MS Teams: Video Conferencing Through Virtual Campus

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Learning Outcomes

• Review MS Teams functionality at uOttawa
• Introduce required setup processes for MS Teams video conferences
• Create a video conference link in Virtual Campus
• Review in-session settings for MS Teams
• Add a recording from MS Teams, via MS Stream, to Virtual Campus
Agenda

1. Getting started with MS Teams as a video conferencing tool
2. Required setup for MS Teams at uOttawa
3. Creating a video conference through Virtual Campus
4. MS Teams management during sessions
5. Adding recordings to Virtual Campus
6. Questions
MS Teams for video conferencing

- Project management tool
- Peer to Peer sharing
- Persistent collaborative communication
MS Teams for video conferencing
MS Teams for video conferencing

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<thead>
<tr>
<th>Brightspace</th>
<th>MS Teams</th>
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<tr>
<td>• Files and Content (Readings, Videos)</td>
<td>• Video Conferencing (e.g. Live Lectures &amp; Office Hours)</td>
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<td>• Assessment</td>
<td>• Communication</td>
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<td>• Feedback &amp; Evaluation</td>
<td>• Assessed collaboration</td>
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Video Conferencing Platforms at uOttawa

- Adobe Connect
  - Allows for most concurrent tools
  - Breakout rooms
  - In-session polling
  - Limited access

- MS Teams
  - Supports live captioning
  - Sessions are persistent with integrated chat

- Zoom
  - User friendly
  - Easy setup
  - Breakout rooms
  - In-session polling
  - User management
Virtual Campus and MS Teams

Week 1

Readings for Week 1

Make sure you have read through the materials before class.

There might be a short "quiz" on the materials...

Live Lecture - 08/28 @ 15:00 EST

To access the live lecture (or office hours) through MS Teams we strongly recommend that you install the Teams app, if you don't have it you'll be prompted to download it when you first click the link. If you don't have the MS Teams app, you must open this link using Google Chrome, Microsoft Edge or Safari – and you'll need to accept the associated 3rd party plugins when prompted.
Requesting a Team

• Complete the IT service request form (uOttawa IT website)

• Indicate *exactly* the course and section code from uOSyllabus and, if it is a merged course, the courses involved
Demonstration
Process Overview

1. Create MS Teams meeting link
2. Start meeting
3. Hold session
4. Record session
5. Add recording to class channel
6. Copy embed information
7. Upload / Create a new video
When would MS Teams be Recommended?

• Manage asynchronous group interactions
• Persistent chats form the majority of classroom interactions