

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Using Microsoft Teams to communicate your message



SACE

South African Council for Educators

Towards Excellence in Education

5 points per 2 hour session

SESSION 4

Teaching online

CLASS NOTES



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.



Our Teachers. Our Future.

Course content

Teaching online

Session 1: Foundations of online teaching

Session 2: Teaching synchronously

Session 3: Teaching asynchronously

Session 4: Using Microsoft Teams to communicate your message

Session 5: Teaching synchronously with Microsoft Teams

Teaching online

Session 4: Using Microsoft Teams to communicate your message

Class Notes



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Outcomes and content

Outcomes of the session

By the end of the session, the participant will be able to:

- talk about the different online meeting and teaching apps available
- explain why Microsoft Teams is a good choice of meeting and teaching app
- identify the different elements of the Microsoft Teams App
- discuss the difference between a team and a channel
- set up a team
- set up a channel
- use the Teams Calendar to start an instant meeting
- use the Teams Calendar to set a meeting at a future time
- set up a meeting/teaching session
- identify and use the different buttons and options in a meeting/teaching session
- run a meeting/teaching session
- use the Chat Function
- use Files in Microsoft Teams
- add other apps in Microsoft Teams

Content of the Session

This session will focus on:

- different online meeting and teaching apps available
- why Microsoft Teams is a good choice of meeting and teaching app
- the different elements of the Microsoft Teams App
- the difference between a team and a channel
- the Calendar Function
- creating and running a meeting/training session in Microsoft Teams
- the Chat Function
- Files in Microsoft Teams
- other apps in Microsoft Teams

Overview

Welcome to Session 4: **Using Microsoft Teams to communicate your message**. This session has been designed to help anyone use Microsoft Teams to communicate their message, whether it is in a meeting or in a teaching or training situation. This session develops the knowledge and skills you need to use the Microsoft Teams App and takes you further than the overview provided in Session 2 of this course.

Introduction

Online meeting and teaching apps

In **Teaching synchronously** (Session 2 of this course), we looked at some of the commonly used video conferencing apps for teaching online. We explored how the various functions of these apps allow the teacher to perform different teaching and learning activities live online (synchronous teaching). In Session 3, **Teaching asynchronously**, we explored how to use these apps for asynchronous teaching online.

Video conferencing apps were originally created for the business environment, but they can be used just as effectively for teaching online. In recent times, app developers have added features and functions targeted at teachers and online teaching. In this session, we will look specifically at using Microsoft Teams for teaching online.

Teams – Microsoft Office

Microsoft Teams is the online meeting and teaching app that forms part of the Microsoft Office Suite. It is free for learners and teachers at eligible institutions as part of the Office 365 Education package.

Zoom

Zoom is another popular online meeting and teaching app. You can find out more about it in Session 2 of this course.

Google Meet

Google Meet is the online meeting and teaching offering from Google. You can find out more in Session 2 of this course.

Reflection

- Make notes in your PD Journal.
- Have you worked with online teaching and learning apps before? What would you like to gain from working in these apps?

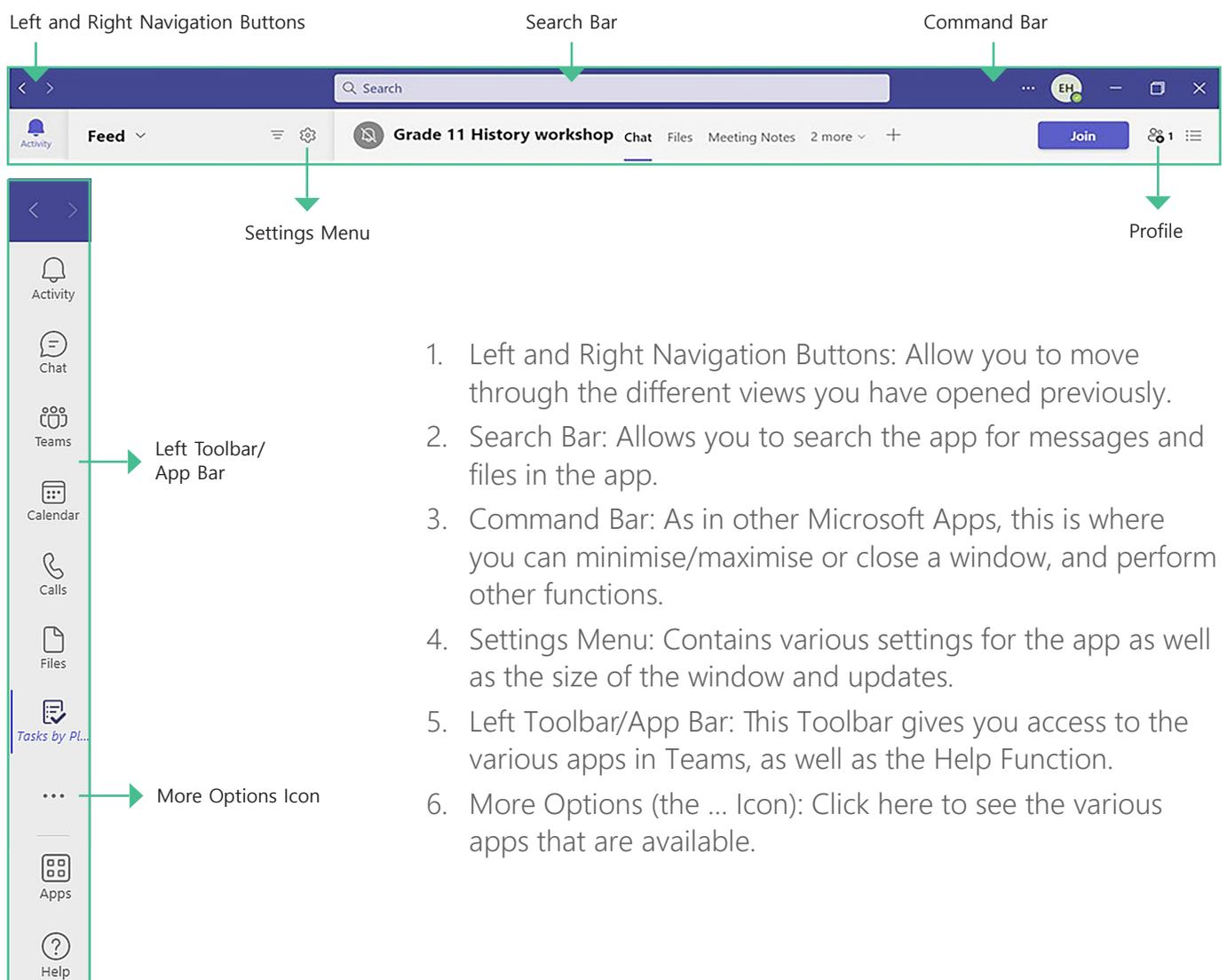
Creating a meeting/teaching session

Opening the Microsoft Teams App for the first time

The Microsoft Teams App is most likely to come preinstalled on your computer. If it is not installed, you can visit the Microsoft website to download and install it. When you open the Microsoft Teams App on your computer, it will open in a new window.

Exploring the Microsoft Teams App

Opening Microsoft Teams provides you with a number of different options.



1. Left and Right Navigation Buttons: Allow you to move through the different views you have opened previously.
2. Search Bar: Allows you to search the app for messages and files in the app.
3. Command Bar: As in other Microsoft Apps, this is where you can minimise/maximise or close a window, and perform other functions.
4. Settings Menu: Contains various settings for the app as well as the size of the window and updates.
5. Left Toolbar/App Bar: This Toolbar gives you access to the various apps in Teams, as well as the Help Function.
6. More Options (the ... Icon): Click here to see the various apps that are available.

Reflection

- Make notes in your PD Journal.
- From what you've just seen in the first Microsoft Teams walk-through, what are two things that were familiar to you?
- Was anything new? What two things were new to you?

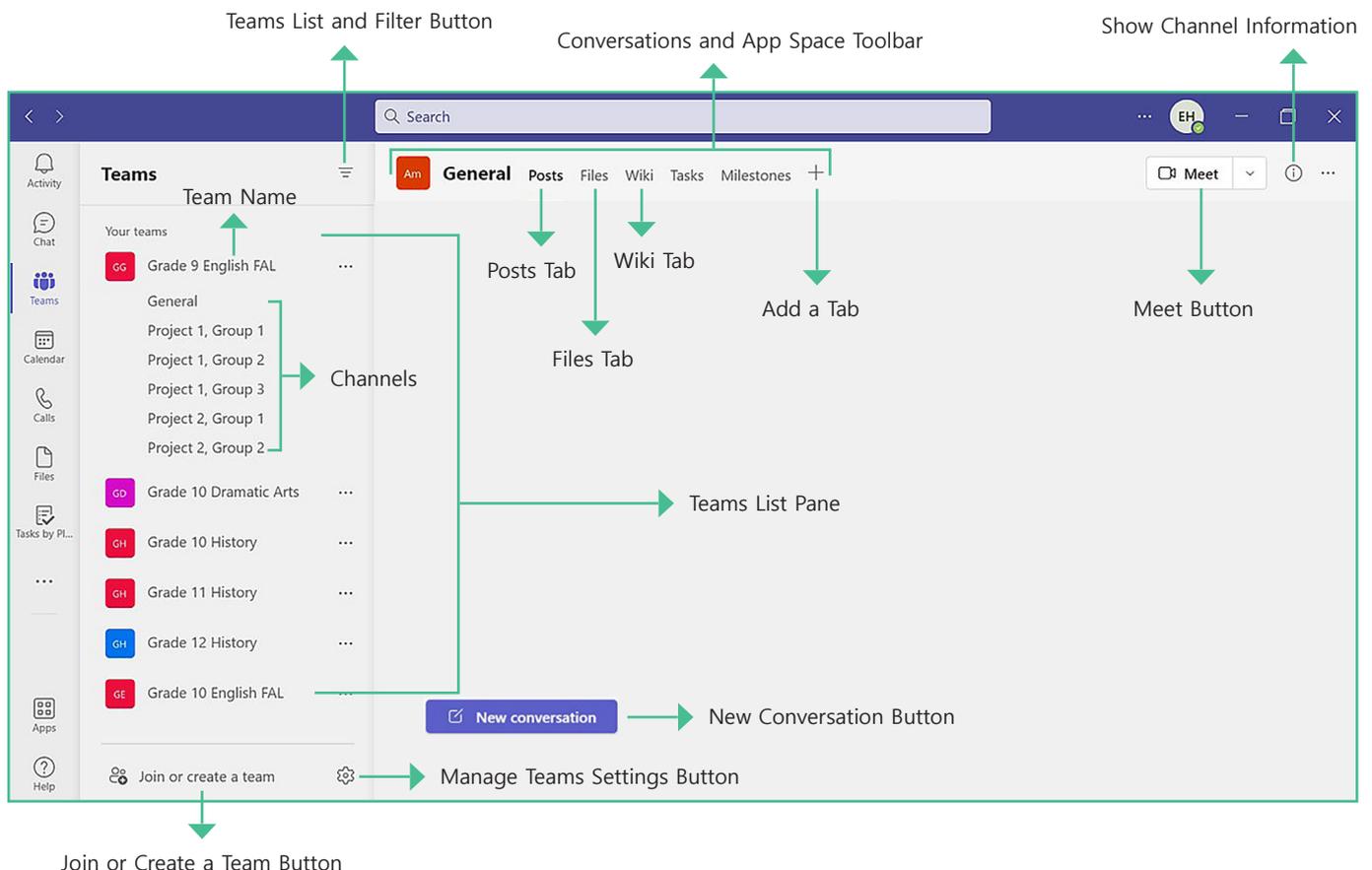
Teams and channels

A team is any group of people who works together. A team could be made up of you and your class, or it could be made up of you and your colleagues.

A channel (where people can have focused conversations), is used for a specific area of interest that members of the larger team may share. For example, you could have a channel in your class team for a specific project, or you could have a Foundation Phase channel in your staff team.

If you click on the Teams Icon on the Left Toolbar/App Bar, it will open the Teams List Pane where you can see detail about existing teams and channels.

Exploring the Teams Window



Here is a list of some features of the Teams Window as illustrated on the previous page.

1. Teams List Pane: This shows a list of teams.
2. Channels: Under each team will be a list of the channels that have been created. There is always a General Channel.
3. Conversations and App Space Top Toolbar: Where you find the different tabs to use during the session.
4. Posts Tab: Conversations are posted here.
5. Files Tab: Opens, shares and creates new files.
6. Wiki Tab: Not covered in this training.
7. Add a Tab: Allows you to add additional apps as tabs.
8. Meet Button: Click here to start a meeting.
9. Show Channel Information Button: To look at how many members there are, etc.
10. Teams List and Filter Button: Here you can filter your list of teams by clicking the button on the right.
11. Join or Create a Team Button: Use this to create a new team or to join an existing one.
12. Manage Teams Settings Button: Provides more information about the teams.
13. New Conversation Button: Click here to start a new conversation in the channel.

Setting up a team

You can set up a new team.

1. Click on the Teams Icon on the Left Toolbar/App Bar, then click Join or Create a Team at the bottom of your Teams List.
2. Click Join or Create a Team.
3. Click Create a Team.
4. Click From Scratch.
5. Click Private or Public.
6. Give your team a name and add an optional description.
7. Click Create.

Setting up a channel

You can set up a new channel.

1. Next to the team's name, click More Options (the ... Icon).
2. Click Add Channel.
3. Enter a name and description.
4. Choose privacy level: Standard or Private.
5. Choose whether to automatically show the channel in everyone's Channel List or not.

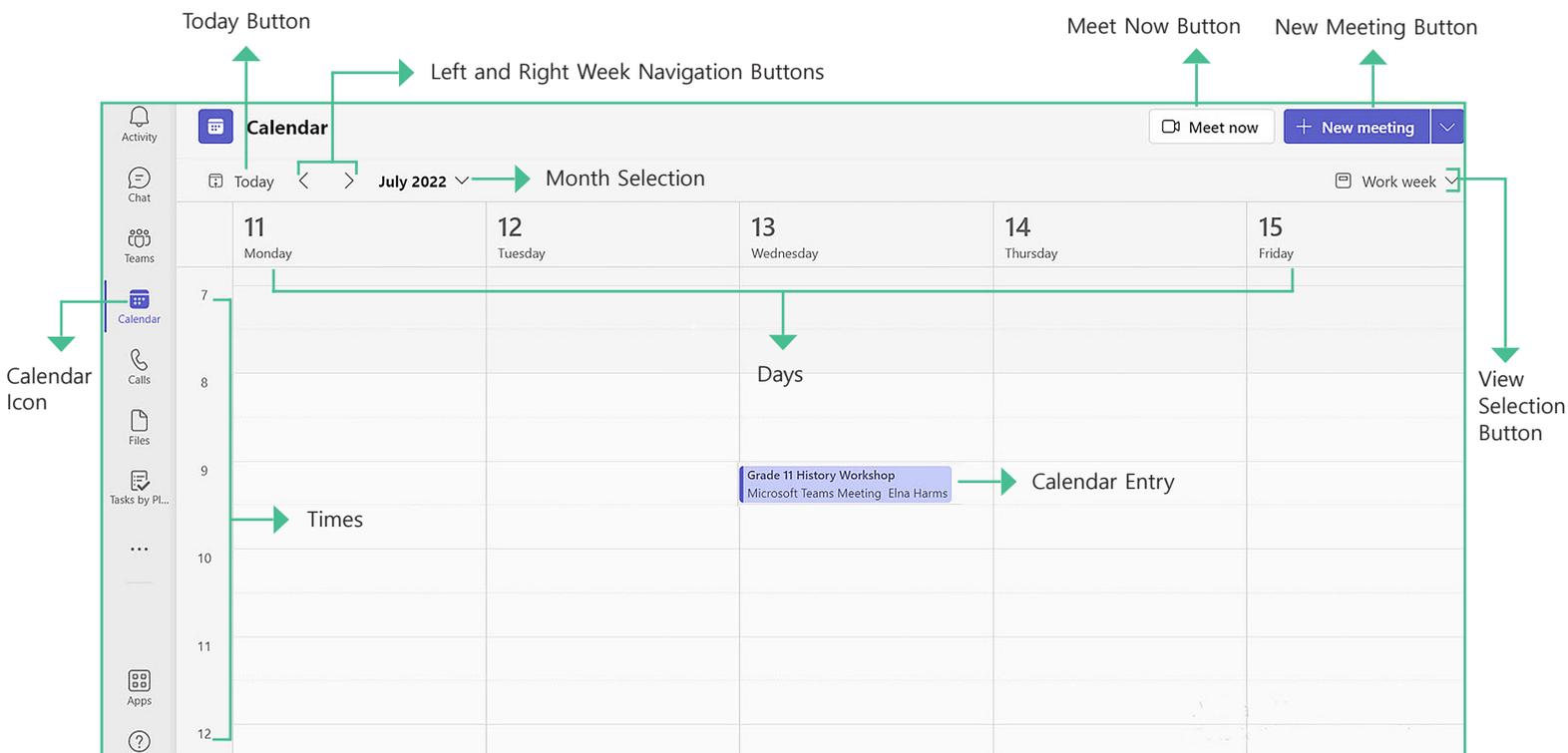
Task

Create one team and two channels in Microsoft Teams.

The Microsoft Teams Calendar

Just as in Microsoft Outlook, the Microsoft Teams Calendar allows you to organise your diary and keep track of events, appointments and meetings. Here, you can create and join live meetings and lessons with a few easy clicks. You can also use the Teams Calendar to schedule meetings or classes ahead of time and set them up to repeat at specific intervals.

A look at the Teams Calendar



1. Calendar Icon: Click here to get back to the Calendar if it is not visible.
2. Meet Now Button: Start a meeting immediately.
3. New Meeting Button: Schedule a new meeting in the future. You can also use the drop-down menu to create a Webinar and a Live Event.
4. View Selection Button: Choose how much information you want to see by selecting the appropriate view (you can choose between week/work week/day, etc.).
5. Today Button: Clicking this button returns you to the current day if you are working in another week on the Teams Calendar.
6. Left and Right Week Navigation Buttons: You can move back one week (click the Left Button) or forward one or more weeks (click the Right Button once or many times).
7. Month Selection: View any month using the drop-down menu and the Left and Right Navigation Buttons.
8. Days: All the information about scheduled meetings and teaching sessions are shown here.
9. Times: The day is broken into hour blocks.
10. Calendar Entries: All the information about scheduled meetings and teaching sessions is found in the Calendar Entry.

Setting up an instant meeting

You can start a new meeting instantly.

1. Click Meet Now.
2. Add a title for the meeting.
3. Select Get a Link To Share, or Start Meeting.

Scheduling a meeting

You can set up a meeting/teaching session at a future time.

1. Click New Meeting.
2. Add a meeting/teaching session title.
3. Add attendees.
4. Select the start date and time of the meeting.
5. Select the end date and time of the meeting.
6. Choose if you want the meeting to repeat.
7. Add a channel (optional if you have set up channels already, or don't want to use channels).
8. Ignore Add Location (since the meeting is being held on Teams).
9. Add meeting details, like what needs to be prepared if it is a teaching session, or agenda items if it is a meeting.
10. Click Save.
11. The meeting/teaching session will now appear in your Teams Calendar at the date and time you specified.

Joining a scheduled meeting/teaching session

You can join a meeting/teaching session that has been scheduled already.

1. Open the Calendar.
2. Find the meeting in your Calendar.
3. Click Join.

Reflection

- Make notes in your PD Journal.
- How would you compare Outlook's Calendar to the Teams Calendar you have learned about now?

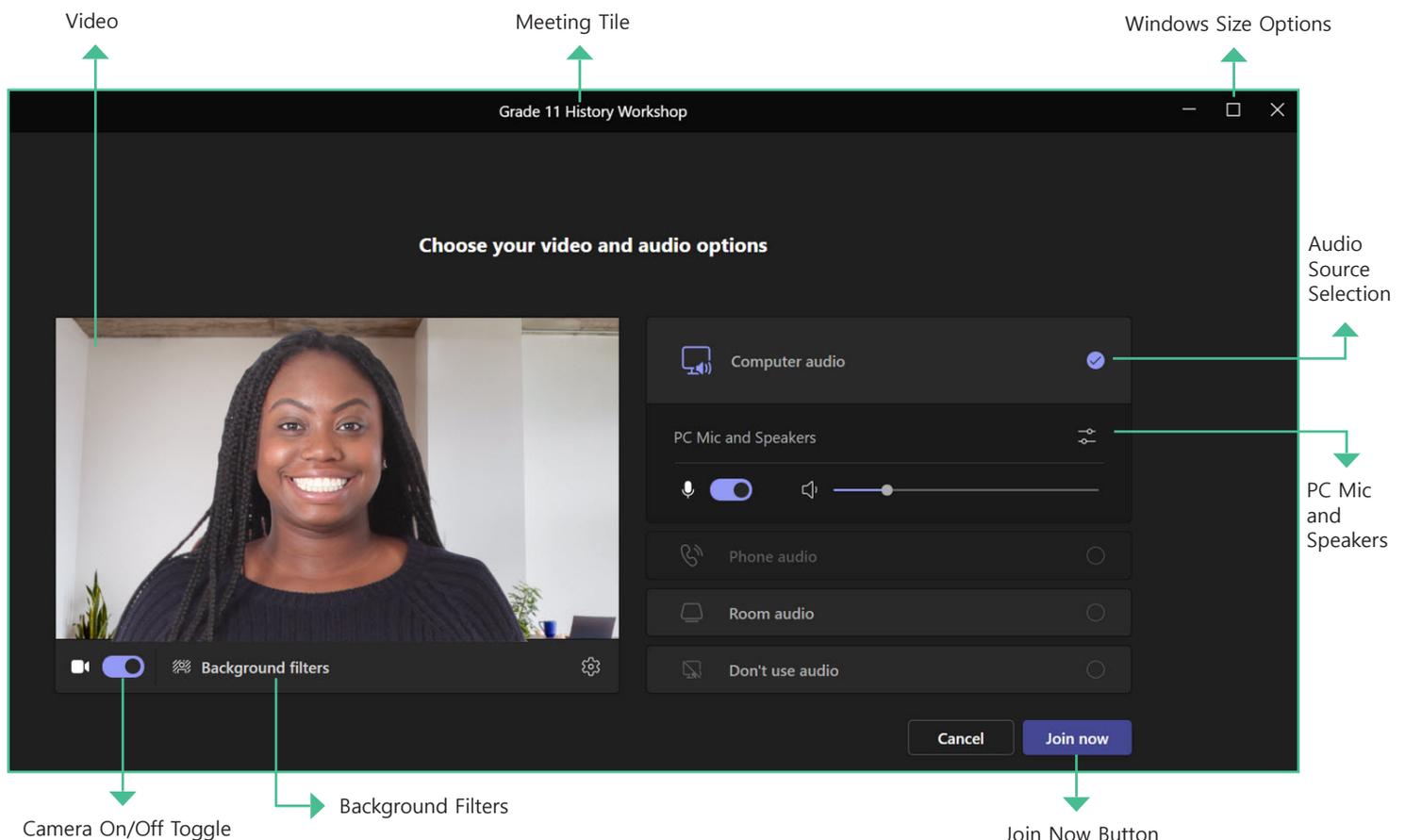
Getting started with a meeting/teaching session

Setting up a meeting/teaching session

The meeting/teaching session in Microsoft Teams is your virtual meeting room or classroom. Here you can meet as if you are sitting around the same table or deliver your lesson as if you were standing in front of your class. Before getting started, you need to ensure that your settings are correct for the planned format of your session.

Putting the right settings in place for your session

Before you start the session, you will need to put the different settings in place. To make these changes, click on the prescheduled meeting in your Calendar. A window will open – you have not joined the meeting yet – to give you a chance to create your settings. (You can also do this when you are in the meeting/teaching session, but it is better to be prepared.)



Here is a list of some settings illustrated in the diagram on the previous page.

1. Meeting Title: The name of your meeting.
2. Window Size Options: View full-screen or not.
3. Video: This is what your participants will see if you keep your video camera on.
4. Camera On/Off Toggle Switch: Click here if you want to switch off your video. It will show the video icon with a diagonal line crossing it when switched off.
5. Background Filters: You can select a picture to display behind you or choose to blur out your background. This is useful for privacy.
6. Audio Source Selection: Choose from the various options. We suggest you choose Computer Audio. You can adjust the various audio settings when you are confident in your use of the app.
7. PC Mic and Speakers: Decide to toggle your microphone On/Off. (Also known as Unmute/Mute yourself.)
8. Join Now Button: Click here to join the meeting.

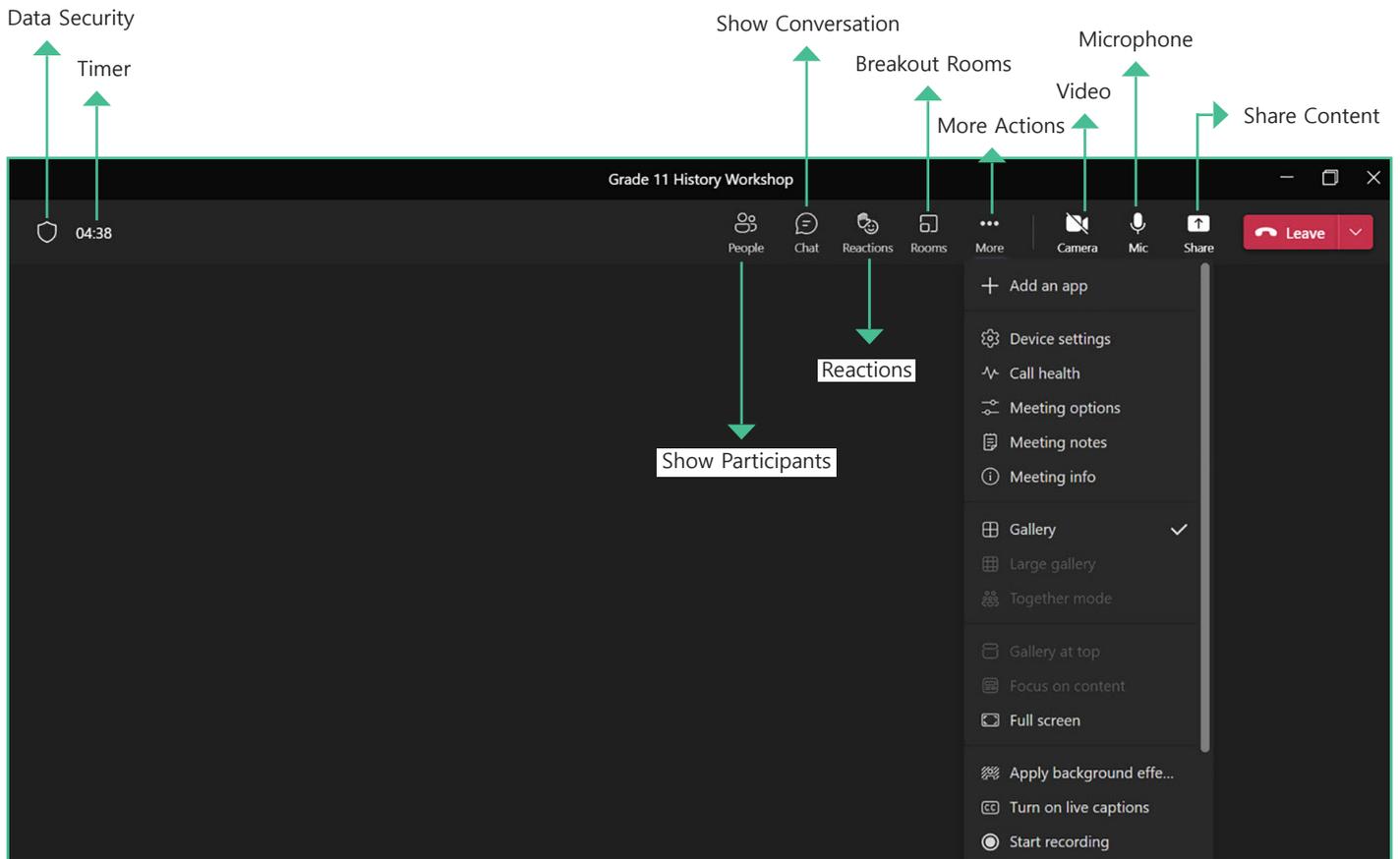
Task

Create an online event for a meeting/teaching session in your Microsoft Teams Calendar.

During the meeting/teaching session

Now that your settings are in place, you can start your live session where you can engage with your meeting attendees (learners) through the various tools and features of Microsoft Teams. Apart from sharing your audio and video, you can share additional content from your computer to help get your message across. You can get feedback from your participants in various ways. You will learn more about how to teach successfully with Microsoft Teams in Session 5 of this course, **Teaching synchronously with Microsoft Teams.**

Exploring the screen layout and buttons



1. Data Security Icon: Shows that the meeting is being encrypted for your safety.
2. Timer: Shows the duration of the meeting.
3. Show Participants Button: Opens a pane listing the participants who are signed in.
4. Show Conversation Button: Opens a pane showing the Chat and allowing a new message to be created.
5. Reactions Button: Provides the participants with a variety of quick reactions to what is happening (applause, laugh, etc.).
6. Breakout Rooms: Used for small-group discussions during a meeting. This is covered in Session 5.
7. More Actions Button: Some of these actions are listed below.
 - Device Settings: Provides the Device Settings Options used in starting the meeting/teaching session.
 - Meeting Options: Offers options for how people join the meeting. It is suggested you allow only people in your organisation and guests to bypass the lobby. You can also decide if the participants may use the microphones and cameras, and if you wish to have the Chat Function enabled.
 - View Options: You can choose how to view the participants. Options include Gallery, Large Gallery or Together Mode.
 - Recording: Allows you to record the session.

8. Video Button: Turns your video camera on or off.
9. Microphone Button: Turns your microphone on or off.
10. Share Content Button: Allows you to share content that is open on your screen or in other windows on your computer.

Running a meeting/teaching session

During the session, you may find it useful to record the session, invite additional participants, mute participants, share content and invite interaction through the Chat Function and the Reactions Function.

Recording a session

If you wish to keep a recorded copy of the meeting or lesson, you must be sure to get everyone's permission first. Recording a teaching session gives you a useful resource for asynchronous and catch-up work.

You can start recording your lesson.

1. Click More Actions.
2. Click Start Recording.

You can stop recording your lesson.

1. Click More Actions.
2. Click Stop Recording.

Adding participants

You can invite participants to join the session if you did not originally include them.

1. Click Participants.
2. Click Invite Someone or Dial a Number.
3. Enter their email address(es).
4. Click Share Invite.

Muting participants

Sometimes there is background noise where a participant is, and this can cause distractions. In this case you can mute them.

You can mute participants during the session.

1. Click Participants.
2. Click the Microphone Icon next to the participant's name.
(A picture of a microphone with a line through it means the participant is already muted.)

Sharing content from your computer

You may wish to share a document during a meeting/teaching session, for example a PowerPoint Presentation. You can also share Word Documents, Excel Worksheets or any other document that may be useful for your session.

You can share content from your computer.

1. Click the Share Content Button.
2. Turn on Include Computer Sound if you want to share audio or videos as part of your content, for example during a PowerPoint Presentation.
3. Click Screen or Window. (If there are a number of windows, click on the one you wish to share.)
4. You will now be sharing the contents of your screen or window.

It is important to make sure that you do not have anything you may wish to remain private open on your computer when you share content. You may accidentally share the wrong window.

Reactions and responses

Your participants can respond to you during the session using the Reactions Function. This is useful for when you want to check that participants agree with or understand something.

You can get responses using the Reactions Function.

1. Hover your mouse over Reactions.
2. Click the appropriate reaction from the list. It includes Like, Love, Applause, Laugh, and Surprise.

Sometimes it is easier to get feedback using the Chat Function rather than having participants unmute themselves and speak.

You can use the In-meeting Chat.

1. Click the Chat Button.
2. Click Type a New Message at the bottom of Meeting Chat.
3. Click the Send Icon.

Task

- Start an immediate online meeting with a colleague.
- Share any document on your screen with them.
- Confirm that they can see it.

Ending a meeting/teaching session

To end a meeting, you simply have to click the Leave Button. Each participant will do the same.

Once the meeting has ended, Microsoft Teams allows you to track attendance at sessions, access the Meeting Chat and access the recording (if there was one).

After the meeting/teaching session

Once you have completed the session, you may wish to confirm who attended the meeting and access the recording (if you made one). You will be able to do this from the Chat Function.

Attendance Report

You can download the Attendance Report.

1. Click Chat on the Left Toolbar/App Bar.
2. Click on the Chat for the meeting that just ended (it should be at the top of the list).
3. To download the report, click on the greyed-out block with the Download Icon and the words Attendance Report on it.

Recording

You can access the meeting/lesson recording.

1. Click Chat on the Left Toolbar/App Bar.
2. Click on the Chat for the meeting that just ended (it should be at the top of the list).
3. Click on the greyed-out block with the Download Icon and the word Meeting on it (you should also see a small image of a screen to the left).
4. Watch the meeting/lesson recording in your internet browser or click Download to save it to your computer.

Task

- Start a quick meeting and invite a colleague to join you.
- Record your meeting and access the recording once the meeting has ended.

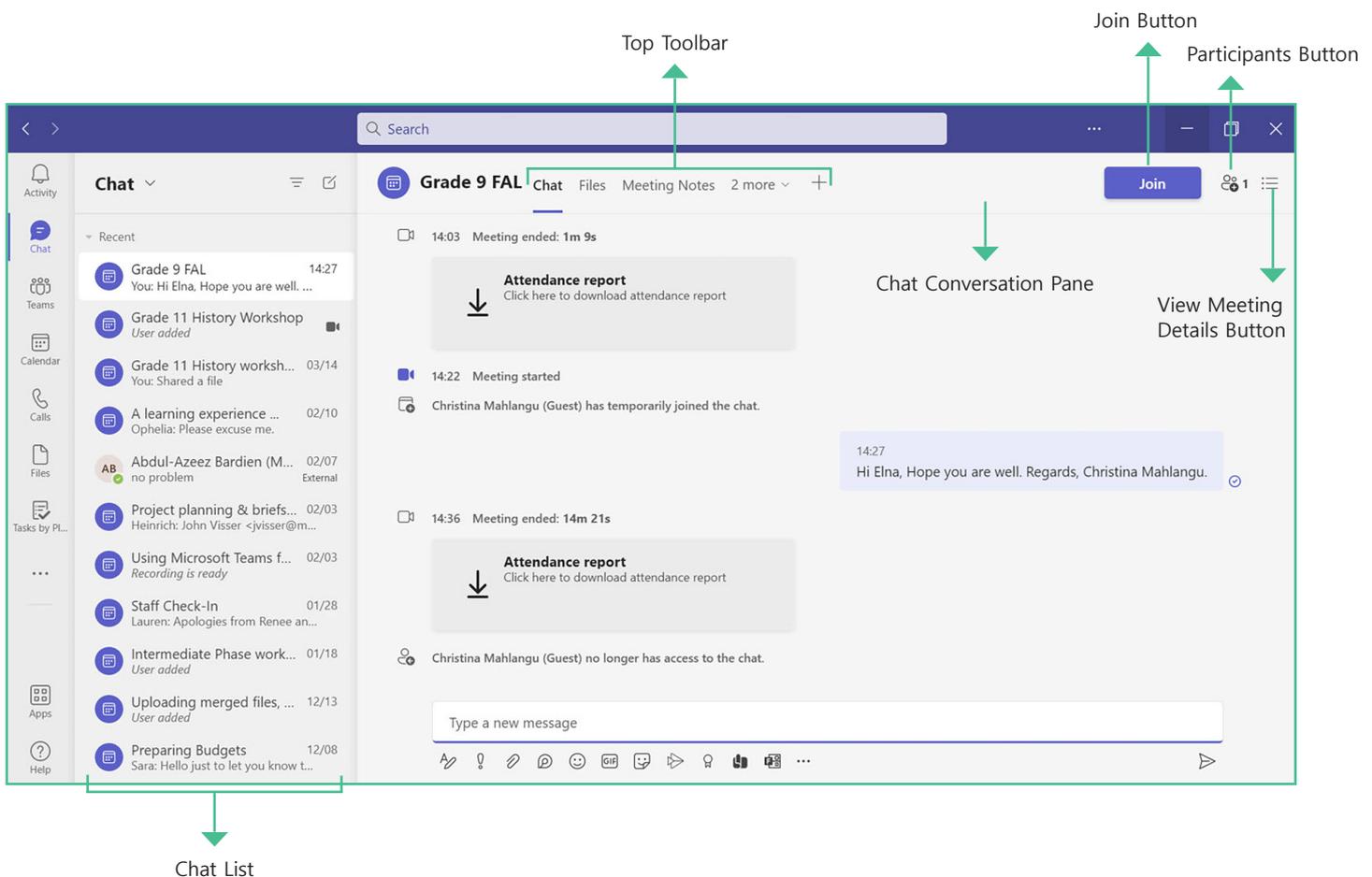
Other useful things Microsoft Teams can do

Chat Function

The Chat Function allows you to communicate with the participants in your session. Participants can also chat amongst themselves to discuss and engage with the topic of the session. Click on the Chat Icon in the Left Toolbar/App Bar to open the Chat Function either as a complete window, or as a side panel during a meeting/teaching session.

It is worth remembering that the Chat Function stays open even after everyone has left the meeting/teaching session.

Exploring the Chat Function



Here is a list of some Chat Functions illustrated in the diagram on the previous page.

1. Chat List: This is a list of all the Chats that you have had. The latest Chat is on the top.
2. Chat Conversation Pane: This large pane to the right of the Chats List contains all the Chats that took place, and also will hold the Attendance Register and Recording (if appropriate).
3. Top Toolbar: To access different tabs, including the ones listed below.
 - Chat Tab: Shows the content of the Chat.
 - Files Tab: Shows all the files that have been shared.
 - Meeting Notes Tab: Click this tab to take notes during the meeting/teaching session.
 - Whiteboard Tab: Click this tab to use the Whiteboard Function during the meeting/teaching session.
 - Breakout Rooms Tab: It is possible to send participants into smaller virtual rooms. This topic is covered in Session 5 of the course.
 - Add a Tab (Plus Icon): You can add more apps to the Chat.
4. Join Button: Click here to join a Chat.
5. Participants Button: Shows all the participants in the Chat.
6. View Meeting Details Button: Gives more information about the meeting.

You can start a new Chat.

1. Click Chat on the Left Toolbar/App Bar.
2. Click New Chat.
3. Add people in the To: Field.
4. Add text, attachments, emojis, etc. in the Chat Text Box.
5. Click Send.

Uses of the Chat Function

You can use the Chat Function in a variety of ways.

In meetings, the Chat Function is useful to promote discussion among meeting attendees and to share information.

In a teaching session, Chat can be used:

- to get questions from learners
- to get responses from learners, especially when audio responses are not an option
- to promote discussion among learners

Chat can be very useful because it allows less confident learners to interact more, since they do not have to speak out. You can also provide individual attention through one-on-one Chat.

Avoiding problems in the Chat Function

While it has its uses, the Chat Function can present some difficulties in meetings and lessons. Some issues to be aware of are listed below.

- Chatting can become a distraction from the main topic of the meeting or lesson.
- Some participants may dominate the conversation.
- Inaccurate information can be shared.
- Information from unreliable or unverified sources can be shared.

As the meeting creator or teacher, you need to manage the Chat effectively. Do this by putting rules for using the Chat Function in place at the start of the session.

Reflection

- Make notes in your PD Journal.
- Think of three ways in which you can use the Chat Function in your online teaching.

Files in Microsoft Teams

Microsoft Teams allows you to create, add and share files with members of your teams, channels, and participants in your meeting/teaching session. This allows for quick and easy collaboration and keeps all the files and folders in one location.

Adding and sharing an existing file

You can add an existing file to a channel.

1. Click the Teams Icon on the Left Toolbar/App Bar.
2. Click on the correct team.
3. Click on the appropriate channel (or the General Channel if you have not set up additional channels).
4. Click the Files Tab on the Top Toolbar.
5. Click Upload on the Toolbar below the Top Toolbar.
6. Click Files.
7. Browse for the specific file on your computer.
8. Click Open.

It is also possible to add an existing file in the Chat Function. Use the Share Button on the Toolbar below the Top Toolbar.

Creating and sharing a new file

You can create and share a new file in a channel.

1. Click the Teams Icon on the Left Toolbar/App Bar.
2. Click on the correct team.
3. Click on the appropriate channel (or the General Channel).
4. Click the Files Tab on the Top Toolbar.
5. Click New on the Toolbar below the Top Toolbar.
6. Choose the type of file you want to create (Word, Excel, PowerPoint, OneNote, Forms). You could also create a folder.
7. Click on the chosen file type.
8. Give the file a name in the pop-up window and click Create.
9. A Teams version of the appropriate app will open, and you can work as normal, or you can open the file in the Desktop App.
10. The new file is automatically shared with the members of the channel.

Task

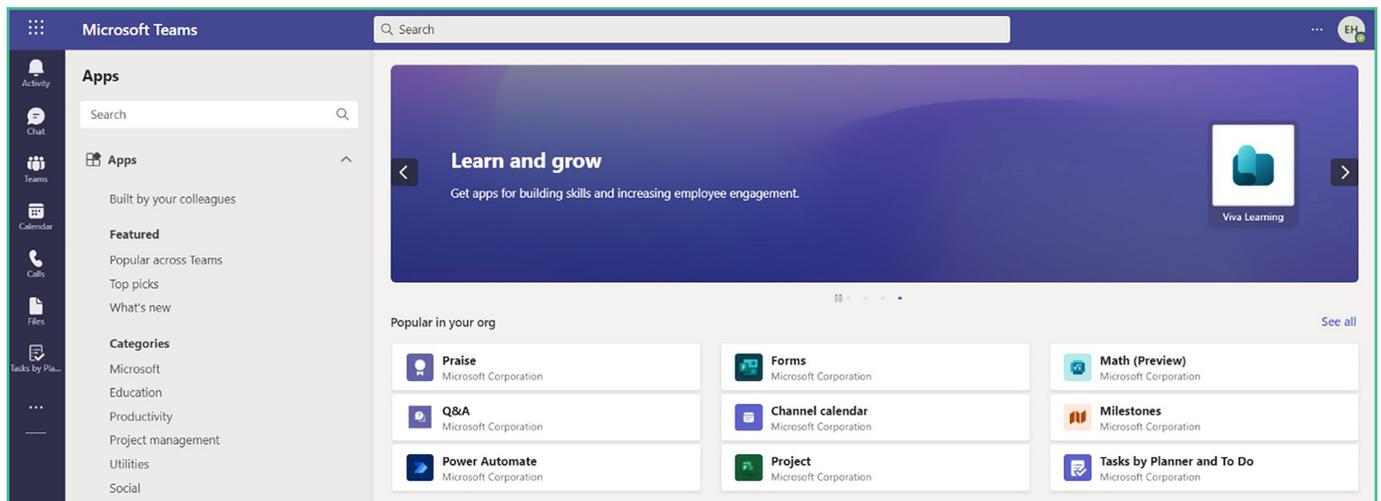
- In the General Channel of one of your teams, add a file from your computer.
- Create a new blank Word Document in one of your channels.

Adding other apps in Microsoft Teams

Microsoft Teams Apps allow you to do more than just meet and convey information in your meeting/teaching session. There are various 'in-app apps' that allow you to improve communication and collaboration in your teams. A Microsoft Teams App is a specialised software program that has been developed specifically for use in Microsoft Teams. You can add apps like Microsoft Forms for quizzes, or keep track of assignment deadlines with the Planner App.

Where to find more apps

To explore available apps, click on the Apps Icon Button on the Left Toolbar/App Bar.



Microsoft Teams Apps Store: A wide variety of apps are available here.

How to add an app

You can add an app.

1. Click Apps on the Left Toolbar/App Bar.
2. Search for the app by name or browse through the categories.
3. Click on the app you wish to add.
4. Read the information in the pop-up window and if you want to add the app, click Add.

How to pin an app

You can keep apps visible on the Left Toolbar/App Bar.

1. Look for the app on the Left Toolbar/App Bar.
2. If your app is not there, click More Added Apps (...) to find it.
3. When the icon appears on the Left Toolbar, right-click and select Pin.

Task

- Add a file that you can share with others during a meeting/teaching session.
- Add at least one new app to your Microsoft Teams App and pin it to the Left Toolbar/App Bar.

About the Final Assessment



At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate. You can see a sample here.



You can look at the Final Assessment on the next few pages. However, please do not complete it in the Class Notes.

Participants doing online training

If you are doing this session online, you must complete the Final Assessment online. You'll find it after the last video.

Participants attending live training

If you are doing this session with other participants in a live presentation, your presenter will give you a Final Assessment Answer Sheet. Use this Answer Sheet to indicate your answers.

Final Assessment

Indicate the ONE correct response for each question.

1	Teams is the online meeting and teaching app developed by _____.
a	Zoom
b	Google
c	Microsoft
2	For focused discussions with a specific topic, it is best to make use of a _____.
a	channel
b	community
c	team
3	To organise your diary and keep track of events, appointments and meetings it is best to use the _____ App in Microsoft Teams.
a	Forms
b	Calendar
c	Calls
4	The Meet Now Function in Microsoft Teams allows you to_____.
a	set up a meeting/teaching session at a future time
b	start a new meeting instantly
c	schedule a reminder for a future event
5	In Microsoft Teams, the _____ Function allows you to keep a copy of the meeting or lesson.
a	Calls
b	Files
c	Recording

Final Assessment (continued)

Indicate the ONE correct response for each question.

6	Select the option that best completes these sentences. Sometimes there is background _____ where a participant is, and this can cause _____. In this case you can _____ them.
a	distractions, mute, noise
b	noise, distractions, mute
c	mute, noise, dismiss
7	The _____ Button allows others to see a document like an agenda in a meeting or a PowerPoint Presentation during a class.
a	Share Content
b	Leave
c	Mute
8	Your participants can respond to you during the session using the _____ Option.
a	Reactions
b	Share Content
c	Report
9	Select the option that best completes these sentences. If you wish to keep a _____ copy of the meeting or lesson, you must be sure to get everyone's _____ first. Recording a teaching session gives you a useful resource for _____ and catch-up work.
a	asynchronous, recorded, permission
b	permission, asynchronous, future
c	recorded, permission, asynchronous
10	To confirm who attended the meeting you will use the _____ Function.
a	Mute
b	Attendance Report
c	Reactions

Final Assessment (continued)

Indicate the ONE correct response for each question.

11	To end a meeting, you simply have to click the _____ Button.
a	Meet Now
b	Leave
c	Calendar
12	Select the option that best completes these sentences. Chat can be very useful because it allows less _____ learners to interact since they do not have to speak out. You can also provide _____ attention through _____ Chat.
a	confident, individual, one-on-one
b	noisy, group, live
c	attentive, focused, online
13	You can use _____ in Microsoft Teams to collaborate and keep content in one location.
a	videos
b	files
c	the microphone
14	Select the option that best completes these sentences. A Microsoft Teams _____ is a specialised software program that has been developed specifically for use in Microsoft Teams. You can add apps like Microsoft Forms for _____, or keep track of assignment deadlines using the _____ App.
a	Planner, App, Quizzes
b	App, Quizzes, Planner
c	Quizzes, Tasks, Calendar
15	If you use an app regularly, it is useful to keep it visible by _____ it to the Left Toolbar/ App Bar.
a	latching
b	attaching
c	pinning

Acknowledgements

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VADEA AT A GLANCE



MINDSET CHANGE FOR EFFECTIVE DIGITAL EDUCATION

- Session 1: Education is changing - so what?
- Session 2: The mindset change model for digital education implementation
- Session 3: Making myself adapt-able to change
- Session 4: The role of the change facilitation team
- Session 5: Working with the stakeholders
 - dealing with change
- Session 6: Working with the stakeholders
 - skills assessment and planning
- Session 7: Developing the implementation plan
- Session 8: Implementing the implementation plan
- Session 9: Making change stick



TEACHING FOR THE FOURTH INDUSTRIAL REVOLUTION

- Session 1: Getting to the Fourth Industrial Revolution
- Session 2: Augmented Reality (AR)
- Session 3: Virtual Reality (VR)
- Session 4: Big Data
- Session 5: Artificial Intelligence (AI)
- Session 6: Coding
- Session 7: Robotics
- Session 8: Genready for the 4IR
- Session 9: Other 4IR Technologies and Applications



ANDROID COURSES

KNOW AND USE YOUR ANDROID TABLET DEVICE

- Session 1: All about Android tablet devices
- Session 2: Making contact with the world
- Session 3: My Android tablet device is mine!
- Session 4: There's an Android app for that
- Session 5: Finding it on the internet
- Session 6: Making the Android tablet device work for you - files
- Session 7: Making the Android tablet device work for you – calendars and data management
- Session 8: Making the Android tablet device work for you – eBooks and eReaders
- Session 9: Taking the Android tablet to school

SOCIAL MEDIA ON ANDROID TABLET DEVICES

- Session 1: Introducing social media
- Session 2: Creating your social media accounts
- Session 3: Social media in the classroom
 - Useful or just fun?
- Session 4: Don't forget the other social media
- Session 5: Facebook in the classroom
- Session 6: Twitter in the classroom
- Session 7: A look at YouTube
- Session 8: YouTube in the classroom
- Session 9: Blogging in the classroom

GOOGLE AND GOOGLE APPS ON ANDROID TABLET DEVICES

- Session 1: The Google Apps package and Google Drive
- Session 2: Google Docs
- Session 3: Google Calendar and Google Slides
- Session 4: Google Hangouts
- Session 5: Creating my own teaching and learning content
- Session 6: Google Apps that will open a new world to your learners
- Session 7: Streamline your class with Google Forms
- Session 8: Google Sheets
- Session 9: New course coming!

DIGITAL LEARNING IN SCHOOLS FOR ANDROID USERS

- Session 1: Why eLearning?
- Session 2: Getting technical
- Session 3: Management and usage of ICTs in schools
- Session 4: Content for tablet devices
- Session 5: Apps for teachers for demonstrations and content creation
- Session 6: Online assessment tools
- Session 7: Learning management systems
- Session 8: Games teach too
- Session 9: The gamification of education





WINDOWS COURSES

KNOW AND USE YOUR WINDOWS TABLET DEVICE

- Session 1: All about Windows tablet devices
- Session 2: Making contact with the world with my Windows tablet device
- Session 3: My Windows tablet device is mine!
- Session 4: There's a Windows app for that
- Session 5: Finding it on the internet
- Session 6: Making the Windows tablet device work for you - files
- Session 7: Making the Windows tablet device work for you – calendars and data management
- Session 8: Making the Windows tablet device work for you – eBooks and eReaders
- Session 9: Taking the Windows tablet device to school

SOCIAL MEDIA ON WINDOWS TABLET DEVICES

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- Session 9: Blogging in the classroom

MICROSOFT FOR WINDOWS TABLET DEVICES

- Session 1: Introducing Microsoft Office 365 education and OneDrive
- Session 2: Microsoft Word and Microsoft Outlook
- Session 3: Microsoft Powerpoint
- Session 4: Microsoft OneNote
- Session 5: Skype and Yammer
- Session 6: Microsoft Forms and online assessment apps
- Session 7: Office mix and blended learning
- Session 8: Microsoft Excel
- Session 9: Office sway and the Microsoft educator community

DIGITAL LEARNING IN SCHOOLS FOR WINDOWS USERS

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- Session 8: Games teach too
- Session 9: The gamification of education



USING YOUR LAPTOP TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

- Session 1: Your first laptop
- Session 2: Producing written documents (using Microsoft Word) Part 1
- Session 3: Producing written documents (using Microsoft Word) Part 2
- Session 4: Producing written documents (using Microsoft Word) Part 3
- Session 5: Processing numerical data (using Microsoft Excel) Part 1
- Session 6: Processing numerical data (using Microsoft Excel) Part 2
- Session 7: Preparing presentations (using Microsoft PowerPoint)
- Session 8: Keeping things together (using Microsoft OneNote)
- Session 9: Managing files
- Session 10: Connecting with the world
- Session 11: Using a display device with your laptop
- Session 12: Making it work with JUST ONE LAPTOP



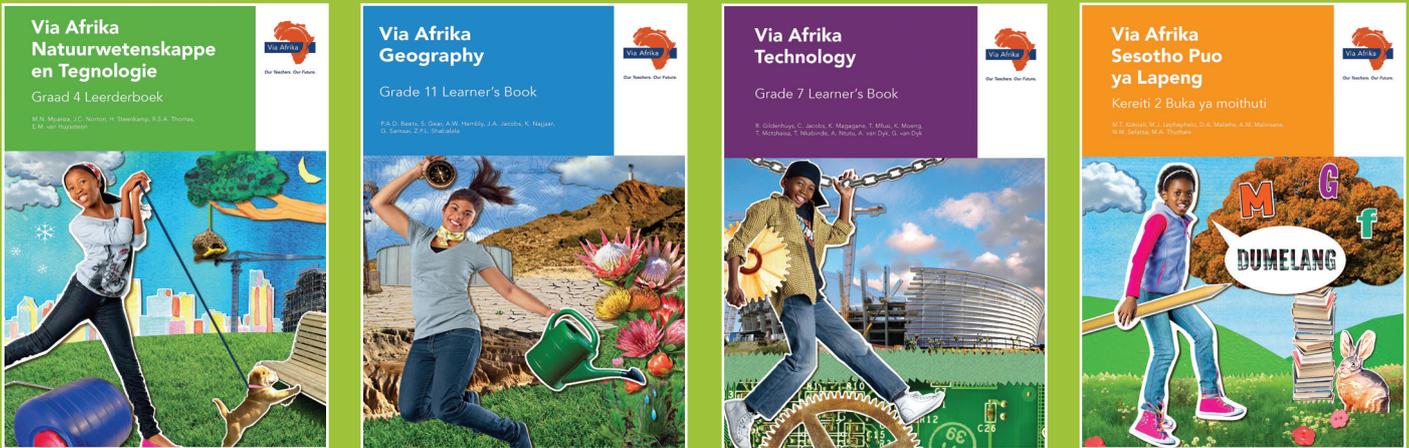
TEACHING ONLINE

- Session 1: Foundations of online teaching
- Session 2: Teaching synchronously
- Session 3: Teaching asynchronously
- Session 4: Using Microsoft Teams to communicate your message
- Session 5: Teaching synchronously with Microsoft Teams



WHAT ELSE WE DO

CAPS approved printed books Grades 1 - 12



Also available in digital formats with exciting enhancements like videos and interactive assets for PC and tablet devices.



Online social emotional learning courses for teenagers at www.VAstudent.online

- A mindset for success
- Stress and me
- Stress, me and others

