



MICROSOFT TEAMS THROUGH MOODLE

Abstract

This manual comprises of steps to conduct synchronous instruction on Microsoft Teams (online conferencing solution) through FCCU Moodle, Learning Management System.

Version 1.0

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Overview:

This document includes the procedure of using Microsoft Teams through MOODLE (LMS). The guide includes steps to create Teams meeting links and initiating the conference through MOODLE courses.

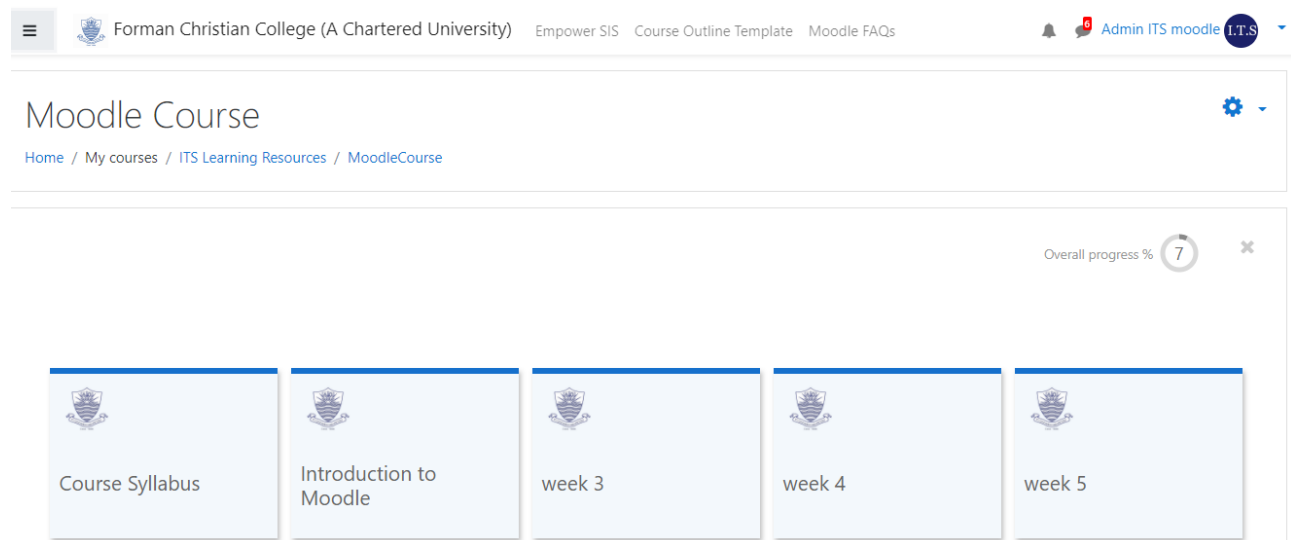
The Microsoft Teams can be initiated outside MOODLE, however, the classes on MOODLE are transferred from Empower (SIS) by the ITS office at the beginning of the semester. If an instructor directly initiates a meeting from the Microsoft Teams, the instructor would be required to inform each student every time. If the Microsoft Teams meeting link is created from the MOODLE course it is posted on the course page. This makes the management and creation of online sessions organized and easy. The enrolled students will have instant access to the meeting link through the MOODLE course page.

Creating Microsoft Teams Link:

Teams link can be created in MOODLE course that comprises of all the learning material and enrolled students in courses. The link can be created by the faculty member in the course as ‘teacher’ and will be accessible by students that are enrolled in the course. Following are the steps to create a meeting:

Step 1: Go to your relevant course:

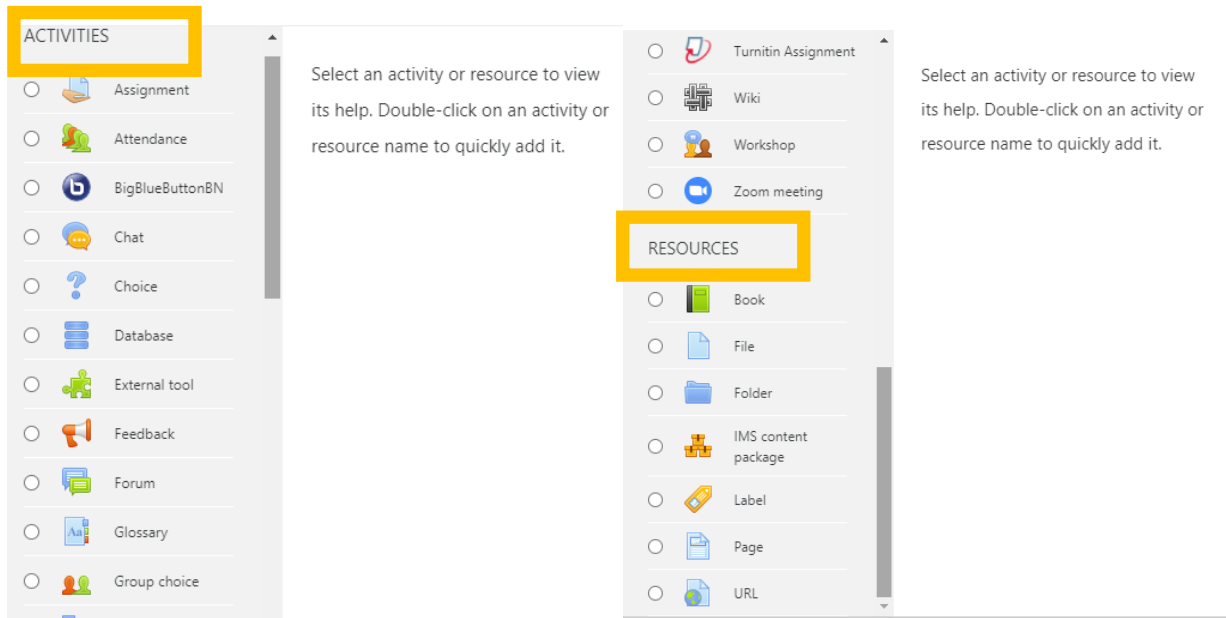
On logging in to Moodle your list of courses appears on the MOODLE post-login home page. From the list of courses, you can simply click on the relevant course, where you want to create your Microsoft Meeting Link. Following is the screenshot of the course:



Where to create Microsoft Teams link?

The best thing about Microsoft Teams is that the Microsoft Teams link can be generated in any section and resources within the course.

NOTE: The Microsoft Meeting is not added through the ‘Add an Activity or a Resource’ option on the MOODLE course, but is added through ‘Text Editor’(The following steps include how to add Teams link to Course). Please note that the following screenshot shows that the Microsoft Teams option is NOT available in the list of activities or resources:



Step 2: Choose a Section and create Microsoft Teams' meeting link:

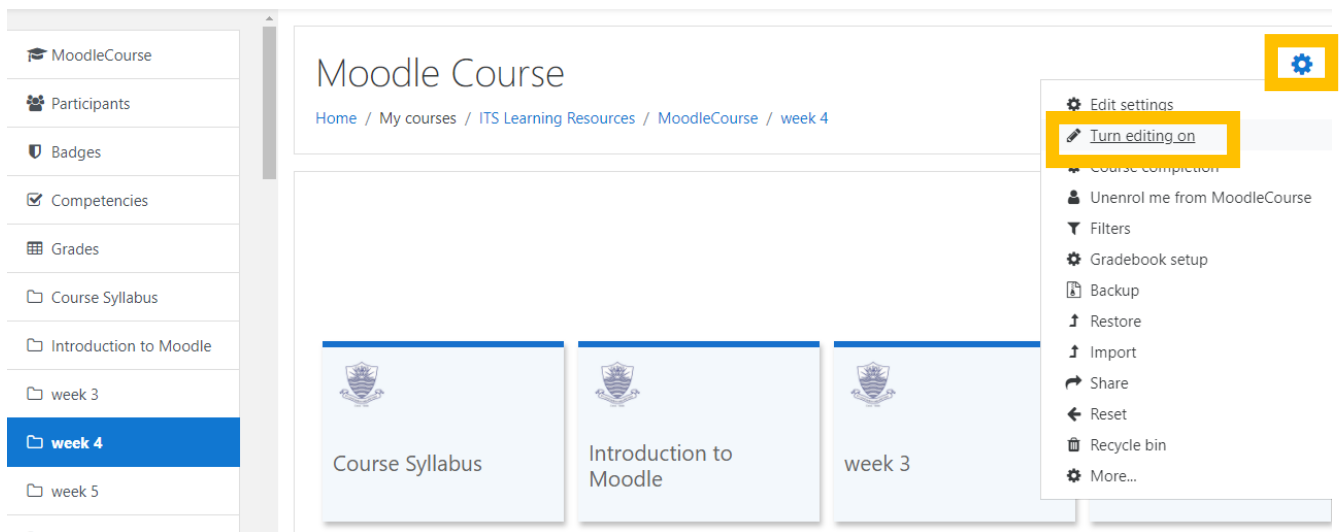
The Microsoft Teams meeting link can be created in any section where there is 'Text Editor'. The best methodology for this is to add the Resource 'Label'.

Step 3: Creating Microsoft Teams Link in the 'Week' section:




To create the Microsoft meeting link through resource; 'Label' following are the steps

Step 1

Turn the editing on by clicking on the settings sign; 'Cog' on the top right corner of the screen and selecting the option 'Turn Editing On'



Let us suppose that you want to create Microsoft Meeting Link in Week 4. So simply scroll down to Week 4:

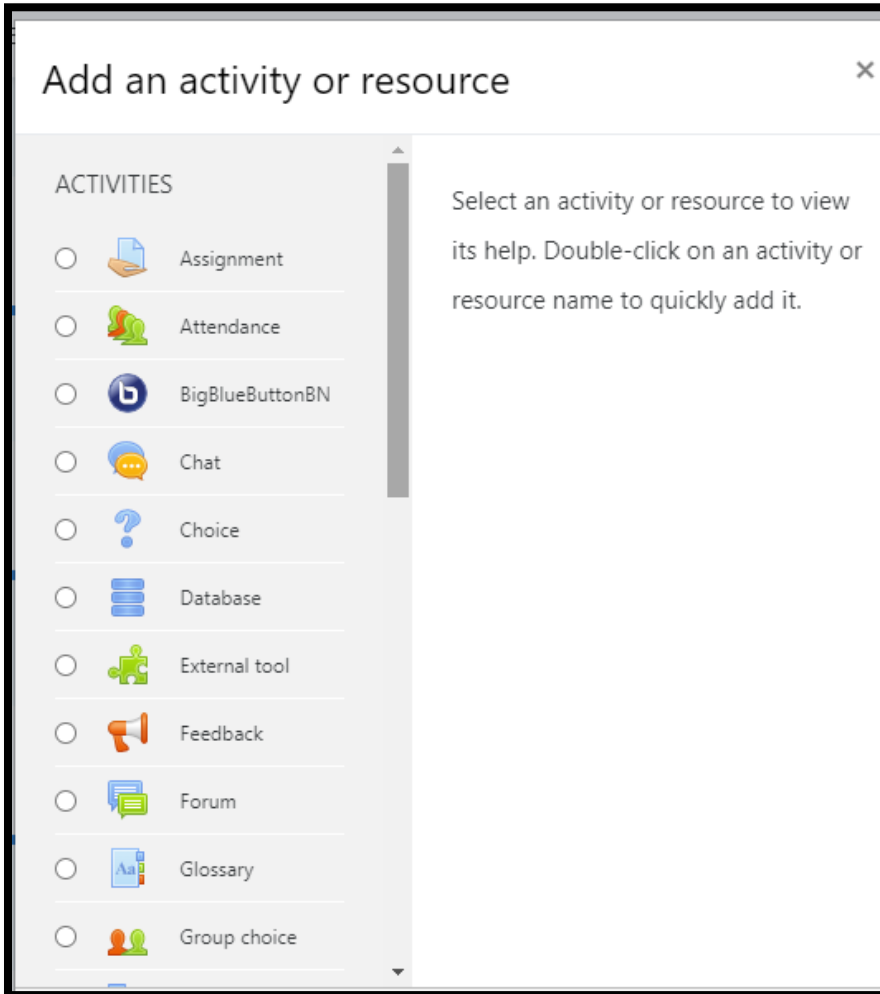
 week 4  

Edit ▾

[+ Add an activity or resource](#)












Step 2

Click on 'Add an Activity or a Resource'



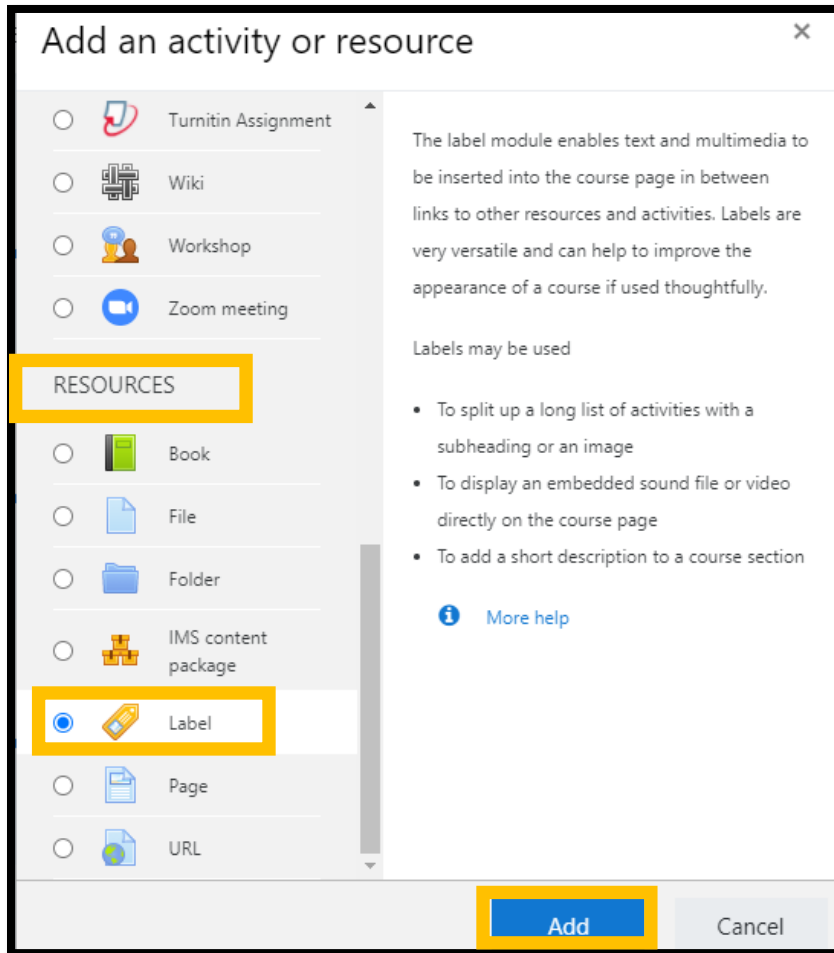
Add an activity or resource ✕

ACTIVITIES

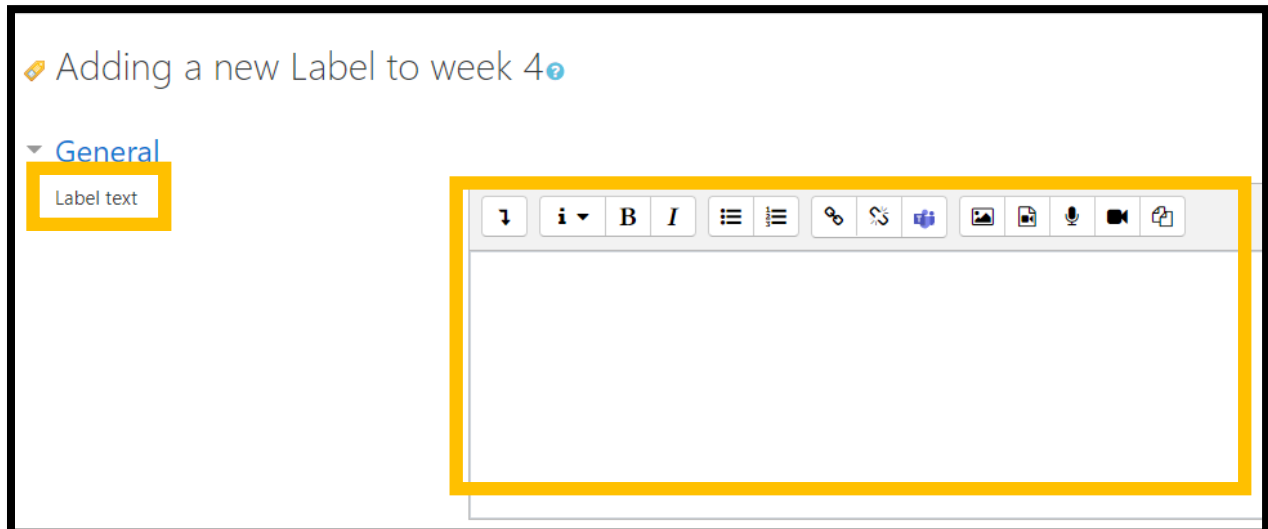
-  Assignment
-  Attendance
-  BigBlueButtonBN
-  Chat
-  Choice
-  Database
-  External tool
-  Feedback
-  Forum
-  Glossary
-  Group choice

Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.

Scroll down to RESOURCES, select 'Label' and click the 'Add' button



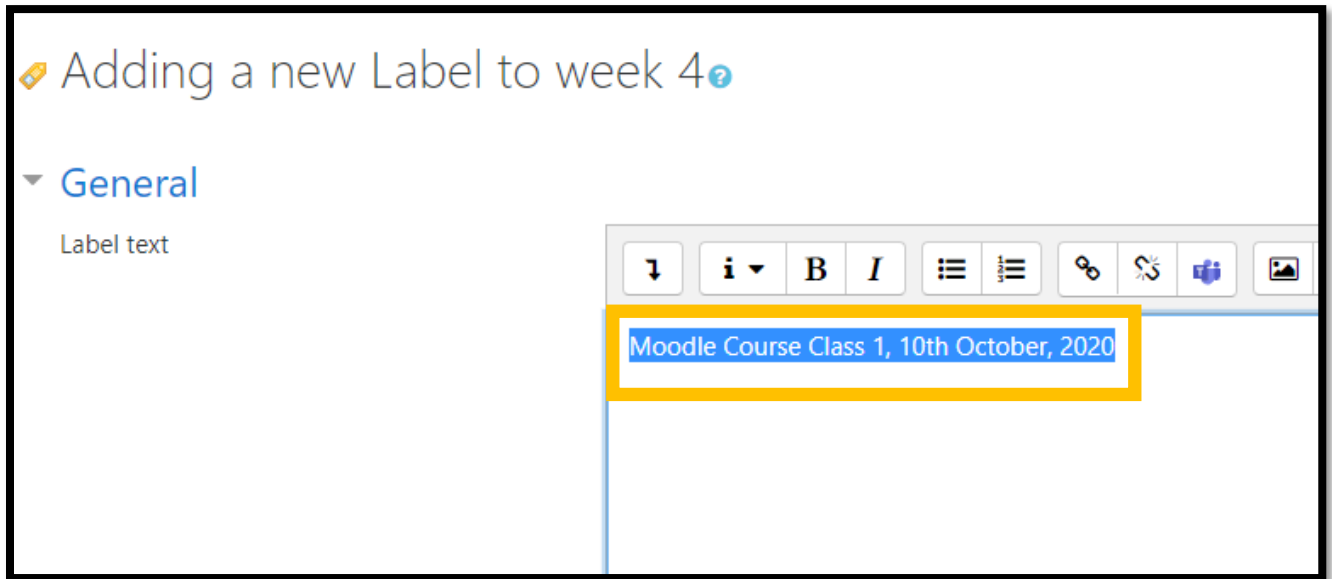
In this screen, the section 'Label Text' has the 'Text Editor'



In the 'Tool Bar' given on the text editor, there is an icon of 'Teams Meeting':

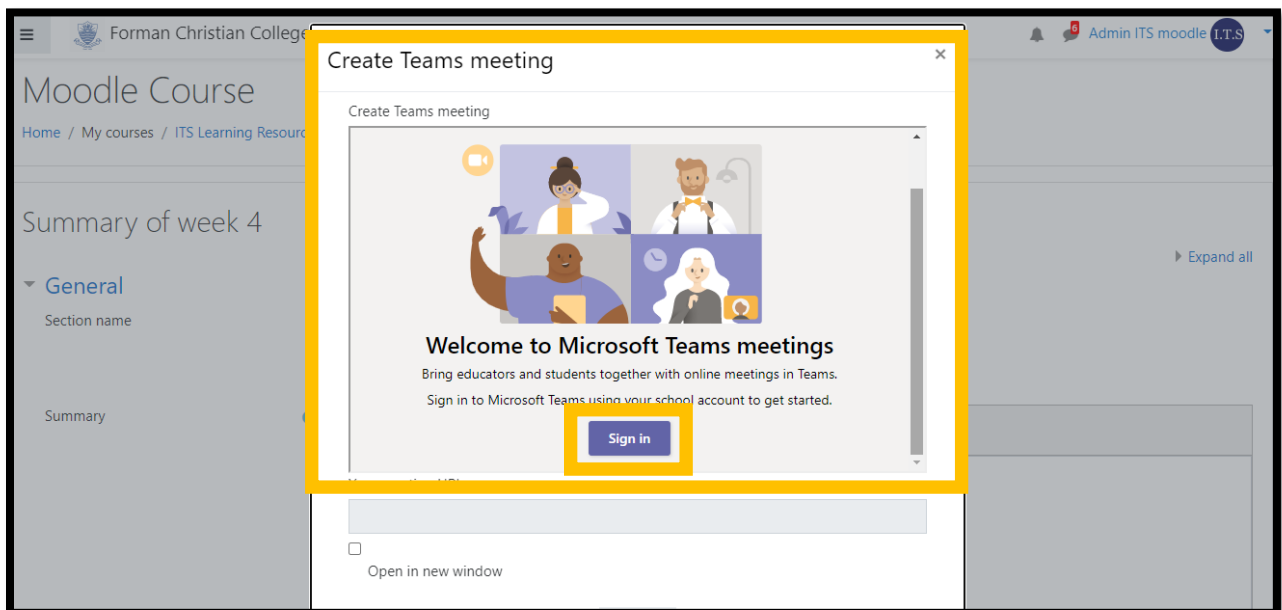


Before proceeding to Step 3 type the title of the session and select the entire text:



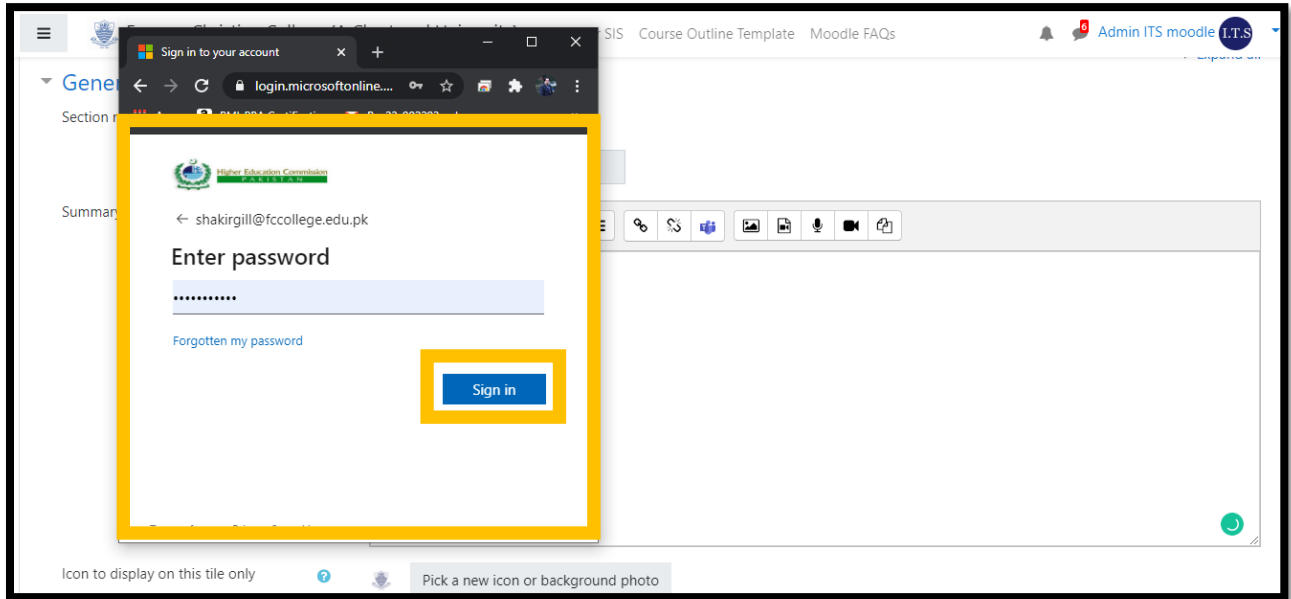
Step 3

Click on the 'Teams Meeting' Icon in the 'Text Editor':

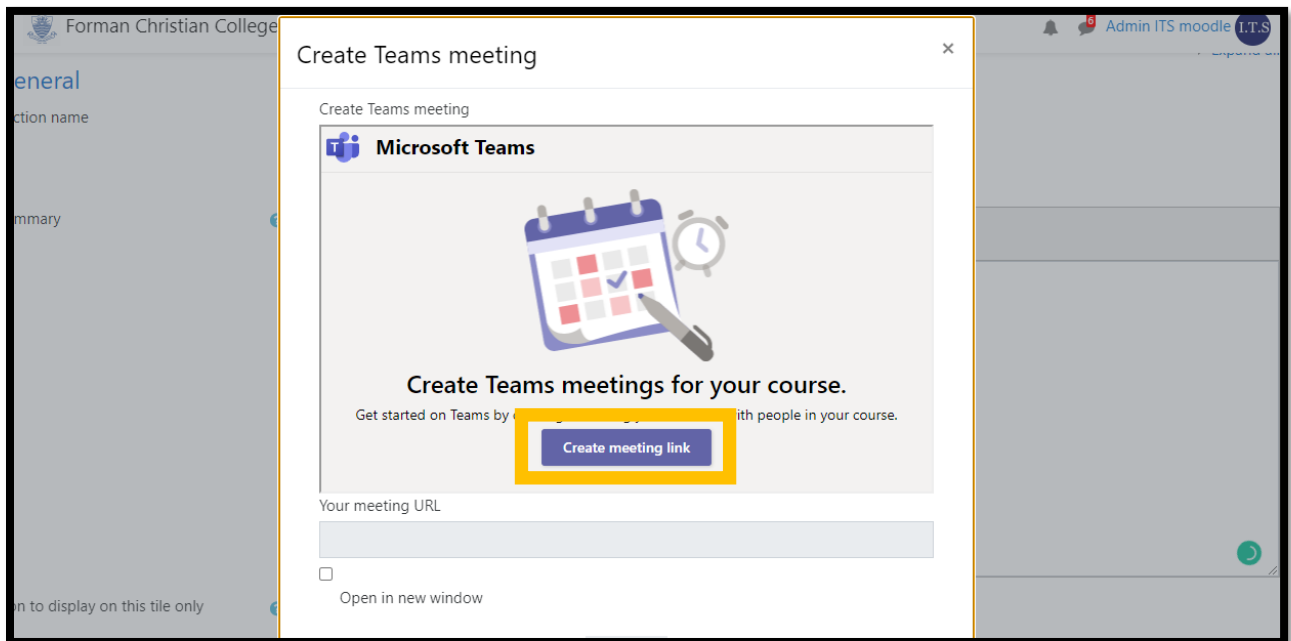


Step 4

Click on the button 'Sign In' to sign in to your Microsoft Teams:

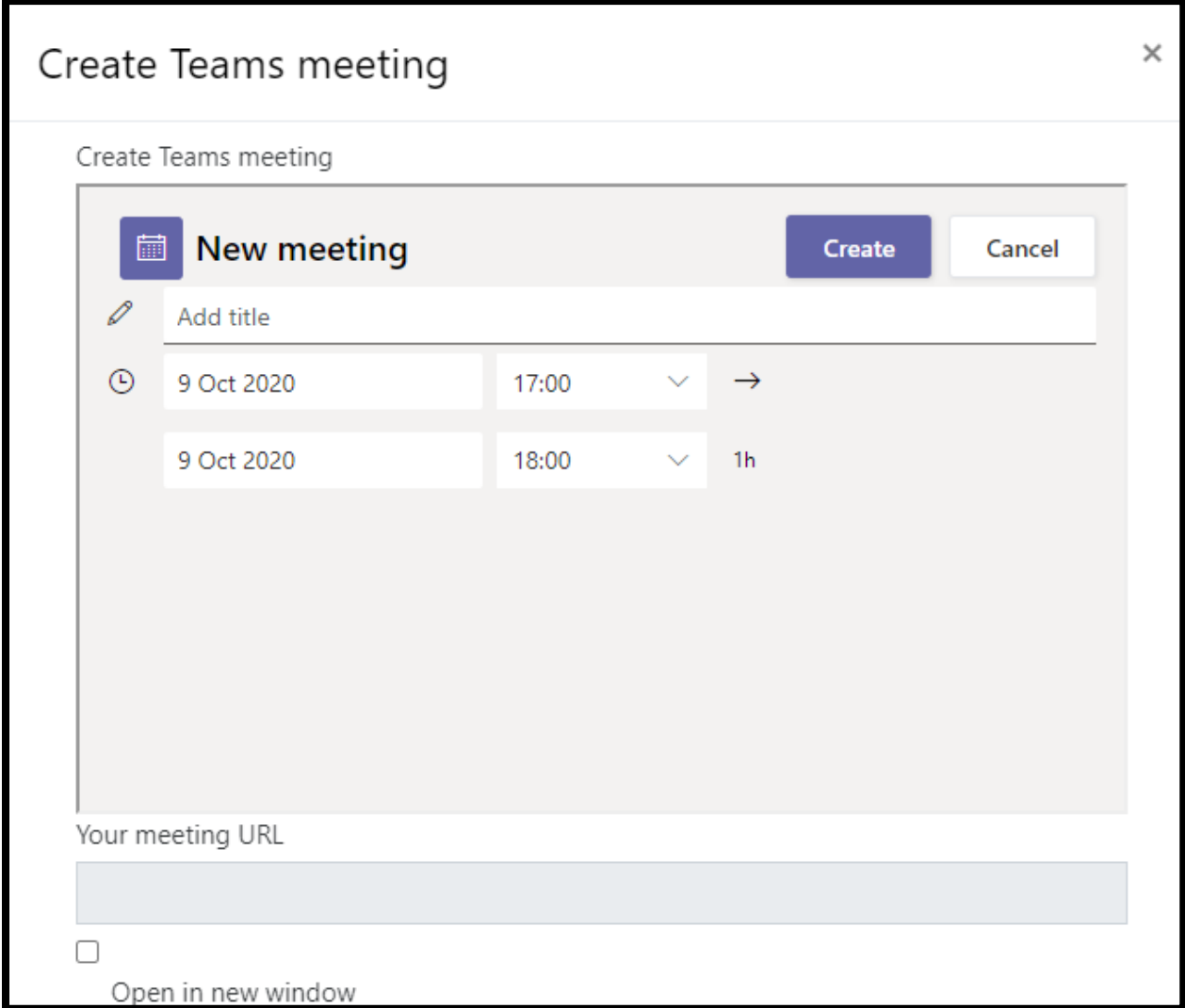


Use your Office 365 credentials to sign in to your Microsoft Teams account. After signing in you will get the following screen:



Step 5

Click on 'Create meeting link' and you will reach the following step.



The screenshot shows a 'Create Teams meeting' dialog box. At the top, it says 'Create Teams meeting' with a close button (X) in the top right corner. Below this, there is a sub-header 'Create Teams meeting'. The main area contains a 'New meeting' section with a calendar icon, a 'Create' button, and a 'Cancel' button. Below this is a text input field for 'Add title'. There are two rows of time selection: the first row shows '9 Oct 2020' and '17:00' with a dropdown arrow and a right-pointing arrow; the second row shows '9 Oct 2020', '18:00' with a dropdown arrow, and '1h'. Below the time selection is a section for 'Your meeting URL' with a large empty text box. At the bottom, there is a checkbox labeled 'Open in new window'.

Step 6

Add the title of the meeting and set date and time and then click on the button 'Create'

Create Teams meeting

Create Teams meeting

New meeting **Create** **Cancel**

Add title

9 Oct 2020 17:00 →

9 Oct 2020 18:00 1h

Your meeting URL

Open in new window

The system shows you the duration of time when the schedule is set:

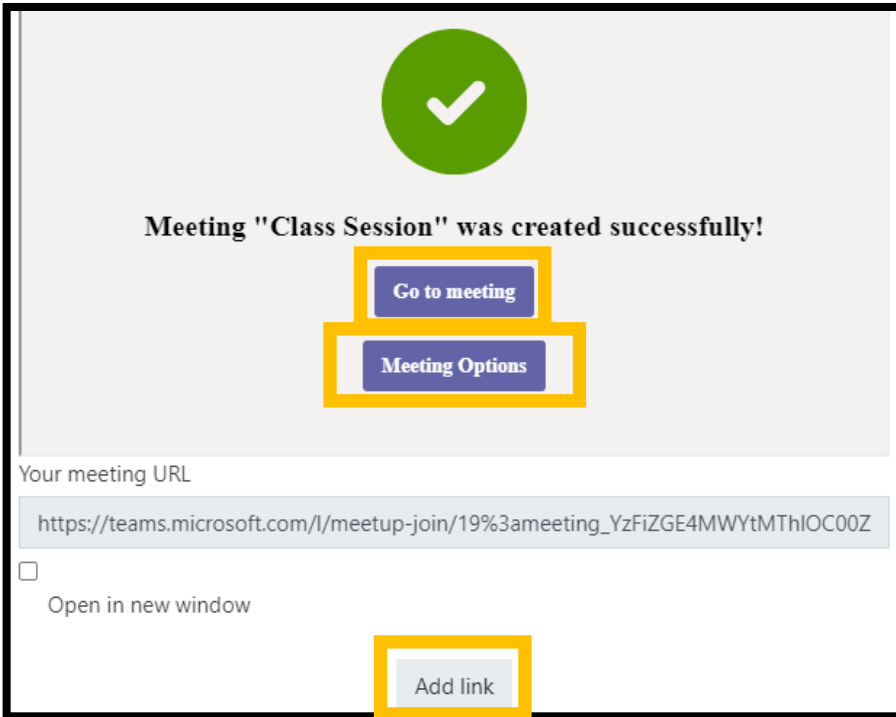
New meeting

Add title

9 Oct 2020 17:00 →

9 Oct 2020 18:00 1h

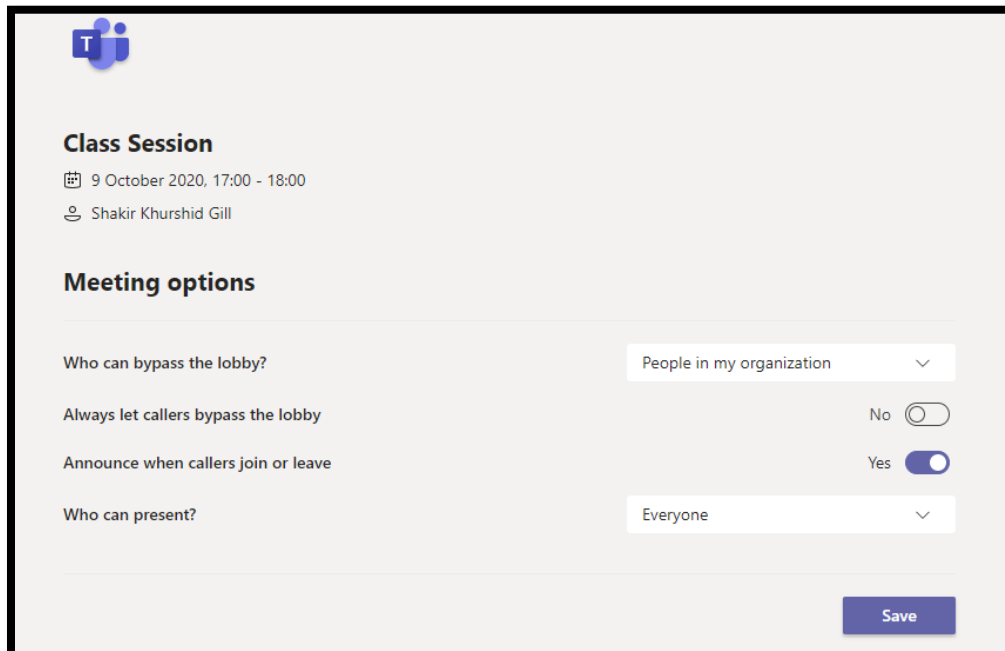
Click on 'Create Meeting' and will get 3 options:



1. Go to Meeting – This option takes you directly to the meeting but does not post the link (not recommended)

2. Meeting Options:

This section provides you the ability to set certain controls on during the session

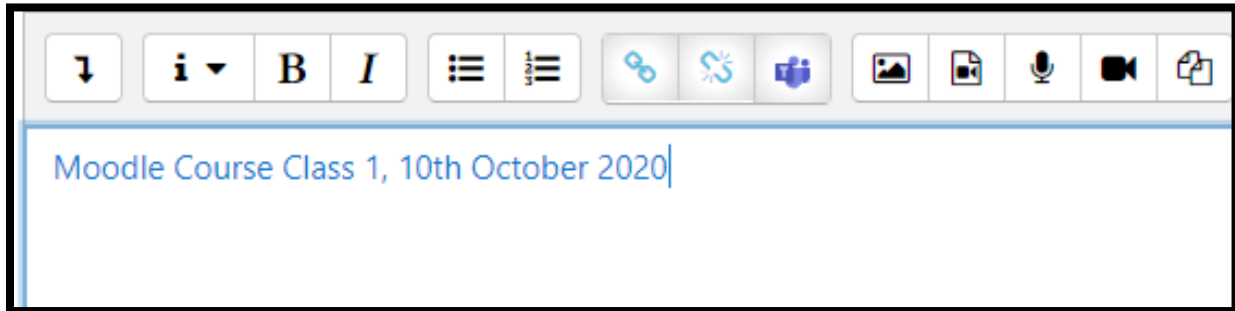


Item	Control	Options Available	Description
Who can bypass the Lobby	This feature allows you to set waiting room (or Lobby in Microsoft teams) while the participants join the session	1- Everyone	Everyone can join directly without waiting in the conference lobby (wait room)
		2- People in my organization and trusted organizations	Everyone that belongs to your organization or have email accounts associated with some other organization can join directly without waiting in the conference lobby
		3- People in my organization	The participants belonging from your organization will be able to join directly without waiting in the conference lobby
		4- Only me	All the participants will go to the conference lobby and the instructor will be required to enter each participant
Always let the callers bypass the lobby	Please ignore this feature and always keep the feature to 'No'		
Announce when callers join or leave	If you 'want' or 'do not want' to get notified during about participants joining or leaving the session	Yes/No.	With option 'Yes' you would get notified about the participants joining and leaving your session and vice versa
Who can present?	This option allows you to control the ability of participants to present or share screen	Everyone	This option will allow all the participants to present or share screen anytime during the session
		People in my organization	This option will allow all the participants that are from your organization (i.e. FCCU) to present or share a screen.
		Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.

		Only Me	Only the organizer will be a presenter. All other participants will join as attendees.
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3. Add Link

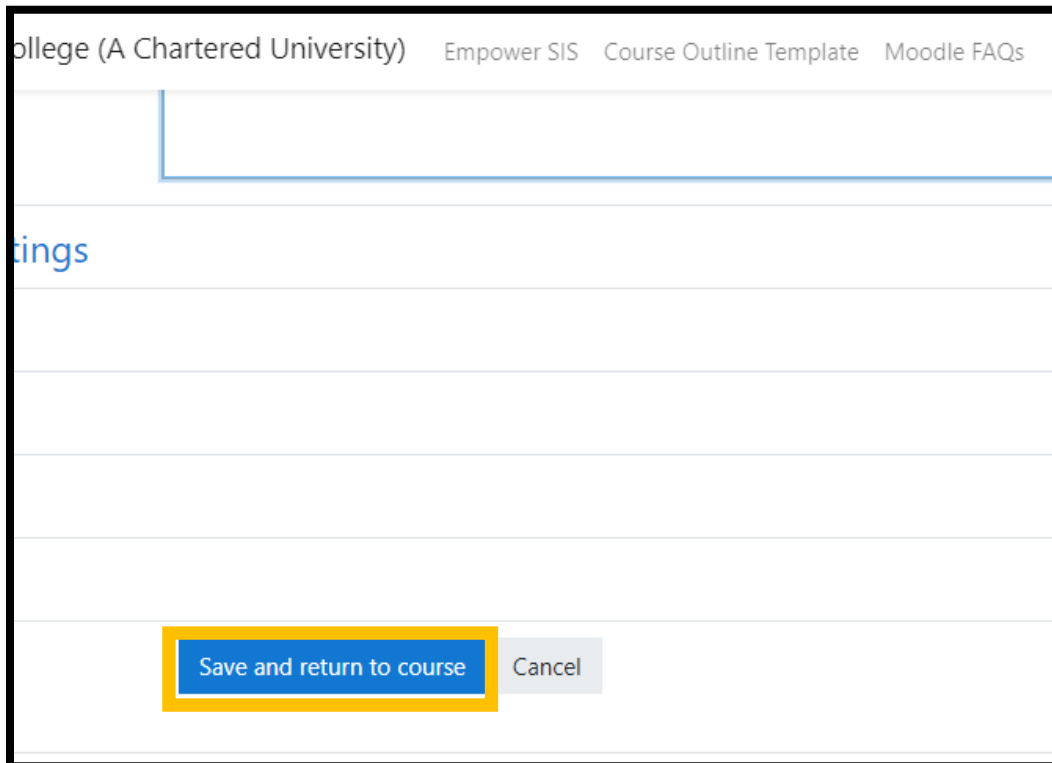
This option generates and pastes the link on the text that was entered in the 'Text Box' under the text editor. On clicking 'Add Link' the meeting link is embedded in the text as shown below:



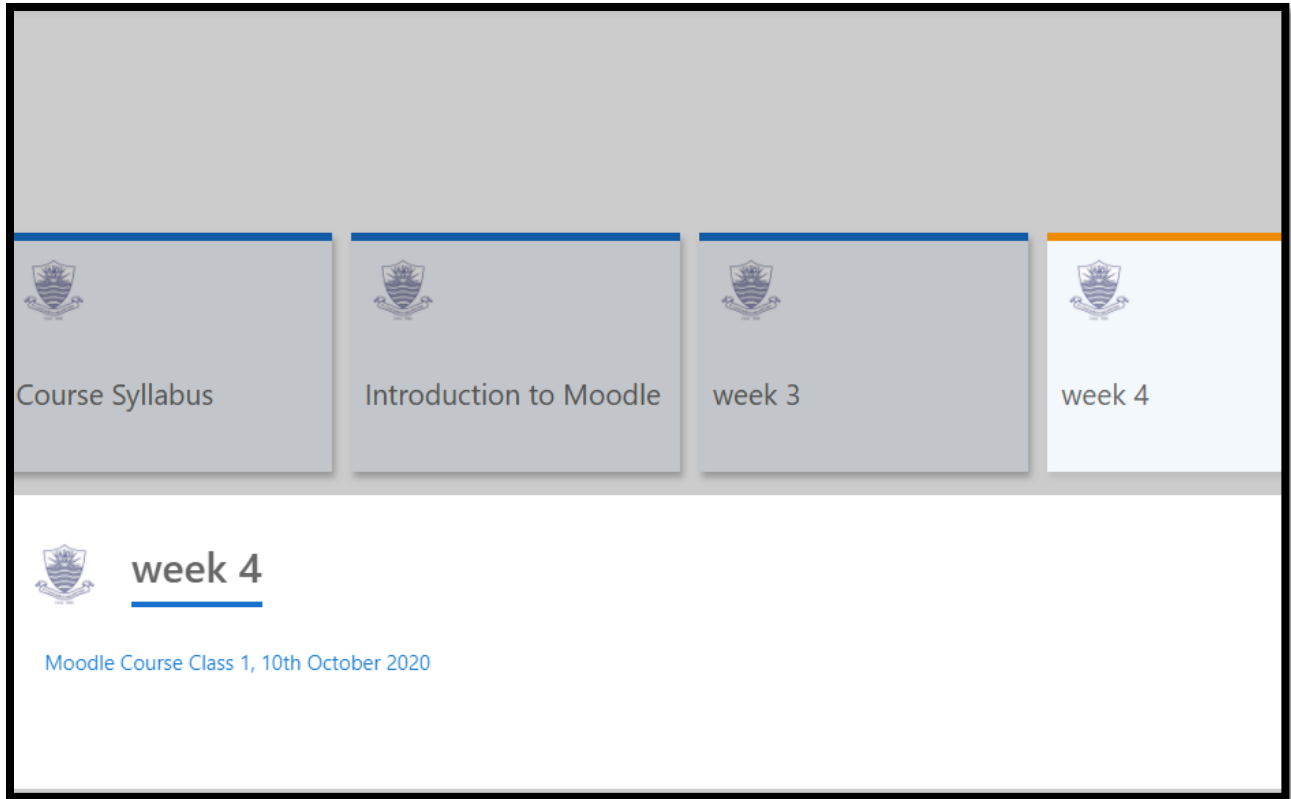
Please note in the above screenshot that the text has been hyperlinked with the meeting link.

Step 7

Click on the button 'Save and Return to the Course' by scrolling down the page



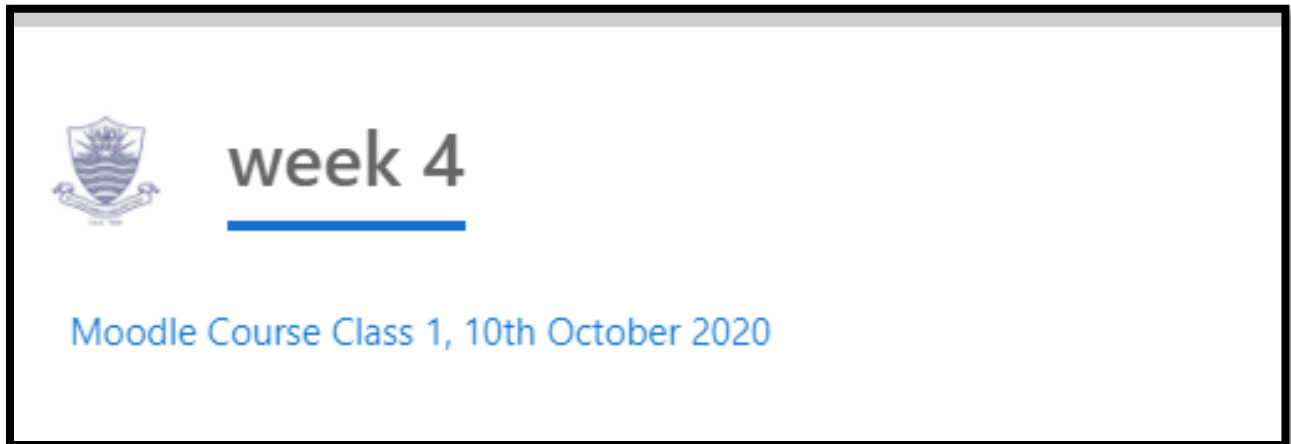
Under Week 4 the online session is created successfully:



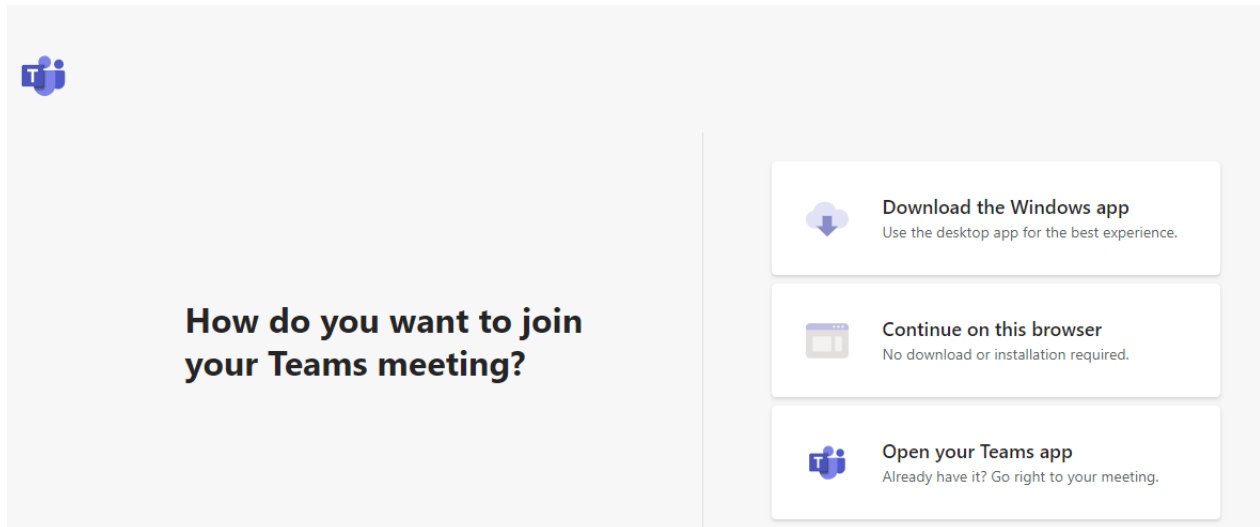
NOTE: Student will be able to view the session in the same way as shown above

Accessing Microsoft Teams Meeting Link:

To access the meeting, click on the hyperlinked text given as 'Moodle Course Class 1, 10th October 2020:



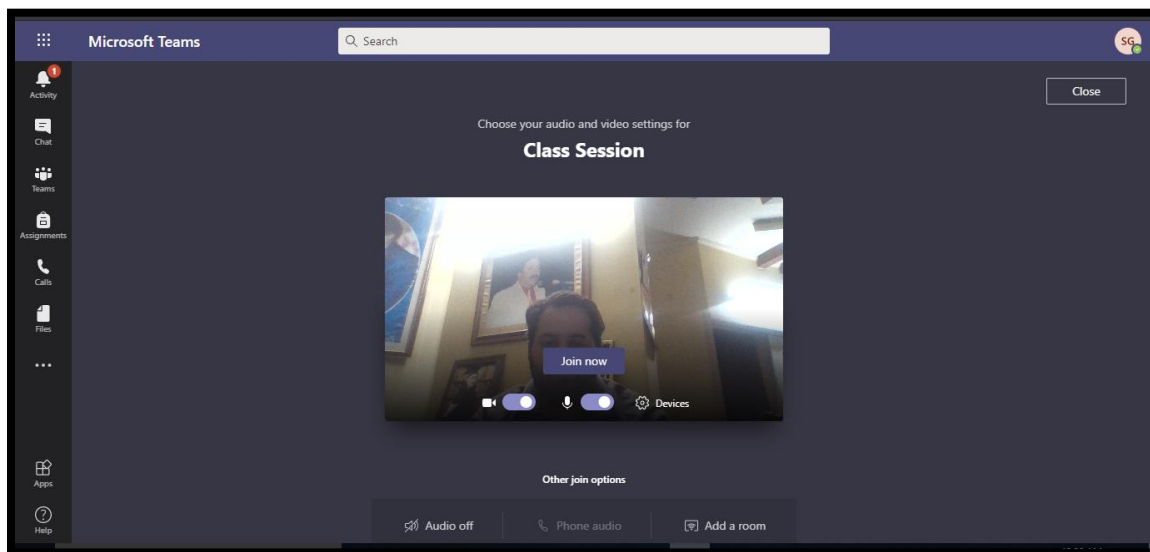
Click the meeting link to reach the following page:



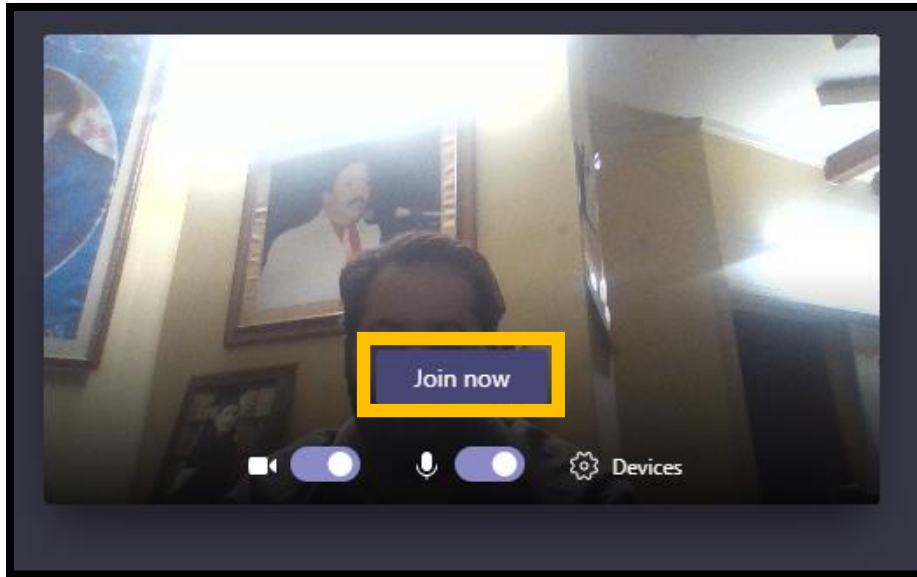
Here the Microsoft Teams asks you 'How do you want to join your Teams meeting?' and presents you with three options as given below:

Options	Implications
Download the Windows App	If you do not have Microsoft Teams installed on your system you can select this option. This option will instantly download and install the MS Teams on your system and you can start the session from the Microsoft Teams application
Continue on this Browser	For this option, you do not require to download and install Microsoft Teams
Open your Teams app	If you already have Microsoft Teams downloaded and installed on your system you can simply select this option to begin. This option will initiate your session in the desktop application

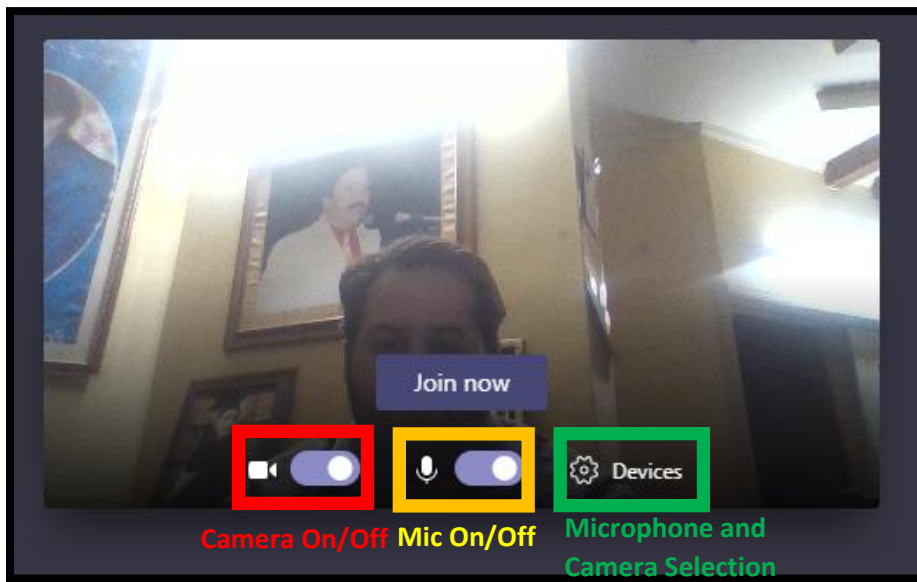
Once you select the option of your desire you are by directed to the following page:



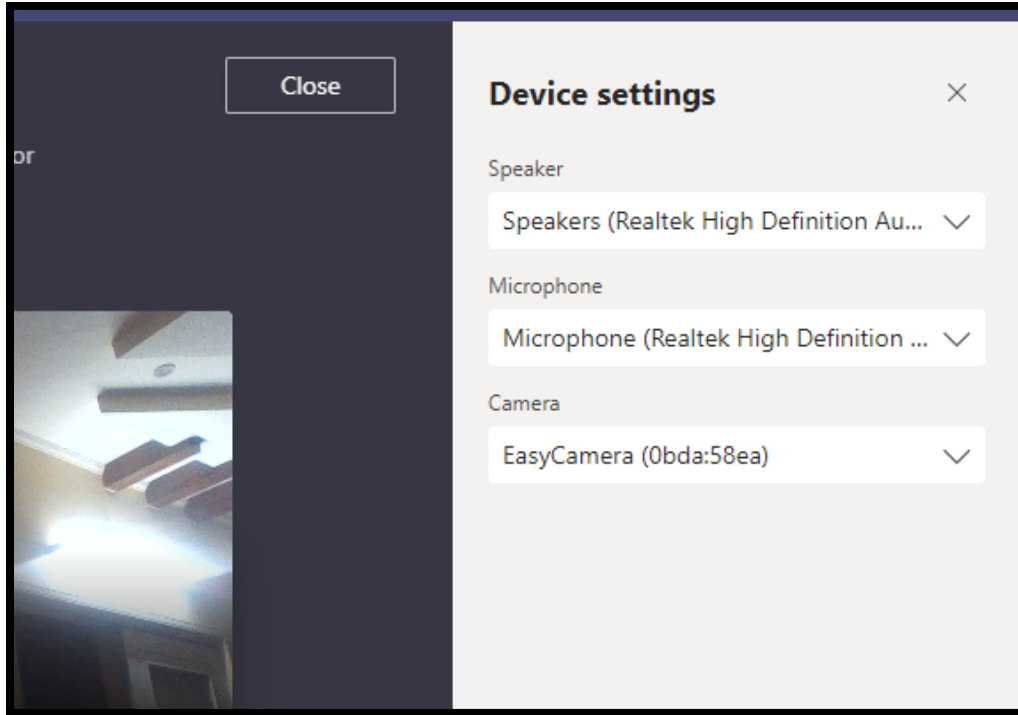
Click the button 'Join Now' to being your session



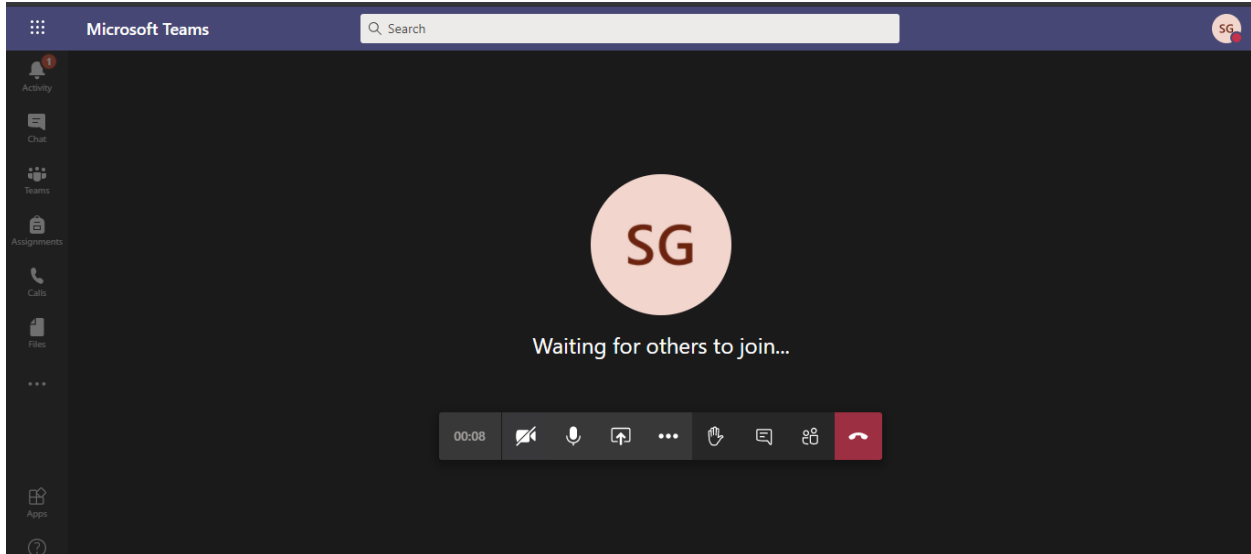
NOTE: *Before you join the session you have certain setup options that you can select*



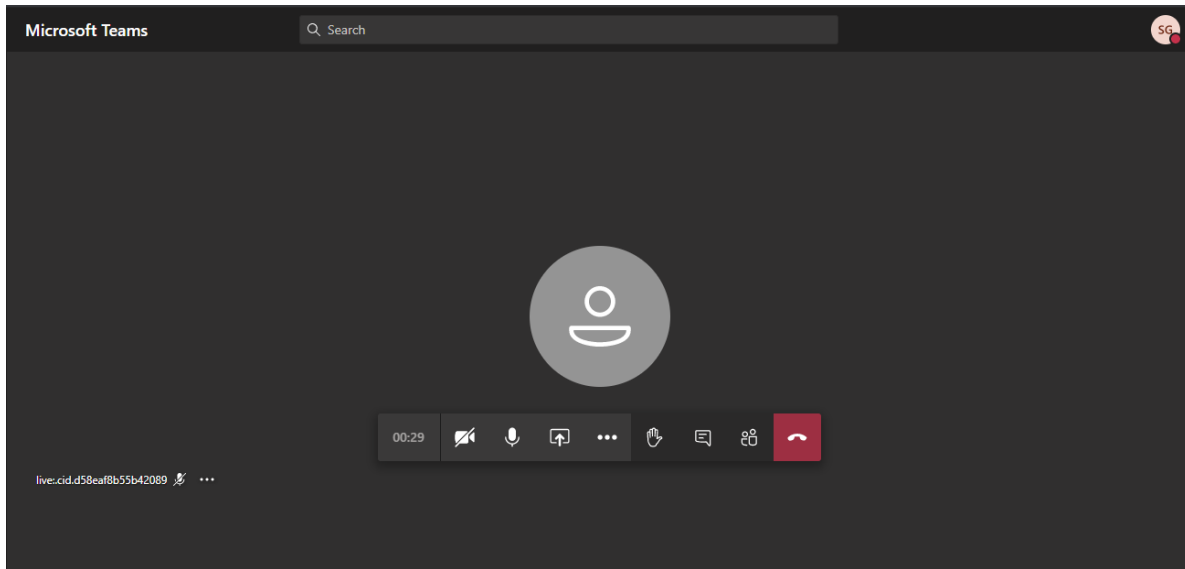
Options	Implication
Camera On/Off	Set Camera to On or Off on joining the conference
Mic On/Off	Set Mic to On or Off on joining the conference
Devices	This screen gives you the option to select microphone and camera devices if you want to change your devices selected by MS Teams by default (Screenshot is given below)



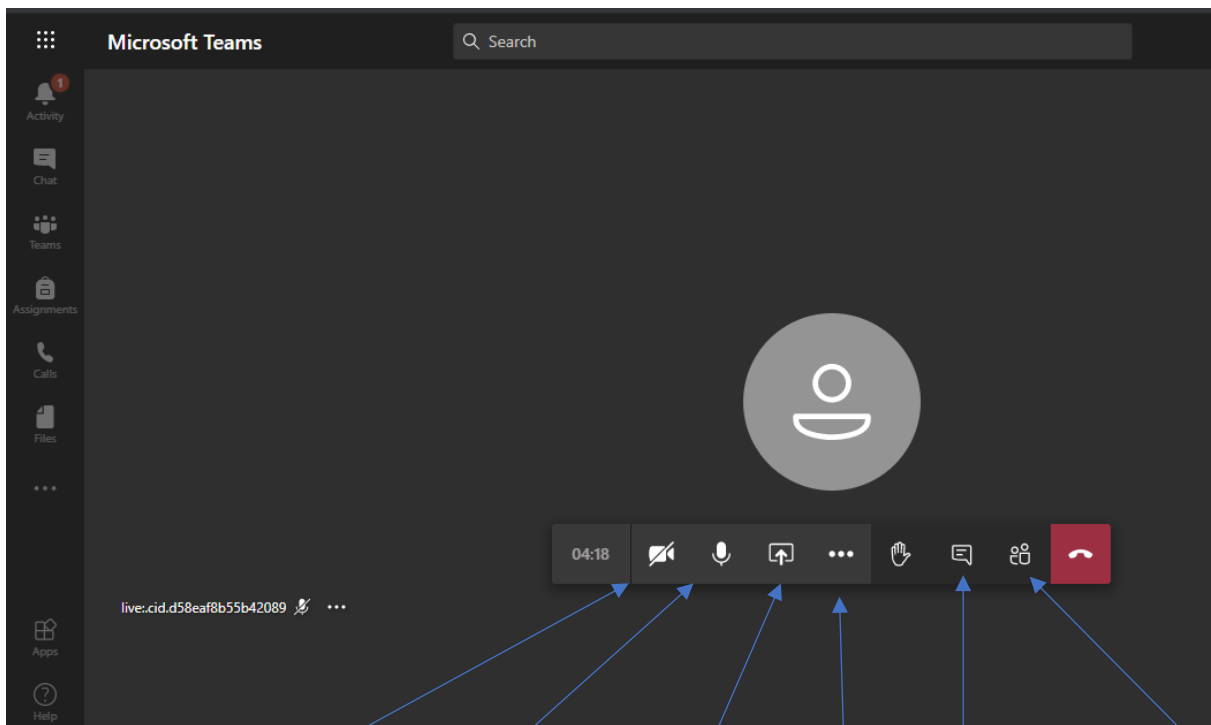
Click the button 'Join Now' to begin the conference, however, if no one has joined the system will show you the conference with the message 'Waiting for others to join' as given below:



When the first participant joins the online session, the message will disappear as follows:

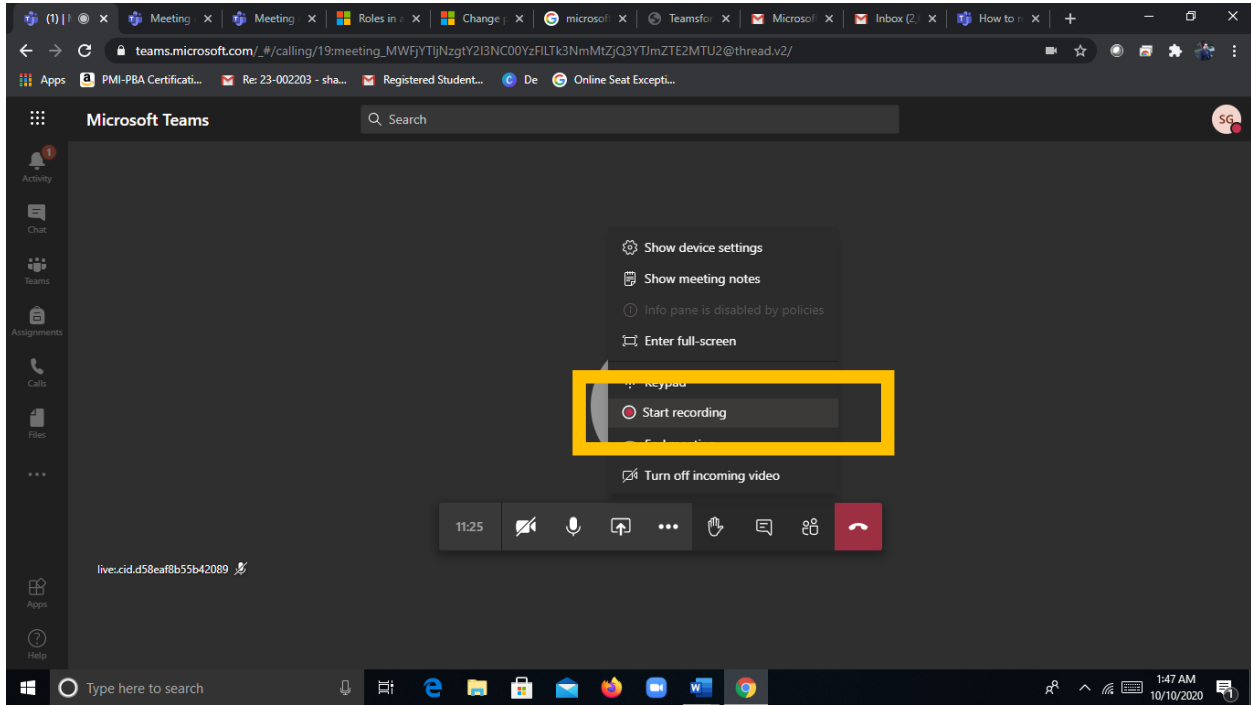


Features of Online Sessions on Microsoft Teams:



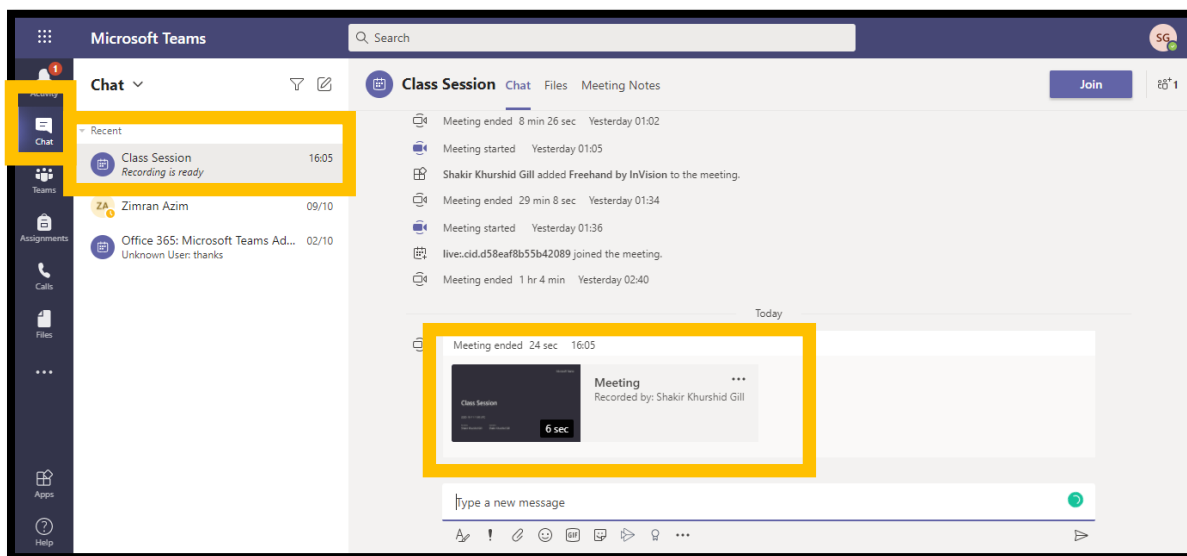
Recording the Session:

1. In the Teams session click on 3 dots on the meeting tab to open more options
2. Click on 'Start Recording'

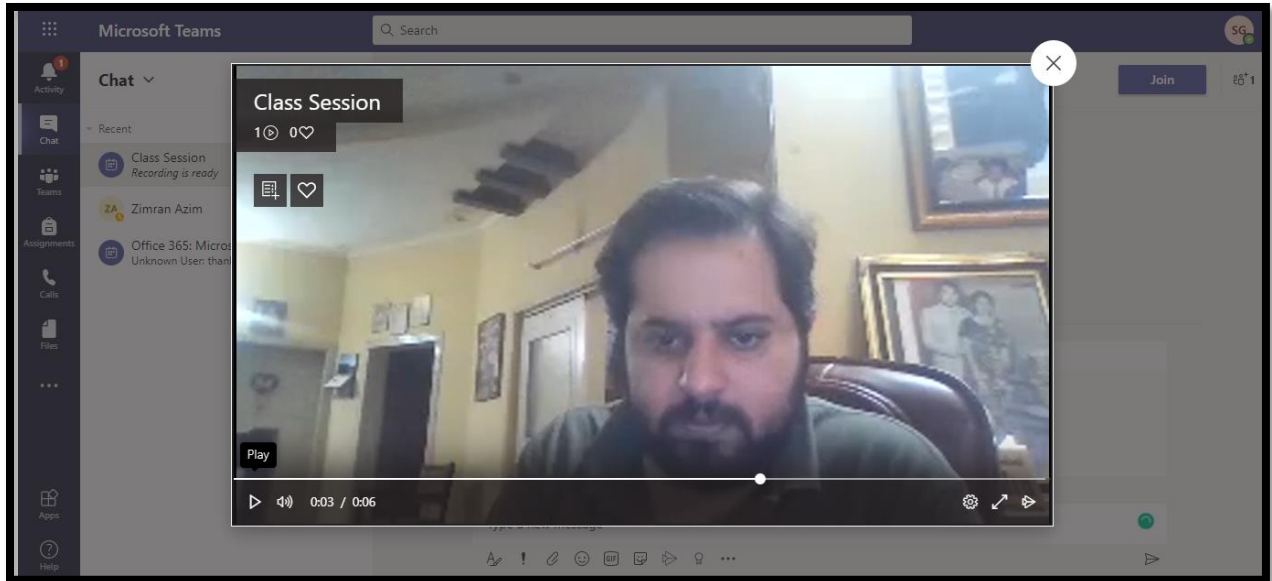


Accessing and Downloading Recorded Sessions:

To access your recorded sessions login to your MS Teams account on teams.microsoft.com. Then click on 'Chat' on the left taskbar of the screen. In the section 'Chat' click on the title of the relevant session and under the title of your session the recorded video will appear as shown below:

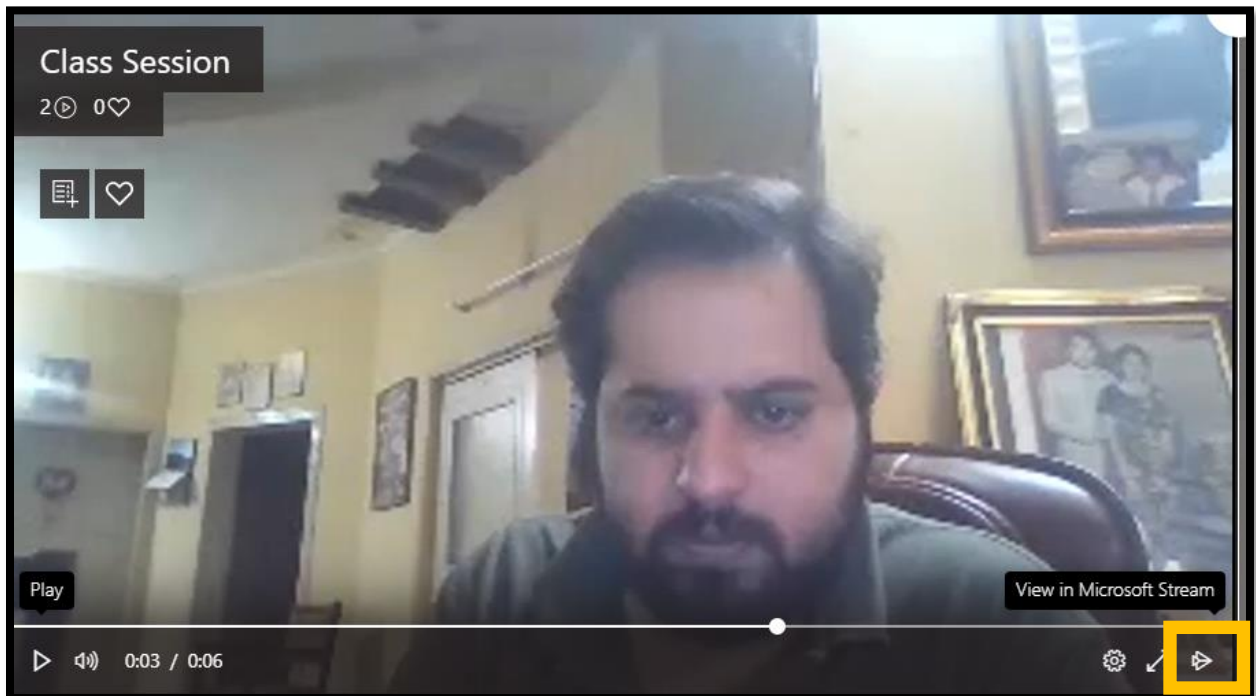


Click on the recorded video to view it:

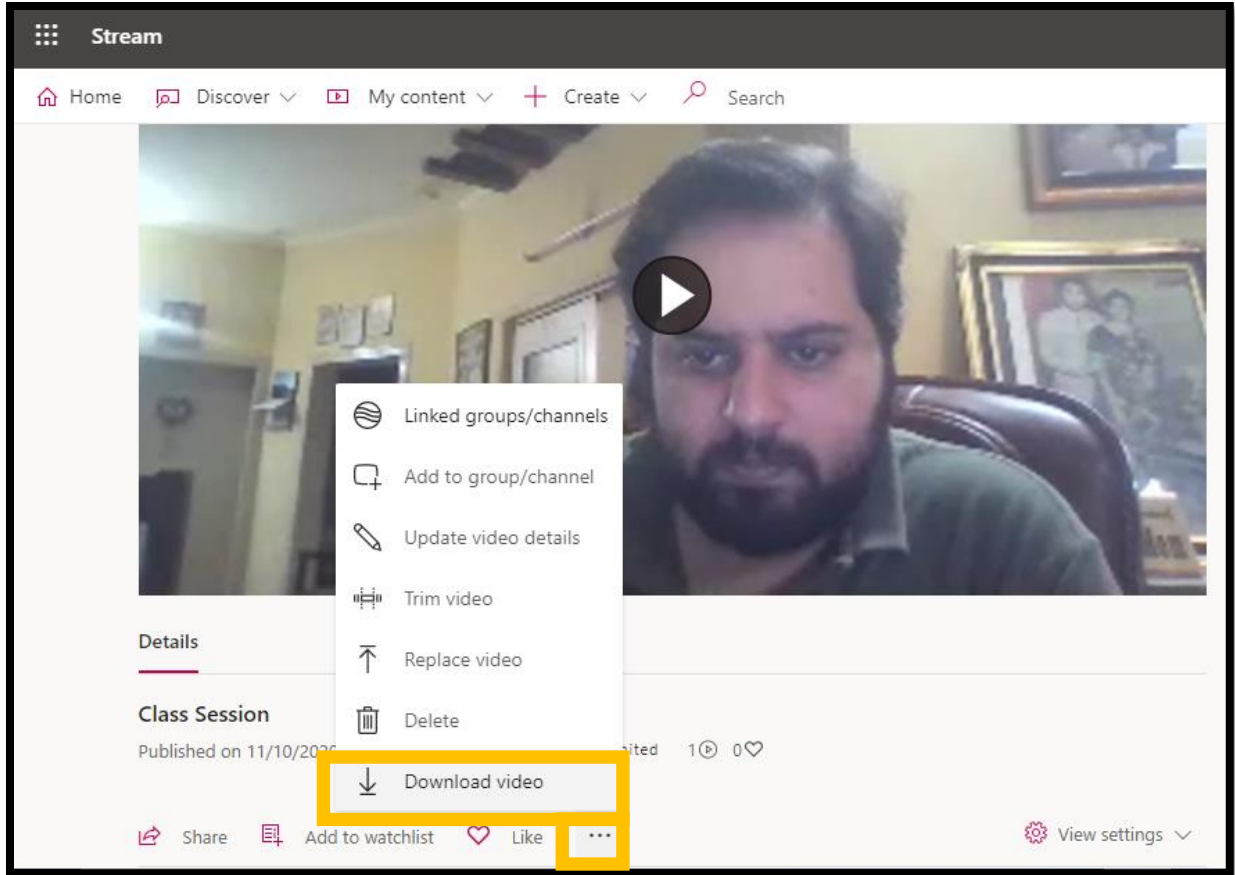


Downloading the Recorded Video:

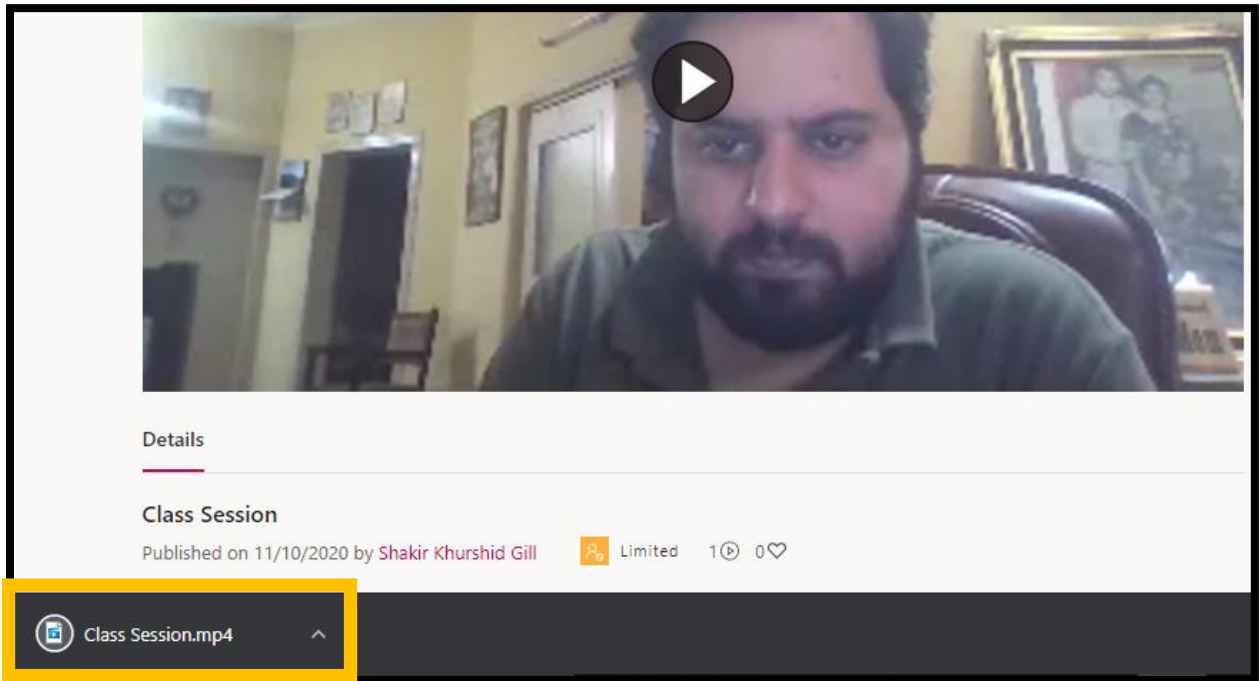
To download the recorded session click on the arrow sign (View in Microsoft Stream) on the bottom left corner of the video player:



Click on three dots under the stream/video player to expand options and select download video:

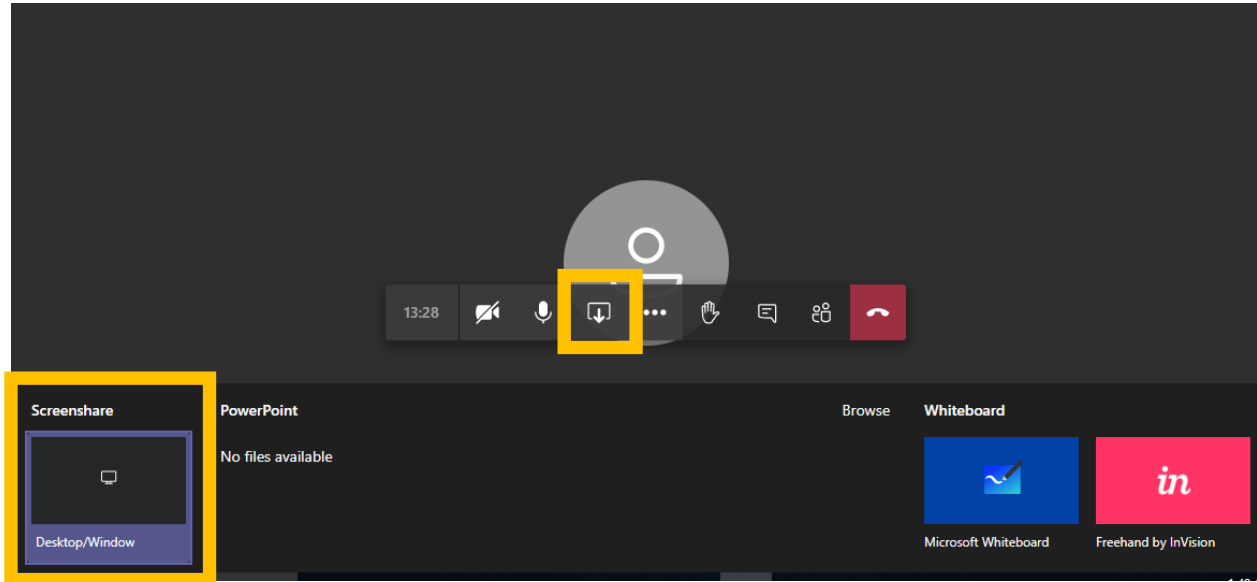


Then your video will be downloaded on your local machine/device:



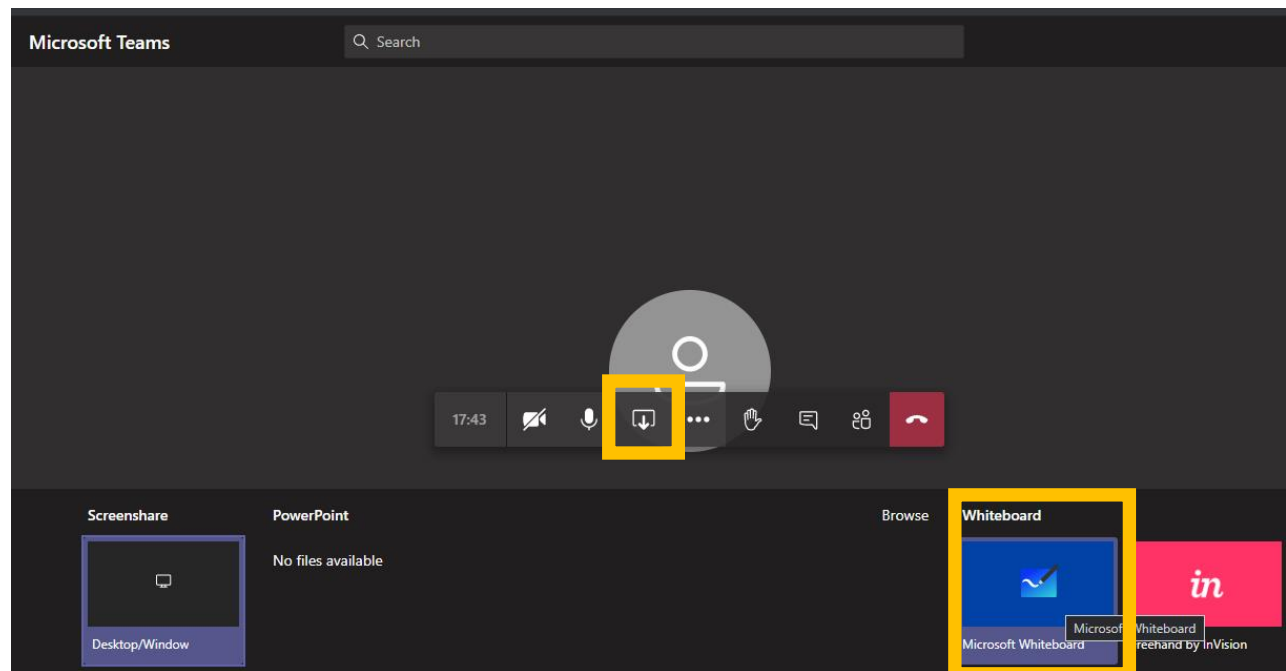
Accessing Screen Share:

1. Click on the button 'Open Share Tray'
2. Select Desktop/Window



Share Whiteboard:

1. Click on the button 'Open Share Tray'
2. Select Microsoft Whiteboard



Downloading the Session Attendance:

1. Click on 'Participants' Button
2. Click on three dots on the top left corner of the participant list pane
3. Select 'Download Attendance List'



Note: The list will be downloaded on your machine in excel format