Ministry of Education, Tertiary Education, Science and Technology

Transition to Remote Learning with Microsoft Teams

Getting Started Guide

Microsoft

the CLOUD FACTORY emea

April 2020 | Model A

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Sign in to Office 365

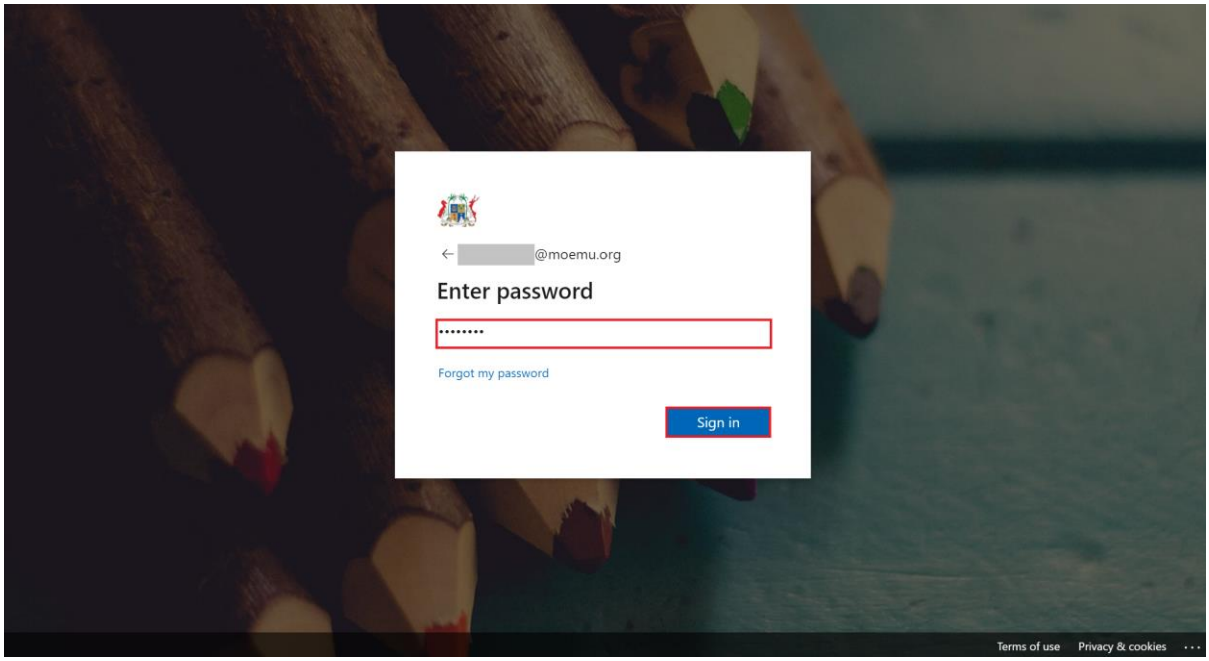
1. Navigate to the following Office 365 Login Page in your browser.

   Office 365 Login Page URL: https://www.office.com/

2. Click on **Sign in**. Enter the Username which has been provided to you and click on **Next**. Once you click on Next, a customised login page will be displayed.

> ***Note:***
>
> *Please note that the login page is a customised one with the branding of Ministry of Education, Tertiary Education, Science and Technology.*

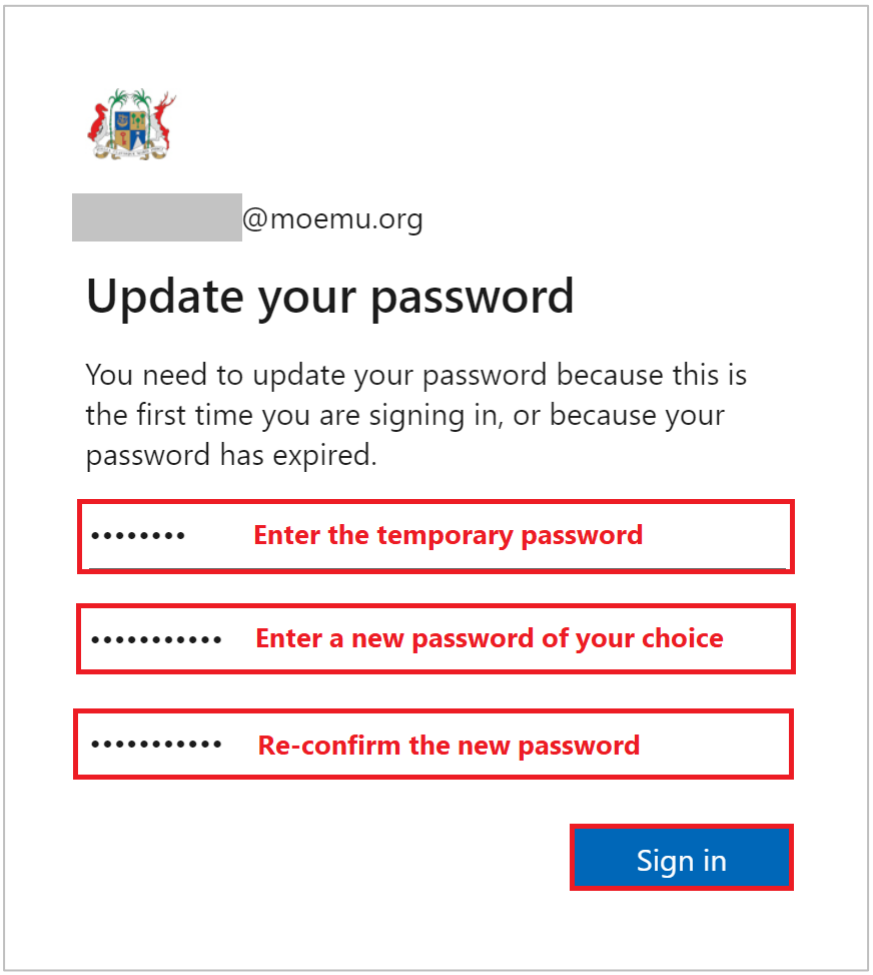
3. Enter the temporary password which has been provided to you and click on **Sign in**.



> ***Note:***
>
> *Please note that the password provided to you is a temporary one which you have to change at the first time you login to Office 365.*

4. Follow the prompts to enter your **current password** (temporary one) in the 1st field, then a **new password** of your choice in the 2nd field and re-confirm the **new password** in the 3rd field.

   Click on **Sign in**.



Note:

Please note that the password cannot contain your user ID, and need to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols.

Also note that your password will expire every 90 days and you will get notified about its expiration 14 days before, to update accordingly.

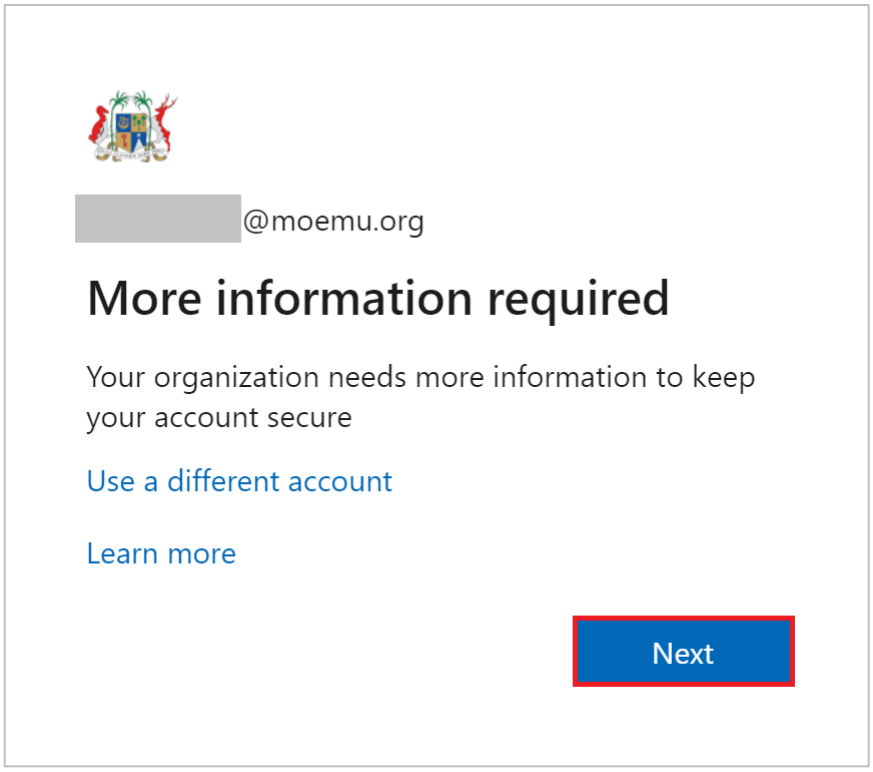
Register for the Self-Service Password Reset (SSPR)

If you have forgotten the password of your Office 365 account, Self-Service Password Reset (SSPR) allows you to reset your password without having to contact the Administrators.

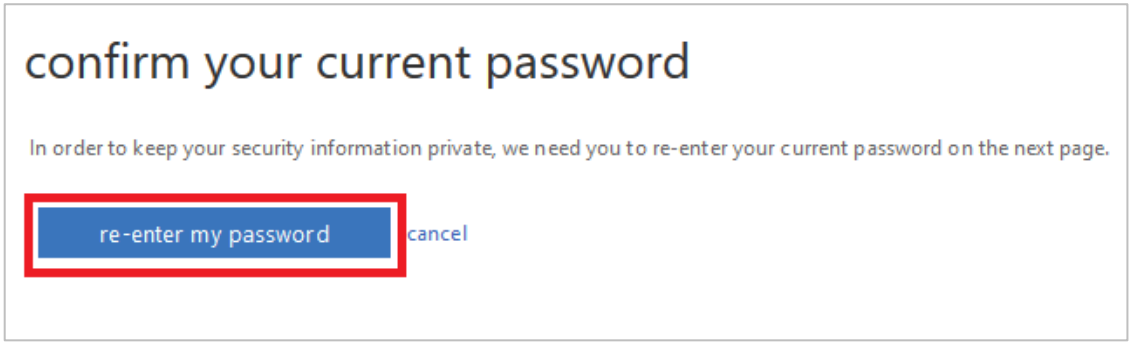
However, to be able to use SSPR, you have to configure alternate personal information under the Office 365 portal.

1. Hence, after you have clicked on **Sign in** under the previous step and updated your password, you will be redirected to the following window.

   Click on **Next**.



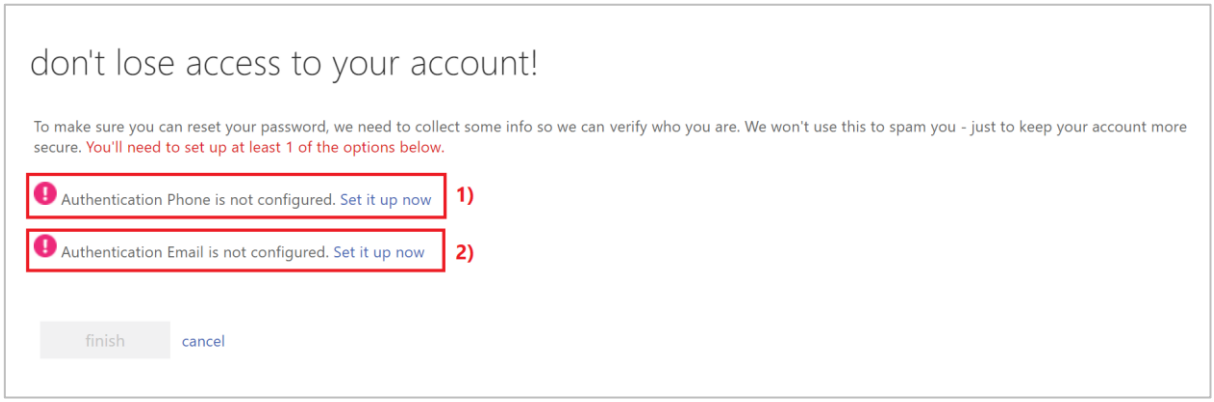
2. You will be prompted to **re-enter your password**:



3. After having re-entered your password, you will be redirected to below window to configure your alternate personal information.

   You will need to set up **at least 1 of the options** mentioned below:

   1) Phone details
   2) Alternate email address

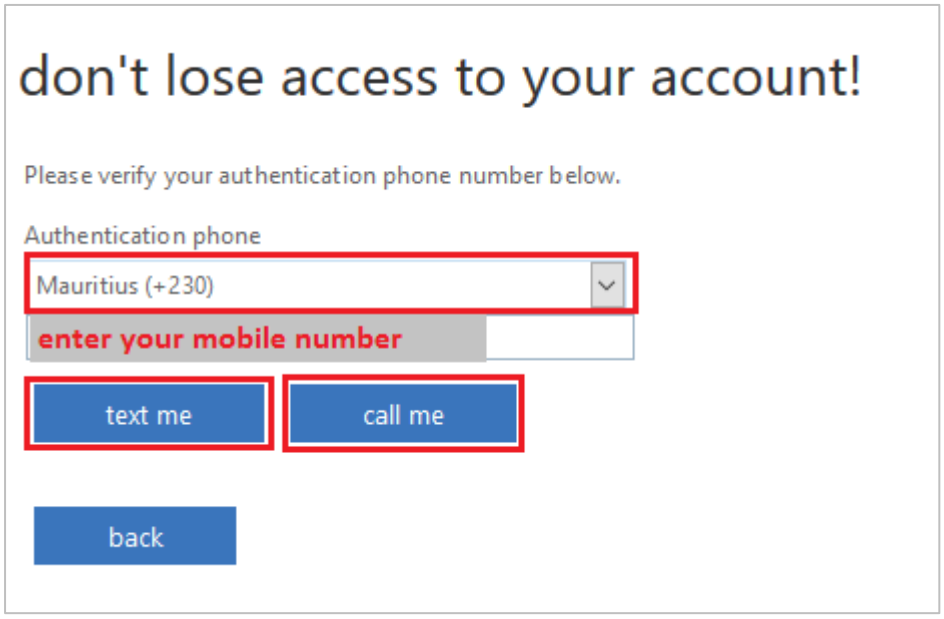


Phone Details

If you wish to enter your phone details, click on **Set it up now** next to **Authentication Phone is not configured**.

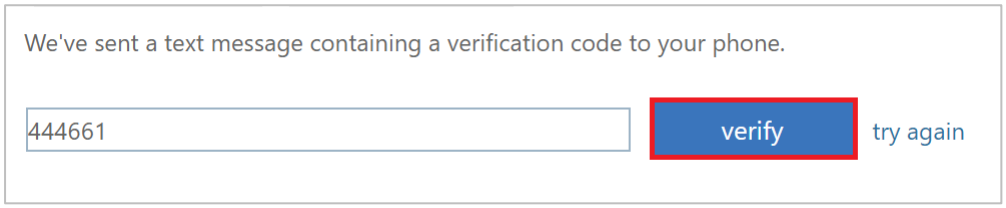
You have to select **Mauritius (+230)** from the dropdown list

- ✓ Enter your mobile number
- ✓ Click on **text me** or **call me**



Once you click on **text me** or **call me**, you will receive a text message / phone call with a verification code which you have to enter, as shown below.

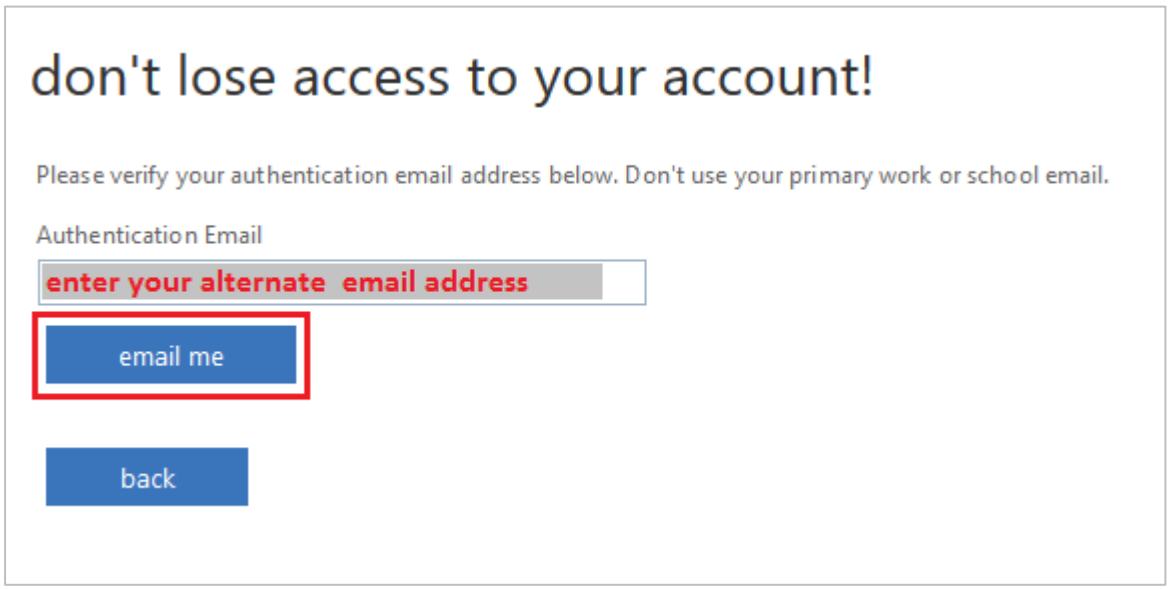
Enter the verification code and click on **verify**.



Alternate email address

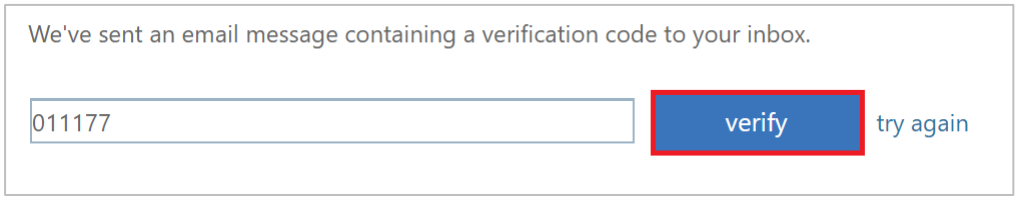
If you wish to enter your alternate email address (for example, the email address of your personal account), click on **Set it up now** next to **Authentication Email is not configured**.

- ✓ Enter your alternate email address
- ✓ Click on **email me**



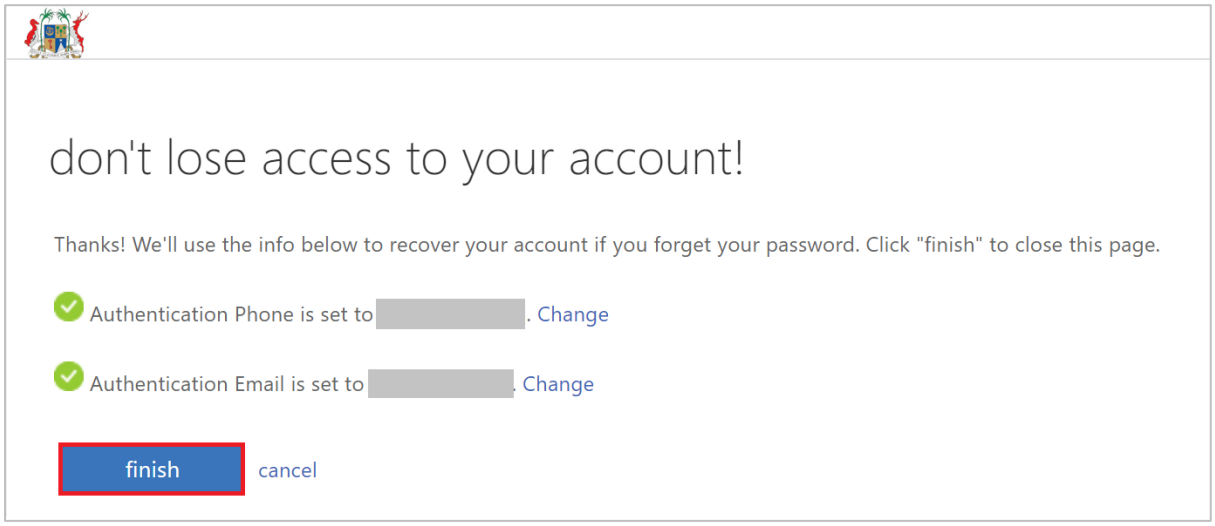
Once you click on email me, you will receive, within your inbox, an email containing a verification code which you have to enter, as shown below.

Enter the verification code and click on **verify**.



Once you click on verify after having entered the verification code when configuring your phone or alternate email address, you are redirected to the following window.

Click on **finish** to close this page and load the Office 365 landing page.



Note:

- *Each session has to be configured within 15 minutes.*
- *You will be asked in 180 days to reconfirm your authentication information.*
- *If you have forgotten the password of your Office 365 account, you will require to provide the alternate personal information which you have configured under SSPR, to successfully reset the password, without having to contact the Administrators.*

  *You will have to navigate to the Office 365 Login Page: **https://www.office.com/** and then click on **Sign in**. Enter your username → click on **Can't access your account?** → choose **Work or school account**, and then follow the prompts to enter the alternate personal information which you configured such as your mobile number or alternate email address, and proceed to successfully reset the password of your Office 365 account.*

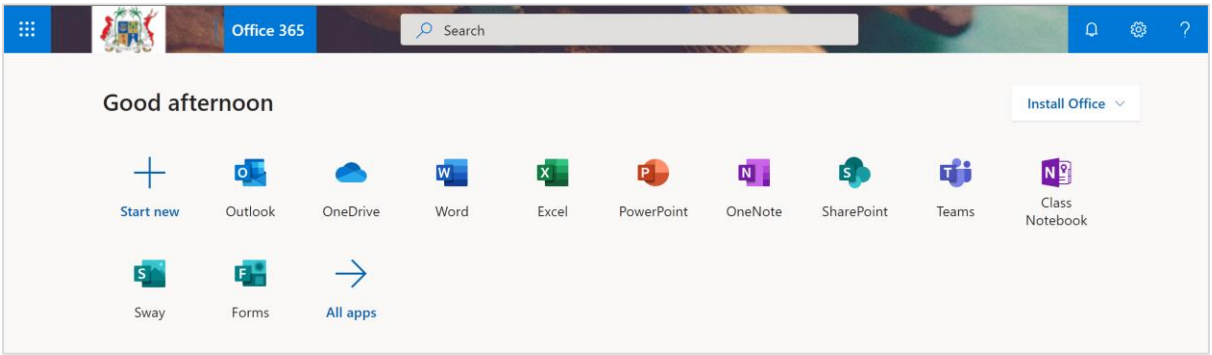
Get Started with Microsoft Teams

Learning online can be just as personal, engaging and socially connected as learning in a classroom, with Microsoft Teams for Education, which is designed to help educators and students stay connected and engaged.

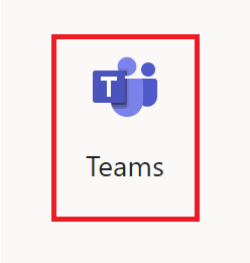
Microsoft Teams is a digital hub that brings conversations, content, assignments, and apps together under one platform, allowing you, as educators, create vibrant learning environments, build online collaborative classrooms, connect in professional learning communities, and collaborate with colleagues – all under a single, secured experience.

Launch Microsoft Teams for Education

After you have updated your password and configured your alternate personal information for SSPR, through the steps under the previous section, you will be redirected to the Office 365 landing page, which provides you with immediate access to all your online applications for Education.

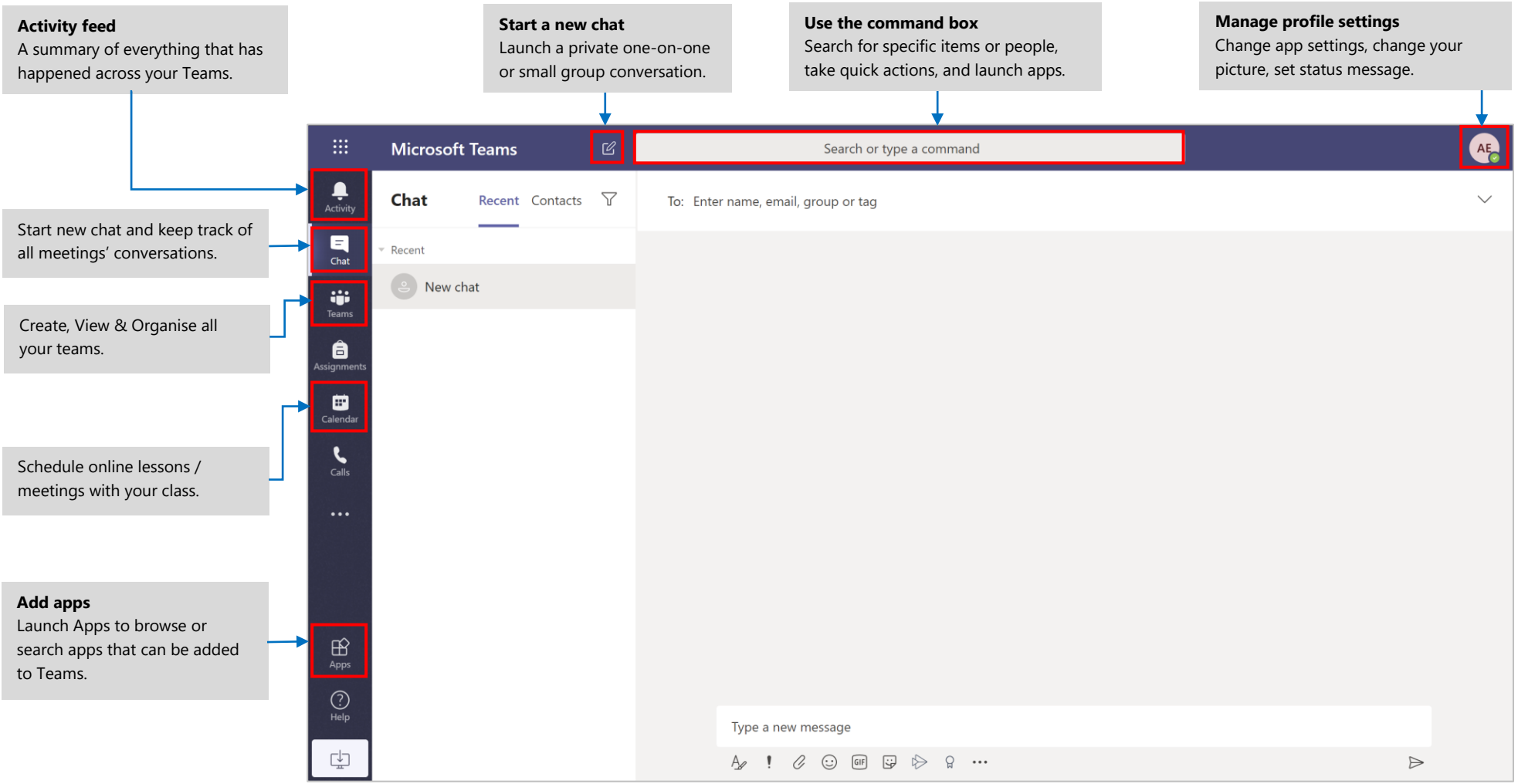


1. Click on the Teams tile / icon to launch **Microsoft Teams for Education**.



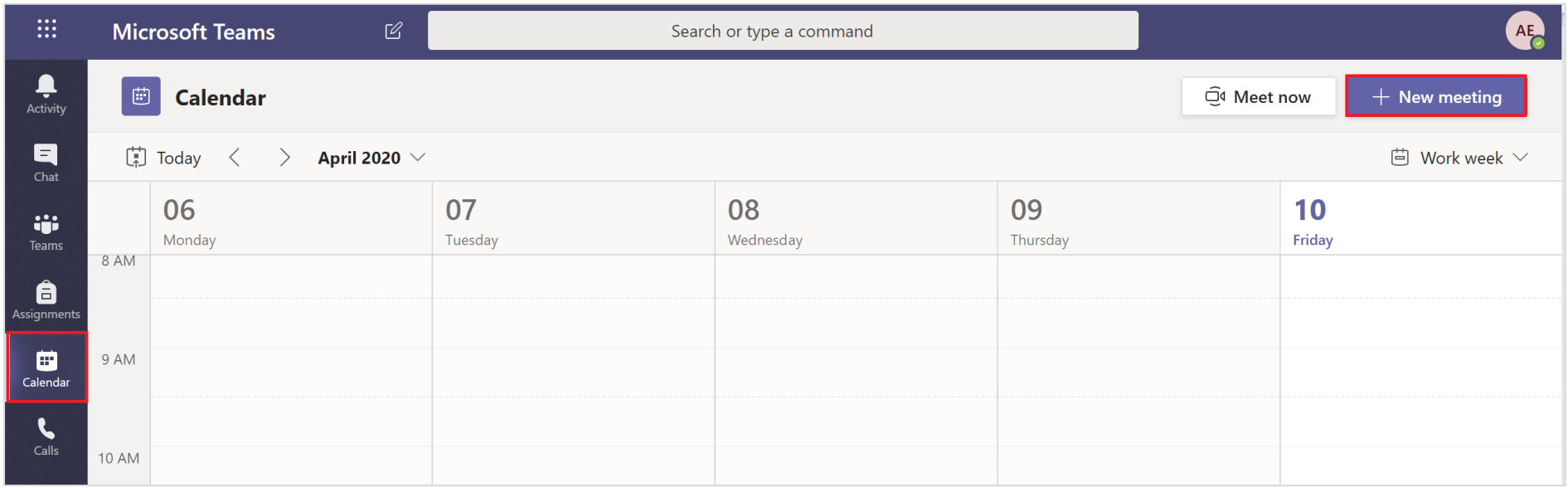
2. When you click on **Teams**, the application will launch in a new tab under your browser.

   In case you are provided with more options, click to continue to use the web app.

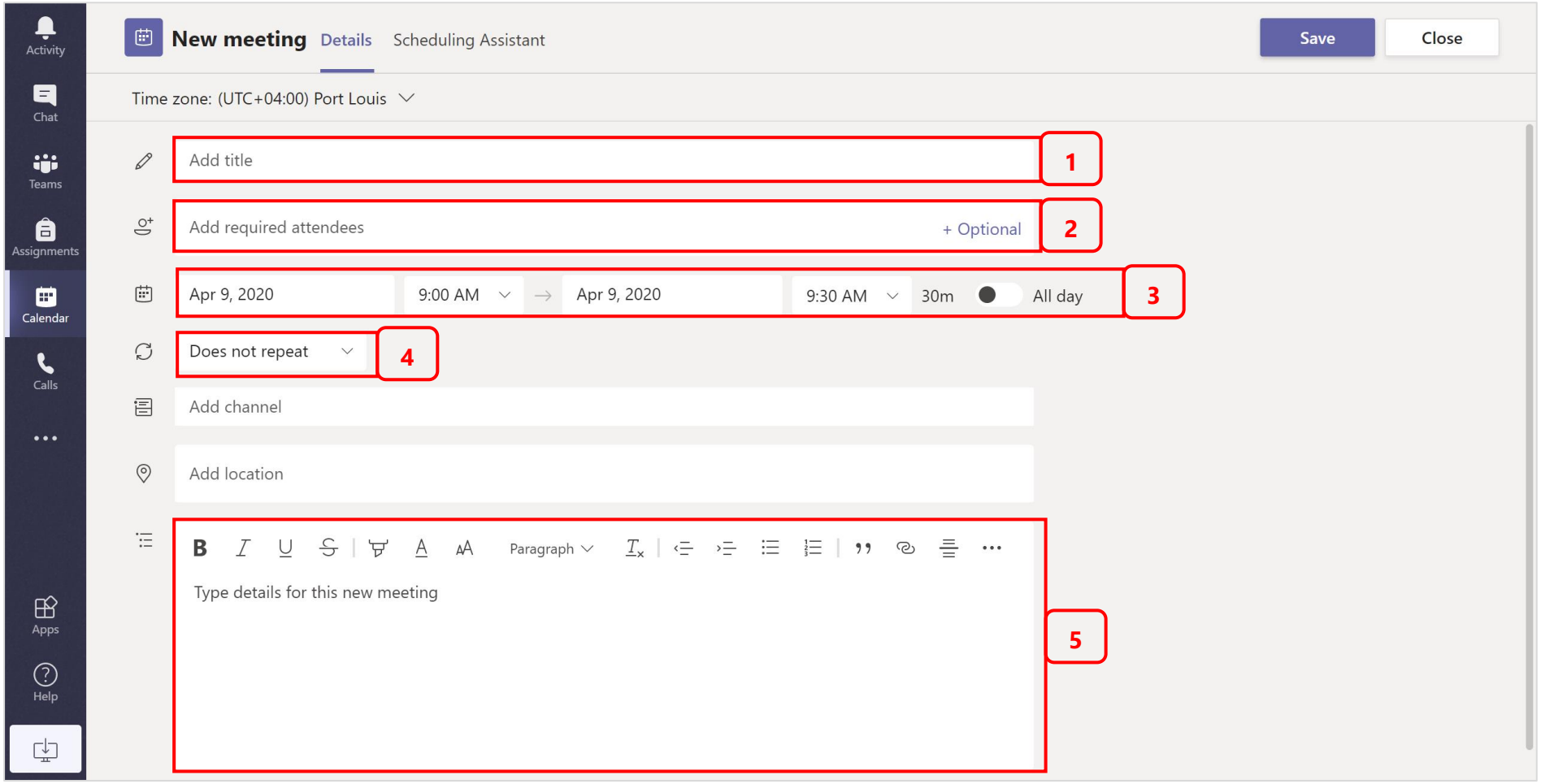


Schedule an online class lesson

1. Click on the **Calendar** under the left menu of the Teams web app and click on **New meeting** in the top-right corner.



2. Enter the following details for the new online lesson which you are scheduling.



Details of the new online lesson being scheduled:

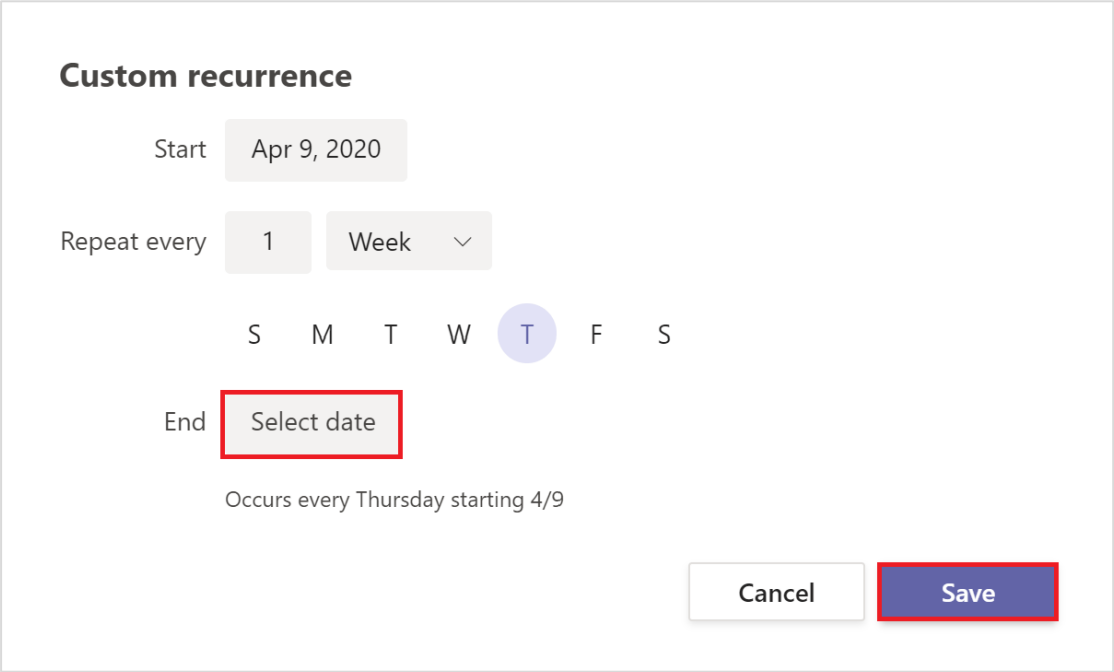
1. Enter a title of the lesson which you are scheduling – for e.g. "English Lesson Grade 10 Red"

2. Invite your students by entering their personal email addresses (one-by-one) under this field.

3. Select the date and time of the lesson.

4. If you want the online lesson to be a recurring one, then click on the **Does not repeat** field which will provide you with a dropdown list, from which you will be able to choose how often you want the lesson to occur.

   For e.g. If you are scheduling the lesson on a Thursday and you would like that the lesson occurs every Thursday, then you can choose **Weekly** from the dropdown list and also click on **Custom** under the list to set an end date to this occurrence. Then, click on **Save**.



5. It can be very helpful to send information to your students, under the same meeting invitation, about how they can join the lesson, their expected behavior and the rules / discipline they should follow and maintain.

   As a best practice, you can use the same set of instructions for all the online lessons being scheduled with your students, which will help the students know what to expect beforehand.

   For e.g. You can use similar instructions as per the following, under the meeting invitation

Please follow the below-mentioned instructions to join the online lesson:

a. Click the **Join Microsoft Teams Meeting** link below to join your online lesson.

b. The link would open in a new tab in your browser. You will be asked to choose between downloading the Windows app or join on the web. Click on **Join on the web instead**.

c. Check your audio and video input under Devices.

d. Mute your microphone, but keep your video camera turned on when joining. You will be instructed when you can turn off your video camera.

e. Enter your full name in the field provided and click on the **Join now** button to join the lesson.

f. To open the chat side panel, click on the **Chat** icon.

g. If you have a question, type **Hand Up** in the chat panel.

h. At specific time, you will be asked to turn on your microphone, one after the other, for you to be able to ask your question or contribute to the conversation.

Note:

→ Please respect other students' rights to learn without interruptions.

→ Similar classroom rules will apply online as they were at school.

6. Once you have entered all the required details for the lesson, click on the **Send** button at the top-right corner of the screen, to schedule the online lesson.

Once, you have scheduled the lesson, it will also appear under your Outlook calendar. Your students whom you have invited will receive an email invitation to the online lesson under their personal email accounts. At the scheduled time, they will have to click on the link mentioned in the invitation to join the lesson on the web (in their browser).

Set the roles of the students for the lesson

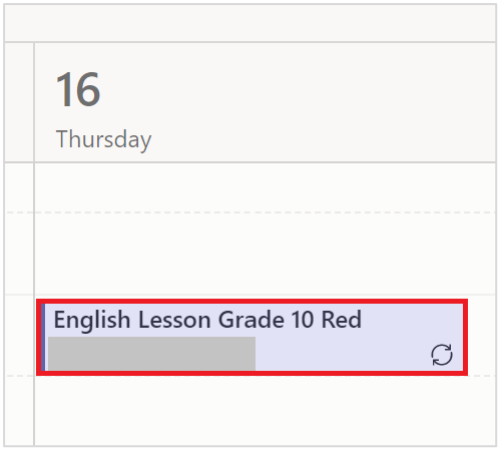
After you have scheduled the online lesson / meeting, you can change the meeting options and set a role for the students which will affect what they can see and do when joining the online lesson / meeting.

For e.g. for specific lessons, you might want the students to bypass the lobby and automatically joins the lesson without you having to admit them one-by-one.

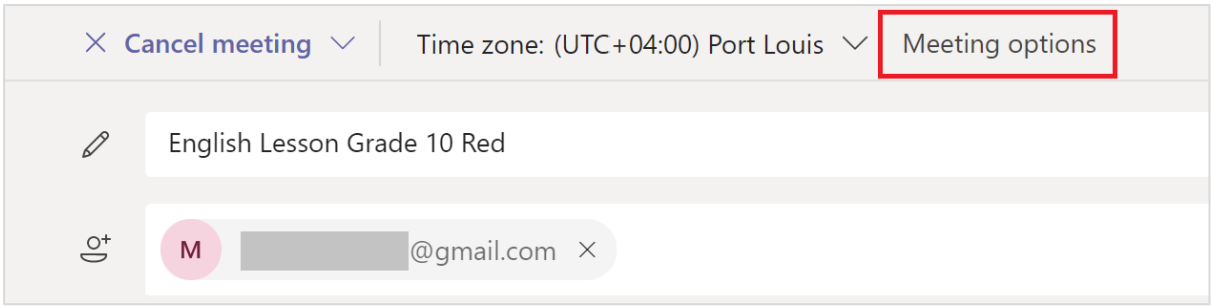
Or, another example could be that the students can use their microphone and video camera and view content shared by you during the lesson, but they cannot share their own content or remove attendees.

To set the roles of the students:

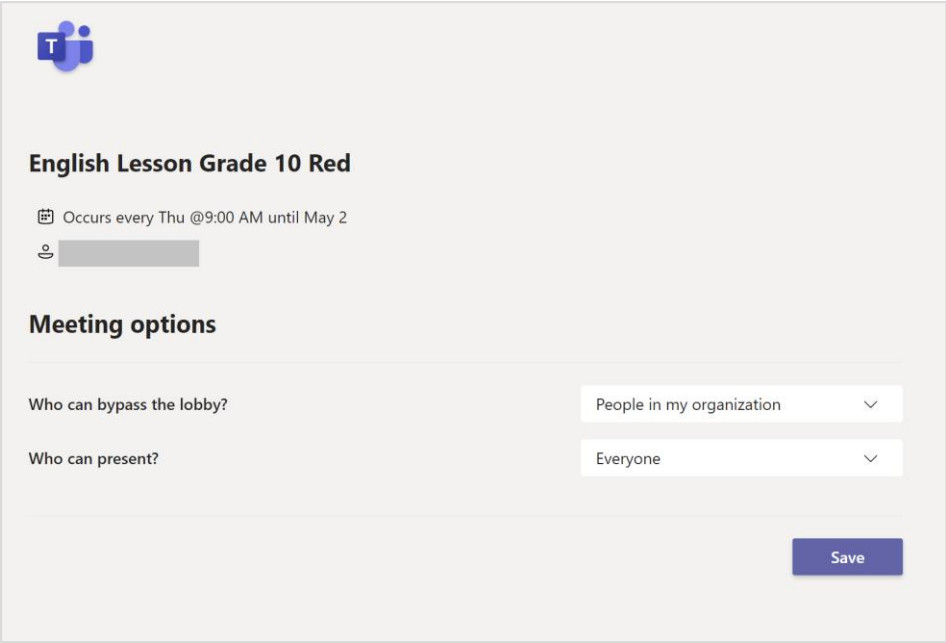
1. After you have scheduled the lesson, click on your **Calendar** from the left menu of the Teams web app, click on the lesson / meeting or if it is a recurring one, click on one of the occurrences in the series.



2. Click on **Meeting options**.



3. The Meeting options will open in a web page, in a new tab.



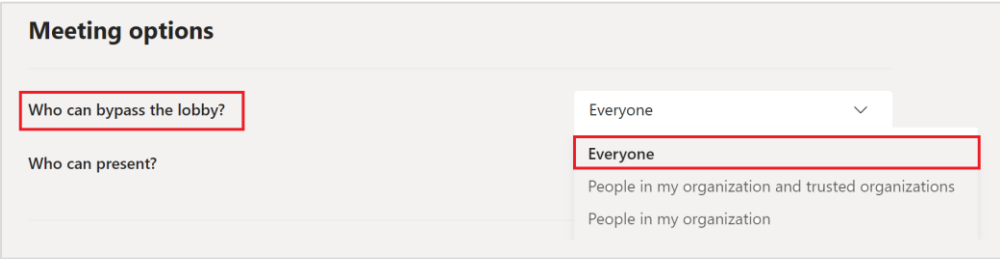
a. If you would like your students to bypass the lobby and automatically joins your online lesson, without you having to admit them in the session (allow them to come in), then click on the dropdown list under **Who can bypass the lobby?** and choose **Everyone** from the list.

<u>What is a lobby?</u>

A lobby in Teams is a place (such as a waiting room) where people that connect to your online lesson / meeting wait until you let them in to the lesson / meeting. When a student / an attendee is waiting in the lobby they cannot hear or view anything that is going on in the meeting.

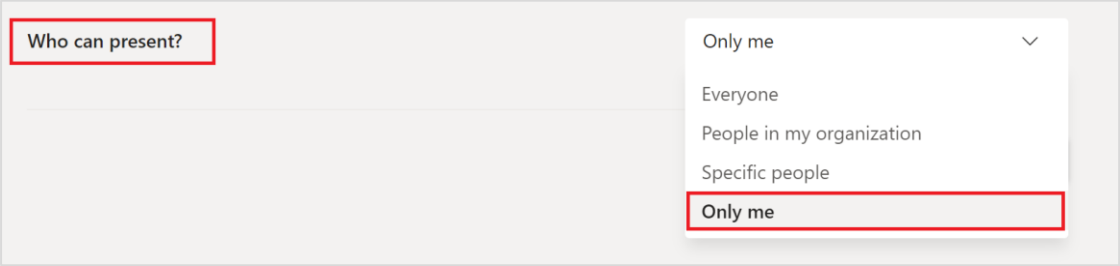
If you choose to have your students wait, then when you join the lesson / meeting at the scheduled time, you will see a list of people in the lobby. From there you can choose whether to admit or deny them.

Allowing **Everyone** to bypass the lobby is a good option if you would not like to be interrupted during the lesson, while you are teaching, and have to every time pause the session and admit the students who might be late.



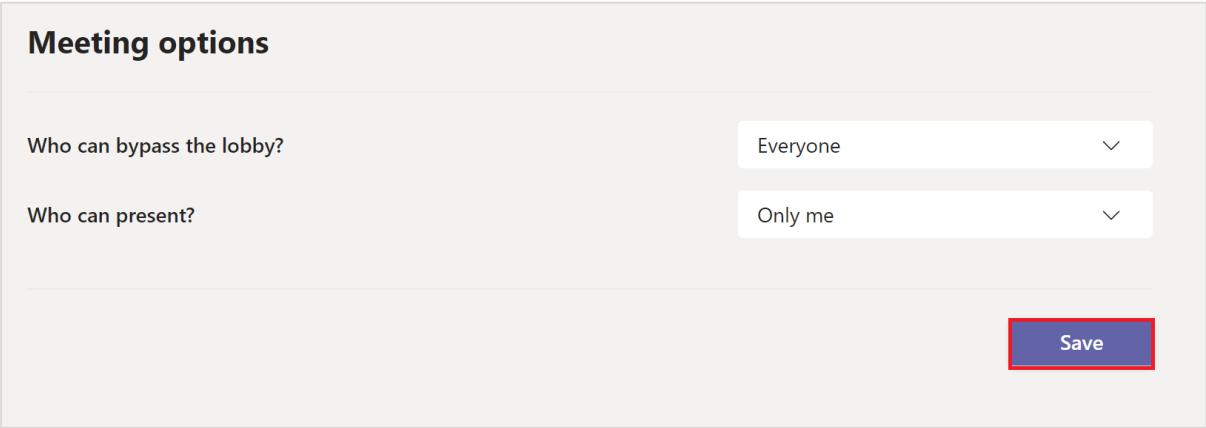
b. If you want to be the only presenter during the online lesson / meeting and you would like your students to only attend the lesson, click on the dropdown list under **Who can present?** and choose **Only me** from the list.

This option is the safest set-up for meetings held in a classroom environment.

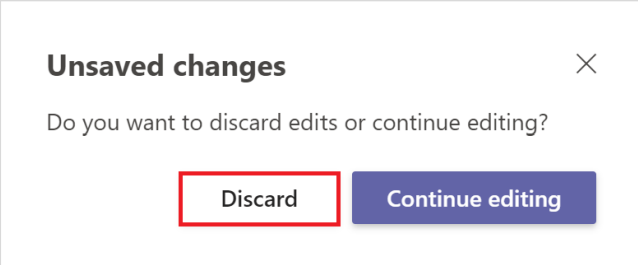


If you expect few of your students will have to also act as presenters momentarily during an online lesson, so that they can share their screen to showcase their assignment or display their presentation, then it is recommended that you still choose **Only me** as the option under **Who can present?** and promote the specific students to presenter during the session.

4. After you have selected the Meeting options, click on **Save** and close the tab under the browser.



5. Under Teams web app, you can click on **Close** button in the top-right corner to close the meeting and click on **Discard**.



Note:

If the online lesson / meeting is recurring, any change you made in the Meeting options will apply to all the meeting occurrences.

Roles in the online lesson / meeting

Any student during the online lesson / meeting, can either be a presenter or an attendee.

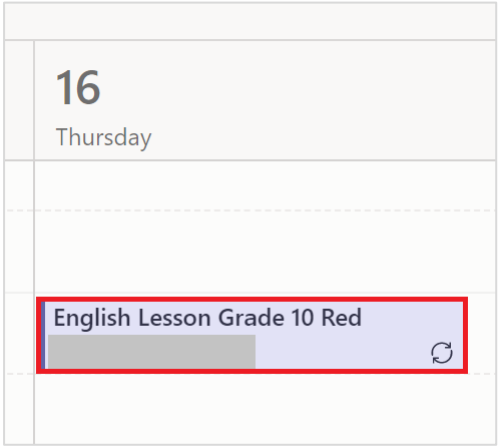
Capabilities	Organiser / Presenter (Educator)	Attendee (Student)
Speak and turn on camera	✓	✓
Participate in meeting chat	✓	✓
Privately view a PowerPoint file shared by someone else	✓	✓
Share screen	✓	
Mute other participants	✓	
Remove participants	✓	
Admit people from the lobby	✓	
Change the roles of other participants	✓	
Start or stop recording	✓	

Take notes about the scheduled lesson

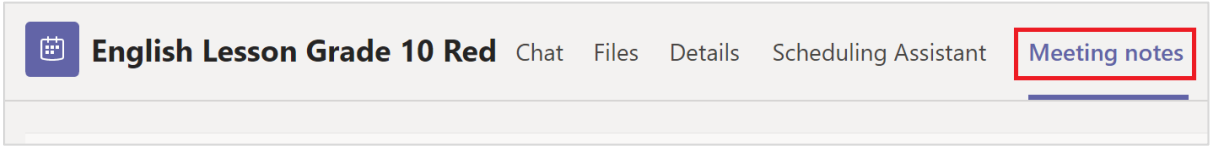
Before, during, and after an online lesson / meeting, you have the possibility to take notes or any important discussion points, as the educator, about the session, which you can refer to.

Please note that the notes which you shall take will not be accessible to the students.

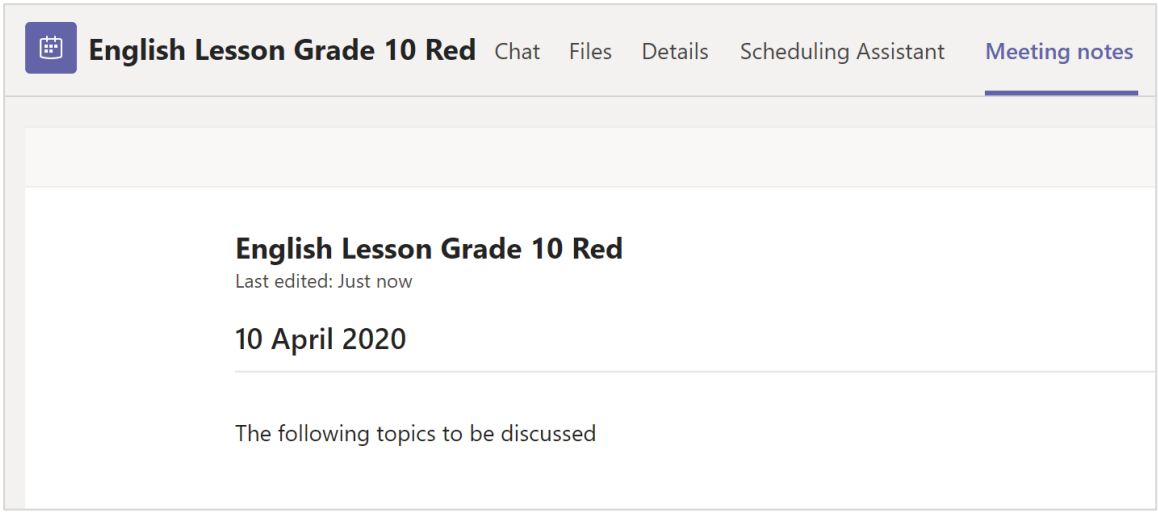
1. Click on your **Calendar** from the left menu of the Teams web app, click on the lesson / meeting or if it is a recurring one, click on one of the occurrences in the series.



2. Click on **Meeting notes** tab.

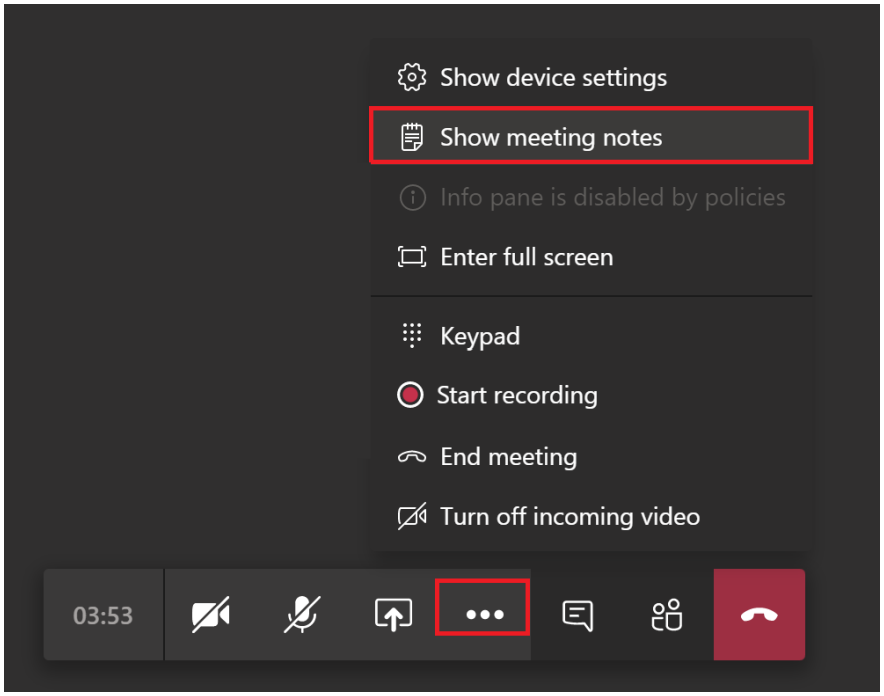


3. Enter the notes and important points which will be autosaved under the Meeting notes.

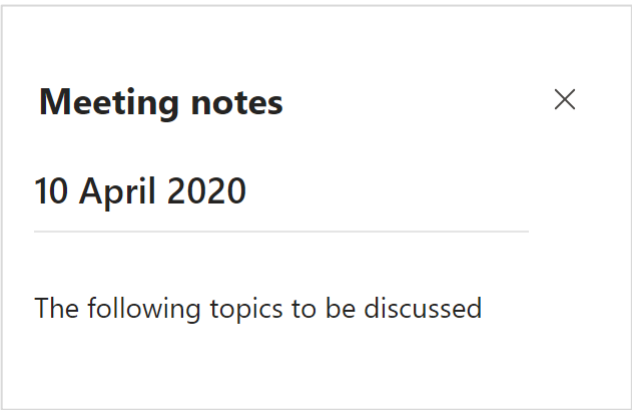


During the meeting

4. Once you are in the online lesson / meeting, click on **More options** *** → **Show meeting notes** from your meeting controls.



5. The notes which you have already captured will be displayed in the side panel, which you can refer to and keep on updating.



In recurring online lesson / meeting, the notes persist from meeting to meeting. You can keep on adding notes for each meeting as a new section.

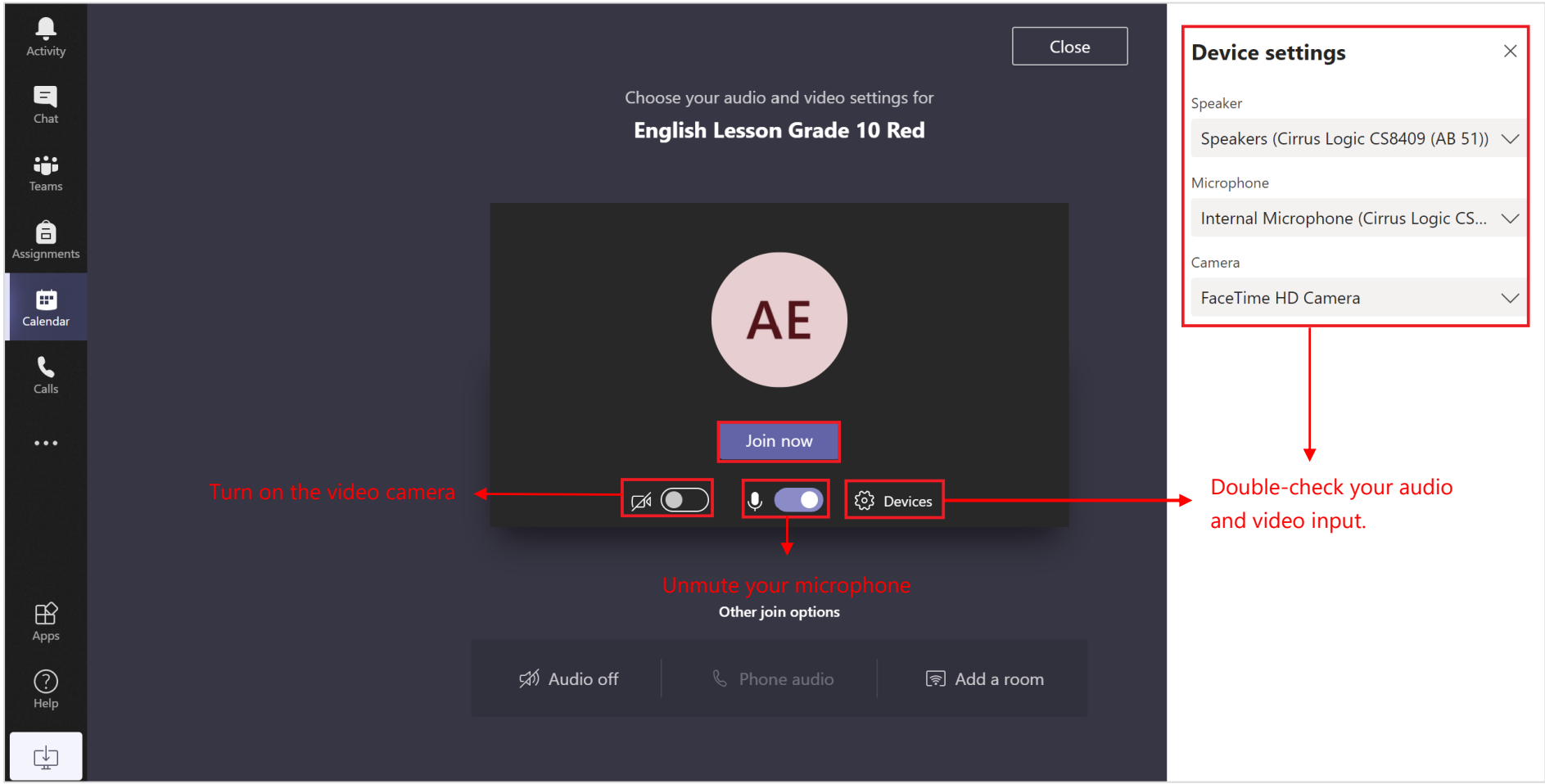
Join the scheduled online lesson

You can view all upcoming online lessons which you have scheduled for the week by clicking **Calendar** on the left menu of the Teams web app. You can switch the online lessons / meetings list between the current day and the upcoming week.

1. Right-click on the online lesson / meeting which you have to start and click on **Join online**.

2. Double-check your audio and video input under **Devices**. Turn on the **video camera**, and **unmute your microphone** to be heard.

   Then, click on **Join now**.



Students' view:

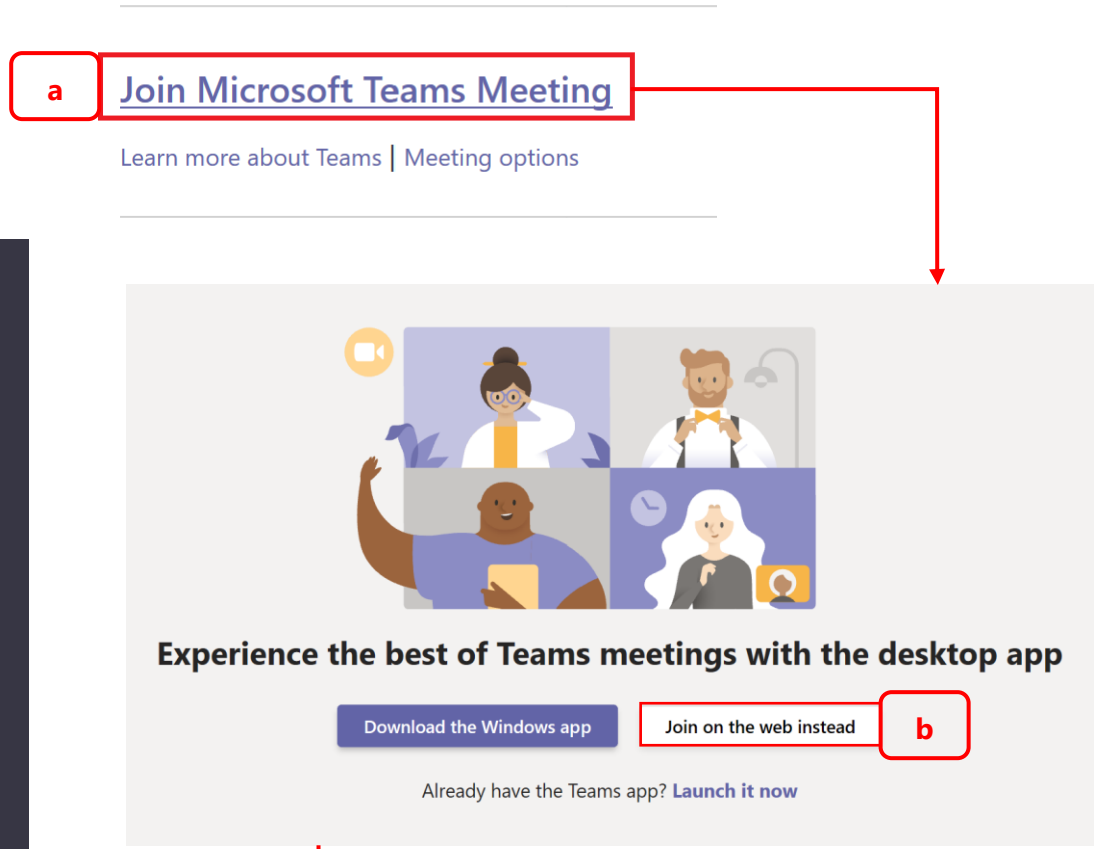
a. Your students will have to click on the **Join Microsoft Teams Meeting** link at the bottom of their invitation to be able to join the online lesson / meeting.

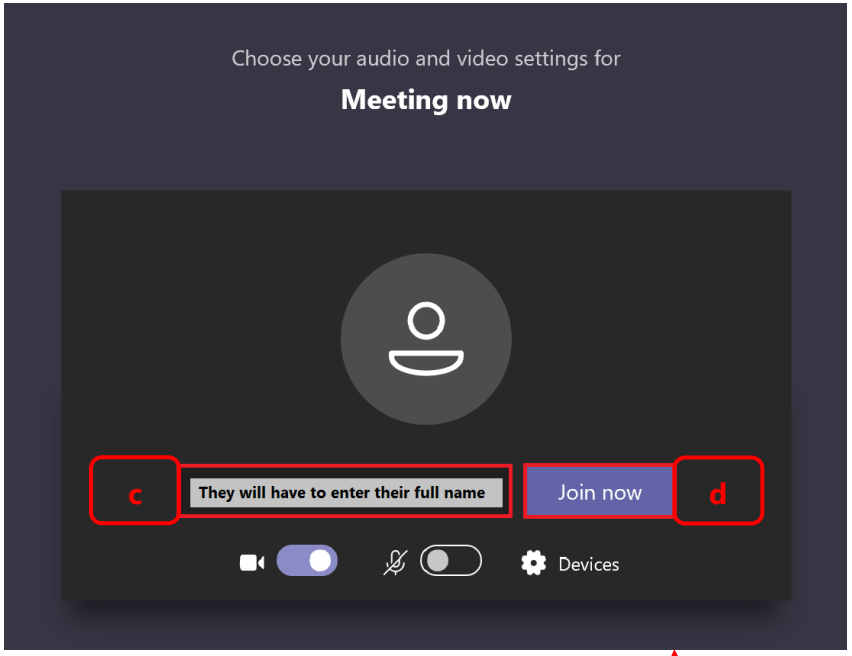
b. The link will be opened in a new tab and they will have to click on **Join on the web instead**, to load the Teams web app.

As per the instructions you gave in the invitation, the students will have to check their audio and video input, but they will have to mute their microphone when joining.

c. They will have to provide their **full name**

d. Then, click on **Join now** to enter the online lesson.



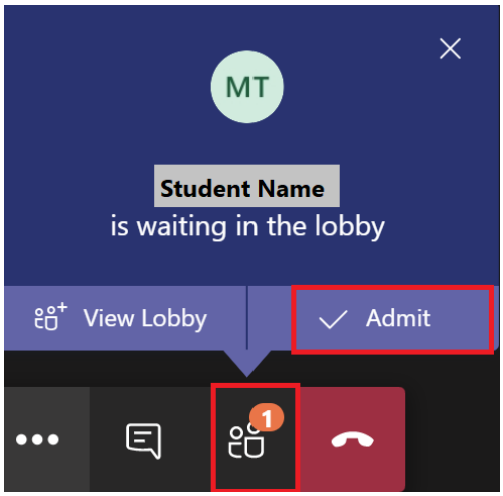


3. If while setting the roles for the students under the meeting options, you chose the option for the students to join the online lesson directly, without having to wait in the lobby, then after you have started the session **as the first person** then you do not have to admit any student, as and when they are joining the session.

   However, if few of your students already joined the session before you, then they will have to wait at the lobby till the time you join the session and admit them. This implies that if you are the first person to start the session then the students will not have to wait at lobby, but if the students have joined the session before you, then you will have to admit them when you join.

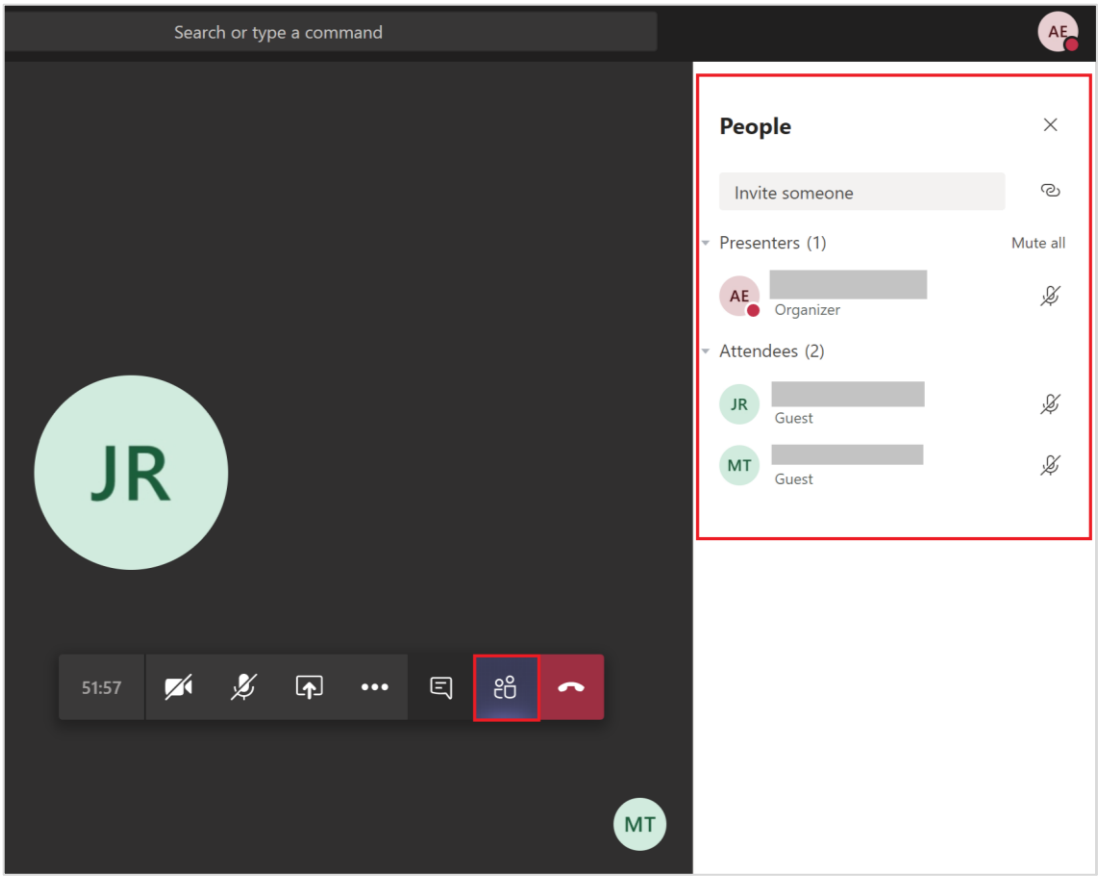
   The students can be admitted as follows:

   When you join the online lesson, you will be notified who are waiting for you at the lobby and you will have to click on **Admit** allowing them to enter the online lesson.



   Once you have admitted the students who were in the lobby, if any, they will be able to enter the session.

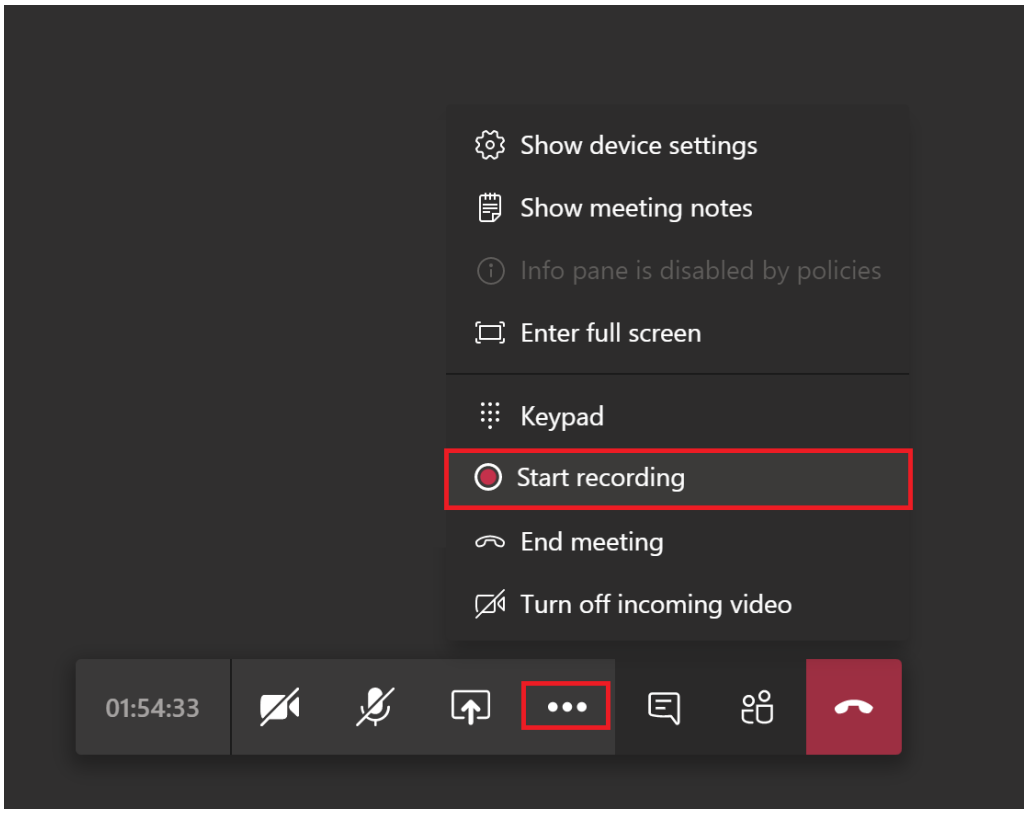
4. You will be able to click on the **Show participants** icon, under the meeting controls, to have a look at the list of students who have joined the online lesson.



Record an online lesson

1. You might want to record an online lesson for future reference. Only you, as the educator, would be able to record the lesson. Before you start the recording, do inform everyone that the session is being recorded.

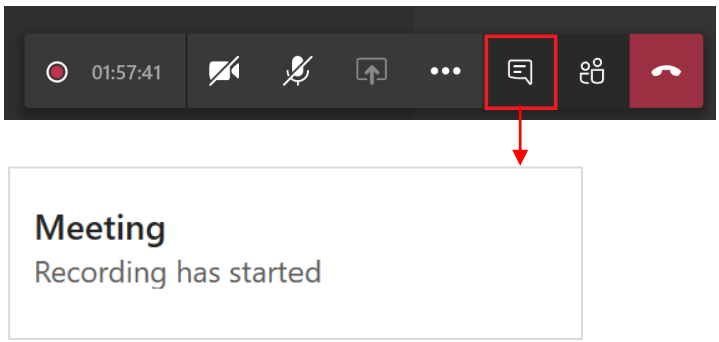
   To start the recording, from the meeting controls, click on **More options** ••• → **Start recording**.



   Everyone in the online lesson / meeting will be notified that the recording has started.

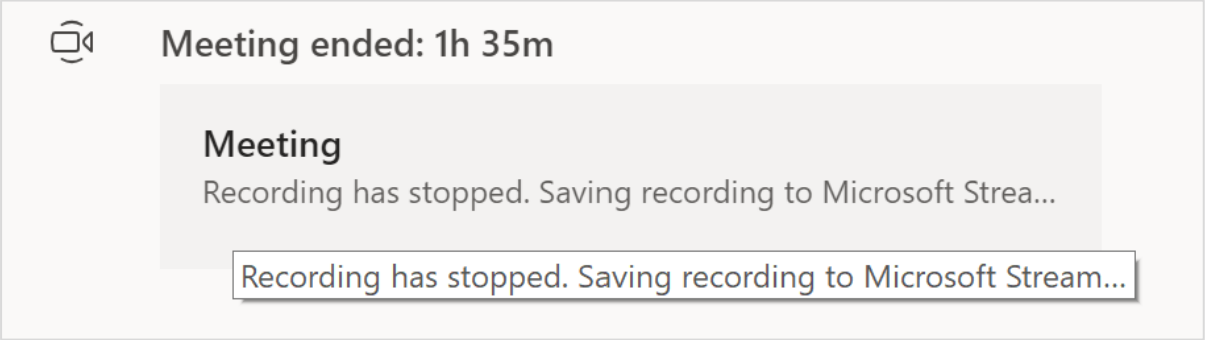
2. The meeting notification is also posted under the Conversations tab / Chat panel.

   If the students click on **Show conversation** under the meeting controls, then the conversations tab / chat panel will be displayed with the following notification.

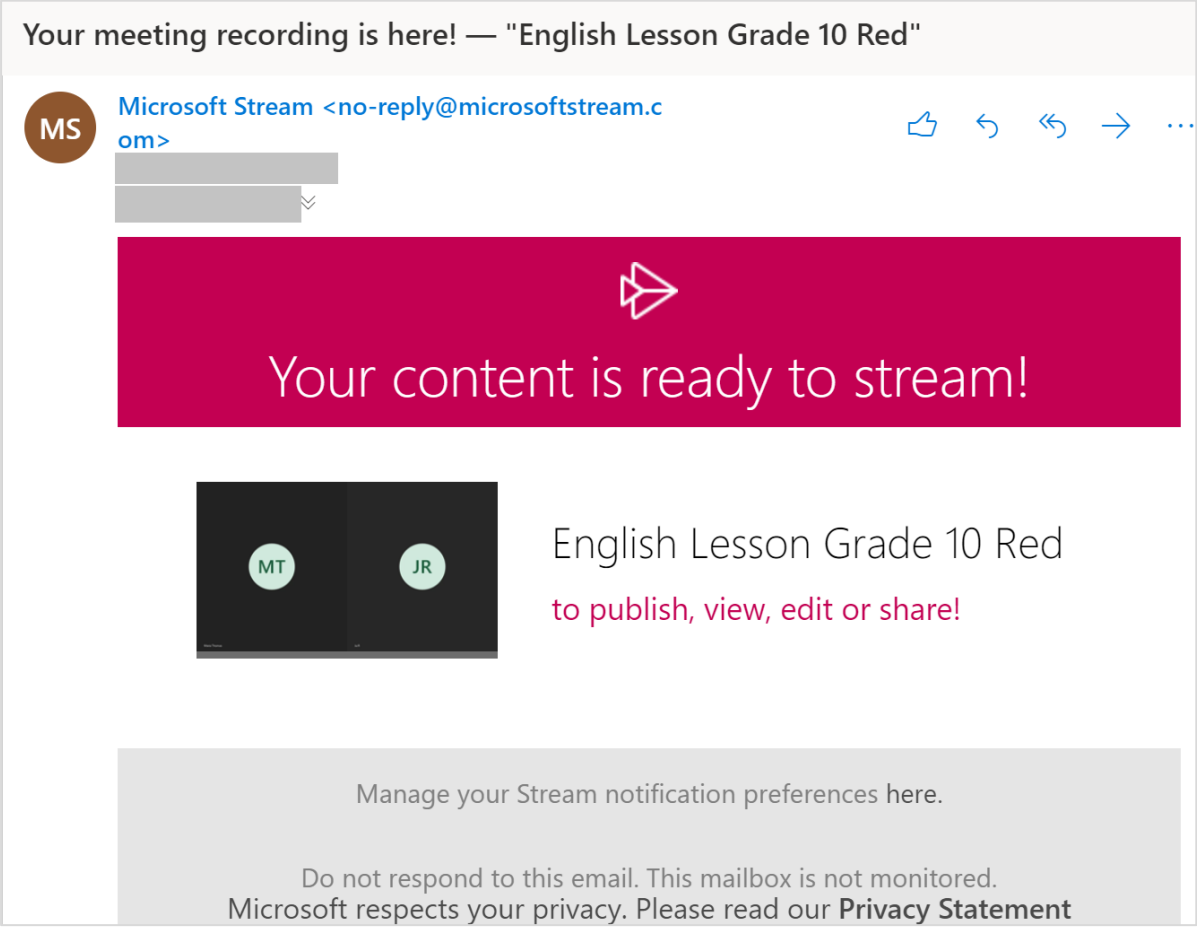


3. To stop the recording, from the meeting controls, click on **More options** ··· → **Stop recording**.

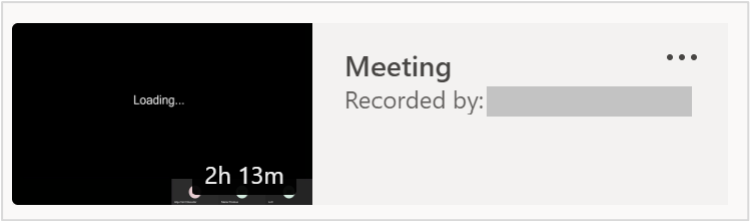
4. The recording is then processed and saved to Microsoft Stream.



5. You would receive an email from Microsoft Stream when the recording is available.



6. The recording will also be displayed under the Chat tab of the meeting, which only you, as the educator, will be able to access.

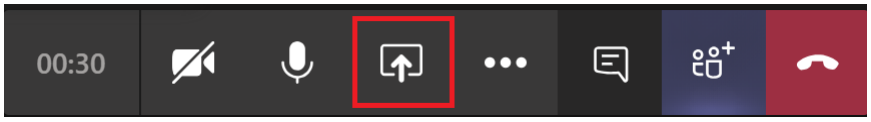


Note:

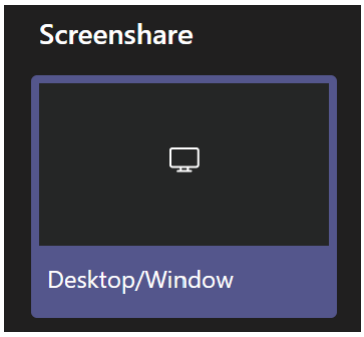
- *Once the recording has started, it must be stopped before it can be started again. You cannot pause a recording.*
- *Recording continues even if, you, as the educator, who started the recording has left the meeting.*
- *The recording stops automatically once everyone leaves the meeting.*
- *If someone forgets to leave the meeting, the recording automatically ends after four hours.*

Share your screen during the online lesson

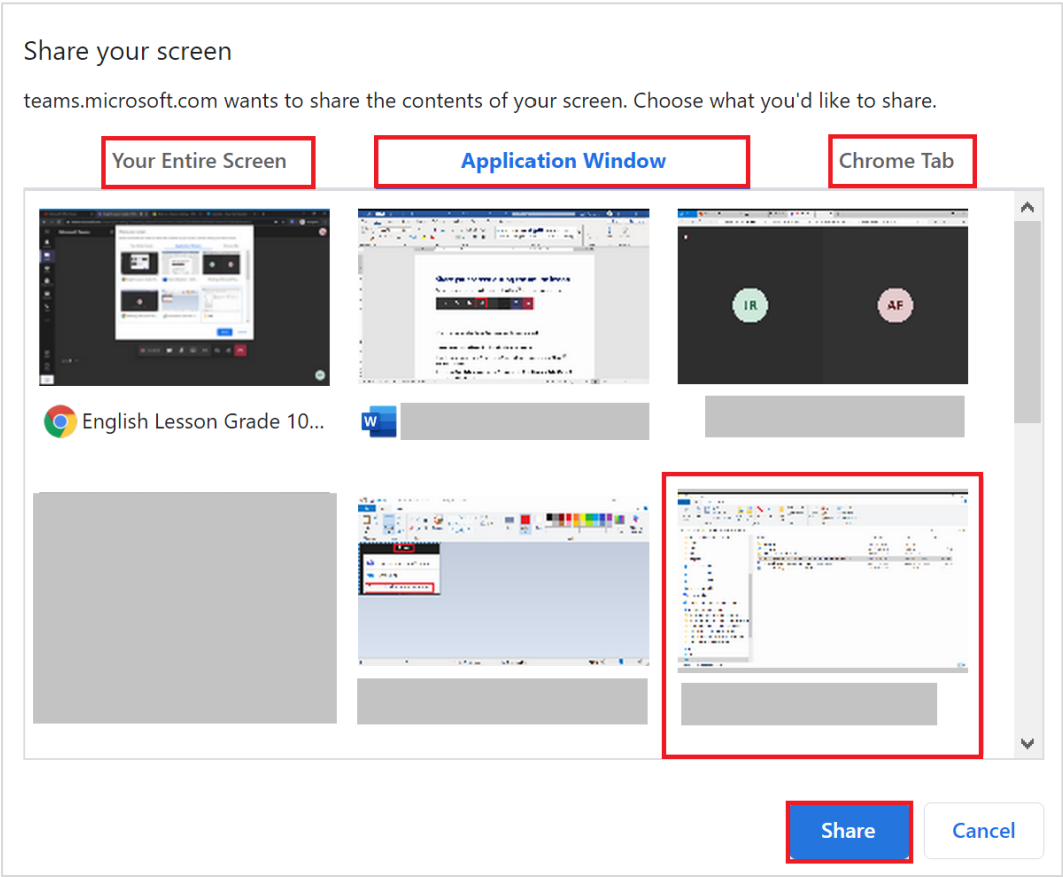
1. To share your screen during the online lesson, click on **Share** under the meeting controls.



2. Under Screenshare, click on **Desktop / Window**.



3. Choose if you would like to share Your Entire Screen, any Application Window (such as your PowerPoint slide) which is opened or any opened Browser Tab. Then click on **Share**.



The specific application window or tab which you chose will be displayed under the screen of the students.

You will be able to move across your different other application windows and tabs, but the students will be able to only see the window which you have shared. When you are done sharing, click on **Stop sharing** from the following control, or click on the **Stop sharing** button under the meeting controls of the Teams web app.

Note:

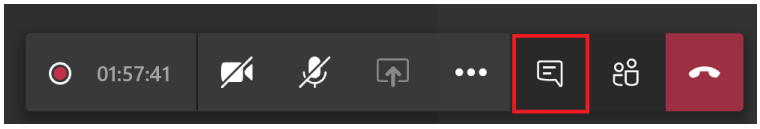
You will not be able to use Microsoft Whiteboard, as the students will not have the appropriate access rights, from their end, to be able to view it.

Hence, as a visual aid, you are kindly encouraged to use annotations in your presentation.

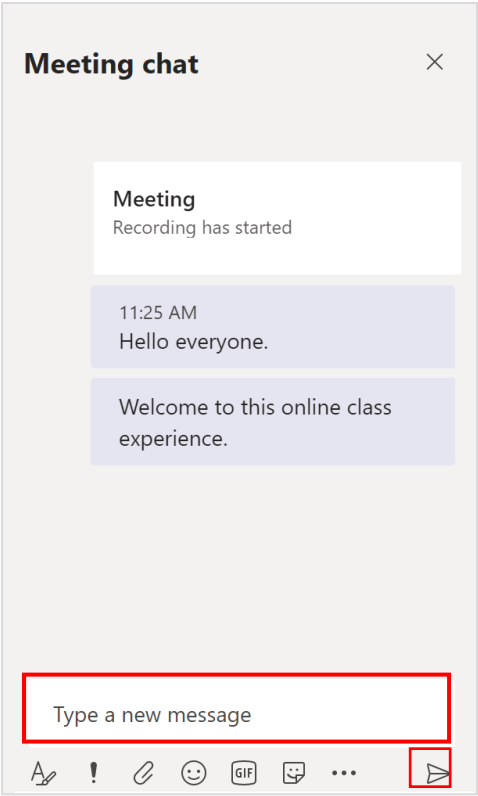
Hold conversations with the students

You can hold conversations with the students through instant messages under the Conversations tab / Chat panel.

1. Click on **Show conversation** under the meeting controls. The conversations tab / chat panel will be displayed.



2. You can have a conversation with the students through exchange of instant messages under the conversation / chat panel. Type your messages and click on the **Send** button or press **Enter** to send.



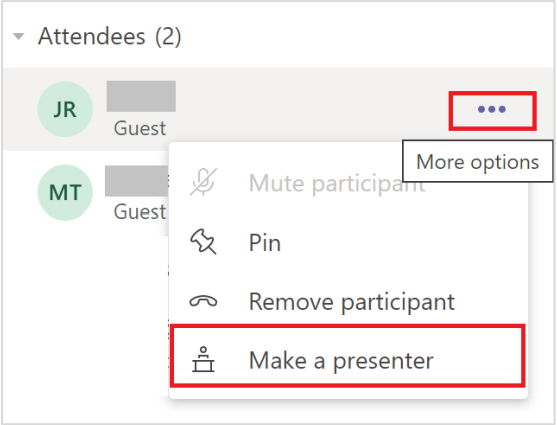
Please note that, once the students leave the online lesson / meeting, they will no longer have access to the chat history. Also, do not attach any file in the conversation panel, as the students will not have the appropriate access rights, from their end, to be able to download it.

Any documents / handouts / assignments should be sent to the students through their personal email addresses.

Promote students to presenter role

If you have a need to promote few students to presenters momentarily, so that they can share their screen to showcase their assignment or display their presentation, then hover over the name of the student(s) whose role you want to change and click on **More options** ••• .

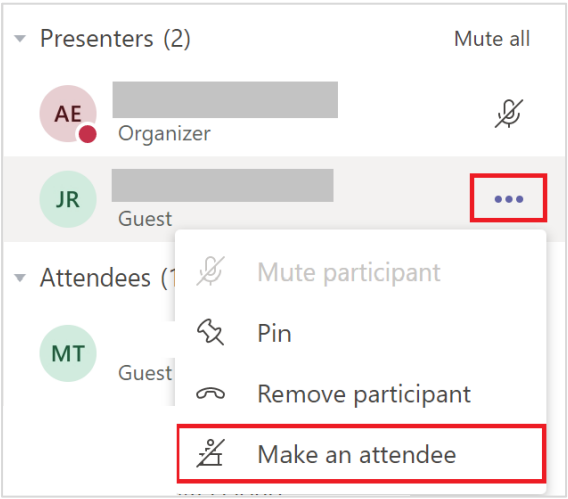
Then, click on **Make a presenter**. The student(s) will be displayed under the Presenters list.



Note:

Please note that students who are under the role of Presenter can take control of your presentation, while you are presenting. Hence, if you want to avoid such situation, please ensure that the students are under the attendee role before the start of any presentation.

Once their presentation is completed, you can hover over the name of the student(s) under the Presenters list and click on **More options** •••. Then, click on **Make an attendee**. They will be moved back to the Attendees list.



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Microsoft

the CLOUD FACTORY emea