



Exploring Microsoft Teams assignment

I. Starting with “Why am I asking you to do this”: Introduction to the assignment

[Why – Message to students about why we are doing this? Verbal introduction to the assignment in live class and recorded introduction to the assignment that accompanies these instructions.]

The purpose of this assignment (you are doing it because...)

1. The purpose is to “try out” Microsoft Teams and allow yourselves to “make mistakes” in order to learn. We all learn new things and we won’t always know the answers; and this is okay. Ambiguity is the new normal in many workplaces so, this assignment provides you a low risk opportunity to try out a platform that is reportedly used by many potential employers and as such, may be of use to you in the future.
2. This platform is free for all students.
3. In 2020, you may be hired into new workplaces and immediately be asked to hop on Zoom, WebEx or MS Teams and we want to arm you to be prepared to be comfortable. This assignment is designed to give you an opportunity to gain experience in using MS Teams with the support of your learning community (peers) and to add to your resume/interview the important skill of having experience in a collaborative team platform.
4. By completing this MS Team assignment, you will demonstrate the ability to collaborate and use flexible decision making. In particular, you will
 - a. Try it out
 - b. Share best practices
 - c. Build on the skills you learn from the team
 - d. “Give away” your expertise/ be a leader

- e. Contribute to a growing learning team (example answer to an interview question e.g. "Please describe a time you exhibited the qualities of a lifelong learner").

II. Assignment details: MS Teams

In preparation to work in "new" unprecedented circumstances in the 21st century, we will need some skills in how to utilize various online platforms to work collaboratively.

MS Teams is one of those platforms.

Learning to work collaboratively in platforms such as MS Teams takes a flexible mindset, patience, emotional intelligence, curiosity, and a certain tenacity for "trial and error." In this assignment, you will have the opportunity to learn how to use MS Teams.

Please see link below to familiarize yourself with this platform; pick a partner (or asked to be assigned one) and create a 3-minute presentation (use any format you like i.e. PowerPoint voice over, mobile phone video). We will be posting on an MS Teams site AND on blackboard (details to be provided).

Detailed steps and grading:

1. Find a partner to work on this project and send your names in an email to the professor with the subject line: **Management Principles Partner request MS Teams assignment**. In the body of the message, include both team members Georgian college email addresses in order to be invited to our MS Team. You will be given a "channel" in the MS Team site.

Due Oct 2 11am **(1 point)**

2. Create a 3-minute video. In your video you will answer the following questions in an **engaging, fun** (and appropriate) way. **Do not forget to introduce your team members showing names and faces please.*
 - i. Introduce MS teams and describe what you learned about it **(1 point)**
 - ii. Describe how it can be used in the business management environment and business student environment **(1 point)**
 - iii. Provide two "quick tips/demonstrations" on "how to" use MS Teams **(1 point)**

Due Oct 9 11am

<https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-us&rs=en-us&ad=us>

3. View and post a comment on videos shared by at least two other teams. **(1 point)**

Other outcomes related to this assignment:

- III. **Student experts from class share their “tips” with the rest of the class**
As part of following classes, teams can support each other and share tips such as how to embed sound, how to use emojis to personalize a presentation, how to use Microsoft Suite Live PowerPoint, etc.

- IV. **Opportunity to utilize Teams for class project moving forward**
Ideally you will feel comfortable using the platform for the upcoming major class project.