

## Before we get started



Let us know if you can hear us when we do **Audio checks**



Download **Presentation Slides** at [uoft.me/ctsi-videos](https://uoft.me/ctsi-videos)



Turn on live captions if you would like closed captioning (see screenshot for details)

## During the webinar



Your **microphone** will be muted until Q&A at the end of the session



Type questions and comments into the **Chat**



This session features a short activity in breakout rooms.

# Connecting and Communicating with Students using Microsoft 365 Tools

## Following the webinar

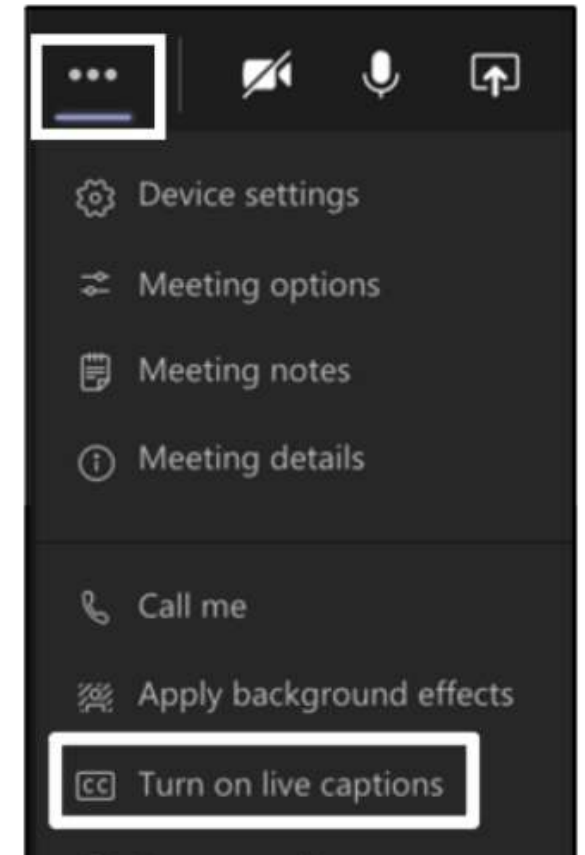


View **Session Recording** at [uoft.me/ctsi-videos](https://uoft.me/ctsi-videos) in 2 business days



Complete **Feedback Survey** (link sent via email)

# Welcome!



# Connecting and Communicating with Students using Microsoft 365 Tools

Justin Fletcher with contributions from Will Heikoop  
March 9, 2022

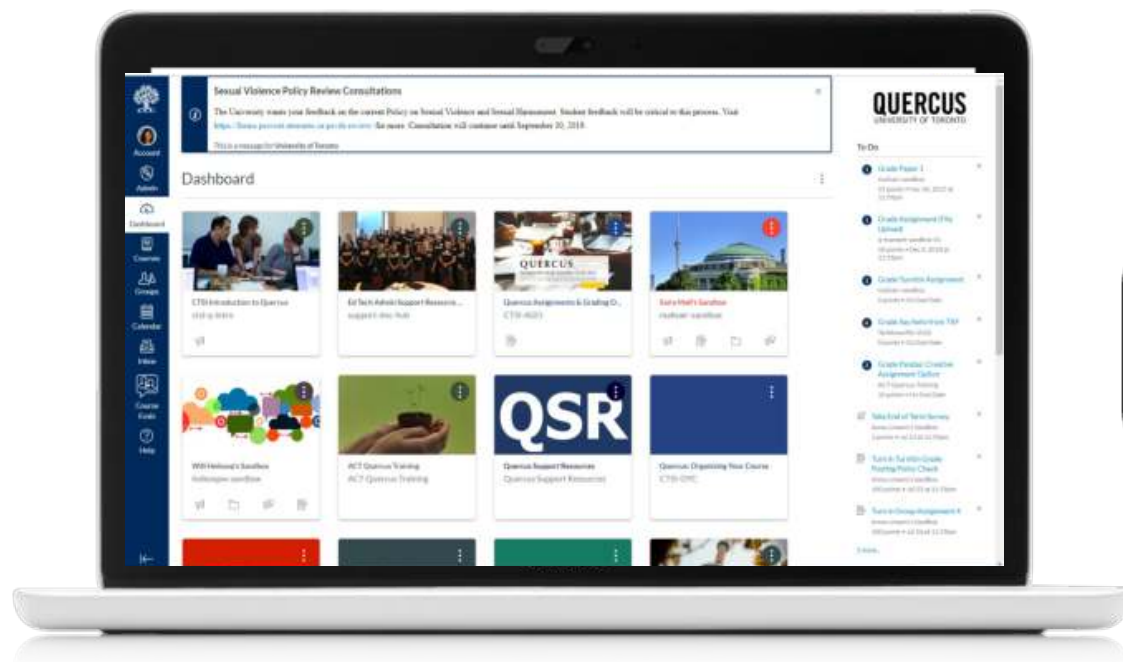


CENTRE FOR TEACHING SUPPORT & INNOVATION

# Learning outcomes

- Communicate with students using Microsoft 365 tools
- Build social presence in your course using Microsoft 365 tools
- Examine tools and strategies to facilitate collaboration among students
- Navigate Quercus and Microsoft Office 365 support resources





# QUERCUS

## The University of Toronto's Academic Toolbox



# QUERCUS



Organize content

Connect and communicate



The Academic Toolbox helps you...





















Assess student work and  
provide feedback

Teach from a distance



# Microsoft 365

Office 365 All apps Tips and Tricks

 <b>Bookings</b> Simplify how you schedule and manage appoi...	 <b>Calendar</b> Schedule and share meeting and event times, ...	 <b>Class Notebook</b> Organize your lesson plans in a digital notebo...
 <b>Excel</b> Discover and connect to data, model and anal...	 <b>Forms</b> Create surveys, quizzes, and polls and easily s...	 <b>OneDrive</b> Store, access, and share your files in one place.
 <b>OneNote</b> Capture and organize your notes across all yo...	 <b>Outlook</b> Business-class email through a rich and famili...	 <b>People</b> Organize your contact info for all your friends,...
 <b>PowerPoint</b> Design professional presentations.	 <b>Project</b> Develop project plans, assign tasks, track pro...	 <b>SharePoint</b> Share and manage content, knowledge, and a...
 <b>Staff Notebook</b> Collaborate with faculty and staff to share poli...	 <b>Stream</b> Share videos of classes, meetings, presentatio...	 <b>Teams</b> The customizable, chat-based team workspac...
 <b>To Do</b> Keep track of your tasks in one place with inte...	 <b>Whiteboard</b> Ideate and collaborate on a freeform canvas d...	 <b>Word</b> Bring out your best writing.



# QUERCUS + Microsoft 365



Organize content

Connect and communicate



The Academic Toolbox helps you...





















Assess student work and  
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Teach from a distance



# Summary of applications to be discussed

Office 365 All apps Tips and Tricks

 <b>Bookings</b> Simplify how you schedule and manage appoi...	 <b>Calendar</b> Schedule and share meeting and event times, ...	 <b>Class Notebook</b> Organize your lesson plans in a digital notebo...
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 <b>PowerPoint</b> Design professional presentations.	 <b>Project</b> Develop project plans, assign tasks, track pro...	 <b>SharePoint</b> Share and manage content, knowledge, and a...
 <b>Staff Notebook</b> Collaborate with faculty and staff to share poli...	 <b>Stream</b> Share videos of classes, meetings, presentatio...	 <b>Teams</b> The customizable, chat-based team workspac...
 <b>To Do</b> Keep track of your tasks in one place with inte...	 <b>Whiteboard</b> Ideate and collaborate on a freeform canvas d...	 <b>Word</b> Bring out your best writing.





# Exploring key concepts

What are the characteristics of effective...

- Communication?
- Social presence?
- Collaboration?

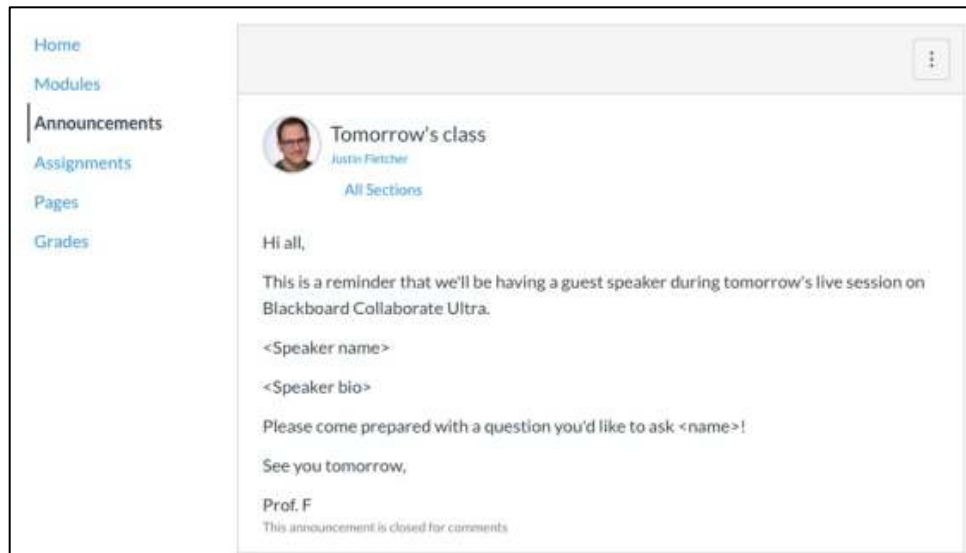


# Communicating to and with students

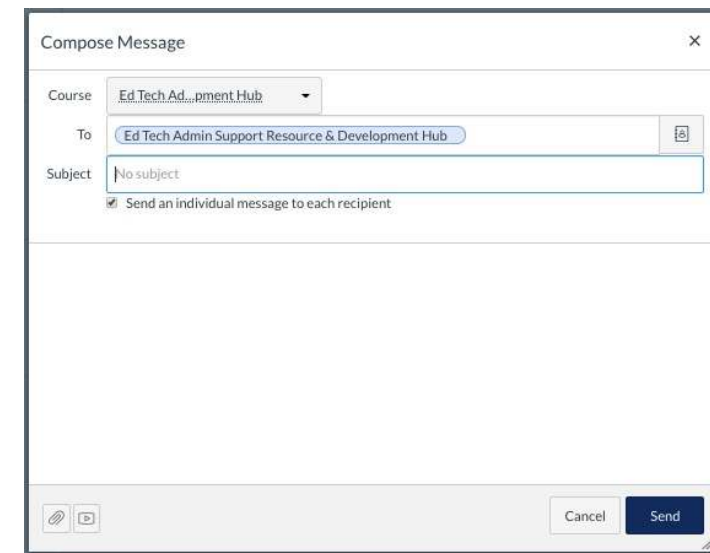


# Review: Connecting to and with students

# QUERCUS



Announcements



Conversations/Inbox



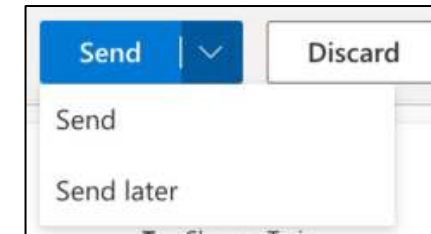
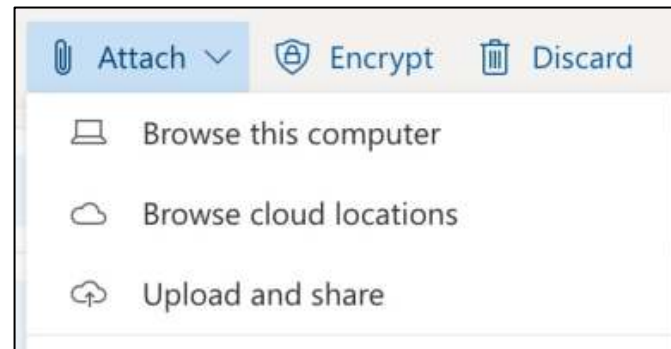
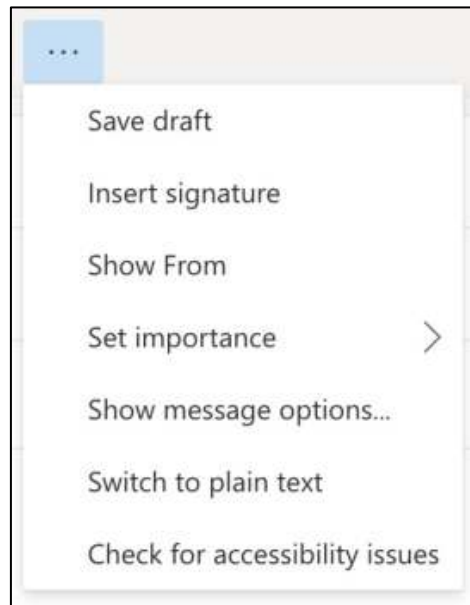
# Email students



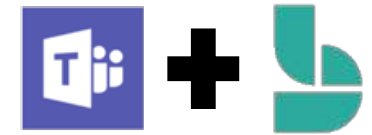
1. [Download student emails](#) using the UT Advanced Group tool or [New Analytics tool](#)
2. Send email using [UTMail+ \(Outlook\)](#)  
\*Use BCC if contacting more than 1 student



# Email students: Tips and tricks



# Hold (online) office hours



Enter information about your service

**Service name**

**Description**

**Default location**

☒ Add online meeting ⓘ

**Default Duration**  
Days  Hours  Minutes

**Office Hours**  
15 minutes  
Free

November 18 with Justin Fletcher

< > November 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Select staff (optional)

10:00 am 10:30 am 10:45 am

**Add your details**

Name

Email

**Provide additional information**

What course are you enrolled in?

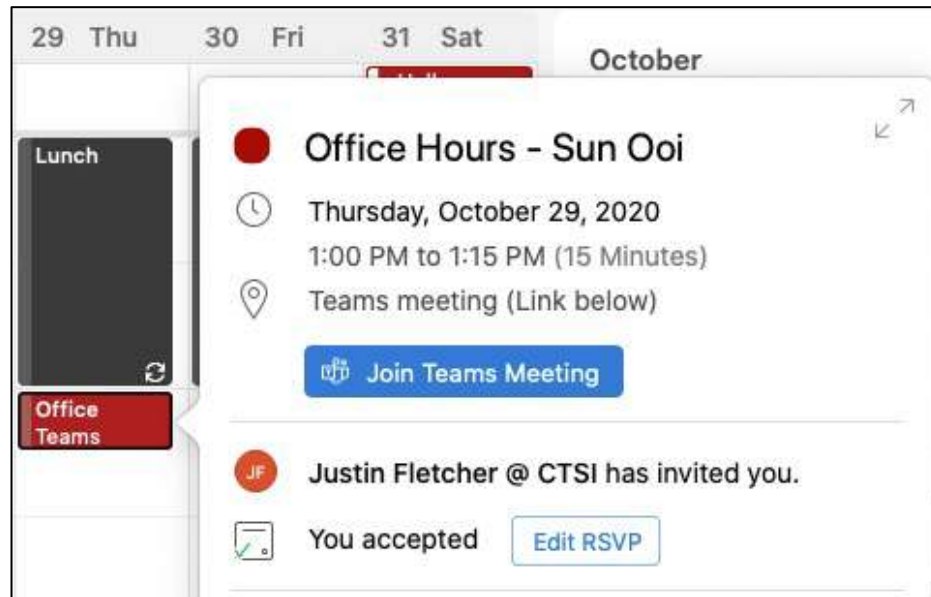
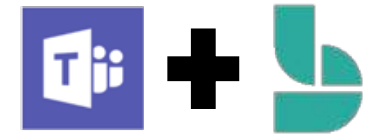
What would you like to discuss in office hours?

**Book**

[Microsoft Bookings](#)



# Hold (online) office hours



## Microsoft Bookings

### Custom Fields

Question 1- What course are you enrolled in?

Answer- ABC101

Question 2- What would you like to discuss in office hours?

Answer- assessments & evaluation

### -----Original Appointment-----

**From:** Justin Fletcher @ CTSI

**<**[OfficeHours5@utoronto.onmicrosoft.com](mailto:OfficeHours5@utoronto.onmicrosoft.com)**>**

**Sent:** Thursday, October 22, 2020 11:31 AM

**To:** Justin Fletcher @ CTSI; Sun Ooi

**Subject:** Office Hours

**When:** Thursday, October 29, 2020 1:00 PM-1:15 PM (UTC-05:00)  
Eastern Time (US & Canada).

**Where:** Teams meeting (Link below)

Your appointment will be with Justin Fletcher.

Justin Fletcher @ CTSI

[Manage Booking](#)



# Connecting with students: Building social presence

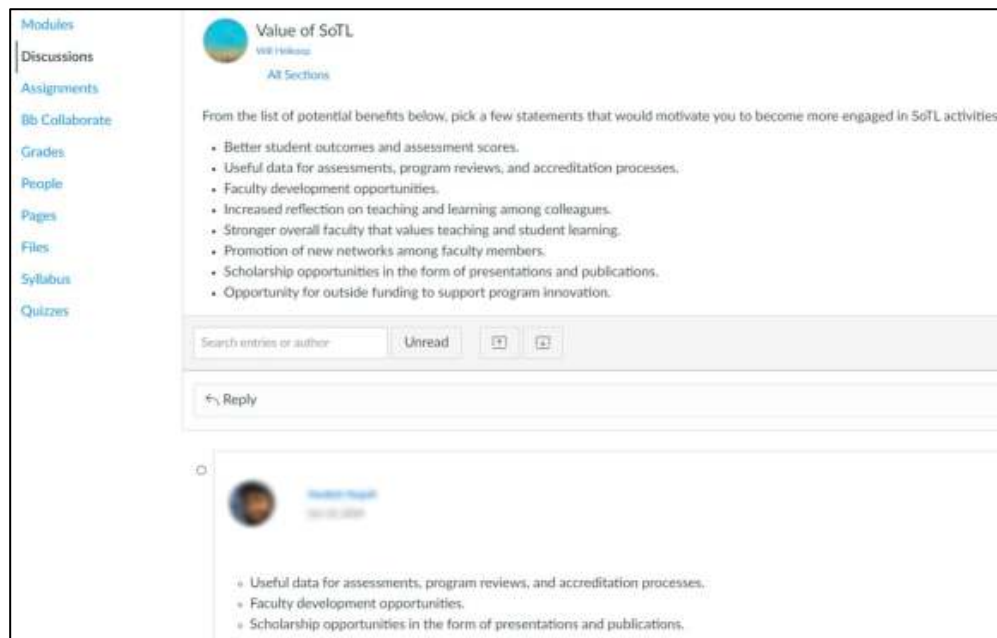




# Review: Building social presence

# QUERCUS

Online discussions: [Quercus discussion board](#)



Review webinar  
recording: [Connecting and  
Interacting with your Students Online](#)



# Build social presence

How instructors and learners see each other as “real people” in the online environment and identify with the community.

- combats feelings of isolation
- gives learners a feeling of community

Lehman, R. & Conceicao, S. (2010) and Garrison, D. R. (2009)



# Build social presence

Interactivity:

- student-student
- instructor-student

Impacts:

- student satisfaction
- persistence

Croxton, R. A. (2014)



# Poll to get to know your students



Create a survey or poll in Forms as a way to know more about and identify with your students.

- Prior knowledge
- Goals
- Expectations
- Technology needs
- Accessibility

A screenshot of a Microsoft Forms interface. At the top, there are two tabs: 'Questions' (active) and 'Responses'. The main title of the form is 'Poll on Social Presence'. Below the title, there is a question card. The question is '1. In what way(s) are you interested in improving communication with students?'. Below the question is a text input field with the placeholder 'Enter your answer'. At the bottom of the question card, there are two toggle switches: 'Long answer' (which is turned on) and 'Required' (which is turned off). To the right of the 'Required' toggle is a three-dot menu icon. At the bottom left of the form, there is a green button with a white plus sign and the text 'Add new'.

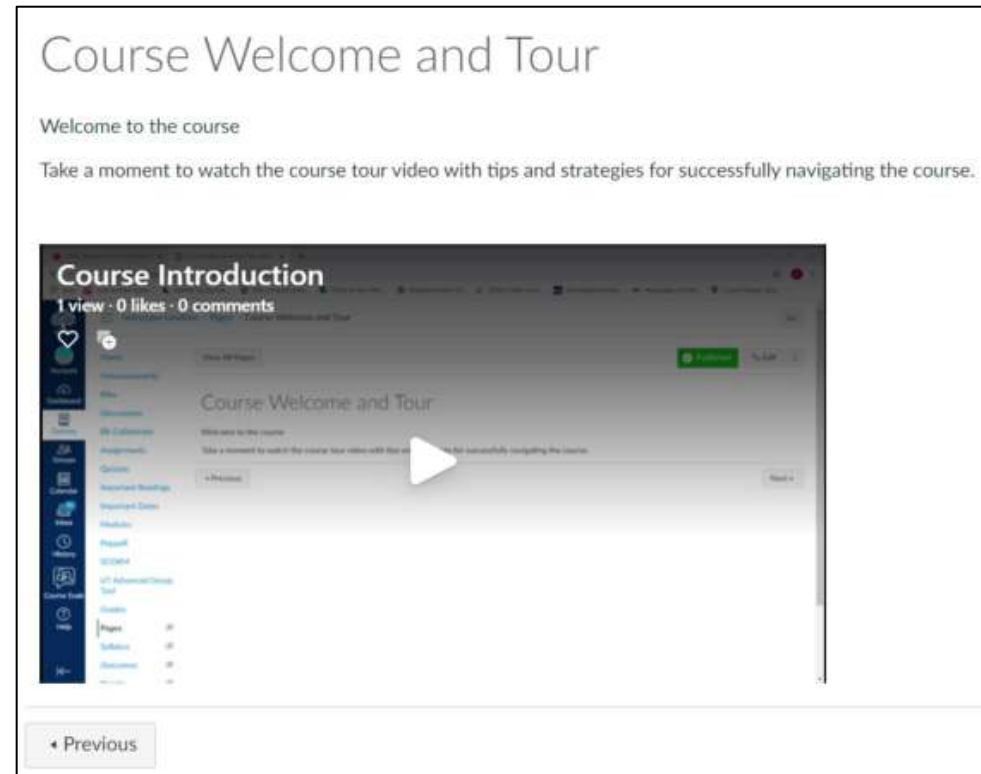
[Using Microsoft Forms as a Polling \(Student Response\) System](#)



# Create a course tour video



Create a video that takes your students on a tour of your course in the online environment.



# Annotate collaboratively

- Annotation encourages active reading and critique. It helps slow readers down, deepen engagement and aid in comprehension and analysis.
- When done with others, students can create what feels like a social network for close reading.

Dean, J. & Schulten, K. (2015)



# Annotate collaboratively

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed id lobortis tortor, tristique tempus neque. Ut ullamcorper nulla sed massa imperdiet, eget hendrerit orci congue. Nulla facilisi. Nunc ante risus, hendrerit at nibh a, ornare viverra massa. Integer vulputate arcu ac venenatis facilisis. Quisque lacinia sollicitudin ullamcorper. Cras tempus ultrices ipsum ut pretium. Nullam molestie leo nec orci tempus tincidunt. Pellentesque non malesuada ipsum, ut cursus ligula. Aliquam et posuere mauris. Etiam lacus ex, hendrerit ut erat at, ultrices blandit nisl. Morbi finibus magna sed tempus ornare.

In vel augue purus. Ut cursus dictum lobortis. Nam eu pretium orci. Phasellus venenatis ut mi sed dapibus. Ut eu fermentum quam, quis varius erat. Morbi a sapien molestie, tincidunt nisl id, imperdiet ligula. Aliquam efficitur quis neque et cursus. Sed non eleifend felis. Phasellus rutrum varius augue sed tincidunt. Aliquam euismod tortor id ex porta, at maximus justo fringilla. Pellentesque aliquet imperdiet felis, vel faucibus magna eleifend sit amet. Vestibulum nunc tellus, lacinia non velit eu, hendrerit pharetra nulla. Praesent finibus aliquam turpis nec blandit.

Etiam congue vehicula quam, ac aliquam lacus scelerisque non. Suspendisse est quam, viverra ut convallis nec, luctus ut nisl. Nulla orci tellus, posuere sit amet nunc et, ullamcorper hendrerit dolor. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nunc nec tortor quis urna laoreet finibus sed non massa. Aenean eget lectus non tortor volutpat molestie. Integer at nunc ac magna posuere lobortis. Aliquam ornare ut quam id consequat. Aenean pulvinar ex eget arcu cursus lobortis eget eget odio. In in porta nisl. Suspendisse rutrum orci in enim efficitur, et mollis nisl pulvinar. Phasellus venenatis laoreet lobortis. Suspendisse congue ligula eget risus hendrerit posuere nec et arcu.

Aliquam suscipit, nisi at lacinia vehicula, ex nibh vestibulum elit, in ornare nisi arcu nec lacus. Vestibulum et massa vel augue fermentum congue. Aliquam sodales vitae urna eleifend gravida. Curabitur id aliquam tortor, ut aliquet felis. Nullam rutrum turpis quis tortor porttitor venenatis. Nam porta nisi a eleifend

JF Justin Fletcher  
Document is missing a title  
@mention or reply...

JF Justin Fletcher  
This thesis statement is particularly compelling...  
ST Shayne Train  
Deserves to be followed up!  
@mention or reply...

Assigned to you

ST Shayne Train  
@Justin Fletcher I believe this needs a citation.  
@mention or reply...





# Demo: Annotate collaboratively

A Teaching Fantasy

By Margaret Hatcher

We teach

Ideas and words are our business

We toss them into the air

and watch them float

softly

as autumn leaves

WH William Heikoop

The author creates a mood....

➤

A Teaching Fantasy by Margaret Hatcher





# Facilitate multimedia conversations



\* Title

Introduce yourself

\* Description

↶ ↷ **B** *I* U 🔗 📎

Please introduce yourself with a video!

Topic media

📎 📺 😊 ☁️ 📺 🔗

🔗 Add attachments

Recording time

1 minute 30 seconds

15 seconds

30 seconds

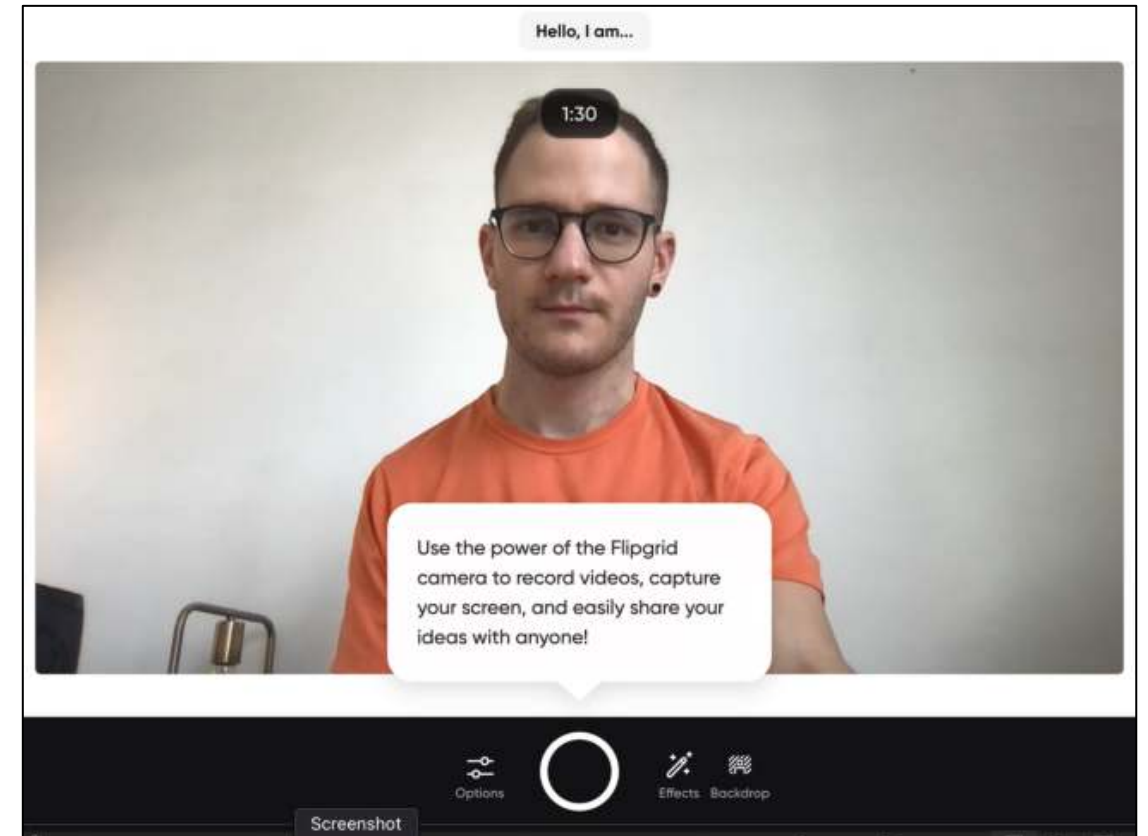
45 seconds

1 minute

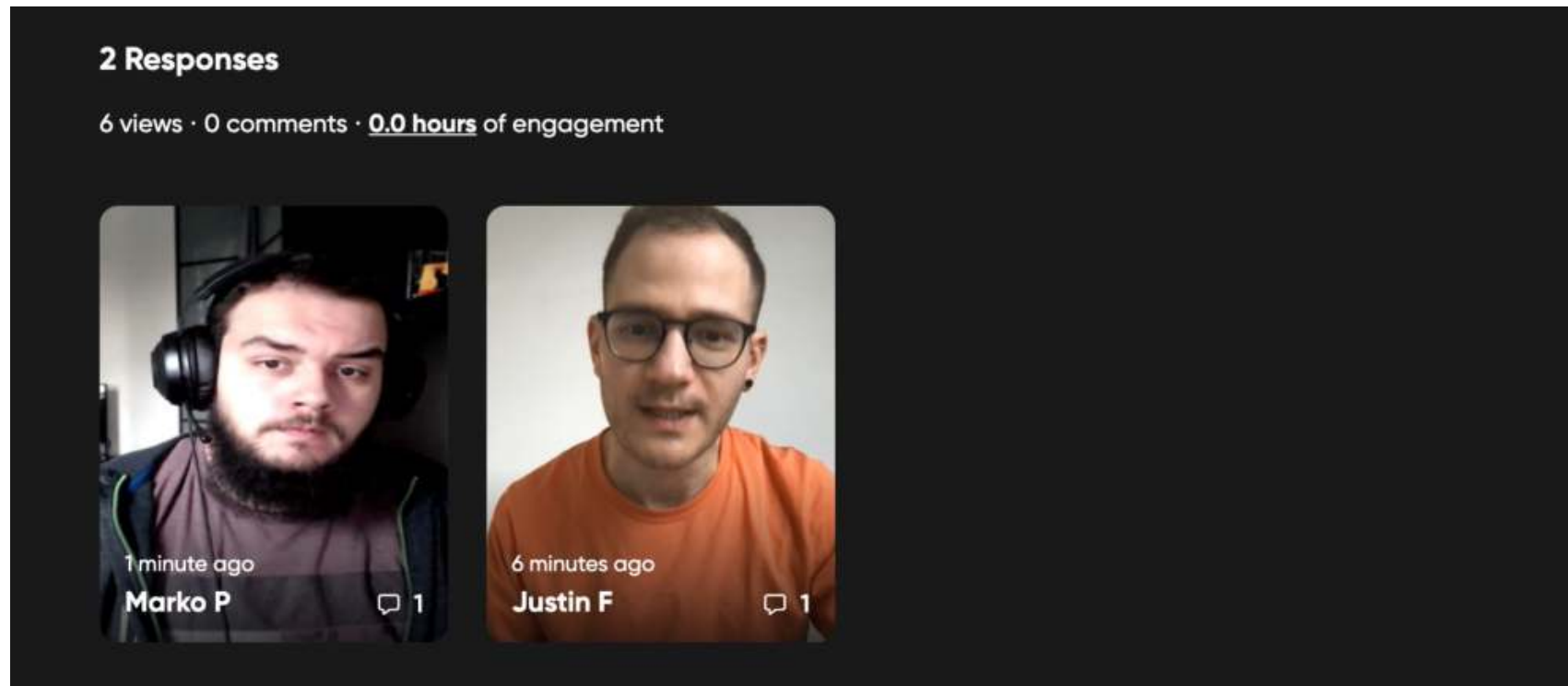
1 minute 30 seconds

Delete topic

[Flipgrid documentation](#)



# Facilitate multimedia conversations



[Flipgrid documentation](#)



# Sustain presence with students

Providing check ins helps guide the students to where they should be in the course at that point.

Example:

- Monday is “What’s happening this week”
- Thursday is a check in of what happened/where students should be



# Check-in with students

Ideas to consider:

- Live Q & A sessions (keep the questions focused and specific) using MS Teams
- Clearest and muddiest points using MS Forms



# Hold Q & A session



1. Share Microsoft Form in advance to elicit questions
2. Provide Teams meeting invitation

## Office Hours Questions

Enter your muddiest point or other pressing questions to be raised during our office hour.

1. What is your muddiest point to be raised from this week's lecture and reading material?

Enter your answer

Submit



# Facilitating collaboration among students



# Review: Facilitating collaboration among students

# QUERCUS

## Create Wiki using Pages

Options Users allowed to edit this page

Teachers and students ▼

☐ Add to student to-do

## Create Groups

Groups (2)		
► Discussion Groups 1	3 students	⋮
<hr/>		
► Discussion Groups 2	2 students	⋮



# Share in the chat

What is the main challenge you have faced when implementing and supporting team- and groupwork in your course(s)?





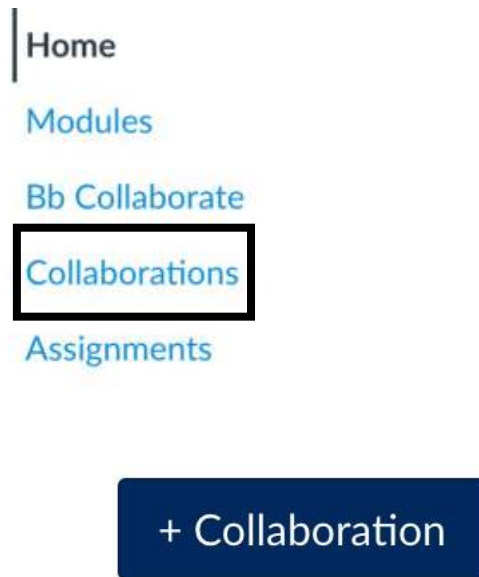
# Promote successful group- and teamwork

- Establish roles within teams/groups (e.g., scribe, editor)
- Provide space to begin team/group collaboration
- Scaffold larger teamwork assignments
- Consider peer review and self-assessment of contribution to team/groupwork
- Create space for reflection on students' experiences

Weimer, M. (2014)



# Support group- and teamwork




Type: Word

Document name: Assignment-2-Debate-Prep

Description: Use this template to prepare for the upcoming debate.

**People** Groups

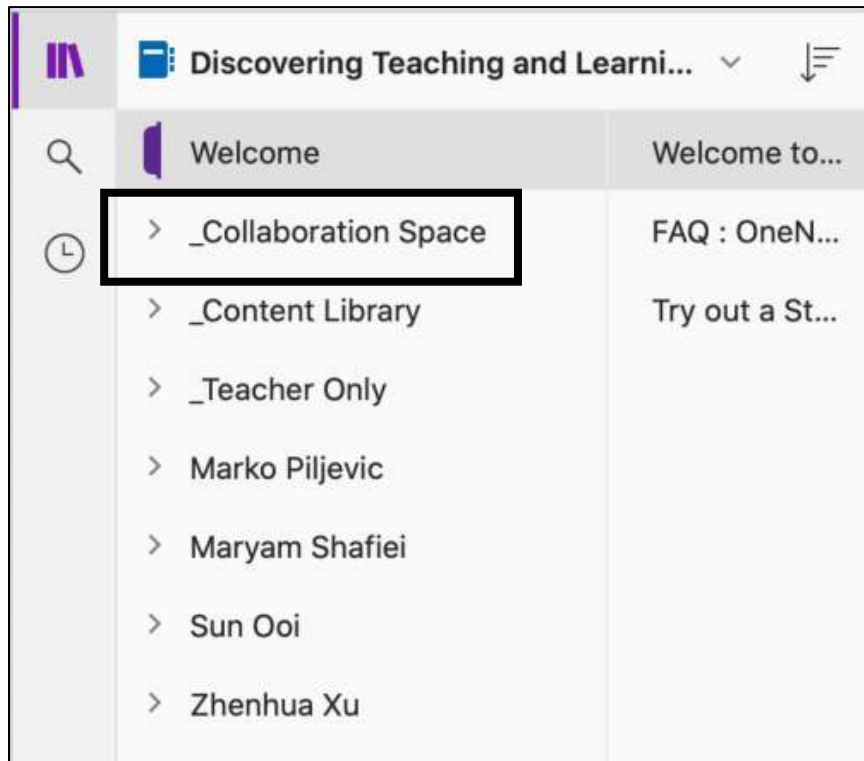
- AQ Qtraining01, ACT01
- AQ Qtraining02, ACT02
- AQ Qtraining03, ACT03
- AQ Qtraining04, ACT04

  
**Add Collaborators**  
Choose from the left panel to collaborate with people and groups.

[Microsoft 365 Integration](#): Collaborations



# Create class wiki: Collaboration space in OneNote Class Notebook



- Content Library
- **Collaboration Space**
- Teacher Only
- Student Notebooks

Lock Collaboration Space



[OneNote Class Notebook](#)



# Create group wiki: Collaboration space in OneNote Class Notebook



The screenshot shows the OneNote Class Notebook interface. On the left, a dialog box for creating a new section is open. It has a back arrow icon in the top left. The first field is 'Name the new section' with the text 'Group A' entered. Below this is a section titled 'Choose students who can read and edit content' with a list of students: Maryam Shafiei (checked), Natasha Ng (checked), Zhenhua Xu (checked), Marko Piljevic (unchecked), and Sun Ooi (unchecked). At the bottom of the dialog, there is a 'Create in' dropdown menu showing '\_Collaboration Space' and a checkbox labeled 'Give read-only access to all students in the class, even if they're not in the group'. There are 'Create' and 'Close' buttons at the bottom right of the dialog. On the right, the sidebar shows the notebook title 'Discovering Teaching and Learning Tools in O365' with a dropdown arrow. Below it is a search icon and a list of sections: '\_Collaboration Space' (expanded), 'Everyone', 'Group A', 'Group B', '\_Content Library', '\_Teacher Only', 'Marko Piljevic', and 'Maryam Shafiei'.

Name the new section

Group A

Choose students who can read and edit content

- ☒ Maryam Shafiei
- ☒ Natasha Ng
- ☒ Zhenhua Xu
- ☐ Marko Piljevic
- ☐ Sun Ooi

Create in \_Collaboration Space

☐ Give read-only access to all students in the class, even if they're not in the group

Create Close

Discovering Teaching and Learning Tools in O365

- ▼ \_Collaboration Space
  - Everyone
  - Group A
  - Group B
- > \_Content Library
- > \_Teacher Only
- > Marko Piljevic
- > Maryam Shafiei

[Create group spaces](#)



# Establish norms and expectations

- [Community agreement](#) for how learners and the instructional team will work together during the course
- [Norms for contributing to wikis](#) and collaborative documents (e.g., netiquette)
- Guidelines for successful group- and teamwork



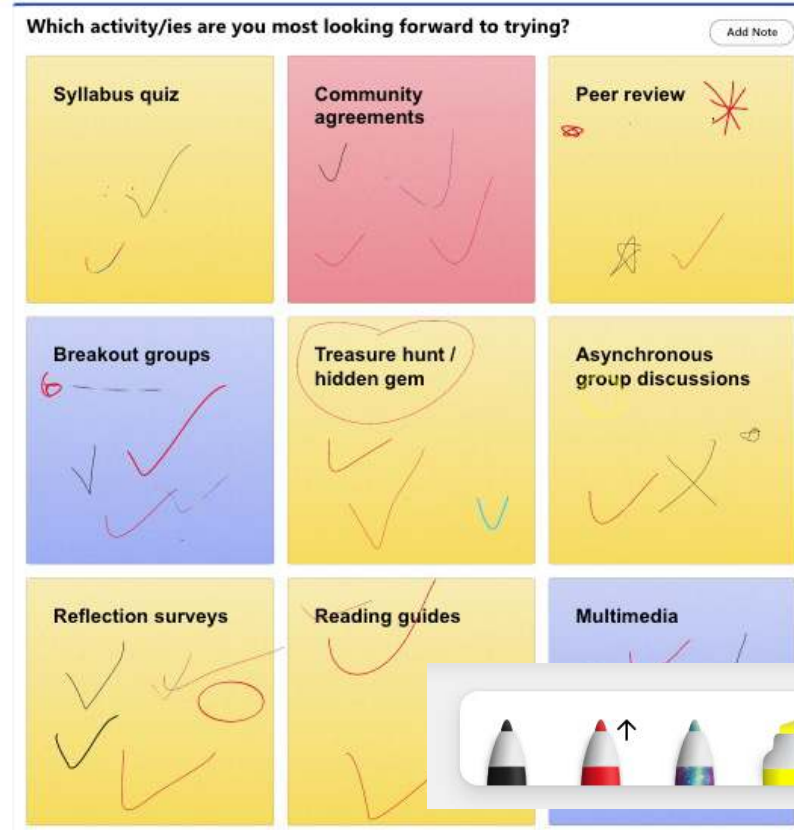
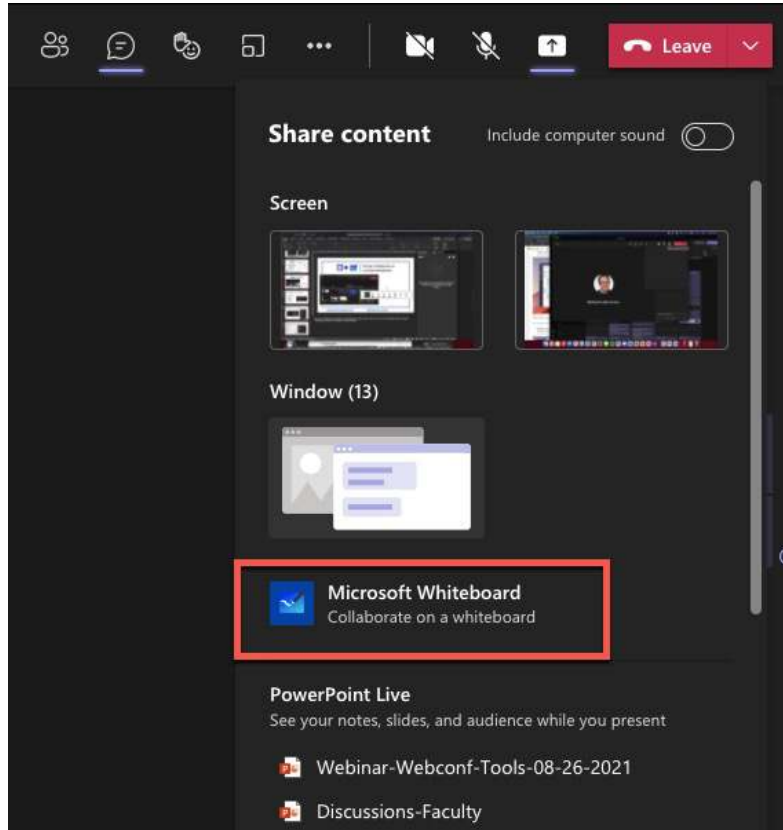
# Share on the whiteboard



1. One change I plan to implement in my course
2. One feature or tool I'd like to learn more about



# Collaborate on a virtual whiteboard



[Microsoft Whiteboard Help](#)

[Whiteboard in Teams](#)





















# Navigating Quercus and Microsoft 365 support resources





# Summary of applications discussed today

Office 365 All apps Tips and Tricks

 <b>Bookings</b> Simplify how you schedule and manage appoi...	 <b>Calendar</b> Schedule and share meeting and event times, ...	 <b>Class Notebook</b> Organize your lesson plans in a digital notebo...
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 <b>To Do</b> Keep track of your tasks in one place with inte...	 <b>Whiteboard</b> Ideate and collaborate on a freeform canvas d...	 <b>Word</b> Bring out your best writing.





# Summary resource

## Office 365

Microsoft Office 365, available to University of Toronto faculty, students, and staff, offers a variety of tools and applications, many of which can be used to support teaching and learning goals.

[Login to Office 365](#)

### Discover the pedagogical applications of Office 365 tools

Tool	Description	Pedagogical application
 <a href="#">OneDrive</a>	Store, access, and share your files on the cloud. You can access files from any device, anywhere. Sharing your files allows you to collaborate with others.	<ul style="list-style-type: none"><li>• Store and share large files (e.g., course materials)</li><li>• Release content to selected students</li><li>• Collaborate on documents</li><li>• Add annotations to shared documents</li><li>• Share documents and folders</li></ul>
 <a href="#">Word</a>	Create, edit and collaborate on text documents. Use built-in RefWorks Citation Manager to cite sources.	<ul style="list-style-type: none"><li>• Create and collaborate on documents</li><li>• Annotate and review documents collaboratively</li><li>• Use built-in accessibility tools to write and read documents</li><li>• Create assignment templates for <a href="#">Cloud Assignments submitted through Quercus</a></li><li>• Support teamwork and groupwork through <a href="#">Collaborations in Quercus</a></li></ul>

## [Microsoft 365: Pedagogical Applications](#)



# Webinars

## Online/remote teaching webinars

Recordings and materials:

<https://uoft.me/ctsi-videos>

Other CTSI events:

<https://teaching.utoronto.ca/events>

Global calendar to support online/remote teaching:

<https://online-remote.teaching.utoronto.ca/>

## Microsoft 365 for Teaching and Learning webinar series

- Introduction: Microsoft 365 Tools for Teaching and Learning
- Organizing your Course Content using M365 Tools
- Connecting and Communicating with Students using M365 Tools
- Assessing Student Work and Providing Feedback Using M365 Tools
- Teaching from a Distance Using M365 Tools: Webinars and Lecture Recordings



# Office 365 licensing and support

## Office 365 for Faculty & Staff



### Did you know?

If you are a current U of T faculty or staff member with an appointment of 20 percent or more, you have access to full desktop versions and mobile versions of Microsoft Office.

Microsoft Office ProPlus is available for free to faculty and staff using Office 365 and can be installed on up to 5 personal computers or other devices.

[Learn more at the Information Commons Knowledge Base.](#)

## General Information

- [Office 365 Updates and Announcements](#)
- [Licensing and Microsoft 365 Apps](#)
- [Microsoft Campus and School Agreement](#)
- [Office 365 Data Residency](#)
- [Admin Managed Apps](#)
- [Known Issues](#)


## User Guides

- [Office 365 Product FAQs](#)
- [Information Commons Help Desk FAQs](#)
- [Online Training \(SuccessFactors\)](#)
- [Office 365 on LinkedIn Learning](#)
- [Good Practices for Using Microsoft Teams Remotely](#)

<https://easi.its.utoronto.ca/shared-services/office365/>



# Quercus support resources

**Quercus Support Resources**

---

[Home](#)


---

[Modules](#)

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[Search](#)


### The Basics



Start here. Navigate Quercus, modify settings and access courses.

[Learn More](#)


### Build Your Course



Create course content and learn about features and integrated tools.

[Learn More](#)


### Assessments



Create and grade different types of assessments.

[Learn More](#)


### Students



Navigate Quercus, access courses and student mobile apps.

[Learn More](#)


### Ed Tech Catalogue



Explore the full list of educational technologies at U of T.

[Learn More](#)

### Support



Additional resources, training and support contacts.

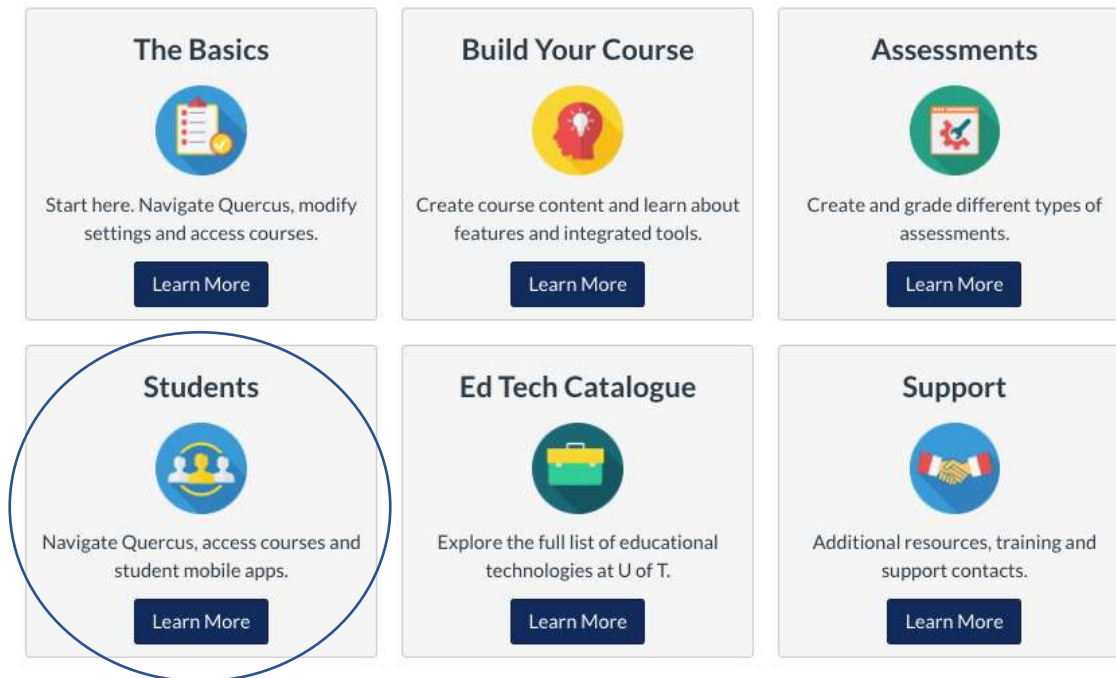
[Learn More](#)

<https://uoft.me/qresources>





# Student support resources



- [Technology Requirements for Remote Teaching and Learning](#)
- [Quercus Student Guide](#)

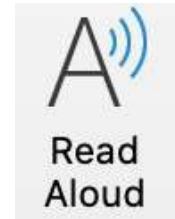


# Share accessibility features with students

## Immersive Reader



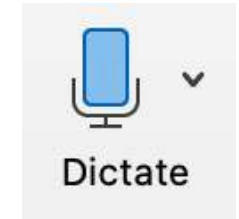
## Read Aloud



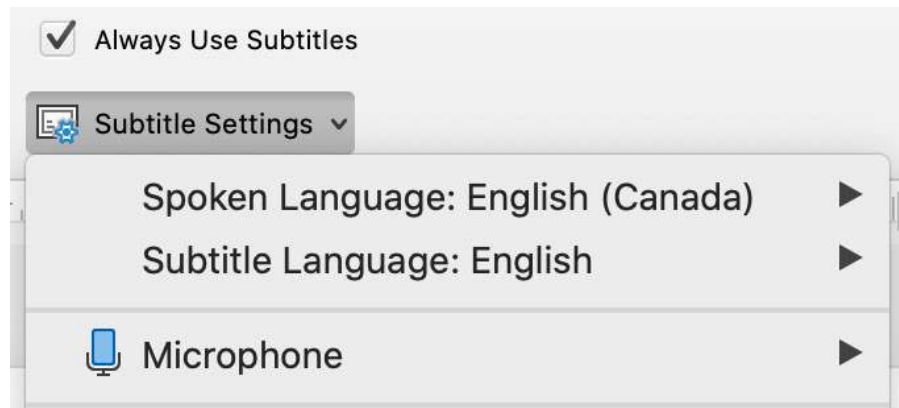
## Translate



## Dictate



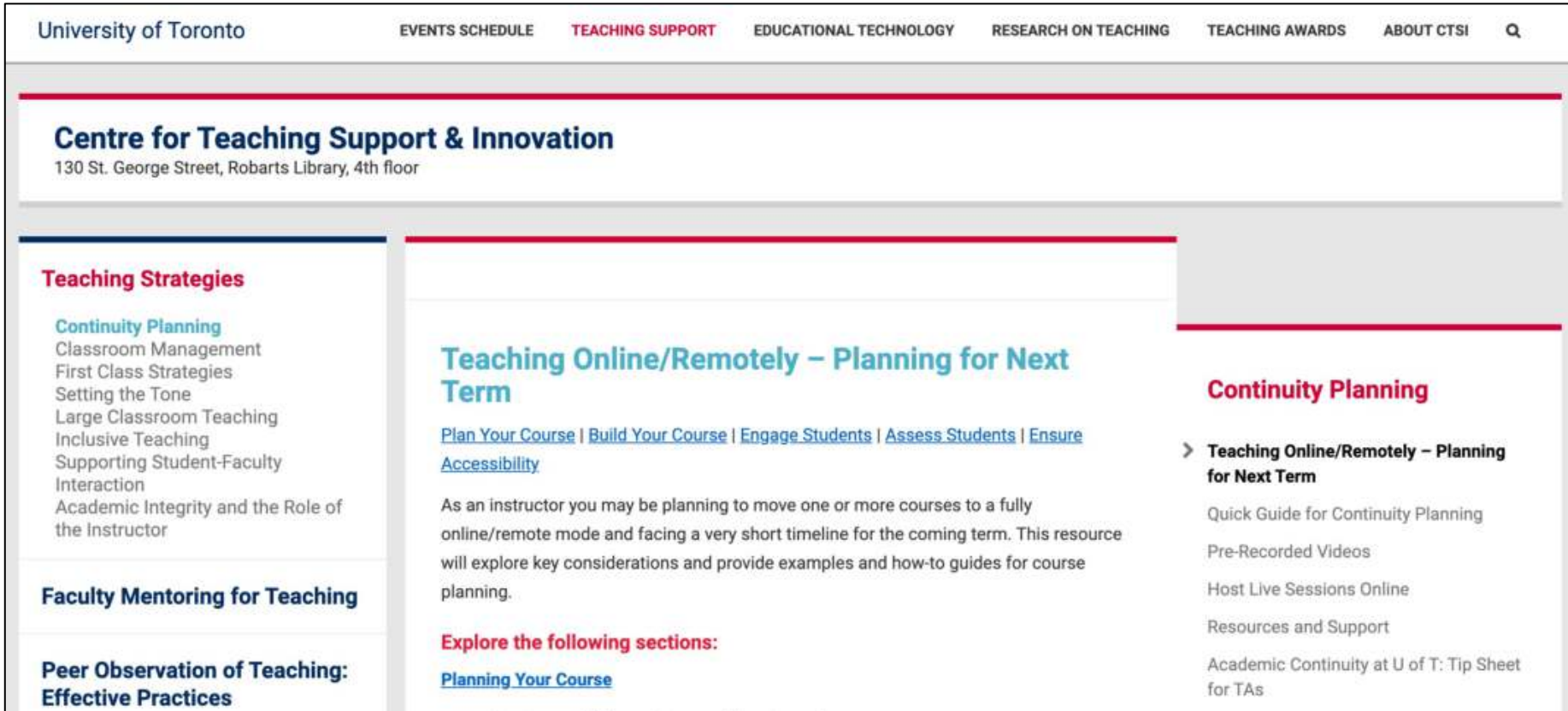
## Subtitles (PowerPoint)



## Live Captions (Teams meetings)



# Planning guide: online/remote teaching



University of Toronto

EVENTS SCHEDULE **TEACHING SUPPORT** EDUCATIONAL TECHNOLOGY RESEARCH ON TEACHING TEACHING AWARDS ABOUT CTSI Q

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**Centre for Teaching Support & Innovation**  
130 St. George Street, Robarts Library, 4th floor

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**Teaching Strategies**

- [Continuity Planning](#)
- Classroom Management
- First Class Strategies
- Setting the Tone
- Large Classroom Teaching
- Inclusive Teaching
- Supporting Student-Faculty Interaction
- Academic Integrity and the Role of the Instructor

**Faculty Mentoring for Teaching**

**Peer Observation of Teaching: Effective Practices**

**Teaching Online/Remotely – Planning for Next Term**

[Plan Your Course](#) | [Build Your Course](#) | [Engage Students](#) | [Assess Students](#) | [Ensure Accessibility](#)

As an instructor you may be planning to move one or more courses to a fully online/remote mode and facing a very short timeline for the coming term. This resource will explore key considerations and provide examples and how-to guides for course planning.

**Explore the following sections:**

[Planning Your Course](#)

**Continuity Planning**

➤ **Teaching Online/Remotely – Planning for Next Term**



- Quick Guide for Continuity Planning
- Pre-Recorded Videos
- Host Live Sessions Online
- Resources and Support
- Academic Continuity at U of T: Tip Sheet for TAs

[Planning guide for online/remote teaching](#)





# Divisional support

Support Contacts	
If you have other questions or wish to speak with an individual, please contact your Divisional support	
DIVISION/ FACULTY	CONTACT
<a href="#">Applied Science and Engineering</a> 	<a href="mailto:fae.edtech@utoronto.ca">fae.edtech@utoronto.ca</a>
Architecture and Forestry	<a href="mailto:jh38@denish.utoronto.ca">jh38@denish.utoronto.ca</a>
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<https://uoft.me/qsupportcontacts>



# Support

CTSI website: <https://teaching.utoronto.ca>

Upcoming events: <https://teaching.utoronto.ca/events>

Quercus Support Resources: <https://uoft.me/qresources>

Divisional Support: <https://uoft.me/qsupportcontacts>

CTSI webinar recordings: <https://uoft.me/ctsi-videos>

Questions: [q.help@utoronto.ca](mailto:q.help@utoronto.ca)



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Questions?  
Thank you!

