

Using Teams for Tutorials

A Quick Guide for Tutors

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.



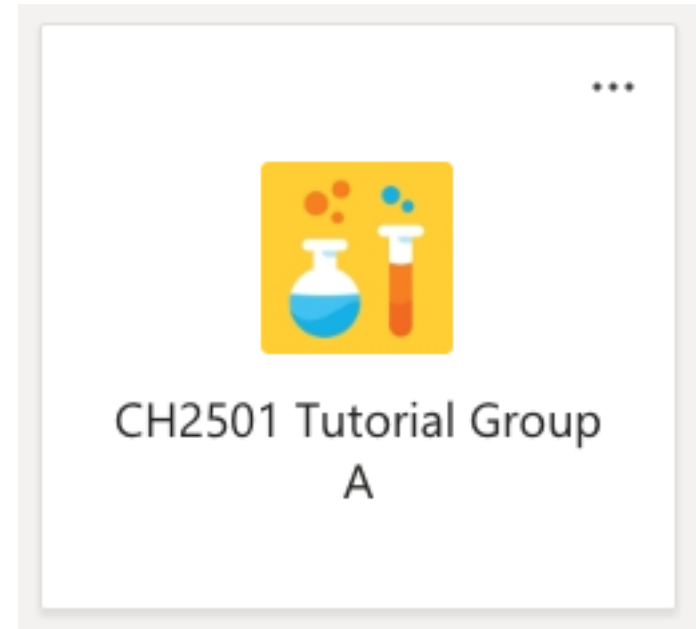
Finding your Tutorial Group in MS Teams

Finding Your Tutorial Group

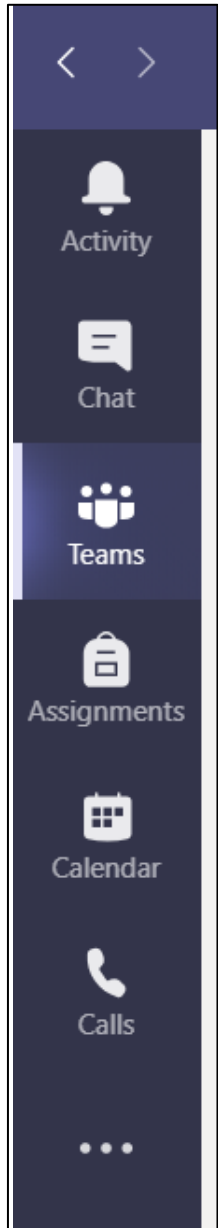
In MS Teams, choose the **Teams** icon in the sidebar.

Look for a Team named something along the lines of
CH2501 Tutorial Group A

This is your tutorial group.



For the moment, no students will be added to the group.
They'll be added by the module coordinator in week 1.



Scheduling the Tutorial Sessions

Scheduling the Tutorials

Your module coordinator will have provided you with a list of when your tutorials will take place. You will need to schedule the tutorial meetings and invite all your students after the students have been added at the end of week 1.

If any students join the group after you have scheduled the tutorials, you will need to inform them to add the meetings to their calendar.

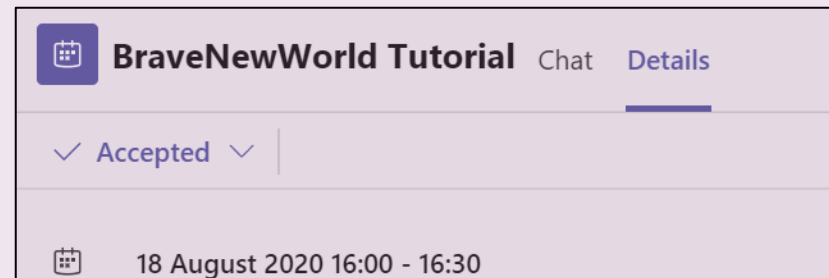
The students will have been informed how to do this in a “How to” guide for Teams tutorials.

In short: Find the meeting in the feed of the **General** Tab, click “...” at the right-hand side, then **View meeting details**.

The meeting details will appear.

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

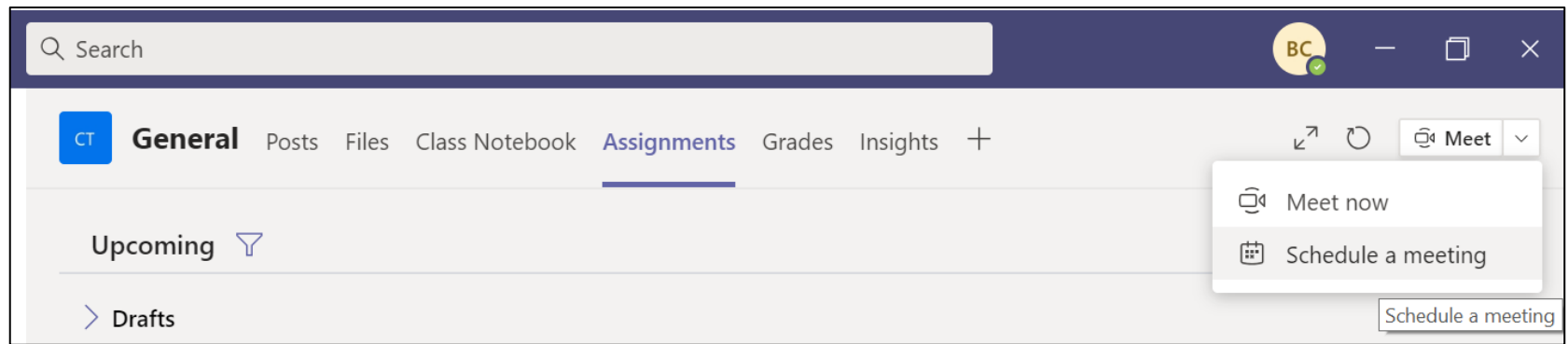
The meeting will now be **✓ Accepted**



Scheduling the Tutorial Meetings

You will need to schedule the meetings for your tutorial group. 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”)

Add all the students as **required attendees**.

Schedule the date and times of the tutorial.


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

 **New meeting** [Details](#) Scheduling Assistant


Send

Close


Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London ▾



Tutorial Meetings (TEST)



+ Optional



2 Oct 2020

11:00 ▾

→


2 Oct 2020

12:00 ▾


1h


☒ All day

Suggested: 11:00-12:00 10:30-11:30 11:30-12:30




Occurs every Friday starting 02/10/2020 until 04/12/2020 ▾















 CH2501 Tutorial Group A

> General



Add location



B *I* U     Paragraph ▾       

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

1 Oct 2020

Repeat every

1

Week

▼

M

T

W

T

F

S

S

End

26 Nov 2020

[Remove](#)

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

Cancel

Save

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 application window. The top bar includes navigation icons, a search bar, and the user profile (BC). Below the top bar, a status message reads: "You have Microsoft Teams Version 1.3.00.21759 (64 bit). It was last updated on 13/08/2020." The main interface is the "Calendar" view, showing a weekly calendar for "October 2020". The sidebar on the left contains icons for Activity, Chat, Teams, Assignments, Calendar (highlighted), Calls, and Apps. The calendar grid shows days from Monday (19) to Friday (23). A meeting titled "Tutorials for CH2501 (TEST)" by "Brian Chalmers" is scheduled for Thursday, October 22nd, from 11:00 to 12:00. A right-click context menu is open over this meeting, listing options: Edit, Chat with participants, Join online, and Cancel. The "Cancel" option is highlighted, and a sub-menu is open, showing "Occurrence" and "Series". The "Occurrence" option is selected.

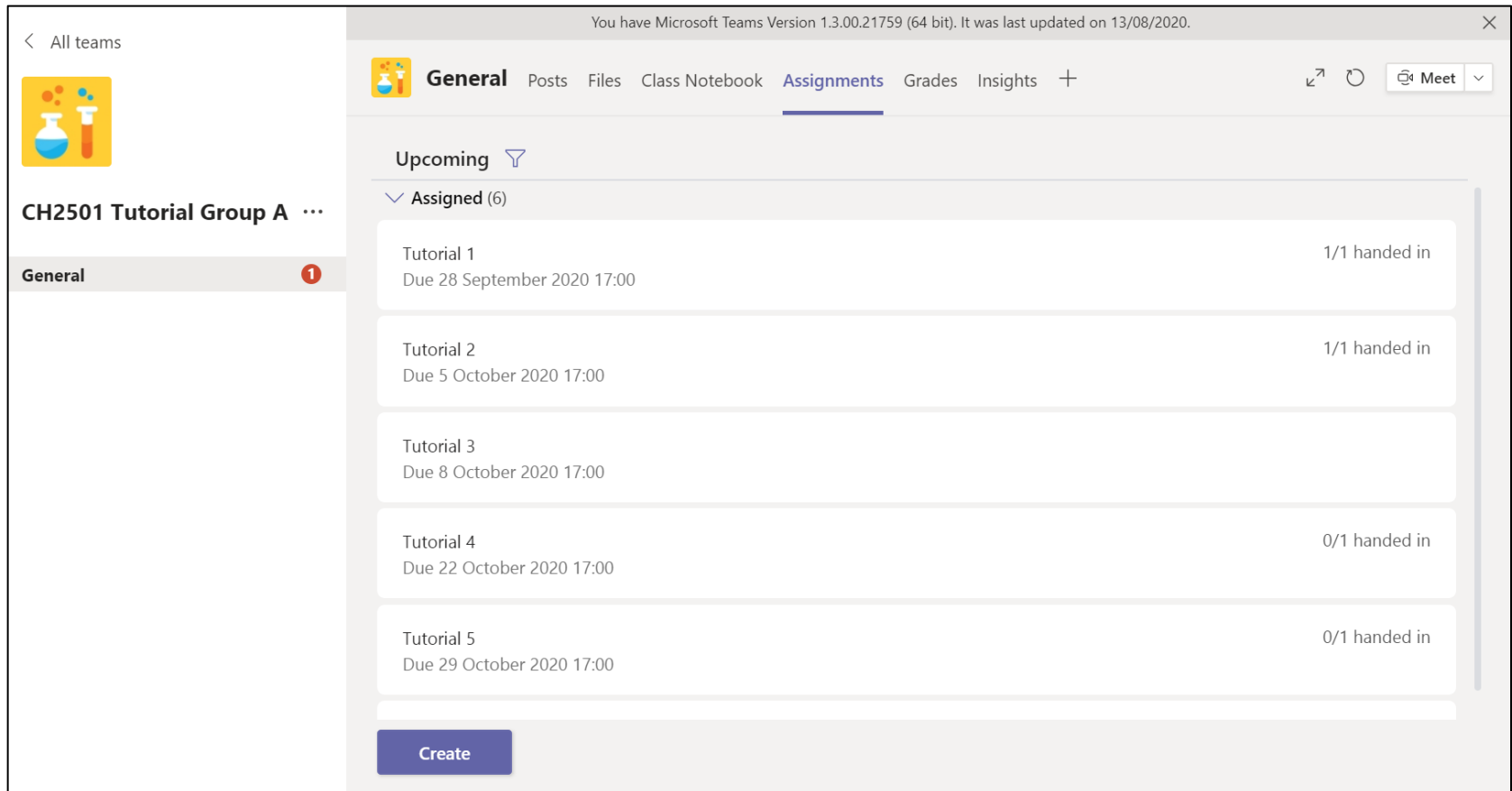
Collecting Completed Assignments

For the purposes of this guide assignments = tutorials.
All the assignments will have been populated with their release date
and due date by the module coordinator.

Checking on Your Assignments

In the assignments tab, you can now see if work has been assigned and work that has been handed in.

Click on a specific tutorial to see all the work.







The screenshot displays the Microsoft Teams interface for a team named "CH2501 Tutorial Group A". The left sidebar shows the team's name and a "General" channel. The main area is titled "You have Microsoft Teams Version 1.3.00.21759 (64 bit). It was last updated on 13/08/2020." and features a navigation bar with tabs: "General", "Posts", "Files", "Class Notebook", "Assignments", "Grades", and "Insights". The "Assignments" tab is selected, showing a list of upcoming assignments under the heading "Upcoming". The list includes five tutorials, each with a due date and a status indicating how many have been handed in. A "Create" button is visible at the bottom of the list.

Tutorial	Due Date	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

Checking on Your Assignments

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

Tutorial 3 Due 2 November 2020 17:00				
To mark (1)		Marked (0)	Search students 	
<input type="checkbox"/>	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 web interface for marking a tutorial. 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 two columns. The left column contains the assignment details: "Test Assignment 1", "This assignment is due at 17:00 on 2nd August 2020.", and three questions: "Q1. What is your name?", "Q2. Draw your favourite molecule.", and "Q3. Who is your favourite scientist?". The right column contains the student information and marking tools. At the top of this column is a dropdown menu showing the student's initials "NK" and name "Neil Keddie". Below this is the "Student work" section, which states "Handed in 14 August 2020 at 14:41" and includes a "View history" link. A file entry shows "CH2501 Tutorial 3 nsk.pdf" with a download icon and a three-dot menu. The "Feedback" section contains a text box with the following text: "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." Below the feedback is the "Points" section, showing a score of "9 / 10". At the bottom of the right column is a dark blue button labeled "Return".

CH2501 Tutorial 3 nsk.pdf

Close

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?

< NK Neil Keddie >

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

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.**

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?

Close

< NK Neil Keddie >

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

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.



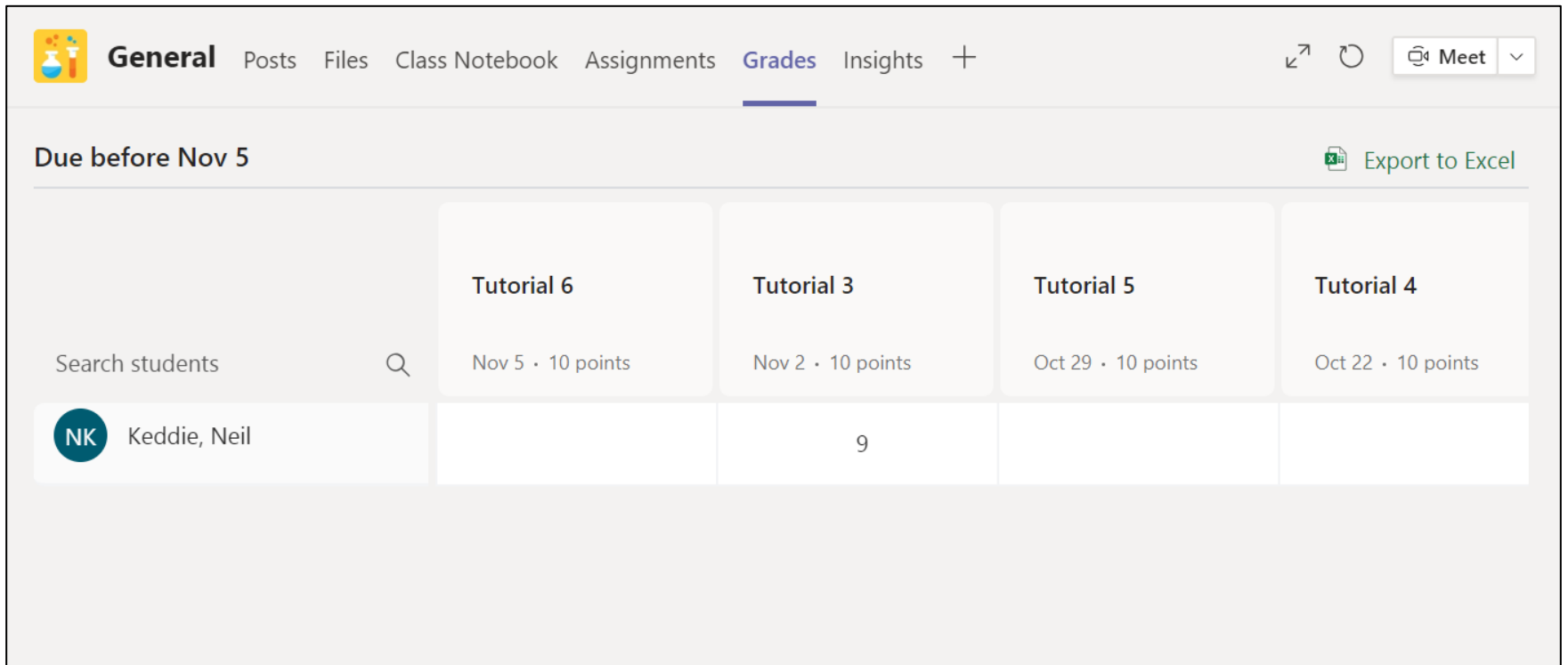
All done! 🍌

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 the Canvas LMS interface for the 'Grades' tab. At the top, there is a navigation bar with tabs: General, Posts, Files, Class Notebook, Assignments, Grades (selected), and Insights. To the right of the navigation bar are icons for a link, refresh, and a 'Meet' button. Below the navigation bar, there is a header section with the text 'Due before Nov 5' on the left and an 'Export to Excel' button on the right. The main content area is a table with columns for assignments and student grades. The assignments are 'Tutorial 6', 'Tutorial 3', 'Tutorial 5', and 'Tutorial 4'. The student 'Keddie, Neil' is listed in the first row of the table, with a grade of '9' shown under 'Tutorial 3'.

	Tutorial 6	Tutorial 3	Tutorial 5	Tutorial 4
Search students	Nov 5 • 10 points	Nov 2 • 10 points	Oct 29 • 10 points	Oct 22 • 10 points
 Keddie, Neil		9		

Starting and Running the Tutorial

You should refer to the
Setting up your HueHD Pro Camera
guide and be familiar with it before going
any further in this guide.

teachchem.wp.st-andrews.ac.uk

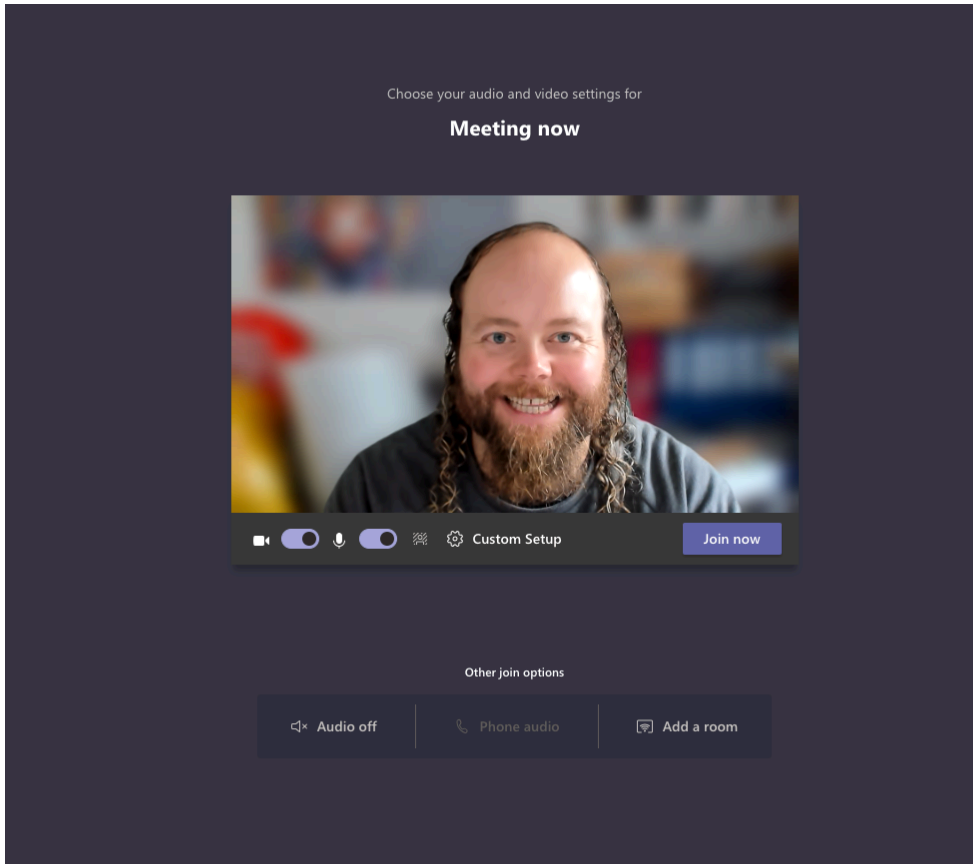
Joining a Tutorial



To join a tutorial, click **Join** in the top right corner.

Alternatively, you can join the meeting from the Teams Calendar by right clicking on the meeting and choosing **Join live**.

Joining a Tutorial



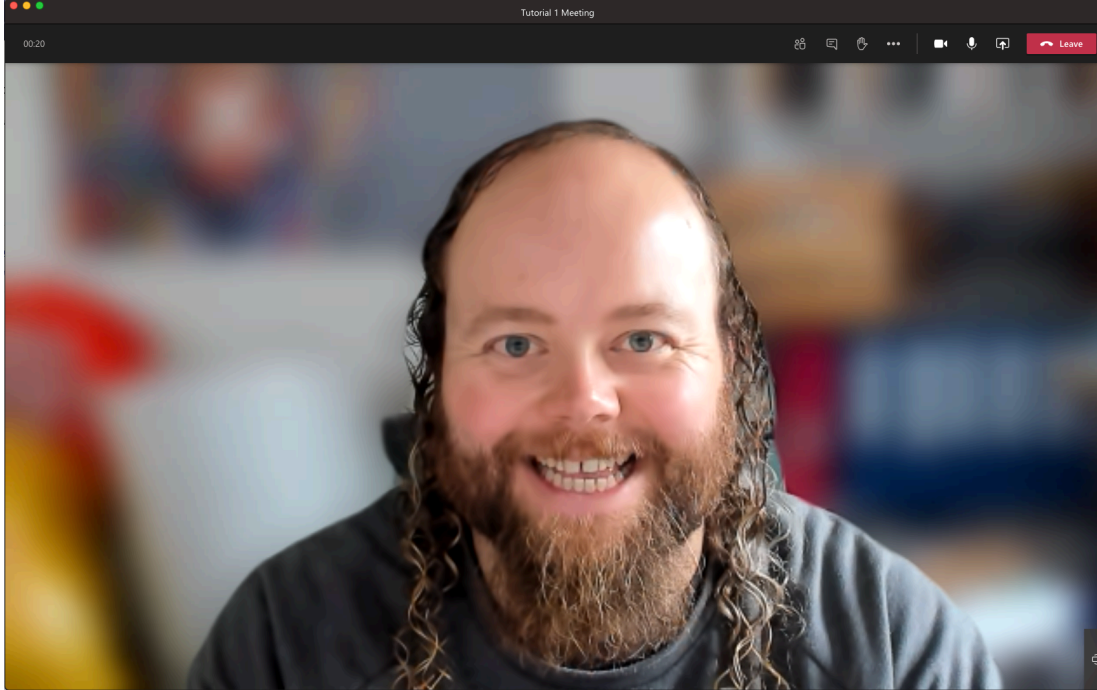
If you are using the new Teams experience, the tutorial meeting will open in a new window.

Adjust your camera and microphone settings before joining the tutorial.

You may wish to blur your background.

When ready, click **Join now** to enter the tutorial.

Joining a Tutorial



Your window should look like this with the other members of the group if they have joined.

If not, they will join shortly.

The meeting controls are in the black bar at the top of the window.

Click the camera icon to use an alternative camera (e.g. the document camera).

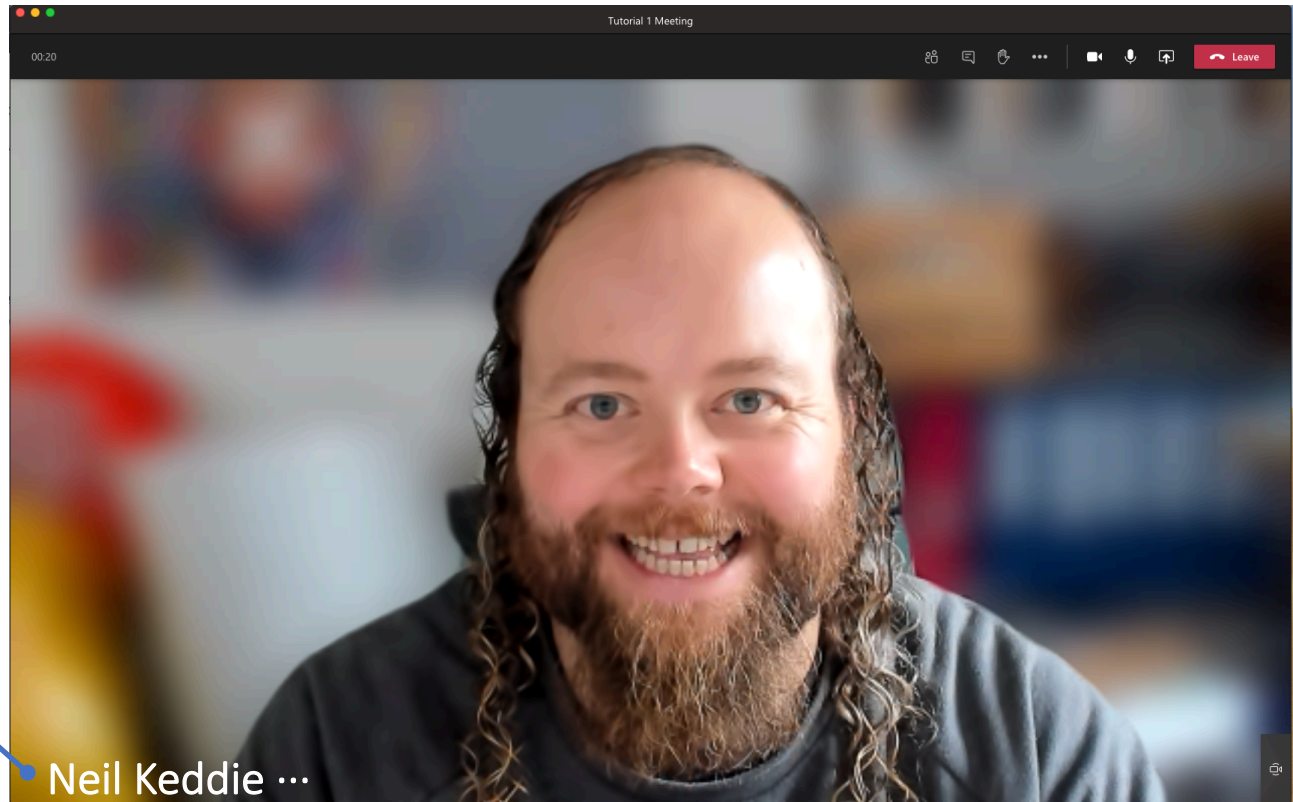
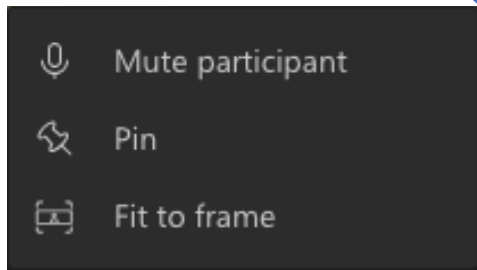
See the guidance in the Setting up your HueHD Pro Camera guide.

Having the Tutor Pinned as the Main Feed

Your students should know how to do this if they've read the "how to use Teams for students" guide. You might need to remind them.

To view your tutor's feed as the main view, click on "..."
by the tutor's name
then click "Pin".

Click "..."
for the options.



To ensure you see the uncropped camera feed,
click "Fit to frame".

Ending the Call

At the end of the tutorial, click **Leave** in the top right-hand corner to leave the call.

