

## 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.

# Teaching from a Distance using Microsoft 365 Tools: Webinars and Lecture Recordings

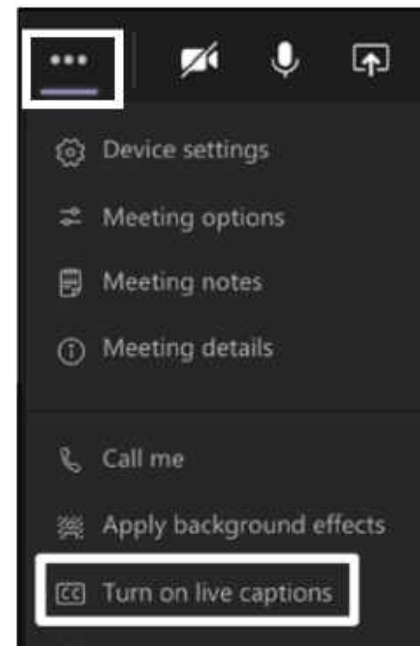
## Following the webinar



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!



# Teaching from a Distance using Microsoft 365 Tools: Webinars and Lecture Recordings

Justin Fletcher and Derek Hunt  
March 2, 2022



CENTRE FOR TEACHING SUPPORT & INNOVATION



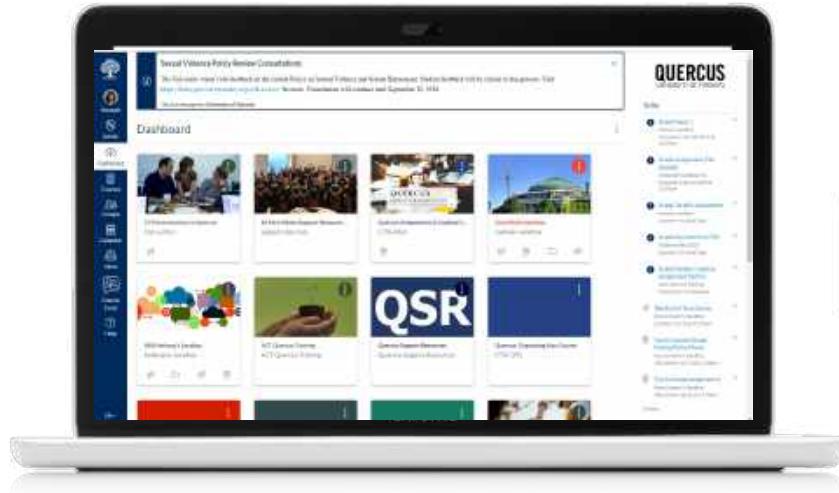
**QUERCUS**  
UNIVERSITY OF TORONTO

Introduction

# Learning outcomes

- Distinguish among different teaching modalities (e.g., face-to-face, synchronous online, asynchronous online, blended/hybrid)
- Host a webinar on Teams Video Meetings to meet synchronously with students
  - \*Reminder: Breakout room activity**
- Record a lecture using PowerPoint, MS Teams Meeting or MS Stream to engage students in an asynchronous learning experience
- 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



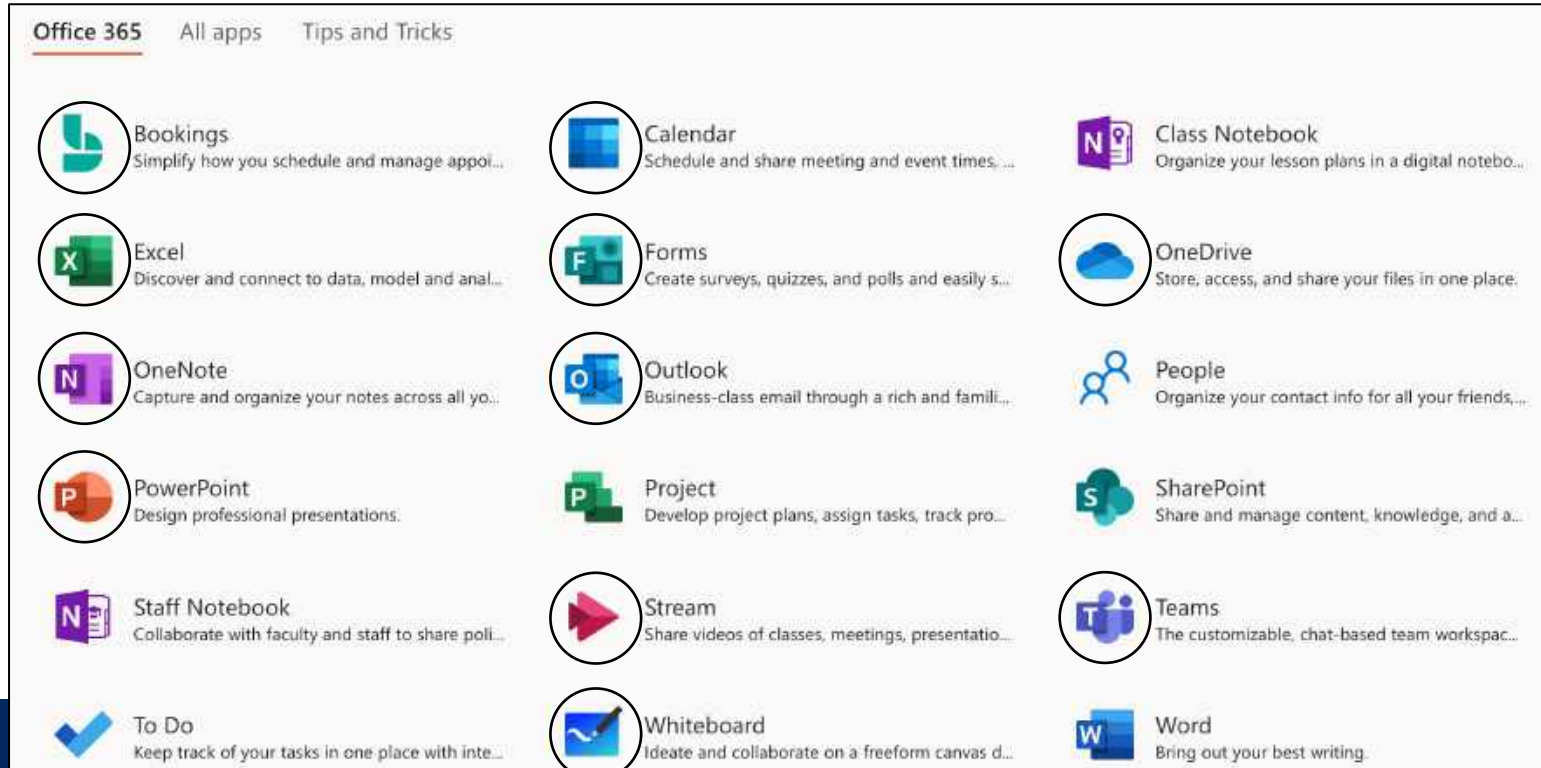
The Academic Toolbox helps you...

Assess student work and provide feedback

Teach from a distance



# Summary of applications to be discussed



The screenshot shows the Office 365 application menu with the following items:

- Office 365** (selected), All apps, Tips and Tricks
- Bookings**: Simplify how you schedule and manage appoi...
- Excel**: Discover and connect to data, model and anal...
- OneNote**: Capture and organize your notes across all yo...
- PowerPoint**: Design professional presentations.
- Staff Notebook**: Collaborate with faculty and staff to share poli...
- To Do**: Keep track of your tasks in one place with inte...
- Calendar**: Schedule and share meeting and event times. ...
- Forms**: Create surveys, quizzes, and polls and easily s...
- Outlook**: Business-class email through a rich and famili...
- Project**: Develop project plans, assign tasks, track pro...
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- Class Notebook**: Organize your lesson plans in a digital notebo...
- OneDrive**: Store, access, and share your files in one place.
- People**: Organize your contact info for all your friends,...
- SharePoint**: Share and manage content, knowledge, and a...
- Teams**: The customizable, chat-based team workspac...
- Word**: Bring out your best writing.





# Teaching modalities



# Teaching modalities

- Face-to-face
- Online synchronous (e.g., webinar)
- Online asynchronous
- Hybrid/blended (i.e., combination of modalities)



# Modality considerations

## Considerations:

- class size
- required instructor to student interaction
- required student to student interaction
- necessity to schedule class at a specific time
- your comfort with managing live sessions

Learning outcomes should guide decisions related to modality



# Refresher: Modality use cases

<b>Asynchronous</b>	<b>Synchronous or face-to-face</b>
Mini lectures (e.g., flipped classroom)	Interactive discussions (e.g., seminar)
Course orientation video	Student presentations
Recordings of live sessions	One-on-one/group office hours

Thinking of the affordances: How can you blend these modalities intentionally?



# Quick polls



Think of one of your courses.

Q1: Which modality/ies did you use?

Q2: Which tool(s) did you use for online/remote teaching?

[Create a poll in a Microsoft Teams meeting](#)



# Synchronous teaching/webinars

## Microsoft Teams Video Meetings



# Quick poll

Overall, I feel comfortable facilitating a synchronous session.

- 1= Strongly disagree
- ...
- 5= Strongly agree



# Today's framework

- General planning recommendations
- Tool-specific considerations







# Before: a few notes

- Integration with Quercus that allows you to schedule meetings
- Students do not need to be part of a “Team” to join a Teams video meeting
- Anyone can join a Teams meeting (based on the meeting options)
- Maximum 1000 participants
- Up to 50 breakout rooms; option available for meetings with fewer than 300 participants

[Quercus Support Resources: Teams](#)



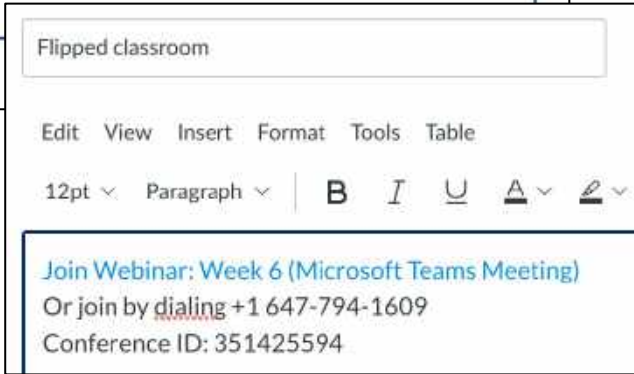
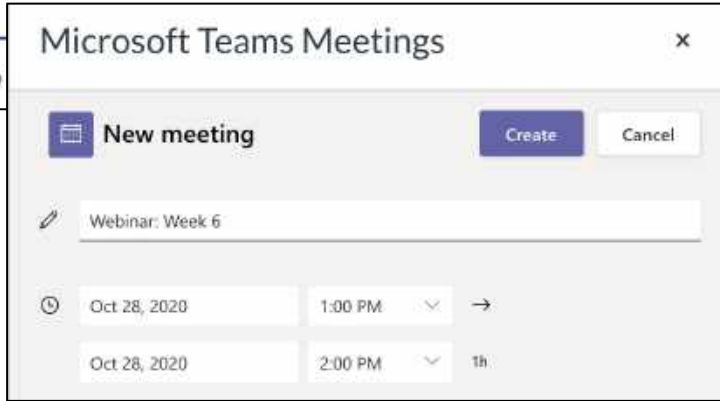
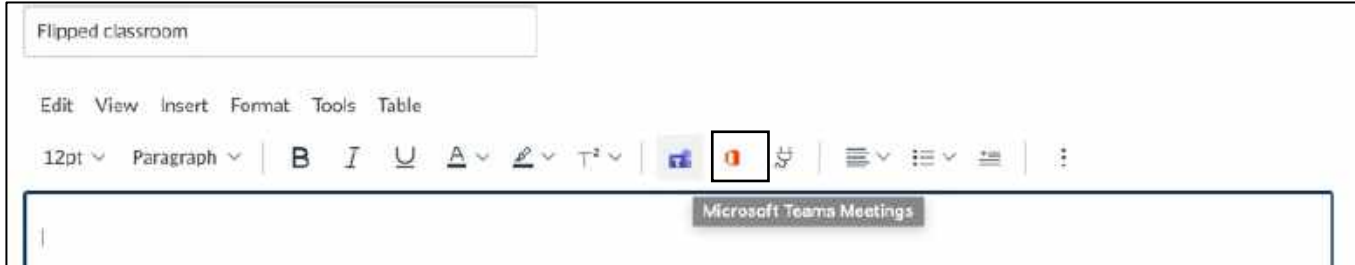
# Before: Schedule Teams meeting



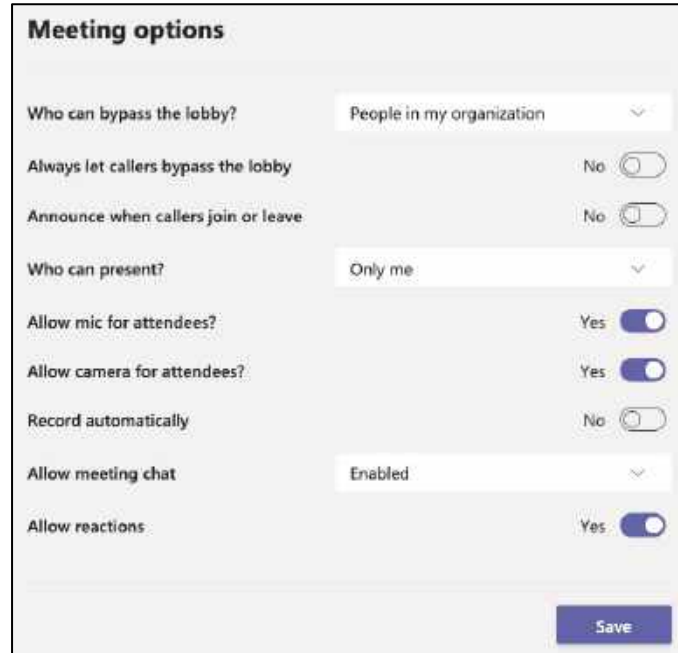
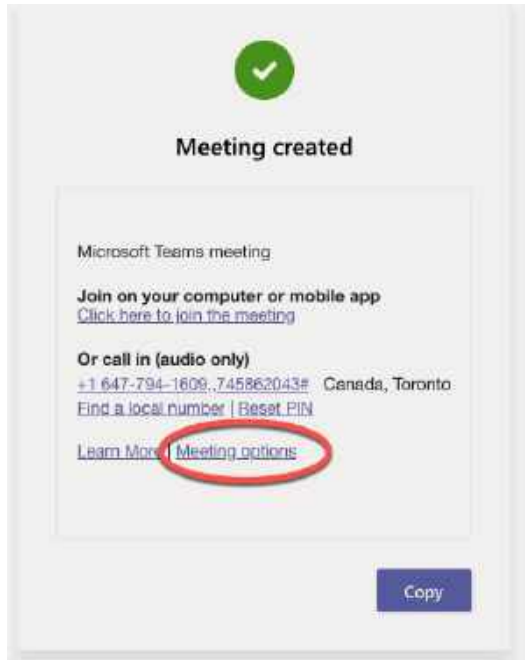
[Teams Meetings integration](#)

[Schedule a meeting in Teams](#)

[Schedule meeting in Outlook](#)



# Before: Set meeting options



Align meeting options with intended activities

Adjust meeting options during the webinar, as needed



Before: Notify students



**Provide** access to Teams meeting through Quercus

Consider:

- Post Announcement
- Include on Home Page, within Modules or on Pages
- Update Calendar

**Communicate** how students should prepare



# Before: set expectations

## Equity, Diversity, and Inclusion (EDI) Statement

“The University of Toronto is committed to equity, human rights and respect for diversity. All members of the learning environment in this course should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with each other, and respect one another’s differences. U of T does not condone discrimination or harassment against any persons or communities.”



# Before: Ensure readiness



Review [technical considerations for using MS Teams](#)

Ensure you have equipment:

Headset, headphones with microphone, or external mic

Webcam if sharing video

Wired or stable wireless internet connection

Run a practice session and/or technical rehearsal





# Immediately before: Ensure readiness

Gather notes

Open applications/files required for the class session

Close unnecessary applications/files on your computer

Turn on Do Not Disturb or Focus mode (i.e., to disable desktop notifications such as Outlook)

Eliminate nearby distractions where possible

Conduct audio and screensharing test





# During: Welcome your students

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**Following the webinar**

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**Teaching from a Distance using Office365 Tools: Webinars and Lecture Recordings**

**Welcome!**

1

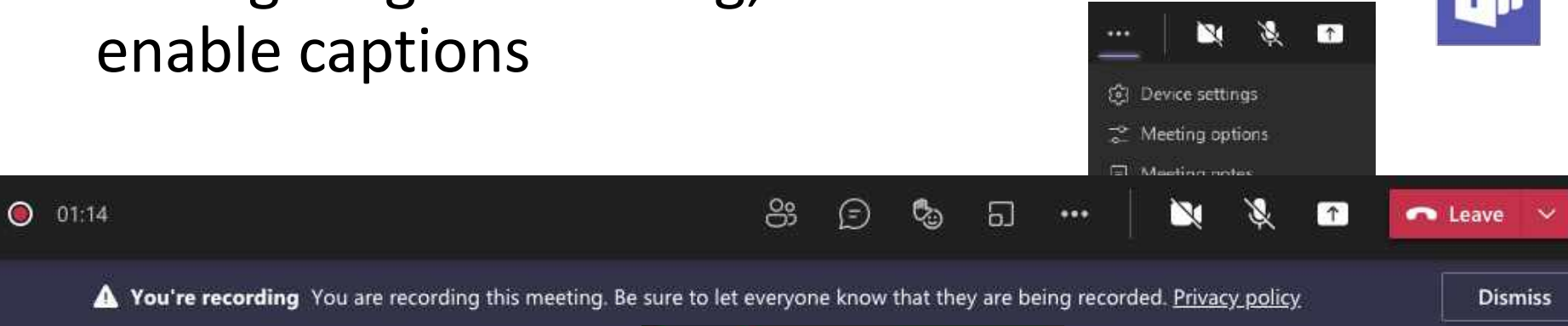
Meeting controls sidebar:

- Settings
- Meeting options
- Meeting notes
- Meeting details
- Gallery
- Go to gallery channel
- Focus mode channel
- Focus
- Full screen
- Call me
- Apply background effects
- Turn on live captions



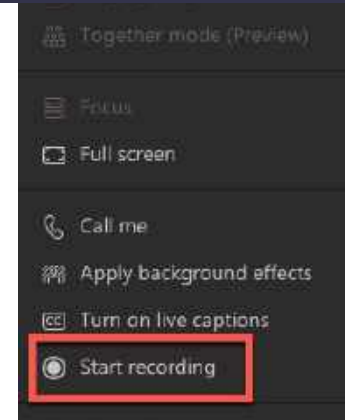
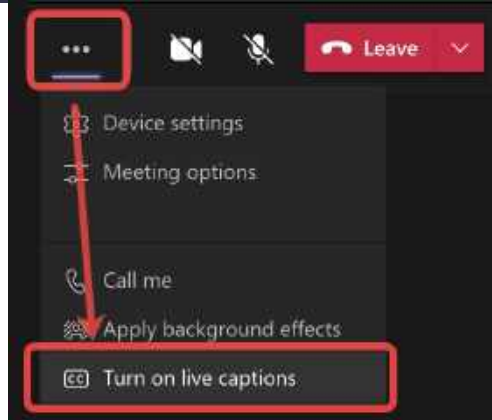


# During: Begin recording, enable captions



## Record a meeting in Teams

## Guidelines for audio and video recording of lectures and class sessions



# During: Provide a roadmap



In this webinar:

- 1 Distinguish between synchronous and asynchronous teaching
- 2 Host a webinar on Teams Video Meetings to meet synchronously with students  
**\*Reminder:** Breakout room activity
- 3 Record a lecture using PowerPoint, MS Teams Meeting or MS Stream to engage students in an asynchronous learning experience
- 4 Navigate Quercus and Office 365 support resources

3



# During: “See” your students



Additional options:

[Together Mode](#) and [Large Gallery](#)

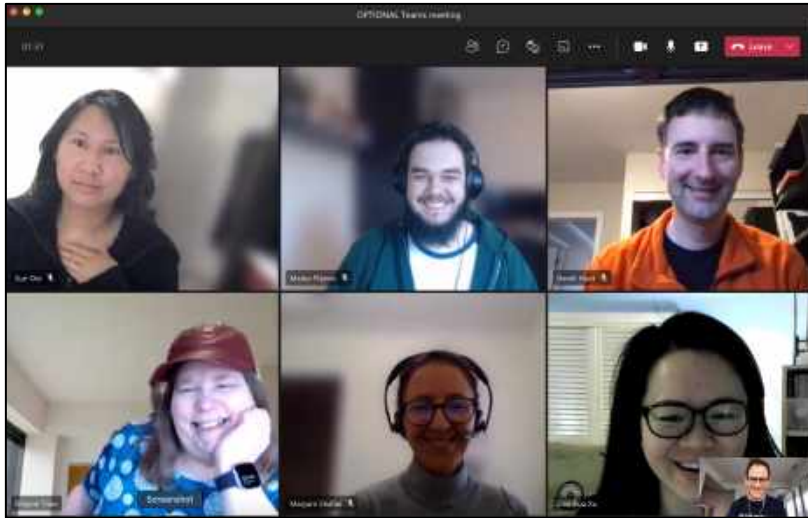


Photo courtesy of Microsoft



# During: Use presenter modes

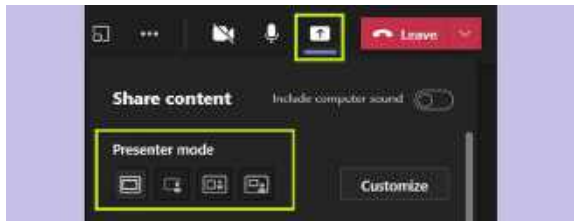


## PowerPoint Live in Microsoft Teams Presenter modes in MS Teams Meeting

All-in-one view:

- Powerpoint presentation
- Notes, transcript
- Student cameras
- Chat

(Great for single screens!)





# During: Incorporate engagement

## **Breakout room activity (groups of 3 to 4):**

- [5 minutes] What is one strategy you can use to make your synchronous sessions more engaging and/or interactive?

Please share back in the Chat when we reconvene!



# During: Set up breakout rooms



**Create breakout rooms**

Room settings

How many rooms do you need? **3**

Participants

How do you want to assign people to rooms?

**Automatically**  
Assign 0 to 3 rooms (0 per room)

**Manually**  
Add participants individually to breakout rooms.

**Cancel** **Create rooms**



**Assign participants**  
All participants are assigned

Manage rooms: **Add room** **Start rooms**

	<b>Critical pedagogy (2)</b> William Heikoop, Sun Ooi	<b>CLOSED</b>
	<b>Culturally-responsive peda...</b> Derek Hunt, Shayne Train	<b>CLOSED</b>

[Use breakout rooms in Teams meetings](#)



# During: Set up breakout rooms

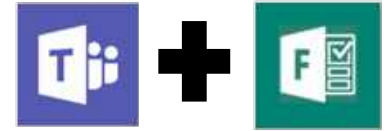


## Tips for successful breakouts:

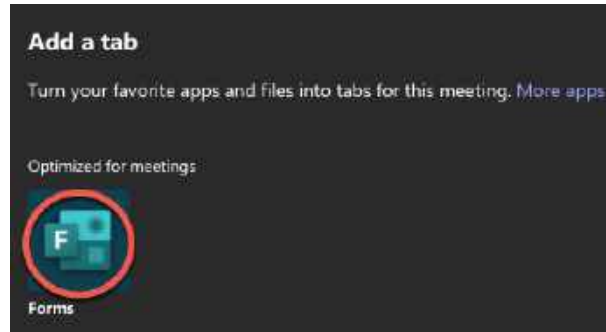
- Do a dress rehearsal
- Assign roles (e.g., timekeeper, scribe)
- Provide clear instructions/questions
- Plan extra time compared to face-to-face interactions
- Post announcements to communicate information and time remaining



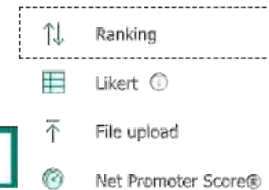
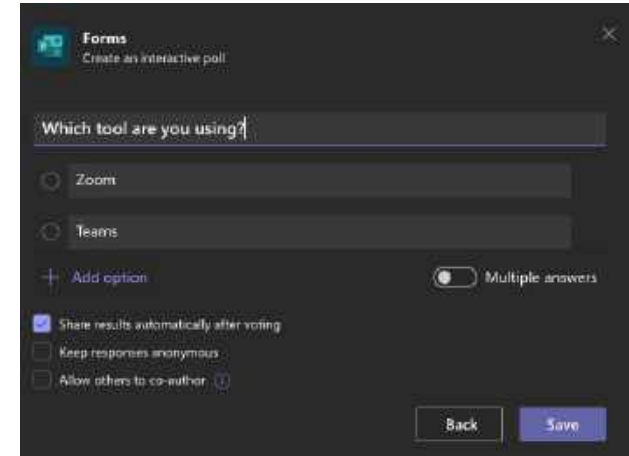
# During: Poll your students



Multiple choice only: [Polls in Teams meeting](#)



Want other question types?  
[Create a Form \(see tip sheet\)](#)





# During: Monitor and manage the chat



The screenshot shows a Microsoft Teams meeting window. The main content is a slide titled "Before" with the following bullet points:

- Decide what future use you have in mind for the recording.
  - One time only video, or potential re-use?
- Practice, but no need to overdo it.
  - You live lectures are not always perfect, recorded lectures don't need to either.
- Chunking into smaller videos can create re-useable learning objects.
  - You can potentially mix and match in future or other courses.

The meeting chat window on the right is titled "Meeting chat" and shows a list of messages:

- Justin Fletcher named the meeting Webinar feedback meeting (0365: teaching from a distance).
- Today
- 1:30 PM Meeting started
- William Heikoop 1:34 PM
- 1:37 PM 🤔
- Sun Out 1:37 PM
- William Heikoop 1:38 PM

The chat window also includes a "Type a new message" input field and a "Leave" button at the top right.



# During: Adjust meeting options, as needed

A screenshot of the Microsoft Teams meeting interface. The top bar shows icons for participants, chat, reactions, screen sharing, a menu (three dots), video, microphone, and a share icon. A dropdown menu is open from the three dots icon, with 'Meeting options' circled in red. To the right, the 'Meeting options' settings panel is visible, showing options for lobby bypass, announcements, presentation, and reactions.

**Meeting options**

Who can bypass the lobby?  
People in my organization and ...

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?  
Everyone

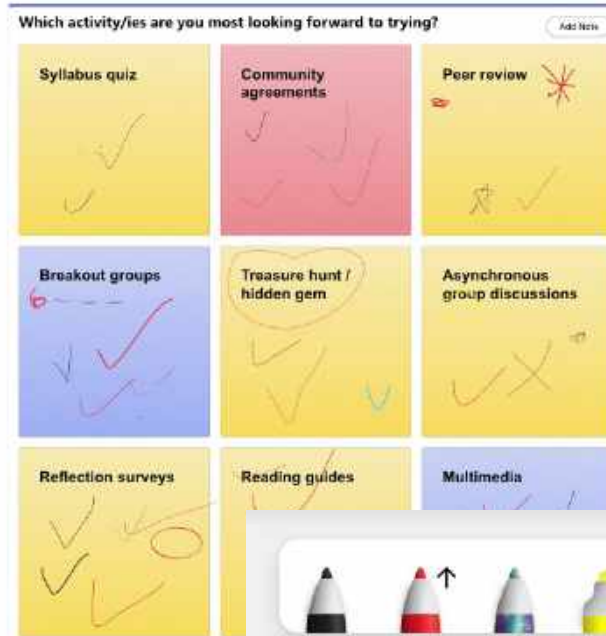
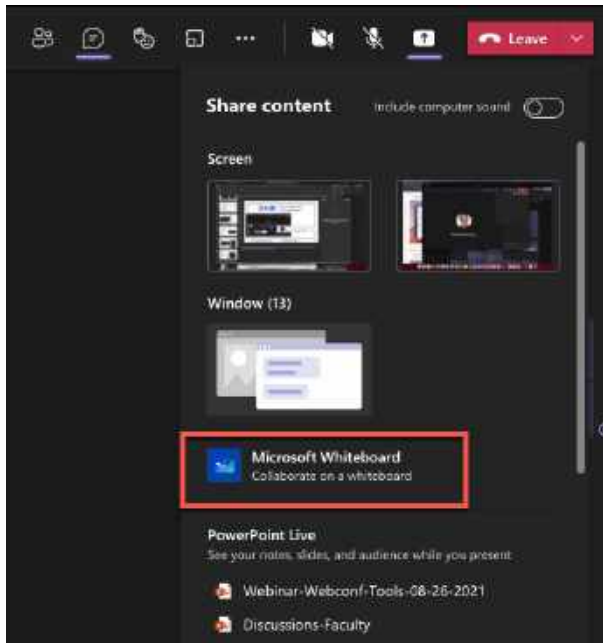
Allow attendees to unmute

Allow reactions

Save



# During: Collaborate on a virtual whiteboard



[Microsoft Whiteboard Help](#)

[Whiteboard in Teams](#)



# During: Use interactive features



Audio/video sharing

Chat

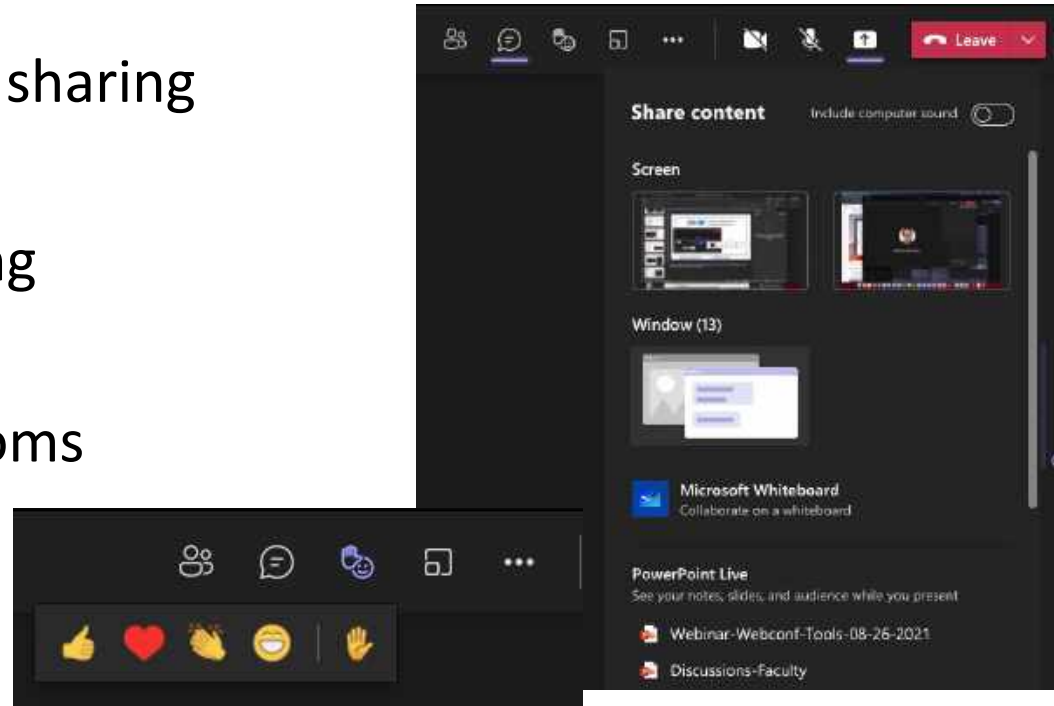
Screensharing

Polling

Breakout rooms

Whiteboard

Reactions



# During: Mute participants, if appropriate



**Meeting options**

Who can bypass the lobby? People in my organization and gu... ▾

Always let callers bypass the lobby Yes

Announce when callers join or leave No

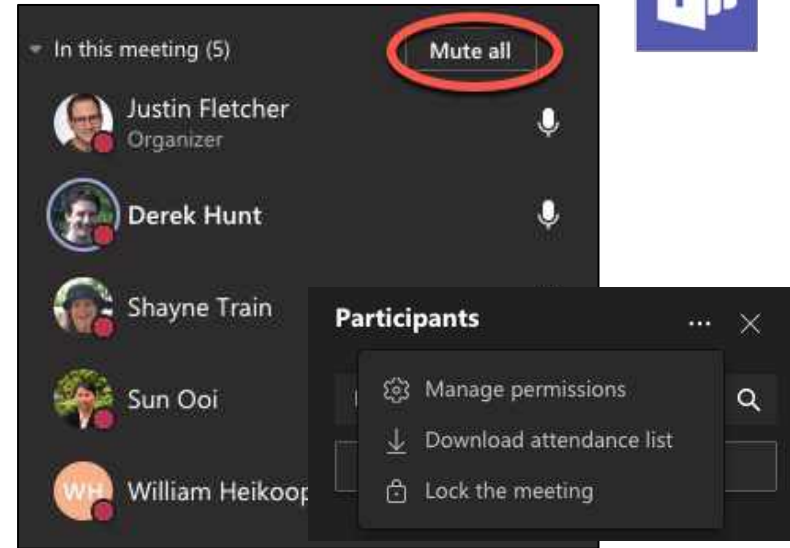
Who can present? Only me ▾

**Allow attendees to unmute** No

Allow meeting chat Enabled ▾

Allow reactions Yes

Save



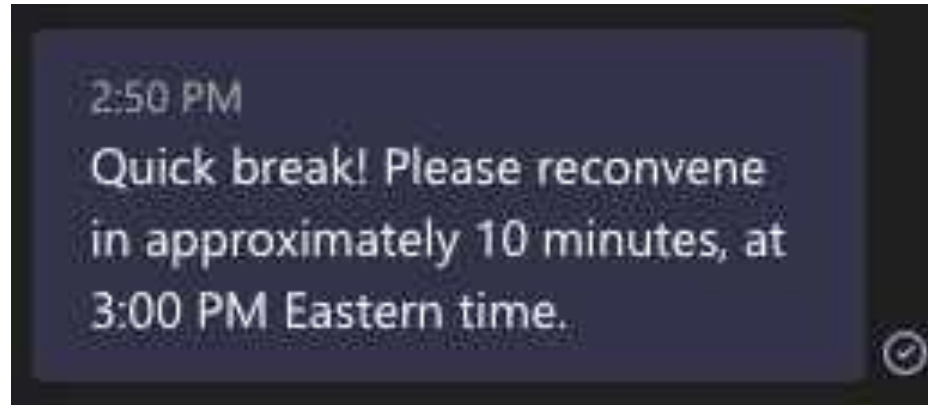
[Roles in a Teams meeting \(organizer, presenter, attendee\)](#)

[Meeting options in Teams](#)

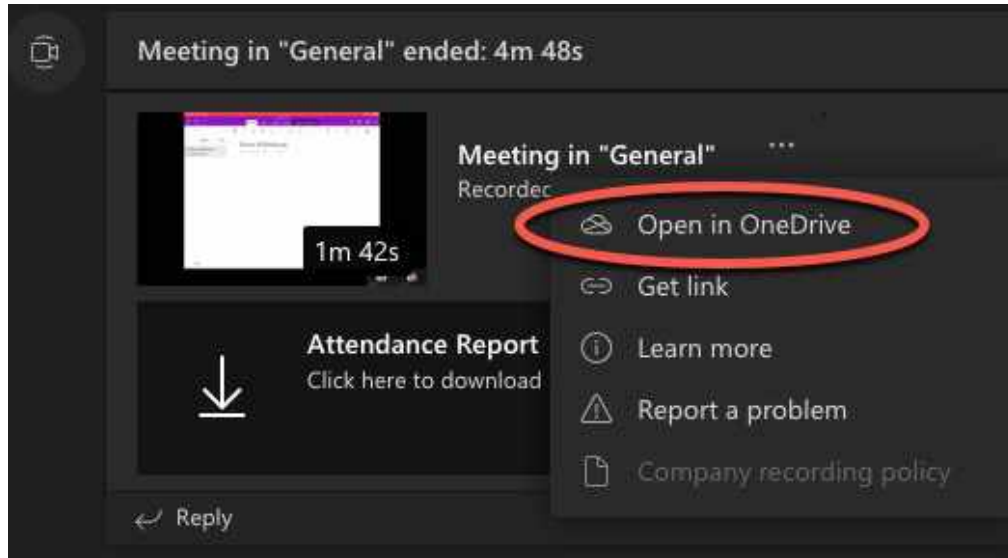
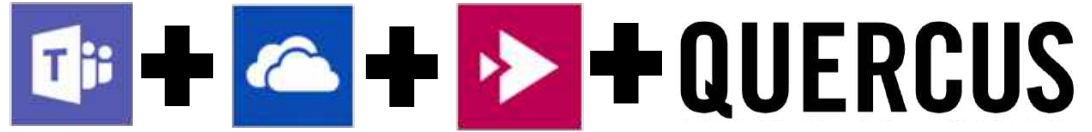




# During: Take breaks!



After: Make recording available to students



- [Quercus Support Resources: Captioning Classes and Webinars](#)
- [Video Recording with MS Teams](#)
- [Video Hosting and Sharing](#)
- [Guidelines for Audio and Video Recording of Lectures and Class Sessions](#)



# After: Download attendance report



	A	B				
E17						
1	Meeting Summary					
2	Total Number of Participants				3	
3	Meeting Title	Teaching from a Distance Webinar				
4	Meeting Start Time	3/30/2021, 1:28:53 PM				
5	Meeting End Time	3/30/2021, 2:02:27 PM				
6						
7	Full Name	Join Time	Leave Time	Duration	Email	Role
8	Participant 1 name	3/30/2021, 1:28:53 PM	3/30/2021, 2:02:24 PM	33m 30s	<a href="mailto:participant.1@utoronto.ca">participant.1@utoronto.ca</a>	Presenter
9	Participant 2 name	3/30/2021, 1:29:45 PM	3/30/2021, 2:02:27 PM	32m 41s	<a href="mailto:participant.2@utoronto.ca">participant.2@utoronto.ca</a>	Presenter
10	Participant 3 name	3/30/2021, 1:29:50 PM	3/30/2021, 2:02:24 PM	32m 33s	<a href="mailto:participant.3@utoronto.ca">participant.3@utoronto.ca</a>	Organizer
11						

Meeting ended 33m 56s Yesterday 2:02 PM



**Attendance Report**  
Click here to download attendance report

[Download attendance reports in Teams](#)



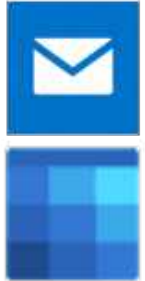
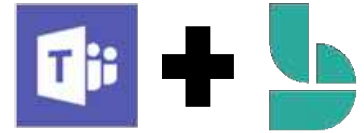


## After: Allow follow-up questions from students

- Discussions in Quercus
- Conversations/Inbox in Quercus
- Online office hours through Teams 
- Reflection surveys (e.g., muddiest point) on Forms 



# Hold online office hours



Enter information about your service

**Service name**  
Office Hours

**Description**  
Book a 15 minute appointment for Office Hours.

**Default location**  
Teams meeting (Link below)

Add online meeting

**Default Duration**  
Days: 0 Hours: 0 Minutes: 15

**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)  
Justin Fletcher

10:00 am 10:50 am

**Add your details**

Name  
Email

**Provide additional information**

What course are you enrolled in?  
--select an option--

What would you like to discuss in office hours?

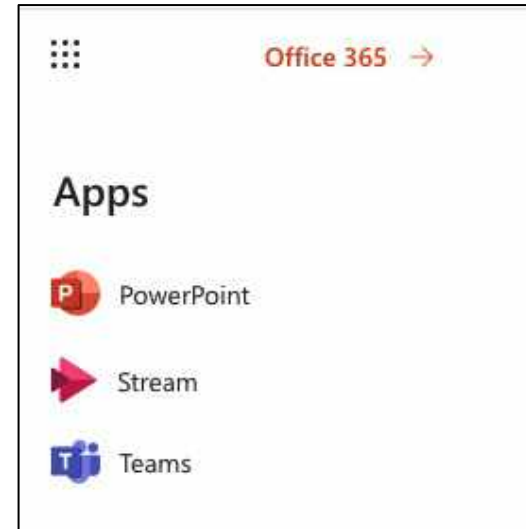
Book

## Microsoft Bookings

# Asynchronous teaching

## Recording videos for your course

MS PowerPoint, MS Stream, MS Teams



# Before

“You have to introduce and set up a course very, very clearly. There’s got to be a lot of redundancy built in. I use lots of little videos, short ones, to introduce myself, to talk to the students, to model things, [and] to give feedback.”

Clare Brett, Associate Professor (OISE) on the upfront work required to create an online environment.

[The Varsity, JUNE 2, 2020. The realities of U of T students in the age of ‘Zoom University’](#)



# Before: Plan your recording

- Create a script or have a well-defined outline ready
- Create a Table of Contents or outline of topics/objectives
- Think about how you want to divide your videos



# Before recording

- Decide what future use you have in mind for the recording.
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- Practice, but no need to overdo it.
  - You live lectures are not always perfect, recorded lectures don't need to either.
- Chunking into smaller videos can create re-useable learning objects.
  - You can potentially mix and match in future or other courses.

[Open UToronto – Video tips & strategies](#)



# Recording

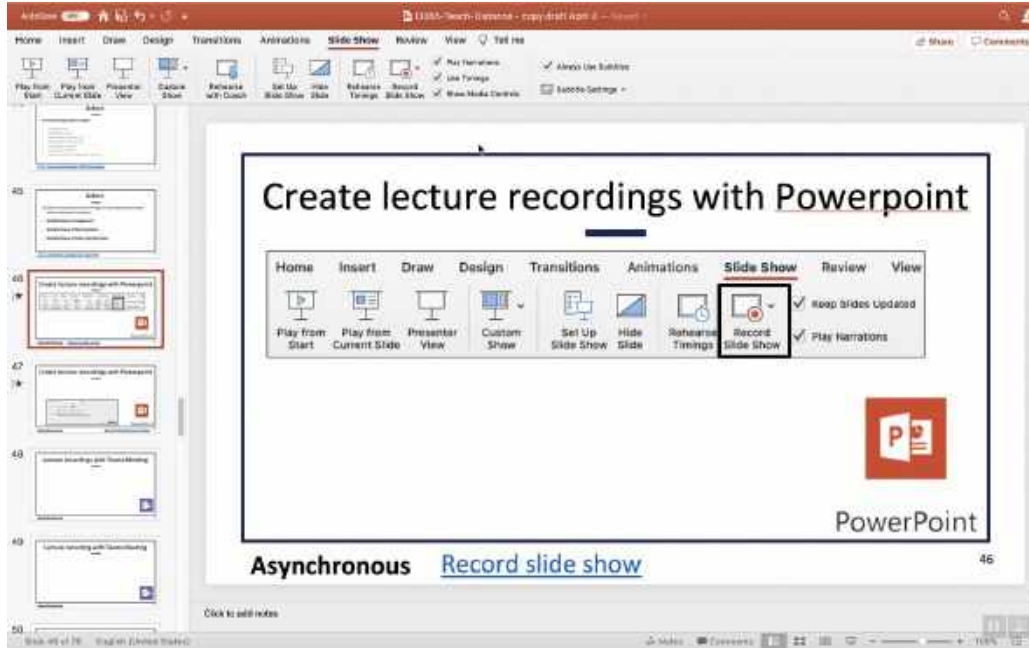
- Practice first
  - Record a few slides and then review.
  - Ensure all background notifications are turned off
- Sound:
  - Check your sound & video quality
  - Improve your microphone if possible
  - Record in a quiet space and/or at a quiet time



[Technology Requirements for Remote Teaching and Learning](#)



# Recording video annotation on your PowerPoint slides



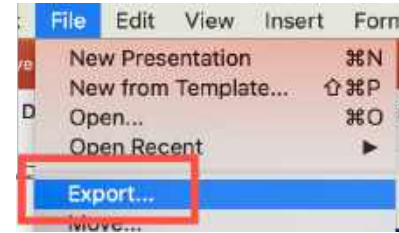
[Record a presentation](#)

[Record slide show](#)





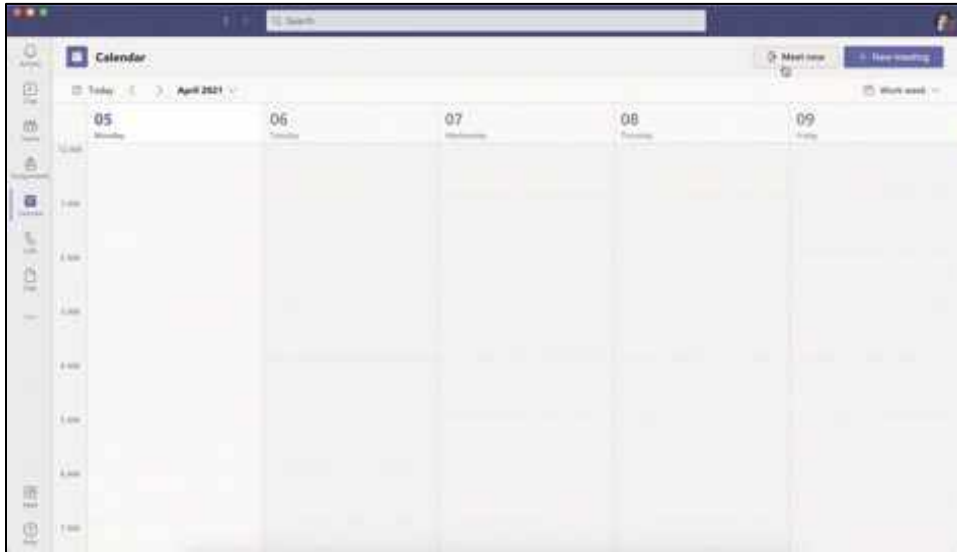
# Export PowerPoint as video



[Export slideshow to video](#)



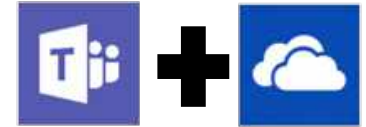
# Record with MS Teams



[Record a meeting in Teams](#)



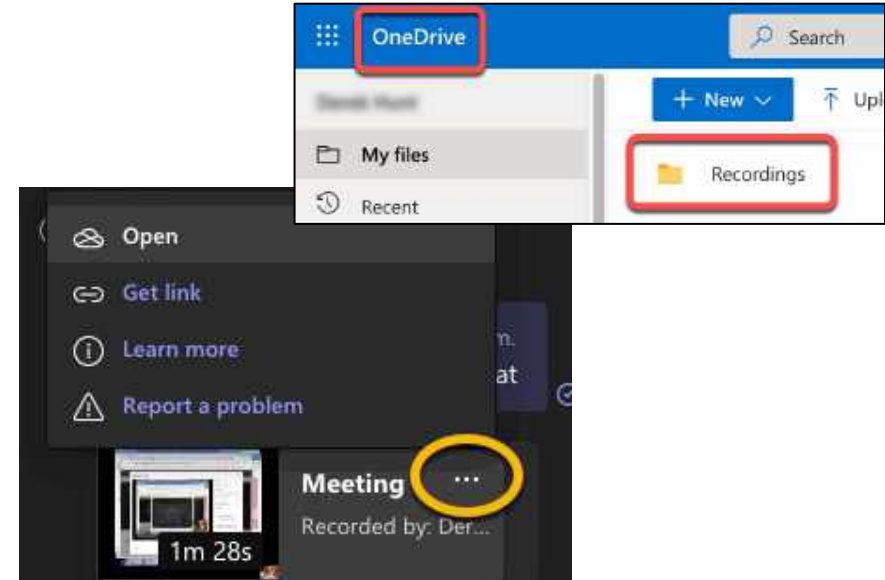
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In this webinar:

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- 4 Navigate Quercus and Office 365 support resources

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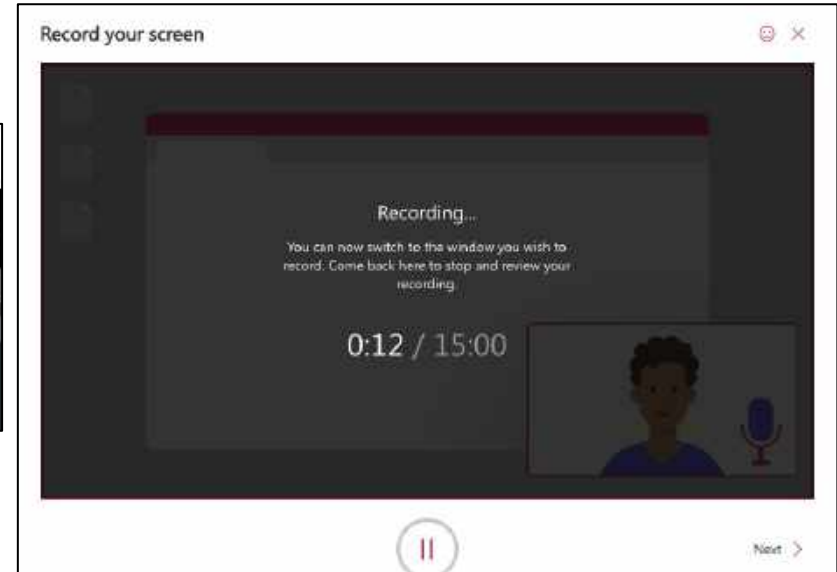
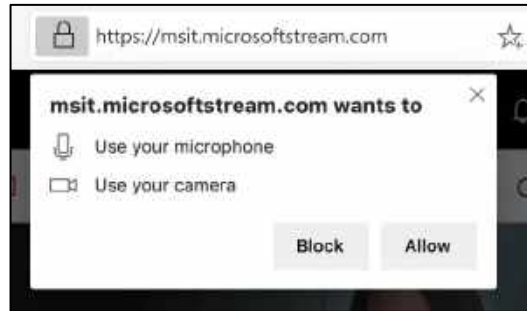
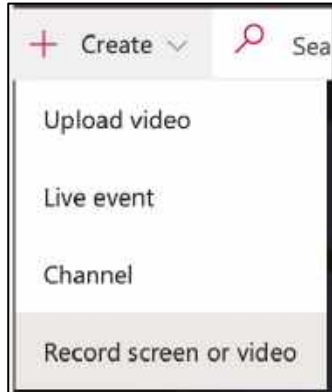


The screenshot shows the OneDrive interface. The 'OneDrive' header is highlighted with a red box. Below it, the 'Recordings' folder is also highlighted with a red box. In the foreground, a meeting card is visible with a three-dot menu icon circled in yellow.

[Record a meeting in Teams](#)



# Record with MS Stream



[Record your screen](#)



# Accessibility of online course content

## [Making Your Online Course Content Accessible](#)

- MS Stream allows any recorded video to benefit from automated captions
- All learners benefit

## [Universal Design for Learning](#)

- Multiple Means of Engagement
- Multiple Means of Representation
- Multiple Means of Action and Expression

[Captioning and Transcription Options](#)



# Generate and edit captions for any video



The image shows a sequence of steps in a video player interface:

- A box highlights the '+ Create' dropdown menu and the 'Upload video' button.
- A box highlights the 'Update video details' button, which is accessed via a menu icon (three dots) in the top right of the video player.
- A box highlights the 'Options' menu, where the 'Autogenerate captions' option is selected. Other options shown include 'Comments', 'Noise suppression', and 'Subtitles'.
- A box highlights the 'Transcript' tab in the video player, with a search bar and a pencil icon for editing.

[Generate automatic captions and a transcript](#)

[Edit transcript](#)



# Make your videos interactive



Contoso May Town Hall - Why we do what we do

Hi MOD, when you submit this form, the owner will be able to see your name and email address.

1. What topics do you want us to cover in future town halls?

- Information on upcoming campus expansion
- Upcoming budget projections
- Deep dive on latest from Project Bright
- Other

Continue to video

Transcript Interactivity

NAME

Why we do what we ... 0:07

Details People

May Town Hall

Published on 5/10/2019 by Allan DeYoung Company

Share Add to watchlist Like View settings

More from trending videos

- Your Privacy is Our Priority 0 views
- Contoso Marketing Opportunity 0 views

[Add a form or quiz to a Stream video](#)



# Host (embed) your video on Quercus



Share   Email   **Embed**

This video will only be viewable by authorized users

Video size: 640 x 360

Autoplay:  Off   Responsive:  On   Show info:  On   Start at: 01:10

Copy embed code

```
<div style='max-width: 640px;'><div style='position: relative; padding-bottom: 56.25%; height: 0; overflow: hidden;'><iframe width="640" height="360" src="https://web.microsoftstream.com/embed/video/bd7a04c2-fbee-43a5-8371-c6122b3592f2?autoplay=false&showinfo=true" allowfullscreen style="border:none; position: absolute; top: 0; left: 0; right: 0; bottom: 0; height: 100%; max-width: 100%;"></iframe></div></div>
```

Copy

+ Create ▾

- Upload video
- Live event
- Channel
- Record screen

[Embed content from Stream](#)  
[Embed content in Rich Content Editor](#)





# Other recording and hosting options

## Recording

- [Zoom](#)
- [Snagit](#)
- [My Media](#)

## Option to host your video after creating caption file

- [My Media](#) (videos can also be embedded in Quercus)

[Video Meeting Comparison Chart](#)



# Mini-reflection

Share in chat:

What's one thing I learned today that I plan to implement or would like to implement?



# Active learning strategies

Webinar recording: **Active Learning Strategies for Online Teaching** ([uoft.me/ctsi-videos](https://uoft.me/ctsi-videos))

- Strategies to engage students in synchronous and asynchronous learning environments














# 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...
 <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.





# 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

- 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

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

The image displays a grid of six student support resource cards. Each card has a title, an icon, a brief description, and a 'Learn More' button. The 'Students' card is circled in blue.

Resource	Description
The Basics	Start here. Navigate Quercus, modify settings and access courses.
Build Your Course	Create course content and learn about features and integrated tools.
Assessments	Create and grade different types of assessments.
Students	Navigate Quercus, access courses and student mobile apps.
Ed Tech Catalogue	Explore the full list of educational technologies at U of T.
Support	Additional resources, training and support contacts.

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

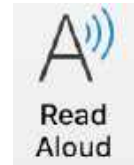


# Share accessibility features with students

## Immersive Reader



## Read Aloud



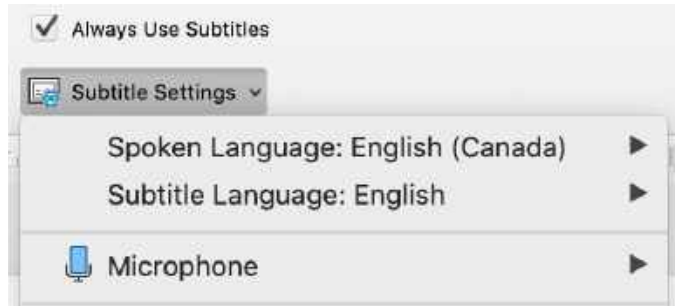
## Translate



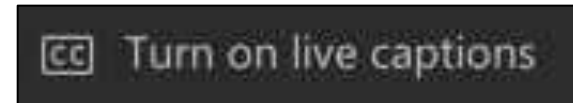
## Dictate



## Subtitles (PowerPoint)



## Live Captions (Teams meetings)



# Planning guide: Teaching online/remotely

The screenshot shows the website for the Centre for Teaching Support & Innovation at the University of Toronto. The navigation bar includes links for EVENTS SCHEDULE, TEACHING SUPPORT, EDUCATIONAL TECHNOLOGY, RESEARCH ON TEACHING, TEACHING AWARDS, and ABOUT CTSI. The main header identifies the center and its location at 130 St. George Street, Robarts Library, 4th floor.

**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> <sup>it*</sup>	<a href="mailto:scs.edtech@utoronto.ca">scs.edtech@utoronto.ca</a>
Architecture and Forestry	<a href="mailto:311@denish.utoronto.ca">311@denish.utoronto.ca</a>
Arts and Science	Instructors: <a href="mailto:as.artsci@utoronto.ca">as.artsci@utoronto.ca</a>
Dentistry	<a href="mailto:den@denisc@utoronto.ca">den@denisc@utoronto.ca</a> <a href="mailto:den@denisc@utoronto.ca">den@denisc@utoronto.ca</a> <a href="mailto:den@denisc@utoronto.ca">den@denisc@utoronto.ca</a>
<a href="#">Education</a> <sup>it*</sup>	<a href="mailto:ed@denisc@utoronto.ca">ed@denisc@utoronto.ca</a>

<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)



Questions?  
Thank you!

