Distance learning with Microsoft Teams for education
Agenda

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 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+
- OS X 10.10+

Mobile
- iPad
- iPhone
- Android

Web
- Edge
- Chrome

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*

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)
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
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.
Photosynthesis Lesson 1

Stroma Granules
The food made by the chloroplasts.

Cytoplasm
A jelly-like substance that contains everything in the cell. It takes up most of the cell’s space.

Mitochondrion
Breaks down food and...
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.
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.
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
Microsoft Teams pro školy
Začněte využívat pro výuku a vzdělávání digitální komunikaci, která je součástí Office 365
Stručná příručka pro učitele

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
How educators collaborate effectively in real-time, cut down on emails, share teaching resources and increase student engagement in their courses.

Students
See how students use one hub across collaborating in their course, managing their on campus jobs and creating community as part of student life.

Researchers
Conduct research with colleagues outside of your institution with enterprise grade security. Discover confidence that you own what you create while streamlining workflows.

aka.ms/prirucky
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!