

# Using Microsoft Teams for Online Classes in QUEST

## Instructions for Teachers

**Microsoft Teams for Education** is a Learning Management System built around Microsoft Office365. It enables teachers to create virtual (online) classrooms to deliver online lectures to students. These lectures can be recorded and can be played later by the students.

- Teachers can set assignments for the students via Assignments tab. Students can solve the assignments and then turn them in. Teacher will mark them and students will be notified.
- Teachers can create tests/quizzes for students to take.
- Teachers and students can view the grades of the students via *Grades* tab.

## How to Use / Download MS Teams Software

### 1. Logging into Microsoft Teams (MS Teams)

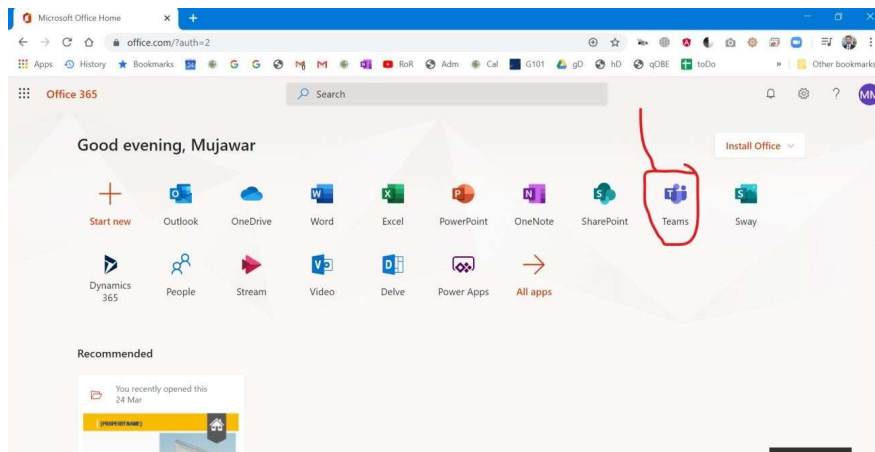
**Note.** For using MS Teams, licensed office 365 username and password will be required.

**The QUEST Email IDs of faculty members have been assigned office 365 licenses, and credentials have also been sent to their QUEST Email IDs.**

**For queries: Please contact Mr. Shafqat Ali, ICT Centre (shafqat@quest.edu.pk)**

Open any internet browser (e.g. Google Chrome, Firefox, Internet Explorer) and

Go to [office.com](https://office.com) and then click on **Teams**



**OR**

Go to [teams.microsoft.com](https://teams.microsoft.com)

Sign in with your QUEST faculty/student email ID (e.g. [19mccnxx@quest.edu.pk](mailto:19mccnxx@quest.edu.pk) or [teacher@quest.edu.pk](mailto:teacher@quest.edu.pk))



student@quest.edu.pk

## Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

**Note: If you have office 365 credentials, Logo of HEC will appear, and password will be required.**

Now, you will be logged into *Microsoft Teams for Education* with your courses displayed under *Teams* tab.

**OR**

Click this link to download directly MS Teams Software:



<https://products.office.com/en-us/microsoft-teams/download-app>

## 2. Creating a Class

1. Click "Join or create a team" → "Create a team"
2. Select "class"
3. Enter class name, e.g., "19MCCN" and class description (optional), click "next"
4. Add each student in the class by their email IDs. Click "Add", click "Close".
5. The class has been created. Now click on the three dots ... in front of the class name and select "Add Channel". Write a name for the channel and description (optional). Tick "Automatically show this channel in everyone's channel list".
6. Click "Add".

## 3. Scheduling and Managing a Virtual Class

### 3.1 Start a class


1. To start a class, do one of the following:
  - Select  in a new conversation.
  - Select  in an existing conversation to keep all that conversation's context.
2. In your video preview, enter a name for the class, and select **Meet now**.
3. Select the names of the team members you want to invite to the class. You can also type a phone number, a good way to add people outside your organization that aren't using Teams.

### 3.2 Join a Class (for students)


1. Look for the class notification icon  in a conversation to find a class.

2. Select **Jump In** to participate in the class.

### **3.3 Share your screen**

- Select the share screen icon  to show your screen to the other people in the class.

### **3.4 Record your class**

- Select more options icon  to record the class. You'll be emailed when the video is ready so you can view, edit, and share with others.

### **3.5 Sharing whiteboard**


You can share a whiteboard to make it available to all participants in a Teams class.

1. After joining a Teams class, click the **Share** icon in the share tray of that class.
2. In the **Whiteboard** section, select **Microsoft Whiteboard**.

### **3.6 Sharing your screen**

When you're chatting with one or more people in Teams, you can instantly share your screen. Go to the



chat controls in the upper-right corner and select **Share** . Choose a window to share that specific program and its content, or select **Desktop** to share everything on your screen.

- The other participants in the chat will receive a notification asking them to accept your screen share. Once they do, they'll be able to see your screen and continue the chat.
- When you're done sharing, go to your class controls and select **Stop sharing**.

### **3.5 View class**

- Select **Calendar** to view your appointments and classes for the day or work week.
- These appointments stay synchronized with your Outlook calendar.
- Select a class invite to see what the class's about, who's attending, and to respond to the class.

### **3.6 Schedule a class (with external guests)**

1. Select **New class**.
2. Type in a class title and enter a location.  
An online class is created by default.
3. Choose a start and end time, and add details if needed.
4. Enter names in the **Invite people** box to add them to the class.

**Note:** To invite someone outside your organization, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

5. See everyone's availability in the **Attendees** list and, if needed, choose a suggested time or select **Scheduling assistant** to see more available times in a calendar view.

6. Under **Select a channel to meet in**, select the drop-down arrow to manage your class's privacy settings:

- Select **None** to keep your class private.
- Select a channel to open the class to team members.

If your class gets posted in a channel, it'll appear under the **Posts** tab. Team members can set agendas, share files, or add comments.

## 4. Quick Video Tutorials for Teachers

1. Guide on how to set up classrooms and assignments using Microsoft Teams
  - a) How to create a new classroom using Microsoft Teams: [Watch video\\*](#)
  - b) How to give assignments to students using Microsoft teams: [Watch video\\*](#)
  - c) How to setup classrooms using School Data Sync: [Watch video](#)
2. How to use Microsoft Teams to host classrooms online
  - a) How to use Share option to deliver the training content: [View Link](#)
  - b) How to use Whiteboard to make the training interactive: [View link](#)
  - c) How to record the class for replay and for your knowledge base: [View link](#)

