

EDCI 337 A02 Assignment 4 - Multimedia Design

Trainer: Anum Aitizaz

Topic: A guide to the Microsoft Teams for education

Lesson Objectives (S.M.A.R.T.)

At the end of this lesson students will be able to do/understand the following:

- 1) What is Microsoft Teams?
- 2) How to log in using Microsoft Teams?
- 3) How to create Teams for your class?
- 4) How to add members to your class?
- 5) How to schedule a meeting in the Teams?
- 6) How to create the assignment in the Teams?

Differentiation will be evidenced by:

- Assertive questioning.
- Guided discovery activities.
- Learning stations.
- Pair weak students with stronger ones during group activities.
- For students struggling, spend more time by checking that the students understand the topic and how to apply it using ICQs, Eliciting, and examples.

Duration	Activity	Assessment Criteria	Assessment Method	Resources
5-6 minutes	<p>Introduction (Engagement) Course Introduction and overview Starting activity: (Guided discovery activity)</p> <p>Phase 1: Pre-learning survey</p> <p>Click here for the pre-learning survey link.</p>	<p>-Students will be required to fill up the survey to get information about their prior knowledge of the topic.</p> <p>-Students will evaluate their level of knowledge related to the topic and get an idea of what to expect from the coming session.</p>	Question & answer (Assertive questioning).	<ul style="list-style-type: none"> • Internet • Computer • Survey link (Pre-learning)
10-15 minutes	<p>Phase 2: Introduction video and infographic about Microsoft Teams</p> <p>https://www.youtube.com/watch?v=jugBQqE_2sM</p> <p>The video, infographic, and group discussion with students.</p> <p>The introductory video and infographic will help to give an overview to the trainees about the Microsoft Teams platform. It is preferred to use the video tutorial from an authentic source as the information provided will be relevant and specific.</p> <p><u>Classroom activity:</u> Students will watch the video tutorial as a group and discuss the outcomes with each other. Here is the link to the online sheet to record the discussion. Click here</p>	<p>-Students will be able to address the use of Microsoft Teams and the importance of using it in education.</p> <p>-Students will know the basic features and elements in the Microsoft Teams.</p>	Group discussion. Questioning. Students' performance during the group activity.	<ul style="list-style-type: none"> • Internet • Computer • YouTube video link • Infographic • Google sheet link to record the discussions

<p>60 minutes</p>	<p>Phase 3: PowerPoint presentation (A guide to Microsoft Teams for education)</p> <p>The students will follow the step-by-step guide in the presentation with screenshots that will help them to understand and adhere to all the steps.</p> <p><u>Classroom activity:</u> Each student will create their class on Teams, add members, schedule a meeting, and assign the assignment.</p> <p><u>Peer assessment:</u> On the completion of an individual task each student will assess each other work and share their learning and experiences.</p>	<p>- Students will be able to understand the feature and uses of the Microsoft Team.</p> <p>- Students will be able to:</p> <ul style="list-style-type: none"> • Log in to the Teams • Create class on the Teams • Add members • Schedule meetings • Create assignments 	<p>Hands-on. Practical task. Individual work. Peer assessment.</p>	<ul style="list-style-type: none"> • Internet • Computer • Microsoft Teams • PowerPoint slides (A guide to Microsoft Teams for education)
<p>5-10 minutes</p>	<p>Phase 4: Post-lesson Survey - Assessment Summarize the lesson covered.</p> <p>The post-lesson survey will aid the trainer to know whether the learning outcomes have been delivered successfully also help to amend the future lessons.</p> <p><u>Classroom activity:</u> The students will complete the post-learning survey.</p> <p>Click here for the post-learning survey link.</p>	<p>-Students will be able to create Microsoft Teams from the scratch.</p> <p>-Students will be submitting the post-learning survey.</p>	<p>Students' performance during practical activity. Q & A session. Completing the survey.</p>	<ul style="list-style-type: none"> • Internet • Computer • Microsoft Teams • PowerPoint slides (A guide to Microsoft Teams for education) • Survey link