

## HLC – Hybrid Learning Communities – Course 1

### Exercises in Microsoft Teams

1. Someone from the group writes a short message under "post" to the group. The rest responds to the message.
2. Someone else from the group creates and shares a Word document with the group. Name the document "Introductory exercises" The document is placed under "files."
  1. Everyone from the group must open the document so that everyone from the group can collaborate on the document.
  2. Together in the group, you will write a definition of general knowledge.
  3. Let me (the teacher) know via chat in Teams when you're done. Then I look at your document and comment.
  4. You need to qualify your definition based on my comment (the teacher) and respond to my comment (the teacher) when you're done
3. Video conferencing: Start a video conference with your group. Talk about how to do it. For example, you can do it under "posts" or "Schedule a meeting," which will be scheduled shortly. You must place yourself in different places in the school and start the meeting.
  1. Here you will try out different functions available in the "meeting room" – Raise your hand, chat, record, etc.
  2. When you have tried everything invite me (the teacher) to the meeting.
4. Digital literacy: How should we combine efforts in our team? Symbols and agreements.



- Agree with the group on how you use symbols. Agree with the group on how you show if the group has seen a message.
- Agree in the group on how often you should look at your team.
- Ensures that we understand each other.
- Avoid hurtful comments

Always agree after each meeting (both physics and online)

- Who does what?
- When should it be finished?
- When will you meet again?
- Anything else that needs to be agreed upon?
  - Write down your agreements in a document that you call Team Rules. The document is placed under files.