Microsoft Teams

Setting up off campus teaching with MS Teams:
Collaborating with students (tutorial, seminar, workshop, studio, practice, ensemble)

Microsoft Teams is a great tool for collaboration with your staff peers and your students. Staff can create a new Team and invite people to join, including students.

Create a team for group collaboration

A Team is different from a group chat. It is a more permanent home for your conversation, allows for posts and replies, pinned posts, topic channels, a file repository, shared document and live document collaboration. The team manager can also add applications for collaboration.

Only staff can create a Team – students can only create group chats and gain all the benefits as outlined in point 1 and 2 above.

ECU Digital Campus Services provide guides for staff members wanting to create a new team for collaborating with their students and staff. Key resources include:

- An introduction to Microsoft Teams (ECU login required)
- Creating a new Team and choose a Team Type
- Share a code so students can join the Team instantly (ECU login required).
- Microsoft have useful resources for educators using teams for student collaboration.

How to create your first Team

1. In the MS Teams application (on your desktop, mobile or in the browser) click on Teams then click Join or create a team

Note: Your view of Teams may be a list or a grid, as illustrated below.
2. Choose to **Create a Team**
(Note: this is the same screen where students can *join an existing team with a code*)

3. Choose a suitable **Team Type**. We recommend **Other** for student collaboration. Then, give your team a name and a description that is meaningful to your students.

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**Important!**

- You can add a Unit Name, as pictured in the above screenshot your unit can be found. Adding this group will add everyone enrolled in the current teaching period to your Team. New enrolments and withdrawals will not be sync’d so you must manually manage new enrolments.
- Do not use the Class Team type. The Class team has a ‘Grade’ function but is not connected to your Blackboard Grade Centre. Grades should be maintained within your Blackboard unit.

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**Need more help?**

For assistance with Microsoft Teams, including access and installation, contact the IT Service Desk:

PH (08) 6304 6000
EMAIL: itservicedesk@ecu.edu.au

Mac users may need to configure security and privacy settings to allow access to your camera, microphone and screen in order to make video calls and share your screen. Follow the instructions on the Microsoft website here or contact the IT Service Desk.

Attend a training workshop on using **Off-Campus Teaching with Microsoft Teams**. You can find and register for the workshops on the [Staff Development Calendar](#).