

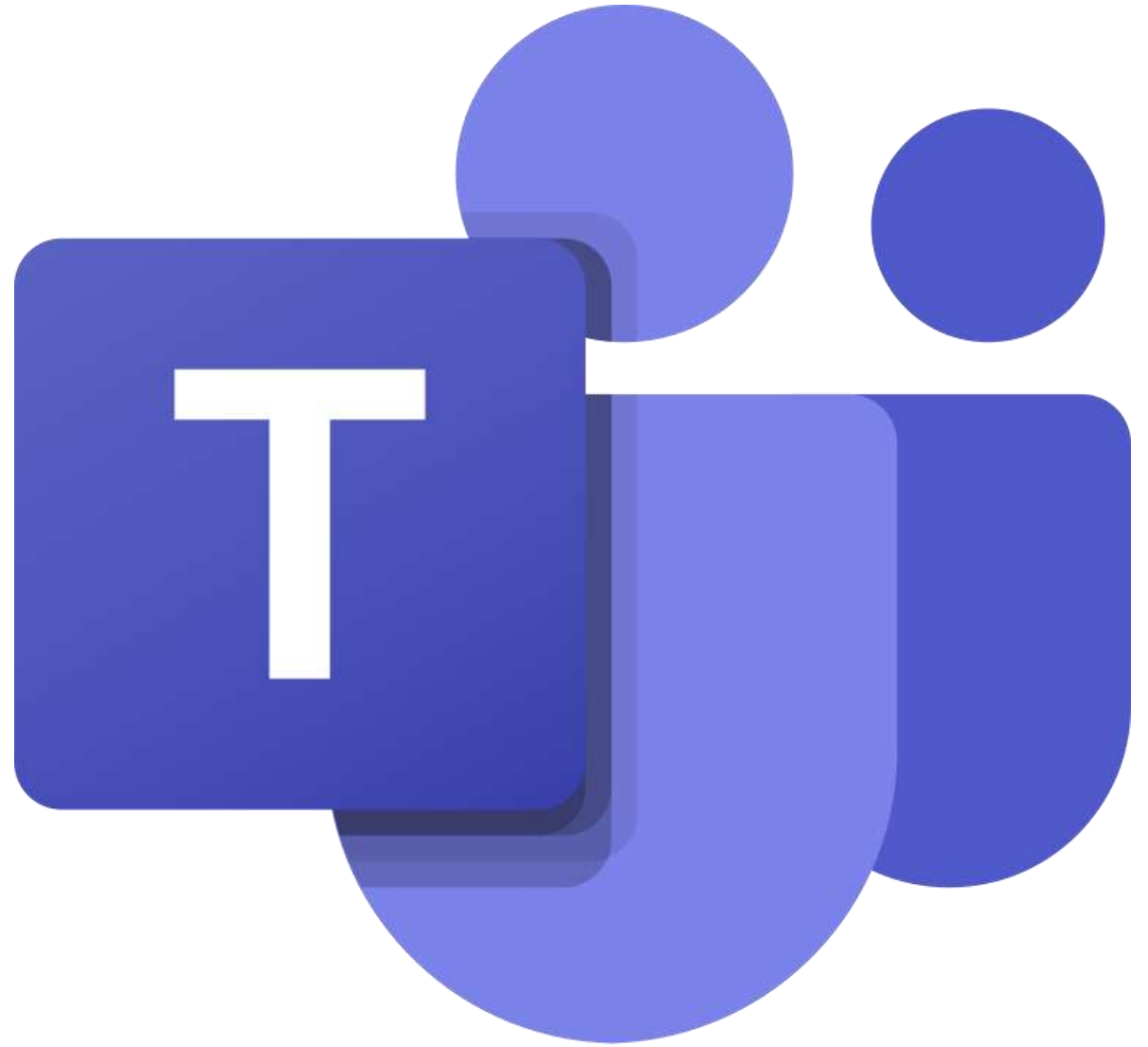
# Using MS Teams in Your Teaching

Ryan Hunter

29 August, 2024

12:30-13:30

AG311

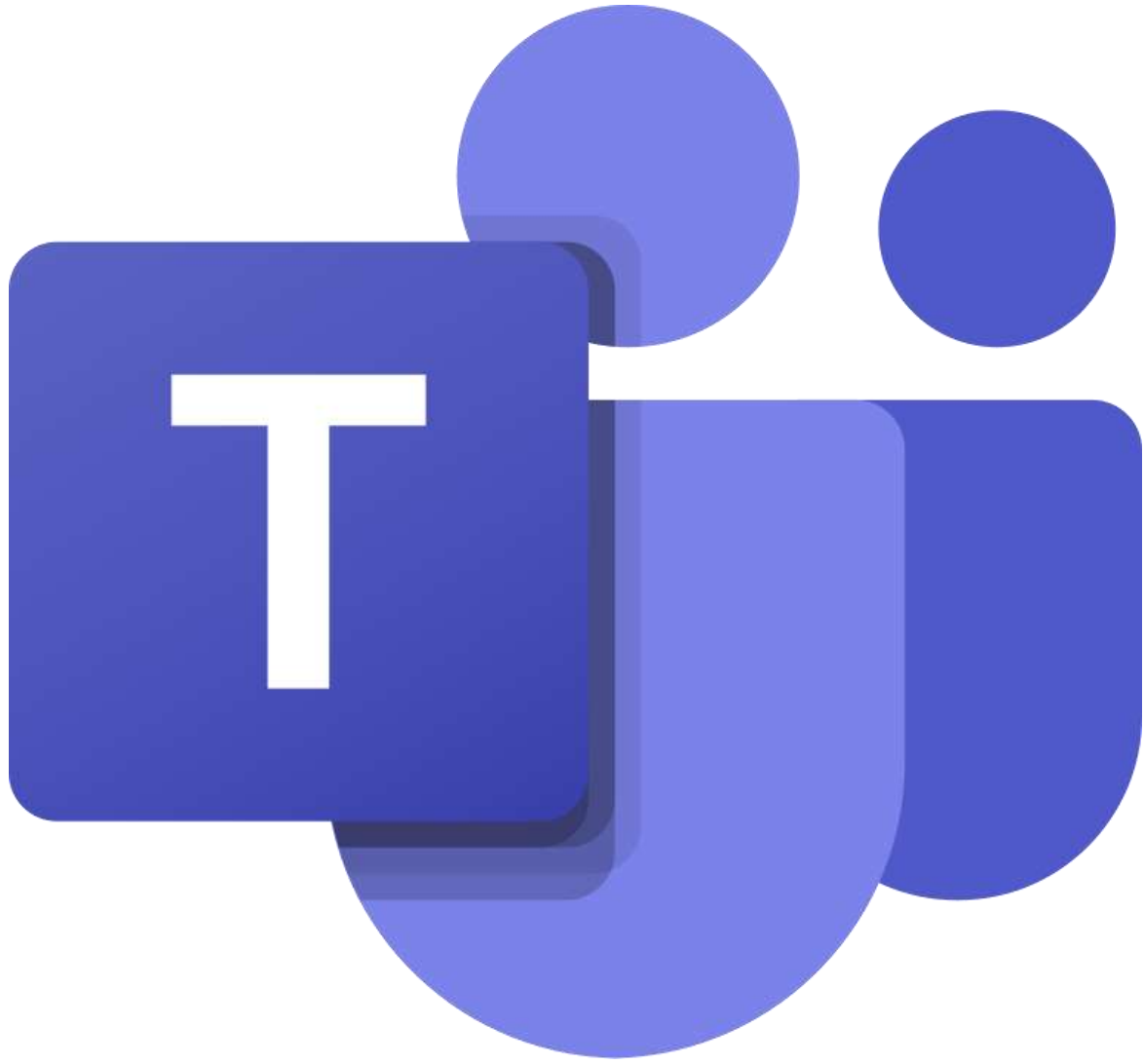


# Microsoft Team's Video Training

- <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

# Outline

- **Basics:**
  - Log-in
  - Teams Structure Overview
  - Course Activation
  - Accessing Student Information and Directly Contacting Students
  - Change Team Picture
- **Channels, Chat and Meetings**
- **Channel Content, File management, and Project management**
- **Assignments and New Features**
  - Flip Recording
  - AI Learning Accelerators (Reading, Searching, and Speaking)



# Basics



# Basics: Log-in

1. Access Microsoft Teams through Office 365 on your computer or laptop or [download it](#).
2. Sign in using your **@connect.polyu.hk** account
  - Same username as your @polyu.edu.hk account but @connect.polyu.hk
  - e.g. [raXXXX@polyu.edu.hk](#) becomes [raXXXX@connect.polyu.hk](#)
  - Same password (unless you have changed it before)
  - If you have changed your @connect.polyu.hk password before but forgot, contact Cherry

## Welcome to Microsoft Teams

Sign in now to chat, meet, call, and collaborate all in one place.



### Sign in

[Can't access your account?](#)

Back

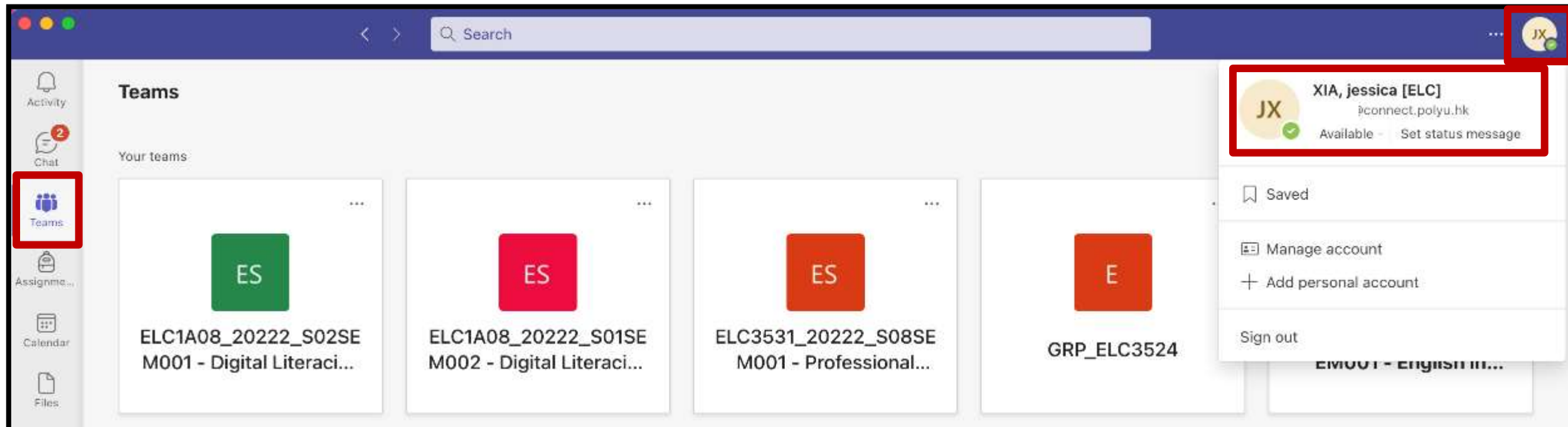
Next



Sign-in options

# Basics: Teams Structure Overview

1. Find your MS Teams class sites in "Teams" (make sure you are in your @connect.polyu.hk)
2. Locate your 23-24 Sem 1 class sites (Default setting: Most recently created class sites are at the bottom of the page)
  - You can drag class sites around and arrange them according to your preference
3. Click to access the class team – pick one and start exploring!



# Basics: Teams Structure Overview

The screenshot shows the Microsoft Teams interface for a class. On the left is a navigation pane with a pink 'ES' icon and a list of options: Home page, Class Notebook, Classwork, Assignments, Grades, and Reflect. Below this is a section for 'Main Channels' with 'General' selected. The main area shows the 'General' channel with a yellow warning banner: 'Your class isn't visible to students yet.' with an 'Activate' button. Below the banner is a welcome message: 'Welcome to ELC3121\_20241\_S01SEM001 - English for Scientific Communication' and 'Choose where you want to start'. There are two buttons: 'Upload Class Materials' (with a folder icon) and 'Set up Class Notebook' (with a notebook icon). At the bottom is a 'Start a post' button.

Class Content and Tools (Optional)

Class Channels

# Basics: Class Activation

The screenshot shows a Microsoft Teams interface for a class named "ELC3121\_20241\_S01SEM001 - English f...". The left sidebar contains navigation options: Home page, Class Notebook, Classwork, Assignments, Grades, and Reflect. Below these are "Main Channels" with a "General" channel. The main content area has a "General" tab selected. At the top right of the main area, there is a yellow banner with a warning icon and the text "Your class isn't visible to students yet." To the right of this banner is a button labeled "Activate", which is circled in red. Below the banner, the text reads "Welcome to ELC3121\_20241\_S01SEM001 - English for Scientific Communication" followed by "Choose where you want to start." There are two icons: one for "Upload Class Materials" (a blue folder with scissors and a green arrow) and one for "Set up Class Notebook" (a notebook with a pencil). At the bottom left, there is a blue button labeled "Start a post".



# Basics: Accessing Student Information and Directly Contacting Students

The screenshot displays the Microsoft Teams interface. On the left, the 'All teams' list shows a team named 'ELC\_template\_ELC3524\_20201Link2 - P...'. A red circle highlights the three-dot menu icon next to the team name, and another red circle highlights the 'Manage team' option in the dropdown menu. The main area shows the 'Members' tab for this team, with a table of members:

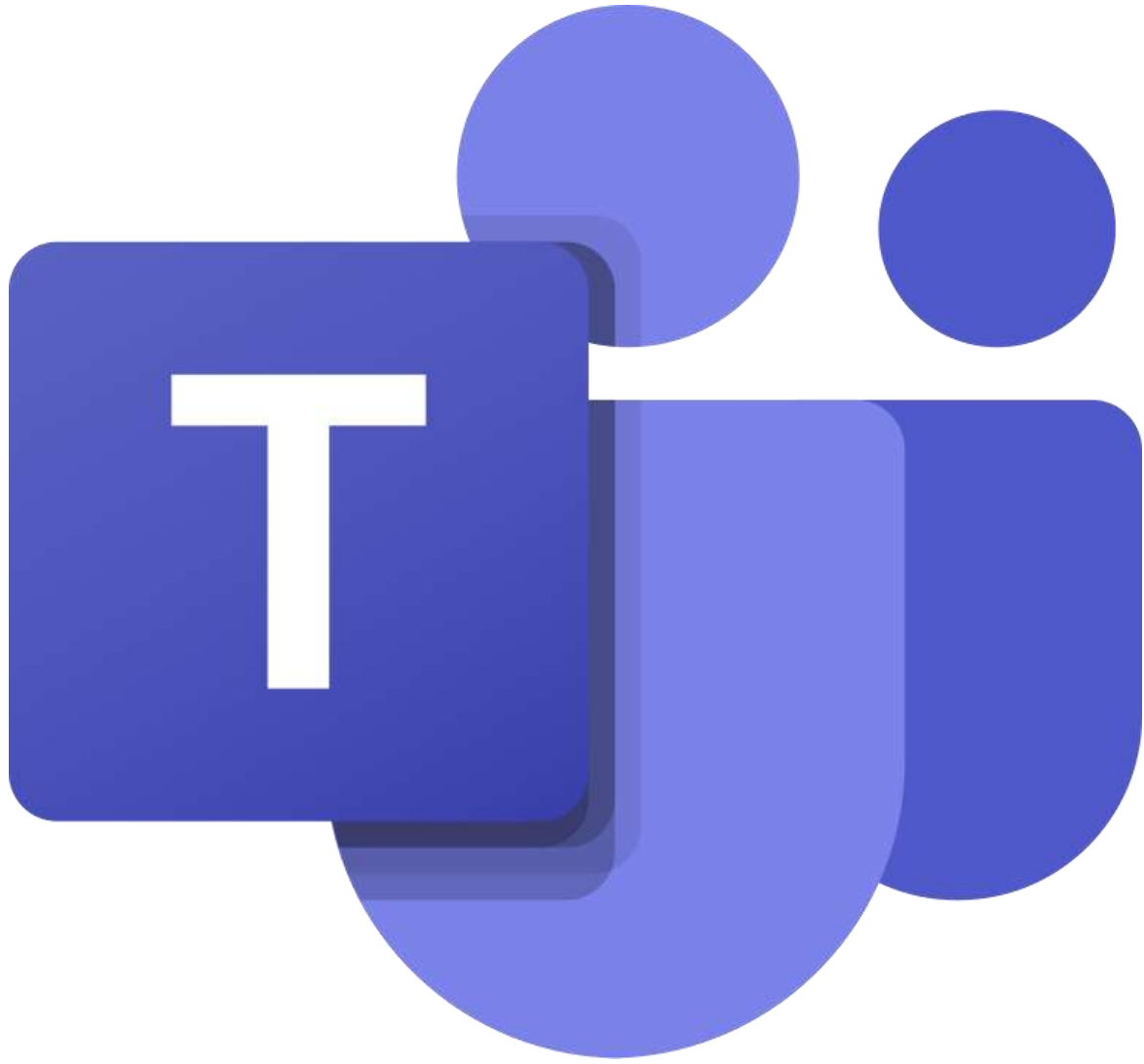
Name	Title	Location	Tags	Role
HUNTER, Ryan [ELC]	Instructor	AG656		Owner
team admin				Owner
Lui, Peggy [ELC]	Senior information Technology...	CF701a		Owner

Below the table, a profile card for 'SANDBERG, Johanna [ELC]' is shown. A red text annotation 'Hover over student's initials or photo' points to the initials 'ELC' on the card. The card includes a 'Send a quick message' button, a 'Last seen 31 m ago' indicator, and a 'Contact' link. The bottom of the card shows an email icon and the address 'g@connect.polyu.hk'.

# Basics: Change Team Picture

The screenshot displays the Microsoft Teams interface for a team named "ELC3121\_20241\_S01SEM001 - English for Scientific Communication". The interface is divided into several sections:

- Left Navigation Panel:** Contains icons for Chat, Activity, Teams, Assignments, Calendar, OneDrive, Zoom, Calls, and Apps. The "Teams" section is expanded, showing a list of teams. The team "ELC3121\_20241\_S01SEM001 - English f..." is selected, and a "More options" menu is open. The "Manage team" option is circled in red.
- Top Navigation Bar:** Shows the team name and navigation options: Members, Pending requests, Channels, Settings (circled in red), Analytics, Apps, and Tags.
- Team Details Section:** Titled "Team details", it includes the text "Edit team name, description, privacy, and picture". Below this, the team name "ELC3121\_20241\_S01SEM001 - English for Scientific Communication" is displayed, along with its description "ELC3121\_20241\_S01SEM001 - English for Scientific Communication". A blue "Edit" button is visible.
- Team Picture Section:** Labeled "Team picture", it shows the current team picture (a pink square with "ES") and a "Change picture" button with an upward arrow icon. This section is circled in red.
- Permissions Section:** Includes options for "Member permissions", "Guest permissions", "@mentions", and "Team code", each with a brief description of its function.

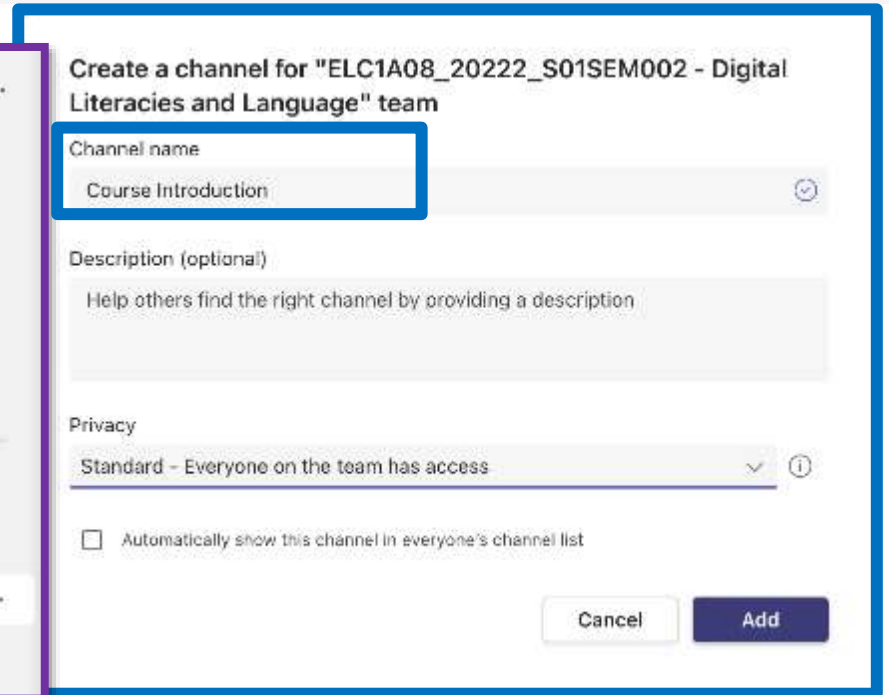
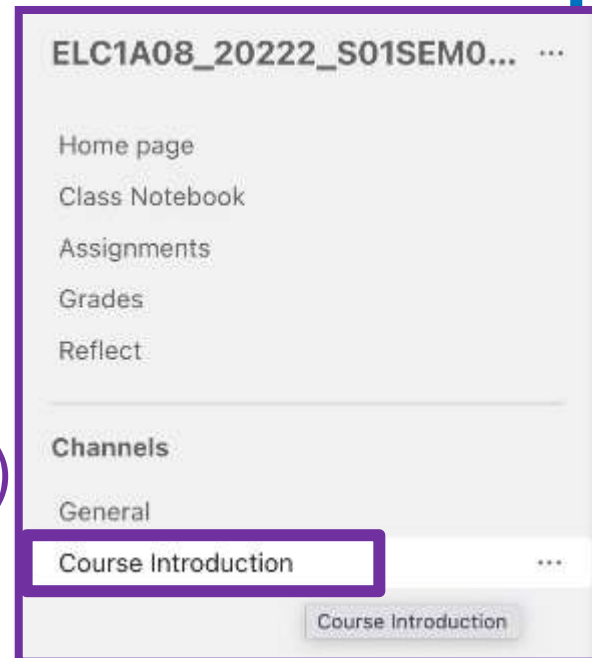
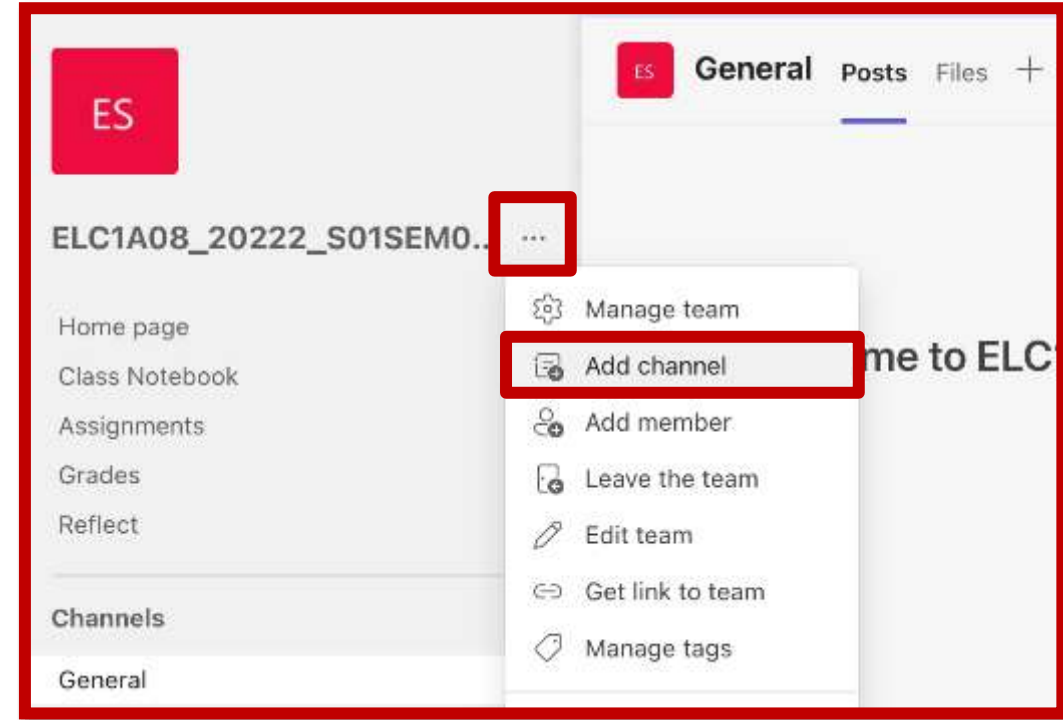


# Channels, Chat, and Meetings



# Creating Channels

1. Click on the "..." next to the course code
2. Select "Add channel"
3. Name the Channel (e.g. Course Introduction/ Lesson 1)
4. Set privacy  
(all students = standard)
5. Click "Add"
6. Check if the channel appears under "Channels"  
(you can hide/unhide channels)



# 13 weeks – Create 13 channels?

The screenshot displays a Canvas LMS interface. On the left is a navigation sidebar with the following items: Home page, Class Notebook, Assignments, Grades, Reflect, Channels, General, Course Introduction and Self-Introduction, Week 1, Week 10, Week 11, Week 12 Peer Review, Week 13, Week 2, Week 3, Week 4, Week 5 Peer Review, Week 6, Week 7, Week 8 Peer Review, and Week 9 Assessment 2. The 'Channels' section is highlighted with a yellow border. The main content area is titled 'Course Introduction and Self-Introduction' and contains the following text:

**Complete the following tasks:**

1. Read the 1) Student Information Sheet 2) Course Introduction PPT
2. Introduce yourself and get to know each other

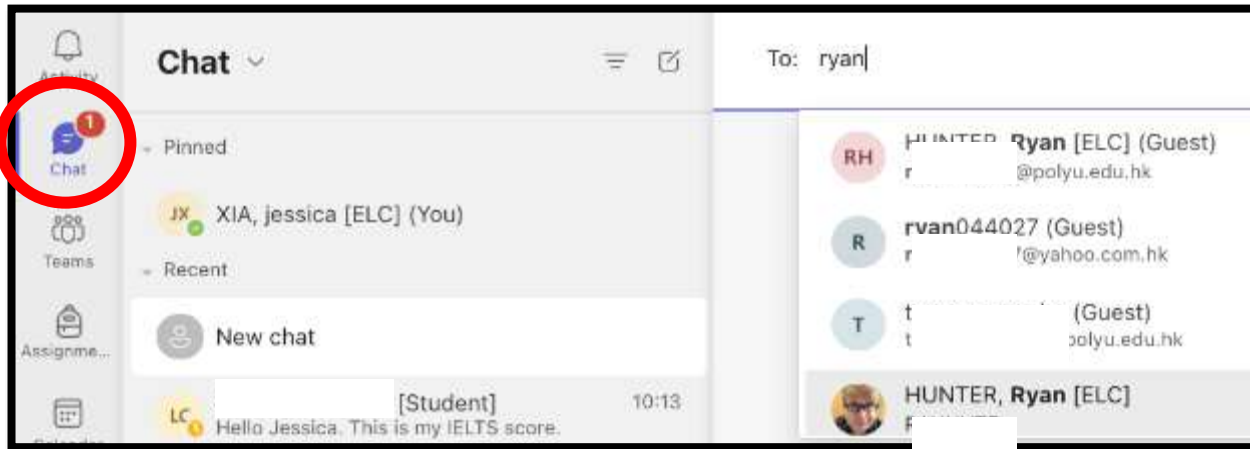
- Post a photo in a "New conversation" in this channel that tells a story about yourself
- Name the file (Your name\_How you would like people to call you)

Below the text are two PDF attachments: 'ELC2013\_Student Info Sheet.pdf' and 'ELC2013 Introduction.pdf'. A 'Reply' button is visible below the attachments.

The first post in the channel is from user 'JX' (XIA, jessica [ELC]) dated 07/01/2022 16:38. The post text reads: 'Hi, I'm your subject teacher, Jessica. Literature and film have always been my [bifröst bridge](#) taking me to different worlds. After reading Touching the Void by Joe Simpson and Into Thin Air by Jon Krakauer, I was fascinated by mountaineering and one of my proudest moments so far is when I summited Mt. Kilimanjaro - The world's tallest free-standing mountain (the mountain covered in snow in the background). Took me 5 days and nights of trekking to get to 5895metres!'. Below the text is a photo attachment named 'XIA Yan\_Jessica.jpg' and a thumbs-up icon with the number '1'.

The second post is from user 'T' ([Student]) dated 07/01/2022 20:20. The post text reads: 'hello everyone,my name is Chris.Films and literature are parts of my hobbies.And the movie that inspire me most is 《Titanic》'. Below the text is a thumbs-up icon with the number '1'.

# Chat

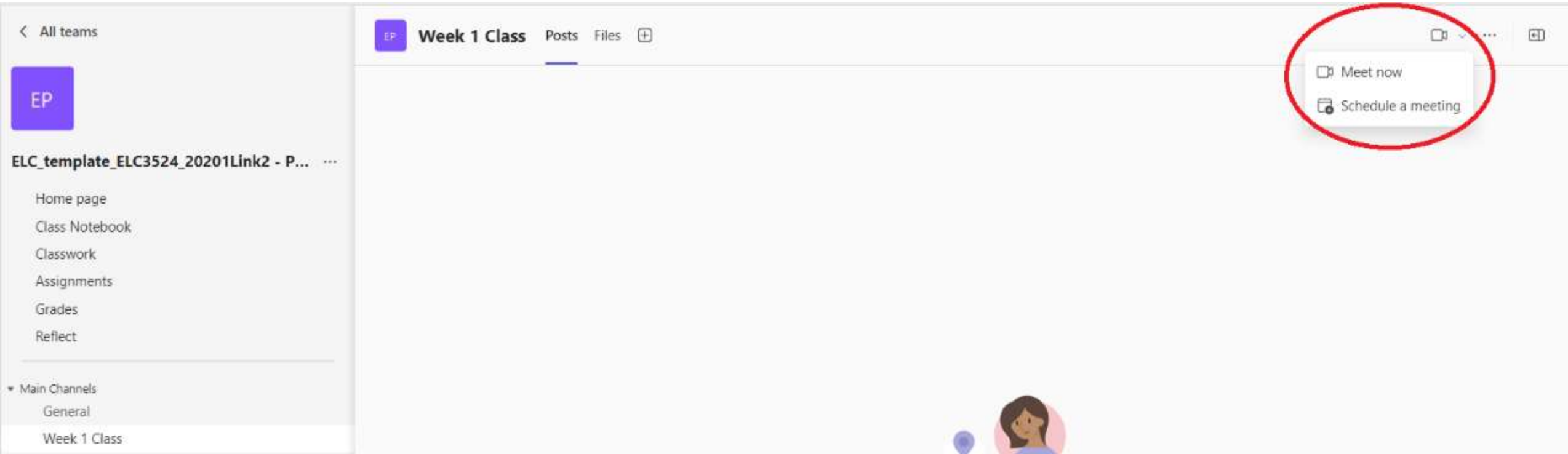


- Chats are private between sender and receiver (or within a group you create)
- Chat can be between any @connect account users (not limited to class sites)
- Search for students using @connect emails
- Text, audio calls and video calls
- Senders can include editable attachments in chat messages



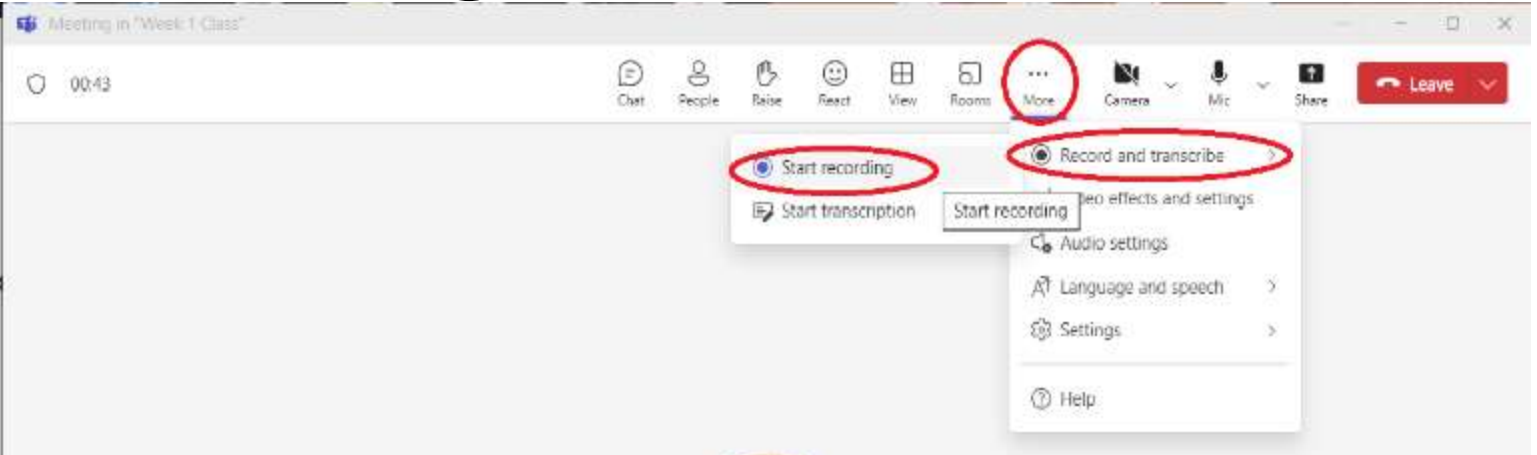
# Meetings

- Start a meeting or schedule a meeting in a channel

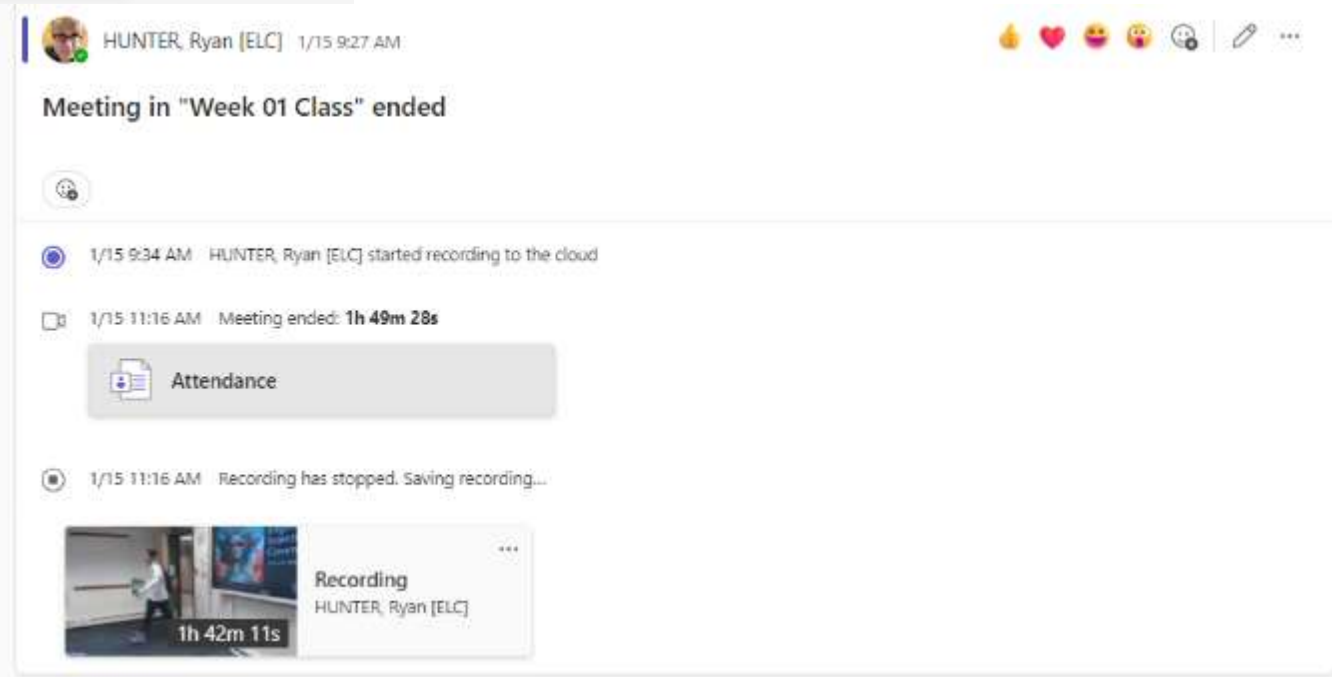


The screenshot displays the Microsoft Teams interface for a channel named "Week 1 Class". The left sidebar shows the team name "EP" and a list of channels including "Home page", "Class Notebook", "Classwork", "Assignments", "Grades", "Reflect", "General", and "Week 1 Class". The main area shows the channel header with "Week 1 Class", "Posts", and "Files" tabs. In the top right corner, a meeting icon is circled in red, and a dropdown menu is open, showing two options: "Meet now" and "Schedule a meeting".

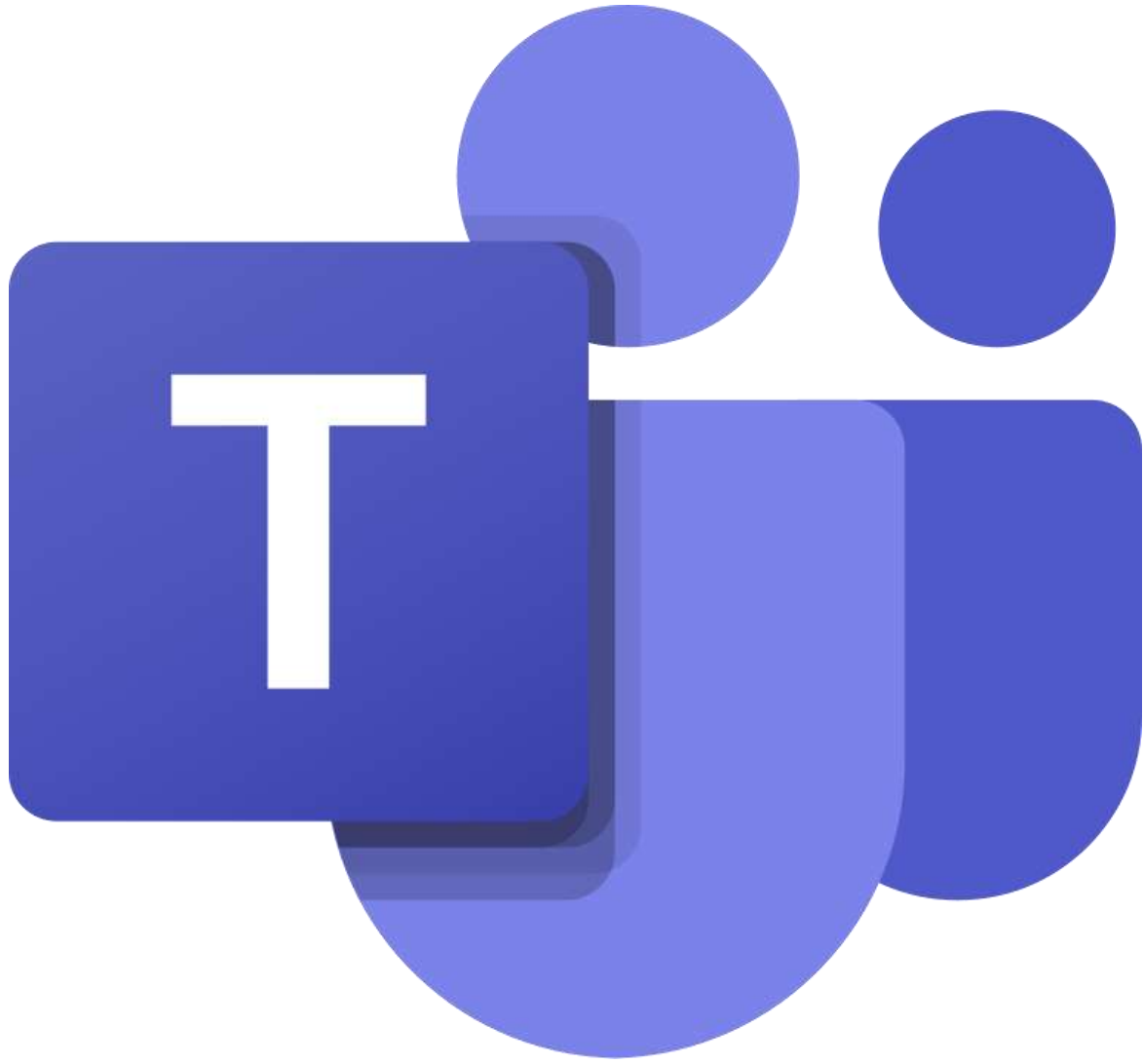
# Meetings – Record Classes and Auto-post Recordings



Invite people to join you





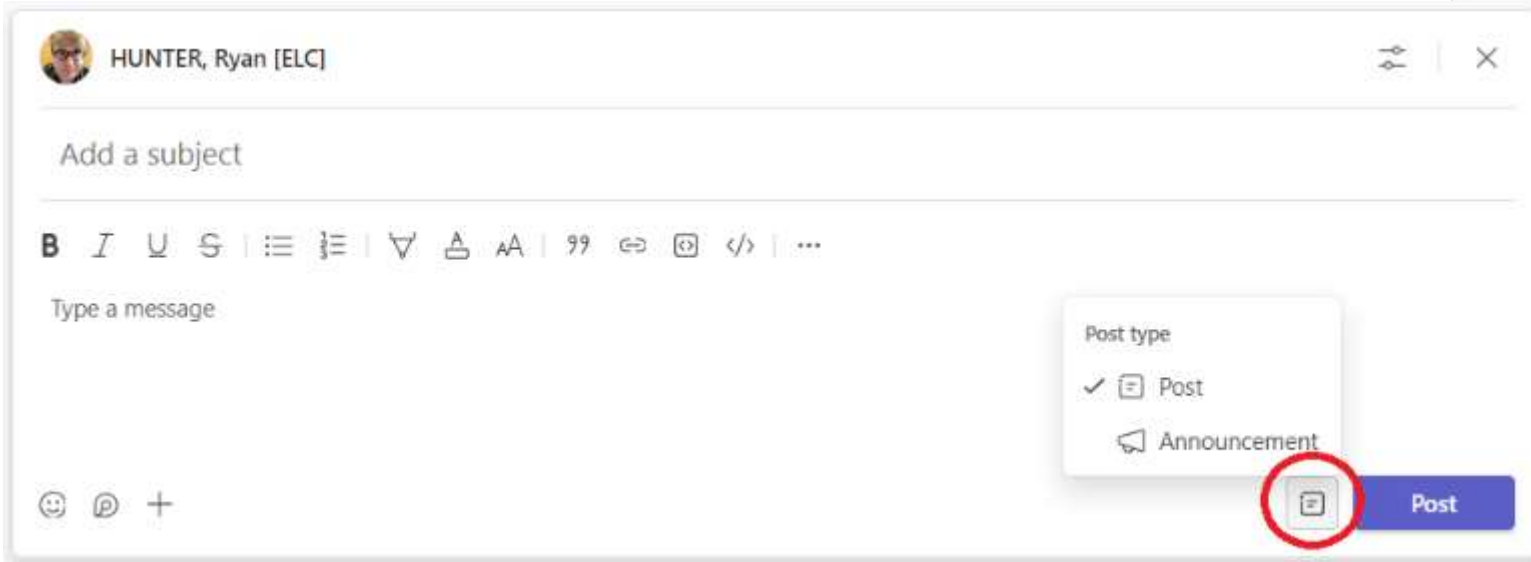
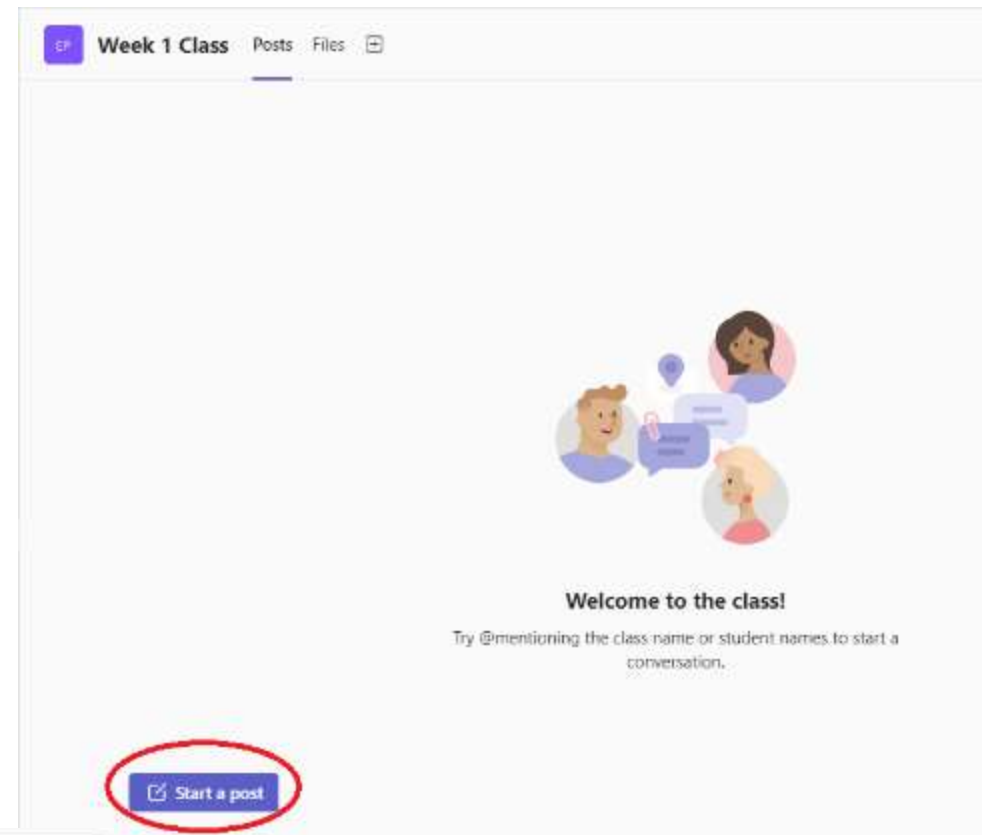


Channel Content,  
File Management,  
and Project  
Management



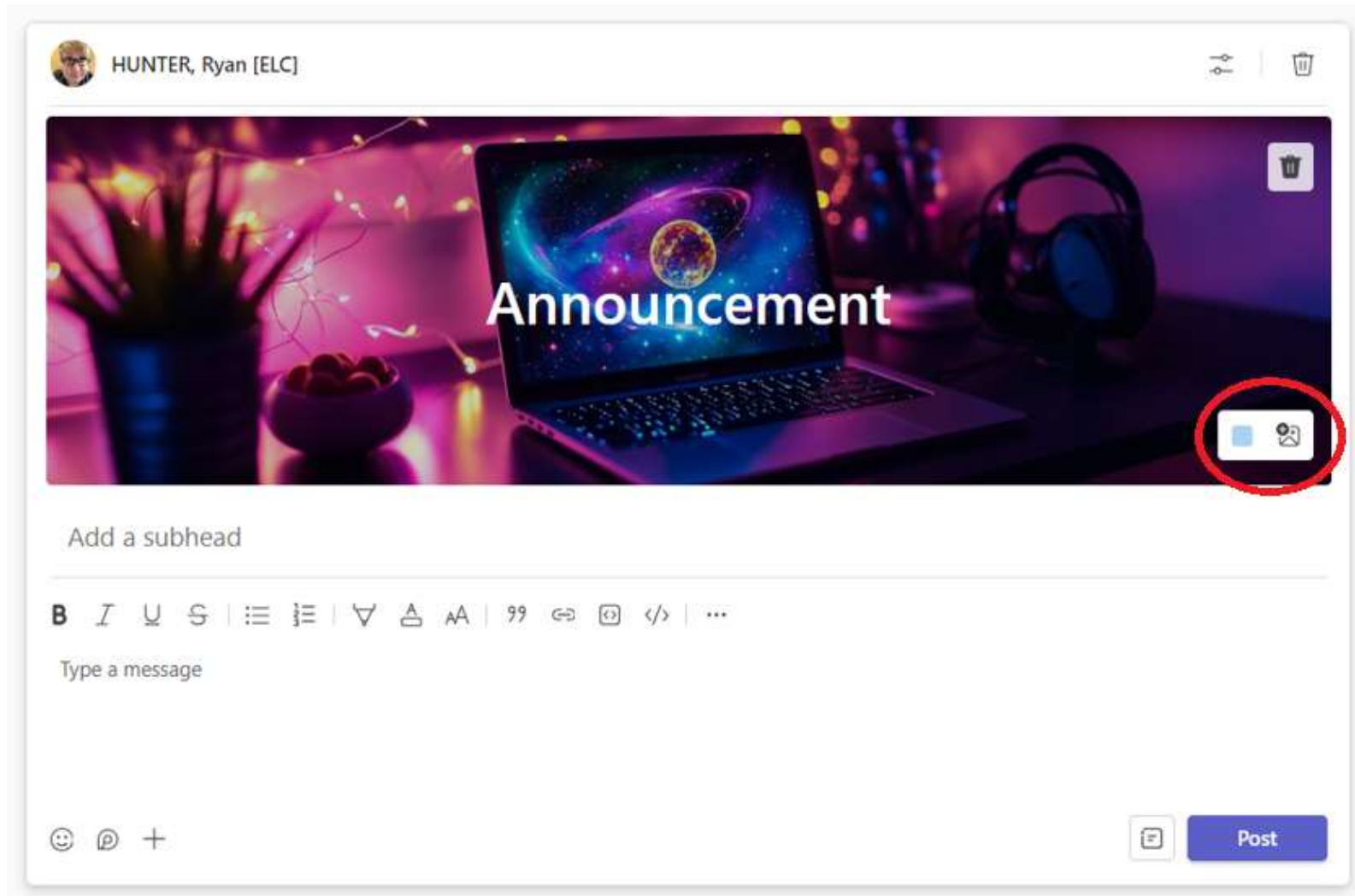
# Channel Content: Posts

1. Click on the channel you want to edit
2. Click on "Start a post"
3. Choose "Post" or "Announcement" style
  - Announcement: Post with Banner



# Channel Content: Announcement

- Change banner color or add image

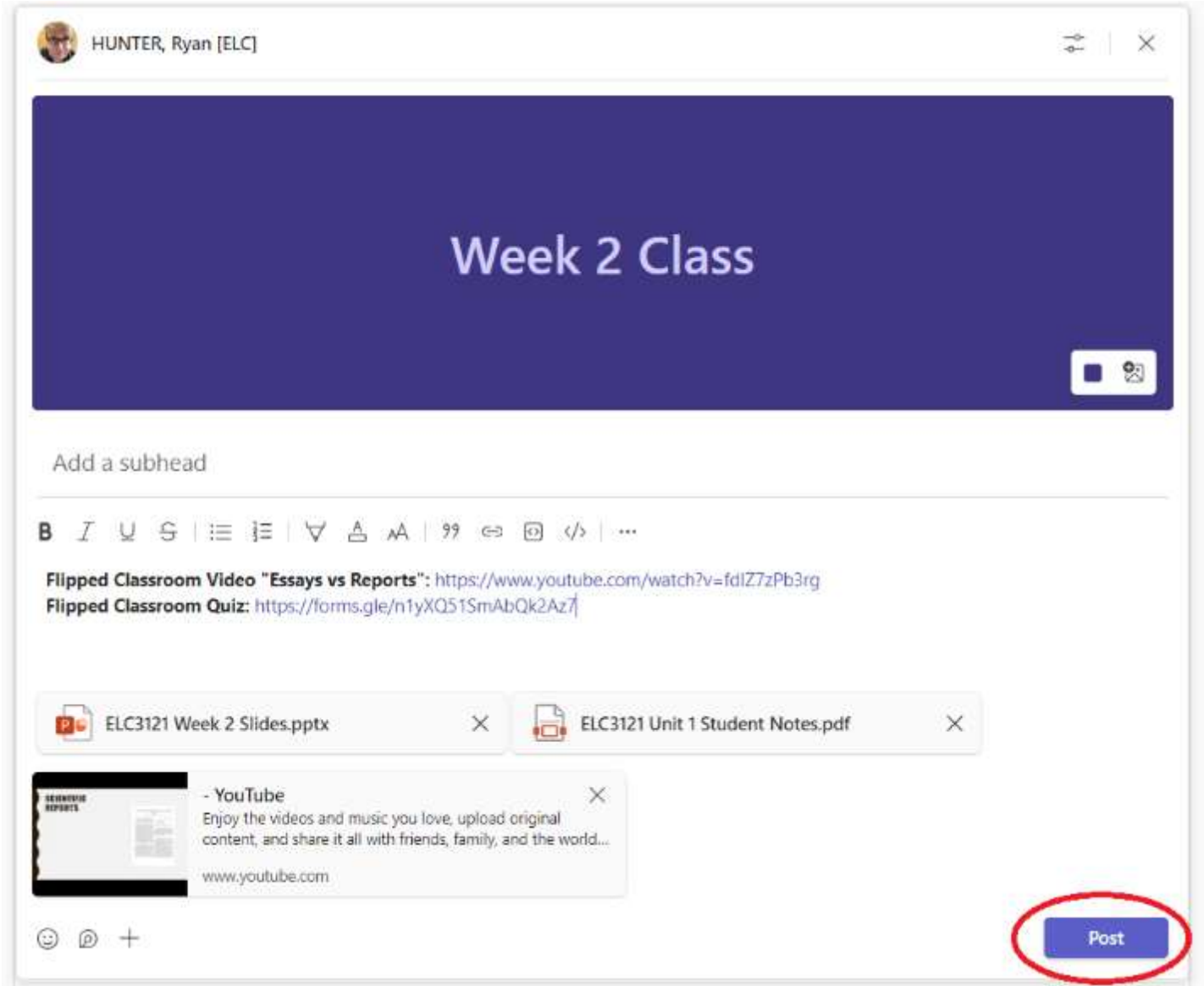


A screenshot of a Discord announcement post interface. At the top, the user profile is "HUNTER, Ryan [ELC]". The main content area features a banner image of a desk with a laptop displaying a space scene, a potted plant, and headphones. The word "Announcement" is overlaid in white text. A red circle highlights the edit icon (a pencil) in the bottom right corner of the banner image. Below the banner is a text input field with the placeholder "Add a subhead". Underneath is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, quote, code, and more options. Below the toolbar is a text input field with the placeholder "Type a message". At the bottom left are icons for emojis, mentions, and attachments. At the bottom right is a "Post" button.

# Channel Content: Files and Activities

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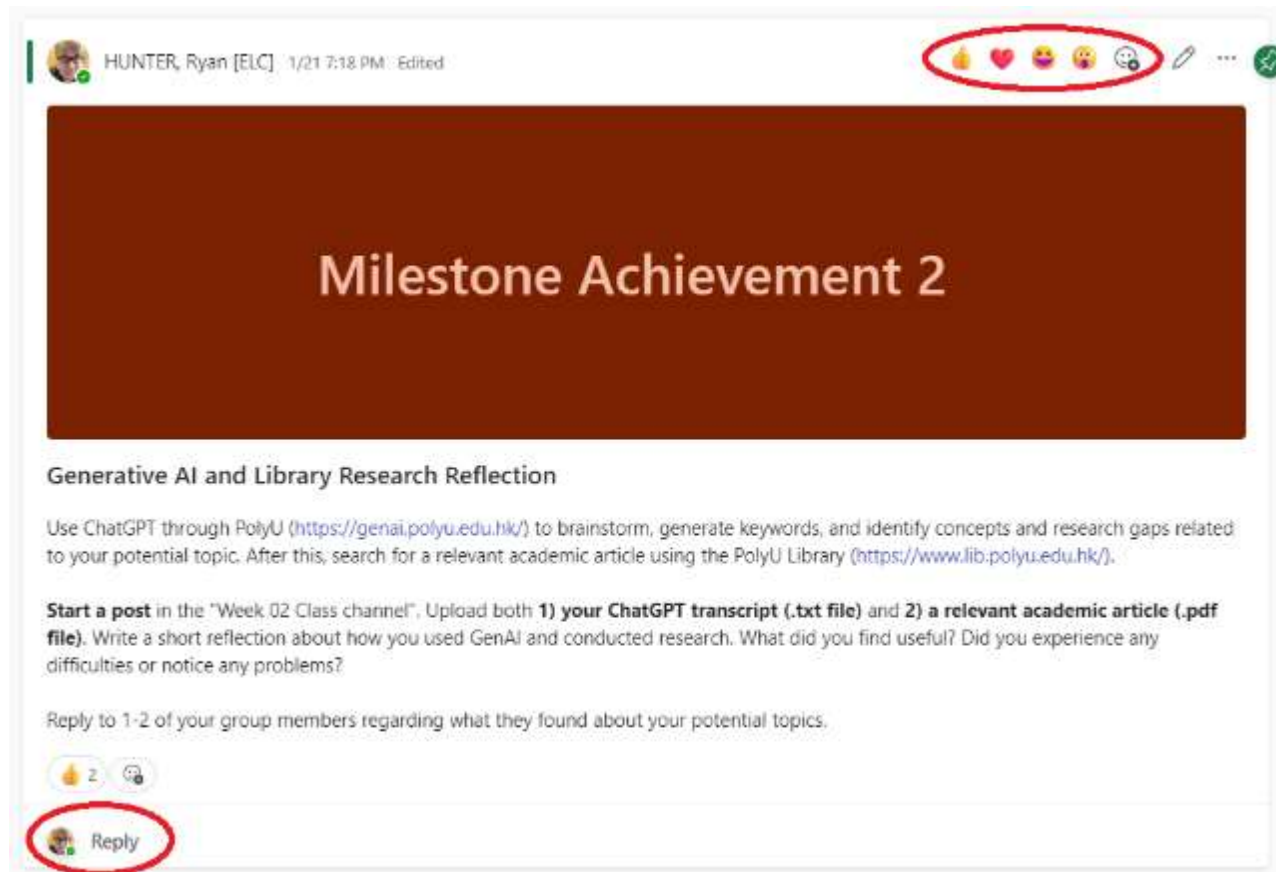
- Input instructions and links
- Drag-and-drop files to upload
- Click “Post”



The screenshot shows a Microsoft Teams channel post interface. At the top, the user's name is "HUNTER, Ryan [ELC]". The main content area has a dark blue background with the text "Week 2 Class" in white. Below this is a text input field with the placeholder "Add a subhead". A rich text editor toolbar is visible, containing icons for bold, italic, underline, link, unlink, list, indent, decrease indent, outdent, text color, background color, link, unlink, code, and more options. The post content includes two lines of text: "Flipped Classroom Video 'Essays vs Reports': [https://www.youtube.com/watch?v=fdlZ7zPb3rg](\"https://www.youtube.com/watch?v=fdlZ7zPb3rg\")" and "Flipped Classroom Quiz: [https://forms.gle/n1yXQ51SmAbQk2Az7](\"https://forms.gle/n1yXQ51SmAbQk2Az7\")". Below the text are two file upload cards: "ELC3121 Week 2 Slides.pptx" and "ELC3121 Unit 1 Student Notes.pdf". A YouTube preview card is also visible, showing a video thumbnail and the text "Enjoy the videos and music you love, upload original content, and share it all with friends, family, and the world...". At the bottom right, a blue "Post" button is circled in red. The bottom left corner shows icons for emojis, mentions, and a plus sign for additional options.

# Channel Content: Files and Activities

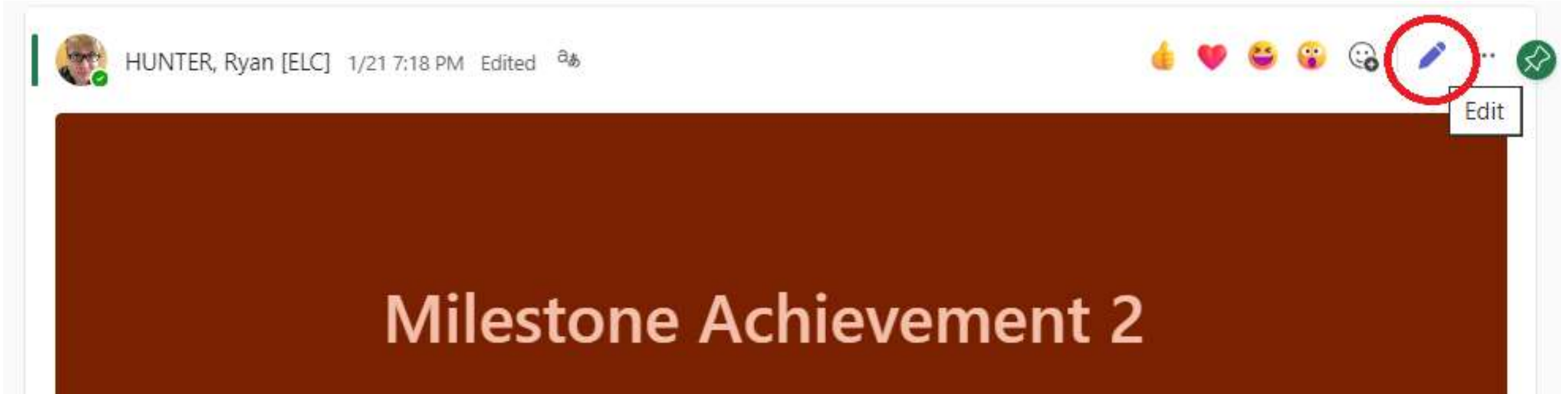
- Students can react with emojis, reply or start their own new posts.
- Students can edit documents you attach to posts.



A screenshot of a WhatsApp message from HUNTER, Ryan [ELC] sent on 1/21 at 7:18 PM. The message content is mostly obscured by a large dark red rectangle. The text below the redaction reads: "Generative AI and Library Research Reflection", "Use ChatGPT through PolyU (<https://genai.polyu.edu.hk/>) to brainstorm, generate keywords, and identify concepts and research gaps related to your potential topic. After this, search for a relevant academic article using the PolyU Library (<https://www.lib.polyu.edu.hk/>).", "Start a post in the 'Week 02 Class channel', Upload both **1) your ChatGPT transcript (.txt file)** and **2) a relevant academic article (.pdf file)**. Write a short reflection about how you used GenAI and conducted research. What did you find useful? Did you experience any difficulties or notice any problems?", and "Reply to 1-2 of your group members regarding what they found about your potential topics." The top right of the message shows a row of reaction icons (thumbs up, heart, smiley faces, speech bubble) and a pencil icon, all of which are circled in red. At the bottom left, the "Reply" button is also circled in red.

# Channel Content: Files and Activities

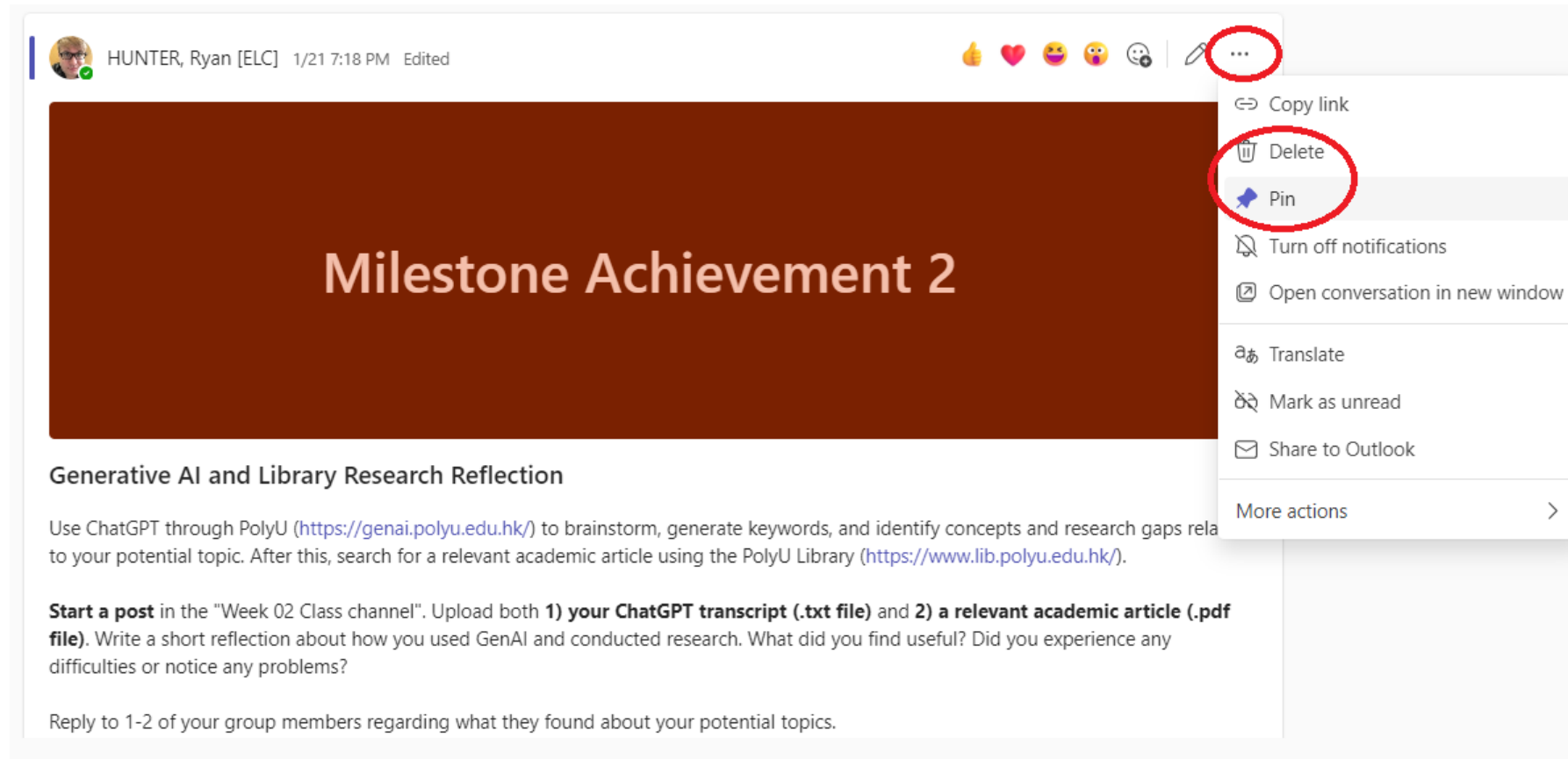
- You can click the pencil icon to make changes to a post later.



A screenshot of a Slack message interface. The message is from 'HUNTER, Ryan [ELC]' and is dated '1/21 7:18 PM'. The message content is a large brown rectangular area with the text 'Milestone Achievement 2' in white. In the top right corner of the message, there is a row of icons: a thumbs up, a heart, a smiley face, a surprised face, a speech bubble, a pencil icon (circled in red), a three-dot menu, and a green checkmark icon. A small white box with the word 'Edit' is positioned over the pencil icon.

# Channel Content: Files and Activities

- Click three dots (...) for additional options.
- Delete a post or Pin a post (the post remains at the top of the channel)



The screenshot shows a Microsoft Teams channel post. At the top, the post is attributed to 'HUNTER, Ryan [ELC]' and is dated '1/21 7:18 PM Edited'. The main content of the post is a large dark red rectangle with the text 'Milestone Achievement 2' in white. Below this, the post title is 'Generative AI and Library Research Reflection'. The body text reads: 'Use ChatGPT through PolyU (<https://genai.polyu.edu.hk/>) to brainstorm, generate keywords, and identify concepts and research gaps related to your potential topic. After this, search for a relevant academic article using the PolyU Library (<https://www.lib.polyu.edu.hk/>).' Below the text, there are two bolded instructions: 'Start a post in the "Week 02 Class channel". Upload both 1) your ChatGPT transcript (.txt file) and 2) a relevant academic article (.pdf file). Write a short reflection about how you used GenAI and conducted research. What did you find useful? Did you experience any difficulties or notice any problems?' and 'Reply to 1-2 of your group members regarding what they found about your potential topics.' A context menu is open on the right side of the post, with the three dots icon circled in red. The menu options are: Copy link, Delete (circled in red), Pin (circled in red), Turn off notifications, Open conversation in new window, Translate, Mark as unread, Share to Outlook, and More actions.

HUNTER, Ryan [ELC] 1/21 7:18 PM Edited

Milestone Achievement 2

**Generative AI and Library Research Reflection**

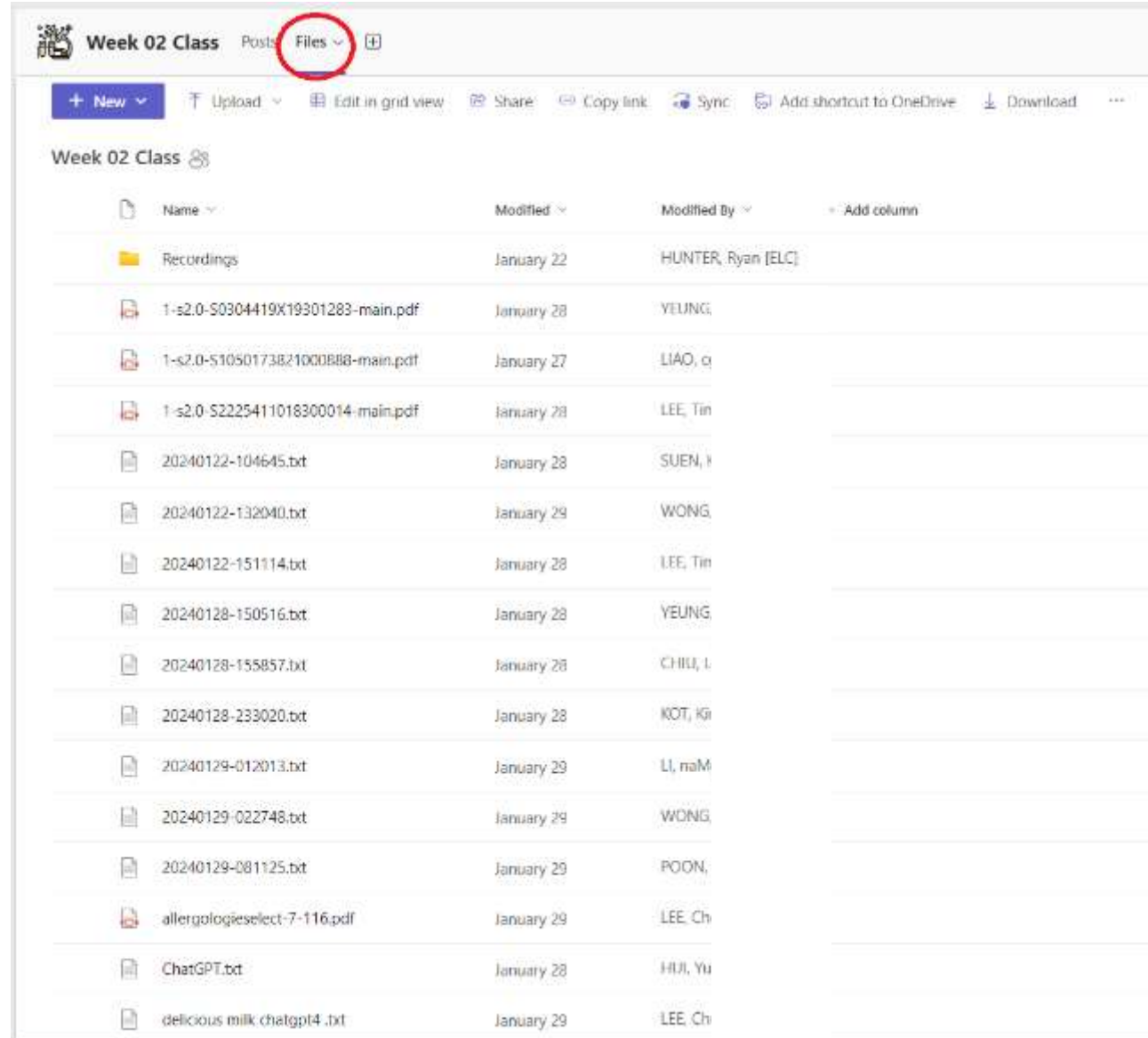
Use ChatGPT through PolyU (<https://genai.polyu.edu.hk/>) to brainstorm, generate keywords, and identify concepts and research gaps related to your potential topic. After this, search for a relevant academic article using the PolyU Library (<https://www.lib.polyu.edu.hk/>).

**Start a post** in the "Week 02 Class channel". Upload both **1) your ChatGPT transcript (.txt file)** and **2) a relevant academic article (.pdf file)**. Write a short reflection about how you used GenAI and conducted research. What did you find useful? Did you experience any difficulties or notice any problems?

Reply to 1-2 of your group members regarding what they found about your potential topics.

# File Management

- All of the files you or students upload can be viewed under the “Files” tab.



The screenshot displays the OneDrive interface for a folder named "Week 02 Class". The "Files" tab is selected and circled in red. The interface includes a top navigation bar with options like "New", "Upload", "Edit in grid view", "Share", "Copy link", "Sync", "Add shortcut to OneDrive", and "Download". Below the navigation bar, a table lists the files and folders in the folder.

Name	Modified	Modified By	Add column
Recordings	January 22	HUNTER, Ryan [ELC]	
1-s2.0-S0304419X19301283-main.pdf	January 28	YEUNG,	
1-s2.0-S1050173821000888-main.pdf	January 27	LIAO, C	
1-s2.0-S2225411018300014-main.pdf	January 28	LEE, Tin	
20240122-104645.txt	January 28	SUEN, H	
20240122-132040.txt	January 29	WONG,	
20240122-151114.txt	January 28	LEE, Tin	
20240128-150516.txt	January 28	YEUNG,	
20240128-155857.txt	January 28	CHIU, L	
20240128-233020.txt	January 28	KOT, Ki	
20240129-012013.txt	January 29	LI, naM	
20240129-022748.txt	January 29	WONG,	
20240129-081125.txt	January 29	POON,	
allergologieselect-7-116.pdf	January 29	LEE, Ch	
ChatGPT.txt	January 28	HUI, Yu	
delicious milk chatgpt4 .txt	January 29	LEE, Ch	



# File Management

- You can create folders for students or groups to upload files into.
- These can be kept public for peer review or made private for draft submission for individuals or groups. (Manage Access)

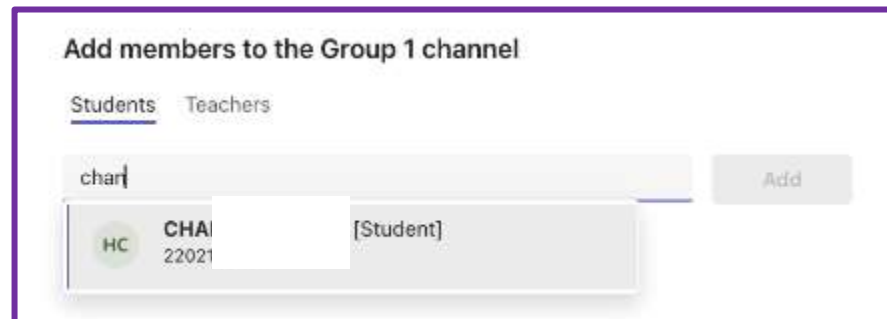
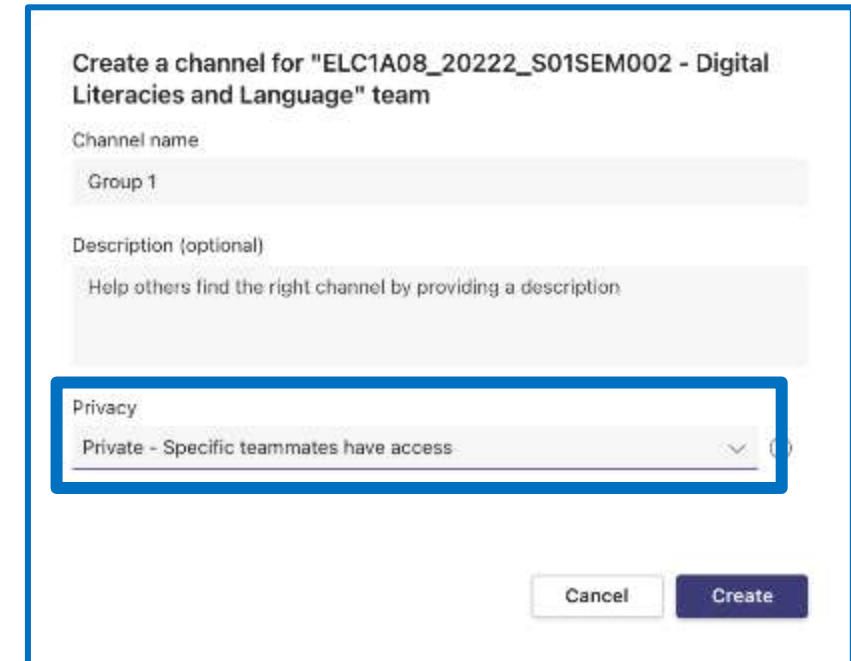
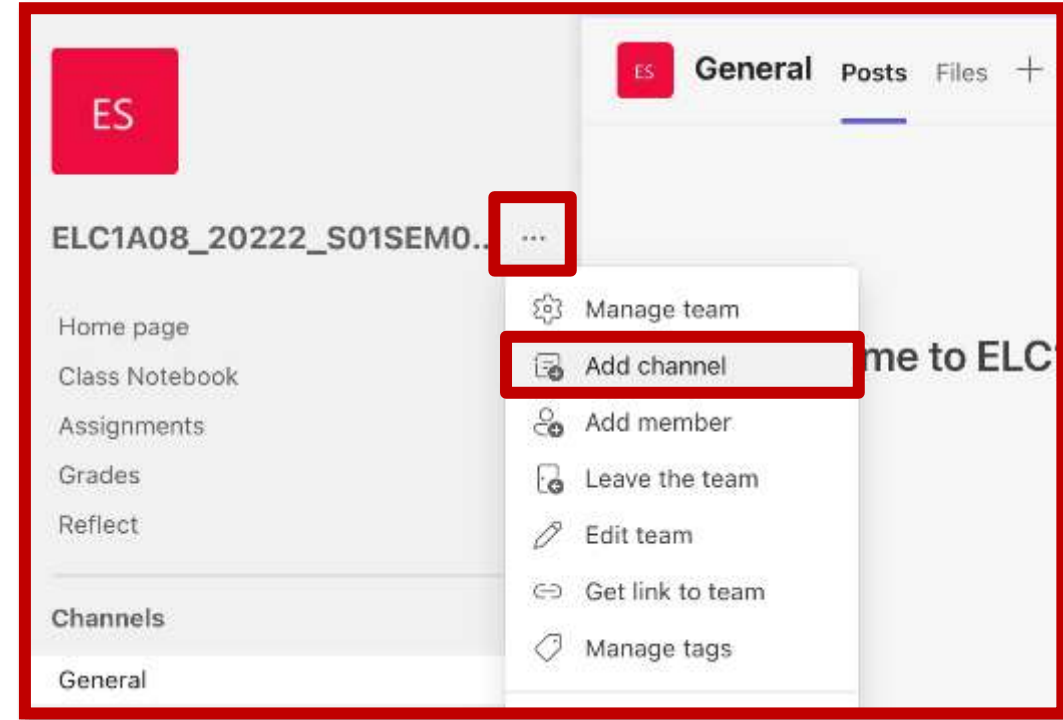
The screenshot displays a SharePoint interface for a site titled 'Assessment 1 Submission'. The top navigation bar includes 'Posts' and 'Files' (selected). Below the navigation bar, there are action buttons: '+ New', 'Upload', 'Share', 'Copy link', 'Sync', 'Add shortcut to OneDrive', 'Download', and 'Open in SharePoint'. The main content area shows a table of folders with columns for 'Name', 'Modified', and 'Modified By'. The folders listed are 'Chen', 'Cheng', 'Cheng K', 'Cheung', 'Choy M', 'Fung Sh', 'Ho Pak', and 'Lai Siu K'. A context menu is open over the 'Cheng' folder, with the 'Manage access' option highlighted. The context menu options include: Share, Copy link, Request files, Manage access, Delete, Favorite, Add shortcut to OneDrive, Download, Rename, Open in SharePoint, Pin to top, Move to, and Copy to.

Name	Modified	Modified By
Chen	September 24, 2023	HUNTER, Ryan [ELC]
Cheng	September 24, 2023	HUNTER, Ryan [ELC]
Cheng K		
Cheung		
Choy M		
Fung Sh		
Ho Pak		
Lai Siu K		

# Project Management

## Private Channels for Groups

1. Click on the "..." next to the course code
2. Select "Add channel"
3. Name the Channel (Group Name)
4. Set privacy (Private)
5. Click "Create"
6. Add students to the private channel

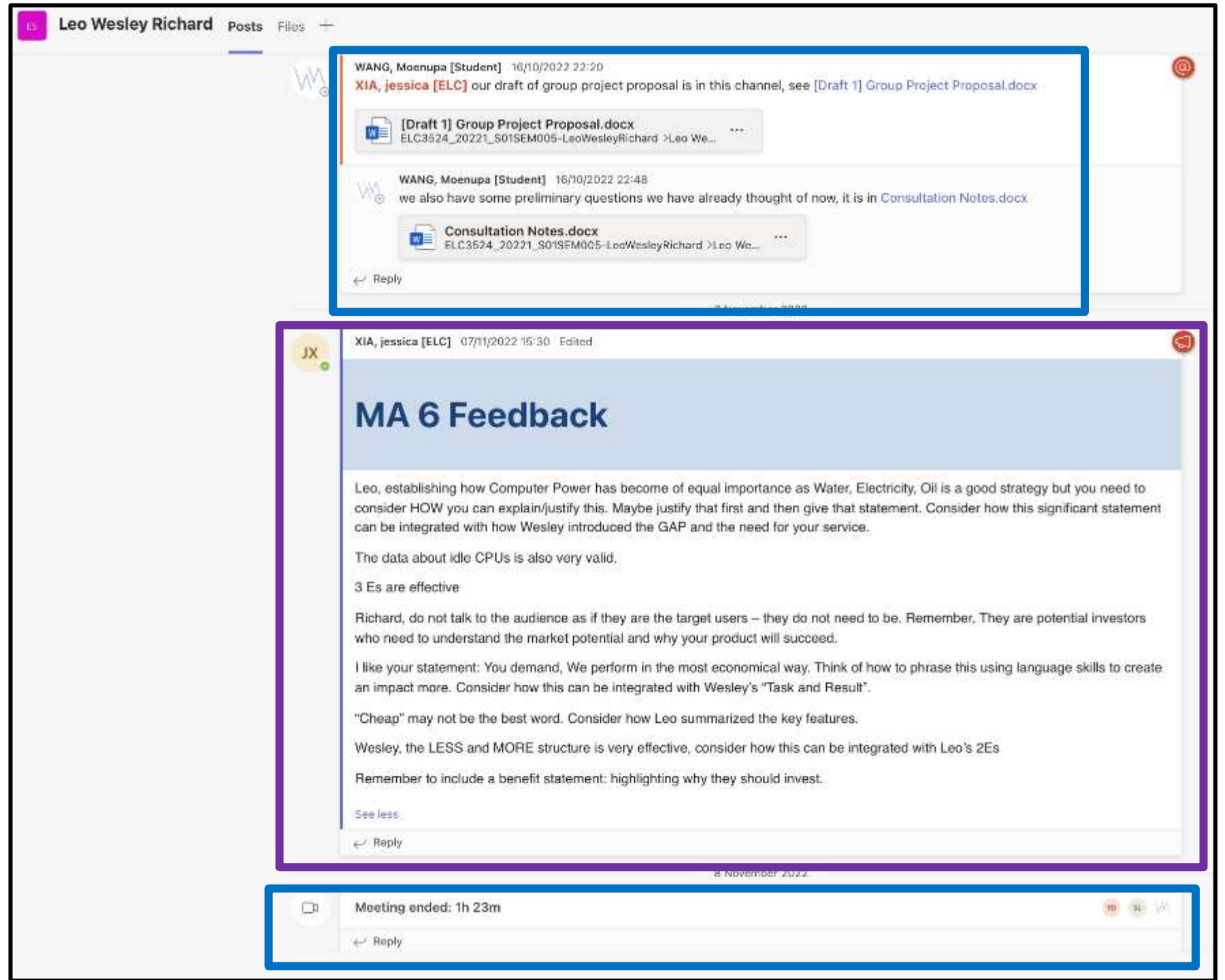


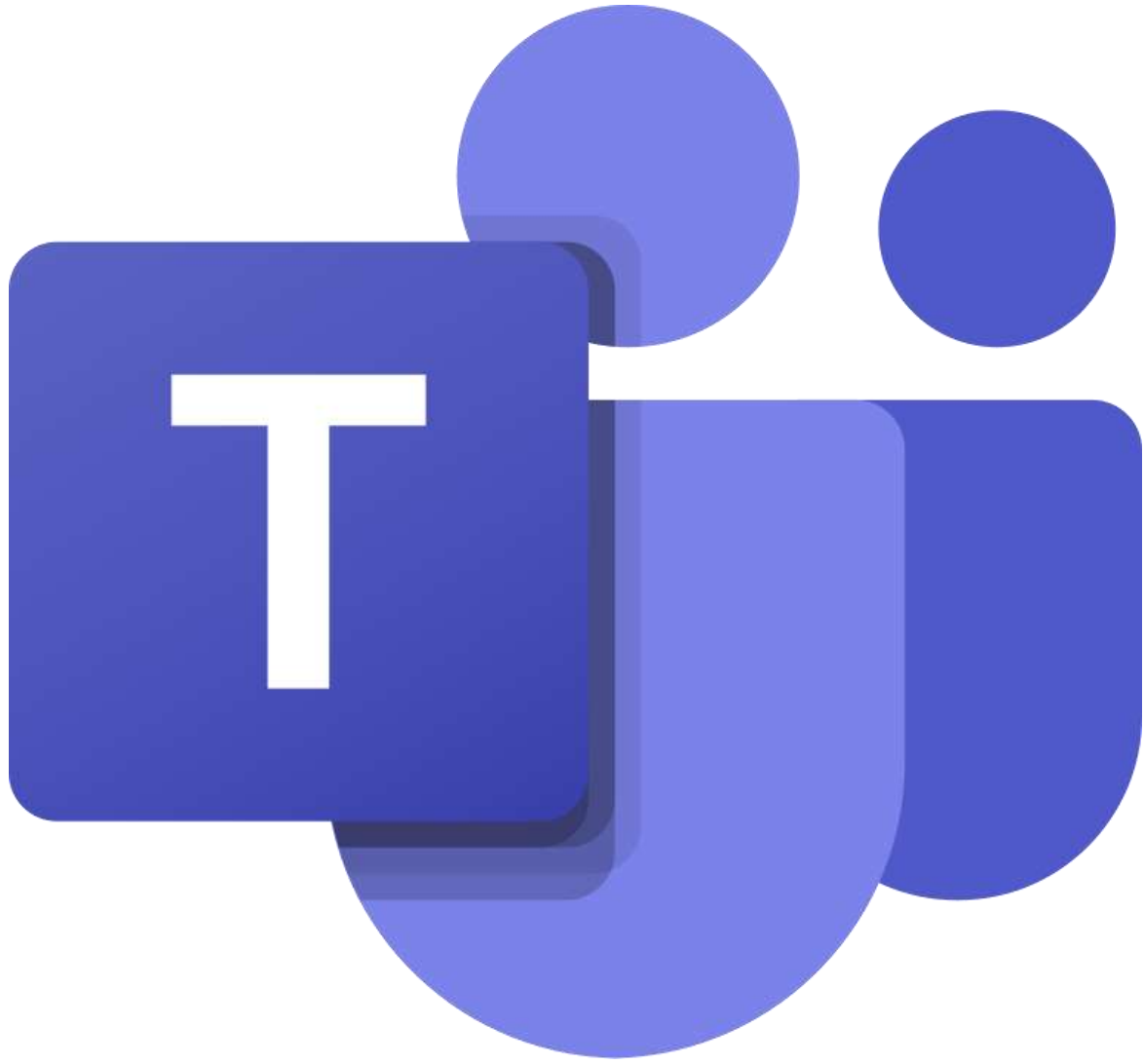
# Private Group Channels

Students can

1. Share files (shared with you and group members only)
2. Start meetings themselves

Teachers can share feedback with groups privately



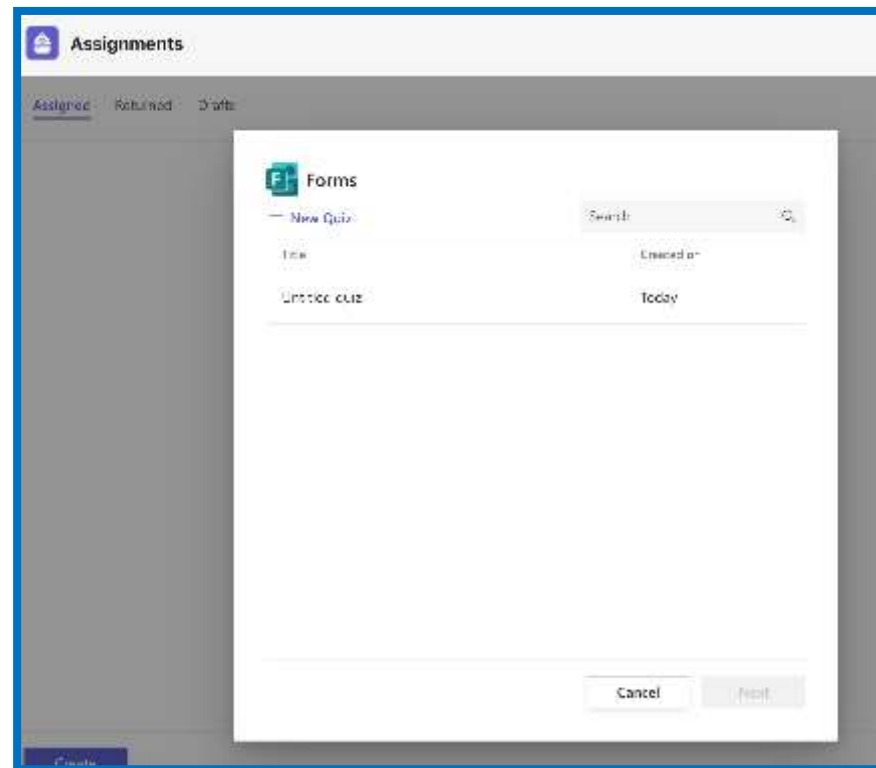
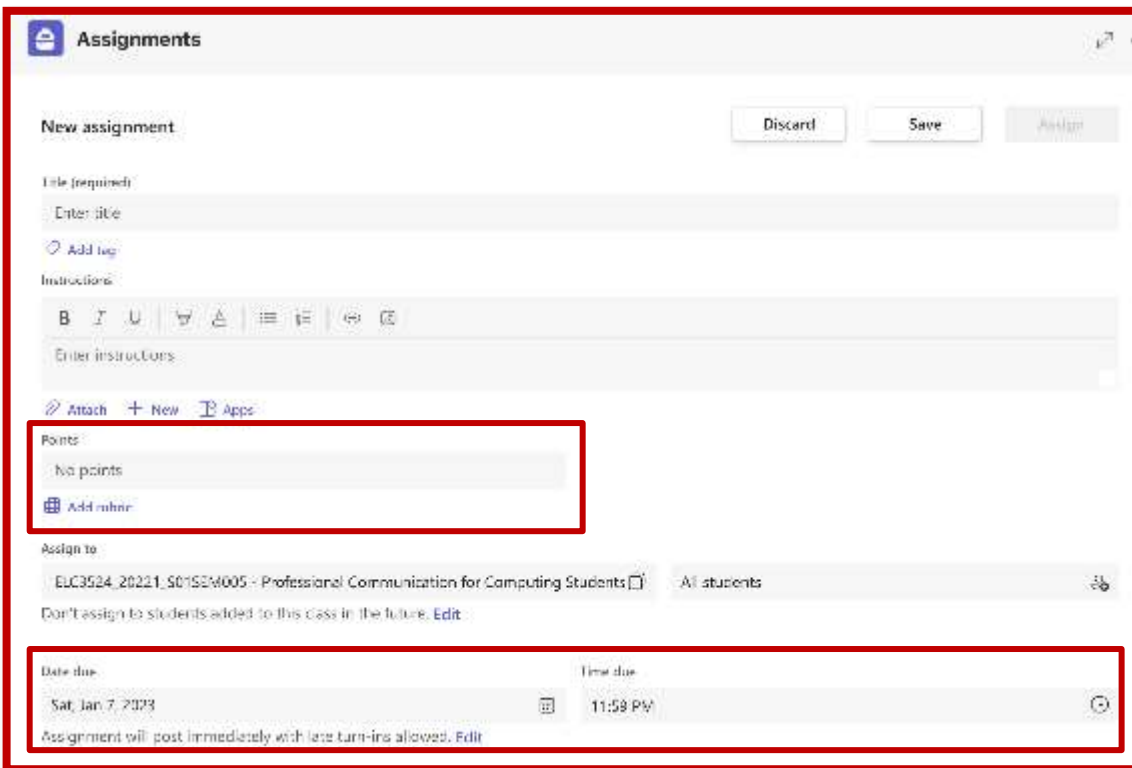
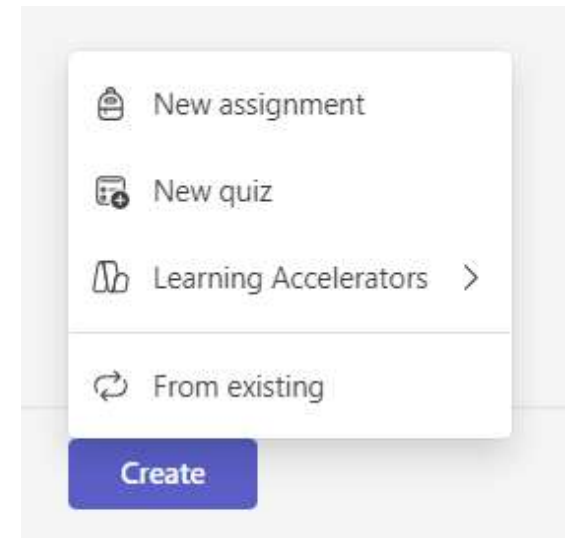
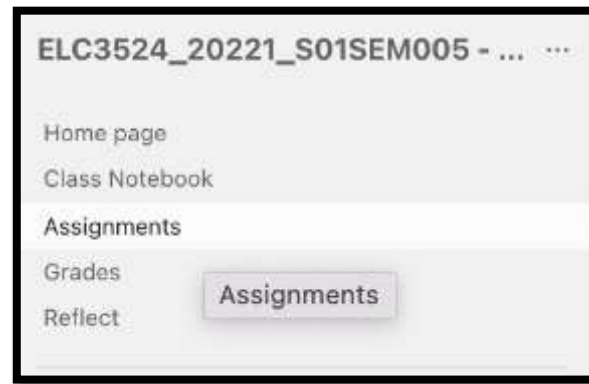


# Assignments and New Features



# Creating Assignments

- Click "Assignments" in the menu bar
- Create New assignment or New quiz
- **Assignments: Students submit files or complete tasks**
  - Teachers can add rubric, set deadline and include attachments
- **Quiz: Student complete quizzes; Teachers create quiz/activities using Forms**



# Assignments Submissions, Feedback and Marking

**Milestone Achievement 2**  
Due September 15, 2022 4:30 PM

To return (1) **Returned (21)**

Name	Status	Feedback	Points
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	1
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
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[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2
[Avatar]	Returned	[Feedback icon]	2

Search students

**Feedback: Rubric/ Comments/ Video/Attachments**

**Rubric**  
Milestone Achievemen... [Icon]

**Feedback**  
Enter feedback

[Video icon] [Attachment icon] [Plus icon]

**Points**  
2 / 2 ✓

# Grades

< All teams



ELC3121\_20232\_S01SEM001 - English f... ⋮

Home page

Class Notebook

Classwork

Assignments

Grades

Reflect

▼ Main Channels

General

Emotional Damage 🗑

I Love English 🗑

Screen Warriors 🗑

Still Thinking 🗑

Swifties 🗑

Week 01 Class

Week 02 Class

Week 03 Class

Week 04 Class

Week 05 Class

Week 06 Class

Week 07 Consultations

Week 08 Class

Week 09 Class

Week 10 Class

Week 11-12 Consultations

Week 13 Class



Grades

Due before Apr 19th



Export to Excel



Search students



Class average

82.3%

Milestone Achievement 6

Apr 19th • 2 points

90.6%

Milestone Achievement 4

Mar 25th • 2 points

87.5%

Milestone Achievement 5

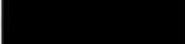
Mar 25th • 2 points

78.1%

Milestone Achievement 3

Feb 19th • 2 points

78.1%



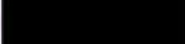
100.0%

2

2

2

2



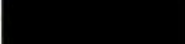
25.0%

0

2

1

0



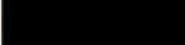
100.0%

2

2

2

2



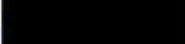
66.7%

1

2

0

2



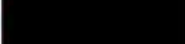
100.0%

2

2

2

2



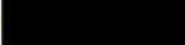
83.3%

2

2

0

2



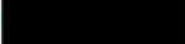
33.3%

2

0

0

0



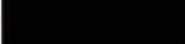
100.0%

2

2

2

2



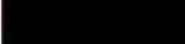
91.7%

2

1

2

2



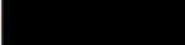
83.3%

2

2

2

0



100.0%

2

2

2

2



83.3%

2

2

2

2

# New Assignment Feature: Flip Recording

The image shows a composite screenshot of the Microsoft Teams 'Assignments' interface. On the left, the navigation pane shows 'Assignments' circled in red. The main area displays a list of assignments: 'Flip Speaking Response?' (Due at 11:59 PM), 'Reading Assignment 1' (Due at 11:59 PM), 'Search Assignment 1' (Due at 11:59 PM), and 'Speaker Progress 1' (Due at 11:59 PM). A 'New assignment' button is circled in red, and a 'Create' button is also circled in red. On the right, the 'New assignment' form is shown with the 'Attach' dropdown menu open, highlighting 'Flip video recording' in red. The form includes fields for 'Enter title', 'Enter instructions', 'Date' (Thu, Aug 28, 2024), 'Time' (11:59 PM), 'Assignment will post immediately with late turn-ins allowed', 'Class' (ELC\_template\_ELC3524\_20201Link2 - Post), 'Audience' (All current students), 'Add rubric', 'No points', 'Add tag', and 'Reflect check-in review' (Off). The 'Attach' menu also shows 'Word document', 'Excel spreadsheet', 'PowerPoint presentation', 'Class notebook page', and 'Whiteboard'.



# Flip Recording: Grading View

Sandberg, Sara Johanna

Close



< SJ SANDBERG, J... >

Student Work

Viewed View History

response.webm ...

Take action in student view

Reflect check-in

Not selected

View trend

Feedback

Enter feedback:

🗨️ ✎️ +

Points

No points

Return

Hide pane

# New Feature: AI Learning Accelerators

The screenshot displays the Microsoft Teams interface for an assignment page. On the left sidebar, the 'Assignments' icon is highlighted with a red circle. The main content area shows a list of assignments under the 'Upcoming' tab, including 'Flip Speaking Response?', 'Reading Assignment 1', 'Search Assignment 1', and 'Speaker Progress 1'. At the bottom, a 'New assignment' menu is open, with the 'Learning Accelerators' option circled in red. A sub-menu for 'Learning Accelerators' is also visible, listing 'Reading Progress', 'Search Progress', 'Speaker Progress', and 'About Learning Accelerators'. A 'Create' button is also circled in red at the bottom of the menu.

Assignments

Upcoming Ready to grade Past due Returned Drafts

Search by assignment title

Aug 28th Today

Flip Speaking Response? ✓ 0/1  
Due at 11:59 PM

Reading Assignment 1 ✓ 1/1 ← 0/1  
Due at 11:59 PM

Search Assignment 1 ✓ 1/1 ← 0/1  
Due at 11:59 PM

Speaker Progress 1 ✓ 1/1 ← 0/1  
Due at 11:59 PM

New assignment

New quiz

Learning Accelerators >

From existing

Reading Progress

Search Progress


Speaker Progress

About Learning Accelerators

Create

# Speaker Progress: Grading View

Sandberg, Sara Johanna Close



0:00 / 0:42


### SANDBERG, Johanna [ELC]'s Rehearsal Report

**Great speech!** 🎯 Pay more attention to your body language and filler words.

**0:42** speaking time    **8** total feedback

#### Top strengths

##### Pace



100 150  
slow words/min fast

120

Your pace is just right. Keep it up! Your spot-on pace can make it easier for your audience to understand and remember what you said.

Your average pace over time

##### Body language

Great job giving the audience a clear view of your face and maintaining good distance from the camera.

- Clear view**  
You kept the view of your face clear
- Distance**

#### Top opportunities

##### Body language

Suggestions for a more engaging presentation:

- Eye contact**  
Keep your gaze forward

##### Filler words

To sound more polished and confident, pause and relax to avoid filler words:

- umm (2)
- uhh (1)

Try pausing and taking a breath instead of filling silence with words. Or write down some phrases to use instead of filler words in transitional moments.

##### Pronunciation

Indistinct pronunciation can cause your audience to misunderstand you, which may lead to them becoming disengaged.

SANDBERG, J... >

Student Work

- Turned in [View History](#)

**Final Presentation** ...

Take action in student view

Reflect check-in

- Curious

[View trend](#)

Feedback

Enter feedback

📷 ✎ +

Points

No points

[Return](#)

Hide pane

# Speaker Progress: Grading View

inclusive language helps everyone in your audience feel welcome.

AI generated content may be incorrect

Student Work

Turned in [View History](#)

**Final Presentation**

[Take action in student view](#)

Reflect check-in

Curious

[View trend](#)

Feedback

Enter feedback

Points

No points

[Return](#)

Hide pane

## Delivery

Pace	Filler words	Pitch	Mispronunciation
<b>120</b> words per minute	<b>3</b> occurrences	<b>0</b> occurrences	<b>1</b> word

## Content

Non-inclusive language	Repetitive language
<b>0</b> occurrences	<b>0</b> occurrences

## Audience engagement

Lost eye contact	Too close or too far from camera	Obstructed view
<b>2</b> occurrences	<b>0</b> occurrences	<b>0</b> occurrences

# Reading Progress: Grading View

Sandberg, Sara Johanna

Close

SANDBERG, Johanna [ELC]

Accuracy Expression Comprehension



69

Correct words per minute

25%

Accuracy rate

6 Mispronunciations

0 Repetitions

204 Omissions

0 Self-corrections

2 Insertions

5

Practiced Words

Social media encompass interactive technologies that enable individuals to generate and distribute information, notions, and hobbies within virtual communities and networks. Users produce various forms of content, including written posts, digital images, videos, and other data through their online engagements. They establish distinct profiles for each social media platform or through, all of which are supervised by the social media entity. Social media also facilitate the construction of online social connections by linking a user's profile with those of other individuals or groups.

Individuals access social media via web-based applications on personal computers or through mobile gadgets such as smartphones and tablets. These platforms empower individuals, groups, and establishments to

Auto-Detect PREVIEW



Medium

Background Noise Suppression PREVIEW



Return full report to student

Edit

See progress of SANDBERG, Johanna [ELC] over time.

< SANDBERG, J... >

Student Work

✓ Turned in View History

Social Media

Take action in student view

Reflect check-in

☹ Not selected

View trend

Feedback

Enter feedback

🗑 ✎ +

Points

No points

Return

Hide pane

# Reading Progress: Grading View

Sandberg, Sara Johanna

Close

SANDBERG, Johanna [ELC]

Accuracy

Expression

Comprehension

01:17

Time to complete

1/3

Points

✘ Incorrect 0/1 Points

0 / 1 pt  
Auto-graded

1. What forms of content can users produce on social media? \*

- audio recordings, documents, social media posts, images
- videos, online games, written articles, music files
- written posts, digital images, videos, and other data ✓
- podcasts, paintings, memes, movies, software

✘ Incorrect 0/1 Points

0 / 1 pt  
Auto-graded

2. What are some of the positive and negative effects of social media mentioned in the text? \*

< 51 SANDBERG, J... >

Student Work

✓ Turned in [View History](#)

Social Media ...

Take action in student view

Reflect check-in

☹ Not selected

[View trend](#)

Feedback

Enter feedback

Points

No points

Return

Hide pane

# Search Progress: Grading View

Sandberg, Sara Johanna

Close

## Assignment summary

10

Searches  
[Compare to class](#)

3

Saved sources  
[Compare to class](#)

1

Links opened  
[Compare to class](#)

### Instructions

#### Search Assignment 1

Find 3 relevant sources for your scientific report.

### Reflection

Look at all of your searches. Which ones were most helpful?

Most of them were not useful at all. My first search query "Perusall AND motivation" got no hits, with or without filters. It got lots of hits in Google though. Changed query and got lots of hits but only one was deemed reliable.

### Searches

Search term	Opened websites	Saved sources
Perusall AND "student motivation" OR "students engagement" Dec 31, 2014 – Aug 21, 2024	0	0
Perusall AND "student motivation" OR "students engagement" (filetype:pdf OR filetype:doc) (site:org OR site:gov OR site:edu OR site:us OR site:ca OR site:se OR site:au OR site:uk)	0	0

< SJ SANDBERG, J... >

Student Work

✓ Turned in [View History](#)

Search Progress ...

[Take action in student view](#)

Reflect check-in

Disappointed

[View trend](#)

Feedback

Enter feedback

Points

No points

[Return](#)

Hide pane

# Search Progress: Grading View

Sandberg, Sara Johanna

Close

[See all searches](#)

## Summary of sources

Copy as

External sources (3)

✓ <https://journals.sagepub.com/doi/10.1177/00336882221112166> Citation incomplete Explanation added  
<https://journals.sagepub.com/doi/10.1177/00336882221112166>

How the source was found I googled "Perusall and motivation"

### Citation

More information is required to generate a citation for this source.

### Explanation

Describe why you saved this source.

It fit my search, Using the Teams search didn't work. No results including Perusall.

✓ [https://www.researchgate.net/publication/361572852\\_Using\\_Pe...](https://www.researchgate.net/publication/361572852_Using_Pe...) Citation incomplete Explanation added  
[https://www.researchgate.net/publication/361572852\\_Using\\_Pe...](https://www.researchgate.net/publication/361572852_Using_Pe...)

How the source was found Googled

### Citation

More information is required to generate a citation for this source.

### Explanation

Describe why you saved this source.

It is what I was looking for.

> <https://www.forbes.com/sites/gilpress/2024/02/14/is-ai-going-...> Citation incomplete Explanation added  
<https://www.forbes.com/sites/gilpress/2024/02/14/is-ai-going-...>

< SANDBERG, J... >

Student Work

✓ Turned in [View History](#)

[Search Progress](#) ...

[Take action in student view](#)

Reflect check-in

Disappointed

[View trend](#)

Feedback

Enter feedback

🗨️ ✎️ +

Points

No points

[Return](#)

Hide pane