

MUET Online Classes

Instructions to Students

Section-A

Dear student,

As you are aware, due to the ongoing pandemic (COVID19) all educational institutes had to close for your and your family's safety. HEC has decided that all universities move their classes ONLINE.

Effective April 13th, 2020; Mehran University has selected the online communications platform of *Microsoft Teams* to move our **ME/PhD classes** ONLINE. It enables teachers and students to collaborate and communicate through online/offline videos and by sharing class contents, conduct assignments and tests/quizzes.

However, some ME/PhD teachers might also conduct interactive lectures on other platforms such as Zoom, Teams and Skype. Since, MUET has a subscription for Office 365 Business Edition, we would recommend lectures be conducted on MS platform; such MS Teams and Skype for Business.

You already have an office 365 email Id; use this ID to login to Office.com and install all Apps of Office 365, which must include: Outlook, Teams, OneNote, Notebook, Stream and Skype for Business.

Please keep accessing your Microsoft Outlook inbox on daily basis, you would get either a **Skype invite** or a **MS Teams** invite. Please accept the invite and join the class as per invite sent by your teacher. Classes would tentatively start Apr 13th, 2020 and onwards, as per your timetable issued in the beginning of the semester. It would be a good idea to approach your class teacher through email and ask further details of online classes.

If you have forgotten login credentials of your MS 365 account; then please contact ICPC helpdesk at: helpdesk@teacher.mueta.edu.pk

Section-B

Quick Video Tutorials for students

(duration: approx. 2min each)

1. Teams for Education Intro
<https://www.youtube.com/watch?v=28vnuOLbYR4>
2. Signing into Microsoft Teams for the first time
<https://www.youtube.com/watch?v=qx8xHpRMFHU>

3. Working with classes and classmates in Microsoft Teams
<https://www.youtube.com/watch?v=5yT1K34RJo4>
4. Connecting with Microsoft Teams
https://www.youtube.com/watch?v=PasT3Q1ZR_I
5. Organize schoolwork with Microsoft Teams
<https://www.youtube.com/watch?v=knOp1wT84x8>

Section-C

Welcome to *Microsoft Teams*!

In the following few pages, we will describe and show you the main features of the platform and how to work in it.

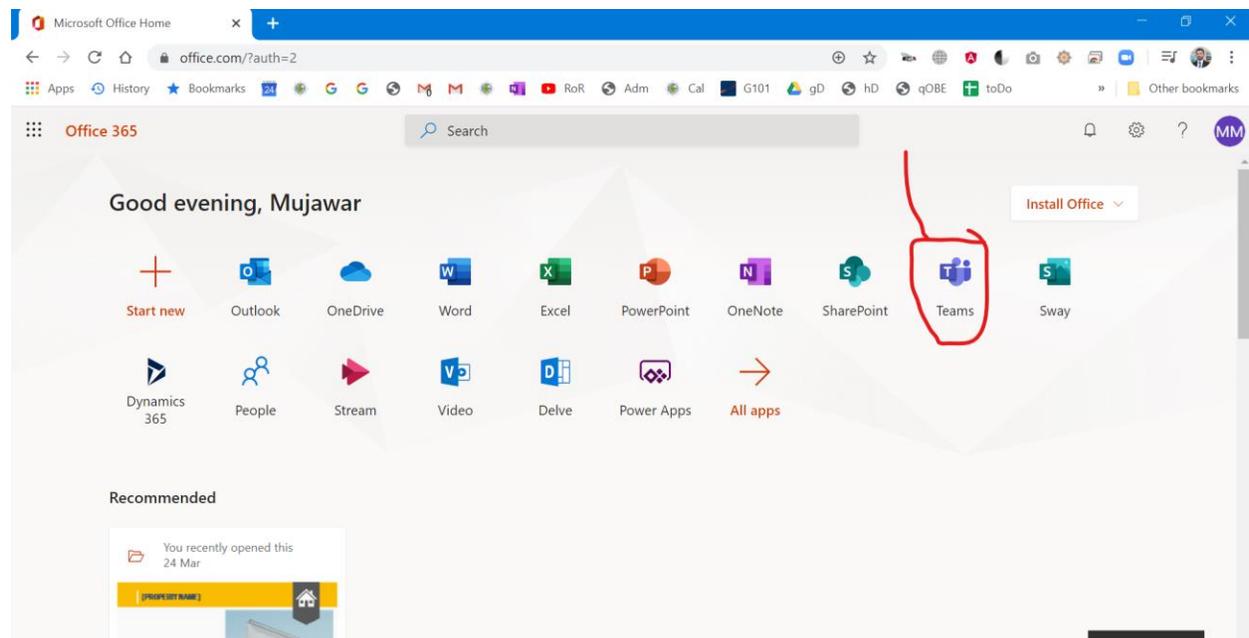
Teams can be access via web browser or dedicated application can be downloaded on Windows or Apple computers. There are mobile applications for Android, iOS and Windows platforms available to download too. Click on the following link to download the app.

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

(1) Microsoft Teams

Open any internet browser (e.g. Google Chrome, Microsoft Edge or Apple Safari) and

Go to office.com and then click on *Teams*

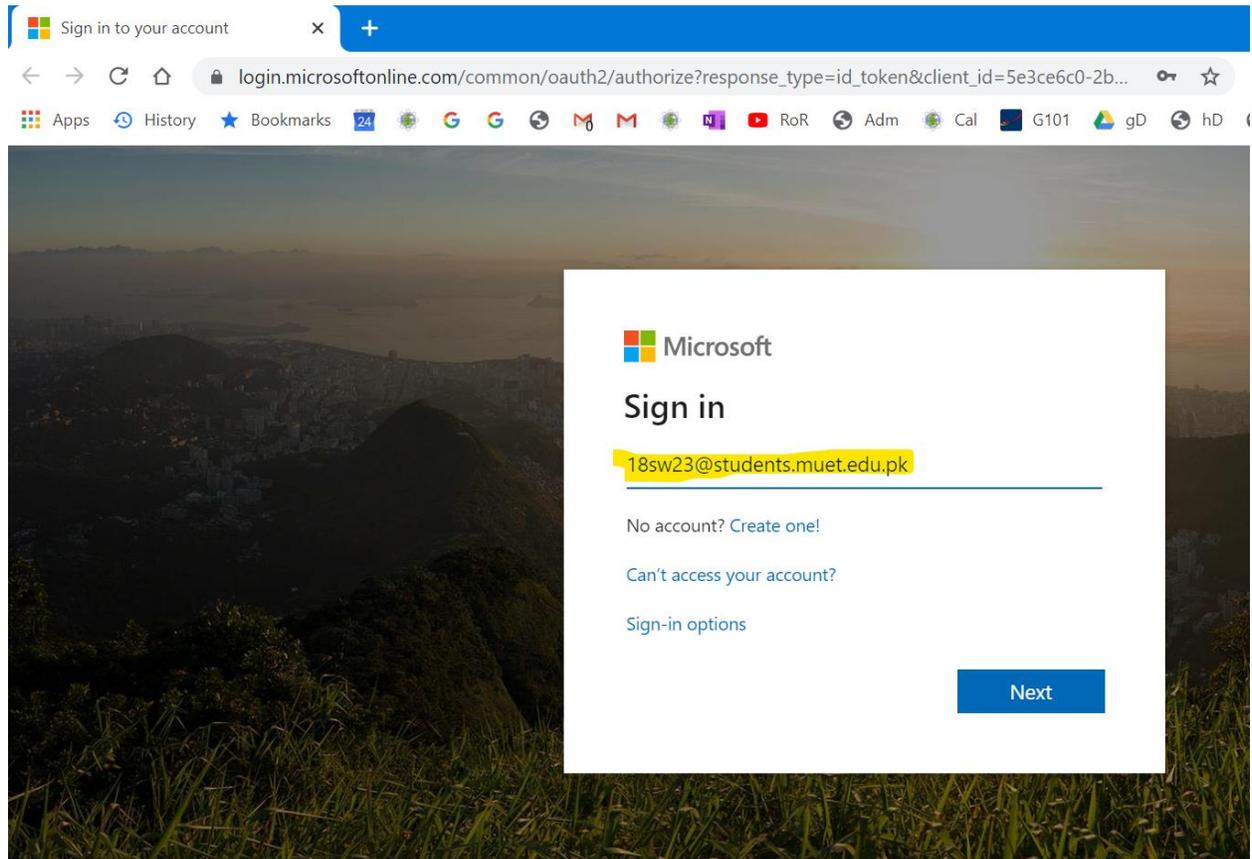


OR

Go to teams.microsoft.com

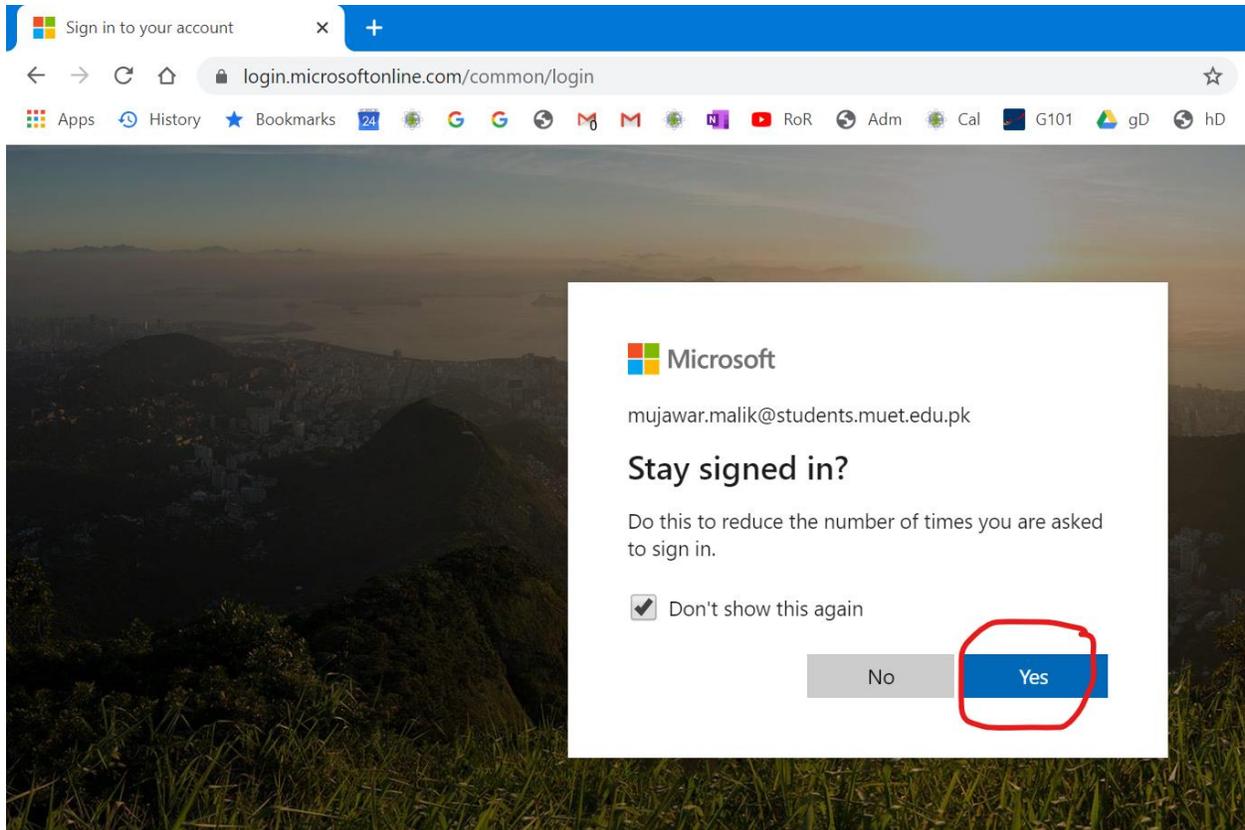
(2) Login Screen

Sign in with your MUET student email ID (e.g. 18sw23@student.muets.edu.pk)



(3) 'Stay Signed In' Prompt

You will be prompted to 'Stay Signed In'. We recommend you select 'No', if others use this computer. If you are the only person who uses this machine, you may select 'Yes'. This will result in quicker login/access to your stuff.



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

Section-D

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.

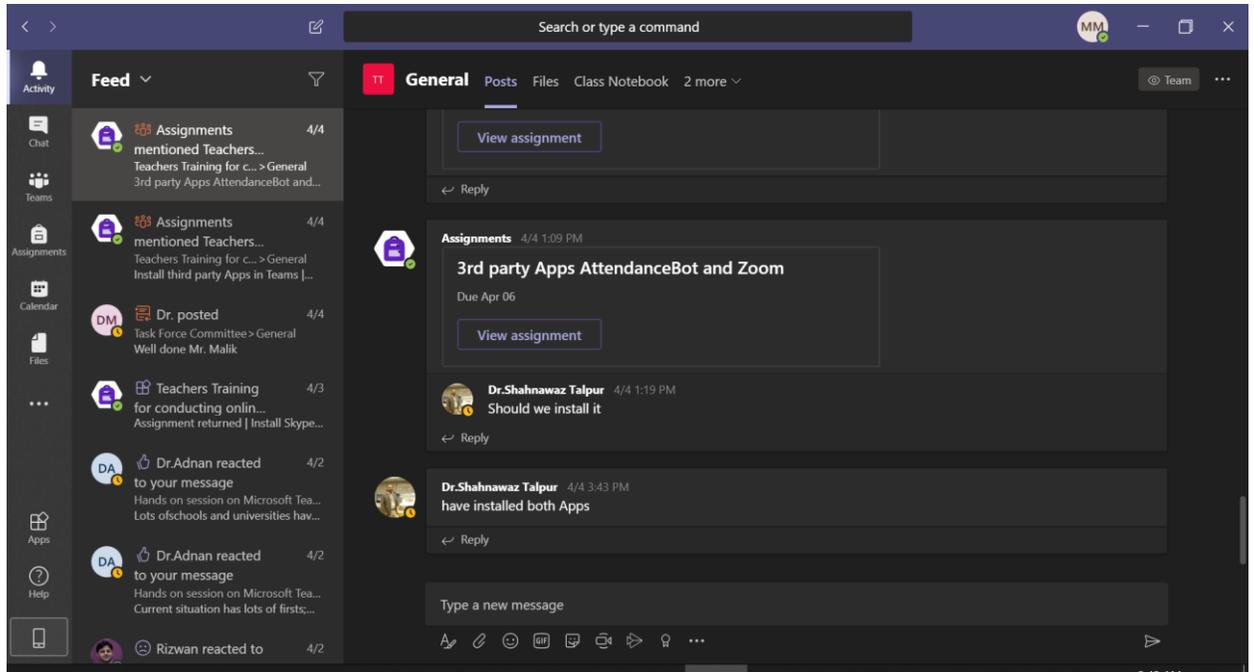
Teachers and students can view the grades of the students via *Grades* tab.

Teams Tiles:

When *Teams* start, it will show you the courses you are enrolled in. On the left border of the application, there are several tiles such as *Activity*, *Chat*, *Teams*, *Assignments*, *Calendar*, *Files*, etc.

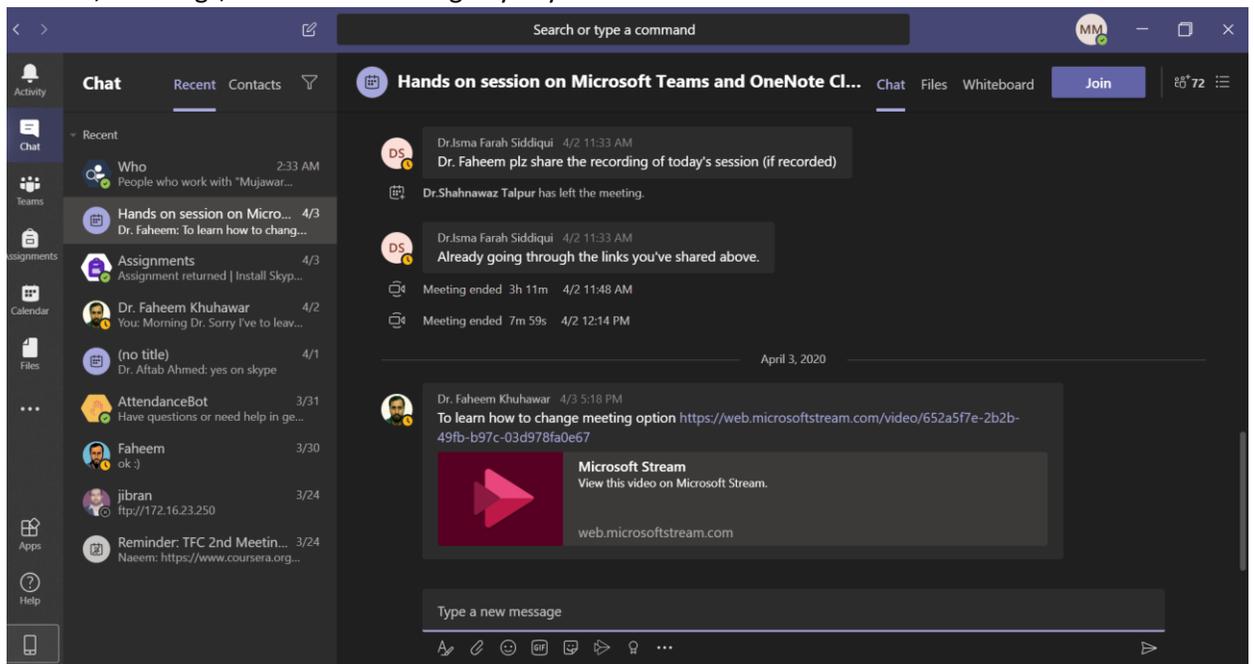
- *Activity*:

The is the Activity Feed area. All activities are recorded here. You can search for anything you may have missed here. Activities can be filtered to My Activities or Feed or parameters such as Unread, Replies, Reactions, etc.



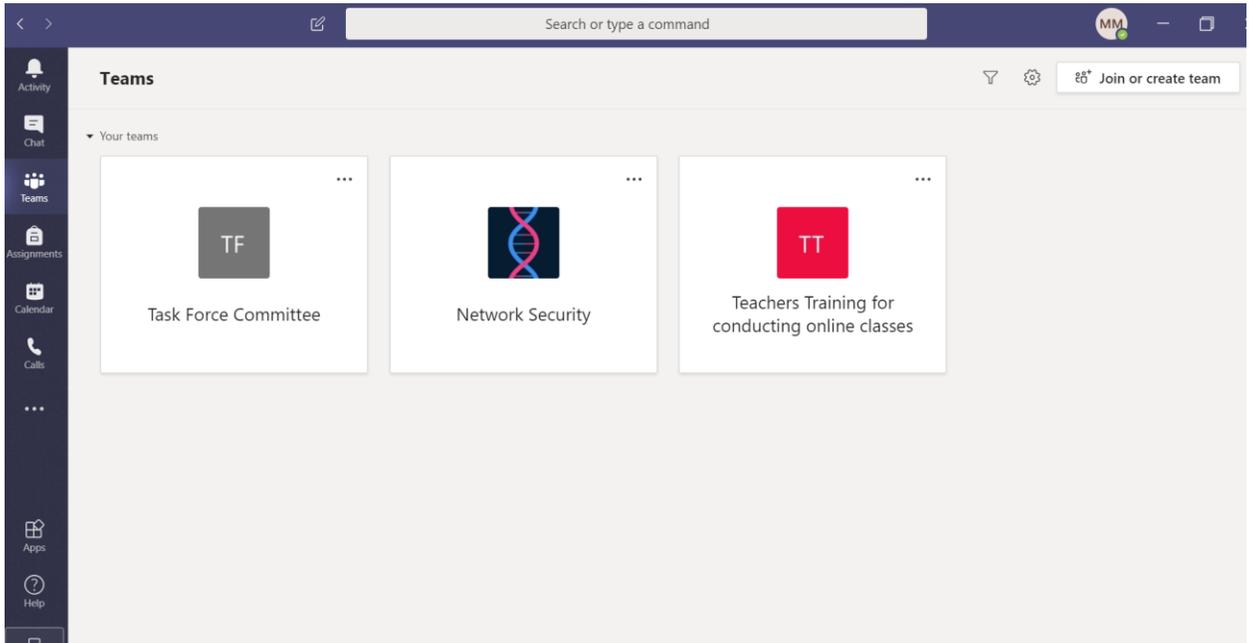
- Chat:

All your chats and contacts are displayed here. You can filter the chat messages on the basis of Unread, Meetings, Muted or matching any keyword.

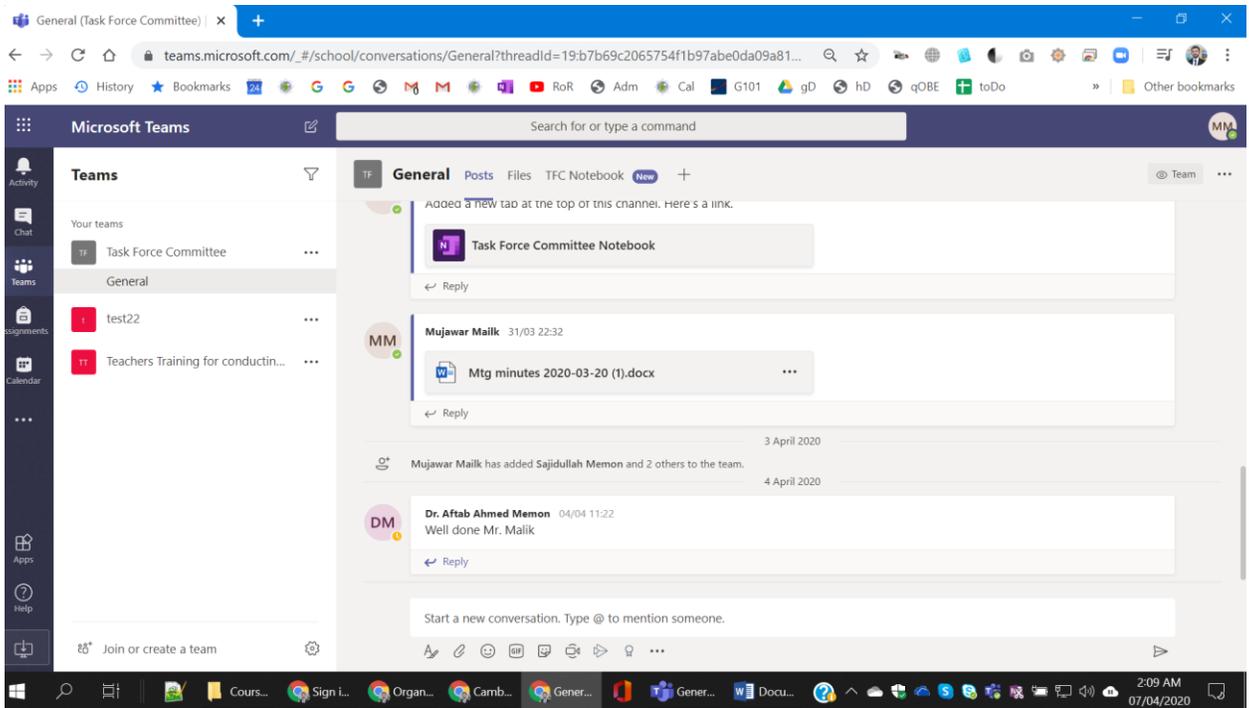


- Teams:

Under Teams window, you can either display all the Teams or Join/Create a new team. Under a Class Team, tabs for Posts, Files, Class Notebook, Assignments, and Grades appear.

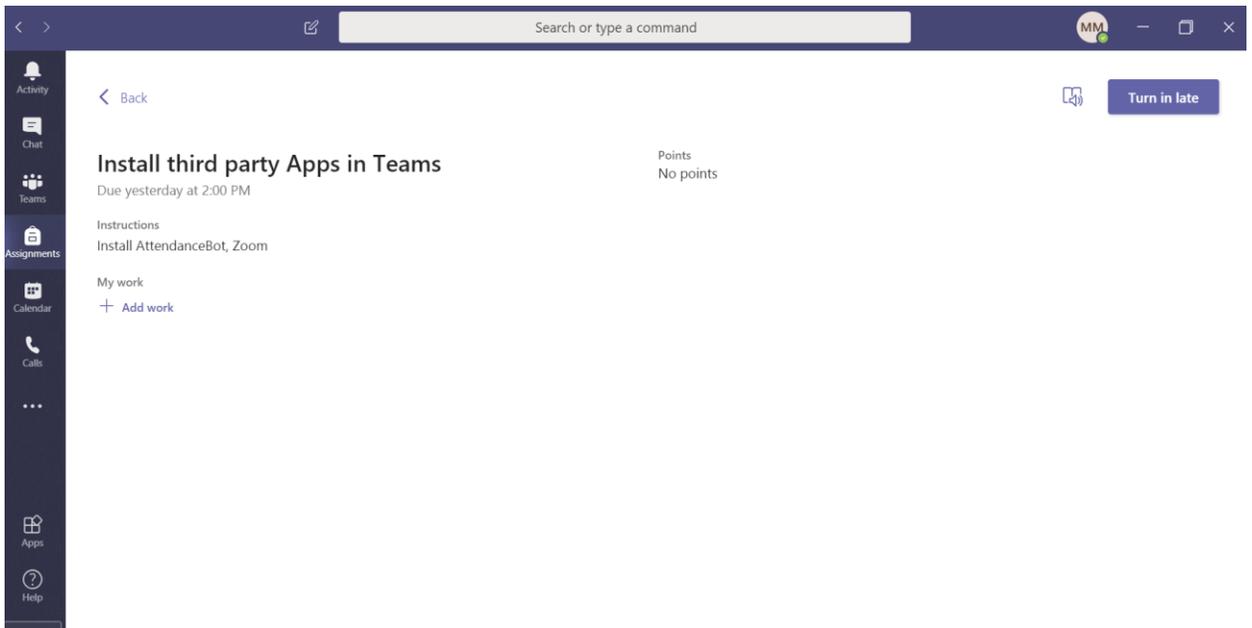
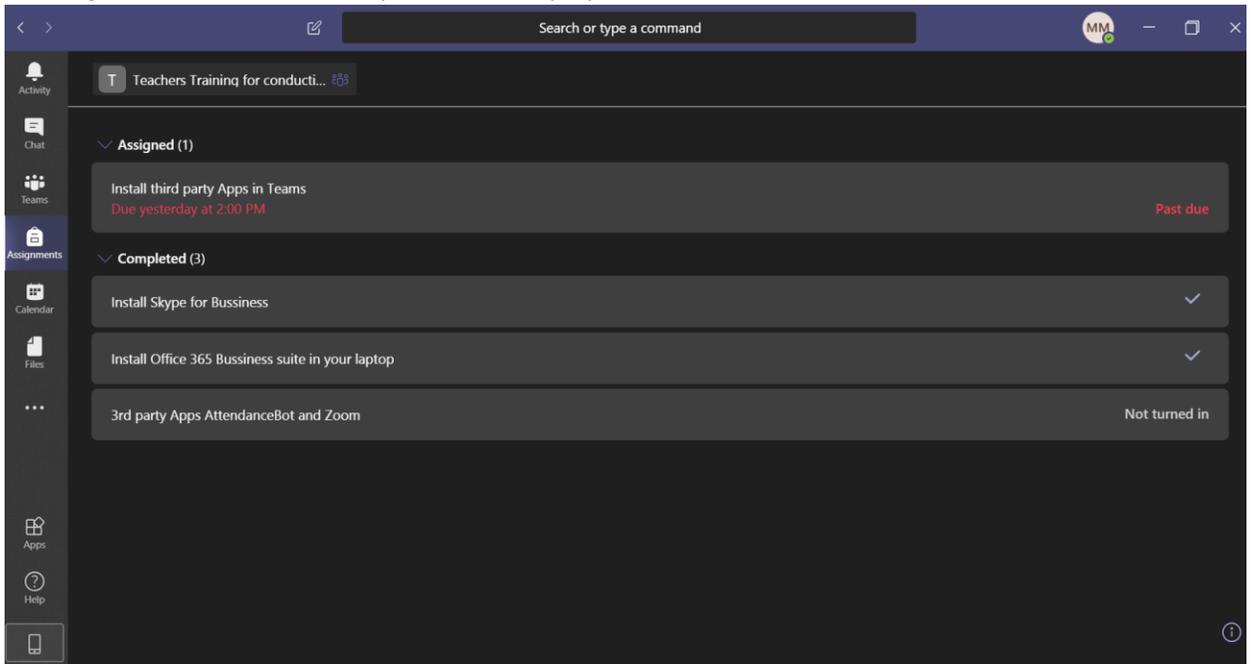


If your Teams view were set to List, the *Teams* would be displayed as below:

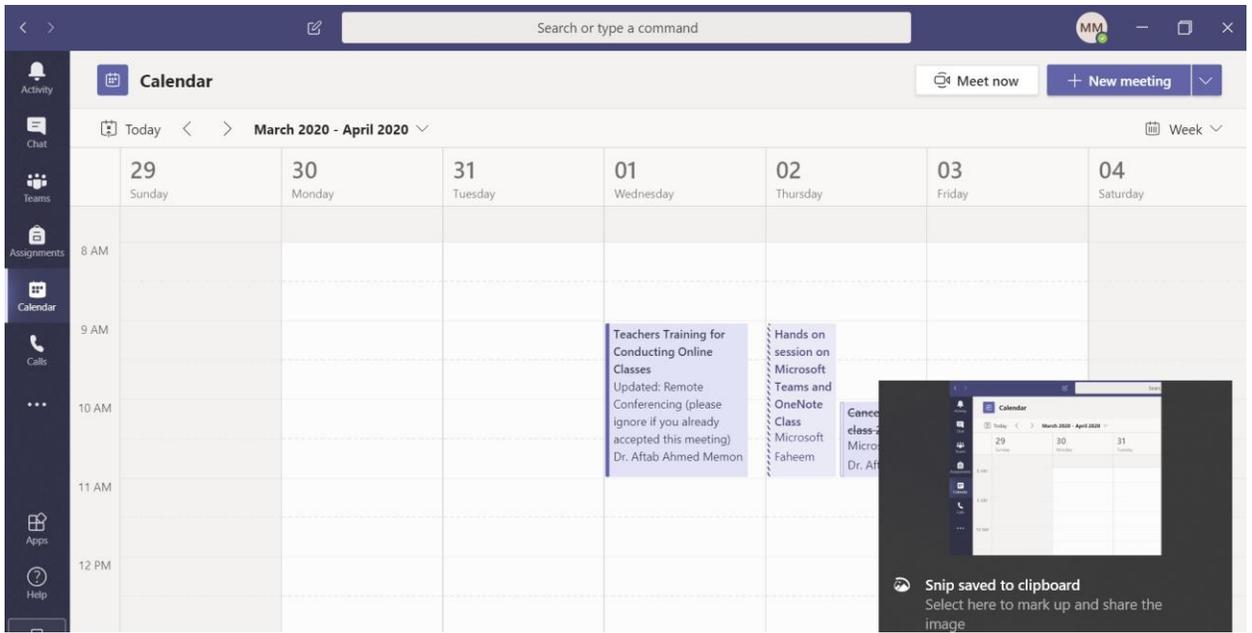


- Assignments:

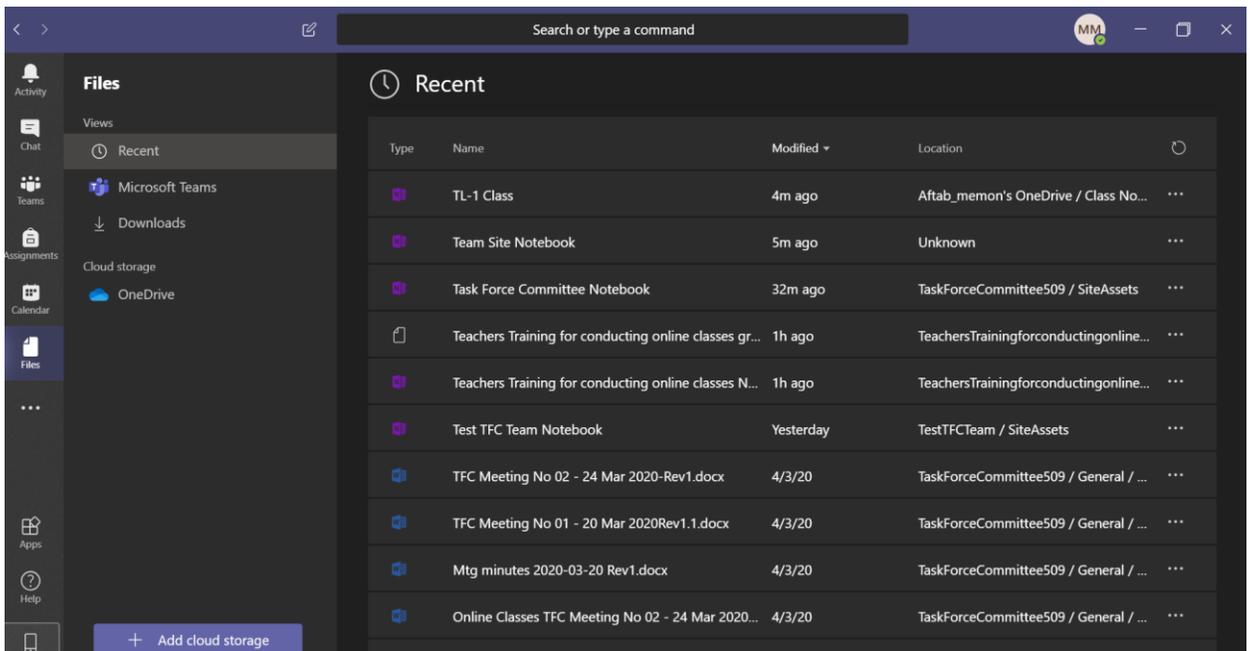
All assignments, current or completed, are displayed here.



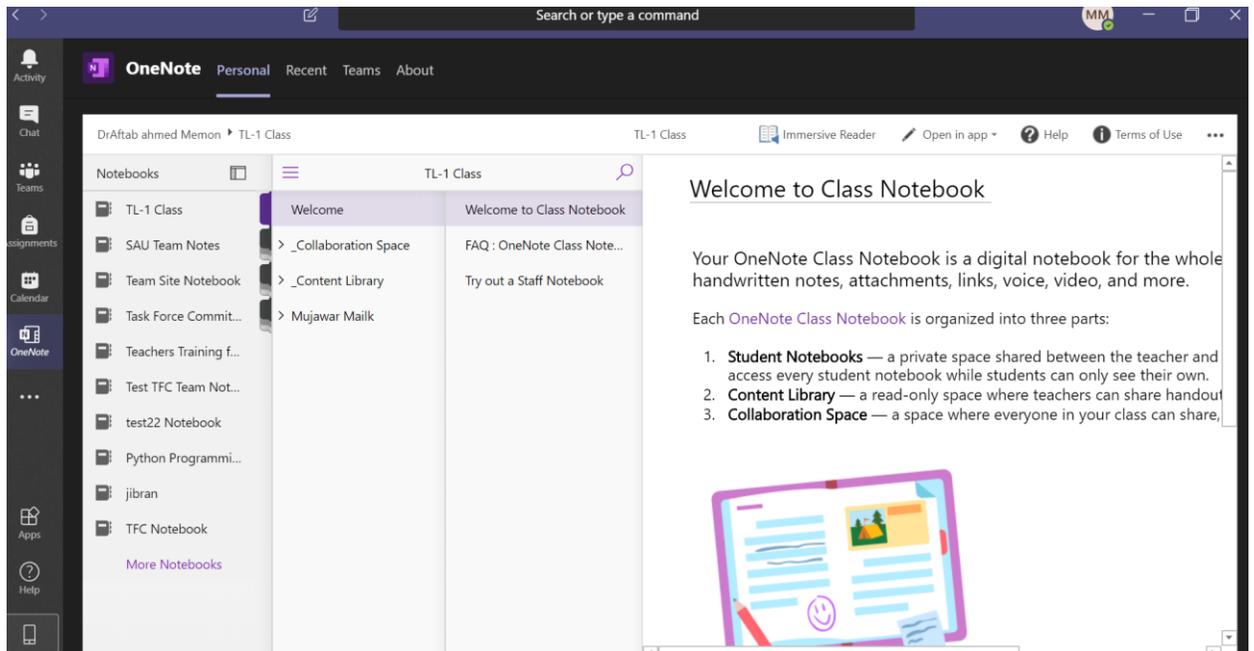
- Calendar:



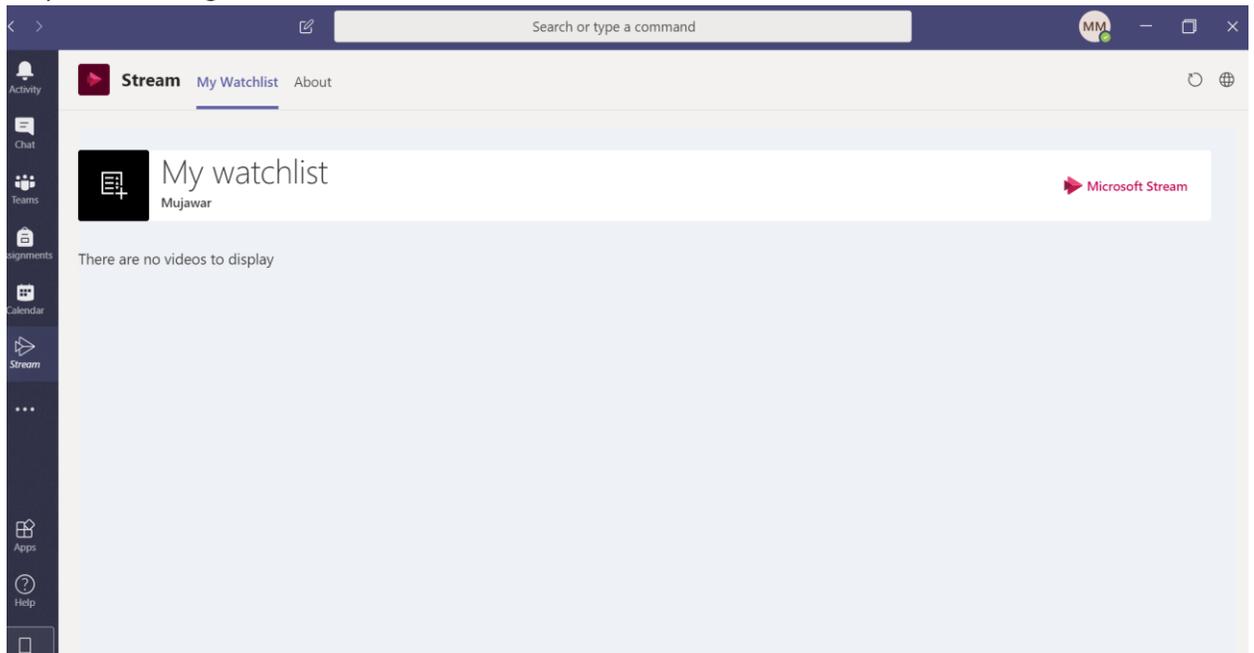
- Files:



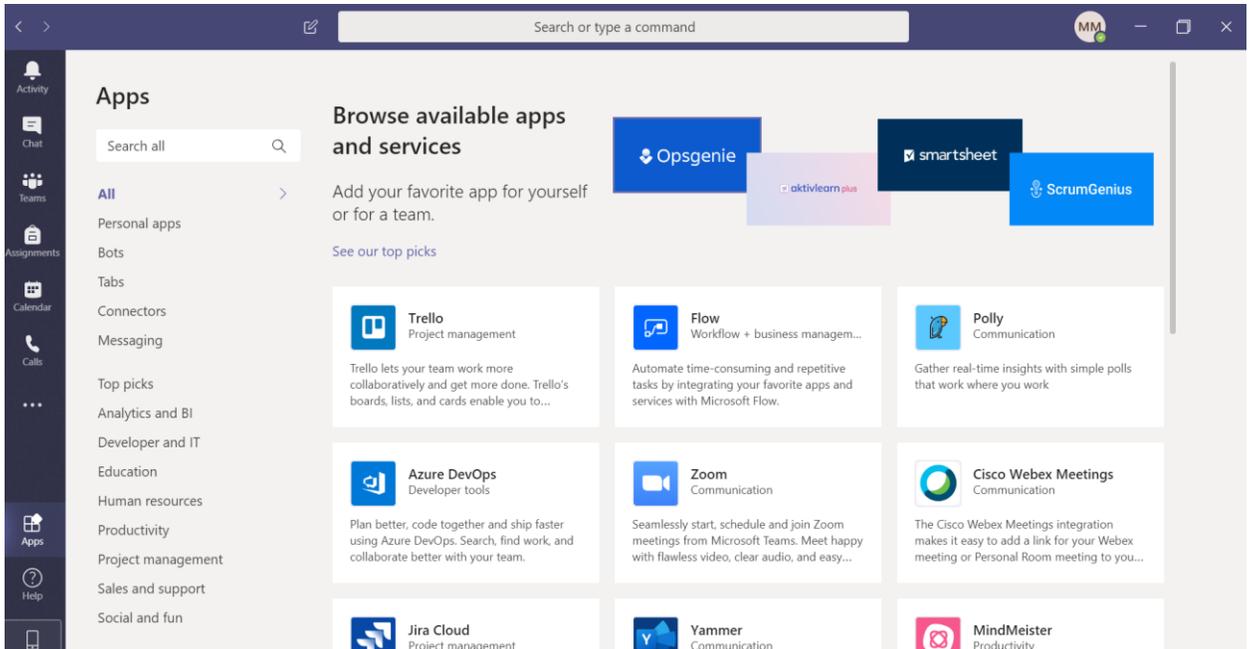
- OneNote Class Note Book



- **Stream:**
All your recording lectures/videos will be available here



- **Apps:**
This takes you to an internal market place for Teams applications which can be installed to add more features in the Microsoft Teams ecosystem.



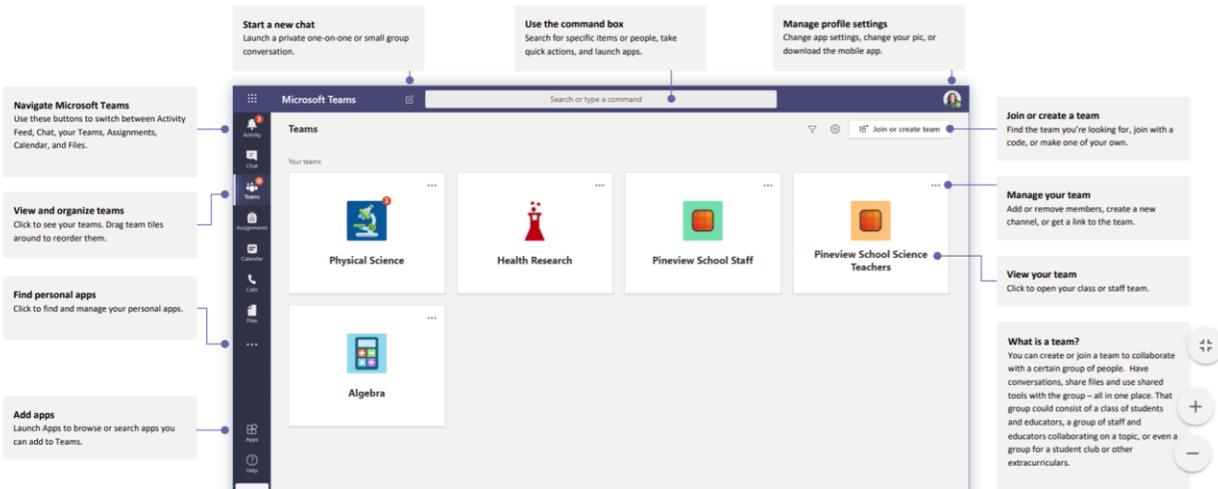
Section-E

Microsoft Teams for Education

Microsoft
Learn more about Teams

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.



Microsoft Teams for Education

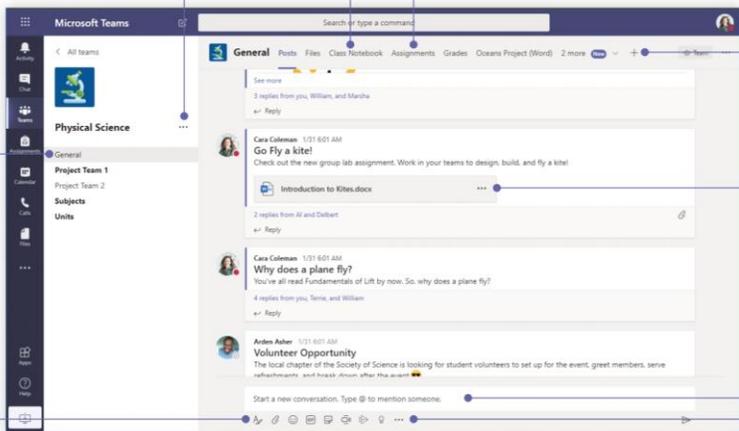
Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team
You can change team settings, add members to the class team and add channels.

Open Class Notebook
Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades
Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.



Every team has channels
Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files
Let class members view a file or work on it together.

Start a discussion with the class
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

Microsoft Teams for Education

Schedule a meeting with your team or class

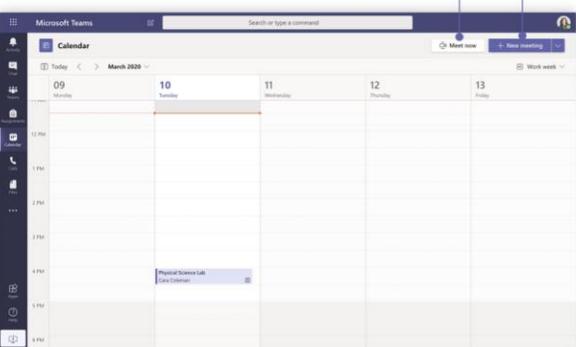
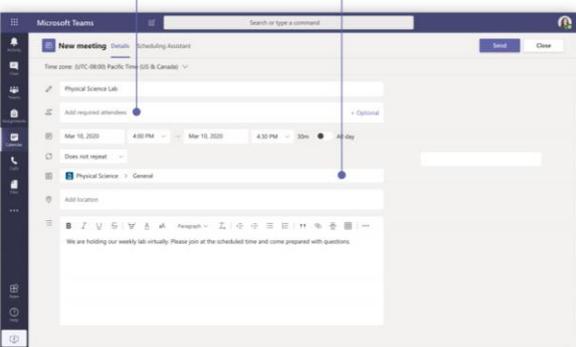
Hold classes, staff collaboration meetings, or trainings over online meetings

Start a meeting right away
Add participants directly to a meeting that starts right away.

Add new meeting
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

Invite individuals to a meeting
Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in your Chat view.

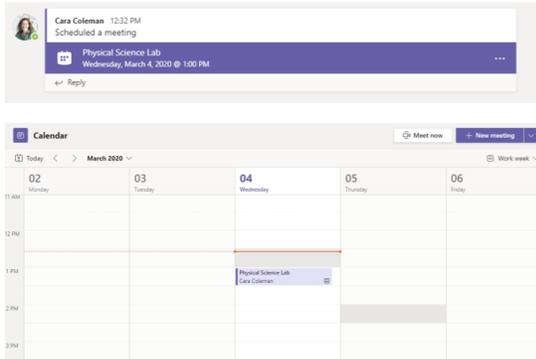
Invite a channel to a meeting
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.

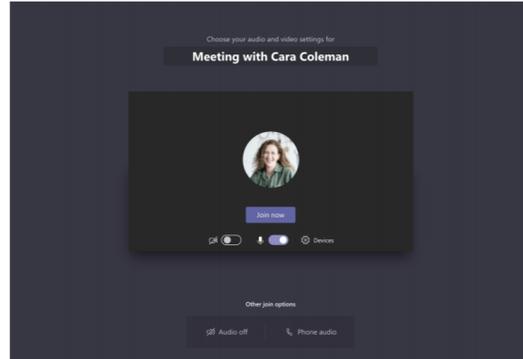
Microsoft Teams for Education

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

Microsoft Teams for Education

Assignments

Create learning activities for students with integrated Office applications.

View upcoming assignments
View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.

Add a grading rubric
Use the rubrics tool to create customizable, reusable rubrics for students to reference and for you to evaluate their work.

Edit due dates, close date, and schedule to assign
Customize all the dates and times that are important to the assignment.

Add resources
Customize the assignment with content from OneDrive, your device, links, and more.

Assign to classes or individuals
Assignments can be distributed to multiple classes or personalized to the individual student.

Microsoft Teams for Education

Participate in a meeting

Share video, voice, or your screen during the online call.

The screenshot shows a Microsoft Teams meeting window. A central video feed displays a participant. Below the video are call control icons: a camera icon (muted), a microphone icon (muted), a screen share icon, a chat icon, a help icon, and a red 'Leave' button. A 'Send chat messages' callout points to the chat icon. A 'Turn your video feed on and off.' callout points to the camera icon. A 'Mute and unmute yourself.' callout points to the microphone icon. A 'Share your screen and sounds from your computer.' callout points to the screen share icon. An 'Access additional call controls' callout points to the help icon. A 'Send chat messages' callout points to the chat icon. A 'Leave the meeting' callout points to the red 'Leave' button. An 'Add participants to the meeting.' callout points to the 'Invite people to join...' button.

Send chat messages
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

Leave the meeting
The meeting will continue even after you have left.

Add participants to the meeting.

Microsoft Teams for Education

Grades

Leave feedback for students, grade, and track student progress in the Grades tab.

The screenshot shows the 'Grades' tab in Microsoft Teams. It displays a table with columns for 'Assignments' and 'Students'. The table lists various assignments and tracks the progress of 15 students.

Assignment	Student	Score	Progress
WorldVoices Essay (Unit 2)	Chloe Ann	45	100%
	Bella Garcia	46	100%
	Brian Aaron	40	100%
	Chloe Christie	45	100%
	Chloe Beth	41	100%
	Guillermo Benavente	44	100%
	Kennedy Ian	45	100%
	Leah Guo	47	100%
	Madison Wilke	42	100%
	Max Cameron	43	100%
	Shelby Henry	38	100%
	Shayna Blake	47	100%
	Simon Adam	48	100%
	Nathaniel Ebert	42	100%
	Walter Dallas	42	100%

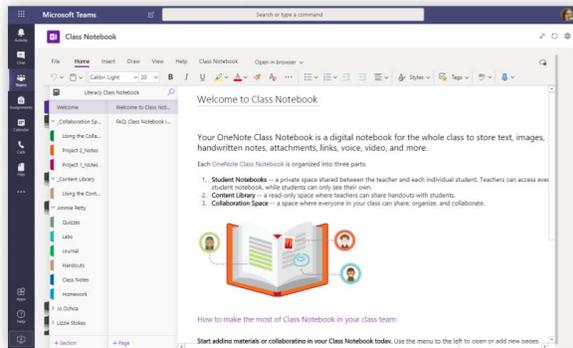
See grades across all assignments and students
Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.

The screenshot shows the 'Grades' tab in Microsoft Teams for a specific assignment, 'WorldVoicesEssay.docx'. It displays the assignment details, including the student's name, score, and progress. The 'Feedback' section shows a comment and a 'Return' button.

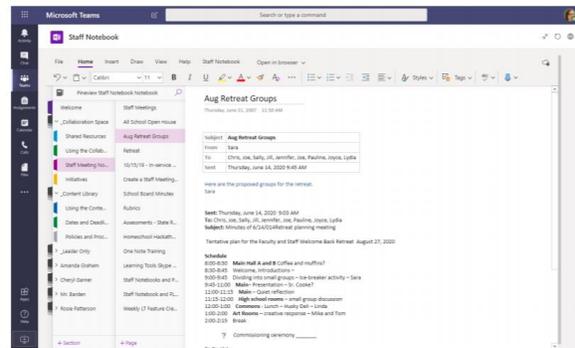
Return and review assignments using the feedback loop
Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

OneNote Class and Staff Notebooks

A digital binder to use in your class or with your staff to take notes and collaborate



Personal notes, class notes, and collaboration
OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



Great for staff meeting notes, brainstorming, and classroom observations
OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

Section-F

1. Get started in your class team

Access your online classroom in Office 365 Education and Microsoft Teams.

Grab your device and your MUET sign-in information and head into class at Office.com.

Sign in to Teams

1. Open [Office.com](https://www.office.com) and sign in with your school email and password.
2. From your Office.com homepage, click on the **Teams** app to open right in your browser.
3. Select **Teams**  in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

Notes: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create a team** and enter the code)
- A link (check your email!)

When you see your class tiles, click on one to start connecting with your teacher and classmates!

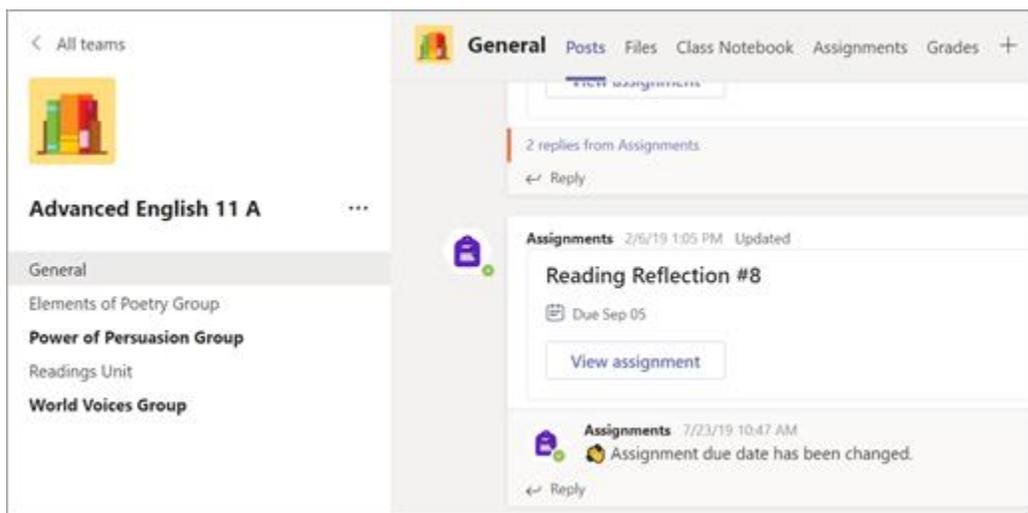
2. Get organized in your class team

Find and organize conversations, files, assignments, and notes in your class teams.

Channels

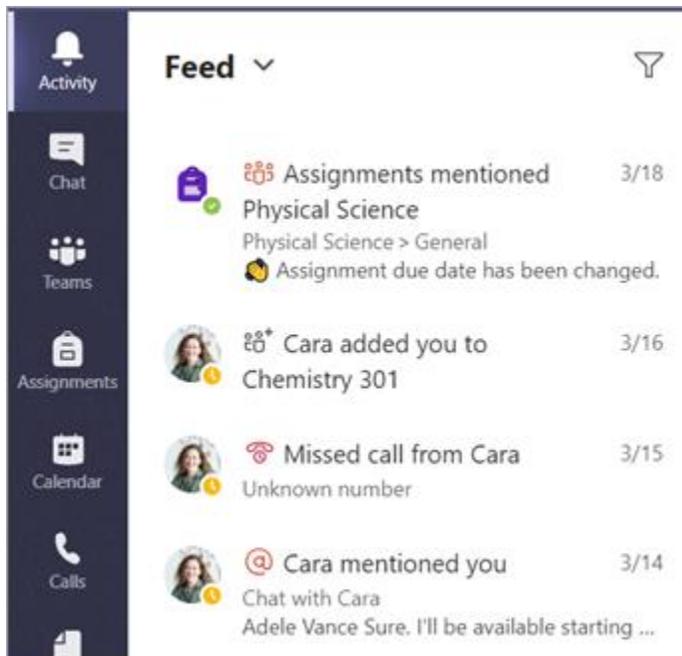
Every class team has a main discussion area, the **General** channel. Under **General**, Your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.



Notifications

Check the **Activity** section to make sure you don't miss a new assignment or an @mention.



3. Communicate in your class team

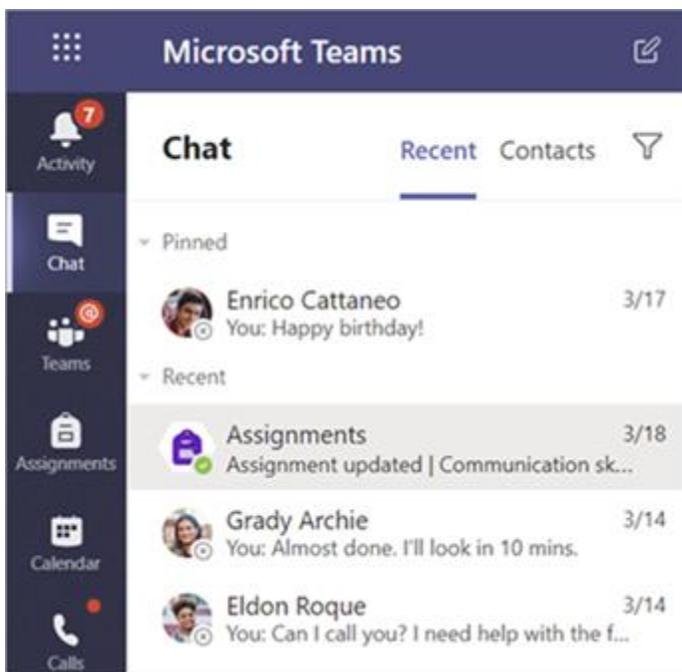
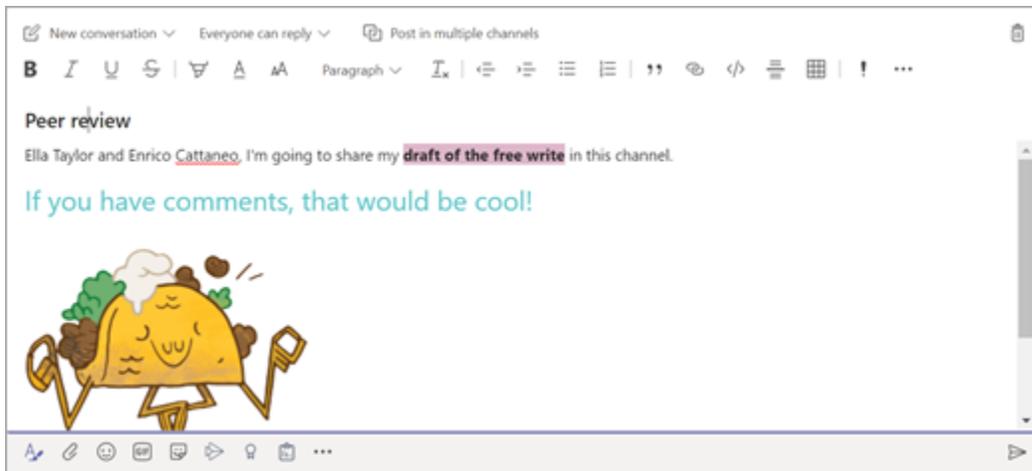
Create and respond to messages in Teams.

Create and send a message in a chat or channel

Click the compose box to create a message. You can type out a simple message, or add on.

- Attach an image, gif, sticker, or file
- Use rich text to make your message stand out
- Format your message with bullets or make a numbered list
- @mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select the **Chat** icon.



4. Share and organize class team files

Share files in conversations and use the **Files** tab to keep track of them.

Share a file in a channel or chat

1. Click **Attach**  .
2. Choose a file you'd like you share.
3. Include a message if you want, then click **Send**  .

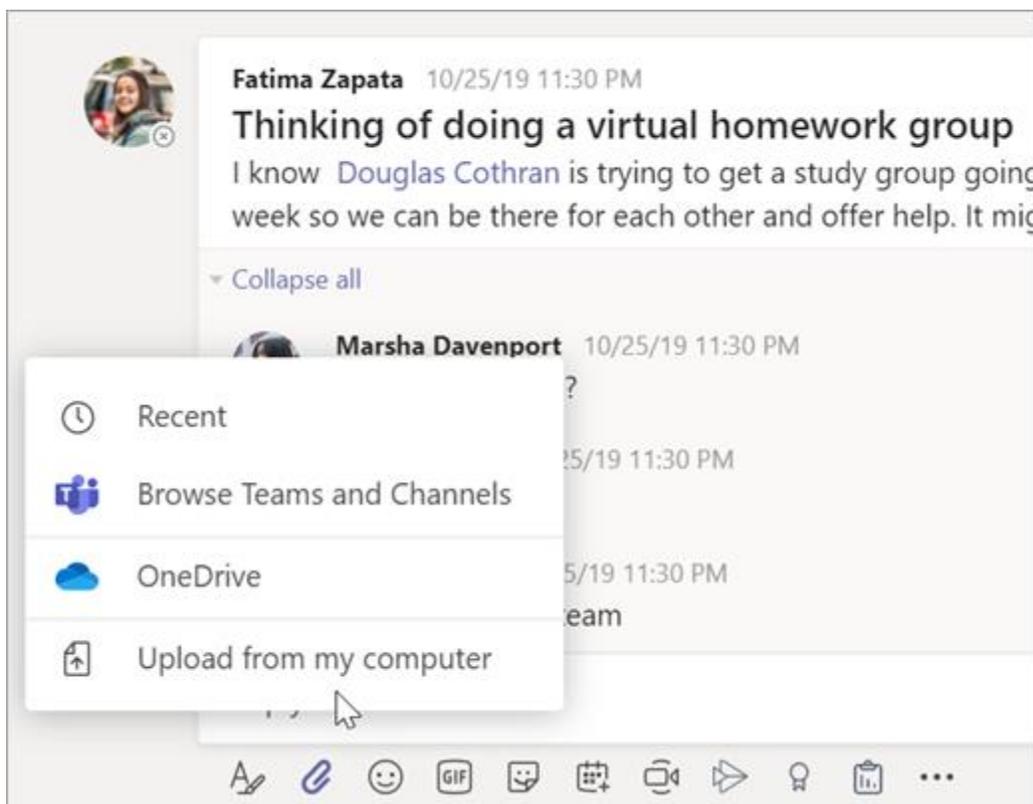
Find or create a file

See the files that you, your classmates, and teacher have shared in one of your team's channels by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

Class Materials

In the **Files** tab, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.



General			
Name	Modified	Modified By	
Class Materials		System Administrat...	
Stickers_SillySupplies_Crayon.png	October 25, 2019	Cara Coleman	
Introduction to Algebra (1).pptx	October 25, 2019	Cara Coleman	
Evaluate the expressions - Friday.docx	October 25, 2019	Cara Coleman	

5. Assignments and grades in your class team

Create assignments, grade, or turn in your work. All from Teams.

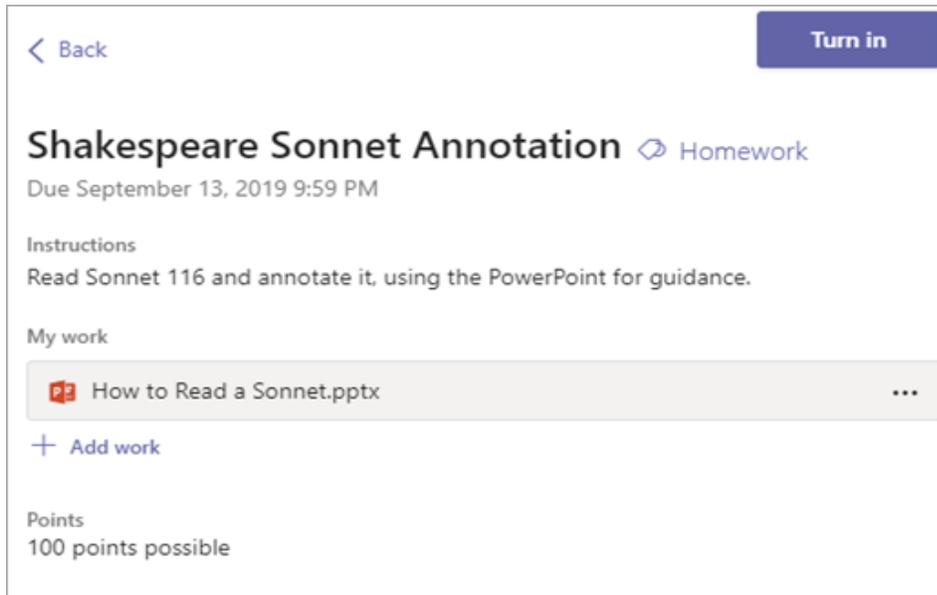
View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Chat, Teams, Assignments, Calendar, and Files. The main area shows the 'Advanced English 11 A' team with the 'General' channel selected. The 'Assignments' tab is active, displaying a list of upcoming assignments:

- Reading Reflection #8**
Due September 5, 2019 9:59 PM
- Chapters 14-18 Review** (with a 'Review' link)
Due September 20, 2019 9:59 PM
- My Sonnet**
Due October 4, 2019 11:59 PM
- World Voices Essay #1 Outline**
Due November 8, 2019 11:59 PM

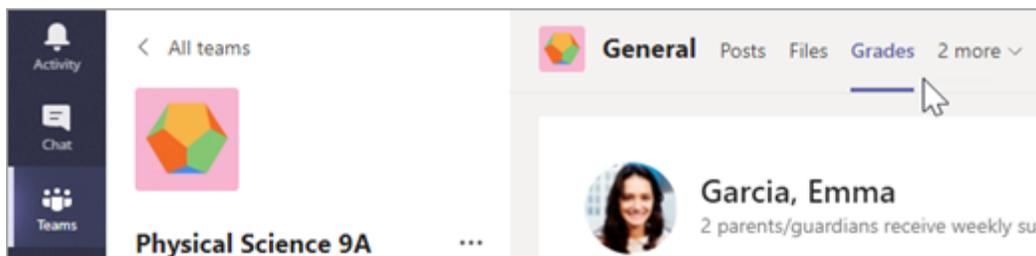
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials, and select Turn in.



[See your grades](#)

To see grades for assignments your teacher has reviewed and sent back to you:

1. Select the **Grades** tab in the **General** channel.
2. All your assignments are listed here with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.
3. Use the arrows next to **Due date** and **Assignment** to sort your assignments.





Garcia, Emma

2 parents/guardians receive weekly summary. [View](#)

Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20