The use of Microsoft Teams in teaching

last update: 01.10.2020

In addition to ILIAS, Microsoft Teams (MS Teams) can also be used to work with students.

At KIT, ILIAS has been agreed upon as the central location for information on courses. If you use MS Teams, please make sure that students in the corresponding ILIAS course get the necessary information about the course schedule to access MS Teams. Also, MS Teams is only used during the current emergency situation, so please consider how much work you are willing to invest in it.

Overview

The use of Microsoft Teams in teaching ................................................................. 1
When to use Zoom – when MS Teams? ................................................................. 2
Selection guide: Strengths of the systems ........................................................... 2
MS Teams infrastructure at KIT ............................................................................. 2
Set up a team for courses in MS Teams ................................................................. 3
Getting students into a MS Team .......................................................................... 3
Manage Team ........................................................................................................ 5
Check or remove team members ........................................................................... 5
Manage channels .................................................................................................... 5
Hold online meetings / discussions with students .................................................. 5
Add external participants to the meeting or invite internal participants to join .... 7
Moderate meetings ............................................................................................... 7
Show a presentation .............................................................................................. 8
Sharing your screen .............................................................................................. 8
Further possibilities .............................................................................................. 8
Manage notifications ........................................................................................... 9
Disable joining the team ....................................................................................... 9
Delete team ........................................................................................................... 9
Several teams for one course ............................................................................... 9
License and contact information .......................................................................... 9
License notice ...................................................................................................... 9
Imprint .................................................................................................................. 9
Important notes are marked yellow.
Additional information is marked in blue.

When to use Zoom – when MS Teams?

Two tools are currently available for simultaneous online communication/video conferencing. Zoom allows you to easily display a live online lecture, MS Teams allows you to implement additional seminar structures, e.g. to work together on documents. (for further information on the use of Zoom see http://www.zml.kit.edu/english/4596.php)

ILIAS and MS teams have their strengths and weaknesses. You have to decide for yourself which system you want to use or if you want to use a combination of both systems. Basically, ILIAS has advantages in the structured organization of the general flow of the course, MS teams on the other hand in the collaborative elements and the synchronous collaboration. A mix of both systems could for example look like this: in ILIAS the teaching materials are made available, results of exercise sheets are collected and dates are announced. In MS teams a place for group collaboration with chats and video meetings is created with the help of communication channels, which can be structured with several channels if necessary.

Selection guide: Strengths of the systems

<table>
<thead>
<tr>
<th>ILIAS</th>
<th>MS Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Structured presentation of the course contents</td>
<td>• Synchronous collaboration</td>
</tr>
<tr>
<td>• Provision of teaching content</td>
<td>• Discussion similar to a chat, like WhatsApp</td>
</tr>
<tr>
<td>• Collect and manage exercises</td>
<td>• Possibility for audio and video conferences with presentations or split screen, also by students without direct participation of lecturers</td>
</tr>
<tr>
<td>• Group building</td>
<td>• Joint editing of Word, Excel and PowerPoint documents</td>
</tr>
<tr>
<td>• Create tests and quizzes with a wide range of question types and automated feedback and evaluation</td>
<td>• Self-managed learning groups of students</td>
</tr>
<tr>
<td></td>
<td>• Joint development of content in a OneNote notebook</td>
</tr>
</tbody>
</table>

MS Teams infrastructure at KIT

For licensing reasons and data protection at KIT, MS Teams is set up with two separate user groups, i.e. MS Teams has two separate worlds. Microsoft refers to these as tenants:

- For teaching staff (employee, guest, and partner accounts)
- For students (student accounts)

Normally these two groups cannot work together in a team. For teaching purposes, however, it has been made possible for students to participate in teams as guests in the tenant of the employee accounts.
Set up a team for courses in MS Teams

A team for collaboration with students is created from the campus management (campus.kit.edu) for a course entered there. This can be done by lecturers with the role "Lecturer" or by persons with the role "Event administrator". If you do not have access there yourself, please contact support@sle.kit.edu.

1. Log in to the CAS and open the course in SoSe2020
2. In the detailed information of the course you will find a link to create an ILIAS course and the possibility to create an MS Team. Click on "Create team-(MS Teams)"

   ![Connect Portal](image)

   Arbeitsbereich: [Arbeitsbereich öffnen (ILIAS)] | [Arbeitsbereich löschen] | [FAQ zu ILIAS connect]

   Microsoft Teams: [Team erstellen]

3. The Connect Portal opens and a team is created with the naming convention "OE_SemsterEvent number_Title of the course". You should see this from now on in MS Teams with your KIT account. All persons with the role "lecturer" or "event administrator" are entered in the team as owner. In the process or later in MS Teams the name can be changed.

4. A joining link is displayed in the middle. Students can join the team independently via this link (see below).

5. In CAS the display changes: instead of "Create Team", it now says "Manage Team". If you click on "Manage Team" you can reopen the dialog to change the joining link or to delete the whole team.

Getting students into a MS Team

Students can get on the team in two ways. Either by manual entry or by self-enrollment of the students. Usually the self-enrollment method is recommended.
A.) Self-enrollment of students
   a. A link appears in Campus Management after the team has been created (see above). This link allows students to join the team independently. They are then guests in the team. Students will be shown a dialog as below. Use the blue button to join the team.

   b. Copy the link from CAS and pass it on to the respective student, e.g. in the ILIAS course. NOTE: Everyone who has this link and a KIT account can join the team this way. Therefore, you can regenerate the membership link in CAS at any time.

B.) Adding manually
   a. For this to be possible, students must have used MS teams before. I.e. they must have agreed to the Privacy Agreement in the MS Teams Cloud Usage section of the my.scc.kit.edu page. The accounts will not be visible before that and cannot be added to the team.

   b. In MS teams, open the team. Next to the team name click on the three dots and select "Add member".

   c. You can add people with 2 different permissions. Students are usually "course participants". Persons with the role "teacher" have the same rights as you as owner of the team.

   d. Click on "Search students" and enter the complete u-account in the form "uxxxx@student.kit.edu". (Note: In the member list of the ILIAS course the u-accounts are displayed in the column user name).

   e. Close the dialog with "Close".
Manage Team

For the following activities open the team in MS Teams.

Check or remove team members

1. Click on the three dots next to the team name.
2. Select "Manage Team". The member list is displayed.
3. Lecturers are displayed with the role owner or member, students with the role guest
4. You can use the X symbol to remove people from the team. Attention, there is no query.

Manage channels

Channels allow you to edit different topics separately. For example, you can create a channel as a work area for each working group, or use channels for different content topics, for example questions about exercises, questions about lectures, and so on. See also https://support.office.com/de-de/article/teams-und-kanäle-df38ae23-8f85-46d3-b071-cb11b9de5499?ui=de-DE&rs=de-DE&ad=DE&ID0EAABAAA=For_team_owners

Hold online meetings / discussions with students

In each channel you can start a meeting instead of a text contribution. To do this, click the camera icon at the end of the chat history.

It appears in a black dialog box. Enter a subject for the meeting and click on "Discuss now".
The meeting starts for you immediately and you are already in the meeting room. Students and other team members see the meeting in the chat history of the channel.

You enter the room via the "Participate" button. In the video you will get a toolbar, which you can use to control different options:
Camera: Switching on/off your own video image
Microphone: Switching your own microphone on/off
[↑]: Release of the personal screen or display of PowerPoint files or a whiteboard
... : Possibility to blur your own background or to select another connected microphone (show device settings)
Speech bubble: Show chat, this is very suitable e.g. for requests to speak (see below)
2 persons: Shows the participants in the meeting.
Handset: Leave the meeting, the meeting is ended as soon as all persons have left the meeting.

Add external participants to the meeting or invite internal participants to join
In the participant list (symbol 2 persons) you can add further persons at the top.

Kontakte

Jemanden einladen

In the field "Invite someone" you can search for people from KIT who are already using MS teams. You then call them from the meeting. If the person accepts the call, they are in the meeting.

With the link icon (🔗) you can copy a text that contains a direct link to the meeting room. You can insert this link in an e-mail, for example. A person can enter and participate in the meeting by clicking on this link with a Chrome or Edge browser or the Teams app. This is also possible for guests without a KIT account.

Moderate meetings
Meetings in MS teams are focused on meetings of mostly equal people. This means that everyone can speak, turn on their own camera or share something like their own screen. Therefore, you should introduce moderation rules and communicate them in advance. The fact that the meeting is organized within the team is already limited to a certain group of people.
Recommended moderation rules:

### Moderation notes

- Please switch off your personal video - bandwidth
- Please activate chat area
- While you are not speaking, please switch off the microphone
- Show requests to speak via chat area - "Message", word is given

![Chat interface with moderation options]

**Show a presentation**

With the [↑] you can share PPT files and display them as a presentation for everyone. In the dialog you can either upload a PPT file or reuse already uploaded files.

In the presentation you will receive a control bar. With the eye symbol you can switch off that other meeting participants scroll through the presentation independently. Unfortunately, there is no kind of laser pointer.

**Sharing your screen**

You can also share your own screen in the meeting and also allow remote control by other participants. In this way, you can use your mouse pointer as a pointer. See also: [Microsoft support](https://support.office.com/en-us/article/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8)

**Further possibilities**

You can find numerous tutorials and instructions on the Microsoft website [https://support.office.com/en-us/teams](https://support.office.com/en-us/teams). Please note that due to licensing reasons and data protection, the range of functions at KIT is partially restricted.
Manage notifications

Depending on how many teams you are a member of, notifications can quickly become disruptive. You can edit which notifications you receive in which form in your profile settings (icon in the top right corner). See also https://support.office.com/en-us/article/manage-notifications-in-teams-1cc31834-5fe5-412b-8ed6-43fe0c78af13d

Disable joining the team

If you want to prevent students from re-registering at a later date or if you want to prevent the membership link from being passed on, you can have the membership link regenerated in the CAS under detailed information of the course. The previous link will then no longer work.

Delete team

You can completely delete the team in the MS Teams interface at any time. This cannot be undone.

Several teams for one course

Let's say, you want to have several MS teams for a lecture with several exercise groups and tutorials. If the exercise groups are registered as independent events in the CAS, teams can be set up and used for the lecture in the same way. If this is not the case, please check if you can work with a separate channel in the lecture team. Alternatively, staff members can also create teams manually in MS Teams, but students must be added to these teams manually as described above. Students can create and organize their own teams in the tenant for Students. However, employee accounts have no access there.

License and contact information

License notice

The tutorial for the creation of digital teaching material of the center for Technology-Enhanced Learning (ZML) at the Karlsruhe Institute of Technology (KIT) is licensed under a Creative Commons Attribution 4.0 International License.

Imprint

Publisher Karlsruher Institut für Technologie (KIT) Kaiserstraße 12 76131 Karlsruhe

Contact Karl-Friedrich-Str. 17 76133 Karlsruhe Germany Tel.: +49 721 608-48200 Fax: +49 721 608-48210 E-Mail: info@zml.kit.edu