

Attending online classes – Instructions for students

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At the University of Maribor, online classes shall be held using the MS Teams tool accessible at teams.um.si. We recommend installing the tool on your personal computer (<https://products.office.com/sl-si/microsoft-teams/download-app>), tablet or phone:

Google play (<https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en>) or

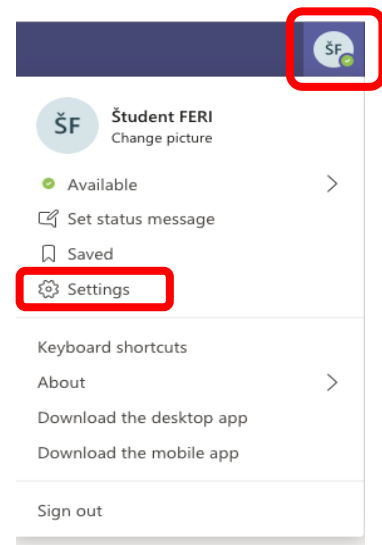
App store (<https://apps.apple.com/us/app/microsoft-teams/id1113153706>)

Sign in with your UM digital identity. These instructions are prepared for the English version of the interface with the “List” layout.

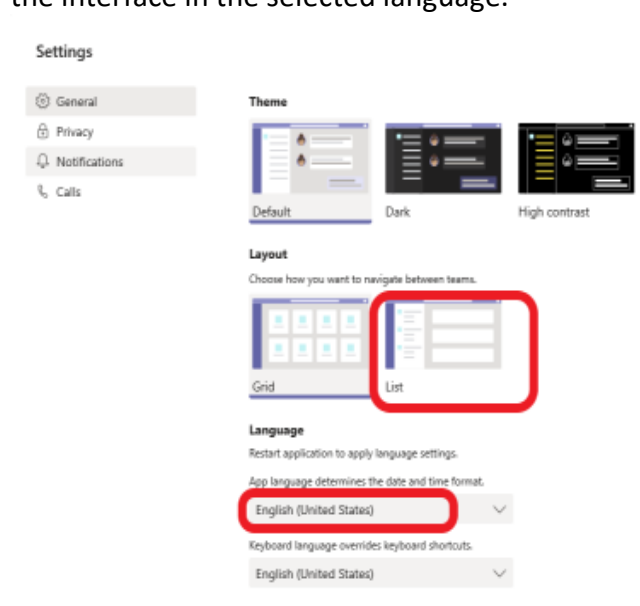
Additional support regarding online lectures is accessible at <https://predavanjaonline.um.si>.

Language and Layout settings

The working language of the interface can be selected under personal settings, which can be accessed by clicking the round icon in the upper right corner of the application (Picture 1). Under “**General**” in the “**Layout**” section we select “**List**” and in the section “**Language**” “**English (United States)**” (Picture 2). We do not change the keyboard language setting, because the operating system setting is used. By clicking “**Save and restart**” we save the settings and the Teams application is restarted with the interface in the selected language.



Picture 1: Personal settings

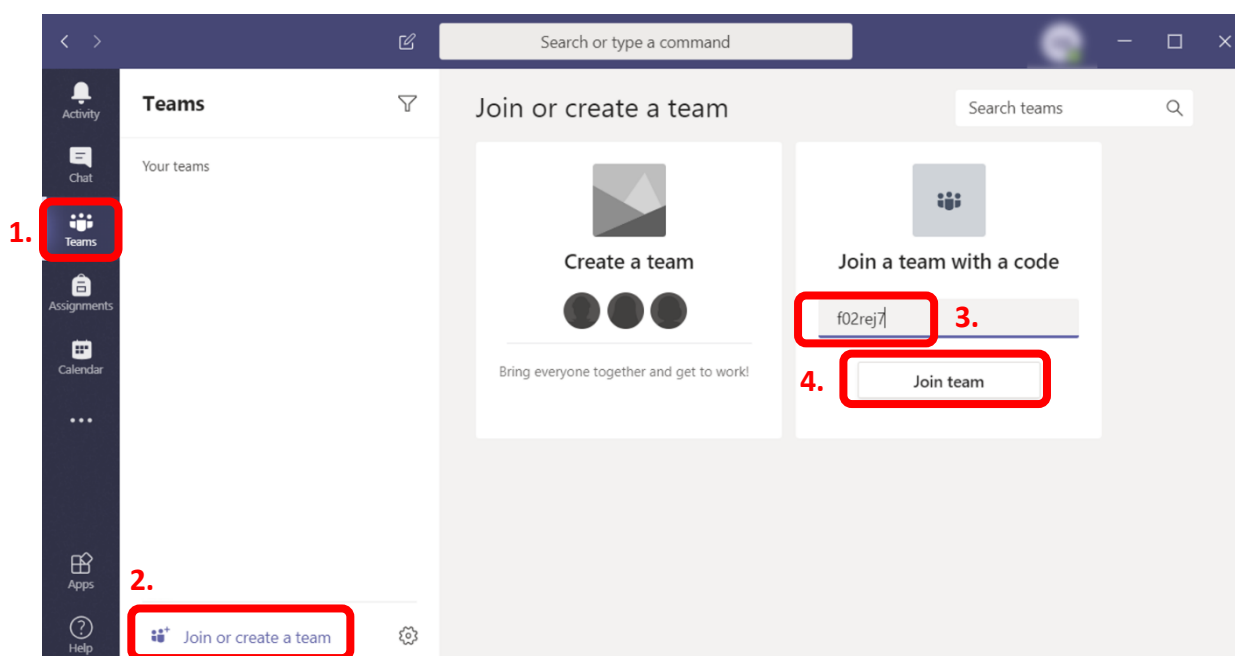


Picture 2: Language and Layout settings

Enrolling in a course

For enrolling in a course, your professor will provide you a course code that will be published in the Moodle learning environment (**estudij.um.si**).

After enrolling, select the section “**Teams**”, click on “**Join the team**”, enter the course code provided by your professor in the **estudij.um.si** learning environment and click on “**Join the team**” (Picture 3).



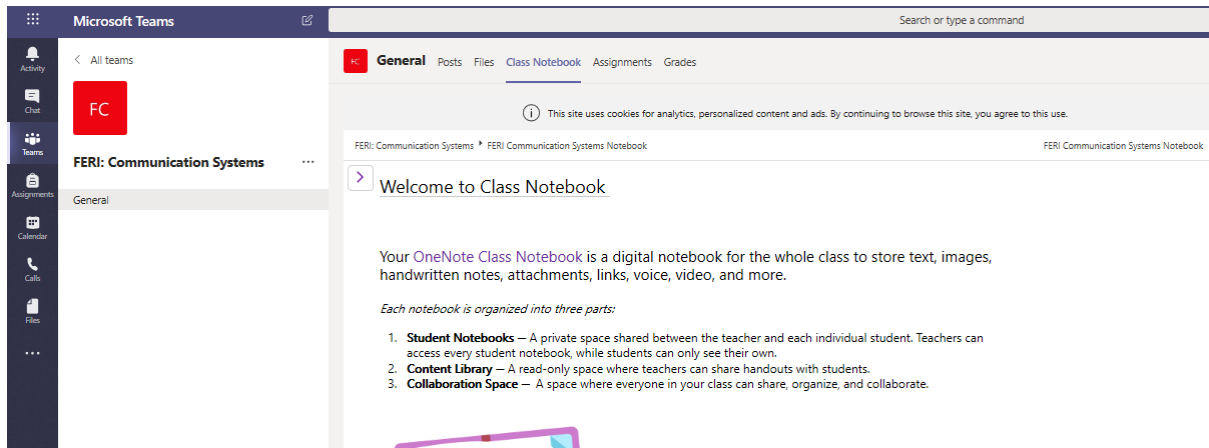
Picture 3: Enrolling in a course

You can access various tabs on the course desktop:

- Posts: here team members can exchange their views. Please follow your teacher’s instructions on how this functionality shall be used.
- Files: class materials are normally prepared as part of the **estudij.um.si** environment, however, the professor may decide to publish additional material here as well.
- Class Notebook: if the professor sets up a course notebook, you shall have access to at least three fields:
 - Collaboration Space,
 - Content Library and
 - Student Notebooks: personal notes of students.

A class notebook is created with the first click on the tab; therefore, you need to wait a bit before you can view it. When using a web browser, select one of the other tabs and then return to the “Class Notebook” tab (this way you enable refreshing the view). Clicking “>” in the upper left part of the notebook opens available sections and pages (Picture 4). You can save personal notes in sections prepared by the professor, for example:

- Handouts,
- Class Notes,
- Homework and
- Quizzes.

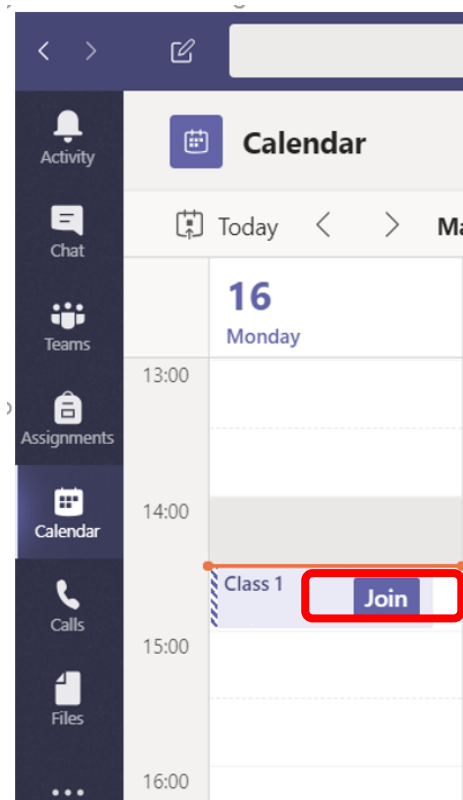


Picture 4: Class Notebook

The professor may decide to add obligations or short quizzes under the “**Assignments**” tab; however, all such activities shall most likely be carried out as part of **estudij.um.si**.

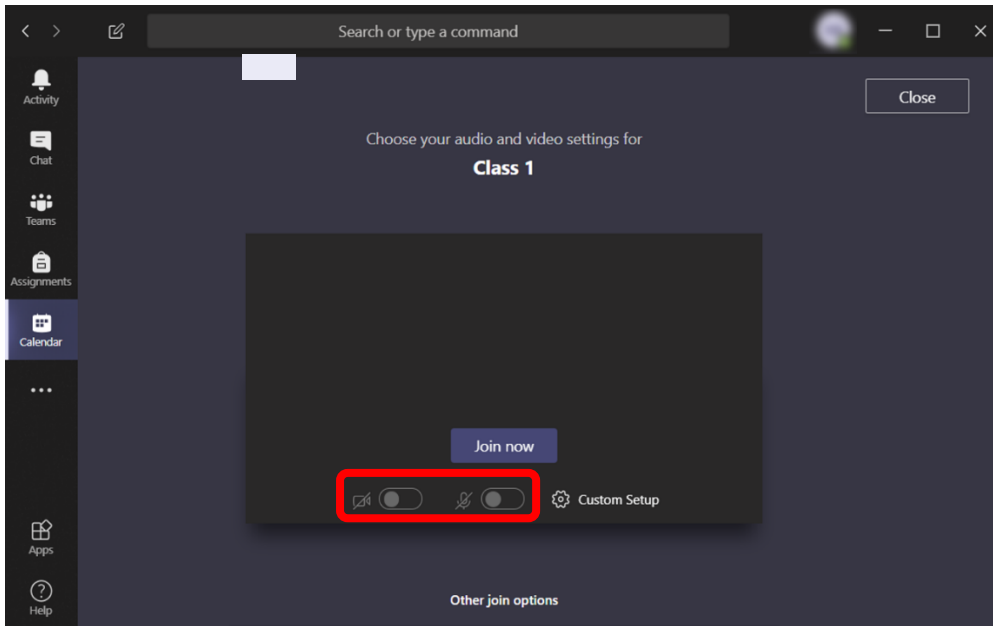
Attending the scheduled class

The Professor shall publish the scheduled class in the calendar in a way that you shall receive an invitation to attend the class as scheduled. The date shall be added to your calendar and by clicking “**Join**”, you can attend the class.



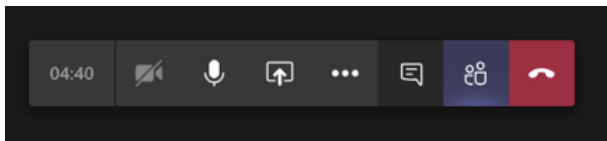
Picture 5: Attending a class

Now you determine camera and microphone use. Please turn off the camera and microphone before attending class (Picture 6). It is **strictly forbidden** for students to record classes. All users shall be informed when the recording is about to begin. If you would like to obtain the recorded version of the class, please agree in advance with the lecturer to record the event himself/herself.



Picture 6: Turning the camera and microphone off before joining classes

In the toolbar displayed when moving the mouse over the desktop, you can turn the camera and microphone on/off; for basic communication with the lecturer open a conversation window (Picture 7). Please do not turn your microphone on during class, unless asked to do so by your professor. If you have any trouble with the microphone, it is possible that you do not have adequate privacy settings for the microphone (you need to allow applications to access your microphone) on your computer (Windows 10).



Picture 7: Toolbar