

Hosted by: ITS & CTLT.
Topic: Microsoft Teams
Date: Thursday, September 3, 2020
Time: 11:00am to 12:00pm
Collaborate Link: <https://bit.ly/unbc-kaffeeklatsch>

Welcome Everyone

MSTeams: Collaborative tool for small groups- chat, collab workspaces, shared files between team members, available cross platform (Mac, Linux, web browser, PC). Can integrate 3rd party services/apps as long as they meet privacy regulations. Has a video conferencing tool as well for meetings. Everyone has access to the Teams App and can download the software to their computer as well. They will not be able to use it unless they are 'invited' to a Team by a team owner. Staff can search for & see other staff members & chat/videoconference with each other. Students cannot be found/searched for (privacy reasons). Students cannot search for other students.

***If you need a Team created, e-mail IT support and they will help you create the team and add people.

Teams for Classes: avail for classroom purposes. At the very earliest stages of offering this.

OneDrive: similar to dropbox or sync – cloud based file repository. Part of MS365 solution. Everyone gets 1TB allocation of capacity. Extended capacity upon request. Can store non-identifiable non-confidential info or photos (eg. Photo of leaves/trees for a lab). If storing research data – consult IT and Research Ethics.

- Some concerns about accounts from home or other work/school accounts being merged. The accounts are visually distinct but it does not seem possible to prevent the merge in the first place? Some people do not want to see their work while working on personal files.

Apps for Enterprise: will allow installation of Microsoft Office as a local install on desktop on up to 5 devices.

Bookings: allow yourself to be booked for office hours or appointments (eg. Used by course counselors)

- It was pointed out that we have been working on obtaining a CRM with appropriate booking features and we should not be duplicating this work or ending up with two booking systems.
- What is CRM? (Customer/ Constituent Relationship Management) This is a new tool which UNBC is implementing to support the entire student lifecycle, from prospect, to new student to alumni. The CRM will track all interactions with the student so that there is a single point of contact for the student, making it easy to get answers and to ensure that all employees can see what decisions and communications were made by other employees, reducing the amount of confusion for the student. The initial phase will be replacing EZRecruit, a cloud based tool which has a poor security and privacy record. The new tool is called TargetX and it hosted in Canada on Salesforce which currently runs on Amazon AWS (Amazon Web Services). Future phases will increase the number of users of the system.

Student Access to MS365/Office.com: Yes, students have access with their UNBC credentials at office.com

- The online version of Word seems to have less features than the desktop version at present (e.g. less image formatting options, no textboxes, no page breaks, no columns) which makes custom formatting more difficult than the desktop version. Moving images around seems unresponsive and frustrating. It also seems impossible to turn off grammar checking other than unchecking every option?
- The web version has better accessibility options.

Q: Any further MSTEams Instruction coming? Individual instruction is avail. Through the CTLT – not meant to replace the content management system.

Q: Can we store student grades on the OneDrive, prior to putting on Blackboard? As long as you aren't sharing that as your means of communicating grades ... for your own records, absolutely

Q: How do we access the “Bookings” tool? Send an e-mail to IT support and they have to do a bit of work on the user’s mailbox to enable. You can get some more info on Bookings at microsoft.com/en-us/microsoft-365/business/scheduling-and-booking-app

There is an accessibility checker/function for almost every app and feature.

The web-based version of MSWord is not as feature rich as the Desktop version.

The web-based Word/Excel/PPT/OneNote apps are **collaborative** (click on “share” to get a link for others so they can edit documents with you. You can share a link with people outside UNBC to collaborate on the Word/Excel/PPT/OneNote document. You can also restrict to just people in UNBC, or revoke sharing, set an expiration date, etc.

Guides on how to make PowerPoints Accessible <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25?ui=en-us&rs=en-us&ad=>

Guide to make accessible Word documents <https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>

To access MS365 apps, go to office.com

Sign in with your UNBC credentials user name