

ENTERPRISE APPLICATIONS & SOLUTIONS INTEGRATION

# CONNECT + LEARN

Drop-in learning + collaboration  
[uoft.me/connectandlearn](https://uoft.me/connectandlearn)



UNIVERSITY OF  
TORONTO

# Microsoft 365 Tools for Teaching and Learning

Justin Fletcher  
August 11, 2021



UNIVERSITY OF  
**TORONTO**

CENTRE FOR TEACHING SUPPORT & INNOVATION

## In this webinar:

1

Explore Microsoft 365 tools that can support teaching and learning activities

2

Make use of accessibility features in Microsoft 365 to improve accessibility of learning materials

3

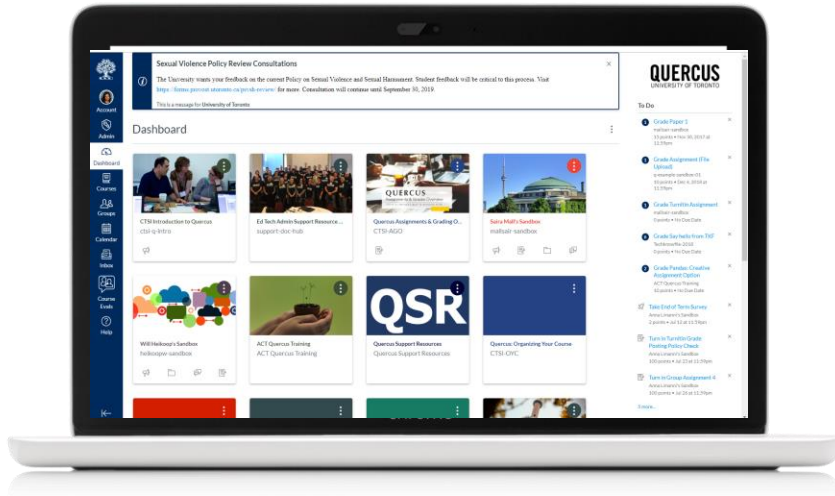
Navigate Quercus and Microsoft 365 support resources

# Microsoft 365

# Quick poll

Which Microsoft 365 tools have you used previously?

(Does not have to be in a teaching capacity.)



# 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



Bookings

Simplify how you schedule and manage appoi...



Calendar

Schedule and share meeting and event times, ...



Class Notebook

Organize your lesson plans in a digital notebo...



Excel

Discover and connect to data, model and anal...



Forms

Create surveys, quizzes, and polls and easily s...



OneDrive

Store, access, and share your files in one place.



OneNote

Capture and organize your notes across all yo...



Outlook

Business-class email through a rich and famili...



People

Organize your contact info for all your friends,...



PowerPoint

Design professional presentations.



Project

Develop project plans, assign tasks, track pro...



SharePoint

Share and manage content, knowledge, and a...



Staff Notebook

Collaborate with faculty and staff to share poli...



Stream

Share videos of classes, meetings, presentatio...



Teams

The customizable, chat-based team workspac...



To Do

Keep track of your tasks in one place with inte...



Whiteboard

Ideate and collaborate on a freeform canvas d...



Word

Bring out your best writing.



# Organizing content



OneDrive

# Share content with selected students or TAs

## Send link



People you specify can view >

Enter a name or email address

Add a message (optional)

Send



Copy link



Outlook

## Send link



People you specify can edit >



Shayne Train



Add another

Hi Shayne,  
I'm sharing this file with you. Would you be able to send me your feedback by the end of the week?  
Thanks,

Send



Copy link



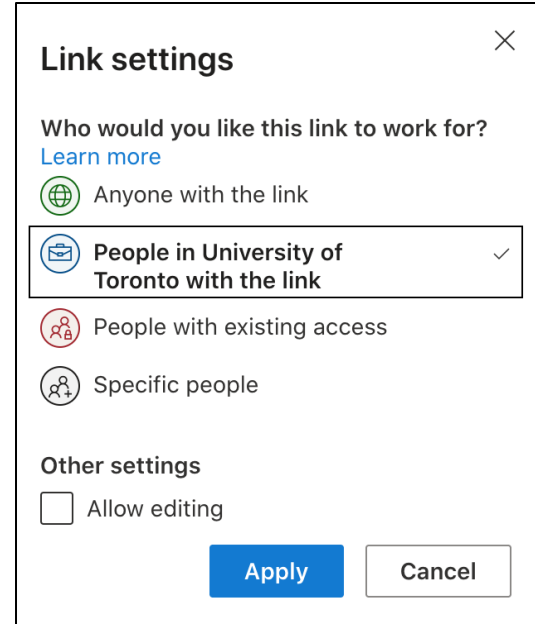
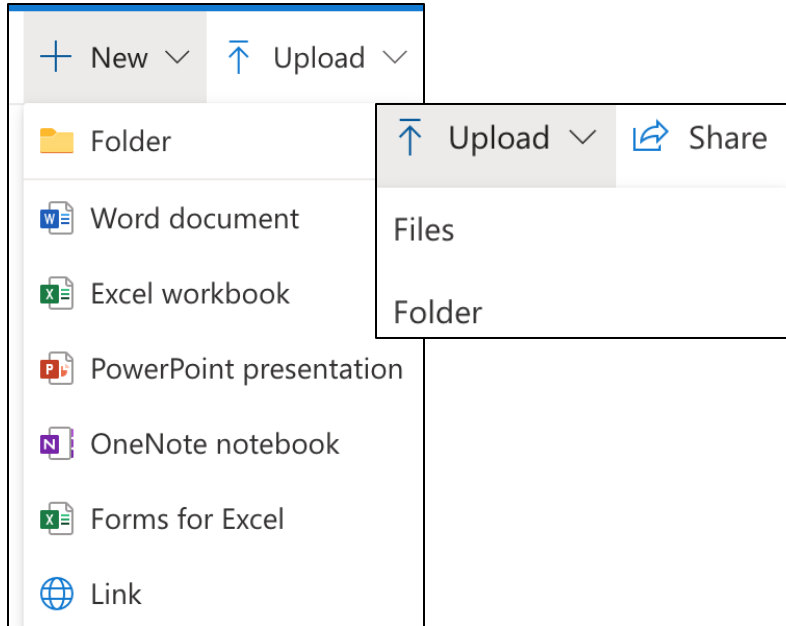
Outlook

[Share OneDrive files and folders](#)



OneDrive

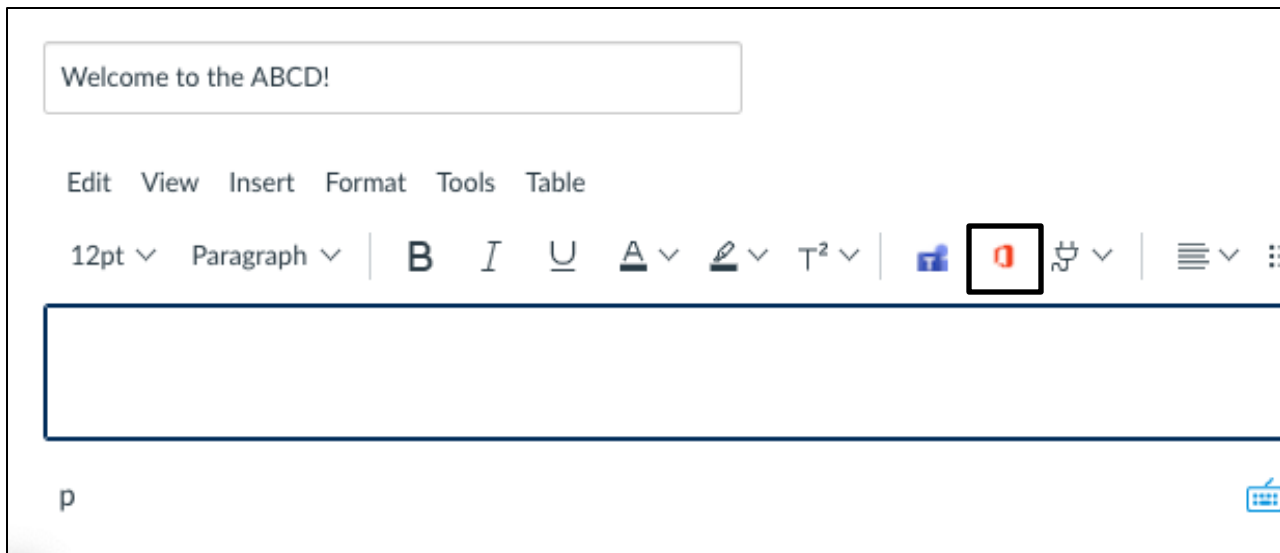
# Share large files



# QUERCUS +



## Add OneDrive file to Rich Content Editor



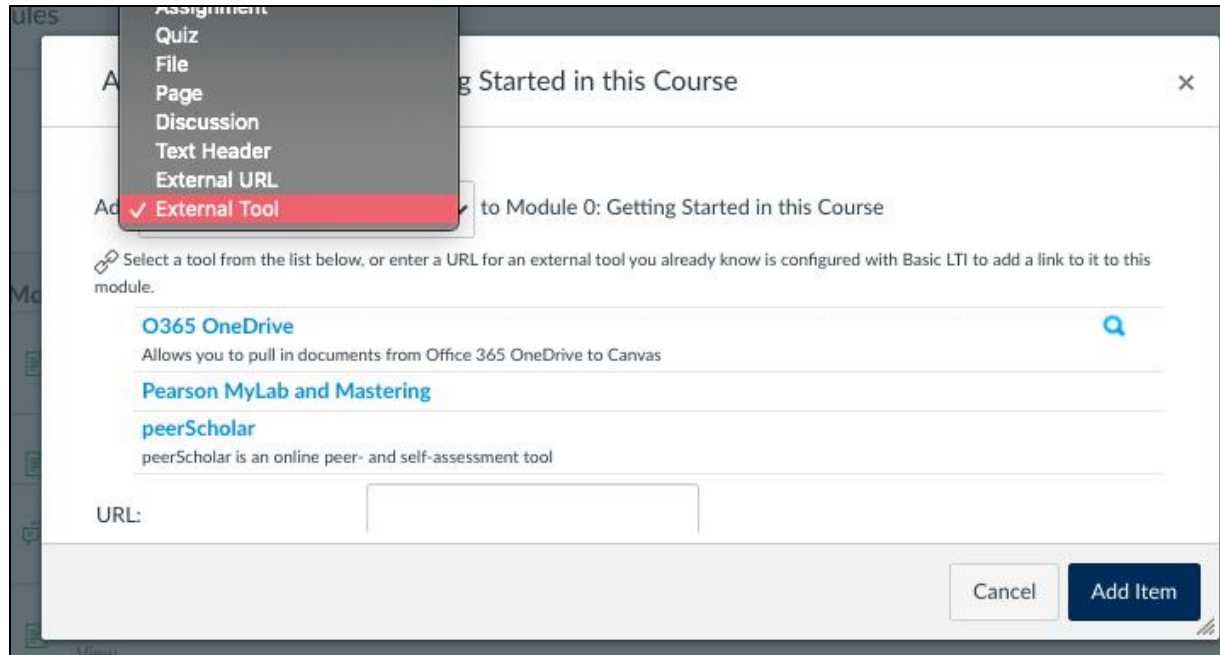
[Create link to Microsoft 365 files](#)

# QUERCUS +



OneDrive

## Add OneDrive file to Modules



[Microsoft 365 Integration](#)



Word

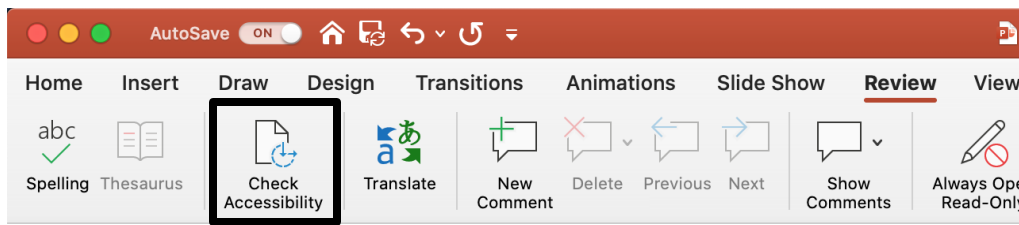
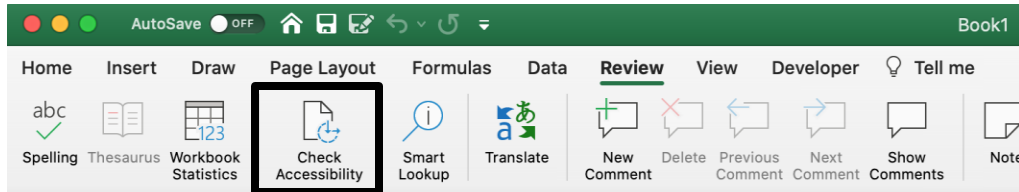
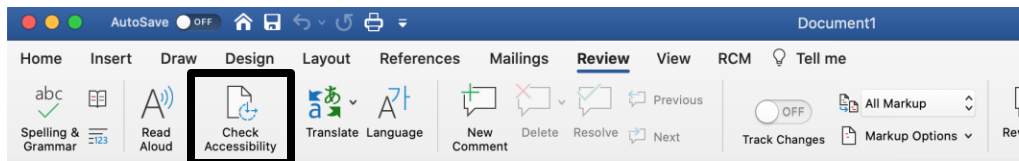



Excel



PowerPoint

# Check accessibility of course materials





Accessibility

Inspection Results

▼ Warnings

▼ Hard-to-read text contrast

Testing

**Why Fix?**

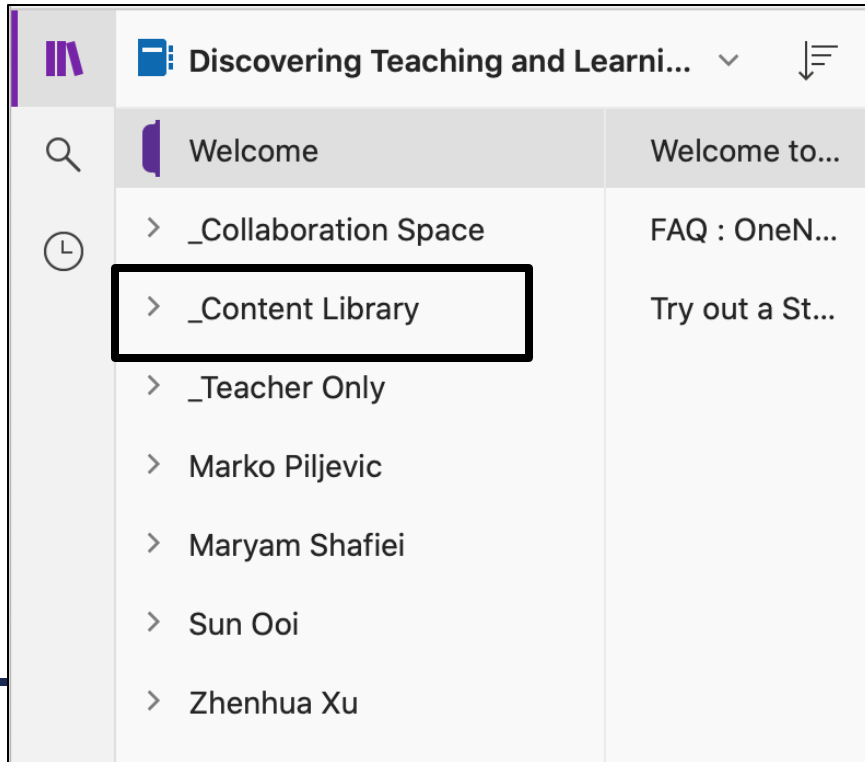
Text becomes difficult to read when its color is too similar to the color behind it. Increasing contrast makes text easier to read, especially when viewing documents in bright light.

**Steps To Fix:**

Increase contrast by changing the color of the font (Home tab) or by changing the highlight color (Home tab).



# Create OneNote Class Notebook



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

# Connecting and communicating with students



# QUERCUS + | 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



# 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



Justin Fletcher

Document is missing a title

@mention or reply...



Justin Fletcher

This thesis statement is particularly compelling...



Shayne Train

Deserves to be followed up!

@mention or reply...



Assigned to you



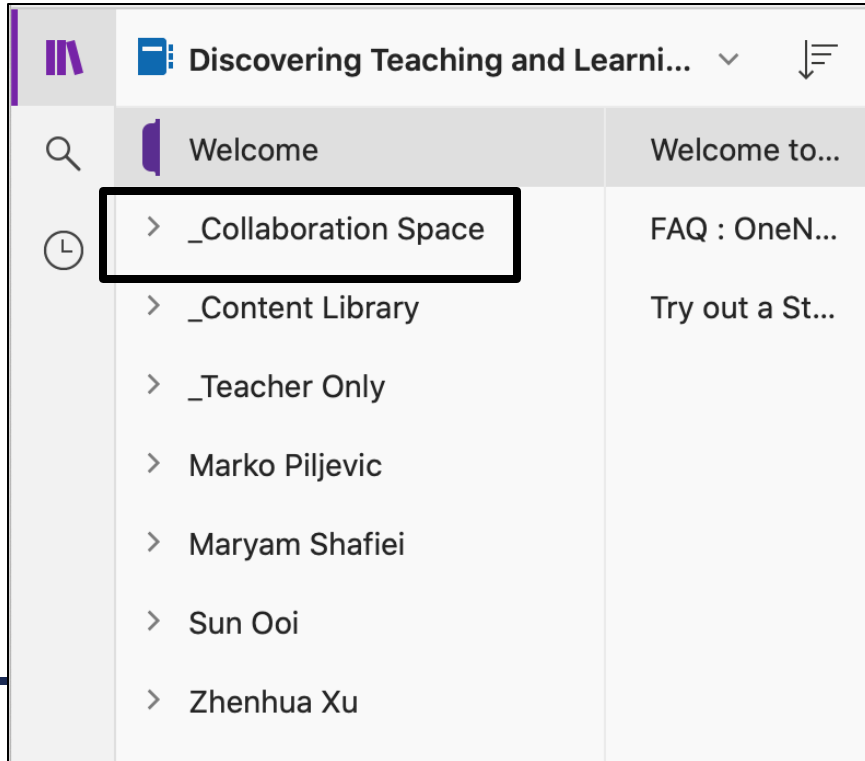
Shayne Train

@Justin Fletcher I believe this needs a citation.

@mention or reply...



## Create class wiki using Collaboration Space in OneNote Class Notebook



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

Lock Collaboration Space



Unlocked

# QUERCUS +



## Support team- and groupwork

Home

Modules

Bb Collaborate

**Collaborations**

Assignments

+ Collaboration

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.



# 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  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)

Justin Fletcher

10:00 am 10:30 am 10:45 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



## Poll your students

Ask questions to get to know your students better

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 list of questions. The first question is numbered '1.' and asks 'In what way(s) are you interested in improving communication with students?'. Below the question is a text input field with the placeholder text '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'.

# **Assessing student work and providing feedback**



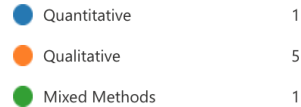
# Poll students as an informal “knowledge check”

View results

Open in Excel

1. The scenario in the reading about students' attitudes toward iPads in the classroom is an example of which kind of research?

[More Details](#)



2. Reflection: What remains confusing for you about this module?

[More Details](#)

7  
Responses

Latest Responses

"How researchers decide to do quantitative or qualitative research ~...

"Determining whether the emphasis of mixed methods research is q...

"Test"





## Administer self-assessments and collect reflections

- Numerical assessments, aligned with evaluation criteria
- Open-ended, e.g.:
  - One key strength of the work I've submitted...
  - One thing I would improve in the work I've submitted...
  - One thing I learned from completing this assignment...



## Elicit anonymous feedback (mid-course evaluations)

### Settings

Who can fill out this form

☐ Anyone with the link can respond

☒ Only people in my organization can respond

☐ Record name

☒ One response per person

- Start
- Stop
- Continue

Feed forward: Address the  
feedback you've received



Support content creation  
for assignment submission



Word (e.g., papers, reports, reflections)



Excel (e.g., charts, graphs, queries)



PowerPoint (e.g., posters, presentation recordings)

# QUERCUS +



## Accept file upload submissions

File Upload

O365 OneDrive

Upload a file, or choose a file you've already uploaded.

Choose File No file chosen

+ Add Another File

[Click here to find a file you've already uploaded](#)

Comments...

Cancel

Submit Assignment

File Upload

O365 OneDrive

File Justin.jpg [change](#)

Additional comments

Comments...

Cancel

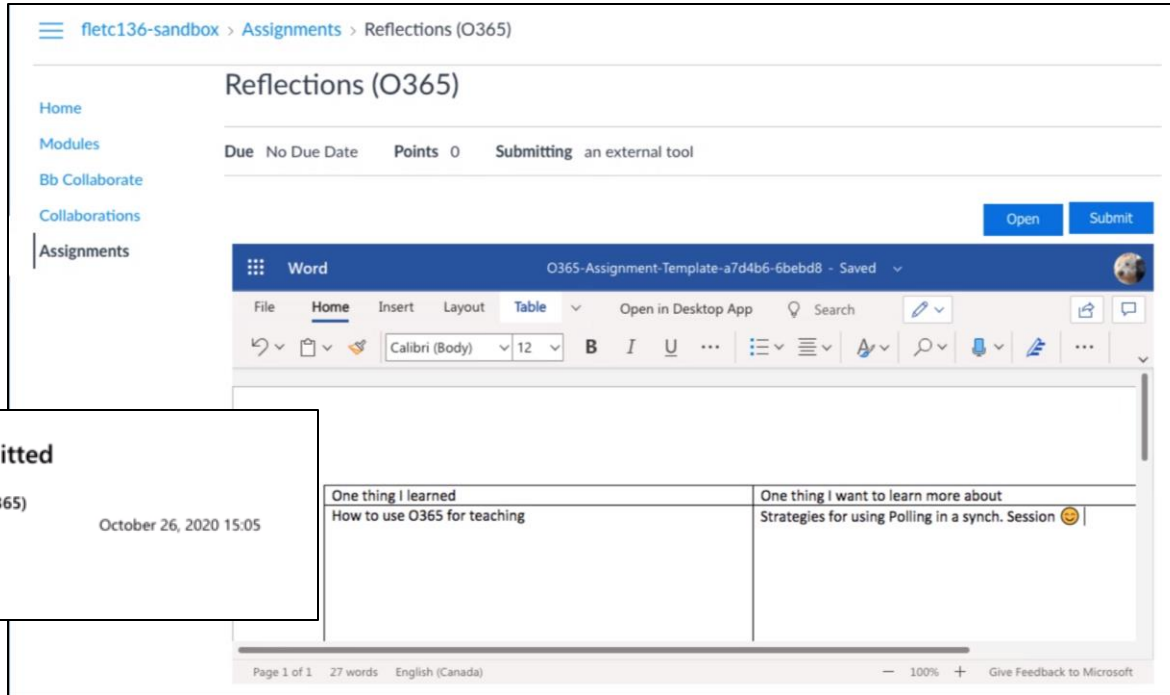
Submit Assignment

[Microsoft 365 Integration](#)

# QUERCUS +



## Create cloud (template) assignments

The screenshot shows a Blackboard assignment page titled 'Reflections (O365)'. On the left is a navigation menu with links for Home, Modules, Bb Collaborate, Collaborations, and Assignments. The main content area shows the assignment details: 'Due: No Due Date', 'Points: 0', and 'Submitting: an external tool'. There are 'Open' and 'Submit' buttons. An embedded Microsoft Word document is shown, titled 'O365-Assignment-Template-a7d4b6-6bebd8 - Saved'. The Word ribbon is set to 'Home', and the font is 'Calibri (Body)' size '12'. The document content includes a table with two columns: 'One thing I learned' and 'One thing I want to learn more about'. The first row contains the text 'How to use O365 for teaching' and 'Strategies for using Polling in a synch. Session 😊'. At the bottom of the Word window, it says 'Page 1 of 1', '27 words', and 'English (Canada)'.

fletc136-sandbox > Assignments > Reflections (O365)

### Reflections (O365)

Due: No Due Date   Points: 0   Submitting: an external tool

Open   Submit

Word   O365-Assignment-Template-a7d4b6-6bebd8 - Saved

File   Home   Insert   Layout   Table   Open in Desktop App   Search

Calibri (Body)   12   B   I   U   ...

One thing I learned	One thing I want to learn more about
How to use O365 for teaching	Strategies for using Polling in a synch. Session 😊

Page 1 of 1   27 words   English (Canada)   100%   Give Feedback to Microsoft

### Assignment Submitted

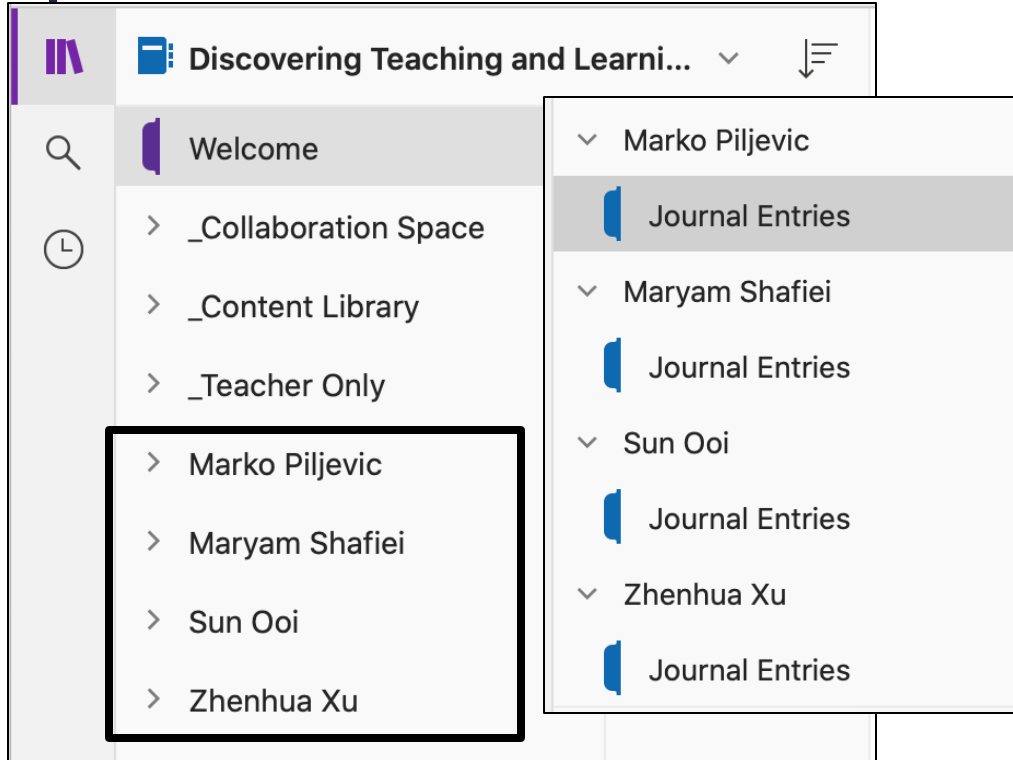
Reflections (O365)

Submitted: October 26, 2020 15:05

FINISHED



# Create Student Notebooks as Journal or e-Portfolio

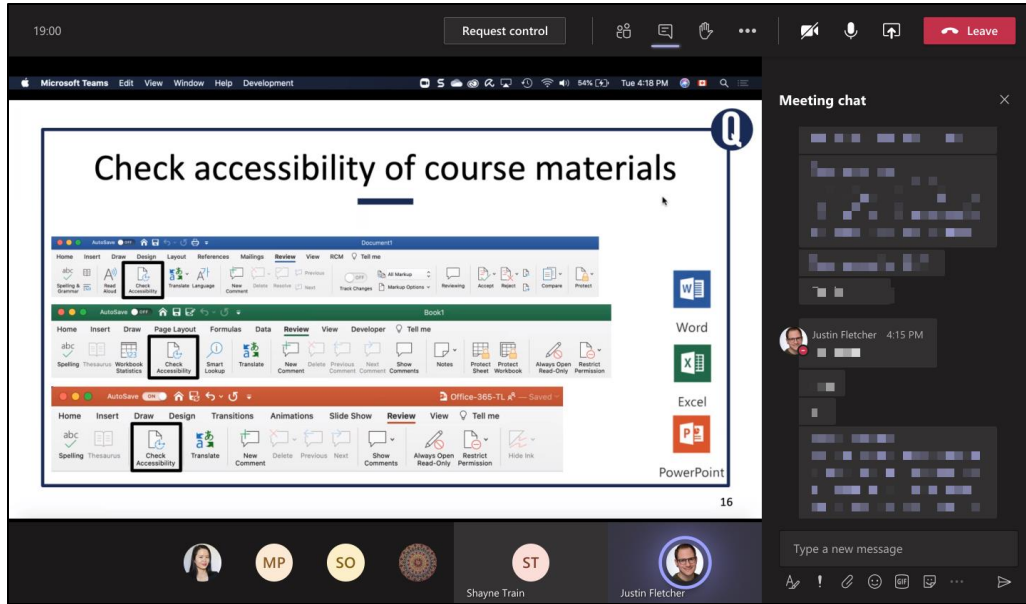


- Content Library
- Collaboration Space
- Teacher Only
- **Student Notebooks**

# Teaching from a distance



# Facilitate webinars

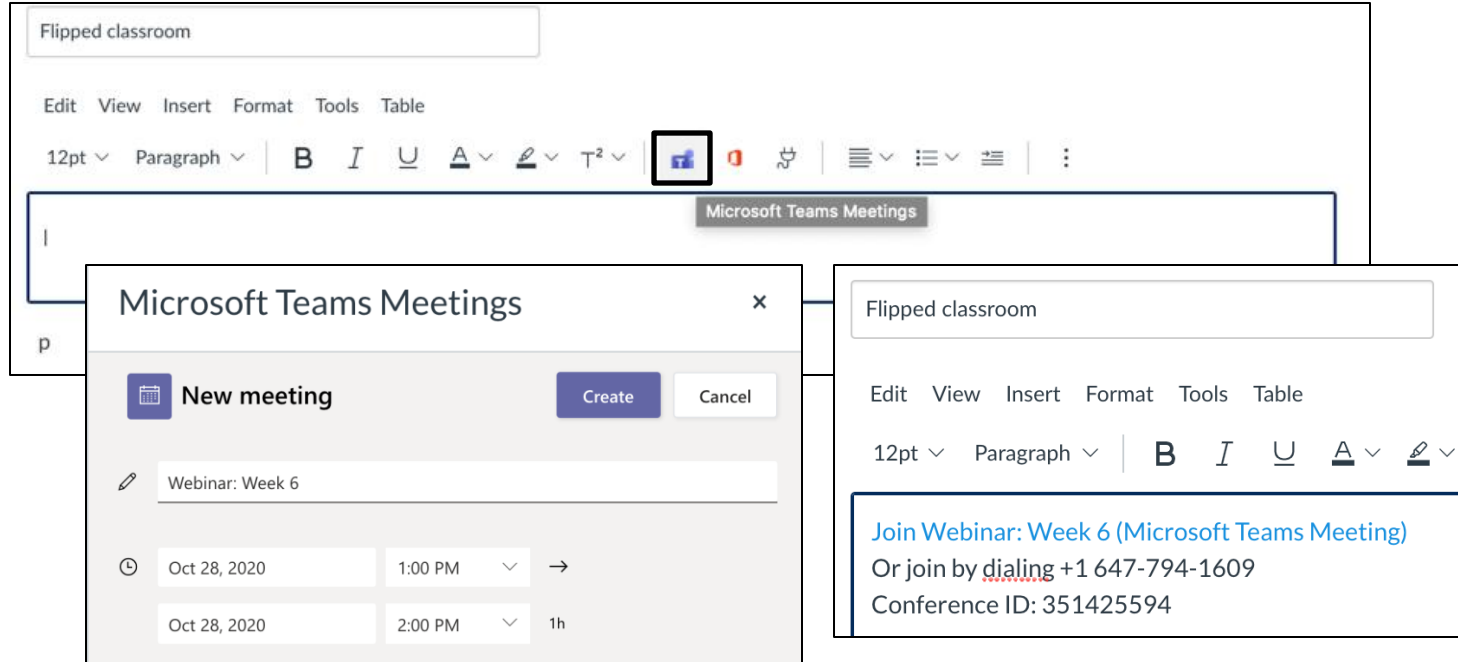


- Breakout groups
- Recordings
- Screensharing
- Whiteboard
- Transcripts, captions
- Chat
- Reactions
- Attendance
- Polling




# QUERCUS +

## Schedule Teams meeting from Quercus



Flipped classroom

Edit View Insert Format Tools Table

12pt Paragraph B I U A T<sup>2</sup> 

Microsoft Teams Meetings

Microsoft Teams Meetings

New meeting Create Cancel

Webinar: Week 6

Oct 28, 2020 1:00 PM →

Oct 28, 2020 2:00 PM 1h

Flipped classroom

Edit View Insert Format Tools Table

12pt Paragraph B I U A

Join Webinar: Week 6 (Microsoft Teams Meeting)

Or join by dialing +1 647-794-1609

Conference ID: 351425594





# Create lecture recordings

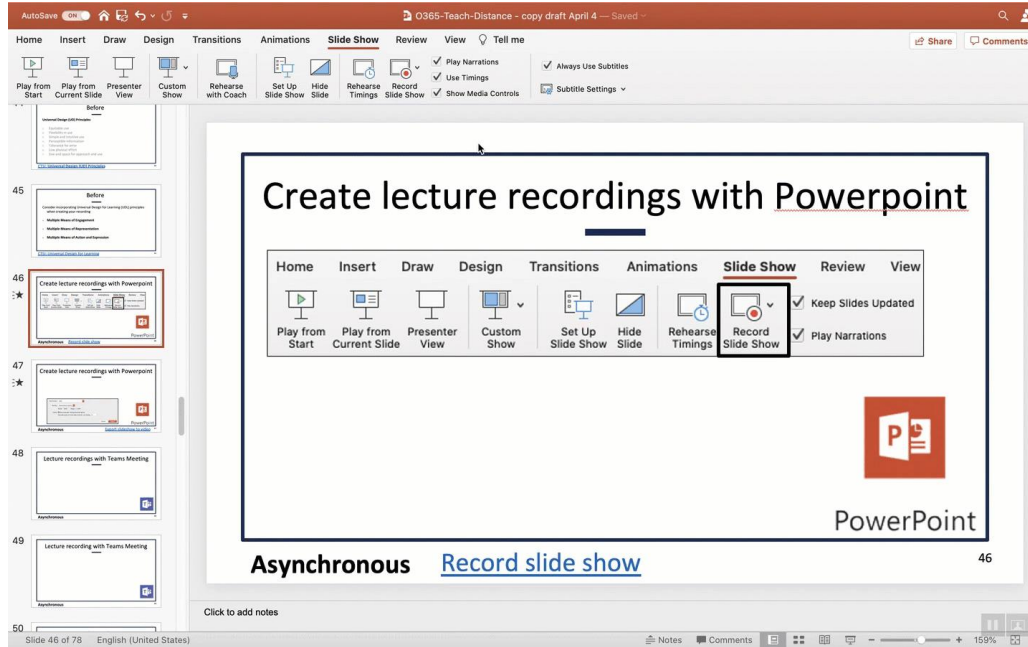


[Record slide show](#)

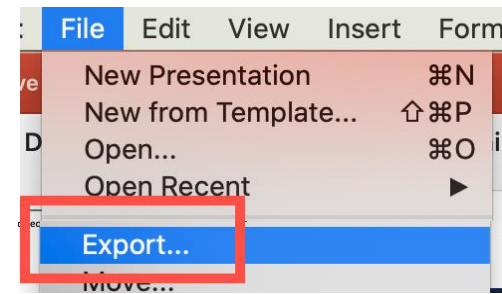
[Record a presentation](#)



# Create lecture recordings



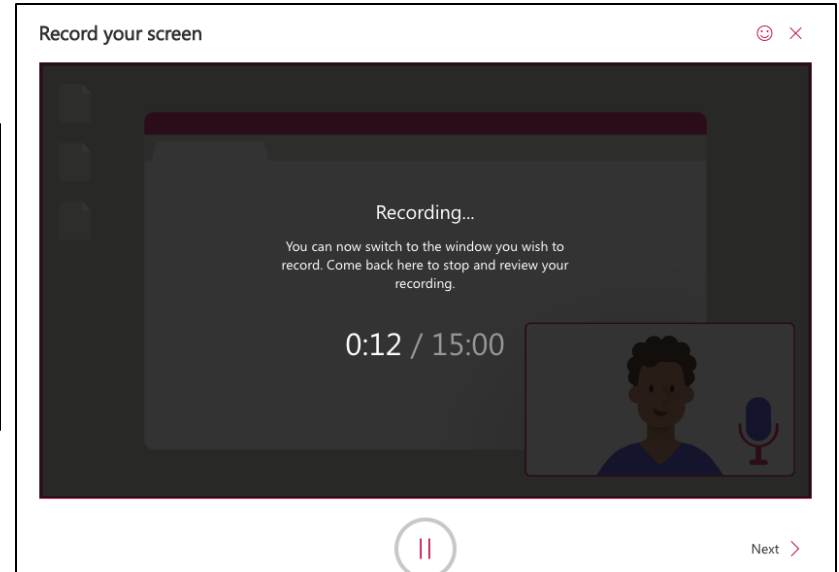
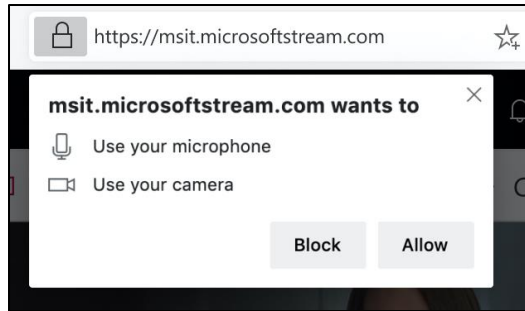
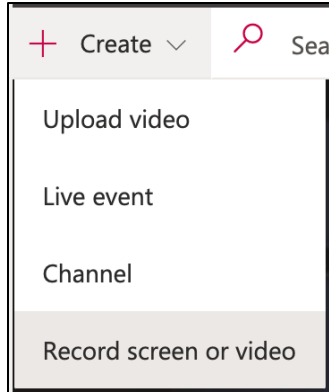
[Record slide show](#)



[Record a presentation](#)



# Record with MS Stream



[Record your screen](#)



# Add interactivity to videos



# Add interactivity to videos

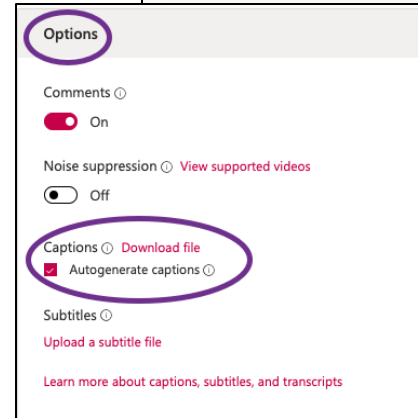
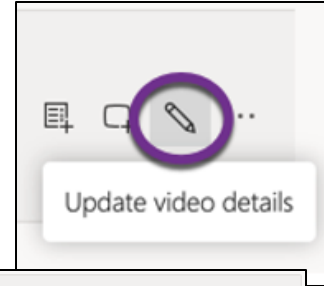
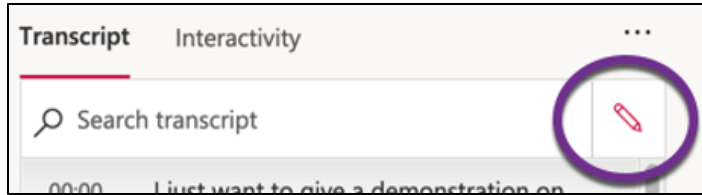
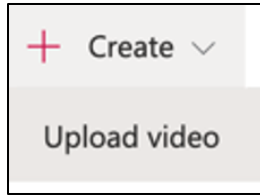
The screenshot displays a video player interface for a course titled "CTSI Course Design for Online (Fall 2020)". The video content shows a hand placing a sticky note on a board with the text "CTSI COURSE DESIGN FOR ONLINE". The video player includes a progress bar at the bottom showing 0:55 / 2:57. On the right side, there is a "Transcript" panel with a search bar and a list of timestamps and text. The transcript entries are as follows:

Timestamp	Text
00:45	you want the course card to appear on your dashboard, click
00:48	on the star next to the name of the course to favorite it.
00:53	Inside the course, the home page is your starting point.
00:56	Here you will find a description of the course
01:00	followed by a series of links to the course modules. The
01:04	course contains both synchronous webinars

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



# Generate and edit captions for **any** video





# + QUERCUS

## Host (embed) your video on Quercus

Share

Email

**Embed**

This video will only be viewable by authorized users

Video size

Autoplay

Responsive

Show info

☐ Start at:

640 x 360

☒ Off

☒ On

☒ On

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



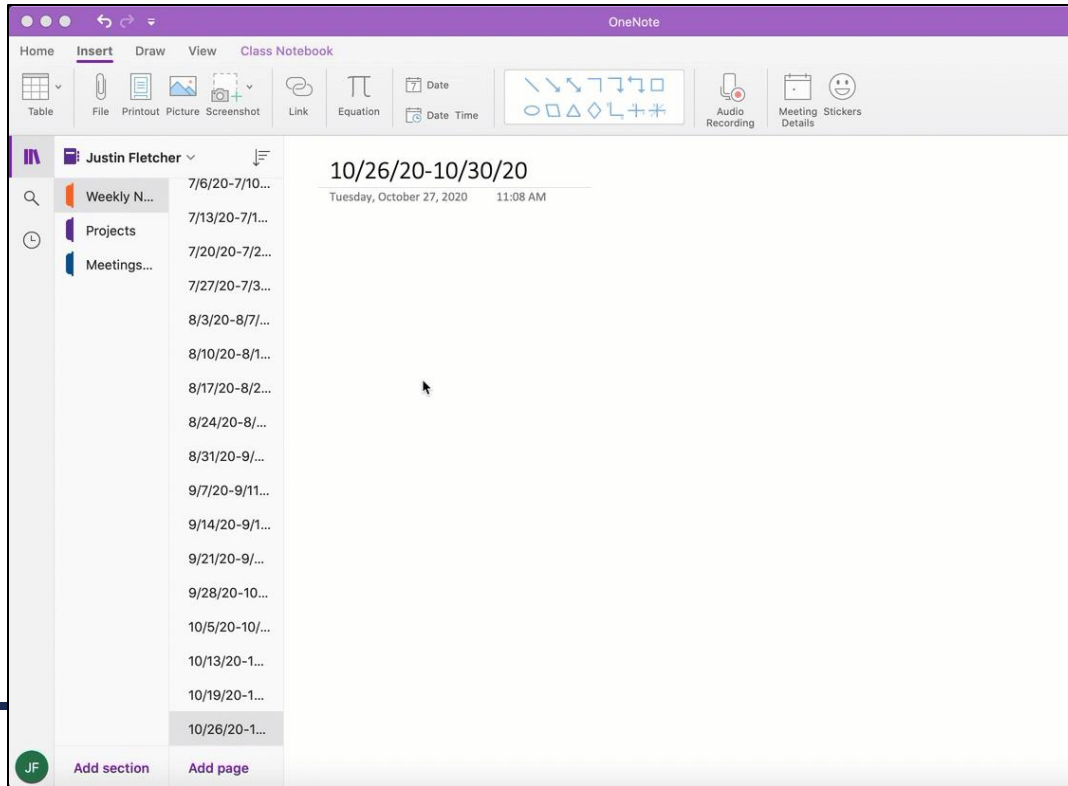
# Supporting student learning

# Share features that support learning



OneNote

# Share features that support learning



OneNote

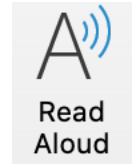
[Insert file printouts](#) 43

# Share accessibility features with students

## Immersive Reader



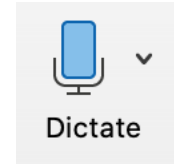
## Read Aloud



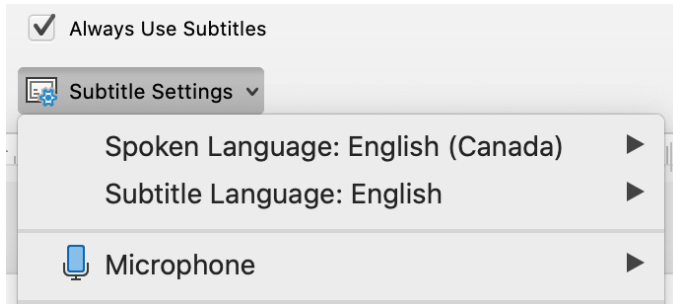
## Translate



## Dictate



## Subtitles (PowerPoint)



## Live Captions (Teams meetings)



# Share in the chat


1. What's one tip you learned that you plan to implement in your upcoming course?
2. What's one tool, tip, or strategy that you'd like to learn more about?

# **Navigating Quercus and Microsoft 365 support resources**






# 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](#)

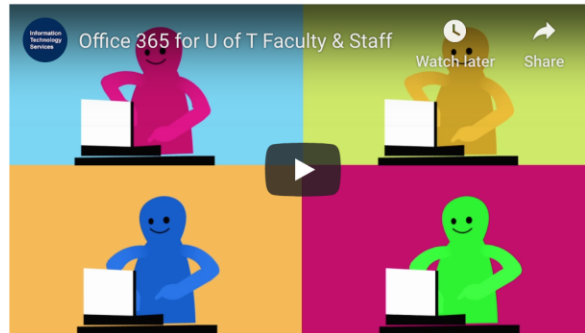
# Webinars

CTSI webinars	Microsoft 365 for Teaching & Learning
<p>Recordings and materials: <a href="https://uoft.me/ctsi-videos">https://uoft.me/ctsi-videos</a></p> <p>Other CTSI events: <a href="https://teaching.utoronto.ca/events">https://teaching.utoronto.ca/events</a></p>	<ul style="list-style-type: none"><li>• Organizing your Course Content using Microsoft 365 Tools (Sept.)</li><li>• Connecting and Communicating with Students using Microsoft 365 Tools (Oct.)</li><li>• Assessing Student Work and Providing Feedback using Microsoft 365 Tools (Nov.)</li><li>• Teaching from a Distance using Microsoft 365 Tools (Dec.)</li></ul>



# Microsoft 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](#)

# 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

# Student support resources

## The Basics



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

[Learn More](#)

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[Learn More](#)

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[Learn More](#)

## Support



Additional resources, training and support contacts.

[Learn More](#)

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

# Planning guide: Teaching online/remotely

University of Toronto

EVENTS SCHEDULE

TEACHING SUPPORT

EDUCATIONAL TECHNOLOGY

RESEARCH ON TEACHING

TEACHING AWARDS

ABOUT CTSI

Q

**Centre for Teaching Support & Innovation**  
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

# Divisional support

## Support Contacts

If you have other questions or wish to speak with an individual, please contact your Divisional support

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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?

Go to [uoft.me/connectandlearn](https://uoft.me/connectandlearn) for more information and to subscribe to the newsletter.

