Microsoft Teams Help Guide for Instructors

All DMACC students, faculty, and staff have access to Microsoft Teams through the my*DMACC* portal. Meetings through Microsoft Teams is an option for synchronous collaboration, similar to Blackboard Collaborate Ultra, Zoom, and GoToMeeting. You can use Teams to meet online instead of in a physical classroom.

To familiarize you with the tool, the Teams icon is pictured right and looks like two blue figures.

This guide includes the following information. Click an item to advance to that section.

DMACC *Online*

Getting Started with Teams

You can access Microsoft Teams through the web app in your browser, but not all browsers support the meeting features. Please see the article "Microsoft Teams meetings on unsupported browsers" for more information.
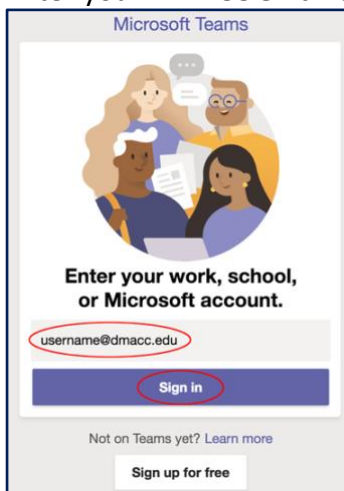
1. Open a web browser, preferably **Google Chrome**, and go to the **DMACC website**.
2. Click the **my*DMACC*** button at the top and sign in with your DMACC username and password.
3. Click the **Office 365** button on the left.
4. Then click the **Teams** button from the list of apps at the top.
   - If you do not see Teams listed, click the **All apps** button and then **Teams**.
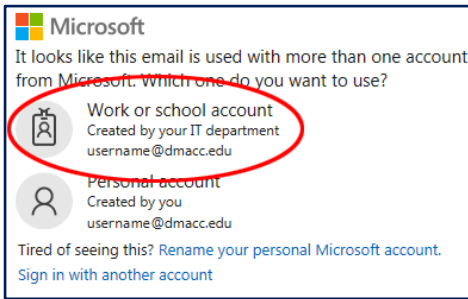
Teams Desktop App

Please download and use the desktop/mobile app for Teams to ensure you are able to access all the tools/features. The app will also allow you to quickly access your Teams and get alerts.

1. In Teams, click the **Download desktop app** button in the lower-left corner.
   - You can also go to Microsoft's **Teams desktop client** site and click the **Download Teams** button.
2. After you have downloaded and installed the Teams desktop app, open the application on your computer. The icon will look the same as it does in Office 365.
3. Enter your **DMACC email address** and click the **Sign In** button.

DMACC *Online*

4. On the next screen select **Work or school account**.

Microsoft

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

Work or school account
Created by your IT department
username@dmacc.edu

Personal account
Created by you
username@dmacc.edu

Tired of seeing this? Rename your personal Microsoft account.
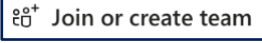
Sign in with another account

5. On the my*DMACC* sign in window, enter your DMACC password and click the **SIGN IN** button (your username will already be there since you entered it previously).

my*DMACC*

Sign In

username@dmacc.edu

••••••••••••••

SIGN IN

Trouble Signing In?

DMACC Website

PROTECT YOUR PRIVACY:
For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication. Never share your password with anyone.

6. You will then be taken into Microsoft Teams.

Create a Team

1. In the upper-right corner, click the **Join or create team** button [Join or create team] and then the **Create team** button. [Create team]

2. For the team type, choose **Class**, give it a name, click **Next**, and then add your students to your team.
   - If you add them one by one, you might want to refer to the Username column in your Full Grade Center to make sure you add the correct persons.
   - Add your entire roster by typing the course information in the format (e.g., DMC-101-1-202002). The list of possibilities will be displayed as you are typing. Use the CRN and termcode to select the correct one.

Note: When you invite people to your team, they will receive an automatic email. They may need to check their Junk or Clutter folders to find it.

DMACC *Online*

Link to Teams in Blackboard

After you have added all your students/members and are in the team, you can add a link to it in your Blackboard course to make it easier for your students to access.

1. When you are in your team, you should see the team name listed in the panel on the left (you may need to make your window larger to see it there).
2. To the right of the team name, click the **More options** button (three dots) and then **Get link to team**.
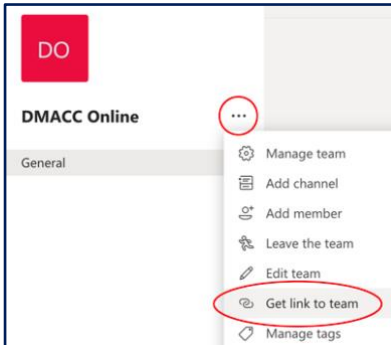
3. Click the **Copy** button.
4. In your course in Blackboard, go to **Course Content**, click the **Build Content** drop-down menu at the top, and choose **Web Link**.
   a. Type in a **Name**, such as "Microsoft Teams."
   b. In the URL textbox, paste in the URL you copied in step 3.
   c. For the Text, you can provide an explanation of when/why they will use teams.
5. Click **Submit**.

Teams Meeting

Click on the team to enter it. At the bottom of the screen, click the **Meet now** video icon to start a meeting.
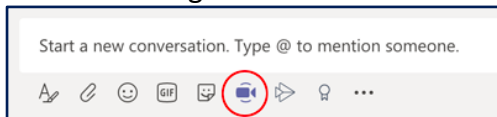
1. You will be shown a preview of your webcam. Click the **Meet now** button.
   - You can also use the **Schedule a meeting** link to set up a meeting for a future date/time. It will automatically be added to your Outlook calendar (and the calendars of your required attendees) with a link to join.
2. On the right side of the screen you will have a "People" panel. In the "Suggestions" list you will see the names of the people you added to your Team. Click the **More options** button (three dots) to the right of each person and then click **Ask to join**. You will need to do that for each student in the class.

DMACC *Online*

- You can also click the **Copy Join Info** button at the top-right of the People panel and then paste that into an email.
- When you invite your students to a meeting from within Teams, they will see a notification pop up if they already have the application open.

3. At the bottom of the screen you will have a toolbar. From the **More actions** button (three dots) on the toolbar, choose **Show device settings** if you need to adjust your microphone or webcam.
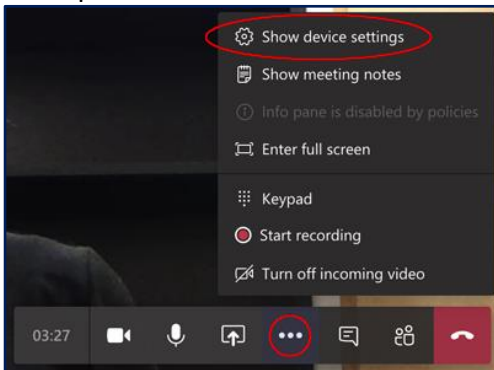
4. Click the webcam and microphone buttons to turn those on/off.

5. Click the **Share** button to share content:
   - Under Screenshare on the left, you can choose **Desktop/Window**.
   - In the center area, you can choose files that are in your OneDrive - click the **Browse** link at the top to find a file in **OneDrive** or "**Upload from my computer**."
   - On the right side, you can choose to use the **Microsoft Whiteboard**.
   - *NOTE: Your webcam video will stop sharing when you start sharing other tools/files/applications.*

6. Click the **Show conversation** button to open the text-based chat panel on the right.

7. Click the **Show participants** button to see who is in the meeting or to invite others.

8. Click the **Hang up** button to leave the meeting.

When others join the meeting, their webcams will be turned on automatically. If you do not want that, you can choose to **Turn off incoming video** from the **More actions** button (three dots) in the toolbar at the bottom.

Note: Meetings in Teams do not have breakout rooms or a phone number to dial-in for audio. If you need to use breakout rooms or dial-in audio, please consider using Blackboard Collaborate instead.

DMACC *Online*

Record a Meeting

You may want to record your meeting to allow Team members to watch it at another time, particularly those who were unable to attend the live meeting.

1. When you are ready to record, click the **More actions** button (three dots) ![···] in the toolbar at the bottom and choose **Start Recording**.
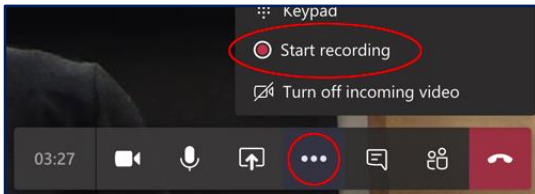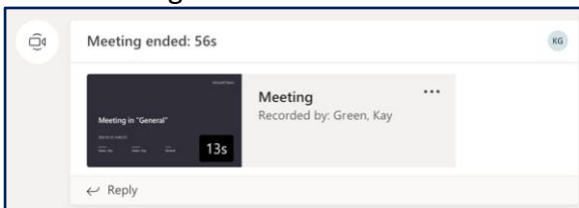

2. When you are finished, click the **More actions** button ![···] again and choose **Stop Recording**.

Access Recordings

You should receive an email from "Microsoft Stream" letting you know the recording is ready.

1. The recording will be in the **Posts** area of the default, **General channel** for the Team.

2. Click on the meeting to play the recording. It will appear in a pop-up window.

3. If you want to edit or delete the recording, click the **More options** button ![···] (three dots) for the recording and choose **Open in Microsoft Stream**. Only the owner of the recording can edit or delete it.

Note: If you are using the Teams desktop application, Stream will open in the default browser on your computer, not inside the Teams app.

You can access the recording directly in Stream by logging into the my*DMACC* portal > Office 365 > Stream > My content > Videos > click on the video.

Edit Recordings

1. Click the **More actions** button (three dots) below the recording in Stream.
2. Select **Update video details**.
   a. Edit the name. You can also add a description and change the thumbnail.
   b. Click the **Apply** button at the top.

DMACC *Online*

3. From **More actions**, select **Trim video**.
   a. In the timeline at the bottom, you can click and drag the bars on either end to trim off the beginning and/or end of the video. When you are done, click the **Apply** button at the top.
   b. If you need to do more advanced editing, you will need to download the video, edit it in your preferred video editing software application, export that file, and then use the "Replace video" option to overwrite the original video in Stream with the newly edited one.

Captions

1. Click the **More actions** button (three dots) below the recording in Stream.
2. Select **Update video details**.
3. In the Details area, click the **Video Language** drop-down menu and choose **English** or the appropriate, primary language spoken. This will automatically turn on the "Autogenerate a caption file" in the Options area.
4. Click the **Apply** button at the top.

Delete Recordings

1. Click the **More actions** button (three dots) below the recording in Stream.
2. Select **Delete** and then **Delete the video**.

---

Schedule a Teams Meeting through Blackboard

If you do not want to create a team but do want to use Microsoft Teams to meet synchronously online, you can use the integration that Blackboard recently made available in late March 2020. This new integration does not have all of the features available through Office 365 and Teams.

1. In your Blackboard course, go to **Course Tools** in the instructor Control Panel and choose **Microsoft Teams**.
2. Click the **Allow** button to allow Blackboard to integrate with Teams.
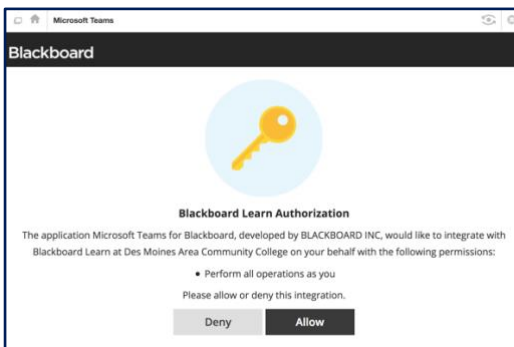
3. Click the **Sign in** button to sign into your DMACC Teams account. It will pop up in a new window, so make sure you have pop-ups enabled in your browser.

DMACC Online

4. Proceed through the windows to finish signing in. The steps will vary depending on whether you've logged in before in that browser or if you are currently logged in. Then click the **Accept** button to grant permission.
5. Click the **Create meeting link** button to schedule a new meeting.
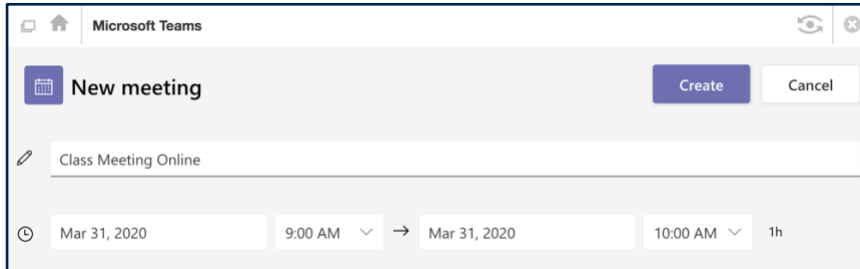
   a. Give it a short, descriptive title.
   b. Adjust the start and end date/time.
   c. Click the **Create** button in the top-right corner.
6. Click the **Add to Calendar** button so it will be added to the course calendar (if you don't do this, you and the students might not be able to access it).
7. Click the icon of the house in the upper-left corner to return to the course.

Students can access the scheduled meeting from **Tools** > **Calendar**. You can also access it from there or by going to **Course Tools** > **Course Calendar**.

Need Help?

Contact one of our [instructional designers](#).

DMACC *Online*