

## Teaching Using Teams

After you have set up your Teams meeting, modified the meeting options, and linked it in the course, you are ready to teach your live class using Teams.

### Uploading Your PowerPoint

If you uploaded your presentation to the meeting invitation, then you do **not** need to upload the PowerPoint once you're in Teams. If your PowerPoint has changed since you uploaded it to the meeting invitation, you **will** need to upload it once you're in Teams.

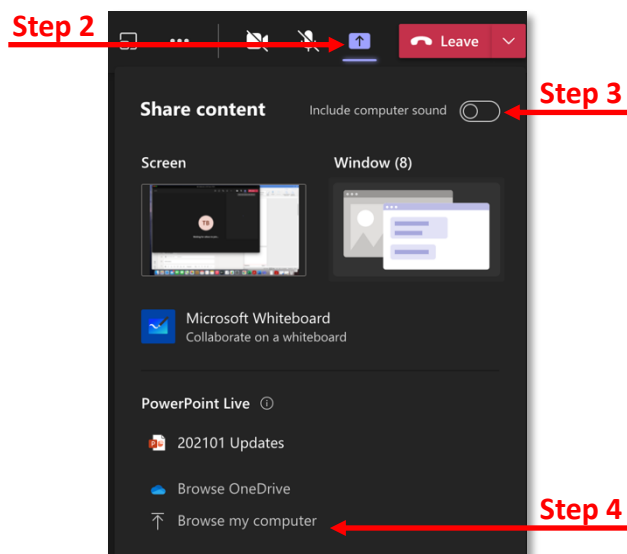
Outside of the option above, you **cannot** preload a PowerPoint in Teams, leave the Teams meeting, and then return to the meeting. You will have to re-upload the PowerPoint to Teams once you rejoin the meeting. To ensure your presentation works, start the Teams meeting 10 min early and ask someone to test with you. Upload your presentation, test your audio, and test the computer sound (i.e. audio you may have in your presentation such as a YouTube video).

1. Join the meeting.
2. To upload the presentation, click the **Share content** button.
3. If your presentation has audio, click the **Include computer sound** button.

**Note:** If you do not click the audio sound button, the participants will **not** hear your audio. You will need to reupload/reshare the presentation and enable the audio.

4. In the PowerPoint group, click **Browse my computer**.
5. Follow the onscreen prompts to upload your PowerPoint.

**Note:** If you choose any other options such as "Desktop" or "Windows", your presentation will **not** follow the instructions listed in this handout and your presentation may not go as seamlessly.



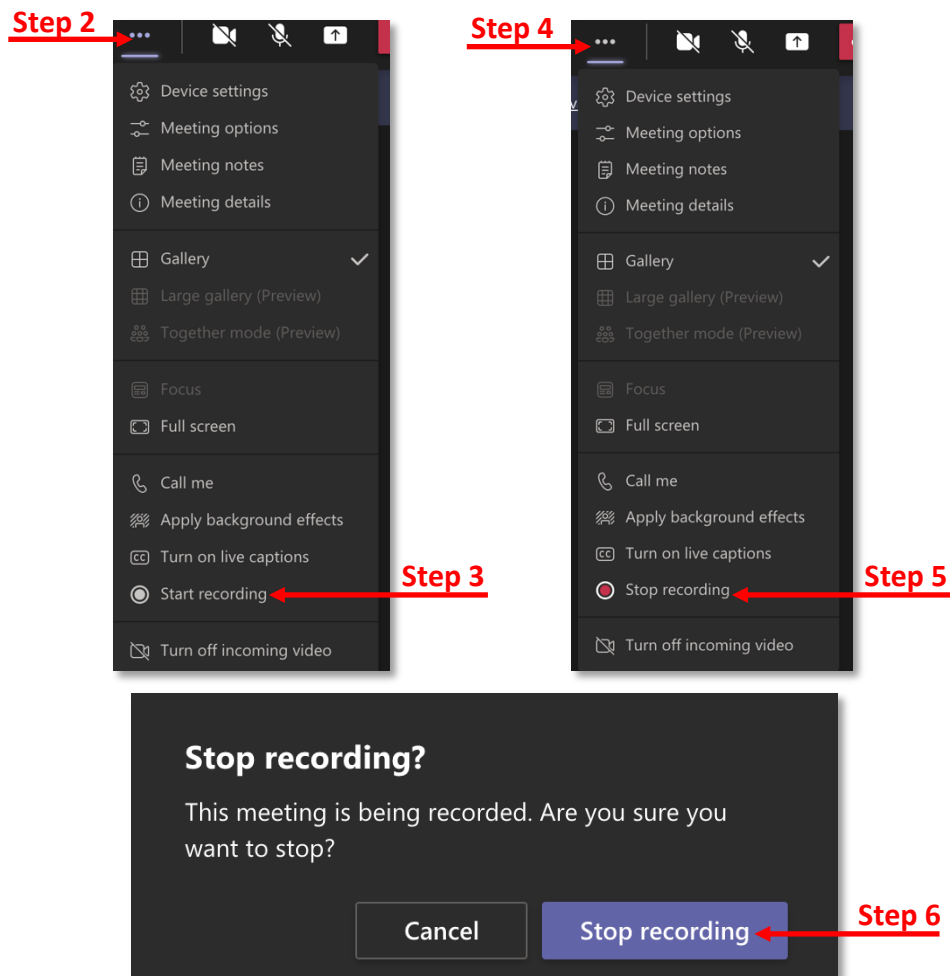
## Recording your Live Class in Teams

1. Access the Teams meeting.
2. Click the three dots.
3. Click **Start recording**.

**Note:** When you click Start recording, a message indicating you are recording will appear. It is also important for you to be aware of who starts the recording. If someone else starts the recording, they will automatically become the owner of that recording.

4. To stop recording, click the three dots.
5. Click **Stop recording**.
6. Click **Stop recording** in the pop-up window to confirm you want to stop recording.

**Note:** Refer to the Following up Live Teams Class handout to see how to download the video, modify permissions, and obtain the share link from Microsoft Stream.



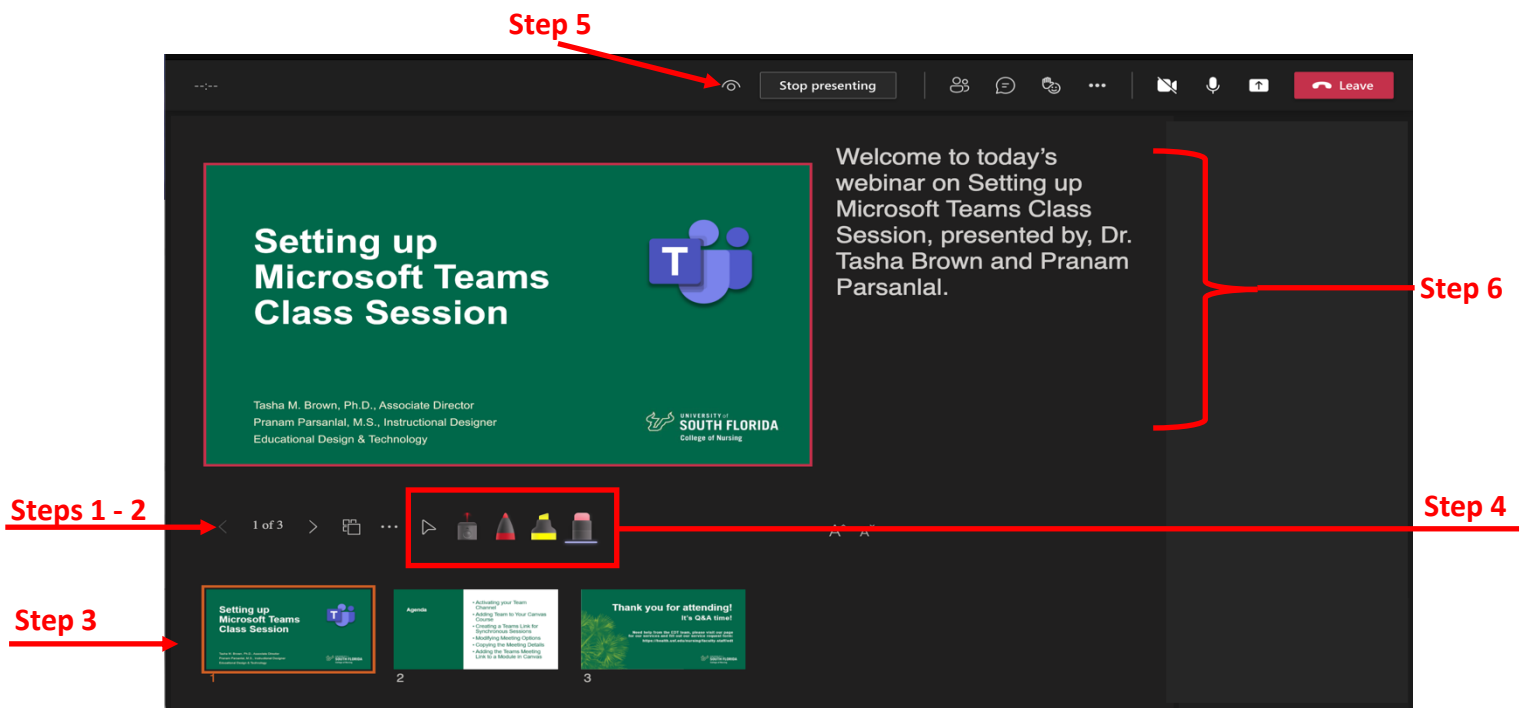
## Understanding the Teams Presentation Layout

Once you have uploaded your PowerPoint, you will have presenter view of the presentation.

1. To advance your slides, click the forward arrow.
2. To view a prior slide, click the back arrow.
3. To skip to a slide, use the scroll bar to locate the slide and then click the slide.
4. Use the additional tools next to the forward arrow while presenting. From left to right, the tools are cursor, laser pointer, pen, highlighter, and eraser.
  - a. Cursor – point to items on a slide.
  - b. Laser – point to items on a slide.
  - c. Pen – write or draw on a slide.
  - d. Highlighter – highlight information on a slide.
  - e. Eraser – remove pen or highlighter markings from a slide.
5. To prevent participants from moving through your shared presentation, click the icon for this. The icon is a circle with an arch over it.

**Note:** Participants by default can navigate through your presentation on their end if not disabled. This does not advance the slides for everyone, just for them to peak ahead or go back a slide without having to interrupt the presenter.

6. The panel on the right will contain your slide notes.



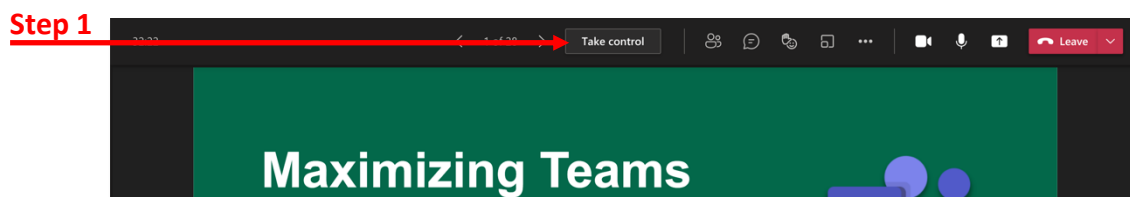
## Presenting with Multiple Presenters

If there are multiple individuals presenting from **one PowerPoint**, there is an easy way to seamlessly present. Each presenter will have control over the PowerPoint and will be able to advance slides.

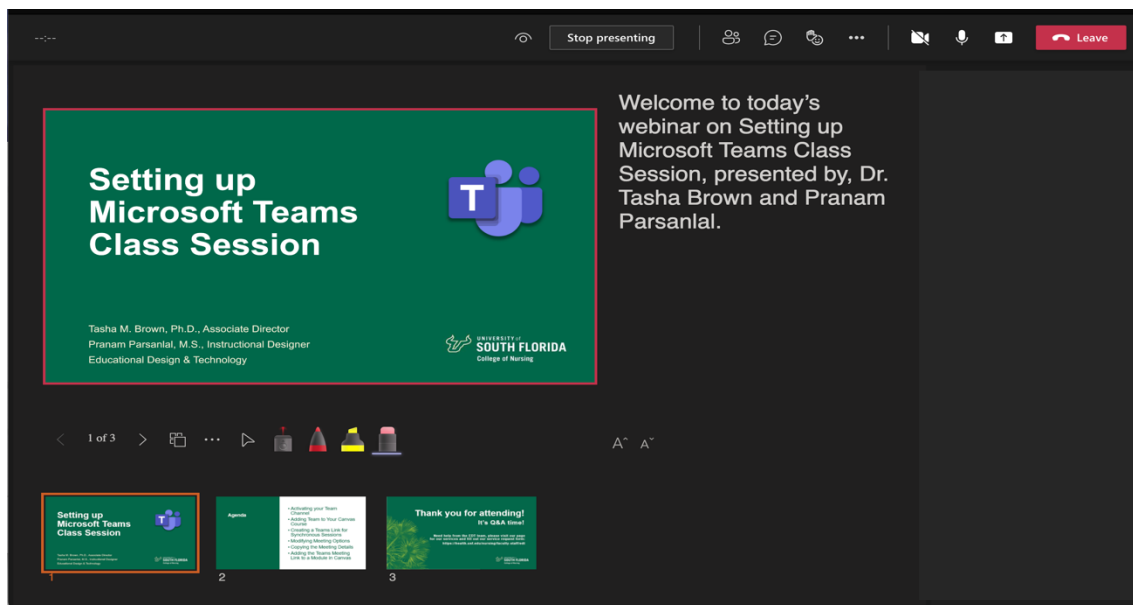
If each presenter chooses to use his/her own PowerPoint, then each presenter will need to follow the instructions in the Uploading the PowerPoint section.

To ensure your presentation is seamless, ensure all presenters have presenting rights prior to your meeting. Follow the instructions in the Modifying the Meeting Options section in the Setting up Teams Meeting handout.

1. When a person is ready to present, click the **Take control** button from the Teams meeting menu bar at the top of the screen



2. When the presenter takes control, their screen will change, and they will have presenter rights. Their screen will look like the screenshot below but with their presentation.



**Important Note:** If all the presenters are using the same presentation, do **not** click the Stop Presenting button. If you click this button, you will have to re-upload the presentation and then navigate to the corresponding slide.

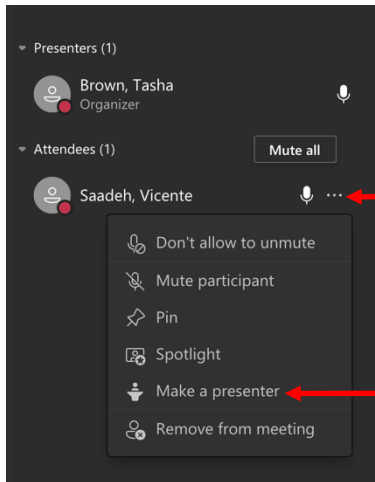
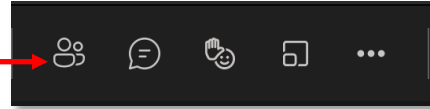
The current presenter does **not** have to do anything. The next presenter will simply click Take control and start presenting.

## Giving Presenter Rights During Meeting

During a meeting, you can promote a participant to presenter.

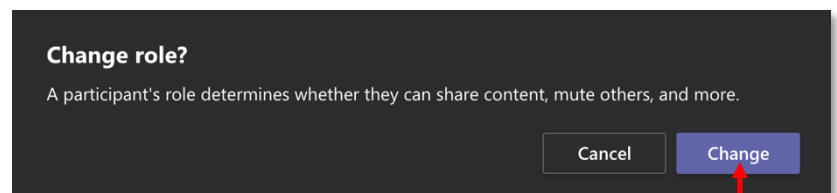
1. Click the **Show participants** button.
2. Find the participant in the list.
3. Click the three dots next to the participant's name.
4. Click **Make a presenter**.
5. Click **Change** in the pop-up window to confirm changing the role.

Step 1



Step 3

Step 4



Step 5