Facilitating Courses Using Microsoft Teams

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Icebreaker
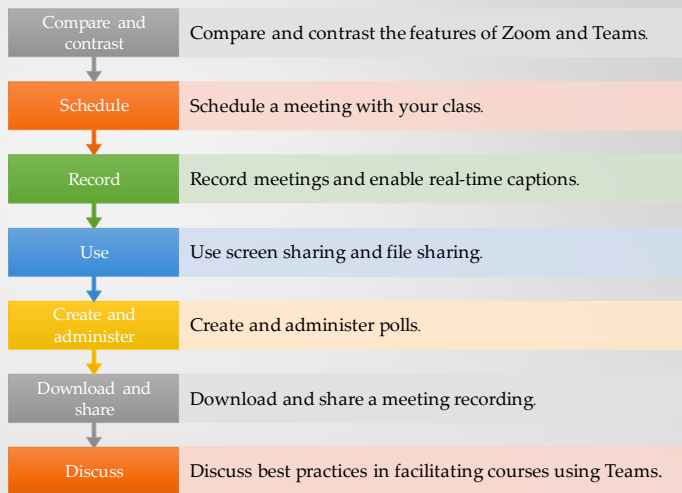
? Name

📚 Subjects

🖥️ Experience teaching with videoconferencing and social media

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Learning Outcomes

Compare and contrast	Compare and contrast the features of Zoom and Teams.
Schedule	Schedule a meeting with your class.
Record	Record meetings and enable real-time captions.
Use	Use screen sharing and file sharing.
Create and administer	Create and administer polls.
Download and share	Download and share a meeting recording.
Discuss	Discuss best practices in facilitating courses using Teams.

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What is Teams?

Microsoft Teams is a digital hub that enables people to work together on content and tools in one place.

- Meet
- Chat
- Call
- Collaborate

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Features of Teams

Meet	Chat	Call
Collaborate	Waiting room	Screen sharing
File sharing	Recording	Live captions
Video/audio control	Participant interactivity	Polls
Breakout rooms	Meeting notes	Reports

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Benefits of Using Teams

Extend learning in Canvas to meetings, collaborations, and group work

Focusing activity in one place

Files are immediately saved and shared during meeting

Increased communication and collaboration

Increase interaction and engagement

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Best Practices in Using Teams

- Use Teams to augment what you do in Canvas
- Set clear expectations on how you will use Teams in your course
- Use channels for meetings aligned with your course
- Incorporate other apps for more engaging learning
- Mention someone when you want them to do a task
- Save shared files to the cloud and channels
- Record your lessons so that you and students can use later
- Decide when you want to use chat

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Training

- [Microsoft Teams Video Training](#)

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