

Using Teams Meetings with MyCanvas: Advanced Features and Techniques

Microsoft Teams is a cloud-based platform that allows Team members to chat, meet, call, and collaborate online, regardless of location or device.

Mohawk College is standardizing on the use of one component of Teams- **Teams Meetings**- to provide real-time web conferencing functionality for all courses that require it. The MyCanvas integrations allows users to participate in real-time video conferencing, using features like camera and screen sharing, file sharing, session recording, polling, and more.



This document describes several of the **advanced tools and features** of Teams Meetings. There are other documents in this series, including guides for creating and configuring a Teams Meeting within MyCanvas (2 methods), a Basic Features guide, and a feature comparison with Zoom.

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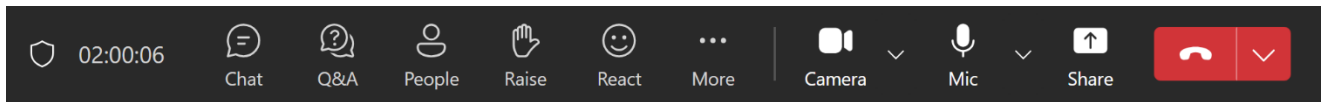
User Roles and Permissions

As the Teacher of a course, you will create Teams Meetings, and be assigned the role of **Organizer**. As the Organizer, you can configure the options for the Meeting. Once in the meeting, other participants can have one of two roles: **Presenter** or **Attendee**. Presenters have a broad range of permissions, while the role of an attendee is more controlled. Often, users who are not in your class or who are joining the meeting using a non-Mohawk account are Attendees. The **Organizer** (you) can upgrade an Attendee to a Presenter, via the Participants panel.

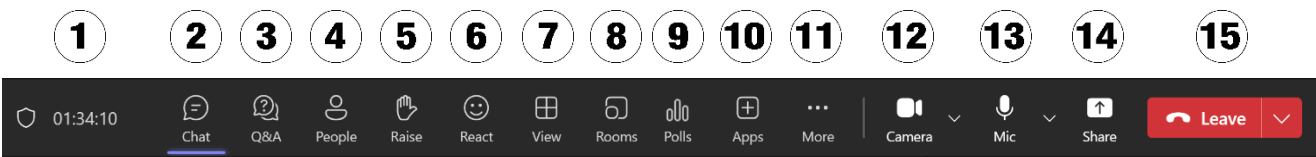
Capability/Permissions	Organizer	Presenter	Attendee
Speak and share video	✓	✓	✓
Participate in meeting chat	✓	✓	✓
Share content	✓	✓	
Privately view a PowerPoint file shared by someone else	✓	✓	✓
Take control of someone else's PowerPoint presentation	✓	✓	
Mute other participants	✓	✓	
Remove participants	✓	✓	
Admit people from the lobby	✓	✓	
Change the roles of other participants	✓	✓	
Start or stop recording	✓	✓	

The Teams Meeting Toolbar

Once in the Meeting, the toolbar will be displayed along the top of the meeting. Tools that are available on the toolbar will change as you add and remove apps, and can change as your window size changes. The toolbar in its most compact form looks like this:



Minimal Teams Meeting toolbar



Full Teams Meeting toolbar

A standard toolbar on an HD display includes most of the following functions:

1. **Timer**- showing the elapsed time in the meeting
2. **Chat**- allows participants to text message, share files, etc.
3. **Q&A**- post, view, and manage questions during a meeting
4. **People**- displays the Participants panel, show who is attending, invite others, etc.
5. **Raise**- allows participants to signal that they want to speak or ask a question
6. **React**- allows participants to express feelings or feedback in real time using emojis like thumbs up, applause, or laughter
7. **View**- customizes how you see the meeting, including switching between gallery, speaker, or together mode layouts
8. **Rooms**- create additional meeting spaces and manage participants in those spaces
9. **Polls** (optional)- allows you to create and manage real-time polls
10. **Apps**- add applications and extend functionality to Teams Meetings
11. **More**- includes additional features like session recording, languages, settings
12. **Camera** on/off, choose webcam, add backgrounds, etc.
13. **Microphone** on/off, choose microphone
14. **Share** screen, window, whiteboard, etc.
15. **Leave the session**/end the session

Desktop vs Web (Browser): Similarities and Differences

In Teams, users can participate in live Meetings using either a locally-installed Teams app, or using the browser version. While the core functionality is similar, there are some key distinctions between the desktop and web versions of Teams.

Installation

- The Microsoft Teams desktop app must be downloaded and installed on a computer before use.
- The Teams web app can be used instantly on any device by signing into the Office 365 portal.

Meetings and Calls

- The meeting and video calling experience is virtually identical when comparing Teams desktop versus web apps. Screen sharing, real-time co-authoring, recording, and virtual backgrounds are fully supported in both versions.

Offline Access

- The desktop app retains collaborative functionality, including chat, meetings, files and notifications, even when internet connectivity is lost or unavailable.
- The web app is fully dependent on constant connectivity, losing all utility whenever access is disrupted.

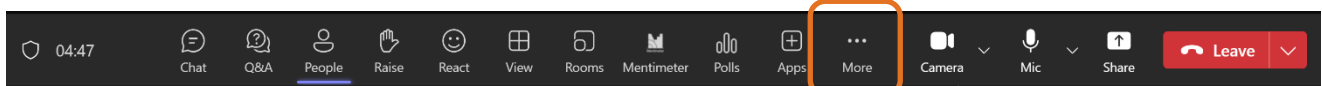
Cross-Platform Use

- The desktop app strictly supports later versions of Windows and macOS
- The web application can run on any desktop operating system like Windows, Mac, Linux or Chrome OS since it operates via a browser.
 - The web app also supports mobile operating systems, including Android and iOS. However, utilizing local hardware like a microphone or camera is often restricted in browser-based Teams.

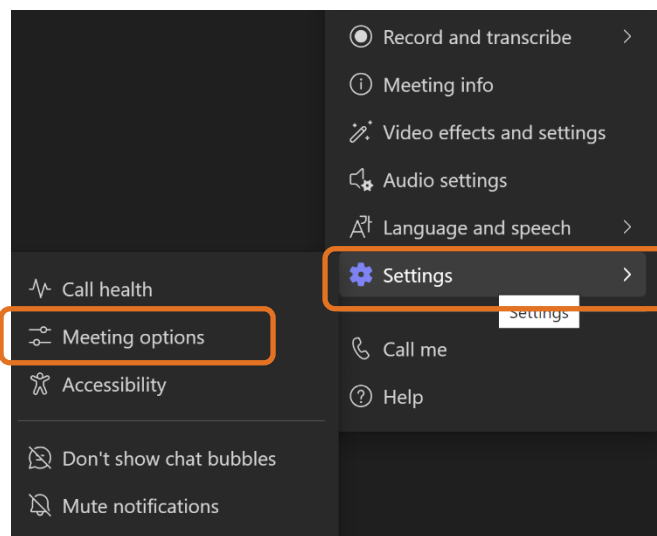
How To: Commonly Used Functions

Turn Off All Participant's Cameras and/or Microphones

If you have limited bandwidth, and many participants, it may be beneficial to turn off all the video feeds for improved performance. Also, you may wish to silence all of the participant's microphones.



- On the upper Teams toolbar, click the **More** button.

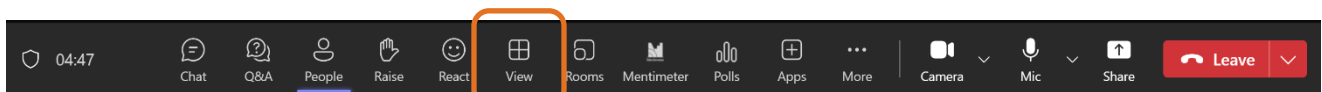


- Click the **Settings** link, and then the **Meeting Options**. There are the options that you determined when you first created the meeting via the MyCanvas/Teams integration.

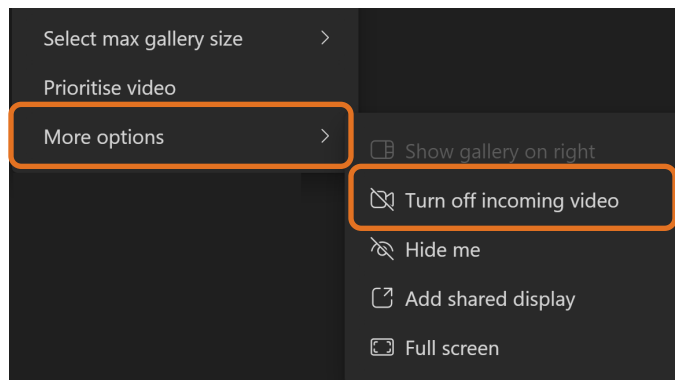


- Click the toggle controls to disable or enable the devices for all participants.

To temporarily turn off all the participant's camera feeds:

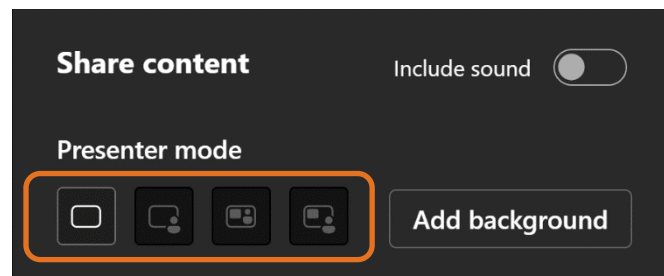


- On the upper Teams toolbar, click the **View** button.
- Click on **More options**, and then **Turn off incoming video**. Clicking this link again will enable incoming video.

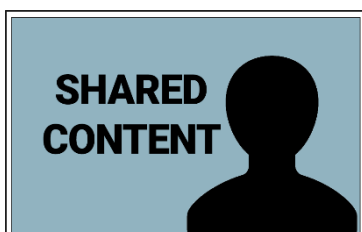


Share Content- Presenter Modes

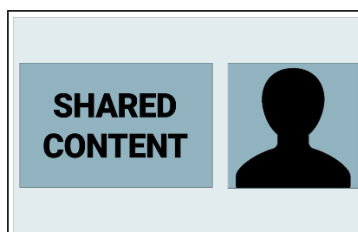
To further personalize your meeting presentation, you can choose from four different **Presenter modes**. These modes allow you to customize how your video feed appears alongside shared content.



There are 4 modes, and you can switch between modes as you present. **Note that this feature is only available in the Desktop version of Teams.** The modes are:



Standout mode



Side-by-Side mode



Reporter mode

- **Content only**
- **Standout:** places your video feed in front of the shared content, creating a picture-in-picture effect.

- **Side-by-side:** positions your video feed and the shared content next to each other in separate boxes on the screen. This mode works well when you need to discuss content while remaining prominently visible.
- **Reporter:** simulates a newscaster-style layout, where the content is displayed in a box above your shoulder.

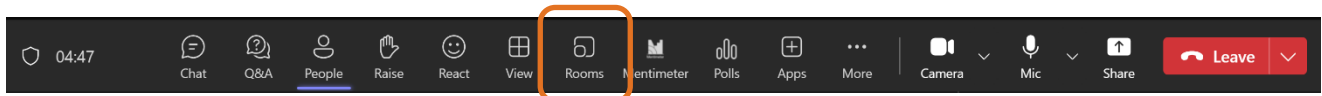
To enable a presenter mode:

- Open the Share panel from the **Share** button on the Teams toolbar
- Click on one of the four modes
- Click **Add background** and select a suitable image
- Choose the **Screen, Window, Whiteboard** etc. that you wish to share.

When your presentation begins, the **presenter toolbar** briefly appears at the top of your screen. Here you can change presenter modes, give control to another person, and include computer sound. To make the toolbar appear again, place the cursor at the top edge of the screen where it first appeared.

Set Up and Use Breakout Rooms

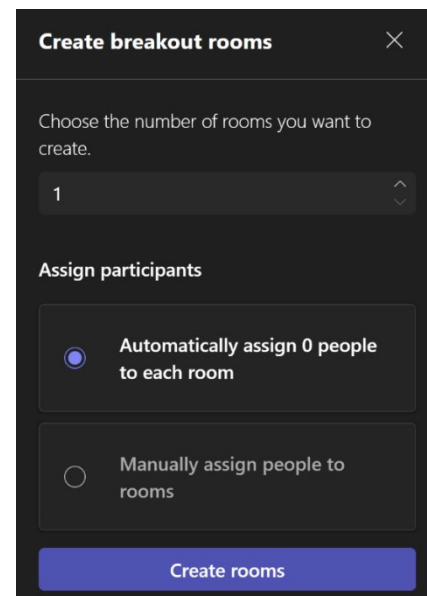
Breakout Rooms allow you to divide a large meeting or class into smaller groups for more focused discussions, activities, or collaboration. Each breakout room is essentially a separate virtual meeting within the main meeting. As a meeting organizer, you can open and close rooms, move participants between rooms, and join any breakout room to monitor discussions.



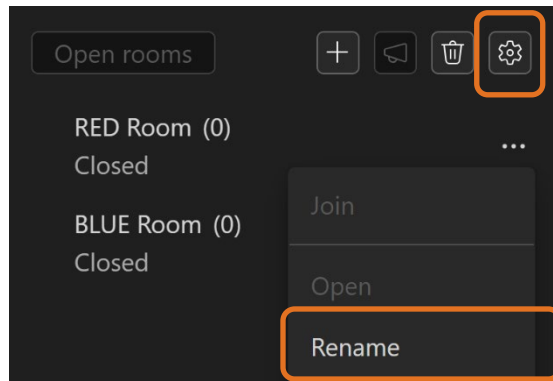
To set up or enable breakout rooms, click the **Rooms** button on the Teams toolbar.

- On the **Create breakout rooms** panel, enter the number of rooms you want to create
- Choose to **Automatically** or **Manually assign** participants to the room(s)
 - If you are manually assigning, you will be prompted to select from your participants list and click **Assign participants**.
- Click the **Create rooms** button.

You can pre-create breakout rooms, or create them during a live meeting.



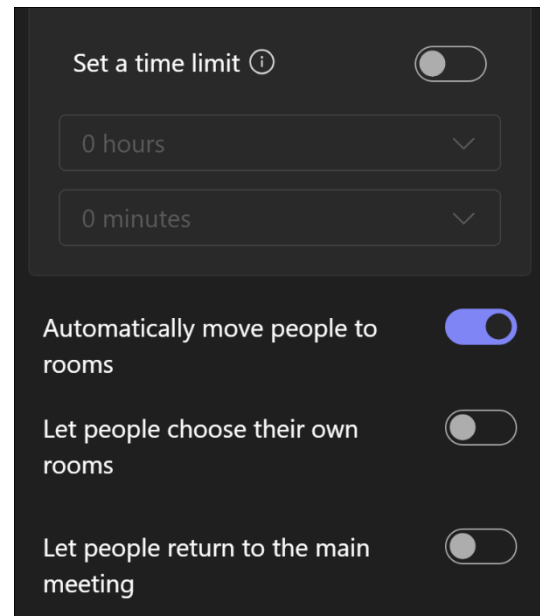
The rooms that you create can be renamed at any time, by clicking the options (three dots) beside the room's name and choose **Rename**.



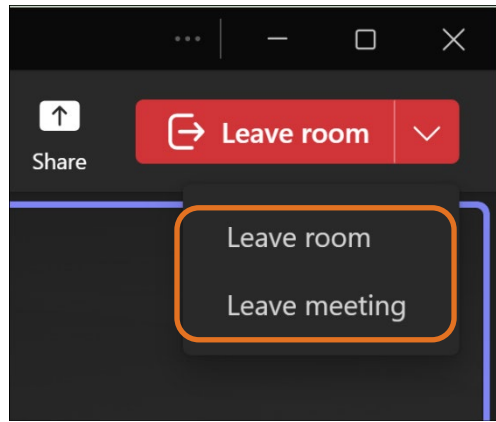
Configure your Rooms by clicking the gear (Settings)

Your rooms can be further configured by opening the **Settings** (the gear) and choosing between the following options:

- **Set a time limit.** At the end of the time limit, participants will be given a 10 second warning and then be returned to the main (original) meeting.
- **Automatically move people to rooms.** When the rooms are opened, users will be automatically moved into their respective rooms.
- **Let people choose their own rooms.** This setting allows participants to choose their room.
- **Let people return to the main meeting.** With this setting, a participant can choose at any time to leave the room without exiting the meeting.



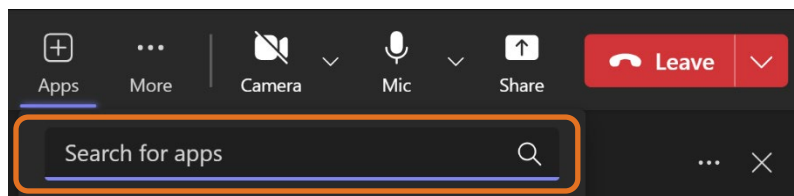
Once a time limit expires for a room, and when a participant leaves a room, the participant returns to the main meeting.



If enabled, users will be able to jump from the Room back to the main meeting

Add Functionality- Add Additional Apps

You can extend the functionality of Teams by adding additional functions, or **Apps**. For example, the ability to present Mentimeter presentations directly in a Teams meeting, or to facilitate a Poll, is enabled by adding the **Mentimeter** and **Poll** apps.



- In the meeting toolbar, click on the **Apps** icon.
- Search in the search field for the app you'd like to add, and click **Add** to add the app to your Teams toolbar.
- The app will remain on the toolbar until you enter **Manage Apps** and remove it.

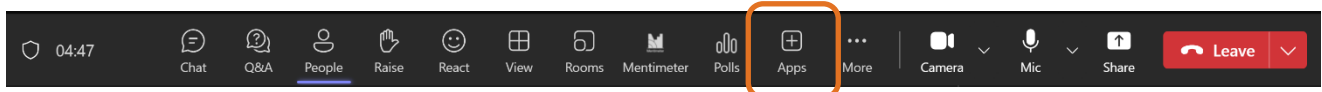
Create and Present a Live Poll

Polls provide a simple and interactive way for participants to share their input, keeping them actively involved in the meeting. They can ensure that all student voices are heard, even those who may not feel comfortable speaking up. Polls allow for real-time voting and instant results sharing.

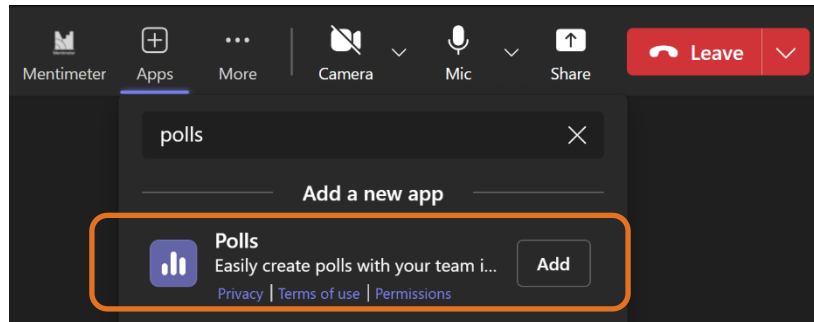
As a meeting organizer or presenter, you can create polls before your meeting, then launch them during it so participants can view and answer. You can also poll attendees before your meeting and collect information ahead of it.

When you launch your poll, it will pop up as a notification on the meeting screen and also appear in the meeting chat window.

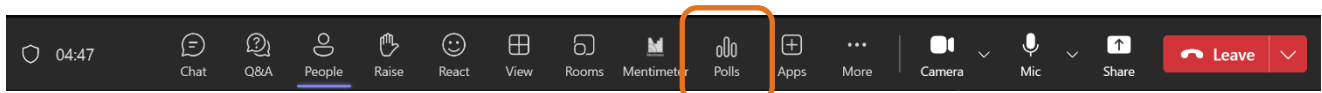
In order to use Polls, you first need to add the application to the Teams toolbar.



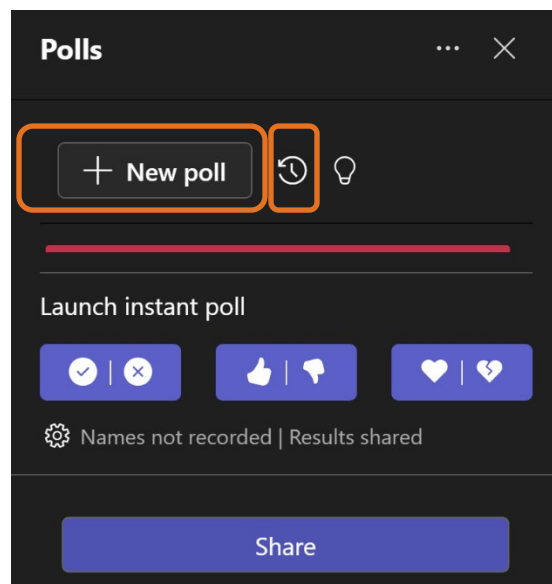
- In the toolbar, click on the **Apps** icon



- Search for **Polls** in the app search bar, and click **Add** to add the Polls app to your Teams toolbar.



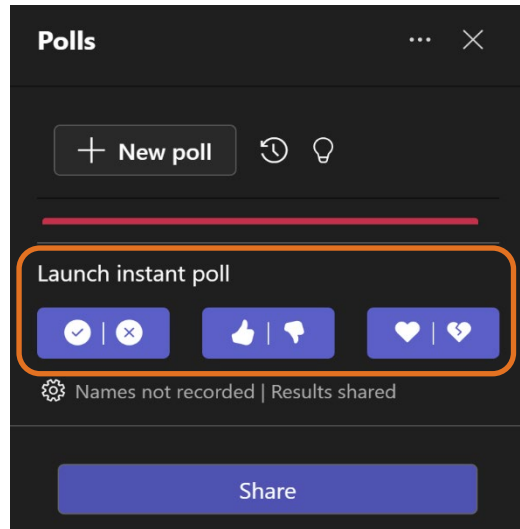
- To create a poll, click the **Polls** button from your Teams toolbar.
- On the Polls panel, click **+ New poll**, or click the **My recent polls** (the clock icon) to view and select from previous polls you've used.



You can create new polls or reuse existing polls

- When creating a new poll, consider your needs and choose from the available poll types:

- Multiple Choice
- Word Cloud
- Ranking
- Quiz
- Rating
- Enter your question(s) and options.
 - Once ready, click **Launch** to make the poll live. Participants will see the poll and can submit their responses. Responses are updated in real-time and visible to all participants by default.

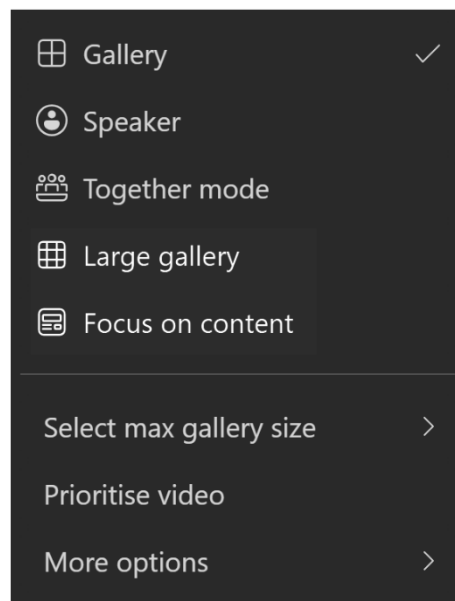


Various Instant Polls are available

You can also create **Instant Polls**. These polls engage with a single click and are used to quickly assess the participant's reactions to your messaging- correct/incorrect, thumbs up/down, or like/don't like.

Change Your View and How Your Video Displays with a Shared Screen

Clicking on the **Views** button on the Teams Meeting toolbar provides several options.



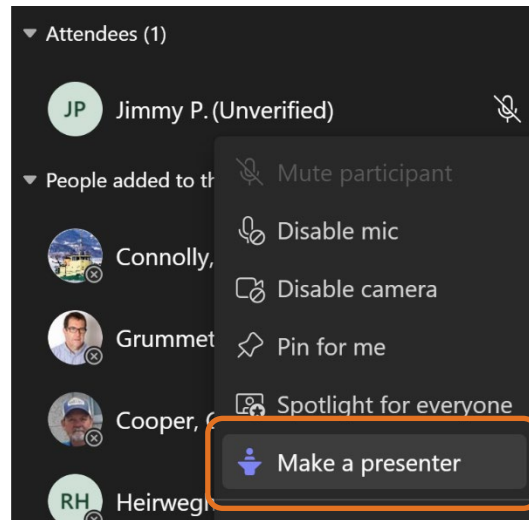
- **Gallery**- displays up to 9 participants' video feeds in a grid format. This mode is best for smaller meetings or when you want to see all active participants.
- **Speaker**- highlights the active speaker in a large view, with other participants minimized.
- **Together mode**- places participants in a shared virtual environment (e.g. a lecture hall) by combining all video feeds into a single scene. This can help to create a more engaging and collaborative feel.
- **Large gallery**- displays up to 49 video feeds in a grid format. Used when you want to view as many participants simultaneously as possible.
- **Focus on content**- maximizes the shared content (e.g., a presentation, screen share, etc.) while minimizing participant's video feeds. Used when the focus needs to be on the shared content.
- **Prioritize video**- adjusts the meeting layout to give more space or emphasis to participants' video feeds.

Take Control of Another Participant's Screen

There may be times in a meeting when it's useful to take control of another user's mouse, and effectively control their computer. A good use of this is when a participant is sharing a complicated website or operation their screen, and you want to show them how to navigate.

Only **Presenters** can share control of the mouse, so you may need to promote an Attendee to the Presenter role before controlling their screen.

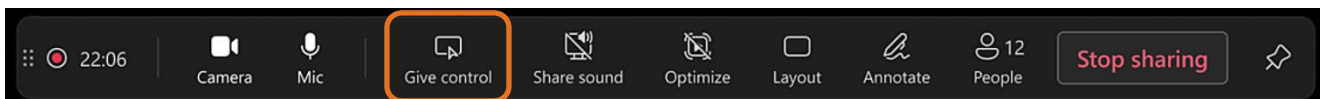
- Open the **People** tool to access the **Participants** panel.
- Hover over the name of the user whose mouse you wish to control, and click the **three dots** (options) beside their name.



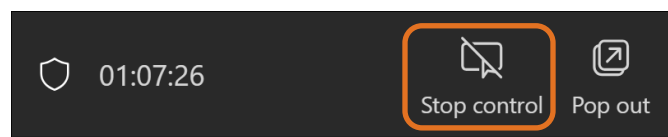
- If the user is an Attendee, you will now be able to make them a Presenter by clicking **Make a presenter**.

To take over mouse control:

- Have a participant share a window or a screen
- At the top of the participant's screen is a small toolbar, showing the **Stop Share** function and the **You're sharing your screen** message.
- Have the participant hover over this toolbar to invoke the extended Sharing toolbar.

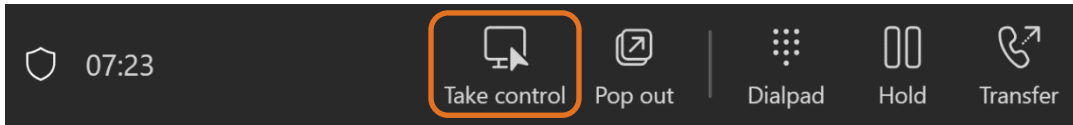


- Have the participant click the **Give control** button, and then enter the name of the user to take control (generally the organizer- you).
- You now have mouse control over the participant's computer.



- To end the shared control, you can click on the **Stop control** button on the Teams Meeting toolbar, or the participant can choose to click the **Take back** button on their Share toolbar.

Another way to control another user's mouse is to **Take control**.



When another user is sharing a screen, you may see the **Take control** button appear on the Teams toolbar. Clicking this button sends a request to the participant and, if they agree, the control of the screen will then be shared.

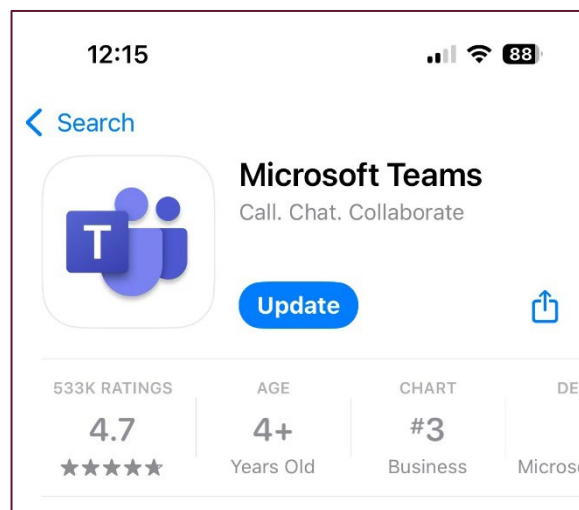
Break Out the Chat Panel to Another Display

During meetings in which there is heavy chat activity, or when the chat is an integral part of the teaching and learning, you may want to display the chat separately on a different display than your main screen.

During a meeting, use this link <https://teams.microsoft.com/embed-client/chats/list?layout=singlePane> to open the chat in a separate window.

Share Your Phone's or Mobile's Screen

Sometimes you'll be in a meeting on your computer and you want to share your phone or tablet's screen, perhaps to show an app, or the images or videos stored on your device. To do this, you'll first need to have the **Teams** app installed on the device.

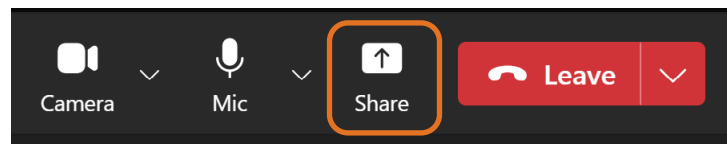


- From wherever you get your apps (the App Store or Google Play) search for and install and configure the **Teams** app on your mobile device.
- Join the meeting in the usual way from your computer.
- Enter the Teams app on your mobile device, and join the meeting in progress. You will be presented with two options- **Add this device**, and **Transfer to this device**.

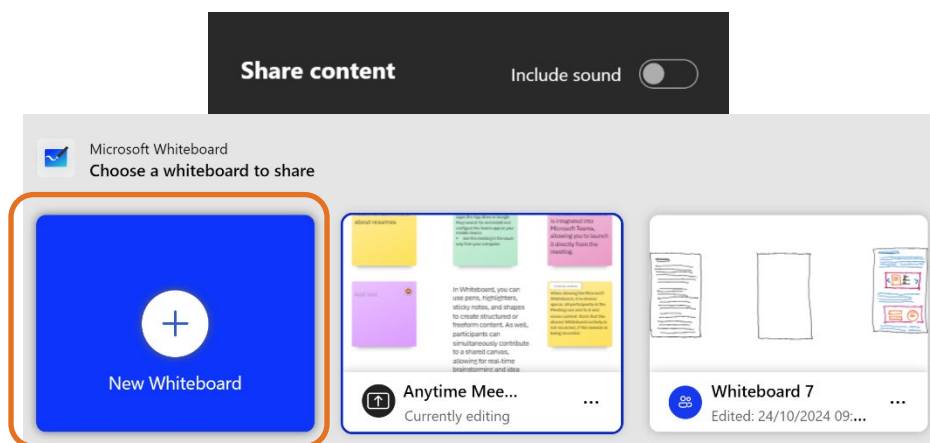
- Choose **Add this device** to join the meeting while maintaining your original (computer) connection.
- You may be asked to **Enable audio and video control**. Click **Enable**.
- Click the **3 dots** (options) and/or click the **Share** button
- Click the feature you wish to share e.g. **Share photo**, or **Share screen**
- Click the **Start Broadcast** or **Start presenting** button to share the screen. The mobile device's screen is now shared to the meeting participants.
- Click the **Stop sharing** button on the mobile device to end the share.

Use a Whiteboard for Live Annotation

Often in a meeting, visual elements like diagrams, flowcharts, and illustrations can help convey complex ideas more effectively than text or verbal explanations. **Microsoft Whiteboard** is integrated into Microsoft Teams, allowing you to launch it directly from the meeting. In Whiteboard, you can use pens, highlighters, sticky notes, and shapes to create structured or freeform content. As well, participants can simultaneously contribute to a **shared canvas**, allowing for real-time brainstorming and idea generation.



- To use Whiteboard, click the **Share** button on the Teams toolbar.
- Choose **Microsoft Whiteboard**. This will launch the application in a shared window and



The Home screen shows all your whiteboards and allows you to create new whiteboards

open a fresh whiteboard. You and meeting participants can begin to annotate and develop the board.

- Click the **Home** button in the upper left to view the **Whiteboard Gallery** with all of your existing boards, and to access the **+ New Whiteboard** button.



- When working on a whiteboard, you'll see the menu along the bottom of the screen containing various annotation and illustration tools, as well as the magnification controls.
- Whiteboards are automatically saved to your **Gallery** and linked to the meeting. As well, any whiteboard can be shared as a link or image.

Bandwidth Requirements

The use of Teams requires that users have a good persistent connection to the Internet, with reliable up-and download speeds. Teams is optimized to give the best audio, video, and content sharing experience regardless of network conditions, but when bandwidth is low, Teams prioritizes audio quality over video quality.

Teams can deliver HD video quality in under 1.2Mbps. When more bandwidth is available, quality and usage will increase to deliver the best experience. For group video calling, users will require between 500kbps and 1Mbps. For HD (higher resolution) group video calling, users will require between 1Mbps and 2Mbps, at a minimum.

In cases where users have limited bandwidth, it may be advantageous for them to turn off their video feed for improved performance. It is also possible for you as the Organizer to turn off all video sources by clicking/pressing **Turn off incoming video** under the **More Actions** button on the toolbar.