VIDEO CONFERENCE viz-a-viz ONLINE CLASSROOM PLATFORMS

Video conferencing platforms help teachers interact online with their students more efficiently via microphone and camera.

There are many such platforms and they can be a real aid for any one teaching online. Most of them offer:

- A meeting place online where groups of people can see each other (with web cams) and talk to each other so long as they have microphones
- A place where participants can share almost anything that can be shared in any physical teaching space such as texts, web links, video and audio files, pictures and a presentation
- An opportunity to record meetings so that students can watch parts of the session again later, or the videos can be shared with students who missed the session
- Chat boxes, nonverbal communication symbols, and possibly polls

A number of such platforms are available to choose from which are being used by teachers and students. Some of these are specific to Classroom teaching while others serve both the purposes - as online video conference and as a virtual class room. Almost all apps offer both free and paid versions. In fact most of the teachers are already making use of online media for their online education.

The Microsoft Teams application truly is a video conferencing and online classroom tools that allows one to conduct Online Class Teaching for up to 250 participants /students and for unlimited duration of time.

SUBSCRIPTION OF MICROSOFT OFFICE 365 FOR EDUCATION FOR FREE TO MANUU

We are pleased to inform you that we have obtained Microsoft Office 365 subscription for education on @manuu.edu.in domain. This educational subscription provides 28 + Microsoft applications including Word, Excel, PowerPoint, Team, Access, SharePoint, OneDrive, OneNote, Forms, Quiz, and Class Room etc.

In the first phase, all those MANUU staff members who are having an email account on the @manuu.edu.in domain are privileged to access Microsoft Office 365 Apps along with MS Teams.

GUIDELINES TO LOGINTO OFFICE 365 AND CONDUCT ONLINE CLASSES WITH MS TEAMS

1. **STEPS FOR REGISTERING ON OFFICE 365 WITH OFFICIAL EMAIL @manuu.edu.in**

   1. Click the below mentioned link and proceed with your official email ID.
      https://www.microsoft.com/en-IN/education/products/office
   2. In case your official email ID is not created/ activated please write a mail to the Director CIT at dir.cit@manuu.edu.in indicating your 1) Employee ID, 2) Name, 3) Mobile, 4) DoB, 5) At least two preferred eMail IDs and 6) Existing Email ID.
   3. Select "**I'm a Teacher**" on the following screen.
   4. Fill up the required information i.e. First Name, Last Name and password. (You need to choose different password. Never use your official email's password).
   5. Then Click on Start ->. It may ask to verify email.
   6. Inform CIT about your registration for further processing. It may take 2 to 3 hrs to enable subscription of all modules into your account.

2. **STEPS FOR CONDUCTING AN ONLINE CLASS ON MS TEAMS:**

   Login to MS Team
   1. Visit to the URL https://login.microsoftonline.com/ or https://teams.microsoft.com/ and login with official Email ID. Alternatively you may install Teams client application on your desktop / Mobile using below link.
      (https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app)
   2. To use other office productivity tools viz Word, Excel, PowerPoint etc along with MS Teams, visit the URL https://www.office.com/ and sign in with your Email ID as user name. Enter password when asked. And then click on **Teams** icon.
   3. Default **Microsoft Teams** dashboard shall be opened. It offers left margin-menu options for events, chat, teams/classroom, calendar, assignment, and audio/video conferencing. To conduct online class you need to create a Classroom.

   Creating Classroom
   4. Now select Teams from left hand menu and click on **Create Team** button to create new classroom / Team.
   5. Name the new team appropriately. It may be named as the title of your subject / paper as per your teaching load. Example – **Computer Programming**
   6. Enter its description in the space provided and privacy option as **public**.
   7. Click on **Next** button to create the classroom.
   8. Now you have the option to add students to **your Computer Programming class**. Add students into your classroom using their Email IDs.

9. All the On-Roll students of MANUU are registered and allotted the email ID on @manuu.edu.in domain. Email ID of the students starts with his/her Roll Number. For Example a student bearing Roll Number **18MAUR012HY** shall have official email ID as **18MAUR012HY@manuu.edu.in**.

10. Congratulations! A proper Classroom is created. Now It is visible in your Dashboard.

Scheduling an Online Meeting / Class

11. To conduct an online class, now create video meeting with your students as per your time table.

12. Use Calendar icon on left hand menu to schedule meeting with your class as per time table for this paper (Computer Programming).

13. Click on '**+ New Meeting'** button on top- right corner of the calendar screen.

14. Enter a **title** of the meeting. In our example it may be "**Online Class-1 for Computer Program**". Leave the Attendees as blank now. It is discussed later.

15. Select Date and Time and duration of the meeting /online class. As holding classes is a repeating event, select **'Weekly Repeating'** so that this class is scheduled automatically on same day same time every week. Thus you need to schedule an online meeting for one week and make it repeat for each week.

16. Now click on channel. It will give option to select the class **Computer Programming** you just created. This action will add all students of the class in this online meeting.

17. In the description box, enter the topics to be covered in this class or agenda.

18. Now click on **Send** button. It is situated at the top-right corner. It will create the class/meeting. Its information shall be sent to all members / students of the class. You may also notify the students by sending the link of the meeting through WhatsApp / SMS. To get the link, **right-click** on meeting icon in the **calendar windows** and then select **copy link**.

19. See that Teams dashboard now shows the scheduled online class **Online Class-1 for Computer Program**.

Conduct of Class / Meeting on scheduled date and time

20. This online class needs to be started at the scheduled date and time by the organizer / teacher. To start the meeting, open the meeting in calendar or team dashboard and then click on **Join**.

21. After clicking the Join button the system will ask permission to use your camera and microphone. Here you may select a virtual back ground for security / privacy purpose.

22. After the meeting / class is successfully started, the students shall log into the class and each will appear in a grid of windows. On laptop / PC a total of 7 Cols x 7 Rows = 49 student can be seen at a time on a single screen. Remaining shall be visible on other scrollable screen.

23. While in the meeting, apart from the audio and video, you can share your screen, make a group chat or individual chat with students; record the meeting in MP4 format.
24. To draw a diagram during the lecture or to write a mathematical formula, you may use **White Board** to make your lecture more effective.
25. To download attendance, click on **People** icon on meeting menu. It will display the People sub-windows with a list of attendees. Click on the **down arrow** on people window to download in excel format.

Ending a Class / Meeting

26. After the class is over, don't forget to end the meeting. To end the class / meeting click on three dots on online meeting menu and select "End Meeting". However other student may use Hangout icon to leave the meeting.
27. Before ending the meeting, don't forget the download the attendance of the students. Microsoft team provides the meeting attendees' record in Excel format.

3. **STEPS TO CREATE AND UPLOAD ASSIGNMENTS IN MS TEAMS:**
   1. To create assignment select **Assignment** icon on your Teams dashboard.
   2. Now select the class for which you want to upload the assignments, click on **Create** button and then select **assignment.**
   3. **New Assignment** screen will be opened. Fill up entries like Title, Instructions to students, upload resources like PDF file or question paper file, and define assignment marks.
   4. Select the date of visibility of assignment to the students and last date of submission and then click on **Assign** button.
   5. After the assignment creation is complete, its notification shall be sent to all students and this is also shown as an event in your Teams dashboard.
   6. This assignment now shall be visible to the students. And you can also see how many students have submitted. Here you can evaluate and given marks on the assignment.

For tutorial videos, please visit the following Zoom Support site:

   1. How to use Microsoft Teams - Complete Tutorial | Online Teaching
   2. How to Track Attendance in Microsoft Teams
   3. How to create assignment in MS Teams
   4. How to create MCQS or Quiz in MS Teams

For any further clarification, the CIT may be contacted at dir.cit@manuu.edu.in.

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