

Synchronous Online Teaching Using: **Microsoft Teams**

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Objectives

At the end of this session participants will be able to:

- ▶ Recognize key functions of Teams
- ▶ Identify tips and tricks for using Teams for teaching
- ▶ Employ Teams to engage online learners

Challenges that come with Synchronous Online Learning

Timing

Internet/tech issues

Disengaged, under/over motivated learners

Various learner levels

Faculty/Staff unfamiliarity

Lack of preparation (on both sides)

Tips for Online Synchronous Learning

- ▶ Establish clear expectations
- ▶ Don't do it alone - share hosting responsibilities
- ▶ Allow for feedback
- ▶ Monitor any feedback or chat functions
- ▶ Take time to review expectations and responsibilities before each session
- ▶ Include high quality, relevant content in your presentation
- ▶ Be enthusiastic!
- ▶ Utilize interactive functions of your selected platform
- ▶ Understand the features of your technology
- ▶ Set and share clear, attainable objectives for your learners specific to each encounter.
- ▶ Challenge yourself to look for varying and creative tools

Microsoft Teams

- ▶ Available with Microsoft Account
- ▶ Designed to provide an easier way for small groups of people to communicate, collaborate, and share information via a common space
- ▶ Used for many businesses as an official collaboration tool and for remote work
- ▶ Customize invitations and groups with people from your team, department, or organization
- ▶ Fully integrated with Office 365 allowing seamless sharing and editing of documents/files
- ▶ Allows for up to **250** people to participate in a single Teams meeting
- ▶ Many apps available to customize Teams

Why use Teams?

- ▶ Share some ideas in the chat box!

Some reasons why...



Real-time collaboration



Video and audio meetings



Share content



Engage learners

How do YOU access Teams?

► Microsoft 365 Account Required

- To start using Microsoft Teams, log into your [Office 365 Portal](#) with your credentials, look for Teams under the list of add-ins. Click on it to log in and configure the settings.

► Carilion Clinic Employees can:

1. Check your program list on your computer.
 - a) If Microsoft Teams is already loaded on your computer, simply use your Active Directory logon information to log on.
 - b) If Microsoft Teams is NOT already loaded on your computer, contact TSG for access.



Starting or Scheduling a Teams Meeting

- ▶ Start in real-time or schedule in advance
- ▶ Schedule via the Teams App or Outlook
- ▶ Add directly to calendars

Starting and Scheduling from Outlook:

- ▶ On the **Home Calendar** ribbon on Outlook, select **New Teams Meeting**
- ▶ An email invitation is displayed. The **Location** is listed as **Microsoft Teams Meeting**
- ▶ Edit the **Subject**, **Start time**, **End time**, and invitation body as you normally would for a meeting.

Send

You haven't sent this meeting invitation yet.

From: tstrull@carilionclinic.org

To: [Empty]

Subject: Scheduling a Teams Meeting

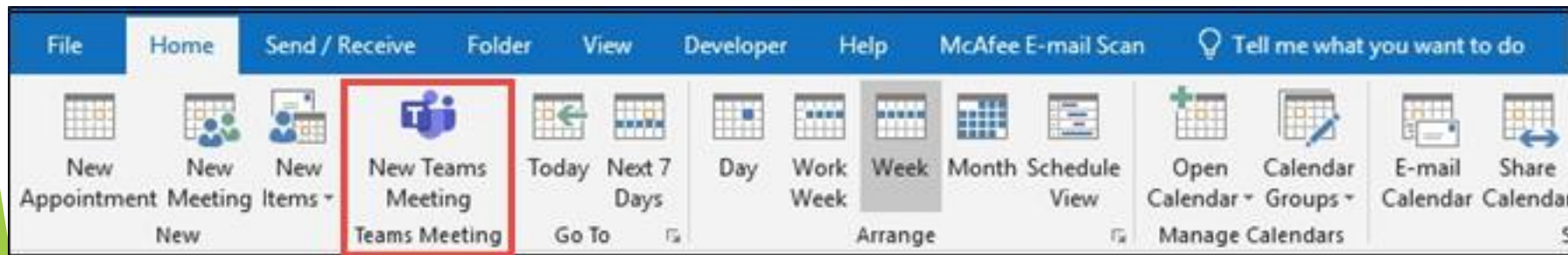
Location: Microsoft Teams Meeting

Start time: Wed 7/10/2019 4:00 PM ☐ All day event

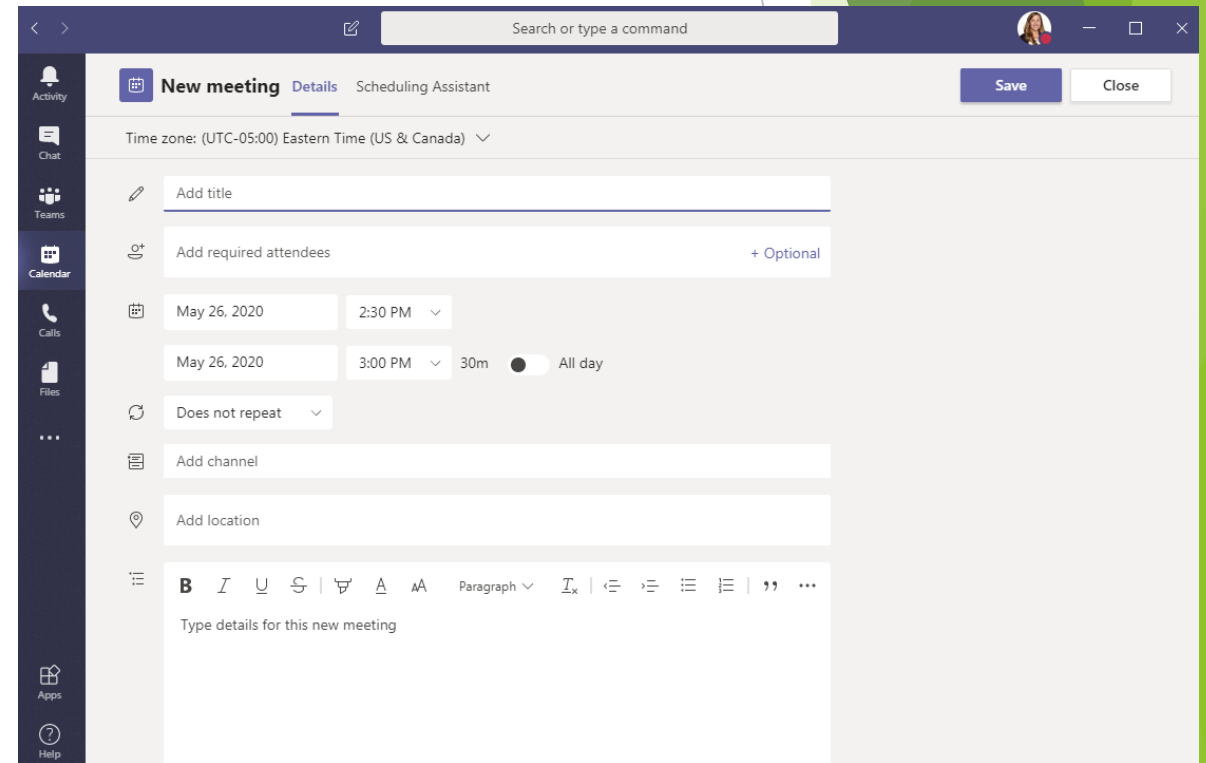
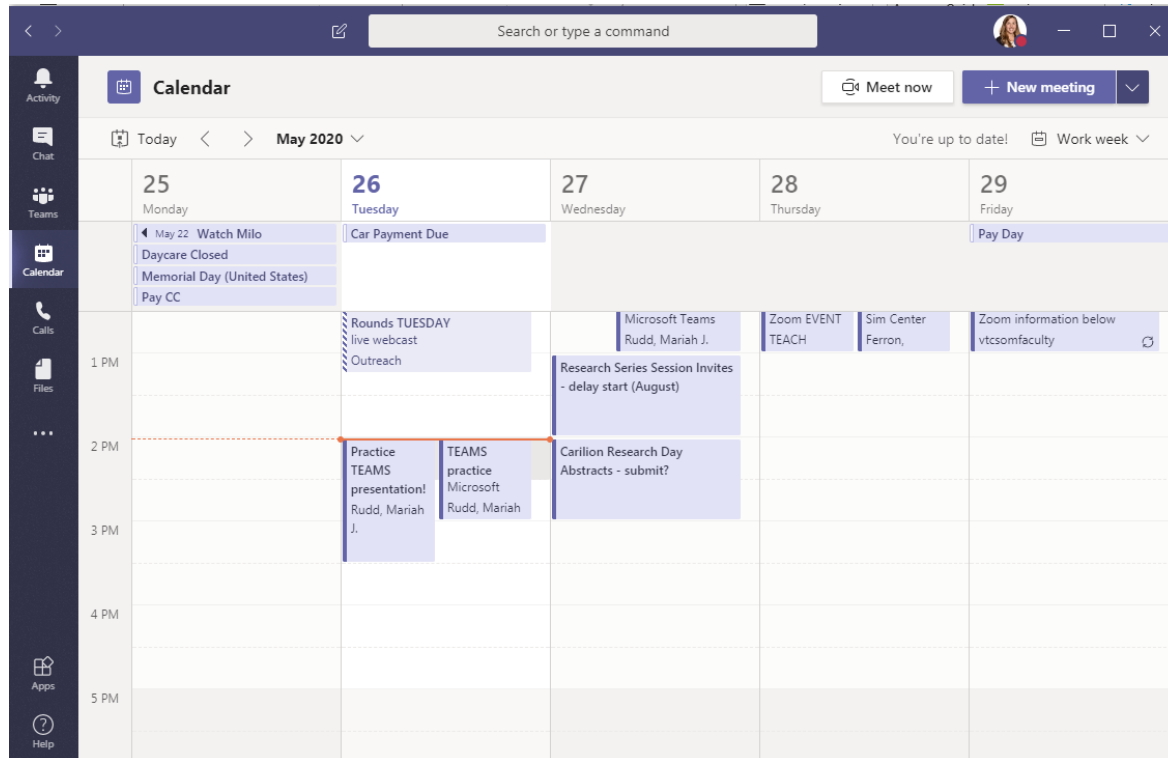
End time: Wed 7/10/2019 4:30 PM

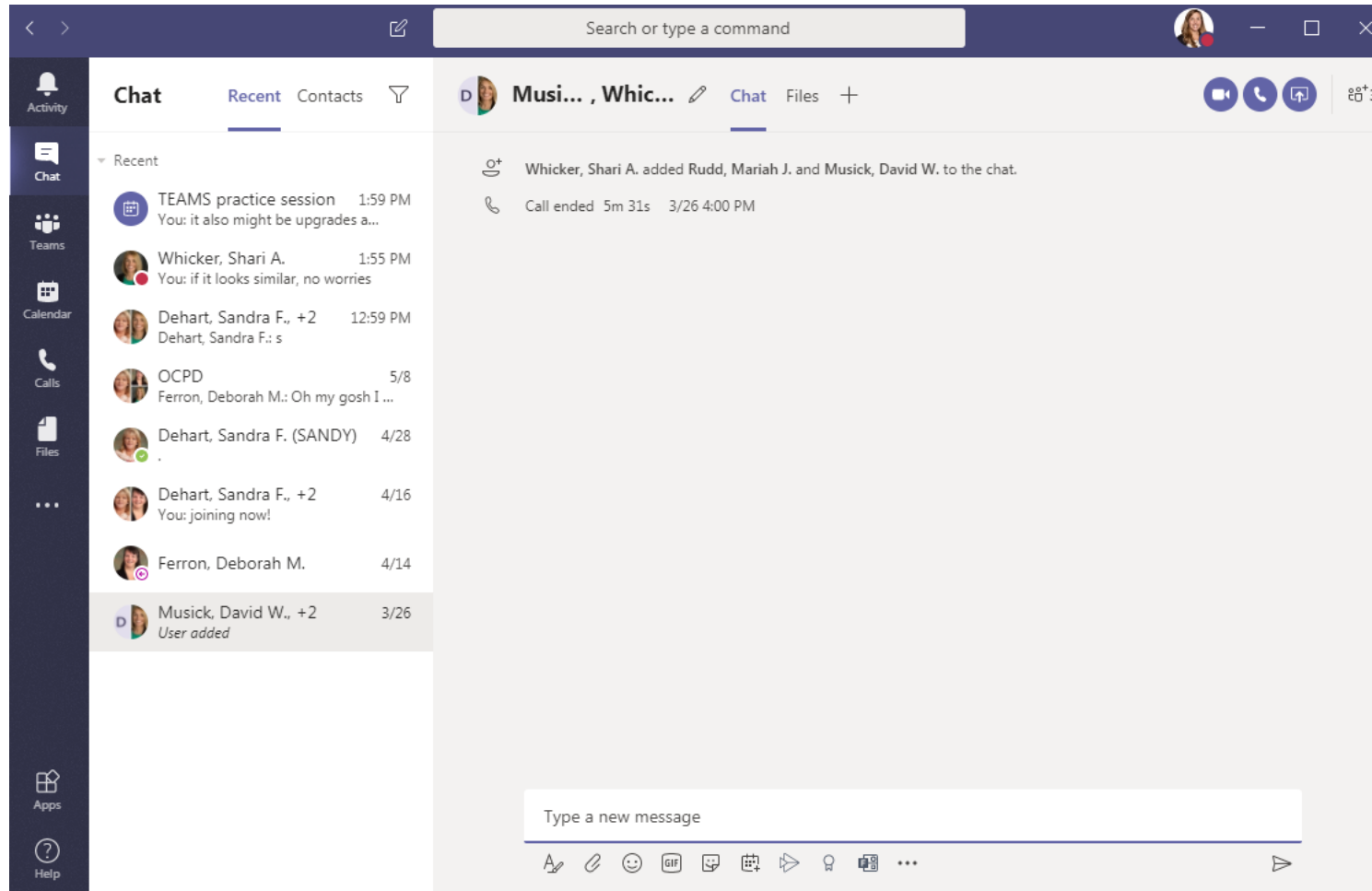
Purpose	What is the purpose or objective of this meeting?
Outcome	What is the expected outcome of this meeting?
What is the agenda	What are the topics for discussion that will lead to the desired outcome of the meeting?
Engagement	What is required of meeting participants prior to (prep) and during (materials and information) the meeting?
Roles and responsibilities	Who will facilitate, take notes, contribute, and make necessary decisions during the meeting?

[Join Microsoft Teams Meeting](#)



Starting and scheduling from Teams App





Hosting a Teams Meeting

The screenshot shows the Microsoft Teams interface for creating a new meeting. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. The main area is titled 'Teams Online Learning Session' and includes tabs for Chat, Files, Details (selected), Scheduling Assistant, and 2 more. A 'Join' button and a 'Close' button are in the top right. Below the title bar, there's a 'Cancel meeting' link, a time zone dropdown set to '(UTC-05:00) Eastern Time (US & Canada)', and a 'Meeting options' link. The meeting details section includes a title field with 'Teams Online Learning Session', a list of attendees with a 'TEACH' tag, and a '+ Optional' link. The date and time are set to 'May 27, 2020' at '7:30 AM'. Below this, there's a section for duration and recurrence, with 'May 27, 2020' at '8:30 AM' for '1h' and a toggle for 'All day'. Suggested time slots are listed: '3:00 PM-4:00 PM', '3:30 PM-4:30 PM', and '4:00 PM-5:00 PM'. The recurrence is set to 'Does not repeat'. A location field contains 'Microsoft Teams Meeting'. At the bottom, there's a rich text editor with various formatting options (Bold, Italic, Underline, etc.) and a 'Join Microsoft Teams Meeting' link with a sub-link 'Learn more about Teams | Meeting options'. On the right, a 'Tracking' section shows the organizer 'Rudd, Mariah J.' and a participant 'TEACH' with an 'Unknown' status.

Search or type a command

Teams Online Learning Session Chat Files Details Scheduling Assistant 2 more

Join Close

Cancel meeting Time zone: (UTC-05:00) Eastern Time (US & Canada) Meeting options

Teams Online Learning Session

TEACH + Optional

May 27, 2020 7:30 AM

May 27, 2020 8:30 AM 1h All day

Suggested: 3:00 PM-4:00 PM 3:30 PM-4:30 PM 4:00 PM-5:00 PM

Does not repeat

Microsoft Teams Meeting

Join Microsoft Teams Meeting

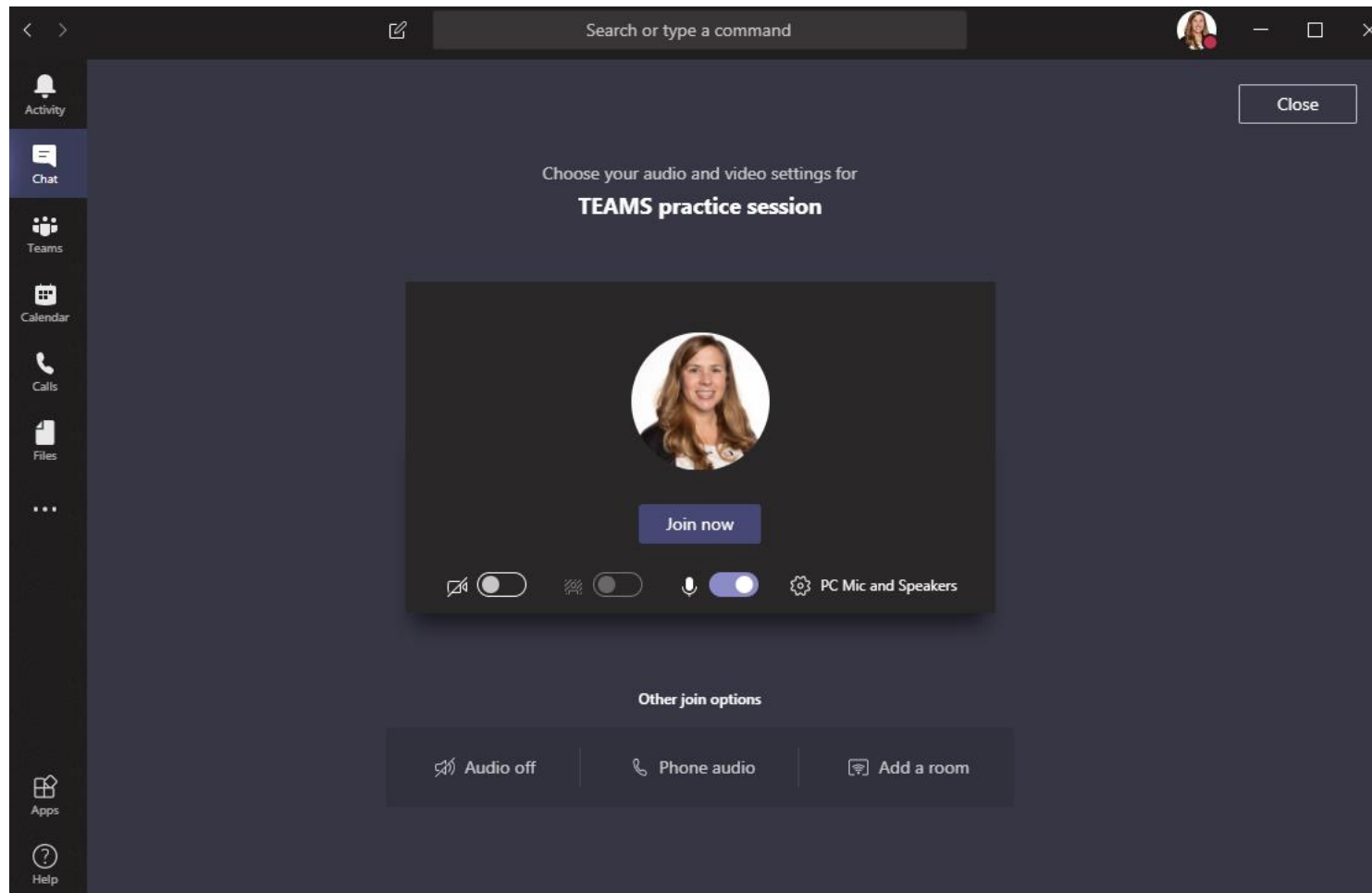
Learn more about Teams | Meeting options

Tracking

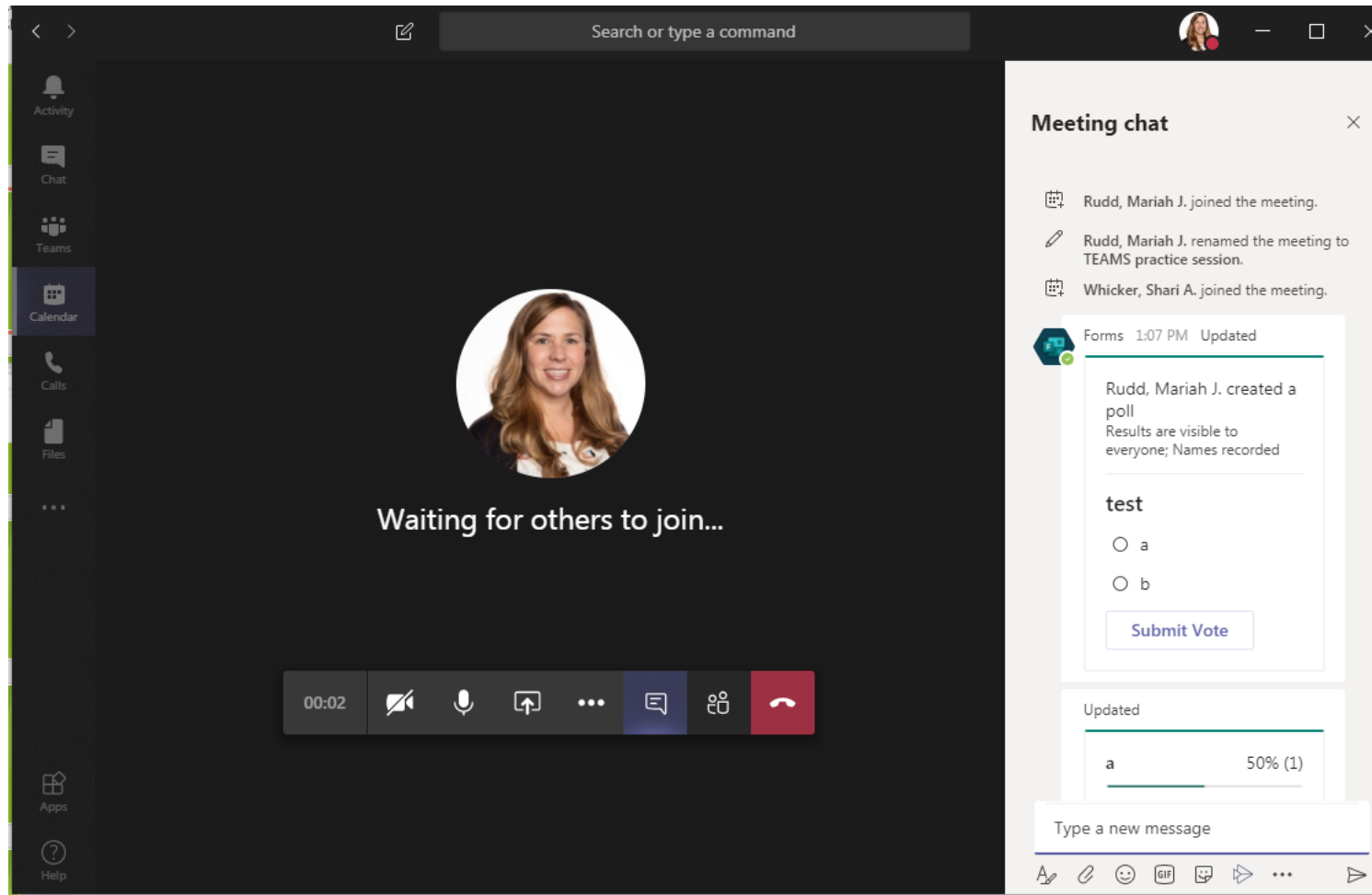
Rudd, Mariah J. Organizer

TEACH Unknown

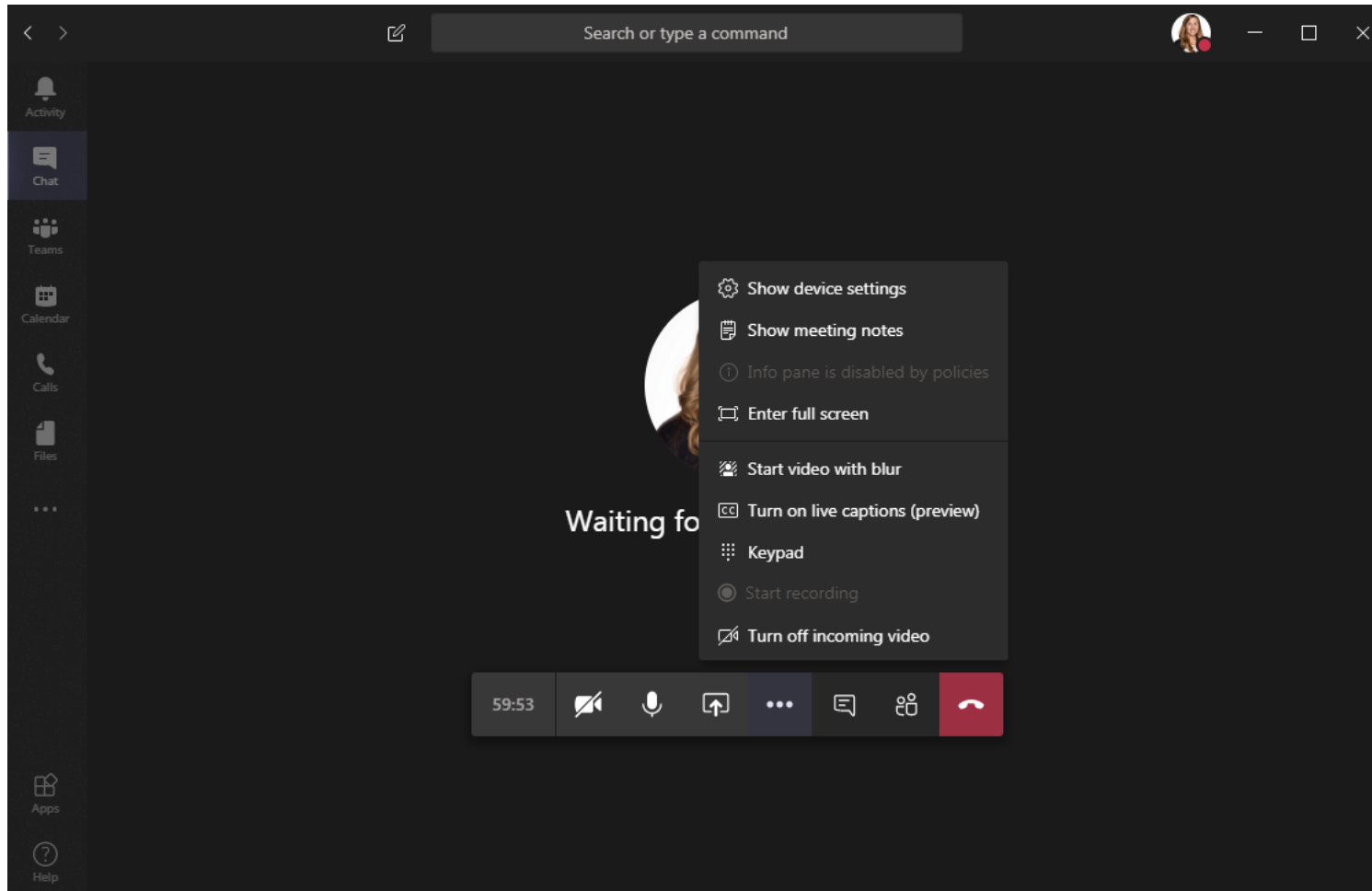
Hosting a Teams Meeting



Hosting a TEAMS Meeting

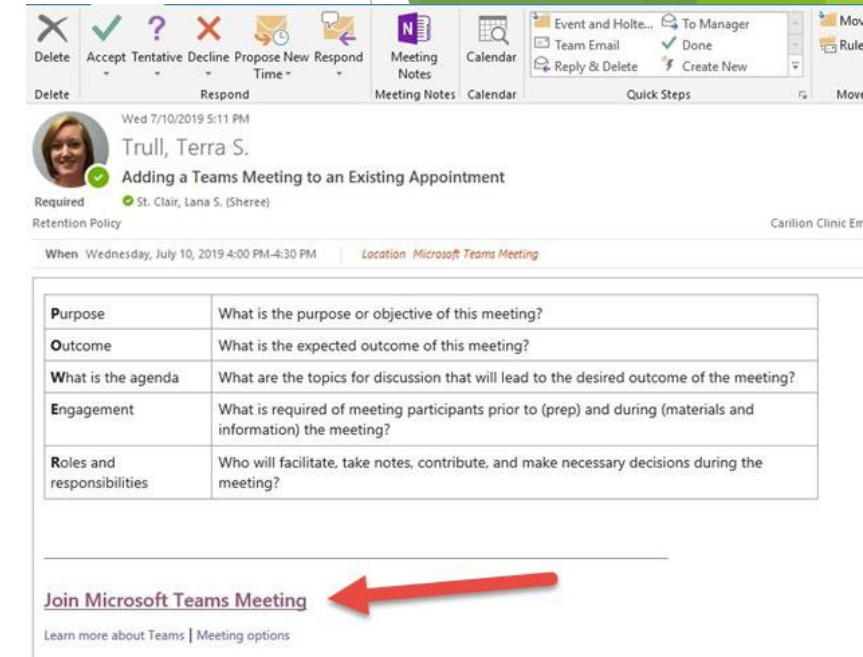


Floating Menu Bar



Joining a Teams Meeting

- ▶ **How to join a Teams Meeting from the Teams application**
 - ▶ To join a Teams Meeting using the Teams application, click the **Calendar** tab in the activity bar on the left
 - ▶ Click the appointment and click **Join**
 - ▶ To turn your audio and video on or off, click the toggle next to the camera and microphone icons
- ▶ **How to join a Teams Meeting in Outlook**
 - ▶ Open the appointment in Outlook
 - ▶ Click **Join Microsoft Teams Meeting**
 - ▶ **Note:** You may be prompted to download the Microsoft Teams app



Tools for Collaboration

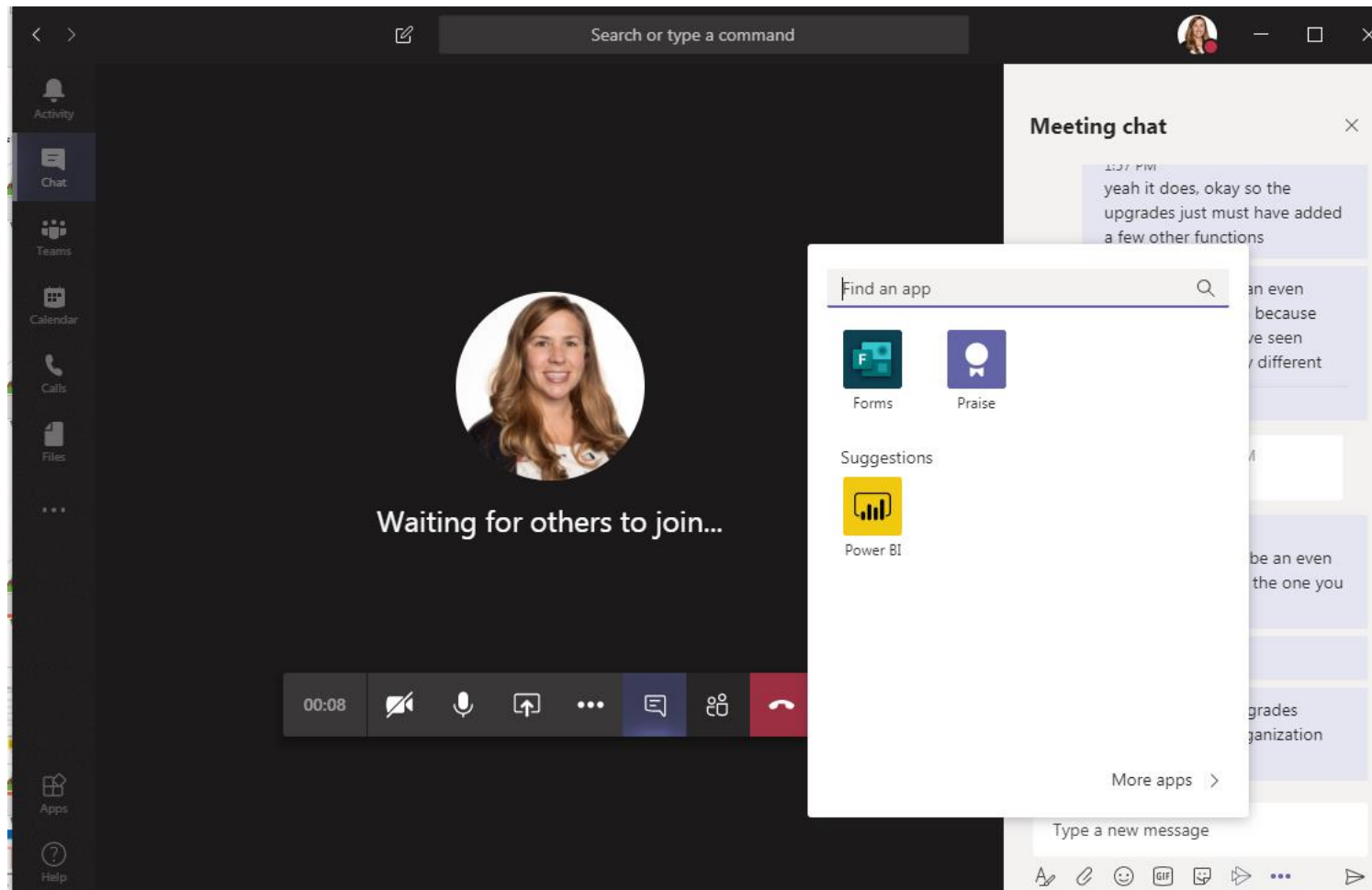
- ▶ Video calls
- ▶ Chat
- ▶ Video conference
- ▶ Group or one-on-one calls
- ▶ Share screen
- ▶ Whiteboard
- ▶ Collaborate on documents
- ▶ Shared workspace for various applications in Microsoft Office including PowerPoint, Word, Excel, Planner, OneNote, SharePoint, etc.

Tools for Engagement/Feedback

- ▶ Chat
- ▶ Polling
- ▶ Screen control
- ▶ Screen or application sharing
(documents, applications, websites)

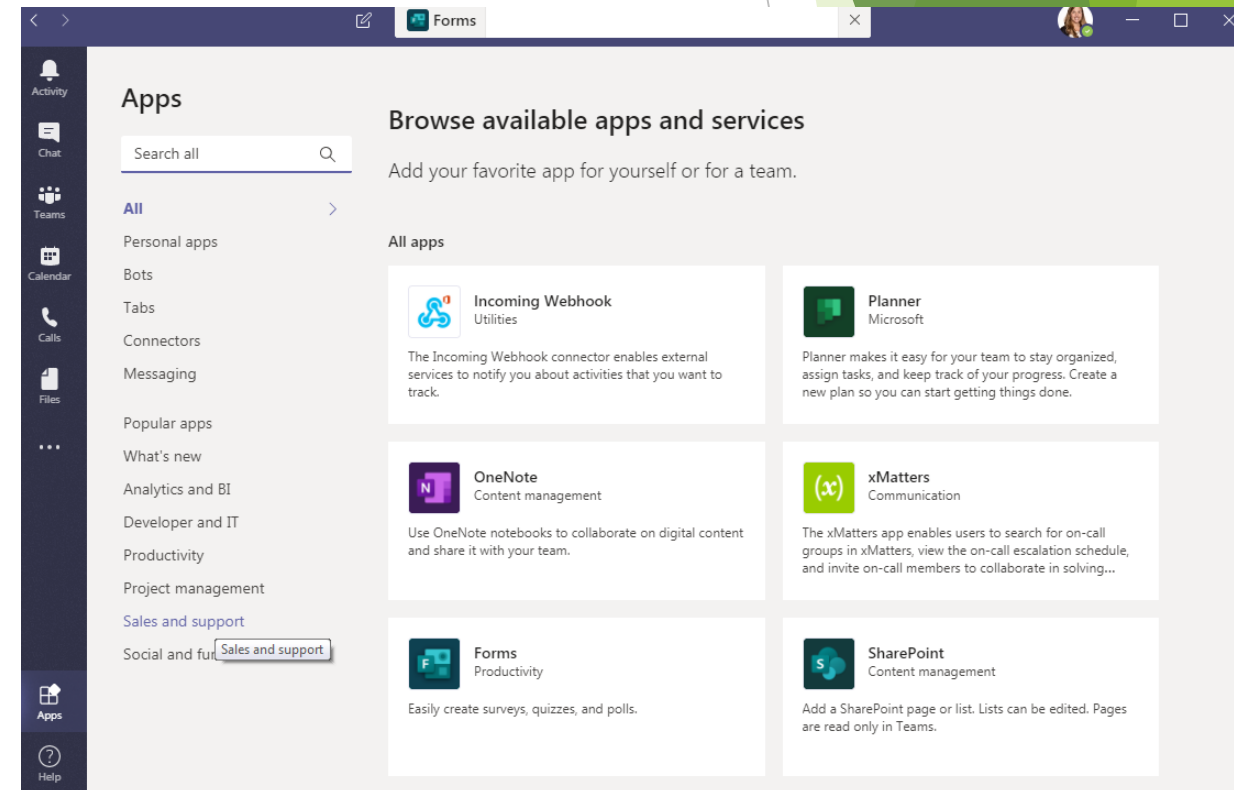
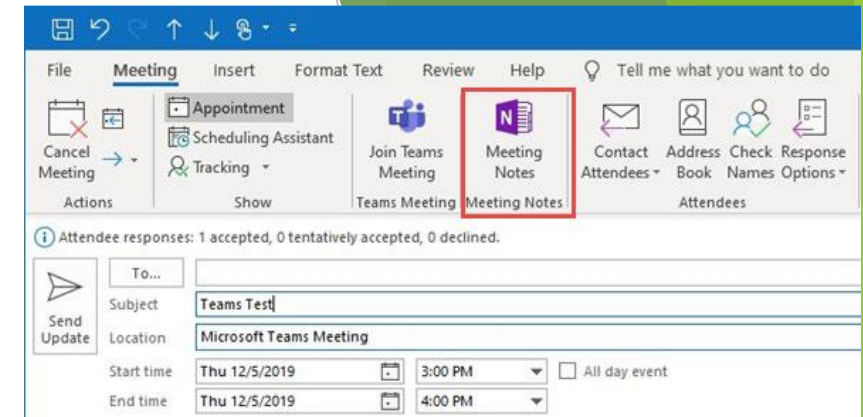
Polls using Forms

- Use polls to gather feedback - displays in chat box



Unique Functions of Teams

- ▶ Meeting notes (take notes live in meeting visible to all participants)
- ▶ Office 365 and Outlook Integration
 - ▶ Seamless file search, backup, and collaboration
- ▶ Raise hands feature (version dependent)
- ▶ Can customize with additional apps
- ▶ Share to Outlook from Teams (share a chat or conversation as an email)
- ▶ Live captions



Tips for Teams

- ▶ Customize your Microsoft Teams background (Teams version dependent)
- ▶ Check audio/video
- ▶ Use the blur my background function
- ▶ Use the mobile apps for on-the-go messaging
- ▶ Record your calls and meetings
- ▶ Type **:wave** in the chat window to wave a hand in the chat to get participant's attention when you want to contribute
- ▶ Display the chat window during video calls
- ▶ Have participants download the Teams app on computer, mobile app, or tablet
- ▶ View grid view of 4 active participants in video call (updated version allows you to see up to 9 people in a meeting at the same time - 3x3 grid of most active people in meeting)
- ▶ Set up a virtual lobby
- ▶ Mute attendees (click on the Mute option on an attendee's profile to stop them from disturbing other people in your group)
- ▶ Add third-party apps (Google apps, polling, forms, etc.) for engagement and collaboration
- ▶ Use emoticons, gifs, and stickers in chat

Etiquette Guidelines for Online Synchronous Sessions

- ▶ Address internet disruptions (and the potential for them to occur) - disruptions occur both in person and online! DON'T GET FRUSTRATED!
- ▶ Be conscious of duration of meeting (try not to exceed two hours)
- ▶ Always test audio and video before meeting
- ▶ Mute your mic when others are presenting/speaking
- ▶ Look professional
- ▶ Don't get too close to camera or microphone
- ▶ Lighting should come from in front of you or from the side to best light your face
- ▶ Pay attention to hair and clothing - people can still see you
- ▶ Think about your background - make it interesting but not distracting (simple)
- ▶ Position your camera properly - put your webcam at eye level or higher - experiment for best angles
- ▶ Use the gestures and mannerisms that you would typically use in person
- ▶ Make Eye Contact - Try to look at your webcam versus the screen
- ▶ Be mindful of background noise - Find a quiet space to meet, shut the door, and mute yourself as necessary
- ▶ Use engagement tools and elicit feedback (keep your audience engaged)!
- ▶ Prepare materials in advance
- ▶ Practice!

Questions and Demonstration

Thank you!

- ▶ If you have any questions, please contact us!

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TEACH TEACH@carilionclinic.org

- ▶ And, don't forget: our TEACH team is providing an online teaching consultation service to help guide you on how these resources can be used; just request a consultation - <https://www.teach.vtc.vt.edu/online-teaching-consultation-request-form/>

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