IZMIR INSTITUTE OF TECHNOLOGY

Distance Education Application and Research Center

# MICROSOFT TEAMS

# INSTRUCTOR'S USER MANUAL

https://uzem.iyte.edu.tr/

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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.

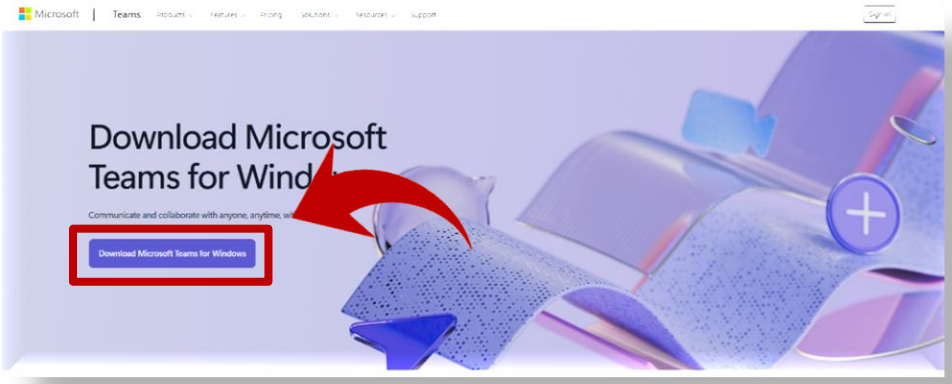
## What can be done with Microsoft Teams?

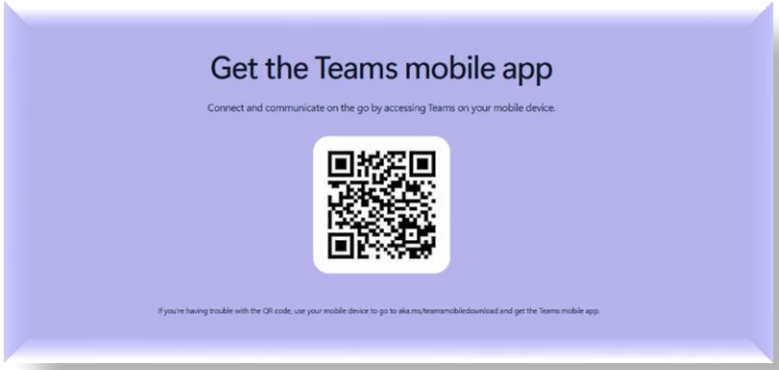
- Chat and Messaging: You can instant message and create personal and group chats.
- Creating Channels: You can create dedicated channels based on projects or topics and hold regular discussions in these channels.
- Organizing Meetings: You can schedule and host video and audio meetings and send invitations 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.

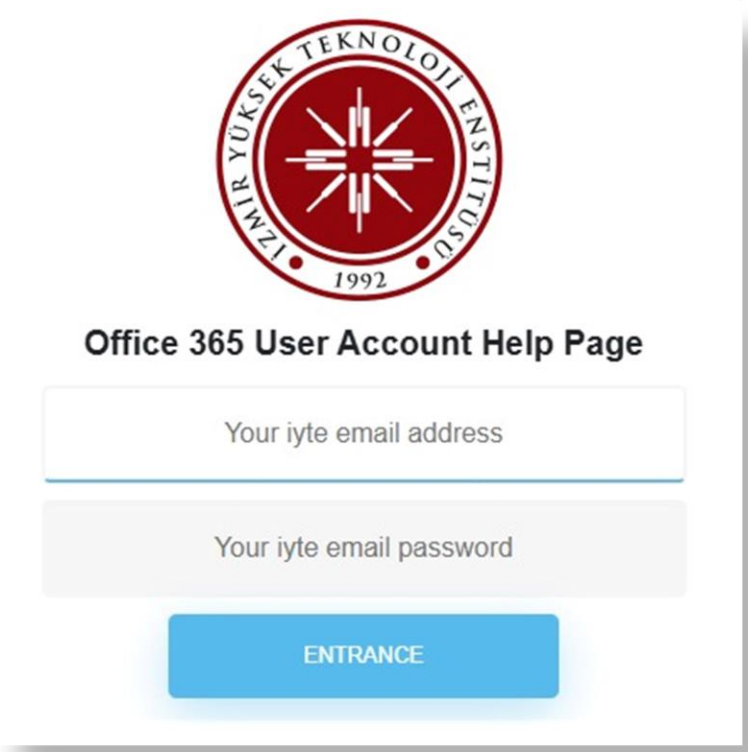


# 3 - CREATING A MICROSOFT TEAMS OFFICE 365 ACCOUNT

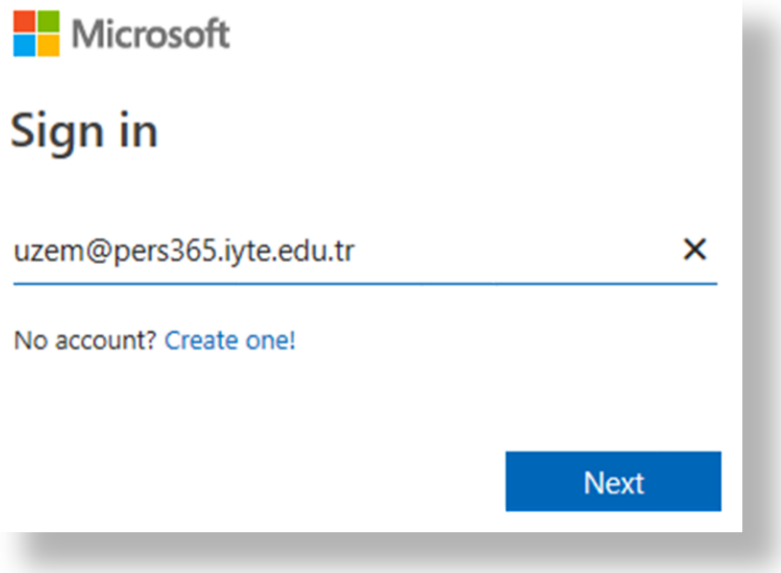
You can create your address with the extension "pers365.iyte.edu.tr" by logging in with your iyte email address and password from the link below.

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



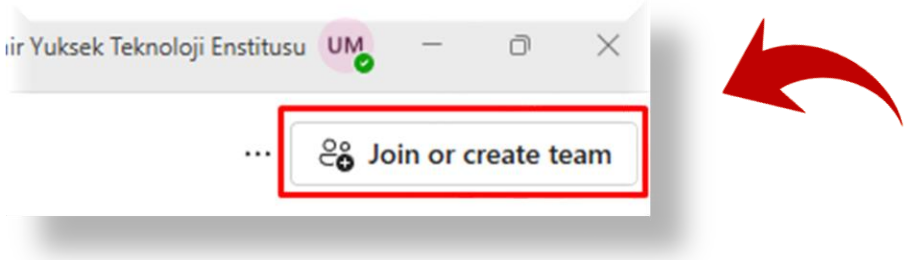
# 4 - LOGIN TO MICROSOFT TEAMS APPLICATION

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

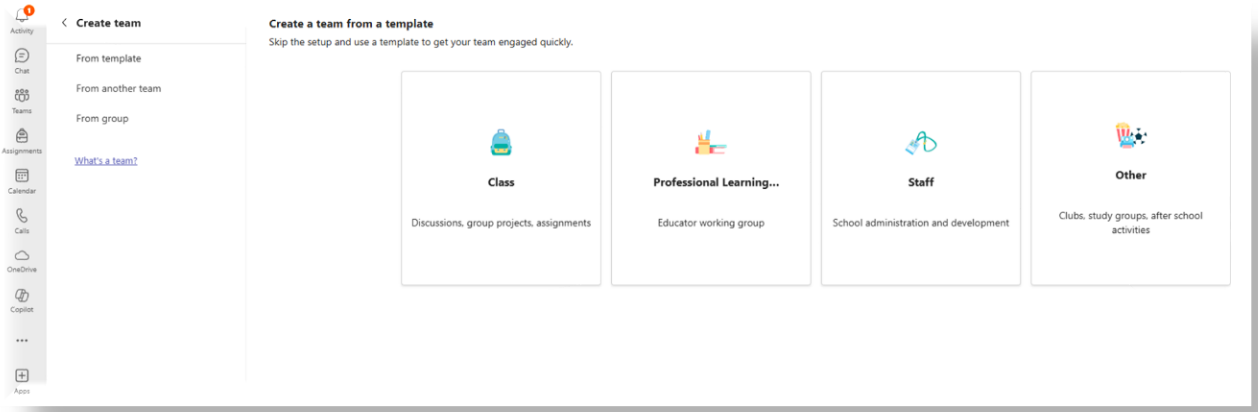



# 5 - CREATING A MICROSOFT TEAMS (CLASS)

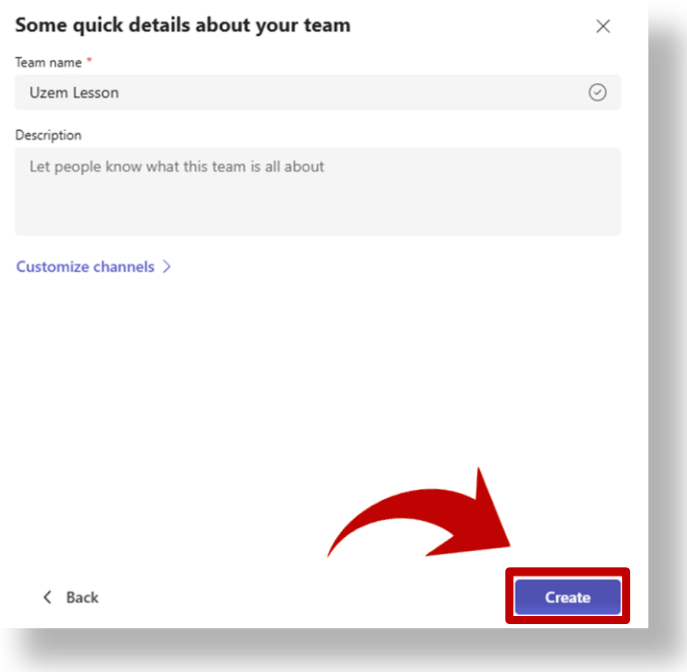
Click the create a team or join a team button on the Microsoft Teams application.



Click on the Class option.

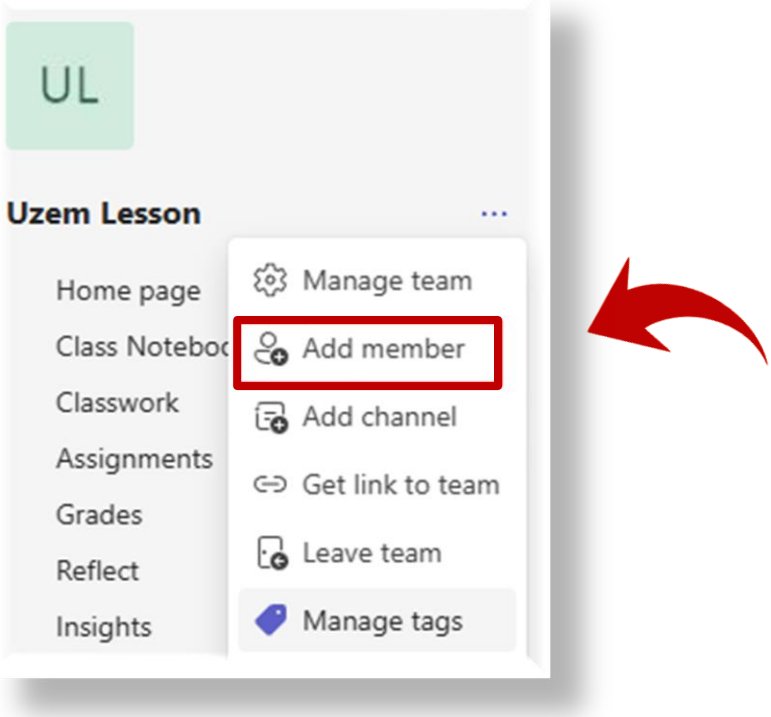



Type the name and description you want for your class and click the "create" button.

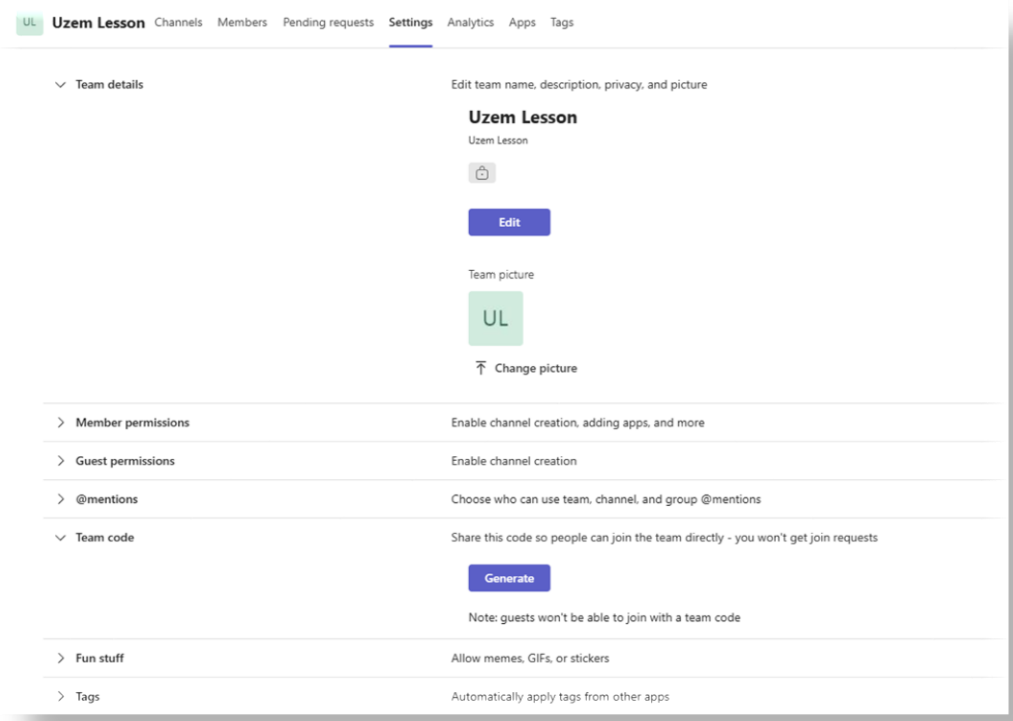


# 6 - ADDING MEMBER TO MICROSOFT TEAMS

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.

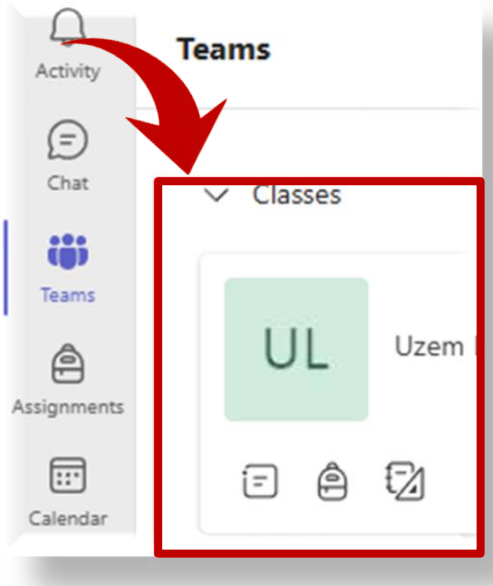



You can create a Team code by going to the Settings menu from the Manage Team menu and sharing the team code with the users you want to join the team so they can join the class.

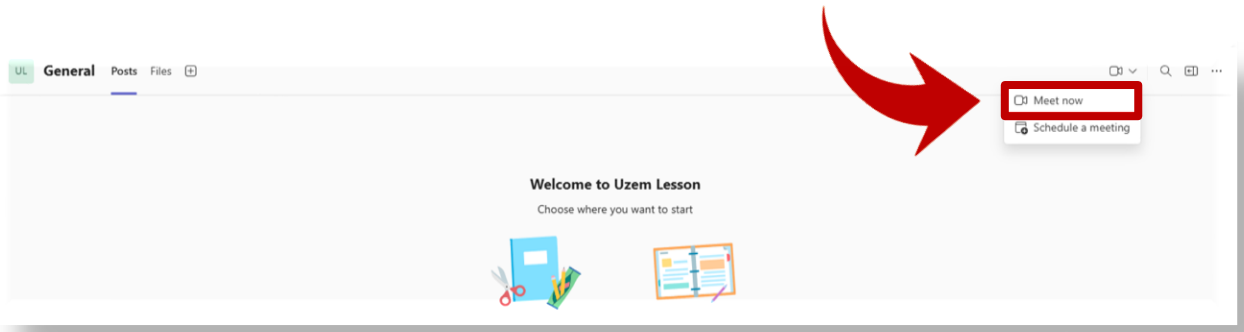



# 7 - MICROSOFT TEAMS LIVE COURSES

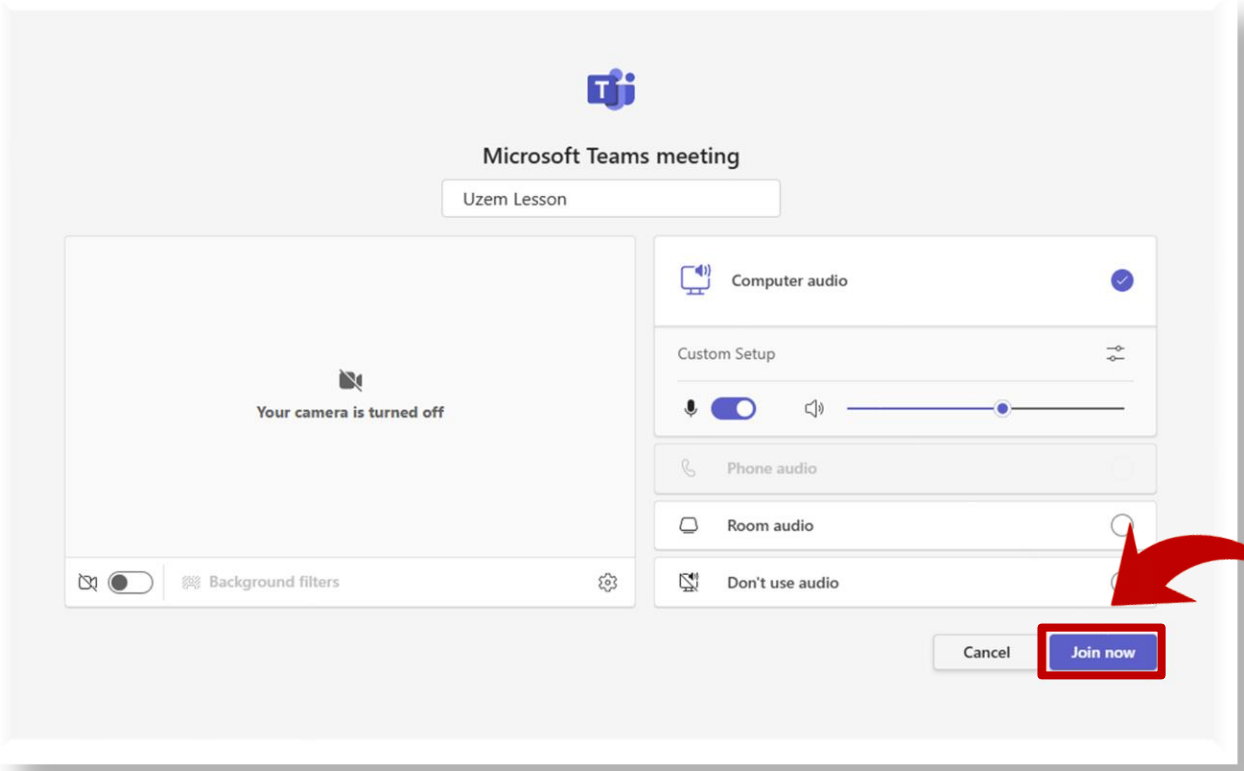
Open the Microsoft Teams app. From the Teams menu, click the relevant course team (class).



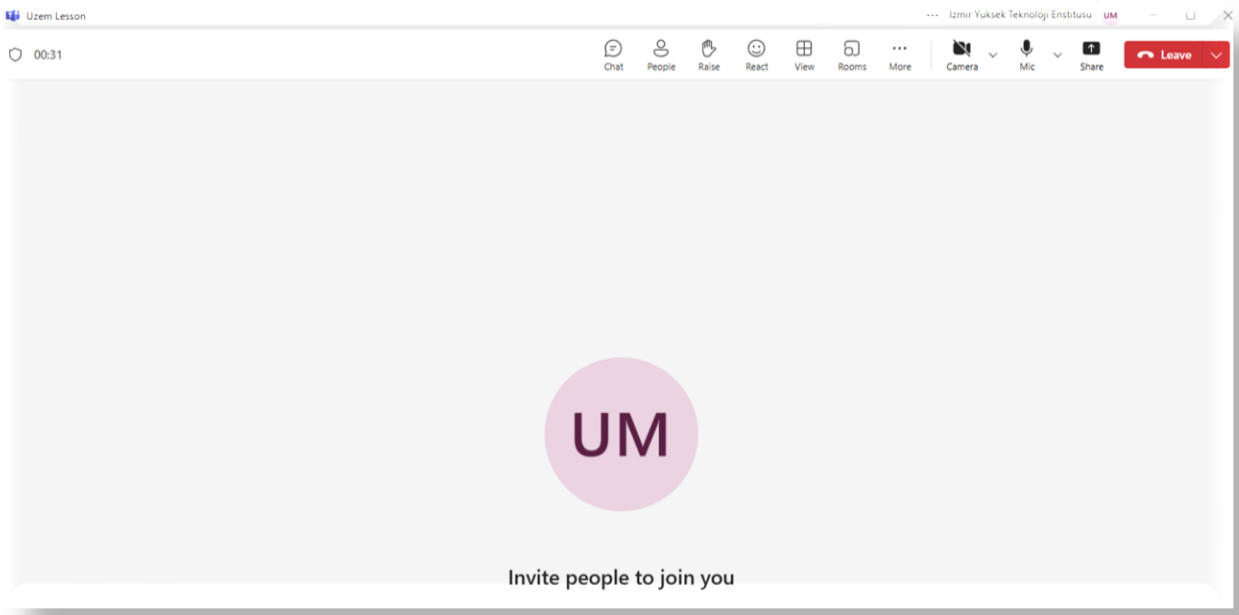
Click on the camera icon on the screen that opens and select "Meet now".



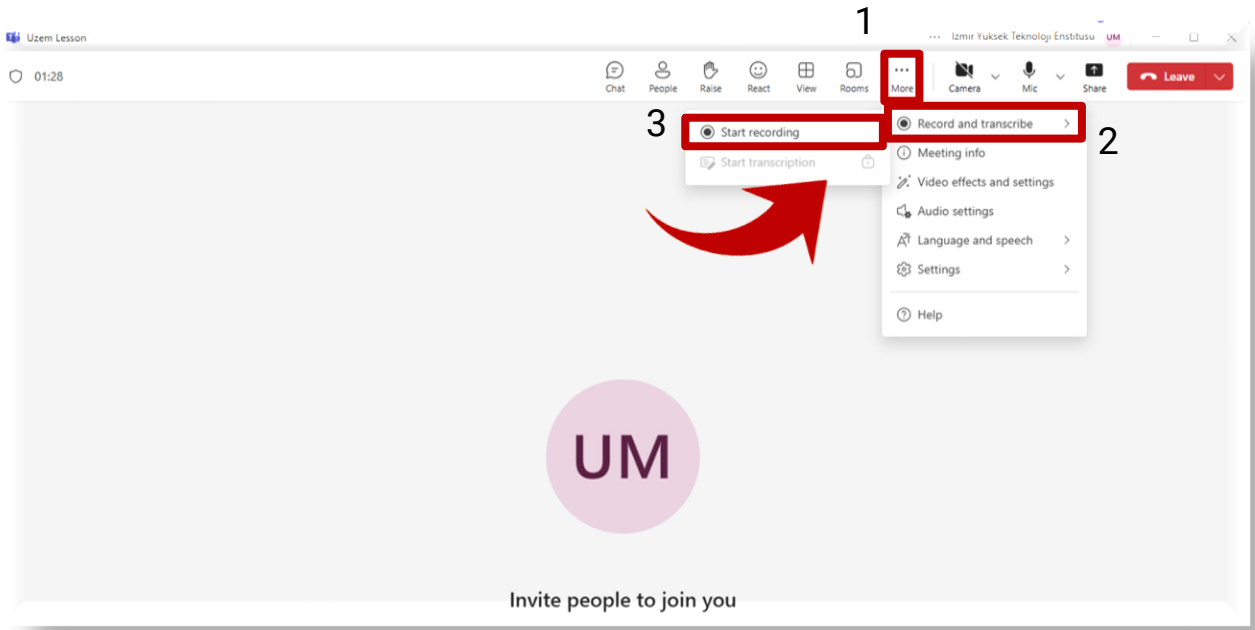

Make the necessary settings and click the "join now" button now.



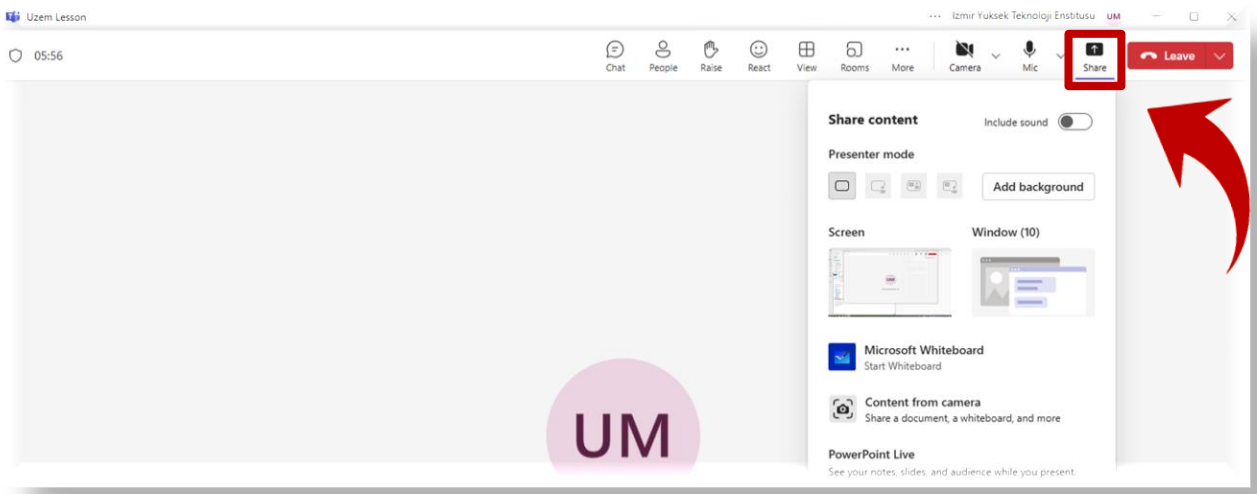
After starting the meeting/live lesson, the following screen will open.



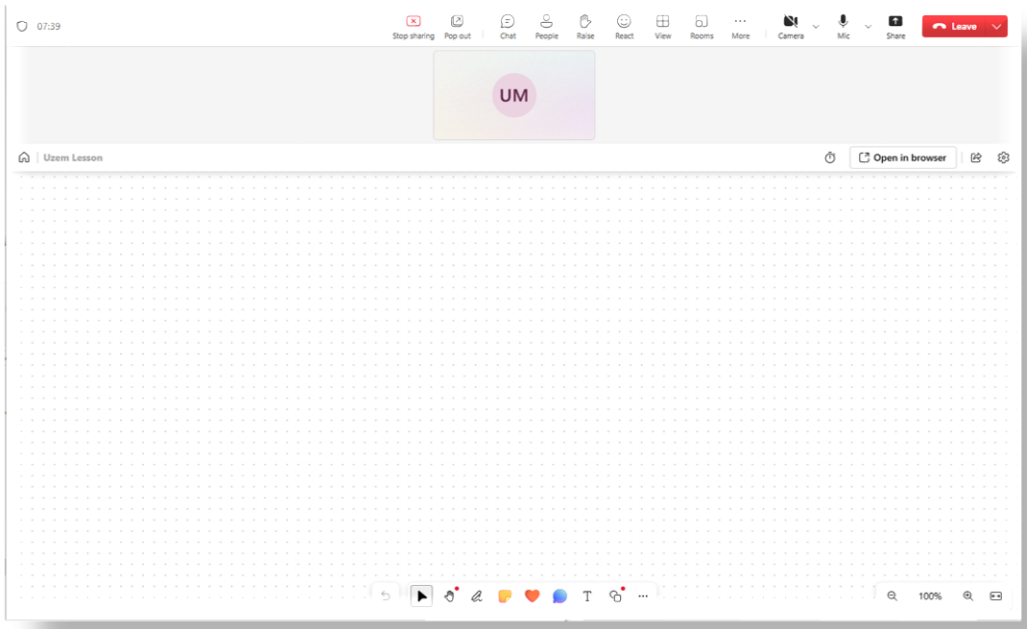

To record during the lesson, click the "All" button (3 dots). Click the "Save and Create Transcript" option. In the window that opens, click the "Start Recording" button. To stop recording at the end of the lesson, click the "All" button (3 dots). Click the "Save and Create Transcript" option. In the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



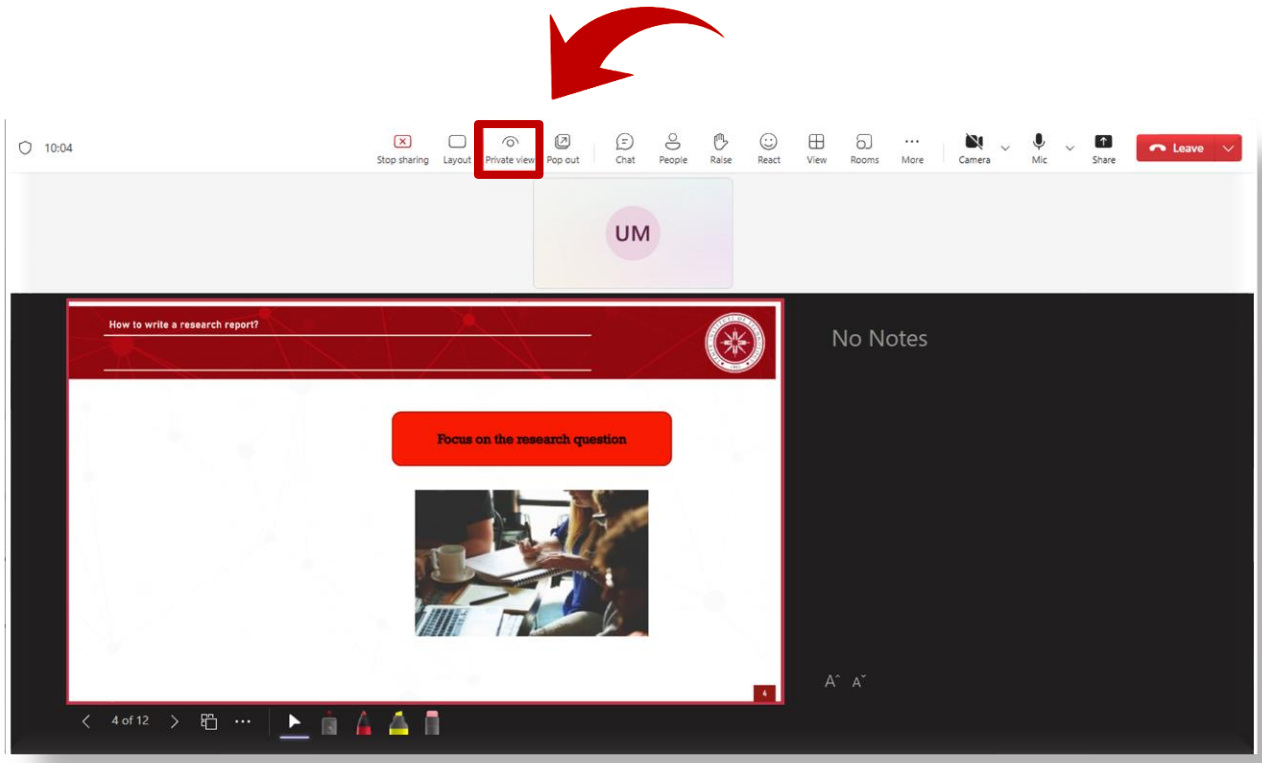
If you want to share during class, click the "Share" button (shown with a red arrow). From this window, you can share your screen, Microsoft Whiteboard, etc.



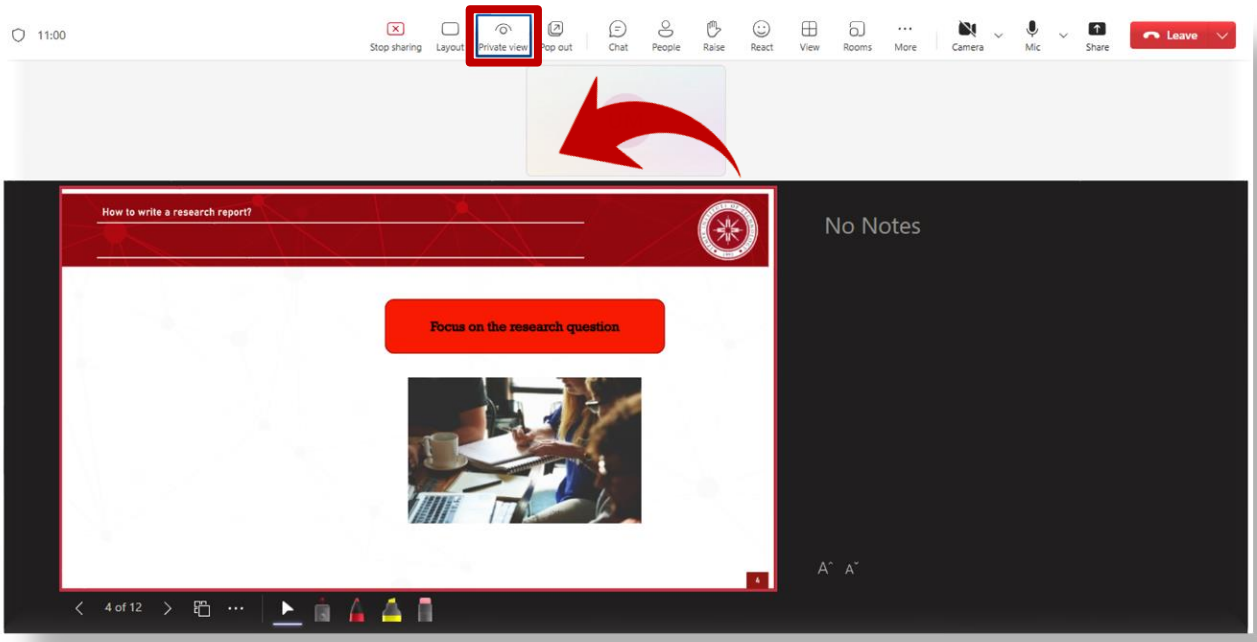

The Microsoft Whiteboard sharing screen is shown below. From here, you can open a new whiteboard by clicking "New Whiteboard." If you have previously used whiteboards, you can also select them from this screen.



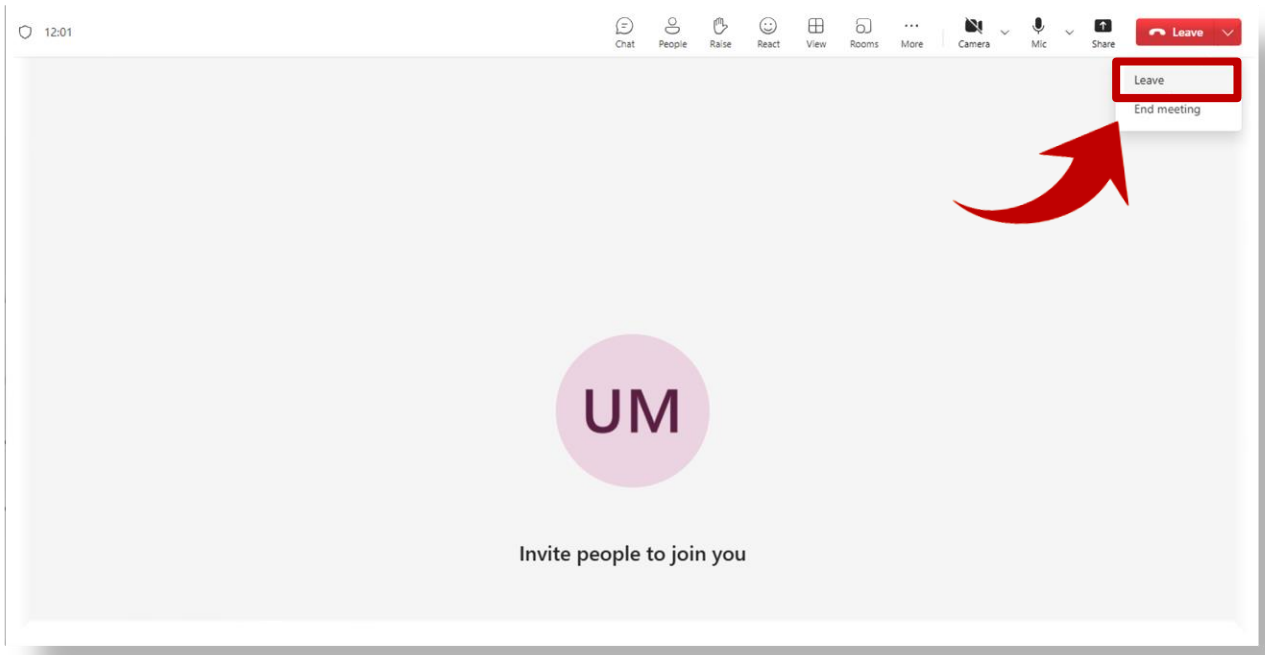
If you share a presentation file (PowerPoint, etc.), the screenshot will look like the one below. This area includes a space where you can write, markup, etc. on the presentation (shown in a red box).

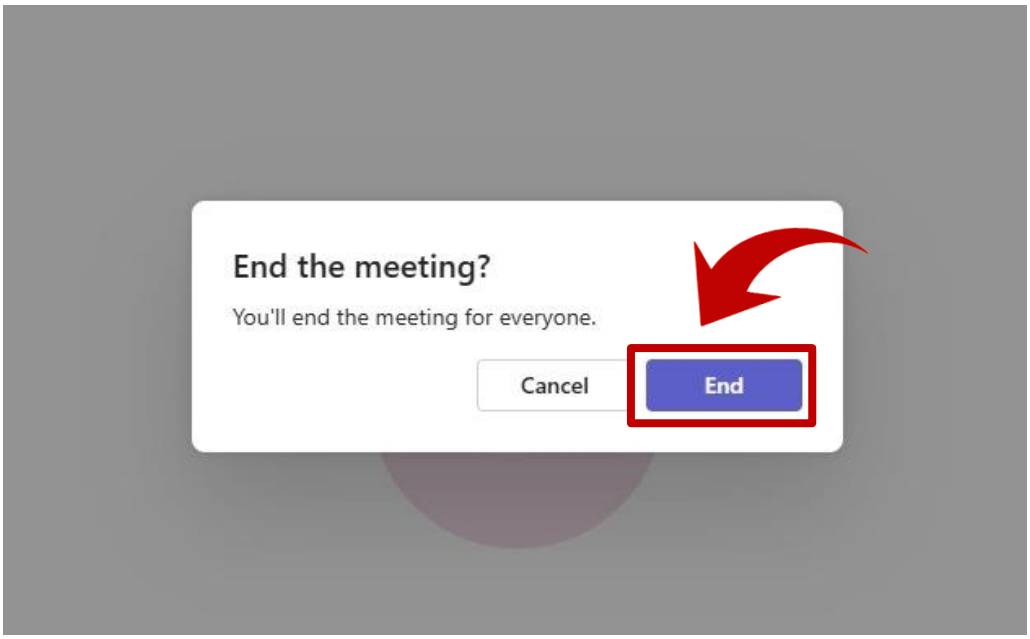



While presenting, click the "Custom View" button, indicated by the arrow. This disables the ability for students to navigate the screen. If you want students to interact with the screen, you need to re-enable the feature by clicking this button.

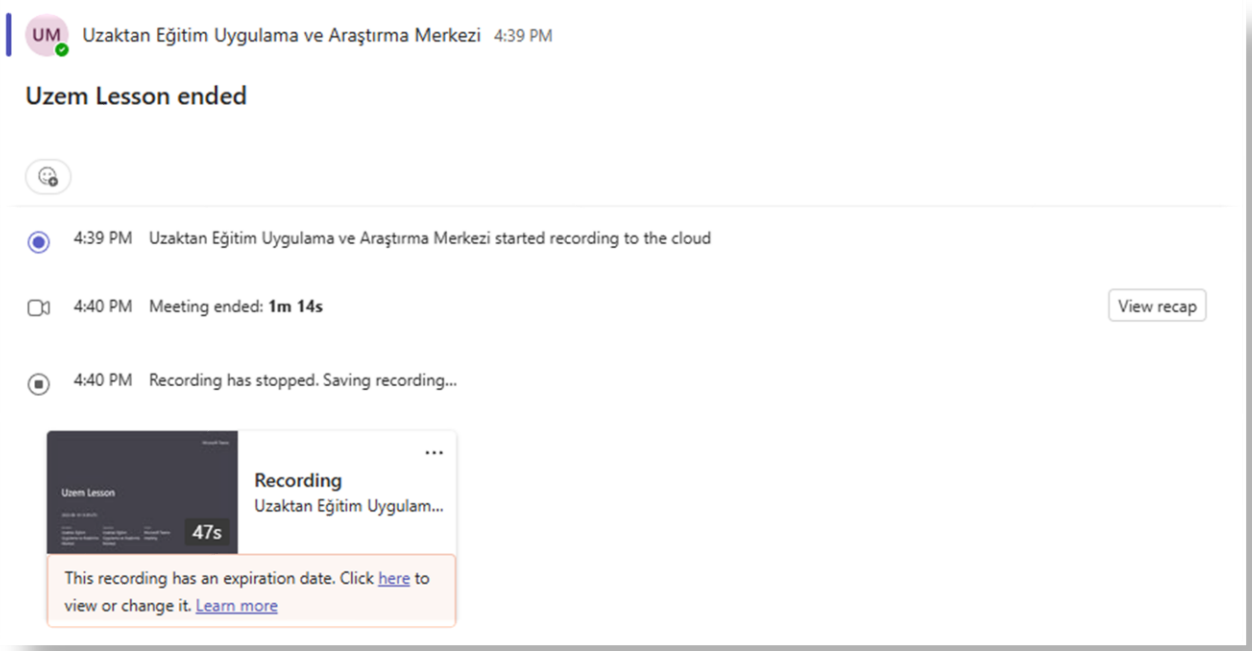



When you want to end the meeting/lesson, click the "Leave" button in the upper right corner and then the "End Meeting" button. If you don't click the "End Meeting" button, the meeting won't end for students. After clicking the "End Meeting" button, click the "End" button in the window that opens.

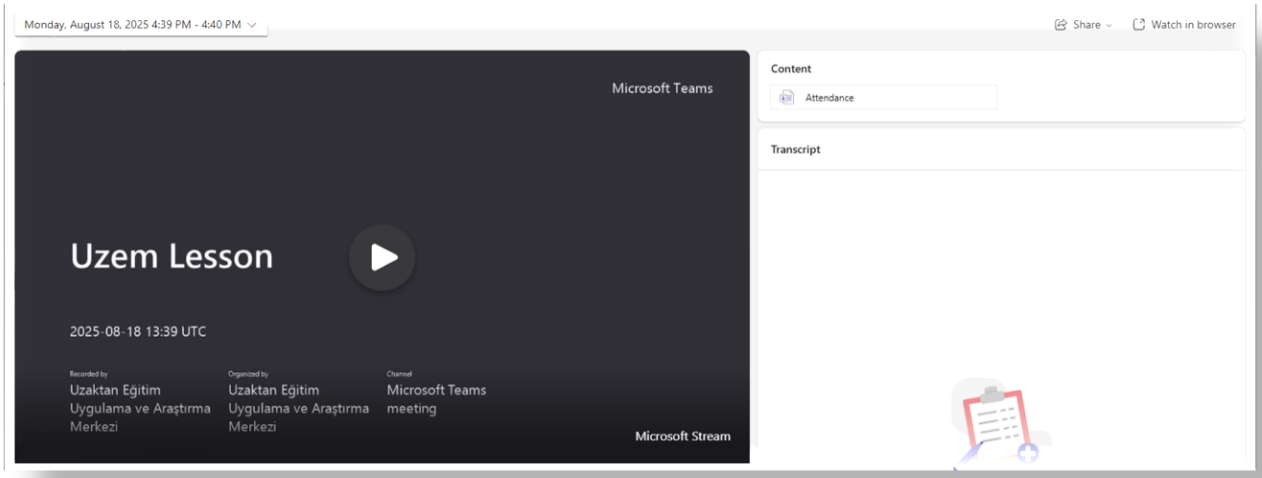





At the end of the meeting/lesson, the recorded recordings can be viewed on the team page. If you have recorded more than one session, the recordings will be listed below each other.

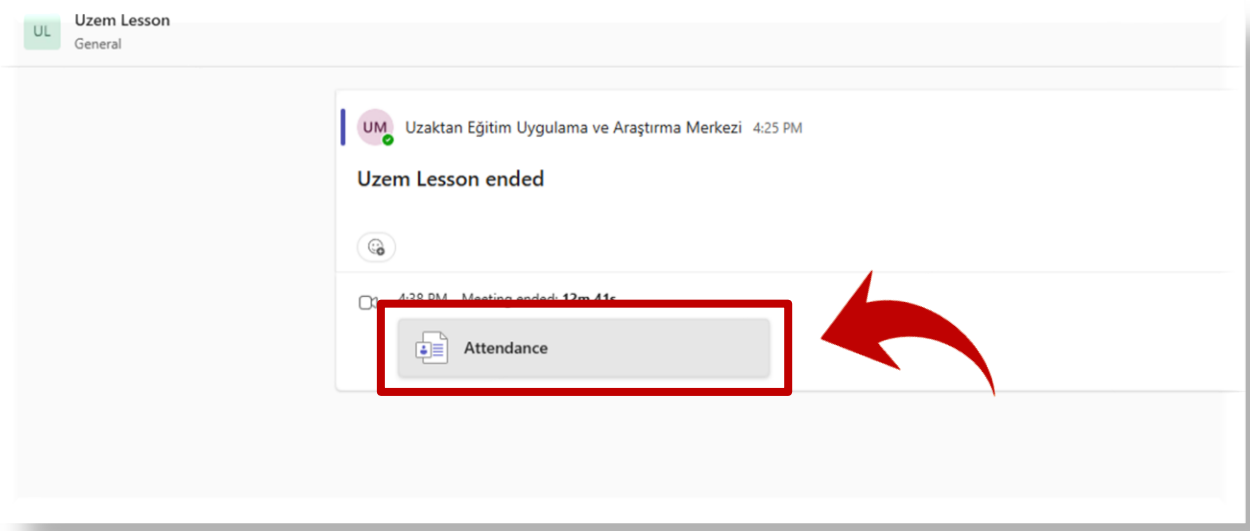


When you click on the recorded recording at the end of the meeting/lesson, the window below opens.

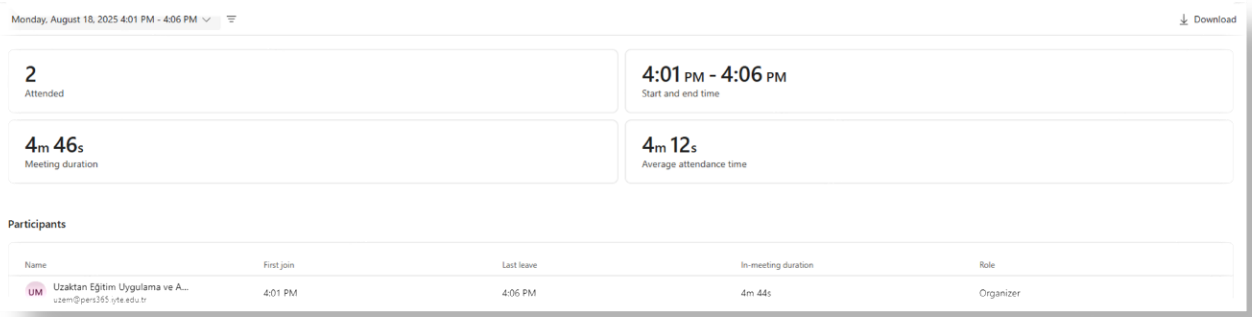



# 8 - MICROSOFT TEAMS CONTINUE CHECK

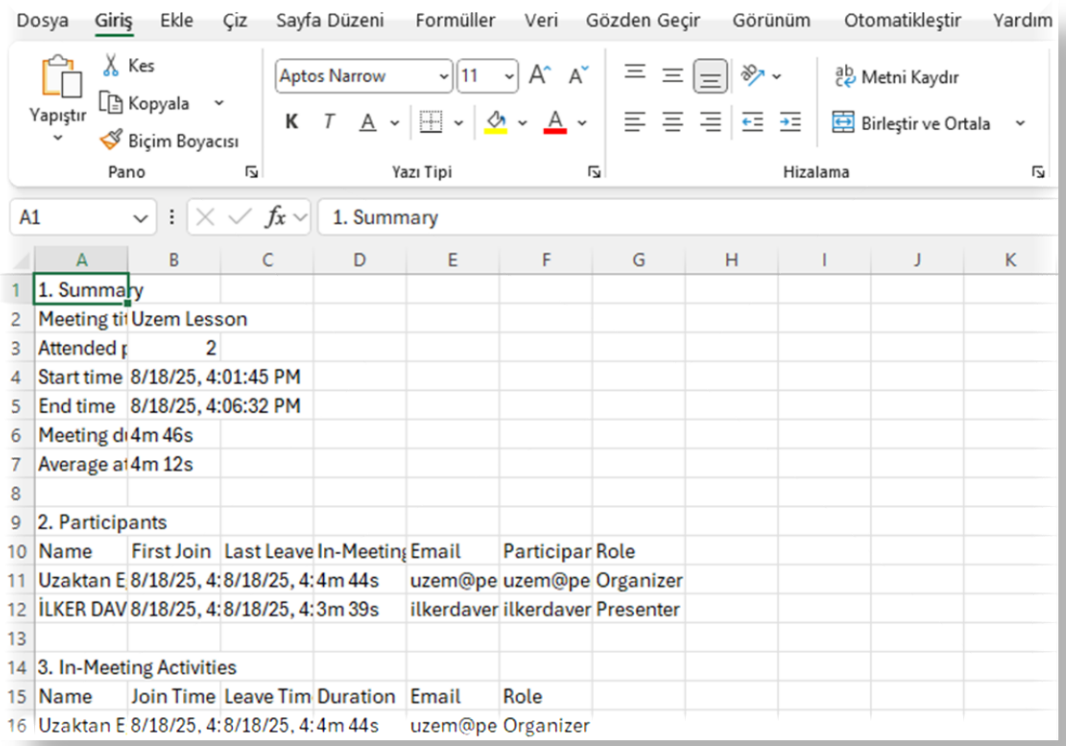
Clicking on a course recording in the Microsoft Teams app opens the screen below. This screen provides access to course registration details. To check attendance, click the "Attendance" button.




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.



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.




| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | 1. Summary | | | | | | |
| 2 | Meeting ti | Uzem Lesson | | | | | |
| 3 | Attended p | 2 | | | | | |
| 4 | Start time | 8/18/25, 4:01:45 PM | | | | | |
| 5 | End time | 8/18/25, 4:06:32 PM | | | | | |
| 6 | Meeting di | 4m 46s | | | | | |
| 7 | Average at | 4m 12s | | | | | |
| 8 | | | | | | | |
| 9 | 2. Participants | | | | | | |
| 10 | Name | First Join | Last Leave | In-Meeting | Email | Participar | Role |
| 11 | Uzaktan E | 8/18/25, 4: | 8/18/25, 4: | 4m 44s | uzem@pe | uzem@pe | Organizer |
| 12 | İLKER DAV | 8/18/25, 4: | 8/18/25, 4: | 3m 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: | 8/18/25, 4: | 4m 44s | uzem@pe | Organizer | |

We wish you success. For your questions and suggestions;

uzem@iyte.edu.tr