



Erasmus+



TEXSTRA e-Platform Manual

How to access and use

Microsoft Teams™



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01

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0 Introduction

This manual provides the necessary information to the users of TEXSTRA e-platform in order to be able to set up new projects in a virtual space and also to proceed with all appropriate collaboration tasks. It covers the following topics:

- How to access e-Platform
- How to setup teams
- How to manage team - project
- How to run a project

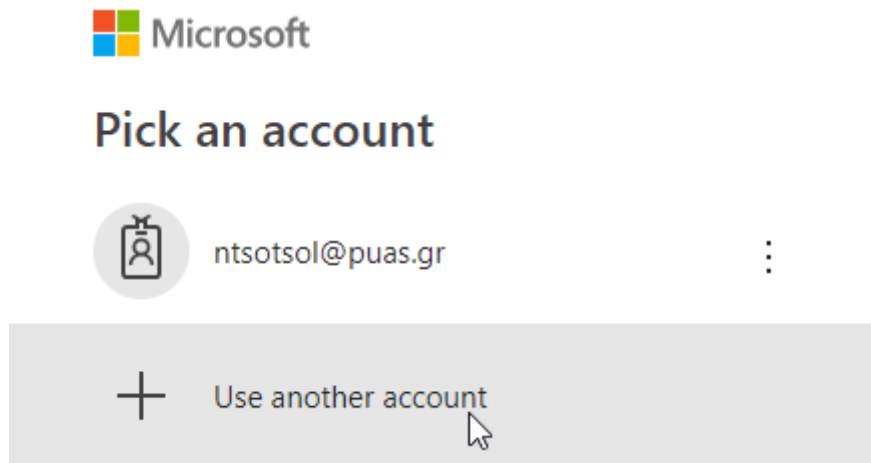
For an overview of the platform a video is available at this link:

<https://www.youtube.com/watch?v=xp5q4y-dzns&feature=youtu.be>

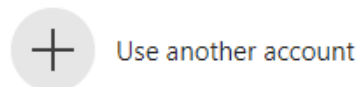
1 How to access e-Platform

1.1 How to access the e-Platform

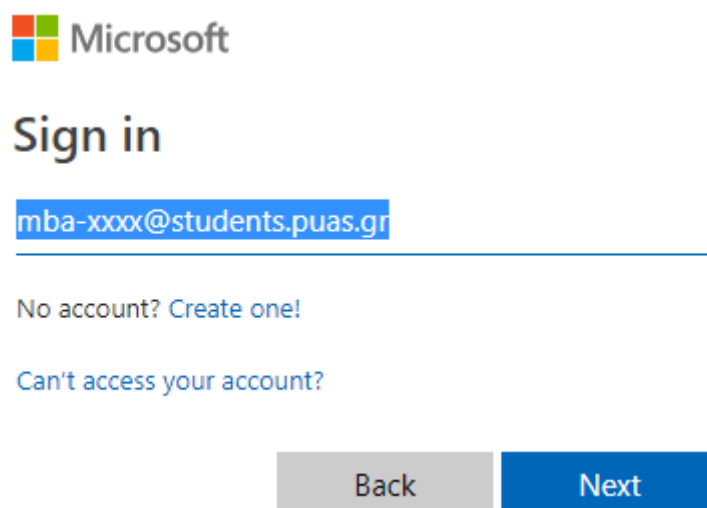
Access the TEXSTRA e-platform at URL: <https://teams.microsoft.com/>



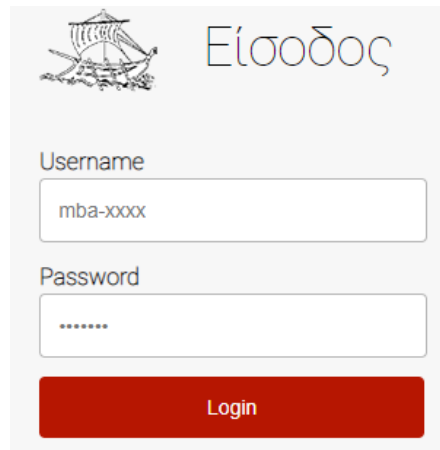
You select your email and if it is not in the list you select:



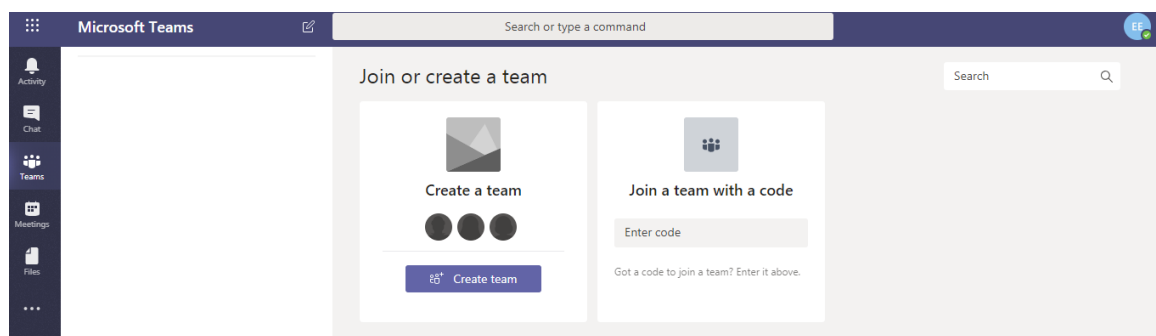
If you select to use another account a Sign-In screen will pop up where you shall enter your TEXSTRA e-platform email that you will have received in your personal email. The TEXSTRA e-platform emails have the following form: mba-xxxx@students.puas.gr



After entering your TEXSTRA e-platform email, a new Sign-In screen will pop-up where you shall enter your username (mba-xxxx), which is the first part of your TEXSTRA e-platform email, along with your password that you will have received by email.

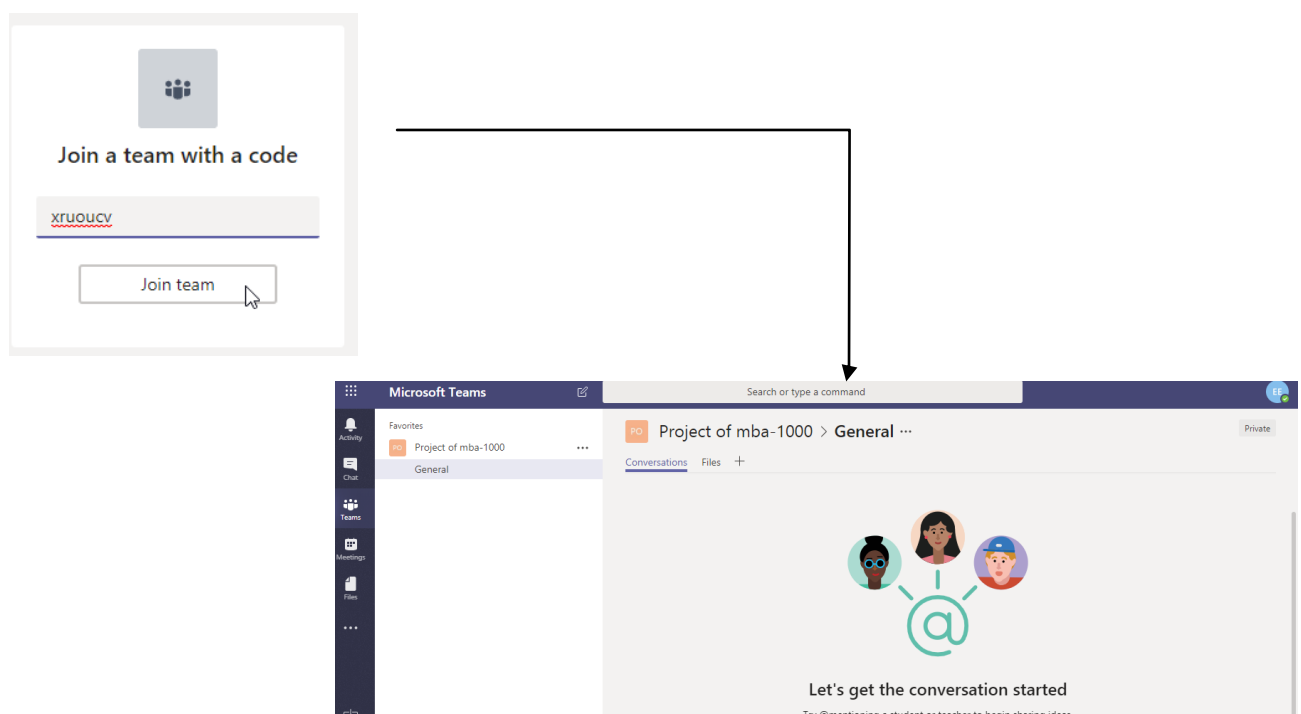


If the credentials are correct the following screen will appear.

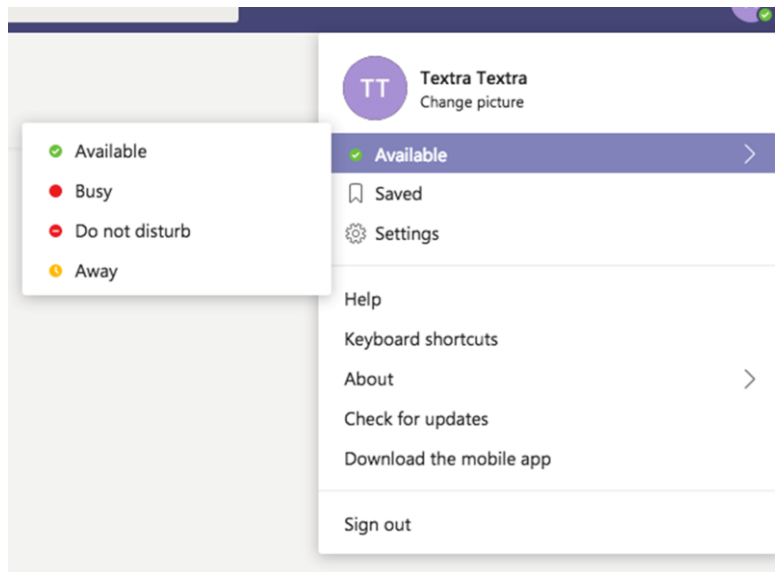


From this point the user may create a new team or join a team with a code. All users may create their own teams (or projects) and as owners of their teams they may invite other users to join. Tutors may create their own projects and students may create their own study or collaboration teams.

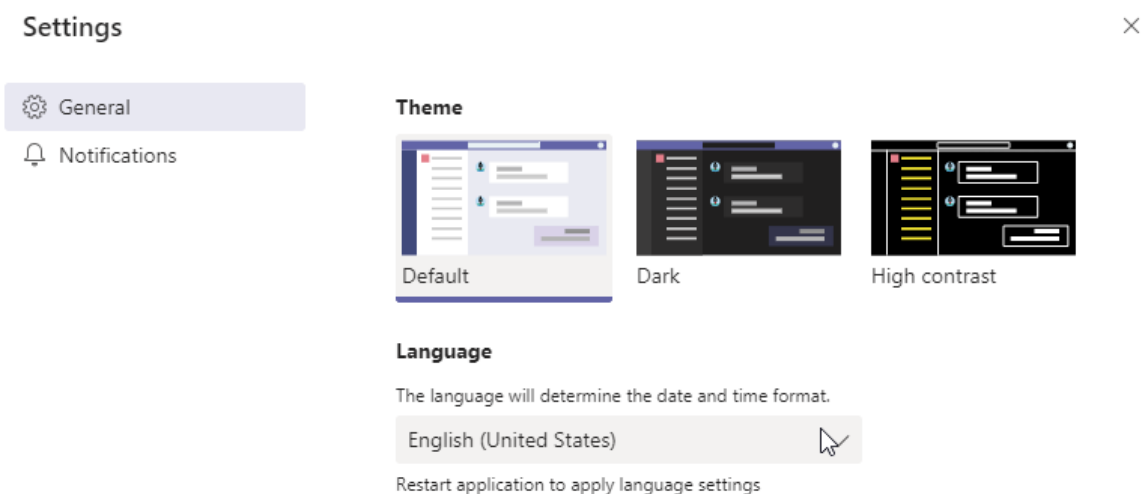
If you have already a code from a team (project) owner you may directly enter the specific team



After logged in, the user may edit his/her profile by clicking on the initials at the right-up corner.



Among others the user may select the theme he/she prefers and the language.

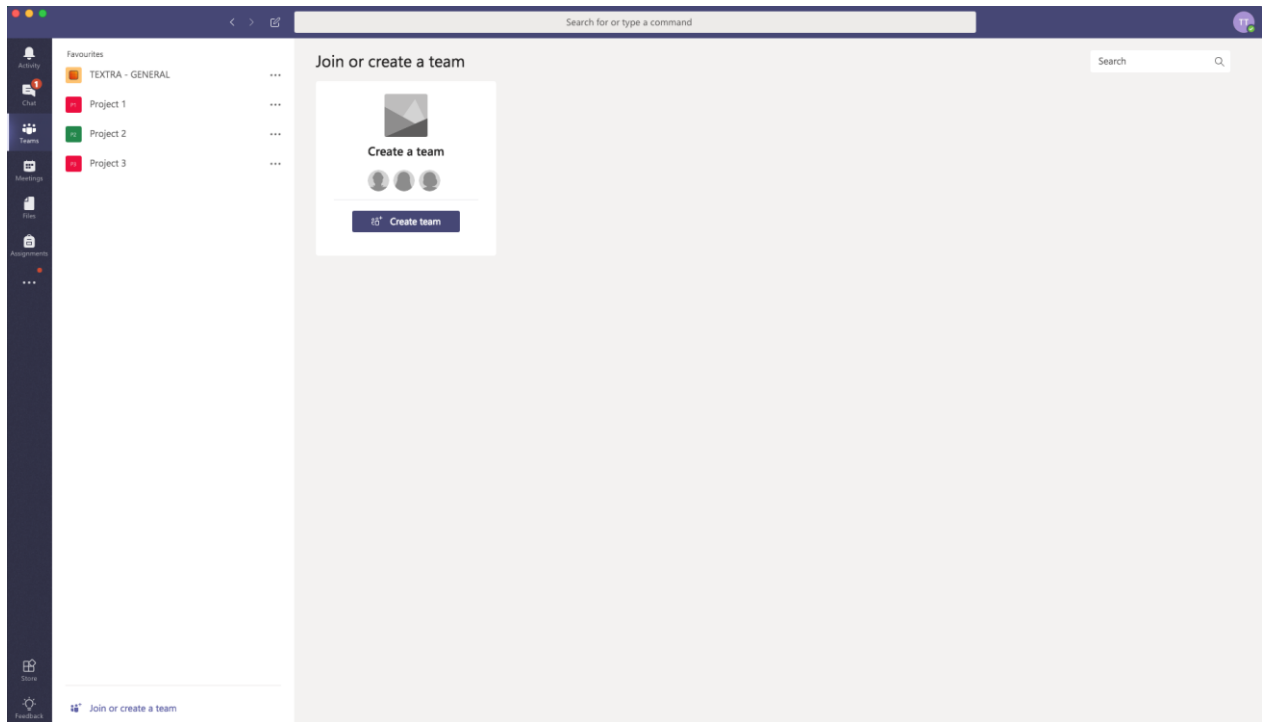


The platform is available in all 7 languages (RO, GR, IT, ES, PT, LT, BG) plus English.

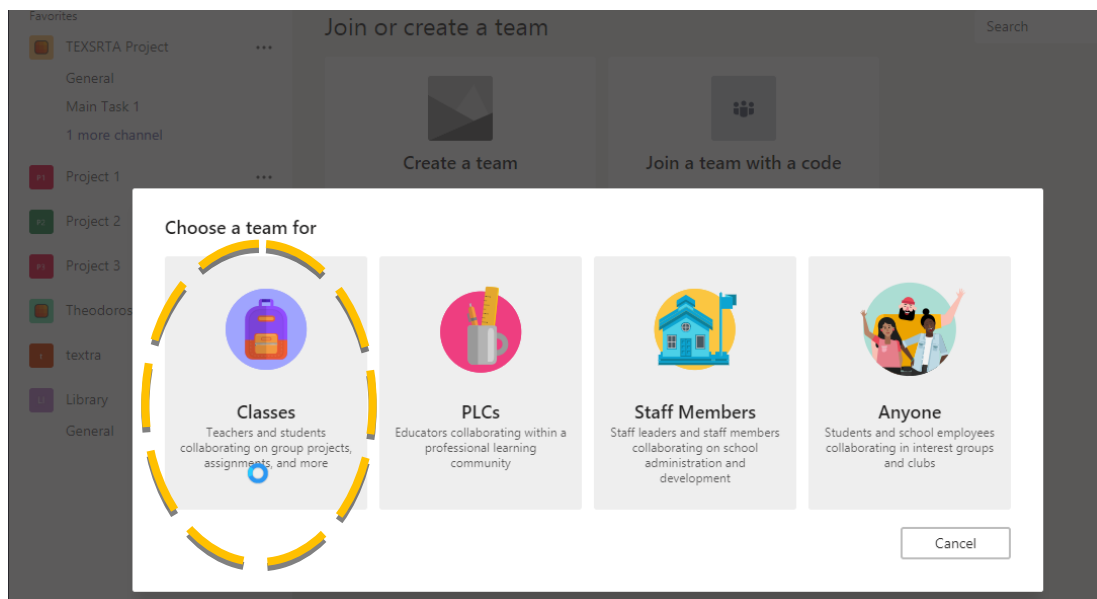
2 Setup teams

2.1.1 Create Teams → Projects

Each user may create his/her own team/project by selecting “Create team” button in menu found at the left.



At the pop-up screen the tutors shall choose a team for “Classes”.



This pop is shown only if the user is a tutor.

Then the user shall type a name for the team (project) and he/she may also add some short description.

Create your team

Collaborate closely with a group of people inside your organisation based on project, initiative or common interest. [Watch a quick overview](#)

Team name

Description

Privacy

Private – Only team owners can add members

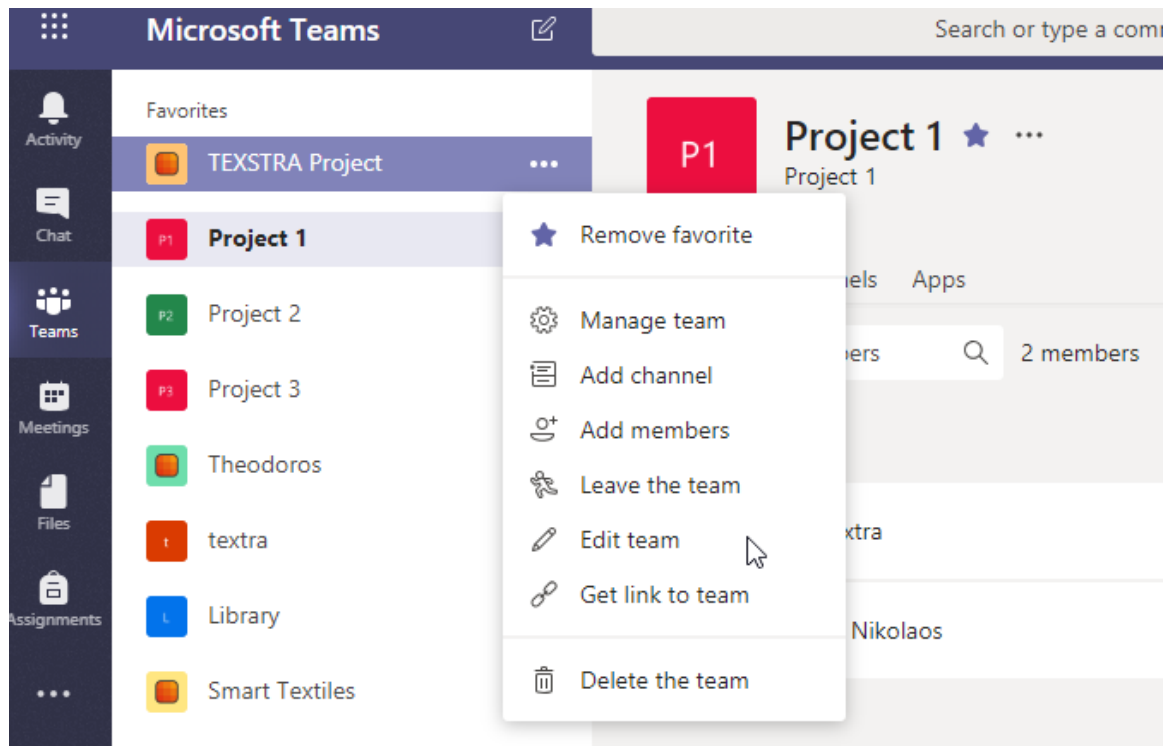


Cancel

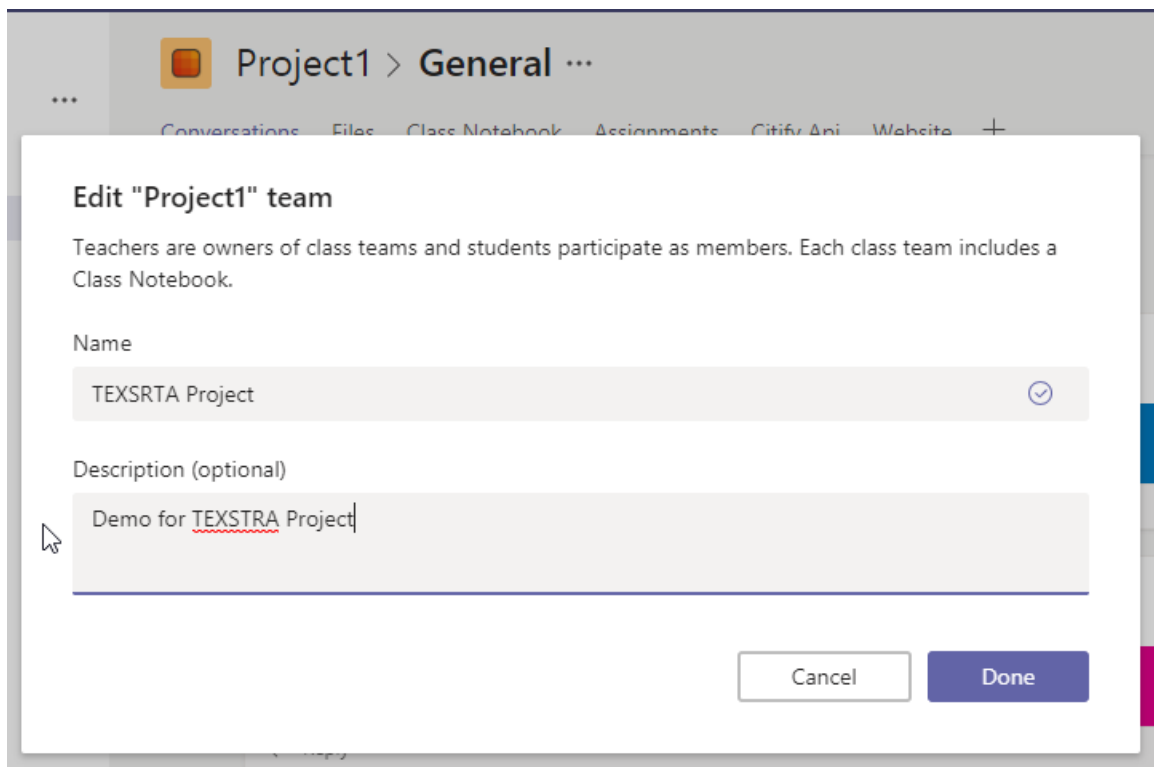
Next

2.1.2 Edit Teams → Projects

After creating a team its owner may edit the details of that team by right-clicking on the name of the team at the left menu and by selecting "Edit team".



The may then edit the team.



The screenshot shows a web application interface with a modal dialog box titled "Edit 'Project1' team". The background shows a breadcrumb "Project1 > General ..." and a navigation bar with links: "Conversations", "Files", "Class Notebook", "Assignments", "Citify App", and "Website".

Edit "Project1" team

Teachers are owners of class teams and students participate as members. Each class team includes a Class Notebook.

Name

TEXSRTA Project ✓

Description (optional)

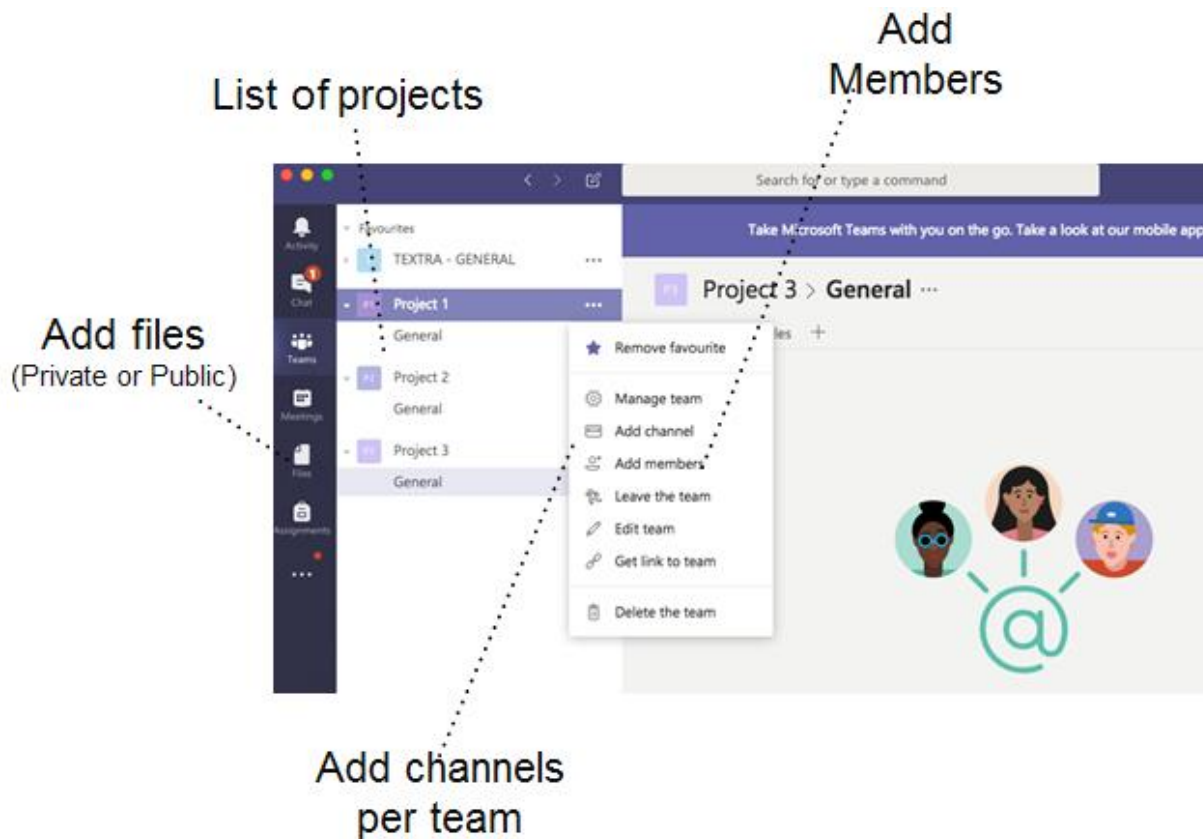
Demo for TEXSTRA Project

Cancel Done

3 Manage team - project

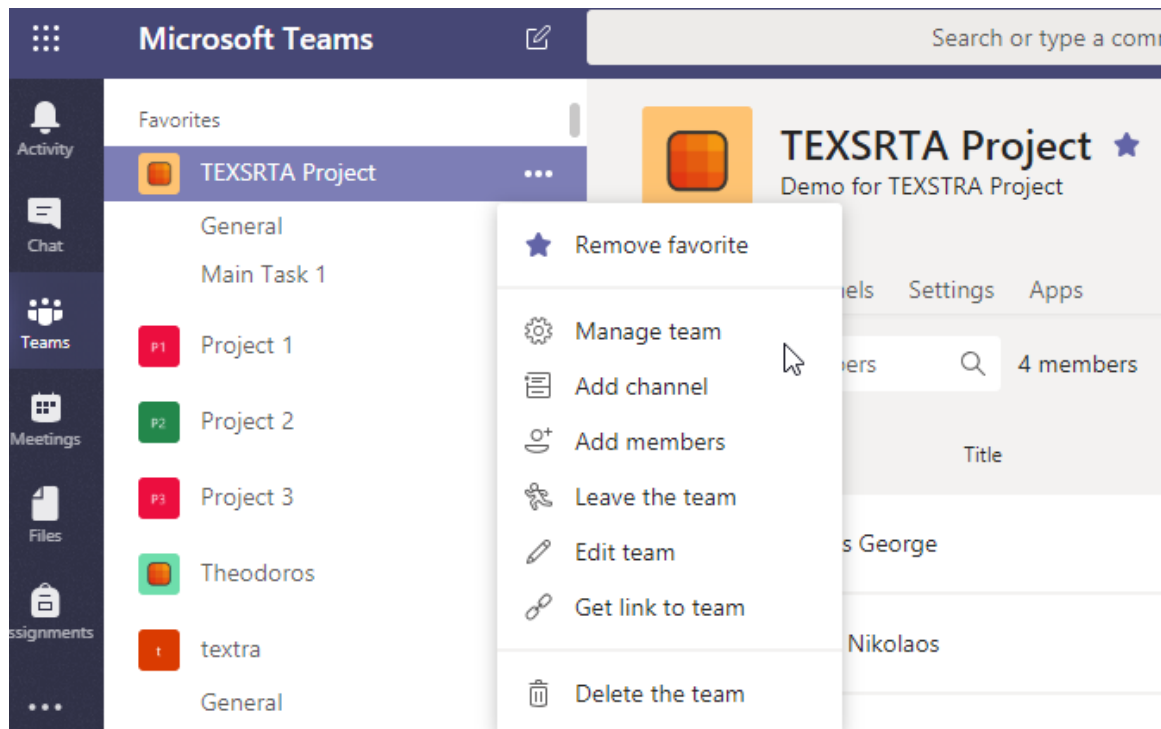
3.1.1 Overview

At the left menu the user may have a look at the list of all projects (teams) in which he/she is either owner or member. The user may add files, either for private or public access, add channels at the level of a team and add new members.

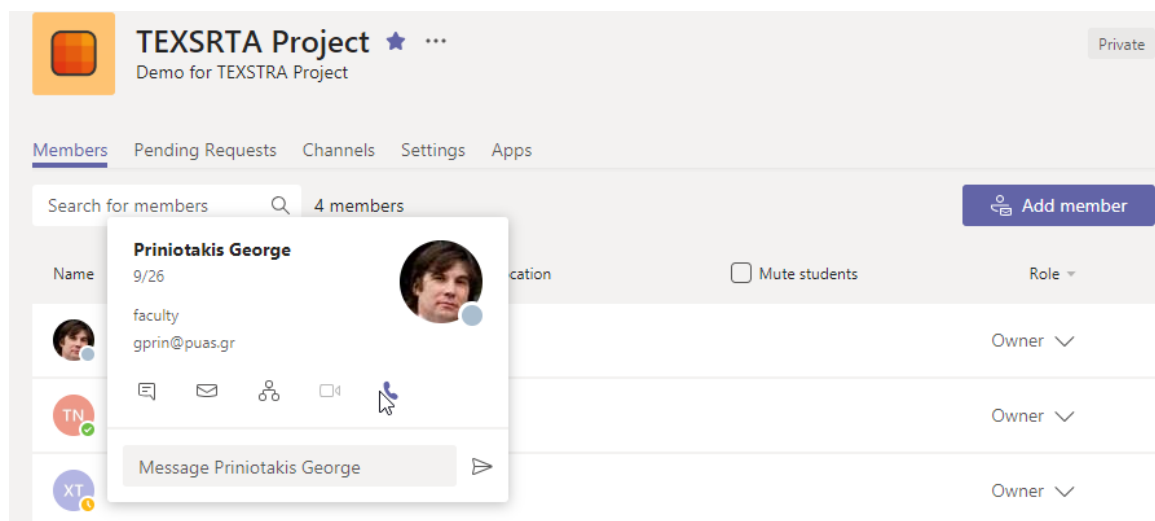


3.1.2 Manage Members in a Project

By right clicking on a project the user shall select "Manage team".



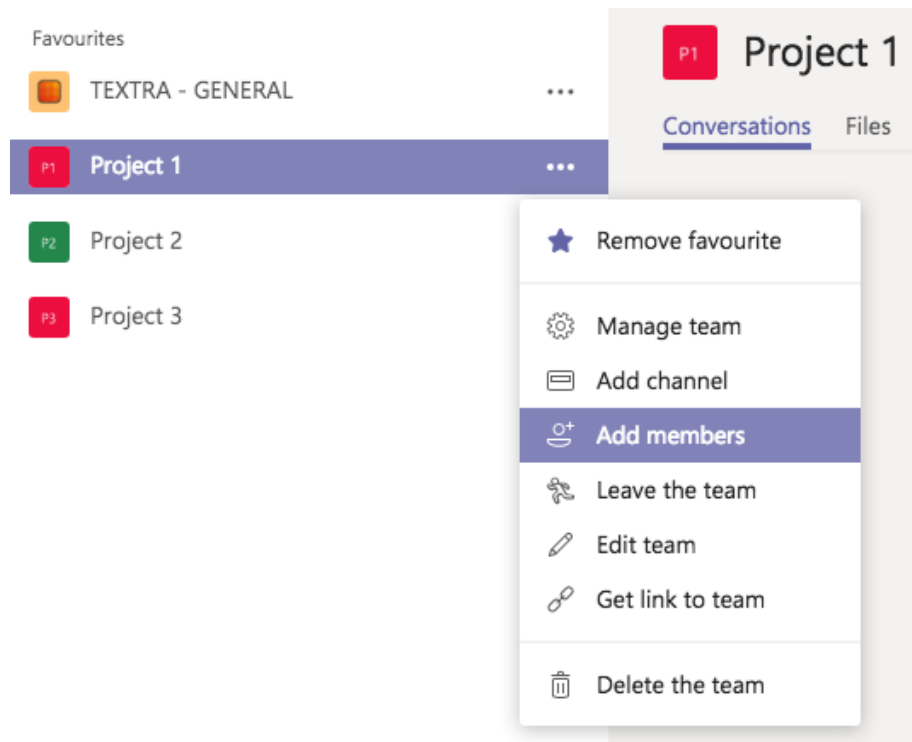
At the list of the members that are connected with the project on mouse-over the user may see the details of each member and perform actions such as start a chat, send email or make a web call.



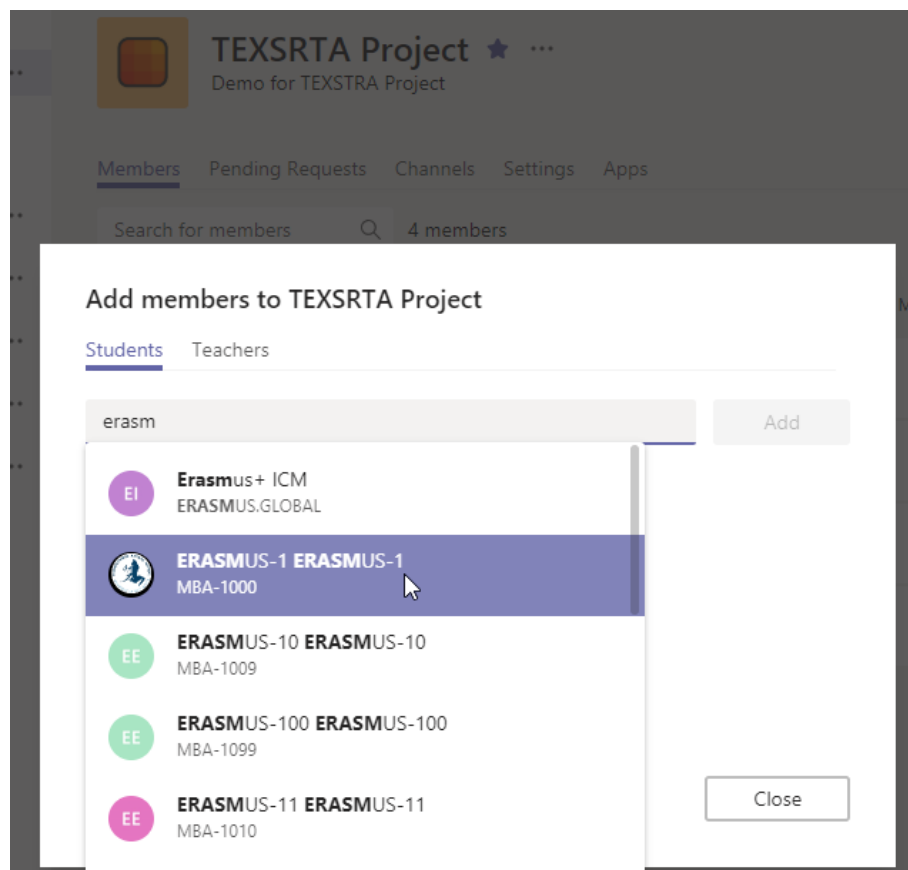
At this page the user may also change the role of each member from Owner to Member or vice-versa. The user may also remove (disconnect) from a project specific students.

3.1.3 Add members to a project

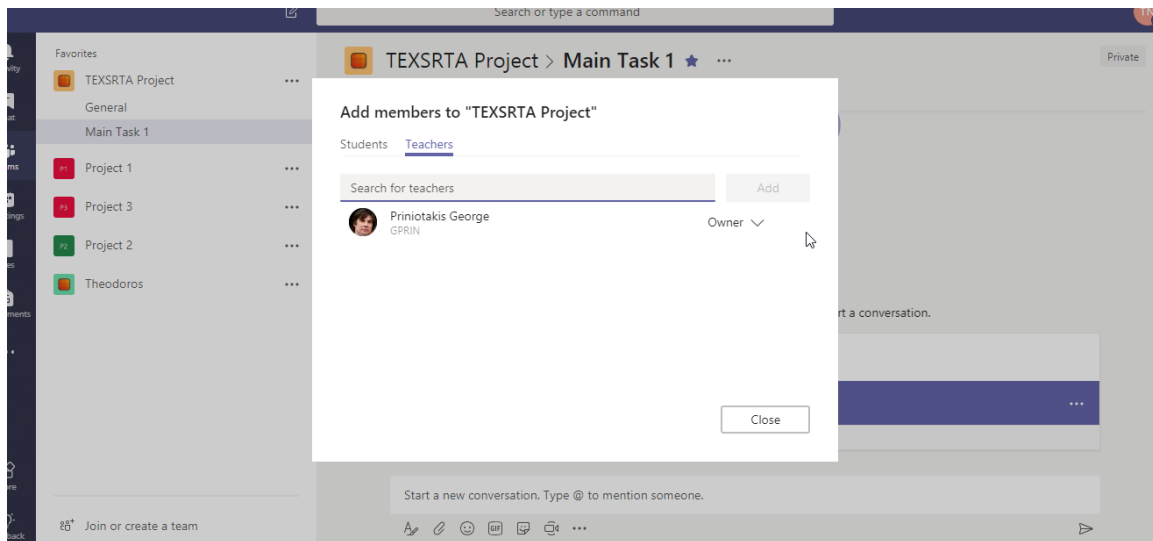
The owner of a team (project) may add members to his/her project by right clicking on the name of the specific project.



The owner may select from a list of enrolled users, which are grouped in Students and Teachers. It is suggested that the owner shall type part of the name of the member that he/she would like to add in order to reduce the selection list.

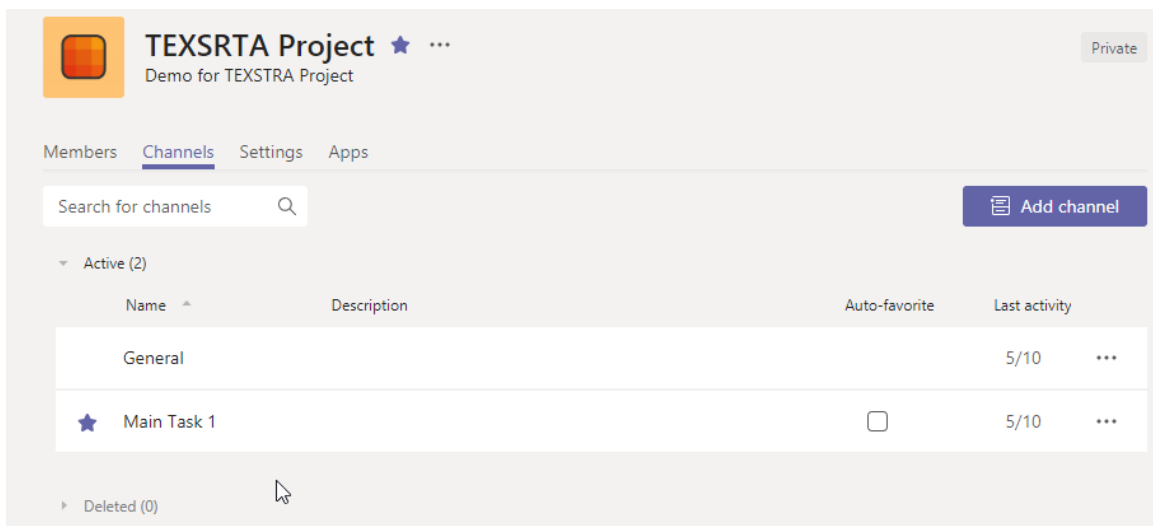


The owner selects the member and presses the Add button. Following the same steps the owner may select from the group of teachers to add a new teacher to the project.

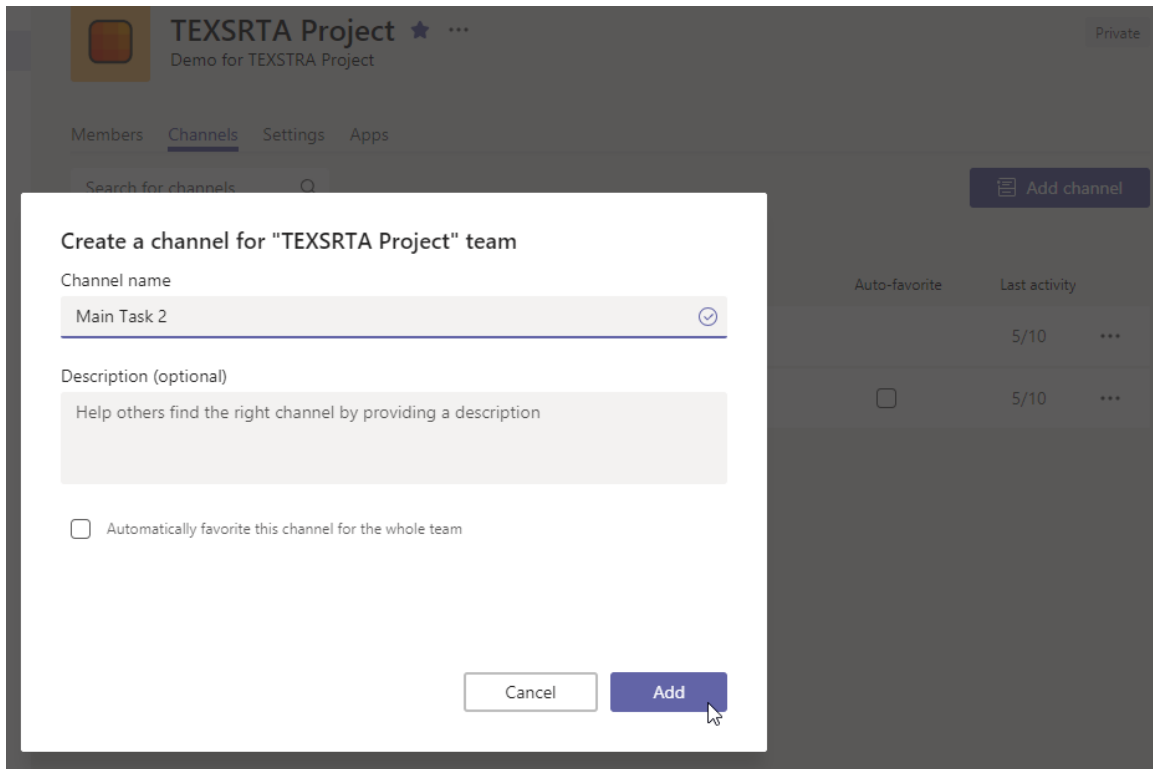


3.1.4 Add channel to a project

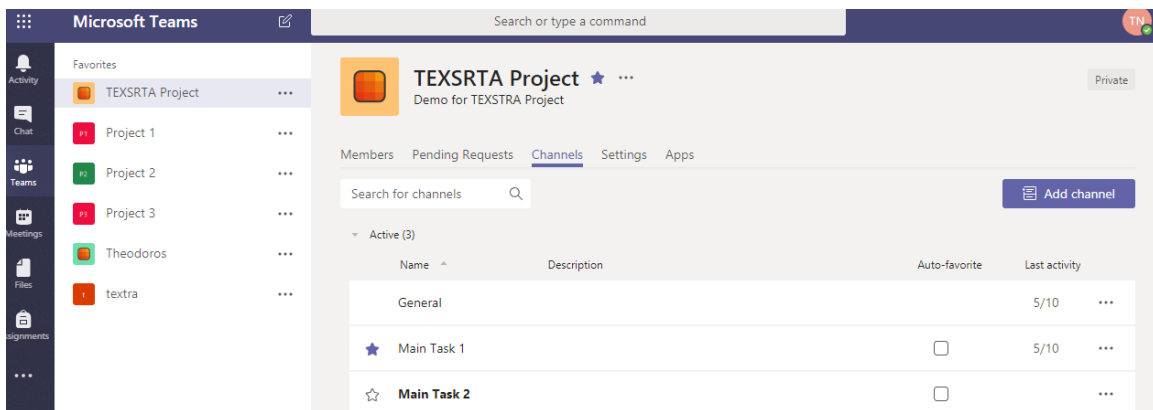
The owner of a team (project) may see the channels to his/her project by clicking on the "Channels" at the top menu. The channels and subareas of bigger project and allow a better organisation of tasks within the project.



The user may add new channels, beside the default one which is named "General", by selecting the **Add channel** button. A pop-up window is shown where the user enters the name of the channel and optionally a short description.



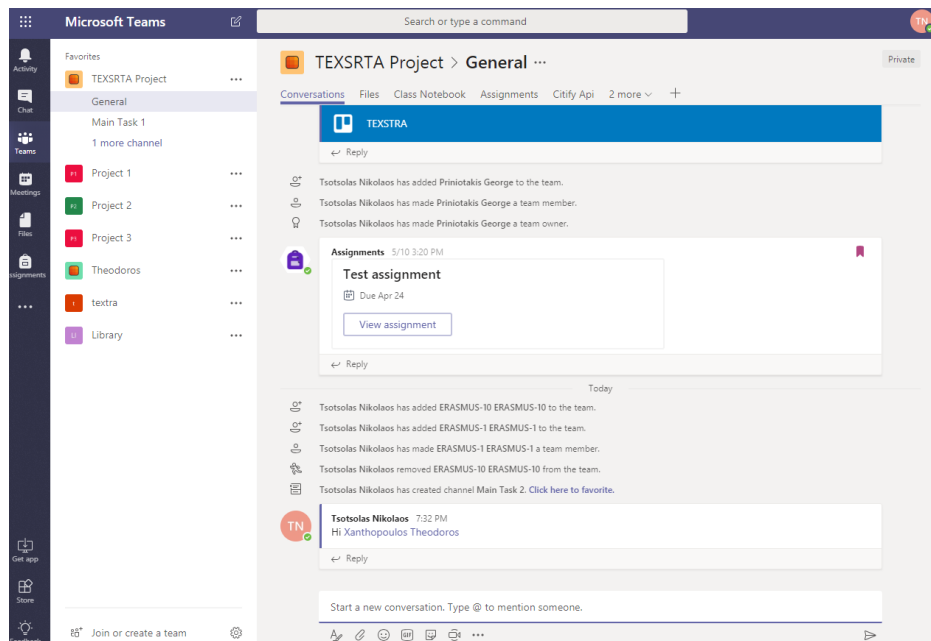
By pressing the button "Add" the new channel is included in the project.



4 Run a project

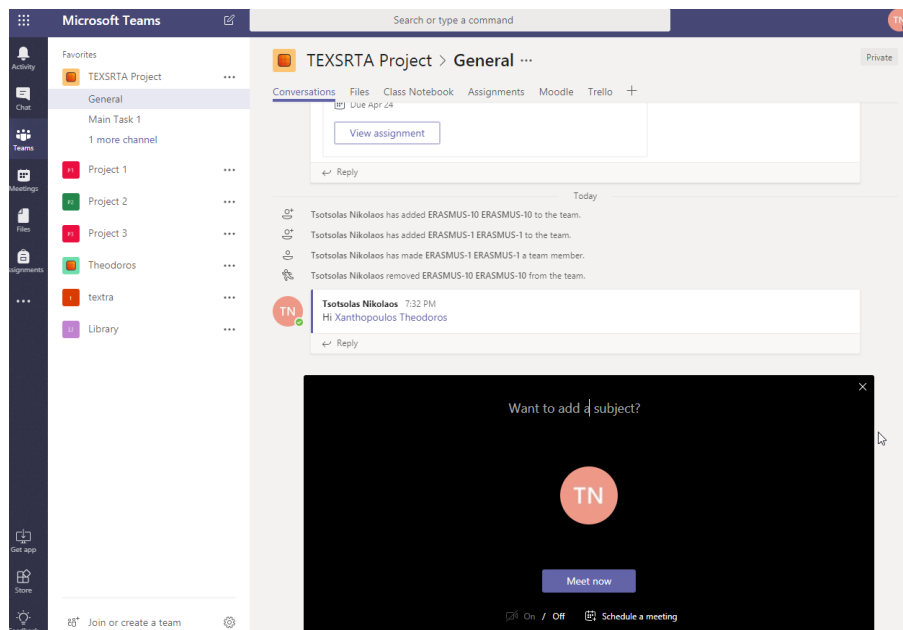
4.1.1 Overview

At the first page the user may have a look at the list of all projects (teams) on the left part and at the main part of the page the user may see the conversation stream and recent activity for each project.



4.1.2 Communication

The user may continue the conversation by writing a message or start/plan a web call.



For planning a web meeting a specific pop-up form is used where the user provides all necessary information concernign the topic of the meeting and the timeplan.

New meeting

Title

Project1 files

Location

University of West Attica

Start

7 May 2018

23:30

End

8 May 2018

00:00

Repeat

☐

Time Zone

(UTC+02:00) GTB Standard Time

Details

B

I

U

Paragraph

Type details for this new meeting

Select a channel to meet in

None (optional)

Invite people

Invite someone

Organiser

TT

Textra Textra

textra@puas.gr

Scheduling assistant

Close

Schedule a meeting

... and the meeting is planned.

Test Meeting

Friday, May 11, 2018
3:30 PM - 4:00 PM (30 minutes)
TEXSRTA Project / Main Task 1

Join online

Chat with participants

You are the organizer.

Cancel meeting

Test meeting

Join Microsoft Teams Meeting

[Learn more about Teams](#)

This is a Microsoft Teams online meeting. Everyone can join online.

Close

Edit

Organizer

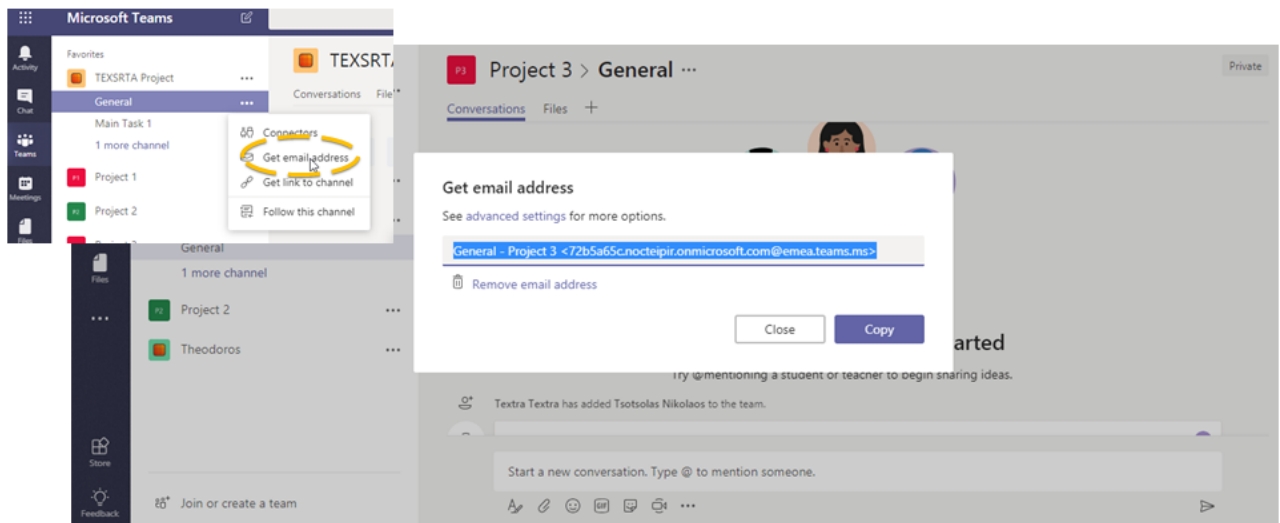
Tsotsolas Nikolaos
Organizer

Attendees

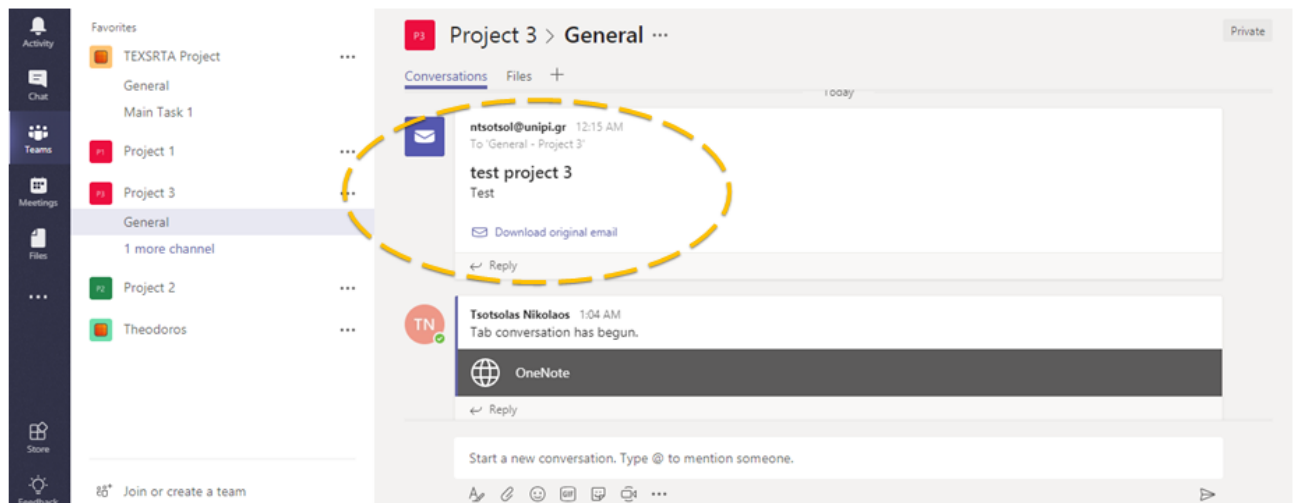
Xanthopoulos Theodoros
Unknown

TEXSRTA Project
Unknown

The platform supports also the sending of emails to the team-project itself. For that reason each project has its own email address which is available by right-clicking on the name of a project at the left side and by selecting "Get email address" from the select list.

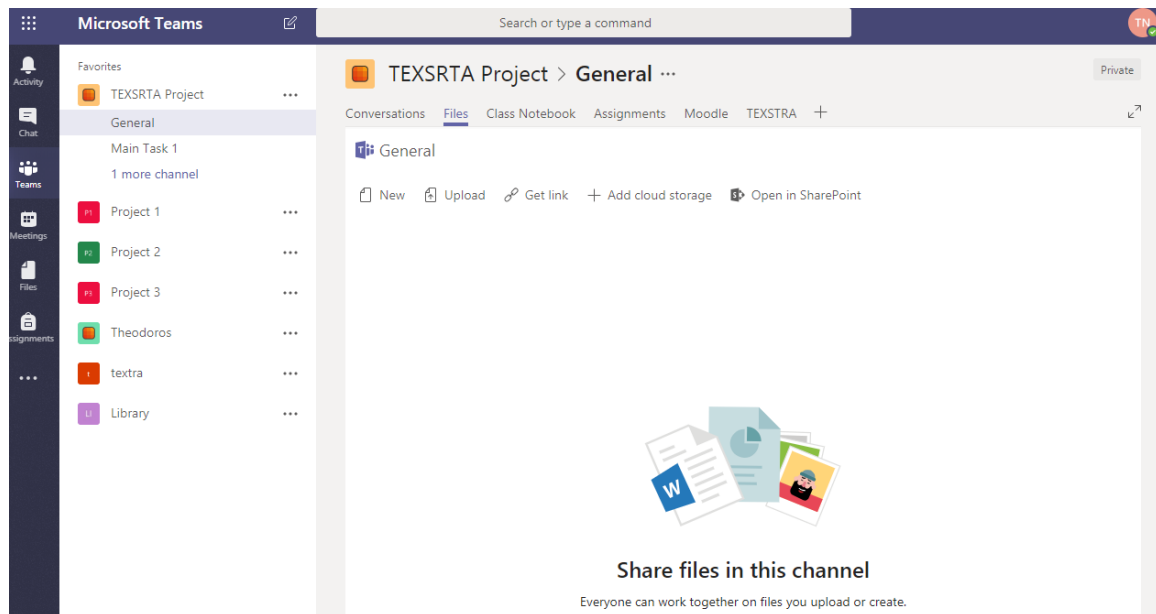


An email sent to this address is for the whole team and it's shown at the central page of the corresponding project.

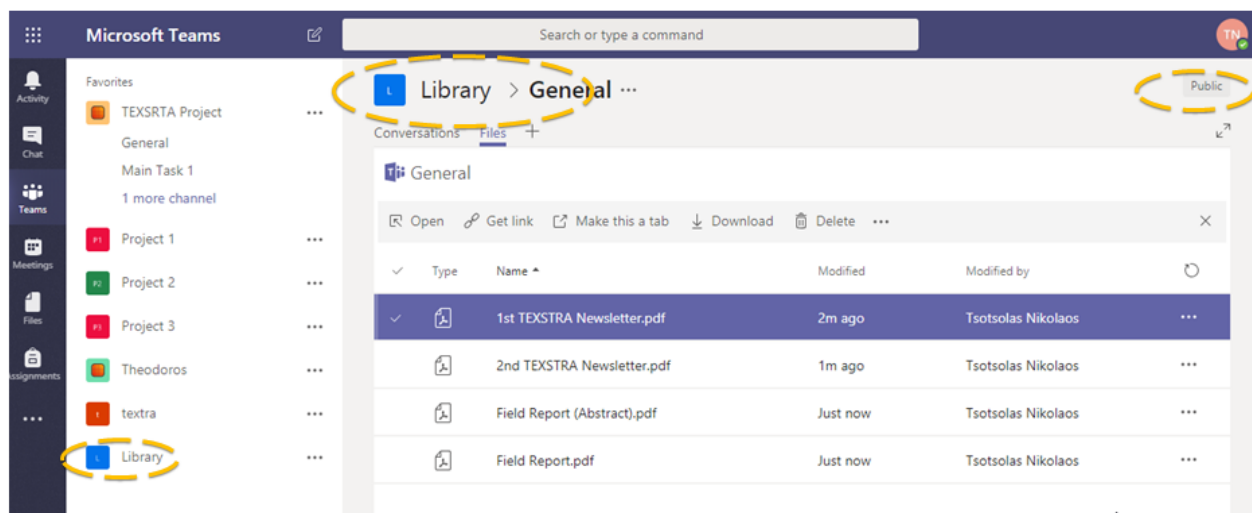


4.1.3 General Material

The user may create documents online in MS Office 365 or upload already created documents by selecting "Files" at the top menu. The user may also share a link with other users of the material that is connected to the each project.



In TEXSTRA e-platform there is a team-project which is available to all TEXSTRA members (Public) where project documents are uploaded.

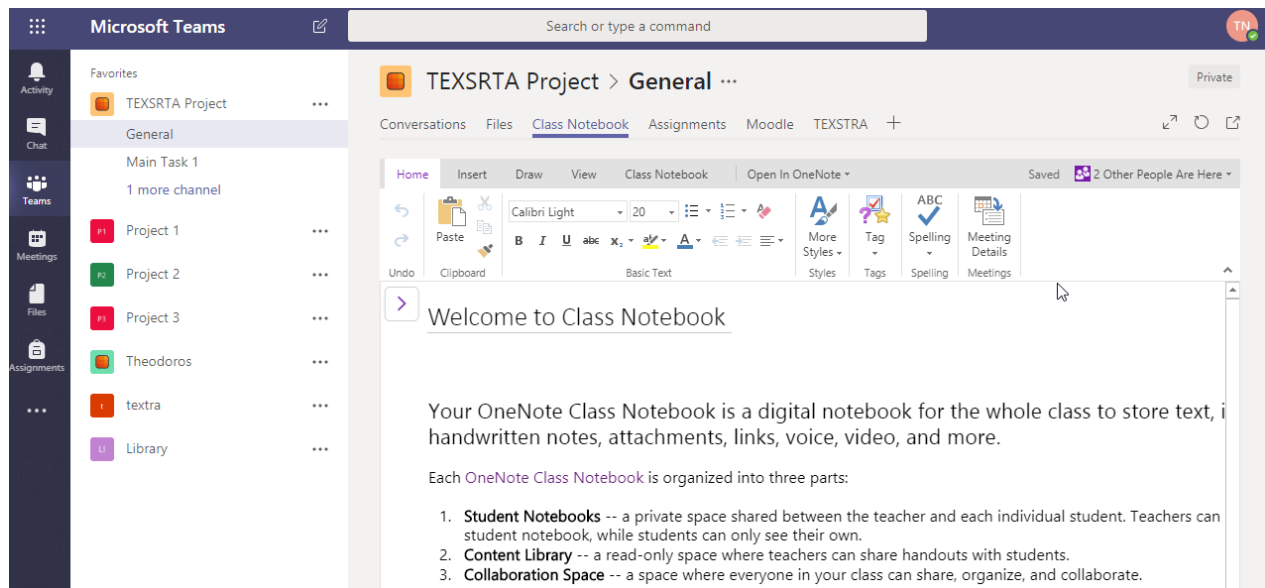


4.1.4 Training Material

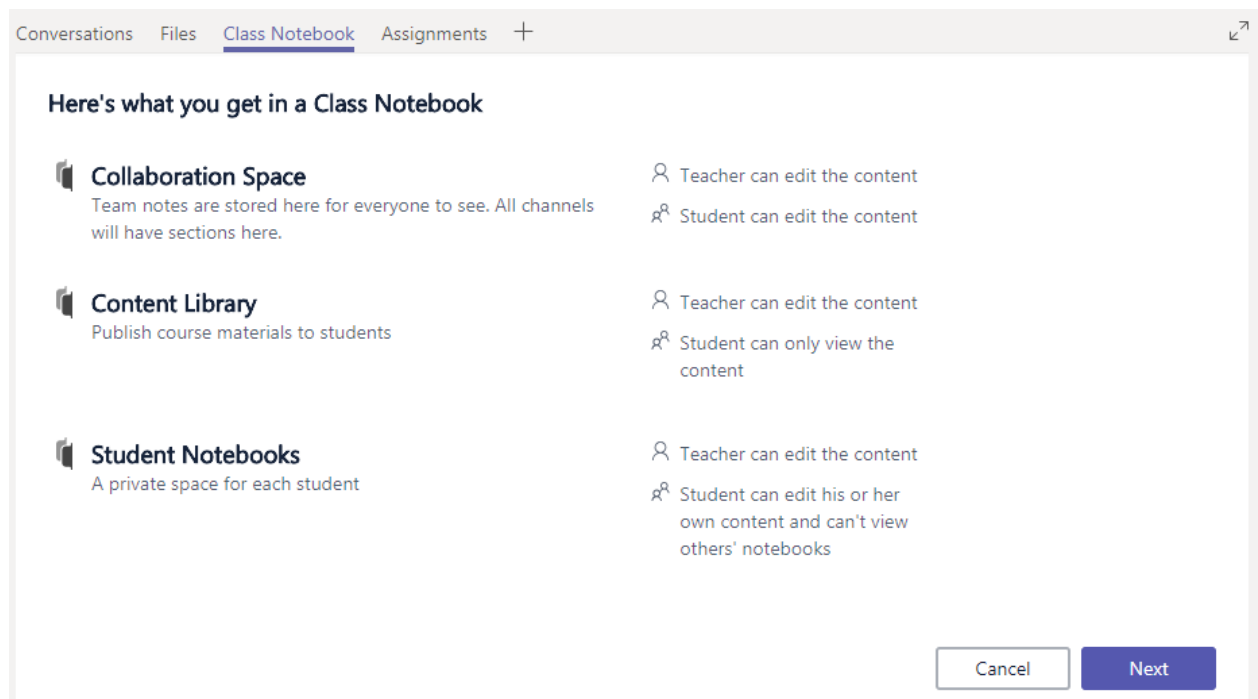
The user may create and manage training material through the "Class Notebook" menu. **This choice is only available for teams-projects that have been set up by tutors as "Classes"**. The OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more. Each OneNote Class Notebook is organized into three parts:

1. **Student Notebooks** -- a private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.

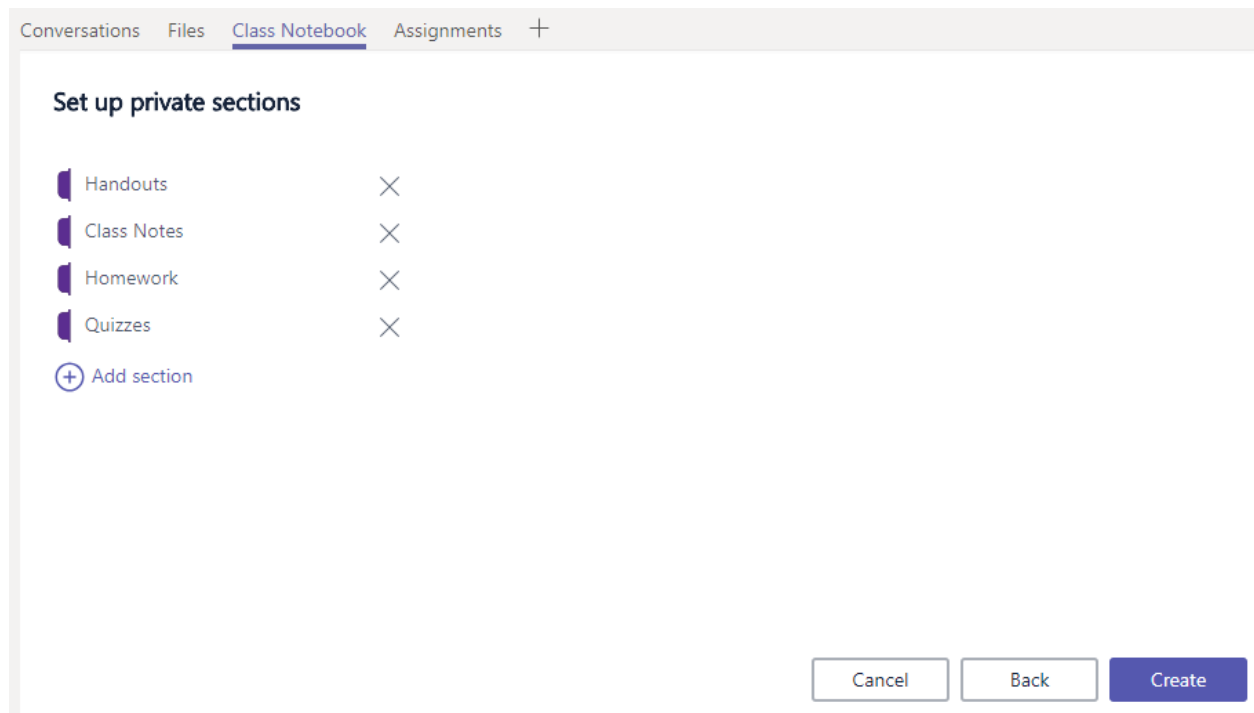
2. **Content Library** -- a read-only space where teachers can share handouts with students.
3. **Collaboration Space** -- a space where everyone in your class can share, organize, and collaborate.



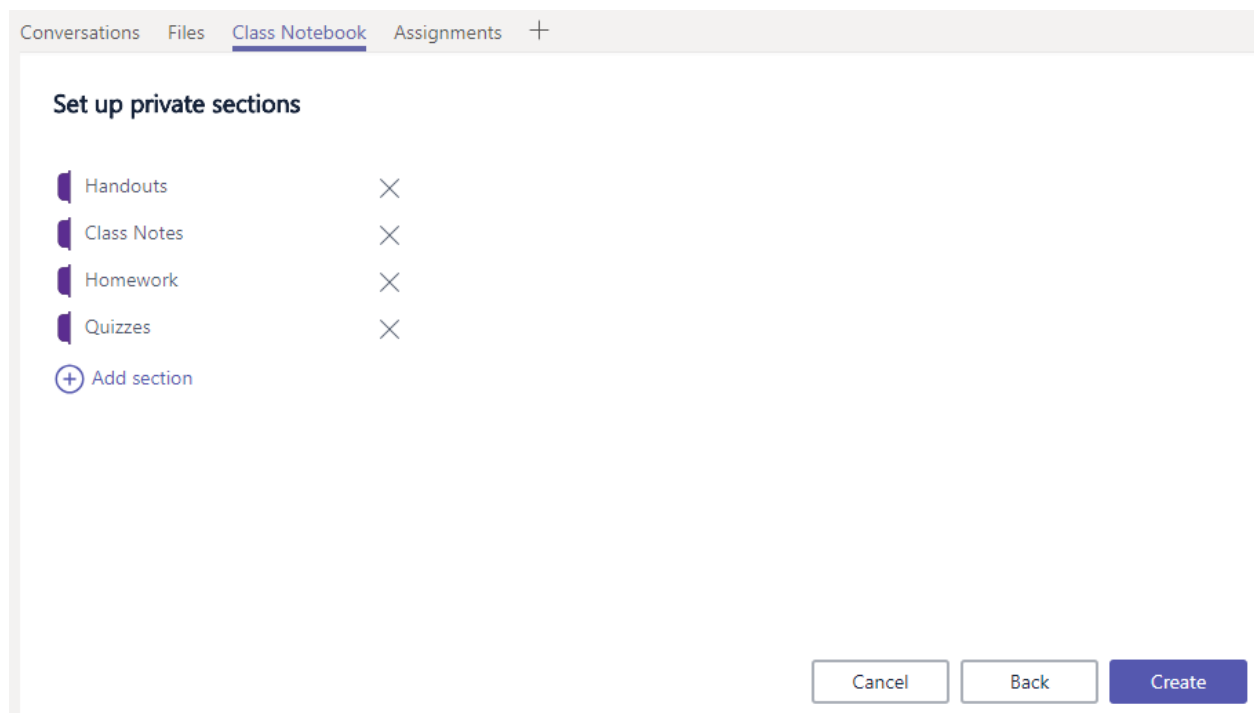
The owner of Class type project may provide specific rights to teachers and students per type of material within Class Notebook.



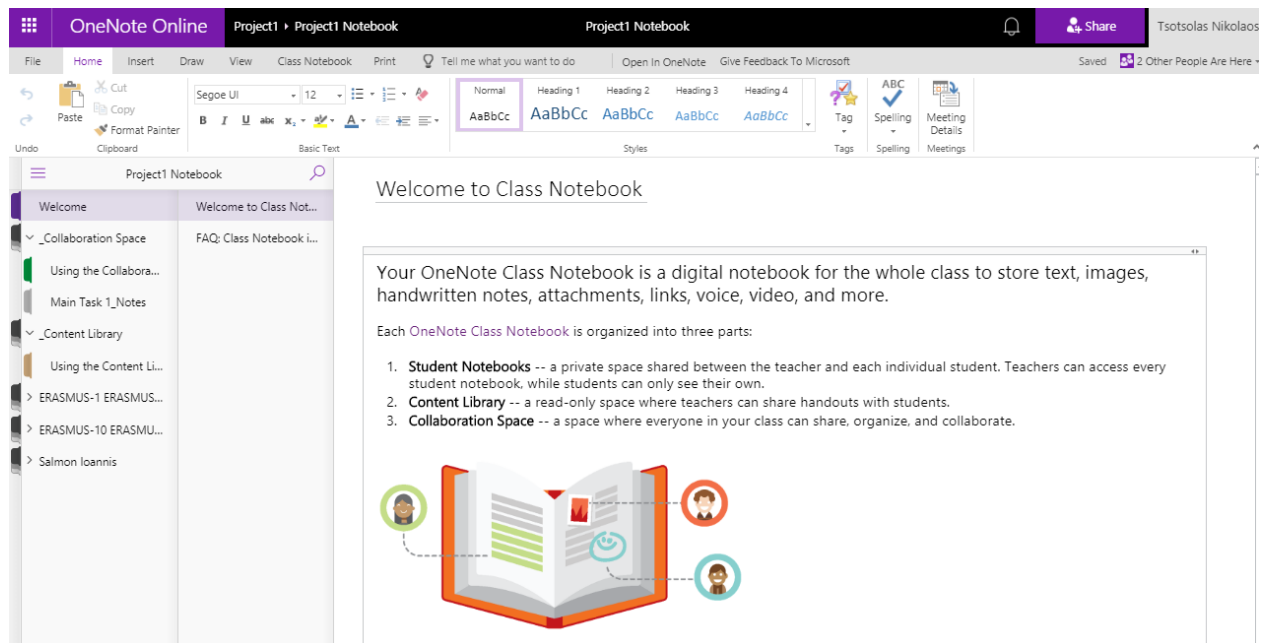
The owner may set up private sections.



The owner may create for example test handouts and share them with the students.

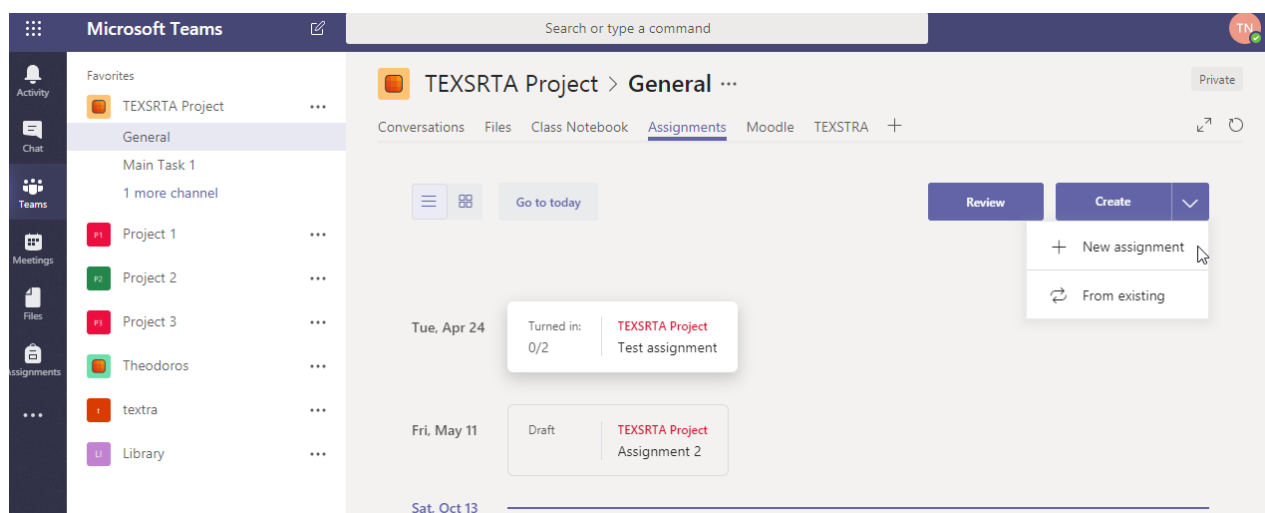


For having access to the full functionality of OneNote the user may select to be transferred to the online environment of OneNote.

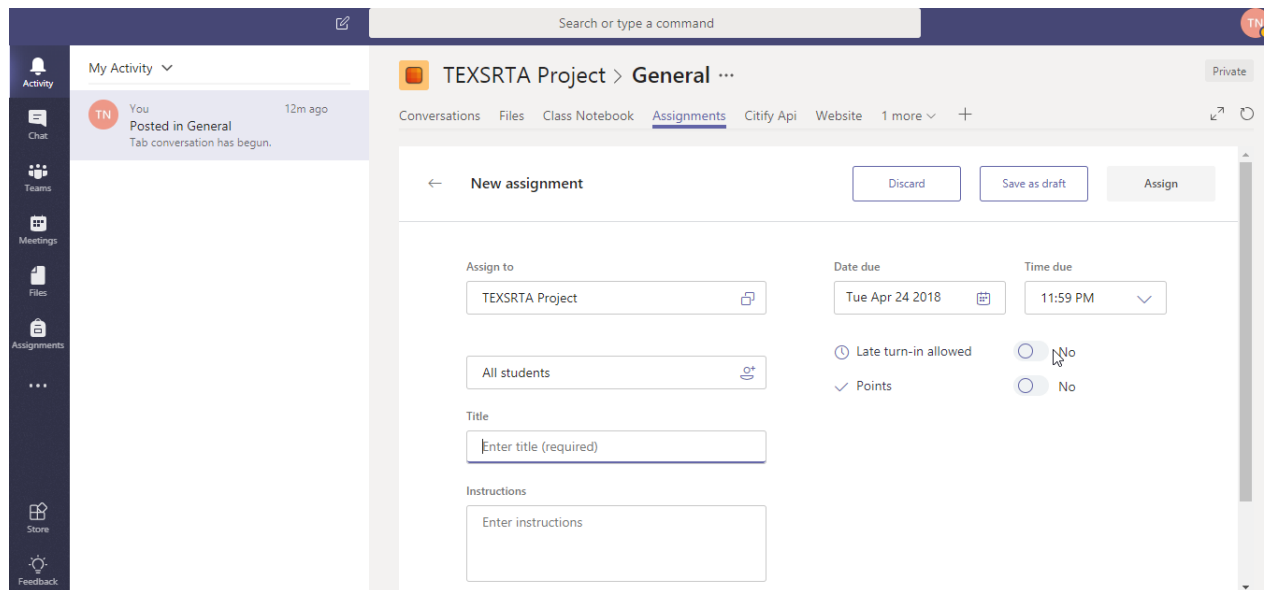


4.1.5 Assignments

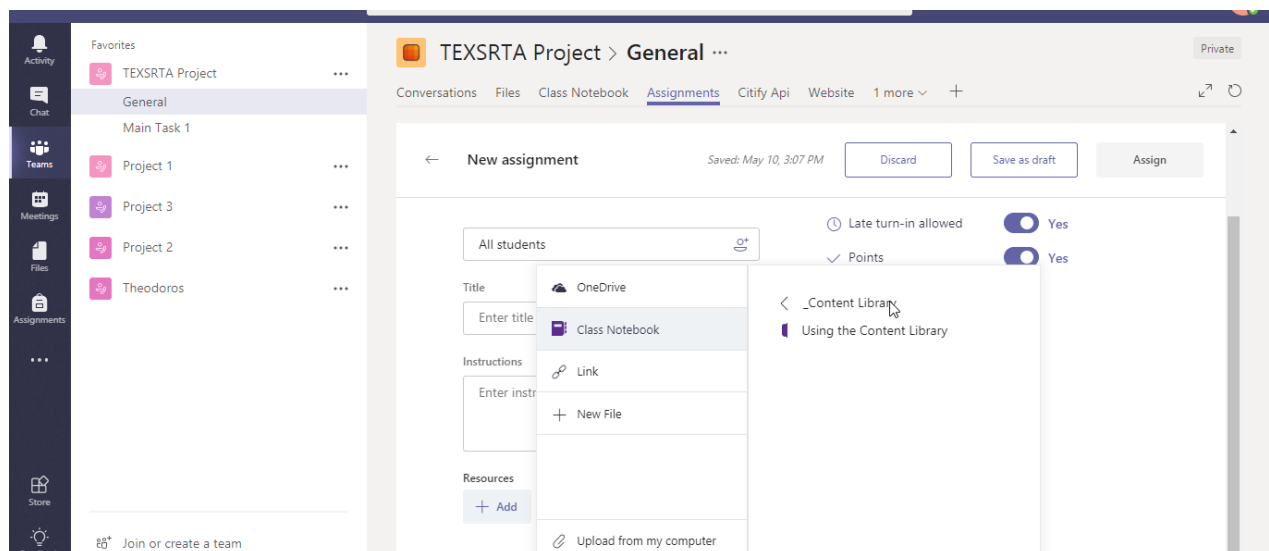
The user may create assignments by selecting "Assignments" at the top menu. **This choice is only available for teams-projects that have been set up by tutors as "Classes"**. By clicking that choice a list of created assignments and the corresponding deadlines for subission are shown to the users.



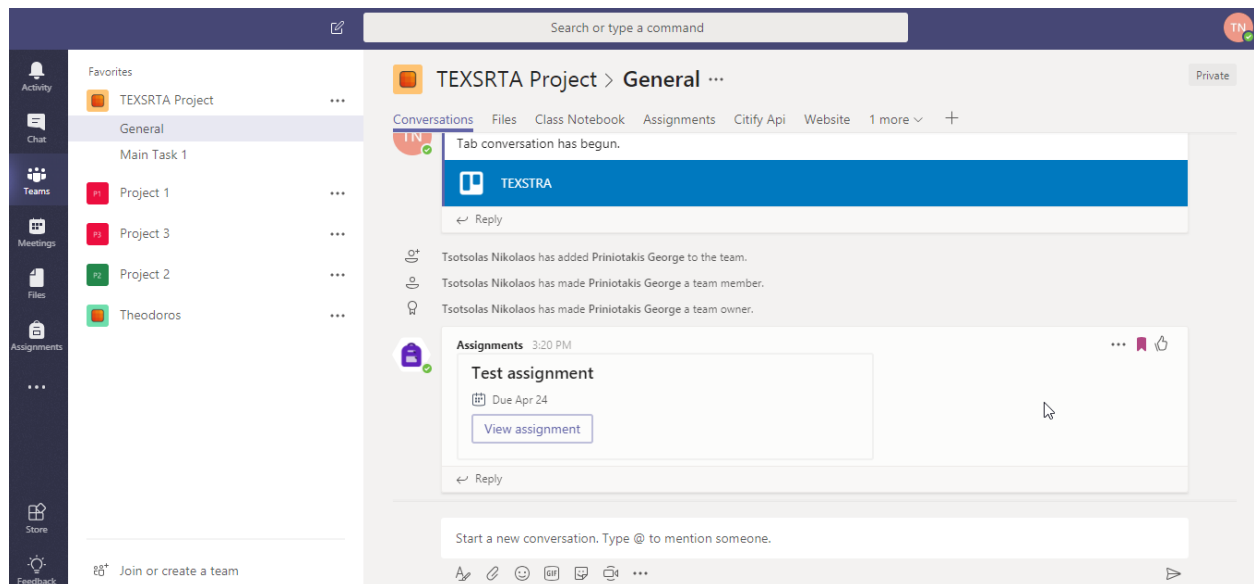
The owner of the class project may create new assignments by clicking on **Create** and then by filling in the necessary information.



The owner may add different type of resources at each assignment.

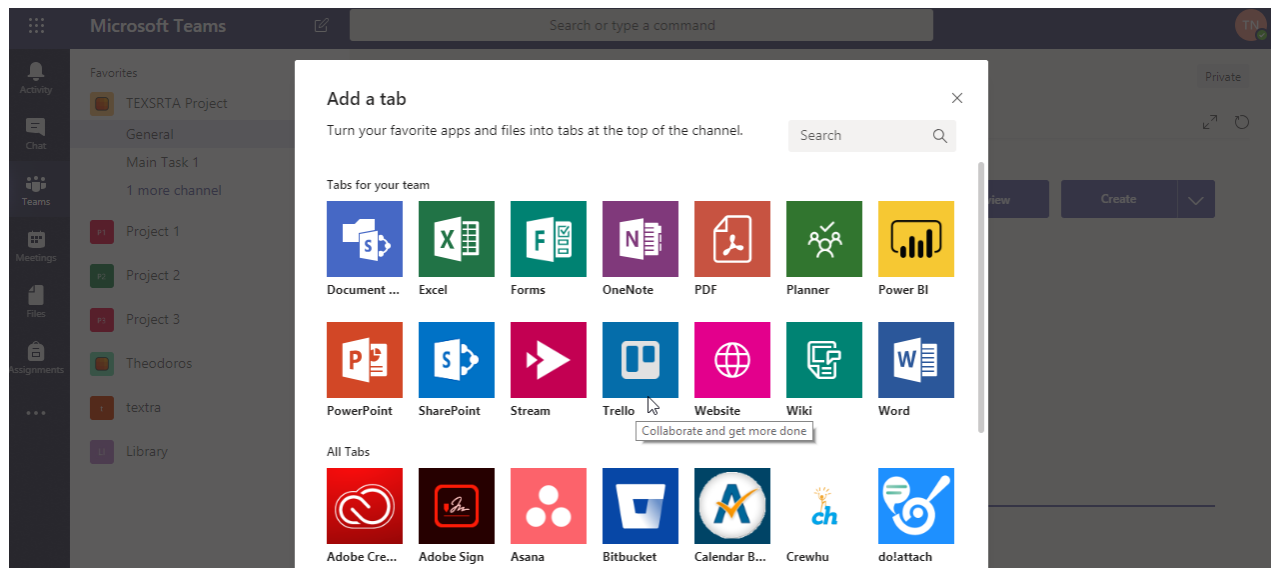


By clicking on the "Assign" button the new assignment is published and accessible through the central page of the project.



4.1.6 Other tools

The Teams Platform offers the capability to its users to embed to the operating environment of the platform several third-party applications. These applications can be selected from a list and be shown as tabs at the top menu in each channel.



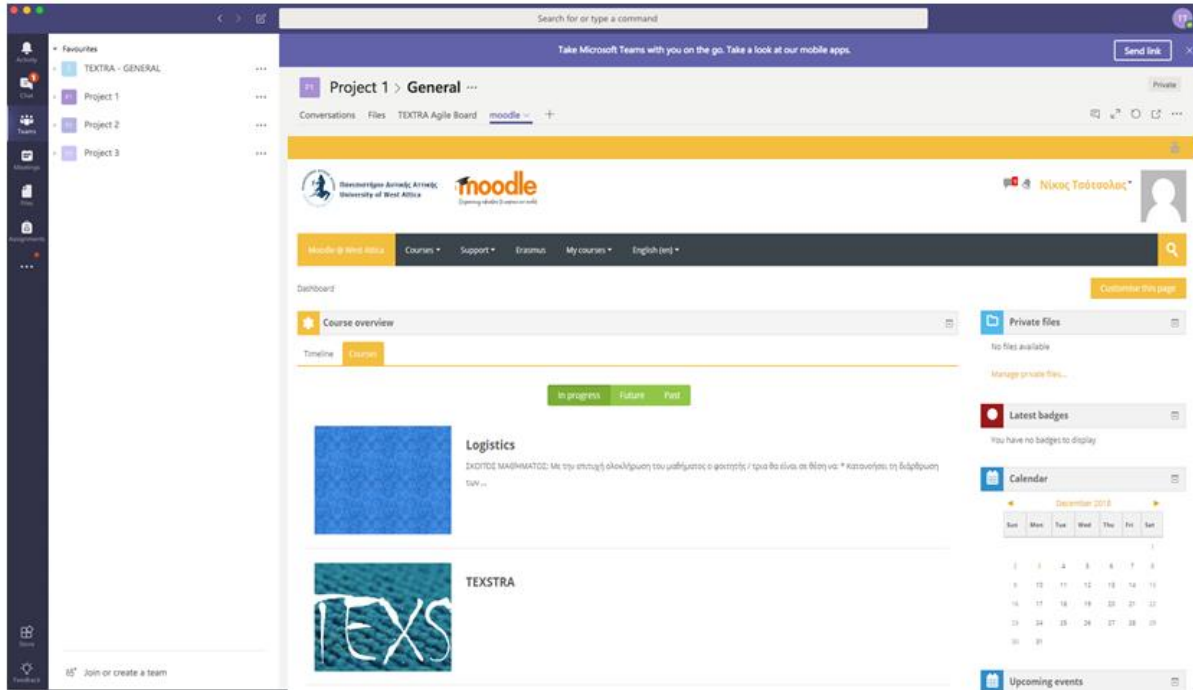
In TEXSTRA project we decided to add two third-party applications:

- Moodle – an e-learning platform
- Trello – an board with lists of lists for agile project managent

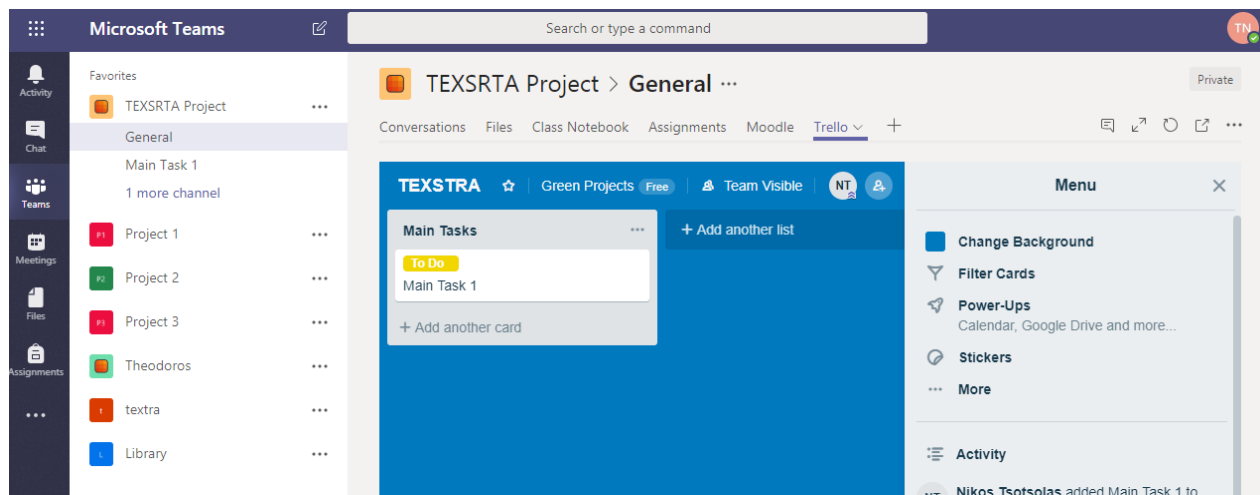
The users of TEXSTRA e-platform may have access to moodle platform by following this link:

<https://moodle.uniwa.gr/enrol/index.php?id=648>

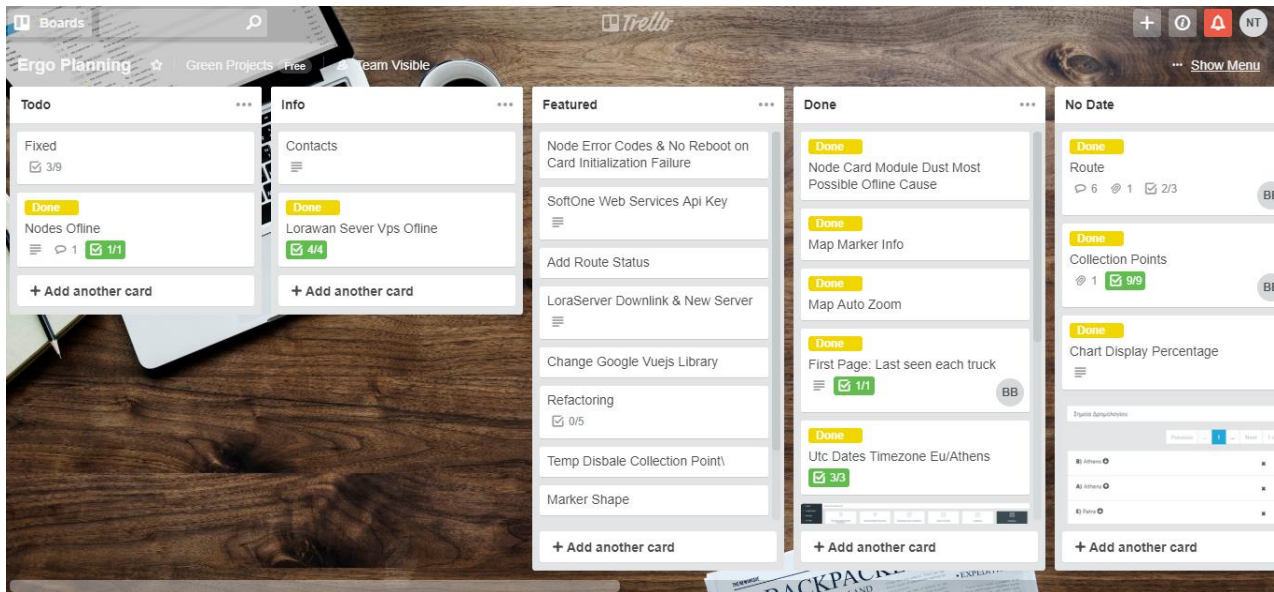
They have to use the same username and password that they have for the e-platform.



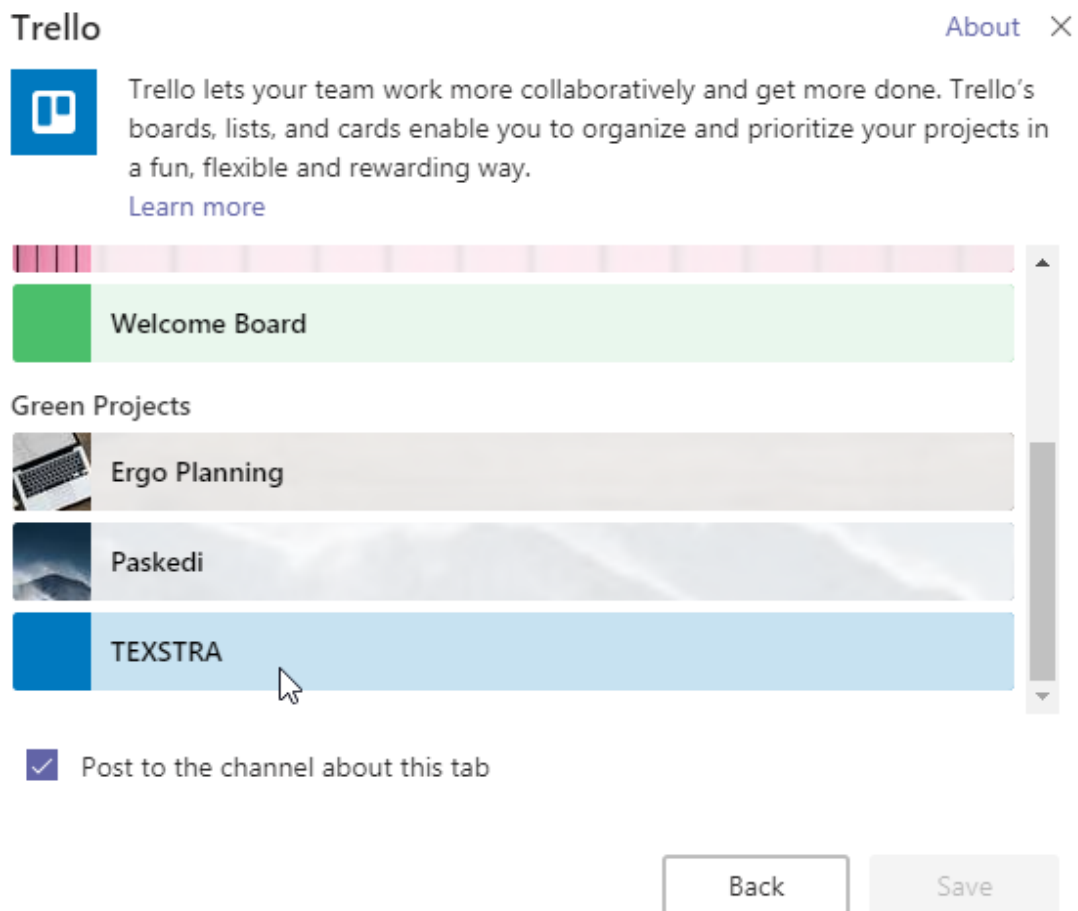
With in the TEXSTRA e-platform and under tab “Trello” the users may use Trello application for a more efficient project management.



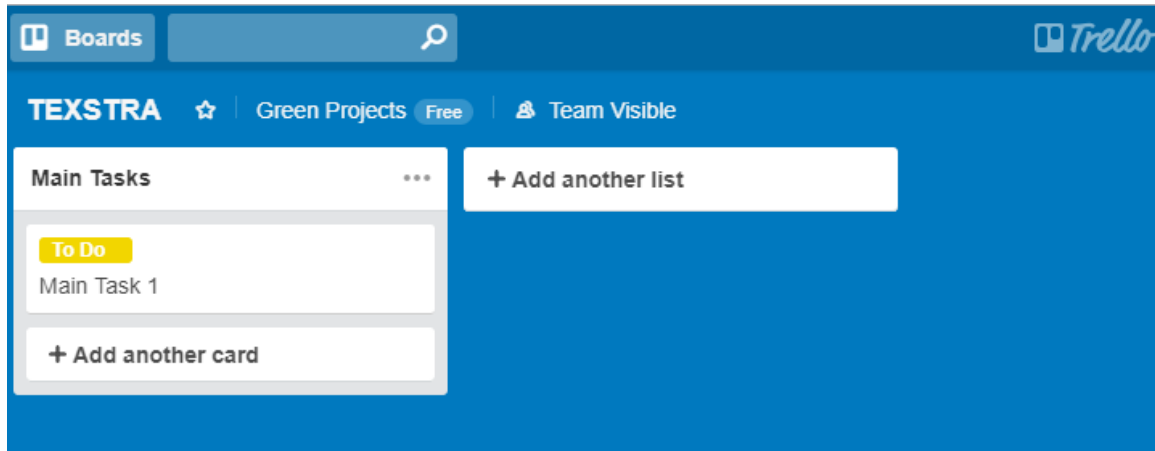
Trello is a whiteboard and a pad of digital sticky notes supporting agile approaches. Trello’s **boards**, **lists**, and **cards** enable you to organize and prioritize your projects in a fun, flexible and rewarding way.



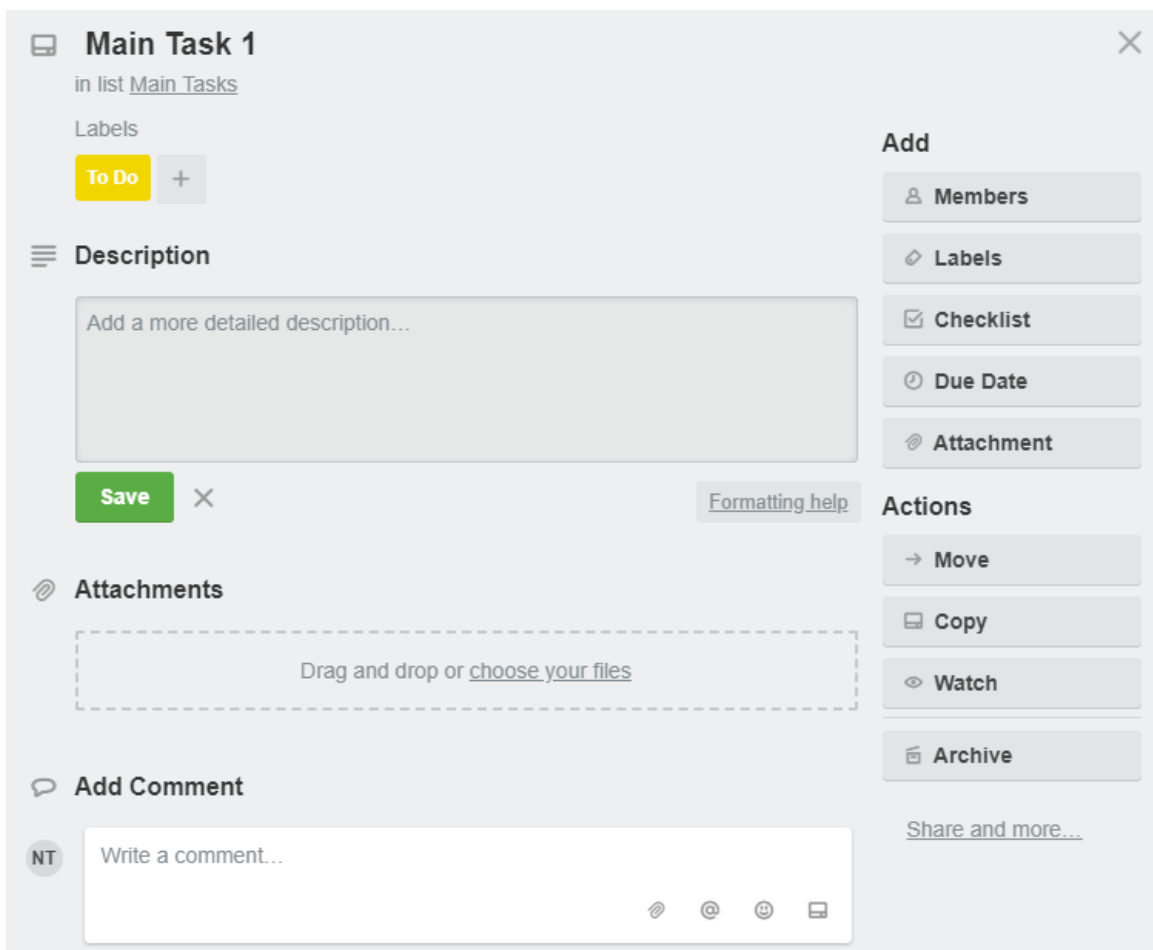
The user may create a new board in Trello.



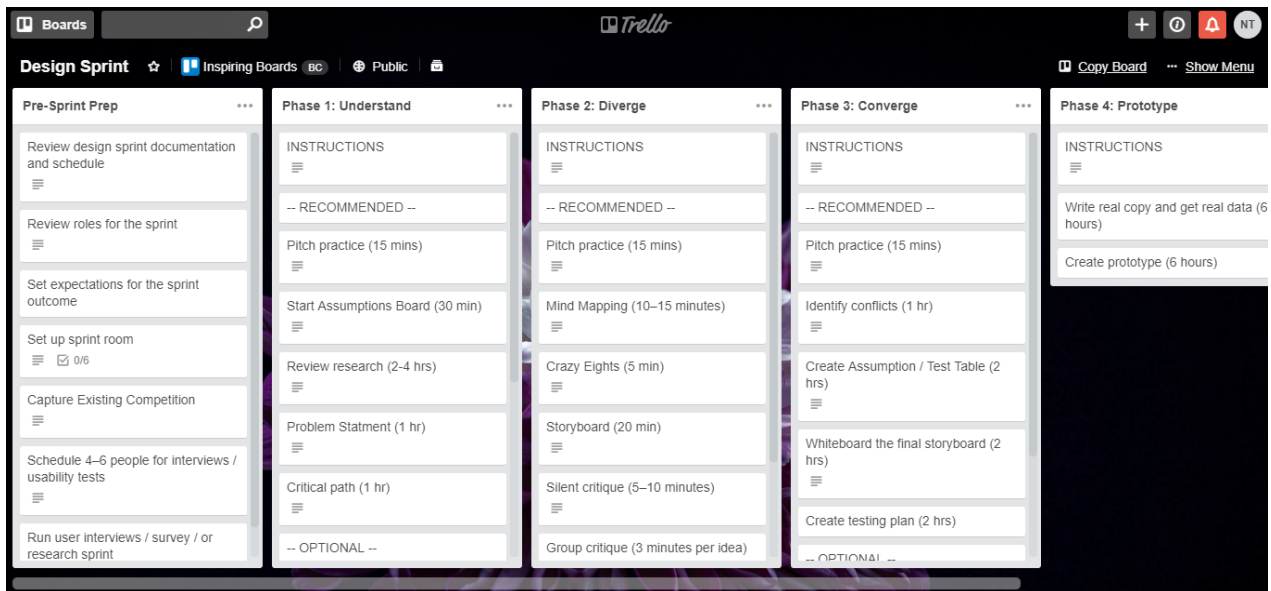
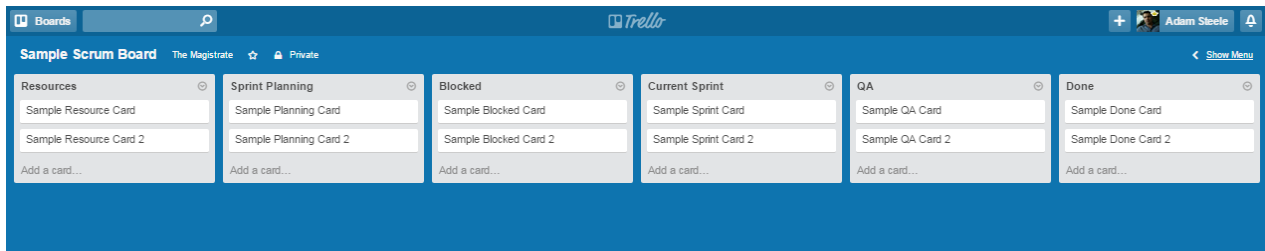
He/she may add lists of tasks.



He/she create new tasks in each list.



In Trello various agile approaches are supported:



For more details on how Trello works please follow this link: <https://trello.com/tour>