

Common Tasks in a Teams Class Meeting

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Overview

Microsoft Teams is the supported platform for online classes for the Sioux City Community School District. This document describes common tasks a teacher will encounter while hosting an online Teams class. These tasks include:

- Participant management
 - Admitting students
 - Meeting Options to allow students into meetings without the lobby
 - Raising and lowering hands
 - Muting
 - Kicking students out of the meeting
 - Making the Student a Presenter
- Live Captioning
- Meeting Conversation
- Sharing Your Screen
- Teams Features (not necessarily online class)
 - Posting and Announcements
 - Files
 - Tabs
 - Forms and Feedback
- Managing Multiple Monitors

Pre-requisites

The document assumes you have determined how to set up your team and how to schedule and start your meeting. These topics are covered in [Teacher Teams Overview](#) and the documents referred to in that document. These documents should take you through the steps to successfully start your meeting and admit your students. If you are not comfortable with the process of setting up, starting the meeting, admitting the students, starting and stopping the recording and taking attendance, please take the time to go through that document.

Participant Management

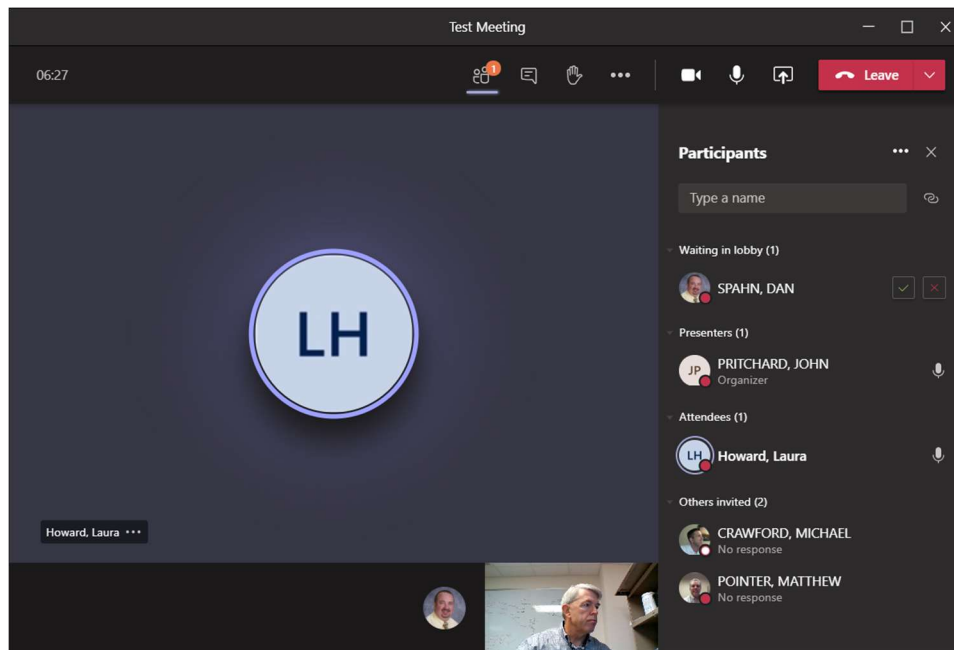
Class management has been a challenge for education since the very first class! Performing class management remotely is even more of a challenge. These tools are to help make that task a bit more manageable. Students in class are referred to as 'participants' in Teams and the key to managing students is in the participants icon on the meeting menu. Clicking on this icon will bring up the participant list on the right of the screen. The participants list is broken up in to four sections.

- Organizer(s)
- Attendees
- Others Invited
- Invite others from conversation

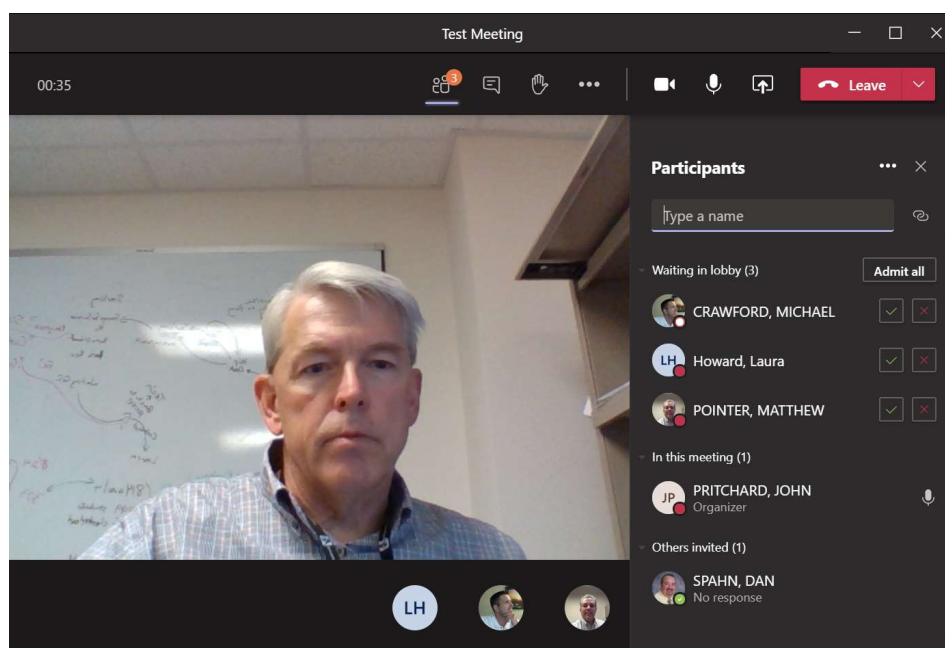
Admitting Students into Class

This was covered in the Teacher Teams Overview documents. We will go into more detail in this document. If you invited students to the meeting (you can do meet now meetings where you simply provide a link, not inviting them), the invited students (and teachers and staff) will show up in the "Others Invited" list. As they request to join the meeting they will be moved into the "Lobby". When

you as the “Organizer” admit the students, they will move from the lobby to the “Attendees” list. Managing the lobby will allow you see who has arrived, who has not, and when to start your class. You can admit students one at a time (click on the green checkmark next to the name) or admit all students in the lobby (“Admit all” button). Here is a sample of a screen where one person has been admitted, one person is in the lobby and two people have been invited but not yet attempted to join. The (1) in the red ball on the participants icon indicates that there is a requested action – in this case the person is waiting in the lobby. That is accompanied by a ‘beep’.




Here is an example of the Admit All:



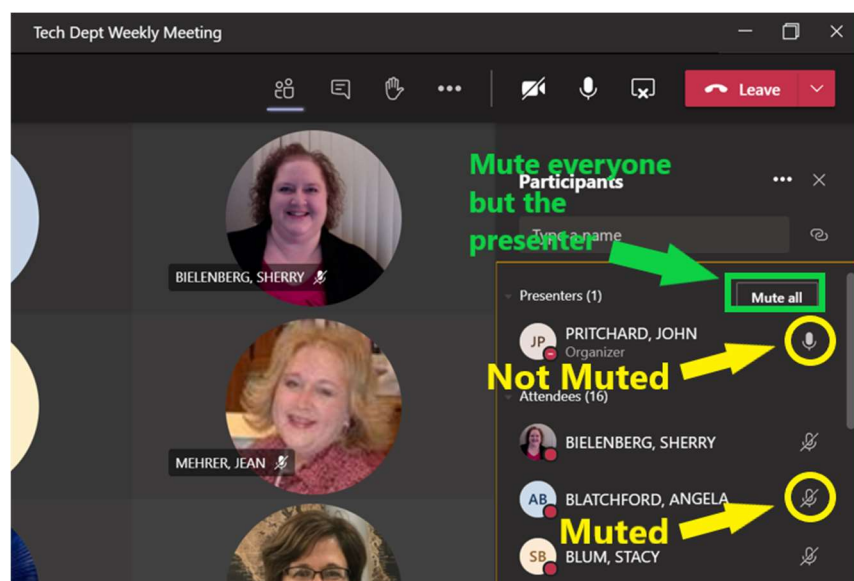
Raising and Lowering Hands

During class you may ask the students for participation or the students may have a question or want clarification. The way to get the teacher's attention is for the student to 'raise their hand' by clicking on

the "hand" icon on their meeting menu . This will cause the participants icon to indicate activity and if you display the participants, the person who raised their hand will bubble up to the top. The student can lower their hand by clicking the hand icon again. The teacher can lower the student's hand by clicking on the ellipse next to the student's name in the participants list and then click the option to "Lower hand".

Mute the Student

When presenting information in a class through Teams, it can be distracting if there is background noise from some of the participants or when participants speak out of turn. The organizer has the ability to turn off a participant's microphone – or all the participants' microphones. To turn off an individual's microphone, while viewing the participants on the right portion of the screen, a microphone icon will be displayed next to the student. If the microphone does not have a line through it, it is not muted. Clicking on that icon will toggle the microphone between on and off.



Note that you can also mute the participant by clicking on the ellipse that displays after the participants name when you hover over that participant in the gallery and selecting "Mute participant".


Kicking Students out of the Class

While we hope it never happens, there may be a time when the student is continually acting up and disrupting class by unmuting, acting up in front of the camera or entering inappropriate information into the meeting conversation and needs to be removed from the classroom (meeting). This can be accomplished by displaying the participants on the right portion of the screen, clicking on the ellipse next to the person's name and selecting "Remove from meeting". The student will receive a notification that they have been "Removed from the meeting" and given the option to "Rejoin" or "Dismiss". Because the default settings for a meeting are to force all students through the lobby, if the student attempts to rejoin, they will be placed in the lobby and you have the opportunity to choose whether to

allow the student back (green check) or not (red x). If you click the red 'x', the student will receive the message "Sorry, but you were denied access to the meeting."

Make the Student a Presenter


On the other hand, if you have a rock star student that you would like to present, you can choose to change the student from an attendee (who does not have the ability to present) to a presenter. This can be accomplished by displaying the participants on the right portion of the screen, clicking on the ellipse next to the person's name and selecting "Make a presenter". The student will receive a banner at the top of their meeting screen letting them know that they are a presenter and their 'sharrow' icon in the

meeting menu  will be enabled, allowing the student to share their screen. Refer to "Sharing Your Screen" below as the student will have to perform those actions. Note that making the student a presenter gives them other capabilities (ability to mute other participants, change content, etc).

You can change the student back to an attendee by clicking on the ellipse next to the student and select "Make an attendee". The student will again receive a notification at the top of the screen stating they are now an attendee and their sharrow will be greyed out.

Spotlight a Student

Spotlight is a new feature that allows you to play the role of 'director' and lock one of the participant's video as the main view for all meeting participants. For example, if you have a student reading a passage, you can display the participants on the right portion of the screen by clicking on the participants icon in the meeting menu, clicking on the ellipse next to the person's name you want to spotlight, and selecting "Spotlight". The spotlighted student will be notified at the top of their screen that they are being spotlighted, all participants in that class will see that student in the video display and a spotlight

icon will be next to the student's name in the participant list . To remove the student from being spotlighted, again, click on the ellipse next to the student and select "Remove spotlight".

Note that you can also "Spotlight" and "Remove spotlight" by clicking on the ellipse that displays after the participants name when you hover over that participant in the gallery.

Pin Student(s)

Spotlighting should not be confused with 'pinning' a participant. Pinning is just YOUR view of the gallery and gives each person the ability to control who they see and where in their gallery whereas Spotlight is controlled by the organizer (presenter) and impacts what EVERYONE sees (just one person, spotlighted!).

Note that you can also "Pin" and "Unpin" the participant by clicking on the ellipse that displays after the participants name when you hover over that participant in the gallery.

Live Captioning

Teams can detect what's said in a meeting and present real-time captions. And, if you've turned on the new meeting experience, your captions will include speaker attribution—so you'll see not only what's being said, but who's saying it. Live captions can make your meeting more inclusive to participants who are deaf or hard-of-hearing, people with different levels of language proficiency, and participants in loud places by giving them another way to follow along. To use live captions in a meeting, go to your meeting





menu and select More options and “Turn on live captions”. To stop using live captions, go to the meeting menu and select More options and select “Turn off live captions.

To make sure your live captions are as accurate as possible, try to follow these best practices:

- Speak clearly, slowly, and directly into the mic. As your distance from the mic increases, captions may become less accurate.
- Avoid locations with background noise.
- Avoid having multiple people speak at the same time.
- Notes:
 - If someone is speaking with an accent, captions may be less accurate.
 - Obscenities will be starred out.

Meeting Conversation (Chat)


During a class, students may have questions, but do not want to interrupt the teacher or class to ask it over the audio – or the teacher may solicit feedback from the students but would prefer the students type their answers as opposed to having them talking over each other. This can be accomplished using the “Meeting Conversation” or “Meeting Chat” area. To use this feature, click on the conversation cloud icon in the meeting menu  and a conversation dialog area will be presented on the right side of the screen. Note that anyone who wants to see or contribute will need to do this (i.e. just because you do it does not mean the students are seeing it... they need to do the same process). The conversation area will show all comments. To contribute, click in the text box at the bottom of the window, type in your comment and press ‘enter’ or click the paper airplane icon .

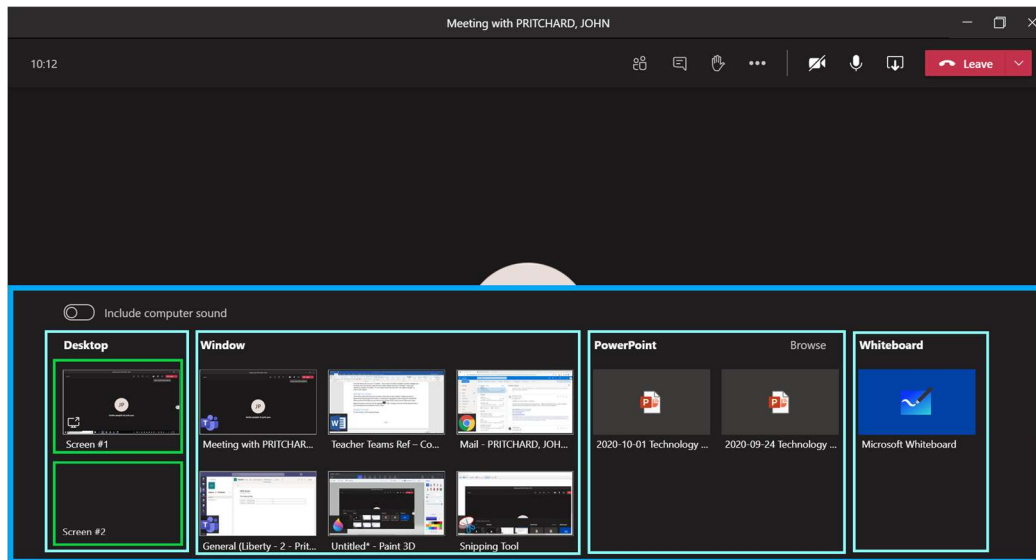
Note that you are not able to delete messages that the students send, but you are able to edit or delete your own comments by hovering over your comment, clicking on the more option (ellipse) and choosing to edit or delete.

One neat feature you can use is “Translate”. If you receive (or send) a message in another language, you can hover over the comment, select the more option (ellipse) and chose “Translate”. Teams will attempt to translate into English. You can repeat these steps and select “See original message” to return to the original.

Sharing Your Screen

There will be times when you want to present information to your students. Maybe you want to demonstrate how they get into a lesson, or use Seesaw or Nearpod, or want to present a PowerPoint. When you want the students to see what you are seeing on your screen, you will share your screen.

Begin by clicking on what we call the 'sharrow' . After clicking on that you will be presented with a list of windows across the bottom of your screen.



These windows will be in 4 groups:

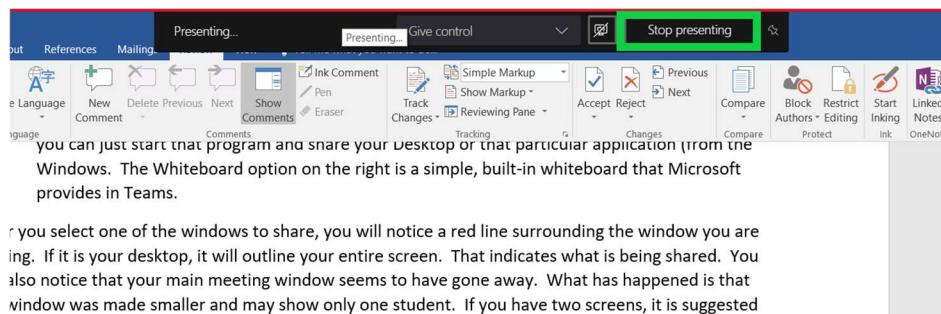
- Desktop – This is the most popular option. By sharing the Desktop, students will see everything on your screen. If you have more than one screen attached to your system, then you will have the opportunity to select which screen to use.
- Windows – This will be a list of all the windows on your system. When you select one of those windows to share ONLY that window will be shared. This is a safe way to make sure students do not see something like an Infinite Campus window with a list of students and grades, but you need to think ahead and be aware that is the only window they will see. If that screen pops up another window, they will not be able to see that. You would need to unshare your current window and then share the new window.
- PowerPoint – Because presenting PowerPoints has been popular, it has its own section of windows and it does operate slightly different. If you select a PowerPoint, it will bring the PowerPoint in presentation mode in the screen so that students can see it, and only the presentation. A couple notes:
 - By default, when the presentation is presented to the students, the students can page through the presentation on their own. You can stop this, but it is an extra step.
 - An advantage to this mode, especially if you have only one screen, is that you can bring up the meeting conversation on the right hand side without it being presented to students, so you can track questions while the students seen the full screen.
- Whiteboard – There are several ways to 'go to the whiteboard' while meeting with your students. If you have a tool that you like to use for drawing (let's say you like using Paint 3D),

you can just start that program and share your Desktop or that particular application (from the Windows. The Whiteboard option on the right is a simple, built-in whiteboard that Microsoft provides in Teams.

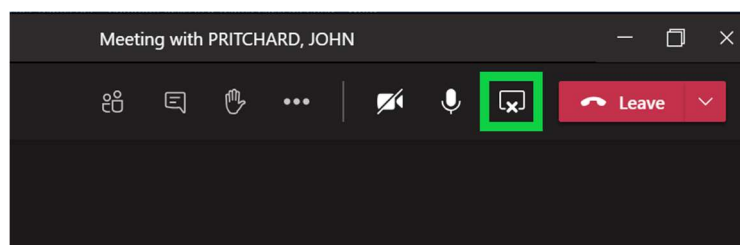
After you select one of the windows to share, you will notice a red line surrounding the window you are sharing. If it is your desktop, it will outline your entire screen. That indicates what is being shared. You will also notice that your main meeting window seems to have gone away. What has happened is that the window was made smaller and may show only one student. If you have two screens, it is suggested that you click on that screen and move it to the second screen. Then you can watch your students as you are presenting. If you only have one screen, you will want to learn to use the Alt-Tab to toggle between screens to view the gallery and toggle back to the presentation.

To unshare the screen or window you can do one of two ways:

In the shared screen or window, if you move your cursor near the top and middle of the screen, a menu will be presented where you can “Stop Presenting”.



In the main meeting window, you can return to the main meeting menu and click the icon that was the sharrow and now has an 'X' in it.



Breakout Rooms

NOTE: Breakout Rooms are not yet available in our version of Teams. The following information was taken from an article (<https://www.jumpton365.com/blog/how-to-use-breakout-rooms-in-microsoft-teams>) written by [Matt Wade](#) on September 26, 2020.

One of the most anticipated features in Microsoft Teams is almost here: breakout rooms. Breakout rooms are a way to separate the participants in a meeting into mini meetings, either randomly or by organizing them yourself. They're especially useful in online classes, corporate events, board meetings with committee breakouts, and organization retreats with brainstorming breakouts. For a video overview of this post (which might be more helpful because it includes a lot of demos), click *image* below.



Breakout rooms turn out to be reasonably simple to set up and manage, so let's cover some of the bigger features built into them, and especially what they can't do yet. Fair warning that most of what you see is in preview at the time of posting. Something I say or show here may not look or act the same when you're watching, but likely the big picture concept remains. So if you're not seeing the right button in the right place, look around a little. You'll probably find it.

And, while I was under the impression that if the organizer of the meeting has breakout rooms, even external people in the meeting can take part in them, after testing, I've run into an issue where external participants cannot be assigned to breakout rooms. I'm told it's supposed to support external people once it's available to everyone; for the time being your mileage may vary.

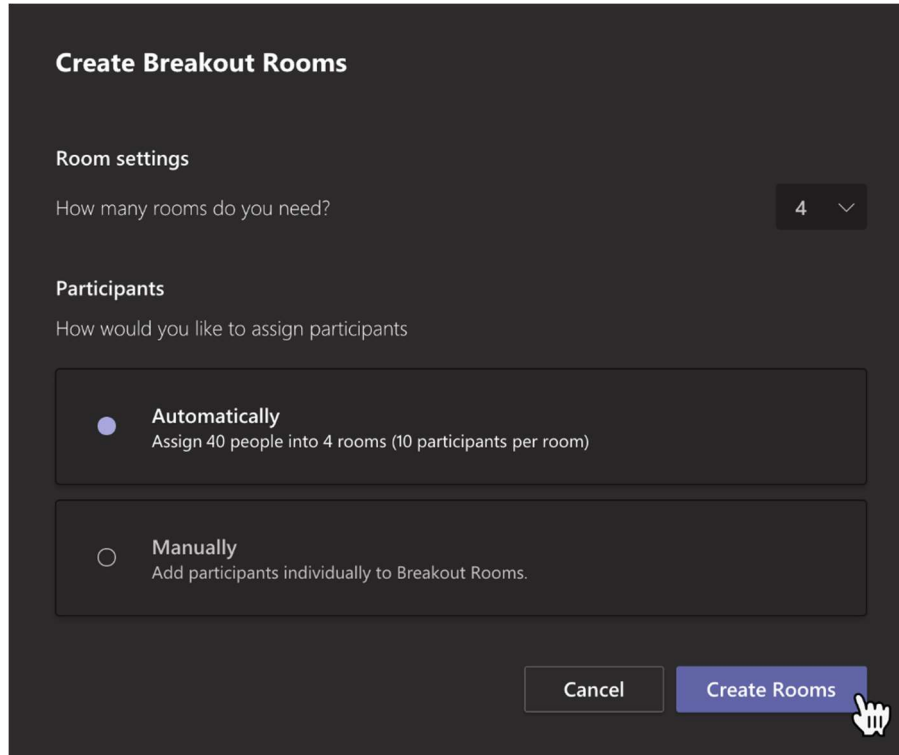
Create your breakout rooms

To create your rooms, for now you'll have to be using the Teams desktop app—not mobile or web app—and you have to be the meeting organizer. Only the meeting organizer can create breakout rooms. That means literally only one person in the meeting is able to do this and must be present throughout the time you want to use breakout rooms for them to be used in a meeting.

Click the breakout rooms button in the meeting toolbar. Note that the breakout rooms icon might be either of the two shown below. The one on the right is the one I think they're going with as a final version. Also, I've even seen examples where it's housed in the ellipses menu. Microsoft is still finalizing how it'll look and where it'll live apparently.

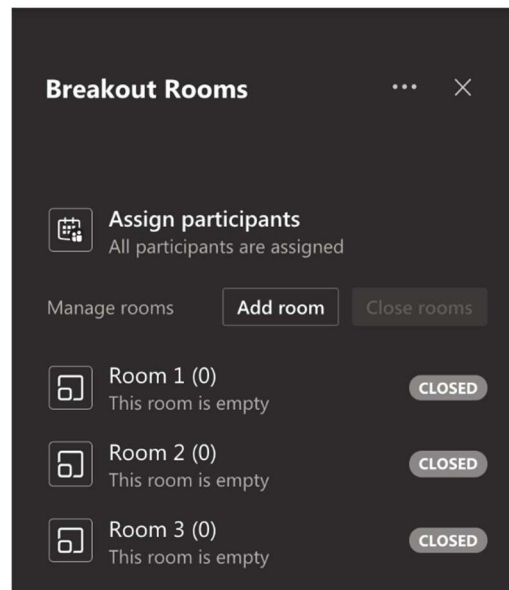


Choose how many rooms you'd like—up to 50—and decide whether you'd like to have attendees randomly and evenly distributed among the breakout rooms or if you'd like to organize the rooms manually.



A screenshot of the "Create Breakout Rooms" dialog box in Microsoft Teams. The dialog box has a dark gray background with white text. At the top, the title "Create Breakout Rooms" is displayed. Below the title, there are two sections: "Room settings" and "Participants". In the "Room settings" section, the question "How many rooms do you need?" is followed by a dropdown menu showing the number "4". In the "Participants" section, the question "How would you like to assign participants" is followed by two radio button options: "Automatically" (selected) and "Manually". The "Automatically" option has a subtext "Assign 40 people into 4 rooms (10 participants per room)". The "Manually" option has a subtext "Add participants individually to Breakout Rooms." At the bottom right of the dialog box, there are two buttons: "Cancel" and "Create Rooms". A hand cursor is pointing at the "Create Rooms" button.

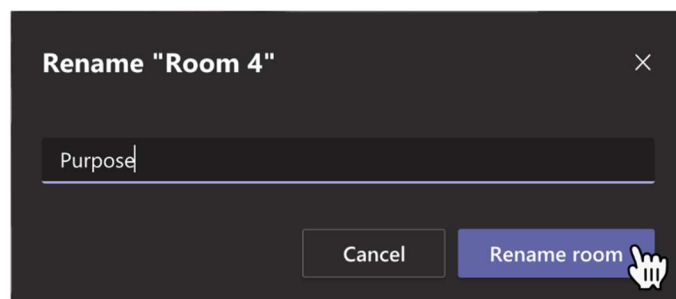
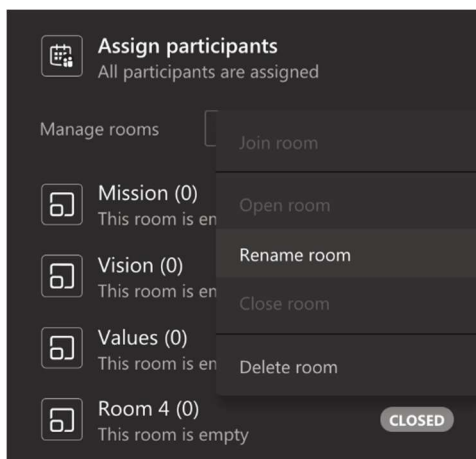
Once created, the rooms should all say *Closed* next to them; they're not available to join yet and won't be until you open them.



Right now, breakout rooms can only be created in standard scheduled meetings and can't use them in channel meetings—though I think that's only a limitation during the private preview. You can only organize participants into the breakout rooms once the meeting has started. Also for now, only the meeting organizer can create and open breakout rooms in a meeting. Presenters and attendees are unable to do that. That means if you organize the meeting you must be present for the meeting to make use of the breakout rooms.

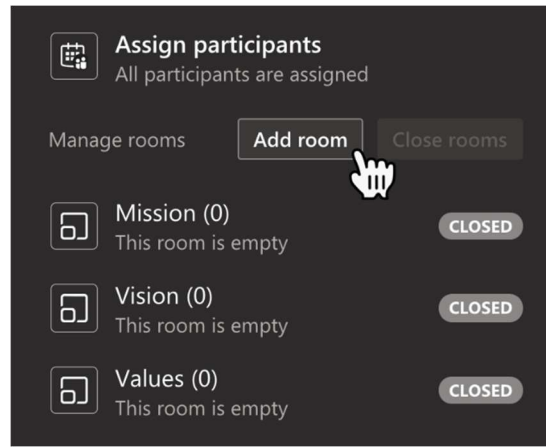
Rename your breakout rooms

By default, your breakout rooms will be named Room 1, Room2, etc. You can rename these by clicking the ellipses menu to the right of the room name to rename it. Renaming isn't critical, but it can add an element of fun if not general organization to your process. For example, if you're holding a model UN event, it wouldn't make much sense for Denmark and Bolivia and Australia to meet in Rooms 1, 2, and 3, right? You can use emoji to label the rooms if you want. DK BO AU



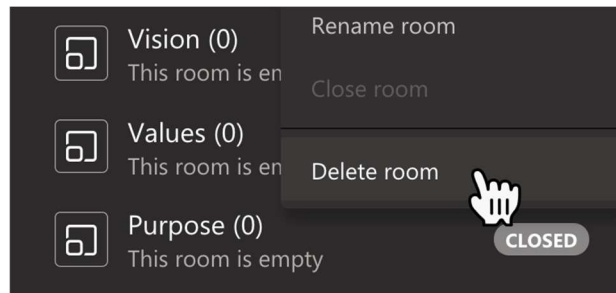
Add a breakout room

After you've created your breakout rooms, you can add more, one at a time if you'd like. Click *Add room* in the breakout room pane.



Delete a breakout room

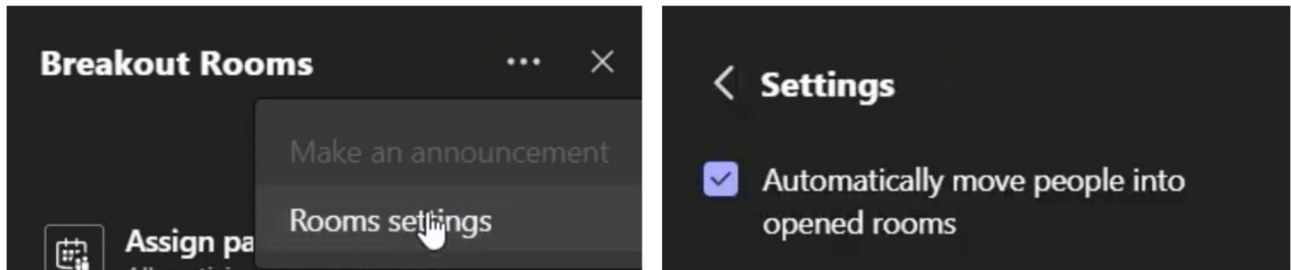
After you've created your breakout rooms, you can delete them one at a time if necessary. Click the ellipses menu next to each room to delete them. If participants have already been split up, the participants will be dropped in the main room, waiting for reassignment.



Set participants to be sent to rooms automatically (or not)

When you open your breakout rooms, there are two ways participants join: they are either given the choice to join or they are forcefully sent to their breakout room. For corporate environments, being able to choose might make sense, but for classroom situations, you almost certainly want to make sure your students are automatically sent to the breakout room.

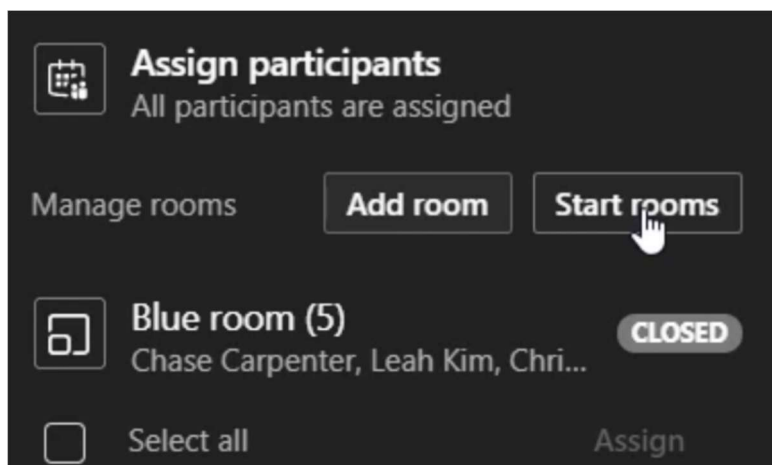
To toggle this option, click the ellipses in the breakout room pane, click *Settings*, and check or uncheck *Automatically move people into opened rooms* as appropriate to your situation.



If you've checked the box, attendees will see a countdown until they're automatically joined into their breakout room. If you've unchecked the box, attendees will be presented with a pop-up asking if they want to join. You can see whether they join from the breakout room pane.

Open your breakout rooms

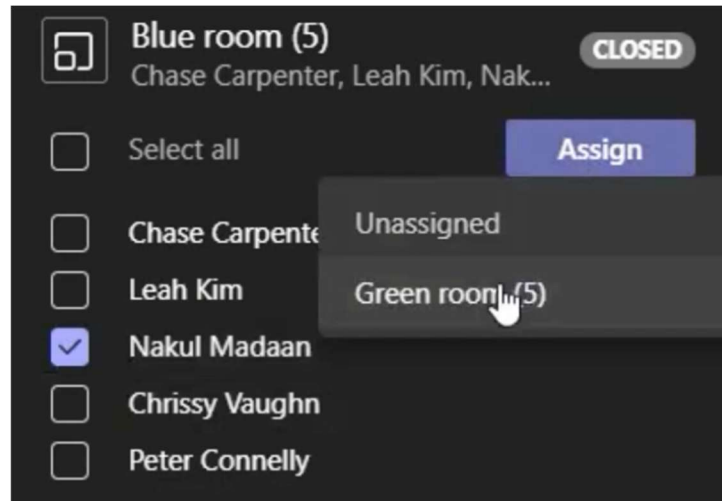
Once your breakout rooms are created and you're ready to split up your meeting into your rooms, click the *Start rooms* button to start all the rooms at once. Or you can open them one-by-one by clicking the room's ellipses and selecting *Open room* to set each up individually. This disperses your participants into their assigned room.



Once attendees join their breakout room, they have all the powers of a presenter in their breakout room. Notably, that means they can share their screen.

Assign or switch participants between breakout rooms

In the event you need to swap people out between rooms, you have the power to do that. To move participants between rooms, expand the room name in the breakout room pane, click the checkbox next to name and click the *Assign* button. Select the room you want to move them to. This is also how you assign attendees if you chose to set up your rooms manually.

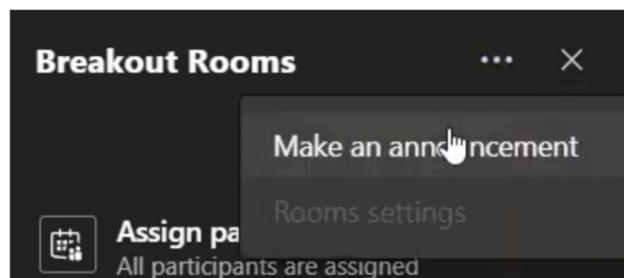


Send an announcement to all breakout rooms

The meeting organizer can broadcast an announcement message via meeting chat to all breakout rooms so everyone in all rooms are informed of updates, changes, or news during their breakout sessions.

To create an announcement, click the ellipses in the *BreakoutRooms* pane and select *Make an announcement*. In the pop-up box, write your announcement then press *Send*.

This message is an important-labeled message in the breakout room chat, so anyone in the breakout room can see it and respond to it, including @mentioning the organizer to get their attention if required.



That said, the organizer has access to the chat for each breakout room via the chat icon in the Teams app bar. They show up like meetings. So you don't necessarily need to join a meeting to take part in conversation. And if you want to send room-specific "announcements", just use the room chat for it.

Join a breakout room as the organizer

The organizer cannot be in all breakout rooms at once; however, they can jump between breakout rooms as necessary. To enter a breakout room, click the room's ellipses and selecting *Join room*.



There is no warning that you're entering the room. If privacy or a general 'right to know' attitude exists in your organization, it makes sense to announce that you've joined so everyone knows that you're there. Maybe a chat message warning your impending arrival makes sense as well.

Record breakout rooms

The meeting organizer can begin recording by jumping between each room. To record the breakout room, you need to be in it. In the meeting toolbar, click the ellipses then click *Record*. There is no way currently to automatically set all breakout rooms to start recording automatically upon opening.

At present, I'm seeing conflicting reports on whether an attendee can record the breakout room. Upon testing, I as an attendee could not. Though Microsoft documentation says breakout room attendees should have presenter status, which includes recording. Worst-case scenario is the organizer needs to start recording when all breakout rooms open.

Sharing and accessing files

While breakout rooms are open, attendees can upload files to the room chat for sharing and collaborating. To share a file in a breakout room, open the breakout room chat from the *Chat* icon the app bar in the main Teams window (not the meeting window nor the breakout window). Find the chat for the breakout room. Below the chat text box, click the paperclip icon to upload a new file or share an existing file from OneDrive. Press send once you're ready. Everyone else in the breakout room (including the meeting organizer) will be able to access the file and edit it live at the same time as you.

If you're looking for the files later on, they'll centrally located in a tab above the chat called *Files*. Again, click the *Chat* icon in app bar in the main Teams window, find the chat for the breakout room, point your mouse to the top of the chat space, and click the *Files* tab. Any files shared by anyone in the breakout room will be available there during and after the breakout room (or meeting).

What attendees can do in a breakout room

Attendees can join from Teams on desktop, mobile, or the web. At least, once breakout rooms is generally available, so likely near the end of October 2020. If it does work for you and you continue to see the word *Preview* in the breakout rooms pane, there's no guarantee it'll work tomorrow, so don't make this something you depend on. Always have a backup plan until that *Preview* label is gone.

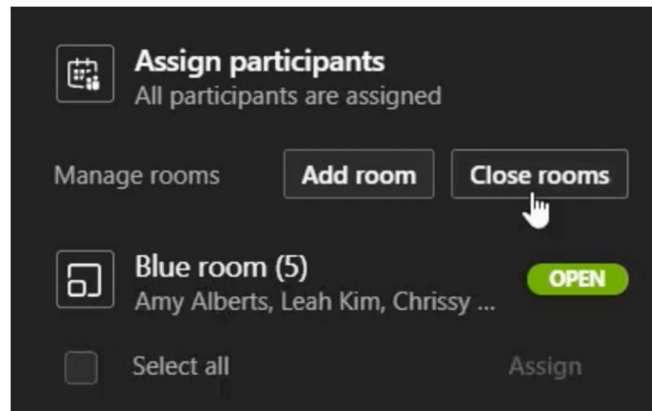
While in a breakout room, meeting attendees are supposed to be given the presenter meeting role, meaning they're able to share their video, audio, screen, a whiteboard, and files and they can record the breakout room; note that the attendee role does *not* have most of these rights in the main meeting. Keep in mind what I said just before about recording. Your mileage may vary.

What attendees cannot do in a breakout room

- Attendees cannot add participants.
- Attendees will not see suggestions of people who should join (organizers may).
- Attendees cannot get meeting details or dial out (akin to not being able to add participants).
- Attendees cannot rejoin the original meeting themselves.

Close your breakout rooms

Once you as the organizer decide it's time to end the breakout rooms, you can close them, pulling everyone back into the main meeting. To close your breakout rooms, click the *Close rooms* button to close all the rooms at once. Or you can close them one-by-one by clicking the room's ellipses and selecting *Close room* to close out each individually. At this time, breakout room participants cannot return to the main meeting room on their own nor can they close their own breakout room.



After your breakout rooms

Once you close your breakout rooms, you can actually re-open them if you want. They will have the same artifacts—shared files, whiteboards, things like that—as before so the attendees can work on existing content. Or you can delete the existing breakout rooms and create new ones for a fresh experience.

Like regular meetings, you can download an attendance list and transcript. The recording will become available afterwards via Microsoft Stream as well. Only breakout room attendees and the organizer will have access to these because they're in the breakout room-specific meeting chat, at least until the new meeting recap feature rolls out. Which, if you hadn't heard about that, is really cool. Check out my [Ignite 2020 Recap](#) for more really cool Teams features coming soon.

Using breakout rooms with guests and external users

Breakout rooms can be used by any logged-in or anonymous participant using the Teams desktop or mobile app, at least once you're out of preview mode. Participants using a dial-in number or certain meeting-room devices—don't ask me which ones—cannot join breakout rooms yet. In those situations, use the main meeting room as a breakout room for those people.

