





### TEAMS: mini guide for teacher







# If you have already an Office365-Unina account **go to the next slide**

If you have not an Office 365-UniNa account **you have to:** 

Follow the registration instructions here <u>https://softwaresso.unina.it</u>

>Once completed, go to the next slide







#### If you have an Office365-Unina account

With your account (<u>account@unina.it</u>) go to the following link to sign-in <u>https://www.office.com/</u>

# Attention: USE ONLY «Account aziendale o dell'istituto di istruzione»

To access the Office365-Unina suite you need to get an account as described in the previous slides. If you sign in with credentials acquired autonomously form Microsoft portal or Windows credentials you can't use all the features provided by Unina

### Access Microsoft Teams

You can access the WEB version here https://teams.microsoft.com/

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Teams is available in web version or app-desktop version

To start Teams you need to click on the icon in the applist you find in the our main Office 365 page





The app with the "app desktop" option, is more rich than the web version. If you decide to use the web option (no installation required), you should use Chrome or the last EDGE version.

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Teams is available for Mac OS X and mobile system Android and IOS as well

## **TEAMS di Office 365:** App-Desktop version



• Install the application (find the link at the botton left to get)

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- Launch the application
- Enter with the credentials Office365-Unina (account@unina.it)



## How to create a team



Left side icon «Team»
Add / Crete a new team (up right)
Create Team -> insert course name
Go to the team

### **CREATE A TEAM FOR EACH COURSE**

# Use TEAMS for your COURSE



- Click on your team
- Click on «…» on the side of the name of your team
- Select «Gestisci il team»
- Select «Impostazioni» and disable all the authorisations for members and guests, make the team private, disable all the app
- Create the link to the team («Richiedi collegamento al team») and distribute it to the students thorough Aulaweb, or sending an e-mail, or with any other method you use with your students

**N.B.** There have been added Erasmus students and other belonging to other cooperation programmes so there should not be other students not able to subrisbe Office. In case you should add other people have a look at the following slides





Check the email to know if other want to attend the class.

□ Insert the student thorough the main interface «aggiungi membro». Use the email address to add people.

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#### You can start in team channel the team by selecting the icon «riunione immediata» under the bottom bar







How to record the video lesson







You can disable the audio of partecipants as shown, with few click, preventing the students to comment













To simulate a blackboard you should share the screen and use the extern whiteboard TEAMS for writing



This approach is usefull for:

Writing and painting, showing slide and lecture notes

To use the traditional board (not suggested even if possible) you must have a webcam and place it to frame the areas where you will write





You can activate an instant poll or ask a question live.

In the chat you can insert the link made by Forms



For more information on Forms: https://support.office.com/it-it/article/accedere-a-microsoft-forms-620daa7a-3e03-4013-8f92-5cce86210ef6?ui=it-IT&rs=it-IT&ad=IT



For more information and faq: https://softwaresso.unina.it

For assistance: La teledidattica@unina.it



