

# UBC Faculty of Forestry & Environmental Stewardship

## Microsoft Teams

The University aims to promote Microsoft Teams more widely to support teaching and learning. MS Teams is a digital collaboration tool that brings conversations, meetings, files, and apps together in one place. Built on Office 365, schools can benefit from integration with their familiar Office apps and services. Crucially, MS Teams is FIPPA compliant, and its data is stored securely in Canada. To learn about the differences between UBC collaboration tools that are available, [click here](#) **Advantages:**

- **Instant Messages** ○ Conversations among instructors, TAs, and students of a course can be facilitated through the chat functions in MS Teams.
  - Instructors and TAs can use MS Teams to send messages to each other or their students. Students may also ask questions to their instructors and connect with their peers through MS Teams after class.
  - MS Teams can serve as an alternative option to the chat functions in Zoom or Canvas.
- **Group Work**
  - MS Teams can be easy for students to collaborate on group work, whether outside of class time or as a replacement for Zoom's Breakout Rooms.
  - Private channels can be created for group work, for TAs and instructors. This allows for the organization of group discussions. (Private channels are only accessible to the members of that channel, and the messages within the channel will not be visible to other members.)
  - It also avoids students needing to collaborate using a third-party chat platform, such as Facebook Messenger, WhatsApp, and Discord.
- **File Storage and Sharing** ○ Lab files (e.g., data sets, instruction handouts, etc.) can be stored and shared within MS Teams. ○ File sharing within channels, with the possibility for a directory structure similar to Canvas.
  - MS Teams enables users to share and collaborate in the editing of Word, Excel, OneNote, and PowerPoint files in class or within channels. Thus, there is no need to use Google Documents or other cloud-based applications, which may be inaccessible to students in countries outside of Canada.
  - Files can also be created and modified directly in Teams in channels or through its integration with SharePoint.
- **Virtual Meetings** ○ Meetings and video calls can be organized directly in Teams and are synced automatically with Outlook Calendar. ○ There is no need to find and click on meeting links, as they can be done directly in a channel.

- Persistent chat. Chat from meetings will remain in the channel from which the session was started for future reference.
- MS Teams also allows users to share their screens and/or use a whiteboard to further their discussions during a virtual meeting. **Issues:**
- **Join a Team** ○ Students must sign up for a new student email address, using the [cwl@student.ubc.ca](mailto:cwl@student.ubc.ca) format (<https://it.ubc.ca/services/email-voice-internet/ubcstudent-email-service>).
  - Instructors may need to collect students' associated emails to confirm their identity (as students may only be identified using their CWL student email).
  - To invite students to join a Team, instructors will either send a join code to the students or choose to manually add them using their CWL emails ([cwl@student.ubc.ca](mailto:cwl@student.ubc.ca)).
- **Application Integration** ○ MS Teams has **no** integration with Canvas. Instructors and/or TAs may need to manually input grades to the Canvas grade book if there are course activities in MS Teams.
  - Some applications that depend on US servers may not be supported for integration due to privacy concerns, such as EduClass Notebooks, Planner, Trello, and Stream (Video service).
- **Virtual Meetings** ○ Video quality tends to be inferior to Zoom, and there are fewer options for custom backgrounds.
  - Any Teams meeting or call can be recorded for future viewing; however, meeting recordings won't capture whiteboards, annotations, shared notes, or content shared in the stage view by apps. Also, you won't see more than four people's video streams at once. Therefore, it should be used concurrently with Zoom for delivering classes if recordings are needed and any of the above limitations apply.
- **Number of Private Channels** ○ Please note that a maximum of **30** private channels can be created within a Team, which can be unsuitable for large classes where there could be more than 30 student groups.

### Creating a Team for your course:

Please visit <https://ubcca.sharepoint.com/sites/M365LearningPortal>, and log in with your CWL. Note that here, you will also find in-depth guides on the basics of how to use Microsoft Teams

1. Click on the **Microsoft Teams for UBC Instructors** button.



2. Scroll down and click on the **Course Team Request Form** button.

**Create a Virtual in-class experience**

**Create a class Team**

Create a class Team to share class content, start meetings, and provide your students with a place to post. In order to create a Team at UBC you will need to submit a Team Request. Click the link below to request a Team. You will need the course code, the course number, the section and the term it will be running in.

NOTE: Some of your students may not have access to their UBC Teams account right away. Therefore you may need to invite some users as a guest. This will require you to have an alternative email address for you to invite that user to the Teams Meeting, or send them a link to the Live Event.

Chat vs Channel

**Run a lecture with Teams**

Running a lecture can be accomplished in a couple different ways depending on a few factors including class size, Student access, and Team organization. A Lecture can be run the same way as a Teams channel meeting:

1. Select **Meetings** > **+ New meeting**.
2. Under **Select a channel to meet in**, select the arrow and choose a channel.
3. Copy and paste the channel info in **Location**.
4. Add a description and select **Schedule**.

Now the meeting's visible to everyone in the team.

Run a lecture with Teams

**Provide group collaboration opportunities**

You can collaborate through one-on-one or group Chats, through channels within a Team, as well as through the Chat features of meetings and live events. To initiate a one-on-one or group chat, follow the steps below:

You start one-on-one and group chats the same way: by selecting **New chat** at the top of your chat list. Once in a chat, you'll be able to send messages that include files, links, emojis, and stickers—whatever you need to get your point across!

Start and pin chats

**Course Team Request Form**

**Video guide and article on how to Meet in a channel**

3. Fill out the request form. Generally, you will want yourself (the instructor) to be added as an owner, and TAs as additional owners.

☒ Add myself as an owner of the Team

☒ Yes

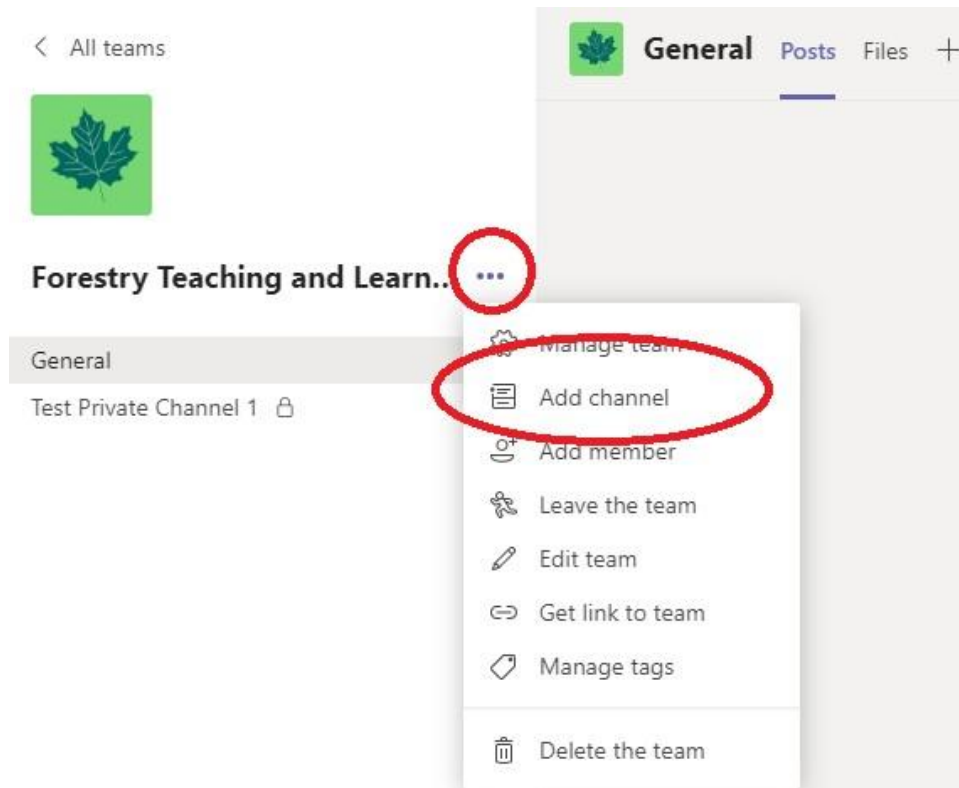
Additional Owners (Members can be added after Team creation)

Enter a name or email address

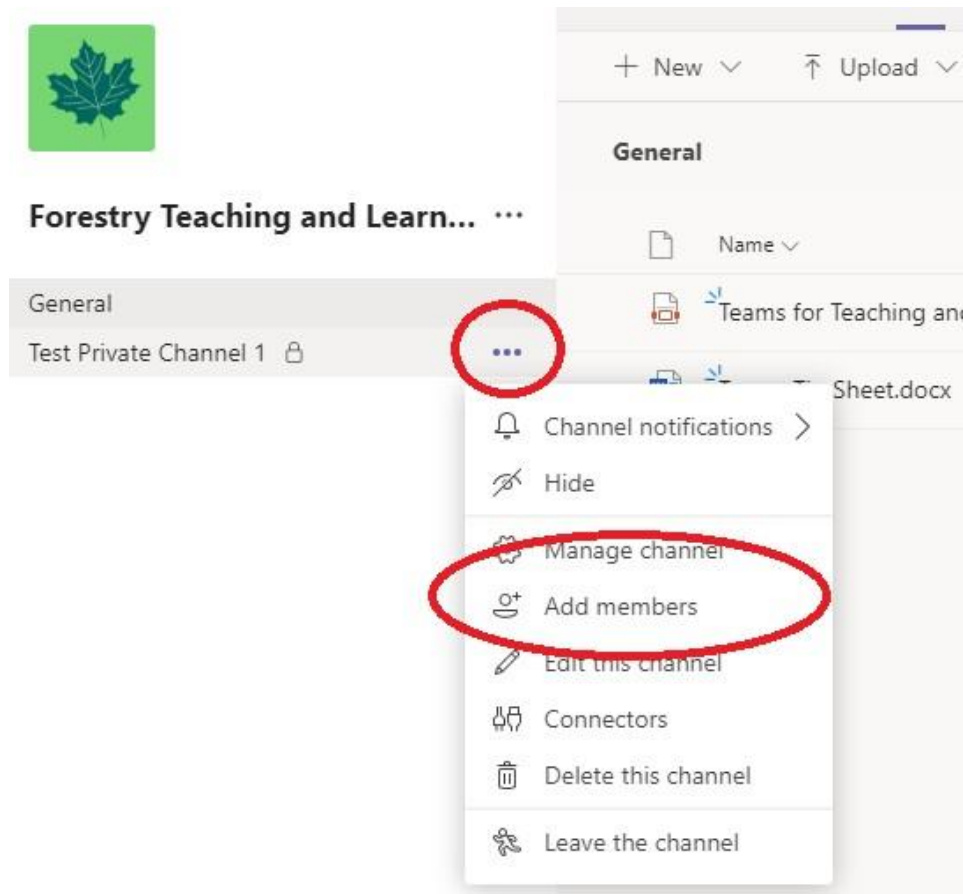
**Save** **Cancel**

### Creating channels for groups in a Team:

1. Find the Team that you have created, click the ... button and use the **Add channel** option.
  - a. To create a private channel, while adding the channel, select the down arrow under **Privacy** and select **Private – Accessible only to a specific group of people within the Team**. To confirm that a channel is private, look for an icon of a lock next to the channel name.



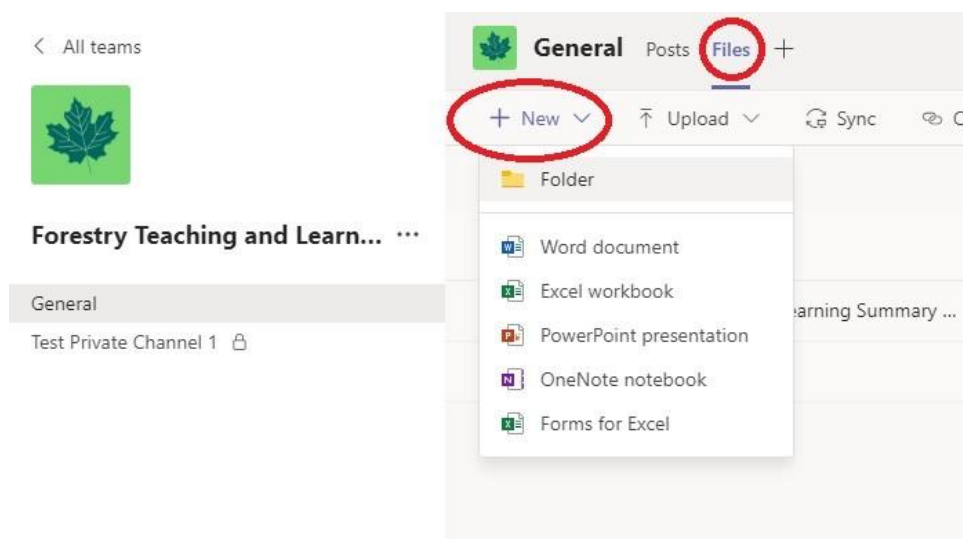
2. Organize your channels in descending order of importance. A suggestion for structure could be
  - General
  - Course Material Questions
  - Exam Info
  - TA Channel
  - Student Group 1
  - Student Group 2 • Etc.
3. To add users to specific private channels, next to the private channel name, select ... and click on **Add members** option. Private channels can have multiple owners, and up to 250 members.



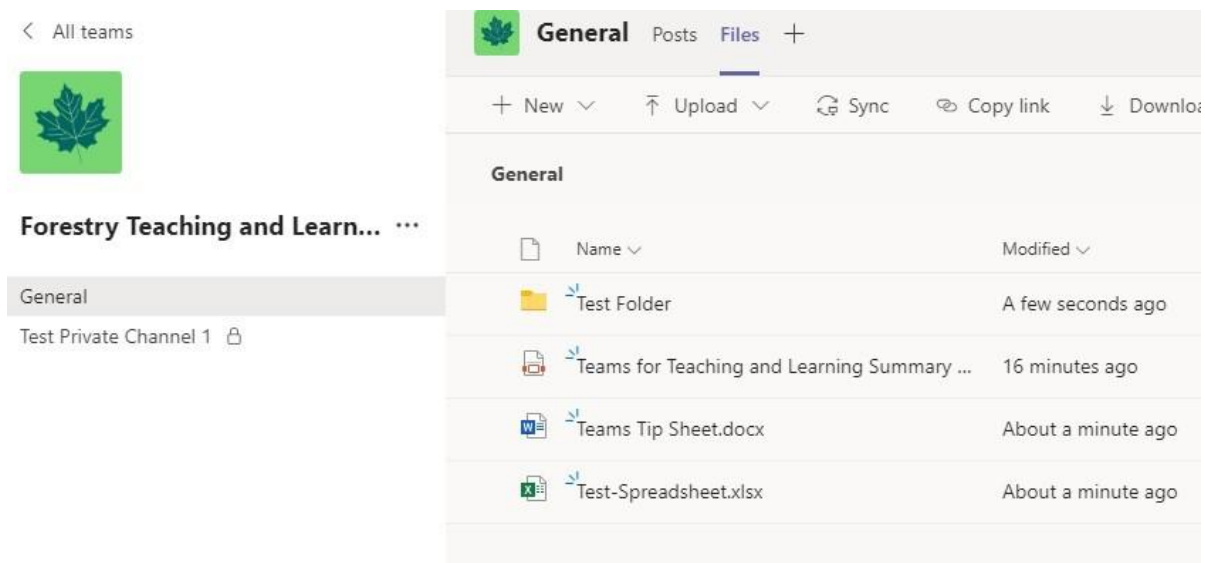
### Creating Files in Microsoft Teams

To create a file, go to the Team and the Channel where you would like it to be accessible.

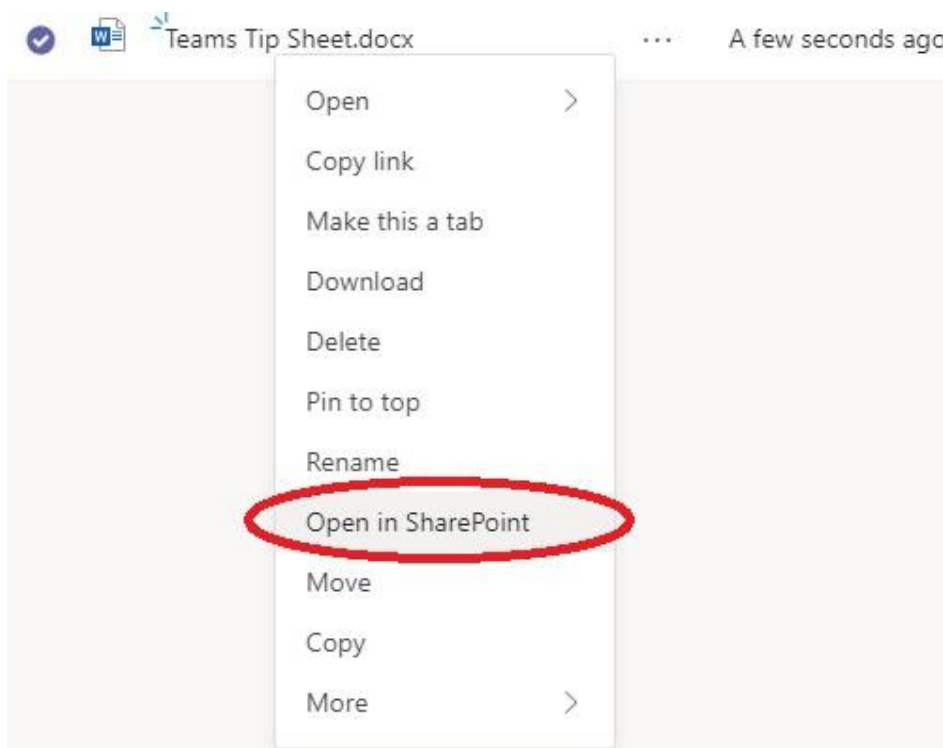
1. At the top of the Page, click **Files** and then **+ New**.



2. From here, you can create folders for organizational purposes, as well as select the type of file you would like to create.



3. Alternatively, if you have already created a file locally, you can drag and drop the file here as well. Files added this way may also be edited directly through Teams if they are file types associated with Office.
4. To collaborate on files through Teams or SharePoint, simply click on the file, or rightclick and select "Open in SharePoint" if you prefer to work in your browser.



### Further Reading

UBC IT Documentation and Support

<https://it.ubc.ca/services/email-voice-internet/microsoft-teams>

LT Hub Microsoft Teams Instructor Guide

<https://lthub.ubc.ca/guides/microsoft-teams-instructor-guide/>

LT Hub Microsoft Teams Student Guide

<https://lthub.ubc.ca/guides/microsoft-teams-student-guide/>

Sharing Files in Microsoft Teams

<https://docs.microsoft.com/en-us/microsoftteams/sharing-files-in-teams>

Group Work and Labs

<https://keepteaching.ubc.ca/group-work-labs/#teams-groups>

Sharing Screen in a Chat in MS Teams

<https://support.microsoft.com/en-us/office/share-your-screen-in-a-chat-in-teams-2de1c624-7fbe4b0a-99f2-33385e7d3f18>

Using a Whiteboard in MS Teams

<https://support.microsoft.com/en-us/office/whiteboard-in-a-teams-meeting-d9210aa2-876a-40f08ca0-5deb2fc11ca6>