

EBOOK

# HOW TO ATTEND AN ONLINE ACTIVITY

*An effective guide to help you navigate and participate in the  
online sessions and workshops via Microsoft Teams*

DEPARTMENT OF BUSINESS AND TOURISM

# INTRODUCTION

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This eBook is to help guide you to your online seminar or workshop - whether it's your first term or your last term.

Please ensure you read all the necessary information in this eBook before the first online workshop or seminar.

There is also information on how to provide confirmation of your attendance, should the need arise. Ensure you are familiar with the types of proof we will accept to ensure you receive the activity point if there is technological issues.

**Note: It is the responsibility of the student to read and understand this document. Failure to reach out for assistance if needed will result in loss of LP point for that activity.**

# DISCLAIMER

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Please note, we recommend that you log in to Microsoft Teams with a laptop or computer - **not** a mobile device such as a phone or tablet to ensure that there are no technical issues and your attendance is recorded.

If you choose to use a phone or tablet, it is your responsibility to ensure we can confirm your attendance and you should have the necessary proof/evidence ready.

## **In Case of Disagreements**

Online meeting platforms and Moodle have systems to track student visits. Additionally, hosts of in-person activities provide attendance records. These logs and attendance records will serve as the determining factors in cases of a disagreements.

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## Proof of Attendance

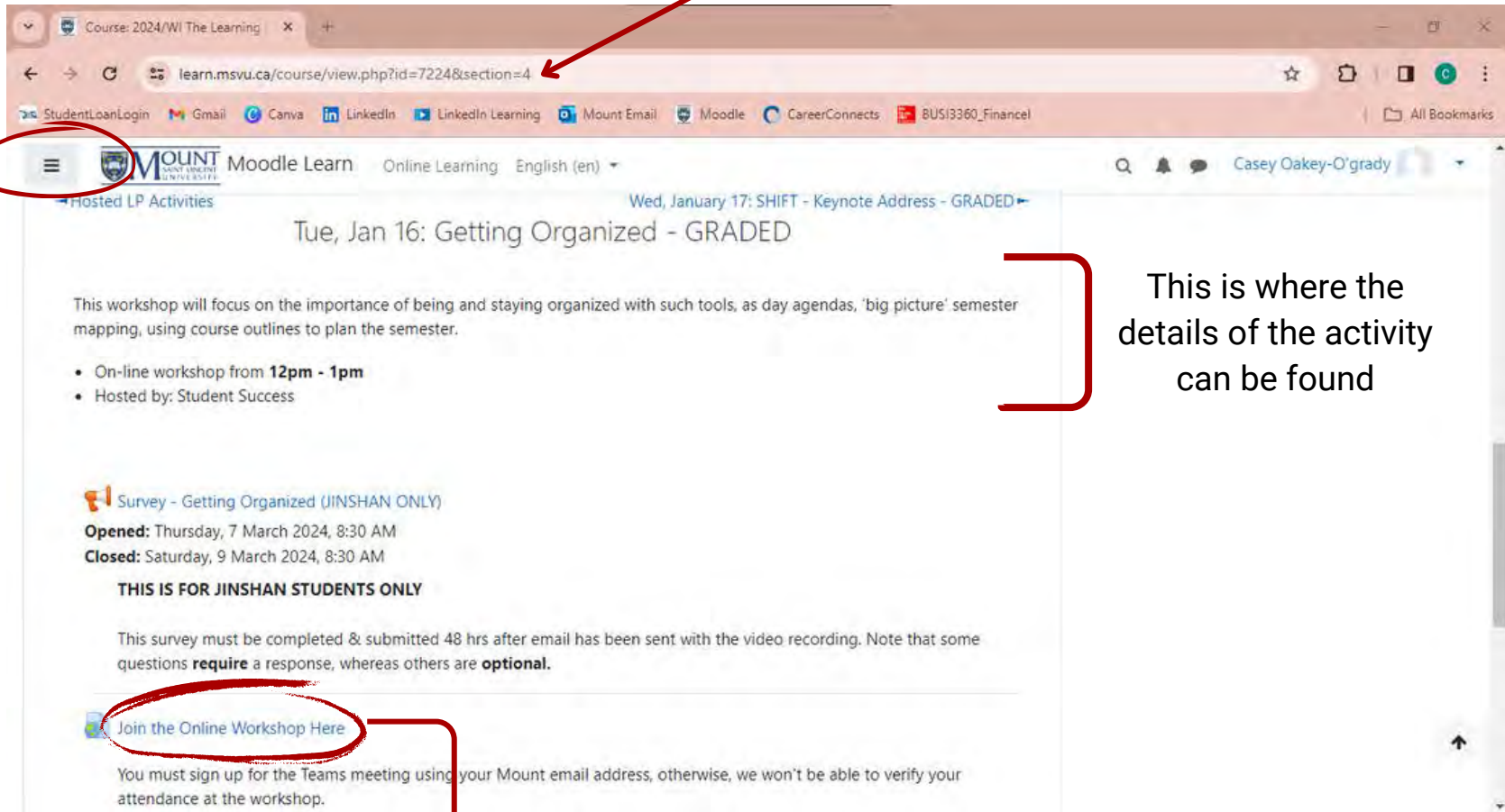
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## Thank you

\*These devices are not recommended to use for attending online sessions. Use at your own discretion.

# CLICKING THE LINK

You **must** open the link from the Moodle course site

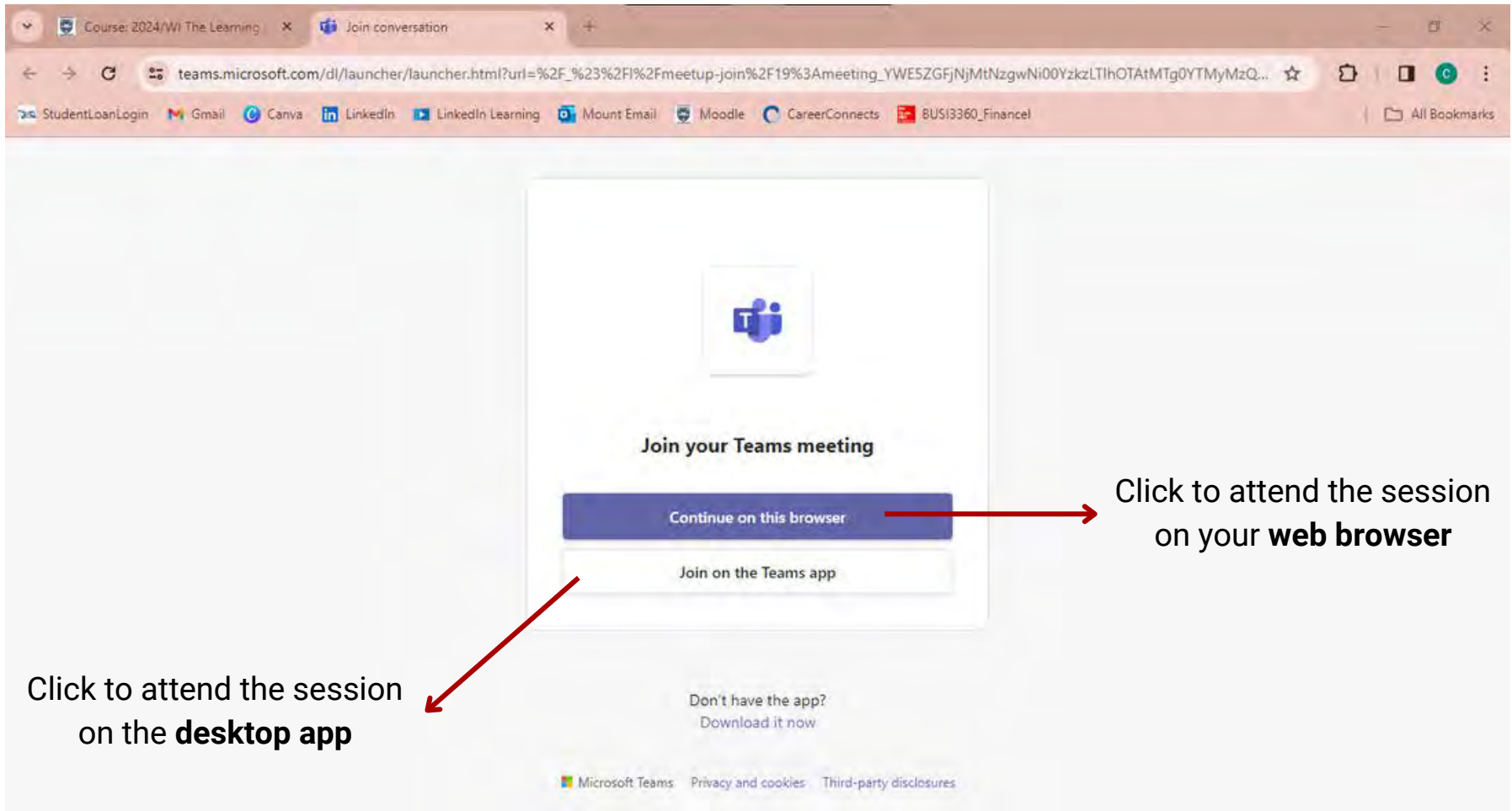


Use to  
hide/show  
navigation  
panel

This is where the  
details of the activity  
can be found

Click the link in Moodle to  
access the online session

# OPENING THE MEETING

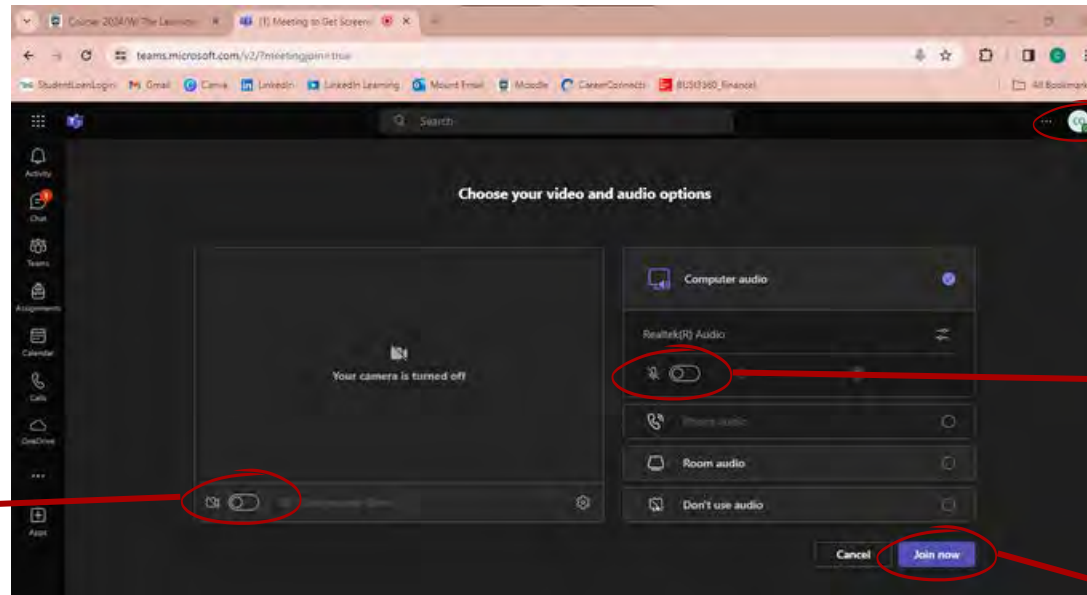


The screenshot shows a web browser window with the URL `teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_YWE5ZGFjNmMtNzgwNi00YzgzLTlhOTA4MTg0YTMzMzQ...`. The page displays the Microsoft Teams logo and the heading "Join your Teams meeting". Below the heading are two buttons: "Continue on this browser" (highlighted in blue) and "Join on the Teams app". A red arrow points from the "Continue on this browser" button to the text "Click to attend the session on your **web browser**". Another red arrow points from the "Join on the Teams app" button to the text "Click to attend the session on the **desktop app**". At the bottom of the page, there is a link "Don't have the app? Download it now" and footer text "Microsoft Teams Privacy and cookies Third-party disclosures".

**Note:** If you are accessing the meeting using your phone or tablet, it will automatically open the Teams app

# JOINING THE MEETING - COMPUTER

## Web Browser



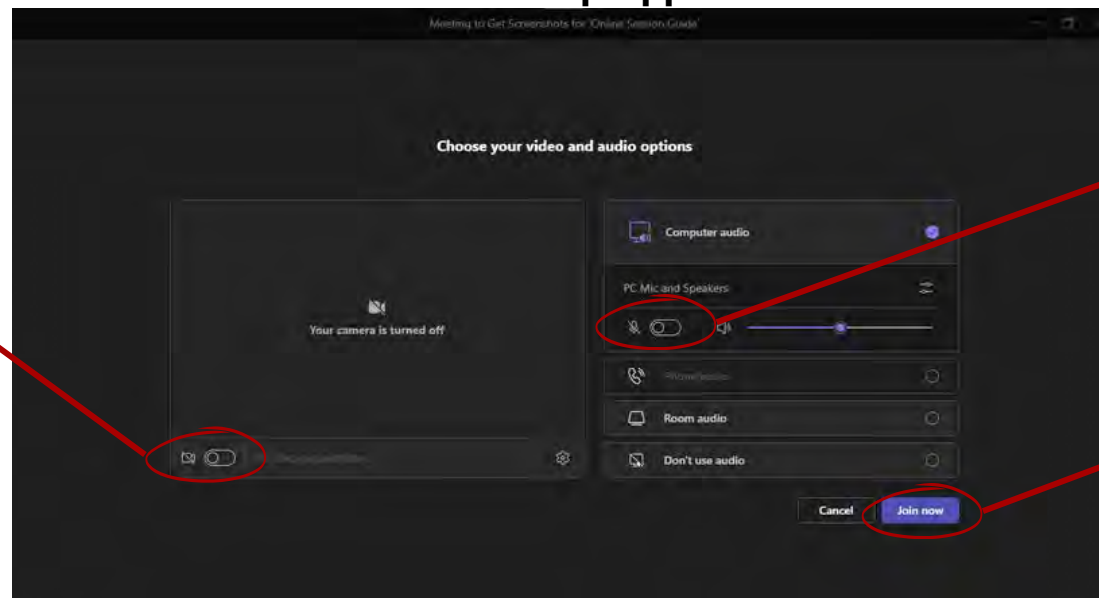
Your initials should appear here

Remember to mute your mic

Click '**JOIN NOW**' to actively join the session

Ensure cameras are turned off

## Desktop App



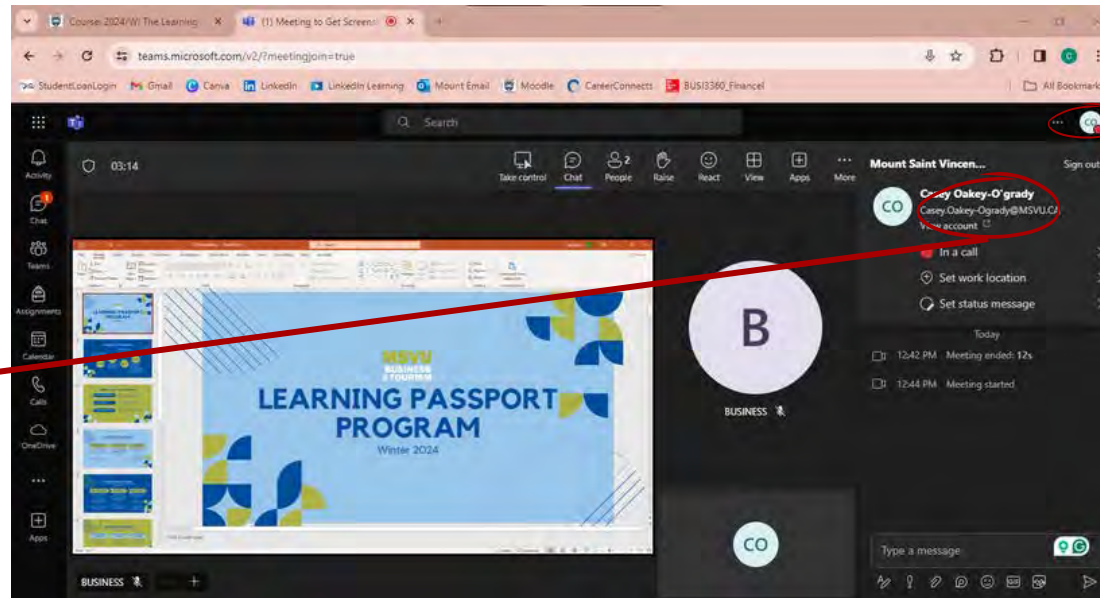
Remember to mute your mic

Click '**JOIN NOW**' to actively join the session

Ensure cameras are turned off

# CHECKING YOUR ACCOUNT - COMPUTER

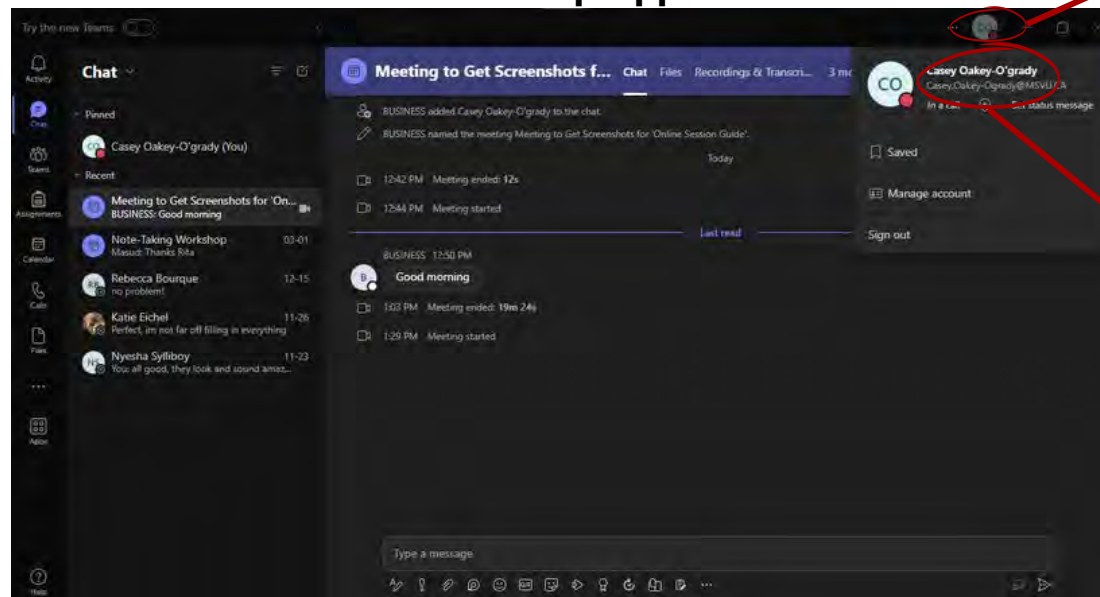
## Web Browser



This will drop down and you can see your name and email address here

Click your initials to access the drop down menu

## Desktop App

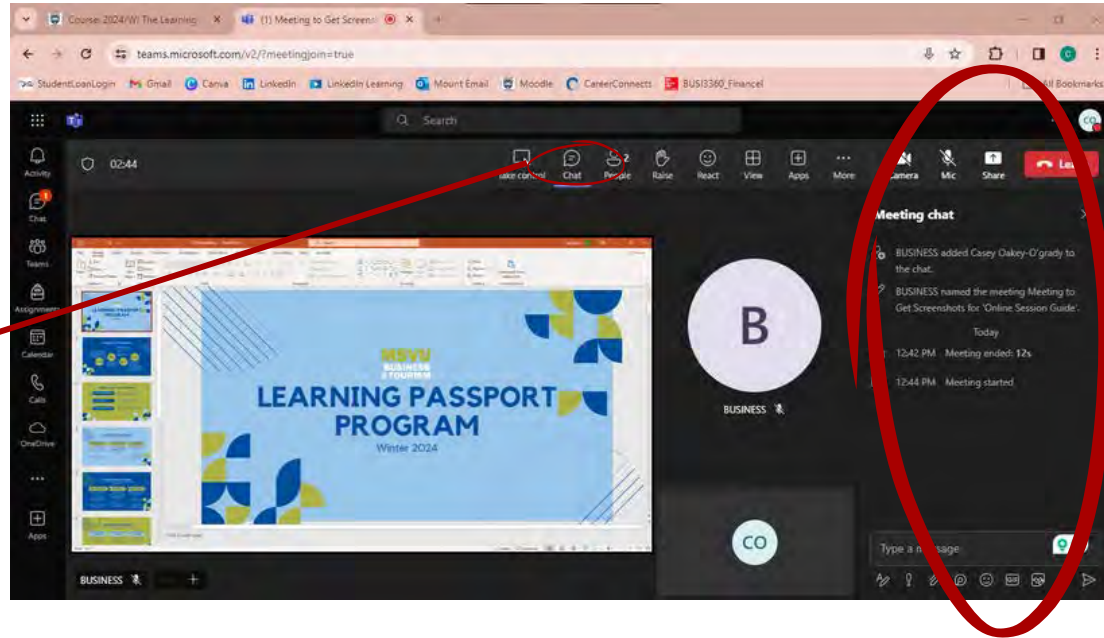


This will drop down and you can see your name and email address here



# IN-MEETING CHAT - COMPUTER

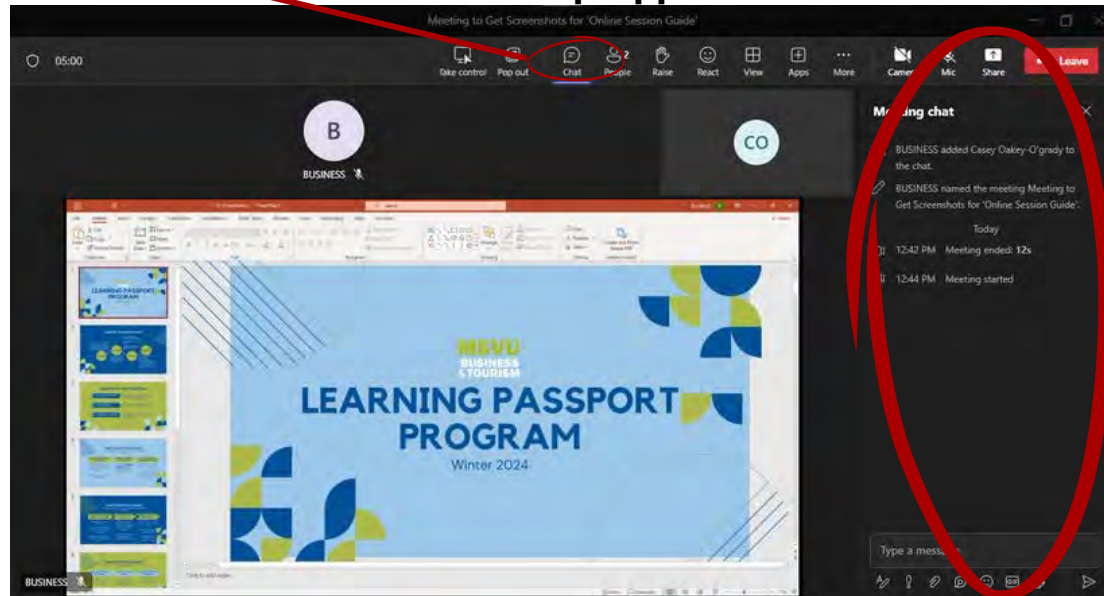
## Web Browser



Click this icon to access the chat during the session

The chat will appear on the right-hand side of the screen

## Desktop App

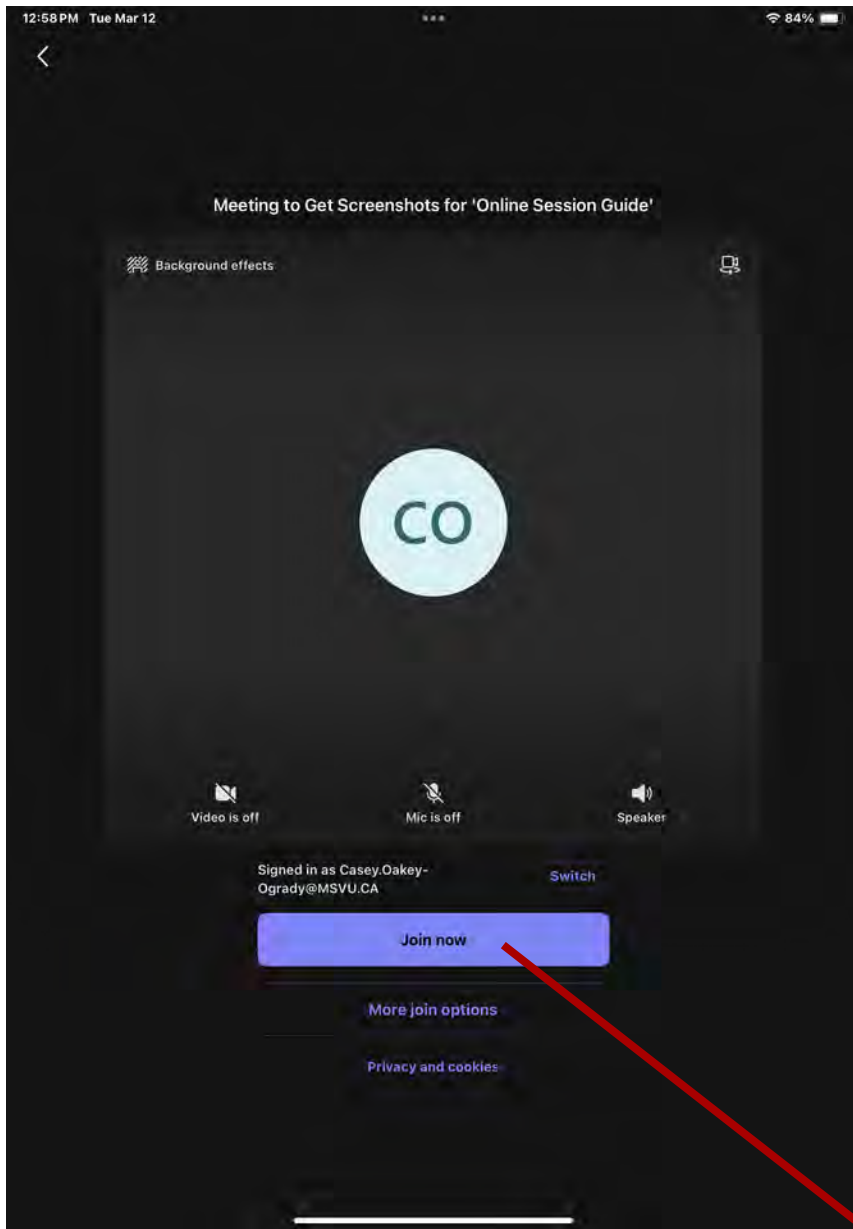


Click this icon to access the chat during the session

The chat will appear on the right-hand side of the screen

# JOINING THE MEETING - TABLET

Once you click the link in Moodle, your app will automatically open



Click here to join the meeting

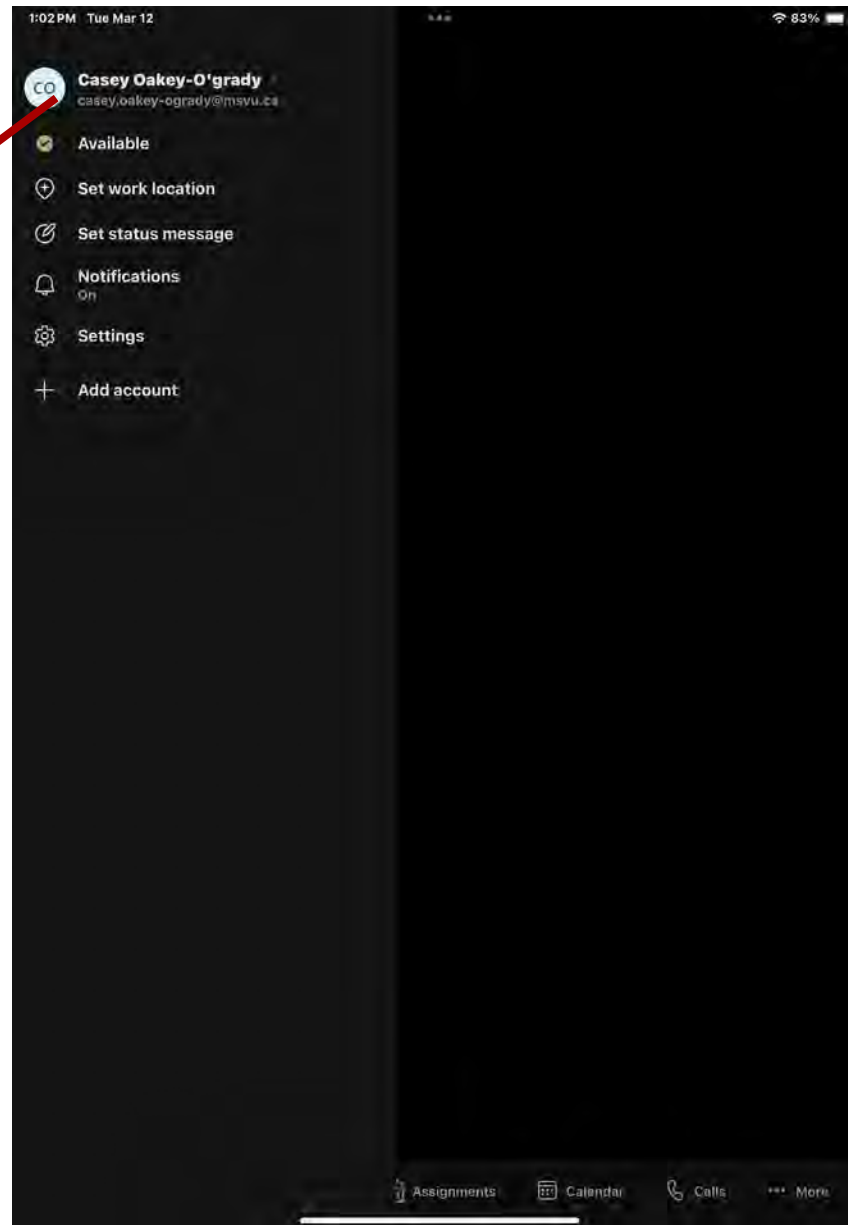
← IN-MEETING CHAT, COMPUTER

CHECKING YOUR ACCOUNT, TABLET →

# CHECKING YOUR ACCOUNT - TABLET

Click the icon on the top left-hand corner

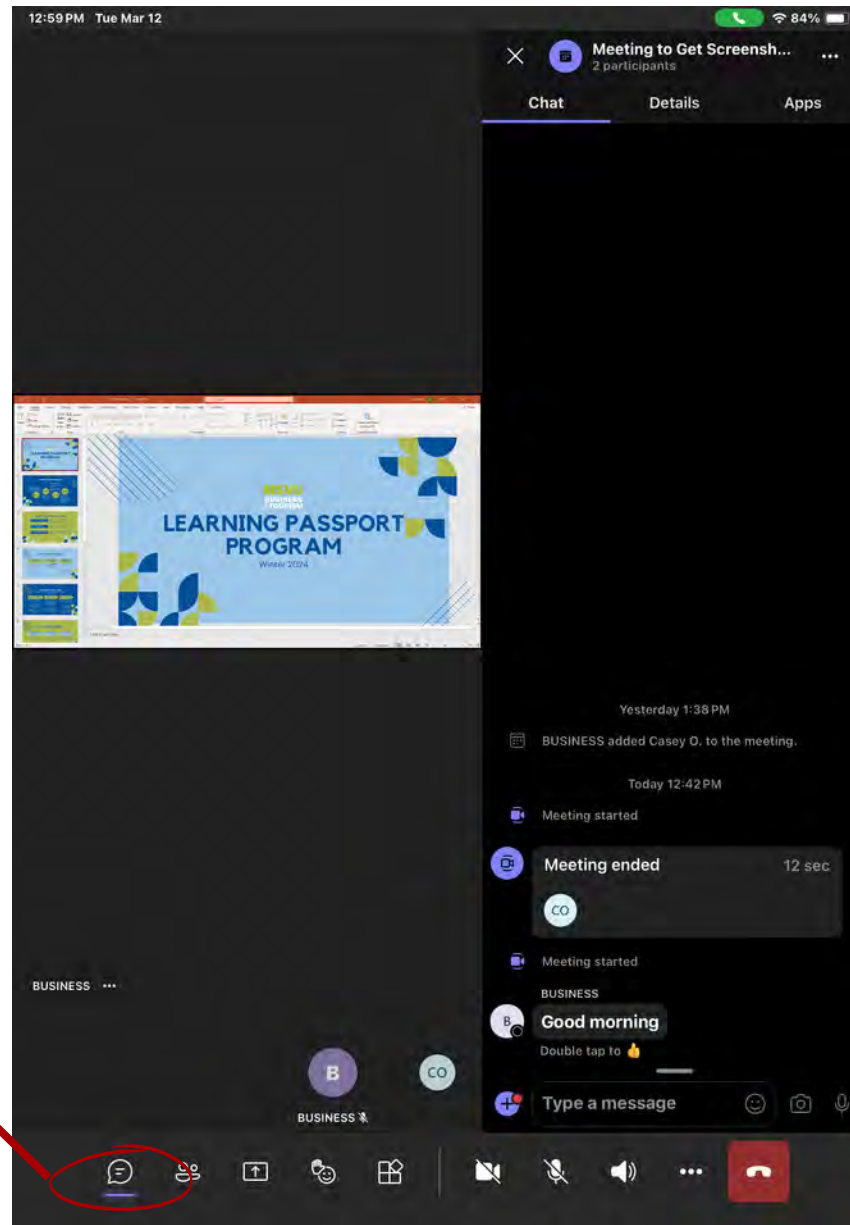
It should display your full name and MSVU email address



**NOTE:** Check that you are logged in **BEFORE** you join the meeting.

If you check while in a meeting, it may cause you to leave.

# IN-MEETING CHAT - TABLET



Click the chat icon in the bottom left corner

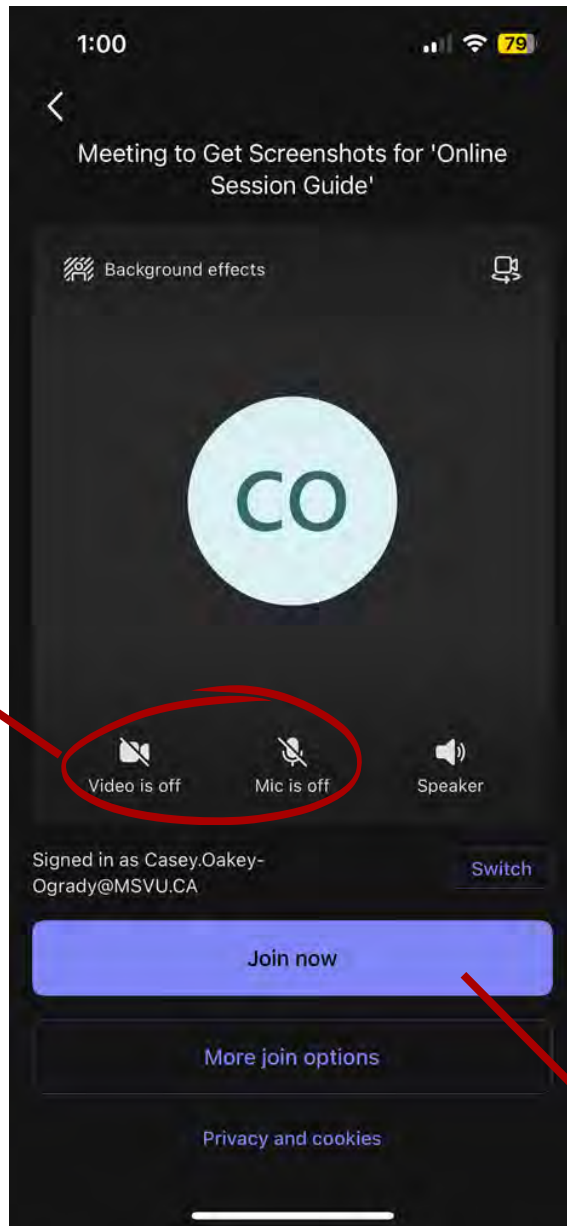
The chat will appear on the right-side of the screen

You should be able to see the presentation/speaker as well

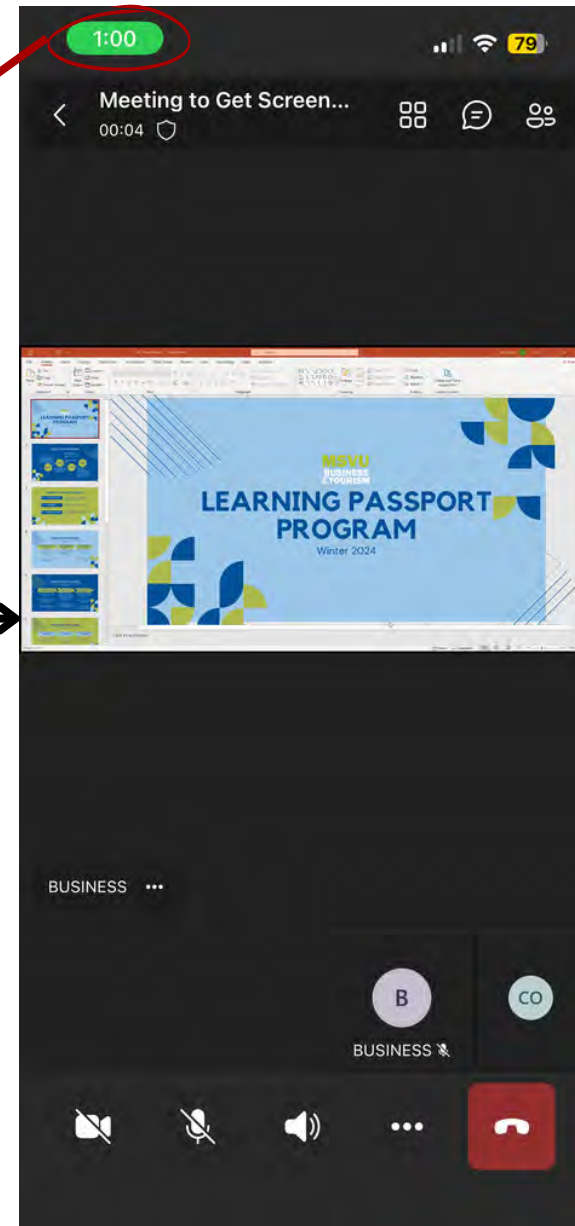
# JOINING THE MEETING - PHONE

Once you click the link in Moodle, your app will automatically open

Your camera and mic should be turned off unless otherwise stated by the host



It will show that you are in a call



Click here to join the meeting

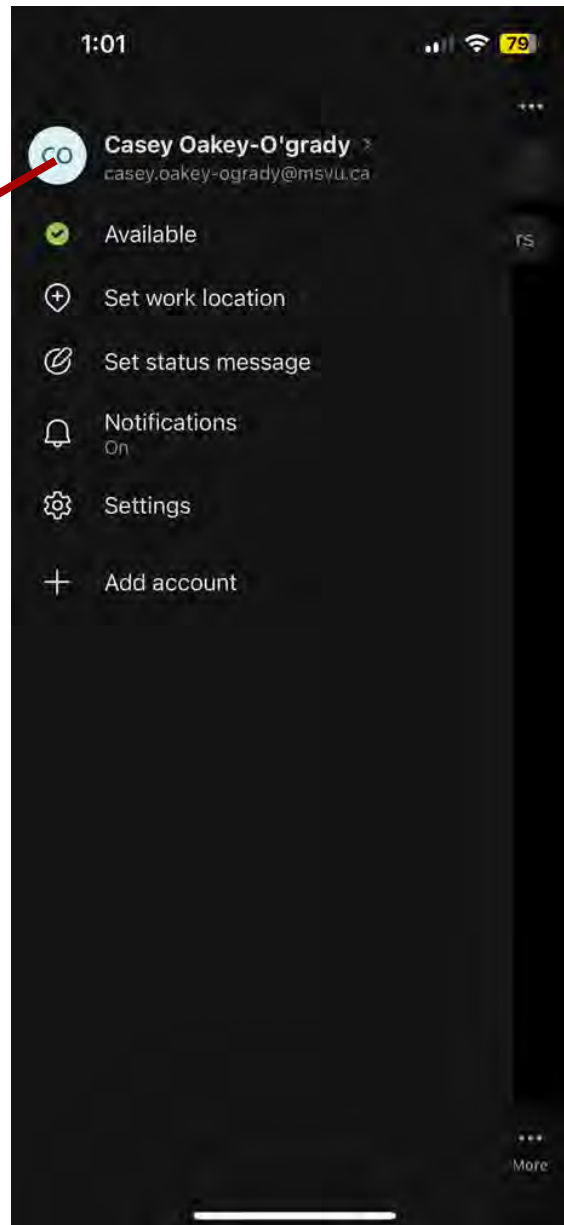
← IN-MEETING CHAT, TABLET

CHECKING YOUR ACCOUNT, PHONE →

# CHECKING YOUR ACCOUNT - PHONE

Click the icon on the top left-hand corner

It should display your full name and MSVU email address



**NOTE:** Check that you are logged in **BEFORE** you join the meeting.

If you check while in a meeting, it may cause you to leave.

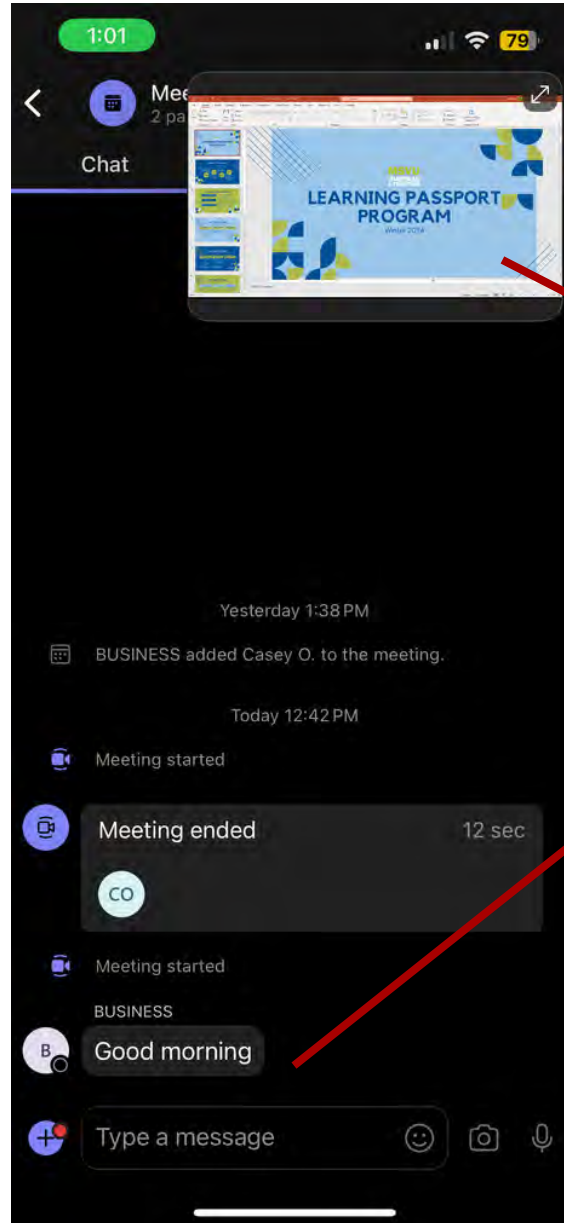


# IN-MEETING CHAT - PHONE



**NOTE:** If you open the chat while in the meeting, the screen will appear somewhere on your screen

**DO NOT** close the video or you will be leaving the meeting.



You can see the chat and the presentation at the same time

# WHAT YOU SHOULD SEE - COMPUTER

The length of the meeting is visible, and this is where the recording symbol would be

The presentation is visible

If no presentation, you are able to see the host of the session

Your initials are visible in the bottom corner

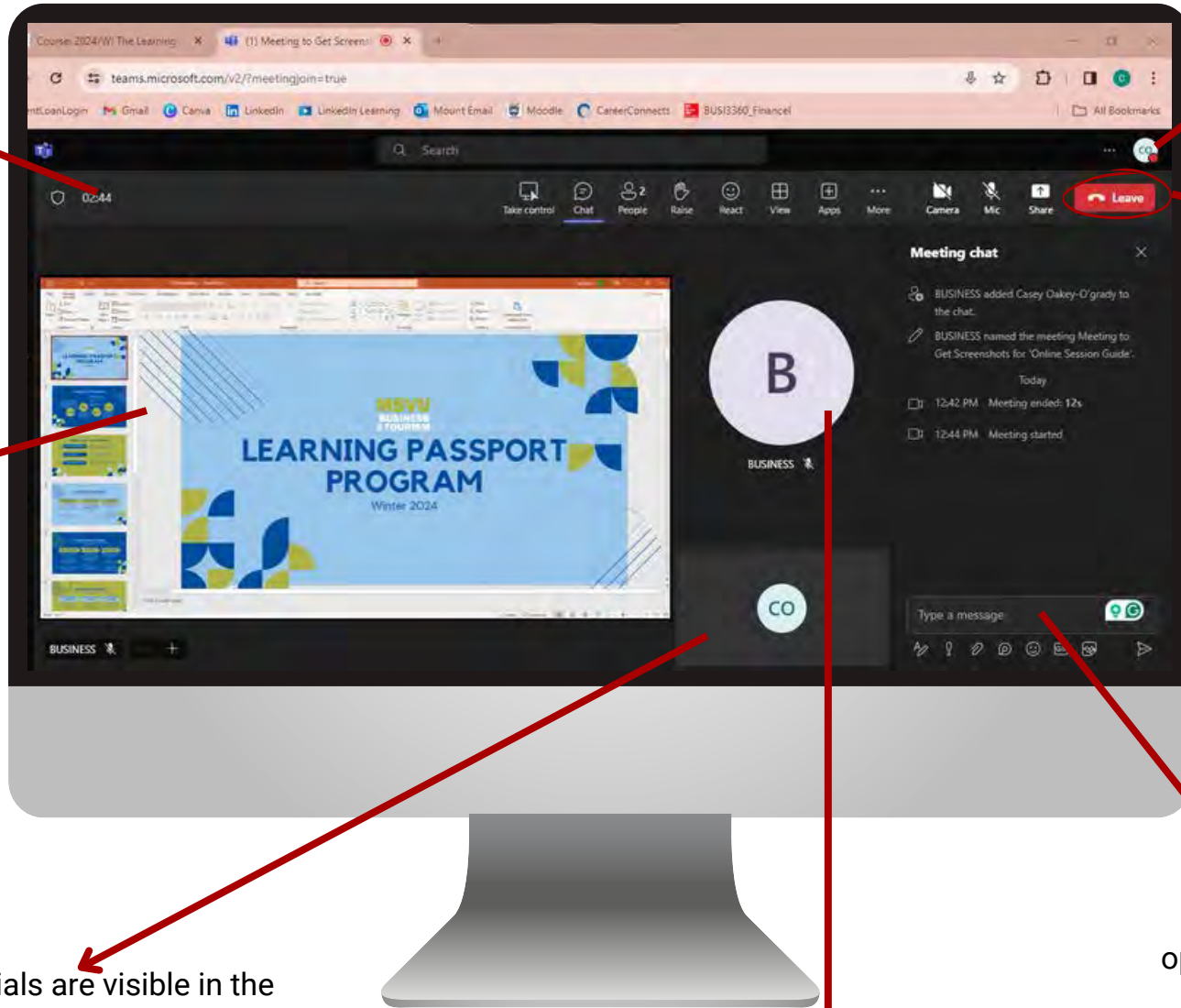
You are able to see the host of the event (their icon is larger than the others most times)

Your initials are displayed

You should be seeing a button saying 'LEAVE'

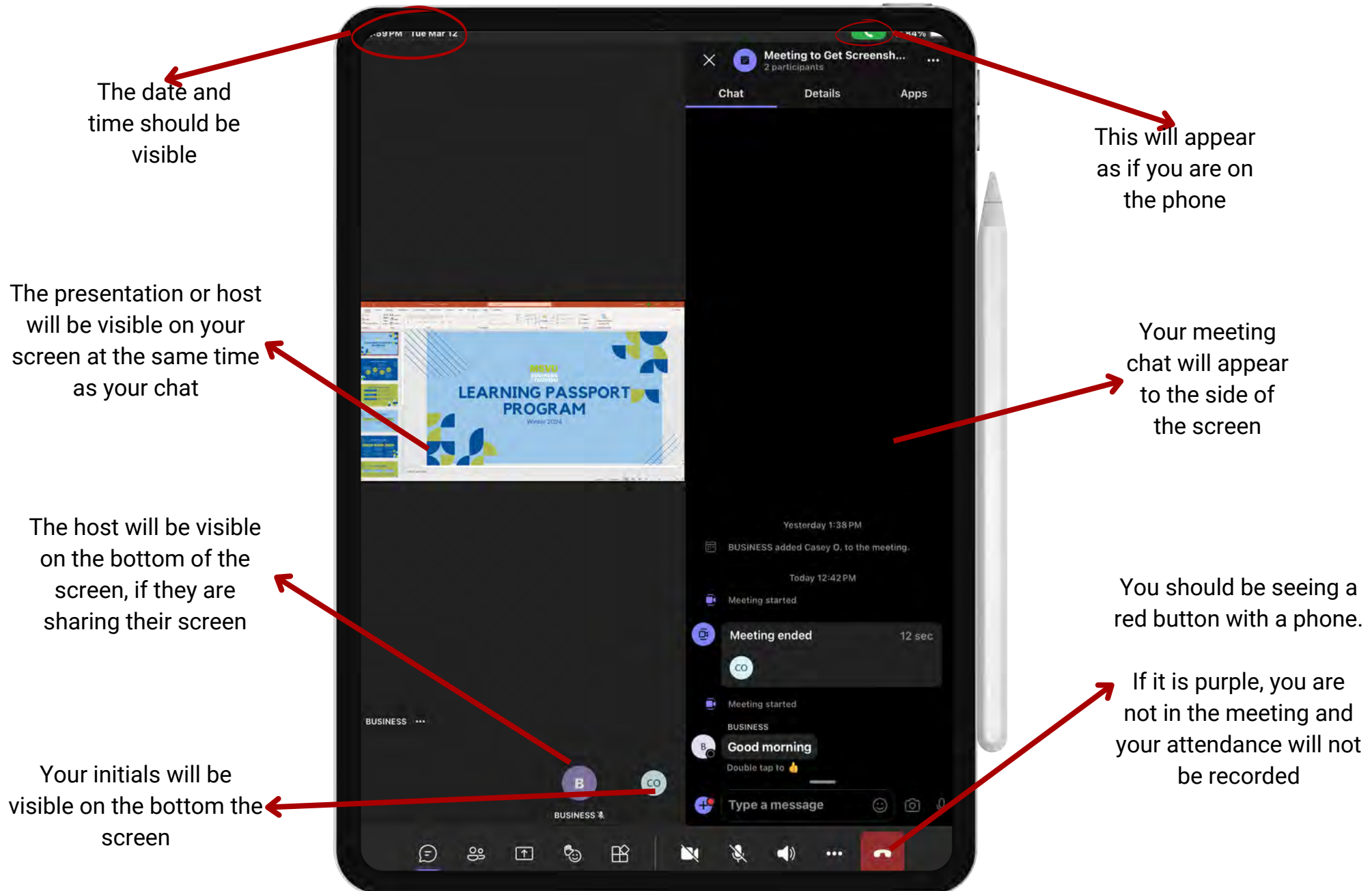
If it is asking you to 'JOIN' and is purple, you are not in the meeting and your attendance will not be recorded

The chat is open and to the side





# WHAT YOU SHOULD SEE - TABLET



← WHAT YOU SHOULD SEE, COMPUTER

WHAT YOU SHOULD SEE, PHONE →

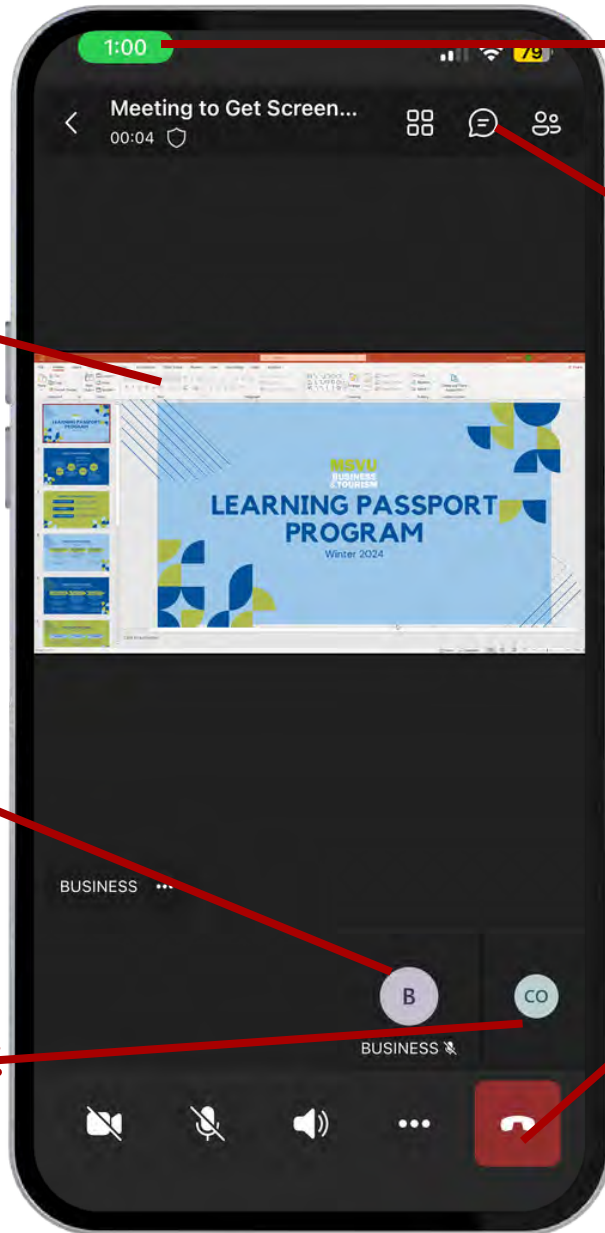
# WHAT YOU SHOULD SEE - PHONE

## Without Chat Visible

The presentation or host is visible on the screen

The host will appear on the bottom, either as an icon or video

Your initials will appear on the bottom as well



This will appear as if you are on the phone

Chat icon is located here

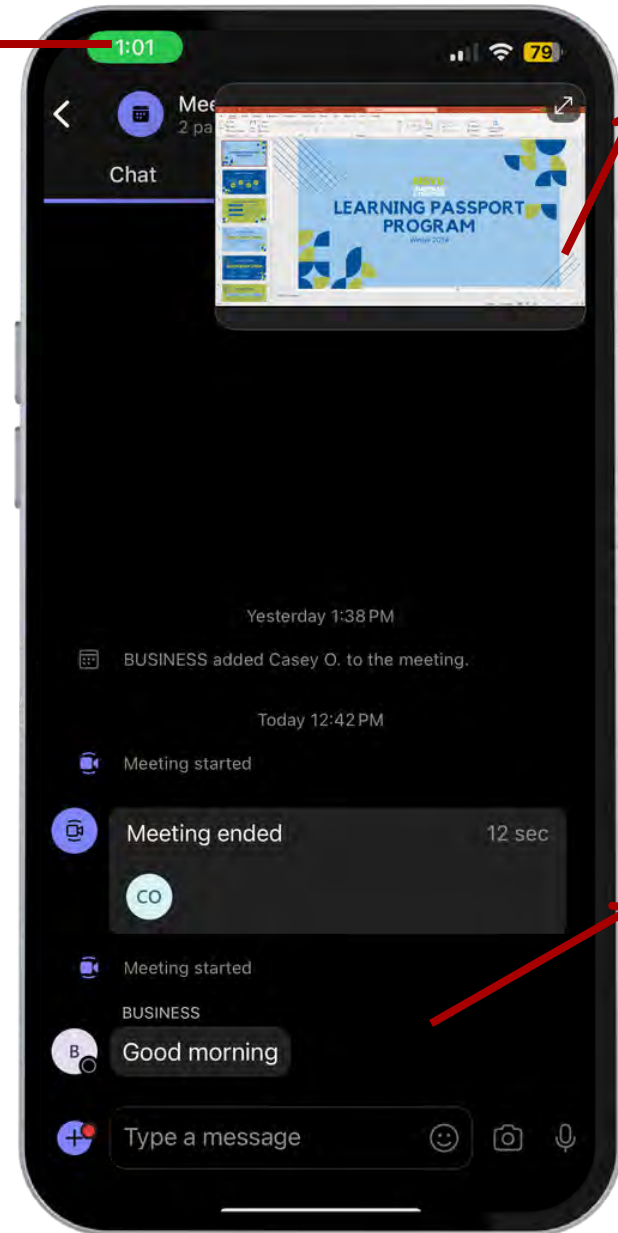
You should be seeing a red button with a phone.

If it is purple, you are not in the meeting and your attendance will not be recorded

## With Chat Visible

Presentation or host is visible in a minimized screen

**DO NOT CLOSE**

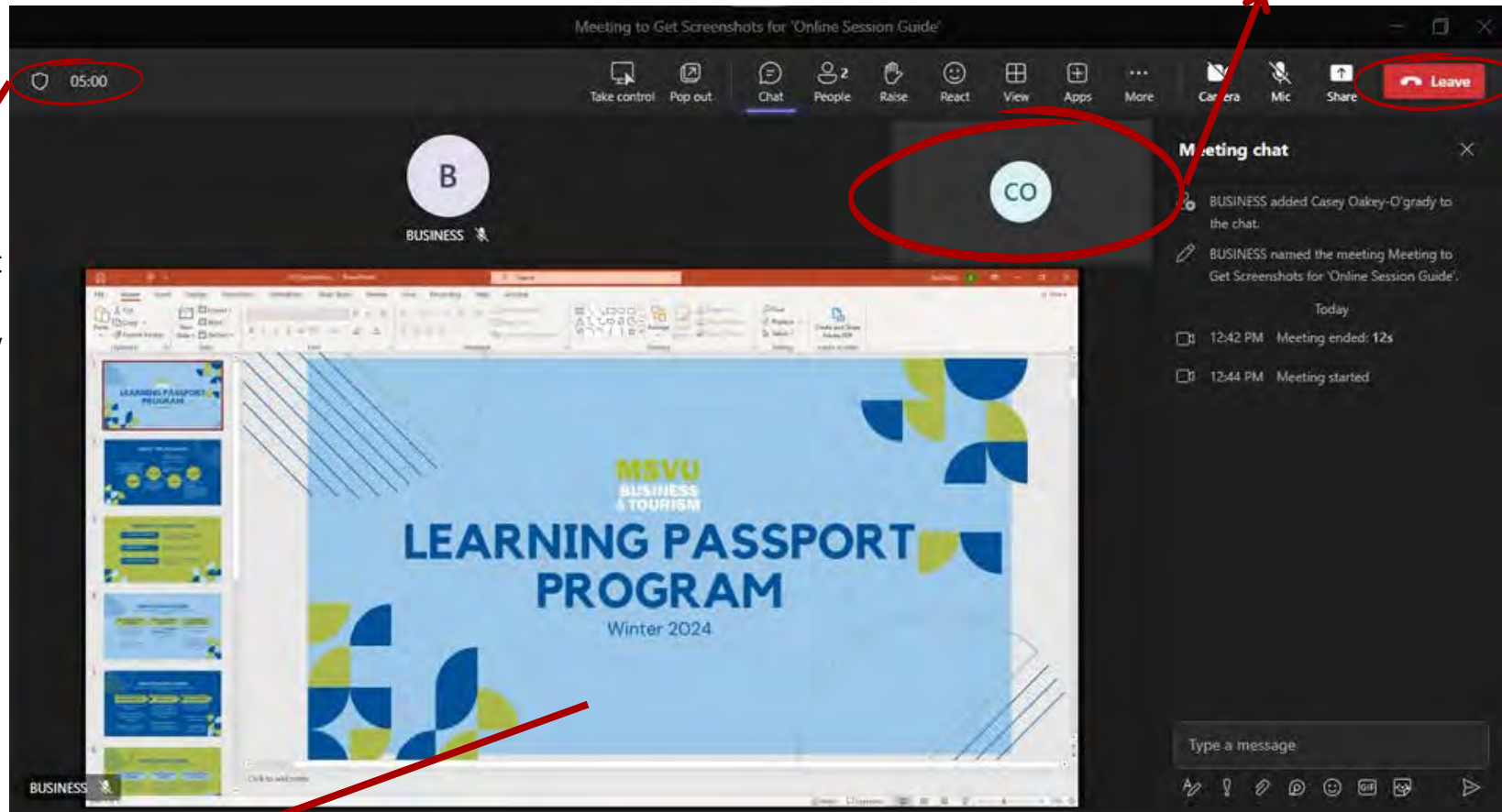


Chat is the main screen on your phone

# EVIDENCE - COMPUTER

This is an example of an image that we accept as proof of your attendance, should there be technological issues.

Your name/initials must be present on the screen



This must say "Leave" and be red, indicating you are currently in the meeting

The time must be shown, along with any symbols next to it

The presenter's screen is displayed to ensure participation

**NOTE:** Technology is not 100% reliable and issues do happen. We suggest taking a screenshot at the beginning and end of each session you attend to ensure you have the necessary evidence/proof if needed.

# EVIDENCE - TABLET

This is an example of an image that we accept as proof of your attendance, should there be technological issues.

This is green, showing you are in a call



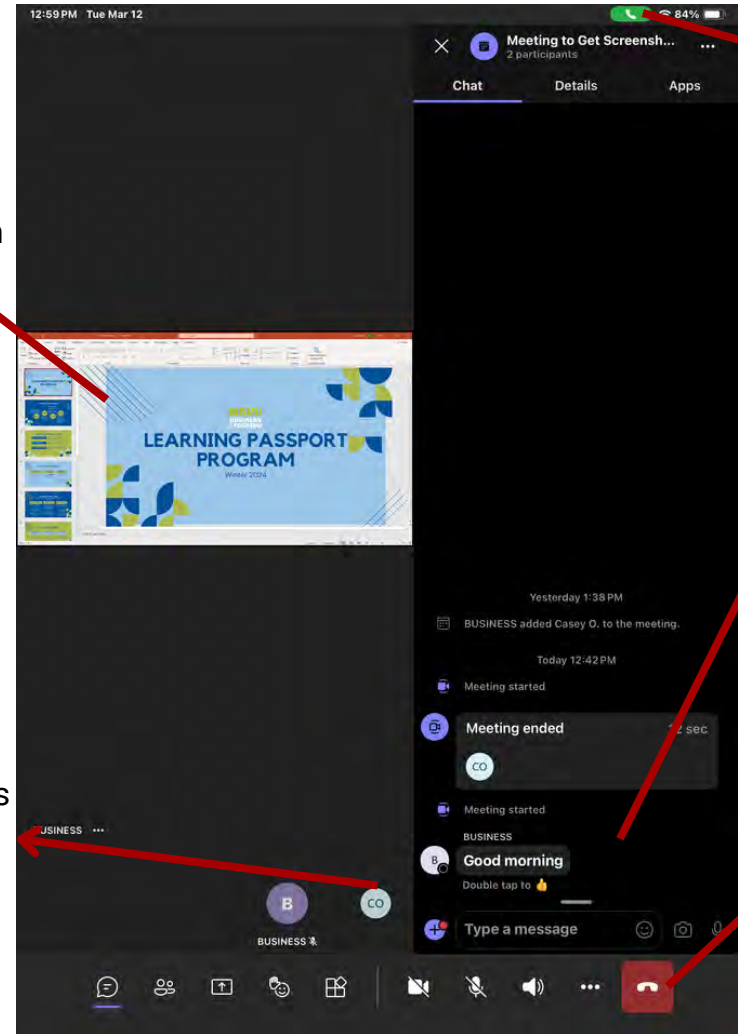
The presenter's screen is displayed to ensure participation

This button is red, showing that you are in the session

The presenter's screen is displayed to ensure participation

OR

Your name/initials must be present on the screen



This is green, showing you are in a call

The chat is open on the side

This button is red, showing that you are in the session

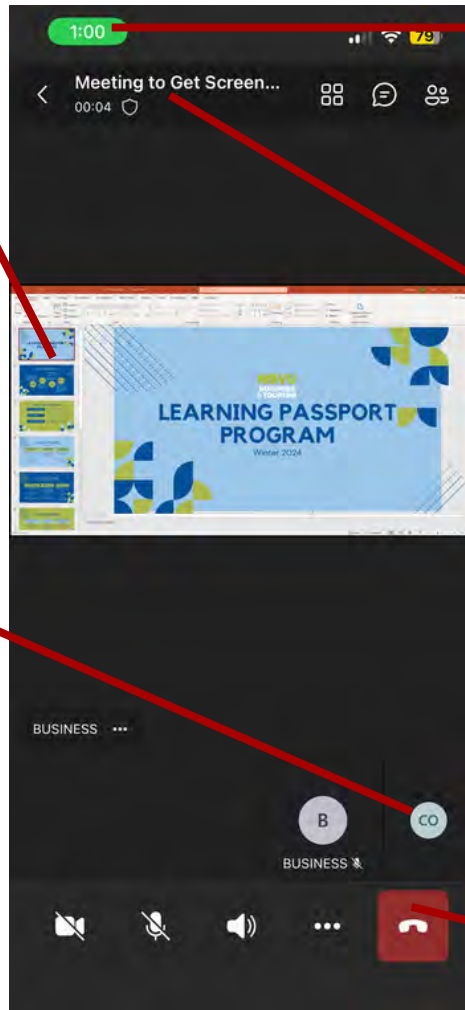
NOTE: Technology is not 100% reliable and issues do happen. We suggest taking a screenshot at the beginning and end of each session you attend to ensure you have the necessary evidence/proof if needed.

# EVIDENCE - PHONE

This is an example of an image that we accept as proof of your attendance, should there be technological issues.

The presenter's screen is displayed to ensure participation

Your name/initials must be present on the screen



This is green, showing you are in a call

Meeting information is displayed

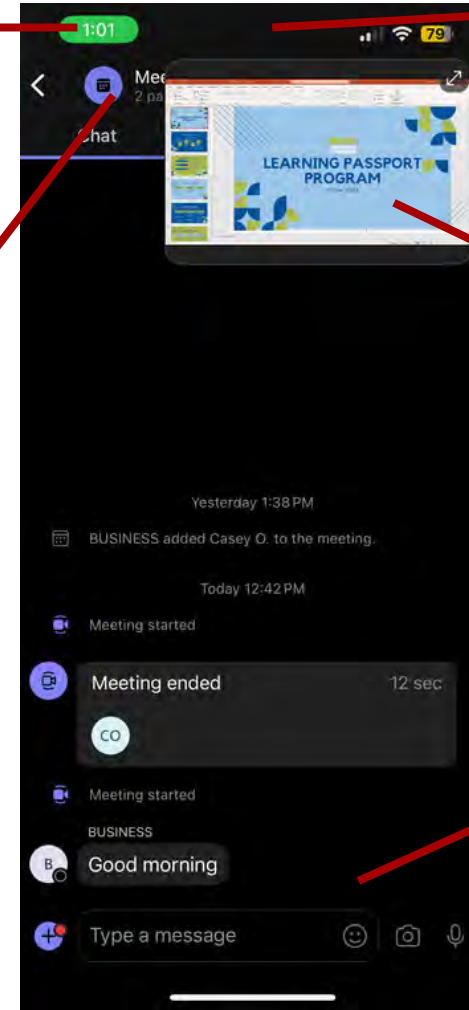
OR

This button is red, showing that you are in the session

This is only viable evidence if you were actively participating in the chat (more than 2 responses)

The presenter's screen is displayed to ensure participation

The chat is visible in the background



NOTE: Technology is not 100% reliable and issues do happen. We suggest taking a screenshot at the beginning and end of each session you attend to ensure you have the necessary evidence/proof if needed.

# THANK YOU

Thank you for taking the time to read and understand how to use Microsoft Teams to join an online session or workshop.

If you have any questions, please contact us at [learningpassport@msvu.ca](mailto:learningpassport@msvu.ca) or stop by **McCain 405N**.