

Public PhD defence using Teams

Teams user guide for jury members

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Public PhD defence using Teams

Tips and recommendations

Before the videoconference

- **Download Microsoft Teams onto your computer.** Jury members are advised against using the web app.
- **Conduct a videoconferencing test with the jury members,** a few days beforehand.
- Set up an **appropriate environment** for the videoconference.
- **Audio quality is especially important. Adjust your microphone level in your computer's audio settings.**
- **Join the videoconference 15 minutes before the scheduled time.**
- **Request advice, a test or a coaching session** on Microsoft Teams: +32 2 650 24 24 – audiovisuel@ulb.be – thierry.de.crombrugghe@ulb.be

During the videoconference

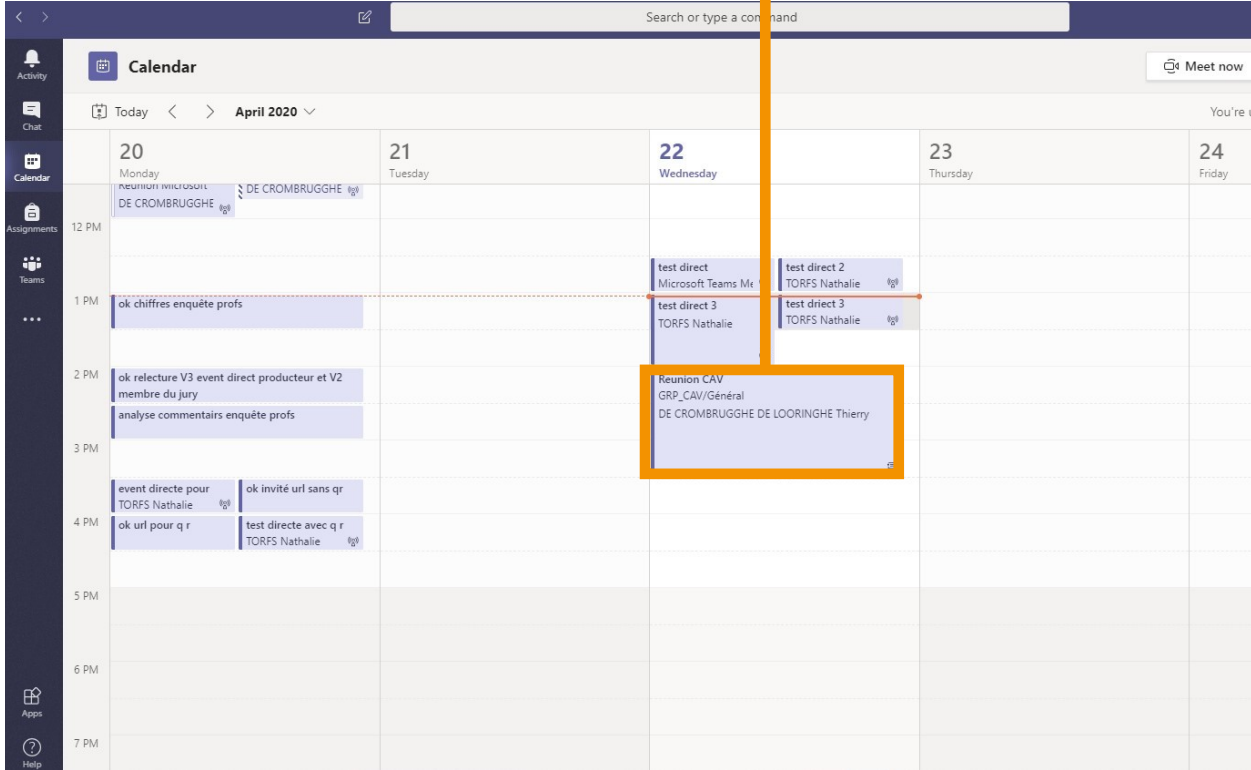
- If possible, **use a wired connection** between your computer and modem.
- **Plug your computer into an outlet:** videoconferencing is power-intensive.
- Use the software's **Chat feature to manage communication between attendees.**
- **It is advised to mute your microphone while the PhD candidate or other jury members are speaking.** Note that the PhD candidate and the jury members, including yourself, may also mute other attendees microphones.
- **Remember to account for network delay** (~30 seconds) **with guests** (members of the public) during the Q&A session at the end of the defence.

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Joining the live event

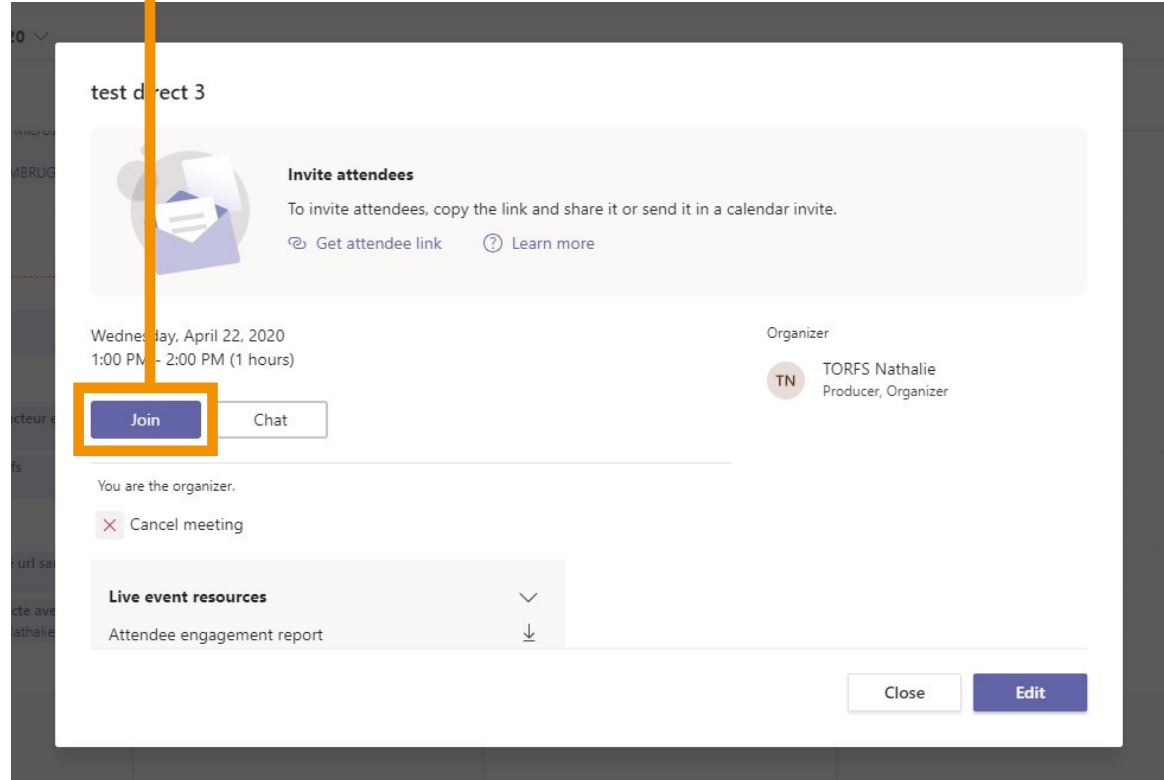
Using the Teams Calendar

Click on the **event** on the calendar

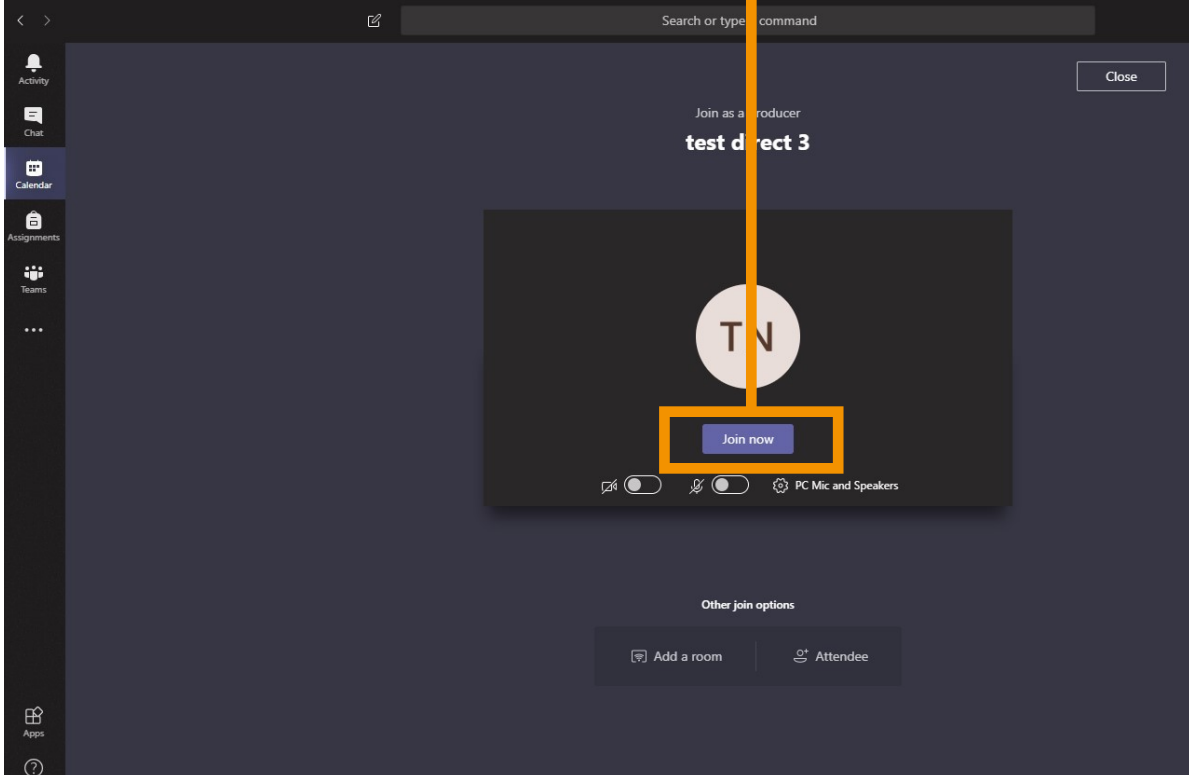


Important: you must use the Teams software application, not the web app in a browser such as Chrome, Safari, Firefox, Internet Explorer, etc.

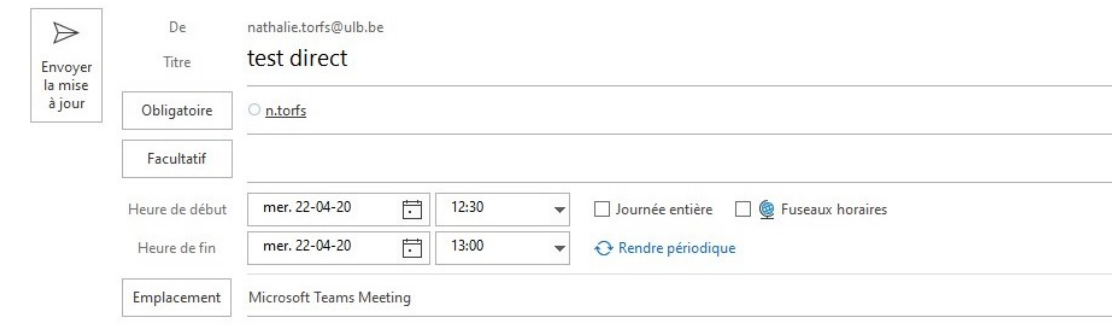
Click **Join**



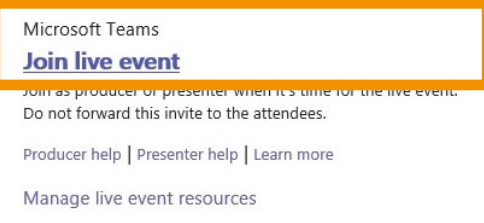
Click **Join now**



Using the e-mail invitation



Don't forward this invitation. Go to Microsoft Teams to invite additional people.

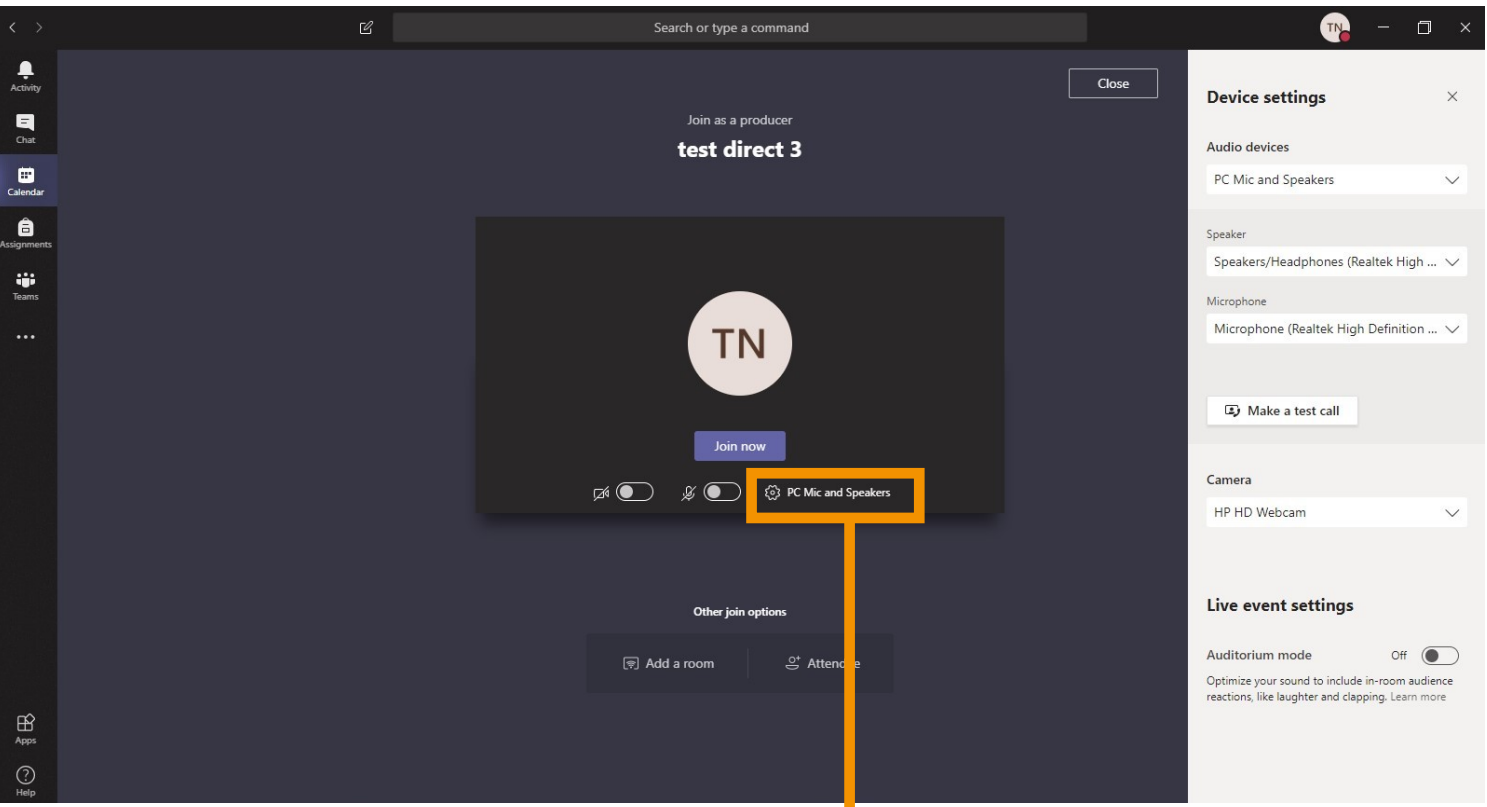


Click the **Join live event link**

Joining the live event

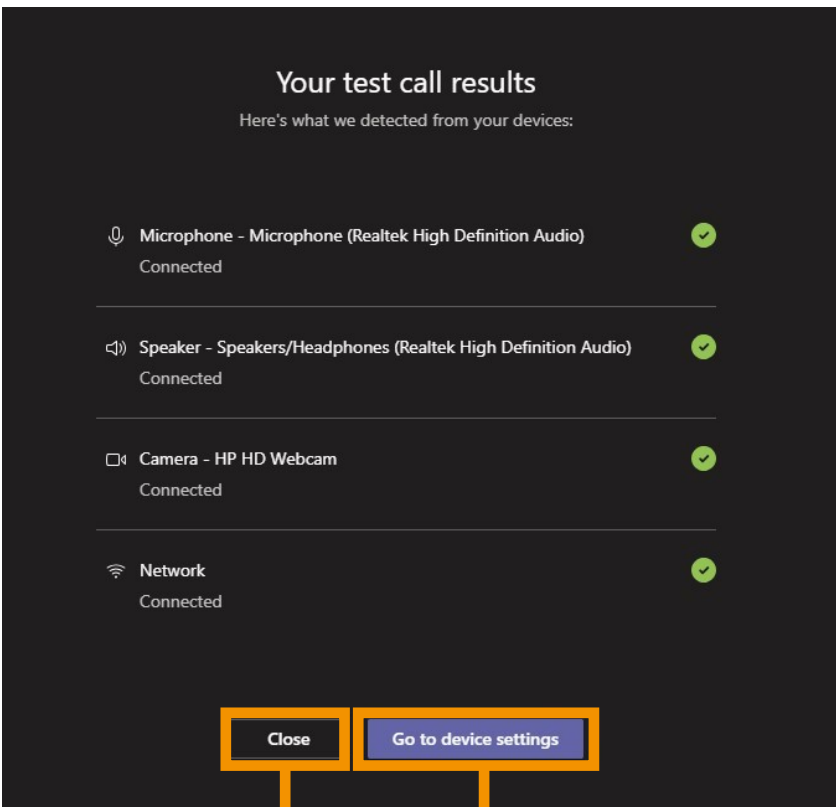
A window will appear displaying your webcam feed—or a black square—, enabling you to make camera adjustments, activate your microphone or change your device settings.

If necessary, you can launch a test in order to check that your webcam and microphone are working properly. At the end of the test, a list of connected devices will be displayed. You can then close this results page.



Click the **Gears icon** (PC Mic and Speakers)

Check your **selected video and audio devices**, making adjustments if necessary. Then click **Make a test call**



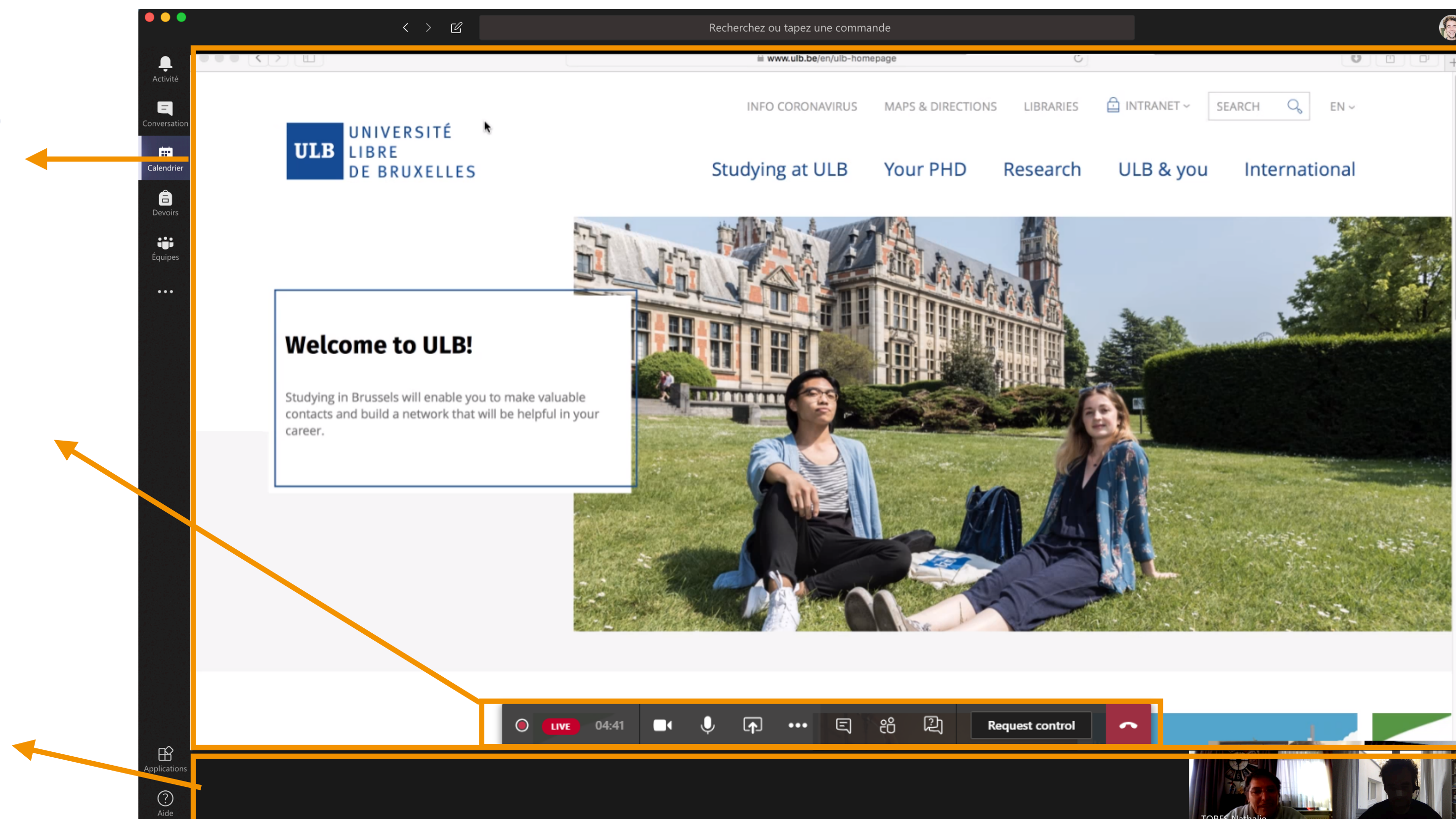
Close the window **Go to device settings**

Status of your devices properly detected by Teams

Presentation of the display screen

When you reach this step:

- **The main screen** (in this example, the ULB's home page) shows the **live event's current content**. This can be a presentation (document, slideshow, etc.) or a person's video feed (PhD candidate, supervisor, etc.).
- The **tool bar** at the bottom lets you access **features related to the event**.
- The **lower part of the screen** displays the **event's attendees** (PhD candidate, supervisor, chair of jury and members). Guests (family, friends, etc.) are not shown.



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List of features by type of attendee

As a jury member, your user type is Presenter

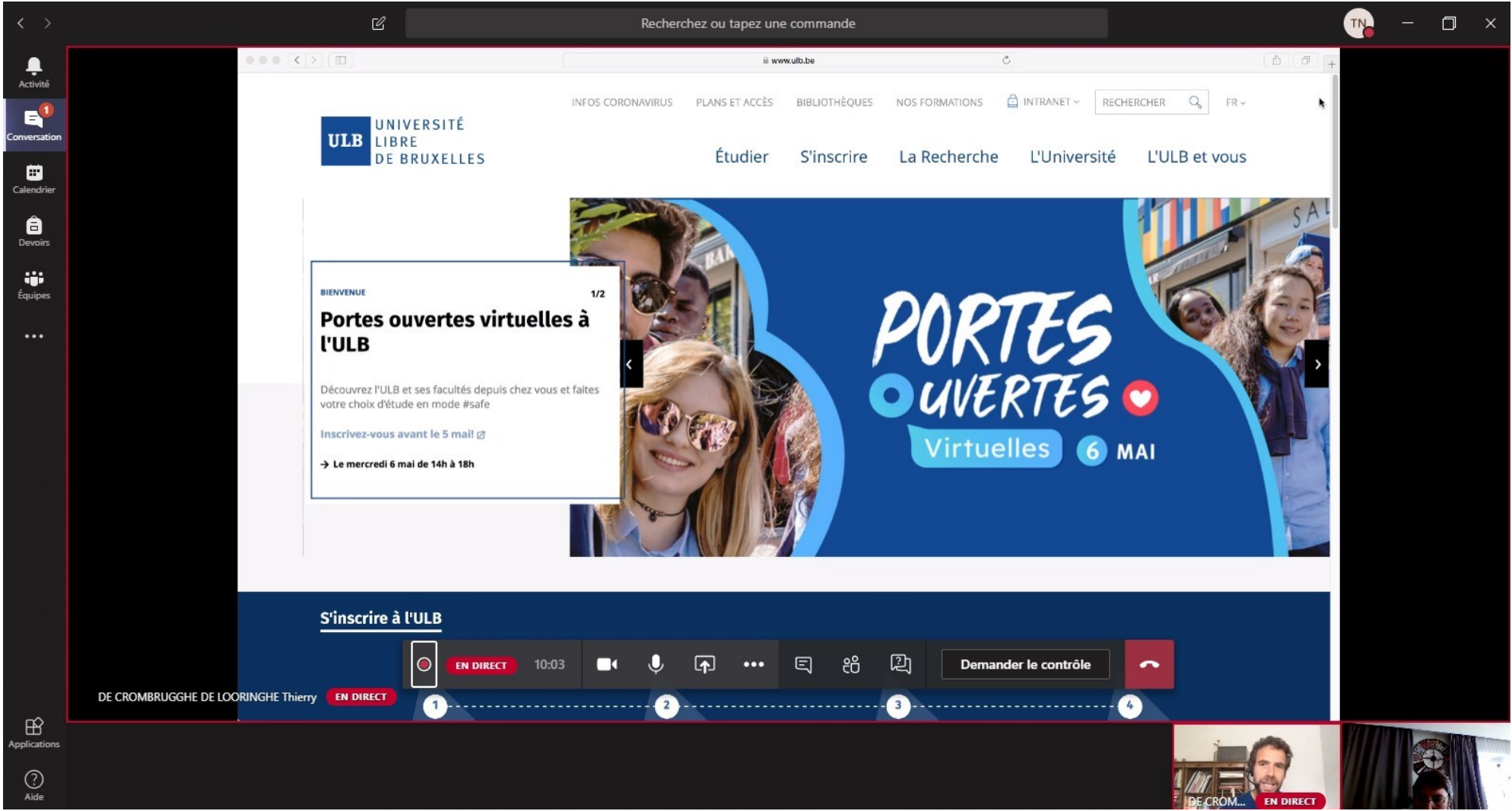
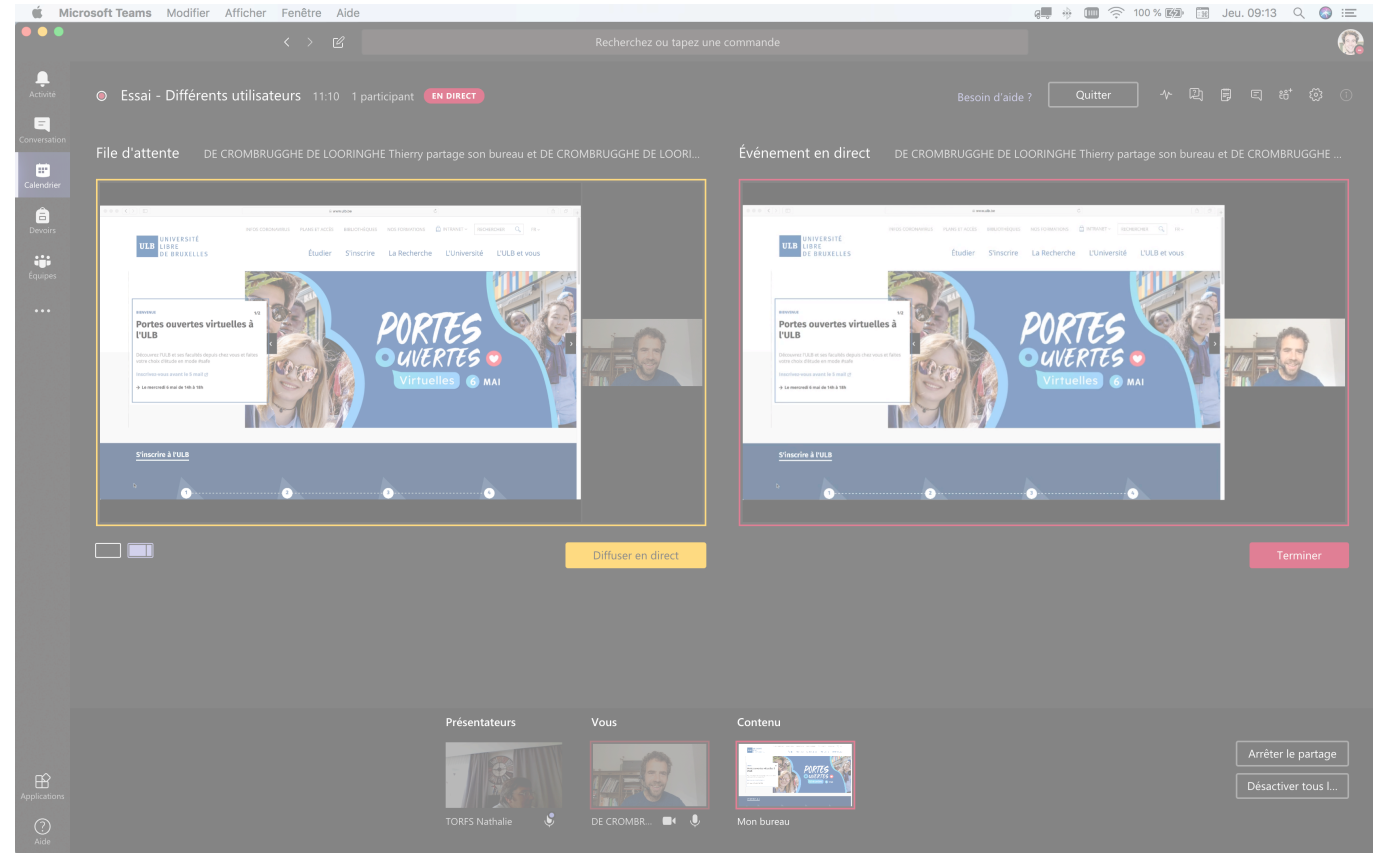
Feature	Producer <i>PhD candidate, supervisor, chair of jury</i>	Presenter <i>Jury members</i>	Guest <i>Family, friends, teachers, etc.</i>
Start and stop the event	Yes	No	No
Manage the event's feeds (content/camera)	Yes	No	No
Select display type	Yes	No	No
Manage and moderate Q&A	Yes	No	No
Create notes	Yes	No	No
Take part in the chat	Yes	Yes	No
Activate and mute microphones	Yes	Yes	No
Speak	Yes	Yes	No
Listen	Yes	Yes	Yes
Watch	Yes	Yes	Yes
Ask written questions	Yes	Yes	Yes

Screen display according to your user status

Presenter
Jury members

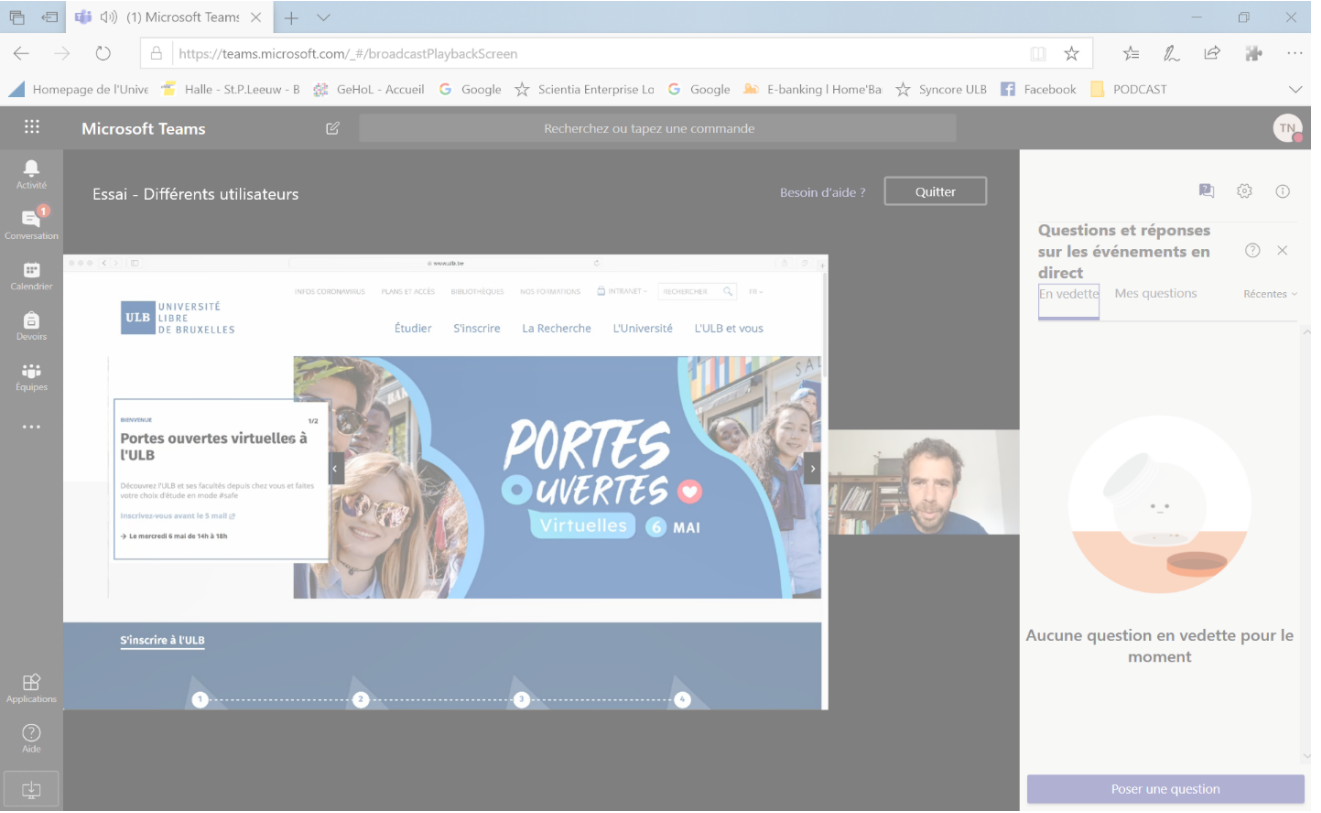
Producer

PhD candidate, supervisor, chair of jury



Guest

Family, friends, teachers, etc.

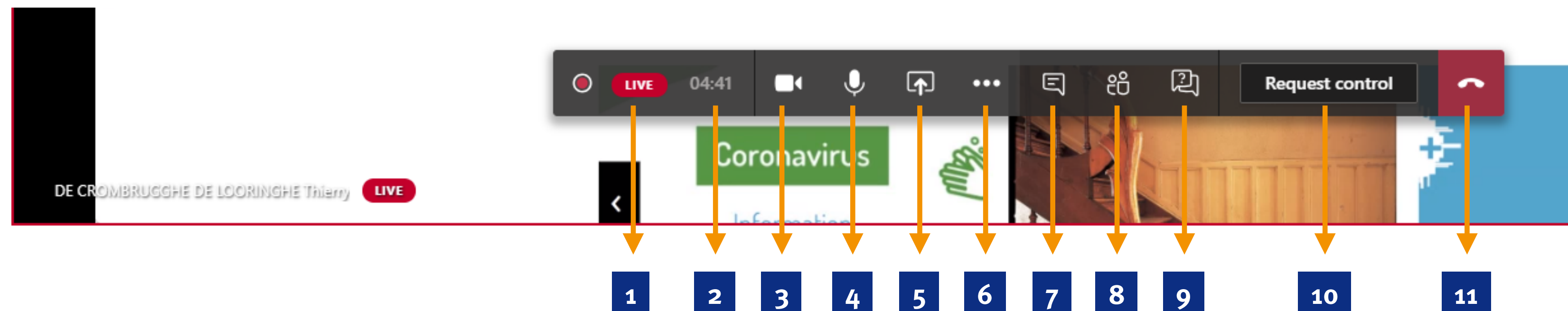


You should have a screen similar to this one.

With the exception of the content, which is the home page of the ULB website.

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Live event features



1 - Shows the event is live

2 - Presentation **duration**

3 - Enable / Disable webcam

4 - Enable / Disable microphone

5 - Enable / Disable content sharing

6 - Open **more features**

7 - Open **Chat**

8 - View or add **attendees**

9 - Open **Questions & Answers**

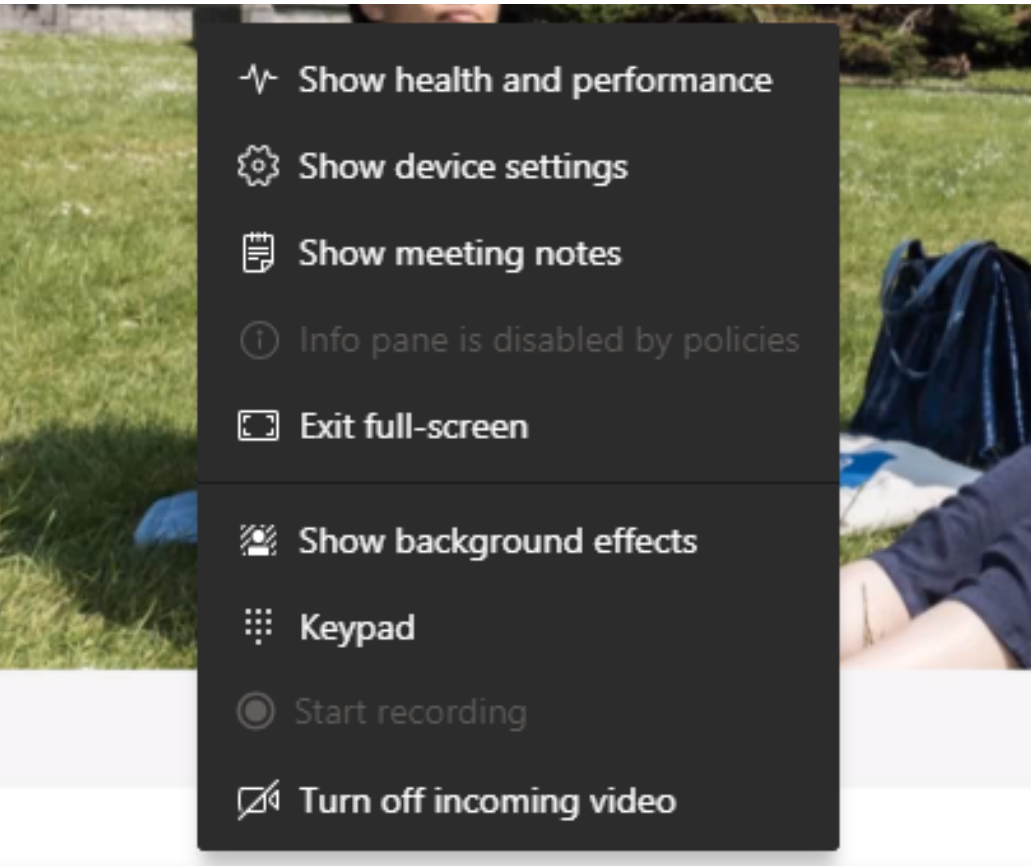
10 - **Request control** of the presentation

11 - **Leave the event**

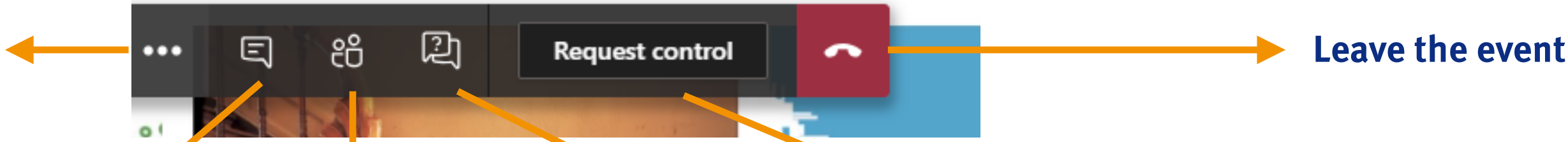
Note regarding features 5, 8 and 10

These features are available to all "Presenters". However, as a jury member, you should not need to use them.

Live event features

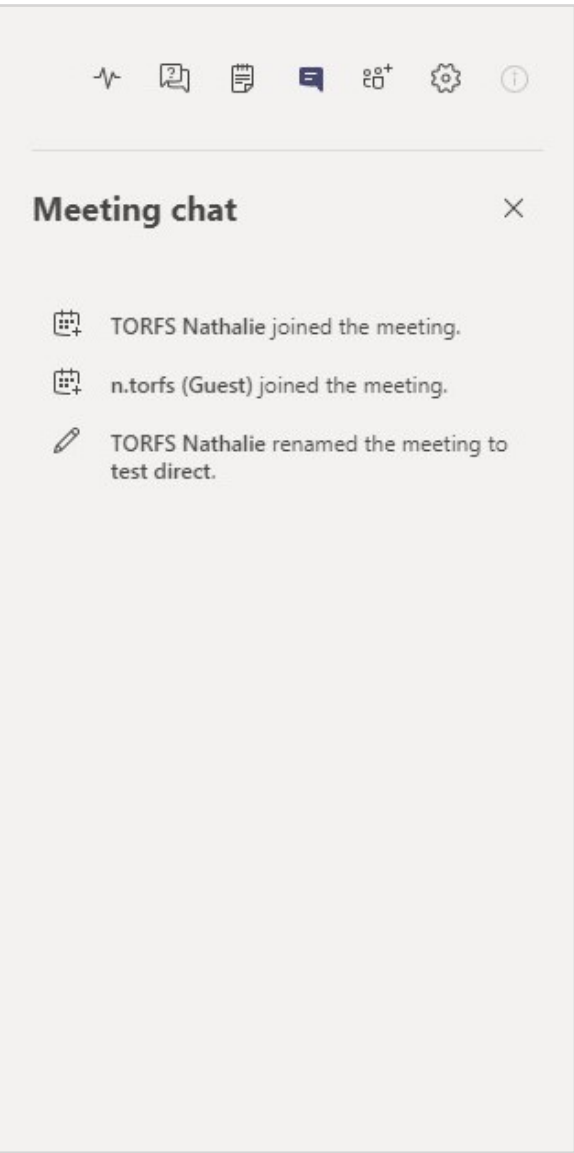


Additional features

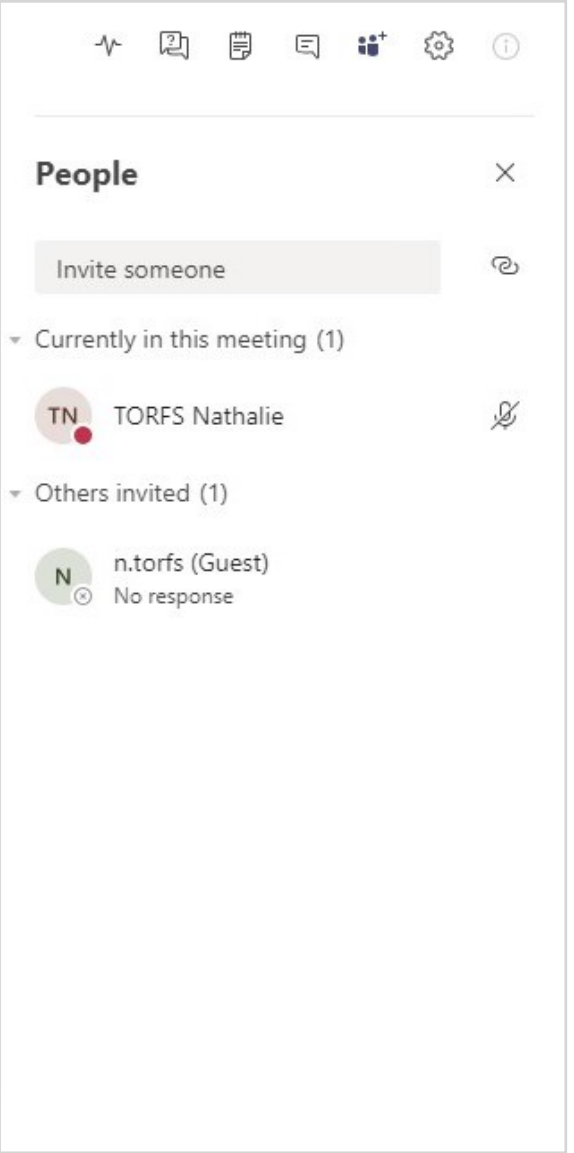


Leave the event

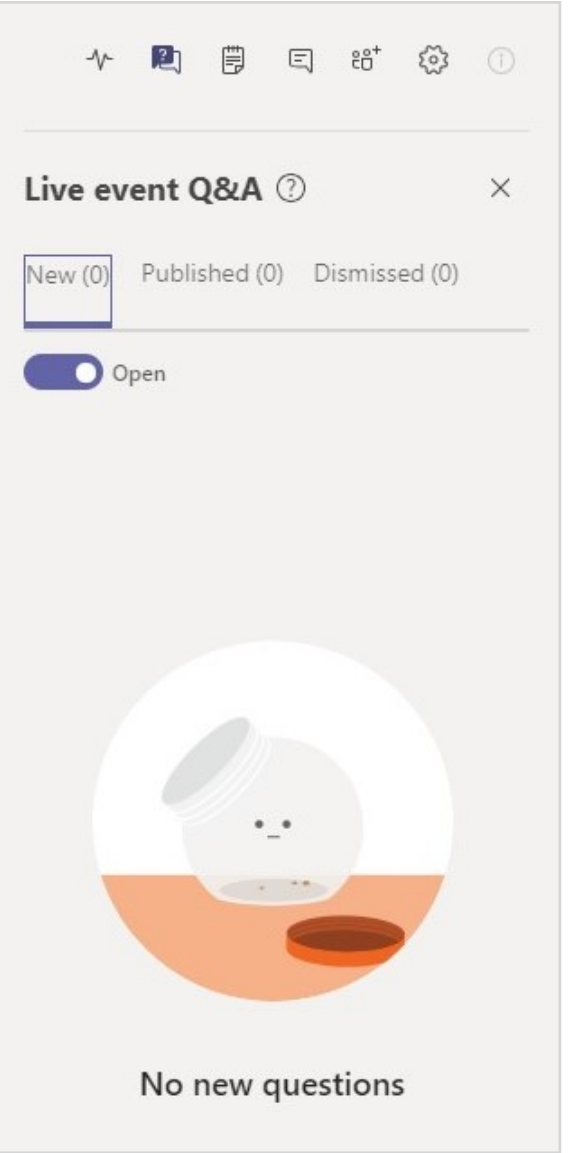
Chat



Attendees



Questions & Answers



Request control of the presentation

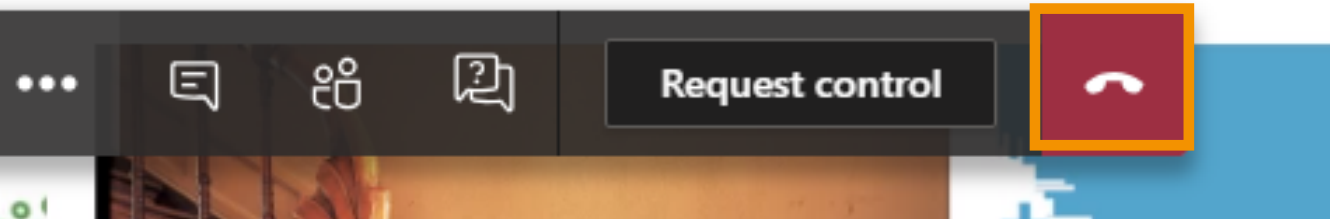
The request is sent to the event's producer, who can accept or decline it.

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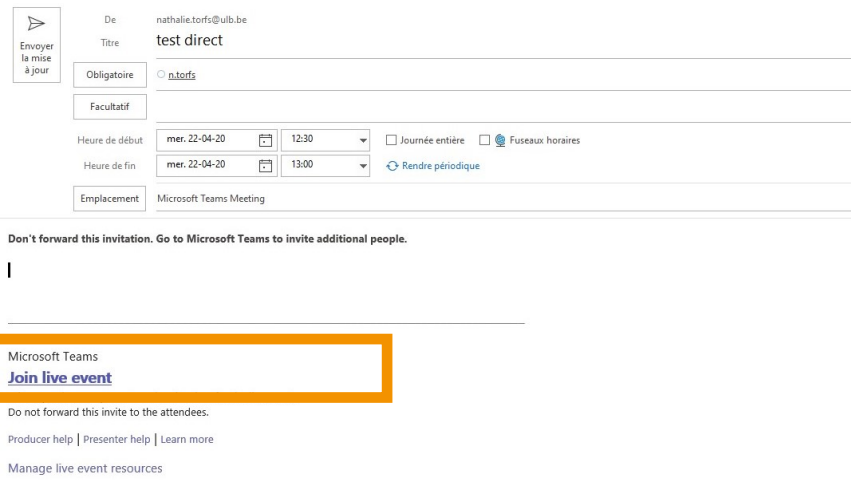
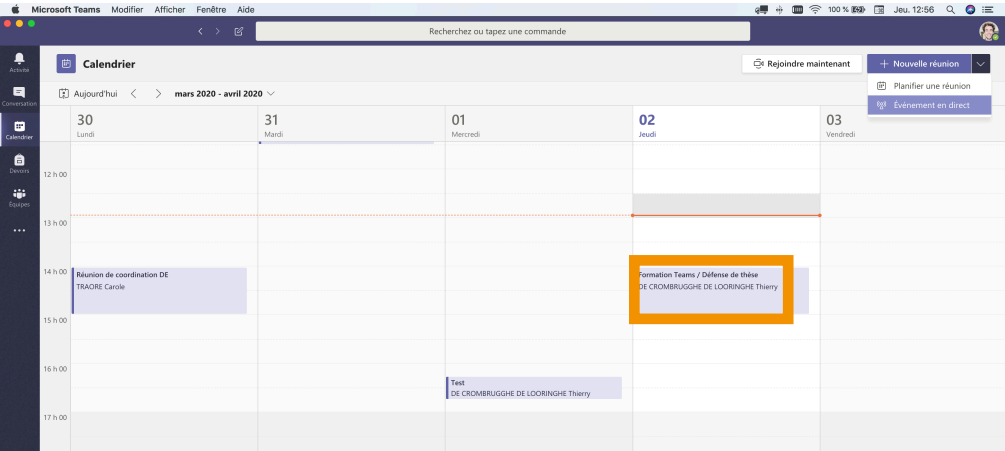
Jury deliberation

In order to deliberate on the PhD defence, **the jury members and president, as well as the thesis supervisor, must leave the live event and create a private call using Teams.** The supervisor and/or the secretary should have created a specific videoconference for the deliberation. You will find a link to the deliberation event in your Calendar or your e-mail inbox.

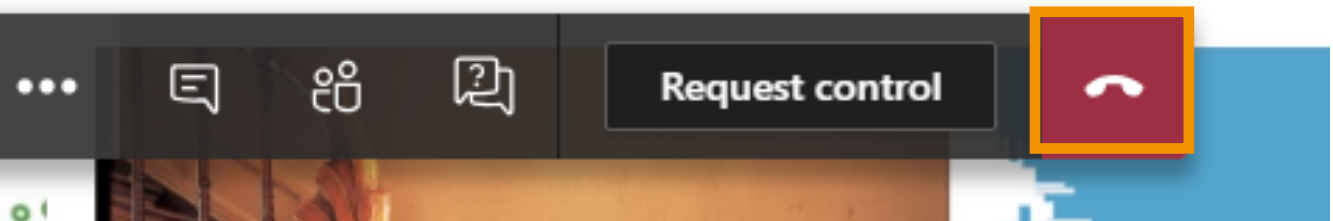
Step 1 — Leave the event



Step 2 — Join a new Teams call using the Calendar or the e-mailed link



Step 3 — Leave the deliberation



Step 4 — Rejoin the live event using the Calendar or the e-mailed link

