microsoft Teams

## 1. Web App

- Using a web browser (<http://teams.microsoft.com>).
- Be aware of web browser compatibility.
- Not all Team features supported by **Firefox** and **Safari** browsers.
- Recommend you use Google Chrome (for Mac) or Microsoft Edge browser. Safari 13+ will be supported by the end of September.

## 2. Mobile App

- Mobile app available for Android and iOS devices.

## 3. Desktop App

- Available for Mac, Linux and Windows.

**Please use the Desktop version of Teams – It is required for Breakout Rooms!**

Features such as take control, web cam background/blur are not available via the web app.

## Installing the Teams Desktop App

If you already have Office installed but not Teams.

1. Go to <http://teams.microsoft.com>
2. Sign in using your KCL email account ([K\\_number@kcl.ac.uk](mailto:K_number@kcl.ac.uk))
3. Click your profile picture and select download the desktop app
4. Run the installer

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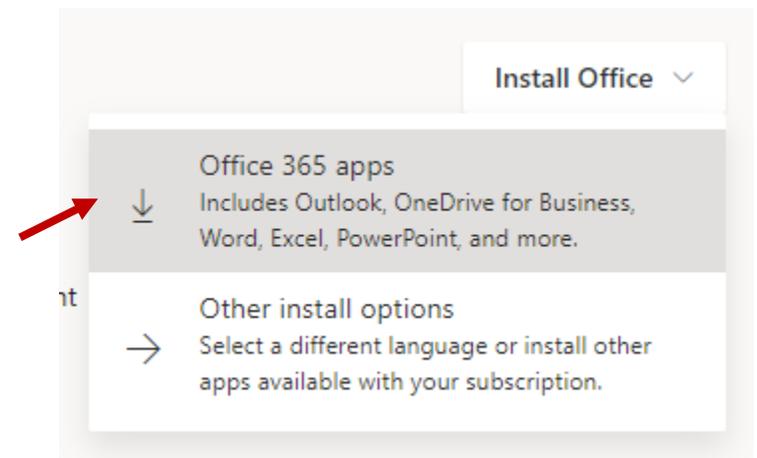
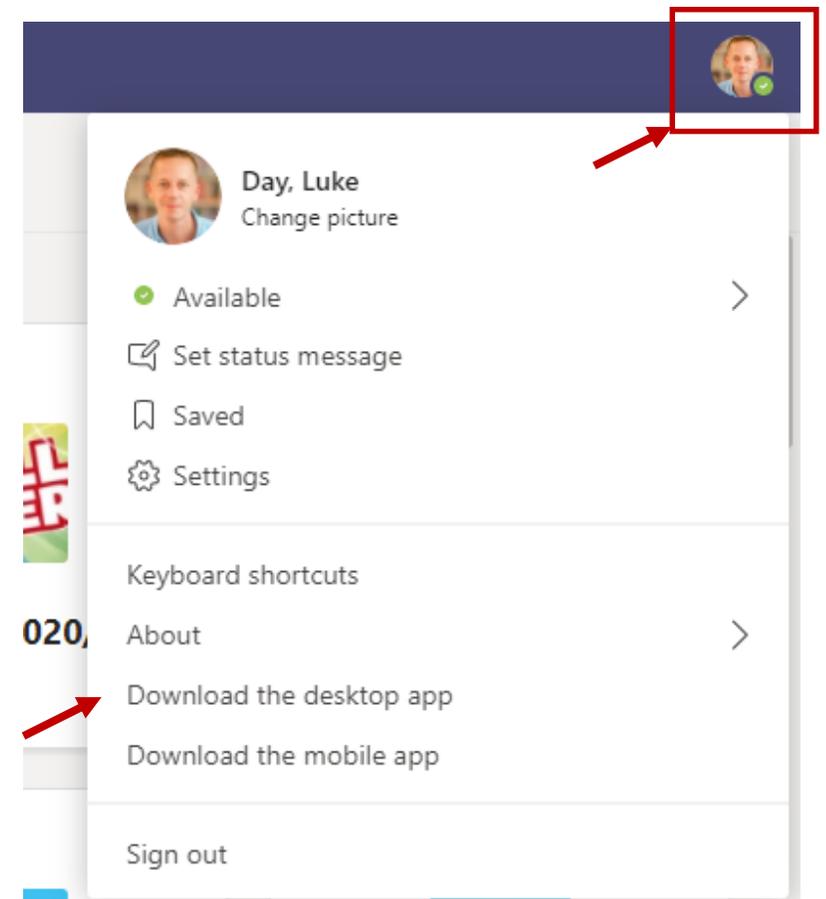
## Installing Office 365

- All KCL email account holders have a free Office 365 license.
- The Office installer includes Teams.

1. Go to [office.com](http://office.com)
2. Sign in using your KCL email account ([K\\_number@kcl.ac.uk](mailto:K_number@kcl.ac.uk))
3. Click **Install Office** to download the installer.

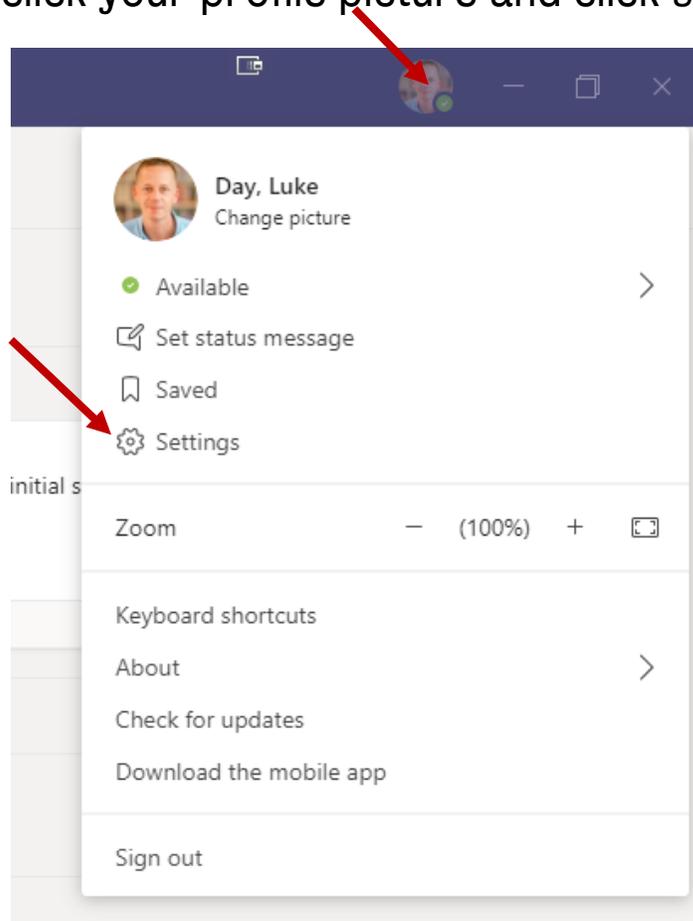
Remember to use your K number, e.g. [k0915282@kcl.ac.uk](mailto:k0915282@kcl.ac.uk).

See the [IT Digital Skills Hub](#) for more guidance

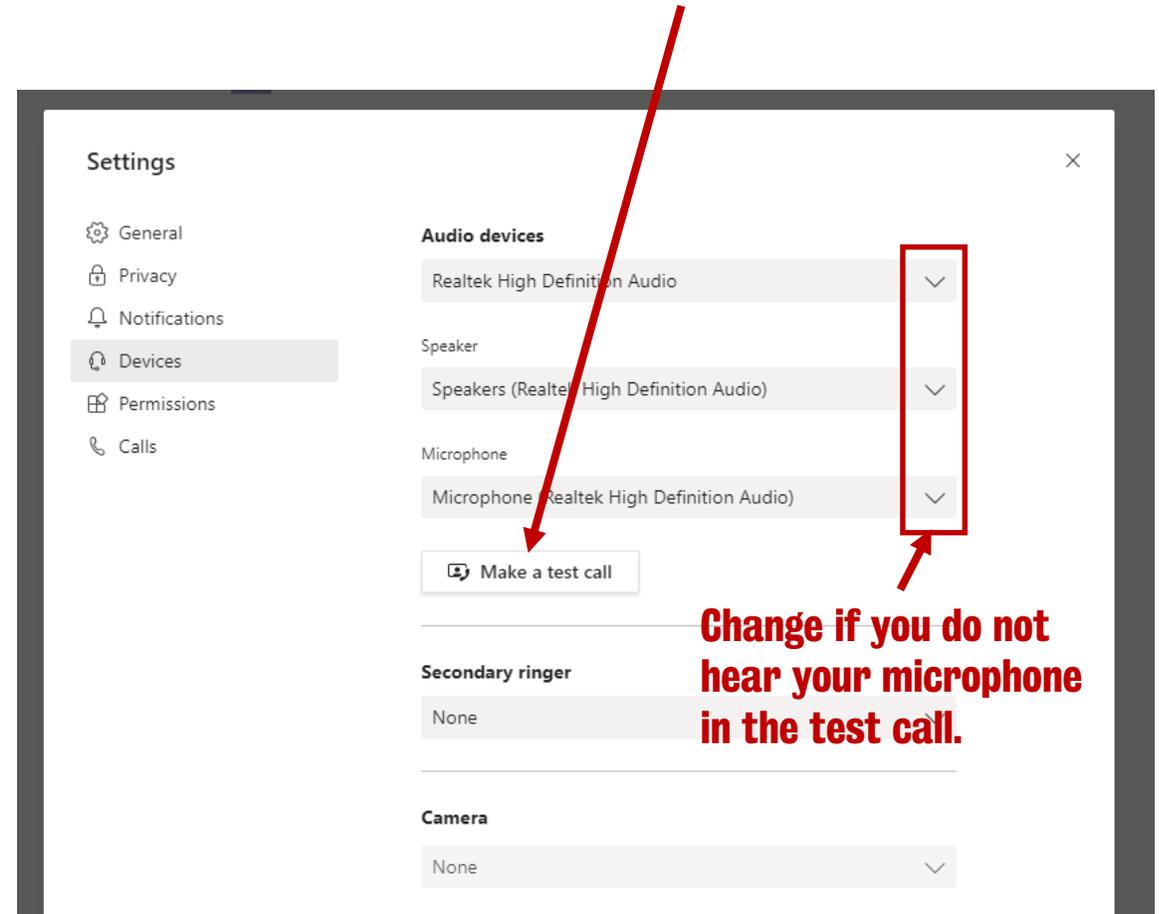


# Testing your Microphone

1. After installing the desktop version of Teams click your profile picture and click settings.



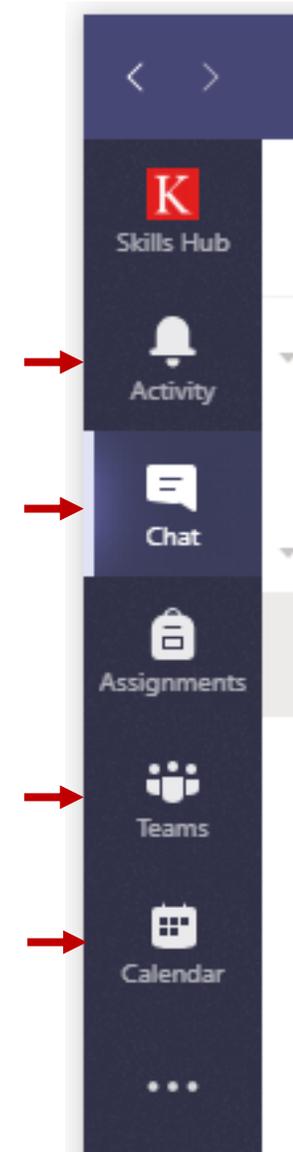
2. Click devices and then make a test call.



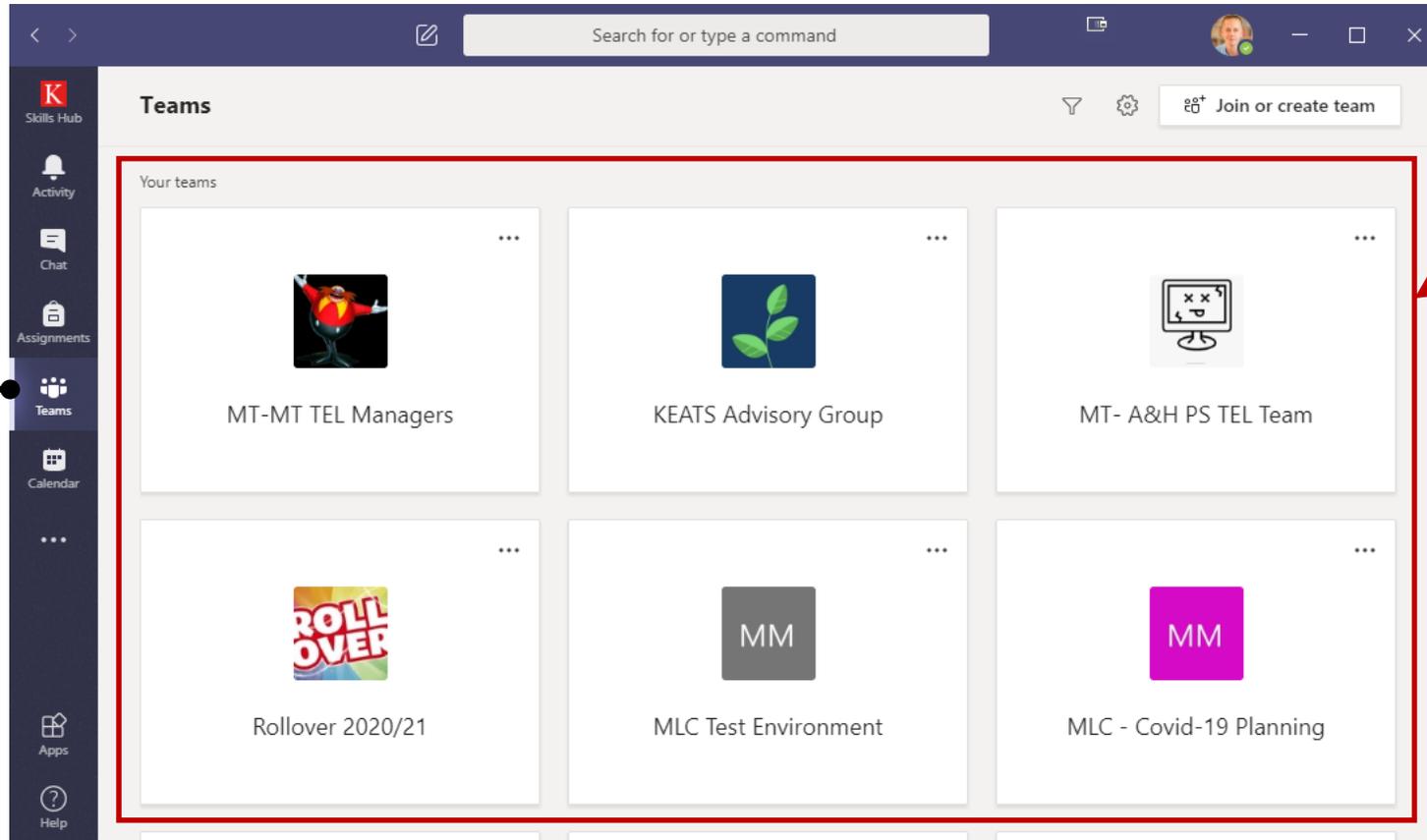
# User Interface Views

There are five main interface views you need to know

1. Teams List View
2. (Module) Team
3. Activity Feed
4. Chat
5. Calendar



# Teams List View



**List of all Teams you are part of**

This is where you will find your language module Teams.

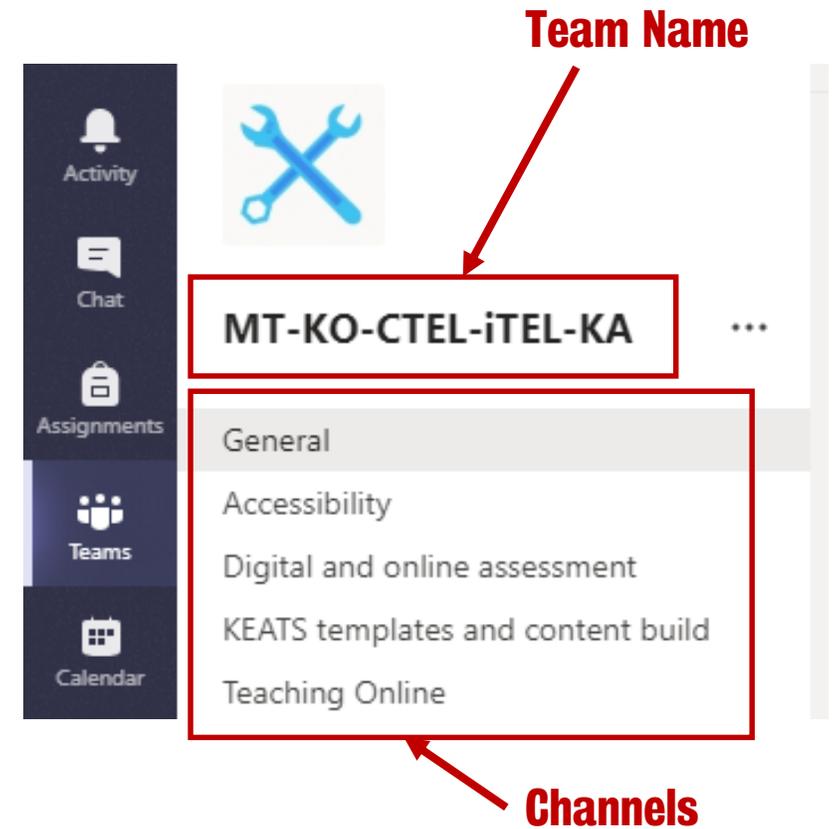
You must be granted access to a Team by a **Team Owner** for it to be displayed in your list.

## Team View

**What are Teams?** A private group of people sharing one collaboration and communication space.

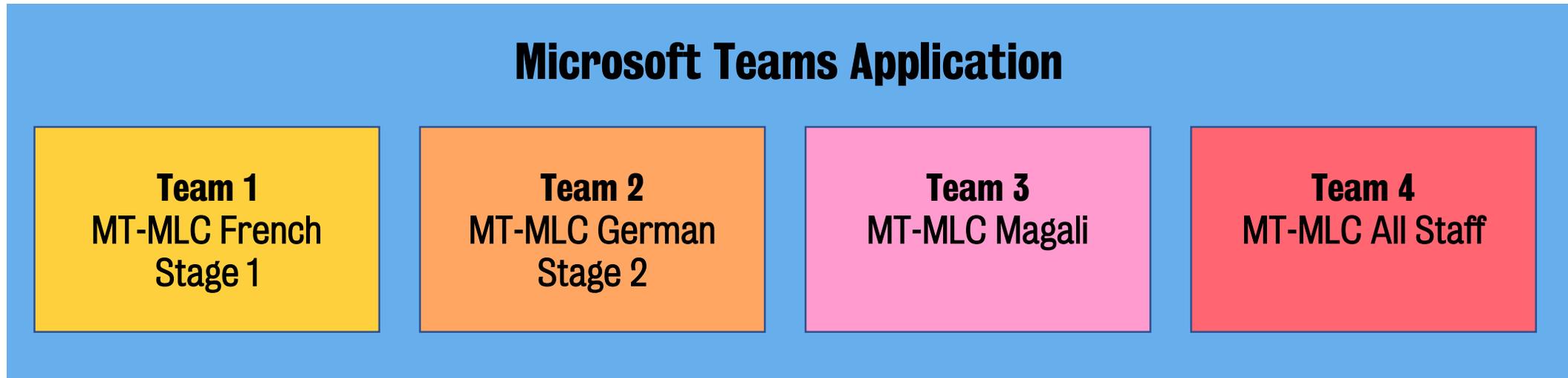
- Teams are made up of channels.
- A channel is where you message, share files and host meetings with other members of the Team.
- Channels are typically dedicated to a specific topic allowing you to organise team work.
- Channel conversations are public to all members of the Team. Can also have private channels that only a subgroup can access
- All Teams have at least one channel called General.

**Only IT Services can create Teams – You can request a new Team by completing a [request form](#)**



# Terminology

- **Microsoft Teams:** the software program/application, often shortened to Teams.
- **A Microsoft Team:** a collection of people sharing a private collaboration and communication space.



- All Teams have at least one **Team Owner** who can add other KCL users.

**King's Skills Hub**  
Help & guidance materials

**Go back/forward screen**

**Team Name**

**Team Files**  
Files shared with the channel

**Search for people**  
To start chat or audio or video call

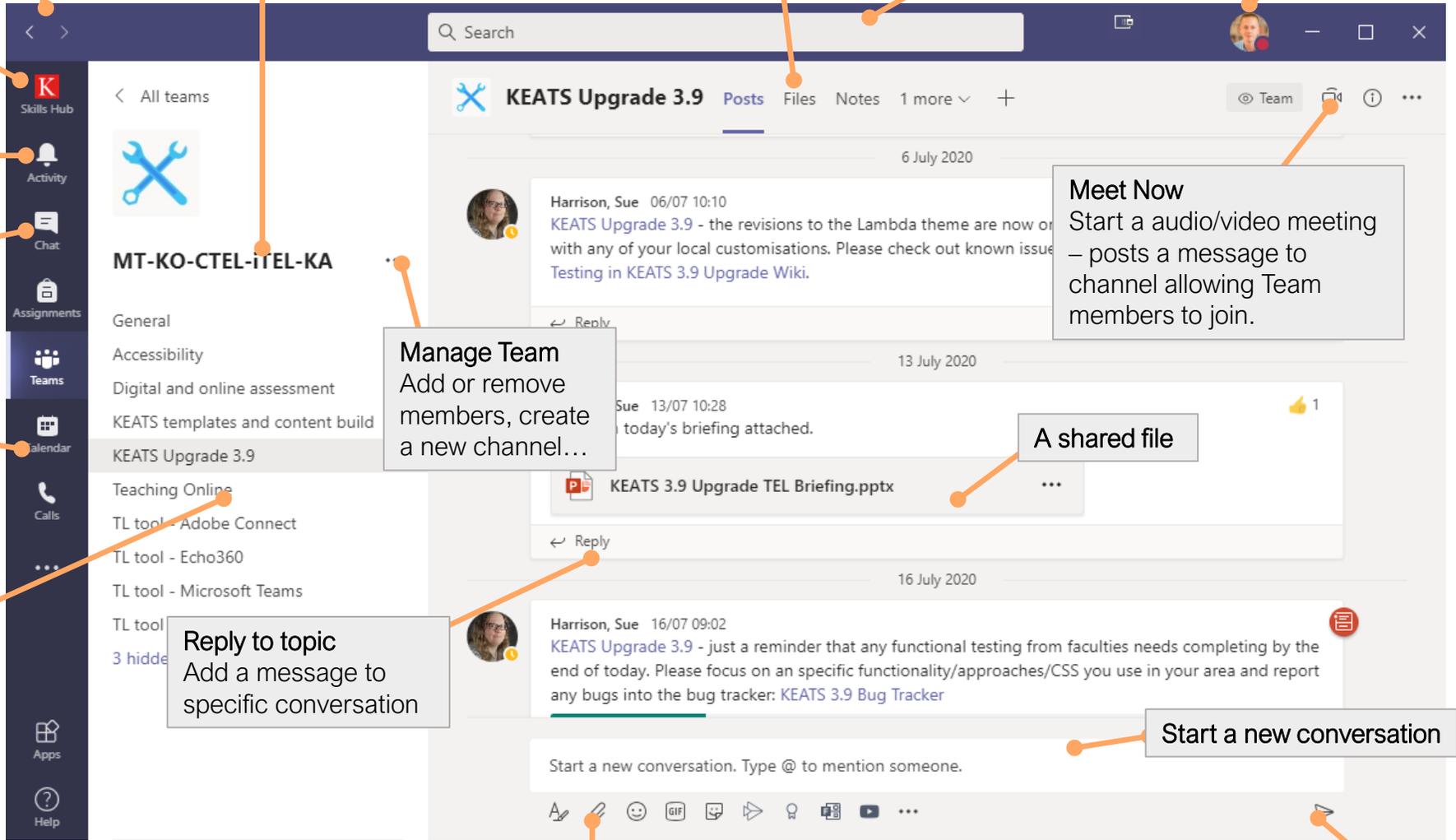
**Manage Profile**  
Profile picture, status, app settings...

**Your notifications**  
Log of Team activity (e.g. messages posted to channels)

**Your Messages**  
Private and meeting chat history

**Your calendar**  
View upcoming meetings and schedule new meetings.

**Team Channels**  
All Teams have at least one channel.



**Meet Now**  
Start a audio/video meeting – posts a message to channel allowing Team members to join.

**Manage Team**  
Add or remove members, create a new channel...

**A shared file**

**Reply to topic**  
Add a message to specific conversation

**Start a new conversation**

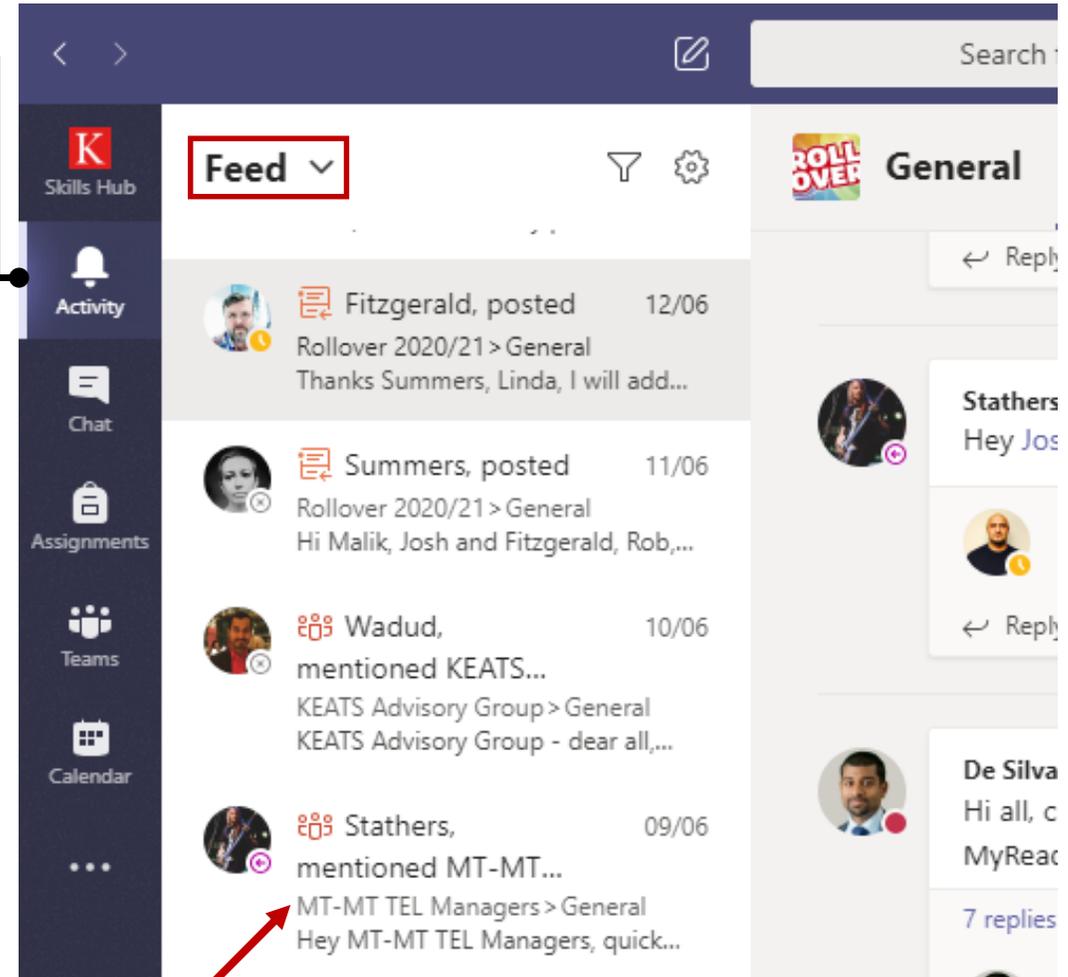
**Attach a file**  
Share a file with Team channel

**Send message**

# Microsoft Team Interface

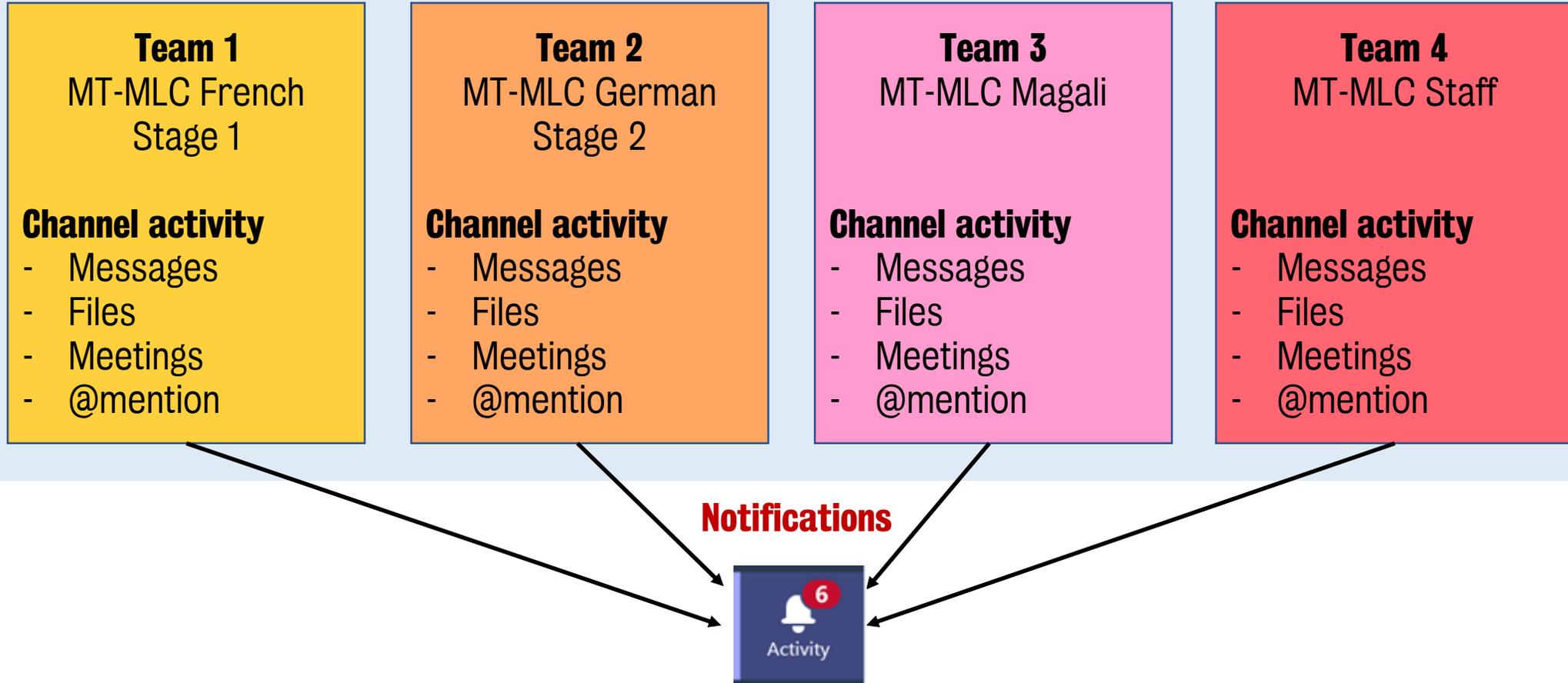
## Activity Feed View

- **The activity feed displays a summary of everything that's happened in the channels that are in your Team list.**
- Examples: missed calls, colleague reactions (e.g. likes/emojis) and messages posted by colleagues' to a Team channel
- Helps you keep track of Team updates and colleagues' activities.



Ollie Stathers posted a message to the General channel in Team MT-MT TEL Managers

## Your Teams



@mentions to refer to a specific person when posting messages to a channel. You can also mention someone simply by typing their name. Start by capitalising the first letter and as you continue to type the name, a list of people will show for you to choose from.

# Chat View

- The chat view logs all private and group chats.
- Including chat messages posted at a Meeting.

The screenshot shows the Microsoft Teams chat interface. On the left is a dark sidebar with navigation icons: Skills Hub (K), Activity (bell), Chat (speech bubble), Assignments (calendar), Apps (grid), and Help (question mark). The main area is split into two panes. The left pane, titled 'Chat', shows a list of recent conversations with names and dates. The right pane is for composing a message, with a 'To:' field and a large text input area. Four red callout boxes with arrows point to specific elements: '1. Start a new chat' points to the plus icon in the top bar; '2. Search names' points to the search bar; '3. Type message' points to the text input field; and '4. Send' points to the send button (paper plane icon) at the bottom right.

**1. Start a new chat**

**Find a chat by person's name or keyword**

**2. Search names**

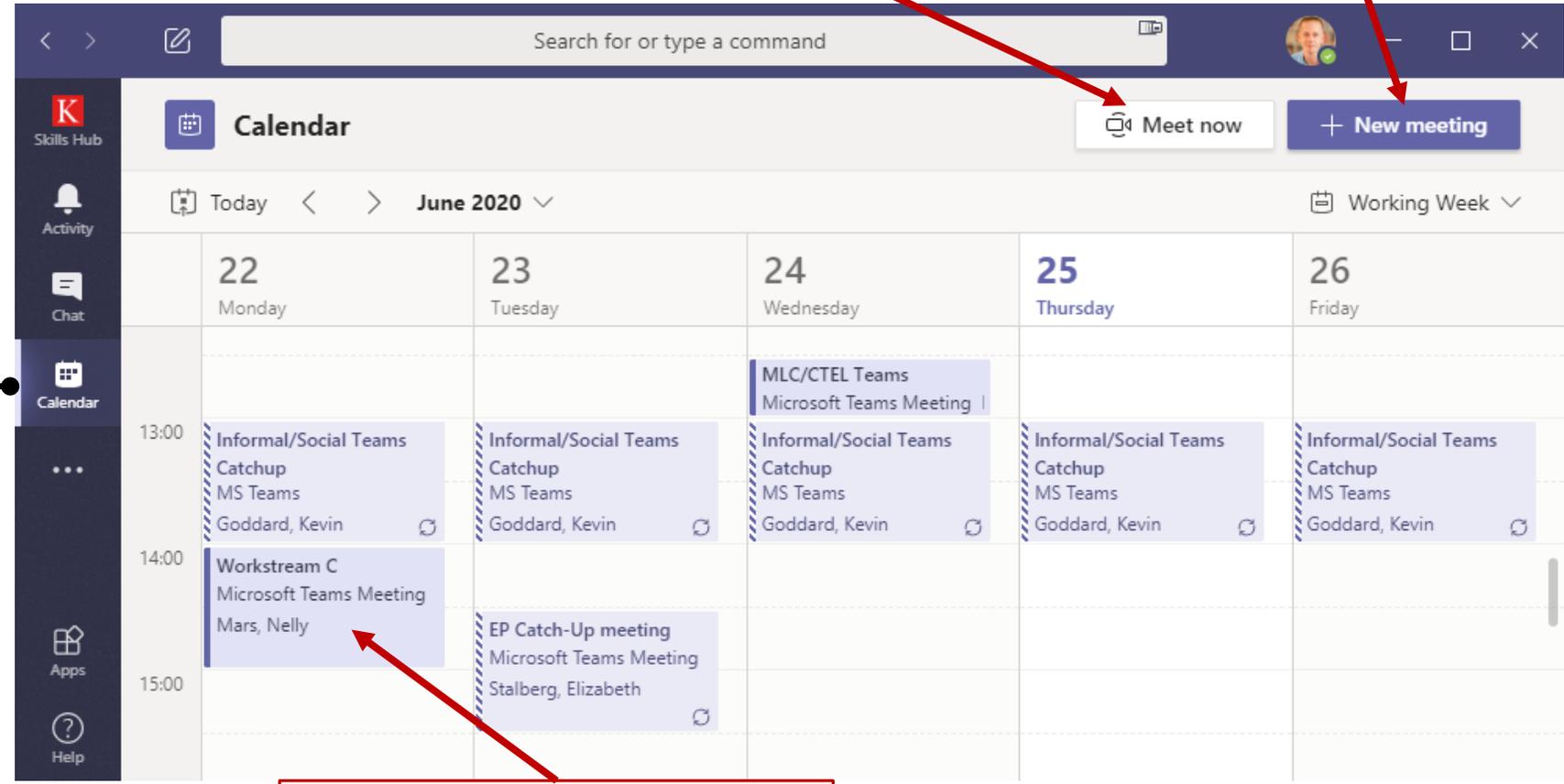
**3. Type message**

**4. Send**

**You can hide but cannot delete chat messages!**

# Calendar View

- Join a scheduled meeting.
- Schedule a new meeting.
- Start a private meeting now, i.e. without sending a meeting calendar invite.

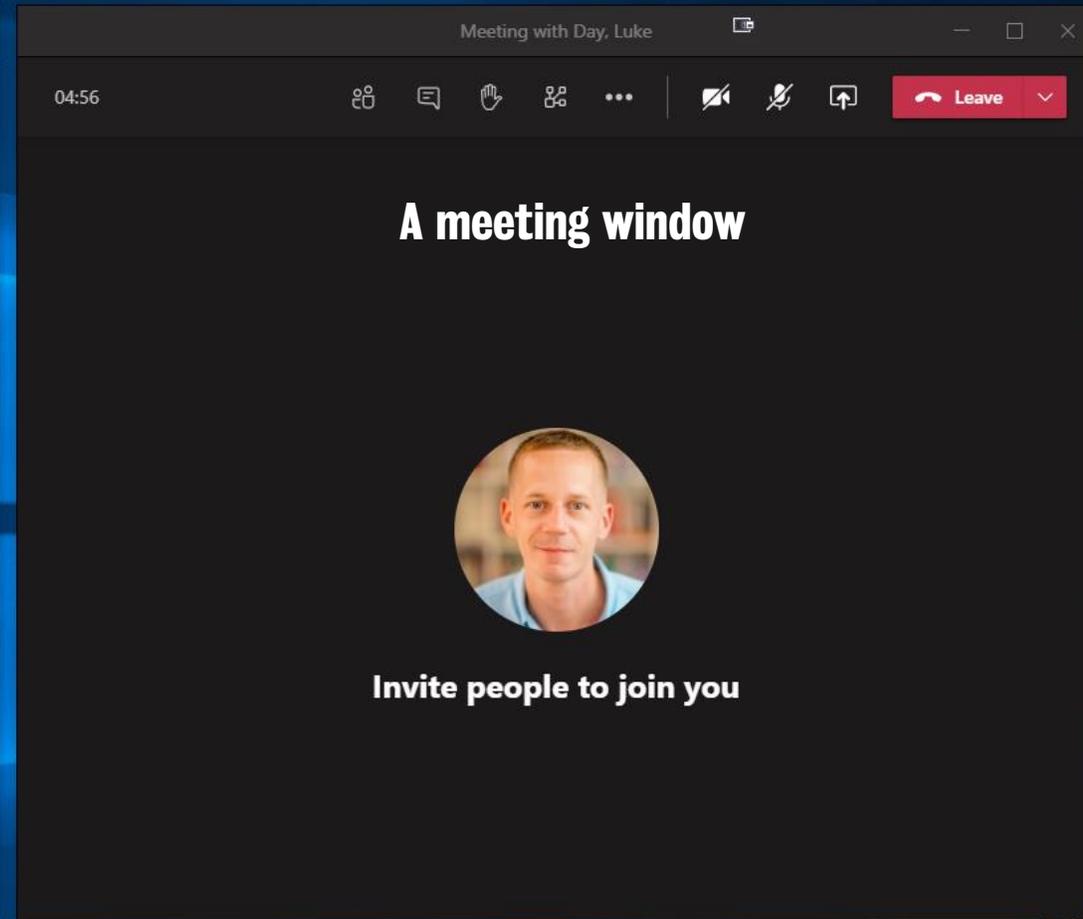
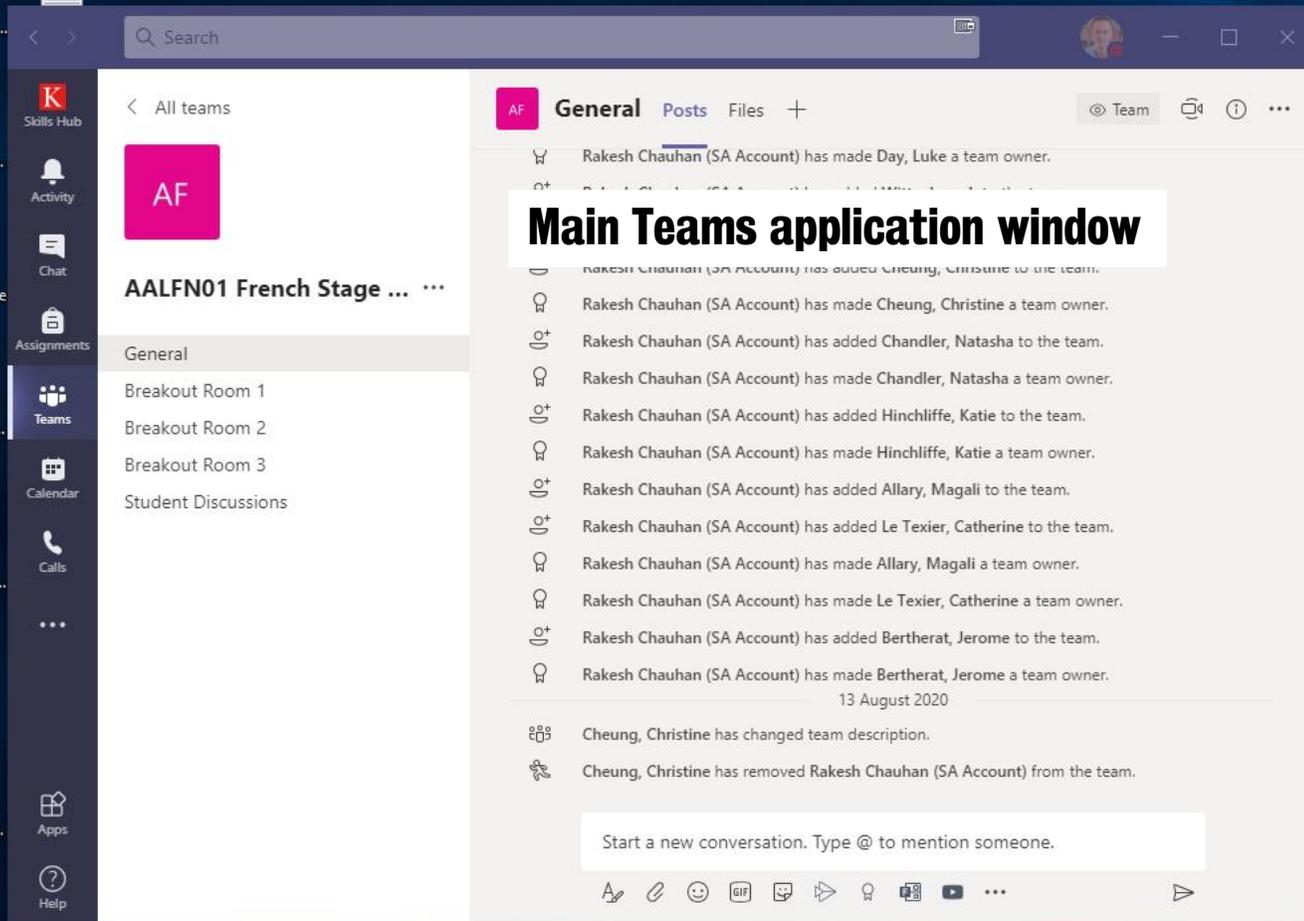


**Start a private meeting now**

**Schedule a meeting**

**Click to view meeting details/join a meeting**

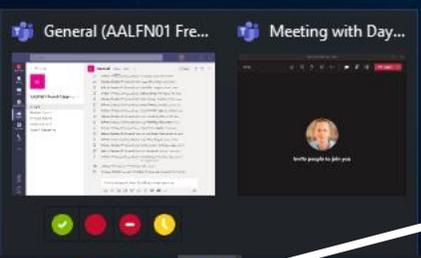
Meetings happen in a separate window to the main Teams application window.



**Main Teams application window**

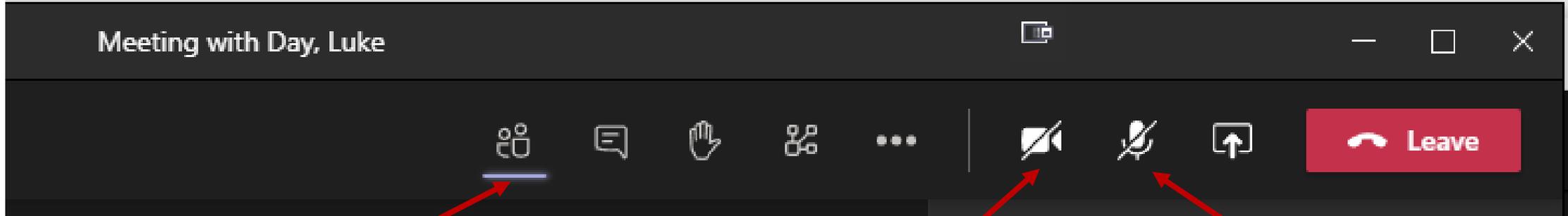
**A meeting window**

Click here to swap between main Teams interface and a meeting window



# Meeting Controls

Meeting controls are docked to the top of the meeting window



**Webcam On/Off**

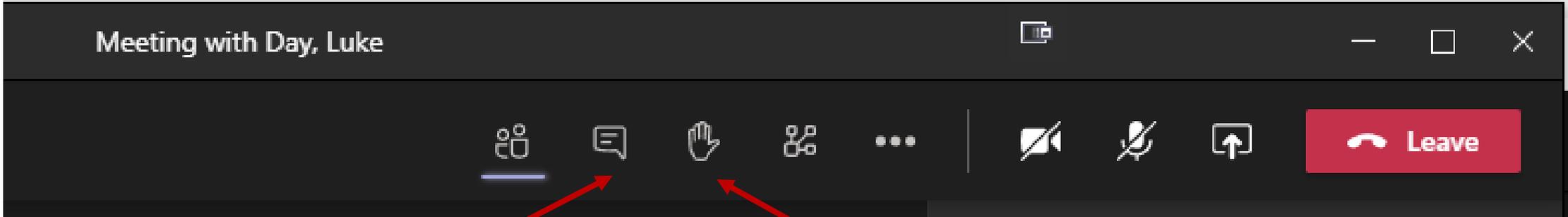
**Microphone On/Off**

## **Show Participants**

- See who is in the meeting
- Invite someone to the meeting
- Change meeting permissions (e.g. prevent attendees recording)
- Download attendance list
- Mute specific/all participants
- Make participant a presenter
- Give participant control of shared content

# Meeting Controls – Chat & Raise Hand

Meeting controls are docked to the top of the meeting window



## Chat

- Send messages
- Share files
- React to other participant messages

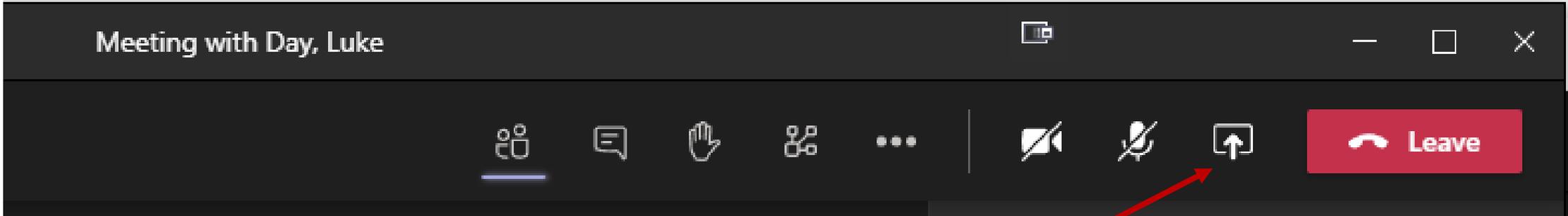
## Raise Hand

- Get the presenter's attention

**You can use raise hand as a quick poll!**

# Meeting Controls – Share Content

Meeting controls are docked to the top of the meeting window



## Share Content

- Share your desktop
- Window if you want to share one application e.g. a browser window
- PowerPoint slides

Include computer sound

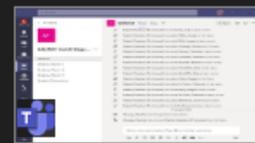
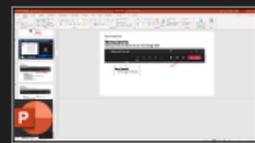
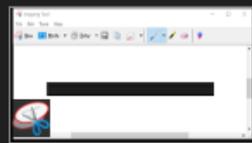
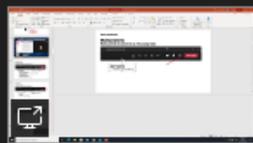
Desktop

Window

PowerPoint

Browse

Whiteboard



Screen #1

Meeting with Day, Luke |...

Snipping Tool

Teams-Training-v2 - Pow...

General (AALFN01 Frenc...

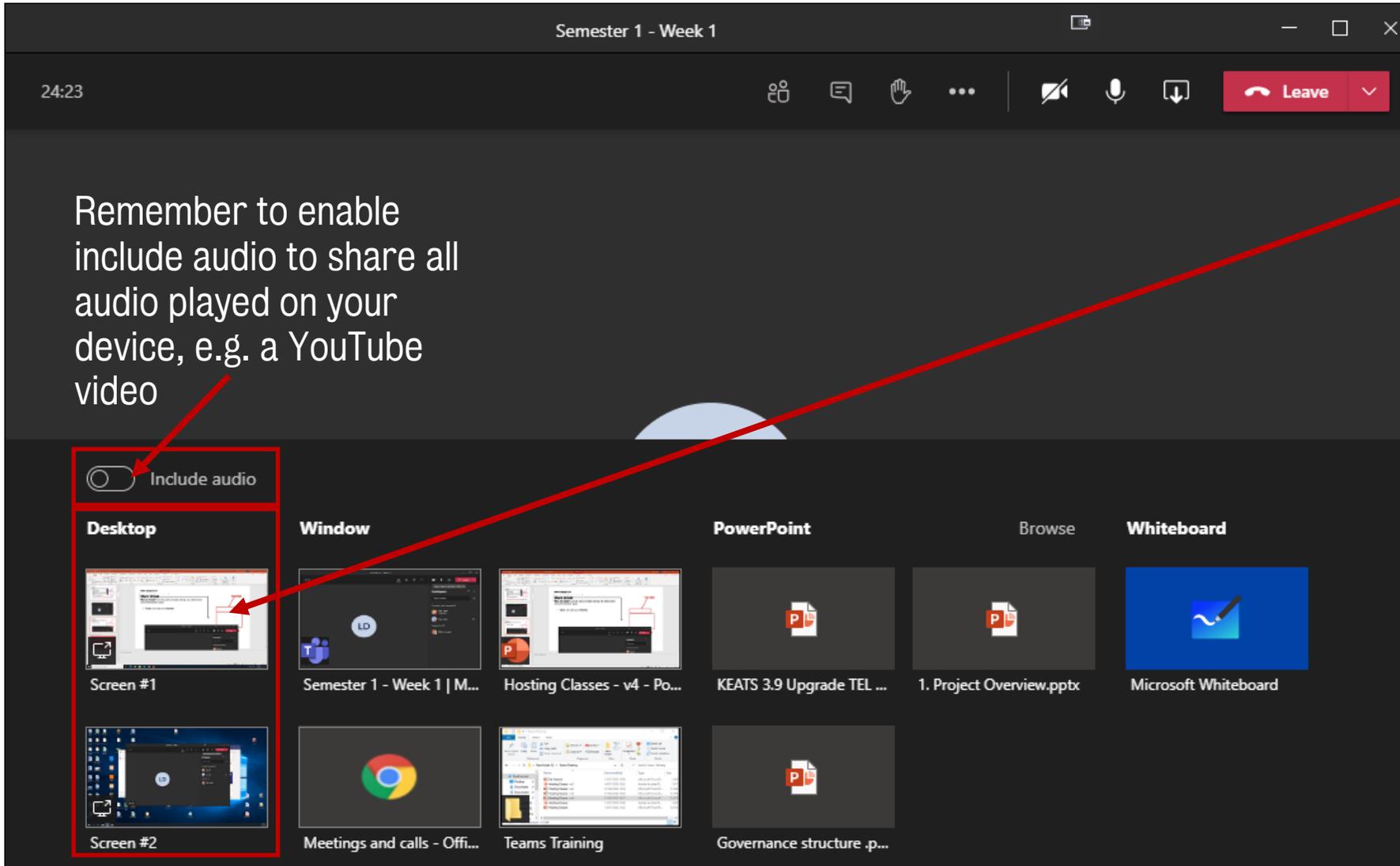
Inbox - luke.j.day@kcl.ac...

DLA subgroup progress ...

KEATS 3.9 Upgrade TEL ...

Microsoft Whiteboard

# Recommend you use share desktop



- **Recommend you share desktop instead of window or PowerPoint.**
- Sharing a desktop allows you to easily share content from multiple sources (e.g. KEATS, PowerPoint slides and PDF).

# Presenting PowerPoint Slides

If you share your desktop screen (not share application/PowerPoint) use PowerPoints Reading View

Course: \*AALFN01 French Stage x +

keats.kcl.ac.uk/course/view.php?id=64522

KEATS: 19/20 Microsoft Teams Email - Day, Luke -... Microsoft Stream MLC Staff - !!! Luke... Ezstems | Get audio... King's College Lond... 20 updates for Micr... Three months later... 20 updates for Micr... KEATS 3.9

KING'S College LONDON

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PowerPoint Slide Show - Hosting Classes - PowerPoint

Administration

Modern Language Centre

Useful Tips

Slide 23 of 29

UG Students

UG language students are assessed by two components:

- Final oral exam (40%)
- Final written exam (60%)

The pass mark for all UG examinations is 40%.

pressreader™

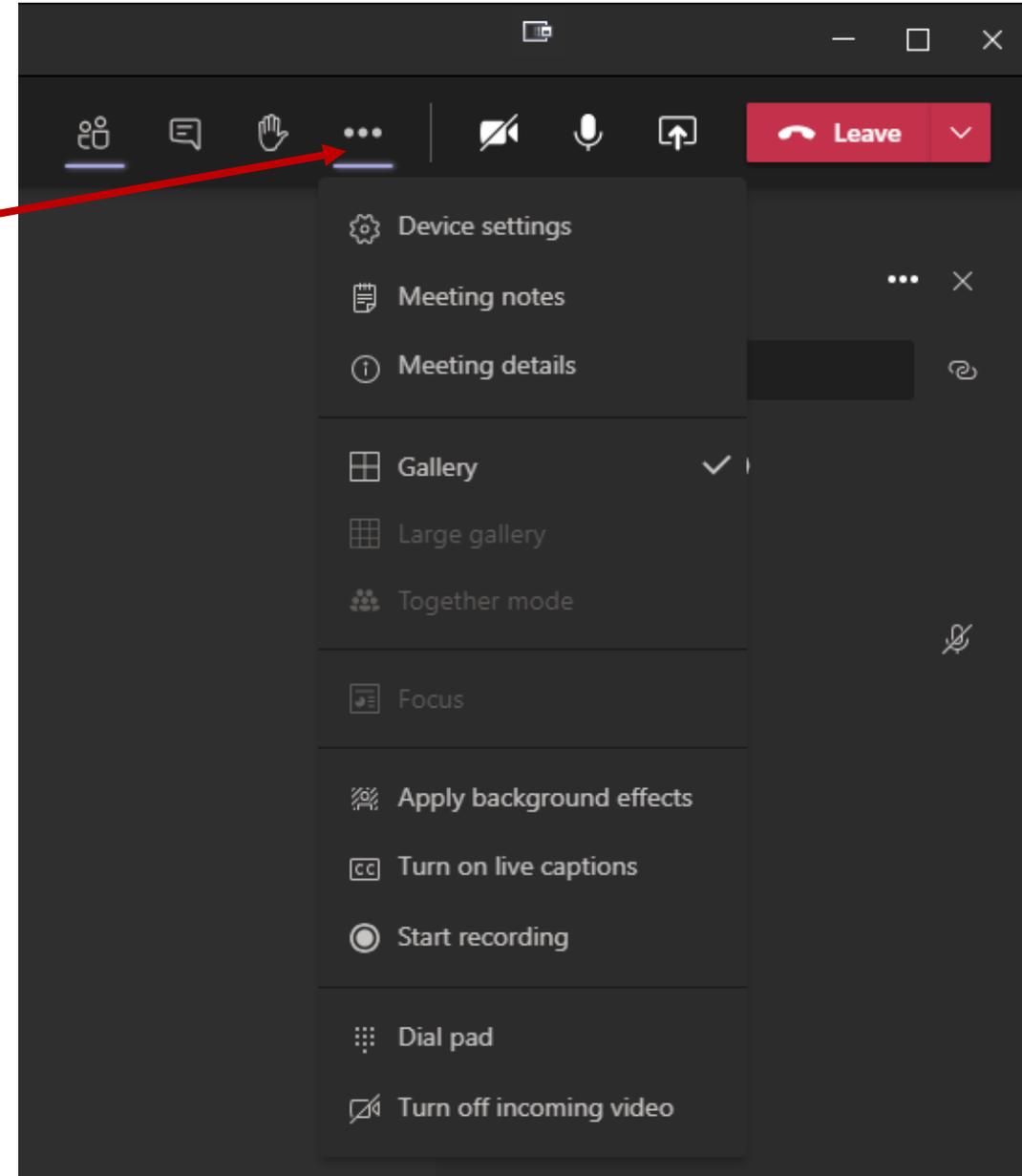
Newspapers & Magazines  
Pass: MLC-news



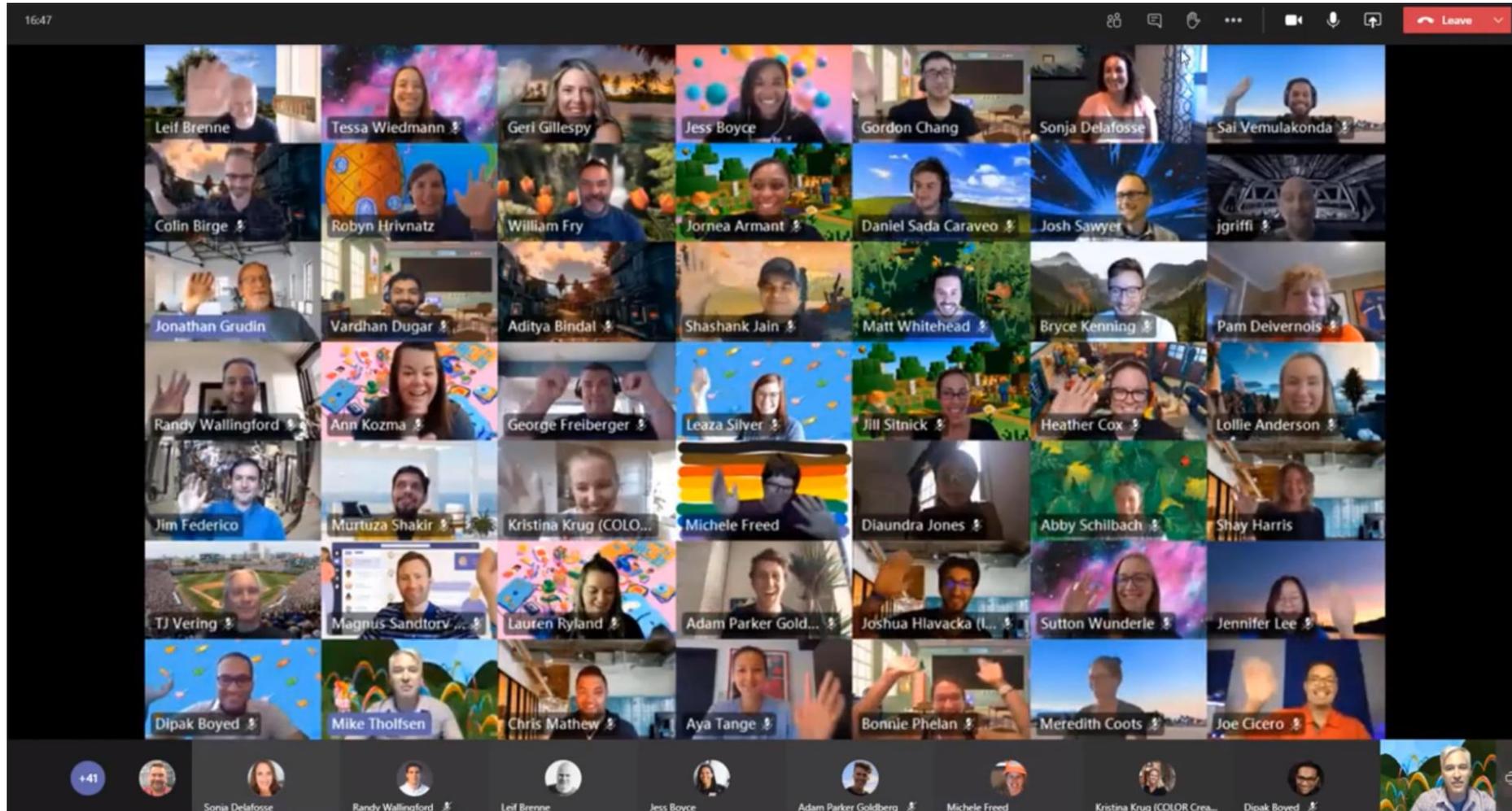
# Meeting Controls

## More actions

- Gallery & Large (7x7) gallery view
- Together Mode (single video feed of webcams)
- Meeting details – copy a meeting link that can be used to invite people.
- Start recording
- Turn off incoming video (turn off student webcams on your screen)
- Meeting Notes

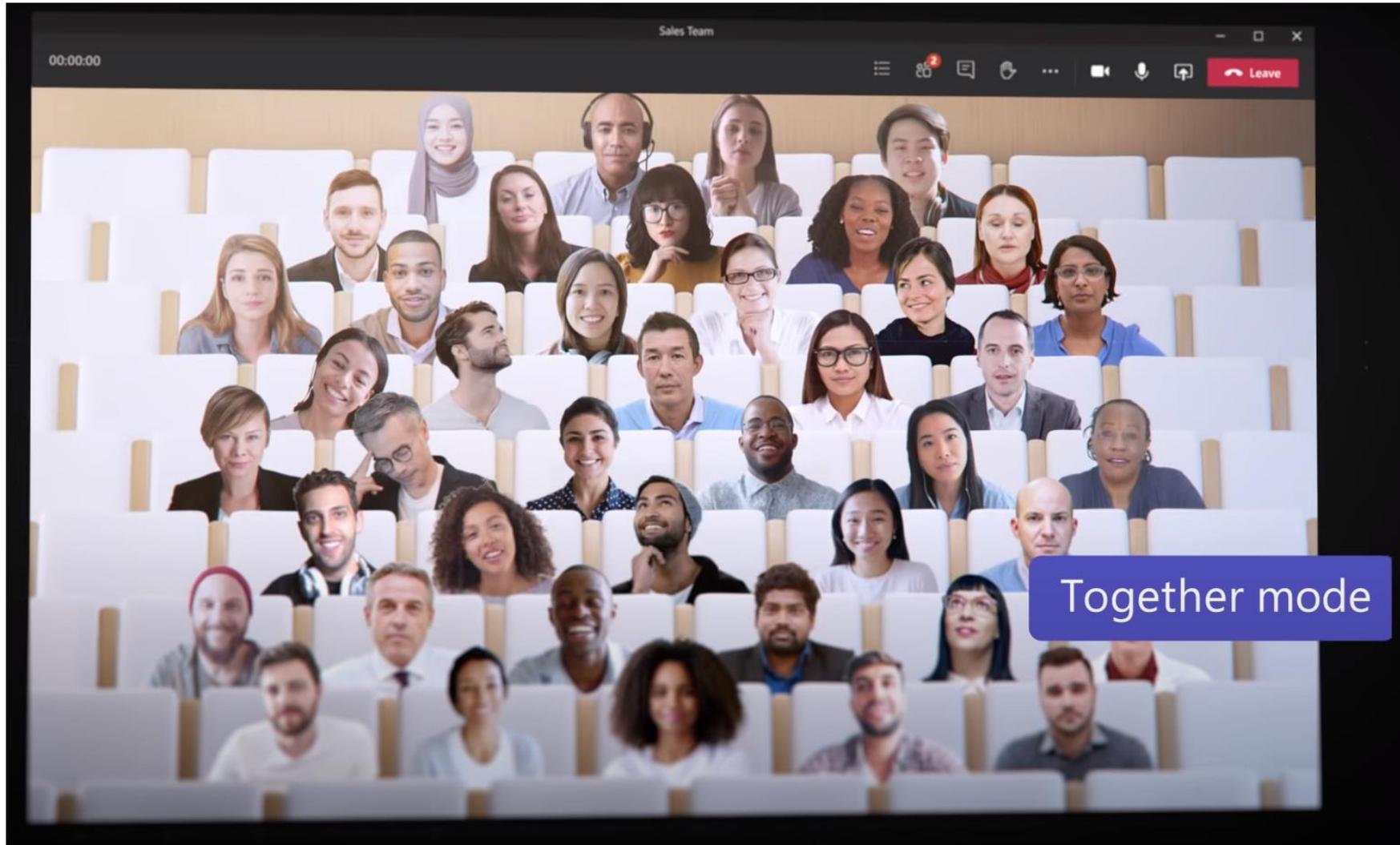


# Large Gallery (7 x 7) – Requires $\geq 5$ people in the meeting



Note if you have low bandwidth the feature will be disabled

## Together Mode – Requires 5 to 49 people in the meeting



**Together mode places up to 49 people into a single video feed with a room background image**

## Coming Soon

### Hard audio mute (September)

Gives meeting organisers the ability to mute one to many meeting participants while removing the muted participants' ability to unmute themselves.

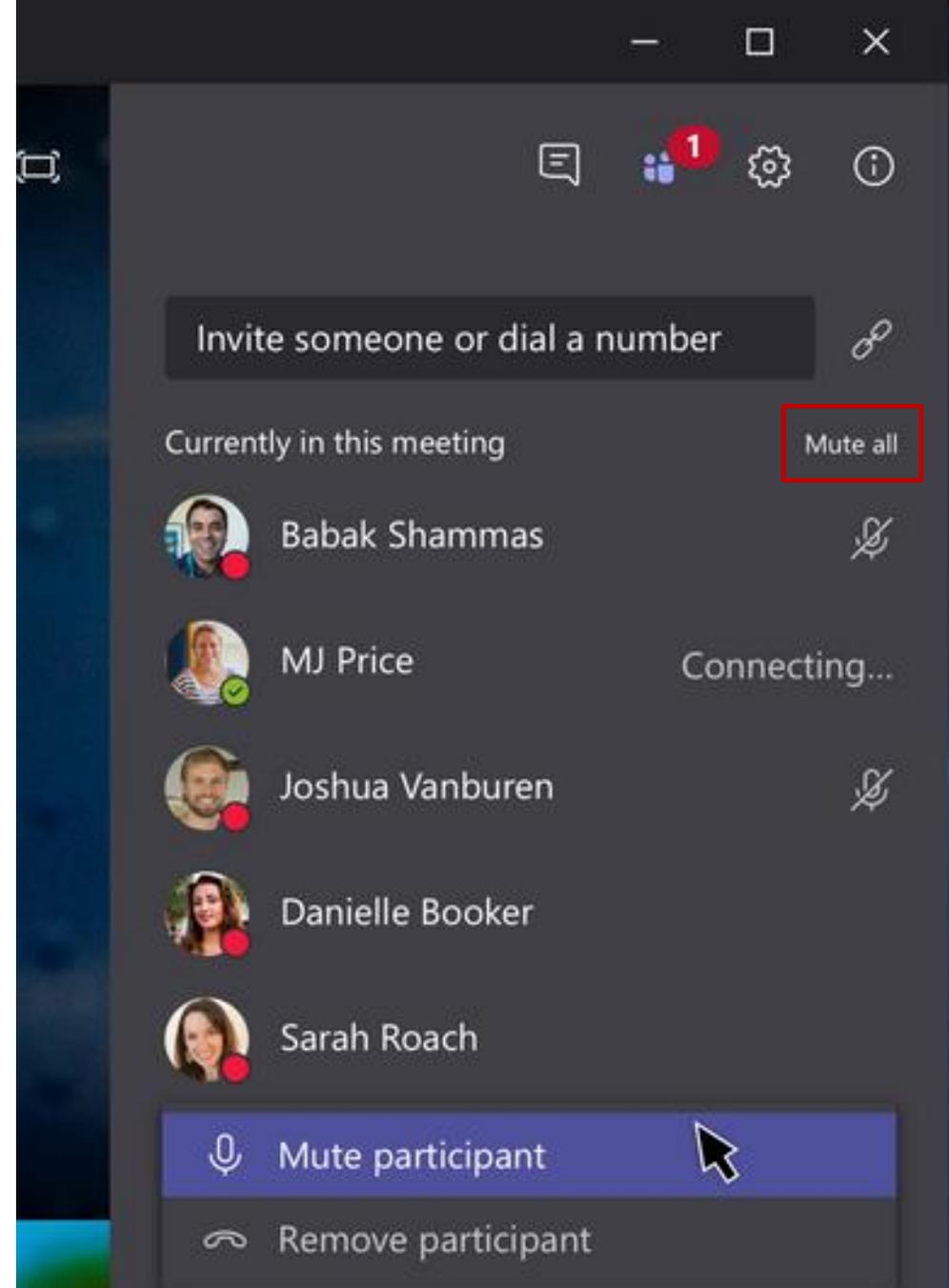
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### Live captions with speaker attribution (September)

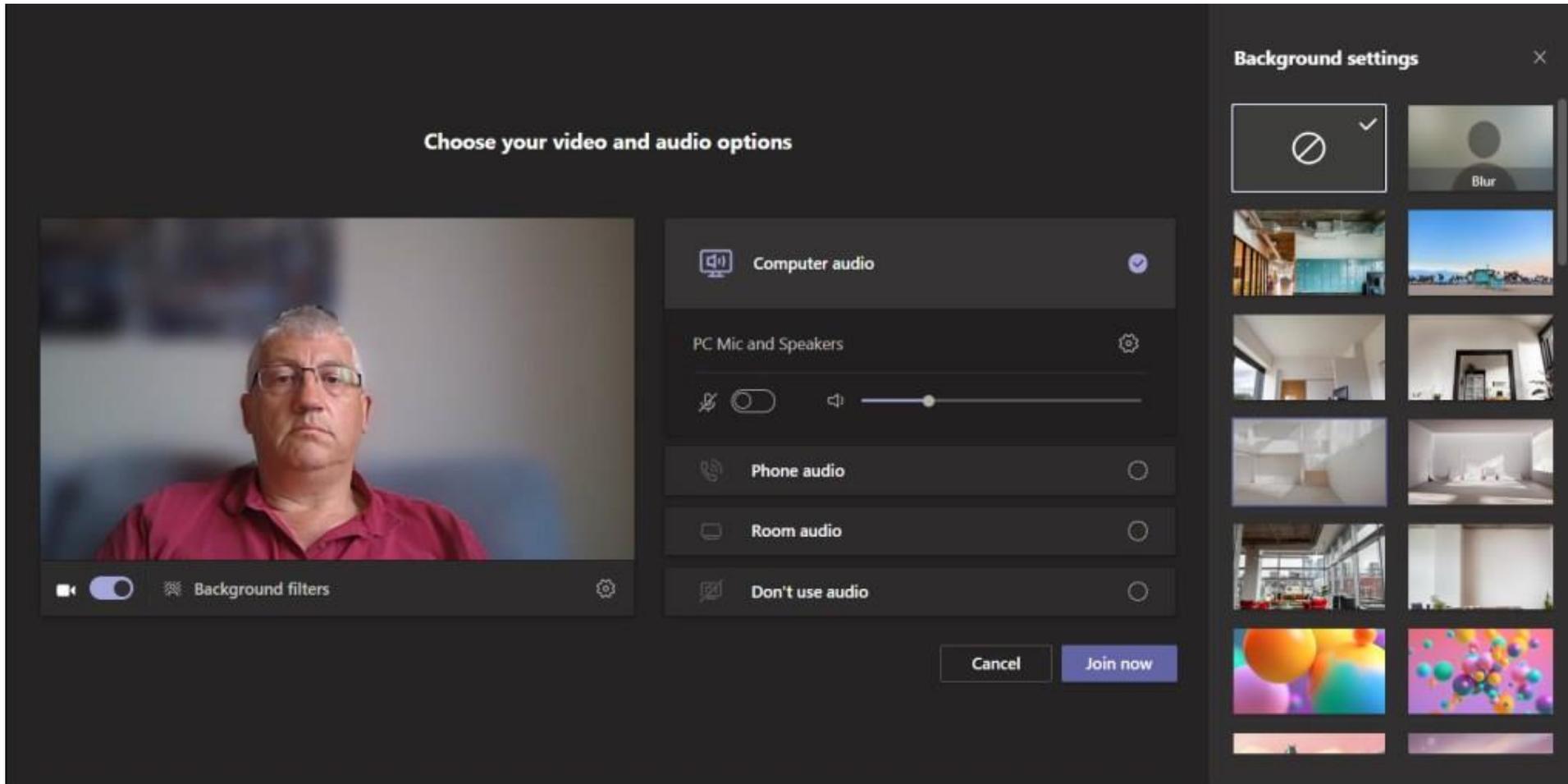
### Live transcription with speaker attribution (September)

Live transcripts provide another way to follow along with what has been said and who said it. After a meeting, the transcript file is automatically saved in the chat tab for that meeting.

**Language support currently unknown**



## Coming Soon - New Pre-join Screen (September)



The pre-join screen will give you more options to customise your audio and webcam before entering a meeting.

**Modern Language Centre**

**Coming Soon**

The Meeting Lifecycle Reimagined

<https://www.youtube.com/watch?v=Lj6bXROoTHU>

## Coming Soon

### **Chat Bubbles (October)**

Chats sent during a Teams meeting will surface on the screens of all meeting participants, making the chat more central to the conversation.

### **Video Filters (December)**

Before joining a meeting, you can use the filters to subtly adjust lighting levels and soften the focus of the camera to customize your appearance

### **Live Reactions (December)**

React during a meeting using emojis that will appear to all participants.

### **PowerPoint Live Presentations (December)**

PowerPoint Live Presentations can assist users in making their presentations engaging and inclusive. Everyone in the audience can navigate their view of the slides and provide instant feedback in the form of live reactions.

# Student Learning Technology Help

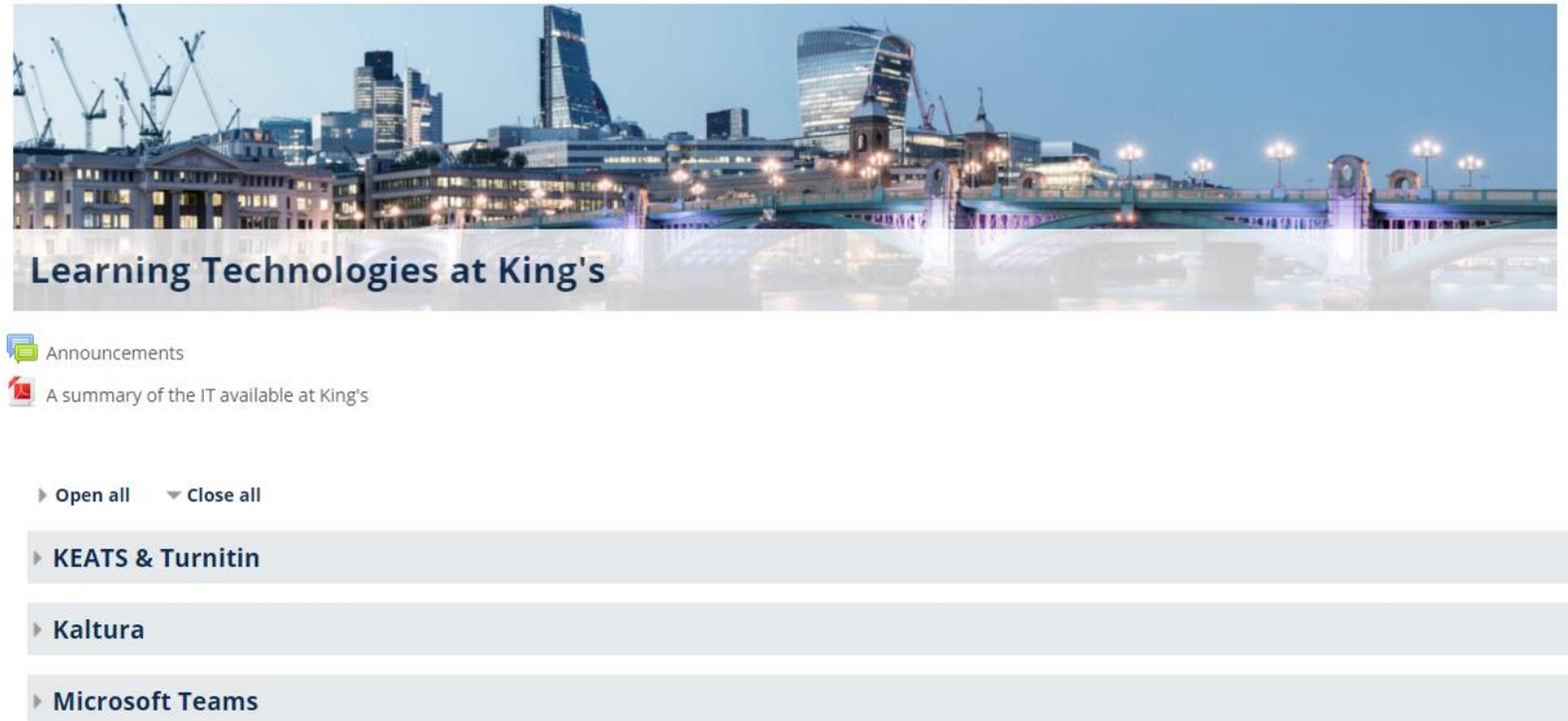
## from the Centre for Technology Enhanced Learning (CTEL)

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The College's main student resource is the [Student Learning Technologies at King's KEATS page](#).

### Guidance on:

- **Microsoft Teams**
- KEATS & TurnItIn
- Kaltura
- Microsoft Office
- Echo 360
- LinkedIn Learning
- HyFlex
- King's ePortfolio (Mahara)
- Box of Broadcasts (BoB)
- Talis



Learning Technologies at King's

Announcements

A summary of the IT available at King's

Open all Close all

- ▶ KEATS & Turnitin
- ▶ Kaltura
- ▶ Microsoft Teams

# Staff Learning Technology Help

## from the Centre for Technology Enhanced Learning (CTEL)

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### Microsoft Teams Meetings

- How to guides and support
- Synchronous teaching and learning
- Student engagement and community
- Guidance on the new breakout room feature.

### Flexible Teaching & Learning

Designed to align with the King's Academic Strategy 2020-21.

- Online teaching guidance & Technology Guides
- A-Z of all resources

### KEATS Activities & Resources: Descriptions, Examples, Best Practice

- Guidance on labels, pages, books, files and more.
- Includes activities such as quizzes, group choice, assignments and more.

**I highly recommend you check these resources if you feel you need extra support with Online Teaching, KEATS or Microsoft Teams**

For CTCL guidance on all Technologies at King's please check: <https://keats.kcl.ac.uk/course/index.php?categoryid=3088>

# **How to start your online Teams class**

# Language Module Teams

Every language module group will have its own Team, i.e. a private collaboration and communication space. The Team will be your virtual classroom space.

There are two types of Teams meetings:

1. A **channel meeting** with other members of a **Team group**.
  - This meeting type is public (visible) to all members of the Team.
  - When scheduling a meeting you do not need email addresses.
2. A **private meeting** that is not part of a Team group.
  - Use this type when you need a private one-to-one meeting with a student.
  - You need to specify who can join the meeting.

## MT-MLC German Stage 2 – G1

### General Channel

- Messages
- Files
- Meetings

### Breakout Rooms

- Messages
- Files
- Meetings

### Team Members

- Teachers
- Students

**All language module classes will be of the channel meeting type!**

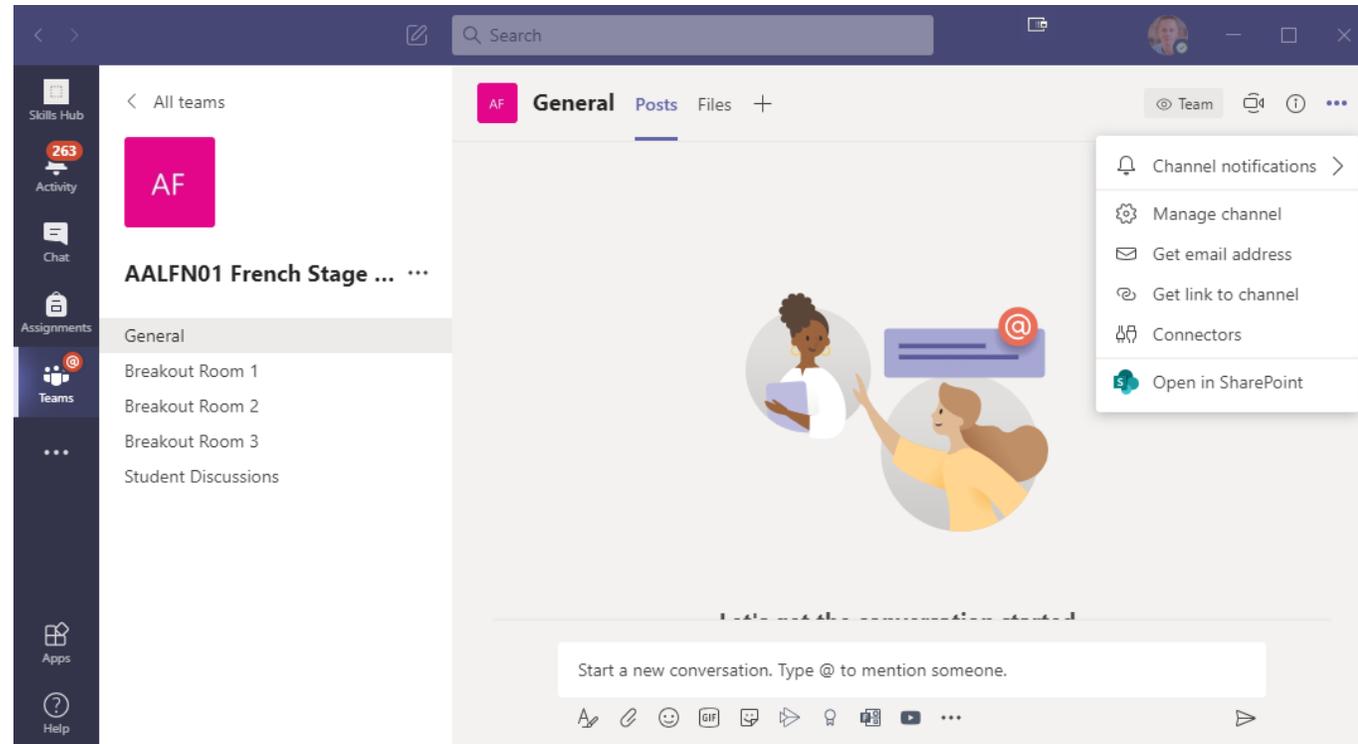
# Language Module - Channel Meetings

## What does this mean for teachers?

- Each module you teach will have a team space with your students.
- You can use this team space to keep in contact with your students and host online classes.

## Advantages of module Teams

- You do not need student email addresses to setup online classes.
- Your students have an easy way to meet up and work together outside of class time.



Promote using the student discussion space to your students to post messages and hold meetings.

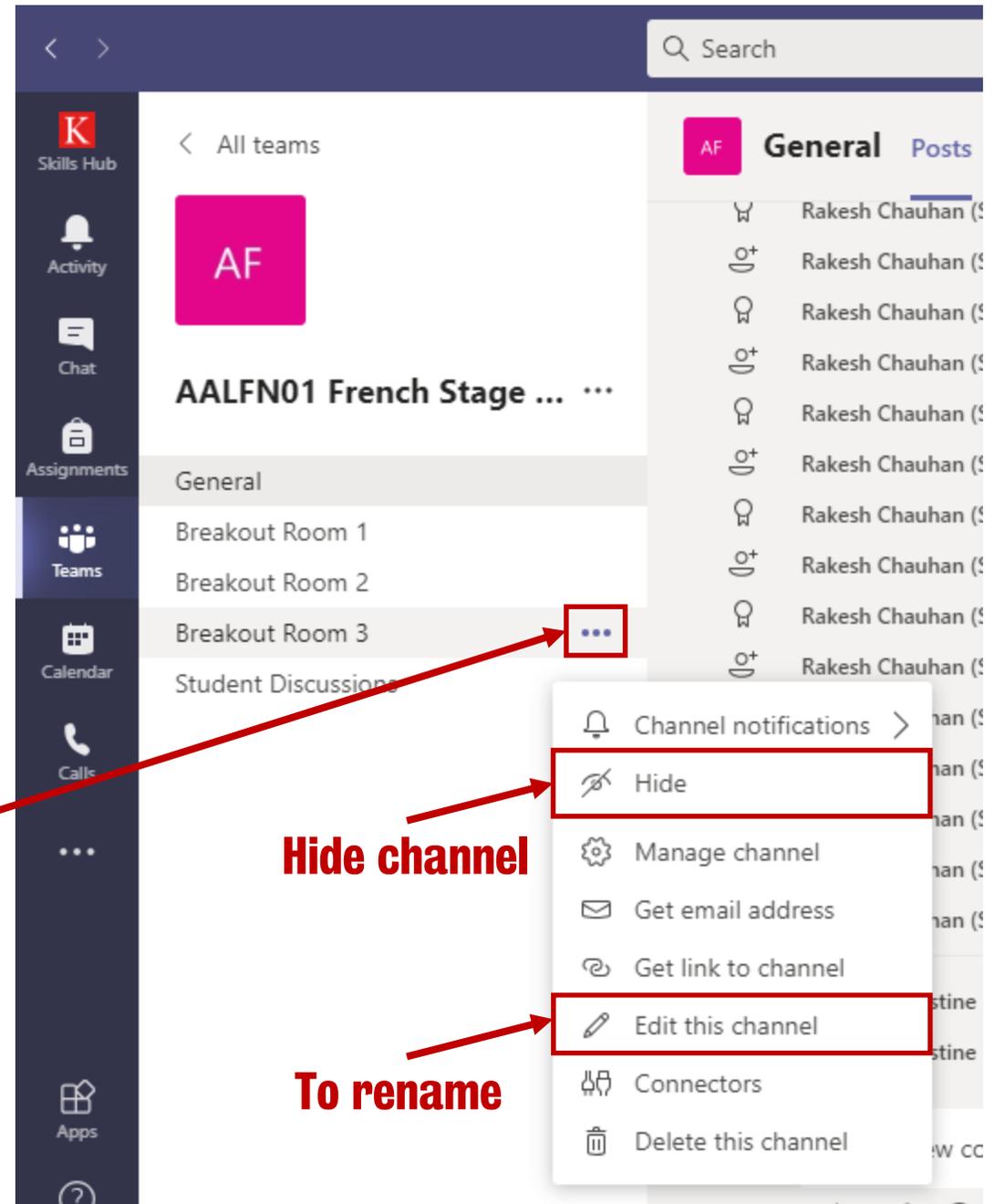
# Language Module Teams

Every Team has the following channels:

- General Channel
- Breakout Room 1
- Breakout Room 2
- Breakout Room 3
- Student Discussions

The breakout room channels are no longer needed. I created these as a backup solution in the event Microsoft did not release breakout rooms in time for teaching week.

**You can hide or rename the breakout room channels**



# Team Names

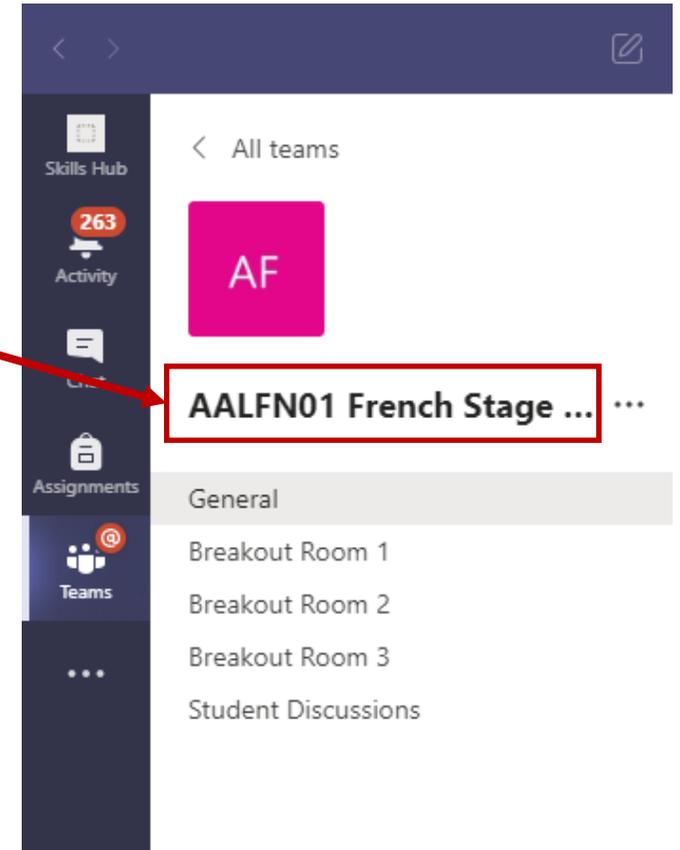
## Example Names

Module Team
AALFN01 French Stage 1 G1
AALFN01 French Stage 1 G2
AALFN01 French Stage 1 G3
AALFN01 French Stage 1 G4
AALFN01 French Stage 1 G5
AALFR11 French Stage 1 SEM1-G1
AALFR11 French Stage 1 SEM1-G2

## Team naming scheme:

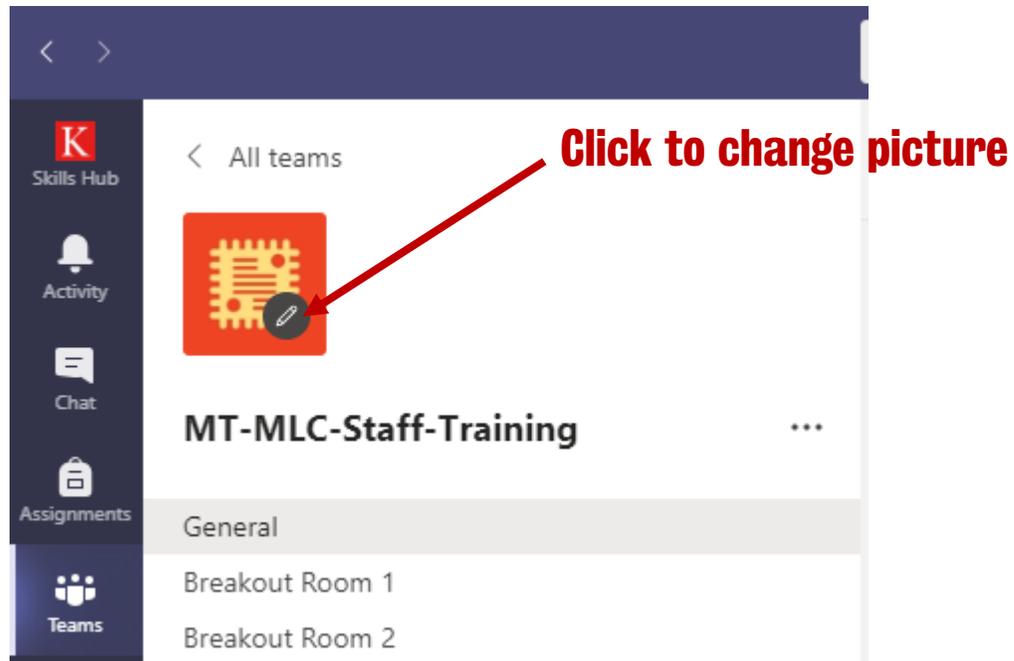
Module code | module name & stage | group number

If OSM the team name will include SEM1 or SEM2

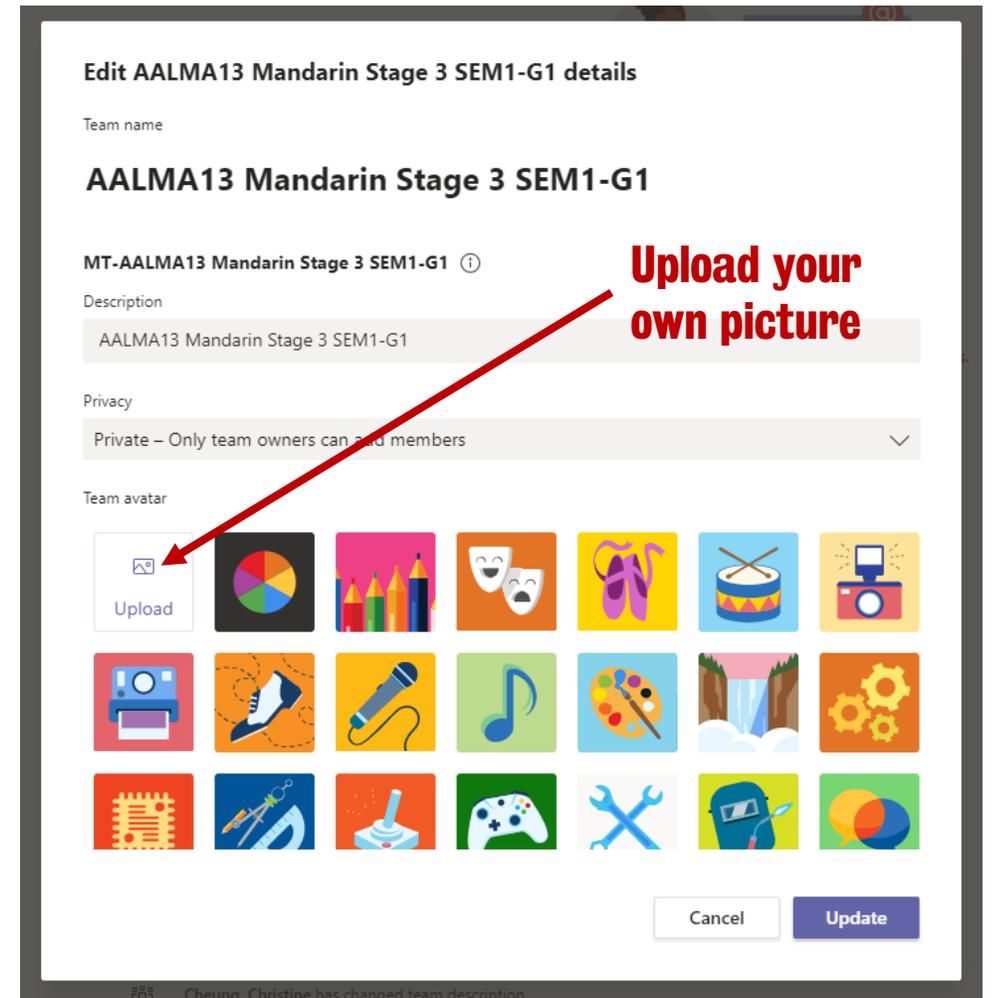


## Recommendation: Upload a unique Team Picture

For modules with many groups, I recommend uploading a unique Team picture.



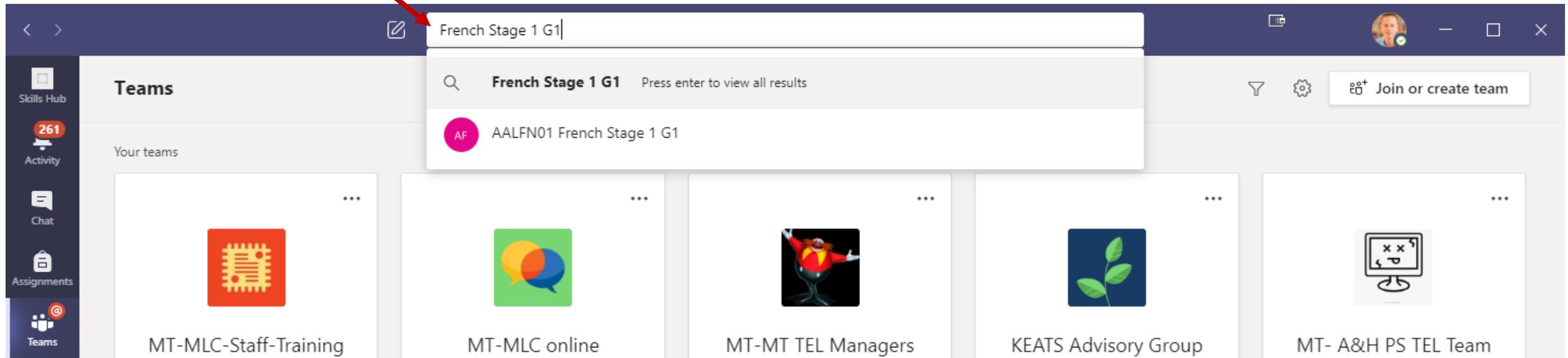
Using unique pictures should help minimise the risk of the wrong Team group being used, especially for teachers who will be teaching multiple groups of the same stage.



# Channel Meetings - How do I start my online class?

1. Shortly before the scheduled class time go to the **Module Team** page.

**You can use search to find the Module Team**



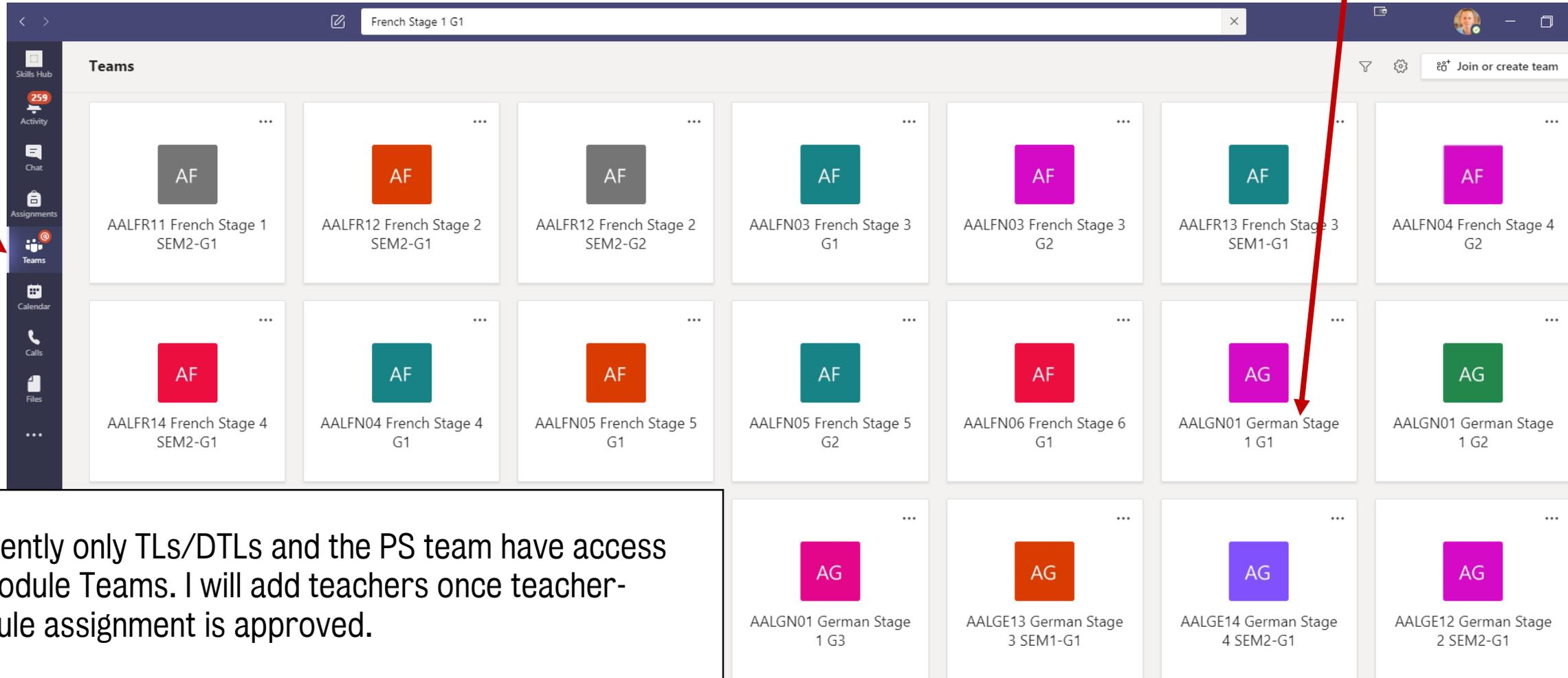
**Make sure you select the correct module group!**

# Channel Meetings - How do I start my online class?

You can also find the Module Team using the team list view.

You can reorder your Teams list by clicking and dragging the team name.

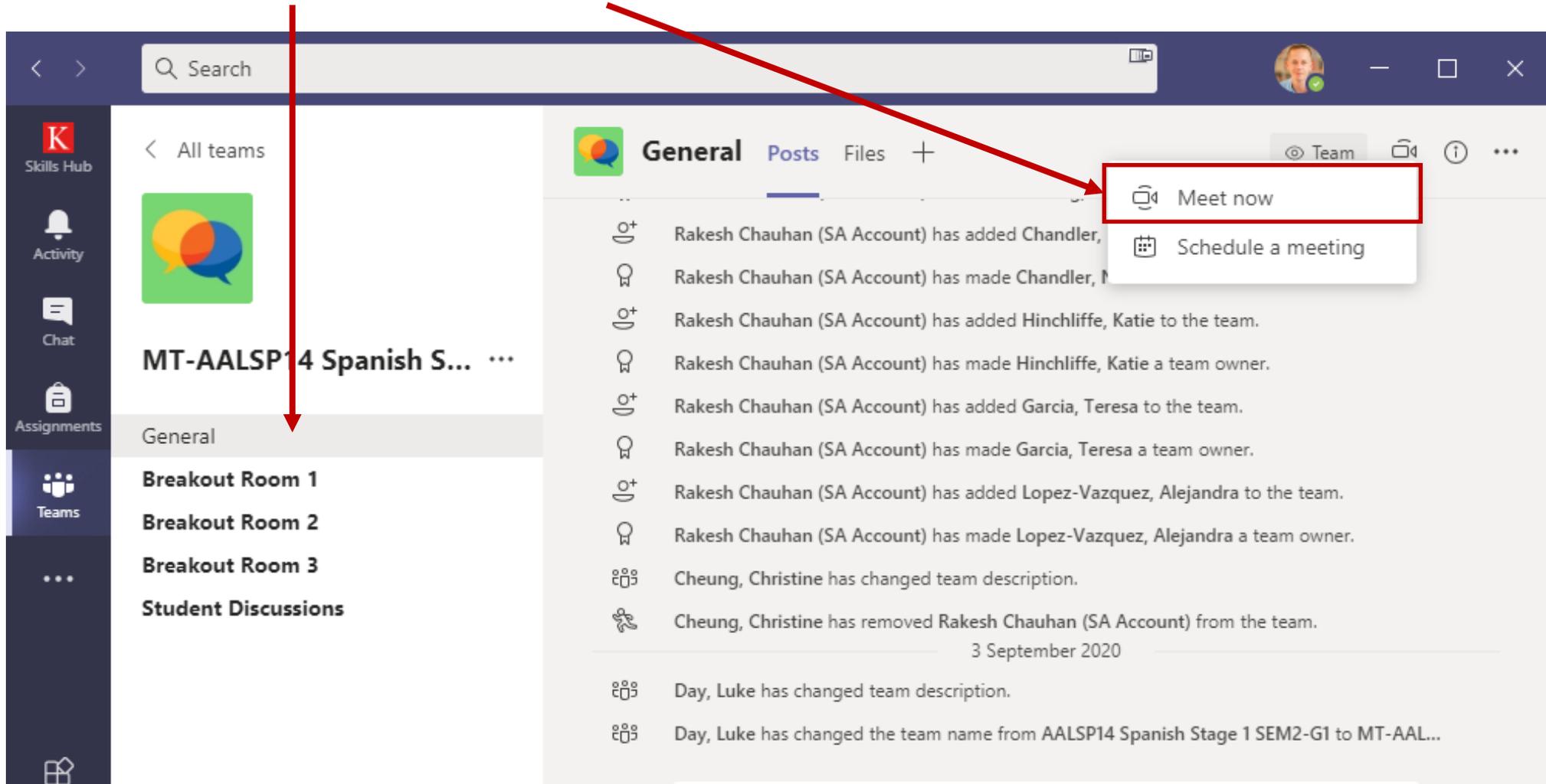
All Your Teams



Currently only TLs/DTLs and the PS team have access to module Teams. I will add teachers once teacher-module assignment is approved.

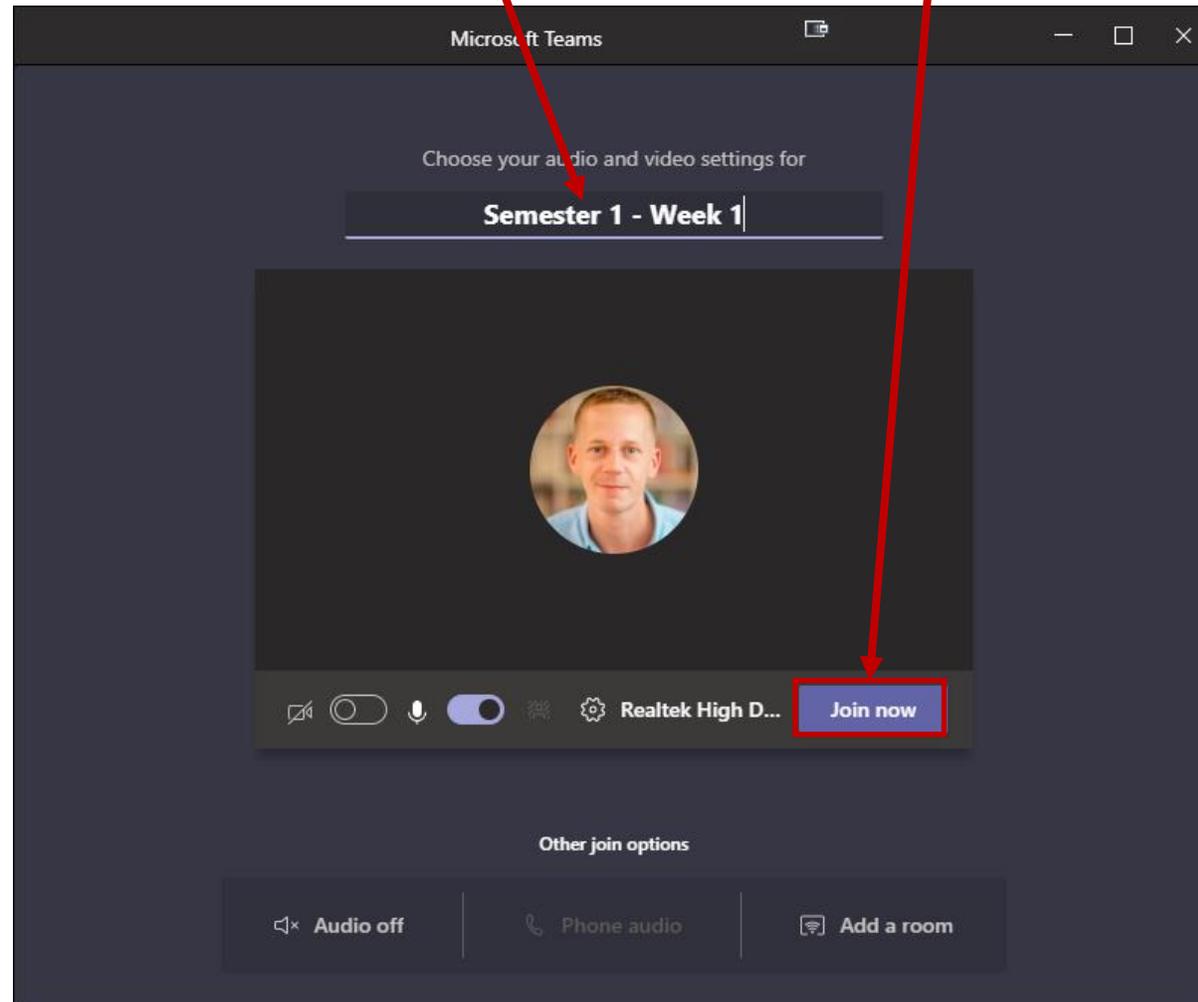
# Channel Meetings - How do I start my online class?

2. In the General Channel click Meet Now.



## Channel Meetings – How do I start my online class?

3. In the meeting window input a meeting title and click join now.

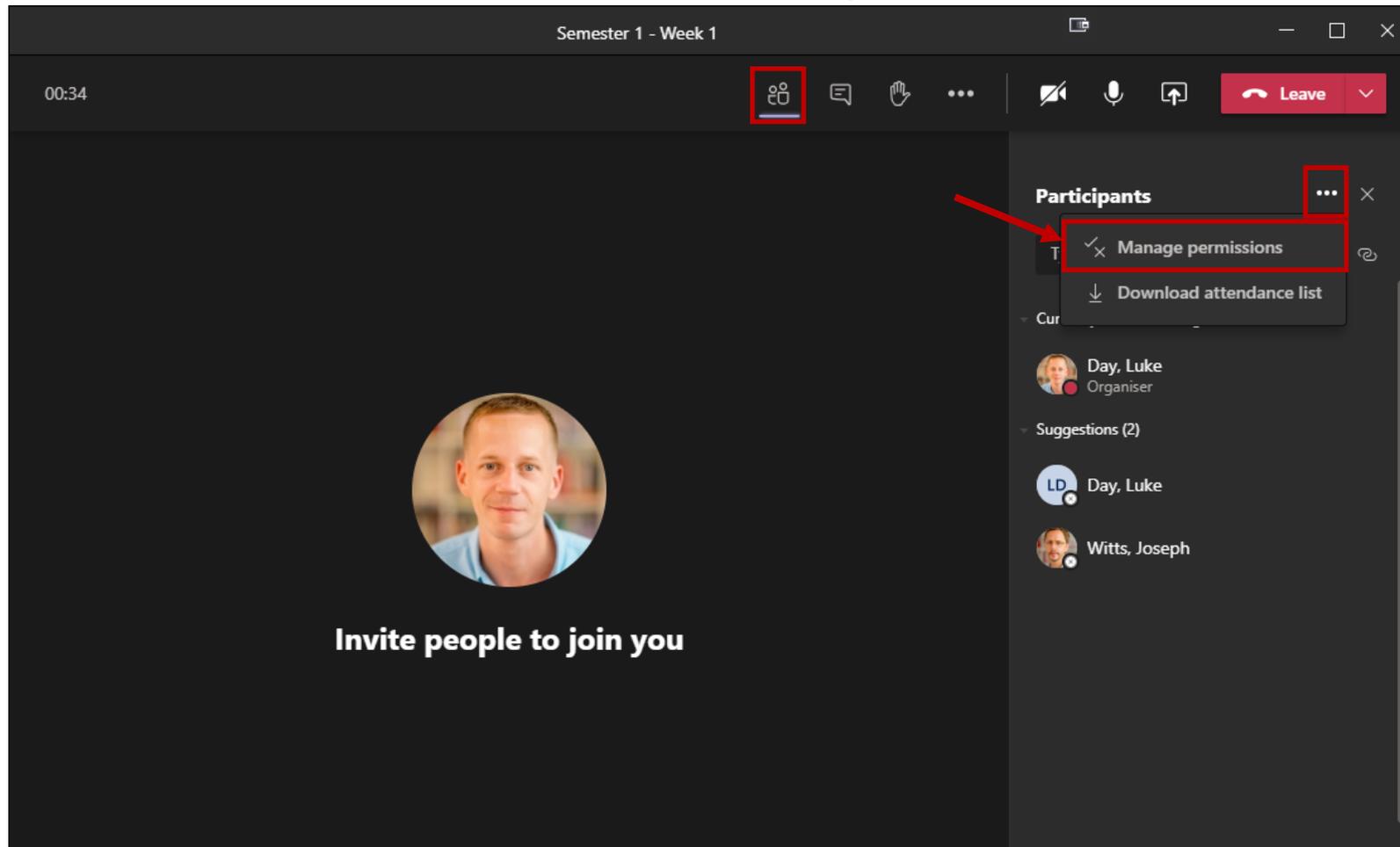


### Important!

If you record the meeting the recording title will automatically be set to the meeting title.

# Channel Meetings – How do I start my online class?

4. Click show participants.
5. In the participants panel click more actions | manage permissions.



**SMT have confirmed students should not be able to record classes**

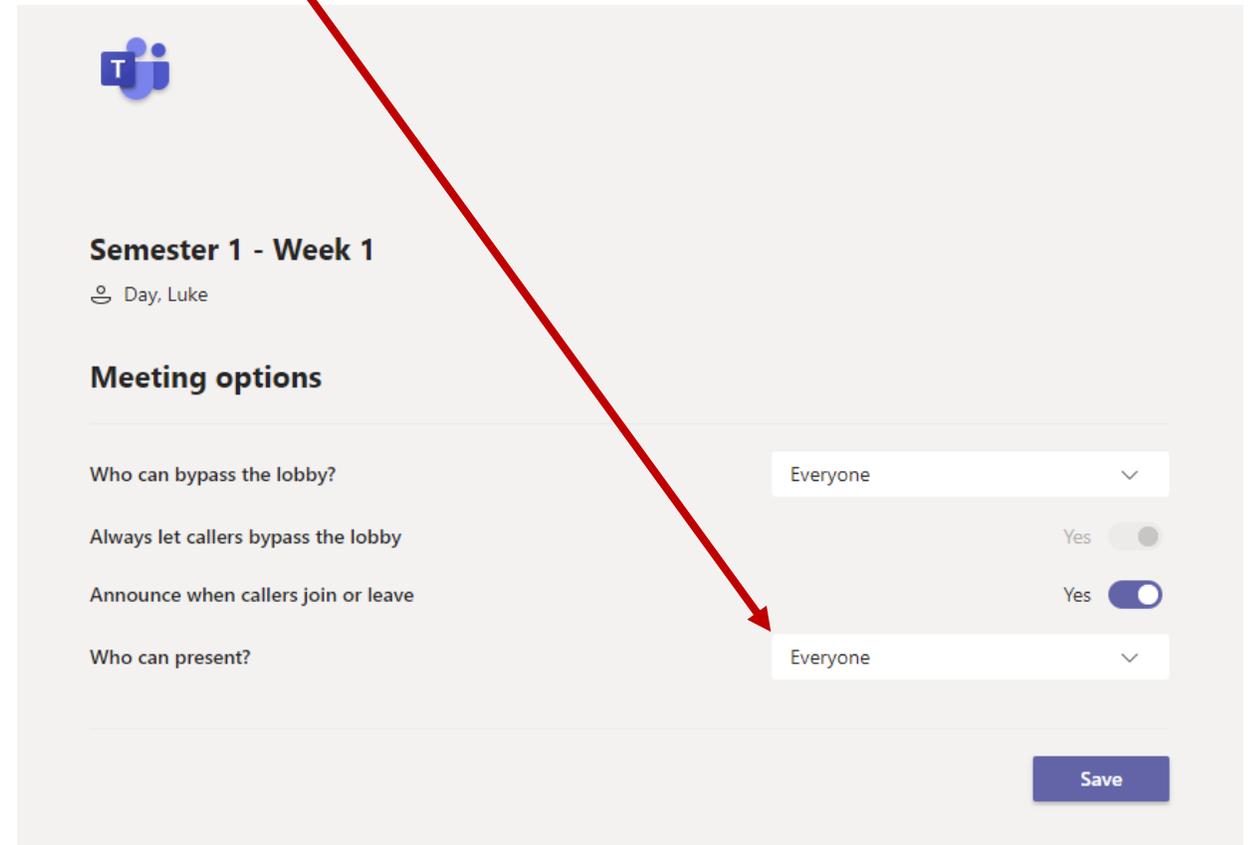
**Clicking manage permissions will open a browser window**

## Channel Meetings – How do I start my online class?

6. Change who can present option from **everyone** to **only me** and then click **save**.

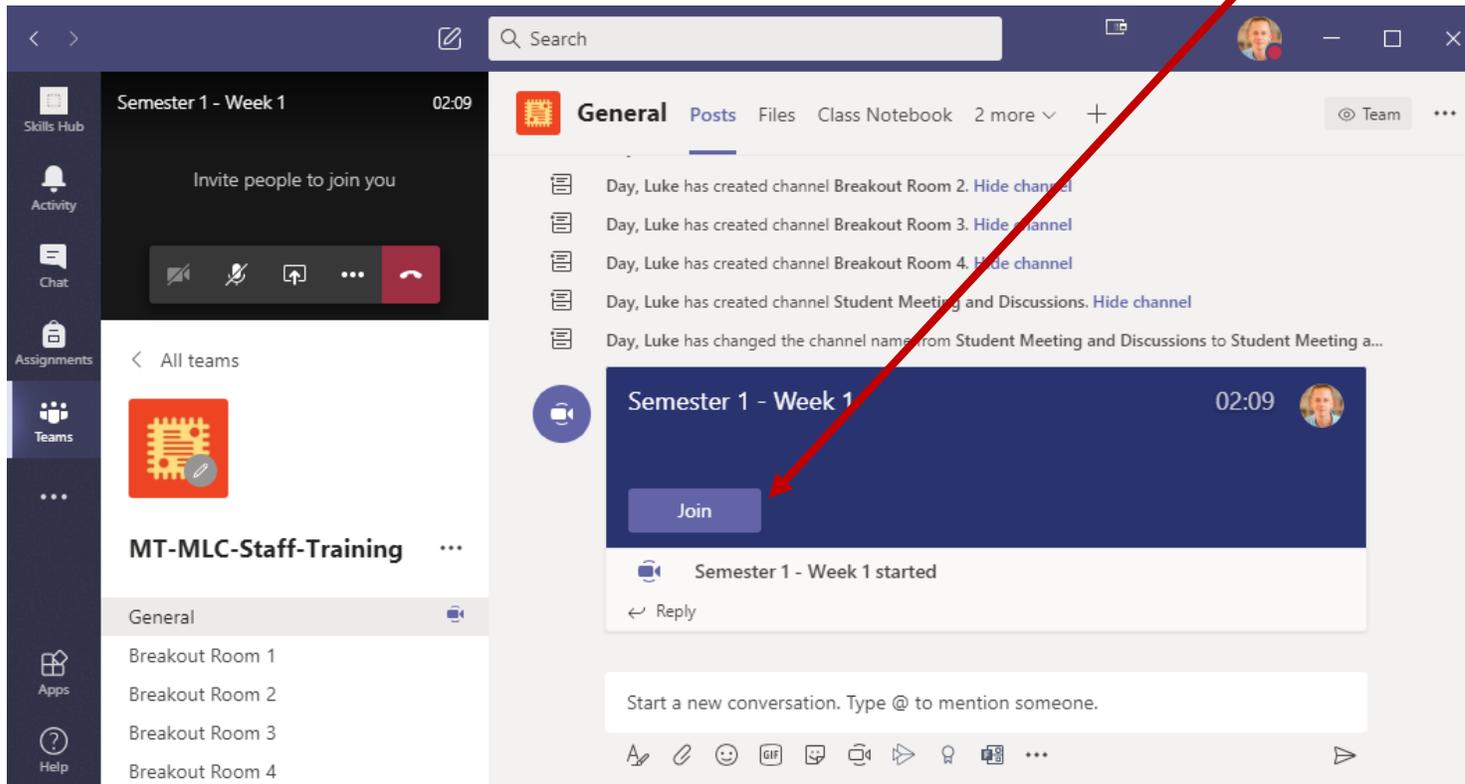
### This setting is important for the following reasons:

- It disables the Teams record feature for students.
- Prevents students interrupting your presentation by sharing their screen.
- Allows only you to mute all participants.



# That is all you need to do to start your class

A message will be posted to the **General Channel** with a **Join** button for students.



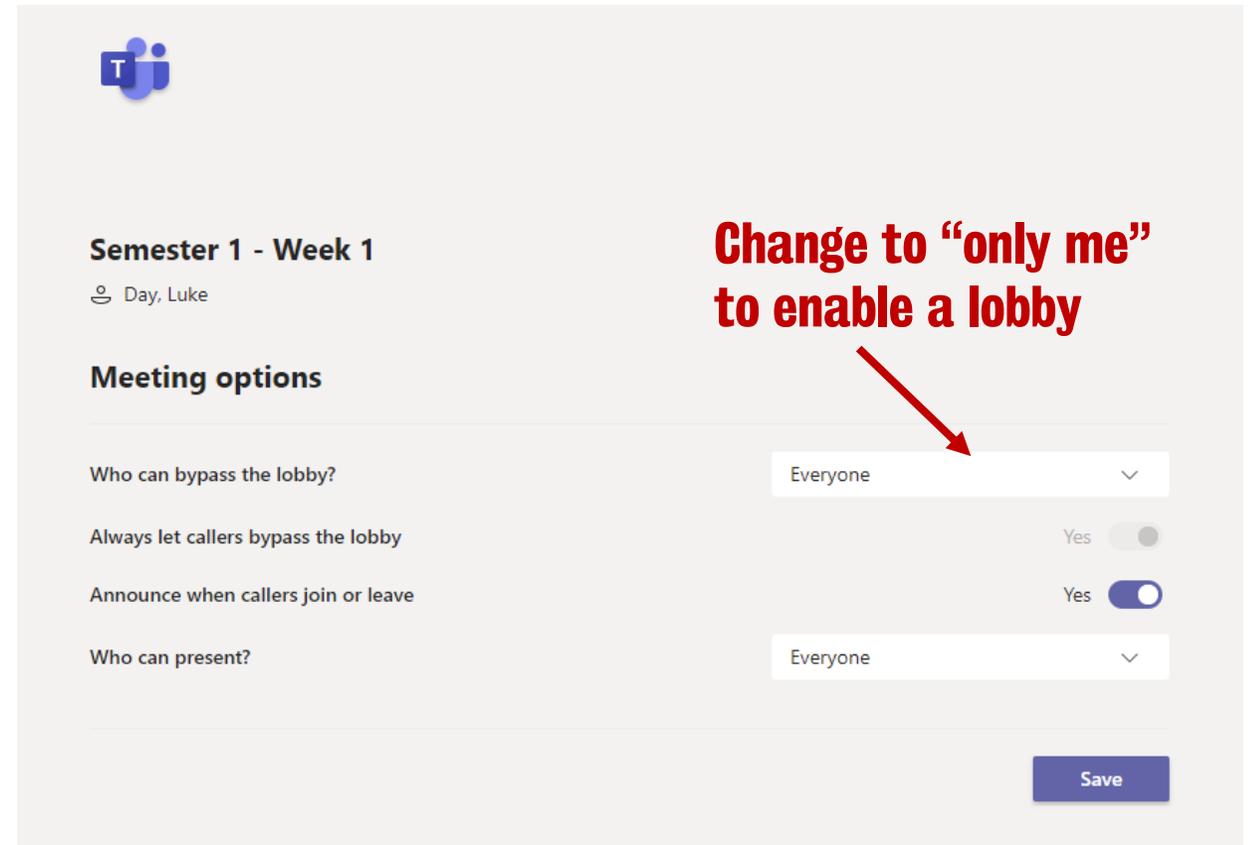
**You do not need to send Team meeting invite emails to students each week.**

Students will receive a Teams notification message that the meeting has started.

## Meeting lobby (optional)

The permissions page also allows you to setup a meeting lobby.

- A lobby prevents people joining your meeting without your approval.



The screenshot shows the Microsoft Teams meeting permissions page for a meeting titled "Semester 1 - Week 1" by "Day, Luke". Under the "Meeting options" section, there are four settings:

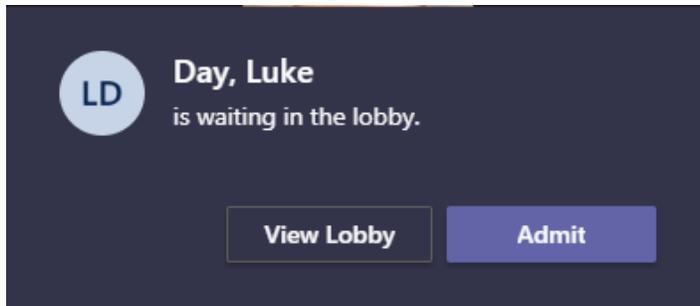
- "Who can bypass the lobby?" is set to "Everyone". A red arrow points to this dropdown menu with the text "Change to 'only me' to enable a lobby".
- "Always let callers bypass the lobby" is set to "Yes" with a toggle switch that is currently off.
- "Announce when callers join or leave" is set to "Yes" with a toggle switch that is currently on.
- "Who can present?" is set to "Everyone".

A "Save" button is located at the bottom right of the page.

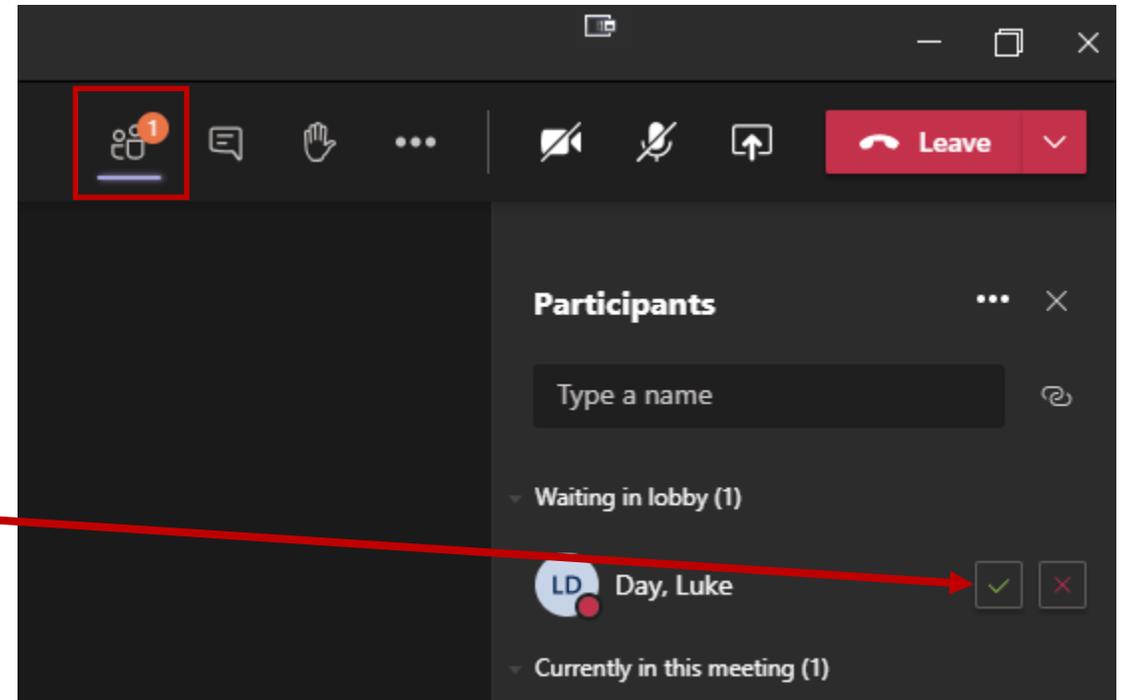
## Recommendation: Do not use a meeting lobby

The permissions page also allows you to setup a meeting lobby.

- You will receive waiting in lobby notification messages



- You can approve requests in the view participants panel



## Recommendation: Do not use a meeting lobby

**I do not recommend using a meeting lobby.** You could start the class shortly before the scheduled time and display a PowerPoint welcome message by sharing your screen.



**Only members of the Team can join the meeting!**

# Muting students and allowing screen share

## Allow a participant to share their screen:

1. Click participants.
2. Click the ellipsis button
3. Click make an attendee

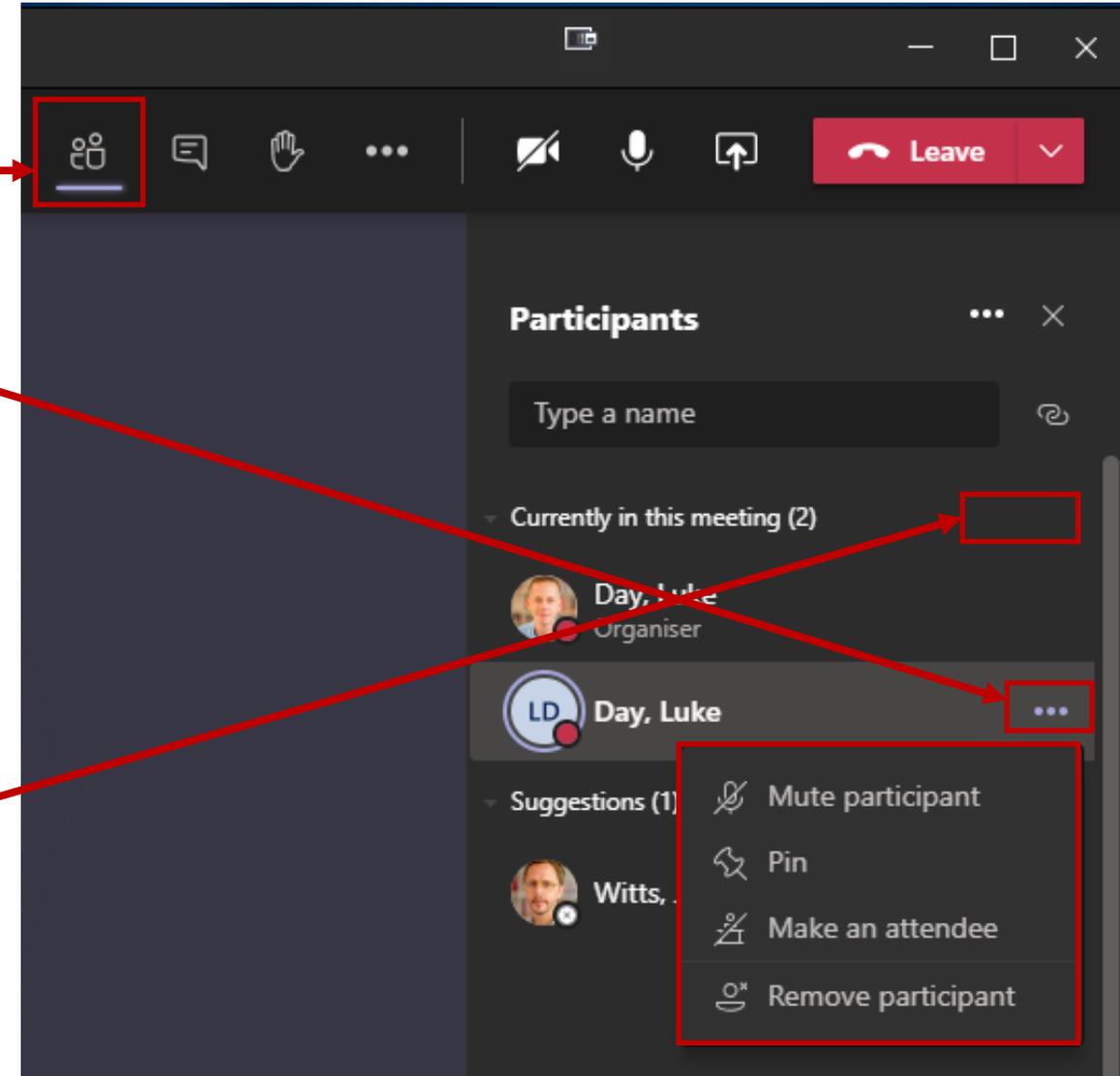
## Muting participants:

1. Click participants.
2. Click the ellipse button
3. Click mute participant

## Mute all participants

In meetings with more than 3 participants a **mute all** option will be displayed. Note that participants can unmute themselves at any time.

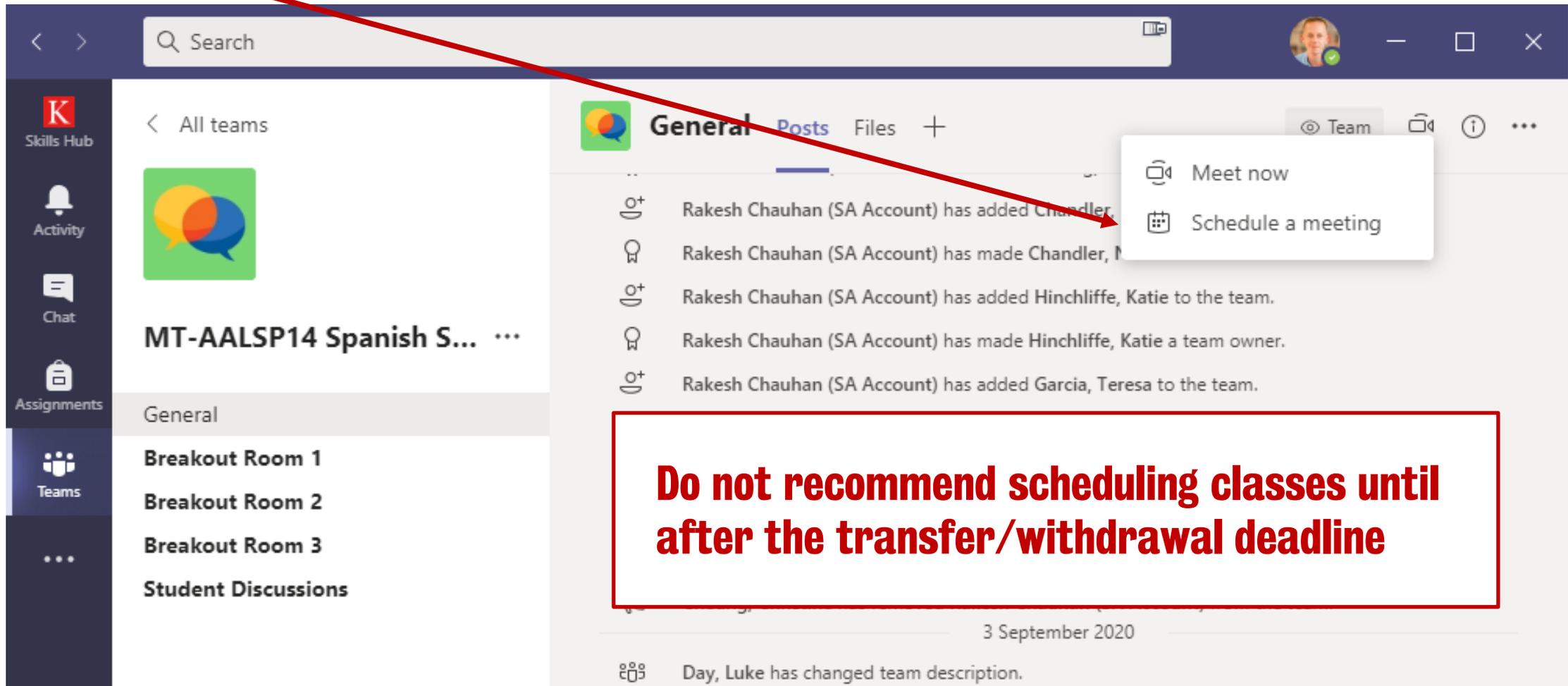
## Hard audio mute feature releasing September



# **Scheduling classes to Outlook calendar (optional)**

# How to schedule classes to Outlook Calendar

Go to the general channel, click meet now and select schedule meeting



The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes 'Skills Hub', 'Activity', 'Chat', 'Assignments', and 'Teams'. The 'Teams' section is expanded, showing 'All teams' with a list of channels: 'General', 'Breakout Room 1', 'Breakout Room 2', 'Breakout Room 3', and 'Student Discussions'. The 'General' channel is selected. The main area shows the 'General' channel with a list of recent messages. A red arrow points from the text above to the 'Meet now' button in the top right corner of the channel header. A dropdown menu is open, showing 'Meet now' and 'Schedule a meeting'. The 'Schedule a meeting' option is highlighted. A red box at the bottom of the screenshot contains the text: 'Do not recommend scheduling classes until after the transfer/withdrawal deadline'. The date '3 September 2020' is visible at the bottom of the channel header.

**Do not recommend scheduling classes until after the transfer/withdrawal deadline**

# How to schedule classes to Outlook Calendar

Input the following details:

- Meeting title
- Repeat weekly
- Start date/time and end date
- A meeting message

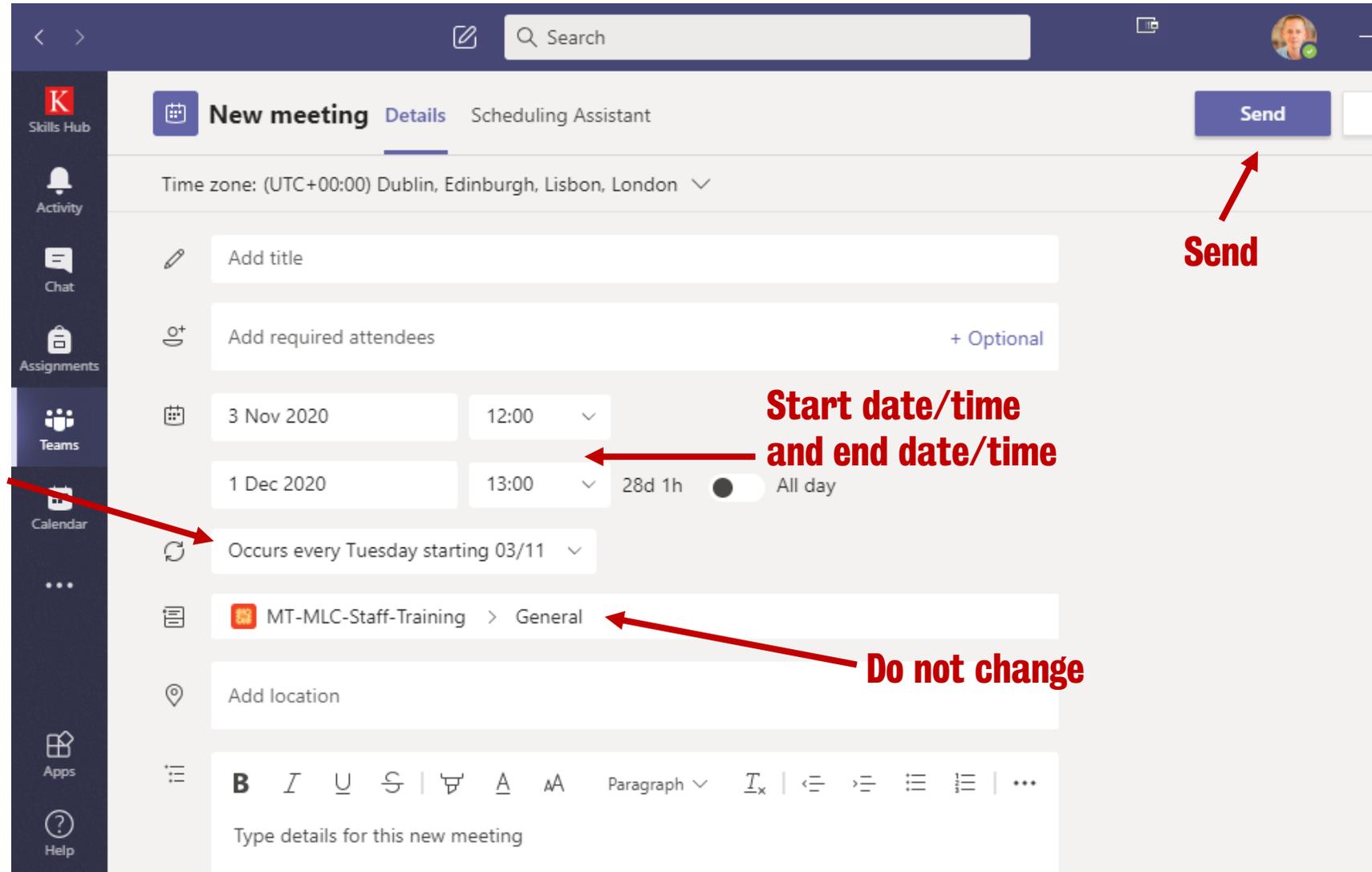
**Select Weekly**

**Start date/time and end date/time**

**Do not change**

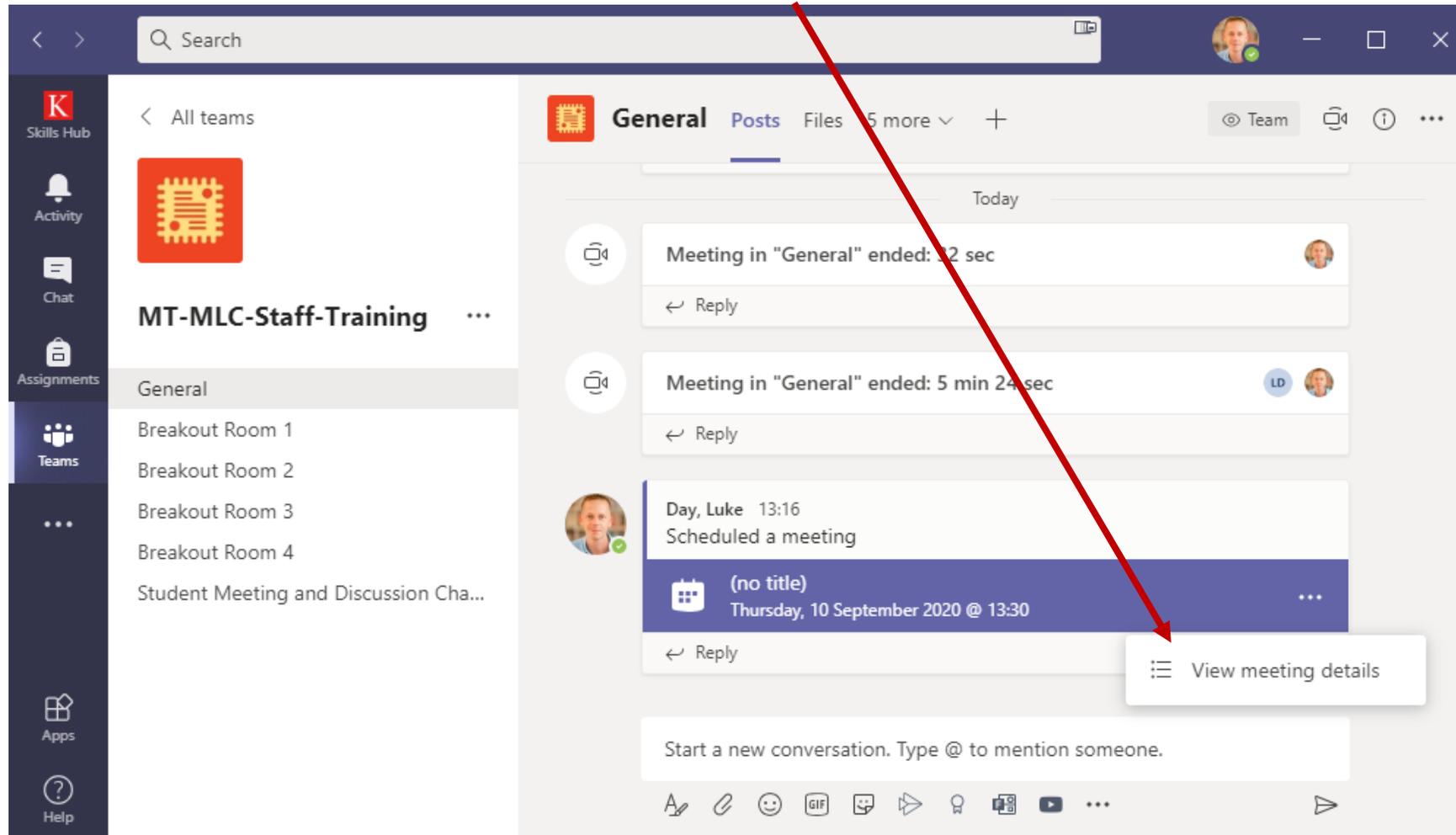
**Send**

A calendar invite will be sent to all students for a meeting in the **general channel**.



# How to schedule classes to Outlook Calendar

Go back to the general channel | view meeting details



A calendar invite will be sent to all students for a meeting in the **general channel**.

# How to schedule classes to Outlook Calendar

Click more options | Meeting options

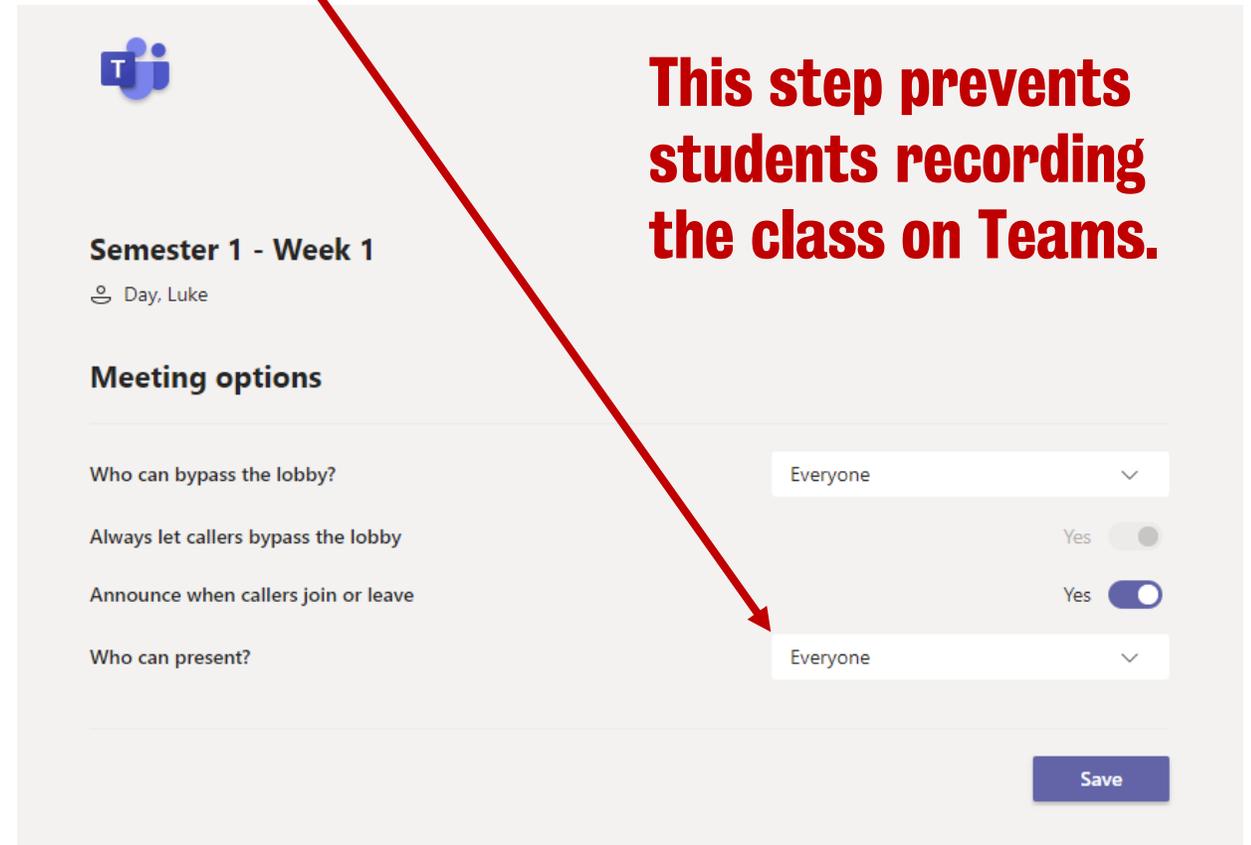
The screenshot shows the Microsoft Teams meeting scheduling interface. At the top, there is a search bar and a user profile. Below that, the meeting title is '(No subject)' with tabs for 'Chat', 'Details', and 'Scheduling Assistant'. A 'Join' button and a 'Close' button are visible. The main area contains a 'Cancel meeting' button and a three-dot menu. A red arrow points to the 'Meeting options' dropdown menu, which is open and shows 'Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London' and 'Meeting options'. Below the menu, there are fields for 'Add title', 'Add required attendees', and '+ Optional'. The date and time are set to '10 Sep 2020' at '13:30'. There is also a '30m' duration field and an 'All day' toggle. The meeting is titled 'MT-MLC-Staff-Training' with a 'General' category. The 'Tracking' panel on the right shows the organizer as 'Day, Luke'.

# Meeting Permissions

Change the **who can present** option from **everyone** to **only me** and then click **save**.

**This setting is important for the following reasons:**

- Disables the Teams record feature to students.
- Prevents students interrupting your presentation by sharing their screen.
- Allows only you to mute all participants.
- Only you can create breakout rooms



**This step prevents students recording the class on Teams.**

Semester 1 - Week 1  
Day, Luke

**Meeting options**

Who can bypass the lobby? Everyone

Always let callers bypass the lobby Yes

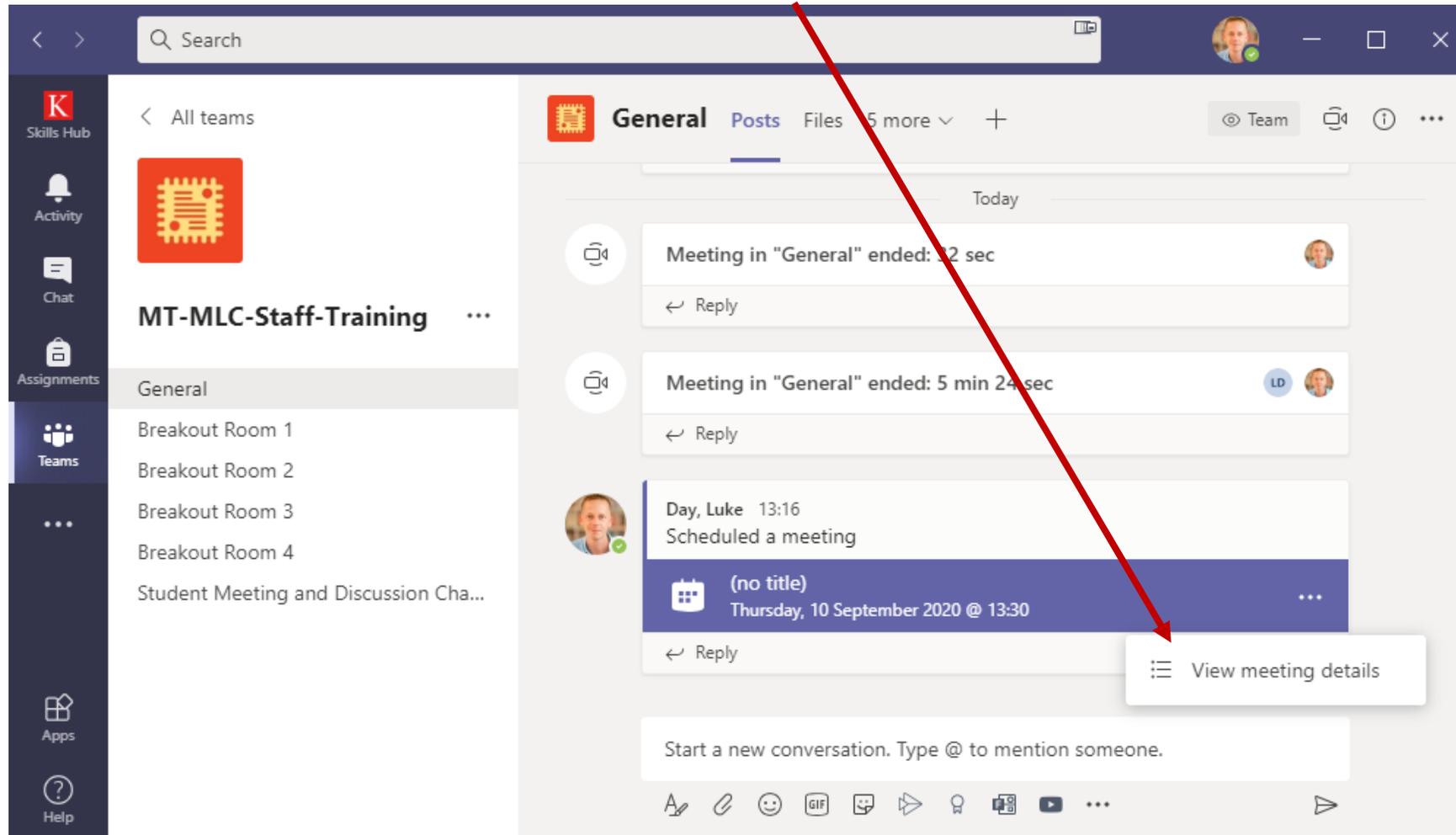
Announce when callers join or leave Yes

Who can present? Everyone

Save

# How to schedule classes to Outlook Calendar

Go back to the general channel | view meeting details



A calendar invite will be sent to all students for a meeting in the **general channel**.

# How will students join online classes?

From KEATS to Microsoft Teams

# How will students join online classes?

**Before students can join online classes they must first become members of the module Team.**

Instructions for students will be posted to KEATS module pages with a unique Team Access Code students can use to join your module Team.

## Online Classes

**Online classes will take place on Microsoft Teams. Please follow the instructions in [Online-Classes.pdf](#) to access your module team group. You Team access code is: **hevefne**.**

[Open Microsoft Teams](#)

## Module Content

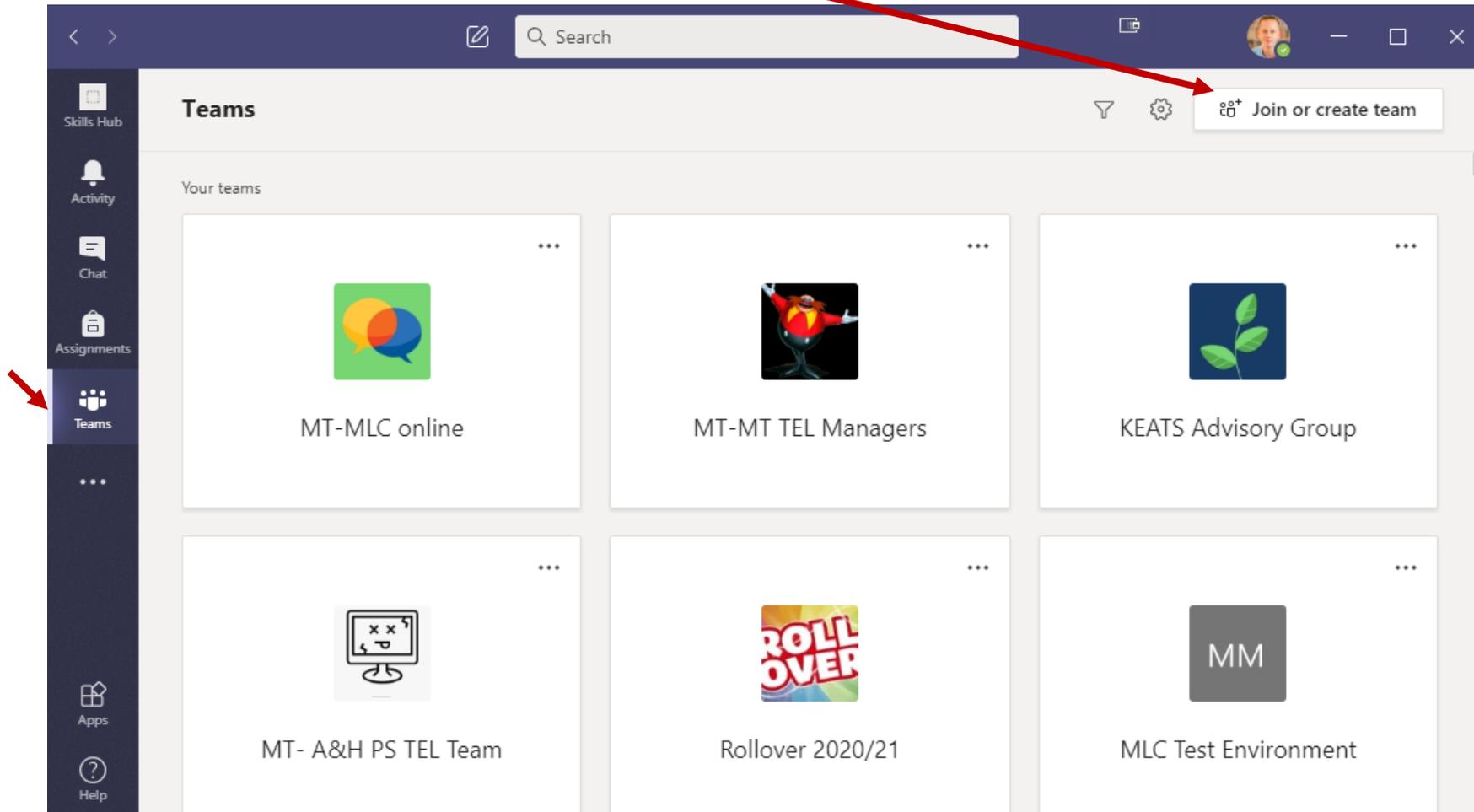
Semester 1

[Student Handbook & MLC Intranet](#)



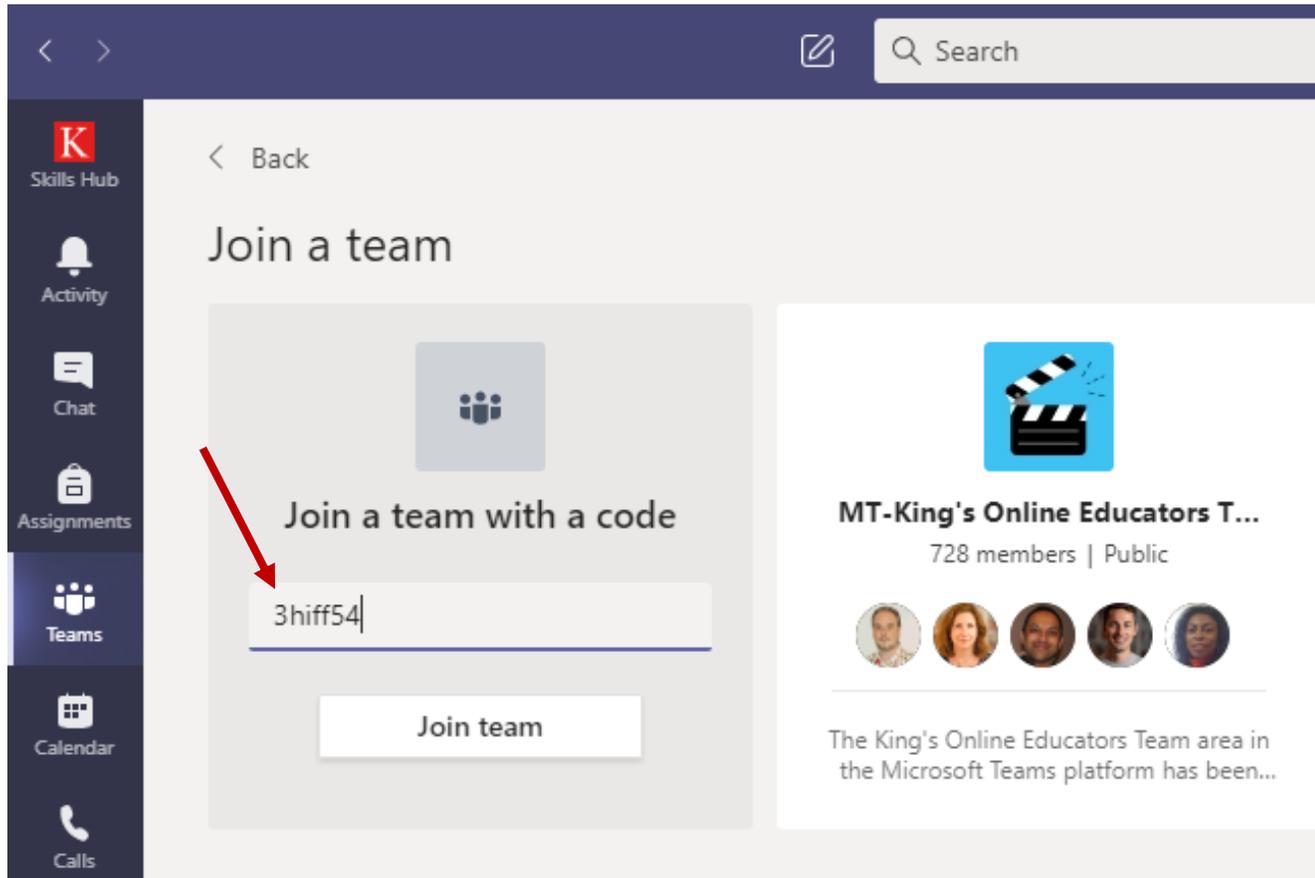
# How will students join the module Team?

1. Click Teams and then join or create team.



## How will students join the module Team?

2. Input the team access code and click **join team**.



- Clicking join team will automatically add the student as a team member
- You do not need to add students or approve access

### Transfers & Withdrawals

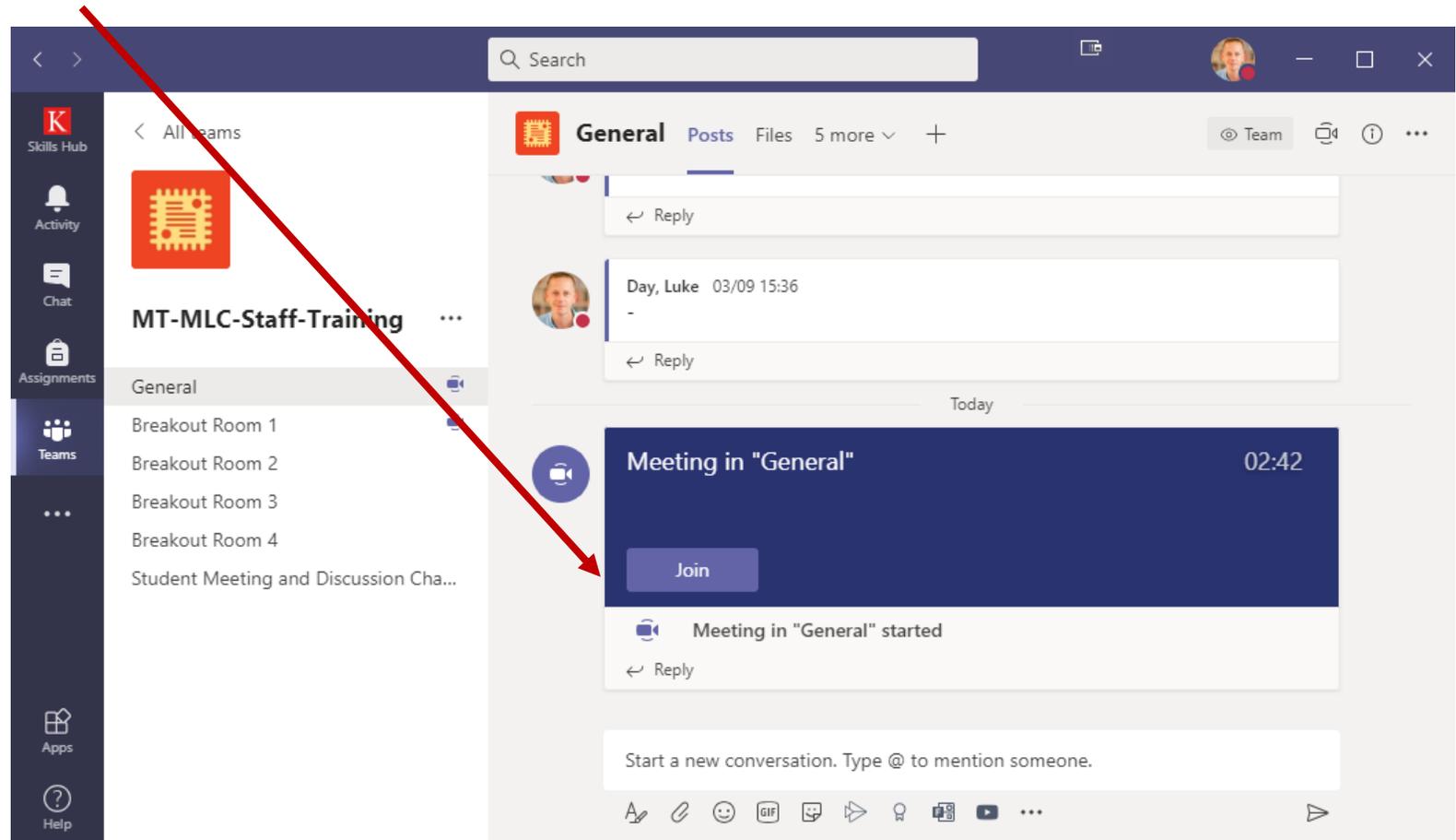
Students will be instructed to leave the team group.

**Students only need to do this once!**

## How will students join the module Team?

**Once a student has joined the Team they can join online classes by going to the module team general channel, at the scheduled class time, and clicking the join button you have created.**

Students will receive a Team notification when a class meeting is posted to the general channel.



## King's IT & CTEL Plans

**Students joining by Team code is not the best solution but is the easiest approach for students and staff with what is currently available.**

- King's are investigating using Microsoft Graph API to integrate SITS with Teams. Will automate Team creation based on SITS MAV records and automate enrolment of students.
- Will work in a similar way to how students are enrolled on KEATS courses from SITS
- Successfully integrated at the University of East London
- Unlikely to be implemented before teaching begins
- Also investigating integrating **Teams meeting** invites with the **KCL timetable system**. No details have been given by CTEL/IT. Potential issue for the MLC with timetable teacher assignment and meeting permissions. Lecture based departments confirm module lecturers mid August. Our modules do not have teachers assigned.

## King's IT & CTCL Plans

### **The MLC Teams setup is unique to most other departments**

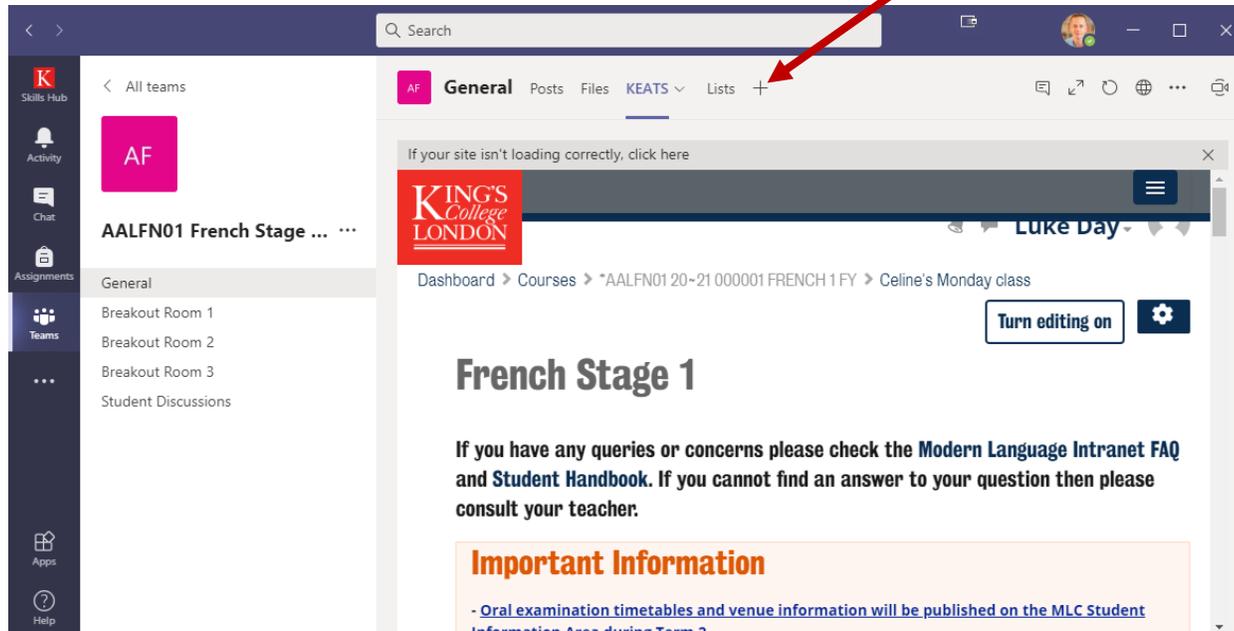
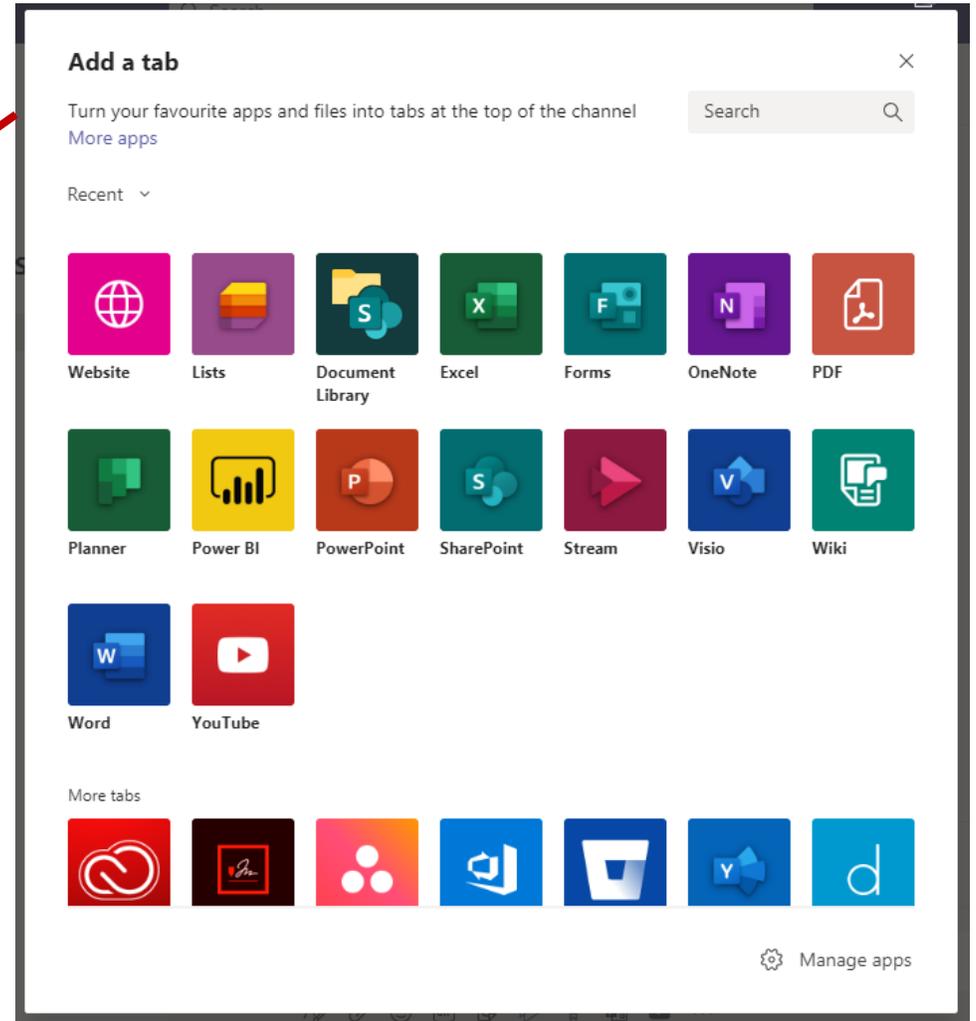
Advantages of having a language module Team for each group:

- Greater control over meeting permissions (e.g. student recording).
- Easy to give another teacher access in the event they need to cover teach a class.
- Teacher and students have one meeting space that can be used for all online classes.
- Students have a discussion/meeting space they can easily use outside of class time.
- Teachers can customise their Team spaces to better engage students.
- Messages you post to the Team are more likely to be seen by students than KEATS forum posts.

# Customise your Team – Channel Tabs & Teams Apps

You can customise your Module Team by adding tabs to channels

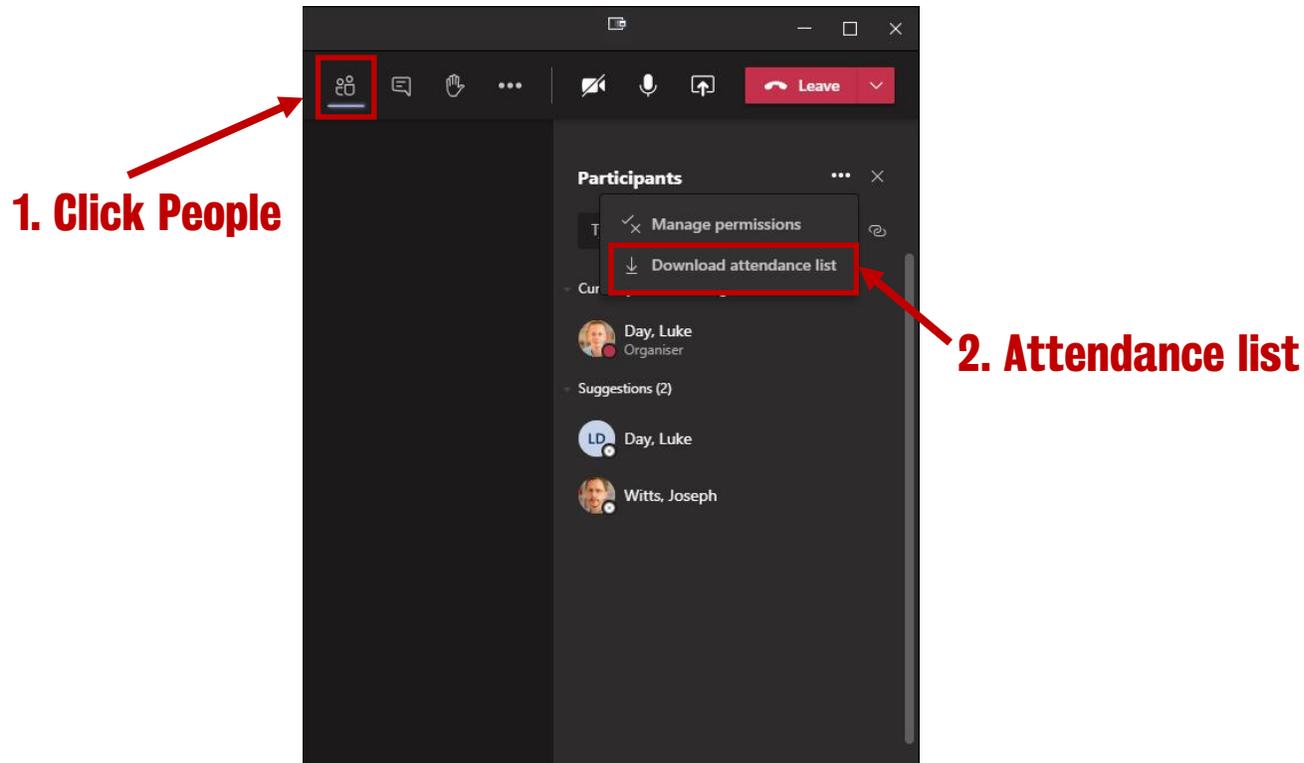
- Website tabs – KEATS course tab
- Lists app
- Documents
- Forms, surveys, ...



# Checking Student Attendance

# Downloadable attendance lists

You can download a list of participants and use it later to record attendance on KEATS.



	A	B	C
1	Full Name	User Action	Timestamp
2		Joined	6/2/2020, 8:18:13 PM
3		Joined	6/2/2020, 8:19:15 PM
4		Joined	6/2/2020, 8:25:13 PM
5		Joined	6/2/2020, 8:10:13 PM
6		Joined	6/2/2020, 8:15:13 PM
7		Joined	6/2/2020, 8:18:13 PM

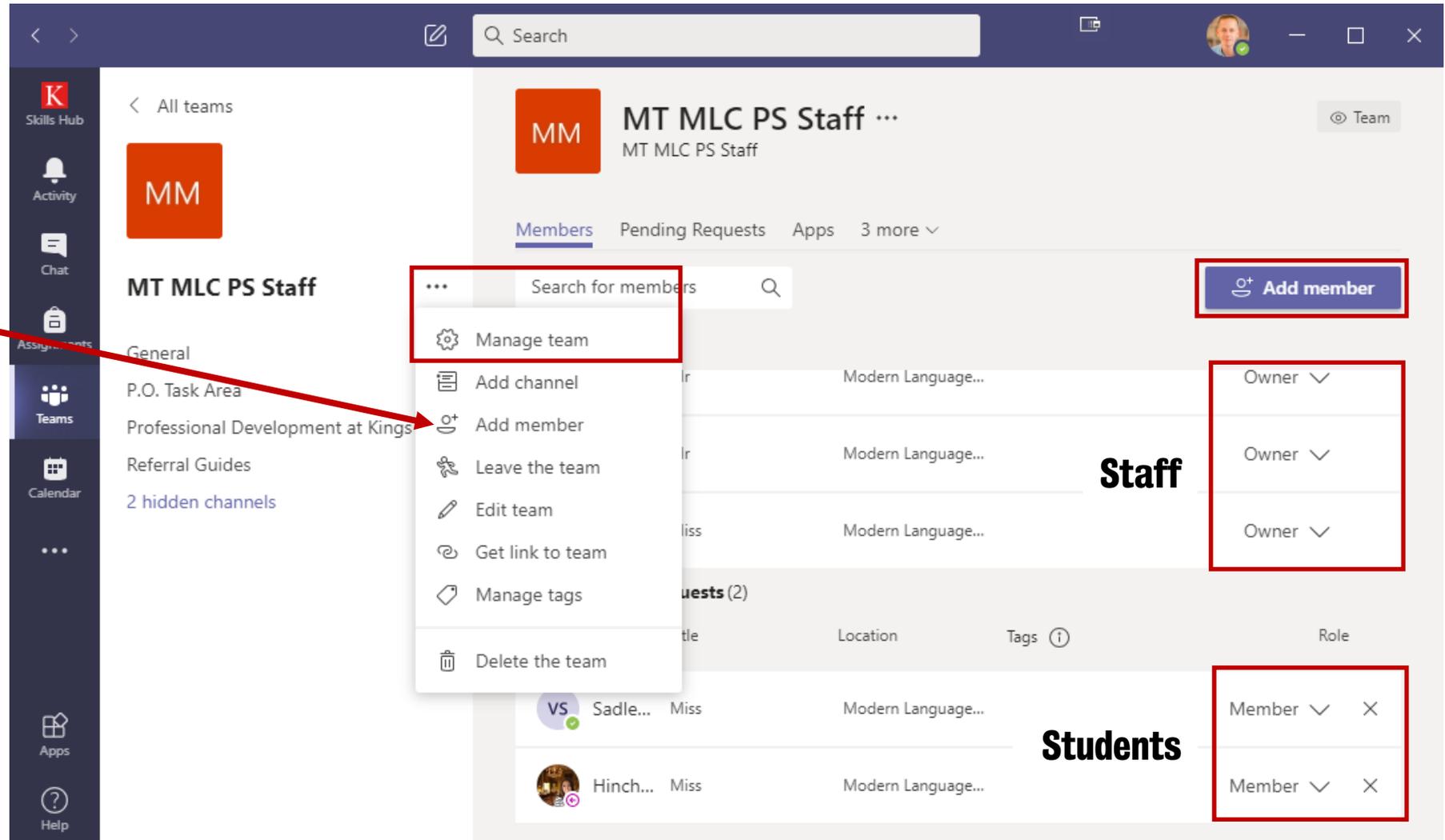
The attendance report shows the name, join time and leave time of all meeting attendees.

I believe it will also include breakout room information.

- Only meeting organisers can download attendance reports

# How to check Team members

- Use manage team to see who has access to your team
- You can also add members
- Only add staff as a Team Owner



## **Recommendation: During teaching week 1 – Send a welcome message**

The KEATS attendance list is populated from SITS data. It is therefore an accurate class list.

### **Recommendation:**

**Send a welcome message to your student group using KEATS QuickMail before the first class – In your message remind students they need to join your module Team group to access online classes.**

- Remember it takes 24 hours from SITS enrolment for students to be granted access to the KEATS course.
- Late enrolments can take longer.

**UG/PG Enrolment Deadline: 25<sup>th</sup> September**

**Teaching begins: 28<sup>th</sup> September**

**The PS Team will send an email to all language module students with instructions**

# **Important Information**

## Important Information

1. Please be aware that **team channel meetings** are **public** to that team. If you need to have a private meeting with a student either call them directly by first starting a new chat or schedule a meeting by going to **Calendar | New Meeting**.
2. All learning resources (PowerPoints, PDFs etc.) must be stored on KEATS. You can share resources on Teams provided a copy is also available on KEATS. Resources uploaded to a module Team are stored on a module SharePoint site.
3. Each module team has an email address. Recommend you continue to use QuickMail instead of the Microsoft Team email address.
4. Recording meetings. To prevent students recording meetings make sure you change meeting permissions (see step 4 of **how do I start my online class?**). **You must do this every time you start a class and channel breakout room.**
5. A channel for students to message and meet-up outside of class time will be available.

## Important Information

6. Be aware that not all Teams features are available when using the Teams web app. Not all web browsers support Microsoft Teams meeting features. See the browser section at: <https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams>

Highly recommend you install the Desktop version.

# Breakout Rooms 1

Microsoft Breakout Rooms Preview

## Important Information

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### **Breakout Rooms are currently in preview access (a testing phase)**

- It is not the final feature
  - Technical issues/software bugs are likely
  - Expect many updates from Microsoft over the coming weeks
- 

**Please be aware, due to the NDA between King's and Microsoft, the breakout room experience should not be shared with anyone outside of King's.**

---

### **Known issues:**

- All meeting attendees should use the Desktop version of Microsoft Teams (conflicting information about web, phone and tablet app)
- All meeting attendees must be using a Teams version  $\geq 1.3.0021759$

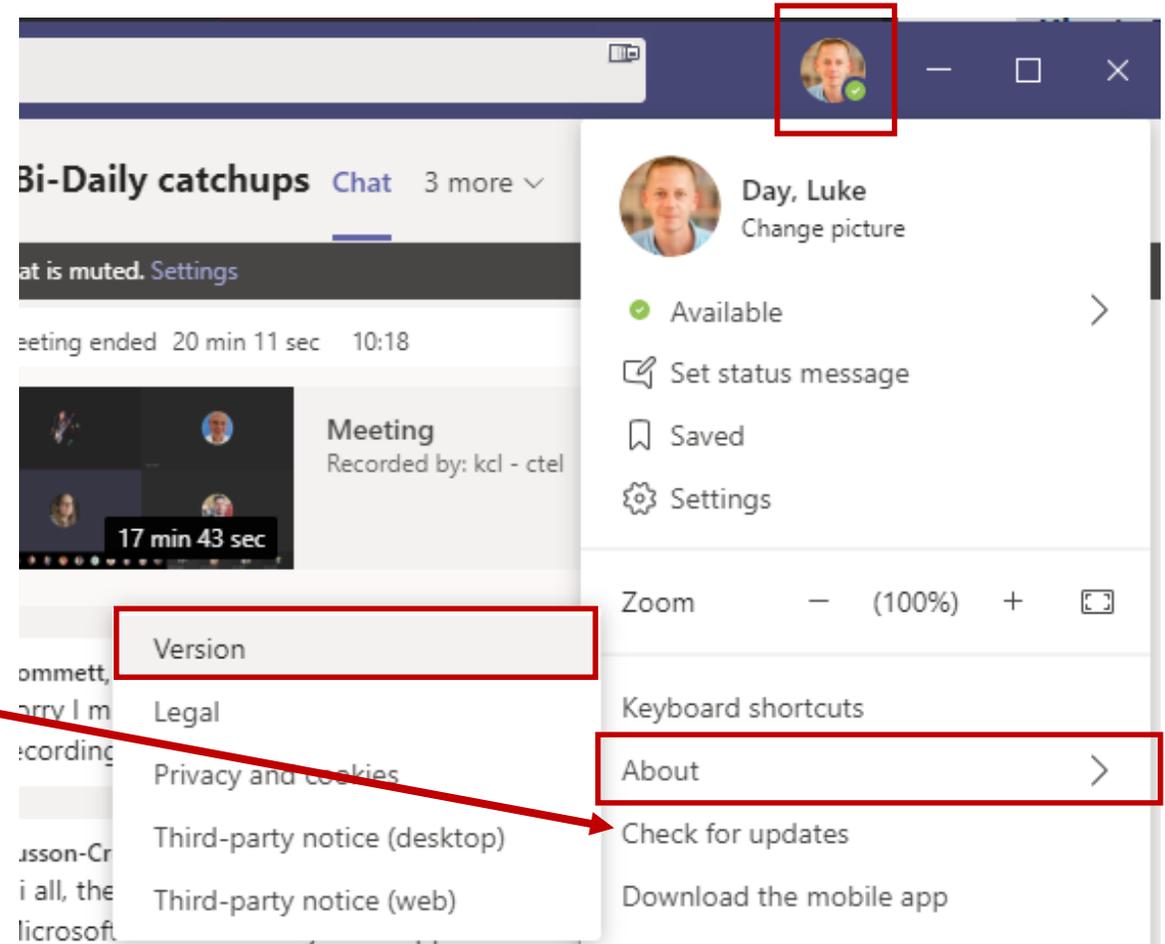
**Technical issues and support for web, mobile and tablet should be resolved before world wide release (October). If you experience problems please report it [8888@kcl.ac.uk](mailto:8888@kcl.ac.uk)**

# How to check your Teams version

Click your profile picture, mouseover **about** and click **version**.

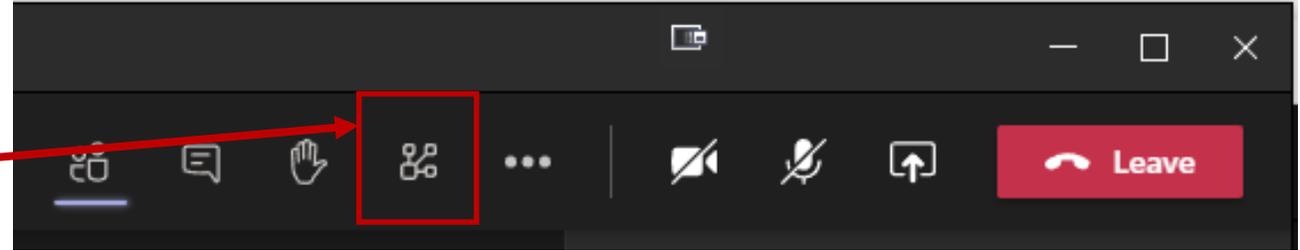
A grey banner will be displayed with your Teams version.

If your version number is  $< 1.3.0021759$  click **check for updates**.

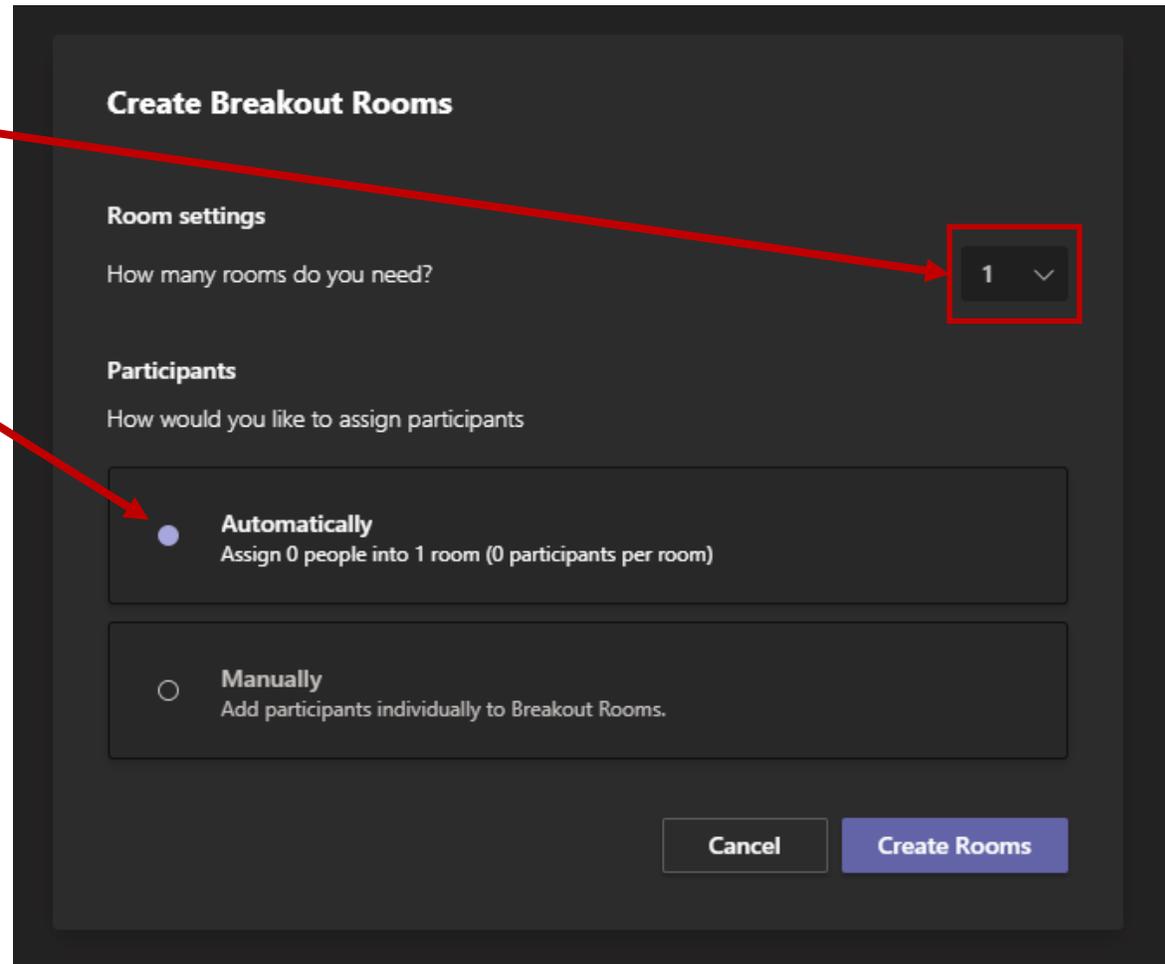


# Creating Breakout Rooms

1. Click breakout rooms.



2. Set the number of rooms you need.



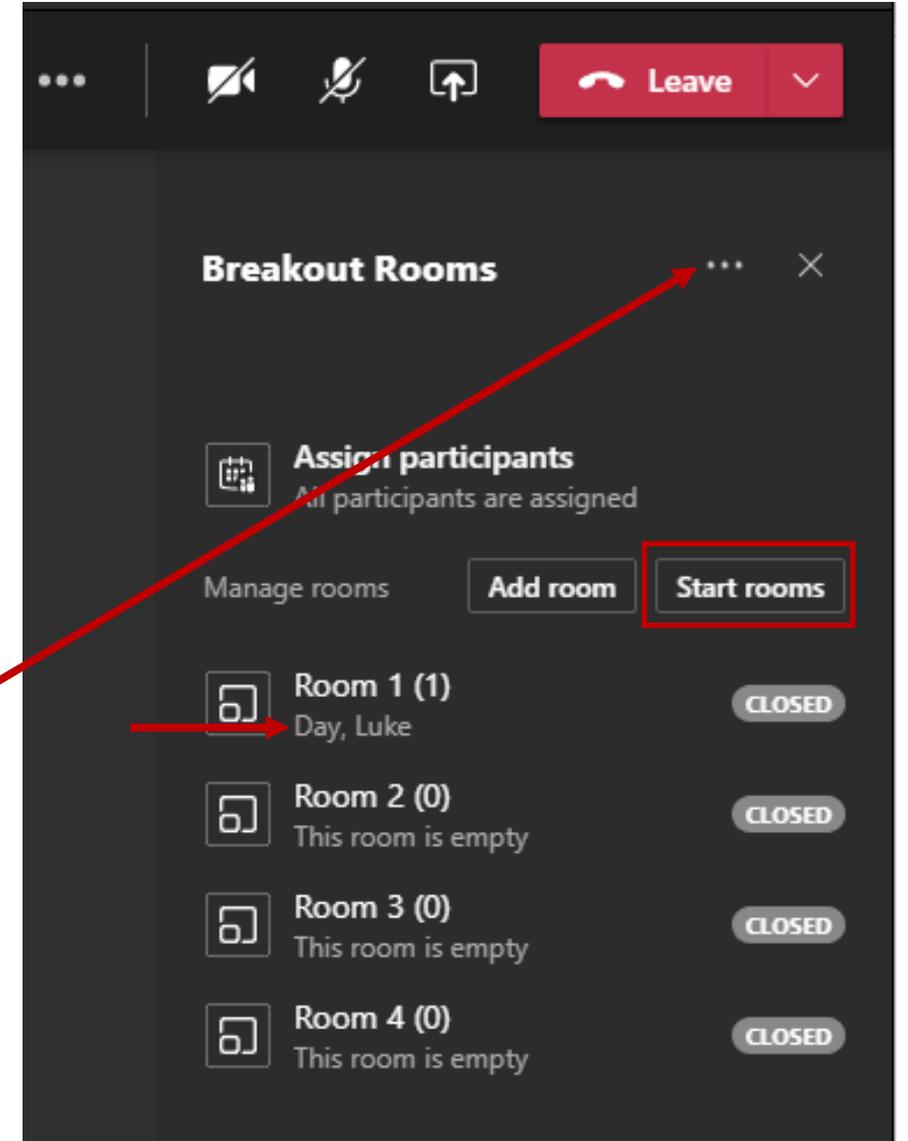
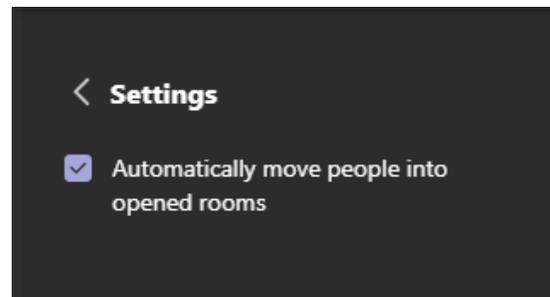
3. Choose automatic or manual assignment and click create rooms.

**Automatic assignment is the quickest option.**

**You can set the number of rooms for automatic and manual assignment!**

## Automatically assign participants

4. **If you selected automatic assignment, student names will now be displayed under each room name.**
  - By default breakout rooms are set to closed. You must open rooms for students to join.
  - Click **start rooms** to open all rooms and automatically move students to their assigned breakout room.
  - You can change automatic move to breakout rooms by clicking breakout room settings and unticking 'Automatically move people into opened rooms'.

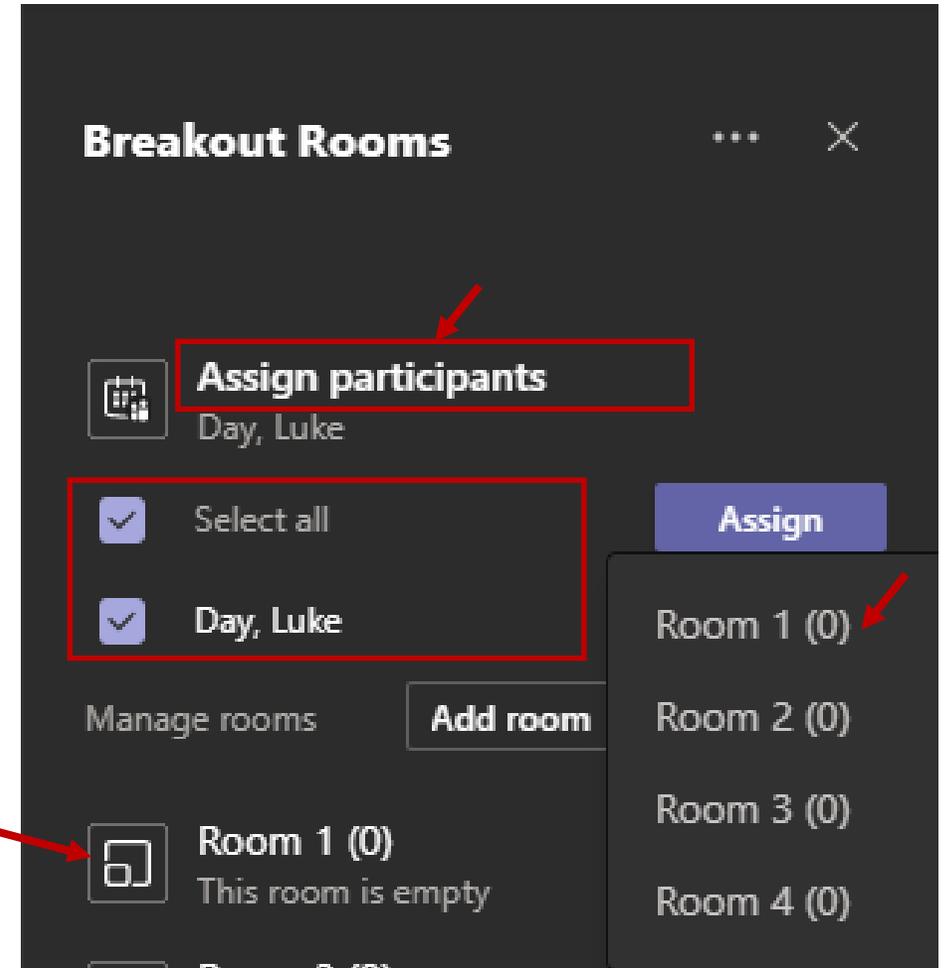


## Manually assign participants

- 5. If you selected manual assignment, you must assign at least one student to a room before you can open the room.**
- Click **assign participants** to display a list of students. Tick all students you want in the same breakout room. Click assign and choose a room.

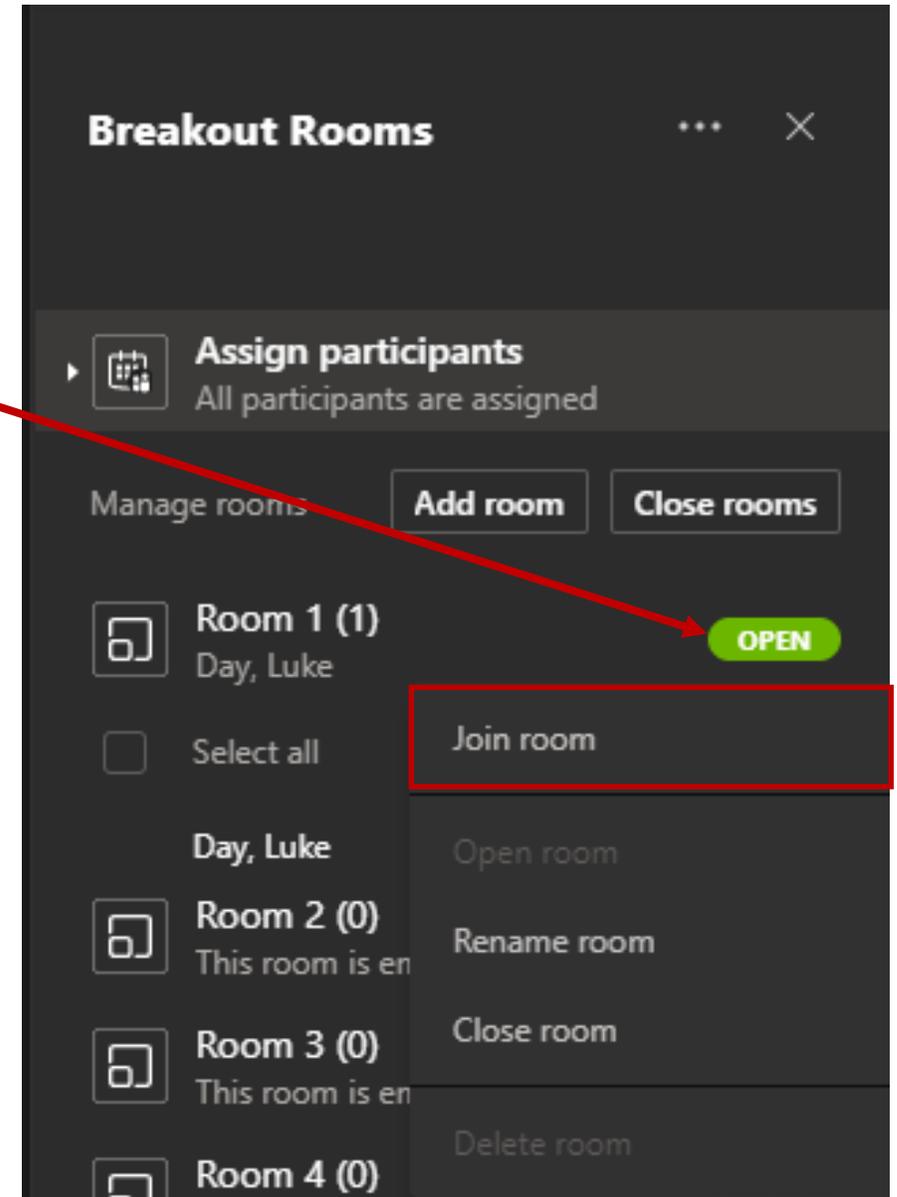
### Moving a student to another room

Click a breakout room to display a list of students. Select the student, click assign and select a room.



## Joining a breakout room

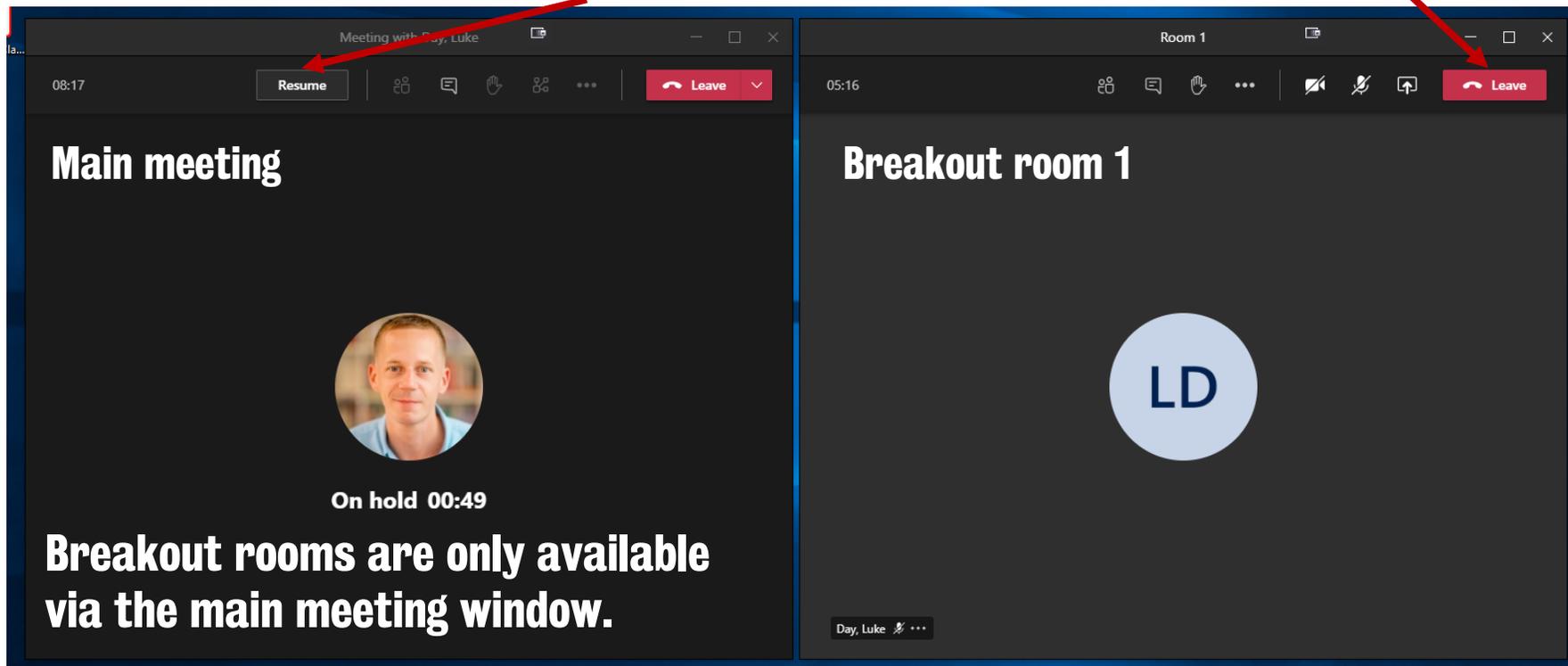
6. To join a room, mouseover open and click more actions button – Join room.



# Moving between rooms

**Joining a room will put you on hold in the main meeting.**

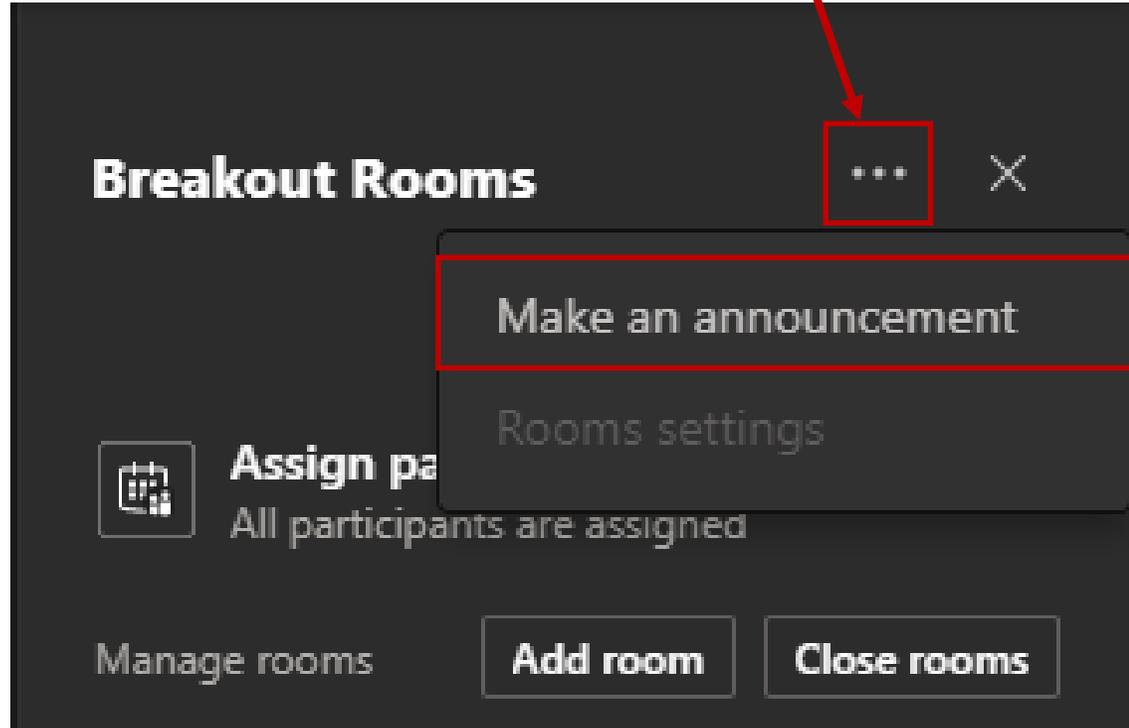
If you want to leave the breakout room and join another room, click leave in the breakout room window and resume in the main meeting window.



If you click resume before leave you will be put on hold in the breakout room meeting.

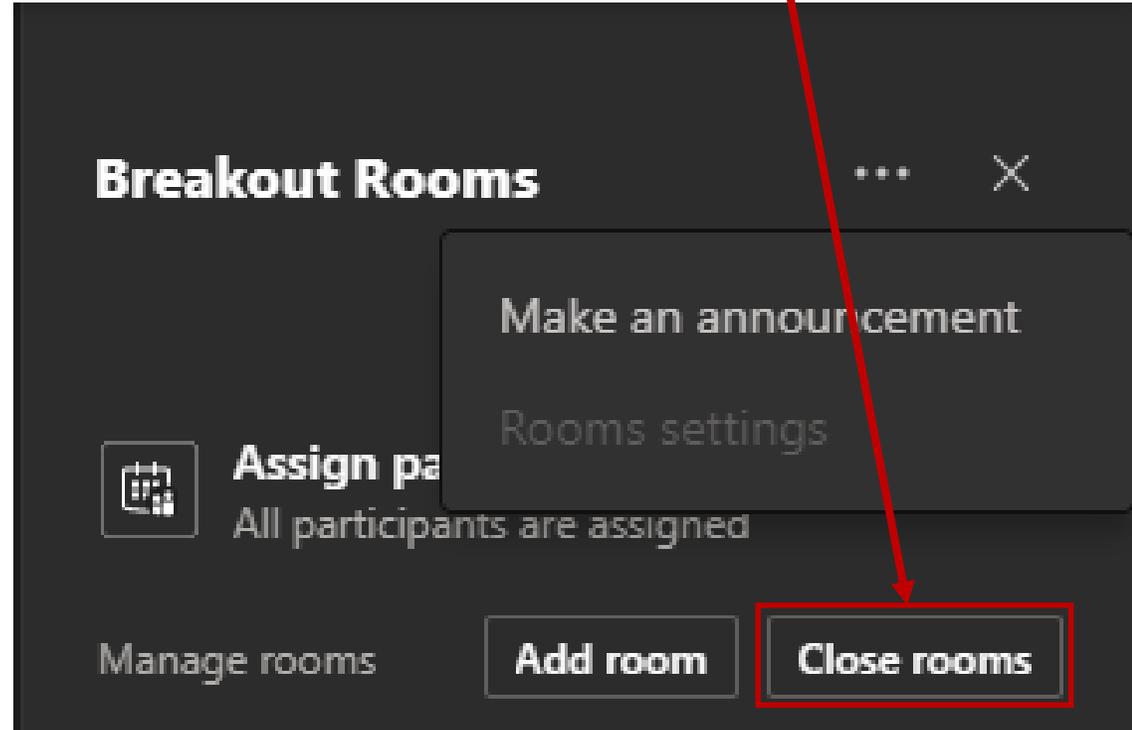
# Breakout Room Announcements

You can send a message to all breakout rooms by clicking more actions | make an announcement.



## Closing breakout rooms

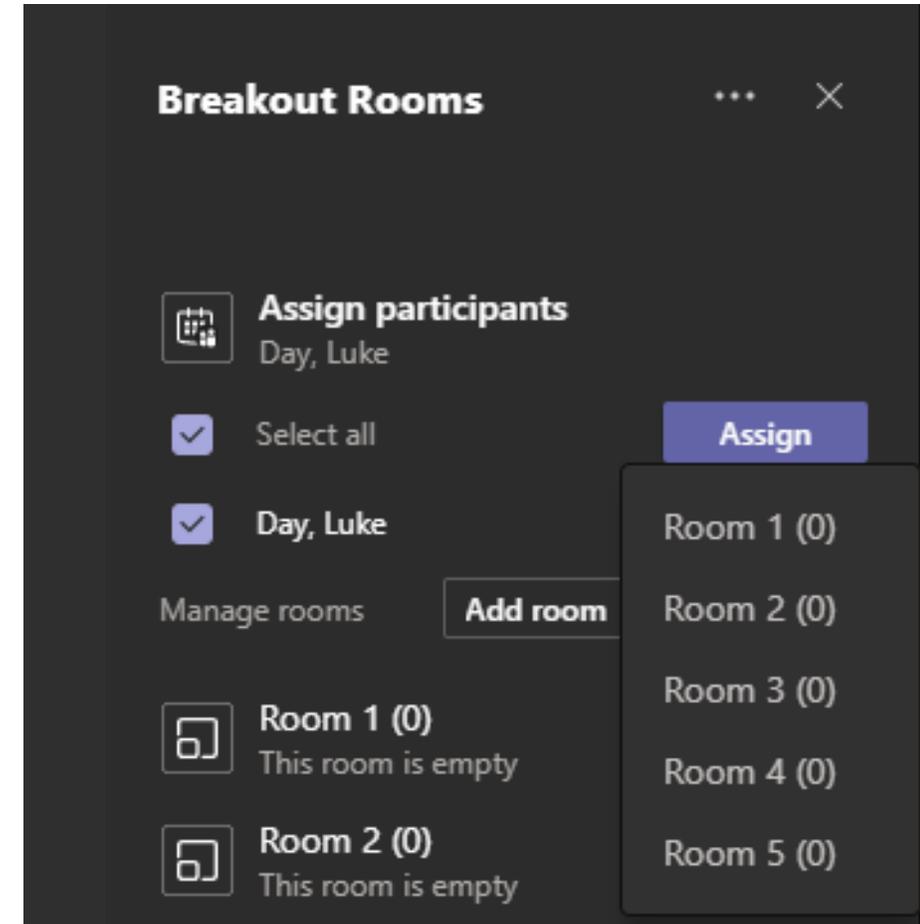
To bring everyone back to the main meeting click close rooms.



To restart the breakout rooms using the same student-room assignment, click start rooms.

## Limitations

- If a student joins late or needs to re-join a meeting you may need to manually assign the student to a room.
- Must have at least one person assigned to a breakout room before it can be opened. You cannot open empty rooms.
- Conflicting information if breakout rooms currently works on mobile and tablets.
- Once you have chosen automatic or manual room assignment you cannot go back and change it.



## Breakout Rooms FAQ

---

### **Can only the educator create a breakout room?**

Yes, if you set meeting permission 'who can present' to 'only me', then only the educator will be able to create breakout rooms.

### **After the breakout meeting is over, how does the educator get access to the artifacts - files, chats, whiteboards - that were created during the breakout session?**

The organizer will have access to all the artifacts from the main meeting and the breakout rooms via the meeting chat. They can decide if they want to share these artifacts with the participants

### **Can attendees (students) add more people to the meeting and/or access the meeting join details?**

No, attendees cannot add more people to the meeting or the breakout room.

## Breakout Rooms FAQ

---

### **What permissions are provided to breakout room attendees (students)?**

Attendees will have presenter permissions by default. If the organizer wants to turn off presenter attendees, the organizer can go into each room and adjust breakout room attendee permissions in the breakout room meeting options.

### **Can the breakout rooms be set to automatically record?**

No, breakout rooms cannot be set to automatically record.

**Recommend you monitor the CTEL Microsoft Teams Meetings KEATS course for updates.**  
**<https://keats.kcl.ac.uk/mod/page/view.php?id=4479090>**

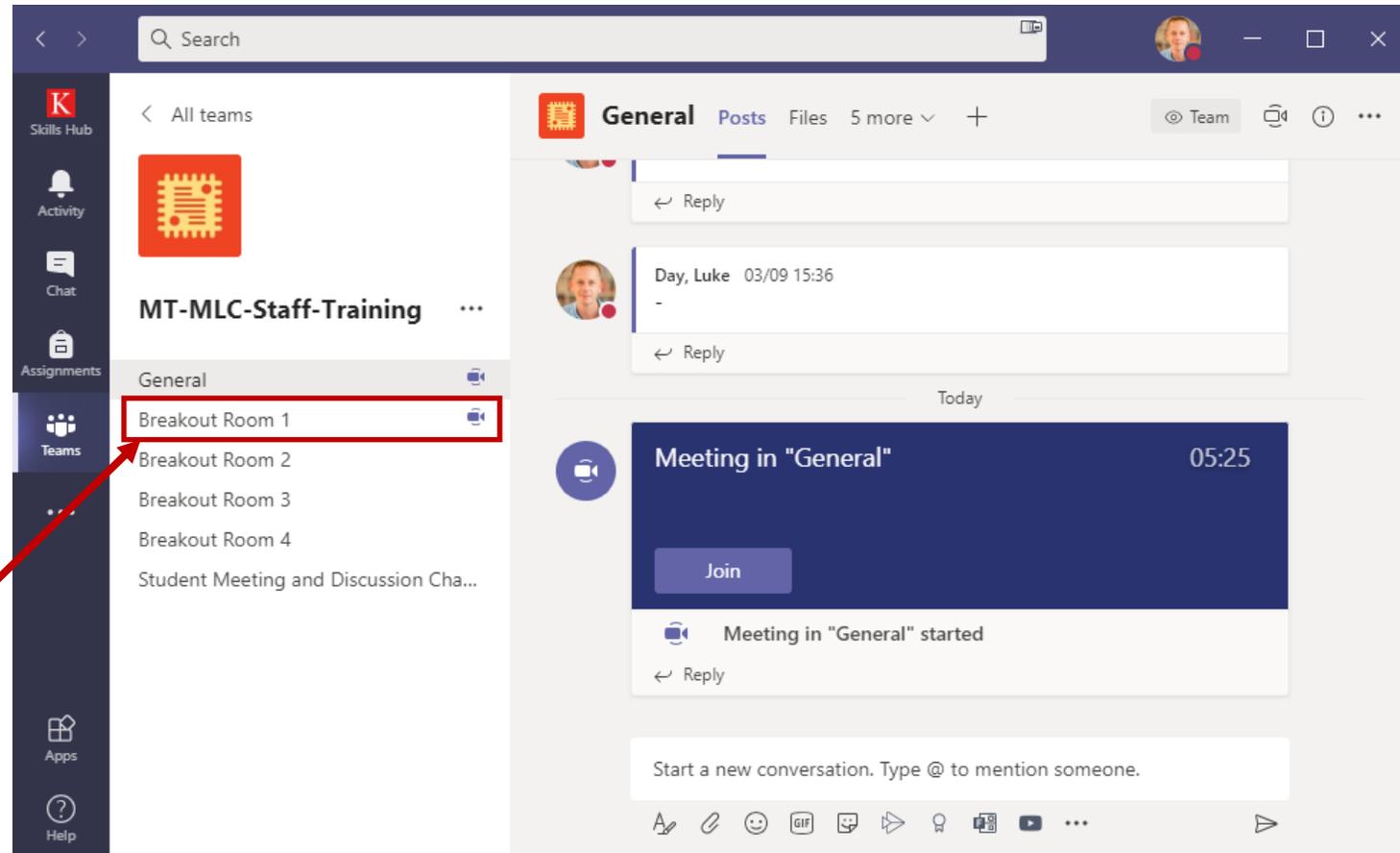
# Breakout Rooms 2

Using Language Team Channels

# Using Channel Meetings as Breakout Rooms

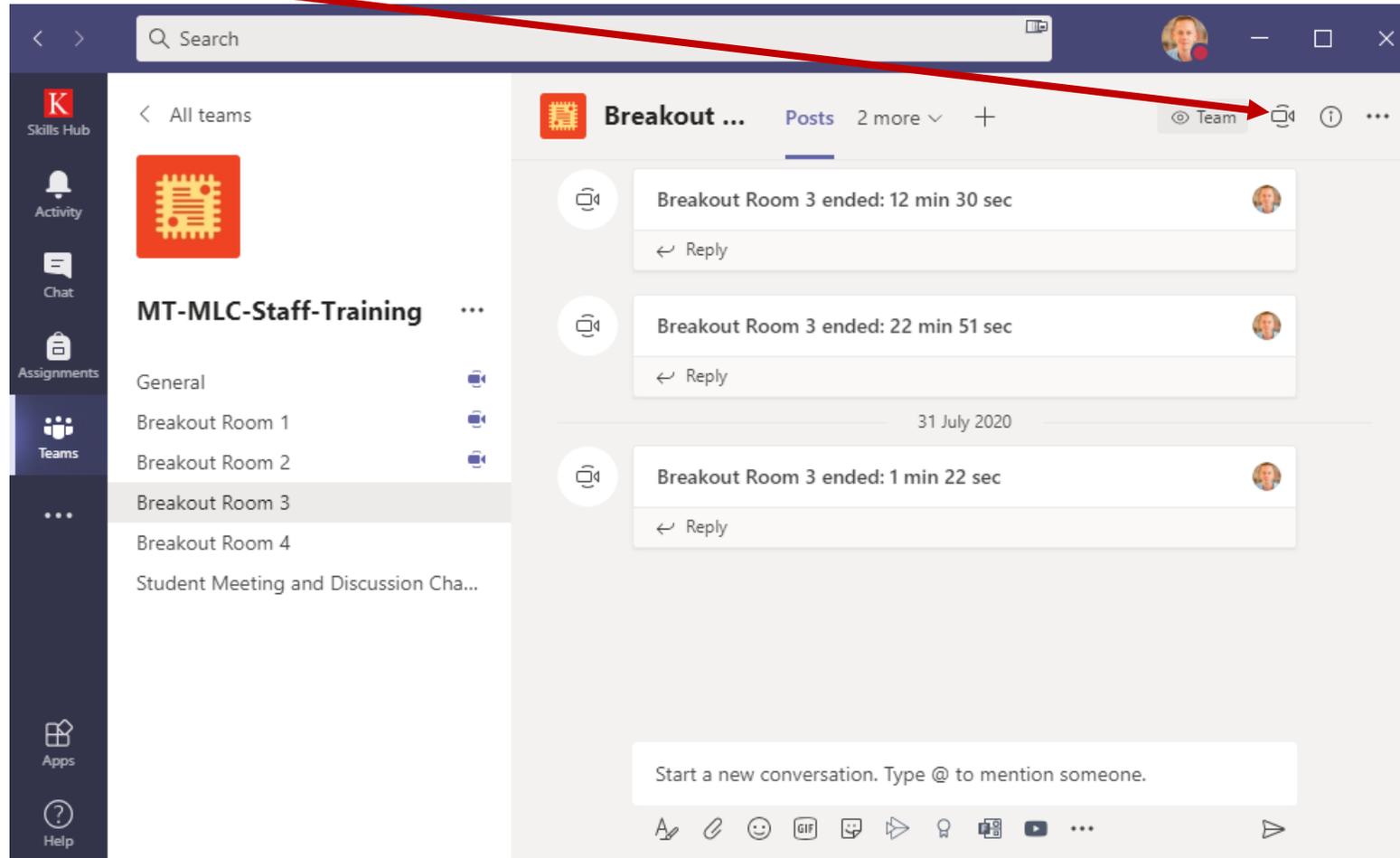
1. After you have started your main class meeting (see [how do I start my class](#)) return to the main Teams window.

2. Click one of the breakout room channels.



# Breakout Rooms

3. Click the **meet now** button - as you did to start the main meeting.

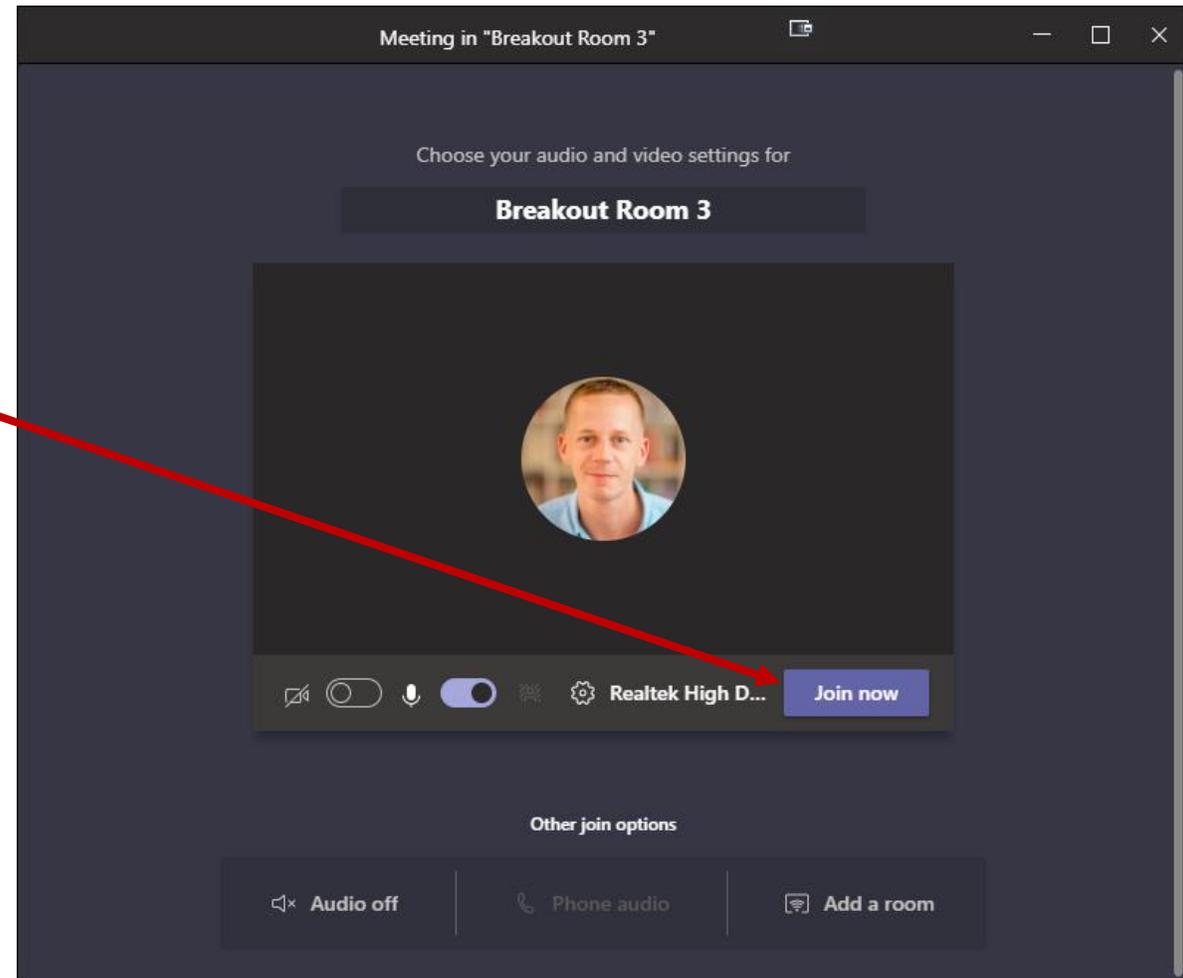


## Breakout Rooms

You now need to repeat [steps 3 – 5](#) of how do I start my class to change meeting permissions if you want to disable student recording.

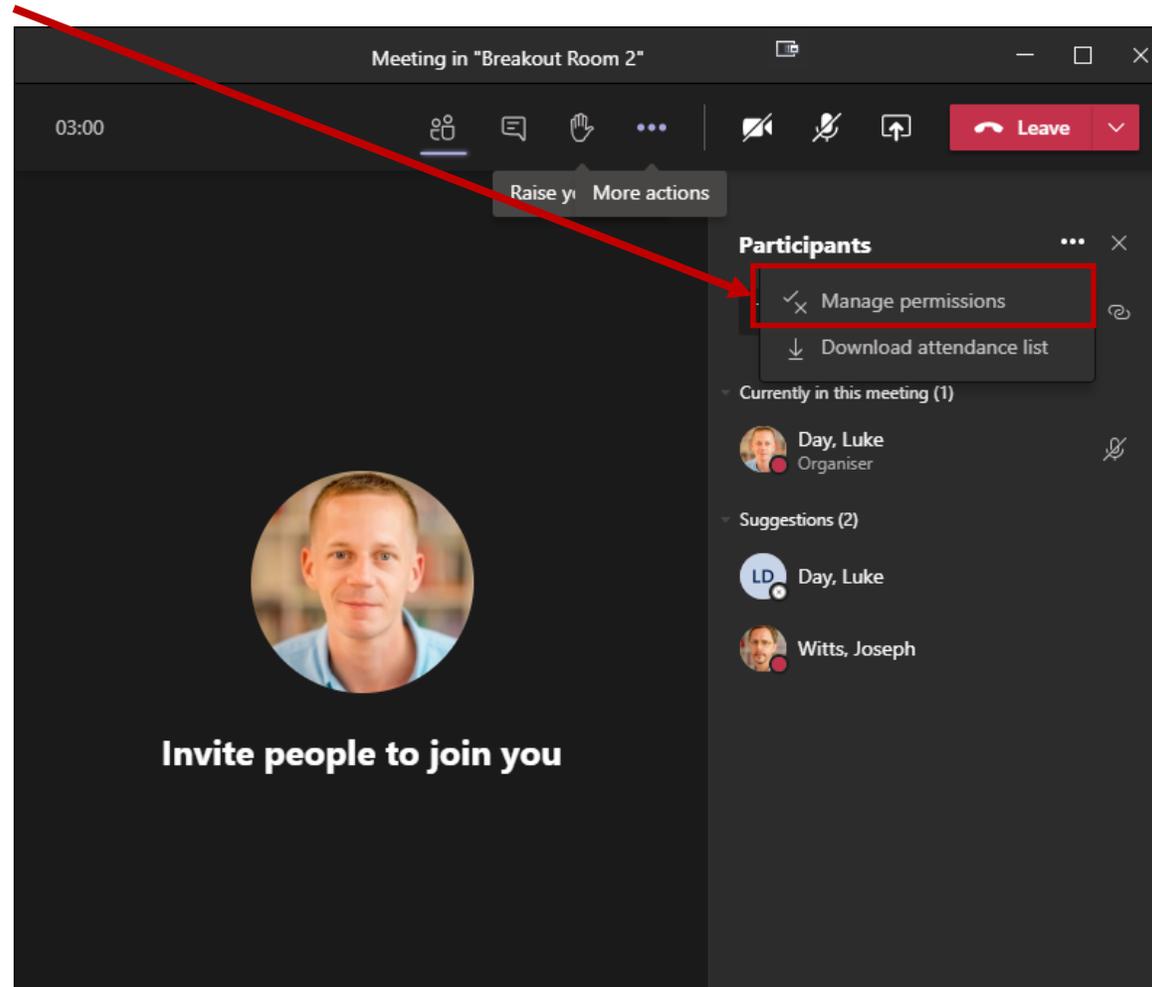
4. Input an optional meeting title and click **join now**.

**Clicking join now will put you on hold in the main meeting.**



# Breakout Rooms

5. Click manage permissions. This will open a browser window.



# Breakout Rooms

6. Change the **who can present** option from everyone to **only me** and then click **save**.

This setting is important for the following reasons:

- Disables the Teams record feature to students.
- Prevents students interrupting your presentation by sharing their screen.
- Allows only you to mute all participants.

**This step prevents students recording the breakout room on Teams.**

Semester 1 - Week 1  
Day, Lina

### Meeting options

Who can bypass the lobby? Everyone

Always let callers bypass the lobby Yes

Announce when callers join or leave Yes

Who can present? Everyone

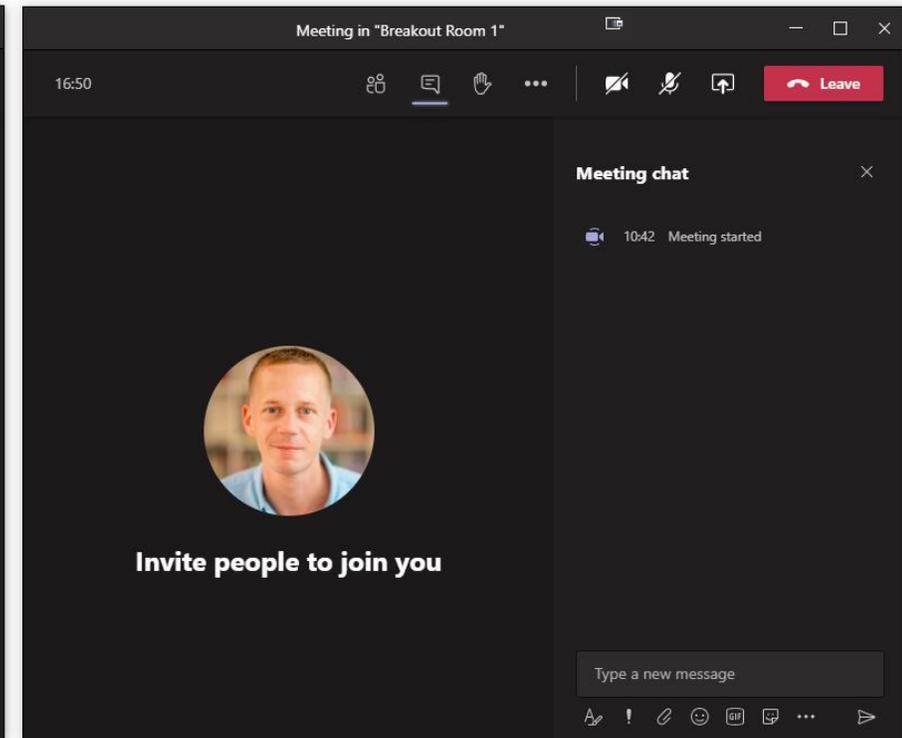
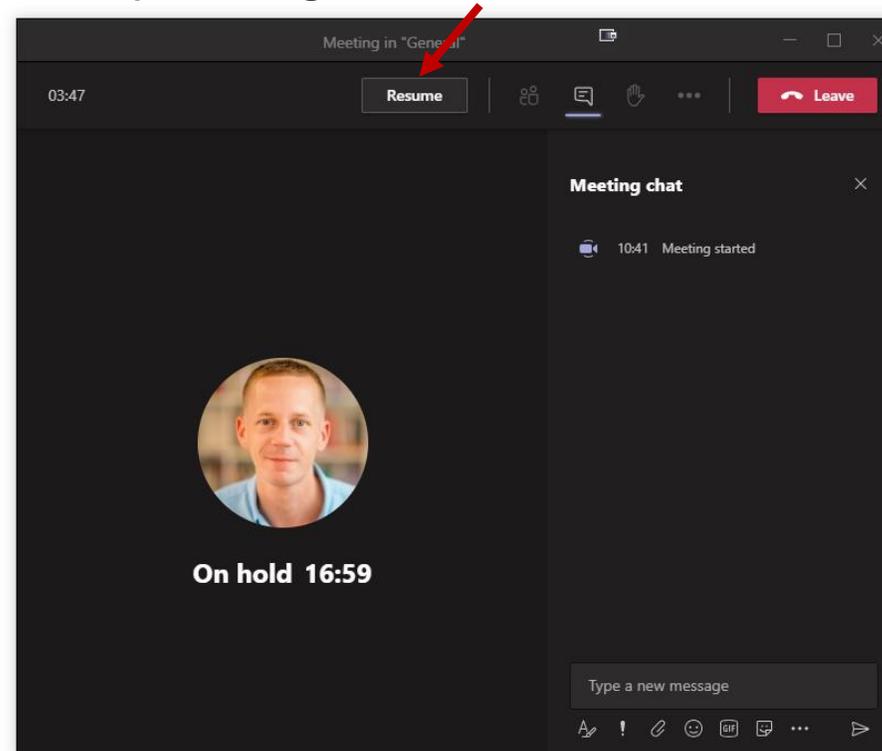
Save

## Breakout Rooms – Moving between rooms

Each breakout room meeting opens in a separate window. Starting new a breakout room puts you on hold.

### Moving Between Rooms

You can move between rooms by clicking the resume button.



**You can send chat messages when on hold**

## Breakout Rooms – Limitations

**You can have a maximum of four active calls (3 calls on hold)**

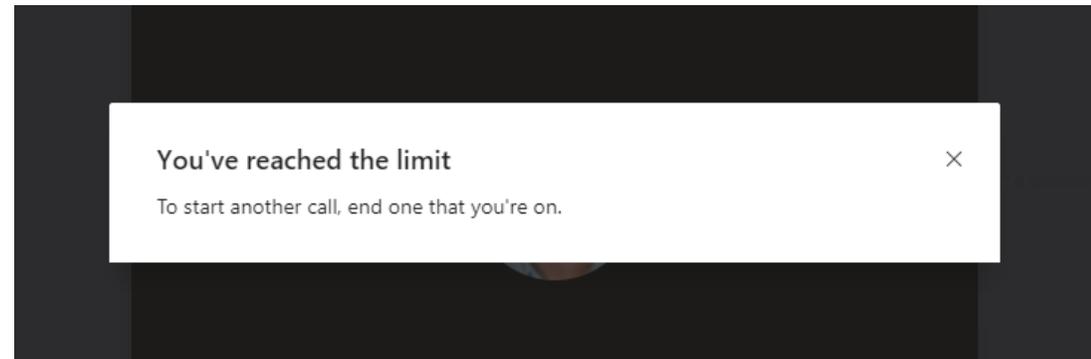
Language module student cap = 12

### Recommended use:

- General channel + 3 breakout rooms channel meetings
- 3 students per room

A Team can have more than 4 active breakout rooms if needed but you cannot start and be in more than 4 concurrent meetings.

To have more than 4 rooms a student will need to start each additional breakout room meeting. It is important to note that you will not be able to disable students from recording the meeting with this approach.



## Breakout Rooms – Assigning students to rooms

If you use this approach you need to think about how you will assign students to rooms...

1. Manual assignment
2. Automated random assignment

Download attendance list and paste into an online random team generator. Paste the team assignment to Teams chat

# Useful Tips

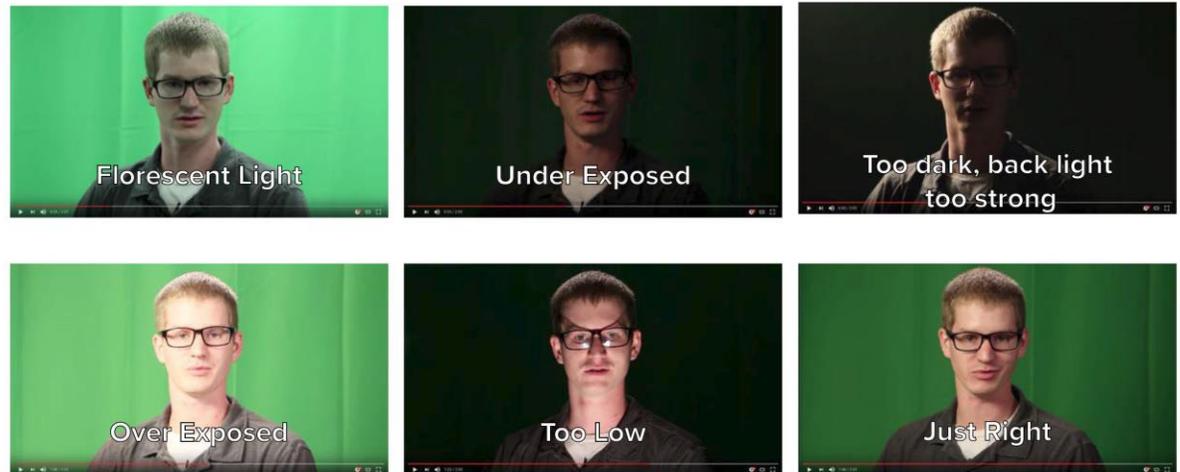
QuickPolls, Managing Chat, PowerPoint Slides, Technical Issues & Camera Quality

# How to improve webcam quality

Whatever webcam you have good lighting is crucial to get a professional quality

## Common **Lighting** Issues

- Natural lighting is best – if possible sit facing a window
- Try to avoid strong overhead lighting and strong background lighting sources directed towards your back.
- A soft lighting source facing you will work much better than harsh lighting



If your room has poor lighting and you want to improve your webcam and video recording quality consider purchasing a desktop USB ring light. They typically cost £10 - £20.



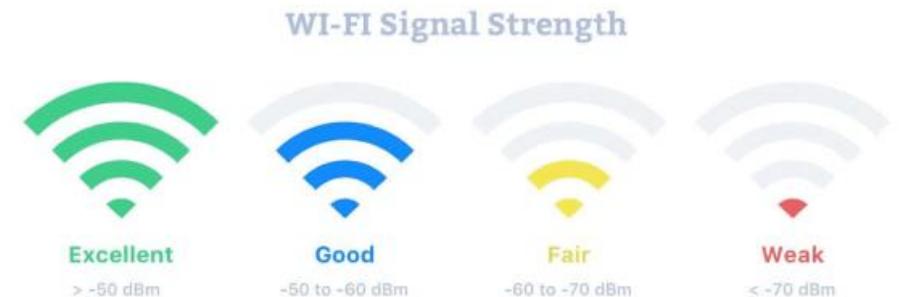
USB ring light

**You main light source should be directed straight towards you**

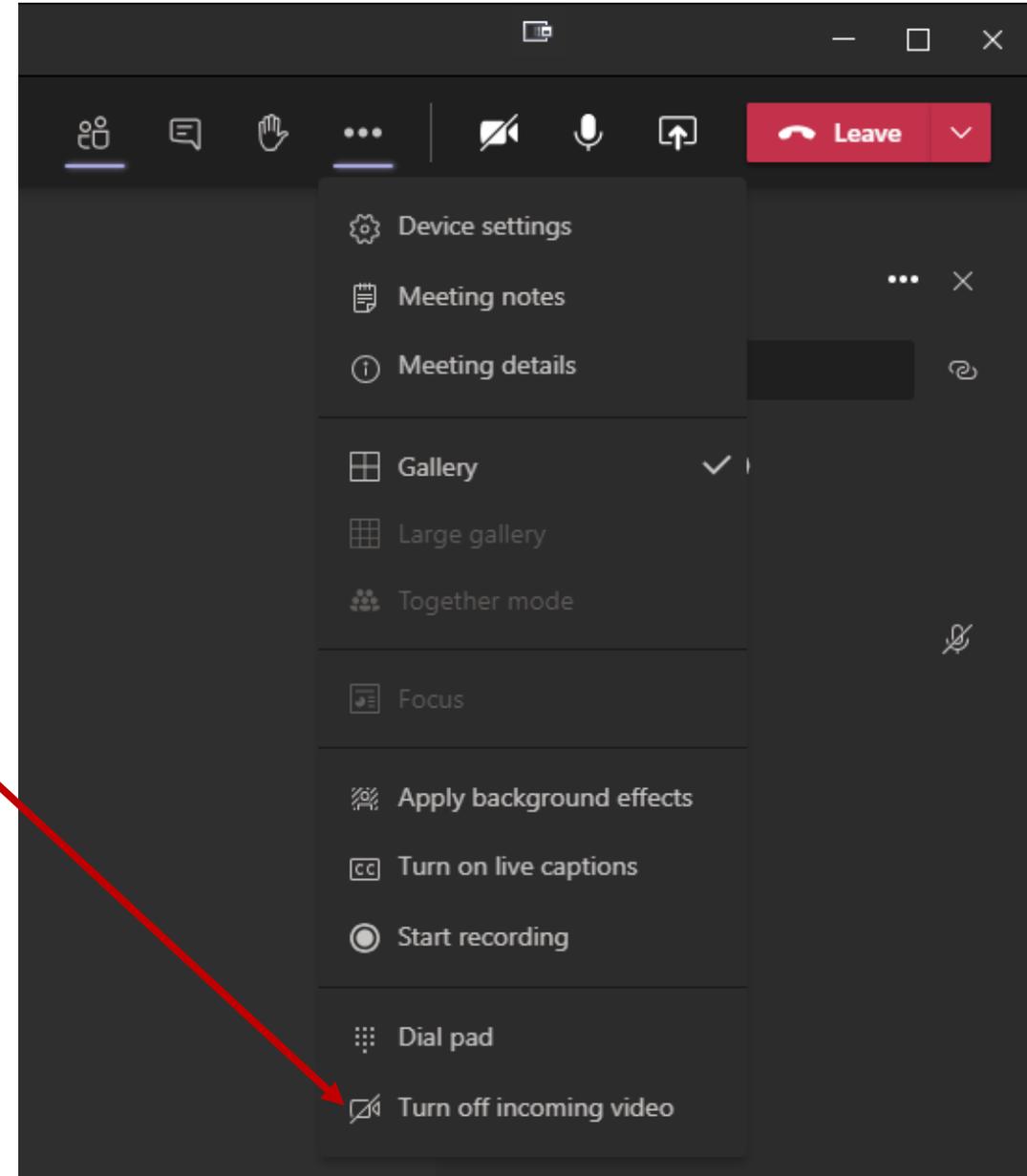
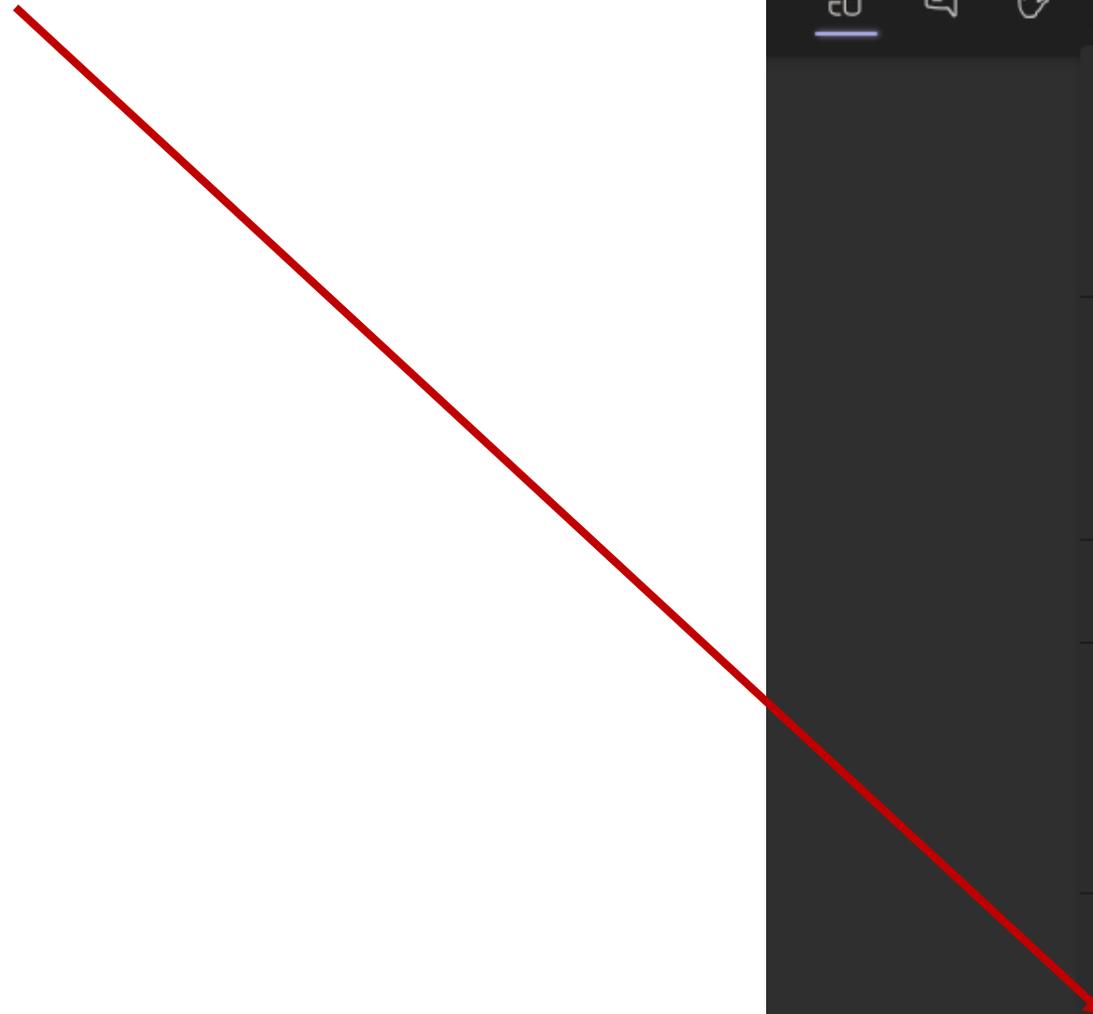
# Equipment & Technical Issues

## Connection and equipment

- If possible use a wired (ethernet) connection
- Ethernet cables are available to order from the Business Support Team.
- If your WiFi connection is generally poor (i.e. not specific to Teams) consider changing your WiFi channel. Your neighbour might be using the same WiFi channel as you causing interference.
- If you are working at some distance from your Internet router (e.g. your office is upstairs) you might want to consider getting a WiFi repeater to extend your wireless network.
- If you connection is poor try disabling all incoming video (student webcams)



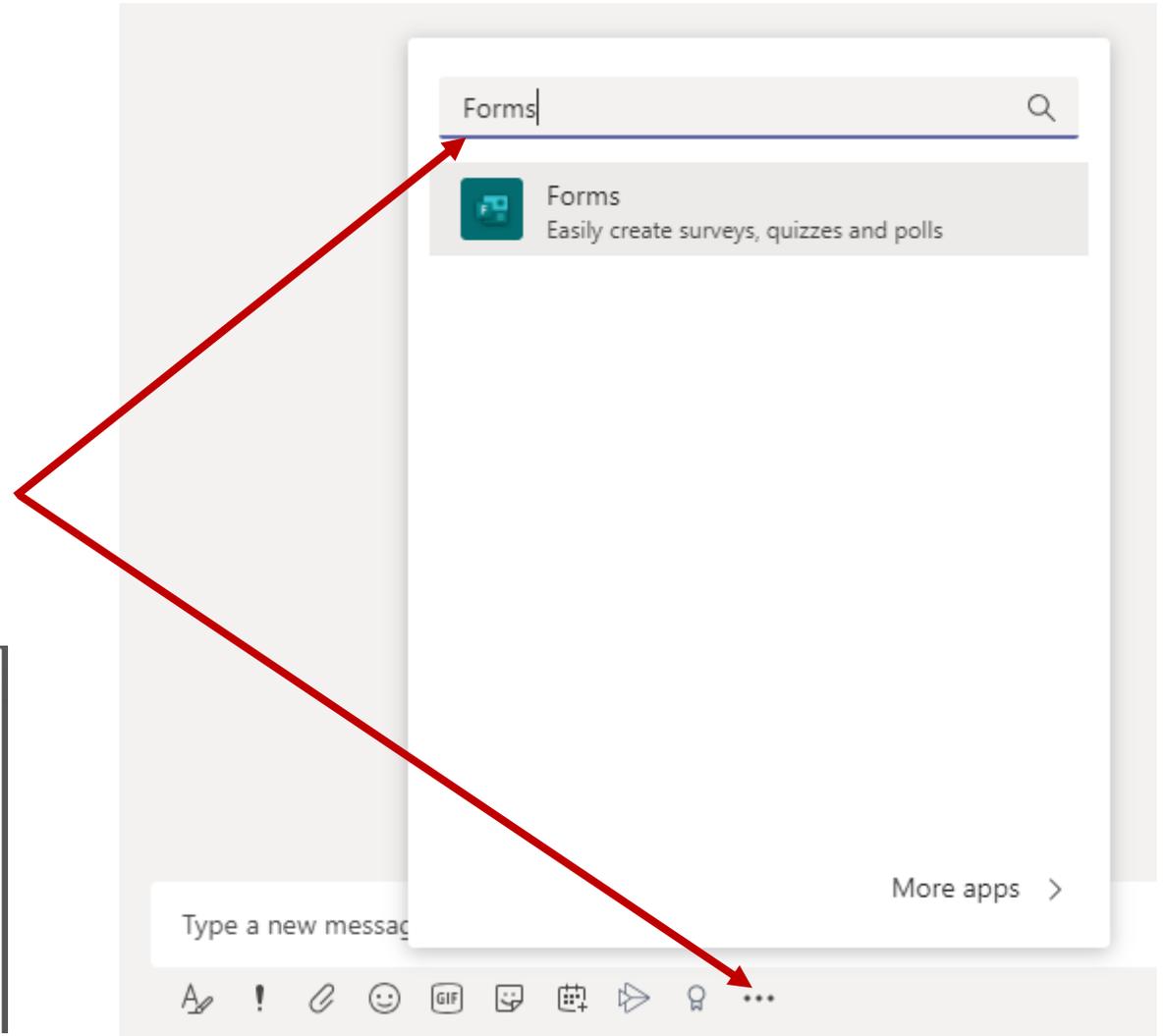
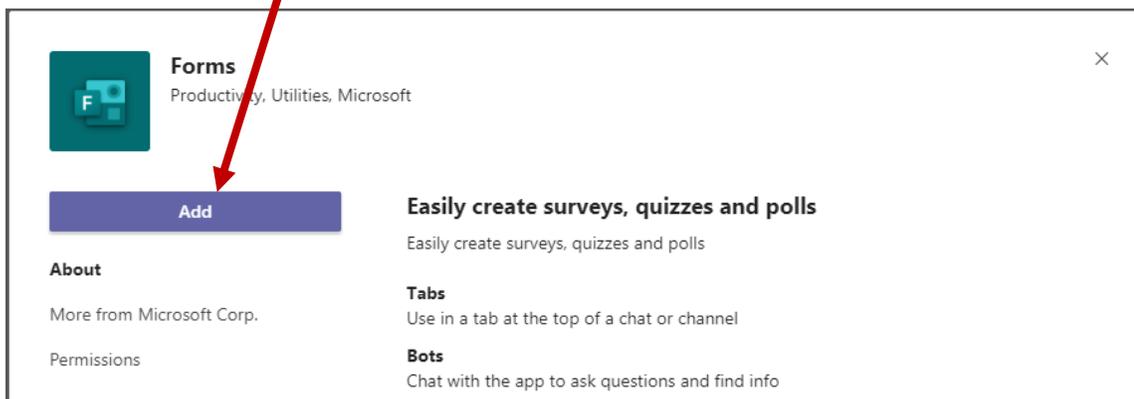
# Turn off incoming video



# Quick Polls

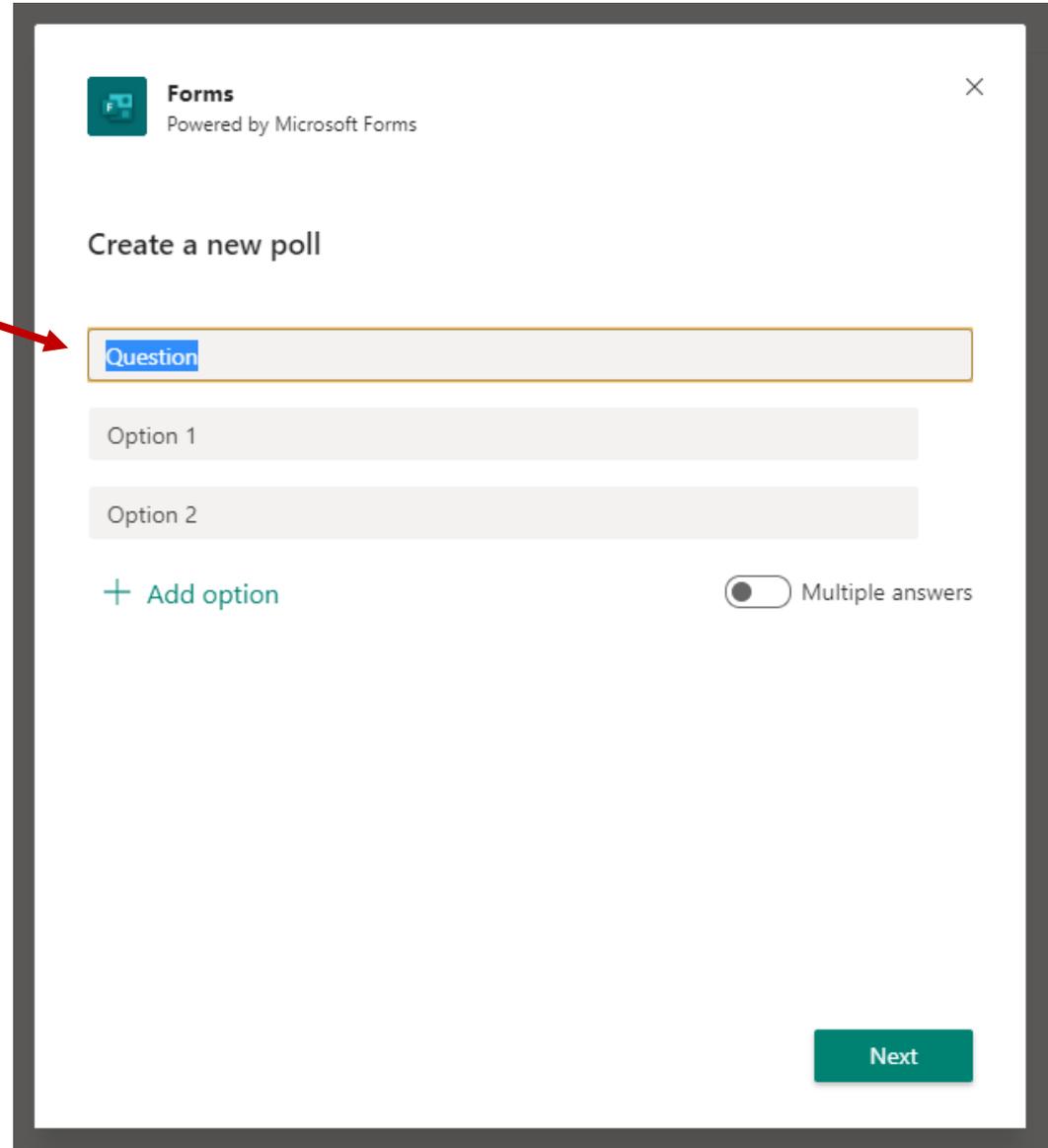
**With Microsoft Forms, you can create an instant, real time poll in seconds within Microsoft Teams.**

1. Go to the Teams channel or a meeting chat window.
2. At the bottom of the Teams app click the messaging extensions button and search for Forms.
3. Click Add to add the Forms addon to your Teams



## Quick Polls

4. Add your question and options, and then click **Next**.
5. Preview your poll, and then click **Edit** if you want to make changes, or click **Send** if you're ready to post it.



The screenshot shows the Microsoft Forms interface for creating a new poll. At the top, it says "Forms Powered by Microsoft Forms" with a close button. Below that, it says "Create a new poll". There are three input fields: "Question", "Option 1", and "Option 2". The "Question" field is highlighted with a blue border and contains the placeholder text "Question". A red arrow points from the text "Add your question and options" in the instructions to this field. Below the options, there is a "+ Add option" link and a toggle switch for "Multiple answers" which is currently turned off. At the bottom right, there is a green "Next" button.

# Quick Polls

As people in your group take the poll, you'll see real time results in the chat window.

Once you have completed steps 1 – 3, a Microsoft Forms icon will be added to your chat options for quick access to create new polls.

The screenshot shows a Microsoft Teams chat window. At the top, it says "Forms 00:01 Updated". Below this is a poll card with the following text: "Day, Luke created a poll Results are visible to everyone; Names recorded". The poll question is "Which of the following do you find most challenging?". The options are: Grammar, Listening, Pronunciation, Reading, Vocabulary, and Writing. A "Submit Vote" button is at the bottom of the poll card. Below the poll card is a section titled "Updated" showing the results. The results are: Grammar (0% (0)), Listening (0% (0)), Pronunciation (100% (1)), Reading (0% (0)), Vocabulary (0% (0)), and Writing (0% (0)). At the bottom of the results section, it says "1 response". At the bottom of the chat window, there is a "Type a new message" input field and a toolbar with various icons, including a Microsoft Forms icon.

Option	Percentage	Count
Grammar	0%	0
Listening	0%	0
Pronunciation	100%	1
Reading	0%	0
Vocabulary	0%	0
Writing	0%	0

# Useful Resources

## [Student Learning Technologies at King's](#)

Student resource on learning technologies used at King's

## [Flexible Teaching & Learning](#)

Staff Development and Support - Created in collaboration with multiple teams across King's in response to Covid-19

## [KEATS Activities & Resources: Descriptions, Examples, Best Practice](#)

CTEL guidance on KEATS activities and resources

## [CTEL Microsoft Teams Guidance](#)

Centre for Technology Enhanced Learning KEATS page containing Teams guidance

## [Kaltura Guidance](#)

King's video hosting platform

## [IT Skills Hub](#)

Remote working guidance – IT Services guides on installing Teams, Office 365 and other software