ENTERPRISE APPLICATIONS & SOLUTIONS INTEGRATION

CONNECT +LEARN

Drop-in learning + collaboration

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:

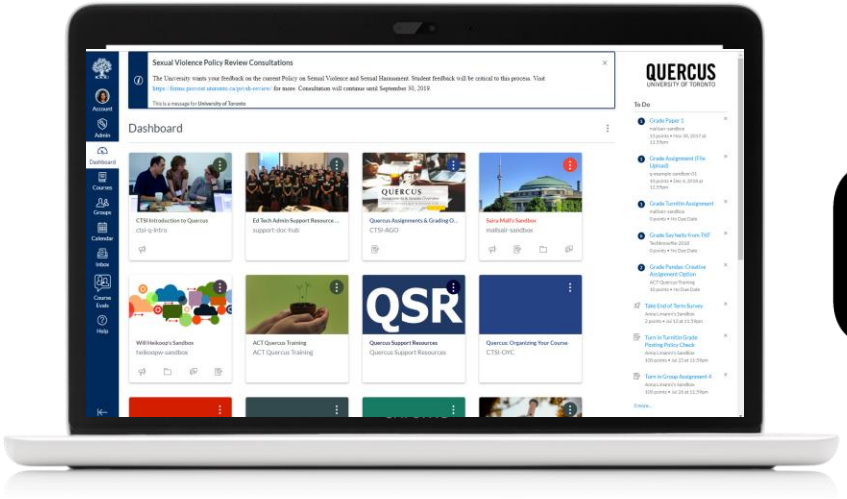
1. Explore Microsoft 365 tools that can support teaching and learning activities
2. Make use of accessibility features in Microsoft 365 to improve accessibility of learning materials
3. Navigate Quercus and Microsoft 365 support resources

Microsoft 365

Quick poll

Which Microsoft 365 tools have you used previously?
(Does not have to be in a teaching capacity.)

Create a poll in a Microsoft Teams meeting



QUERCUS

The University of Toronto's Academic Toolbox

QUERCUS

Organize content

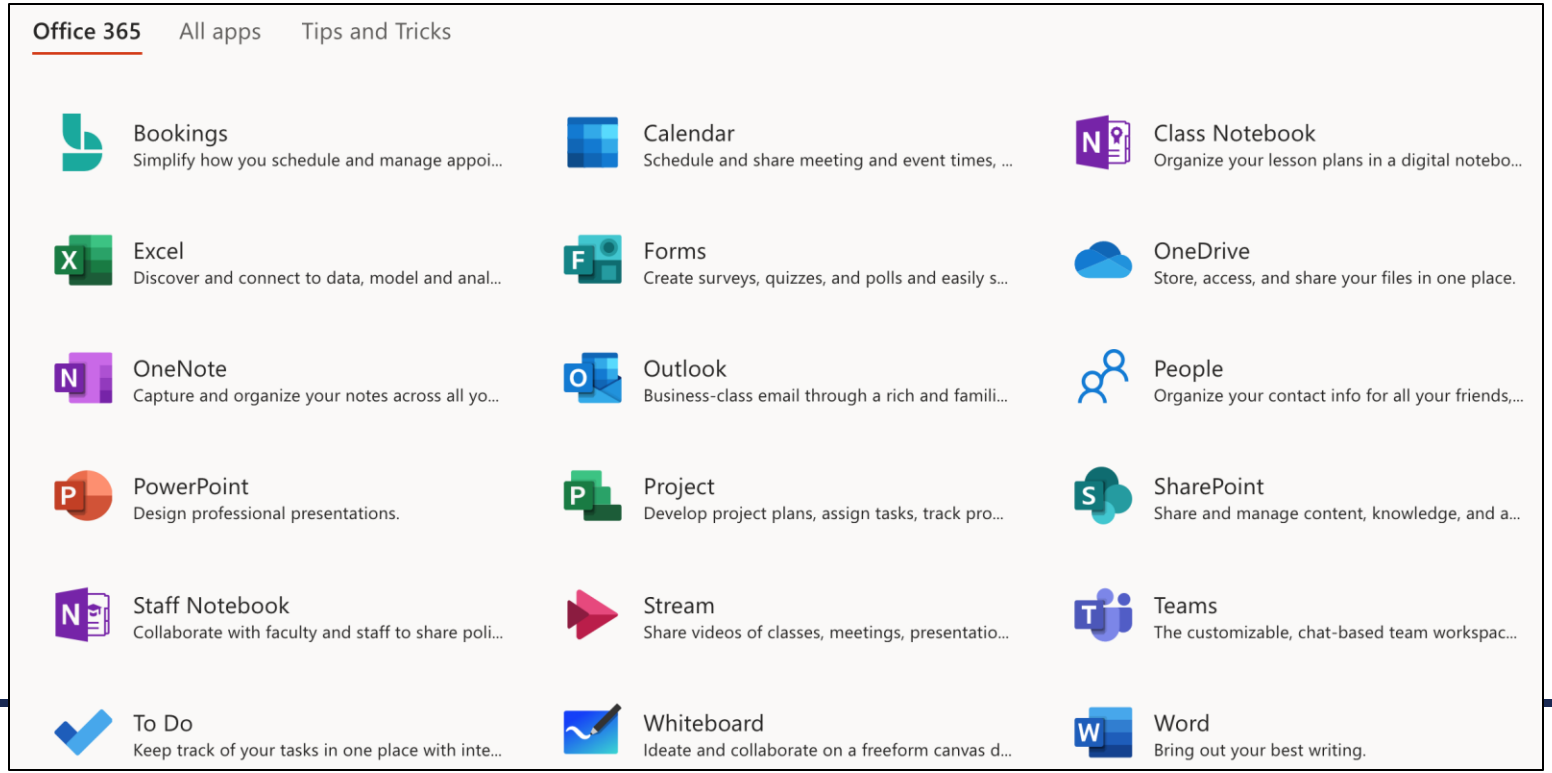
Connect and communicate

The Academic Toolbox helps you…

Assess student work and provide feedback

Teach from a distance

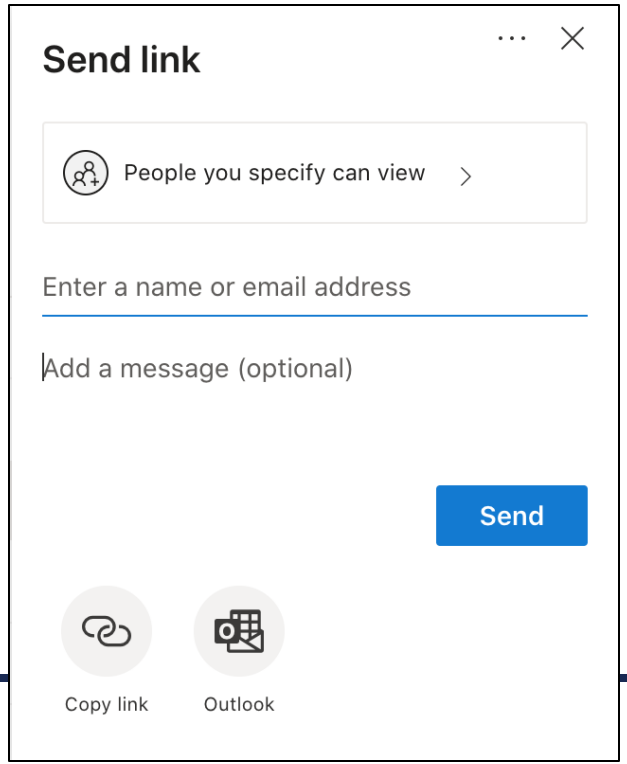
Microsoft 365

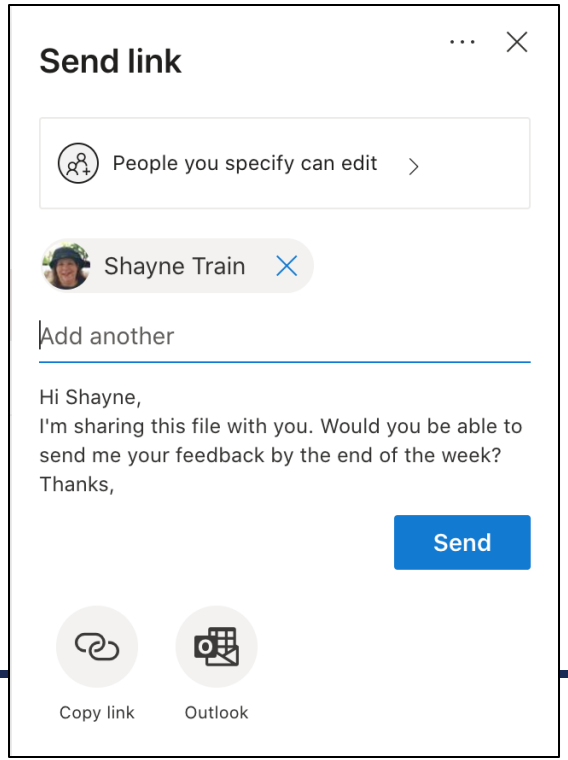


Organizing content

Share content with selected students or TAs

OneDrive

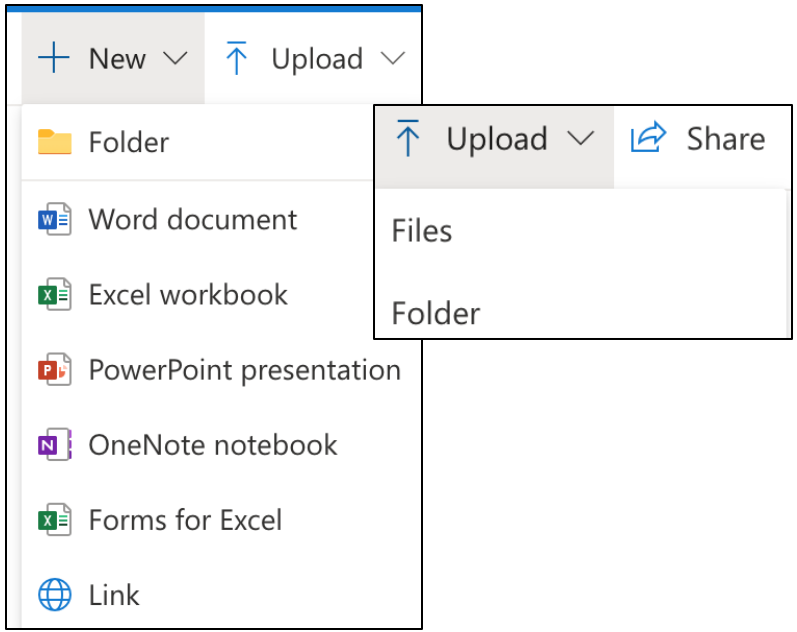


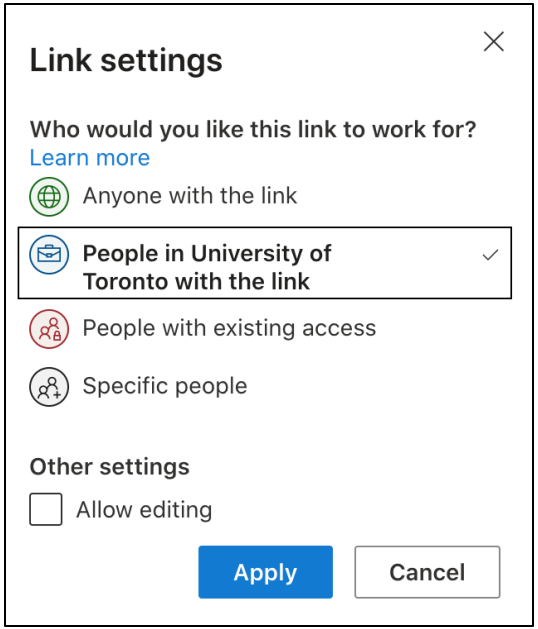


[Share OneDrive files and folders]

Share large files

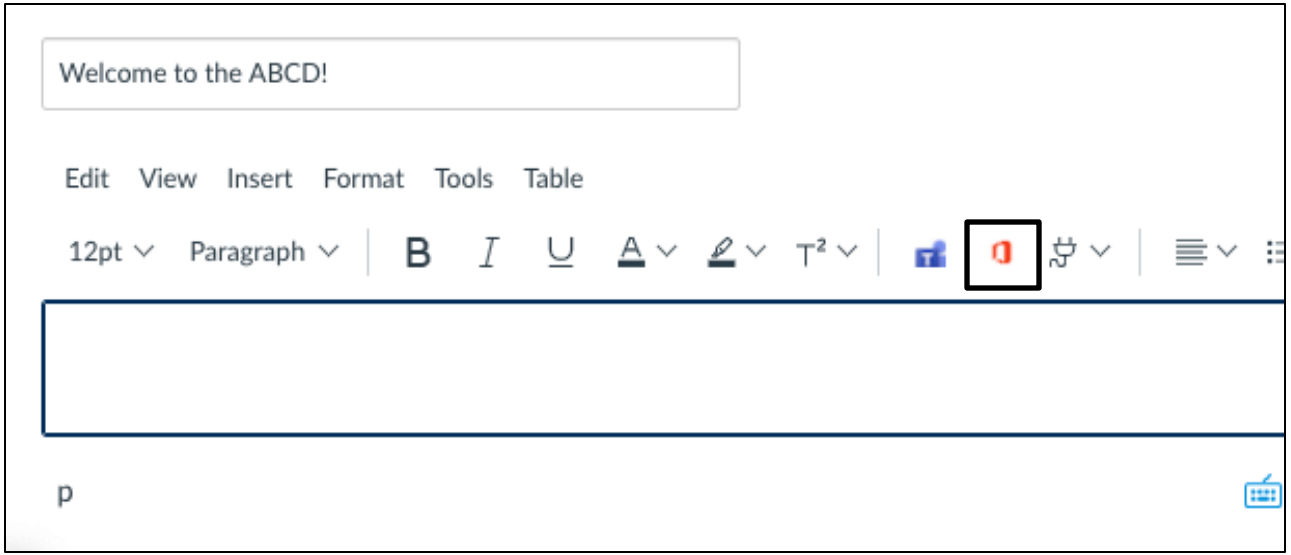
OneDrive





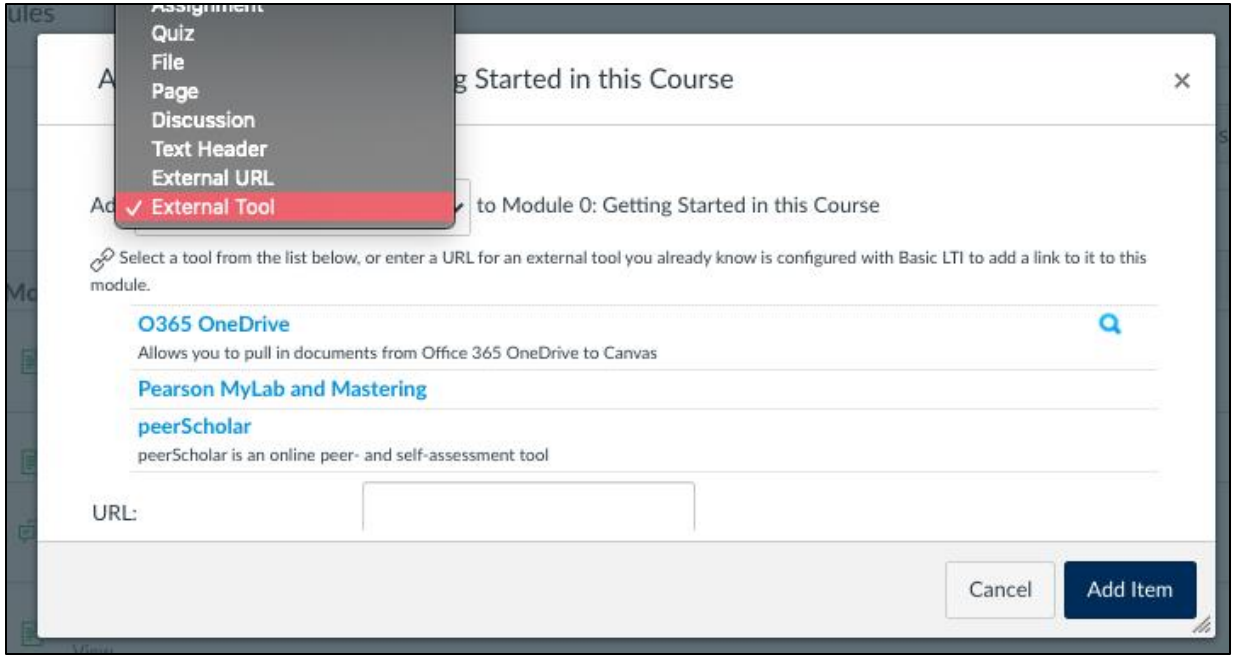
[Share OneDrive files and folders]

QUERCUS + OneDrive | Add OneDrive file to Rich Content Editor



[Create link to Microsoft 365 files]

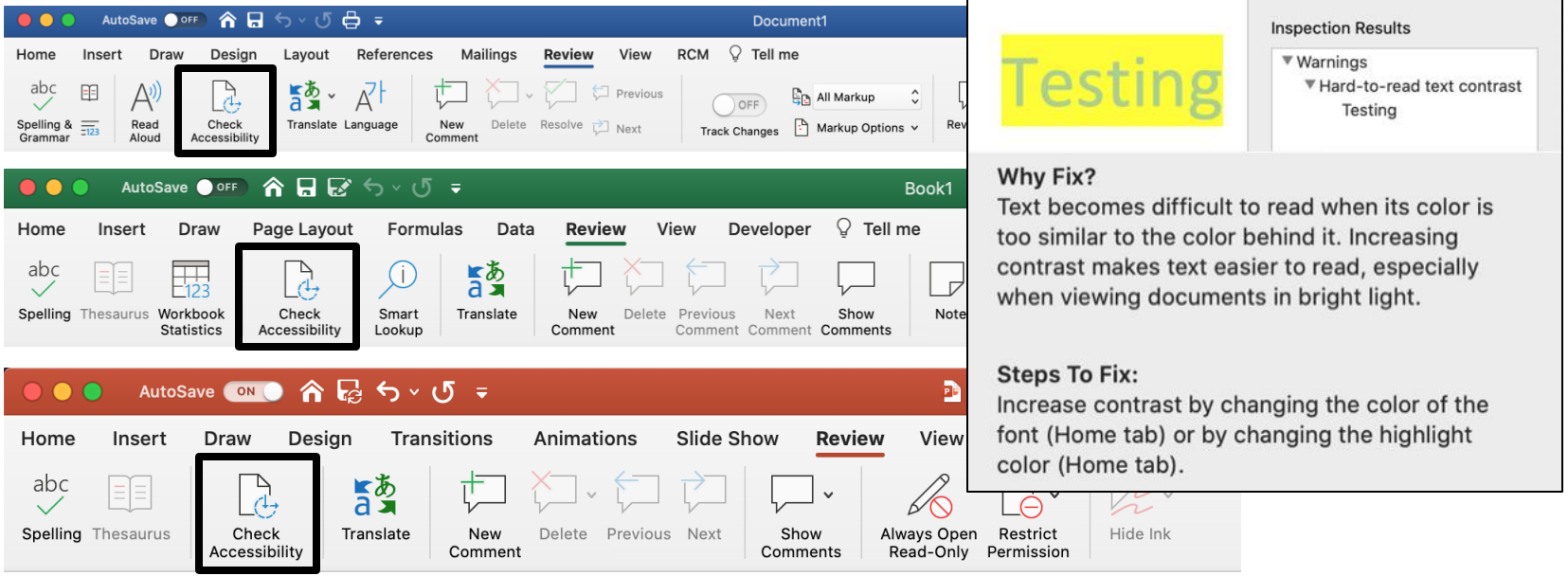
QUERCUS + OneDrive | Add OneDrive file to Modules



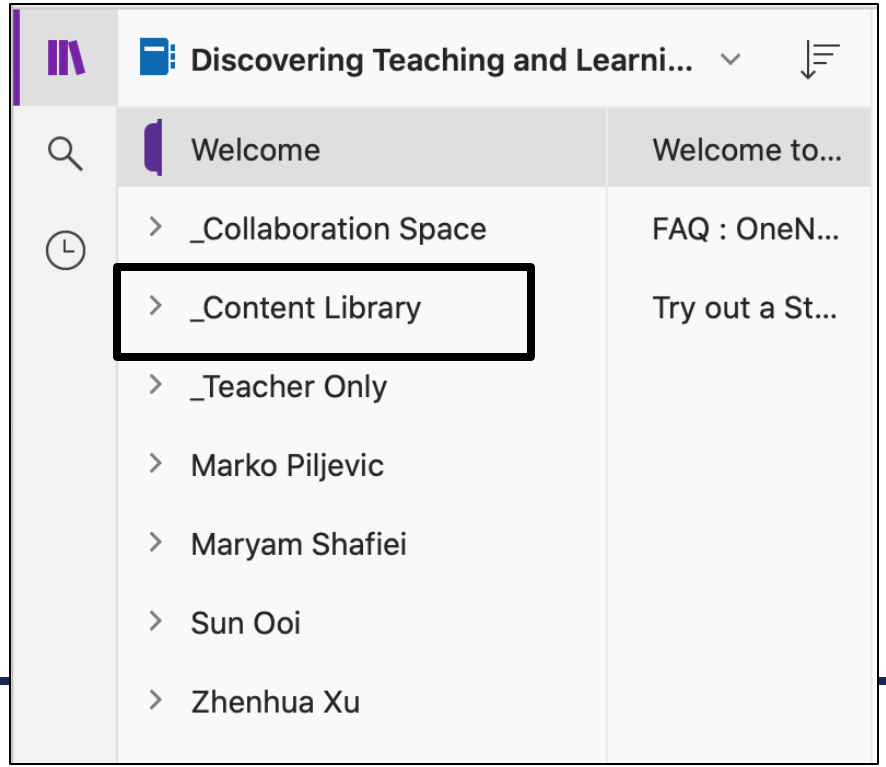
[Microsoft 365 Integration]

Check accessibility of course materials

Word Excel PowerPoint



Create OneNote Class Notebook



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

[OneNote Class Notebook]

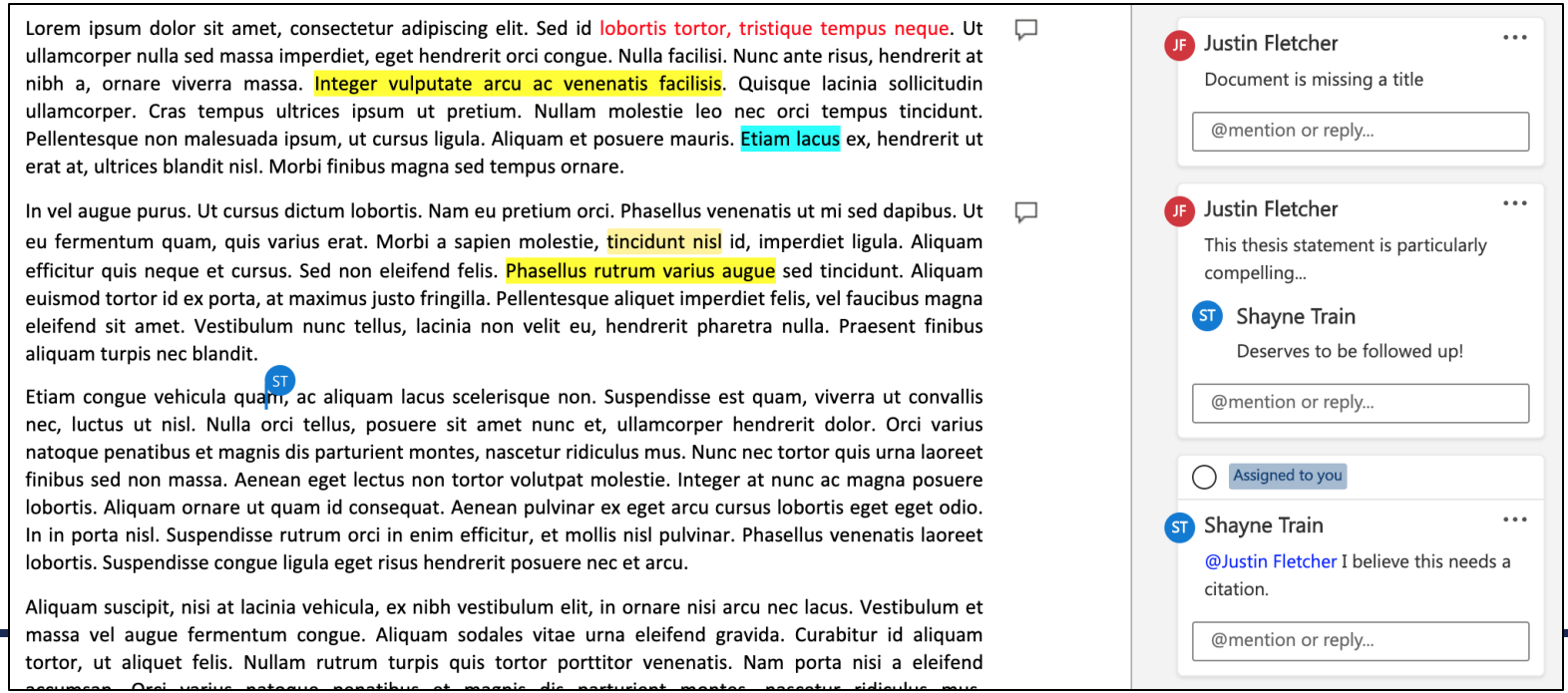
Connecting and communicating with students

QUERCUS + Email students

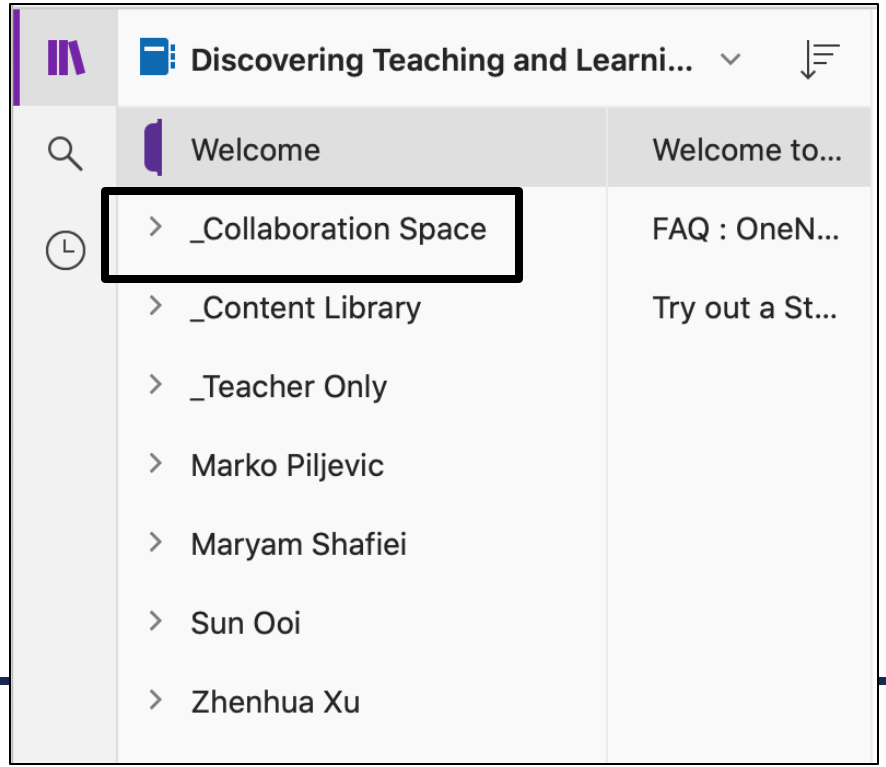
1. Download student emails using the UT Advanced Group tool or New Analytics tool

2. Send email using UTMail+ (Outlook)
   *Use BCC if contacting more than 1 student

Annotate collaboratively



Create class wiki using Collaboration Space in OneNote Class Notebook



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

[OneNote Class Notebook]

QUERCUS +

Support team- and groupwork

Home

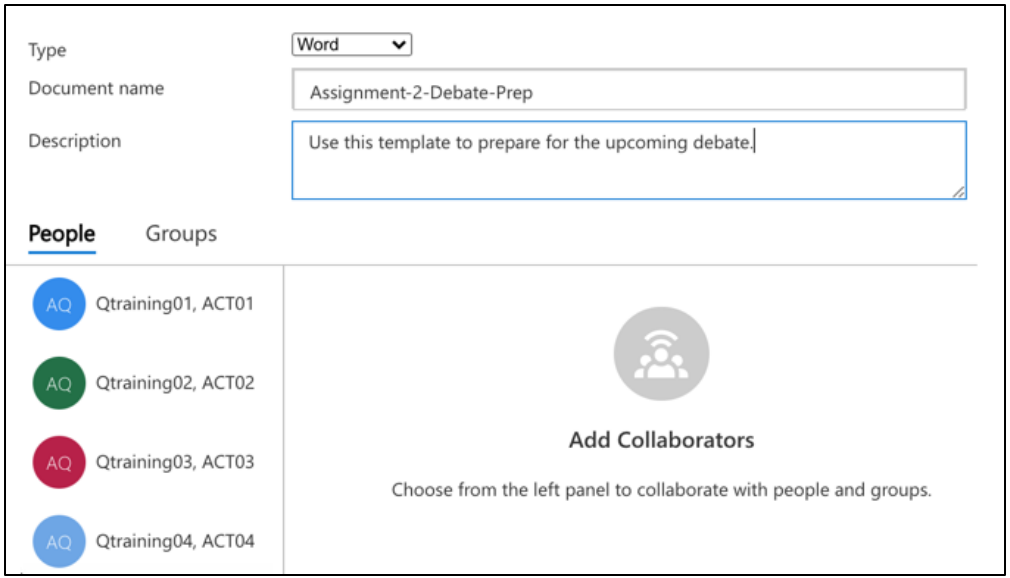
Modules

Bb Collaborate

Collaborations

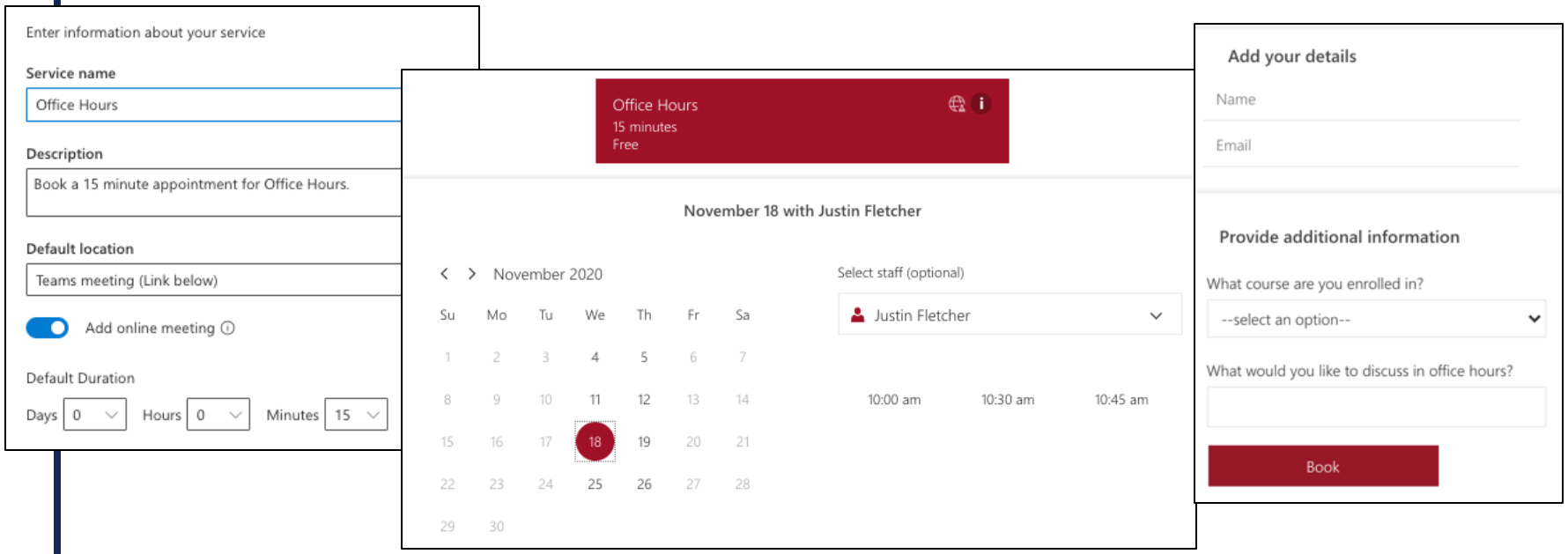
Assignments

+ Collaboration



Microsoft 365 Integration: Collaborations

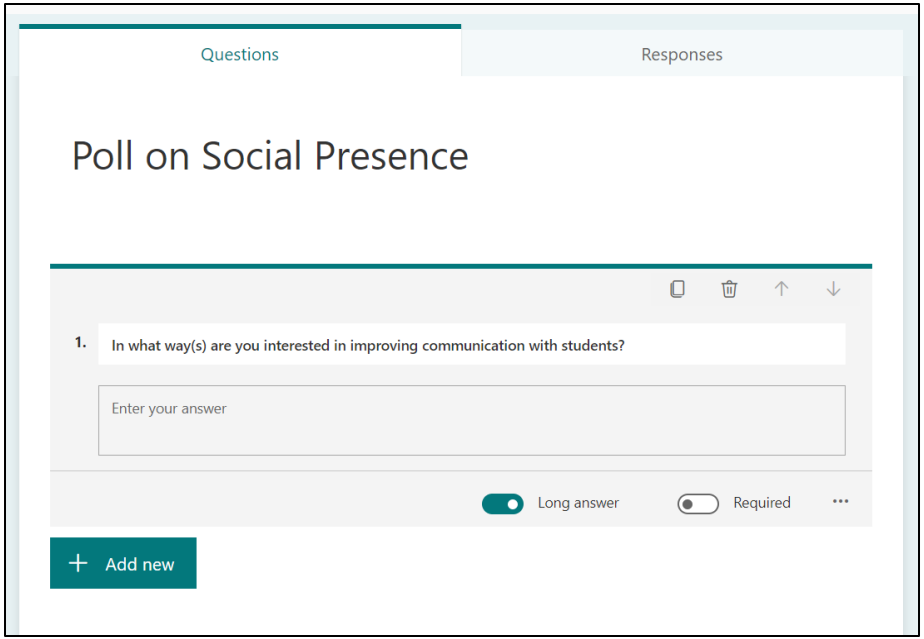
Hold online office hours



[Microsoft Bookings]

Poll your students

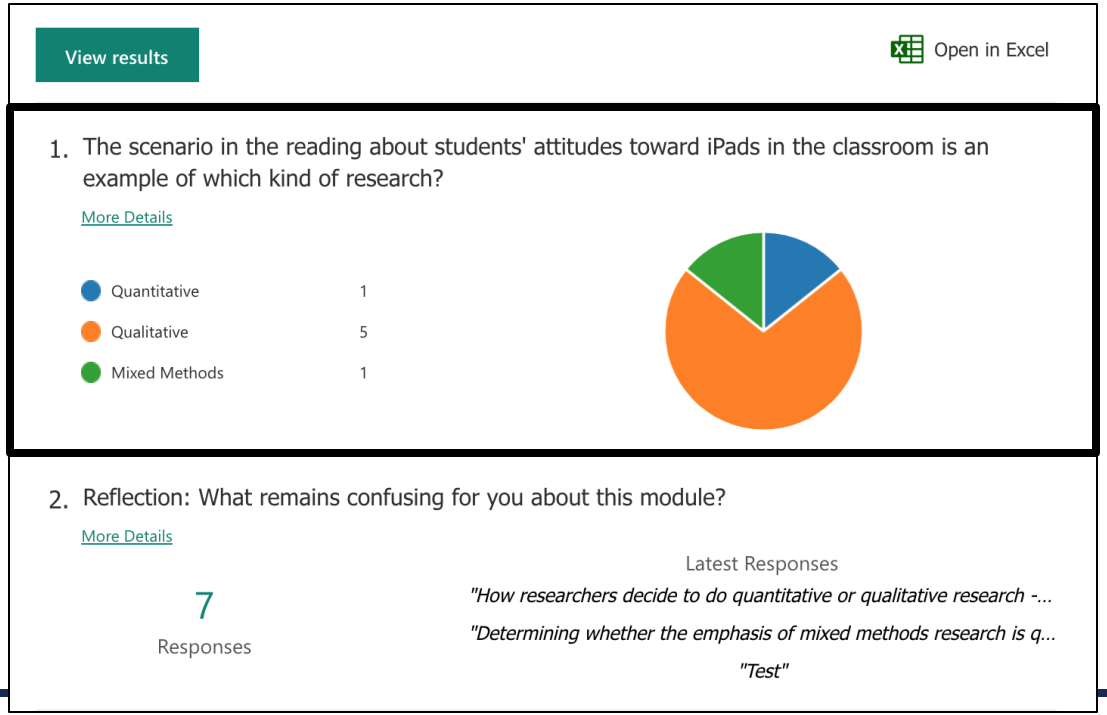
Ask questions to get to know your students better



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

Assessing student work and providing feedback

Poll students as an informal "knowledge check"

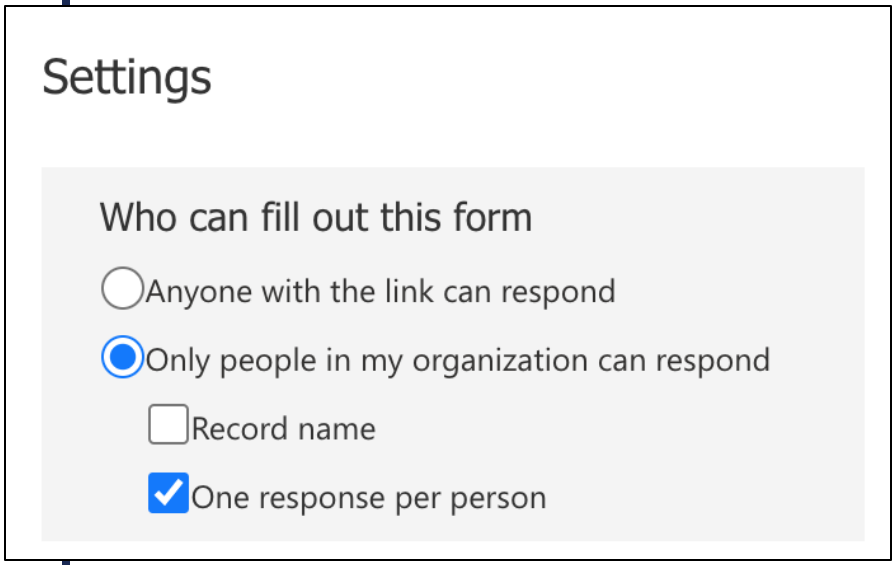


[Using Microsoft Forms as a Polling (Student Response) System]

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)



- Start
- Stop
- Continue

Feed forward: Address the feedback you've received

[Gathering formative feedback with mid-course evaluations]

Support content creation for assignment submission

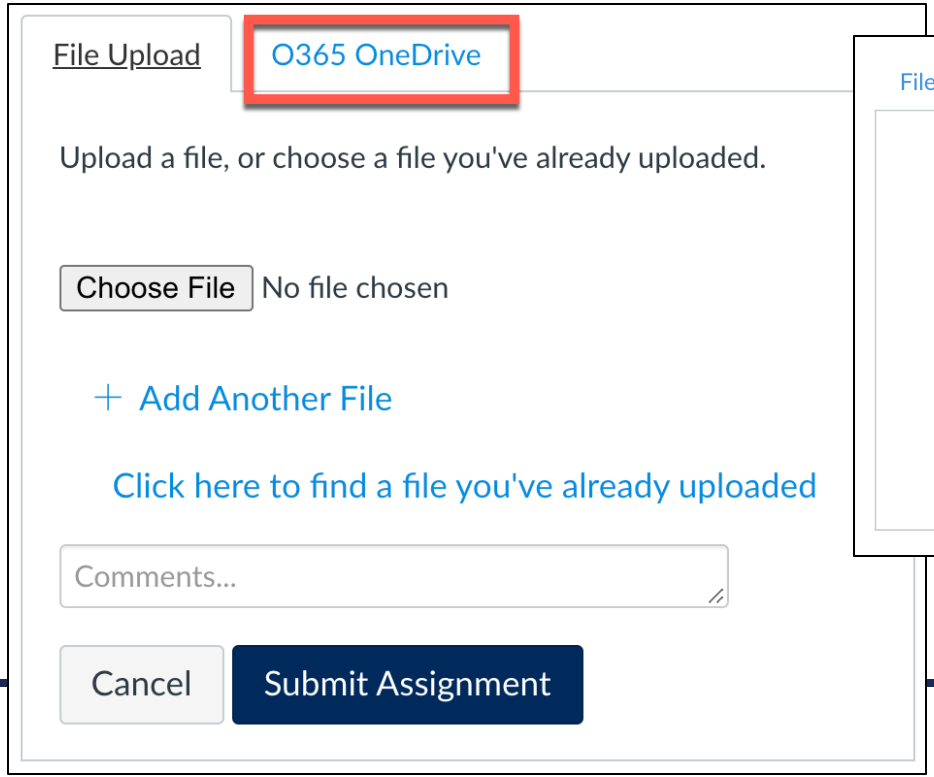
Word (e.g., papers, reports, reflections)

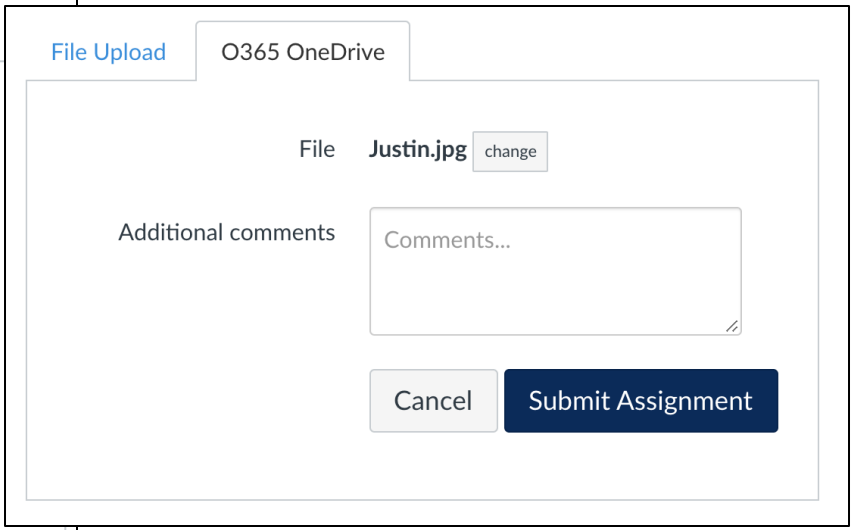
Excel (e.g., charts, graphs, queries)

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

QUERCUS +

Accept file upload submissions

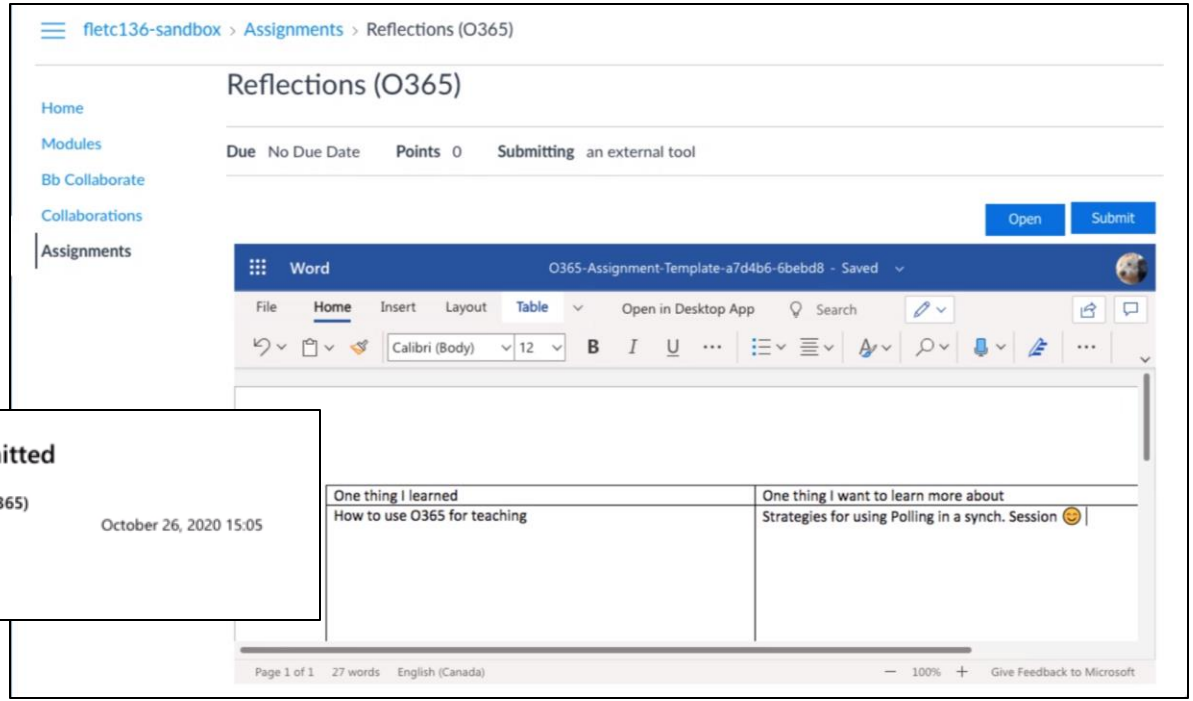




[Microsoft 365 Integration]

QUERCUS +

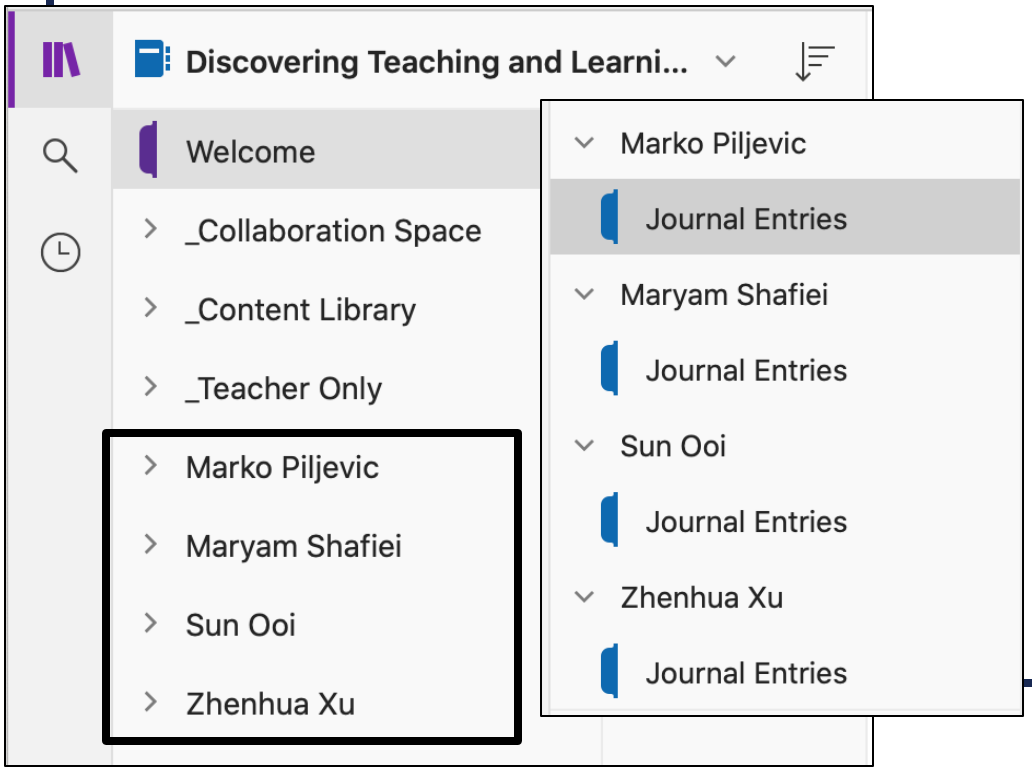
Create cloud (template) assignments



[How do I submit a cloud assignment with Microsoft 365?]

[Microsoft 365 Integration]

Create Student Notebooks as Journal or e-Portfolio

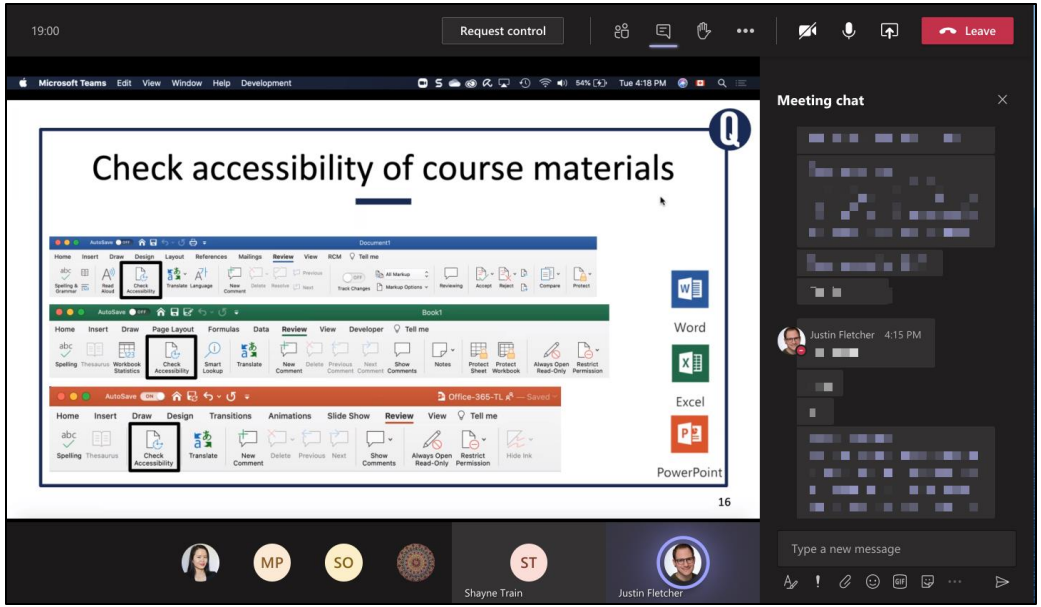


- Content Library
- Collaboration Space
- Teacher Only
- **Student Notebooks**

[OneNote Class Notebook]

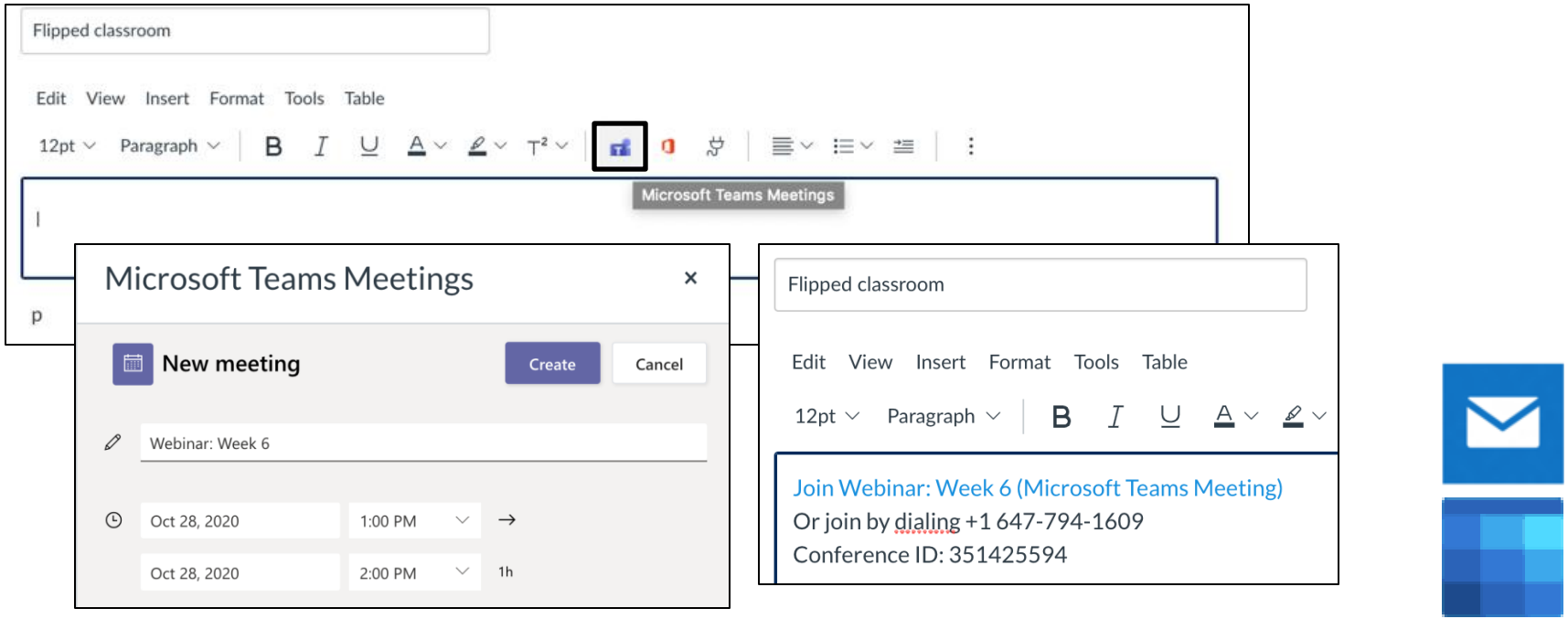
Teaching from a distance

Facilitate webinars



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

QUERCUS + Schedule Teams meeting from Quercus



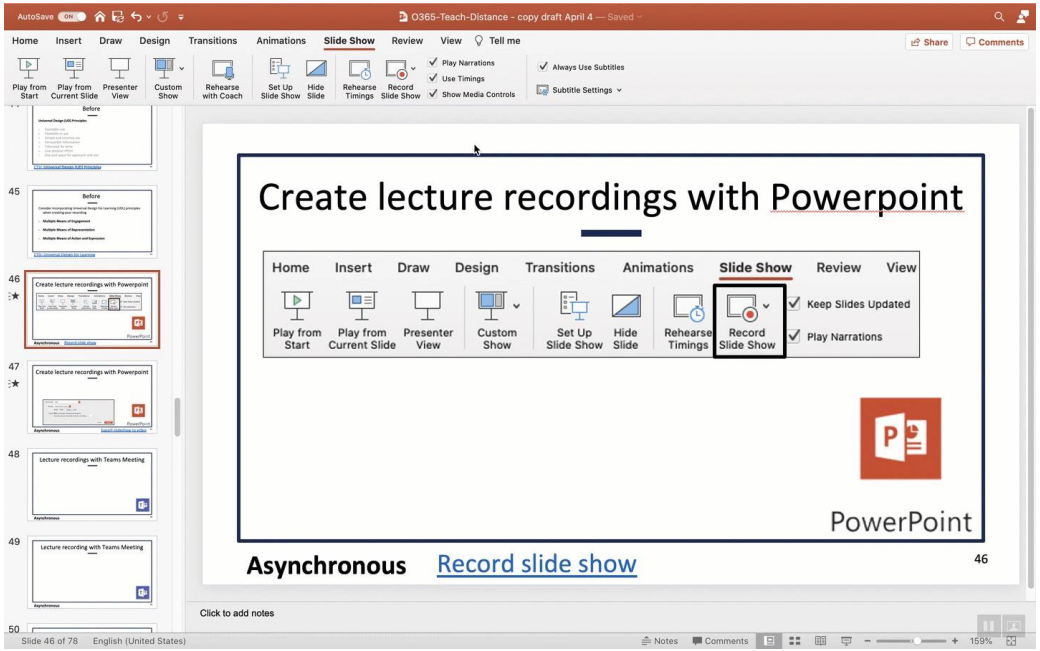
[Teams Meetings integration] [Schedule a meeting in Teams] [Schedule meeting in Outlook]

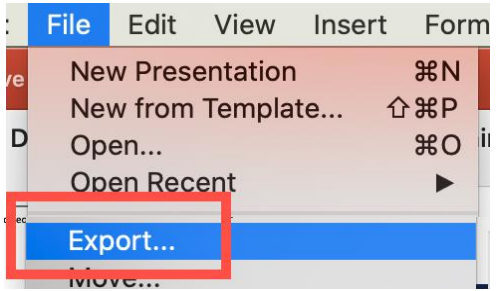
Create lecture recordings

[Record slide show]

[Record a presentation]

Create lecture recordings

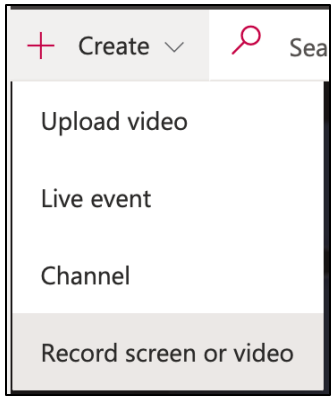


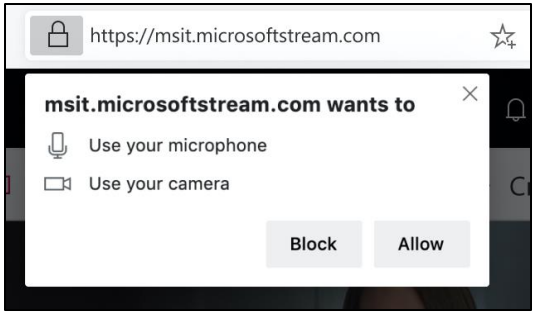


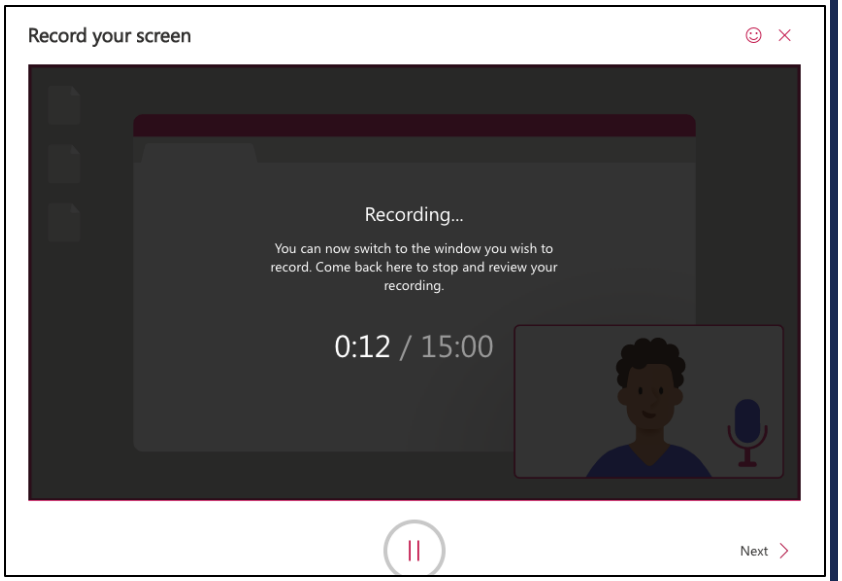
[Record slide show]

[Record a presentation]

Record with MS Stream





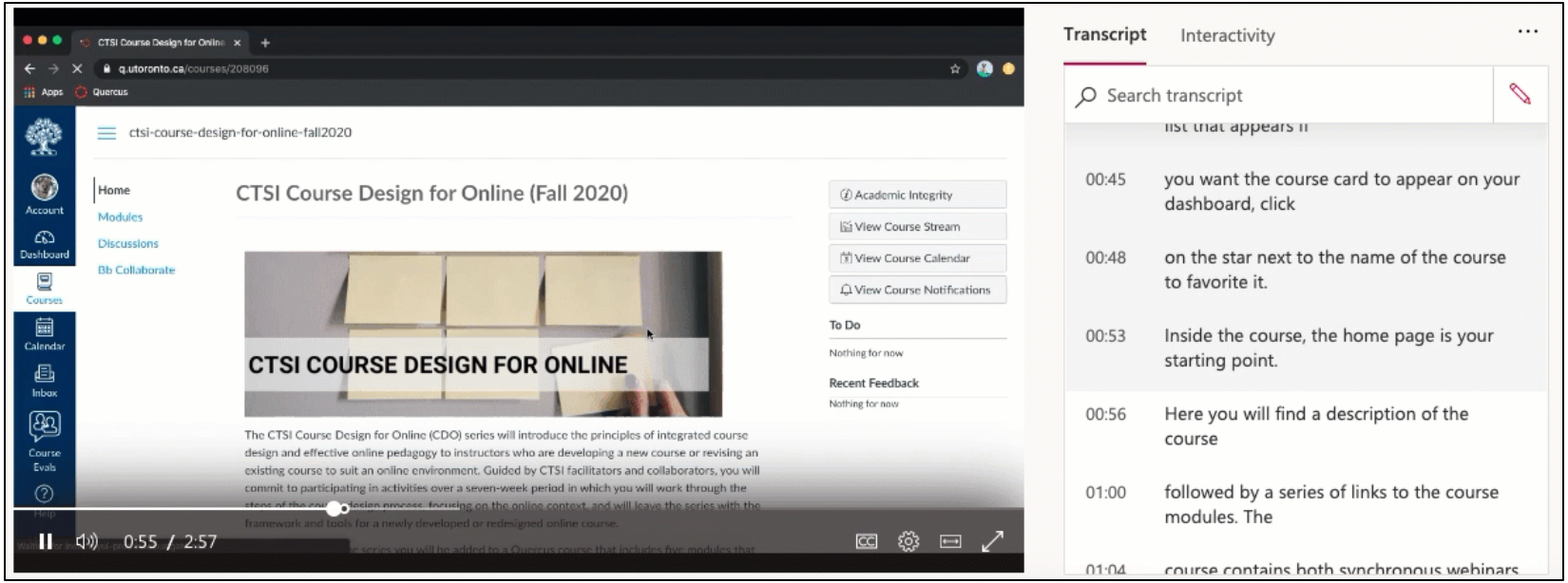


[Record your screen]

Add interactivity to videos

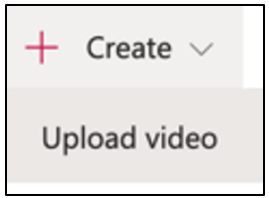
[Add a form or quiz to a Stream video]

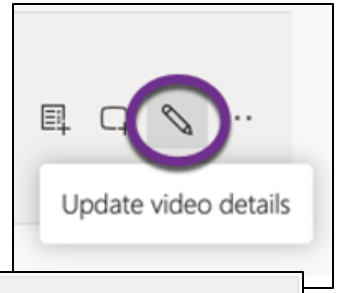
Add interactivity to videos

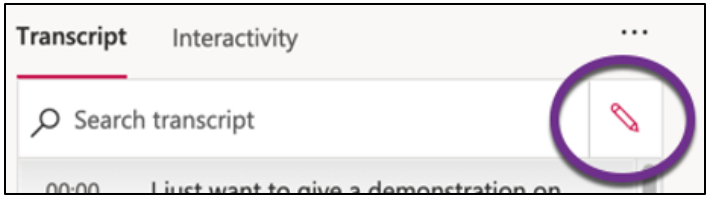


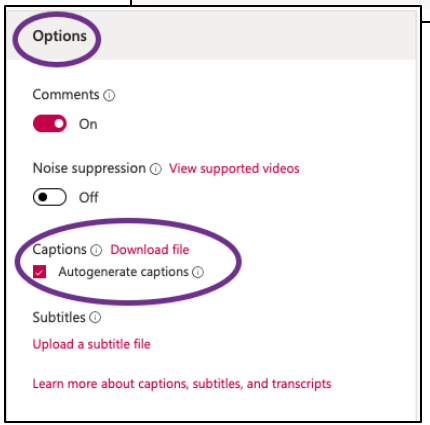
[Add a form or quiz to a Stream video]

Generate and edit captions for **any** video





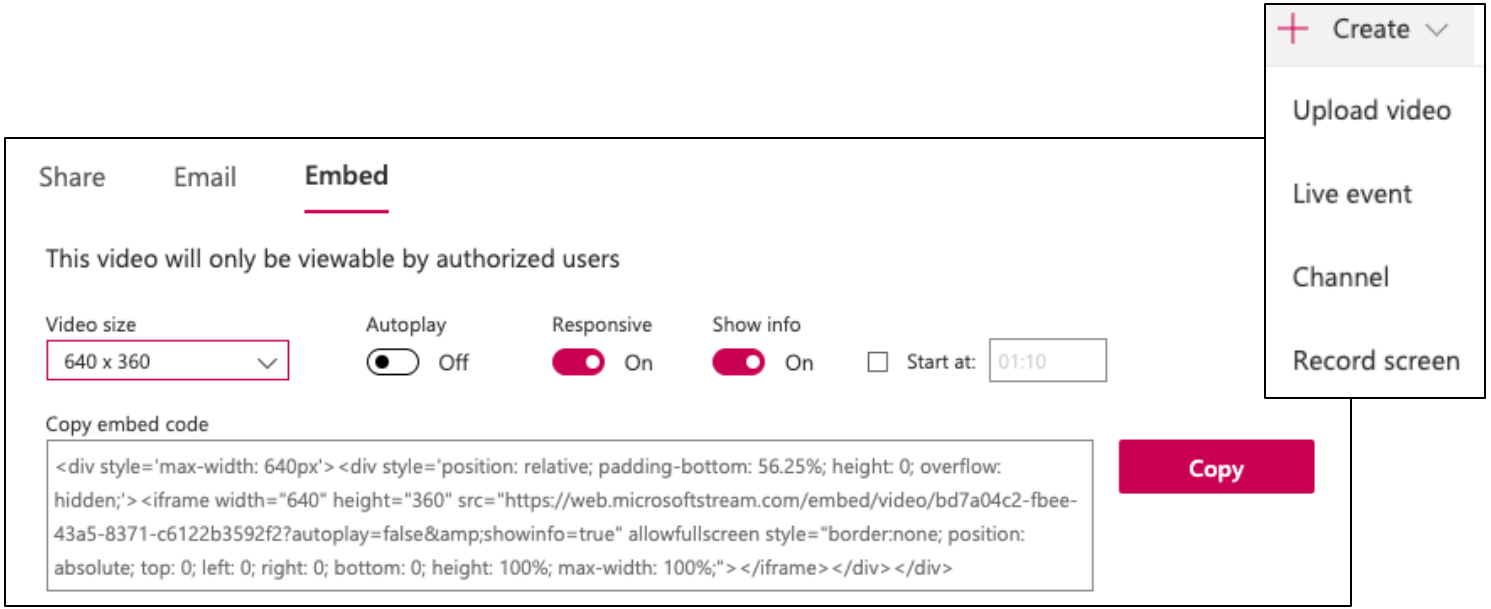




[Generate automatic captions and a transcript]

[Edit transcript]

+ QUERCUS | Host (embed) your video on Quercus



[Embed content from Stream]

[Embed content in Rich Content Editor]

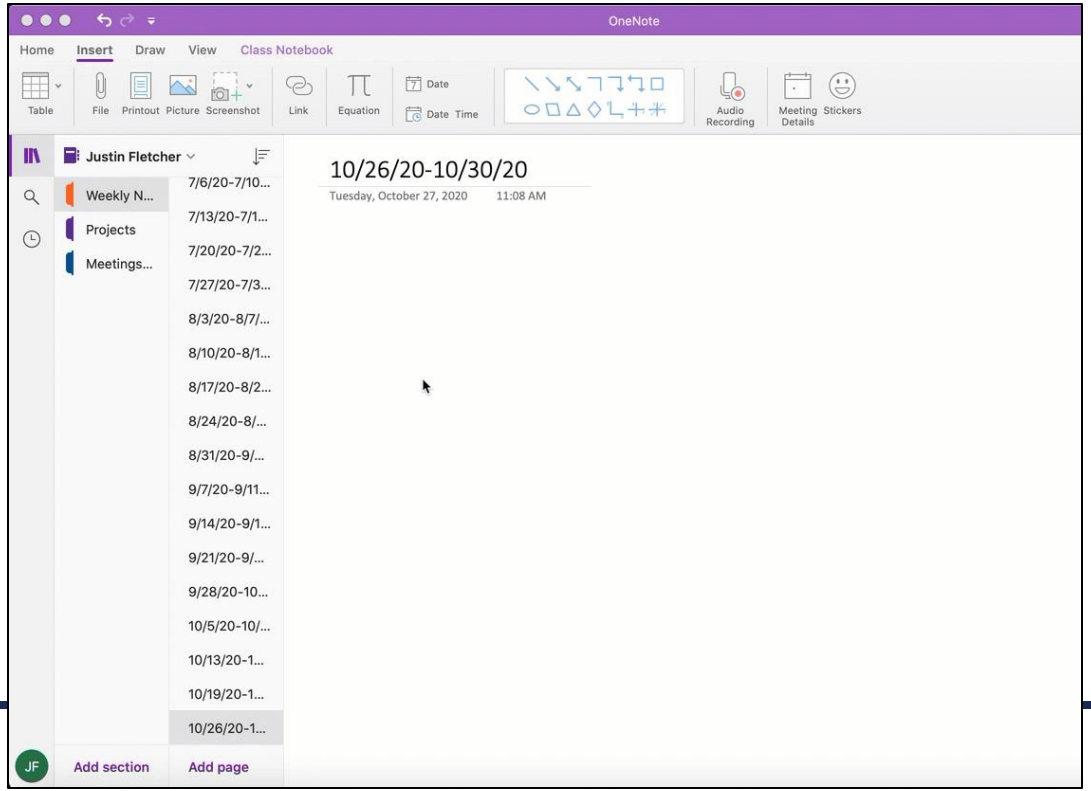
Supporting student learning

Share features that support learning

OneNote

Insert file printouts

Share features that support learning



OneNote

[Insert file printouts](#)

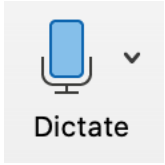
Share accessibility features with students

Immersive Reader

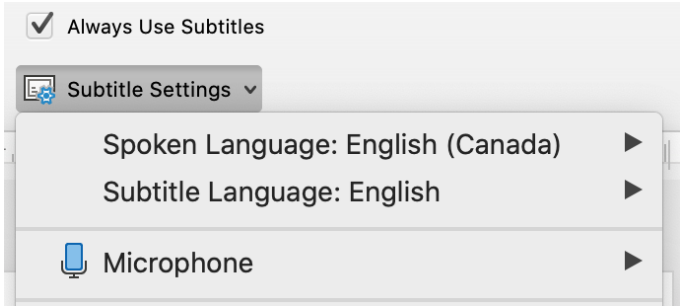
Read Aloud

Translate

Dictate



Subtitles (PowerPoint)



Live Captions (Teams meetings)

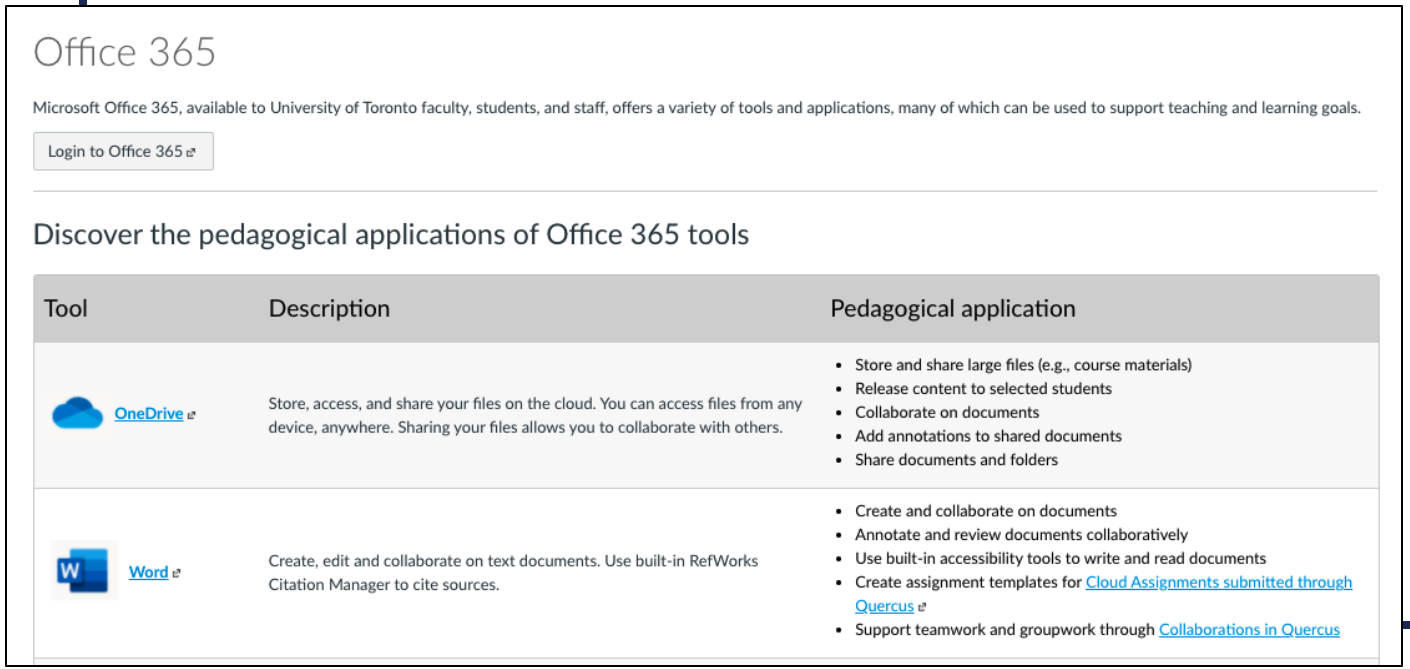
Share in the chat

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
OneDrive	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.	• Store and share large files (e.g., course materials) • Release content to selected students • Collaborate on documents • Add annotations to shared documents • Share documents and folders
Word	Create, edit and collaborate on text documents. Use built-in RefWorks Citation Manager to cite sources.	• Create and collaborate on documents • Annotate and review documents collaboratively • Use built-in accessibility tools to write and read documents • Create assignment templates for Cloud Assignments submitted through Quercus • Support teamwork and groupwork through Collaborations in Quercus

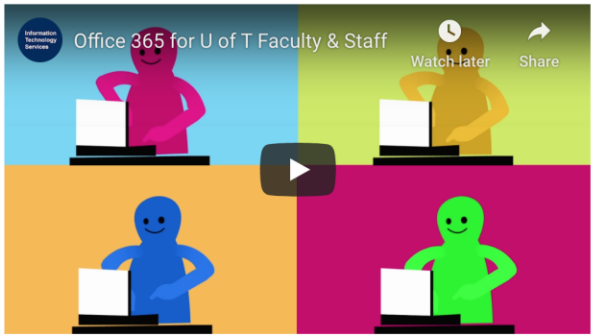
[Microsoft 365: Pedagogical Applications]

Webinars

CTSI webinars	Microsoft 365 for Teaching & Learning
Recordings and materials: https://uoft.me/ctsi-videos Other CTSI events: https://teaching.utoronto.ca/events	• Organizing your Course Content using Microsoft 365 Tools (Sept.) • Connecting and Communicating with Students using Microsoft 365 Tools (Oct.) • Assessing Student Work and Providing Feedback using Microsoft 365 Tools (Nov.) • Teaching from a Distance using Microsoft 365 Tools (Dec.)

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

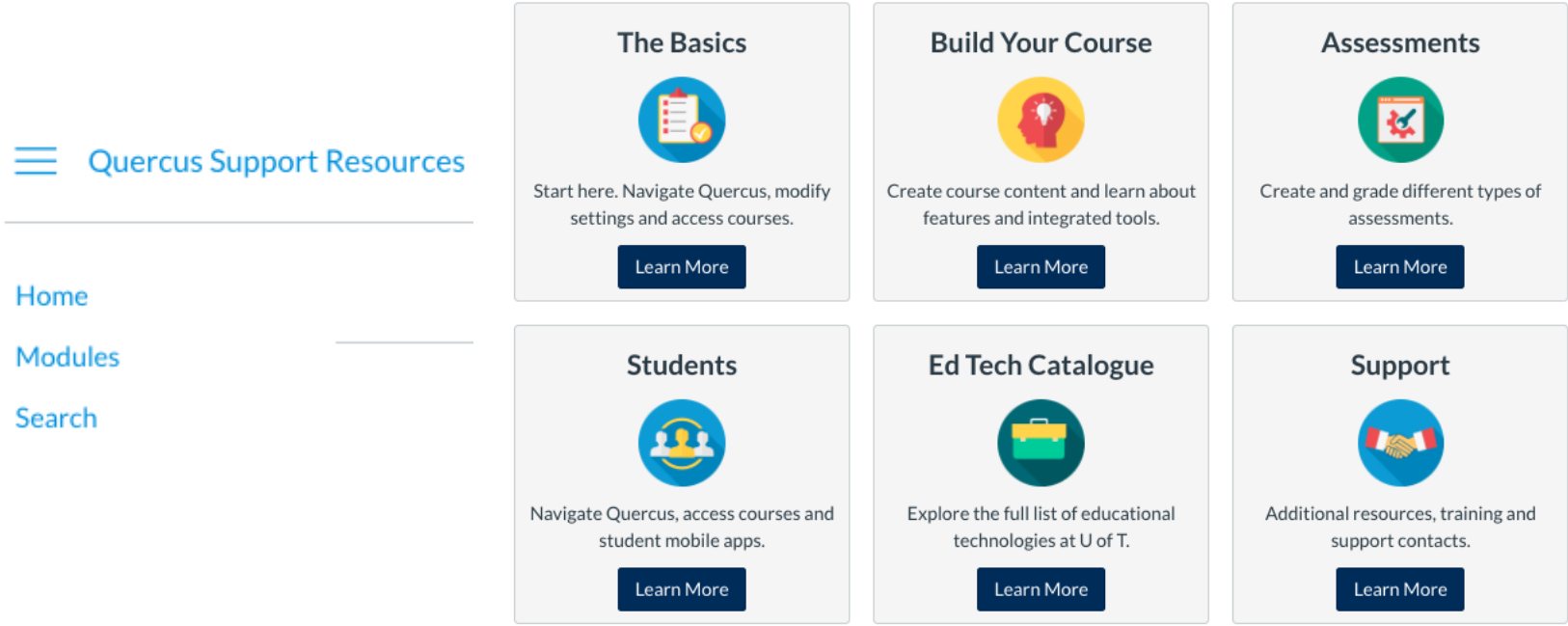
- Office 365 Updates and Announcements
- Licensing and Microsoft 365 Apps
- Microsoft Campus and School Agreement
- Office 365 Data Residency
- Admin Managed Apps
- Known Issues

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

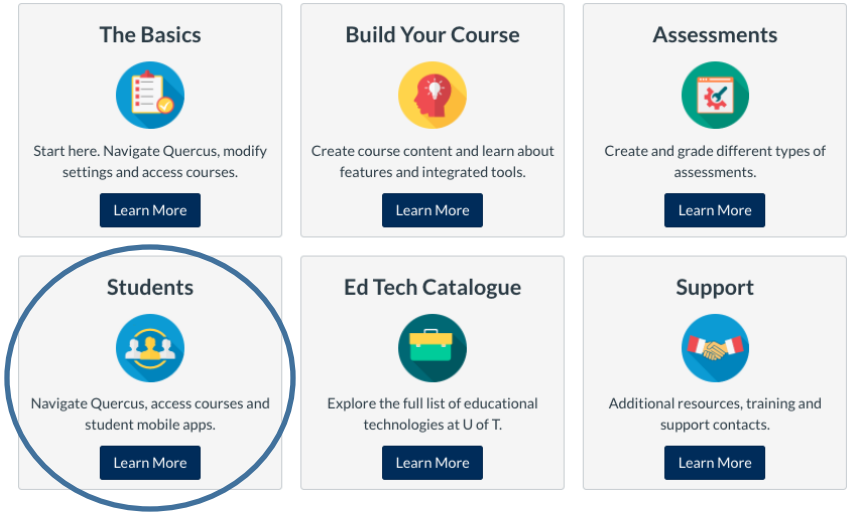
https://easi.its.utoronto.ca/shared-services/office365/

Quercus support resources



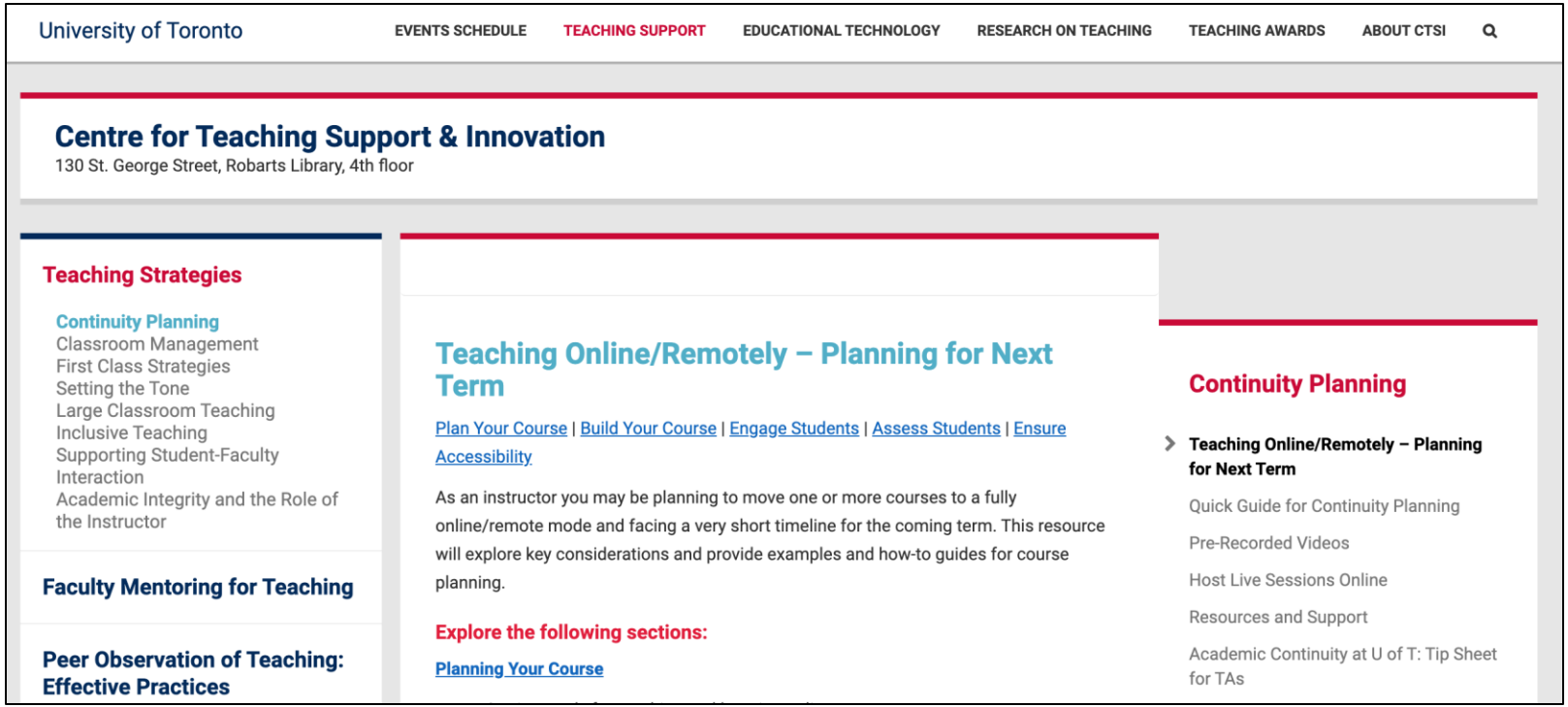
https://uoft.me/qresources

Student support resources



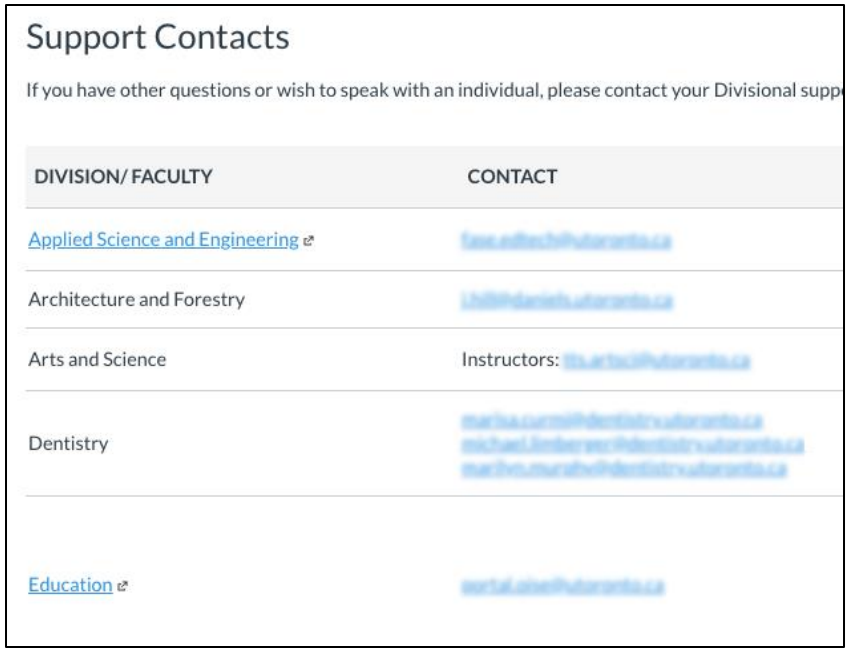
- Technology Requirements for Remote Teaching and Learning
- Quercus Student Guide

Planning guide: Teaching online/remotely



https://teaching.utoronto.ca/teaching-support/strategies/continuity-planning/online-remotely-pnt/

Divisional support



Support Contacts

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

DIVISION/ FACULTY	CONTACT
Applied Science and Engineering	[redacted]
Architecture and Forestry	[redacted]
Arts and Science	Instructors: [redacted]
Dentistry	[redacted]
Education	[redacted]

https://uoft.me/qsupportcontacts

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

Questions?

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