

# Guidelines for Using Teams with Moodle

This document provides step by step information for creating and managing a module Team using the **mConnect** app, and practical suggestions for supporting a module in both platforms. For further information on how to use MS Teams please visit the [staff intranet support page](#).

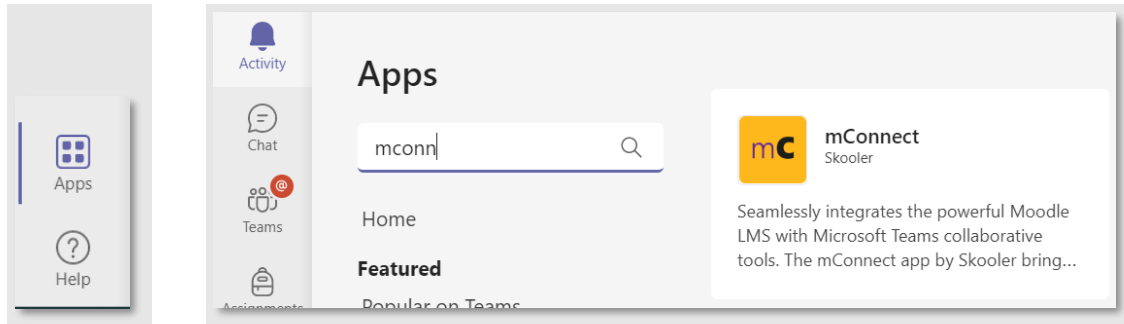
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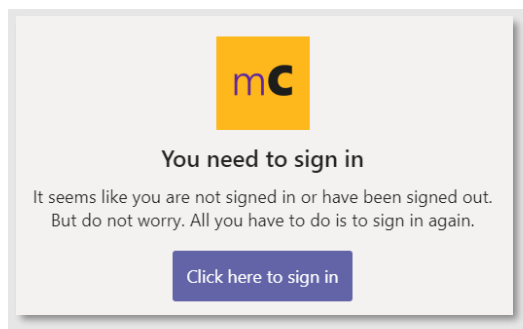
## 1. Creating a Team for a Moodle course

A Team can be created for any of the four Moodle course types; Modules, Programmes, Crosslists (XL courses) and Learning Spaces (LS courses). Any staff enrolled on the Moodle course as a Teacher will be able to create a Team for the course. Only one mConnect Team can be created per module occurrence.

Add the *mConnect* app to your Teams navigation pane by clicking *Apps* and using the search.

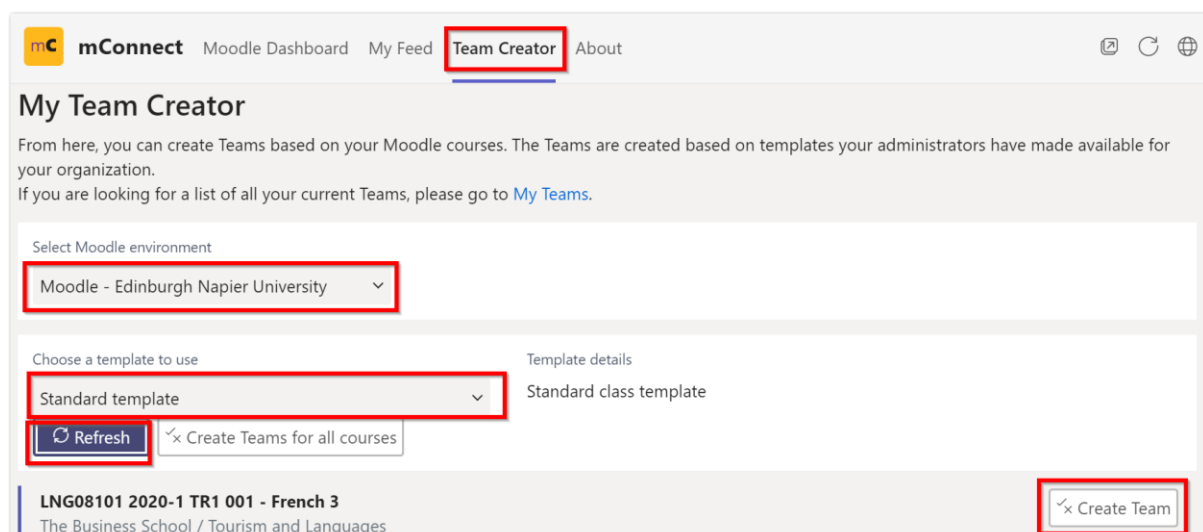


Click the mConnect app and then sign-in at the prompt



Choose Moodle – Edinburgh Napier University (not Test Moodle – Edinburgh Napier University)

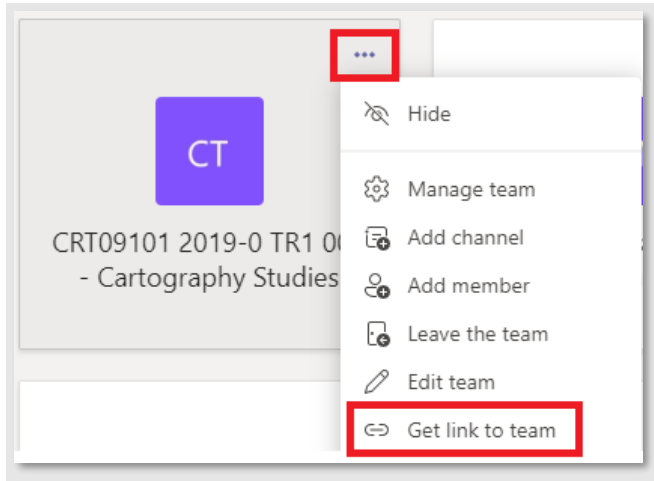
Click the *Team Creator* tab, select **Edinburgh Napier University** (not 'Test Moodle – Edinburgh Napier University'), select '**Standard template**' and click '**Refresh**'. Click the *Create Team* button adjacent to your Moodle course and the Team will appear within a few minutes in your list of Teams with a title that matches the Moodle course code and title.







The synchronisation of Moodle members may take a few hours to complete, but members can be added manually if required in the meantime.

A link to the Team does not appear automatically in Moodle and needs to be manually added by copying the link from the Teams menu.




**Module Team site**

Click this link to visit our Microsoft Teams group working space.


**Announcements**

General news and announcements will be posted here (students can't



## 2. Managing a Moodle course Team

### How synchronisation works

#### Synchronisation schedule

The synchronisation is a one direction update from your Moodle module to your mConnect Team, taking place at 04.00 am daily.

#### Synchronisation of Teachers and Students

The Team membership synchronisation operates by periodically checking Moodle for Students/Teachers/Non-editing Teachers, then adding them to the Team as members or owners.

Please note the following limitation of the synchronisation process. After the MS Team has been created, if a student subsequently becomes suspended in Moodle this student will not be removed from the Team, and their removal will have to be done manually if this is a priority. Addressing this limitation is part of the development roadmap for mConnect.

If a student's status changes back from suspended to active in Moodle, mConnect will automatically re-add that student to the Team at the next daily sync.

You may manually add users to the Team and they will not be removed.

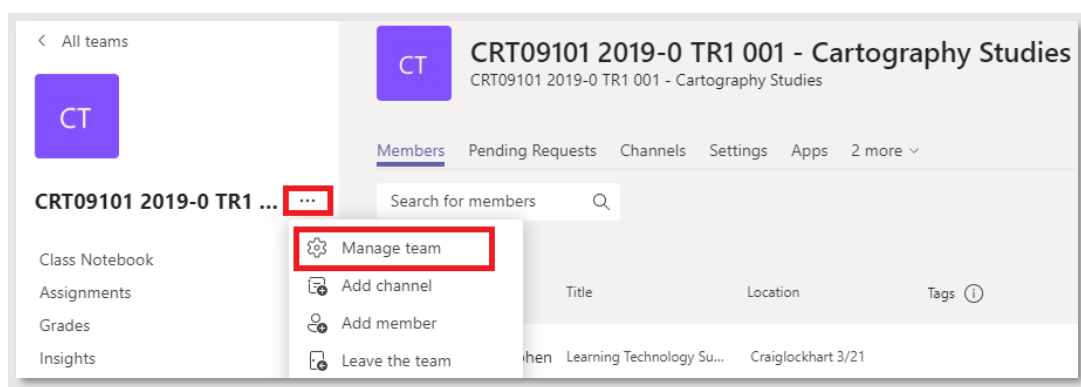
#### Synchronisation and Moodle Groups

When you set up your mConnect team, the channel names and their memberships will mirror your Moodle module groups, up to a maximum of 30 channels (presently Microsoft teams cannot have more than 30 channels).

When a change is made in the membership of a Moodle group, the corresponding Team channel will be updated accordingly at the next synchronisation.

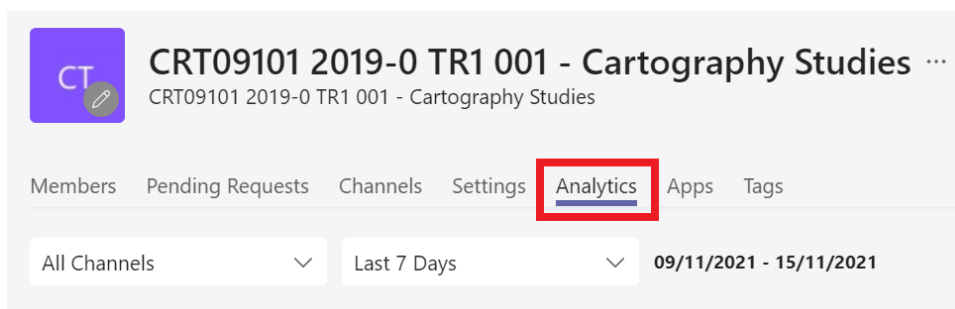
### Editing Your Team

Once your Team has been created you can edit the Team settings in the usual way, for example to the change the member permissions.



The Analytics tab will provide an insight into usage patterns and activity on the team.





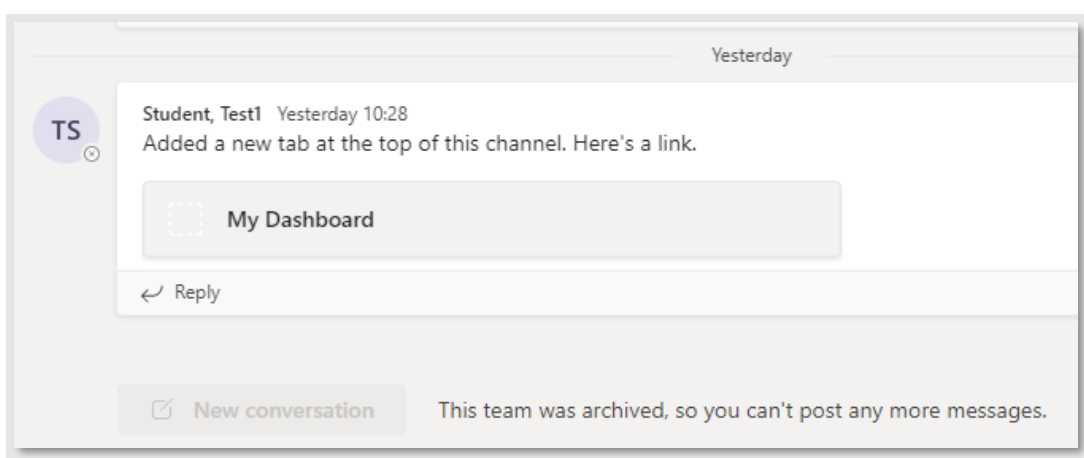
**CRT09101 2019-0 TR1 001 - Cartography Studies** ...  
CRT09101 2019-0 TR1 001 - Cartography Studies

Members Pending Requests Channels Settings **Analytics** Apps Tags

All Channels ▾ Last 7 Days ▾ 09/11/2021 - 15/11/2021

### Archiving historical Teams

Once the Team is no longer actively used then it should be archived which will place the team in a read-only state that is still accessible to members. All of the team activity will be frozen and no one will be able to start new conversations or reply to posts in a channel, add or remove channels, edit team settings, or add apps.



Yesterday

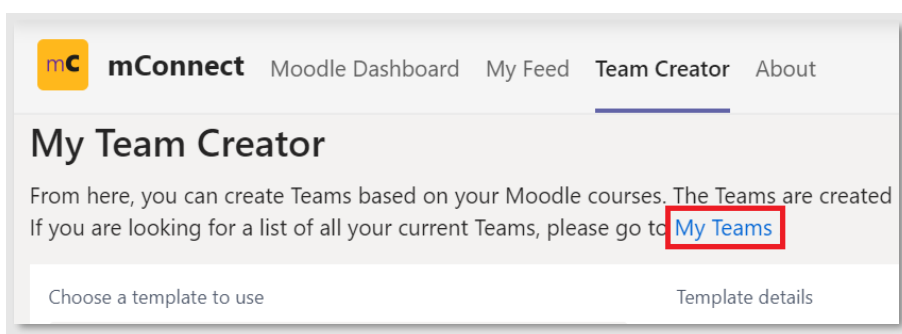
TS Student, Test1 Yesterday 10:28  
Added a new tab at the top of this channel. Here's a link.

My Dashboard

← Reply

New conversation This team was archived, so you can't post any more messages.

To archive a Team click the My Teams link:



mConnect Moodle Dashboard My Feed **Team Creator** About

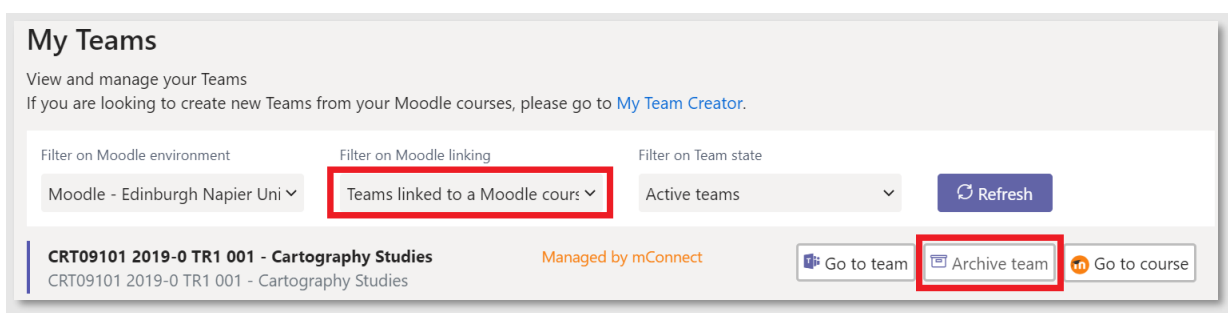
## My Team Creator

From here, you can create Teams based on your Moodle courses. The Teams are created  
If you are looking for a list of all your current Teams, please go to **My Teams**

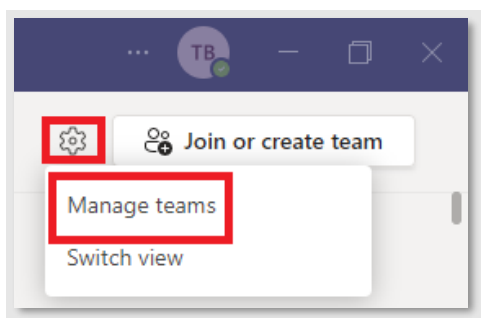
Choose a template to use Template details

Use the filter to show *Teams linked to Moodle courses* and click the corresponding archive button.

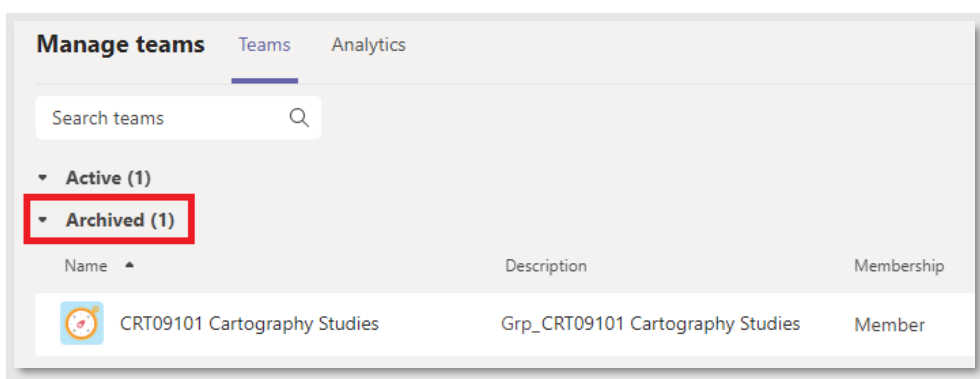




Once archived, the Team can be accessed by clicking the gear icon and then Manage Teams.



Expand the *Archived* menu option and the Team is available.



### 3. Guidelines for using Teams with Moodle

This excellent [video and blog post](#) by the University of East London describes the affordances of Moodle and Teams in terms of [Laurillard's six activity types](#); Acquisition, Inquiry, Discussion, Practice, Collaboration, and Production.

Moodle excels at providing resources and activities that students progress through in a specific order on their own. Moodle has a linear layout and provides students with tracking and completion tools that help them to visualise their progress. Moodle is the University's platform for assessment activities.

Teams is best suited to continuous, synchronous learning activities and is centred around the Chat and Discussion feeds from public or private channels. Students can collaborate on documents in real time and is particularly suited for group work activities. Teams meetings support live teaching events with content sharing and breakout rooms, which can include live captioning and transcriptions.



It is important that students feel orientated in our online platforms and so the following guidelines are designed with regard to the [Moodle minimum standards](#), which places an emphasis on a well-structured courses where resources, activities, assessment and feedback are clearly signposted.

### 3.1 Communication

Teams offers flexible and dynamic messaging options that in many cases may be preferable to Moodle Forums, however communication can be shared effectively across both platforms. Moodle Forums are organised around message threads that can be tracked and searched, whereas Teams messages are a single scrolling screen and so it can be challenging to keep track of what has been said and shared.

**Moodle Announcements** provide one-way messaging that keeps all 'Teacher' posts in an easy to navigate list and is recommended for all important module messages. Since an email copy is not sent to students until the evening it is less effective for messages that require immediate action. Therefore a copy of the message can be posted in a Teams channel so that an alert is created in the Teams app. It should be noted that posts in Teams are shown in one long scrolling page, and lack the navigation of Moodle forums which help students remain orientated in the module.

**Moodle Forums** provide two-way messaging where replies are displayed as threaded conversations. These are suited to a range of purposes such as for module queries or for longer posts that require a more academic style of writing. Forums can be organised into private groups, but if a large volume of messages are anticipated or if the students may be posting in real time then a private Teams channel would be more suitable. This would also enable students to use the emojis to quickly acknowledge messages rather than replying with another message.

**Email** from Moodle Quickmail allows for sending simple messages by email to individuals or groups of students, but a bulk email functionality is not available in Teams. Quickmail can be unresponsive when there are large number of students in the list of recipients, and therefore an alternative is to send messages using the [Participants page](#).

### 3.2 Assessment and Feedback

Moodle and Turnitin Assignments are well established routes for submission, grading and feedback, and between them support a wide range of digital artefacts. **It is essential that submissions and feedback for all summative assessment is submitted to Moodle so that the University retains an archive copy on our servers.**

Live activities that are assessed such as presentations often take place in Teams meetings where verbal and text feedback can be given immediately, but consideration must be given to permanent access to evidence and feedback within Moodle.

**Forms** in Teams can be used to create surveys for gathering student feedback as an alternative to the Moodle Feedback tool (see [TouchPoint survey guidelines](#)). If you are part of a teaching team then ensure that you 'share to collaborate' the form with your colleagues so that they can view the results. Forms can also be used to create quizzes with immediate feedback and branching options.



Note however that both these features are available and well developed in Moodle quizzes and [H5P interactive content](#).

**Assignments** in Teams can be used to deliver formative quizzes created in Forms and is most useful for academics to track student responses. Be clear with the students that this is not the space where they will be submitting summative assessment, which will be in Moodle.

**OneNote Class Notebooks** are versatile and support open book assessment exercises by embedding a quiz alongside information pages. OneNote can also support simple maths practice by automatically generating a random quiz based on a single equation. Instructors can keep track of students' progress OneNote Class Notebook, but if these contribute to a summative assessment then students should export work from their Notebooks for submission to Moodle.

### 3.3 Files and documents

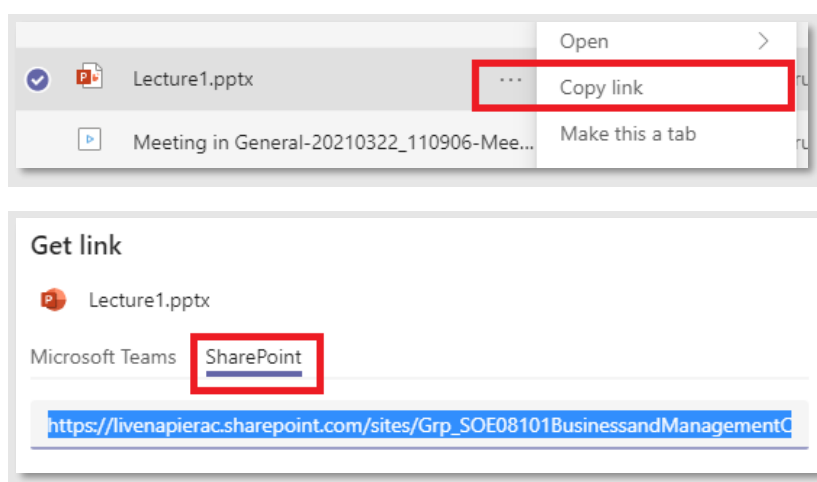
Moodle has well established tools for organising files, Library resources and videos which are described in the [minimum standards](#), and also for importing content from one Moodle course into another. There is no equivalent import function in Teams to 'roll forward' content and Teams are not intended to be created for every module occurrence, and therefore Moodle continues to be the main location for general module learning materials for all modules.

#### Managing Files

Teams are underpinned by a SharePoint site and files are stored in a logical folder structure within each channel, and while files can be copied to channels and other Teams this is not the case with folders.

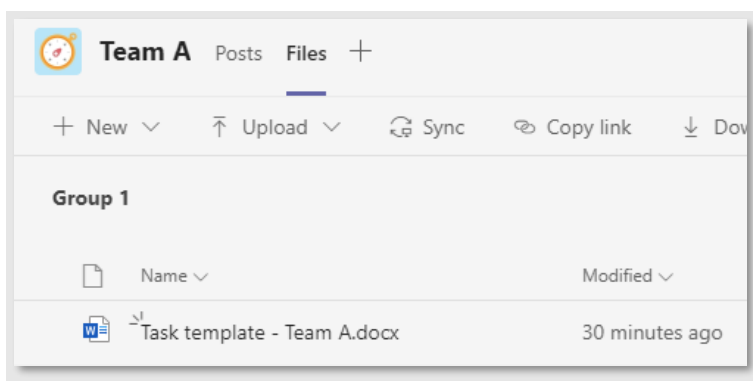
Whenever a file is attached to a posted message it becomes available in the Files tab. This helps to makes files easy to locate when the original message may be difficult to find amongst other messages.

Every file and folder in Teams has a URL which can be linked in the Moodle module to help students locate important files. It is recommended to choose the SharePoint link as this will open the file in the browser without students being prompted to open the Teams desktop app.



Teams provides private channels and is ideally suited for supporting groupwork, and it may be appropriate to place files in the corresponding channels, such as templates to be completed.



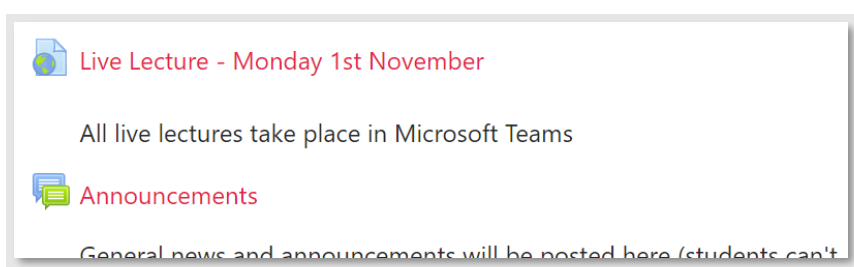
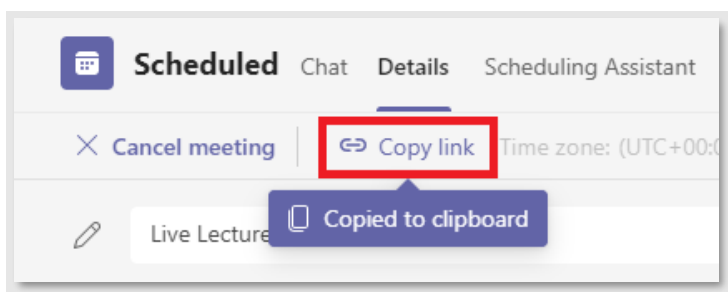


Groups can use Teams to share and create files, record presentations, collaborate on Forms. It is recommended that files which are to be assessed are downloaded by students and submitted to Moodle or Turnitin assignments.

### 3.4 Scheduled and recorded meetings

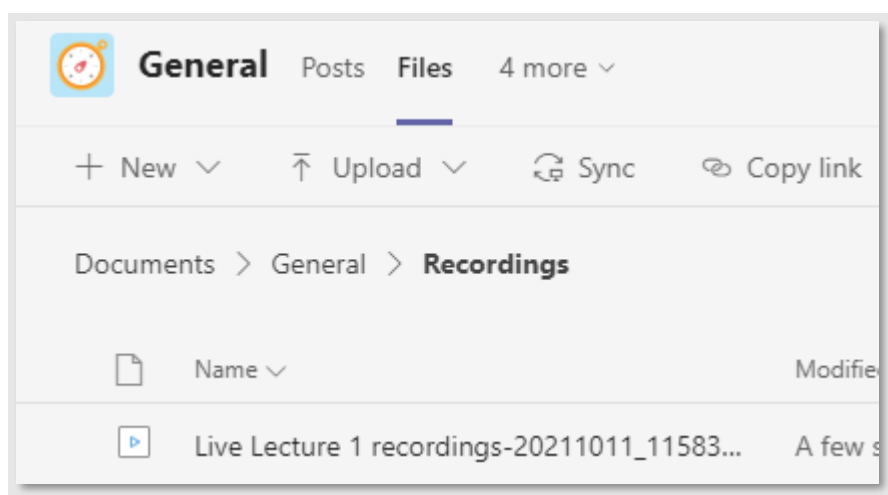
When planning a teaching session it is important to set student expectations around the availability of recordings and where this will be accessed and by whom. During a session students should be informed when recording is about to start and to have the purpose of the recording confirmed. This will help to alleviate concerns around the privacy of and encourage participation.

When a meeting is scheduled within a Teams channel then all members will receive an invitation in their Outlook calendar. Since there is no automatic link created in Moodle it is also recommended that the link is added to Moodle by viewing the meeting details.

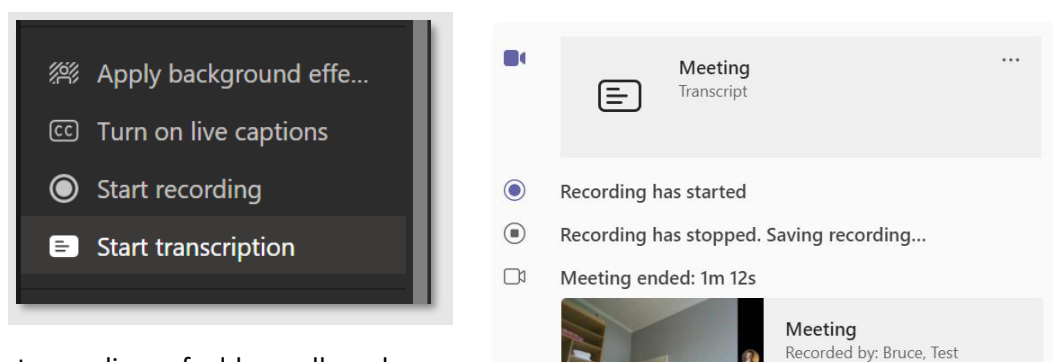


Recorded meetings that were scheduled within a Teams channel are stored in the Recordings folder in the Files tab, and these are an mp4 format which will play in the browser when opened.





Only meetings that are scheduled within a Teams channel or from the Outlook/Teams calendar will generate a transcript (not ad-hoc 'Meet now' meetings), and the person pressing the record button must also start transcriptions as well.



Note that recordings of ad-hoc calls and meetings will be auto-saved to the OneDrive account of the person who pressed the Record button and further information can be found on the [staff intranet](#).

### Storage considerations

Microsoft will shortly implement SharePoint/OneDrive expiry options for recorded meetings and it is anticipated that the default auto-expiration will be 30 days (tbc). It is also anticipated that the expiry period can be extended by the meeting organiser (tbc) when the attendees/Team members require access to the recording for a longer period.

If the recording does not include a transcript then the mp4 can be uploaded to MS Stream and then shared with the appropriate Team channel as shown in [this video](#). Alternatively, the mp4 can be uploaded to the Panopto module folder to generate a transcript, and then a link added in Moodle. It is important that mp4 files are not uploaded to Moodle directly as this has a severe impact on the server performance.



## 4. Frequently Asked Questions

### Can Teams be used to submit assignments?

No. All summative assessment must be submitted on Moodle to ensure the University has a record of all summative assessment on our servers.

### Should I store module learning materials in Teams?

No. Key module materials and assignment information must be stored in Moodle, as described in the [Minimum Standards](#).

### When should a Team be archived?

Once the Team is no longer actively used, such as when the associated module has been completed, then it should be archived to place the team in a read-only state that is still accessible to members.

### Should every module have a Team?

No. Only create a Team for your module when there are sound reasons such as supporting group work or enhancing synchronous communication.

### Do I need a module Team to deliver live teaching events in Teams?

No. You can schedule meetings without a Team in the Moodle calendar, but have to manually add students to the invitation. In a Team the join links automatically appear in members' Outlook calendars.

### Where should I store recorded meetings?

We advise keeping key lecture recordings in Panopto. Please see the above guidelines for retaining recordings in the original SharePoint/OneDrive location, and the options for uploading recordings to Panopto or MS Stream. Do not upload videos files directly into Moodle. This severely impacts the performance of Moodle. Contact your campus Learning Technologist if you are unsure how to proceed.

### How long does a new Moodle enrolment take to appear in Teams

Updates will be replicated in the mConnect Team at the next synchronisation, consult the section on synchronisation above.

### Can I add someone to the Team who is not enrolled in the Moodle module?

Yes. Team owners can add anyone to the Team regardless of whether they are enrolled on the Moodle module.

### Can I remove someone from the Team who is enrolled on Moodle module?

No. At the next synchronisation all users enrolled in the Moodle module will be added as members of the Team.

### Should I recycle the same Team for a new module occurrence?

No. Create a new mConnect Team for each module occurrence. Archive the old Team as per instruction above.

### Will Teams 'roll over' every trimester?



No. Create a new mConnect Team for each module occurrence

**Can I create a Team for Moodle Programme sites, Crosslists or Learning Spaces?**

Yes. Only one Team can be created per Moodle course.