

# Techniques for Teaching with Teams





## The small print

### Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through ‘Molly’ can be accessed by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required. If you don’t have an environment where you can do this learning, you can come along to one of our ‘quiet’ sessions. These are scheduled every week in normal term-time, and are a quiet space where you can work through ‘Molly’ videos or other workshop resources.

If you arrive for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

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### About the workshop designers

Graham Addis started his first technology role in 1978 and has gathered decades of practical experience in industry. He has always been passionate about passing on his knowledge and undertook his first formal teaching position as a Customer Training Specialist for Intel back in 1984. Since that time his career has combined extensive real world experience with teaching and mentoring. In 2017 he joined the academic world at the University of Oxford and currently specialises in teaching spreadsheets, databases and programming.

Kieran Suchet has more than twenty years’ experience teaching across the UK and Europe. His effective use of communicating ideas through text and digital media has benefitted clients ranging from university students to top level government officials and industrialists. In tandem with his work in bespoke tutoring, Kieran works as an actor and writer.

### Revision history

Version	Date	Author	Comments
2.0	January 2022	Graham Addis	Re-recorded all the video sessions
1.3	September 2021	Graham Addis	Reordered recording and transcript slides
1.2	April 2021	Graham Addis	Added transcripts and attendance rpt
1.0	October 2020	Graham Addis Kieran Suchet	Created

## About this workshop

This course is aimed at those who already present or teach using Microsoft Teams and who want to gain a comprehensive understanding of the different functionality available to enhance their remote delivery.

### What you will learn

This course will teach you how to employ the latest techniques used in Microsoft Teams video meetings in order to set-up and deliver proficient online meetings

In this session we will cover the following topics:

- Scheduling different types of meetings
- Understanding and assigning participant roles
- Different ways of sharing presentations
- Employing breakout rooms
- Enabling spotlighting
- Alternatives to using Teams

### What you need to know

We will assume that you have some knowledge of the Mac/PC interface and that you are familiar with participating in Microsoft Teams video meetings.

### The resources you need

You will need a computer (Mac/PC) with a stable broadband connection and preferably the Microsoft Teams app installed. The session will be taught using Microsoft Teams and your overall experience will be better if you are signed in with your SSO.

## Further information

### Getting extra help

#### Course Clinics

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice. Contact us using [courses@it.ox.ac.uk](mailto:courses@it.ox.ac.uk).

#### Study Videos from Molly

Molly is our collection of self-service courses and resources. This includes providing LinkedIn Learning video-based courses free to all members of the University. Visit [skills.it.ox.ac.uk/molly](https://skills.it.ox.ac.uk/molly) and sign in with your Single Sign-On (SSO) credentials.

Some courses recommend pre- and/or post-course activities to support your learning. You can watch the online videos anywhere, anytime, and even download them onto a tablet or smartphone for off-line viewing.

If you need a quiet place to work through learning activities away from distractions, the IT Learning Centre offers 'quiet' sessions where you can book a place. These are scheduled frequently during normal term times.

#### About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at [skills.it.ox.ac.uk/it-learning-portfolio](https://skills.it.ox.ac.uk/it-learning-portfolio).

#### About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through Molly (powered by LinkedIn Learning).

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver closed courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at [courses@it.ox.ac.uk](mailto:courses@it.ox.ac.uk).

#### About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a PC maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.



# Nexus365: Techniques for Teaching with Teams



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## Scheduling a video meeting



- How, Who & Why
  1. Scheduling through Outlook
  2. Scheduling through Teams calendar
  3. Scheduling within a Teams channel

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## Different ways of presenting



- Uploading a presentation within Teams video meeting
- Sharing a presentation in an active window with Presenter View
- Showing multiple applications by Sharing Desktop

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## PowerPoint Live



- Why use this method
- How it is done

<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=c258f1d5-bcb6-48dc-a745-ae21010863d4>

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## PowerPoint Presenter View



- Why use this method
- How it is done

<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=11493c04-5ea0-4dec-a8d7-ae210134147a>

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## Content Sharing



- Why use this method
- How it is done

<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=4cb2b81f-10ef-43a9-9e6e-ae1c012d0190>

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## Breakout Rooms



- What are they for
- Why use them
- Pros and Cons

<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=3934537b-b6a1-4874-a67d-ae1d011de501>

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## Spotlighting



- What is it for
- How it is done

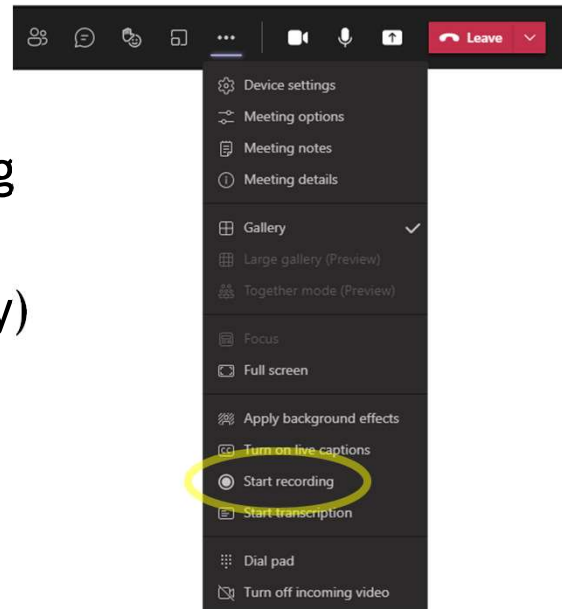
<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=f4edb0ee-b54f-47fb-b496-ae1a0102840b>

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## Recording Meetings (Lectures)



- Started from the meeting
- Link in chat when done
- Consider Panopto (Replay) as an alternative

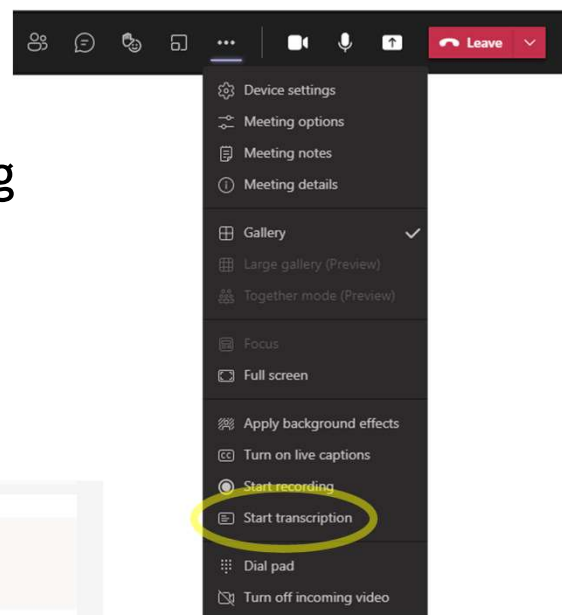


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## Meeting Transcripts

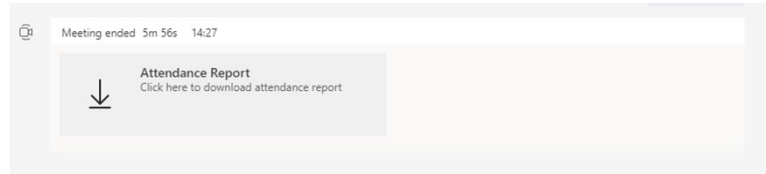


- Started from the meeting
- Downloadable as:
  - Word format
  - WebVTT format
- Link in chat when done



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# Accessing the Attendance Report



Available to organiser in chat after meeting ends

## Download in CSV format

Meeting Summary					
Total Number of Participants	2				
Meeting Title	Attendance list test				
Meeting Start Time	01/04/2021, 13:36:48				
Meeting End Time	01/04/2021, 13:58:57				
Full Name	Join Time	Leave Time	Duration	Email	Role
Graham Addis	01/04/2021, 13:36:48	01/04/2021, 13:58:55	22m 7s	clme1954@ox.ac.uk	Organiser
Emma Procter-Legg	01/04/2021, 13:36:50	01/04/2021, 13:58:57	22m 7s	ouit0238@ox.ac.uk	Attendee

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# Recordings



The video demonstrations shown in this presentation are available here:

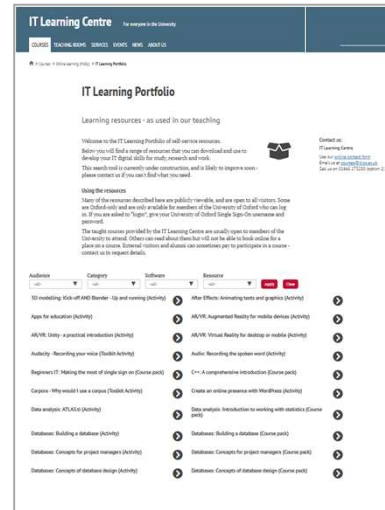
<https://ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx?folderID=b68b2c23-9850-44fc-95bf-ac6200da098d>

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# Find the resources for the workshop in our IT Learning Portfolio



Download the files (and more) from  
the IT Learning Portfolio at  
[skills.it.ox.ac.uk/it-learning-portfolio](https://skills.it.ox.ac.uk/it-learning-portfolio)



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