MS Teams for education

Microsoft Teams is a collaboration app where you can chat, share files and organise your online lectures. You can create a team for each course. Below you find a collection of tutorials that are useful when using Teams for education.

How to log in

Download the MS Teams app to have access to all the functionalities. Rather use the web-based application? Go to https://teams.microsoft.com and log in.

- **Employees:** log in with ULCN-username@VUW.leidenuniv.nl (not the same as your email address!) and ULCN password.
- **Students:** log in with: s+student number@vuw.leidenuniv.nl and ULCN password.
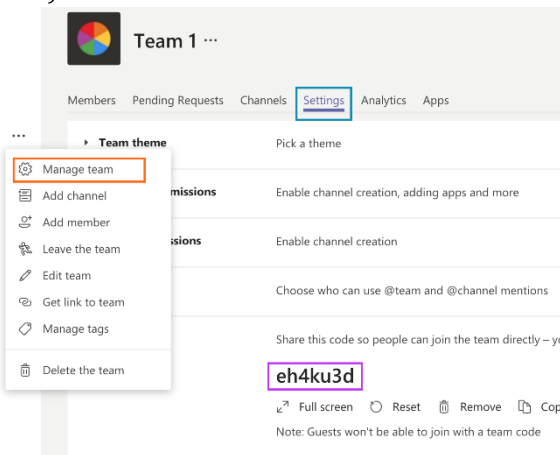
Video tutorial	Instructions
Set up your team and add students	
Short overview of MS Teams	Built your Team, find out how to hold meetings, share files and chat with others.
Get your team up and running	NOTE: It's best to invite your students for a team by pasting the code of your team on Brightspace. Students can then use this code to enter the Team (by clicking 'Join Team' in their teams overview to 'Join a team by code') . The code can be found here:
Organise your online lectures in Teams	
How to Invite Anyone to the meeting	Invite students form Leiden University and external persons to an online Teams meeting by email (0m50s) or by sharing a link to the meeting (5m50s).
How to make students wait in lobby	Prevent students from entering a Teams meeting before you are present yourself.
How to prevent students from removing and muting others	Change the status of your students to 'attendees' to prevent them from muting and removing others during a meeting. Attendees will also not be able to start a recording (not shown in the video).
How to see Chat & Hand Raises when presenting	Use your mobile phone as a second display to stay on top of the chat and handraises while presenting a Powerpoint or sharing a screen during a Teams meeting.
How to use Breakout Rooms in Teams	Set up breakout channels to be able to break out in smaller groups for discussions or group work during a Teams meeting.
How to use Presenter View in Teams	Use Ppt Presenter View in Teams meetings, to be able to: • See your notes alongside your Ppt slides. • See which slide is coming up next • Get access to annotation tools

	Your students will not see these functionalities, they will only see the main slide on their screen.
How to Track Attendance in Microsoft Teams	Download an attendance list *before the end of the meeting*, to check when students join, drop off and/ or rejoin your class in Teams. Note: to do so, click on the three little dots on top of the participants list › click on download.
How to record a meeting	Record your online teams meeting. Only presenters can record. If you don't want your students to make a recording change the status of your students to 'attendees'. Please note that students will have access to the recording in the chat for 20 days. If you want to prevent your students from downloading the recording, please use the workaround at the bottom of this page.

Other Teams functionalities

Work and collaborate in channels	Use the channels to divide students into smaller groups (like tutorial groups), to discuss a certain topic or project. There they can work together on files and contact each other at any time to discuss projects.
Quizzes during your lecture with PresentersWall **1. Short intro** **2. Manual**	Make a quiz in PresentersWall using the manual and share your screen to host the PresentersWall slides. Students can use a second device or another tab to answer questions. PresentersWall allows you to show result immediately in between questions, so you can discuss the outcome.
Together mode (view all students in a 'classroom background') and other new functions Note: Might not yet be available for everyone.	Enable new features such as together mode that allows you to view a cut-out of your students in the classroom:
Call a student 1-on-1	Make a 1-on-1 calls with students in Teams. Note: Students have to be logged in once, to be able to find them.
Call and chat a select group of people	Have group calls and chats with colleagues or groups of students outside of a team.

How to prevent students from downloading a meeting recording:

If you record your MS Teams meeting, the recording will stay in the Teams chat for 20 days, with the option to download the recording. You cannot delete this. If you don't want your students to be able to download the recording, please use the following workaround.

1. Create a Team with only you as a participant.
2. Schedule a meeting in that Team.
3. If you don't want your students to be able to record the meeting, remove and mute others, make sure to change the settings to › *who is presenting*› *'only me'* (see this video).
4. Copy the link of the meeting (on the bottom of the agenda item).
5. Share the link to the meeting with your students in Brightspace
6. When the meeting starts you can click on start recording
7. When the meeting is finished you can find the recording in your own Team. Students will not be able to see/download it.