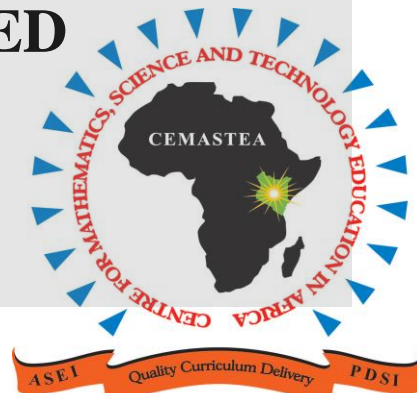


UNIT 1: VIRTUAL MEETING PLATFORMS FOR REMOTE LEARNING Part 1

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NYANUMBA**



Session Flow

- Introduction 2min
- Rationale 3min
- Learning outcomes 2min
- Expected output 3mn
- Microsoft Teams 70 min
- Conclusion 10min

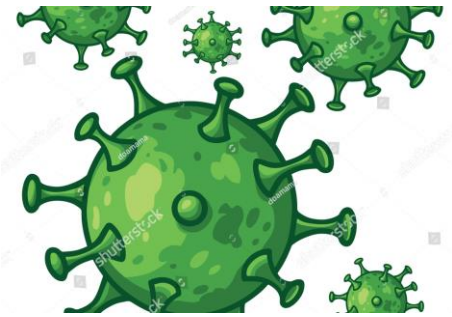


Introduction

- Virtual platforms provide real-time interactions.
- Examples of these platforms include Cisco Webex, Google Meet, Microsoft Teams, WhatsApp, BigBlueButton.
- They transmit audio, video and text.
- In this training, you will use **Microsoft Teams** platform, to enhance your ability to hold virtual meetings as well as teaching and learning.



Rationale



- Digital literacy needed for the 21st century-
living in information age
- There has been increased demand for use of
online platforms for meetings, conferences,
etc.
- One of the core competencies in CBC is
digital literacy
- This session will enhance your capacity to use
Microsoft Teams in teaching and learning.

Learning outcomes

By the end of this unit, you will be able to:

1. Use Microsoft Teams to facilitate teaching and learning process
2. Demonstrate understanding of the features of Microsoft Teams in teaching and learning.
3. Aspire to use virtual meeting platforms for meetings and learning processes



Expected Outputs

- i. Individually Created and Scheduled Microsoft Teams meetings
- ii. Invited members into the meeting
- iii. Virtual meetings conducted



Accessing Microsoft Teams

Explain how you can access
Microsoft Teams.

Post your response on the chat

Accessing Microsoft Teams

You can access the Microsoft Teams in the following ways:

- TSC website homepage
- The MS Team App
 - downloaded app on laptop
 - playstore or appstore
- Microsoft Teams browser

In this session we will demonstrate accessing using the TSC website



Contact us

TO BE A TRANSFORMATIVE TEACHING SERVICE FOR QUALITY EDUCATION

Contact Us

Teachers Service Commission
- Kenya

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Hill

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Quick Links

- > Current Tenders
- > Archived Tenders
- > Current Vacancies
- > Pension Status
- > De-registered Teachers
- > Approved Study Leave
- > Returned Certificates
- > Medical Scheme
- > Downloads

External Links

- > Ministry of Education
- > Kenya Education Cloud
- > KICD
- > KEMI
- > KISE
- > CUE
- > KNEC
- > eCitizen
- > Huduma Kenya

Field Contacts

- > Rift Valley Region
- > Western Region
- > Nyanza Region
- > Eastern Region
- > Coast Region
- > Central Region
- > North Eastern Region
- > Nairobi Region

Navigating Microsoft Teams

- Accessing different icons
- Creating a meeting
- Inviting participants
- Chat area
- Recording.
- Presenting

NB. Navigate with phone and computer



Sign in to Microsoft Teams



Pick an account

Which account do you want to sign out of?



Philip Maate
pmaate@cemastea.ac.ke
Signed in



Type password



← pmaate@cemastea.ac.ke

Enter password

A light blue rectangular password input field with a blue border. The field contains ten black dots representing a masked password and a vertical cursor line at the end.

[Forgot my password](#)

Sign in



Once logged in

The screenshot displays the Microsoft Teams application interface. At the top, there is a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar, the URL "cemastea.ac.ke" is visible. Below the search bar, the word "Teams" is prominently displayed. On the left side, there is a vertical navigation bar with icons for "Activity", "Teams", "Assignments", and "Apps". In the top right corner, there is a "Join or create team" button with a plus icon. The main area is titled "Your teams" and contains a grid of six team cards. Each card features a colored square icon with a letter or symbol, followed by the team name. The cards are: 1. A green square with the letter 'S' for "SBTSS". 2. A purple square with a telescope icon for "Secondary National INSET 2020". 3. An orange square with the letters "IC" for "ICT Class 2021". 4. A red square with the letters "TT" for "Training Team". 5. A purple square with the letters "CD" for "Chemistry Department". 6. A blue square with the letters "IC" for "ICT Champions". Each card has a three-dot menu icon in the top right corner.

Search

cemastea.ac.ke

Teams

Join or create team

Your teams

SBTSS

Secondary National INSET 2020

ICT Class 2021

Training Team

Chemistry Department

ICT Champions

Starting a meeting

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and a user profile for 'cemastea.ac.ke'. The left sidebar shows navigation options: 'All teams', 'CEMASTEA Training Te...', and a list of channels including 'General', 'ICT Programme', 'Primary Programme', and 'Secondary Programme'. The main area shows a chat conversation in the 'General' channel. A message from 'Rahab Chiira' (RC) states 'Scheduled a meeting' and includes a meeting card for 'Teams Practice Meeting' on Thursday, September 2, 2021, at 4:00 PM. A red circle highlights the camera icon in the top right corner of the chat area, indicating the meeting controls.

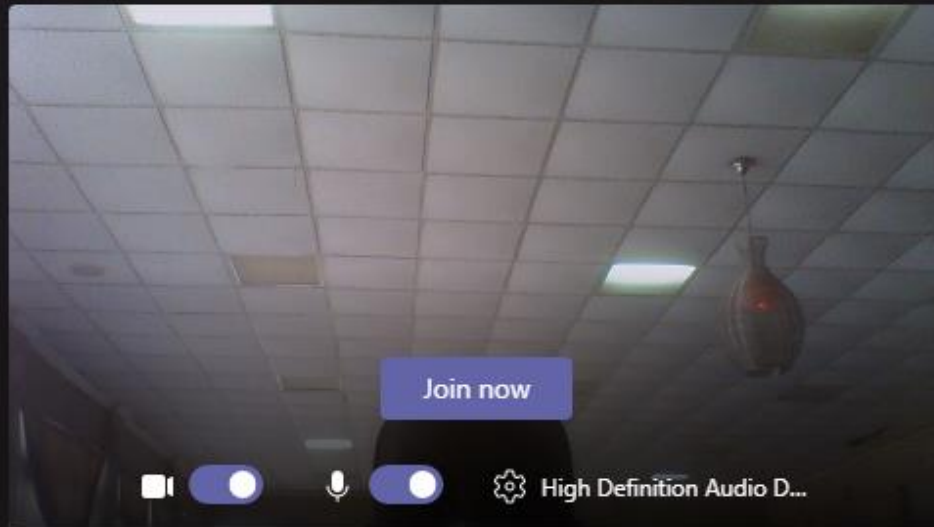
Meeting

Search

cemastea.ac.ke

Close

Choose your audio and video settings for
CEMASTEA ICT Training Team



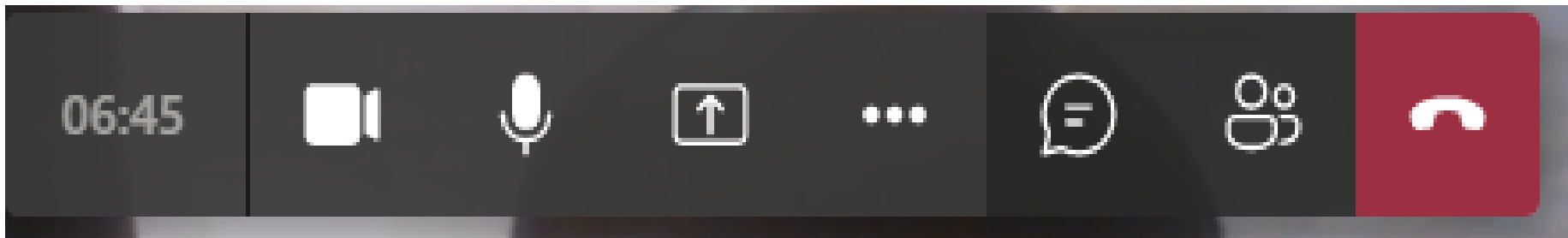
Join now

High Definition Audio D...

Other join options

Accessing various options

Try all the options in the menu ribbon as shown below



Activity 1

- a) Create a meeting using Microsoft Teams
- b) Invite participants to your meeting

NB: You can schedule a meeting instantly or using the calendar; Explore

Upload a screen shot for your meeting as your output here



Conclusion

In this session, we have looked at Microsoft Teams

You can access Microsoft Teams through the TSC website

This short exposure has given you insights and desire to explore more.

You are encouraged to continue sharing new ideas with colleagues and other people involved in education.

This shall improve your professionalism as well as build robust communities of practice.

THANK YOU

