Microsoft Office Teams for Virtual Communication in the Classroom for Students who are D/HH

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19-20 Microsoft Innovative Educator Expert
Agenda

• What is Teams?
• Review Teams Features
• Posting and Announcements
• Adding Files and Links
• Chat features: Video, Audio, and text
• Live Event and Meet
Teams is a hub of communication and interaction among groups and departments.

Channels focus the groups to a topic per channel or a sub-group of people which are on the Team.

Notifications can be set up per Channel.

If there are important topics which need focus – create a channel.

Use the Files tab to publish documents for information as well as for collaboration.
Team Features Review
Teams features review

The me space
Teams features review » The app bar
Teams features review ➔ The app bar
Teams features review » Left rail
Teams features review » The we space
Teams features review ➔ Class nav
Teams features review ➤ Tabs
Teams features review » The canvas
Teams features review

Command box
Posting and Announcements
Teams Tips

- Post your Reply associated with the original Post – not as a New Conversation
- Use the “Reaction” to “thumbs up” or provide other emoticon acknowledgement
- Replies may provide notifications to others based on their settings
- Formatting can be used in posts
- Files uploaded within a Post automatically load into the Files area
Teams features review » The canvas
Teams Tips – Posting Messages

• **Formatting** a Post
• Decide who can **reply**
• **Post in multiple channels** – even across Teams
• Start a **New Conversation**
• Make an **Announcement**
Adding Files and Links
Teams features review » The we space
Chat Features: Video, Audio, and Text
Teams features review ➤ Chat Features
Chat

You can privately chat with students or chat with all students in the channel
## Teams - Chat

- **Post Announcements** in Channels for all to see
- In video call, captions can appear
- **Chat** and **file sharing** is available within a private chat and in the channel chat
- **Private chat** has text, video and call features.
- **Screens** can be shared
- Schedule a meeting in the individual chat
Meet Now

Video or Audio to attend a meeting now.
Meet Now (Teams)

1. Within the Team, there are two options
2. Use the Calendar and schedule a meeting with staff or guests
3. Use the Meet Now button to meet with staff (NOT guests – no captions)
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meet Now</strong></td>
<td>Members of a Team can <strong>join a scheduled video call</strong>, or video calls can be launched <strong>on demand</strong></td>
</tr>
<tr>
<td><strong>Captions availability</strong></td>
<td>ONLY on a scheduled call</td>
</tr>
<tr>
<td><strong>Chat and file sharing</strong></td>
<td>is available within a live meeting</td>
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<tr>
<td><strong>A meeting can be recorded</strong></td>
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<tr>
<td><strong>Screens</strong></td>
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</tr>
<tr>
<td><strong>A Notes feature</strong></td>
<td>A <strong>Notes</strong> feature is available in the meeting too</td>
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</tbody>
</table>
Live Event

Schedule a live event for your class to share your PowerPoint and provide a video of you.
Live Event (Teams)

1. Click Calendar
2. Click + New Meeting and click option Live Event
3. Set up features you want (captions, recording, presenters, etc.)
4. Save link for participants to join
Teams – Live Event

- Attendees join by using the code given to them.
- Participant can turn on their captions when viewing the presentation.
- Attendees can ask questions or comment in the chat box.
- A meeting can be recorded.
- Presenter and Producer can share their screen.
- A Notes feature is available in the meeting too.
Live Event (Teams)

1. Add the Video and the Content you want shown to queue
2. Click send live so viewers can see your screen
3. Start Live Event
4. Access Chat box and other features at the top tool bar
Phone Meeting

Audio only meets on phone or device
**Phone Meetings (Teams)**

Directions for setting up a Phone Call.

Open Teams and click on the Calendar icon. Schedule your meeting.

After your Calendar opens click on **New Meeting**.
Phone Meetings (Teams)

Click the **Join now** button. This opens your personal phone (or video) meeting room.
Phone Meetings (Teams)

To send phone call information, click the three dots on the pop-up menu and then click **Show meeting details**.

You will get a box that includes your **personal meeting phone number** and **join code**.

Send the information to people via email or other messaging so they can join by phone (or video).

After the call has started, click the **People** icon to see who has joined the meeting or to invite people by typing in their name and selecting them or listing their phone number to call them.
After the call has started, click the **People** icon to see who has joined the meeting.

**Invite** people by typing in their name and selecting them or listing their phone number to call them.
Schedule Meeting

Schedule a meeting for a future date
**Scheduled Meetings (Teams)**

A Scheduling box will open to allow the set up of the meeting for a particular time, just like creating any other calendar invitation.

Add the Title, attendees, date/time, if it repeats, and click **Save**.

If you are inviting guests (non-FSDB staff) you can add the email address for the person you are inviting.

When a meeting ends, you must cancel the meeting for the link to become inactive and the room to completely close.
Meeting with your Class

If you add a channel, or multiple channels, the invitation will post to the channel(s).

Anyone on that channel can join without the need to invite person by person.
Meeting with Your Class

After the meeting has started – you can see it running in the Team and there is a Join button so anyone in the Team/Channel can join and you can see who is in the room.
Meeting with Your Class

Warning – the call may continue after the organizer leaves the call. Best practice is for the host/organizer to end the call, and once everyone has ended, leave the room and cancel the meeting.

If you do not cancel the meeting, people can still go back into the room after the call.
Meeting with Your Class

Warning – the call may continue after the organizer leaves the call. Best practice is for the host/organizer to end the call, and once everyone has ended, leave the room and cancel the meeting.

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Meeting with Your Class

An email confirmation that the meeting has ended is also sent to the host! – See below.

**Canceled: Test Remote Meeting**

Shelley Ardis on behalf of Technology

Required ○ Shelley Ardis; ○ Richard Flores; ○ Technology
Optional ○ Candace McIntire; ○ Steve Grofenhurst; ○ Jennifer Valderrama; ○ Cara Wilmot

Retention Policy  FSDB 7-Year Retention (7 years)  Expires  3/19/2027

Friday, March 20, 2020 8:30 AM-9:00 AM

Thanks for joining! This meeting has ended.
Schedule Meeting

Schedule a meeting for a future date
Meeting Tips

**Captioning:** Each participant can turn on captioning so they are able to see what people are saying in Scheduled Meetings.

**Tip:** Ask each speaker to say their name before they speak or sign so someone using captioning knows who is speaking.

**Pin a video:** An interpreter, presenter, or other specific person’s video can be “pinned” on screen. Up to four videos can be displayed on the screen at one time.

Note: Captions are only available in English currently.
Screen Sharing: Screen sharing can be used to demonstrate from someone’s computer, from a specific application or from a whiteboard.