

New Features in MS Teams

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EdTech Specialist





MS Polls

Select all that apply

**How do
you utilize
Teams?**



MS Polls

Select all that apply

**How do
you access
Teams?**

Session Resources

- Session will be recorded.
- Slide deck will be shared.
- CITL staff will be in the chat to answer any questions.
- Book a [consultation](#).

Agenda

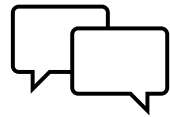


Efficiency

Meeting
Options

Present in
Teams

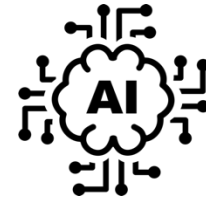
Recap



Collaboration & Engagement

MS Polls

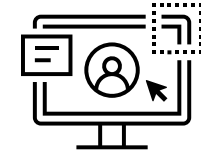
Loops



AI in Assignments

Create
Assignment
Instructions

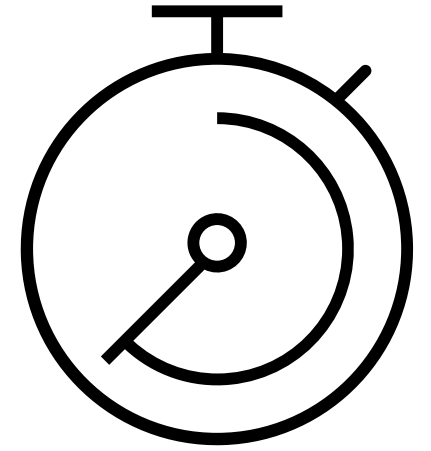
AI Generated
Rubrics



Fun in Design

Designer
Announcement
Banners

Changing
Group Chat
Picture



Efficiency

Meeting Options

Present in Teams

Recap

Meeting Options

[Schedule a Meeting in Microsoft Teams](#)

The screenshot shows the 'New meeting' interface in Microsoft Teams. At the top, there are tabs for 'New meeting', 'Details', and 'Scheduling Assistant', with 'New meeting' selected. A 'Send' button is in the top right. Below the tabs, there are settings for 'Show as: Busy', 'Category: None', 'Time zone: (UTC-06:00) Central Time (US & Canada)', 'Response options', and 'Require registration: None'. The main area is titled 'Example Meeting' and contains three invitees: Elizabeth Acuff (Busy), Jason Beach (Free), and Kelvin Norman (Free), with a '+ Optional' button. The date is set to 7/16/2024, with a time of 11:00 AM to 11:30 AM (30m duration). Suggested times are listed below. The meeting is set to 'Does not repeat'. There are fields for 'Add channel' and 'Add location'. The 'Online meeting' toggle is turned on. At the bottom, there is a rich text editor with a toolbar and the placeholder text 'Type details for this new meeting'. On the right side, there are options for 'Who can bypass the lobby?' (set to 'People in my org and guests') and 'Record and transcribe automatically' (toggle off), with a 'More options' link below.

- Automate Recording and Transcription
- Control Screen Sharing Permissions
- Enhance Efficiency

Meeting Options

The screenshot displays the 'New meeting' window in Microsoft Teams. At the top, there are tabs for 'New meeting', 'Details', and 'Scheduling Assistant', with a 'Send' button on the right. Below the tabs, a row of settings includes 'Show as: Busy', 'Category: None', 'Time zone: (UTC-06:00) Central Time (US & Canada)', 'Response options', 'Require registration: None', and an 'Options' gear icon. The main area is divided into two columns. The left column contains: a title field 'Example Meeting'; a list of attendees with profile pictures and names (Acuff, Elizabeth - Busy; Beach, Jason - Free; Norman, Kelvin - Free) and a '+ Optional' button; a date and time selector for '7/16/2024' at '11:00 AM' to '11:30 AM' for '30m', with an 'All day' toggle and 'Suggested' time slots; a recurrence dropdown set to 'Does not repeat'; an 'Add channel' field; an 'Add location' field with an 'Online meeting' toggle; and a rich text editor with a toolbar and the placeholder text 'Type details for this new meeting'. The right column contains: a dropdown for 'Who can bypass the lobby?' set to 'People in my org and guests'; a toggle for 'Record and transcribe automatically'; and a 'More options' link.

Present in Teams

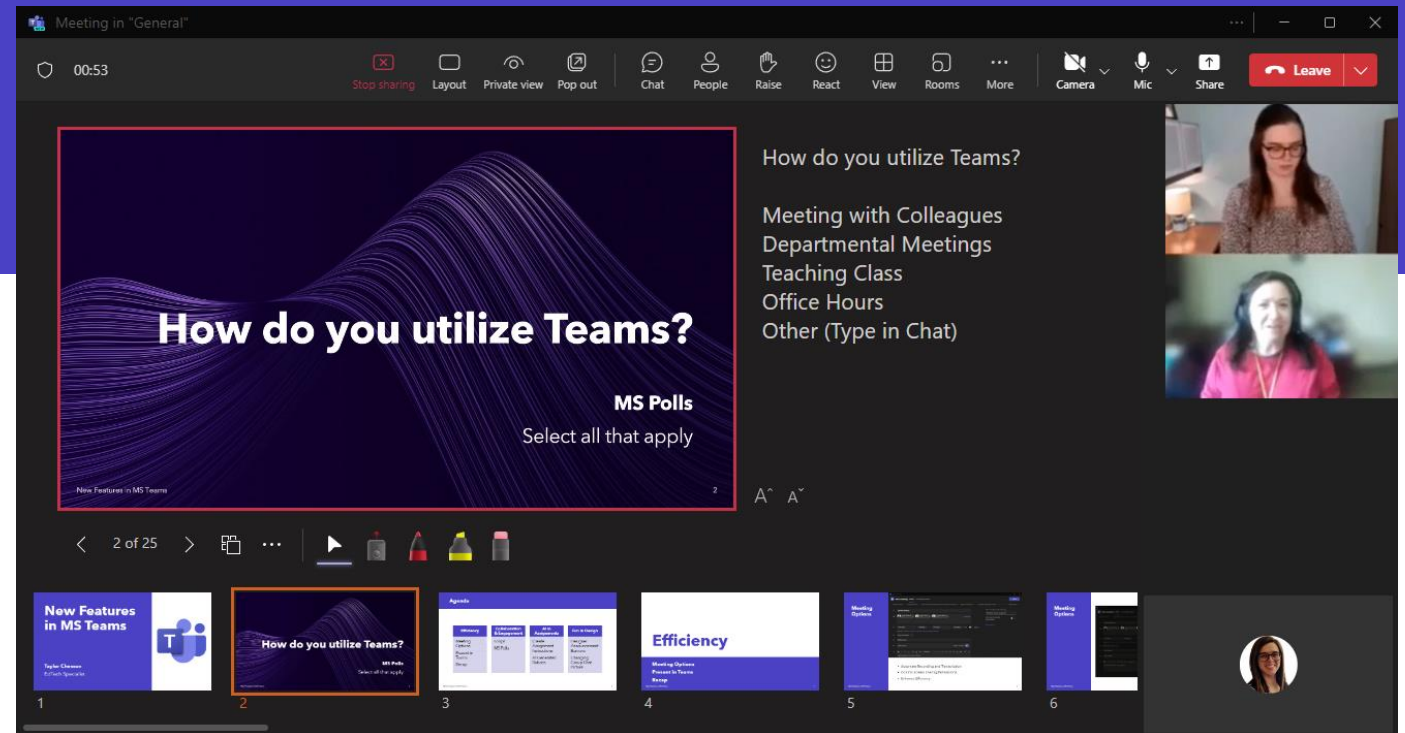
Pros

- Enhances accessibility
- Creates a more interactive environment
- Stay connected to the audience

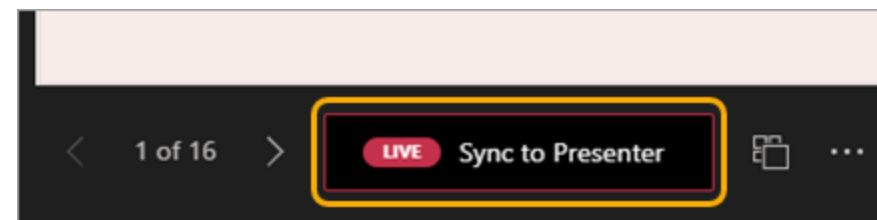
Cons

- Animated features and videos do not display on recording (may need editing)
- [Poll Everywhere](#) is not activated as live.

Presenter View



Audience View



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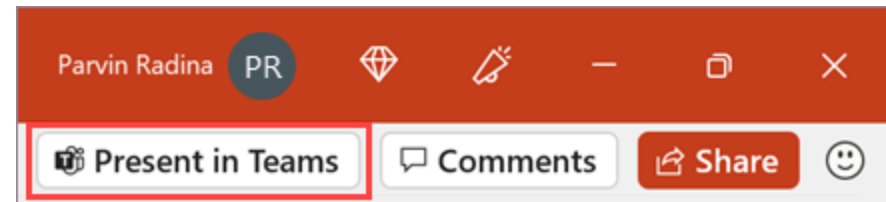
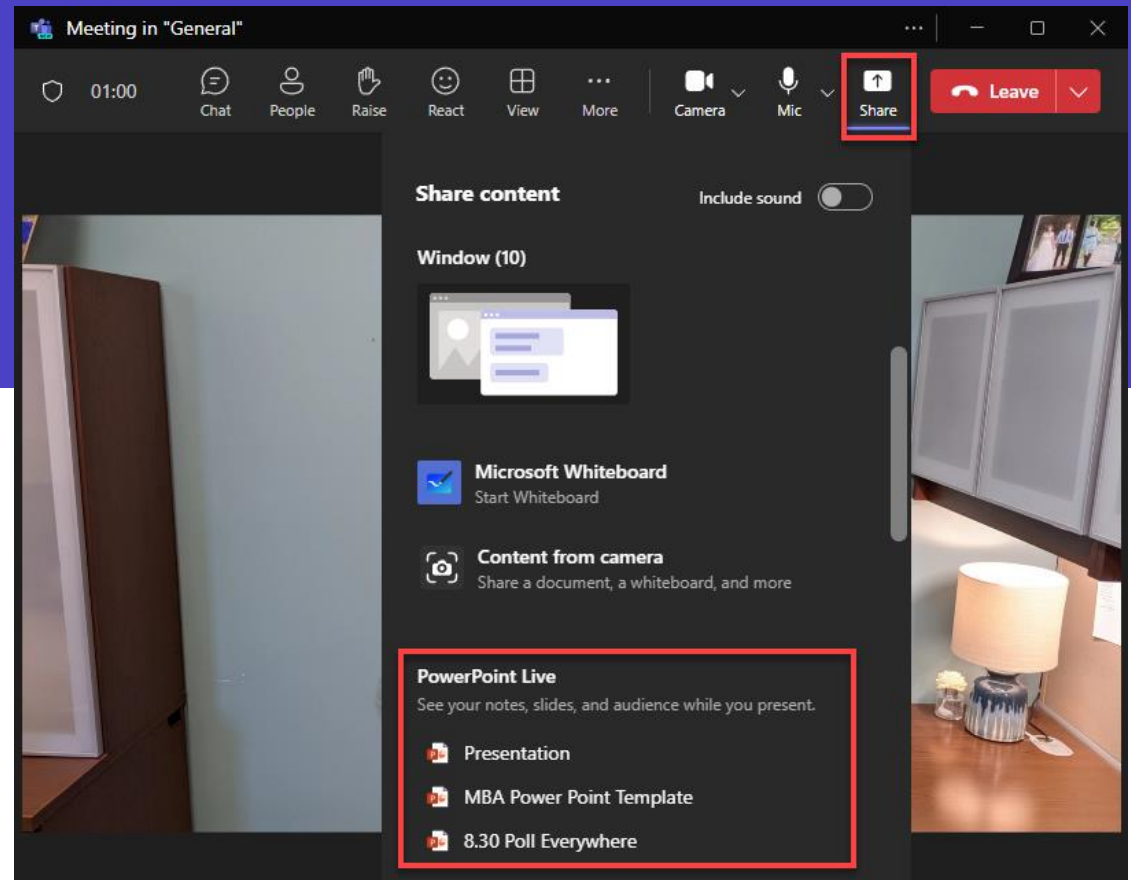
Present in Teams

Through Teams

- Select **Share**
- Under PowerPoint Live, choose the PowerPoint you're wanting to present.

Through PowerPoint

- App
 - Go to **File**
 - Select **Present in Teams**
- Browser
 - Select **Present**
 - Select **Present in Teams**



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Recap

The screenshot displays the Microsoft Teams chat interface for a meeting titled "EdTech Weekly Meeting". The chat window shows a meeting recap card for a meeting held on Friday, July 12, 2024, from 8:30 AM to 9:00 AM. The recap card includes the following information:

- Meeting Title:** EdTech Weekly Meeting
- Date and Time:** Friday, July 12, 2024 8:30 AM - 9:00 AM
- Participants:** 2 speakers
- Tasks:** 8 tasks
- Transcript:** A transcript icon is visible, indicating that a transcript was generated.
- Recap Video:** A video thumbnail showing a meeting recap with a duration of 46m 29s.
- Action Item:** A "View recap" button is highlighted with a red box, indicating the user's next step.

Additional details visible in the chat include:

- Files:** "Fall 2024 Tuesdays.docx", "Career Gold.pdf", and "Career Purple.pdf" are shared in the chat.
- Meeting Status:** A notification indicates "Meeting ended: 46m 36s" at 9:17 AM.
- Recording:** A notification indicates "Recording has stopped" at 9:18 AM.
- Navigation:** The left sidebar shows navigation options for Activity, Chat, Teams, Assignments, Calendar, Calls, OneDrive, and Apps.

Microsoft Teams Intelligent Recap

- AI-Generated Transcripts and Summaries
- Action Item Suggestions
- Quick Recap Availability

Notes:

- Must have transcript turned on in the meeting for this feature to work.
- Must be a scheduled meeting.

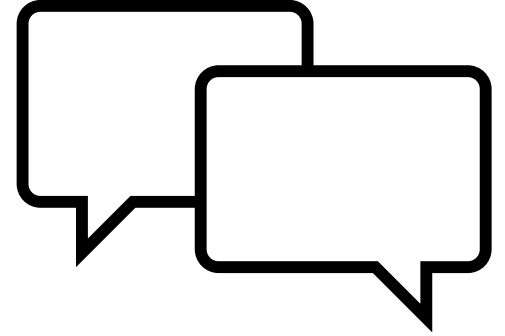
Recap

- Enhance meetings for attendees and absentees.
- Provide personalized timeline markers and color-coded segments by topic or speaker.
- Enable effective collaboration for asynchronous teams.

The screenshot displays a Microsoft Teams meeting recap for 'EdTech Weekly Meeting' held on Friday, July 12, 2024, from 8:30 AM to 9:00 AM. The interface includes a search bar at the top, navigation options like 'Chat', 'Files', 'Recap', 'Attendance', 'Breakout Rooms', and a 'Join' button. The main content area features a video player with a play button and the title 'EdTech Weekly Meeting'. Below the video are tabs for 'Speakers', 'Topics', and 'Chapters'. Two speakers are listed: Kelvin Norman and Taylor Chesson, each with a timeline of their speaking segments. To the right, a 'Content' section lists shared files: 'Career Purple.pdf', 'Career Gold.pdf', 'Fall 2024 Tuesdays.docx', and 'Screen Shot 2024-04-11 at 11...'. Below this is a 'Show more' link. Further down, there are tabs for 'AI notes', 'Mentions', and 'Transcript'. A note indicates the AI-generated content is 'Generated by AI. Be sure to check for accuracy.' and includes a 'Copy all' button. The 'Meeting notes' section contains five bullet points summarizing key discussion points:

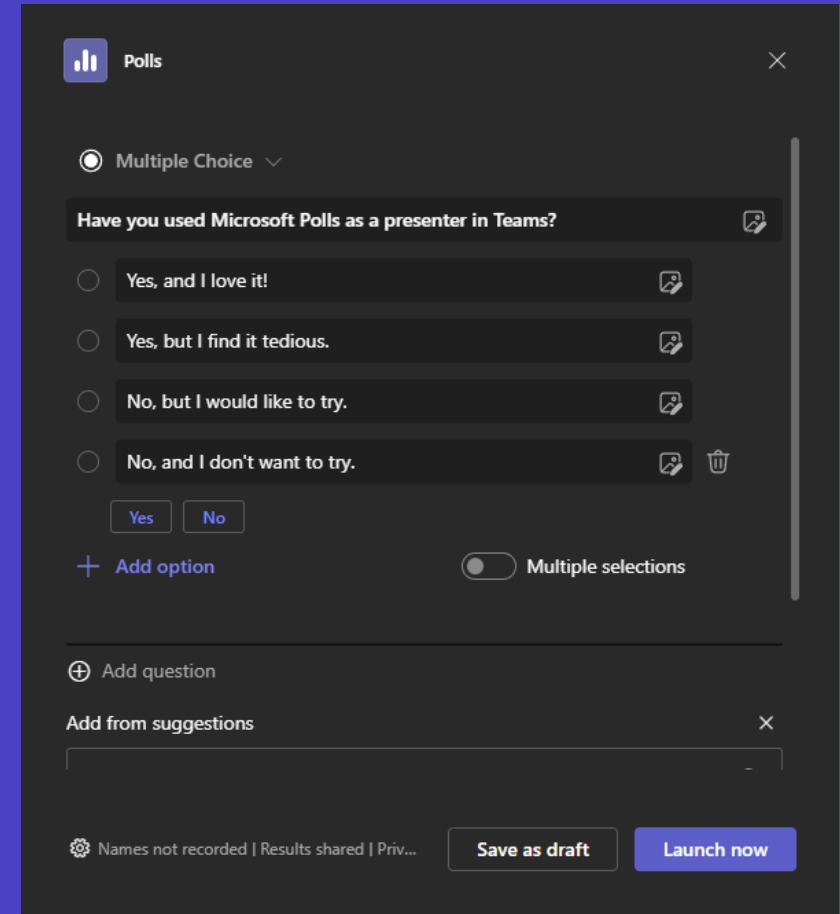
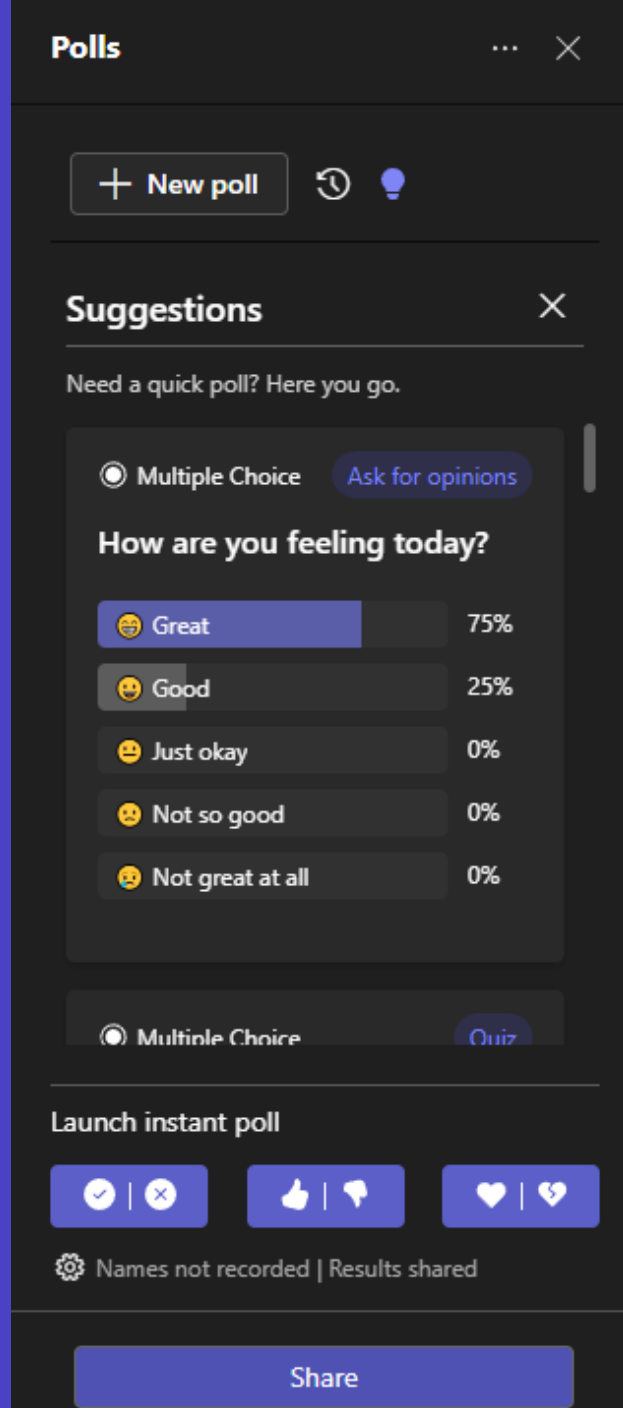
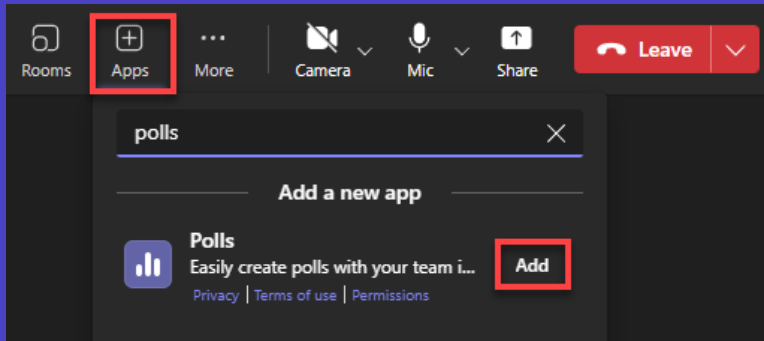
- > **Advanced Assessment Feature:** Norman discussed the implementation of the advanced assessment feature in iLearn, noting it will be automatically activated in August and plans to notify faculty in the first week of August. The goal is to ensure faculty are prepared and not surprised by the update.
- > **Training Sessions Planning:** Norman and Chesson planned future training sessions, assigning specific topics and dates for each session. They aim to cover new features in iLearn, Teams, and other tools to ensure faculty and staff are well-informed.
- > **Student Worker Positions:** Norman expressed concern about advertising student worker positions to ensure a broad pool of candidates. They discussed potential platforms for advertisement and the importance of reaching out to specific departments.
- > **Career Readiness Paths:** Norman introduced the concept of iLearn community courses for career readiness paths, involving digital badges and certificates. The discussion focused on the structure and content of these courses, aiming to provide valuable skills and recognition for students.
- > **Course Combines:** Norman and Chesson discussed the process and potential issues with course combines in iLearn, emphasizing the importance of checking for pre-existing content and ensuring

Collaboration & Engagement

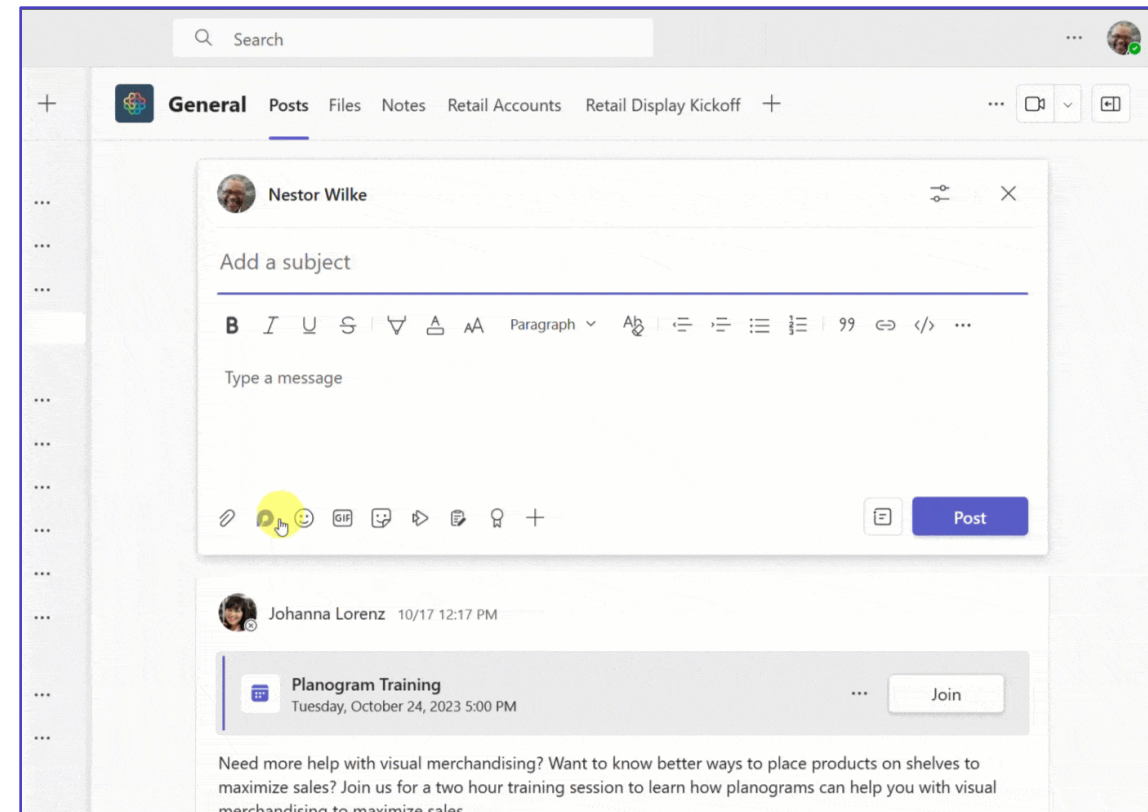
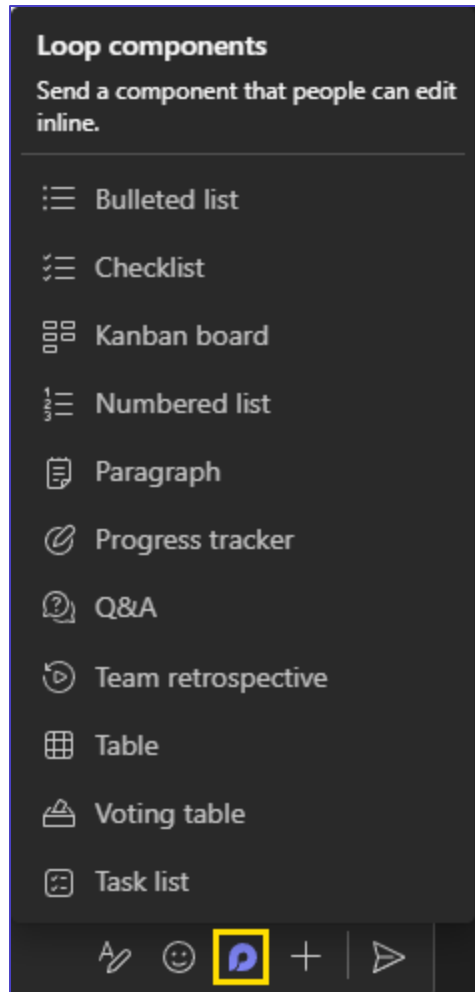


MS Polls
Loops

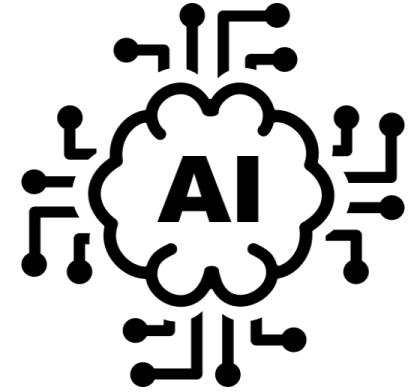
MS Polls



- Live, interactive components that allow for easy collaboration on ideas and planning.
- Available in Teams Chat & Channels and [Microsoft Whiteboard](#).
- Automatically saved in OneDrive.

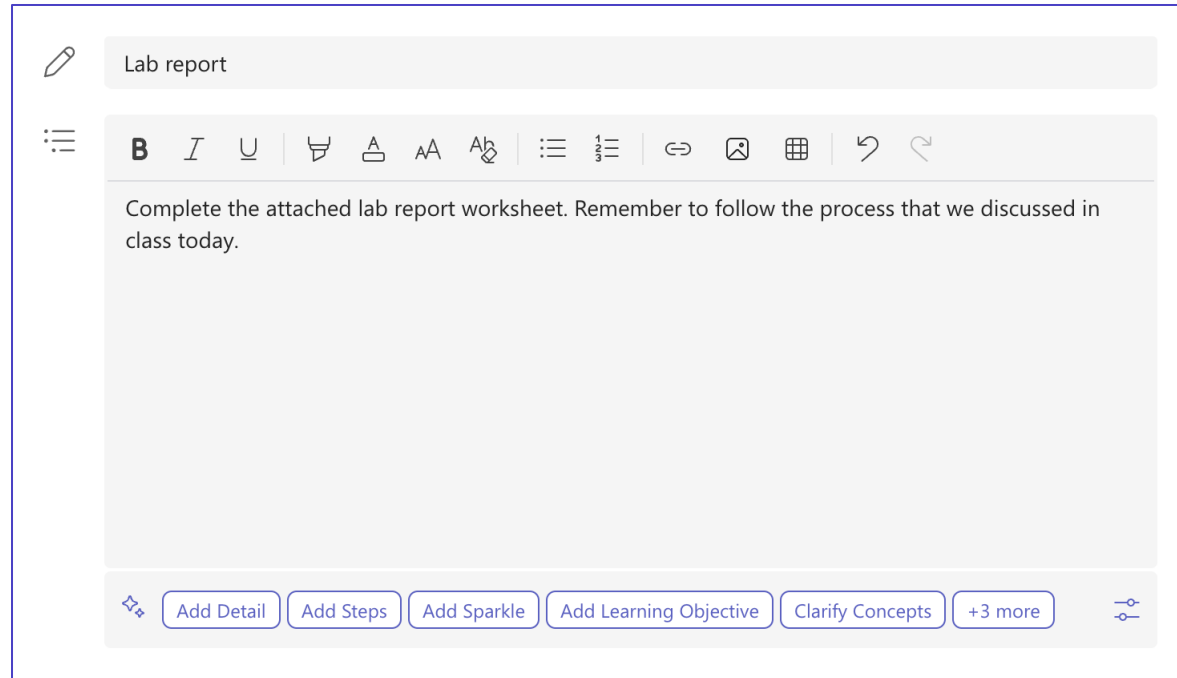


AI in Assignments



Create Assignment Instructions
AI Generated Rubrics

Create Assignment Instructions



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- Go to a class in Microsoft Teams.
- Go to Assignments
- Choose Create > Assignment
- Enter a title
- Begin typing instructions, then use AI to enhance the instructions.

AI Generated Rubrics

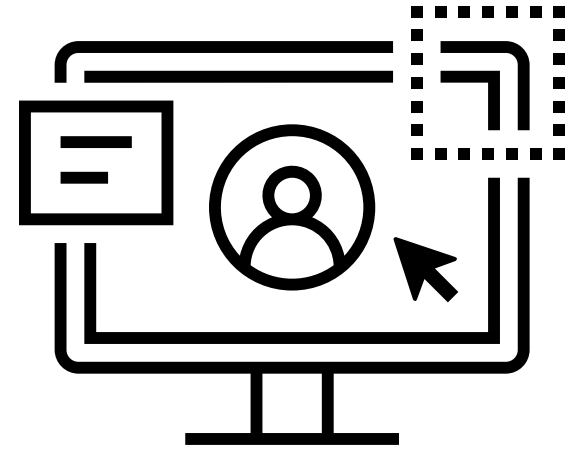
Wizard of Oz [Edit](#)

< 2 of 2 > [Modify rubric using AI](#) [Refresh](#)

	Excellent v	Good v
Understanding of Characters and Plot v	The student has a deep understanding of the characters and plot of the Wizard of Oz and is able to explain it in detail.	The student has a good understanding of the characters and plot of the Wizard of Oz and is able to explain it with some detail.
Analysis of Themes v	The student has a deep understanding of the themes in the Wizard of Oz and is able to provide insightful analysis.	The student has a good understanding of the themes in the Wizard of Oz and is able to provide some analysis.

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- Navigate to your class team and select **Assignments**.
- Select **Create > Assignment**.
- Select **Add rubric > +Add Rubric**.
- Choose the **Create AI Rubric** button.
- Follow the prompts to create an AI generated rubric.



Fun in Design

Designer Announcement Banners
Changing Group Chat Picture

Designer Announcement Banners



Chesson, Taylor 10:33 AM Edited



Join us for our upcoming class, CITL Instructional Designers, hosted on Microsoft Teams. This course will provide valuable insights and practical strategies for enhancing your instructional design skills. Connect with fellow educators, share best practices, and learn how to leverage cutting-edge tools to create engaging and effective learning experiences. Don't miss this opportunity to elevate your instructional design capabilities!



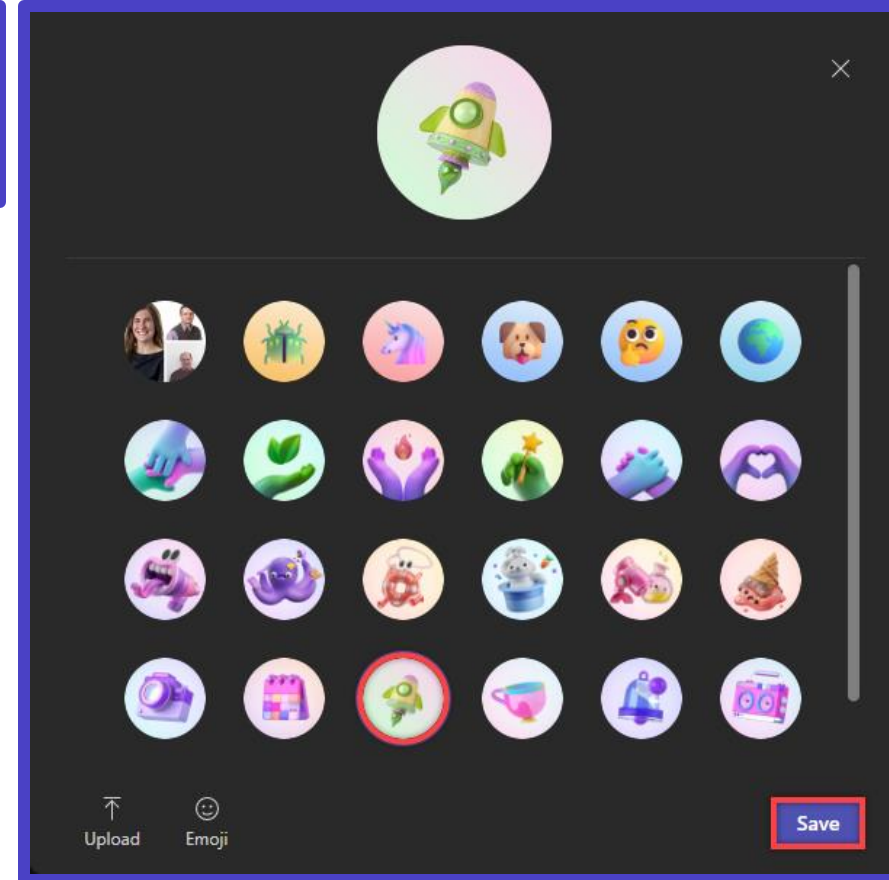
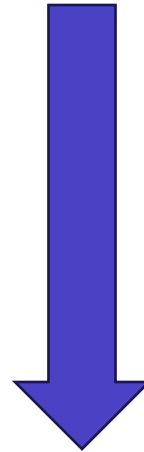
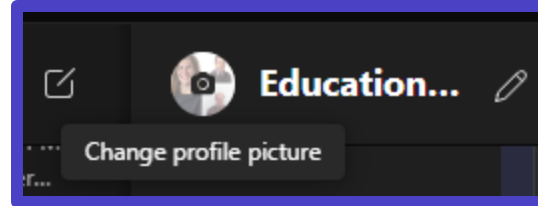
Reply

Using AI and Microsoft Designer, you can post an announcing with an eye-catching banner.

You can use this in any Microsoft Team.

Changing Group Chat Picture

1. Go to group chat and hover over picture.
2. Click the picture once "Change Profile Picture" is displayed.
3. Select your desired icon or upload one of your own.
4. Click save.



Thank you!

**Questions,
Comments,
Concerns?**

[Feedback Survey](#)

[Book a Consultation](#)

Next Week's Session:

Tuesday, September 17

Assessments in the Age of AI

[Register](#)

Resources

Efficiency

- [Meetings Options](#)
- [Present in Teams](#)
- [Recap](#)

Collaboration & Engagement

- [Loops](#)
- [MS Polls](#)

AI in Assignments

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Fun in Design

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