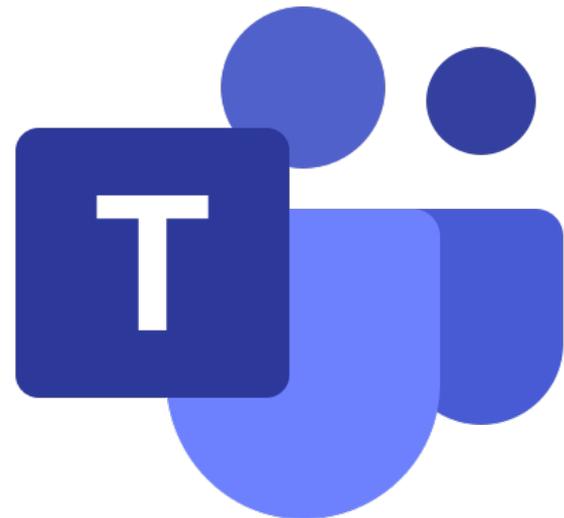


Creating and Using Tutorial Groups on MS Teams

This guide was created on a computer running windows 10 (version 10.0) and MS Teams (version 1.3.0, 64 bit).

There may be subtle differences in the visual aspects if you are using older or newer versions of Windows or MS Teams.



Creating a Tutorial Group in MS Teams

Creating A Tutorial Group

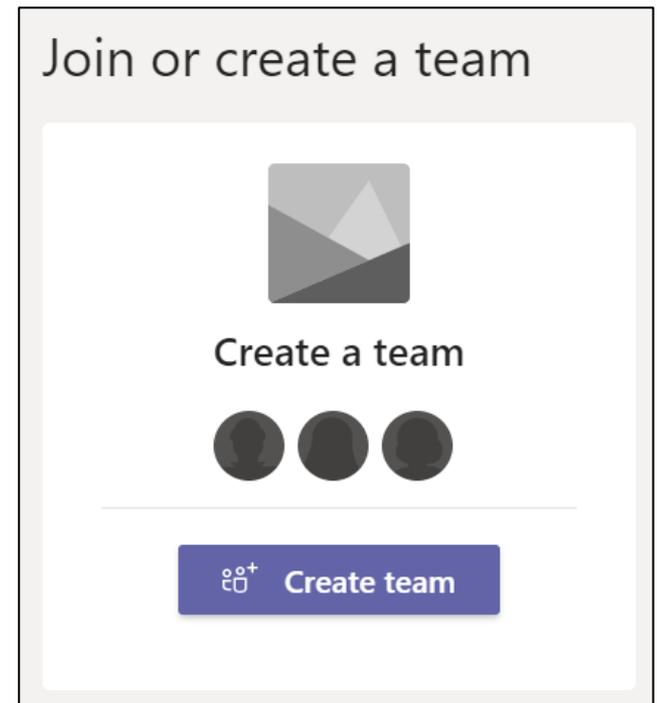
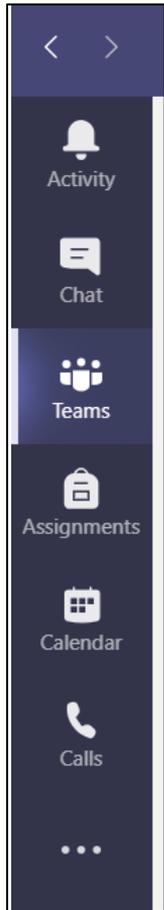
 Join or create team

In MS Teams, choose the **Teams** tab.

In the top left, click **Join or create Team**.

A new selection of options will appear.

Choose **Create Team**.



Creating A Tutorial Group

When asked to select the Team Type, choose **Class**

Select a team type



Class

Discussions, group projects,
assignments



Professional Learning Community (PLC)

Educator working group



Staff

School administration and
development



Other

Clubs, study groups, after-school
activities

Cancel

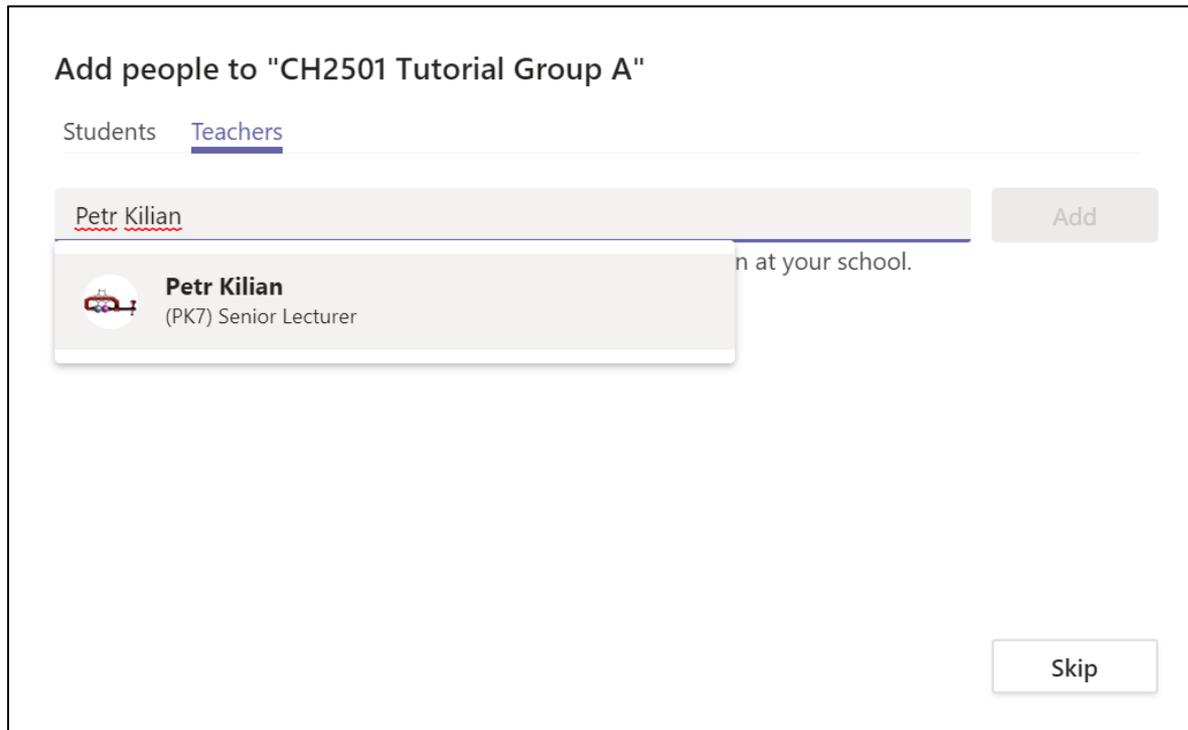
You'll be prompted to give the Team a name and an optional description. Names should be of the form **CHxxxx Tutorial Group A**

Creating A Tutorial Group

You will now get the option to add **Students** and **Teachers** to the Team.

It is best to add students and tutors AFTER all the set up has been done to avoid them being bombarded with emails and notifications.

Students and Teachers can be added later (details later in the guide)



Add people to "CH2501 Tutorial Group A"

Students Teachers

Petr Kilian Add

in at your school.

 **Petr Kilian**
(PK7) Senior Lecturer

Skip

You can search by name or by username.

The Group Tutor should be added as a **Teacher**

Setting up The Tutorial Group

Setting up The Tutorial Group

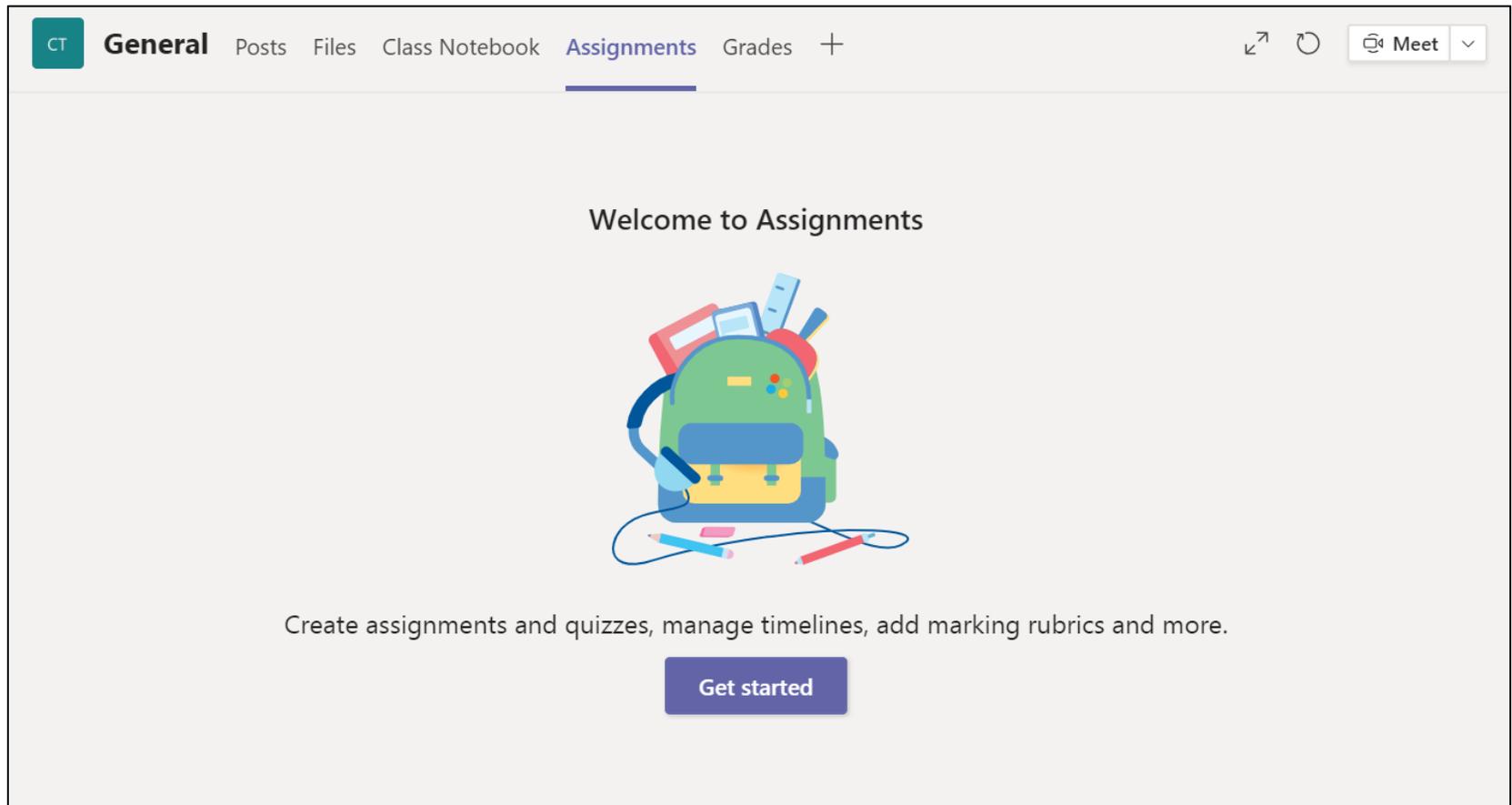
Now you'll see something like this when you click on the tutorial group

The screenshot shows a Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams (highlighted), Assignments, Calendar, Calls, Apps, and Help. The main area is a chat window for a group named "CH2501 Tutorial Group A". At the top of the chat, there's a search bar and a header with tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "1 more". Below the header, the chat content displays a welcome message: "Welcome to CH2501 Tutorial Group A" followed by "Choose where you want to start". Two large, light-blue buttons are centered: "Upload Class Materials" (with an icon of a book, scissors, and pencils) and "Find help & training" (with an icon of a folder and documents). At the bottom, there's a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a row of icons for adding attachments, emojis, GIFs, and other content.

Setting up the Tutorial Group

Click on the **Assignments** tab and click **Get Started**.

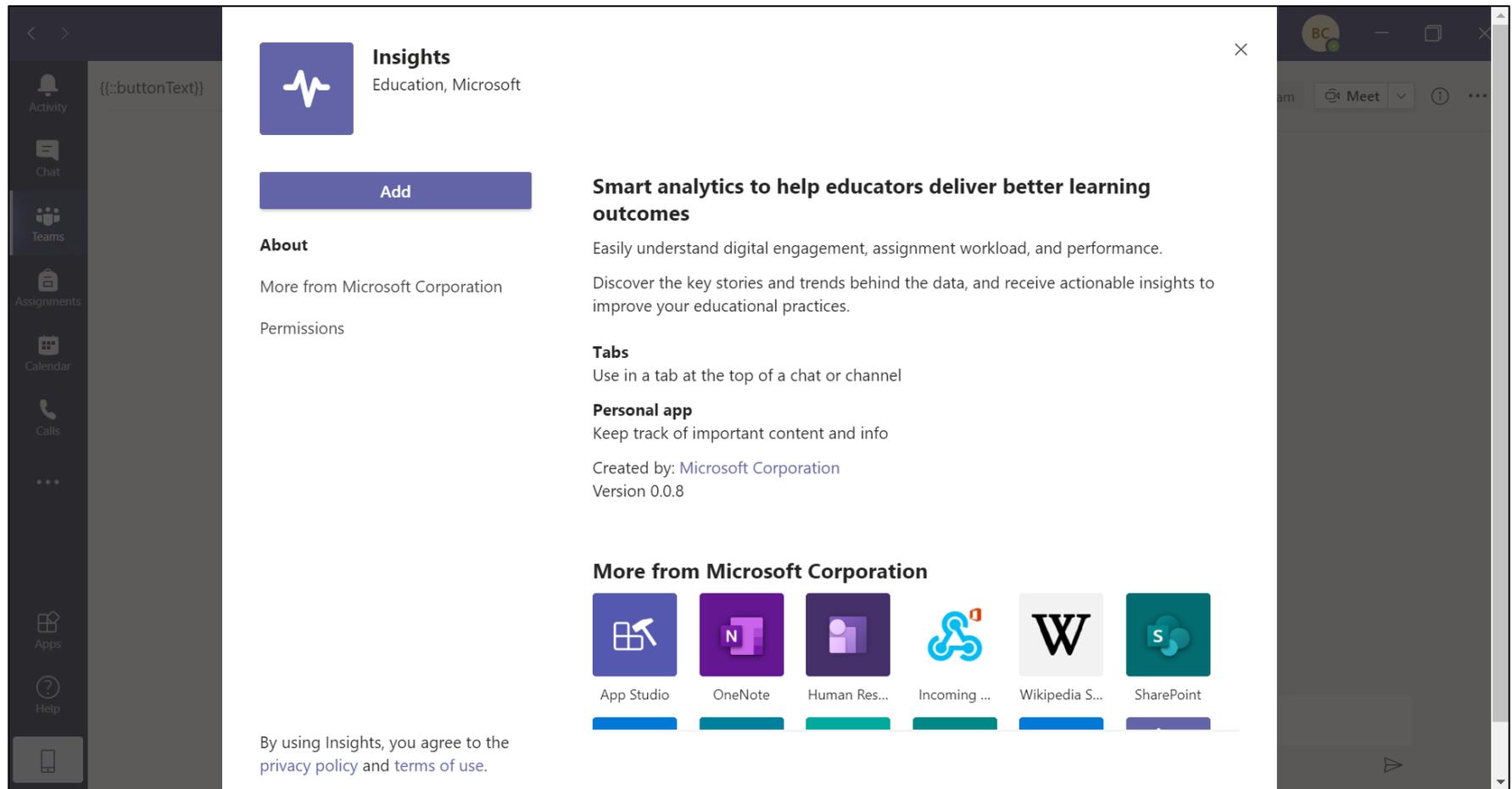
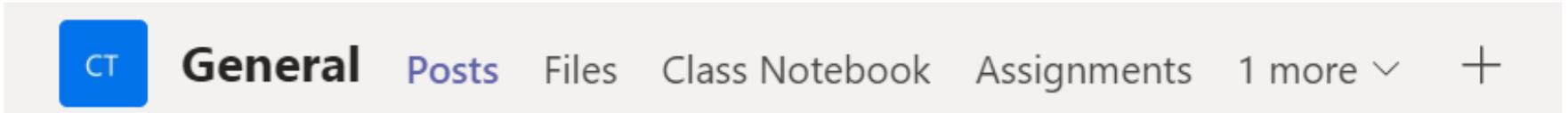
This is very important! If you forget to do this, the Team will not appear in the class list to set assignments.



The screenshot shows the Canvas LMS interface for the 'Assignments' section. At the top, there is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is currently selected and highlighted with a blue underline. To the right of the navigation bar, there are icons for 'Meet' and a dropdown arrow. Below the navigation bar, the main content area features a large, colorful illustration of a green backpack with various school supplies like pens, pencils, and a ruler. Below the illustration, the text reads 'Welcome to Assignments' and 'Create assignments and quizzes, manage timelines, add marking rubrics and more.' At the bottom center, there is a prominent blue button labeled 'Get started'.

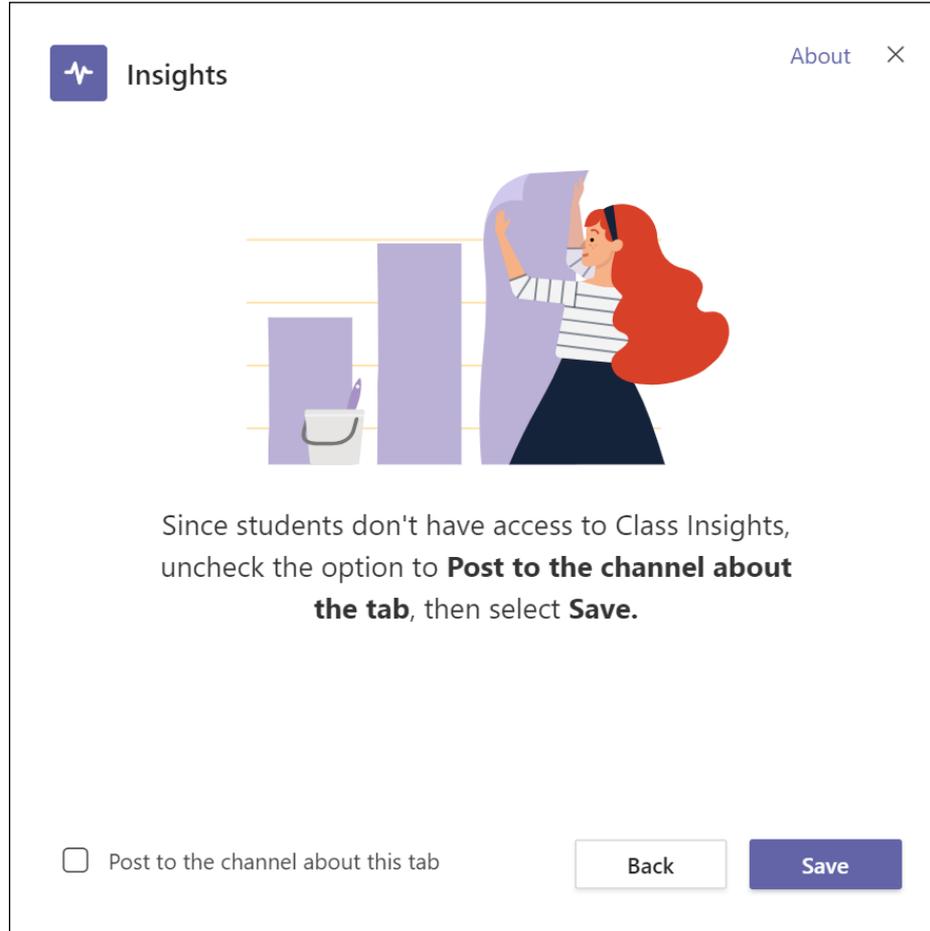
Setting up The Tutorial Group

Add the **Insights** app to the Team by clicking on the **+** at the top.



Setting up The Tutorial Group

Uncheck the box, then click **Save**.



Insights [About](#) ×

Since students don't have access to Class Insights, uncheck the option to **Post to the channel about the tab**, then select **Save**.

Post to the channel about this tab

[Back](#) [Save](#)

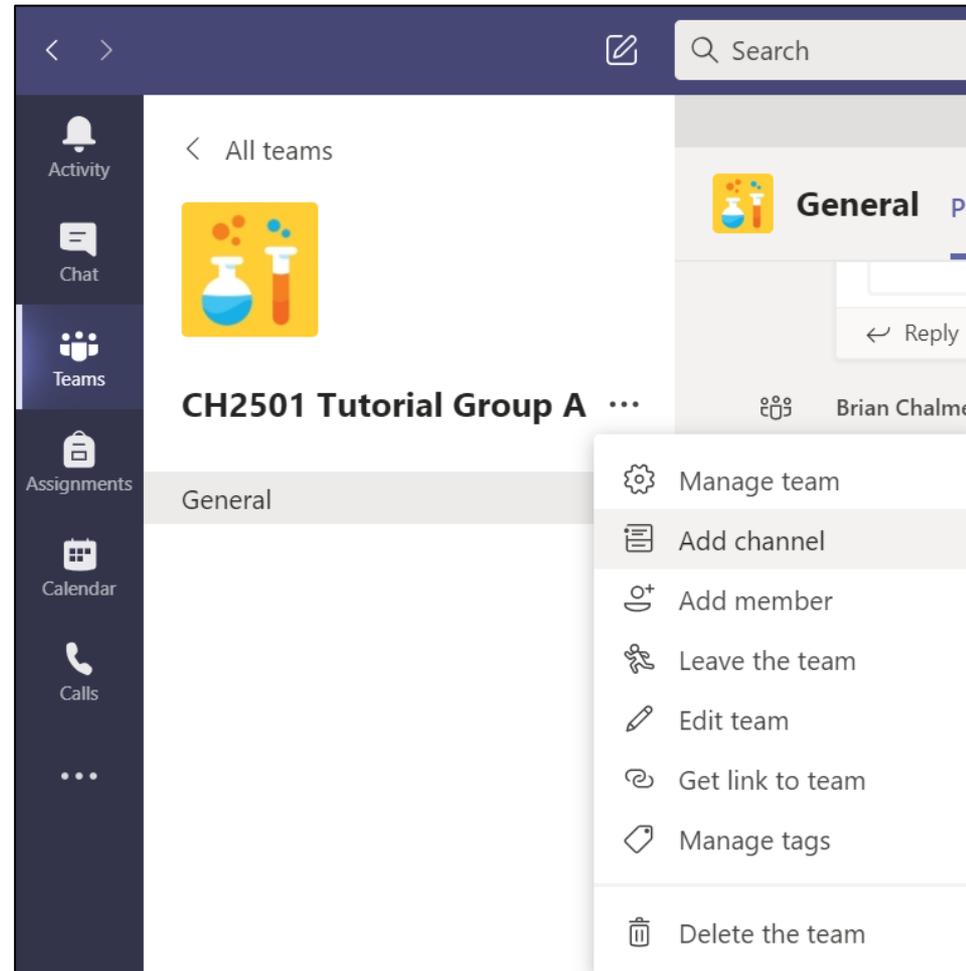
Insights allows the Team creator (module coordinator) and Teacher (tutor) to track engagement.

Subgroups within a Team

If you wish to create subgroups, you can do so. Each subgroup cannot have specific assignments set. The main purpose of doing this would be to have ‘breakout’ meetings from a larger group.

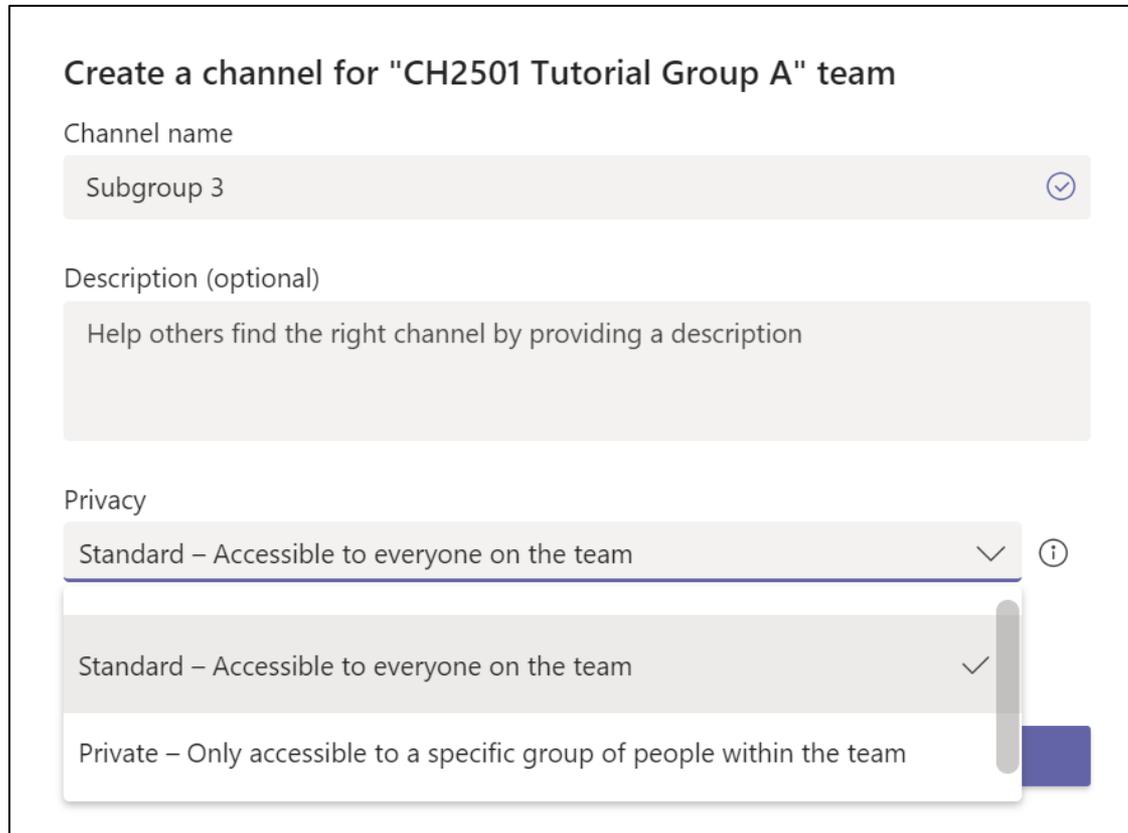
To create sub-groups, click on “...” next to the team name and choose **Add channel**.

Some options will appear.



Subgroups within a Team

If you wish the subgroup to be accessible to selected people only, set this as **Private**, if not choose **Standard**.



The screenshot shows the 'Create a channel' dialog box for a team named 'CH2501 Tutorial Group A'. The dialog is titled 'Create a channel for "CH2501 Tutorial Group A" team'. It contains three main sections: 'Channel name', 'Description (optional)', and 'Privacy'. The 'Channel name' field is set to 'Subgroup 3'. The 'Description (optional)' field contains the text 'Help others find the right channel by providing a description'. The 'Privacy' dropdown menu is open, showing three options: 'Standard – Accessible to everyone on the team' (which is currently selected), 'Standard – Accessible to everyone on the team', and 'Private – Only accessible to a specific group of people within the team'. The 'Private' option is highlighted with a blue bar at the bottom of the dropdown.

Note: you can only schedule a set of meetings for Standard channels (subgroups) in the same way as shown later in this guide.

You should now repeat the previous steps and create all the tutorial groups needed for the module.

It is possible to create a new group based on a previously created group. Simply select **Create a team using an existing team as a template** when creating a new Team. This will also copy any subgroups created.

Setting up Assignments in All Tutorial Groups

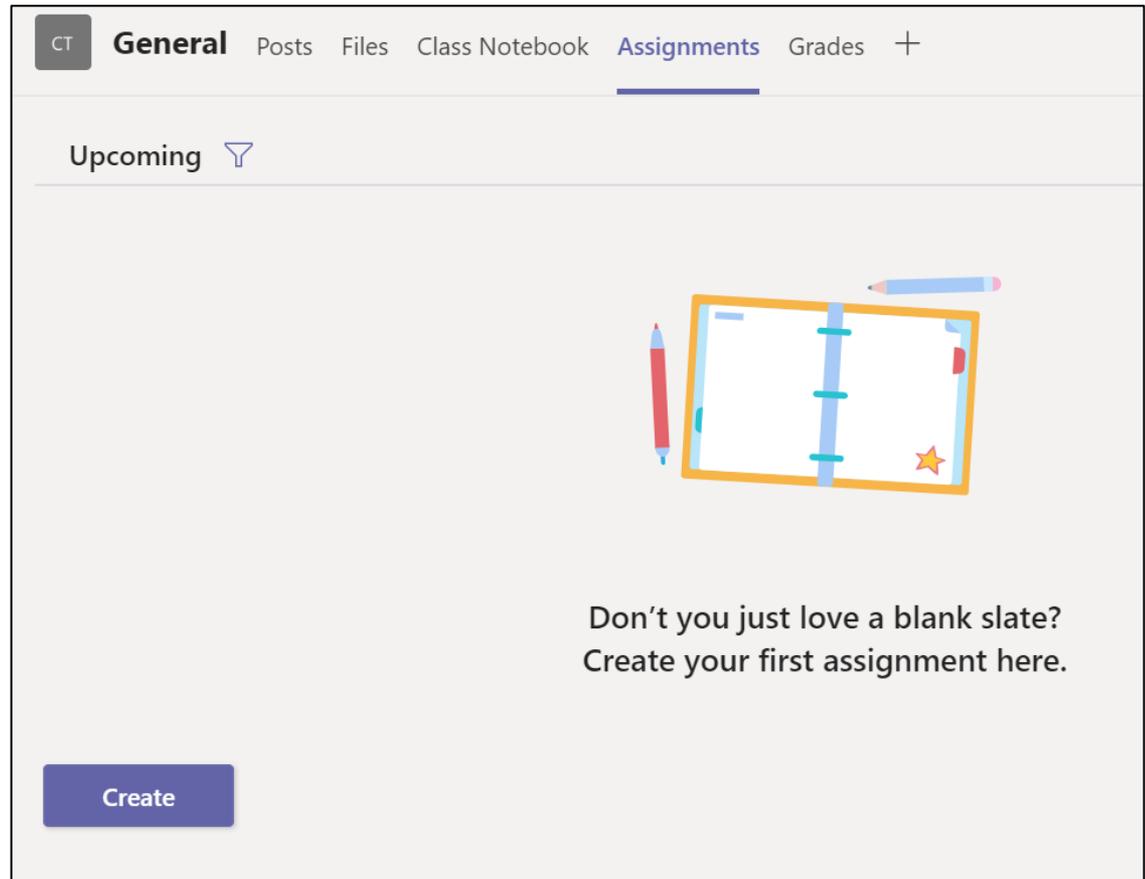
Setting up Assignments (Tutorials)

This method allows you to set the same assignment (with the same deadline) to all your newly created tutorial Teams at the same time. **This will only work if you have selected [Get started](#) in the assignments tab of each team.**

Go into any tutorial Team and click on the [Assignments](#).

You should see the following if “Get started” was clicked previously.

Click on [Create](#).

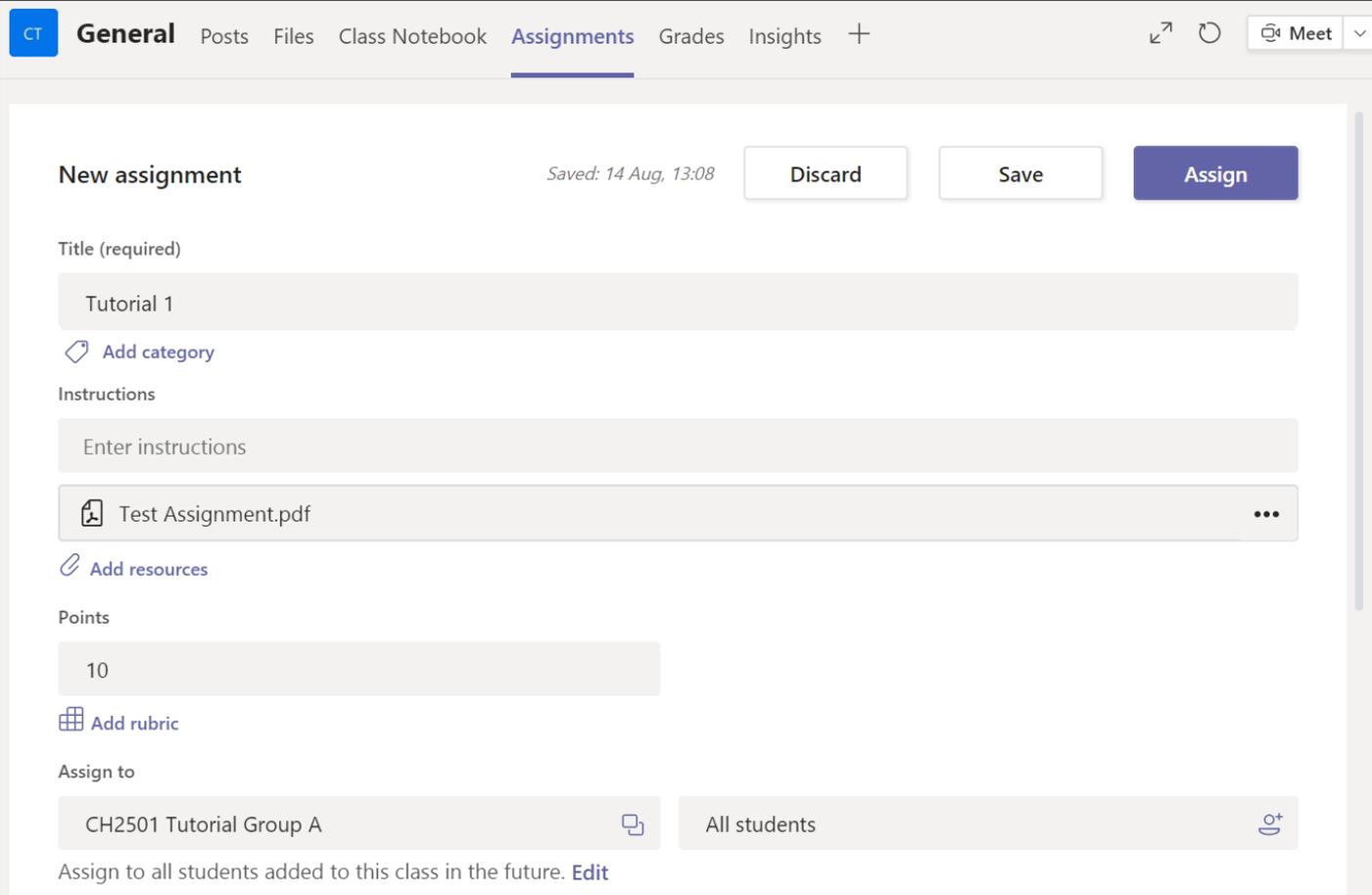


Setting up Assignments (Tutorials)

Give the tutorial a name (e.g. CH2501 Tutorial 1).

Attach the tutorial PDF.

Give the tutorial points (i.e. if it is marked out of 10).



The screenshot shows the 'New assignment' form in the Canvas LMS interface. The top navigation bar includes 'CT', 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Insights', and a '+' icon. On the right, there are icons for 'Meet' and a dropdown arrow. The form itself is titled 'New assignment' and shows it was 'Saved: 14 Aug, 13:08'. There are three buttons: 'Discard', 'Save', and 'Assign'. The form fields are as follows:

- Title (required):** A text input field containing 'Tutorial 1'.
- Add category:** A link with a tag icon.
- Instructions:** A text area containing 'Enter instructions'.
- Resources:** A file upload area showing 'Test Assignment.pdf' with a document icon and a three-dot menu.
- Add resources:** A link with a link icon.
- Points:** A text input field containing '10'.
- Add rubric:** A link with a grid icon.
- Assign to:** Two dropdown menus. The first is set to 'CH2501 Tutorial Group A' and the second is set to 'All students'.

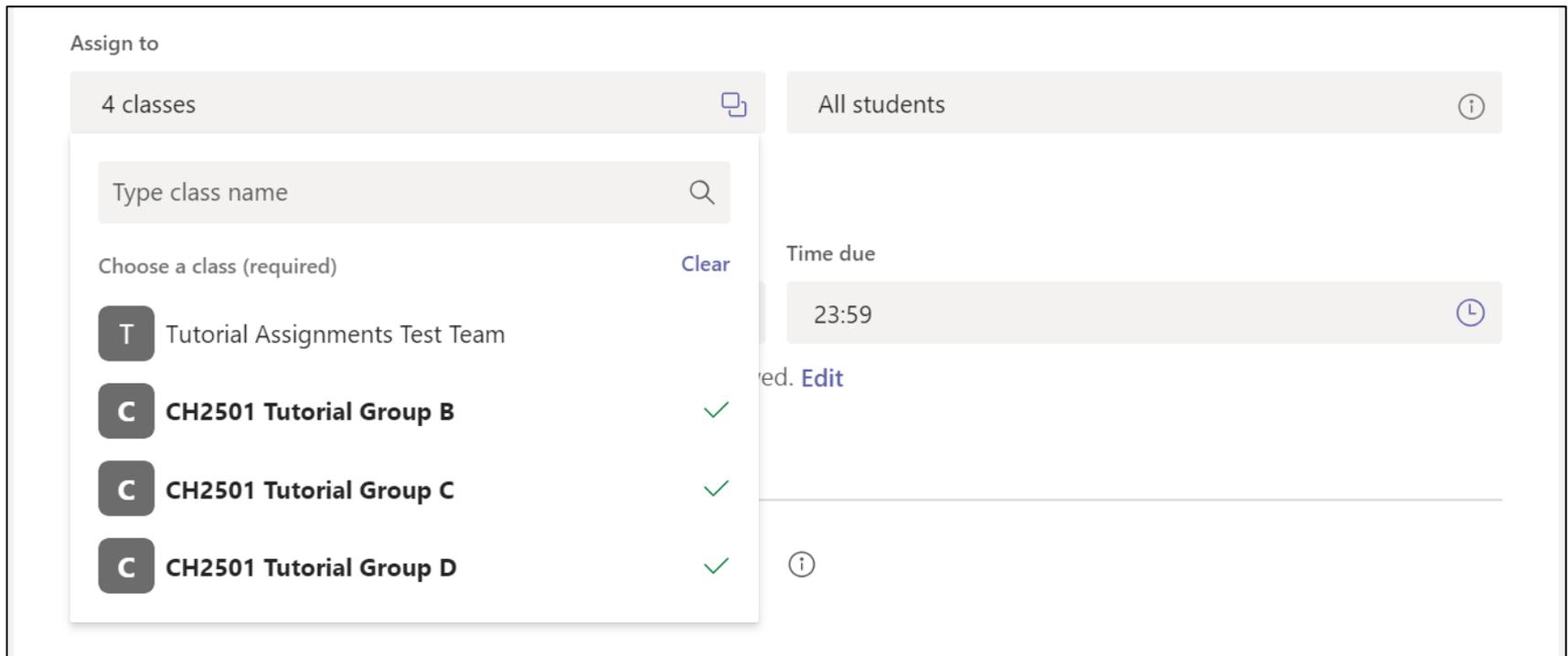
At the bottom, there is a note: 'Assign to all students added to this class in the future. [Edit](#)'.

Setting up Assignments (Tutorials)

Click on the  symbol next to the group name in the **Assign to** field.

You will now have the option to assign this new assignment to any other Teams you created (i.e. the whole module!)

As no students are added yet, ensure **“Assign to all students added to the class in the future”** is selected below the “Assign to” field.



The screenshot shows the 'Assign to' field in a learning management system. The field is open, showing a search bar for class names and a list of available classes. The 'All students' option is selected in the 'Assign to' dropdown.

Assign to

4 classes 

All students 

Type class name 

Choose a class (required) [Clear](#)

-  Tutorial Assignments Test Team
-  CH2501 Tutorial Group B 
-  CH2501 Tutorial Group C 
-  CH2501 Tutorial Group D 

Time due

23:59 

[Edit](#)



Setting up Assignments (Tutorials)

Set a Deadline. Click **edit** below the **Due Date** field, the option to have a 'release date' and 'Close date' will appear.

✕

Edit assignment timeline

Schedule to assign in the future

Post date Post time

Sat, 15 Aug 2020 Type or choose a time

Due date Due time

Mon, 28 Sep 2020 17:00

Close date Close time

Mon, 28 Sep 2020 17:00

Assignment posts immediately and is due on Monday 28 September at 17:00. Late hand-ins allowed.

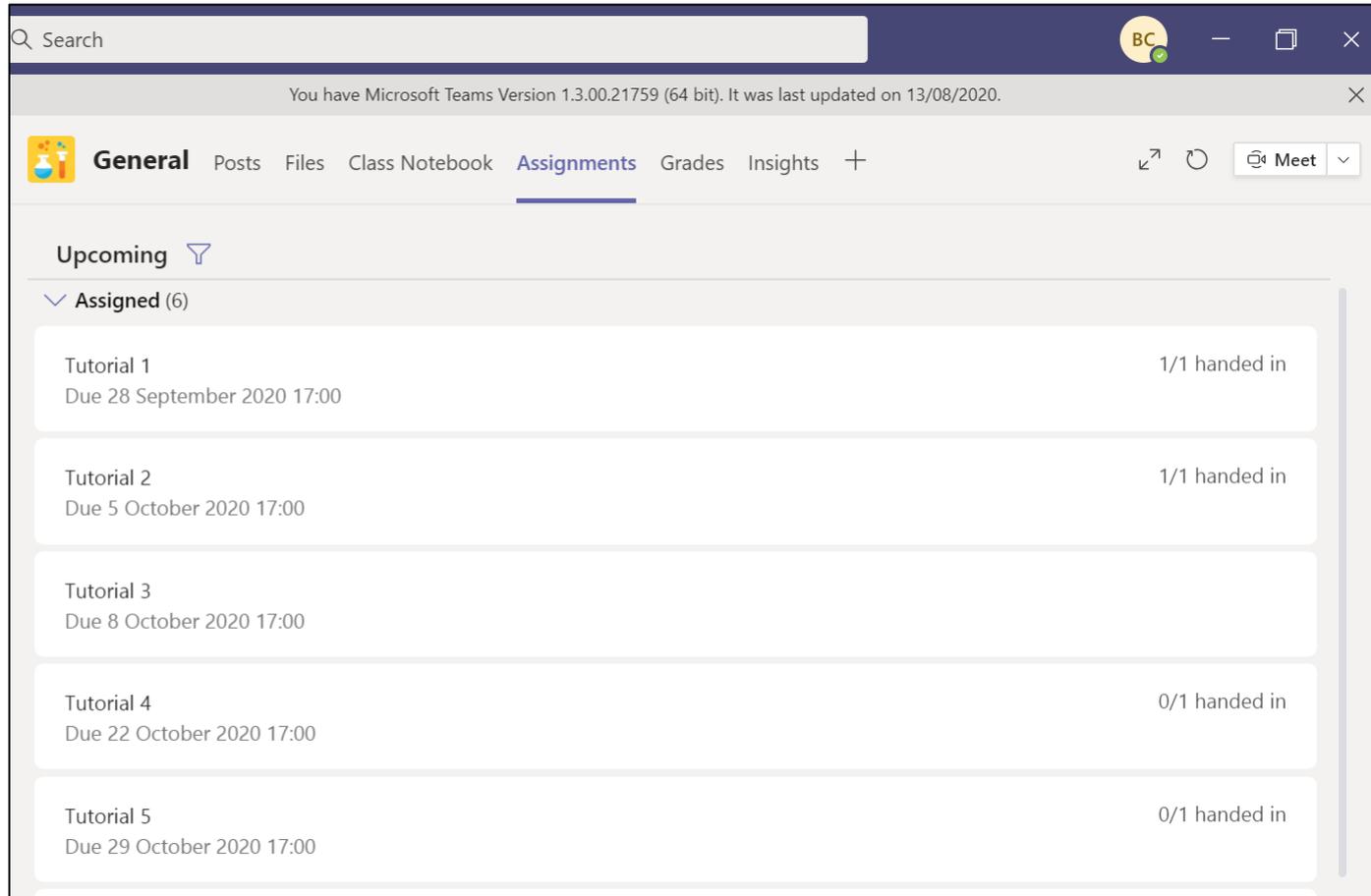
Cancel Done

If you select a close date, no one will be able to submit the tutorial after the deadline (not recommended).

Setting up Assignments (Tutorials)

Once you are done, click **Assign** at the top of the page. This will assign this work to all the Teams you selected at once.

You can now add more assignments (tutorials) in the same way.



The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a user profile icon labeled 'BC'. Below the search bar, a message reads: "You have Microsoft Teams Version 1.3.00.21759 (64 bit). It was last updated on 13/08/2020." The main navigation bar includes "General", "Posts", "Files", "Class Notebook", "Assignments" (which is highlighted), "Grades", and "Insights". There are also icons for "Meet" and a plus sign. The "Assignments" section is titled "Upcoming" and shows a list of five assignments under the heading "Assigned (6)".

Tutorial Name	Due Date and Time	Status
Tutorial 1	Due 28 September 2020 17:00	1/1 handed in
Tutorial 2	Due 5 October 2020 17:00	1/1 handed in
Tutorial 3	Due 8 October 2020 17:00	
Tutorial 4	Due 22 October 2020 17:00	0/1 handed in
Tutorial 5	Due 29 October 2020 17:00	0/1 handed in

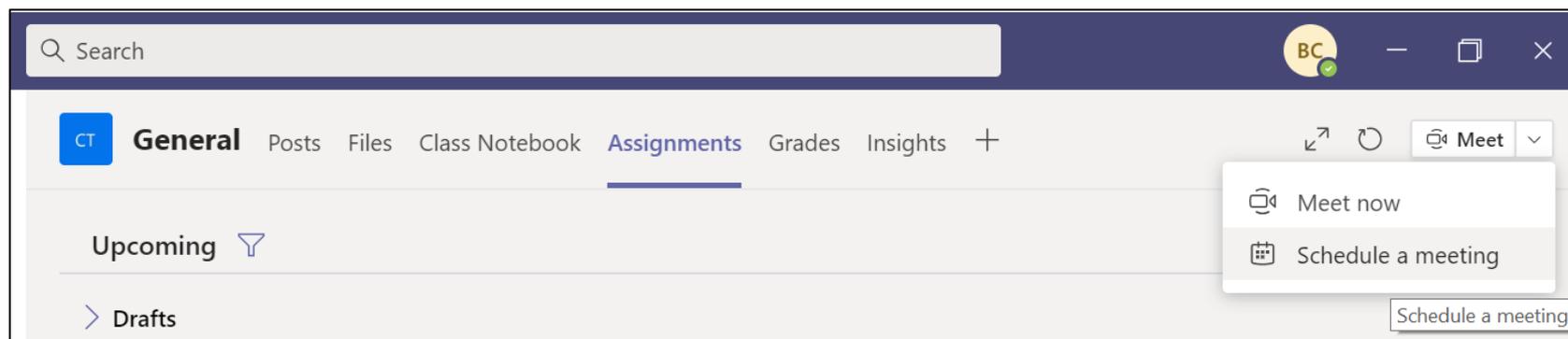
Scheduling the Tutorial Meetings

Scheduling the Tutorial Meetings

To avoid multiple occurrences of the same meeting appear in your calendar, you should instruct tutors to set up the meetings for their group. They will receive a “how to” guide via teachchem.wp.st-Andrews.ac.uk, but for transparency, here is how to schedule a set of meetings.

You will need to schedule the meetings for each tutorial group individually. However, you can schedule all tutorials in one step (providing they occur at the same time each week).

In the General Tab, click next to **Meet** and choose **Schedule a meeting**



A new set of options will appear.

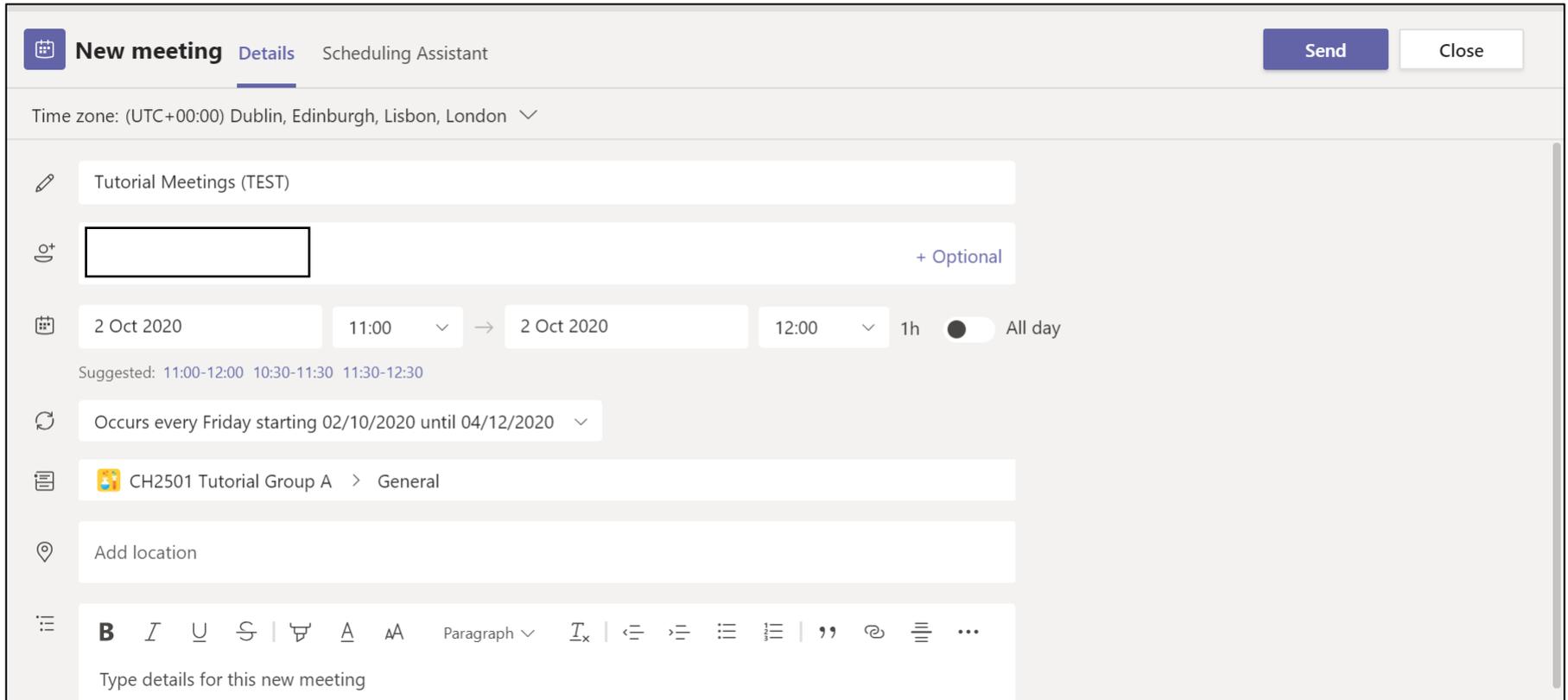
Scheduling the Tutorial Meetings

Set a name (e.g. “CH2501 Tutorial, Group A”)

As no students are added yet, there is no need to set attendees.

Schedule the date and times of the tutorial.

If this repeats at the same time (almost) every week, see next page.



The screenshot shows the 'New meeting' interface in Microsoft Teams. At the top, there is a 'New meeting' button, a 'Details' tab, and the text 'Scheduling Assistant'. On the right, there are 'Send' and 'Close' buttons. Below this, the time zone is set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. The meeting title is 'Tutorial Meetings (TEST)'. There is an empty field for attendees with a '+ Optional' link. The date and time are set to '2 Oct 2020' at '11:00' to '12:00' for a duration of '1h'. Suggested times are listed as '11:00-12:00', '10:30-11:30', and '11:30-12:30'. The recurrence is set to 'Occurs every Friday starting 02/10/2020 until 04/12/2020'. The meeting is titled 'CH2501 Tutorial Group A' under the 'General' tab. There is a field for 'Add location'. At the bottom, there is a rich text editor with various formatting options and the text 'Type details for this new meeting'.

Scheduling the Tutorial Meetings

You can set the tutorials to repeat once per week until a specific date.

You can delete unnecessary events (e.g. the one that would be scheduled in ILW) though the Teams Calendar.

Custom recurrence

Start

Repeat every

M T W **T** F S S

End [Remove](#)

Occurs every Thursday starting 01/10/2020 until 26/11/2020

Cancelling One Meeting in a Series

If you set up the tutorials to occur once per week, you'll need to cancel the week 6 slot.

To do this, go the **Teams Calendar** using the icon on the sidebar.

Find the event, right click and choose to **Cancel > Occurrence**.

The screenshot displays the Microsoft Teams interface with the Calendar view active. The sidebar on the left contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Apps. The main area shows a calendar for October 2020 in Working Week view. A meeting titled "Tutorials for CH2501 (TEST)" by Brian Chalmers is scheduled for Thursday, October 22nd, from 11:00 to 12:00. A context menu is open over the meeting, listing options: Edit, Chat with participants, Join online, and Cancel. The "Cancel" option is selected, and a sub-menu is open showing "Occurrence" and "Series".

Day	19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
10:00					
11:00				Tutorials for CH2501 (TEST) Brian Chalmers	
12:00					
13:00					

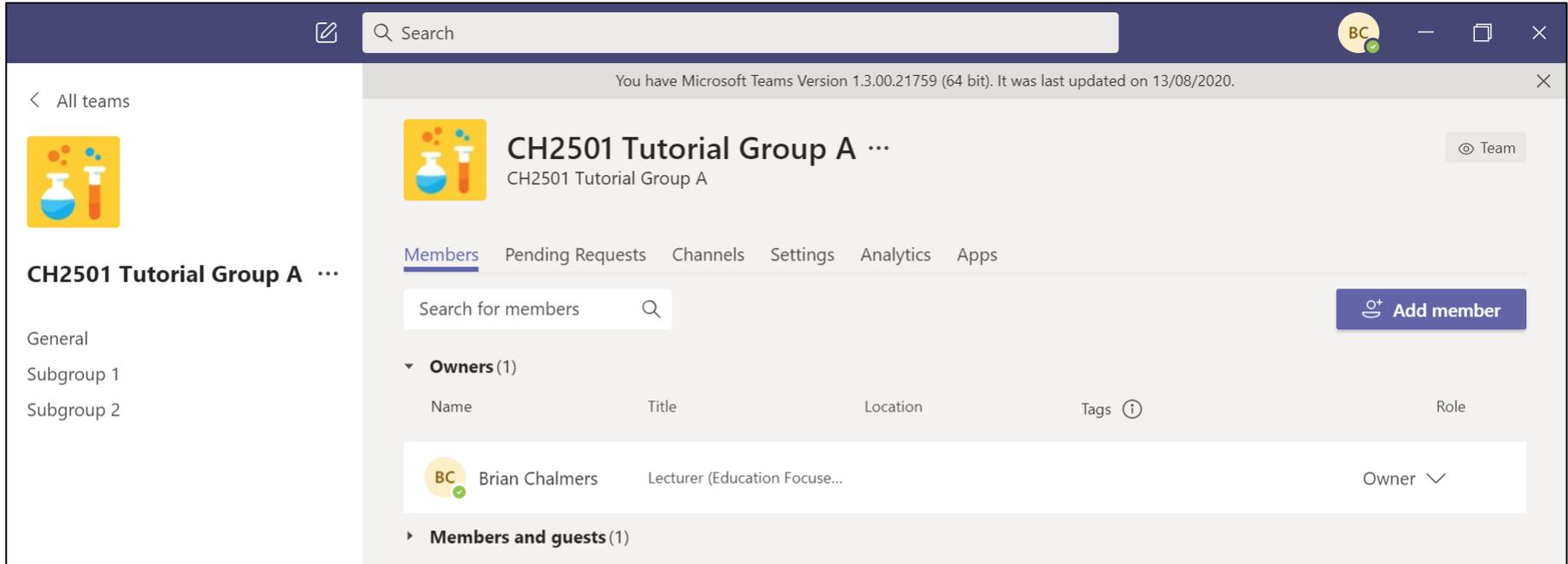
Adding Members to The Tutorial Team

Adding Students and Tutors to the Team

Click on the “...” next to the Team name and select **Manage Team**.

You can now see the list of members.

Click **Add member** to add more students or tutor(s).



The screenshot shows the Microsoft Teams interface for a team named "CH2501 Tutorial Group A". The interface includes a search bar at the top, a navigation pane on the left, and a main content area. The main content area shows the team name, a search bar for members, and a list of members. The list includes one owner, Brian Chalmers, with a dropdown arrow next to his role.

Search for members

Owners (1)

Name	Title	Location	Tags	Role
BC Brian Chalmers	Lecturer (Education Focuse...			Owner

Members and guests (1)

Adding Students and Tutors to the Team

You can search by name or by username.

The Group Tutor should be added as a **Teacher**.

Add people to "CH2501 Tutorial Group A"

Students Teachers

Petr Kilian Add

 **Petr Kilian**
(PK7) Senior Lecturer

n at your school.

Skip

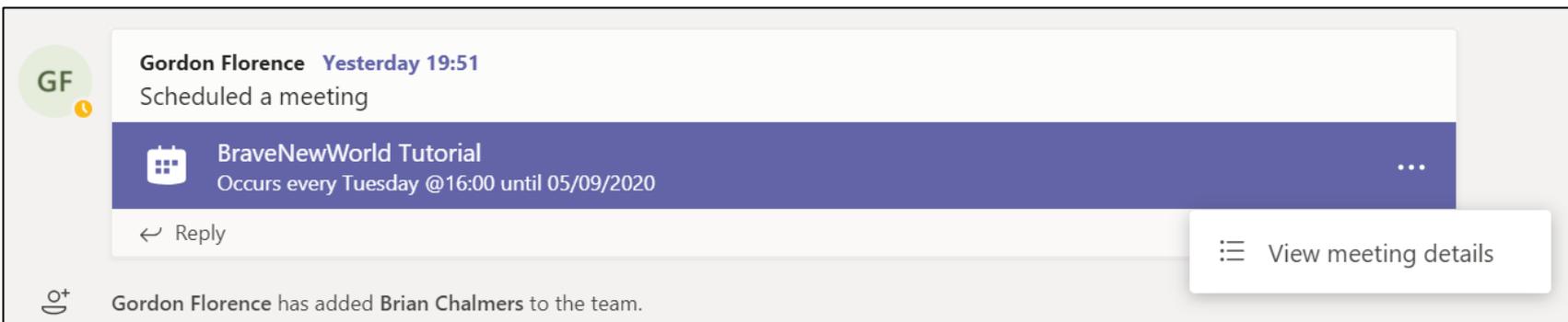
Adding Students and Tutors to the Team

As the students and tutors were added after the meetings were scheduled, they'll need to add the meetings to their Teams calendar.

The students will have been informed how to do this in a “How to” guide for Teams tutorials.

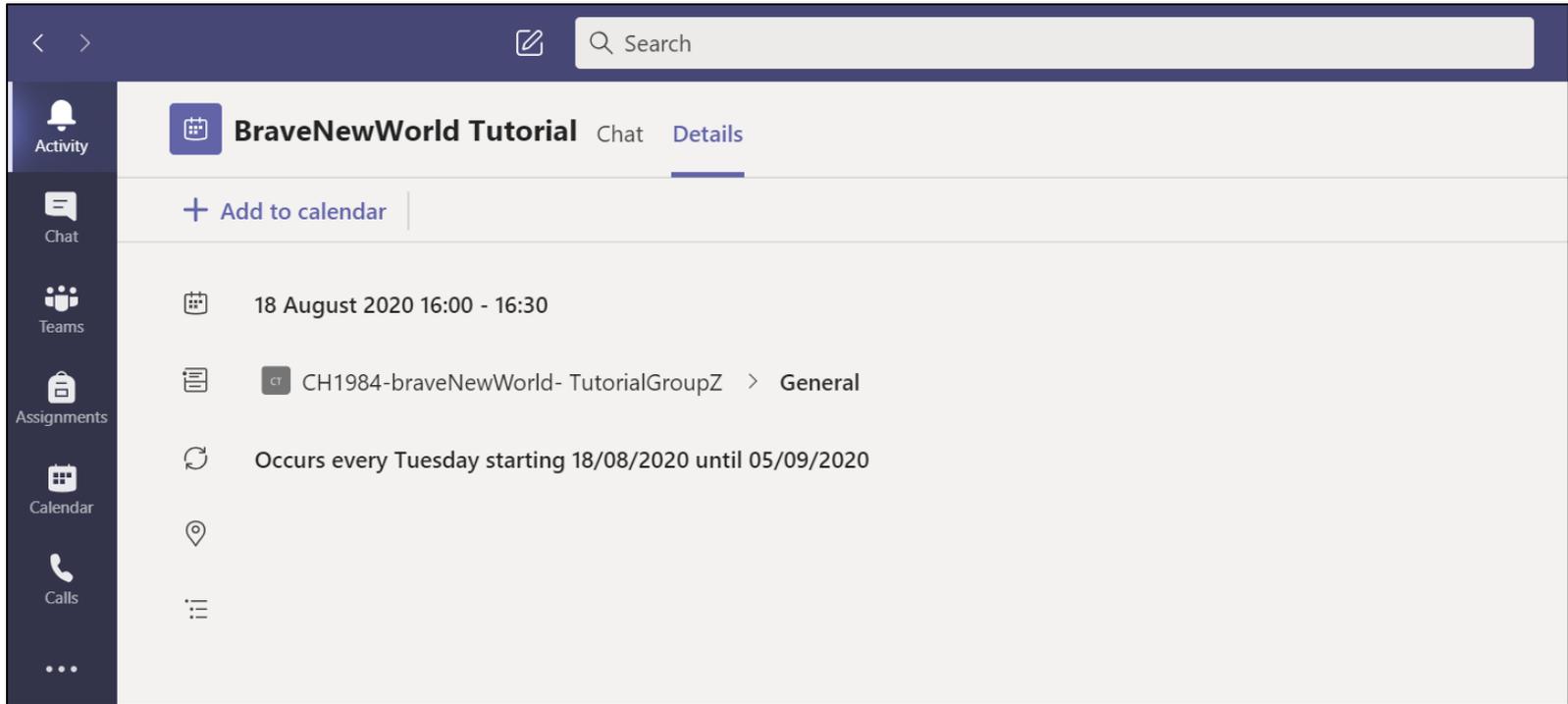
All the meeting will appear in the feed of the **General** tab.

To do this, Find the meeting, click “...” at the right-hand side, then **View meeting details**.



The screenshot shows a chat interface with a dark blue sidebar on the left containing icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Apps. The main chat area displays a message from Gordon Florence, timestamped 'Yesterday 19:51', with the text 'Scheduled a meeting'. Below this is a blue notification card for 'BraveNewWorld Tutorial' with a calendar icon, stating 'Occurs every Tuesday @16:00 until 05/09/2020'. A 'Reply' button is visible below the notification. A context menu is open over the notification card, showing a 'View meeting details' option with a list icon. At the bottom of the chat, a system message reads 'Gordon Florence has added Brian Chalmers to the team.'

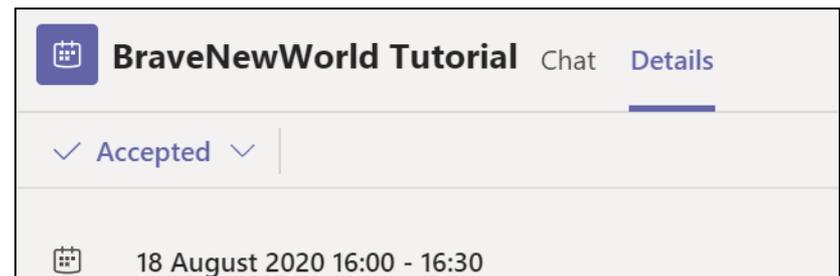
Adding Students and Tutors to the Team



The meeting details will appear.

Select **+ Add to calendar** in the top left to add this to your schedule.

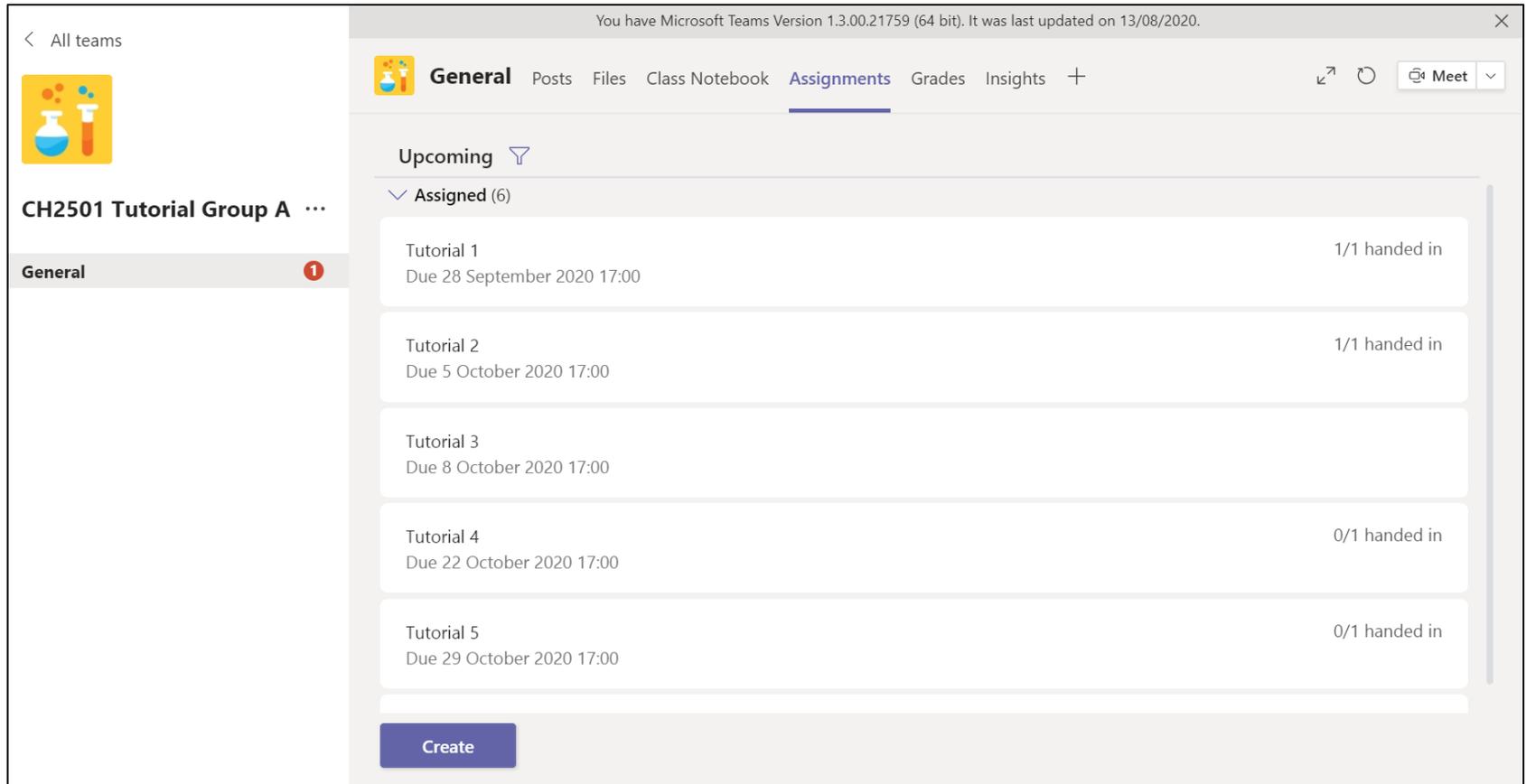
The meeting will now be **✓ Accepted**



Collecting Completed Assignments

Checking on Your Assignments

In the assignments tab, you can now see if work has been handed in. Click on a specific tutorial to see all the work.



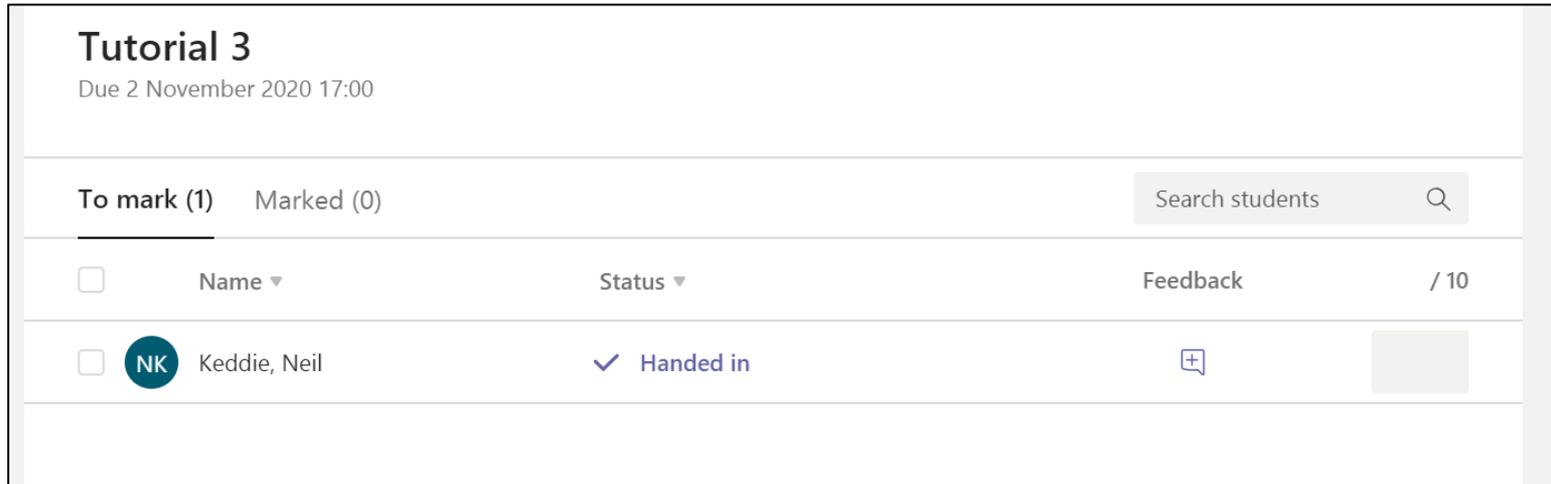
The screenshot shows the Microsoft Teams interface for a team named "CH2501 Tutorial Group A". The "Assignments" tab is selected, displaying a list of upcoming assignments. The interface includes a navigation pane on the left with "All teams" and "CH2501 Tutorial Group A" (with a "General" channel and a notification badge). The main content area shows a list of assignments under the "Upcoming" filter, with a sub-section for "Assigned (6)".

Tutorial Name	Due Date	Handed In
Tutorial 1	Due 28 September 2020 17:00	1/1 handed in
Tutorial 2	Due 5 October 2020 17:00	1/1 handed in
Tutorial 3	Due 8 October 2020 17:00	
Tutorial 4	Due 22 October 2020 17:00	0/1 handed in
Tutorial 5	Due 29 October 2020 17:00	0/1 handed in

A "Create" button is visible at the bottom of the assignment list.

Checking on Your Assignments

You should see ✓ **Handed in** next to work that has been submitted.



The screenshot shows a Blackboard assignment page for 'Tutorial 3' due on 2 November 2020 at 17:00. The page displays a table of students with columns for 'To mark (1)', 'Marked (0)', 'Name', 'Status', 'Feedback', and a score of '/ 10'. A search bar for students is located at the top right. The table lists one student, Neil Keddie (NK), whose status is 'Handed in'.

To mark (1)	Marked (0)	Name	Status	Feedback	/ 10
<input type="checkbox"/>		 Keddie, Neil	✓ Handed in		

Click on ✓ **Handed in** to see the tutorial work itself.

If the student has viewed the work, it will say **viewed**.

If the student has not yet opened the work, it will say **not handed in**.

Marking Your Assignments

You can download the PDF by clicking on the “...” next to the file.

After you have marked the tutorial, you can give some feedback in the field and a mark out of 10.

Then click **Return** and the student will be notified.

The screenshot shows a marking interface for a PDF assignment titled "CH2501 Tutorial 3 nsk.pdf". The interface is divided into three main sections: the assignment content, the student's work, and the marking/feedback area.

Assignment Content:

CH2501 Tutorial 3 nsk.pdf

Test Assignment 1
This assignment is due at 17:00 on 2nd August 2020.

Q1. What is your name?
Q2. Draw your favourite molecule.
Q3. Who is your favourite scientist?

Student Work:

Student work
Handed in 14 August 2020 at 14:41
[View history](#)

CH2501 Tutorial 3 nsk.pdf ...

Feedback:

This is excellent. You've covered all the points and expanded on them. Your diagrams are almost perfect. Just remember to include the stereochemical bonds in your octahedral complexes. Detailed annotations have been emailed to you.

Points:

9 / 10

Return

Close

Marking Your Assignments

It is currently NOT possible to upload a file as feedback to Teams. Instead, the annotated tutorial scripts should be emailed to the student directly.

The screenshot shows a Microsoft Teams interface for marking an assignment. The title bar at the top left reads "CH2501 Tutorial 3 nsk.pdf" and there is a "Close" button at the top right. The main content area is divided into three vertical sections. The middle section contains the following text:

Test Assignment 1
This assignment is due at 17:00 on 2nd August 2020.

Q1. What is your name?
Q2. Draw your favourite molecule.
Q3. Who is your favourite scientist?

The right-hand sidebar contains the following information:

- Navigation arrows, a profile card for "Neil Keddie" (initials NK), and a dropdown arrow.
- Student work**
Handed in 14 August 2020 at 14:41
[View history](#)
- A file card for "CH2501 Tutorial 3 nsk.pdf" with a document icon and a three-dot menu.
- Feedback**
A text box containing the following message: "This is excellent. You've covered all the points and expanded on them. Your diagrams are almost perfect. Just remember to include the stereochemical bonds in your octahedral complexes. Detailed annotations have been emailed to you."
- Points**
A progress bar showing "9 / 10".
- A dark blue "Return" button at the bottom.

Marking Your Assignments

Once you click **Return**, you should see the status changes to **Returned**. The mark and feedback icon are also displayed.

Tutorial 3				
Due 2 November 2020 17:00				
To mark (0)		Marked (1)		Search students <input type="text"/>
<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 10
<input type="checkbox"/>	 Keddie, Neil	 Returned		9 

Once you've completed all your marking, you'll get a nice little picture.



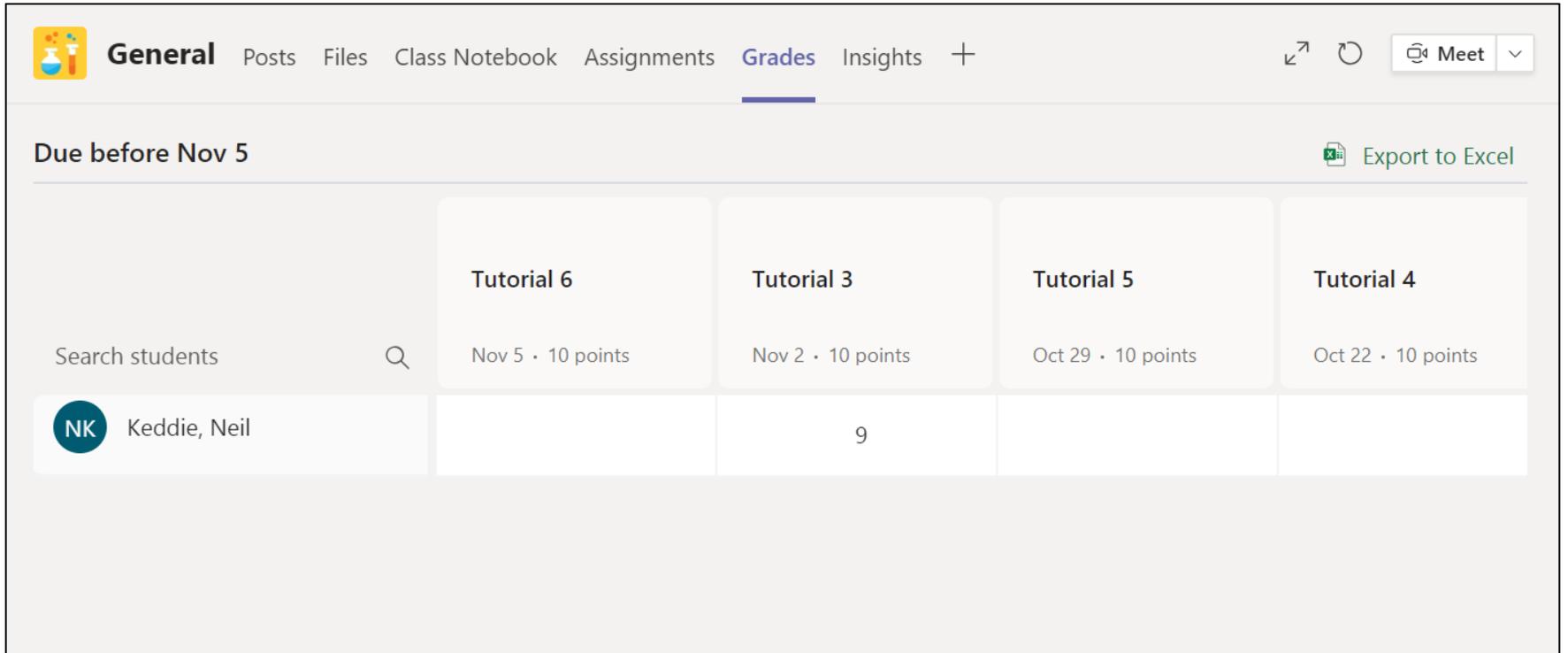
All done! 🎉

Exporting Grades

Go to the **Grades** tab along the top.

You will be able to see all the grades you have entered for all your students' work.

Click on the **Export to Excel** icon at the top to export this to excel for sending to the module coordinator.



The screenshot shows a user interface for a learning management system. At the top, there is a navigation bar with the following tabs: **General**, Posts, Files, Class Notebook, Assignments, **Grades** (which is the active tab), and Insights. To the right of the navigation bar are icons for a link, a refresh, and a 'Meet' button. Below the navigation bar, there is a section titled 'Due before Nov 5'. On the right side of this section is an 'Export to Excel' button. Below this section is a table with columns for student information and grades for different tutorials. The table has the following data:

Search students	Tutorial 6	Tutorial 3	Tutorial 5	Tutorial 4
<input type="text"/>	Nov 5 · 10 points	Nov 2 · 10 points	Oct 29 · 10 points	Oct 22 · 10 points
 Keddie, Neil		9		

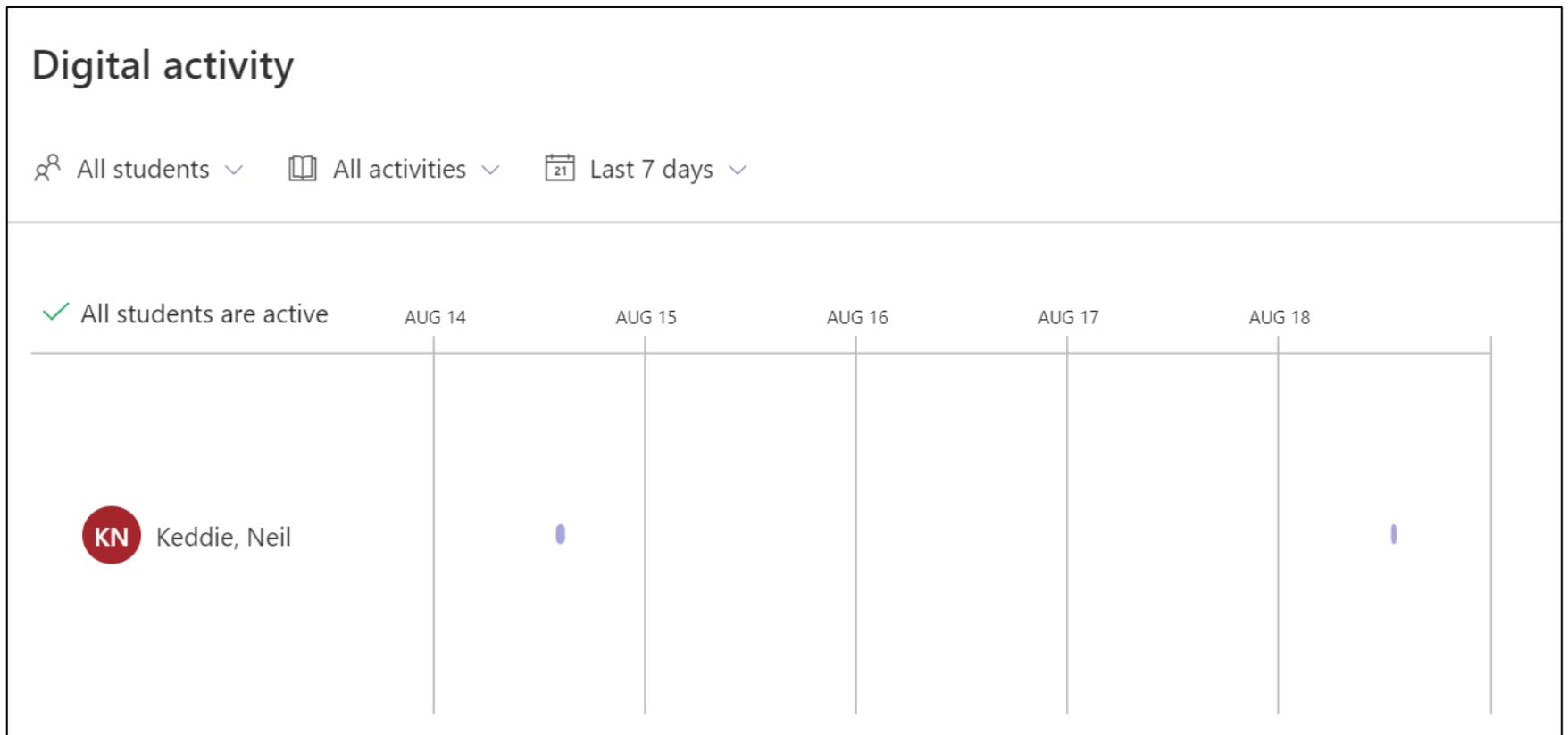
Insights

Insights

Insights allows you to track if a student has been active on the Team.

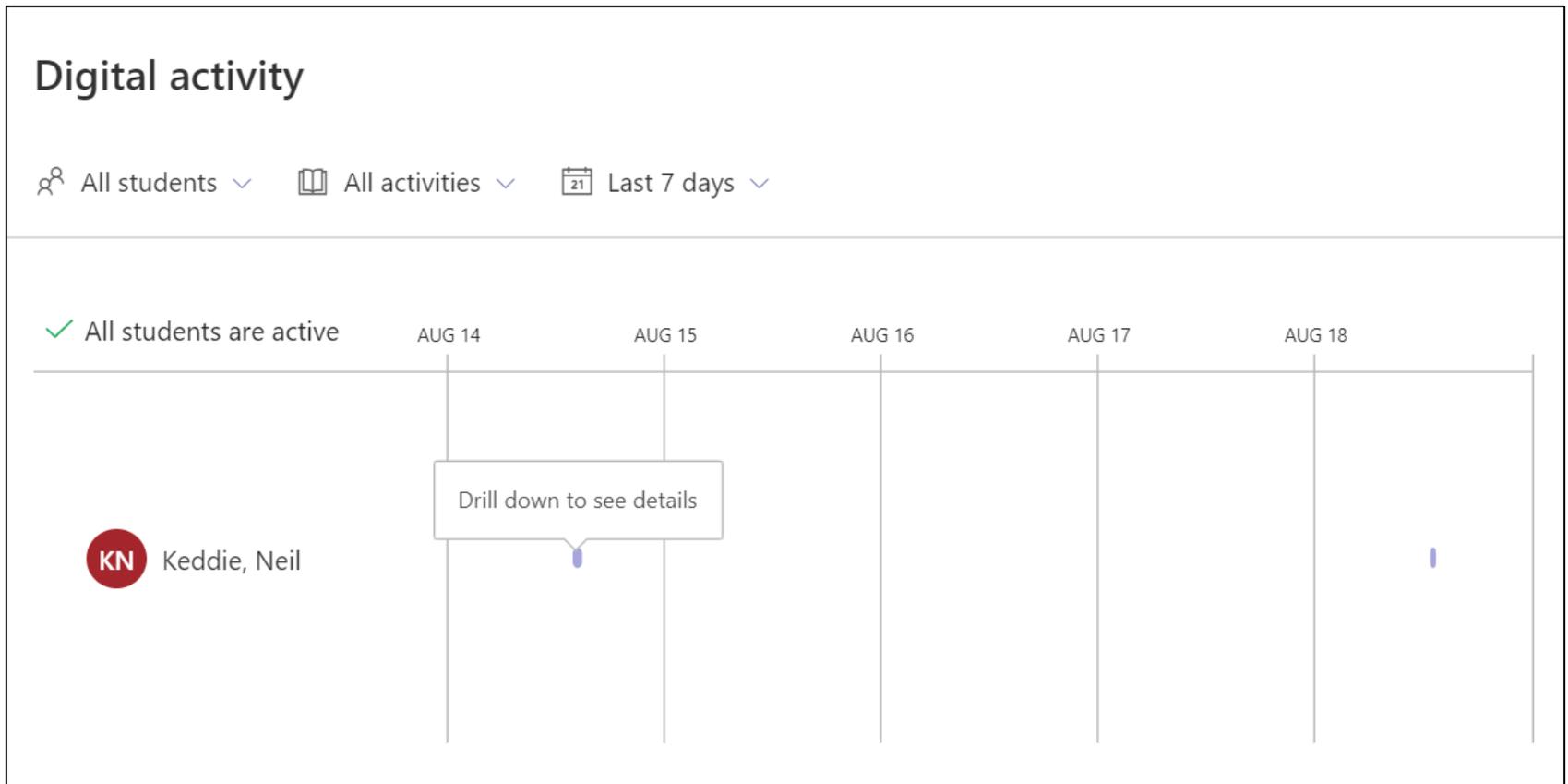
This should only be used to prompt engagement.

The coloured bar shows when the student was active on the Team.



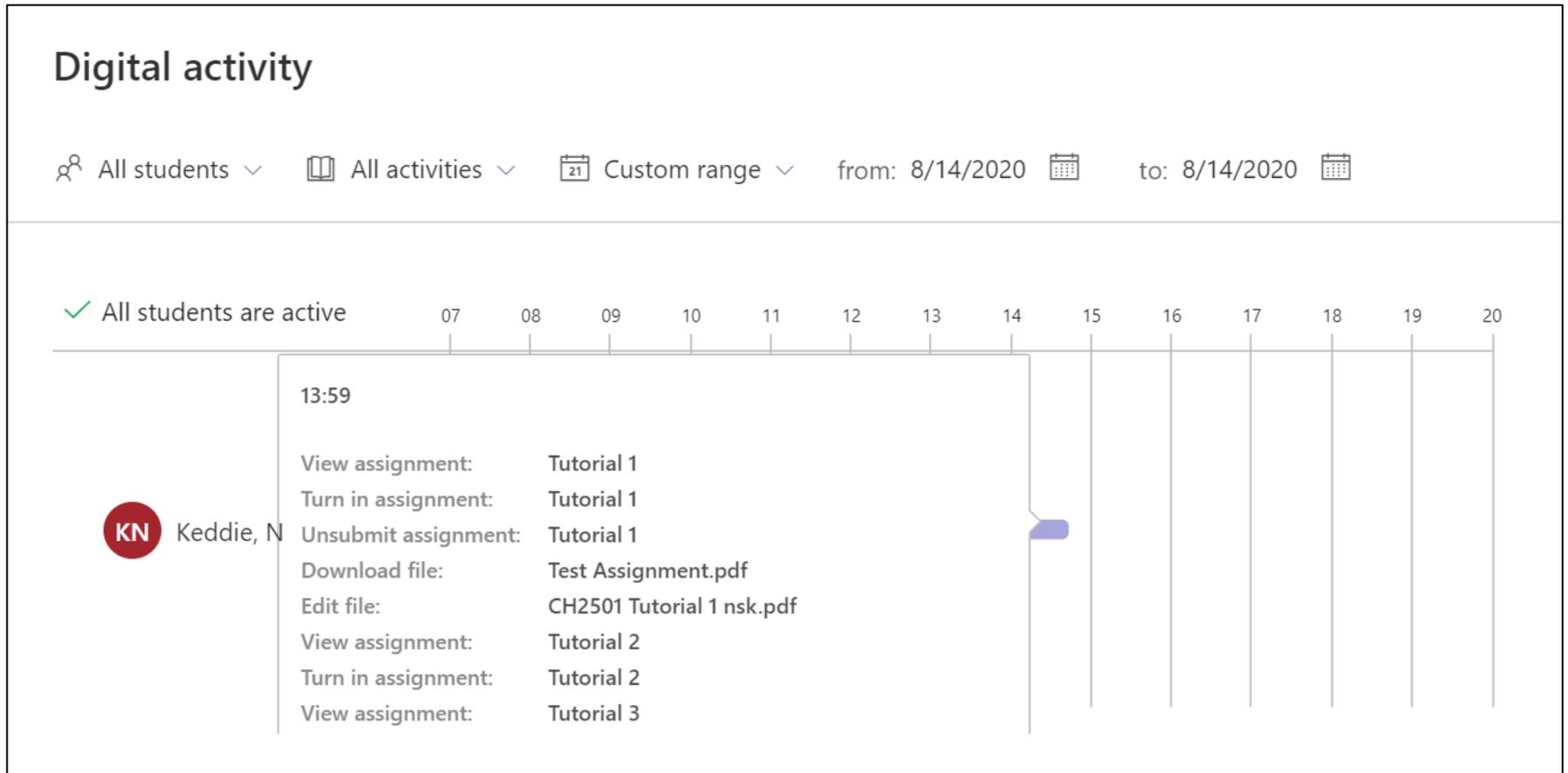
Insights

You can select multiple filters (students, activities and time) at the top. Hovering over the blue bar of activity, a message appears.



Insights

If you select **Drill down to see details** from hovering, it will show exactly what the student did during this period of activity.



Suggested Workflow

- i. Create all tutorial Teams for the module but do not add tutors or students yet. Ensure all teams are provisioned for assignments.
- ii. Add assignments across all Teams at once.
- iii. Add Tutor(s).
- iv. Add students after advising.
- v. Tell tutors to schedule tutorial meetings.