Nur Izzati Mohd Azhar | Associate Prof. Dr. Rafiza Abdul Razak

EFFECTIVE E-LEARNING

with

MICROSOFT TEAMS

Department of Curriculum and Instructional Technology, Faculty of Education, Universiti Malaya

TABLE OF CONTENT

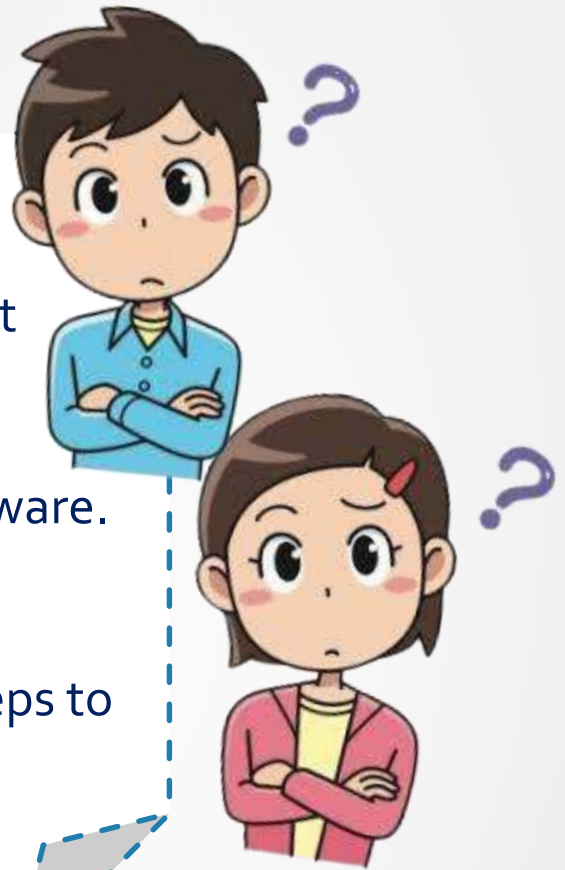*In this modules, participants would be able to learn about;*

Introduction

- *Features Review*
- *Get Started with Teams*

Conclusion.
Able to create and use Teams

Learning Objectives:
i.   To understand the definition of Microsoft Teams.
ii.   To familiar with the Microsoft Teams software.
iii.   To identify features functions of Teams
iv.   To understand the steps to create Teams.

Learning Outcomes:
At the end of the modules, the participants should be able:
✓ Understand the purpose and functions of Teams.
✓ Expertise with all the features in the Teams.
✓ Create teams and organize the Teams.

INTRODUCTION

Microsoft Teams is a hub or center for teamwork. It is a application from Microsoft that helps a team on working together by using practical features by Teams. For example, they can communicate with each other by using chat instead of emails. Everyone in the teams can involve and aware with that conversation. Then, you also can create channels instead of just file folders. So that you can organized all the channels and folders wisely.
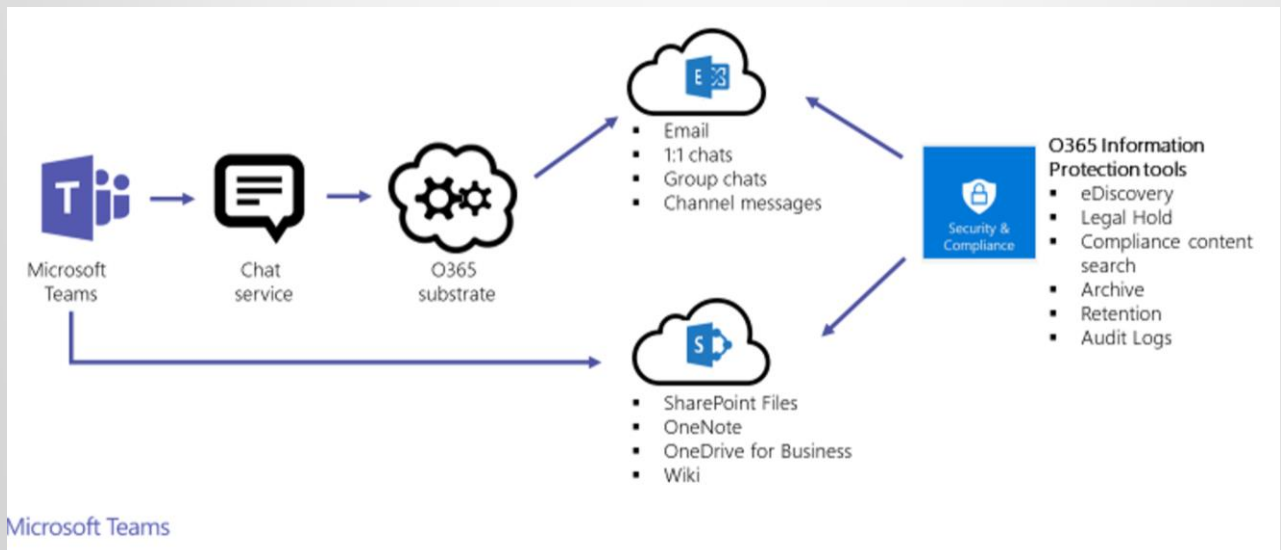
Flow Chart of Teams' Functionality

Besides that, Microsoft Teams also known as work space for you and your team to collaborate and discuss your issues. At that work space also, everyone can securely edit files at the same times and see likes, mentions and replies with just a single tap. Then , you and your teammates can add any related notes, websites and apps because this space would able to everyone see wherever they are in the world as long as have a good internet connection.
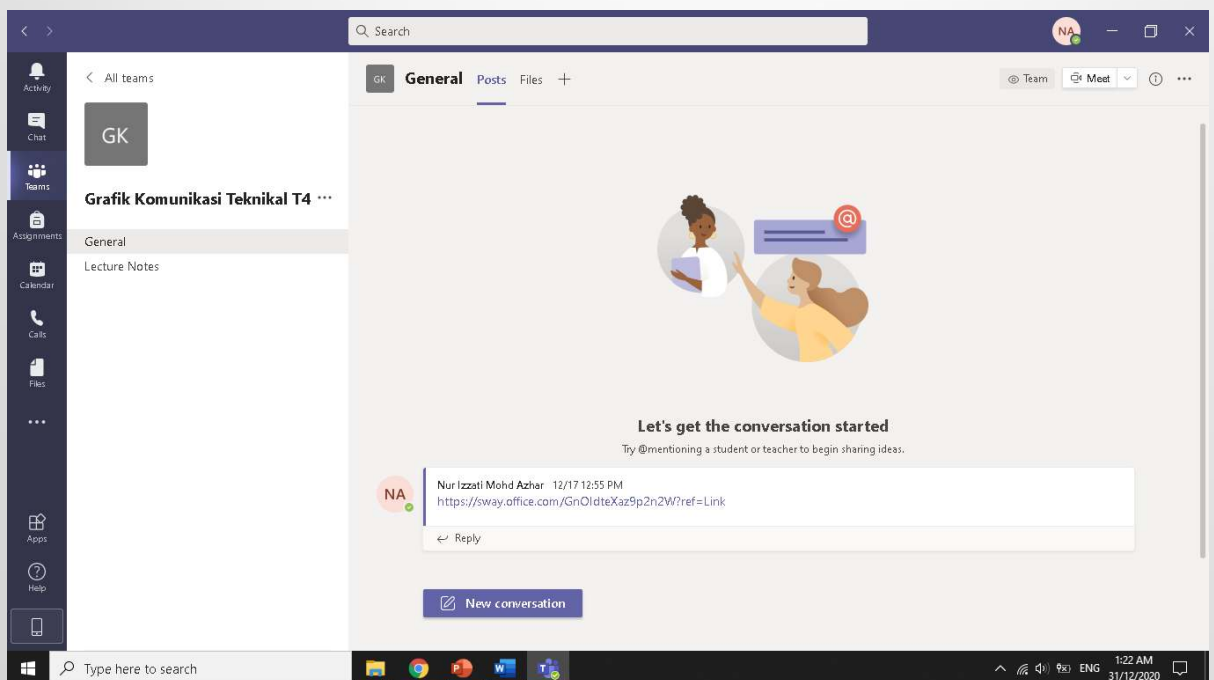
Overview of Teams Features

Teams for Education

1 Microsoft Teams can be one of the platform or medium for a teacher to deliver his or her online teaching for the students

2 An online classroom hub which is designed with completed function for teachers and students itself.

3 Encourage students growth their mind and more skillful during this 21st century learning that used a lot of technology.

4 Teams helped teachers to organize and share classroom objectives easily.

5 It also contributed in increasing engagement between teachers and their students. So that teachers can achieve their teaching goals effectively

6 students will be able to develop many skills such as digital citizenship, engage their creative capabilities and think critically and creative after their learning.

3

Benefits of Microsoft Teams

Shorter, more focused meetings.

Share and collaborate in real-time

Group work simplification

Store attachments within chats and channels

Integrated with other Office 365 applications

Integrated with other Office 365 applications

- ✓ Teams is one of the 365 applications.
- ✓ Applications that usually used in daily life such as Word, Excel, PowerPoint and others as tools at workplace are fully integrated in Microsoft Teams.
- ✓ Less complexity and easy to use by all peoples for any purpose such as education, work and others.

Conversation Channels

- ✓ Built channel for each conversations.
- ✓ Members in teams can discuss and resolve the problems without any distraction.
- ✓ Make it easier and keep messaging directly on that topic.
- ✓ All the information neatly organize and no need to waste time to scroll entire conversations to search on that particular topic.

Reduced Email

✓ Advantages of using Teams over email:
1. Attachment secured at one place/section.
2. Searchable – the conversation / chat is saved for long period.
3. Cuts down on emails clogging inbox.
4. Promotes teamwork, feedback, and collaboration.
5. Non – fork able

Direct access to email, Skype, OneDrive and SharePoint

✓ Easily access to Office 365 applications by Teams.
✓ Store all our works, documents, notes, messages and others at the one place.
✓ Unlimited time access no matter where you are as long as have a good internet connections.
✓ Encourage quick and easy collaborations with others members.

Collaborative Live in Real Time

- ✓ More effective collaboration.
- ✓ Solve the issues where members always late to update or submit group work task.
- ✓ Member and teammates can complete all the task in real time where you can chat together and work on that files together through Teams.
- ✓ Produces more quality group works.

Access Teams across All of Your Devices

- ✓ Teams have been designed not only for web or desktop, but also applicable by using mobile apps.
- ✓ The features likes chat, voice conversations or video meeting are easily to use and access by using mobile.
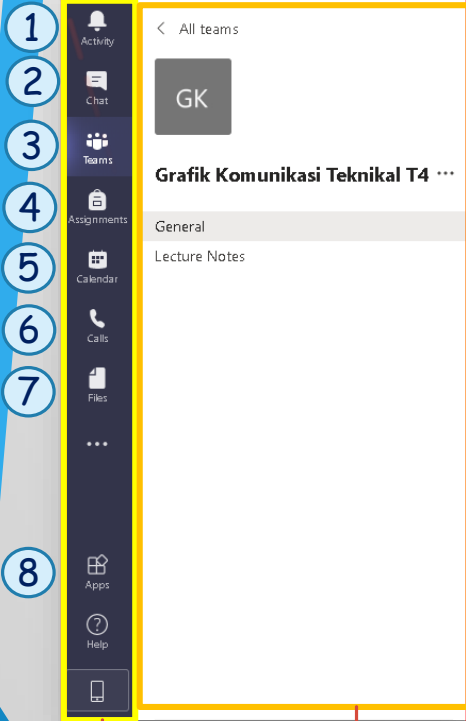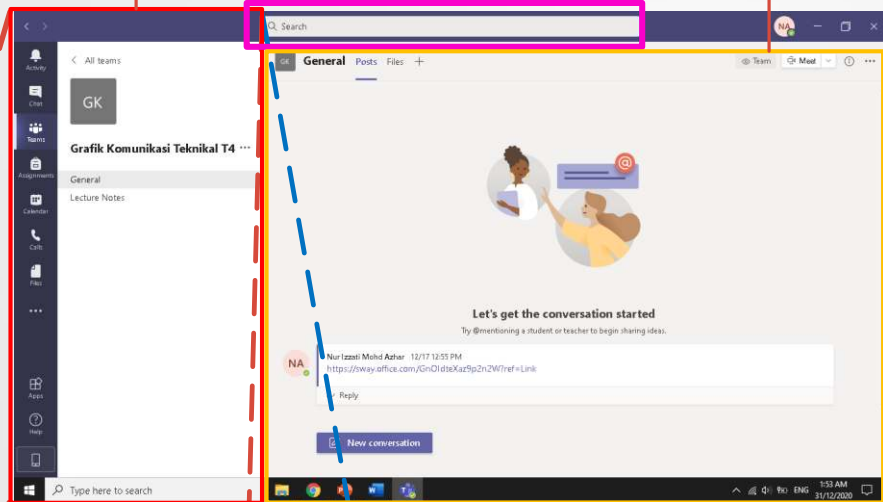- ✓ Microsoft Teams can be used by these mobile platforms:
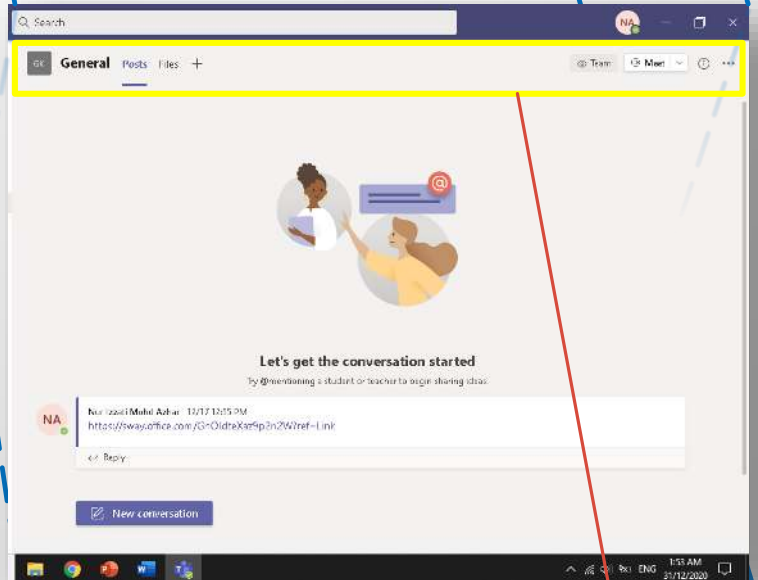
TEAMS FEATURES REVIEW

The Me Space

Command Box

The We Space

App Bar

Left Rail

1. Activity
2. Chat
3. Teams
4. Assignments
5. Calendar
6. Calls
7. Files
8. Apps

Help

< All teams

GK

Grafik Komunikasi Teknikal T4 ...

General
Lecture Notes

Tabs

These are tabs, which your students share with you.

A.	**In the me space, you will find:**
1.	Activity / Notifications
2.	Private Chats
3.	Teams
4.	All the assignments you create
5.	Calendar
6.	Meetings
7.	Personal files
8.	Any apps that you add

8

GET STARTED WITH TEAMS

1. Create Account.
- Sign up for new users:
  - Click **"Create Account" > Get a new email address.**
- Sign in your account by using Microsoft email.
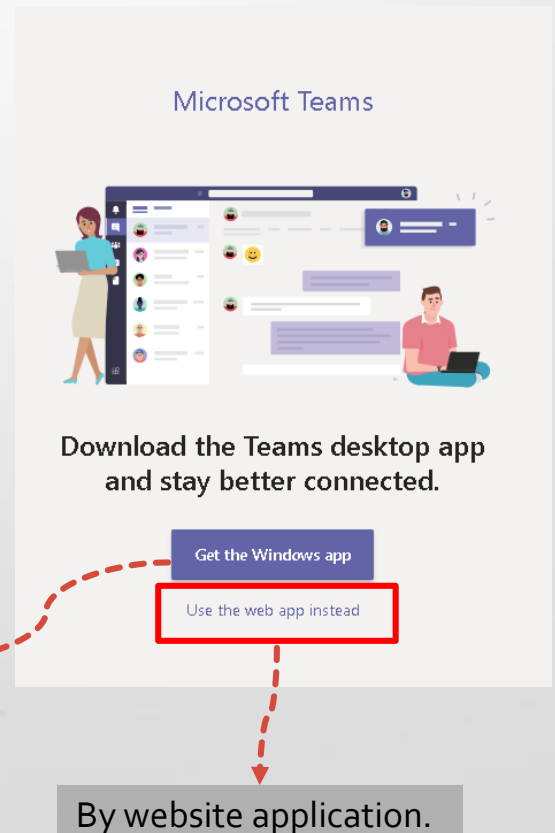
"Sign In" with your registered email for Microsoft.
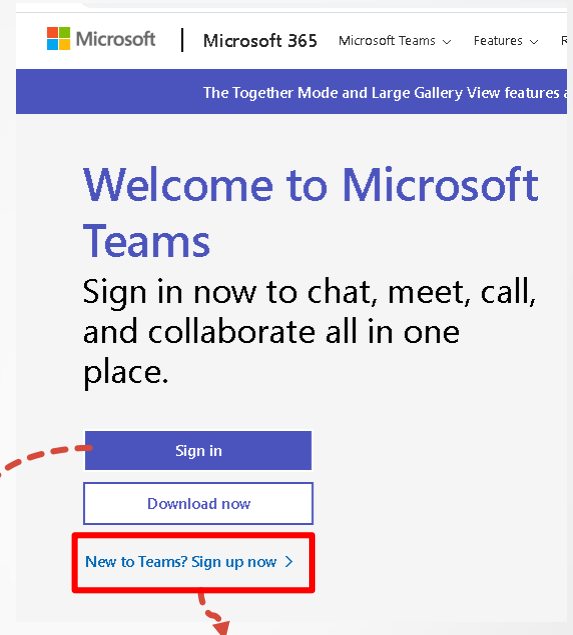
For First-timer user: "Sign Up" by using Microsoft email; Hotmail, Outlook or any organizational email.
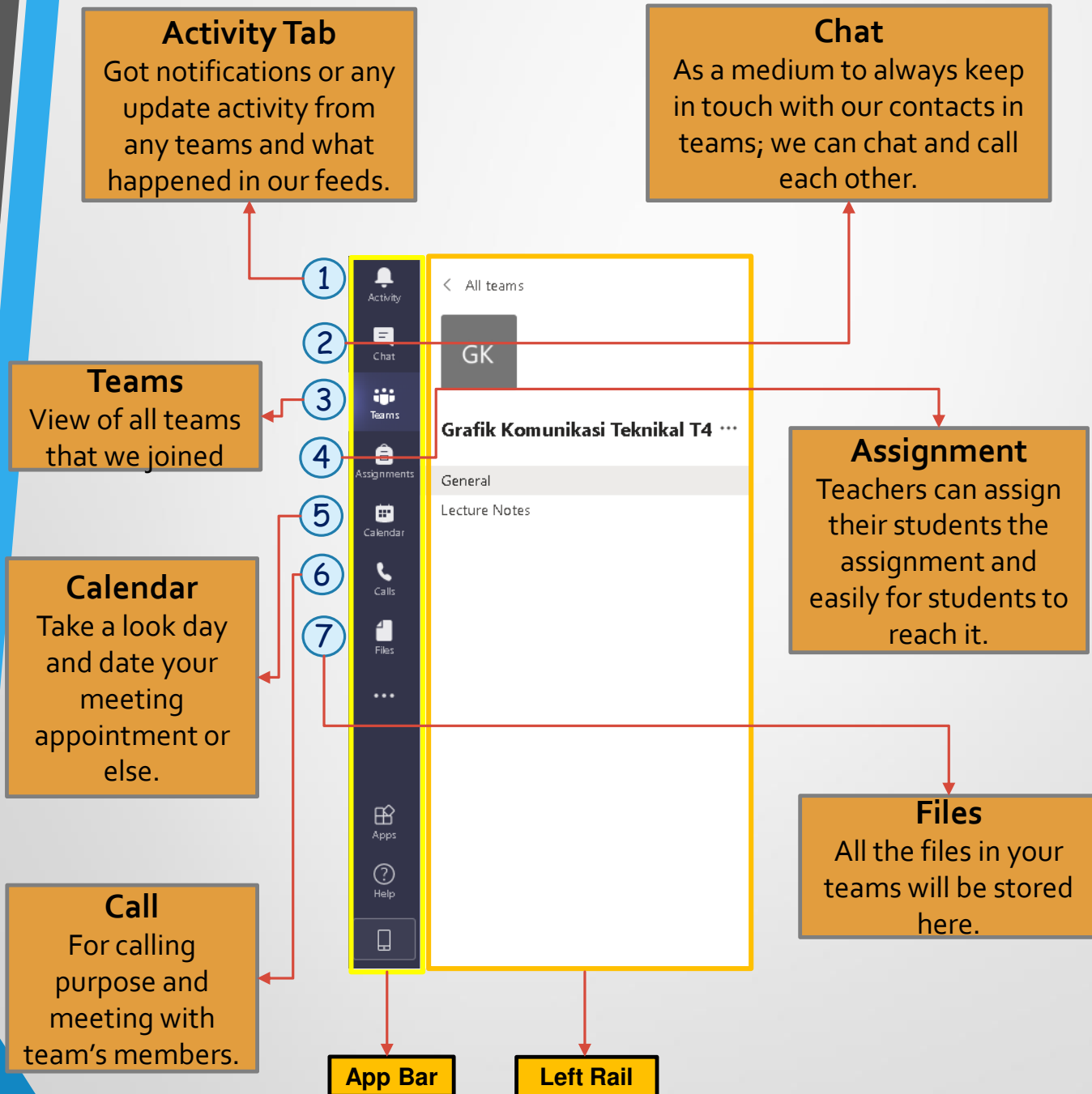
2. Launch Microsoft Teams
- Download the Microsoft Teams for your desktop or any other devices such as mobile phones.
- Or just only used website application.
- Choose either one as your needs.

Download for desktop application

By website application.

FUNCTION OF "ME SPACE" IN TEAMS

Activity Tab
Got notifications or any update activity from any teams and what happened in our feeds.

Chat
As a medium to always keep in touch with our contacts in teams; we can chat and call each other.

Teams
View of all teams that we joined

Calendar
Take a look day and date your meeting appointment or else.

Call
For calling purpose and meeting with team's members.

Assignment
Teachers can assign their students the assignment and easily for students to reach it.

Files
All the files in your teams will be stored here.

< All teams

GK

Grafik Komunikasi Teknikal T4 ···

General

Lecture Notes

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
···
Apps
Help

App Bar

Left Rail

CREATE NEW CLASS TEAM

1. Create a class team > Select Join or Create a Team.

- ➢ At the bottom of the left rail, select **Join or create a Team**.
- ➢ Then select **Create a Team**.

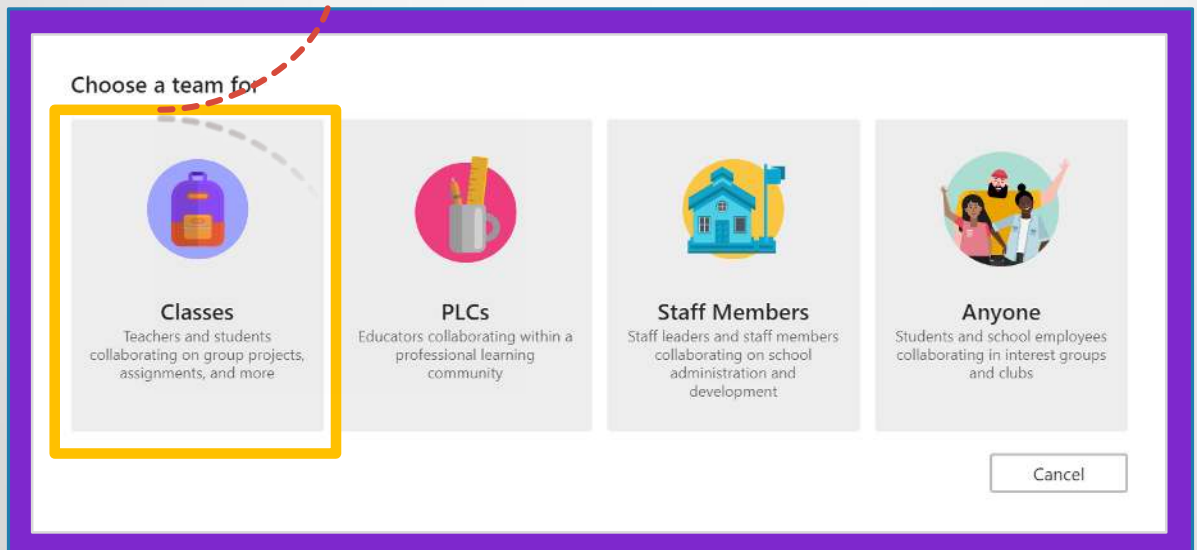Enter class code if you want to join existing class / others class.

Join or create a team

Create a team

Join a team with a code

Enter code

Got a code to join a team? Enter it above.
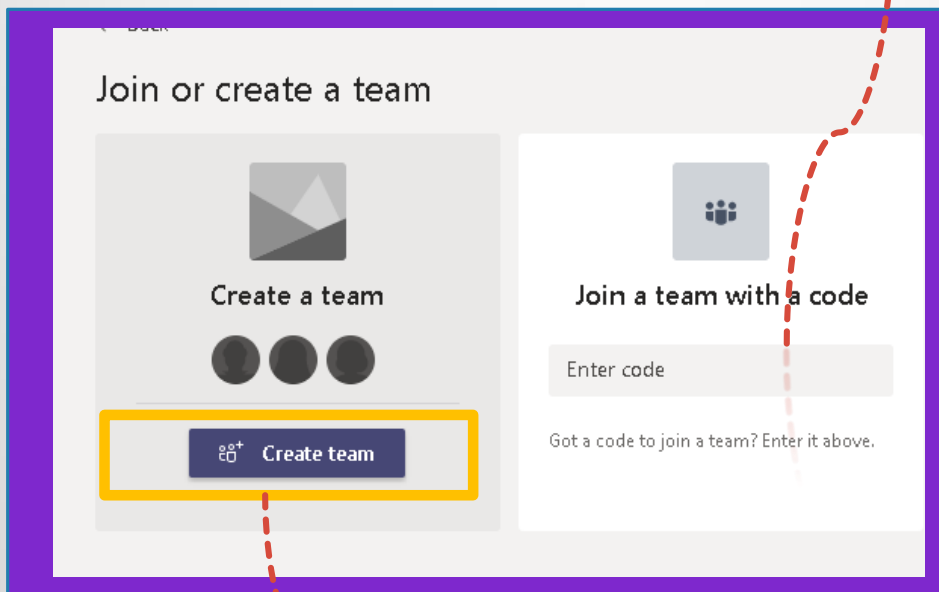
Create team

Click create team to create new class.

2. Create a class team > Select Classes

➢ **Choose the type of team** you'd like to create.

➢ **Name your channel and add members.** You can add guests (e.g. parents) by entering their email addresses.

Create a class and add your students as a members.

Choose a team for

Classes
Teachers and students collaborating on group projects, assignments, and more

PLCs
Educators collaborating within a professional learning community

Staff Members
Staff leaders and staff members collaborating on school administration and development

Anyone
Students and school employees collaborating in interest groups and clubs

Cancel

3. Create a class team > Add Team Members
- ➢ Select the **... More** button next to the Team.
- ➢ Then choose **Add members.**
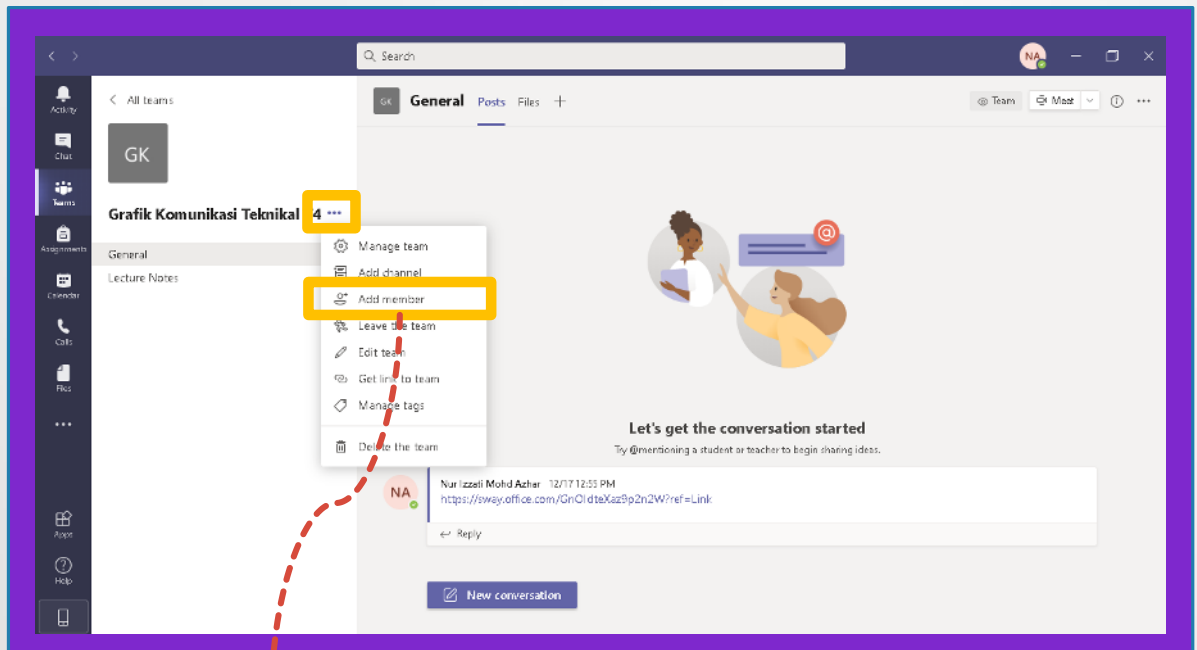

Add teams members manually.

There are another two ways to add your team's members.

1. Click **"..." >** Click **"Get link to teams"** > copy link > paste at any platform your students/members can reach.
2. Manage teams > Setting > Team Code > Generate.
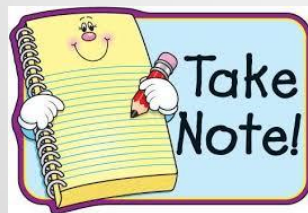- • Step for members to join: Click on "Join with a code" > Insert the code.

4. Create a class team > Add a New Channel
  ➢ Select the **... More** button next to the Team.
  ➢ Then choose **Add channels.**
  ➢ Write the name of channel e.g.; Note of Lecture > Privacy: Everyone.
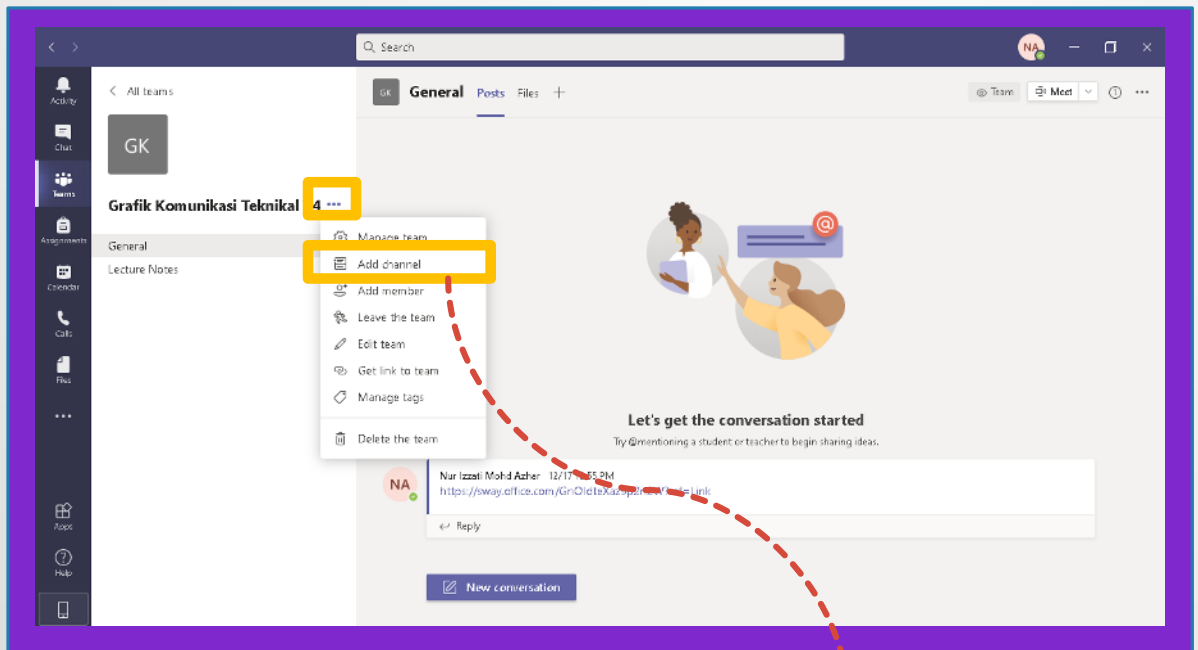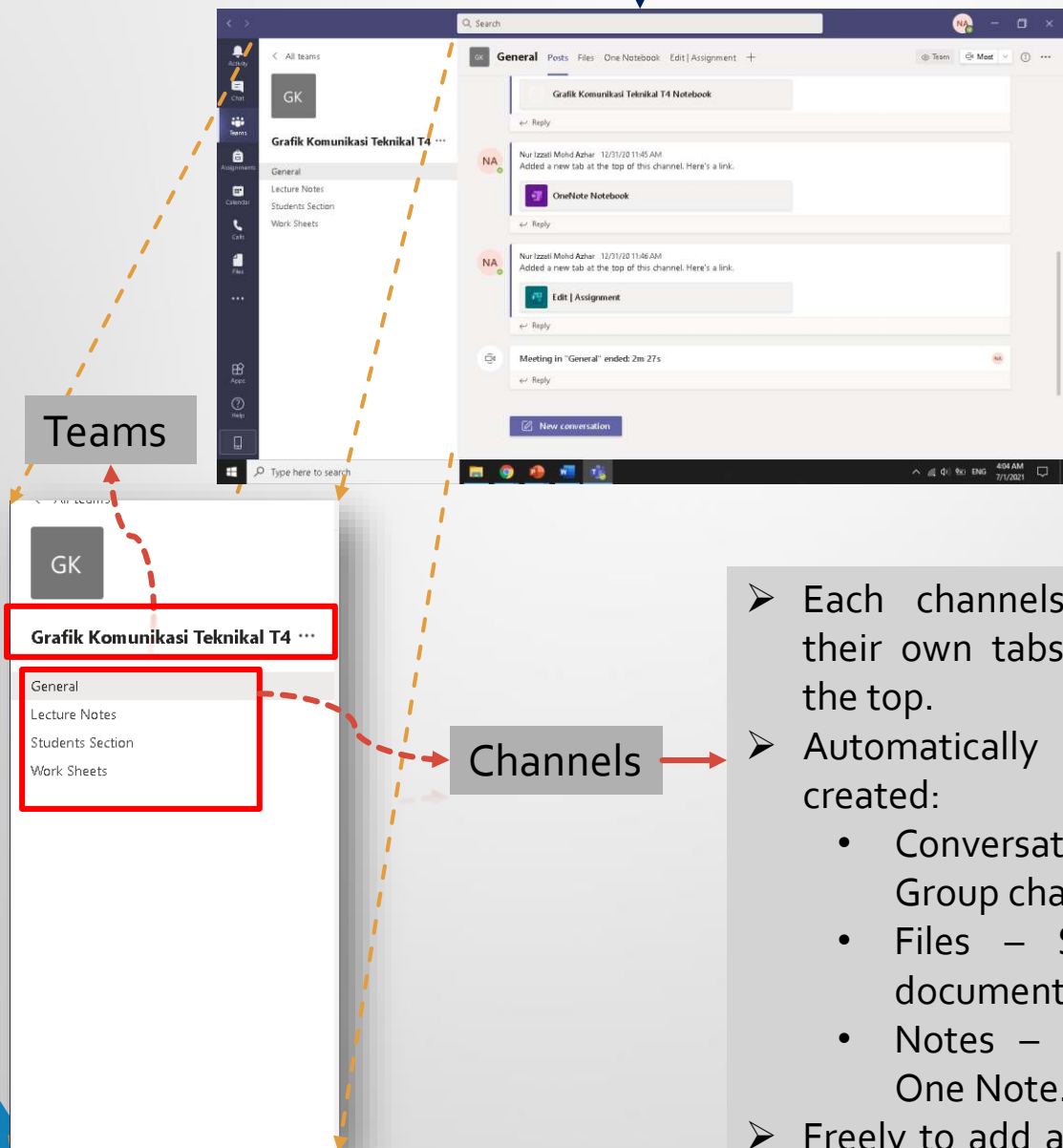

To create more channels to organize class such as lecture note, assignments, students section and others.

Take Note!

Teams is considered as Name Class and channel for arrangement of content for the class. Variety of Channel can be created for students' access.
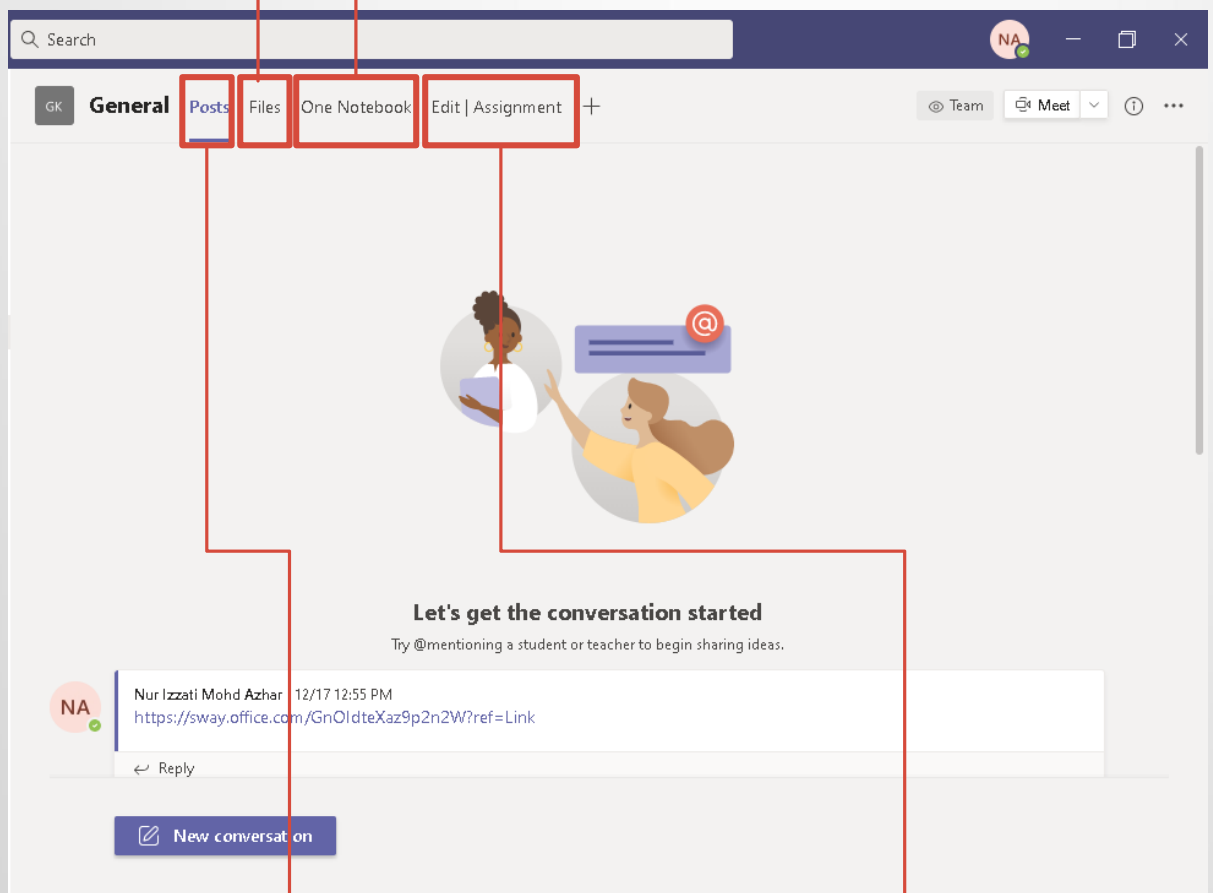
WHAT IS CHANNELS?

Subsections of each teams

Teams

GK

Grafik Komunikasi Teknikal T4 ···

General
Lecture Notes
Students Section
Work Sheets

Channels

- ➢ Each channels have their own tabs along the top.
- ➢ Automatically created:
  - Conversation – Group chats
  - Files – Shared documents
  - Notes – shared One Note.
- ➢ Freely to add another tab.

FUNCTION OF "WE SPACE" IN TEAMS

Files
All the files can be accessed here. No restriction to others members to access all the files.

One Notebook
Create private note. Students also can do that.

Q Search

GK **General** | Posts | Files | One Notebook | Edit | Assignment | +

Team | Meet

Let's get the conversation started
Try @mentioning a student or teacher to begin sharing ideas.

NA | Nur Izzati Mohd Azhar | 12/17 12:55 PM
https://sway.office.com/GnOIdteXaz9p2n2W?ref=Link

↵ Reply

New conversation

Post Tab
Start conversation > Just type any instructions or comment and post > All the students can read and reply to respond to their teachers.

Assignment
Create assignment/quiz > New Form > Microsoft Form > Click new quiz.

CONVERSATION

Conversations are the central components where all teamwork is recorded from file sharing to video calls.
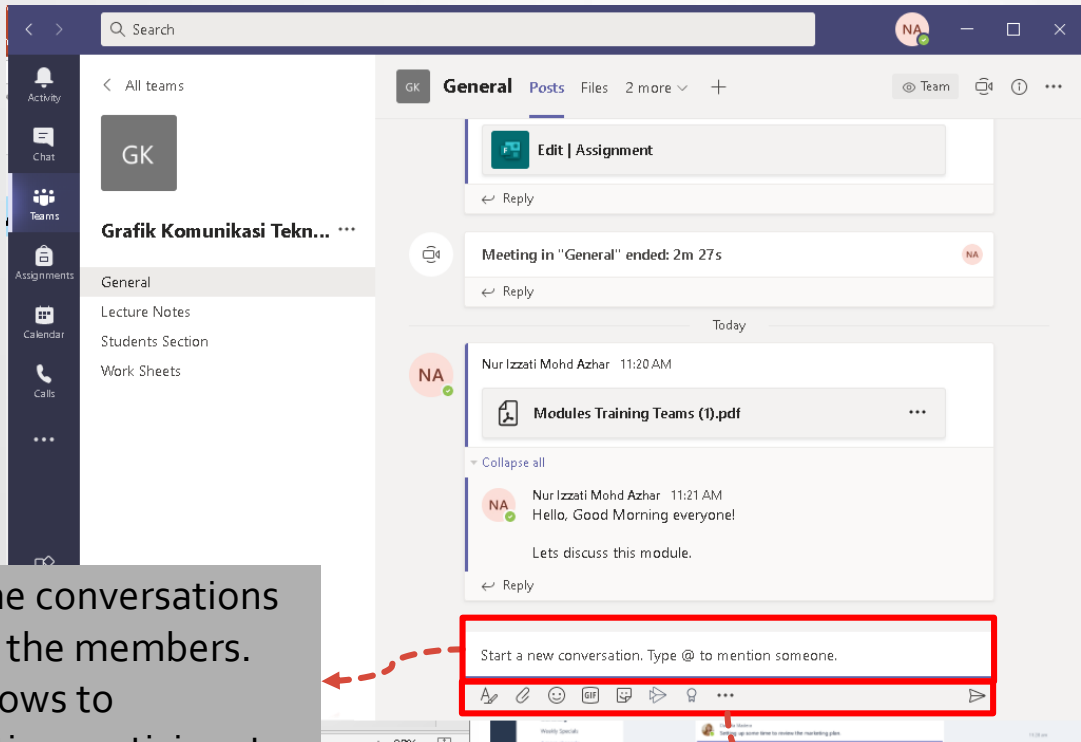
Start the conversations with all the members. Also allows to @mention participants to notify them.
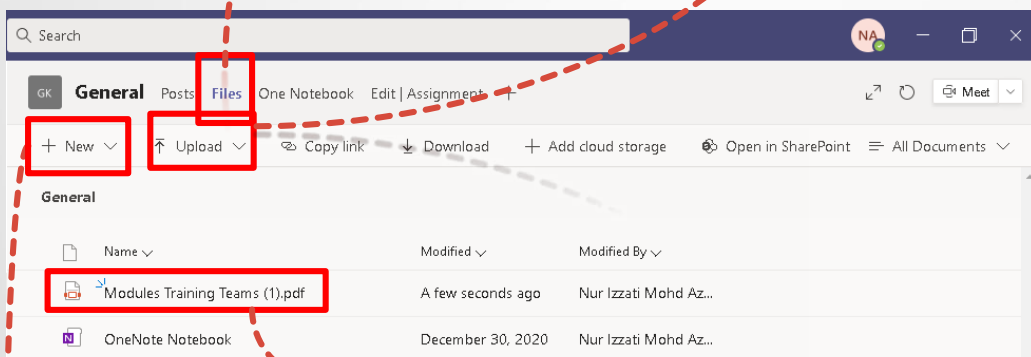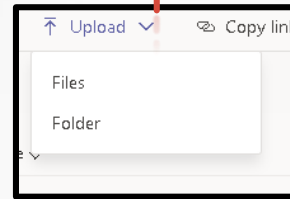
In the conversations, you also allowed to:
1. Format
2. Attach
3. Emoji
4. Giphy
5. Sticker
6. Stream
7. Praise
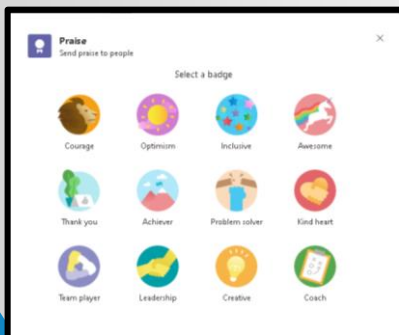
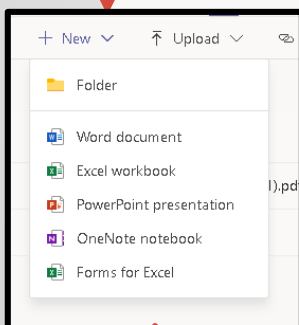Give praise to your teammate as a appreciation for their works.

FILES

Upload existing files / folder from your devices.

Files: All the files in that channel will store at this section.

Upload ⌄   Copy link
Files
Folder

🔍 Search   NA — □ ✕

GK **General** Posts **Files** One Notebook Edit | Assignment   ⤢ ↺ 📹 Meet ⌄

\+ New ⌄   ↑ Upload ⌄   🔗 Copy link   ↓ Download   \+ Add cloud storage   🗗 Open in SharePoint   ≡ All Documents ⌄

General

☐ Name ⌄   Modified ⌄   Modified By ⌄
☐ 📄 Modules Training Teams (1).pdf   A few seconds ago   Nur Izzati Mohd Az...
☐ 📘 OneNote Notebook   December 30, 2020   Nur Izzati Mohd Az...

\+ New ⌄   ↑ Upload ⌄   🔗
📁 Folder
W Word document
X Excel workbook
P PowerPoint presentation
N OneNote notebook
X Forms for Excel

Click the files that has been uploaded. Click "Start Conversation".

Modules Training Teams (1).pdf   Close ⋯

EFFECTIVE
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with
**MICROSOFT
TEAMS**

11:20 AM
📄 Modules Traini... ⋯
11:21 AM
Hello. Good Morning everyone!
11:21 AM
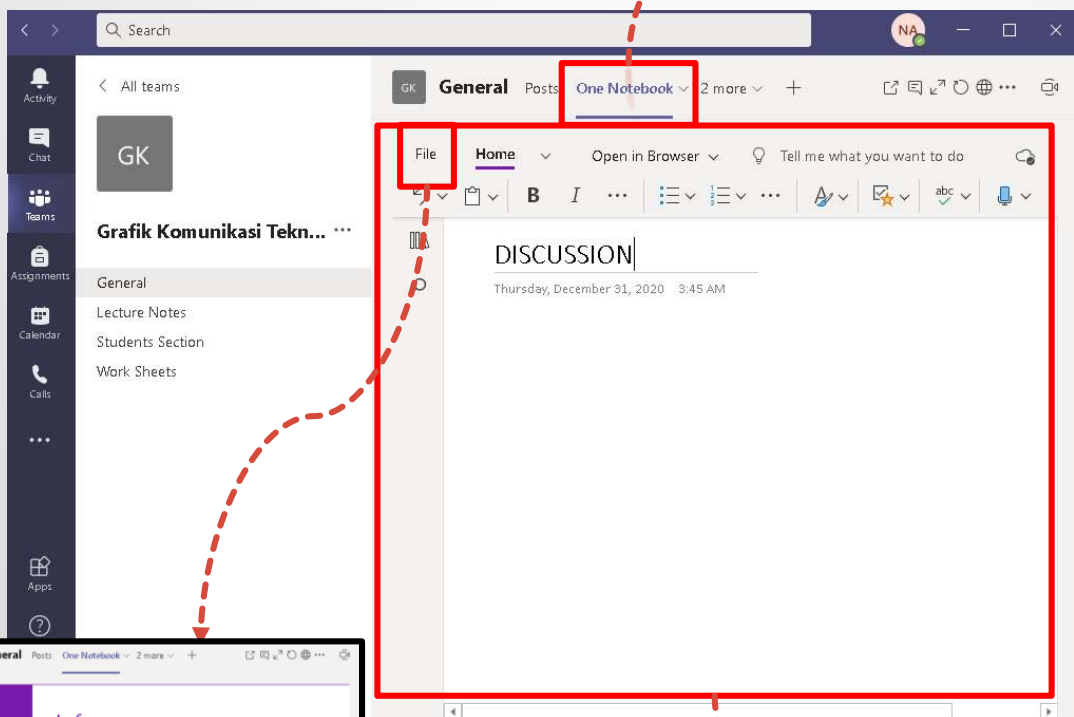Lets discuss this module.

Reply

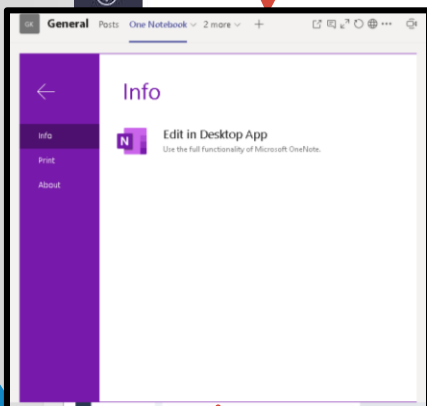**Create new files of new documents.**
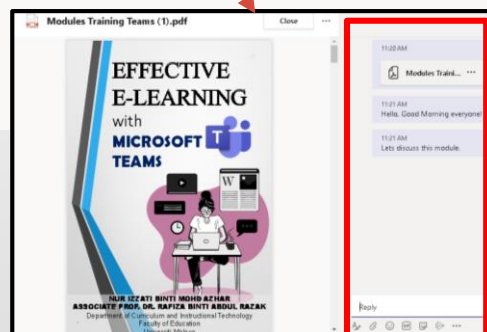
Start a Group chat alongside the file to allow team discussions while working on the files.

NOTES

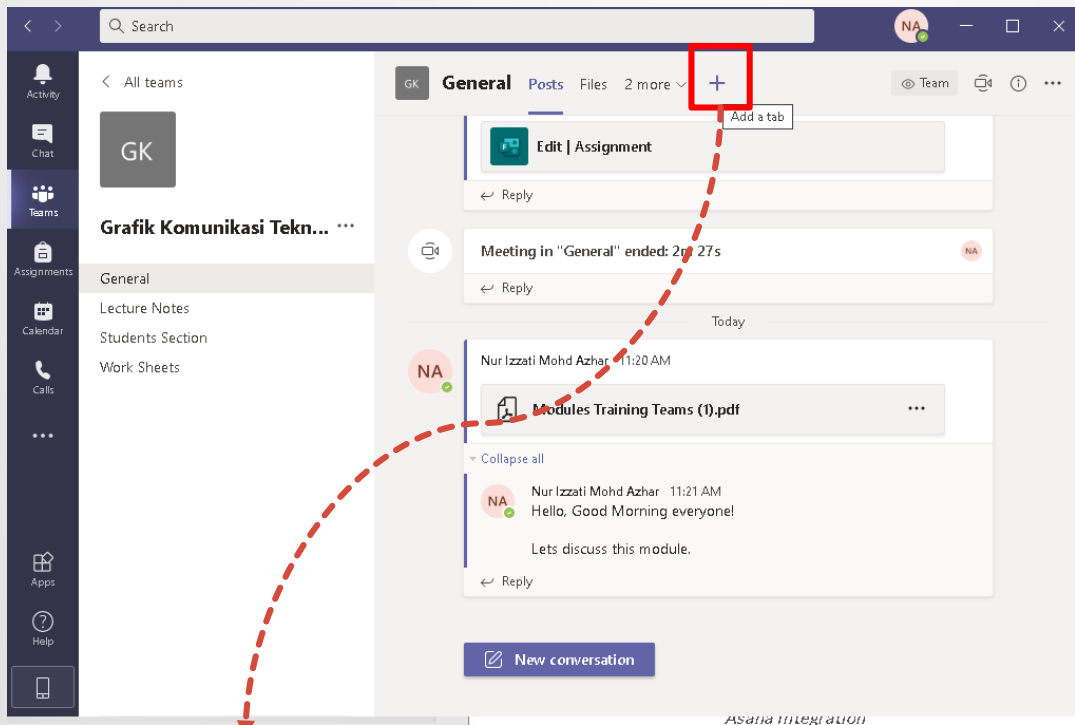Notes takes you to the Team shared One Note. You can view and edit One Note by Teams.

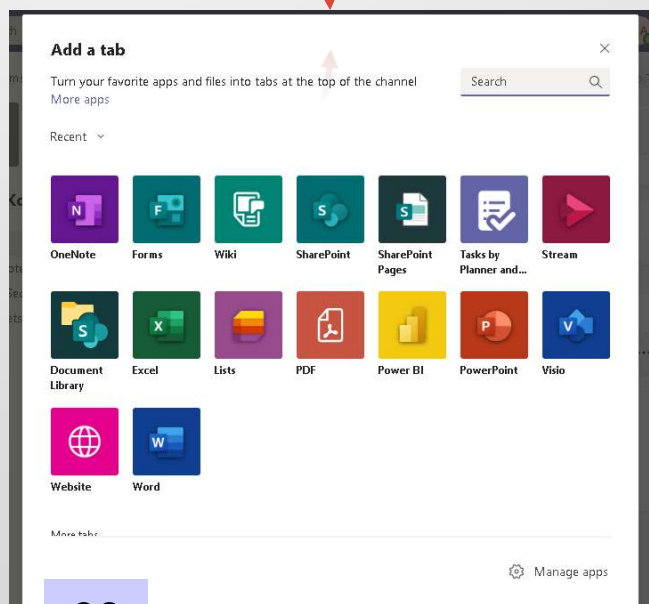Directly view and edit One Note within Teams.

View and edit One Note in One Note.

ADDING TABS

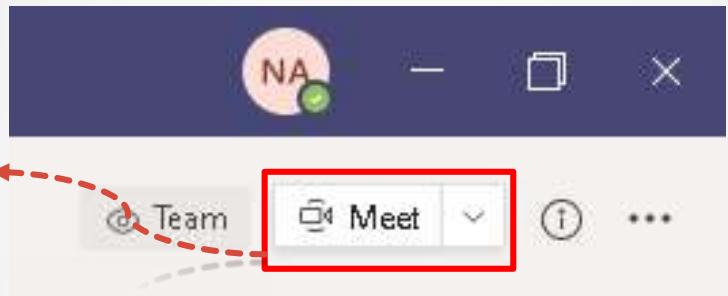Adding more tabs, for more information. Channels become more organize.

Variety of Tabs can be added in Channels.

ONLINE MEETING WITH TEAMS

A. Create online meeting / live class (meet now)

Click "Meet" when to start your meeting immediately.

B. Schedule a Meeting

➢ Do announcement to your team related to online meeting > Need to mention: Subject, Time, Date, Day
➢ Ensure all the teams aware and get ready for the up coming meeting.

Scheduled the meeting for your next meeting. So that the others members will be aware and prepare on that day, date and time.

Meet now

Schedule a meeting

21
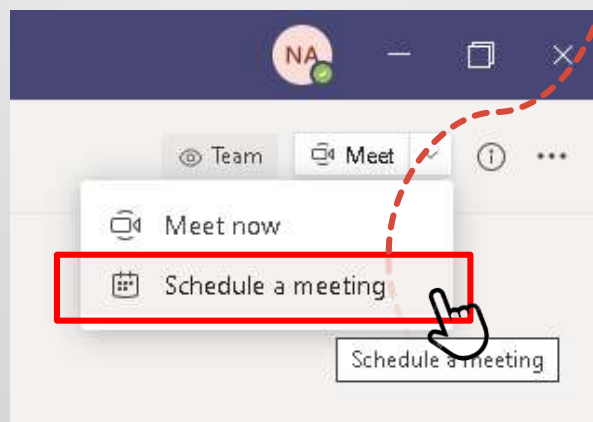
C . During online meeting / class

- ➢ Click **"meet now".**
- ➢ Option: On/ Off Camera and Microphone, Share Screen, Setting, Meeting Notes, Start Recording, turn off incoming videos, show participants.
- ➢ **Share button** > window > PowerPoint > Microsoft whiteboard> stop presenting.

Hand icon as a symbol for hand raised up when you want to interrupt.

On / Off Microphone and video during online meeting with members.

Click on "Meeting notes" so that you can write down important information during the meeting.

Share button for presenting your screen to share content of meeting.

Change your background when "ON" video so that can keep private real background.

Click on "Start Recording" to record your online meeting session.

Click "Turn off incoming video" if you want to stop allowing participants to join the meeting.
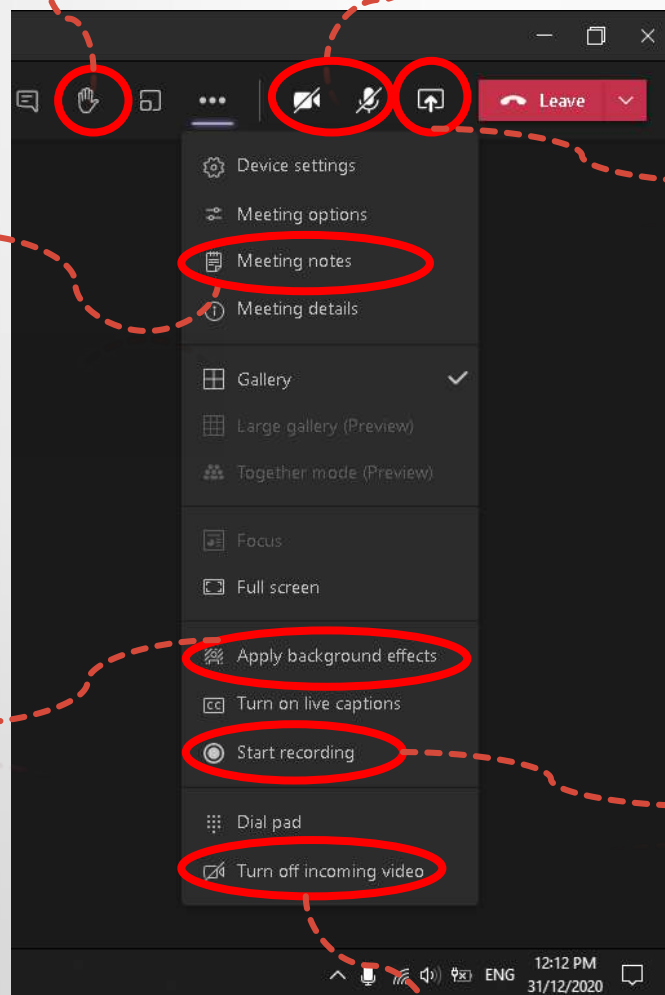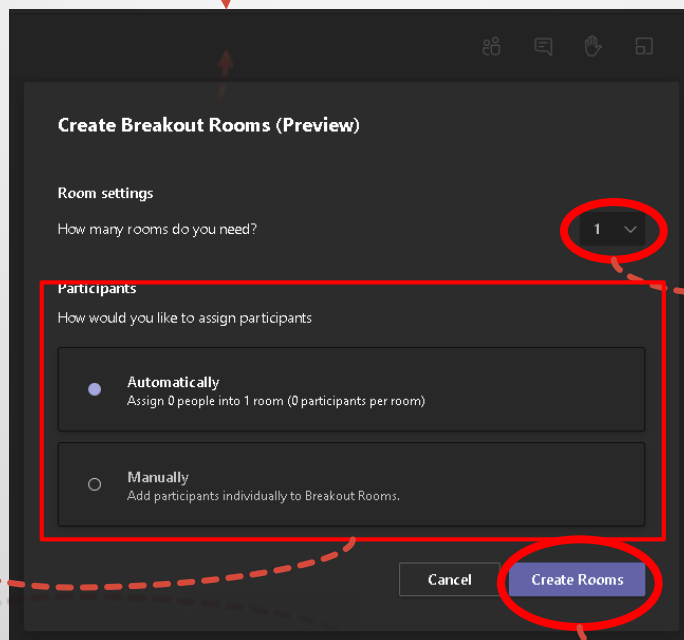
D. Breakout Rooms

➢ The purpose of Breakout Rooms is to assign participants into small groups during online meeting.
➢ This features suited for an educator to divide their students into small groups for having discussion among them.
➢ So that students can discuss their assignment without distraction from others groups.
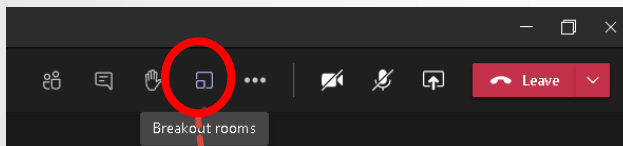
Breakout Rooms to assign participants into small group meeting.

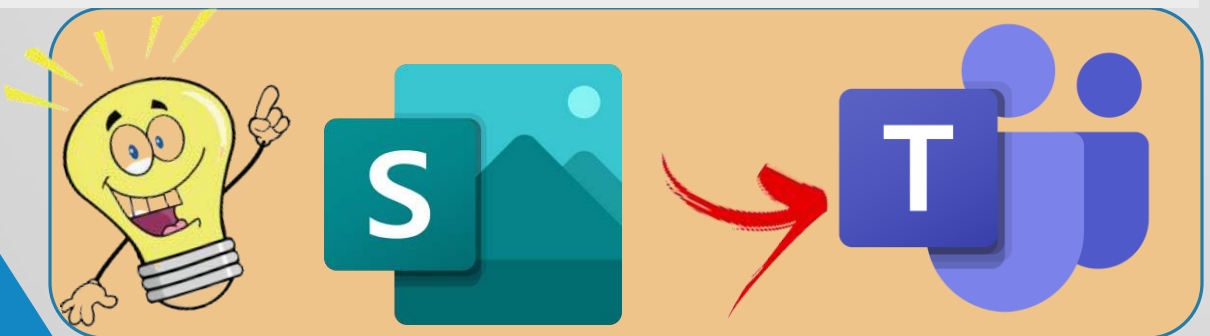Choose either you want to assign participants by automatically or manually.

Create Breakout Rooms (Preview)

Room settings
How many rooms do you need?

Participants
How would you like to assign participants

Automatically
Assign 0 people into 1 room (0 participants per room)

Manually
Add participants individually to Breakout Rooms.

Cancel   Create Rooms

Choose how many rooms you need.

Lastly, click "Create Room"

CONCLUSION

❑ **Microsoft Teams is one of the application that combined all the features and functions that lack in the google classroom, google meet and zoom.**

❑ **Teams turn into a complete software that easier to use and organize lesson wisely.**

❑ **Besides that, all the members in the teams will able to access all the files or others related things in the teams no matter where they are as long as they have a good internet connection.**

❑ **Therefore, the collaboration and work together with teammates become easier and less communication between members.**

❑ **Your Teams more fun and interesting when add some fresh content such as Sway.**

24

REFERENCES

1. https://www.stanfieldit.com/microsoft-teams/

2. https://www.chorus.co/resources/news/microsoft-teams-a-beginners-guide-to-teams-in-office-365

3. https://storyals.com/blog/what-is-microsoft-teams

4. https://www.compete366.com/blog-posts/microsoft-teams-what-is-it-and-should-we-be-using-it/