

Quick Guide: Online admission interview via Microsoft Teams

Guide for admissions committee

For internal use only

Tools: Microsoft Outlook and Microsoft Teams for Education

Contents

1	Introduction.....	3
2	Microsoft Teams desktop client available?	3
3	Create and send appointment for online admission interview.....	3
4	Prepare and open the online admission interview	5
5	Conducting an online admission interview	7
5.1	Important tips.....	8
5.2	Online admission interview is interrupted by the applicant.....	8
5.3	Online admission interview is interrupted by FH JOANNEUM.....	8
5.4	Online admission interview cannot be conducted due to technical or organisational reasons attributable to the applicant	9
5.5	Buttons and options for the online admission interview	9
5.6	Share content with participants	10
5.7	Use chat and video in parallel	10
5.8	Display participants	11
5.9	Make the applicant a presenter	12
6	Checklist for online admission interviews	13
7	Help	14

1 Introduction

Due to the COVID-19 situation, an online admission interview will be conducted using the tool Microsoft Teams.

2 Microsoft Teams desktop client available?

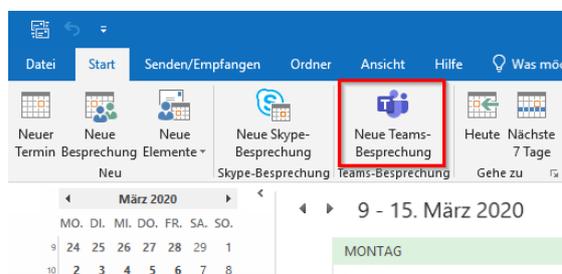
1. Check whether Microsoft Teams is installed on your computer.



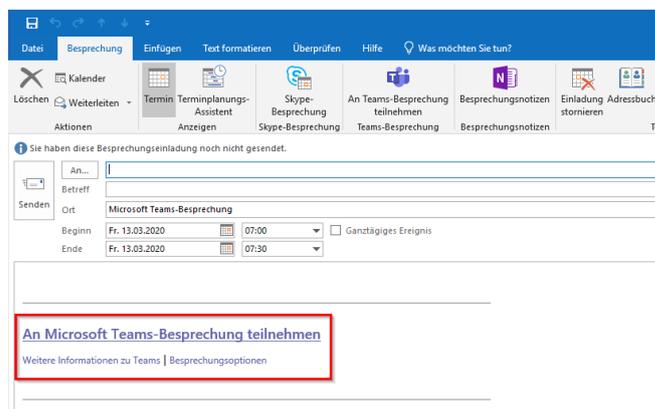
2. If not, install the Microsoft Teams desktop client prior to the online admission interview.
3. Brief instructions on how to do this can be found at <https://download.fh-joanneum.at>, "EN-Manual-MS-Teams".

3 Create and send appointment for online admission interview

1. Open Microsoft Outlook.
2. Open your Microsoft Outlook calendar, or the Microsoft Outlook calendar of your degree programme if you have the necessary permissions. Detailed information about the necessary settings can be found at <https://download.fh-joanneum.at> in the file "Besprechung-im-Auftrag-einer-anderen-Person-anlegen".
3. In the calendar, click on the button "New Teams Meeting" ("Neue Teams-Besprechung").



4. This will open the window for planning a new meeting; the text field of the appointment includes an automatically inserted link to the online admission interview: "Join Microsoft Teams Meeting" ("Hier klicken, um der Besprechung beizutreten").



5. Enter the following email addresses in the field "To" ("An"):
 - a. email address of the applicant,
 - b. email addresses of the members of the admissions committee.
6. Enter the following information in the field "Subject" ("Betreff"): "First name / Last name of applicant – FH JOANNEUM online admission interview".
7. "Microsoft Teams Meeting" ("Microsoft Teams-Besprechung") is automatically inserted in the field "Location" ("Ort").
8. Select the desired date and time.
9. Open the link "Meeting options" ("Besprechungsoptionen") to make the following settings:
 - a. "Who can bypass the lobby?" ("Wer kann den Wartebereich umgehen?"): Select "People in my organisation and guests" ("Personen in meiner Organisation und Gäste") in the dropdown field.
 - b. "Who can present?" ("Wer kann präsentieren?"): Select "People in my organisation" ("Personen in meiner Organisation") in the dropdown field.
 - c. Click on "Save" ("Speichern") and return to the appointment planning page in Microsoft Outlook.

Besprechungsoptionen

Wer kann den Wartebereich umgehen?

Wer kann präsentieren?

Speichern

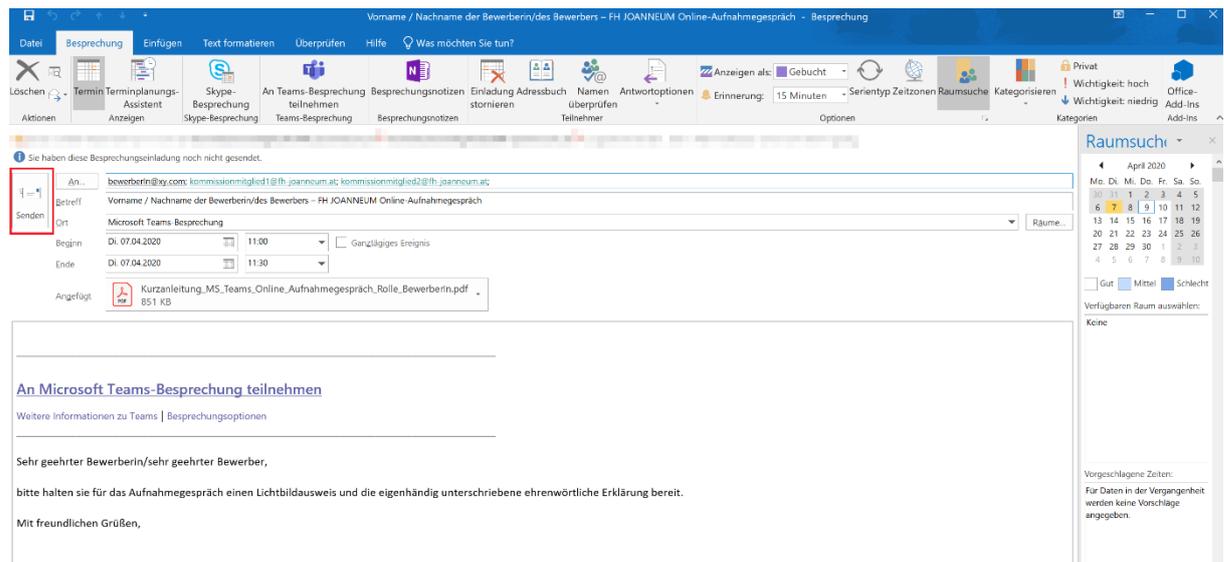
10. Enter the following information in the text field below the link "Join Microsoft Teams Meeting" ("An Teams Besprechung teilnehmen"):

Dear Applicant,

Please keep photo identification and the signed academic honesty declaration form (Declaration) ready for the admission interview.

Kind regards,

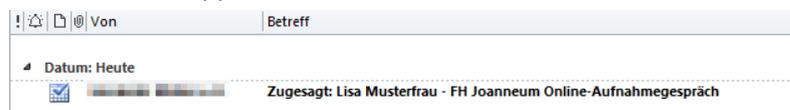
11. Please attach the Guide for online admission interviews for applicants, which can be found at <https://download.fh-joanneum.at>. To do this, click on the "Insert" ("Einfügen") tab and the "Attach file" ("Datei anfügen") button. Select the file from the directory on your PC and click on "Attach" ("Einfügen").
12. Click on "Send".



4 Prepare and open the online admission interview

Proceed as follows to prepare the online admission interview:

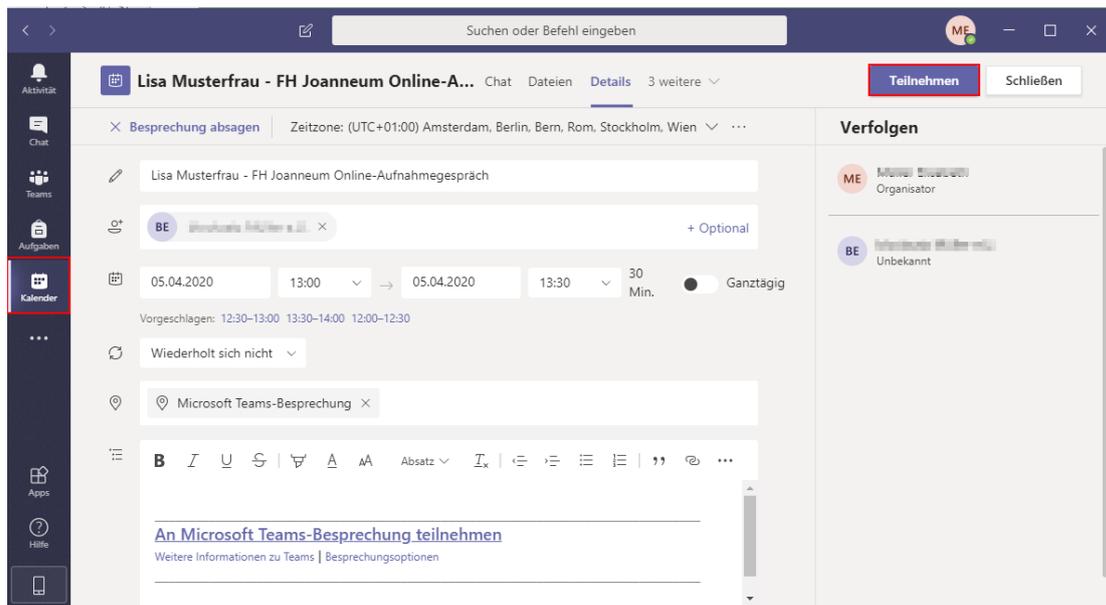
1. Check in good time whether the applicant has confirmed/accepted the invitation.
2. You will receive a message in the Microsoft Outlook inbox with the subject "Accepted: First name / Last name of applicant – FH JOANNEUM online admissions interview".



3. You should also check your junk email folder if confirmation emails are missing.

To open the online admission interview, please proceed as follows:

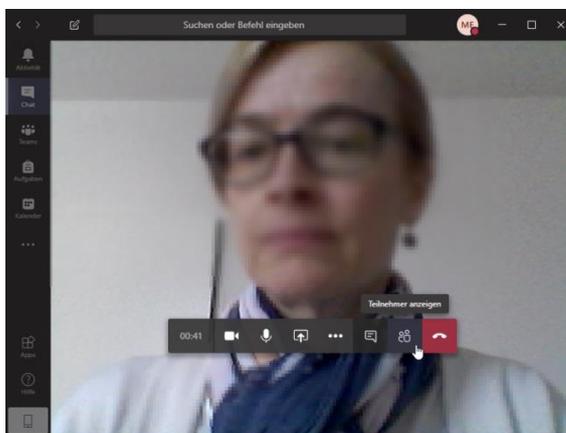
1. Open Microsoft Teams.
2. Open the Microsoft Teams calendar.
3. Open the desired date for the online admission interview.
4. Click on the "Join" ("*Teilnehmen*") button.



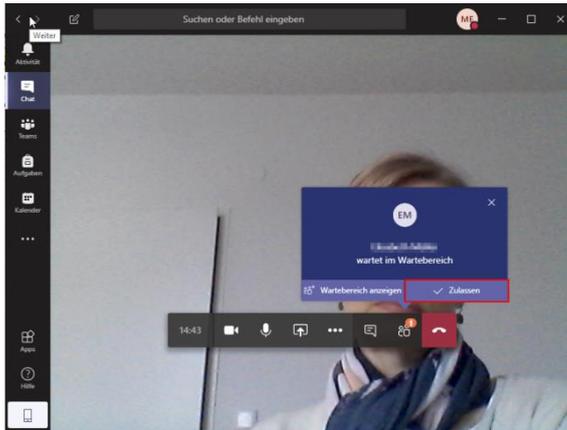
5. This will open the window for starting the video call in Microsoft Teams.
Keep the camera and microphone turned on.
6. Click on "Join now" ("*Jetzt teilnehmen*").



7. The video call is now open for the online admission interview.

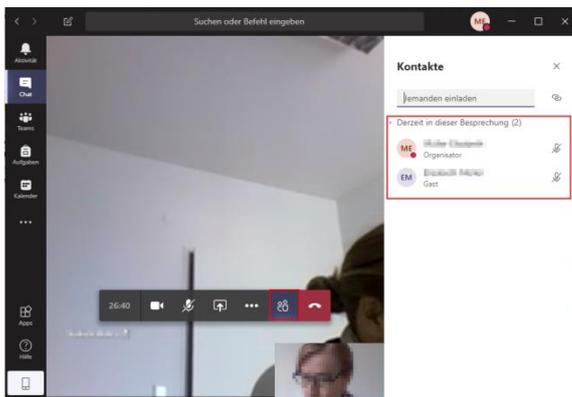


8. The applicant is still waiting in the lobby.
9. Click "Admit" ("*Zulassen*") when you are ready.



10. The online admission interview can now start.

Tip: Click on "Show participants" ("Teilnehmer anzeigen") to see who is currently in the meeting. Close and restart participation in the meeting if there have been problems admitting an applicant to the meeting.



Important: Keep the mobile number of the applicant ready for any unforeseeable situations.

5 Conducting an online admission interview

1. Open the online admission interview.
2. Tell the applicant that the online admission interview will not be recorded.
3. Ask the applicant to present photo identification to the camera in order to provide proof of identity.
4. Ask the applicant to present the signed academic honesty declaration form (Declaration) to the camera.
5. Ask the applicant to confirm:
 - a. that she/he is not using any unauthorised aids and

- b. that no one else is present to provide assistance.
6. Conduct the online admission interview.
7. Once the interview has been completed click on "Hang up" ("Auflegen").

5.1 Important tips

Please keep the following points in mind during the online admission interview:

- Keep the applicant's mobile number to hand for any unforeseeable situations.
- Inform the applicant
 - what to do when the online admission interview is interrupted by her/him (see 5.2).
 - what to do when the online admission interview is interrupted by FH JOANNEUM (see 5.3).
 - what happens when the online admission interview cannot be conducted due to reasons attributable to the applicant (see 5.4).
- Your camera and the applicant's camera should be turned on throughout the entire admission interview.
- Your microphone and the applicant's microphone should be turned on throughout the entire admission interview.
- Recording of the online admission interview is not permitted.

5.2 Online admission interview is interrupted by the applicant

If the online admission interview is interrupted by the applicant, please proceed as follows:

1. Stay in the video call and do NOT close it.
2. The applicant must again open the invitation received and click on "Join Microsoft Teams Meeting" ("An Microsoft Teams-Besprechung teilnehmen").
3. The applicant may find herself/himself again in the virtual lobby.
4. In this case, please click on "Admit" ("Zulassen").

Tip: The link "Join Microsoft Teams Meeting" ("An Microsoft Teams-Besprechung teilnehmen") will still work, even when the time window for the online admission interview has expired.

5.3 Online admission interview is interrupted by FH JOANNEUM

If the online admission interview is interrupted by FH JOANNEUM, please proceed as follows:

1. The applicant stays in the video call and does NOT close it.
2. Open the appropriate appointment for the online admission interview in the Microsoft Teams calendar. Click on "Join" ("Teilnehmen").



3. This will open the window for starting the video call in Microsoft Teams.

4. Click on "Join now" ("*Jetzt teilnehmen*").
5. The applicant will still be in the video call.

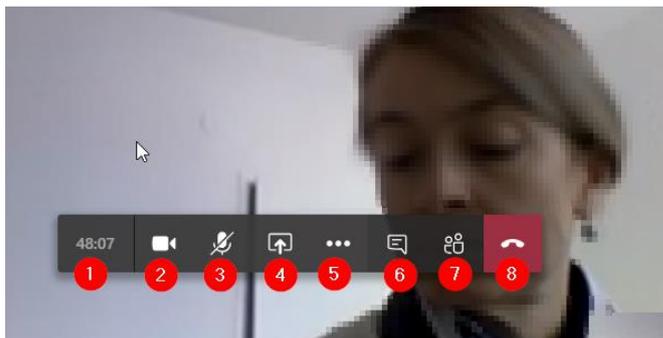
Tip: The link "Join Microsoft Teams Meeting" ("*An Microsoft Teams-Besprechung teilnehmen*") will still work, even when the time window for the online admission interview has expired.

5.4 Online admission interview cannot be conducted due to technical or organisational reasons attributable to the applicant

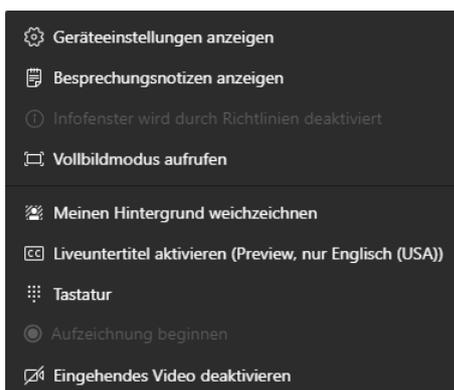
In this case, the reason why the interview could not be conducted must be clarified. If the reasons are justifiable, not the applicant's fault or of a technical nature, the applicant must be offered a new interview date on a one-off basis.

5.5 Buttons and options for the online admission interview

The Microsoft Teams video conferencing system offers the following buttons/options:



1. The duration of the online admission interview is displayed on the left hand side.
2. Click on the video camera icon to turn on or turn off the camera.
We recommend that you turn on the camera during the online admission interview. This allows the applicant to get a picture of you – which makes for a good atmosphere.
3. Click on the microphone icon to mute and unmute audio.
4. Use the arrow icon to share content with other participants of the video call (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).
5. "More actions" ("*Weitere Aktionen*") offers the following features:

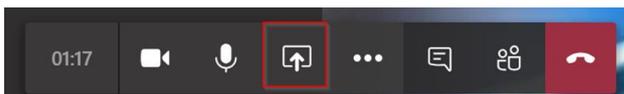


- a. The device settings allow you to change your PC microphone, camera, speaker and meeting settings.
 - b. You can change to full-screen mode or blur your background to conceal irrelevant background or private surroundings you don't want other meeting participants to see. (Please note: the "Blur my background" function may not work with all operating systems.)
6. Click on the icon "Show conversation" ("*Unterhaltung anzeigen*") to display the meeting chat (see **Fehler! Verweisquelle konnte nicht gefunden werden.**)
 7. By clicking on the icon "Show participants" ("*Teilnehmer einblenden*") you can view the persons participating in the video call (see **Fehler! Verweisquelle konnte nicht gefunden werden..**)
 8. Click on the phone icon to end the video call.

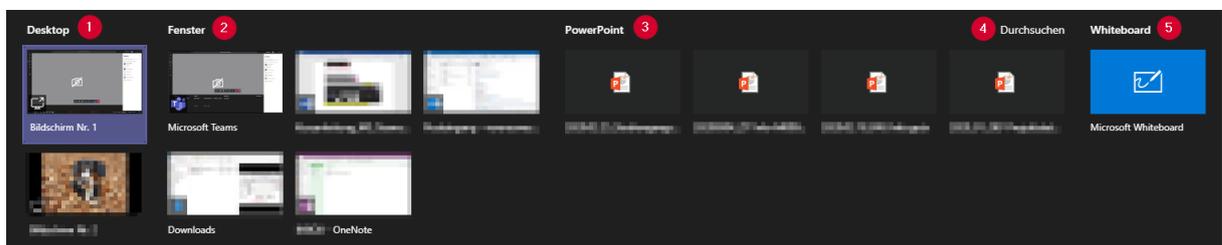
5.6 Share content with participants

Proceed as follows to share content:

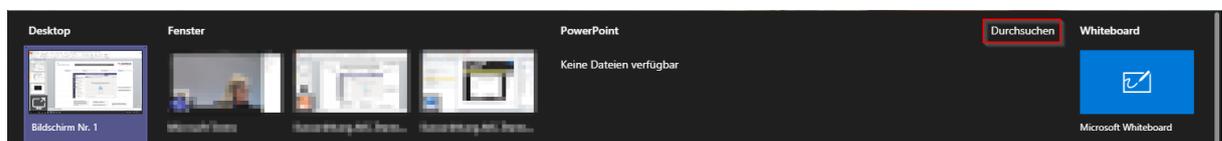
1. Click on the icon "Share desktop" ("*Desktop freigeben*").



2. Select the desktop (1), a specific open window (2), a proposed PowerPoint file (3) or a specific file via the Browse function (4) or the Whiteboard (5).



3. **We recommend** that you upload the desired PowerPoint presentation using the "Browse" ("*Durchsuchen*") function.



5.7 Use chat and video in parallel

The chat function is ideally designed for exchanging information with the applicant during the video call. To do this, proceed as follows:

1. Click on the icon "Show conversation" ("*Unterhaltung anzeigen*").
2. The Meeting chat ("*Besprechungschat*") will open. Type your message in the meeting chat. You can send text messages and share external links. Please note: It is not possible to upload a file or

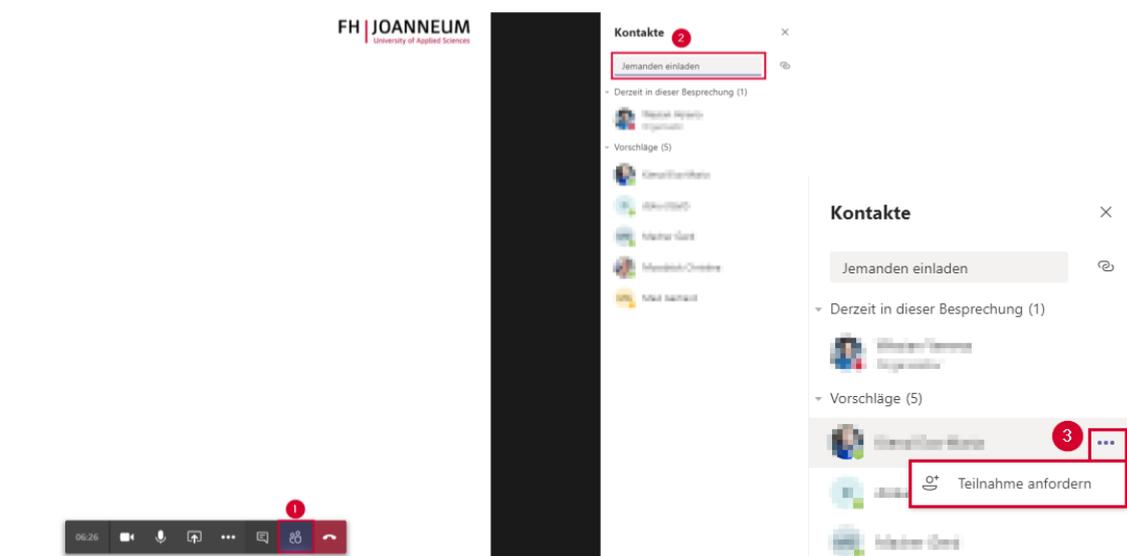
make a file available to the applicant.



5.8 Display participants

You can display the list of participants, for example to verify attendance. To do this proceed as follows:

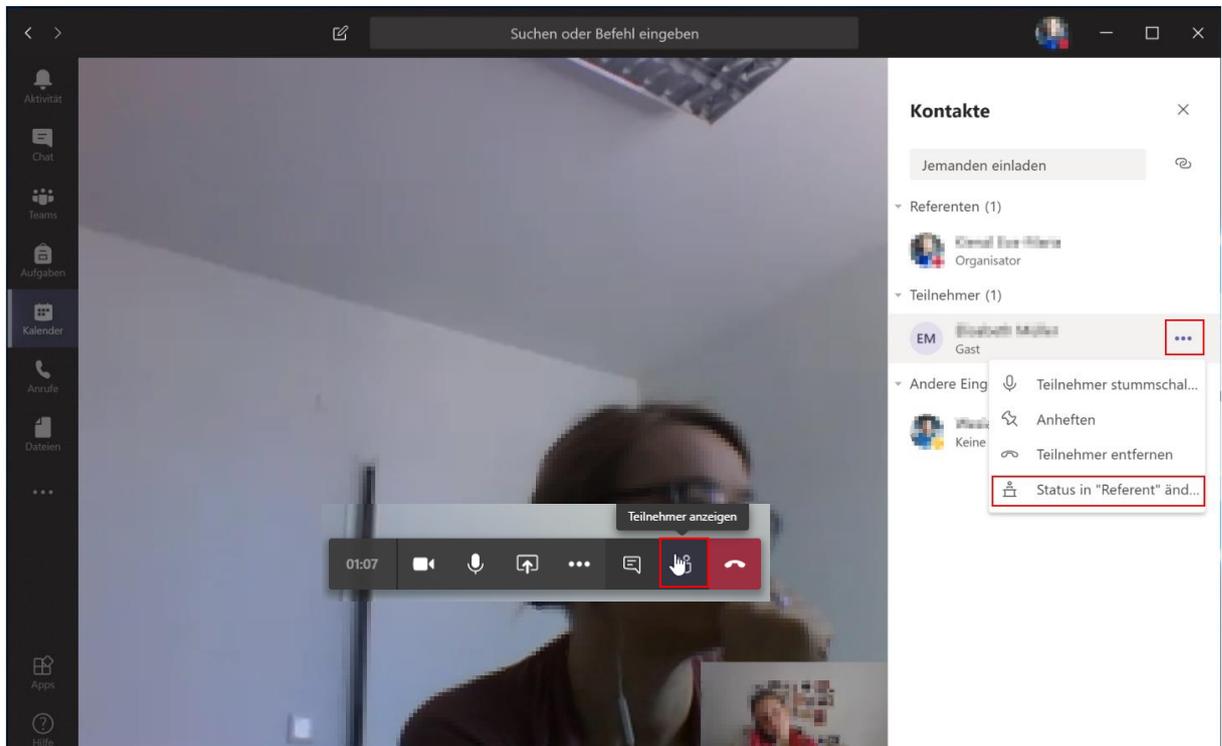
1. Click on the icon "Show participants" ("*Teilnehmer einblenden*").
2. This will open the "People" ("*Kontakte*") panel and you will see all those attending the meeting under "Currently in this meeting" ("*Derzeit in dieser Besprechung*").
You can add additional participants using the "Invite someone" ("*Jemanden einladen*") field. The person will receive a call. It is **only** possible to add FH JOANNEUM staff.
3. Participants who have not yet joined the meeting can be called via the "Ask to join" ("*Teilnahme anfordern*") feature.



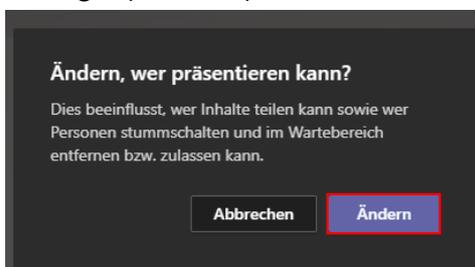
5.9 Make the applicant a presenter

The applicant must be given the role of "Presenter" to be able to share her/his screen. To do this, proceed as follows:

1. Click on the symbol "Show participants" ("*Teilnehmer einblenden*"). This will open the "People" ("*Kontakte*") panel and you will see all those attending the meeting.
2. Click on the "..." symbol of the desired participant.
3. Click on "Make a presenter" ("*Status in 'Referent' ändern*").



4. The window "Change who can present?" ("*Ändern, wer präsentieren kann?*") will open. Click on "Change" ("*Ändern*").



Please note: The presenter role will affect who can share content, as well as who can mute people, remove people and admit people from the lobby.

6 Checklist for online admission interviews

Preparation of the interview

- Microsoft Teams desktop client is installed and working
 - ➔ Installation manual available at <https://download.fh-joanneum.at>, "EN-Manual-MS-Teams".
- Microsoft Teams add-in is visible in the Microsoft Outlook calendar
 - ➔ Instructions can be found at <https://download.fh-joanneum.at>, "EN_MS-Teams_Outlook-symbol-missing"
- Microsoft Outlook appointment as "New Teams Meeting" has been sent to
 - applicant,
 - members of the admissions committee
 - attached: Guide for online admission interviews for applicants
- Invitation to the meeting has been accepted by the applicant
- You are familiar with the use of the Microsoft Teams buttons and options
- Microphone is working
- Camera is working
- Mobile number of applicant is at hand

During the interview

- Your camera and the applicant's camera are working
- Your microphone and the applicant's microphone are working
- Applicant has presented photo identification
- Applicant has presented the signed academic honesty declaration form (Declaration)
- Applicant has confirmed that she/he is not using any unauthorised aids and that no one else is present to provide assistance.

Applicant has been informed

- that the online admission interview will not be recorded;
- what to do when the online admission interview is interrupted by her/him;
- what to do when the online admission interview is interrupted by FH JOANNEUM;
- what happens when the online admission interview cannot be conducted due to reasons attributable to the applicant.

7 Help

Our Helpdesk will be available to answer any questions you may have. Please send your questions to helpdesk@fh-joanneum.at.

The following pages provide comprehensive tutorials and videos on Microsoft Teams:

- <https://download.fh-JOANNEUM.at>
- <https://support.office.com/de-de/office-training-center/teams-tips>
- <https://support.office.com/de-de/teams>