TEAMS: How to Create a Private Meeting for your Course

PLEASE NOTE: These instructions are used ONLY if 1) your courses were merged in eLearning using the Merge Course Tool, or 2) OIT Helpdesk has recommended use of Private Meetings for your merged course.

While most courses will return to regular face-to-face format, there are several courses that will be offered in multiple modalities. For more information about these modalities, see https://www.utdallas.edu/coronavirus/academic-continuity/.

The university supports these teaching methods with these tools…

- Microsoft Teams – Used for recording lectures
- 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 will need to create a new recurring Private Meeting. The best way to do this is to create the meeting in Microsoft Outlook. Please follow the instructions below.

1. Open Microsoft Outlook, and while in the Calendar, create a new calendar event for your course.
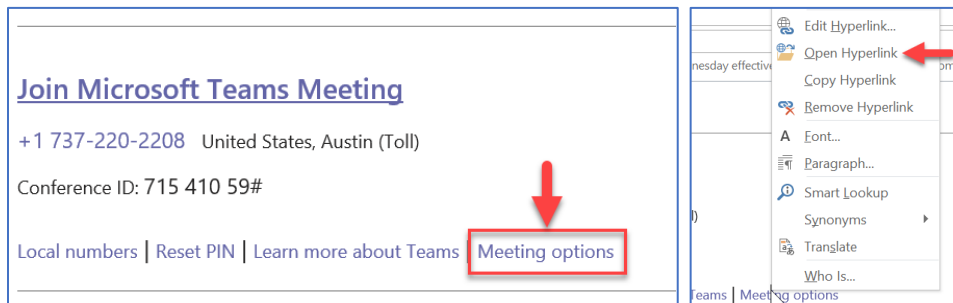   a. Click the **Recurrence** button
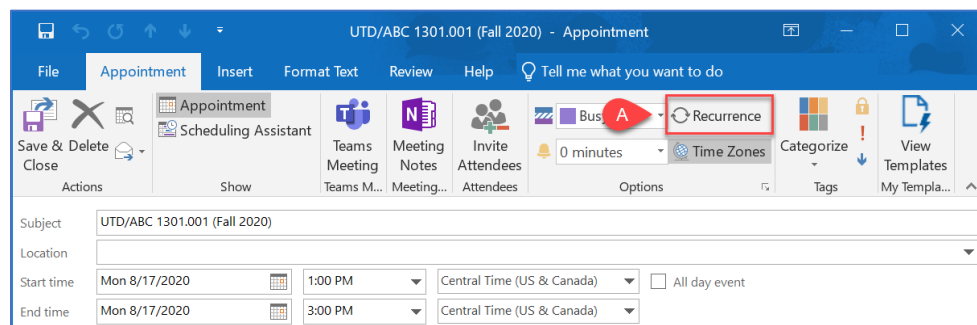
    b. Put in the start/end times.
    c. Select Weekly.
    d. Select what days of the week your course occurs (i.e. Monday/Wednesday).
    e. Put the last day of class in the "End by" field.
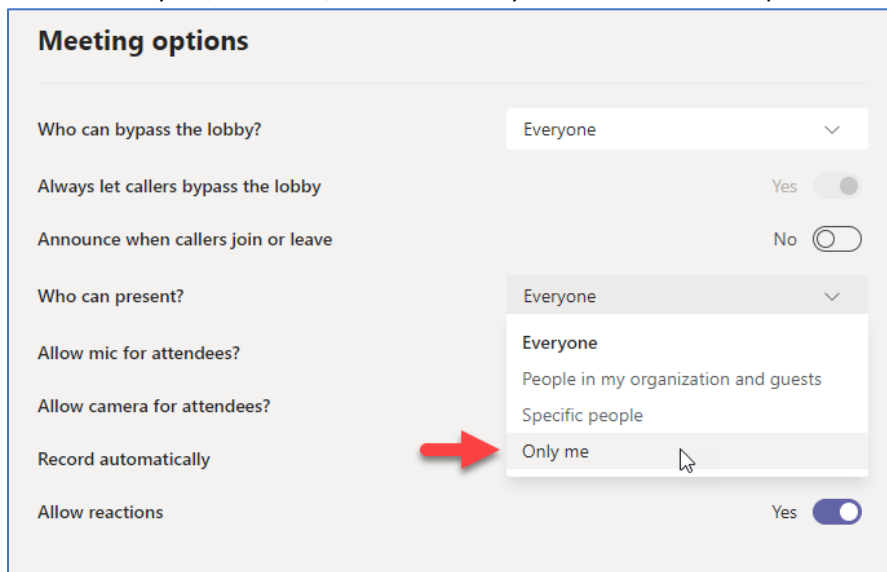
f. Click **OK**.

g. Now click the **Teams Meeting** button. This will add a Teams link to your calendar event.

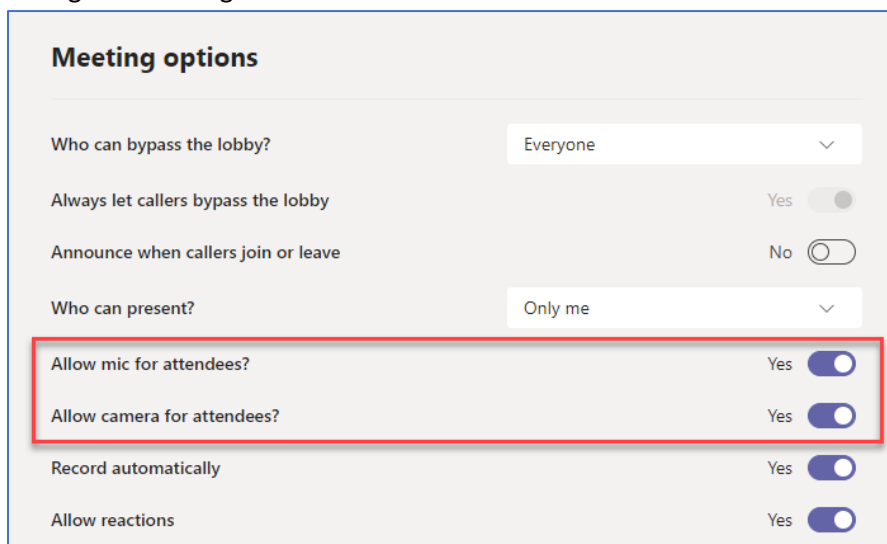If you are using the web version of Outlook, you can find the Teams Meeting option under **More Options**.

2. Now you need to set your Meeting Options. While you still have the calendar event open, right-click on the "Meeting options" link, and click **Open Hyperlink**.

Join Microsoft Teams Meeting

+1 737-220-2208   United States, Austin (Toll)

Conference ID: 715 410 59#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

Edit Hyperlink...
Open Hyperlink
Copy Hyperlink
Remove Hyperlink
Font...
Paragraph...
Smart Lookup
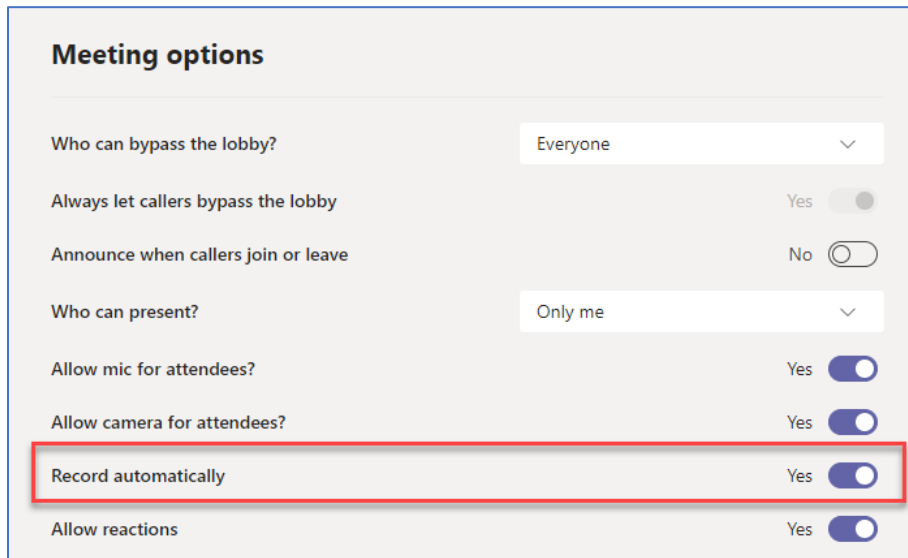Synonyms
Translate
Who Is...

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.

Meeting options

Who can bypass the lobby?	Everyone
Always let callers bypass the lobby	Yes
Announce when callers join or leave	No
Who can present?	Everyone
Allow mic for attendees?	Everyone
Allow camera for attendees?	People in my organization and guests
	Specific people
Record automatically	Only me
Allow reactions	Yes

Faculty can also decide if attendees have the ability to use the mic or share their video camera during the meeting.

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Faculty can now set the meetings to automatically start recording as soon as the meeting starts (i.e. once the first person accesses the meeting). Once that recording is finished, the meeting instructor will own the meeting recording.


Click **Save**. Close the browser window, and return to your calendar event.

3. Post link in your eLearning course. To do this, while still in the calendar event, right-click on the **Join Microsoft Teams Meeting** and click **Copy Hyperlink**.
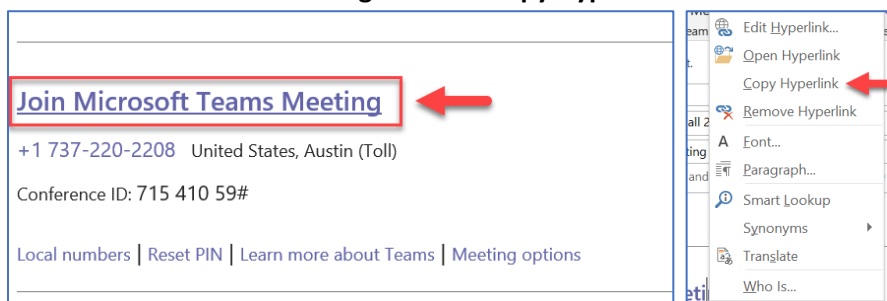
Now go to the course in eLearning, and create a Web Link that directs students to the Private Meeting url. (We recommend putting the link somewhere that's easy to find, like the top of the Course Homepage.)
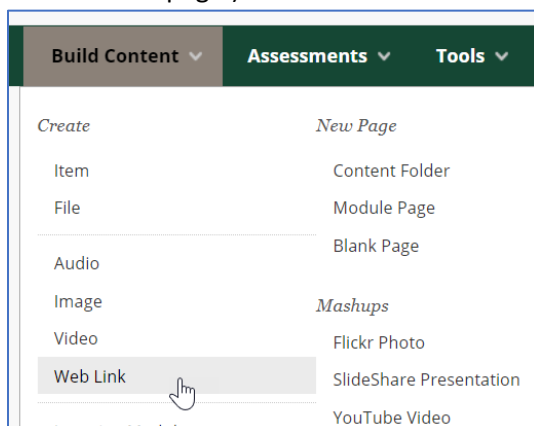
WEB LINK INFORMATION

* Name   MS Teams Classroom (UTD/ABC 1301.001)

* URL   https://teams.microsoft.com/l/meetup-join/19%

                     For example, http://www.myschool.edu/

                     ☐ This link is to a Tool Provider. What's a Tool Provider?

🔗 **MS Teams Classroom (UTD/ABC 1301.001)** ⌄

Classes are Mon/Wed, 1-3pm.

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**.
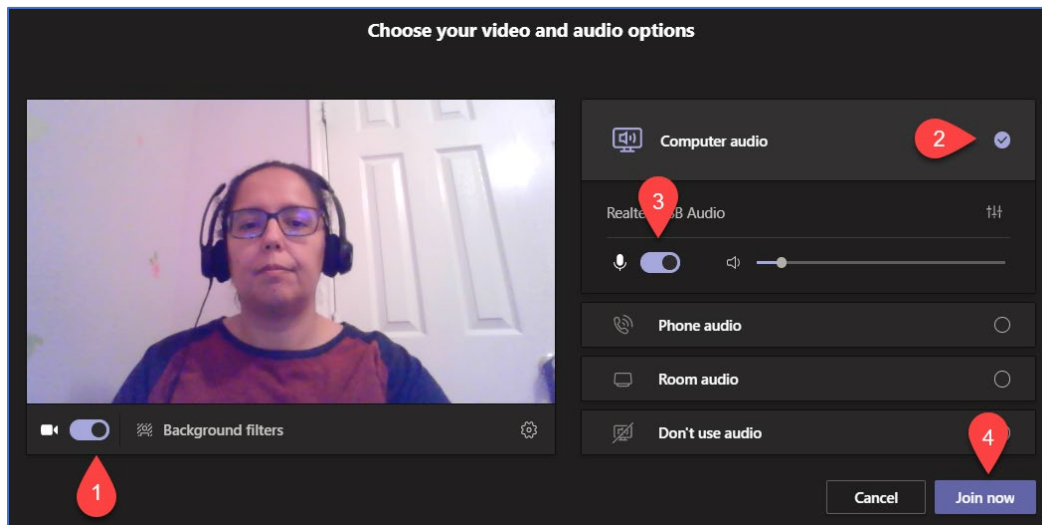
3. <mark>BE SURE to start your recording</mark>. To do this, click the **More Options** button and click **Start recording**.
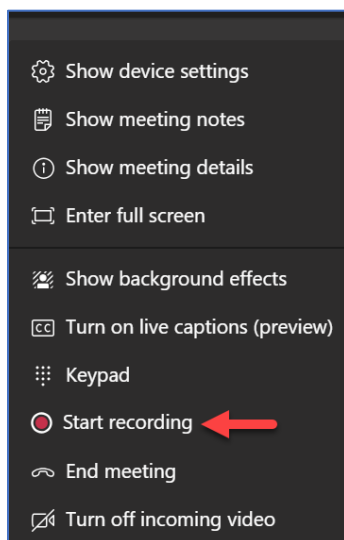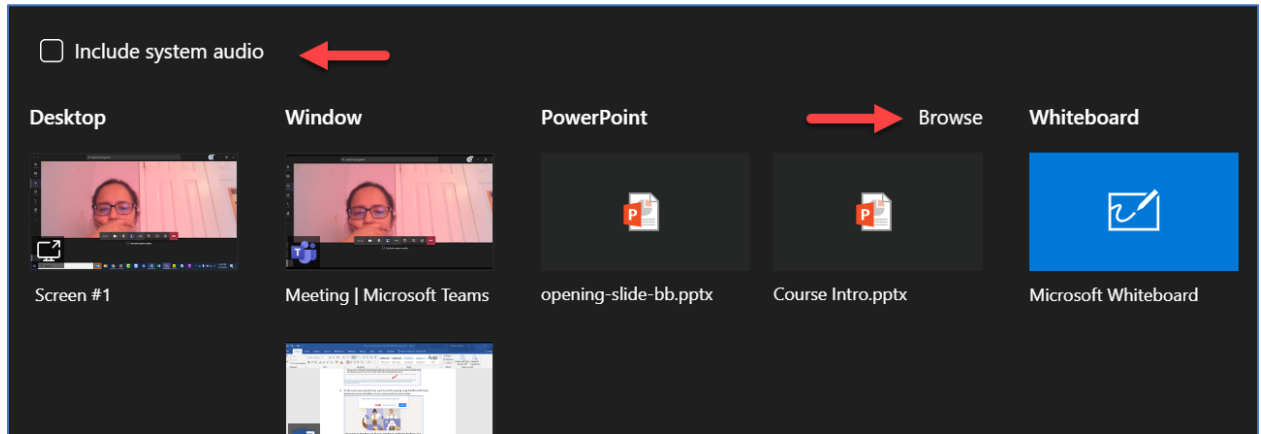

4. On the Teams toolbar, select the **Share** button.

5. Select what 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: On a Mac, you will need to install a driver the first time you include computer audio in a Teams meeting. Just follow the simple wizard and click Install or Update. It takes about 10 seconds for the installation to complete.

6. You can now conduct your class. Below are some tips to help you manage your meeting.

- MANAGE ALL ATTENDEES – Switch to the Participants Panel.

Click the **More Options** icon, and you'll see several settings available. These settings affect all attendees.

- ❖ **Mute all** – Mutes all attendees at once. Attendees, however, still have the ability to unmute.
- ❖ **Disable mic for attendees** – This removes attendees' ability to unmute their mics.
- ❖ **Disable camera for attendees** – This removes attendees' ability to turn on their cameras.
- ❖ **Manage permissions** – This opens the Meeting Options webpage, discussed earlier.
- ❖ **Download attendance list** – This downloads a list of students who attended the meeting.
- ❖ **Lock the meeting** – This prevents any additional attendees from entering the meeting.
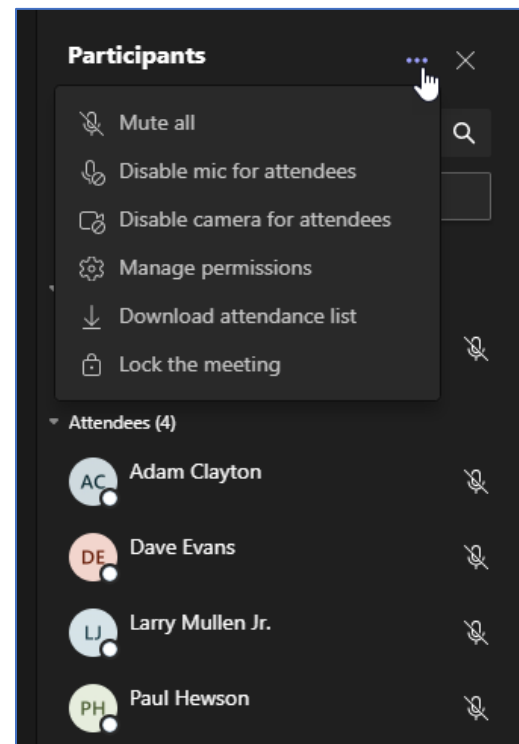
- MANAGE INDIVIDUAL ATTENDEES – While still in the Participant Panel, hover over an attendee's name, then click the **More options** link. You'll now see several options that impact that particular student only.

  - ❖ **Mute Participant** – This mutes that attendee's microphone. The attendee, however, still has the ability to unmute.
  - ❖ **Disable mic** – This removes that attendee's ability to unmute their mic.
  - ❖ **Disable camera** – This removes that attendee's ability to turn on their camera.
  - ❖ **Pin** – This will keep the video pinned (in view) no matter who is speaking.
  - ❖ **Spotlight** – This will put the focus on this particular student for all participants.
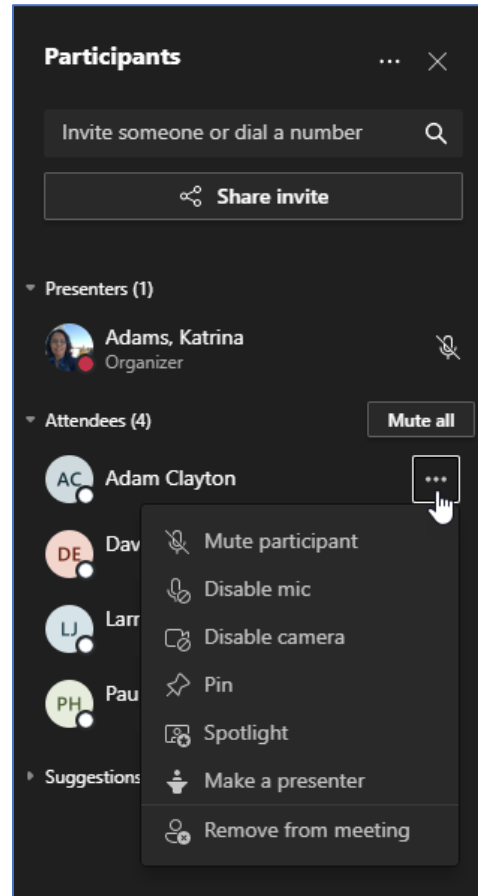
- RAISED HANDS – Participants have the ability to raise their hand in the meeting. When a student raises their hand, you'll see a number appear on the Participants button in the toolbar.
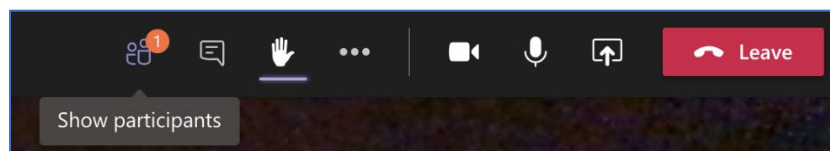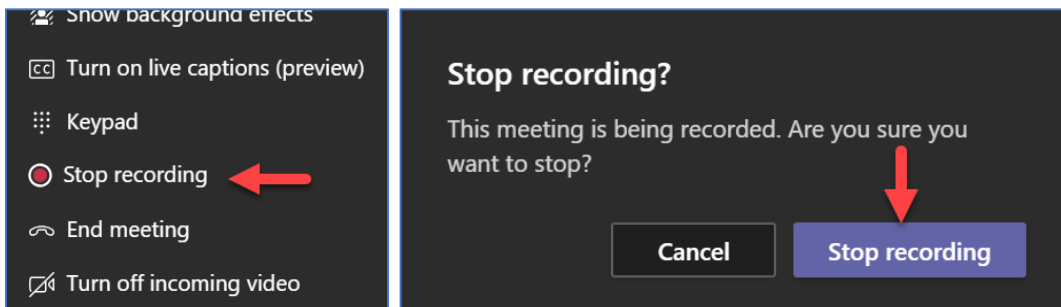
In the Participants panel, the students with raised hands will appear at the top of the list of attendees. (MS Teams will list the students in the order each of the hands were raised.) Once you've responded to each student, you can then lower the student's hand.
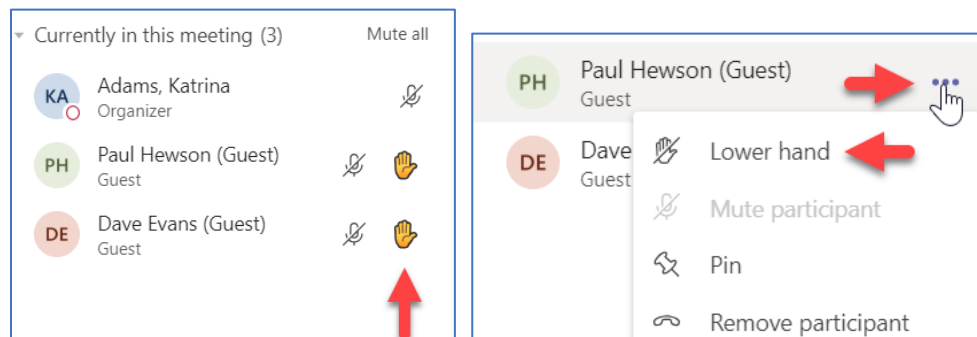
7. Once your class is done, click the **More Options** button, and choose **Stop Recording**. Then confirm on the next window.


Your recording will be saved in your *personal* OneDrive space.

WHAT TO DO: After your class session

Once you've finished recording your class, you will need to move the recording from your personal One Drive space into the appropriate class team.

1. While in Teams, click on the **Files** options in the left sidebar.
2. Click on **OneDrive**, under Cloud Storage.
3. Click the **Recordings** folder.
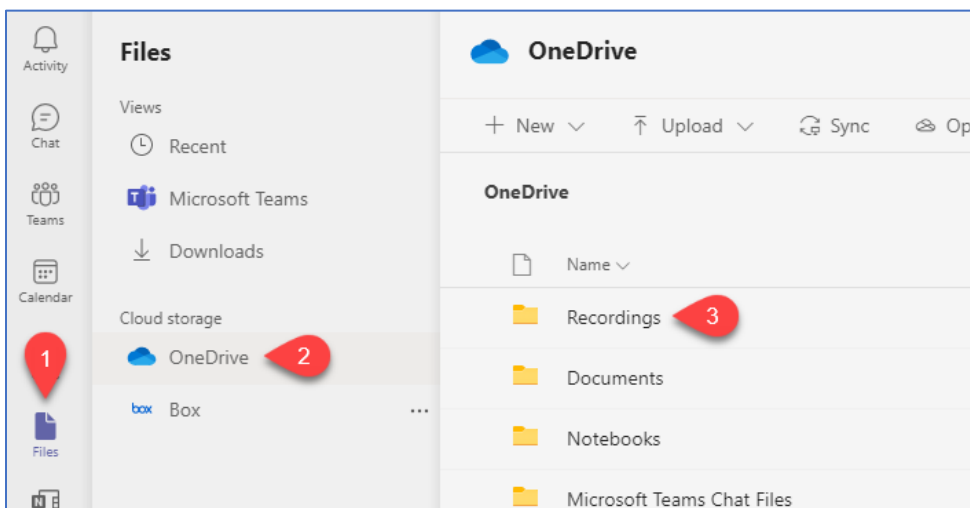
You'll now see the recording you just created. (Depending on the length of the class recording,

it may take a few minutes for the recording to appear in this list.) Notice in the screenshot below that each recording is tagged with the date (highlighted). However, if needed, the instructor has the ability to select a recording, then rename it.
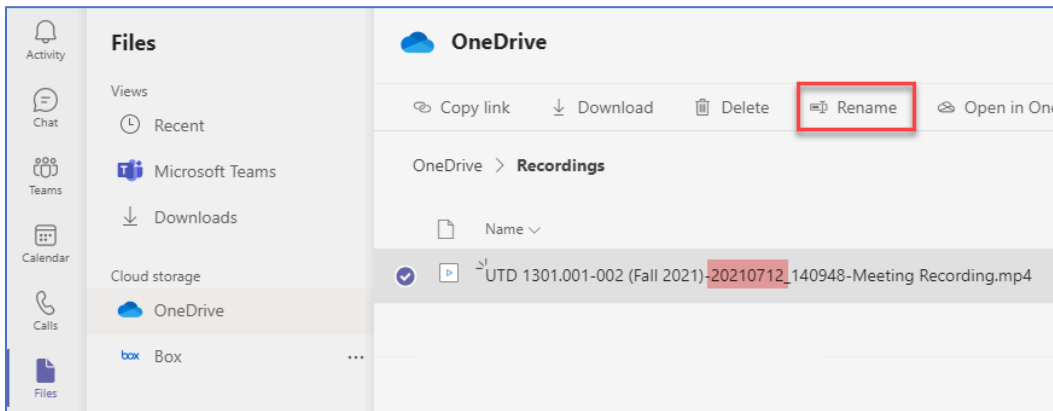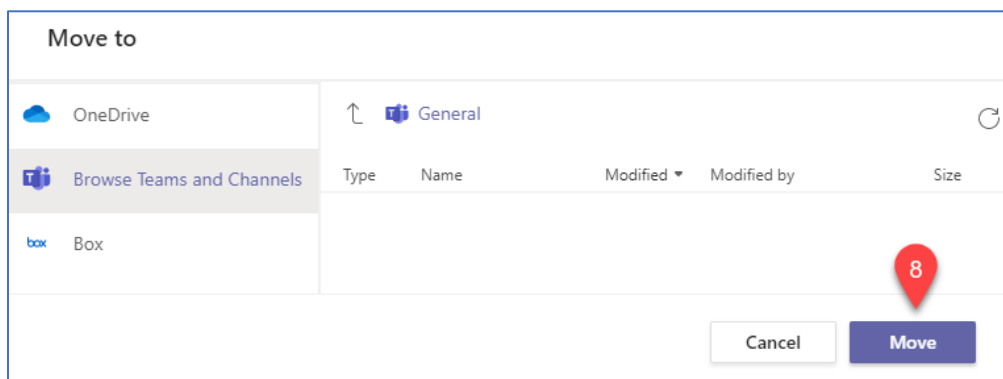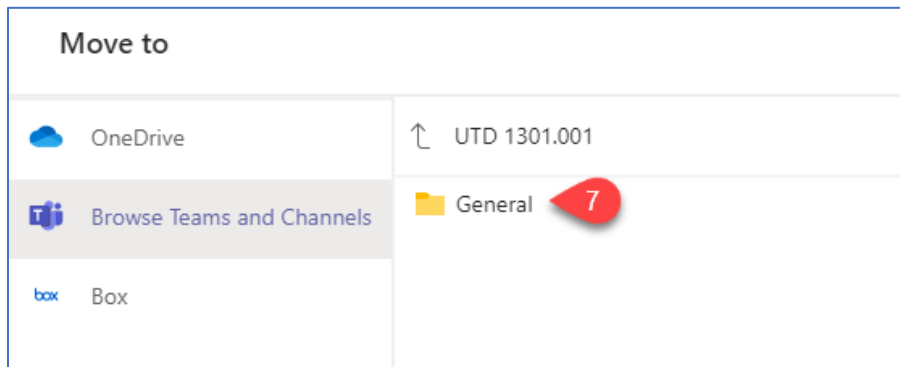

4. Currently, that recording is visible/accessible only to you. You now need to move that recording into your class team space. Right-click on the recording name, then choose **Move**.
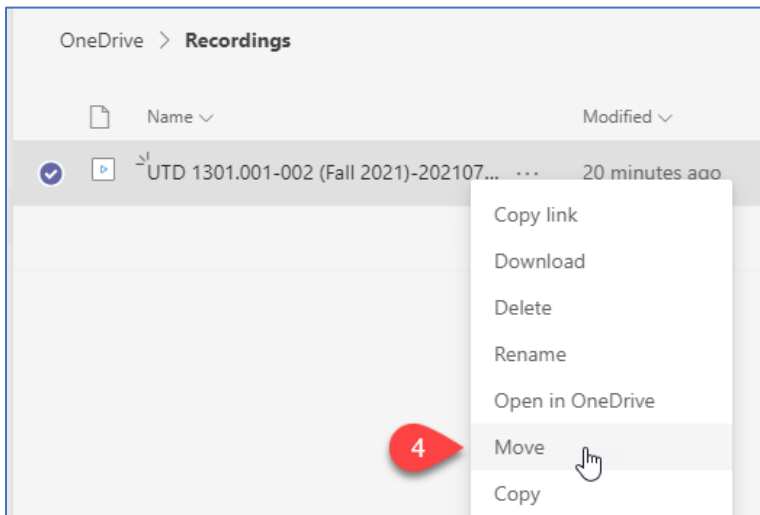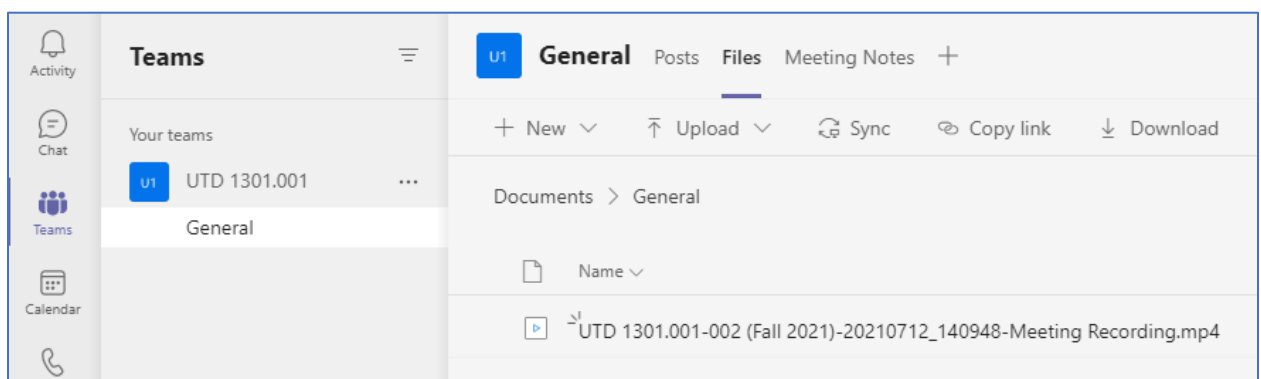

5. Click **Browse Teams and Channels**.
6. Click the class team.
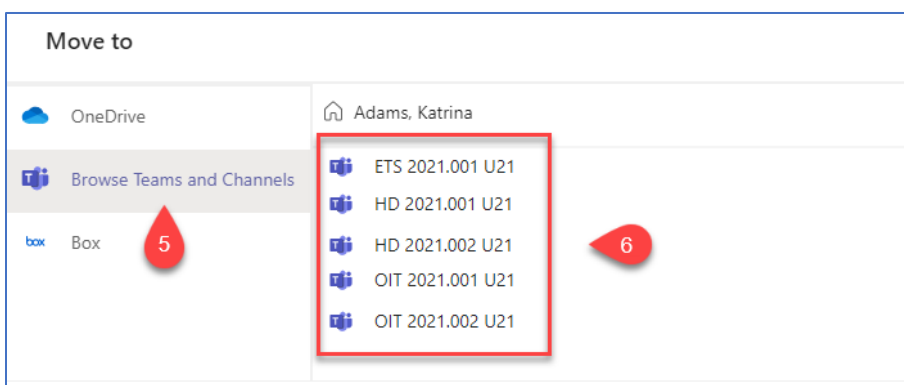
7. Click the **General** channel.
8. Finally, click **[Move]**.

Your video is now in the Files area for your class team. Your students are now able to view your recording.

OPTIONAL: If you want to grab the URL for the video, click the **More Actions** button, and then choose **Copy link**. You can then paste that link into an email or post the link into your eLearning course.