

## **Teams LX – Quick Start Guide Creation and Configuration**

### **How would I use Teams LX?**

Groups of students can be assigned to develop a website inside the Online@UT interface. The tool comes with the familiar buttons that allow students to create web content without knowing HTML.

### **To Create a Teams Group Site:**

- Go to the Control Panel
- Choose the Content Area (i.e. Course Documents, Assignments, etc.) where you wish to create the Teams Group Site
- Select the 'Teams Group Site' item from the drop down list in the right corner of the Action Bar
- Click the 'OK' button to create the Teams Group Site

### **To Configure the Teams Group Site:**

- Name your Teams Group Site and briefly describe or give instructions on the topic or assignment that is to be presented as a Teams Group Site.
- Select group members for the Teams Group Site. Pre-existing groups or individual course members can be added as group members. To select group members for the Teams Group Site:
  - Choose a Group – The instructor can assign the Group Site to one or more existing groups by selecting them one at a time in the “Course Groups” list. Once you have selected the group click the right arrow button to add the group to the “Selected Groups” list. This option will only appear if groups have already been defined within the course.
  - Choose Individual Users – The instructor can assign the Group Site to one or more individual course users by selecting them from the “Course Members” list. Once you have selected the group click the right arrow button to add the user to the “Selected Users” list.
- Configure and control the four kinds of access to the Teams Group Site, the type of student identification that will be displayed, the grade book for the Teams Group Site
  - Visibility allows an instructor to set whether or not this Teams Group Site is visible to course users.
  - Member Comments determine whether or not students can add comments to this Teams Group Site.
  - Edit Dates, which allows the instructor to specify the dates or date range in which the assigned group members are allowed to edit the Teams Group Site. View Dates allows the instructor to specify the dates which the Team Group Site is visible to non-group members.
  - Public Reference determines how public references to students should be displayed. Choose one of three options: Username, Person Name or Both Names.
  - Gradebook allows a gradebook item to be created to correspond with this Teams Group Site.
- Click the 'Save' button to finish configuring the Teams Group Site.