

## BEFORE WE BEGIN...

- Today's session will be recorded. If you would like to rename yourself to your initials or first name with last initial, please feel free to do so. You may also wish to have your camera off during the recorded portions.
- Question periods will not be recorded.
- You can also ask questions throughout using the session Chat function. We will do our best to address any questions asked there as well.

# MICROSOFT TEAM FOR SYNCHRONOUS LECTURES

**Rich Couto,**  
Instructional Technology Specialist

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# WHO ARE WE?

- **OpenEd's Instructional Technology Specialist Team**
  - Rich Couto
  - Carolyn Creighton
  - Owen Wooding
- **What do we do?**
  - Work with faculty, staff, departments, and colleges to find pedagogically sound technology-based solutions to enhance teaching and learning

# AGENDA

- Teams vs Other Web Conferencing Options
  - Team Meetings vs Microsoft Team
- Getting Set Up With Microsoft Teams
  - Downloading & Accessing Teams
  - Scheduling Meetings
- In meeting controls
  - Teams meeting interface
  - Security & class management
  - Engagement tools (breakout rooms, chat, screen sharing, etc.)
- Sharing Recordings
- Questions
- Resources & Support Details

# TEAMS VS OTHER WEB CONFERENCING OPTIONS

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# WEB CONFERENCING OPTIONS

- Instructors have access to a [variety of tools](#), supported by the University, for meeting with students in either a lecture format, smaller groups or even individually.
- These tools are easy to use, intuitive, and in most cases free for U of G faculty, staff and students.
- Each tool has their own strengths and weaknesses. We encourage reviewing all these tools to find the one that is the best fit for your scenario.

# WHAT IS MICROSOFT TEAMS

- Microsoft Teams is a collaboration platform that provides shared conversation spaces to help groups coordinate and communicate information.
- Encourages a connection with participants throughout the entire engagement lifecycle (before, during, after).
- A suite of tools available to members of the organization and integrated as part of the Office 365 implementation.

# WHAT IS MICROSOFT TEAMS



## Teams

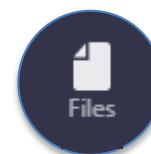
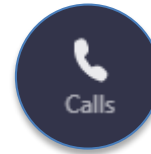
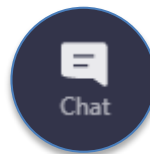
A designated workspace made available to an explicit collection of users. Allows members to converse, collaborate and share either synchronously or asynchronously.



## Online Meetings

A synchronous, and usually scheduled, online event that allows for video and audio calling, screen sharing, and real time conversations.

## Additional Features





# MICROSOFT TEAM MEETINGS - FEATURES

- Up to 250 Participants
- Displays up to 49 video call participants (7x7 grid)
- Live captioning, identifying the speaker
- Integrated with the campus' Office 365 integration
  - Available to Faculty, Staff, and students through SSO
  - Authentication and Transparency
- Persistent communication platform
  - Conversations and content are preserved

# MICROSOFT TEAM MEETINGS - CONSIDERATIONS

- Focus on collaboration and working with peers and colleagues
  - By default, participants have very similar roles & permissions
  - Dependency on co-operation and maturity of participants
- Maximum of 250 Participants
  - no option to extend
- Persistent communication platform
  - Communication channels remain open
- Supported by CCS, with a technical focus
- Team workspaces duplicate much of CourseLink's functionality

# GETTING SET UP WITH MICROSOFT TEAMS

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# GETTING SET UP

1. Download and Install the App on your Computer
2. Sign-in using your Central Account
3. Schedule your class meetings
4. Recording and sharing

# RESOURCES & SUPPORT

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# MICROSOFT TEAM RESOURCES

- [Web Conferencing Options : Microsoft Teams](#)  
OpenEd's Remote Teaching & Learning resource for Teams
- [Teams \(via Office 365\)](#)  
CCS' resource for Teams
- [Microsoft Teams Quick Start](#)  
Microsoft's Teams Video training
- [Classlist-linked Microsoft Security Groups](#)  
OpenEd resource to share video content with your course.

# SUPPORT

Please contact **CourseLink Support** for any help with technical aspects of our educational technologies.

Phone: 519-824-4120 ext. 56939

Toll Free: 1-866-275-1478 (Canada and USA)

Email: [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)

If you need support with pedagogy and/or course design, please complete our **consultation request form** found on our Remote Teaching & Learning site to set up a meeting with one of our **Instructional Technology Specialists**.

<https://opened.uoguelph.ca/instructor-resources/remote-teaching---learning>

THANK YOU

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