

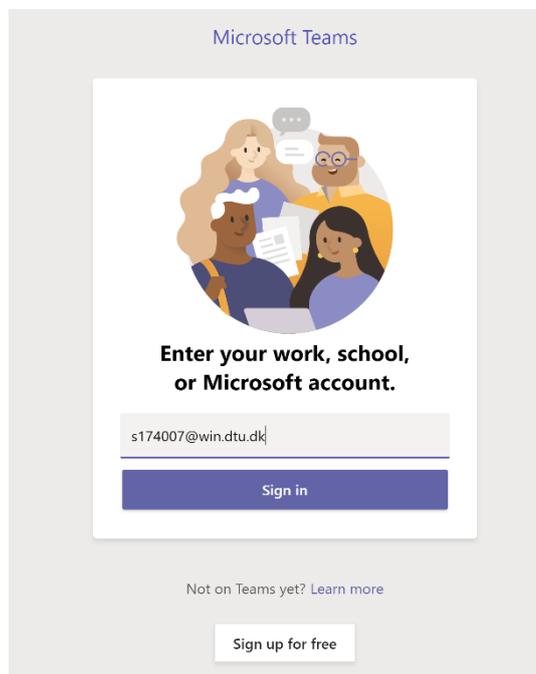
# Getting started quickly with Teams at DTU

## Introduction

Due to the unfortunate Covid-19 situation in Denmark all teaching activities should be converted into remote learning activities. To help this I, Mads A Weile (s174007), have here prepared a guide on how to use Teams for your lectures here at DTU. DTU has a license which allows its users to access and use Teams as such you only need to set it up.

To use teams simply download the teams app (<https://teams.microsoft.com/start>) and login with your DTU credentials using the win ending, ex. [s174007@win.dtu.dk](mailto:s174007@win.dtu.dk). See the image to the right. If the app doesn't work you can always use the web-client <https://teams.microsoft.com/start>.

**This guide is also available in a walkthrough video guide:**  
<https://youtu.be/bEk0SXdOhAI>



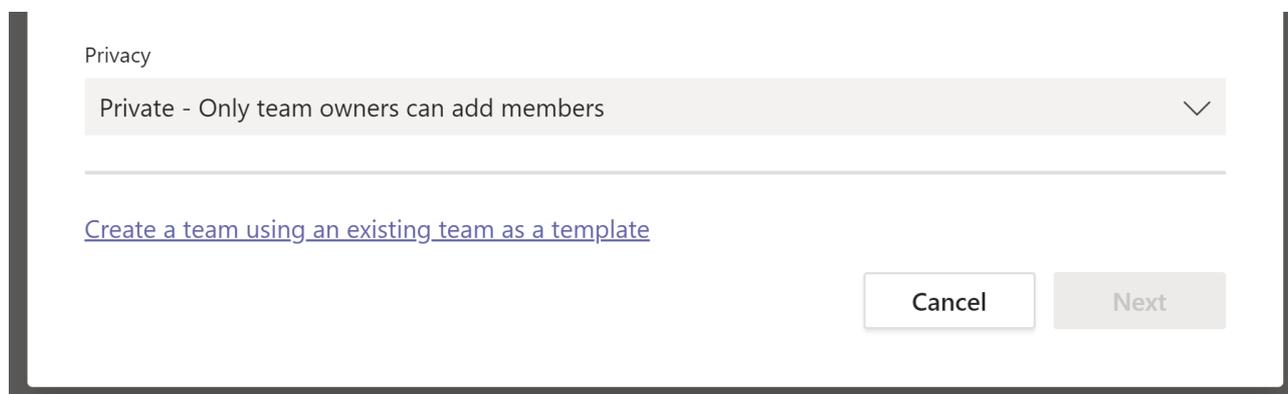
## Getting started – Lecturer

This section of the guide will describe how to get started with Teams as a lecturer. This means setting up a team and lectures.

### Setting up your Team (Class)

In teams everything is organized into teams, here you can join, delete and create teams. In our case we will want to create a team to use for our course. This can be done manually using one of several of the options available when clicking create team. In our case we want to copy a sample team I have already created. To use this, we must do the following:

- Click join or create team
- Search for the team “Sample Course Team” and click join
- Now click join or create team again. This time click create Team and select from scratch, click the text “Create a team using an existing team as a template”

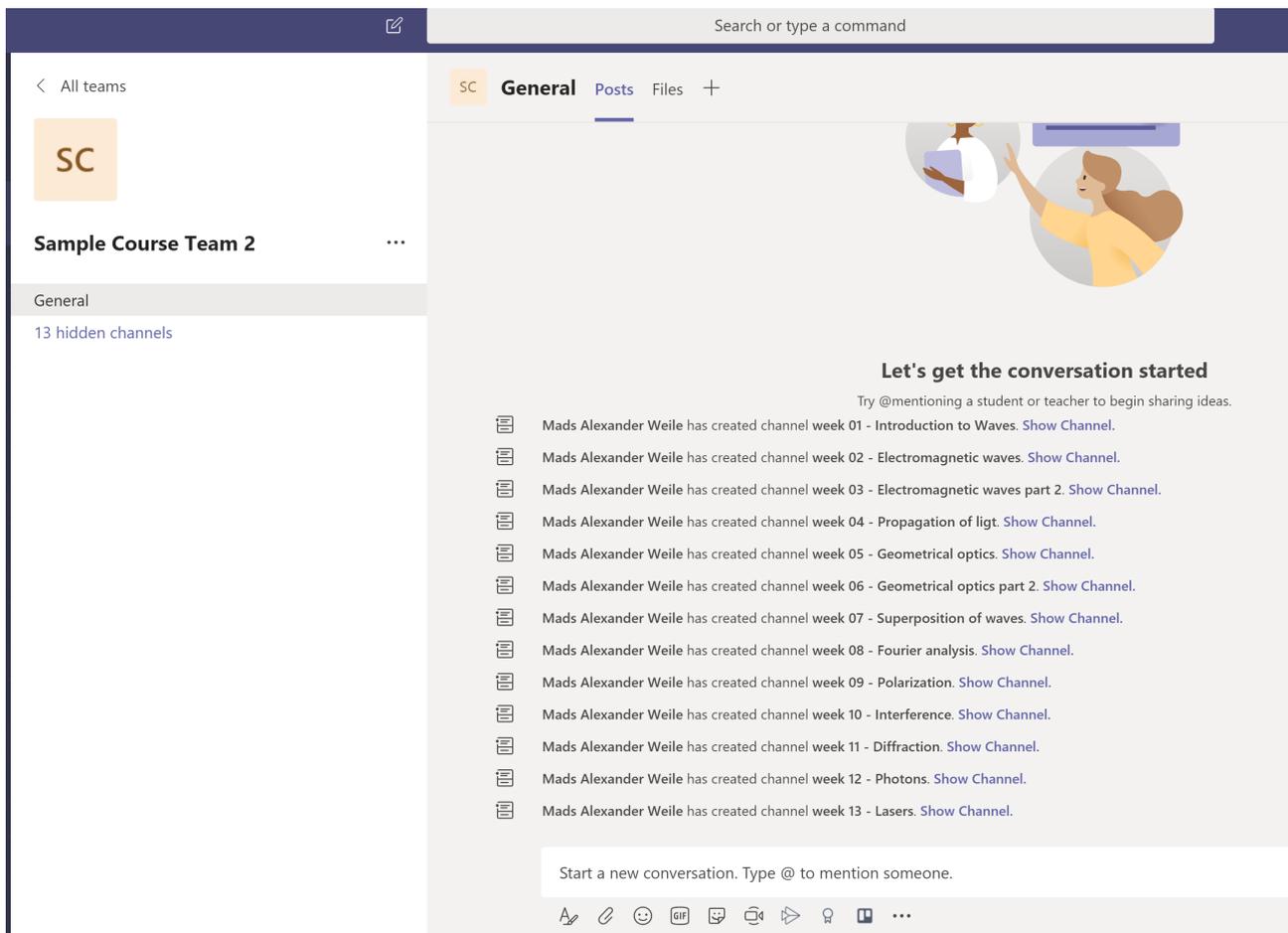


- As a template choose “Sample Course Team” which you just joined
- When now creating the team rename the Team name and select the following options:
  - Channels (default)
  - Tabs
  - Team settings
  - Apps
  - Privacy: private (prevent random people from joining)

- Channels
- Tabs
- Team settings
- Apps
- Members (2 people)

Teams will now begin to create a team for you. This might take a bit of time. When Teams is done you should have a team available of the name you chose, clicking on it you should see something like this:

Privacy  
Private - Only team owners can add members

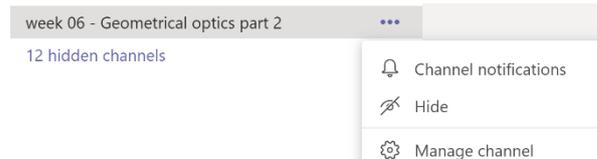


We can now adapt the team to your liking click “Manage team” using the three dots next to the team name. Here you should go to channels:

- Here you should see a list of 14 channels, “General” and 13 weeks of course material.

Name	Show for me	Show for members	Description	Type	Last activity
General				🌐	...
week 01 - Introdu...	<input type="checkbox"/>	<input type="checkbox"/>		🌐	12/31/15
week 02 - Electro...	<input type="checkbox"/>	<input type="checkbox"/>		🌐	12/31/15
week 03 - Electro...	<input type="checkbox"/>	<input type="checkbox"/>		🌐	12/31/15

- You should select show for members for all channels you want all members to see as default note max. 10 channels. The channels will then be visible in the left column for all members.
- Also note you should change each channel name to represent your course by clicking the three dots -> "manage channel"



Next, we are going to invite some users.

### Inviting users

I would recommend you go into "Manage team" here go to "Team settings" and find "Team code" and click generate.

#### Team code

Share this code so people can join the team directly - you won't get join requests

**str0unn**

Full screen Reset Remove Copy

Note: Guests won't be able to join with a team code

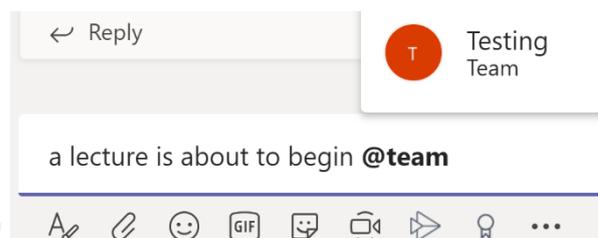
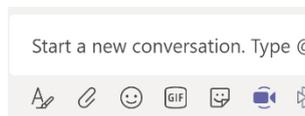
The users can now add themselves by clicking add team in their Teams App and then entering this code.

Alternatively, all users can be added by sending invite links using "+add member" in the member tab of "manage team"

### Holding activities

When the time approaches for an activity to be held should tag everyone (@team) in the relevant channel (for example "week 01", this is done to centralize all content relating to the weeks in one place – the channel).

You can now start a meeting by clicking "meet now" in the bottom bar – camera icon.



Here you can add a title and choose whether to have video on or not. Pressing meet now starts the meeting, and everyone will be able to join it through the channel (also showcased in the video guide:

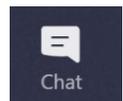
<https://youtu.be/bEk0SXdOhAI>)

- If you want to share a screen, powerpoint or the like then hit share.

- If you want to record the session, simply click the three dots and hit record. When done click stop recording.
  - Due to our setup then the recording is automatically available in the connected channel for later viewing. Note you can also pin a recording to a tab in the channel by using the three dots.
- Try using chat for engagement with students, maybe even have TA who can answer some questions on the fly.

I recommend testing your setup before doing a lecture by clicking your profile -> settings -> devices -> make a test call.

This is it you have now successfully conducted an online lecture. When doing group work users can call each other in arbitrary groups and they can also write a private message to a TA asking for help using the chat functionality. They should also use the related weeks channel as an open forum.



### Additional resources

Here is a collection of resources available about Teams and how to use it:

- I recommend the following webinar: "Special: Online classes & lectures with all your students" which can be accessed for free (you need to sign in with an email) at <https://microsoftteams.eventbuilder.com/TeamsEducation>.
- Quick start guide: <https://aka.ms/TeamsEDUQuickGuide>

## Getting started – Student

### Getting access

Students should also download the Teams app. Here they should click on the Teams tab where they click "Create or join team". They should then use the Team code to join the Team. Then everything is ready to go.

### Joining a teaching activity

A teaching activity can be joined by pressing join in the channel when a meeting is happening. They are also notified if they have been tagged (@team) in the activity tab (bell icon)

## Sample CampusNet announcement

*This serves as a sample CampusNet announcement which can be adopted to each course:*

Dear all,

Due to the shutdown we are moving our course onto Teams, this is a meeting system (not unlike skype) where you can see the lectures, but there are also channels (like that of Slack) where each week's lectures can be discussed. To join our team follow these instructions:

- download Teams (<https://teams.microsoft.com/start>) and login using sXXXXXX@win.dtu.dk
- Go to the teams tab (left column)
- In this tab click on the button "Create or join team"
- Lastly join the team by using the code #####.

You are now part of the team and your exchange calendar will be updated with all our lectures. The team contains **14** channels 13 of which are meant for each week/lecture and 1 “General” chat, feel free to use these as open forums. When a lecture is beginning you should be notified and you can join it in the relevant channel ex. week 01, simply click join (you might want to join muted and without video). For each lecture you can use the chat to communicate. You will also be able to re-see the lectures since each will be recorded and will be uploaded to the related channel in the team.

Best regards,

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