

University POLITEHNICA of Bucharest

Minimal guide for accessing live didactic activities for students

At the address [below](#) you can also find a video with the information presented hereinafter: <https://drive.google.com/file/d/1KQa2aUol8tD8U3ZLHLHKLUM19GqACv4y/view?usp=sharing>

This document guides the University Politehnica of Bucharest students on how to participate in online presentation sessions with live transmission of the activities.

The guide provides the necessary means to transpose the courses in the online environment, using virtual classes.

Microsoft Teams is a communication and collaboration platform that combines capacities of chat, video conference, files storing and integrating with many other Office 365 applications.

The Microsoft Teams platform can be accessed both from desktop/laptop devices and from mobile devices.

The first step is to access the portal <https://teams.office.com> and authenticate on the platform.

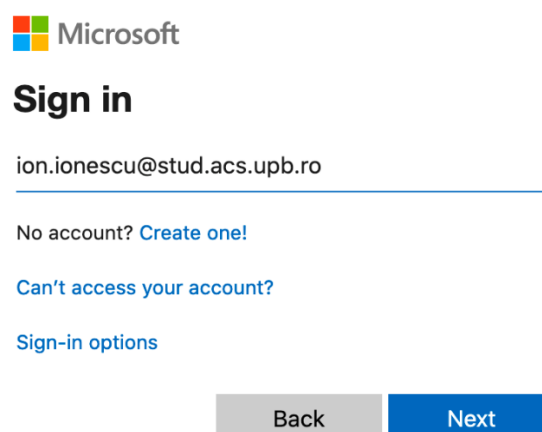


Figure 1 – Introducing the user for authentication

Attention! Authentication is done with your email account, including the organization address (for example: ion.ionescu@stud.acs.upb.ro, not just ion.ionescu).

The domains of the faculties in the University POLITEHNICA of Bucharest are:

- stud.electro.upb.ro – Faculty of Electrical Engineering;
- stud.energ.upb.ro - Faculty of Power Engineering;
- stud.acs.upb.ro - Faculty of Automatic Control and Computer Science;
- stud.etti.upb.ro - Faculty of Electronics, Telecommunications and Information Technology;
- stud.mec.upb.ro - Faculty of Mechanical Engineering and Mechatronics;
- stud.fiiir.upb.ro - Faculty of Industrial Engineering and Robotics;
- stud.isb.upb.ro - Faculty of Biotechnical Systems Engineering;
- stud.trans.upb.ro - Faculty of Transports;
- stud.aero.upb.ro - Faculty of Aerospace Engineering;
- stud.sim.upb.ro - Faculty of Material Science and Engineering;
- stud.chimie.upb.ro - Faculty of Applied Chemistry and Materials Science;
- stud.fils.upb.ro - Faculty of Engineering in Foreign Languages;
- stud.fsa.upb.ro - Faculty of Applied Sciences;
- stud.fim.upb.ro - Faculty of Medical Engineering;
- stud.faima.upb.ro - Faculty of Entrepreneurship, Business Engineering and Management.

After introducing the correct email address, the portal will display a photo with the University POLITEHNICA, like in the image below.

For any problem concerning authentication, please contact the IT contact person in your faculty (www.curs.pub.ro).

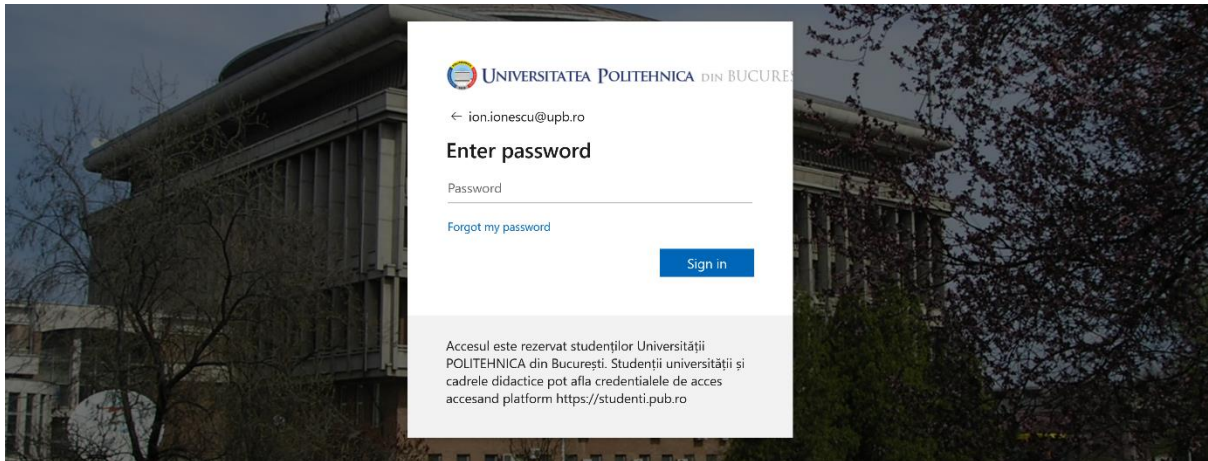


Figure 2 – Introducing the access password

Microsoft Teams can be used as a separate application on your computer or directly from the web browser. Both versions can be used to participate in online audio/video courses. We recommend that you install the application on your computer. To download the application, select the button "Download Desktop application (Descărcați aplicația desktop)" at the bottom left side of the main menu, as seen in Figure 3. Then, the tutorial will assume using the application in order to share your computer screen as well.

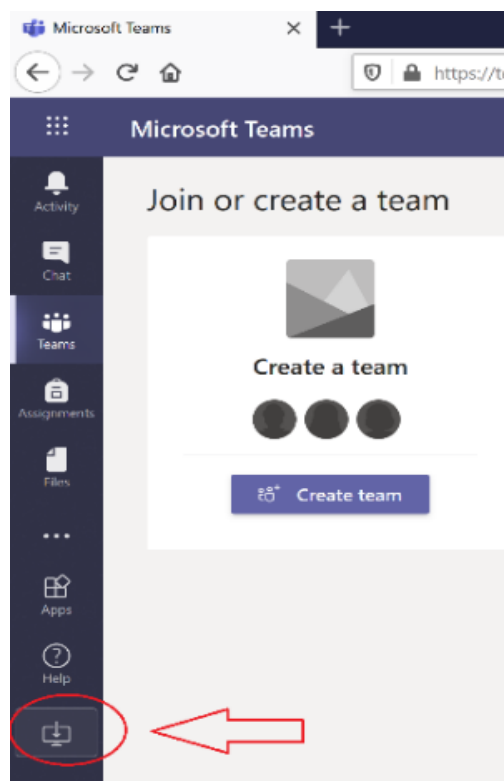


Figure 3 – Downloading the Microsoft Teams application

After downloading the application, start its installing. The first run of the application will ask your authentication. Use the same credentials (user/password) as the previous ones (for example: user ion.ionescu@stud.acs.upb.ro and the corresponding password).

At the first run of the program, it is possible that it may require Internet access. Select **”Allow access”**, see Figure 4. After this operation, the online teaching session will be active.

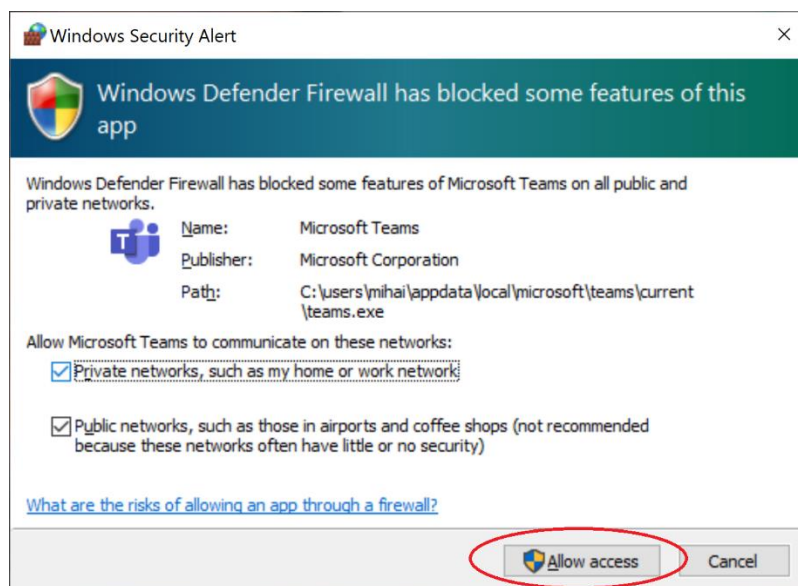


Figure 4 – Permitting access to Internet for the Microsoft Teams application

To access a virtual class, it is necessary to obtain the access link to the virtual class from the teacher. The link is the following:

[https://teams.microsoft.com/l/team/19%3a31e772b239eb4ea9a4dfe61f8028ead1%40thread.tacv2/conversations?groupId=07773991-1e6b-4983-9be2-ad5de2f90724&tenantId=2d8cc8ba-8dda-4334-5c-fac2092e9bac.](https://teams.microsoft.com/l/team/19%3a31e772b239eb4ea9a4dfe61f8028ead1%40thread.tacv2/conversations?groupId=07773991-1e6b-4983-9be2-ad5de2f90724&tenantId=2d8cc8ba-8dda-4334-5c-fac2092e9bac)

After accessing the obtained link, select **”Join”**, like in Figure 5.

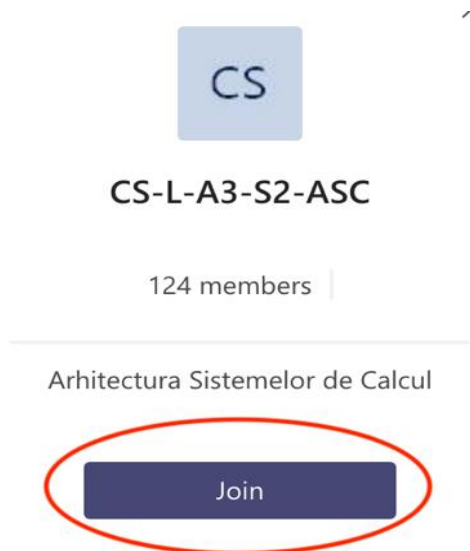


Figure 5 – Joining a class

The students will access live sessions, at the time slots in the existing timetable, by using the portal <https://teams.office.com> directly, and then by selecting the virtual class they wish. All classes have a channel named 'General', which is used to participate in a live session. By using the button 'Join' on this channel, you can participate in the live session you wish.

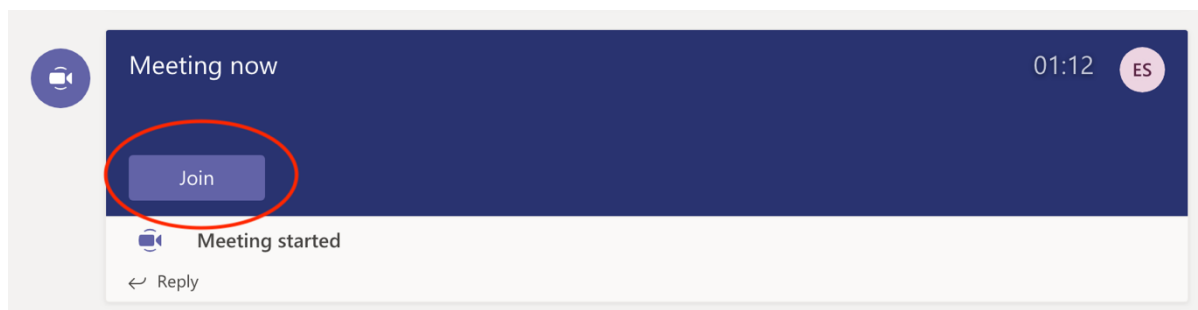


Figure 6 – Participation in live sessions

Once the conference is started, the student has the possibility to start or stop the microphone, see Figure 7. We suggest disabling the microphone by all the participants.

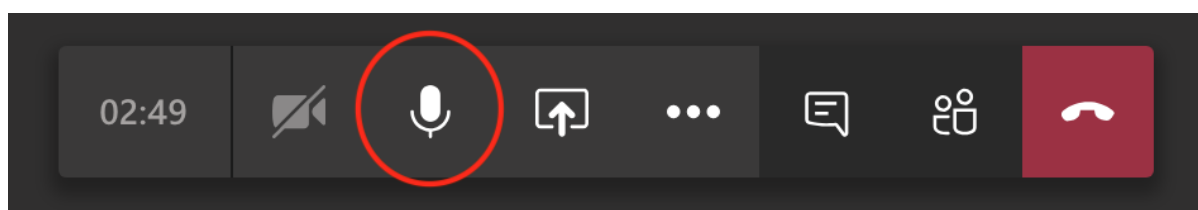


Figure 7 –Disabling the microphone

After selecting the content that one wishes to share, the participants will see the content on their screen, Figure 8.

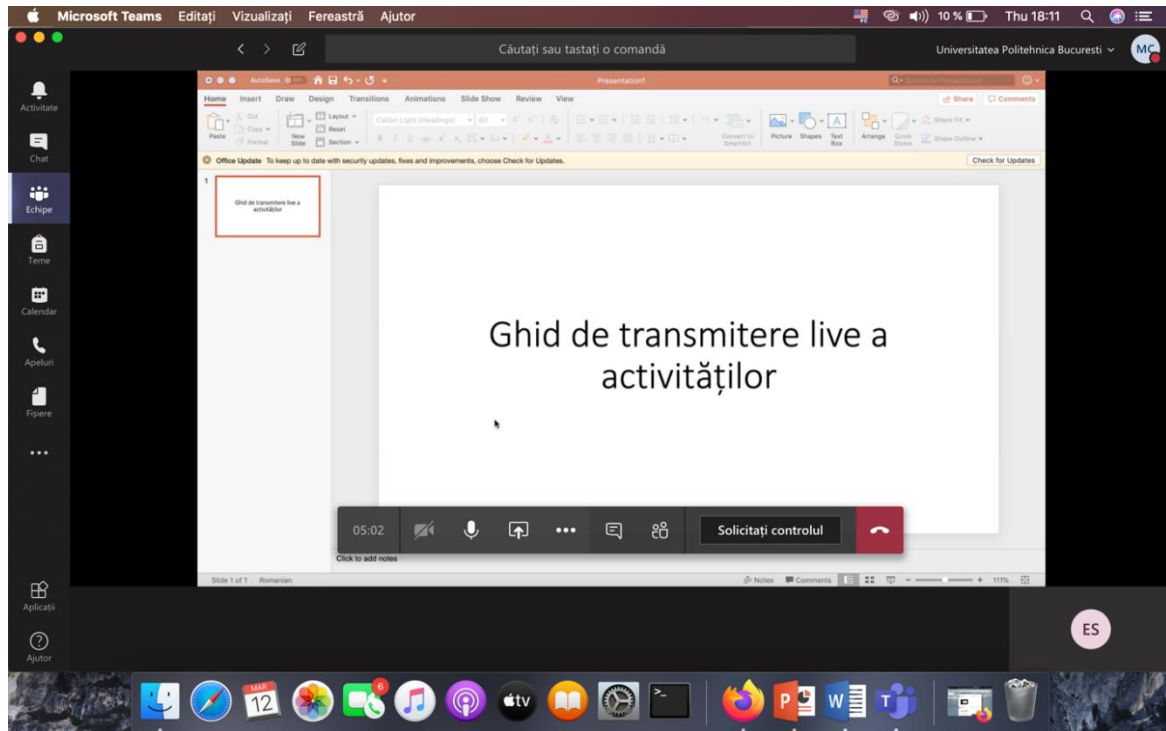


Figure 8 – Visualization of shared content live