

Moderation Meeting Access and Support: Microsoft Teams

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All Moderation meetings will be through Microsoft Teams

Microsoft Teams application

DoE Users:

- If you are a DoE user your device should already have the Microsoft Teams application installed. Clicking on the **Join the Microsoft Teams Meeting** link in Canvas will take you to the 'choose your video and audio options screen' shown in figure 1.
- If you do not have the application installed please check with your school IT support staff to assist you before moderation day.

Non-DoE Users:

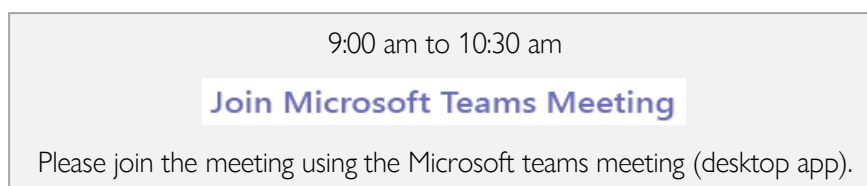
- If you **have** the Microsoft Teams application installed. Clicking on the **Join the Microsoft Teams Meeting** link in Canvas will take you to the 'choose your video and audio options screen' shown in figure 1.
- If you **don't have** the Microsoft Teams application installed, it will open a web page, where you'll see two choices:
 1. **[Download the Windows application](#)** before moderation day.
For help with the download please check with your school IT support staff.
 2. **Join on the web instead.** If you join using the web, use either Microsoft Edge or Google Chrome browsers.
Please allow your browser to use your mic and camera when asked.

Accessing the moderation meeting links

Where can I find the link to my moderation meeting?

All meeting links are accessible from within the **Canvas Learning Area courses**.

- Open the Canvas Learning Area course and you will see a box like the below.



- Right click on the 'Join Microsoft Teams Meeting' to join the meeting for this course.
- Note that the meeting will not open until the specified date and time scheduled.

How do I access the Canvas learning area courses?

Once you have completed registration to attend the moderation meetings you will be provided with access to the Canvas Learning Area courses. This usually takes 3 business days.

DoE Users:

- Log in to [Canvas](#) using your DoE username and password.

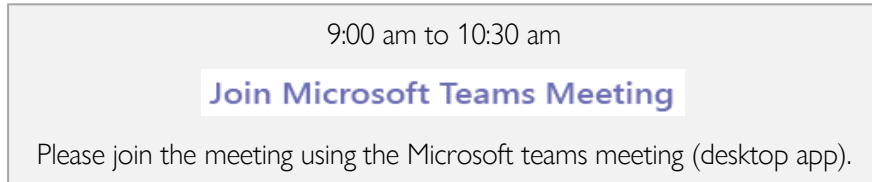
Non-DoE Users:

- Access Canvas [here](#).
- A [User Guide on canvas for non-DoE Schools](#) has been provided for you.
- If you have forgotten your password to access Canvas, please follow the steps outlined in the User Guide to create a new password.

Note: Canvas is best used with the internet browsers Google Chrome, Safari or Microsoft Edge. Internet explorer and Firefox *are NOT supported* by Canvas.

In Meeting Support - Microsoft Teams

If you have the *Microsoft Teams Application* installed, clicking on the **Join the Microsoft Teams Meeting** link in Canvas will take you to the 'choose your video and audio options screen' shown in figure 1 below.



Checking your computer audio and camera

Computer Audio – (1) click on customised setup to check your device settings. This will allow you to check where the audio is being transmitted – either headphones, or computer mic and speakers.

- If you already have headphones connected (turn on and pair if using bluetooth) to your device it will auto select when connected as the audio output.

Camera (2) – Your camera may be set as default off (as below) when entering a meeting to turn your camera on toggle the button to the right.

- When you're ready, click on **Join now**
- This will take you into the meeting lobby, where the host will admit everyone at the advertised start time for the meeting.
- If you joined the meeting after the advertised start time and can not get in from the lobby please email years9-12learning@education.tas.gov.au advising the meeting name, so we can enter the meeting and admit you.
Please be patient whilst this occurs as many meetings are running at the same time.

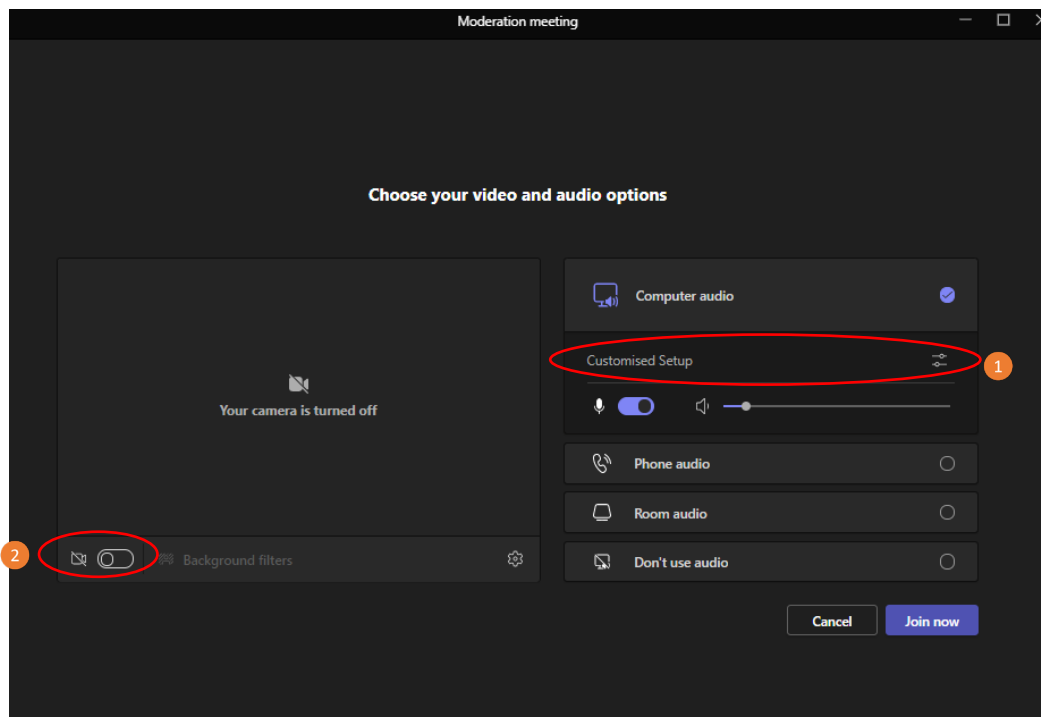


Figure 1: choose your video and audio options screen

Changing your computer audio and camera after you have joined the meeting

If you didn't change your settings before coming into the meeting you can still make changes.

- Click on **More** and then select **Device Settings**

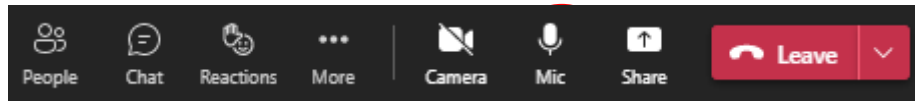


Figure 2: in meeting functions

- **Audio Settings** – Audio devices, Speaker, Microphone

Displays the audio settings your device is using. If it's not using your desired source (ie headphones, or PC speaker) click on the down arrow (3) and you will see other audio devices available for you to use.

- You can mute and unmute yourself by clicking the microphone symbol (1). Click the microphone symbol (figure 2) to change your microphone or speaker. You can test/change your set-up at any time.
- **Video Settings** – Camera – displays which camera your device is using.

If it's not your webcam, and you wish to use your webcam click on the down arrow (4) and you will see any other cameras available for your use.
- You can turn your camera on and off by clicking the camera symbol (figure 2). You can test/change your set-up at any time.

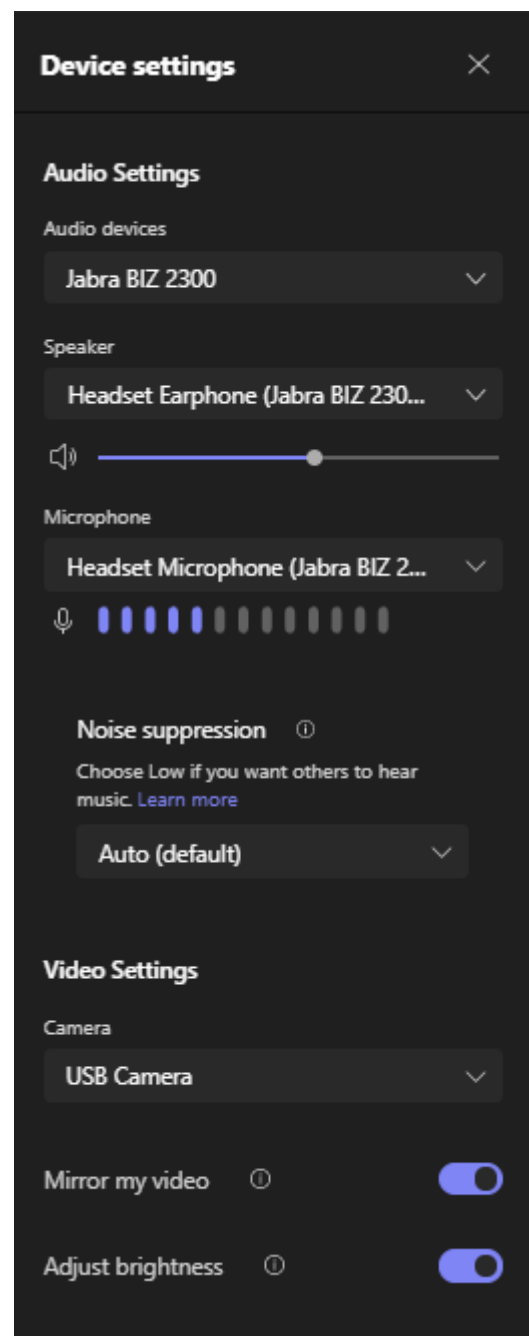


Figure 3: device settings

Chat

Chat (figure 4) is available unless the organiser has disabled the function for the meeting.

Chat is a great way to share links, clarify something said in the meeting or post lists, large blocks of text or links to other websites.

To mention or 'tag' someone in the meeting, use the @ sign followed by the first few characters of the person's name, a list of participants with the matching names will appear, you can then choose the person you want to mention/tag.

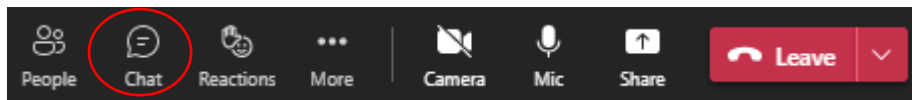


Figure 4: chat function

To add a comment to the chat:

- Click on **Chat** and then type your message in the box on the bottom right-hand side of the screen.
- Please note that comments added to chat must adhere to the Department of Education meeting values, and be respectful of all users present.
- Note that when adding a comment to the chat it appears for all participants.
- Only when assigned and in separate breakout rooms will there be a smaller 'mini' chat group. Note this mini chat is not able to be seen by the main group.
 - Any notes or comments made relevant for the main group need to be copied into the main meeting room chat. Please title this chat with room number and then paste the comments.

Reactions

Reactions (figure 5) are available unless the organiser has disabled the function for the meeting.

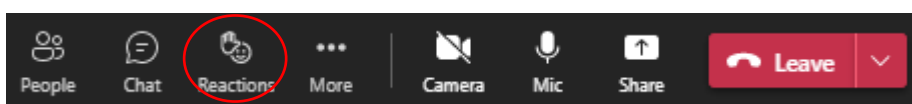


Figure 5: reaction function

Reactions (if enabled) are shown in the meeting chat:

- To add a reaction first click on chat
- Click the **reactions** button and then click the reaction you want to display.



Figure 6: raise hand function

To raise your hand:

- Click on the reactions button and then the **hand symbol** (figure 6).

- When you have had your question or comment responded to **please lower your hand** by clicking on the hand symbol for a second time.

Sharing content from your screen

The share function (Figure 7) is available unless the organiser has disabled the function for the meeting.

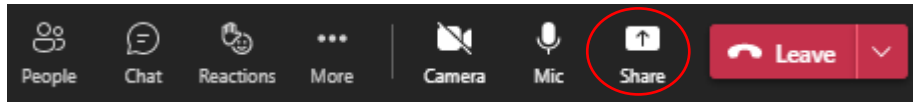
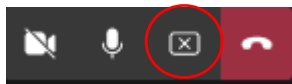


Figure 7: share function

How to share an electronic document or website with others during the meeting:

- Open the document or website that you wish to share with others in the meeting
- Click on the **share** symbol from the meeting functions
- The share screen content will appear
- Select the document or screen you want to share
- This will share your screen with everyone in the meeting
- When you want to stop sharing select the x symbol and it will stop sharing and revert to the main screen showing the participants in the meeting. The moderation leader can then begin sharing again.



- NOTE if you want to share a video with audio please toggle the **include computer sound** button on **before** you start sharing the file.

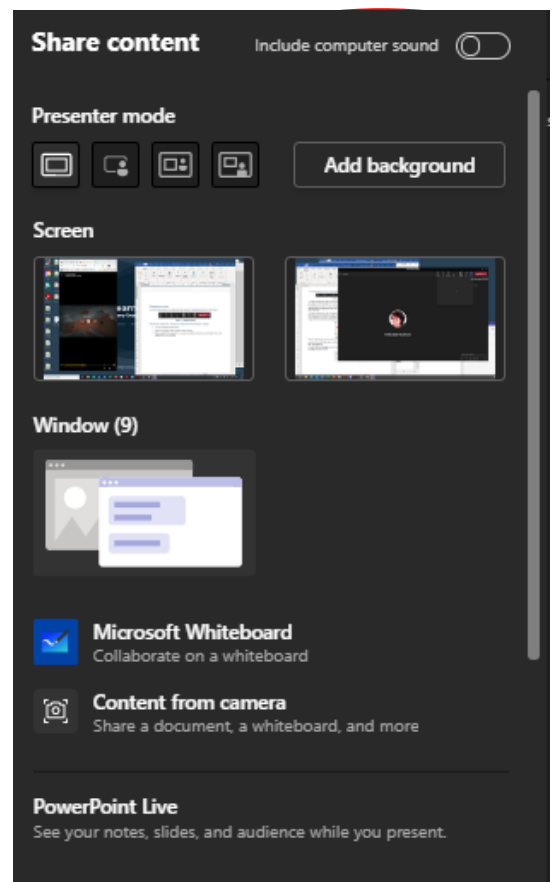


Figure 7: share content

How to contact the Moderation Leader from inside a breakout room

If you need to contact the Moderation Leader whilst you are in a breakout room use the @ symbol and the moderation leaders name (ie @jane.citizen) to attract their attention.

Start typing their name after the @ and up will pop similar names from those present in the meeting so you can click on the name using this method.

Announcements in breakout rooms

Announcements for those in breakout rooms (ie count down to room close) such as room close will appear in the chat.

Troubleshooting Tips

Check to ensure your Teams Application is up to date

To check for updates in Teams, go to your profile picture (or initials) in the upper-right of the Teams app (on the purple banner) and select the **3 dots** and hover down to **Check for updates**. Teams will then install any updates in the background (if are available). A grey banner will appear under the purple border to notify when finished or advise it requires you to restart your device.

PC Users

Microphone:

If you're using a Mac and you're having trouble getting your **microphone** to work, you might need to change one of your privacy settings.

Here's how to check:

- Open **Settings**
- Under **Privacy**, select **Microphone**
- Make sure the setting for **Microphone access** for this device is turned **On**
 - If the setting is already turned on, turn the setting off then back on again
- Close all apps and **restart your device**

Camera:

You might need to change one of your *device permissions*.

Here's how to check:

- Open **Settings**
- Under **Privacy**, select **Camera**
- Make sure the setting for **Camera access** for this device is turned **On**
 - If the setting is already turned on, turn the setting off then back on again
- Close all apps and **restart your device**

Mac Users

Microphone:

If you're using a Mac and you're having trouble getting your **microphone** to work, you might need to change one of your *privacy settings*.

Here's how to check:

- Open **System Preferences**
- Select **Security & Privacy**
- Under Privacy, choose **Microphone** on the left
- Make sure **Microsoft Teams** is selected
- Close all apps and **restart your device**

Camera:

If you're using a Mac and you're having trouble getting your **camera** to work, you might need to change one of your *device settings*.

Note: These settings only apply to *Mac OS 10.14* and higher

Here's how to check:

- Open **System Preferences**
- Select **Security & Privacy**
- Under Privacy, choose **Camera** on the left
- Make sure Microsoft Teams is selected
- Close all apps and **restart your device**

Other useful [Troubleshooting Tips for Teams users](#)

Additional Meeting Support – For Moderation Leaders or Meeting Chairs

Participants

How do I see the participants in my meeting

- Click on **people** to show the list of participants in the meeting.

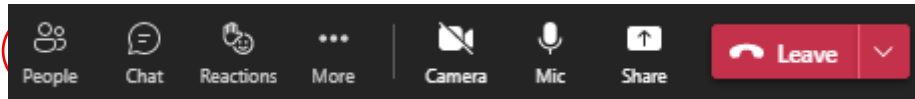


Figure 8: people function

- The participants list shows the people waiting in the lobby and those already in the meeting.

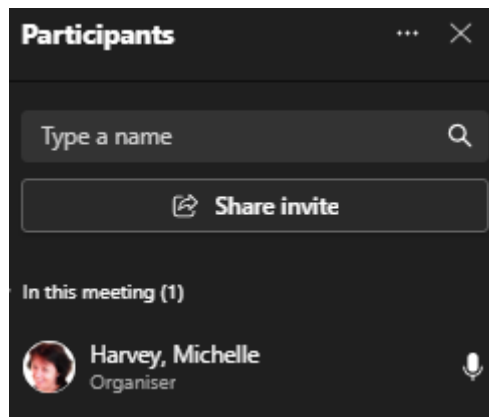


Figure 9: list of participants

How do I let participants in from the lobby at the scheduled start time

- When you're ready click **admit all** and it will admit everyone in from the lobby at the same time.
- Once you have started meeting at the **scheduled time** we will alter the background settings and allow late comers to by-pass the lobby.
 - This means you don't have to check for people in the lobby once you have admitted everyone.
 - This will take about 10 minutes to come into effect, as all concurrent meetings need to be changed during this time.

Breakout Rooms

Using breakout rooms in Microsoft Teams

As a meeting co-organizer, you can create new breakout rooms at the start of the meeting.

How do I create breakout rooms

- Click on **rooms** to create breakout rooms.



Figure 10: breakout room function

- Select the **number** of breakout rooms you want to create.
You can create up to 50 breakout rooms per meeting.
- Select the breakout room option you prefer:
 - Automatically
 - Manually
- Click Create Rooms.

NOTE: **Automatically** is the preferred option as it will randomly assign participants to different rooms.

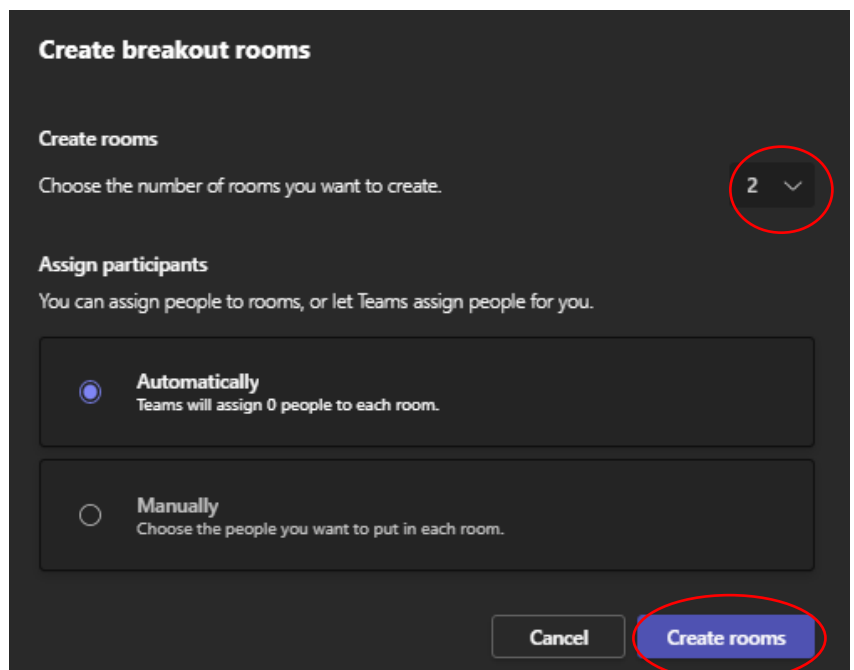


Figure 11: create breakout rooms

Start breakout rooms

Automatic Breakout Rooms

Teams automatically assigns participants equally between the number of rooms created.

Manual Breakout Rooms

You choose which room for each participant.

- Select the participants you want in a room by ticking the checkboxes next to their names.

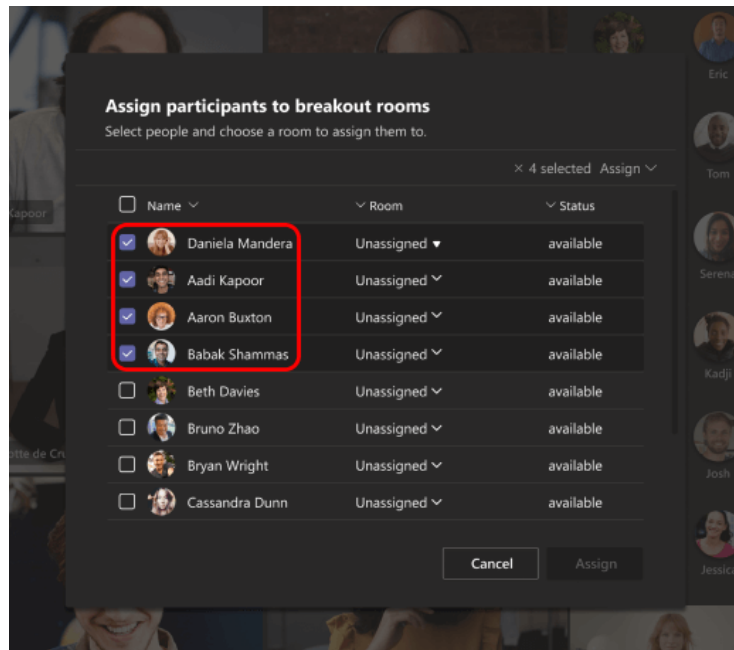


Figure 12: manual assignment to breakout rooms

- Now click on the **down arrow beside unassigned** to select the room number.
- Now click **assign**.
- Repeat the previous steps until everyone in the meeting is assigned to a room.
- Now select **Confirm**.
- When you are ready to start your breakout sessions, select **Open**.
- You will see everyone leaving the main meeting and join the breakout rooms.

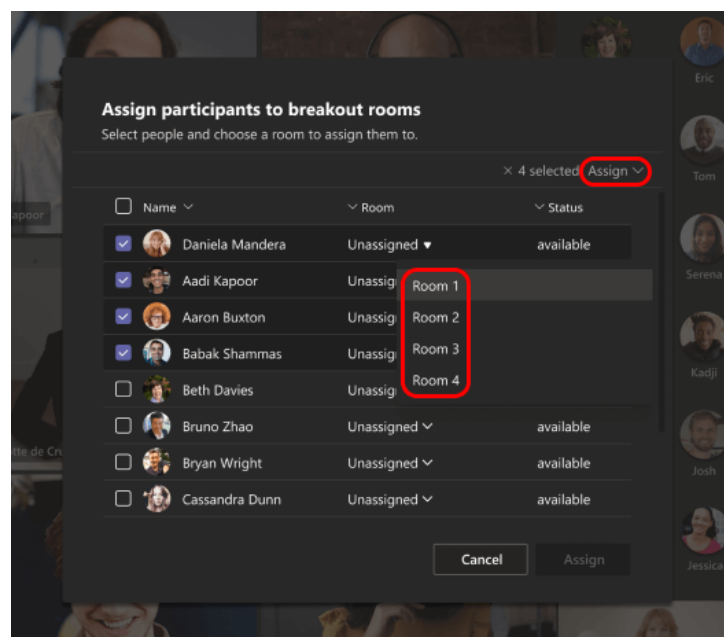
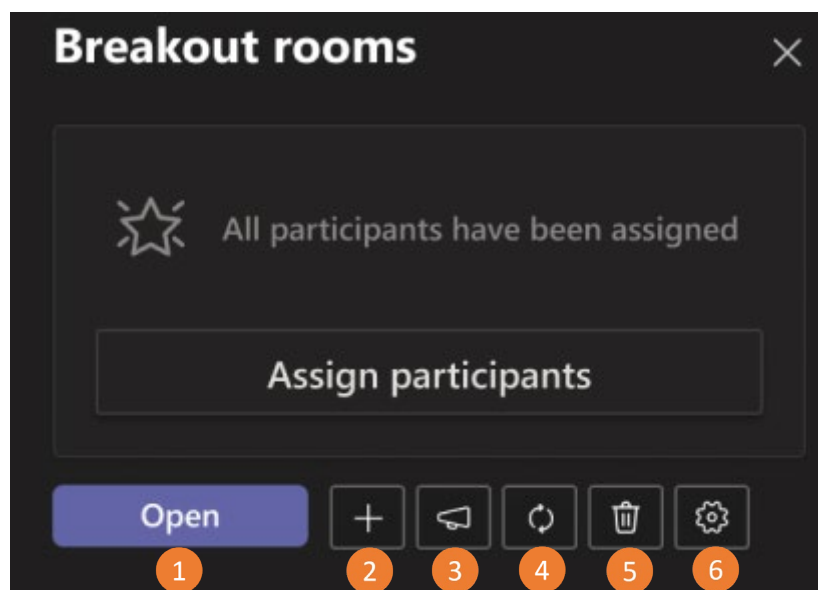


Figure 13: manual assignment to breakout rooms

How to add participants to breakout rooms if they leave the room or meeting, or come in after the breakout rooms have been assigned

- If a person leaves their breakout room, you can move them back to the breakout room by selecting the 3 dots ... next to their name and then select Ask to join.
- This is the same for someone who leaves the meeting and then comes back into the main meeting room.
- If a person joins the main meeting late after breakout rooms have opened, you can add them to a breakout room. If the person misses the notification to join the room, select Ask to join.

Breakout room functions



1. **Open** will open all breakout rooms at the same time. When the rooms have been opened this button becomes the **Close** button to close all rooms at the same time.
2. Adding an **additional breakout rooms** as needed.
3. **Announcements** – breakout room meeting room announcements
4. **Recreate breakout rooms** – this will recreate the same breakout rooms created earlier in the meeting with the same participants in each room
5. Click on an individual meeting room and **delete** the breakout room
6. **Settings** function – allows you to set time limits for breakout rooms.

Send announcements

You can send announcements to breakout rooms when they are open.

You may want to tell everyone the remaining breakout session time, offer discussion ideas, or give general updates.

- Select **Breakout rooms**
- Select **announcement**
- Enter your announcement and select **Send**.

Close rooms and pull participants back to the main meeting

Select Close rooms to pull all the participants back to the main room.

- Select **Breakout rooms**
- Select **close**
- You'll know rooms have closed when their status changes to **Closed**.
- When everyone is back from the breakout rooms and you're ready to meet as a larger group again, select **Resume**.

Additional Information/Assistance

For any additional information or assistance please contact: Years9-12learning@education.tas.gov.au