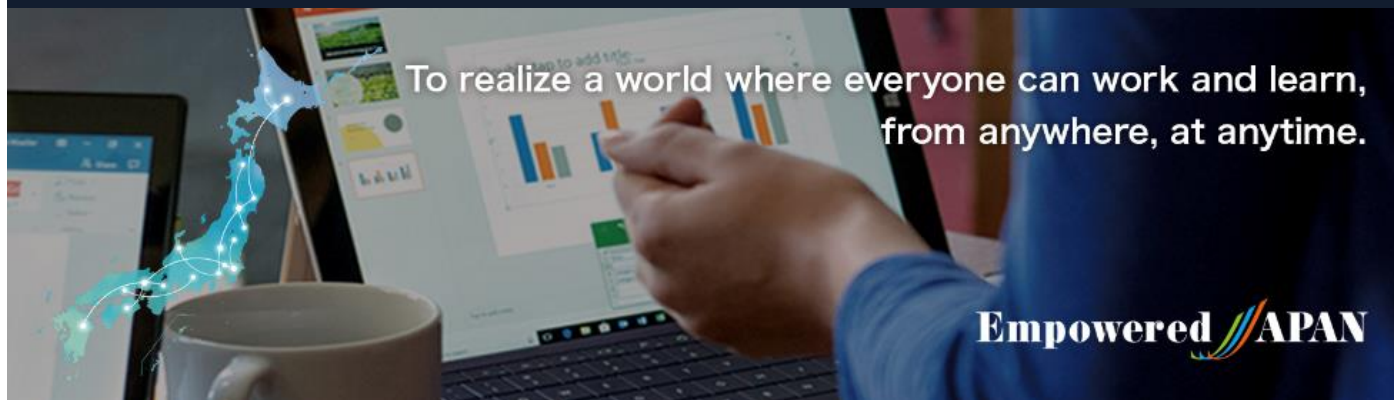


# Empowered JAPAN Webinar Report



Empowered JAPAN Executive Steering Committee was established in 2018, "To realize a world where everyone can work and learn, from anywhere, at anytime." To promote the true value of workstyle innovation including telework, the committee has been coordinating symposiums in both Tokyo and regional cities. And in collaboration with various local governments, Microsoft, and partners, the committee has been serving as an advisor to provide telework training for both corporate and individuals. In response to the spread of infection of corona virus (COVID-19) and the government announcement on February 25, 2020, which included the request to citizens to telework, the steering committee made the decision to launch a series of free webinars starting from March 17, 2020, to provide practical information for individuals and organizations across the nation, to telework and/or practice online education.

**Category :** Contents for government, healthcare, and educational institutions.

**Date :** April, 28, 2020

**Speaker :** Shinya Suzuki

Microsoft Japan Co., Ltd.  
Modern Workplace Group  
Solution Specialist



## How to start Online class with Microsoft Teams

Teams is a service (app) included in Office 365 provided by Microsoft. Teams enables online meetings and file sharing on a computer or smartphone. If you use Teams at school, please think of "classes" when we use the term "meeting." Up to 250 people can simultaneously participate in an online meeting in one virtual room (class). Information can only be viewed by the participating members (teachers and students). If you want to stream large-scale online events such as graduation ceremonies, instead of meetings, use the Teams live events function to enable viewing by up to 10,000 people.

Currently, in order to prevent the spread of COVID-19, many schools are temporarily closed and online classes are being explored. Teams is a tool proposed by Microsoft.

As a solutions specialist for Microsoft Japan, Suzuki supports the introduction and development of online lessons at many schools. In this article, he explains the emergency support contents provided to educational institutions by Microsoft. According to those contents, there are four support measures for online classes using Teams.

"The first measure is to expand the free use of A1 (trial version), which is an Office 365 license for educational institutions," explains Suzuki. Until now, the trial version had restrictions on the number of people and the period of use. However, those restrictions have been relaxed to enable use by 5,000 teachers and 5,000 students for a six-month period. Furthermore, during that period, electronic application from websites has been approved, so it is now possible to use Office 365 without restrictions for the required number of users."

The second support measure is to remotely assist with technical questions in regards to setting up and using Office 365. Until now, support from specialists for introducing Teams was only available to users who had purchased a license. However, such support is now available to users with a trial version license.

The third measure is free loaning of Surface Book 2 (for teachers) and Surface Go (for students).



Mr. Suzuki joined Microsoft Japan in 2000 and was in charge of a wide range of industries as a product solution sales such as Office 365 and Surface. In recent years, he has been involved in education and has been widely supporting the utilization of ICT to universities, boards of education and schools nationwide. In addition to his main business, he is engaged in pro bono activities and is also working on the programming education with NPO engaged in earthquake disaster recovery.

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"Currently, we are receiving many inquiries regarding the notebook computers," says Suzuki. The number of notebooks available for loaning is limited, but please feel free to contact us."

Even if we have access to Teams and devices such as Surface Go, we have no idea regarding how we should start holding online classes... The website Microsoft Education Center has been prepared in response to such educational institutions. On the website, teachers can view training videos and materials for instructors, and can browse a Teams usage guide for holding online classes. This is the fourth support measure.

The latest information on support is summarized on the website Secure Remote Consultation Service. In particular, please see the section entitled "Educational Institution Customers."

Now, let's actually use Teams to conduct an online class. According to Suzuki, you should try holding a lesson once you have learned the minimum items.

"You don't need to learn all of the functions on Teams," says Suzuki. For example, it's fine just to show a blackboard or hold paper teaching materials in front of the camera. While trying out Teams together with your students, you will realize how certain functions can be used in your class. Students will teach each other how to use the tools. It's not necessary for teachers to become IT professionals."

The most common problems on the first day of an online class are basic issues such as not being able to connect to the internet or forgetting the ID/password. By taking thorough action to prevent such problems before starting to use Teams, you will then be able to proceed with classes relatively smoothly. Also, please be careful that students will not inadvertently incur fees due to connecting to the internet via a mobile line.

"I strongly recommend that teachers and students use wired or wireless LAN connections," advises Suzuki.

In addition to the normal class preparation, all a teacher has to do is start Teams, create a team (class), and add members (students). You can also plan classes in advance on the calendar.

On scheduled days, teachers must join the class before students. Turn on the camera and microphone, check participating students, and keep the students muted (microphone turned off).

"By creating channels (topics) under the entire team, you can separate the places for dialogue according to theme. For example, it's a good idea to create a channel named 'Announcements from Teacher' which can be seen by everyone in the class."

Use the chat window to communicate with students. For elementary school students who are not familiar with keyboard operation, it is a good idea to use a question format that can be answered numerically; for example "1" or yes and "2" for no. Additionally, the chat window is also useful when experiencing trouble such as not being able to hear the audio.

"I recommended using the 'Like' button," says Suzuki. For example, assume that you want to ask the following question: 'What are the characteristics of Japanese rivers compared to the world's rivers?' If the teacher creates three threads for chat named 'Long,' 'Short,' and 'Steep,' students can answer by pressing the Like button. Furthermore, the teacher can see which student pushed the Like button. Therefore, you can also use this method to take attendance."

Students are able to join classes with greater ease. First, mute the microphone and then push the join button. Use the pin function to fix the teacher's screen and display it at a large size. After that, simply display that chat window.

"There are several things to consider when conducting an online class," explains Suzuki. "For example, can you secure devices and the network environment for use by students? Are you able to restrict the chat and audio voice call functions? Can you record the class contents? Then, once you have established your basic policy, I recommend that you give it a try." The reality is that you do not have to worry in advance."

According to Suzuki, there is no one "right way" to hold online classes. Instead, the "right way" is any way which feels appropriate to teachers and students. In order to enable continued learning by students, you should start from whatever is possible.

