

Self-managed video course via Teams

Contents

- 1. When can I organize my video course via Teams myself? 1
- 2. How do my students know when my online lecture/course takes place? 1
 - 2.1. Simple message to a group 1
 - 2.2. Can I send formatted messages? 2
- 3. How can I draw my students’ attention to something important?..... 3
- 4. How can I start the lecture/course?..... 4
- 5. What do lectures/courses and tutorship differ from each-other? 5
 - 5.1. How can I or my students join the call? 5
 - 5.2. When can students join the call? 5
- 6. How can I record my lecture/course? 6
- 7. How can I record tutorship calls? 6

1. When can I organize my video course via Teams myself?

You can manage your online courses if they are not needed to be scheduled – yet, the members of the course are aware of their time.

This way you can start a video call for the appropriate group at the time of the course defined in the timetable, or ad hoc.

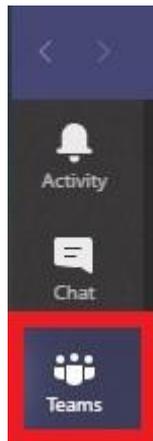
2. How do my students know when my online lecture/course takes place?

There are several ways to communicate information with your course group, so the students will know when to expect it.

They are as follows:

2.1. Simple message to a group

Find “Teams” in the menu on the left, and click on it.



Open the group (course) to which you wish to send some information or message. It opens by clicking on the icon of the team.

After opening it find and stand on its General channel ('General' appears underneath the name of the group).



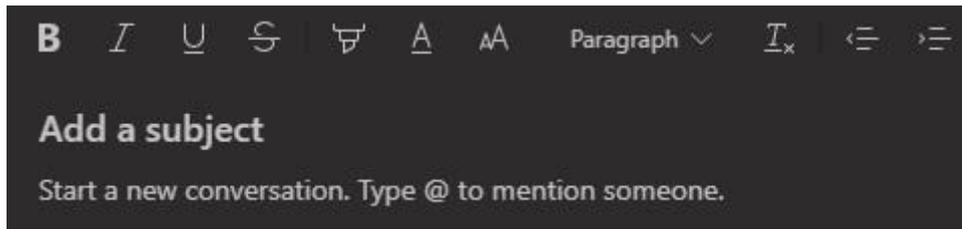
In the bottom of the main function area displayed (the chat area) you can find 'Start a new conversation'. Click here to edit the message to be sent.



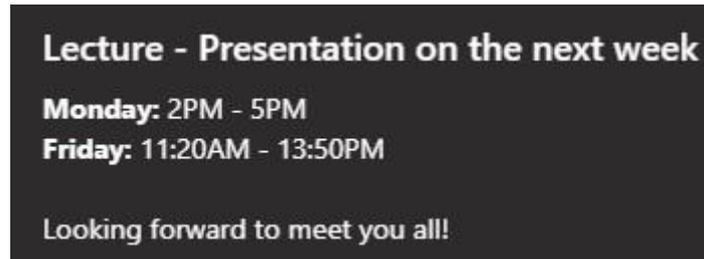
The message is always sent when you press Enter or it also happens when you click on the  icon. The message sent is always visible by all members of the group, but a notification does not arrive about it. The only visible sign about it is a red dot on the icon of the group or a similar one on the Activity icon in the menu. These are visible at members until they read/open the new items in the group marked. (At the moment the sender has no feedback about the status of the message – i.e. who read it.)

2.2. Can I send formatted messages?

In case you need or want to send a formatted message click on the  icon and start editing. This way you have more functionality to format your text e.g. you can give it a subject.



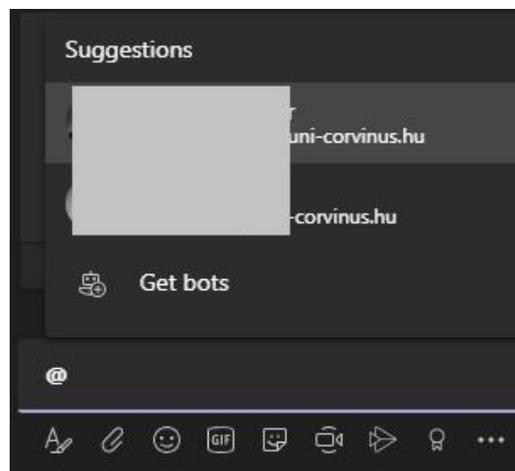
E.g:



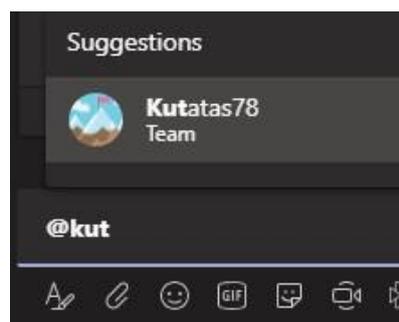
3. How can I draw my students' attention to something important?

This can be done by addressing either the whole group or some members by name. Using that, the addressed members or the whole group gets notification about it.

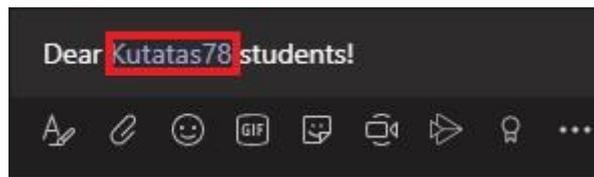
Wherever you want to address people let it be the whole group or some of them, write an @. That opens a pop-up window with some name suggestions. In case you find the one you want to address click on it. If you cannot see the want start to type the name – either group or person.



In case of group Kutatás78 it would be as that below:

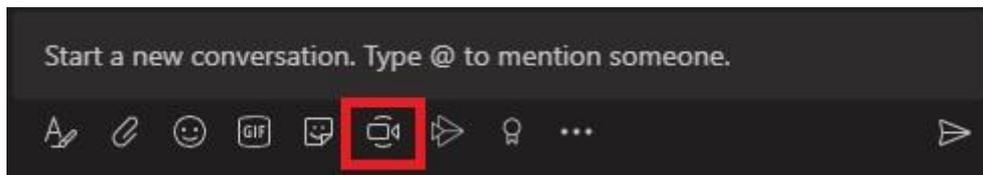


This can be inserted anywhere in the text:



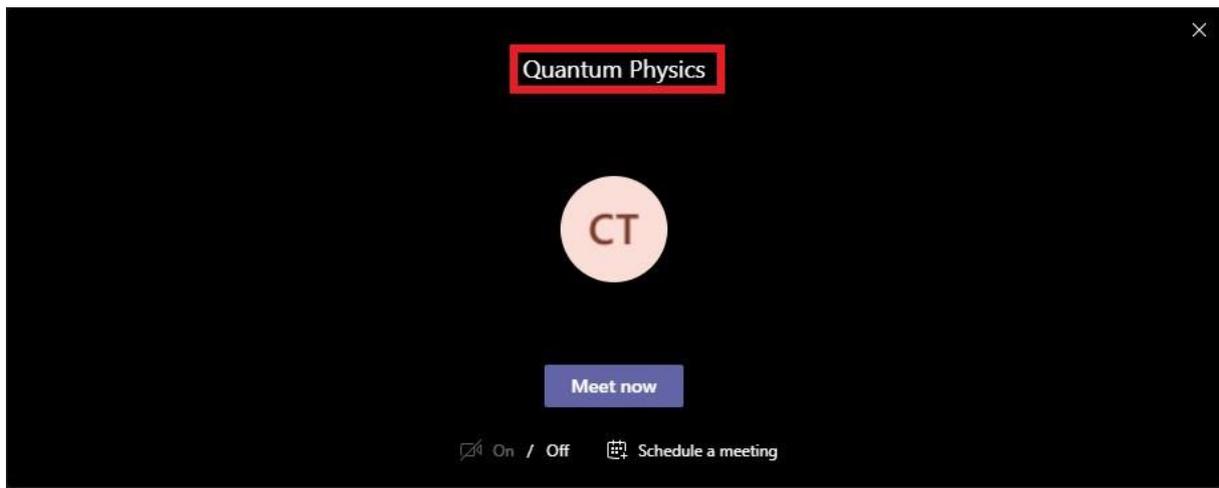
4. How can I start the lecture/course?

Choose Teams in the menu on the left and stand on its General channel. (As in case of simple text messages.) In the bottom, underneath the text field you would type a message, click on the camera icon (Meet now).



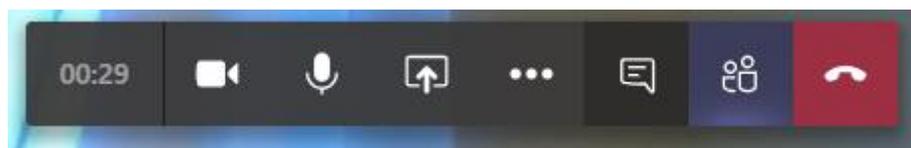
When you do so a video window opens and at the same time your microphone, loudspeaker and camera are turned on if it is permitted.

In the pop-up window you can give the video meeting a name in the title text field.



Press Meet now when ready.

Functions available during the call:



length of call	turn on/off the camera	turn on/off the microphone	share the screen	other options	chat	members	end call
----------------	------------------------	----------------------------	------------------	---------------	------	---------	----------

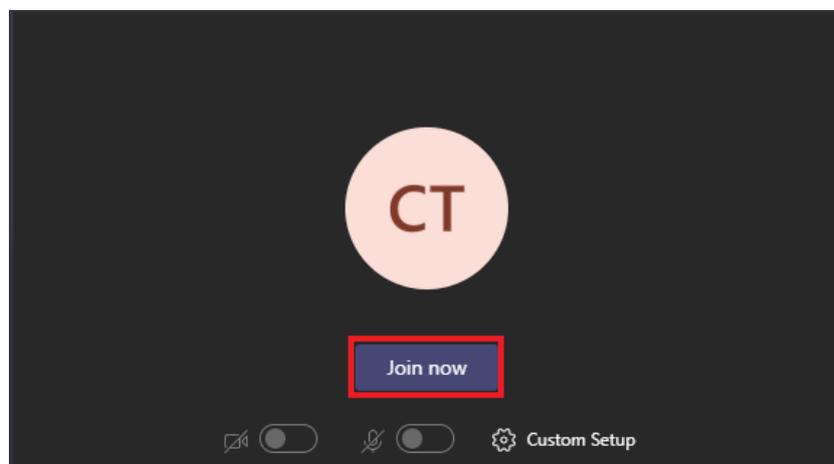
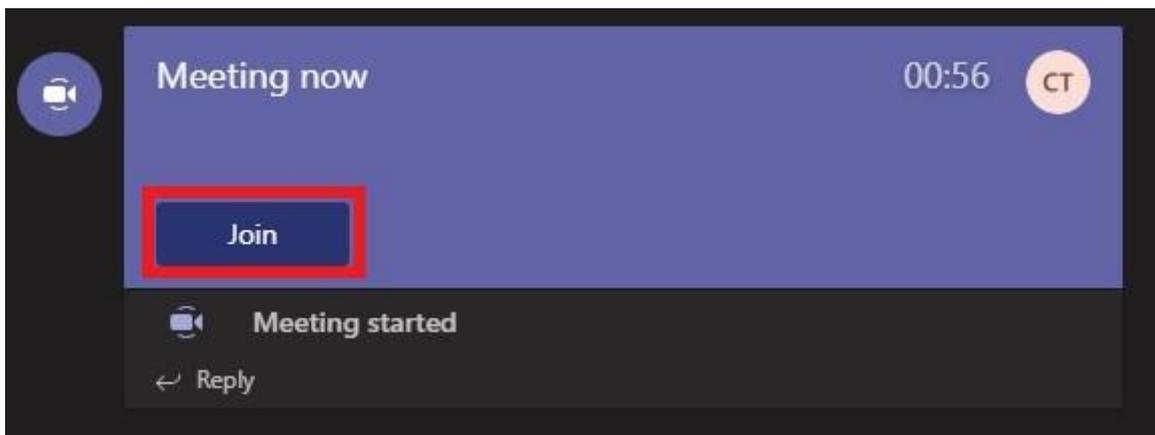
5. What do lectures/courses and tutorship differ from each-other?

In case of tutorship you can chat or use video calls for a smaller set of students that makes it more personal.

The lecture is always available for all the members of the course group, therefore all of them can join the related call and all of them can follow it or even record it.

5.1. How can I or my students join the call?

In the menu on the left choose Teams. Standing on its general you see the call. Click on 'Join' and then once more on 'Join' in the new window.



5.2. When can students join the call?

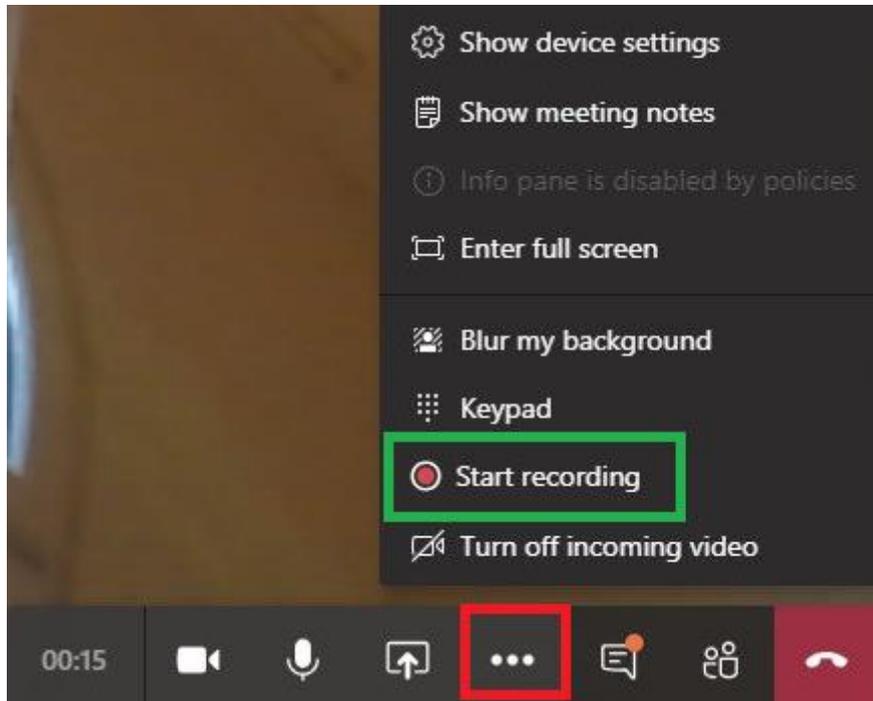
Straight after you have started the call with Meet now, your students are able to join it.

We recommend that you do this (start the meeting with Meet now) 5 to 10 minutes before the real start so that the students can connect, and you also see who is already there. In the meantime, it is also suggested that your camera and microphone be turned off (the students will be able to join anyway).

6. How can I record my lecture/course?

After starting the call, you can also start record it.

Click on the 'three dots' icon (in the red frame in the picture below) for the available functions, then find and click on 'Start recording' (in the green frame in the picture below).



To the left of the time-displaying frame you see a Recording icon whenever recording has been started. (see it in the red frame below). If you move your cursor (your mouse) over this icon, you might see who has started the recording – the name appears above it.



Recording can be started or stopped by any participants, all of them have the same rights during the call.

After the end of the lecture/course or rather when the recording is stopped, the video will be available in the Stream storage of the person who started the recording. Any team member has the permission to watch the recording.

We suggest that the recording is started by the lecturer, so that he/she has the full control over the file (e.g. to share or unshare the file later)

Stream is only available after authentication at <https://web.microsoftstream.com/>

7. How can I record tutorial calls?

Unfortunately the system does not provide a solution to that, you cannot record it.