

## District Faculty Development

Spring 2021 Professional Development Teams Event



# Using Microsoft Teams collaboratively and seamlessly to foster learning and working communities

Tuesday, May 20, 2021, 12:30-1:30pm

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Basic and Transitional Studies  
Seattle Central College

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- +
    - 
    - Teams within Teams:  
Seattle Colleges Workspaces



# What is Microsoft Teams?

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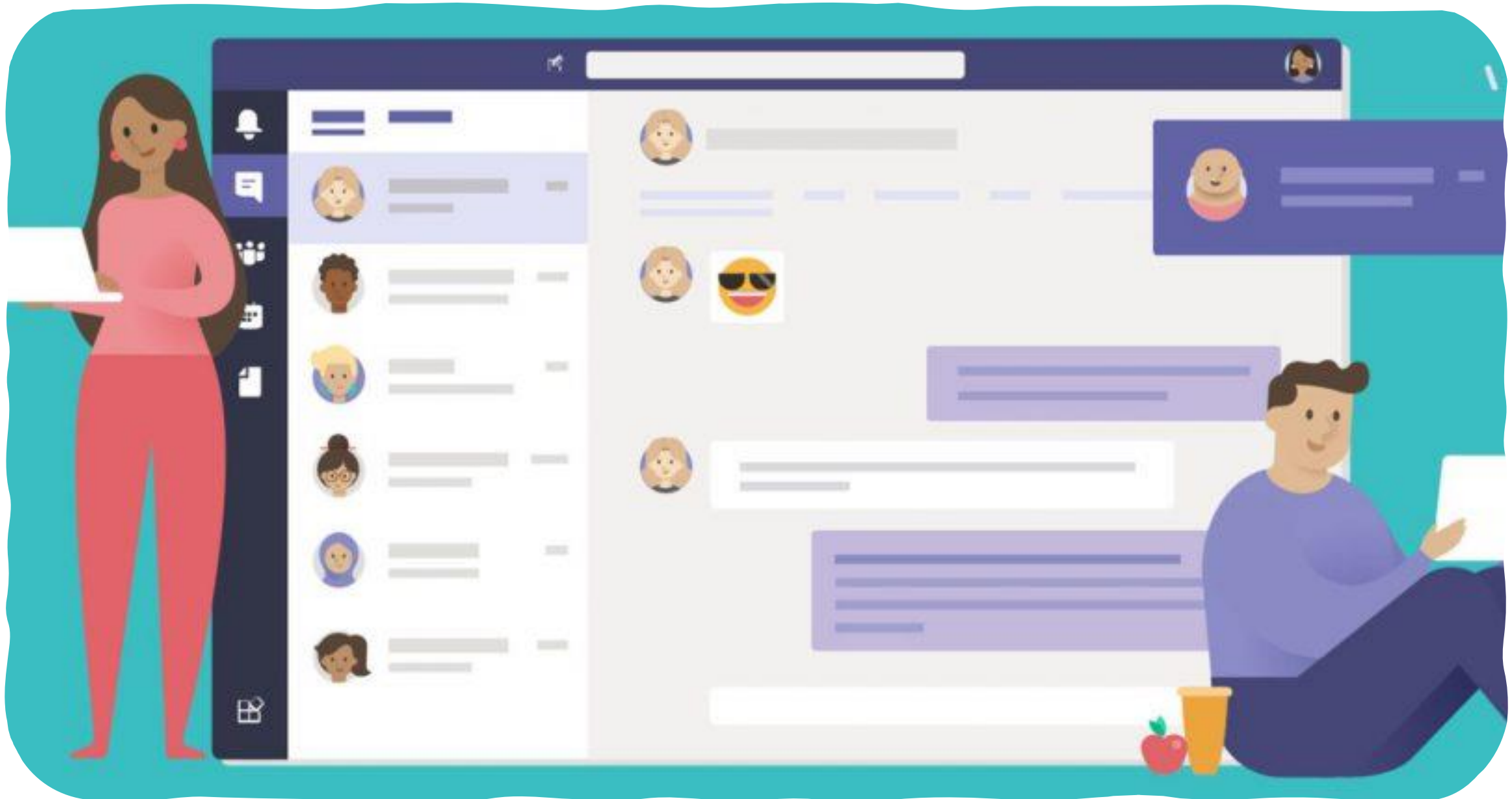
# Microsoft Teams





# Chatting with Colleagues

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Teams Instances (Group  
Forums, Group Files, Group  
Calendar, and other resources  
for your Team)

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## Teams



Your teams

- Spring 2021 - ESL 5A** ...
- CentralBTSD\_ABE ...
  - General
  - Core Committee - Communications
  - Core Committee - Math
  - Vision Committee**
- CentralBTSD\_ESL ...
- CentralBTSD\_Faculty ...
- Seattle Central College Council ...

Hidden teams

Join or create a team



**Vision Committee** Posts Files ABE Vision Statement 1 more +

Team Meet

Reply

May 4, 2021

DT

**Tompson, Douglas** 5/4 12:58 PM  
Added a new tab at the top of this channel. Here's a link.

**ABE 2021 Vision Master Agenda**

Reply



DT

**Tompson, Douglas** 5/4 1:11 PM

## Update: ABE Vision Committee Master Agenda

### 2021 ABE Vision Master Agenda in Files

Hi All! I have added the 2021 ABE Vision Master Agenda in the CentralBTSD\_ABE Vision Committee Channel. The purpose of the Maser Agenda is for committee members to preview and add agenda items as they please. I would like your feed back. Take a look at it (as a first draft), and let me know what you think: add or edit as you see fit, and add agenda items you would like to include.

**ABE 2021 Vision Master Agenda .docx**  
CentralBTSD\_ABE > Vision Committee

Reply

New conversation



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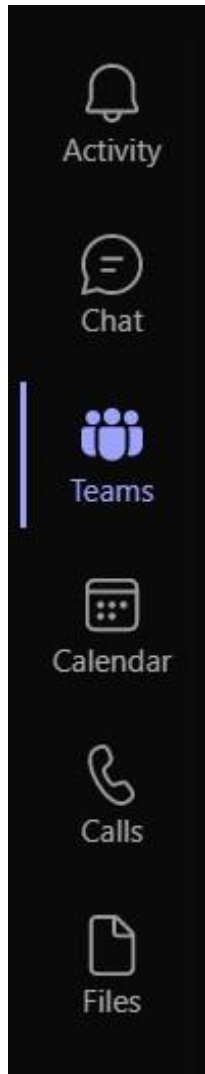
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# Getting Started

# Logging In

- <https://office365.seattlecolleges.edu>
- <https://www.microsoft.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion>



# Main Navigation

Now that you've logged in, it's good to take a second and orient yourself towards the main navigation of the Teams application.

# Setting your Notification Preferences

The screenshot shows the Microsoft Teams interface. On the left, a list of channels is visible under the 'Vision Committee' header:

- CentralBTSD\_ESL (red icon)
- CentralBTSD\_Faculty (red icon)
- Seattle Central College Council (blue icon)

Below the channels is a section for 'Hidden teams'. A context menu is open over the 'Seattle Central College Council' channel, showing the following options:

- Channel notifications >
- Pin
- Hide
- Manage channel
- Get email address
- Get link to channel
- Edit this channel
- Connectors
- Delete this channel

The 'Channel notifications' sub-menu is open, showing three options:

- All activity (checked) - Posts, replies, mentions
- Off - Except direct replies, personal mentions
- Custom

In the background, a post is visible with the following text:

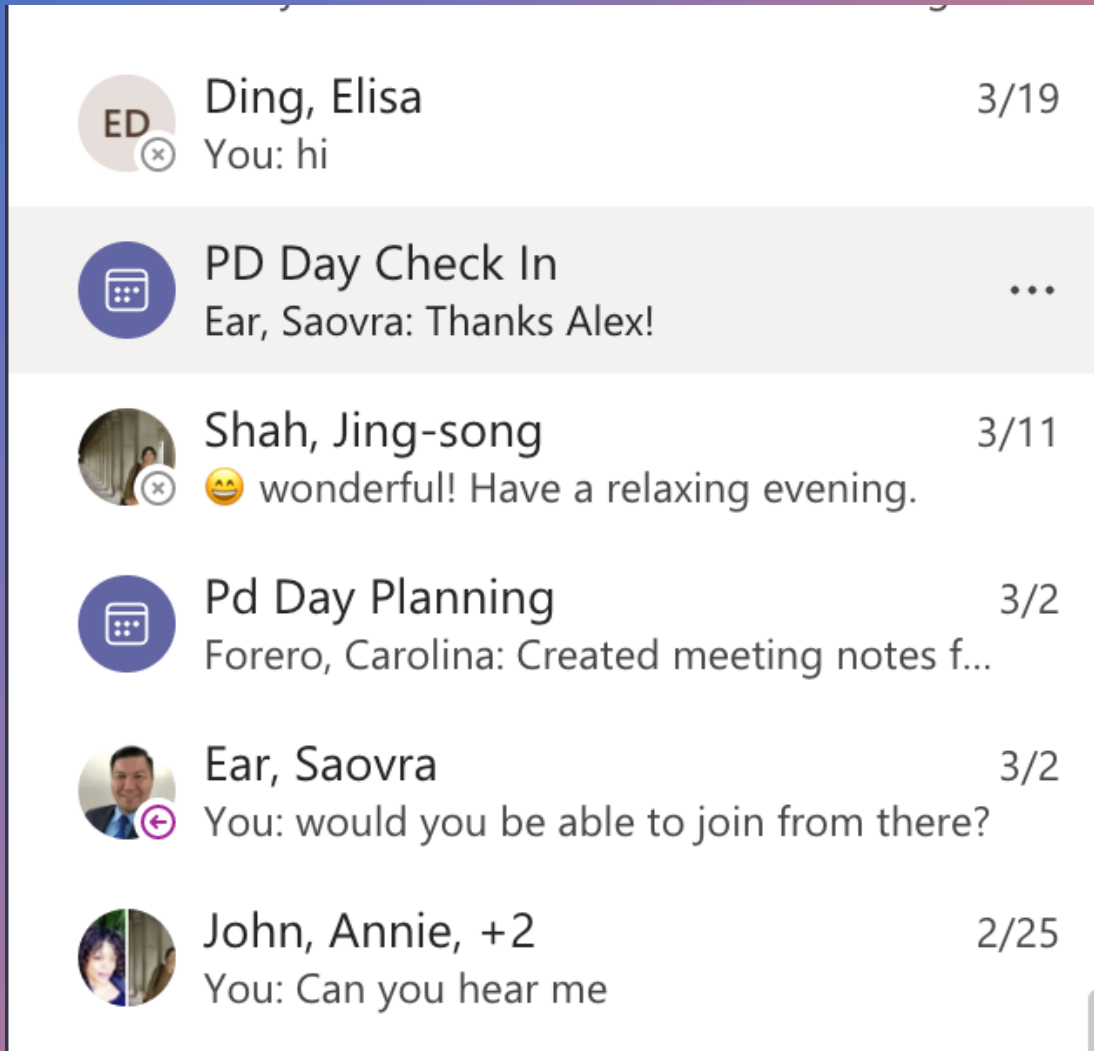
**Update: ABE Vision**

**BE Vision Master Agenda in Files**

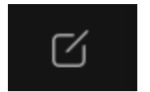
I have added the 2021 ABE Vision Master Agenda for committee members to preview and add comments (first draft), and let me know what you think: add or edit

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  -

# Chat and Video Calling



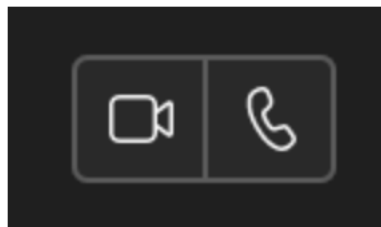
# Chatting with Colleagues



New Chat  
Icon

- One of the most popular features of MS Teams is the ability to have chat conversations with colleagues or peers.
- On the left-hand menu, click the “Chat” button to bring up the conversations you’ve had with other members of One City Project.



# Starting a Video Call






Video and Voice  
Call Icons





Calendar interface showing a weekly view for March 2021. The interface includes a search bar, navigation icons, and a sidebar with various application icons.

Search:

One City Project  

Calendar  **Calendar**

Meet now  + New meeting 

Today  **March 2021**   Work week 

	22 Monday	23 Tuesday	24 Wednesday	25 Thursday	26 Friday
6 AM					
7 AM					
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					

Sidebar icons: Activity, Chat, Teams, Calendar, Calls, Files, Tasks by Pl..., Apps, Help





## New meeting Details Scheduling Assistant

Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾



Test Lesson



 comptojm@uw.edu  
Unknown



+ Optional



Mar 22, 2021

1:30 PM ▾



Mar 22, 2021

2:00 PM ▾

30m



All day

Suggested: 1:30 PM-2:00 PM 2:00 PM-2:30 PM 2:30 PM-3:00 PM



Does not repeat ▾



Add channel



Add location



**B** *I* U ~~S~~ | ▾   Paragraph ▾  |     | 99    |  

Type details for this new meeting

My calendar



## Test Lesson


Mar 22, 2021 1:30 PM - 2:00 PM


Join


Edit

Test Lesson

John Compton

 <https://teams.microsoft.com/l/meetup-join...>

 Chat with participants

 **John Compton**  
Organizer



# Video Chat Settings and Tools




# Introduction to Video Call Functions





# Managing Participants in Video Calls



**Participants** ... ✕

|Type a name

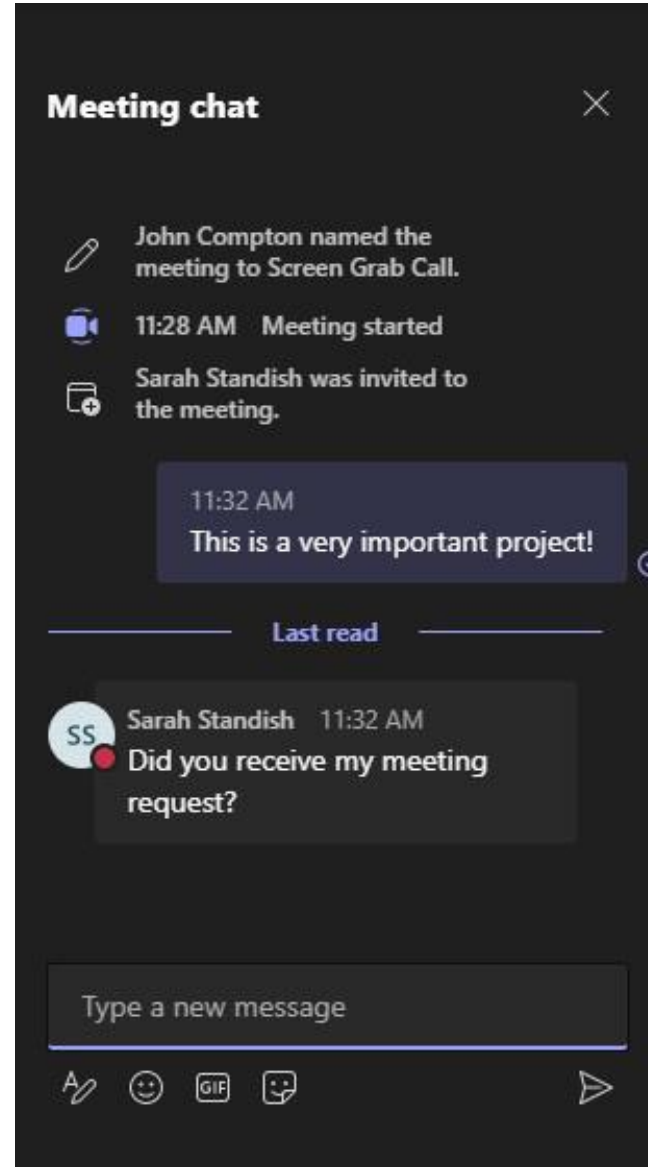
 **Share invite**

In this meeting (2) **Mute all**

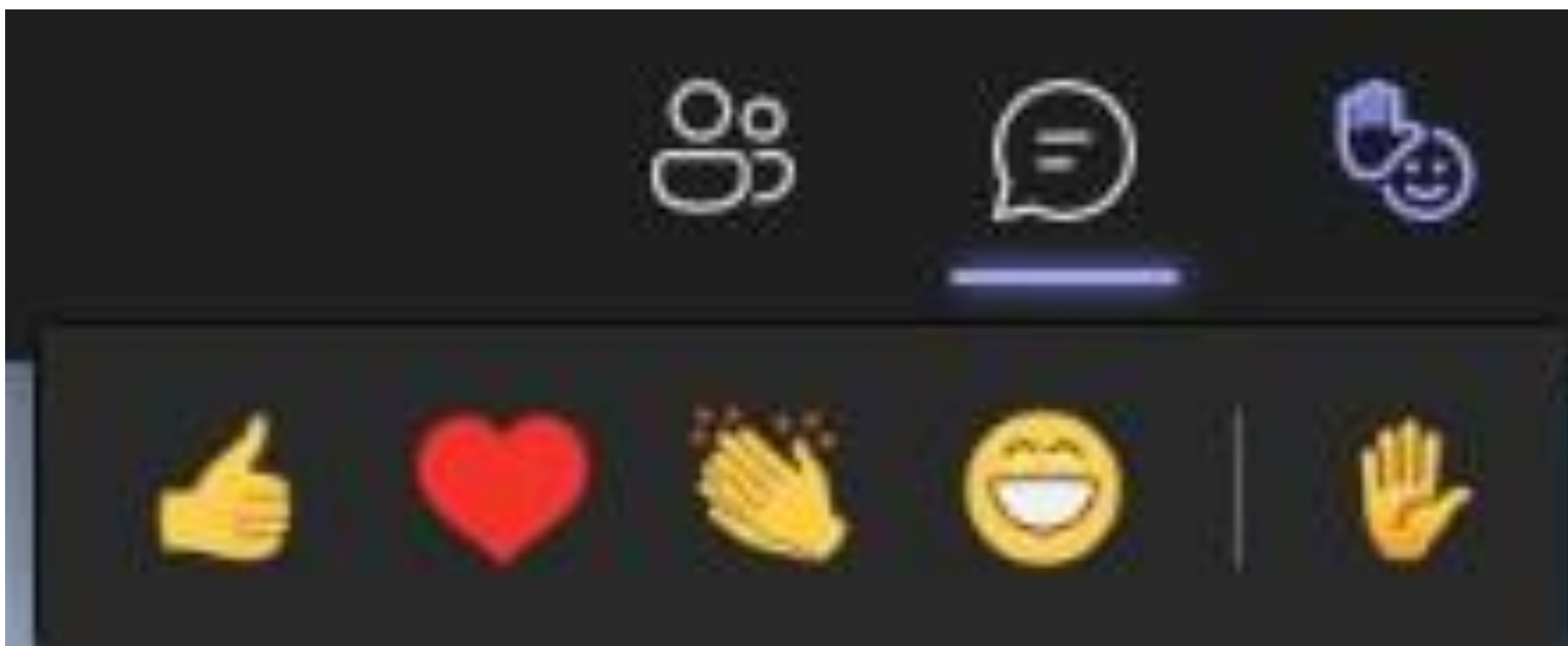
 **John Compton**  
Organizer 

 **Sarah Standish**  
External 

# Chat Function in Video Calls




# Reactions in Video Calls



# Breakout Room Options

**Create breakout rooms**

**Room settings**

How many rooms do you need? 1 

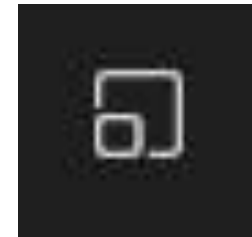
**Participants**

How do you want to assign people to rooms?

**Automatically**  
Assign 1 person to 1 room (1 per room)















**Manually**  
Add participants individually to Breakout Rooms.

Cancel Create rooms



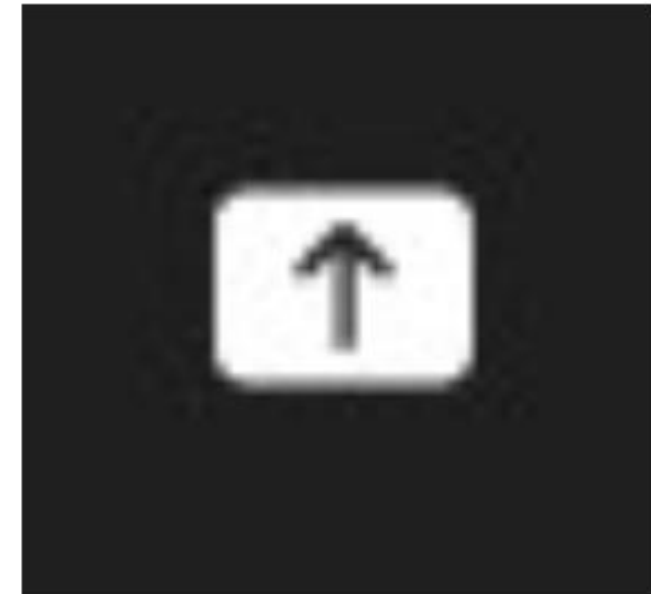
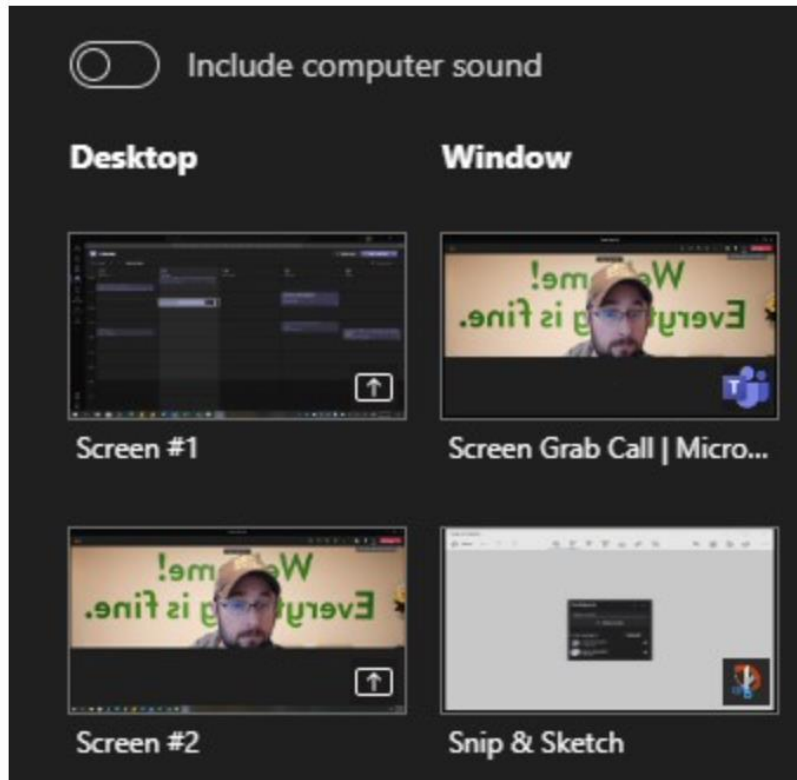


# Settings in Video Calls

-  Device settings
-  Meeting options
-  Meeting notes
-  Meeting details
-  Gallery ✓
-  Large gallery (Preview)
-  Together mode (Preview)
-  Focus
-  Full screen
-  Apply background effects
-  Start recording
-  Start transcription
-  Dial pad
-  Turn off incoming video

# Sharing Your Screen

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Share Screen Icon



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- + . Teams within Teams: Seattle
  - o Colleges Collaborative Workspaces


# How a Team is organized


The screenshot displays a Microsoft Teams interface. At the top, a header bar for the channel 'CentralBTSD\_Faculty' is shown, featuring a red square icon with the letters 'CF' and a three-dot menu icon on the right. Below this header, a list of channel topics is visible: 'General', 'Dev Day and PD Day', 'Division Support for Faculty Working ...', 'Equity, Diversity, and Inclusion Worki...', 'FTF and PTF Collaboration Working G...', 'Institutional Relationships Working Gr...', and 'Professional Development Working G...'. At the bottom of the screenshot, a navigation bar is shown with a red square icon containing 'CE'. To its right, the word 'General' is displayed in bold black text, followed by 'Posts' in blue text with a blue underline, 'Files', and a plus sign icon.



# New conversation

 mariacl (Guest) 1/24 2:40 PM   
Hi **John Compton** reviewing the One City Teacher training and it's been great so far - I'm on the Lesson Planning unit and there's an assignment I have to do to complete this. Do I have to do this to access content for any of the other topics like cultural intelligence and social skills? If I have to complete, since we are not teaching a class currently, can I just try to make one for a class in the future? thanks! 😊


 John Compton 1/24 2:43 PM  
I believe it should be set to move you along as soon as you submit something


 Reply

John responds to Cricket's troubleshooting request

## Posts: Start a discussion thread with colleagues

See more

 View original email

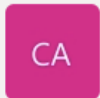
 Reply

Start a new conversation. Type @ to mention someone.



# Files: Sharing common resources with your colleagues

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**Vision Committee**

Posts

**Files**

ABE Vision Statement

ABE 2021 Vision Mast...



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# Conclusion





# Joining the Conversation

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<https://teams.microsoft.com>

Questions?

Alexander.Tang@Seattlecolleges.edu