



About MS Teams for Academics

Microsoft Teams, in connection with SharePoint, is a collaboration app for you and your students. It can supplement your regular semester courses delivered in Blackboard by offering persistent chat channels, a group collaboration and meeting space, and a location for shared document workflow and storage.

Is there anything in Teams that should not be used for in my course?

- Teams comes with a lot of functions and add-ons that should not be used
 - Many of these are better suited for non-academic purposes
 - Some features are available via Microsoft, but not optimized or supported
- In particular, the following academic activities should not be handled in Teams:
 - Primary content delivery
 - Assignment collection / assessment
 - Official grade recording

Have a course Team created for you:

When using Teams for a course, contact Education Technology and they will create the course for you.

- Students, instructors, and TAs will be added as Team members automatically.
- If you have a merged Blackboard course, individual channels will be created for each of your sections.

Contact the Education Technology team at:

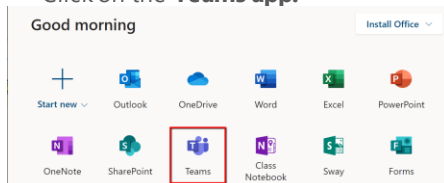
itedtech@ku.edu

785-864-2600

How do I access Teams?

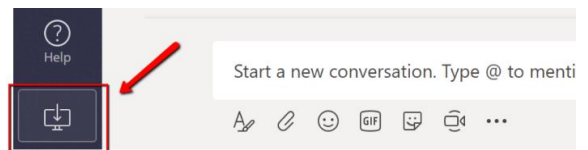
From a browser

1. Open an internet browser (any browser) and go to **office365.ku.edu**.
2. Click on the **Teams app**.



Download the Teams app

1. Log in to Teams from office365.ku.edu.
2. Click on the computer icon at the bottom, left corner.



From the mobile app

To download on your mobile device, go to your device's app store and look for Microsoft Teams. Once downloaded to your mobile device, log in by entering your KU email address to be redirected to the KU login page.

Communicate and Collaborate

Teams & Channels

- 1 **Channels** are dedicated sections used to keep conversations and files organized by topics, group work, projects, etc.

By default, each Team comes with a General channel with the option to create additional channels as needed. Channels can be open to everyone or private channels can be created. Some examples of channels that could be created for a class include:

- Group channels for work/collaboration
- Q&A channel for student questions
- Exam review channel

Meet Virtually

- 4 **Meet now** in Teams provide a virtual space to have group discussions. Meetings include audio, video, and recording capabilities.

Breakout sessions can be created in multiple channels for real-time, small group work, while instructors enter and exit sessions as needed.

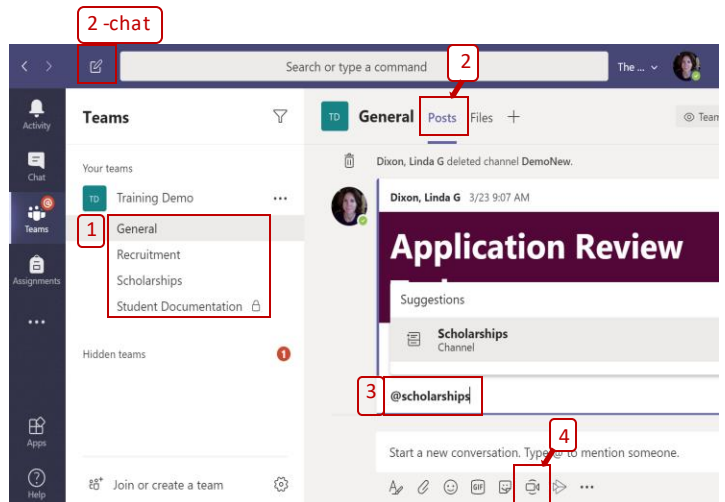
Posts and Chat

- 2 Each channel has a **Posts** tab where members can view and create conversations. All conversations remain in the channel without need for archiving and can be searched for by keyword.

Chat allows members and instructors to have private conversations.

Mentions

- 3 Conversations include **Mentions**. By using the @ sign before a person's name, channel or team name, a notification will be sent to those included in the mention.



Share Documents

Documents and files can be shared by all members of a team or class within a given channel's Files tab. Files can also be shared in a chat post.

Please remember that for academic courses, it is best practice to share course documents and to collect files within the Blackboard course, not Teams. Remembering this, Teams provides a useful way for class members to share files and collaborate before turning in the final assignment in Blackboard.