Conducting a supervision with Teams

This is a high-level guide to help you conduct your first supervision using Microsoft Teams. For guidance on more advanced features including scheduling and programme settings, visit the Microsoft Teams at Cambridge Hub.

Before you begin

Set up Teams on your computer by using the Installing Teams guide. Ask your students to do the same.

Setting up a supervision

Microsoft Teams offers full functionality for text chat as well as video calls.

1. Open Teams and click the Chat icon

2. Choose the New chat icon at the top

3. Type in the name or CRSID of each of your students and select their names from the list to create your supervision group
4. Activate the group by sending a line of welcome via the message box.

The system should automatically notify all members of the group but you should also email them when you want them to join the session.

5. Click the pencil icon to give the group a name. All members will see the name.

Running a text-only supervision

If you need to return to the Chat space, click the Chat icon and click your group name in the Recent window.

1. Check the names and activity status of your students by clicking the Members icon.

2. Click Chat at any time to return to the conversation.

Type a message to establish that everyone is ready for the session.
3. Share one or more files by clicking Files > Share > Upload from my computer

All files that have been shared will remain in the Files area.

4. Present your screen, or a window within your screen, to your students by clicking the Share icon.

Running a video supervision

If you need to return to the Chat space, click the Chat icon and click your group name in the Recent window.

To start, click the Video icon.

The black control bar disappears after a short time. Move the cursor at the bottom of the screen to make it reappear.

The last four people to speak will always be visible, although the rest will still be on the call.
See the duration of the call in the black bar’s timer.

Turn your **camera** on or off, so others can/not see you. The crossed-out icon here means it is **off**.

Turn your **microphone** on or off. The plain icon here means it is **on**.

Present a window or document that is currently open on your computer by clicking the **share** icon.

See the text conversation generated during this video call by clicking the **chat** icon.

Enable or disable captions by clicking **ellipsis** > **Turn on live captions**. The captions are generated by speech recognition.

Leave the meeting by clicking the **hang-up** icon. The call will end when everyone leaves.
Recording a video supervision

You can create a video file that records the core of your meeting: the active speaker and anything that is presented. Other windows or notifications are not included.

1. Start by clicking ellipsis then Start recording in the popup menu

2. Finish by clicking End recording in the same popup menu

3. Shortly after the meeting Microsoft Stream will email you the link to your recording.

For more details visit Microsoft Teams at Cambridge Hub

Updated 16 April 2020
For comments or queries about this guide email enquiries@cctl.cam.ac.uk