

How to get help from the CS tutors using Microsoft Teams

NOTICE: Please expect some difficulty in this process. Computer Science Tutoring Group have set this up as best we can and will accommodate where possible.

Setting up MS TEAMS:

1. Head to <https://teams.microsoft.com/downloads>
2. You will see this in the center of the page, click on "Download Teams"

Teams on your desktop. It's just better.

↓ Download Teams

3. Go to where you downloaded the file and install the application

(If you receive an error message about a missing .dll file just ignore it and re-attempt the install)

This process is entirely automated so do not worry about any extra steps.

4. At this point, you can log in with your University email address and password. (If you do not have these set up yet, please contact IT Services Help Desk at 303-352-7548)

Joining the CS Tutoring Teams Group:

1. Select the "teams" icon on the left side of the application:



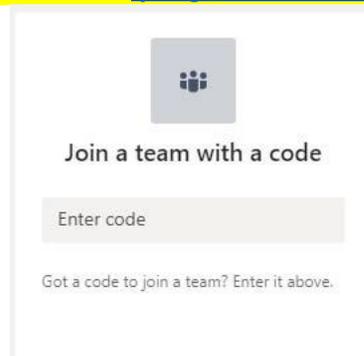
2. In the upper right corner, click on "Join or create team"

Join or create team

3. In the field "Join a team with a code" enter the following code:

2ugdrbn in the grey text area.

(IT told me the code may not work and may change after certain time. The owner can always generate a new code to allow new members. Please contact fjiang@msudenver.edu if this code doesn't work.)

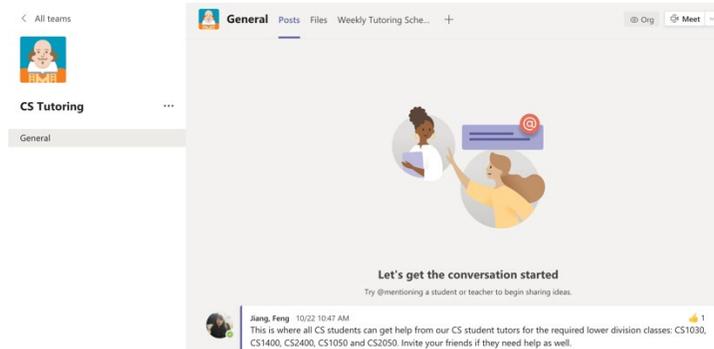


4. You can also use this link to find the Teams group.

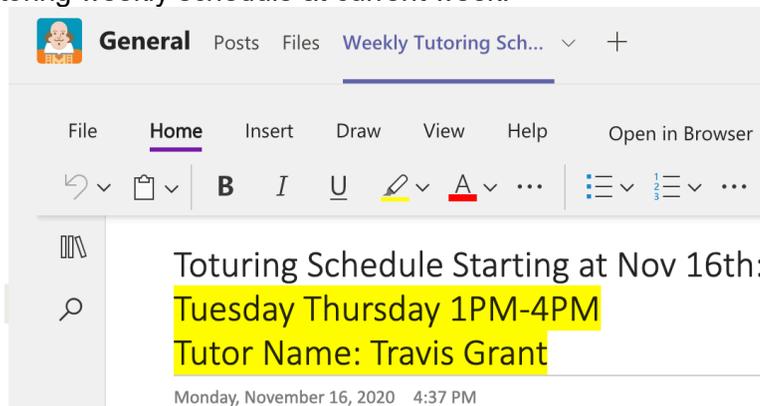
<https://teams.microsoft.com/l/team/19%3ae5424d08dc0d4764b1800d6462b6f614%40thread.tacv2/conversations?groupId=2fef3524-065b-4d74-9add-e88a69a1165f&tenantId=03309ca4-1733-4af9-a73c-f18cc841325c>

Navigating the virtual CS Tutoring:

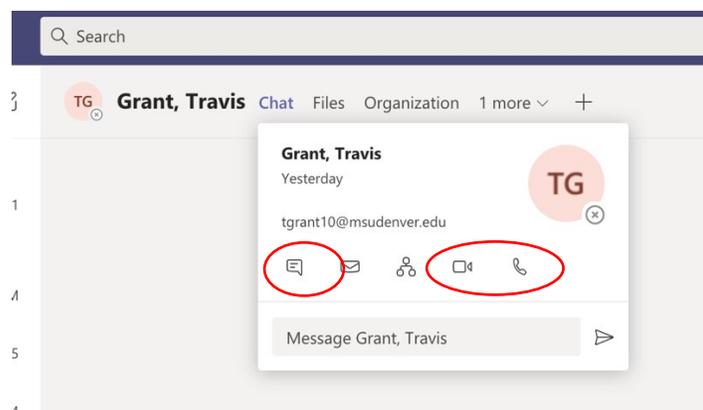
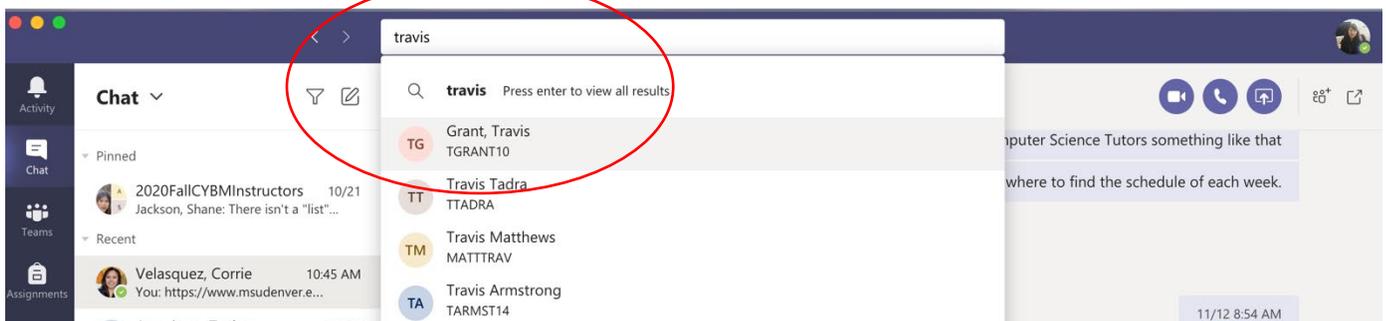
- 1) Once you have downloaded MS Teams and joined the tutoring group, you will see posts + files + weekly tutoring schedule all in General channel.



- 2) Click on the "Weekly Tutoring Schedule" on the top manual then you will see the active Tutor Name and active tutoring weekly schedule at current week.



- 3) To get the tutor's help, send the tutor a message by entering Tutor's name in "Chat" top search bar. You can also directly audio or video call the tutor during the tutoring schedule time.



- 4) To contact the tutor outside the scheduled time or make an appointment, you can also start a post under general posts by @Tutorname. Make sure you included "@Tutor name" for the tutor to receive a notification.

The image shows a screenshot of a Slack channel named "General". At the top, there is a search bar with "@tra" entered, and a suggestion box for "Grant, Travis" with the email "tgrant10@msudenver.edu". Below this, the channel header shows "General" with tabs for "Posts", "Files", and "Weekly Tutoring Sche...". A notification says "Try @mentioning a student or teacher to begin sharing ideas." The main content area shows a post by "Jiang, Feng" from 10/22 10:47 AM. The post text is: "This is where all CS students can get help from our CS student tutors for the required lower division classes: CS1030, CS1400, CS2400, CS1050 and CS2050. Invite your friends if they need help as well." Below this is a reply from "Jiang, Feng" at 10:49 AM: "Meet with our new CS student Tutor Travis Grant, Travis." A "Yesterday" separator follows. Another post by "Jiang, Feng" at 9:30 AM says: "Tutoring Schedule starting at Week Nov16th Tuesday and Thursday 1-4 PM." A reply at 9:36 AM says: "Send Travis a message if you need help or want to talk/video chat with him.:". A post at 9:37 AM says: "Added a new tab at the top of this channel. Here's a link." Below this is a link card for "Weekly Tutoring Schedule". The final post, at 10:02 AM, says: "Grant, Travis I have shared this to lower division classes. 😊". This post and the link card above it are circled in red.