Clinical Psychology – MS Teams Lecture Delivery Guide 2023/24

This guide includes…

- What to do if you have technical issues during your teaching.
- Info on IT helpers.
- A starter's guide to using Teams.
- Starting a lecture in Teams and the relevant settings to apply.
- Introducing an external person to a lecture.
- Sharing your screen
- Breakout rooms.
- Ending a lecture in Teams

Important Notes for Teaching

Help and support during your teaching session – College AV Online Support Team

- Their purpose is to provide immediate assistance in the event of problems during online teaching sessions. If you need help, you should go to the AV Online Support 'Team' at the following link, post details of your issue, and then someone from the team will then contact you on Teams to resolve the problem.
- If you click on the link above, you will be able to join the AV online support Team
    - *Please do this before you lecture*, then if there are any issues, you can contact them via the AV support Team for rapid support
- For in the room AV support (e.g., PC, mic, screen) call 01784 44 3319

If you have audio issues:

- Most issues are around audio, particularly sharing audio with trainees (e.g., sharing videos)
- If your video is on YouTube, it works best if you share the link on the chat and ask students to listen to it on their own devises whilst muted from the group
- Check which audio Teams is set up to use – it can get confused if there are multiple audio sources and it may be using the wrong one!
    - Go into the meeting settings through the three dots, then select "Show device settings."
    - Through these settings you can select alternative audio, mic, or cameras

<u>If you are teaching in Bowyer LT 1-11</u>

- At the beginning of each day, speaker volume on the PC *might* be low. This needs to be changed so that the dial set shows **4 green lights.** This way, the whole room will be able to hear the trainees attending remotely.

Teams Terminology

- *Owner* = course staff, *Member* = trainee, *Guest* = anyone invited to a meeting who is not a member of course staff or a trainee
- *Team* = year group, *Channel* = lab/workshop/seminar group
- Trainee/staff lists in Teams feed off Moodle trainee registrations overnight, or you can add people…

    - Click on the three dots on the module Team and select “Manage team”, then click “Add member”
- Download the Teams app – the web version is limited

Teams links exist for different cohorts

- 2023 Cohort teaching
- 2022 Cohort teaching
- 2021 Cohort teaching

Trainee IT Helpers

- Each cohort has a group of helpful IT reps, i.e., students from that cohort that will be at hand to assist with any issues you may encounter with IT. They might offer help with for example monitoring the live chat during the session.
- They will make themselves known to you prior to the beginning of teaching.

Teaching in person:

Please note that when loading MS Teams, the PC takes around 30 seconds to load up fully once it has turned on – do not panic if you cannot immediately see MS Teams.

Guide to giving a lecture on Teams

Introduction

- What this guide will cover
    - Go into the Team and start the lecture
        - Stop your pop ups and email alerts
        - Set up restrictions for who can control the screen, etc.
        - Share your screen and show the holding slide
    - Give the lecture
    - End the Teams lecture meeting

Starting a Teams meeting

- For online lectures, workshops, lab classes and seminars, we need to start the “meeting” using the “Meet now” option from the year cohort Teams…
    - Click on “*Meet now*” 15 minutes before your session is due to start (mute your sound, share a holding screen)
    - External lectures will be either sent a calendar invite or be added to the Teams in advance of the lecture. If you have any questions, please email us on dclinpsy@rhul.ac.uk
- *Stopping pop-ups*
    - Click on your profile image
    - Change your setting to “Do not disturb”
- *Setting up restrictions*
    - To prevent trainees from accidentally muting you, removing other trainees from the lecture, unmuting themselves, taking control of the screen, etc., you can set up restrictions
    - You must be the person to start the lecture to access these settings
    - Open the “Participants” tab, click on the three dots to the top right of it
    - Select “Manage Permissions”

    - It will take you to a webpage (you may need to sign in)
    - Change “Who can present?” to “Only me”
- Turning off video and audio from trainees.
    - Go into the “Participants” tab and click the three buttons (…)
    - Click to “Disable mic for attendees” and “Disable camera for attendees”

Inviting the year group to your teaching.
When using the ‘Meet Now’ button within the correct cohort Team you do not need to invite any of the trainees, they can join via a ‘Join’ button. If the link has been previously set up as calendar invite, they will also have access to the meeting directly.

Including external people in teaching.
- When you start the session, you will be given the option to “Copy meeting link” OR go into “Participants” and “Share invite” to get the link
- Send the link to the external person, and they can join the meeting
- If you want them to be able to present
    - Find them in the “Participants” list, hold the mouse over their name and you will see the option to “Make presenter” – they will then be able to share their screen and give a guest lecture

Sharing your screen.
- Select the “Share content” button, which looks like a rectangle with an arrow, and choose whether you want to share computer audio.
    - Either top right in screen OR Floating in the middle of the Teams screen
    - You must include system audio/computer sound if you want to show videos/use audio clips
- Select what you want to share:
    - Screen lets you share your entire screen.
        - Share “Desktop” or “Screen” if you need to switch between programmes – so if using PowerPoint, YouTube, Moodle and Menti.
        - Screen #1 Main monitor
        - Screen #2 Secondary monitor (if you have a second screen)
    - PowerPoint Live lets you share a PowerPoint presentation.
    - Microsoft Whiteboard and Freehand by Invision lets you share an interactive whiteboard for participants.
    - Window lets you share an open window such as an internet browser.
- A red border surrounds what you are sharing – participants will not see any notifications that come in.
- Select the “Stop sharing” button to stop sharing your screen – this will look like a rectangle with a cross inside.

<u>Sharing PowerPoint in Presenter View</u>
- Presenter view allows you to view slide notes, preview thumbnails of slides and move between slides in linear and non-linear fashion. Presenter view can be accessed with just one screen and trainees will only see the slides – they will not see the presenter. Additionally, presentations can be accessed and automatically saved to Teams without opening PowerPoint

- Once the session has begun, click on the "**Share**" icon in the tool bar:
- To share a slideshow that has already been uploaded to MS Teams, find, and select your slideshow from the PowerPoint list.
- To share a new slideshow, click on "**Browse**" next to the PowerPoint list, and then "**Upload from my computer**"
- In presenter view, participants can move through the slideshow at their own pace. This can be disabled by clicking the "**Eye**" icon:
- Click "**Stop presenting**" to end the slideshow.

Sharing PowerPoint in Window View

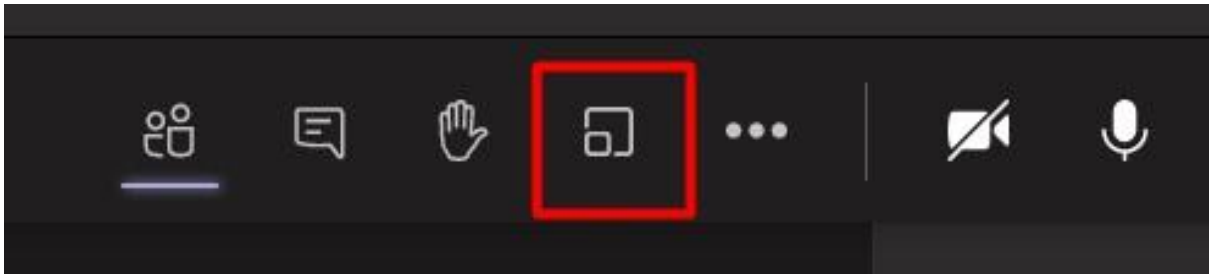
- Window view allows you to present a slideshow that is not uploaded to MS Teams. Additionally, it is quicker to display slideshows and trainees are not able to take control of the presentation.
- *Before the session begins:*
- Open your presentation in PowerPoint and click "**Slide Show**" in the top menu.
- Click on "**Set Up Slide Show**"
- A menu will pop up - change the Show type to "**Browsed by an individual (window)**" and then click "**OK**."
- Launch the presentation using either the **F5** key or clicking "**Slide Show**" and then "**Play from start**".
- *Once the session has begun:*
- Click on the "**Share**" icon in the meeting toolbar.
- The presentation should appear in the list of available **Windows**. If you cannot find it here, select **"Desktop**" and view the presentation in Full Screen mode.

Breakout Rooms

In breakout rooms, small groups of trainees can speak, present content, and use the Whiteboard.

Creating a breakout room.

1. Create a breakout room by clicking the **new room button**, shown below in the red box.



2. Choose the number of rooms you would like to create.
3. You can then choose whether you would like to automatically assign participants (MS Teams will randomly allocate trainees so that there are roughly the same number in each room), or you can manually allocate trainees to individual rooms.
    a. If you have individually allocated trainees to breakout rooms, you then must open the room. This can be done by going to the menu on the room and select "Open room."
4. Click the "**Open rooms**" button to open the breakout rooms.

5. Once the breakout room is open, trainees will automatically be moved into the room after 10 seconds.

Joining a breakout room.

You can join breakout rooms to observe discussion or to answer questions.

- Hover your mouse over the breakout room icon, right click and select "**Join room**."
- To return to the main menu to click the "**Return**" button.

Sending an announcement to all rooms.

This will allow you to post a message in the chat stream of every breakout room.

- Click the three dots to open the "Breakout rooms" menu.
- Click the "**Make an announcement**" button.

Closing a breakout room.

- When the breakout room activity is finished, click the "**Close rooms**" button.
    - If you just want to close one breakout room, select the menu next to the room you want to close and click "Close room."
- All participants will be brought back to the main session – they cannot return to the main session in any other way.

Ending the lecture

- When you have finished the lecture, please click the red down arrow, and then "End meeting"

Please contact the Academic Team if you have any questions or feedback about delivering lectures on Teams. Thanks.