

# MS Teams

[PDF](#)

## **Short summary**

A virtual collaboration space where you can work in different teams, start video calls and/or conversations with each other.

## **Link**

<https://www.microsoft.com/hu-hu/microsoft-teams/log-in>

## **Description**

A collaboration space where you can create common content / entries, work as a team in the class notebook or under the tasks menu. You can start and save meetings. Online teaching is also possible, including screen sharing.

For further online guides please visit:

[https://download.microsoft.com/download/a/5/8/a581b311-00fb-447e-b31a-4c9ddda9dcc5/TeamsforEducation\\_QuickGuide.pdf](https://download.microsoft.com/download/a/5/8/a581b311-00fb-447e-b31a-4c9ddda9dcc5/TeamsforEducation_QuickGuide.pdf)

<https://www.corsham.wilts.sch.uk/attachments/download.asp?file=229&type=pdf>

[https://oit.siu.edu/crc/\\_common/documents/training-files/microsoft-teams-training-guide.pdf](https://oit.siu.edu/crc/_common/documents/training-files/microsoft-teams-training-guide.pdf)

<https://www.nus.edu.sg/cdtl/docs/default-source/professional-development-docs/resources/microsoft-teams-for-teaching-slides.pdf>

## **Advantages**

- free
- suitable for group work/teamwork
- easy-to-use
- several applications can be added (e.g.: questionnaires/polls/votes; Forms or Insights statistics: student activity, assignments, grades)

## **Disadvantages**

- stores saved meetings only for maximum 20 days
- in the free version, maximum 300 people can join a meeting
- the desktop application has more options/functions than the web browser version

### **Usage in teaching/learning**

- scheduled meetings
- screen sharing option
- creating collaborative class notes
- file upload & storage options
- many app options

### **Tutorial video(s)**

<https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

<https://www.youtube.com/watch?v=z6IUiamE3-U>

<https://www.youtube.com/watch?v=OxfukizkyCA>

[https://www.youtube.com/watch?v=\\_nHeFu32aUQ](https://www.youtube.com/watch?v=_nHeFu32aUQ)

<https://www.youtube.com/watch?v=RwMP33N0Usw>

<https://www.youtube.com/watch?v=8KhutF6ktb4>

### **Examples**

<https://docs.microsoft.com/en-us/microsoftteams/teams-channels-overview>

- [Log in](#) or [register](#) to post comments

### **Type of tool**

## **Digital workspace**

## **Digital workspace**

Online 'boards' provide collaboration opportunities for multiple users at the same time. They can be used to share a variety of content in one place: text, image, link, file, document, audio, video, etc.

## **Online communication**

## **Online communication**

The tools listed below facilitate communication during online teaching. Their main features include voice and video calling, messaging, screen sharing and file sharing.

## **Learning environment**

## **Learning environment**

An effective virtual learning environment has both learning management and content management functions. It supports communication, file sharing and can handle student assignments.

Although there are many such platforms, most schools opt for one specific application.

### **Pricing**

Free version available

### **Interface language**

English

Hungarian

Slovenian

**Does it have a built-in repository where we can browse content created by other teachers?**

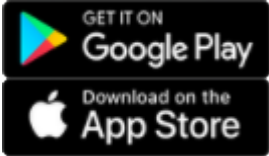
no

## **Does the free version support online cooperation?**

yes

## **Difficulty**

For beginners



## **Author**

Hegedüs Helén