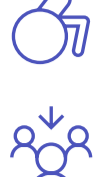




Tips and tricks to establish an inclusive remote learning environment for your institution

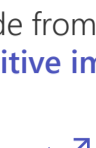
The **virtual classroom** is on the rise, and you need a way to bring students, professors, and admins together in an accessible, digital hub that enhances security—**no matter where they are**. You may be asking questions like these...



How do we set up remote learning infrastructure that builds on our existing tools?



How do we ensure inclusive access to remote learning and resources?



How do we train students, faculty, and staff on new technologies?

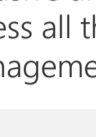


How do we communicate with our constituencies and foster institutional community remotely?

Aside from remote learning, digital technologies can have a **positive impact on the classroom** as well.



81% of students agree that digital learning technology can save time and boost grades ¹



75% of instructors agree that online teaching has made them think more critically about how to engage students ²



Pass rates increased by one third when at-risk students mixed technology with traditional face-to-face learning ³

1. McGraw Hill, 2016

2. Inside Higher Ed, 2019

3. Educause, 2016

Microsoft Teams helps meet these needs by uniting users in an inclusive and highly secure **collaboration hub** where they can access all the apps they need for remote learning—easing the management burden for IT.

In this document, find tips and tricks for using Teams. **Click on the links for more detailed guidance.**

Teams in action

The University of Texas at Arlington (UTA) is a research university that serves almost 60,000 students, with over 15,000 remote students. Dr. Timothy Ponce pioneered a new method of collaboration using Teams.

- **Gave students a platform** to ask for help with coursework and stay connected with peers and professors
- **Expanded the classroom** to the virtual space, streamlining feedback, resource sharing, and group projects
- **Made education accessible** for a diverse group of learners and developed students' digital skills

"Using Microsoft Teams has made education accessible for a large, diverse audience of students, which is really something we have to think about as we are moving our students into the job market—and looking at being good citizens of not only a local but a global community."

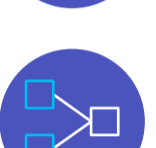
Dr. Timothy Ponce
Professor of English

Access the full case study [here](#).

What you can do



Unite users in a central hub—no matter where they are
Teams brings all your users together on a [central collaboration hub](#) for learning on campus or off, offering a streamlined user experience in a single pane of glass



Provide users of all abilities with built-in accessibility
Office 365 and Teams include [comprehensive technologies](#) to include users of all abilities and languages—including immersive reader, in-line translation, live captions, and accessibility checker.



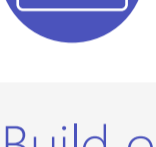
Connect users to third-party apps with ease
Teams gives users access to the third-party apps they need in a more secure and compliant environment through [prebuilt connectors](#), as well as [custom connectors](#).



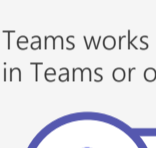
Customize permissions and guest access
Teams offers [all identity models](#) available with Office 365, as well as multi-factor authentication and [comprehensive controls](#) for guest access so that you can onboard users from other institutions.



Manage naming and expiration
As an admin, you can [delete and restore users' teams](#), [manage naming policy](#), and [set expiration policies](#) to automatically clean up unused teams—helping to reduce sprawl.



Enhance security of your users' data
Teams has the same [security features](#) as the Office 365 suite. Users can access apps within the protective layer of Teams, so that their data stays highly secure even when they're connecting remotely.



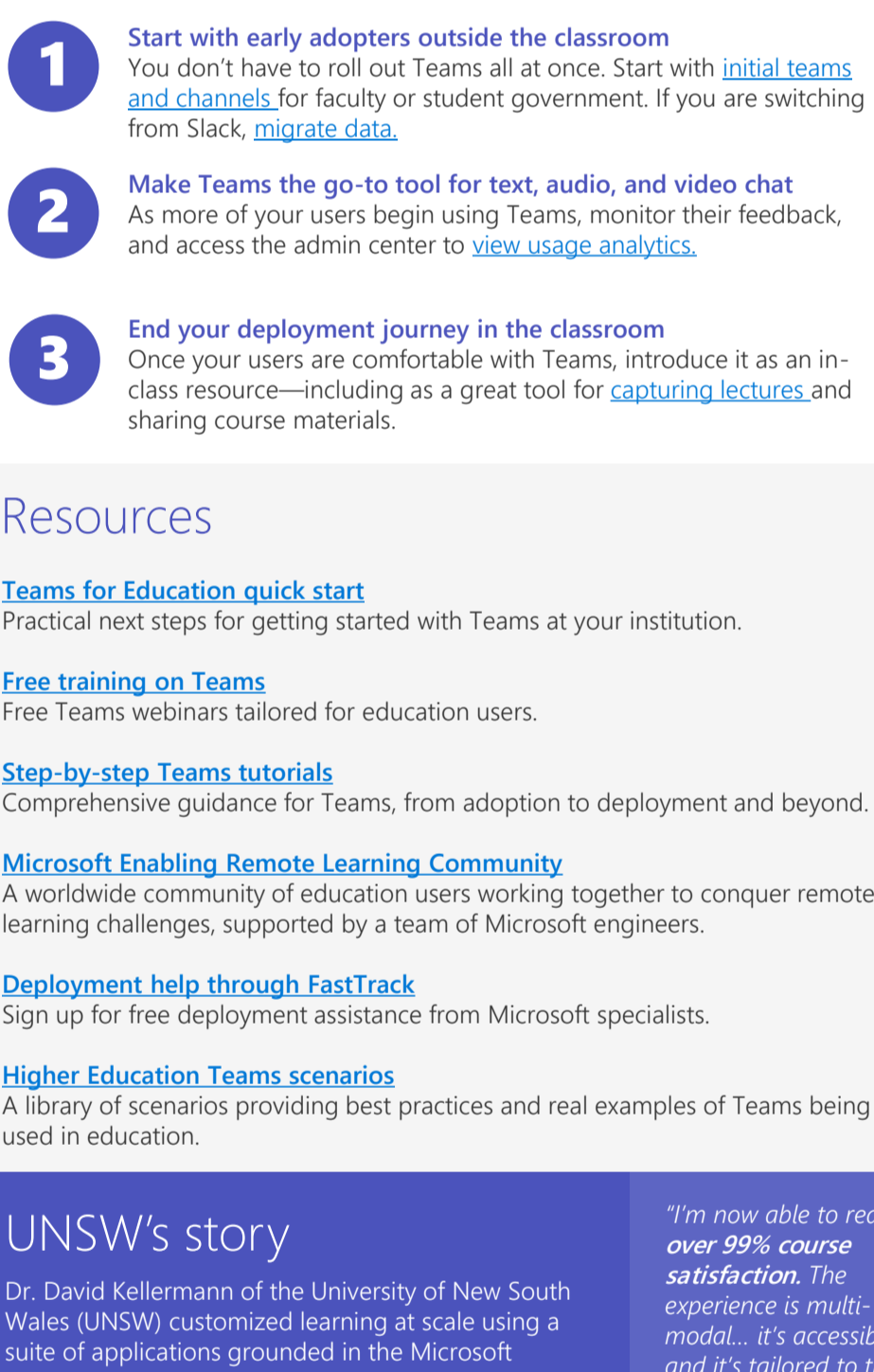
Unify your data through School Data Sync
[Bring together data](#) from your existing student information system, and automate class team creation and data syncing in Teams, OneNote, Intune, and third-party apps.



Host live virtual events
[Live events](#) for up to 10,000 users can be used for larger instruction sessions, university-wide updates, commencement, and other scenarios, helping foster community regardless of where users are.

Build on existing tools

Teams works well with solutions you're already using. You can open Zoom meetings in Teams or open Teams meetings in your learning management system.



Get started

- 1 Start with early adopters outside the classroom**
You don't have to roll out Teams all at once. Start with [initial teams and channels](#) for faculty or student government. If you are switching from Slack, [migrate data](#).
- 2 Make Teams the go-to tool for text, audio, and video chat**
As more of your users begin using Teams, monitor their feedback, and access the admin center to [view usage analytics](#).
- 3 End your deployment journey in the classroom**
Once your users are comfortable with Teams, introduce it as an in-class resource—including as a great tool for [capturing lectures](#) and sharing course materials.

Resources

- [Teams for Education quick start](#)
Practical next steps for getting started with Teams at your institution.
- [Free training on Teams](#)
Free Teams webinars tailored for education users.
- [Step-by-step Teams tutorials](#)
Comprehensive guidance for Teams, from adoption to deployment and beyond.
- [Microsoft Enabling Remote Learning Community](#)
A worldwide community of education users working together to conquer remote learning challenges, supported by a team of Microsoft engineers.
- [Deployment help through FastTrack](#)
Sign up for free deployment assistance from Microsoft specialists.
- [Higher Education Teams scenarios](#)
A library of scenarios providing best practices and real examples of Teams being used in education.

UNSW's story

Dr. David Kellermann of the University of New South Wales (UNSW) customized the University at scale using a suite of applications grounded in the Microsoft ecosystem.

- **Set up a class team** in Teams, replacing textbooks with real-time digital inking and in-class chat streams—and syncing with OneNote and Outlook to schedule lectures and share notes and assignments
- **Saved up to 70%** of time spent grading with digital marking and AI
- **Built a question bot** using Azure Bot Service to scan conversations, notify tutors, and answer questions on its own using AI
- **Leveraged Power BI** to track and predict student performance in dashboards and generate personalized study packs

"I'm now able to reach over 99% course satisfaction. The experience is multi-modal... it's accessible, and it's tailored to the specific needs of every individual student."

Dr. David Kellermann
Senior Lecturer,
Mechanical and
Manufacturing
Engineering

Access the full case study [here](#), including a video about Kellermann's solutions.

EXPAND ON TEAMS WITH POWER PLATFORM



With Teams as your hub, take remote learning to the next level with Power Platform. Power Platform allows you to automate backend processes and provide **low-to-no code apps, flows, and bots that connect to Teams**.

What you can do



Streamline compliance
[Create flows to automate compliance](#), set conditional access to data assets, and maintain control of it all through the [admin center](#) and admin portals.



Track and control user activity
Access the [Office 365 Security & Compliance Center](#) to maintain [visibility into user activity](#), and use admin controls to manage users' apps and flows or restrict [which environments users can access](#).



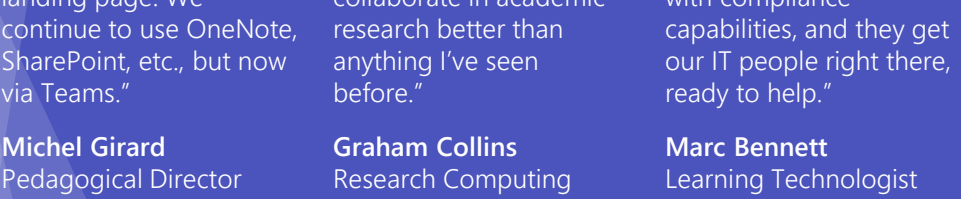
Automate and simplify technical processes
Your users can [create no-code flows](#) and apps to automate processes, or you can build these assets for them. [Digitize paper processes](#) to spend less time on administrative tasks.



House apps, flows, and bots in a centralized location
[Create environments](#) to host in apps, flows, and bots, storing all your data in a central location called the [Common Data Service \(CDS\)](#) to avoid data silos.

Access these resources for more detailed instructions
[Learning Paths](#)
[Step-by-Step Tutorials](#)
[Teams and Power Apps Whitepaper](#)

EMPOWER REMOTE COLLABORATION



Classroom
"Teams has become the central access point, much like a dashboard or landing page. We continue to use OneNote, SharePoint, etc., but now via Teams."

Michel Girard
Pedagogical Director
[Centre Universitaire Catholique de Bourgogne](#)

Research
"Teams as it is, out of the box, solves the problem of how to collaborate in academic research better than anything I've seen before."

Graham Collins
Research Computing Analyst
[Newcastle University](#)

Administration
"If people use Teams, they get robust collaboration functionality with compliance capabilities, and they get our IT people right there, ready to help."

Marc Bennett
Learning Technologist
[Newcastle University](#)

Click on any of the universities' names to read more.

1. McGraw Hill, 2016

2. Inside Higher Ed, 2019

3. Educause, 2016