



Distance learning with Microsoft Teams for education



We are recording! Recording will be available soon.

Expected length: 1hr

- What is Microsoft Teams?
- What can it do?
- Where can I use it?
- How can I access it at Charles University?
- Distance learning
 - Synchronous learning with Teams
 - Asynchronous learning with Teams
- Etiquette & tips and tricks
- Additional resources
- Q & A *(Use audio at the end only. Use chat during webinar – questions will be answered at the end.)*

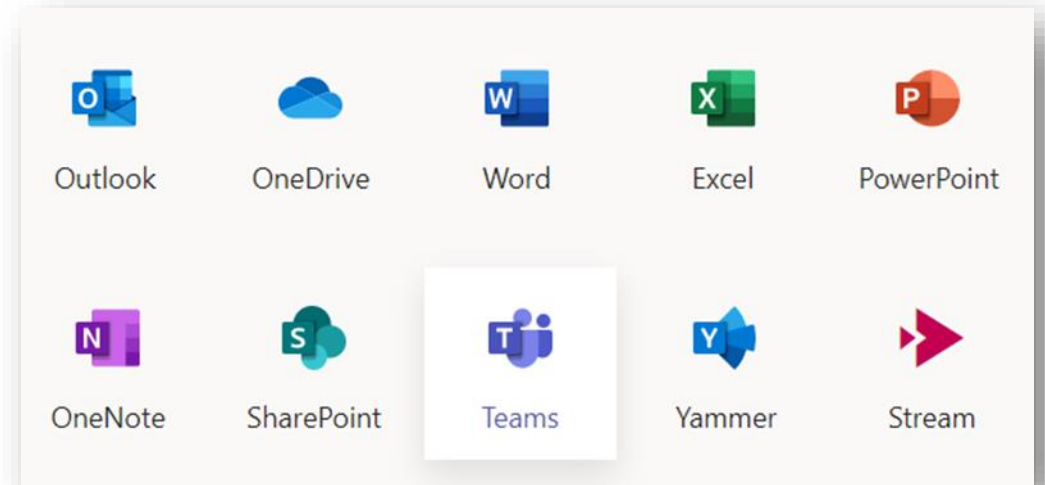
Microsoft Teams is part of Microsoft Office 365

Microsoft Office 365 is a set of useful *cloud services* and applications for content creation and sharing, communication and collaboration, task management, project planning, data exploration ... and a lot more.

Microsoft Teams is a great service/application for *communication and collaboration* of users in teams of any kind. It's part of Microsoft Office 365 suite.

Microsoft Teams use other Office 365 services under the hood. It gives you a *single pane of glass experience centered around your teams*.

Microsoft Teams has *education specific features*.



You already have access to Microsoft Teams and Office 365!

More on that later

What can you do with Microsoft Teams?



Microsoft Teams is a central hub for team communication and collaboration



Communicate

using chat, audio calls, online meetings, live events



Collaborate

using integrated Office 365 applications



Teach & learn

synchronous and asynchronous distance learning



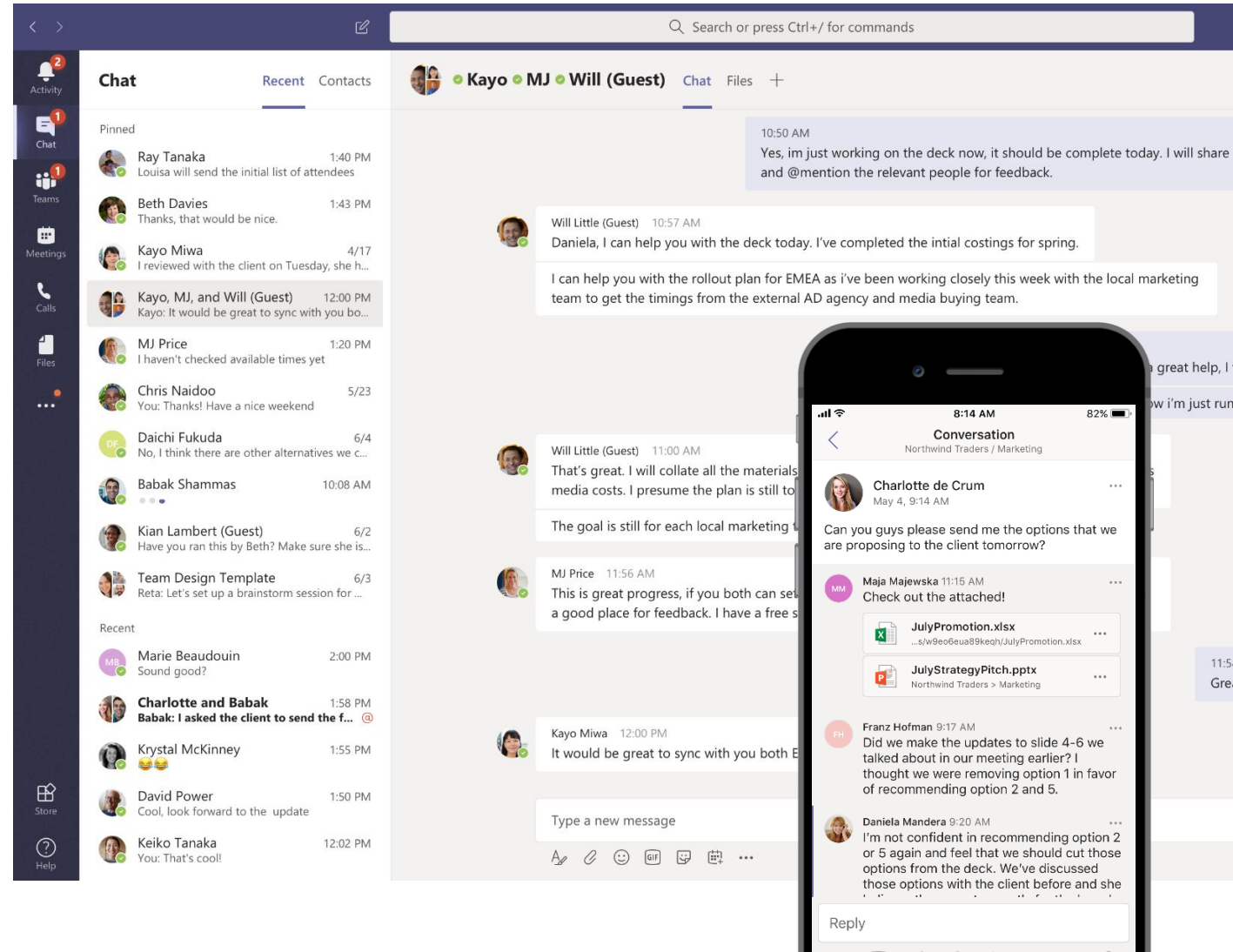
Customize & Extend

with more than 250 applications (3rd party)



Work with trust

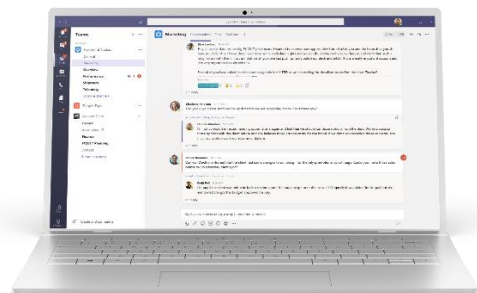
secure and compliant service designed for enterprise customers



Available across all platforms

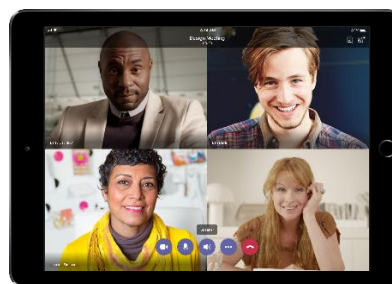


Desktop



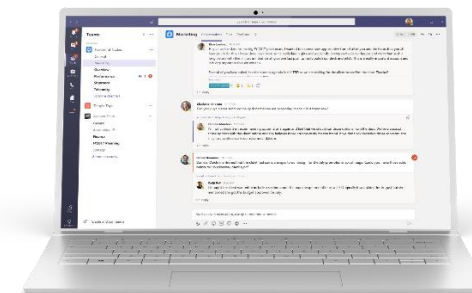
 Windows 7+

Mobile



iPad

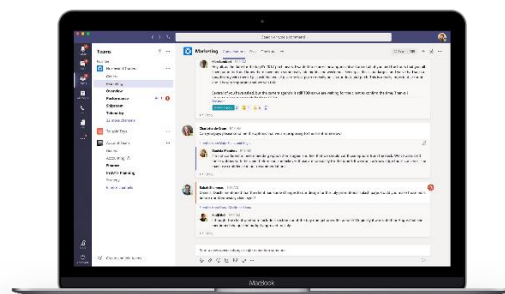
Web



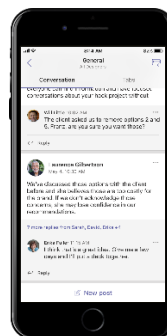
Edge



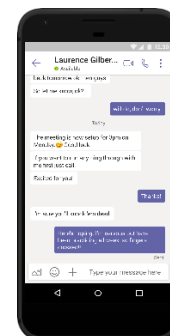
Chrome



 OS X 10.10+



iPhone



Android

<https://teams.microsoft.com/>

Office 365 and Microsoft Teams at Charles University

Employees and students of some (but not all) CUNI faculties can have **two different Office 365 accounts** in **two different Office 365 environments** with access to two possibly different sets of services and applications ☹️

- **Faculty provided account** in faculty-operated Office 365 environment (includes faculty members)
Example: 12345678@**faf**.cuni.cz
- **University provided account** in university-operated Office 365 environment (includes all university members)
Example: 12345678@cuni.cz

Which account should you use? Which tool for distance learning should you use?

Guidance (exact order):

1. If your faculty provides and prefers other tools for distance learning, **use tools preferred by your faculty.**
Example: FAF is currently using Skype for Business Online instead of Microsoft Teams.
2. If your faculty provides and supports Microsoft Teams for distance learning and you like Microsoft Teams, **use Microsoft Teams with faculty provided Office 365 account.**
3. If your faculty does not provide any support for distance learning
–or– you are not satisfied with faculty-provided tools, but you rather prefer Microsoft Teams
–or– some features are not available in faculty provided Office 365 environment,
–or– you need people from different faculties as team members
use Microsoft Teams with university provided Office 365 account,
if your faculty permits its use.
4. If you have trouble or doubts, contact ales.houdek@ruk.cuni.cz or martin.repa@ruk.cuni.cz

Distance learning with selected Microsoft tools*

Easier to get started
Less possibilities
Less inclusive



Harder to get started
More possibilities
More inclusive

- 1. Offline video lecture** (PowerPoint presentation with narration)
You can add audio, video, screen recordings, forms. You can draw and highlight. Resulting presentation can be exported as video or published to Stream.
[Record a slide show with narration and slide timings](#)
- 2. Synchronous lecture** (Live events in Microsoft Teams) (currently not available for CUNI)
Online streaming with small delay. One-way lecture (from teacher to attendees). Moderated Q&A. Automatically recorded. Max 10.000 attendees (including anonymous!). Max 15 concurrent live events.
[Live events in Microsoft Teams](#)
- 3. Inclusive synchronous lecture / seminar / consultation** (Online meeting in Microsoft Teams)
All attendees can use audio, video, chat, content sharing, whiteboard (if allowed). Can be recorded. Max 250 attendees (**including anonymous!**)
[Meetings in Microsoft Teams](#)
- 4. Inclusive asynchronous learning** (Class team in Microsoft Teams)
Not only synchronous lectures (see 3.), but also class material sharing, class e-notebooks, homework assignments, quizzes, group projects, lecture recordings and more.
[Introduction to Microsoft Teams](#), [Transform Learning with Microsoft Teams](#), [Crafting a collaborative learning environment with Class Teams](#)

*Real life will be a combination of these and/or many other methods and tools. The choice will depend on individual teachers or classes. **And that's perfectly fine.**

Synchronous learning with Microsoft Teams

Online meetings

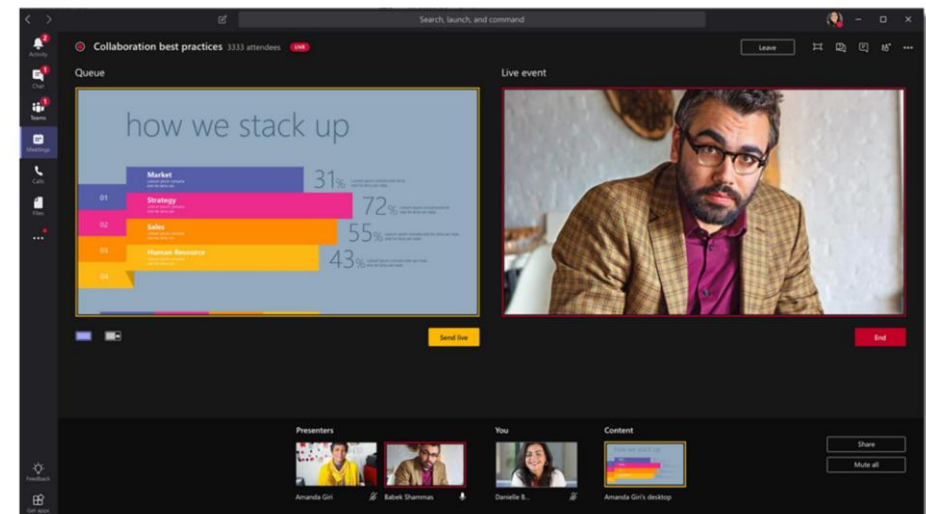
Inclusive online lectures / seminars / consultations

- Up to 250 attendees (including anonymous!)
- Audio & video conference, chat, content sharing, whiteboard
- Can be recorded to Stream.
- Lecture/meeting notes (history).
- Not just for lectures, but all types of online meetings (work from home, project meetings, departmental meetings, all hands, blended meetings, external coordination etc.)

Live events (currently not available for CUNI)

Big or public streamed lectures – one-way

- Up to 10.000 attendees (including anonymous!)
- Different roles and permissions – moderator, presenter, attendee
- Audio, video, content sharing (presenters only)
- Moderated Q&A (all)
- Event reports (moderator)



Step-by-step guide to synchronous lecture in Microsoft Teams

1. Sign-in to Microsoft Teams
Use desktop (preferred) or web version (Edge, Chrome)
2. **Schedule** an online lecture / seminar / consultation
3. (Optional) Modify online lecture options
Who can present – only you or specific people or all
4. (Optional) Test that everything works as expected by connecting to online lecture before distributing the link
5. **Distribute link** to online lecture to students
You can use university SIS or email it or publish it somewhere on intranet/web...
6. **Start** online lecture at specified time
7. **Prepare yourself** while waiting for students to join
Close unnecessary applications. Turn off incoming video, if you are on slow network. Blur video background.
8. **Set expectations and rules**
Explain lecture structure, student behavior, mute all, Q&A, recording...
9. (Optional) Start recording
10. **Teach** (share content, talk, use whiteboard, answer chat/audio questions), communicate, collaborate, help...
11. (Optional) Stop recording
12. **Quit** lecture
13. (Optional) Distribute recording
You can use Stream or other faculty/university-provided tool

Demo



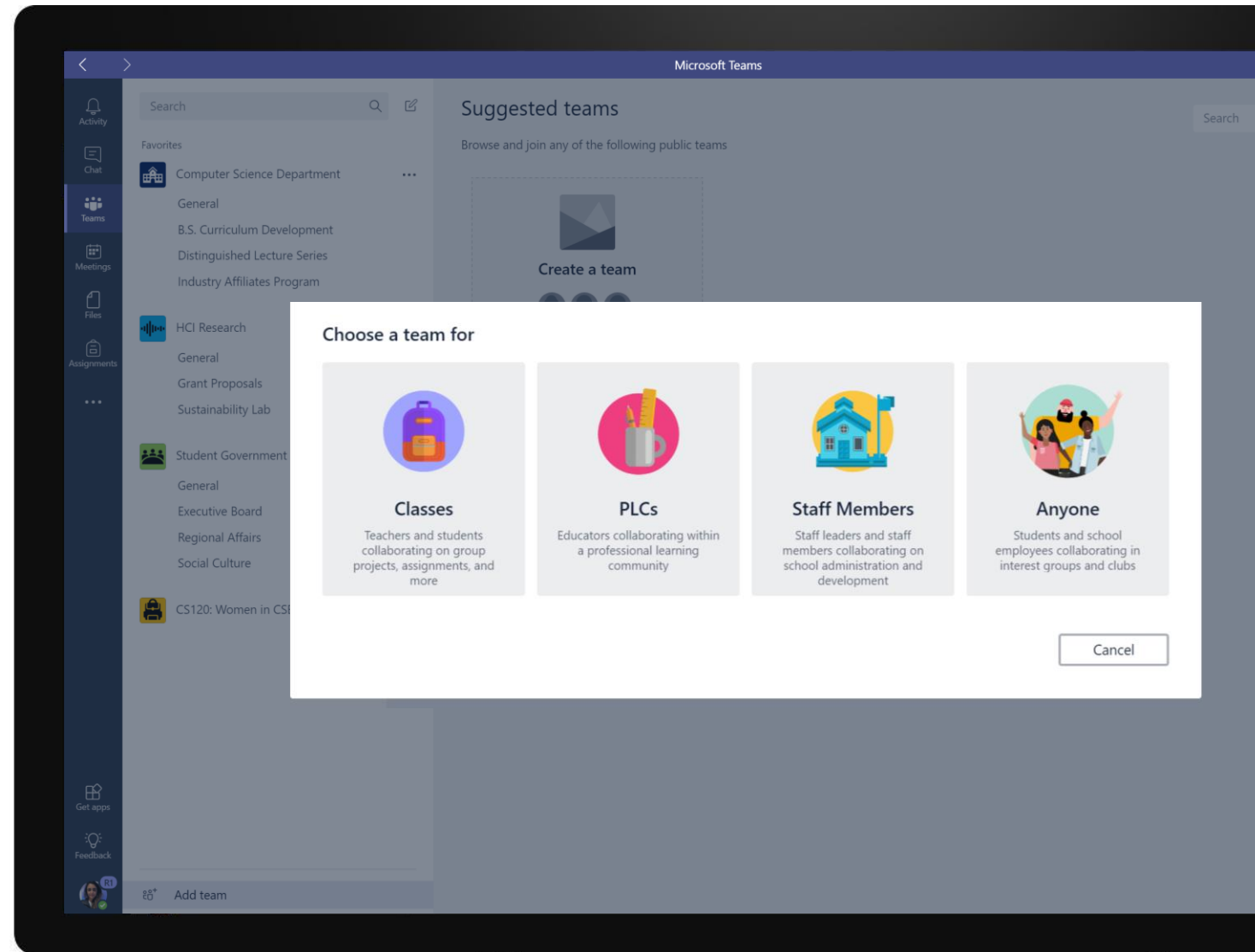
Asynchronous learning in Microsoft Teams

Create an online class (Class team) to allows teachers to communicate and collaborate with students using modern ways and tools, which are easy to use for students.

Connect teachers in professional learning communities (PLC) and support their work by sharing best practices, discussing learning outcomes and changes etc.

Allow staff leaders and staff members to collaborate on faculty/university administration and development.

Create team for your project, research cooperation, department or any other needs.



Class materials and class notebooks in Class teams

The image displays the Microsoft OneNote Online interface, illustrating how class materials and notebooks are organized within a Class Team.

Class Team Structure: The left sidebar shows a list of teams. The selected team, "Physical Science > Obecné ...", contains a "General" channel with a list of files including "Class Materials", "White Fang by Jack London.epub", "Velocity Class Notes .pptx", "planet earth.docx", "Pams Document.docx", "OceansPresentation_Powerpoint_FormsQuiz.ppt", "Oceans_Field Trip_Signup_Form.xlsx", "Oceans Presentation PowerPoint.pptx", "Oceans Paper.docx", "OceanCurrent_FINAL.pptx", "Newton - laws of motion.docx", "HowSharksSwim_FINAL.pptx", "Fundamentals of Lift (1).pptx", "Feedback.xlsx", "English Quiz.xlsx", and "Early Solar System Explorations 6th Grade res...".

OneNote Online Interface: The main window shows the "Physical Science Notebook" with a sidebar listing various sections like "Welcome", "Collaboration Space", "Content Library", "Adele Vance", "Ocean Project", "Volcano", "Labs", "Quizzes", "Homework", "Class Notes", "Handouts", "AI Fredrickson", "Alex Wilber", "Ashley Kozak", "Delbert McCray", "Douglas Cothran", "Eldon Roque", "Ella Taylor", "Enrico Cattaneo", "Fatima Zapata", "Henry Marler", "Oddíl", and "Stránka".

Class Notebook Page: The main content area displays a page titled "Photosynthesis Lesson 1" dated Friday, September 13, 2013, 4:02 PM. The page features a hand-drawn diagram of a plant cell with the following labels and descriptions:

- Starch Granules:** The food made by the chloroplasts.
- Cytoplasm:** Jelly-like substance that contains everything in the cell. It takes up most of the cell's space.
- Mitochondria:** Breaks down food and...

Handwritten orange text at the top right of the page asks: "How does the cell absorb energy?".



Assignments and quizzes in Class teams

Assign homework or projects to students using built-in tool in Microsoft Teams.

Define:

- resource materials
- target group
- due date
- evaluation criteria...

Students complete their work and turn it in right in Microsoft Teams.

Evaluate, comment and grade students' work right in Microsoft Teams.

Students see their individual results.

The screenshot displays the Microsoft Teams assignment management interface. The top section, 'Upravit zadání' (Edit assignment), shows the assignment details for 'Bernoulli Principle - The Source of Lift'. It includes the target group 'Všichni studenti', the due date 'čt. 23. kvě 2019', and the duration '2:00'. The assignment instructions are: 'Read Chapter 1 of "Principles of Flight", then view the PowerPoint presentation "Fundamentals of Lift". In your class notebook, sketch the forces on an airplane wing during steady level flight.' The source 'Fundamentals of Lift.pptx' is listed below. The bottom section, 'Výsledky' (Results), shows a list of students with their scores and submission status.

Student	Status	Score	Marked
Cattaneo, Enrico	Vráceno	45	✓
Cline, Terrie	Vráceno	49	✓
Cothran, Douglas	Vráceno	50	✓
Davenport, Marsha	Vráceno	45	✓
Dodson, Sandy	Vráceno	50	✓
Fitzpatrick, Young	Vráceno	50	✓
Fredrickson, Al	Vráceno	50	✓
Hobbs, James	Vráceno	50	✓
Hunt, William	Vráceno	50	✓
Knotts, Omar	Vráceno	45	✓
Kozak, Ashley	Vráceno	48	✓
Macleod, Sidney	Vráceno	43	✓



Lecture recordings

Record your lecture

Recording is automatically saved to Microsoft Stream service, where you can share it with students or download video and share it any other way.

Pin all lecture recordings in one place (tab) and make it easily accessible to all students of your class.



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for 'Aktivita', 'Chat', 'Tímy', 'Zadání', 'Schůzky', 'Hovory', 'Soubory', and 'Nápověda'. The main area displays a list of teams under 'Vaše tímy', including 'Algebra', 'Obecné', 'Extra credit corner', 'Homework help', 'Physical Science', 'Project Team 1', 'Project Team 2', 'Pineview School Science ...', 'Pineview School Staff', and 'Health Research'. The 'Physical Science' team is selected, and the 'Obecné' channel is active. The channel header shows 'Physical Science > Obecné ...' and 'Soukromý'. Below the header, there is a 'Záznamy výuky' (Lecture recordings) tab with a sub-header 'Počet videí: 3 | Počet sledujících: 0'. Three video thumbnails are displayed: '19.6. - Early solar system explo...' (01:25), '12.6. - Fundamentals of lift' (00:49), and '5.6. - Team work' (00:55). At the bottom, there is a button to 'Připojit se k týmu nebo vytvořit nový' (Join team or create new).

Demo



Help is few clicks away

Built-in help contains:

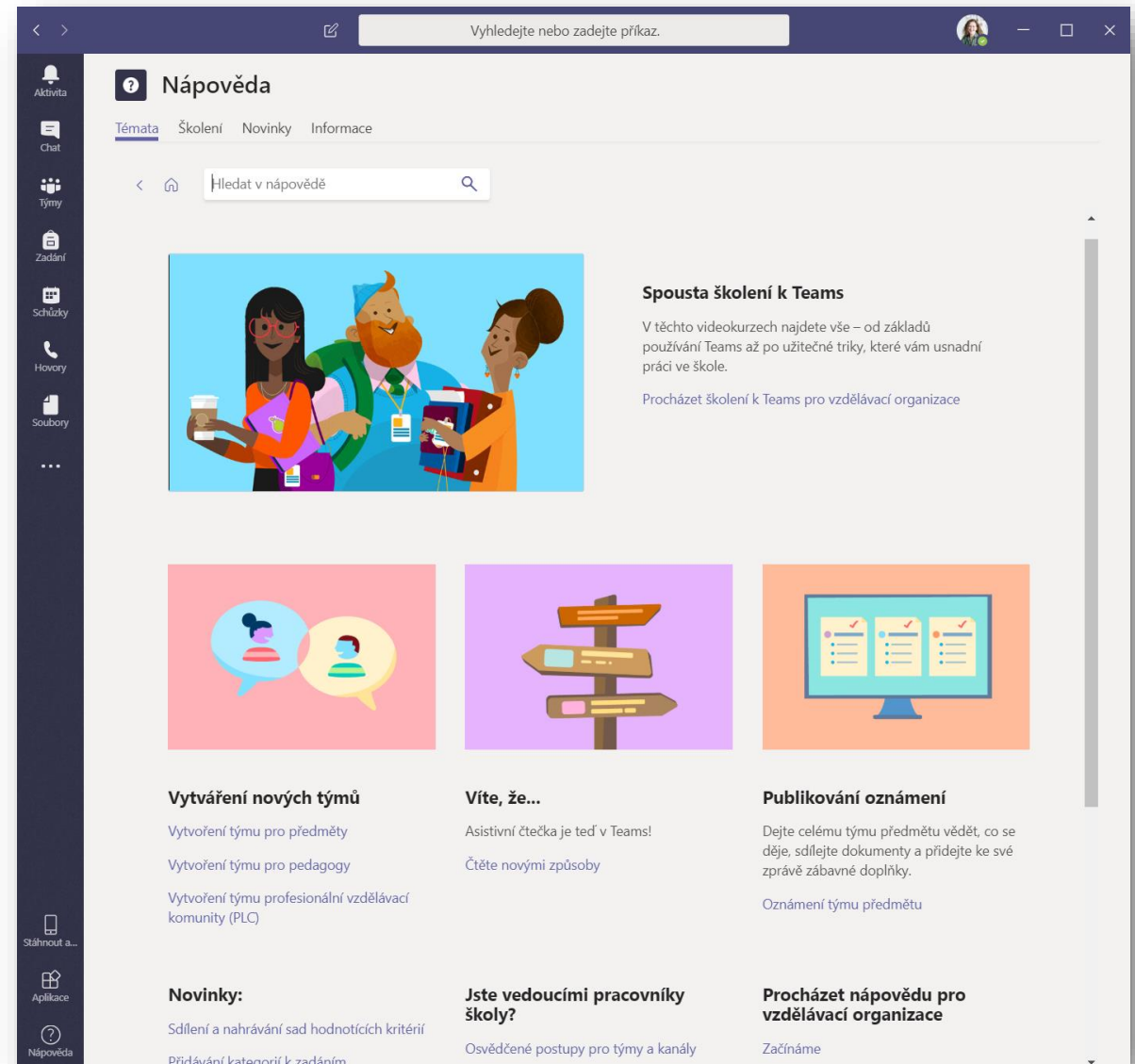
- Quick guides
- Video tutorials
- Online courses
- Education scenarios
- Tips & tricks
- What's new

Help center:

<https://support.office.com/cs-cz/article/microsoft-teams-5aa4431a-8a3c-4aa5-87a6-b6401abea114>

Training:

<https://docs.microsoft.com/en-us/MicrosoftTeams/training-microsoft-teams-landing-page>



Additional resources



Microsoft Teams pro školy

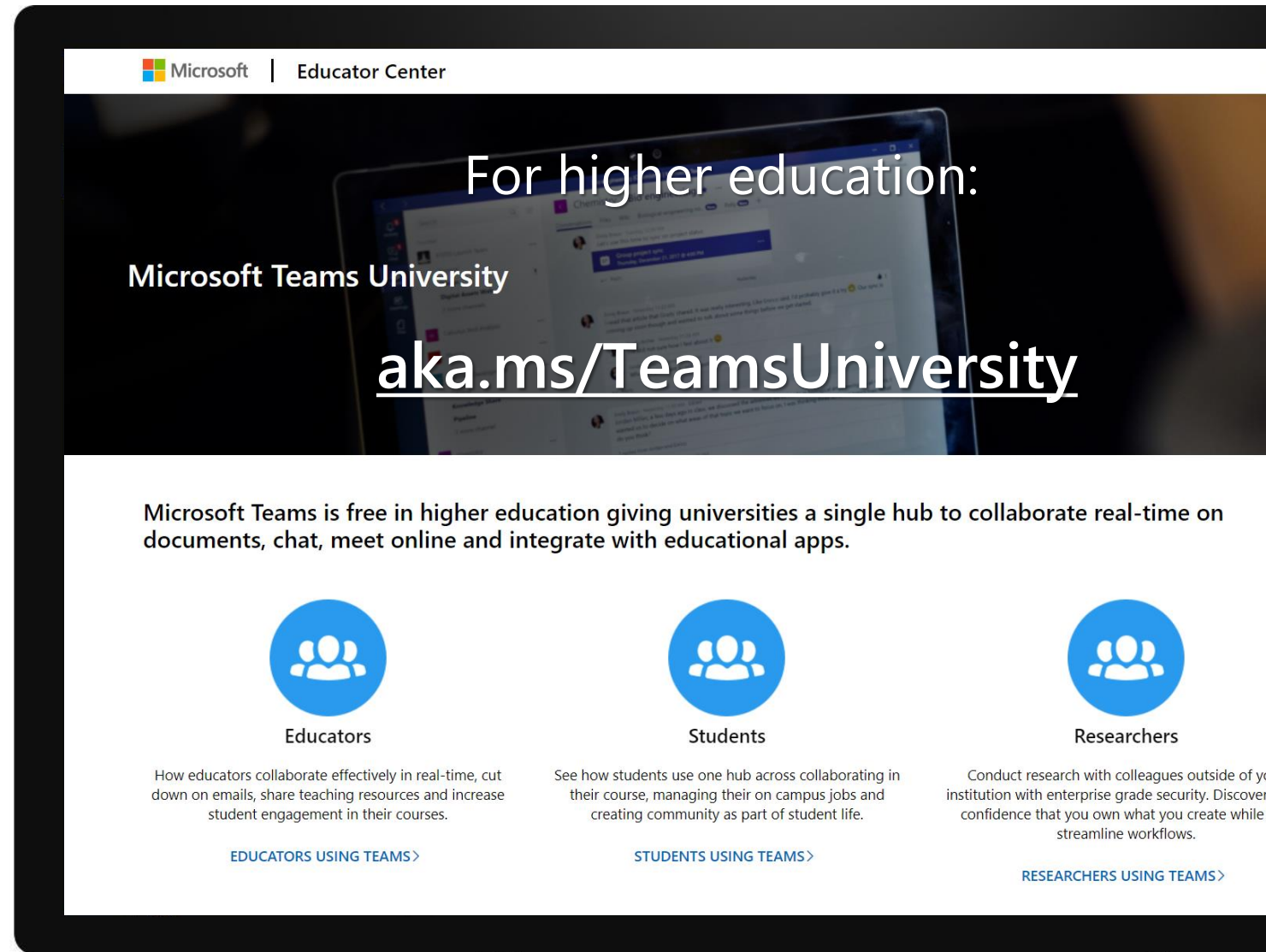
Začněte využívat pro výuku a vzdělávání digitální komunikaci, která je součástí Office 365

Stručná příručka pro učitele

Karel Klatovský






aka.ms/prirucky



Microsoft | Educator Center

For higher education:
Microsoft Teams University
aka.ms/TeamsUniversity

Microsoft Teams is free in higher education giving universities a single hub to collaborate real-time on documents, chat, meet online and integrate with educational apps.

Educators	Students	Researchers
		
How educators collaborate effectively in real-time, cut down on emails, share teaching resources and increase student engagement in their courses.	See how students use one hub across collaborating in their course, managing their on campus jobs and creating community as part of student life.	Conduct research with colleagues outside of your institution with enterprise grade security. Discover confidence that you own what you create while streamline workflows.
EDUCATORS USING TEAMS >	STUDENTS USING TEAMS >	RESEARCHERS USING TEAMS >

Your local Microsoft Teams support

Distance learning at CUNI using Teams:

<https://dl.cuni.cz/ms-teams/>

Local Microsoft Teams support:

teams-podpora@cuni.cz

Office 365 account related support:

ales.houdek@ruk.cuni.cz

martin.repa@ruk.cuni.cz

teams.microsoft.com/download

Q & A



Thank you...

for your hard work and effort
to shape world's future through
education!

