

Teaching Remotely with Office 365

Course Overview – 1-day course

Introduction & Overview of Teaching Remotely with Microsoft Office 365

This course is designed for Teachers who need to deliver remote learning using Microsoft Office 365. The more the educator understands the applications and features available, the more flexible and confident they will be in delivering remote learning. This directly and positively impacts learning outcomes.

The common Office 365 collaborative features used in business and education will be the starting point of this course, with the most useful features specific to the school and education section to provide teachers and schools with the confidence to deliver the best learning experience remotely.

These skills can also be applied to enhance the standard face-to-face learning environment in the future.

About Office 365

- Course Objectives
- How the course is organised
- What is Office 365
- Suite of apps
- Office 365 in Education

Detailed Content

TEAMS

Access Microsoft Teams
Access web version
Download Desktop Version
Mobile Version

Create a Team

Types of teams
Which team type in Education
Add Team Members
Add Team Owners
Create Channels
Add a Website Tab

Conversations

Private chat v group chat
Channel Conversations
Mention a team
Mention a person
Mention a channel
Like a message
Save a message
View saved messages
Mark message as unread

Private Chat

One-on-one chat
Group private chat

Activities Feed

Review activities in Teams
Filter feed
My Activity Feed
Follow a channel
Favourite a channel

File Management

Understanding file storage
Team files
Create a file
Upload files
Find files
Chat about files
Editing files
Make the file a tab
Private chat files
Additional cloud storage
Quick access to recent files

Calendar Management

Create a meeting
Managed Scheduled events

Calls

Video calls
Audio calls
Conference calls
Share Desktop
Recording Calls

Search

Search Teams
Search commands
Integrate apps
Personal view
Integration types
Channel tabs

Teaching Remotely with Office 365

Managing a Team

- Manage a team
- Managing Team Members
- Pending requests to join a team
- Types of Team Members
- Team Owners
- Team Members
- Guests in Teams
- Limitations for Guests
- Restricting Guests via Administration
- Settings for a Team
- Team picture
- Uploading a Team Picture
- Member permissions
- Default permissions
- Guest permissions
- @mention settings
- Turn off @mentions
- Fun stuff
- Emojis
- Stickers
- Animated GIFs
- How a Team code works
- Reset a code
- Remove a code
- Using a Team Code
- Archive your team
- Read only archived team
- Restore an archived team

Working with Teams

- Get a link to a team
- Launch teams app or browser
- Get a link to a channel
- Links for non-team members
- Email to the channel
- Send a message via Email
- Reply within Teams to a message generated via Email
- Remove a channel's Email address
- Keyboard shortcuts
- Status in Teams
- Modify your Status
- Reset the Status
- Personal settings
- Priority people when Do Not Disturb is set

Teams Apps

- Apps in Microsoft Teams
- Tab Apps
- Personal, Chat and Channel Tab Apps
- View a personal Tab
- Wiki untangled
- Wiki in a channel
- Personal Wiki
- Wiki elsewhere in O365
- Bot Apps
- Bot App as a Personal App
- Access the Who Bot
- Bot App as a Chat
- Access Who from a Chat
- Bot App in a Team Channel
- Using the MS Forms Channel Bot
- Creating a quick poll with the Forms Bot
- Connector Apps
- Adding a Connector App
- Connecting to a 3rd party app
- Actions in Connectors
- Modifying a Connector
- Specifying different conditions for the Connector
- Remove a Connector
- Messaging Apps
- Adding a Messaging App
- Removing an App from a Team
- Collaborating with the Wiki App
- Using @mentions in Wiki
- View Conversation and Activity of the @mention
- Collaborating with Files
- Conversation on a File
- Collaborating with Office documents
- Comments in an Office Doc
- Conversations in an Office Doc
- Chat in an Office Doc

Teams & O365 Groups

- Create a Group
- Create a Team for an existing group
- Group conversation vs conversation in Teams

- Group Calendar
- Group Notebook (OneNote)
- Group Planner
- Group Site
- Delete a Group

Office Online and OneDrive

- What is Office Online
- What is OneDrive
- Accessing Office Online
- Word Online
- Creating a New Word Doc
- Using OneDrive to manage files
- Editing a document
- Sharing a document
- Co-authoring a document
- Delete files and folders

OneNote Online

- What is OneNote?
- Accessing OneNote Online

Creating and using OneNote

- The OneNote Online Interface
- Sections & Pages
- Working with text
- Images in OneNote
- Drawing in OneNote
- Delete OneNote file

OneNote for Staff

- What is OneNote Staff Notebook
- Setting up a OneNote Staff Notebook
- Using OneNote for staff purposes

OneNote in the Classroom

- What is OneNote Class Notebook
- Planning in OneNote
- Distributing Lessons
- Reviewing Lessons

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Whiteboard

- What is Microsoft Whiteboard?
- Accessing Whiteboard
- Collaborating on Whiteboard
- Accessing stored whiteboards and expanding upon them
- Working with the canvas
- Using a pen
- Adding Objects
- Working with Objects
- Using the ruler
- Using Templates
- Using Whiteboard in Teams or the App

- Allocate scores to the questions
- Move or Delete a Form
- The Forms Recycle Bin
- Form Branching
- Forms in other Office applications

Forms

- Introduction to Forms
- The Forms landing page
- Create a Form
- The Office and Forms portals
- Create a Form in Teams
- Edit a Form in Teams
- Create a title, add an image and change the Theme of the Form in Teams
- Adding Questions to the Form
- Question types
- Toggle mandatory questions
- Edit a Form on the web
- Change the order of questions

Forms Settings

- Open the Form to all users
- Set an end date on the Form
- Add a Thank You message to the Form
- Share the Form
- Web Links, QR codes, and other sharing options
- Verify the Form is accessible to all users
- Access the Form in Teams
- Rename the Forms tab
- Form Results tab
- Extended Exercise – Quiz Form
- Create a Quiz in Forms
- Add quiz questions