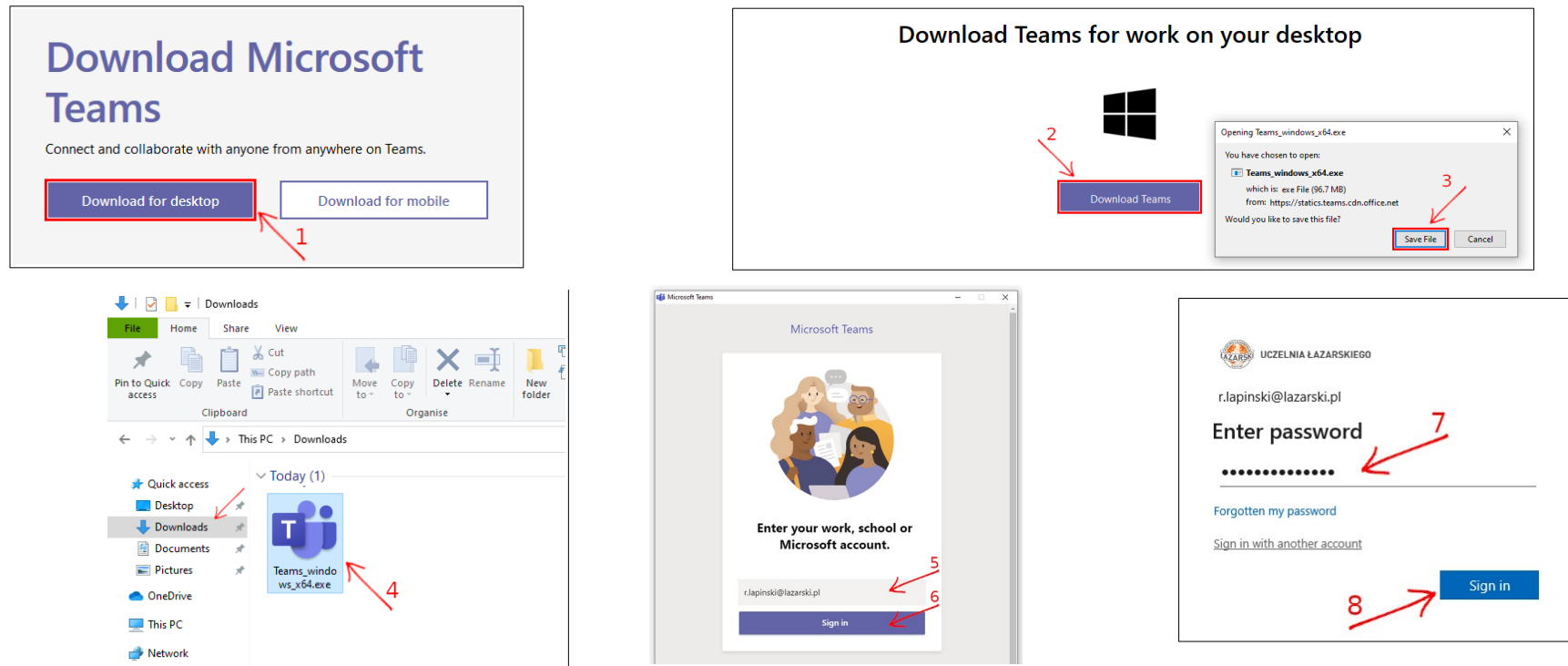


MS TEAMS - guide for Lazarski University students

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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.

→ Use the same login and password you use to access your student e-mail. lazarski.pl/en/student-e-mail/ ←

→ The initial password is temporary – you 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*: (cel@lazarski.edu.pl, 22 543 55 17)

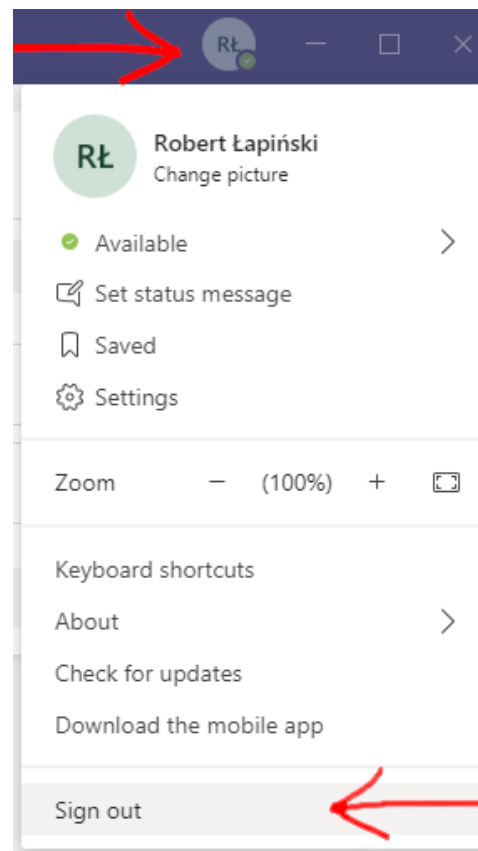
→ and provide your Student Album Number. ←

SIGNING OUT – NO TEAMS VISIBLE

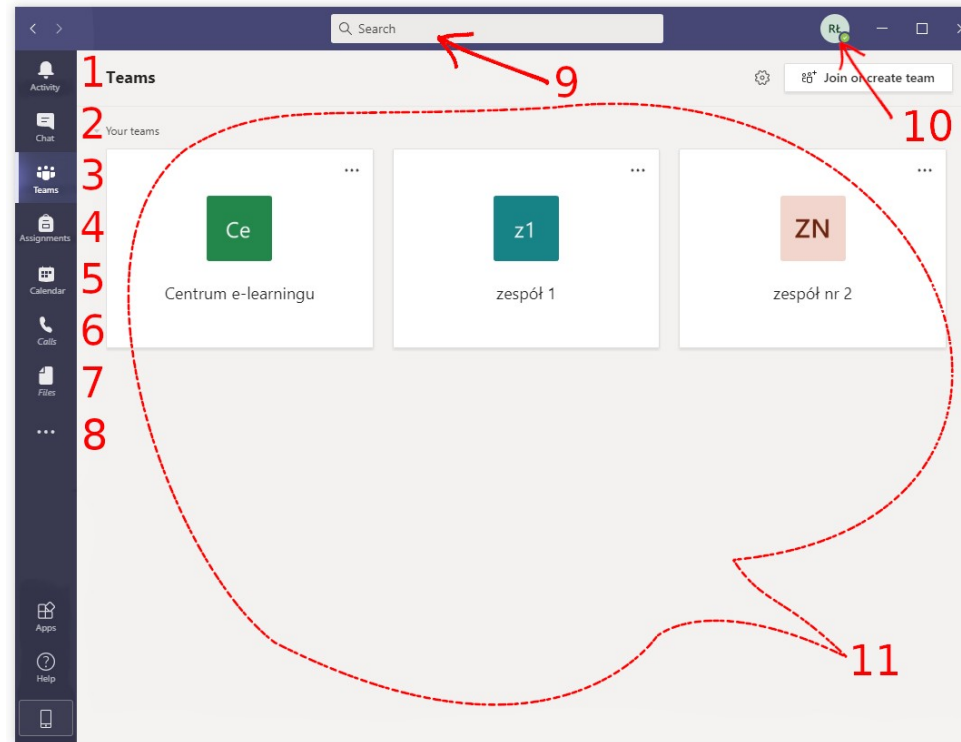
Sometimes you may find yourself automatically logged in to a different account and need to switch it to your Lazarski University profile.

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.

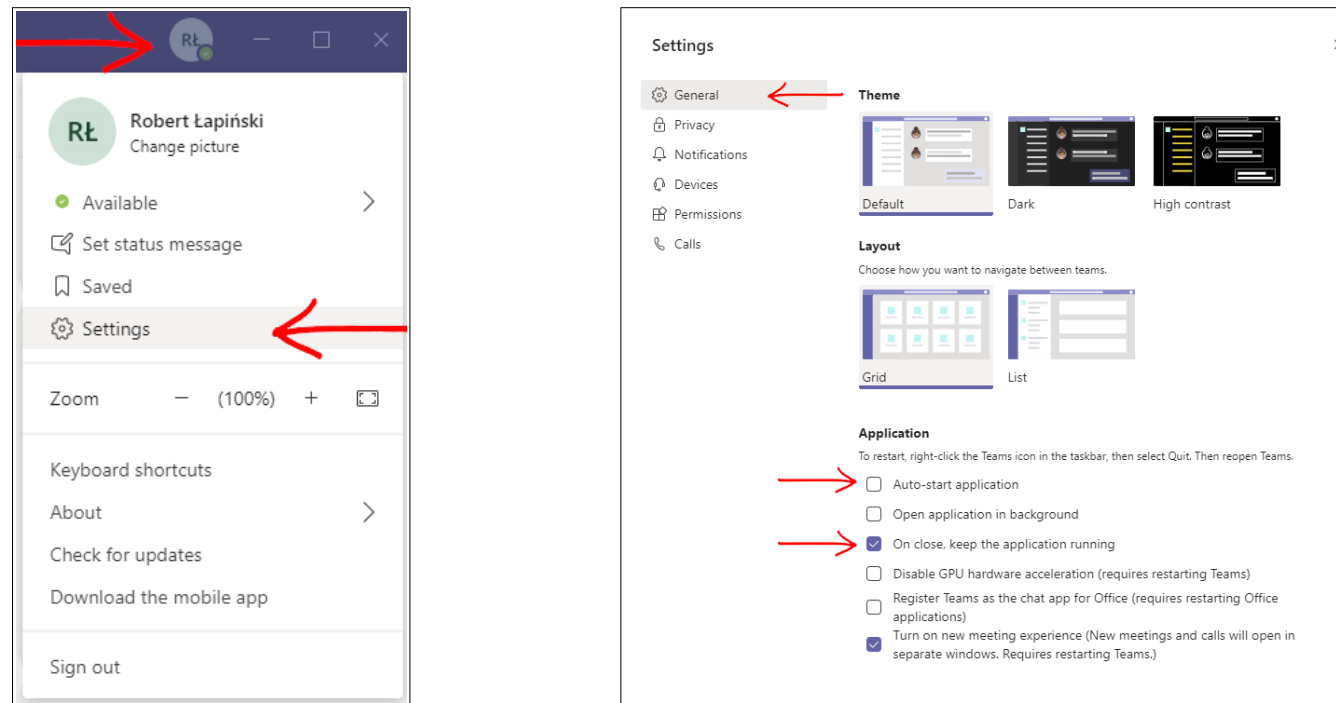
9 - - - **Search window: is used to find specific Teams or individual persons**

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.

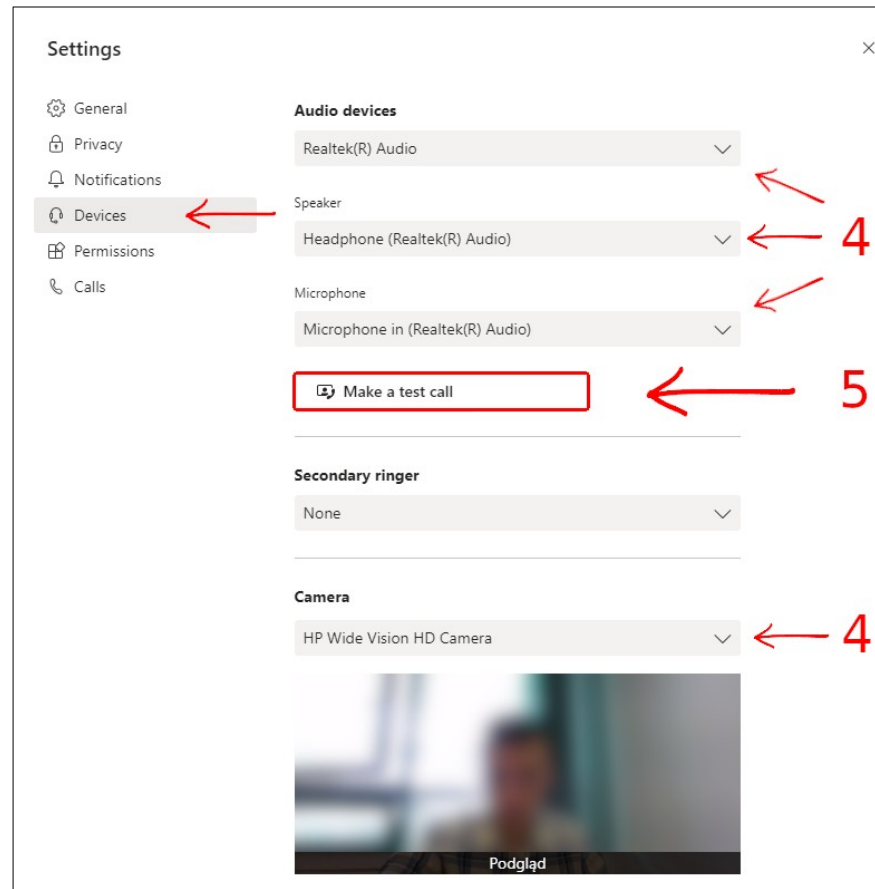
Class Teams are set up prior to the meeting, according to the class groups specified in the Virtual University.

SETTINGS ADJUSTMENT (OPTIONAL)



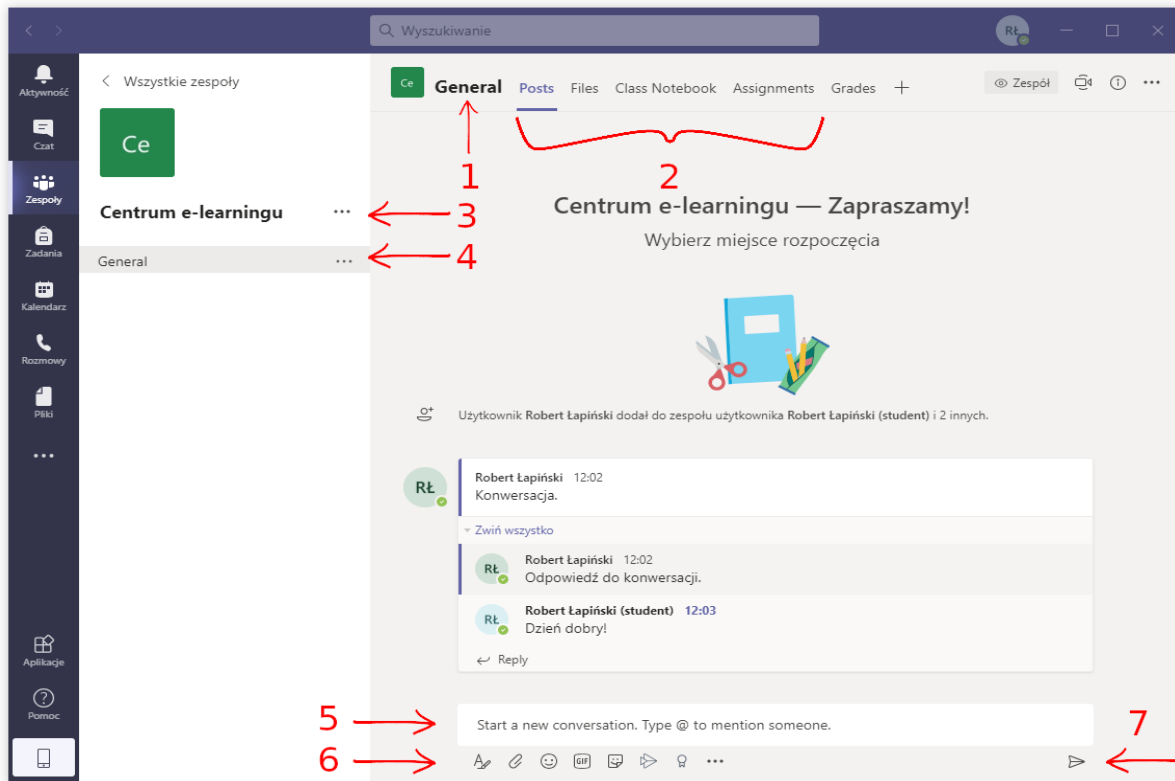
After clicking on your avatar icon scroll down the menu and locate the “Settings” option. You may customize MS Teams in the “General” section – select the Theme (Default / Dark / High contrast) and Layout (Grid / List) that best suits you. The lower section of the “General” settings panel also allows 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.

TESTING HARDWARE FOR VOICE COMMUNICATION (TEST CALL)

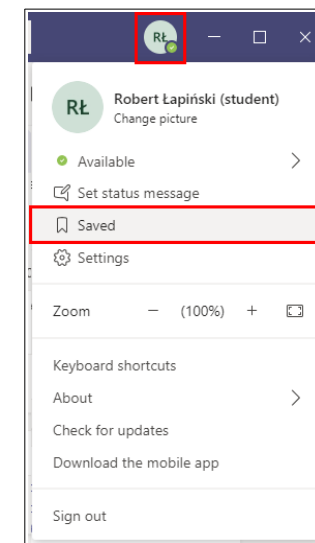
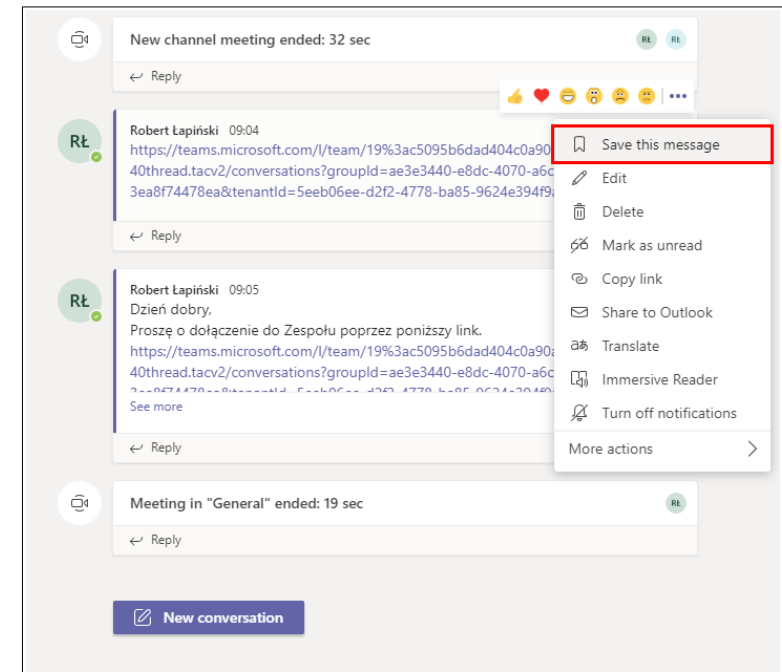


Your meetings will only be successful if your audio hardware is properly set up. We strongly advise using an external headset – with headphones and a microphone. To set up your audio hardware first click on your avatar icon and scroll down to the “Settings” option. Next, select the “Devices” tab – a 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 (POSTS)

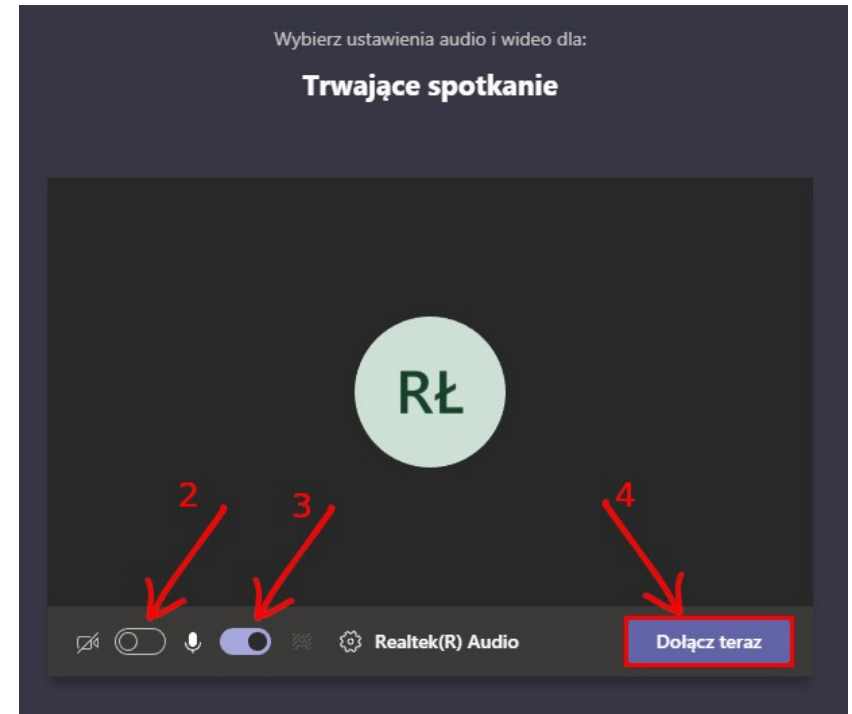
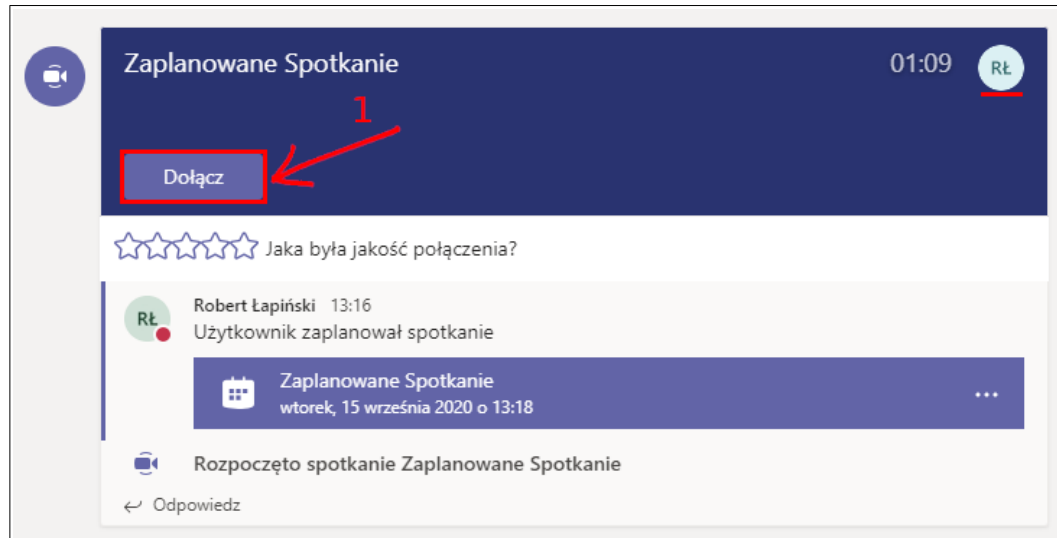


- 1 --- Channel name.
- 2 --- Channel tabs – Posts / Files / Meeting Notes / Assignments
- 3 --- Team name.
- 4 --- Team Channel section.
- 5 --- Text window for posting messages on the message board.
- 6 --- Text tools – change style / add attachment / other options.
- 7 --- Send message button.



Important or useful messages posted on the *Team Message Board* may be saved and easily accessed later. Simply click on your avatar icon and select the „Saved” option from the menu.

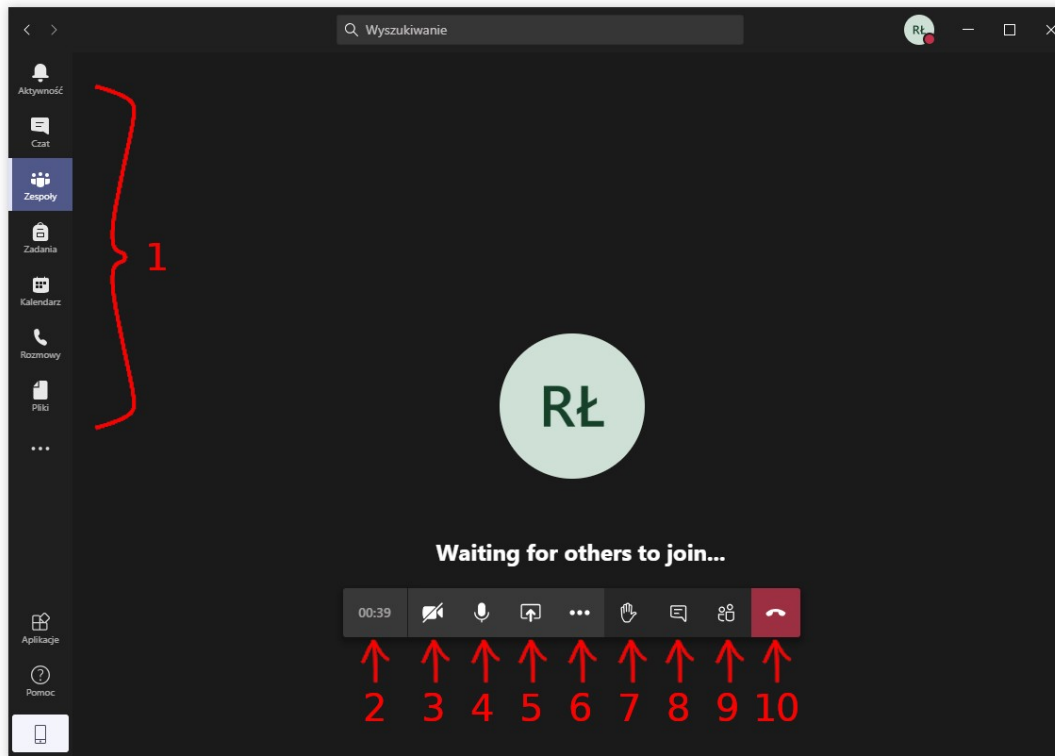
JOINING A MEETING



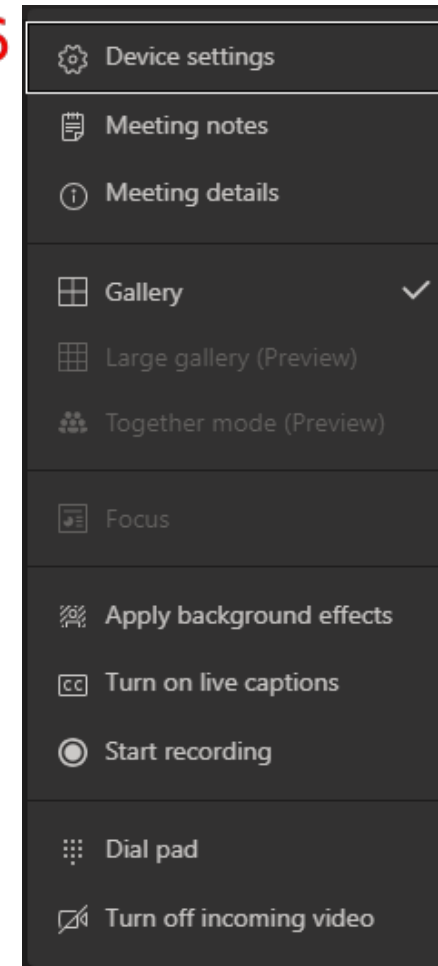
- 1 - - - Once your Lecturer starts a *Meeting*, a corresponding notification will be displayed on the *Team Message board*. Join the *Meeting* by clicking on the „*Join*” button .
- 2 - - - Enable / Disable your camera before joining a *Meeting*.
- 3 - - - Enable / Disable your microphone before joining a *Meeting*.
- 4 - - - ”*Join a Meeting*” button.

We kindly ask students not to use the „*Meet now*” function during a scheduled class, when the Lecturer has not created the specific *Meeting* yet.

MEETING WINDOW

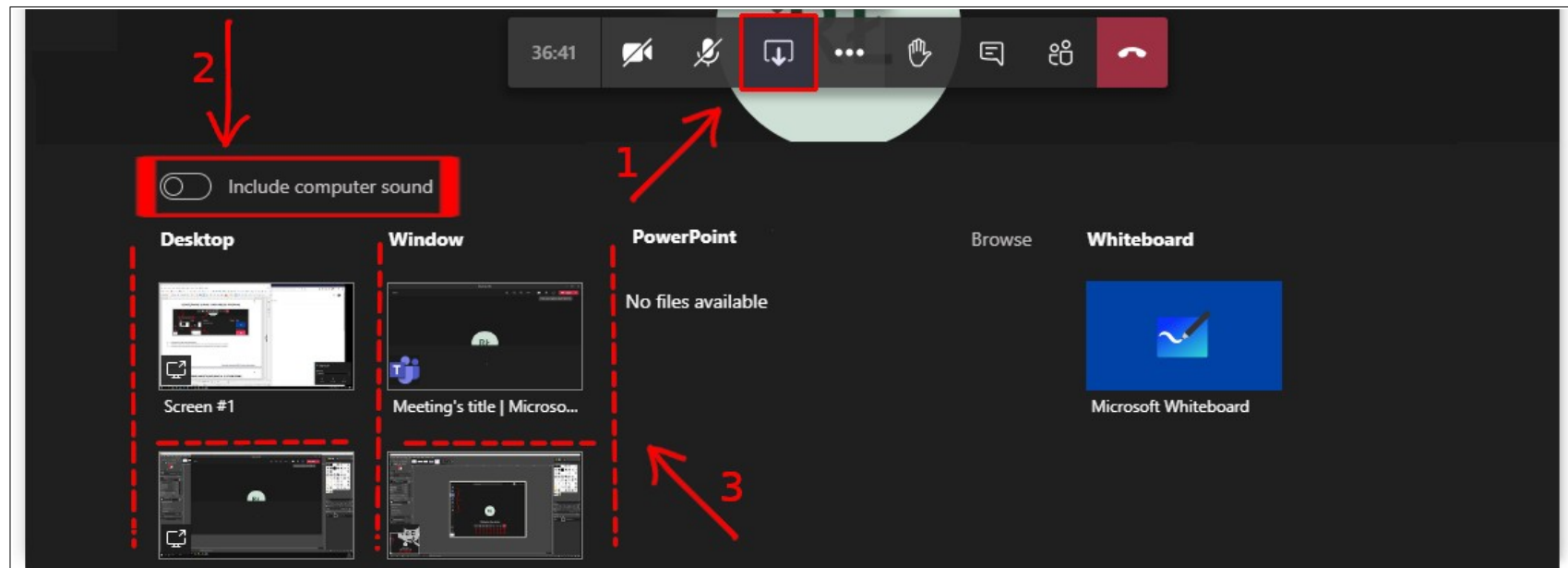


6



- 1 - - - Button icons for changing different *MS Teams* function views.
- 2 - - - *Meeting duration*.
- 3 - - - *Enable / disable webcam*.
- 4 - - - *Mute / unmute microphone*.
- 5 - - - Access to the *Share content* panel - select your *Desktop* or an application running on your system to stream it to the *Meeting* (you need the permission of your *Teacher* to do so).
- 6 - - - *More actions* (i.a. *Device settings* / *Switch to full-screen* / *Start and Stop recording* / *Background settings*, etc.).
- 7 - - - *Raise hand / lower hand*.
- 8 - - - *Show conversation*.
- 9 - - - *Show Meeting participants*.
- 10 - - *Leave Meeting*.

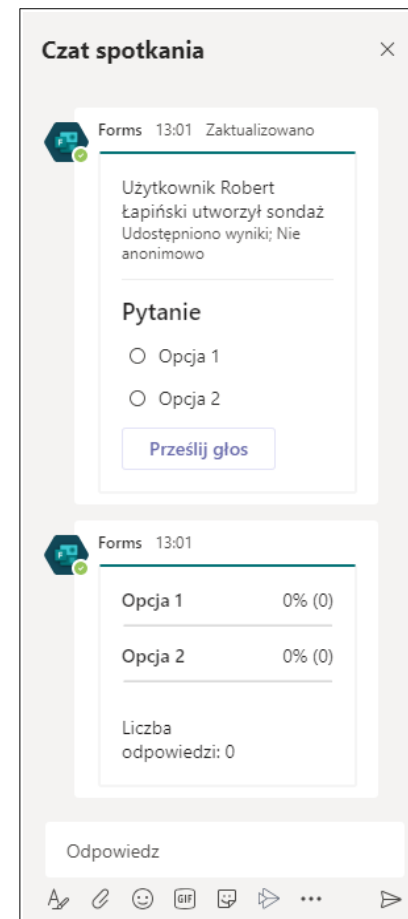
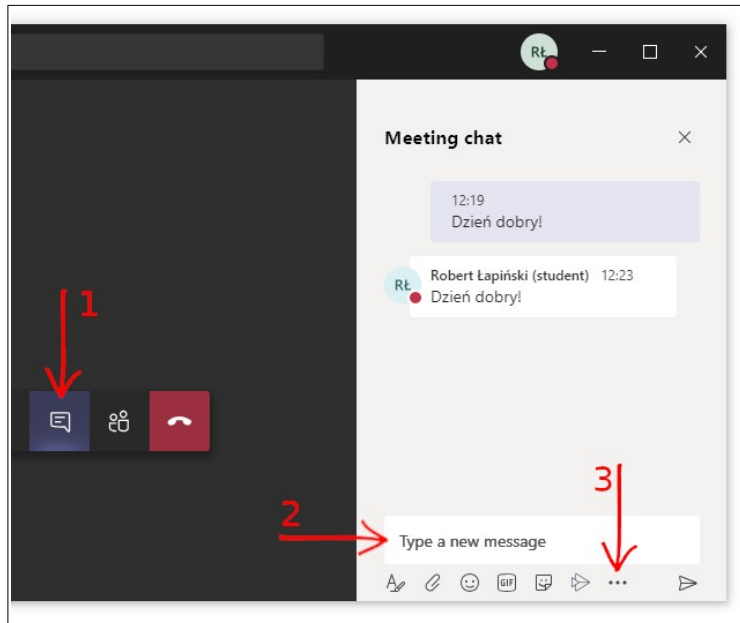
SHARING YOUR SCREEN / SHARING OTHER APPLICATIONS



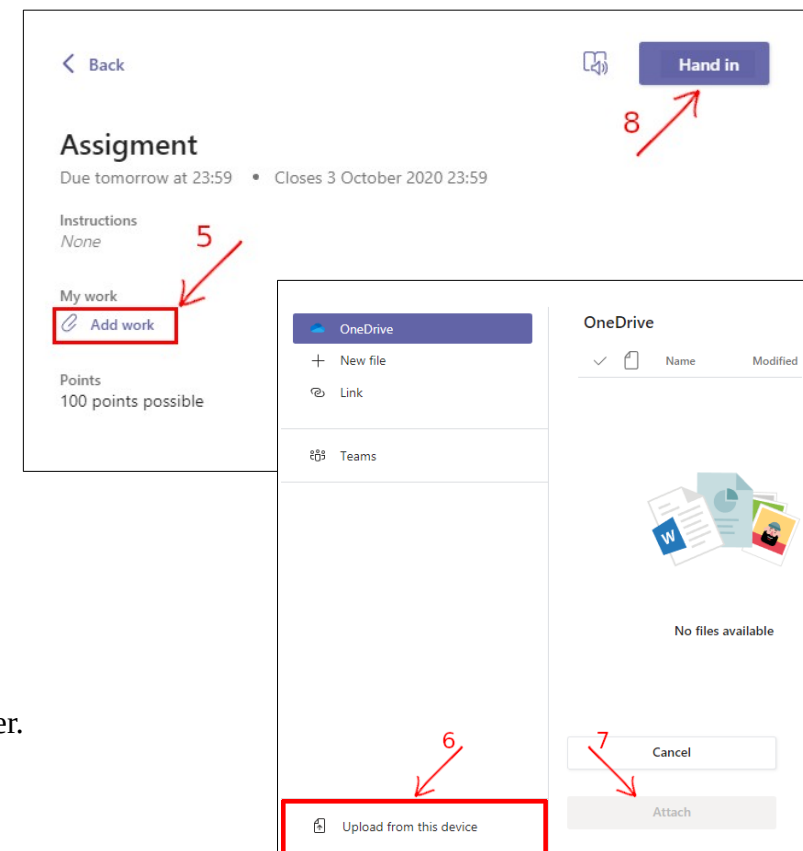
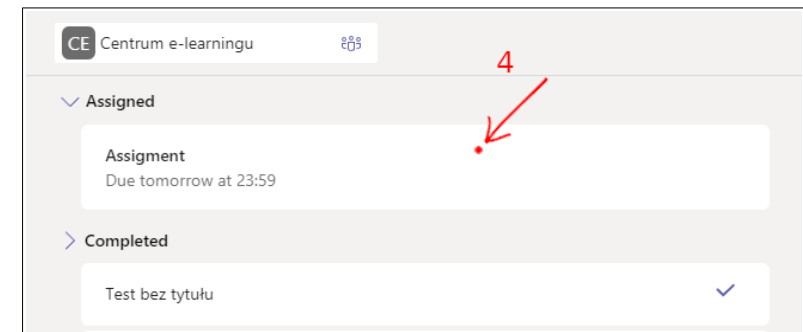
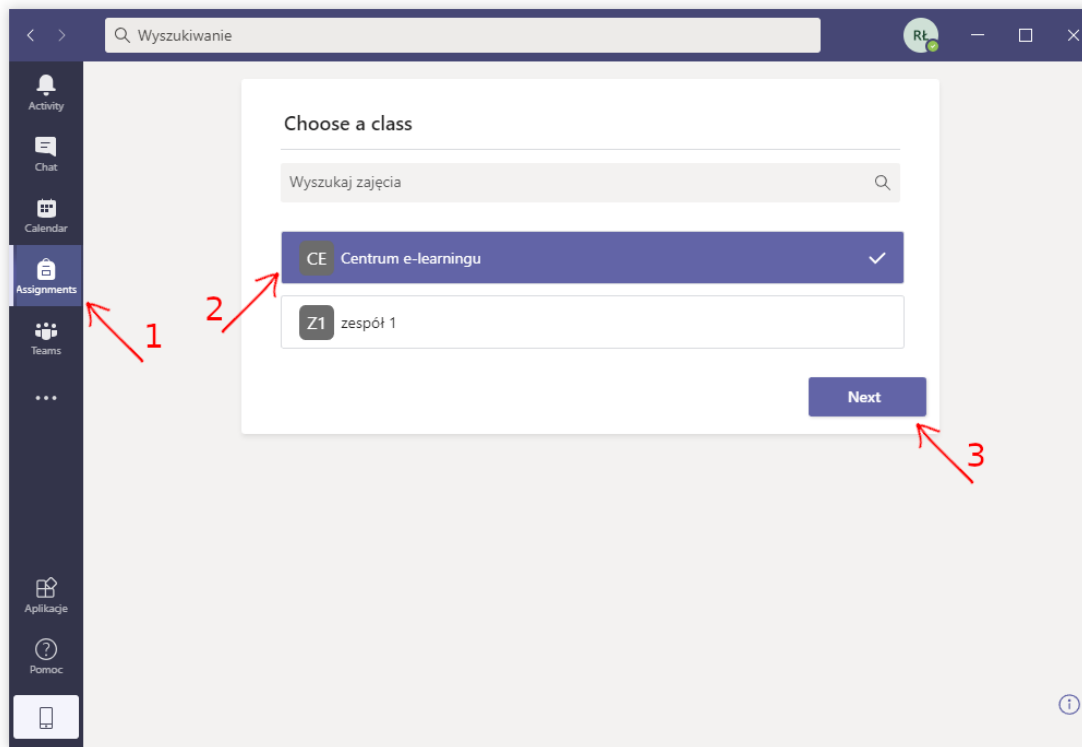
- 1 - - - Click on the “*Share content*” button.
- 2 - - - Select the *Include computer sound* option when presenting a movie clip with audio.
- 3 - - - Select the specific *Desktop* or *application window* that you want the participants to view.

CHAT – QUICK POLLS (INTERACTING WITH STUDENTS)

Students may use the *Chat* application to send messages or signal problems they encounter with their computers. The *Chat* application also allows to share web links and attach files (select the paperclip icon underneath the conversation window). Additionally, the *Lecturers* have the possibility to create quick polls on the *Team Message board*.



ASSIGNMENT (PROGRESS EVALUATION)



- 1 - - - Select the *Assignments* icon from the *MS Teams toolbar* on the left.
- 2 - - - Select the *Team* with the active *Assignment*.
- 3 - - - Click on the „*Continue*” button.
- 4 - - - Select the *Test (Quiz)*
- 5 - - - Click on the „*Add work*” option.
- 6 - - - A new window will appear with the option of uploading files from your computer.
- 7, 8 - - „*Add work*” and „*Hand In*” buttons.

You may update or replace uploaded files only until the Close date expires.

CHECKING SCORES AND REVIEWED WORK

The image shows two overlapping screenshots of the Centrum e-learningu interface. The left screenshot displays a list of assignments under the 'Completed' tab, with a red arrow pointing to the 'Completed' header and another pointing to a red dot on the 'Tytuł Zadania' row. The right screenshot shows the detailed view of an assignment, with a red box highlighting the 'Feedback' and 'Points' sections.

Completed Assignments List:

Assignment Title	Status
Zadanie nowe	Termin wykonania jutro o 23:59
Test bez tytułu	✓
Test bez tytułu	✓
Tytuł Zadania	✓
Zads	✓
Przykładowy test	✓

Assignment Details:

- Assignment's title**
- Due today at 23:59
- Instructions: Instrukcja, wytyczne:
 1. Zawrzeć ...
 2. Opisać ...
 3. Charakterystyki ...
- My work:**
 - PRACA - ŁAPIŃSKI ROBERT (STUDENT) 1.pdf
 - PRACA - ŁAPIŃSKI ROBERT (STUDENT 2),pdf
- Feedback:** Good.
- Points:** 40 / 50

JOINING A TEAM VIA TEAM CODE (ADDITIONAL CLASSES)

