TEAMS: How to Create a Channel Meeting for your Spring 2021 Course

SPRING 2021 UPDATE: These instructions now work for regular AND Orion-combined courses. Courses merged using the eLearning Merge Course Tool, however, must use the Private Meeting instructions.

UT Dallas Spring 2021 courses will continue to be offered in a variety of modalities. For more information about these modalities, see https://www.utdallas.edu/coronavirus/academic-continuity/. All courses will continue to support asynchronous access for Spring 2021. This allows students to decide if they will attend class in person, participate in the class online during the normal class time, or watch the recorded class lecture asynchronously.

The university supports these teaching methods with three tools...

- **Microsoft Teams** – Used for recording lectures
- **Microsoft Stream** – Used for storing and captioning lecture recordings and uploaded videos
- **eLearning (Blackboard)** – Learning Management System

Below are instructions developed by the ETS-eLearning team to step you through what to do

1) before the semester starts,
2) before each class period, and
3) after your class has ended.

### WHAT TO DO: Prior to Semester Start

Before the semester begins, you’ll need to create a recurring Channel Meeting in the Microsoft Teams calendar. You’ll then use this same Channel Meeting during each class session to live-stream and record your class lecture (Step 2 below).

PLEASE NOTE: Channel Meetings have the benefit of appearing in the Course Team. However, while Channel Meetings will allow outside users (i.e. guest speakers, anyone not enrolled in the course) to share audio and video, these outside users WILL NOT be able to see/participate in the meeting chat.

1. Login to Teams.
   
   If you’ve never logged into Office 365 using your computer, you’ll see the first screenshot below. Type in your email address using the netid@utdallas.edu format. Click **Next**. Follow the prompts to type in your password and authenticate using DUO.

   If you *have* logged into Office 365 any time prior using your computer, you’ll see the second screenshot below. Simply click your email address to continue. Follow the prompts to type in your password and authenticate using DUO, if needed.

   If you have never used DUO, please see https://www.utdallas.edu/oit/howto/netidplus/.
Use the Calendar in Teams to create a Channel Meeting.

On the New Meeting screen, you’ll fill in the following information.

Meeting Name

UTD 1301.001 (Fall 2020)
Date – Type the date/time of your first class session. Then click the dropdown, and choose the **Custom** option.

Select the days of the week your class takes place. Then set an End date.
In the Add channel field, click your course team name, then click the General channel listed under the course name.

Now click the Send button. This will send a calendar invitation to the students in your class.

2. You now need to set your Meeting Options. To do this, right-click on the event in the calendar, and go to Edit > Series.

Click the Meeting options link.

ORION-COMBINED COURSES UPDATE (Updated for Spring 2021)

Faculty will have merged course teams for Orion-combined courses. For this step, select the General channel for your merged course team.

NOTE: Courses that are merged in eLearning using the Merge Course Tool will need to use the Private Meeting instructions.
For the **Who can present?** dropdown, choose **Only me**. This will make your students enter the meeting as an ‘Attendee’. Attendees do not have access to share their screen or record the class session. They do, however, have the ability to share their microphone and webcam.

Faculty also have the ability to turn off attendees’ ability to freely unmute their microphones. To do this, change the **Allow attendees to unmute** button to **No**.

NOTE: Some faculty may find this beneficial in preventing disruptions. Other faculty, however, may want students to be able to freely interject during the class to comment on topics, in which case this option should be left set to **Yes**.

Click **Save**. Close the browser window, and you are back at the Meeting Details screen.
3. Post link in your eLearning course. To do this, while still in the Meeting Details screen, right-click on the Join Microsoft Teams Meeting and click Copy Link.

Now go to your eLearning course, and create a Web Link that directs students to the meeting URL. (We recommend putting the link somewhere that’s easy to find, like the top of the Course Homepage.)
WHAT TO DO: At the beginning of each class session

It’s the day of your class, and you’re ready to start your lecture. The instructions below will work whether you’re in a classroom using the podium computer or teaching remotely using your university laptop.

1. Open the Microsoft Teams application. Open the calendar, then click the Join button for your course meeting.

2. On the window that pops up, 1) make sure your webcam is turned on, 2) select the correct audio source (most likely Computer audio), 3) turn on your microphone, then 4) click Join now.
3. **BE SURE to start your recording.** To do this, click the More Options button and click Start recording.

4. On the Teams toolbar, select the Share button.

5. Select you want to share. Notice that Teams lists PowerPoint files you’ve uploaded into Office 365. If you do not see the file you’re looking for, click the Browse link. If you are sharing your Desktop or a specific Window, you have the ability to check the box to **Include system audio**.

*PLEASE NOTE: The ability to “Include system audio” is not yet available on Macs.*
6. You can now conduct your class. Below are some tips to help you manage your meeting.

- **MUTE-ALL** – If you find you need to mute all your attendees quickly, click the **Mute All** button at the top of the Participants list.

![Mute All](image)

- **STOP FOR QUESTIONS** – Since you’re most likely not going to have the Teams Meeting open while you’re lecturing, you may not notice if a student types a question in the chat window. So, periodically stop your lecture and ask if there are any questions from the online students.

If you originally set your meeting to not allow attendees to unmute, you will need to hover over the **More actions** icon at the top of the Participants Panel, then click **Allow attendees to unmute**. This will allow your students then to ask their questions.

![Allow attendees to unmute](image)

- **RAISE HAND** – Students have the ability to raise their hand in the meeting. When a student raises their hand, you’ll see a number appear on the Participants button in the toolbar.

![Raise hand](image)

Pull up the Participants Panel, and you’ll then see a list of students who have their hands raised. (MS Teams will list the students in the order each of the hands were raised.)
Once you’ve responded to each student, you can then lower the student’s hand.

- **CHANGE MEETING PERMISSIONS** – If you ever need to edit the meeting permissions during the actual meeting, hover over the More actions icon at the top of the Participate Panel, then click Manage Permissions.

- **DOWNLOAD ATTENDANCE** – You can download a list of students who attended the meeting by clicking the Download Attendee List option. To do this, hover over the More actions icon at the top of the Participant Panel, then click Download attendance list.
7. Once your class is done, click the More Options button, and choose Stop Recording. Then confirm on the next window.

Your recorded lecture will be saved in Microsoft Stream, which you’ll access in Step 2 below.

WHAT TO DO: After your class session

Now that you’ve finished with your class, you need to share that lecture recording with your students. Below are instructions on how to grab the link to the recording and add it to your eLearning course.

1. Now that your lecture has finished, there are multiple ways you can access your lecture recording in Microsoft Stream.

   a. Once your recorded lecture is ready, you’ll get an auto-generated email notification. Click the “to publish, edit or share” link to access your recorded lecture. This will take you to the Microsoft Stream website.
b. Open the MS Teams program on your computer, then **More Apps** button in the sidebar. Then click the **Stream** link. (You may need to use the **Find an app** search tool if Stream is not listed.

![Stream in MS Teams]

Then click the **Go to website** button in the top-right corner.

![Go to website button]

c. Go to the university’s Office 365 website (https://o365.utdallas.edu). Now login using **NETID@utdallas.edu** as your username.

![Office 365 login page]
d. Click the **Stream** button.

![Stream button](image)

2. Once you’re in Stream, click on **My Content > Videos**. Then click the link to your video.

![Stream interface](image)

3. You’ll now see your lecture recording. Notice to the right of the video, there is a Transcript panel. When you get to a line that needs to be edited, click the Pencil button, make your change, then click **Save**.
4. Below the video, click the **More actions** button, then choose **Update video details**.

   a. In the section labeled **Details**, you can update the lecture name to be more descriptive (i.e. include a date and/or topic in the name).

   b. In the **Permissions** section, you'll notice that your Course is already listed. (PLEASE NOTE: You can grant additional courses access to the video. To do this, click the
Share with dropdown, and choose My groups. Then type in your course number, and click search. You’ll then be able to select additional courses to grant Display access.)

![Image of Share with dropdown]

- Make sure the checkbox for Autogenerate a caption file is checked.

![Image of Options section]

c. In the Options section, make sure the checkbox for Autogenerate a caption file is checked.

d. When done, click Apply at the top of the screen.

![Image of Apply button on screen]

Your students will now be able to access the video in Stream. (For more information on how students access content in Stream, please see our “How to Access Lecture Recordings” instructions for students.)