

1. Staff Webinar Agenda (MS Teams™)

1. Creating & Joining Teams:
 - creating teams (naming teams, class descriptions);
 - personalizing your groups (group icons);
 - creating channels (public / private).
2. Enrolling students onto Teams:
 - manual enrollment (how enroll the Jan Kowalski you're looking for out of 32 students named that);
 - joining with codes/links to specific Teams;
 - roles in a Team (Teacher/Owner vs. Student/Guest);
3. MS Teams Interface – Global overview:
 - Activity;
 - Chat;
 - Teams;
 - Assignments;
 - Calendar;
 - Calls;
 - Files.
4. Video meetings:
 - Meet (from Calendar vs. from Posts);
 - viewing Participant List;
 - Participant View – Standard, Large, “Together”;
 - Meeting Roles: Organizer, Presenter, Attendee (when to assign them);
 - Muting the Audience;
 - Turning Off Incoming Video;
 - Meeting Chat;
 - Attaching Files;
 - Inviting Participants into meeting (team members, guests from outside the team);
 - Removing attendees from meeting;
 - Raising/lowering hands;
 - Within-meeting calls;
 - Supported files for presentations (PPT vs. PDF);
 - Screen sharing (sharing specific applications, documents, MS Teams etc.);
 - Checking Attendance.
5. Files:
 - adding files (supported formats);
 - file management (folders);
 - file editing (in-app & in-browser).
6. Calendar:
 - Classes & Duty Hours (Repeated and One-Off meetings);
 - Synchronizing Teams Calendar & Outlook (Invites, Cancellations, Alerts, and Conflicts).
7. Recording Meetings:
 - Basic recording functions (notifications, file locations);
 - Copyright, privacy, security issues.
8. Assignments:
 - Forms vs. Assignments for administering Quizzes & Exams;

- Offline file prep – Sharepoint vs. in-app.

2. Staff Webinar Agenda (Moodle)

1. Dashboard, Menus & Preferences
2. Requesting a Course
3. General Moodle course page management and maintenance:
 - a. Course layout and settings
 - b. Adding Participants
 - c. Attendance
 - d. Gradebook
 - e. Statistics
4. Communication:
 - Messaging
 - Announcements vs. Forums
 - Chats
 - Choice, Questionnaires, Feedback
 - Duty Hour Scheduler
2. Materials:
 - How to upload different content types (Page/Book, Lesson, Link, PDF, Folder)
3. Activities:
 - Assignments and File submission
 - Quizzes and Tests
 - Glossary & Database
 - Workshop