Remote Learning with Microsoft EDU
Today’s Updates

Teams Meetings for EDU Blog
https://aka.ms/TeamsMeetingsApril2020

Alice Keeler Teams meetings YouTube playlist
https://aka.ms/AliceKeelerMeetings

Teams Meetings Role
https://aka.ms/TeamsMeetingsRoles
Microsoft Teams meetings for the classroom

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Product manager, Teams for Education
@gordonwinnow
https://www.linkedin.com/in/gordonwinnow
This webinar is for you if...

Teacher 1
3:48 AM
How do I schedule a Teams meeting for an online class or lecture? Before, during, and after?

Teacher 2
3:48 AM
What are the new tips and upcoming features to run an effective online meeting?

Teacher 3
3:48 AM
My school uses LMS (e.g. Canvas) or G Suite, should I still use Teams meeting for my virtual classes?
Agenda

• Guiding yourself in Teams UI
• Running effective Teams meetings for the classroom
• Setting up Teams meeting right from my LMS
• Keeping students engaged with virtual field trips and guest speakers
• Learning what’s new and coming soon
• FAQ & Recap
Teams UI

Class teams
Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team

Every team has channels

Format your message

Distribute handouts via Class Notebook

Set up Assignments and review Grades

Pin content as tabs

Share files

Start a discussion with the class

Add more messaging options (e.g. polls)
Teams UI

Multiple ways to schedule a meeting

Hold classes, staff collaboration meetings or trainings over online meetings

- **Start a meeting right away**
- **Add new meeting**
- **Invite a channel to a meeting**
- **Invite individuals to a meeting**
- **Start a meeting right away by inviting a channel**

[Image of Teams UI interface showing meeting scheduling options]
Teams UI

Participate in a meeting
Share video, voice, or your screen during the online call.

- Turn your video feed on and off.
- Mute and unmute yourself.
- Share your screen and sounds from your computer.
- Start recording, change device settings, and more.
- Send chat messages
- Leave the meeting
- Add participants to the meeting.
Online meetings 101

**Before**
- Create your class
- Schedule “channel meeting”
- Update meeting options **MUST**
- Share pre-read materials
- Make a test call

**At start**
- Customize background **SOON!**
- @mention class to join
- Admit people from lobby
- Mute all attendees
- Ask students to pin your video
- Start recording
- Enable live captions

**During**
- Present content to attendees
- Play a video during class
- See student faces **MORE SOON!**
- Address raise hands **SOON!**
- Monitor chat window

**After**
- Signal the meeting ended **NEW!**
- Export attendance **SOON!**
- View conversation responses
- Access meeting recordings
- Get students’ pulse
- Mute student comments
Online meetings 101

Before
Create your class
Schedule “channel meeting”
Update meeting options MUST!
Share pre-read materials
Make a test call

From your calendar

Or from a channel

Which becomes a post in the channel

Ken Meyer 2:03 PM
Hi Students

For week 1 I will be meeting online for the content I will be teaching you. Please see the Entrepreneurship channel class discussions.

Week 1 Entrepreneurship
Friday, March 6, 2020 @ 10:00 AM
Online meetings

Before

Create your class
Schedule “channel meeting”
Update meeting options **MUST!**
Share pre-read materials
Make a test call

Meeting options may be limited by your IT administrator’s policy settings.
Assign students attendee role in online meeting

You can promote co-teacher, parent, TA, or student to presenter to help with classroom orchestration.

<table>
<thead>
<tr>
<th>Capabilities</th>
<th>Organizer/Presenter</th>
<th>Attendee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speak and share video</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Participate in meeting chat</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Privately view a PowerPoint file shared by someone else</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Share content</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mute other participants</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Remove participants</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Admit people from the lobby</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Change the roles of other participants</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Start or stop recording</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Online meetings 101

Before
Create your class
Schedule “channel meeting”
Update meeting options MUST!
Share pre-read materials
Make a test call
Online meetings 101

Before
Create your class
Schedule “channel meeting”
Update meeting options MUST!
Share pre-read materials
Make a test call
Online meetings 101

At start

Enable video background SOON!
@mention class to join
Admit people from lobby
Mute all attendees
Ask students to pin your video
Start recording
Enable live captions

Background blur is available in desktop.
Customized background from pre-selected images are coming soon.
EDU themed images are coming out ☺
Online meetings 101

At start
- Enable video background  
- @mention class to join
- Admit people from lobby
- Mute all attendees
- Ask students to pin your video
- Start recording
- Enable live captions

Applicable only if your students don't have Teams account, or you're inviting external speakers
At start

Enable video background  
@mention class to join  
Admit people from lobby  
Mute all attendees  
Ask students to pin your video  
Start recording  
Enable live captions
Online meetings 101

At start

Enable video background *SOON!*

@mention class to join

Admit people from lobby

Mute all attendees

Ask students to pin your video

Start recording

Enable live captions
Online meetings 101

During
Present content to attendees
Play a video during class
See student faces
Address raise hands
Monitor chat window

Share your... | Use it when...
---|---
Desktop [Include system audio] | You need to switch between multiple windows
Window [Include system audio] | You only need to show one thing and want to keep the rest of your screen to yourself.
PowerPoint | You need to share a presentation and want students to be able to move through the slides at their own pace
Whiteboard | You want to run more interactive lessons
Online meetings 101

During

Present content to attendees
Play a video during class
See student faces **MORE SOON!**
Address raise hands **SOON!**
Monitor chat window

Most active 4 videos are shown. We will start rolling out an update to view 9 participants simultaneously. And stay tuned, in parallel we are continuing work to increase this limit even further.
Online meetings 101

After

Signal the meeting ended
Export attendance
View conversation responses
Access meeting recordings
Get students’ pulse
Mute student comments

After the announcing the class is ending, to avoid students lingering in the class or not knowing the class is ending, organizer can come can click “end meeting”. Although students might be able to rejoin, you can monitor the post in channel to see who rejoins.

Microsoft Teams - download a participant report in a Teams meeting

Meeting organizers, especially teachers, often need to know who joined their Teams meetings. Soon you will be able to download a participant report, found in the roster view that includes join and leave times for participants. Available in the roster view, meeting organizers can download the report that includes those users who joined while the organizer was present. This feature is only available within the meeting while the meeting is active. Available on desktop (Windows and Mac) and the web.

Featured ID: 63351
Added to Roadmap: 4/10/2020
Last Modified: 4/10/2020
Tags: C365, Microsoft Teams, General Availability, Worldwide (Standard Multi-Tenant)

Helpful if you need to track student attendance.
Online meetings 101

After

- Signal the meeting ended **NEW!**
- Export attendance **SOON!**
- View conversation responses
- Access meeting recordings
- Get students’ pulse
- Mute student comments
Online meetings 101

After

Signal the meeting ended **NEW!**
Export attendance **SOON!**
View conversation responses
Access meeting recordings
Get students’ pulse
Mute student comments
Online meetings 101

After

Signal the meeting ended

Export attendance

View conversation responses

Access meeting recordings

Get students’ pulse

Mute student comments
Online meetings 101

After
Signal the meeting ended  **NEW!**
Export attendance  **SOON!**
View conversation responses
Access meeting recordings
Get students’ pulse
Mute student comments

For the post

For entire team
Online meetings 101

When it comes to bandwidth

Join by dialing a phone number
Limit video in live class sessions
Use pre-recorded content instead live class session

+1 323-849-4874  United States, Los Angeles (Toll)
(866) 679-9995    (Toll-free)
Conference ID: 000 000 00#
Local numbers
Create Teams meetings from LMS

My school already has an LMS. Can I set up Teams meetings right from my LMS?"

Supported LMS

Canvas
Blackboard
Schoology
Brightspace
itsLearning
...

Virtual field trips

Teacher 3  3:48 AM
Where to find trustworthy materials and keep students engaged? I need ways to keep the learning going and students inspired from any location.

Skype in the Classroom!

- Community with free resources
- Virtual field trips from parks & museums
- Guest speaker sessions from book authors, etc.
- Website in preview
- Guidance for educator and parents released NEW!
- Ask @SkypeClassroom on Twitter for more info

https://skypeintheclassroom.com/
We’ve heard your feedback

Recent blog: https://aka.ms/TeamsMeetingsApril2020

- Enhancing meetings for classroom
  - New experience for launching instant channel meetings
  - Custom video background with EDU themes
  - Raise hand
  - 3x3 video support
  - Allow teacher to end meeting (partially done)
  - Download attendance list

- Admin settings
  - Setting for the default role of meeting attendee
  - Disable announcement when a dial in user joins a meeting

Stay informed via UserVoice
## FAQ / recap

<table>
<thead>
<tr>
<th>Category</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invite students</td>
<td>How can I easily invite students to the meeting in Teams?</td>
<td>Create a class team, use channel meeting, no need to add student emails</td>
</tr>
<tr>
<td></td>
<td>Can I invite students without leaving my LMS?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Can I invite students who use G Suite to join?</td>
<td>Yes, you can share the meeting link to them</td>
</tr>
<tr>
<td></td>
<td>Can I invite students or parents even if they don’t have Teams?</td>
<td>Yes, and they can join from phone or web. And admit them from lobby.</td>
</tr>
<tr>
<td></td>
<td>What’s the benefits of channel meeting?</td>
<td>Students are invited by default, recordings is auto-posted, full chat moderation available</td>
</tr>
<tr>
<td></td>
<td>Can I make a test call?</td>
<td>Yes, go to settings on the top right corner of Teams</td>
</tr>
<tr>
<td>Share materials</td>
<td>Can I share files in a centralized place without students editing?</td>
<td>Yes, upload your files to Class materials in Files tab</td>
</tr>
<tr>
<td></td>
<td>Can I record the meeting?</td>
<td>Yes, and the link is auto-shared back to the post in the channel</td>
</tr>
<tr>
<td></td>
<td>Can I pre-record my lecture for low-bandwidth students?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Can I play a video on my laptop or on YouTube?</td>
<td>Yes, just remember to include system audio when you share screen</td>
</tr>
<tr>
<td></td>
<td>Can I make the recording for visible to students?</td>
<td>Yes, make the recording a tab in your class</td>
</tr>
<tr>
<td></td>
<td>Can I send out surveys or polls to students?</td>
<td>Yes! Use Polly or Forms when you compose a message in Teams meeting</td>
</tr>
<tr>
<td>Classroom orchestration</td>
<td>How can I keep the meeting as safe as possible?</td>
<td>Use channel meetings, set presenter as &quot;only me&quot; in meeting options, and mute all</td>
</tr>
<tr>
<td></td>
<td>Can I mute students from talking?</td>
<td>Yes, mute all from participant pane. They can unmute when having Qs</td>
</tr>
<tr>
<td></td>
<td>Can I ask others to help with classroom orchestration?</td>
<td>Yes, you can promote your co-teacher, or TA to presenter role</td>
</tr>
<tr>
<td></td>
<td>Can I encourage students to ask Qs w/o interrupting the class?</td>
<td>Yes, ask students to use meeting chat or raise hand</td>
</tr>
<tr>
<td></td>
<td>Can I avoid students from chatting after the meeting?</td>
<td>Yes, use channel meetings to mute student comments, or monitor post replies</td>
</tr>
<tr>
<td>Others</td>
<td>Can I find trustworthy materials to keep students engaged?</td>
<td>Yes, go to skypeintheclassroom.com for virtual field trips and guest speakers world-wide</td>
</tr>
</tbody>
</table>
Thanks for your time. Questions?
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Alice Keeler Teams meetings YouTube playlist
https://aka.ms/AliceKeelerMeetings

Teams Meetings Role
https://aka.ms/TeamsMeetingsRoles
Today’s PPT, other webinars & get support

Remote Learning Webinar Show Notes:
https://aka.ms/RemoteLearningPPT-April172020

Check out the YouTube Playlist that has all previous webinars
https://aka.ms/RemoteLearningPlaylist

Support for educators and schools: https://aka.ms/EDUSupport
## Future Webinars!

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Teams, OneNote and Flipgrid for Remote Learning with the #eTwinz</td>
<td>Tuesday, April 21st</td>
</tr>
<tr>
<td>School Community Wellbeing &amp; SEL During Remote Learning</td>
<td>Wednesday, April 22nd</td>
</tr>
<tr>
<td>Supports for Families, Supporting Learners</td>
<td>Thursday, April 23rd</td>
</tr>
</tbody>
</table>

[https://aka.ms/RemoteLearningWebinarSchedule](https://aka.ms/RemoteLearningWebinarSchedule)
See you soon!