TEL SIG WEBINAR: Integrating and sustaining directed and self-directed learning through MS Teams and OneNote: Using Microsoft Teams and OneNote to facilitate communication, assignments, and portfolio management.

Description: This webinar looks at the practical use of Microsoft applications Teams and OneNote in the EAP classroom. Two teachers from the University of Glasgow, Neil Allison and Jolanta Hudson, share their experience with using and implementing the applications in their classrooms and discuss how integration of these technologies can facilitate learning and effective communication, providing an excellent platform and tools to create and manage assignments and portfolios remotely. They include how the Coronavirus influenced their teaching and the choices they had to make when selecting appropriate technologies and activities for their students.

Date: 3 June 2020

Start and End time: 12:00-13:20 BST

Location: Online webinar via Zoom registration via Eventbrite here:
https://www.eventbrite.com/e/106790880398

Presentation 1: Neil Allison
OneNote – a sustainable tool for student portfolios and more if integrated with MS Teams.

Abstract: Between November 2019 and January 2020 I was searching for an effective portfolio vehicle that was both well integrated with organisation and planning tools and enabled the support university pre-sessional students need as they progress towards more independent learning. In particular, I wanted a vehicle that made one-to-one tutorials more efficient and meaningful. I settled on Microsoft OneNote, which I had personally been using for more than two years without noticing it could be a vehicle for portfolios and tutorials. When Covid-19 forced our courses online I discovered just how much more OneNote offered via a class team on Microsoft Teams.
This presentation will show key functions of OneNote, particularly through its links with outlook, web-browsers, and office lens. I will also show how a class notebook on OneNote can be used for collaborative tasks, document sharing, and a private area shared just between student and teacher to help manage their portfolio and tutorial records.

Presentation 2: Jolanta Hudson
Using MS Teams to facilitate learning with assignment and feedback.

Abstract: Early this year, I introduced Microsoft Teams to my in-sessional EAP class to provide an alternative to Moodle and to complement the course direct teaching activities and synchronous learning. Little did I know that MS Teams and its applications would become essential tools that not only helped me to stay in touch with my students whose classes were cancelled overnight due to the Coronavirus but also enabled me to quickly convert the classroom activities to interactive tasks that could be shared, discussed and managed in one place. As a result, my students could continue their study with minimum disruption and maximum reassurance and support.
In this webinar I will share my experience with using and integrating the technology in my EAP class, show how to create assignments in MS Teams and will explain how using the technology can help teachers manage assignments and provide timely personalised feedback to students and how the applications can engage students and facilitate their learning.