Nashville State
Community College

Microsoft Teams Guide for Instructors
Updated Fall 2023

Contents

Employee Teams Login Instructions

All NSCC (Nashville State Community College) employees are provided with a Microsoft (MS) Teams account automatically linked to your NSCC email.
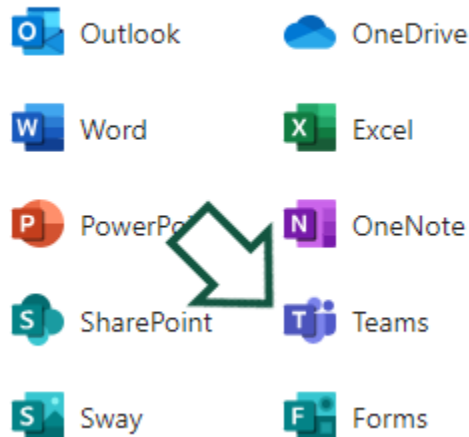
The easiest way to access Teams is to log on to OneDrive with your NSCC email account. This will grant you   access   to all the Microsoft Tools, including Teams.

1. Click the grid menu icon located in the upper left-hand corner.
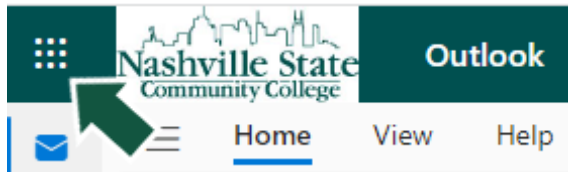
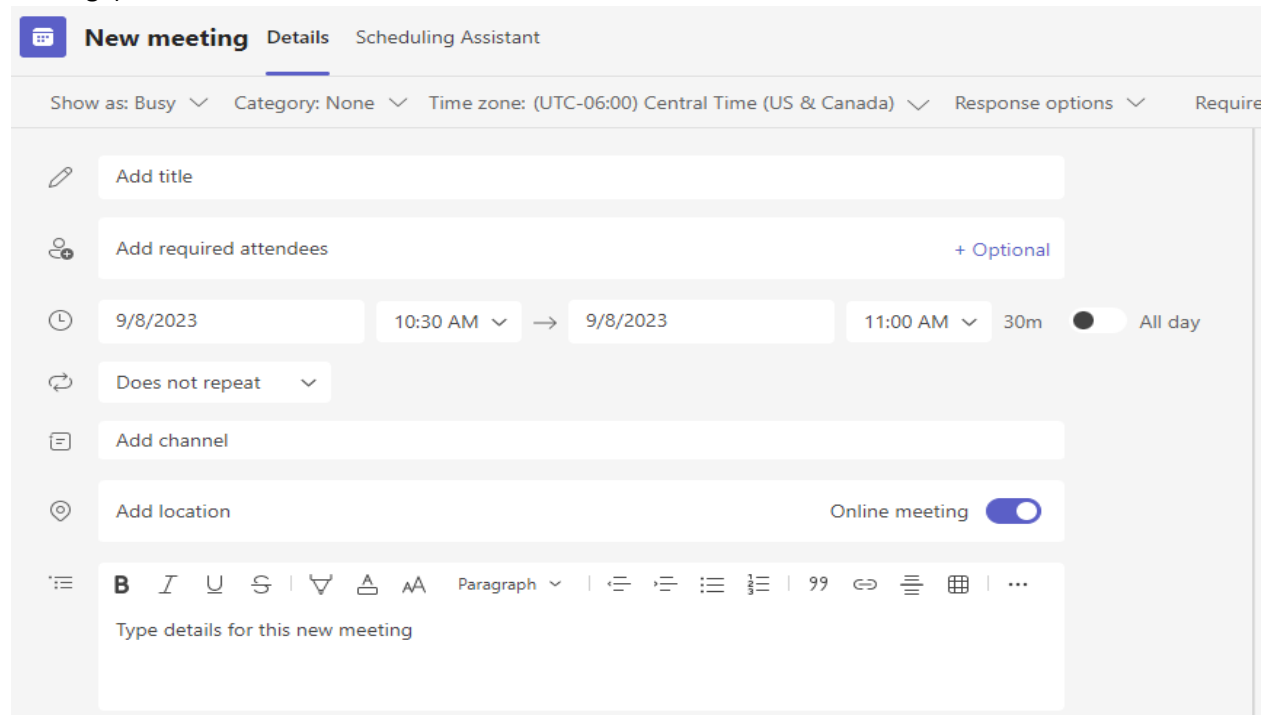2. Next click the Teams button to open.

Schedule a Teams Meeting?

There are several ways to schedule a meeting in Teams.

1. Go to MS teams and sign in with your nscc.edu address.
2. Once you are signed in, Go to Teams > Calendar.
3. Open Calendar Select + New meeting.
4. Give your meeting a title. Decide on a date and time.
5. Take a moment to review your meeting details.

Create A Meeting

Select Schedule a meeting in a one-on-one or a group chat (below the box where you type a new message).


Schedule A Meeting Calendar

1. Go to Calendar on the left side of the app and select "New Meeting" in the top right corner.
2. Select a range of time in the calendar. A scheduling form will pop open.
3. The scheduling form is where you will give your meeting a title, invite people, and add meeting details.
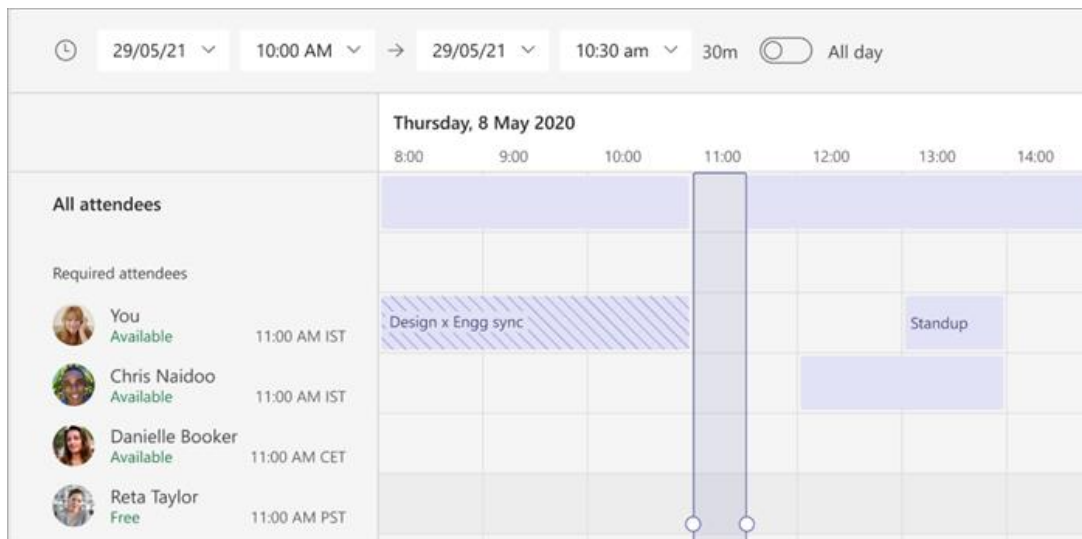
Meet Now

This room is the perfect place to hold office hours with students and hold meetings with colleagues.

1. In the Calendar section of the Teams application, click Meet Now, enter a meeting name, and click select Get a link to share if you want to copy and paste a link to your room, or Start meeting.
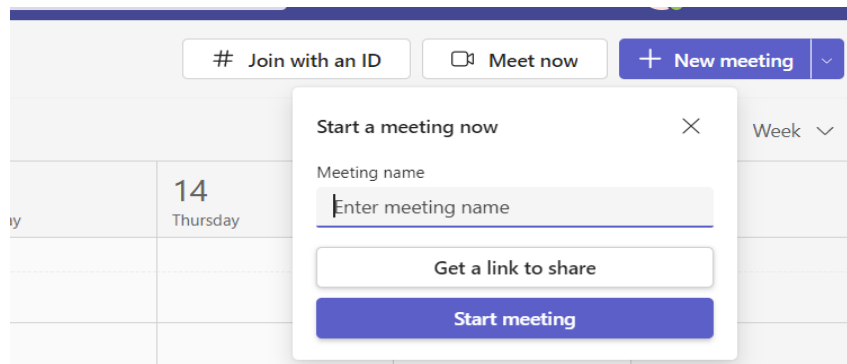
2. Configure your audio and video settings as normal, then join the meeting.
3. You will be prompted to get a share link or start meeting
   - [Watch the Meet now video](#) (1:17)
   - [Watch the video Tips for Teams meetings](#) (2:18)

Share Teams Links

1. Double-click the meeting event in your calendar.
2. Select Copy registration link near the top of the page.
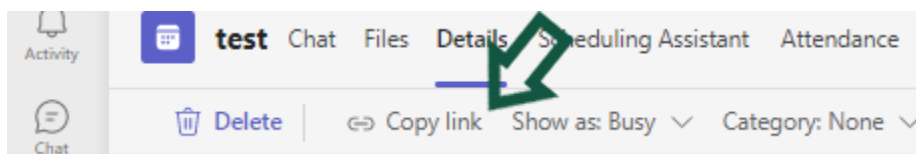
3. You can paste the information in D2L   News/Announcements or sent it out through D2L email

When scheduling the meeting, you can have it repeated (e.g., daily, weekly, etc.).

How Will My Students Use Teams?

Students will receive the Teams link from the faculty members. Students can view the virtual meeting room on a desktop computer, or, if desired, through the free Teams mobile app. Students do not need a Teams account to view a TEAMS meeting or recording.
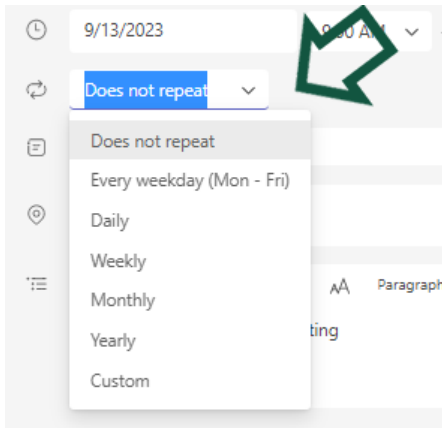
Breakout Rooms

Create Breakout Rooms During the Meeting

1. Start the meeting.
2. In the meeting controls, select **Breakout rooms**.
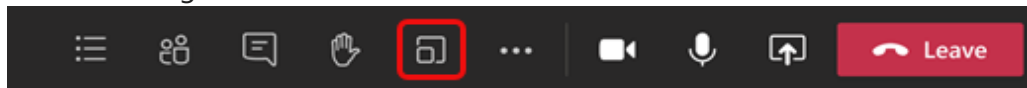
3. Do the following:
4. Choose the number of rooms you want (up to 50).
5. Choose whether you want Teams to evenly assign people to rooms (**Automatically**) or assign people yourself (**Manually**).
6. Select **Create rooms**.

View more information about [breakout rooms in Microsoft Teams meetings.](#)

Can I Record My Meetings and Lectures?

Yes, you can record any activity in your Teams Meeting, including chat files. Before you hit the record button, here are some questions to ask yourself:

Have You Enabled Recording in Your Settings?
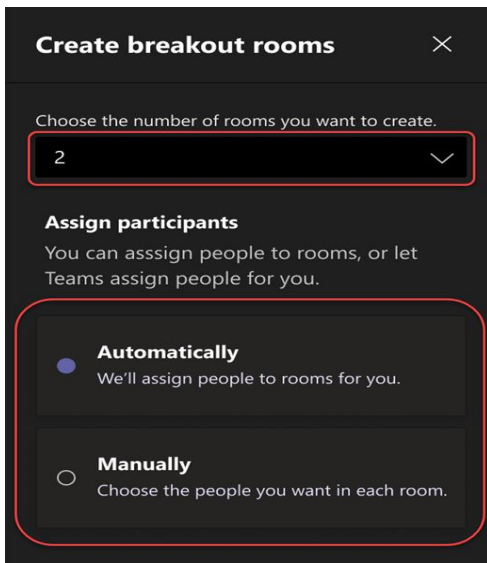
Log in to Teams and go to the more tab. Then click the recording and transcribe. This tab contains many options you will want to review from enabling recording to automatically notifying participants that recording is in progress.

### Do You Have Permission to Record?

Make sure you notify participants verbally that the session is being recorded. Participants may also notice the red recording light at the top left of the screen while recording is in progress.

How Do I Actually Record?

Once you have started your meeting, on the menu bar, click on Record. It will then indicate that you are recording with a red circle and both a Pause and a Stop button in the upper left corner of your screen. If you want to stop or pause your recording, use these buttons. Once your meeting has finished, and you have stopped recording, it will automatically start rendering.

When you start recording a meeting, you should also turn on live captioning.

1. Start or join the meeting.
2. Go to the meeting controls and select More actions More options button > Start recording.
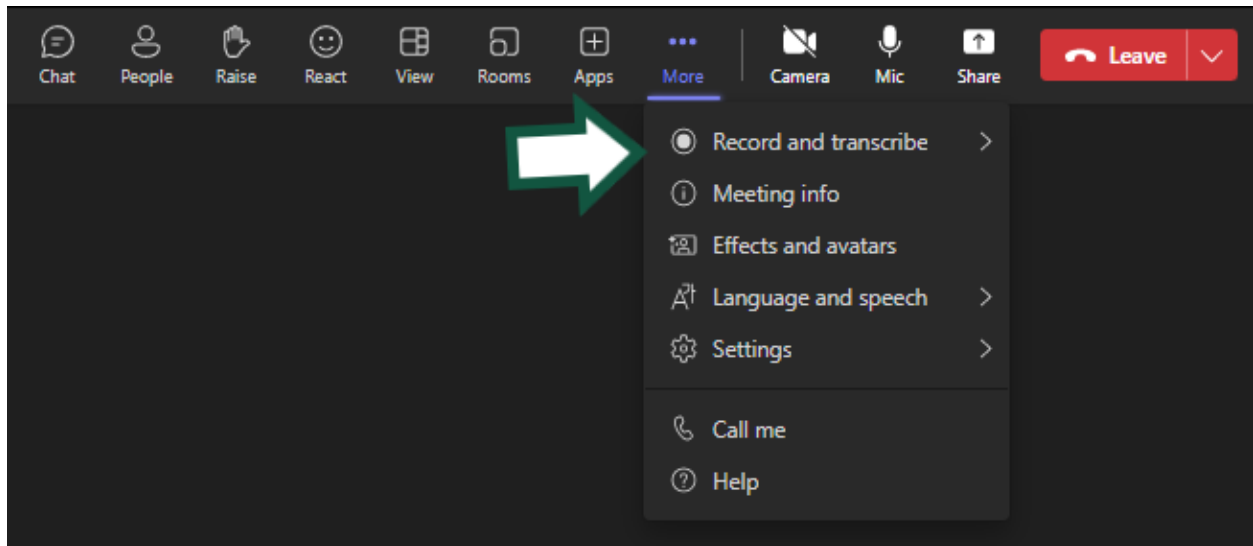
Stop recording

1. Go to the meeting controls and select the More actions More options button.
2. Choose one of the following:
   a. Stop recording: Stops the recording and live transcription.
   b. Stop transcription: Stops just the live transcription. The recording continues until you select Stop recording.

How Do I Retrieve My Recordings?

Recordings are available in various places depending on the type of meeting. The recording is processed and saved to the Team's files. The meeting recording shows up in the meeting chat or OneDrive. Team meeting recordings are stored in OneDrive and Teams file storage. They are linked in the chat for the meeting. Displayed in Recordings and Transcripts tab for the meeting in Teams Calendar. Recordings automatically expire in 6 months if not downloaded.

Can I Save a Teams Recording to My Computer?
1. Open Microsoft Then Go to Teams or OneDrive. Look for the recording to play it back or download it.
2. Open the file in OneDrive and select Download.
3. Navigate to the file in OneDrive, select the file, or select the three dots next to your file.
4. Select choose the location for the download.
5. Right click on the video to download.

How Accessible Is Teams?
During any Teams meeting, you can start a live transcription of the proceedings. The text appears alongside the meeting video or audio in real time.

### How Do I Make My Recordings Accessible for All Users?
1. Go to the meeting controls and select More actions Microsoft teams More options icon.
2. Choose Start transcription.
3. You will be prompted to choose the language everyone in the meeting is speaking. Select the applicable language, and then click Confirm.

Hide or show live transcription
1. Go to the More icon.
2. Setting > Accessibility.
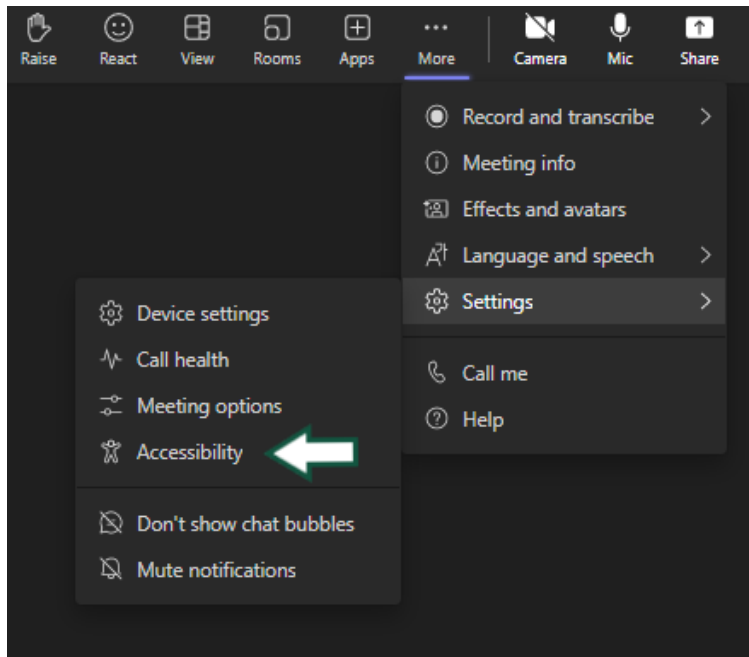
3. Choose Hide transcript or Show transcript.
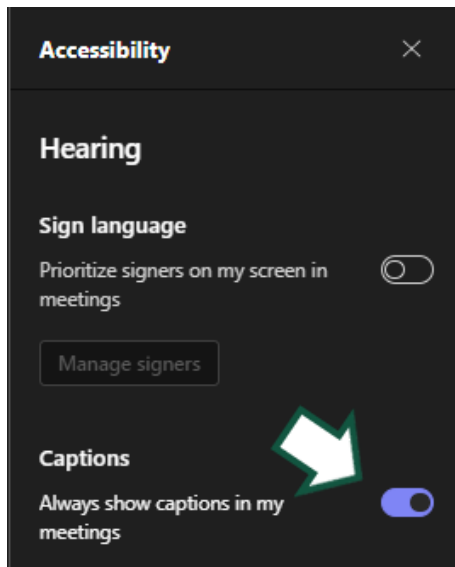
Share your screen

1. Select Share content and choose if you want to share your computer audio.
2. Select what you want to share:
    a. Screen lets you show everything on your screen.
    b. PowerPoint Live lets you share a PowerPoint presentation.
    c. Window lets you share an open window like a specific app you have open.
3. After you select what you want to show, a red border surrounds what you are sharing.

4. Select Stop sharing to stop showing your screen.
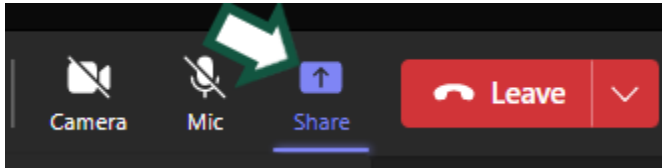
[Watch video on how to Share your screen (1:00)](#)

Annotation While Sharing

Annotation—powered by Microsoft Whiteboard—helps you collaborate on things like a design or presentation while sharing your screen in a Teams meeting.

To turn on and use annotation while sharing your full screen in a meeting. Select start annotation in the meeting controls at the upper-middle area of your screen. Click the pen icon to start annotations.
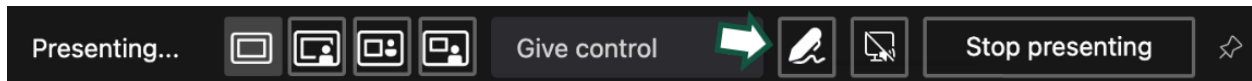
If the toolbar is not visible, move your cursor to the top of your screen to reveal the toolbar. Next, you are prompted to select either "Only I can annotate" or "Everyone can annotate and make changes". You have 15 seconds before the default option automatically takes effect.
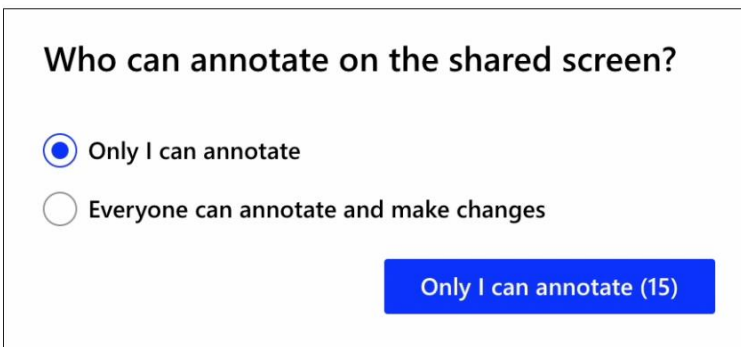
The red outline around the shared screen will turn blue. The red pen tool is selected by default.
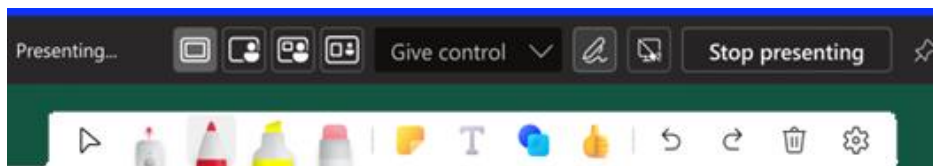
Turn off annotation

As the presenter, you can turn off annotation for all participants by selecting **Stop annotation** in the meeting controls at the upper-middle area of your screen.