



Dublin College of Advanced Studies Microsoft Teams: Guide

Table of Contents

- Table of Contents..... 3**

- 1 Using Smartphone 1**
 - 1.1 Apps to download 1
 - 1.2 App: Teams 2
 - 1.2.1 Activity/Feed 2
 - 1.2.2 Chat 2
 - 1.2.3 Teams: 3
 - 1.3 App: OneNote (Class notebook) 4
 - 1.3.1 Functions in Notebook: Preview Powerpoint..... 6
 - 1.3.2 Functions in Notebook: Insert audio 7
 - 1.3.3 Functions in Notebook: Drawing 7
 - 1.3.4 TROUBLESHOOTING FOR CLASS NOTEBOOK:..... 8
 - 1.3.5 Assignments 8
 - 1.3.5.1 Assignments using Word..... 8
 - 1.3.5.2 Assignments using the Class Notebook (One Note) 10
 - 1.4 Videocall (Meetings+Chat)..... 10
 - 1.4.1 Videocall in Meetings 10
 - 1.4.2 Videocall in Chat..... 11
 - 1.4.3 Functions in video call 12

1 Using Smartphone

1.1 Apps to download

You will need 2 apps for Teams. They are: Teams and One Note.

In the app Teams, you will find the chat and your classroom. This is where the online meetings will occur, that is the video calls with the teacher.

In the app OneNote, you will find your Class Notebook. This is the place where the teacher will upload material and handouts. There are 3 sections in the Notebook: 1) Collaboration space (teacher + all students can edit and add material), 2) Content library (only teacher can add and edit, students can read and download material), 3) Personal space (this will have your name on it. Only you and the teacher can see this space, the other students cannot see your space. You and the teacher can edit here. You can have your personal notes here as well).

Press on the links below to download these apps:

AppStore (iPhone)

Teams: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

OneNote: <https://apps.apple.com/us/app/microsoft-onenote/id410395246>

Google Play(Androids, i.e. Samsung, LG, OnePlus etc.)

Teams: <https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en>

OneNote: <https://play.google.com/store/apps/details?id=com.microsoft.office.onenote&hl=en>

IF YOUR TEACHER IS USING “WORD” IN “ASSIGNMENTS” (ask your teacher!)

You will use the app Word if the teacher distributes assignments with a deadline to you and uses Word as a resource, in the section Assignments. You will find this section in Teams > More > Assignments. You need word to be able to edit/write your assignment. The app Word saves your content automatically, so you do not need to press a “save” button.

AppStore (iPhone)

Word: <https://apps.apple.com/ie/app/microsoft-word/id586447913>

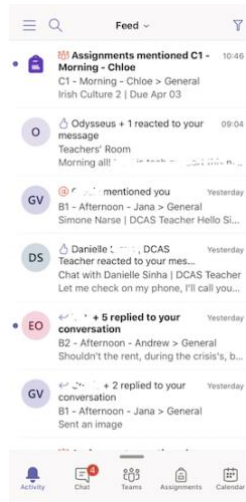
Google Play (Androids)

Word: https://play.google.com/store/apps/details?id=com.microsoft.office.word&hl=en_IE

1.2 App: Teams

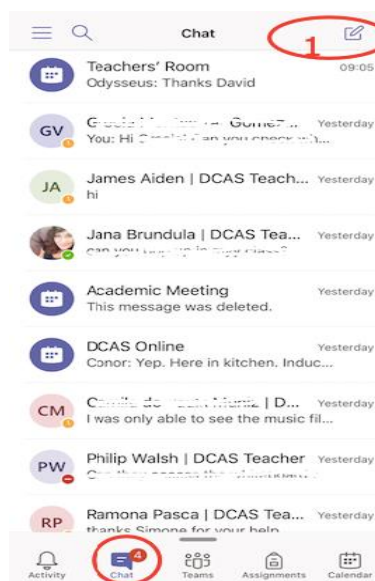
1.2.1 Activity/Feed

Activity: This displays your feed which is updated regularly with the latest activities, so here you can see what is happening e.g. if an assignment has been uploaded, if someone has responded in a chat, etc.



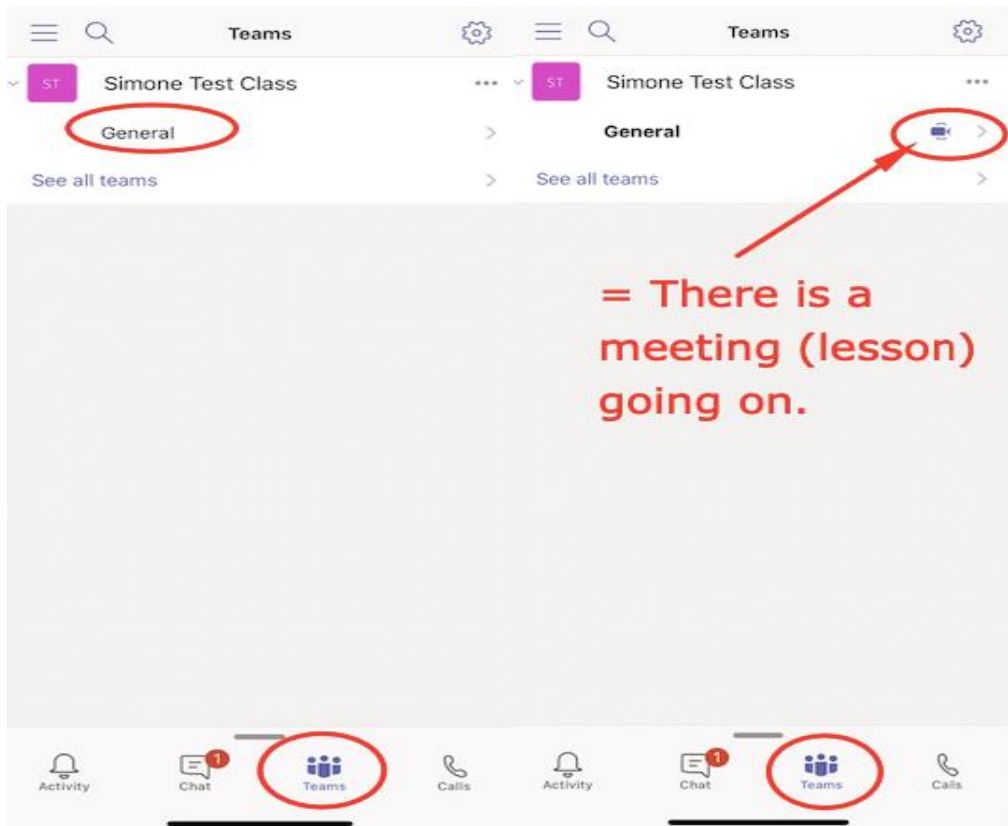
1.2.2 Chat

The second section is Chat. This works like any other chatroom so it is very straightforward. Number 1 with the red circle: This is where you start a new chat, e.g. if you want to contact your teacher or other students privately. Just press the icon and write the name(s) of the person/people you want to start a chat with.

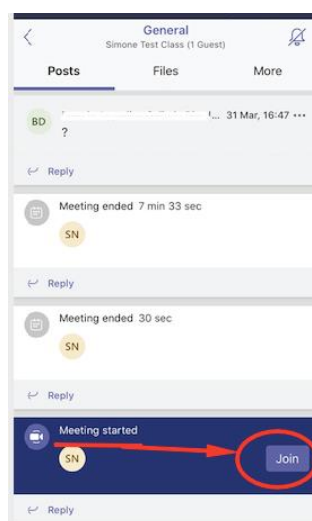


1.2.3 Teams:

To access the Class Notebook and Assignments, go into Teams > Click on your class > General. You can also see if there is a meeting going on. In the first picture, there is no meeting at the moment. In the second picture, there is a current meeting that you can join.



To join the meeting, just press “general” and “join”:

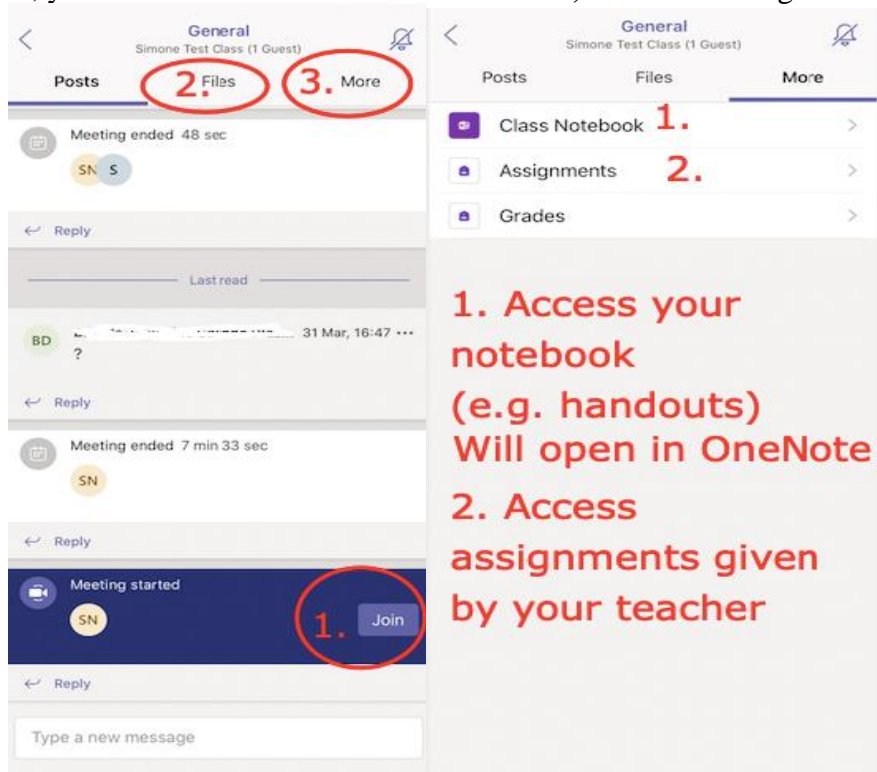


1. The “**Posts**” section is your activity feed. In “**Posts**”, you can see if there is an ongoing meeting (class). If there is, you will see the tab “Join”. If there is not a meeting, you will NOT

find this “Join” button and should NOT attempt to start your own meeting - you should wait or contact the teacher in a private chat.

2. **Files:** If the teacher uploads larger files, you will find them here.

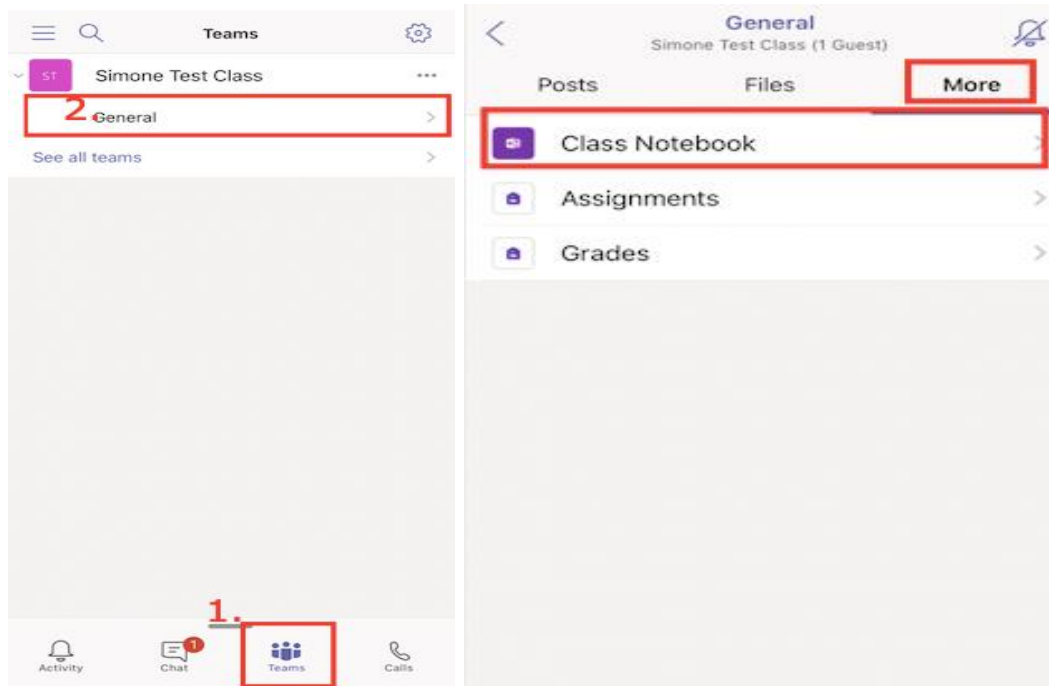
3. **More:** Here, you will find the link to **Class Notebook**, as well as Assignments (see pic 2)



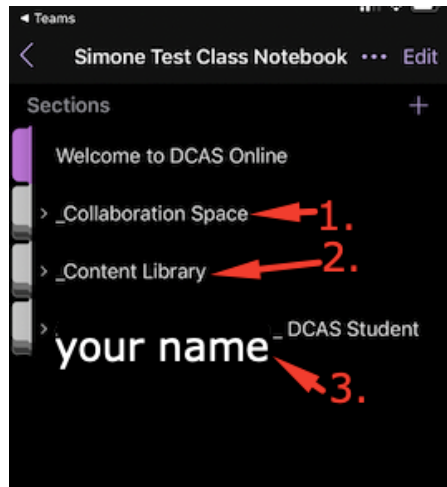
1.3 App: OneNote (Class notebook)

Make sure that you open the Class Notebook **through Teams**. This is because the apps are syncing and to ensure that it is updated correctly, you must enter through Teams.

How to access Class Notebook:



You have different sections in Class Notebook: Collaboration space, Content Library, Personal Space/Student notebook.



1. Collaboration space: ALL CAN EDIT, TEACHER + STUDENT

A notebook for all students and the teacher in the class to share, organize, and collaborate. The teacher creates the sections and pages here, but students can edit (write, draw, upload audio etc.). Only edit/work here if the teacher tells you.

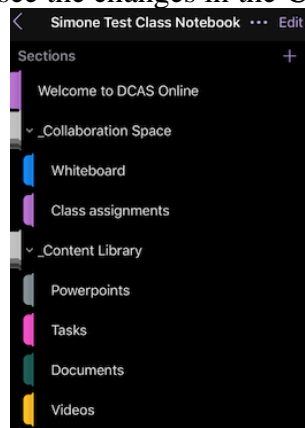
2. Content Library: ONLY READ AND DOWNLOAD MATERIAL

A notebook for teachers to share course materials with students. For students, the notebook is read-only. You can access and download material from here.

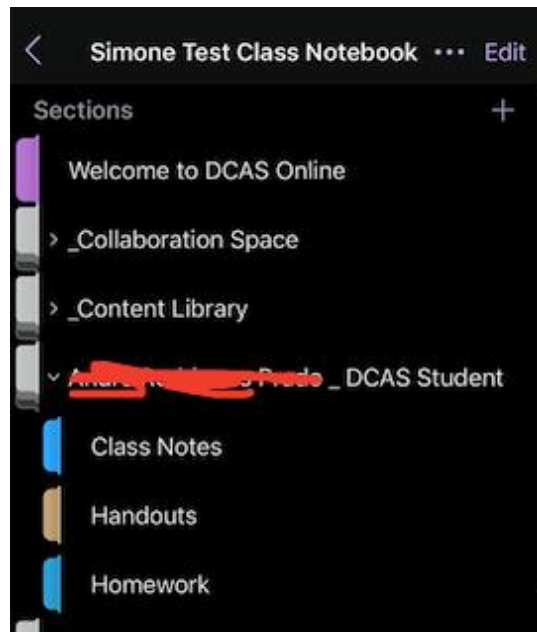
3. Personal Space/Student Notebook: EDIT, ADD PAGES, ACCESS MATERIAL GIVEN TO YOU FROM THE TEACHER

This is a private notebook which is shared between the teacher and each individual student. Teachers can access these notebooks at any time, but students cannot see other students' notebooks. So you will only find your own name here, you cannot see the other students' notebooks. If the teacher tells you to go to your handouts, they mean this section.

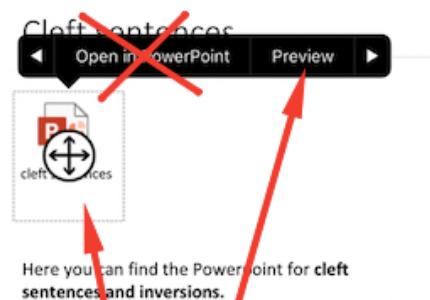
In the picture below, you can see the different sections created for this particular class. In **Collaboration Space**, the teacher has created a section called "Whiteboard" for lessons, and a section called "Class assignments" for tasks where the class will work together. When you edit in **Collaboration** space, the changes occur in real time and will be updated for all users that are in that document. All will see the changes in the **Collaboration** space.



Your **personal space** will be below Content Library. If the teacher has told you to go to your personal space and do an assignment, this is where you should go. The names of the sections (Class Notes, Handouts, Homework) may vary from class to class.



1.3.1 Functions in Notebook: Preview Powerpoint



Click once,
then select
"Preview" to see
Powerpoints

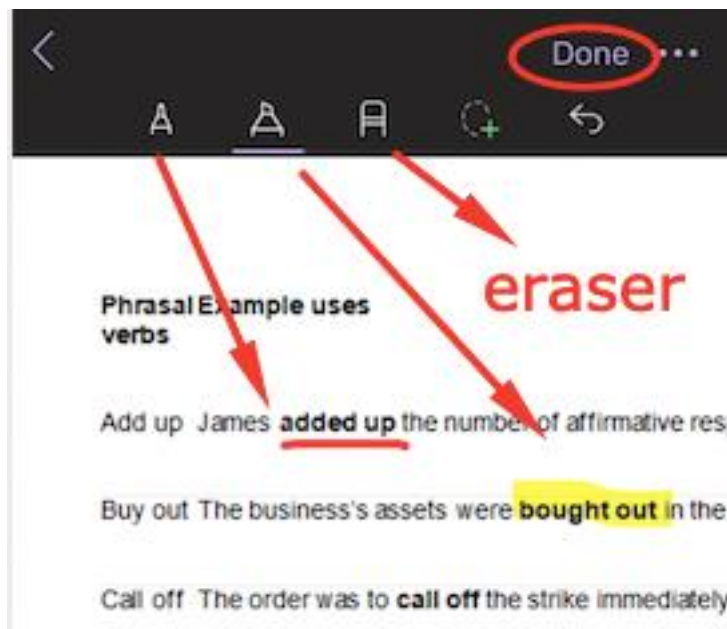
1.3.2 Functions in Notebook: Insert audio

Click somewhere on the document so the keyboard appears. Press on the microphone. Once you hit “Stop recording”, a file will automatically upload (see arrow in picture below).



1.3.3 Functions in Notebook: Drawing

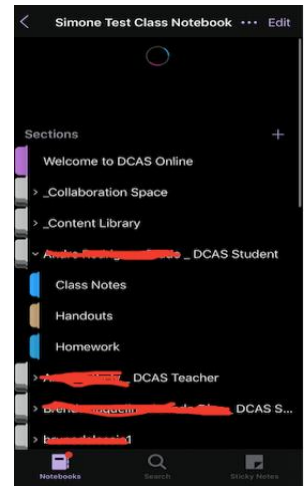
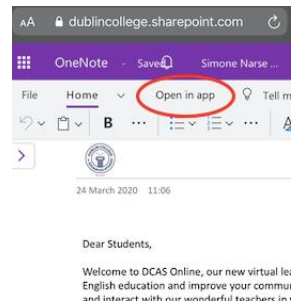
At the top right of your screen, you can find the drawing icon. The first marker is a pen, the second is a highlighter and the third is the eraser.



1.3.4 TROUBLESHOOTING FOR CLASS NOTEBOOK:

If OneNote is not syncing (e.g. you can't see a task the teacher has sent to your personal space) or is not working correctly:

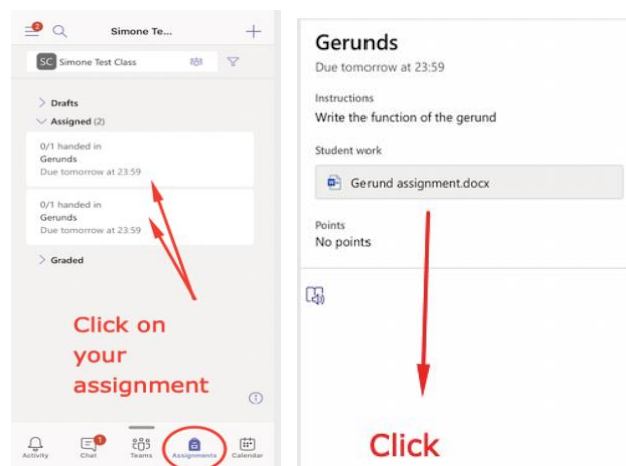
- 1) Ask the teacher to send you the direct link to your Class Notebook. Quit the app so it restarts when you access the notebook through the link. Press "Open in App" when you have clicked on the link (see picture)
- 2) Quit both apps (teams and OneNote) and restart Teams. Try going to Class Notebook through Teams once more.
- 3) If there is a certain page the teacher has distributed to you but you can't find it in your personal space, try refreshing: scroll down entirely and the page will refresh.



1.3.5 Assignments

1.3.5.1 Assignments using Word

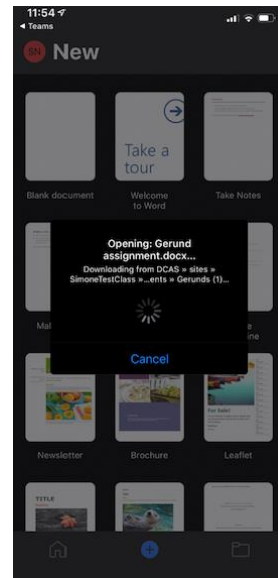
If your teacher has added a Word document to your assignment, you will see the Word icon to the left of the assignment. If you see this, it means you need to download the app "Word" to edit your assignment. Everything written in Word saves automatically so you don't need to do anything but write. When you are finished, go back to the Teams app and press "hand in".



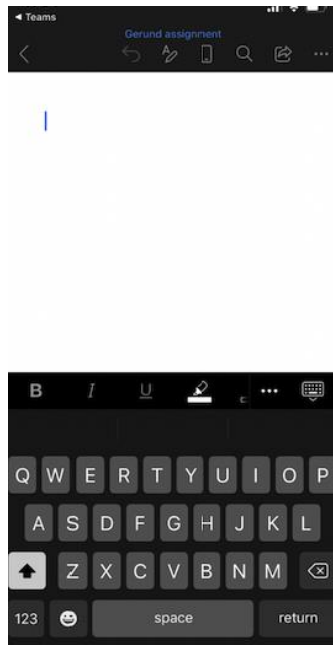
After you have entered the file, you will see the icon for Writing to your top right. Click.



This will open the document in the app Word. If you don't have Word, it will ask you if you want to download the app.

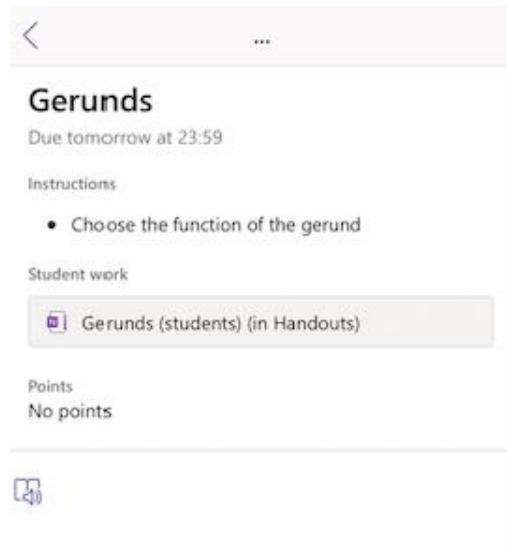


After loading, you will end up here, in the Word document. Once again, everything you write here will be saved automatically (to ensure this, press the triple dots to your top right and make sure "Autosave" is on).

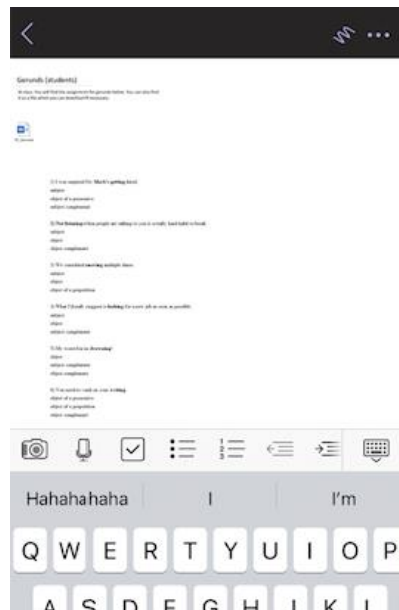


1.3.5.2 Assignments using the Class Notebook (One Note)

If the assignment uses the Class Notebook as a resource, you will see the One Note icon to the left of the assignment. Click on the document/assignment.



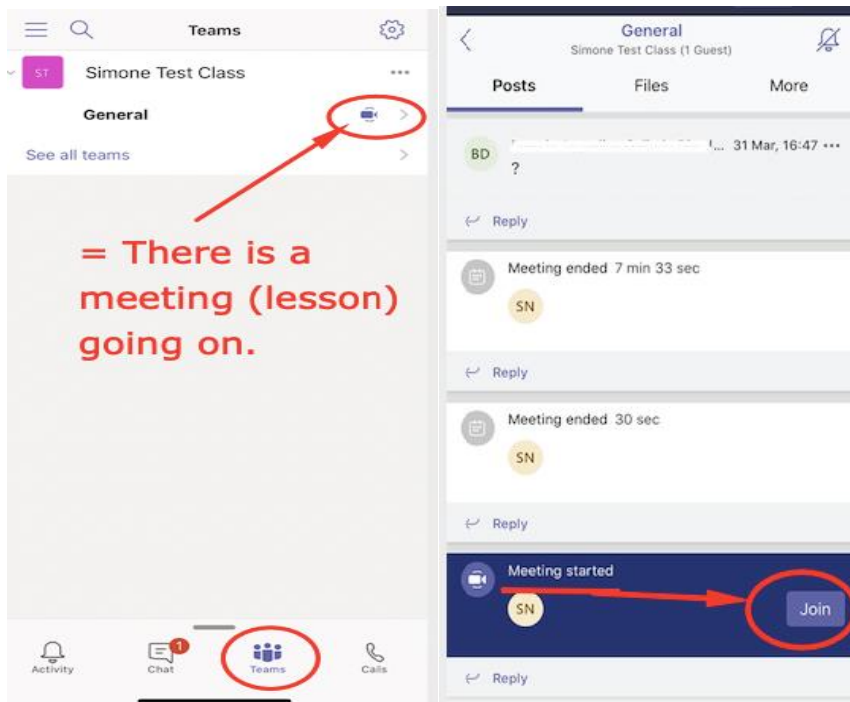
This will open your class notebook where you can edit your assignment. Once you are done, go back to Teams > Assignment to press “hand in”.



1.4 Videocall (Meetings+Chat)

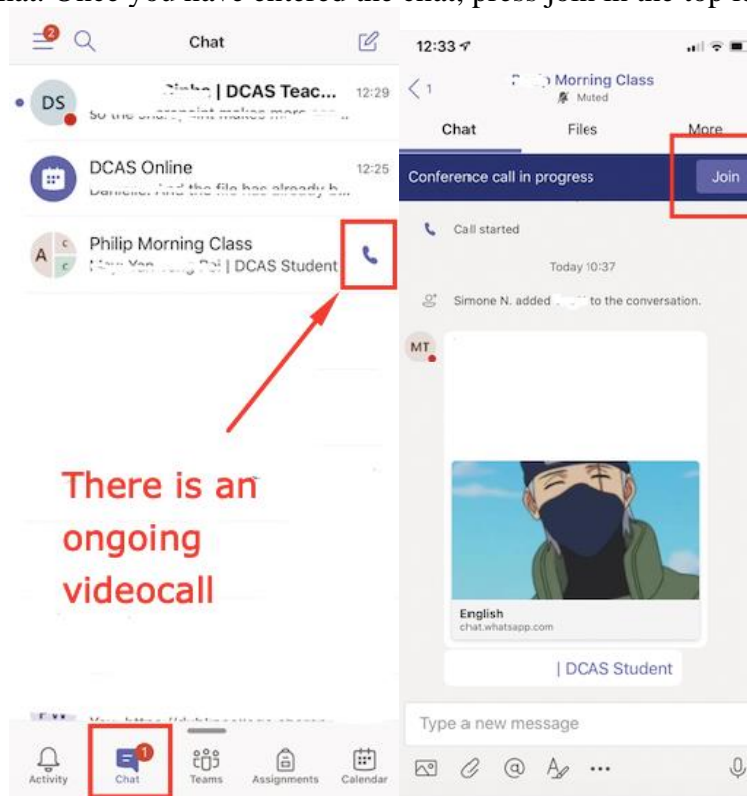
1.4.1 Videocall in Meetings

When you go into Teams, you will right away see if there is a meeting going on or not. If there is a camera icon next to the Channel (General in the picture), there is an ongoing meeting. To join, simply click General and then Join.

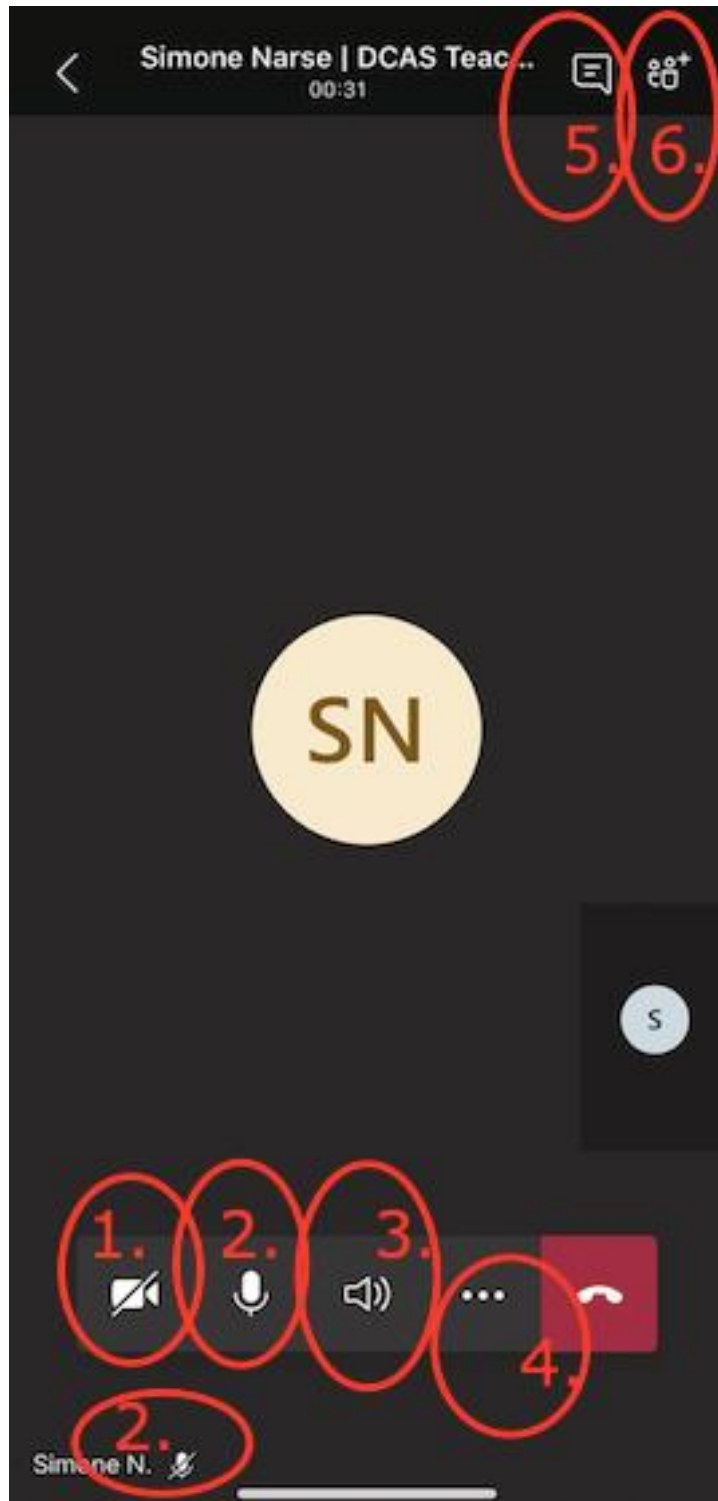


1.4.2 Videocall in Chat

If there is a video call in the Chat instead of in your classroom channel, you will see the phone icon next to the chat. Once you have entered the chat, press join in the top left corner.



1.4.3 Functions in video call

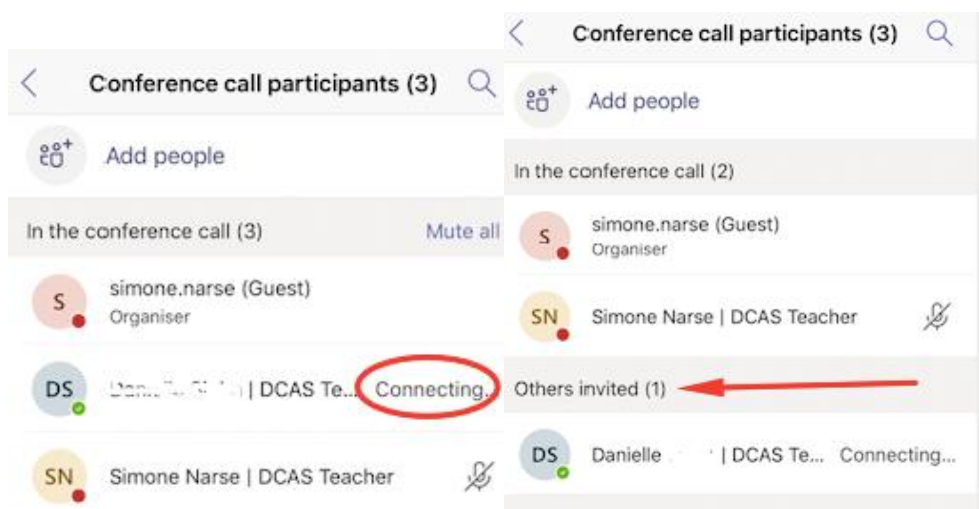


1. Camera button. If there is a line over it, like in the picture, the camera is OFF. To turn your own camera on, press the icon.
2. Microphone button. If there is a line over it, the mic is MUTED. As you see, the mic is not muted on this picture, but if we look at the participants in the call (Simone N.), we can see that this person has muted their mic. This is how we know if other participants have muted their mics or not.
3. Audio output: Choose where the audio output comes from (e.g. speaker).

4. The triple dots at the end: if you click here, you can choose the option “Share” and share your screen to the other participants.
5. This is the icon for chat: press here to see or send chat messages within the call/group.
6. This button allows you to view and add participants. See next picture for how to add participants.

Click “add people” and write the name of the person you want to add. When it says Connecting or Calling, it is calling the person you have invited. If the person accepts the call, you will see their initials and names in the videocall.

If the person doesn't respond, they will be moved from “In the conference call” to “Others invited”.



If you want to invite this person into the conversation again, press on their name and click “Ask to join”.

