Guidelines for the use of MS Teams in Teaching and Learning at the NWU

NWU ®

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IMPORTANT – GUIDELINES ARE SUBJECT TO CHANGE

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Due to MS Office internal practices and policies related to improvements and updates of MS Teams internationally, such changes are bound to affect your current set-up and use of MS Teams. IT and CTL are also required to constantly review these guidelines to re-interpret such updates, leaving the NWU quite vulnerable. The guidelines are therefor subject to change without prior notice.

Introduction

Microsoft Teams is the official platform for conducting online meetings and classes at the NWU. This document serves to provide guidelines in effectively setting up and using this software for Teaching and Learning purposes.

The document is structured according to how online classes are conducted: before, during and after such a session whereby important settings and considerations are provided to take note of.

Before the session	Important considerations
Using the video Capabilities of Teams	eFundi remains the NWU's Learning Management System (LMS) where T&L should take place. Microsoft Teams is only used to host virtual classes. You can use the Panopto integration with Teams and eFundi to automatically make Teams' video recordings available in eFundi.
Meeting creation	All meetings should be scheduled on the main calendar tool in MS Teams. No meeting should be scheduled/added to a specific team/channel.

	Scheduling and sharing meeting links: Schedule your meeting ahead of time. It is advisable that you schedule a recurring meeting so that you can use the *same link for the entire semester*. This link can be shared with your students in different ways, depending on how you are conducting your T&L in the module site: e.g. incorporating the link in your learning experience design in Lessons or adding it on the overview page or displaying it on the calendar on your eFundi site. **Required participants**: Remember to at least add one required participant for you to be able to copy the meeting link with your students. **Do not add students on the list of required participants as they will have the same rights as the host of the meeting** (you can add your email address or a lecturer who will co-present the class with you). Remember to make the Panopto mapping and avoid making changes once mapping is set as this may disturb all the recordings that fall under that mapping.
Meeting options	**Allow mic for attendees: Mics should not be allowed for attendees when scheduling meetings.** Although you have the option to mute all participants, students can still disrupt your class when they join the meeting if you allow microphones for attendees. If participants have a question during your meeting/lecture, they can use the reactions (raise hand) and you will then allow the mic to engage the participant. **Who can present**: Only the organizer has presenter rights in a meeting/lecture. Previously all members in the meeting had presenter rights. Therefore, students attending a class session could mute a lecturer or start a screen session causing the lecturer's presentation to stop (settings can be set per meeting. These settings can be set **beforehand** or **after joining** the meeting). **Who can bypass the lobby**: Only the organizer can bypass the lobby. Suppose an organizer (lecturer) sets a meeting to auto-record, the Panopto integration, which is responsible for recordings being made available on eFundi, will break as a result of students starting the meeting before the lecturer. The previous default setting allowed everyone to start a meeting, which will cause the auto-recording to begin on that person's account. Once the organizers start the meeting the admit-all function can be used to admit all participants in the lobby, participants who join after the organizer has admitted all, will be admitted individually by the host/organizer.

	Auto record: Organizers have the option to set the meetings to auto-record, this means that the session will be recorded as soon as the organizer starts the meeting. The organizer will have to start the recording manually after starting the meeting if the Auto record was not set before the meeting. At the moment, the advise is that lecturers record their sessions manually because auto-record does not save recording to OneDrive which means recording will not be available on eFundi automatically. "We will change the Teams settings to let auto recordings be saved in OneDrive".
New Mapping (Panopto)	Create meeting-folder mapping to automatically import recordings with matching meeting names to the designated folder on your eFundi site (Panopto External tool).
During the session	**Important considerations**
Starting a meeting	Lecturers are advised to **join the meeting via their Teams calendar** and not via the link that they provide for students. Failure to do so will result in the lecturer joining the meeting *as a guest* and will therefore lack all the rights of a presenter and will be stuck in the lobby together with the students.
Tell the students about recording	In line with the POPIA, notify the students that the session is being recorded.
Sharing of screen	Lecturers should always remember to share their screen once the class has started so that students joining online can see their lesson presentation.
Lecturers Camera & Mic	Lecturers should always make sure their mic and camera are on before they start with their lecture. They can confirm this by looking at the icons indicating this in the meeting OR asking if all those who have joined online can see and hear them.
Chat Function	Students can use the chat function at any point during the session, it is, therefore, the responsibility of the lecturers to keep checking on the chat panel for students' comments.

Reactions	Students can use the different reactions to communicate with the lecturer such as the thumbs up and raising of hand functions. It is therefore the responsibility of the lecturer to keep checking for any reactions throughout the session.
Participants Mic & Camera	If the lecturer has disabled both mic and camera for attendees when setting the meeting, they are able to allow mic and camera for individual students upon request during the session.
Questions coming from the face-to-face class	Since there is no roaming microphone, the lecturer will have to repeat the question so that the students online can hear as well.
After the session	**Important considerations**
Ending the meeting	Lecturers should always make sure that they end the meeting for all, by selecting the drop-down arrow next to leave and selecting "End Meeting" once the session is over. Failure to end the meeting will result in the meeting recording continuing for as long as students are still in the meeting.
Attendance Register	You can download the attendance register once the session is over via the following steps ● Go to your calendar and open the meeting for that particular day ● Select the Kebab menu (The three horizontal dots at the top of the meeting page) ● Select attendance ● Once the attendance register is open, you will see a download icon on the top right of the attendance page. ● Select the download option and the attendance register will be downloaded to your device.