

2020

Microsoft Teams (MT)

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Teaching and Assessment (MT)

Using Microsoft Teams Platform



Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration.

The service integrates with the Office 365.

Presentation Outlines

Using Microsoft Teams Platform



1. Setting your own team/class
2. Conducting a class from Microsoft Team
3. Microsoft Forms - Creating Attendance Form
4. Microsoft Forms - Creating Quiz
5. Assigning Quiz
6. Grading the Quiz
7. Random assigning process
8. Mapping the data with SMP

Quick Guide

Microsoft Teams Interface

Microsoft Teams

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Add tabs
Highlight apps, services, and files at the top of a channel.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Move around Teams
Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

See your calendar
Click to see your schedule and join meetings.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.

Reply
Your message is attached to a specific conversation.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

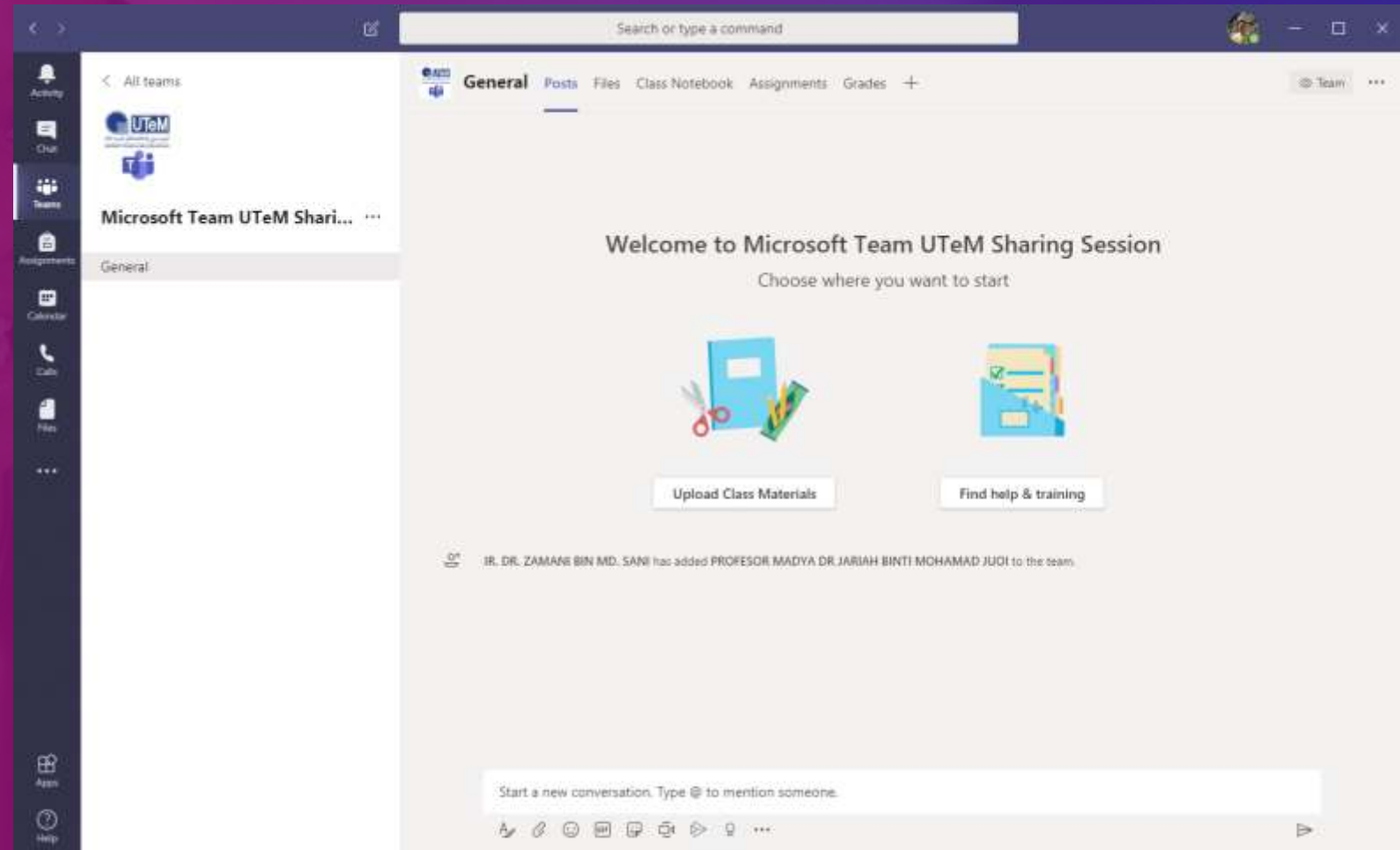
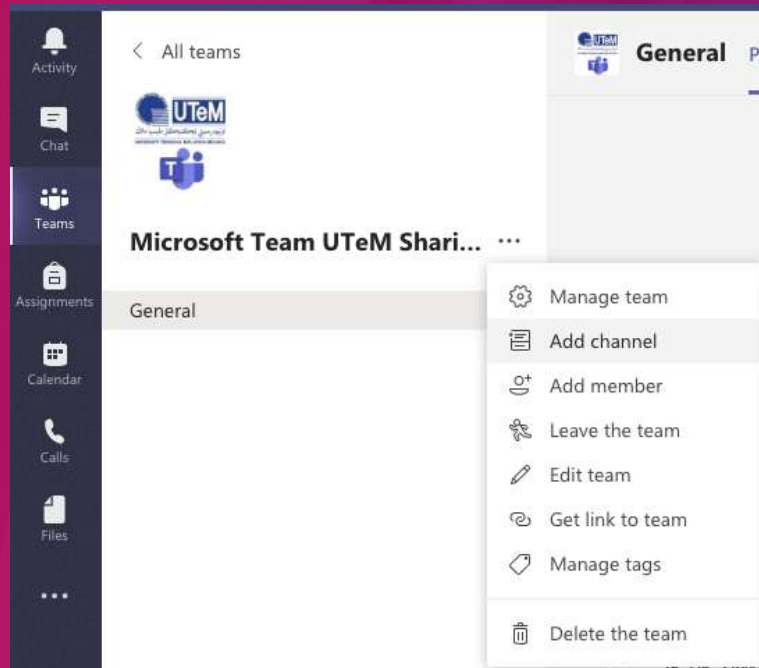
Access your apps
Find apps added for your teams or your personal use.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

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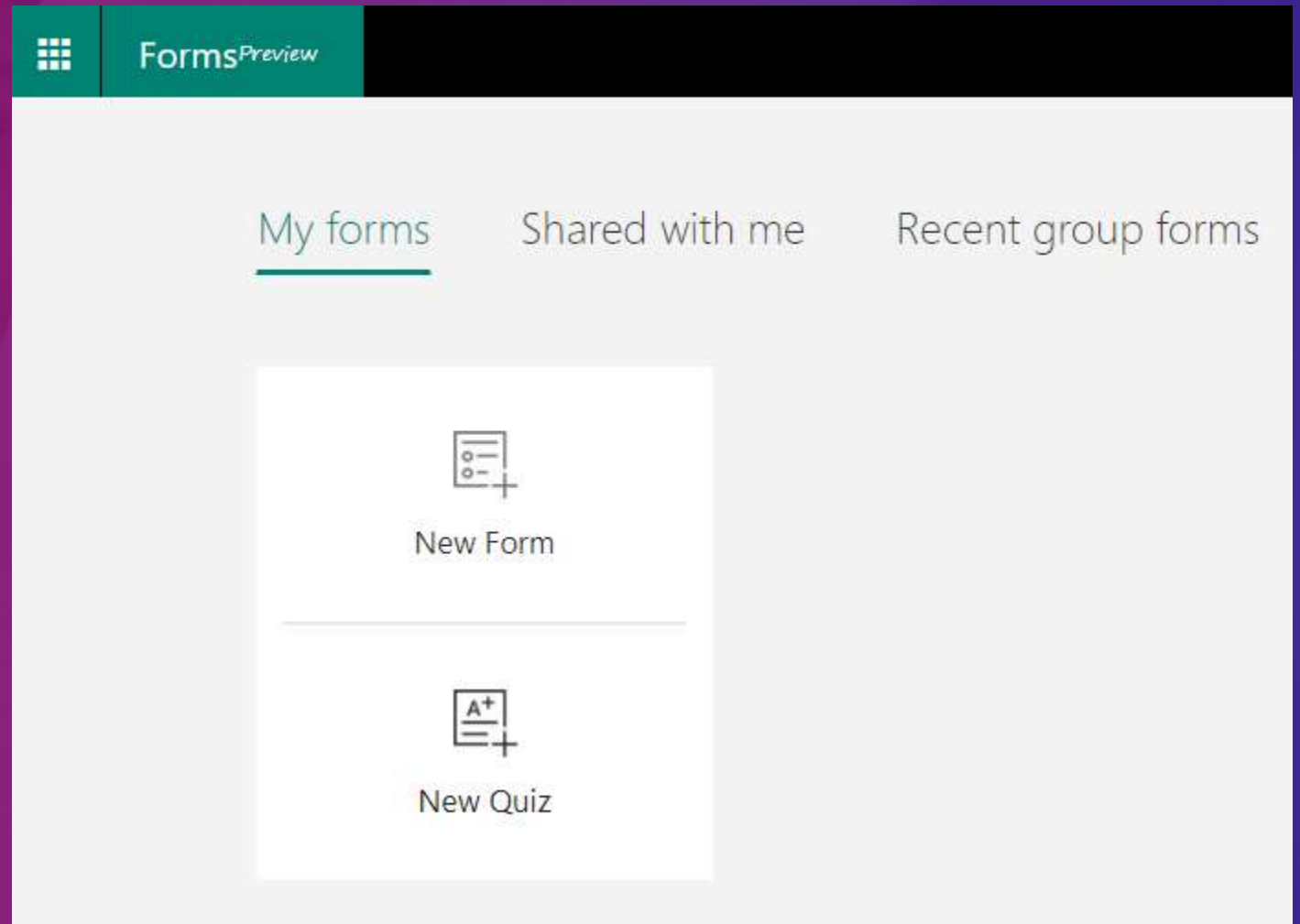
Microsoft Teams Interface



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Microsoft Forms Interface



Quick Guide

Microsoft Forms Interface for Math

The screenshot shows the 'Questions' tab of the Microsoft Forms interface. A question is displayed: "1. Which one is TRUE or FALSE?". Below the question are two radio button options: "Option 1" and "Option 2". There is a "+ Add option" button below the options. At the bottom of the question editor, there are settings for "Points:" (with a text input field), "Multiple answers" (a toggle switch), and "Required" (a toggle switch). A green "+ Add new" button is located at the bottom left. A context menu is open on the right side of the question editor, listing options: "Shuffle options", "Drop-down", "Math", "Subtitle", and "Add Branching".

The screenshot shows the 'Responses' tab of the Microsoft Forms interface. A question is displayed: "1. Which one is TRUE or FALSE?". Below the question is a text input field with the placeholder text "Enter an equation:". A math input tool is open, showing a grid of mathematical symbols and operators. The grid includes: x , y , x_0 , $\frac{1}{x}$, $[]$, $()$, 7 , 8 , 9 , $+$, $>$, $<$, \geq , \leq , \neq , $|x|$, 4 , 5 , 6 , \times , $\sqrt{\quad}$, $\sqrt[3]{\quad}$, x^2 , x^3 , \log_2 , \ln , 1 , 2 , 3 , $-$, π , $x!$, Σ , \prod , $|x|$, $|x|^{-1}$, 0 , $.$, $=$, $+$, ∞ , $^{\circ}$, CE , \leftarrow , \rightarrow , and OK . Below the math input tool, there is a radio button and the text "Please enter an equation for this option."

OVERVIEW SLIDE

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The Microsoft Teams

The platform for the online learning



Microsoft Forms

Platform to conduct survey or assessment



Flow Process

Managing the files in MT



Conducting the assessment

Assessment Process in MT



Deadline and Grading

Grading Process in MT



Mapping the data for SMP

To transfer the data from MT to be put at SMP

A woman with dark curly hair and glasses is smiling and looking to the right. She is wearing a dark blue top. The background is a blurred office environment with a window and some papers on a wall.

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THANK YOU!
