

## Microsoft Teams use case: Teaching and Learning

**Note:** There is a 'sub-use case' for online courses, see: [1.1. Online courses](#).

### Applicable to

- Lecturers needing to set up a Microsoft Team to collaborate with each other remotely and with students around teaching and learning (ensuring that this is complementary to Vula but not overlapping with its learning management system role).
- Students wanting to use Teams for group work.

### When to use

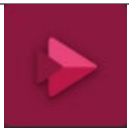

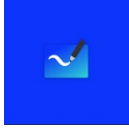
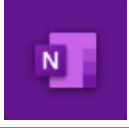
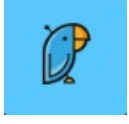


- Use when you need an online collaboration space for lecturers and students within a department/programme. (**Note:** Ensure that it complements and doesn't overlap with Vula)

### Description

Lecturers and students using Microsoft Teams to facilitate communication, collaborate, share notes, discuss projects, assist each other, and for online meetings and group work.

### Recommended tools and tabs

#### Recommended tools

Icon	Tool	Used for:
	Stream	<ul style="list-style-type: none"> <li>• Manage meeting recordings</li> </ul> <p><b>Note:</b> Permissions to <a href="#">meeting recordings</a> should be managed to ensure that they are only made available to those authorised to access them.</p>
	Wiki	<ul style="list-style-type: none"> <li>• Document proceedings during or after meetings</li> </ul>
	Whiteboard	<ul style="list-style-type: none"> <li>• Brainstorm during discussions or workshops</li> </ul>
	OneNote	<ul style="list-style-type: none"> <li>• Take informal/formal notes during or after meetings</li> </ul>
	Polly	<ul style="list-style-type: none"> <li>• Quick informal polls during committee/group meetings</li> <li>• Gauge member views quickly and provide a report within the meeting</li> </ul>
	Microsoft Forms	<ul style="list-style-type: none"> <li>• More comprehensive, formal and/or extended surveys/questionnaires to be sent to the committee/group outside of meetings</li> </ul>
	Website	<ul style="list-style-type: none"> <li>• See <a href="#">Tabs</a> recommended section below.</li> </ul> <p><b>Note:</b> Only secure links (i.e. HTTPS) may be added.</p>

### Recommended tabs

Examples of tabs that might be useful or applicable to different departments or areas.

**Note:** Only secure links (i.e. HTTPS) may be added.

<b>Department</b>	<b>Title</b>	<b>Used for:</b>
All academic departments	Vula (specific Vula site applicable to course/programme)	<ul style="list-style-type: none"> <li>• Learning management</li> </ul>
All academic departments	UCT Libraries	<ul style="list-style-type: none"> <li>• Quick access to PRIMO to search for academic resources</li> </ul>
PG Students	<a href="#">Student Support Services</a>	<ul style="list-style-type: none"> <li>• Access to student support resources on Vula</li> </ul>
Other	<other links to websites>	<ul style="list-style-type: none"> <li>• Providing resources/information to support the activities of the academic staff outside of those provided by Microsoft Teams</li> </ul>

### Recommended channels

#### Examples of channels for academic staff

Channels should be created based on the academic staff group's specific needs (such as by topic, discipline, or subject). However, examples of types of channels that could be created are:

- General channel for general discussions, operations, miscellaneous items
- Course administration private channel
- Tutor private channel
- Channel per programme/module/stream/course
- Private channel for private collaboration or discussions between selected members of department or facilitating student groupwork (a limit of up to 30 private channels)

#### Good practices for using channels

Selected good practices are listed below, but for a full list, please see the **Channels** section in the [Good practices guide for Microsoft Teams](#).

<b>Area</b>	<b>Practice/s</b>
Naming of Channels	Ensure that you use a reliable and agreed naming convention for Channels that will be sustainable in the long run within the team.

Permissions in channels	Meeting <a href="#">permissions</a> in channels can be set to limit and manage access to meeting recordings to ensure that only those permitted to access recordings can do so.
Private channels	Use private channels in committees for private discussions between two or more members of the committee.

## Features

This list contains features that are available in Teams to better manage your workspace.

- [Confidentiality and security](#)
- [Communications and chat outside of meetings](#) (using *Posts* tab)
- In meetings
  - [Hand raise](#)
  - [Chat](#)
  - [Attendance count](#)
  - [Meeting roles](#)
  - [Meeting recordings](#)
  - [Manage meetings documentation](#)
- [Engaging with external parties/guests](#)

## Related tips, tricks and FAQs

- Orientation: [Getting to know the Teams user interface](#)
- [Microsoft Teams best practices guidelines](#)
- [Setting up your new Team](#) ([creating an icon](#), [name](#), [setting up channels](#), etc.)
- [Tips and tricks](#)
- [Teams at UCT](#)
- Engaging with communication methods within and to Teams ([announcements](#), [@mentions](#), emails to [channels](#) or [individuals](#), etc.)
- [Creating and using private channel](#)
- [Meetings FAQ](#)
  - [Manage your meetings using Teams](#)
  - [Meeting roles](#)
  - [Permissions](#)
- Organising your list of Teams ([ordering](#), [pinning](#), [hiding](#))

- [Adding Tools/apps to the sidebar](#)
- [Using the Microsoft Help feature within Teams](#)
- [Using your Activity feed within Teams](#)
- [Finding information within Teams](#)
- [Archiving an expired Team](#)
- [Comparison between functionality](#) of the browser-based Teams app and the mobile Teams app and the client app.

## Microsoft Teams use case: 1.1: Online short courses

### Applicable to

- Short course administrators and facilitators needing to set up Microsoft Teams to facilitate short online courses, etc.

### When to use

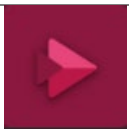

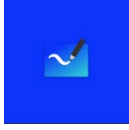

- Use when you need an online learning platform for facilitating online short courses and online collaboration.
- Use when you need an online collaboration space for lecturers and students within a department/programme/course. (**Note:** Ensure that it complements and doesn't overlap with Vula)



### Description

- EMS Platform for presenting and facilitating online shortcourses/seminars/presentations, etc.

### Recommended tools and tabs

#### Recommended tools

Icon	Tool	Used for:
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	Wiki	<ul style="list-style-type: none"> <li>• Documenting proceedings during or after meetings</li> </ul>
	Whiteboard	<ul style="list-style-type: none"> <li>• Brainstorming during discussions or workshops</li> </ul>
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	Polly	<ul style="list-style-type: none"> <li>• Quick informal polls during committee/group meetings.</li> <li>• Gauging member views quickly and providing a report within the meeting.</li> </ul>
	Website	<ul style="list-style-type: none"> <li>• See Tabs recommended section below.</li> </ul> <p><b>Note:</b> Only secure links (i.e. HTTPS) may be added.</p>

### Recommended tabs

Examples of tabs that might be useful or applicable to different departments or areas:

<u>Department</u>	<u>Title</u>	<u>Used for:</u>
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Other	<other links to websites>	<ul style="list-style-type: none"> <li>• Providing resources/information to support the activities of the academic staff outside of those provided by Microsoft Teams</li> </ul>

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### Recommended channels

#### Examples of Channels for academic staff

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#### Good practices for using channels

Selected good practices are listed below, but for a full list, please see the **Channels** section in the [Good practices guide for Microsoft Teams](#). See also: [Summary table](#).

### Features

See: [Features](#) in use case above.

### Related tips, tricks and FAQs

See: [Related tips, tricks and FAQs](#) in use case above.