



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Guide to The Electronic Learning System

Prepared by

E-Learning and Distance Education Department

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Guide Identification Card

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I. Microsoft Teams User Guide for Faculty Members

1. Introduction to Microsoft Teams

Microsoft Teams is an interactive digital platform that enables faculty members to communicate with students, deliver lectures, create quizzes, and monitor assessments in an organized and efficient manner. The program provides an integrated learning environment that allows instructors to manage virtual classrooms effectively.

2. Signing in to Microsoft Teams

1. Go to the Microsoft Teams website via the following link:

<https://teams.microsoft.com>

2. Enter your university email address and password.

3. Click "Sign in."

4. Once signed in, you will be directed to the main dashboard, where you can view your course teams.



3. Creating a New Class:

1. From the home screen, tap "Teams" in the sidebar.

2. Tap "Create a new team."

3. Select "Class" from the available options.

4. Enter the course name, such as "Introduction to Programming."

5. Add an optional description for the class.

6. Tap "Next," and the class will be created successfully.



4. Adding Students to the Class:

1. Open the class you created.
2. Click "Manage Team" from the sidebar menu.
3. Click "Add Members."
4. Enter the students' email addresses or names.
5. Click "Add" and then "Close."

Note: Students can join the class using the class code, which can be found in the team settings.



5. Managing Channels in the Classroom:

Channels in Microsoft Teams allow you to divide your class into different groups or topics, helping to organize content and activities.

Creating a New Channel

1. Go to your class.
2. Click on "Team settings" (the three dots next to the team name).
3. Select "Add channel."
4. Enter a channel name, for example: "Class Projects."
5. Choose the channel type:
 - Public: Available to all students.
 - Private: Accessible only to students you specify.
6. Click "Add."



6. Uploading Files and Organizing Content:

1. Go to the classroom.
2. Click "Files" from the top menu.
3. Click "Upload" and then select the file from your device.
4. To create a new document, click "New" and then choose the file type (Word, PowerPoint, Excel).
5. Files can be organized into folders for easier access later.



7. Using the Notebook (Class):

The digital notebook helps organize and present content effectively.

Setting Up the Notebook

1. Go to the class.
2. Click on "Notebook."
3. Select "Create a new notebook."
4. Select the sections you want to include (e.g., "Lectures," "Assignments," "Personal Notes").
5. Click "Create," and the notebook will be ready.

Using the Notebook

Collaboration Section: All students can edit this section.

Content Library: Only the instructor can edit this section.

Student Notebooks: Each student has their own notebook.



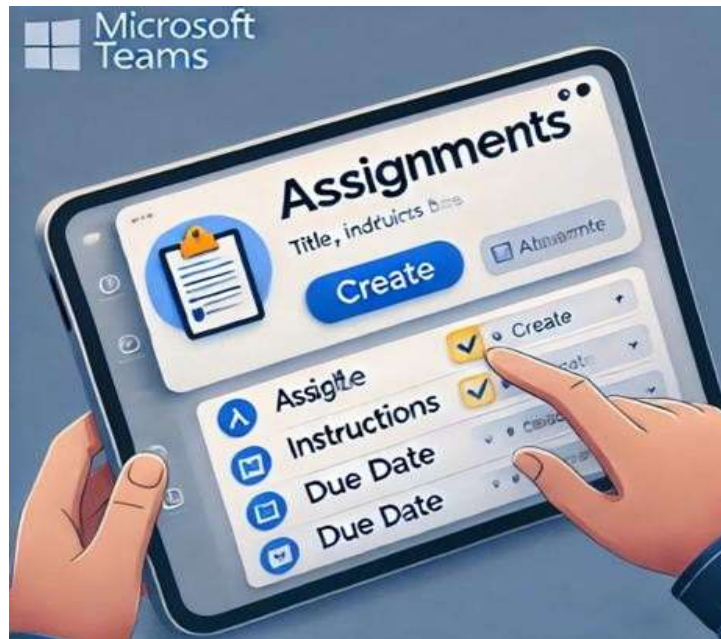
8. Creating Online Assignments and Quizzes

Creating a New Assignment

1. Go to "Assignments".
2. Click "Create" and then select "New Assignment".
3. Enter the title and instructions for the assignment.
4. Specify the due date and the number of points.
5. Click "Assign".

Creating an Online Quiz

1. From the "Assignments" tab, click "Create" and then select "Quiz".
2. You will be redirected to Microsoft Forms to create the quiz.
3. Add the required questions and select the answer type (multiple choice, essay, etc.).
4. When finished, click "Submit" to link the quiz to the class.



9. Tracking Assessments and Managing Grades

1. Go to the Grades tab in the semester.
2. You will see all assignments and tests, along with each student's status.
3. Grades can be edited or comments added to each test.
4. Grades can be exported to Excel for later review.



10. Preparing the Attendance Report

1. During the live session, click on "Participants".
2. Click on "Download Attendance List".
3. The attendance report will be downloaded in CSV format, including student arrival and departure times.



11. Managing Meetings and Live Classes

1. Open Calendar.
2. Tap "New Meeting."
3. Enter the meeting details and select the date and time.
4. Tap "Send" to notify students.
5. During the meeting, you can share your screen, mute students, and create discussion groups.



12. Best Practices for Using Microsoft Teams

- Regularly update the software to get the latest features.
- Clearly organize channels and classes.
- Schedule meetings in advance to avoid confusion.
- Track student attendance and performance reports.
- Use a digital notebook to collect notes and communicate with students.

II. Microsoft Teams User Guide for Students

This “Guide” has been prepared to guide you to ensure you have the best academic experience and achieve your academic goals.



1. How to access Microsoft Teams?

Download the app for your device (iPhone - Android - Windows - Mac)

Download the app for your device (iPhone - Android - Windows - Mac)

Website link - (<https://www.microsoft.com/ar/microsoft-teams/download-app?market=er>)

Log in using your university email address

- Your university email address is available on your personal student page

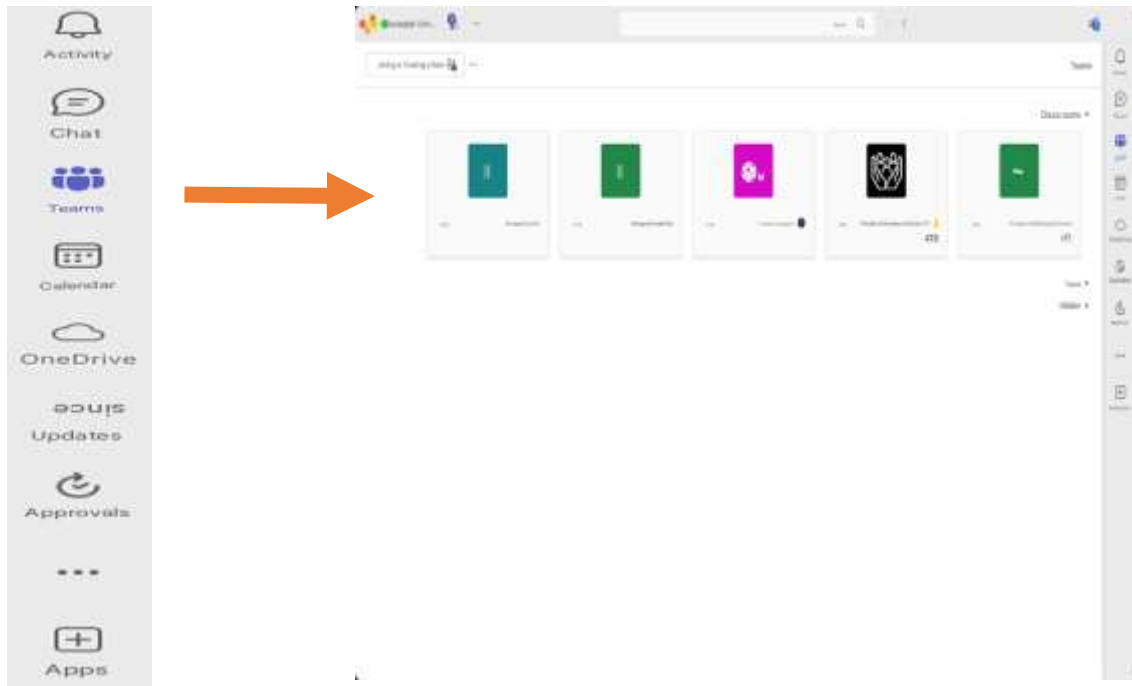


The password is as follows:

- First letter of your name (uppercase)
- First letter of your father's name (lowercase)
- National ID number

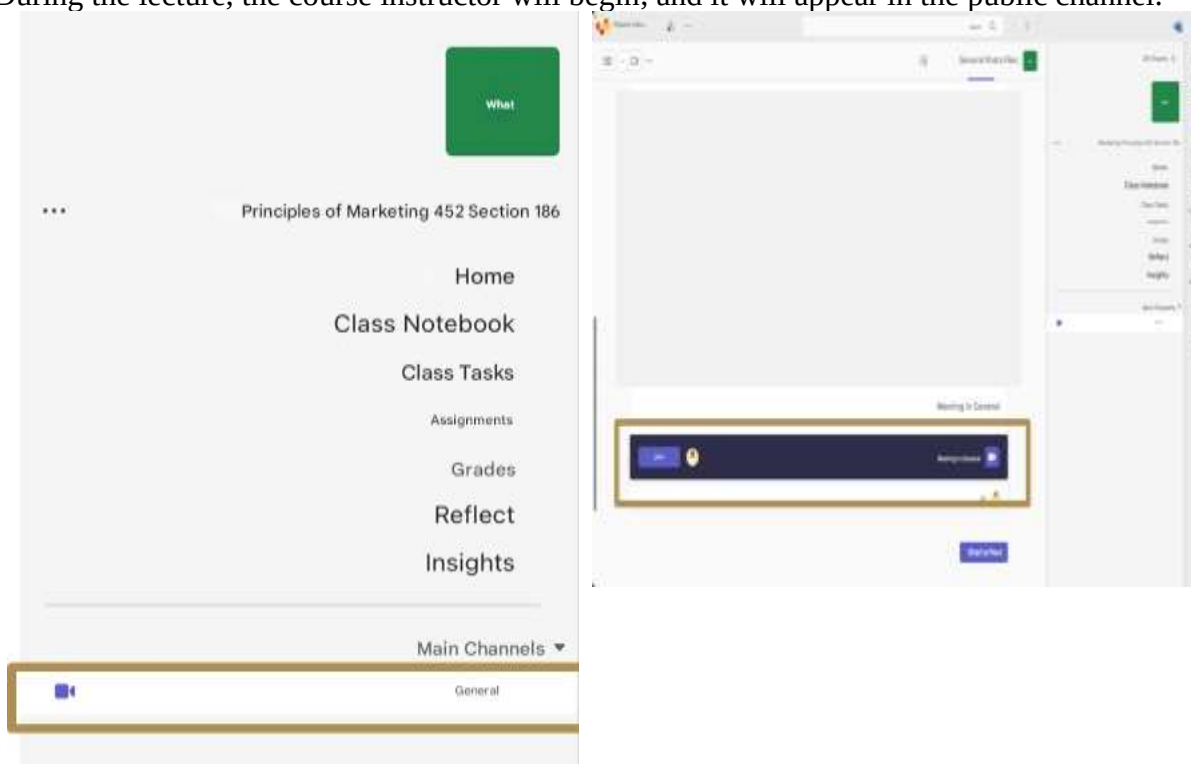
2. How to join your course section?

To access the academic section, go to the menu < Teams < and you will find all sections.



3. How to attend lectures

During the lecture, the course instructor will begin, and it will appear in the public channel.

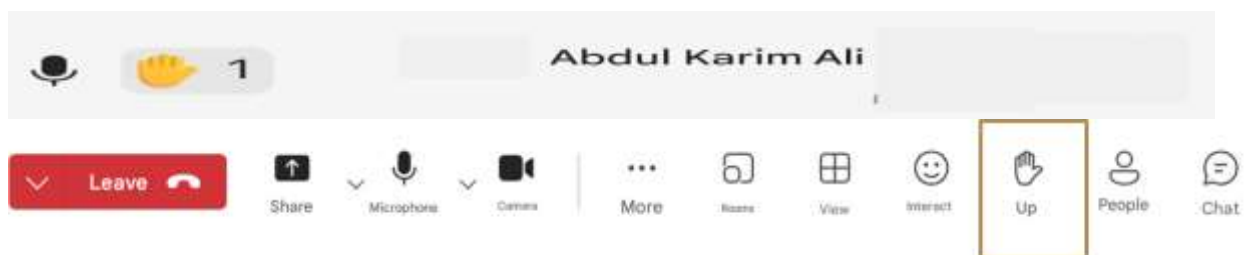


Just click the "Join" button to attend the lecture.

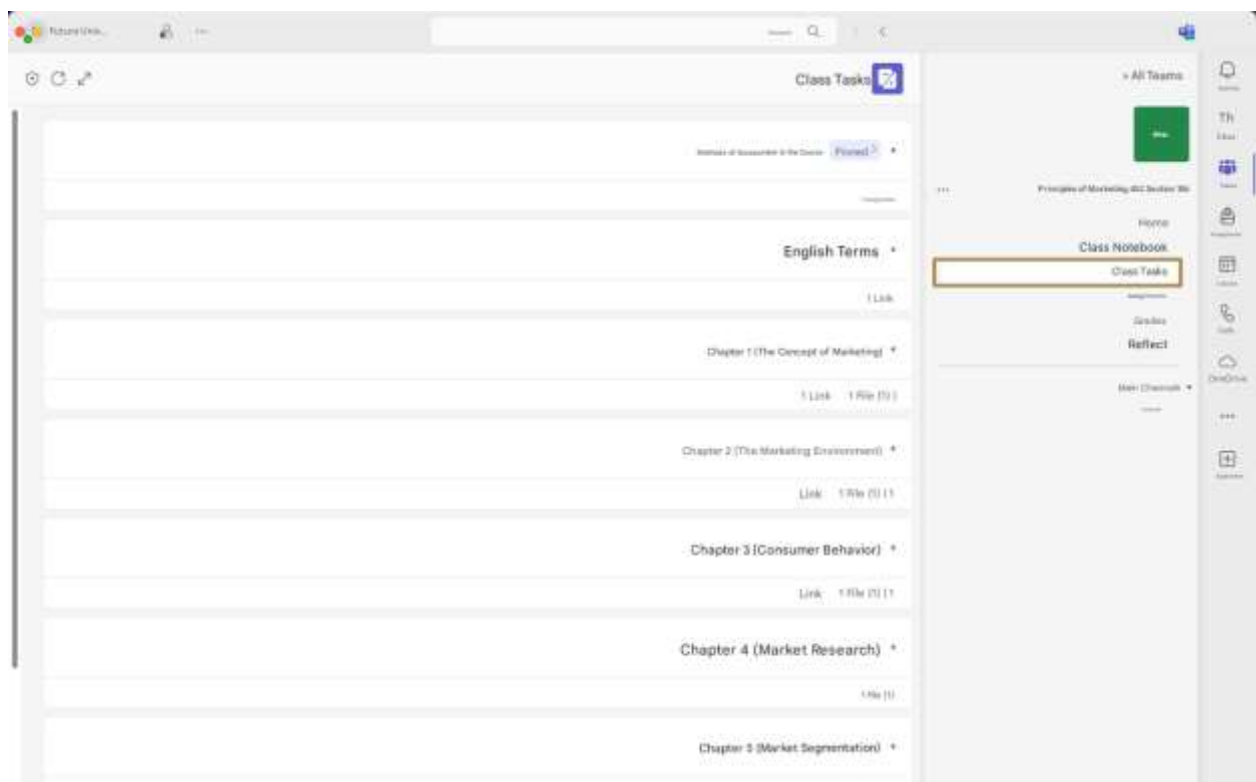
During the lecture, there are many tools to help you interact with the course instructor.



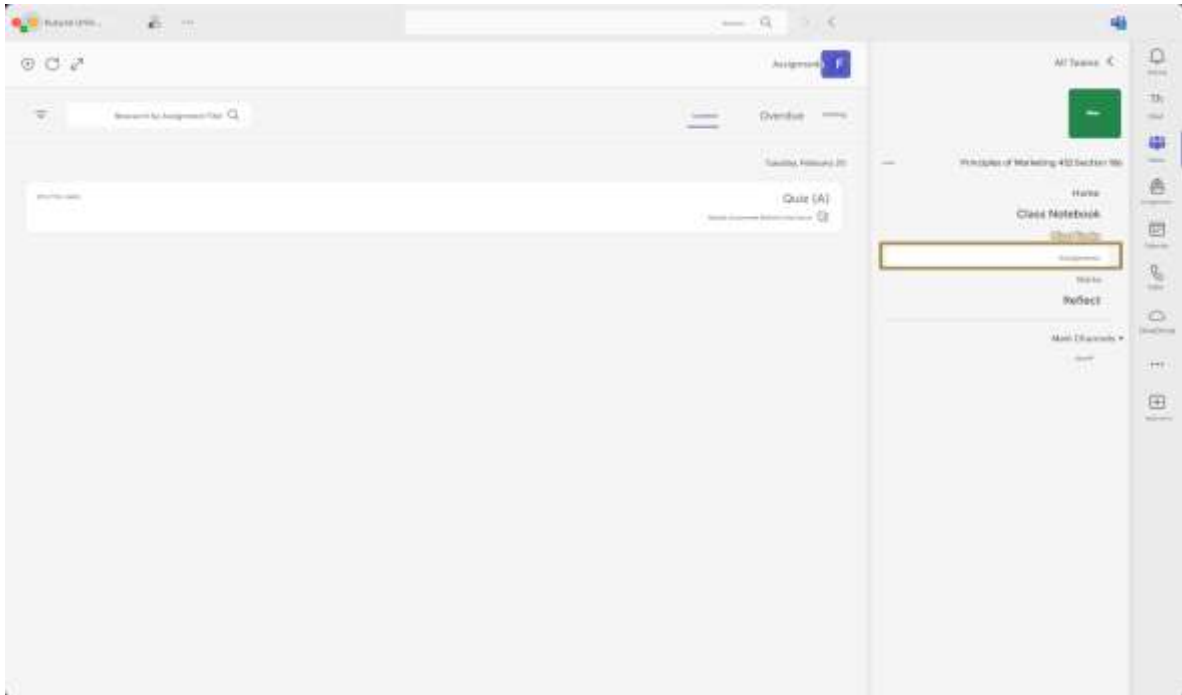
For example, if you want to participate, you can click on the "Upload" button and your name will appear to the course instructor.



The course instructor has uploaded all the files you will need during the course to the "Semester Tasks" section.

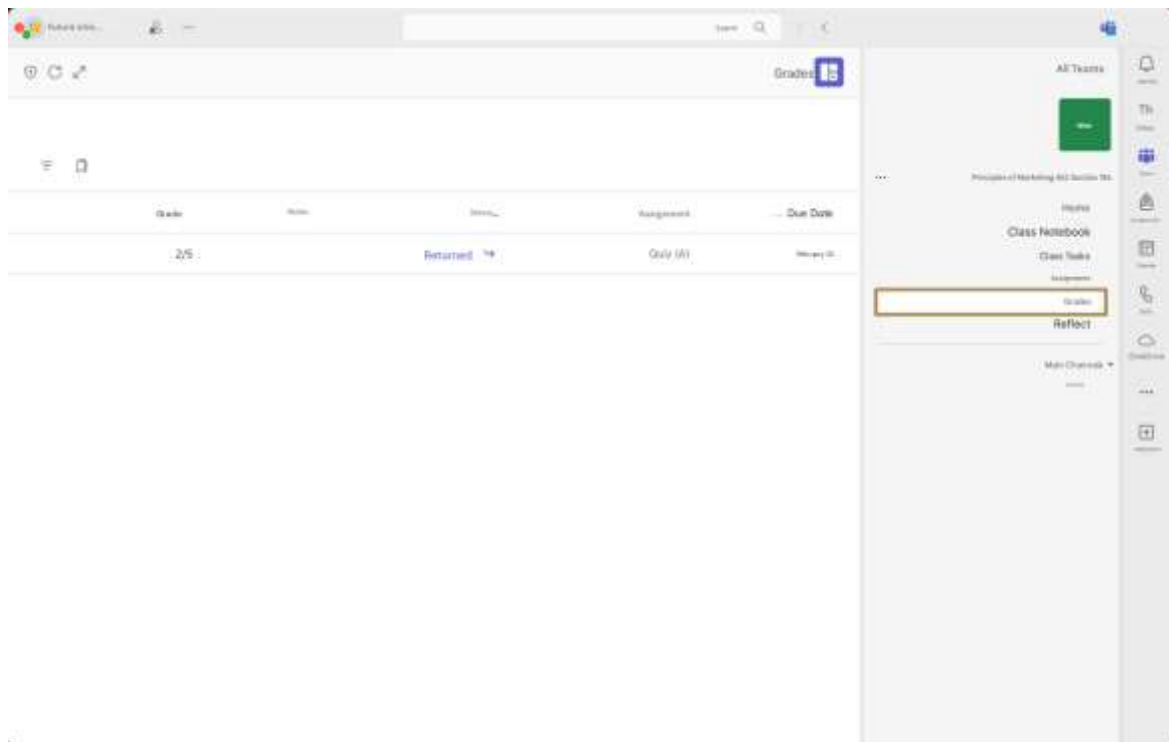


You can also view assessment methods, such as quizzes, through the assignments section.



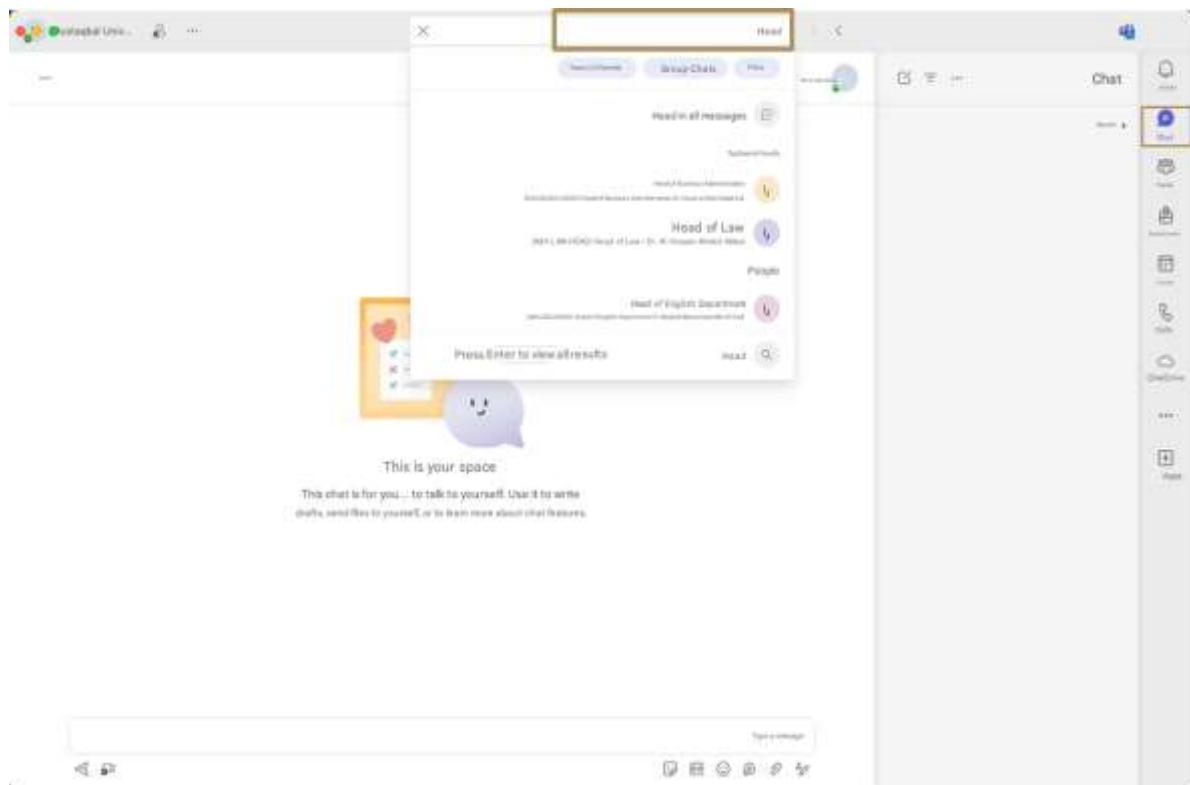
4. Course files (requirements, slides, grades)

You can also view your grades for quizzes or term assignments through the Grades section.



5. How to contact the course instructor?

You can contact the course instructor or department head directly when needed through the chat menu. Then search for the instructor's name, and you can start a direct conversation.





III. References

This guide was prepared using the following sources:

1. Microsoft Official Documentation:

- The official Microsoft Teams website was consulted for the most up-to-date information:
- <https://support.microsoft.com/en-gb/teams>

2. Illustrations:

- Illustrative educational images were created using artificial intelligence to facilitate understanding of the steps and procedures within Microsoft Teams.

IV. Appendices

Download attendance reports in Teams

Meeting organizers and co-organizers are the only ones able to download an attendance report.

During a meeting:

1. Select **People**  in your meeting controls.
2. In the **Participants** pane, select **More actions** 
 - > Download attendance list .
3. Look for the file in your device's **Downloads** folder.

How to get a Microsoft Teams meeting attendance report during the meeting (YouTube) [link](#)

After a meeting (The meeting must be scheduled previously)

1. In Teams, go to **Calendar** .
2. Select the past meeting.
3. From the Chat tab you can download it.
4. From the Attendance tab you can only look out for details about it.

How to get a Microsoft Teams meeting attendance report (YouTube) [Link](#)