



Nottingham Trent University

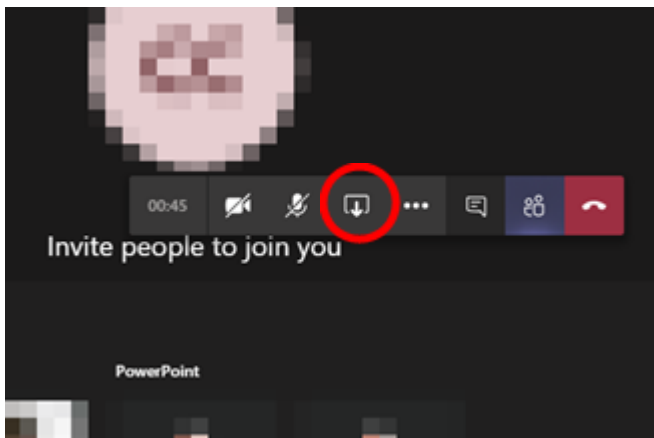
Tools for teaching in MS Teams

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

Sharing your screen

Resource adapted from Microsoft Teams resources 1.

To share your screen in a meeting, select Share on the control bar on your meeting screen (to open this, move your mouse on the Team window screen).



Choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.




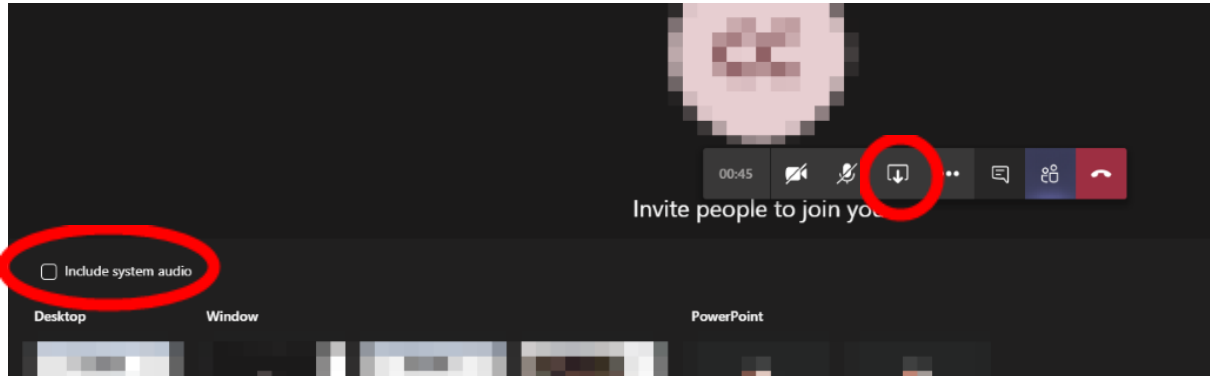
Sharing your desktop screen might be preferable to sharing the individual PowerPoint document so that students can't view other slides.

Include system audio

Sharing your system audio lets you share audio from your computer to other members in a meeting. You can use it to play a video or audio clip as part of a presentation.

To share your system audio:

Select **Share**  in your meeting controls and then **Include system audio**. When you share your audio, all your system audio will be included in the meeting. For more on sharing system audio, look at Microsoft's guide to [sharing system audio in a Teams meeting](#).




Share PowerPoint slides in a meeting

If you choose to share a PowerPoint file in a meeting:

- Students will be able to move around to different slides without interrupting the main presentation.
- They can sync their view back to the presenter's view with one click.

To share a PowerPoint presentation:

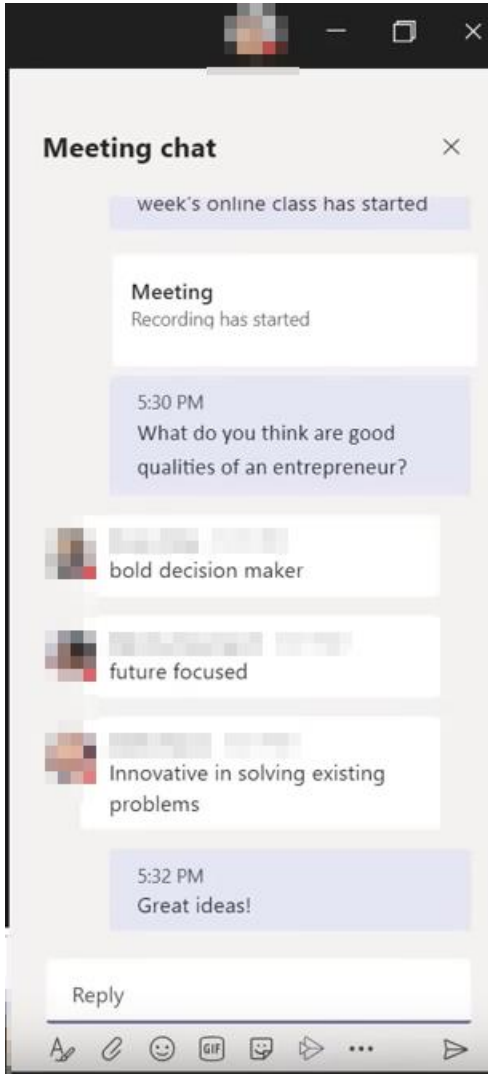
1. Select **Share**  in your meeting controls.
2. In the **PowerPoint** section, select the file you want. Select **Browse** to find a different file.


Share your entire desktop screen (instead of a PowerPoint file) if you don't want your students to control the PowerPoint slides.

See [Microsoft's video guidance for sharing screens](#).

Using chat for Q&A

The chat function can be a useful way of holding group question and answer sessions.

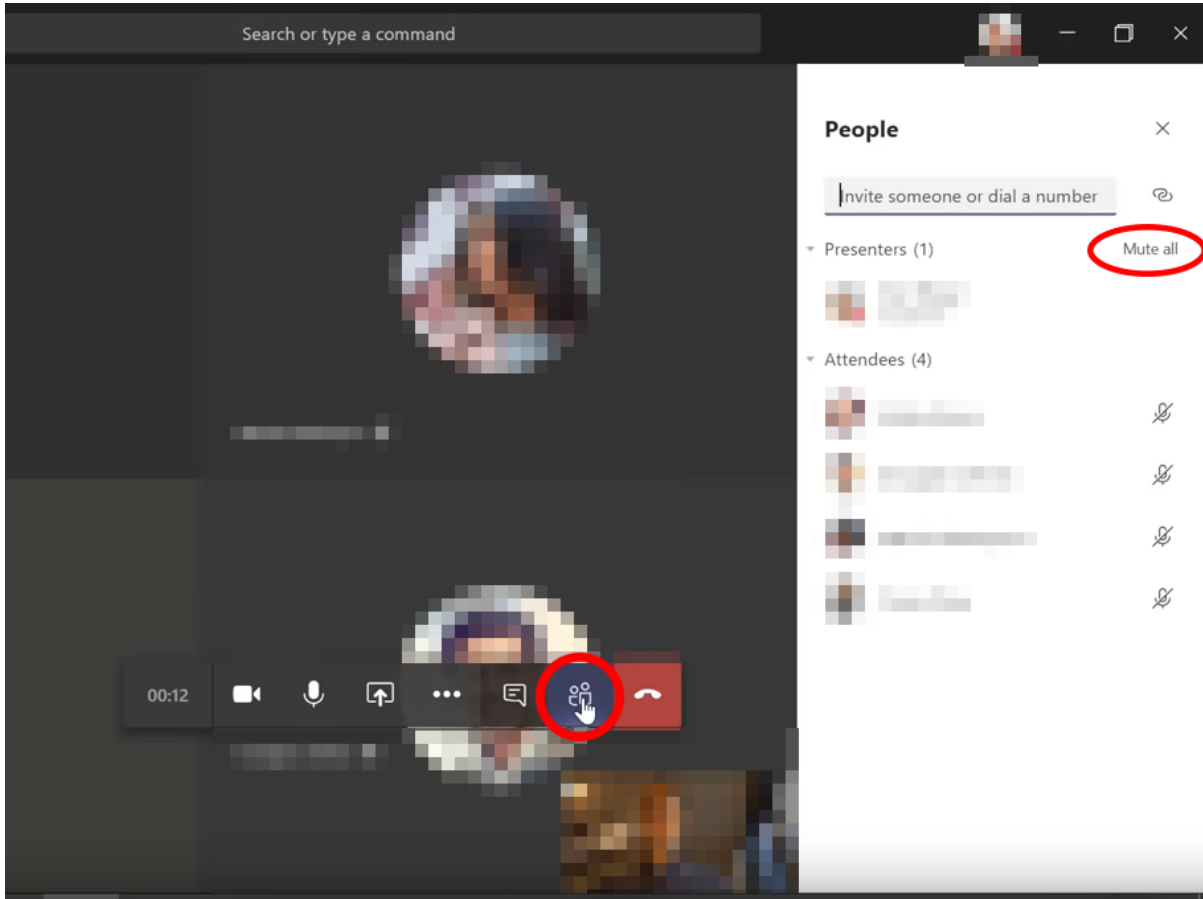


You can also use chat to share links and resources with students. Sharing resources works in a similar way to attaching a file to an email by clicking the attachment  icon.

Muting participants

If you are presenting it may be best to mute all participants to prevent distractions for you and your students.

Click on the participants  icon and then click **Mute all**.

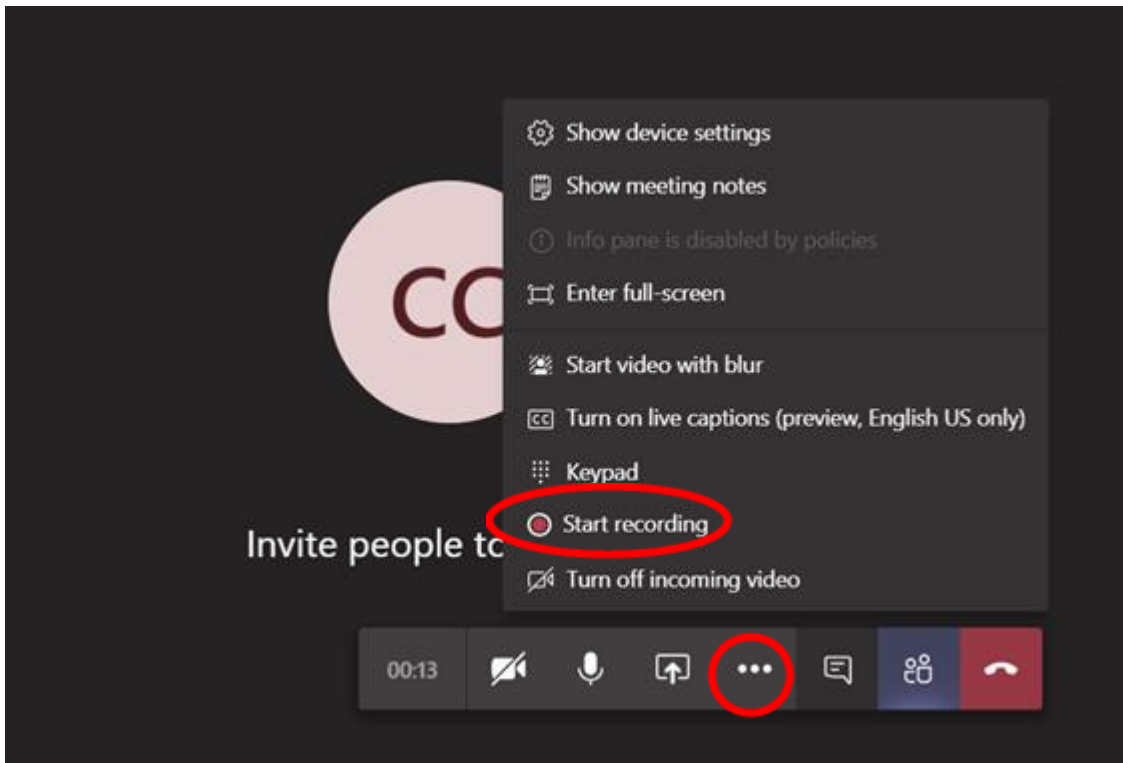


You can change the meeting options for who can present (i.e. share a screen) during a meeting. This will depend on whether students are presenting and sharing their screen as part of an activity.

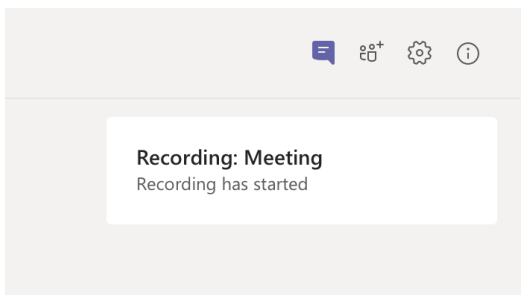
Recording a session

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**.

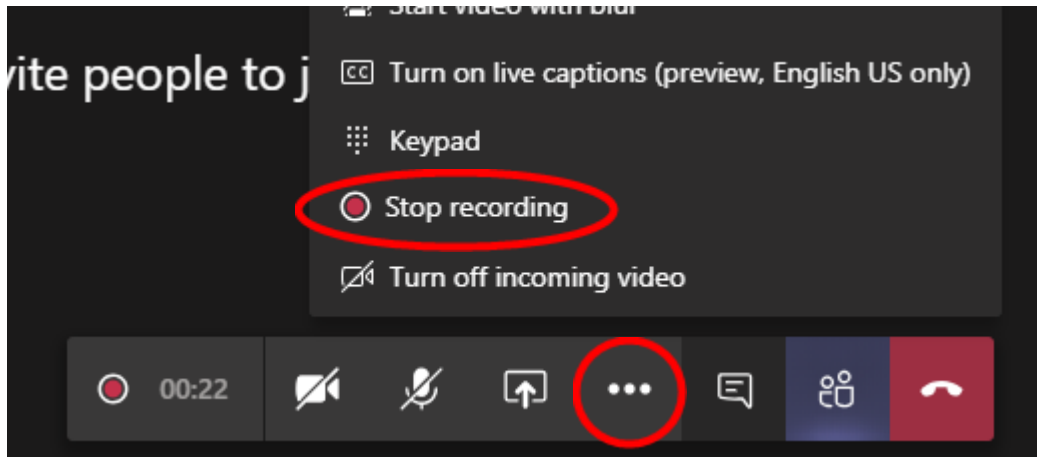


Everyone in the meeting will be notified that the recording has started (as any participant audio or screen-sharing will be recorded if students are given permissions to speak and share content). The meeting notification is also posted to the chat history.



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.

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



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.

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.