

Step 1: Sign in and create a class

Go to the webpage:

<https://teams.microsoft.com>

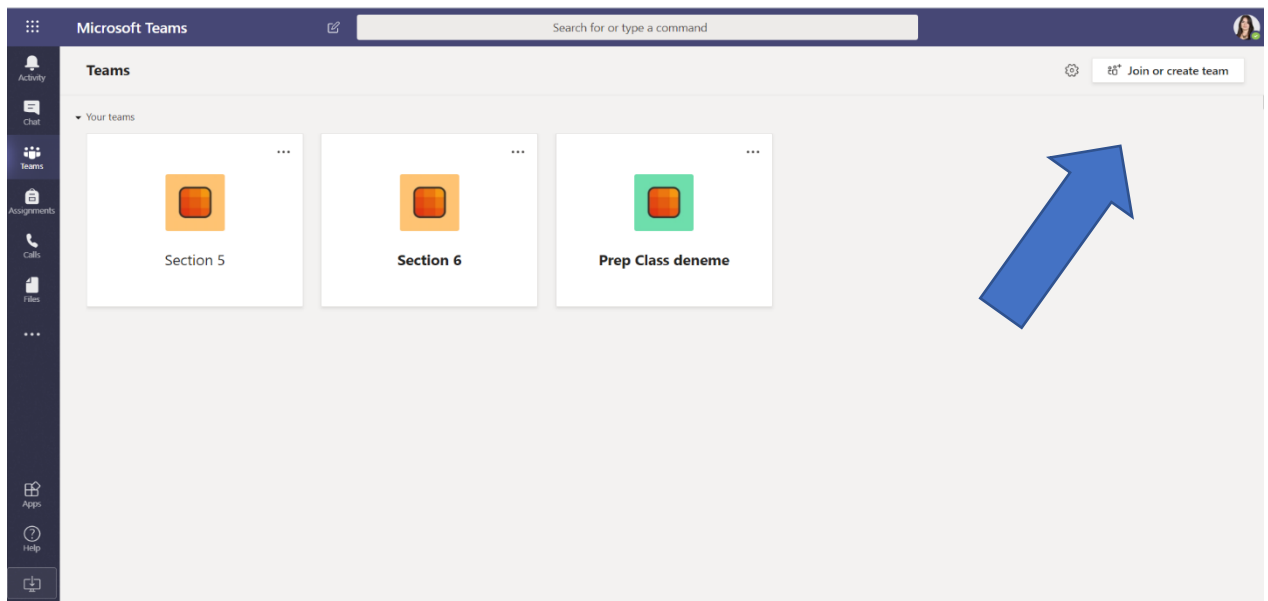
Sign in to the system through your Yaşar email address and your password. They are synchronized.

e.g.

Your username: name.surname@yasar.edu.tr

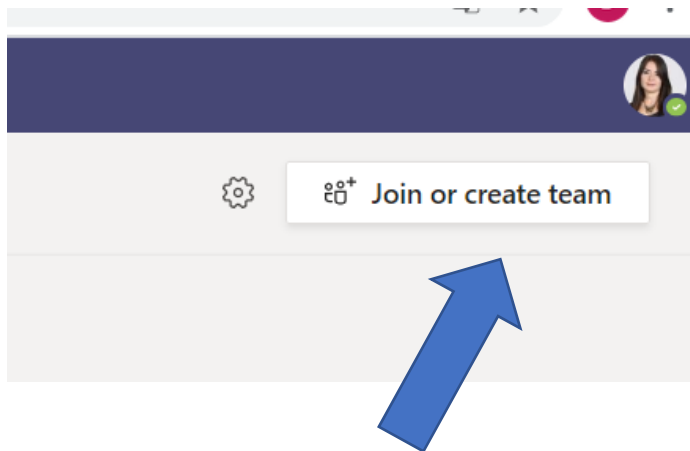
Password: your password for your Yaşar e-mail

Then, you will see a screen like this:

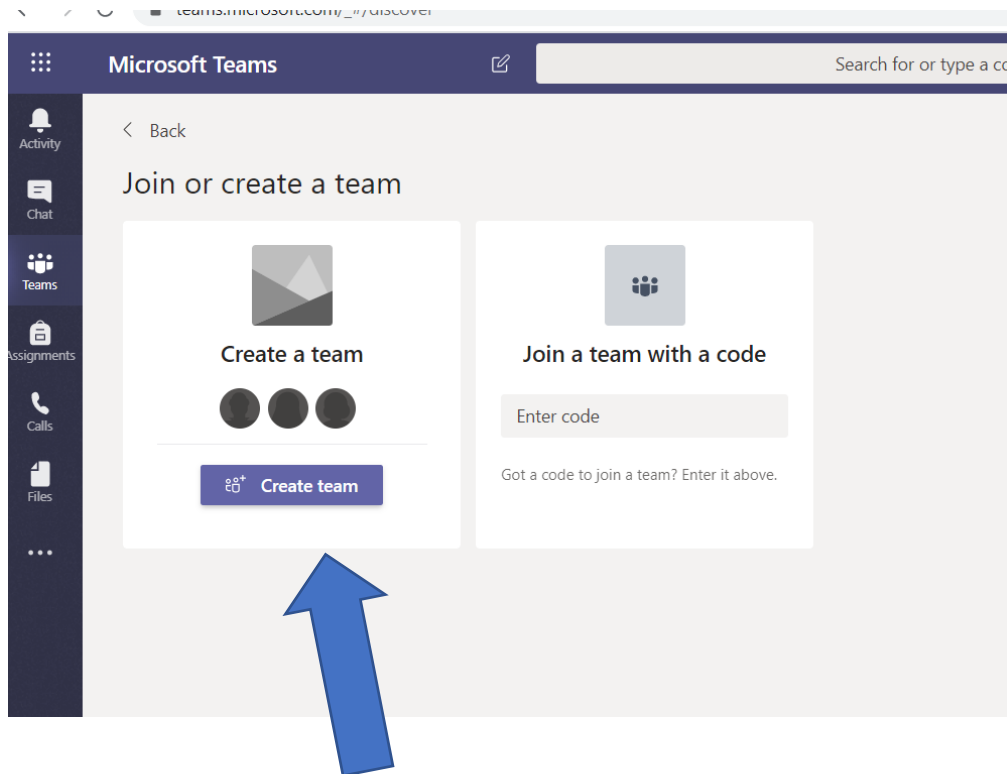


To create your class team, follow this blue arrow → on the screen shots 😊

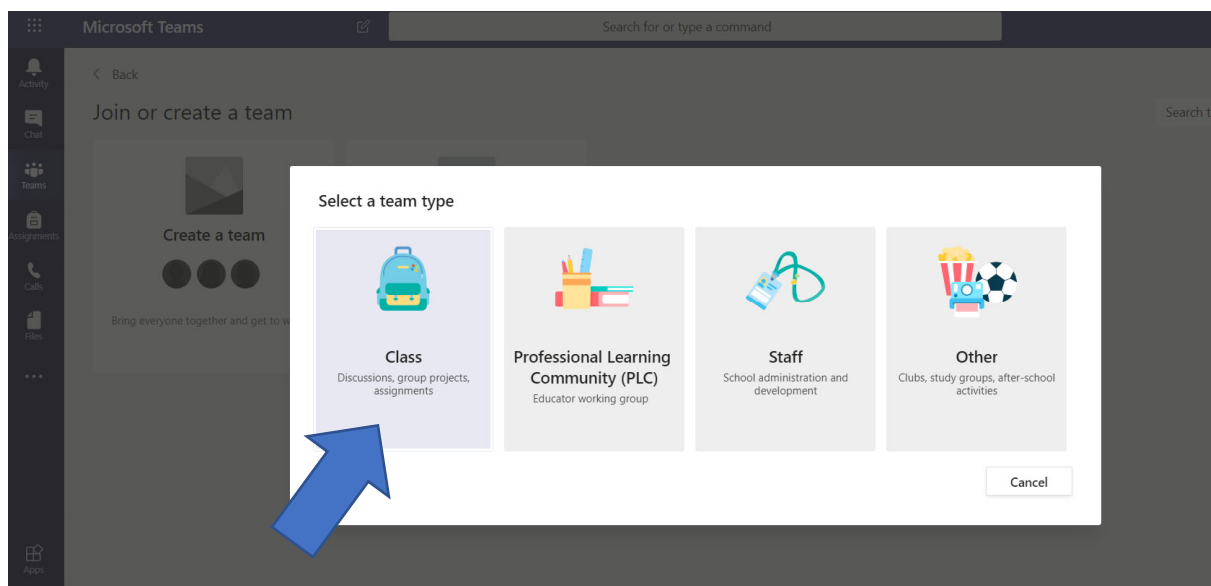
It will guide you on how to do this.



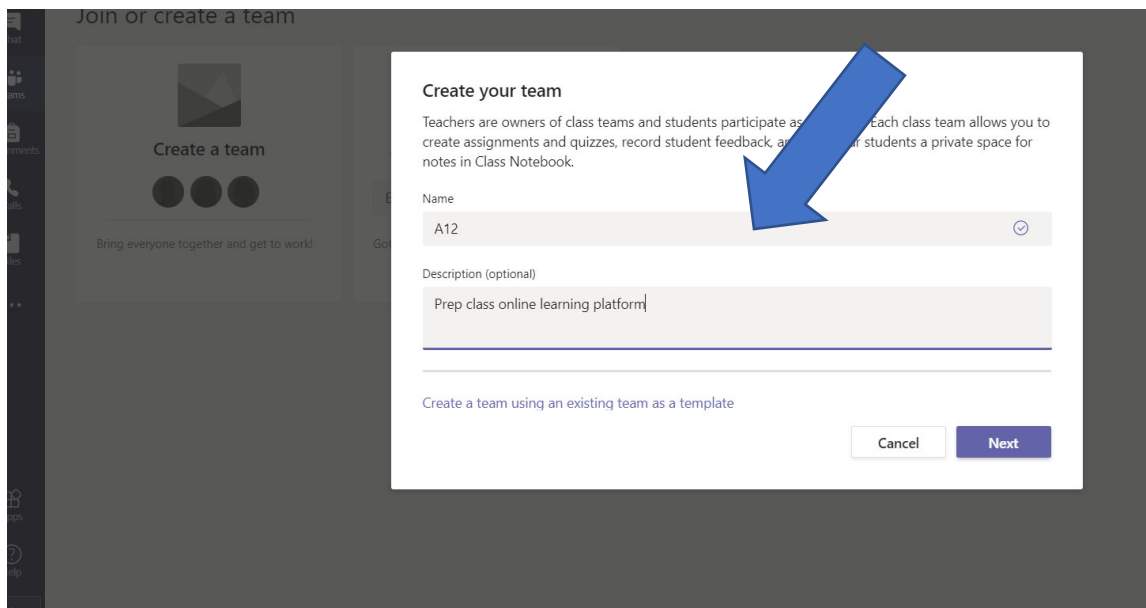
And when you click on “join or create a team”, you will see this on the screen:



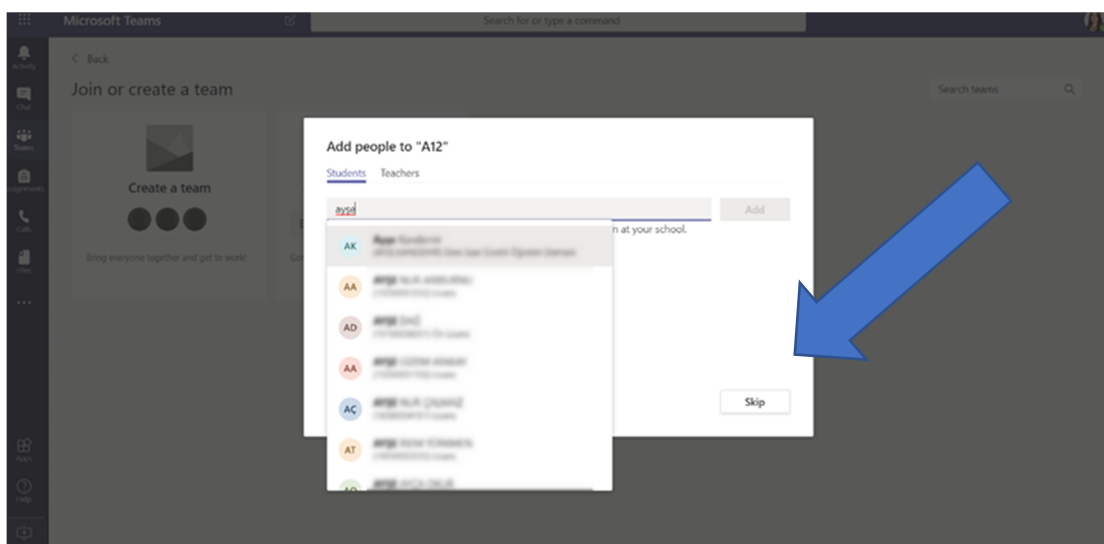
Well, this is how you create your online classroom 😊 There you are! After you click on; “Create a team”, you will see the following screen:



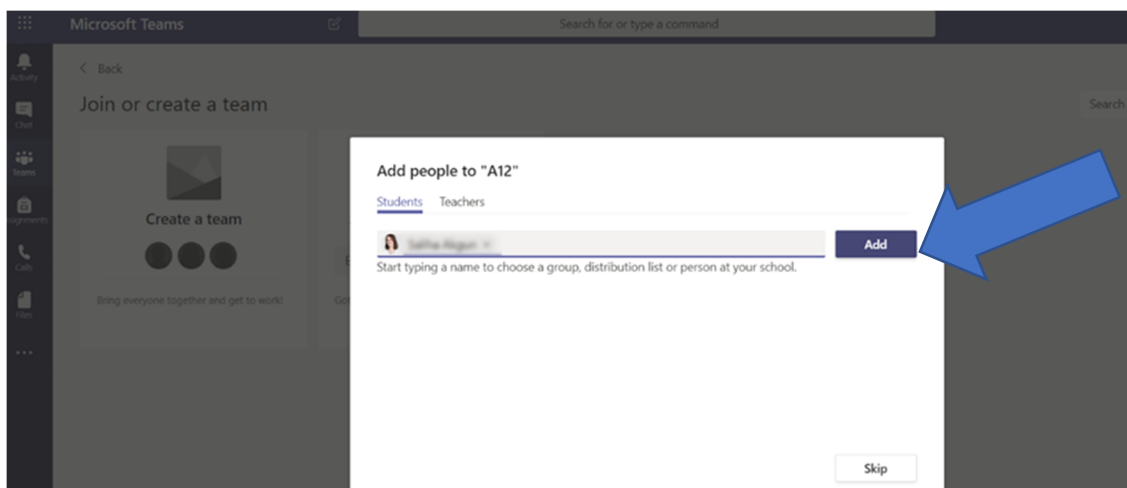
Choose “class” and then on the following screen enter your class name and description:



Once you have finished this, it creates your classroom, and then, you can start adding your students to your class by typing their names:

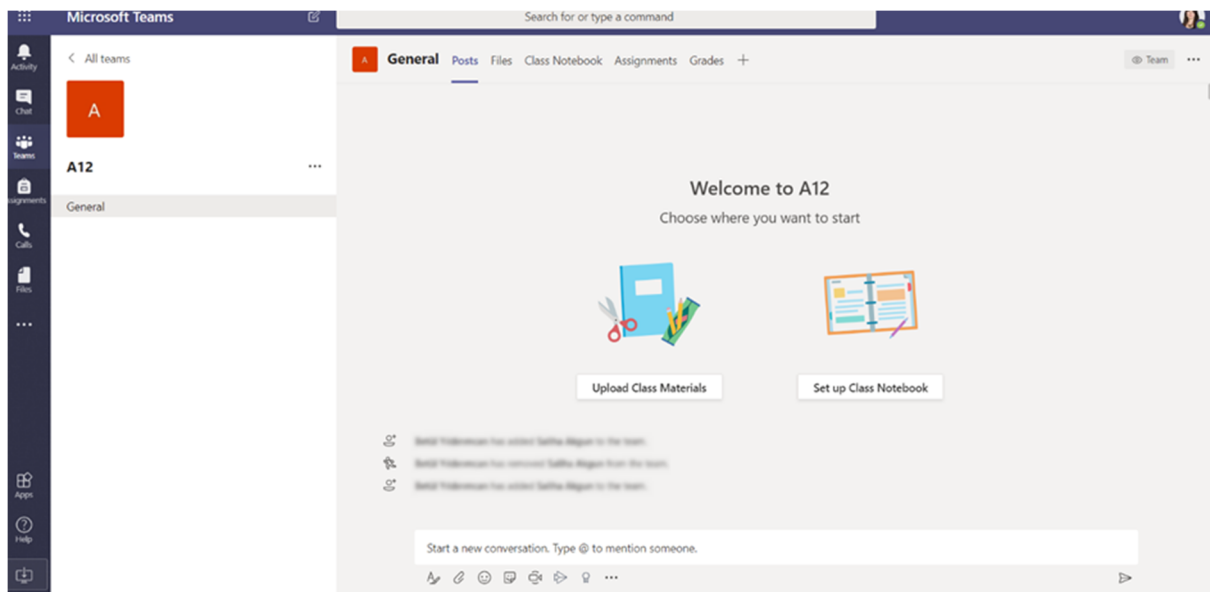


After you type their names, you can click on: "add" option.

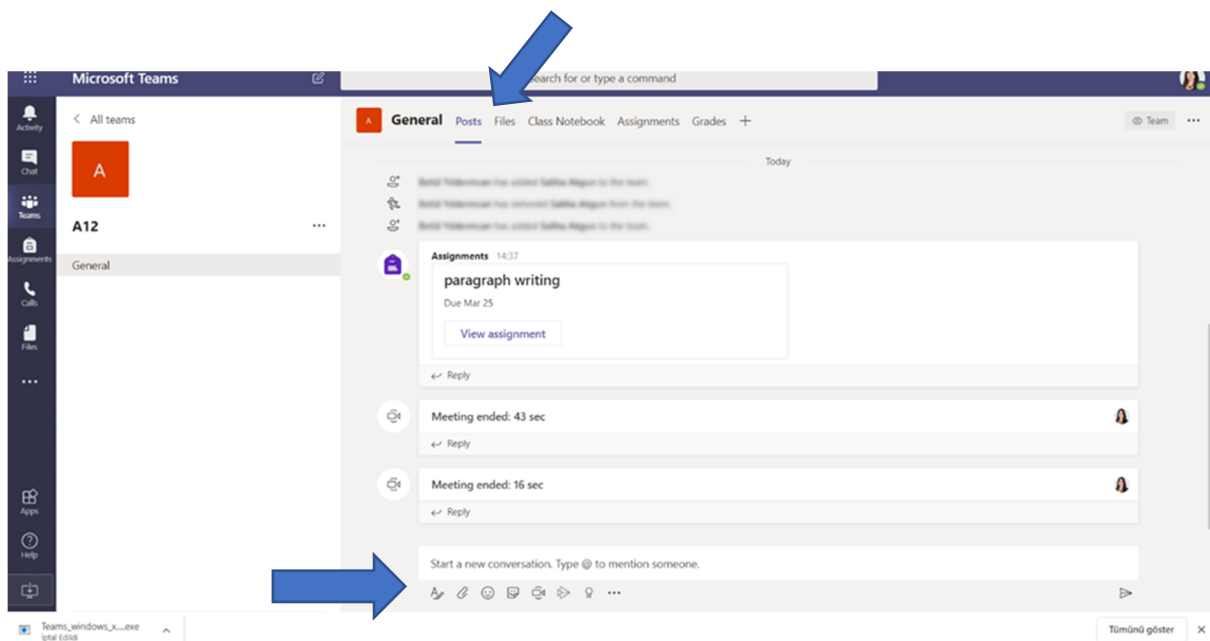


Step 2: Manage your class:

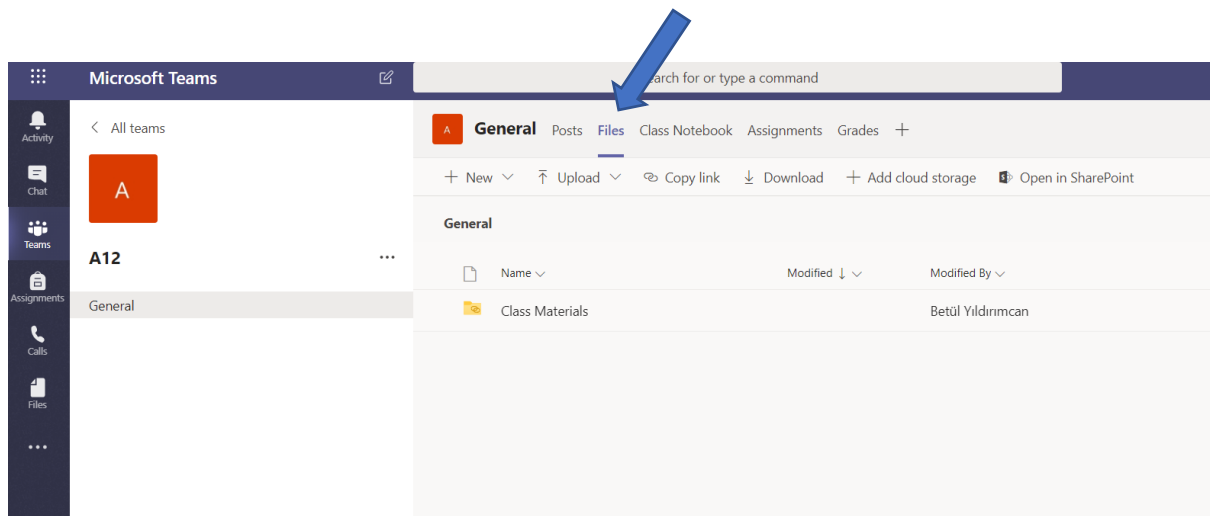
Once you have finished, this is how your class page will look:



You and your students can share posts (even attach documents, pictures, word files, comments) on the homepage of the class.

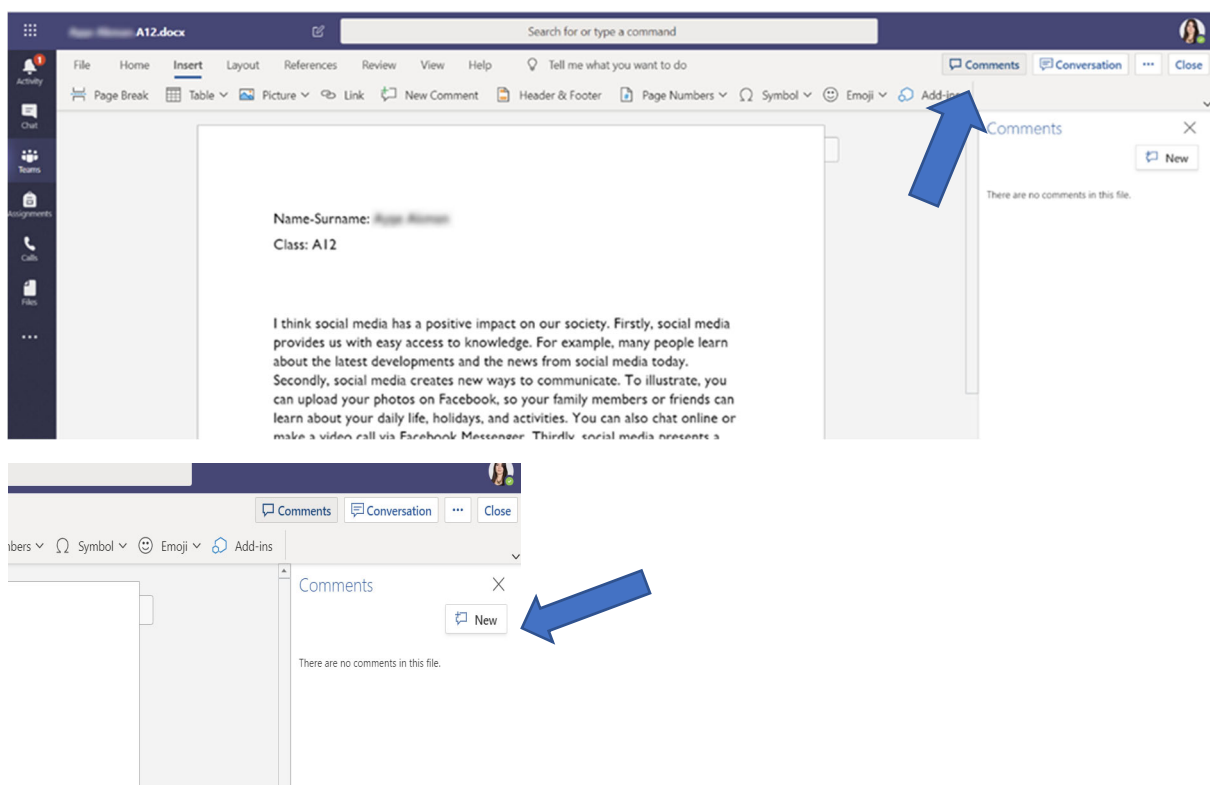


You can start sharing all the related class documents like the weekly syllabus, worksheets and stuff here, by clicking on “files” section:

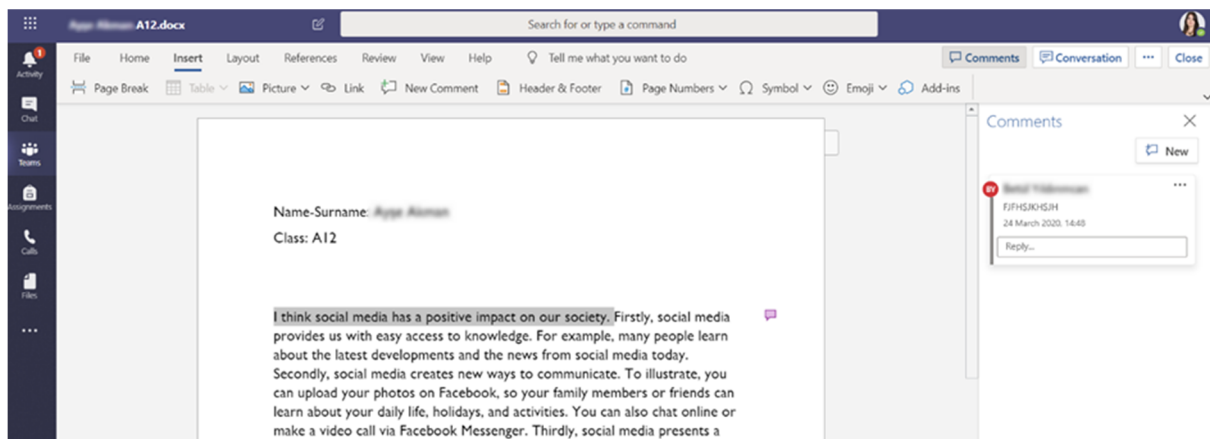


*You can also create your own folders and upload stuff into them. The system is quite similar to our SoFL Cloud on OneDrive.

When you give students assignments (let's say you assign them a paragraph, which you will later use for teaching them essay writing for their writing class) and you ask them to share them on Teams, you can add comments on their posts and give feedback in this way. You can work on the document like you normally do on a Word document or by just clicking on “comments” and then “new”:



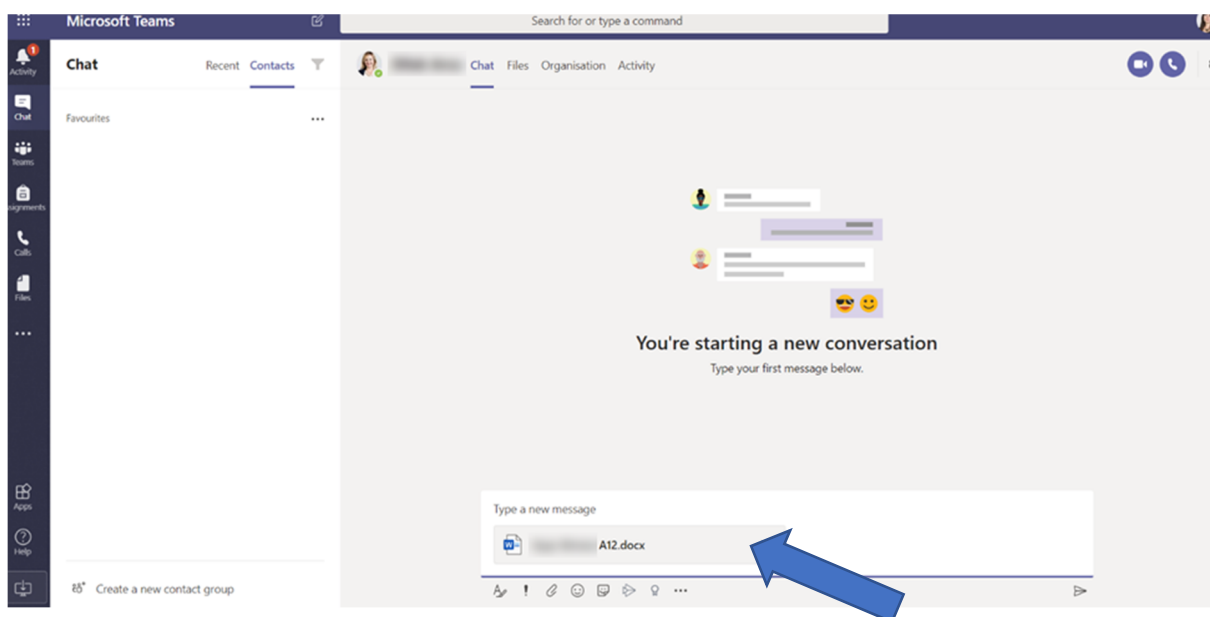
Then your comments will be inserted to the related tabs like this:



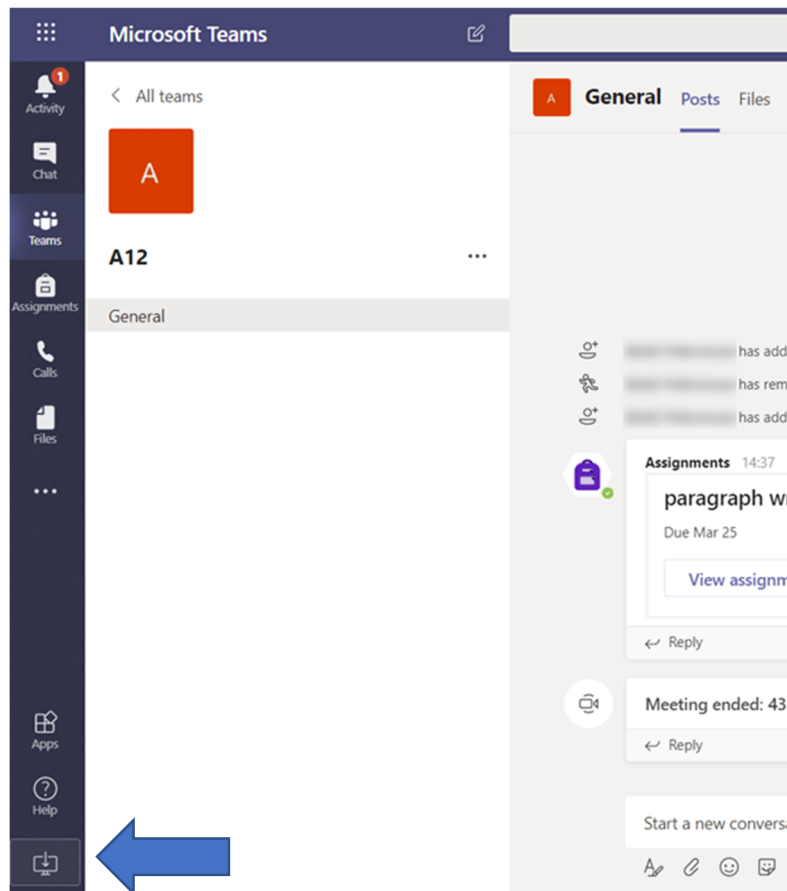
*If these assignments are shared among class files, then they will be anonymous and all the members of the same class can see these and you all can work on the same document and can use them to learn from common errors. If your students want to get their feedback privately, they may need to send the documents as messages.



In order to do this, they need to choose their teacher and compose a new message and send it:



In order to use this programme more effectively, you can download the application by clicking on the icon at the bottom of the page, on the lower left-hand corner;



Once you do this, it will download a setup exe and create a shortcut on your desktop. And the good news is that to do this you do not need to contact the IT department. You already have permission to download this on your business computers.

*What your students will do is quite simple. Since you have already registered them to their respective classes, they will just sign in to the system and here is how they will do it: they will follow the same steps as you.

Go to the webpage:

<https://teams.microsoft.com>

Sign in to the system through their Yaşar email address and their password.:

e.g.

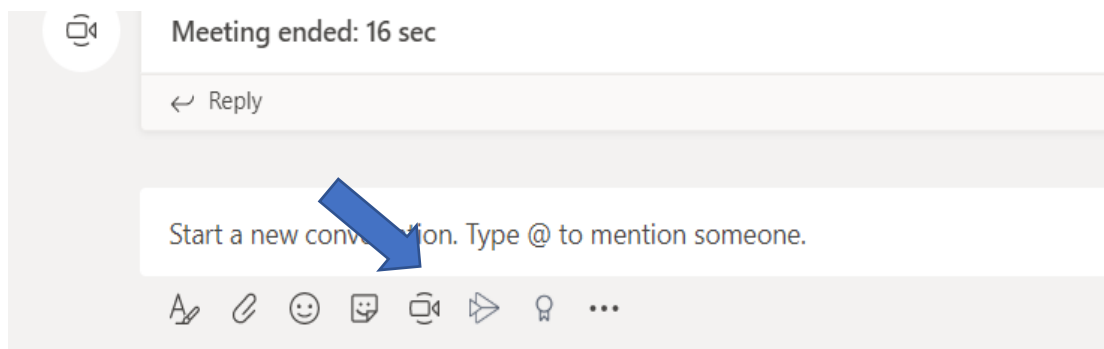
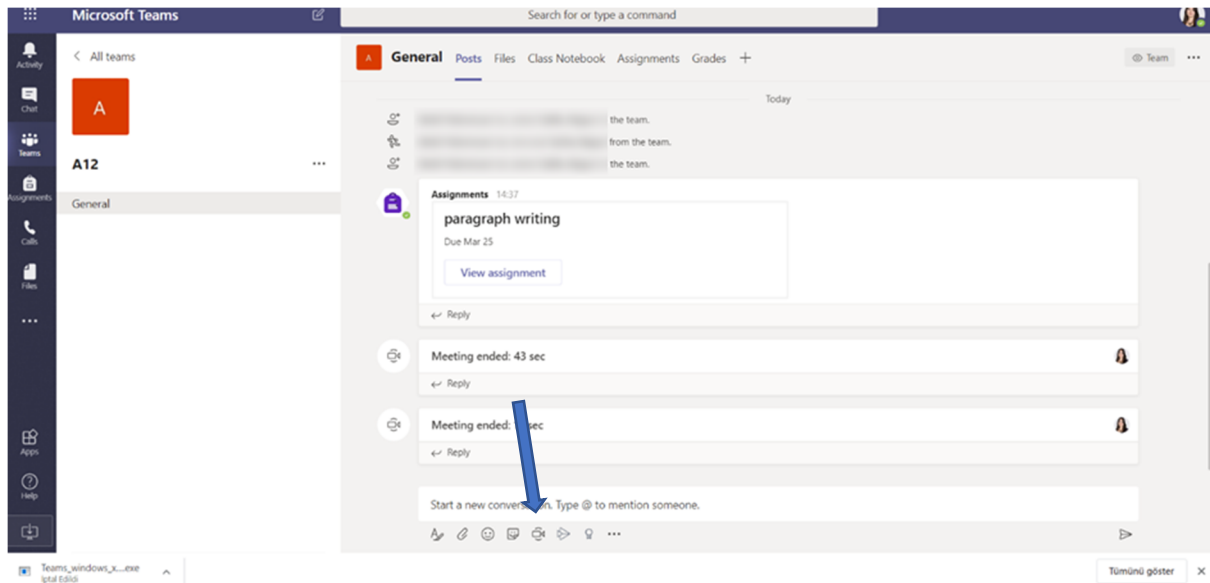
Your username: name.surname@stu.yasar.edu.tr

Password: their Turkish ID number or their OBS password

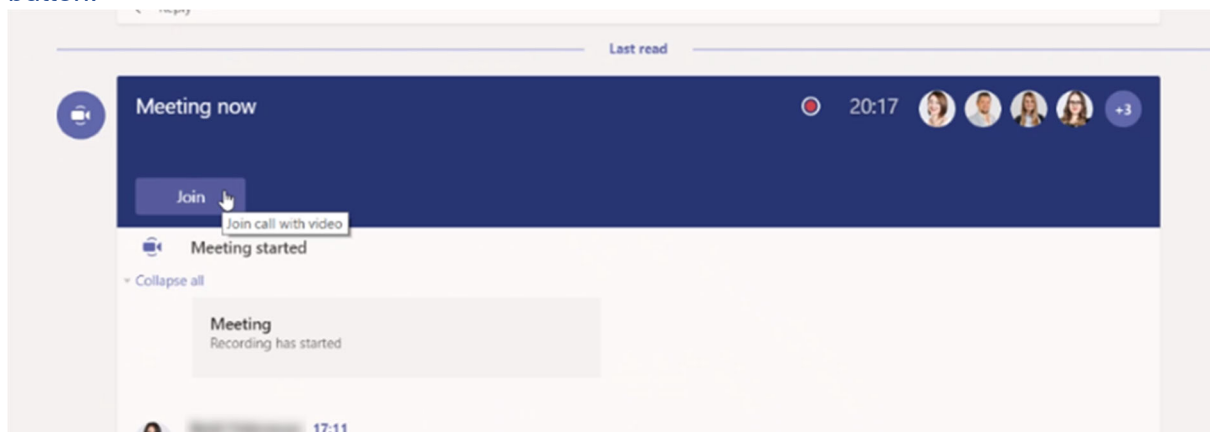
(If they have signed in before, this will be their OBS number. And be careful, the domain part of the e-mail is "stu.yasar.edu.tr")

Step 3: Starting a live session:

Let's look at how you are going to start your class online. On the main page ("posts" section), where you write your posts, you will see a camera icon.

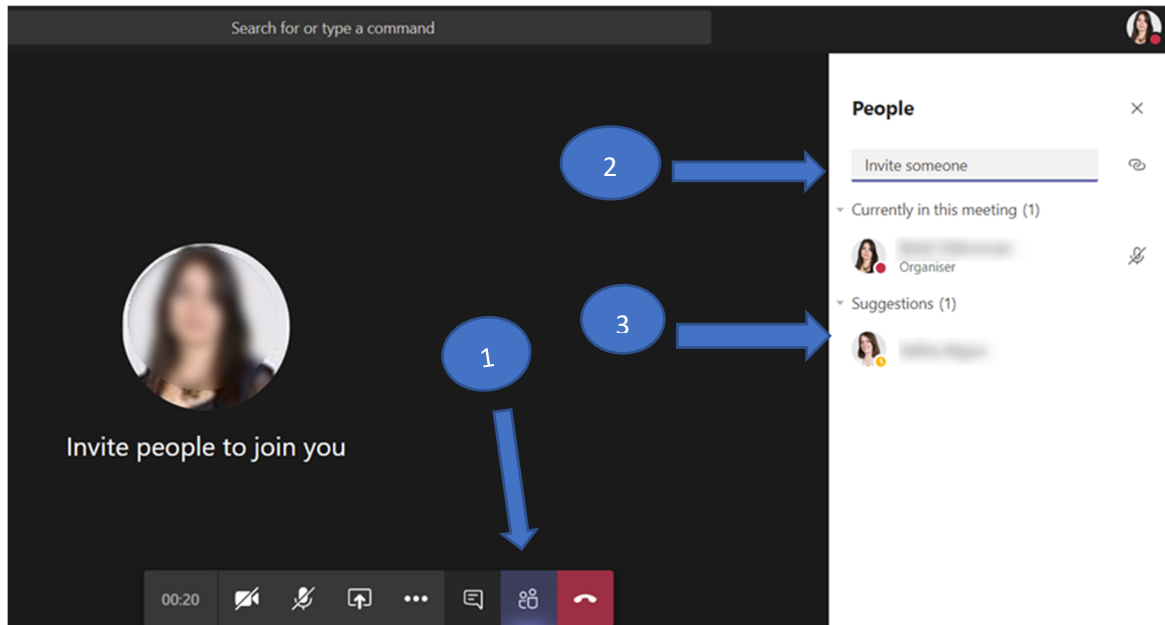


To start a live session, you can click on this. Students will join you by clicking on the join button:

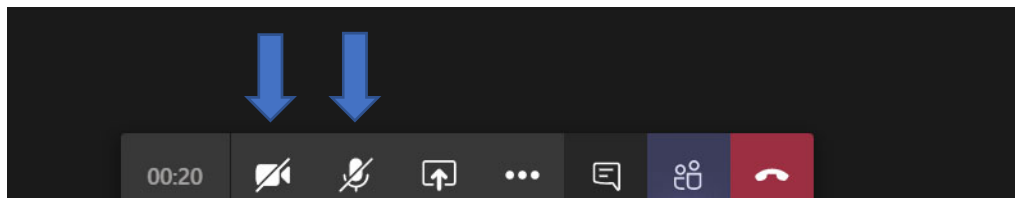


*If some of them are late for the lesson, they can join later by clicking on this button, too.

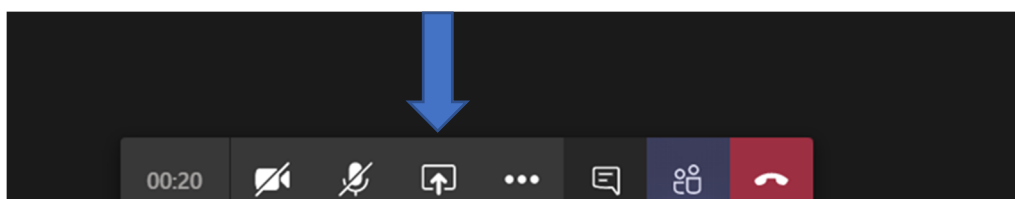
If some students are disconnected, you need to click on participants icon (1) and on the right, it opens a new tab which says: “people”. There, you can type their names in the search bar: “invite people” and call them (2). There is also a *suggestions* list, when you click on the members of the group. Once you choose the group member, it automatically calls them (3).



Do not forget to turn on your webcam and make sure your microphone is not muted when you talk. You can do this simply by clicking on the respective icons as illustrated below:

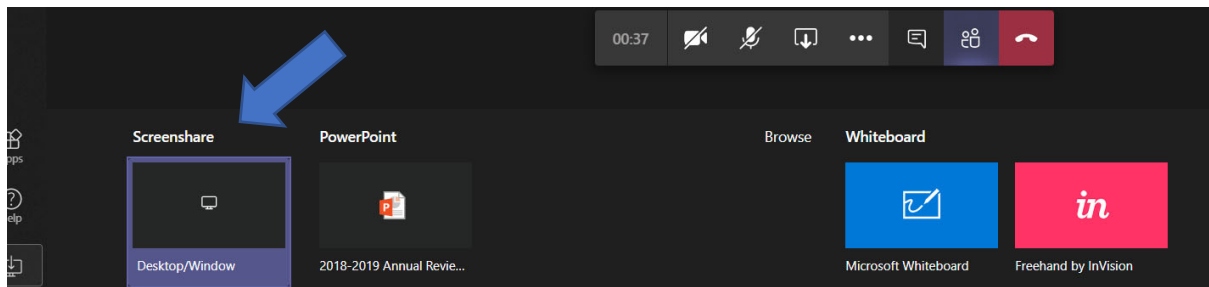


Another important thing is that when you are teaching, you will need to share your screen with your students, and this is possible through the icon shown below:



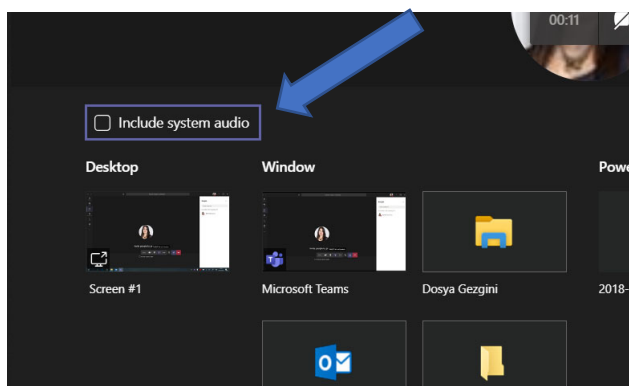
By clicking on this icon, you will be able to share your desktop with your students.

Here is how it looks:



Now you're ready to start. Almost. 😊

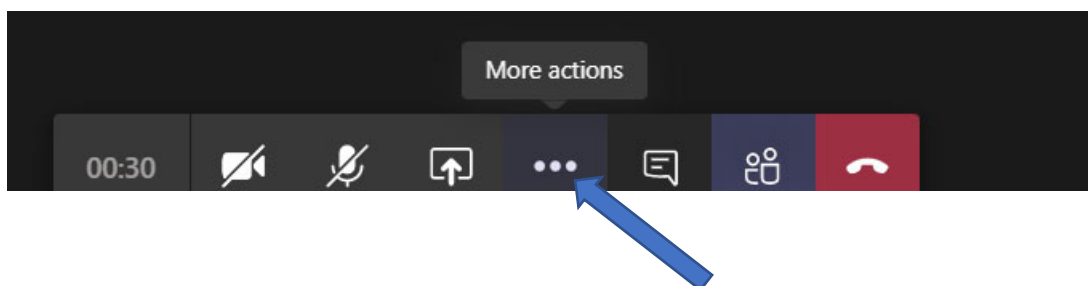
If you are going to have a live listening session with your students on that day, make sure you tick/check the "include system audio" box before you share your desktop with them. Otherwise, your students cannot hear the recording you play.



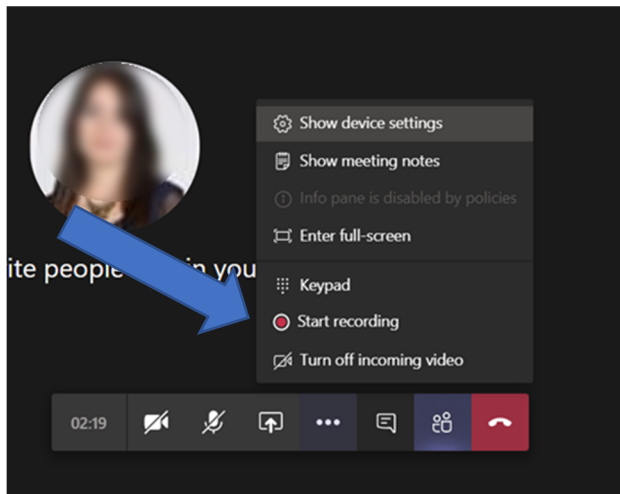
When you want to stop sharing your screen with them, you can do this simply by clicking on the same icon again.

There is one more thing:

When you start teaching, you need to record your session. To do this you need to click on the three-dot icon as shown below:



Then select: "Start recording"



When you end the live session, the recording automatically stops and then it is also automatically shared on the class homepage.

I hope you enjoy your live sessions. Wishing you fruitful days ahead!!! 😊