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MS Teams :

Basic Instructions for the Instructors

2021.05.17

Before Class | Preparation will take about 15-30 min. Please be ready before class begins.

STEP 1 Download MS Teams software

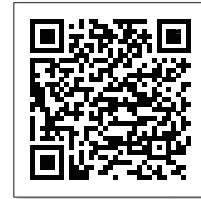
Windows / MAC版本



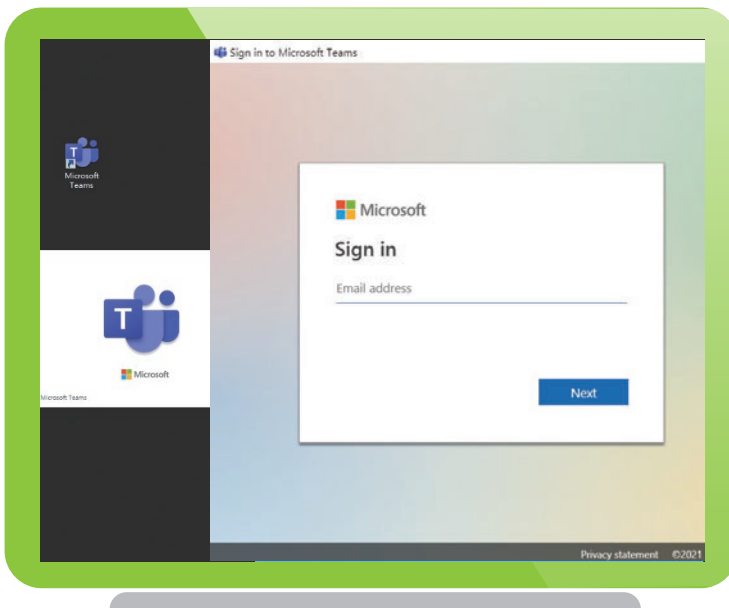
行動版iOS



行動版Android



STEP 2 Log in to MS Teams



After download:

Computer version

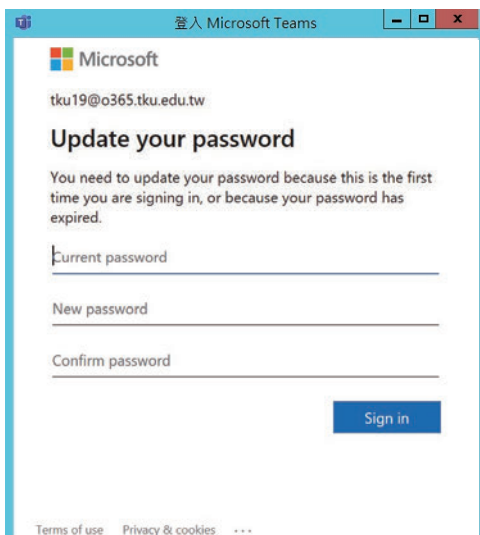
Click Teams on desktop.

Cellphone

Choose Teams app.

Use the Office 365 account provided by the Office of Information Services (personnel ID@o365.tku.edu.tw) to log in to the system.

When logging in for the first time, the password is Tku + your 8 digit birthday (year, month, and day, ie. 19800610). Enter the password and tap the log in button.



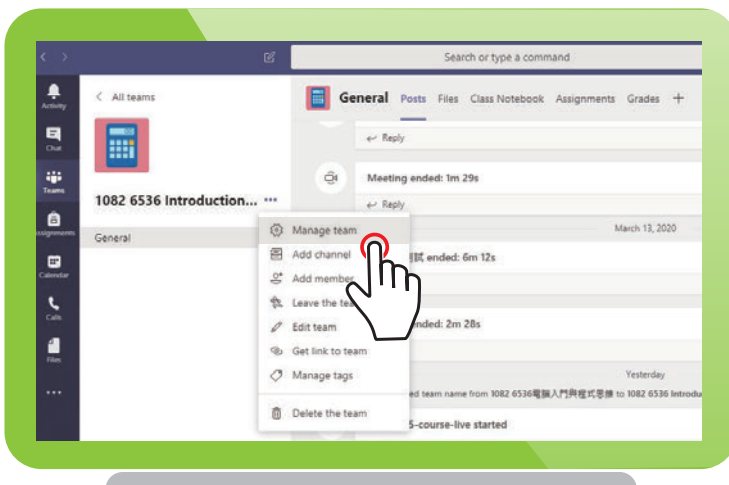
After logging in, you must **change the password**. Your new password must be at least 8 characters, including three of the following: at least one uppercase letter, one lowercase letter, one number digit, and one special character. After changing your password, log in to MS Teams.



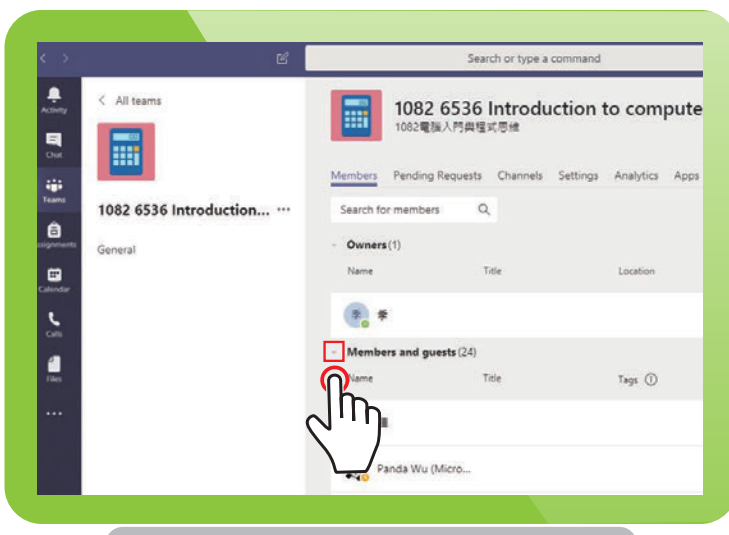
Make sure that your courses are available “teams”.

When accessing a course for the first time, click “Activate” to allow your students to view the course.

STEP 3 View student account

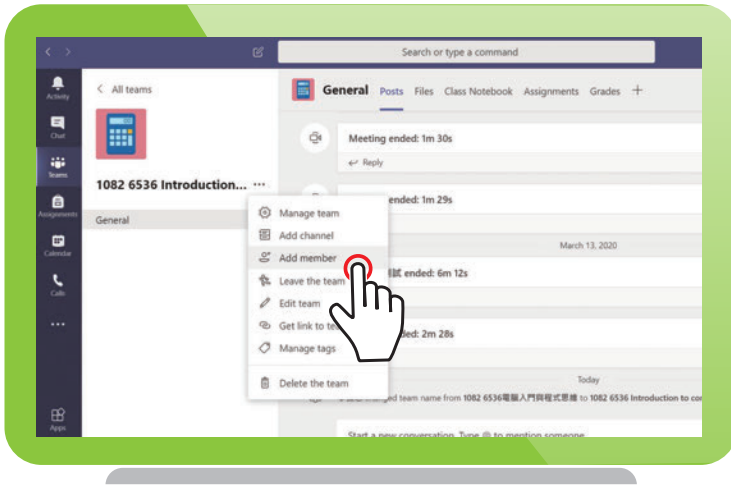


Click and enter course, click 「...」 symbol to the right of the course name, and then click 「Manage team」.



Click the inverted triangle icon to the left of the 「Members and guests」, and check whether all students in the course appear in the list of members in the picture; If you find that any student account is not yet member of MS Teams, please refer to the next step to add students to the course.

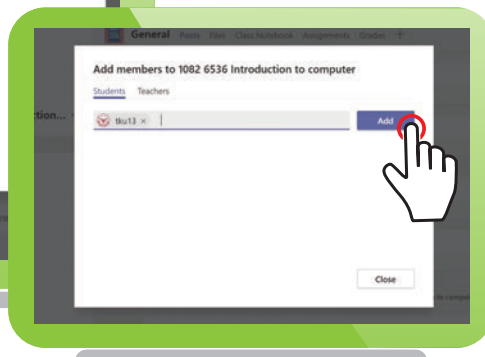
STEP 4 Add students to the course



Once you are in a course, click the 「...」 option. A list of choices will pop up. Click **新增成員 (add new members)** to add students to your course.



Type in the student number, choose the student you want to add from the list, and press **新增 (to add)**.

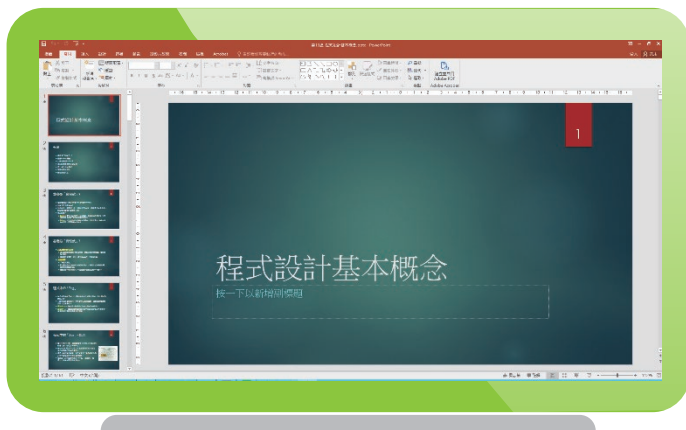


During Class |

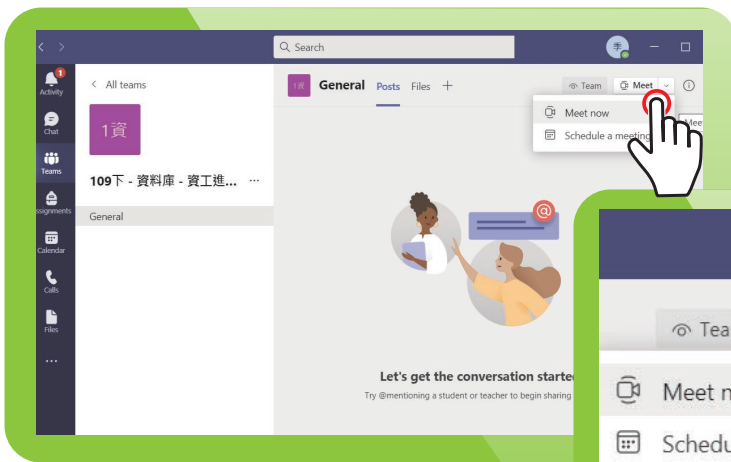
STEP 1 Log in to MS Teams

STEP 2 Synchronous online lecture

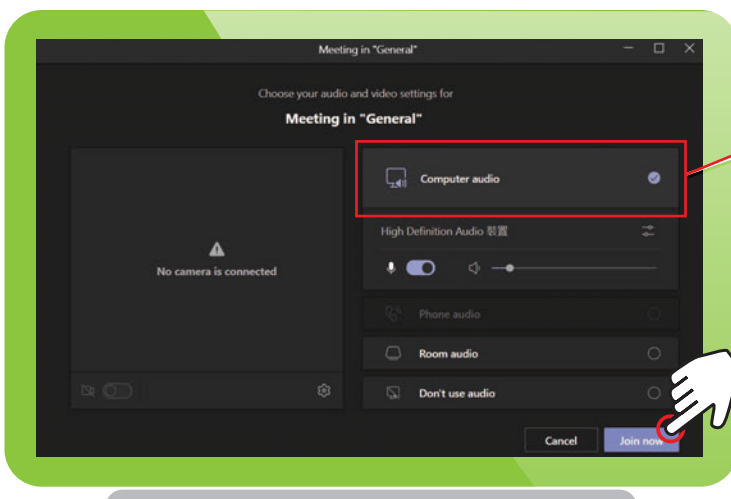
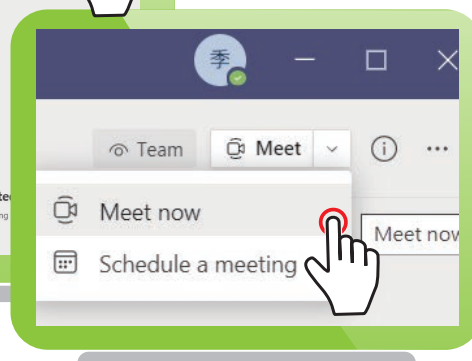
Access your teaching materials from PowerPoint or log in to iClass to retrieve your teaching materials.



or

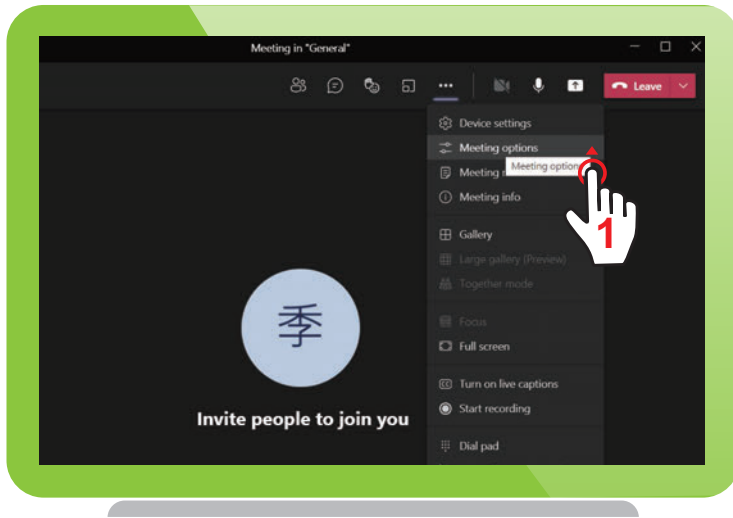


Click "Meet" button, then click "meet now" on the pop-up menu.

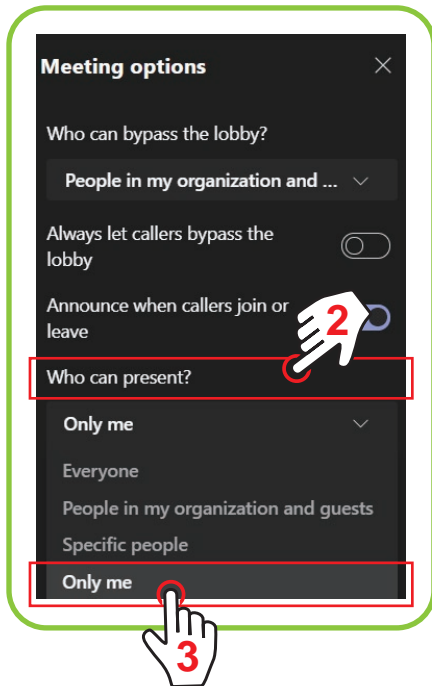


Click "Computer audio" radio button, and then press "join now" to begin the meeting.

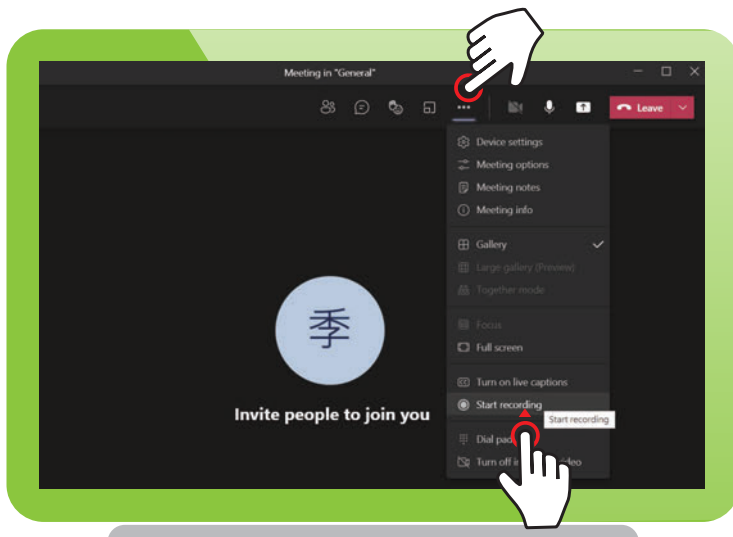
STEP 3 Set students' authority as "Attendees" and start the meeting



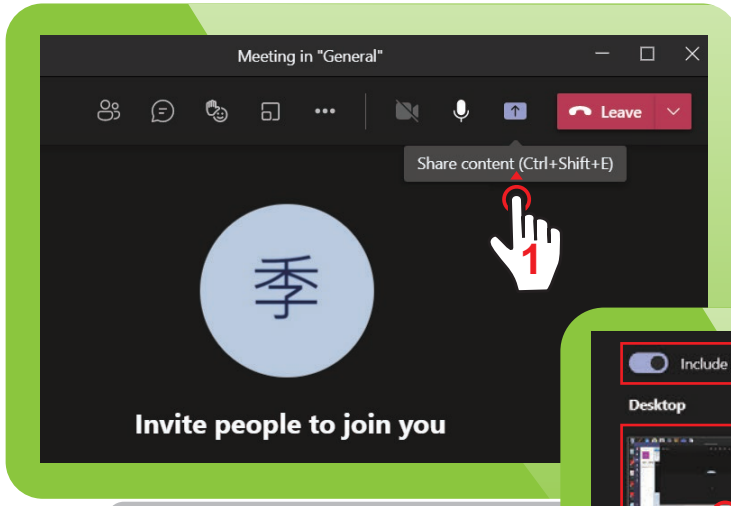
Select 「...」, select "Meeting options" in the pop up menu.



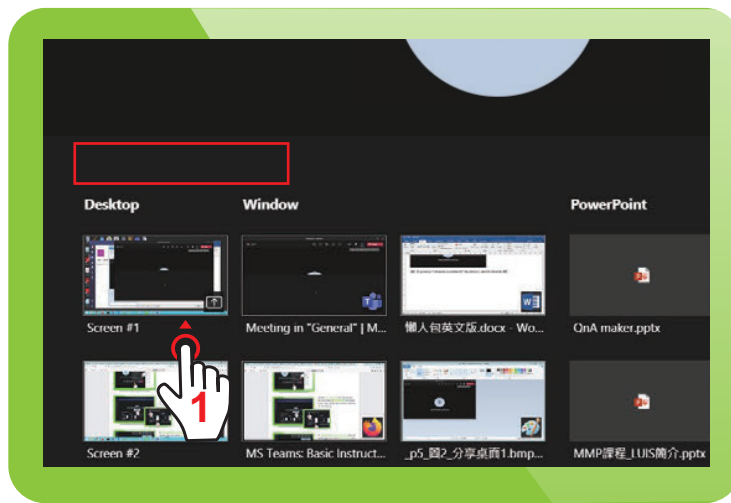
And then select "Only me" in the "Who can present" menu.




In the meeting window, press 「...」 and click "Start recording" menu to start recording.

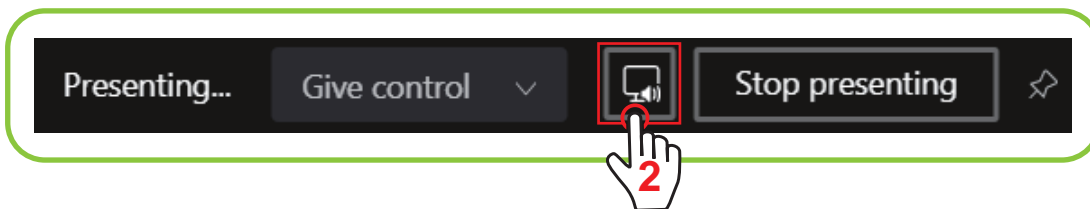


Press “share content” button, and check “include computer sound” to include audio. Then, choose the teaching materials for the desktop.

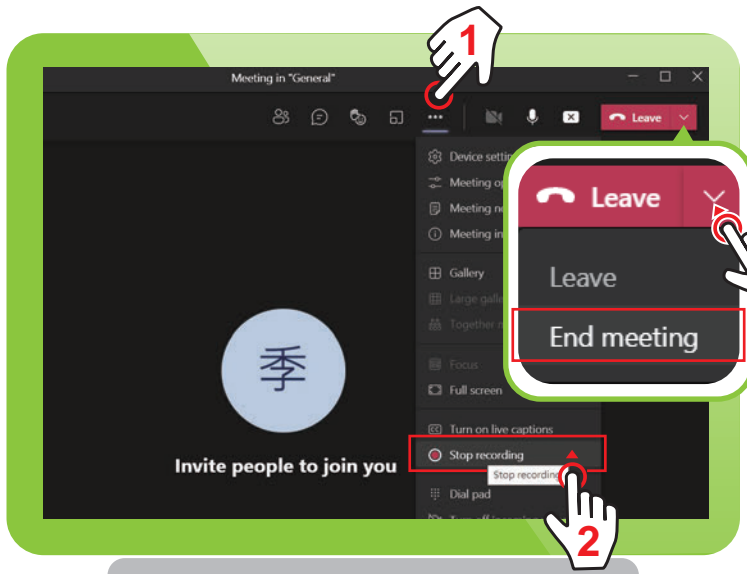


If “including audio” does not appear after you chose “sharing”, then, press  to share audio sounds.

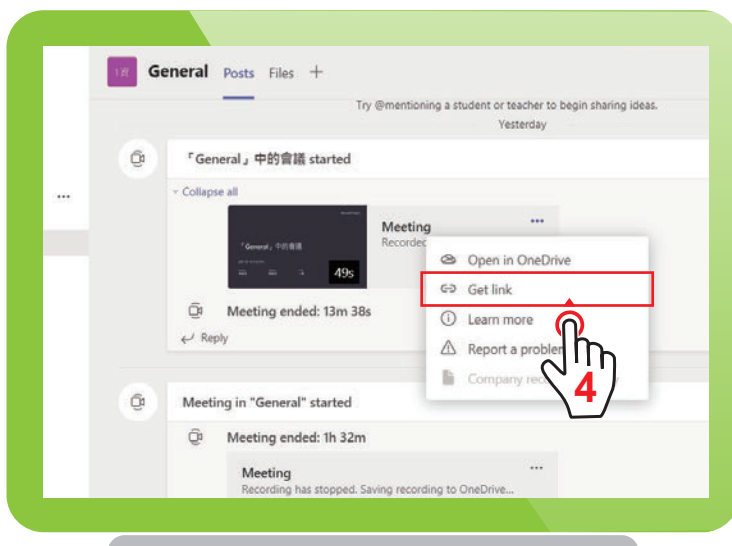
If you want to stop sharing your desktop or audio, you may also use the function list.



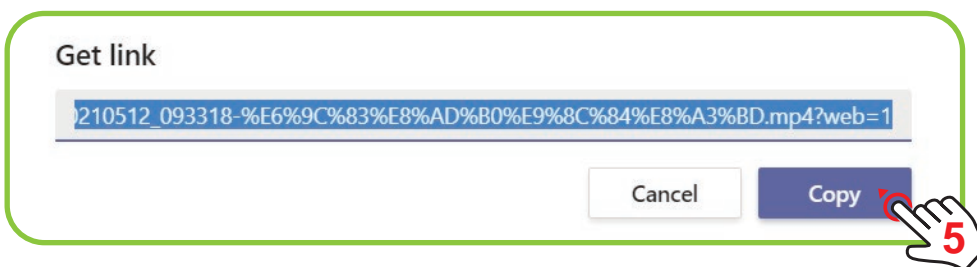
STEP 4 End synchronous learning session



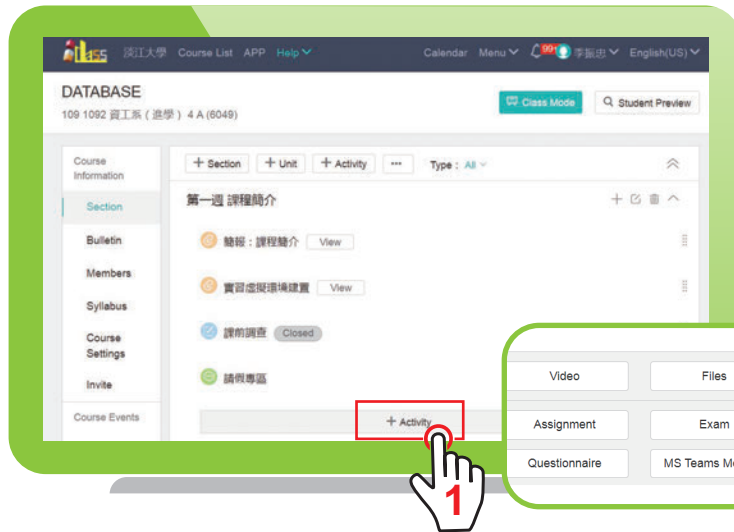
1. End the ppt presentation or log out from iClass.
2. Click 「...」 from the function list and press “stop recording”.
3. To the right of the “Leave” button, press the down arrow and select “End Meeting”.



4. The system will automatically generate a link of the recording within 5 minutes. Then click 「...」 from the function list and press “Get link”.
5. Press “Copy” button, copy the link of the video.

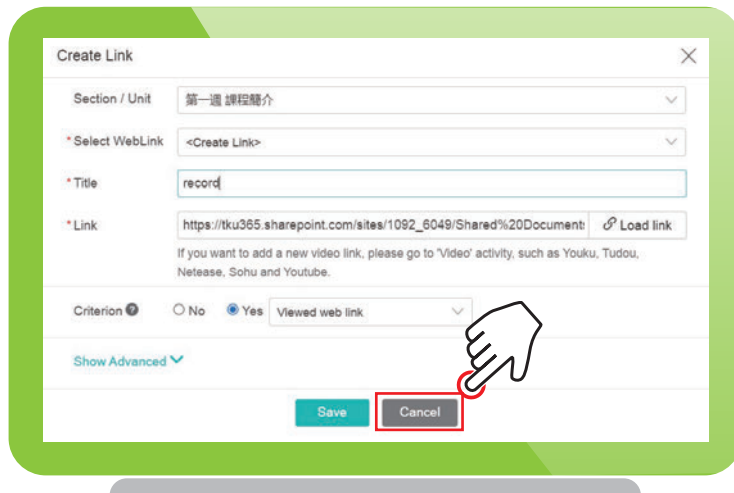
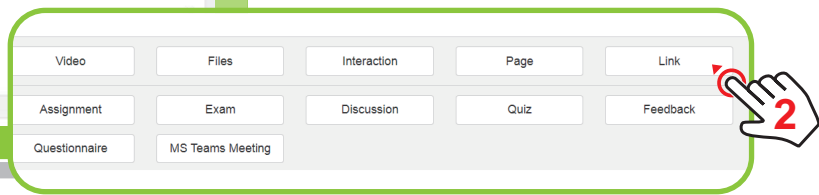


After Class | Put recorded video link to iClass

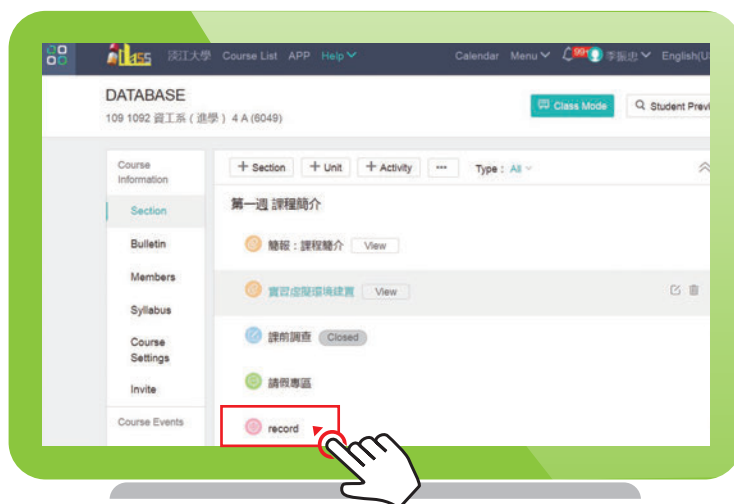


1. Log in to iClass, and then add a "Activity".

2. Press "Link" button



Paste link which copied from Ms Teams, input Title, and then press "Save" button.



Add a learning activity in iClass successfully.

⚠️ When uploading teaching materials or information, please comply with the relevant regulations of intellectual property rights and do not share any suspected infringing materials. If you have any questions concerning software operation, please contact the Joint Help Desk of the Office of Information Services at Ext. 2468.