Dear colleagues

The E-Learning team are providing training in the use of MS Class Teams, and associated tools, for teaching.

Please first ensure you have downloaded the MS Teams App, which is available here.

Each session type is being repeated multiple times, and the attached instructions tell you how to:
1. Join the Flexible Education Training Class Team, in advance of the session.
2. Join a Flexible Education Training live session, at the appropriate time. Pre-booking is not required.

Please note that, due to circumstances outside the team’s control, we are unfortunately not able to currently confirm the times of session 3 previously emailed, we hope to provide details very soon.

Session 1 CORE: GETTING STARTED WITH CLASS TEAMS
Explore your new Class Teams and the functionality used for teaching in MS Teams. Learn how to:
- Add and delete channels in your Class Teams
- Load material in advance in Class Teams
- Post effectively to the Class Teams channels to direct students
- Search posts in Teams
- Use the Class Notebook
- Set up meetings

Wed 09/09/2020 10.00-11.00
Fri 11/09/2020 9.30-10.30
Mon 14/09/2020 11.00-12.00
Tue 15/09/2020 11.30-12.30
Thu 17/09/2020 9.30-10.30

Session 2: CORE DELIVERING A TEAMS SYNCHRONOUS SESSION
Understand how to facilitate synchronous MS Teams sessions with students both remotely and on campus. Learn how to:
- Use the meeting tools: mute, use webcam, change background, manage chat, raise hand
- Establish meeting etiquette with students
- Understand how you will get to know your Teams students synchronously (grid view, participants list etc)
- Learn how to share your screen during sessions, including computer audio
- Engage with best practice in use of PowerPoint and video sharing
- Prepare and manage Break Out Groups (current functionality)

Wed 09/09/2020 12.00-13.00
Fri 11/09/2020 11.00-12.00
Mon 14/09/2020 9.30-10.30
Tue 15/09/2020 13.00-14.00
Thu 17/09/2020 11.00-12.00

Session 3: CORE UNDERSTANDING HOW THE TOOLS FIT TOGETHER
Investigate and understand how Moodle, MS Teams and Panopto all fit together and see if anything has changed. Learn how to:
- Log-in to Moodle with the new process
• Access Moodle from within Teams
• Use some of the new and improved features in Moodle
• Work within the limitations of the Moodle/Teams integration
• Understand which tools should be used for assessment, teaching and learning
• Understand how to access Panopto and use Panopto assignments and folders
• Understand how Panopto and Teams can be used together while still protecting student privacy while at home (pause/switch off video and mute participants/control folder settings.

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Session 4: CORE TROUBLESHOOTING ISSUES & GETTING SUPPORT
We all know things can occasionally go wrong; learn how to deal with common queries and how to get further support with:
• Using Teams with Macs and iOS
• The functionality limitations if using web MS Teams with certain browsers
• Where to get support and help

Learn how to solve common issues that may occur during a teaching session:
• Screen Lag; Screen Freezing
• Webcam not working
• Audio stopped working
• Teams Freezing

Fri 11/09/2020 12.30-13.30
Mon 14/09/2020 12.30-13.30
Wed 16/09/2020 13.30-14.30
Thu 17/09/2020 12.30-13.30

We will be recording representative sessions.
Best wishes
The E-Learning team