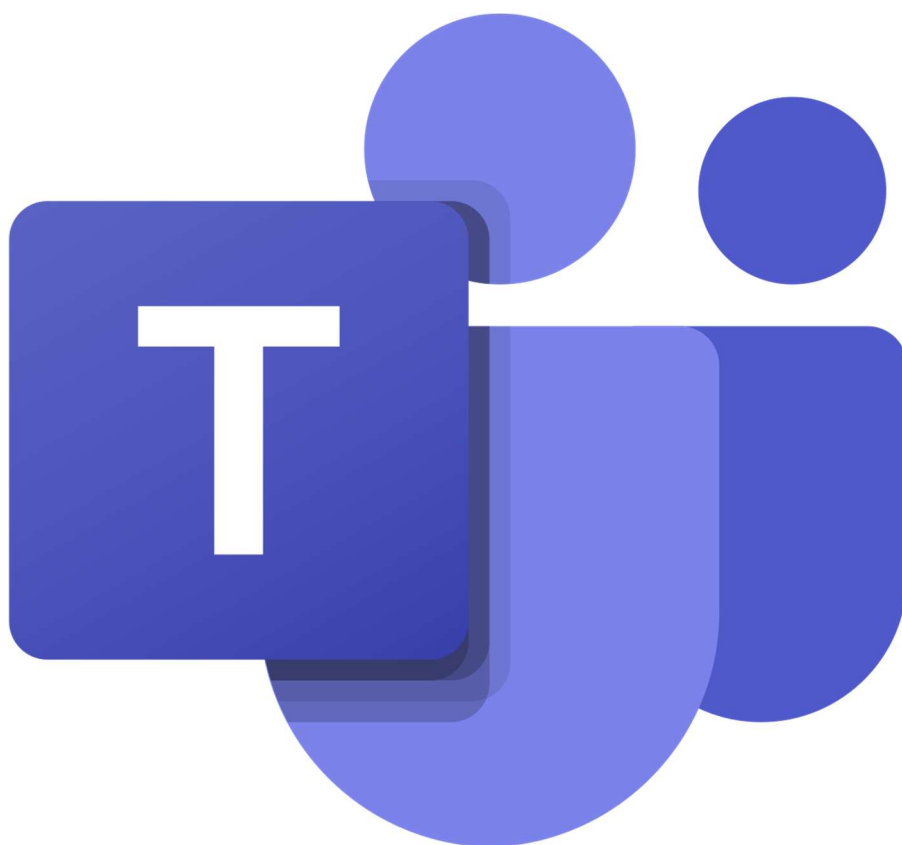


Microsoft Teams

Priručnik za nastavnike



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Uvod

Microsoft Teams alat je za komunikaciju i kolaboraciju nastao evolucijom Microsoft Skype for Business alata. Dio je Office 365 pretplate i uključuje mogućnosti održavanja video sastanaka, slanje tekstualnih poruka, dijeljenje podataka.

Pristup

Pristupite prijavi putem Office 365 portala na <https://www.office.com/>

Odaberite **Sign in**



Unesite Vaše **AAI@EduHr** korisničko ime s **@vvg.hr**

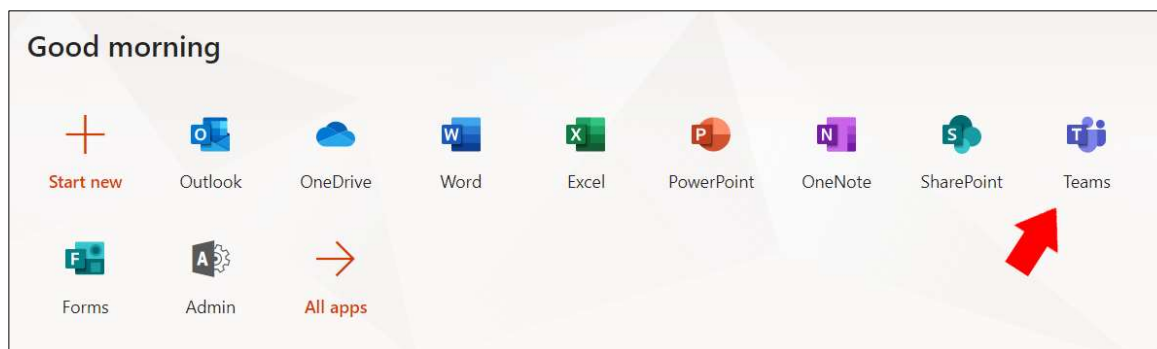
A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text 'Sign in'. Below this is a text input field containing 'korisnickoime@vvg.hr'. Under the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue button labeled 'Next'.

Ponovno unesite **AAI@EduHr** korisničko ime i lozinku

A screenshot of the AAI@EduHr login page. At the top right is the AAI@EduHr logo. Below it, on a light blue background, are two input fields. The first is labeled 'Korisnička oznaka' and contains 'korisnickoime@vvg.hr'. The second is labeled 'Zaporka' and contains a series of dots. Below the input fields are two buttons: a red one labeled 'Prijava se' and a red one labeled 'Pomoć'. At the bottom, in small red text, is the phrase 'Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj'.

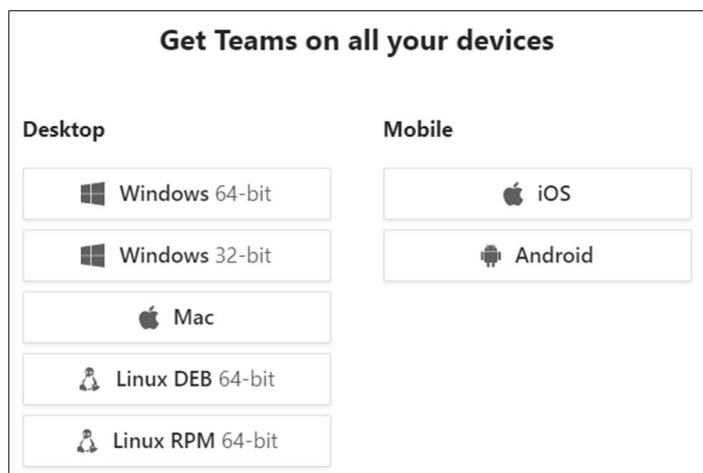
e-mail podrške: informaticka.podrska@vvg.hr

Na početnoj stranici odaberite **Teams**



Preuzimanje

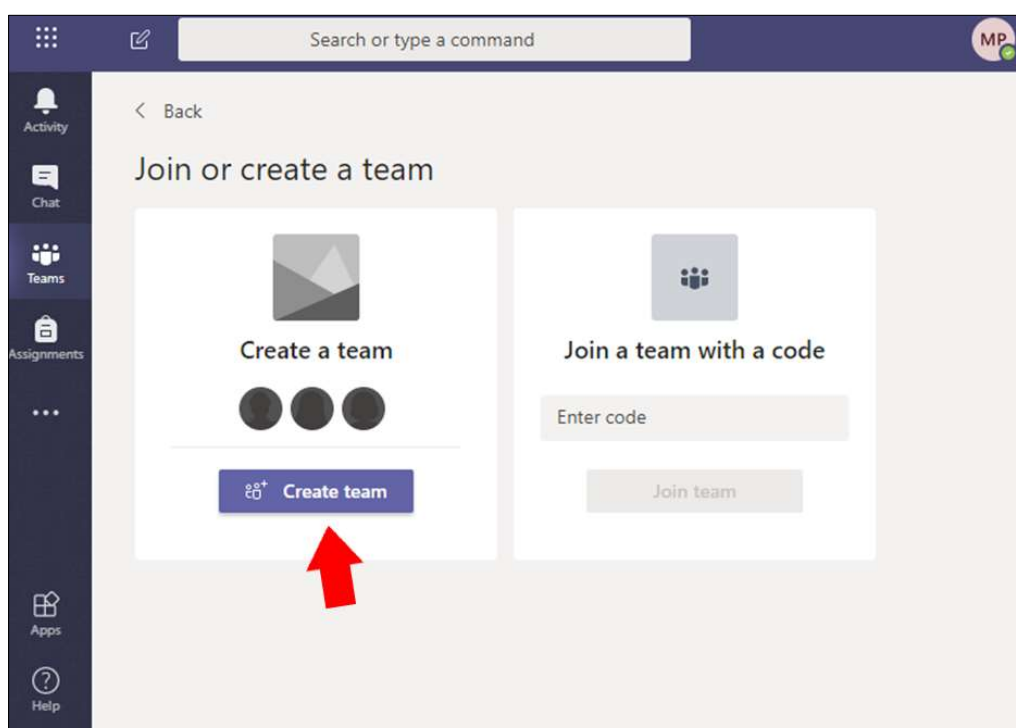
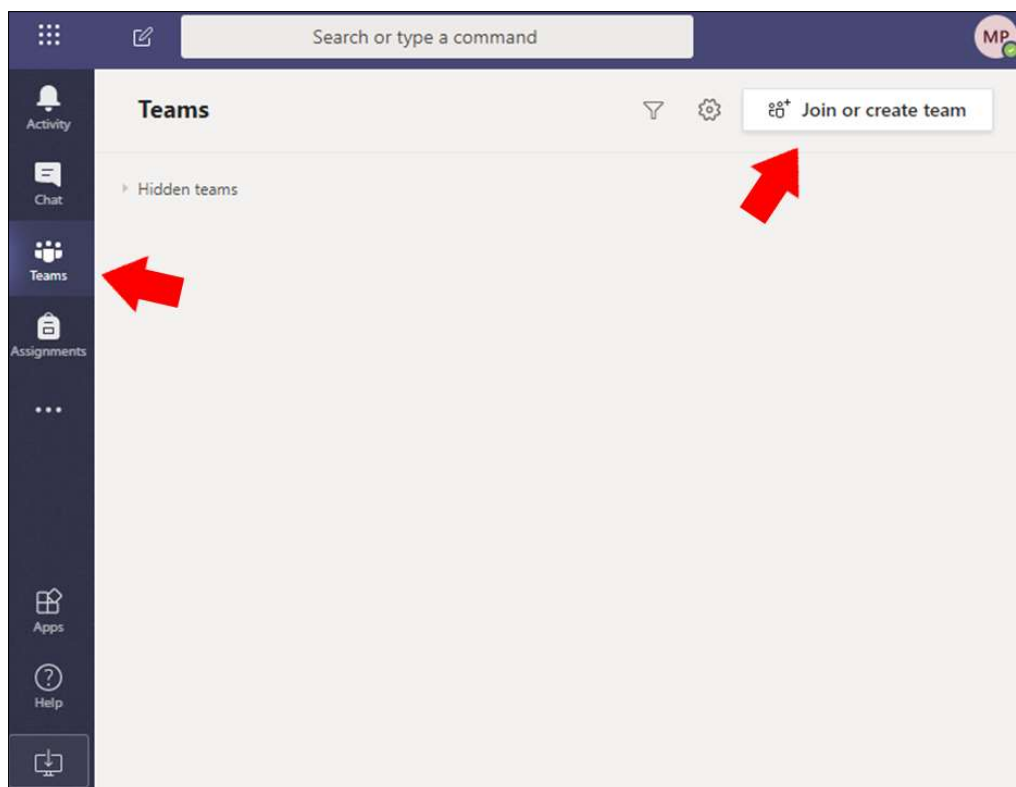
Microsoft Teams možete preuzeti i na sljedećoj poveznici kao desktop ili mobilnu aplikaciju
<https://teams.microsoft.com/downloads>



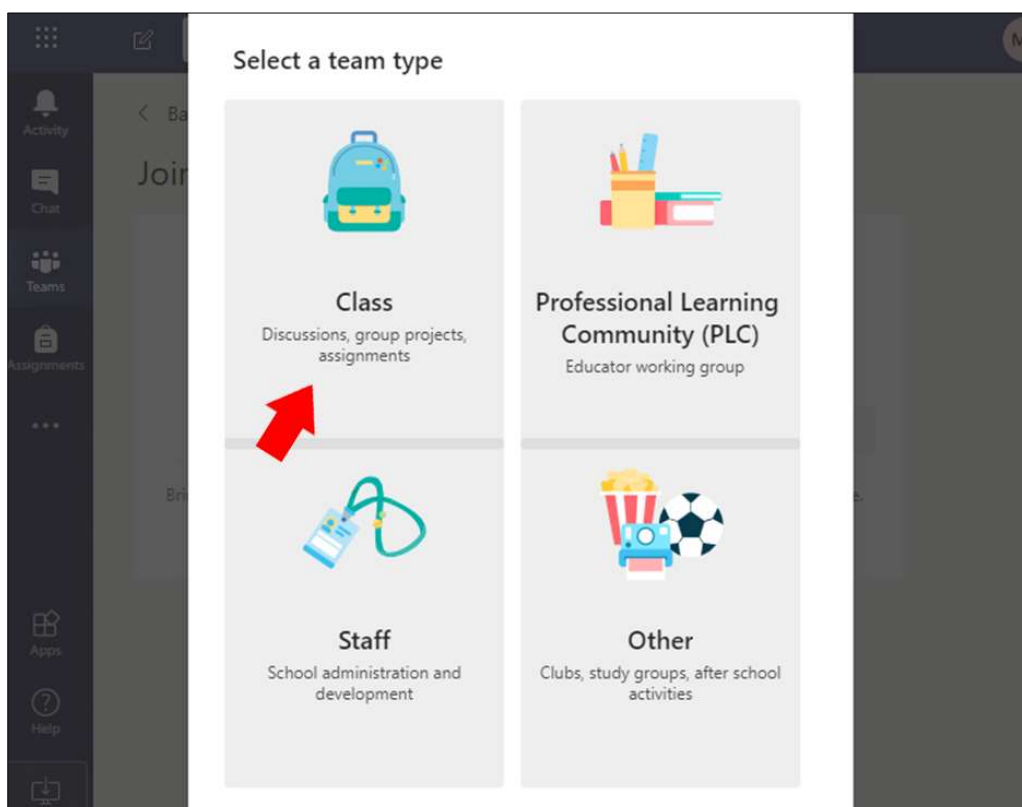
Kreiranje timova i kanala

Komunikacija i dijeljenje sadržaja odvija se u timovima tj. u kanalima unutar tima. Tim možete sami kreirati i u njega dodati članove.

Da bi kreirali svoj tim odaberite **Teams** -> **Join or create team** -> **Create team**



Odaberite vrstu tima koji želite kreirati, preporuka je odabrati **Class**.



Na idućem koraku dodijelite naziv timu, preporuka da to bude naziv predmeta.

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Predmet

✓

Description (optional)

Create a team using an existing team as a template

Cancel

Next

U ovom koraku dodajete studente u tim. Upišite imena studenata koje želite dodati zatim odaberite **Add**.

Add people to "Predmet"

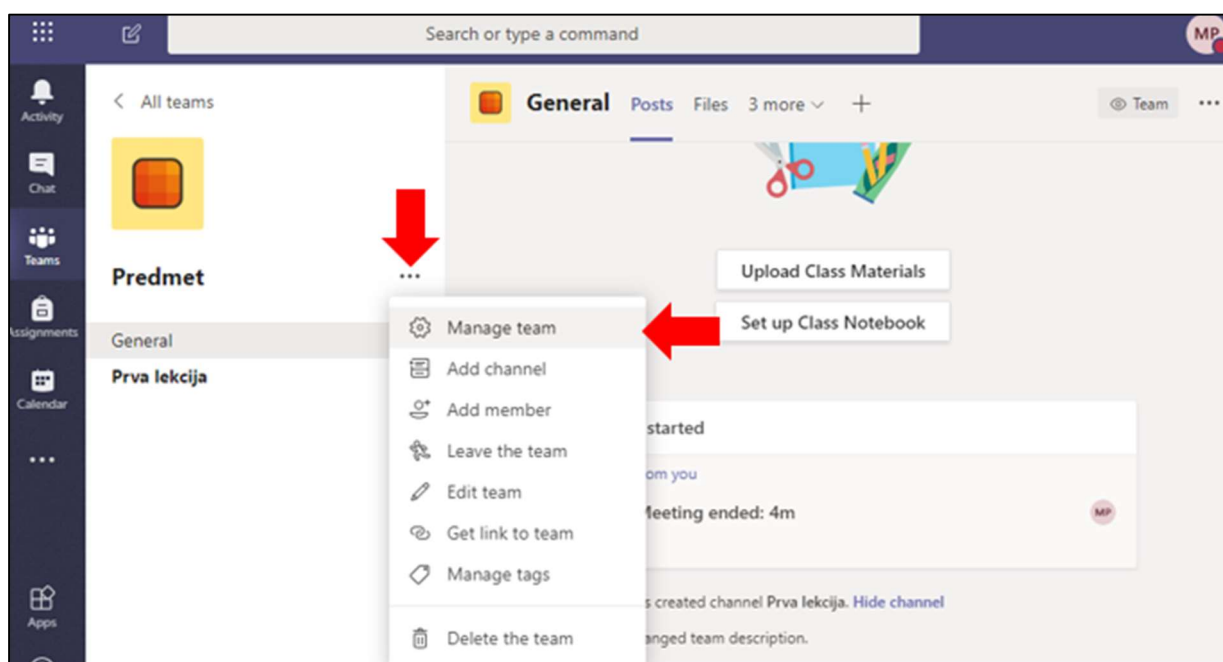
Students Teachers

Add

Start typing a name to choose a group, distribution list, or person at your school.

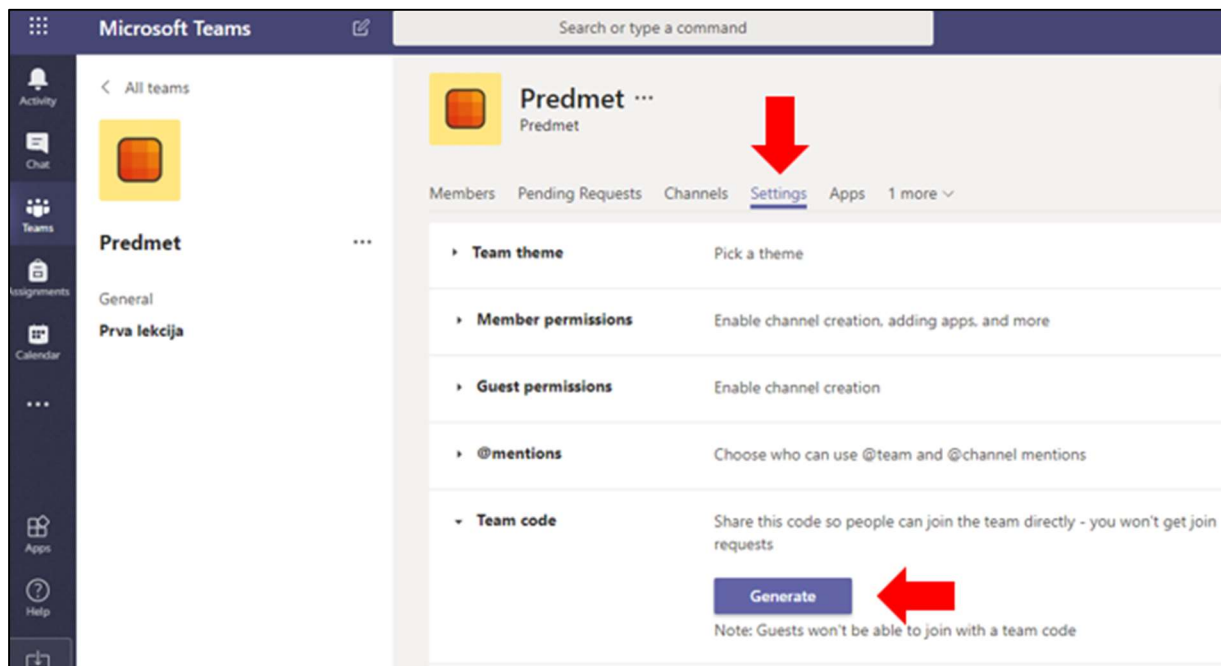
Studente u predmet možete dodati i generiranjem koda, s kojim se studenti mogu sami prijaviti u predmet.

Potrebno je kliknuti na tri točkice pored naziva predmeta, te iz izbornika odabrati **Manage team**.

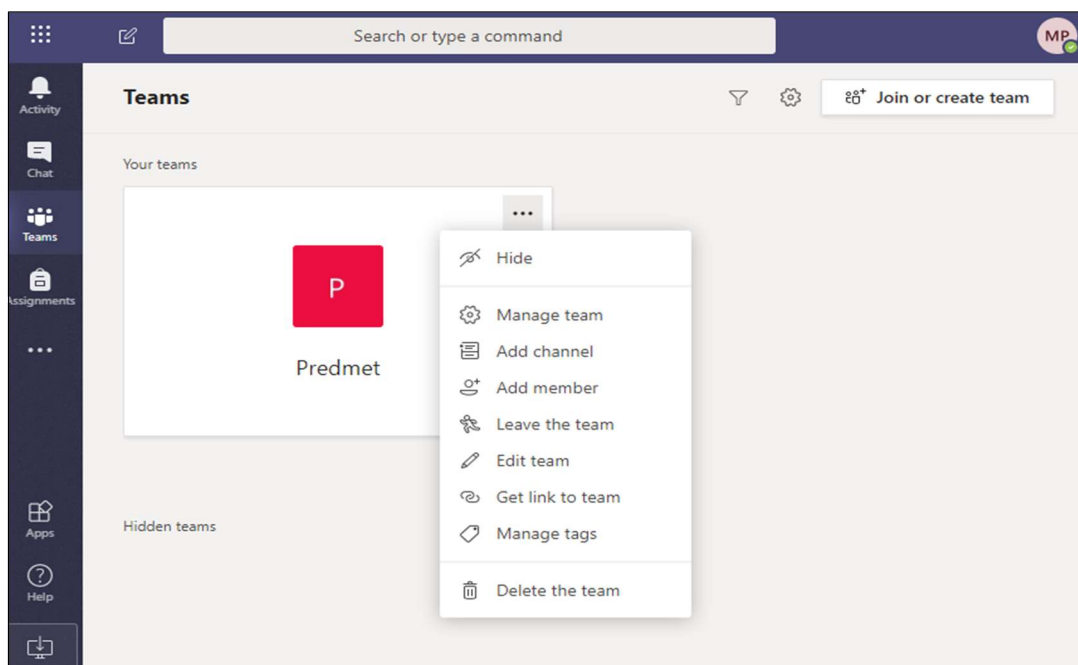


U izborniku odabrati opciju **Settings**, te generirati **Team code**.

Taj kod možete objaviti unutar predmeta na Gaudeamus, ili na Pretincu uz napomenu da se studenti moraju s tim kodom prijaviti na Vaš predmet.



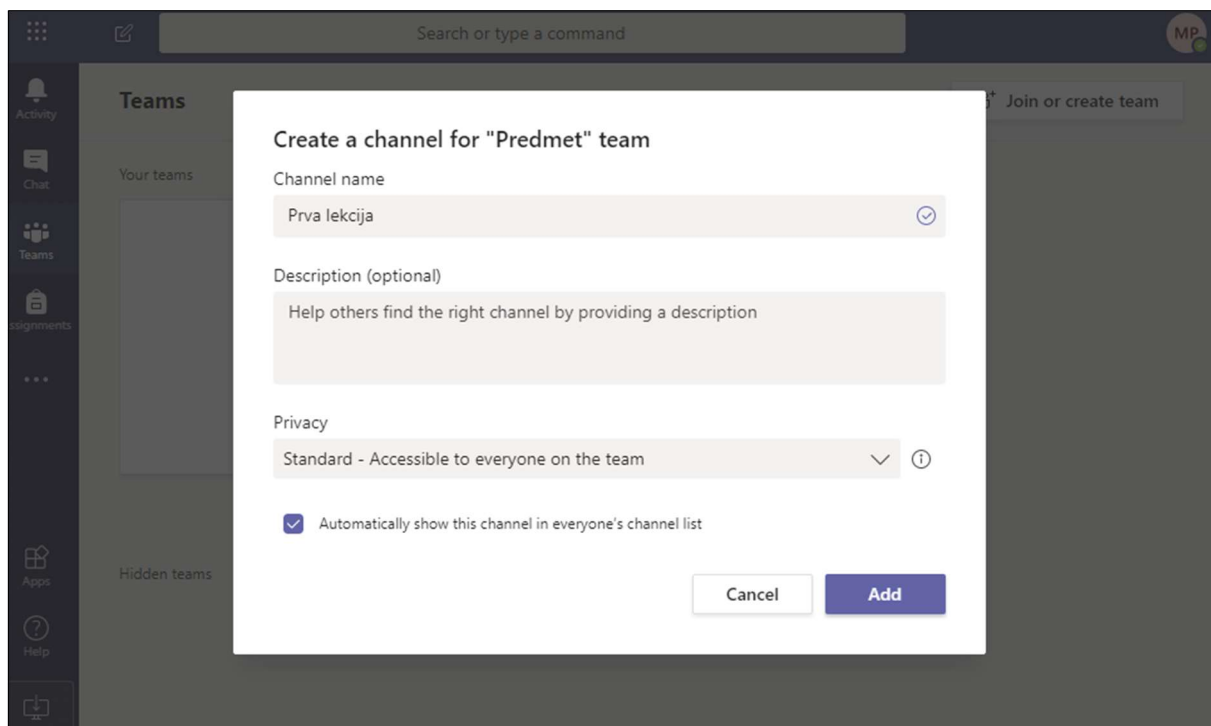
Odabirom na **Dodatne mogućnosti** (***) možete upravljati timom, dodavati kanale ili člana.



Svaki tim prilikom otvaranja ima zadani kanal **General**. Taj se kanal koristi kod objave informacija koje su potrebne cijelom timu.

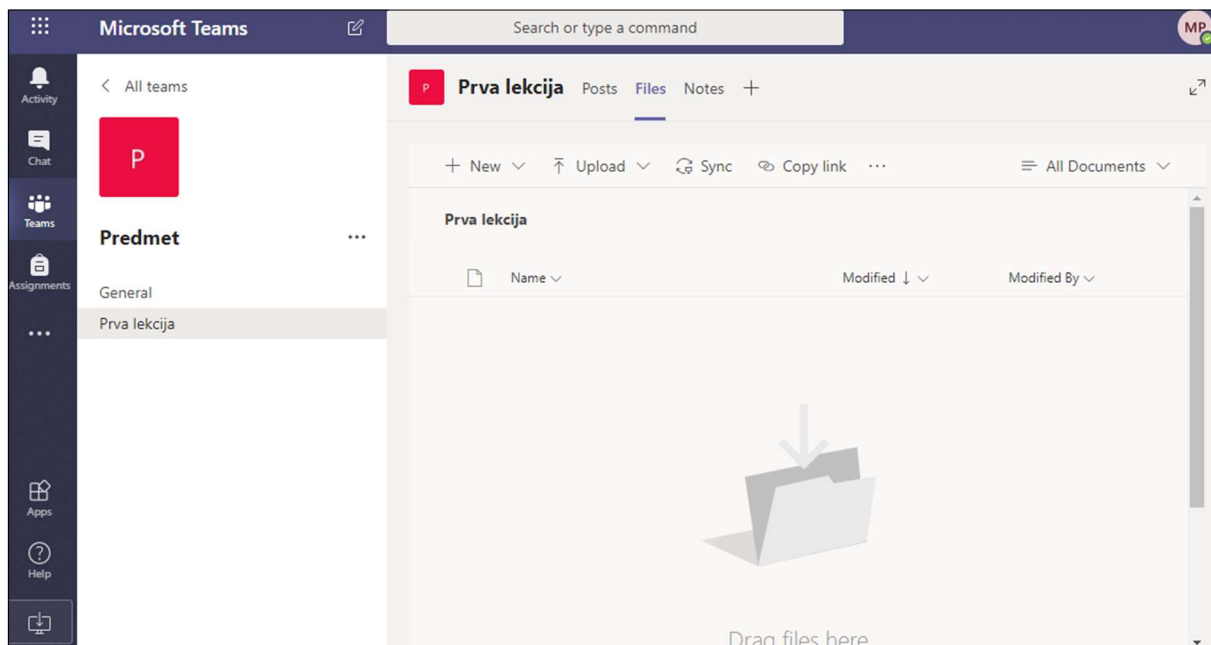
Ako želite stvoriti novi kanal za neki projekt, temu ili dio gradiva:

- Odaberite **Dodatne mogućnosti** pokraj naziva tima (***)
- Odaberite **Add channel**
- Unesite naziv i opis kanala.



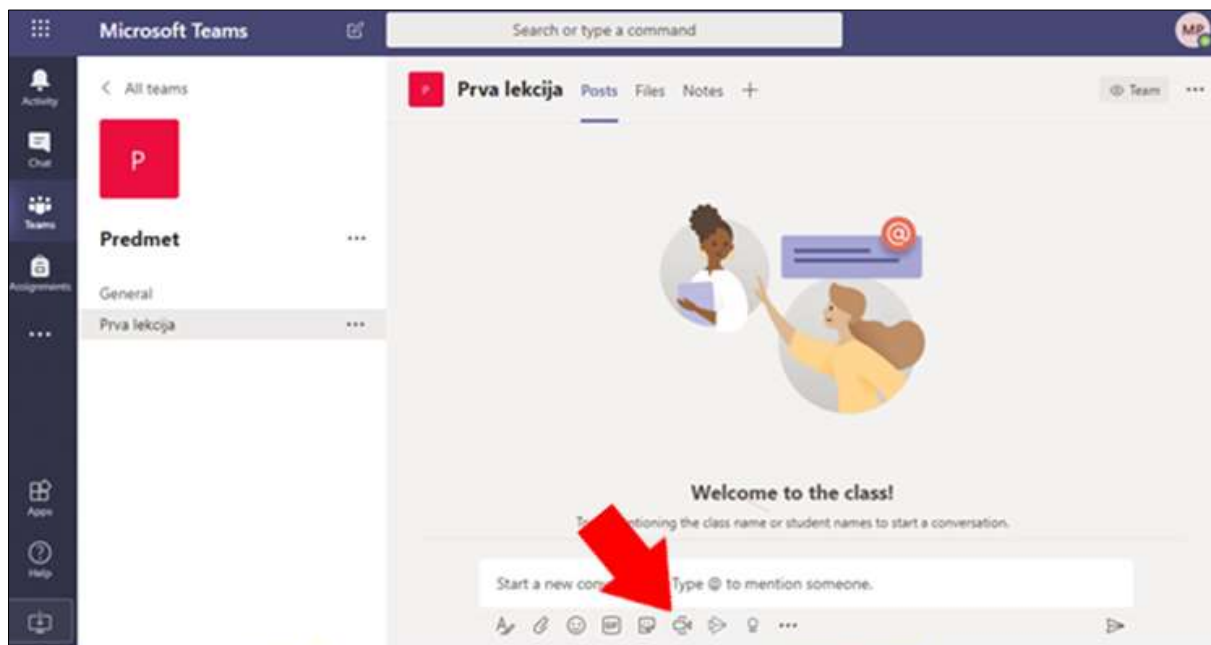
Dodavanje datoteka

Dodati datoteke s računala možete odabirom na kanal unutar tima, zatim **Files -> Upload**.

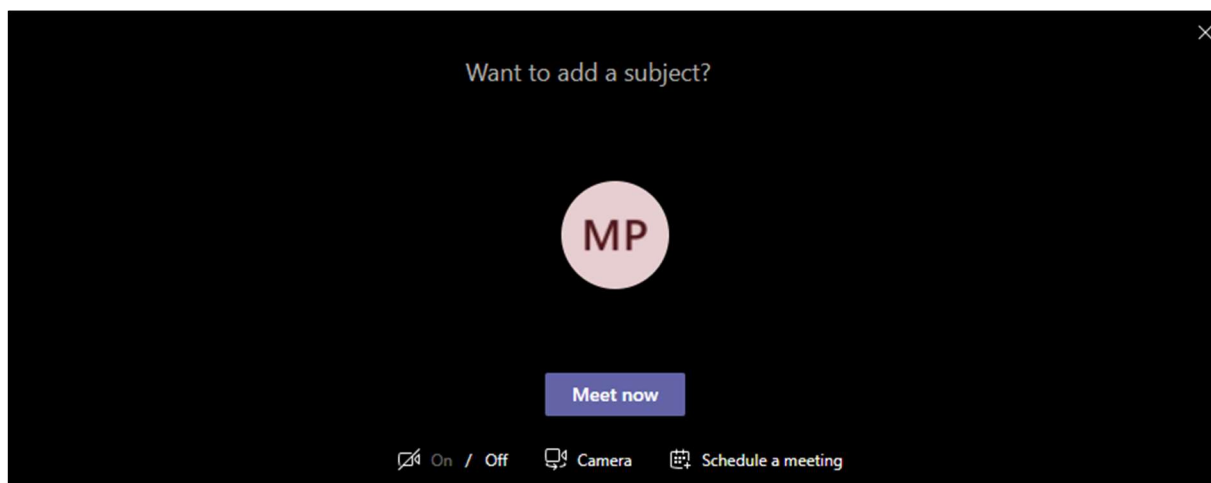


Pokretanje video/audio sastanka

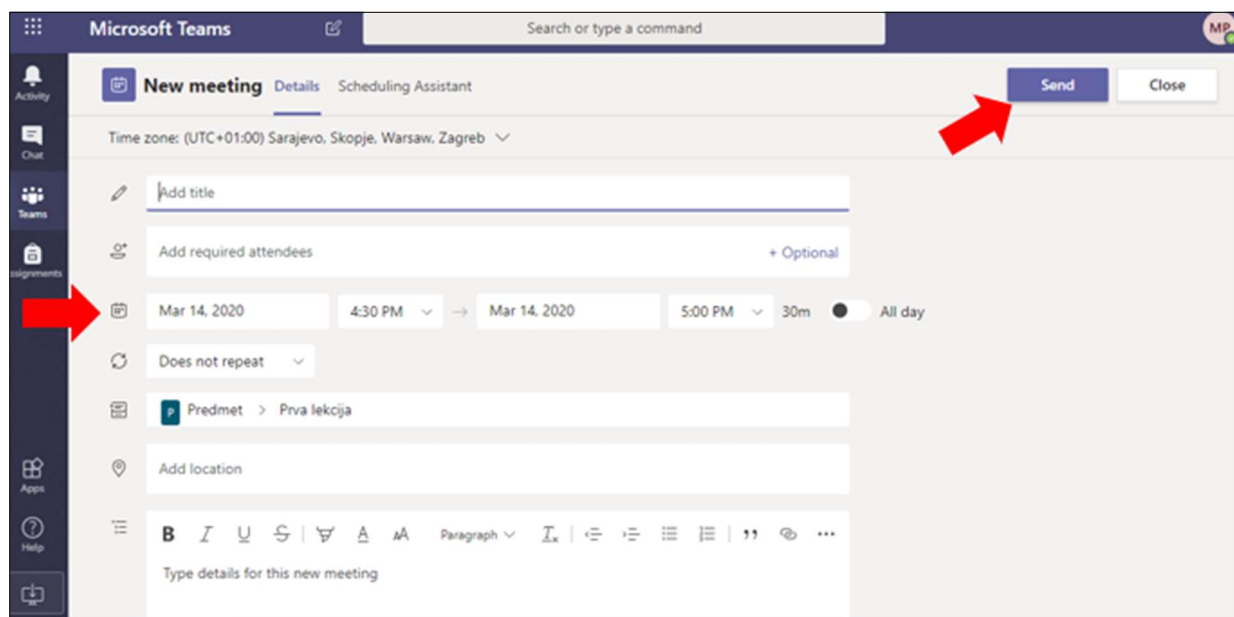
Odabirom **Meet now** možete pokrenuti video ili audio sastanak.



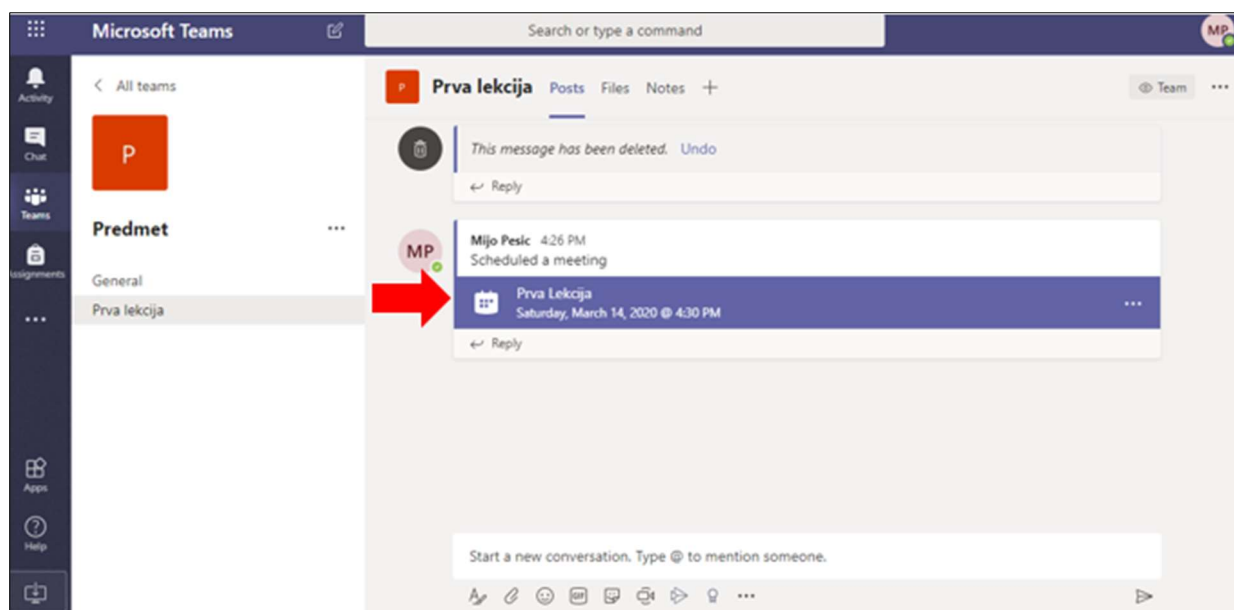
Unesite naziv sastanka i odaberite **Meet now** ako želite odmah započeti sastanak ili zakazati sastanak u neko drugo vrijeme odabirom **Schedule a meeting**.



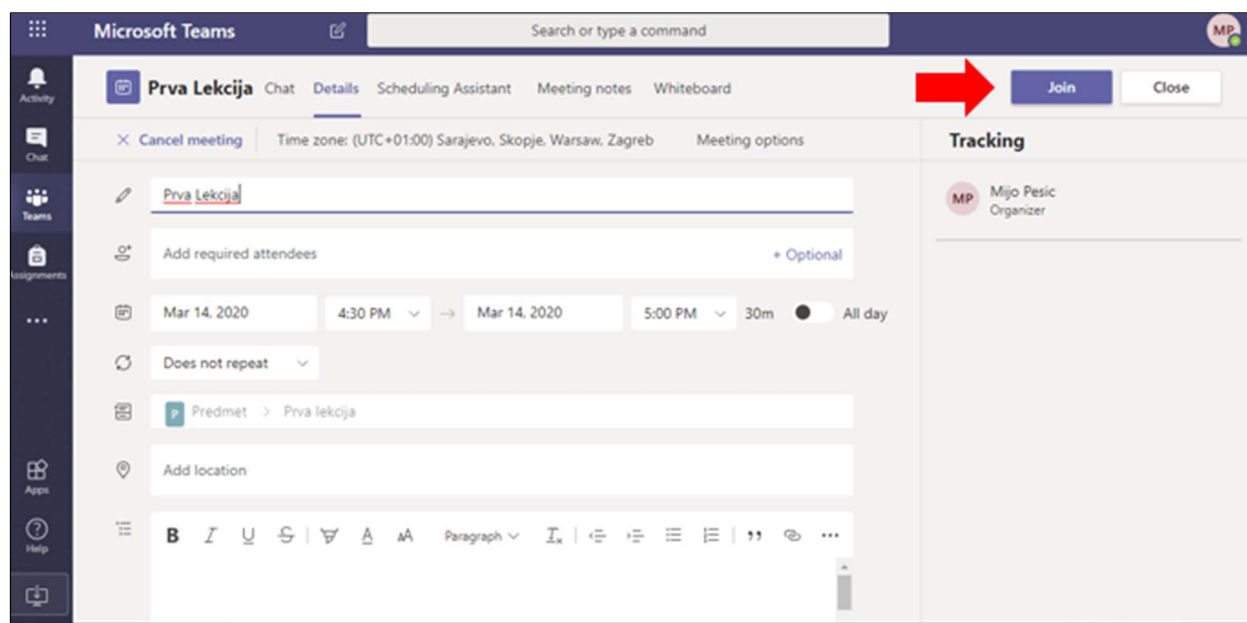
Ako ste odabrali **Schedule a meeting** unutar željenog kanala potrebno je postaviti vrijeme početka i završetka predavanja te naziv predavanja i zatim odabrati **Send** kako bi obavijestili sve studente na predmetu o kreiranom video predavanju.



Meetingu možete pristupiti par minuta prije početka odabirom kao na slici niže.

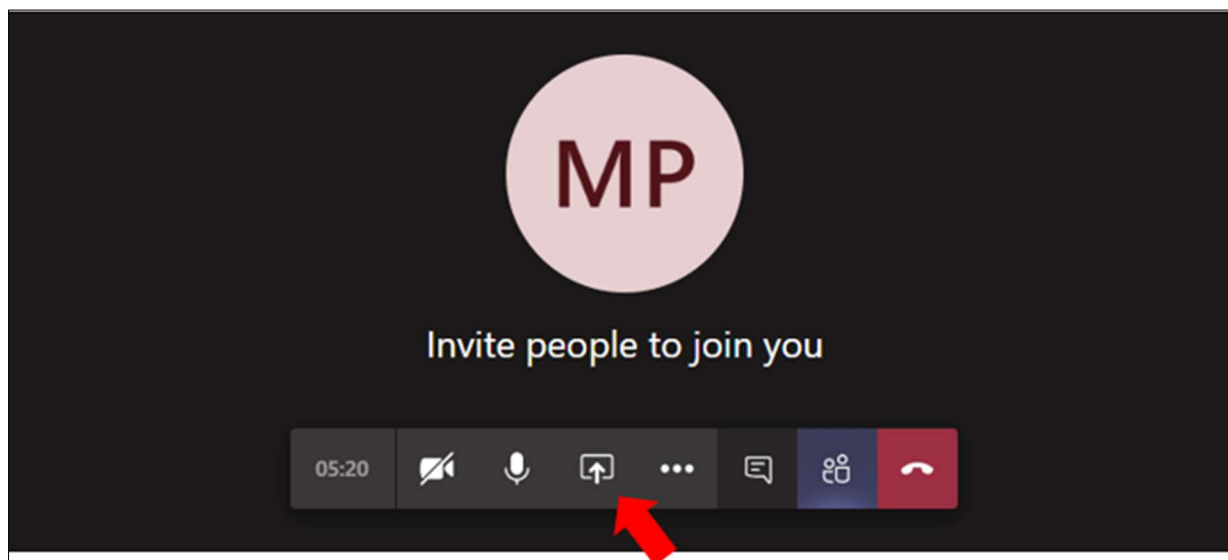


Zatim odaberite **Join** kako bi pristupili zakazanom **Mettingu**.

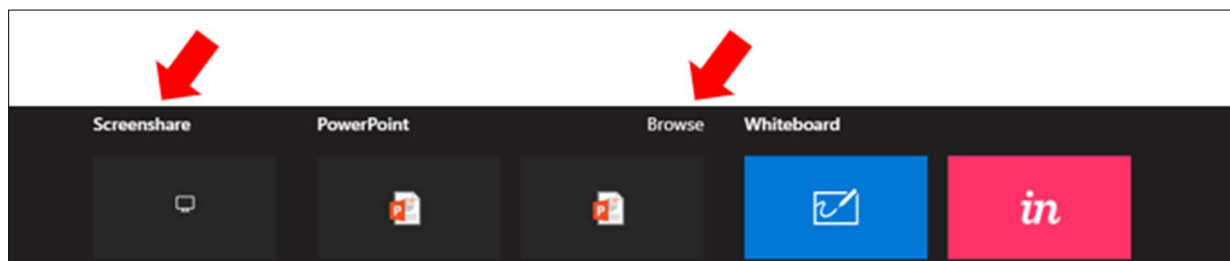


Upravljanje sastankom

Kako bi prikazali prezentaciju ili radnu površinu odaberite **Share** kao na slici niže.

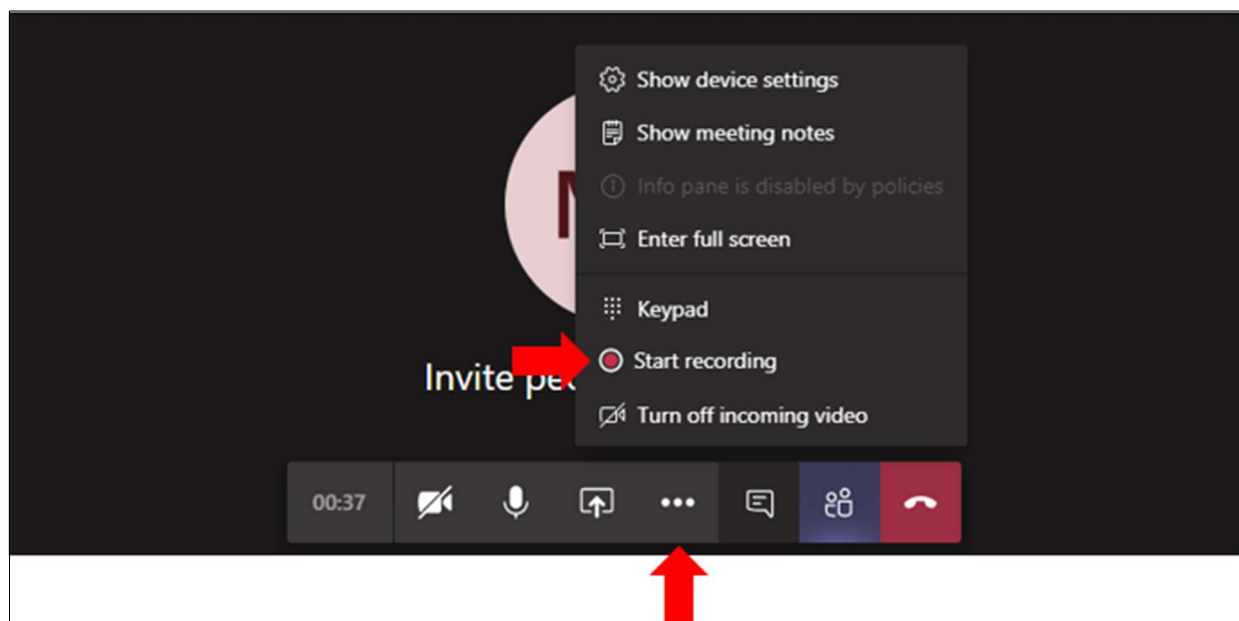


Za otvaranje prezentacije odaberete **Browse** i odaberite prezentaciju. Za prikaz radne površine odaberete **Screenshare**.

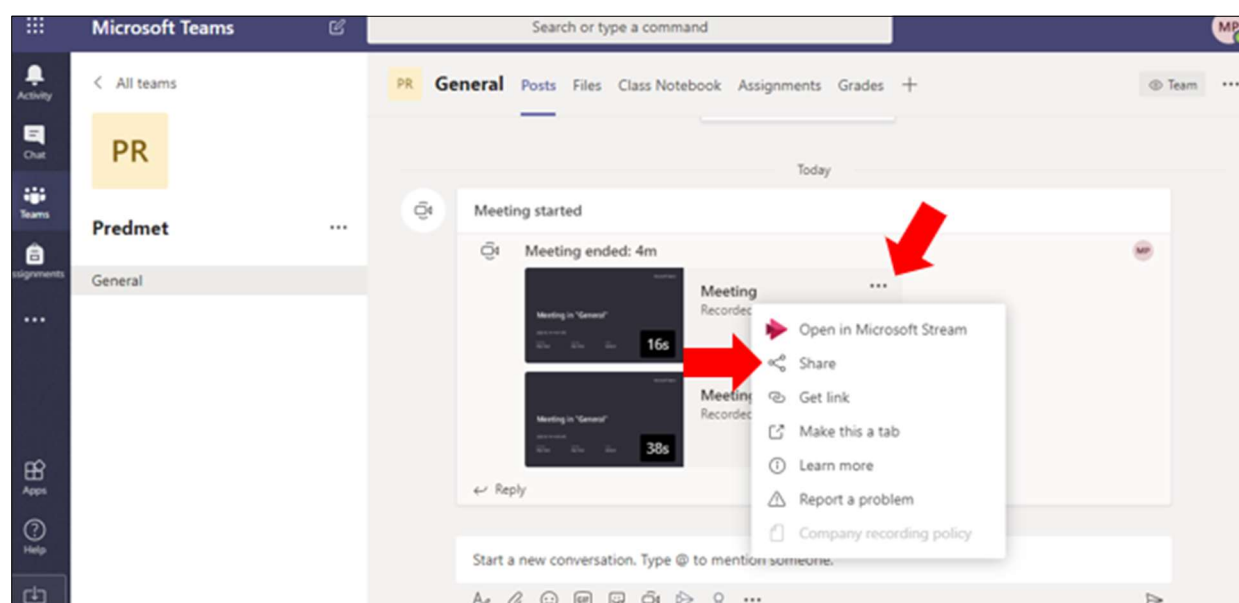


Za snimanje predavanja odaberite **Dodatne mogućnosti (***)** -> **Start recording**.

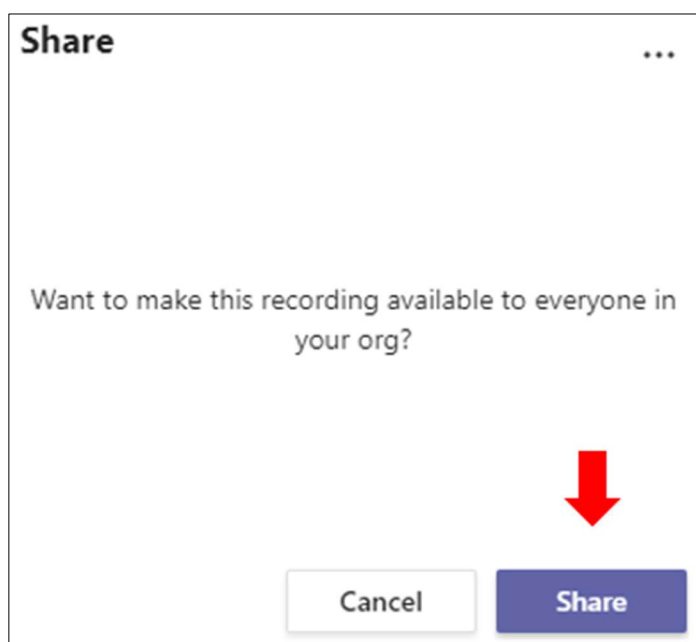
Za prekid snimanja predavanja odaberite **Dodatne mogućnosti (***)** -> **Stop recording**.



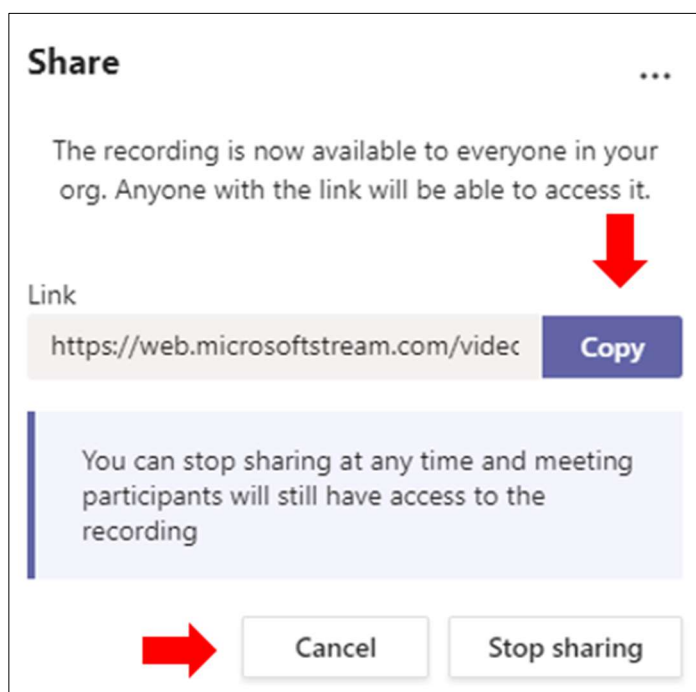
Kako bi podijelili snimljeni video odaberite **Dodatne mogućnosti (***)** -> **Share**.



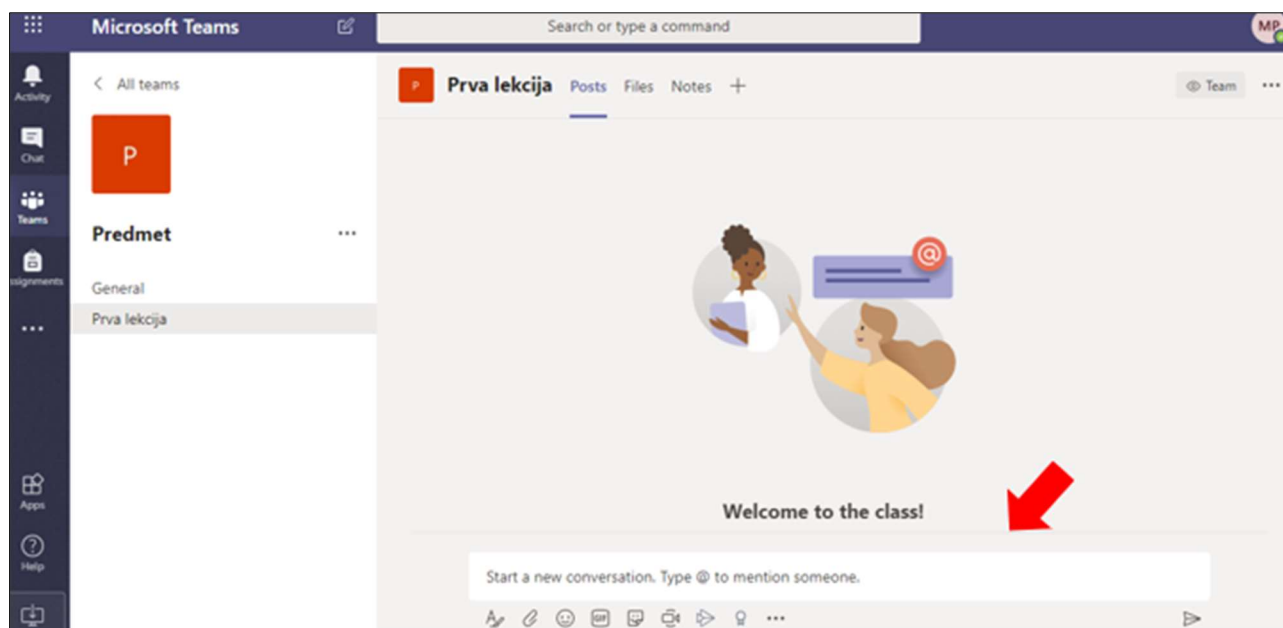
Ponovno kliknite na **Share**.



Odaberite **Copy** i kada ste kopirali odaberite **Cancel**.



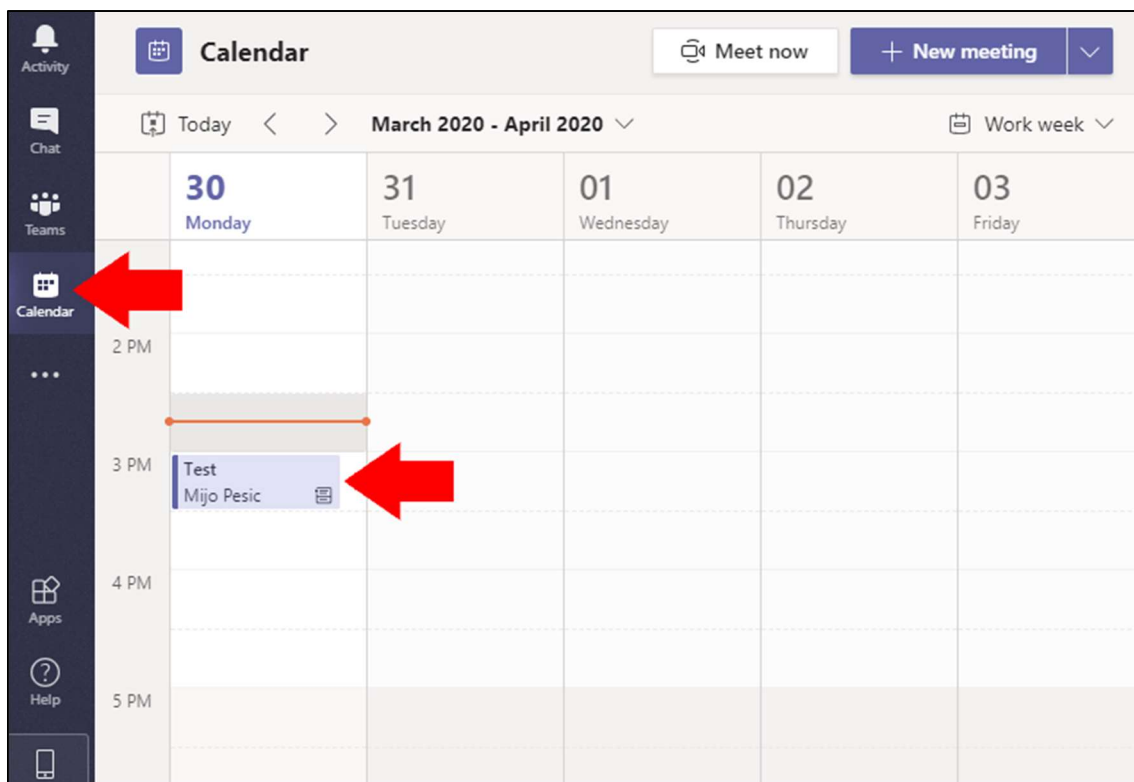
Poveznicu zalijepite unutar kanala i pritisnite **Enter**.



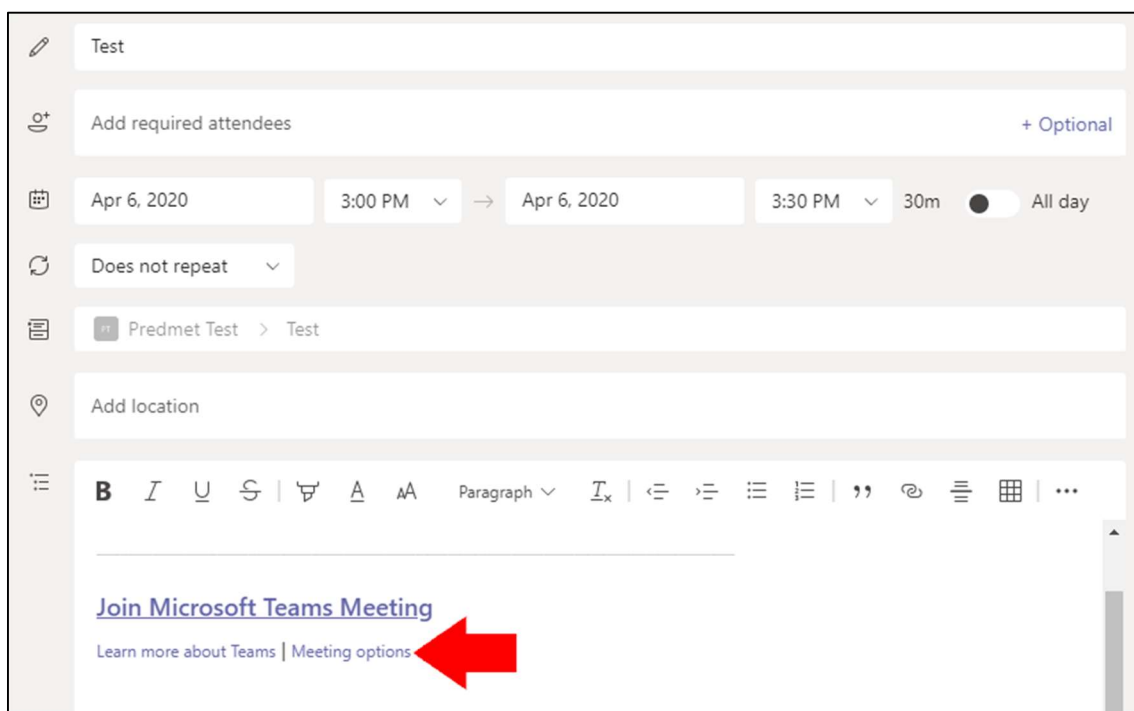
Upravljanje ulogama

Kako bi onemogućili studentima snimanje predavanja, gašenje mikrofona, upravljanje prezentacijom potrebno je pratiti jedan od dva moguća načina:

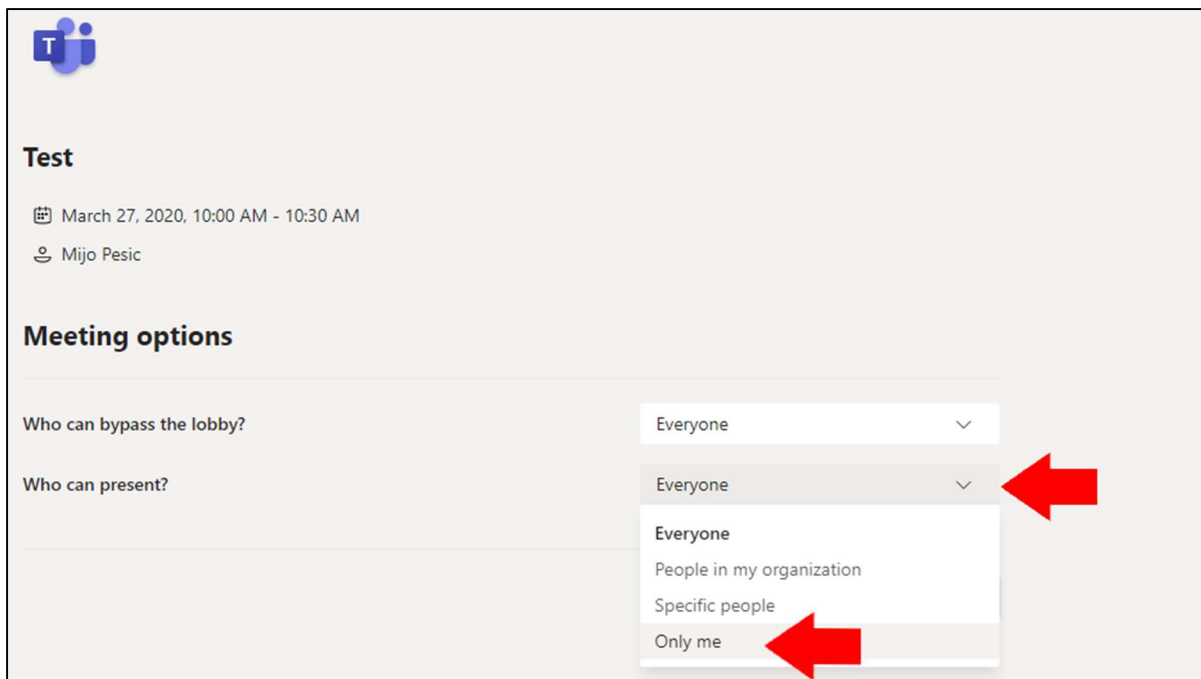
1. Unutar kalendara odaberete **Meeting** koji ste kreirali.



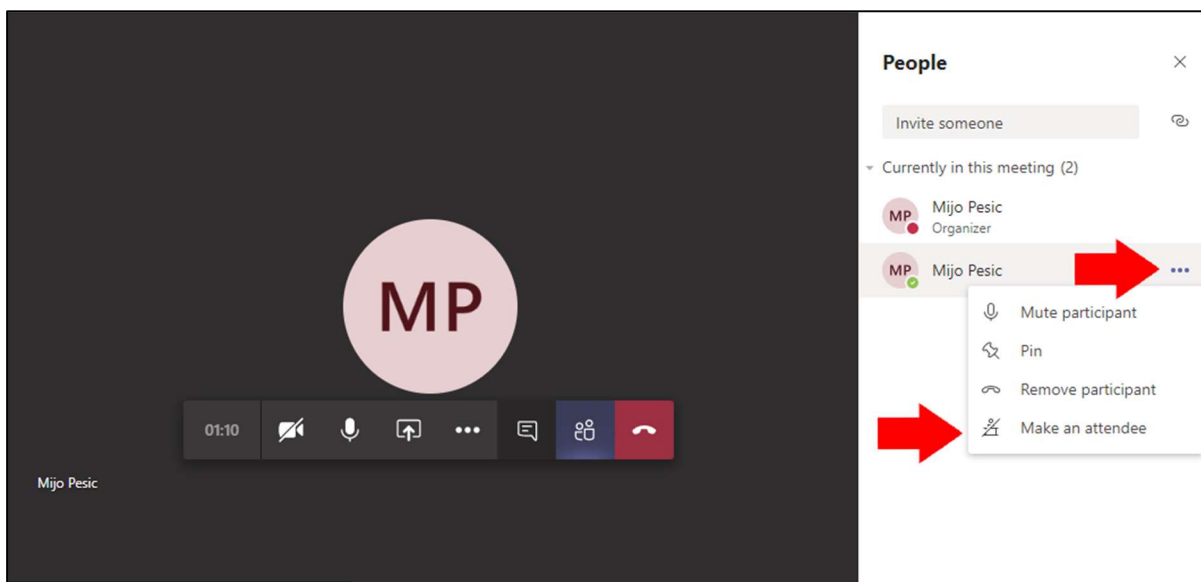
Zatim odaberite **Meeting options**



Pod opcijom **Who can present?** Odaberite **Only me** i zatim odaberite **Save**.

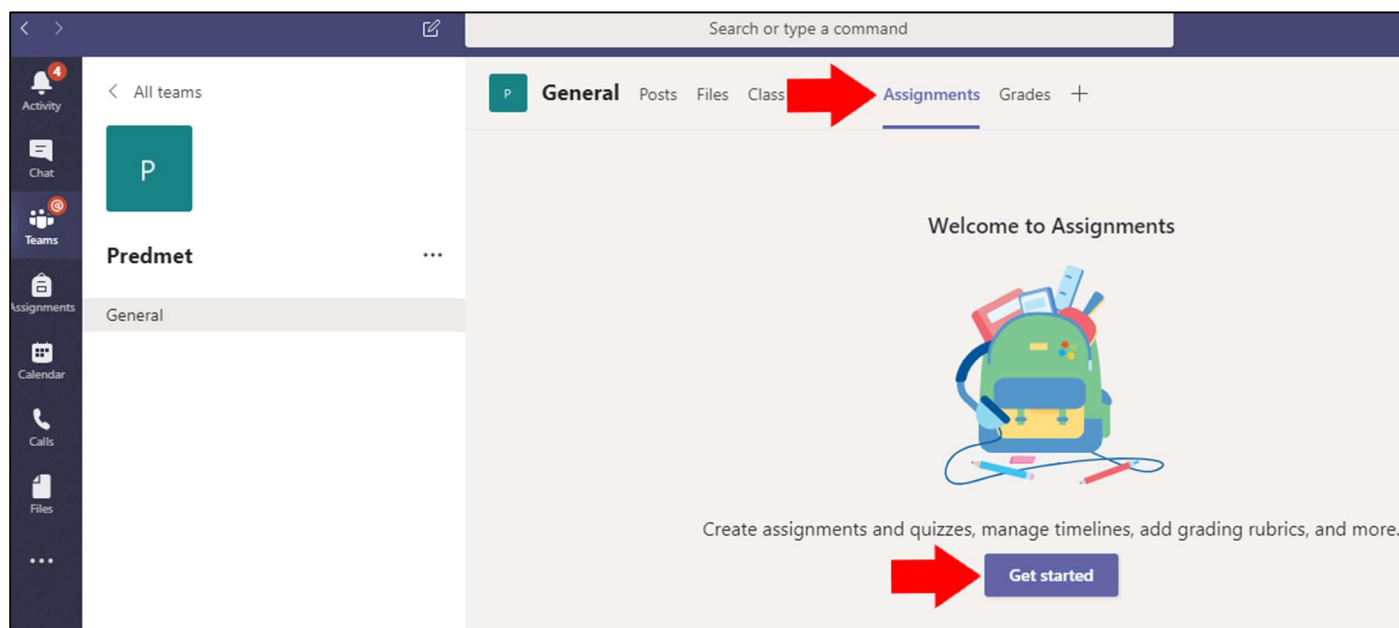


2. Drugi način je da kada pokrenete **Meeting** svakom studentu promijenite ulogu u **Attendee**.

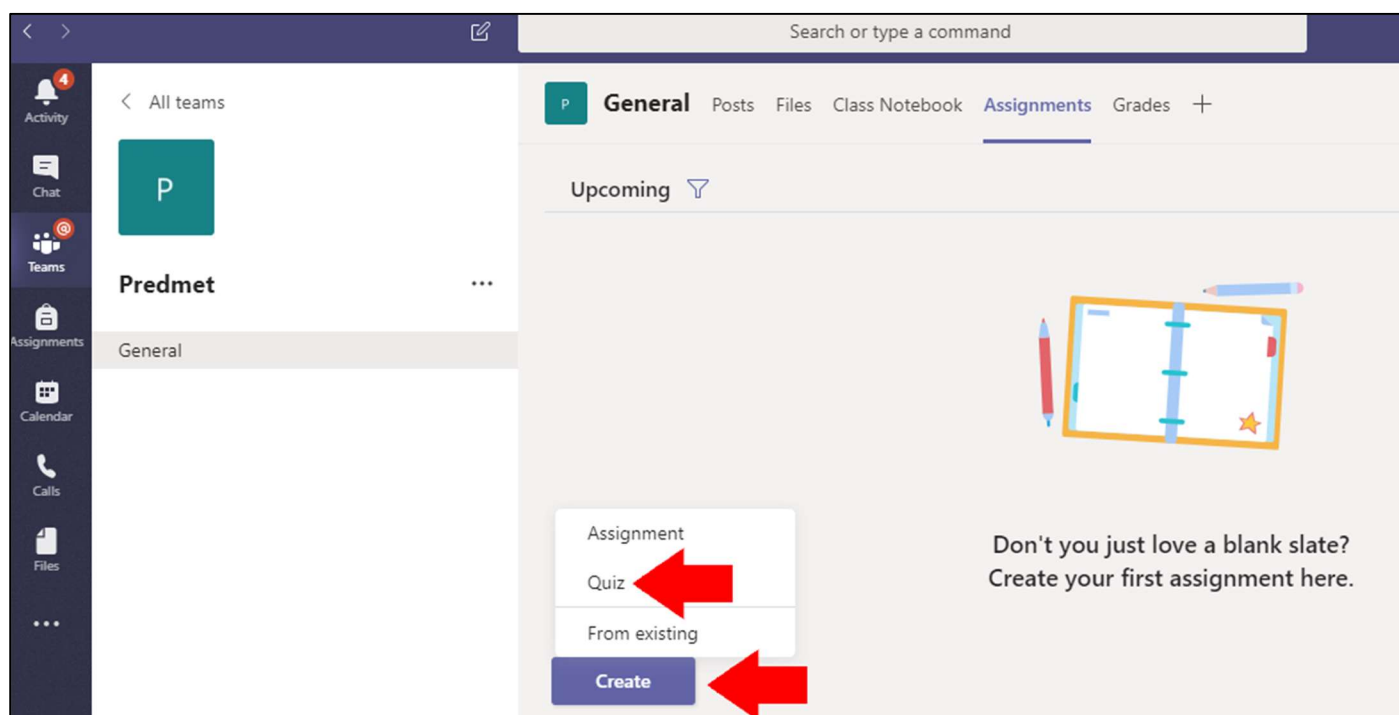


Primjer za ispite/kolokvije

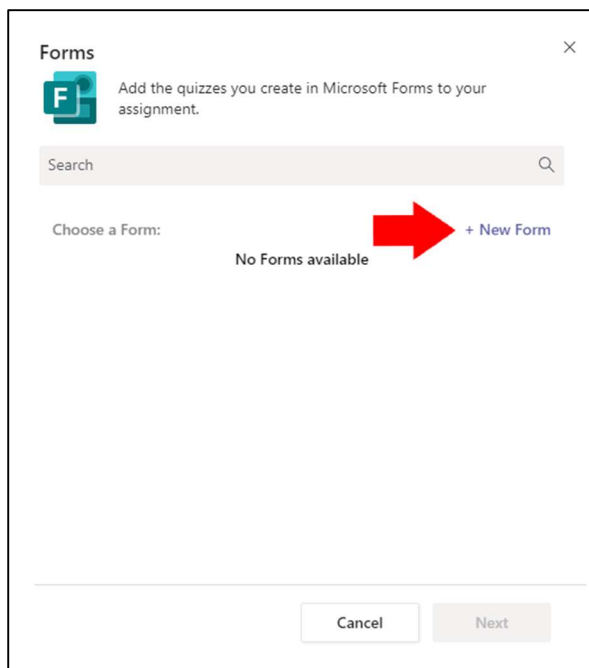
Unutar predmeta odaberite **Assignments > Get started**.



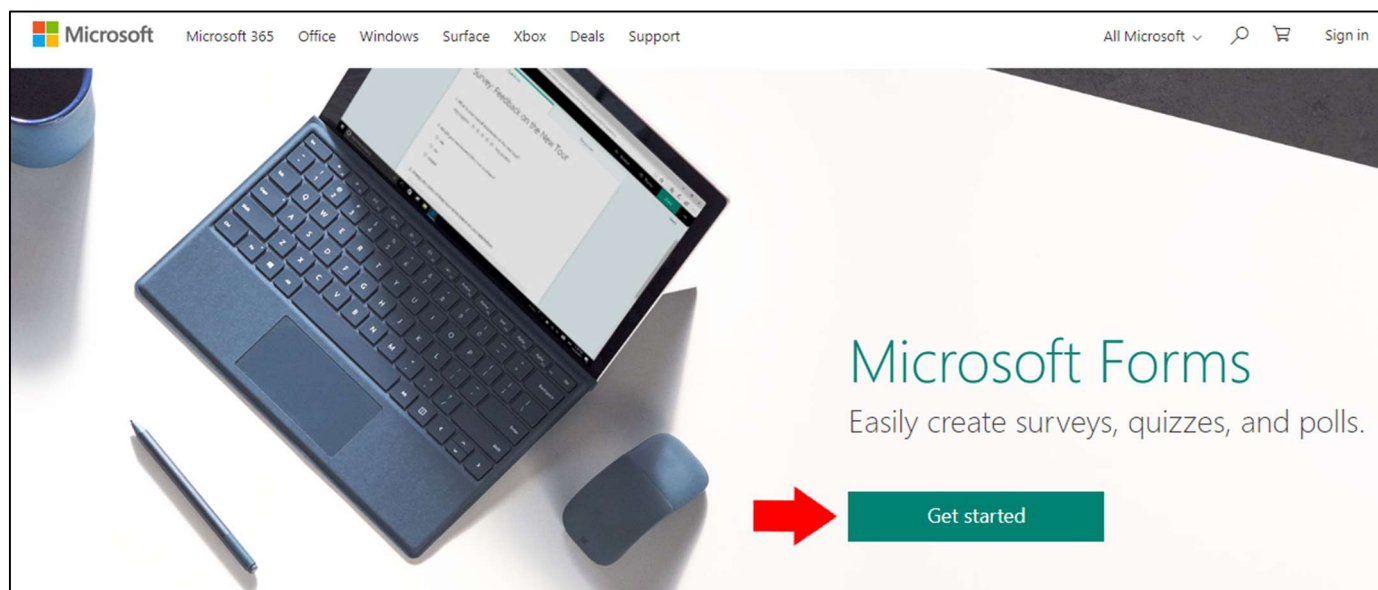
Odaberite **Create > Quiz**



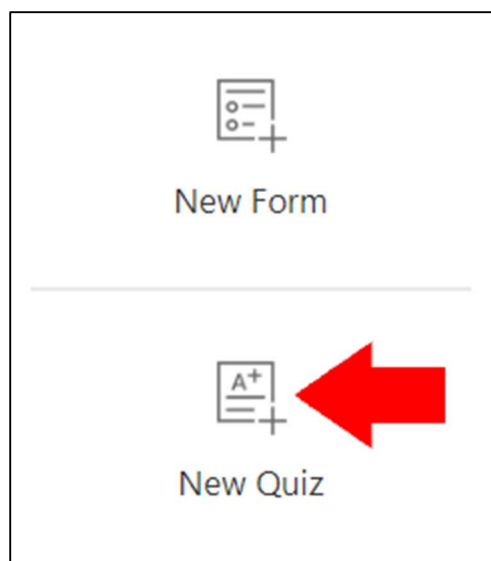
Odaberite **New Form**



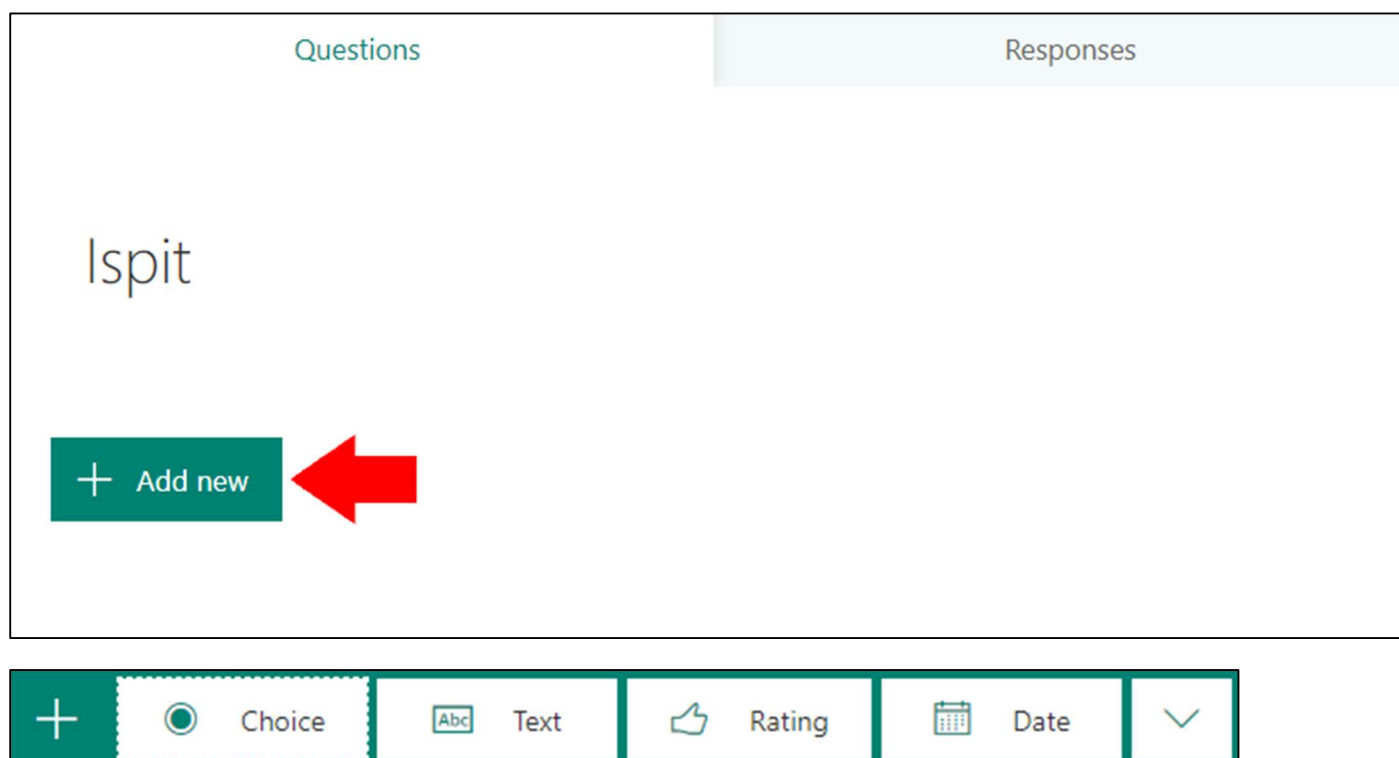
Odaberite **Get started** i ulogirajte se s Vašim **AAI@EduHr** podacima



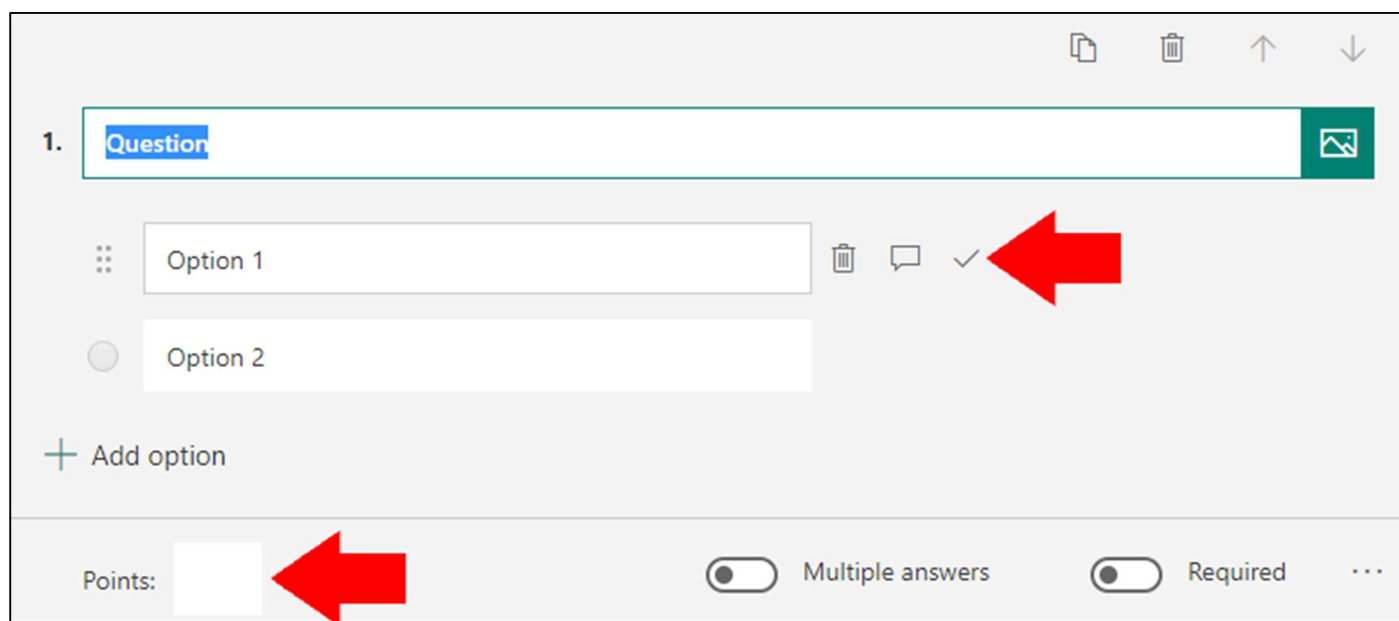
Odaberite **New Quiz**



Odaberite **Add new** i zatim odaberite jednu od ponuđenih opcija.



Ako ste odabrali **Choice** možete označiti točan odgovor kako bi se automatski ocijenio i unijeti u polje **Points** broj bodova za to pitanje.



1.

Option 1 ☐ ☒ ☐

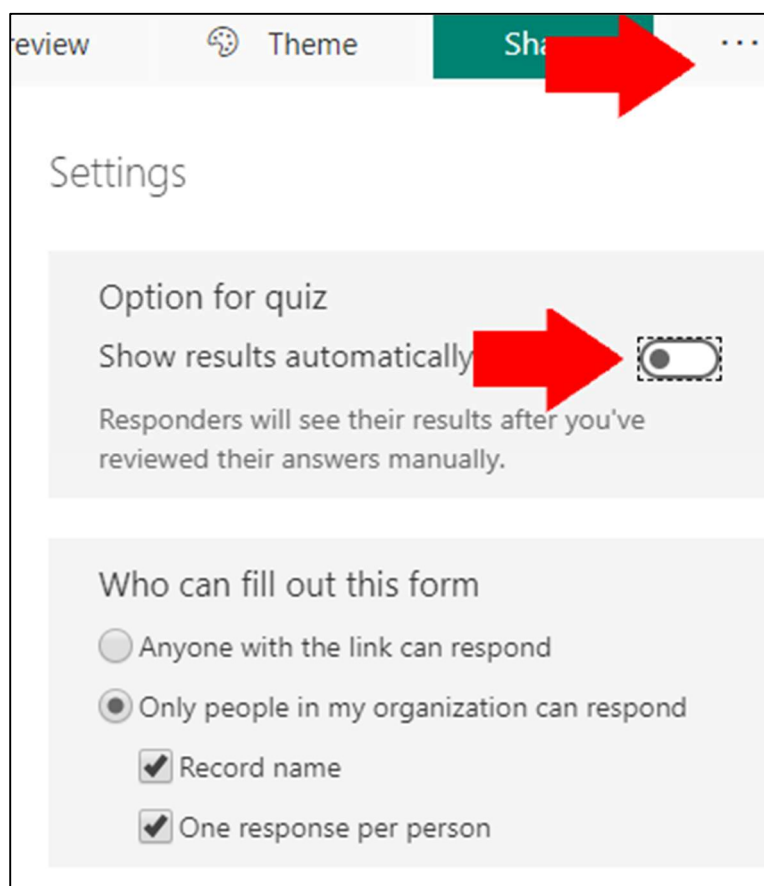
Option 2 ☐

+ Add option

Points:

☐ Multiple answers ☐ Required ...

Ako ste u formu dodali i opciju **Text** možete dodati broj bodova koje nosi to pitanje ali morate odabrati unutar forme **Dodatne mogućnosti (***)** te isključiti **Show results automatically** kako bi taj dio pitanja mogli Vi ocijeniti.



review Theme Share ...

Settings

Option for quiz

Show results automatically ☐

Responders will see their results after you've reviewed their answers manually.

Who can fill out this form

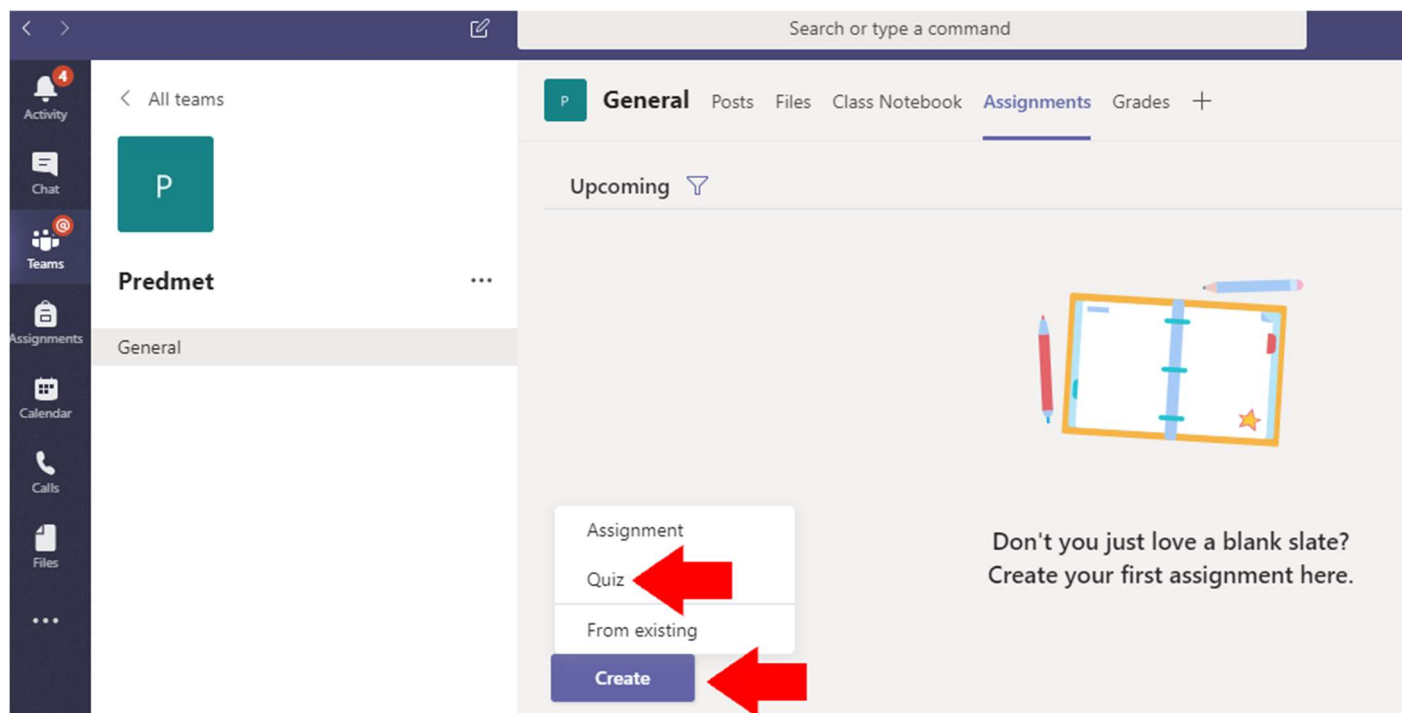
☐ Anyone with the link can respond

☒ Only people in my organization can respond

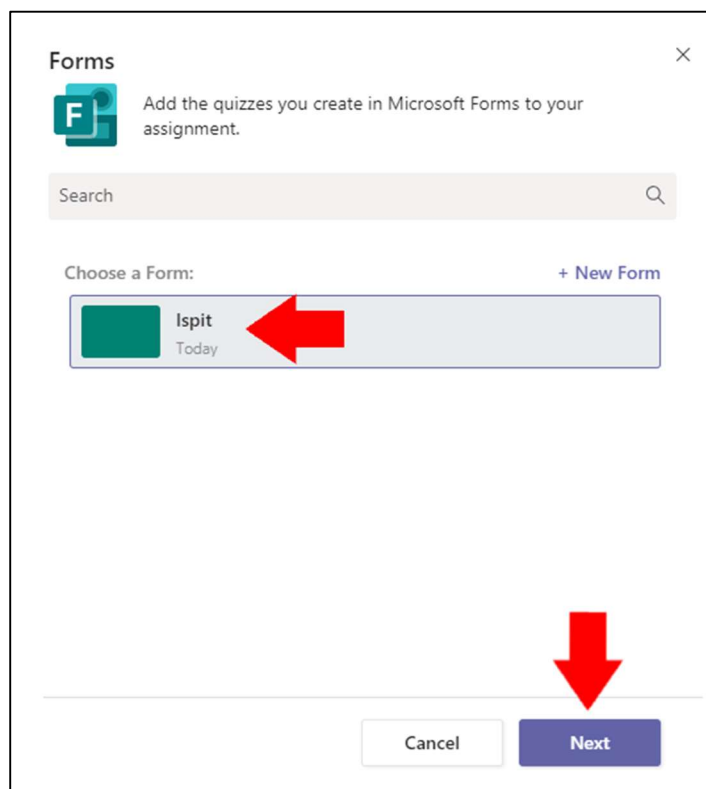
☒ Record name

☒ One response per person

Kada ste kreirali formu odaberite ponovo **Assignments > Create > Quiz** unutar predmeta.



Odaberite kreiranu formu i zatim **Next**



Pod **Date due** i **Time due** odaberite datum i vrijeme do kada studenti mogu predati ispit i zatim **Assign**.

Pod **Points** će Vam pisati broj bodova koliko ispit nosi.

New assignment Saved: Apr 22, 3:25 PM Discard Save Assign

Title (required)
Ispit

[Add category](#)

Instructions
Enter instructions

Ispit (Predmet) ...

Points
No points

Assign to
Predmet All students

Date due Time due
Thu, Apr 23, 2020 11:59 PM

Assignment will post immediately with late turn-ins allowed. [Edit](#)

Kada želite ocijeniti studente odaberite kreirani **Assignment**

General Posts Files Class Notebook Assignments Grades +

Upcoming

> Drafts

✓ Assigned (3)

Ispit
Due tomorrow at 11:59 PM 1/2 turned in

Odaberite studenta.

[Back](#) [Edit assignment](#) [Student view](#) [Export to Excel](#) [Return](#)

Ispit

Due tomorrow at 11:59 PM

[Open in Forms](#)

To grade (2) Graded (0)

Search students

☐	Name ▾	Status ▾	Feedback	/ 5
☐	MP Pesic, Mijo	✓ Turned in		5

Ocijenite i zatim odaberite **Post scores** kako bi završili s ocjenjivanjem i poslali rezultat studentu.

[Review next](#)

Review: Ispit (Predmet)

[People](#) [Questions](#)

< Mijo Pesic >

Time to complete: 00:08

Points: 3/10

1. Question

☒ Option 1

☐ Option 2

0 / 5 pts
Auto-graded

2. Question

Odgovor

3 / 5 pts

...

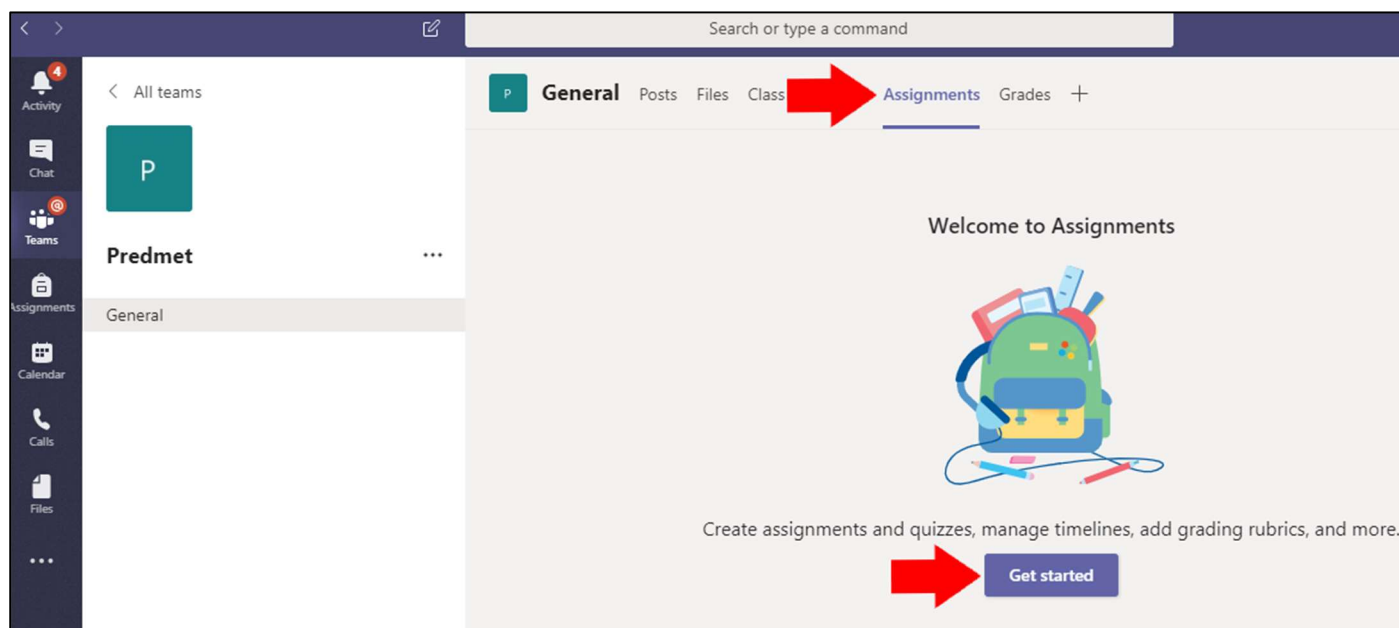
Delete response

Print response

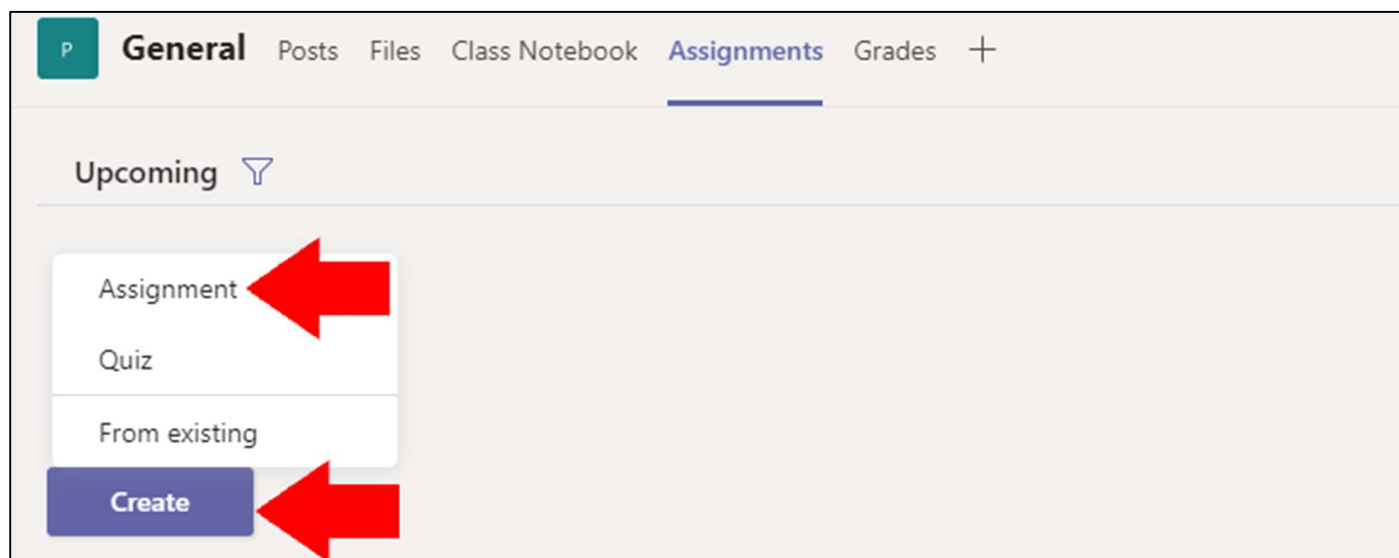
Post scores

Primjer za zadatke

Unutar predmeta odaberite **Assignments > Get started**.



Odaberite **Create > Assignment**



Upišite naslov zadatka, pod **Instructions** možete opisati zadatak i dodati željenu datoteku pod **Add resources**.

Pod **Date due** i **Time due** odaberite datum i vrijeme do kada studenti mogu predati zadatak i zatim **Assign**.

Pod **Points** upišite koliko zadatak nosi bodova kako bi mogli ocijeniti.

The screenshot shows the 'New assignment' form. At the top right, there are buttons for 'Discard', 'Save', and 'Assign'. A red arrow points to the 'Assign' button. Below the title field (containing 'Zadatak'), there is a link 'Add category'. Under the 'Instructions' section, there is a link 'Add resources' with a red arrow pointing to it. The 'Points' section shows 'No points' and a link 'Add rubric'. The 'Assign to' section has 'Predmet' and 'All students' selected. The 'Date due' field is set to 'Thu, Apr 23, 2020' with a red arrow pointing to it, and the 'Time due' field is set to '11:59 PM'. At the bottom, it says 'Assignment will post immediately with late turn-ins allowed. Edit'.

Za pregled predanog zadatka odaberite unutar predmeta **Assignments > Assigned** i odaberite kreirani zadatak.

The screenshot shows the 'Assignments' tab in the interface. The 'Assigned' section is expanded, showing a list of tasks. A red arrow points to the 'Assigned' link in the top navigation bar. Another red arrow points to a task entry in the list, which shows 'Zadatak' and 'Due tomorrow at 11:59 PM'. The status '1/1 turned in' is visible on the right.

Odaberite studenta.

Back	Edit assignment	Student view	Export to Excel	Return
Zadatak Due tomorrow at 11:59 PM				
To grade (1)		Graded (0)		Search students
☐	Name ▾	Status ▾	Feedback	
☐	 Pesic, Mijo	✓ Turned in		

Odaberite **Dodatne mogućnosti** (***) > **Open in Teams** kako bi otvorili dokument u Teamsu ili ga možete preuzeti odabirom **Download** te ga možete otvoriti i preko preglednika odabirom **Open online**.

Pod **Points** možete dodijeliti broj bodova studentu.

Pod **Feedback** možete dodati napomenu, te odaberite **Return** kako bi student dobio povratnu informaciju.

 Mijo Pesic ▾

Student Work
Turned in April 22, 2020 at 6:41 PM
[View History](#)

 otrs.txt 

Feedback

Enter feedback

Points
 / 100

[Return](#)

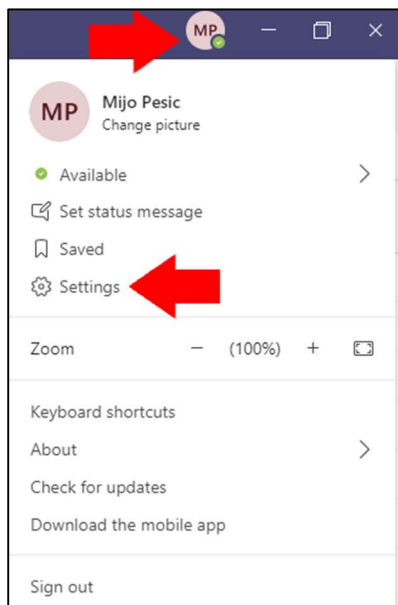
Open in Teams

Open online

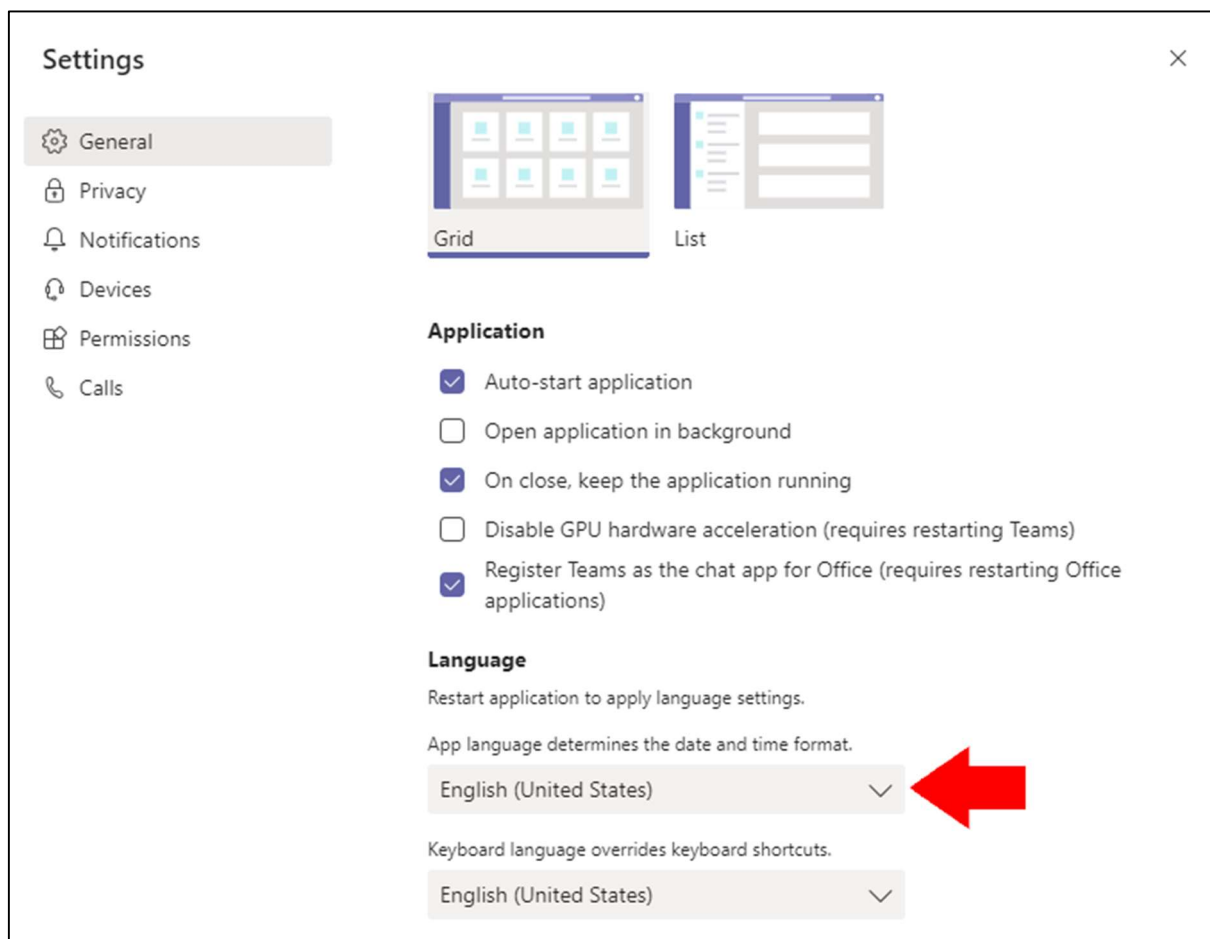
Download

Promjena jezika

Odaberite ikonicu u gornjem desnom kutu i zatim odaberite **Settings**.



Pod **Language > App language determines the date and time format** odaberite željeni jezik i zatim odaberite **Save and restart**.



Podrška

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VPN: 241

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