UCT has a comfortable tool for online teaching: MS Teams Class

Part of the Office 365 package is the app Teams. It enables to create virtual teams of people, which can also be classes with teachers. Anyone with the UCT credentials can log in and start using the app. The login is your short UCT email address and your UCT password.

In Teams one can easily communicate in discussion channels or private chats, it is possible to hold videoconferences, share files, give assignments to students and grade them, and share links (for example to study materials present at e-learning and so on).

Teams work great on mobile phones, both Android and iPhone.

If anything does not work as it should or if you need help do not hesitate to contact support.

Each teacher can create his/her own team for their course. **We strongly recommend to create a single team for each course and do not create individual teams for each student’s class within the course.** After downloading the app (or while running it in your web browser) you can simply click on „Join or create Team“ (tutorial) and then choose the option „Class“.

![Teams interface](image-url)
Basic functions of Teams Class

Discussion channels
Each team in Teams has its own discussion channels (for example you can create a channel for each week’s lesson). Inside each channel, there is a discussion and a tab „Files“, where you can upload files. You can also add other tabs in the upper menu – for example link a specific OneNote page, a Wiki module, Assignments tab or a website.
Team videoconferences

Within each channel you can start a videoconference by clicking on „Meet now“ button under the text field where you write a new message. You can also add an already uploaded video from Stream app by clicking on the Stream icon. Another handy module is the Polly app for polls.

Students can join the meeting by themselves by clicking a button that will show up in the channel. You can also invite members of the Team individually. Handy function is to „mute everyone“ if someone is disturbing in the voice chat. Also handy is the „Start recording“ function, which will automatically upload the videoconference to Stream after it is finished.
The Stream app is also part of the Office 365 licenced package of UCT. It will automatically post a link to the video in the channel where the videoconference took place. Maximum number of attendants is 250 and maximum length of the recording is 4 hours. In case you already have videos, you can directly upload them to Stream. See the separate Stream tutorial on how to do that.

https://web.microsoftstream.com/

**Saving files and setting them to „read only“ for students**

Each channel has the „Files“ tab in the upper menu. Here all files uploaded in the discussion are saved automatically. You can also add files here manually by dragging them with your mouse from your PC folder. You can also create new office files directly in Teams. You can add folders too. All within the „+ New“ button.

In the channel “General” there will likely already be a “Class materials” folder created. It is by default set to “Read only” for students. In other channels you will have to create such folder manually but it is simple. Create the folder, right-click it and choose “Open in SharePoint”, which will open it in the web browser.
Here right-click the folder again and choose the "Manage properties" option. On the right side a tab will appear, where you can set access rights for both students and teachers for each folder.
**Class OneNote notebook**
In the channel “General” there is an automatically created tab “Class Notebook”, where you can create a notebook in One Note. Just click on the „Set up a OneNote Class Notebook”, and choose the “Blank Notebook” option.

In the notebook where will be several differently behaving sections:

Here’s what you will get in your 409-O365-testClass Notebook:

**Collaboration Space**
Team notes are stored here for everyone to see. All channels will have sections here.

- Teacher can edit the content
- Student can edit the content

**Content Library**
Publish course materials to students.

- Teacher can edit the content
- Student can only view the content

**Student Notebooks**
A private space for each student.

- Teacher can edit the content
- Student can edit his or her own content and can’t view others’ notebooks

The structure of each student notebook you can predefine. There are several pages created by default but you can delete them or edit them to your liking. Each student will have these pages pre-created in the notebook for his/her private notes.
After that the notebook will be created. You can show the section menu by clicking on the purple arrow on the left. Each section has a tutorial on how to use it effectively. You can add new sections by clicking the „+ Section“ and pages by the „+ Page“ at the bottom of the menu.

Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

- Each notebook is organized into three parts:
  1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access every student’s notebook, while students can only see their own.
  2. **Content Library** — A read-only space where teachers can share handouts with students.
  3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.
Creating and assigning assignments

In the “General” channel there is the “Assignments” tab where you can create and assign tasks to students (or homework, if you prefer). Just click on “Create” and choose, whether you want to make an assignment or a quiz.
While creating the assignment you can add instructions, and attach files relevant to the task. You can also define grading in the Points and Rubrics options. The task can be assigned to all students or to individual students separately. You can define the deadline of the assignment as well. Lastly, you can either assign the task directly or save it for later.

Already assigned tasks can be displayed in the assignments tab which was initially empty (in the General channel).
You can open the tasks and check which students already submitted the assignment. You can provide feedback to the handed in assignments and also return them for redoing.
Adding new members to the Teams:
Members can have two roles, either Students or Teachers. There are three options how to add new members:

1. After you create the Team you will be asked directly to add members. This can be also done later if you skip it. The app should show you existing people who already are using Teams when you start typing a name. Only people who logged in to Teams before can be added this way. If you can not find the person you want, continue with the ad 2. You can add individual people later by clicking on the menu (three dots next to the team name) and choose “add members”.

2. An easier option is to generate a link and share it with the students e.g. by e-mail. Again, click on the menu next to the team name and choose “Get link to team”.

![Image of adding members to Teams](image_url)
3. You can also generate a code, which students can use to join the team themselves. In the same menu click on “Manage Team” and there choose the tab “Settings” and there “Team code”. Students can then join the Team if they already have the app by clicking on the “Create or join Team” in the Team start page.
Additional information – for work teams

Teams can also be used for work teams. Simply click on “Staff” option while creating a new Team. The functionality is similar except for the “Assignments” module. There are nice tutorial videos from Microsoft on how to use Teams for work.
You can likely use many more useful apps in the work team compared to the class team. *E.g.* Planner is very handy for assigning tasks within the team.
Planner makes it easy for your team to stay organized, assign tasks, and keep track of your progress. Create a new plan so you can start getting things done.

Create a new plan

Tab Name

Úkolovník pro akci XYS

Use an existing plan from this team

Looks like this team has existing plans. Select an existing plan to add it as a tab.

Existing plans

Post to the channel about this tab

Save
Dodělat návod na Teams

Complete task

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