HyFlex with Web Conferencing

Microsoft Teams Manual

CCSU
Instructional Design & Technology Resource Center
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Accessing Microsoft Teams

• Open Microsoft Teams from the Start menu (Windows)
  *Best experience

or

• Access the Web App https://office.ccsu.edu/
  • Sign in with your CCSU Office 365 Email address and password
Schedule Teams Meetings

1. Click **Calendar** icon
2. Click **+New Meeting**
Schedule Teams Meetings

1. Name the meeting
2. Enter email addresses of invitees
3. Dates and Times
4. Recurring select custom (see next slide)
Schedule Teams Meetings: 
*Custom Recurrence Setup*

1. Enter start date
2. Select the days of the week your class meet if meeting more than once a week
3. Enter end date (the final class date)
4. Click **Save** and you will return to the previous schedule page, click save again at the top
Note about schedule notifications

After scheduling the meetings, your students will receive an email notification that they have been added to the series of meetings. The email will ask the student if they would like to add the event to their calendar. If they select NO they won’t receive calendar reminders, if they select YES, they will.

You can choose to share the link to the meeting on Blackboard so that your students don’t have to worry about misplacing the link. Share Microsoft Teams Meeting Link to Blackboard.
Camera & Microphone Settings

**Audio Test**
- Select COMMUNICATIONS Echo Cancelling Speakerphone (TesiraFORTE)

**Video Test**
- Select USB Capture SDI or Av.io SDI Video
1. Power Camera **ON**
2. Power Projector **ON**
3. Select **Screen** to focus camera onto the projector screen or whiteboard

The Crestron Touchscreen allows you to power and position your camera.
Starting a Session

1. Click **Calendar**
2. Locate the event and click **Join**
Starting a Session

• After clicking Join, you are presented with an audio/video settings check
• Click Join now when you are ready
Remember you have 2 PC Monitors

- The **primary monitor is projected to the classroom**
- The secondary monitor does not get projected
- To project the Microsoft Teams session to the classroom, the Teams window must be parked on your primary (usually left) monitor in order to project onto the big projector screen.
- Anything on your monitor that you want your students in the classroom to see needs to be projected onto the projector screen. So, if you see that the window you want to project is not projecting, **click and drag the window onto your primary monitor**.
Session Features

More Features
Menu

Recording button can be found here, see next slide

Click here to Return to Table of Contents
More Features Menu

- Device settings
- Meeting options
- Meeting notes
- Meeting details
- Gallery
- Large gallery (Preview)
- Together mode (Preview)
- Focus
- Full screen
- Call me
- Apply background effects
- Turn on live captions
- Start recording
Share Content

• **Share content in a meeting on Teams**

Remember to click include computer sound!

Click Browse if you would like to upload a PowerPoint file to present. Do not click Browse, if your file has animations/videos. You can select the Desktop or Window instead. If presenting PPT with an imbedded YouTube link you should share Desktop and open the link in a browser.
Stop (end) Recording

1. Click on More Features icon
2. Click **Stop Recording**
Accessing Recording

After ending the session call you will see the Link to the recording in the chat history. You also will receive an email from Microsoft Stream containing a link to the recording. You can then upload the link to the recordings onto Blackboard by following these steps > Share Microsoft Teams Recording to Blackboard
Attendance Reporting

• IMPORTANT! Only can be done when in a live call
  • Click on participants icon
  • At the top of the participants list, click the three dots
  • Click Download attendance list
  • This excel file will be downloaded to your computer’s Downloads folder
IDTRC Microsoft Teams Resources

• HyFlex with Microsoft Teams Resources
• Microsoft Teams Resources