TEAMS: How to Create a Channel Meeting for your Course

PLEASE NOTE: 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.

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'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/.
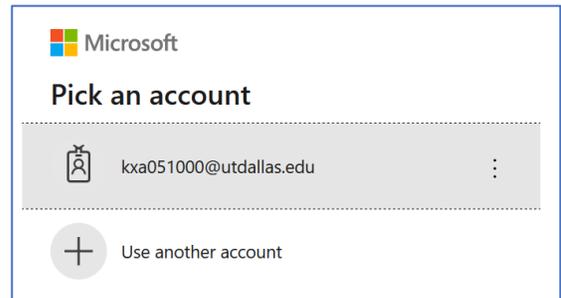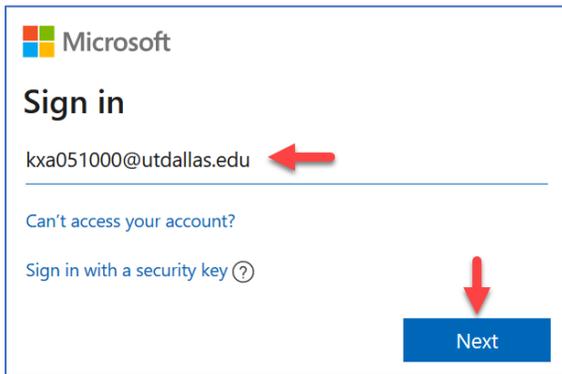
Use the Calendar in Teams to create a Channel Meeting.
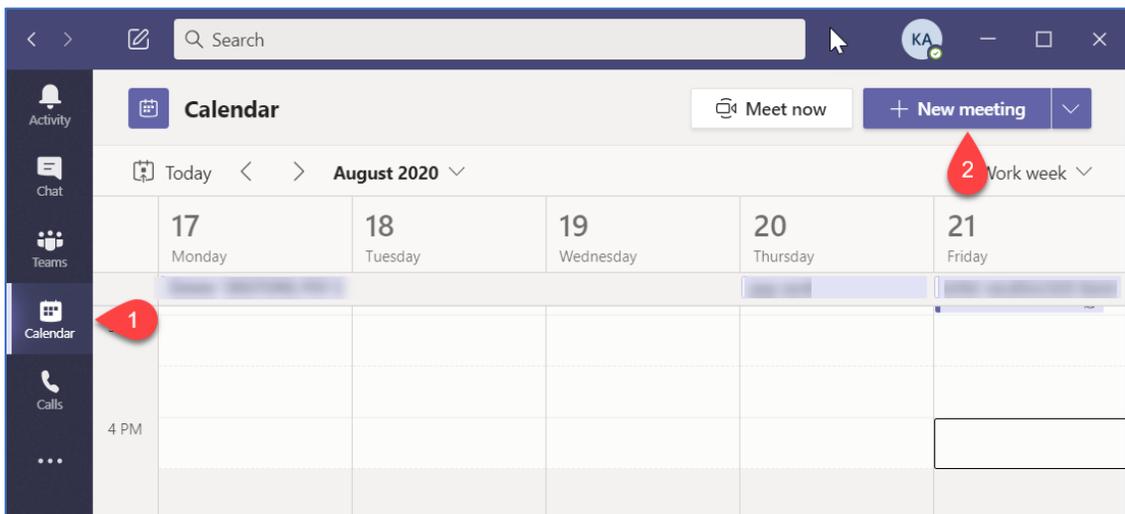
On the **New Meeting** screen, you'll fill in the following information.

Meeting Name

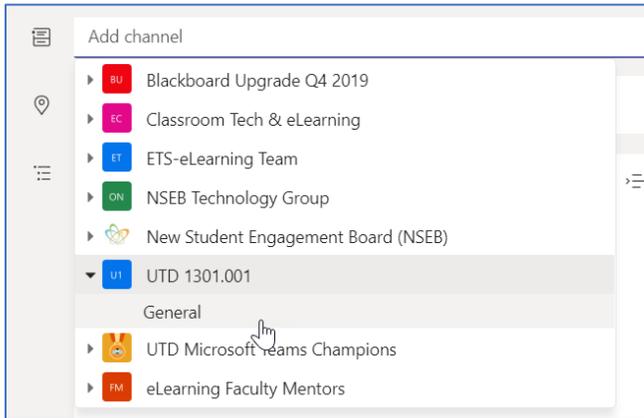Date – Type the date/time of your first class session. Then click the dropdown, and choose the **Custom** option.

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.
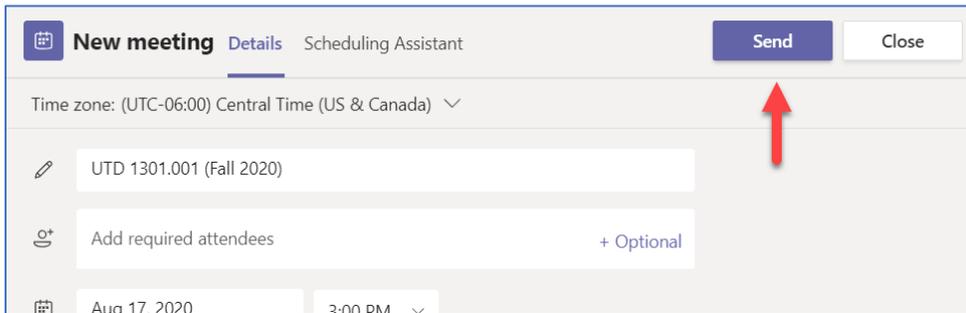

ORION-COMBINED COURSES UPDATE

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.
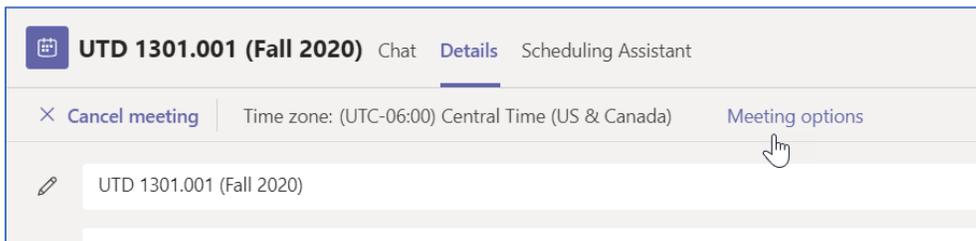
Now click the **Send** button.

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**.
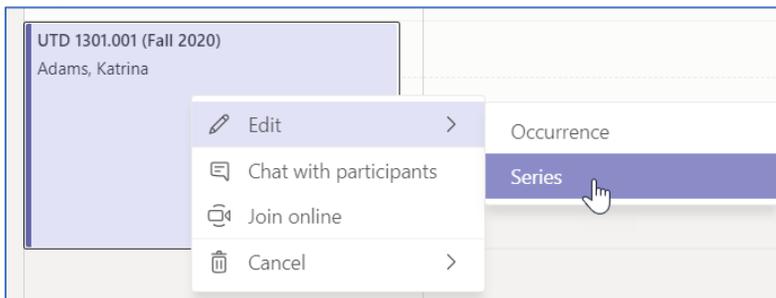

Click the **Meeting options** link.

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.
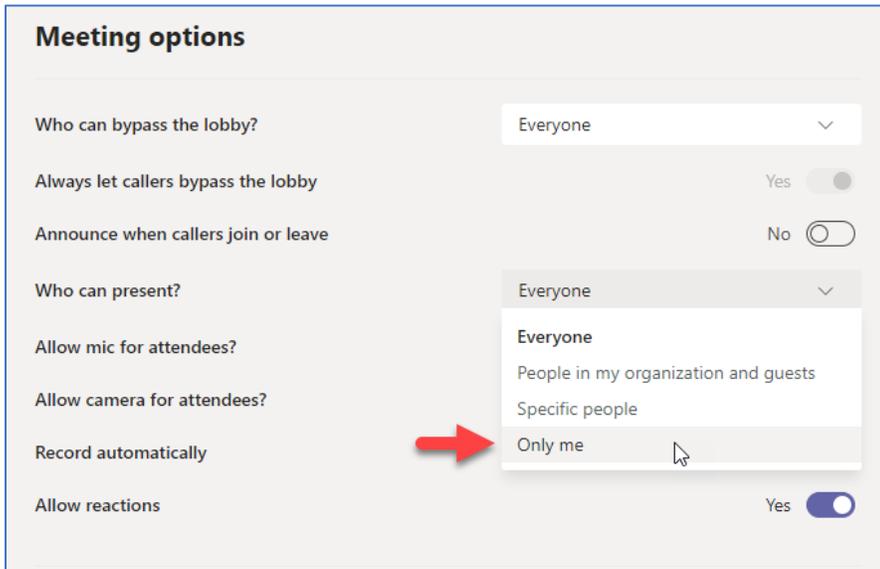
You can also decide if attendees have the ability to use the mic or share their video camera during the meeting.
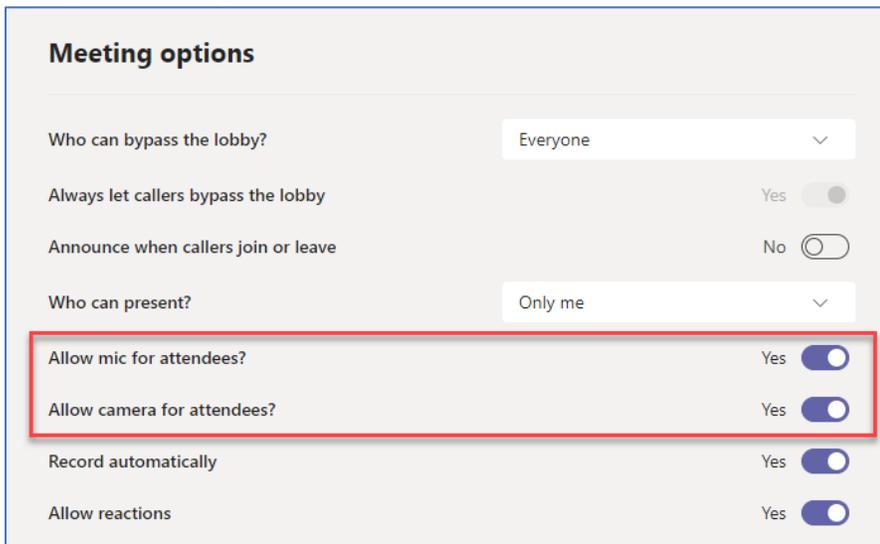
Faculty can now set the meetings to automatically start recording as soon as the meeting starts (i.e. once the first person accesses the meeting). Once that recording is finished, the meeting instructor will own the meeting recording.
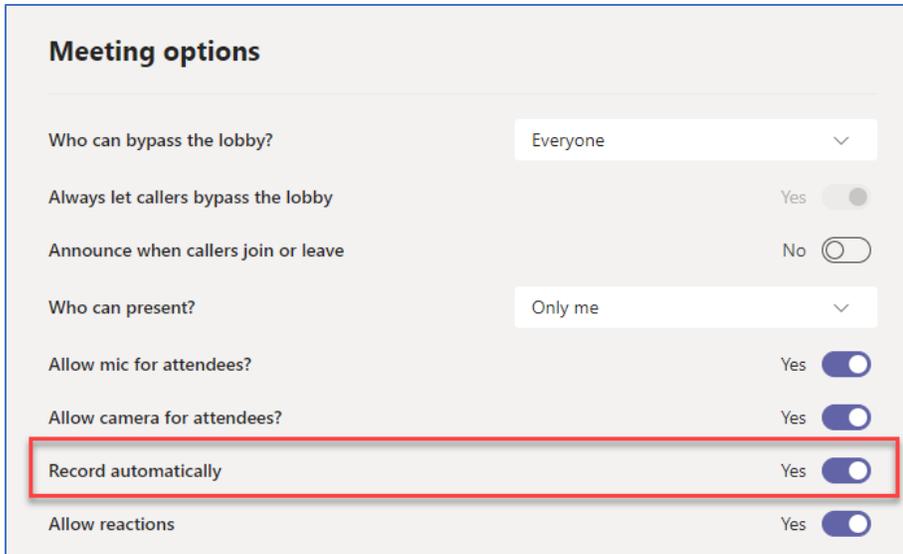
Click **Save**. Close the browser window, and you are back at the Meeting Details screen.
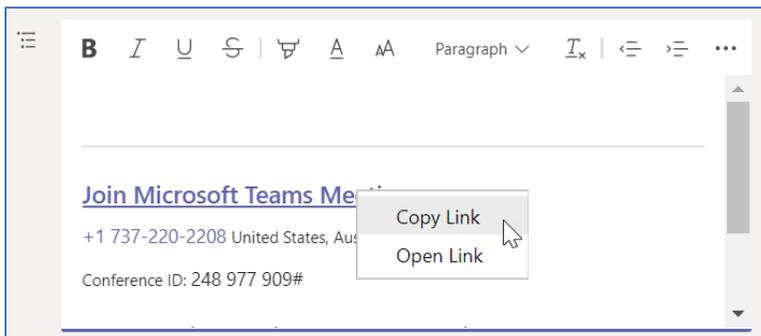
3. Post link in your eLearning course. To do this, while still in the Meeting Details screen, right-click on the **Join Microsoft Teams Meeting** and click **Copy Link**.

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.)

Build Content ∨ | Assessments ∨ | Tools ∨

Create
- Item
- File
- Audio
- Image
- Video
- Web Link
- Learning Module

New Page
- Content Folder
- Module Page
- Blank Page

Mashups
- Flickr Photo
- SlideShare Presentation
- YouTube Video
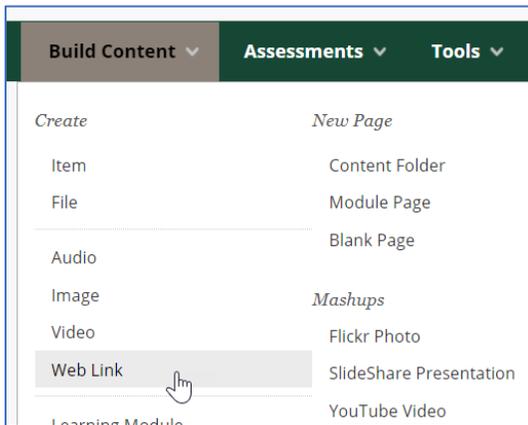
WEB LINK INFORMATION

‌* Name   MS Teams Classroom (UTD 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 1301.001) ⌄

Classes are Mon/Wed, 3-5pm.

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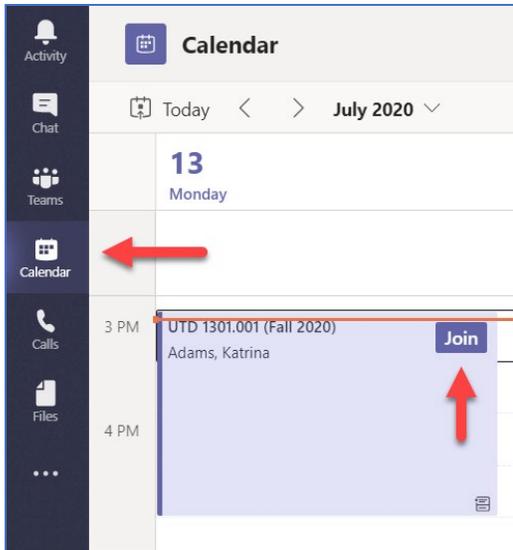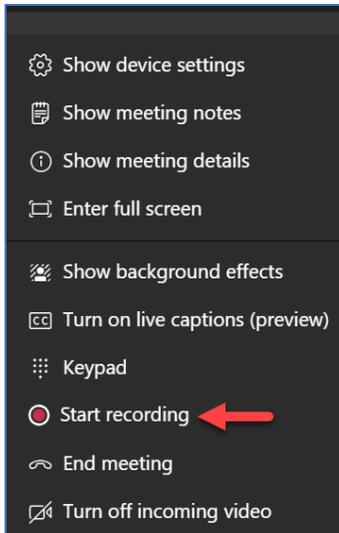
2. On the window that pops up, 1) make sure your webcam is turned on, 2) select the correct audio source (most likely **Computer audio**), 3) turn on your microphone, then 4) click **Join now**.
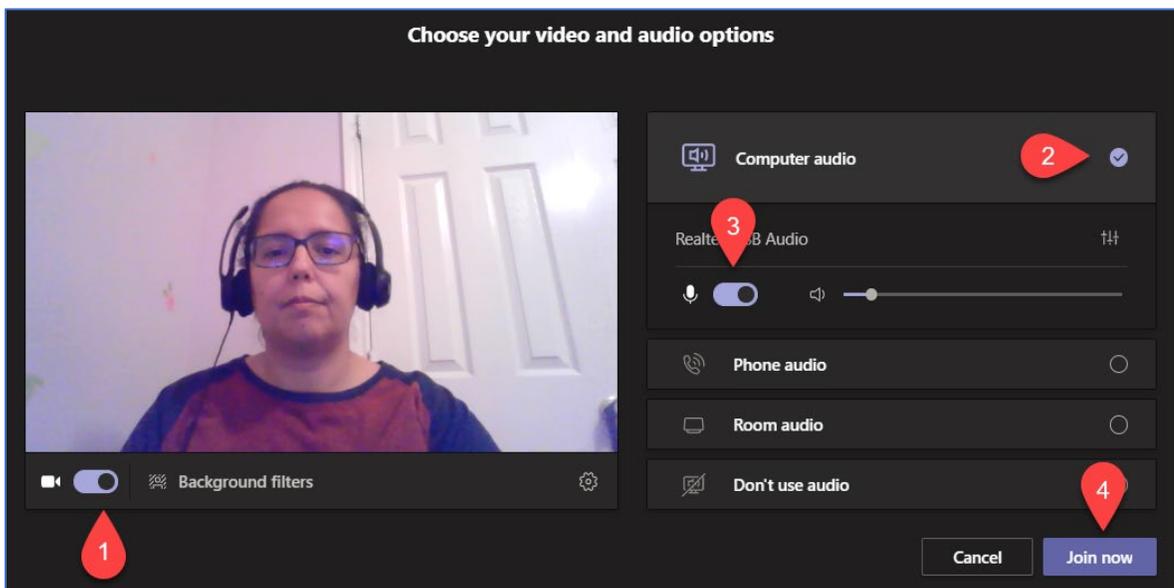
3. <mark>**BE SURE to start your recording**</mark>. To do this, click the **More Options** button and click **Start recording**.
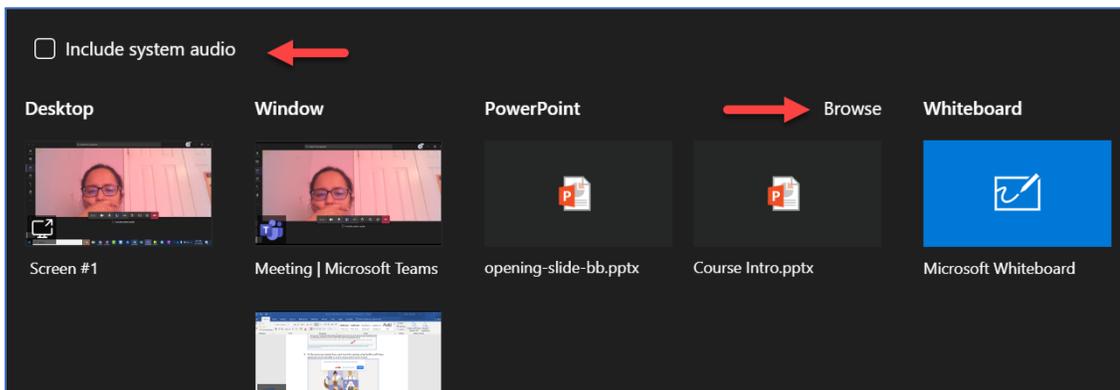
4. On the Teams toolbar, select the **Share** button.

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.
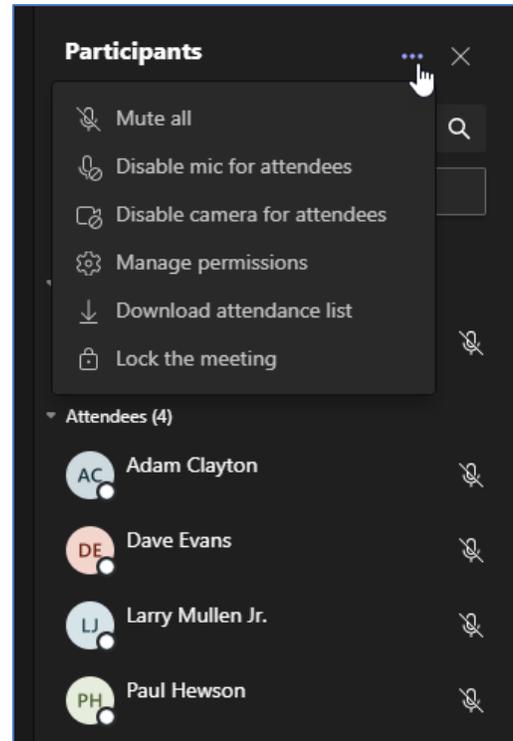
- MANAGE INDIVIDUAL ATTENDEES – While still in the Participant Panel, hover over an attendee's name, then click the **More options** link. You'll now see several options that impact that particular student only.

  - ❖ **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.
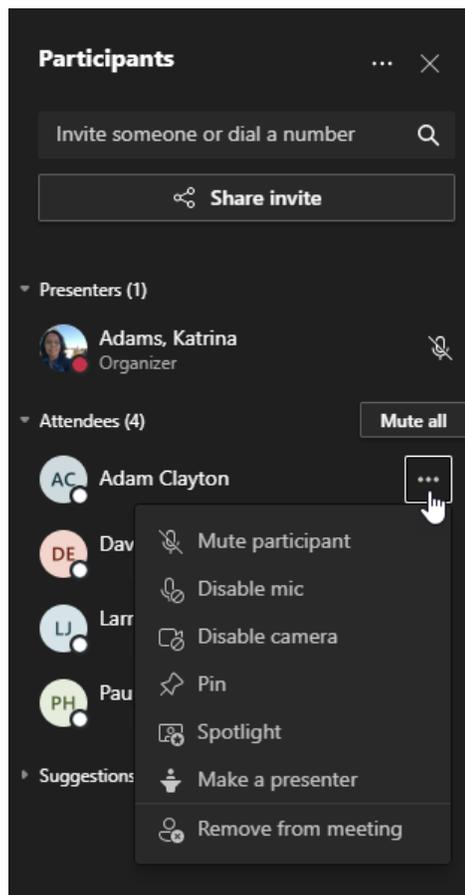
- RAISED HANDS – Participants have the ability to raise their hand in the meeting. When a student raises their hand, you'll see a number appear on the Participants button in the toolbar.
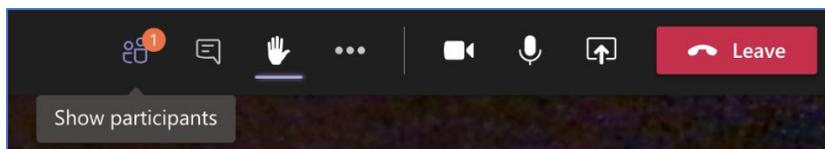
In the Participants panel, the students with raised hands will appear at the top of the list of attendees. (MS Teams will list the students in the order each of the hands were raised.) Once you've responded to each student, you can then lower the student's hand.
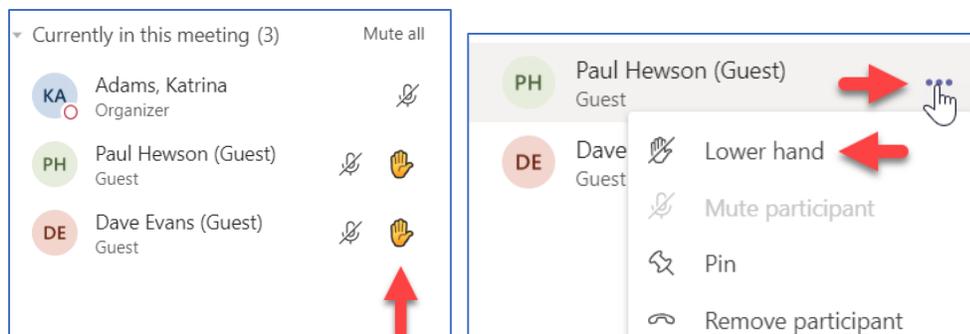
7. Once your class is done, click the **More Options** button, and choose **Stop Recording**. Then confirm on the next window.
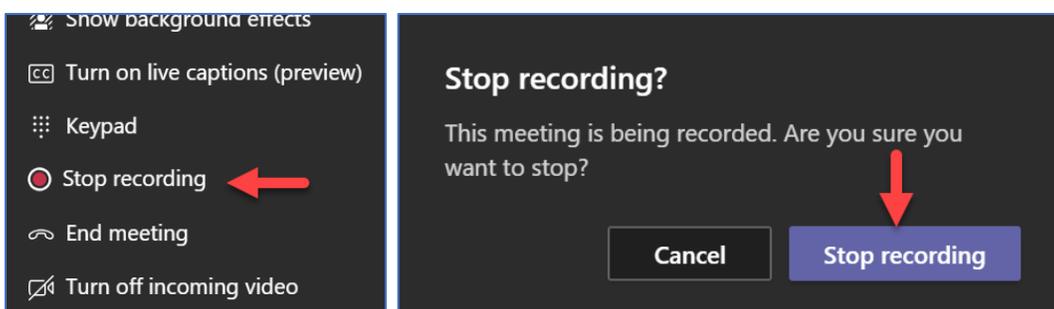

WHAT TO DO: After your class session

Once you've finished your class, you can easily access the class recording from within Teams.

1. While in Teams, click the **Teams** option in the left sidebar.
2. Click the **General** channel.
3. Click the **Files** tab.
4. Click the **Recordings** folder.
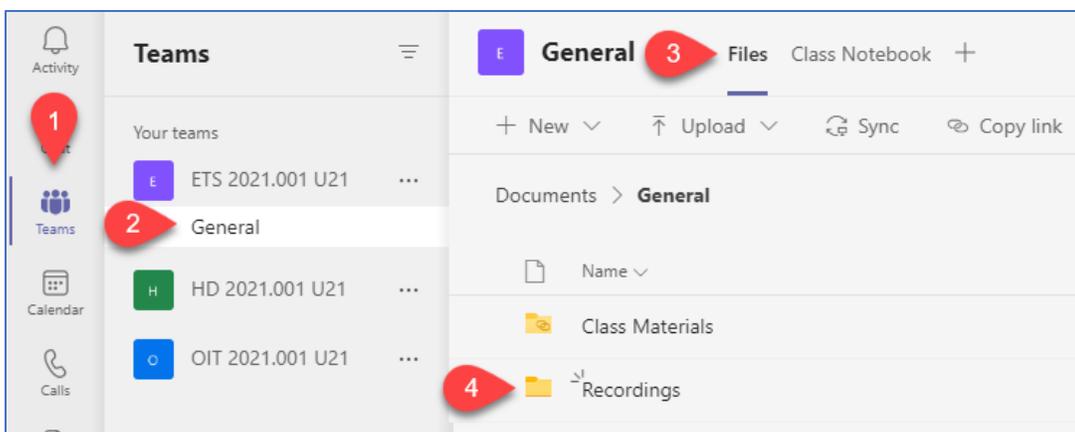
You'll now see the class recording(s) listed. (Depending on the length of the class recording, it may take a few minutes for the recording to appear in this list.) Notice in the screenshot below that each recording is tagged with the date (highlighted). However, if needed, the instructor has the ability to select a recording, then rename it.
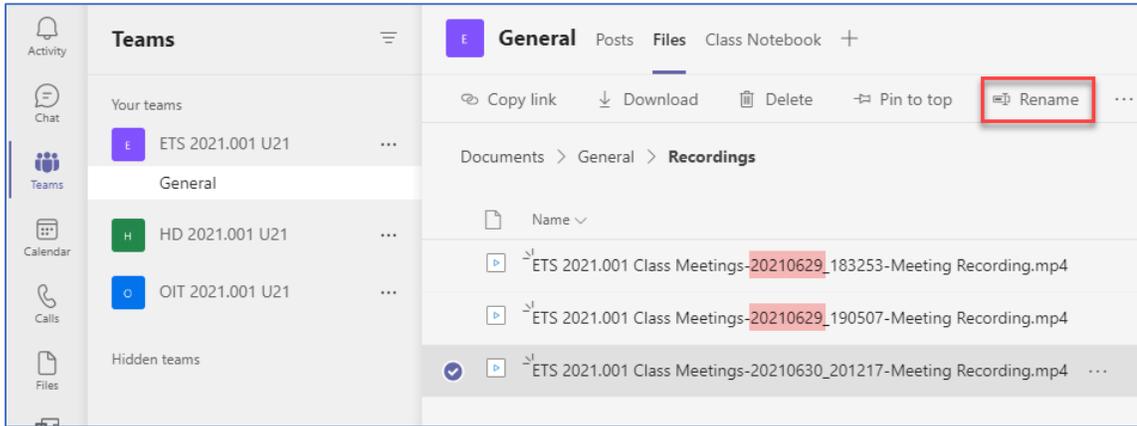
Students in your class team are now able to view the class recording(s).