

Student's guide: Online lessons via Microsoft Teams

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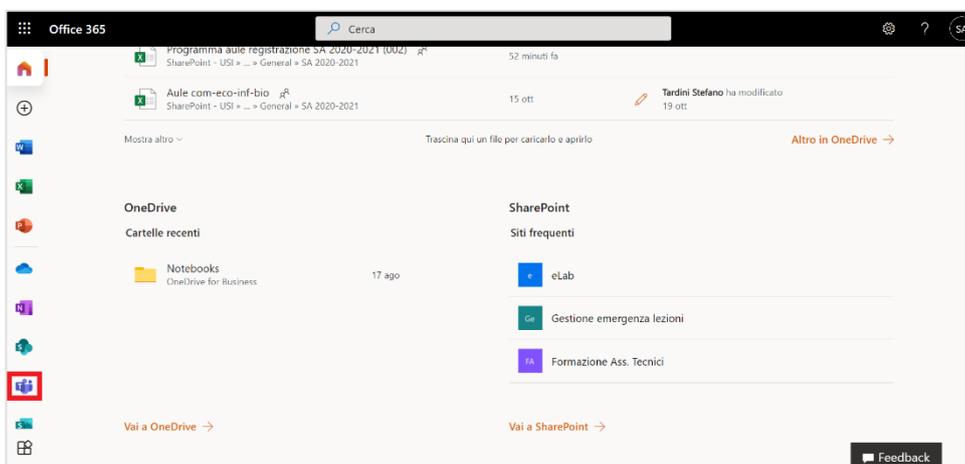
1. Logging in to Microsoft Teams

USI members can access Microsoft Teams using their USI credentials.

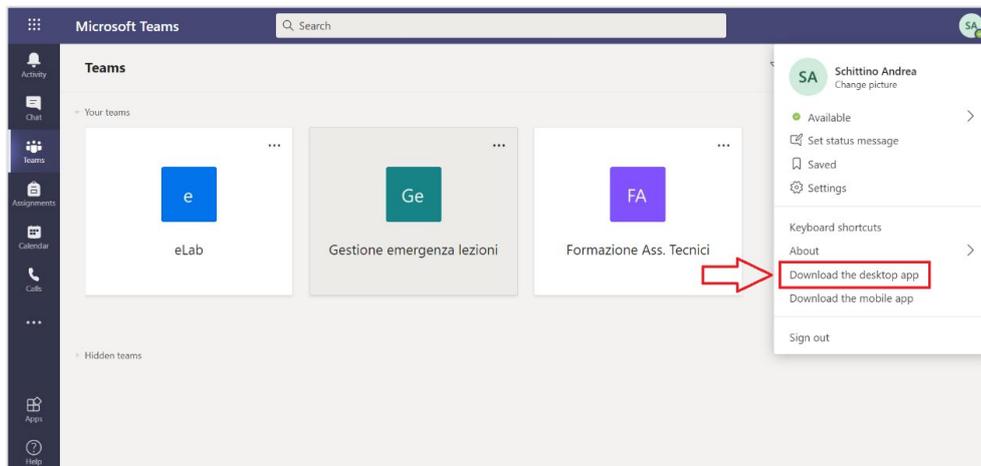
To use or download Microsoft Teams, go to <https://www.mail.usi.ch/> and click on “USI Cloud”.



Once logged in with your USI credentials (your email credentials), click on “Teams” in the dashboard (or look for it by clicking on “All apps”).

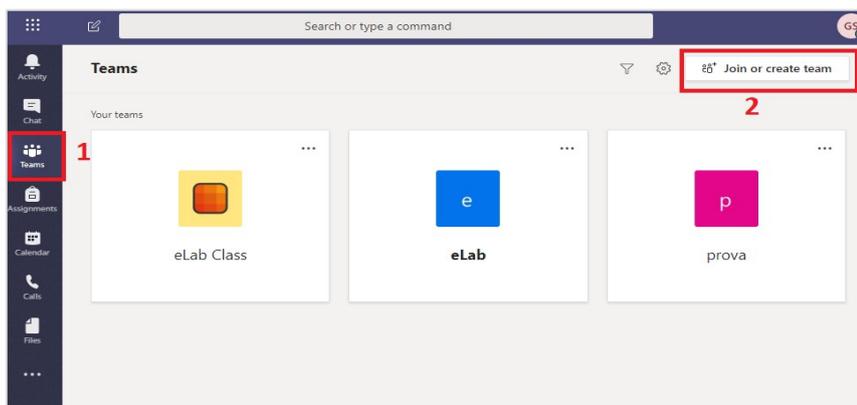


You can use Teams via web, or you can download the desktop app by clicking on your profile (top right) and then on “Download the desktop app”:

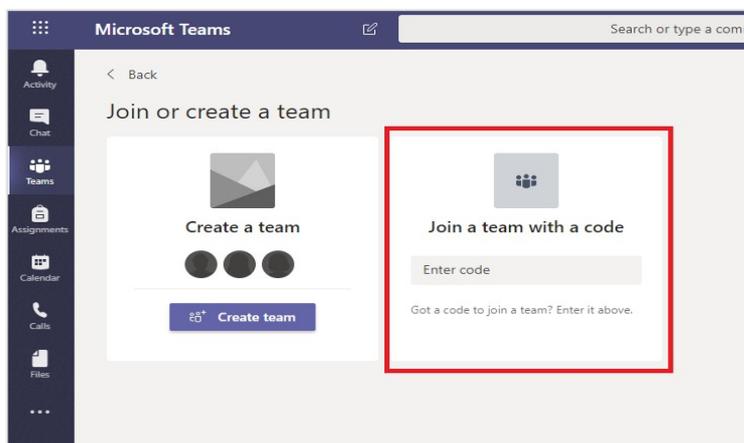


2. Enrol in a class group

To use Microsoft Teams, you need to enrol in your class Team(s): click on “Teams” (1) in the left column, then on “Join or create team” (2) on the top right.

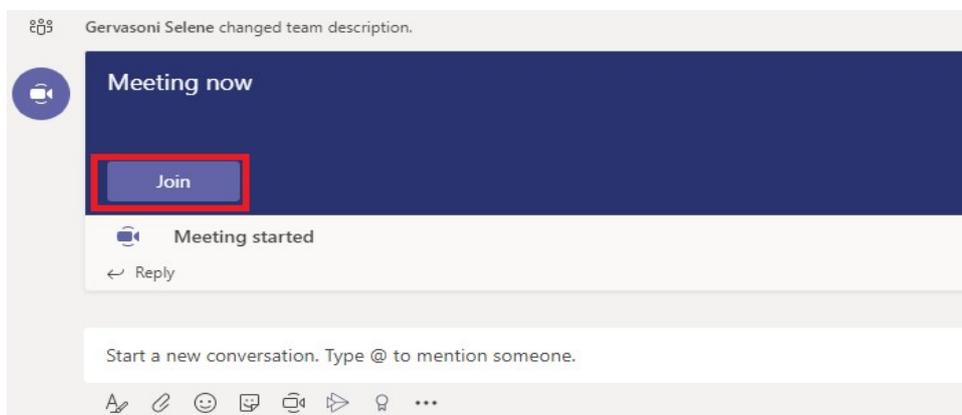


To enrol in your team, enter the code provided by your teacher. You will be automatically enrolled in the team.



3. Join a meeting

To join the meeting, enter the team. Click on “Join” and you will join the meeting.



Please note: it is recommended to turn off your microphone while you are listening to the lesson (to avoid background noise during the presentation), and to turn it back on only when you wish to speak.

To turn off the microphone, click on the microphone icon:

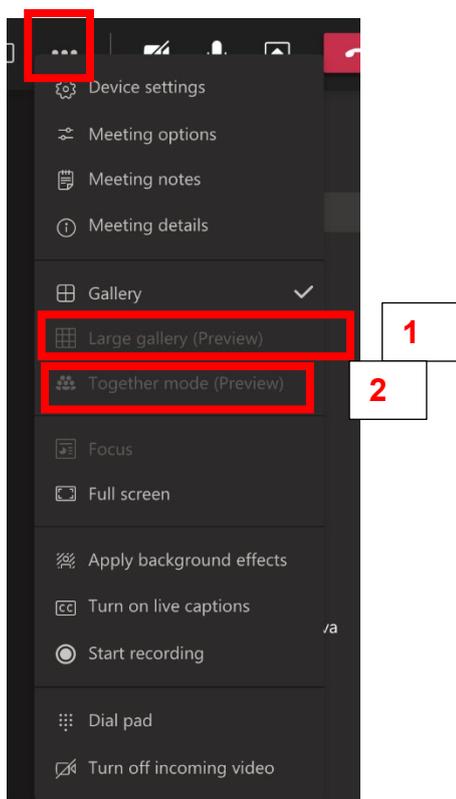


4. Layout video

MS Teams by default sets the video layout as "Gallery" where you can view max 9 people simultaneously. By clicking on the icon with the three dots, in the main menu (top of the page) you can change the video layout, choosing, for example, the "Large gallery" or the "Together Mode".

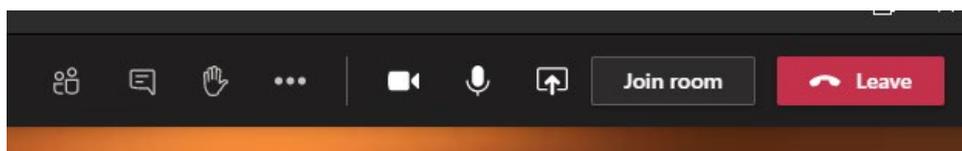
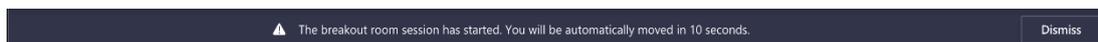
The "Large gallery" (1) allows you to display 49 people (max) on your screen at the same time, while in the "Together Mode" (2) you can choose different backgrounds, such as: an auditorium, a world of 8-bit pixels, a winter wonderland, or the bottom of the sea. To change the scene, select Change Scene in the lower left corner of the meeting.

These two new video layout modes apply only to those who select them, and not to the entire team.



5. Breakout rooms

Teachers can decide to divide students in breakout rooms, for instance to have them work in groups: in this case, students will receive a notification and then be automatically moved to the room (or they can click the "Join room" button).



In order to close the breakout rooms and be back in the plenary meeting, the teacher will deactivate the room. Students will receive a notification and be sent automatically back to the meeting.



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