MS Teams Online Tutorial Facilitation Cheat Sheet

NOTE: Feel free to copy the bold text directly into your Team. Text that is not bold contains tips and instructions. Navigate through this document easily by opening the view tab and selecting navigation, then use the titles on the right to jump through the document.

First class

1. Post a welcome message

Welcome

Welcome to the online class for week X, topic X, and congratulations on being able to make your way here. As this is our first online class using MS Teams, when you arrive for our first class, please do the following:

1. Go to files at the top of this page, open the document called small group allocation and see what group number you have been allocated to.

2. Then, click in the reply bar under this post to write a message that says "hi" and tells us what group you’re in.

This allows me to see who is in attendance, and lets me know that you’ve been able to navigate to the files and that you know what group you’ll be working with.

Feel free to ask a question if you’d like help with these two steps. We’re all new to this and learning together, so don’t worry if you need some help figuring things out.

NOTE: when writing your post, give it a heading and formatting by clicking on the A icon under the text entry bar

2. When most students have arrived, post the “meet now” etiquette message

Face-time with the facilitator protocols

@Team Great to see so many of you have made it. I’d like to start the class in the next 2 or so minutes, so please click “join” on video conference box that will appear soon. When you join,

- please mute your microphone and you can turn off your video.
- If you want to ask a question, please click on the show conversation icon in the options bar on the video conference screen, and start your question using the @mention [my name] so I’m alerted that you have asked it (@mention is like raising your hand to get my attention in regular class)

3. After 2mins, start the “meet now” session

Click the video camera icon under the text entry bar in posts to open the “meet now” session. When it is open add a subject by clicking on the “Want to add a subject?” at the top of the window and then click meet now. Once you have started the meeting, you can manage the video settings (e.g. blur background, stop incoming video, hide participants).

4. Give students a video tour of the online tutorial workspace

Do this by,

a. sharing your screen: click the square with arrow icon and select the “window: Microsoft Teams” option
b. explain that you will use the general workstream to give activity instructions, etc. to the whole class and you will use the files area to share files that students will need. Go to these work areas on your screen as you talk about them.
c. explain that you will ask students to do small group activities in group workstream areas. Let them know that each group workstream area has its own:
   - posts, face-time for conversation
   - files for sharing and co-authoring documents

d. When they have a conversation, etc. in their group’s workstream, only the people currently working in that group—in other words, not everyone in the class—can see / hear what’s going on. Tell them that you can enter and interact with their group workstream at any time.

e. When you are in a group’s workstream, hover over the video camera icon and tell them this is what they need to press to start a face-time conversation in their group’s workstream.

f. While in a group’s workstream, go to files and show students that they can create and upload documents for their group using the menu items at the top of the page.

g. If you want to give students worksheets that they can collaboratively fill-in, then show them how to do this. Go to the files area of the general workstream, click on the 3 dots next to the document title and select “copy”, click the up arrow, click their group’s folder.

5. Set students a small group task that allows them to practice working together in their group’s channel. Give them the instructions in the “meet now” session

Activity idea: Small groups create a Team Collaboration Contract. This activity will allow students to practice using the conversation tools in their group’s workstream, copy a file into their group’s workstream and co-author a document. It will also support students to develop virtual collaboration skills.

Ask students to copy the Team Collaboration Contract document from the General workstream files to their group’s workstream, and then complete it. Before the students copy it, they should have a brief chat in their group’s workstream to decide who will copy it. Give them a strict time limit to complete the task (e.g. 5 minutes). When they are finished ask them to react to a post you will write in the General workstream that says something like “Team Collaboration Contract – Finished!”.

Click the end call icon when you have finished giving instructions. Move between group workstream’s and let them know you’ve been there by reacting to a post with a thumbs up.

After 5 minutes, use the @Team function to call students back to the General workstream.

6. Start another “meet now” session to start the part of the lesson that is about the week’s topic

Click the video camera icon under the text entry bar in posts to open the “meet now” session and start your lesson for the week’s topic. When “meet now” is open, add a subject by clicking on the “Want to add a subject?” (e.g. Activity 1 instructions) at the top of the window and then click meet now. Remember, once you have started the meeting, you can manage the video settings (e.g. blur background, stop incoming video, hide participants).

You should share your screen clicking the square with arrow icon and selecting your lesson’s Powerpoint. If you don’t want students to be able to click forward through the slides, then click the eye icon.

NOTE: As you would in f2f class:
   - give a class overview explaining what you’re doing and why you are doing it (how are the activities relevant to the topic, up-coming assessments, the unit’s learning outcomes)
   - explain the first activity including details like:
      - what do they need to discuss /do with their groups,
      - the expected outcome of their work,
      - a break down of the steps they need to do to complete the task,
      - what pages of the textbook should they consult,
      - what questions should they consider, etc.
      - will they need to complete a worksheet that has been uploaded into files?,
      - how long they have to do the task
   - remind them they can do facetime with their group’s in their channel, or they can choose to use the chat discussion or make a collaborative document. Direct students to complete the task in their small group in their allocated channel. Remind students you will pop into the various channels to keep an eye on what they are doing, and that they can get your attention by typing @yourname in their group’s channel (warn that just like in a f2f class you might not be able to get to all of them if there are heaps of questions)
7. Monitor and interact with students in their group workstreams
Do this by “entering” each of the group’s workspaces and joining a “meet now” session, or contributing /reacting to posts, adding comments to documents in files.

NOTE: If you want to give an additional instruction or clarification, you can do this from a General workstream post by using the “post in multiple channels” feature. In a post, click the A under the text entry bar, select “post in multiple channels”, navigate to the appropriate Team from the menu and select all the group’s workstreams.

8. 5 minutes before the end of the activity time, warn students using the @Team function in a post in the General workstream

9. After the activity length time has passed, call the students back to the General workstream using the @Team function in a post in the General workstream and start a “meet now”

Remember to add a subject to the “meet now” session by clicking on the “Want to add a subject?” (e.g. Activity 1 reporting back) at the top of the window and then click meet now.

Depending on the activity students did, you can either share the answers using the sharescreen function, or provide a summary of all the good things /things that need more careful thinking that you observed as you navigated between the group’s, or ask a representative from each group to share their screen and talk the class through their group’s thinking.

10. Repeat steps 6 – 9 for all of the planned activities for the class.

11. At the end of the class, remember to thank them for their participation and joining you in this novel learning experience

You can either do this in a “meet now” session or in a post. Remind students to check the announcements in Blackboard to see where the class will take place next week (on-campus or in Teams), and tell them to post any questions about the unit assessment to the Blackboard discussion board (not in Teams – it’s only for the class activities).

Subsequent classes

1. Post a welcome message
Ask students to react to the message as a way to allow you to check off attendance.

NOTE: keep the group allocation the same as the previous class.

2. Implement steps 6 – 10 as many time’s as is necessary to get through the activities for this week’s topic

3. Thank students and remind them to check Blackboard for updates