

Microsoft Teams for Education Essentials

Version 1.0.0



Agenda

- Creating and Managing Virtual Classroom
- Implementing Asynchronous and Synchronous Learning Models in Teams
- Managing Documents in The Virtual Classroom
- Integrating Teams with Other Apps
- Distributing Assignment in Teams
- Reviewing Assignment

Workshop Purposes

- ✓ Participants can run and use Teams app appropriately
- ✓ Participants can use Teams to create and manage virtual classroom
- ✓ Participants can implement synchronous and asynchronous learning models using Teams
- ✓ Participants can manage the documents in virtual classroom and integrate it to cloud storage
- ✓ Participants can make Teams as a hub to connect each virtual classroom and virtual classroom's support apps
- ✓ Participants can design, create, and share or evaluate the task in virtual classroom

What is Microsoft Teams?



Direct Communication

Communicate in the moment and
keep everyone in the know



Group Coordination

Give your team quick access to
information they need right in
Office 365



Virtual Classroom

Tailor your class virtual to include
content and capabilities your class
needs every day..



More Security Guaranteed

Get the enterprise-level security
and compliance features you
expect from Office 365.

Instant Conversation on Any Occasions

Chat personally

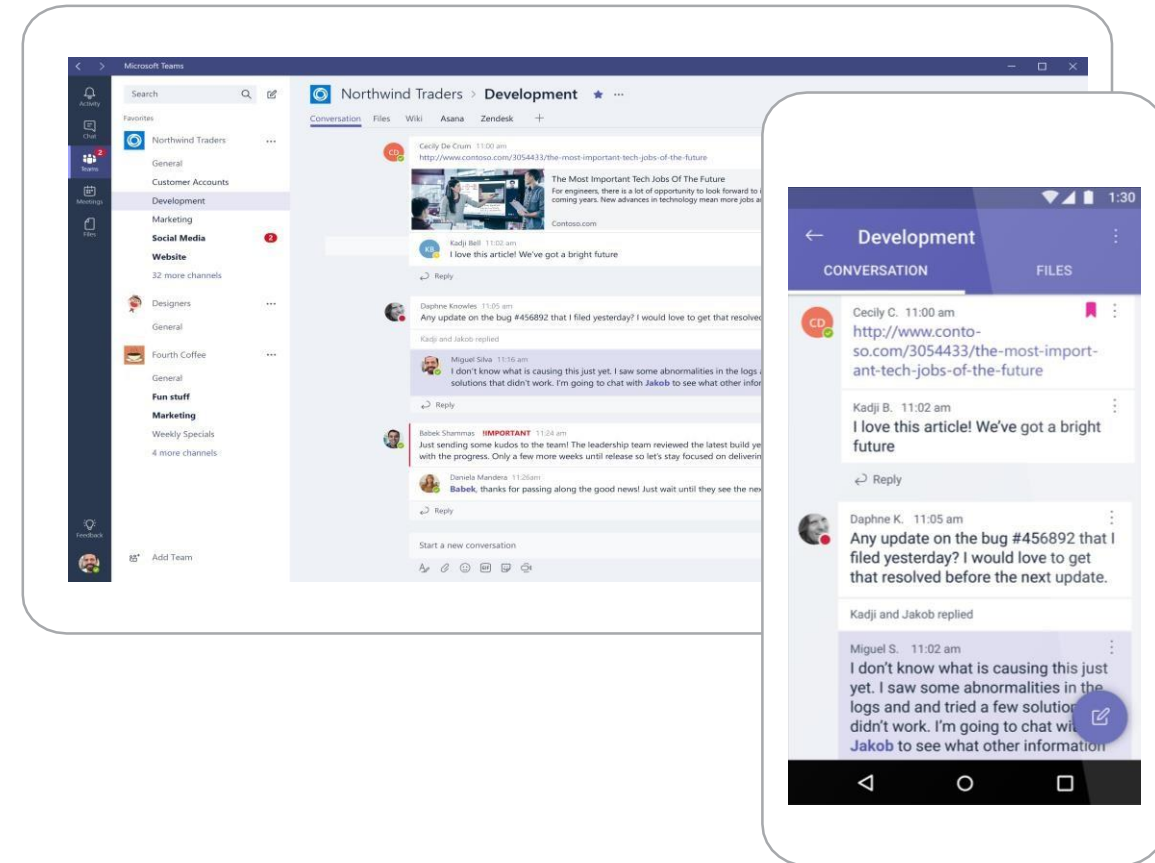
Chat on group

Chat on virtual classroom

Chat on meeting online

Chat on webinar / live events

Chat with other organization which using Teams



Virtual Workspace

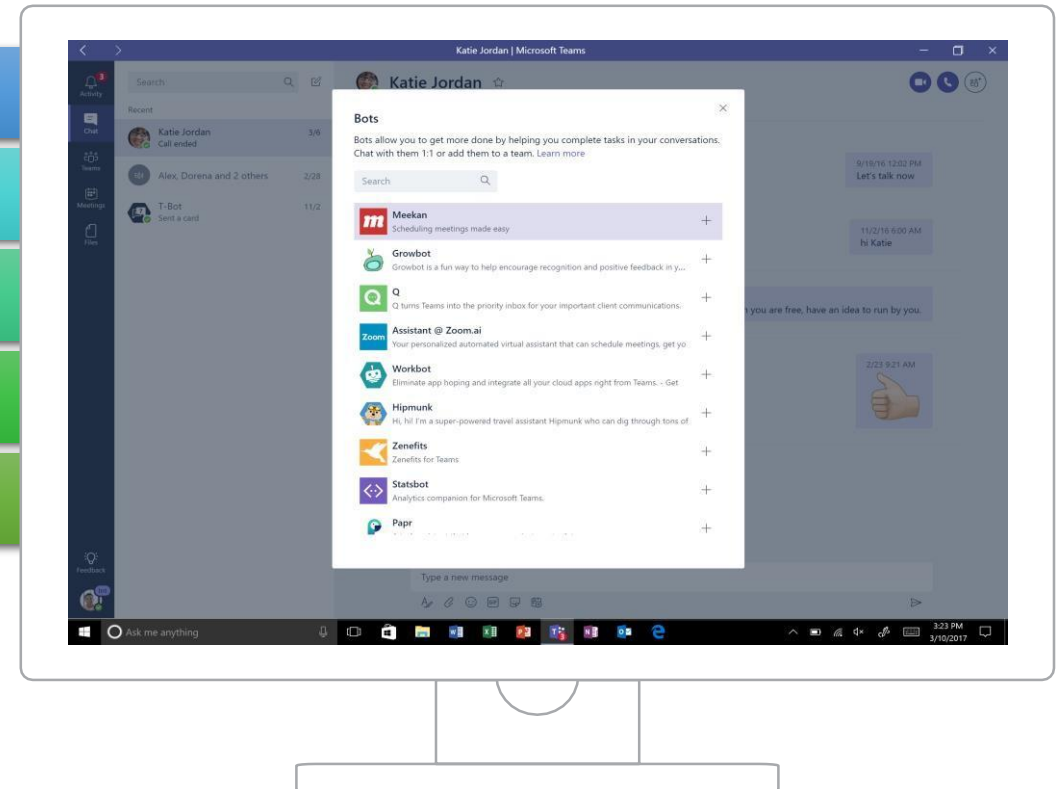
Teams

Channel

Calendar / Meeting

Files

Call



More Security Guaranteed

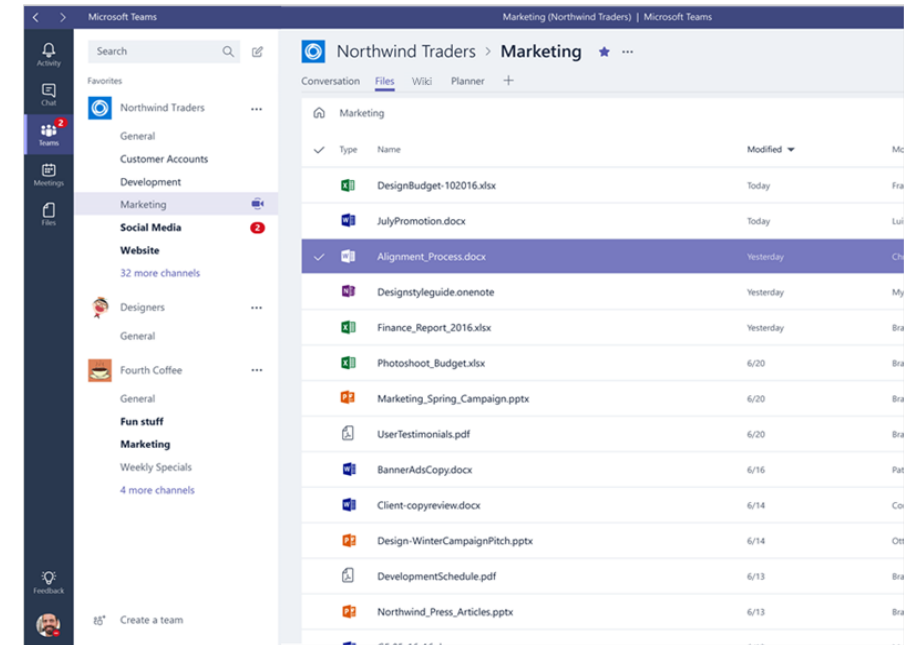
Including : **Accessibility, ISO27018/01, SOC 1 and 2, HIPAA, EU Model Clauses and others**

Information protection with Archive, eDiscovery, LegalHold, Compliance Content Search, Auditing and Reports

Tier-C Compliant

Data encryption all the time, at-rest and in-transit

Multi-factor authentication for higher security



¹ Archive, eDiscovery, Legal Hold, Compliance Content Search, Auditing and Reporting are in E3 and above suites.

Teams Licensed Available in Office 365

 Office 365
Business Essentials

 Office 365
Enterprise E1

 Office 365
Education

 Office 365
Business Premium

 Office 365
Enterprise E3

 Office 365
Education Plus

 Office 365
Enterprise E4
(retired)

 Office 365
Education E3
(retired)

 Office 365
Enterprise E5

 Office 365
Education E5

Platform Needs



Web

Edge: 12+

Internet Explorer: 11+

Chrome: 51.0+

Firefox: 47.0+

Safari (coming soon)



Desktop

Windows 7+ (7, 8, 8.1, 10)

Both 32 & 64 bit available

Mac OSX 10.10+



Mobile

Android 4.4+

iOS (iPhone and iPad) 10+

Windows Phone 10.0.10586+

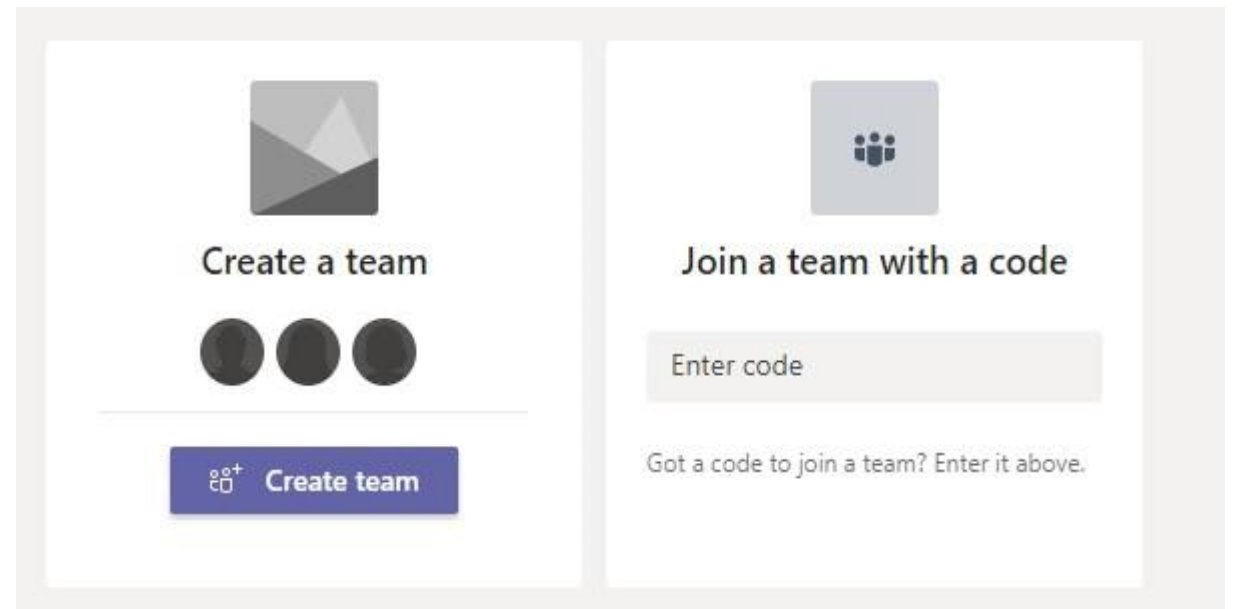
Practice

Sign to Microsoft Teams, Download It on
Mobile Device and Desktop

Creating and Managing Virtual Classroom

Join and Create Team

Start to create or join the virtual classroom (Team) to get different learning experience



Determine The Type of Classification Teams



Classes

Teachers and students collaborating on group projects, assignments, and more



PLCs

Educators collaborating within a professional learning community



Staff Members

Staff leaders and staff members collaborating on school administration and development









Anyone

Students and school employees collaborating in interest groups and clubs

Manage Members

Each Teams has educators as owner and learners as students

▼ Owners (2)	
Name	Title
 purwoko	
 Rinaldi MIC	
▼ Members and guests (24)	
Name	Title
 riny_wasita	
 arifdp	
 Heruwanto	
 Dwi Sapto Ardianto	

Tags

Manage tags to make it easier for educators to do @mention, so learners can create notifications based on groups



This team doesn't have any tags yet

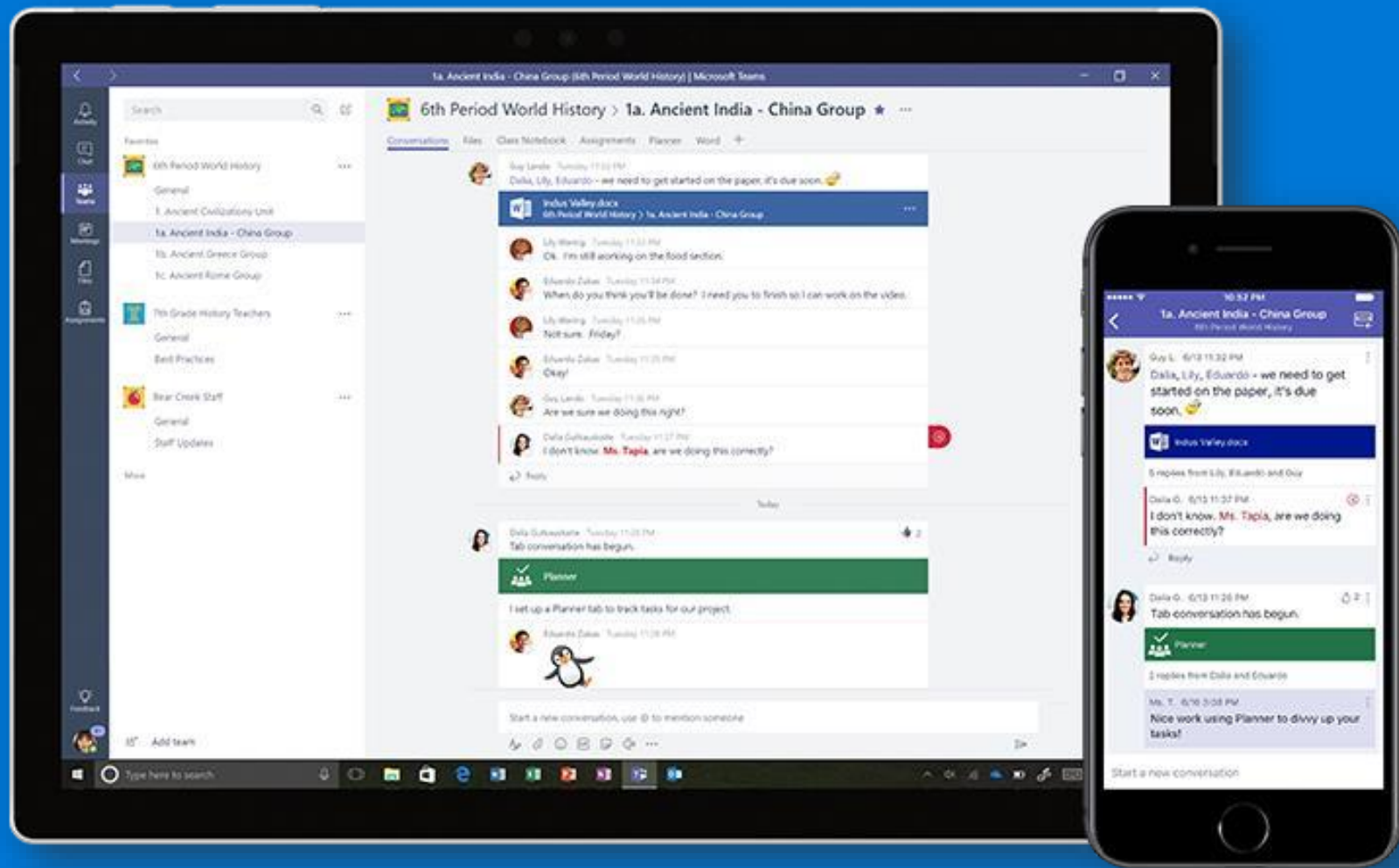
Create some so you can notify a group of people all at once by @mentioning a tag.

Create tag

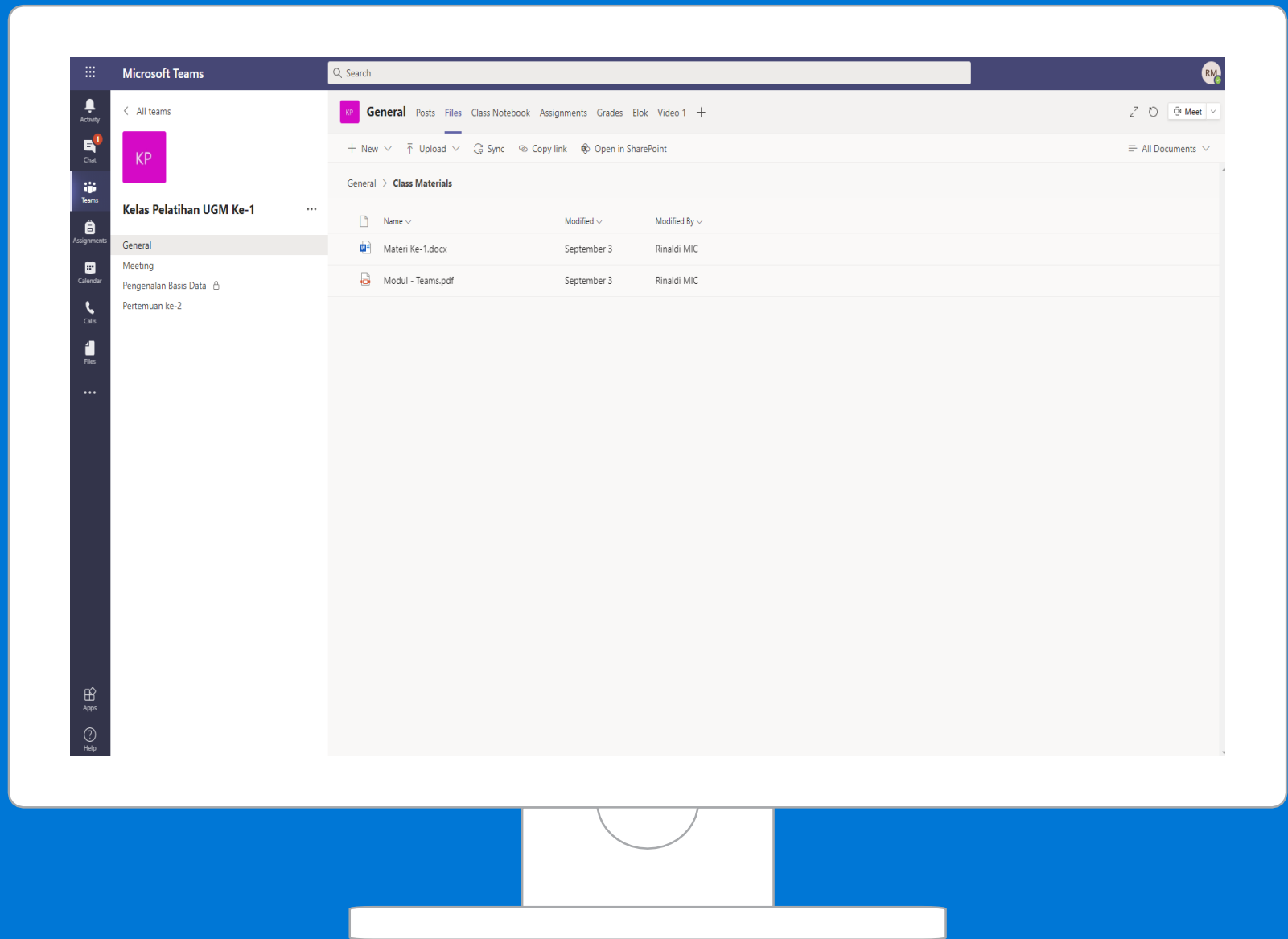
Practice

Create and Manage Virtual Classroom

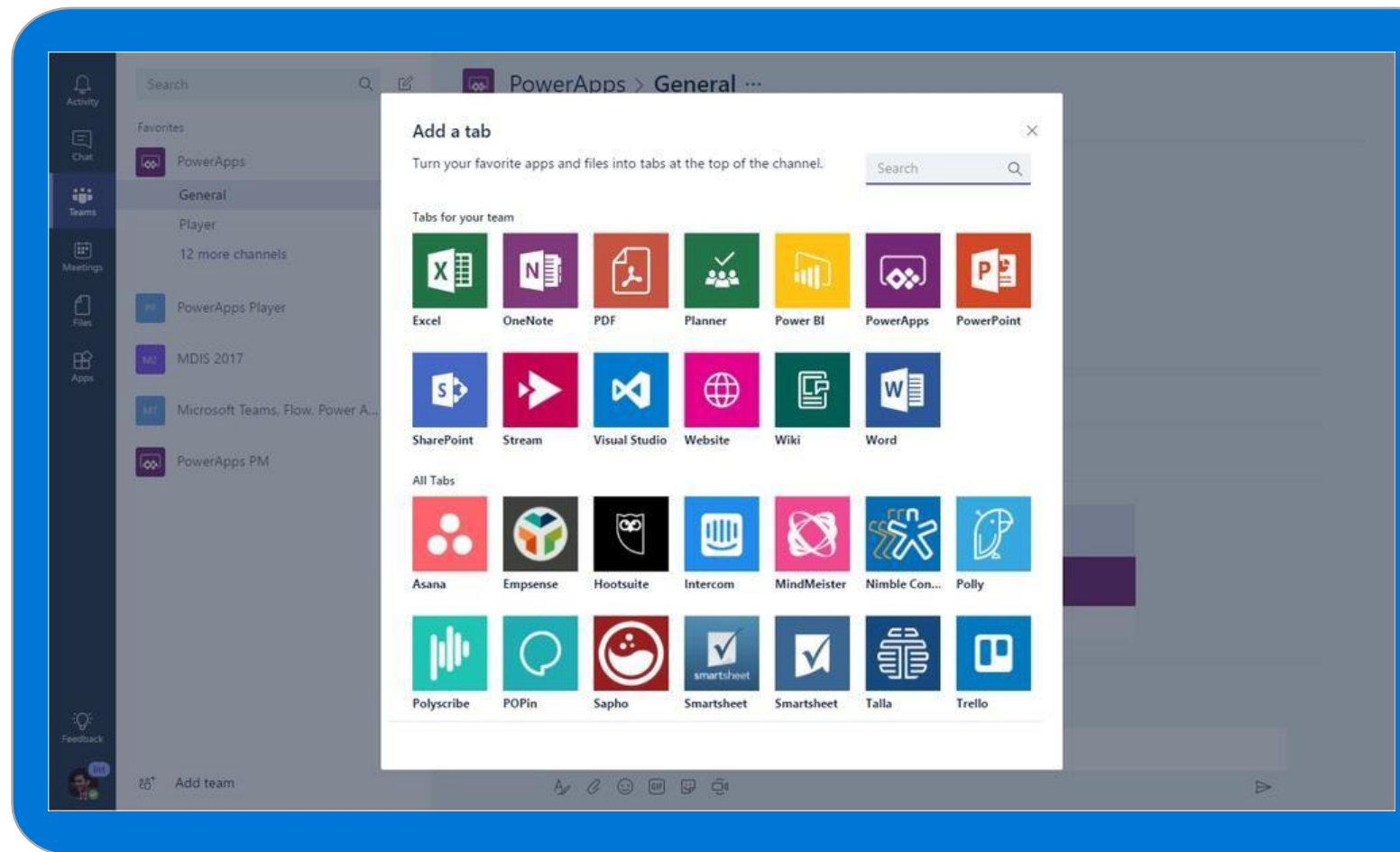
Building Asynchronous in Virtual Classroom

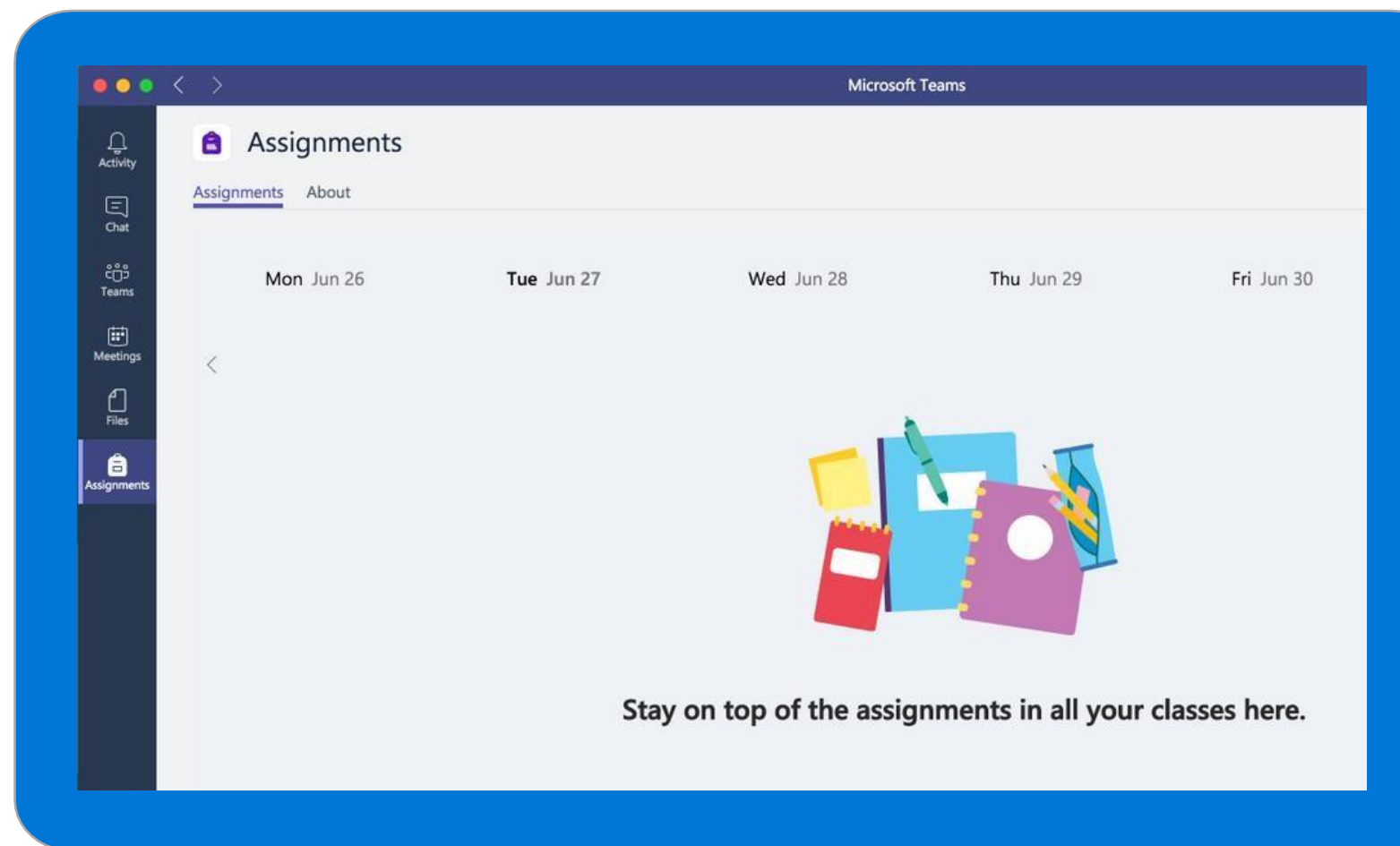


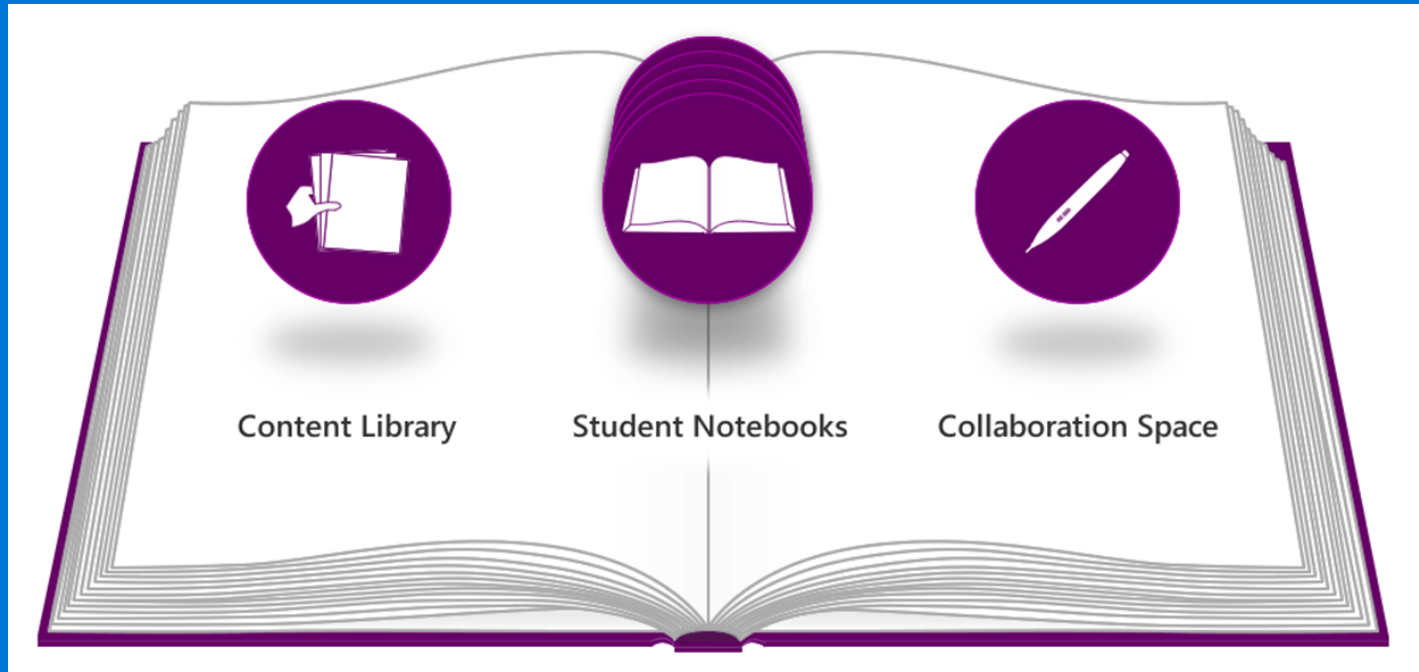
Online Chat



Class Material



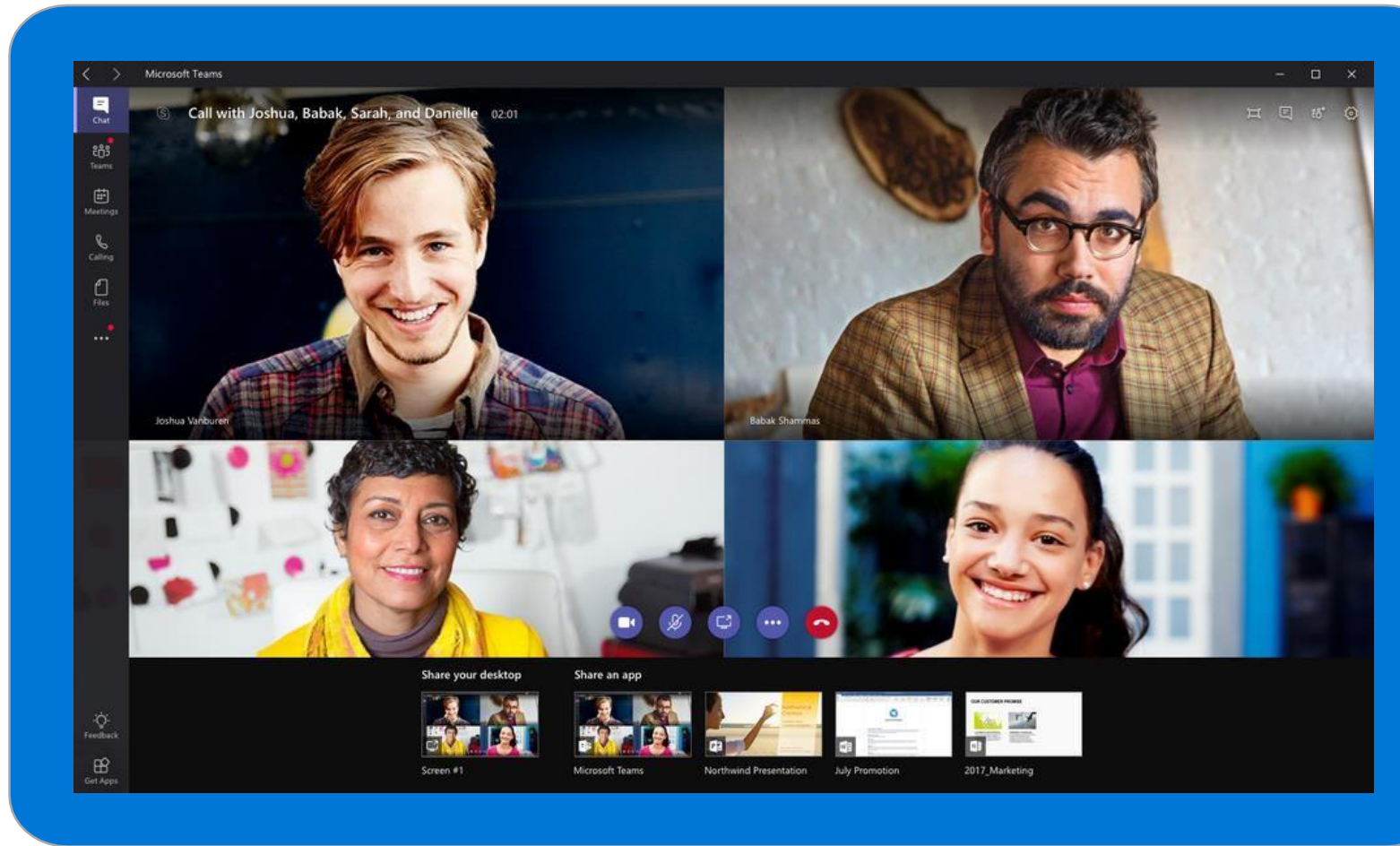


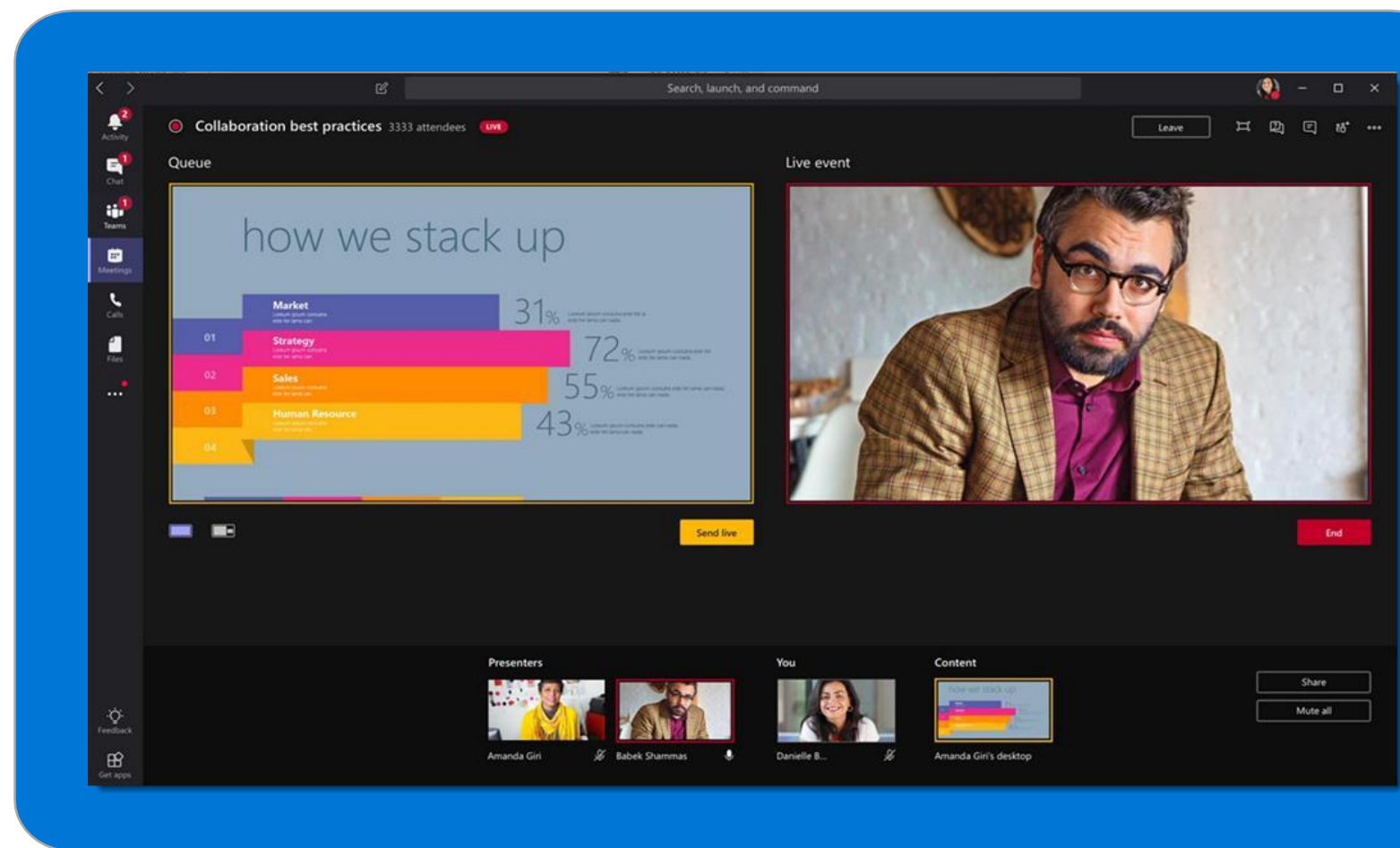


Practice

Apply Asynchronous Learning in Teams

Building Synchronous in Virtual Classroom





Synchronous and Asynchronous Comparison

Synchronous	Asynchronous
Menghindari perasaan terisolasi	Lebih fokus terhadap materi belajar karena mengerjakan sendiri
Komunikasi langsung	Komunikasi tidak langsung
Tidak fleksibel dalam waktu	Waktu yang fleksibel
Tepat waktu	Belajar kapan saja
Sangat tidak cocok digunakan bagi orang yang sibuk	Cocok digunakan bagi mereka yang sibuk

Practice

Apply Synchronous Learning in Teams

Managing Documents in The Virtual Classroom

Upload and New

Upload and download the documents according to class needed. Managing your file and folder, to make it easy for you to search the file.



Folder



Word document



Excel workbook



PowerPoint presentation



OneNote notebook



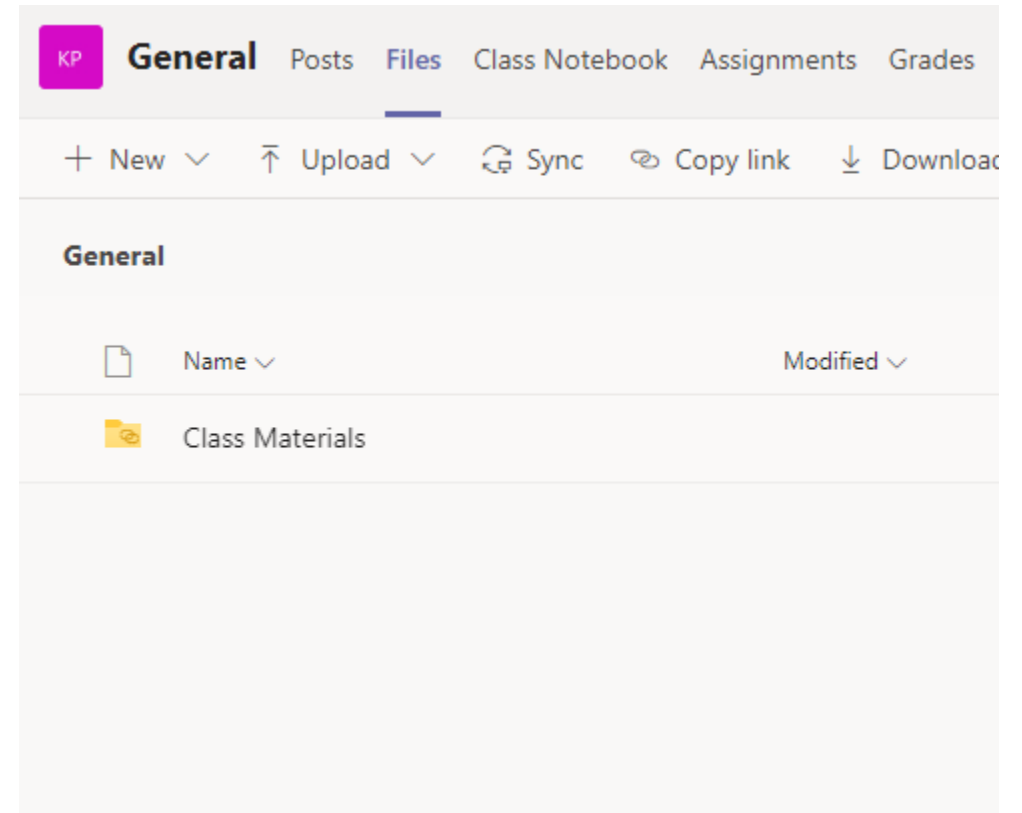
Forms Files

Folder

Class Materials

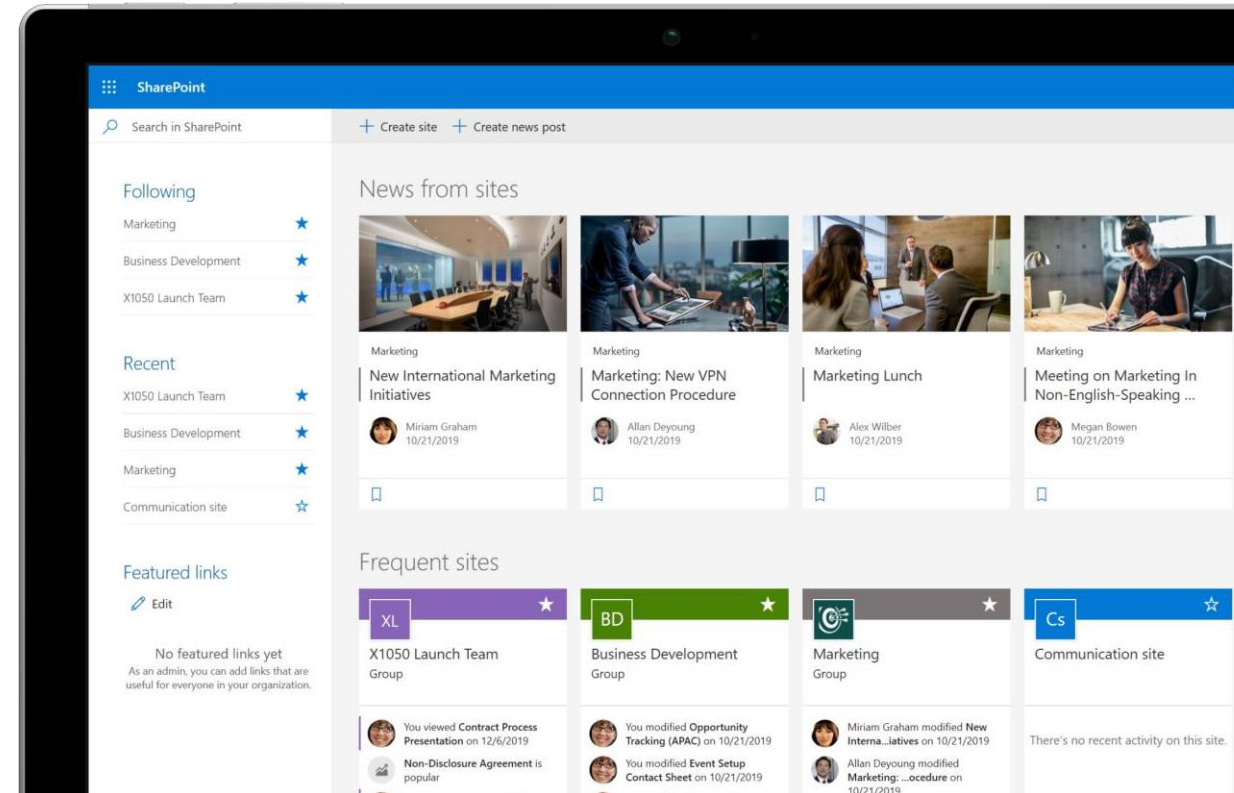
The class materials will ease you to manage class materials. You can upload, edit, and erase the learning materials that class needed.

But students can read and download the learning material only.



Open in SharePoint

You can use the storage until 1 TB in your virtual classroom. You can collaborate to manage file with students.



Add Cloud Storage

Do you have another cloud storage? Connect your important files to Microsoft Teams. Upload the File from the other cloud storage easily.

Add cloud storage ×

Choose the cloud storage provider you'd like to use in Teams.



Dropbox

Dropbox simplifies the way teams work together with secure, easy-to-use collaboration tools and the fastest, most-reliable file sync platform.



Box

Box is a secure content management and collaboration platform helping teams and organizations easily share, manage, and collaborate on their most important information.



ShareFile

Citrix ShareFile helps people exchange files easily, securely, and professionally.

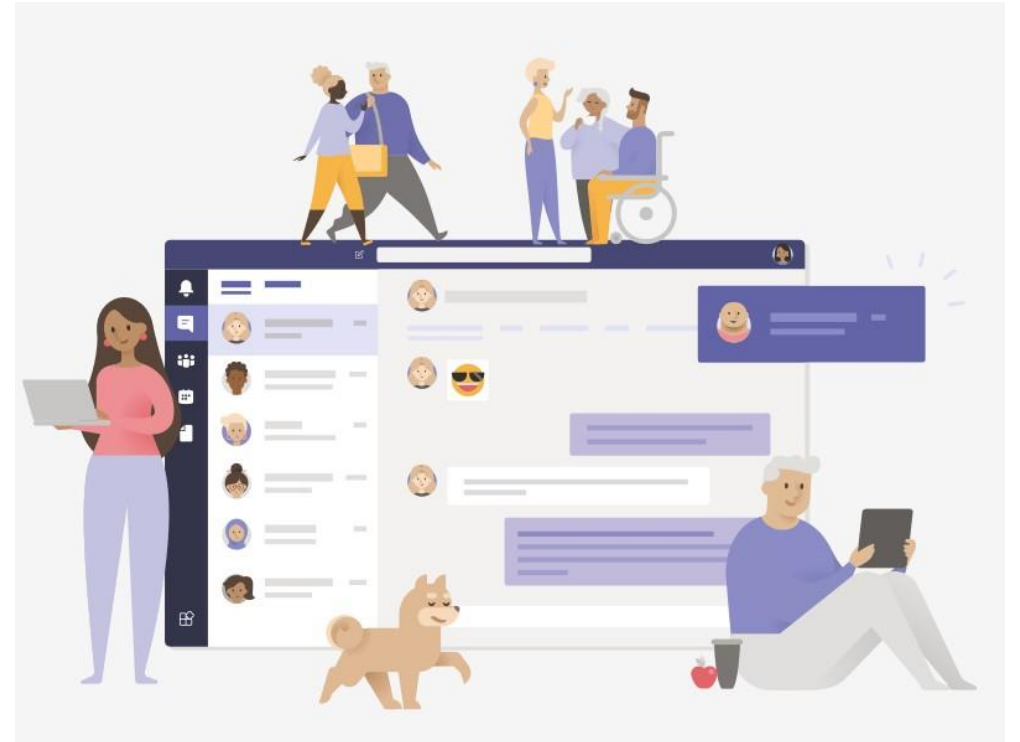


Google Drive

Get access to files anywhere through secure cloud storage and file backup for your photos, videos, files and more with Google Drive.

Sync File

Do the file sync between your virtual classrom with the storage on PC. So you can access the learning file without login to virtual classroom before.



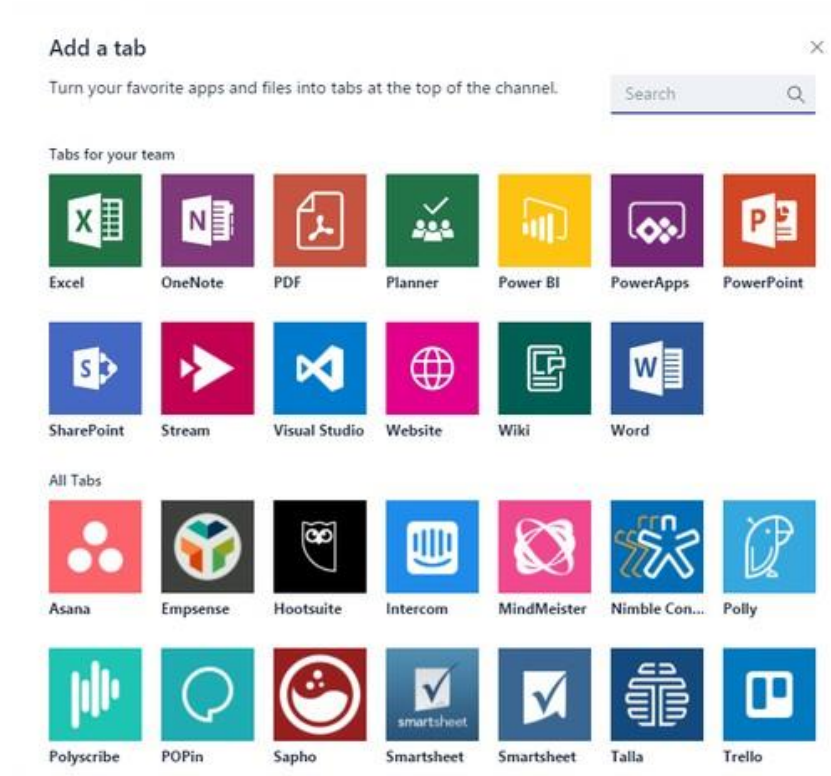
Practice

Managing Files in Virtual Classroom

Integrating Teams with Other Apps

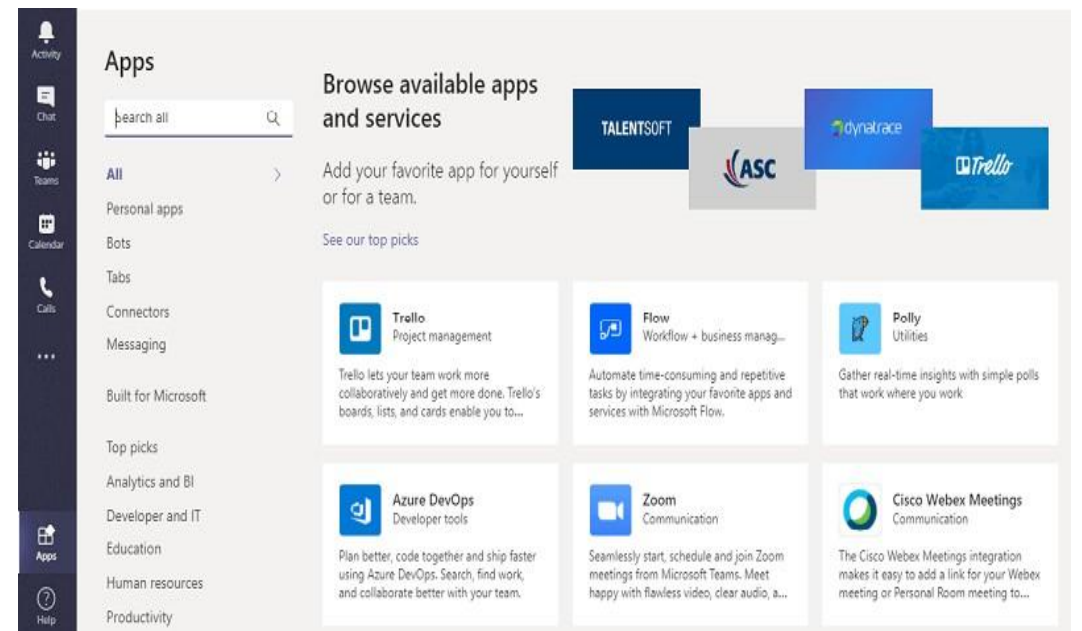
Add Tab

By using the Add Tab, Microsoft Teams will act as a hub/connector between your virtual classroom with third-party apps. Like Streams, Youtube, Website, Polly, and many others.



More App

You can add other apps which support your virtual classroom if you can't find it in Add Tab. So the educators can adjust as what they need.



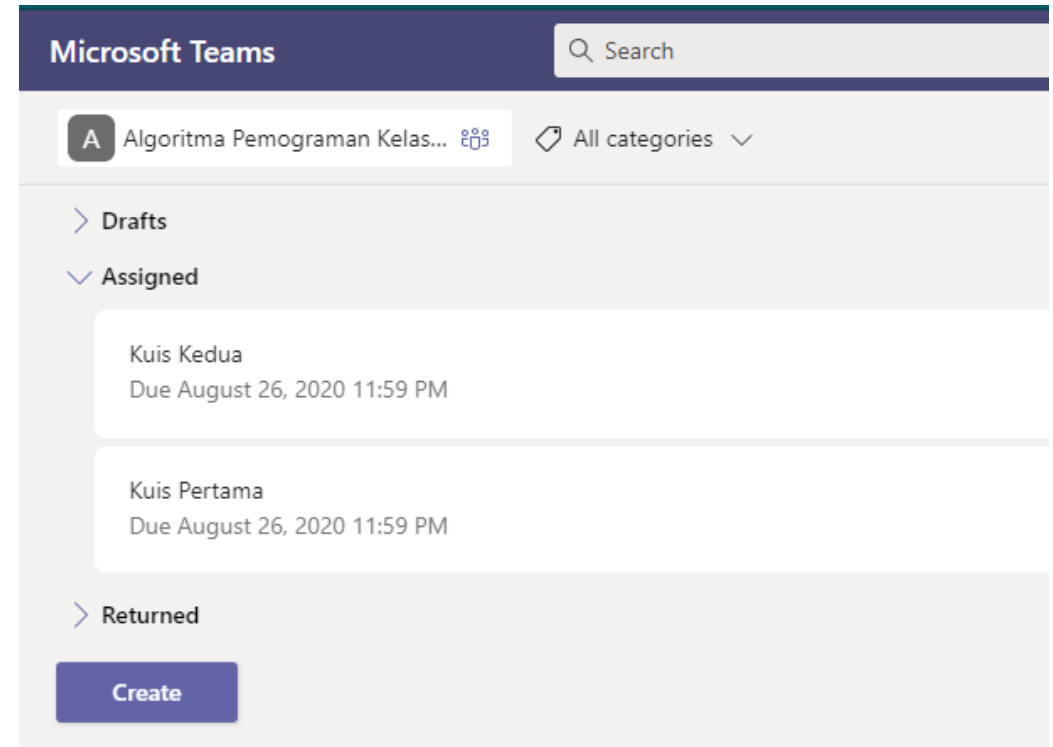
Practice

Integration between virtual classroom by
other support apps

Distributing Assignment in Teams

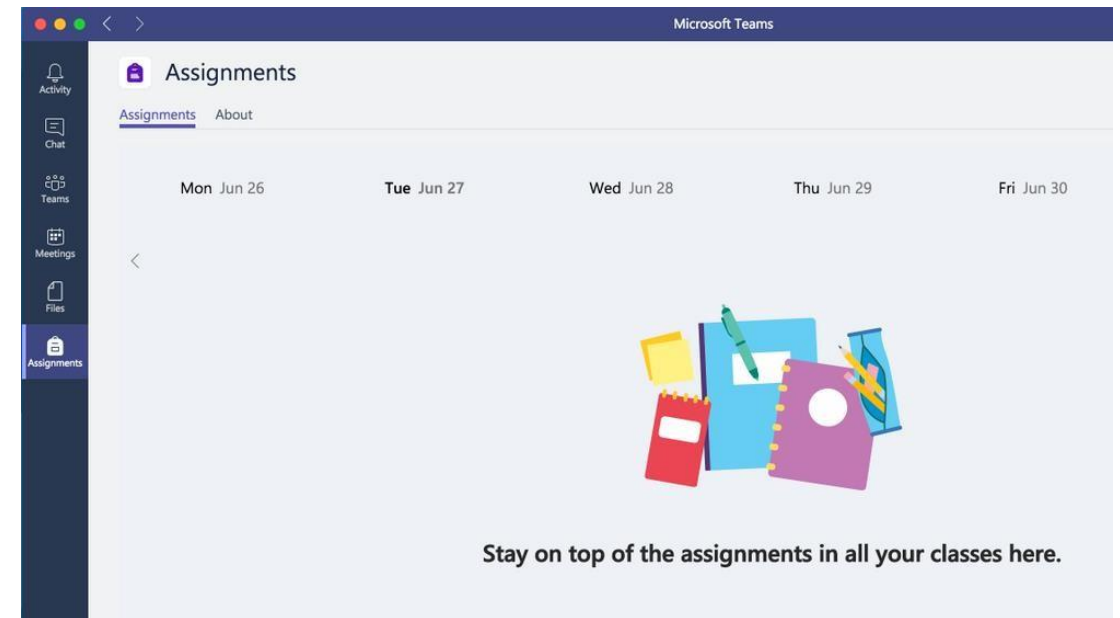
Category

Category will make it easier for educators to collect some *assignments*. So when educators are looking for assignments, it will be easier to find.



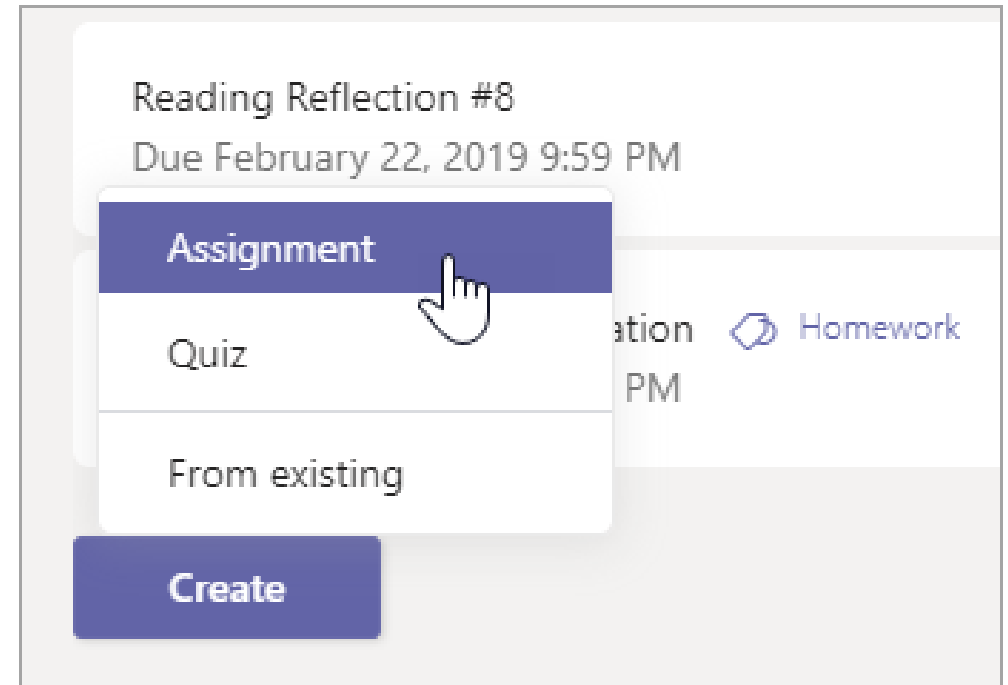
Type of Assignment

Assigggments will make it easier for educators to see the extent to which students could understand the learning that has been given. There are 3 type of assignments, which is Assignments, Quiz, and From Existing.



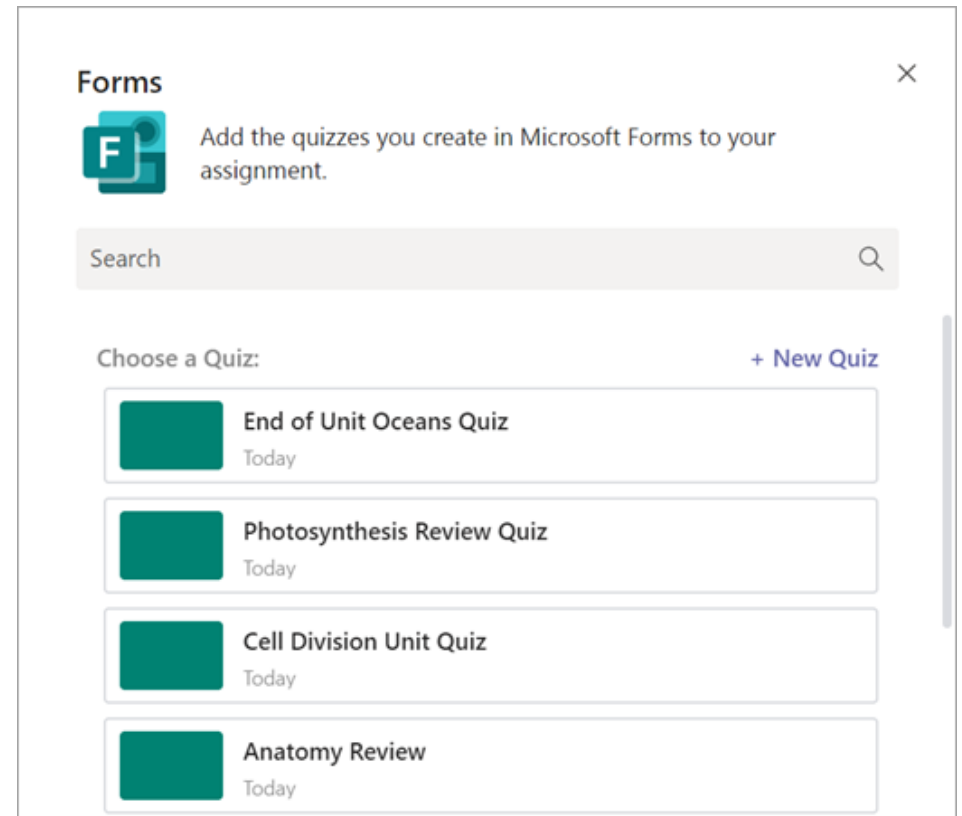
Assignment

The educators can arrange some explanation tasks / essay with assignment. Even students can provide assignment rubrics to help them in doing assignments.



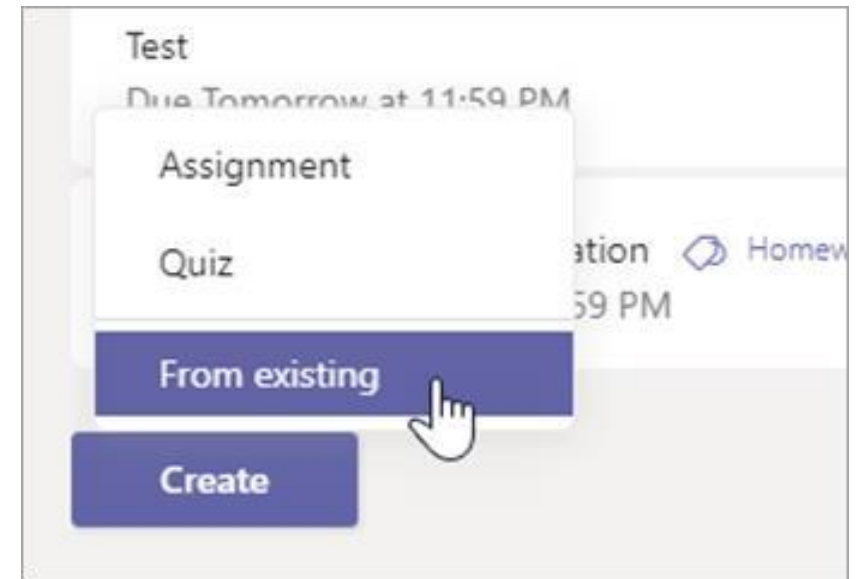
Quiz

Create an *optional assignment* easily in your virtual classroom. Set the time, theme, and also the type of question used.



From Existing

Use the assignment template that has been made before. This will speed up the time for educators to create a new assignment.



Save and Assign

Educators can choose two schemes for the assignment that has been made. Use Save to save previous assignment, without distributing them to students, and use Assign to distribute assignment directly to students.

New assignment

Saved: Jun 1, 1:49 PM

Discard

Save

Assign

Title (required)

Reading Journal

Add category

Instructions

Enter instructions

Add resources

Points

No points

Add rubric

Assign to

Ecology 9A

All students

Don't assign to students added to this class in the future. Edit

Date due

Tue, Jun 2, 2020

Time due

11:59 PM

Assignment will post immediately with late turn-ins allowed. Edit

Practice

Create assignment in virtual classroom

Reviewing Assignment

Feedback

Educators can view student status in assignments. Have the students done the work, or just seen the assignment. They can also provide some feedback for students assignment. The feedback, will help students understand their mistakes, so they can correct them.

Kuis ke-2
Due September 5, 2020 11:59 PM

Kuis ke-2
Due September 5, 2020 11:59 PM

To return (23)

Returned (1)

Search s

<input checked="" type="checkbox"/>	Name ▾	Status ▾	Feedback
<input checked="" type="checkbox"/>	<div>D</div> desi.isnani	Returned	<div>Silahkan cek bagian rumusan masalah, terdapat kesalahan dalam penulisan.</div>

☐

F

 fadli

Not turned in

Score

Automatically, Teams will show students score after they finished the assignments from educators.

To return (22)		Returned (0)		Search students	
<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 20	
<input type="checkbox"/>	AA Agung, Alexander	✓ Turned in		0	
<input type="checkbox"/>	DA Ardianto, Dwi Supto	🕒 Turned in 3 days late		20	
<input type="checkbox"/>	A arifdp	✓ Turned in		20	
<input type="checkbox"/>	D desi.isnani	👁 Viewed		--	
<input type="checkbox"/>	D dwi.indriyati	✓ Turned in		20	
<input type="checkbox"/>	E ekahandoko75	✓ Turned in		20	
<input type="checkbox"/>	F fadli	🕒 Not turned in		--	
<input type="checkbox"/>	H hendy.setiawan	✓ Turned in		10	
<input type="checkbox"/>	H Heruwanto	✓ Turned in		20	

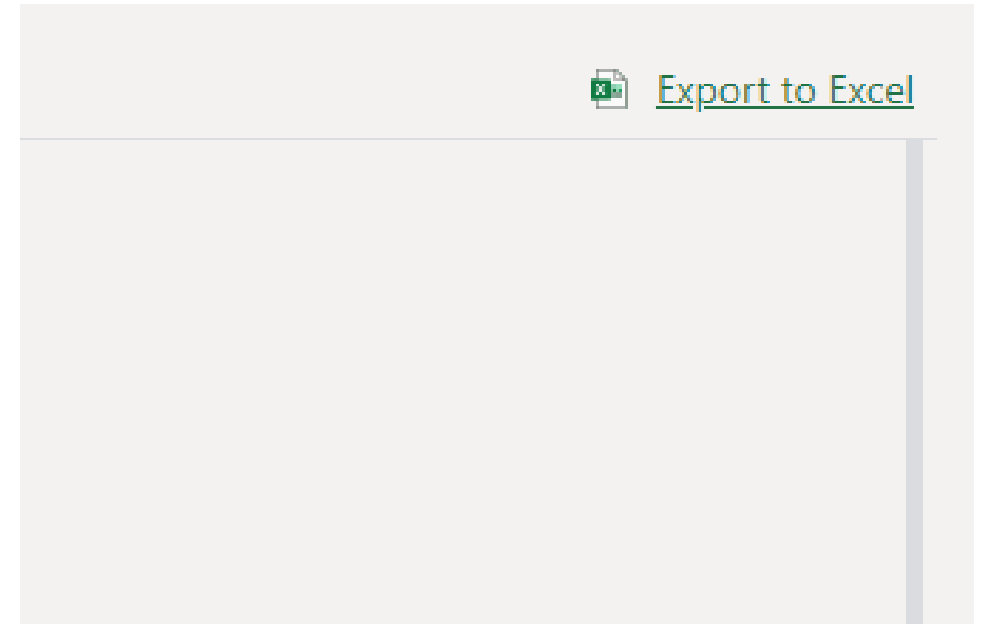
Grades

Students can see the overall score of each assignment that has been given. Grades will collect the scores depending on the name of assignment.

To return (22)		Returned (0)		Search students	
<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 20	
<input type="checkbox"/>	AA Agung, Alexander	✓ Turned in		0	
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<input type="checkbox"/>	D dwi.indriyati	✓ Turned in		20	
<input type="checkbox"/>	E ekahandoko75	✓ Turned in		20	
<input type="checkbox"/>	F fadli	🕒 Not turned in		- -	
<input type="checkbox"/>	H hendy.setiawan	✓ Turned in		10	
<input type="checkbox"/>	H Heruwanto	✓ Turned in		20	

Export to Excel

The result from each assignments that have been done by students can be exported to Excel. So educators can get data from each completed task.



Practice

Student assignment review in Teams

Learning Resources

1. [Microsoft Teams Course 1: All about Teams \(presenter-led training\)](#)
2. [Staying connected with remote learning through Microsoft Teams and Office 365](#)
3. [Microsoft Forms: Creating Authentic Assessments](#)
4. [Transform Learning with Microsoft Teams](#)
5. [Crafting a collaborative learning environment with Class Teams](#)

Thank You

