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- [Instructing with Teams Get Started Guide](#)
- [Instructing with Teams Training Video](#)
- [Instructing with Teams Live Recording](#)
- [MS Teams Classrooms Frequently Asked Questions](#)

D2L BRIGHTSPACE

Q1: Do we use MS Teams to store Learning materials or can we continue to use D2L Brightspace?

A1: D2L Brightspace is the Learning Management System (LMS) at Bow Valley College. You continue to use D2L for your course content, assignments, quizzes, etc. As an instructor, you decide what learning materials you want to place in MS Teams. You do not need to add content here if you are using D2L. MS Teams is the place you collaborate, chat with your learners for a real-time experience as you do not have Learners face to face in your classroom.

Note: Some Instructors use Adobe Connect and will continue to use this. Some Instructors use D2L only while other Instructors use both D2L and MS Teams.

Q2: Can a link be added in D2L Brightspace to take Learners to MS Teams?

A2: Yes. You can create content in D2L to post the MS Teams link and other instructions such as the Microsoft Teams Learner Get Started Guide and Learner Training Video.

Q3: Can a link be added in MS Teams to take Learners to D2L Brightspace?

A3: Yes. You can create a Tab in your MS Teams Classroom called D2L Link (as an example) and post the URL <https://d2l.bowvalleycollege.ca> which will direct Learners to the D2L Log In page.

ADOBE CONNECT

Q4: Do we have to use MS Teams, or can we use Adobe Connect?

A4: If you are currently using Adobe Connect, you can continue using. If you are not using Adobe Connect, MS Teams is the collaboration platform. BVC does not have additional licenses, (they are expensive compared to MS Teams which is free), nor could we have additional Adobe Connect sessions as this would cause bandwidth issues during a BVC wide remote classroom environment.

ACCESS

Q5: Do I need to use VPN to access my Bow Valley College MS Teams Classrooms?

A5: No. ***** Do not log into VPN to use MS Teams. All you need is Internet access and a browser. *****

Teams is a chat-based collaboration tool that provides global, remote, and dispersed teams with the ability to work together and share information via a common space.

Q6: Can I use my Gmail account to join MS Teams?

A6: No. **Instructors must sign into MS Teams using their Bow Valley College credentials in order to access their Bow Valley College MS Teams Classrooms.**

Q7: How long will Learners have access to the MS Teams Classroom after the course is over?

A7: Learners will automatically be removed through School Data Sync from the course a day after the course ends.

Q8: How do Learners get access to the MS Teams Classroom?

A8: Learners get access when the Instructor clicks on the "Activate" button for their MS Teams Classroom.

SETTING UP YOUR MS TEAMS CLASSROOM

Q9: Should I create my own MS Teams Classroom for collaboration with my Learners?

A9: No. ITS is automatically creating MS Teams Classroom sites using School Data Sync. This process also populates the Learner roster to the MS Teams Classroom. Instructors need to “activate” their Classroom as per the MS Teams Training provided. It is recommended that the Instructor add the Student Chat Room Channel and the Meetings and Recordings Channel before the start of their class meeting.

Note: Activation of your MS Teams Classroom should happen close to the class session time. This aligns with D2L Brightspace where Learners do not have course access until first thing in the AM, the day of the course.

Q10: Can I rename my MS Teams Classroom?

A10: No. ITS has automatically created the MS Teams Classrooms using School Data Sync with information from Unit4BW (Agresso). We realize the section code is at the end of the MS Teams Classroom name (and will consider the structure for MS Teams Classroom creation next term). Tips on how you can ensure you are in the right MS Teams Classroom:

- Ensure each of your classes has a different icon so you can more easily differentiate them. You can change the picture by hovering over the picture and clicking the pencil icon. This will allow you to select an icon, then select update.
- Go to manage team (you can do this by clicking the ellipses in the top right-hand corner) and the full name will display at the top

Q11: When are Learners added to an MS Teams Classroom?

A11: Learners are added to an MS Teams Classroom up to 7 days before the start date of their enrolment record in Unit4BW (Agresso).

Note: If the MS Teams Classroom gets activated early, then the Learner could access the MS Teams Classroom early, so before the course start date.

Q12: Can I add Learners to my own MS Teams Classroom?

A12: No. ITS has scheduled an automated process, School Data Sync which will run nightly to add/remove Learners from the MS Teams Classroom as per Unit4BW (Agresso) course registration. You should not add / remove Learners manually.

Q13: If a 'Peer tutor' is a graduate, will they still be able to access MS Teams Classroom to help their tutees?

A13: A peer tutor would have to be added to the Registration information in Unit4BW (Agresso) which would then be included in the School Data Sync in order to have access to your MS Teams Classroom. Please contact the [ITS Service Desk](#) if you require assistance with this process.

Q14: What can I do if I accidentally “activated” my MS Teams Classroom early?

A14: You cannot undo the activation. Therefore, the Instructor should post a message in the General channel of the MS Teams Classroom stating the session is not open until date / time if they have activated early.

Q15: Why is my MS Teams Classroom empty, i.e. I cannot see Learners in the MS Teams Classroom site?

A15: As of March 21, ITS is populating the MS Teams Classroom Learner roster 7 days prior to their course enrolment. Originally, this population was set to be the same logic as D2L, however, Instructors were not able to see the Learners entered when they were being proactive and checking their MS Teams Classroom ahead of their class session.

Q16: We have quite a few Learners with the same first and last name. How can you make sure the correct Learner was invited to the MS Teams Classroom?

A16: Learners are added to MS Teams Classrooms based on registration information and class rosters maintained in Unit4BW (Agresso). A Learner myBVC.ca email address is unique.

Q17: I have a spring class showing up in my MS Teams Classroom site list, but I don't want to see it yet. Is there a way to hide these future MS Teams Classrooms?

A17: Go to the MS Teams Classroom and select **more options** (3 dots / ellipses) in the right-hand corner and select **Hide**.

Note: Hidden Teams are moved down to the **Hidden menu** at the bottom of your Teams list. You can access or show it again by selecting **Hidden** at the bottom of the Teams list, then **more options** (3 dots / ellipses) and select **Show**.

Q18: What if I am not using MS Teams Classroom now but want to use it in the future. Can I delete my MS Teams Classroom that has been created through School Data Sync?

A18: No. This will cause confusion with the ITS School Data Sync automation. You can hide the MS Teams Classroom if you do not want it showing up in your MS Teams site list. (Hiding a classroom is noted in the Q&A above).

Q19: Can I delete the Assignments and Grades tab in my MS Teams Classroom? (I will be using D2L Brightspace and don't require these tabs).

A19: No. These tabs are part of the standard Microsoft MS Teams Classroom image and cannot be deleted.

RUNNING A MS TEAMS CLASSROOM SESSION

Q20: Can we set up multiple instructors in a class to be able to move through a presentation that is being shown on screen share?

A20: Yes. The owner of the session can have other attendees participate as a Presenter or an Attendee. Presenters can take turns 'Sharing their screen / content' while instructing together.

Q21: Can Learners create a group chat themselves?

A21: Yes. Learners can create a group chat by clicking the chat icon and adding each other in a new chat using the @ followed by the name.

Q22: How can you have a particular attendee be the principal view on the MS Teams screen - i.e. for Translators?

A22: There is an option to Pin the attendee. During a meeting, click the Attendee view from the bottom ribbon of attendees. In the bottom left hand corner of the screen you can view their name and ellipses. Click the ellipses and **Pin** the attendee. Their view will now be the primary screen for your meeting session.

Q23: Can we broadcast the same message to multiple channels, or do we have to copy and paste?

A23: Yes, you can broadcast to multiple channels. Access the **General** Channel and click the **Post** Tab. At the bottom of the screen click the **A format** to display the Compose Box. At the top of the box that opens, choose a message type: New conversation or Announcement. Draft your post. When ready to broadcast use the **Post in multiple channels** button and select where to broadcast your new post, select Update, and select Send.

USING THE WHITEBOARD

Q24: Can a Whiteboard session be recorded?

A24: No. Whiteboard sessions cannot be recorded, although Whiteboard content can be exported as an Image file in either *.PNG or *.SVG format and stored as a Learning material file.

Q25: Can I have more than one Whiteboard per session?

A25: Yes. You can create more than one Whiteboard and toggle between them. Select the arrow in the top left-hand corner of your Whiteboard to access **My Whiteboards** and select the **Create New Whiteboard** function.

Q26: Can you type on the Whiteboard? If so, how do you do that?

A26: Yes. Access the Whiteboard [Insert Menu](#) located at the bottom of your Whiteboard to insert rich content including text.

Q27: When can I use the Whiteboard?

A27: The Whiteboard can be used while you are in a meeting. The Whiteboard is not available when you are only messaging with an individual or group.

SHARING CONTENT

Q28: Can we share the Desktop and annotate a PowerPoint or OneNote while presenting?

A28: Yes. Using the Share button on the Tool Task Bar allows you to share Programs, your Desktop, 3rd Party Device and files stored in your MS Teams Classroom area or OneDrive, computer documents.

Q29: Can I use a Wacom Tablet during a session?

A29: Yes. Wacom Tablets can be used by using the screen share function and sharing the Wacom Tablet content during your class session.

RECORDING A SESSION

Q30: Do Instructors have to record the session?

A30: Best practice is to record the class session. This allows a Learner that is absent from class the ability to view at a later date/time, enabling our flexible learning platform. As well, Learners can access and review the class recordings for the duration of their course, enhancing their learning pathway.

Q31: Will the chat be recorded?

A31: The chat will not be recorded; however, chats will be available for Instructor and Learner access for the duration of the MS Teams Classroom course.

CHAT

Q32: Can I edit Chat after I have posted a message?

A32: Yes. You can edit chat by navigating to the message you wish to edit, then hover over the **more options** (3 dots / ellipses) select edit, make your change and click on the **check, done** in the right-hand bottom corner.

LEARNER SUPPORT

Q33: Who can Instructors direct Learners to that are having issues with downloading / launching the MS Teams app?

A33: Please direct your Learners to contact the [ITS Service Desk](#) by email or 403-410-1611. Learners can also contact Learner Success Services.