Microsoft Teams for Teaching Online

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https://wiki.nus.edu.sg/display/cit/Microsoft+Teams+for+Teaching
Workshop Plan

- Understanding team types
- Setting up your class
- Organising content
- Managing communication and collaboration
- Conducting live video lectures, tutorials or meetings
About Microsoft Teams

A metaphor...
Login to **office.com** with NUSNET ID

Office 365 is available to all NUS Students and Staff
Team Structure

Teams
- Group of people brought together for work, projects or common interests (e.g., classes, research projects, learning communities, departments)

Channels
- Dedicated sections (e.g., topic, department or project) within a team to keep conversations organised.
- Standard (e.g., entire class) or Private Channels (e.g., tutorial groups)
Affordances of Microsoft Teams

• Manage classes, projects or learning communities (organise content, recorded videos)
• Live classes/meetings
• Rich engagement and communication
• Synchronise to students’ notebooks
• Available on all platforms and devices
  • Web Browser
  • Desktop Apps (Windows, Mac)
  • Mobile Apps (Android, iOS)
Setting up
Setting up your team

Select a team type

Class
Discussions, group projects, assignments

Professional Learning Community (PLC)
Educator working group

Staff
School administration and development

Other
Clubs, study groups, after school activities

Cancel
<table>
<thead>
<tr>
<th>Class</th>
<th>Professional Learning Community (PLC)</th>
<th>Staff</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers as owners</td>
<td>Educators working on shared goals or PD</td>
<td>Staff leaders</td>
<td>Educators, Staff or Students</td>
</tr>
<tr>
<td>Students as members</td>
<td>Educators share equal read-write permissions.</td>
<td>Staff members</td>
<td></td>
</tr>
<tr>
<td>Teachers control settings</td>
<td>Educators share equal read-write permissions.</td>
<td>Staff leaders control posting settings</td>
<td>Team leaders control settings</td>
</tr>
<tr>
<td>Students have limited permission</td>
<td>Staff members only have limited permission</td>
<td>Other members have limited permission</td>
<td></td>
</tr>
<tr>
<td>Create assignments and quizzes; gather feedback</td>
<td>Organize materials, work on shared goals</td>
<td>Communicate and share important documents</td>
<td>Work together on any shared goal/project/activity</td>
</tr>
<tr>
<td><strong>Class Notebook</strong></td>
<td>**Collaborate using **PLC <strong>Notebook</strong> (One Note) <strong>for common PLC tasks</strong></td>
<td><strong>Use Staff Notebook</strong> to track common administrative goals</td>
<td>OneNote notebook (optional)</td>
</tr>
<tr>
<td>• Collaboration Space</td>
<td>• Content Library</td>
<td>• Staff Notebook</td>
<td>• Class Notes; Handouts; Homework; Quizzes</td>
</tr>
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<td><strong>Staff Notebook</strong></td>
<td><strong>Student Notebooks</strong> (Class Notes; Handouts; Homework; Quizzes)</td>
</tr>
<tr>
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<td><strong>Collaborate using PLC Notebook</strong> (One Note) for common PLC tasks</td>
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<td><strong>Class Notebook</strong></td>
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</table>
Setting up and managing

Setting up your class
Organising your content
Using channels
Setting up Team Notebook
Your class awaits

This class is currently pending and invisible to your students. Select Activate when you’ve finished setting this team up to let your students in.

OK
Welcome to Microsoft Teams for Teaching (Workshop)

Choose where you want to start

Upload Class Materials  Set up Class Notebook

Kiruthika Ragupathi has added Wanyun to the team.
Kiruthika Ragupathi has created channel 1. Setting up your Teams. Hide channel
Organising your content

- By weeks
- By topics
Using channels

• Use Channels to create sub-categories within each team for file storage, special projects, focused topics and/or conversations
  • Standard
    • For weekly content
    • For topics
  • Private
    • For tutorial groups
    • For teaching team
Setting up a Class Notebook

Give your students a private space for notes and a canvas for collaboration.

Set up a OneNote Class Notebook
Here's what you will get in your Microsoft Teams for Teaching (Workshop) Notebook:

Collaboration Space
Team notes are stored here for everyone to see. All channels will have sections here.

- Teacher can edit the content
- Student can edit the content

Content Library
Publish course materials to students.

- Teacher can edit the content
- Student can only view the content

Student Notebooks
A private space for each student.

- Teacher can edit the content
- Student can edit his or her own content and can't view others' notebooks
Set up the sections in each student's private space.

Use the following suggestions or create your own.

- Microsoft Teams for Teaching (Workshop) Notebook
  - Student name
    - Handouts
    - Class Notes
    - Homework
    - Quizzes
  + Add section

Discard  Back  Create
Communicating & Collaborating

Posts (private, public)
Video meetings and sharing
Collaborating using Microsoft Office documents
Posts

• General Conversations
• Conversations within standard channels
• Conversations within private channel
Video meetings

Streaming videos
Sharing screen/whiteboard
Communication and Collaboration

• Conduct video meetings
• Send messages and announcements to individual students or whole classes. Students can create private chats with peers.
• Use Class Notebooks to share notes and files and give feedback
• Use Notebooks to collect and curate resources, collaborate and develop new documents
Assessing student work

• Assignments: Create, assign, collect, and give feedback on assignments
• Quizzes
• Rubrics can be created and used assess student work
Assignments

One Minute Paper
Due tomorrow at 23:59

Instructions
Reflect upon how you plan to use Microsoft Teams for your teaching.

Student work
None

Points
5 points possible
Grading Assignments

One Minute Paper
Due tomorrow at 23:59

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Feedback</th>
<th>/ 5</th>
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</thead>
<tbody>
<tr>
<td>BK</td>
<td>Not handed in</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO</td>
<td>Not handed in</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ML</td>
<td>Not handed in</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
Quizzes

Forms
Add the quizzes you create in Microsoft Forms to your assignment.

Search

Choose a Form:

- Use of Microsoft Teams in your teaching
  - Today

- Using MS Teams
  - 17 Feb 2020

+ New Form

Cancel  Next
### Grades

#### Due before Feb 28

<table>
<thead>
<tr>
<th>Search students</th>
<th>One Minute Paper</th>
<th>Using MS Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK, Keng Khim</td>
<td>Tomorrow • 5 points</td>
<td>Tomorrow</td>
</tr>
<tr>
<td>HO, WAN YUEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Li, Ong, Charina</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA, Lin Lin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Challenges and Consideration

• Establish participation and etiquette guidelines
• Make sure everyone gets to voice their thoughts and opinions and that no one person dominates the conversation both in the chats (asynchronous) and the video meetings (synchronous).
• Manage student expectations, plan how participants should prepare for a live lecture and what activities might follow the session.
• Be prepared to answer questions related to connection and other technical issues.
## Difference between Zoom and Teams meetings

<table>
<thead>
<tr>
<th>Feature</th>
<th>Zoom</th>
<th>Microsoft Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max no. of participants for online meetings</td>
<td>300</td>
<td>250</td>
</tr>
<tr>
<td>Join meeting link</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Calendar Invite</td>
<td>Yes, install plugin</td>
<td>Yes</td>
</tr>
<tr>
<td>Chat during meeting</td>
<td>Yes, during meeting</td>
<td>Yes, extends beyond meeting</td>
</tr>
<tr>
<td>Screen Sharing</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>File Sharing</td>
<td>Yes, during meeting</td>
<td>Yes, extends beyond meeting</td>
</tr>
<tr>
<td>Breakout sessions</td>
<td>Yes</td>
<td>No, unless groups can work within private channels</td>
</tr>
<tr>
<td>Raise Hand</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>External Users</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Participants in China</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cloud Recording</td>
<td>Yes</td>
<td>Yes, to Microsoft Stream</td>
</tr>
</tbody>
</table>
Example

Use of Microsoft Teams for the Blended Learning Course
Pre-class activity for Session 2 (11 July): Intended Learning Outcomes

Hello colleagues,

In preparation for Session 2 on 11 July, focusing on drafting intended learning outcomes, you’re invited to go through a short 5-min presentation on what intended learning outcomes is all about.

1. Have a look at the video presentation before you come for Session 2 on 11 July, 2pm:
https://mediaweb.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=374e9989-e214-4c46-b91d-aa56004813c

2. After viewing the presentation, think about the intended learning outcomes of a unit which you plan to design for the prototype of this course. During the session on 11 July, you will have the opportunity to share your draft intended learning outcomes with fellow course participants and solicit peer feedback.

3. The resources for Session 2 is available under this channel: Files > ‘Session 2: Intended Learning Outcomes - Resources’.

Look forward to meeting you on 11 July, 2pm.

Thanks.
(4) Peer review of draft lesson

Lesson plan of [User]

This is a draft remake of the [User] class that I TA for but always wanted to conduct it via a different approach.

Draft Lesson Plan - [User] W3 Inequality in SG.docx

Lesson plan reviewed by [User] with comments in the attached file.

Draft Lesson Plan - [User] Inequality in SG rev...

Lesson plan from [User] and [User]

Case Study Teaching Plan.docx

Start a new conversation. Type @ to mention someone.
Example

Use of Microsoft Teams at PGP House
PGP House stories for website

Hi PH Management, I decided to start this conversation thread so that all the stories for PH website can be consolidated here for reference and comments.

The stories are structured across 3 key categories (based on our vision statement), and story angles (and students) were

- Collapse all

PH Management 7/23/19 4:05 PM

Please share your comments by 25 July. I will start posting 2 stories at a time (to be uploaded over the course of the semester) by start of next week. Thanks!

Hi, I read some of the stories, nicely written, and inspiring... we should collect more of those stories to keep going and keep our website active too.

Thanks! I have uploaded 2 of the stories onto our website already, and will continue to refresh once every 2 weeks.
Management Meetings

3 February 2020 Management Meeting, 6.30pm
Dear PH Management, please refer to agenda items for tonight's meeting:

1) Updates by Master
   - Discussion with UFF Master and staff

See more

Start a new conversation. Type @ to mention someone.
### Management Meetings

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-01-20</td>
<td>January 19</td>
<td></td>
</tr>
<tr>
<td>2019-12-17</td>
<td>December 16, 2019</td>
<td></td>
</tr>
<tr>
<td>2019-12-03</td>
<td>November 21, 2019</td>
<td></td>
</tr>
<tr>
<td>2019-11-05</td>
<td>November 4, 2019</td>
<td></td>
</tr>
<tr>
<td>2019-10-14</td>
<td>October 13, 2019</td>
<td></td>
</tr>
<tr>
<td>2019-09-30</td>
<td>September 30, 2019</td>
<td></td>
</tr>
<tr>
<td>2019-09-12</td>
<td>September 12, 2019</td>
<td></td>
</tr>
<tr>
<td>2019-09-05</td>
<td>September 5, 2019</td>
<td></td>
</tr>
<tr>
<td>2019-08-27</td>
<td>August 27, 2019</td>
<td></td>
</tr>
</tbody>
</table>
Example

Use of Microsoft Teams for MOOC projects
Q & A