

Introduction to Learning with IT for students

Academic Year 2020/21



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Organising your teams set up.

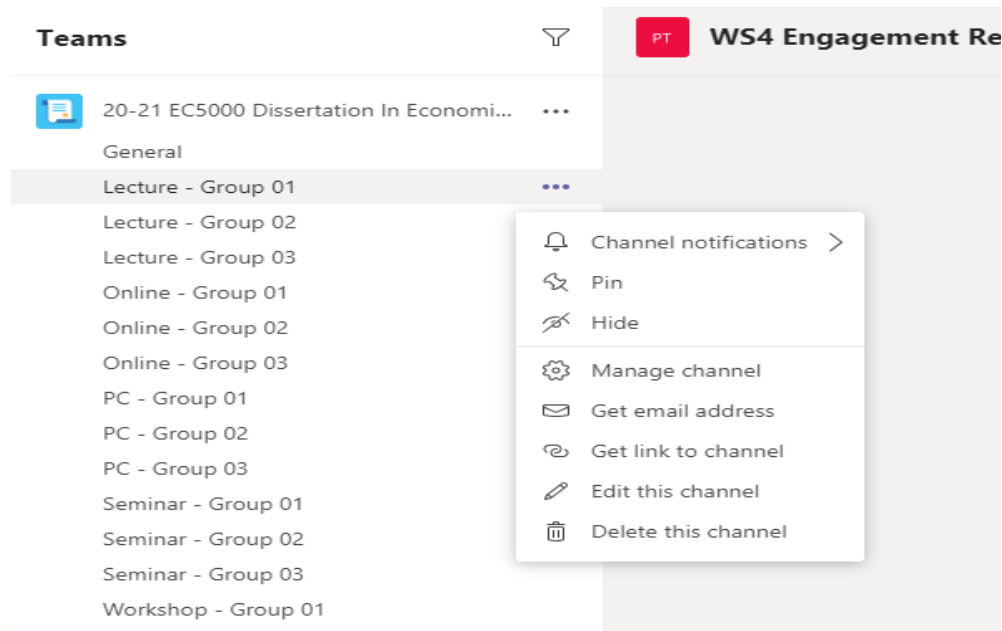


As students become more familiar with the power of MS Teams as a collaboration tool, it is expected that students will be added to several Modules, Teams, Chat groups., etc. To help students locate their classes quickly, MS teams provides a way for students to “Pin” Channels and Chats to the top of their respective list. It is also possible to “Hide” Channels that you don’t need to see regularly.

Pinning a Channel (or Chat)



To pin a channel, go to a channel name and select More options Pin. This ensures that the channel stays at the top of your list. If you change your mind, just select it again and unpin it.



Once you pin a channel, drag it into the order you want. Do this for several channels and you'll have all pinned channels within easy reach.

Hide a Class Team or Channel



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Hide. This is a great way to clean up your list and focus on the teams and channels you're active in.

If you don't want a team or channel to show in your teams list hide it. Go to a team or channel name and select More options

Display below shows a number of “pinned” channels and hidden teams.

Teams

Pinned

- PT General
Programme - Online University 2020
- PT WS2 Tech Enabled Learning
Programme - Online University 2020
- BI Seminar Group 1
19-20 BI5421 Individual Computing Elective
- BI Lab Group 4
19-20 BI5421 Individual Computing Elective
- BI Online - Group 02
20-21 EC5000 Dissertation In Economics
- BI Seminar - Group 02
20-21 EC5000 Dissertation In Economics

Your teams

- BI 20-21 EC5000 Dissertation In Economi... ...
- BP 19-20 BI5611 People and Technology ...
- BK 19-20 BI5681 Knowledge Management ...
- BI 19-20 BI5421 Individual Computing El... ...
- IB International Business A ...

Hidden teams

Other basic functions



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How to join a timetabled session in MS Teams, see above.

How to blur/change the background for privacy

How to mute and un-mute, and the protocol of being muted unless speaking

How to switch off/on own and incoming video if internet connection is weak

That leaving and re-joining can work if connection is frozen

How to raise and lower hand to make contributions

How to use chat, and clarify its use for focused academic work only



For a Department-specific session: Introduce the students to Moodle by screen sharing:

Show how to log into Moodle

Point to the e-learning support resources for students: click on 'Students Find out more' under 'Support & information' on the page immediately after logon

Show the 'My courses' link, and click to go to a list of courses

Choose a 'typical' module page, and signpost the various pieces of information and activities, including the on-line library reading list