

IZMIR INSTITUTE OF TECHNOLOGY
Distance Education Application and Research Center

MICROSOFT TEAMS INSTRUCTOR'S USER MANUAL

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1 - ABOUT MICROSOFT TEAMS

Microsoft Teams is a digital platform developed as part of the Microsoft 365 packet. It is designed to enable effective communication and collaboration between teams in both educational institutions and the business world.

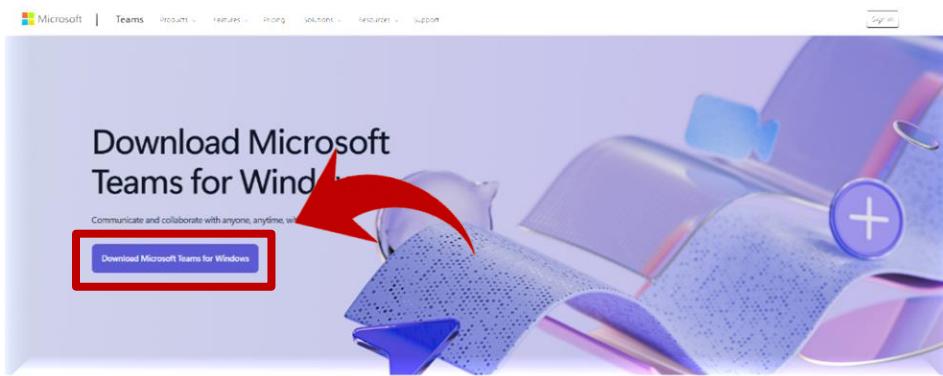
What can be done with Microsoft Teams?

- Chat and Messaging: You can instant message and create personal and group chats.
- Creating Channels: You can create dedicated channels based on projects or topics and hold regular discussions in these channels.
- Organizing Meetings: You can schedule and host video and audio meetings and send invitations to participants.
- File Sharing and Collaboration: Instantly share, edit, and collaborate on documents with team members.
- Task and Project Management: Assign tasks, track project progress, and manage workflows.
- Application Integration: Work can be done by integrating different applications.
- Notifications and Task Tracking: You can receive important notifications.

2 - MICROSOFT TEAMS APPLICATION

You can click this link <https://www.microsoft.com/en-us/microsoft-teams/download-app> to download the Microsoft Teams application to your computer.

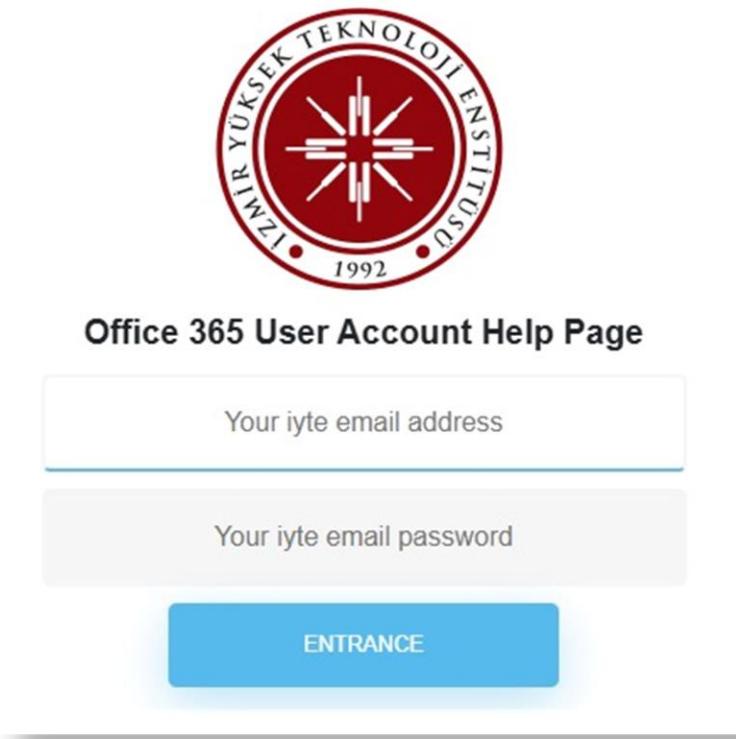
After clicking the link, you can download the app to your computer by clicking the "Download Teams" button in the red box in the image below. To download it to your mobile device, you can scan the QR code at the bottom of the same page.



3 - CREATING A MICROSOFT TEAMS OFFICE 365 ACCOUNT

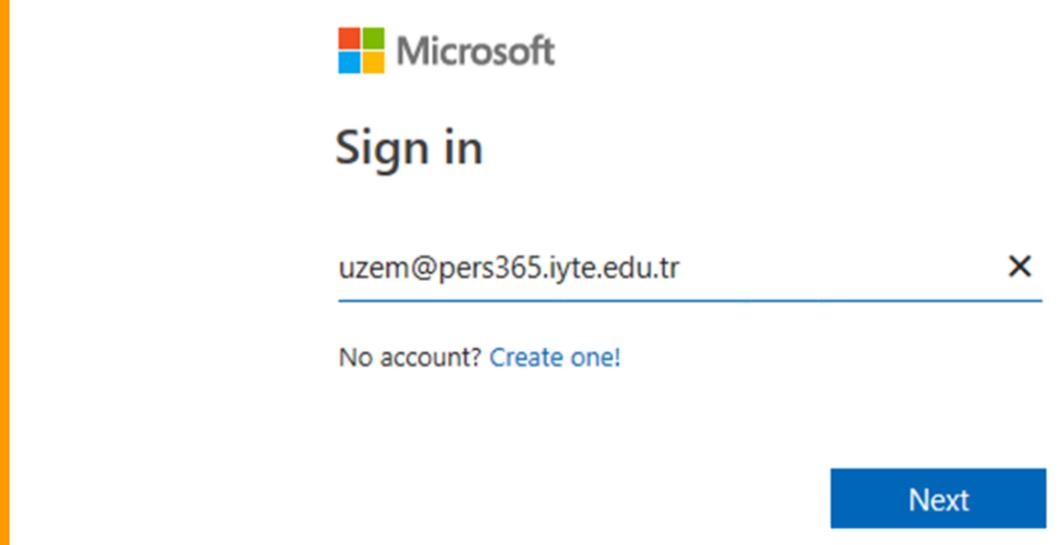
You can create your address with the extension "pers365.iyte.edu.tr" by logging in with your iyte email address and password from the link below.

<https://office365account.iyte.edu.tr/>



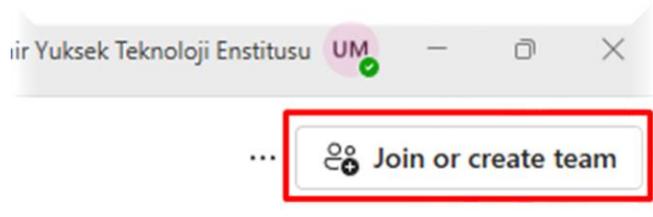
4 - LOGIN TO MICROSOFT TEAMS APPLICATION

You can log in with your @pers365.iyte.edu.tr address.

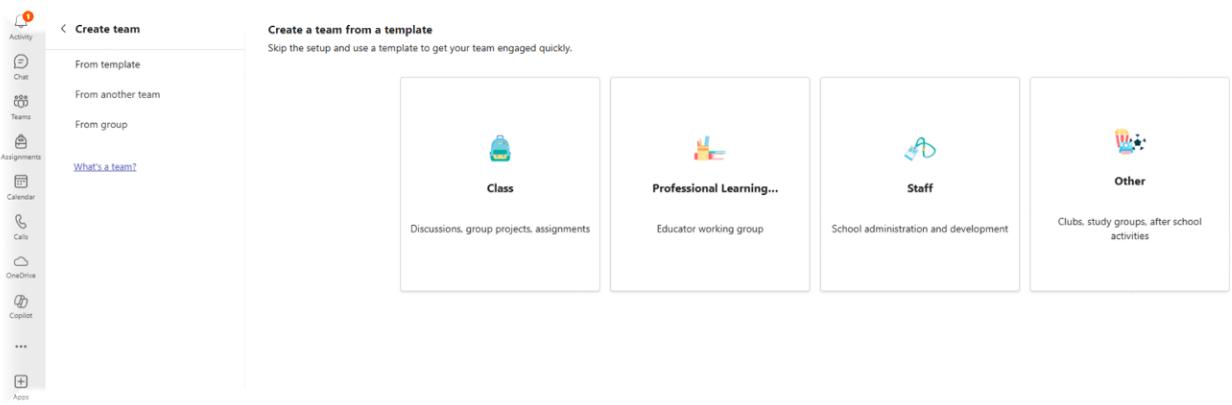


5 - CREATING A MICROSOFT TEAMS (CLASS)

Click the create a team or join a team button on the Microsoft Teams application.

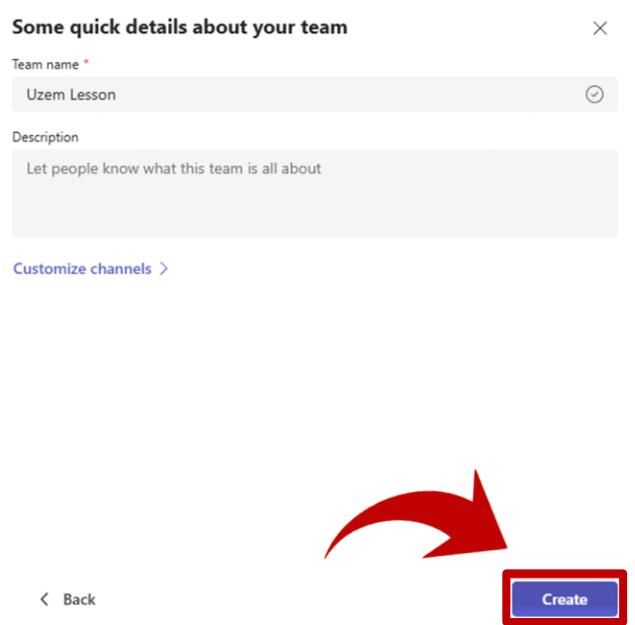


Click on the Class option.



The screenshot shows the 'Create team' interface in Microsoft Teams. On the left, a sidebar lists various team creation options: 'From template', 'From another team', 'From group', and 'What's a team?'. The 'From template' option is selected. Below this, four template cards are displayed: 'Class' (selected), 'Professional Learning...', 'Staff', and 'Other'. Each card has a small icon and a brief description. The 'Class' card is described as 'Discussions, group projects, assignments'.

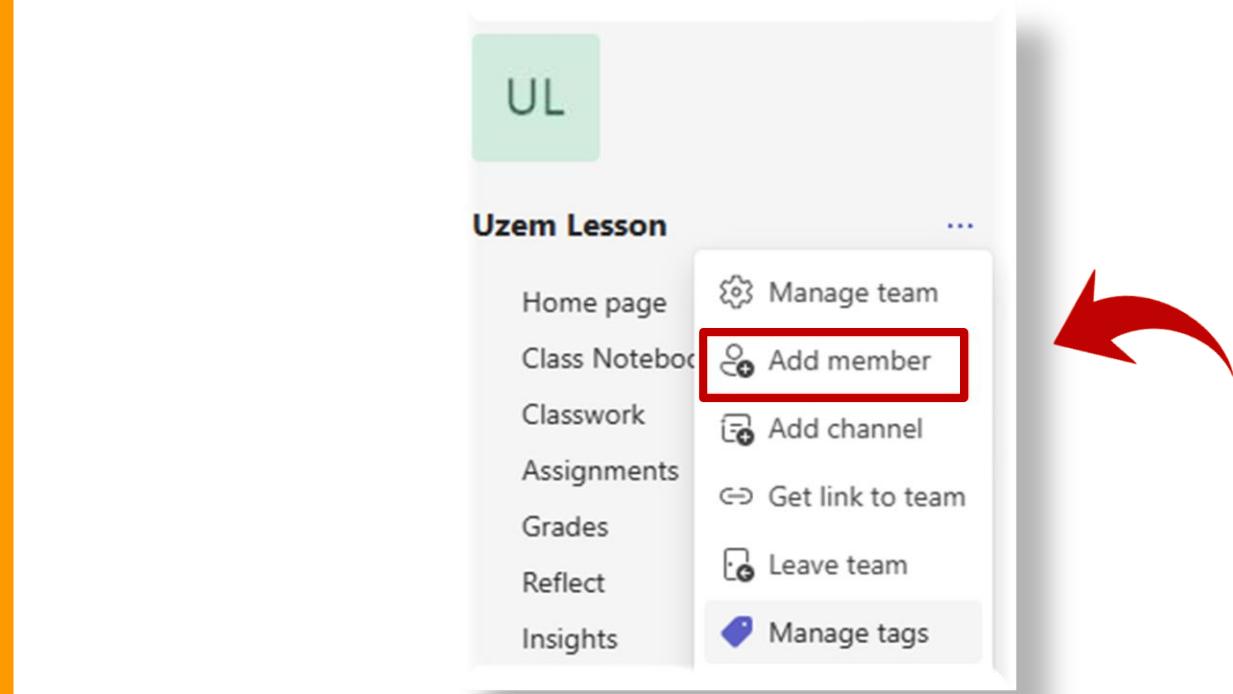
Type the name and description you want for your class and click the "create" button.



The screenshot shows the 'Some quick details about your team' dialog. It includes fields for 'Team name' (set to 'Uzem Lesson') and 'Description' (set to 'Let people know what this team is all about'). At the bottom, there is a 'Customize channels >' link and a 'Create' button. A large red arrow points to the 'Create' button.

6 - ADDING MEMBER TO MICROSOFT TEAMS

You can add a member to the team using the Student Name and Surname by using the "Add Member" option from the menu within the team.



You can create a Team code by going to the Settings menu from the Manage Team menu and sharing the team code with the users you want to join the team so they can join the class.

UL **Uzem Lesson** Channels Members Pending requests **Settings** Analytics Apps Tags

✓ Team details Edit team name, description, privacy, and picture

Uzem Lesson
Uzem Lesson

 **Edit**

Team picture  Change picture

➢ Member permissions Enable channel creation, adding apps, and more

➢ Guest permissions Enable channel creation

➢ @mentions Choose who can use team, channel, and group @mentions

✓ Team code Share this code so people can join the team directly - you won't get join requests

Generate

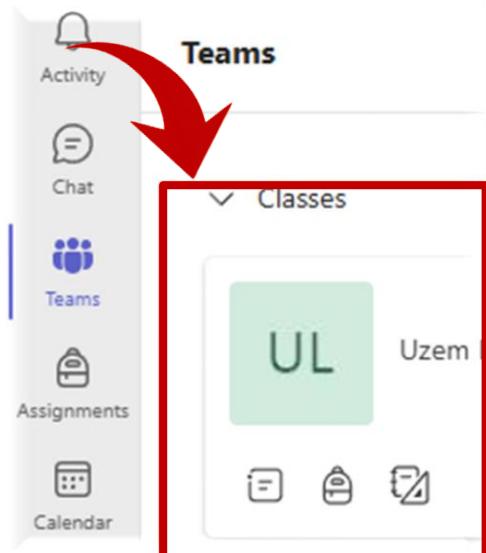
Note: guests won't be able to join with a team code

➢ Fun stuff Allow memes, GIFs, or stickers

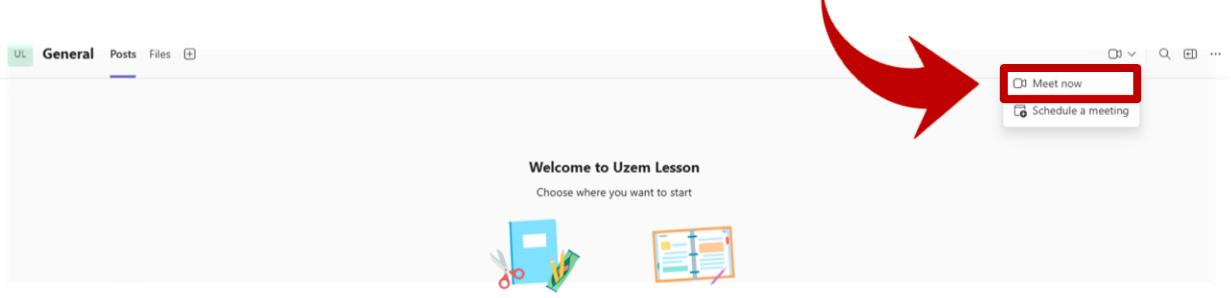
➢ Tags Automatically apply tags from other apps

7 - MICROSOFT TEAMS LIVE COURSES

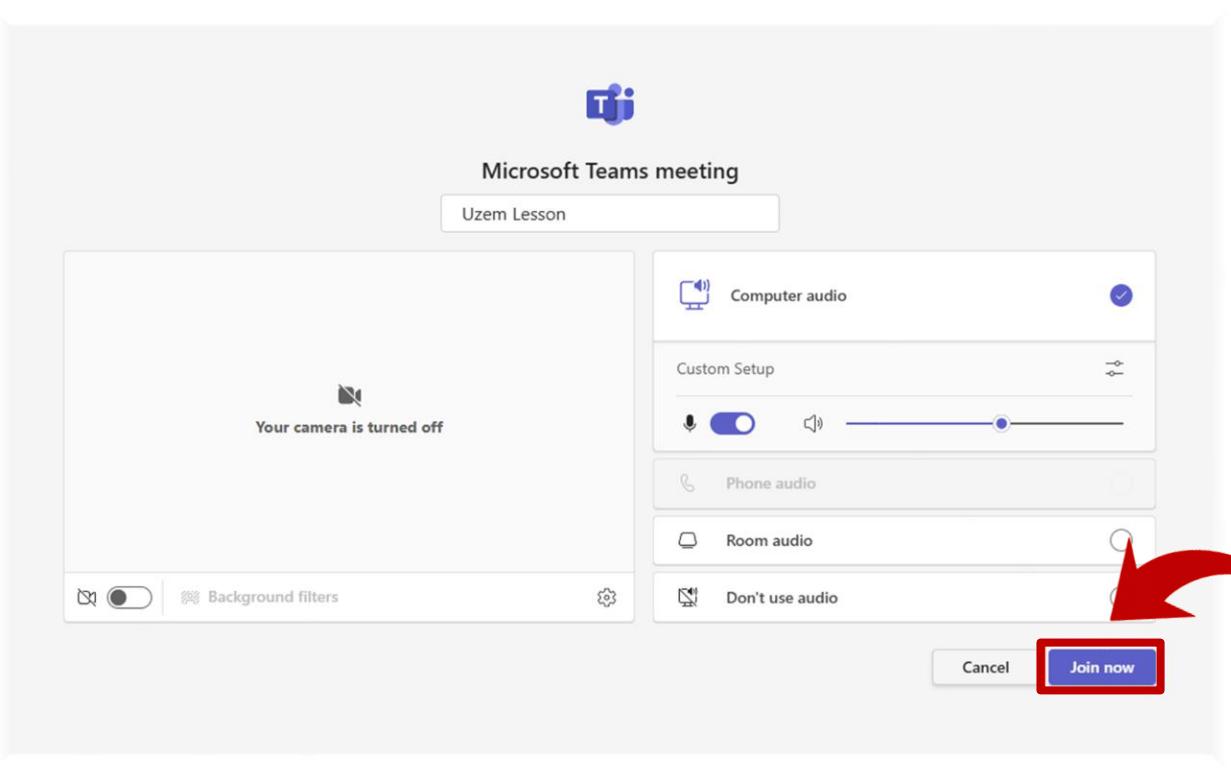
Open the Microsoft Teams app. From the Teams menu, click the relevant course team (class).



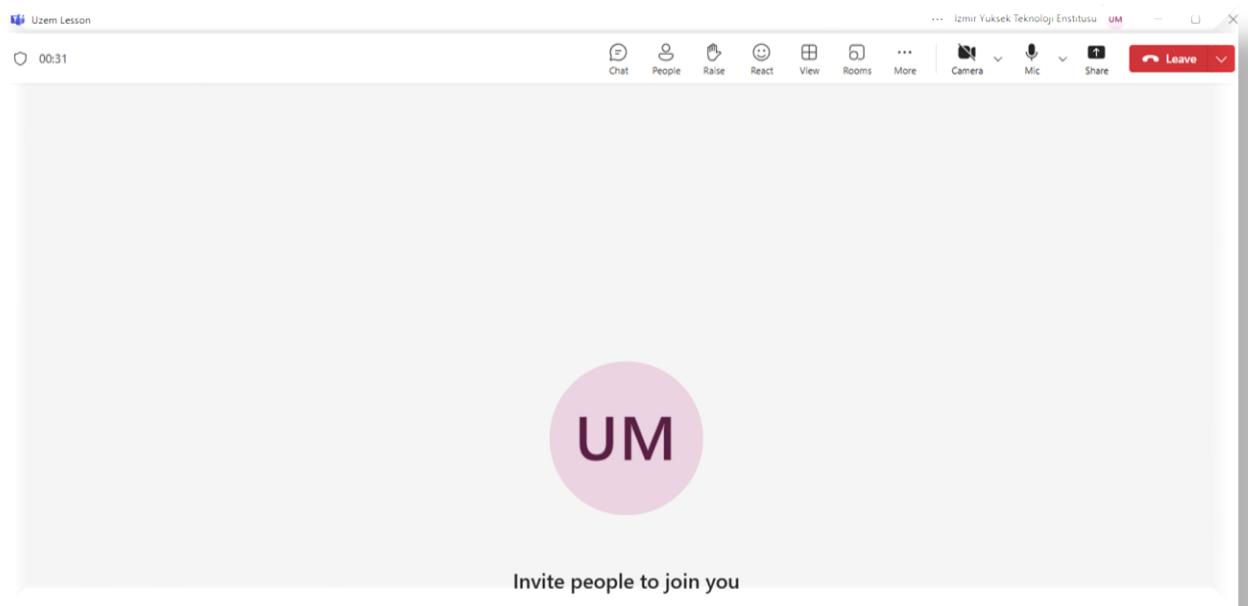
Click on the camera icon on the screen that opens and select "Meet now".



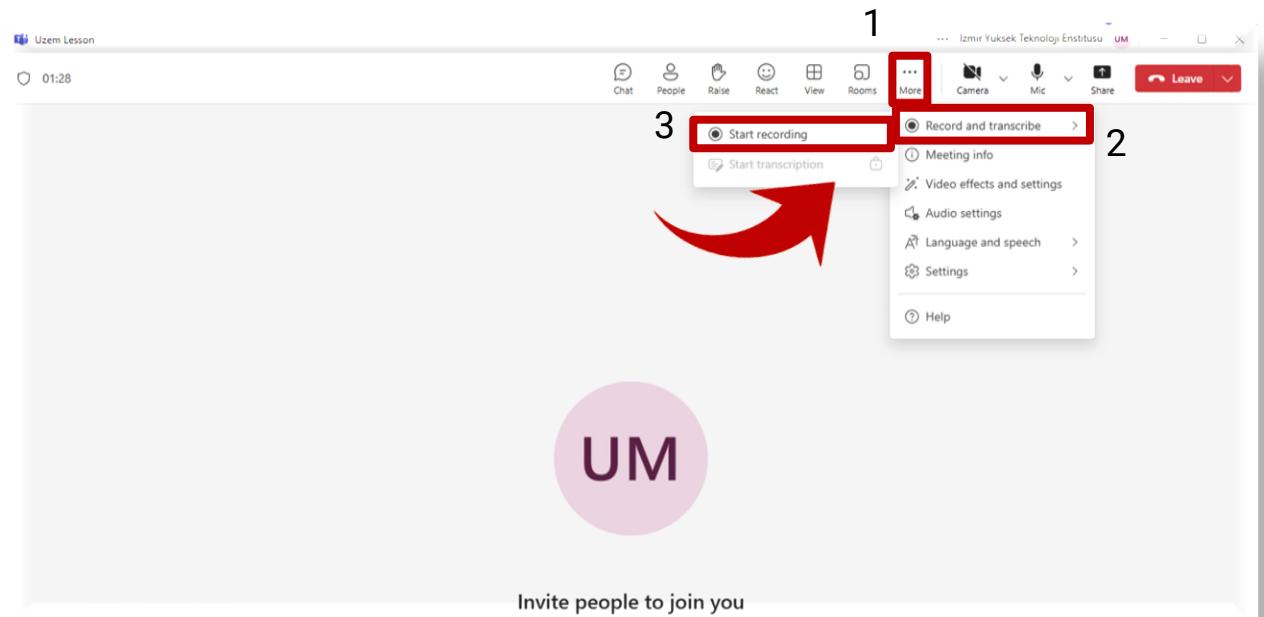
Make the necessary settings and click the "join now" button now.



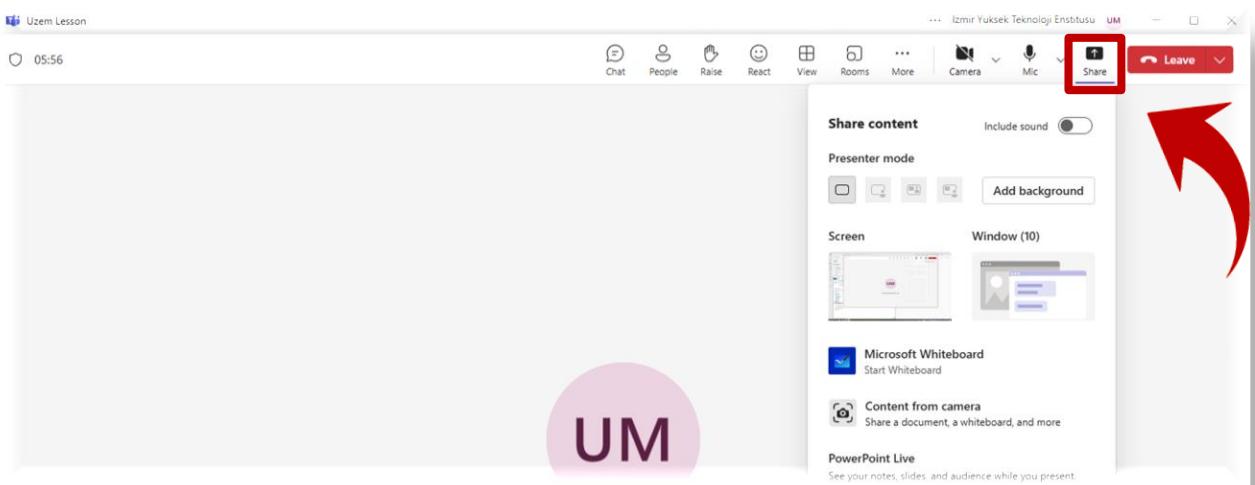
After starting the meeting/live lesson, the following screen will open.



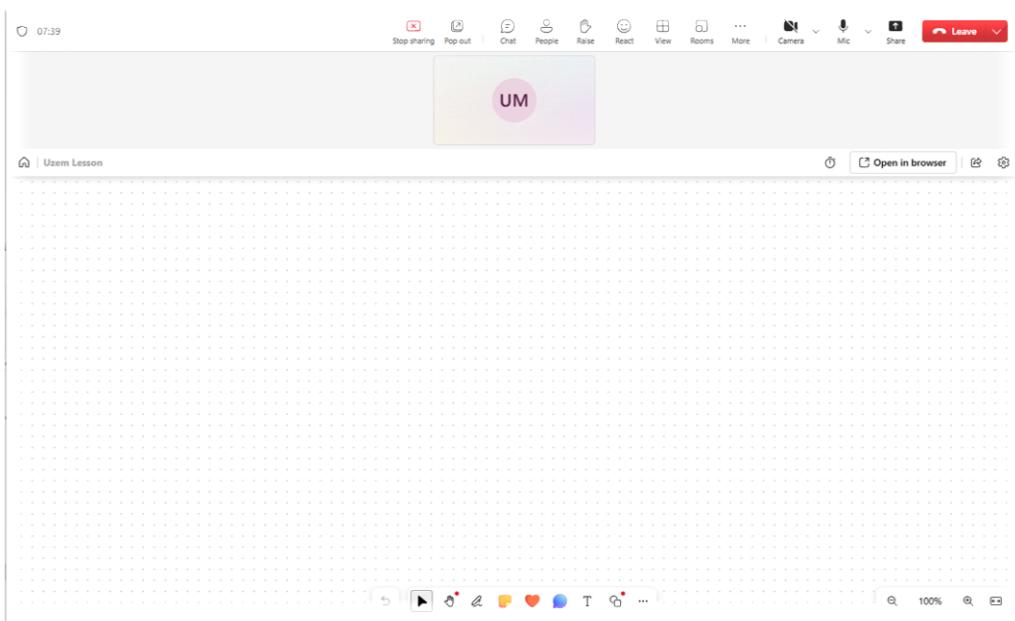
To record during the lesson, click the "All" button (3 dots). Click the "Save and Create Transcript" option. In the window that opens, click the "Start Recording" button. To stop recording at the end of the lesson, click the "All" button (3 dots). Click the "Save and Create Transcript" option. In the window that opens, click the "Stop Recording" button.



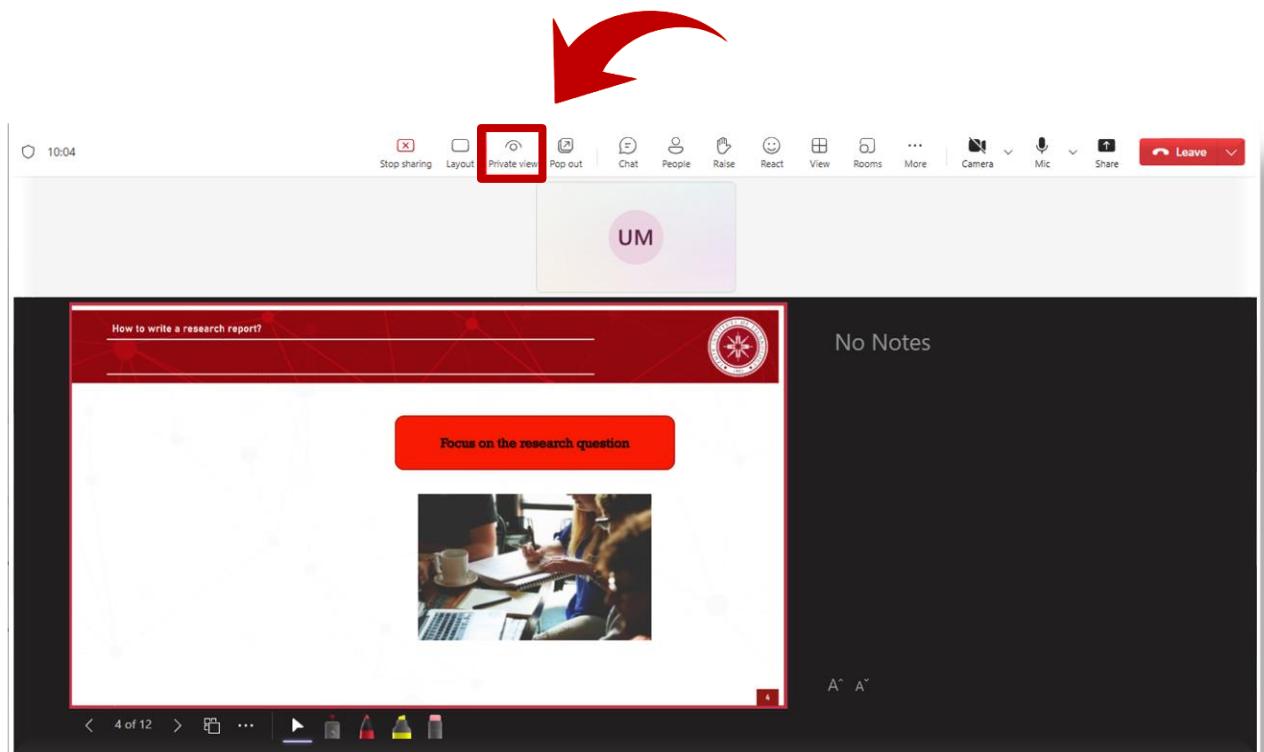
If you want to share during class, click the "Share" button (shown with a red arrow). From this window, you can share your screen, Microsoft Whiteboard, etc.



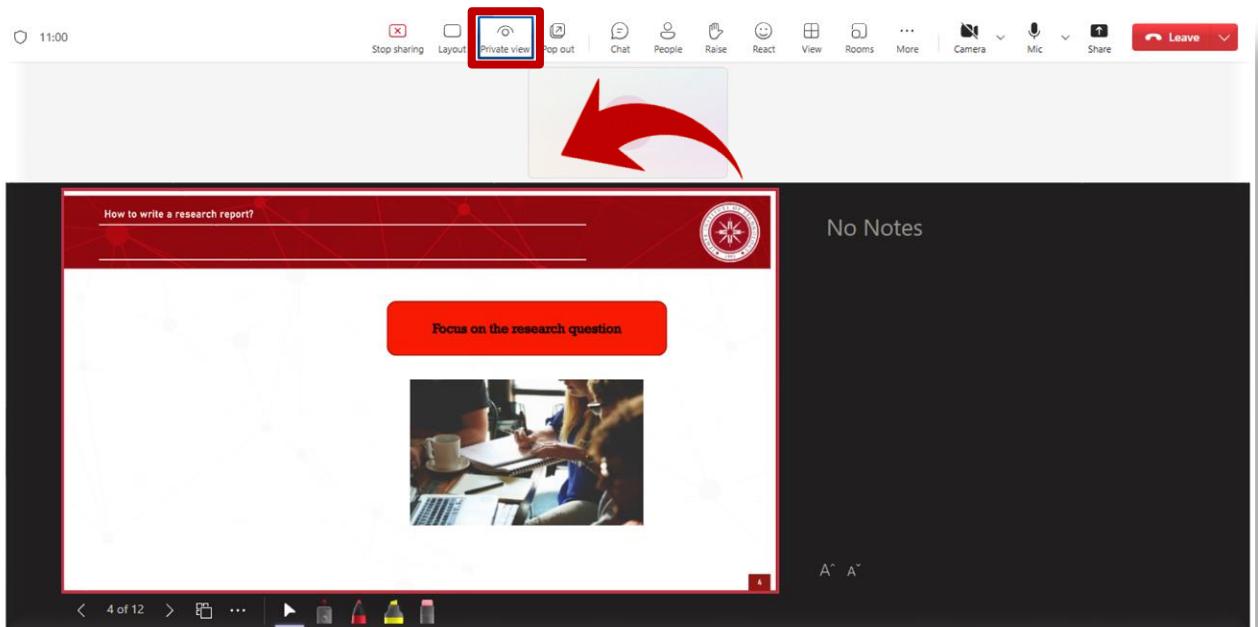
The Microsoft Whiteboard sharing screen is shown below. From here, you can open a new whiteboard by clicking "New Whiteboard." If you have previously used whiteboards, you can also select them from this screen.



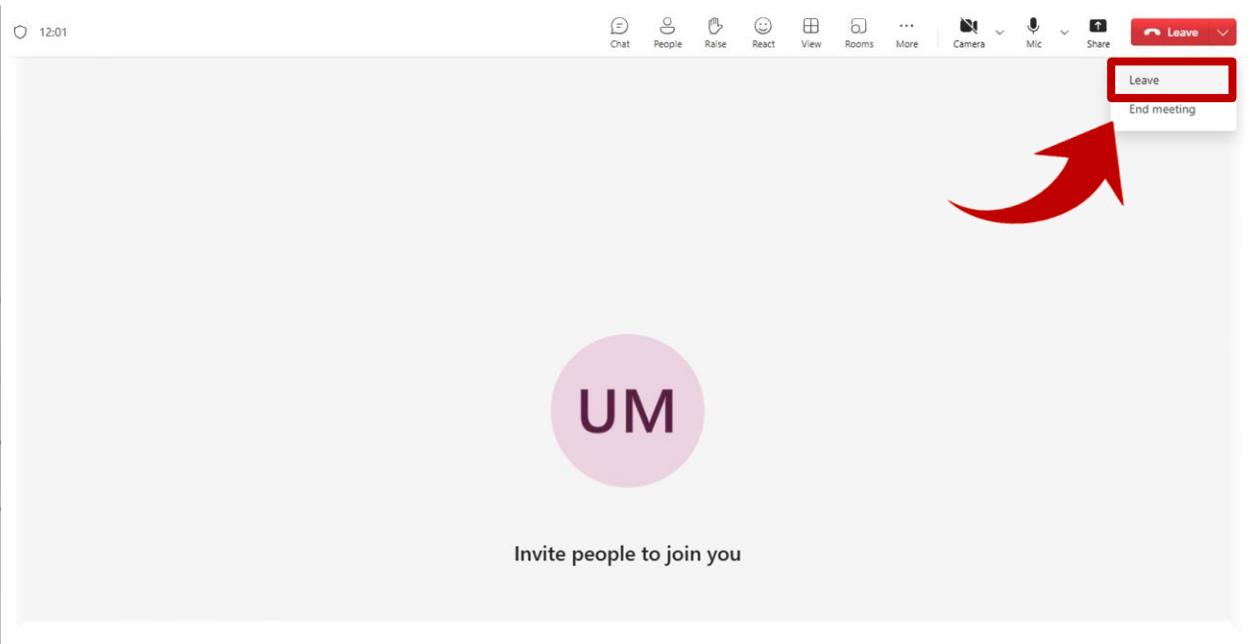
If you share a presentation file (PowerPoint, etc.), the screenshot will look like the one below. This area includes a space where you can write, markup, etc. on the presentation (shown in a red box).

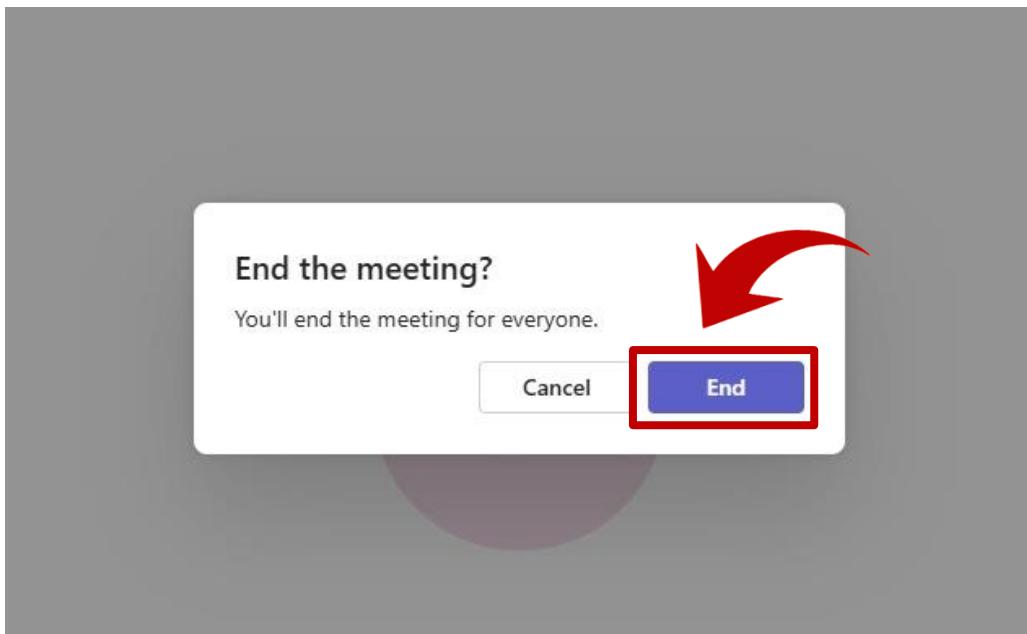


While presenting, click the "Custom View" button, indicated by the arrow. This disables the ability for students to navigate the screen. If you want students to interact with the screen, you need to re-enable the feature by clicking this button.

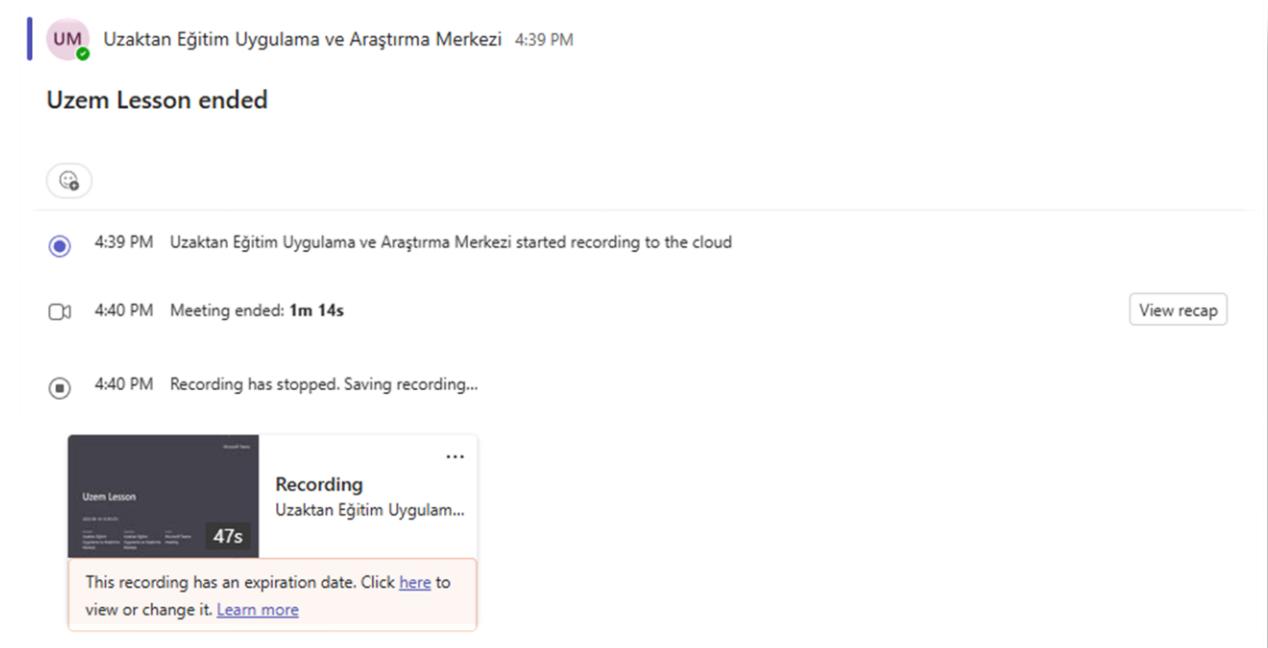


When you want to end the meeting/lesson, click the "Leave" button in the upper right corner and then the "End Meeting" button. If you don't click the "End Meeting" button, the meeting won't end for students. After clicking the "End Meeting" button, click the "End" button in the window that opens.





At the end of the meeting/lesson, the recorded recordings can be viewed on the team page. If you have recorded more than one session, the recordings will be listed below each other.



Uzaktan Eğitim Uygulama ve Araştırma Merkezi 4:39 PM

Uzem Lesson ended

4:39 PM Uzaktan Eğitim Uygulama ve Araştırma Merkezi started recording to the cloud

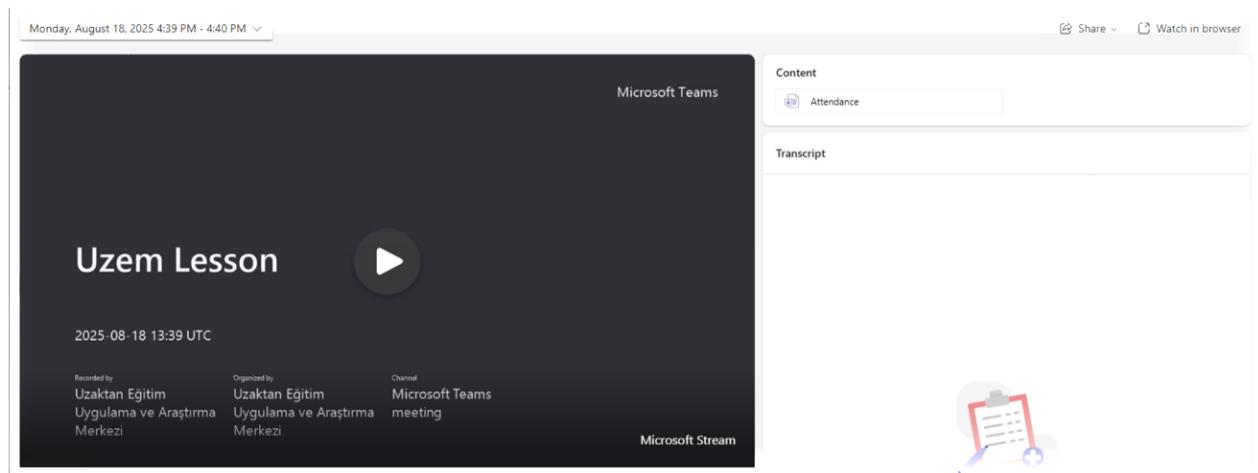
4:40 PM Meeting ended: 1m 14s View recap

4:40 PM Recording has stopped. Saving recording...

Recording
Uzaktan Eğitim Uygulam...
47s

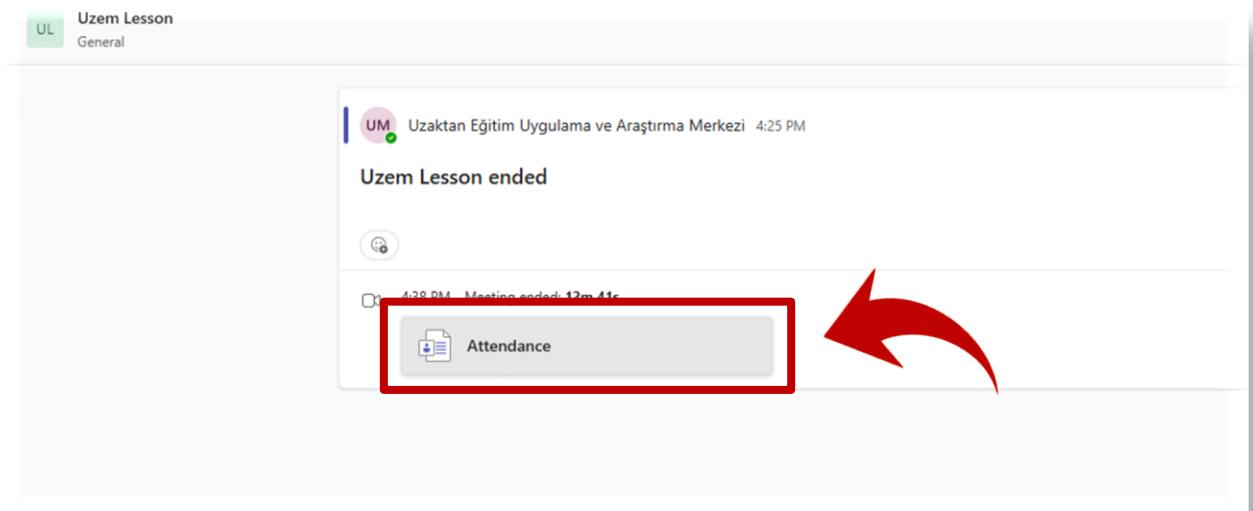
This recording has an expiration date. Click [here](#) to view or change it. [Learn more](#)

When you click on the recorded recording at the end of the meeting/lesson, the window below opens.

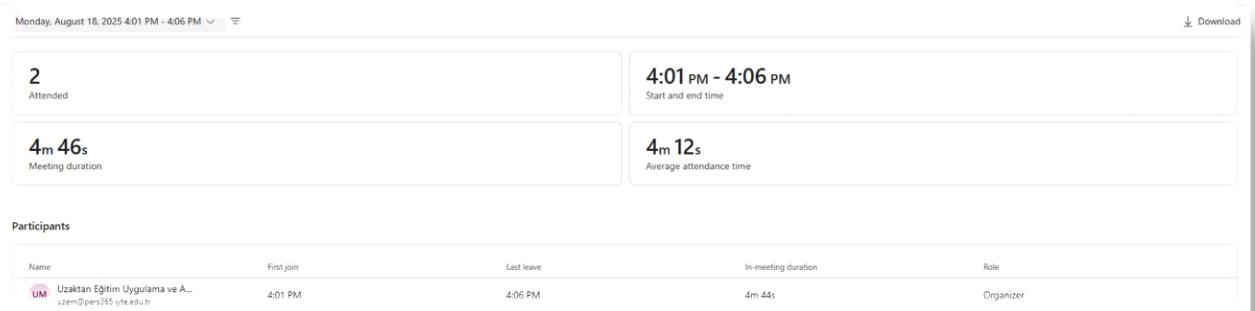


8 - MICROSOFT TEAMS CONTINUE CHECK

Clicking on a course recording in the Microsoft Teams app opens the screen below. This screen provides access to course registration details. To check attendance, click the "Attendance" button.



After clicking the "Participation" button, you can access information such as the number of students participating, who attended at what time intervals, the duration of the course, etc. If you need to download this information to your computer, you can click the "Download" button in the upper right corner, indicated by the red arrow.



Name	First join	Last leave	In-meeting duration	Role
Uzaktan Eğitim Uygulama ve A...	4:01 PM	4:06 PM	4m 44s	Organizer

The Excel document interface for the downloaded attendance information is shown below. This table contains information such as the list of students attending the class, the time they attended, the duration of their attendance, and so on.

1. Summary											
1	1. Summary										
2	Meeting title	Uzem Lesson									
3	Attended by	2									
4	Start time	8/18/25, 4:01:45 PM									
5	End time	8/18/25, 4:06:32 PM									
6	Meeting duration	4m 46s									
7	Average attendance	4m 12s									
8											
9	2. Participants										
10	Name	First Join	Last Leave	In-Meeting	Email	Participar	Role				
11	Uzaktan E	8/18/25, 4:01:45	8/18/25, 4:06:32	4m 44s	uzem@pe	uzem@pe	Organizer				
12	İLKER DAV	8/18/25, 4:01:45	8/18/25, 4:06:32	4m 39s	ilkerdaver	ilkerdaver	Presenter				
13											
14	3. In-Meeting Activities										
15	Name	Join Time	Leave Tim	Duration	Email	Role					
16	Uzaktan E	8/18/25, 4:01:45	8/18/25, 4:06:32	4m 44s	uzem@pe	Organizer					

We wish you success. For your questions
and suggestions;

uzem@iyte.edu.tr