

# Schedule, Start and End a Teams Class (Automated or Custom)

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## Overview

Microsoft Teams is the supported platform for online classes for the Sioux City Community School District. Teachers will have their own preference on how they configure their Teams which will impact the methods used for scheduling classes, inviting students and having students join meetings.

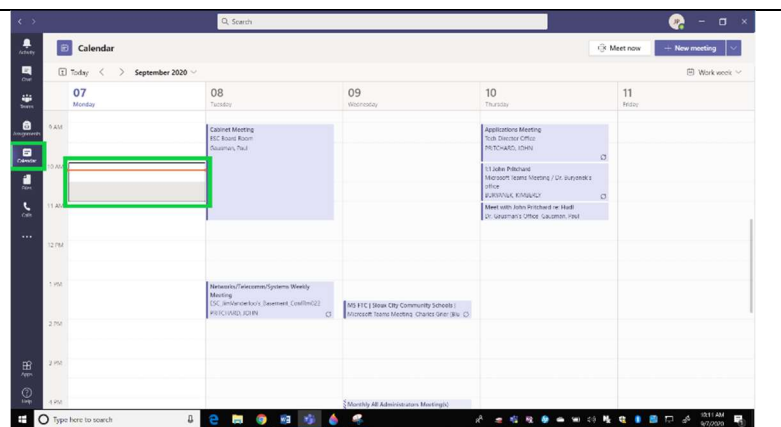
This document describes the process for scheduling, communicating, starting and ending a class (meeting) with an entire Team. This assumes you are using that automatically created Team or you have created a custom Team (see Teacher Teams Ref – Create a Custom Team). This is the method most commonly used by the elementary teachers of the Sioux City Community School District.

## Schedule a Class

To schedule a class meeting for an entire Team, the teacher will do so by inviting the General Channel to a meeting (class) through a calendar invitation. The process to do that is:

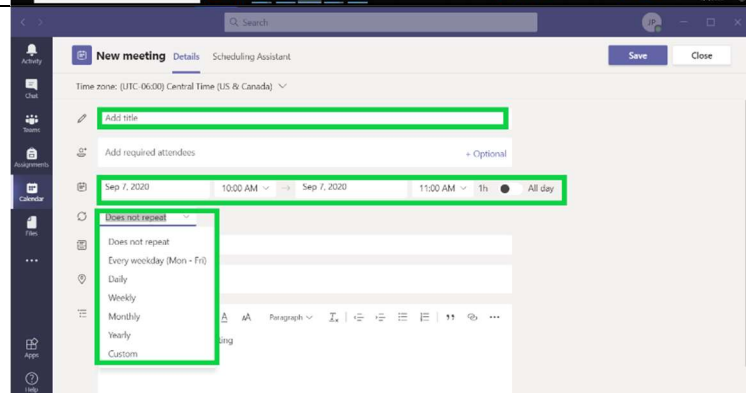
Click on the Calendar App icon in the left navigation.

Click on the time or drag your mouse over the time when you want to hold the meeting.



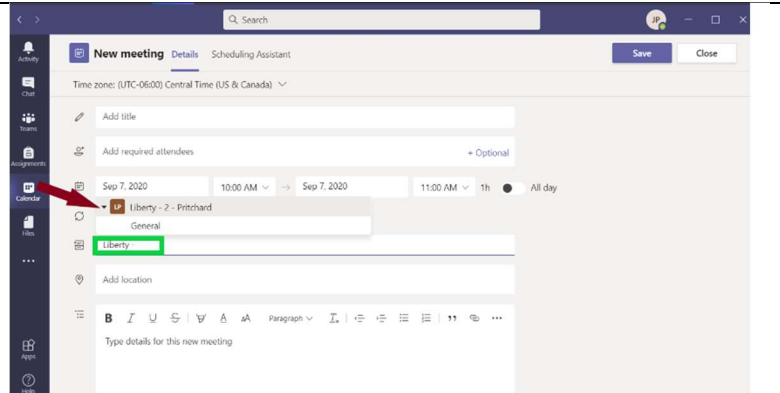
The Meeting Details screen will pop up. Enter in a title that your students will understand. Do not enter in any attendees. Check your date and start and end time. In the recurring selection, you can choose to have this meeting every weekday, every day, weekly, etc.

NOTE: if you have recurring meetings and the membership of your team changes, you will need to make a slight change to this meeting (add something in the description) which will prompt to Send Update. This will send the changed students updates.



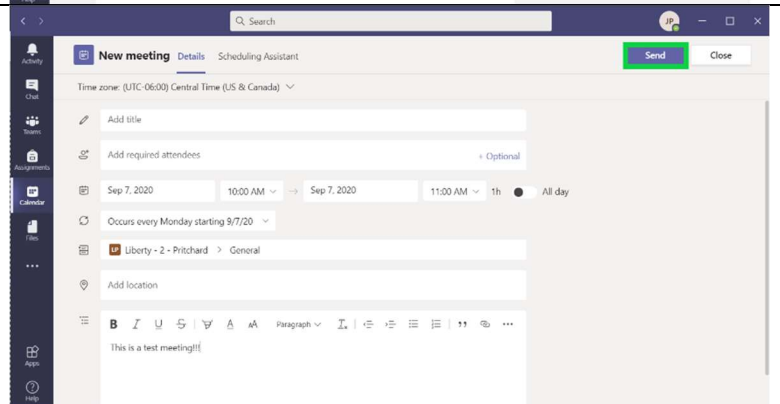
In the field that says 'Add channel', start typing the name of the Team. It will search and bring up the name of the Team. If there is a small triangle next to the Team, click on it to reveal the 'General' channel. Click on to select the 'General' channel.

This will invite all students in the Team!



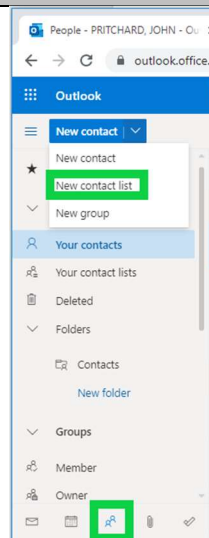
When you have completed your entries for the meeting, a button in the upper right will change to 'Send'. Click it to send the meeting to the students.

This will send an Outlook meeting invitation – they will receive it in their email and it will show up as a proposed meeting in the Teams calendar and their Outlook calendar.

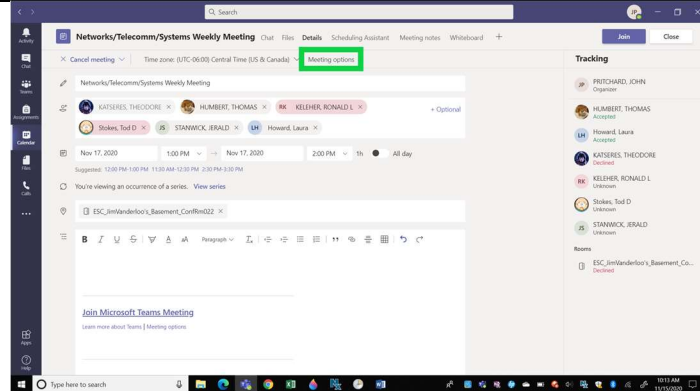


### Bonus items!

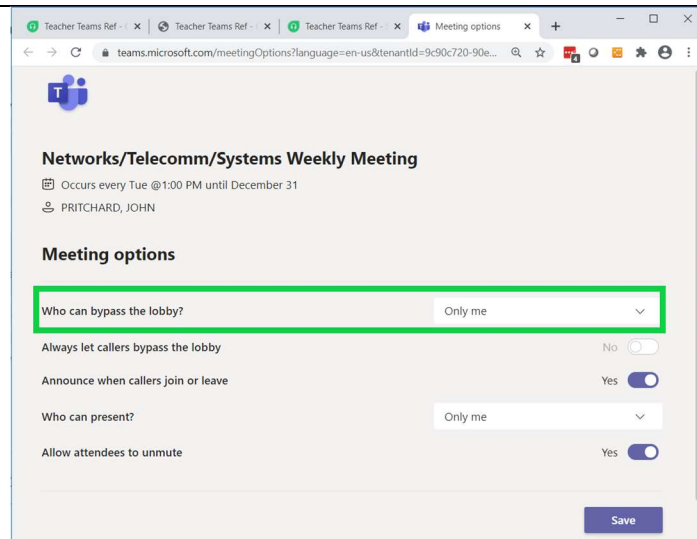
You might notice that nothing was put in the 'Add required attendees' field. If you have a list of parents, you may want to put those addresses in this field. You can make that even easier by creating an Outlook contact list by clicking on the 'People' icon in your Outlook and then using the drop down under New contact to create a 'New contact list'. After creating that, you will be able to refer to that contact list in the 'Add required attendees' field. Note that you will need to keep that list updated!



By default, all students invited are attendees (they cannot present) and they must go through the lobby (be admitted). Sometimes, especially in larger classes, managing the lobby can be cumbersome. You can change this setting by clicking on the meeting to get the meeting details (after having created the meeting). There will be a 'Meeting options' menu item.



If you click on it, a web browser window will pop up and allow you to change the lobby setting to allow anyone in. Do this ONLY if you trust that your students will not abuse the meeting as a meeting place.



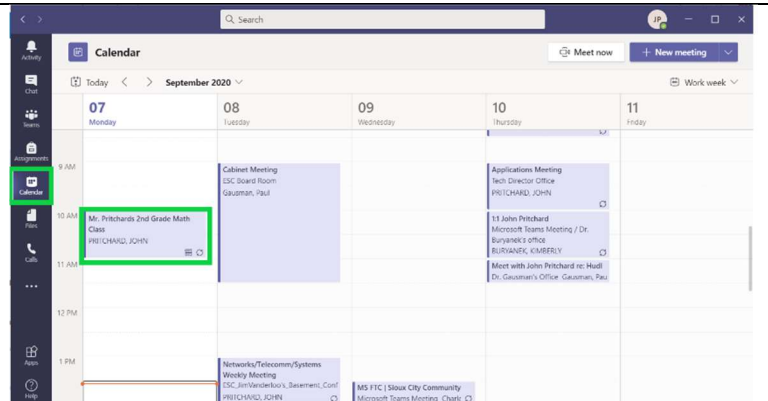
## Communicate your Schedule with Parents/Guardians/Students

The advantage of this approach is that the scheduling of the class (using the meeting appointment within the Teams calendar) sends an email and places the meeting in the student's calendar! **NOTE the IMPORTANT NOTE above... the teacher DOES have to update that meeting request every time a student is added or removed from the Team.**

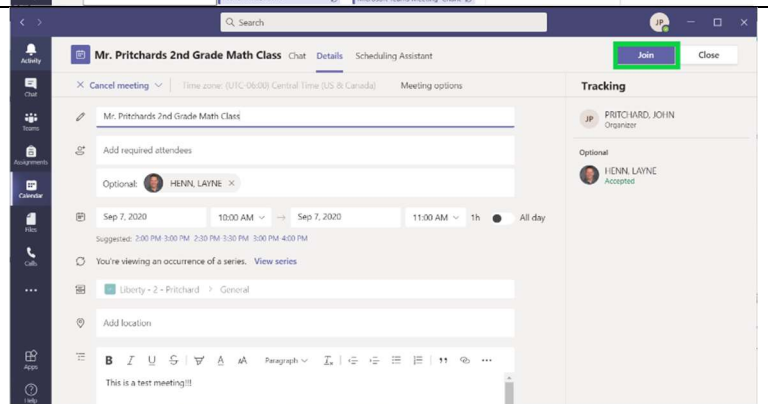
## Start the Class

To start the class, follow the procedure below:

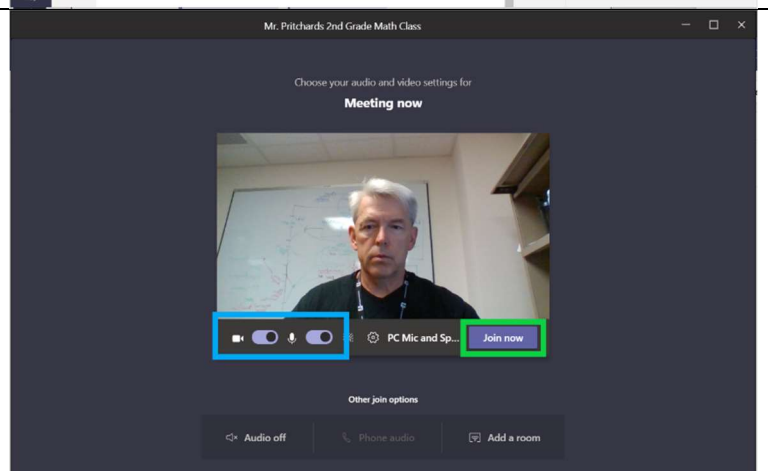
The teacher will click on the Calendar app in the left navigation, find the class on the calendar and click the Join button in that 'meeting' or click on the 'meeting' to open the details.

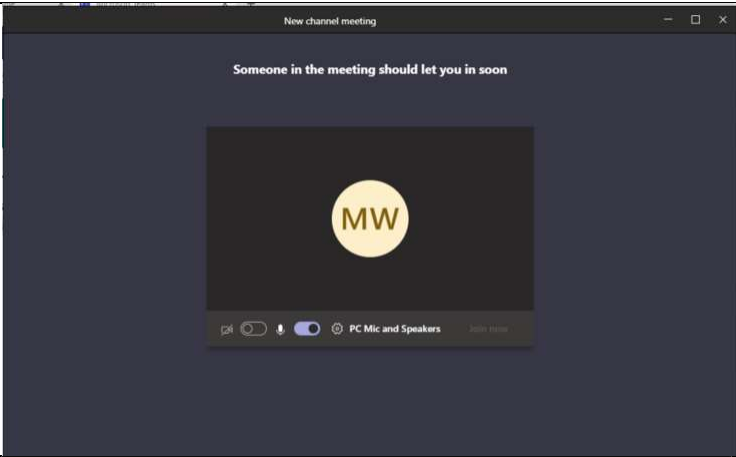
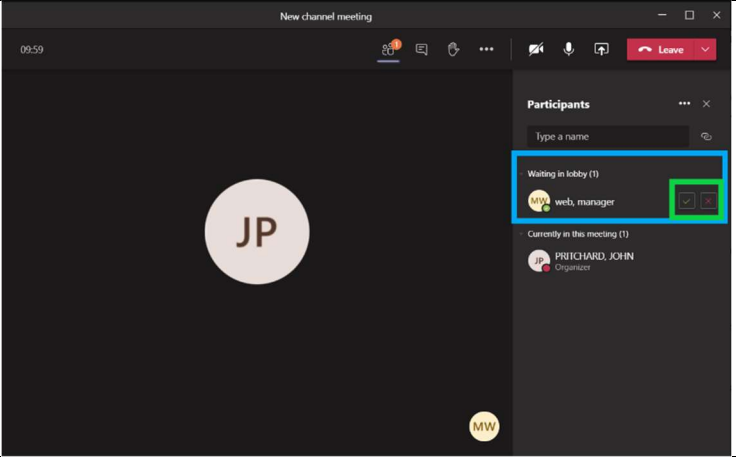
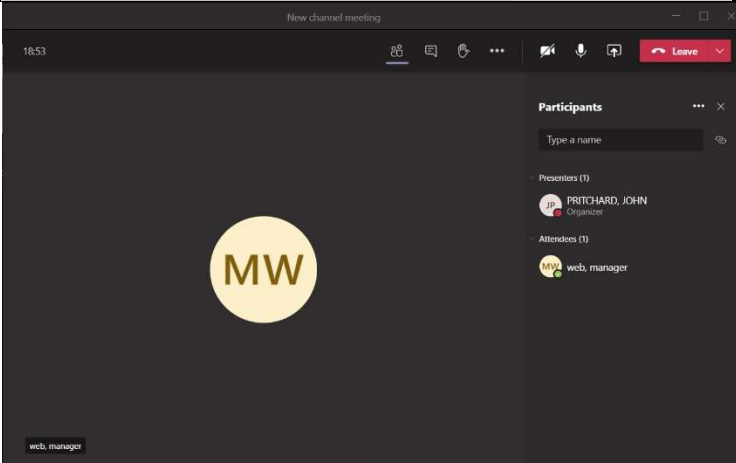


Click on the Join button in the upper right corner of the screen.



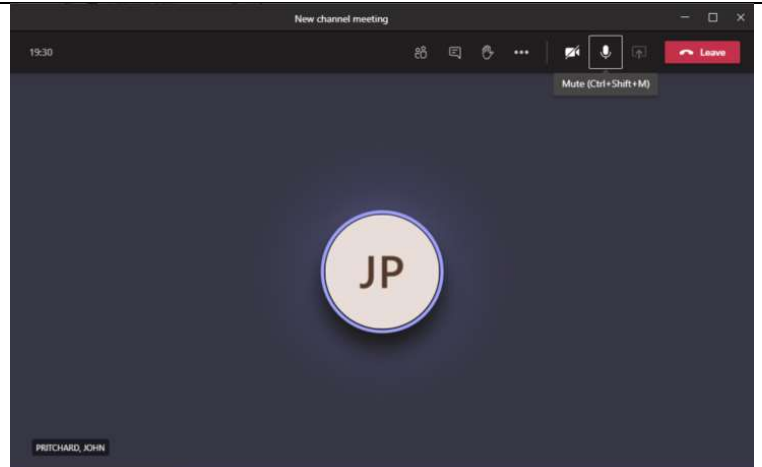
In the pre-join window, you can select your camera and microphone settings (on or off) and when you are ready to begin the class, click 'Join now'.



<p>The student will get into the meeting the same way – going to their Teams calendar, finding the class, clicking on the class and clicking the ‘Join’ button in the upper right of the meeting details screen.</p> <p>After selecting their camera and microphone settings and clicking ‘Join now’, the student will see a screen like this. They will see this screen until the teacher admits them into the class.</p>	
<p>When the student attempts to join, the teacher will be prompted that someone is in the lobby and can admit them by clicking on the ‘Admit’ button or the checkbox after viewing the Lobby. They can decline the student by clicking on the X after viewing the Lobby. If multiple students have joined you may see an ‘Admit all’ button to allow all students in the lobby in.</p>	
<p>The teacher will see that the student has been added as an attendee...</p>	

And the student will see that they have been admitted to the class.

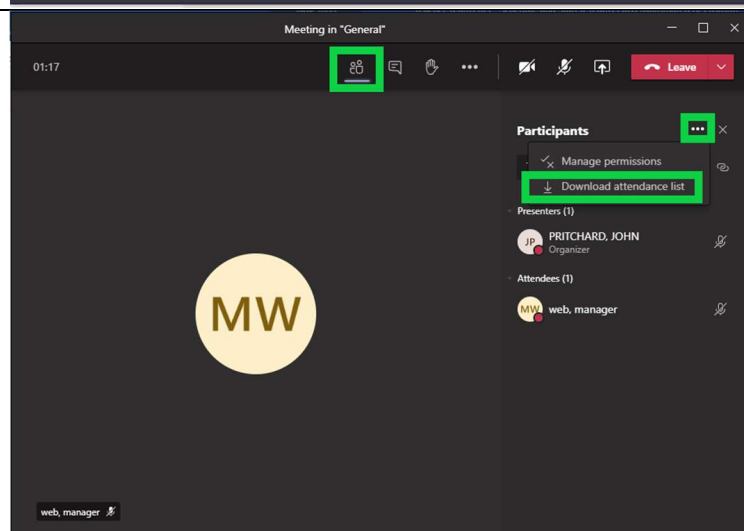
Class may begin!!!



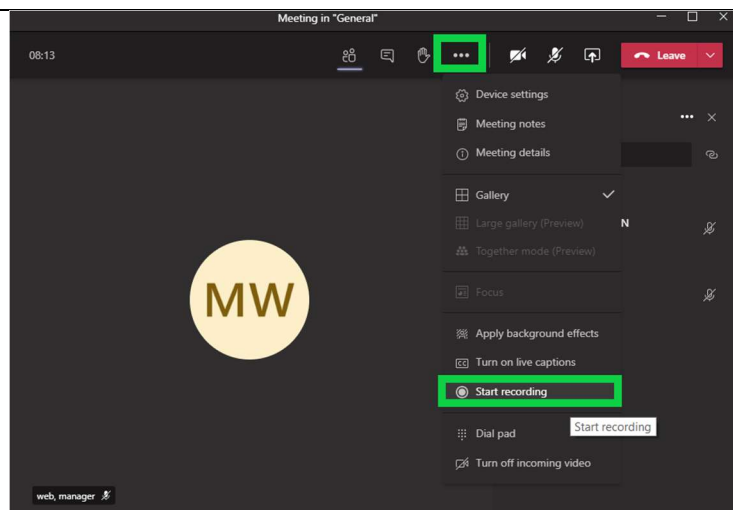
There are a couple items the teacher may want to do before actually digging into the content of the class:

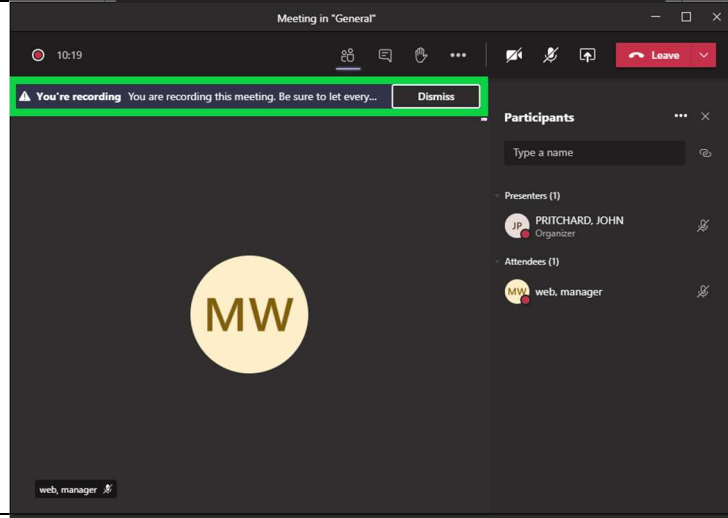
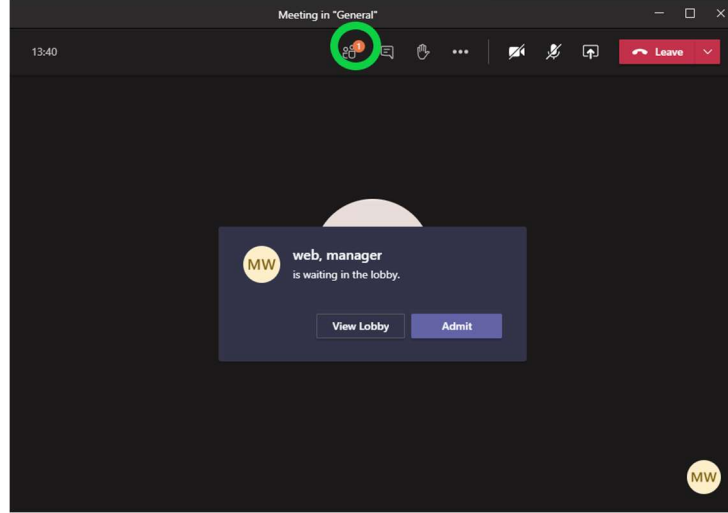
- Take attendance (this would be to record who was there at the beginning of class)
- Start a recording (optional – only if you want to record and allow viewing later)

To take attendance, make sure the Participants are showing on the right (if not, click on the People icon on the menu). Then click on the ellipse (...) and then "Download attendance list". This will download a CSV file to your downloads folder with the list of participants and when they joined and left the meeting. You may want to do this at the end of class to get a history of your participants coming and going during the class.



To start a recording, click on the ellipse (...) on the main menu and then select "Start recording".

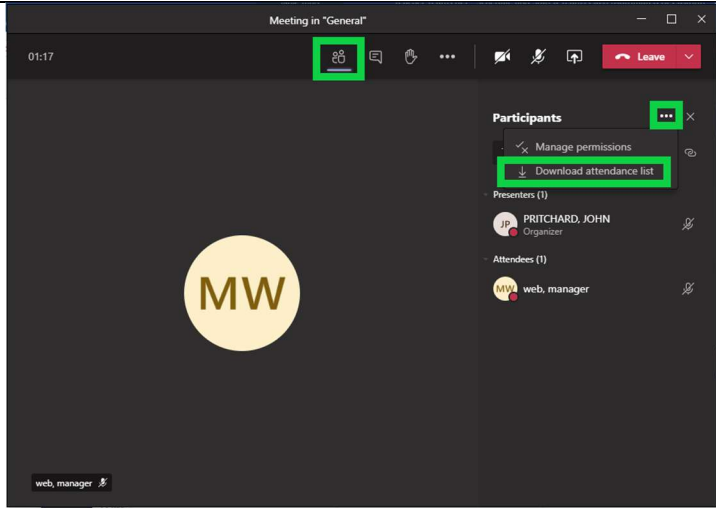
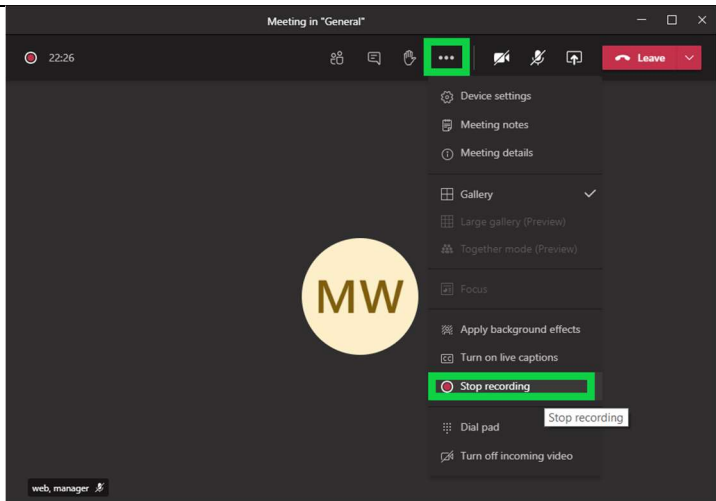


<p>You will be notified (as will the students) that a recording has started. You can click on the Dismiss button to remove that notification and continue on to class!</p>	 <p>The screenshot shows a Zoom meeting window titled 'Meeting in "General"'. At the top, there is a red notification bar that says 'You're recording' followed by 'You are recording this meeting. Be sure to let every...' and a 'Dismiss' button. Below the notification bar, the main area shows a large yellow circle with the letters 'MW'. On the right side, there is a 'Participants' panel showing a list of participants: 'PRITCHARD, JOHN' (Organizer) and 'web, manager' (Attendee). The bottom of the window shows a 'web, manager' status bar.</p>
<p>During your class you may hear a 'beep' and see a number pop up on the Participants icon on the menu. You may also get a notification that someone is in the lobby, but if you are in the middle of working with the class, this is easy to overlook.</p> <p>You will want to be on the lookout for this because students are waiting to get into the class. You will need to admit them by admitting through the prompt or going to the Lobby (Participants) and admitting them by clicking on an Admit all button or the checkmark next to the student's name.</p>	 <p>The screenshot shows a Zoom meeting window titled 'Meeting in "General"'. At the top, there is a red notification bar that says '13:40' followed by a red circle with a white number '1' and a 'Dismiss' button. Below the notification bar, the main area shows a large yellow circle with the letters 'MW'. On the right side, there is a 'Participants' panel showing a list of participants: 'PRITCHARD, JOHN' (Organizer) and 'web, manager' (Attendee). The bottom of the window shows a 'web, manager' status bar.</p>



## End the Class

To start the class, follow the procedure below:

<p>Before you end your meeting, it is recommended that you create and download an attendance list which has a listing of all students coming and goings during the meeting.</p> <p>To take attendance, make sure the Participants are showing on the right (if not, click on the People icon on the menu). Then click on the ellipse (...) and then "Download attendance list". This will download a CSV file to your downloads folder with the list of participants and when they joined and left the meeting.</p>	
<p>If you were recording your meeting, you will want to end the recording before ending your meeting.</p> <p>To stop a recording, click on the ellipse (...) on the main menu and then select "Stop recording".</p>	
<p>When you are ready to end your meeting, select the dropdown next to 'Leave' and select End meeting. This will prevent students from joining after you leave the meeting.</p>	