

E-Studies and Teams guide for students

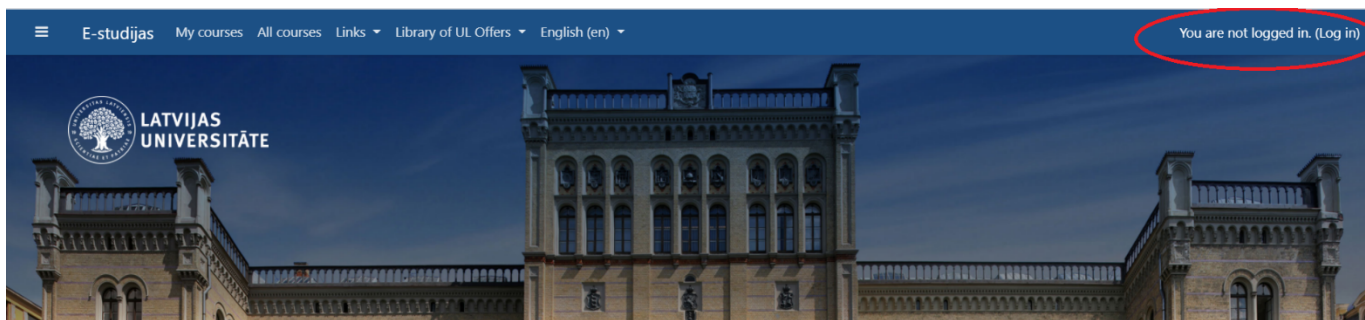
1. Important information about remote study process

- Current/ most updated information is available on the main page of <https://estudijas.lu.lv>;
- Study process takes place primarily at <https://estudijas.lu.lv> with the available mutual communication and training tools;
- In addition to the existing functionality in the E-Studies platform available to teachers and students, there is available Microsoft Teams integrated solution that provides:
 - ◆ Online lectures;
 - ◆ Lecture recording;
 - ◆ Communication with students online and sending messages via email.
- Students, who are registered for a particular course e-learning environment, are automatically registered as Microsoft Teams group.
- Advices for a successful use of Microsoft Teams:
 - ◆ We recommend that you install Microsoft Teams app on your computer and / or mobile devices; (<https://teams.microsoft.com/downloads>)
 - ◆ Please use Microsoft Edge, Google Chrome or Opera for Microsoft Teams. Mozilla Firefox and Apple Safari browsers may not support everything for successful Microsoft Teams functionality.

2. Microsoft Teams User Guide for E-Studies platform

To start using Microsoft applications correctly (Microsoft Teams, Microsoft Stream, OneDrive), it is necessary to link the UL E-Studies platform and Microsoft Office 365.

Open the UL E-Studies platform <https://estudijas.lu.lv> , click on the button "Log in".



Welcome to the e-study environment of the University of Latvia.

- Biežāk uzdotie jautājumi par Teams
- Informācija pasniedzējiem un darbiniekiem
- Pamācības, interneta resursi / Guides, Internet resources

Main menu

- Jaunumi un paziņojumi
- Gala vērtējumu ievadīšanas un apstiprināšanas pamācība
- Uzaiicināto dalībnieku pieslēgšanās Teams
- LU MOODLE kursu veidotāju pamācība 2019
- VIDEOPAMĀCĪBAS PASNIEDZĒJIEM
- Palīdzība studentiem / Help for students

Enter your username and password; click the "I agree to the terms and login" button.



UNIVERSITY OF LATVIA
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AND ECONOMICS

After logging in, the connection status of your e-study and Office 365 "You are almost connected to Office" is displayed.

Click the "Log in to Office 365" button to link.

The screenshot shows the Latvian University e-study portal. On the left is a navigation menu with items like 'Sākums', 'Infopanelis', 'Kalendārs', 'Privātie faili', 'Mani kursi', 'DDROS : Darba drošība', 'Informācija LU jaunajiem darbiniekiem', 'Latvijas Universitātes Informācijas sistēmas (LUIS) izmantošana', 'Personas datu aizsardzība un IT drošība', 'MS0E73_a : Informācijas un komunikācijas tehnoloģijas izglītībā', and 'MS0E74_a : Digitālo materiālu veidošana'. The main content area features a banner for 'LATVIJAS UNIVERSITĀTE' and a welcome message: 'Sveicināti Latvijas Universitātes e-studiju vidē!'. Below this, it states: 'Studentiem! Latvijas Universitāte nodrošina bezmaksas programmatūru uz studiju laiku. Detalizētāka informācija atrodama šeit.' There are four links for help and resources. On the right, a Microsoft notification box says: 'Microsoft You are almost connected to Office 365. You have been matched with the Office 365 user "janpar@edu.lu.lv". To complete the connection, please click the link below and log in to this Office 365 account. Log in to Office 365'. The notification and the 'Log in to Office 365' button are circled in red.

Next, you need to authorize Office 365. Enter your Office 365 username and password and click the button "Sign In".

The Microsoft sign-in screen shows the Microsoft logo, the email address 'janpar@edu.lu.lv', and the text 'Enter password'. Below the password field is a 'Forgot my password' link and a 'Sign in with another account' link. A blue 'Sign in' button is at the bottom right.

If you are not the only user of this computer, click the "No".

The Microsoft dialog box asks 'Stay signed in?' and explains: 'Do this to reduce the number of times you are asked to sign in.' There is a checked checkbox for 'Don't show this again' and two buttons: 'No' and 'Yes'.



After authorization, your status will change to "You are currently connected to Office 365".

Connection Status

✓
You are currently connected to Office 365

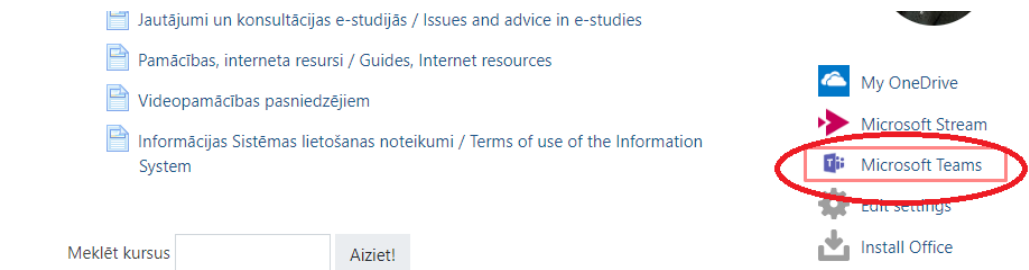
You are linked to an Office 365 account.

[Refresh Connection](#)

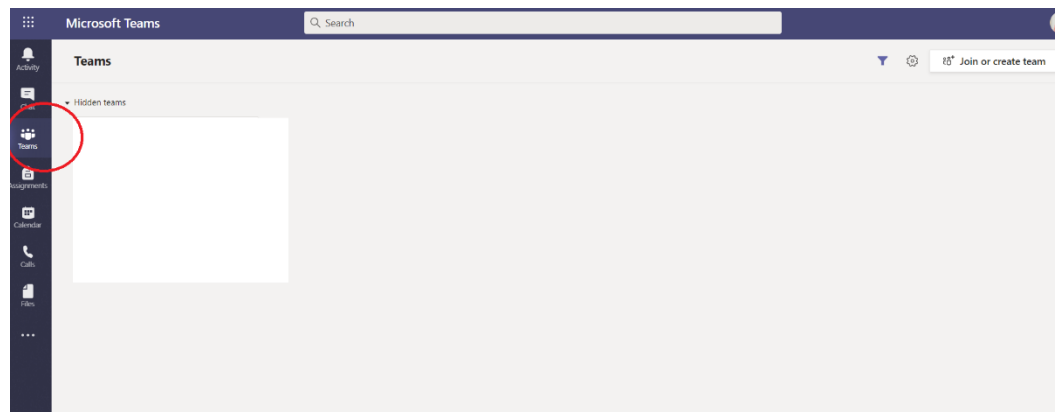
After a successful status change in the E-Studies platform, links to Microsoft Office 365 applications will be available.



Click "Microsoft Teams" to open the Microsoft Teams application.

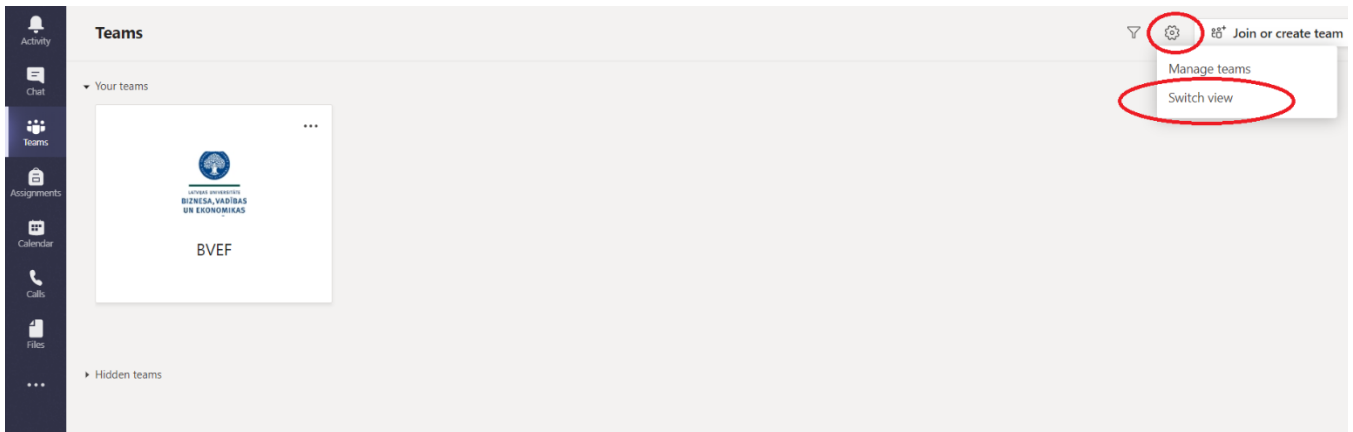


To see your E-Studies courses, click on the "Teams" section.



To make the list of courses clearer and easier to move between groups (courses), switch the course list view.

To do this, click the gear icon in the list, select "Switch view (switch view)".

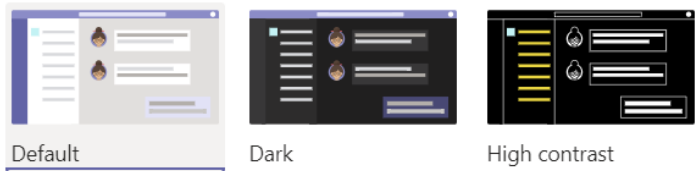


In the "General" window, choose how to move between groups (courses), click on the layout "List".

Settings

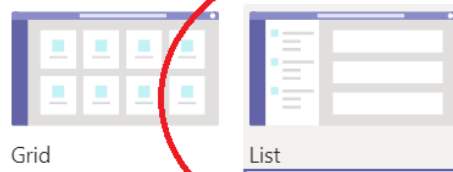
- General
- Privacy
- Notifications
- Calls

Theme



Layout

Choose how you want to navigate between teams.



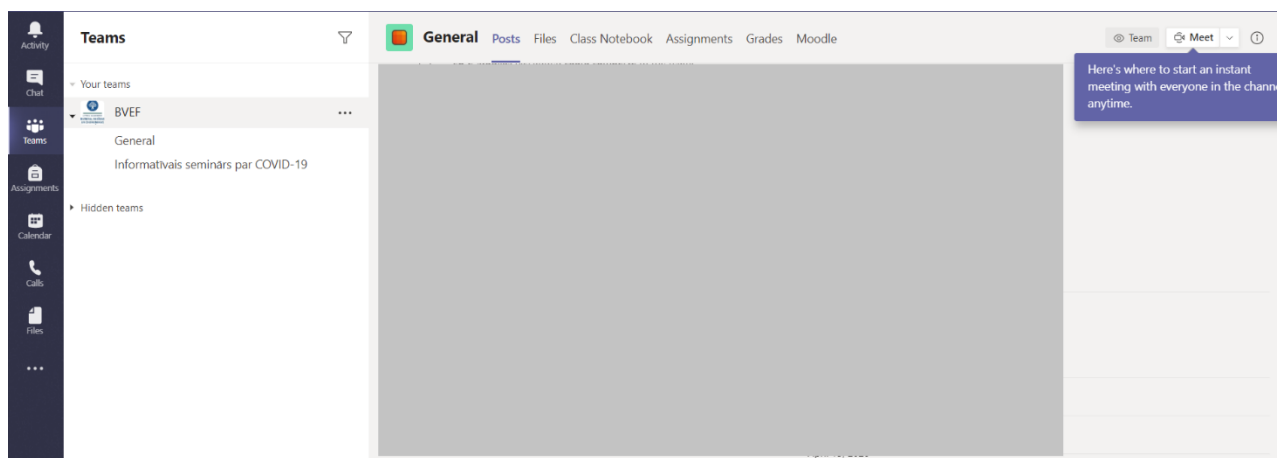
Language

Restart application to apply language settings.

App language determines the date and time format.

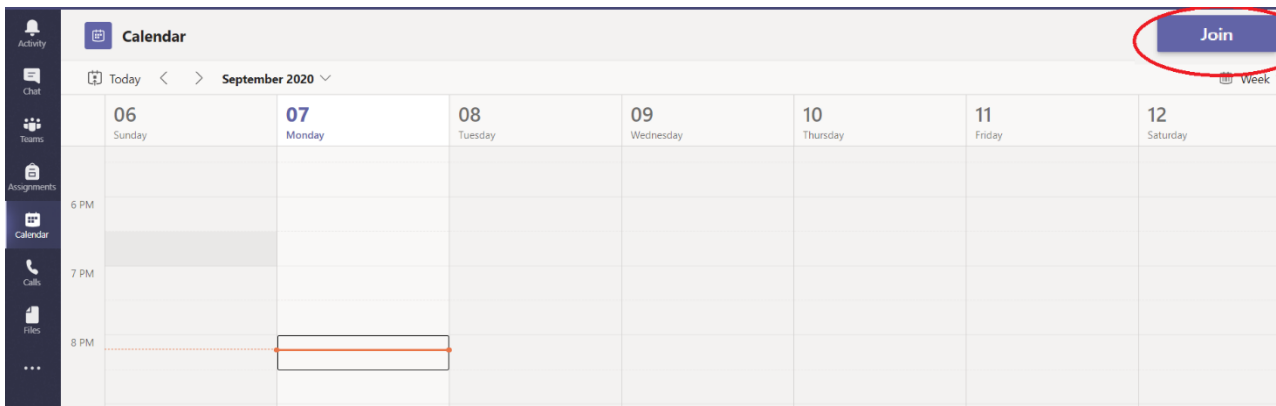
English (United States) [dropdown arrow]

After switching views, the courses will be displayed on the left. Clicking on any of the courses will display the course channels, such as the default General channel.

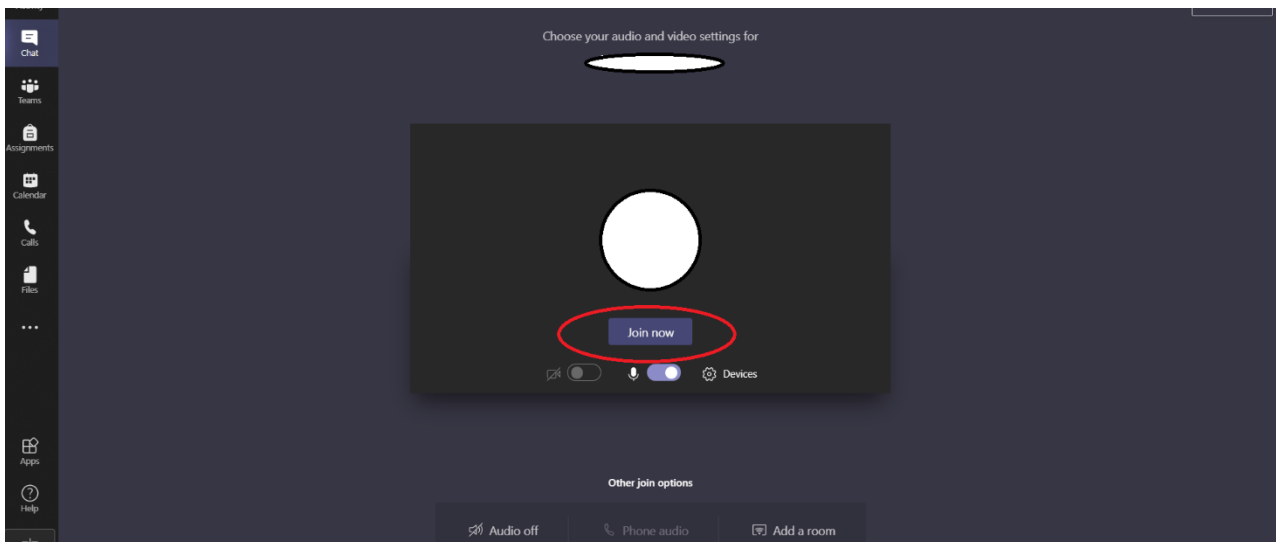


Joining the lecture

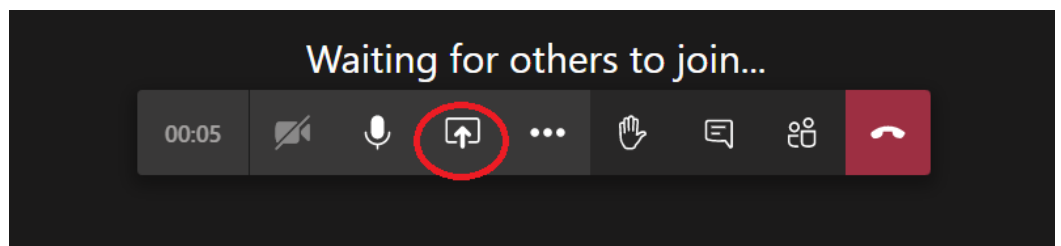
To start an online lecture, you need to join the meeting (lecture). Joining is done by opening the calendar. Select the required calendar entry and click on the meeting (lecture).



Click the "Join now" button to finish joining the meeting. Make sure the microphone and camera are working before confirming.



If the lecturer has allowed it, then during the lecture it is possible to share your computer desktop or one of your presentations, desktop or window by clicking on the "Share" button.



NB!!!

You have to have Microsoft Office account to join MS TEAMS online lectures

