

Joining SWIC Remote Classes with Microsoft Teams

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Using Microsoft Teams for online instruction

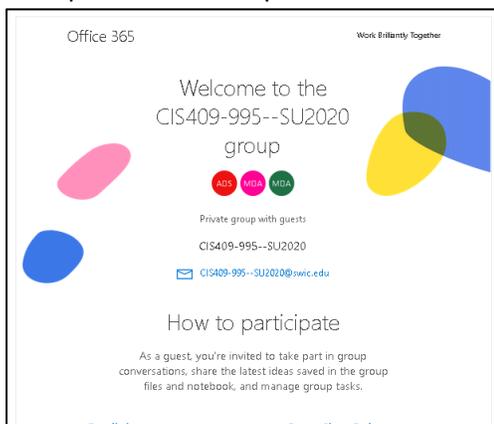
SWIC will be using Microsoft Teams for online instruction. All SWIC Students who have a @student.swic.edu email address already have a Microsoft Teams account. All SWIC students have Microsoft O365 apps, which includes Teams.

For Fall 2020, you will be invited into a Class Team in Teams for each class you are enrolled in.

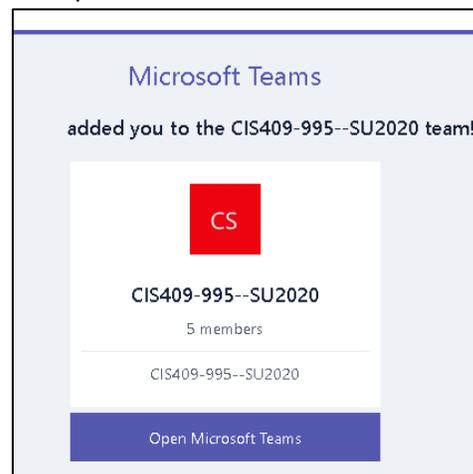
Welcome notifications

- You will receive a Welcome email that you have been added to a Group for each of the classes you are registered for.
- You will also receive an email for each Class Team you have been added to.
- These emails will start to generate 14 days prior to the first day of class.
- You don’t need to do anything at this time.

Example of class Group email:



Example of Class Team email



How to access Microsoft Teams

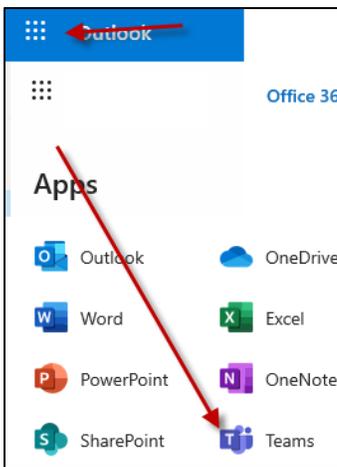
Download Teams app ****RECOMMENDED****

SWIC recommends downloading the Teams app on your PC, laptop or mobile device. The app provides the best Teams experience.

1. **Download Teams for desktop or mobile device:** <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
2. Log into the app with your SWIC student email account and password.

Log in through Office account

1. Log into your Office365 account (this is also where you log in for your SWIC Student email) with your SWIC student email account and password.
<https://login.microsoftonline.com/>
2. Click the waffle on the top left of your screen.
3. Click the **Teams icon**.



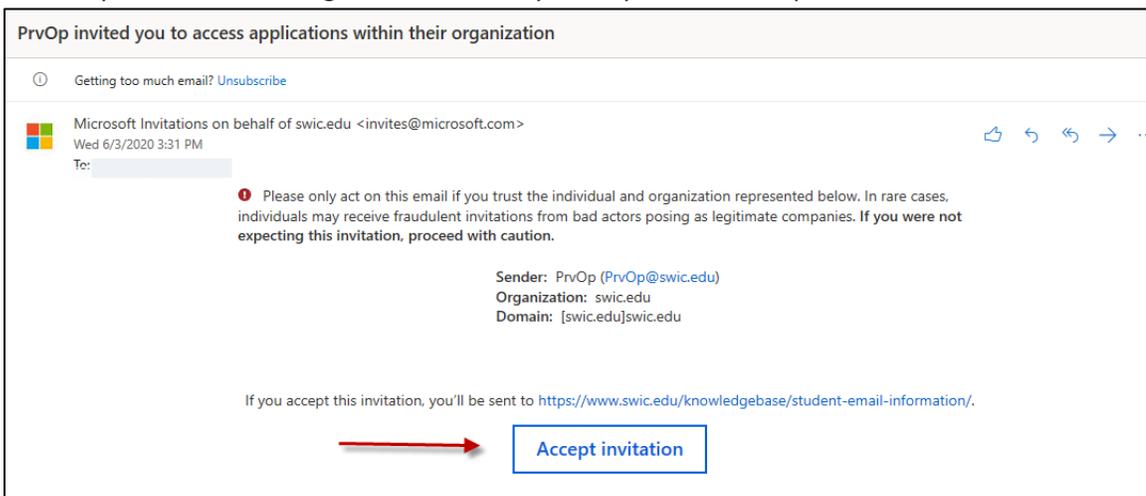
Log into Teams online

You can log directly into Teams on any browser. **EDGE and CHROME are recommended.**

1. Open browser and go to <https://teams.microsoft.com/>
2. Log in with your SWIC student email account and password.

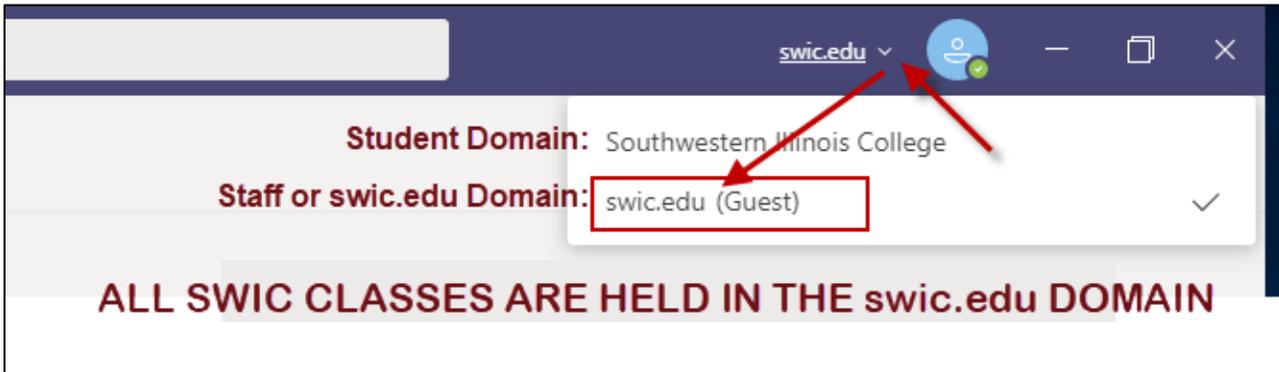
Accept invitation to the swic.edu organization

If this is your first time using Teams at SWIC, you may have to Accept an Invitation email.



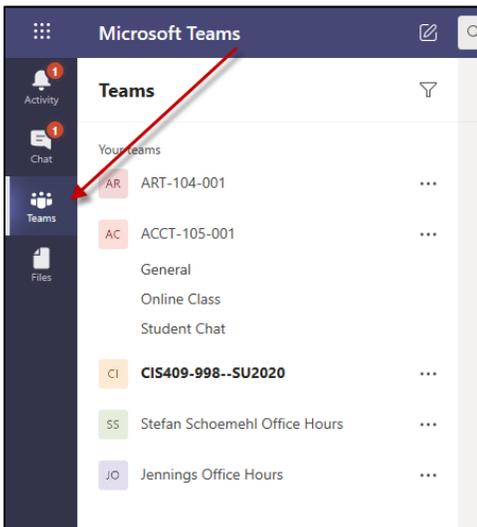
Please, **Accept invitation** to the swic.edu organization.

Once you have accepted an invitation to the swic.edu organization, you will have access to the swic.edu domain in Teams. This is where your SWIC Class Teams will be. You are a guest in this domain and will have limited access.

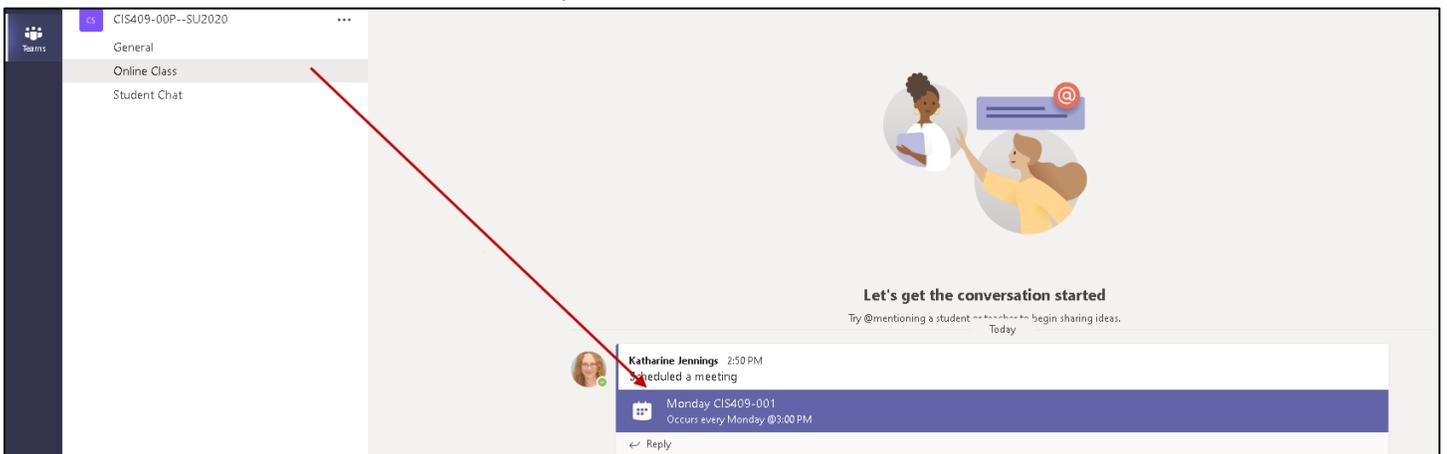


Finding your SWIC Teams

1. Log into Microsoft Teams. We recommend downloading the Teams app for the full Teams experience.
2. Click on the arrow next to your profile and choose **swic.edu**.
3. Click on the Teams feature. You will see your Class Teams and Office Hours Teams listed.



4. Click on the Class Team to see information and Online Class hours posted by your instructor.
5. Click on the Office Hours Teams to see your instructor's virtual Office Hours.



Join your online class

When enrolled students log into Teams, they will need to switch to the swic.edu domain by clicking the down arrow next to the profile picture to access the Class Teams and Office Hours Teams.

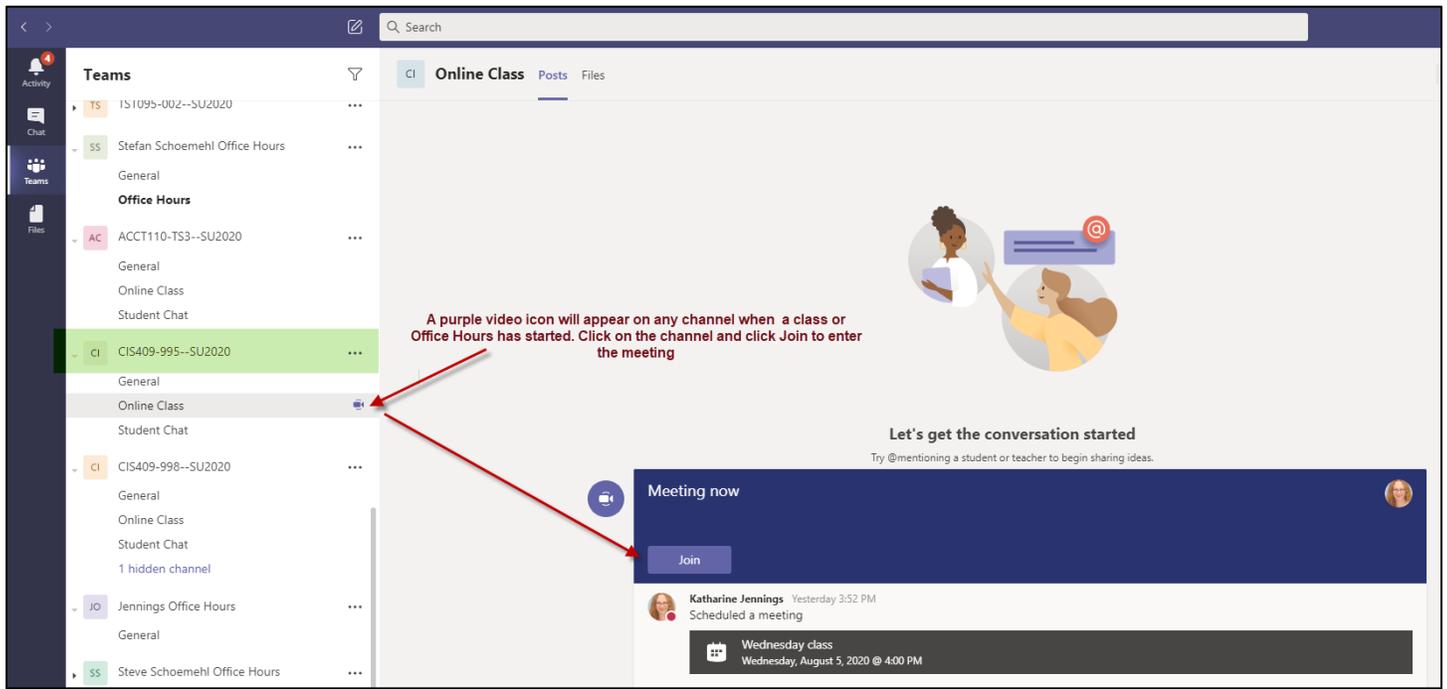
- Students should see a Class Team for each class they are enrolled in (ACCT110-001, etc). If your instructors have created Office Hours Teams, you will see those as well.
- Each Class Team is named the Class name and section, same as Blackboard.
 - **General Channel** – available by default. Instructor may use this channel.
 - **Online Class Channel** – Allow students to remotely join lectures and access to lecture recordings.
 - **Student Chat Channel** - Allow classmates a place to chat.
- Students can access the class remotely by going to the Class Team>Online Class channel. Once the instructor has started the meeting, the student can see the Join button. You see a purple video icon on any channel where a meeting has started. This includes Office Hours that been opened by an instructor.
- Student can also access the meeting from their student Teams Calendar (they will have to switch to the student domain to see their Calendar).
- Students should be able to access the Class Team from Blackboard. Instructors have instructions to place a link to their Class Team from their Blackboard course.
- Once the instructor has started the Office Hours meeting, the student should see a notice the meeting has started and has a Join button available.

The screenshot displays the Microsoft Teams interface. On the left, a sidebar lists several teams, including 'CIS409-995--SU2020' which is highlighted in green. The main area shows the 'Online Class' channel for this team. A purple video icon is visible in the top right corner of the channel header. A red arrow points from the text 'A purple video icon will appear on any channel when a class or Office Hours has started. Click on the channel and click Join to enter the meeting' to this icon. Another red arrow points from the same text to the 'Join' button in the 'Meeting now' banner at the bottom of the channel. The banner also includes a 'Join' button and a message from Katharine Jennings: 'Katharine Jennings Yesterday 3:52 PM Scheduled a meeting'. Below this, a calendar icon indicates a 'Wednesday class' on 'Wednesday, August 5, 2020 @ 4:00 PM'.

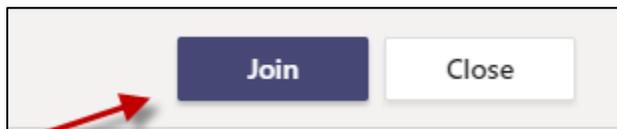
Join an instructor's Office Hours

When enrolled students log into Teams, they will need to switch to the swic.edu domain by clicking the down arrow next to the profile picture to access the Class Teams and Office Hours Teams.

1. Once an instructor has started their Office Hours, you will see a purple video icon on their Office Hours Teams.
2. Click on that channel and click the purple Join bar to join the class.



3. Then Join again



4. You may see the message below if they are with another student. Please, wait until the instructor to be available.

We've let people in the meeting know you're waiting.