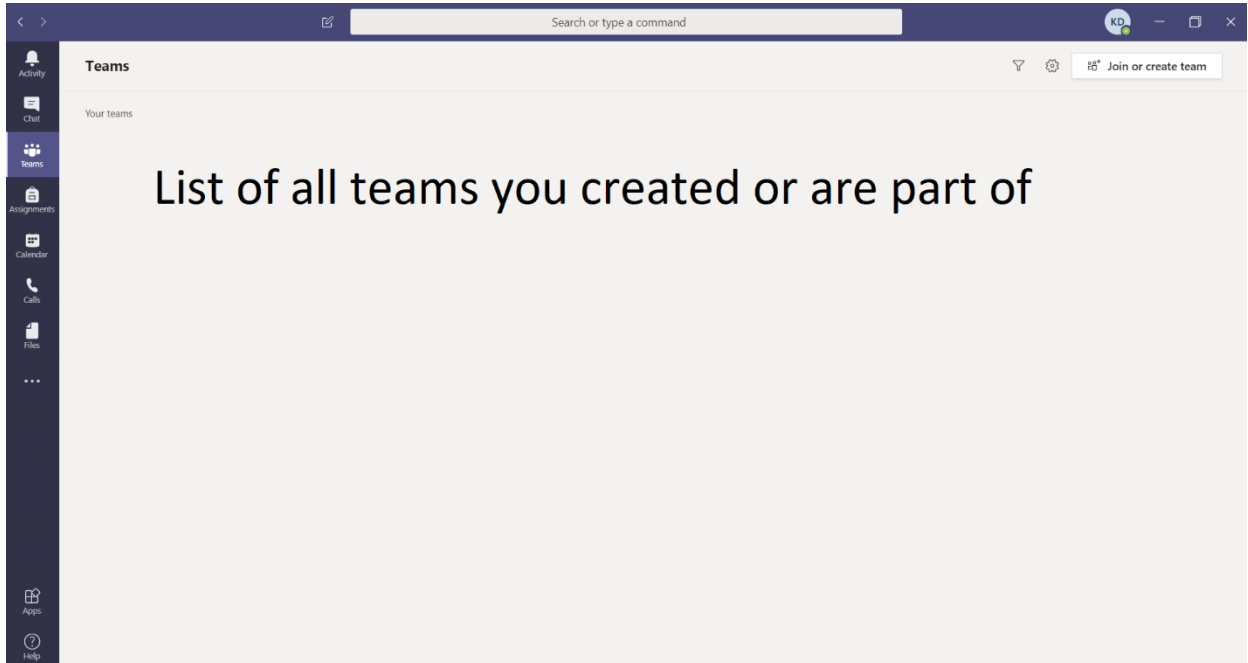
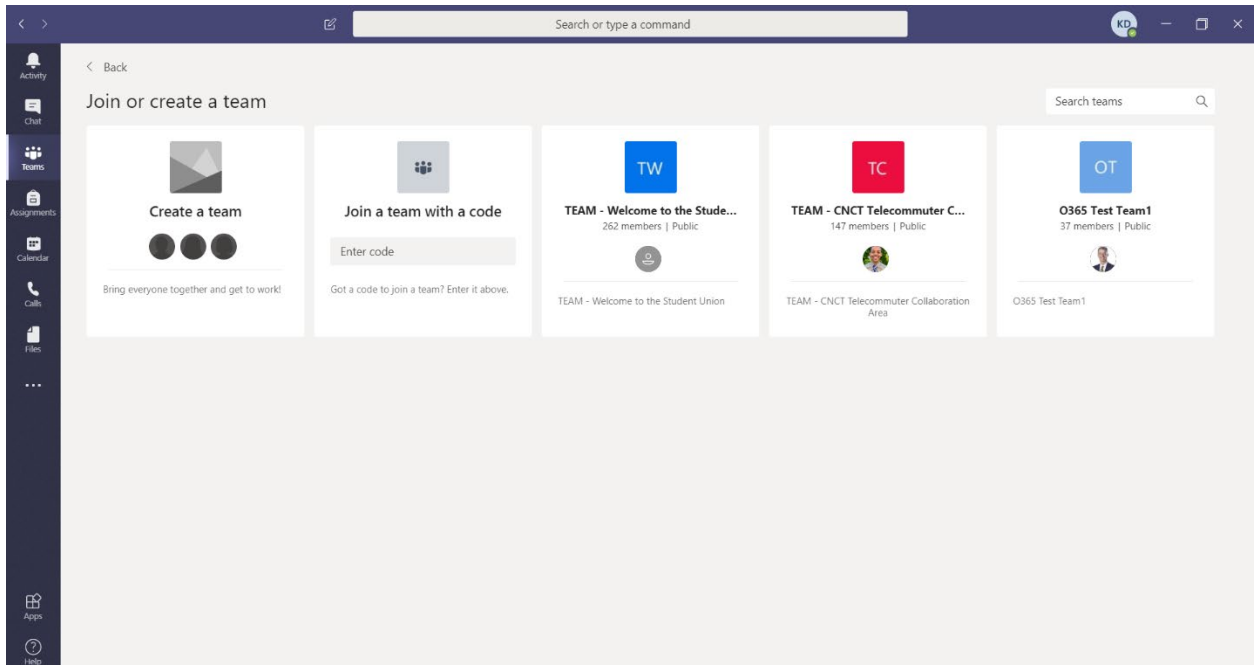


- Microsoft Teams can be used both online on a browser or as an application on Windows, Mac, iOS or Android. You would need to login to Teams using your official UTSA email id.
- Upon loading Teams on a computer, on the left panel you will see a list of options available – Activity, Chat, Teams, Assignments, Calendar, Calls, Files, More
- Select the Teams option on the left - you will see a list of all teams you have created or are part of.

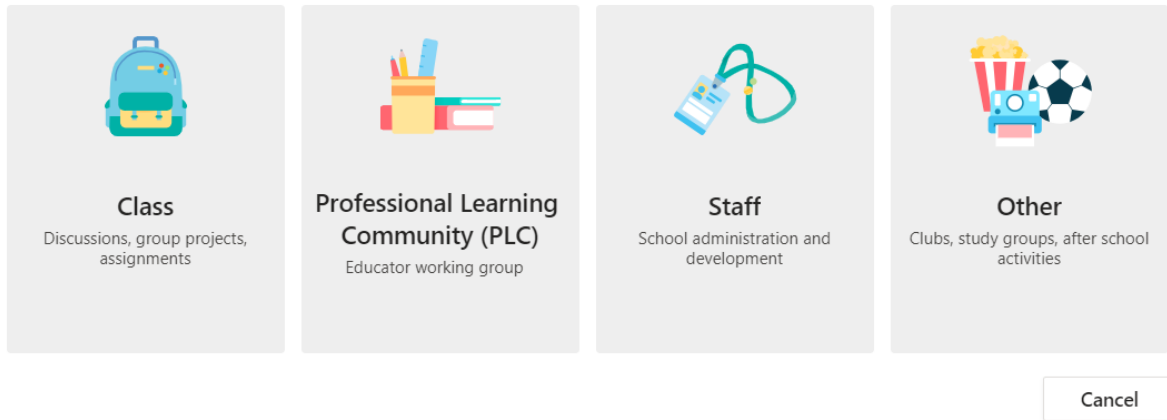


- In order to create a new Team, select the 'Join or create team' button on the top right corner. Upon pressing it will load the following page. It will show a list of all public teams what you can join, and it will have other 2 options:
  - Create a team
  - Join a team with a code

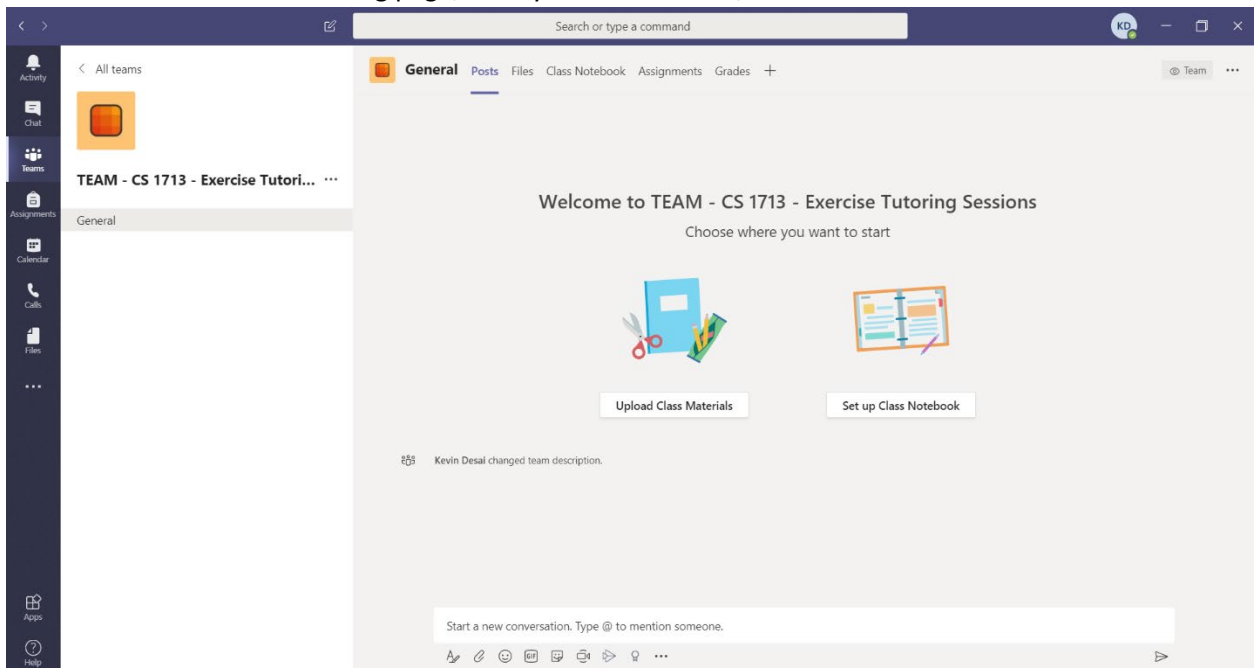


- Upon clicking 'Create a team', it will load an option for selecting what type of team to create.
  - Class – Use this option to create team for class, tutoring, projects, assignments, etc. This option will allow you to upload files and share with the students.
  - PLC, Staff, Other – Explore one of these options if you want to create a Team for a non-class setup.

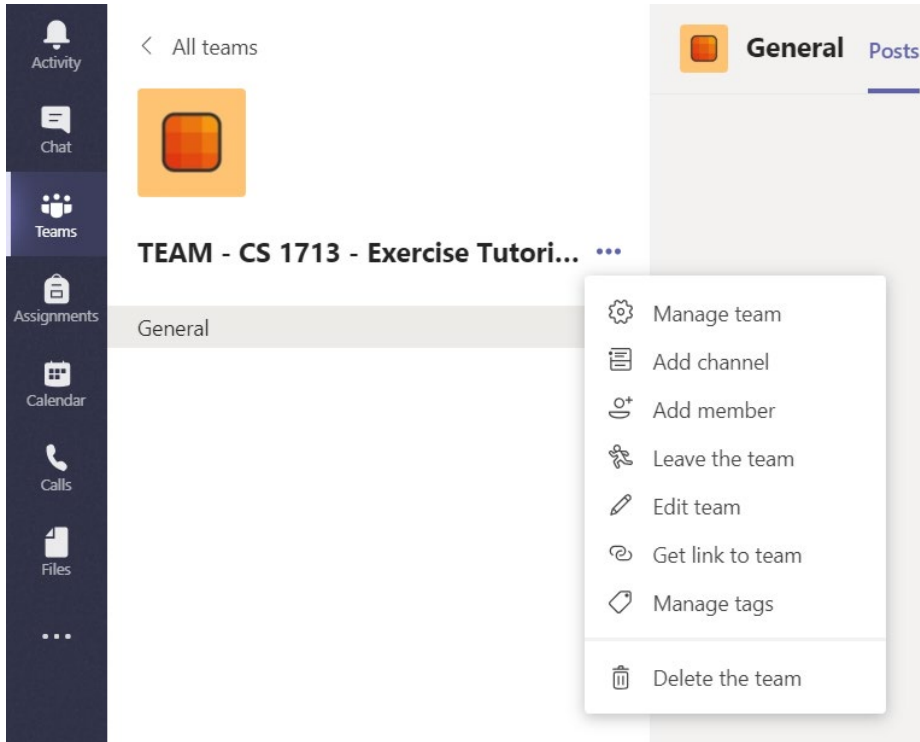
### Select a team type



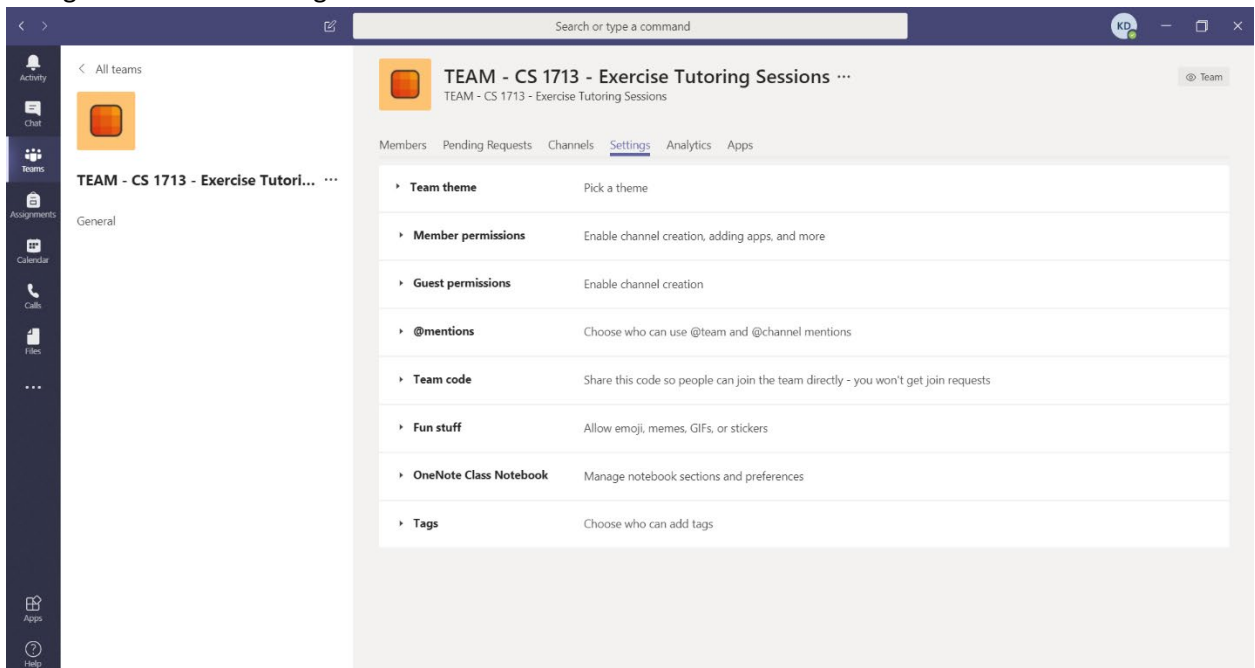
- For UTSA class scenarios, we will create a 'Class' team. Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.
- Give the appropriate name and an optional description for what the team is for.
- As an example, we have created a team CS 1713 – Exercise Tutoring Sessions. Following is the screenshot of the teams loading page, once you have created/selected the CS 1713 team:



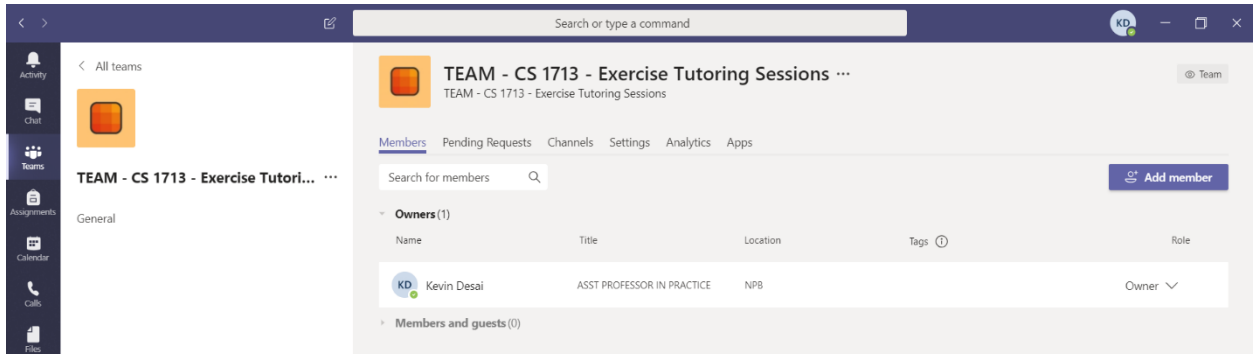
- As shown in the figure, there can be different ‘Channels’ in each team. By default, there is a ‘General’ channel that is created. More channels can be created if needed, for different purposes. For our use, we will only have one, the default ‘general’ channel.
- In order to change the settings of the team, you can press the options (“...”) on the left panel next to the name of the team. In our example, see the option right next to the name “TEAM – CS 1713 – Exercise Tutori...”. Once selected it will show different options, as shown below



- Select the ‘Manage team’ option to change the options of the team. Select the ‘Settings’ tab to change the channel settings.

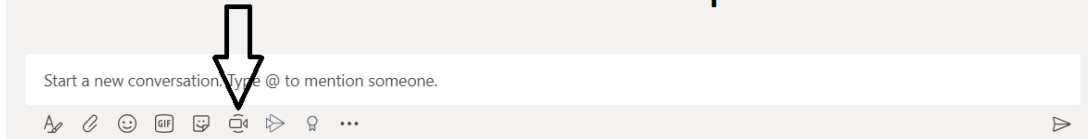


- The 'Team code' option creates a code which can be shared with the students to allow them to join. Share the code with the students on Blackboard or email for all the sections of the course.
- The 'Members' tab will list all the members present in the team. They will be separated into 2 different types as explained below and as shown in the example screenshot.

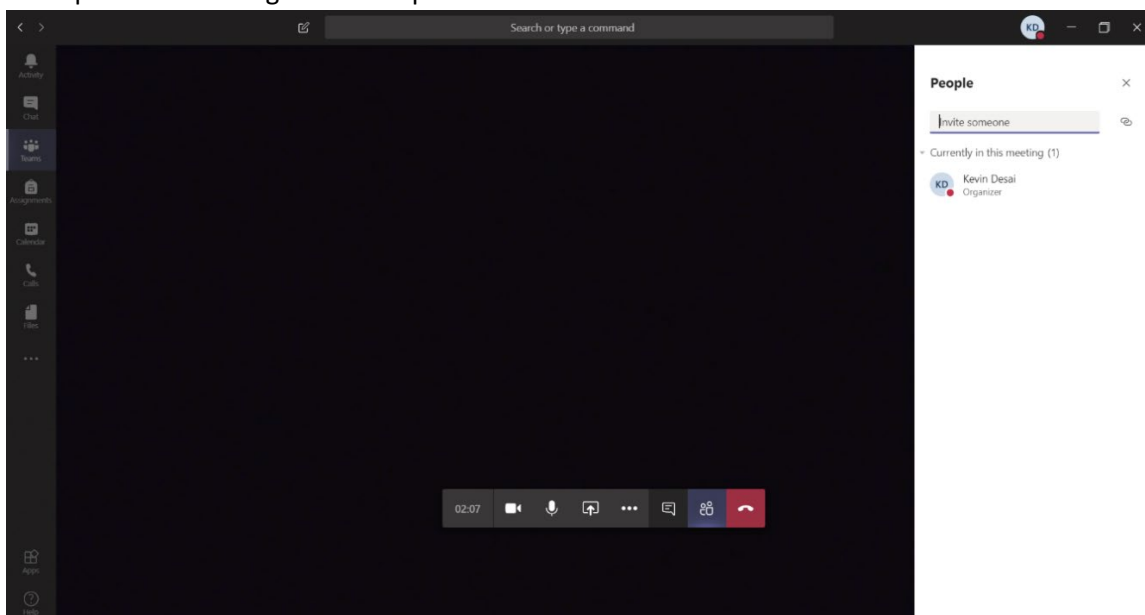


- Owners – this should contain all the instructors of the course as well as the tutors. All the instructors and tutors are already added in the team.
  - Members and guests – this should contain all the students who add themselves to the team using the code provided.
- Owners have complete administrator access and can change a member to an owner or an owner to a member. At any point, there needs to be one owner in the team.
- In order to start the virtual meeting, select the video meet now icon from the options. Upon selecting, you will also have the option to schedule a meeting using the calendar option.

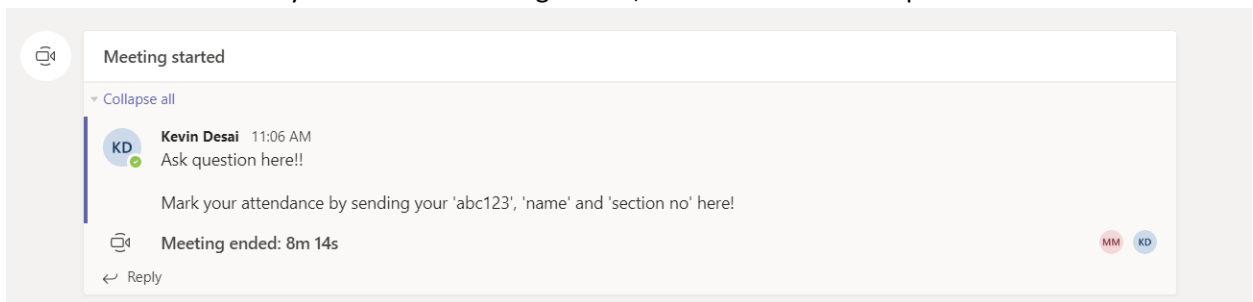
## Select the Meet Now option



- Upon starting the meeting, for the first time, it will ask you to allow using the camera and microphone. Following is an example of what will be loaded:

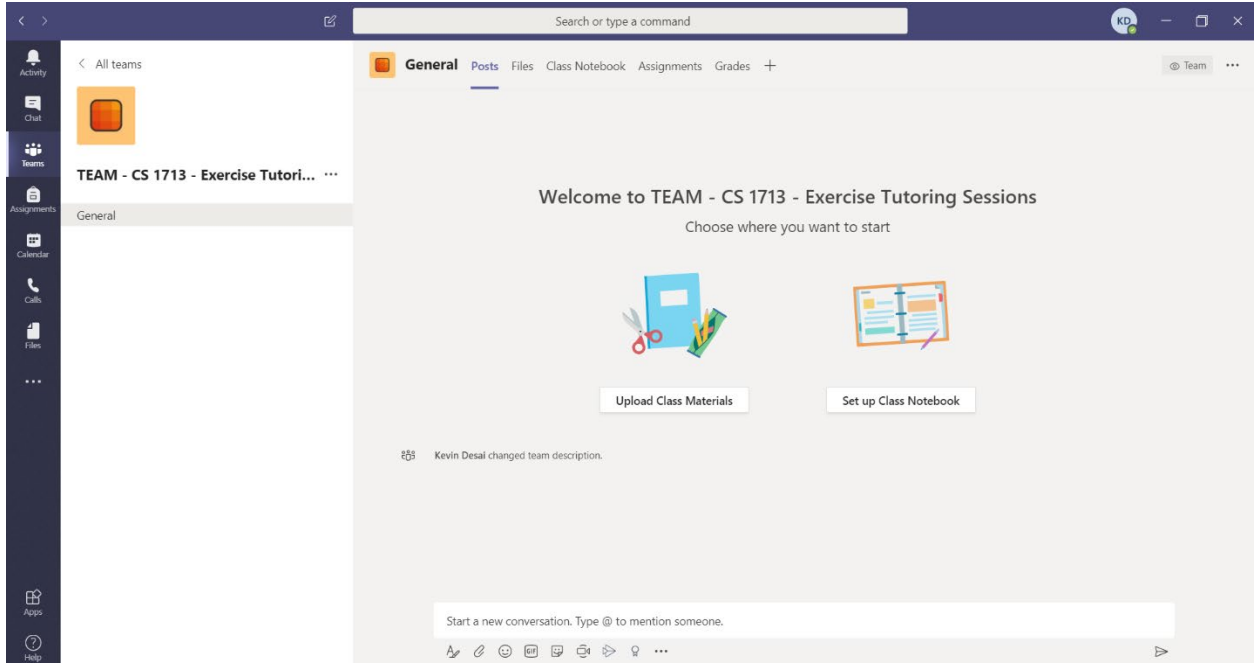


- You can see who all are in the meeting by looking at the **participants** tab.
- The students can send chat messages in the meeting. It can be selected using the **meeting chat** tab. You can only have either the 'participants' or the 'chat' tab active at once. It is suggested to keep the 'chat' tab active to look at the questions the students may post.
- In the more options "...", select the option to **turn off incoming video** for all students to not have any interruption during the class meeting.
- The students may have their microphone muted by default. You can also **mute all participants** as they enter the meeting. This option will be visible as part of the 'participants' tab.
- You can also select **start recording** to record the complete session.
- Select the **share** option to share your desktop, an individual application window, presentation slides or use a virtual whiteboard.
- Once your session is over, close the meeting by pressing the red 'hang up' button.
- Ask all students participating in the meeting to send a chat message for their 'abc123', 'name' and 'section number'. REMEMBER to save the chat in order to mark the attendance for the session. This will also be available to you once the meeting is over, as shown in the example below.

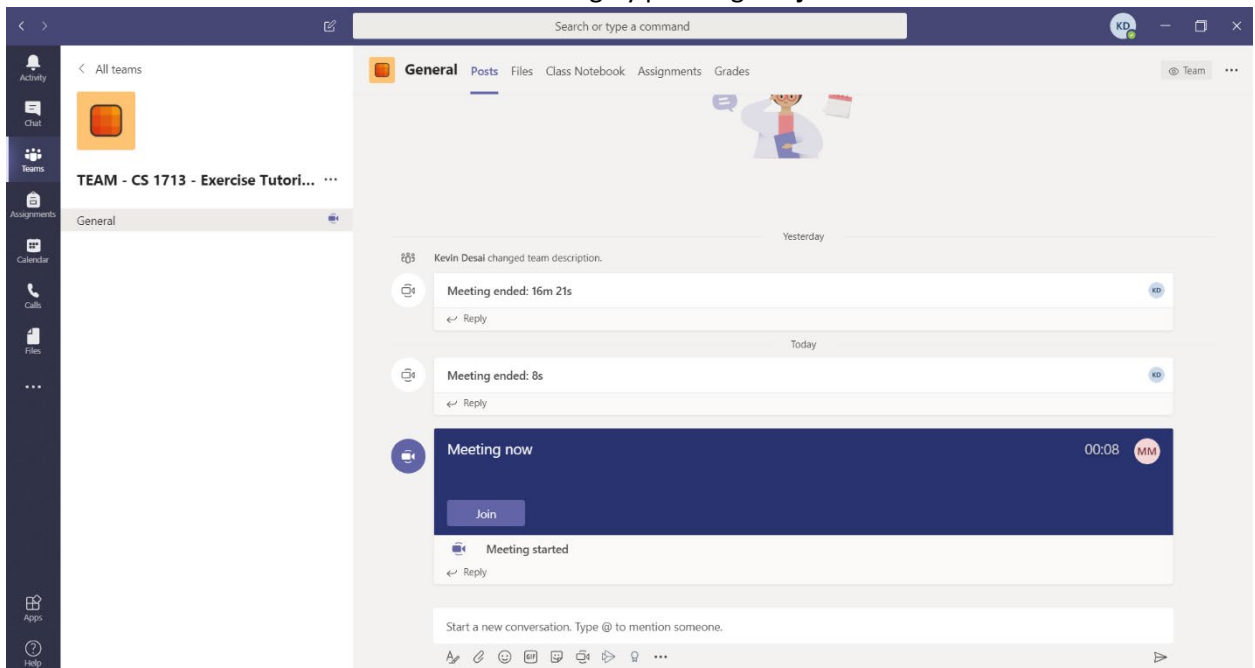


- Instructions for students are below!!

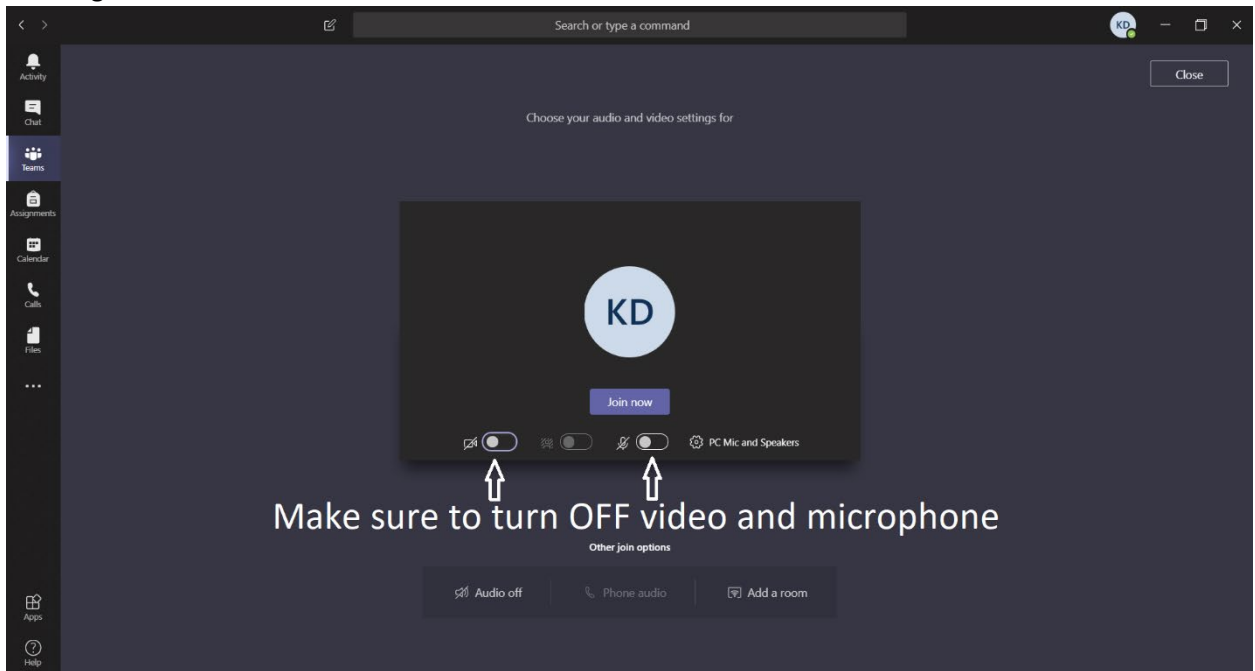
- For the **students**, in order to join a team, press the ‘Join a team with a code’ option. There is an input text field where you can enter a code. The code provided by the instructor **XXXXXX** via Blackboard or email need to be entered here.
- If the code was entered successfully, you will be a part of the “CS 1713 – Exercise Tutoring Sessions” team and will see a screen similar to below. This step needs to be done only once.



- Students can send a message to the tutors or the instructor by typing something and starting a new conversation. **Keep in mind, all activity in the team will be monitored.**
- During the exercise session time, the tutor will create a new meeting session and students will see a screen like below. Students can enter the meeting by pressing the **join** button.



- When entering the meeting, students are requested to please turn OFF your video. Make sure your speaker and microphone are working. However, make sure to MUTE yourself throughout the meeting.



- Only UNMUTE yourself when you want to ask any question. Shortcut to toggle mute is **Ctrl+Shift+M**. You can also ask a **question** by typing it in the chat option, which will be monitored by the tutor. Remember to mark your **attendance** (for extra credit), by typing your 'abc123', 'name' and 'section number' in the meeting chat.

