Hybrid
Technology Tips
Microsoft Teams

This document should be read in conjunction with:

› [AV Connection Guide for MS Teams](#)
› [Technology Video for Hybrid Teaching Spaces – MS Teams](#)

Setting up your Teams group

If you want to teach mostly in Teams, to use breakout rooms and share documents, you will need to contact UNSW IT. The team owner can send a request to UNSW IT by emailing itservicedesk@unsw.edu.au. The request should ask for the student cohort i.e., the total number of students who are enrolled in the class, to be set up into a group on Teams. Be aware that this request cannot assign students to breakout rooms or channels – the team owner must still do this.

The information required to be provided to UNSW IT is as follows:

› Class code of a class which will have all students in it - example, a Team for Management Accounting 1 - ACCT2522, Class 3486 has all students. (Class Details (unsw.edu.au))

› A Team can be created for a combined group of classes too - provide codes for multiple classes.

› Name and zIDs of Team owners.

› **Note**: IT cannot create channels (private or standard) and cannot populate private channel membership. Owners of Teams can do this.

Delivery Options

When teaching in a [Hybrid Learning Space (CATS)](#) it is possible to access MS Teams from the lectern computer, after your initial login. It is recommended that a secondary device be used, where you login to the same Teams meeting. From the lectern computer, share your presentation and from your secondary device, ensure that the **Chat** panel and **Gallery View** are visible. Having the two logins allows you to focus on the presentation and be able to monitor the chat separately.
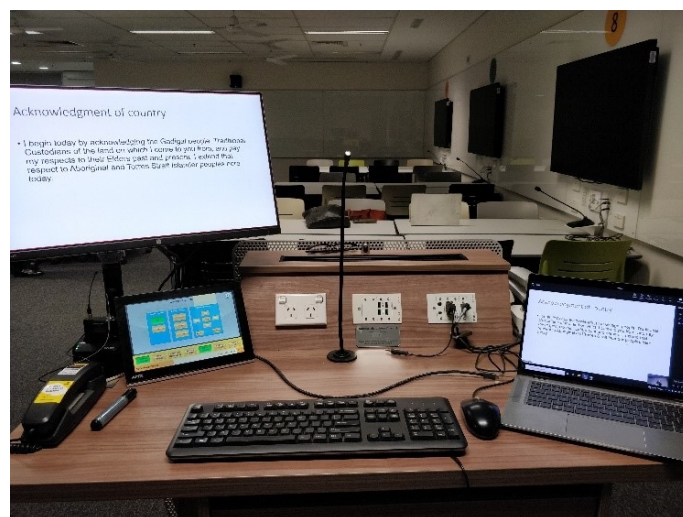
Change your Teams Status to **Do Not Disturb** mode so that you do not get any unwanted popups or notifications on your shared screen. To explicitly set it yourself, go to your profile at the top of Teams and select from the list.
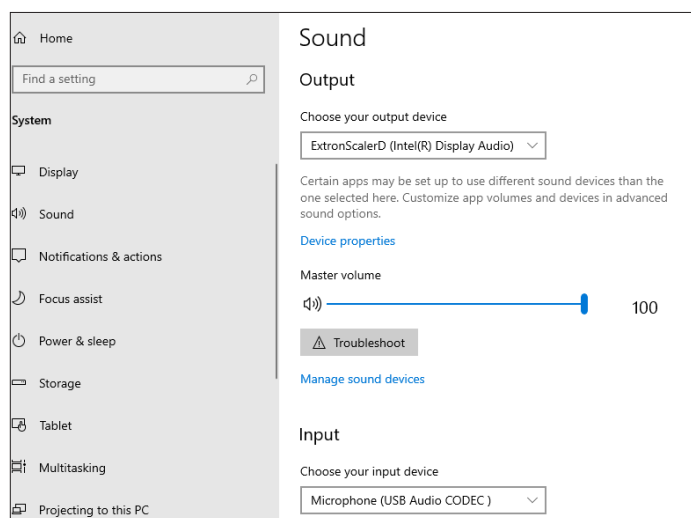
Playing videos embedded in PowerPoint or through Zoom

Ensure that the lectern computer **Audio Output Setting** (from Settings) is selected as **ExtronScalerD (Intel(R) Display Audio)**, if you want both the in-person and online students to hear audio from an embedded video in PowerPoint, or through Zoom. Alternatively, select the Audio icon

from the bottom right of the screen and select **ExtronScalerD (Intel(R) Display Audio)**.
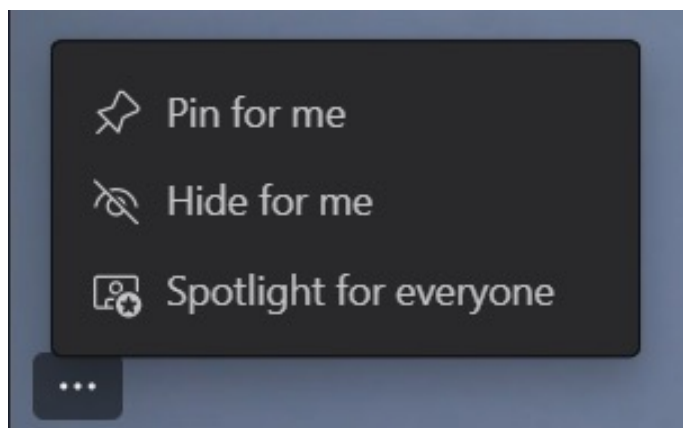

Closed captioning and live transcription

A free live transcript service is available for Teams webinars, meetings, and live events. For Teams, the host of the webinar must always enable the live transcript function first, so that it is available for attendees to turn on. Students who then use this feature should be made aware of the potential accuracy of the transcript.

Recording the Teams meeting and enabling transcription will allow students to review the session with the option to turn on closed captions.

Pin or Spotlight a video in Zoom

› **MS Teams Online support**

With your camera on, you will find 3 dots in the corner, which provide options to pin your screen (I.e., your screen remains centre regardless of what is shared who is speaking), hide your camera view for yourself and spotlight the screen (Spotlighting a video is like pinning it for everyone in the meeting).

To focus on a particular video, right click and select **Pin**. The video will be pinned to your view regardless of who's talking. You can pin as many videos as will fit on your screen. If you change your mind, right click again and hit **Unpin**.

Recording your class in Teams

› **MS Teams Online support**

At UNSW, Teams video recordings will automatically be deleted after 180 days (I.e., approx. 6 months) and sit in 'Trash' for an additional 30 days where they are recoverable. Care should be taken if you want students to access recordings from the start of term, or later than this. You can change the expiry date after the recording is ready. If you do want to keep these videos for longer it is probably better to download them for students to access via your Teams class. See instructional video (*Thanks & credit to Engineering Learning & Teaching unit*) on how to integrate videos as a tab in your Teams' class.

Camera View

Depending on whether the **Chat** panel and / or the **Gallery View** panel is open, the screen real estate to view each camera will vary. The examples provided below show camera views when Chat option is off (top image) and when the Chat option is on (bottom image). The camera view with the purple surround shows the in-room camera view.

Teams crop some videos to make them fit your screen better. If you want a different view of a particular video—for example, if someone's cropped out of the video or it only shows part of their face—right click and select **Fit to frame** to see the entire video.

Using breakout groups in Teams

Recent [Breakout groups updates](#) have made it easier to use breakout groups when teaching in Teams. Some of the following features are now possible:

› Breakout room managers – no longer is it only the person who sets up the meeting who can manage the breakout groups.

› Create breakout groups in a scheduled meeting ahead of time

› Reassign students to a breakout group on the fly

› Breakout group assignments persist for recurring meetings so if you want the same groups of students across term, you only need to set this up once.

› Set a breakout group timer and students will be able to see how long they have in the top left and the room will close automatically at the specified time.

Resources

› [UNSW Teams Champions group](#)

› [AV Connection Guide for MS Teams](#)