

Quick Guide to Teams Live Events for Staff

Created by: CLM and Science Teaching and Learning Units, Wits University

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A Teams Live Event is different to a normal Teams Meeting and is more like a webinar or meeting broadcast. A live event can support up to 10 000 participants and may, therefore, be useful for very large class classes (i.e., classes with greater than 250 students; for classes with fewer than 250 students, a normal Teams meeting should suffice, and for fewer than 200 students, BBB should be adequate).

Note that you need to use the Teams desktop app to produce a Teams Live Event. Also note that Teams Live Event has certain features that may prove restrictive for interactive teaching sessions:

- Participants don't have access to a mic or camera. Student interaction is therefore very limited - participants can only interact through the Q&A feature and this feature is managed by the moderators/presenters.
- Effective facilitation requires the involvement of several staff occupying the roles of presenter and moderator. For very large groups, at least two facilitators are needed to help produce the event and serve as backup if one loses network signal or connection.
- Live Events cannot be paused and resumed. If a session is stopped mid-way, a new event will need to be created and the link shared.

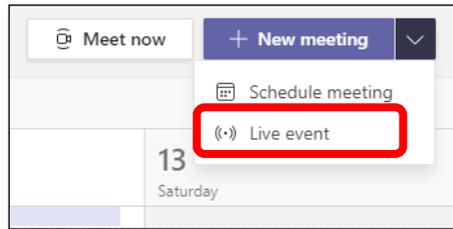
Tip: Do a few rehearsals before you run the first Teams Live Event with students to practice using Team Live Events. It is recommended that 2 people are needed to run a live event.

This guide addresses:

1. How do I access the Live Event feature in Teams?
2. How do I create a Live Event in Teams?
3. How do I invite participants to a Teams Live Event?
4. How do I produce a Teams Live Event? (For lecturers)
5. How do I monitor the Q&A?
6. How do I attend a Teams Live Event? (For students)
7. How do I access the meeting recording and other information? (For lecturers)

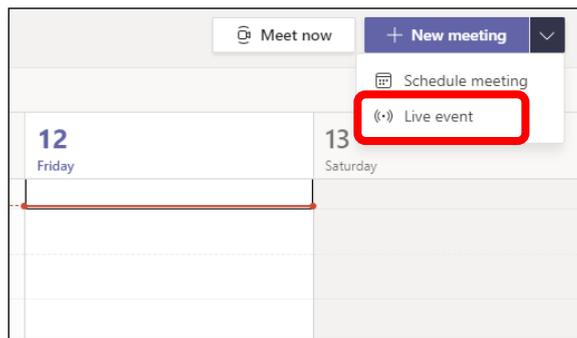
1. How do I access the Live Event feature in Teams?

Staff need to first log a call with Ulwazi Help to get the Teams Live Event feature enabled for them in Teams. Once it has been enabled, when you open Teams, go to the Teams Calendar and you will see the option on the *Add New meeting* drop-down:



2. How do I create a Live Event in Teams?

1. To create a live event in Teams, go to your calendar and select the dropdown next to the **New Meeting** button on the left side of the app and then select **Live Event**.



2. Add the Live Event meeting title, date and time information, and other details.

A screenshot of the 'New live event' form in Microsoft Teams. The form is titled 'New live event' and includes a camera icon and the text 'You are setting up a live event'. Below this, there is a text box for the title, which contains 'How to Use Live Events Demonstration'. To the right of the title box, there is a button labeled 'Invite people to your event group'. Below the title box, there is a 'Location' dropdown menu. To the right of the location box, there is a section for 'Invite presenters' and 'Organizer', which shows 'Greig Krull' as the 'Producer'. Below the location box, there are 'Start' and 'End' date and time pickers, both set to 'Mar 15, 2021' at '10:30 AM'. Below the date and time pickers, there is a 'Time Zone' dropdown menu set to '(UTC+02:00) South Africa Standard Time'. At the bottom of the form, there is a 'Details' section with a rich text editor containing the text 'Provide info about the live event'. At the bottom right of the form, there are 'Close' and 'Next' buttons.

3. In the **Invite people to your event group** box, add the names of the people who will be presenting and producing the event (i.e. fellow lecturers, Teaching Assistants or an Administrative Assistant). **Do not include students** (event attendees), you will invite them via a link later. Note that as the meeting creator, you are assigned as **Producer** and anyone you invite will be **Presenters**. You can change these roles.

Tip: To understand the different roles in Live Events:

- **Producers:** start and stop the event, control what is shared and when, and can also be Presenters.
- **Presenters:** share video, audio and screen and moderate the Q&A chat with attendees.
- **Attendees:** can only watch the event and type questions or comments into the Q&A chat.

Although one person can produce and present, we recommend you run your first few live events with at least 2 people (one producer, one presenter) until you become more familiar with running live events.

The screenshot shows the 'New live event' configuration interface. At the top, there is a header 'New live event' and a sub-header 'You are setting up a live event' with a camera icon and a close button. Below this, there is a text box: 'To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. Learn more'. The form is divided into several sections: 'Title *' with the value 'How to Use Live Events Demonstration'; 'Location' with a dropdown arrow; 'Start' and 'End' times both set to 'Mar 15, 2021 10:30 AM'; 'Time Zone' set to '(UTC+02:00) South Africa Standard Time'; and a 'Details' section with a rich text editor containing the text 'Provide info about the live event'. On the right side, there is an 'Invite people to your event group' section with a button 'Invite presenters'. Below this, the 'Organizer' is listed as 'Greig Krull' with the role 'Producer'. The 'Event group' section lists two presenters: 'Kershree Padayachee' and 'Fiona Macalister', both with the role 'Presenter'. A red box highlights the 'Event group' list and the 'Next' button at the bottom right.

4. Click the **Next** button.
5. Under Live event permissions, choose who can attend your live event. We recommend the **Org-wide** option (only staff or students who sign in with their Wits credentials can access the event).

New live event

Live event permissions

 **People and groups**
Only the specified people and groups can watch the live event.

 **Org-wide**
Everyone in your org can watch the live event. (Sign-in required)

 **Public**
The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

How will you produce your live event?

Teams
You plan to use Teams to share content from presenters' webcams and screens.

Recording available to producers and presenters

Recording available to attendees ⓘ

Captions

Spoken language English (United States) ▾

Translate to Choose up to 6 languages ▾

Close Back **Schedule**

6. Scroll down to make selections under **How will you produce your event?** We recommend to produce the live event in Teams. You can choose to show automatically created close captions (if participants choose to show it), but be aware the automated closed captions are not always very accurate. If you use Teams to produce the event, the recording is automatically created.

New live event

How will you produce your live event?

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Spoken language English (United States) ▾

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Attendee engagement report

Q&A

An external app or device
You plan to use another tool to share content. [Learn more](#)

Support

Give attendees access to support info for your organization.

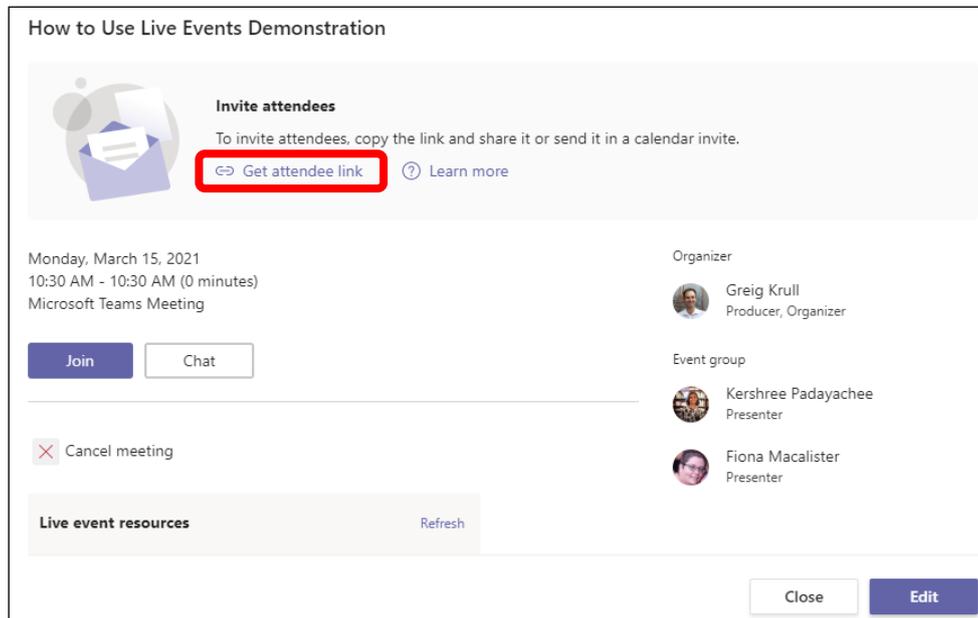
URL

Close Back **Schedule**

7. If you want to be able to see who attends the live event, tick the **Attendee engagement report** option. Also tick the **Q&A** option so participants can ask questions via the chat. You can add the Ulwazi Helpdesk email under the Support option.
8. Click the **Schedule** button.

3. How do I invite attendees to a Teams Live Event?

1. After you have scheduled the event, invite attendees by clicking on the **Get attendee link**.



2. You can copy and paste this link into Ulwazi, as an announcement, event or into a page.
3. Click **Close** to close the meeting setup or **Edit** to go back and edit something about the meeting.

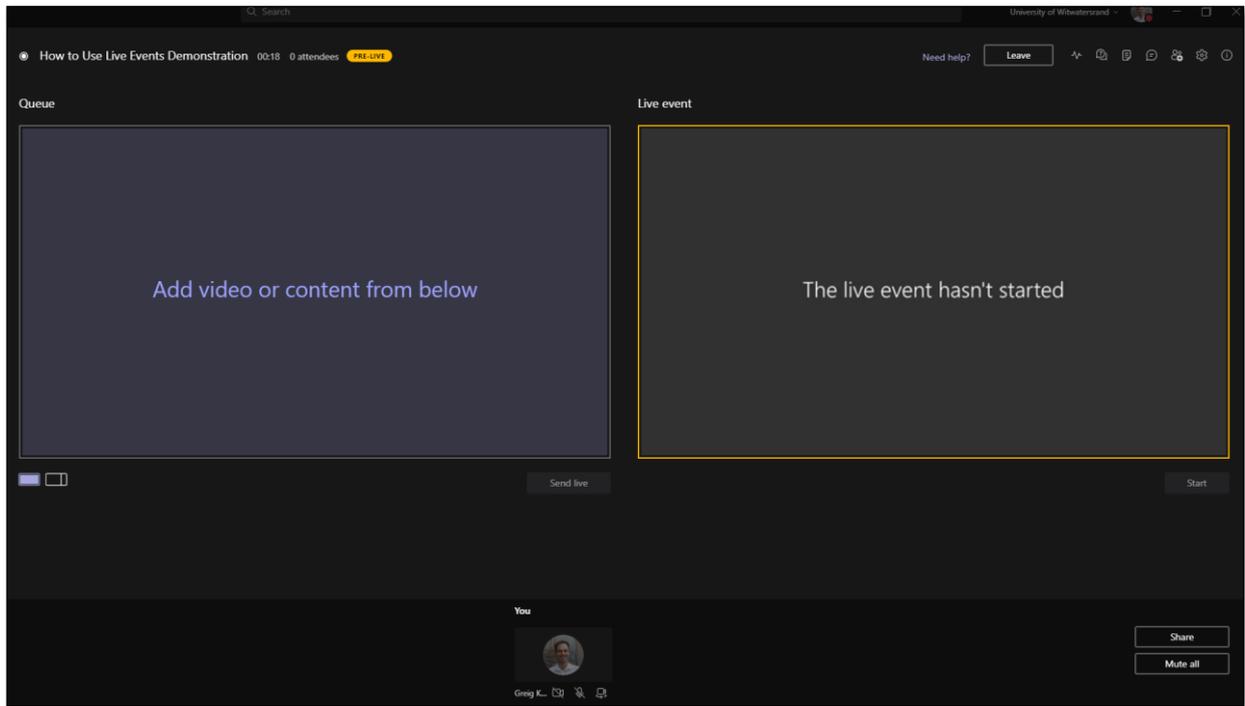
Tip: Once the event is scheduled, be sure to make any changes in the Teams Calendar. Don't edit this event in Outlook.

4. How do I produce a Teams Live Event?

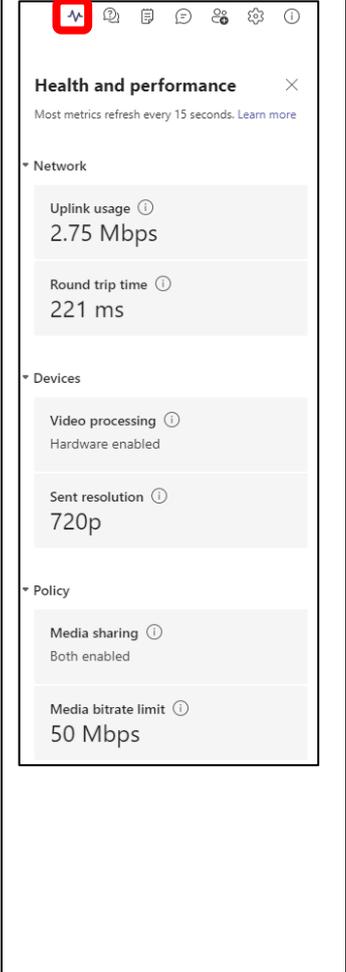
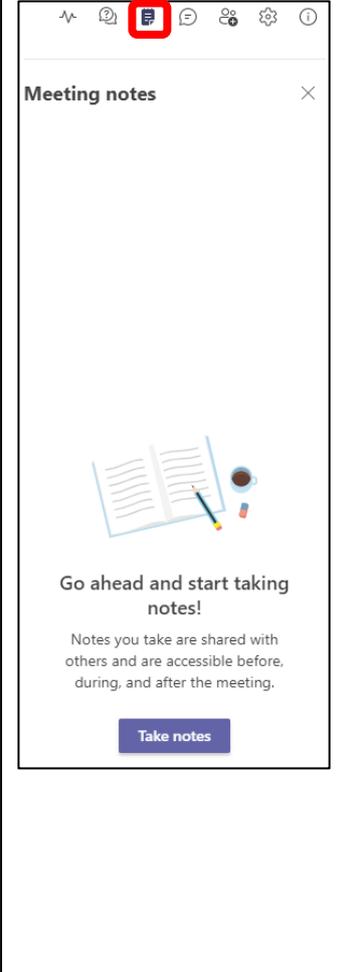
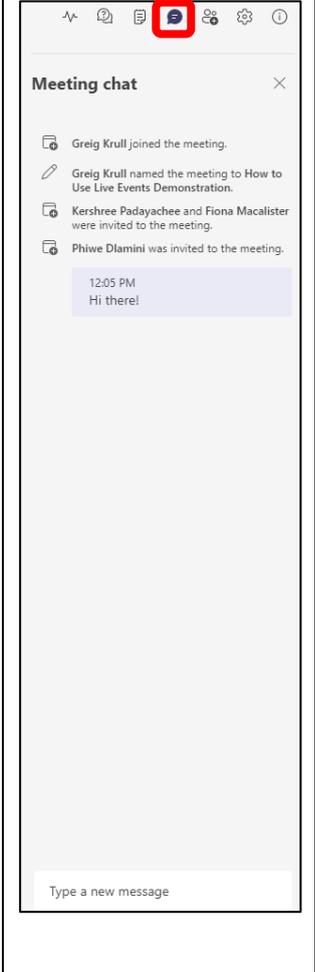
1. Go to the live event in either your Teams or Outlook Calendar. Open the live event and click **Join live event**.

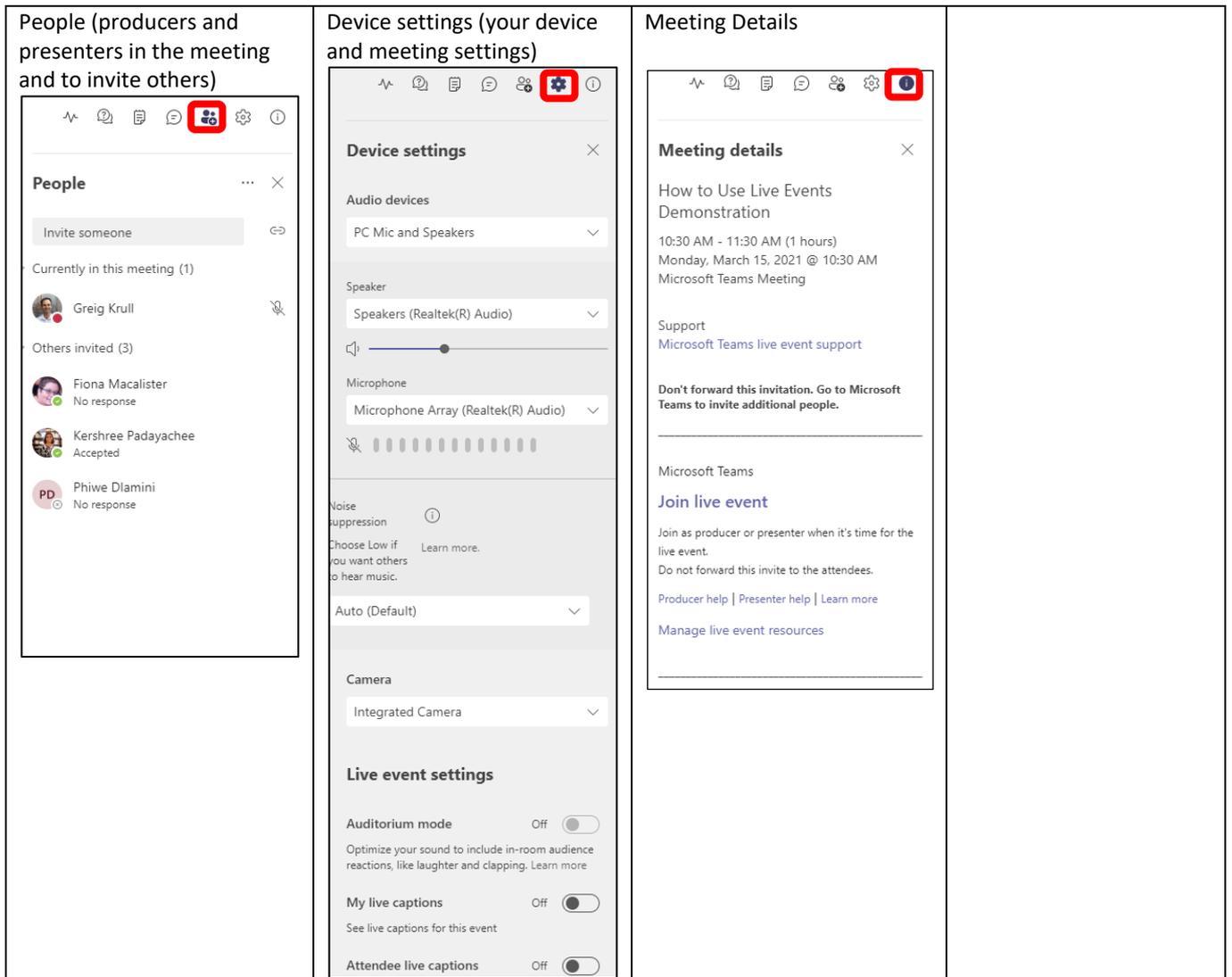
Tip: You have to be a Producer or Presenter to use this link. Attendees have a different link.

2. The producer's screen has three areas. What is live is on the right side (what attendees see). On the left, the **Queue** shows you what's next, and the bottom tray has all content you can share. As the producer you can mute all participants. The buttons on the top right show different information.

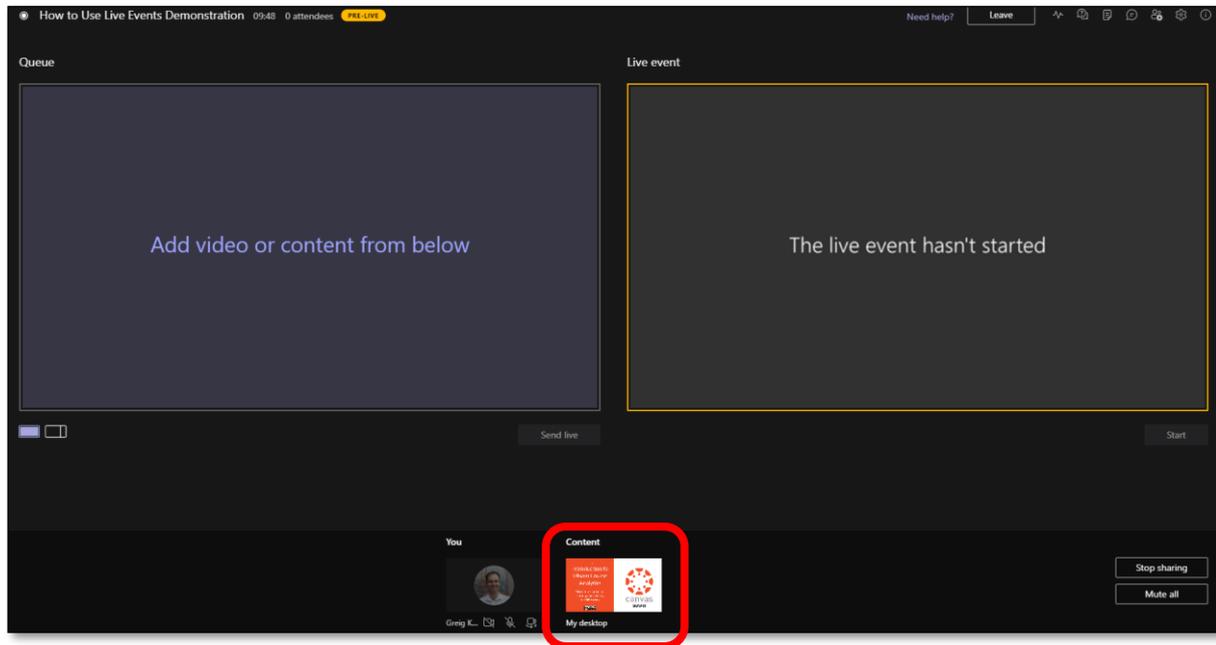


3. The icon on the top right show different information. Click on an icon to see this information on the right.

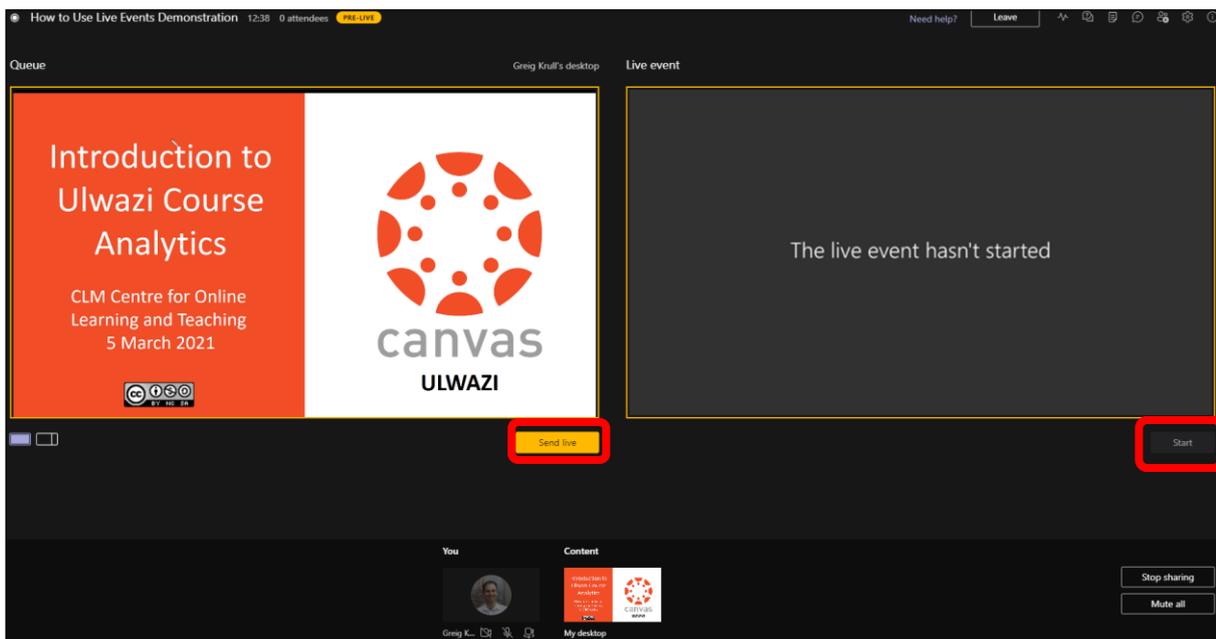
Health and Performance	Live Event Q&A	Meeting Notes	Meeting Chat (between producers and presenters only)
			



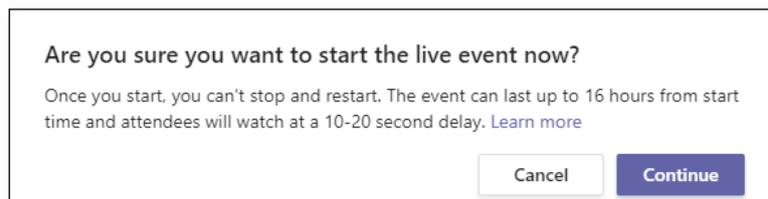
- To share your desktop or a window, select **Share** and add the content you would like to share. Note that you can share your desktop or a window to share, there is no content upload or whiteboard option.
- Select what content you want your audience to see from at the bottom of the screen (double click on it) to preview it in your queue (on the left). The queue can be used to manage what comes next if there are multiple presentations and presenter webcams. As the producer, you can see what the presenters have shared.



6. Select **Send live** to move a feed from the preview queue to live.



7. Select **Start** to start broadcasting for attendees.



8. A confirmation message appears. Click **Continue** to start.
9. When the meeting is finished, click **Stop meeting** to end the meeting. If you click on **Stop meeting** the meeting will end and cannot be restarted.

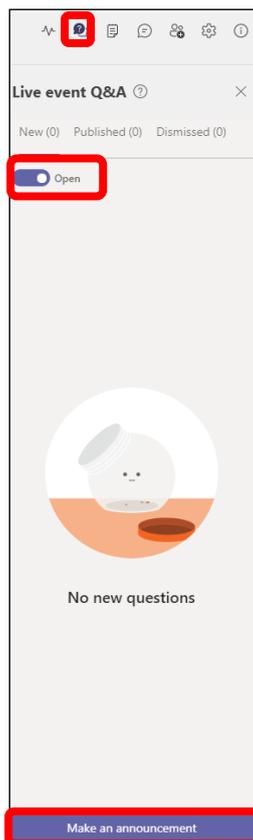
Tips

- Only Producers can start and stop the event. Once you click Start to start the meeting, you cannot stop and restart it. If you click on Stop meeting the meeting will end and cannot be restarted.
- Producers can mute any producers or presenters who aren't actively speaking. If they're not muted, their audio will go live to attendees.
- There's a 15– to 60–second delay from the time a media stream is broadcast to when attendees see it.
- If you stop sharing video (by turning off your camera or ending the presentation), everyone will see the message: **Live event will resume in a moment.**
- Have the presenters join 15 minutes ahead of time. Share a slide with a nice intro, indicating that the event will begin soon. Then, start the live broadcast about 5 minutes early to make sure everything is working. Leave all audio muted until you're ready to go live with your presenter at the start of the live event.
- See the [Microsoft Guide for producing live events](#) for more information.

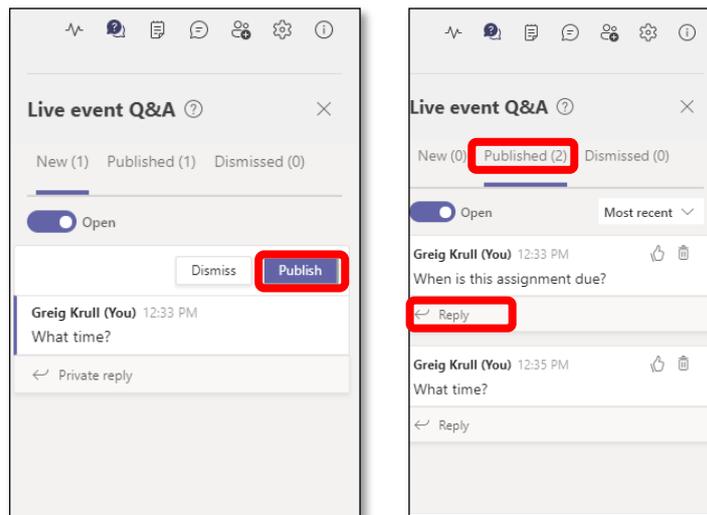
5. How do I monitor the Q&A?

When a live event is created with a Q&A option, attendees can start asking questions even if the event hasn't started. These questions are only visible to moderators (producers or presenters) until they publish them to the event.

1. Select the **Q&A** icon on the right side of the screen, then select **Open**.



2. Select **Publish** to make a question and answer visible to everyone. Note first publish the question and then reply to it. Alternatively, if you select a question and choose **Private reply** only the person who asked the question will receive the reply, no other attendees will see it.



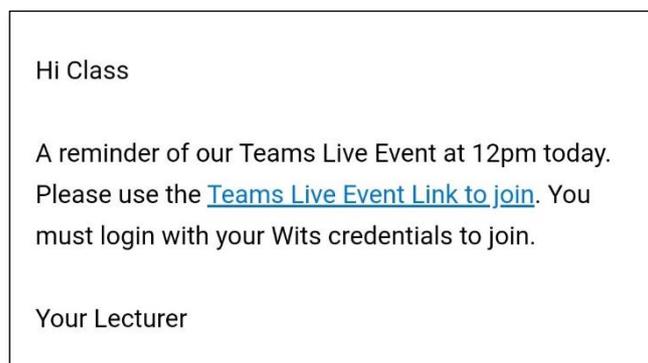
Tips:

- Producers, presenters and attendees can like questions by selecting the “thumb” icon.
- If you want to say something to all attendees in chat, select **Make an announcement** at the bottom of the panel, type the announcement and send.
- When the event is over, you can download reports including a Q&A report by selecting the menu button on the live event invite.

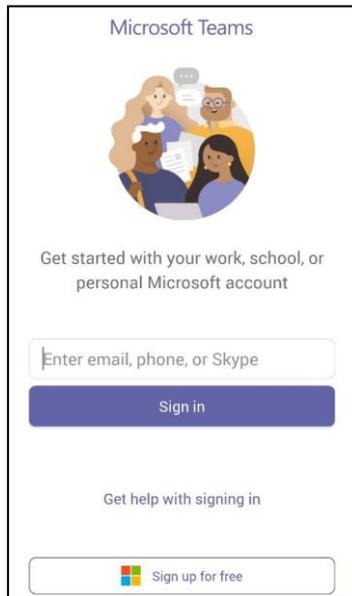
6. How do I attend a Teams Live Event? (For students)

Note that you can attend a Teams Live Event using the Teams app on a PC or mobile device or using the browser on your device. The following steps show the steps when using the Teams app on a mobile device:

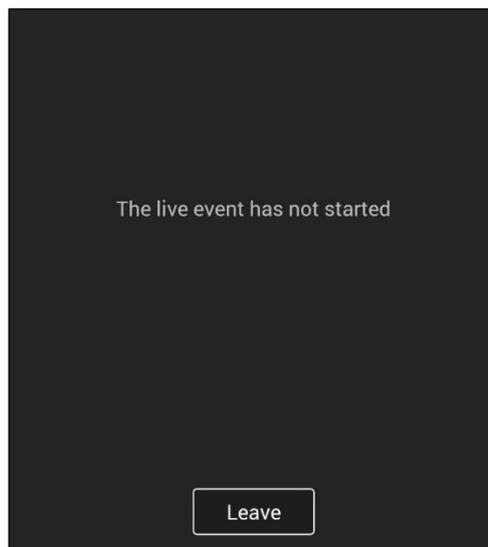
1. Select the live event link sent to you by your lecturer (usually posted in Ulwazi or sent via email).



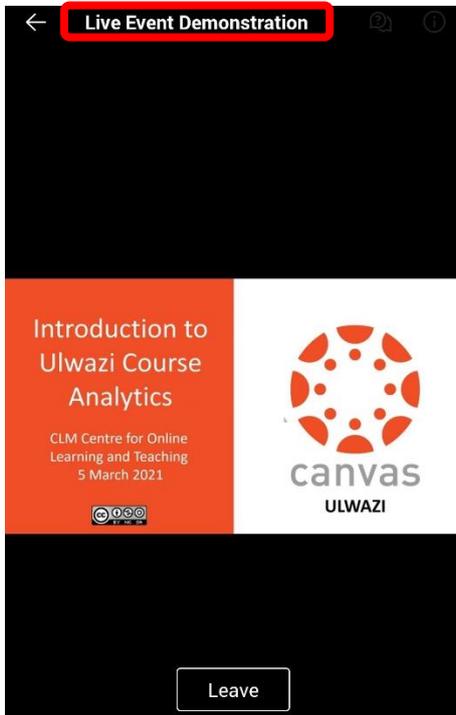
2. Sign in to Teams using your Wits credentials (studentnumber@students.wits.ac.za and your Wits password). Depending on the meeting settings, you may be able to join anonymously.



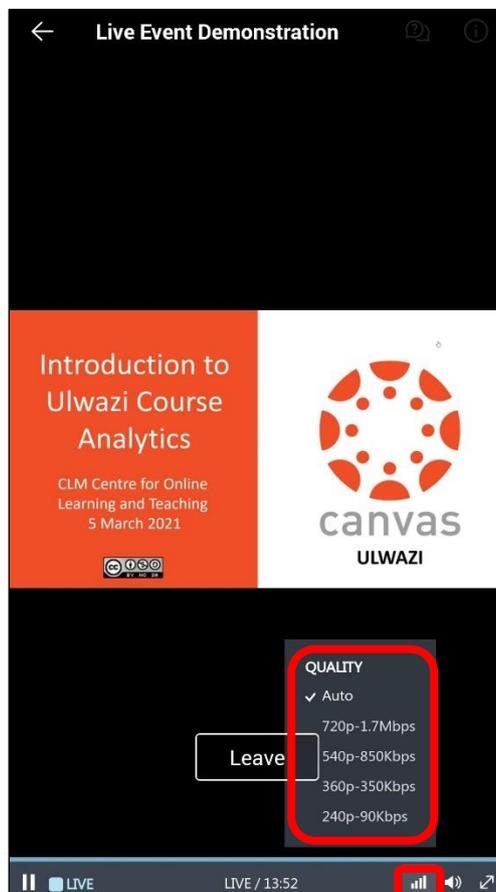
3. If the live event hasn't started, you'll see the message "The live event has not yet started."



4. Once the lecturer starts the live event, you will see what they have shared (either a presentation or a webcam). The name of the meeting is shown at the top. You can rotate your mobile device display to see a bigger image of what is shared.



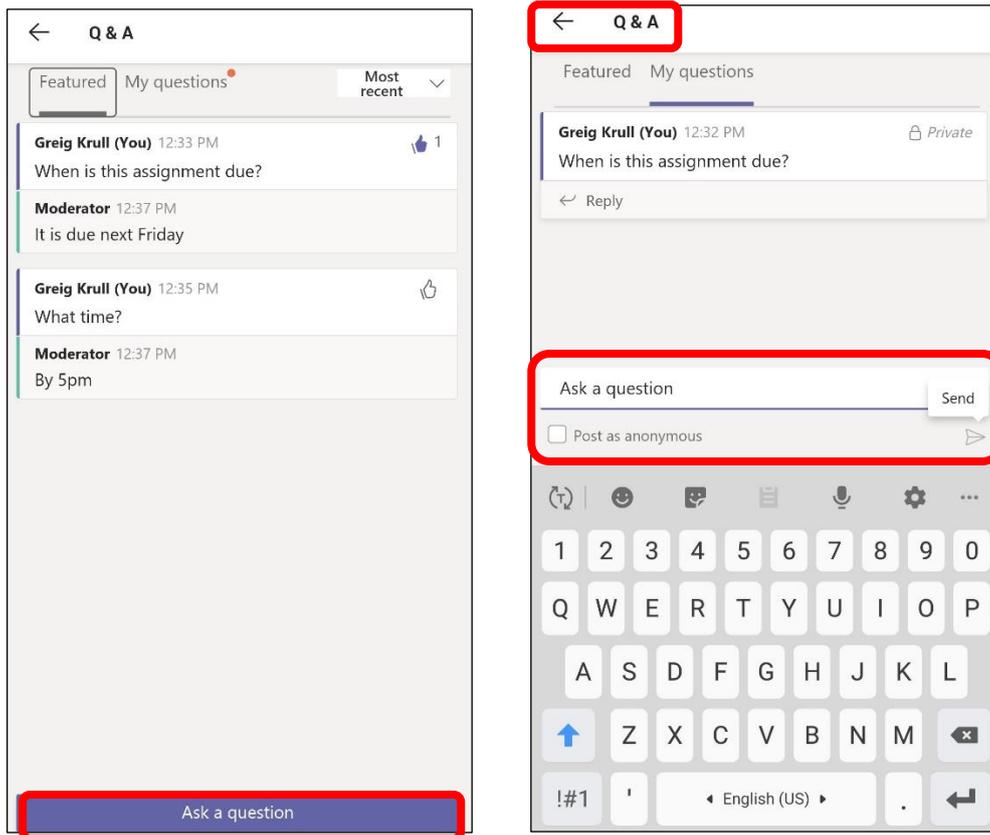
5. There are controls at the bottom of your screen to pause the action, adjust the volume and the video quality. **Important:** To save bandwidth/data, you can reduce the quality of the video:



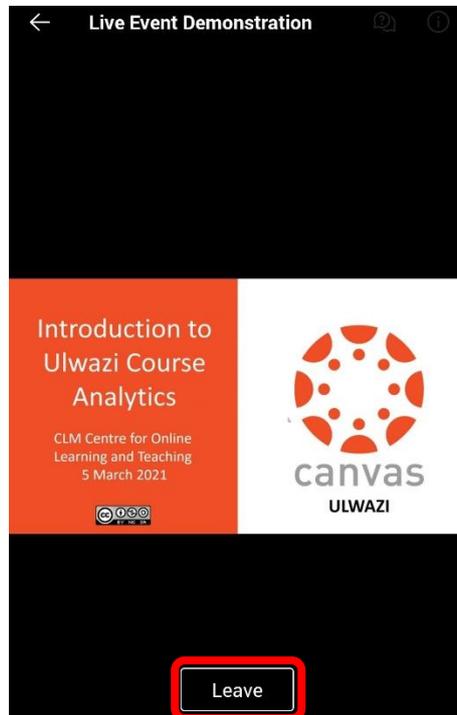
6. The Q&A panel only appears only if organizers have set it up. To ask a question: Select the Q&A button on the top right side of the screen to access the chat. You will be able to type in your question or comment and then the lecturers will choose to reply privately (just to you) or to all attendees in the meeting.



- The Q&A tab appears. You can see what other questions have been asked and what the responses are. Type your question in the compose box, and then select Send. If you want to ask your question anonymously, select **Ask anonymously**.



- Click on the arrow (top left) next to Q&A to go back to the video view.

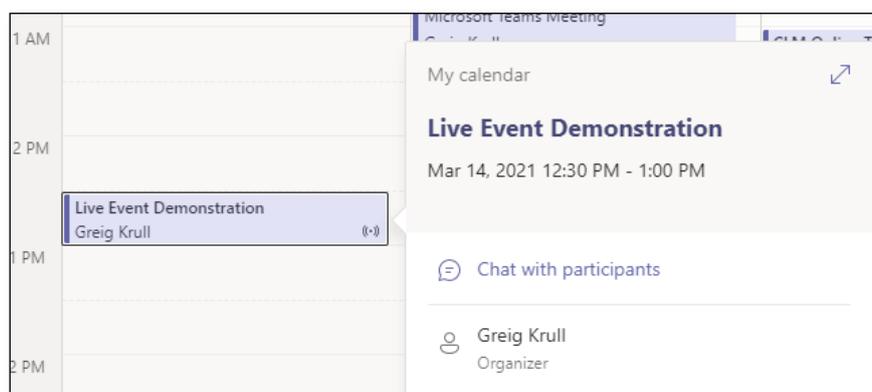


9. When the meeting is finished, click the Leave button to leave.
10. To watch the recorded event, you may be able to use the same link to see a recording. But this may be disabled after the live event. Your lecturer should then save the recording onto Ulwazi and share the link with you.

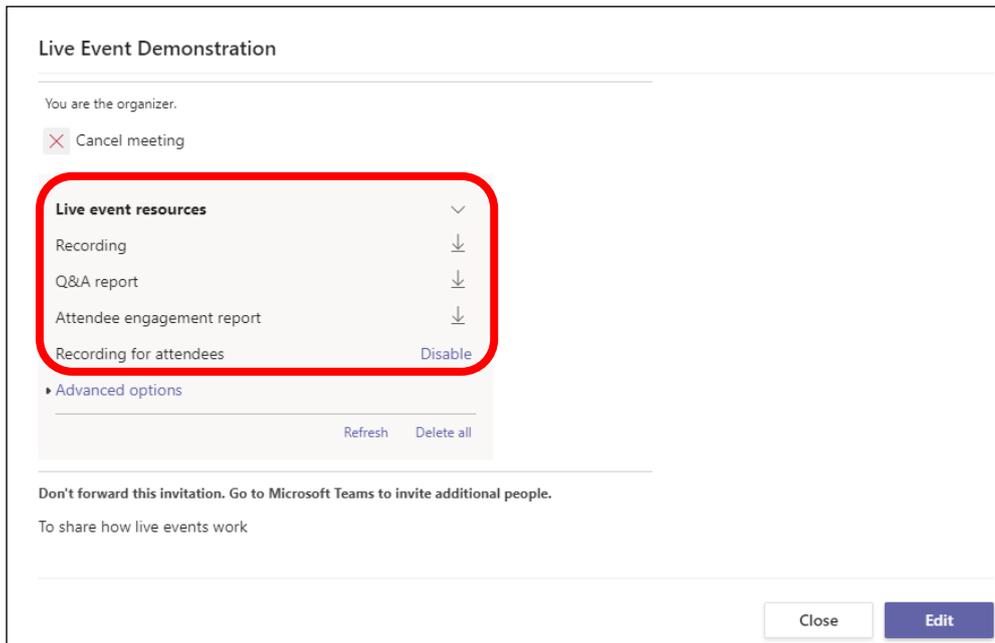
7. How do I see the meeting recording and other information? (For lecturers)

The meeting producers can see information about the live event once it is over. Please note that there are sometimes delays with the final recording, and audio and visual presentation in the recording is sometimes not 100% synchronised.

1. Open the live event in the Teams Calendar.



2. Scroll down to see the live event resources.



3. You can download the recording, the Q&A report and the attendee engagement report. Reports are downloaded as CSV files. You can also choose to disable the recording link for attendees. If you leave it enabled, students will be able to use the same Live Event link to see the recording.