



User Guide for Microsoft Teams – Program Manager



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Introduction

Using Microsoft Teams to support self-isolating students

Warner Institute has implemented the use of Microsoft Teams to allow self-isolated students to continue to participate in class from home. Program Managers will send an email link to the affected students which will allow the students to join a video chat with the whole class. These students will be able to hear and see the Program Manager and be able to use a chat feature to contribute to the class discussion and ask questions etc. To assist Program Managers in setting up the Meeting in Teams, we have put together this short guide.

Important note about recording attendance

If you have a student who is self-isolating and needs to attend class through Microsoft Teams, please use the Trainer Portal to record their attendance. In the notes section, leave a comment that says they attended through Teams. You must keep a running record of their participation in class as Warner Institute needs Evidence of Participation.

If your class started in 2019, then you need to use the Student Attendance Register to record their participation and write a note that they attended through Microsoft Teams.



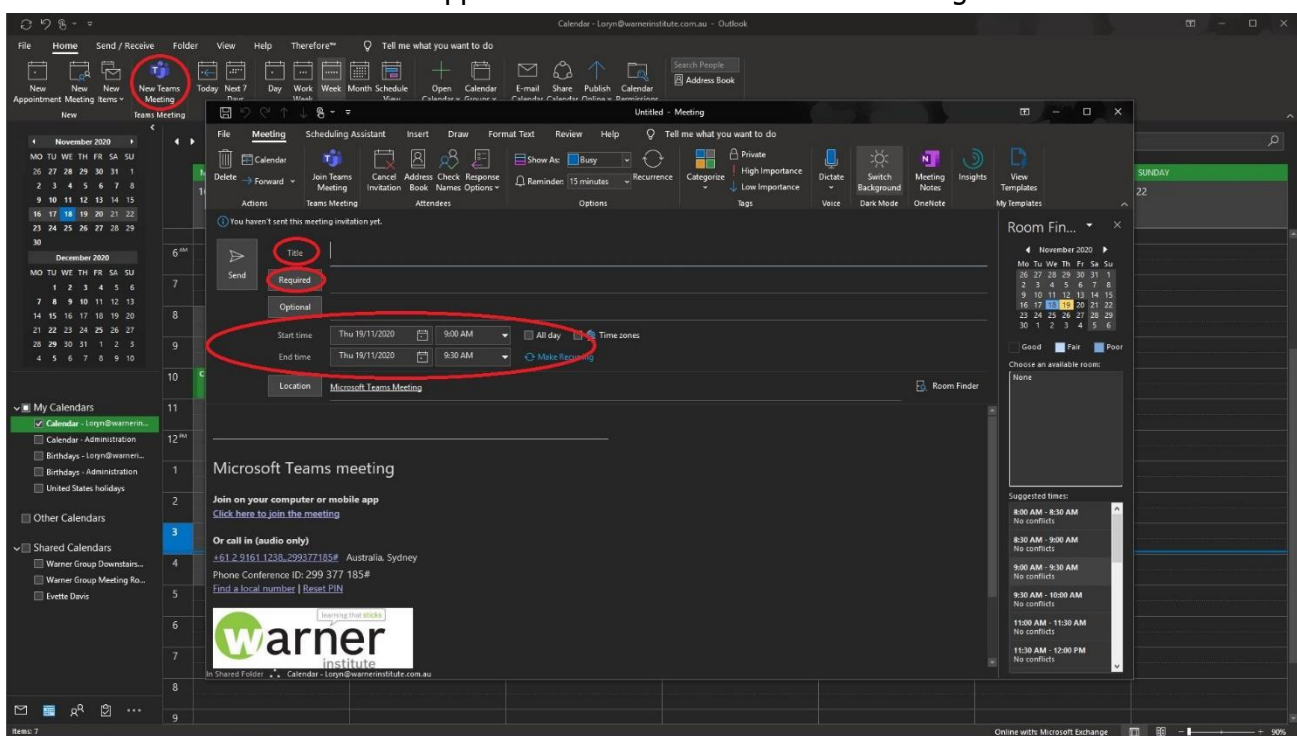
Adding a class to a Meeting

On a computer or laptop

Important Note: You cannot use Microsoft Teams through the Warner Server. The Server does not allow the use of the camera and microphone. You need to install Teams directly to your personal computer and then make the video call to your students.

To add the class to a Meeting:

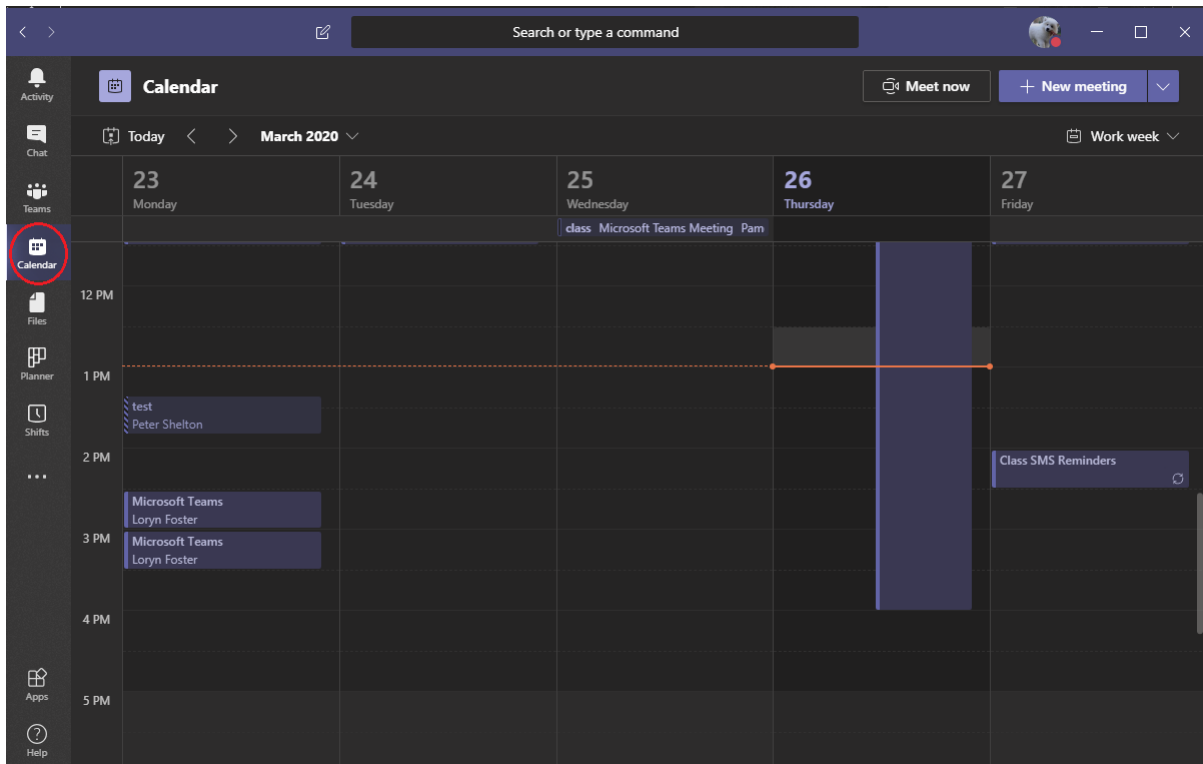
1. If you are signed into the Warner Institute Server, minimize the server to return to your local computer. Do this by navigating to the blue server bar at the top of the screen and clicking the – button.
2. Download and install Microsoft Teams to your computer. Go to <https://teams.microsoft.com/downloads> and click Download Teams.
3. Sign into Microsoft Teams using your Warner Institute email address and password.
4. Switch back to the Warner Server. Do this by clicking on the Server icon at the bottom of your screen in the Taskbar.
5. Go to your Outlook calendar and under the Home tab, click on 'New Teams Meeting'.
6. An Untitled email will appear that includes a link to the Meeting.



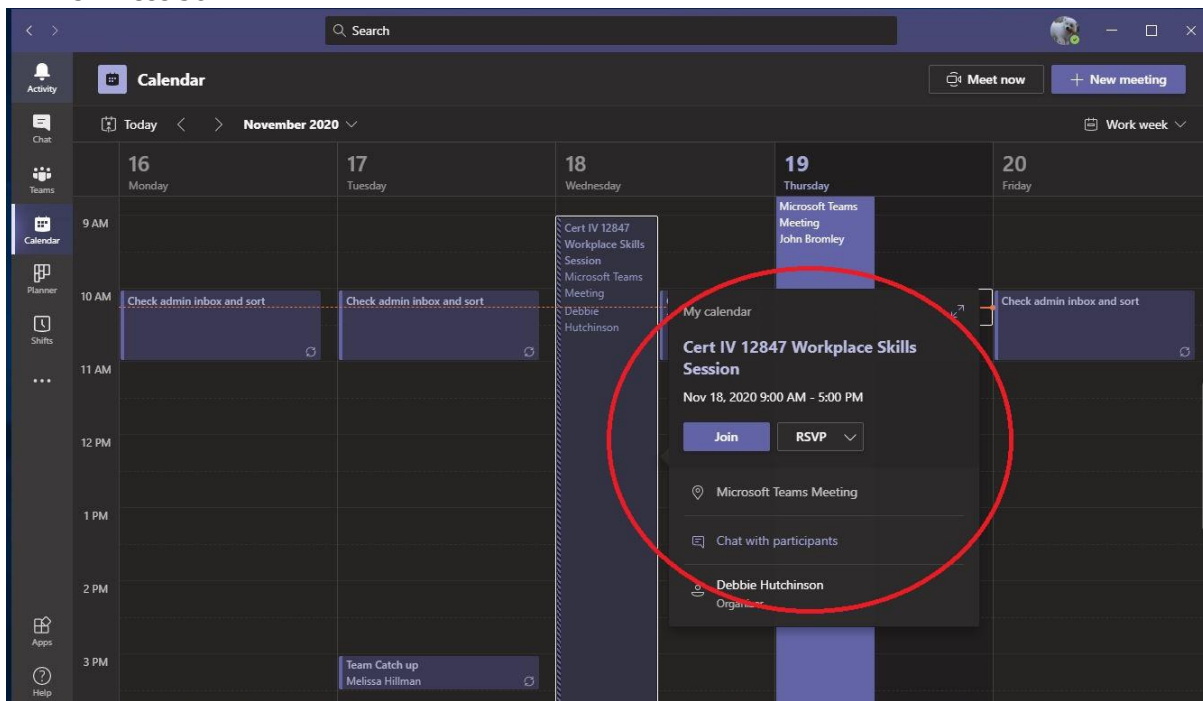
7. In the Title box, write the Occurrence code, Session number, Cluster name, and units that are being delivered.
8. In the Required box, add the email addresses of all the students that you want to join the Meeting.
9. You can give the meeting a start and finish time.
10. Once ready, press Send, and all the students will receive an email that has a link they click on to join the Meeting.
11. Minimize the Warner Institute server again and go back to your Teams app.



12. On the left-hand side of Teams, there is a sidebar menu. Select the Calendar button.

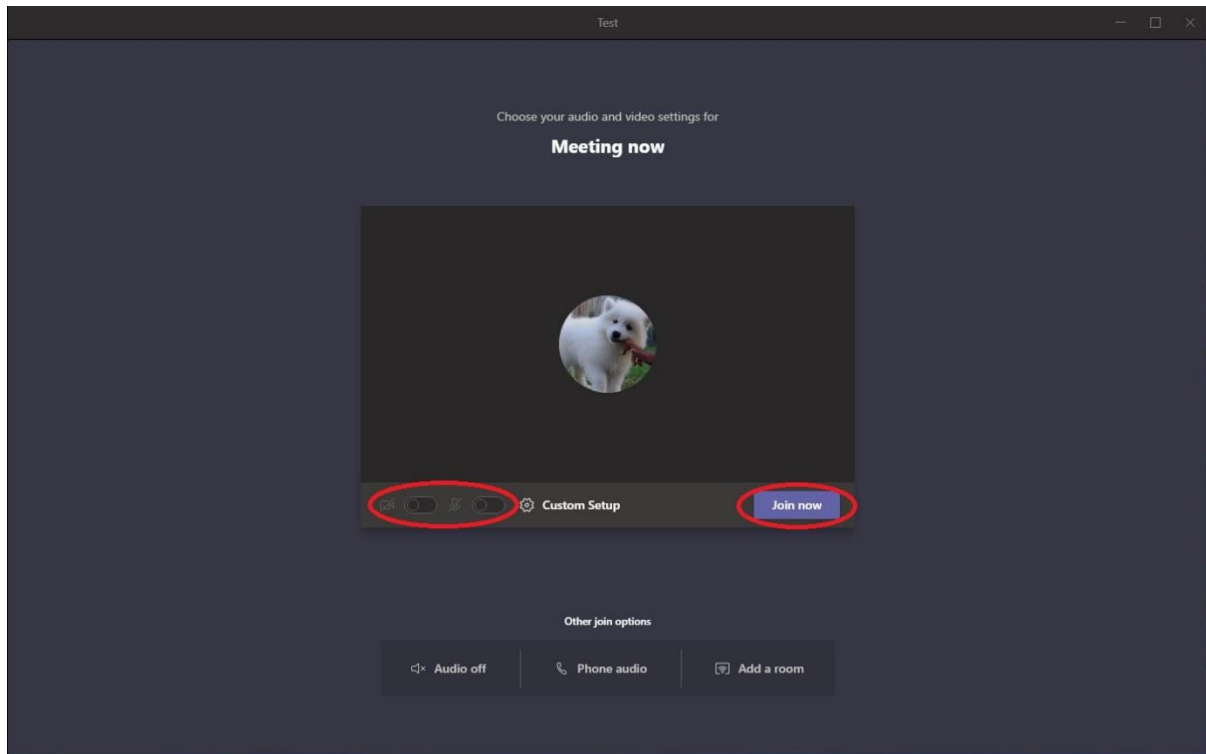


13. Then, find the same Teams meeting in this calendar and click it.
14. A small pop up window will appear with basic details about the meeting.
15. Press Join.

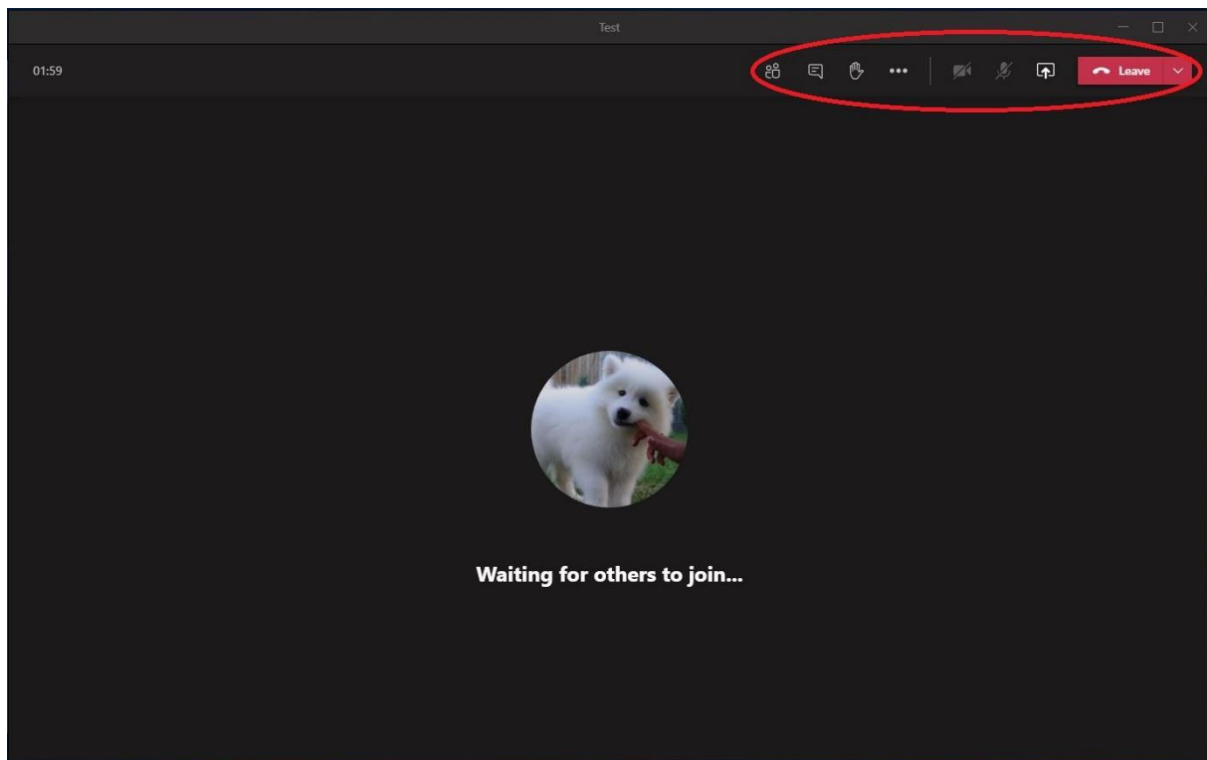




16. Use the toggle switches to turn your microphone and camera on and then press Join Now.



17. You will be placed into the meeting and should be able to hear and see your Participants. They should also be able to hear and see you.
18. Across the top of the window, you will see a set of different buttons. Their functions are as follows (in order from left to right):
 - a. Show Participants
 - b. Show Conversation
 - c. Raise Hand
 - d. More Actions
 - e. Camera
 - f. Microphone
 - g. Share Content
 - h. Leave



19. When you have finished class, press the Leave button to end the meeting.



On a phone or tablet

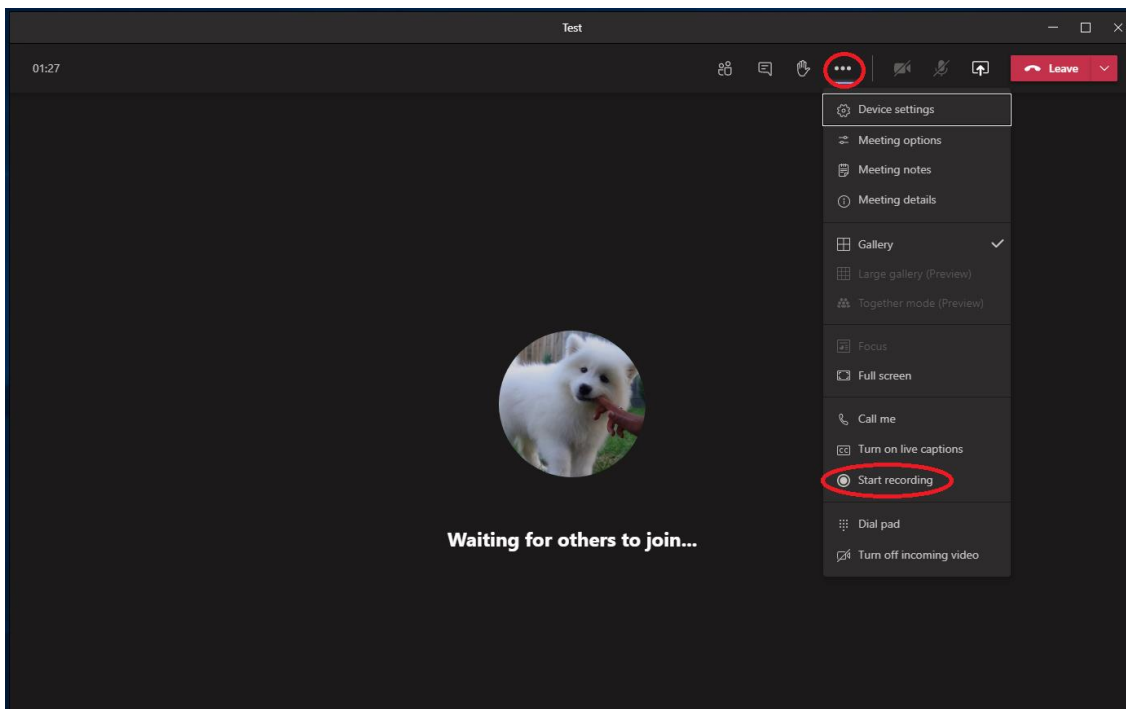
If you have an Android/iOS phone or tablet:

1. You must have the Microsoft Teams app and the Microsoft Outlook app installed on your device. You can download both from the Apple store or the Google Play store.
2. Sign into both apps using your Warner Institute email address and password.
3. Open the Outlook app and press the calendar icon at the bottom of the screen.
4. Create a new calendar event and about halfway down the screen, you should see a toggle switch that has 'Teams Meetings' next to it. Turn this switch on.
NOTE: if you use more than one calendar on Outlook, at the top of the screen, select the calendar drop down and choose your Warner Institute calendar. Otherwise, the Teams switch will not appear.
5. Create a title for the Meeting and add the students email addresses.
6. You can schedule the meeting for a specified date/time etc.
7. When you are ready, press the tick symbol in the top right corner and your students will be emailed a link to join your Meeting.
8. Open your Microsoft Teams app and choose the Calendar icon at the bottom of the screen.
9. Find the scheduled Meeting and click on the Join button.
10. Adjust your audio and video settings and press Join Now
11. You have joined the Meeting and should be able to see yourself in the front camera.
12. The pop-up menu has buttons to toggle the camera and microphone and has a more options button where you can Start a Recording or Put yourself on hold.
13. The top right buttons are the Chat function and the Participant List.
14. Once the Meeting is finished, press the red hang up button and you will be back on your calendar screen.

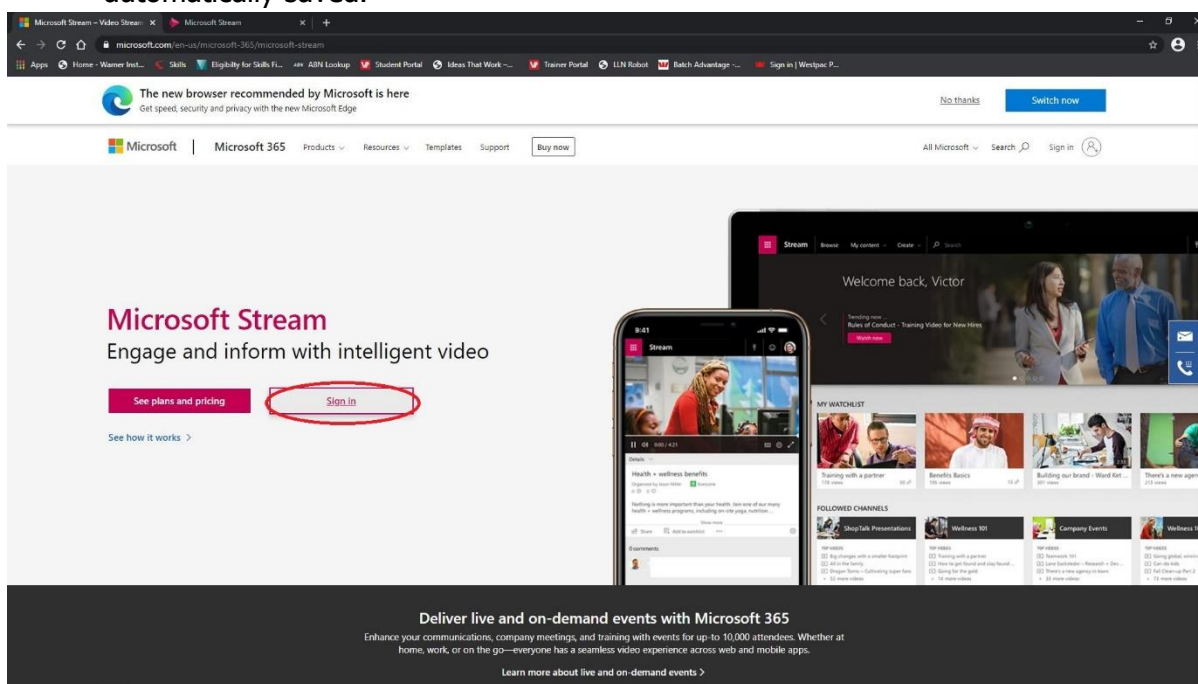


Recording a Meeting

1. Begin a meeting with the class and click on the More Options button at the top of the screen. Then choose Start Recording.



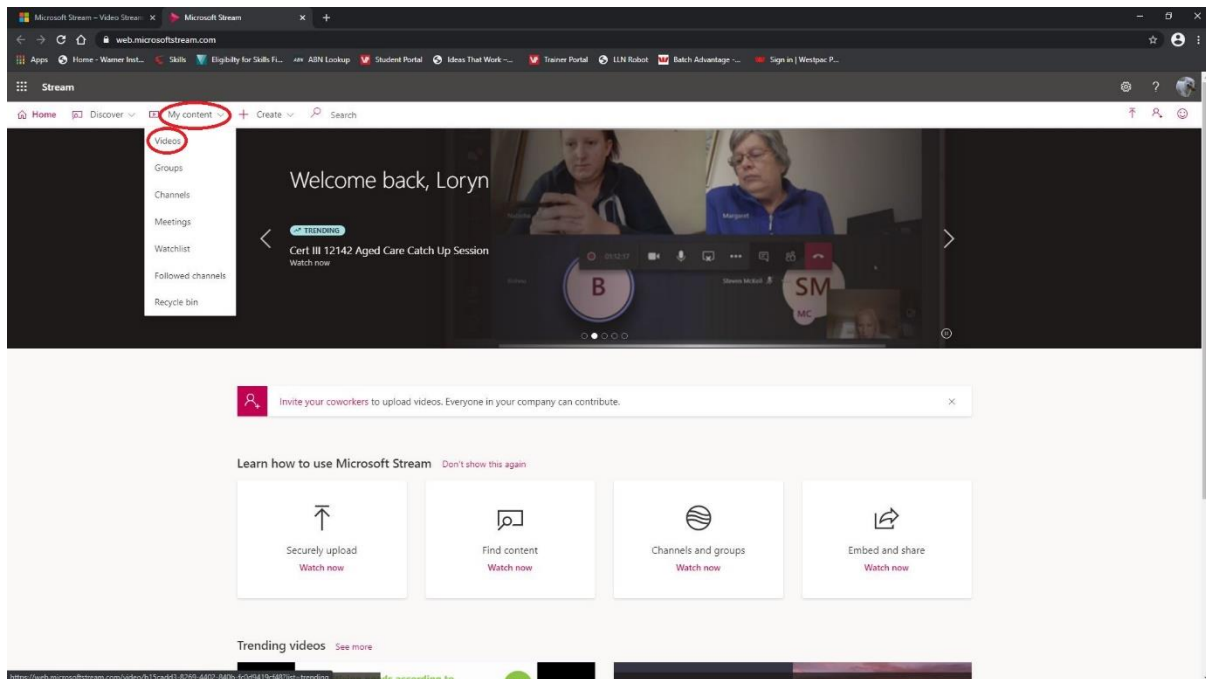
2. Once class is finished, click the same button to Stop the Recording.
3. Go to <https://www.microsoft.com/en-us/microsoft-365/microsoft-stream>
This is Microsoft Stream, a streaming platform where your recordings are automatically saved.



4. Click Sign In and use your Warner email and password.



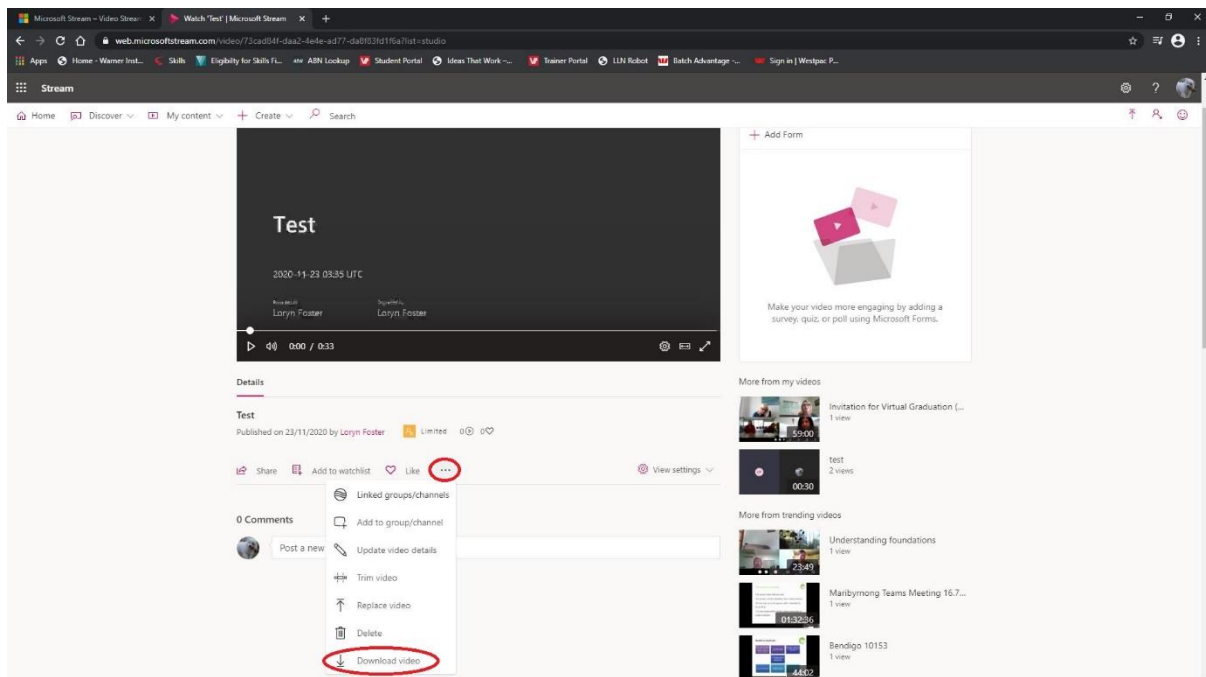
5. You will be taken to your Stream homepage.



6. Click on My Content and then Videos. Then choose the recording that you want to access.

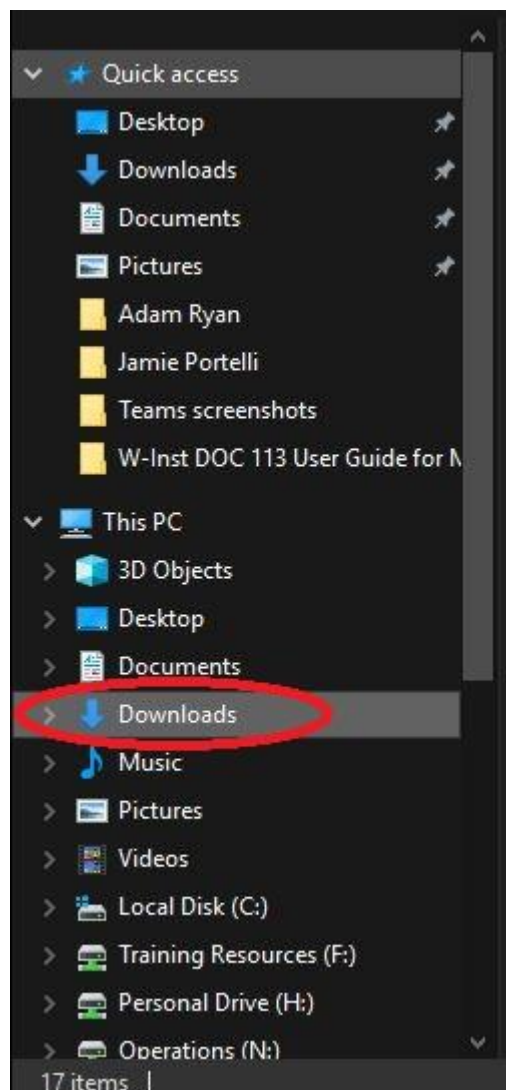
PLEASE NOTE: If you have been recording for hours, it will take a while for Stream to save your Recording so it might not appear in your Video list. Sign out and check back later. You may also get an email that states your recording is ready when it has finished processing.

7. If you'd like to Download your Video and save it to your Drive, click on the 3 dots underneath the video and choose Download Video. Depending on the size of the





recording, the download may take a long time. Once it has downloaded, it will be saved in the Downloads folder of File Explorer.



Please be aware that we do not currently have a platform that we can upload recordings so that students can access them. If a student has missed a class and wants to catch up, please contact your Program Support person so they can organize to place the student in an ad-hoc class.



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