

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

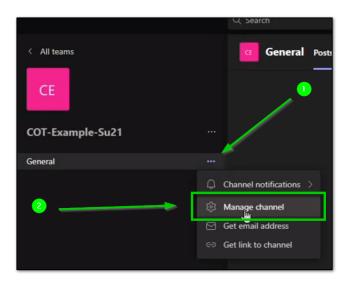
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General Channel Settings (Optional)

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.



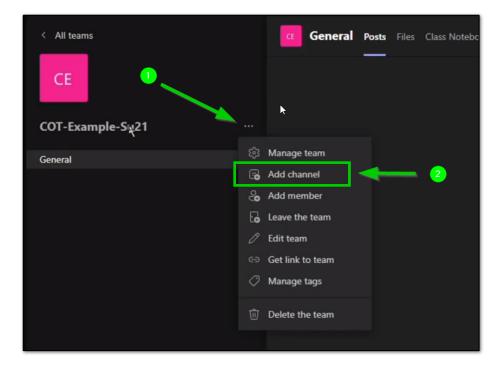
2. Select "Only owners can post messages." Changes are saved automatically.

CE COT-Example-Su21 > General ···						
- Permissions	Set channel moderation preferences					
	 Team code 	Share this code so people can join the team directly - you won't get join requests				
	Fun stuff	Allow emoji, memes, GIFs, or stickers				
	> Tags	Choose who can manage tags				
	General Channel:					
	 Anyone can post messages 					
Anyone can post show alert that posting will notify everyone (recommended for large teams)						
Only owners can post messages						

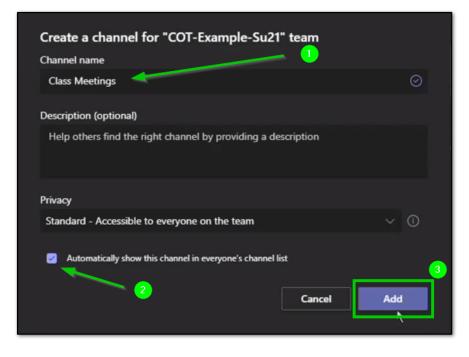
Class Meeting Channel

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.

< All teams		Class Meeting
COT-Example-Su21		
Class Meetings		
	j t	Channel notifications >
	ŵ	Manage channel
		Get email address
	Θ	Get link to channel
2	0	Edit this channel
	⑰	Delete this 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.

Channel settings Analytics						
• Permissions	Set channel moderation preferences					
	Channel moderation					
	On 🗸					
	Who are the moderators?					
	Team owners Manage					
	Who can start a new post? Only moderators					
	Team member permissions					
	Allow members to reply to channel messages					
	Allow members to pin channel messages					
	Allow bots to submit channel messages					
	Allow connectors to submit channel messages					

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.

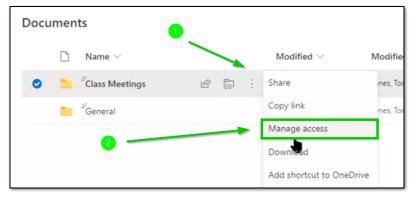
1. Open the Class Meetings Channel, Navigate to **Files** and Click on **Open in SharePoint.** This will open a separate window using your default browser.

Class Meetings Posts Files Note		- 1	
$+$ New \checkmark $\overline{\uparrow}$ Upload \checkmark \textcircled{S} Copy link		+ Add cloud storage	🚯 Open in SharePoint
Class Meetings	Modified \lor	Modified By \smallsetminus	2

2. Navigate to Documents to view all folders

	HOUSTON	SharePoint	, ○ Search this library		
© ⊕	CE COT-Exam	ple-Su21			*
	Home	+ New ∨ ↑ Upload ∨	Edit in grid view 🖻 Share 👁 Copy link	G Sync ⊥ Download	d 🗟 Add shortcut to OneDriv
	Conversations				
	Documents	Documents > Class Meetings	5		
	Shared with us	🗋 Name 🗸	Modified \vee	Modified By \vee	+ Add column \vee

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.

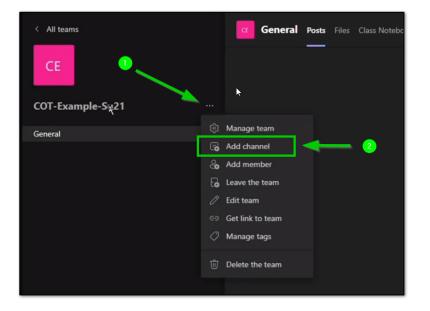
Edit	in grid	d view 🖻 Share 🔏 Copy link	↓ Downloa	d 🚦 Add shortcut to	OneDrive 📋 Delete	-⊠ Pin to top 🛋 Rename	··· × 1:	Manage Access
Docu	men	ts						ூ Links giving access ⊙ 🖉 Share
	Ľ	Name \vee		Modified \sim	Modified By \vee	\pm Add column \sim		There are no sharing links for this item.
0		Class Meetings	5	3 minutes ago	Jones, Tom			[№] Direct access ^① +
	1	General		13 minutes ago	Jones, Tom			COT-Example-Su21 Owners Owner
						0 ~		COT-Example-Su21 Owners Owner
								COI-Exemple-Su21 Visitors 🛛 🗶 🗸
						9		COT-Example-Su21 Members

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."

Create a channel for "COT-Example-Su21" team	
Channel name	
Class Meetings	\odot
Description (optional)	
Help others find the right channel by providing a description	
Ртіvасу	
Standard - Accessible to everyone on the team	~ (i)
Automatically show this channel in everyone's channel list	9
Cancel	Add

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

	New meeting Details	Scheduling Assistant	
Time	zone: (UTC-06:00) Central Tim	e (US & Canada) $leftarrow$ Require registration: None $leftarrow$	
	COT-Example-Su21	· 0	
ී	Add required attendees		+ Optional
©	6/1/2021	8:00 AM ∨ → 6/1/2021 9:30 AM ∨ 1h 30m • All day	_ 2
¢	Does not repeat 🗸 🗸		
	Does not repeat	Class Meetings	
	Every weekday (Mon - Fri)		
	Daily Weekly		
		스 ʌA Paragraph ⋈ Ag 근 ·근 ⅲ 建 99 ↔ 틀 曲 り 약	
	Yearly	ting	
	Custona	← 0	
		-	

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.

							~ ~
< All teams			Your status	is set to do not disturb. You'll only get notifications for urgent messages and from your priority contacts. Q	hange settings		
	Class Meetings Pos	- Film					Q Meet
	Class meetings Pos	B Files					Ô, Meer
CE							
COT-Example-Su21 ····							
General							
Class Meetings							
	/						
		-					
				Welcome to the class!			
				Try @mentioning the class name or student names to start a conversation.			
				Today			
		ر ب	ones, Tom set this chan	nel to be automatically shown in the channels list.	👍 🏓 🗢 😌 😁 😁 🗠		
			Jones, Tom 9:23 AM				
		102	Scheduled a meeti	-		-	
			COT-Examp Occurs every	le-Su21 Tue and Thu @8:00 AM until 6/11/2021			
			← Reply			1	

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

	Your status is set to do not disturb. You'll only get notifications for urgent message	s and from your priority contacts. <u>Change</u>
	COT-Example-Su21 Chat Details Scheduling Assistant	
× c	X Cancel meeting GO Copy link Time zone: (UTC-06:00) Central Time (US & Canada) Meeting aptions Require registration: None V	
	COT-Example-Su21	
്റ	Add required attendees	+ Optional
	ⓒ 6/1/2021 8:00 AM \checkmark → 6/1/2021 9:30 AM \checkmark 1h 30m • All day	
¢	\circlearrowleft Occurs every Tuesday and Thursday starting 6/1/2021 until 6/11/2021 $$	
E	E COT-Example-Su21 > Class Meetings	

- 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

uii	
COT-Example-Su21	
Occurs every Tue and Thu @8:00 AM until June 11	
🐣 Jones, Tom	
Meeting options	
Who can bypass the lobby?	People in my organization \sim
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.

< >	Q Search	- 🕰 - 🗆 ×			
 Activity	Teams 2	⊤ හු ළੰ⁺ Join or create team			
E Chat	1) Your teams				
Teams					
E Calendar	EF	CF			
C alls	ELET6313-NetworkSecurity-CIS6325	CIS6321-14662-2020-FA			
•••					
Ĥ	Hidden teams				
Apps					
? Help					

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

< >		Search or type a command	🦬 – 🖬 ×
Activity	< All teams	1 student is waiting to jurn. Activate	
D ut	×1	General Posts Files Class Notebook Assignments Grades +	do Team •••
teams	xEDUC8299-10006-2020-XMas		
C. Acsignments			
Calendar	General	Welcome to xEDUC8299-10006-2020-XMas	
Calendar		Choose where you want to start	
Cells :			
Film			
		8° V	
		Upload Class Materials Find help & training	
() Help			
		Start a new conversation. Type @ to mention someone.	
			Δ

3. Click "Activate" one more time.

