



HOW TO USE MS TEAMS

Students

Dear students,

Welcome to the second master year with a focus on neurorehabilitation. As you might know, this master year is a collaboration between different universities in Belgium. This means that you will have classes in different cities (Leuven, Hasselt, Brussels, and Antwerp). To make everything a bit more convenient for you, we created a Microsoft (MS) Teams environment. In this MS-Teams team, called 'Master 2 NEURO 23-24', you will have access to all your interuniversity Neuro-courses and their accompanying information and documents (Slides, texts, articles, recordings, video's...). This guide was created to help you navigate through MS Teams.

There are a few **ground rules** for using this environment:

- 1-You do not add, change, or delete any documentation or material provided in this environment, unless instructed to do so by a professor.
- 2-This is a professional and learning environment. You do not post anything unrelated to the master 2 neuro program.
- 3-you can react and interact in this environment, but always in a professional and respectful manner.

Of course, If you have any remaining questions, feedback or suggestions concerning the MS Teams environment, do not hesitate to contact us.

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How to sign in and get access to the 'Master 2 NEURO 23-24'-team?

- Open MS Teams in your web browser or download the app on your desktop through the following link: <https://www.microsoft.com/nl-be/microsoft-teams/download-app>
- To log in into MS Teams, insert your student e-mail address of your host university.



Meld je aan met je werk-, school- of Microsoft-account.

voornaam.naam@kuleuven.be

Aanmelden

How to get access to the team and the necessary courses?

- Once you are logged in into the MS Teams environment, fill in this google form https://docs.google.com/forms/d/e/1FAIpQLSeWj1oXXWsKbDbre-FXDQPhDIBcJPiJMS01LkBEeDGAJLZbzA/viewform?usp=sf_link .
- You will then receive an invitation to join the MS-Teams team. Be mindful that these invitations have to be sent out by a member of the neuro team, and that this might take a while.
- First, you must accept the invitation to the 'Master 2 NEURO 23-24'-team.
- Once you are part of the team and your name is visible in the team members list, we can add you to the channels (=courses). Be aware that this might take a few days.

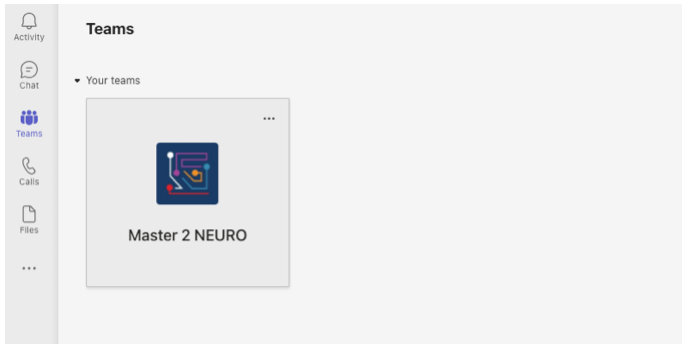
The courses that are part of this MS Teams-team are:

- o Neuroscientific Aspects of Neurological Rehabilitation
- o Physiotherapeutic Theory and Practice for Neurological Rehabilitation
- o Rehabilitation Technology in Neurological populations
- o Clinical Neuropsychology in Neurological Rehabilitation
- o Evidence-based Practice Case Report

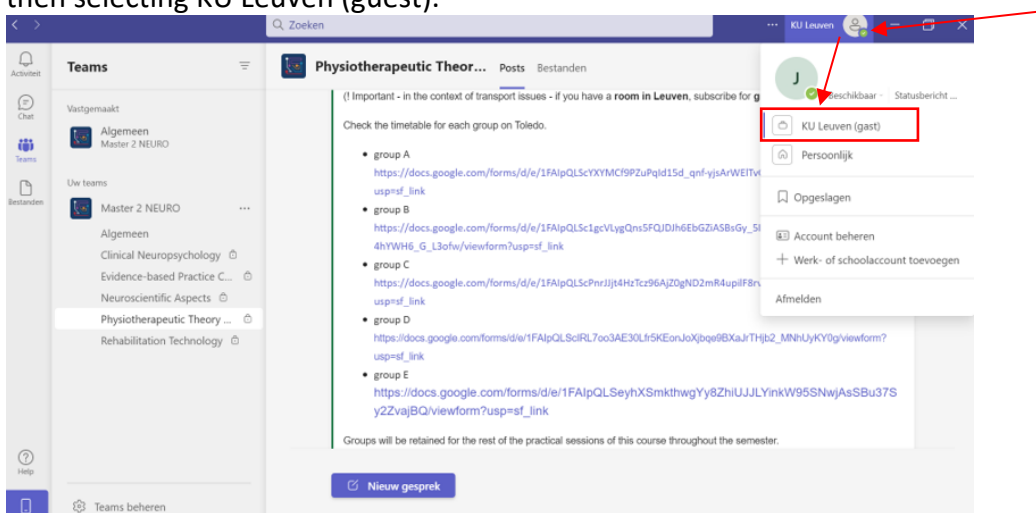
For any other courses, you will still need to consult other platforms.

if you encounter a problem during the log in process, please send an e-mail to alien.craninckx@kuleuven.be

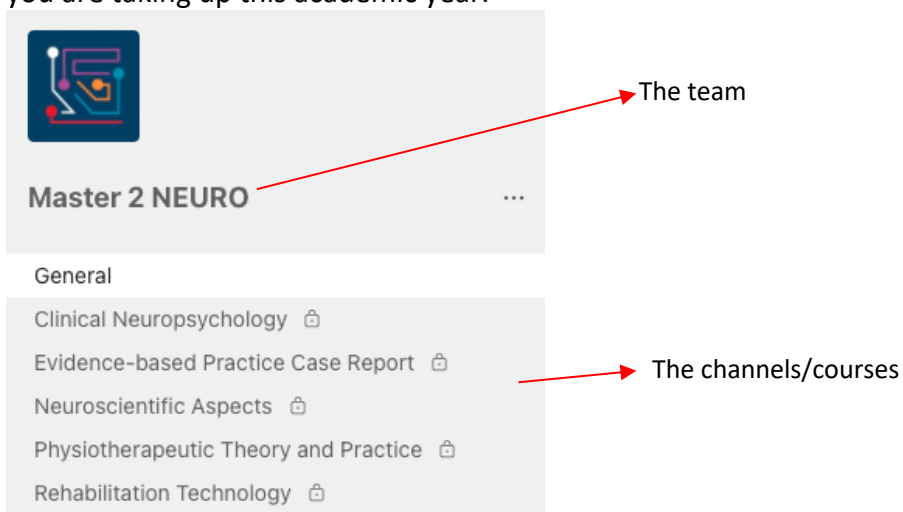
- You can see the teams you are a part of by clicking 'Teams' in the left vertical column.



A common problem occurs when you've previously logged in into MS Teams with another email account. If the 'Master 2 NEURO 23-24'-team is not visible to you, make sure you are logged in with the correct mail address. Also make sure you are logged in as a KU Leuven (guest), by clicking your name in the upper right corner and then selecting KU Leuven (guest).

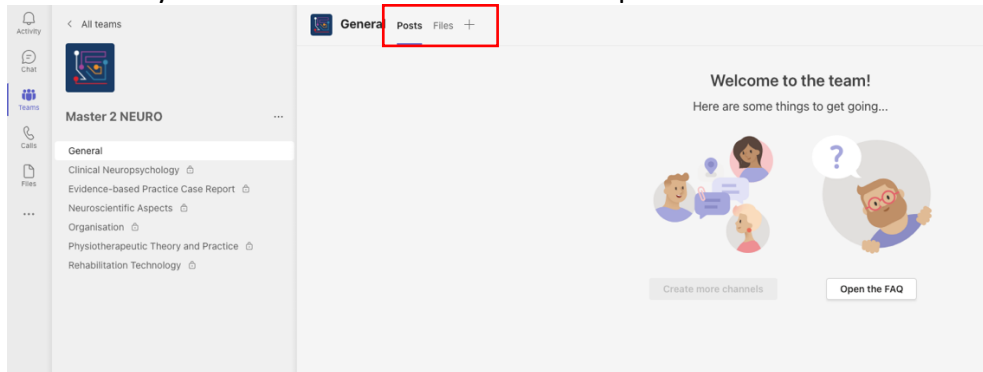


- In the channels, you can find all the information, communication and documents concerning a certain course. This means that you don't have to consult Toledo/Blackboard/Canvas for information concerning a course. Everything will be added to the same learning tool (MS Teams). You will only get access to the courses you are taking up this academic year.



How to find your way in a course?

In a course you can find different tabs at the top of the screen.



Posts

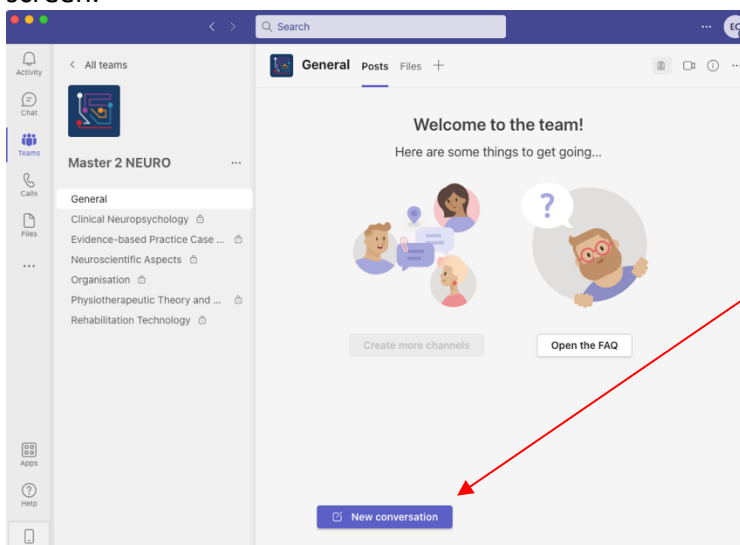
Under 'Posts' you can find announcements concerning the course.

For example:

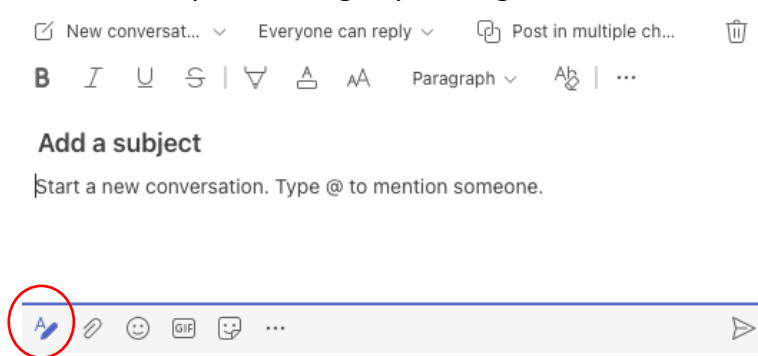
- Changes in the schedule
- Information about preparations you need to make for the course
- Cancellation of a lesson
- Information about what you need to know for the course
- Information about the exam
- Links to recordings of classes
- Information about practice groups
- other interesting links
- ...

You are also able to post something. However, only post relevant items that are approved by the coordinator of the course.

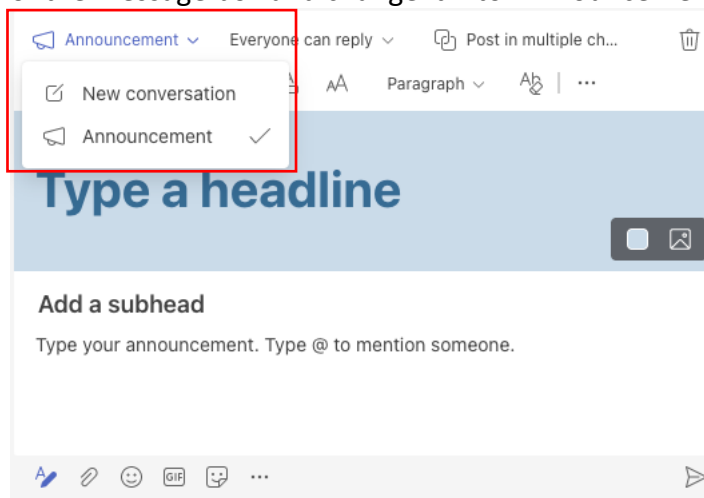
- You add a post by clicking the button 'New Conversation' at the bottom of the screen.



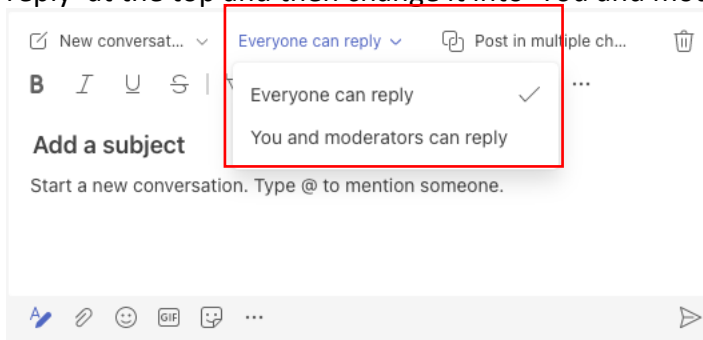
- You can edit your message by clicking the edit button.



- To turn your message into an announcement, click 'New Conversation' at the top left of the message box and change it into 'Announcement'.

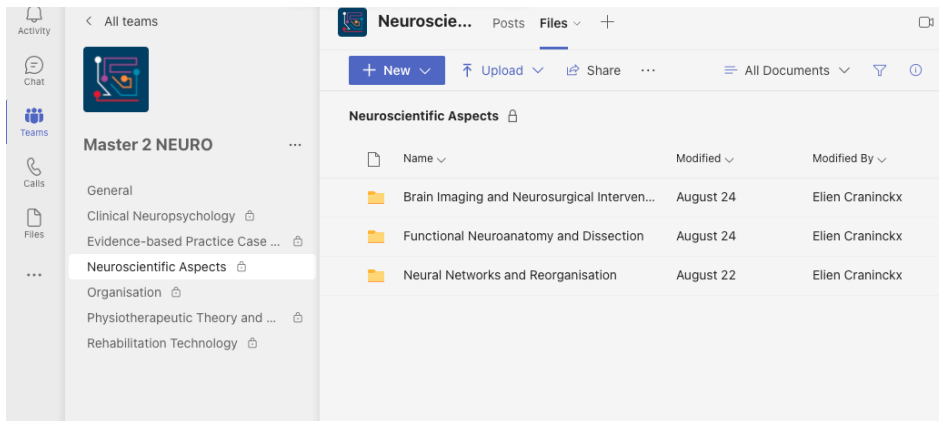


- To manage replies, you can turn off the possibility to reply by clicking 'Everyone can reply' at the top and then change it into 'You and moderators can reply'.

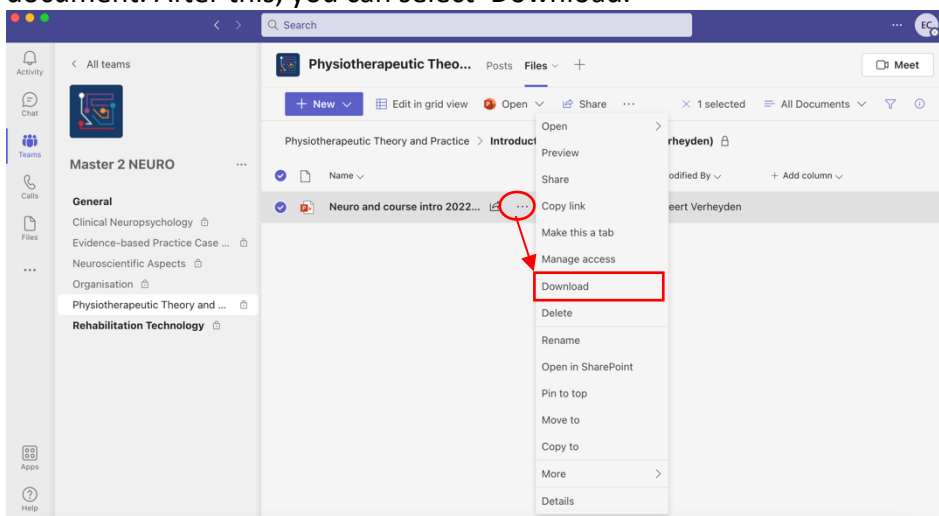


Files

Under 'Files' you will find all the documents (PowerPoints, articles, texts, recordings, and videos...) concerning the course. When needed, a lesson can be given online. If this lesson is recorded, you can also find the recording under 'Files'. You are not allowed to add or delete files or to move files around in the document library. We will be able to track changes made to the library.

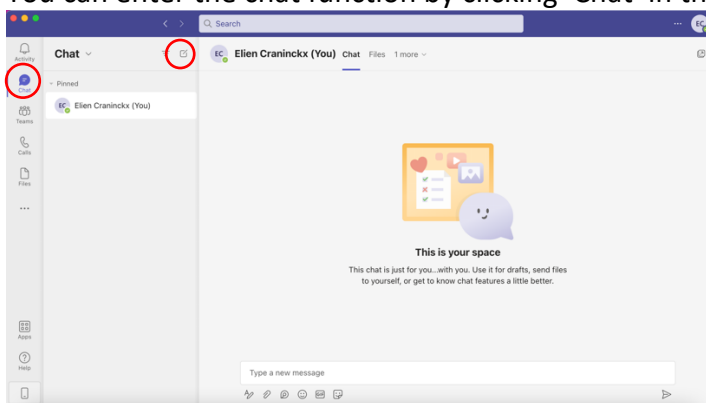


- You can download a file by clicking 'more options' (three dots) next to the title of the document. After this, you can select 'Download.'



How to use the chat in MS Teams?

- You can enter the chat function by clicking 'Chat' in the left vertical column.



- In the chat you can communicate with other MS Teams users that are a part of the Teams environment. This is very practical in case you must make a group assignment.
- You can make a group chat by clicking the 'New conversation' button and adding all the members of your group.

- In theory you could also message professors via the private chat. However, we prefer you send them an email in case of a question. Professors won't always check their MS Teams chats.

In case of further questions concerning the 'Master 2 NEURO 23-24' MS Teams environment, you can mail alien.craninckx@kuleuven.be