MS TEAMS:

Video Conferencing Through Virtual Campus

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Instructions for Students

When creating a new MS Teams meeting link for students, we recommend including technical information specifying how to connect to the platform and what to do in case of technical errors. Additionally, you may want to explain (written or verbally) some etiquette or ground rules for their interactions within the platform. Outlined below we have written a series of texts that can be modified to your context and copied and pasted into your Virtual Campus environment.

Technical Information

In order to access our live lecture, I strongly recommend that you download the MS Teams App. If you don't have the app, you'll be prompted to download it when you first click on our meeting link. Follow the instructions on screen. You can also [download the software in advance here.](#)

If you prefer to access our meeting through your browser window, you will need to accept third party plugins when prompted. You will need to activate this option on in your browser if you have turned it off.

Additionally, before clicking the meeting link, please ensure:

- You've signed in to your MS Teams account;
- You've made all updates to your browser and computer;
- You've closed all other applications that use your webcam and microphone (e.g. Skype, FaceTime, Zoom) and checked your internet connection.
- You're on a high speed and stable internet connection.

If you encounter a technical error when connecting to MS Teams:

- Call the IT Department at 613-562-5800 x6555
- Or, submit a request online at https://topdesk.uottawa.ca/
  In your request, include our course code and name and describe your technical problem. As well, in the section titled "**Share your ticket with somebody else**" include my e-mail address. By including my email, I will see the technical error and response from the IT Department. If you don't have this option, or forget to add me, please send me an e-mail with these details. **I will not be able to respond** to you during our activity, we will discuss any absences after the session is over.

Optional Elements

Meeting Etiquette

MS Teams is a collaborative environment where we can discuss course related topics and issues. Like our in-class environment, we need to show respect to our colleagues when we share and discuss ideas. This means personal attacks, inappropriate language, and discrimination in any form will not be tolerated (verbal or written). You can disagree and criticize ideas, not individuals. Additionally, please respect the following points:

- Enter our meeting at the scheduled time, don't be late.
- Be present online, avoid multi-tasking and other distractions.
- Stay on mute when entering the meeting. If you have a question or want to raise a point, use the "raise your hand" icon and I will call on you when it's appropriate.
- Don't press the "mute all" function when others are speaking. This disables the microphone for everyone in the conversation. You wouldn't "shush" people in class, don't do it online.
- When using your webcam, make sure that your attire and background is appropriate. Treat our virtual lecture like you would our in-class environment. If you want more privacy, use a background effect like the blur or office environment.

  To enable this option, click on the three dots "more actions" and select "show background effects" from the list. You will be provided with a choice of background, select one, and press apply. Backgrounds will only hide objects (e.g. walls, furniture, décor), not other people in your vicinity.

Virtual Campus Example
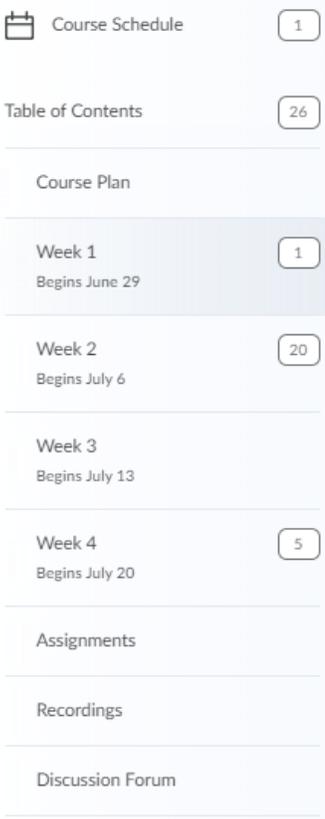
Live Session

Meeting time: Monday, June 29th, 2020 from 2 to 3:30 pm.
Graded as part of your overall participation mark (**15%**)

Session Outline

I'll begin our session with a short lecture (30 mins) on the topic of constructivism. The PowerPoint slides and documents will be made available on Virtual Campus afterwards. After the lecture, I'll pose questions about how this theory can guide our practice in elementary and secondary education (25 mins). You'll be asked to 'raise your hand' and respond to these as a group. I'll then provide a case study example showing constructivism's application in classrooms (15 mins) and give us a chance to revisit our initial assumptions (10 mins). I'll conclude our conversation and give time for you to pose any additional questions you might have (10 mins).

In preparation for our meeting, make sure you read the following articles:

- Author, A. (2020). *Constructivism and education.* Publisher Name.
- Author, B. (2019). *Pedagogical implications of constructivism.* Publisher Name.

At the end of this session, you will be able to:

1. **Determine** who should take this course;
2. **Describe** the focus of the course and how it will run;
3. **Identify** what the learning goals are for the course;
4. **Know** how to navigate the course site;
5. **Understand** my commitment to support you as we explore these topics together;
6. **Recognize** the commitment needed for you to succeed in the course.

In this example, the course is organized by week with live sessions (synchronous) and online session (asynchronous) sessions. The illustration above showcases a ***synchronous session*** and its associated module description. We've added a paragraph here to inform students of the meeting time, what activities will be happening, what they need to prepare, and the learning outcomes for the session. In the image below, we present the actual MS Teams meeting link and technical information.

Discussion Forum

1. **Determine** who should take this course;
2. **Describe** the focus of the course and how it will run;
3. **Identify** what the learning goals are for the course;
4. **Know** how to navigate the course site;
5. **Understand** my commitment to support you as we explore these topics together;
6. **Recognize** the commitment needed for you to succeed in the course.

0 % 0 of 1 topics complete

Meeting Link

🔗 Link

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This image shows the MS Teams meeting link and the technical information. We have omitted the "Meeting Etiquette" paragraph in favour of explaining these points during the live session.

As a reminder, you can add a description to your meeting link by selecting the "Bulk Edit" option within your Virtual Campus module.