

In english

How to attend a video lecture

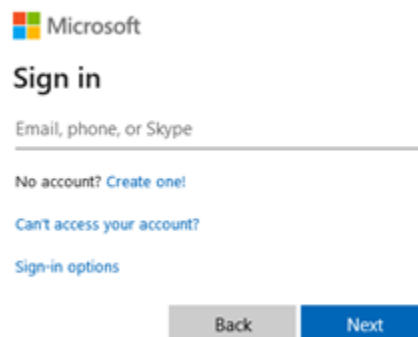
MS Teams is used for broadcasting lectures. It can be found at <https://office365.vu.it/>. From there we can also download it.

MS Teams can also be accessed via a web browser or you can install the MS Teams app to your computer or other device.

Broadcasting of lectures

Connecting to MS Office365

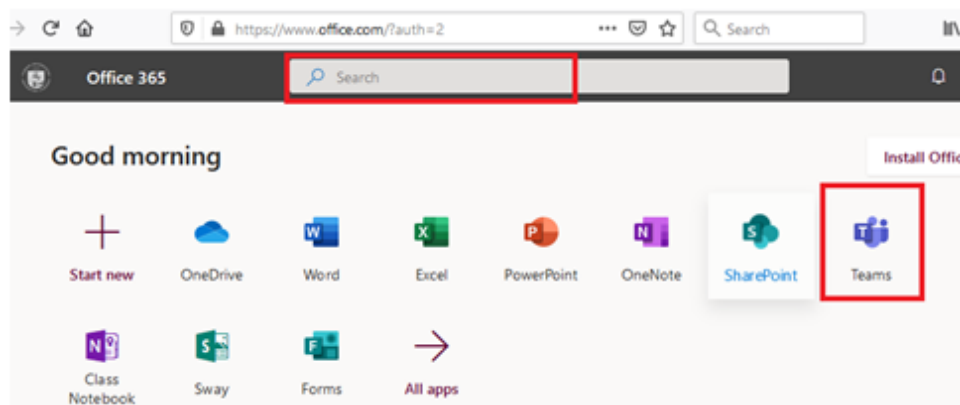
Log in to <https://office365.vu.it/>. To enter your VU MS office account you need to enter your VU e-mail address in the window.



You will be redirected to VU login window where you have to login by entering your login and password.

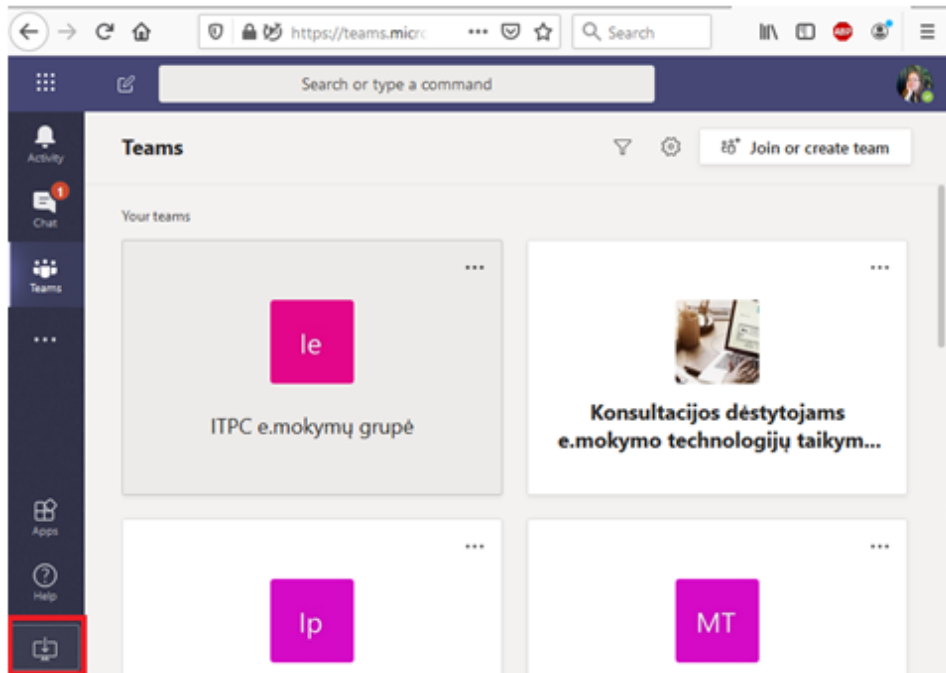


You can find MS Teams either among the gadgets offered or you can find it by typing a name in the search box:

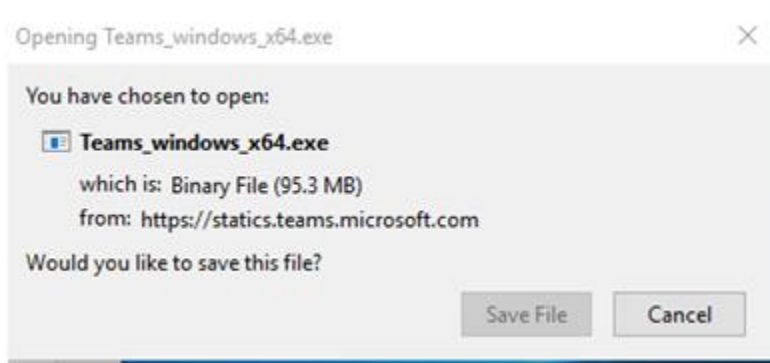


Downloading Desktop MS Teams application to your PC

MS Teams can be used in a browser or installed on your computer. Installation can be done by clicking on MS Teams browser window:



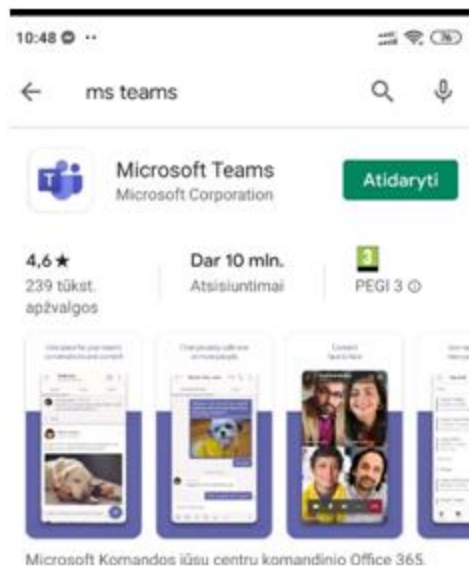
Click Save File and once the file is saved, run it. The installation of MS Teams is completed quickly and once you log in to your VU account the application can be used.



Using MS Teams: browser, PC, mobile devices

MS Teams can be used in a browser, but not all browsers support video chat. If a feature is not available in your browser, you will be prompted to install MS Teams on your computer.

MS Teams can also be installed and used on mobile devices. It can be found and installed just like any other application. On Android devices, typing in MS Teams in the Google Play App Search box finds it and it can be installed.

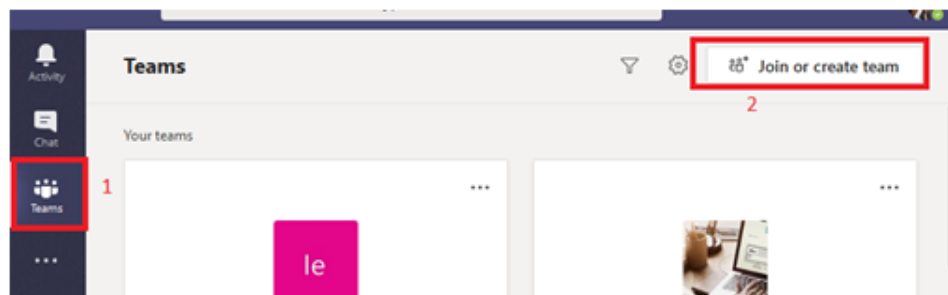


In the picture window app is already installed. If the app is not installed, the "Open" button will be replaced by the "Install" button.

Joining the team

All work in MS Teams is organized in teams. One person can have / belong to as many teams as needed. The team may or may not have other members.

For a complete list of teams you belong, click the Teams button (1).



If a student is enrolled in a team by teachers assignment, the student will receive an email to his/her VU mailbox about joining the team.

Students can be provided with a team code - a combination of numbers and letters - to help students log in themselves. The teacher can send them the code by simple email or inform them via VLE: post a message in a forum or instant message.

Video lecture

Joining a video lecture

When any activity starts, the team member sees information about it in the feed. Once the lecturer starts the lecture, the student can join in at any time by pressing the Join button.

Joining a video lecture:



Activity in video lecture

When you join a video lecture, a toolbar becomes available that allows you to perform various actions:



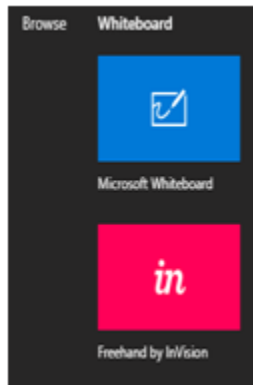
Clicking on the camera allows you to turn off your web camera so that you are not seen on the screen;



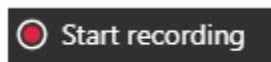
Clicking on the microphone will mute your sound. It is advised to use this feature when the lecturer or if one of the other students is giving a presentation so that the sounds you make or around you do not disturb the speaker.



Clicking Share allows you to share another application, for example. MS PowerPoint presentation, drawing software, etc. If you would like to share another application, it is recommended that you open it before clicking Share as this will make it one of the available choices.



More actions:



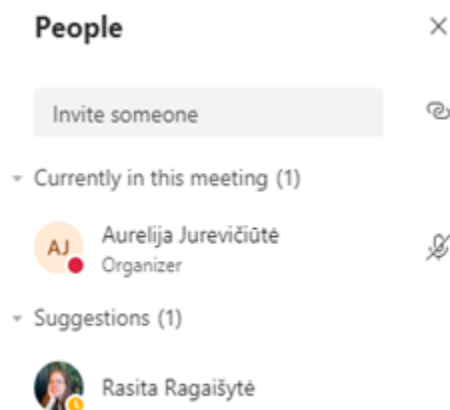
Start recording a conversation / lecture. The recording is done one for all team, not for person. The video is stopped by the Stop recording button that appears in the same location.



Correspondence / conversation between participants. This is a very useful feature for those who want to say something but do not have a microphone. Anyone in the conversation will be able to see the comments.



Press to see who is attending the video lecture



Ends participation in the lecture.