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.

UT Dallas Spring/Summer 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/Summer 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 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 will need to create a new recurring Private Meeting in Teams. 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**.

![Appointment Recurrence](image1.png)

```
Appointment Recurrence

- **Start:** 9:00 AM
- **End:** 11:00 AM
- **Recurrence:** Every Monday and Wednesday
- **Duration:** 2 hours
```

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

![Teams Meeting Button](image2.png)

```
You haven't sent this meeting invitation yet.

**To:**

**Subject:** UTD/ABC 1301.001 (Fall 2020)

**Location:** Microsoft Teams Meeting

Join Microsoft Teams Meeting

+1 737-220-2008 United States, Austin (Toll)

Conference ID: 715 410 599

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

In Shared Folder: Calendar
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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**.

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 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**.

![Join Microsoft Teams Meeting](image1)

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.)

![Build Content](image2)

![WEB LINK INFORMATION](image3)

![MS Teams Classroom](image4)
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 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:** 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.
• **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.

• **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.

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.) 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.

   ![Email notification]

   ![Microsoft Stream website]

You can also go directly to the Microsoft Stream website by going to the following url: [https://web.microsoftstream.com/](https://web.microsoftstream.com/).
b. Now login using **NETID@utdallas.edu** as your username.

![Login Screen](image)

**Click the Stream button.**

![Stream Screen](image)

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

![Video Screen](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 can grant 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 the courses to grant Display access. Do this for each of your courses included in your merged course (i.e. UTD 1301.001 AND ABC 1301.001).
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.

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.)