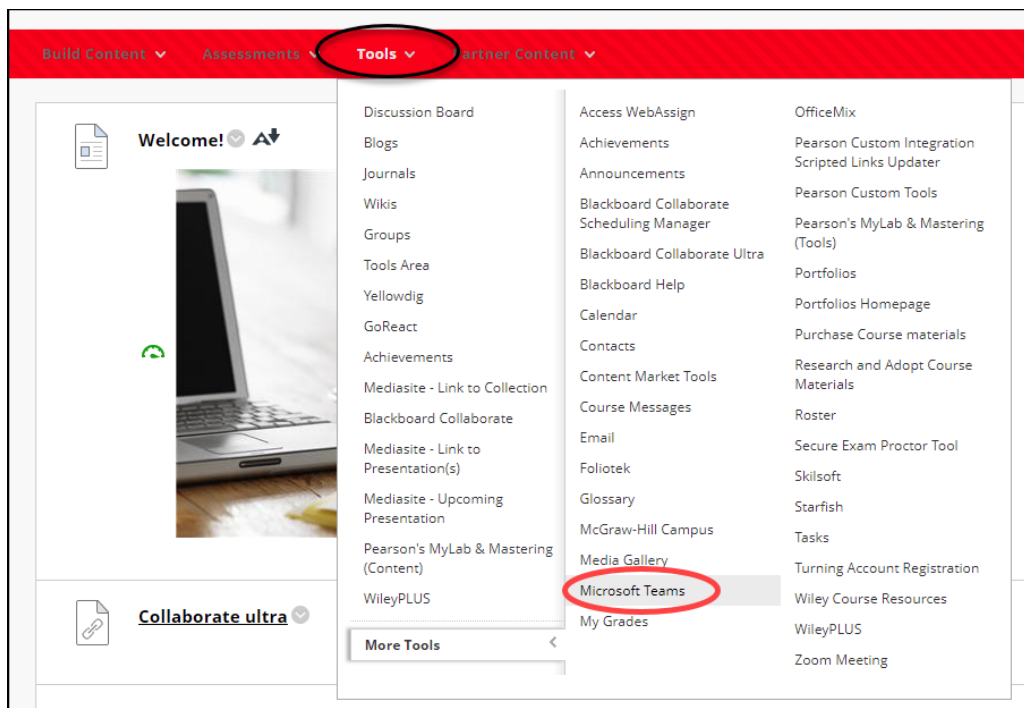


## Microsoft Teams Guide – Within Blackboard

### Add the Microsoft Teams Tool to the Course

You will need to add the TEAMS tool to a content area in your course. This will be an area where the students will go to join the sessions.

- Go into your Blackboard course.
- Select the menu item where you want the TEAMS link to show for the students.
- Select Tools.
- Select More Tools.
- Select Microsoft Teams.
- Enter a title.
- Click Submit.



You will find the new tool link at the bottom of the page; you can move it to where you want it. It will look similar to this:

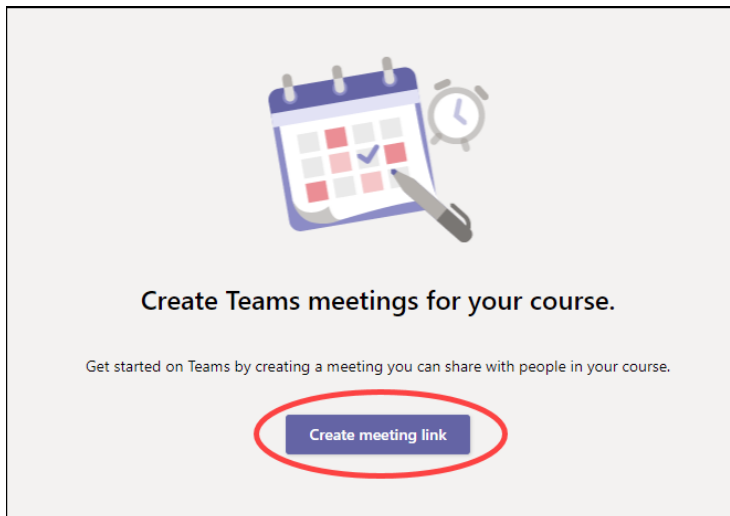


Click on the link to set up the Teams sessions.

## Setting Up Microsoft Teams Sessions or Meetings

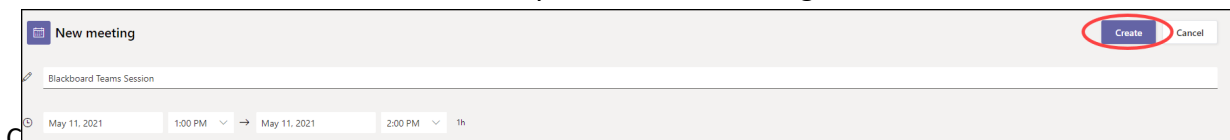
To create a Microsoft Teams session/meeting:

- Click on the Microsoft Teams link you inserted. Click on the "Sign In" button. You should then see a "Create Meeting Link" button. Click that button.

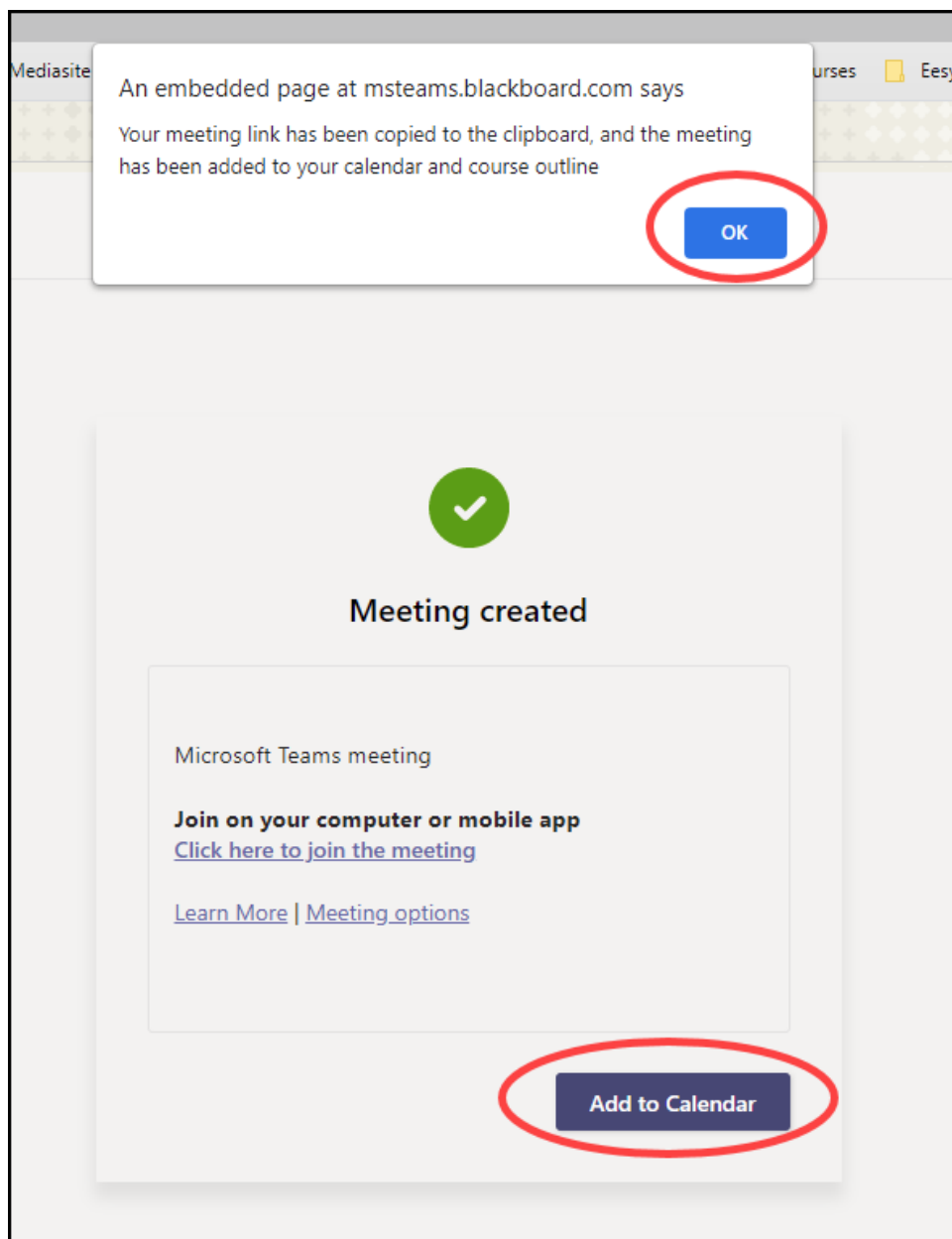


Steps to Create the Session/Meeting:

1. Enter a title for the session. (Name of the meeting with the date included is good practice.)
2. Update the Dates and Times.
3. Click the Create button to create your session/meeting.



- You will see a "Meeting Created" notice on the screen. Click the Add to Calendar button; you will then see the notice that the link has been copied to the clipboard. Click OK for that message.

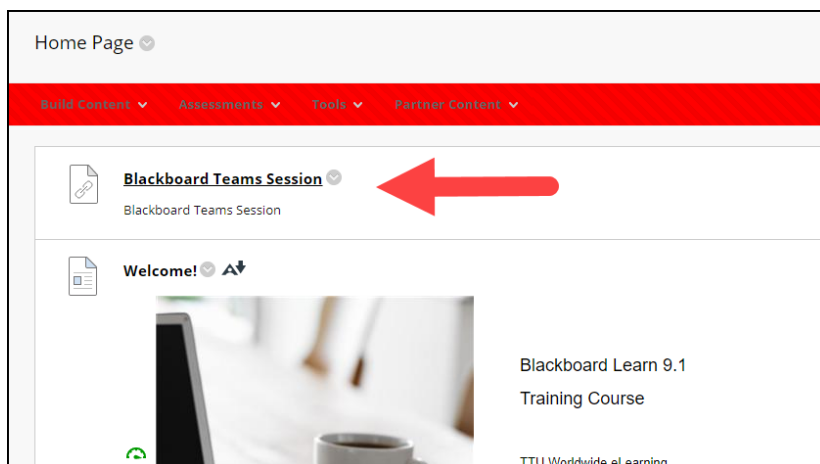


- Return to the course.

## Accessing the Session or Meeting

You will see your session or meeting link at the top of the first content page located in the left navigation menu.

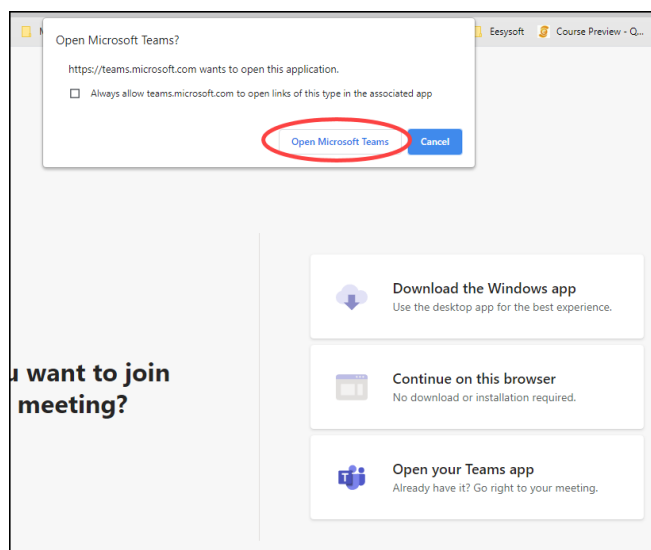
- Click on the session link to open it:



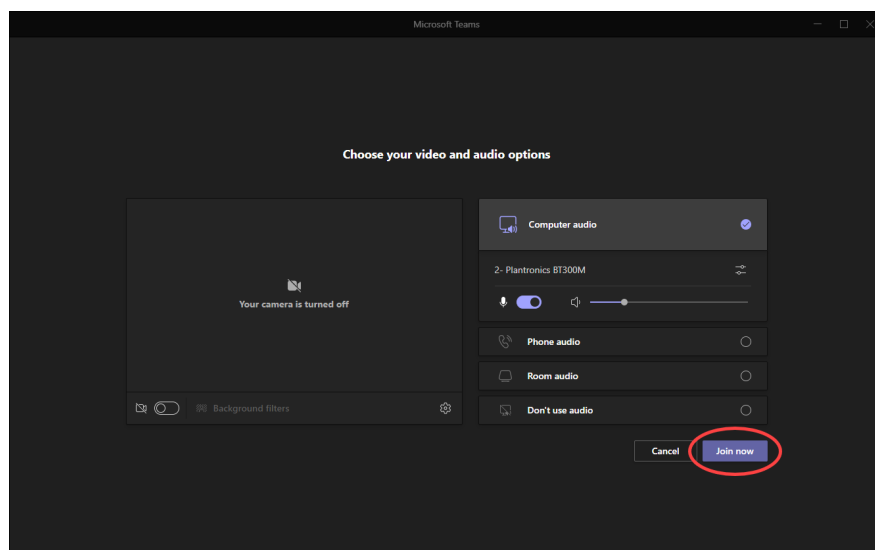
- Click the link provided on the screen that follows, and then click Open Microsoft Teams at the top of the screen.
  - The first time you use Microsoft Teams, you will need to click on **Download the Windows App** (or **Mac App**). This will provide access to Teams from your desktop.



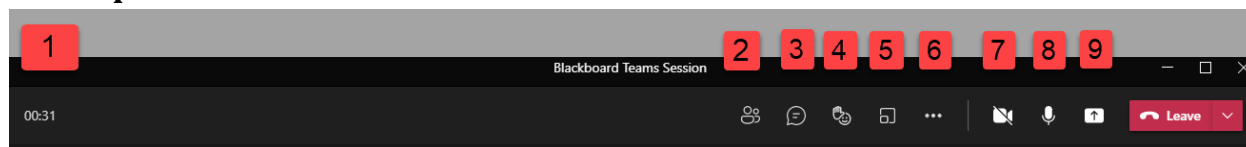
If you get this message you can click on the link to open the session.



- Configure your meeting settings and enter type your name if prompted.
- Select Join now.



## Tool Options



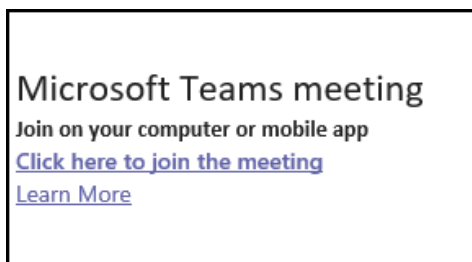
1. **Time/Clock** - Amount of time that the session has been open. When recording a session, you will see a red dot beside this time or clock box.
2. **Show Participants** - This will provide a list of participants. This area also allows you to copy the join information to the clipboard so that you may send that to another person.
3. **Show/Hide Conversation** - Provides chat conversation window on the right side.
4. **Raise Hand** option - To raise your hand select this option and the hand icon.
5. **Breakout Rooms** - Divide your participants into groups.
6. **More Options** button - Contains the following options:
  - **Device Settings** - Audio, speaker, microphone, and camera settings.
  - **Meeting Options** - Modify meeting settings
  - **Meeting Notes** - Presenter/Organizer may insert notes in this area.
  - **Meeting Info** – Provides meeting details and allows you to copy the Join info to send to people that might not be enrolled in the course.
  - **Full Screen**
  - **Apply background affects**
  - **Turn on live captions**
  - **Start Recording** - Begins recording of the session. Once recording is going, this option will then show Stop Recording.
  - **Dial Pad** - Provides numeric keypad on the screen.
  - **Turn Off Incoming Video** - This might be used to ensure that student videos are turned off coming into the session.
7. **Video** - This is a toggle button. When the slash is showing, the video is turned OFF. Click the button again and the video will be turned ON.
8. **Microphone** - This is a toggle button. When the slash is showing, the microphone is muted. When no slash appears, the microphone is live.
9. **Share Option** - This button will allow for you to share your desktop, window, files (such as PowerPoint or PDF), application, and the Whiteboard. This option also allows for you to Browse One Drive or your computer for files. Be aware that whiteboards are not included in the recorded video session.
10. **Leave** - This will end or allow you to exit the session.

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### To give access to your another person joining the session:

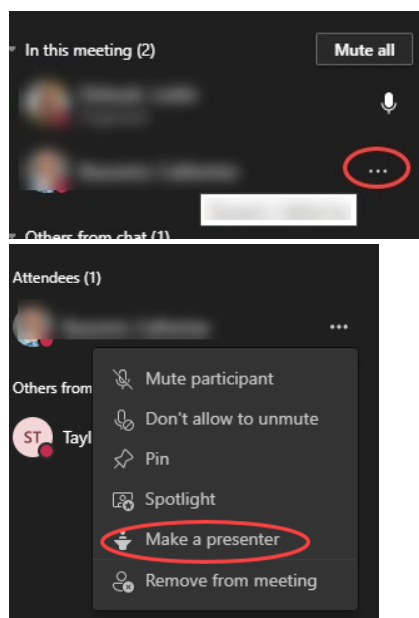
- Once inside of the session, click on the More Options button > Show Meeting Info > click on Copy Join Info. The Copy Join link only works before the session has ended.
- Send that information to the individuals joining the session.

It is not a link. You will copy the information in the body of an email and it will look like this:



### To change the role of a student from Attendee to Presenter:

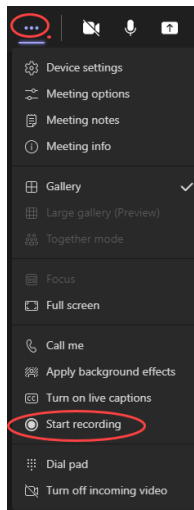
- Once inside of the session, click the Show Participants tool to see the attendees of the session on the right side.
- Find the attendee that you would like to make a presenter and click on the small three dots that show to the right of their name in the participant list.



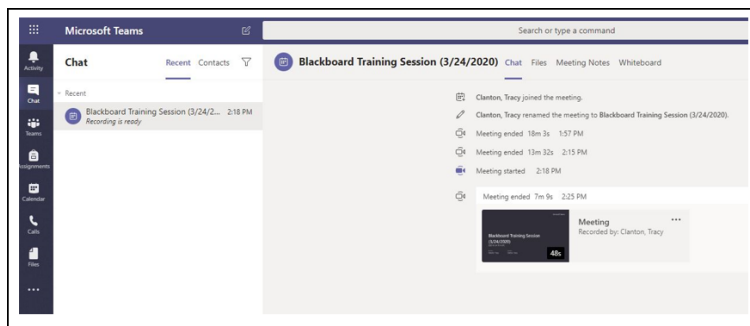
## Recording a Session

Microsoft Teams sessions can be recorded for future viewing. To record a session:

- After you have joined the session, you will click on the three dots button that shows in the Tools.
- Click on Start Recording.

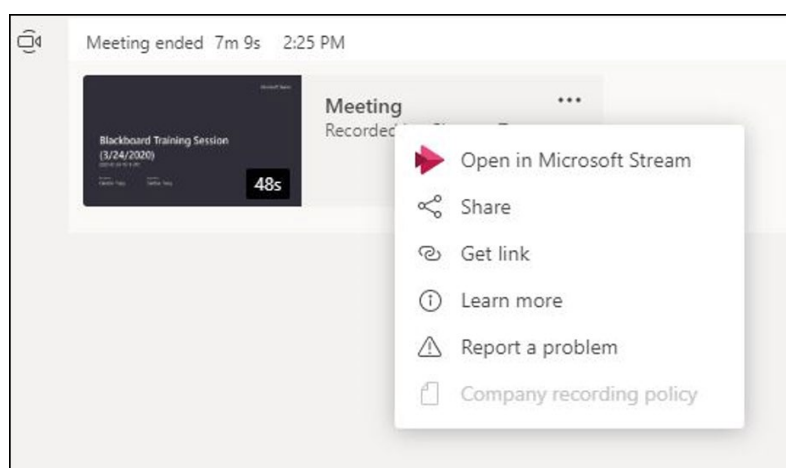
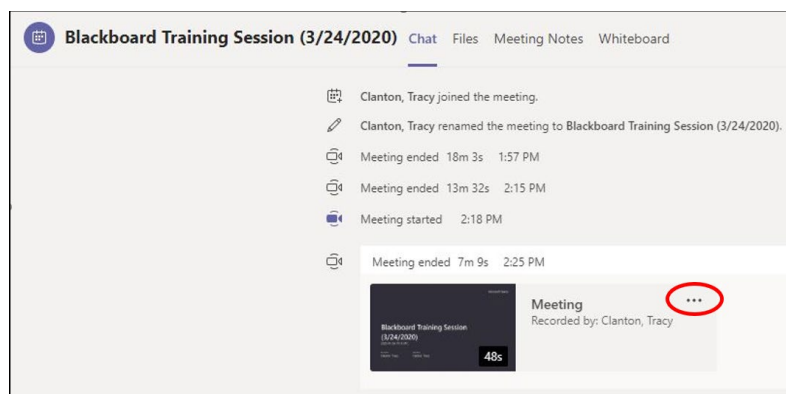


- When you stop the session, the recording will stop or you can click Stop Recording in the same place you started it.
- To access the recording, go to the **Microsoft Teams Chat** area. You can find the Microsoft Teams Chat area by opening up the **Microsoft Teams app** that you downloaded to your desktop. You should see the recording available in that area. You will receive an email when the recording is available.



- A link to the recorded session will be available in the **Meeting Chat area** (this area shows when you exit the session). It will be available for 7 days. Anyone who participated in the meeting can access the link and download the video.
- Whiteboard activity -- Be aware that anything completed on the Whiteboard within a Teams session will not show in the video recording.





## Recorded Video - More Options

- Open in Microsoft Stream -- This has a "You-Tube" look and feel to it.
- **Share** -- Allows you to share with others in Teams.
- **Get Link** -- This provides a link you may copy into an email to send to those that might have missed the session. This option also allows you to insert a link to the recording as a weblink within your Blackboard course.
  - You can put a link to the recorded session in your course:
    - Go to the area in the course where you want to add the link for the students.
    - Click Build Content.
    - Select Web Link.
    - Name the link.
    - Paste the copied link into the URL box.
    - You can add text, attachments, and dates.
    - Click Submit.
    - The weblink to the session will be listed at the bottom of the page.