Quick Guide – MyAberdeen: MS Teams Integration

The University is piloting the integration of MS Teams with Blackboard Ultra course and organisation areas, giving staff a choice between using Collaborate and Teams. **This integration is not available by default** but can be requested by contacting eLearning@abdn.ac.uk.

Why use MS Teams Instead of Collaborate?

There is an overlap of functionality between Collaborate and Teams, such as web conferencing, delivering presentations, and enabling interaction.

Some features that are currently only available in MS Teams are:

- File sharing and document collaboration between students
- Continuity of chat conversations after the end of a session
- React to chat messages (e.g., with thumbs up)
- Automatic live captions for accessibility
- Better connectivity for some users with a poor connection
- Notification of the start of a session
- Allows up to 300 students with full functionality and up to 1,000 students without breakout rooms.

Some features from Collaborate not yet available in Teams are:

- Sharing two cameras simultaneously
- Ability for any staff member to start breakout groups
- Uploading slides in advance
- Create breakout groups based on course groups

Setting up the MS Teams Integration

1. In the **Details & Actions** menu, select **Enable Microsoft Teams**. Only course coordinators can see this option. Staff with a different role will see a greyed-out link.
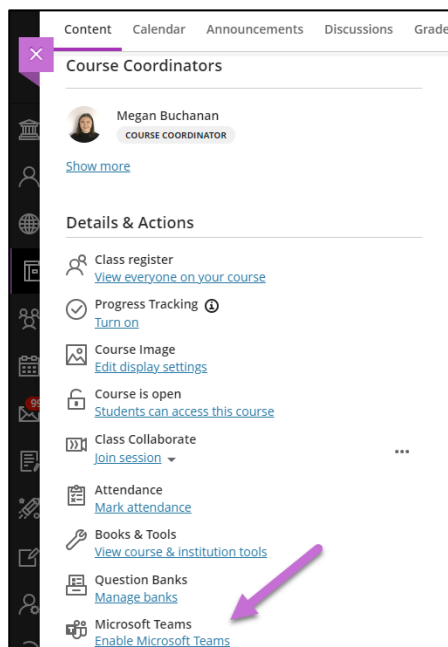

Figure 1 – Enable Microsoft Teams under the Details and Actions menu.

2. Select **Sync with Microsoft Teams**. This will trigger the roster sync and can take up to **15 minutes**.
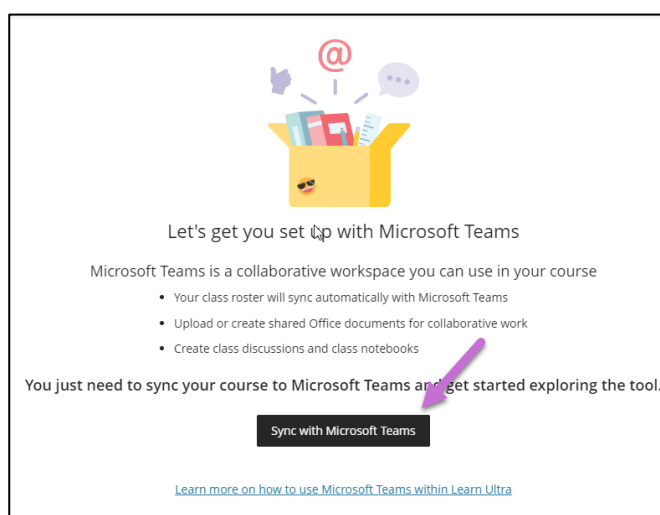

Figure 2 – Sync with Microsoft Teams button.

3. After the sync is complete, you will receive a notification from MS Teams to say that you have been added to the class Teams site. Under the Details and Actions menu, you will see the option to **Open Microsoft Teams.** (You may need to refresh your page for this to appear).

Warning: At this stage, all staff and students can see the link on the course area in MyAberdeen but, **until it has been activated, only Owners (Course Coordinators) can access the class area in MS Teams.**

Microsoft Teams Classes

Accessing the Class Teams Site

Once the integration has been set up, a class Teams site is created in MS Teams. To access this from the course area, select **Open Microsoft Teams** then **Open Microsoft Teams classes**.
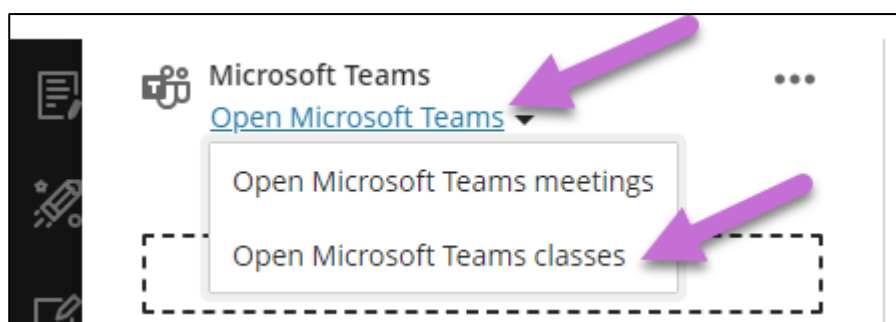

Figure 3 – Open Microsoft Teams and Open Microsoft Teams Classes buttons highlighted under Details and Actions menu.

To access your class Teams site from the **Microsoft Teams** area, select your class team tile to launch MS Teams on desktop or web app.

The course coordinator will be given Owner permission in MS Teams. Everyone else will be added as a Member with reduced functionality. Colleagues can be promoted to Owner from the Manage team option. You can also add members here.
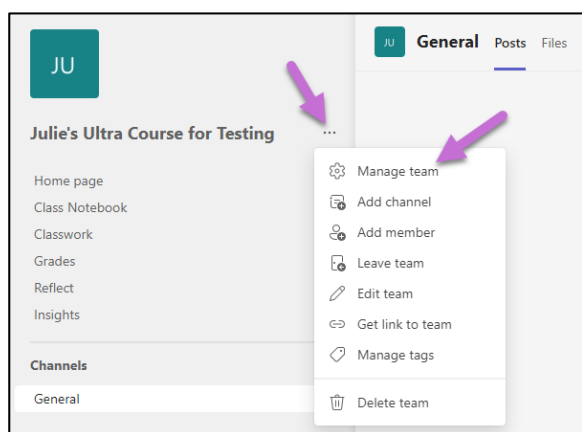

Figure 4 – Manage team option highlighted in Microsoft Class Teams site.

Your class Teams site is created with a Class Materials folder, which is set up as 'read-only' for students, and a Class Notebook, which you can choose to set up. It is up to you whether you would like to make use of these or not.

Activating the class area in MS Teams

Once the class area in MS Teams is ready for use, it can be **activated from the banner** at the top of the MS Teams window. Upon activation, students will have access to the class area in MS Teams and see the link in the Details and Actions menu in MyAberdeen.
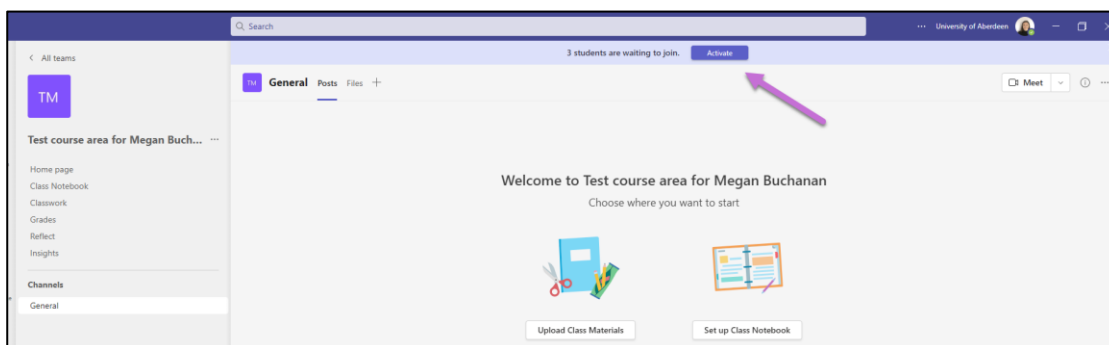

Figure 5 – Microsoft Teams Class area in Teams with option to Activate in banner along the top.

Warning: Please note, this is a one-time action that cannot be undone.

Scheduling a Meeting from the Class Site

To add everyone in the class Teams site to a meeting, you can schedule channel meetings by selecting 'Schedule a Meeting'. This automatically invites everyone who is a member of the channel, so you don't need to add all students individually. You can also add individual attendees to the meeting.
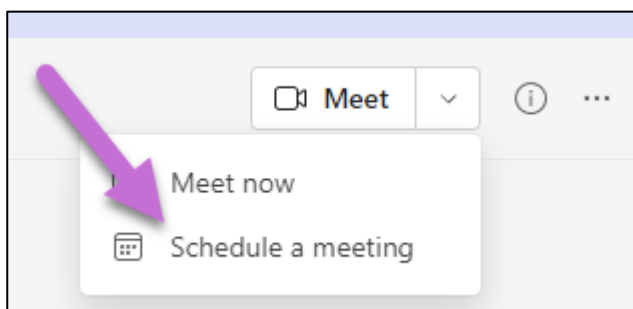

Figure 6 – Schedule a meeting.

When you schedule meetings, they appear in the Outlook calendar but not in the MyAberdeen course calendar (can be added manually).

When you schedule a meeting, you are made the Organiser by default, and everyone invited to the meeting is a Presenter.

Warning: Only Organisers can run break out rooms, so if you have colleagues attending the meeting who would like to run their own break out rooms you can add them as co-organisers via the meeting options.

Microsoft Teams Meetings

If you are only using MS Teams to deliver online teaching, then you may prefer not to make use of the Class site in MS Teams. Instead, you can schedule Teams meetings from the 'Open Microsoft Teams Meetings' option under the Details and Actions menu.
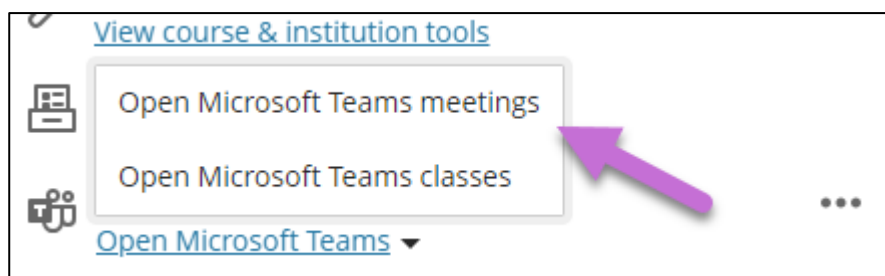

Figure 7 – Open Microsoft Teams meetings option under the Details and Actions menu.

When you schedule meetings this way, the meeting will be emailed to attendees and added to their Outlook calendars. The meeting will also be visible to attendees by selecting the 'Open Microsoft Teams Meetings' option under the Details and Actions menu. Attendees have the option to join the meeting here as well.

Suggestion: Please note, attendees are not automatically added to meetings scheduled using this method. Attendees can be added individually, or you can select to add 'entire class'.

Disabling the MS Teams Integration

Warning: Once you have disabled the MS Teams integration, it is not possible to re-enable it.

To disable the integration, in the Details & Actions menu in Blackboard, click the ellipsis icon next to the **Open Microsoft Teams** link and select **Disable Microsoft Teams**. This removes the link from your course area.

You must also delete the class areas from MS Teams. In MS Teams, click the **ellipsis** next to the title of the class area and select **Delete the team**, select the checkbox to **confirm** you understand everything will be deleted and finally select **Delete team**.

Suggestion: Please note, any files and discussion within the MS Teams area will be deleted along with the Team.

Accessibility in MS Teams

The points below highlight some of the ways you can ensure your class Teams site and Teams meetings are accessible.

- If you are planning to share content such as PowerPoint presentations or Word documents, make use of the <u>Accessibility Checker</u> to ensure content is accessible before sharing it.
- In online meetings, enable <u>live captions</u> and/or start a <u>live transcription</u>.
- <u>Record the meeting</u> so the participants can revisit and review in their own time.

- Ensure posts, conversations, chat messages etc. are accessible, clear and easy to understand for everyone. For example, use appropriate heading styles for screen readers to scan and read text, add alternative text to images shared, ensure the font and size of text is accessible, there is good colour contrast and ensure text for hyperlinks clearly describes the link destination. Additionally, be mindful of your use of emojis to ensure these are as inclusive as possible.

Other Points to Note

- There may be a delay for the MS Teams link to appear in your course each time you access it.
- There are links to **Grades** and **Insights** within the MS Teams area. Please do not use these. The intention is to disable them.
- Students cannot enable or disable the MS Teams integration.
- The Student Preview role cannot access the MS Teams area.
- You may wish to lock the main Collaborate course room to avoid students going to the wrong location for live sessions.
- Course groups do not automatically pull through to the MS Teams area.

Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Toolkit: [MS Teams](#)
- Toolkit: MyAberdeen: [Collaboration Tools](#)
- Panopto recording: [MS Teams Integration with MyAberdeen](#)
- Microsoft Support: [Get Organised in your class team](#)
- Microsoft Support: [MS Teams Accessibility](#)