

MICROSOFT #TEAMS@URA

USER GUIDE FOR ONLINE TEACHING, HOMEWORK AND LAB WORK

-- STUDENTS --

The Romanian-American University adopted Microsoft Teams for Education to support the on-line teaching activities.

MICROSOFT TEAMS OVERVIEW

Microsoft Teams allows the extension of the existing facilities of the RAU platform <https://paginamea.rau.ro>, by:

- conducting video conferences, through the *Teams* application, to which teachers and students have free access through their institutional email addresses (@profesor.rau.ro and @student.rau.ro);
- assigning personalized teaching tasks to students and master students, in accordance with a preset teaching slot, through the option *Assignments* of the *Teams* application;
- organizing and enhancing group interactions and individual discussions, in real time, through the *Chat* option, available in the *Teams* application;
- conducting individual tests/individual assessments, with limited response time, through the *Quiz* and *Forms* functionality, which allows the evaluation of both undergraduate and master students;
- planning the on-line teaching activity, according to the schedule already established for the face-to-face teaching activity, available at www.rau.ro;
- defining and exercising a control mechanism for the on-line teaching activity.

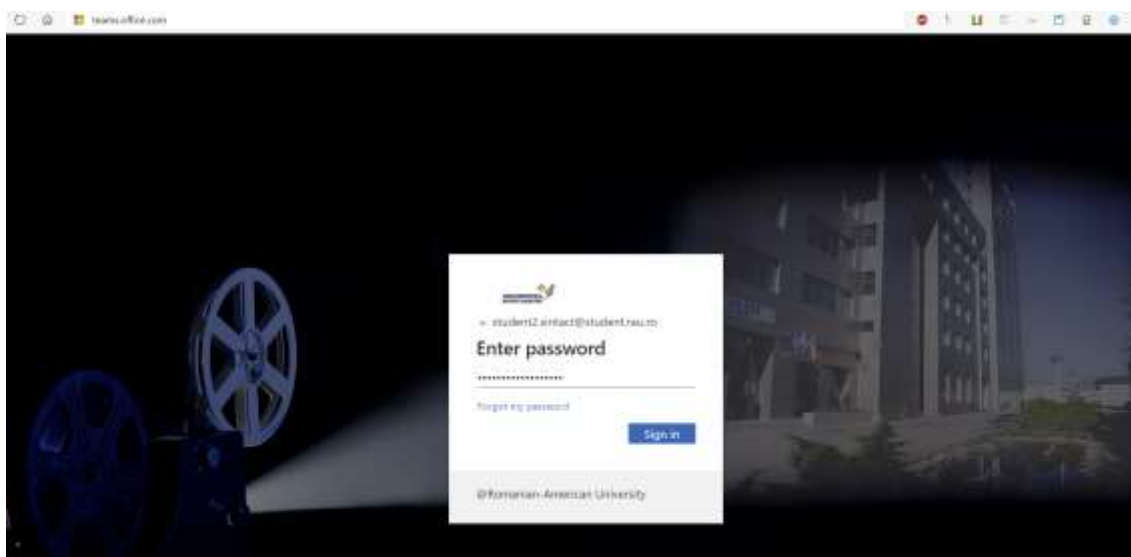
Content

CONNECTING TO MICROSOFT TEAMS.....	3
VIDEO ON-LINE COURSE REGISTRATION.....	5
ATTENDING THE VIDEO CONFERENCE.....	6
ErasmusPlus INCOMING STUDENTS.....	9
STUDENTS WITH IRREGULAR ACTIVITY.....	10
(supplementary year, reenrollment, optional disciplines etc.).....	10
PRACTICAL ADVICE.....	11
SUPPORT.....	12

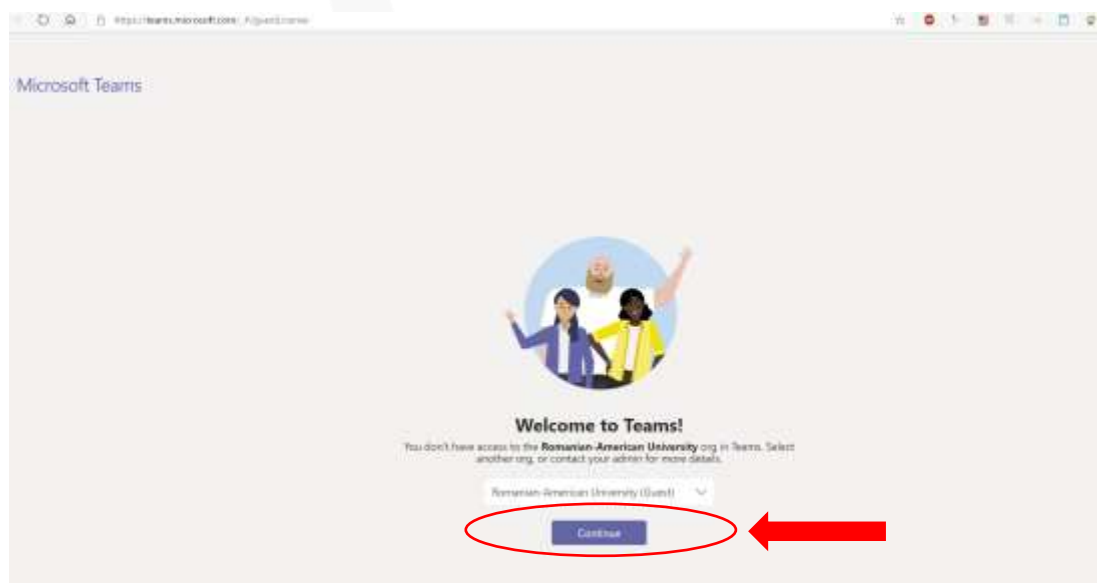
CONNECTING TO MICROSOFT TEAMS

1. Access the portal <https://teams.office.com> and identify yourself by using the @student.rau.ro email credentials (relevant for your current study program). If you want to check your institutional email address details or usage instructions check the dedicated web page:

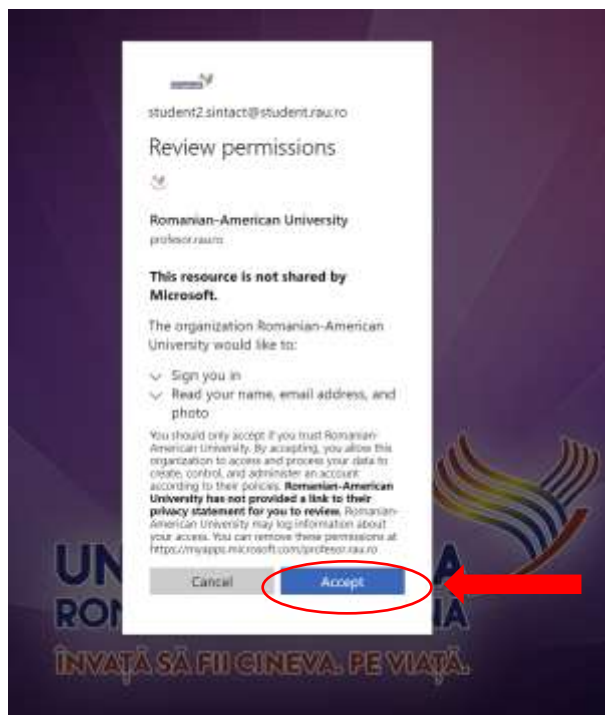
<http://online.student.rau.ro>



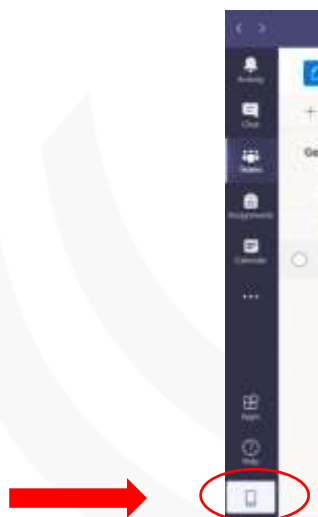
2. Select the option "**Romanian-American University (Guest)**"



3. Accept the platform usage terms



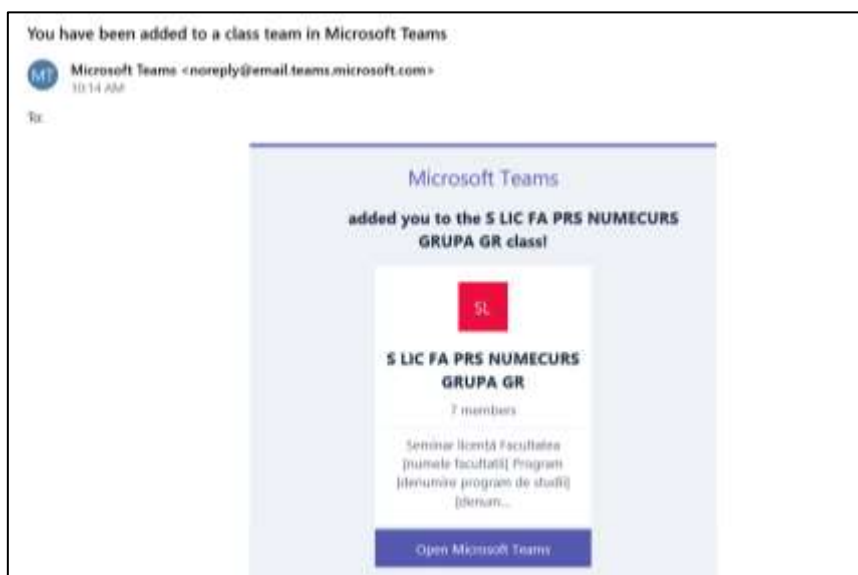
The Teams app is also available through Google Play and Apple Store, for mobile devices. The Teams app works as SaaS (without local installation needed) through the Office 365, as well as a desktop application. The desktop application can be downloaded from the online portal <http://mail.student.rau.ro>



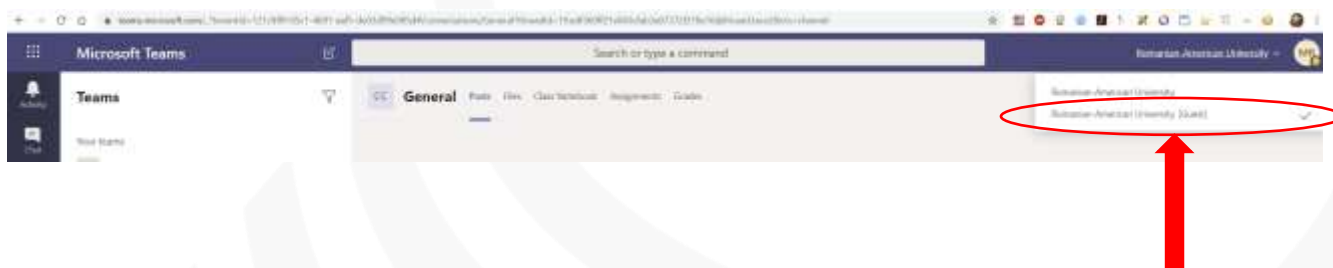
4. After installing the application on a Desktop or on a mobile device (phone, tablet etc.), students may be required to register with the same details (@student.rau.ro)

VIDEO ON-LINE COURSE REGISTRATION

- Students will be automatically registered in the scheduled courses and will receive an email as shown below:



- In case you connect directly to *Teams* app (NOT by clicking on a link within an email invitation to a course/seminar – see step 5) – either through the desktop version or by the web interface at <http://mail.student.rau.ro> – check on the upper-right side of the window the fact that you are inside the “Romanian- American University (Guest)” organization [1].



If you wish to create your own teams and use *Teams* for other purposes besides RAU official classes, please switch back to the “Romanian-American University” organization and enjoy the app.

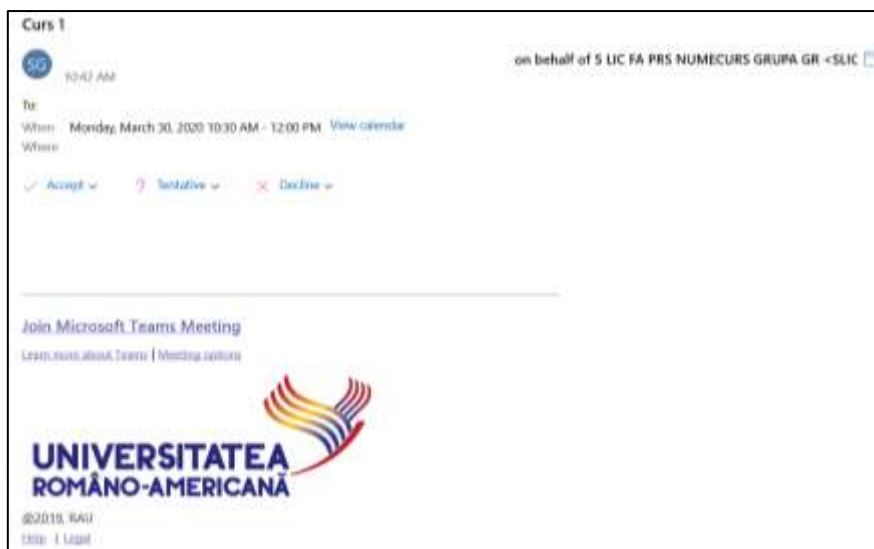
ATTENDING THE VIDEO CONFERENCE

By participating into any activity organized under the auspices of the Romanian-American University (e.g. courses/seminars/labs/extracurricular activities/etc.), through the MS Teams online platform, participants express the agreement for the audio-video recording of the event, followed by the archiving of the files, subject to legal normative in place.

In case of any activity organized under the auspices of the Romanian-American University (e.g. courses/seminars/labs/extracurricular activities/etc.), including through any online platform (e.g. MS Teams, Zoom, Skype, Webex, GoogleMeet or anything similar), recording by any means can be done only with the agreement of the activity organizer.

Multiplication and distribution, under any form, of the activity recordings by students or any other person is allowed solely with the agreement of the activity organizer.

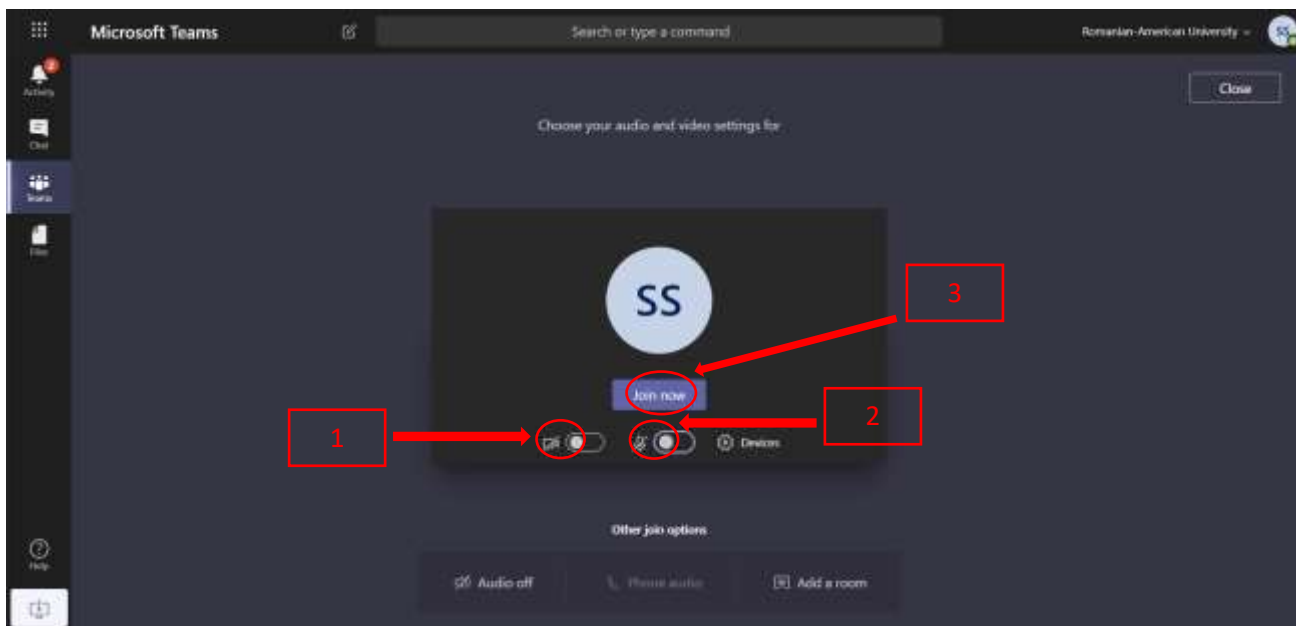
7. After the teacher's finalizing of the video conference organization, students will receive an email as shown:



8. By **Accept** (accepting) and **Send the response now** (sending the answer now), the **video conference will be visible in the Calendar** and notified on all the devices to which the student is logged. Accessing the meeting is done via the link in the email of calendar - **Join Microsoft Team Meeting**.



9. After accessing the link, the video conference access will be initiated.



The actual connection is completed only after clicking **Join now**. [3]

ATTENTION!

When entering the video-conference related to a course/seminar/lab, students must announce their presence by writing "present" inside the *chat* section of the team.

We recommend students to connect with muted microphone, or to turn it off immediately after announcing their successful connection. In case of adjacent noise (mobile phones, TV etc.) it is possible to induce audio noise, producing major discomfort to all participants. When you wish to talk you can activate your own microphone at any time.

ErasmusPlus INCOMING STUDENTS

ErasmusPlus Incoming students receive institutional email accounts in the form of:

eXX-name.firstnames@student.rau.ro.

These emails are added individually, for each student participating to a *Team* that represents a course/seminar/lab – by the teacher organizing the respective event.

The list of institutional emails for these students, together with their allocation on teachers/disciplines, is transmitted to the teachers with such student enrolled by the **RAU Erasmus Office**.

STUDENTS WITH IRREGULAR ACTIVITY (supplementary year, reenrollment, optional disciplines etc.)

Students which have to follow didactic activities that **ARE NOT** part of current standard track, together with their entire group, must get in touch with the teacher of the course they wish to attend, mentioning **exactly the course/seminar/lab they wish to join** (according to the standard schedule on www.rau.ro) and **their institutional email address @student.rau.ro**.

These email addresses are to be added manually by an organizing teacher, for each student In such a situation, to the *Team* that represents the requested course/seminar/lab.

ex. Student John Jameson, with the institutional email address jameson.i.john99@student.rau.ro, from Group 999AS, wishes to join the class entitled *Cloud Computing*, for which a *Team* has already been created:
C MS IM IE A1 Cloud computing

The student has to contact the organizing teacher, through institutional email address, and notify that he is a student in a supplementary year, from Group 999AS and wants to join that class for the current schedule.

The teacher will add to the team members the institutional email address of the student.

Same procedure is applied for students with resit/credit exams for classes organized during the current schedule, as well as for the students enrolled to different optional disciplines.

PRACTICAL ADVICE

Students receive on their institutional email address, at the time of their addition to the PROFESOR.RAU.RO platform, a series of messages (invite/notification for being added to the platform, notification for being inserted into a group etc.) – please IGNORE these messages and do not try to use any other platform resources BEFORE RECEIVING THE DIRECT INVITES TO SPECIFIC COURSES/LABS which are organized through the video online system.

SUPPORT

For technical support (impossibility to connect due to lost password, institutional Office 365 account blocked etc.) access the dedicated web page and **READ VERY CAREFULLY ALL AVAILABLE INFORMATION:**
online.student.rau.ro