

Quick Guide – Using MS Teams in Digitally Enhanced Spaces

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This quick guide outlines how to use MS Teams to deliver your lesson in Digitally Enhanced Spaces (listed in [this document](#)).

Opening MS Teams

- Open Teams on the **right-hand monitor** if you are later going to be sharing your screen or files. The right-hand monitor is not connected to the projector, so it won't appear on the projector screen.

Suggestion: If you are not familiar with using two monitors, please note that you can move windows from one monitor to another by clicking at the top of the window and dragging across.

- You can check and turn up your volume is turned up on the control panel.

Suggestion: If you wish to switch the camera from the presenter-facing camera to the class-facing camera or vice versa, you can do this by right clicking on the image of yourself and choosing **Switch Camera** from the options. If this doesn't work, please click on the ellipsis, and change cameras from the settings. This may be useful if students are presenting to the class or having a discussion. In most rooms, the camera on the left monitor will face the presenter and the camera on the right monitor will face the class; however, this may not always be the case.

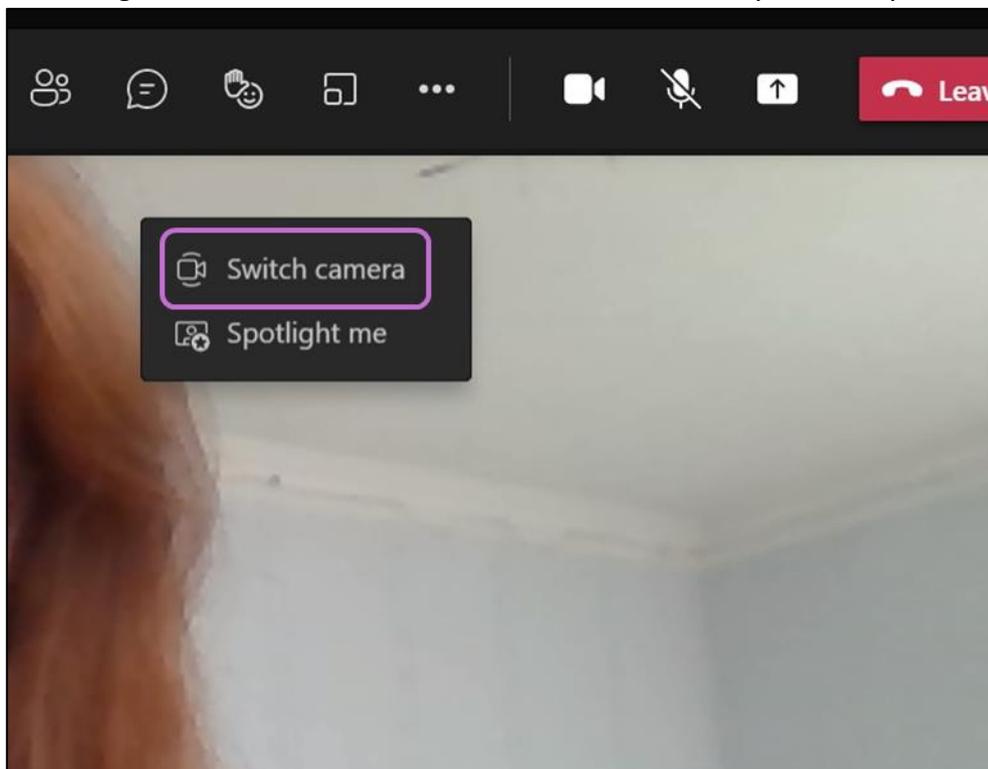


Figure 1 Shows the Switch camera option highlighted in Teams.

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Sharing a Presentation

Sharing your presentation in this way will allow both the students in the room to see the presentation on the projector screen, while online students will see it shared on their screen.

Follow the steps below when sharing a presentation in MS Teams:

1. Open PowerPoint in the left-hand monitor as this is the monitor that is linked to the projector.
2. In PowerPoint, click on the Slideshow tab and uncheck the box which reads 'Use Presenter View'. Ensure you have set the Primary Monitor as the monitor on which the presentation will display.

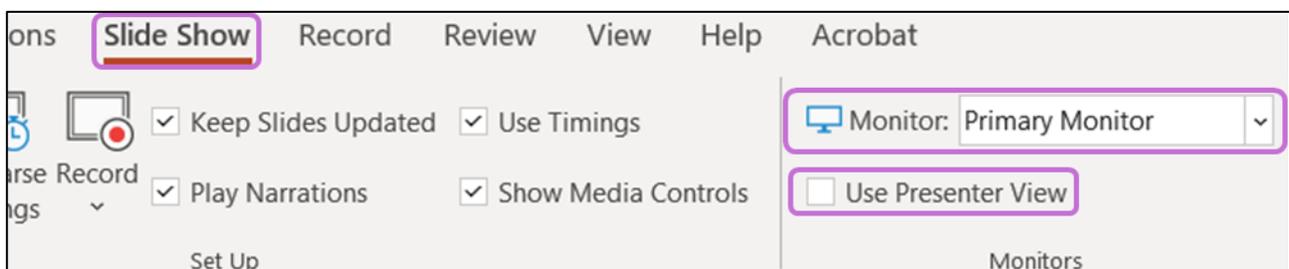


Figure 2 Shows the Slideshow tab open in the PowerPoint with the Primary Monitor selected and Use Presenter View unticked

Warning: Please note that when using a Mac, this option does not appear. Instead, please navigate to Slide Show tab, then click Set Up Slide Show, then check the box entitled "Browsed at a kiosk (full screen)".

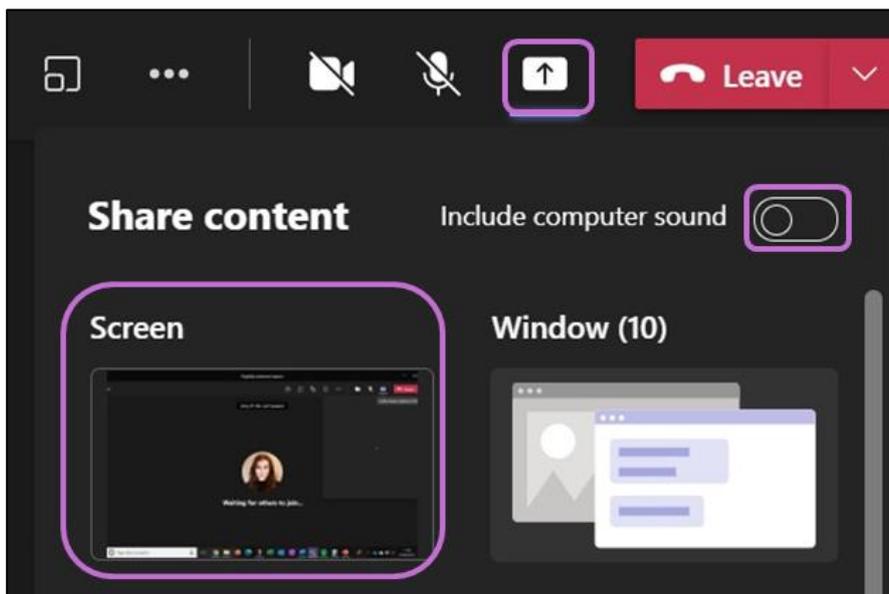


Figure 3 Shows the Share content tab open with the screen that will be shared highlighted and the Include computer sound option highlighted

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3. In Teams, share your screen with the PowerPoint on it (the left-hand monitor), instead of sharing the presentation within Teams. This means both online and on-campus students will be able to see the presentation. If the presentation has audio, ensure to check the **Include computer sound** toggle.

Breakout Rooms

Breakout Rooms can be a great way to add a group work element to the classroom, involving both the online and on-campus students. We would recommend keeping online and in-person students in separate groups. Here are some tips to help run Breakout Rooms smoothly:

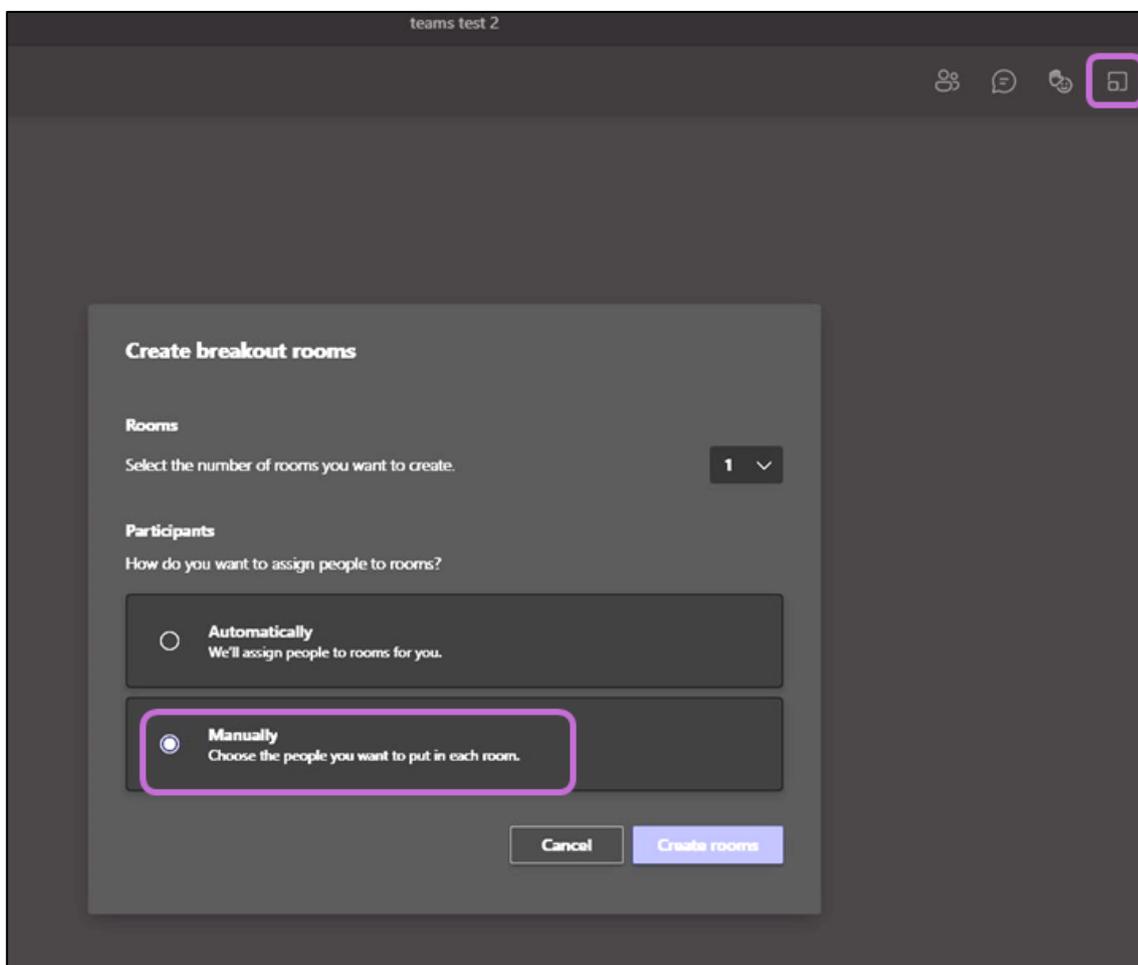


Figure 4 Shows Create breakout groups open in Teams with the option to Manually create groups selected

- Create breakout rooms manually (i.e., not automatically) and assign the online students to a separate group without the on-campus students. This will prevent the students from being distracted by the microphone in the main room.

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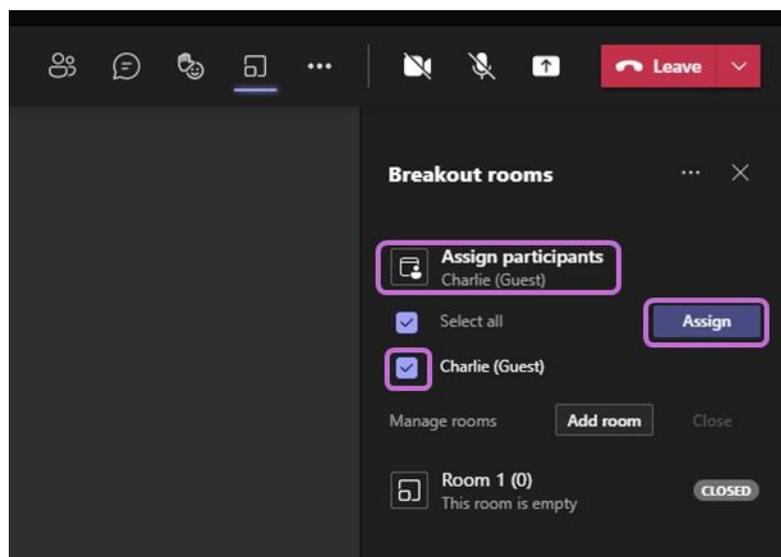


Figure 5 Shows Assign participants to breakout groups option highlighted in Teams.

- It would be advisable to encourage the students to use the original Teams meeting chat to communicate with the rest of the class, or alternatively to individually message the tutor if they have any questions. In any case, it is recommended to keep an eye on Teams chats while Breakout Groups are taking place.
- If you need to mix online and on-campus students, this will need to be done online. On-campus students will need to bring a device and microphone if you are planning to do this.

Suggestion: To avoid potential microphone feedback, you may want to mute the external microphone during Breakout Groups in case people drop in and out of the session and are distracted by the noise.

- If students need to present anything after the Breakout Groups are finished, audio quality will be better if the presenter stands close to the external microphone to ensure online students can hear them.

Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Toolkit: [Digitally Enhanced Teaching Spaces Toolkit](#)
- Toolkit: [MyAberdeen Staff](#)
- For queries about set-up/equipment, phone Media Services at +44 (0)1224 27296; Internal: 3000
- For Teams queries, phone eLearning at +44 (0)1224 273765; Internal: 3765