

Microsoft Teams

Priručnik za nastavnike





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Uvod

Microsoft Teams alat je za komunikaciju i kolaboraciju nastao evolucijom Microsoft Skype for Business alata. Dio je Office 365 pretplate i uključuje mogućnosti održavanja video sastanaka, slanje tekstualnih poruka, dijeljenje podataka.

Pristup

Pristupite prijavi putem Office 365 portala na https://www.office.com/

Odaberite Sign in



Unesite Vaše AAI@EduHr korisničko ime s @vvg.hr



Ponovno unesite AAI@EduHr korisničko ime i lozinku

	@EduHr
Korisnička oznaka	
korisnickoime@vvg.hr	
Zaporka	
•••••	
Prijavi se	Pomoć
Autentikacijska i autorizaci visokog obrazovanja	jska infrastruktura znanosti i u Republici Hrvatskoj

Na početnoj stranici odaberite Teams



Preuzimanje

Microsoft Teams možete preuzeti i na sljedećoj poveznici kao desktop ili mobilnu aplikaciju <u>https://teams.microsoft.com/downloads</u>



Kreiranje timova i kanala

Komunikacija i dijeljenje sadržaja odvija se u timovima tj. u kanalima unutar tima. Tim možete sami kreirati i u njega dodati članove.



Da bi kreirali svoj tim odaberite Teams -> Join or create team -> Create team





Odaberite vrstu tima koji želite kreirati, preporuka je odabrati Class.

Na idućem koraku dodijelite naziv timu, preporuka da to bude naziv predmeta.

Teachers are owners of class create assignments and quiz notes in Class Notebook.	teams and students participate zes, record student feedback, ar	as members. Each class tea nd give your students a priv	am allows you t vate space for
Name			
Predmet			\odot
Description (optional)			
Description (optional)			

U ovom koraku dodajete studente u tim. Upišite imena studenata koje želite dodati zatim odaberite Add.

idents Teachers			
Search for students		A	dd

Studente u predmet možete dodati i generiranjem koda, s kojim se studenti mogu sami prijaviti u predmet. Potrebno je kliknuti na tri točkice pored naziva predmeta, te iz izbornika odabrati **Manage team**.



U izborniku odabrati opciju Settings, te generirati Team code.

Taj kod možete objaviti unutar predmeta na Gaudeamus, ili na Pretincu uz napomenu da se studenti moraju s tim kodom prijaviti na Vaš predmet.

	Microsoft Teams	Ľ	Search or type a command
Activity	< All teams		Predmet ···
Chat			Members Pending Requests Channels Settings Apps 1 more ~
Teams	Product		
â	Predmet		Team theme Pick a theme
asignments	General		Member permissions Enable channel creation, adding apps, and more
E* Calendar	Prva lekcija		
			Guest permissions Enable channel creation
			@mentions Choose who can use @team and @channel mentions
H Apps			Team code Share this code so people can join the team directly - you won't get join requests
() Help			Generate Note: Guests won't be able to join with a team code
¢			

Odabirom na **Dodatne mogućnosti** (••••) možete upravljati timom, dodavati kanale ili člana.

	Ľ	Search or	r type a command			MB
L. Activity	Teams			\mathbb{Y}	ŝ	ະບໍ ⁺ Join or create team
E Chat	Your teams					
Teams		P Predmet	Hide Manage team Add channel dd member Add member Leave the team			
Apps PHelp	Hidden teams		 Edit team Get link to team Manage tags Delete the team 			

Svaki tim prilikom otvaranja ima zadani kanal **General**. Taj se kanal koristi kod objave informacija koje su potrebne cijelom timu.

Ako želite stvoriti novi kanal za neki projekt, temu ili dio gradiva:

- Odaberite Dodatne mogućnosti pokraj naziva tima (***)
- Odaberite Add channel
- Unesite naziv i opis kanala.

* * * * * * * * *			Search or type a command			MP
Q Activity	Tear	ns	Create a channel for "Predmet" team		j ⁺ Join or create team	
		eams	Channel name			
			Prva lekcija	\odot		
Teams			Description (optional)			
5 ssignments			Help others find the right channel by providing a description			
			Privacy			
			Standard - Accessible to everyone on the team \sim	1		
			Automatically show this channel in everyone's channel list			
		n teams				
			Cancel Add	d		
		- الك				

Dodavanje datoteka

Dodati datoteke s računala možete odabirom na kanal unutar tima, zatim **Files** -> **Upload**.

	Microsoft Teams	Ľ	Search or type a command		MB
L.Activity	< All teams		P Prva lekcija Posts Files Notes +		لد ^م
E Chat	Р		+ New ∨ ↑ Upload ∨ ♀ Sync � Copy	link	\equiv All Documents $ \smallsetminus $
Teams	Predmet	•••	Prva lekcija		Î
Assignments	General		🗋 Name 🗸	Modified $\downarrow \lor$	Modified By \vee
	Prva lekcija				
? Help					
÷			Drag files	here	

Pokretanje video/audio sastanka

Odabirom Meet možete pokrenuti video ili audio sastanak.

Odaberite **Meet now** ako želite odmah započeti sastanak ili zakazati sastanak u neko drugo vrijeme odabirom **Schedule a meeting**.

< All teams	PR General Posts Files +	□1 Meet ~ (i) …
PR	_	□ Meet now Schedule a meeting
Predmet	Welcome to Dredmet	
Home page	welcome to Predmet	
Class Notebook	Choose where you want to start	
Assignments		
Grades		
Reflect		
Insights		
Channels	~	
General	Upload Class Materials Set up Class Notebo	ook
	☐ New conversation	

Ako ste odabrali **Schedule a meeting** unutar željenog kanala potrebno je postaviti vrijeme početka i završetka predavanja te naziv predavanja i zatim odabrati **Send** kako bi obavijestili sve studente na predmetu o kreiranom video predavanju.

	Micros	oft Teams	2	Search or type a	command					MP
Activity	Ē	New meeting Details	Scheduling Assistant					Send	Close	
Chat:	Time	zone: (UTC+01:00) Sarajevo,	Skopje, Warsaw, Zagre	b V			•			
tearrs	0	Add title								
asigrements	ţ	Add required attendees				+ Optional				
	Ē	Mar 14, 2020	4:30 PM \rightarrow \rightarrow	Mar 14, 2020	5:00 PM 🔍	30m 🗨	All day			
	Ø	Does not repeat \sim								
		P Predmet > Prva lek	cija							
₿ Apps	0	Add location								
(?) Help	Ξï	B I ⊻ S∣∀	ѓ <u>А</u> "A Paragr	$aph \lor = \underline{T}_{\mathbf{x}} \in \mathbb{R}$	≞ ⊫ ∣≡∣,,	⊚ …				
¢		Type details for this new n	neeting							

Meetingu možete pristupiti par minuta prije početka odabirom kao na slici niže.

	Microsoft Teams	e		Search or type a command		MP
Activity	< All teams		P Prv	va lekcija Posts Files Notes +	(1) Te	sam •••
Chut	Р		â	This message has been deleted. Undo		
				← Reply		
â	Predmet		MP	Mijo Pesic 4:26 PM Scheduled a meeting		
asignments	General			Prva Lekcija		
	Ртуа Тексіја			Saturday, March 14, 2020 @ 4:30 PM		
				← nepy		
⊞ Apps						
?						
Help				Start a new conversation. Type @ to mention someone.		
¢				A≠ ℓ ⊕ @ ₽ ₫ ▷ ♀ …	⊳	

Zatim odaberite Join kako bi pristupili zakazanom Mettingu.

	Micros	oft Teams	ß	Search or type	a command			MB.
Activity	Ē	Prva Lekcija Chat	Details Scheduling	Assistant Meeting note	s Whiteboard	I	Join	Close
Chut	× c	ancel meeting Time	zone: (UTC+01:00) S	arajevo, Skopje, Warsaw, Za	greb Meeting opti	ions	Tracking	
i i i i i i i i i i i i i i i i i i i	Ø	Prva Lekcija					Mijo Pesic Organizer	
B Assignments	°10	Add required attendee	55		•	Optional		
	Ē	Mar 14. 2020	4:30 PM 🗸 -	Har 14, 2020	5:00 PM \vee 30m	 All day 		
	Ø	Does not repeat V						
		P Predmet > Prva	a lekcija					
∰ Apps	0	Add location						
(?) Help		B <i>I</i> ⊻ S	A V	Paragraph \lor $\underline{\mathcal{I}}_{H}$ \Leftarrow	⊨ ⊟ ⊨∣,,	©		
÷						ĺ.		

Odabirom **Copy link** ili desnim klikom **Click here to join the meeting > Copy link** možete kopirati poveznicu za pridruživanje kreiranom sastanku.

Sastanku se mogu pridružiti ostali sudionici i uz **Meeting ID** i **Passcode** koji dobijete prilikom kreiranja sastanka.

	Prva Lekcija Chat Details Scheduling Assistant Attendance Breakout rooms	Join Close
$\times c$	ancel meeting 🛛 🖙 Copy link 🗸 Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb 🛛 …	Tracking
Ŀ	02.11.2022. 13:00 \checkmark \rightarrow 02.11.2022. 15:00 \checkmark 2h \bullet All day	
¢	Does not repeat V	
=	Predmet > General	
0	Add location	
	B I \bigcup S \forall A ∧ A Paragraph ∨ Ab $\overleftarrow{=}$ $\overleftarrow{=}$ $\overleftarrow{=}$ \ddagger 99 $\textcircled{=}$ $\overleftarrow{=}$ …	
-	Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meetine Meeting ID: 344 574 261 14 Passcode: igTa6m Download Teams Join on the web Learn More Meeting options	

Upravljanje sastankom

Kako bi prikazali prezentaciju ili radnu površinu odaberite Share kao na slici niže.

Za otvaranje prezentacije odaberete **Browse my computer** i odaberite prezentaciju. Za prikaz radne površine odaberete **Screen**.



Za snimanje predavanja odaberite Dodatne mogućnosti (----) -> Start recording.

Za prekid snimanja predavanja odaberite Dodatne mogućnosti (....) -> Stop recording.



Kako bi pristupili snimljenom videu odaberite **Dodatne mogućnosti (····)** -> **Open** ili klikom na video, zatim se otvara Internet preglednik gdje je potrebno upisati Vaše **AAI@EduHr** podatke.

P Predmet …	
Home page	
Class Notebook	Upload Class Materials Set up Class Notebook
Assignments	
Pofloct	Today
Insights	Mijo Pešić 12:46 Scheduled a meeting
Channels	Prva Lekcija
General	8 replies from you
	Meeting Meeting Recorded by: So Open This recording is set to expire. View or chang So Get link meeting Image: Comparison of the set of

Odabirom na Files > Dodatne mogućnosti (••••) možete upravljati snimljenim videom, te ga možete pokrenuti klikom na video.

< All teams	P General Posts Files			🗅 Meet 🗸
Р	🕂 New 🗸 🗄 Edit in grid view 🖻 Share	📀 Copy link 🛛 …	imes 1 selected	\equiv All Documents \lor \forall \bigcirc
	Documents > General > Recordings			
Predmet	⊘ □ Name ∨	Modified \vee	Modified By \sim	$+$ Add column \vee
Home page	⊘ ▶ ² Prva Lekcija-20221102_143656	Preview	lijo Pešić	
Class Notebook		Share		
Assignments		Copy link		
Reflect		Manage access		
Insights		Davaland		
		Download		
Channels		Delete		
General		Rename		
		Open in SharePoint		
		Pin to top		
		Move to		
		Copy to		
		More	>	
		Details		

Za preuzimanje liste prisutnih studenata odaberite Show participants -> Dodatne mogućnosti (----) -> Download attendance list



Listu prisutnih studenata možete preuzeti i nakon što sastanak završi odabirom na Attendance report.

< All teams	P General Posts Files +	D1 Meet V ()
Р	Today Mijo Pešić 12:46 Scheduled a meeting	
Predmet	Prva Lekcija 2. studenoga 2022. @ 13:00	
Home page	8 replies from you	
Class Notebook	austru:	
Assignments	Meeting Recorded by: Mijo Pešić	
Grades	ni en en 11s	
Reflect	This recording is set to expire. View or change the expiration date	
Insights	here. Learn more	
Channels	Meeting in "General" ended: 2m 1s	
General		
	Attendance report Click here to download attendance report	
	← Reply	
	☑ New conversation	

Upravljanje ulogama

Kako bi onemogućili studentima snimanje predavanja, gašenje mikrofona, upravljanje prezentacijom potrebno je pratiti jedan od dva moguća načina:

- ÷ 😇 Calendar _ ☐ Meet now + New meeting Activity Ξ 🗊 Today < > March 2020 - April 2020 $\, \smallsetminus \,$ \boxminus Work week \lor Chat 30 02 03 31 01 Wednesday Thursday Friday Monday Tuesday Teams ****** alenda 2 PM 3 PM Test E Mijo Pesic 4 PM ₿ Apps ? Help 5 PM
- 1. Unutar kalendara odaberete Meeting koji ste kreirali i zatim Edit.

Zatim odaberite Meeting options

Ø	Test
jo,	Add required attendees + Optional
Ē	Apr 6, 2020 3:00 PM $\ \lor \ \rightarrow$ Apr 6, 2020 3:30 PM $\ \lor \ 30m$ All day
Ø	Does not repeat V
Ē	7 Predmet Test > Test
0	Add location
*=	$\mathbf{B} \underline{I} \underline{\cup} \underline{\ominus} \forall \underline{A} A Paragraph \lor \underline{I}_{x} \mid \underline{\leftarrow} \underline{\leftarrow} \exists \exists 0 \underline{=} \boxplus \mid \cdots$
	Learn more about Teams Meeting options

Pod opcijom Who can present? Odaberite Only me i zatim odaberite Save.

ц <u>і</u>		
Fest		
🖶 March 27, 2020, 10:00 AM - 10:30 AM		
ి Mijo Pesic		
Meeting options		
ho can bypass the lobby?	Everyone	~
/ho can present?	Everyone	~
	Everyone	
	People in my organization	
	Specific people	
	Only me	

2. Drugi način je da kada pokrenete **Meeting** svakom studentu promijenite ulogu u **Attendee**.



Primjer za ispite/kolokvije

Unutar predmeta odaberite Assignments > Create > Quiz

< >		C	Se	arch or type a command
Activity	< All teams		P General Posts Files	Class Notebook Assignments Grades +
E Chat	Р		Upcoming	
Teams	Predmet			
Assignments	General			
E Calendar				
C alls				
4			Assignment	Don't you just love a blank slate?
Files			Quiz	Create your first assignment here.
•••			From existing	
			Create	

Odaberite New Quiz

+ New Quiz	Search	Q
Title	Created on	
	Cancel	Novt

Odaberite Add new i zatim	n odaberite jednu od	ponuđenih opcija.
----------------------------------	----------------------	-------------------

	Questi	ons		Response	S	
2	spit					
+	Add new					
					_	
+	Choice	Abc Text	🖒 Rating	🛗 Date	\sim	

Ako ste odabrali **Choice** možete označiti točan odgovor kako bi se automatski ocijenio i unijeti u polje **Points** broj bodova za to pitanje.

	D	<u>۱</u> (\downarrow
1. Question			
Dption 1			
Option 2			
+ Add option			
Points:) Required	

Ako ste u formu dodali i opciju **Text** možete dodati broj bodova koje nosi to pitanje ali morate odabrati unutar forme **Dodatne mogućnosti (••••)** te isključiti **Show results automatically** kako bi taj dio pitanja mogli Vi ocijeniti.



Pod Date due i Time due odaberite datum i vrijeme do kada studenti mogu predati ispit i zatim Assign.

Pod Points će Vam pisati broj bodova koliko ispit nosi.

Saved: Apr 22, 3:25 PM	Discard	Save	Assign
			ot.
년 All stu	dents		ŝ
Time due			
🖶 11:59 P	м		G
	Saved: Apr 22, 3:25 PM	Saved: Apr 22, 3:25 PM Discard Discard All students Time due 11:59 PM	Saved: Apr 22, 3:25 PM Discard Save

Kada želite ocijeniti studente odaberite kreirani Assignment

P General Posts Files Class Notebook Assignments Grades +	∠ [™] O
Upcoming 🝸	
> Drafts Assigned (3)	
Ispit Due tomorrow at 11:59 PM	1/2 turned in

Odaberite studenta.

K Back Edit assignment	Student view	Export to Excel	Return
Ispit Due tomorrow at 11:59 PM			Open in Forms
To grade (2) Graded (0)		Search studer	nts Q
Name 🔻	Status 🔻	Feedback	/ 5
Pesic, Mijo	✓ Turned in	<u>+</u>]	5

Ocijenite i zatim odaberite **Post scores** kako bi završili s ocjenjivanjem i poslali rezultat studentu.

			Review next
Review: Ispit (Predmet) People Questions			
< Mijo Pesic ~ >	Time to complete: 00:08	Points: 3/10	
1. Question Option 1	×	0 / 5 pts Auto-grades	Delete response Print response Post scores
Option 2 2. Question Odgovor	~	3 / 5 pts	

Primjer za zadatke

Unutar predmeta odaberite Assignments > Create > Assignment



Upišite naslov zadatka, pod Instructions možete opisati zadatak i dodati željenu datoteku pod Attach.

Pod Date due i Time due odaberite datum i vrijeme do kada studenti mogu predati zadatak i zatim Assign.

Pod Points upišite koliko zadatak nosi bodova kako bi mogli ocijeniti.

< All teams	Assignments					ZC
Р	New assignment	Saved: N	lov 2, 3:23 PM	Discard	Sa	Assign
Predmet	Title (required) Zadatak					
Home page	Add category					
Class Notebook	Instructions					
Assignments	₿ 7 U \ \ A \ ≔ \ A \ @ R					
Grades						
Reflect	Litter instructions					
Insights	🖉 Attach 🕂 New 🎛 Apps					
	Points					
Channels	No points					
General	Add rubric					
	Assign to					
	Predmet	Ô	All students	5		୍କ
	Don't assign to students added to this class in the future.	Edit				
	Date due		Time due			
	Thu, Nov 3, 2022		11:59 PM			Ŀ
	Assignment will post immediately with late turn-ins allowe	d. Edit				

Za pregled predanog zadatka odaberite unutar predmeta **Assignments > Assigned** i odaberite kreirani zadatak.

Odaberite studenta.

K Back Edit assignment	Student view	\min Export to Excel	Return	
Zadatak Due tomorrow at 11:59 PM				
To grade (1) Graded (0)		Search stude	nts Q	
Name 🔻	Status v	Feedl	pack	
🗌 MP Pesic, Mijo	✓ Turned in	±		

Odaberite **Dodatne mogućnosti (...) > Open in Teams** kako bi otvorili dokument u Teamsu ili ga možete preuzeti odabirom **Download** te ga možete otvoriti i preko preglednika odabirom **Open online.**

Pod **Points** možete dodijeliti broj bodova studentu.

Pod Feedback možete dodati napomenu, te odaberite Return kako bi student dobio povratnu informaciju.

<	MP	Mijo	Pesic	:	\sim	>
Stude Turne View	ent Wo d in A Histo	ork .pril 22, 2 ry	020 a	t 6:41 PM		
	otr	s.txt			•	••
Feedl	back		ų	Open i	n Teams	
En	ter fe	eedba	1	Open c	online	
			\downarrow	Downlo	bad	
Point	s					
		/ 100				
	Retu	ırn				

Promjena jezika

Odaberite ikonicu u gornjem desnom kutu i zatim odaberite Manage account.



Pod Language > App language odaberite željeni jezik i zatim odaberite Save and restart.

Settings	>
🐼 General	
🕀 Privacy	
🗘 Notifications	Grid List
၀ု Devices	
🕆 Permissions	Application
& Calls	Auto-start application
	Open application in background
	 On close, keep the application running
	 Disable GPU hardware acceleration (requires restarting Teams)
	 Register Teams as the chat app for Office (requires restarting Office applications)
	Language
	Restart application to apply language settings.
	App language determines the date and time format.
	English (United States)
	Keyboard language overrides keyboard shortcuts.
	English (United States)

Podrška

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