



Designing a Remote Learning Community for School and District Leaders

Overview

Microsoft Teams enables administrators, educators and community members to collaborate seamlessly integrating conversations, files and planning calendars. In this webinar school and district leaders will explore the layout and navigation of TEAMS in preparation for creating rich collaboration spaces for parents and schools to stay connected and work together.

Webinar Agenda

00:00 – 10:00 **Welcome:** Introductions, Meeting Controls, Attendance
(10-minute duration)

10:00-45:00 **Overview of TEAMS**

- Orientation
 - Modes of accessing TEAMS
- Remote Leadership PLC Scenarios
- PLC TEAM vs. Staff TEAM vs. Other TEAM
 - Naming Conventions
 - Guest access
- Meeting
 - Structure- Standing meeting invite vs. "Meet Now"
 - Participant Accountability
 - Planner
- PLC Notebook

(35-minute duration)

45:00-60:00 **Closing Questions and Answers**

(15-minute duration)

Resources

- [Microsoft Teams EDU Quick Start Guide](#)