1

00:00:00,000 --> 00:00:06,000

Hello there, in this video I'm going to be talking about creating Microsoft Teams by using Blackboard Groups.

2

00:00:06,000 --> 00:00:14,000

The learning outcomes for this short video are; how to create a Group in Blackboard, how to then activate a Team, 24 hours later.

3

00:00:14,000 --> 00:00:21,000

And also how to remove any staff or external examiners from the Team who might not be directly involved in delivery

4

00:00:21,000 --> 00:00:27,000

so they don't get all of the notifications. Having logged into Blackboard and gone to the Module shell.

5

00:00:27,000 --> 00:00:36,000

First of all, I'm going to come down on the bottom left here and I'm going to click Users and Groups and Groups. Hovering over the Create option there,

6

00:00:36,000 --> 00:00:43,000

I have some options here. We can do this through a Group Set if we want to create a hierarchy of Group Sets with Groups within.

7

00:00:43,000 --> 00:00:51,000

But for this kind of simple demonstration, I'm gonna go for a Single Group and I'm gonna go for Manual Enrol.

8

00:00:51,000 --> 00:01:00,000

I then get the standard Blackboard Group creation screen, so I'm going to call this 'Video Group'.

9

00:01:00,000 --> 00:01:07,000

And then, most importantly, I'm going to put "\_msteams" (msteams)

10

00:01:07,000 --> 00:01:11,000

at the end of the group name.

11

00:01:11,000 --> 00:01:20,000

I don't want any spaces after that or anything like that. I just want to type \_msteams Give the group a description,

12

00:01:20,000 --> 00:01:28,000

'This is a tutorial group', something like that. And then as we roll down the screen, we'll have some options.

13

00:01:28,000 --> 00:01:33,000

I don't want the group to be visible to students cos I don't actually want to use this with them in the Blackboard environment.

14

00:01:33,000 --> 00:01:38,000

I only want this group as a means to an end; to set up a

15

00:01:38,000 --> 00:01:43,000

Microsoft Team. So I'm going to disable all of the tools down here as well.

16

00:01:43,000 --> 00:01:50,000

I don't want any of this available, untick all of the tools,

17

00:01:50,000 --> 00:01:55,000

it doesn't matter about the Personalisation because the students won't be able to see this. But what I'm going to do here now,

18

00:01:55,000 --> 00:01:59,000

I'm going to click Add Users and I'm going to enrol into this group

19

00:01:59,000 --> 00:02:10,000

the two students that I want to be using the Team that this Group will create. And it is this student here and this student here.

20

00:02:10,000 --> 00:02:17,000

So you see I've got a number of students on this shell, including my preview user, but these two particular students,

21

00:02:17,000 --> 00:02:24,000

I want to put them in a Group that creates a Team because they're a tutorial group of two, for example.

22

00:02:24,000 --> 00:02:31,000

So we'll click Submit and we can see now that those two users are in the Group we click Submit

23

00:02:31,000 --> 00:02:41,000

and the group will now be created on my Blackboard shell. Now, it will take 24 hours or overnight for that Microsoft Team to be created.

24

00:02:41,000 --> 00:02:45,000

So in the morning, I'm going to open Microsoft Teams and we'll see how that looks.

25

00:02:45,000 --> 00:02:51,000

So it's now the day after and I now have my new Team here created in Microsoft Teams.

26

00:02:51,000 --> 00:02:56,000

So if I click through into there, we'll see it is welcoming me to this Team.

27

00:02:56,000 --> 00:02:58,000

There's a couple of things we might need to do in here;

28

00:02:58,000 --> 00:03:05,000

first of all it's telling me that the two students are waiting to join. Now the students won't see this in their Team's view until I click this Activate button.

29

00:03:05,000 --> 00:03:14,000

But also, if I click on More options and Manage team, we'll see that we get a list of Members.

30

00:03:14,000 --> 00:03:16,000

If there's people in this list of Members here;

31

00:03:16,000 --> 00:03:22,000

so essentially, all the staff members who were enrolled on a Blackboard shell, who don't need to be on the Team,

32

00:03:22,000 --> 00:03:26,000

so that might be my external examiners, the Programme Leader, Subject Group Leader

33

00:03:26,000 --> 00:03:31,000

maybe. I can change them to a Member and

34

00:03:31,000 --> 00:03:44,000

down in the Members and guests section there, I can then remove them and we can see here that we have my two students here waiting to join.

35

00:03:44,000 --> 00:03:54,234

Once I activate the team by clicking the big purple Activate button at the top, those students will move up into the Members list.