



University
of Glasgow

Microsoft Teams for Tutorials, Workshops and Seminars

V1.0)

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Introduction

This course is designed to introduce you to creating classes with Microsoft Teams. It should be helpful to people who are new to using Teams or who are transitioning from using other applications (especially Zoom) to using Microsoft Teams

This course walks you through setting up a class in Microsoft Teams using the UofG Class template. It is intended for teaching staff running small-group, interactive online teaching — tutorials, seminars, workshops, lab demonstrations, supervisor meetings, and any other session where students are expected to speak, ask questions and take part rather than listen quietly.

If you are looking to record a one-way lecture for student viewing, use the Lecture template instead. If you are running a registered event with a sign-up page, use the Webinar template. The accompanying scenario guide “Moving from Zoom to Teams” shows how to handle other meeting patterns.

Microsoft Teams for Tutorials, Workshops and Seminars

1 Meetings

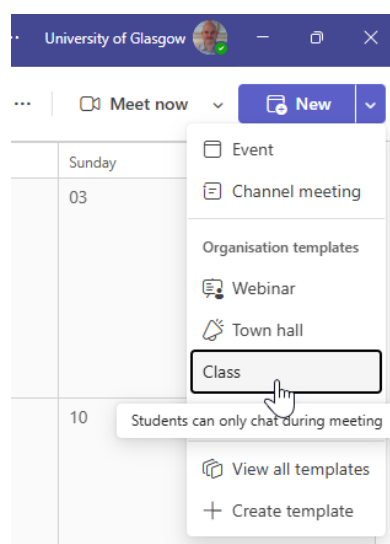
If you have been using Teams for general communication, you will probably be familiar with this feature. Meetings are designed to enable communication between small groups of people, but can be extended, through the meeting's settings, to enable more controlled communication between larger groups. The Class template is one of these controlled patterns — pre-configured for a small group of students who need to talk to you and each other.

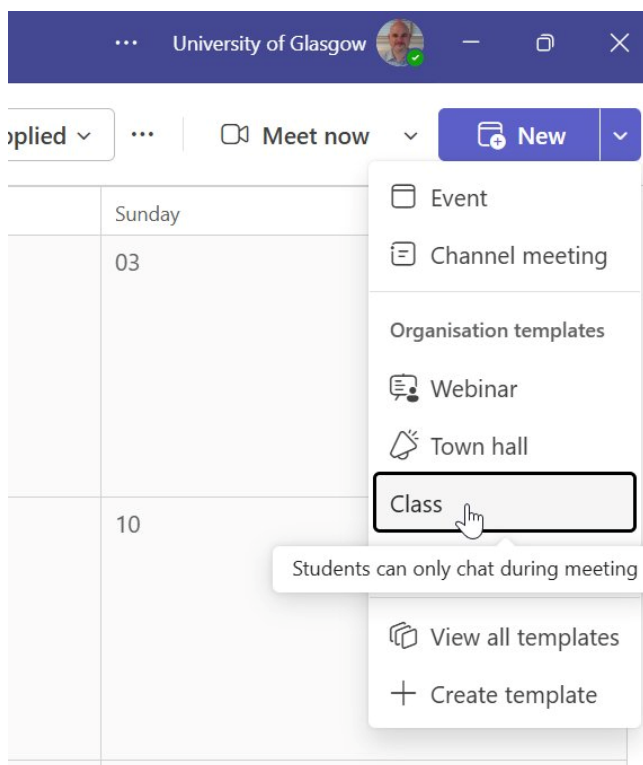
a. Template

A template in Teams is a pre-configured starting point for a meeting, webinar or town hall — a saved bundle of settings that the University supplies or that you can create yourself. When you create a new event from a template, those settings (attendee permissions, chat behaviour, recording defaults, lobby rules and so on) are applied automatically. You can still change most of them afterwards, but you don't have to remember each one from scratch, and you don't have to know the full list of options on the meeting setup page to end up with sensible defaults.

At the time of writing this UofG, IT Services maintains four organisation templates:

- Webinar
- Town hall
- Class
- Lecture





Each Template is created for a specific kind of event. They appear in your Teams Calendar under the heading “Organisation templates” when you click the dropdown arrow next to + New meeting. Starting from a template saves time, makes events feel consistent across the institution, and helps ensure that the settings that matter most for a particular scenario (such as restricting who can present in a teaching session) are right first time.

NOTE - Hover over the Class entry in the dropdown and you will see the tooltip “Students can only chat during meeting.” This single line captures the most distinctive thing about the Class template — the meeting chat is in-meeting only, not a persistent thread. We come back to this in Section 4.

2 When to use a Class (vs a Meeting, Lecture or Webinar)

All four organisation templates produce online events, but each is tuned for a different teaching or event pattern. Picking the right one saves you fighting against defaults later.

	Meeting	Class	Lecture	Webinar
Typical use	Working group, 1:1, project meeting, office hours	Tutorial, seminar, workshop, lab — interactive teaching with a known group	Recorded one-way lecture for students	Open seminar, public lecture, training with sign-up
Attendee cap (standard licence)	1,000	1,000	1,000	1,000

	Meeting	Class	Lecture	Webinar
Registration page?	No	No	No	Yes — with a custom event site
Lobby default	Off (for org)	On — all attendees wait until admitted	On — staff manage entry	Off for registered attendees
Attendees can talk / use camera	Yes	Yes — by default	No — view-only	No — Q&A and chat only
Meeting chat	Persistent (lives in Teams chat history)	In-meeting only (chat ends when meeting ends)	In-meeting only	In-meeting only + Q&A
Recording default	Off (manual)	Off (manual) — start it per session	On — auto-records	On — auto-records the event
Best when...	Everyone is staff and needs to talk freely	You're teaching a known group of students interactively	You're recording a lecture students will watch later	You need an attendee list and a public sign-up page

Rule of thumb

If you know your students and they need to be able to talk to you and each other, use the Class template. If you're mainly broadcasting and recording, use the Lecture template. If anyone on the internet might want to attend, use the Webinar template.

3 Zoom vs Teams classes — the key differences

If you've taught small-group online sessions in Zoom before, here is what changes when you use the Class template within Teams.

The waiting room (lobby)

Zoom: the waiting room is a host-controlled option, often enabled for unknown participants.

Teams: the lobby is on by default in the Class template — every student waits until you admit them. You can chat to them in the lobby first, and admit individually or all at once.

Mics and cameras

Zoom: students join muted by default; you can enable cameras.

Teams: the Class template lets students unmute themselves and use their camera from the start. It's aimed at interactive teaching — set expectations verbally or in the invite if you want cameras on.

Sharing the screen

Zoom: in a school/HE Zoom config, often only the host can share by default.

Teams: the Class template restricts presenting to organisers and co-organisers — students cannot share their screen unless you promote them to presenter during the meeting.

Chat

Zoom: chat sometimes persists in the Zoom client between sessions; depends on the meeting type.

Teams: the Class template sets meeting chat to In-meeting only — there is no persistent chat thread in Teams before or after the class. Chat works during the live session only. Use a Team channel or Moodle forum if you want a persistent conversation with the cohort.

Recording

Zoom: you can configure cloud or local automatic recording.

Teams: the Class template does not record by default. Start the recording per session if you need to. Recordings are cloud-only and land in your OneDrive.

Breakout rooms

Zoom: automatic or manual assignment; participants can usually be moved freely.

Teams: automatic, pre-assigned or self-select breakouts are available — see the scenario guide section 5 for the equivalent steps.

Polls and reactions

Zoom: polls are a built-in meeting feature; reactions are standard.

Teams: polls are added via the + (Add an app) menu in the meeting. Reactions are on by default in the Class template. Annotation is enabled for everyone — students can mark up content you share.

4 The UofG Class template — what it gives you

When you open Teams Calendar and click the dropdown next to + New meeting, you'll see an Organisation templates section with four UofG templates: Webinar, Town hall, Class, and Lecture. The Class template is the one to use for interactive small-group teaching.

a. Why use the template

The template pre-configures the settings that are most commonly forgotten or set inconsistently in a teaching context — particularly the lobby (so students don't wander in early), who can present (so students don't accidentally share their screen), and the meeting chat (so private messages don't persist as a Teams thread). Starting from the template gets you to a sensible default in seconds; you can then tailor the bits that matter for your specific class.

b. What the template sets up automatically

Out of the box, the Class template configures the meeting options shown below. The screenshot is taken from the top “Featured in this event” summary on the Meeting options page — the same settings appear in more detail further down that page.

Who can bypass the lobby: Only organisers and co-organisers

Every student waits in the lobby until you admit them. This gives you a clear moment to start the class, lets you chat to students before admitting (e.g. “we’ll start in 2 minutes”), and keeps unwanted joiners out.

Who can present: Only organisers and co-organisers

Students cannot share their screen by default — they join as Attendees, not Presenters. This prevents the classic accident of a student sharing their browser tabs. If you need a student to present (for example to deliver their tutorial work), promote them to Presenter during the meeting and demote them again afterwards. The Roles section of Meeting options shows the same restriction:

Allow mic for attendees: ON

Students can unmute themselves. This is the whole point of an interactive class — you want a conversation, not a lecture. You can still mute individuals (or everyone) during the meeting if things get noisy.

Allow camera for attendees: ON

Students can turn their cameras on. The template enables cameras but does not force them on (no platform really can) — set expectations in the invitation if cameras are required, e.g. for a viva or assessed discussion.

Record and transcribe automatically: OFF

Recording is off by default. For most small-group teaching, you don’t want a recording — students speak more freely if they’re not being recorded. Turn it on per session if you have a specific reason (guest speaker, asynchronous catch-up, accessibility request). If you intend to publish a recording to all students afterwards, switch to the Lecture template instead, which is set up for that use case.

Meeting chat: In-meeting only

This is the headline difference between a Class meeting and a normal Teams meeting. Chat works during the live class, but the chat thread does not persist in Teams afterwards. Students can’t message you (or each other) about the class through this channel before or after the session.

Why this matters: it mirrors how a classroom works — discussion happens in the room, then ends. It also means safeguarding-relevant chat content doesn’t sit in a Teams thread indefinitely. If you want a persistent conversation with the class, set up a Team channel or use the Moodle forum.

Lobby & access: tight by default

Beyond the lobby setting itself, the template configures who can admit students from the lobby (organisers, co-organisers and presenters) and announces dial-in joiners.

Anonymous joiners and unverified participants are not blocked, but they go to the lobby like everyone else.

Participation: Q&A off, reactions on, annotations open

Q&A is disabled (it's a webinar feature, not useful in a small class). Reactions are on — students can give a thumbs-up, clap, etc. The annotation tool is open to Everyone — when you share your screen, students can draw and highlight on it, which is useful for working through worked examples or marking up a diagram together. Attendance reports are on, so you can see who joined and for how long.

Production tools: green room off, attendee view unrestricted

Green room is for rehearsing webinars — not needed for a tutorial. “Manage what attendees see” is off, so students see all presenters and shared content, not a curated speaker view.

Other defaults

- **Hide attendee names:** OFF — student names are visible to you and to each other.
- **End-to-end encryption:** OFF (E2EE requires Teams Premium for group meetings).
- **Watermarking, copy/forward restrictions, sensitive-content detection:** all OFF — these are Premium features, not used by default.
- **Copilot:** available during and after the meeting (subject to UofG's Copilot rollout). Be aware Copilot can summarise meetings — useful for accessibility, but tell students if you're going to use it.

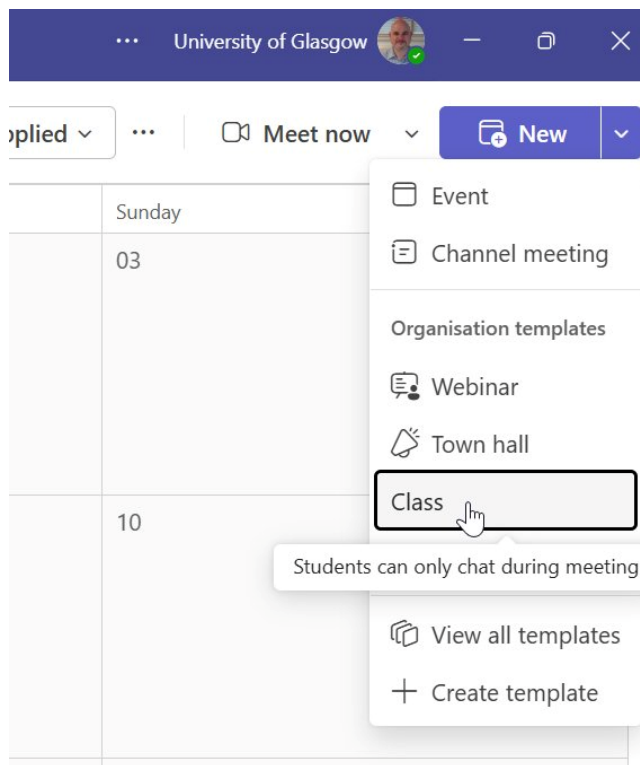
5 Step-by-step: creating your class

Allow about 5 minutes to set up a single one-off class from the template. A recurring class for a whole semester takes about the same — you set up one event with the recurrence rule and you're done.

a. Open the template

- 1 Open Teams and go to the Calendar.
- 2 Click the dropdown arrow next to the + New meeting button (top right).

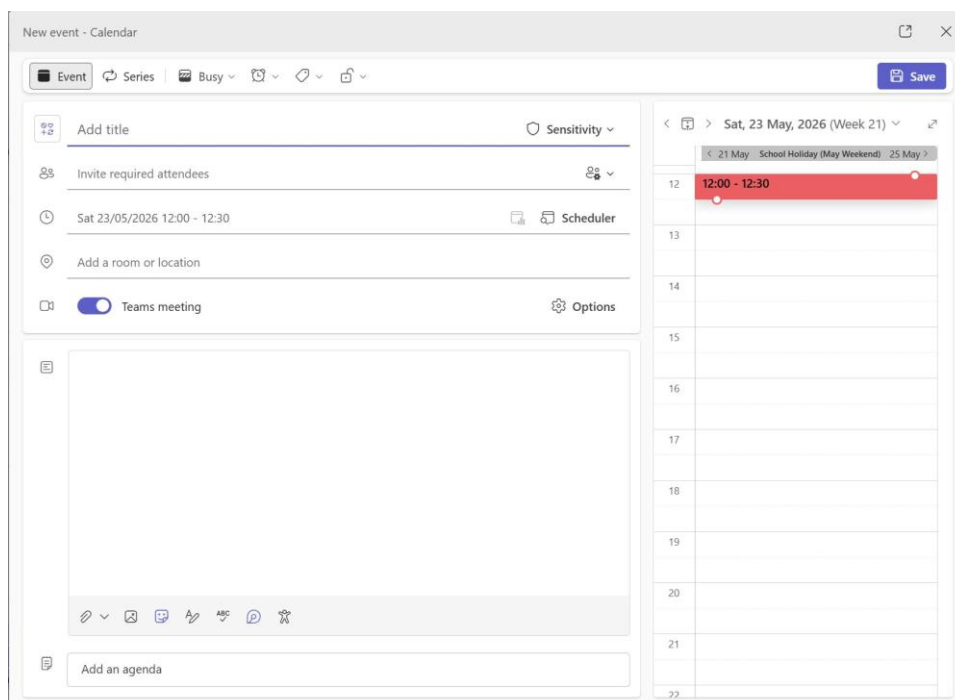
3 Under Organisation templates, choose Class.



TIP - Hover over each template to see its one-line description. Class shows “Students can only chat during meeting” — a quick reminder of the in-meeting-only chat behaviour.

b. Fill in the event details

Selecting the Class template opens the standard Teams calendar event dialog. Unlike the Webinar template (which opens a whole event-setup workspace), the Class template just creates a normal Teams meeting with the right options pre-applied.



Fill in the basics:

- **Title** — be specific so students can find it later (“Mon Tutorial: Macroeconomics Group 4” rather than “Tutorial”).
- **Required attendees** — your student list. You can paste in a list of UofG email addresses, or leave blank and share the join link via Moodle instead (see Section 6).
- **Date and time** — double-check, especially for recurring sessions. Use the recurrence option if this is a weekly class.
- **Add a room or location** — leave blank for online only. Add a room here if it’s a hybrid teaching session.
- **Teams meeting toggle** — leave ON. This is what attaches the Class template settings to the event.
- **Description / Agenda** — a sentence or two on what students need to bring or prepare, plus a link to the Moodle course page if relevant.

c. Verify the template settings have applied

- 1 In the event dialog, click Options (next to the Teams meeting toggle). Your browser opens the Meeting options page for this event.
- 2 Scroll through the settings and confirm they match the Class template defaults shown in Section 4 above. If something looks wrong, you may have accidentally created a blank meeting instead — easiest fix is to delete the event and start again from the dropdown.
- 3 Adjust anything specific to this session — for example, turn on automatic recording for a guest speaker session, or restrict to authenticated UofG users only for a sensitive discussion.
- 4 Click Save (at the bottom of the meeting options page).

d. Save and send the invite

- 1 Back in the calendar event dialog, click Save in the top right.
- 2 The event is added to your calendar. If you added required attendees, they receive a meeting invitation by email and the event appears in their Teams calendar with the join link.

e. Recurring classes

For a weekly tutorial through a semester, set the recurrence on the date/time row (Does not repeat → Weekly, choose days and end date). The whole series uses one set of meeting options and one join link. Edit any single occurrence (e.g. to move week 7) without affecting the series.

NOTE - If you change a meeting option on a single occurrence, that change only applies to that occurrence. Change it on the series to apply to every class for the rest of the semester.

6 Sharing the class with students

a. Direct calendar invitation

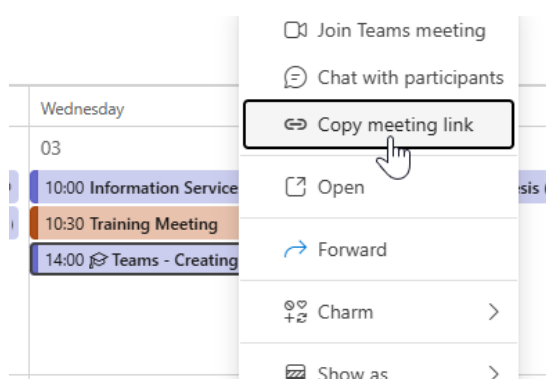
If you added the students' email addresses as required attendees when you created the event, they already have the invite and the join link. Nothing more to do — they click Join from their own Teams calendar or Outlook reminder when the class starts.

TIP - For a recurring tutorial, use a UofG group (e.g. a Microsoft 365 group or a Moodle export) so students added late to the course don't miss the link.

b. Adding the join link to Moodle

At the time of writing there is no LTI connector between Teams and Moodle, so there is no direct equivalent to the Zoom Moodle plug-in. The interim workflow is:

- 1 Create and save your class meeting (single or recurring) in Teams Calendar.
- 2 Open the event in your calendar. Right-click → Copy link, OR open the meeting itself and copy the join URL from the Meeting details.



- 3 In Moodle, on the relevant course page, add a URL resource (Add an activity or resource → URL).
- 4 Paste the join URL. Give it a clear name like “Join tutorial — every Monday 14:00” and a short description so students know what they're joining.
- 5 Save and check the link works from a non-logged-in browser tab.

IMPORTANT - Watch for institutional guidance on the recommended approach for Semester 1 2026/27 — this area is still being finalised. Don't rebuild your Moodle pages around Teams classes until the agreed workflow is confirmed.

c. Adding the join link to Inkpath

For classes that contribute to PGR / staff CPD recorded on Inkpath:

- 1 Create the class in Teams Calendar as above.
- 2 Copy the Teams meeting join URL.
- 3 In Inkpath, create or edit the activity, and paste the Teams URL in the link / location field.

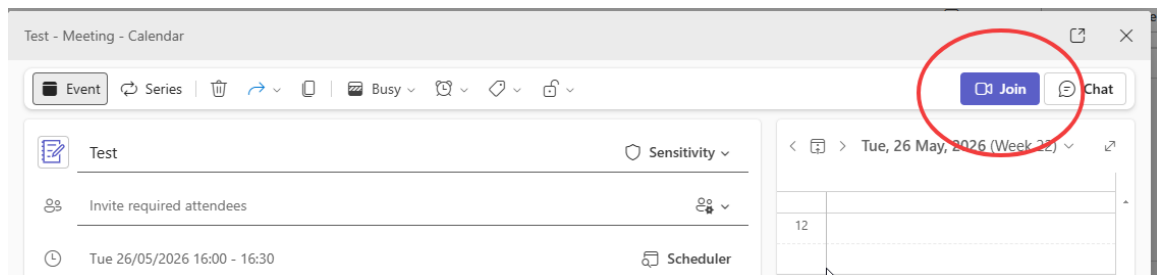
4 Save.

NOTE - Unlike a webinar, a class has no separate registration URL — there's only the meeting join URL. That's the link that goes everywhere: invitations, Moodle, Inkpath.

7 On the day — running the class

a. Joining

Click the event in your Teams Calendar a few minutes before start time, then click Join. As the organiser you bypass the lobby automatically and land in the meeting.



b. Admitting students from the lobby

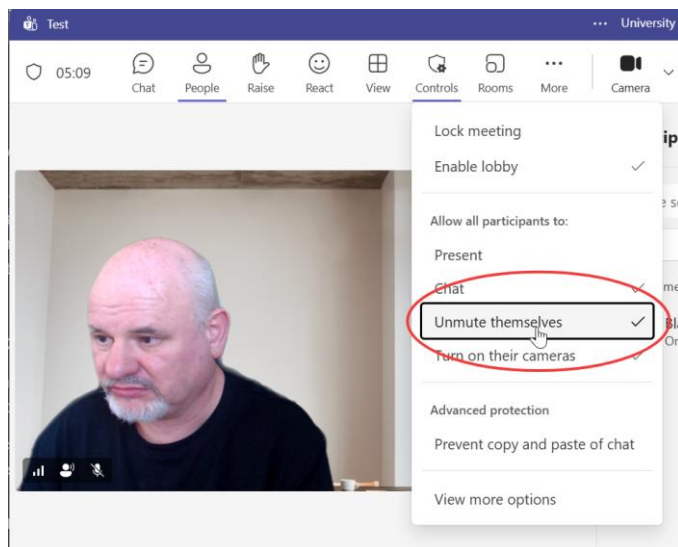
Students arrive in the lobby — Teams shows a notification in your meeting (“someone is waiting in the lobby”).

- Click Admit on the notification to let a single student in.
- Or open the Participants panel, find the lobby section at the top, and click Admit all.
- You can type a message to students still in the lobby (“starting in a couple of minutes”).

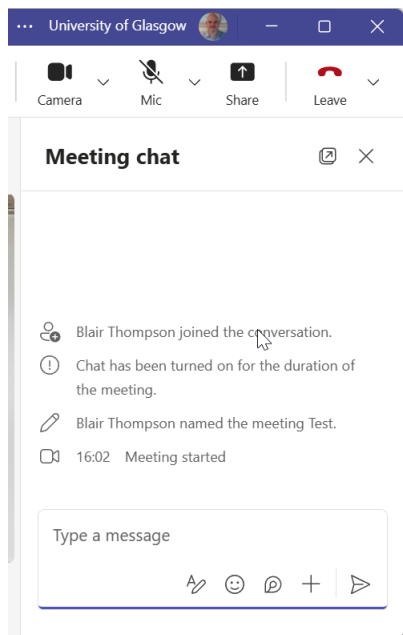
TIP - Don't admit students until you're actually ready to start. The lobby gives both sides a clear signal of when the class begins.

c. During the class

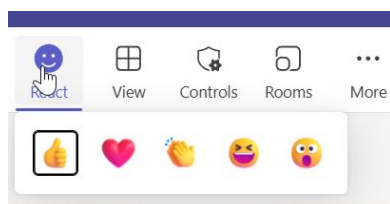
Mics and cameras: students can unmute and use video. Use the controls button to change this



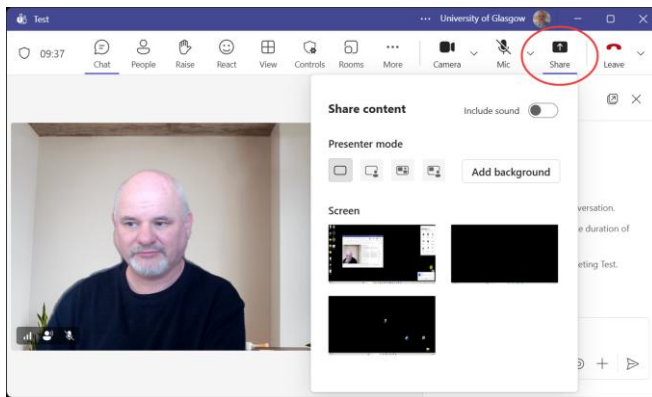
Chat: the chat panel is on the right of the meeting. Reminder: this chat is in-meeting only — it won't exist as a Teams thread afterwards. So tell students up front that important info should be noted down or sent to them via Moodle.



Reactions and raised hands: students can raise a hand (the meeting toolbar) — a useful way to manage turn-taking in a group larger than about six. Reactions (clap, thumbs) are available too.



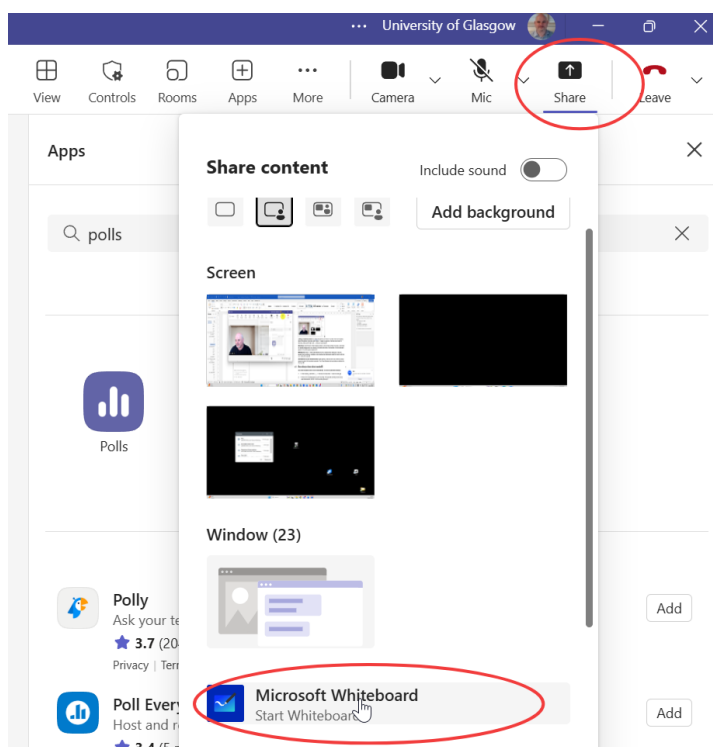
Sharing your screen: click Share in the meeting toolbar. For slides, prefer Share → PowerPoint Live — you get speaker notes and the upcoming-slides view, and screen readers can pick up the text for accessibility.



Letting a student present: by default students can't share. To allow it for one student, open Participants, right-click their name → Make a presenter. Demote them back to attendee afterwards (right-click → Make an attendee).

Breakouts: click Rooms in the meeting toolbar. Choose the number of rooms, automatic or manual assignment, set a timer if you want auto-return. See section 5 of the scenario guide for the full breakout patterns.

Whiteboard: Share → Microsoft Whiteboard for a collaborative sketchpad. Anyone present can contribute. Available in the meeting chat afterwards while the chat is still live (i.e. during the class).

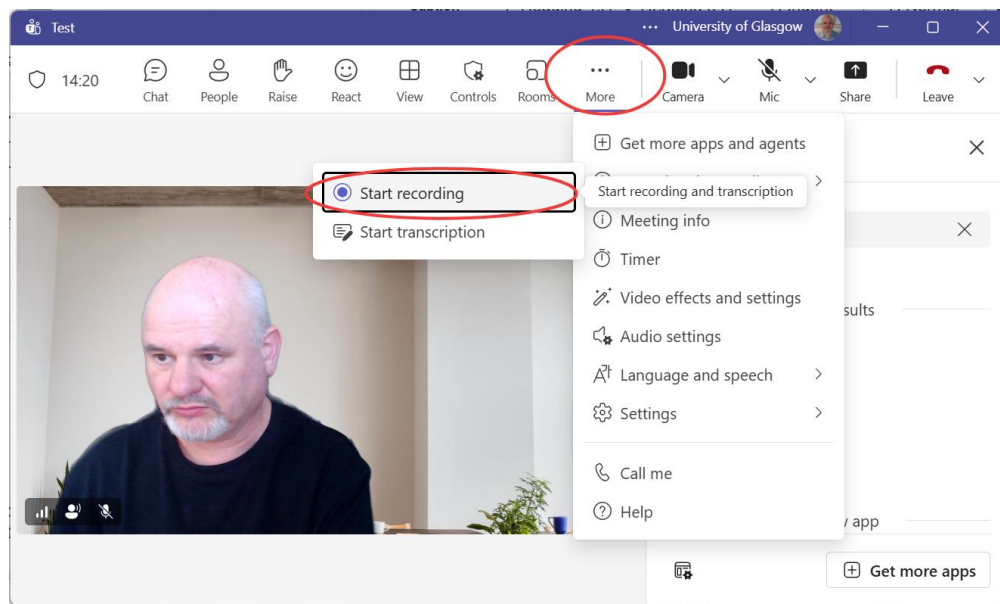


Annotations on your shared screen: while sharing, click the pen icon at the top of the shared content to let students annotate. The Class template has annotations enabled for Everyone.

d. Recording a class (when needed)

The Class template doesn't record automatically. To record a particular session:

- 1 In the meeting, click More (...) → Record and transcribe → Start recording.

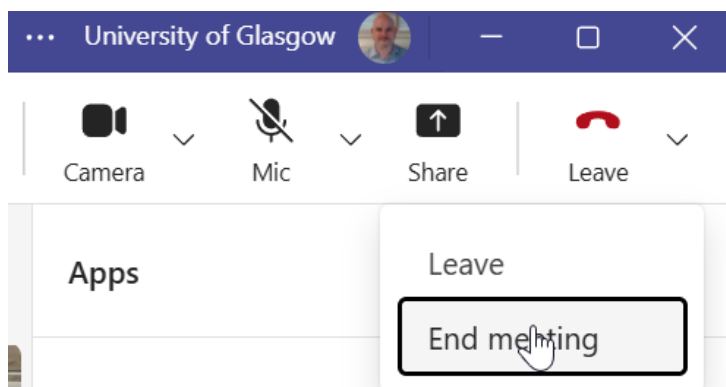


- 2 Announce to students that you are recording. This is both an ethical norm and a legal expectation (GDPR / UofG recording policy).
- 3 Optionally also click Start transcription to capture a written transcript.
- 4 To stop, More (...) → Record and transcribe → Stop recording. Or just leave the meeting end the session — the recording stops automatically.

IMPORTANT - If you intend to publish the recording to all students afterwards, use the Lecture template instead of recording a Class. The Lecture template is configured for that workflow (auto-record, publish via Kaltura). Recording a class is for occasional needs like a missed-by-illness catch-up, not for a routine “record every tutorial” pattern.

e. Ending the class

Click the dropdown arrow next to Leave (bottom right) → End meeting. This ends the session for everyone and closes the in-meeting chat. If you just click Leave you exit alone — students remain until they all leave or the meeting times out.



8 After the class

a. Chat — what happens to it

Because the Class template uses Meeting chat: In-meeting only, the chat thread ends with the session. You won't find a continuing chat in your Teams chat list, and students cannot message you (or each other) about the class through the meeting chat after it ends. If you want to keep the conversation going, set up a Team channel or use a Moodle forum — these are designed for persistent group conversation.

b. Attendance report

- 1 Open the event in your Teams Calendar.
- 2 Click the Attendance tab.
- 3 Review the report: who joined, when they joined, when they left, total time in the meeting.
- 4 Click Download to export as a CSV — useful for attendance recording and any PGR / school reporting workflow.

c. Recording (if you recorded)

If you turned on recording during the class, the recording is now in your OneDrive in the Recordings folder. The transcript (if you also turned that on) sits alongside it.

- **Default sharing:** everyone the meeting was sent to can view the recording.
- **Restrict access:** open the file in OneDrive, click ... → Manage access, remove or limit who can view.
- **To put on Moodle long-term:** download from OneDrive, upload to Kaltura, embed the Kaltura player on the Moodle page. Kaltura is the supported route for teaching recordings — OneDrive isn't designed as a long-term streaming platform for student cohorts.

NOTE - If the session covered sensitive content (a difficult discussion, a student personal disclosure, or anything assessment-related), restrict access manually before any student catches up on the recording — the default “share with everyone invited” may be too wide.

9 Common mistakes — a checklist

Run through this list before your first class, and skim it before any unusual session (guest speaker, assessed work, sensitive topic):

- ✓ Did you actually pick the Class template from the dropdown? A blank meeting won't have the right defaults.
- ✓ Have you set realistic expectations on cameras / mics in the invite description? The template allows both but doesn't require them.
- ✓ Are students arriving in the lobby? If they're walking straight in, the lobby setting may have been changed accidentally — re-check Meeting options.
- ✓ Are you aware that meeting chat ends with the session? Tell students up front; don't expect to find the chat in your Teams history afterwards.
- ✓ If you're recording, did you announce it audibly at the start of the session?
- ✓ For a guest speaker, have you added them as a Presenter (or co-organiser, if internal) before the class? Otherwise they can't share their screen.
- ✓ For sensitive topics or assessed discussions, have you considered tightening access — for example restricting to authenticated UofG users only (see Scenario guide §3.3)?
- ✓ Recurring class: did you set the recurrence on the original event so all instances share the join link and settings? Edits to one occurrence don't propagate.
- ✓ Is the join link on Moodle / Inkpath up to date? If you rescheduled, double-check.
- ✓ Have students had the link in time? Last-minute changes are stressful and reduce attendance.

10 What the Class template doesn't do (out of the box)

These behaviours are deliberately not enabled in the Class template, but you can turn them on per session if you need them:

- **Automatic recording** — off. Switch on per session if needed, or use the Lecture template for sessions that should always be recorded.
- **Persistent chat** — no. Chat ends with the meeting. Use a Team channel or Moodle forum for ongoing conversation.
- **Q&A panel** — off. Use chat and raised hands instead. The Q&A panel is intended for webinars and town halls.
- **Registration / sign-up** — no, classes go to a known group by invite. Use the Webinar template if you need a registration page.
- **Green room** — off. Not needed for tutorials. The green room is a webinar/town hall feature.
- **Forced cameras on** — not possible in Teams. Set the expectation in the invite and verbally at the start.
- **End-to-end encryption** — off (E2EE for group meetings requires Teams Premium). UofG's default encryption is normally sufficient — speak to IT if you have a specific requirement.
- **Watermarking, copy-protection, sensitive content detection** — off (Teams Premium features).

11 Useful Shortcut keys

Using keyboard shortcuts can help you become more efficient when running a class. Most keyboard shortcuts require you to use two or more keys at the same time. To use a keyboard shortcut first press and hold down the modifier key or keys (i.e. SHIFT, CTRL, ALT) and then press the corresponding standard key on your keyboard.

Function	Windows	Mac
Toggle mute	Ctrl + Shift + M	Cmd + Shift + M
Temporarily unmute (hold)	Ctrl + Spacebar	Option + Spacebar
Toggle video on/off	Ctrl + Shift + O	Cmd + Shift + O
Raise or lower hand	Ctrl + Shift + K	Cmd + Shift + K
Announce raised hands (screen reader)	Ctrl + Shift + L	Cmd + Shift + L
Admit people from lobby notification	Ctrl + Shift + Y	Cmd + Shift + Y
Accept audio call	Ctrl + Shift + S	Cmd + Shift + A
Accept video call	Ctrl + Shift + A	Cmd + Shift + V
Decline call	Ctrl + Shift + D	Cmd + Shift + D
Start audio call	Alt + Shift + A	Cmd + Option + S
Start video call	Alt + Shift + V	Cmd + Shift + S
End call	Ctrl + Shift + H	Cmd + Shift + H
Accept screen share	Ctrl + Shift + A	Cmd + Shift + V
Decline screen share	Ctrl + Shift + D	Cmd + Shift + D
Zoom into shared content	Alt + Shift + =	Option + Cmd + =
Zoom out from shared content	Alt + Shift + -	Option + Cmd + -
Reset zoom on shared content	Alt + Shift + 0	Option + Cmd + 0
Pan shared content (up/down/left/right)	Alt + Shift + arrow key	Option + Cmd + arrow key
Join from meeting details	Alt + Shift + J	Ctrl + Cmd + K

Function	Windows	Mac
Toggle live captions (Mac only)	—	Cmd + Shift + A
Open in-app shortcut panel	Ctrl + .	Cmd + .