


This guide is designed to provide basic instruction on how to use classroom technology and Microsoft Teams in a HyFlex or online teaching environment.

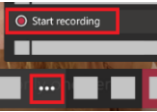


### Before the Class

**Step 1: Confirm that all classroom technology is on and working.**

1. Power up the instructional computer and Login into the instructor computer and wait for your profile to load.
2. Launch Teams, Sign In, and ensure the web camera is on. 
3. Check the audio and video settings for the web camera.

**Step 2: Make sure the web camera is adjusted correctly.**

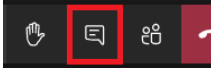
1. Adjust the web camera in the classroom and make sure it's focused.
2. Select a designated place to stand at in the classroom before the class starts.
3. Stay within the confines of that spot during the entire class lecture.
4. Create a habit of repeating in-class student responses and summarize class discussions for online students.
5. If you want to record the lecture with Teams click More Actions (the three dots) and select Start Recording. 

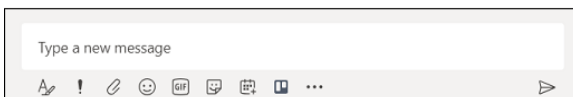


### During the Class


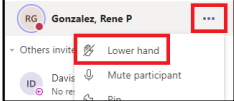
**Step 3: Locate the Teams features below to assist with class feedback and interaction.**

How to locate the chat feature:

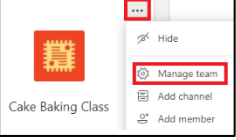
1. During the class lecture select the **Chat** icon in the meeting controls. 
2. In the chat section on the right, enter a **message**.
3. To get someone's attention, type **@**, then their name. (Optional)
4. Press **Enter**.



How to locate the Raise your hand feature:

1. If an attendee raises their hand during the class lecture, select the **Show Participants** icon in the meeting controls. 
2. Click **More Options** (the three dots) next to the participants name. 
3. Select **Lower hand**.

How to locate the permissions settings feature:


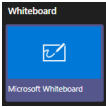
1. In Microsoft Teams click your **class** icon. 
2. Click **more options** (the three dots).
3. Select **Manage Team**.
4. Click **Settings**.
5. Select the **user permissions** for your class.

How to locate the muting and unmuting feature:

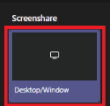
1. During the class lecture select the **Show Participants** icon.
2. In the Participant list on the right, click the **Mute All** link at top.

**Step 4: Share your screen.**

Sharing the electronic Whiteboard:

1. During the class lecture select the **Share** icon in the meeting controls. 
2. Select **Microsoft Whiteboard**. 

To Share the desktop:

1. During the class lecture select the Share icon in the meeting controls. 
2. Select **Desktop**.



### After the Class

**Step 5: Sign out of Teams and the instructional computer**

Stop the recording after ending the class:

1. Click **More Actions** (the three dots).
2. Select **Stop Recording**. 

Download the attendance record:

1. Click **Show Participants**.
2. Click **Download Attendance List**.

**Go to the upper right-hand corner of the Teams window, click your initials and then select Sign Out. Log out of the instructional computer.**