

Getting started with Microsoft Teams

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FG816

The Hong Kong Polytechnic University



Outline

- ▶ Introduction
- ▶ Microsoft Teams vs. Other Team Collaboration Tools
- ▶ Why Microsoft Teams?
- ▶ Review of interface and features of Microsoft Teams
- ▶ Practice using the platform
- ▶ Q&A

Introduction

- ▶ Learning Management Systems (LMS) & Course Management Systems (CMS)



(Coble, 2019)

Introduction

▶ Student Response & Polling Apps

Quizlet

Kahoot!

 Poll Everywhere

 socrative

 Mentimeter

Introduction

▶ Video Conferencing



Introduction

► Social Media & Messaging Apps



Today's Meet

Liste

- Have
Chris at 5:5
- Mild p
Chris at 5:5
- No bu
Chris at 5:5
- Grou
Chris at 5:5
- We'll
questi
prese
Chris at 5:5
- Please
questi
Chris at 5:5
- Welco
[today.io/b/](#)

[Blog](#) | [Abc](#)



140



[Terms](#)





YO Teach!

BY PALMS

The new alternative to Todaysmeet



Please try our new layout.

Search Room

Search 9533 Rooms:

Enter Pin

1234 - 1234

ENTER ROOM

Please use "Search" above or provide a " PIN" given by your teacher to enter your unique room.

Make Room

Title:

Desc:

Hide from Search Result:

Enable admin features:

Enable entry Password:

CREATE ROOM

<https://yoteachapp.com/>



Wikispaces
2005-2018



Team Collaboration Tools



Google Classroom



Google Calendar



Google Drive



Google Forms



Google Sheets

G Suite



Google Docs



Google Slides



Gmail



Google Hangouts



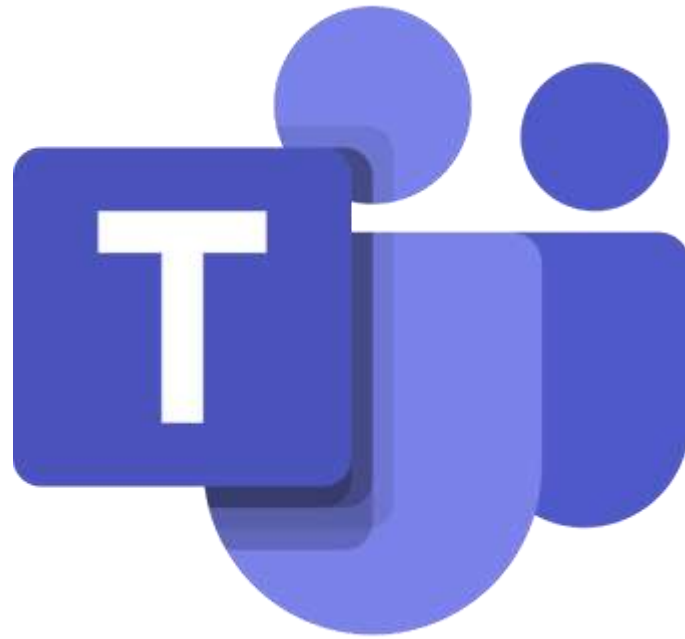
Team Collaboration Tools



Microsoft Teams
(Est. March 2017)



Office 365



Microsoft
Teams

Get started using Microsoft Teams

SIGN IN

SIGN UP FOR FREE

Microsoft Teams

Meet the hub for teamwork in Office 365.

SEE PLANS & PRICING



See how Teams delivers an intelligent workplace. WATCH MICROSOFT'S ENTERPRISE CONNECT KEYNOTE >

- Activity
- Chat
- Teams
- Assignments
- Meetings
- Files
- ...
- Apps

Your teams

- Grp_ELC_ELC2014-014S17
 - General
 - Day 1 Brainstorming
 - Paraphrasing
 - Thesis Statements
- Grp_ELC_ELC2014-014S11
 - General
 - Day 1 Brainstorming
 - Paraphrasing
 - Thesis Statements
- Grp_ELC_ELC1012 Assess...
 - General
 - Employment in Hong Kong
 - Monday Writing Share Channel
 - Summary-Paraphrase practice
 - Thesis Statements
 - Transport in Hong Kong
 - Wednesday 1230 Writing Share...
 - Wednesday 830 Writing Share ...

Grp_ELC_ELC1012 Assessment 2 Research Team > Employment in Hong Kong ...

This team has guests

Private

Conversations Files Notes +

[Redacted] 9/27/18 12:39 PM
 Hello ryan. My topic will be : Is there enough upward mobility for grassroots citizens in Hong Kong? Is it ok?
 11 replies from you and YEUNG, Ching ho michael [Student]
 Reply

[Redacted] 9/27/18 1:02 PM
 Would limiting the maximum working hours benefit HK?
 HUNTER, Ryan [ELC] 9/27/18 1:05 PM
 Can you be more specific about the type of benefits and the target of the benefits?
 Reply

[Redacted] 9/27/18 1:07 PM
 I think the essay would focus on the economical benefits of both employers and employees
 Collapse all
 [Redacted] 9/27/18 1:08 PM
 (if max. working hrs is limited).
 HUNTER, Ryan [ELC] 9/27/18 1:11 PM
 Ok. What do you think would be your stance on this topic? What economic benefits do you think would result with a cap on working hours? Do you anticipate that there would be some negative impact on the economy if working hours are limited?

Start a new conversation. Type @ to mention someone.

Why Microsoft Teams?

- ▶ linked to university account (SSO – single-sign on)
- ▶ all students easily enrolled in private courses/project groups
- ▶ supports synchronous and asynchronous communication (in class and out of class)
- ▶ supports polling, uploading of files, wiki creation, assignment submission and student/teacher feedback
- ▶ potential for additional app integration
- ▶ accessible and well-designed desktop, mobile and web-based versions

References & Readings

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