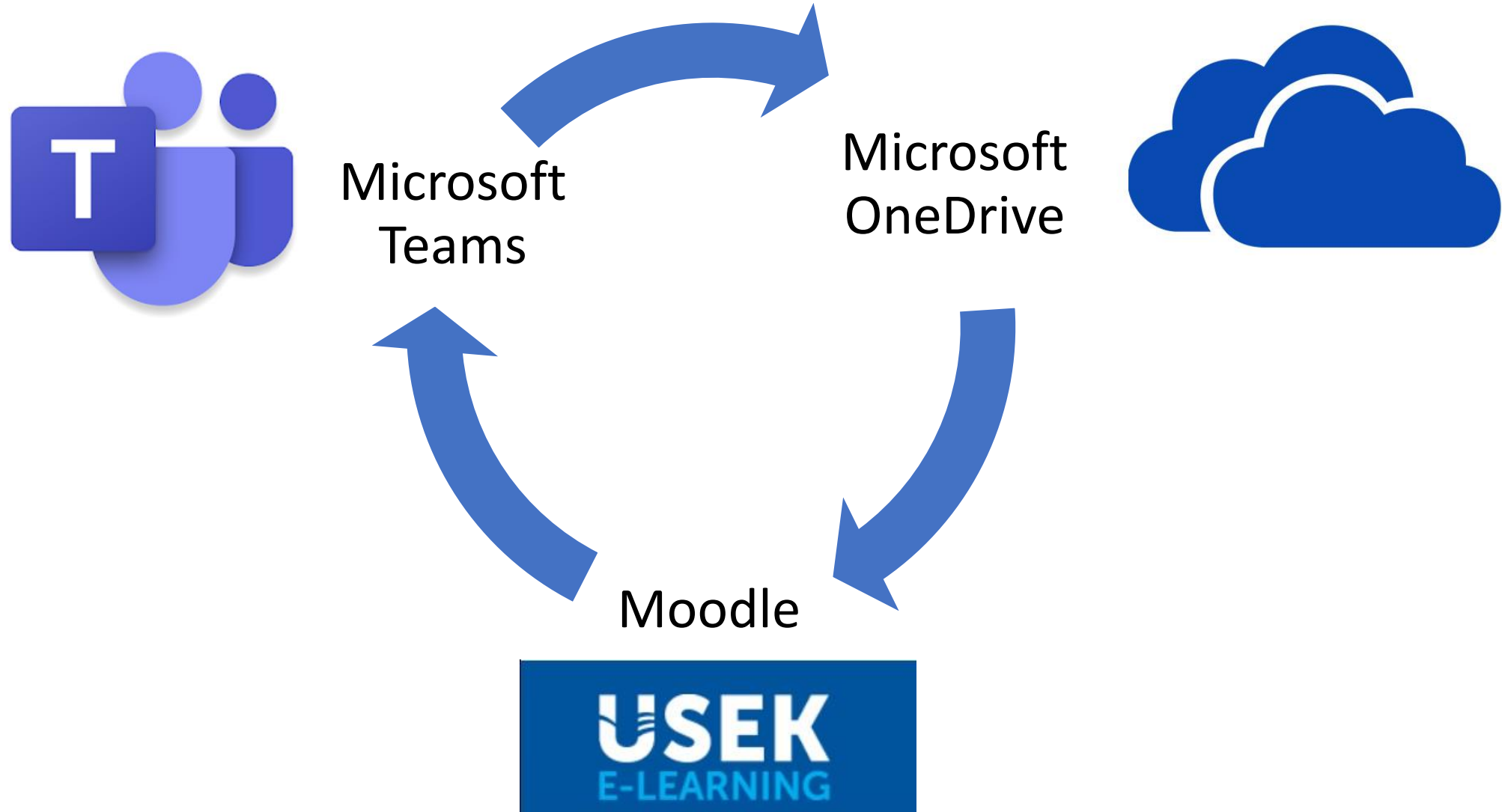


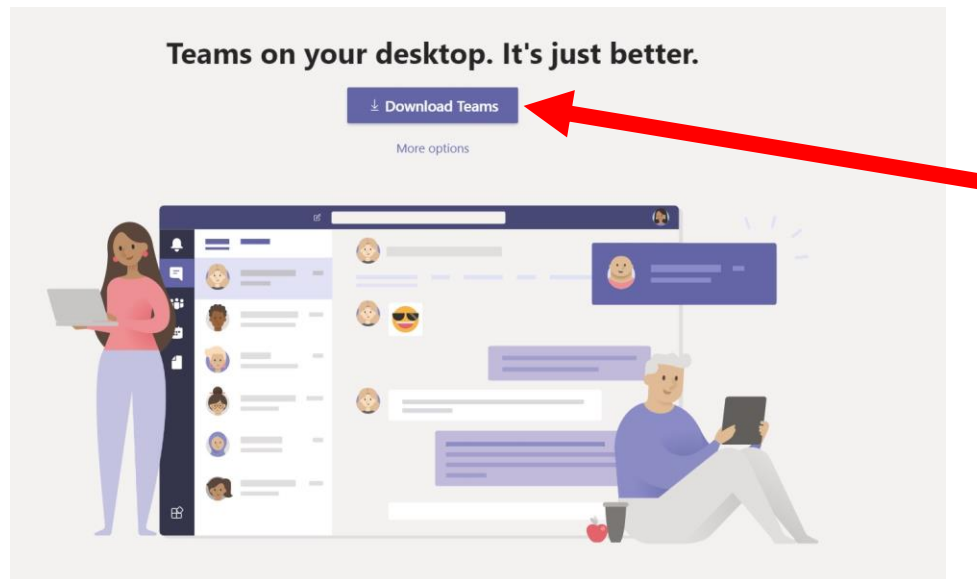
Remote Teaching



I. Microsoft Teams



- Download Microsoft Teams through the following link: <https://teams.microsoft.com/downloads>
- Install Teams
- Sign in using USEK email and password



Enter your work, school, or Microsoft account

jeanabouadily@usek.edu.lb

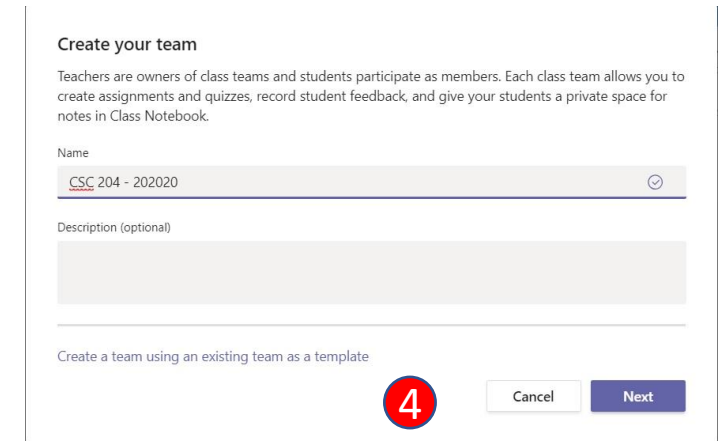
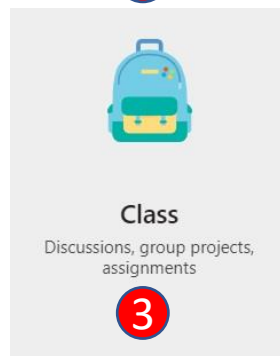
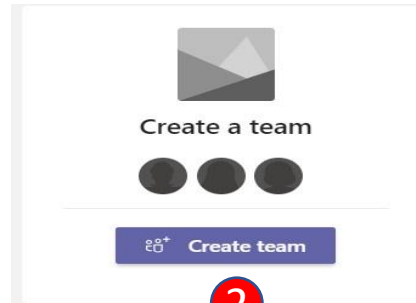
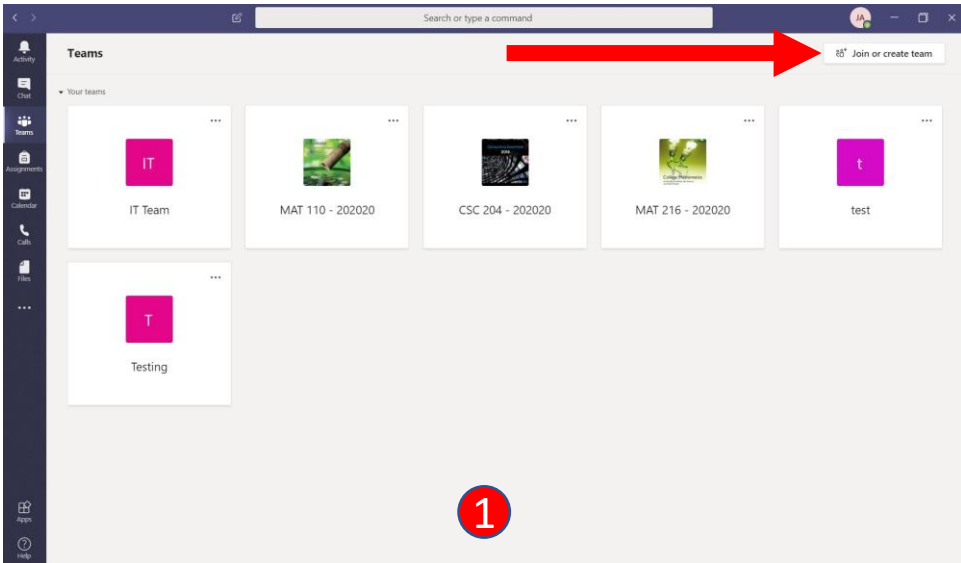
Next

[Learn more](#)

I. Microsoft Teams (Continued)

- Create your teams in order to consider each course as a team:

Join or create team → **Create team** → **Class** → Enter the name of your course → **Next** → Add the students class list (either using USEK email addresses of the students or by starting typing their names)



Add people to "CSC 204 - 202020"

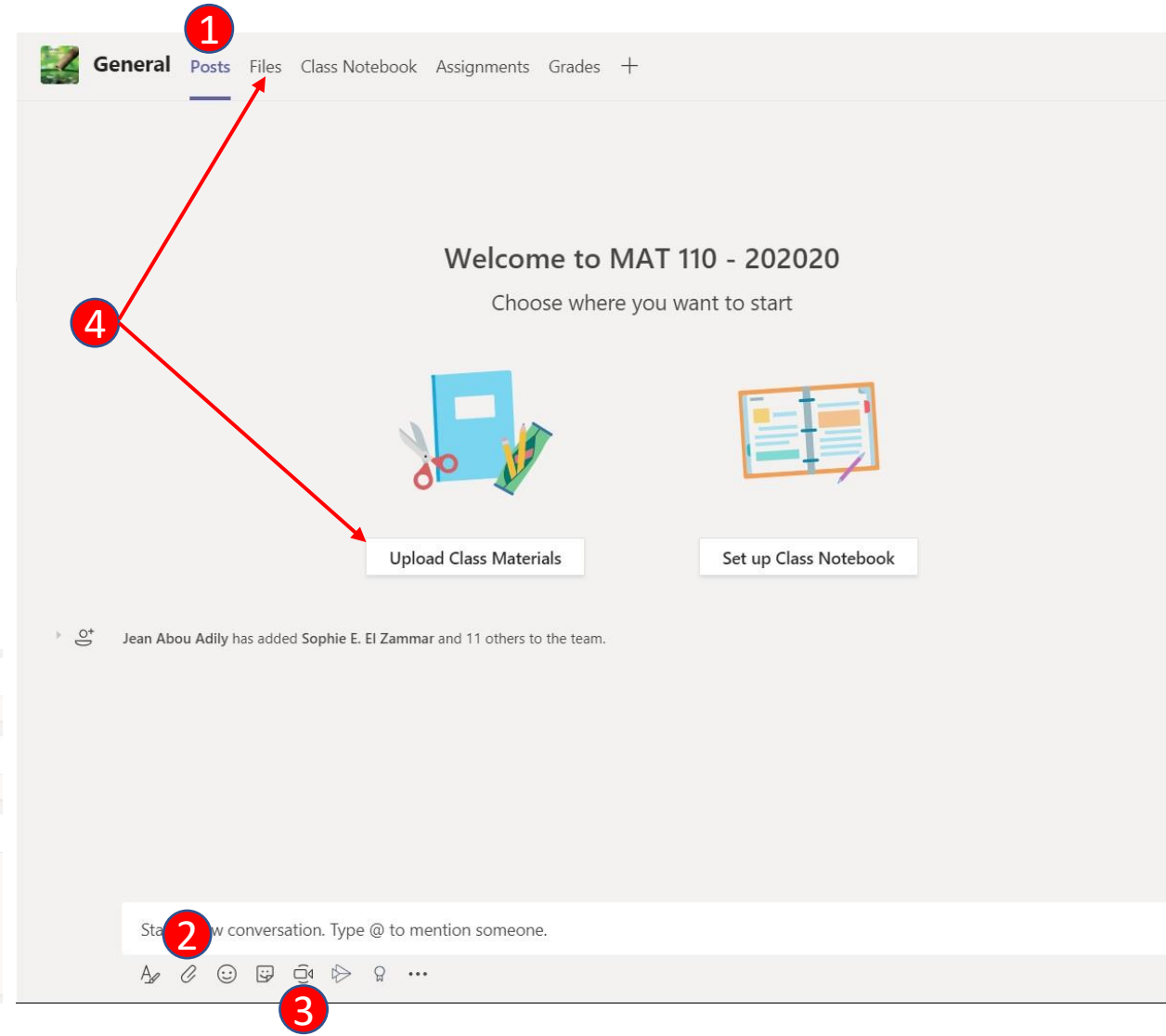
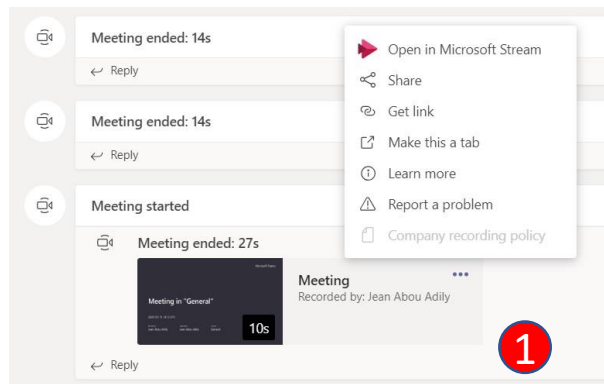
Students Teachers



I. Microsoft Teams (Continued)

- After creating your teams, click on the desired team for using the following features:

1. **Posts**: start a conversation, and here you can find the recorded meetings for playing and sharing the link on E-Learning
2. **Attach**: send an attachment file
3. **Meet now** or **Schedule a meeting**: for audio, video, audio and video conferences
4. Share Files with students (click on **Upload Class Materials** or **Files** in the Toolbar)



I. Microsoft Teams (Continued)

- During the **Meet now**, you can use the following options:
 1. Mute and unmute audio and video for any student
 2. Share your Desktop, any opened window separately or a whiteboard for free hand drawing
 3. Record the conference
 4. **Show meeting notes** for better communication with students
 5. Show Participants to show again the list of students in the meeting

The image displays two screenshots of the Microsoft Teams interface during a 'Meet now' session. The left screenshot shows the 'People' sidebar on the left, with a red circle '1' at the bottom left. The main area shows a grid of sharing options: Desktop, Window, PowerPoint, Browse, and Whiteboard. A red circle '2' is positioned above the sharing options, with red arrows pointing to each of the five categories. The right screenshot shows the meeting controls panel on the right side, with a red circle '4' next to 'Show meeting notes', a red circle '3' next to 'Start recording', and a red circle '5' at the bottom right. The meeting duration is shown as 00:14.

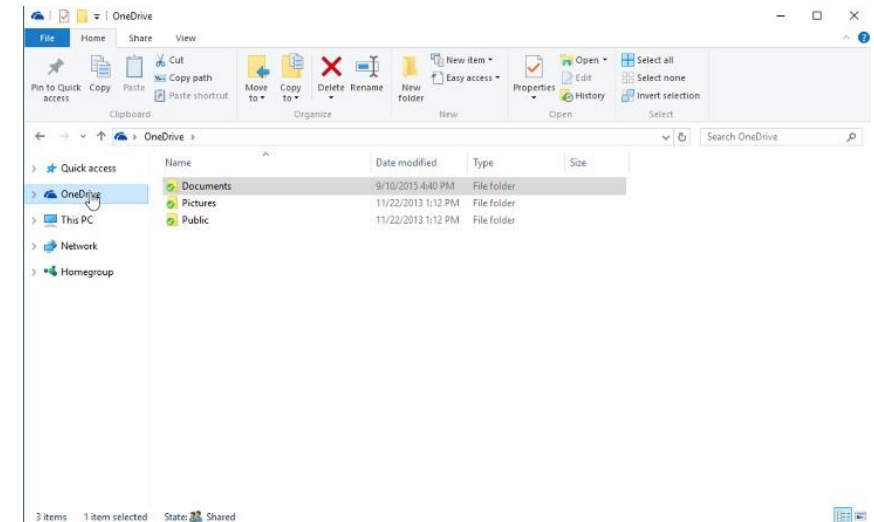
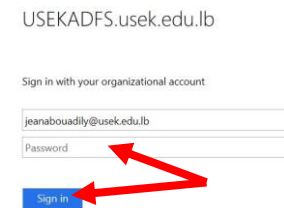
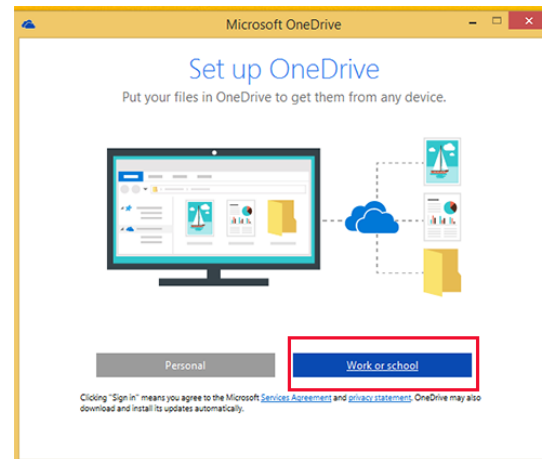
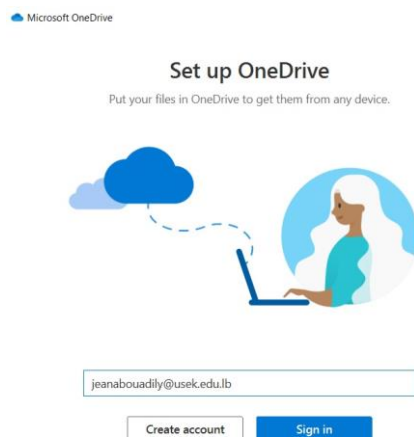
II. OneDrive



- You need OneDrive in case the shared file is larger than supported by E-Learning (> 20 MB)
- If you have Windows 10 on your laptop, then OneDrive is already installed in your system, otherwise, download it through the following link:

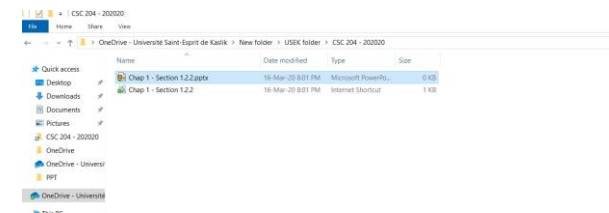
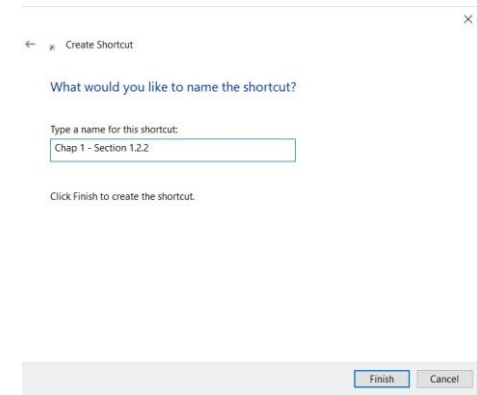
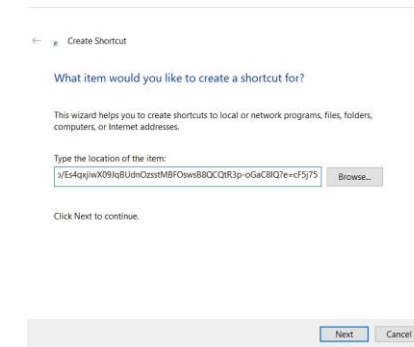
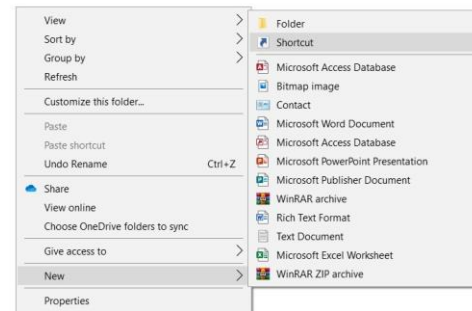
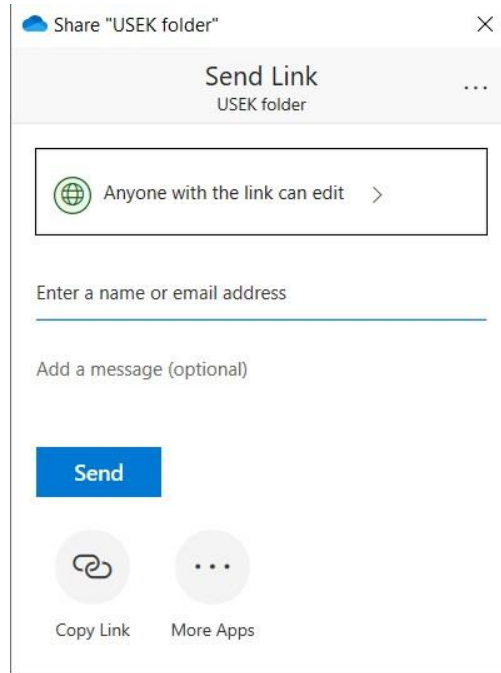
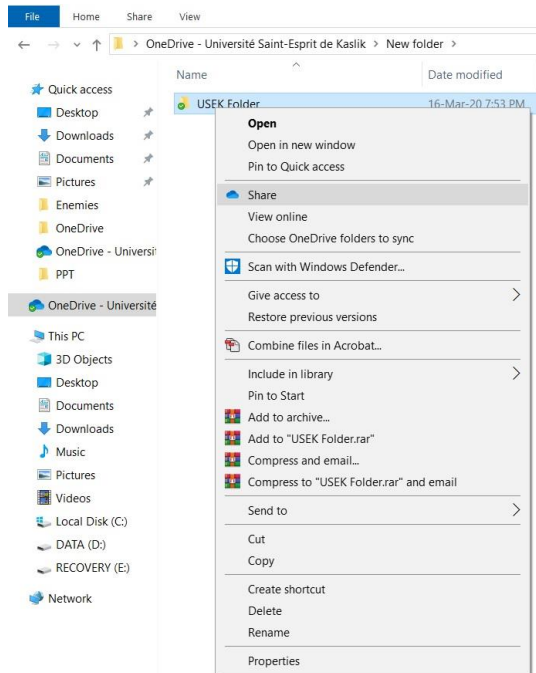
<https://products.office.com/en-us/onedrive/download>

- Install OneDrive
- Sign in using USEK email and password (if prompted: choose **“Work or school”** not **“Personal”**) → **Next** → **Next** → **Open my OneDrive folder**



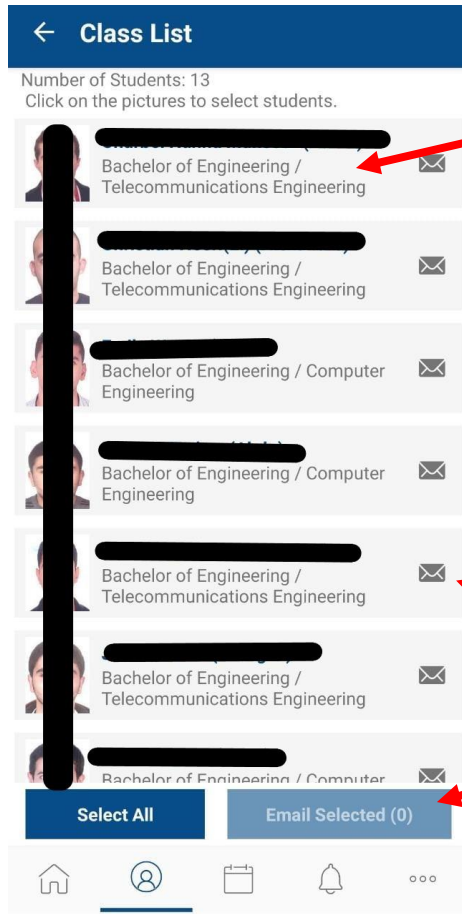
II. OneDrive (Continued)

- Once you opened the OneDrive folder, create your folders and files that you need to share with students
- **Notice** that you can access to your information (OneDrive folder) using any web browser (www.onedrive.com → Sign in using your USEK credentials), OneDrive application on Play Store or App Store
- To share a OneDrive folder or file with your students, you should create a shareable link as following steps: Right click on a file → **Share** → **Copy Link** → Right click on a blank space inside the folder → **New** → **Shortcut** → **Paste** the copied link → **Next** → Rename the shortcut file as required
- Drag and drop this shortcut file into a topic in E-Learning

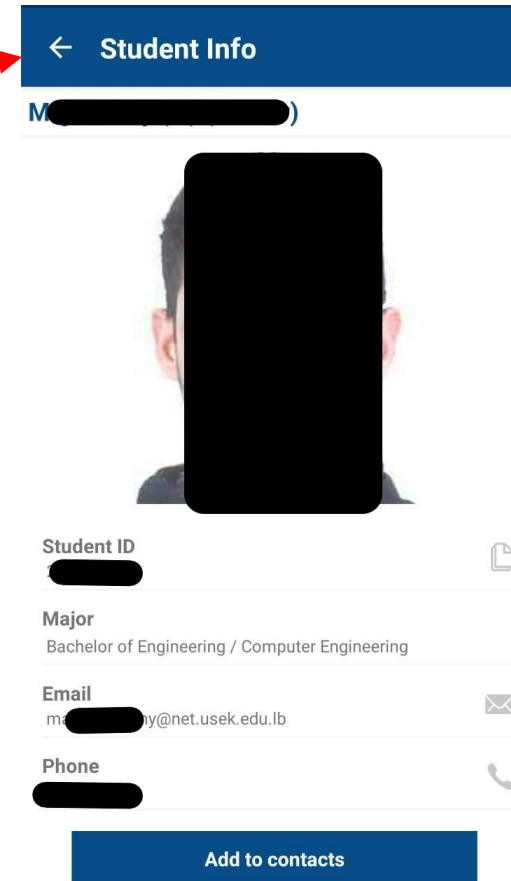


Appendix: USEK Mobile App

- Note that you can get the student's emails and phones from the Class List in the USEK Mobile App:



Click on a student to see his/her info (email, phone, and even automatically add to contacts)



You can send an email to a student or the whole class