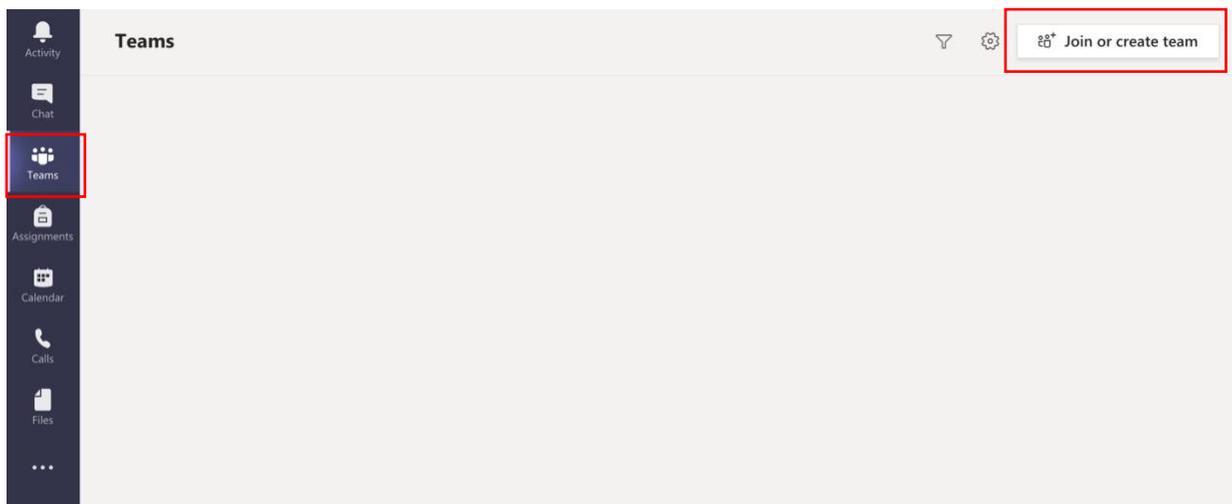


How to use Microsoft Teams in Your BiP Course

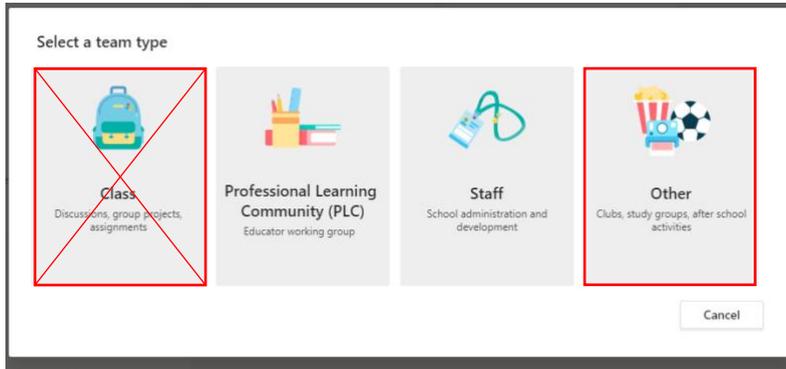
In conjunction with Canvas, Microsoft Teams can be a great tool to manage your course and expose students to real-world business tools. It can be used for group work, course content storage, and out of class discussion. Teams is a great alternative to Canvas for the chat function that students can use to communicate with each other and you. The collaborative documents, slideshows, spreadsheet, and more are an alternative to Google Drive and allows students to better work together on projects. Here are some ways to implement Teams into your course.

Step One: Creating a Team and Adding Members

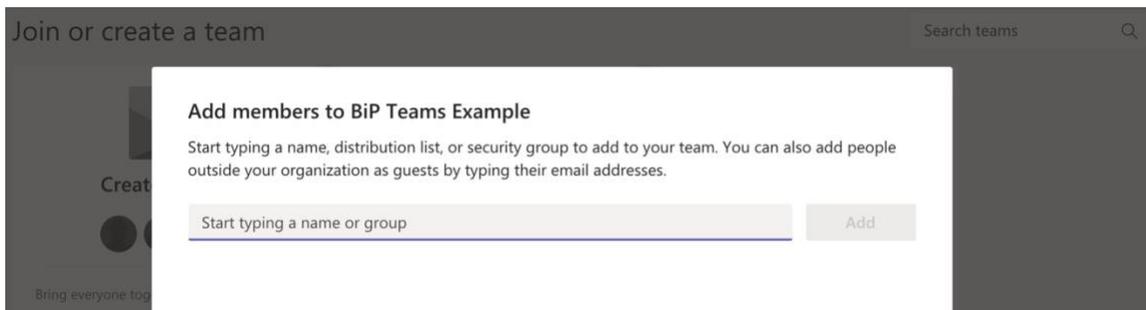
The Teams app is available through your UNH email. Download the desktop app or use the web browser to access it (the app is recommended). Once you are logged in, you can create a “Team” for your class. On the left sidebar there is a Teams tab, in this tab you will find a button that says “Join or create team” in the top right corner. Select “create team,” give your team a name (likely the course name), and then start adding your students!



It is important when creating your team that you do NOT create a “Class.” Canvas will still be used as your platform to post assignments and grades. Instead select “Other”.

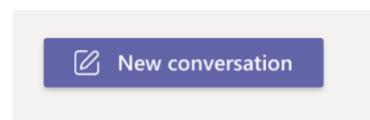


To add your class quickly, you can take an email list and copy and paste it into the text entry box. It is important to note that this must be done one student at a time. A mass copy will not work. However, the students’ accounts should auto populate once you start typing their UNH emails.

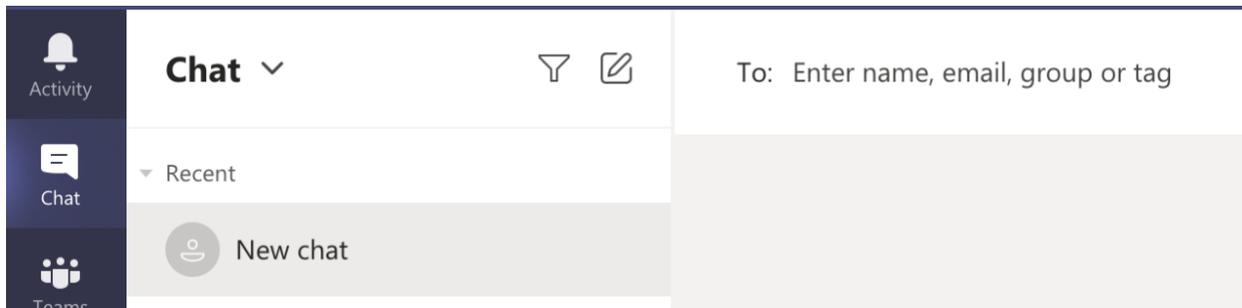


Step Two: Functions of Teams

Now that you have created your Team and have added your students, you can start using Teams to communicate with them. When you select “New conversation” at the bottom of the screen, you can type a message that will go out to the whole class.

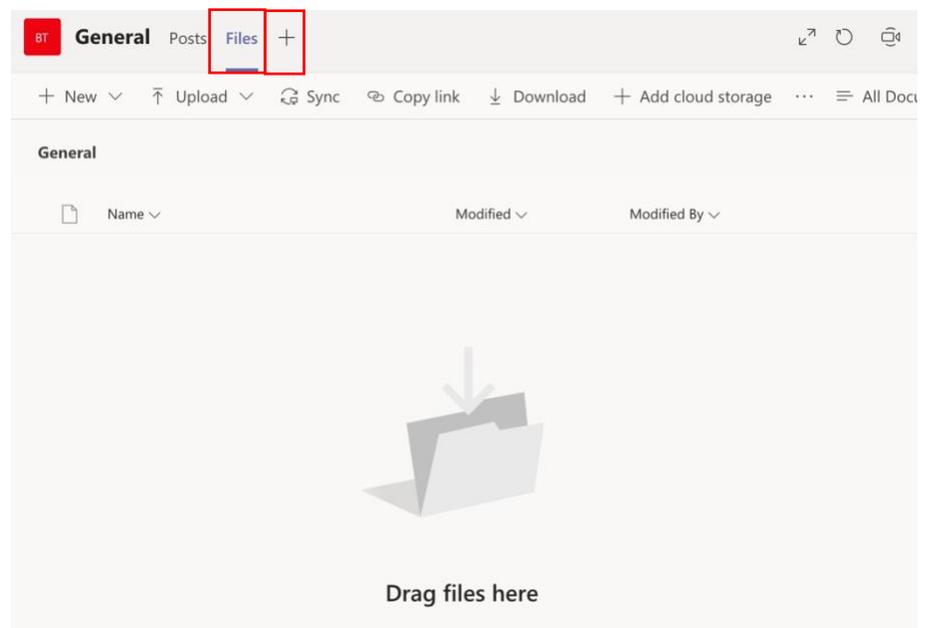


Alternatively, there is also a chat function in which students can chat in groups or individually. You can also directly message students through this function as an alternative to email or Canvas messages. You can search the entire UNH directory, just like Outlook, but it works well to enter the students' email to be sure you don't send a message to the wrong person.



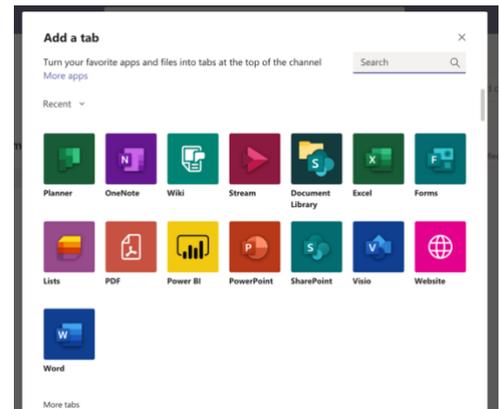
You can also store files on Teams that everyone will be able to access. This function would work well if you have extensive documents that you would like to share. This can be easier to organize than Canvas. To add files, navigate to the "Files" tab. This can then be organized into folders or be synced with other storage tools that you may already use.

Teams also has the collaborative documents functionality. Students are able to work together on documents in a similar way as Google Drive. This allows for a more professional collaboration environment.



You can also add several apps to your Teams page. Just select the “+” next to the “Files” tab. The options are endless, so if you are integrating software into your BiP course, there may be an app for that on Teams. For example, Zoom has a plug-in app for Teams.

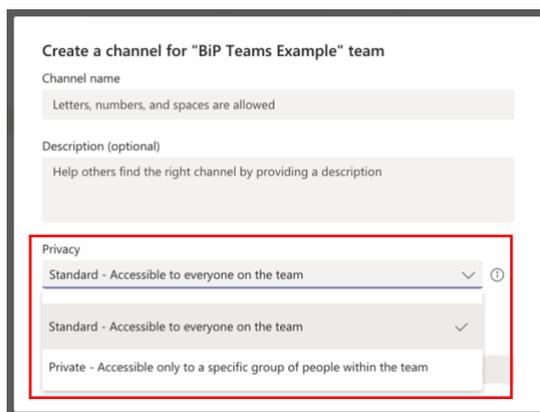
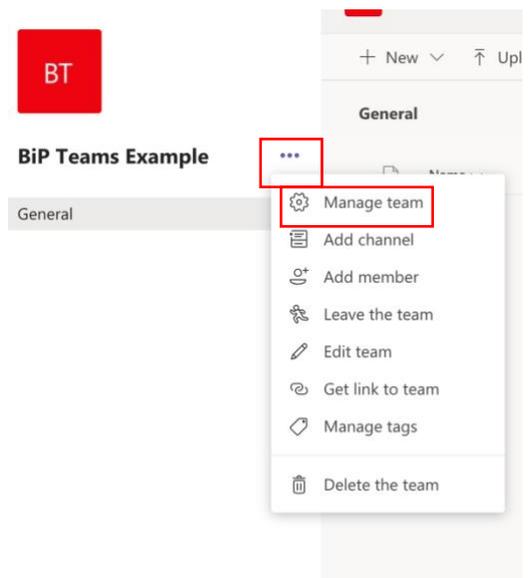
Teams also has the function for members to work on documents, spreadsheets, or presentations simultaneously (like Google Drive). It is a great way for students to collaborate while staying on the same app.



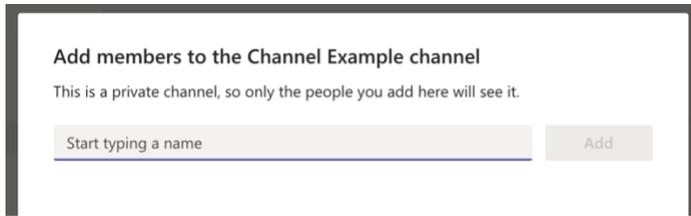
Step Three: Creating Channels

If your class incorporates group work or a group project, the channels function is a great way to organize students into groups. To create a channel, click on the three dots next to your team name then select “Add channel”. In this settings menu, you can adjust many other Teams functions.

Once you have selected “Add channel,” you can give that channel a name; it could be the name of the group or the names of the students in that group. An important setting to note is the Privacy options. You can make this channel visible to all the students in your Team or just the students in that group, that is based on the design of your class.



Then, just like adding members to your team, you need to add members to each channel.



Add members to the Channel Example channel
This is a private channel, so only the people you add here will see it.
Start typing a name

Students can use this channel to chat, share files, and work simultaneously on group work.

Step Four: Using Teams & Canvas Together

It is important to remember that Teams cannot replace Canvas for certain functions. While you can keep a copy of your class syllabus in Teams, it must also live in Canvas. For online quizzes, Canvas can also be used. It can be helpful for students to have your assignments posted in Canvas as well, so there is no confusion about what is due and when. Most importantly, all course grades should be posted to Canvas.