

Microsoft Teams Lecturer-Student Collaboration Setup

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Microsoft Teams Lecturer-Student Collaboration Setup

For CET Lecturers

Refer to the following steps to configure Microsoft Teams to create a new Teams channel and add students into the channel to enable collaboration.

1. Create a new private channel:

Go to the team you want to create the private channel for, and then select **More options > Add channel**.

Enter a name and description for your channel.

Under **Privacy**, select the down arrow on the right, and then choose **Private – Specific teammates have access**.

Select **Create** to add the private channel to the team.

Create a channel for "Sales and Marketing" team

Channel name
Letters, numbers, and spaces are allowed

Description (optional)
Help others find the right channel by providing a description

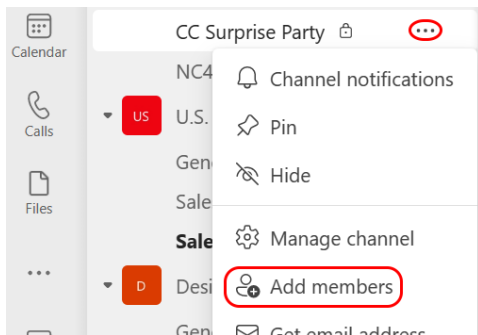
Privacy
Private - Specific teammates have access ✓
Standard - Everyone on the team has access
Private - Specific teammates have access ✓

2. Add members (adding students) into the channel created.

Take note that when adding students into the channel, be sure to input the full Student UPN in the format : NNNNNNNC@polite.edu.sg. Students will be added to IHL tenant as guest user.

As a private channel owner, you can add or remove members and edit private channel settings. Each person you add must first be a member of the team.

The simplest way to add members of your team to a private channel is to go to the private channel name and select **More options > Add Members**. This opens a menu that lets you search for and add new members, as well as set their roles. When you're ready, select **Close**. Members may now post messages in the private channel.



Alternatively, you can go to the private channel name and select **More options > Manage channel**, then use the **Members** tab to add or remove members and assign roles. Your private channel can have multiple owners and up to 250 members. The **Settings** tab lets you choose exactly what members are allowed to do.

3. Inform CET students using students' personal email that Teams channel has been created.
4. You can now Share files/videos to students who are in the channel.

Manage private channel creation:

As a team owner, you can turn on or turn off the ability for members to create channels. To see and change this option, go to the **Settings** tab for the team.

Edit, delete, hide, or leave a channel:

Select **More options ... next to the channel name**. Then use the menu to edit, delete, hide, or leave the channel.

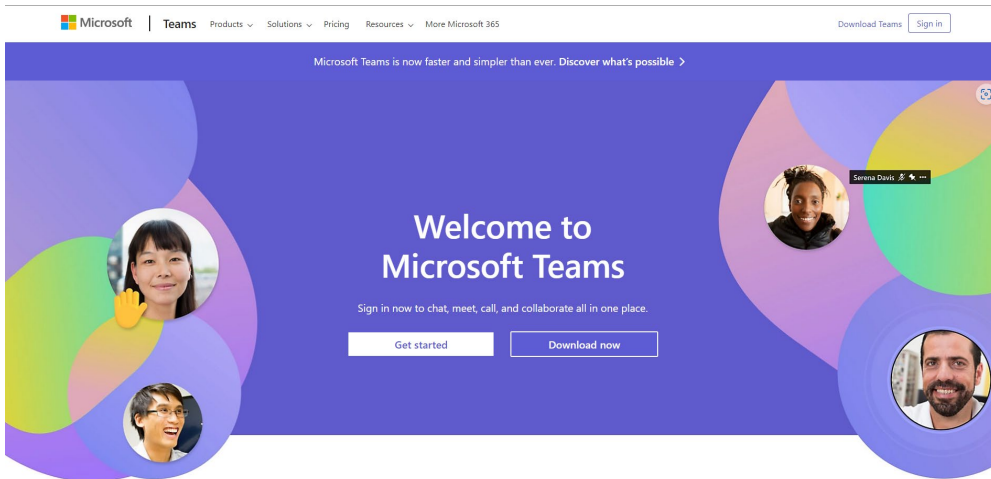
Note: Team owners decide which team members can delete channels.

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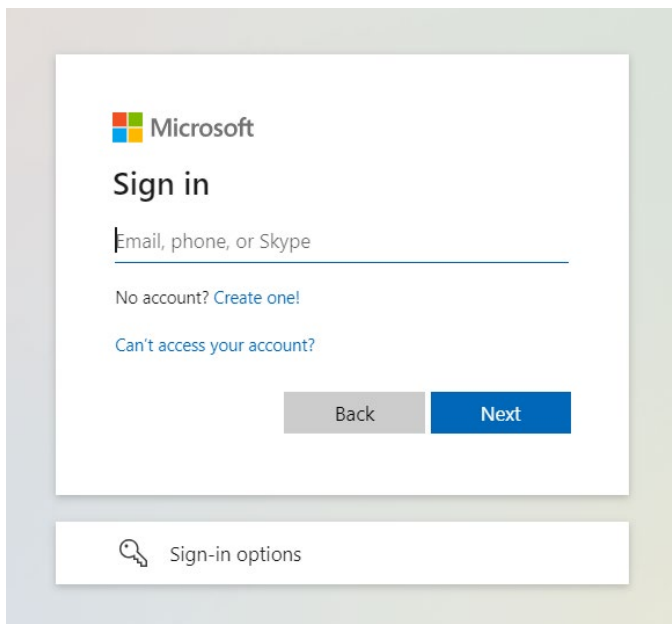
For CET Students

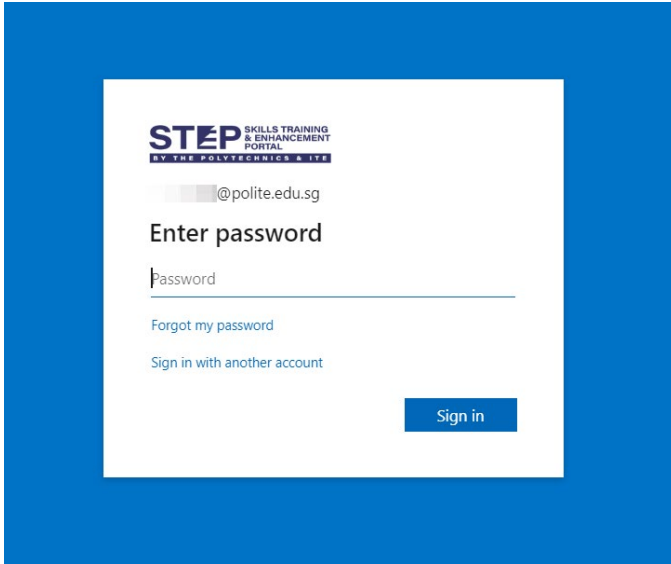
Refer to the following steps to access Teams channel.

1. Access Microsoft Teams website at your browser: <https://www.microsoft.com/en-us/microsoft-teams/log-in>
2. You should see the following web page

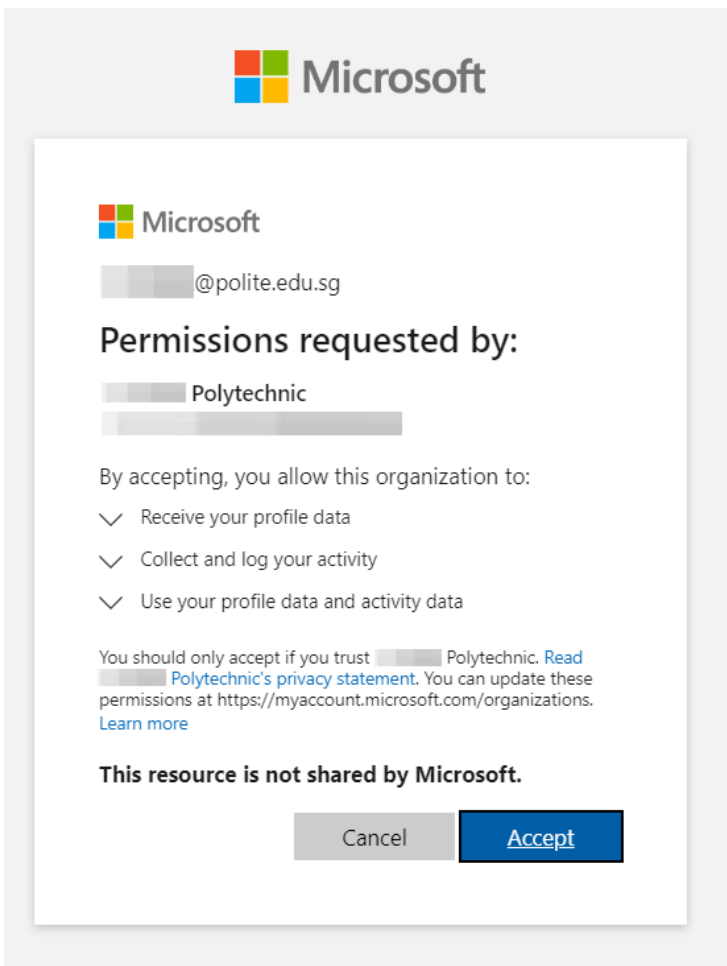


3. Select Sign in. Enter your Student ID: NNNNNNNC@polite.edu.sg, click Next.
4. Enter password and select Sign in.

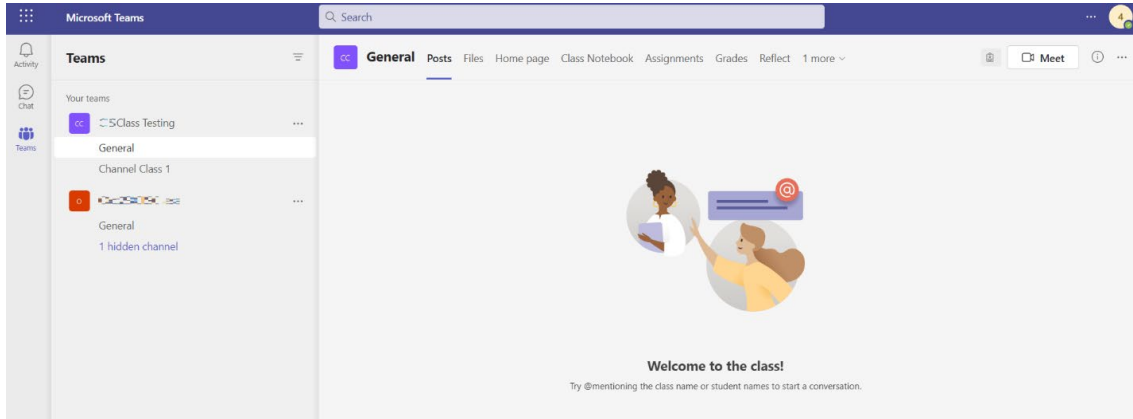




5. Note that when you first sign in using your student account, you need to accept the policy from the respective IHL that you are taking courses with.

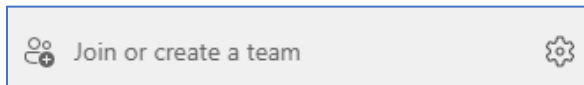


6. Upon successful sign in, ensure that you are in the right IHL profile. Otherwise, switch your profile to the respective IHL profile. Upon switching to the IHL teams, you will see the relevant Teams channel that you have access to.
7. Please reach out to your lecturer if you require access to Teams channel for your class.

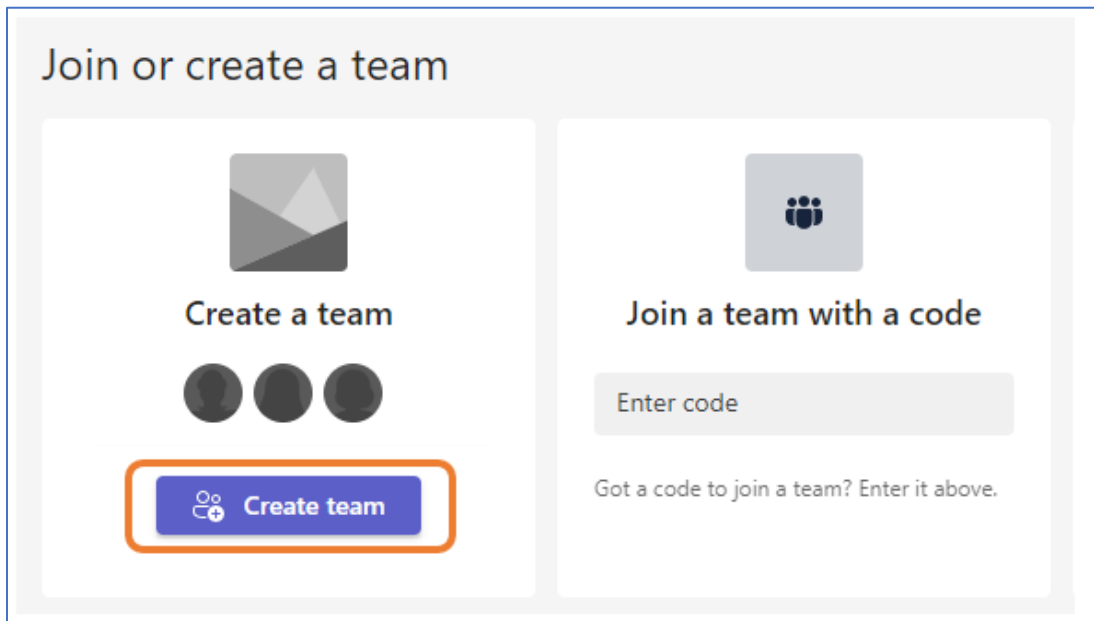


To setup TEAMS with CET students - for Lecturers





1. Please create a Teams



2. Please click on Create team.



3. Please choose “Professional Learning Community (PLC)”, “Staff”, “Other”

 <p>Class Discussions, group projects, assignments</p> <p>Cannot create shared channel</p>	 <p>Professional Learning Community (PLC) Educator working group</p>	 <p>Staff School administration and development</p>	 <p>Other Clubs, study groups, after school activities</p>
Can create shared channel			

4. Please fill in your Team name

Create your team

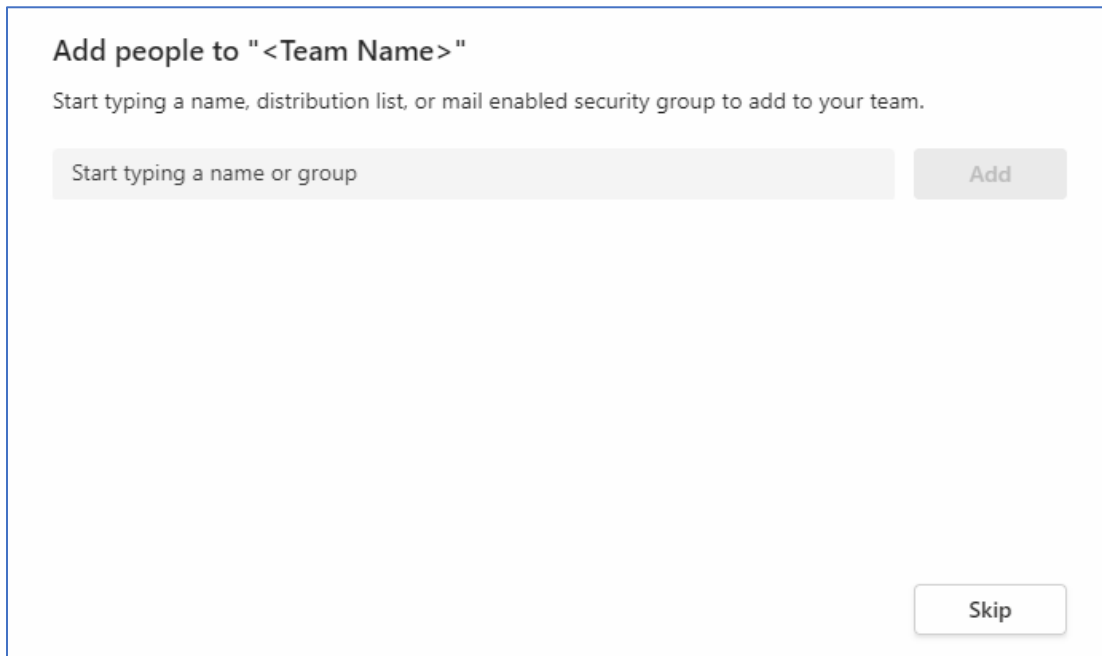
Educators work together on shared goals or professional development. Each PLC team allows you to organize materials, collaborate, and access a OneNote notebook populated with templates for common PLC tasks.

Name

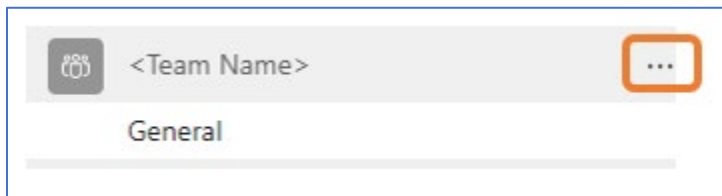
Description (optional)

Privacy

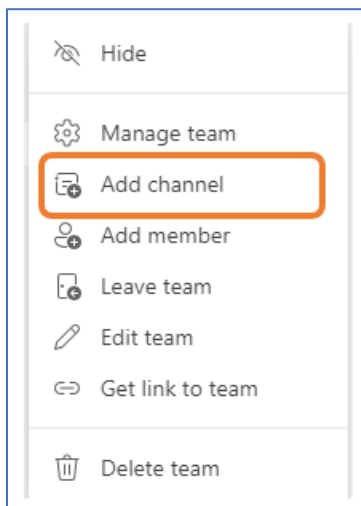
- Please add in your TEAMS members, **you do not need to include CET students at this point.**



- Click on your "..."



- Click on add channel.



8. Please choose "Shared – People you choose from your org or other orgs have access"
If you do not see a shared channel option, please scroll down below to Annex to clear TEAMs cache.

Create a channel for "<Team Name>" team

Channel name
Letters, numbers, and spaces are allowed

Description (optional)
Help others find the right channel by providing a description

Privacy
Shared - People you choose from your org or other orgs have access

Share this channel with everyone on the team

Cancel Create

9. Please key in CET students ID, e.g. nnnnnnC@polite.edu.sg

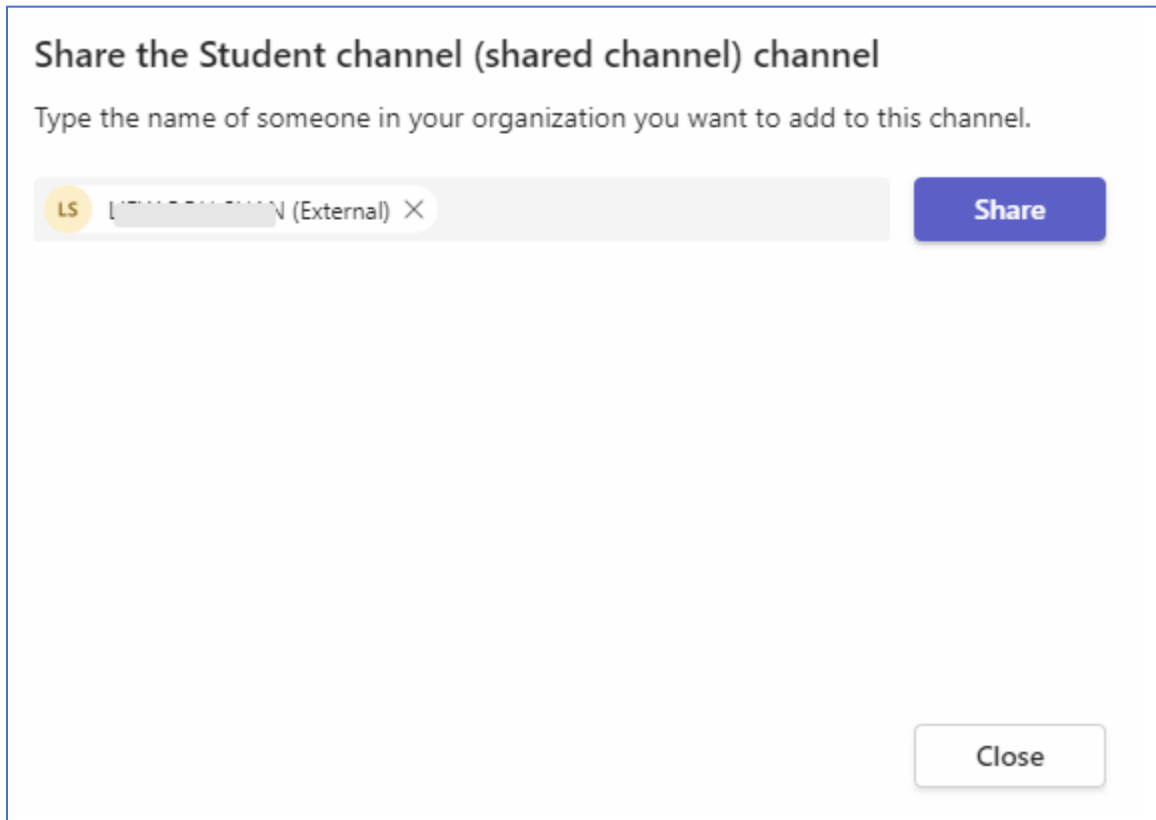
Share the Student channel (shared channel) channel

Type the name of someone in your organization you want to add to this channel.

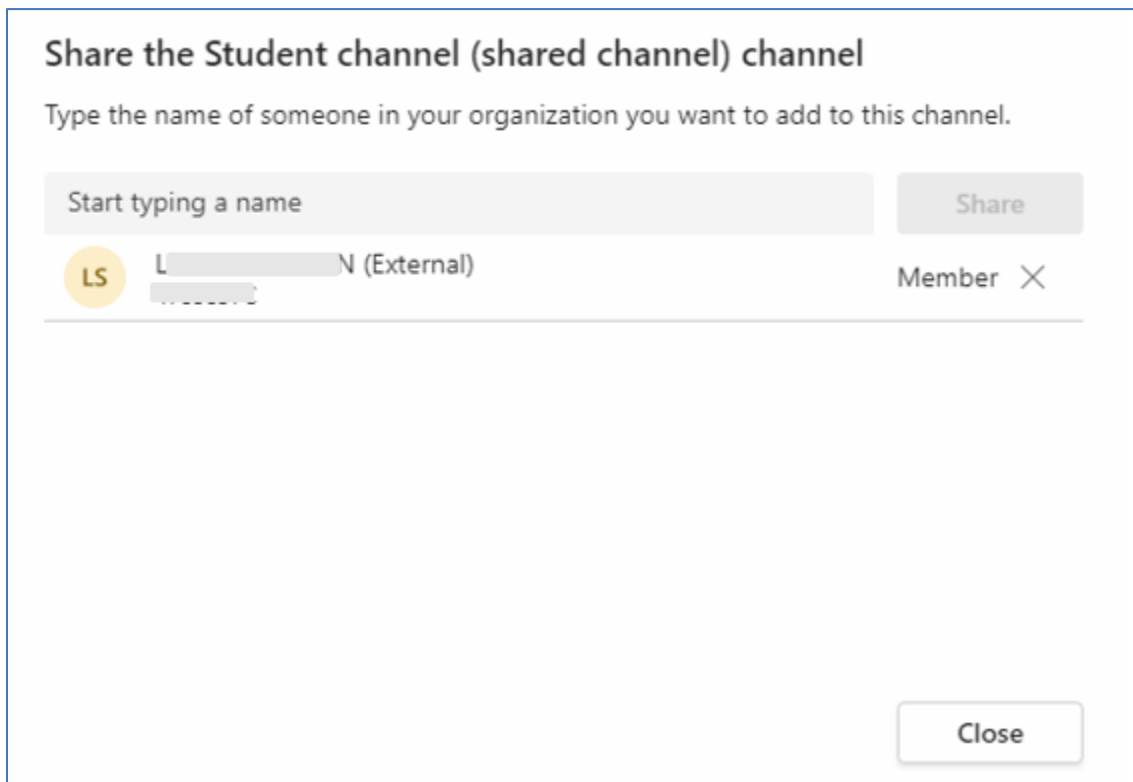
nnnnnnC@polite.edu.sg Share

Close

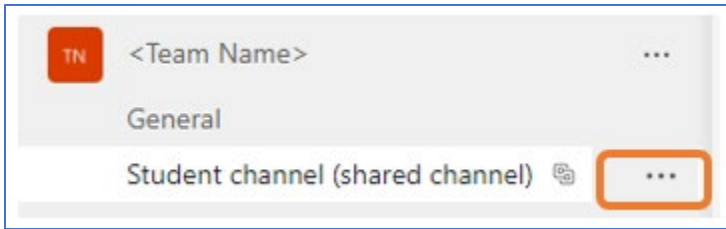
10. After clicking “Share”, you will see the following screen.



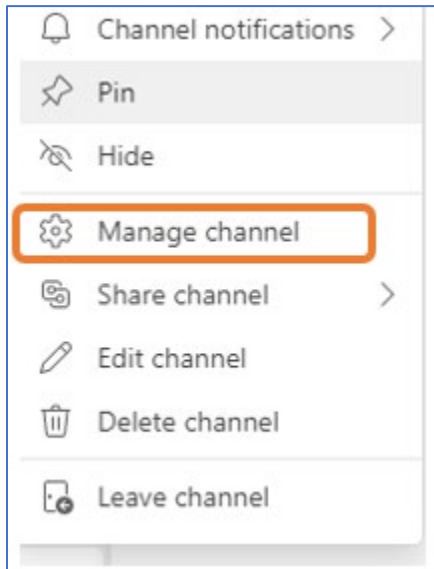
11. Click “Share” and click close once you are done.



12. To check on the members, please click on the “...” beside the shared channel



13. Click on “Manage Channel”



14. You should see the CET Students under members.



Annex A - Clear Teams Cache

Clear Teams cache in Windows

1. If Teams is still running, right-click the Teams icon in the taskbar, and then select **Quit**.
2. Open the **Run** dialog box by pressing the Windows logo key **+R**.
3. In the **Run** dialog box, enter `%appdata%\Microsoft\Teams`, and then select **OK**.
4. Delete all files and folders in the `%appdata%\Microsoft\Teams` directory.
5. Restart Teams.

Clear Teams cache in macOS

1. If Teams is still running, right-click the Teams icon in the dock, and then select **Quit**, or press Command (⌘)-Q.
2. In the **Finder**, open the /Applications/Utilities folder, and then double-click **Terminal**.
3. Enter the following command, and then press Return:

```
rm -r ~/Library/Application\ Support/Microsoft/Teams
```

4. Restart Teams.