Teaching Remotely with Office 365 - Half Day

Course Overview - half-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

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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

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

OneNote Basics

What is OneNote?
Accessing OneNote Online
Create Notebook
Working with sections and pages

Inserting Content

Insert
Free Text
Text from a web page
Tables
Pictures
Files and printouts
Online video
Record Audio
Record Video (OneNote 2016)
Stickers

Managing Content

Moving Pages
Tagging content
Page Templates (OneNote 2016)
Page formatting

Teacher Related Tools

Immersive Reader
Maths and equation

OneNote in the Classroom

What is OneNote Class Notebook
Create
Assign students and teachers
Distribute content
Reviewing student work and lock
pages
Explore Microsoft Resources