

Last updated: 30<sup>th</sup> March 2020

# Teams: Group tutorials, seminars and live lectures


Microsoft have released a step-by-step [video on how to hold seminars and lectures](#).

## Facilitating group tutorials, seminars, and lectures

### Utilise facilitators

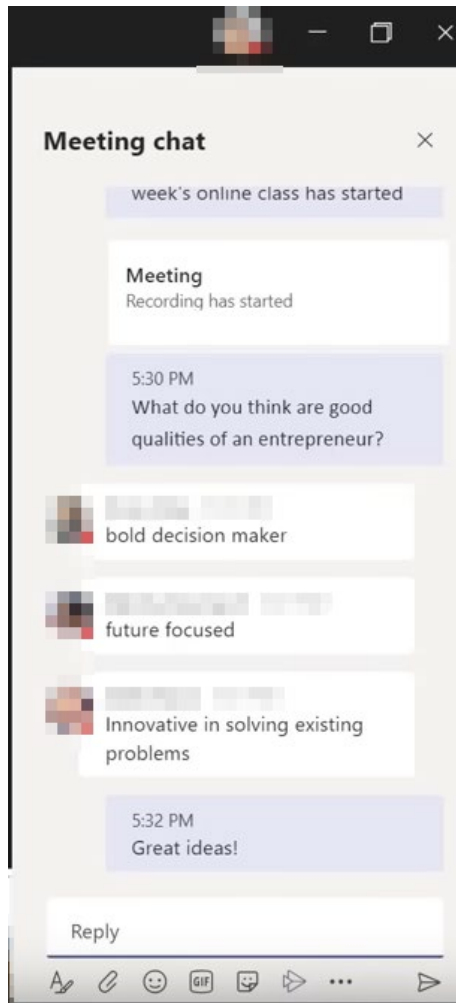
It is recommended for large seminars and lectures (groups of 20+ participants) to use at least two members of staff to facilitate a session. Facilitators don't need to be in the same location. Also, if this is your first time using Teams in this way, you may find it useful to have another staff member support you. One facilitator can present the content to attendees and another can answer questions in the chat and can attempt to handle any technical enquiries.


When starting a meeting in Teams, to facilitate a smooth session it is good practice to ask students to **post any questions in the chat**. It can also be useful to set **break points** for the presenter to address questions from the chat (to avoid distractions). You could post an opening message in the chat informing students of this.

Hover over the Teams screen and click the speech bubble  to start a chat in the meeting.

## Use chat for Q&As


Chat can be useful for holding group questions and answers.

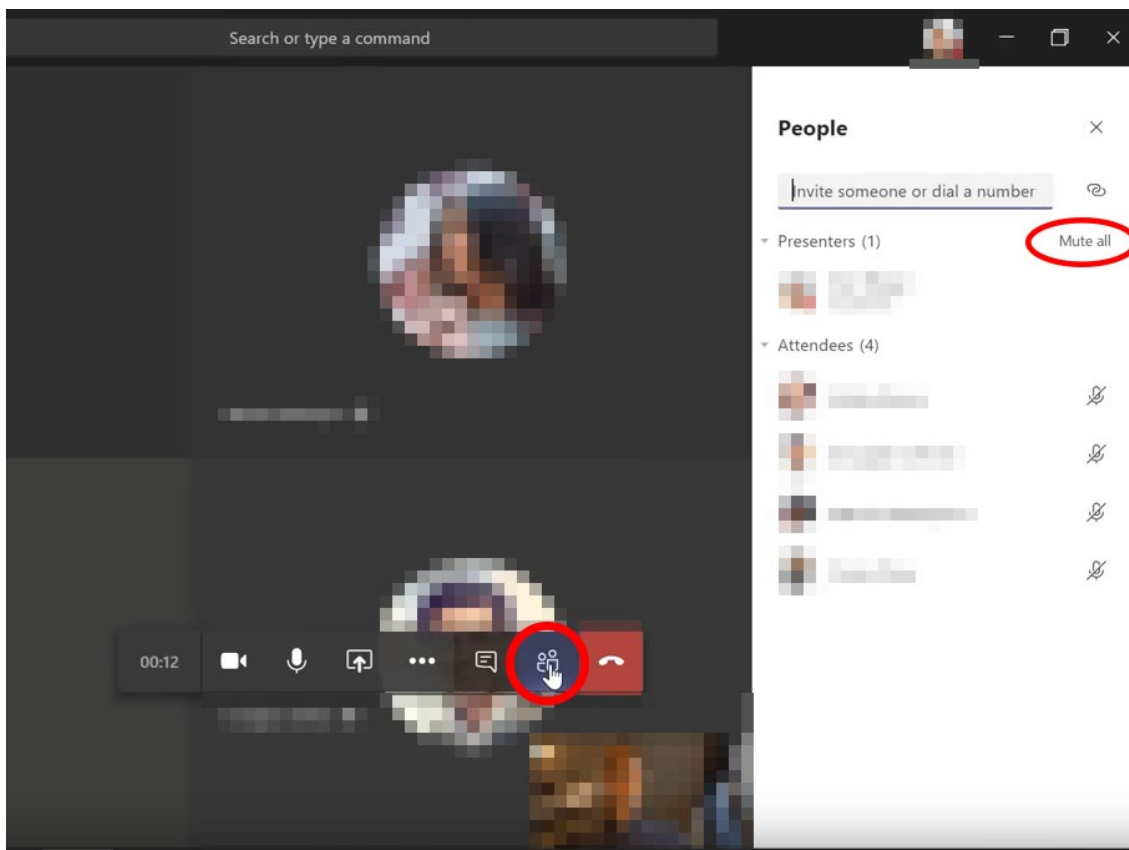


You can also use to share links and resources with students. Sharing resources works in a similar way to attaching a file to an email by clicking the attachment  icon.

## Mute participants in large meetings

During large meetings, it may be best to mute all participants to prevent distractions during the presentation.

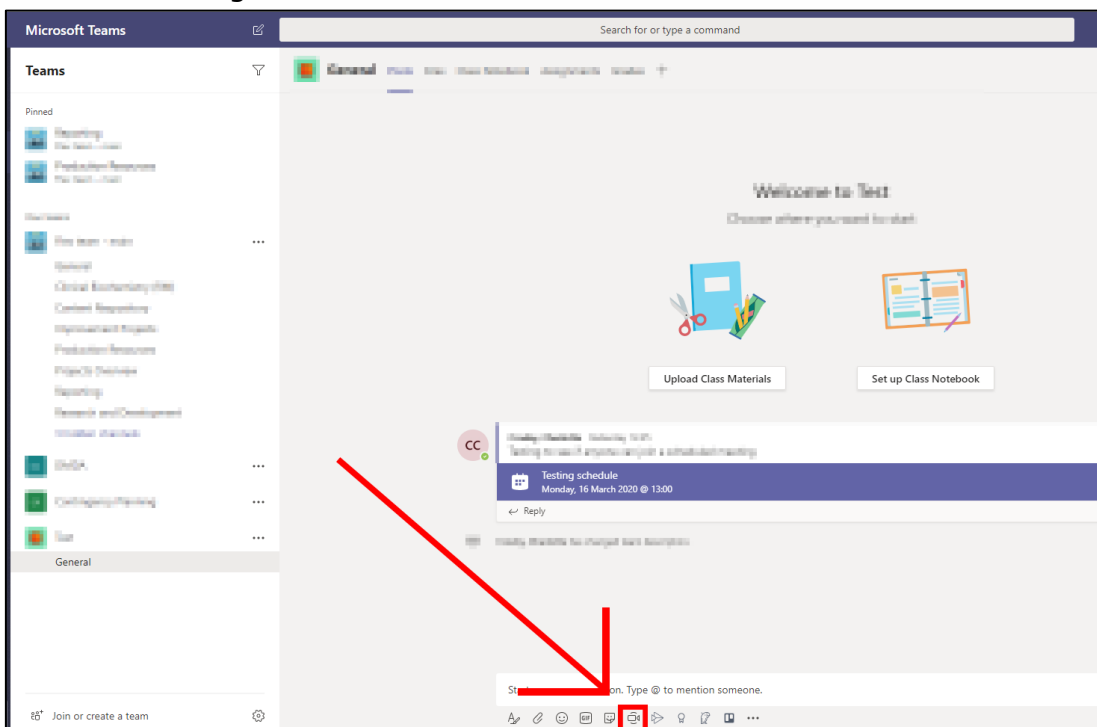
Click on the participants  icon and then click **Mute all** (this only works with larger groups).



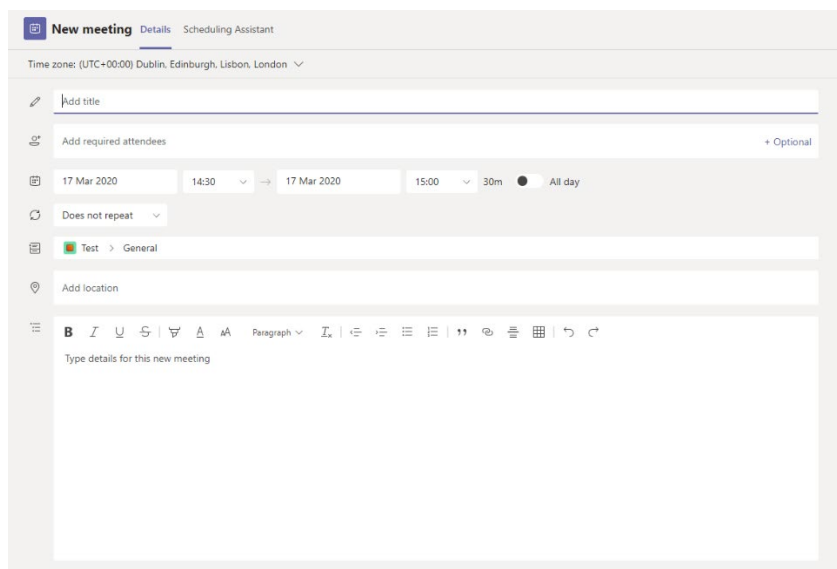
You can change the meeting options for who can present (i.e. share a screen) during a meeting (specific guidance on this can be found towards the end of this document). This will depend on whether students are presenting and sharing their screen as part of an activity.

## Hold a meeting within a channel

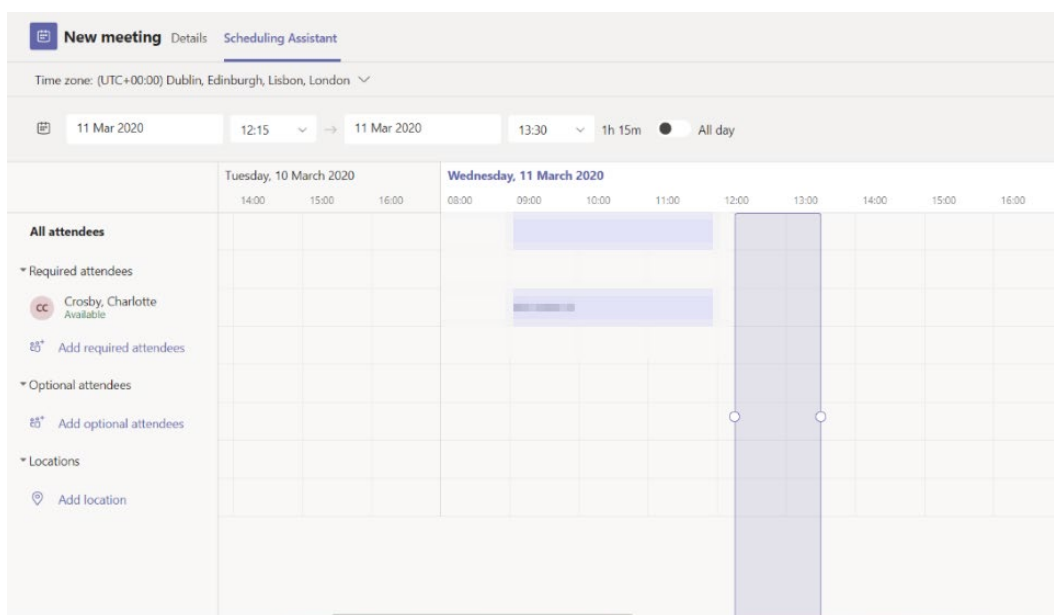
1. Select a team or person that you'd like to hold a meeting with.
2. Use the **Meet Now** icon below the conversation box to initiate or plan a meeting.



3. Choose to **Meet Now** for unscheduled meetings or select **Schedule a meeting** to book a meeting with people that have access to that channel. You can also schedule meetings using the calendar in Teams (this works in a similar way to Outlook calendar meetings).



4. You can then arrange the meeting details, adding times and a title if needed. Scheduling Assistant will open a view of other Outlook calendar events.



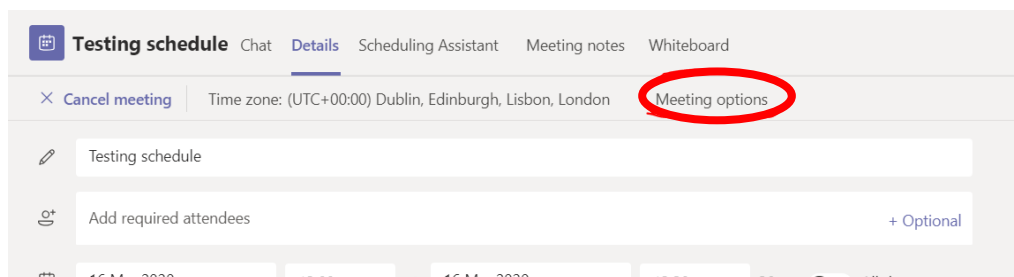
5. Once you're done filling out the details, select **Send** in the top right corner. This will close the scheduling form and send an invite to the attendees' Outlook inboxes and also post within the channel you have arranged a meeting from (see [Microsoft's video for a demonstration](#)).

**Be mindful of sharing personal documents or sensitive information within the chat box during a meeting, as these will be available in the Posts thread following the meeting.**

## Lectures

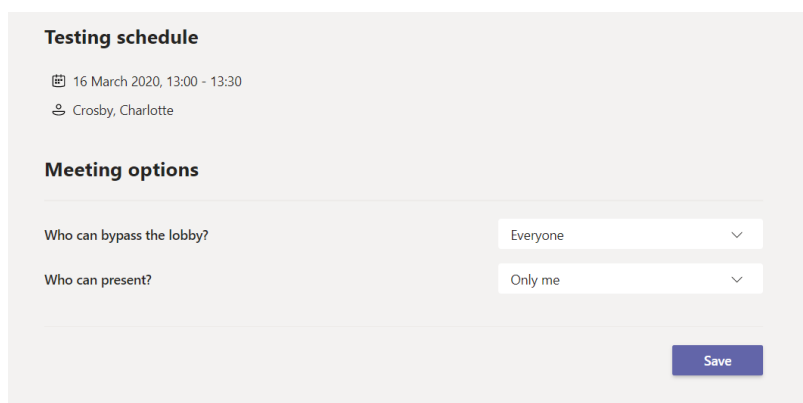
As an alternative to Panopto, lectures can be organised in Teams as a meeting:

1. When scheduling a meeting with the Scheduling Assistant, click on **Meeting options**.



You'll need to send out the meeting invite before you can assign roles.

Or go to **Calendar** (on the left navigation panel), click on the meeting you just created, and select **Meeting options**.



2. You'll be taken to a web page with a few choices under 'Who can present?' You can then decide who has rights to present in the meeting.

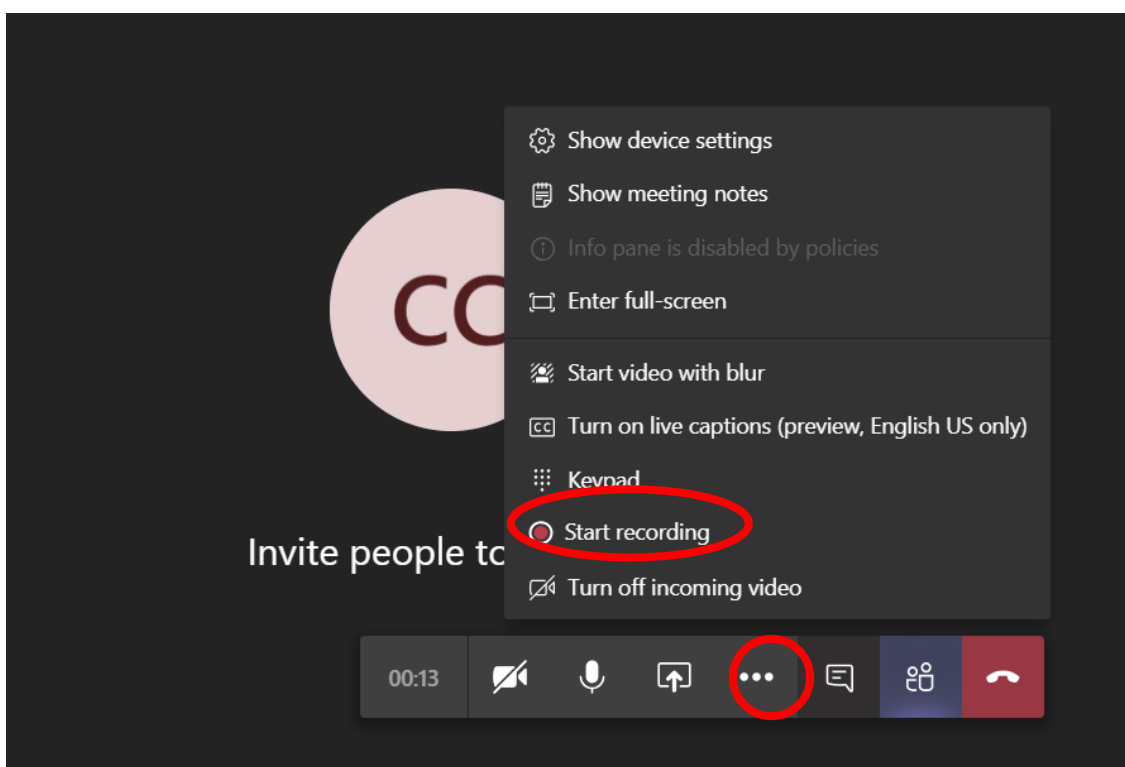
We recommend:

- 'Only me' for lectures
- 'Everyone' when feedback is required

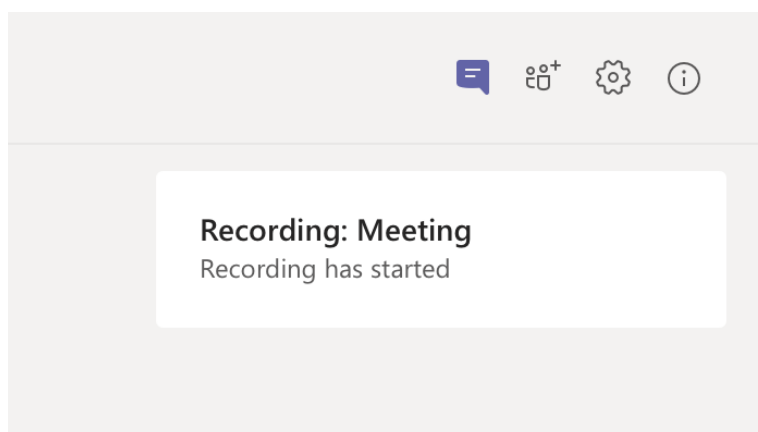
## Record a meeting or a group call

The following guidance has been adapted from [Microsoft's guides](#).

1. Start or join the meeting.
2. To start recording, go to the meeting controls and select **More options** **...** > **Start recording**.

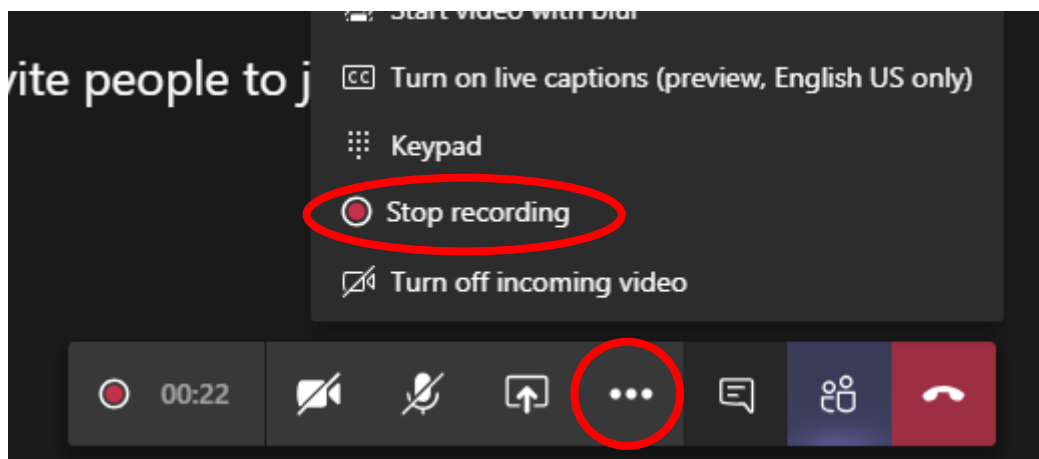


Everyone in the meeting will be notified that the recording has started (as any participant audio or screen-sharing will be recorded if students are given permissions to speak and share content). The meeting notification is also posted to the chat history.



**Note:** You can't make multiple recordings of the same meeting at the same time. If one person starts recording a meeting, that recording will be stored on the cloud and available to all participants.

3. To stop recording, go to the controls and select **More options** **\*\*\*** > **Stop recording**



- a. The recording is then processed and saved to Microsoft Stream. It can take some time for the recording to be available on Stream. This can then be shared to any students – even if they weren't present in the lecture.
- b. The person who started the recording receives an email from Microsoft Stream when the recording is available.

The meeting recording will be visible in the channel that the lecture/seminar was held. This allows students to review the content.