Microsoft Teams

The Microsoft Teams app allows Planet eStream users who also use Microsoft Teams to share content from their Planet eStream system into Teams and create Virtual Classes within Teams.
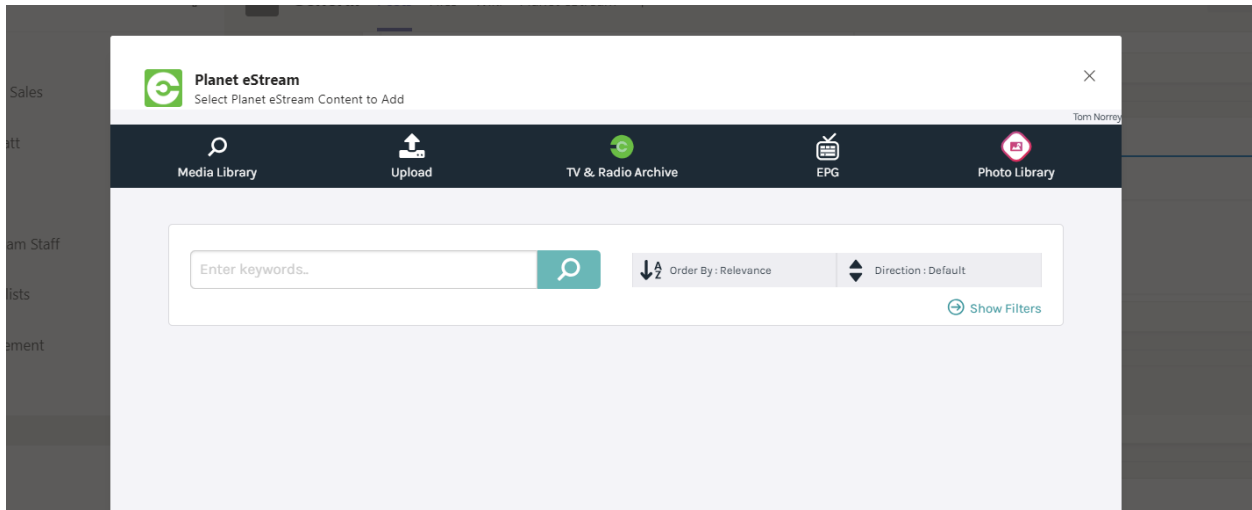
Option 1: Sharing Content Using the Planet eStream Bot

Navigate to a Team and on the Posts Tab select the Planet eStream 'e' icon from the messaging area at the bottom of the window.
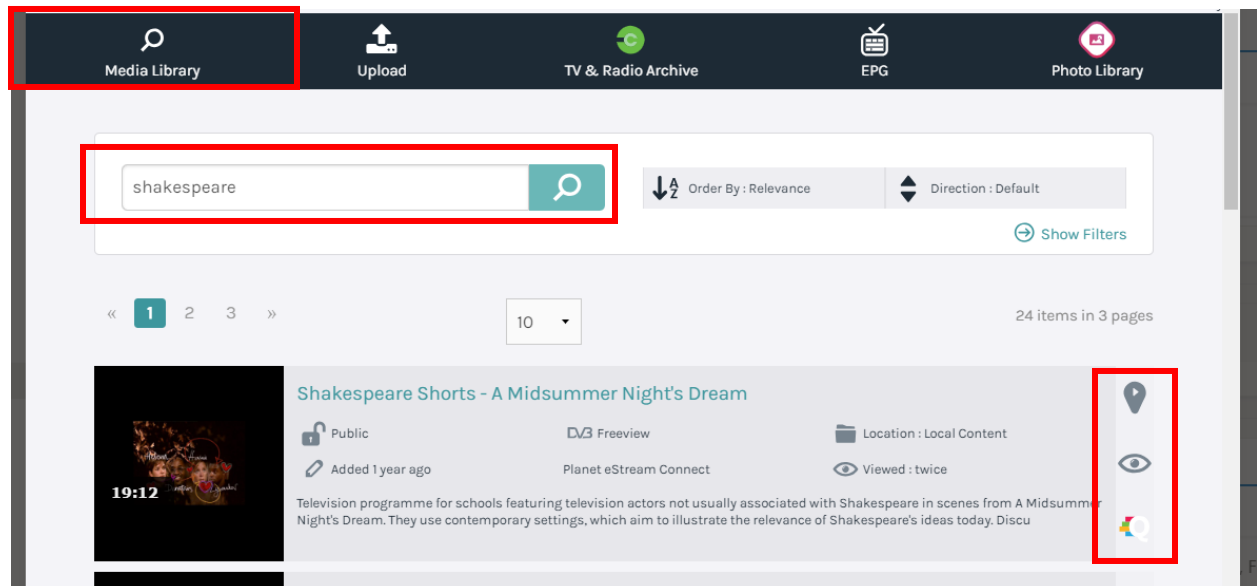
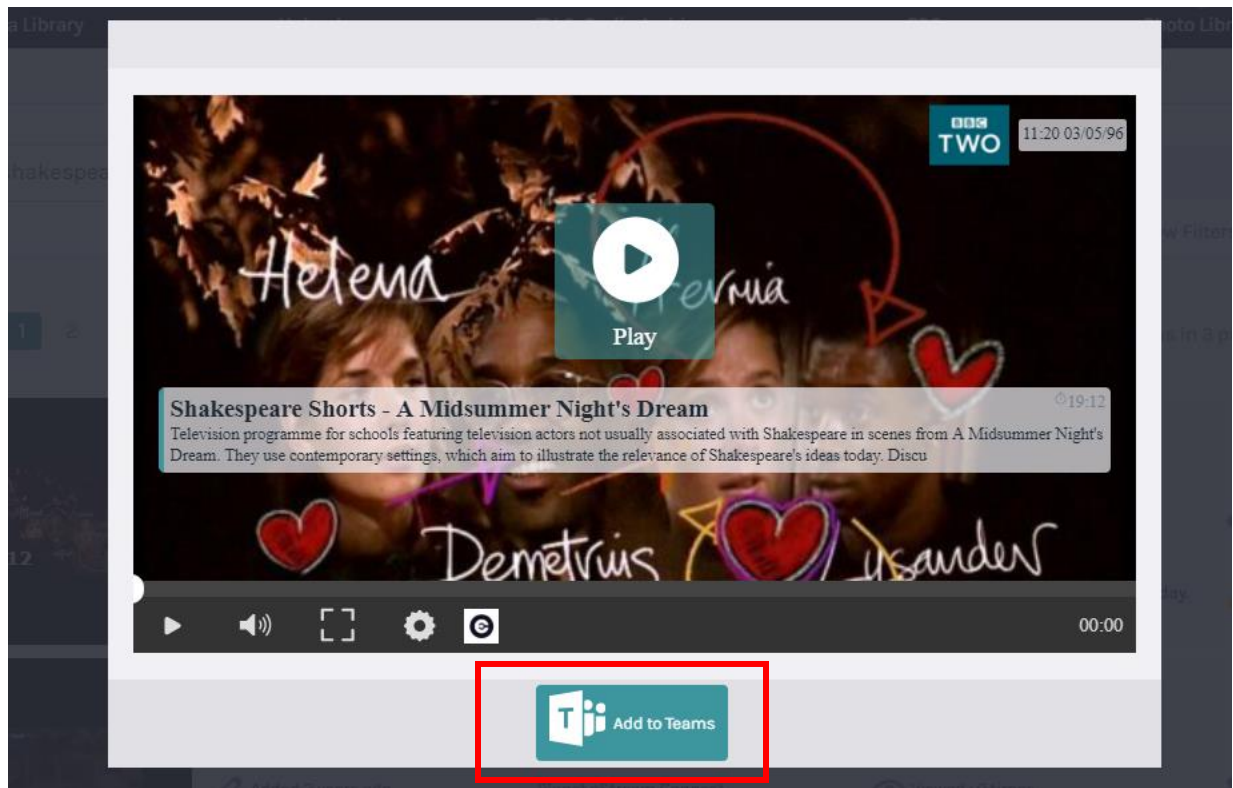This will launch the Planet eStream bot and present you with 5 options.

Media Library

The first option you have is to search your Planet eStream Media Library for video content within eStream that you want to share with Teams. Enter your search terms in the search bar and use the magnifying glass icon to search for content. You can filter your search to show different types of content should you wish. If you do a search for a specific piece of media, it will return all the results that match you search; you then have a few options.
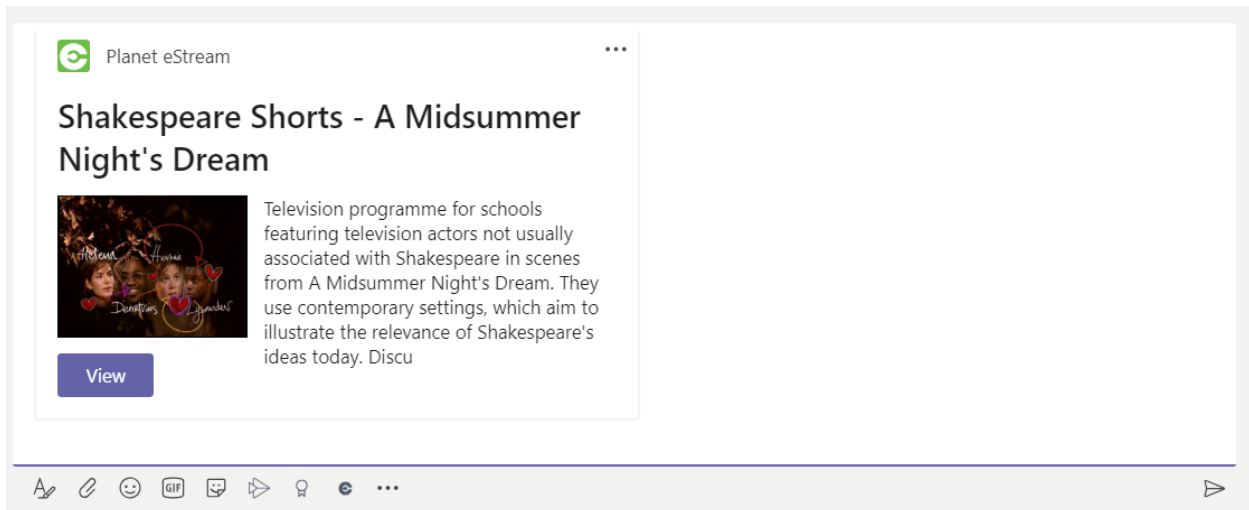
You can select the entire video by clicking on the thumbnail. If you want to preview this use the Eye icon, then click Select Item. You can also select any chapters from within that video or clip. Finally, you can embed quiz timelines from that clip.

Click Add to Teams to add to your Team.

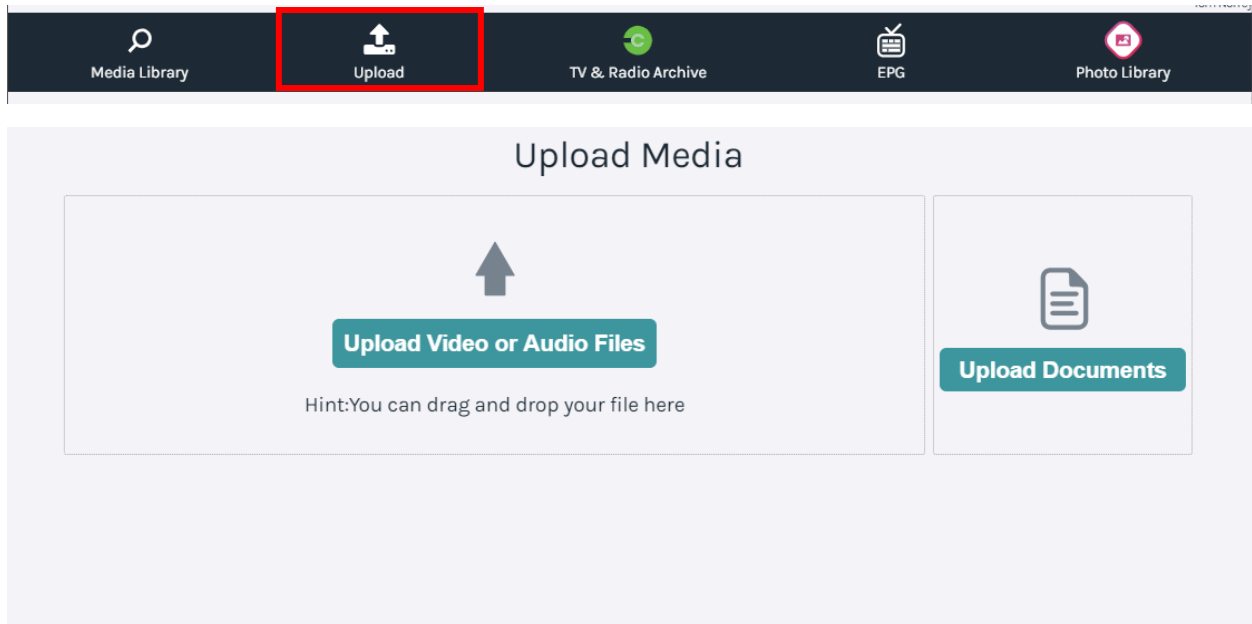The video will be shared in the conversation.

Uploading Video Content

You can upload content to your Planet eStream system via Teams. Once the video has been converted by Planet eStream it will be available to view in eStream and automatically embedded on to the Teams page.

You can upload video or audio files, documents or YouTube embeds in the same way as you can through the eStream interface.
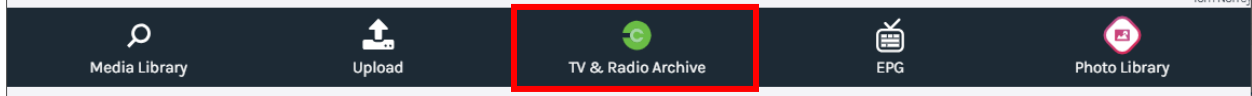
Select Upload from the plugin options and then upload your media following the same steps as uploading directly into Planet eStream.
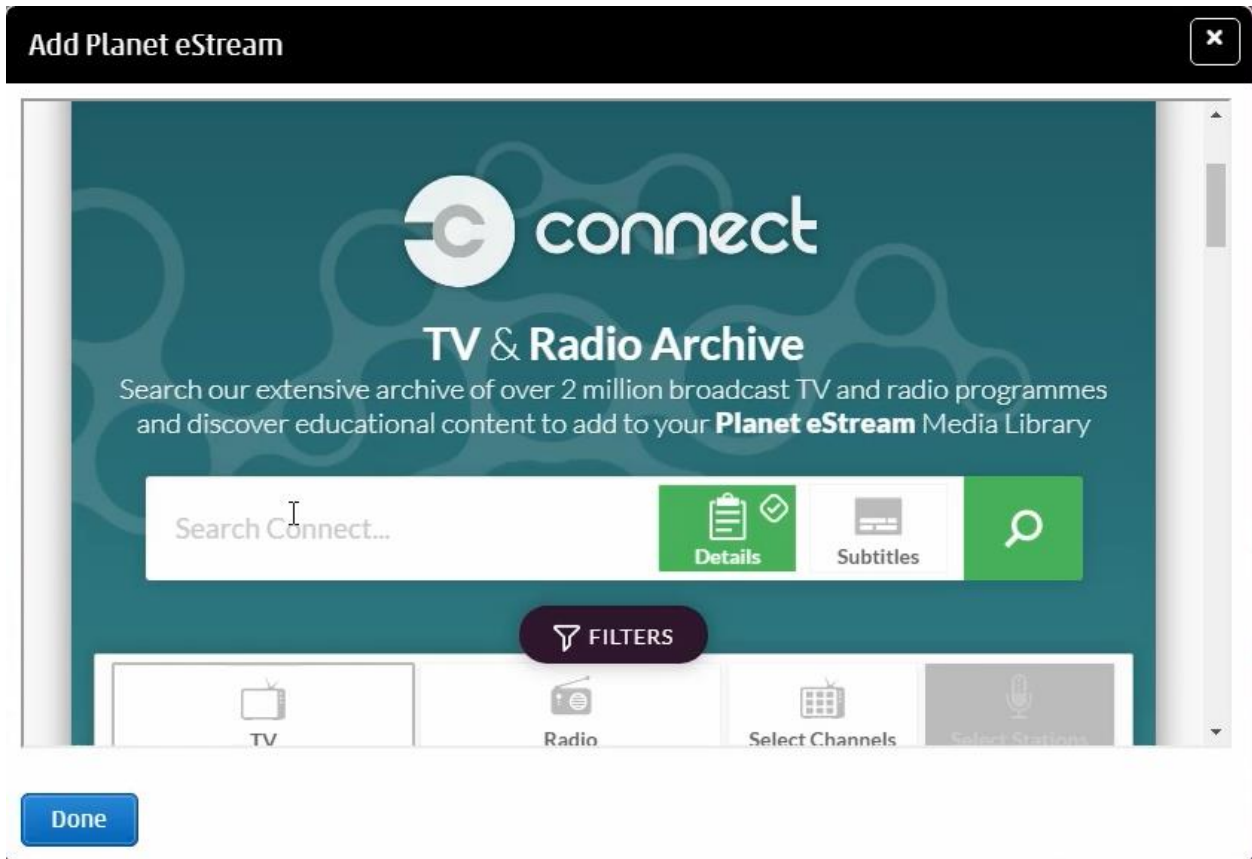
TV & Radio Archive Content

You can search Connect directly via Teams and import from the archive into Planet eStream.
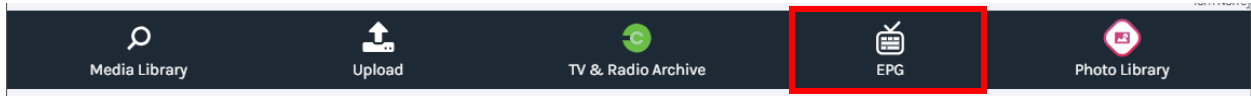
To do this select TV and Radio Archive.

You can then search connect and add content. When you add this content via Teams it will automatically add it to your eStream site, and you'll see a placeholder while the content is being converted.
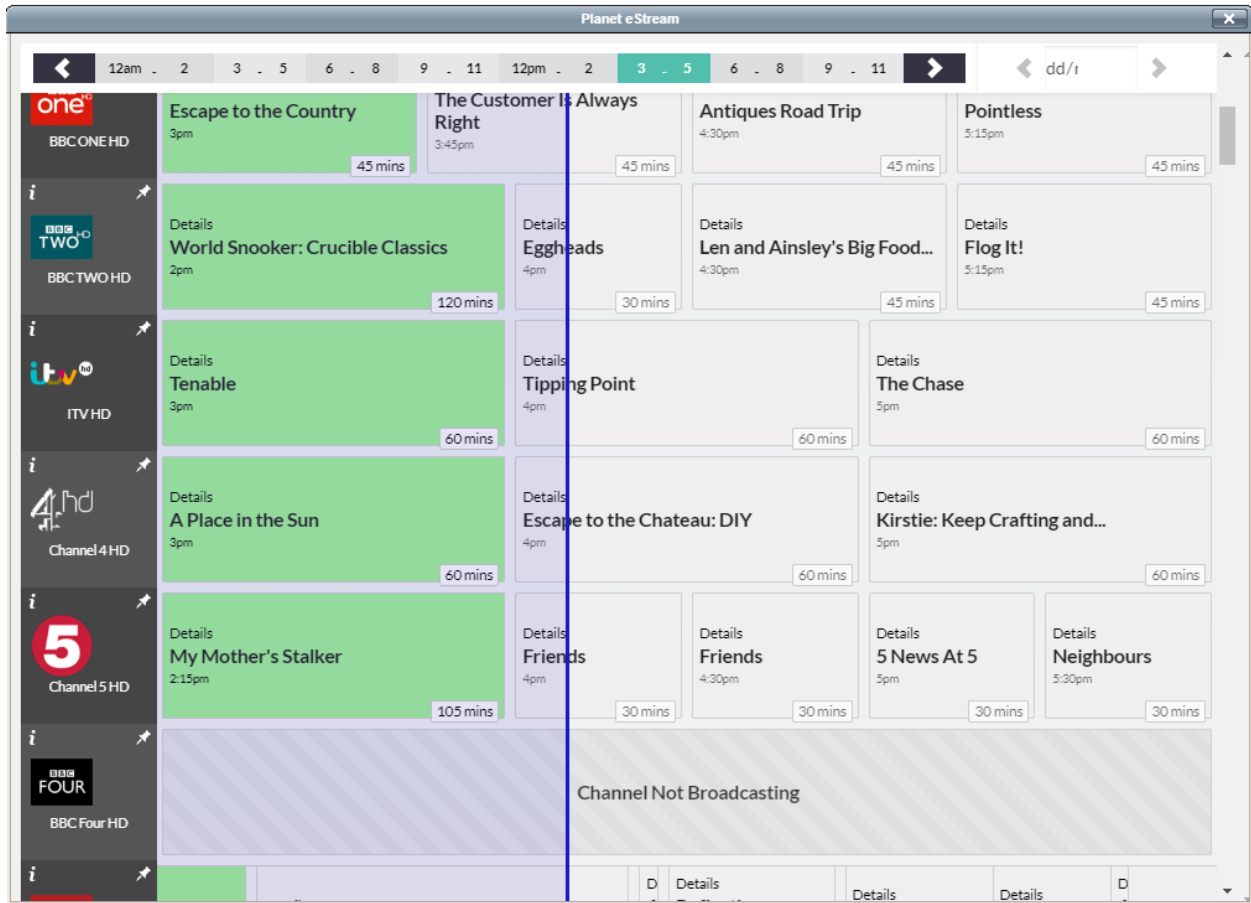
Recording TV and Radio Using the EPG

You can use the Planet eStream EPG via Teams in the same way that you would directly in Planet eStream by selecting EPG.
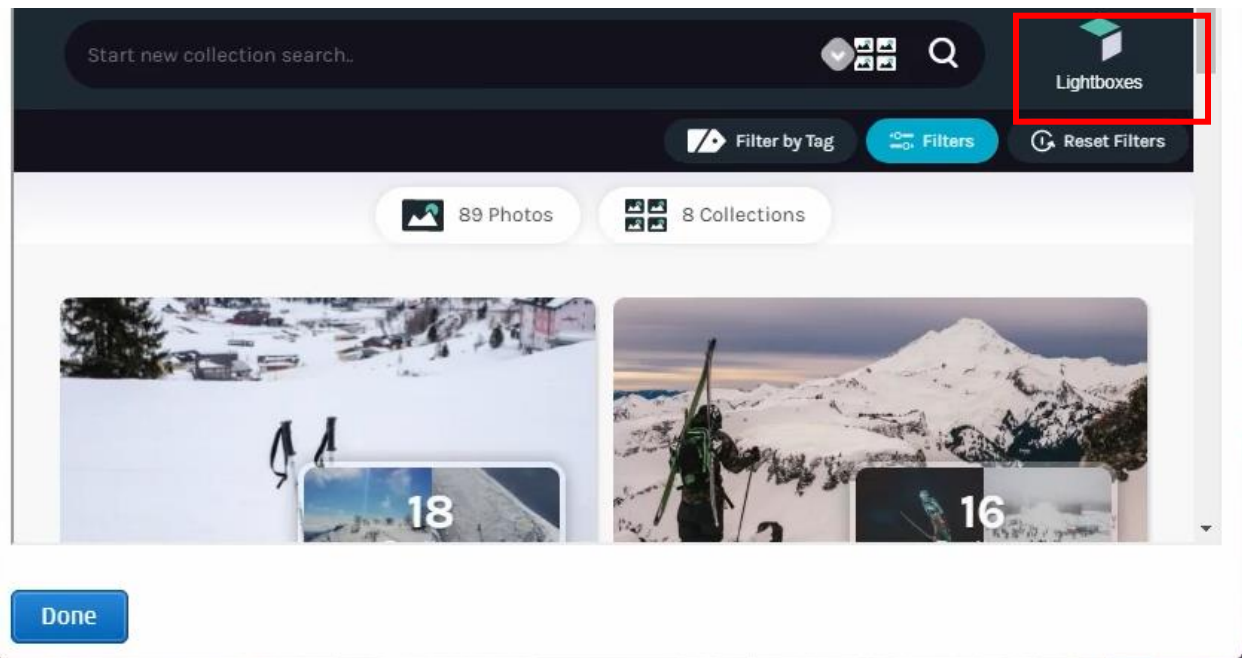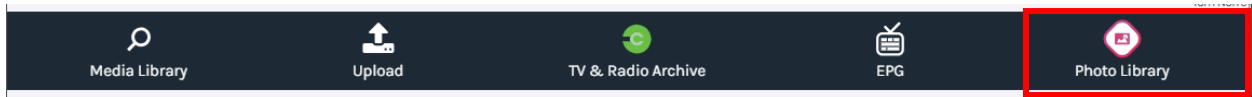

Select a programme to record it and once it has been added to Planet eStream it will automatically be embedded into the Teams course page. In the interim a placeholder will be shown.

Photo Library

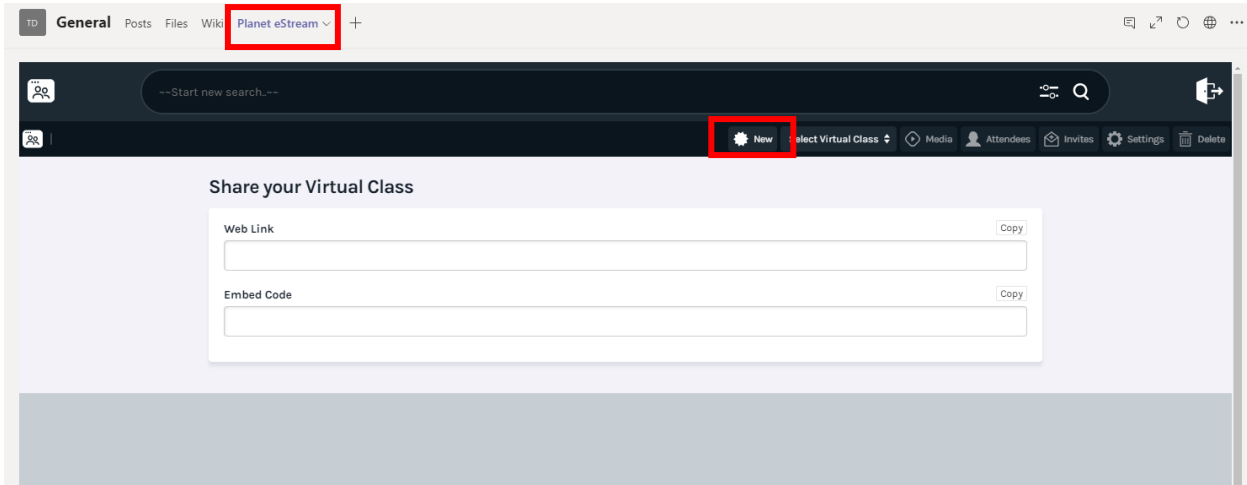The final option you have is to access content from the Planet eStream Photo Library.

Select Photo Library to access this and you will be presented with any Collection that you've recently created. You can also search any Collection that you might have created and use the drop-down to switch between searching for individual items or collections.

The plugin will also show and Lightboxes that you have created or are a contributor to. Select Lightboxes to view these.
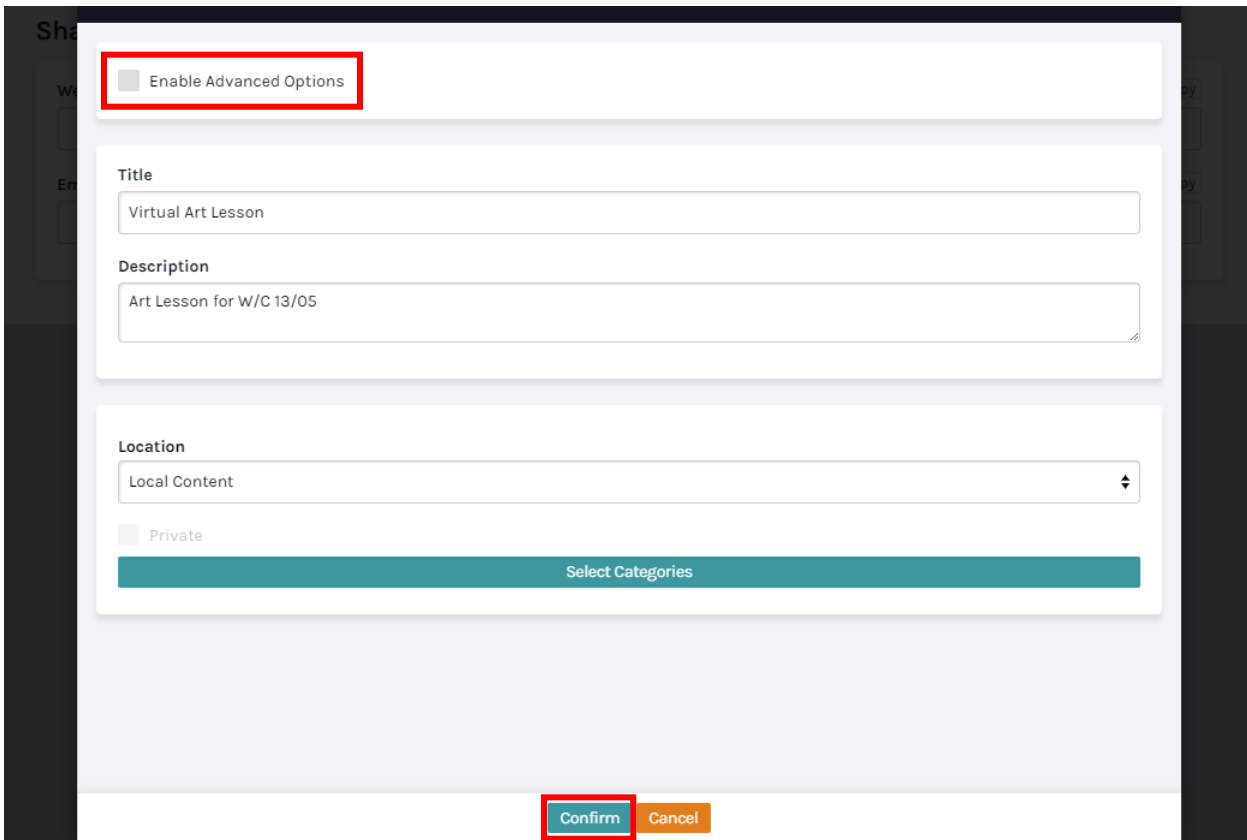
Option 2: Create a Virtual Class in Teams

To create a Planet eStream Virtual Class in Microsoft Teams, first select the Planet eStream tab from the list of options at the top of the team.

Viewers of Virtual Classes will see any classes that have been assigned as part of the Team. Educators will be able to create new Virtual Classes. To create a new Virtual Class select **New**.

Next, add a title, description, publishing policy and category for the Virtual Class. You can also add additional metadata by selecting **Enable Advanced Options.** Then select **Confirm.**
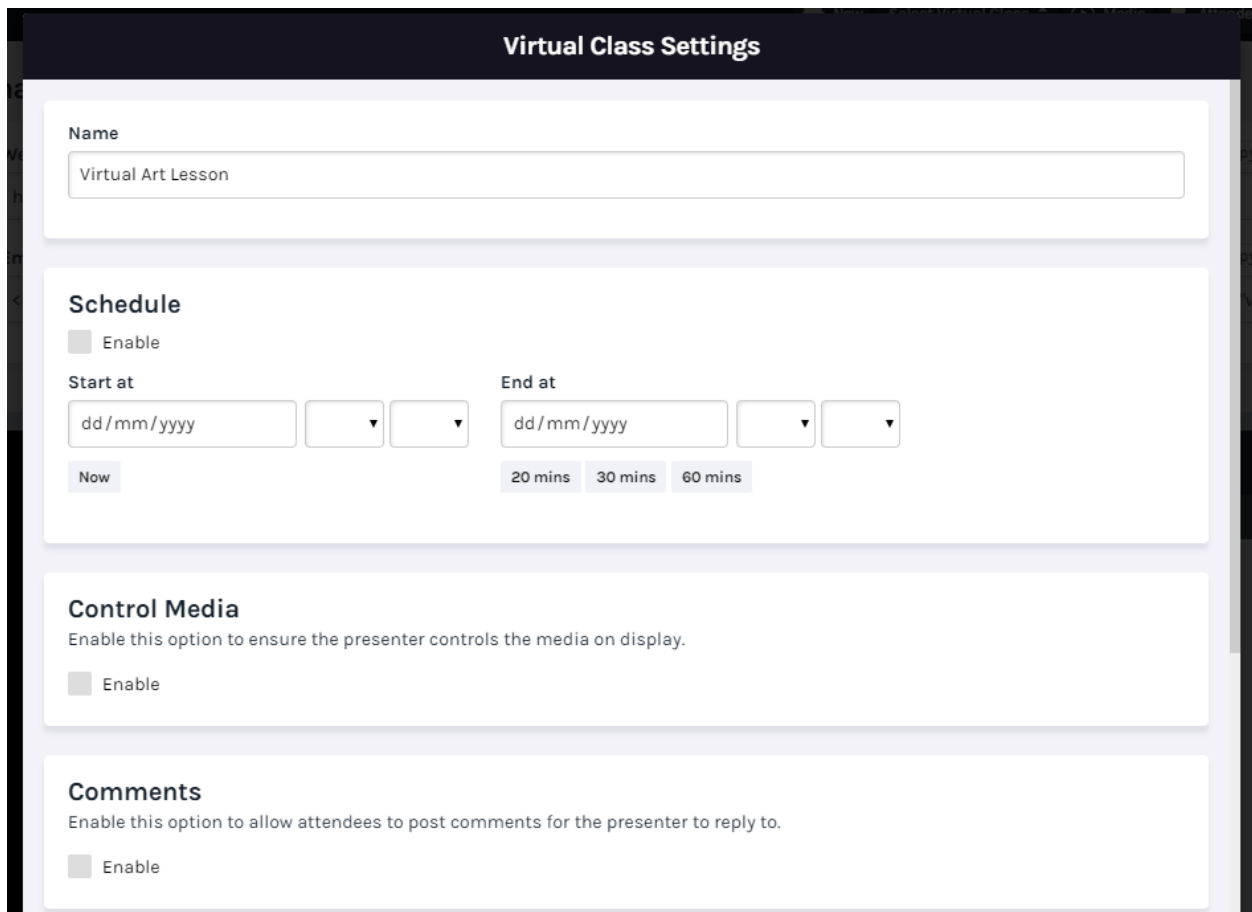
Once you have created the Virtual Class, you can modify the settings.

The schedule option allows you to schedule start and end times for the Virtual Class. This can be used in a couple of ways. Firstly, it can be used to create lessons at specific times or to schedule work to be released on a certain date. You don't need to add both a start and end time. Click **Enable** to add scheduling information. If you want the dates to be open ended to allow learners to work in their own time, leave this blank.

Control media means that the presenter is in control of the media for all viewers. For example, if the presenter moves forward on a clip, this will be replicated for all viewers. Viewers will be unable to pause, load different clips or move around on time timeline.

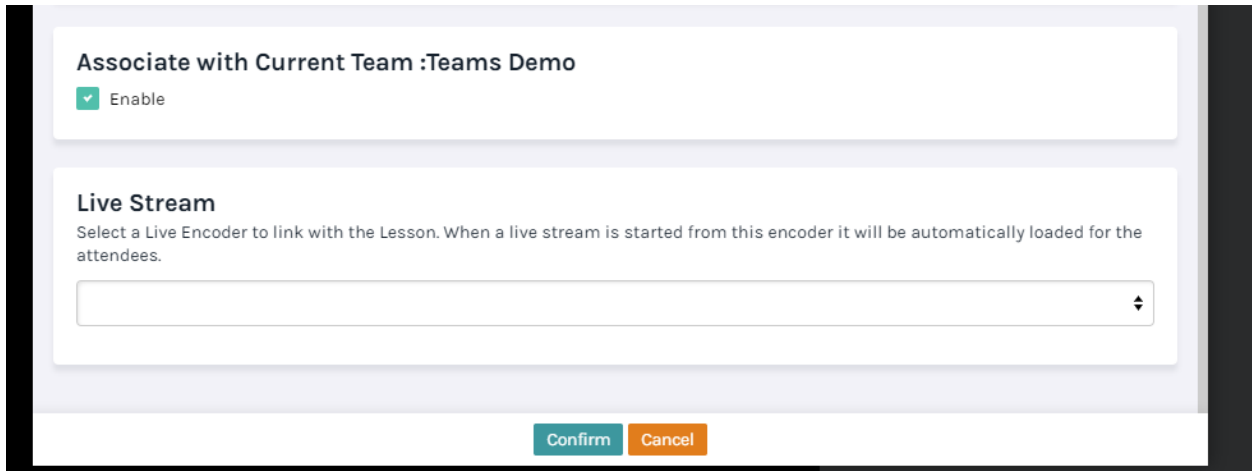Enabling comments allows viewers to type in questions or comments that can be answered or replied to by the presenter.

Scroll down to see the final couple of options.

Associate with Current Team is selected by default but can be turned off if required. This means that the Virtual Class is associated with the Team that it is being created in and therefore grants permissions to all members of that Team to view the Virtual Class.

Live Streams can also be used in conjunction with the Virtual Class tool if you have the Live Streaming Module as part of your Planet eStream licensing.
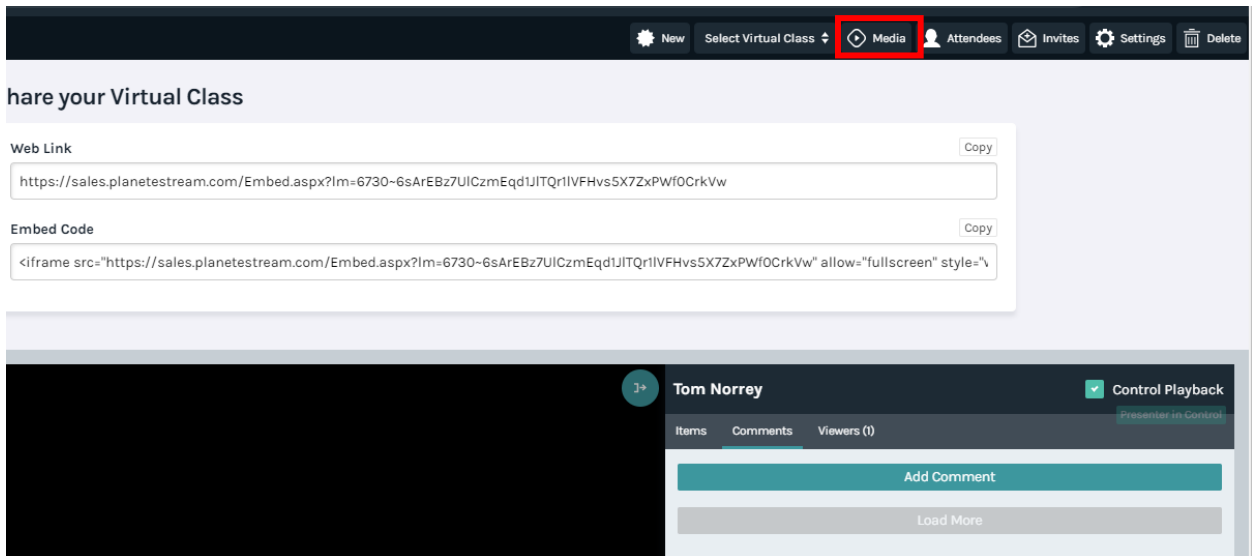
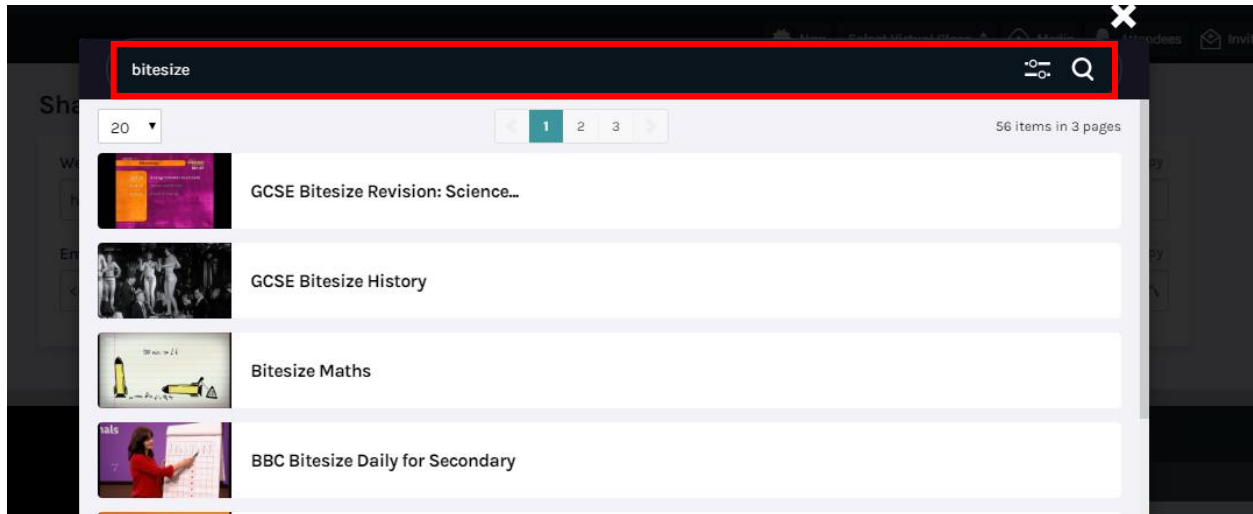Click **Confirm** to create your Virtual Class.

Once the Virtual Class is created you can add some media. To do this select **Media.**

If you have specified a live stream this will already be available as an item in the Virtual Class.
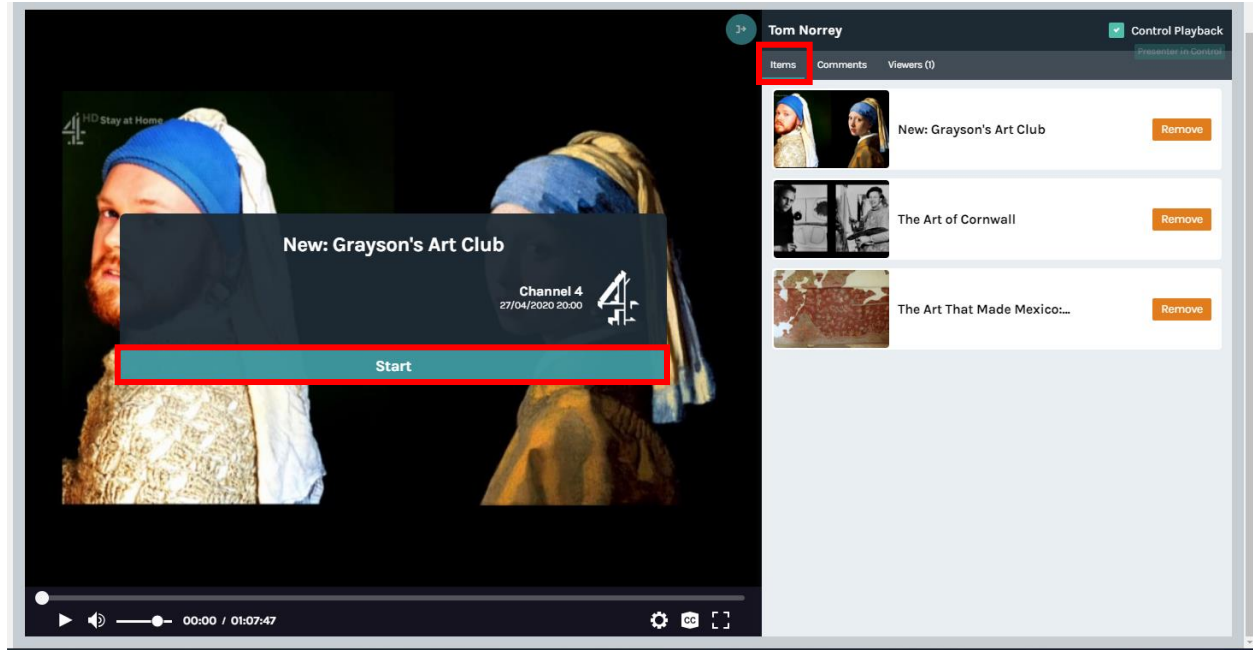
You will be presented with a search bar where you can enter your search terms. Click on the magnifying glass icon to show results. Once the results are returned, click on the title of the clip to add it to the Virtual Class. You can select multiple.
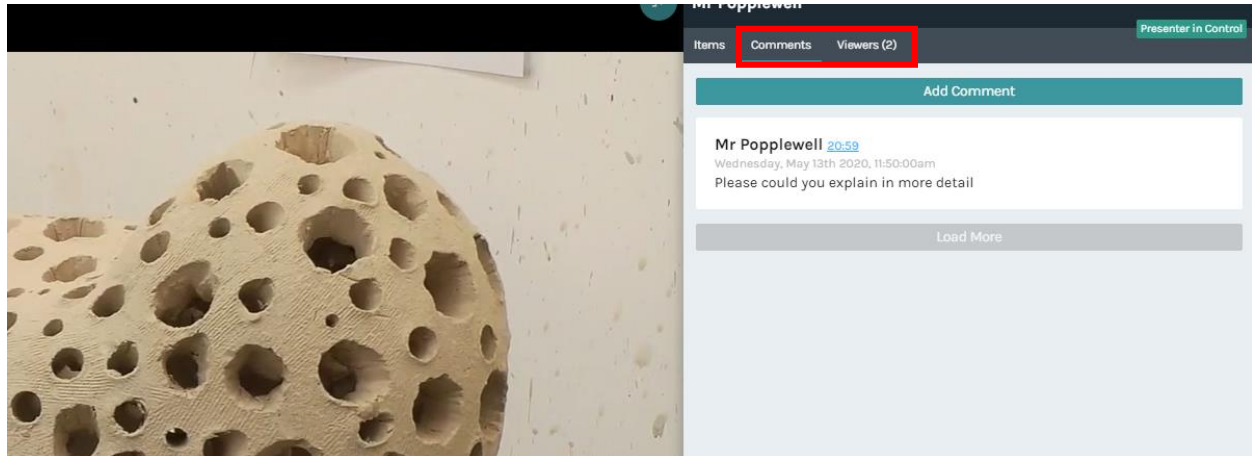

All items that have been added will be displayed on the **Items** tab. You can then load a source into the video player by clicking on the title of the clip.

When you are ready to start the Virtual Class, press **Start.** If you have added scheduling, viewers will be unable to start until the scheduled start time.

If a viewer adds any comments while they are attending the Virtual Class, these will be shown under the comments tab. You can then respond to these verbally if you are live streaming, or type in a response.

You can also see who is in attendance by selecting viewers.

Virtual Classes are retained on your Planet eStream website after they end, for use again in the future or to review and reply to comments.