

Microsoft Teams Training for College Faculty

August 24-29, 2020

The e-learning cell of Shivaji College organised Microsoft Teams training for teachers from August 24-29, 2020. Department wise trainings were conducted by the faculty of Department of Computer Science.

The training aimed at making the faculty well versed with features available in Microsoft teams for an effective online teaching learning experience.

Key features discussed were

- i. Creating virtual classes in Teams
- ii. Adding students and channels in Teams
- iii. Scheduling meetings on Teams
- iv. Managing permissions
- v. Delivering online session using screen share and white board feature
- vi. Downloading attendance
- vii. Recording online sessions on Teams.

The faculty were given hands on session on how Teams can be used for scheduling Assignments and evaluating them. How to create online Quiz and assign it to students.

Following features were also demonstrated

- Posting important notices, notes and study material on Teams channel
- Connecting with the students and other staff using private chat option
- Using teams for creating college committee groups and student Mentor groups.

The session ended with teachers putting forth their queries, which were addressed and answered.