

# MS Teams Guide for Amathuba

Last updated: 7 September 2023

## Introduction

Microsoft Teams has gained its popularity in use in teaching and learning in the higher education context, in both purely online as well as blended learning spaces. It offers numerous teaching and learning opportunities which include activities that foster 21<sup>st</sup> century learning skills to students. Microsoft Teams allows lecturers to create meaningful learning experiences that develop students' skills such as collaborative work, communication (between peers, tutors and lecturers), group discussions in online video sessions, audio calls or text messages, production of artifacts such as PowerPoint presentations and an overall digital and technology literacy.

Microsoft teams also has various third-party tools that can be used to further create enriching learning experiences for students. [Wooclap](#) is an example of a third-party polling tool that can be used in both synchronous and asynchronous learning. A use case example of Wooclap would be in an instance that a lecturer sends a poll in a Microsoft Teams meeting to get quick feedback on the lesson. There are many other functional third-party tools useful in a classroom for teaching and learning. In order to explore more pedagogical and learning benefits of using Microsoft teams please visit the [Microsoft Education Centre](#).

## How to use MS Teams in Amathuba

MS Teams is institutionally supported through ICTS. You can refer to the UCT ICTS [MS Teams webpage](#) to find out more about using MS Teams, including how to install it and sign in.

In Amathuba, there are two approaches in using the MS Teams integration:

- **Option 1: Create a new MS Team (through a Course homepage widget)**
- **Option 2: Schedule an individual MS Teams meeting (for a specific tool)**

The first approach provides the full functionality of Teams, and will dynamically sync the membership from your Amathuba course to the MS Teams class. It is great also if you want any online or blended activities where you can setup channels per a tutorial group (up to 30 private channels). The second approach is quick and good for ad-hoc meetings.

## Option 1: How to Create an MS Team from your Amathuba site

1. In your course site, navigate to **Course Admin** on the **Manage Course** dropdown.

**Facebook:** /CILT.UCT **Website:** [www.cilt.uct.ac.za](http://www.cilt.uct.ac.za) **Service Portal:** [uct.service-now.com](http://uct.service-now.com) **Email:** [cilt-helpdesk@uct.ac.za](mailto:cilt-helpdesk@uct.ac.za) **Phone:** 021 650 5500

2. On the Course Administration page, under the **Site Setup** heading, select **Course Homepage**.
3. Under the **Active Homepage** heading, navigate to the homepage option **with MS Teams**.


#### Active Homepage

Course Home ▼ Apply

- Default --
- Course Homepage
- Course Homepage (with Activity Feed)
- Course Homepage (with MS Teams)**
- Course Homepage (with Welcome widget & Activity Feed)
- Course Homepage (with Welcome widget & MS Teams)
- Course Homepage (with Welcome widget)

4. The MS Teams widget will display on your Course homepage. Find the widget and click **Create Course Team**.

Microsoft Teams ▼

 Create a course space in Microsoft Teams for communication and collaboration.

Required: Participants' email addresses must be linked to Microsoft 365.

Create Course Team

5. Tick the box to allow students to be able to create new private channels or not, then click **Create Course Team**.
6. Wait for your Team to be created. Refresh the widget if necessary.
7. Click **Open your Team** to work with your Team.

**Microsoft Teams** ▾

Your team is ready ×



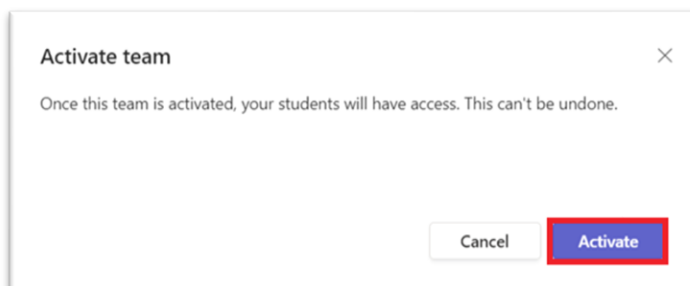
You can now use Microsoft Teams to communicate and collaborate in this course.



Participants from your Amathuba site will automatically be added to the new team. This creates MS Teams Owners (Lecturers, Support Staff, Administrators) and MS Teams members (Students and Tutors).

Note: If you have any non-UCT (Guest) accounts on Amathuba, these will need to be manually added on MS Teams.

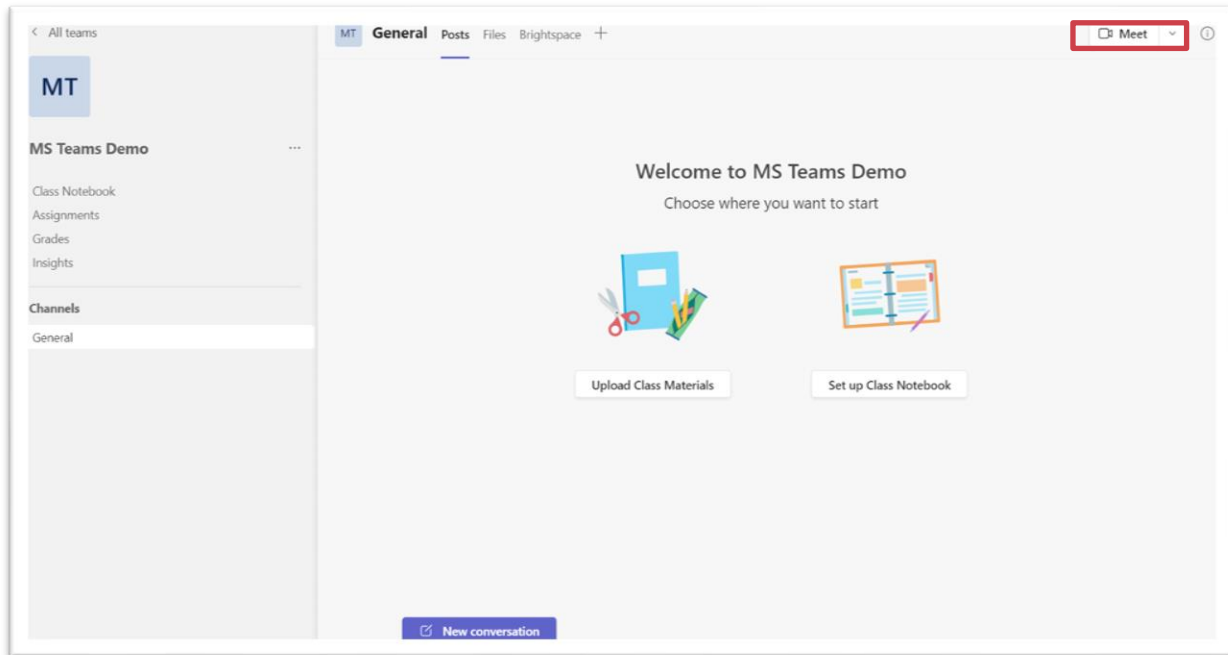
8. Your MS Team has now been created and you can activate it and start interacting with your calss.



9. You now have the full functionality of MS Teams, where you can post new conversations, schedule meetings, create channels around topics or groups etc.

You can schedule a meeting under the **Meet** option, and have the option to set repeat meetings.

For further MS Teams functionality, see the ICTS [MS Teams webpage](#).



## Option 2: How to schedule an individual MS Teams meeting in Amathuba

You can create and send a MS Teams meeting link through multiple tools. Amongst others, these include announcements, activity feed, content and calendar.

There are some important notes in using meeting links in Amathuba:

- Once you have created a meeting link and wish to use this same link in multiple places, you will need to copy and share the hyperlink manually.
- Meetings that are scheduled through the meeting link tool are not added to the scheduler's MS Teams or Outlook calendar. Also, the date and time are not displayed in the link – it's recommended that you add this in the meeting name when you create it or include it in the surrounding text.
- Recordings should be available via the MS Teams meeting chat, or via OneDrive if you are the meeting organiser. You can get a link through either method and share this with the class if needed.

### Scheduling a meeting through the Announcements or Calendar tool

1. In your course site, click **Course Info**, then **Announcements**.
2. Click **New Announcement**.
3. In the New Announcement window, select the link to insert a Quicklink.







## New Announcement

### General

Headline \*




Display Author Information

Content \*

Paragraph **B** *I* U       $\Sigma$   + Lato (Recom...)

4. Scroll down to the end and select **MS Teams Meeting** (under Third Party heading).
5. Select the option to **Sign In** (accept the requested permissions if signing in for the first time).
6. Click **Create Meeting Link**.
7. Enter the meeting details and then click **Create**.
8. Click **Insert** to insert the meeting hyperlink into your announcement.
9. Once the meeting link has been inserted and you have populated the announcement with content, click **Publish** to post the announcement.

Content \*

Paragraph **B** *I* U   

First class meeting

**Publish** Save as Draft Cancel

The same approach above can be used to create a meeting link via the Calendar tool.

For the Calendar tool, in the event description, you may need to click the plus icon ('+') to access the **Insert Quicklink** option.

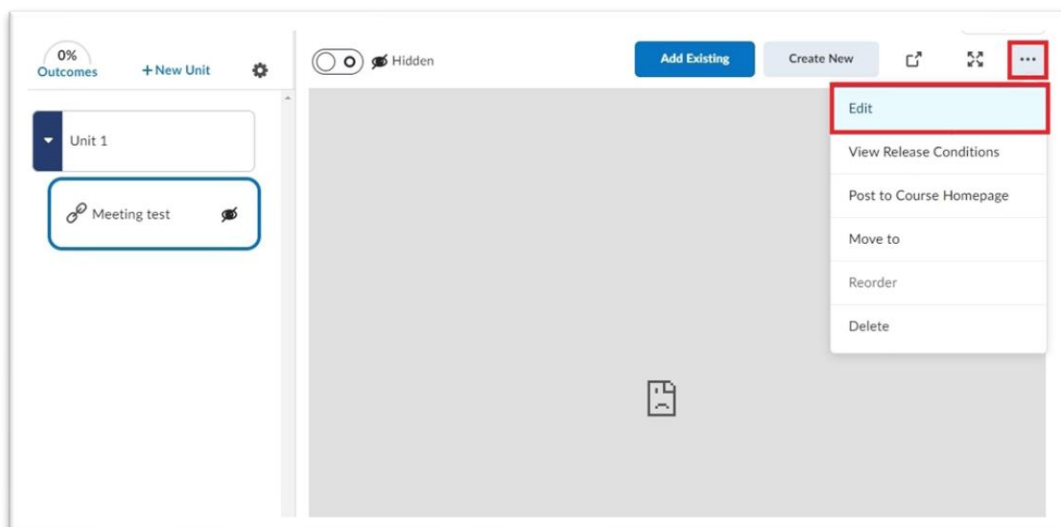
## Scheduling a meeting through the Content tool

Using MS Teams in the Content tool requires an important step to set the page to open in a new tab. This defaults to the embedded option which will not work with MS Teams. Follow the steps below for the full process:

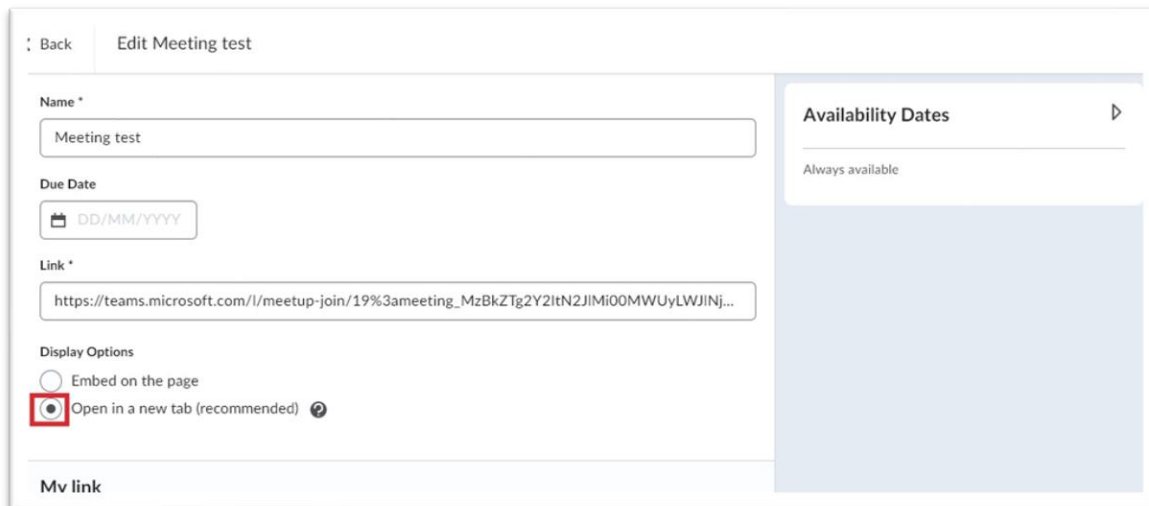
1. Click **Content** on the navbar.
2. Create and title a **New Unit**, then click **Save and Close**.
3. Select the unit name on the left, then click **Add Existing**.
4. Click **More**, then scroll down to the end and select **MS Teams Meeting** (under Third Party heading).



5. Select the option to **Sign In** (accept the requested permissions if signing in for the first time).
6. Click **Create Meeting Link**.
7. Enter the meeting details and then click **Create**.
8. Click **Insert** to insert the meeting link into your content.
9. Amathuba will automatically try to embed the tool, which will result in an error when attempting to open the link.
10. Click on the three dots to the right of the screen and select **edit**.



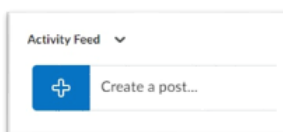
11. Once in the edit screen, select the radio button next to **Open in a new tab** then click **Save and close**.



## Scheduling a meeting through the Activity feed tool

You can add an Activity Feed widget to your course through **Manage Course > Course Admin > Course Homepage**. If you are using the Activity feed in your course, there is an option to schedule a MS Teams meeting.

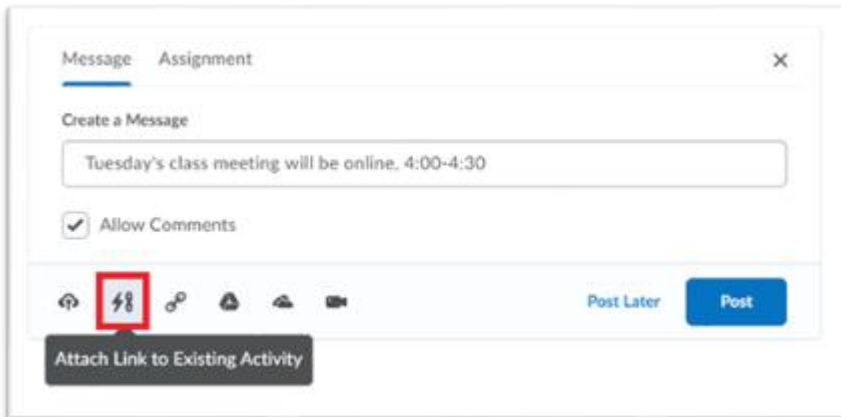
1. Navigate to your Course Homepage and click in your activity feed to create a post.



2. Select the attach icon to view more options.



3. Select the icon to **Attach Link to Existing Activity**.



4. Scroll down and select **MS Teams Meeting** (under Third Party header).
5. Click **Create Meeting Link**.
6. Enter the meeting details and then click **Create**.
7. Click **Insert** to insert the meeting link into your activity feed.

## Sharing the meeting link on other tools

Once the meeting link has been created, you can copy it and post it elsewhere e.g. in an Announcement or the Calendar tool.

## Accessing a recording for an individual meeting

Recordings should be available via the MS Teams meeting chat if a participant re-opens the room, or via OneDrive if you are the meeting organiser. Consider posting the link to the recording, or downloading a copy of the recording and uploading it, to make it more accessible to students after the session.

## Other links

- For more info on how to use MS Teams, see the ICTS [MS Teams webpage](#)