# Teams Online Class vs f2f Class

<table>
<thead>
<tr>
<th>To approximate when ↓ happens in a F2f class ...</th>
<th>use ↓ in your online Teams class</th>
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</thead>
</table>
| When a lecturer /tutor holds the attention of the whole class to:  
  - Welcome the class  
  - Demonstrate a process, skill or technique  
  - Give activity instructions  
  - Facilitate whole class discussion when students report back on the outcomes of their small group activities  
  - Provide answers with reasoning /working out to worksheets /textbook questions | The lecturer /tutor will use “meet now” (face-time chat) in the general workstream |

| When your students work in small groups on an activity to:  
  - Solve set problems  
  - Create, plan or design *something*  
  - Complete a worksheet  
  - Discuss a concept | The students will use the tools in the work area of their allocated group |
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<tbody>
<tr>
<td>= The lecturer /tutor can monitor and interact with students in their small group workstreams, just as they would walk around a class and engage with small group’s as they work on their activities</td>
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## What tools Teams has to facilitate class management, collaboration and higher-order thinking tasks:

<table>
<thead>
<tr>
<th>Teams tool</th>
<th>Facilitators use in the General workstream to ...</th>
<th>Students use in their group’s workstream to ...</th>
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</table>
| “meet now” | Welcome the class  
  Demonstrate a process, skill or technique  
  Give activity instructions  
  Facilitate whole class discussion when students report back on the outcomes of their small group activities  
  Provide answers with reasoning /working out to worksheets /textbook questions | Discuss and complete activities Work collaboratively on set tasks /discussion questions  
 NB: Recommend to use if data and bandwidth permit. Audio only is fine. |
| Video conferencing (realtime, face-time video)  
 NB: video can be turned off for audio only and lower bandwidth | |
| Post | Give simple instructions /tips | Discuss and complete activities Work collaboratively on set tasks /discussion questions  
 NB: Recommend to use if data and bandwidth are limited /not available. |
<table>
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<tr>
<th><strong>@Team</strong> Text entered in a post</th>
<th>Call students back from their small group discussions</th>
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<tbody>
<tr>
<td><strong>“post in multiple channels”</strong> Option that can be selected to share a post</td>
<td>“Push out” a question to small groups without needing to call them back to the general workstream</td>
</tr>
<tr>
<td><strong>@Person</strong> Text entered in a post</td>
<td>• Get facilitator’s attention to ask a question or have their work check when working in a small group workstream (like raising a hand in class)</td>
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</table>
| **Files** | • Give students access to the group allocation document  
Give students access to worksheets or other resources that will be used in the online lesson  
Co-author documents in response to set tasks |