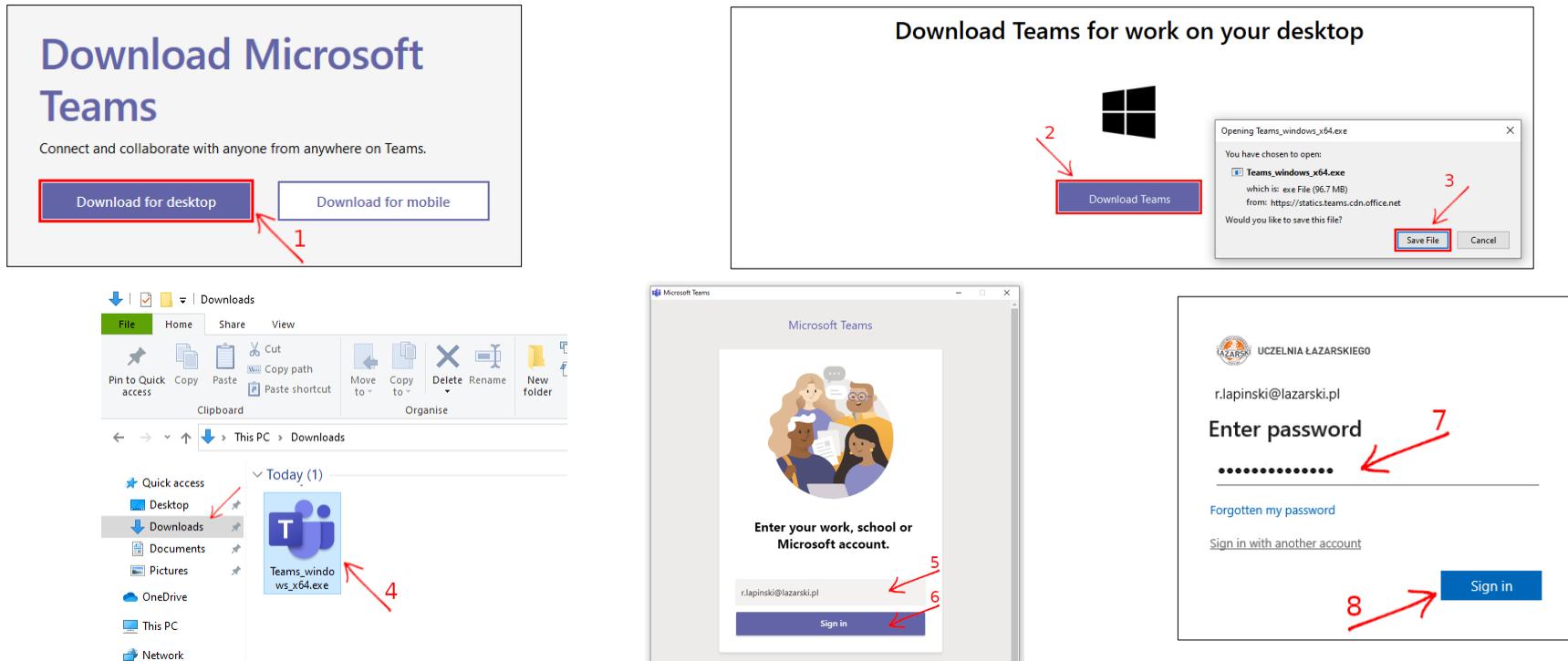


## **MS TEAMS - guide for Lazarski University lecturers**

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## INSTALLATION & LOGGING IN – MS TEAMS

- 1 - - - If MS Teams is already installed on your computer, run the program and proceed directly to section 3. If you don't have MS Teams, download the install wizard from the link: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> (click here)
- 2 - - - Use Windows Explorer to locate the „Download” folder on your computer. Find and run the *Teams\_windows\_x64.exe* installer – the program will automatically setup MS Teams. If you already have MS Teams installed, the program will activate itself shortly afterwards.



- 3 - - - When the welcome screen pops up, please input your Lazarski University e-mail and select the “Log in” button. You will then be asked to input your password.

→ Lecturers are notified upon account creation and receive their login credentials ←

→ The initial password is temporary – the user must change it during the first session and memorize it for later use! ←

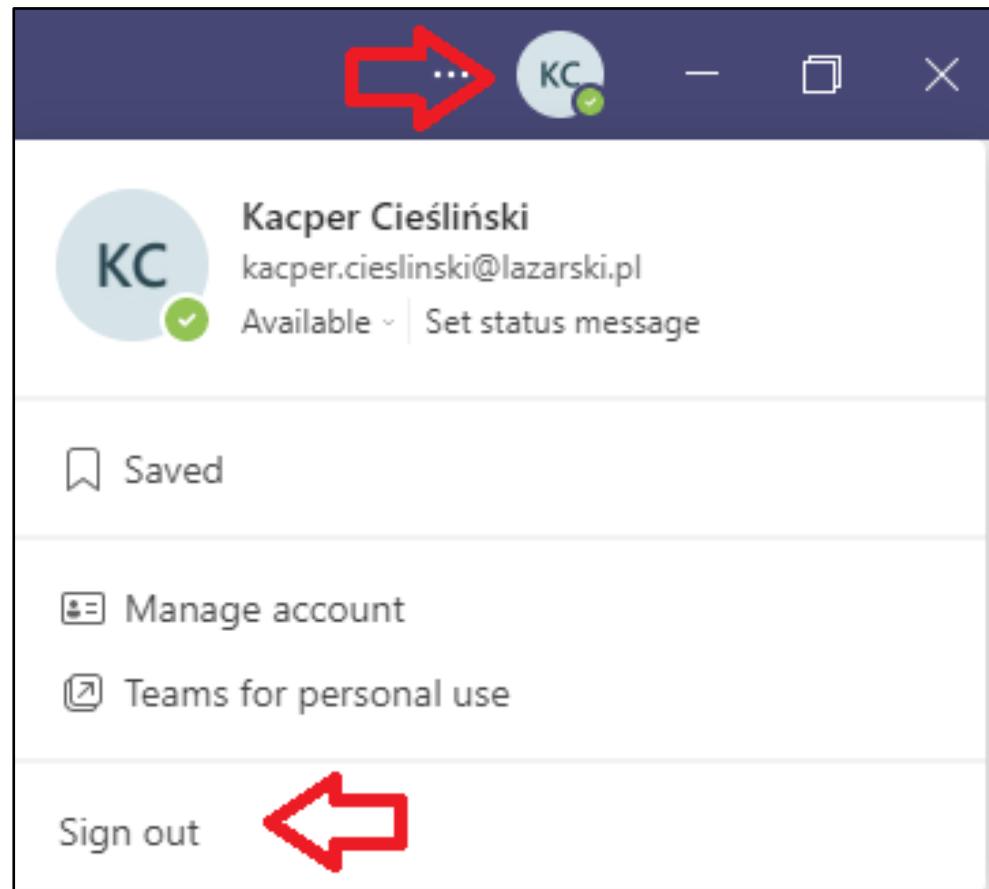
If you happen to forget your password please contact the *Centre of E-Learning*: **22 543 55 17**, [cel@lazarski.edu.pl](mailto:cel@lazarski.edu.pl)

## SIGNING OUT – NO TEAMS VISIBLE

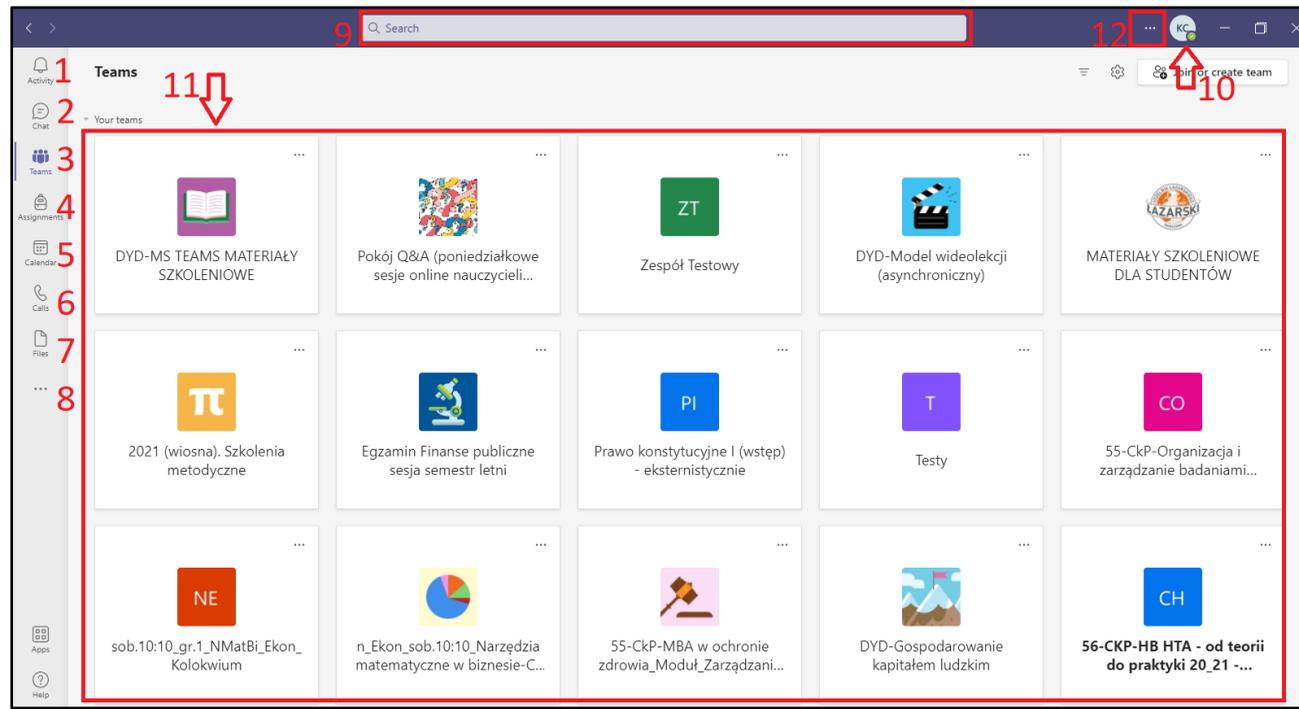
Sometimes you may find yourself automatically logged in to a different account and need to switch it to your Lazarski University profile.

First, click on your avatar icon in the top-right panel and select the „*Sign out*” option.

If the dialog window asking for your e-mail address does not appear, please close the application and rerun the software.



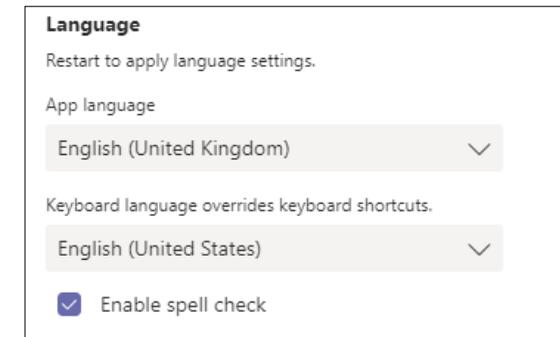
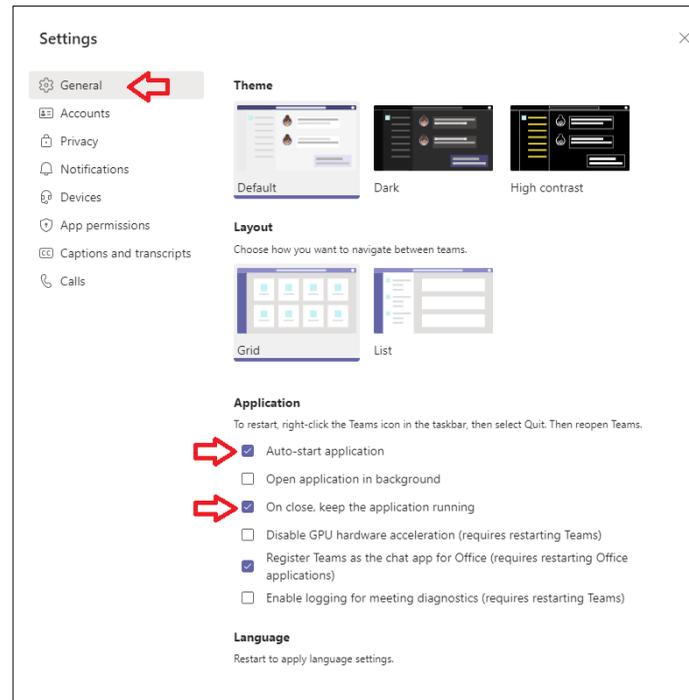
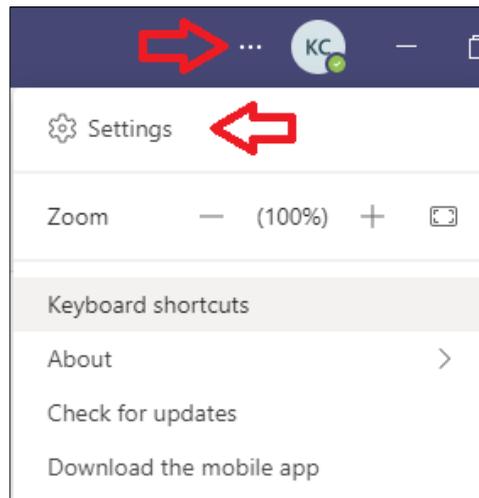
## AFTER LOGGING IN - MS TEAMS MAIN PANEL AND TEAM BROWSER



- 1 – 8 - MS Teams tool panel with different button icons for changing views (also during an ongoing *Meeting*): *Activity, Chat, Your Teams, Assignments, Calendar, Calls, Files*. The three dots at the bottom allow you to browse and select other applications that you can add to your MS Teams tool panel.
- 9 - - - Search window: is used to find specific Teams or individual persons
- 10 - - Here is your MS Teams Avatar with your initials and your selected picture. Once clicked on, you may customize your profile picture (“Change picture”), adjust the application („Settings”), view saved posts, adjust the zoom, check for updates and sign out.
- 11 - - Team icons you are a member of.
- 12 - - Additional settings

**Class Teams are set up prior to the meeting, according to the class groups.**

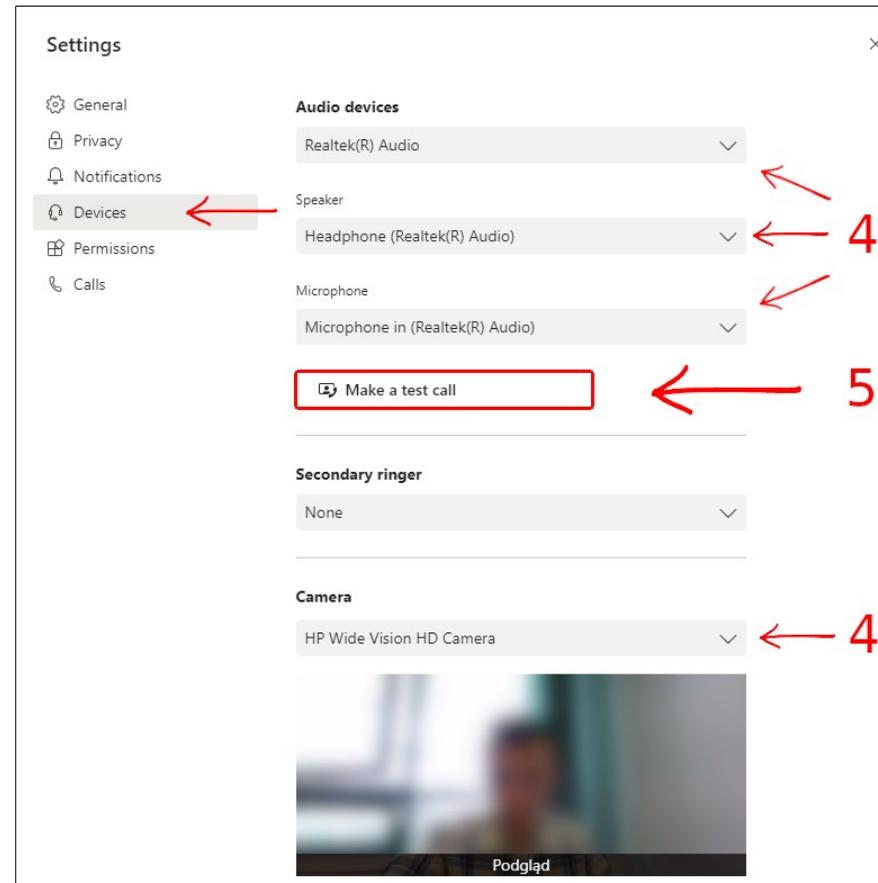
## SETTINGS ADJUSTMENT (OPTIONAL)



After clicking on three dots icon scroll down the menu and locate the “Settings” option. You may customize MS Teams in the “General” section – select the Theme (Default / Dark / High contrast) and Layout (Grid / List) that best suits you. The lower section of the “General” settings panel also allows you to adjust other features of the application. For example, enabling the “On close, keep the application running” option will keep MS Teams working in the background, even after closing the program window. Disabling the “Auto-start application” will prevent MS Teams from activating during system boot-up.

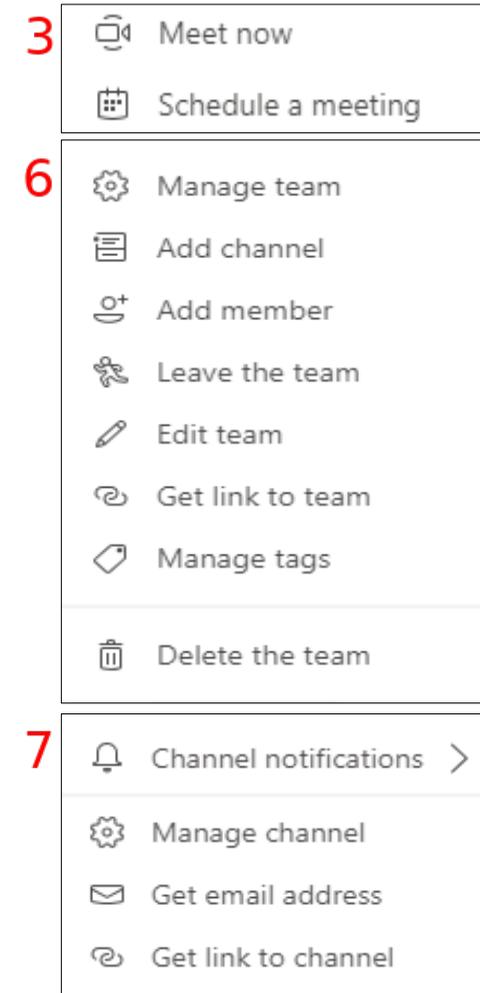
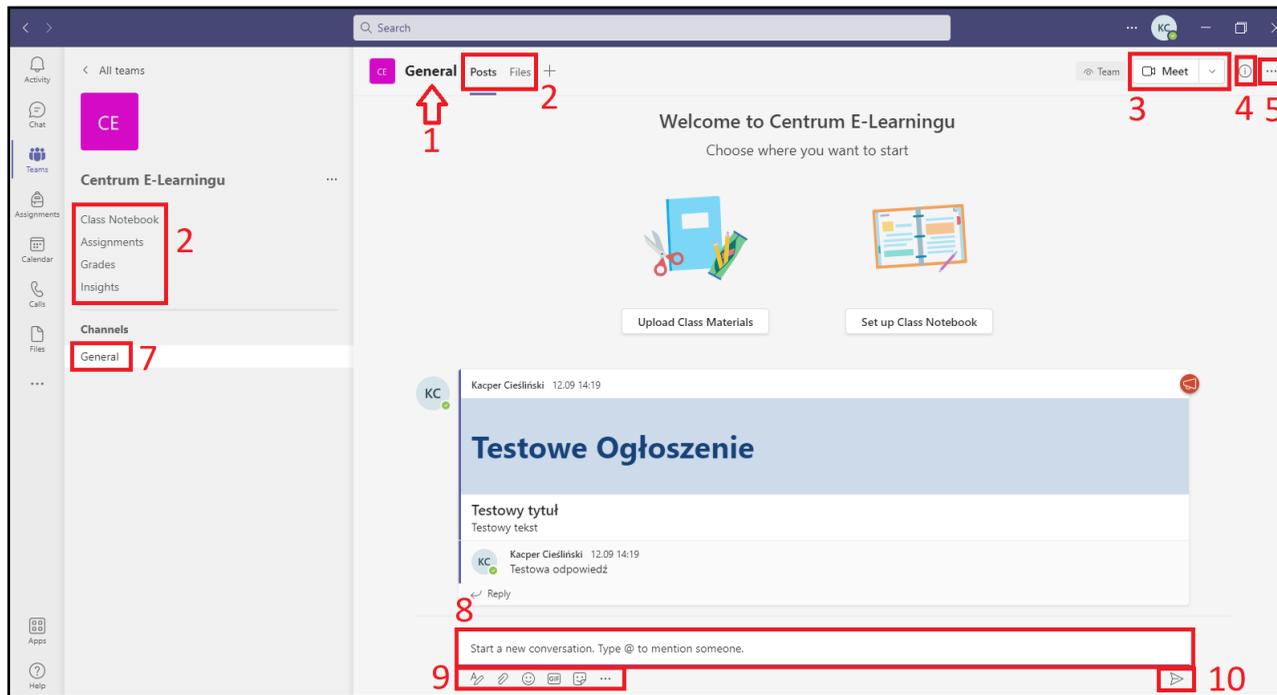
Also at *General* in *Settings* you can change *App language*.

## TESTING HARDWARE FOR VOICE COMMUNICATION (TEST CALL)



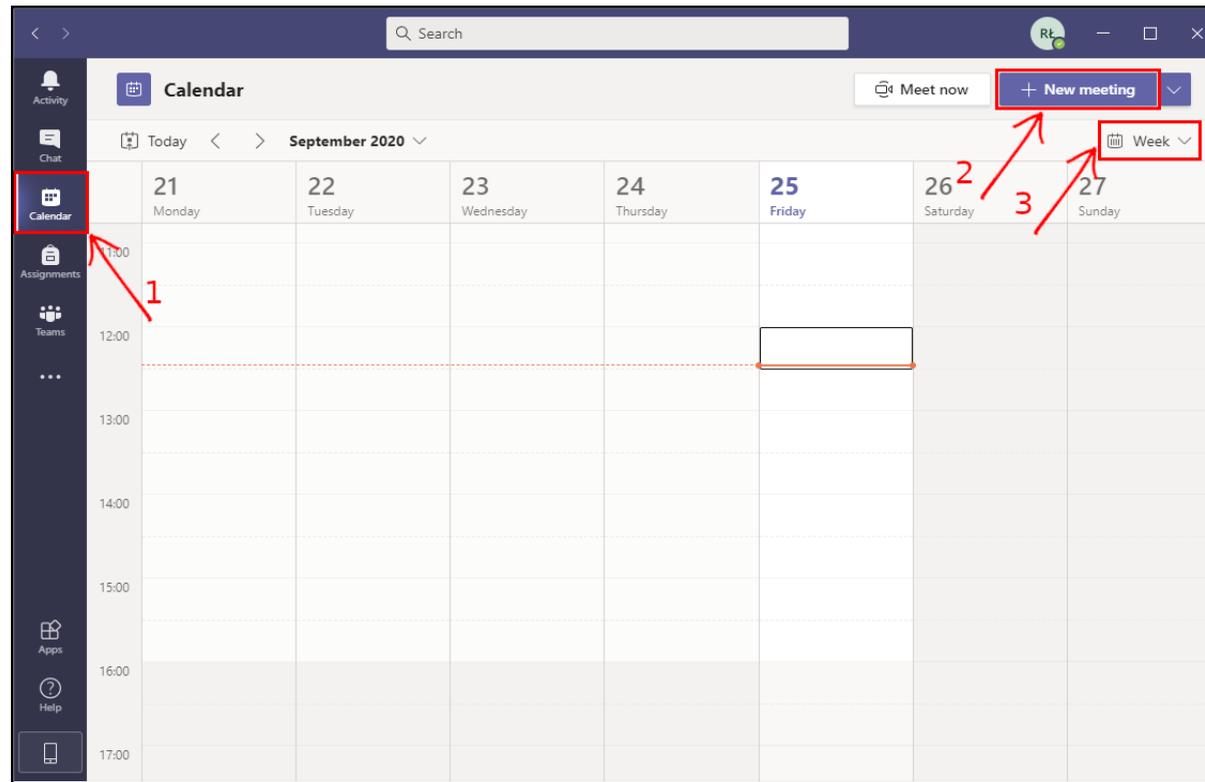
Your meetings will only be successful if your audio hardware is properly set up. We strongly advise using an external headset - with headphones and a microphone. To set up your audio hardware first click on your avatar icon and scroll down to the “Settings” option. Next, select the “Devices” tab – a list of option will be displayed. No. 1 – “Audio devices” / “Speaker” / “Microphone” – allows you to select your default *PC Mic and Speakers*, or your external devices. No. 2 – “Make a test call” – will let you record and listen to the sound your microphone. No. 3 – “Camera” – select “Integrated camera” to use the device built into your laptop or a different, external camera.

## TEAM WINDOW (MESSAGE BOARD)



- 1 --- Channel name.
- 2 --- Channel tabs – Posts / Files / Meeting Notes / Tasks / Marks.
- 3 --- Button for scheduling or launching Meetings.
- 4 --- Channel information.
- 5 --- More options (three dots).
- 6 --- Team name and Team options (Manage Team, Add channel, Add member).
- 7 --- Team Channel section and more Channel options (Manage channel).
- 8 --- Text window for posting messages on the message board.
- 9 --- Text tools – change style / add attachment / other options.
- 10 -- Send message button

## SCHEDULING A NEW MEETING



- 1 - - - Select the *Calendar* application from the control panel on the left.
- 2 - - - Select the “*New meeting*” button.
- 3 - - - You may change your calendar display by selecting the „*Select your calendar view*” button – choose: *Day / Work week / Week* (with weekends)

The screenshot shows the 'New meeting' scheduling assistant interface. It includes a 'Time zone' dropdown, a 'Save' button, and a 'Close' button. The main form has several fields: 'Add title', 'Add required attendees' (with a '+ Optional' link), a date and time selection (25 Sep 2020, 13:00), a duration and 'All day' toggle (25 Sep 2020, 13:30, 30m, All day), a recurrence dropdown (Does not repeat), 'Add channel', 'Add location', and a rich text editor for the meeting description. Red arrows and numbers 1 through 9 point to these specific elements.

A close-up of the recurrence dropdown menu. The menu is open, showing options: 'Does not repeat', 'Every weekday (Mon-Fri)', 'Daily', 'Weekly', 'Monthly', 'Yearly', and 'Custom'. A red number '6' is positioned to the left of the menu.

The 'Custom recurrence' dialog box is shown. It has fields for 'Start' (25 Sep 2020), 'Repeat every' (1 Day), and 'End' (Select date). Below these fields, it says 'Occurs every day starting 25/09/2020'. There are 'Cancel' and 'Save' buttons at the bottom right.

- 1 - - - Time Zone selection window.
- 2 - - - Meeting title.
- 3 - - - Add Required attendees and +Add optional attendees (skip this field).
- 4 - - - Input the date and time of Meeting start.
- 5 - - - Input the date and time of Meeting finish (+ All day slider).
- 6 - - - Meeting repetition options (*custom*) - may be set to: Every weekday / Daily / Weekly / Custom (repeating periods of time).
- 7 - - - Team > Channel – description of one or more selected teams / channels.
- 8 - - - Meeting description – for adding details for the new meeting (optional).
- 9 - - - Save button. Once clicked, the Schedule meeting window will close – notifications about the meeting will automatically be sent to all selected Team attendees as well as to the Team message boards.

## EDITING OR CANCELLING A SCHEDULED MEETING

The image shows two parts of the Microsoft Teams interface. The top part is a chat window for the 'E-learning department' team. A message from Robert Lapiński at 12:39 says 'Scheduled a meeting'. Below the message is a dark blue bar representing the meeting: 'Meeting's title' on Friday, 25 September 2020 @ 13:00. A red arrow points to the three-dot menu icon on the right side of this bar. The bottom part of the image shows the 'Meeting's title' details panel. At the top left of this panel, there is a 'Delete' button with a trash icon, which is also highlighted with a red arrow. The panel contains fields for the meeting title, attendees, date and time (25 Sep 2020, 14:00), duration (30m), and repeat settings (Does not repeat). A 'Tracking' section on the right shows Robert Lapiński as the 'Organiser'.

A *Scheduled Meetings* may be canceled in the *Meeting Settings panel*. Access to the panel is possible:

- via the *Message board* – by clicking on the *Meeting title* (dark-blue field with *Meeting title*),
- or via the *Calendar* application – by clicking on the event.

Once the panel is displayed, click on the “*X Cancel meeting*” option underneath the *Meeting title*. Notifications about the cancellation will automatically be sent to all *Meeting* attendees as well as the *Team message boards*.

## STARTING A MEETING

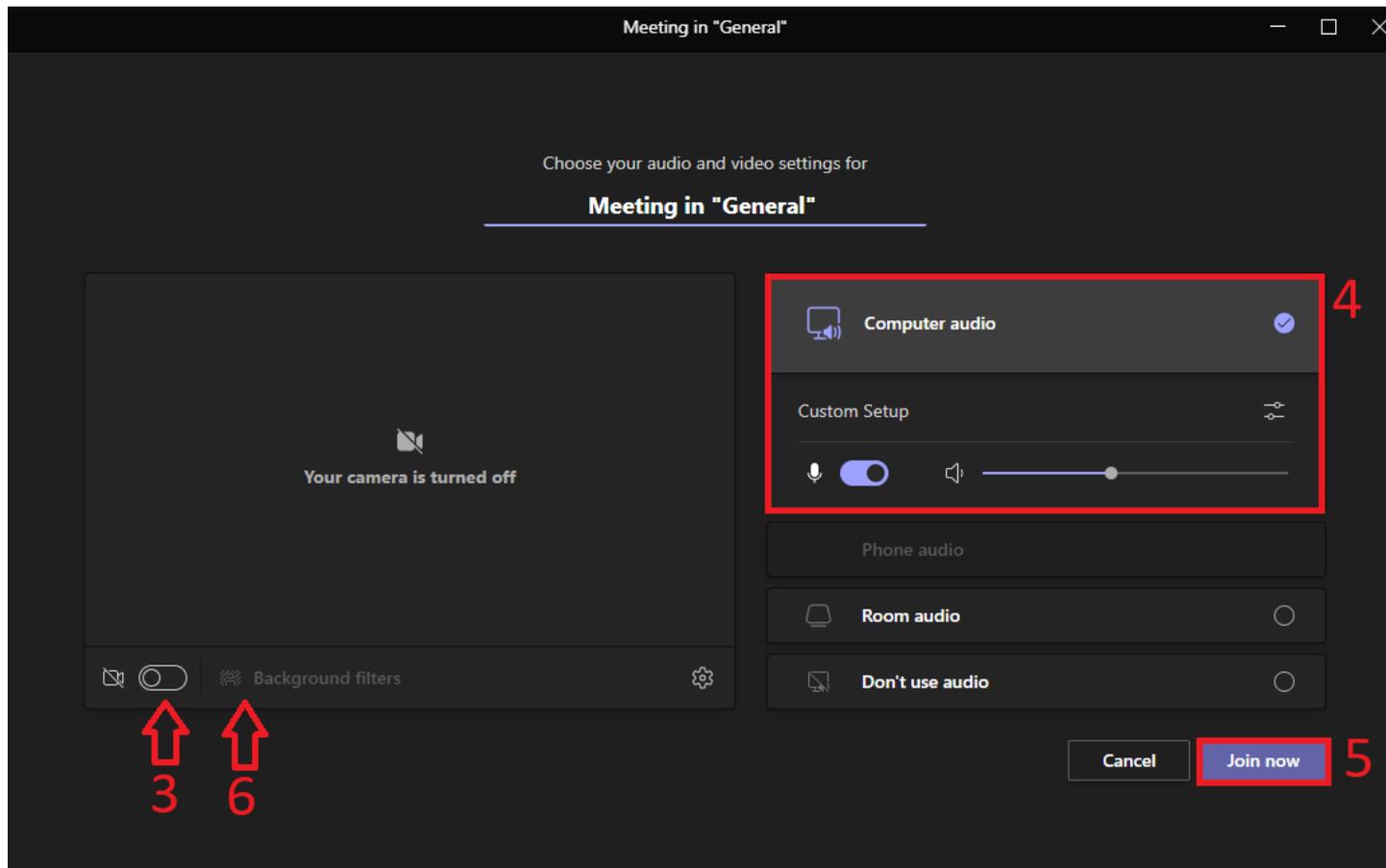
The image shows a sequence of three screenshots from the Microsoft Teams interface illustrating how to start and join a meeting.

- Top Left Screenshot:** Shows a message board in a channel named "Centrum e-learningu". A message from Robert Łapiński at 14:10 says "Scheduled a meeting" and includes a meeting card for "Meeting's title" on Friday, 25 September 2020 @ 14:00. A red arrow labeled "1" points to the meeting card.
- Top Right Screenshot:** Shows a close-up of the meeting card. A red box highlights the "Join" button, and a red arrow labeled "2" points to it.
- Bottom Right Screenshot:** Shows a "Join" dialog box. A red box highlights the "Join" button, and a red arrow labeled "2" points to it. Below the dialog, a "Tracking" section lists participants: Robert Łapiński (Organizator) and Robert Łapiński (student) (Nieznany).

- 1 - - - Select the *Planned meeting* from the *Message board* and click on the “*Join*” button.
- 2 - - - Students have the possibility to join the *Meeting* before the lecturer does. In order to do so, they simply need to click on the “*Join*” button.

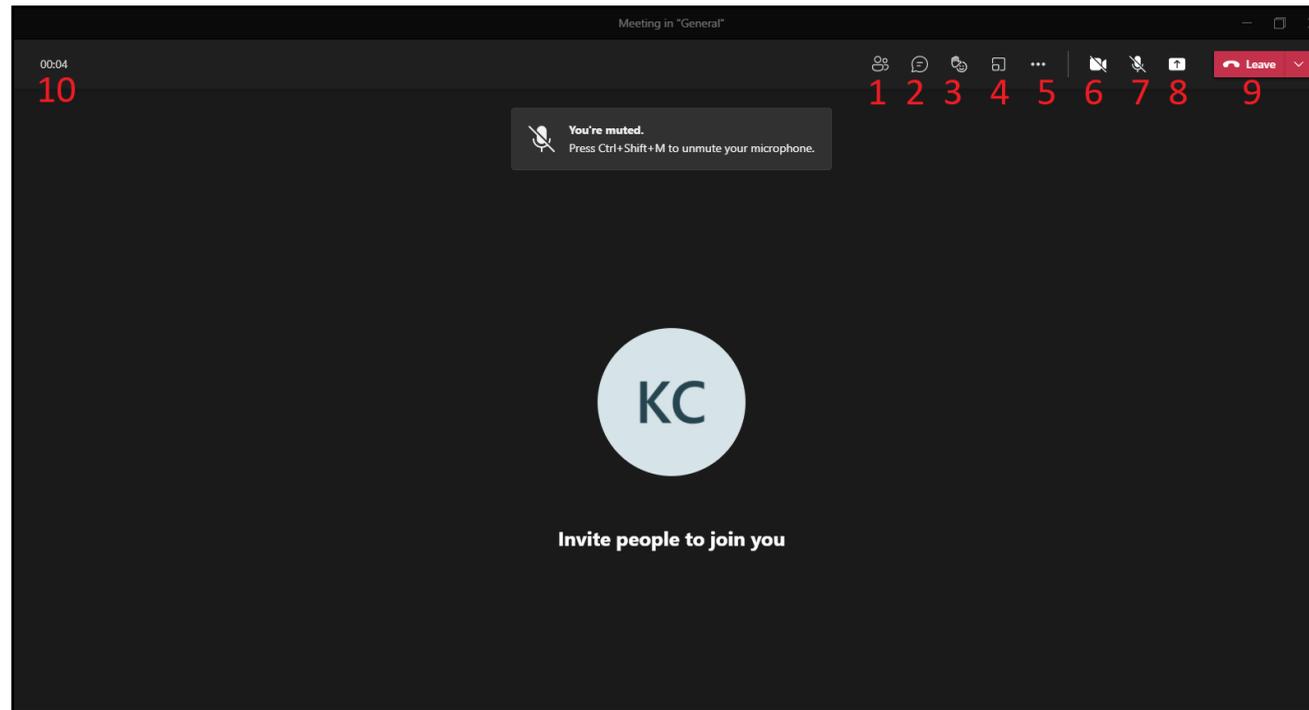


We strongly request to avoid situations in which a *Meeting* is initiated by a student and the lecturer joins it later. You may then lose control over the *Meeting*.  
When you schedule or start a *Meeting* in advance, you have full control over the attendees.

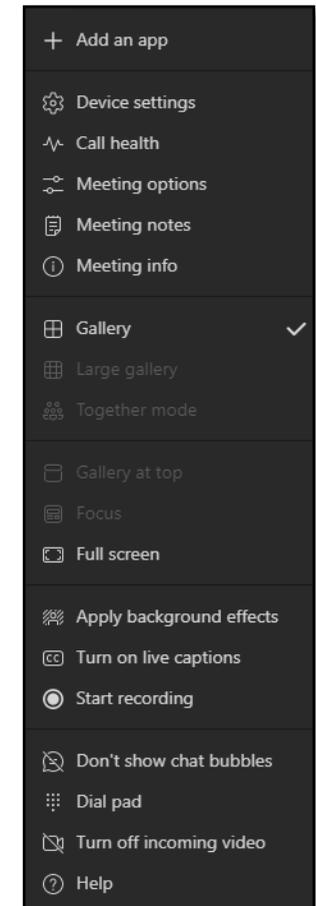


- 3 - - - Enable / Disable your camera before joining a *Meeting*.
- 4 - - - Enable / Disable your microphone before joining a *Meeting*.
- 5 - - - "*Join now*" button.
- 6 - - - Applying background effects

## MEETING WINDOW

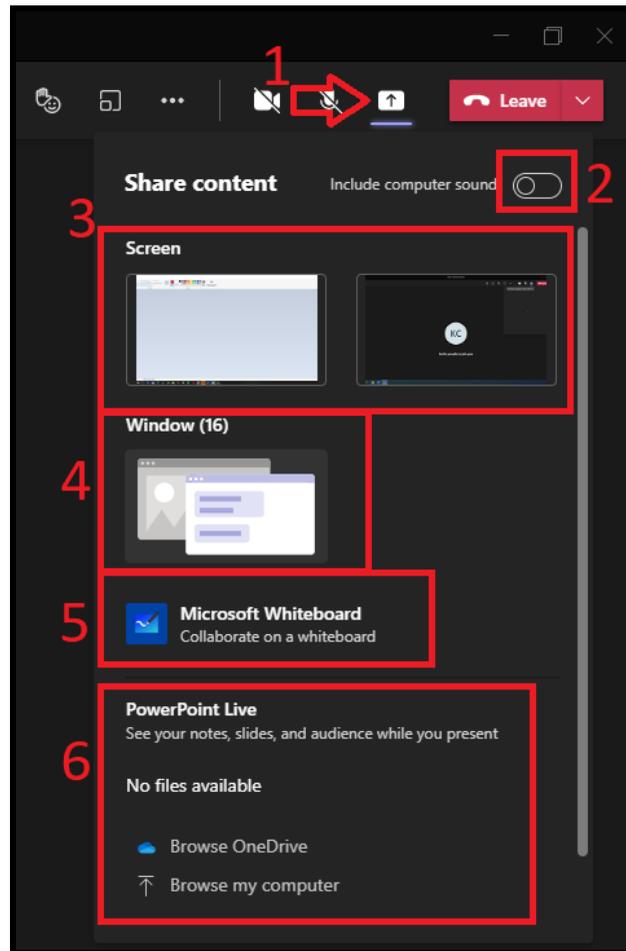


5



- 1 --- Show participants
- 2 --- Meeting chat
- 3 --- Raising / lowering hand
- 4 --- Breakout Rooms
- 5 --- More actions (f. e. device settings, full screen, start / stop recording, apply background effects)
- 6 --- Turning camera on / off
- 7 --- Turning microphone on / off
- 8 --- Share content – screen, one of opened windows or a file
- 9 --- Leaving / ending the meeting
- 10 -- Meeting duration time

## SHARING YOUR SCREEN / SHARING OTHER APPLICATIONS

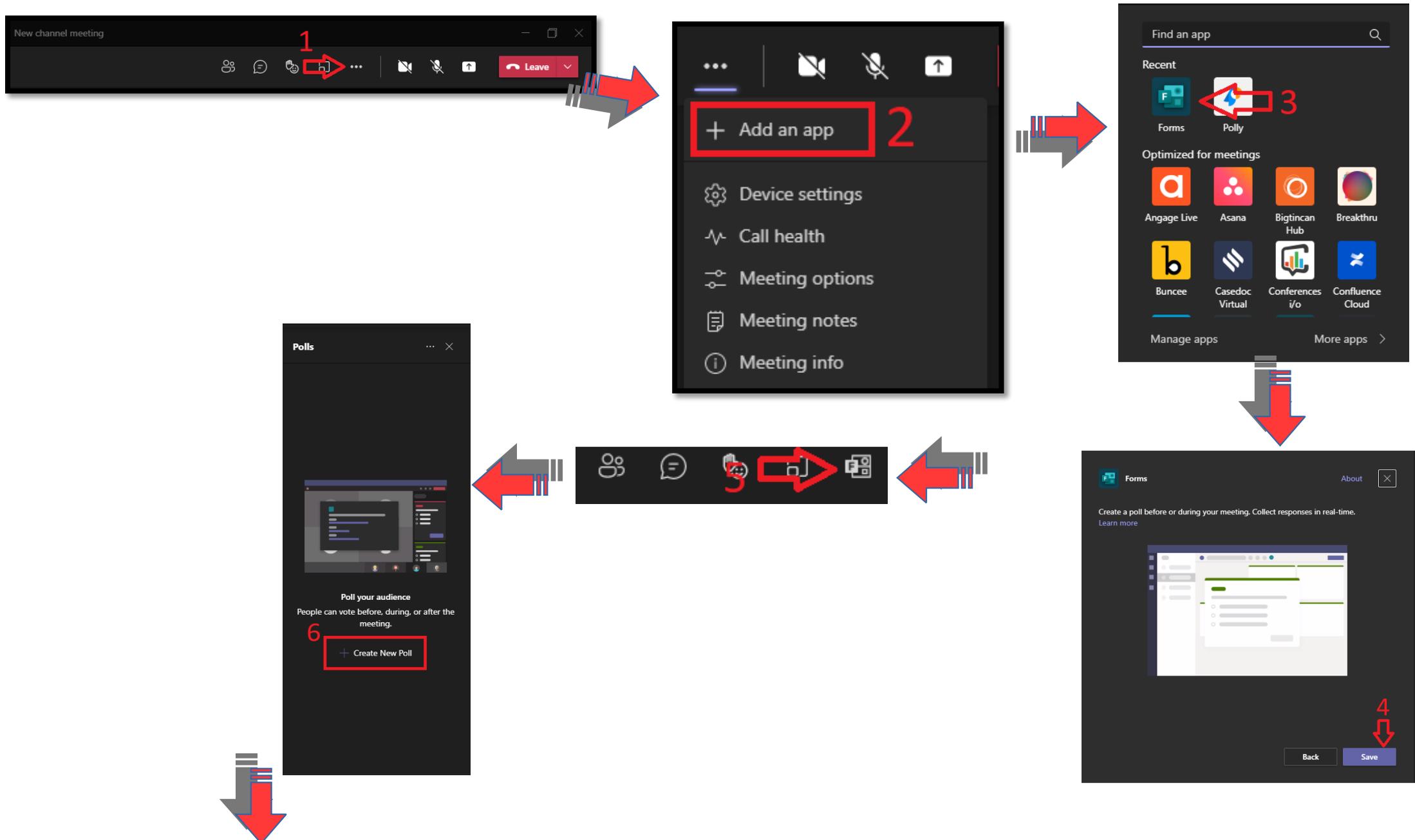


- 1 --- Press the *Share content* button
  - 2 --- Optionally select *Include computer sound*, f.e. when we play a video with sound
  - 3/4 -- Choose a *Screen* or a *Window* that we want to share to the meetings participants
- 

- 5 --- WhiteBoard – app allowing you to *draw* (virtual board, which works like a traditional one).
- 6 --- Sharing a PowerPoint presentation

## CHAT – QUICK POLLS (INTERACTING WITH STUDENTS)

Via chat students can send us messages and information, when they have trouble with their device  
It also allows to attach links or files (clip icon under the text field).



**Forms**  
Create an interactive poll

Choose a way to engage your respondents

- Multiple Choice Poll**  
Poll your respondents to collect data
- Multiple Choice Quiz**  
Get a pulse on respondents' knowledge



**Forms**  
Create an interactive poll

Question

- Option 1
- Option 2

+ Add option  Multiple answers

Share results automatically after voting  
 Keep responses anonymous  
 Allow others to co-author ⓘ

Back Save



**Polls**

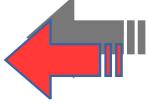
+ Create New

**DRAFT** Poll: Not anonymous ... KC

Question

- Option 1
- Option 2

Launch



**Polls**

+ Create New

**LIVE** Poll: Not anonymous | Result... KC

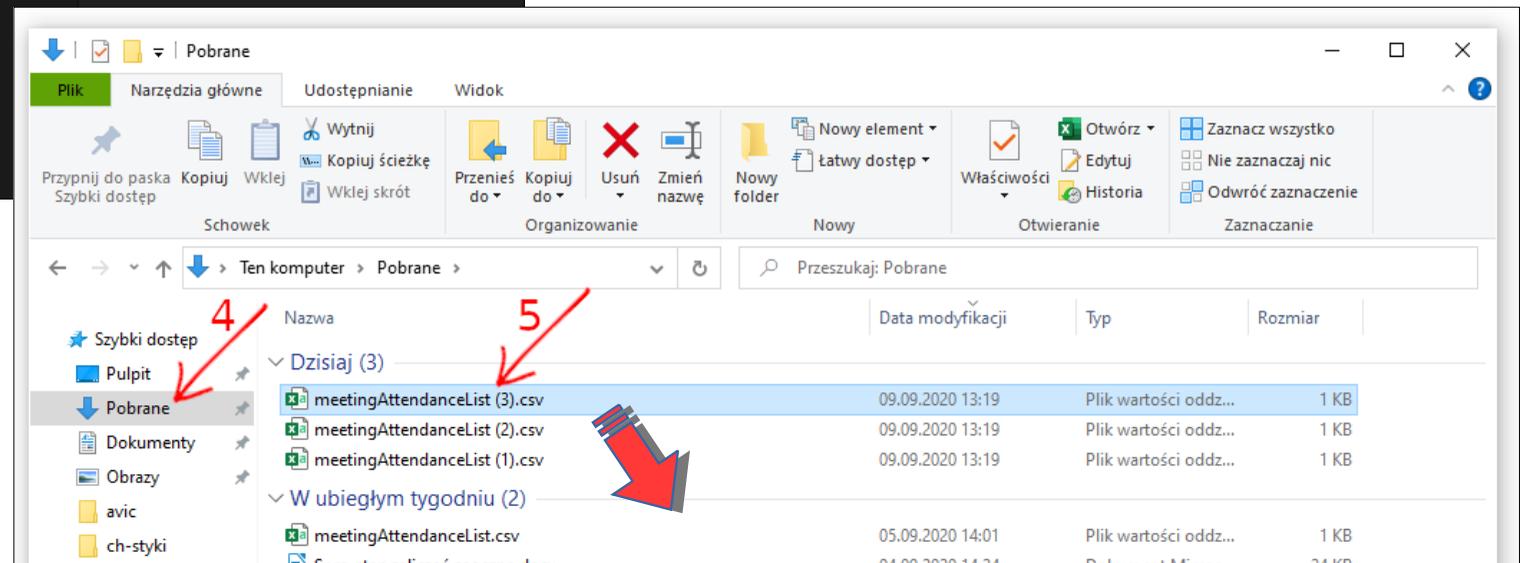
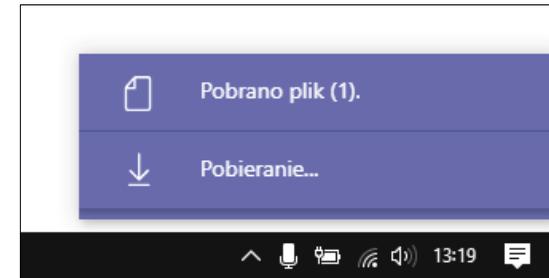
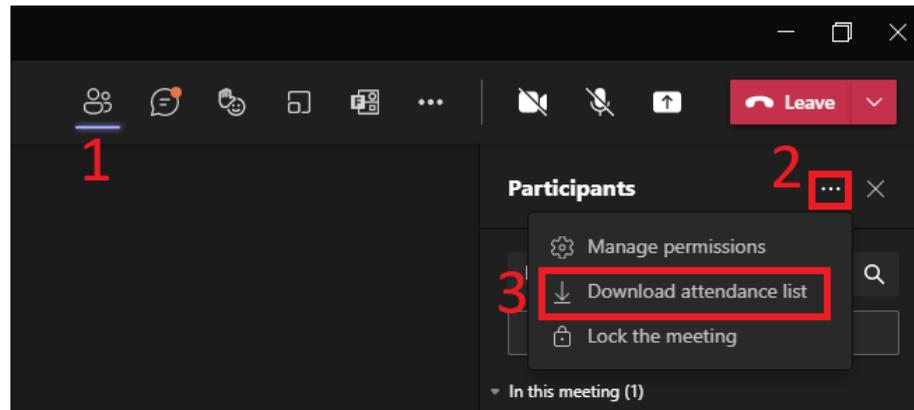
Question

- Option 1
- Option 2

Submit

View results

## PARTICIPANT LIST – DOWNLOADING AN ATTENDANCE LIST



### DOWNLOADING THE ATTENDANCE LIST IS ONLY POSSIBLE DURING AN ONGOING MEETING!

IT IS RECOMMENDED TO DOWNLOAD THE LIST AT THE END OF THE MEETING (BEFORE YOU LEAVE).

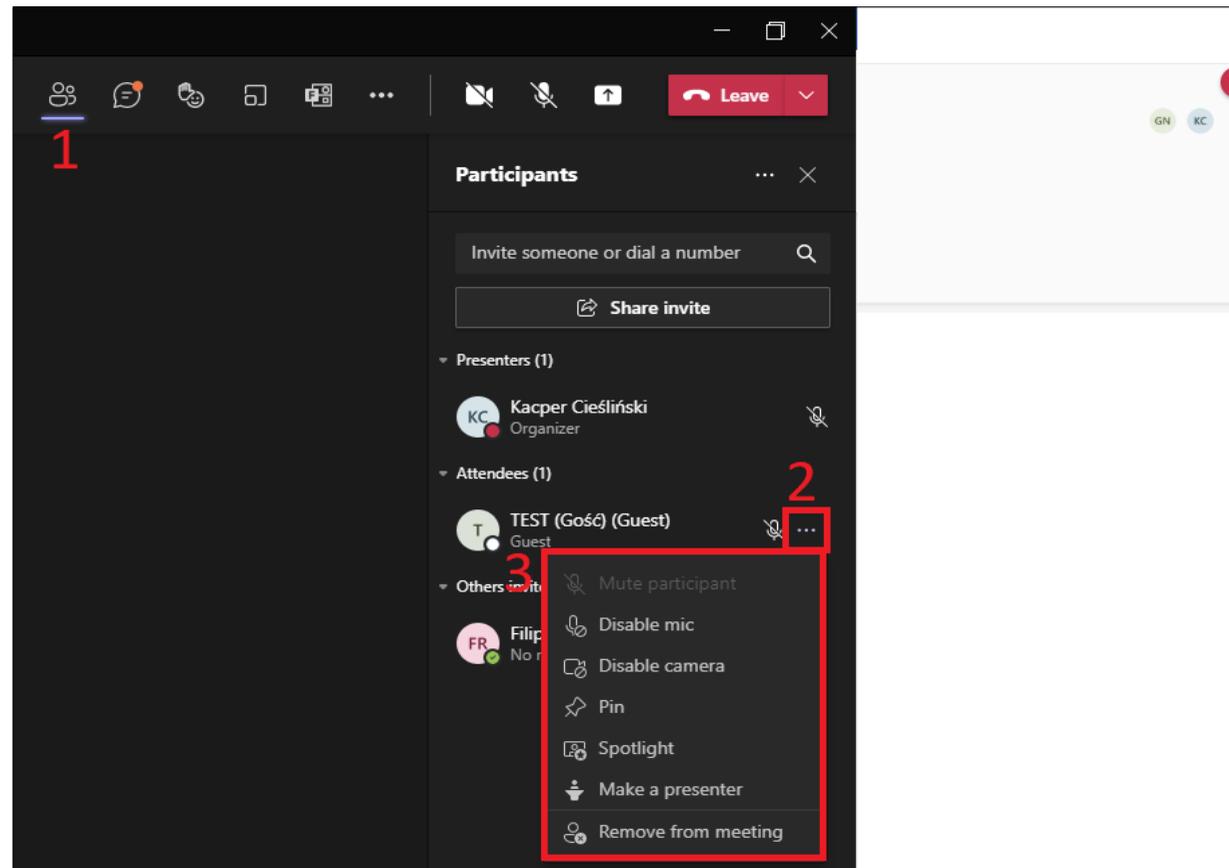
	A	B	C	D
1	Full Name	User Action	Timestamp	
2	Robert łąpiński	Joined	9.09.2020, 11:52:19	
3	Robert łąpiński	Left	9.09.2020, 12:56:02	
4	Robert łąpiński	Joined	9.09.2020, 12:58:02	
5	Robert łąpiński (student)	Left	9.09.2020, 12:22:09	
6				
7				

After meeting ends, the *Meeting Attendance List* will soon appear on chat. You can download the attendance list by pressing on it. It will be downloaded to the same place, as the list from page 17.

The screenshot illustrates the process of downloading a meeting attendance report. It shows a chat notification for a meeting that ended 50 minutes and 47 seconds ago. A button labeled 'Attendance report' with a download icon and the text 'Click here to download attendance report' is visible. A file explorer window shows the file 'meetingAttendanceReport(General).csv' downloaded to the 'Pobrane' (Downloads) folder. Below, a Microsoft Excel spreadsheet titled 'Podsumowanie spotkania' (Meeting Summary) displays the following data:

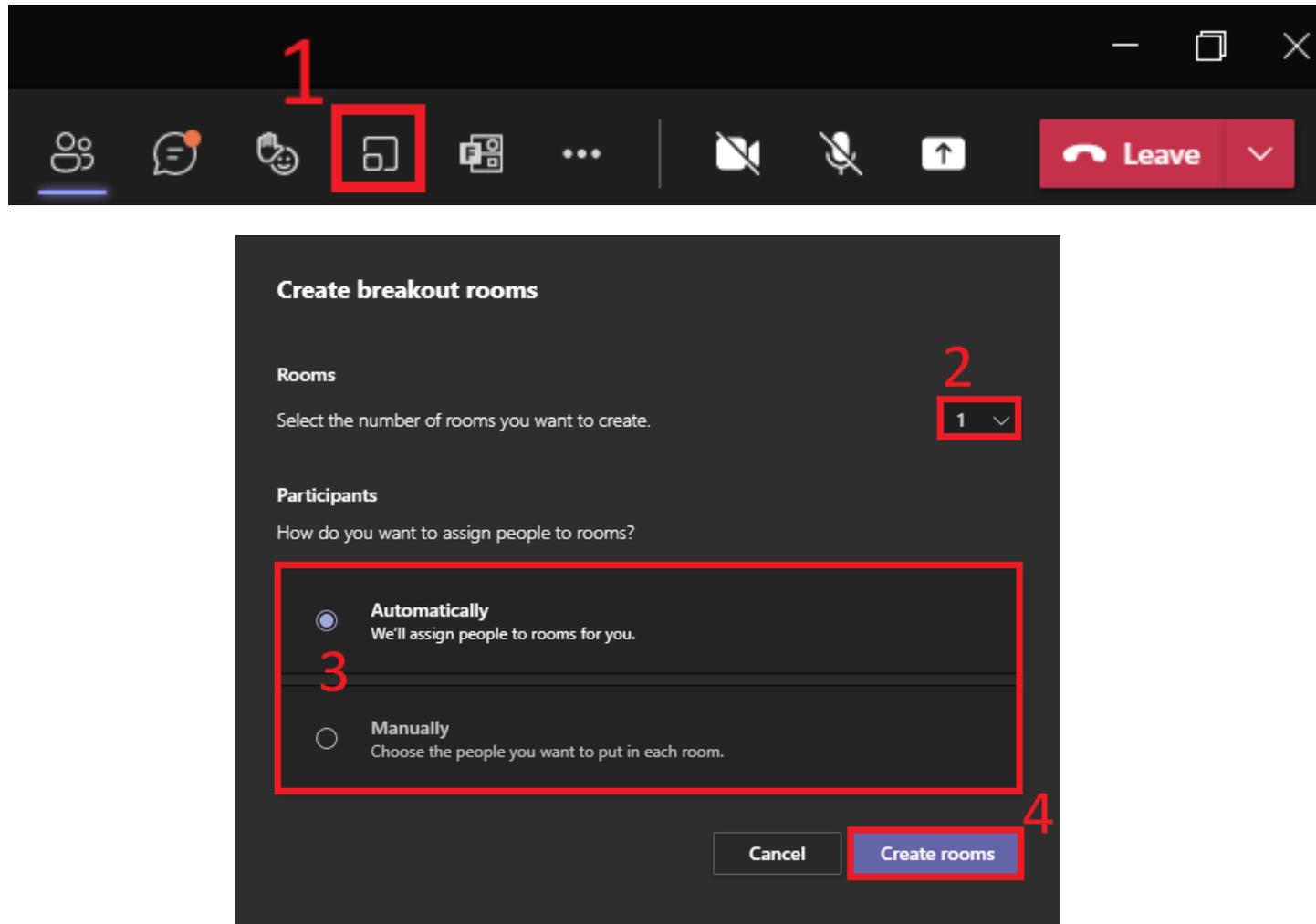
Imię i nazwisko	Godzina dołączenia	Godzina opuszczenia	Czas trwania	Adres e-mail użytkownika (userPr)	Rola
Kacper Cieśliński	15.09.2021, 08:52:5	15.09.2021, 09:48:27	55 min 33 sek.	kacper.cieslinski@lazariski.pl	Organizator
test (Gość)	15.09.2021, 09:06:0	15.09.2021, 09:48:27	42 min 19 sek.		Uczestnik

## PARTICIPANT LIST – MUTING, REMOVING & CHANGING ATTENDEE ROLES (STUDENT'S PRESENTATION)

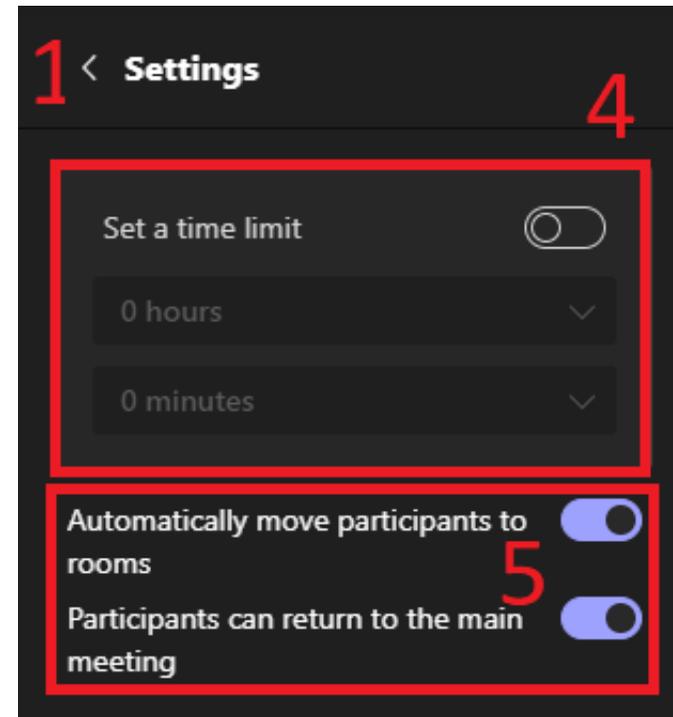
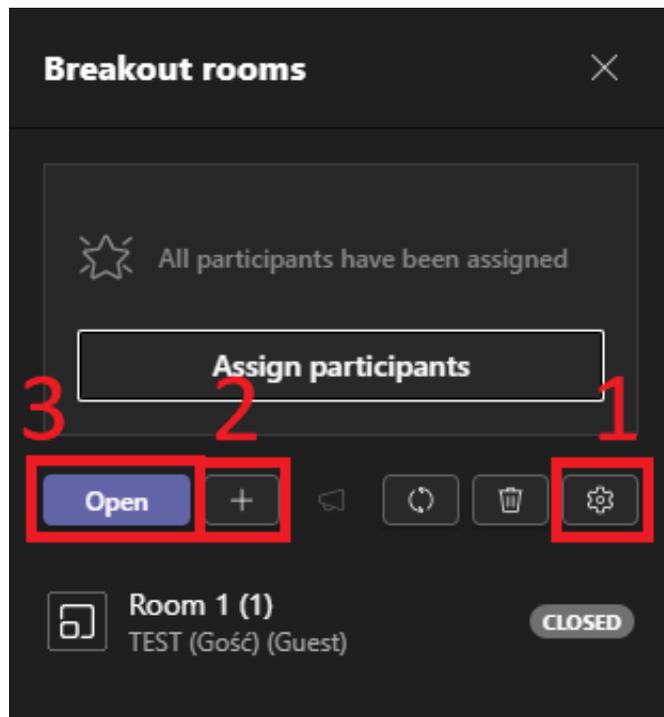


This way, you may determine who can *Share content* and who can *Mute attendees*, *Remove attendees* and accept people from the waiting room. This panel also allows you to react to improper behavior – you may *mute the student's microphone* – or, as a last resort to bring order to the class – remove the student from the *Meeting*. By making one a *presenter* we give the participant additional rights – sharing the screen, muting the meetings participants etc.

# BREAKOUT ROOMS

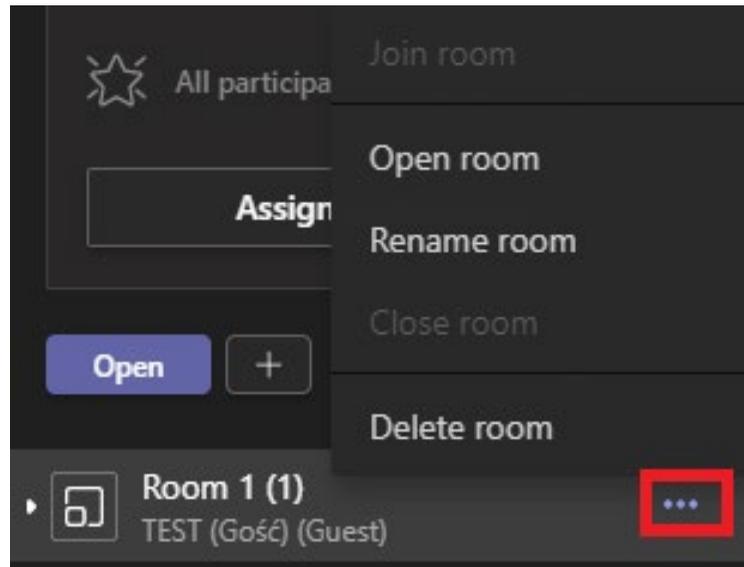


- 1 - - - In the meeting window choose *Breakout rooms* button
- 2 - - - Pick preferred number of *rooms* (*max. 50*)
- 3 - - - Choose a way to assign participants – automatically or manually



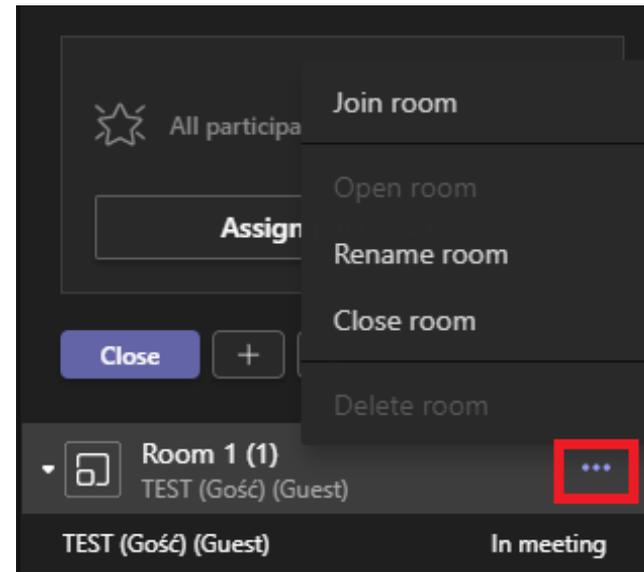
- 1 - - - Gear icon leads us to Room settings, where we can enable participants to return to the main meeting
- 2 - - - With this button we add another room
- 3 - - - Open rooms (assigned participants are transferred to their rooms, as the meetings organizer we can join every room we want)
- 4 - - - Optionally we can set a time limit. After this time rooms will close automatically
- 5 - - - We recommend, having both options on while opening rooms

## MORE OPTIONS (CLOSED / OPEN ROOMS)

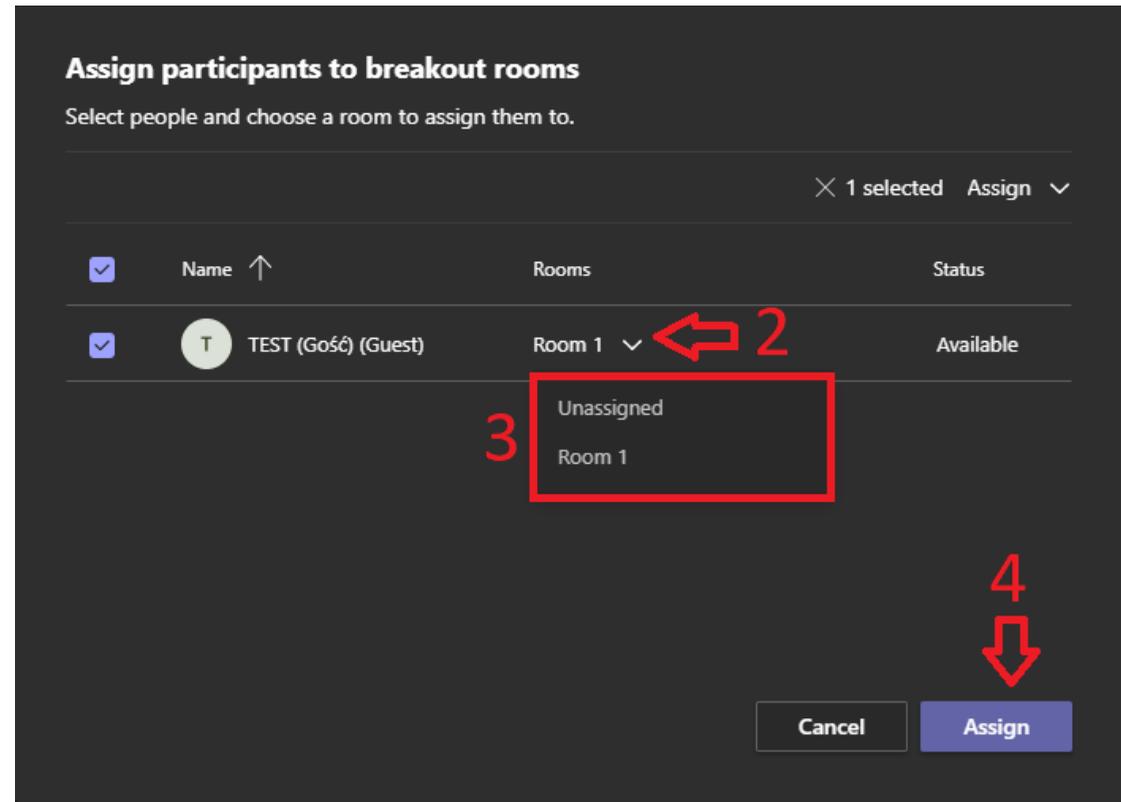
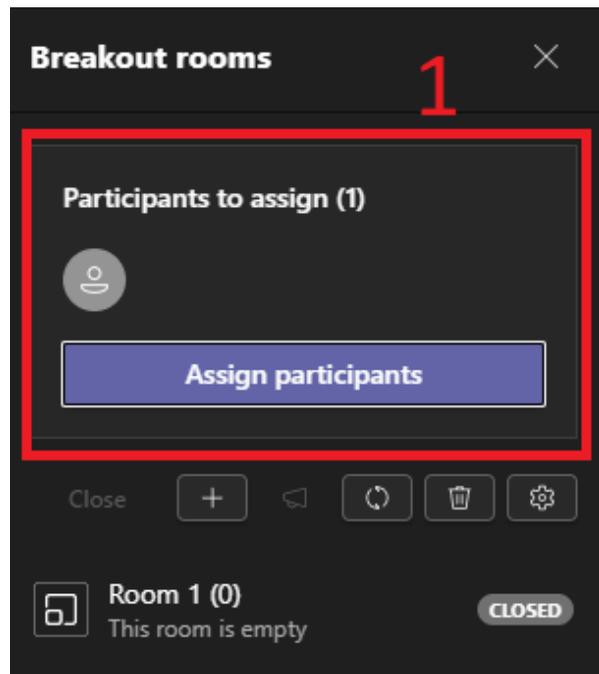


When the rooms are closed we can open one by one, change a room's name, delete a room.

When the rooms are open we can join a particular room, lose the room or change it's name.



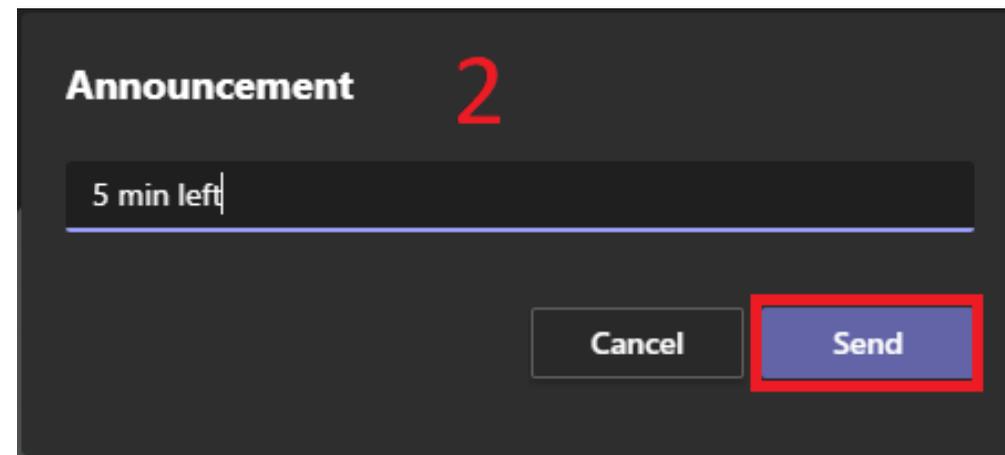
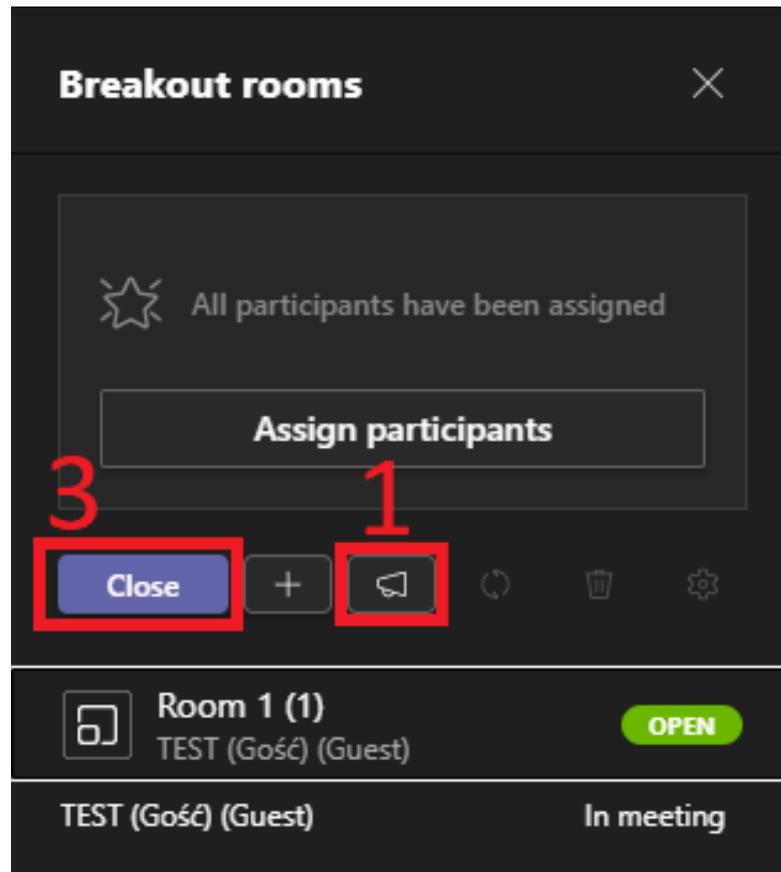
## MANUALLY ASSIGNING PARTICIPANTS TO BREAKOUT ROOMS



1 - - - Choose *Assign participants* – then we can see unassigned people (f. e. when someone is late)

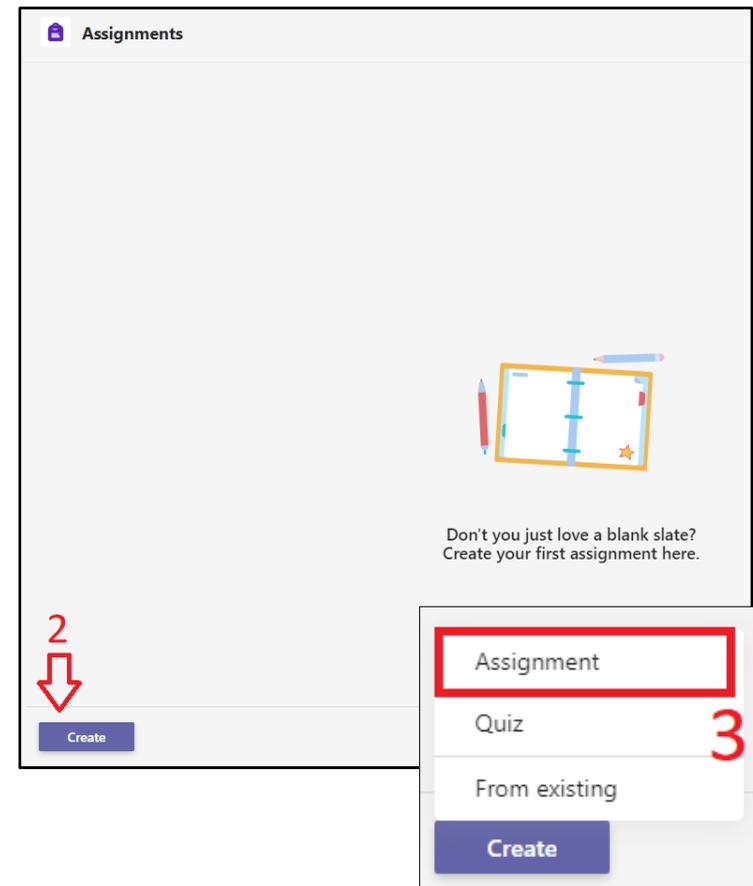
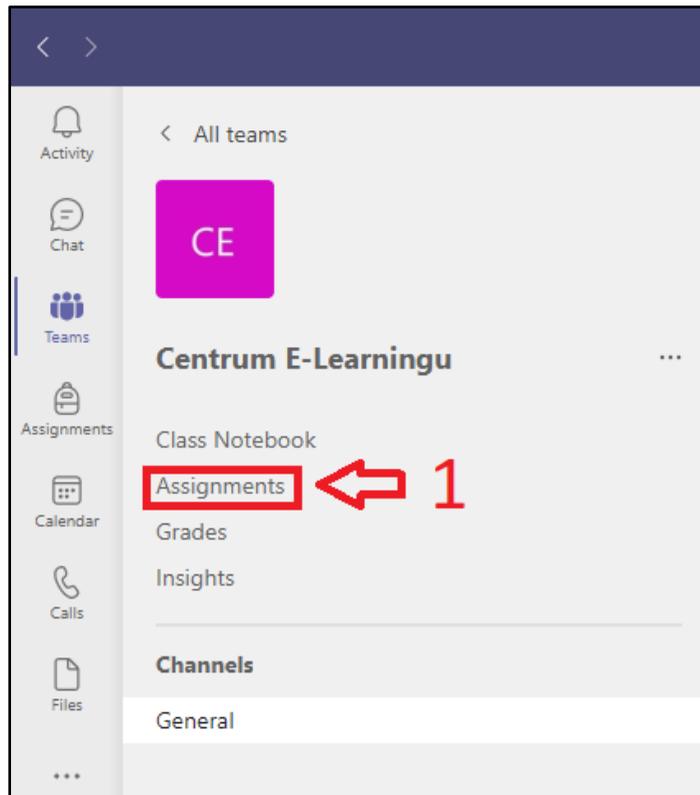
2 - - - From the list we choose the room, to which we want to assign the participant(s). After choosing a room for everyone press *Assign*.

## ANNOUNCEMENT TO ALL BREAKOUT ROOMS + CLOSING THE ROOMS



- 1 - - - Press the megaphone icon and then *Make an announcement*
- 2 - - - In the window that appears we include the message we want to send to the participants in the breakout rooms and *Send*
- 3 - - - Button to close the rooms

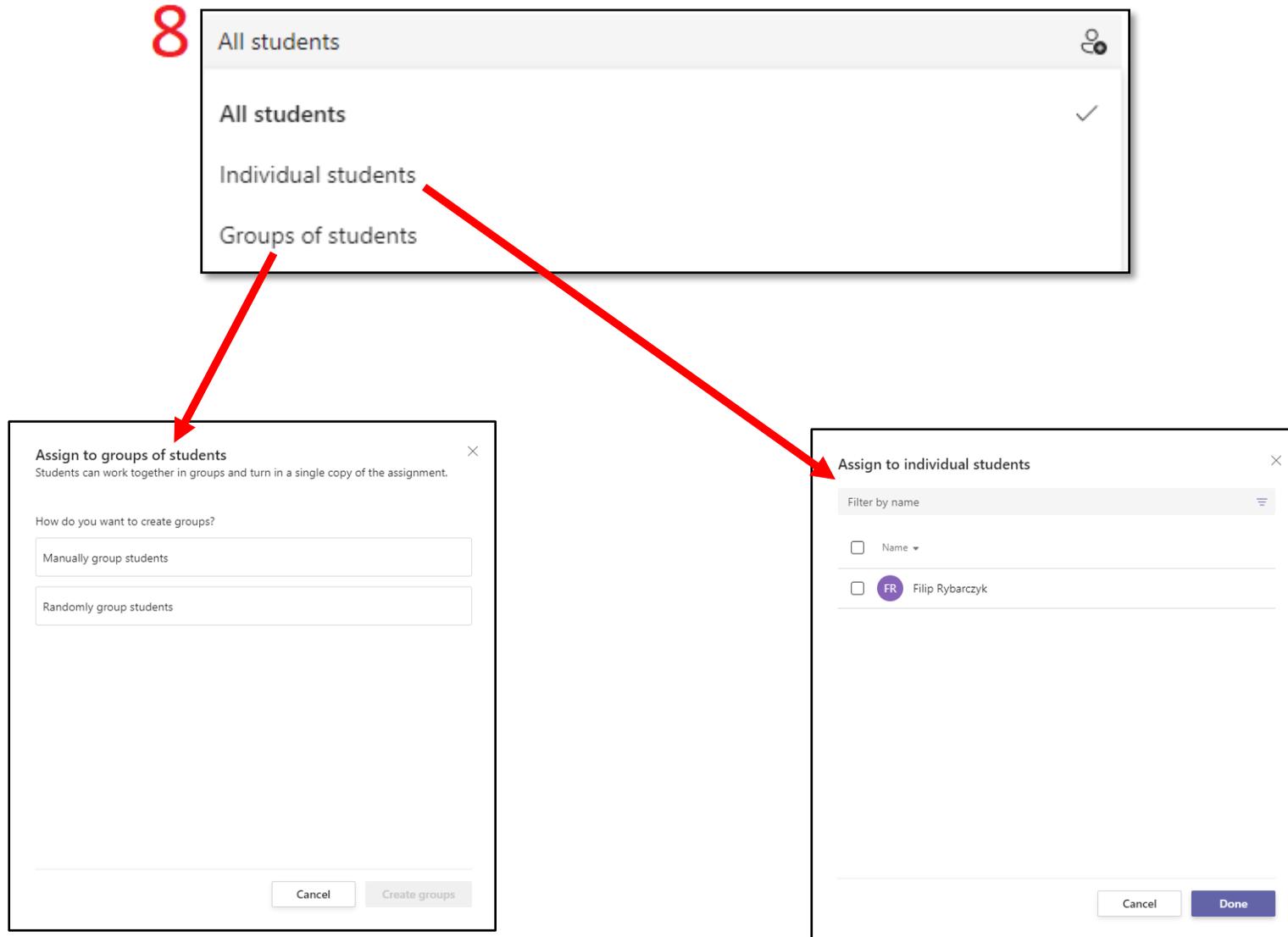
## ASSIGNMENTS (PRACE ZALICZENIOWE)



- 1 - - - Under the teams name *choose Assignments*
- 2 - - - Press *Create*
- 3 - - - Choose „*Assignment*”

9

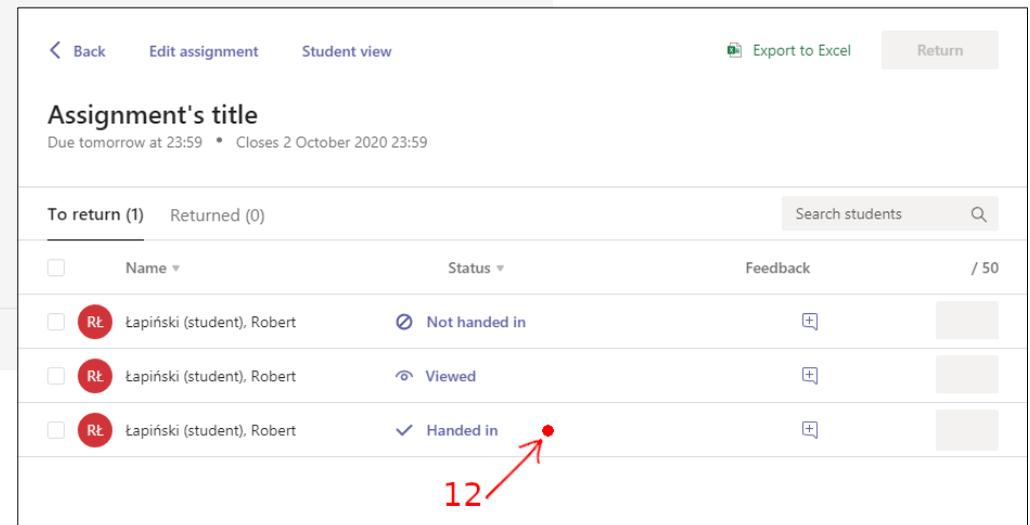
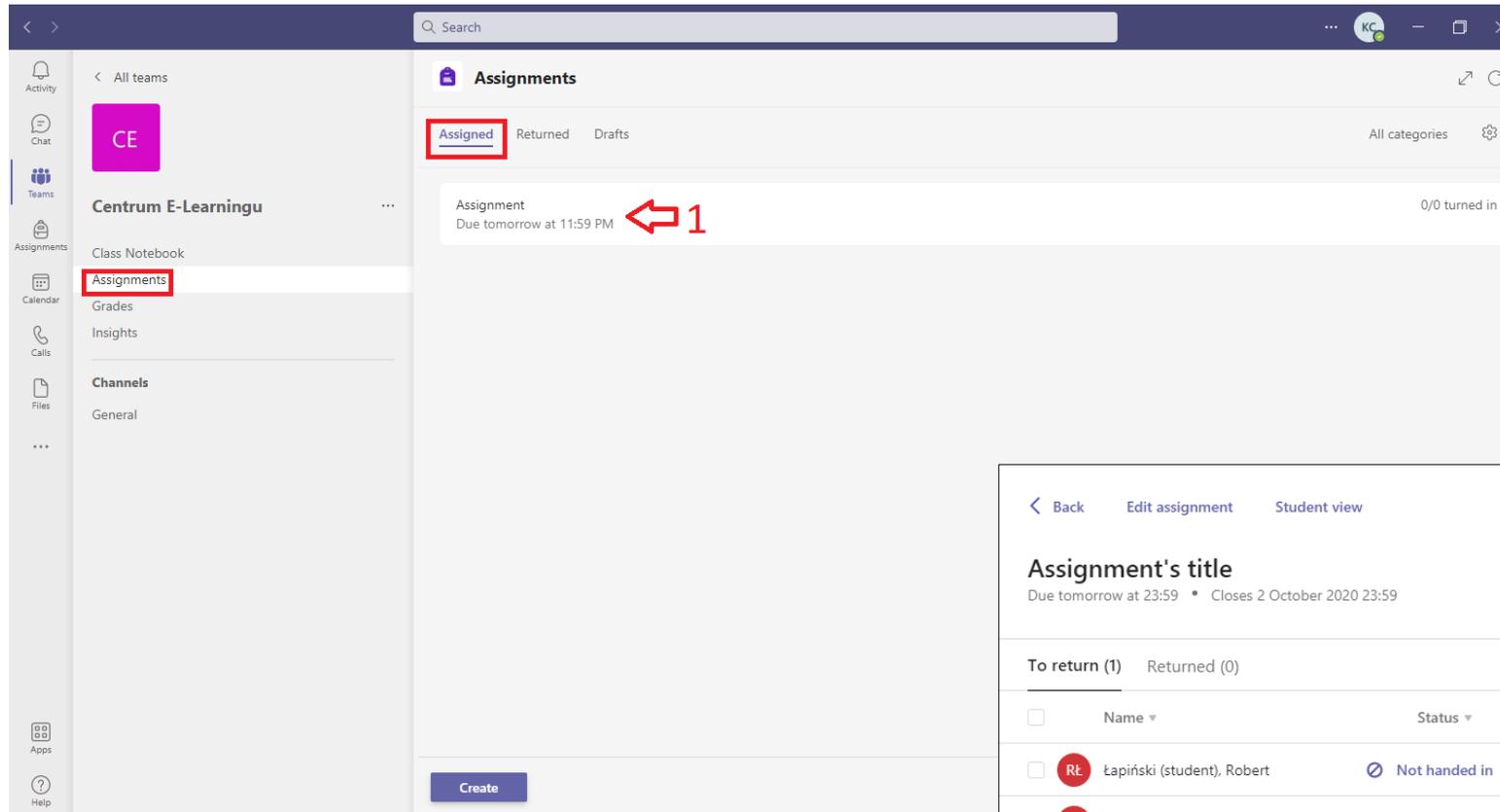
- 4 - - - Set *Assignments* title
- 5 - - - Add instruction
- 6 - - - Add materials we want to share
- 7 - - - Set max. number of points
- 8 - - - Decide which students should get the *Assignment*
- 9 - - - After choosing *Edit*, set date of publication (of the assignment for the particular team), ending date (after this date one can still send or change the assignment) i closing date (after this date, publishing or editing the assignment won't be possible)
- 10 - - Materials in form of Word, Excel or PowerPoint file can be shared to the students for two reasons – as information, then we choose *Students can't edit*. Or if we want the students to fill f. e. exam prepared in Word, we have to choose *Students edit their own copy*.
- 11 - - Set who should get a reminder about the assignments closing date
- 12 - - Press „*Assign*” (students can see the assignment on *General*)



*Assigning to groups of students*, allows students to work together on one task.

We add the assignments for particular students. Every person works on it's own.

# ASSIGNMENTS REVIEW



11 -- Select an active *Assignment*.

12 -- Select a student from the list to view their work  
(*Status: Returned, Late or Not turned in*)

Because students may delete or update their files before the *Close date*, it is recommended to review (or download) the student's work after this date.

PRACA - ŁAPIŃSKI ROBERT (STUDENT).pdf

Close

Skuteczne prowadzenie zajęć zdalnych z wykorzystaniem MS Teams

- Wprowadzenie do pakietu Office 365
  - Czym jest pakiet Office 365?
  - Przebieg głównych aplikacji pakietu Office
  - Aplikacja MS Teams jako podstawowe narzędzie do zdalnej współpracy studentów i nauczycieli
  - Zarządzanie zespołami w MS Teams
    - Tworzenie kanałów komunikacji – tematów, grup studentów
    - Dodawanie/usuwanie studentów
- Zajęcia on-line (synchroniczne)
  - Przygotowanie do prowadzenia zajęć zdalnych
    - Tworzenie spotkania w kalendarzu
    - Zapraszanie na lekcję on-line (edycja ustawień prowadzonych zajęć)
    - Prezencja przed kamerą, ustawienie kamery, zestaw słuchawkowy, jak przygotować domowe studio, wirtualne tło, itp.
    - Jakość prezentacji – zasady przygotowania dobrej prezentacji dla studentów
    - Narzędzia reakcji na niewłaściwe zachowania
    - Odbióływanie zajęć on-line
  - Prowadzenie zajęć on-line angażujących studentów
    - Dołączanie do lekcji on-line
    - Lista uczestników
    - Cała spotkania
    - Udostępnianie prezentacji, aplikacji, pulpitu
    - Przejmowanie pulpitu
    - Ewidencja obecności studentów na zajęciach on-line
    - Wykorzystanie testów, ankiet i quizów
    - Whiteboard – wirtualna tablica
    - Przedstawianie prezentacji przez studentów
    - Dyskusja, zadawanie pytań
    - Robienie wspólnych notatek
    - Rejestracja/nagrywanie prowadzonych zajęć
- Forum problemowe - prowadzenie zajęć asynchronicznych (pomiędzy zajęciami on-line)
  - Funkcja Wpły/konwersacja – Peer learning - jak wykorzystać ją w kształceniu akademickim
  - Przykłady zadań dla studentów
  - Komentowanie wypowiedzi przez wykładowcę, wzajemne uczenie się i komentowanie wypowiedzi student-student
- Inne narzędzia i funkcjonalności
  - Dodawanie plików
  - Dodawanie zadań
    - Tworzenie wirtualnych sprawdzianów, quizów
    - Aplikacja Forms – narzędzie ankiet, testów (sprawdziany matematyczne)
    - Zbióranie prac zaliczeniowych i semestralnych, itp
  - Notes zajęć do pracy ze studentami
    - Udostępnianie materiałów – indywidualnie i grupowo
    - Praca w obszarach współpracy
    - Monitorowanie postępów studentów
  - Udostępnianie aplikacji i zasobów do zajęć

Robert Łapiński (st...)

Student work  
Handed in 30 September 2020 at 12:25  
[View history](#)

PRACA - ŁAPIŃSKI ROBERT

Feedback  
Enter feedback

Points  
40 / 50

Return

PRACA - ŁAPIŃSKI ROBERT

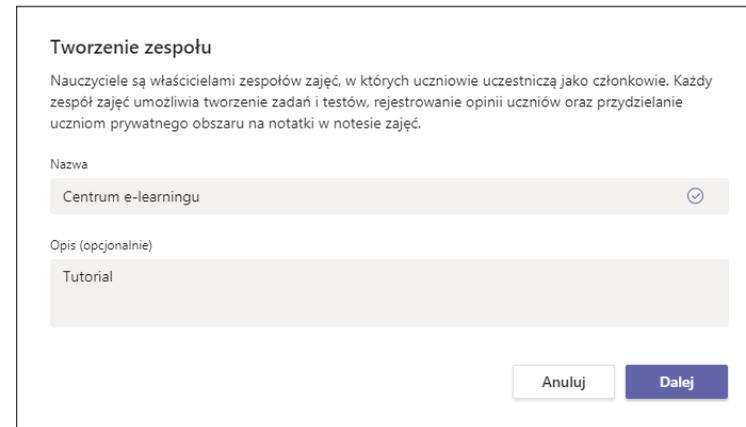
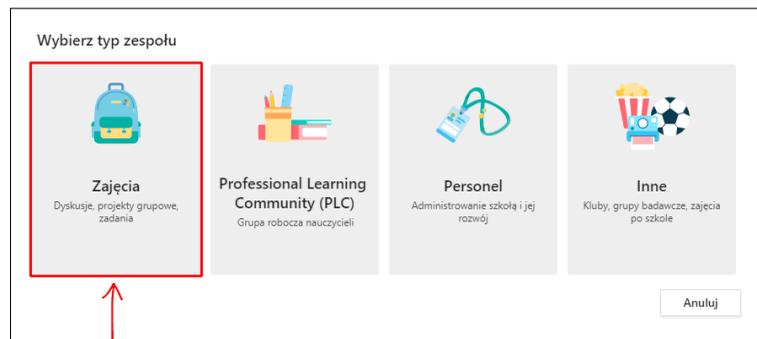
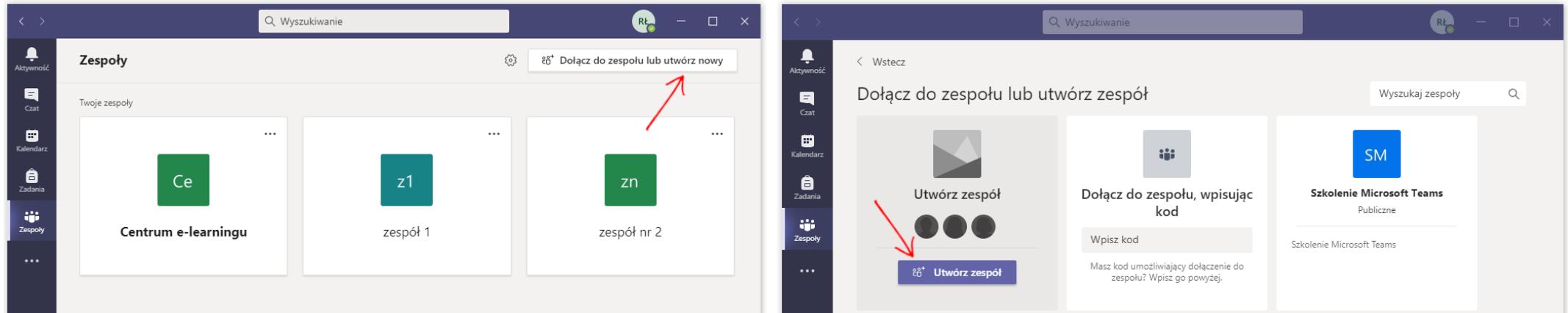
Feedback  
Enter feedback

- Open in Teams
- Open online
- Download

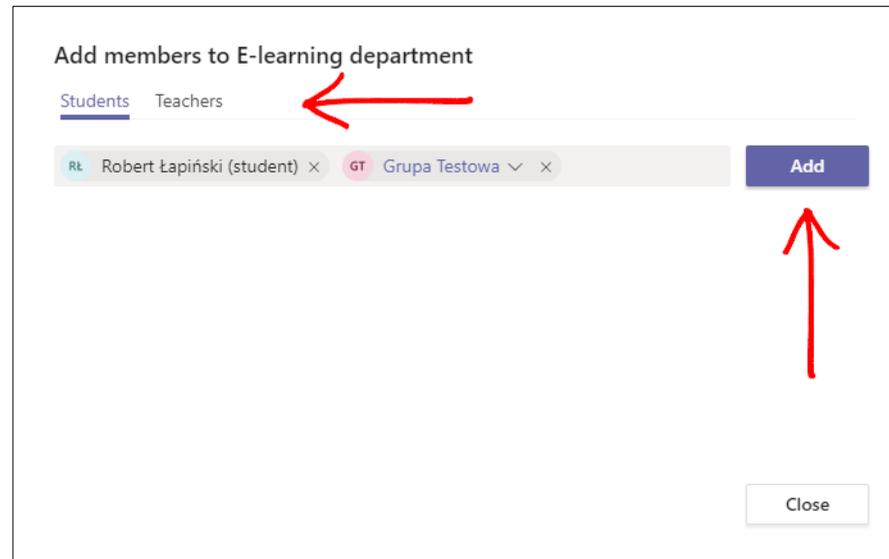
A preview window with the student's work is displayed on the left.

- 13 -- *Quick navigation* buttons to browse the work of individual students.
- 14 -- List of *Files* returned by the student.
- 15 -- Clicking on the *three-dots-icon* will open up a small panel that will let you choose the option of opening the file via application or *Downloading* it to your computer.
- 16 -- *Feedback* window about the student's work.
- 17 -- *Points* scored.
- 18 -- *Return* the reviewed work to the student.

## CREATE NEW TEAM (ADDITIONAL OPTION, I.E. FOR SEMINARS OR ACADEMIC PANELS)

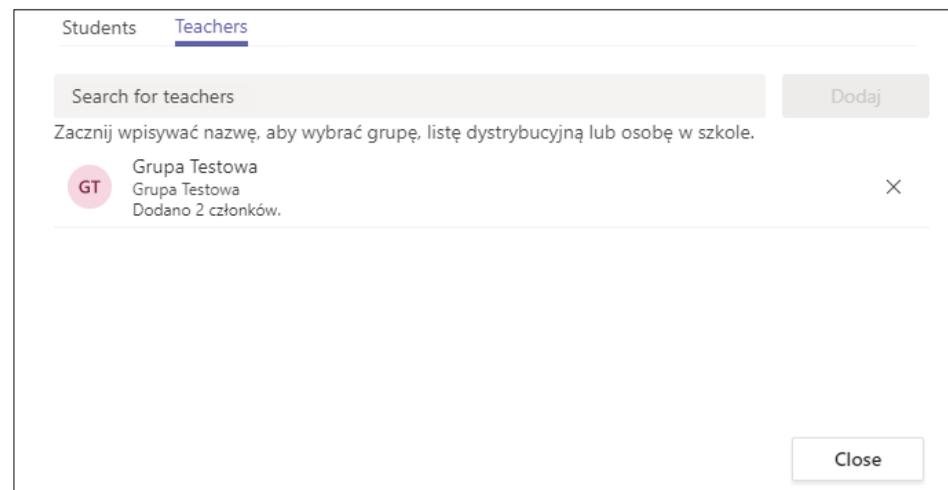


In order to create a new *Team*, first select the “Join or create Team” button in the top-right corner of the MS Teams panel. Next, click on the “Create a Team” option and select “Class”. **Input the Name of the class – it should be unequivocal and unique – but foremostly: the Name has to start with the prefix “DYD-”** [all other names shall be removed]. This setup allows easier *Teams* management in the future.



Adding people to the new *Team* is possible in the next window. You may select individual students from the “*Students*” list or add other academic staff from the “*Teachers*” list. After finding the appropriate person, click on the “*Add*” button and then the “*Close*” button located in the bottom-right corner.

It is also possible to skip this stage to generate a *Team code* and share it with particular people we want to allocate to the *Team*.



## GENERATING TEAM CODES

The image illustrates the process of generating a team code in Microsoft Teams through five numbered steps:

- Click the three dots menu next to the team name 'Centrum e-learningu'.
- Select 'Manage team' from the dropdown menu.
- Click the 'Settings' tab in the team settings page.
- Click the 'Generate' button under the 'Team code' section.
- The generated team code, **98kbv4j**, is displayed and highlighted in a red box.

Additional details from the screenshot include the team name 'E-learning department', the 'Generate' button, and the warning: 'Note: Guests won't be able to join with a team code'. Below the code, there are options to 'Pełny ekran', 'Resetuj', 'Usuń', and 'Kopiuuj', along with a note: 'Uwaga: goście nie będą mogli dołączyć za pomocą kodu zespołu'.

The *Code* may be reset – so that accessing the Team with the previous *Code* will not be possible.