

An illustration of a person with brown hair in a bun, wearing a blue shirt, sitting at a desk and looking at a computer monitor. The monitor displays a webpage with a pink unicorn illustration. The desk has a brown chair, a red pen, a yellow sticky note, and a small green and yellow object in a glass dome. The background wall is blue with several papers and a red pen hanging from a string.

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>

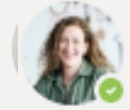
Microsoft Teams meetings for the classroom



Gordon Chang
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?

← Reply



Teacher 2 3:48 AM

What are the new tips and upcoming features to run an effective online meeting?

← Reply



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?

← Reply

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

Distribute handouts via Class Notebook

Set up Assignments and review Grades

Add channels and manage your team

Every team has channels

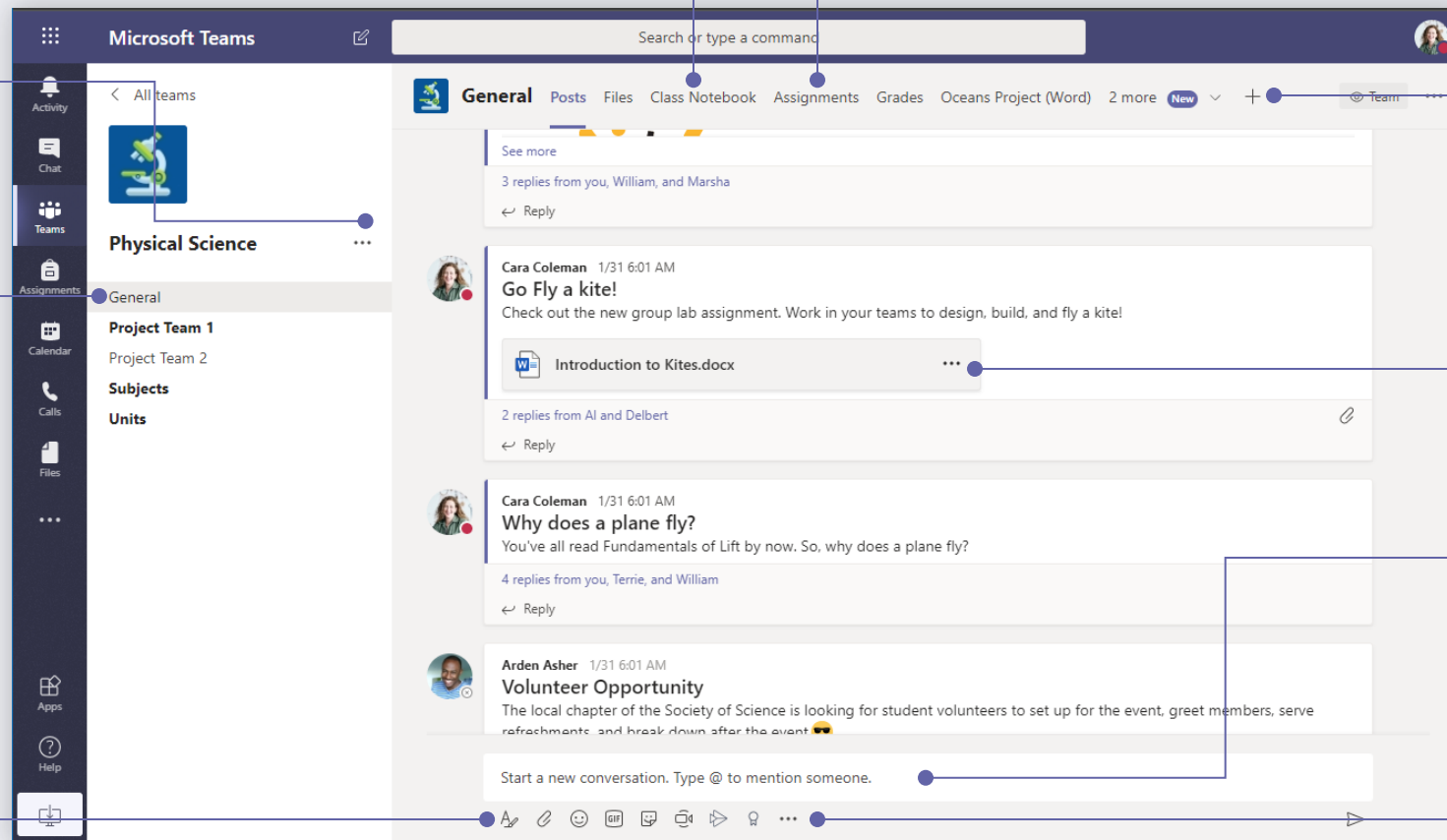
Format your message

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

The screenshot displays the Microsoft Teams interface with several key elements highlighted by blue lines and dots:

- Meet now button:** Located in the top navigation bar of the Teams client.
- + New meeting button:** Located in the top navigation bar of the Teams client.
- Channel selection:** In the 'New meeting' dialog, the 'Select a channel to meet in' dropdown is set to 'Physical Science / General'.
- Invite someone button:** In the 'New meeting' dialog, the 'Invite people' section has 'Invite someone' selected.
- Meeting subject:** The 'Add a subject' field in the meeting dialog contains the text: "We are holding our weekly lab virtually. Please join at the scheduled time and come prepared with questions."
- Meeting confirmation screen:** A modal window titled "Want to add a subject?" is shown, featuring a circular profile picture of the organizer, Cara Coleman, and a "Meet now" button. The "Schedule a meeting" button at the bottom is highlighted with a red box.

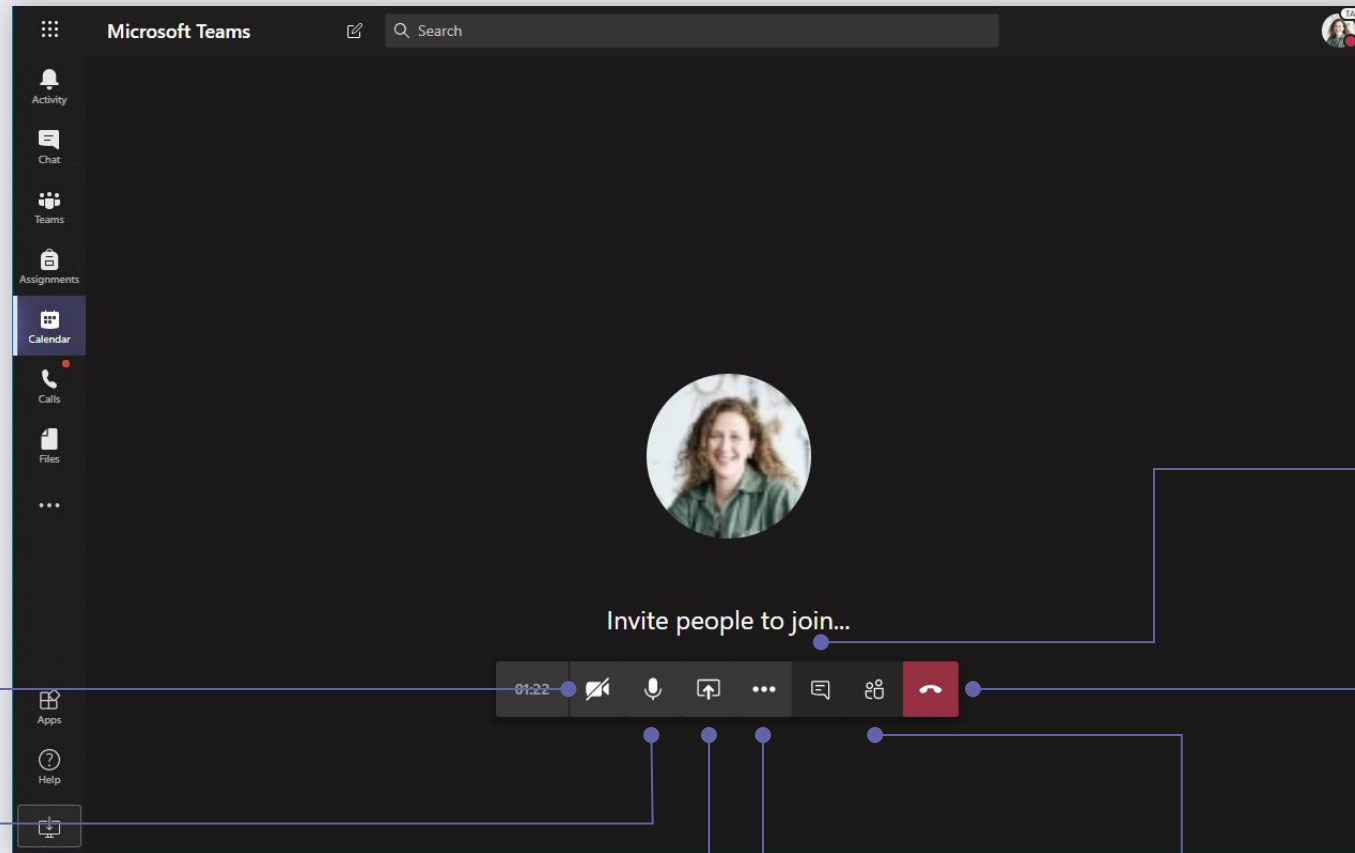
At the bottom of the 'New meeting' dialog, there is a red warning message: "This is a Microsoft Teams online meeting. Everyone can join online." and buttons for "Close" and "Schedule".

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.

Send chat messages

Leave the meeting

Add participants to the meeting.

Share your screen and sounds from your computer.

Start recording, change device settings, and more.

Online meetings 101

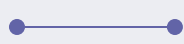


Teacher 1 3:48 AM

How do I schedule a Teams meeting for an online class or lecture? Before, during, and after?

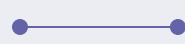
← Reply

Before



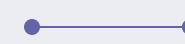
- Create your class
- Schedule "channel meeting"
- Update meeting options **MUST!**
- Share pre-read materials
- Make a test call

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

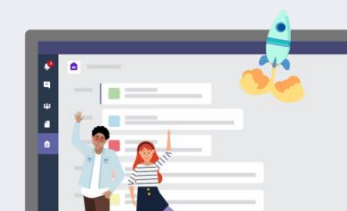
During



- 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

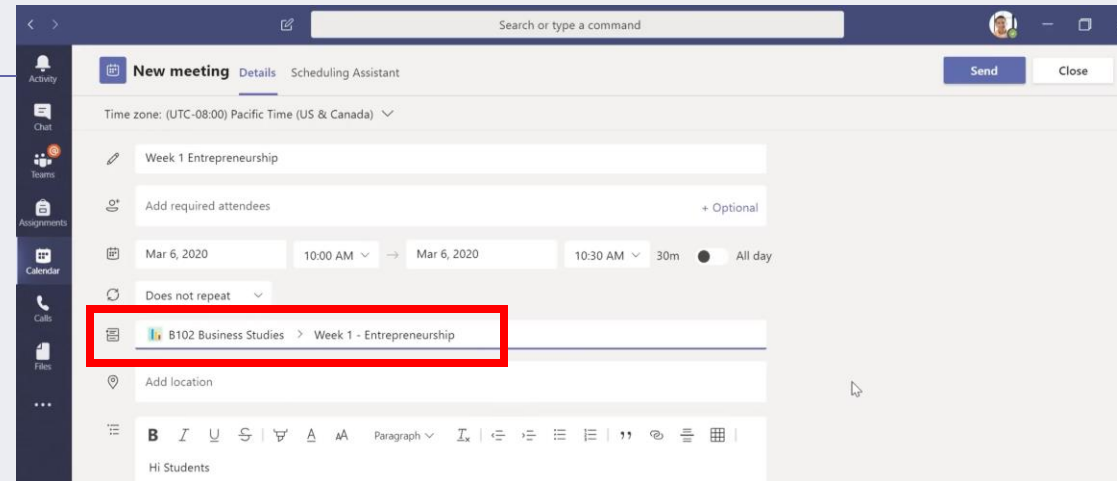
Schedule "channel meeting"

Update meeting options *MUST!*

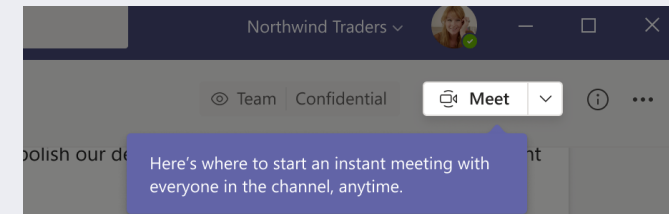
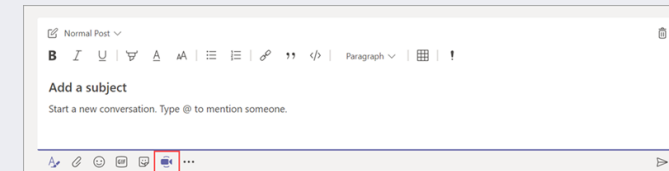
Share pre-read materials

Make a test call

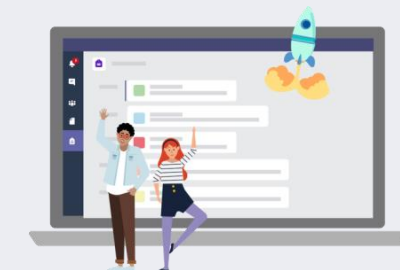
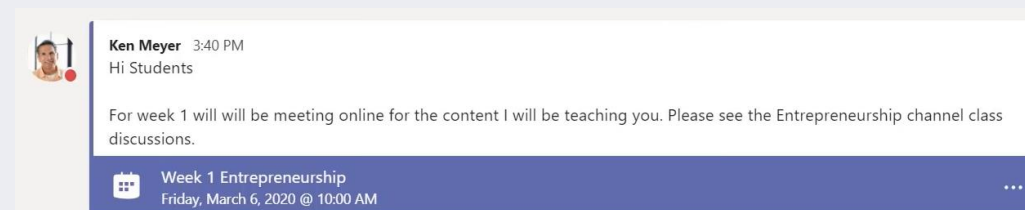
From your calendar



Or from a channel



Which becomes a post in the channel



Online meetings



Before

Create your class

Schedule "channel meeting"

Update meeting options **MUST!**

Share pre-read materials

Make a test call

[Join Microsoft Teams Meeting](#)

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



Physical Science Lab

Occurs every Mon @ 11:30 PM

Cara Coleman

Meeting options

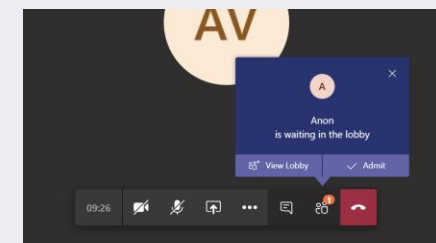
Who can bypass the lobby?

People in my organization

Who can present?

Only me

Save



Meeting options may be limited by your IT administrator's policy settings.

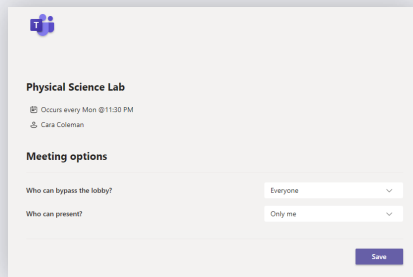
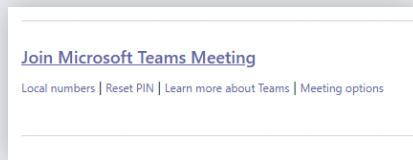
Online meetings 101



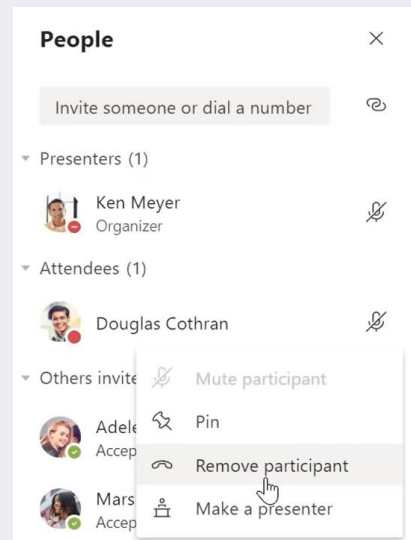
Assign students attendee role in online meeting

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

Before meeting



During meeting



Capabilities	Organizer/Presenter	Attendee
Speak and share video	✓	✓
Participate in meeting chat	✓	✓
Privately view a PowerPoint file shared by someone else	✓	✓
Share content	✓	
Mute other participants	✓	
Remove participants	✓	
Admit people from the lobby	✓	
Change the roles of other participants	✓	
Start or stop recording	✓	

Online meetings 101



Before

Create your class

Schedule "channel meeting"

Update meeting options *MUST!*

Share pre-read materials ●

Make a test call

Type	Name	Modified	Modified by
	Topic 1 - Entrepreneurship.pptx	39m ago	Ken Meyer

Ken Meyer 3:49 PM
Review materials before class
B102 Business Studies students please review the week 1 slides before our class on Friday.

Topic 1 - Entrepreneurship.pptx ...
B102 Business Studies > General

Online meetings 101



Before

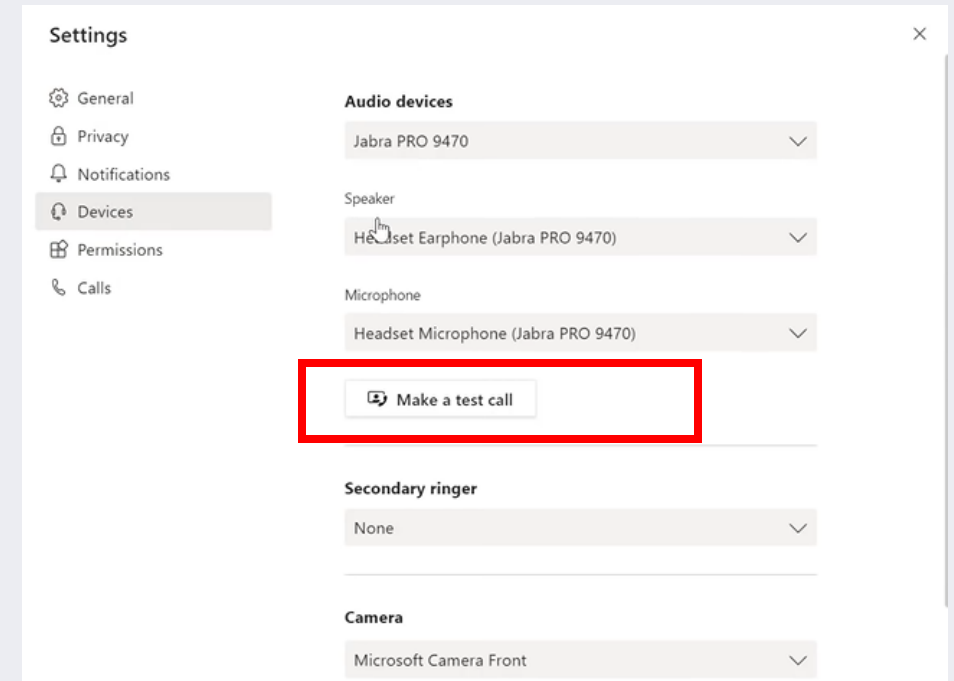
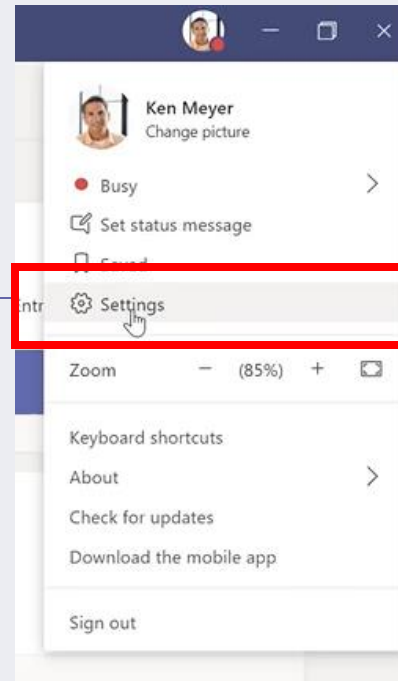
Create your class

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

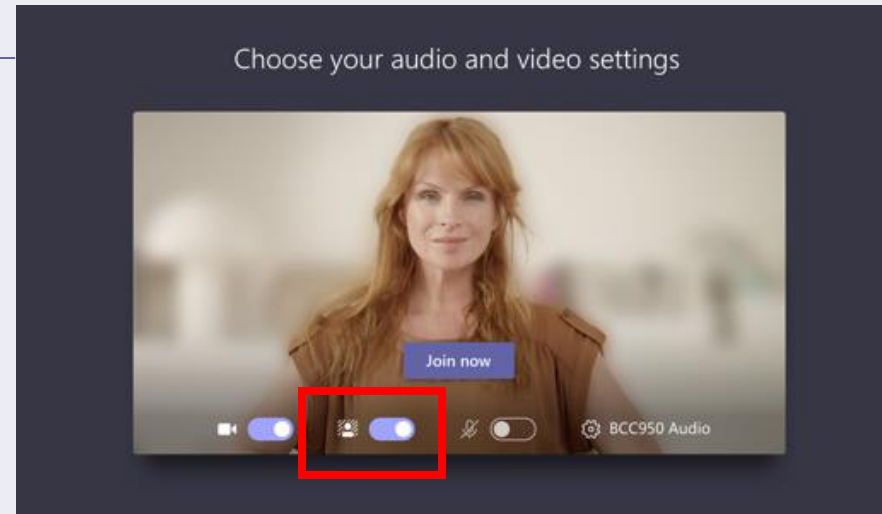
Admit people from lobby

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 **SOON!**

@mention class to join

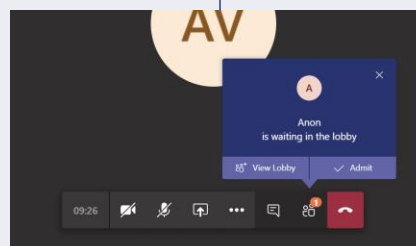
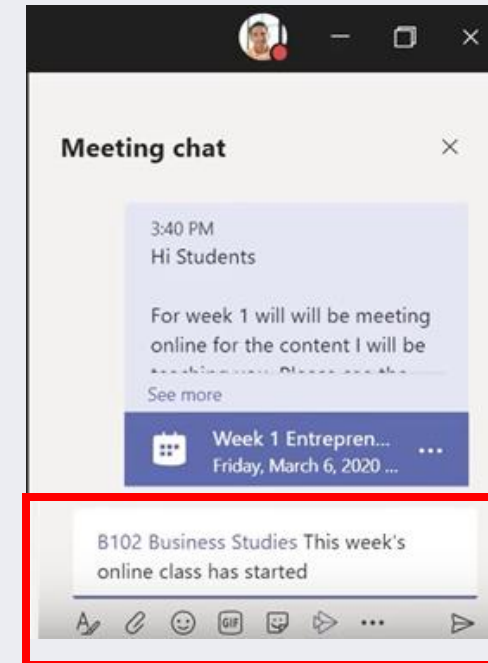
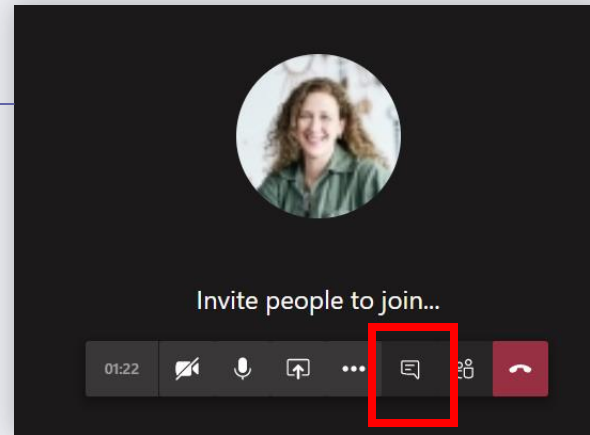
Admit people from lobby

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

Online meetings 101



At start

Enable video background **SOON!**

@mention class to join

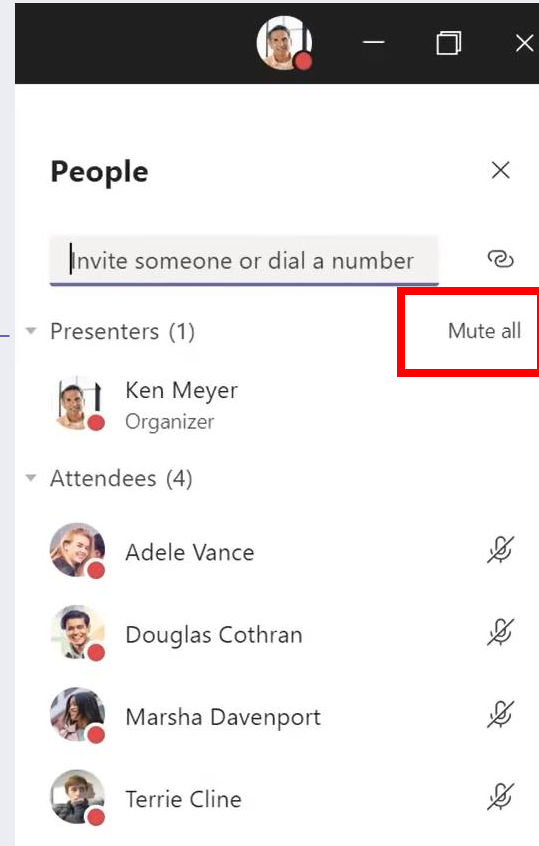
Admit people from lobby

Mute all attendees

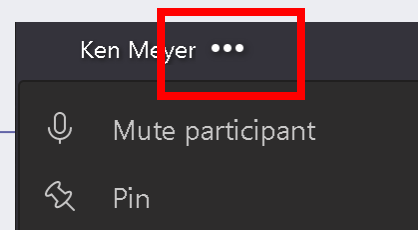
Ask students to pin your video

Start recording

Enable live captions



You can also mute individual from disrupting the class



Online meetings 101



At start

Enable video background **SOON!**

@mention class to join

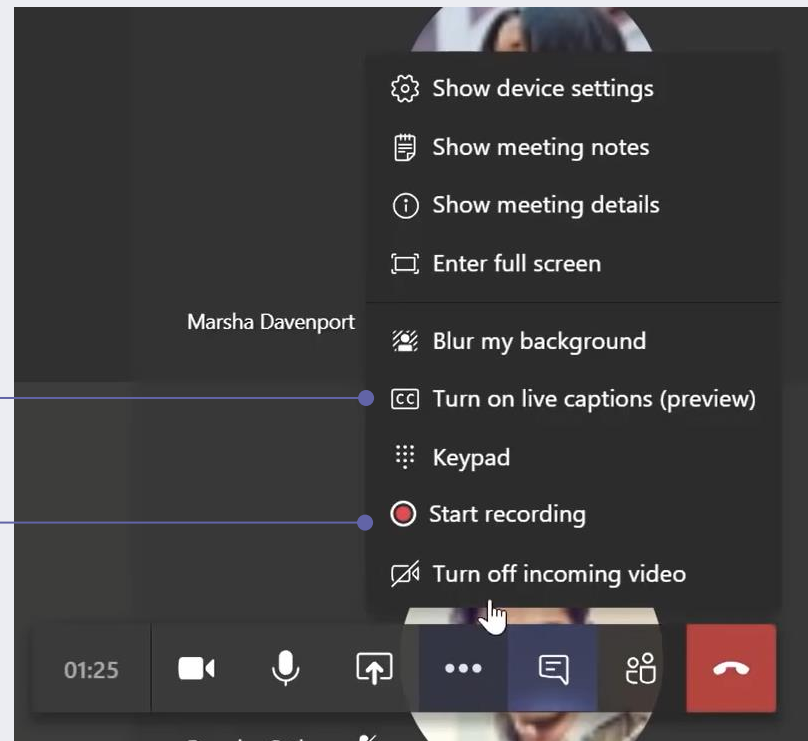
Admit people from lobby

Mute all attendees

Ask students to pin your video

Start recording

Enable live captions



Online meetings 101



During

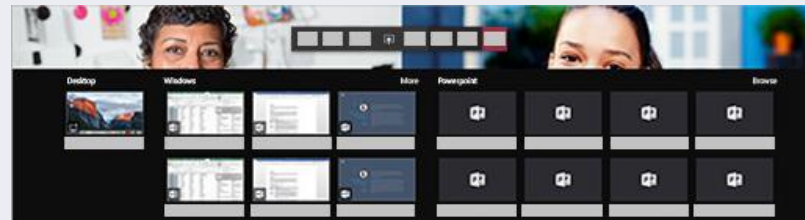
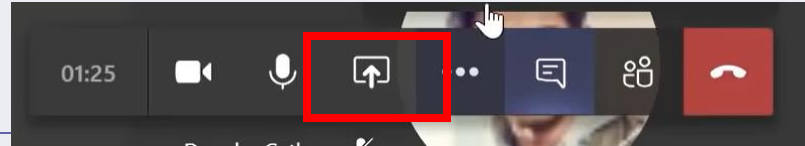
Present content to attendees

Play a video during class

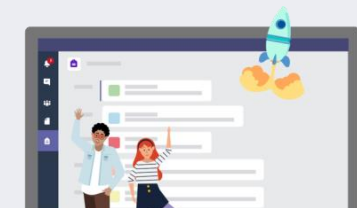
See student faces **MORE SOON!**

Address raise hands **SOON!**

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 a run more interactive lessons



Online meetings 101



During

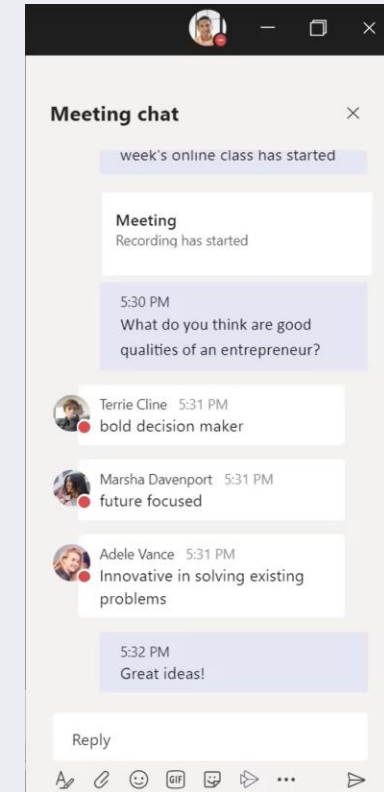
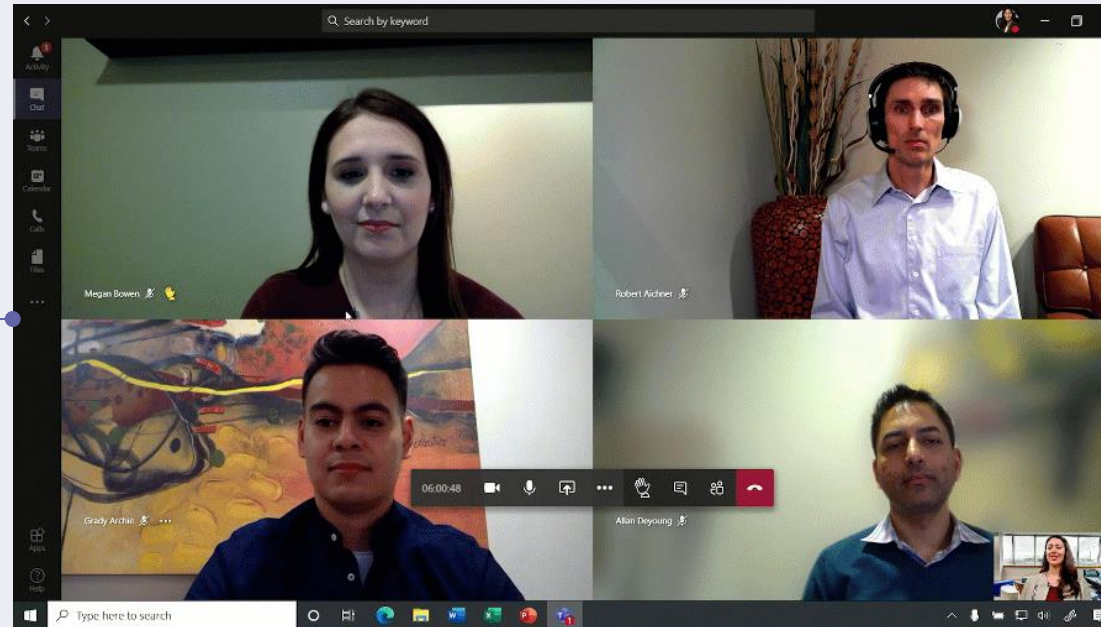
Present content to attendees

Play a video during class

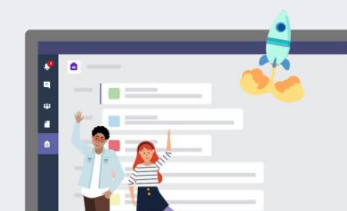
See student faces **MORE SOON!**

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 **NEW!**

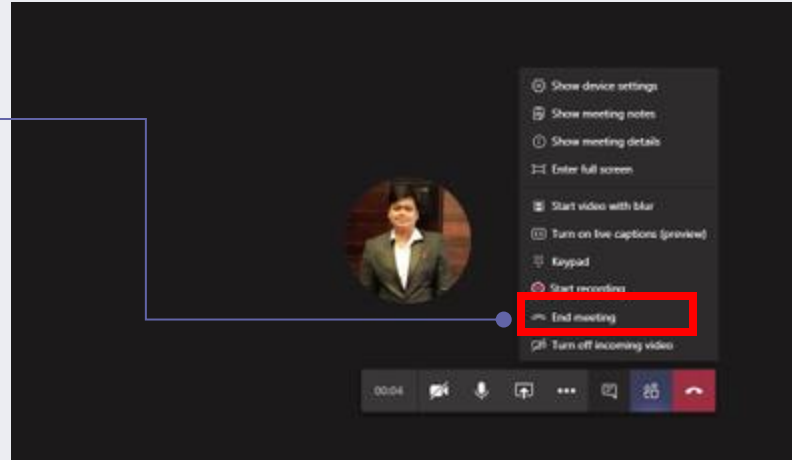
Export attendance **SOON!**

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: O365, 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

Week 1 - Entrepreneurs... Posts Files Notes Meeting Notes **New** + Team

B102 Business Studies This week's online class has started

What do you think are good qualities of an entrepreneur?

Terrie Cline 5:31 PM
bold decision maker

Marsha Davenport 5:31 PM
future focused

Adele Vance 5:31 PM
Innovative in solving existing problems

Ken Meyer 5:32 PM
Great ideas!

Meeting ended: 27m 28s
Meeting Recorded by: Ken Meyer

Week 1 Entrepreneurship ended: 18m 44s

← Reply

Online meetings 101



After

Signal the meeting ended **NEW!**

Export attendance **SOON!**

View conversation responses

Access meeting recordings

Get students' pulse

Mute student comments

Week 1 - Entrepreneurship

Week 1 Entrepreneurship

2020-03-04 01:28 UTC

Recorded by Ken Meyer

Organized by Ken Meyer

Channel: Week 1 - Entrepreneurship

00:00 / 23:00

Week 1 - Entrepreneurship

feedback

@03:56 "positive feedback."

Online meetings 101



After

Signal the meeting ended **NEW!**

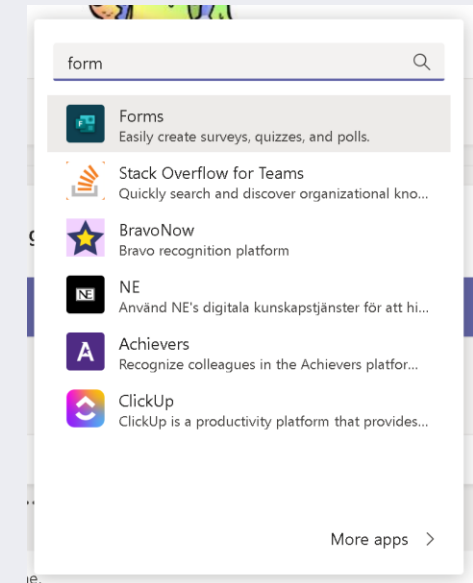
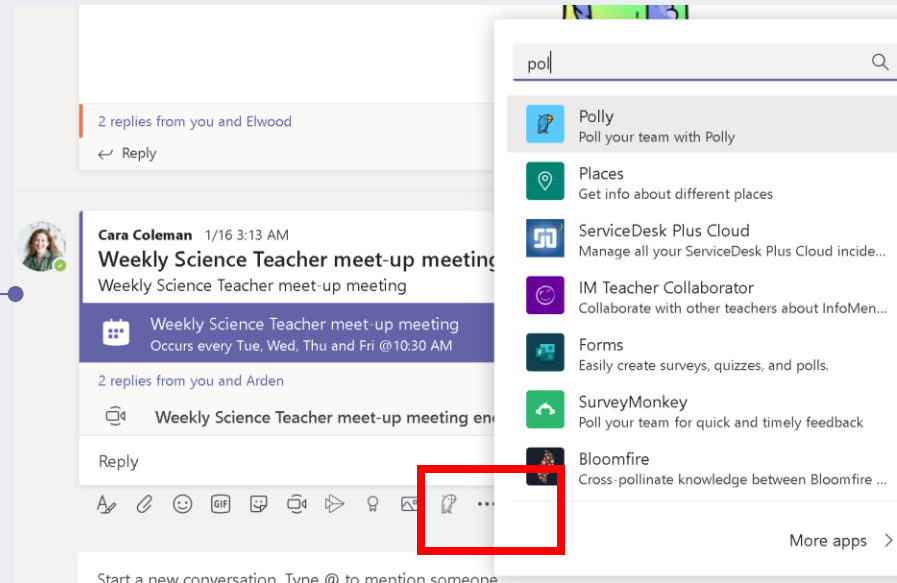
Export attendance **SOON!**

View conversation responses

Access meeting recordings

Get students' pulse

Mute student comments



Online meetings 101



After

Signal the meeting ended **NEW!**

Export attendance **SOON!**

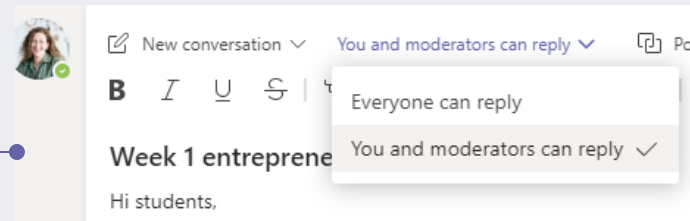
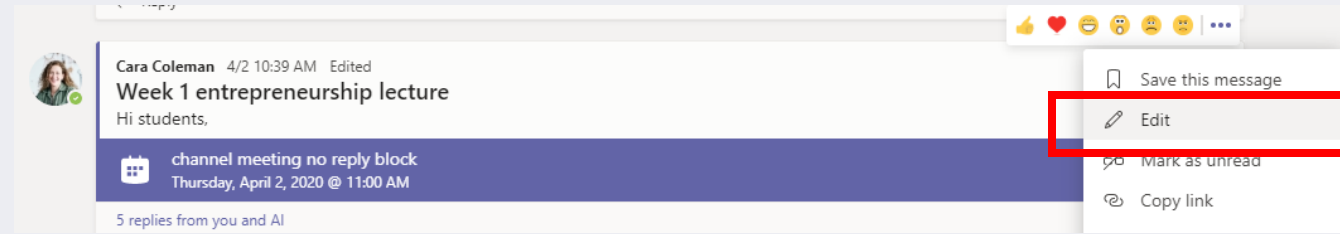
View conversation responses

Access meeting recordings

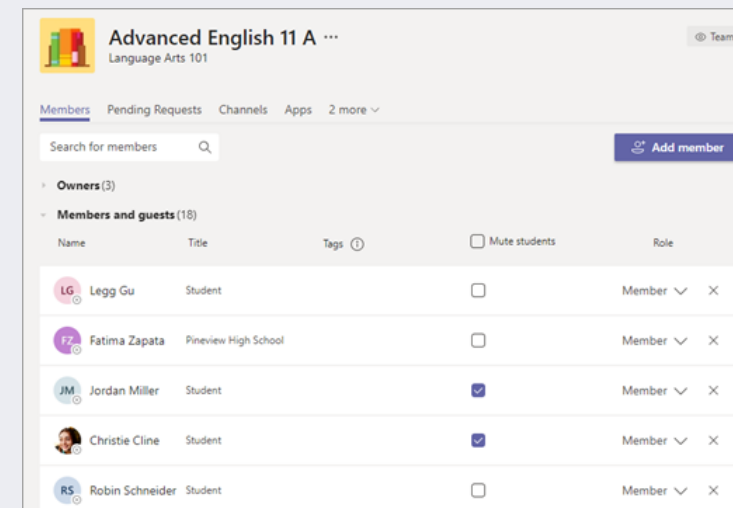
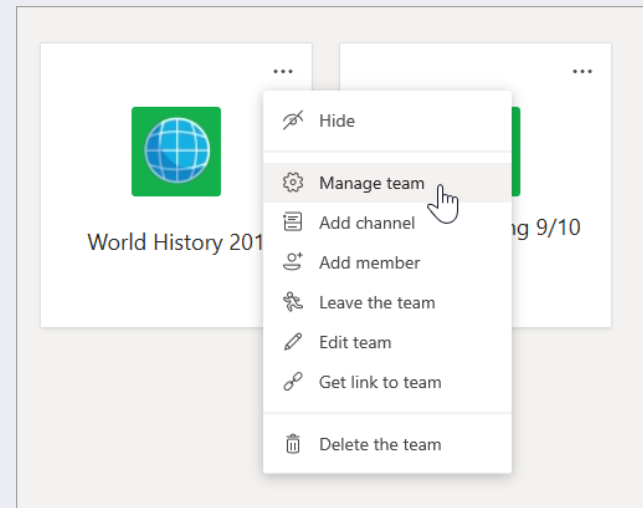
Get students' pulse

Mute student comments

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



[Redacted]

+1 323-849-4874 United States, Los Angeles (Toll)

(866) 679-9995 (Toll-free)

Conference ID: 000 000 00#

Local numbers [Redacted]



Create Teams meetings from LMS



Teacher 2 3:48 AM

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

← Reply



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.

← Reply



Skype in the Classroom!

Community with free resources

Virtual field trips from parks & museums

Guest speaker sessions from book authors, etc.

Website in preview

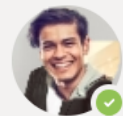
Guidance for educator and parents released **NEW!**

Ask [@SkypeClassroom on Twitter](#) for more info

<https://skypeintheclassroom.com/>

The screenshot shows the Microsoft Skype in the Classroom (Preview) website. The header includes the Microsoft logo, the site name, and navigation links for 'Find Activities & Classrooms', 'Resources', and 'Support'. A search bar is present with the placeholder text 'Start Typing...'. Below the search bar, there are filter options for 'Type of Results' (Guest Speaker Sessions, Virtual Field Trips, Classrooms/Mystery Skype, Collaborative Projects, Resources) and 'Filter by Subject' (a dropdown menu). There are also sliders for 'Age Range' (3 to 18+) and 'Duration of the Session (in minutes)' (15 to 180). A 'Days' dropdown menu is also visible. The main content area displays a grid of virtual field trip cards. Each card features a thumbnail image, a title, a brief description, and a 'Request this session' button. The cards shown include: 'The Water Around Us' (University of Florida Water Ecologists), 'Explore Biodiversity & Ecosystems At The Lisbon Zoo', 'Visit The Egyptian Museum In Cairo', 'The Water Around Us' (black panther), 'Explore Biodiversity & Ecosystems At The Lisbon Zoo' (cathedral), and 'Visit The Egyptian Museum In Cairo' (horses).

We've heard your feedback



Teacher 4 3:48 AM

Tell me more about upcoming feature enhancements, please. I can't wait! How do I stay informed?

← Reply



Working on...

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

<https://bit.ly/TeamsEDUUserVoice>

The screenshot shows the Microsoft Teams UserVoice forum interface. At the top, there's a blue header with the Microsoft Teams logo and 'User Feedback Forum'. Below that, a white banner reads 'Welcome to the Microsoft Teams UserVoice!' with a link to 'Microsoft Teams UserVoice'. The main content area features a post titled 'Integrate Assignments with calendar' with 892 votes. The post text discusses the need for better communication with parents regarding assignments in class. Below the post, there are filters for 'Hot', 'Top Ideas', 'New', 'Category', 'Status', and 'My feedback'. On the right side, there's a sidebar with a user profile for 'Gordon Chang' and a list of categories like 'Schools and Universities', 'All Ideas', 'My feedback', 'Assignments & Grades', 'Calendar', 'Class Notebook', 'Files & Class Materials', 'Insights', 'LMS integration', 'Languages & Translation', 'Meetings, Calling & Devices', 'Messaging', 'Other', 'Performance', 'Skype In The Classroom', 'Teams & Channels', and 'UX & Design'. At the bottom, there's a search bar and a 'Give feedback' button.

FAQ / recap



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

Teams meetings for the classroom



Gordon Chang 3:48 AM

Thanks for your time. Questions?

← Reply



Gordon Chang
Product manager, Teams for Education
 @gordonwinnow
 <https://www.linkedin.com/in/gordonwinnow>



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>

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!



Using Teams, OneNote and Flipgrid for Remote Learning with the #eTwinz

Tuesday, April 21st

School Community Wellbeing & SEL During Remote Learning

Wednesday, April 22nd

Supports for Families, Supporting Learners

Thursday, April 23rd

<https://aka.ms/RemoteLearningWebinarSchedule>



See you soon!



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