



User guide of the Tele-Education System for students

January 2026

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Notifications

Chat

Teams/Classes

Assignments

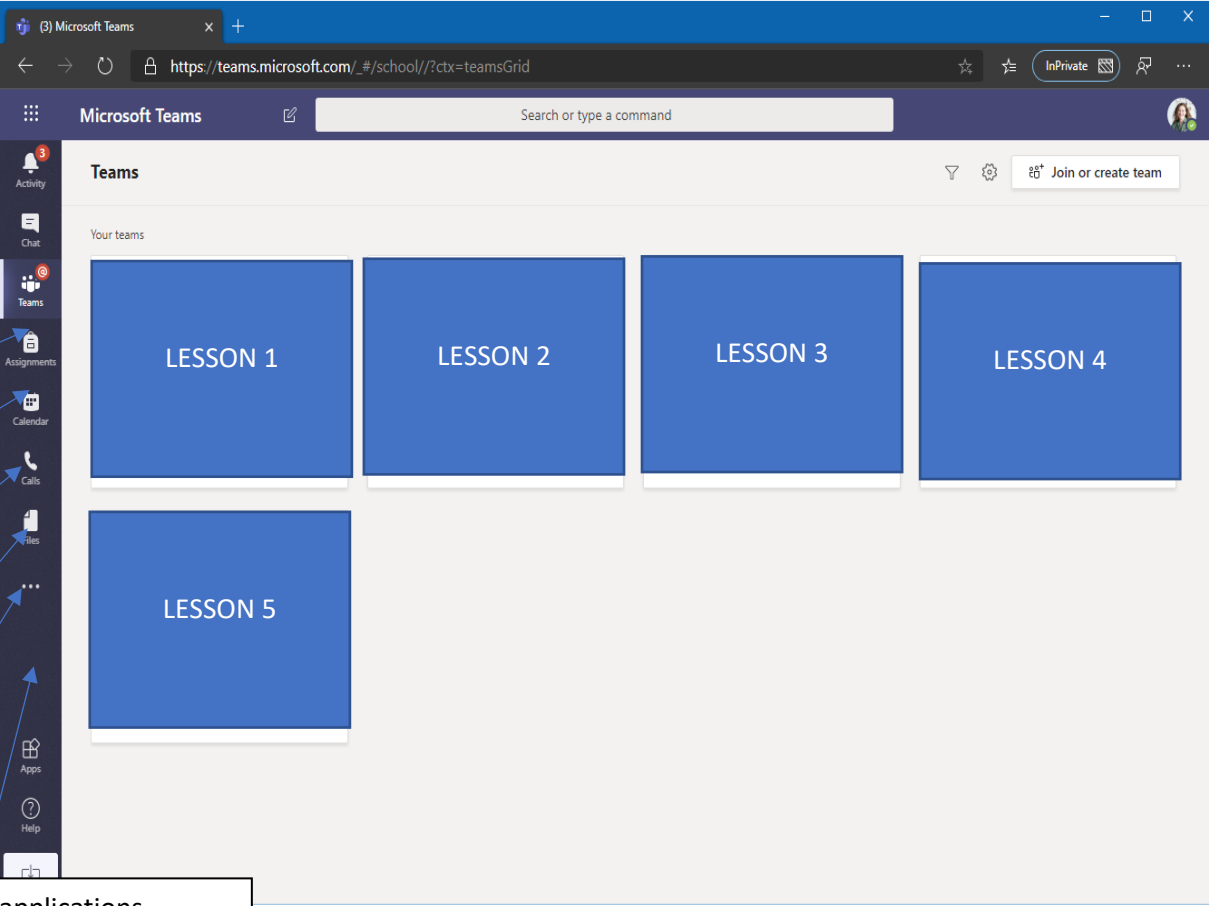
Calendar

Calls for meeting

Archives

Available Applications

Installation of more applications



1 INTRODUCTION

Microsoft Teams is the official platform for synchronous tele-education used at the University of Thessaly, while e-class is used for asynchronous education.

2 ACCEPTANCE OF INTELLECTUAL PROPERTY RIGHTS

The entirety of the Content of a synchronous or asynchronous distance learning Course of an Instructor at the University of Thessaly, including, but not limited to, texts, slides, graphics, photographs, diagrams, illustrations, videos, and generally all types of files, constitutes intellectual property (copyright) of the Instructor and is governed by national and international intellectual property provisions, except for explicitly recognized and referenced intellectual rights of third parties, collaborators, and organizations.

Therefore, the reproduction, republication, sale, transmission, publication, performance, copying, and display on social networks, of part or all of the content of a Lesson on the Microsoft Teams platform is strictly prohibited without the explicit prior written consent of the Instructor. By exception, it is permitted to view the content of a Lesson on a simple personal computer strictly for personal use (private study or research, educational purposes); this viewing does not in any way imply the granting of intellectual property rights.

Access to a Lesson on the Microsoft Teams or e-class platform of an instructor constitutes unconditional acceptance of all the above.

3 GUIDE for MsTeams

This guide is intended for students and aims to provide practical, step-by-step instructions for the effective use of MS Teams in the educational process.

3.1 ENTRY TO MICROSOFT TEAMS

3.1.1 From a computer (Browser or application)

1. Go to: <https://teams.microsoft.com>
2. Log in with your service account (e.g. uth).
3. As an alternative, download the Microsoft Teams app for better stability.

3.1.2 From a mobile or tablet

- I. Download the Microsoft Teams app from the Play Store or App Store.
- II. Log in with the same credentials.

3.1.3 Connection Instructions for Ms Teams of the University of Thessaly

<https://it.uth.gr/kb/ms-teams-syndesi-kai-hrisi-odigies-gia-foitites>

3.2 APPS, OPENING, SEARCH AND INSTALLATION

3.2.1 Search

To search for and install apps in MsTeams.

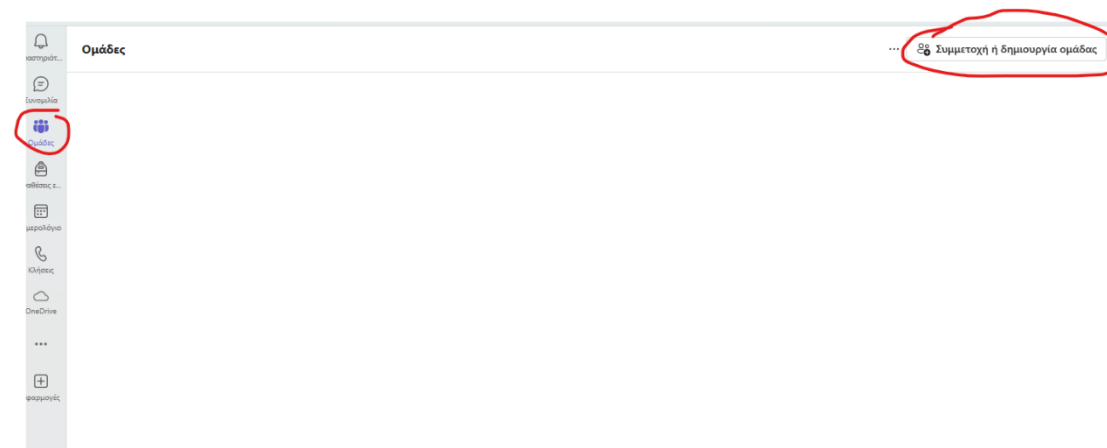
- Open the apps.
- Search for the apps.
- Choose the app you are interested in and open it. E.g. Whiteboard

- Alternatively, download other applications and install them

3.3 ENTRY/REGISTRATION IN CLASS

3.3.1 Entry in a new class/team

1. Select **Teams** → **Join or create a team**.
2. Fill in the corresponding **Code** provided to you by the professor through the announcement for his/her lecture and select **Join the team**.
3. An invitation may have been sent to you along with the respective link to join.

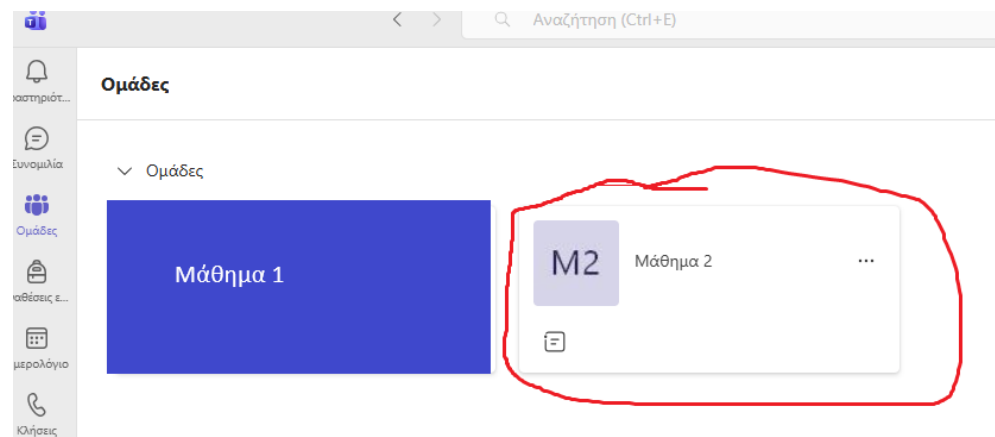


3.3.2 Entering a team in which you are a member

- The tab **Teams** shows the teams in which you are already a member.
- Select the team you want to attend, whether course or anything else related to it (announcements, projects, discussions etc.).
- If the instructor has invited you to the team, you will see related notification on the bell icon, at the top right.
- You can also join a **scheduled course via the Calendar**.

3.4 CLASS TEAMS-FEATURES AND CAPABILITIES

After you create your class team, select it and when the team window opens, navigate the menu and explore the features available to you.



3.4.1 Each team has channels

- Each team has a General channel, where all your class instructors and students can participate. You can add new channels, manage notifications and more from the channel settings.
- It is possible that more channels have been created in the specific team-class, that is, sub-teams.
- Select the channel you are a member of to participate in the sub-team discussions and to see any tasks assigned to you.

3.4.2 Chat-Exchange of messages

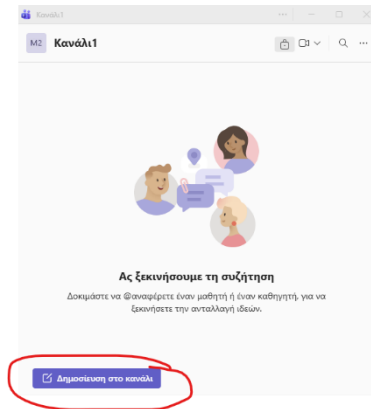
- You can exchange messages through chat with anyone who is connected to MsTeams.
- You can also post inside the channel to inform the members of your team/class.
- You can add a subject, format the text

3.4.3 File sharing

- The instructor may have shared a file for discussion in the class or channel.

3.4.4 Start chatting

- Type and format a message.
- Add a file, emoji, GIF or sticker.



3.5 SYNCHRONOUS DISTANCE LEARNING (LIVE CLASS)

3.5.1 Participation in the class

- Select the **General channel** of the class.
- Join the **meeting**.
- You can use the Calendar for the same procedure.
- The instructor may have assigned a text for you to study in advance.

3.6 KEY TOOLS DURING THE LESSON/MEETINGS

1. Microphone: Mute/unmute sound.
2. Camera: Turn on/off video.
3. Screen sharing: Presentations, books, video.
4. Raise hand: Participation of students.
5. Chat: Written questions.

3.6.1 Good practice rules

1. Check sound/video before joining the meeting.
2. Keep your microphone off. Switch it on if it is your turn to speak.
3. Whenever possible, use the camera following the relevant instructions of the instructors.
4. Mention any difficulties you may be facing by sending a personal message in the chat to the instructor or to the team, if you think that it may be of interest for the rest.

3.7 LESSON (RECORDING) ON MICROSOFT TEAMS

- The recording of the lesson on MS Teams allows students who were absent or need repetition to watch it again.
- The instructor may **electronically record the meeting**.
- **Your system informs you automatically** that the meeting is recorded.
- If you wish, you may ask to **stop recording for a while for reasons of personal data protection**.
- Its use must observe pedagogical responsibility and respect personal data.

3.7.1 What is recorded

- Speech and sound.
- Screen sharing and presentations.

The following are not recorded:

- Private chats.
- Notes not kept on the Teams.

3.7.2 Where you can find the recording

- The recording **is automatically stored** in the instructor's system.
- It can be found:
 - at the class channel.

Processing time: a few minutes after the end of the meeting.

3.7.3 Notification of recording to students

- The recording is accessible **only by the class members**.
- No downloading or external notification recommended.

3.8 DIFFICULTIES IN SCREEN SHARING AND MANAGEMENT

Screen sharing is a fundamental tool of modern distance learning, but technical and pedagogical difficulties often arise. Below are the most common ones, as well as specific guidelines for the prevention and immediate management by the instructor.

- **Key principle:** If you know that you will be required to present a project to the group, you should have it opened before the start of the meeting, as well as any other applications and files you anticipate you will need.
- The instructor should give you presenter rights.

3.8.1 There is no sound (video, presentation)

Problem: Students see the screen but there is no sound.

What to do: Prior to the use, enable the option **Include computer sound**.

3.8.2 Black screen or frozen frame

Problem: The screen does not display correctly or is delayed.

What to do:

- Close unnecessary applications and tabs.
- Prefer sharing an **application window** instead of the entire screen.
- Temporarily turn off the camera to save resources.

3.8.3 Showing personal data

Problem: Notifications, emails, or personal files are shown on the screen.

What to do:

- Close email and messaging apps.
- Activate **Do Not Disturb** mode.
- Share only the necessary window.

3.8.4 Illegible content

Problem: Small fonts or blurred image.

What to do:

- Use large fonts.
- Zoom in and move the pointer.
- Regularly ask if the content is clear.

4 USER GUIDE OF E-CLASS

The University of Thessaly uses [e-class](#) for asynchronous distance education.

E-class offers a comprehensive environment for distance education, allowing course management, provision of digital material (texts, videos), conducting synchronous (teleconferences) and asynchronous education, creating activities, assessment, as well as communication tools (forum, messages), user management (instructors, students), and statistics extraction, enabling educators to create attractive and functional digital courses.

e-class capabilities for students:

- [Class registration](#)
 - Creation of digital teaching classes.
 - Organization of content into sections (e.g. educational material, resources).
- [Personal portfolio](#)
 - Application for class registration
 - Personal Log
 - Change of profile
 - Use Statistics
 - List of classes
 - Communication capability
 - Manuals
- [Get to know the e-Class](#)
- [Participation in forums](#)

Overall, e-class is a platform that supports every aspect of distance teaching, from organization to evaluation.

4.1 [INTRODUCTION](#)

4.2 [REGISTRATION ON THE PLATFORM](#)

- 4.2.1 Creation of a new student account
- 4.2.2 Alternative ways of student registration
- 4.2.3 User log-in
- 4.2.4 Change password
- 4.2.5 Recover password

4.3 USER PORTFOLIO

- 4.3.1 Personal portfolio
- 4.3.2 Change of my profile
- 4.3.3 My lessons
- 4.3.4 My announcements
- 4.3.5 Course registration
- 4.3.6 My statistics
- 4.3.7 My calendar
- 4.3.8 My blog
- 4.3.9 My e-Portfolio
- 4.3.10 Search

4.4 E-COURSE

4.4.1 Subjects

- 4.4.1.1 *Subject completion*

4.4.2 Announcements

4.4.3 Exercises

4.4.4 Gradebook

4.4.5 Glossary

4.4.6 Learning path

4.4.7 Interactive Content

- 4.4.7.1 *Interactive content objects*

- 4.4.7.2 *Creation of HSP interactive content*

4.4.8 Documents

4.4.9 Assignments

- 4.4.9.1 *Plagiarism check (TurnItIn)*

4.4.10 Questionnaires

4.4.11 E-book

4.4.12 Agenda

4.4.13 Blog

4.4.14 Chat

4.4.15 Messages

4.4.16 User groups

4.4.16.1 Registration / Deregistration

4.4.16.2 Forums

4.4.16.3 Documents

4.4.16.4 Wiki

4.4.16.5 Group assignments

4.4.17 Attendance

4.4.18 Course description

4.4.19 Multimedia

4.4.20 Progress

4.4.21 Forum

4.4.22 Links

4.4.23 Wiki System

4.4.24 Tele-cooperation

4.4.25 Wall

5 INSTRUCTIONS OF USE FOR MS FORMS FOR STUDENTS

The following Guide on the use of Ms Forms has been created by Dr. Dimitrios Mantzaris, Informatics Laboratory Teaching Staff of the Department of Nursing, University of Thessaly.

5.1 Requirements – Preparation for the use of Ms Forms

1. The Forms application is used for developing forms where participants submit their opinions as well as quizzes for evaluating the participants.
2. To use the Forms application, an institutional account is required, that is, an email from the University of Thessaly (in the form username@uth.gr) both from instructors and students.
3. The following steps present the process of activating our institutional account so that we can have access to both MS-Teams and the Forms application.
4. Open a browser (e.g. Internet Explorer, Firefox, Chrome, etc).
5. In the browser address bar, type:
<https://delos365.grnet.gr/>
6. Image 1 appears.

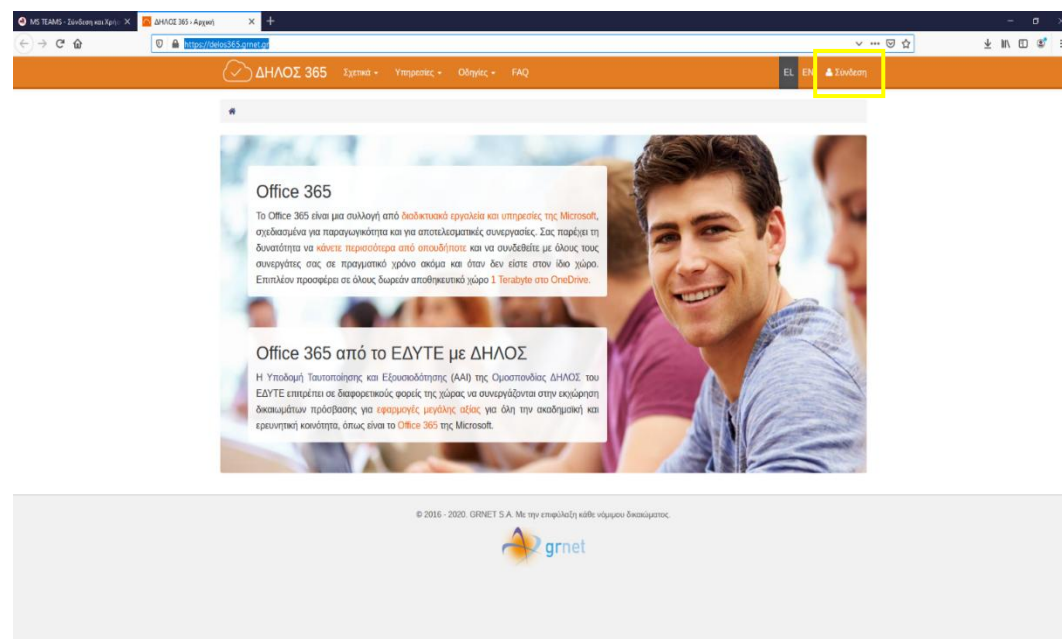


Image 1. Home page of DELOS 365 (<https://delos365.grnet.gr/>).

7. Single left click on Login, at the top right of the page in Image 1.
8. Image 2 appears.

9. Select the organization in the Select Home Organization field.

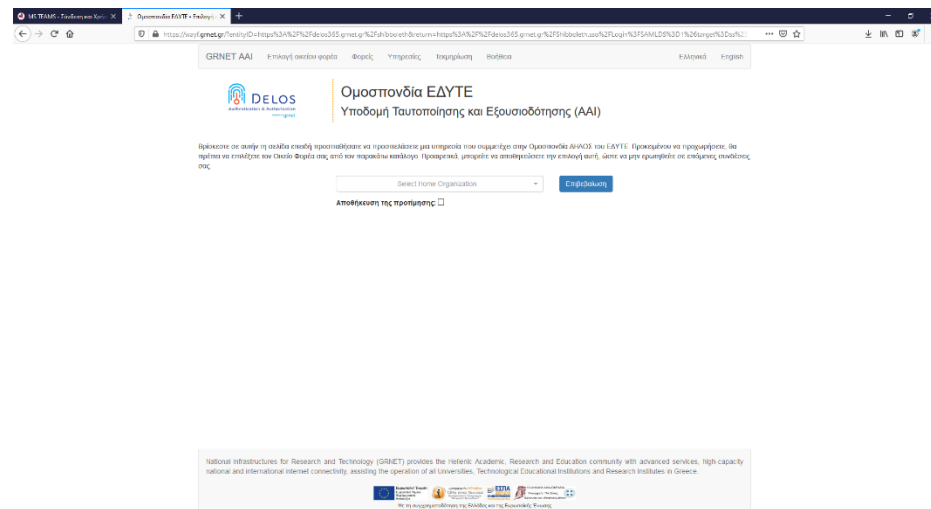


Image 2. Selection of organization.

10. Select University of Thessaly from the list (Image 3).

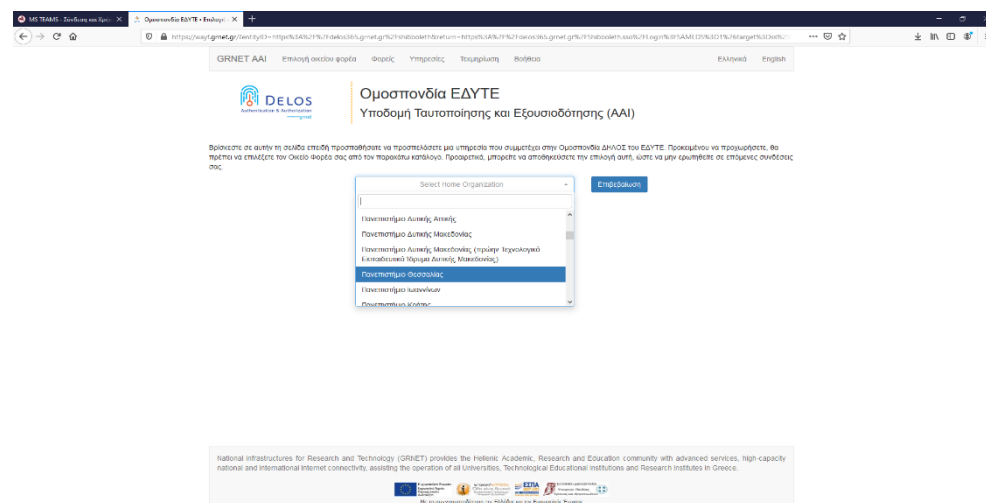


Image 3. Selection of the University of Thessaly.

11. Press the Confirm button.

12. A new page appears (Image 4) where we must enter the username and password that we have at the University of Thessaly. These are the credentials we use to log in to the new eclass or the electronic secretariat.

Image 4. Entering username and password we have at the University of Thessaly.

13. After entering the credentials, press Login.

14. Once you log in, the webpage shown in Image 5 appears, where your full name is displayed at the top right.

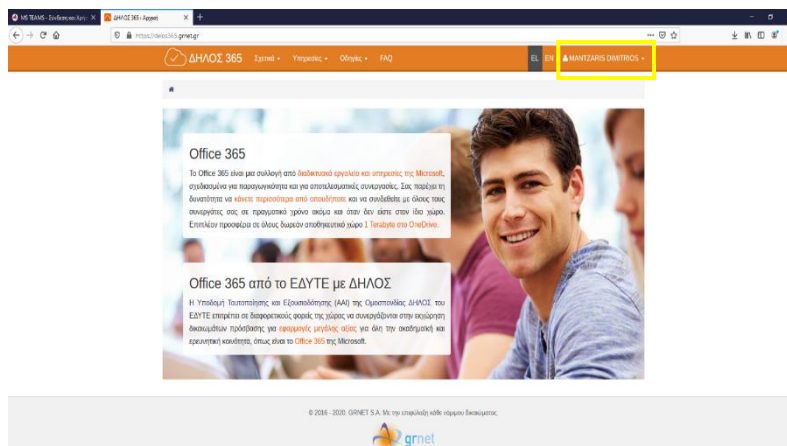


Image 5. Display of our details.

15. Requires checking if the configuration of your account in DELOS 365 is correct.

This will be done by following the next steps.

16. Single left click on the full name and select Dashboard (Image 6).

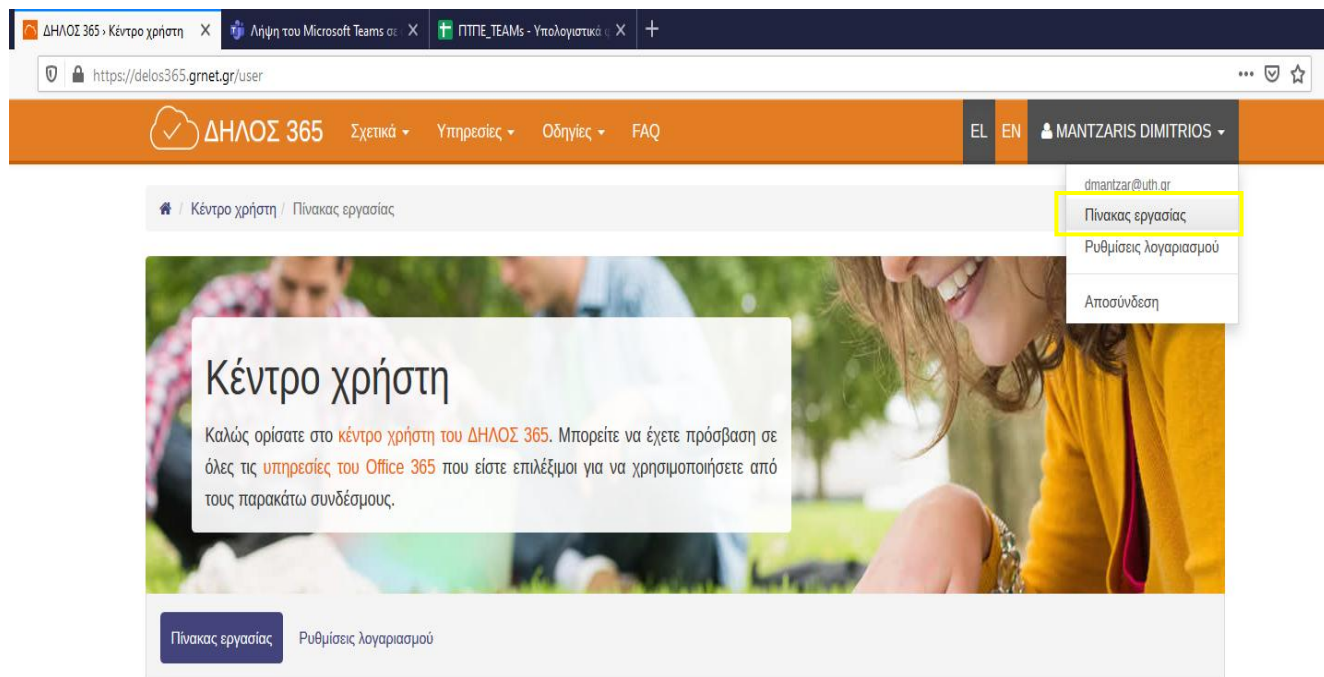


Image 6. Selection of dashboard at DELOS 365.

17. The environment of Image 7 is displayed.

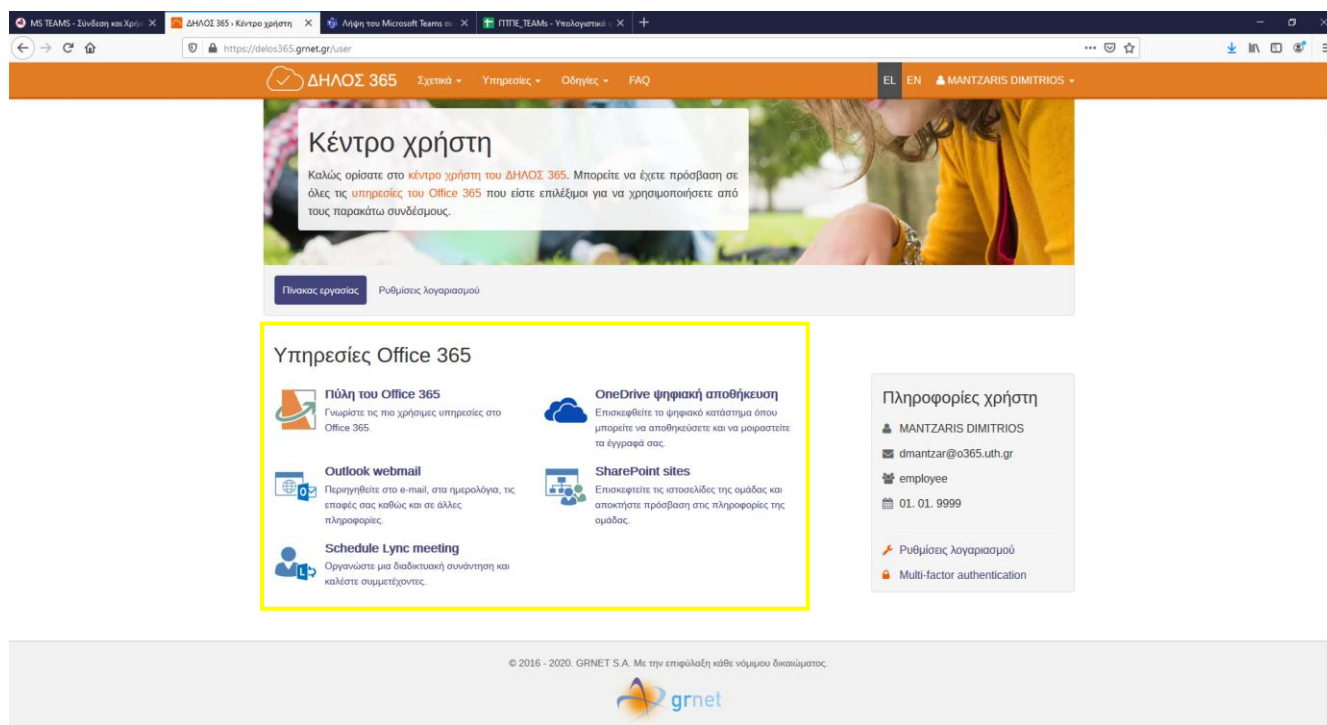
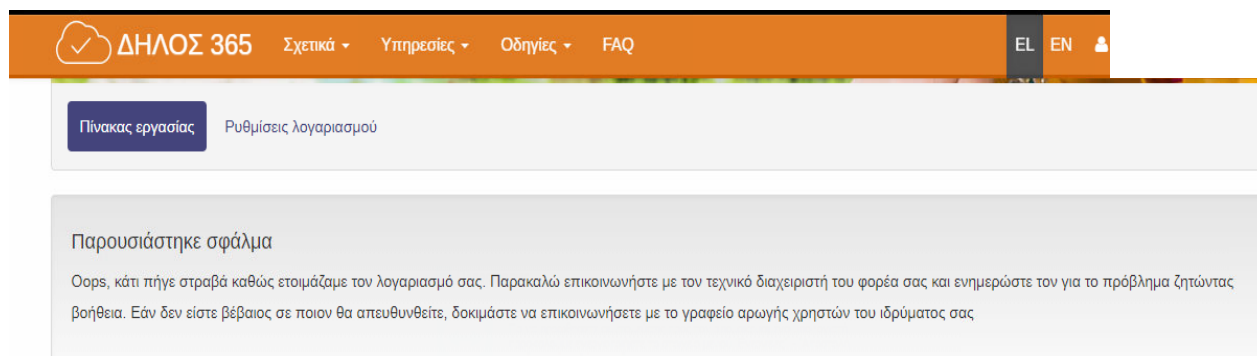


Image 7. Dashboard at DELOS 365.

18. In case the icons of the yellow frame in Image 7 appear on your account, then it is correctly configured and you can log out.
19. If an error appears on the Dashboard, as in Image 8, then your account has a problem. You cannot proceed with the next steps until this issue is resolved.



Υπηρεσίες Office 365

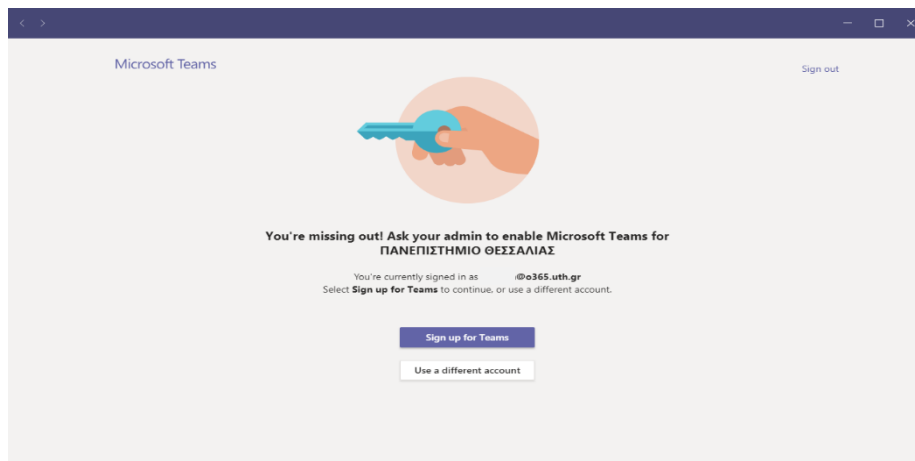
Δυστυχώς δεν υπάρχουν διαθέσιμες υπηρεσίες του Office 365 για εσάς. Παρακαλείστε όπως επικοινωνήσετε με τον διαχειριστή του φορέα σας για περισσότερες πληροφορίες.

Image 8. Error in the Dashboard of DELOS 365.

20. This problem cannot be resolved by us within the framework of support for synchronous distance learning courses.
21. You should contact the IT Department, Telematics Network Center, by email: helpdesk@uth.gr
Tel. : 24210 74680

COMMENT

If you have installed the MS-Teams software and the following image appears, then this is due to the problem in DELOS 365, which was mentioned above.



22. To log out of this environment, simply left-click on the full name and select log out (Image 9).



Image 9. Log out from DELOS 365.

5.2 Quiz

23. The term quiz, in the Forms application means a list of assessment questions that may include:
- a. Multiple-choice questions with one correct answer
 - b. Multiple-choice questions with more than one correct answer
 - c. True/False questions
 - d. Yes/No questions
 - e. Open-ended questions
24. It is noted that multiple-choice questions with one correct answer, multiple-choice questions with more than one correct answer, True/False questions, and Yes/No questions fall under the broader category of multiple-choice questions. In the text, when multiple-choice questions are mentioned, the aforementioned categories will be included.
25. In the browser address bar, type:
<https://forms.office.com/>
26. **Image 10** appears.

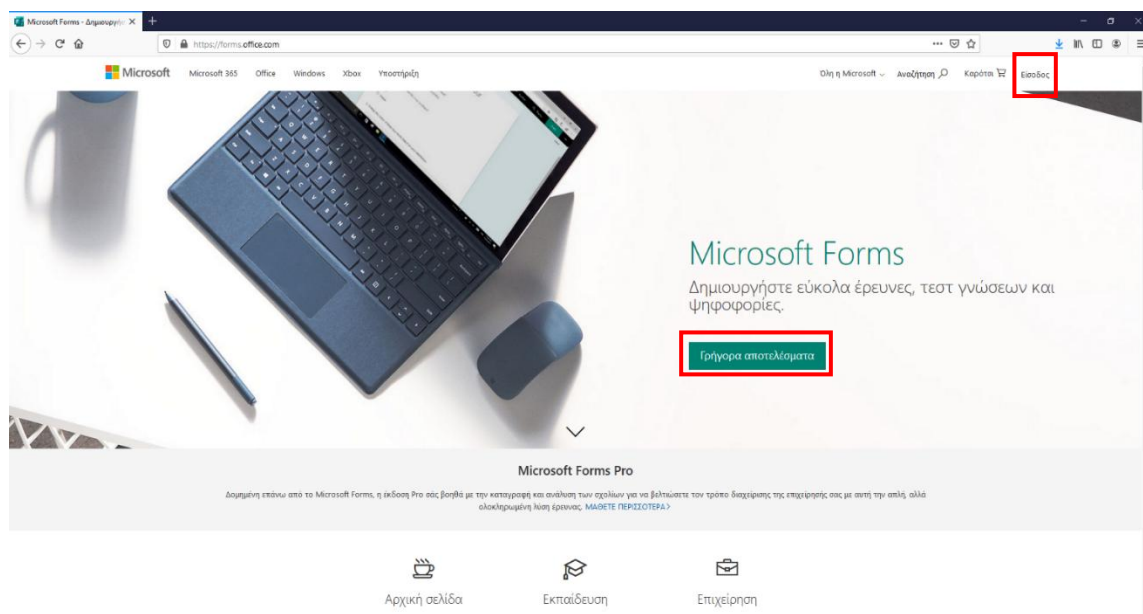


Image 10. Microsoft Forms website.

27. Select Entry or Quick results (Image 10)
28. Image 11 appears, asking you to type your institutional email address of the University of Thessaly (username@uth.gr), where the username is your username, and we press Next.

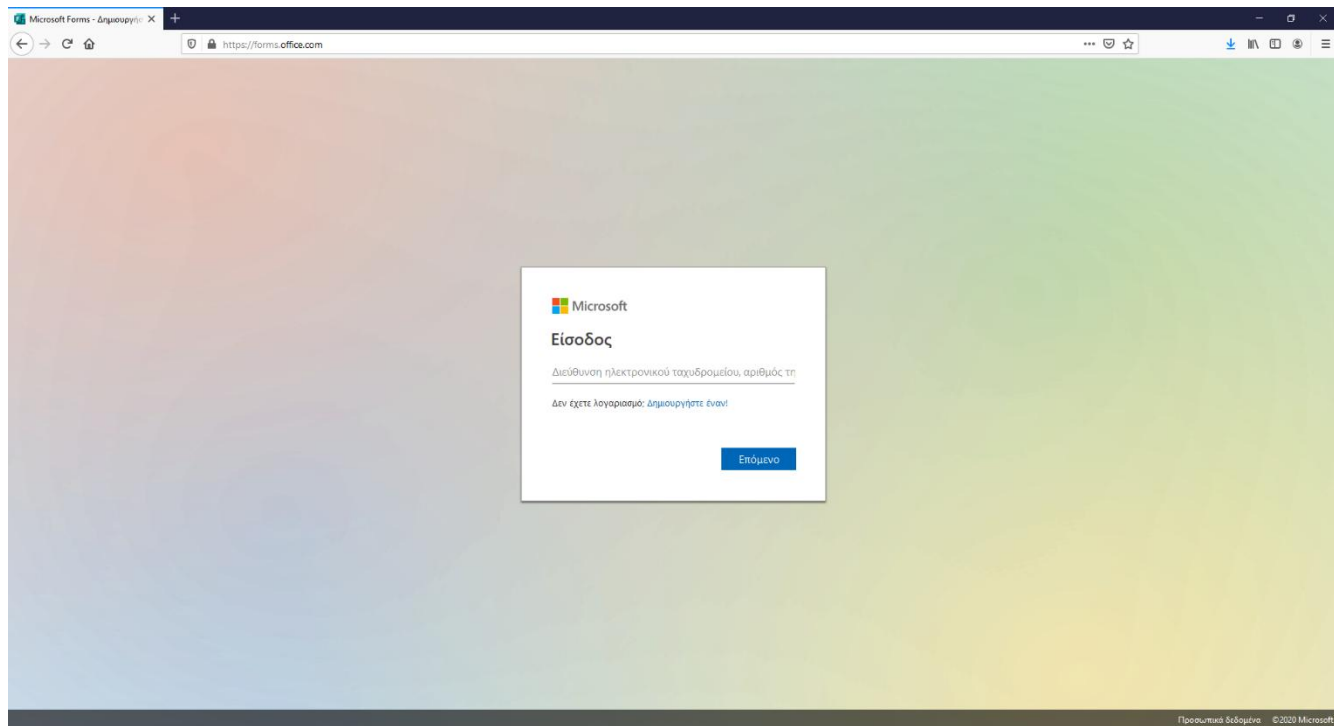


Image 11. Login to the Microsoft Forms application.

29. The window of Image 12 appears.

Image 12. Login data to Microsoft Forms application.

30. Type the username and password and press Login (Image 12).
31. The window of Image 13 appears, asking whether we wish to remain logged in to Microsoft services. We can select No or Yes.

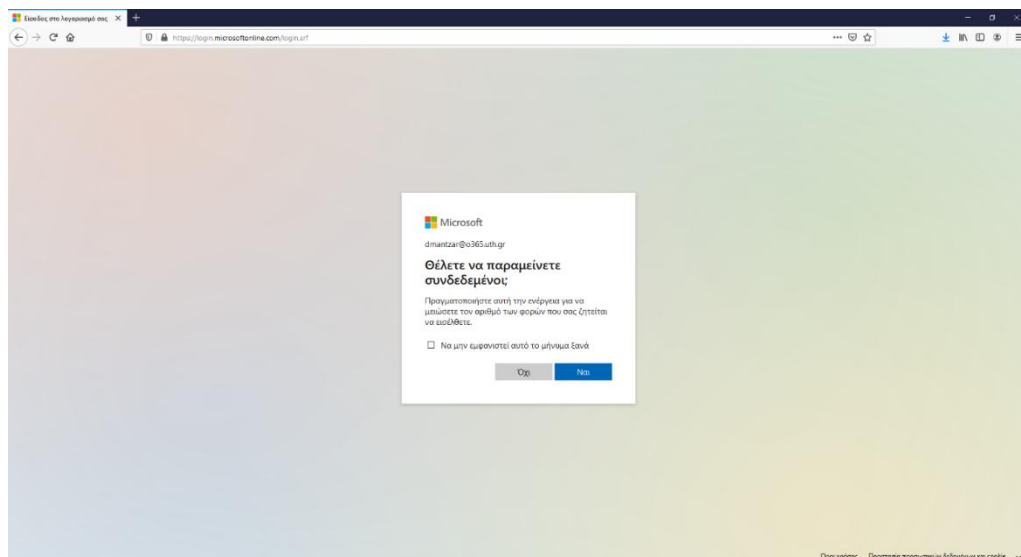


Image 13. Whether we wish to stay logged in to Microsoft services.

32. The window of Image 14 then appears, which is the environment of Forms application.

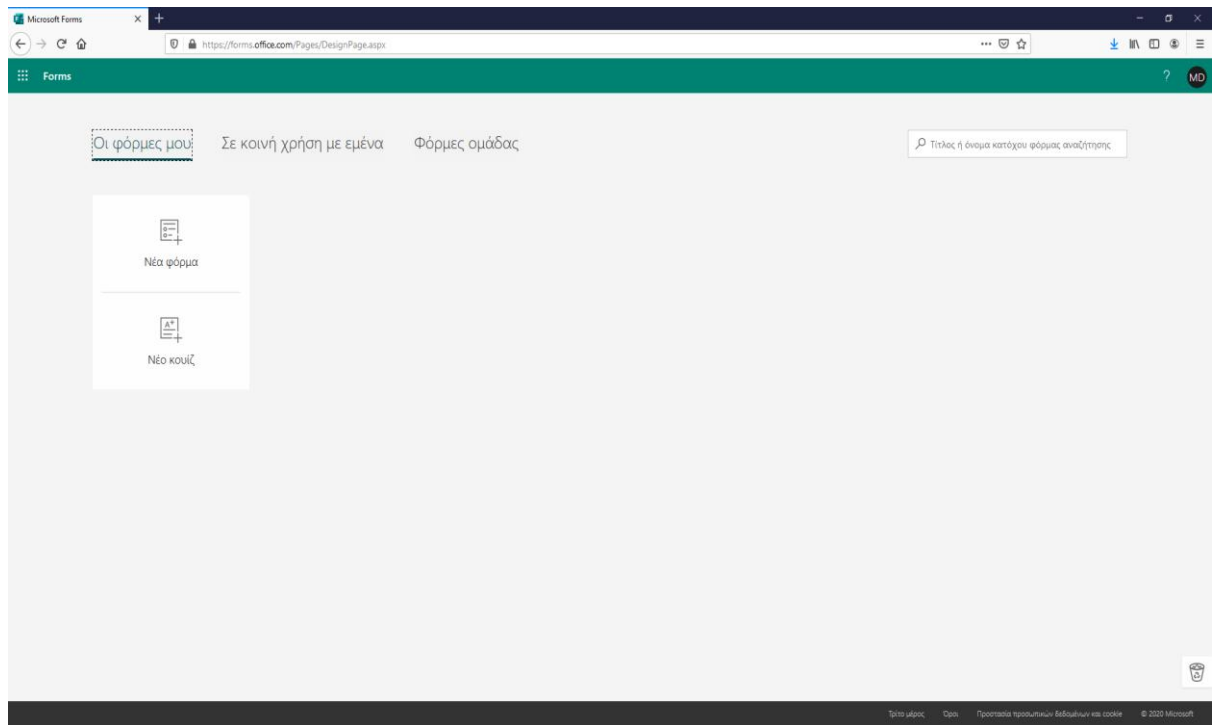


Image 14. Environment of Microsoft Forms application.

33. Shown:

My forms	The forms we have made ourselves
Shared with me	The forms shared with us
Group Forms	The forms created in some MS-Teams group.

34. We select: My forms

35. If we are going to be evaluated, we choose shared with me

5.2.1 Type of questions in a new quiz

36. According to the capabilities of Microsoft Forms application, the available types of questions are:

Choosing	Multiple-choice questions
Text	The answer is text

Evaluation	A scale appears and the respondent makes a choice
Date	The answer is a date
Listing	The respondent must put the available choices in the right order
Likert	Evaluation with a Likert scale
File send	The respondent submits a file
Net promoter score®	The question is: "How likely are you to recommend us to a friend or colleague?" and there is a scale for the respondent to choose from.
Units	Organising in units is attempted.

37. In the field labeled: "Question" we type our question.
38. We enter our answers.
39. **Multiple answers:** If **disabled**, the question has only one correct answer. If the question has more than one correct answer, this specific feature **is enabled**. In this case, we must also specify all the correct answers. If the multiple-choice option is enabled and we have set only one correct answer, the question will behave as if it has a single correct answer.

Random order of options

Often the questions per student appear in a different, random order. Also possible answers.

40. **Automatic showing of results:** If the specific option is enabled, when the quiz is submitted, the respondent is informed about his/her grade.

Entry of name Your name and e-mail address may be required when starting the quiz.

An answer per person It is possible that submitting answers is allowed only once or in other cases corrections.

If there are a start and end date and time for the quiz, then after the expiration of that specific time period, no answers will be accepted. In the submissions file, the start and end date and time of the quiz for each respondent are shown.

41. Notifications

Sending email proof to respondents

If enabled, respondents receive an email with a link to their answers.

Receive email notification for every response

If enabled, we will receive an email after each quiz submission by the respondents.

6 BIBLIOGRAPHY

- I. User guide of the Application FORMS of MS-TEAM Platform. Version 1.0.1, Dr. Dimitrios Mantzaris, Informatics Laboratory Teaching Staff University of Thessaly, Volos., November 2020
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