**Integrating Teams with Blackboard**

If you want to use Teams, you have the challenge, that your students are on the Blackboard platform. Here is how you get them on Teams.

**How to create a team for your course**

1. Copy the title of your course in Blackboard (you will have to use the title in step 4).
2. Log in at https://teams.microsoft.com in a browser. Click "Join or create team" in the top right corner.
3. Click "Create team" and choose "Class" as the type of team.
4. Paste your course's title in the "Name" field. Click "Next".
5. The box "Add persons" appear. Click "Skip".

You now have your team.

**How to create a code for the students to self-enroll**

1. In your team, click on the three dots to the right of the team's title. Choose "Administrate team".
2. Click the tab "Settings", and click "Team code".
3. Click "Generate code". Copy the code by clicking "Copy".
4. Go to Blackboard and create e.g. an announcement, where you write the code to your students.

**How students enroll in the a teachers team**

(Copy these four steps for your message to the students along with code)

1. Copy the code supplied be your teacher
2. Log in at https://teams.microsoft.com in a browser using your SDU-profile (log in with full e-mail adress).
3. Click "Join team" in the top right corner.
4. Paste the code in the space that says "Enter code".
5. Click "Enter team".

You are now a part of the teachers team.

**A few recommendations on Teams**

Teams works in both web browsers and by installing an application on your computer or smartphone.

It is advised to use the browser when creating teams. But once you have your team, it is better to use the app.

Install the app by clicking "Download desktop app" ind the lower left corner of the browser version of Teams.

If you install the app on your smartphone, the tool really begins to kick off.

**Teaching synchronousy in Teams**

Once you have your team and your students enrolled, you can start teaching in cyberspace. Here's how.

**How to check how many students are enrolled**

1. Click the three dots right to the team's title.  Choose "Administrate team".
2. A pop-up shows the tab "Members". Owners are the teachers, Members are the students.

When students start enrolling they will pop up as Members.

**How to start a live lecture**

1. Click on the tab "General" below the team's title.
2. In the space "Start new conversation" click on the camera icon. It is icon five from the left.
3. In the space "Add a subject?" write a sensible title for the class. It has to make sense later on, when students are searching for the lecture.
4. Click "Meet now", and you're off.

By default, you enter the meeting with sound and video on. This is reasonable as teacher. Encourage students to the opposite: Shutting of video and sound. In classes of more than 20, this is a needed to maintain the classroom calm and manageable. It also saves bandwidth.

The students sees the meeting as part of the "Conversation" tab. They get notified, that the meeting has started, and that they can join.

**How to record the lecture**

1. Once the meeting has started, press the three dots in the middle of the window ("More actions").
2. Click the red button ("Start recording")

Now the meeting is recorded. Remember to stop the recording again(!) when you feel, the lecture is at its end. The recording will automatically be placed in the "Conversation" tab, when the meeting is over.

The meeting will end, when the last participant leaves. This means, that the students can carry on after you leave. This can be a very good thing, adding to their experience of the lecture and mutual discussion. If you want them out for the meeting to end, you have remove all from the attendees panel.

A piece of advice: Don't start the recording right away. Always have an "Arrival phase" before the official starting hour. This way, students and you can interact informally and solve connection or microphone issues etc.

**How to present a Powerpoint in your lecture**

1. Inside the meeting window, click the icon "Share" (third from the left).
2. A lot of options appears. At "Powerpoint", click "Choose file".
3. Select your file and load it up.

Teams will now start the presentation. You can go through it like you are used to, and decide if the students are allowed to browse through the slides at their own pace.

If you have uploaded from your computer, the Powerpoint will automatically be available in the "Files" tab after the meeting.

If you do not want the students to acquire your Powerpoint file (since it is yours, and they can distribute and edit as they see fit, if they can access it), share your screen, your Powerpoint presentation window or share from your Onedrive instead of uploading the file.