



## FREE ONLINE TRAINING

# Microsoft Teams

The Digital Hub for educators & students



### SCAN QR Code to join

Prerequisite:  
Must have access  
to Office 365 and  
Microsoft Teams



SCAN ME

**Content Synopsis:**

- 1) Understand Microsoft Teams
- 2) Learn how to create a Team and channels
- 3) Learn how to navigate within a Team
- 4) Know how to manage the Team's permissions
- 5) Learn how to upload/create Files, start and reply to conversations, and post announcements
- 6) Learn how to conduct online teaching within a Team

Date: 30th March 2020  
 Time: 10am to 11am  
 Trainer:  
**Dr Donnie Adams**  
*Certified Microsoft*  
 -> *Innovative Educator*  
 -> *Office Specialist Master*



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## Certificate of Recognition



**Dr Donnie Adams**

Has been awarded the following status in recognition of their achievements:

**Certified Microsoft Innovative Educator**

MAY 4, 2019




Anthony Salcito  
Vice President, Worldwide Education

Education.microsoft.com

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Microsoft Educator Center

### Certificate of course completion




**DONNIE ADAMS**

Has been awarded the certificate for successfully completing the following course:

Digital storytelling with Microsoft Sway

Microsoft Educator Center

### Certificate of course completion



**DONNIE ADAMS**

Has been awarded the certificate for successfully completing the following course:

Introduction to Microsoft Teams – the digital hub for educators and students


Estimated duration: 00:45    Completed: January 27, 2020

Anthony Salcito  
Vice President, Worldwide Education

education.microsoft.com

Microsoft Educator Center

### Certificate of course completion




**DONNIE ADAMS**

Has been awarded the certificate for successfully completing the following course:


OneNote Class Notebook: A teacher's all-in-one notebook for students

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**UNIVERSITY OF MALAYA**


**Dr. Donnie Adams**  
Faculty of Education  
Certified Microsoft Innovative Educator  
Certified Microsoft Office Specialist Master




Microsoft Office Master 2016  
Issuer: Microsoft




Microsoft Office Specialist  
PowerPoint 2016  
Expert  
Issuer: Microsoft



Microsoft Office Specialist  
Word 2016  
Expert  
Issuer: Microsoft



Microsoft Office Specialist  
Access 2016  
Issuer: Microsoft



Microsoft Office Specialist  
Excel 2016  
Expert  
Issuer: Microsoft

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## Session Outline

- Understand Microsoft Teams
- Learn how to create a Team and channels
- Learn how to navigate within a Team
- Know how to manage the Team's permissions
- Learn how to upload/create Files, start and reply to conversations, and post announcements
- Learn how to conduct online teaching within a Team



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 Office 365



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## Eligibility & Terms

- ❖ All UM staff and students who have UMMAIL / SISWAMAIL account.
- ❖ If you are eligible, you can use the plan until you graduate or are no longer enrolled or employed at UM.
- ❖ Definitely **NO to share Office365 plan to others**. Office 365 is **LICENSED ONLY** to the qualifying **UM STAFF** and **STUDENTS**.
- ❖ For further information on Office 365, please refer to the notes which can be accessed from UM software website at <http://software.um.edu.my/office365./html>
- ❖ Any problem, please login to UM Helpdesk at [helpdesk.um.edu.my](http://helpdesk.um.edu.my)

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## How to Access Office365


### For Staff

- Please visit <https://login.microsoftonline.com>
- Sign in to your account
- Login ID – [username@365.um.edu.my](mailto:username@365.um.edu.my), password
- Whereby username and password are username & password of UMMAIL

### For Students

- Please visit <https://login.microsoftonline.com>
- Sign in to your account
- Login ID – [username@siswa365.um.edu.my](mailto:username@siswa365.um.edu.my), password
- Whereby username and password are username & password of SISWAMAIL


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The Office 365 Applications grid features a central orange header with the Office 365 logo and icons for various applications. Below this, a grid of application cards is displayed, each with an icon and a brief description. The 'Teams' application card is highlighted with a red oval.

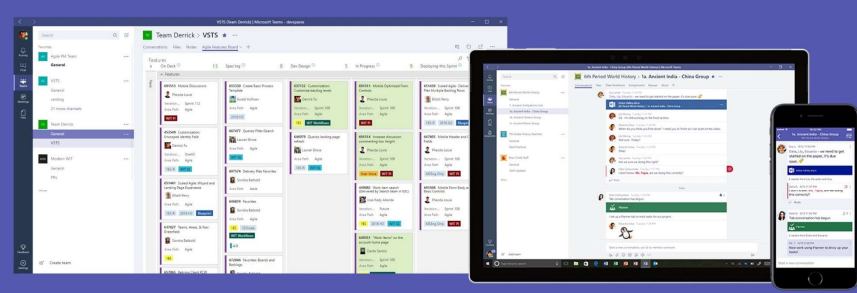
<b>Delve</b> Get personal insights and relevant i...	<b>Dynamics 365</b> Break down the silos between your...	<b>Excel</b> Discover and connect to data, mod...	<b>Forms</b> Create surveys, quizzes, and polls a...
<b>Kaizala</b> A simple and secure mobile chat a...	<b>OneDrive</b> Store, access, and share your files i...	<b>OneNote</b> Capture and organize your notes a...	<b>Planner</b> Create plans, organize and assign t...
<b>Power Automate</b> Create workflows between your ap...	<b>PowerApps</b> Build mobile and web apps with th...	<b>PowerPoint</b> Design professional presentations.	<b>SharePoint</b> Share and manage content, knowle...
<b>Stream</b> Share videos of classes, meetings, ...	<b>Sway</b> Create and share interactive report...	<b>Teams</b> The customizable, chat-based team...	<b>Video</b> Share videos of classes, meetings, ...
<b>Whiteboard</b> Ideate and collaborate on a freefor...	<b>Word</b> Bring out your best writing.	<b>Yammer</b> Connect with coworkers and class...	

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# The Digital Hub for educators & students

# Microsoft Teams



The image shows the Microsoft Teams interface displayed on a desktop monitor, a tablet, and a smartphone. The desktop view shows a channel named 'Team Demick - VSTS' with various tabs and content. The tablet and smartphone views show the chat and meeting interface.



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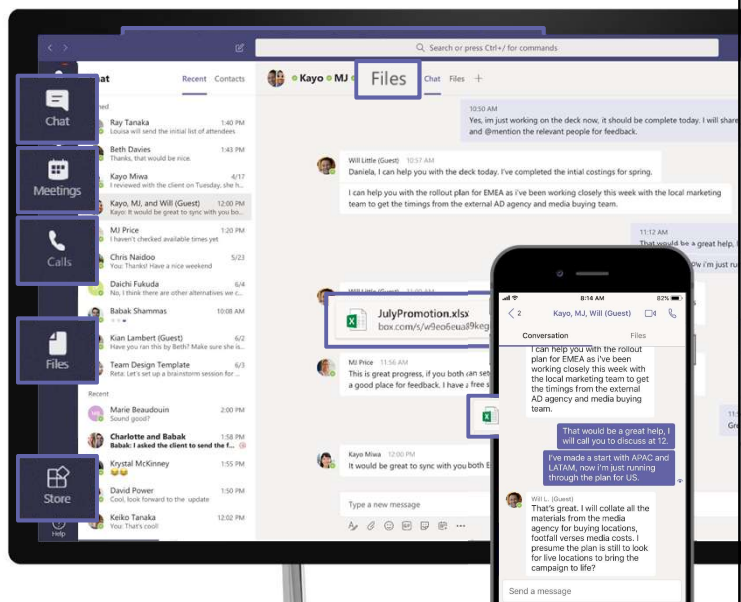


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# Microsoft Teams

## The hub for teamwork in Microsoft 365

-  Communicate through chat, meetings & calls
-  Collaborate with deeply integrated Office 365 apps
-  Customize & extend with 3rd party apps, processes, and devices
-  Work with confidence enterprise level security, compliance, and manageability



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# Teams is the fastest growing app in Microsoft history

**329,000**

organizations use Teams

**87**

Fortune 100 companies use Teams

**44**

languages are supported in Teams

**60**

customers have 10,000 or more active users



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## Communicate through chat

Communicate across geographies, languages and organizations

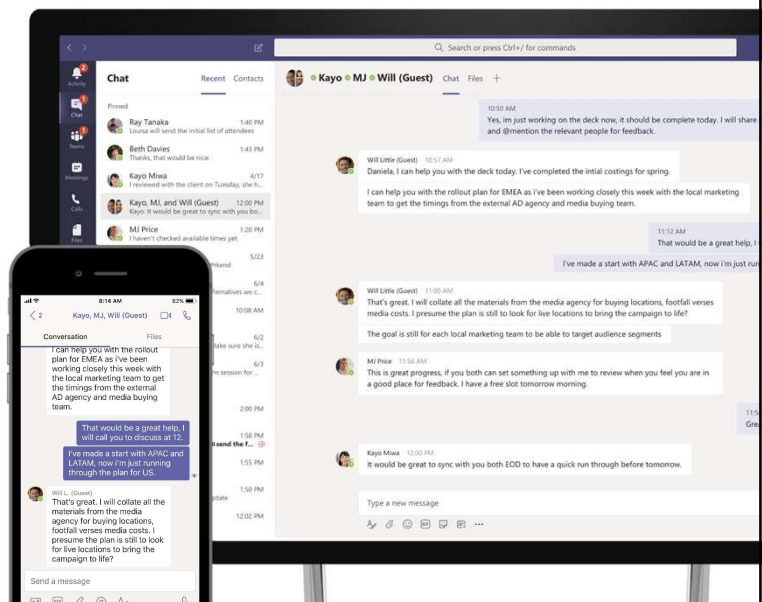
Share information in an open and transparent way with **threaded, persistent channel discussions**

Stay in sync with **1:1 or group chats**

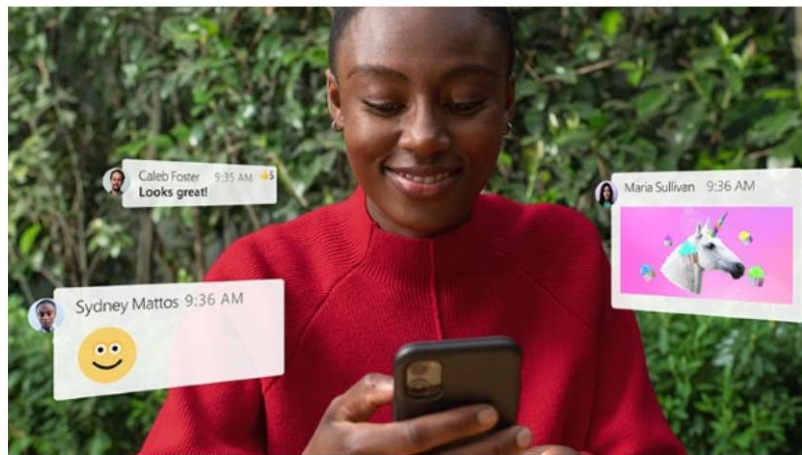
Communicate across geographies, languages, and organizations with **guest access**

Humanize the workplace with **gifs, stickers, emojis**

Available across **mobile, desktop, browser**, and a wide range of devices, from headsets to Surface Hub to meeting room devices



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### Chat from anywhere

Share your opinion, and your personality. Send gifs, stickers, and emojis in a group chat or in one-to-one messages.

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## Communicate through meetings

### Communicate from anywhere with a complete meeting solution

Stay connected with a **complete meeting solution** supporting sharing, video and audio conferencing

Engage in **all types of meetings**—spontaneous, scheduled, external and large 1:manys

Get work done faster by having **context and content at your fingertips**

Stay in the know with meeting recordings with **transcription and translation**, indexed for searching

Join from a **range of platforms and devices**, including desktop, browser, mobile, and meeting room devices



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### Meet from anywhere

Instantly go from group chat to video conference with the touch of a button. Teams of 10 or 10,000 can meet in one place, no matter how many places they're in.

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## Collaborate with integrated Office 365 apps

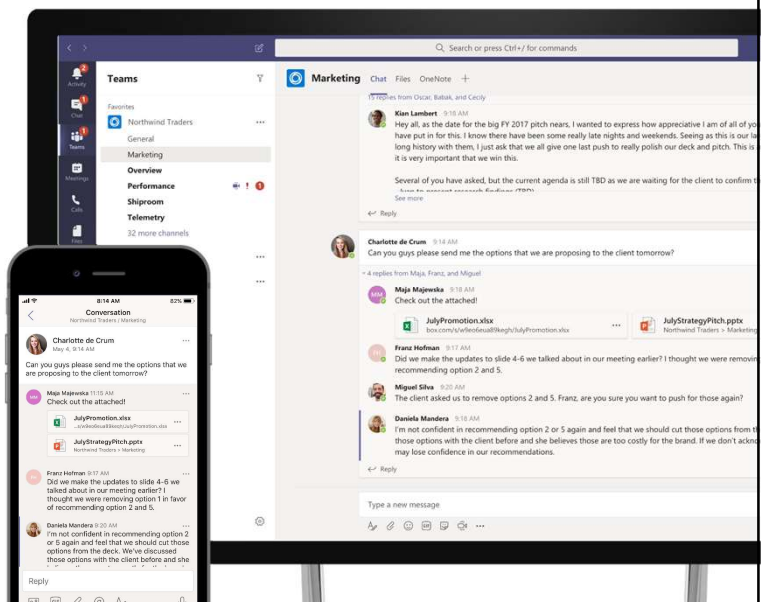
### Quick access to the apps you love

Access your files along with related chats and apps in **one consolidated workspace**

**Share and co-author** Office and other files within the app

Reduce context switching with **built in access to Office 365 apps**—Word, PDF, OneNote, PowerPoint

Keep the whole team in the loop with **integration and notifications**



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## Collaborate from anywhere

Never do that frantic, searching-for-files thing ever again. In Teams you can access, share, and edit Word docs, PowerPoint, and Excel files in real time.

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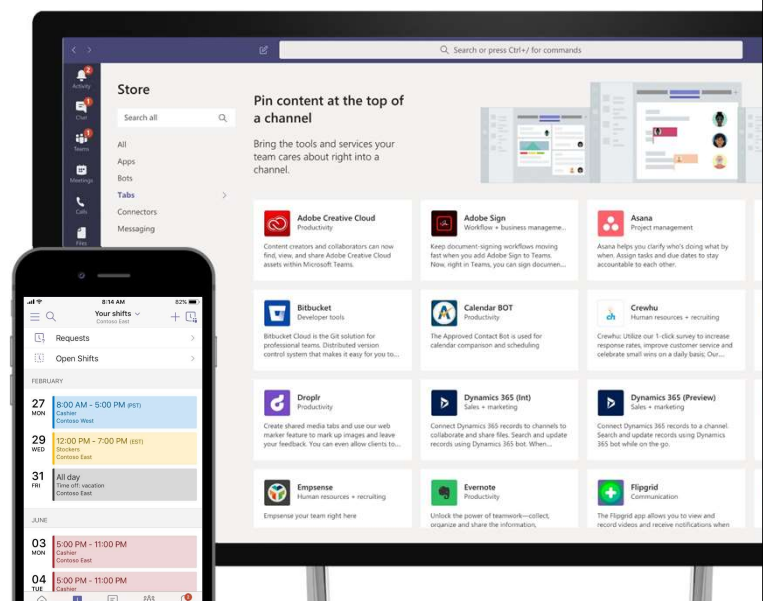
## Customize and extend

Personalize your workspace to include the apps and services you love


Customize your channels by **pinning important files, apps, or dashboard** for easy reference

Add **3rd-party services** so the team can quickly access information when needed

**Integrate workflows** to simplify processes and accelerate decision-making



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## Manage remote learning

Use Microsoft Teams from your desktop or on the web, on your iOS, Android, tablet, or laptop device.

Enable a secure online classroom      Keep remote students engaged      Facilitate remote learning

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## Learning made easy

Students, teachers, and staff can seamlessly work together, create content, and share resources all from a single, easy-to-learn and simple to use platform.

Collaboration

Students and teachers can easily create, edit, and share resources with built-in Office 365 apps.

Communication

Stay connected with persistent chat, channel conversations, and meetings.

Personalization

Personalize Teams with your favorite educational and organization tools.

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## Teams Guide Links

- Step 1: <https://youtu.be/ZgmlucYKiZM>  
Step 2: <https://youtu.be/2hzCOXgmYQU>  
Step 3: <https://youtu.be/amSHf9-fbM0>  
Step 4: <https://youtu.be/pNWhR61eU9Y>  
Step 5: <https://youtu.be/104i8tnfA1k>  
Step 6: <https://youtu.be/oHff2W51wZ8>

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- ✓ All my students in one location
- ✓ Class work organized in channels and tabs to facilitate student learning
- ✓ Easy to make, monitor, evaluate, and return assignments to students
- ✓ Conversations between teachers and students or students and students to clarify assignments or work collaboratively

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## Teams for different Class, Assignments & Presentations

### Marketing

Deliver marketing campaigns and go-to-market activities across a diverse group of internal and external stakeholders.



### Sales

Build and deliver proposals with input from different stakeholders. Manage sales planning, training and sales readiness in the same place.



### Human Resources

Manage recruitment, training, and reviews across departments.



### IT

Drive IT transformation and change management. Plan, execute and manage all phases of IT deployment, adoption and rollout.



### Engineering

Move quickly between ideation, development and deployment. Integrate with developer tools.



### Project Management

Manage project stakeholders, tools, budgets, project reviews, and feedback.



### Firstline Workers

Empower your Firstline Workforce with tools that will support schedule management and provide oversight to what's most relevant to their day.



### Healthcare

Provide the best care possible enabled by a secure platform with secure messaging, streamlined care coordination and health team huddle capabilities.



### Education

Empower your students to create the world of tomorrow with a simple and safe experience that promotes teamwork and unlocks creativity.



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## Microsoft Teams: The digital hub for educators and students

How do you see Microsoft Teams helping your learning and working environment?

In what ways could it benefit teachers?

In what ways could it benefit students?

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# Microsoft Teams devices

## Access intelligent comms

Smarter and faster ways to connect and collaborate with your devices

## Built for purpose

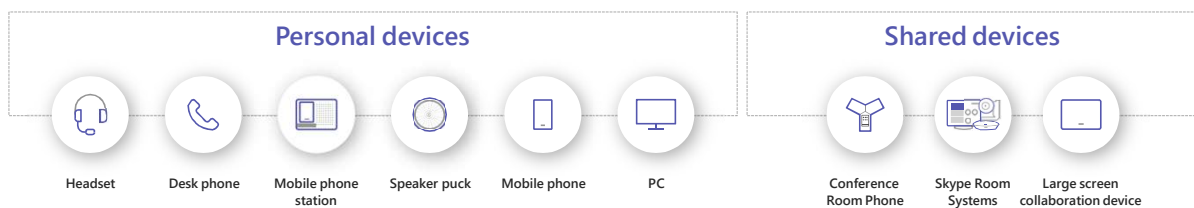
Devices optimized for your spaces and work styles

## Work with confidence

Certified devices, with high quality video and audio, enterprise-grade security, and easy set up and management

[Office.com/teamsdevices](https://office.com/teamsdevices)

A range of certified devices in every size, for every space and working style



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**Microsoft Teams**  
Work remotely without feeling remote.

**Get the Teams Mobile App**



<https://products.office.com/en-my/microsoft-teams/group-chat-software?rtc=1#desktopAppDownloadregion>

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## Customize and extend



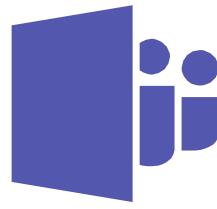
Personalize your experience



Make your apps work for you



Create simplicity



Microsoft Teams



the modern workplace your people **deserve**

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FEEDBACK

<https://forms.gle/BKxdWavah1BG96vR8>

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Link: <http://mjli.uum.edu.my/images/vol.15no.2/227-256new.pdf>

Malaysian Journal of Learning and Instruction: Vol. 15 (No. 2) Dec 2018: 227-256

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## **E-LEARNING READINESS AMONG STUDENTS OF DIVERSE BACKGROUNDS IN A LEADING MALAYSIAN HIGHER EDUCATION INSTITUTION**

**<sup>1</sup>Donnie Adams, Bambang Sumintono, Ahmed Mohamed &  
Nur Syafika Mohamad Noor**  
*Institute of Educational Leadership, Faculty of Education  
University of Malaya, Malaysia*

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**If your university implements Blended Learning, how  
much of Face-to-Face (F2F) vs Online do you prefer?**

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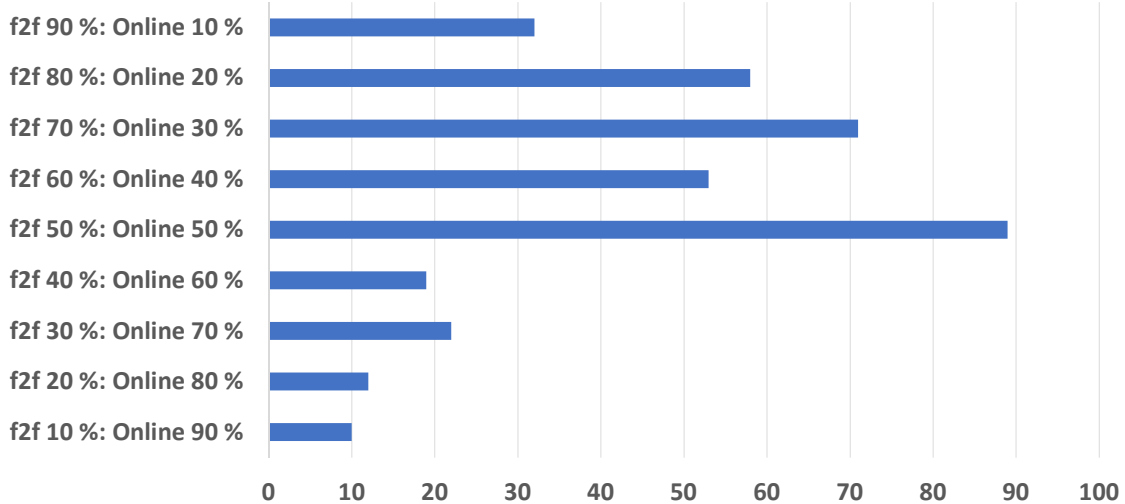
f2f 10 %: Online 90 %  
f2f 20 %: Online 80 %  
f2f 30 %: Online 70 %  
f2f 40 %: Online 60 %  
f2f 50 %: Online 50 %  
f2f 60 %: Online 40 %  
f2f 70 %: Online 30 %  
f2f 80 %: Online 20 %  
f2f 90 %: Online 10 %

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## If your university implements Blended Learning, how much of Face-to-Face (F2F) vs Online do you prefer?



35

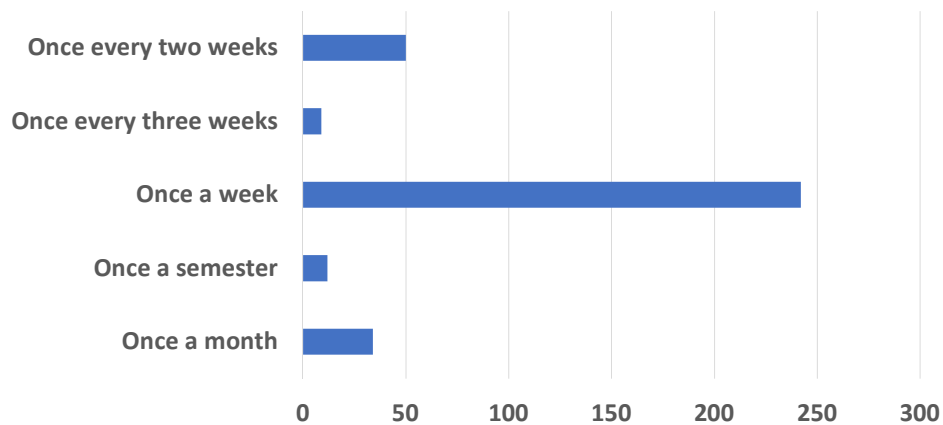
## If your university implements Blended Learning, how often do you prefer to meet your course lecturer Face-to-Face?

- 
- Once every two weeks
  - Once every three weeks
  - Once a week
  - Once a semester
  - Once a month
- 



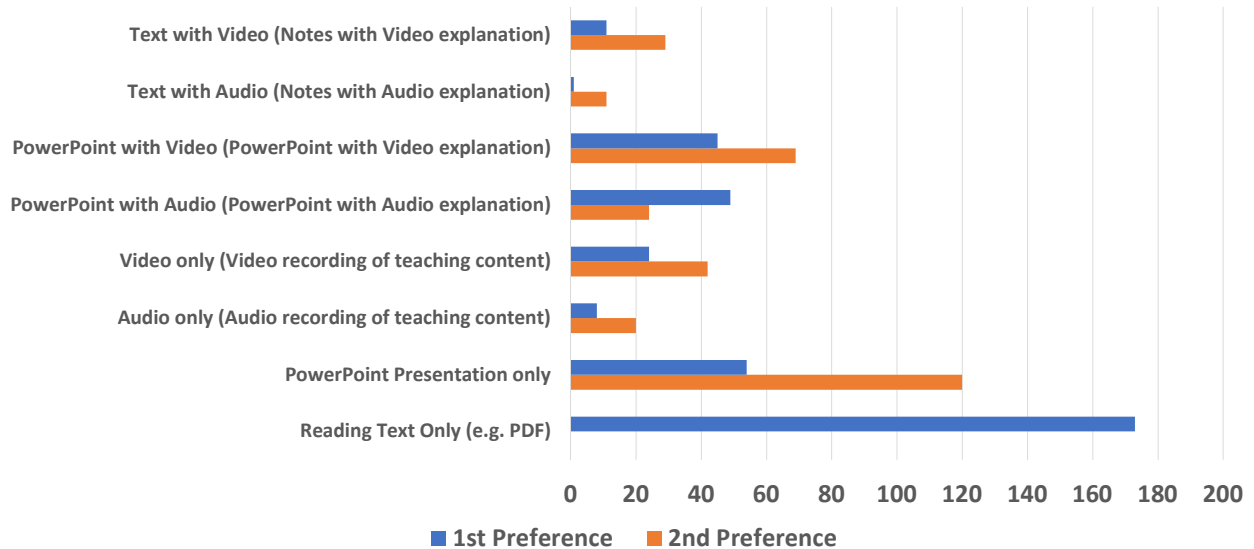
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## If your university implements Blended Learning, how often do you prefer to meet your course lecturer Face-to-Face?



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## If your university implements Blended Learning, what is your preferred teaching and learning content made available online?



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- ✓ Students were **ready** for e-learning and had the **required technological skills**.
- ✓ Students had a **low level of readiness in self-directed learning**.
- ✓ In terms of age, **mature students felt more independent** compared to other age groups, such as those below 29 years. **Older students** tended to **use e-mail more often**.

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- ✓ Students **below 29 years of age were much more connected to social media** for instant messaging, and used mobile technologies or gadgets compared to students between the ages of 30 to 59 years old.
- ✓ Generally, **younger students were more comfortable with mobile technologies** compared to older students.

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## Gender

- ✓ **Females used mobile technologies and gadgets, more often** than males.
- ✓ **Female** students also **used office software more often**, they perceived themselves to be more skillful in using Microsoft PowerPoint than males.
- ✓ With regards to instruction, unlike female students, **male students preferred direct lecture**; however, male students were **more confident in asking questions during online discussions**.

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## Ethnicity

- ✓ **International students participated more actively** in blended learning activities, whereas Chinese students were the least likely of all the ethnicities.
- ✓ **International students** also **used e-mail more often** to communicate. However, Bumiputera students from Sabah and Sarawak were less likely to use e-mail to communicate.
- ✓ Additionally, students from **Sabah and Sarawak used online learning software rarely** although they used their gadgets more often.
- ✓ **Chinese students tended to use social media to share information** more compared to other ethnic groups, and Indian students used it the least.
- ✓ **Indian students** also found it **more difficult to use multiple applications** or multi-window screens simultaneously in a blended learning environment.

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## Field of Study

- ✓ **Social science students preferred using e-mail to communicate**, while medical students preferred it the least.
- ✓ **Social science students** were also **more confident** when they posted questions in online discussions.
- ✓ **Social science students** were also **more focused during online learning**.
- ✓ **Medical students were slightly less confident in using presentation software** like PowerPoint compared to the social science students.

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## Level of Education

- ✓ **Postgraduate students easily understood the basic functions** of a computer and laptop. They were **more independent learners** compared to undergraduate students.
- ✓ **Postgraduate students** also **used e-mail often to communicate**, and they were the group of students who always used MS Office software
- ✓ Postgraduate and undergraduate students rarely used online learning, but **undergraduate students used it more** compared to postgraduate students.

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Link:[https://umexpert.um.edu.my/public\\_view.php?type=publication&row=OTIxMzE%3D](https://umexpert.um.edu.my/public_view.php?type=publication&row=OTIxMzE%3D)

**BLENDED LEARNING ENGAGEMENT IN  
HIGHER EDUCATION INSTITUTIONS:  
A DIFFERENTIAL ITEM FUNCTIONING  
ANALYSIS OF STUDENTS' BACKGROUNDS**

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Received: 14/10/2019 Revised: 29/12/2019 Accepted: 10/1/2020 Published: 31/1/2020

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