



# HyFlex with Web Conferencing

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## Microsoft Teams Manual

CCSU  
Instructional Design & Technology Resource Center  
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In a rush? Click on the slide title or # to navigate to the slide you're interested in.

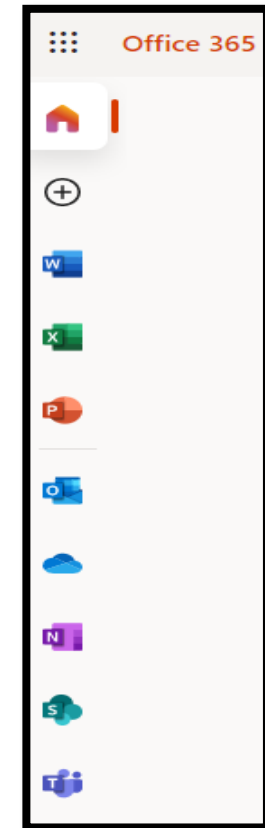
# Accessing Microsoft Teams

- Open Microsoft Teams from the Start menu on Windows (Recommended)

or

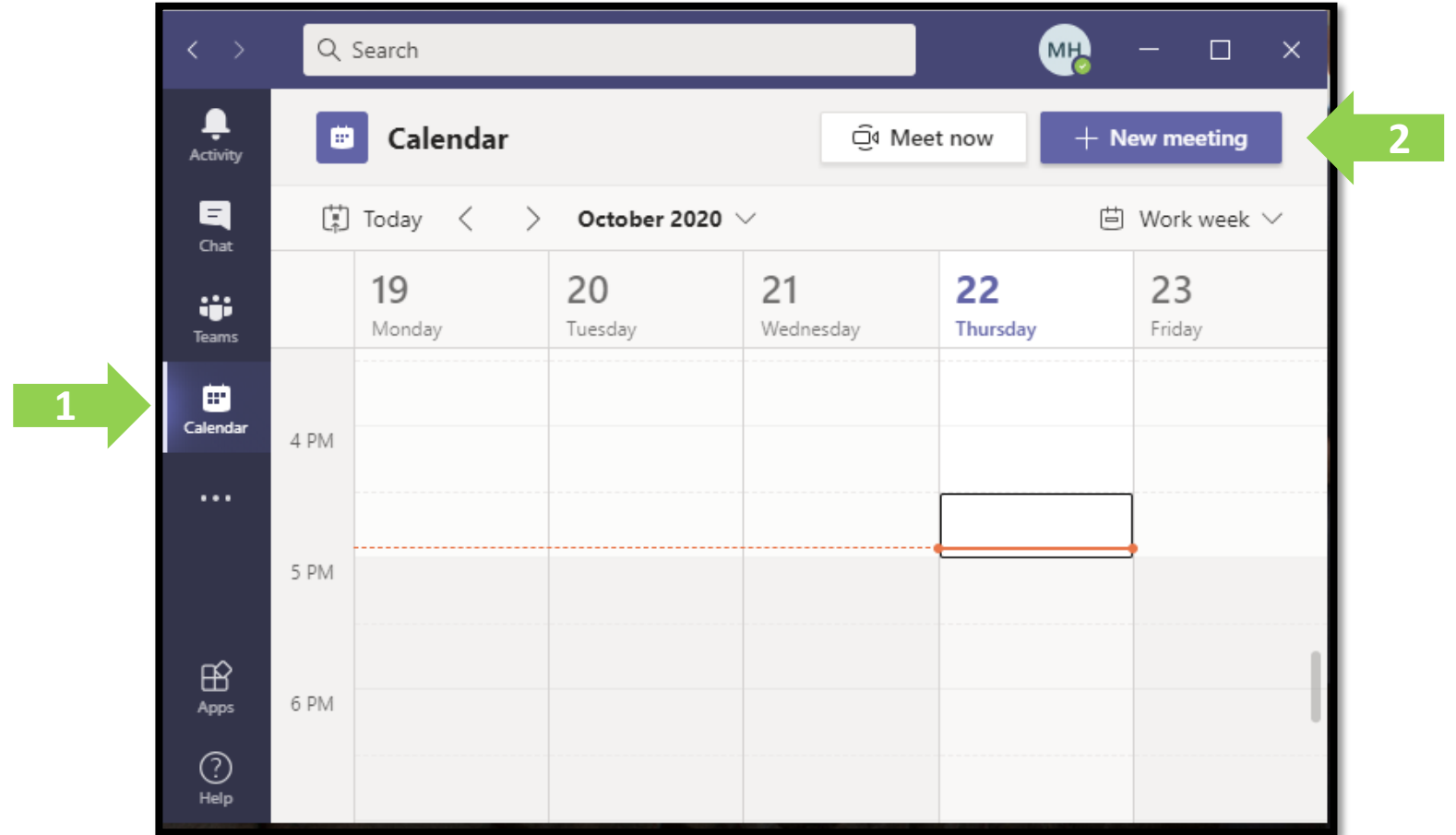
- Access the Web App <https://office.ccsu.edu/>
  - Sign in with your CCSU Office 365 Email address and password
  - Select the Microsoft Teams icon in the left menu

Note: The web app version is missing certain features which exist in the desktop app, such as background blur and background effects, however it can run in a web browser such as Google Chrome without installing any additional software.



# Schedule Teams Meetings

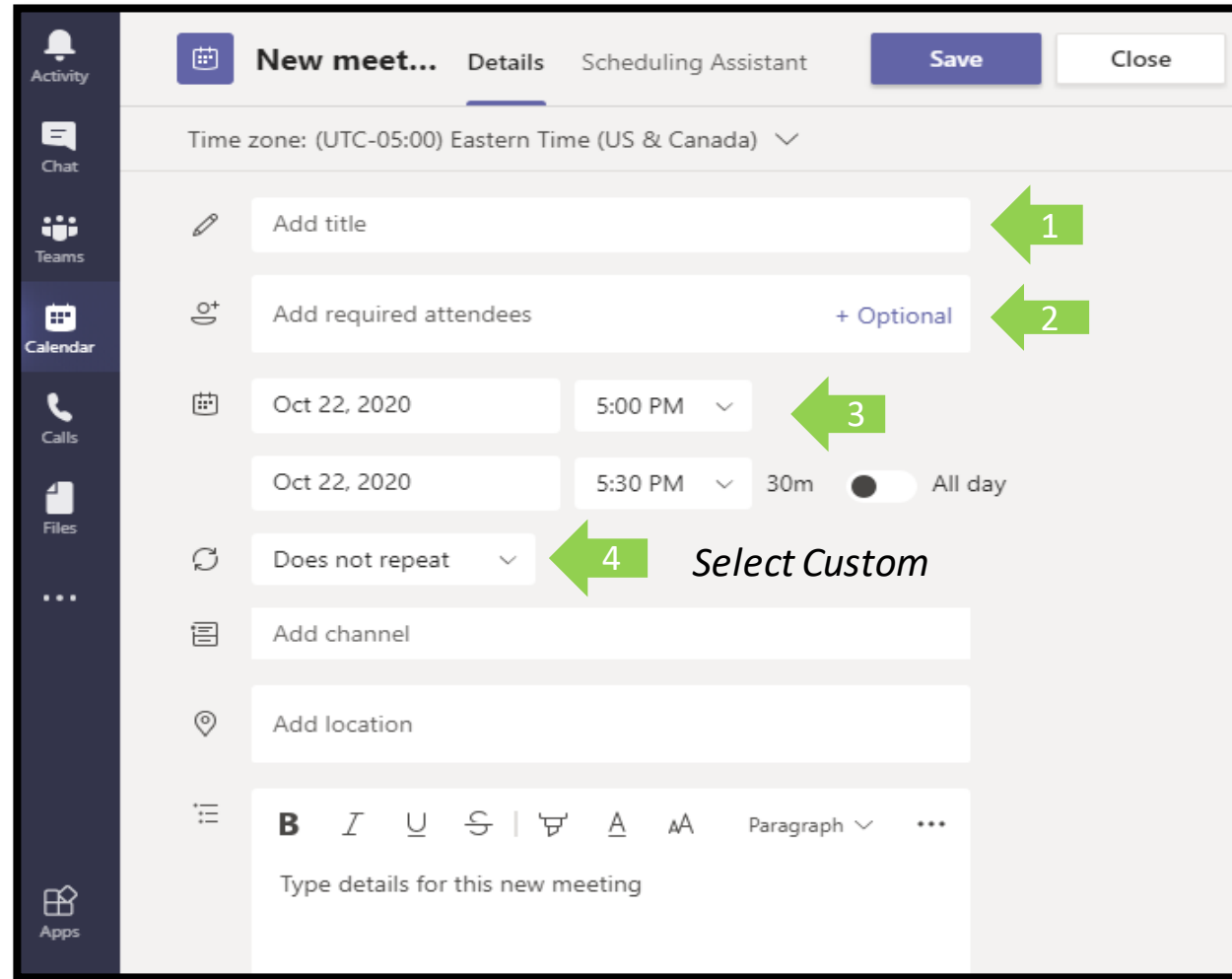
1. Click **Calendar** icon
2. Click **+ New Meeting**



# Schedule Teams Meetings

1. Name the meeting
2. Enter email addresses of invitees
3. Dates and Times
4. Recurring - select **custom** (see next slide)

You can also invite guest speakers by including their email in the box next to Step 2.



# Schedule Teams Meetings: *Custom Recurrence Setup*

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**Custom recurrence**

Start  ← 1

Repeat every   ▾

S  M  T  W  T  F  S ← 2

3 → End  [Remove](#)

Occurs every Monday, Wednesday and Friday starting 10/26/20 until 12/7/20

← 4

1. Enter start date
2. Select the days of the week your class meet if meeting more than once a week
3. Enter end date (the final class date)
4. Click **Save** and you will return to the previous schedule page, click save again at the top

# Note about schedule notifications

After scheduling your meeting, your students will receive an email notification that they have been added to the series of meetings. The email will ask the student if they would like to add the event to their calendar. If they select NO, they won't receive calendar reminders. If they select YES, they will.

You can choose to share the link to the meeting on Blackboard so that your students don't have to worry about misplacing the link. [Click here](#) to learn how to share a Microsoft Teams Meeting Link to Blackboard.

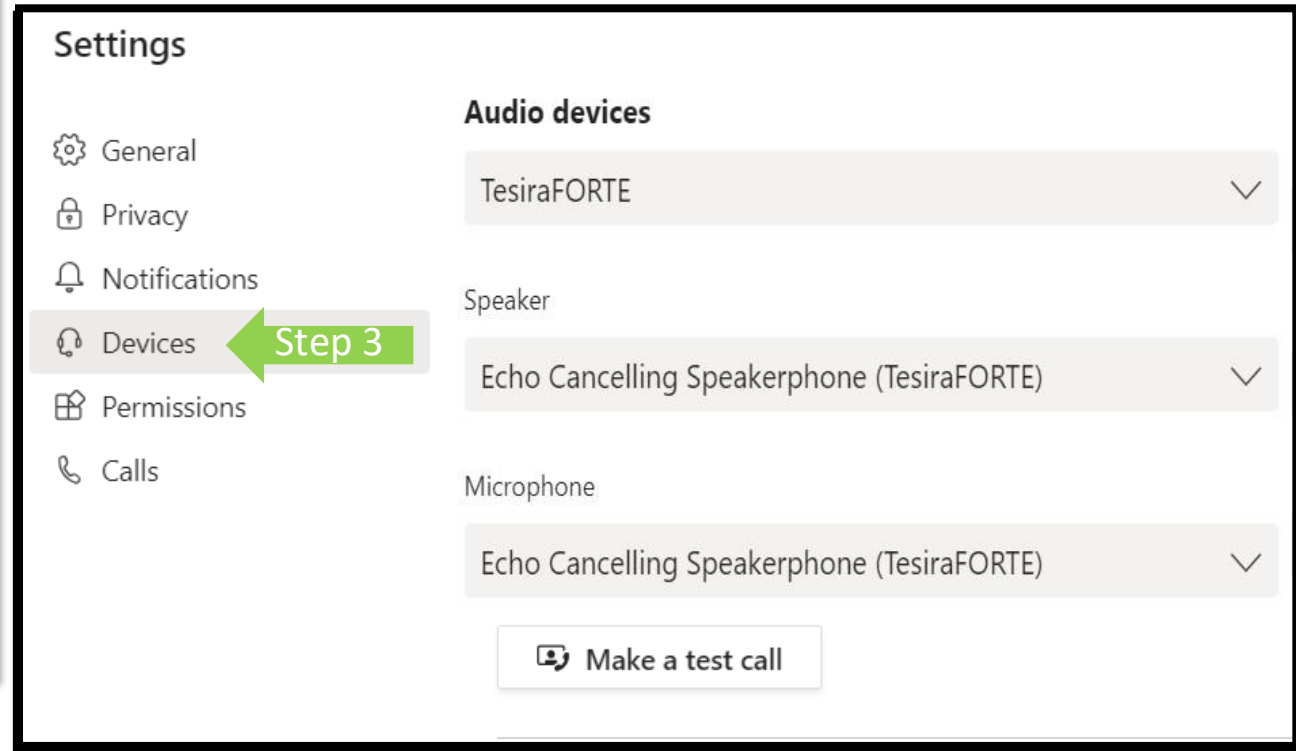
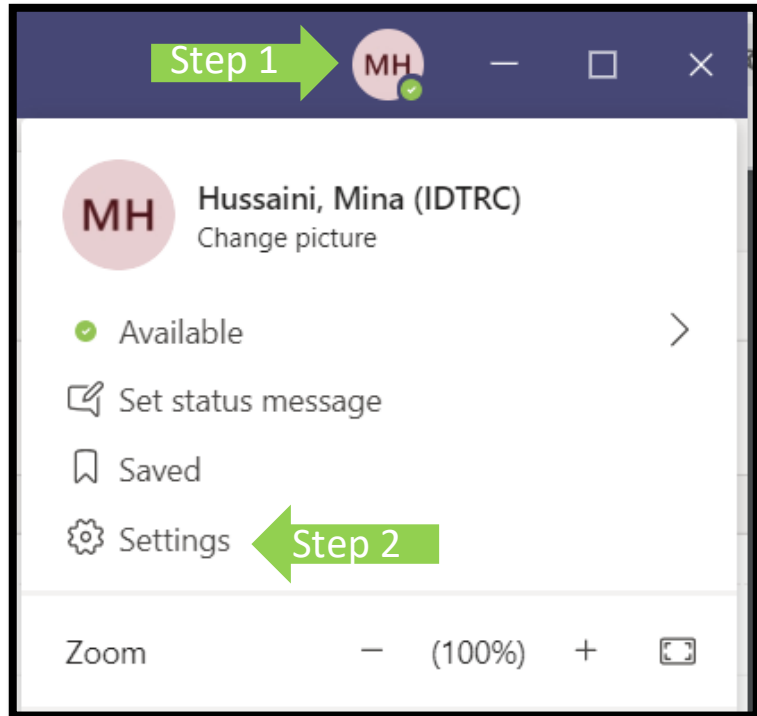
# Close Kaltura

If a Kaltura window opens when you log into your computer, make sure to close the window by clicking the X icon in the top left corner of the window. If you do not close it, then your microphone and camera won't be available for Teams to use.





# Camera & Microphone Settings



## Audio Test

- Select **COMMUNICATIONS Echo Cancelling Speakerphone (TesiraFORTE)**

## Video Test

- Select **USB Capture SDI** or **Av.io SDI Video**



# Crestron Controls

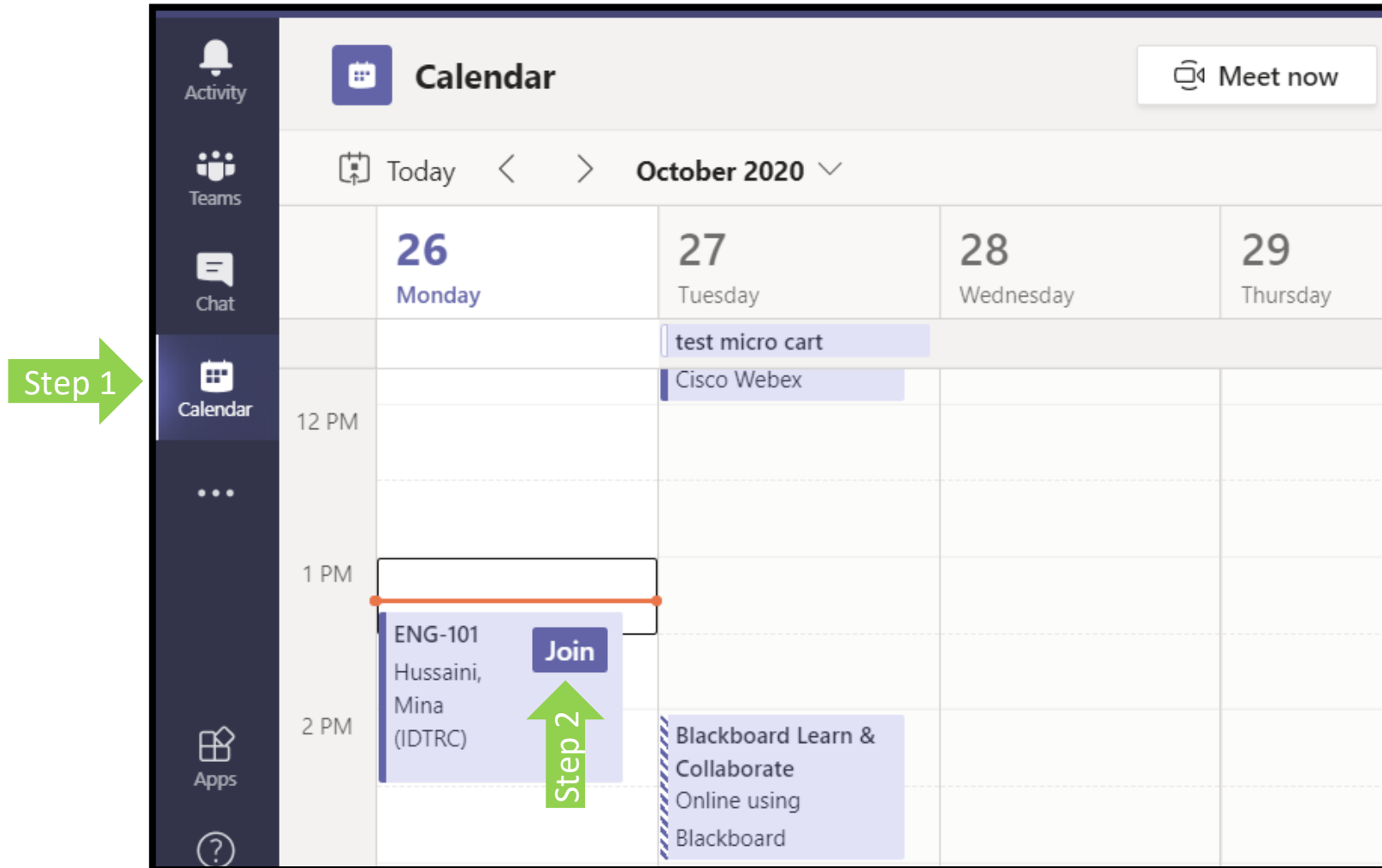
The Crestron Touchscreen allows you to power and position your camera.

1. Power Camera **ON**
2. Power Projector **ON**
3. Select **Screen** to focus camera onto the projector screen or whiteboard



# Starting a Session

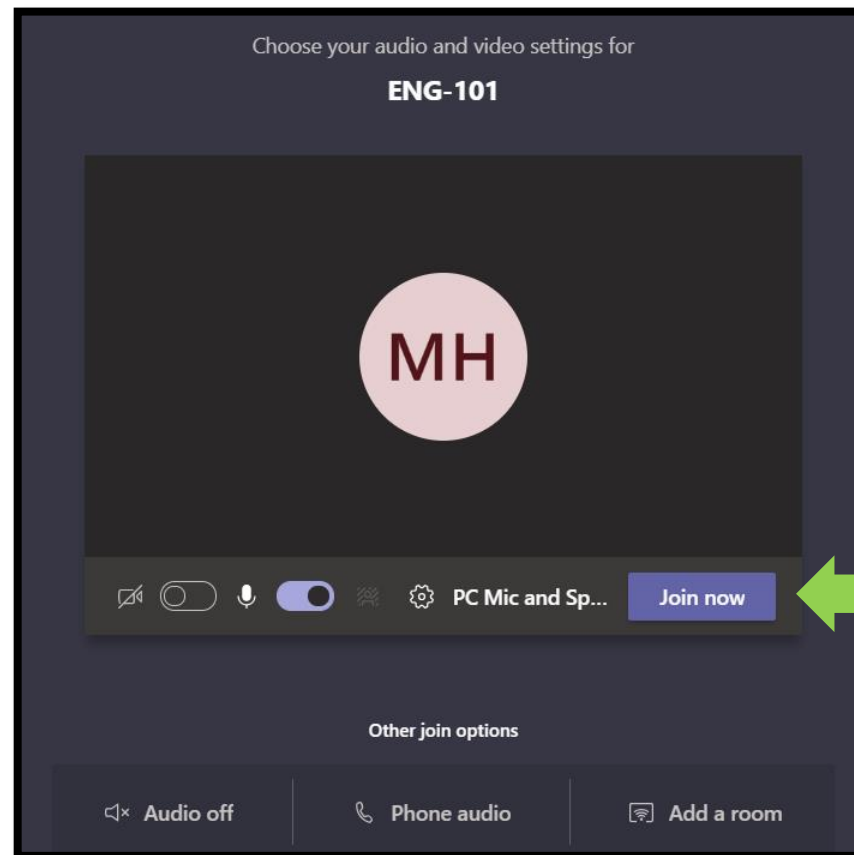
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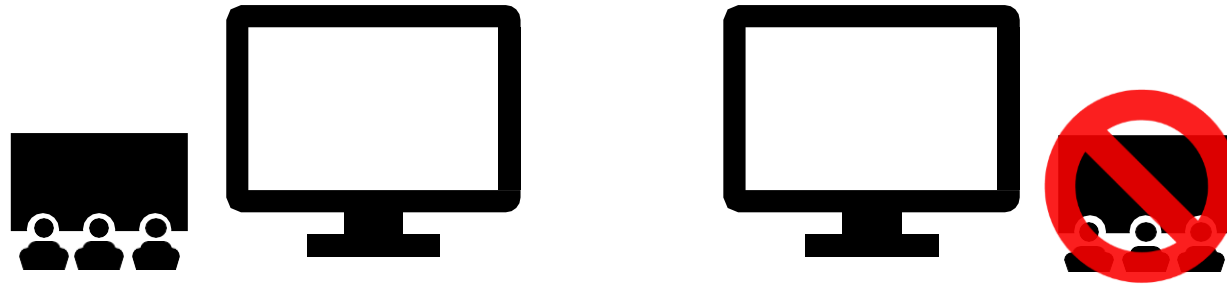
1. Click **Calendar**.
2. Locate the event and click **Join**.

# Starting a Session

- After clicking Join, you are presented with an audio/video settings check.
- Click **Join now** when you are ready.



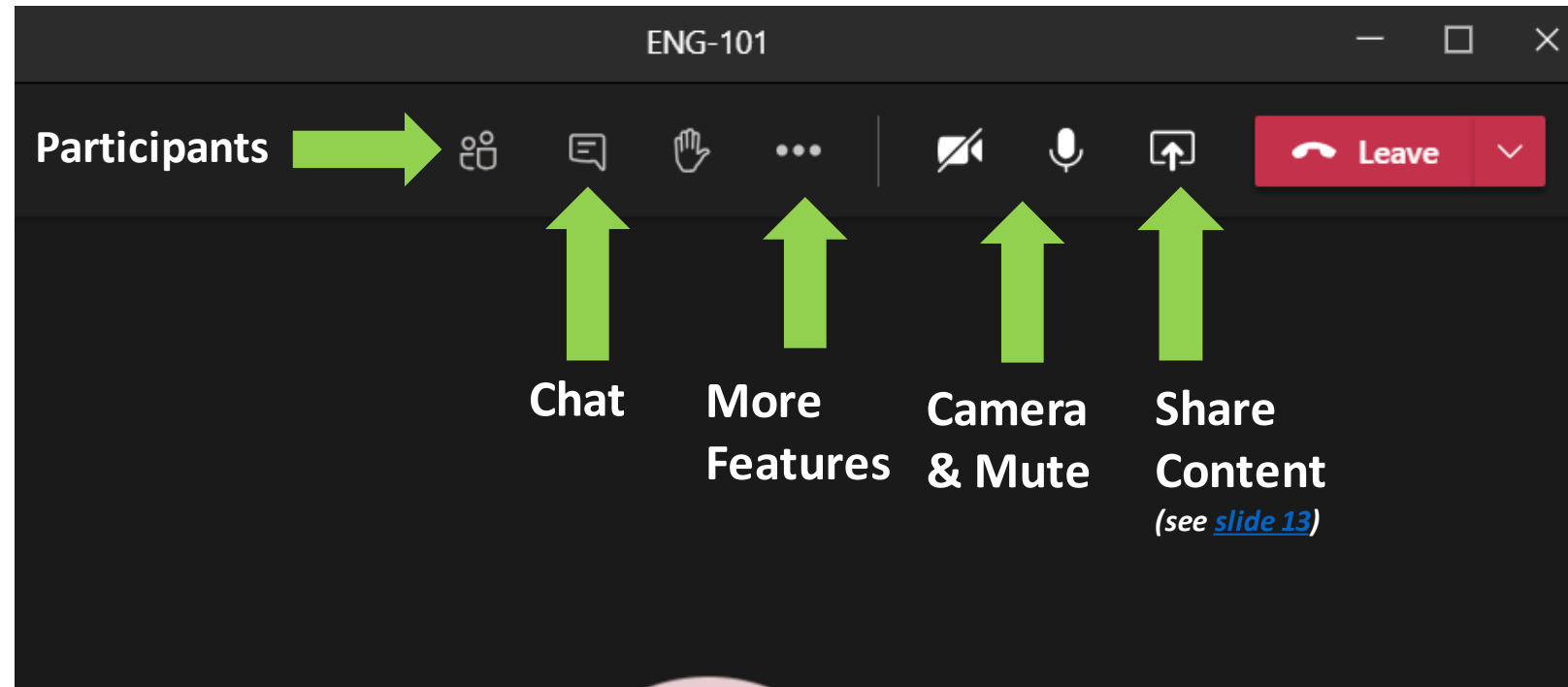
# Remember, you have 2 PC Monitors



- The primary monitor is projected to the classroom.
- The secondary monitor does not get projected.
- To project the Microsoft Teams session to the classroom, the Teams window must be on your primary (usually left) monitor in order to project onto the big projector screen.
- Anything on your monitor that you want your students in the classroom to see needs to be projected onto the projector screen. So, if you see that the window you want to project is not projecting, **click and drag the window onto your primary monitor.**

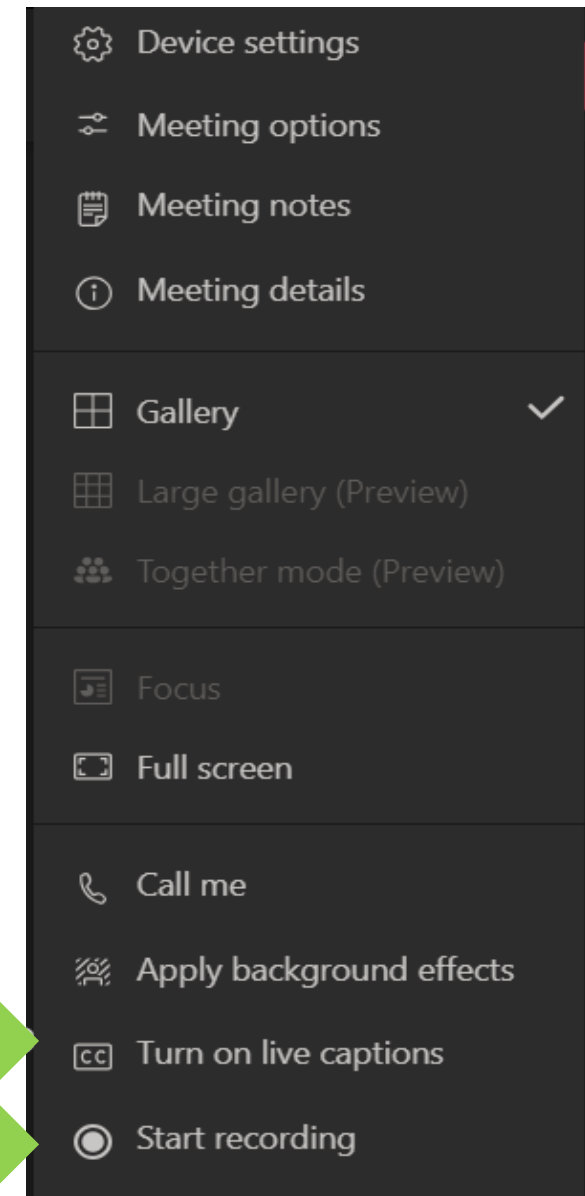
# Session Features

- The Participants button allows you to view all the people currently in the meeting. This can be useful for taking attendance.
- The Chat button allows the meeting participants to exchange text messages with each other. Make sure to check the chat regularly, as students may ask questions here.
- The More Features button allows you to configure additional settings, including starting a recording. See the next slide for more information.
- The Camera and Mute buttons allow you to turn off your camera and mute your microphone.
- The Share Content button allows you to share your screen with participants.



# More Features Menu

- Click on **Turn on live captions** to have Teams translate your speech into captions. This feature is useful for hard of hearing students, or for students to more easily follow the presentation in general.
  - Note: Occasionally Teams may misinterpret your speech. Make sure to provide clarification if needed.
- Click **Start recording** to start a video recording of the meeting. The recording will be saved to your OneDrive account.
  - Note: The whiteboard will not be captured on the recording. Additionally, only four people's video streams will be visible on the recording at a time.



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# Share Content



- [Share content in a meeting on Teams](#)



Include computer sound

Desktop Window PowerPoint Browse

Screen #1

ENG-101 | Microsoft Tea...

ENG-101 | Microsoft Tea...

PowerPoint for HyFlex Pr...

PowerPoint for HyFlex Pr...

HyFlex Web Conferencin...

Share content in a meeti...

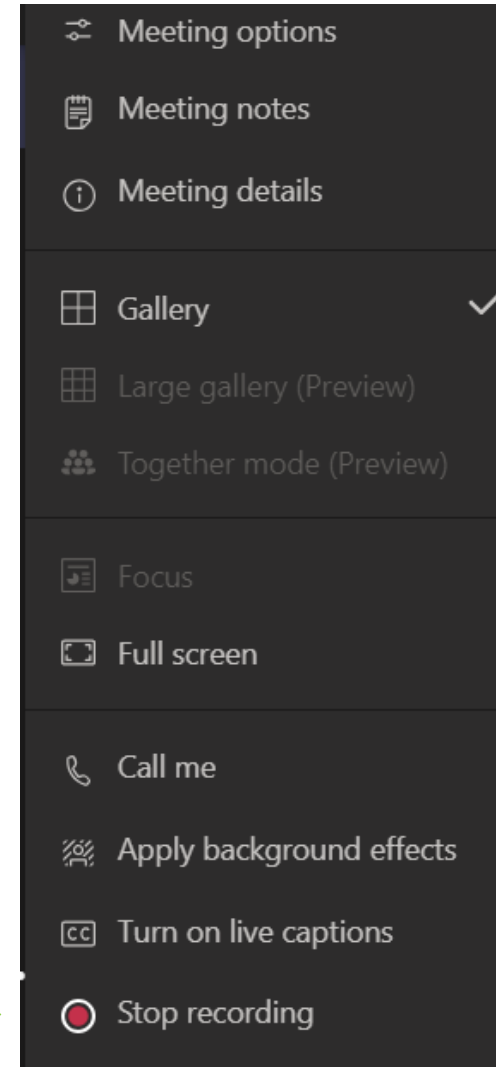
Click Browse if you would like to upload a PowerPoint file to present. This will not work if your presentation has videos or animations. You can select the Desktop or Window instead. If presenting PPT with an **imbedded YouTube link** you should share your desktop and open the link in a browser.



# Stop Recording

1. Click on the More Features icon. 
2. Click **Stop Recording**.

Note: The recording may take some time to save, so please be patient.



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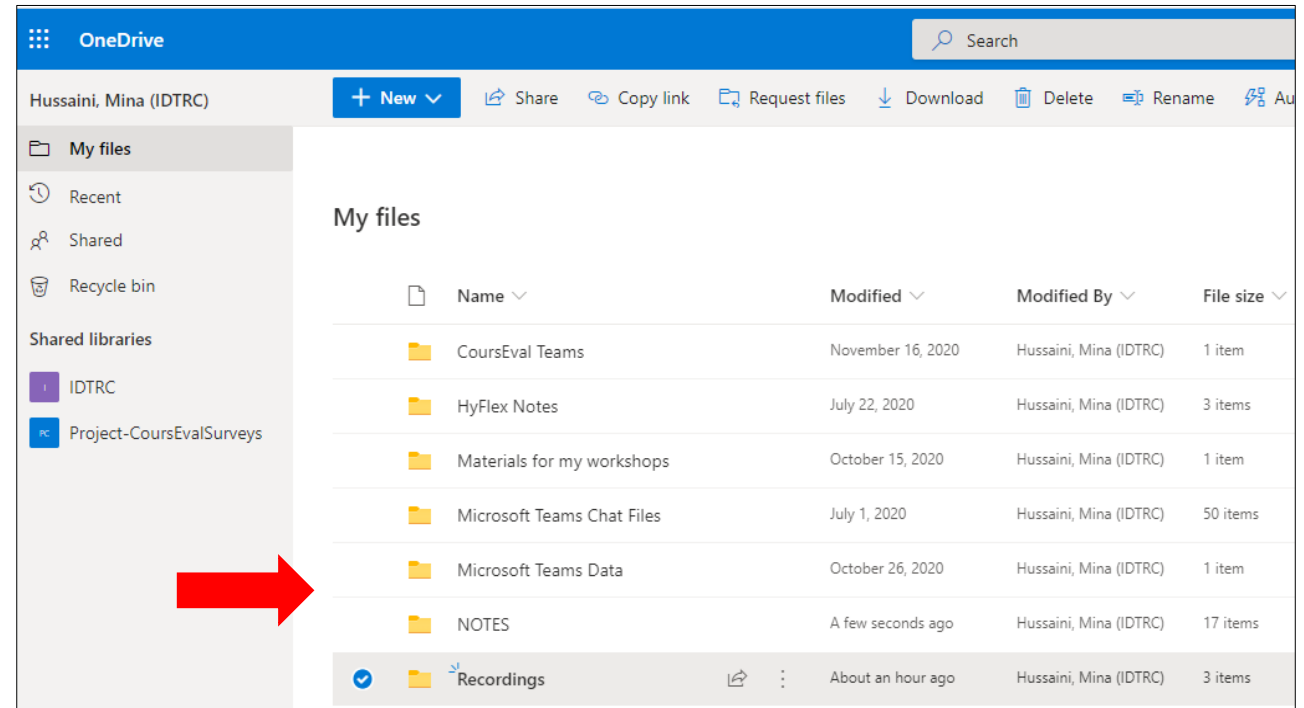
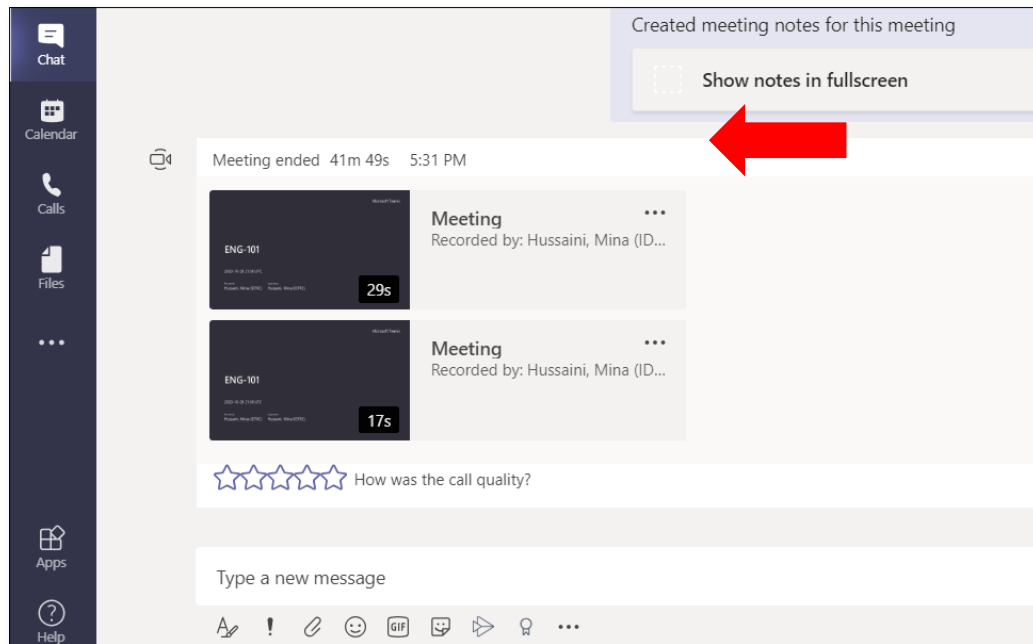
 **Recording is being saved** Recording has stopped. You can find the link to the recording in meeting chat history. [Learn more](#)

Dismiss

# Accessing Recording

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- After ending the call, you will see the link to the recording in the chat history. This will only remain in the chat history for 20 days.
- Your recordings are also automatically saved to your OneDrive and do not expire like the chat history does. Access your One Drive by clicking here: <https://office.ccsu.edu/>
- You can also share the link to the recording on Blackboard. [Click here](#) for more information.

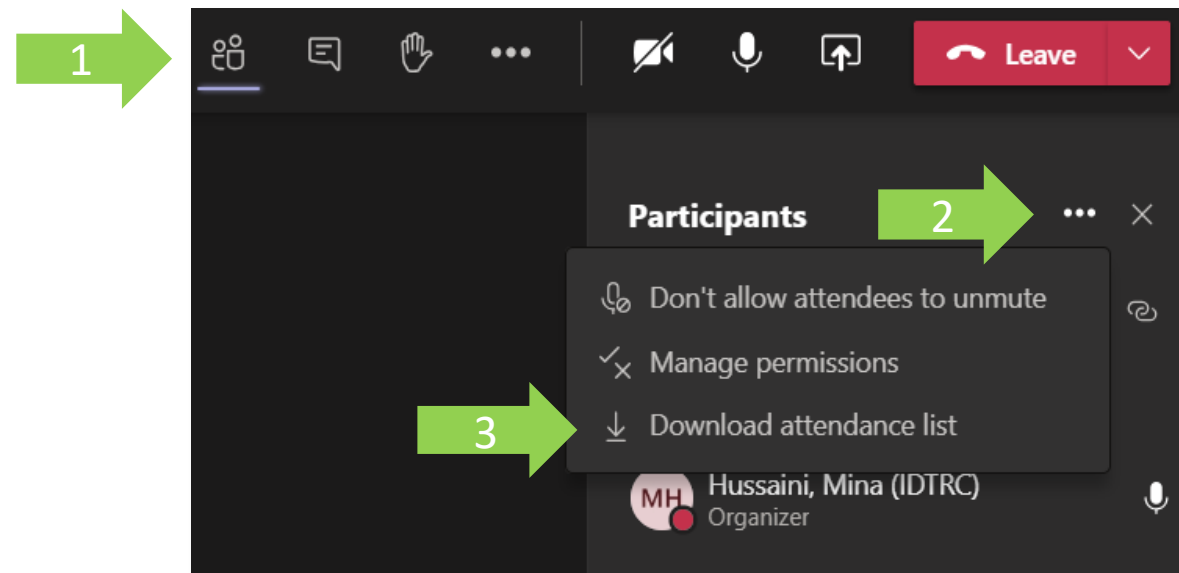


# Attendance Reporting

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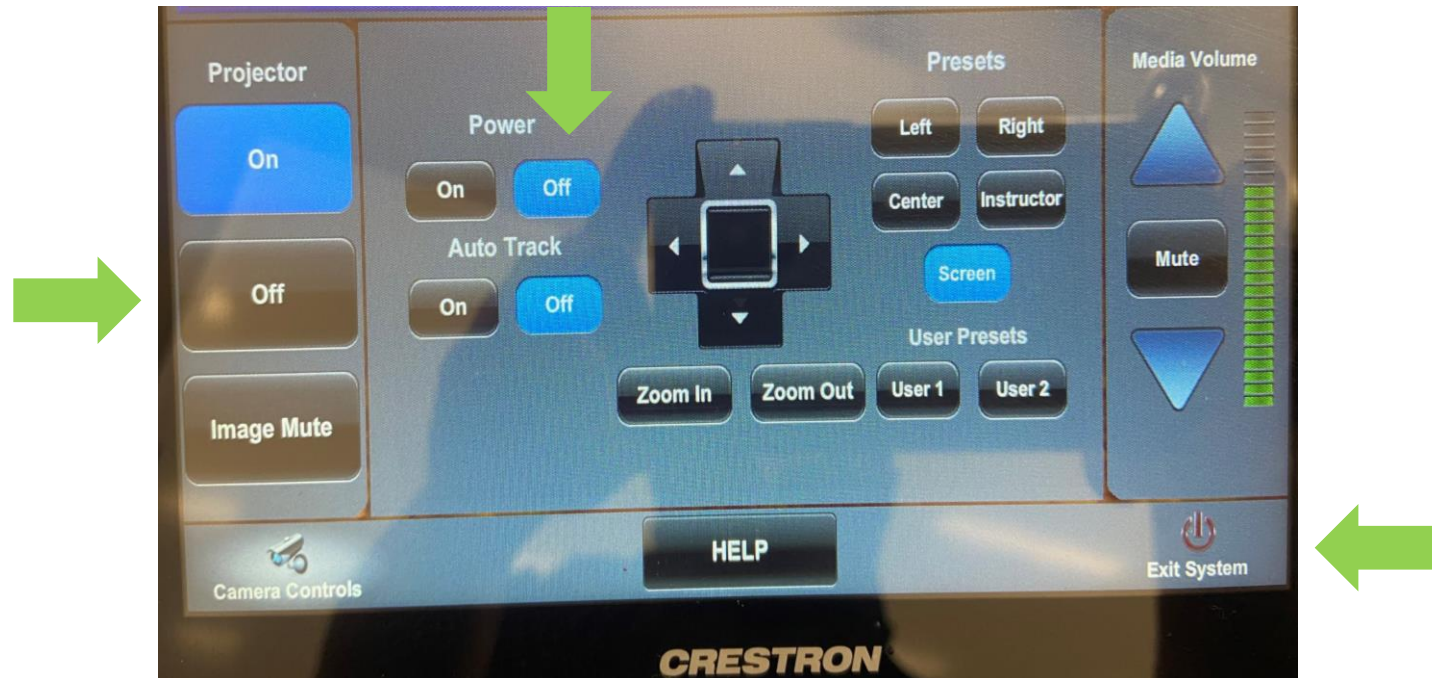
**Note: You can only do this while still in the call.**

1. Click on the **Participants** icon.
2. At the top of the participants list, click the **three dots**.
3. Click **Download attendance list**. An Excel spreadsheet containing a list of attendees will be saved to your computer's Downloads folder.
4. Make sure to upload the spreadsheet file to your OneDrive if you're on a public computer.



# Before leaving the HyFlex classroom

1. Use the Crestron tablet to power off the camera and projector.
2. Press the Exit System button on the bottom right of the Crestron.



# CTI & IT Microsoft Teams Resources

- [HyFlex with Microsoft Teams Resources](#)
- [Microsoft Teams Resources](#)