Remote Learning with Microsoft EDU

Today's Updates

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

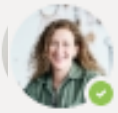
Alice Keeler Teams meetings YouTube playlist
https://aka.ms/AliceKeelerMeetings

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

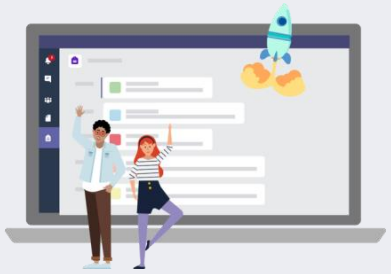
Teacher 3 3:48 AM

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

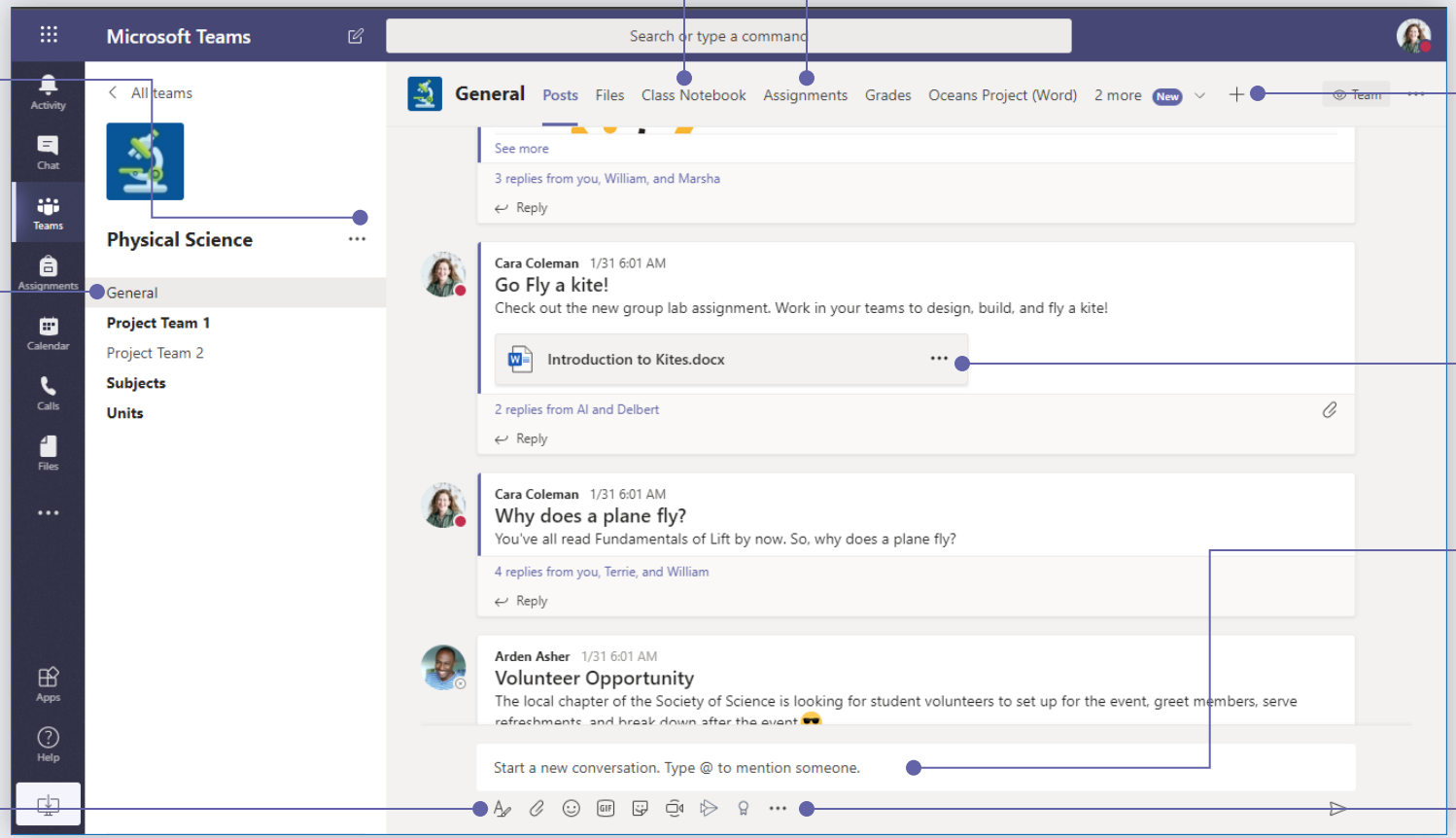
Distribute handouts via Class Notebook

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

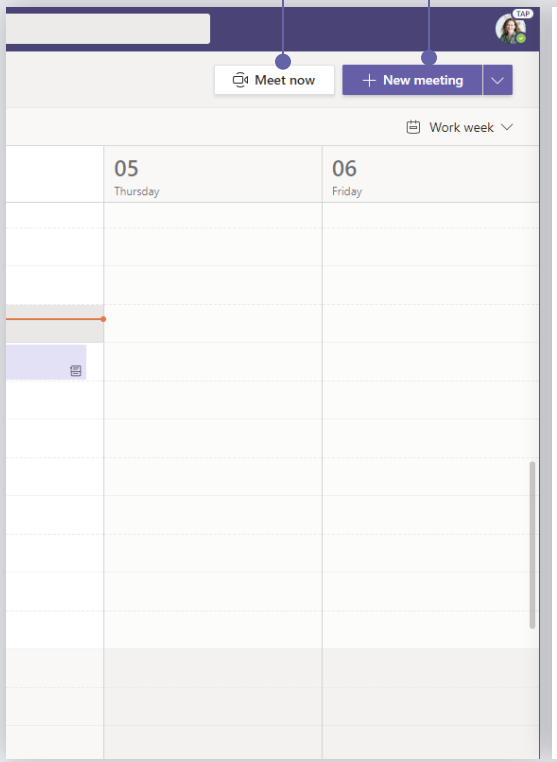
Start a meeting right away

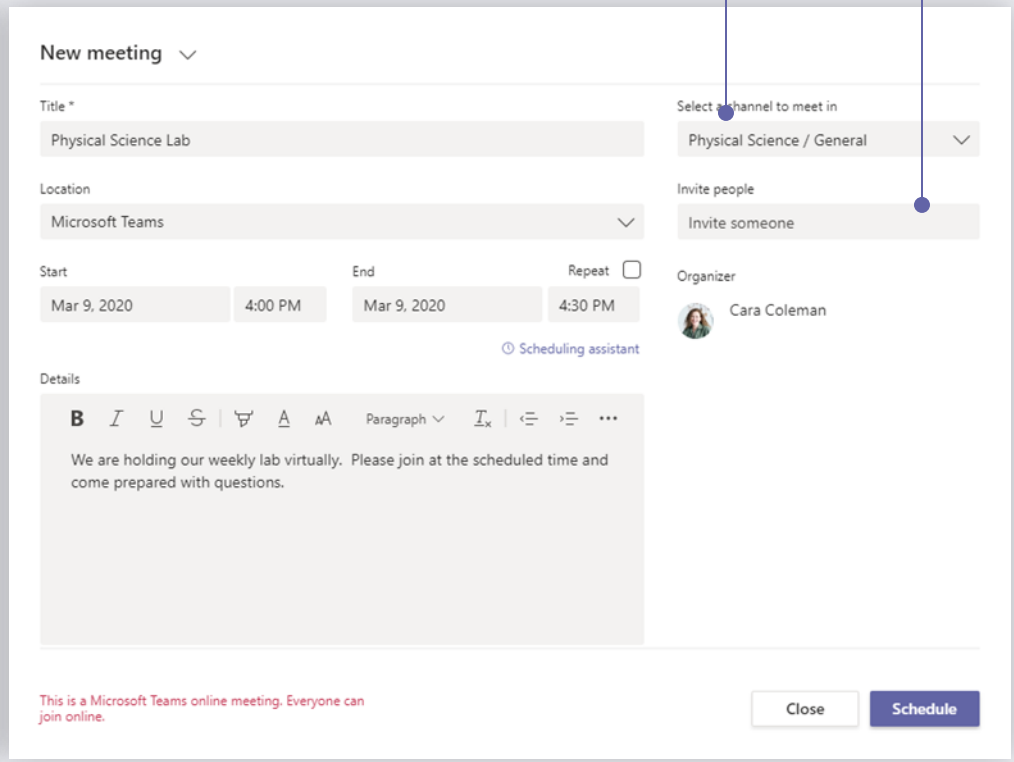
Add new meeting

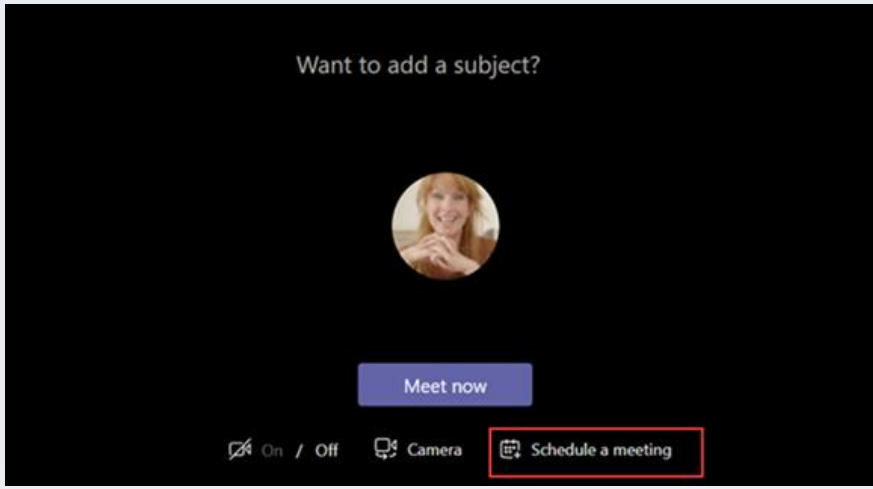
Invite a channel to a meeting

Invite individuals to a meeting

Start a meeting right away by inviting a channel



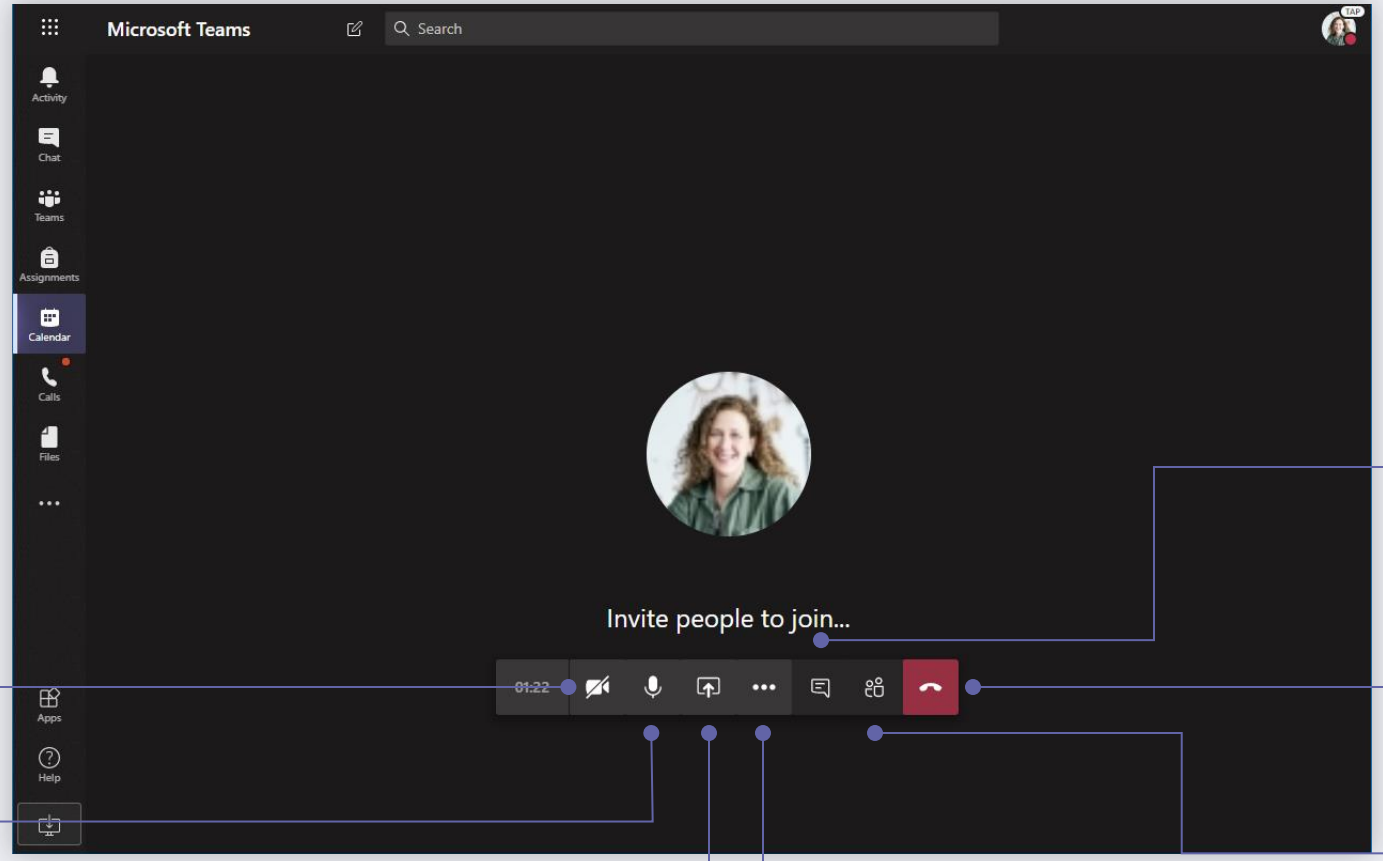




Teams UI

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.

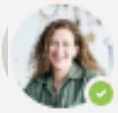
Start recording, change device settings, and more.

Send chat messages

Leave the meeting

Add participants to the meeting.

Online meetings 101



Teacher 1 3:48 AM

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

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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

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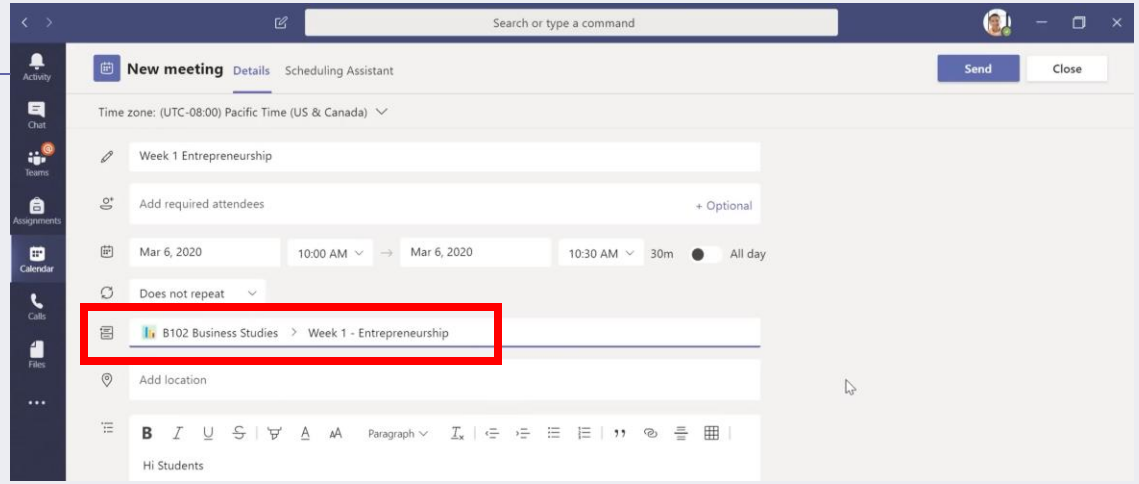
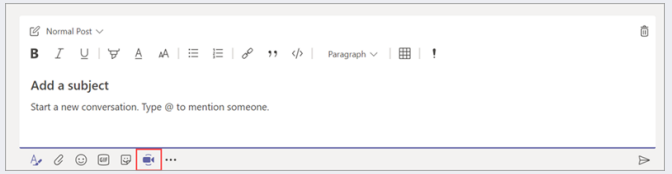
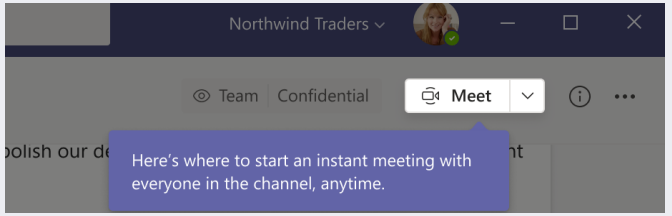
Make a test call

From your calendar

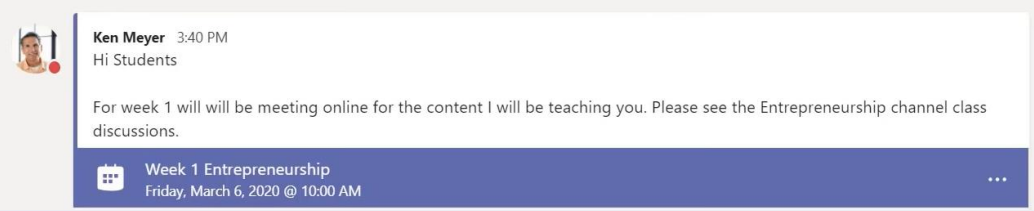


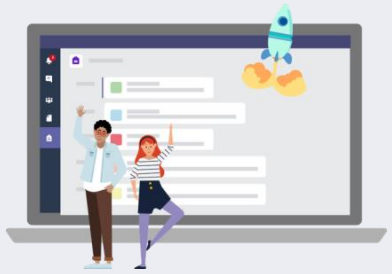
Or from a channel





Which becomes a post in the channel





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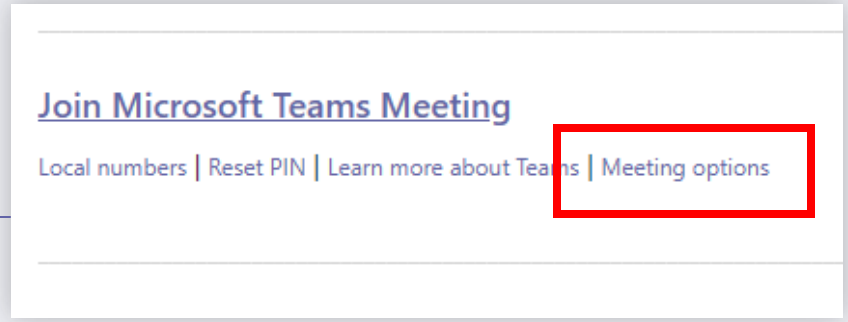
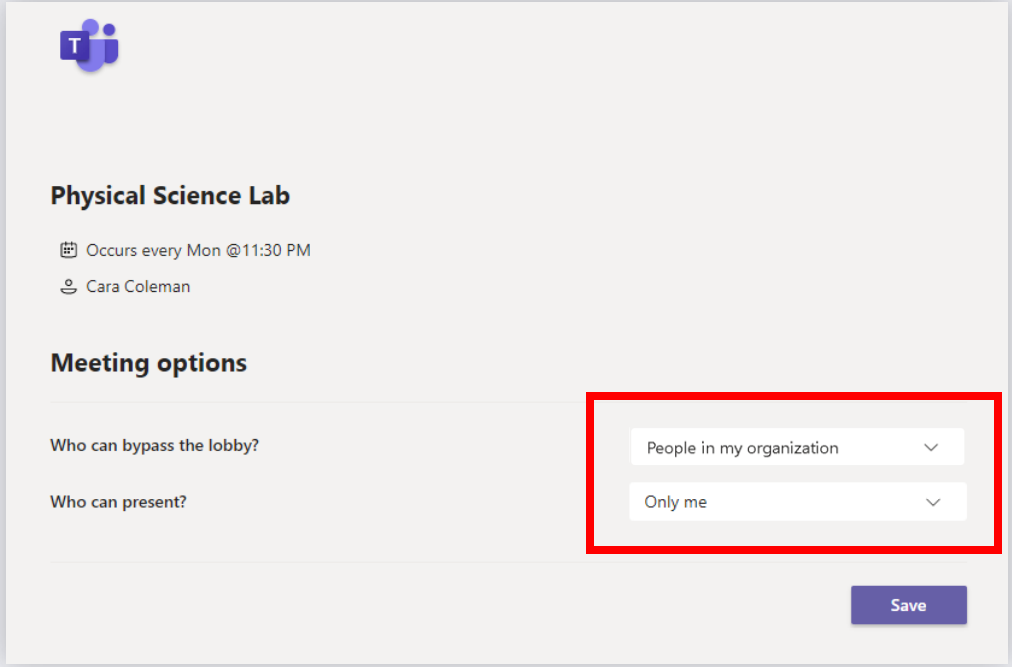
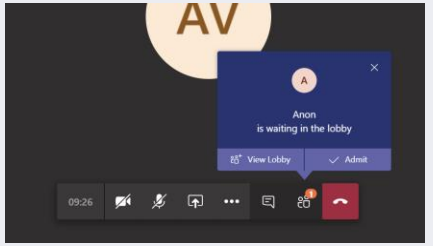






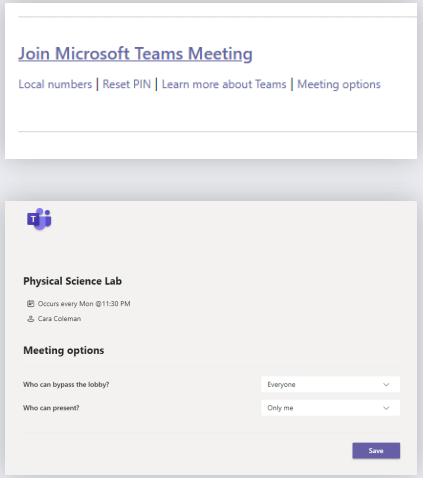
Meeting options may be limited by your IT administrator's policy settings.

Online meetings 101

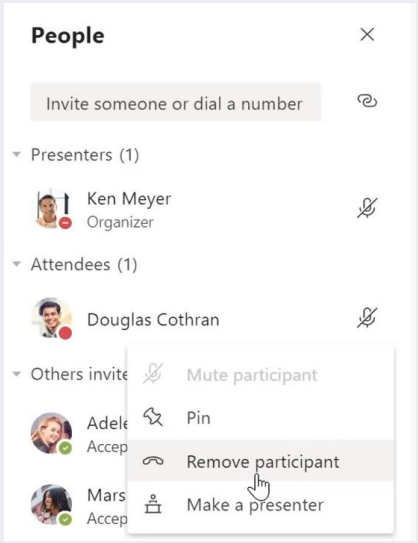
Assign students attendee role in online meeting

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

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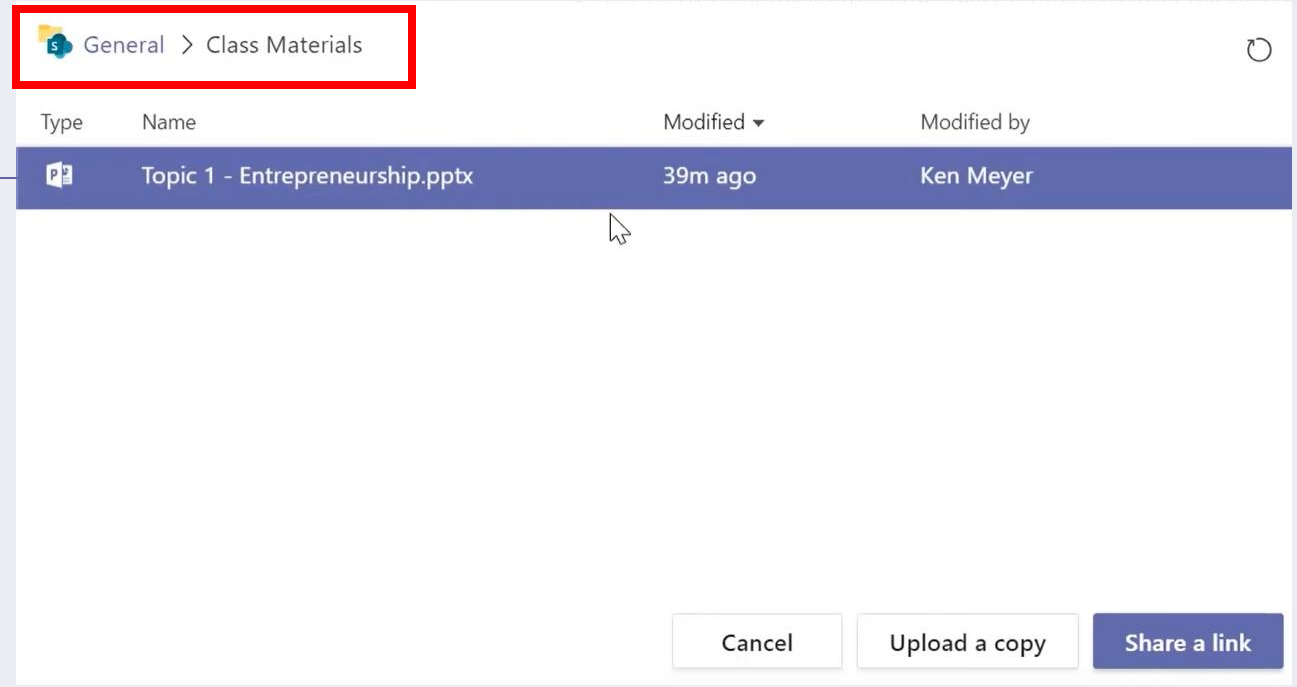
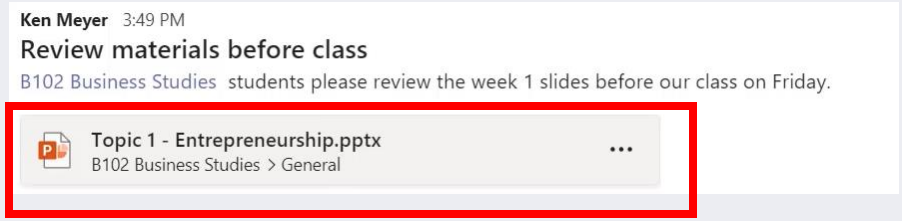
Make a test call





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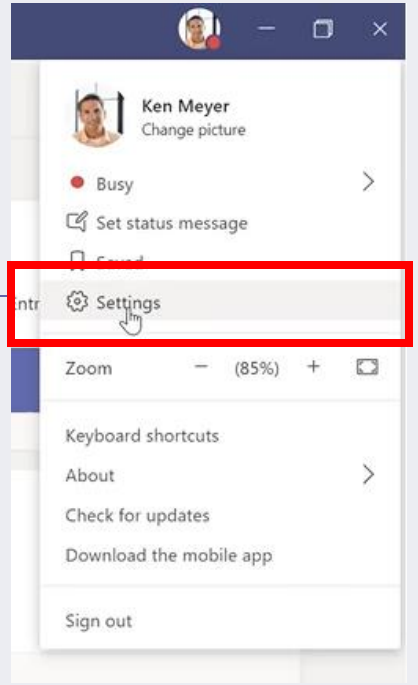
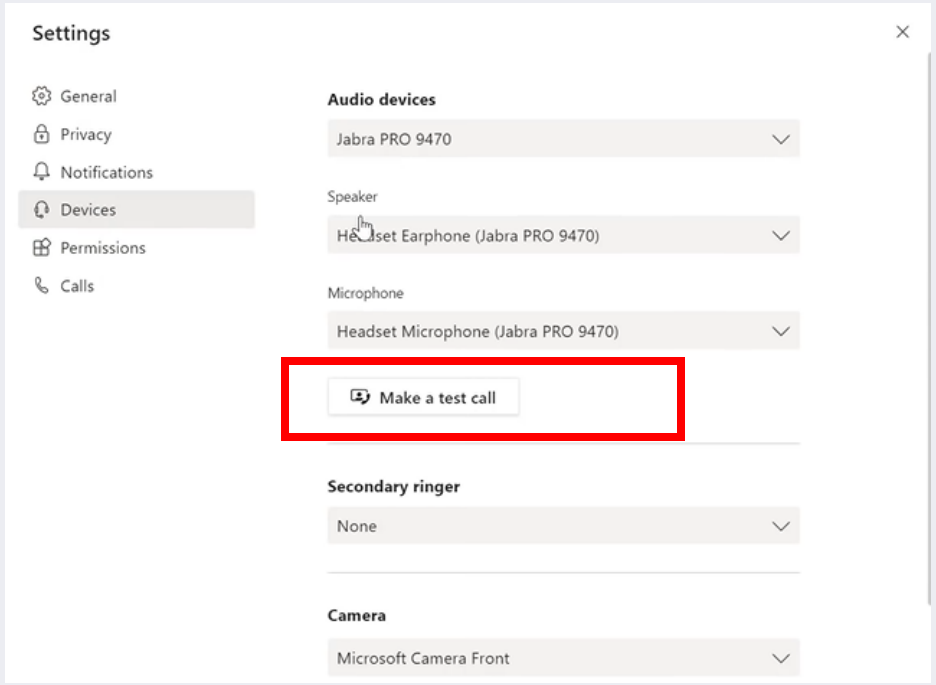




Online meetings 101

At start

Enable video background SOON!

@mention class to join

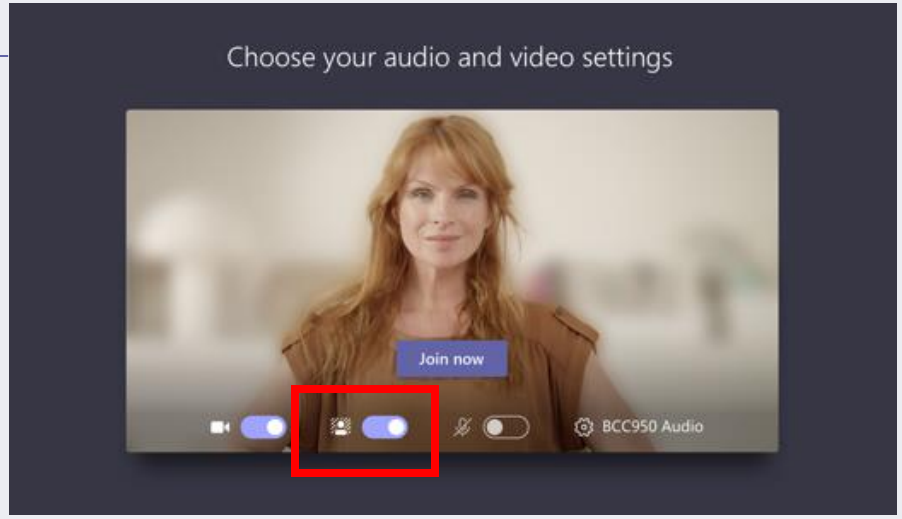
Admit people from lobby

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 ☺

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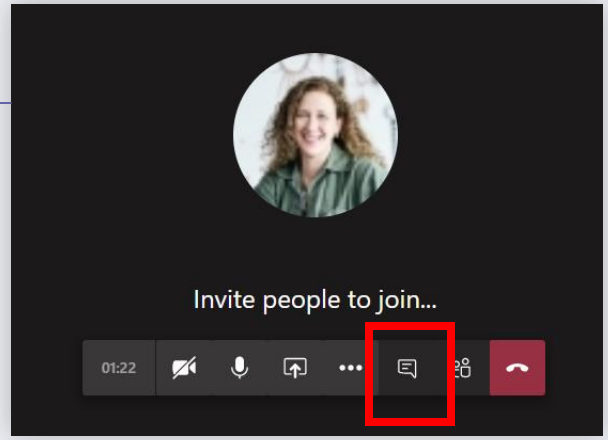

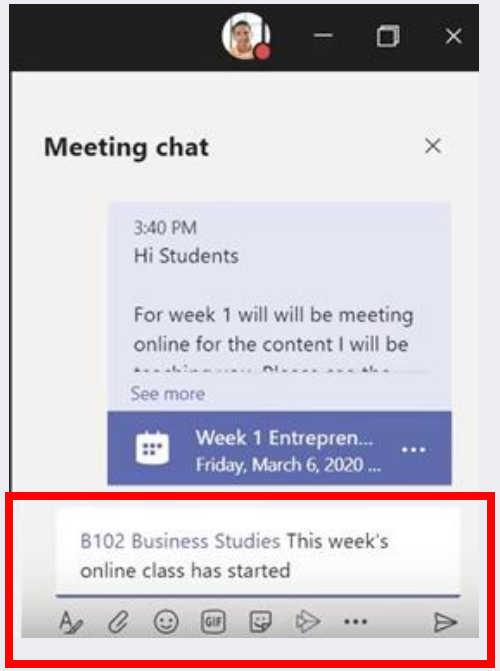

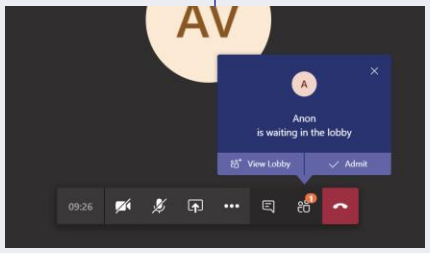

Applicable only if your students don't have Teams account, or you're inviting external speakers

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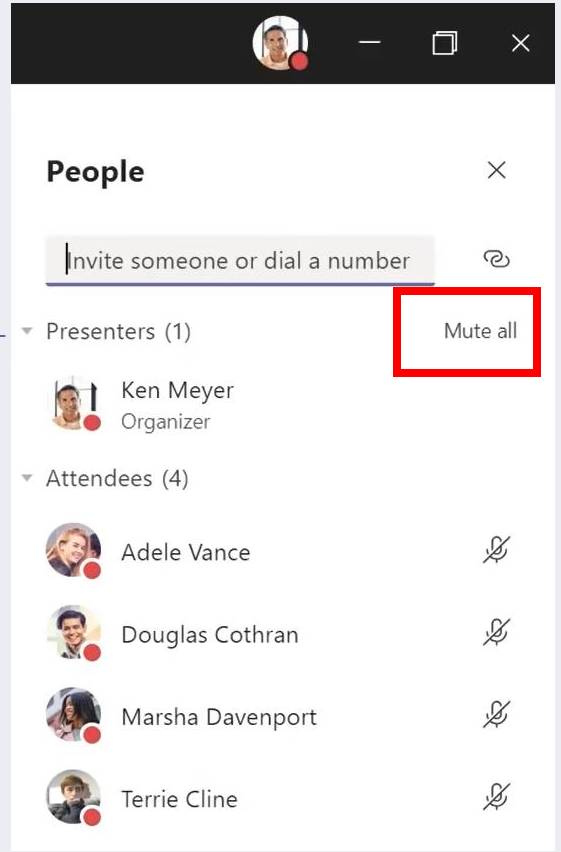

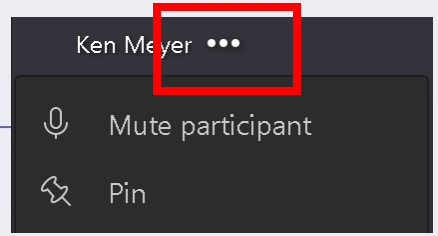

You can also mute individual from disrupting the class

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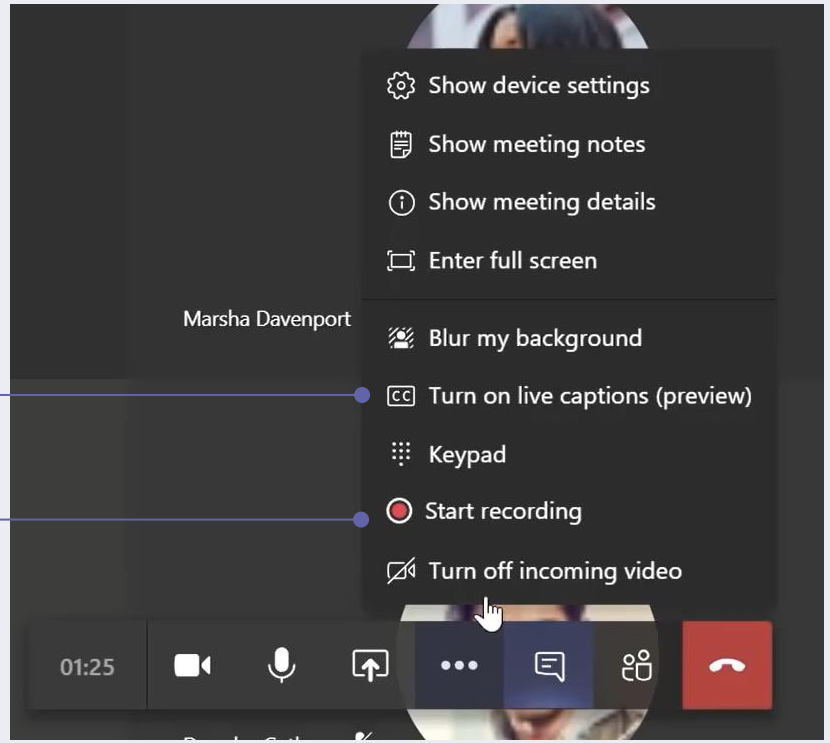
Start recording

Enable live captions



Online meetings 101

During

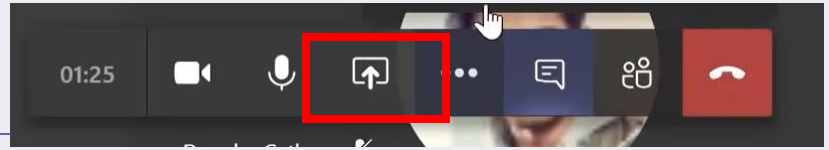
Present content to attendees

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

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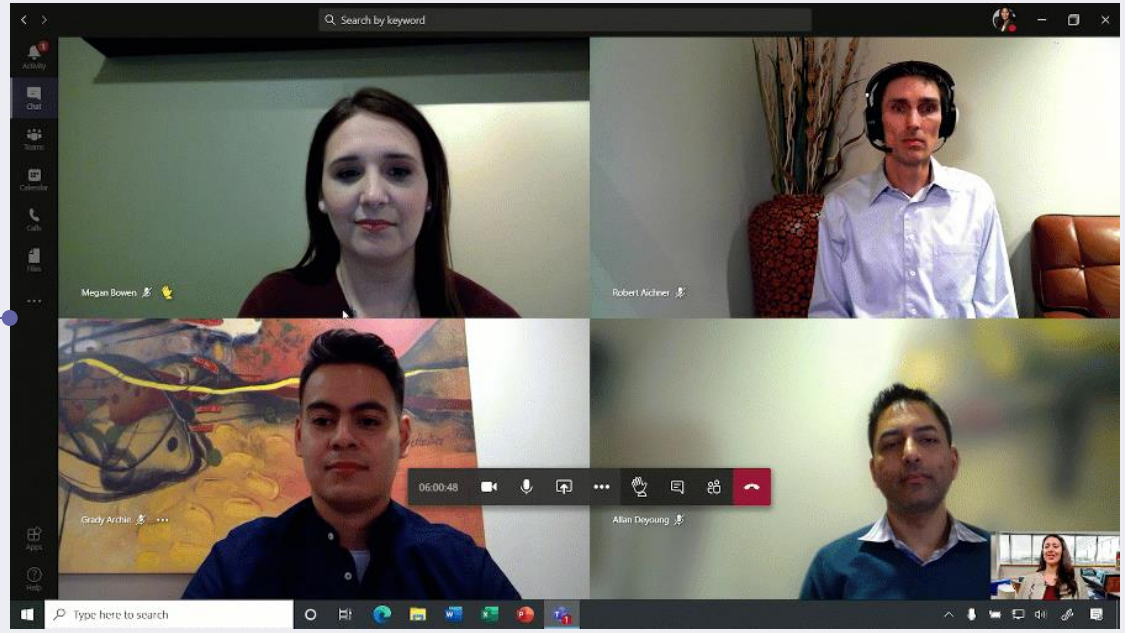
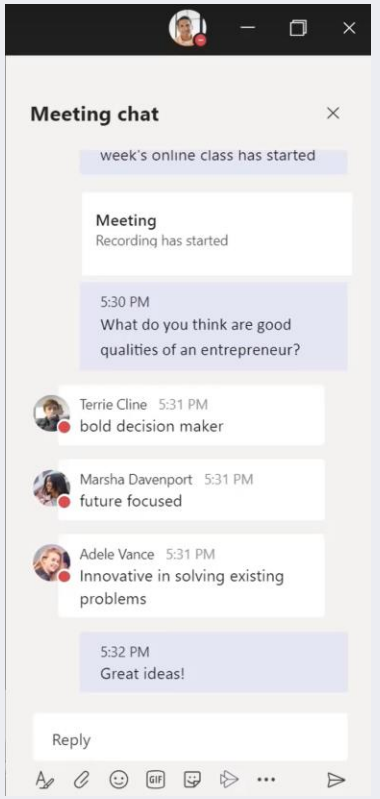


Most active 4 videos are shown. We will start rolling out an update to view 9 participants simultaneously. And stay tuned, in parallel we are continuing work to increase this limit even further.



Online meetings 101

After

Signal the meeting ended NEW!

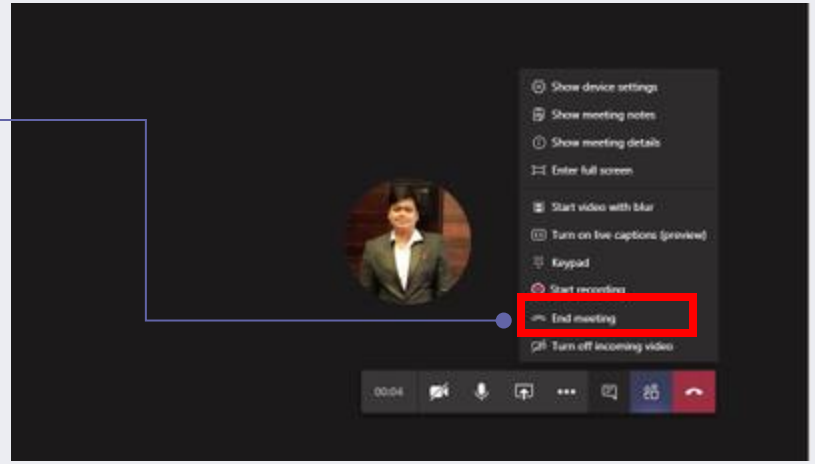
Export attendance SOON!

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.

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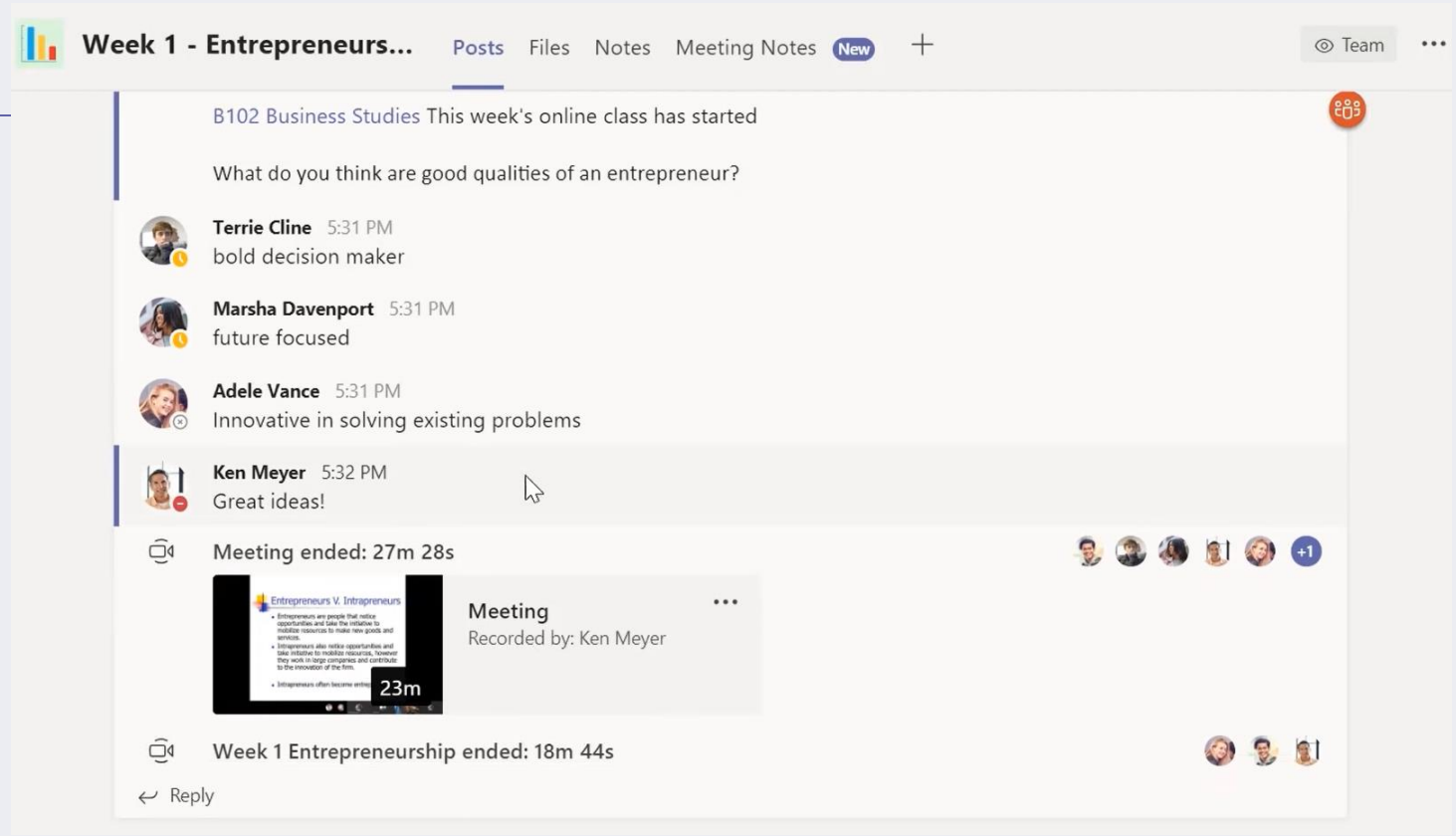

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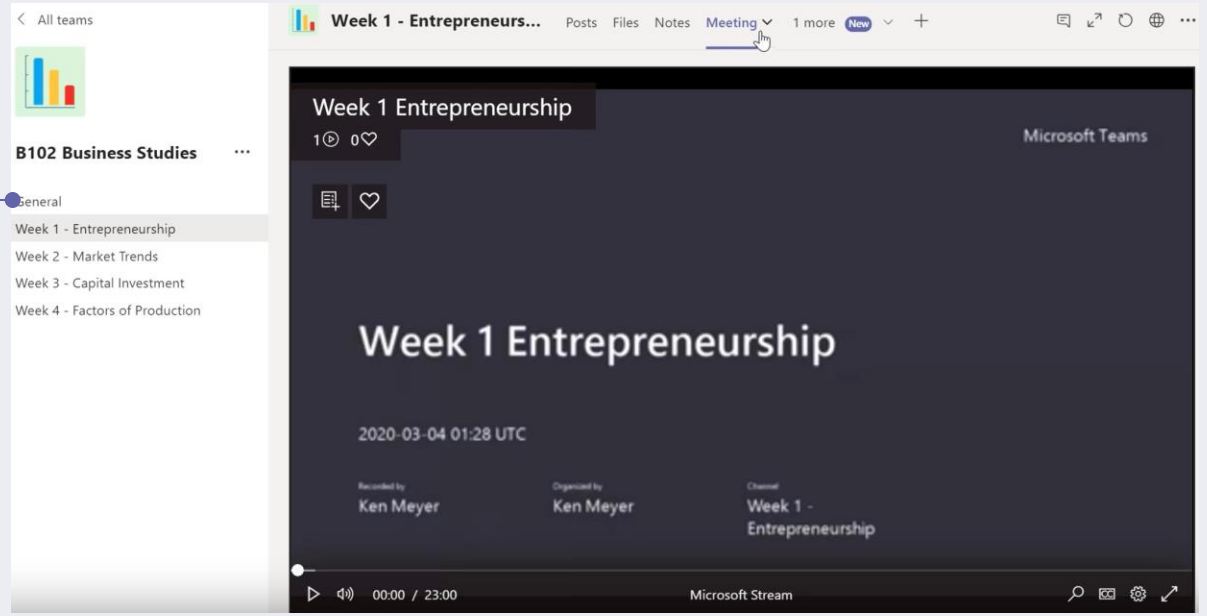

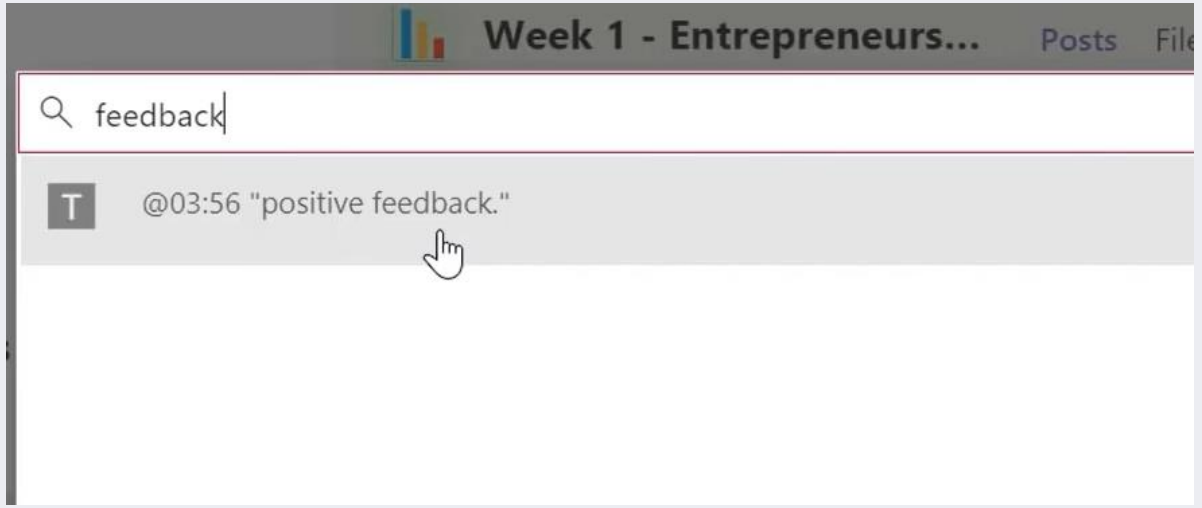

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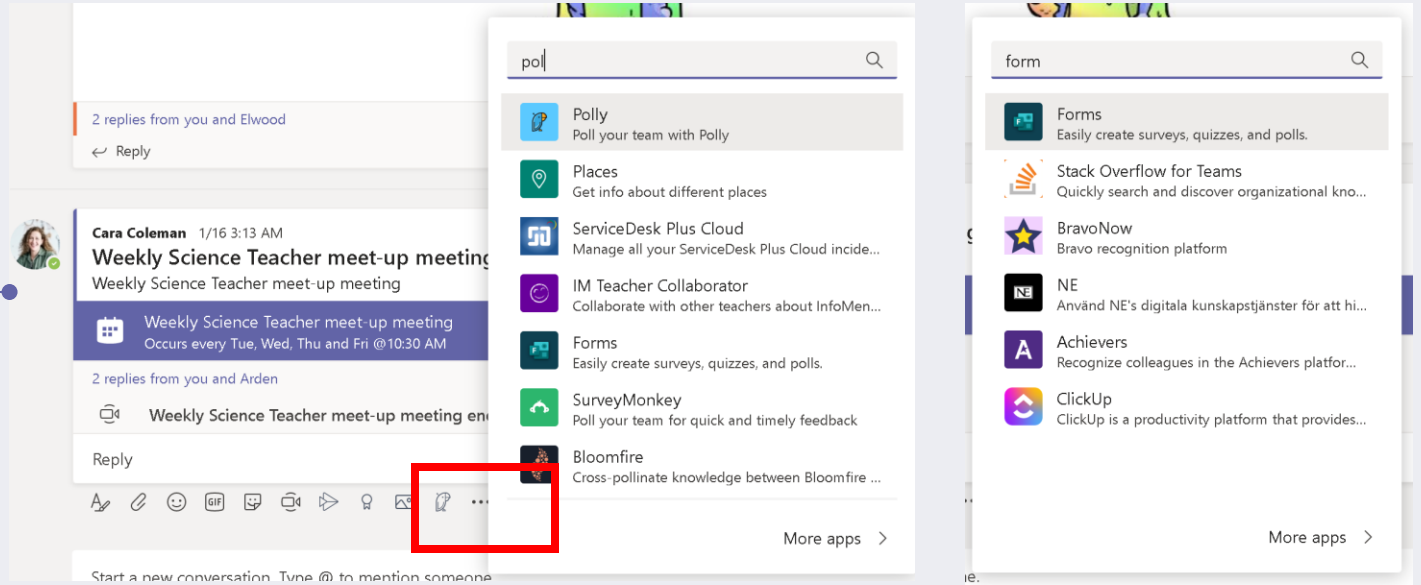

Online meetings 101

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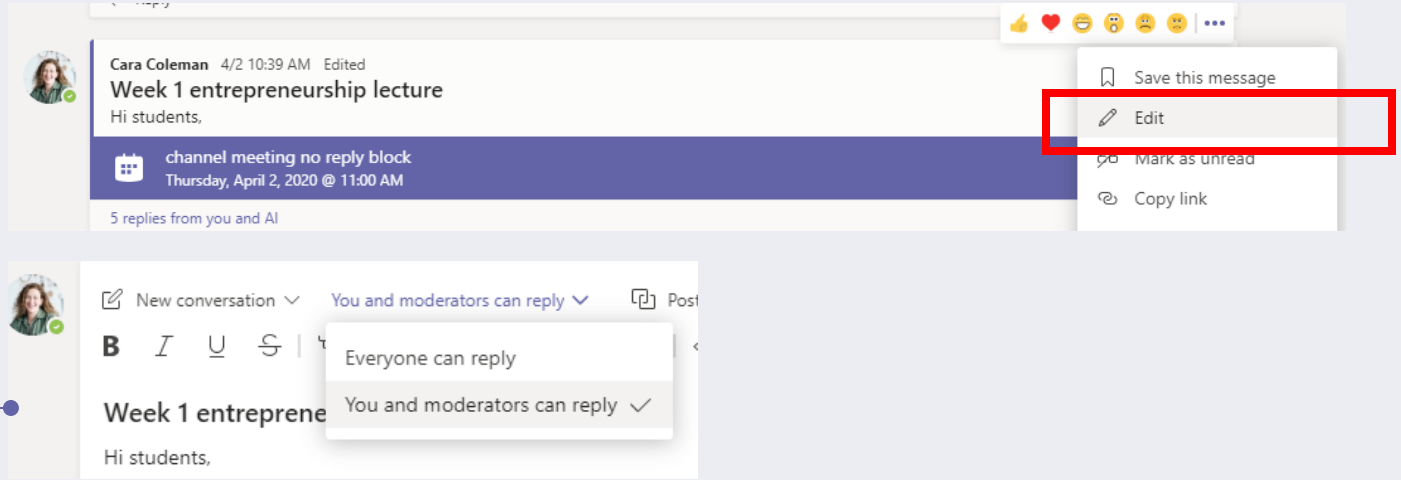
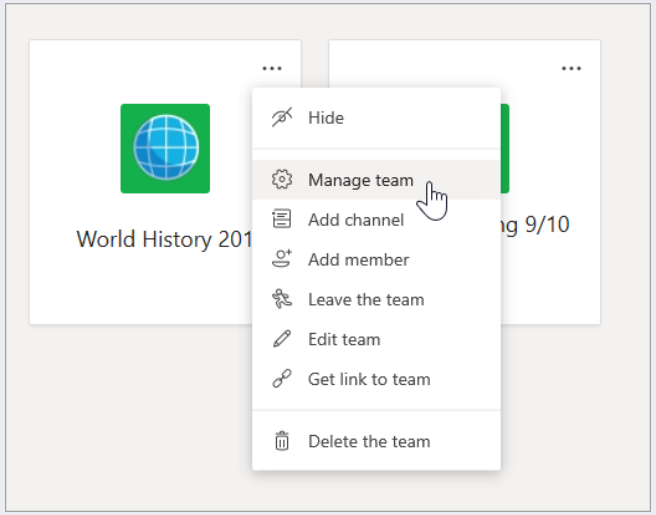
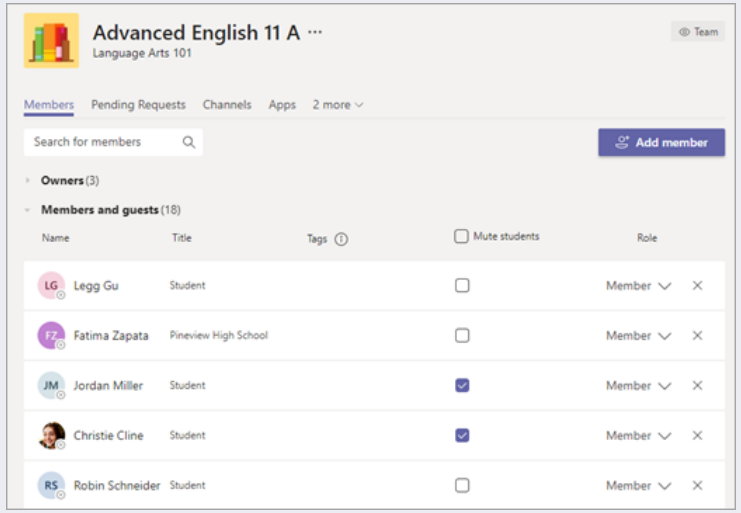
For the post



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

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

…

https://educationblog.microsoft.com/en-us/2020/03/microsoft-teams-meeting-creation-now-available-in-canvas-blackboard-schoology-brightspace-and-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

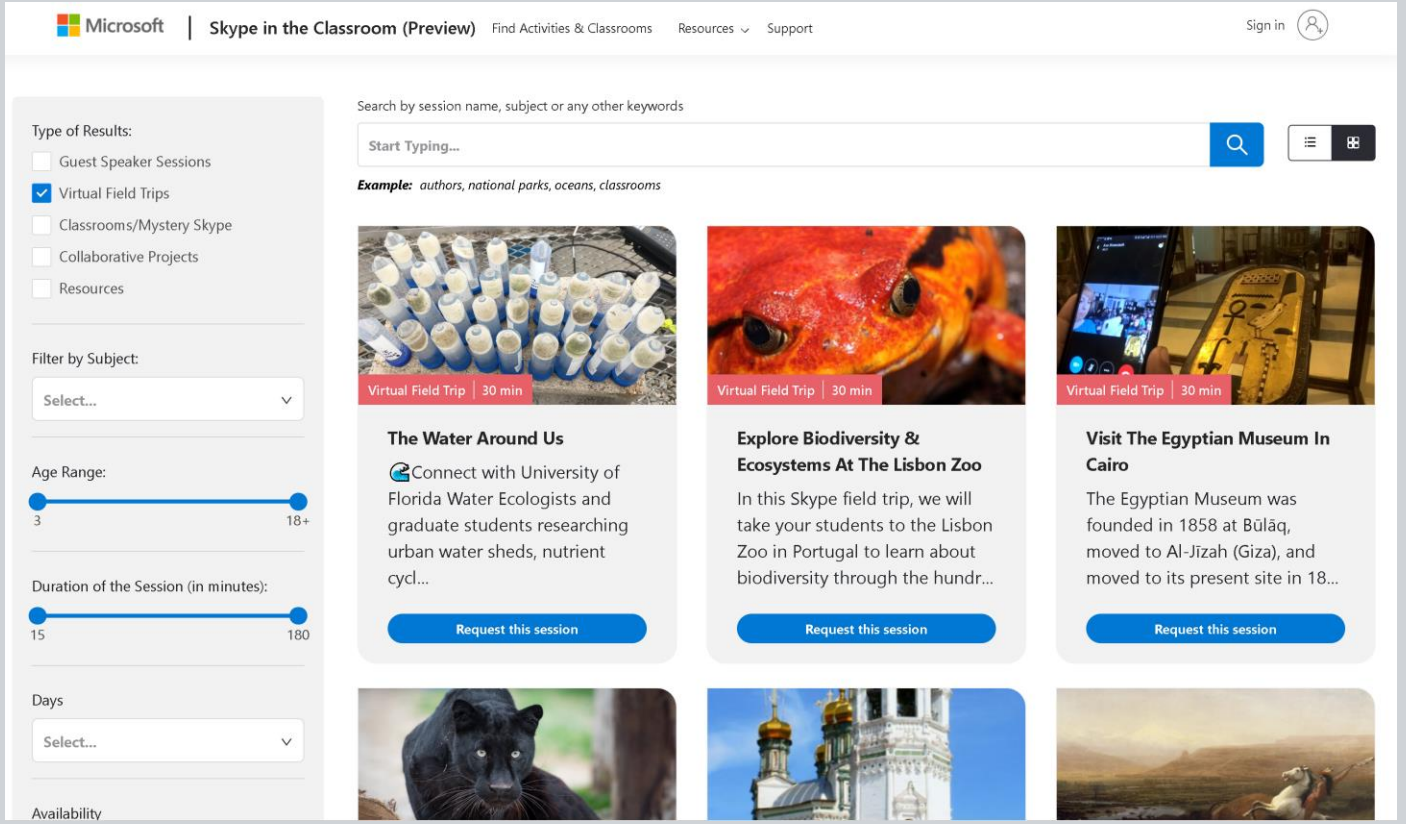
Guest speaker sessions from book authors, etc.

Website in preview

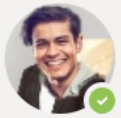
Guidance for educator and parents released NEW!

Ask @SkypeClassroom on Twitter for more info

https://skypeintheclassroom.com/



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

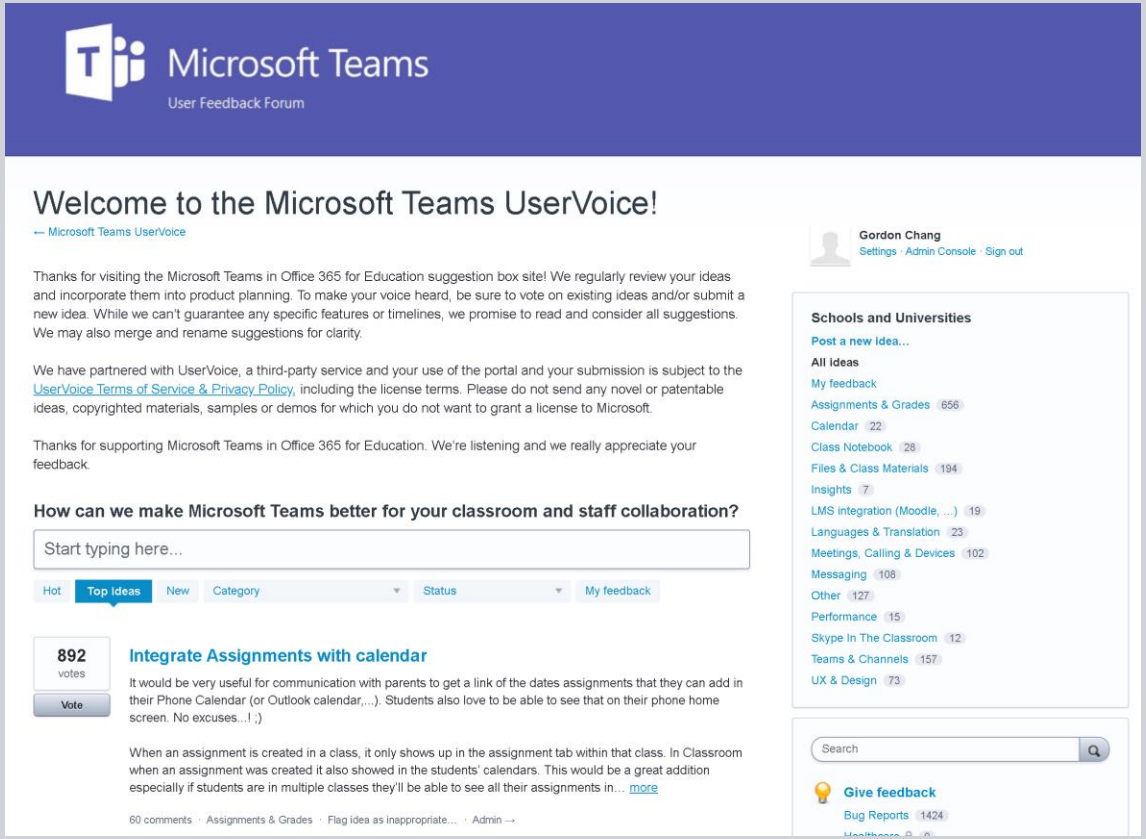
Working on…

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



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

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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

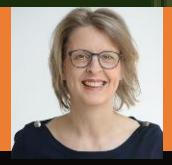
Support for educators and schools: https://aka.ms/EDUSupport

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!



Produced by Marjolein Hoekstra @MSEduCentral