

Class Team with Recommended Settings

This document outlines the recommend settings and steps to create a Class Team. Below is a video providing additional commentary with more detail.

[Watch '2021 Summer Class Setup' | Microsoft Stream](#)

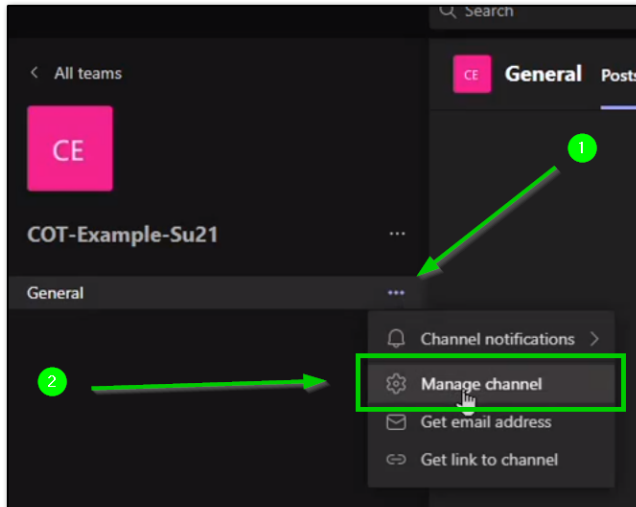
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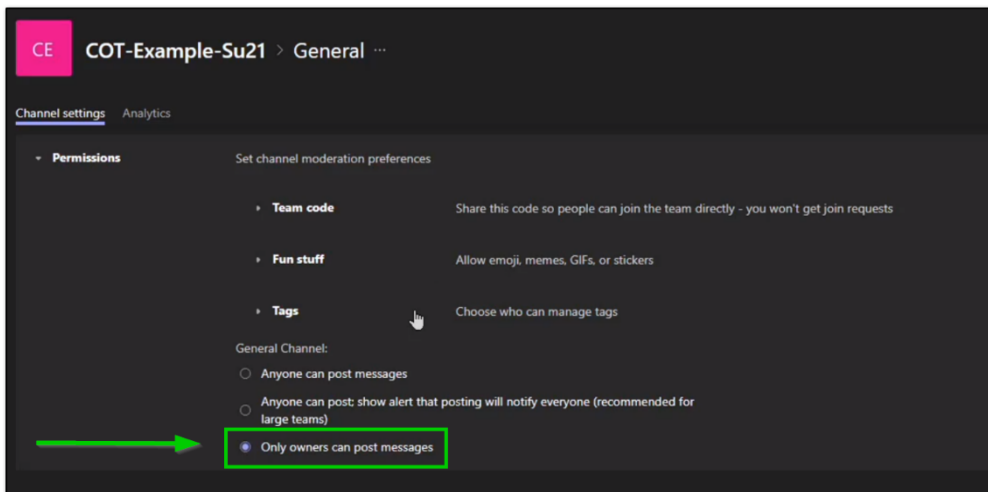
General Channel Settings (Optional)

Locks down the General Channel to be used as a landing page or place to post announcements. This also disables additional conversations from being added to the channel and removes the ability for students to start an adhoc meeting in the general channel using the Meeting button in the top right.

1. **Click on the three dots** next to the “*General*” Channel and navigate to **Manage Channel**.



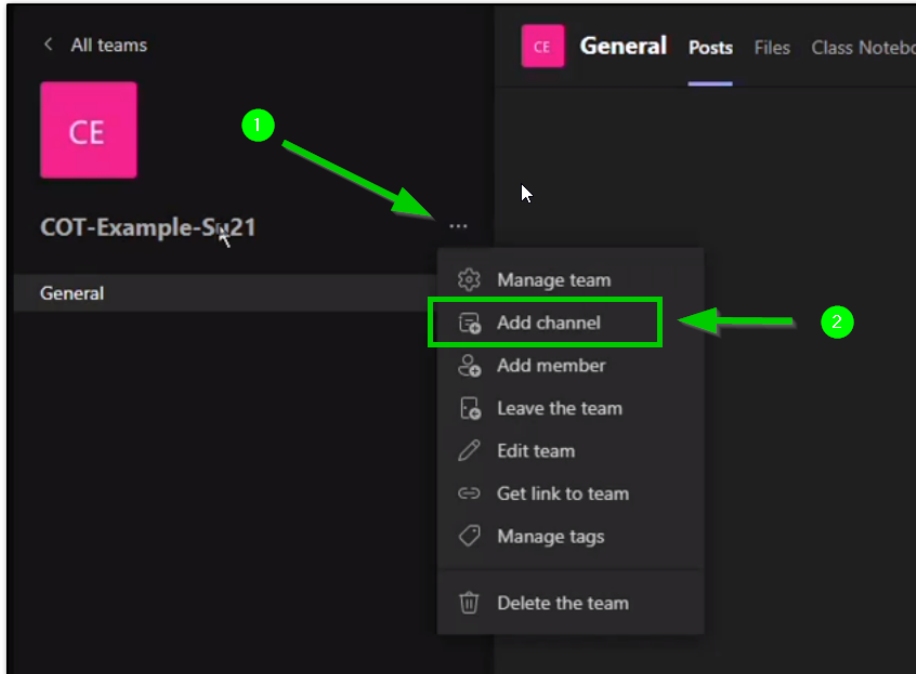
2. Select “Only owners can post messages.” Changes are saved automatically.



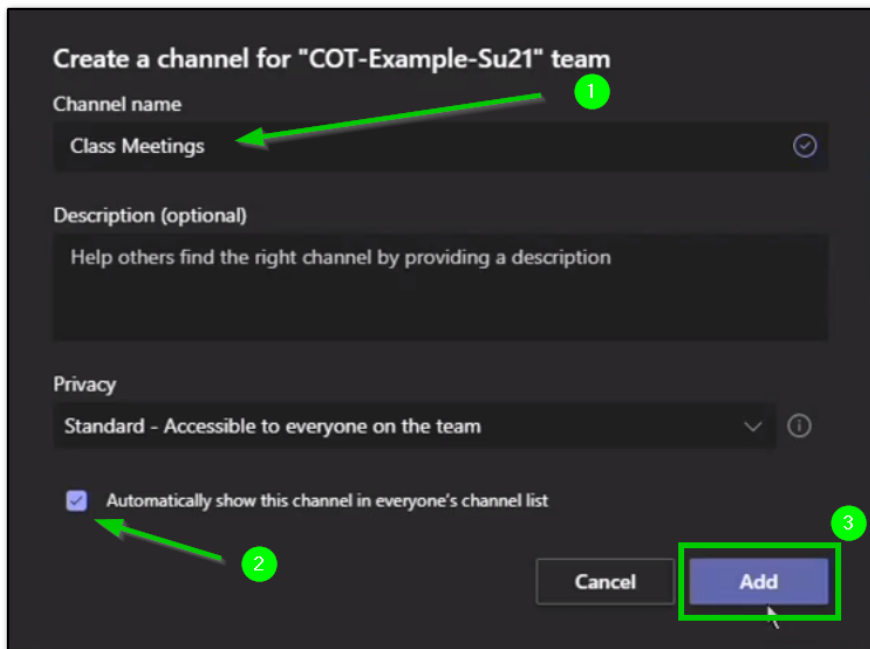
Class Meeting Channel

Provides students with an easy way to access scheduled class meetings and video recordings.

1. Click on the three dots next to the Team Name and click on **Add Channel**.



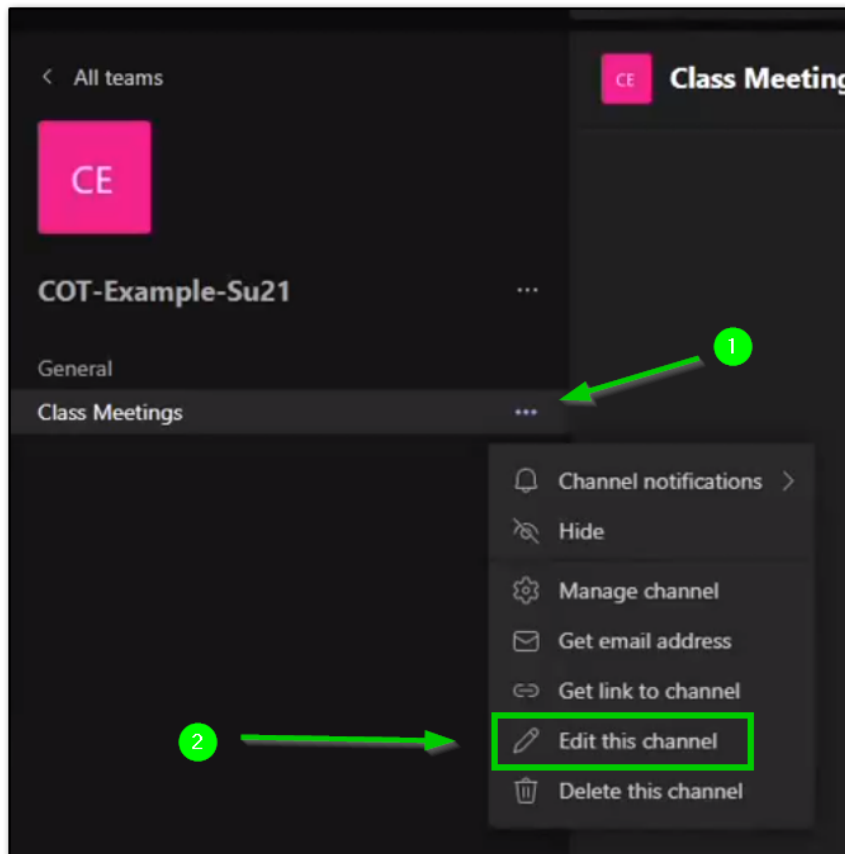
2. **Add a Channel Name** like *"Class Meetings"* and **Check** "Automatically show this channel in everyone's channel list."



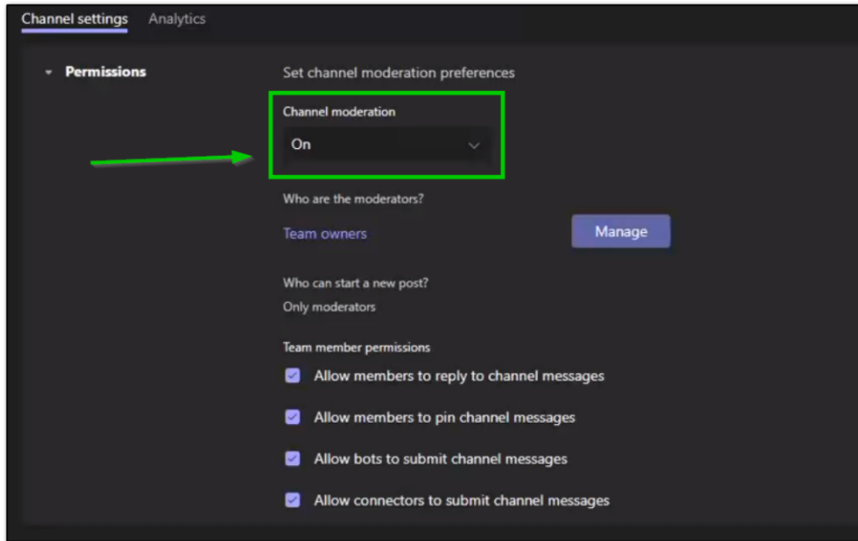
Class Meeting Channel Settings

This settings change prevents new conversations being added to the channel allowing for students to easily navigate to the scheduled meetings by preventing the information to scroll off screen. This also removed the ability to start an adhoc meeting using the Meetings button in the top right.

1. Click on the three dots next to the “Class Meeting” Channel and navigate to **Manage Channel**.



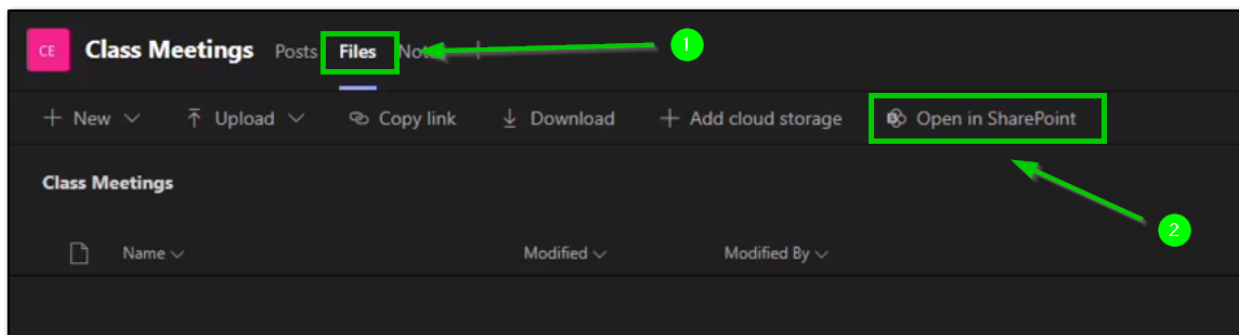
2. Change Channel moderation to **On**. Changes are saved automatically. The first option below labeled Allow members to reply to channel messages controls the ability for students to chat in the meeting so you can turn on and off the meeting chat by checking and unchecking that option.



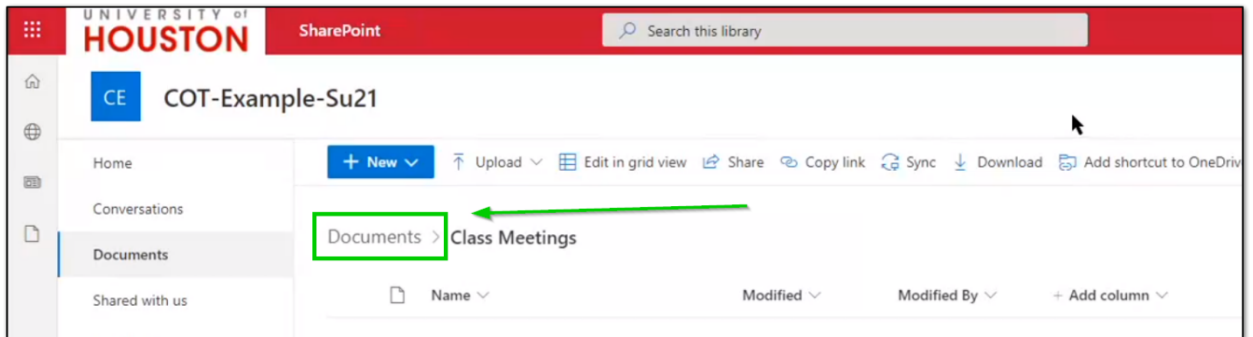
File Permissions in SharePoint

By changing the file permissions in SharePoint, faculty can prevent students from adding, deleting, or renaming files including videos in a channel. **Changing the permissions of the entire “Class Meetings” channel as shown below grants students Read Only Access to all files and subfolders.** If faculty and students need to work on documents interactively, the same steps can be performed on only the Recording folder which will grant students Read Only access to only files and folders in the Recording folder. Alternately, faculty could create a separate Teams Channel dedicated for discussions.

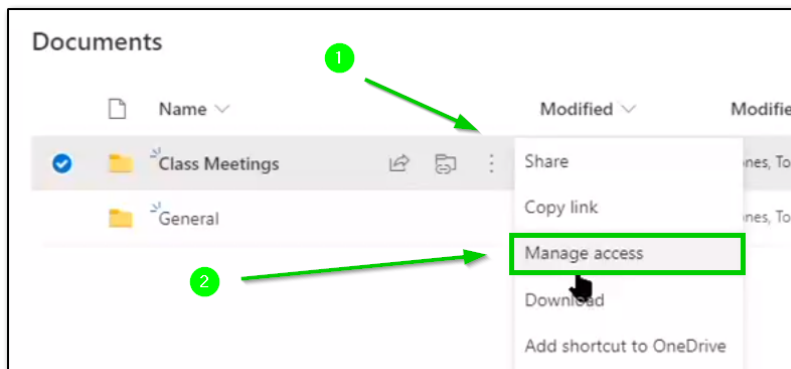
1. Open the Class Meetings Channel, Navigate to **Files** and Click on **Open in SharePoint**. This will open a separate window using your default browser.



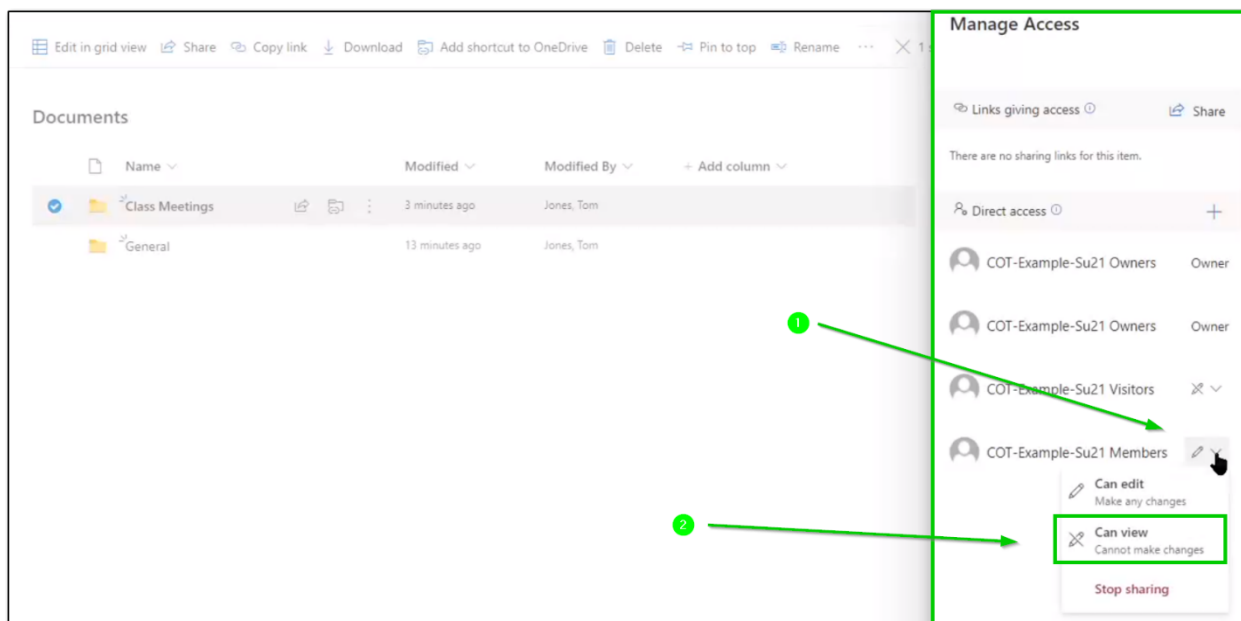
2. Navigate to **Documents** to view all folders



3. Click the **three dots** next to the Class Meeting Folder and select **Manage Access**



4. Change the permission for the **Team Members** to **Can view** from **Can edit**.

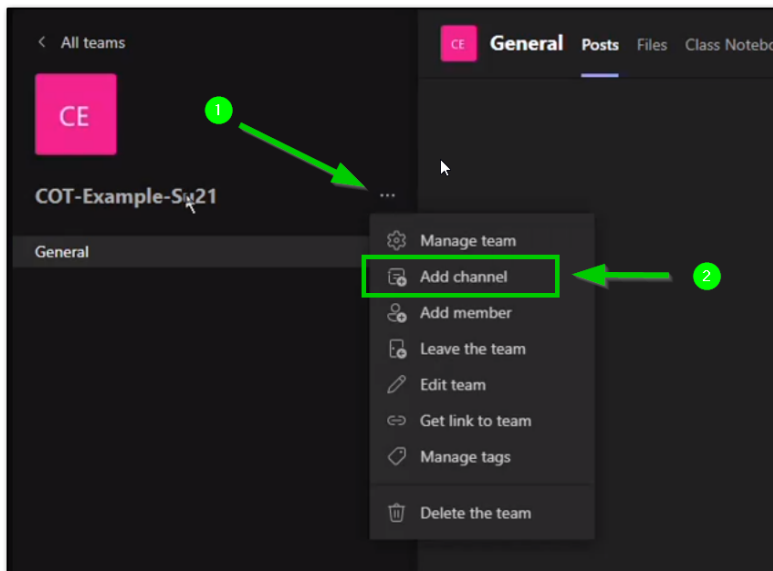


5. **Repeat** Step 3-4 for the *General* Channel if you want to prevent students from uploading documents to that channel

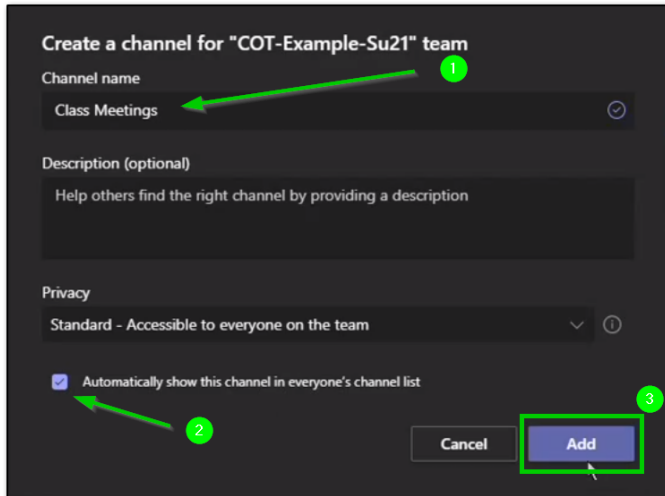
Discussion Channel (optional)

Allows students to have place to add delete or rename files as well as create new conversations in the channel and host adhoc meetings if this functionality is desired.

1. **Click on the three dots** next to the Team Name and click on **Add Channel**.

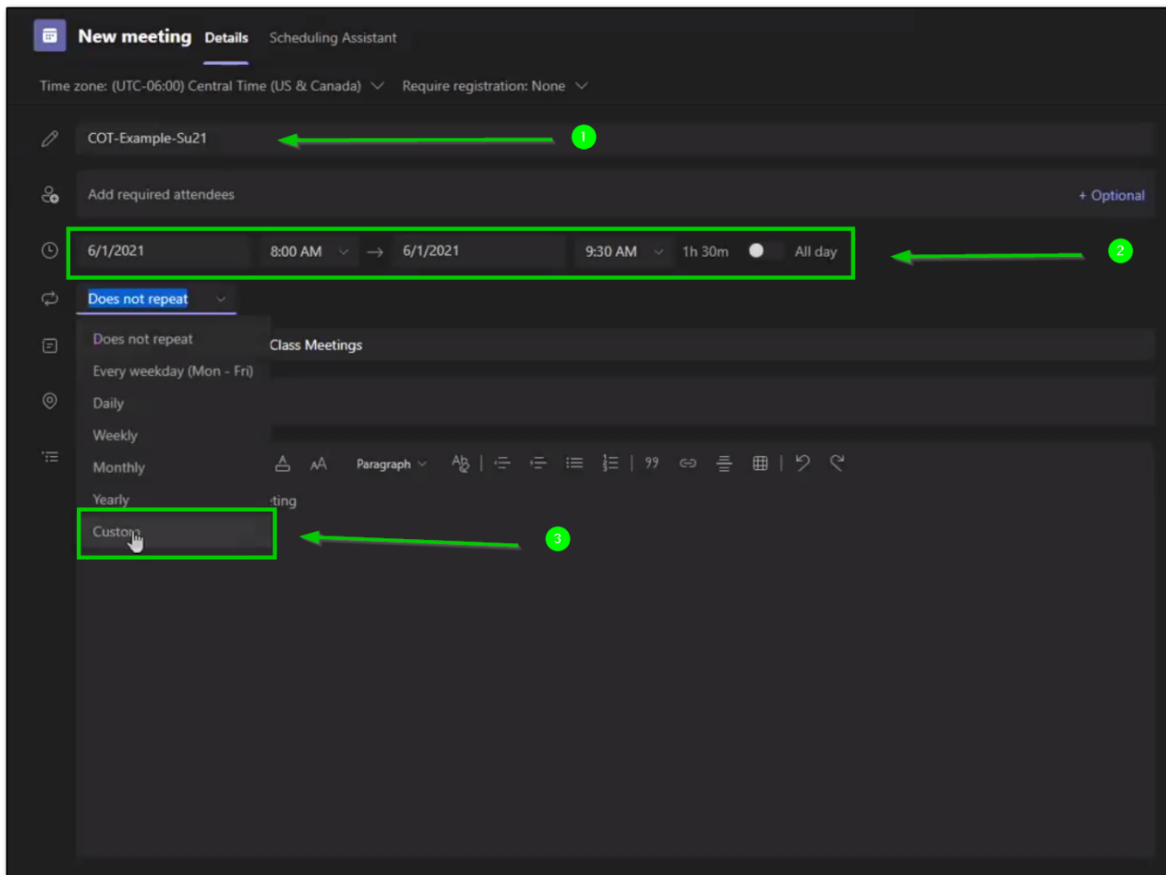


2. **Add a Channel Name** like *"Discussions"* and **Check** "Automatically show this channel in everyone's channel list."

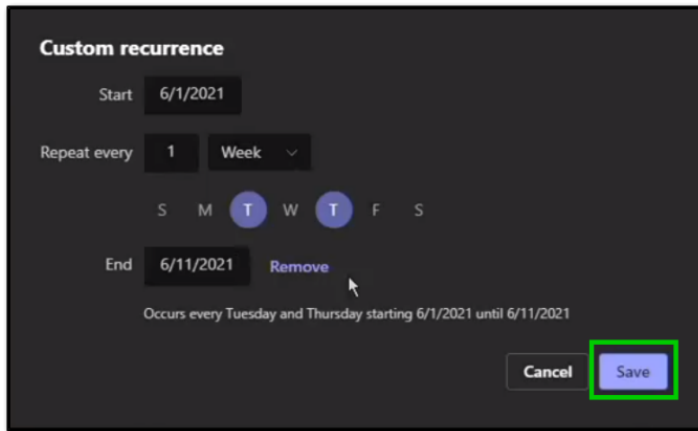


Recurring Class Meeting

1. Create a name for the recurring meeting, ie COT-Example-Su21
2. Set start time of and date of the meeting
3. Click on Does not Repeat and change to custom

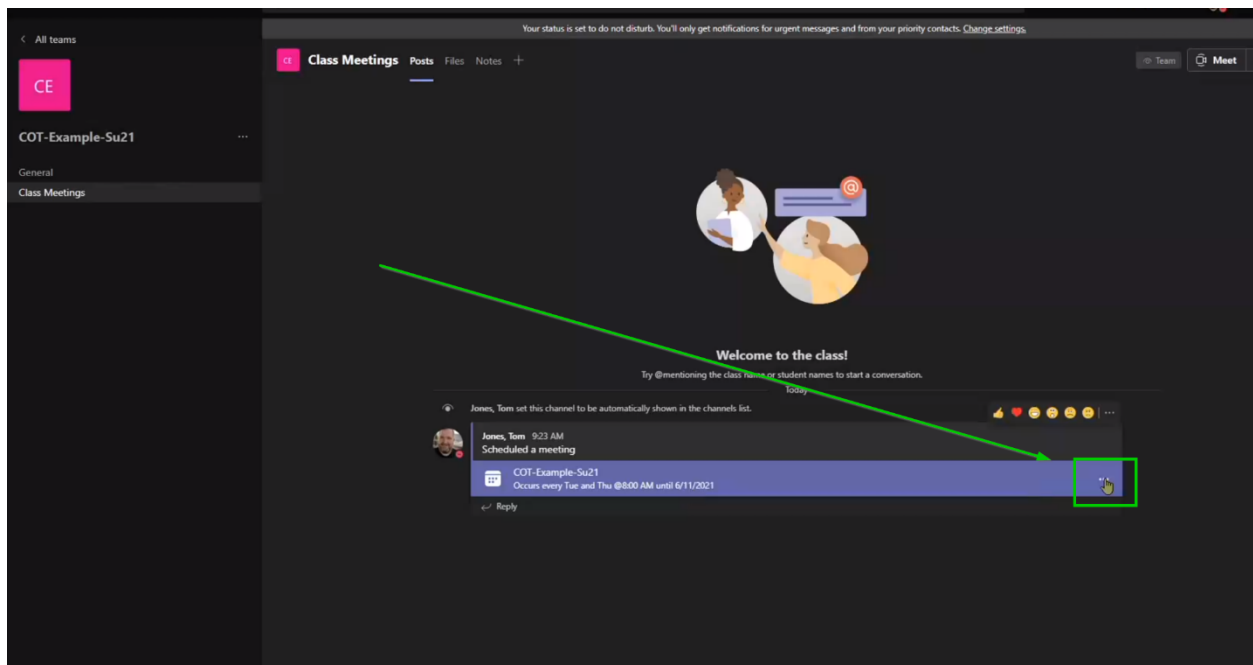


4. Change the recurrence to fit the schedule of your class and choose an appropriate an End Date and click **Save**

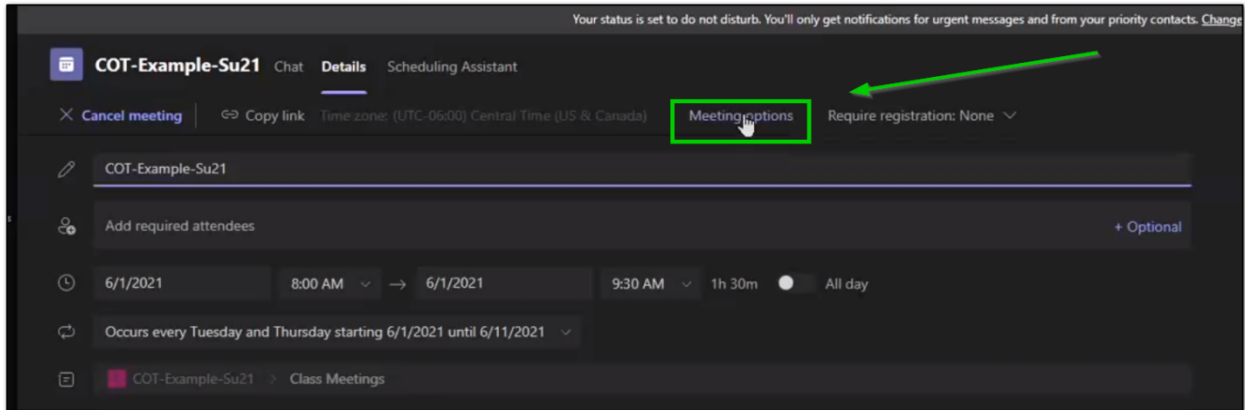


Meetings Options

1. **Click on the three dots** next to the “Class Meeting” as shown below.



2. **Click** on the Meeting Options Tab at the near the top. This will launch a website in your default browser



3. Configure the following options.
 - a. Who can bypass the lobby: **People in my organization**
 - b. Always let callers bypass the lobby: **No**
 - c. Announce when callers join or leave: **No**
 - d. Who can present: **Only Me**
 - e. Allow mic for attendees: **Yes**
 - f. Allow camera for attendees: **Yes**
 - g. Allow Reactions: **Yes**

4. Click **Save**

The screenshot shows the Microsoft Teams interface for a meeting titled "COT-Example-Su21". The meeting details indicate it occurs every Tuesday and Thursday at 8:00 AM until June 11, and is organized by Tom Jones. The "Meeting options" section is visible, with several settings highlighted by green boxes and numbered 1 through 4. Setting 1 is the "Who can bypass the lobby?" dropdown menu, currently set to "People in my organization". Setting 2 is the "Always let callers bypass the lobby" toggle, which is turned off. Setting 3 is the "Announce when callers join or leave" toggle, also turned off. Setting 4 is the "Who can present?" dropdown menu, currently set to "Only me". Below these settings are three more options, all with "Yes" toggles turned on: "Allow mic for attendees?", "Allow camera for attendees?", and "Allow reactions". A green arrow points from the bottom of the settings area to a "Save" button, which is also highlighted with a green box.

COT-Example-Su21
Occurs every Tue and Thu @8:00 AM until June 11
Jones, Tom

Meeting options

Who can bypass the lobby? **1** People in my organization

Always let callers bypass the lobby **2** No

Announce when callers join or leave **3** No

Who can present? **4** Only me

Allow mic for attendees? Yes

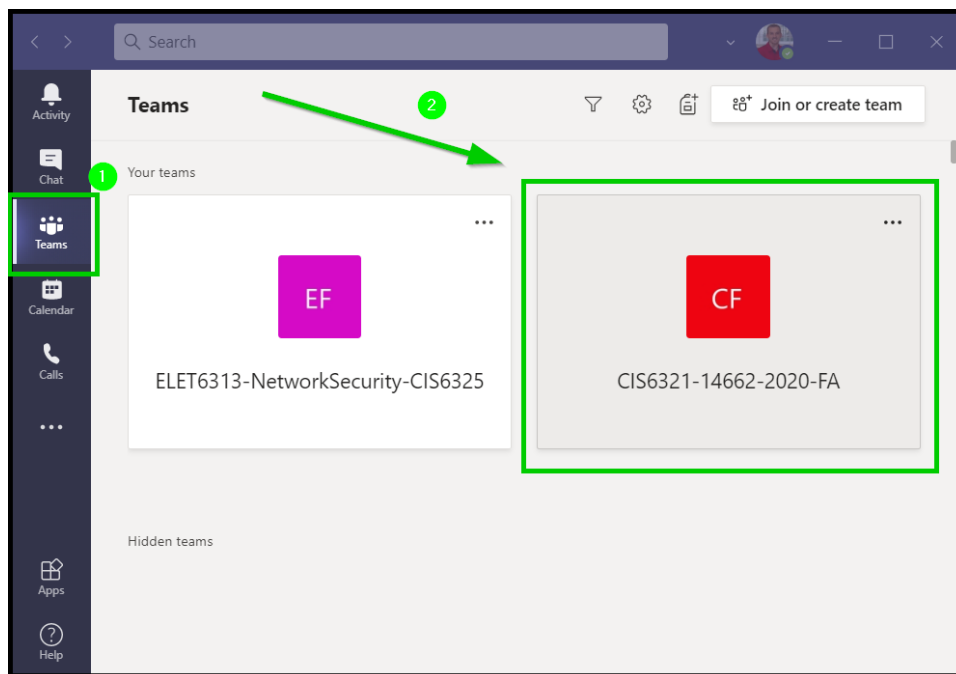
Allow camera for attendees? Yes

Allow reactions Yes

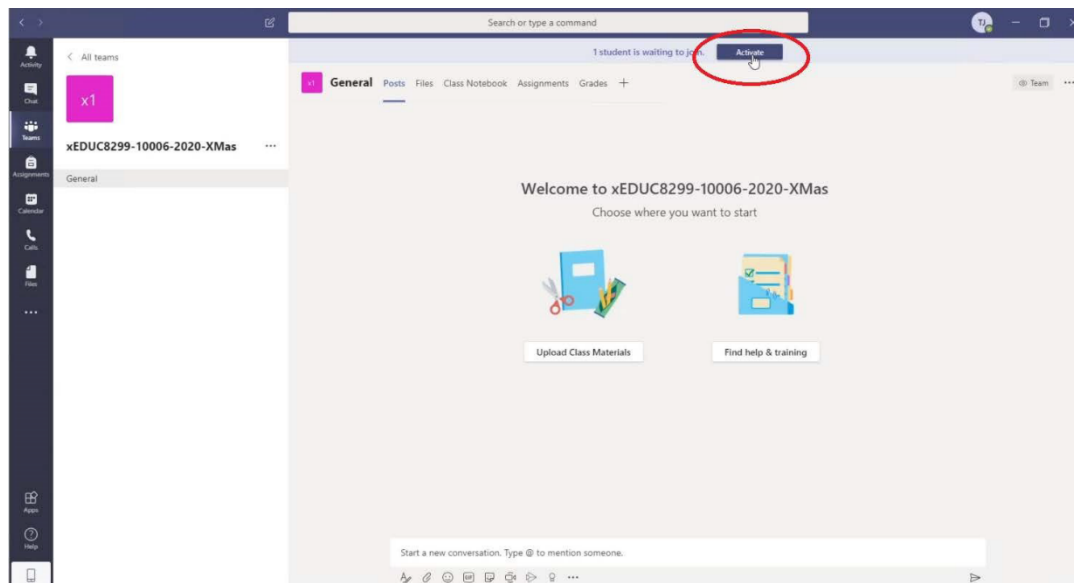
Save

Activate Class Team

1. On the left column click on "Teams". Then click the class team you would like to activate.



2. Once you are satisfied with your team, click **“Activate”** at the top to allow students access to the Team.



3. Click **“Activate”** one more time.

