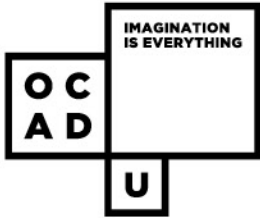




Real-Time Learning Using Microsoft Teams

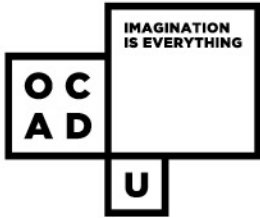
OCAD University

March 20, 2020



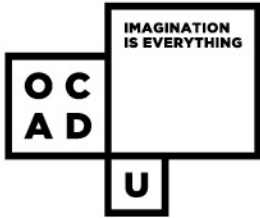
Land acknowledgement

OCAD University acknowledges the ancestral and traditional territories of the Mississauguas of the Credit, the Haudenosaunee, the Anishinaabe and the Huron-Wendat, who are the original owners and custodians of the land on which we live, work and create.



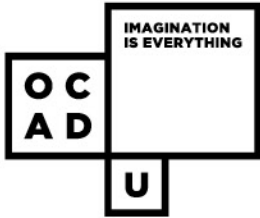
Guidelines

- Be flexible and accommodate student needs and requests with the goal of reducing barriers for students (e.g. where students are unwell or caring for children, students who don't have consistent internet access).
- Allow students to select from multiple options wherever possible.
- Provide alternatives for the completion and assessment of projects and assignments (e.g., by assessing in-progress work and reflection).
- Implement alternatives to final exams (e.g. take-home exams or alternative projects).



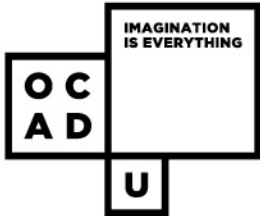
Guidelines

- Adjust expectations for or provide alternatives to final critiques.
- Provide alternatives to in-class participation (when graded).
- Remove late penalties for assignments.
- Allow for flexible windows for the submission of work.
- Provide options for determining and weighting final grades (e.g., allowing final grades to be based on coursework submitted prior to the campus closure).
- Provide the same set of options across sections of multi section courses where possible.



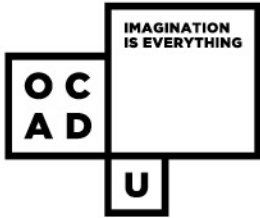
Key considerations

- Do not ask or require students to come to campus to pick up work in progress
- Do not ask students to complete production processes (i.e., in shops or studios)
- Do not require students to complete production processes off-campus (e.g., laser-cutting)
- Do not expect students to be able necessarily to replicate studio working conditions at home
- Do not expect students to be online at any given time (no penalties for absence)



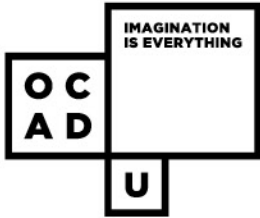
Key considerations

- Do not expect that students will have reliable internet connections
- Expect students will be under significant (more than usual) stress, so reconsider expectations that may seem reasonable to you
- Expect that international and other students may leave the city in an effort to get home before travel restrictions are imposed



Flexible Options for Completing Projects

- The goal is to complete the term with students prepared to move on to their next courses or to graduate
- Adjust expectations as students may be facing hardships
- Consider student learning
- Give multiple options to fit students in various circumstances



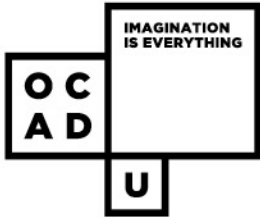
Asynchronous and synchronous options

Synchronous

- Real-time
- Most closely resembles classroom or studio
- Can help the feeling of continuity or community
- Requires multiple pieces of technology to work together
- Lacks flexibility

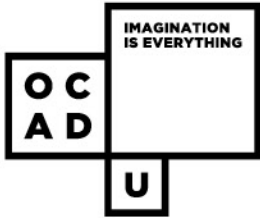
Asynchronous

- On demand
- Uses familiar technologies
- Flexibility in creating content
- Flexibility for students accessing content
- Can include deadlines



Synchronous Learning

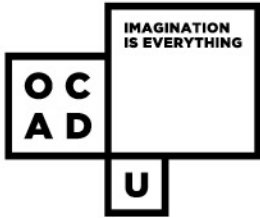
- Students must have reliable high-speed internet to fully participate
- Students in other time zones may not be able attend meetings
- Some students may find it difficult or uncomfortable to fully participate



Synchronous Learning

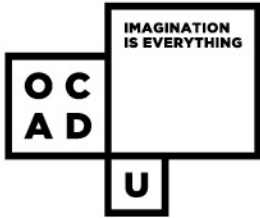
Some considerations for online synchronous activities

- Do not require students to attend meetings at specific times
- Do not assume all students have the tools needed to participate
- Record and post meetings for those that can't attend in person
- Encourage students to use the technology that they are most comfortable with
- Do not use for assessment without other options



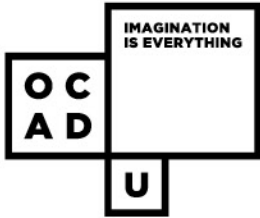
Using Teams to broadcast demonstration or lecture content

- Set up a Team
- Build channels for reoccurring topics
- Invite to a meeting without setting up a Team
- Set up some general guidelines with the participants
- Moderating the chat



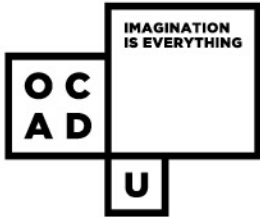
Using Teams for group discussions

- Set up some general guidelines with the participants
- Build channels for reoccurring meetings



Using Teams for group projects

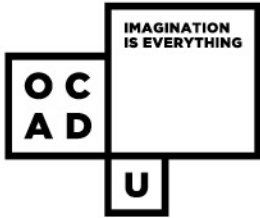
- Students can use of Teams without any set up by instructor
 - Not accessible to instructor unless invites
 - Make use of “Files” for collaboration - demo



Upcoming Workshops

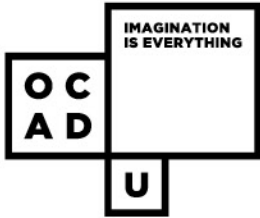
Next Week

- Online Critique Strategies
- Submitting final grades



Resources

- [Teaching Continuity Resources Page](#)
- Book [1-on-1 Support with IT Services](#)
- [Ongoing support at OCAD U](#)



Questions, suggestions or concerns