

Teaching with Microsoft Teams

Microsoft Teams is a chat-based collaborative work space that can be accessed through Quercus. Microsoft Teams Meetings can be created using the Rich Content Editor in Announcements, Assignments, Discussions, Pages, Classic Quizzes, and the Calendar.

A. Schedule a Microsoft Teams Meeting in Quercus

- To schedule a synchronous class session, create a new Quercus Page and give it an appropriate name (For example: Class101 Meeting Link). Select the Microsoft Teams Meetings icon from the Rich Content Editor.



Figure 1 Microsoft Teams Meeting icon in the Quercus Rich Content Editor

- A Microsoft Teams Meeting window will appear. Click the Sign in button. You may be prompted to log in to Microsoft Office 365 with your University of Toronto email address.

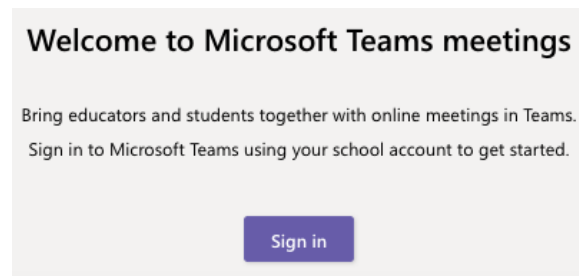


Figure 2 Welcome to Microsoft Teams Meeting window

- Click the Create meeting link button. This meeting will be scheduled and hosted within the Teams application as a Chat group.

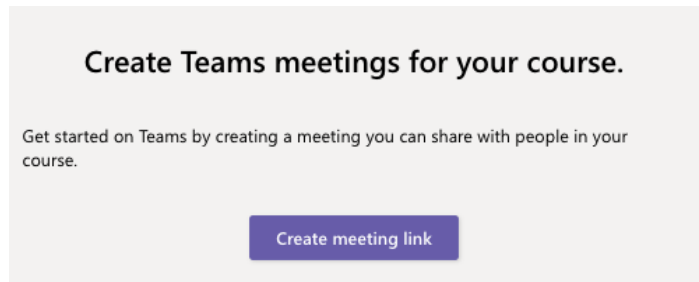


Figure 3 Create Teams meeting window

- Add the meeting title and date/time. Click Create to create the link.

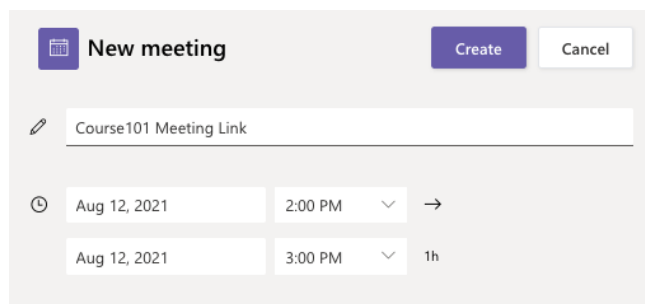


Figure 4 New meeting details

NOTE: A meeting URL will never stop working. If you are setting up a weekly lecture meeting, you can generate one meeting link and use that same link for the remainder of the semester. All files, notes, conversations, etc. will remain in one space. If you plan on having different meetings for different classes or discussions, we suggest creating a new meeting link each time.

- A window will appear to confirm that the meeting was created.

To manage meeting options, click the Meeting options link.

To add a meeting link to the Rich Content Editor, click the Copy button.

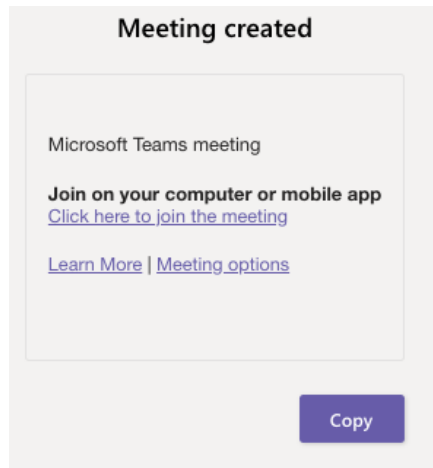


Figure 5 Meeting creation confirmation

The Meeting link will display in the area where it was added to your Quercus course.



Figure 6 Meeting link displayed in the Quercus page

Please note the following:

- Users who do not have a UTORid can join the meeting.
- Meetings scheduled through Quercus will not appear in your Outlook calendar. You will need to manually update your personal calendar. Alternatively, you can first schedule a Teams Meeting on Outlook and then post that URL to a Quercus page.
- Before clicking on the Team Meeting Link in your course, first guide your students to log into <https://login.microsoftonline.com/> with their UofT email account. This will authorize access to the meeting and you will not have to manually accept their Guest invitation to join the meeting.

B. Hosting the Session

- Go to the Quercus page where you created the session. Click the meeting link to open the session.

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- Once you join, you will be in the class lecture and will see the attendees by clicking the participants icon.

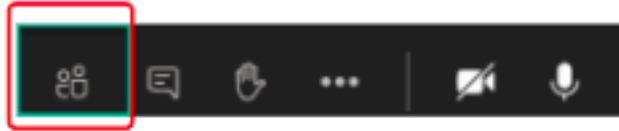


Figure 7 Teams meeting participants icon

- To record your session, click the three dots and then click the Start recording option.



Figure 8 Teams meeting three dots (to view more options)

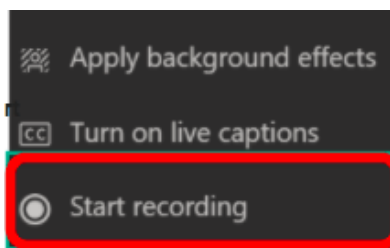


Figure 9 Start recording link

- To stop recording a session, click Stop recording.

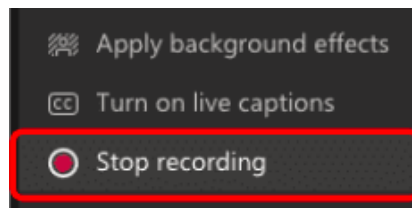


Figure 10 Stop recording link

C. Accessing Recordings and Attendance Lists

- The first time you start the meeting a Teams chat with the meeting name will be created in Teams.

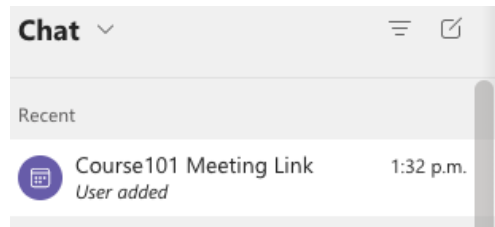


Figure 11 Teams chat for the meeting

For every recorded meeting, the recording will be added to the meeting chat. The recordings will be stored in the OneDrive of the person who clicked the record button in a special folder labeled “Recordings” that sits at the top of the recorder’s OneDrive.

An attendance report will also be generated.

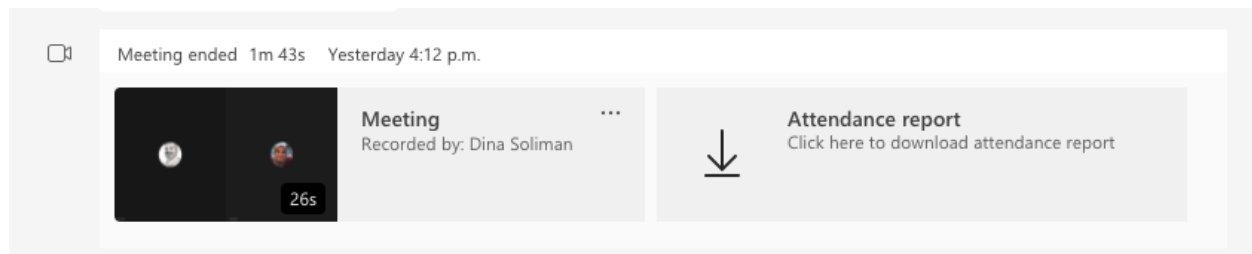


Figure 12 Links in the chat to the meeting recording and the attendance report

D. Sharing a Recording in Quercus

- To download the recording, click on the recording box generated in the meeting chat. This will take you the recording stored in your one drive. Click the Download link to download the recording to your computer.

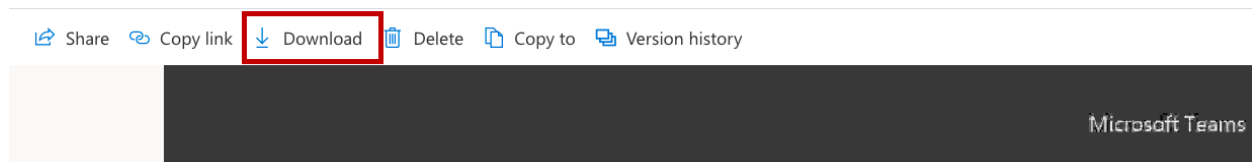


Figure 13 Download meeting recording from Onedrive

- To share the recording on Quercus, upload the .mp4 file to MyMedia or MS Stream and share the link.

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For more information, please contact us at q.support@rotman.utoronto.ca