



Puntland State of Somalia

**Second Public Financial Management Capacity
Strengthening, Professionalisation of Public
Financial Management Staff**

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Using Microsoft Teams for Virtual Classrooms

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with the Chartered Institute of Public Finance
and Accountancy (CIPFA)**

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1 How it works

1.1 Overview

MS Teams will allow you to deliver online lectures and interactive classroom sessions to your students via the 'Meetings' function. This manual supports your online training and contains instructions on how to start a Meeting, how to invite your students to the meeting and how to prepare and deliver your material.



1.2 Delivery

As a tutor you will typically use Microsoft Teams as a desktop application to create a Meeting. You will then invite students via a web link who will join the meeting using their internet browser.

Students can join the meeting on a Smartphone, tablet, laptop or desktop computer provided they have an Internet connection. If they have not previously done so they will be asked to download a free copy of Teams.

You will be able to deliver your material via video link, interact using the chat function, display PowerPoint, video and share files and websites live on your own computer.

You will also be able to record your Meetings so all sessions can be shared via the e-Learning Management System. The e-learning system will be where you're your students will access the workbooks, revise, re-enforce their learning, undertake practice and assessment tests and catch up on missed sessions.

1.3 Limitations

The key limitation of this software is the lack of control over students activating their video and their audio during the session. We will need to overcome this by good communication.

2 Setting up a Meeting

Before you can hold a lecture or classroom session, you must first create a channel to hold your PowerPoint presentation and any files, then schedule a Meeting.


2.1 Creating a Channel

A channel can be thought of as folder holding all if the information for a specific meeting. We recommend creating a channel for each meeting so that the relevant material can easily be located.

1. Open Teams
2. Right click on your team name and select
3. Select Add Channel and type in the name of your lecture (be as specific as you can, e.g. Module number, name and date of meeting)
4. Leaving the privacy setting as 'Standard' Click the Add button at the bottom of the pop-up

Create a channel for "Phill's Training Group" team



Channel name

Name of your Lecture 

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard – Accessible to everyone on the team  

Automatically show this channel in everyone's channel list

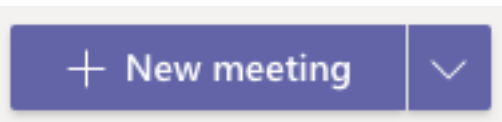
You have now created a repository for all files and materials you'll use during your Meeting. This is also where the video from your lesson will appear once you've finished the delivery.

2.2 Scheduling Your Meeting

You can now schedule your meeting. This is simply a matter of creating a diary entry and adding some basic information.

Scheduling a Meeting will generate a web link which can be shared with students, allowing them to join the session. 1. Select the calendar Option from the left-hand menu

2. Click the New Meeting button (top right)

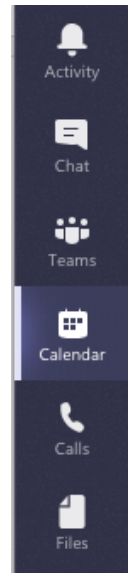


4. Select 'Meeting options' from the top tab. A new window will open in your browser. Make sure

3. Fill in the following details

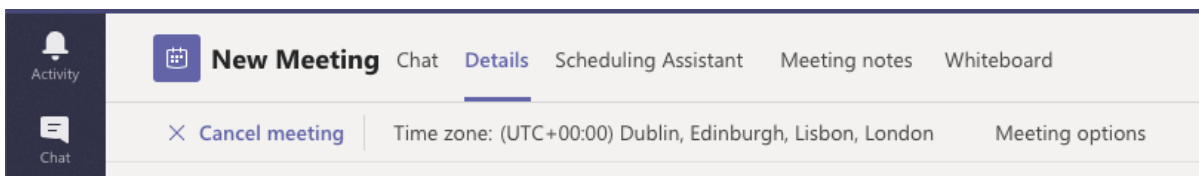
- Title of the class or lecture
- **IMPORTANT** Required Attendees:
somaliland_students@pfmtraining.com
- Start and end date & time
- **IMPORTANT** Channel: Somaliland Tutors > *Your channel* (see
- **IMPORTANT** Description: This will appear in the body of the emailed invitation received by the students. Ensure there are clear instructions to 'click the link below' when ready to join.

4. Click the Send button (top right).

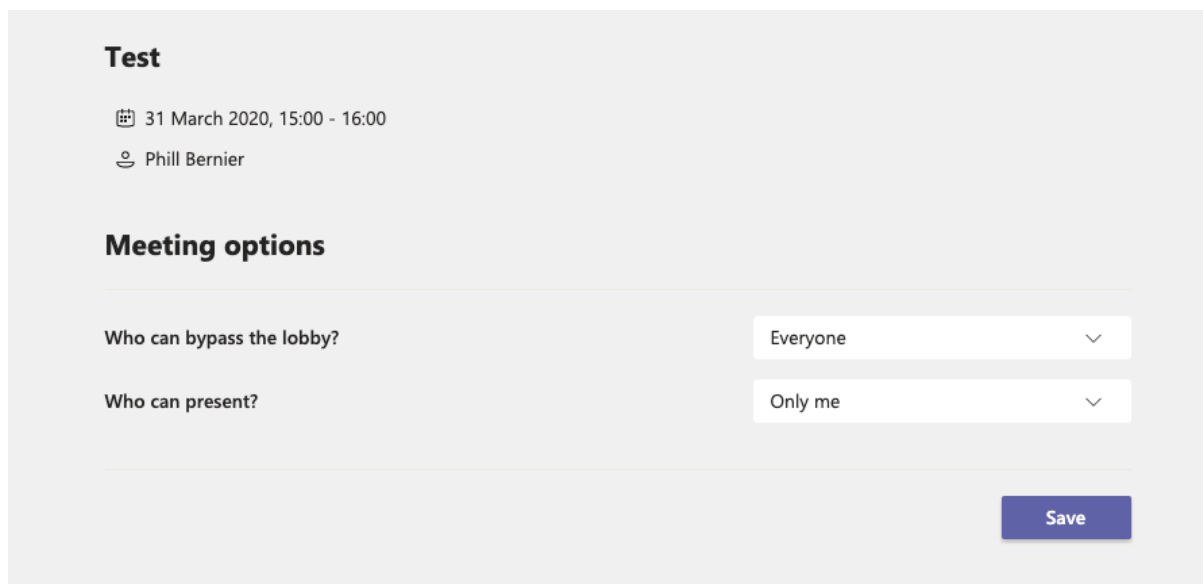


Students will now be sent an invitation containing your description (above) and a link to join the meeting. They can simply accept/ decline and respond to your invitation.

5. The final step is to set up the Meeting options so you're the only person who can present. To do this, click on the meeting that has been created in your calendar and select Meeting options from the tab at the top (see below)



This will launch a new window in your browser with two options. Change 'Who can present?' to 'Only me' and click Save.



You can now close the browser window.

1. Manually Send an Invite/ Edit Meeting

Anybody with the link can join the meeting. You can find the link in the calendar. Click the calendar icon on the left-hand menu, find the event and double click. You can copy & manually share the 'Join Microsoft Teams Meeting' link at the foot of the notes.

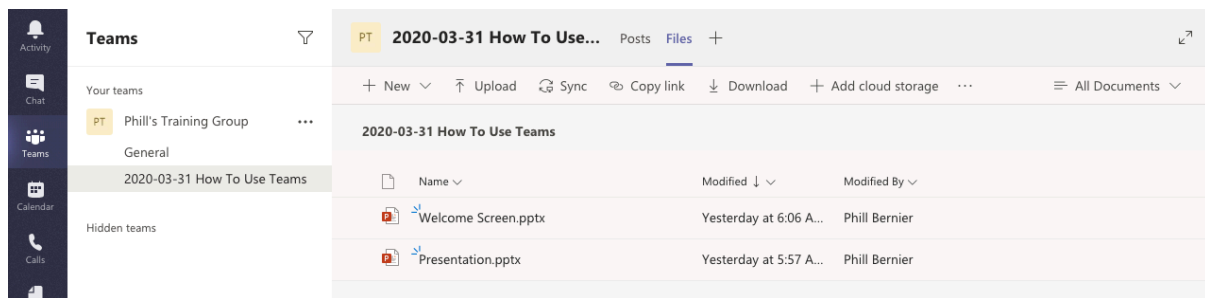
3 Preparing your materials

3.1 Online Presentation Files

In order to use presentation material or share files during your Meeting, you will need to upload the files to your virtual lesson. To save time, you can do this prior to starting your lesson.

To achieve this, select your channel (created above) from the left hand menu, then locate the tab 'Files' at the top of the screen.

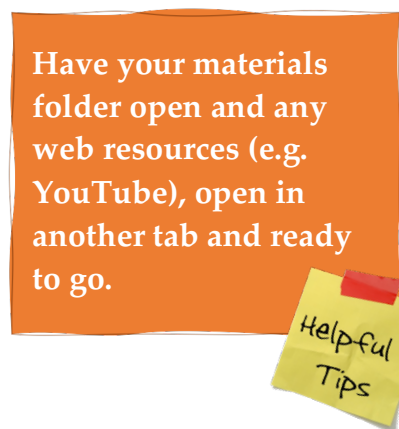
Drag and drop any presentation or files that you want to share into this space. Alternatively, you can click the 'Upload' tab at the top of the screen to locate and upload files from your computer. Files will be uploaded and will be available to you and your students during your meeting.



3.2 Desktop Sharing

If you wish to share files outside of your PowerPoint presentation, such as a video or a live demonstration of an example using Excel, you are able to share your screen with the Meeting participants.

It is a good idea to store all of your materials in the same folder for quick and easy access.

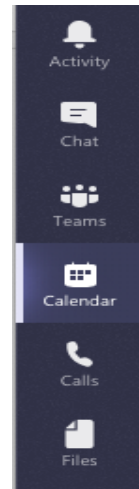


4 Starting a Meeting

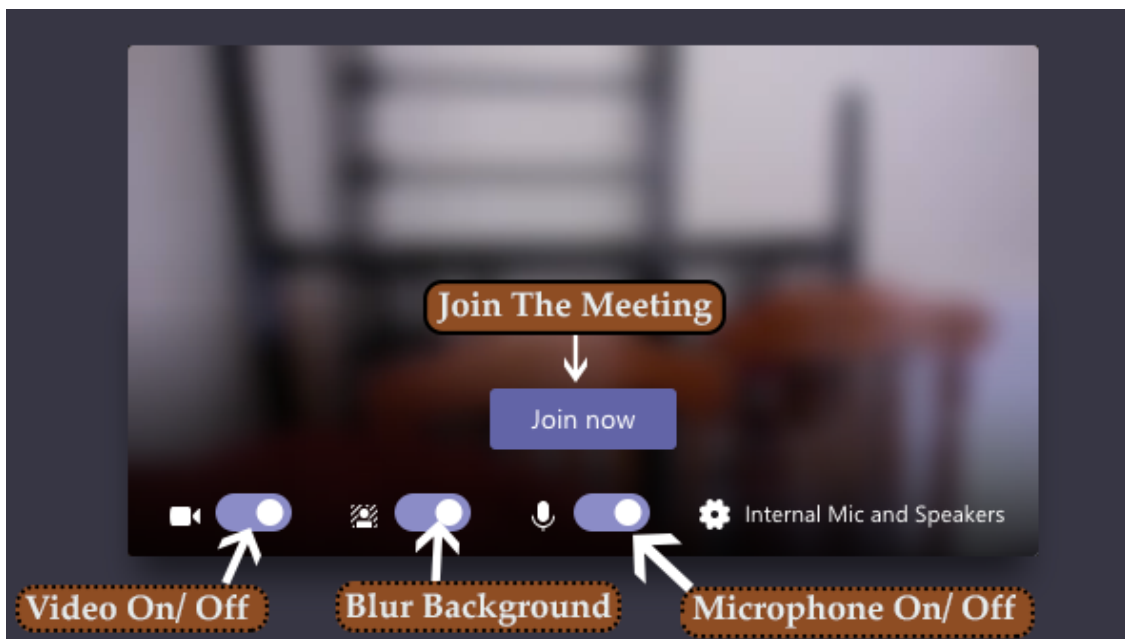
4.1 Join the Meeting

When you are ready to start your meeting load teams and do the following: -

1. Select Calendar from the left-hand menu.
2. Locate and click the calendar entry associated with your Meeting.
3. Click the 'Join' button located in the top right hand corner.



4.2 Choose Meeting Options



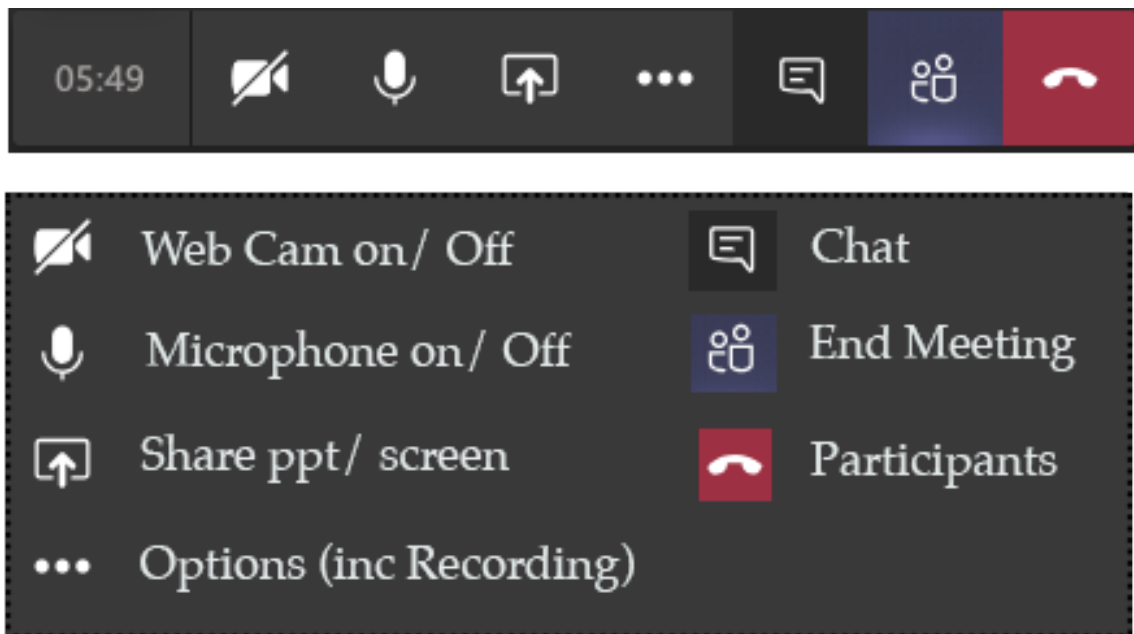
- Video On/ Off: Can be changed once in the Meeting
- Blur Background: Blurs your video background
- Microphone On/ Off: Can be changed at any time
- Join Now: Click to enter the Meeting

It's good idea to turn off Video & Mic initially and turn on when you're ready to present.

Helpful
Tips

5 Presenting

5.1 Your Controls



Your control bar appears at the foot of the screen. The options you have are detailed above.


5.2 Muting participants

You have the option to mute individual or all participants:

- Select participants (see above)
- You can see a microphone against each participant
- You can use the three dots on the right to show the option to mute an individual participant
- At the top of the list is the option to mute all participants
- Once muted there is a diagonal line through the participants microphone

- The presenter cannot turn microphones on – individual participants can do this after you have muted them (*6 on a smartphone)

5.3 Recording the Session

It is critical that all sessions are recorded so that they can be added to the main learning resources for the students. As soon as you're ready to start presenting click the three dots () and select 'start recording'.

You MUST tell participants you are recording the meeting.

When you have finished your session click the same icon and select 'Stop recording).

5.4 Start Presenting

If there is a diagonal line through the 'Web Cam on/ Off' option it means your web cam is off. Click this once to allow your students to see you. Click again to turn it off. Make sure that your Microphone is on, again this will show a diagonal line through the icon if it is not active.

You can blur your background by clicking the 3 dots and selecting 'Blur my background'.

5.5 Using PowerPoint

To start presenting a PowerPoint presentation click the 'Share ppt/ screen' button then:-


1. Click the white Browse link on the right
2. Select Browse Teams and Channels
3. Click your Team and then select the Channel you created and uploaded your files to in 3.1 above.
4. Select the relevant presentation and click the Share button

During your presentation you will see a small control bar on the bottom left. Use the arrows to control which slide is being shown and when you're finished click Stop presenting and your webcam will activate again.



5.6 Sharing Your Desktop

It is possible to show students a real-time view of your own computer. In this way you can demonstrate live examples using applications such as Microsoft Excel.

1. Click the Share button ()
2. On the left of the resulting window you will see options
 - a. Desktop: This will share your whole computer screen and anything you do whilst this is active
 - b. Window: Allows you to share a particular window or application (such as excel)
3. Select the Desktop option or a window to start sharing.

While you're presenting you should see a small window with a miniaturised version of your tool bar in it. When you're ready to return just click the box and then the 'Stop Sharing' icon to return to using your webcam.

5.7 Sharing Files/ Setting assignments/ Chat

6 After the meeting

- Message Amanda (amanda@pfmtraining.com) and let her know where to upload the lecture to on the LMS
- Support: Contact me through teams at any time