



## Supervising and Evaluating Online Learning in Class TEAMS

### Overview

In this webinar Administrators will explore the layout and navigation of Class TEAMS in preparation for what they will see teachers implementing with students. Administrators will also discover an approach to supervising instructional practices in Class TEAMS as well as explore multiple ways to evaluate online instruction in Class TEAMS.

### Webinar Agenda

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

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

- Orientation
- Assignments
- Grading
- Meeting
- Gauging BEST Practices for online delivery
- Scenarios for Evaluation in Class TEAMS
- Content-specific Class templates

(35-minute duration)

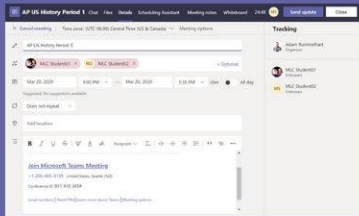
#### 45:00-60:00 **Closing Questions and Answers**

(15-minute duration)

### Resources

- <https://aka.ms/classroomteams>
- <https://www.iste.org/standards/for-students>

# Virtual Classroom Management with Microsoft Teams



## MEETING INVITE

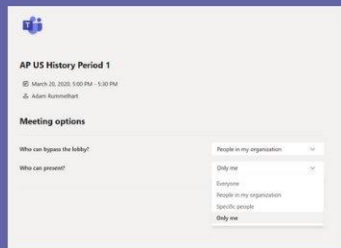
### Create your Meeting Invite

Start by naming your meeting, and then selecting a time and date. Here if you would like you can add your students as attendees, so they receive an Outlook Calendar invite. Otherwise, you can share the meeting link in Teams or in your LMS. After creating the meeting, you will be able to choose your meeting options.

## MEETING OPTIONS

### Manage your Presenters

Under meeting options, you will be able to select who can present. Choose "only me" to prevent students from being able to present and share their screens. Or, if you have a co teacher choose "specific people" to make them a presenter. During the meeting you will be able to make a student a presenter if you so choose.



## PEOPLE

### Manage your Virtual Classroom

Under the "People" option you can best manage your class. Here you can mute individual students or everyone. This is also where you can make a student a "presenter." You can also remove a participant if need be. This is an important feature, as just in your physical class you would not leave your students unattended, do not leave your students unattended in a digital one. Make sure you remove all participants before you leave.



## PRESENT

### Share your Screen

In the share tray you will have the option to share your desktop, a window, or a PowerPoint presentation. If you share your desktop students will be able to see everything on your screen, try sharing a window or your presentation instead. Also, select the White Board to create an interactive white board for you and your students.



## OTHER FEATURES

### Chat, Closed Captioning, and Record your Meeting

Chat is a good way for students to stay engaged in a virtual class. They can ask questions and participate in discussion. A new "hand raise" feature is coming soon. But in the meantime, have your students drop in a GIF or a hand raising emoji in the chat if they have a question. Also, in your meeting you can use Closed Captioning to make your class more accessible. You also have the option to record your meeting in case someone can't join.

