



Student Guide – Accessing Teams Online Sessions

This guide will cover how to find and access Teams Online Sessions in myMurdoch Learning.

Contents

1	What is a Teams Online Session?	. 1
2	How do I access a Teams Online Session?	. 1
3	I'm an online student, can I access campus classes using Teams?	. 2
4	How do I access a Teams recording?	. 2
5	Get heln	3

1 What is a Teams Online Session?

There are many terms used in our ever-evolving digital world: online meetings, video conferencing, virtual classroom. At Murdoch we use the term **Teams Online Session** for any lecture/tutorial/workshop that is streamed live.

- All classes scheduled in Boola Katitjin (Building 360) use Microsoft Teams.
- Even if you attend class in-person, you may still be required to use Teams to collaborate with your peers.
- Bring your laptop/mobile device to connect to the technology-enabled desks to benefit from the collaborative features.

Always refer to your unit in myMurdoch Learning for information and instructions on how Teams is used in the unit.

2 How do I access a Teams Online Session?

To join a Teams Online Session you will need a link. The link will be visible in one of two ways, depending on how the unit is using Teams.

1. Teams Online Session activity link

Look for the purple Teams icon in myMurdoch Learning. Click on the activity.

If the organiser has not started the session yet, you will receive this message:

The session will start soon, you will automatically be redirected when it is ready.

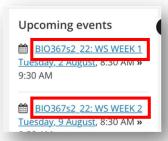


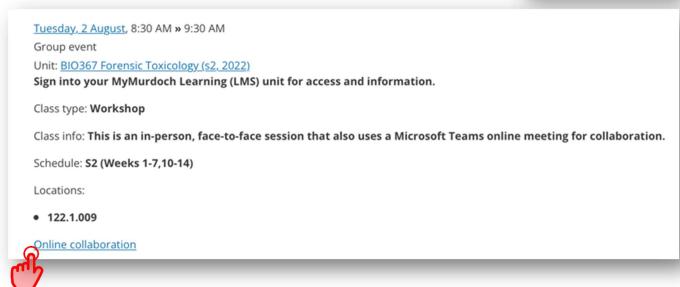


2. Calendar in myMurdoch Learning

If your class is scheduled in Boola Katitjin (Building 360) a link to the Teams Online Session can be found in your Calendar in myMurdoch Learning.

- Look for the Upcoming Events menu on the right-hand side of your unit.
- Click on the blue highlighted link.
- Read the instructions on the next page (the calendar entry).
- Click on the link titled Online collaboration.



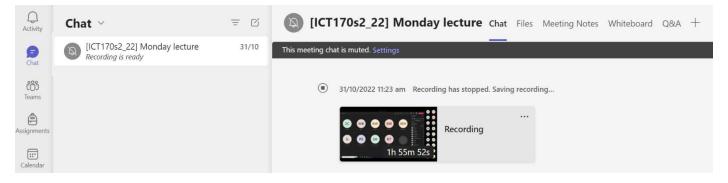


3 I'm an online student, can I access campus classes using Teams?

We recommend referring to your unit in myMurdoch Learning for information and instructions. Investigate if either option in section 2 of this guide is available to you. If you cannot find the answer, consider posing the question in the unit discussion forums or contact the relevant unit support staff via email.

4 How do I access a Teams recording?

After each session, a thread in Chat will automatically be created. This will contain all of the chat that occurred during the meeting, any files that were uploaded, and the final recording once processed.



You can also access recordings, whether they are Teams recordings or pre-recorded teaching videos, via the *Class videos and lecture recordings* tab in myMurdoch Learning.

Class videos and lecture recordings

5 Get help

myMurdoch Student IT

Get connected with the technology, apps and facilities you need to support your studies.