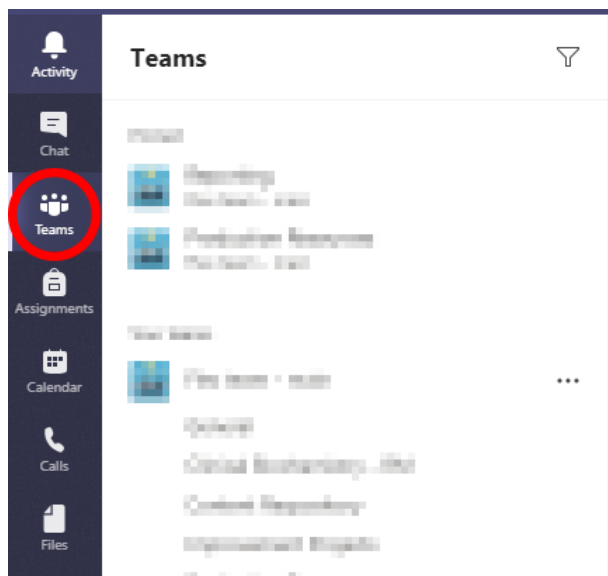


Last updated: 2nd July 2020

Creating a team

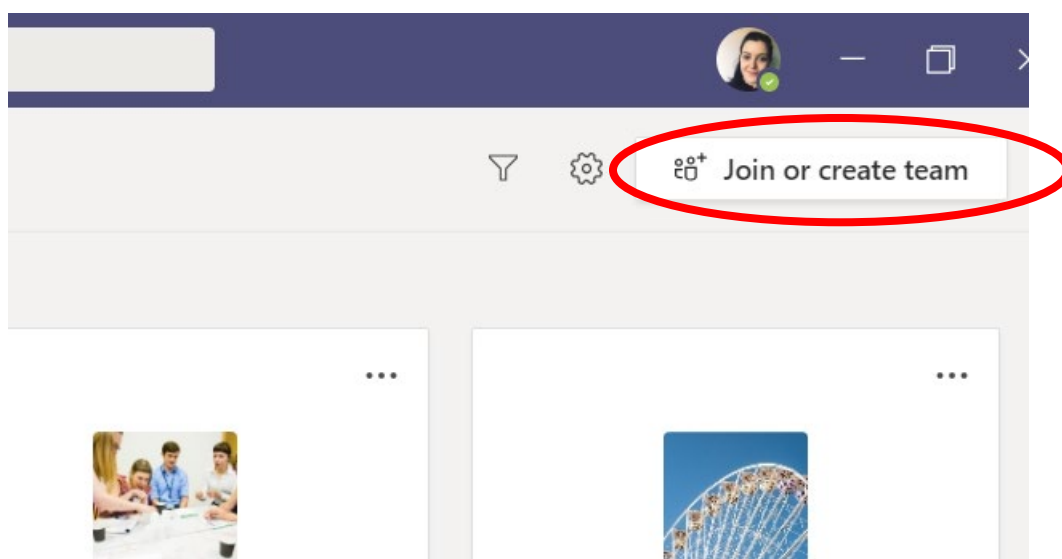
Use Microsoft Teams to create a team for your module. You can then use this team for discussions, live sessions and group work.

1. Open the Teams desktop app (you can also open [Teams in your browser](#)).
2. Select **Teams** from the menu on the left side.



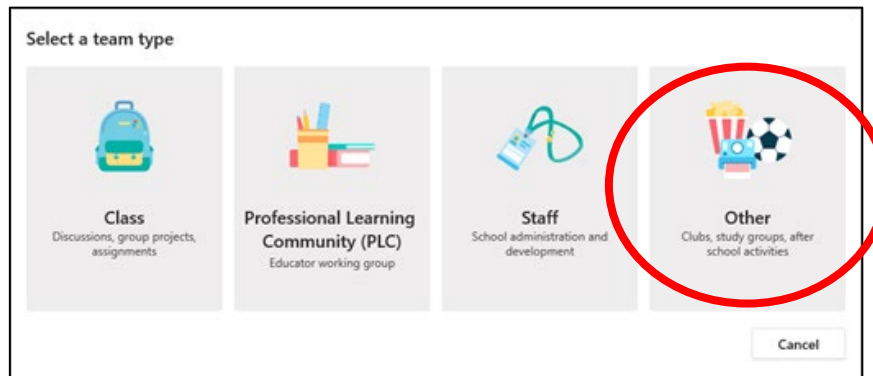
Select Teams from the left hand rail

3. Select **Join or create team** on the top right, underneath your profile picture. If you can't see the button, you may need to click the **Teams** button again, until you are back to the top level.

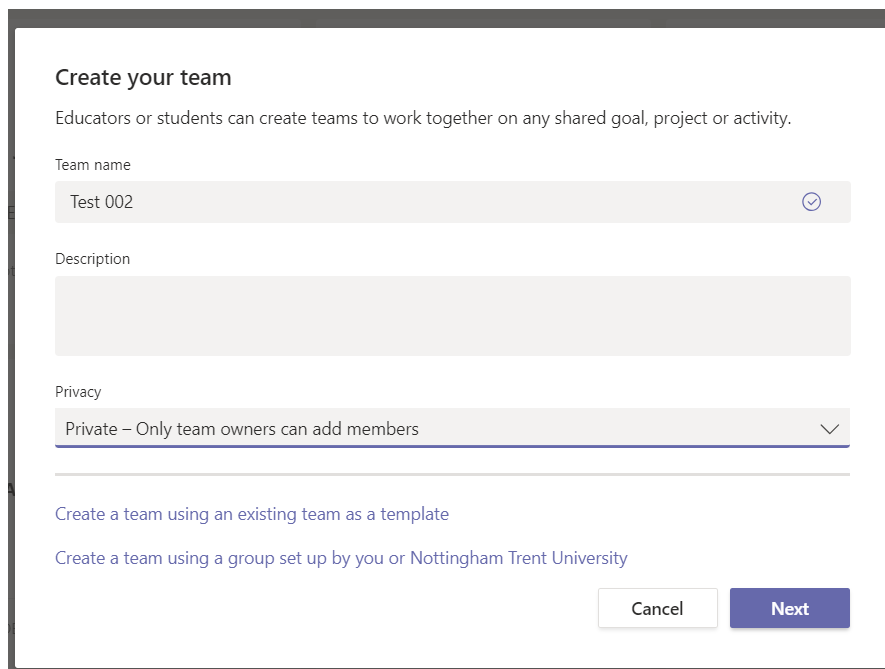


Using the 'Other' team type

1. Select '**Create a team**', then '**Other**'. This allows students and staff to be members or owners. We **don't** recommend using the 'Class' type as this includes Notebook and Assignment tabs that cannot be removed and may confuse students.

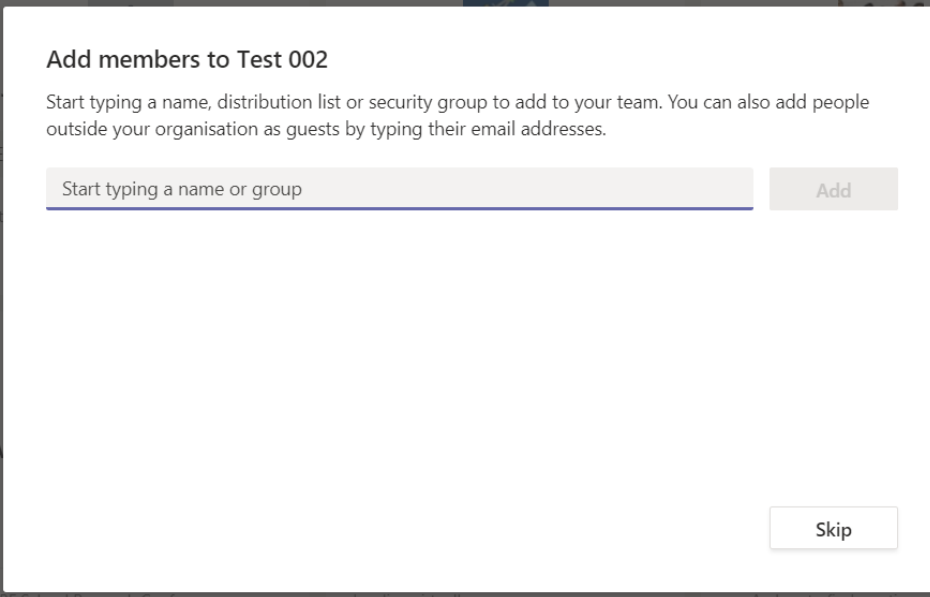


2. Add a **team name** and description (this may appear differently depending on the version of Teams you're using). Under **Privacy**, choose from Private or Public; only team owners can add members to private teams, whereas anyone from within NTU is able to join a public team.

A screenshot of the 'Create your team' form. It includes a title 'Create your team', a subtitle 'Educators or students can create teams to work together on any shared goal, project or activity.', and three input fields: 'Team name' (containing 'Test 002'), 'Description' (empty), and 'Privacy' (set to 'Private - Only team owners can add members'). At the bottom, there are two links: 'Create a team using an existing team as a template' and 'Create a team using a group set up by you or Nottingham Trent University'. There are 'Cancel' and 'Next' buttons at the bottom right.

After you've entered the information, click **Next**.

3. Add **members**. Enter the names and click **Add**. You may want to add staff only first, then add students closer to the module start date. If you'd like to add these later, choose **Skip**.



Add members to Test 002

Start typing a name, distribution list or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.

Start typing a name or group

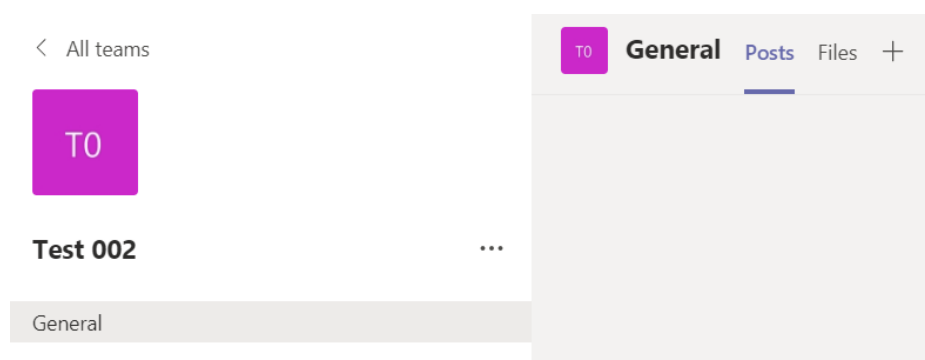
To add the students enrolled on your module as a group, enter Module.MODCODE – replace 'MODCODE' with your module's code (e.g. Module.LAW_1175B).

For large cohorts, it is recommended to add **staff only** and then use the share link as discussed below to enable your cohort to self-enrol to your Team via a link in NOW.

Owners have admin rights and can edit and moderate student input, so in most cases, **staff should be enrolled as owners** and **students should be enrolled as members**.

To add additional members, go to your team, click the ellipsis next to the team name and select **Add member**.

4. Your team has been set up. You will now be able to see the **Posts** stream and a **Files** area.



Checking settings for your Teams

1. Click the ellipsis next to your team name and select **Manage team**. Use this area to manage settings, channels and members.
2. Click the **Settings** tab. If you'd like to add a team picture, you can do this under **Team picture**. There are several Microsoft icons to choose from or you can upload your own.
3. Go to **Member permissions** to amend the settings for your team. You'll probably want to **untick** the boxes next to:
 - Allow members to create and update channels
 - Allow members to create private channel
 - Allow members to delete and restore channels
 - Allow members to add and remove apps
 - Allow members to upload custom apps
 - Allow members to create, update and remove tabs
 - Allow members to create, update and remove connectors

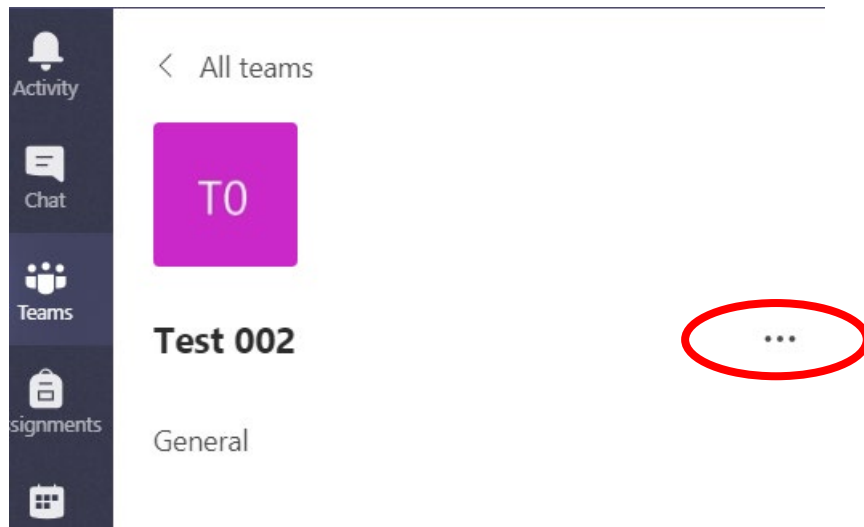
▼ Member permissions	Enable channel creation, adding apps and more	
	Allow members to create and update channels	<input type="checkbox"/>
	Allow members to create private channels	<input checked="" type="checkbox"/>
	<i>Private channel creation permissions require channel creation to be enabled as well.</i>	
	Allow members to delete and restore channels	<input type="checkbox"/>
	Allow members to add and remove apps	<input type="checkbox"/>
	Allow members to upload custom apps	<input type="checkbox"/>
	Allow members to create, update and remove tabs	<input type="checkbox"/>
	Allow members to create, update and remove connectors	<input type="checkbox"/>
	Owners can delete all messages	<input checked="" type="checkbox"/>
	Give members the option to delete their messages	<input checked="" type="checkbox"/>
	Give members the option to edit their messages	<input checked="" type="checkbox"/>

Ensure your students **do not** have privileges to add and remove apps.

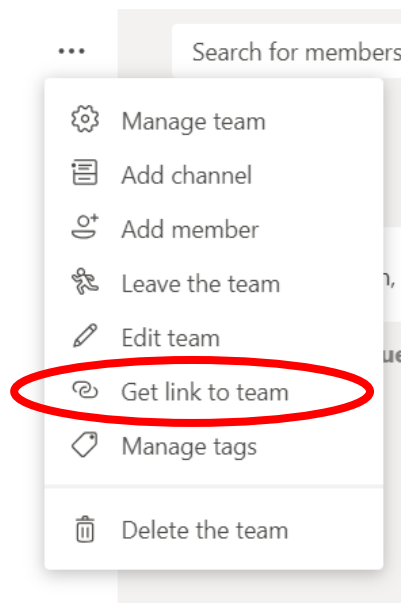
Allowing members to create and update new channels could be useful in certain circumstances (e.g. individual channels for group work).

Create a link for joining a team

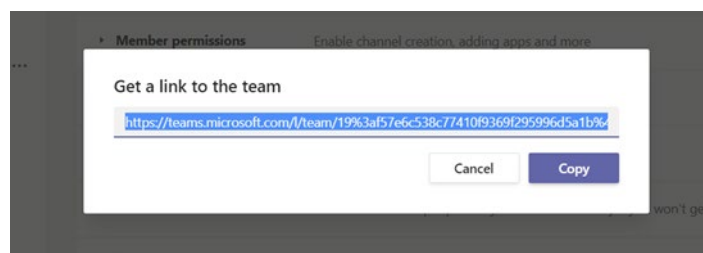
1. Click the ellipsis next to the name of your team.



2. Click **Get link to team**.



3. Click **Copy** and send the link to those you want to invite to your team. You can also share the link in your learning room or via a NOW News item.

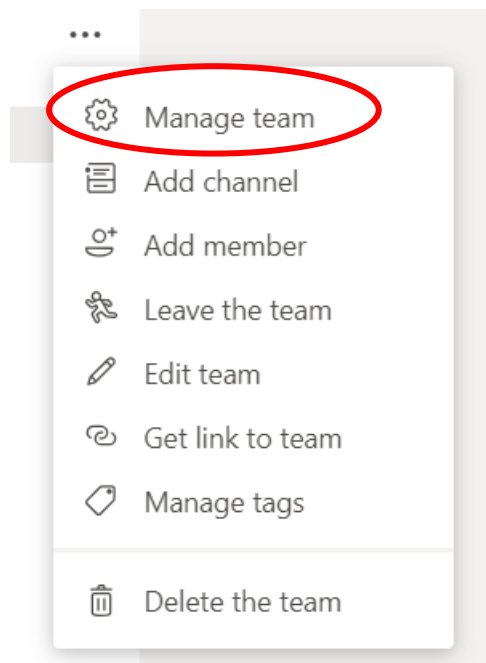


Currently, **non-NTU** email addresses **can't be used** to join a team via a link or code.

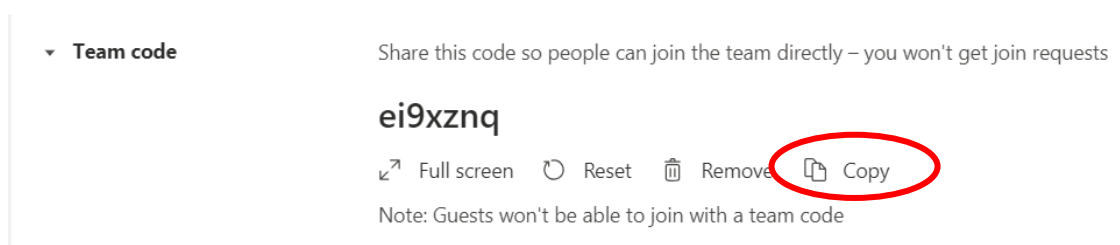
When you send someone a code for joining a team, they can join directly – you won't get a join request. You can use the code as many times as you want.

Create a code for joining a team

1. If you're a team owner, go to the team name and click:
More options *** > Manage team.



2. Select the Settings tab > Team code > Generate. Click **Copy**.



Share the code with your invitees however you choose – send the code to a single person via chat or this could be emailed out or placed in a learning room. People can [use the code](#) by clicking **Teams** on the left side > **Join or create team** (top right).

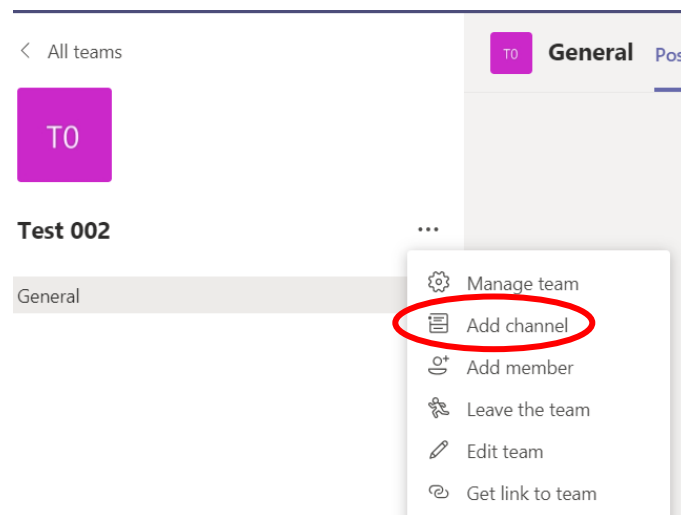
Working in channels

[Quick-start video guides](#)

Channels appear as sublists within a team. Additional channels can be set up for different topics or groups of students within a team. Channels work well for **tutorial/seminar groups** and students who are working on a **group project**.

By default, every team gets a General channel, which can be used for announcements and information the whole team needs. To add more:

1. Select **More options** **⋮** next to the team name.
2. Select **Add channel**.



3. Enter a name and description for your channel. For example, you can build a channel around a topic, project or department name.

Create a channel for "Test 002" team

Channel name

Letters, numbers and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard – Accessible to everyone on the team

Automatically show this channel in everyone's channel list

Cancel Add

- When setting up a channel within a team, it can be set to public or private. **Public** is **recommended** as it allows you to link meetings and recordings to the channel and the full range of Teams-integrated tools can be used.

If you want a channel to only be visible to particular students (e.g. as a private place for them to undertake group work), under Privacy, select **Private** and then you will be able to add members to the channel.

Important note: private channels currently cannot be linked to meetings and some tools (e.g. Planner) are unavailable in them, so only use private channels if privacy is a necessity.

Add members to the Channel 002 channel

This is a private channel, so only the people you add here will see it.

When adding members, the search bar will populate with Office 365 groups that are available in the address book. To add the students enrolled on your module as a group, enter Module.MODCODE – replace 'MODCODE' with your module's code (e.g. Module.LAW_1175B).

Alternatively, share a link to the Teams site with your students using the guidance above to avoid manually entering a large number of students.

- You can link a Teams meeting to any public channel. This is useful for running synchronous sessions about specific topics and is helpful for keeping everything in one place.

To schedule a new meeting, go to Calendar > New meeting and enter the meeting details. You can use Module.MODCODE to invite students as a group. Where it says **Add channel**, enter the name of your channel and select from the options that appear. Click **Save** to send the meeting invite.

