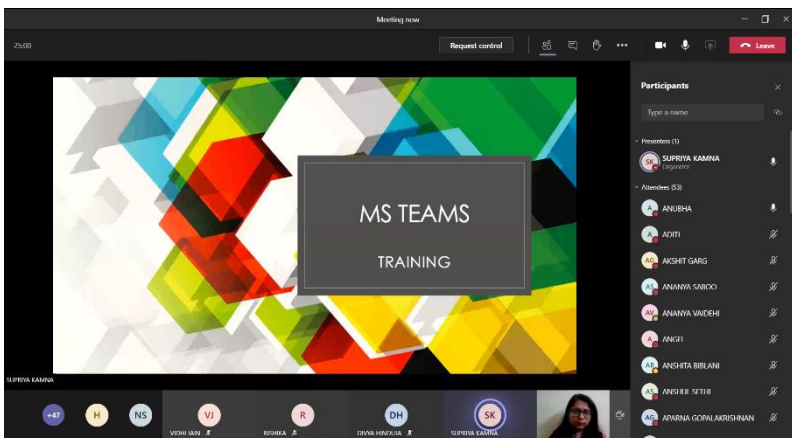


Microsoft Teams and Training for 1st Year Students

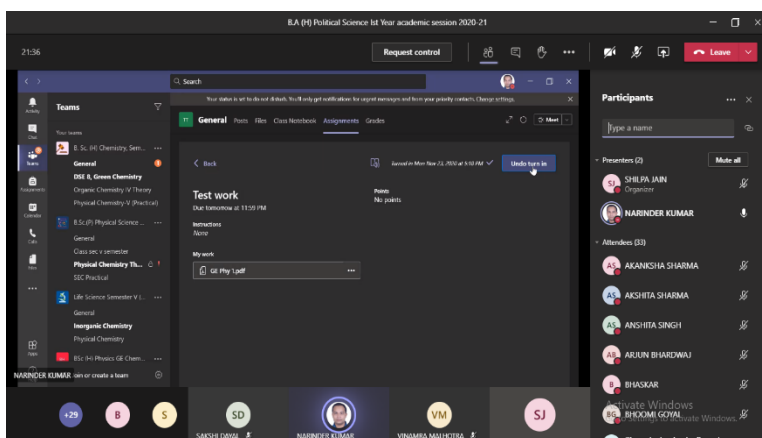
November 23-25, 2020

The e-learning cell organised MS Teams training workshops for newly admitted 1st Year students from November 23-25, 2020. The training intended at making students well versed with features available in Microsoft teams for a smooth transition to online platforms for learning. The training emphasized on the following features:

1. How to download MS Teams app on Laptop /Mobile. Sign in with institutional Team IDs.
2. How to join a Class team using team code given by teachers
3. How to join class Meetings
 - a) From calendar
 - b) From Post section of the team
4. Using the Activity Feed to see notifications
5. How to refer to class notes posted by teachers from File section
6. How to personally communicate with teachers using chat option –audio call, video call screen sharing when having any difficulty
7. How to submit assignments on teams
8. How to make study group, their own teams for class interactions.



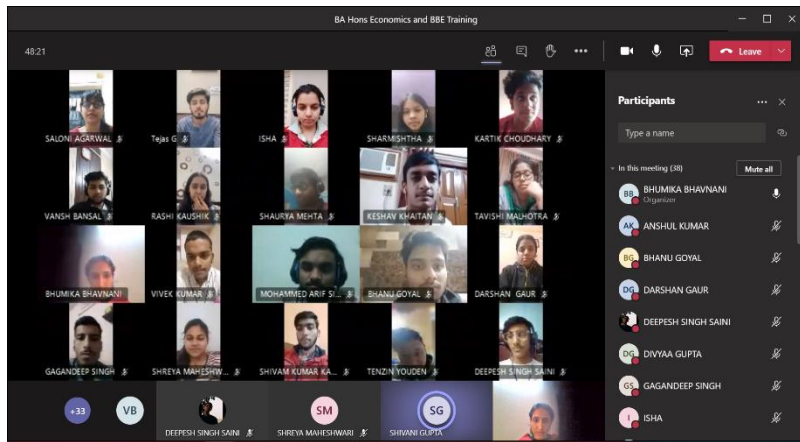
Session by Dr. Anubha and Ms. Supriya Kamna



Session by Dr. Shilpa Jain and Dr. Narinder Kumar

Students were also briefed about SPACE(Shivaji Platform for Academic Connect and Empowerment, an initiative by Shivaji to Connect with students. It includes features through which students can view their internal assessment, notes, connect with faculty and their mentors.

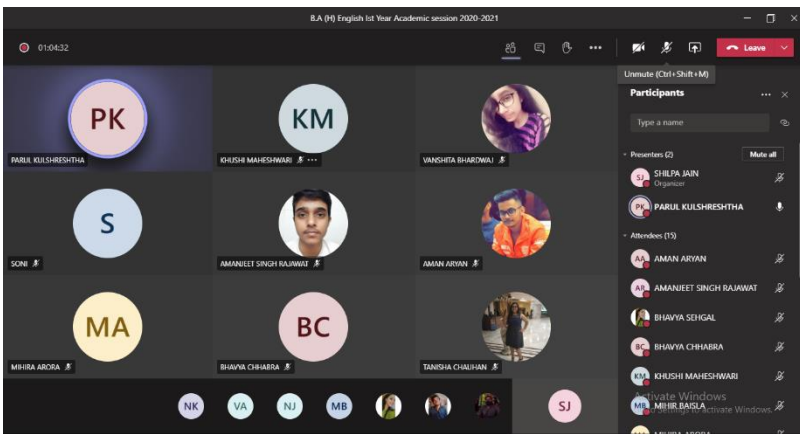
An interactive session was held at the end where students put forth their queries which were addressed and solved.



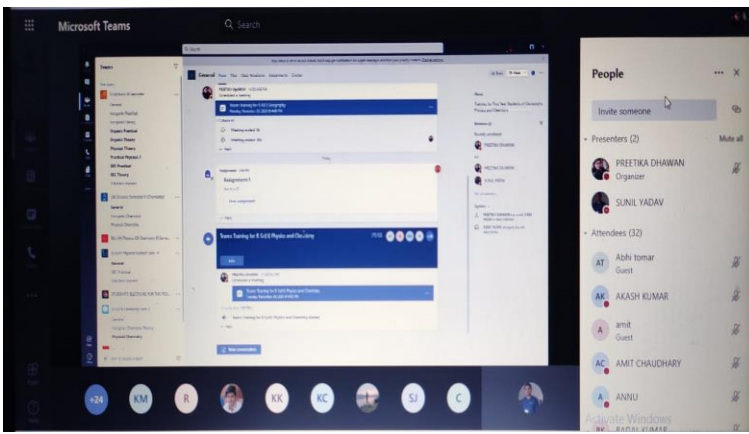
Session by Ms. Shivani Gupta and Ms. Bhumika Bhavnani



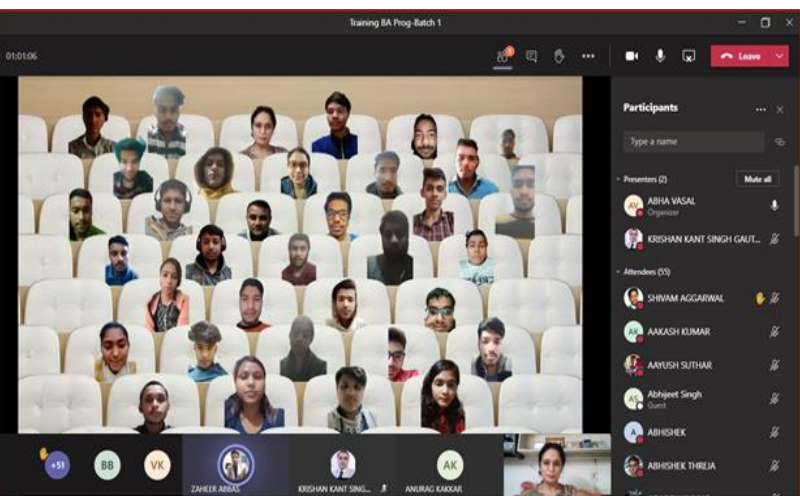
Session by Ms. Shweta and Ms. Manisha



Session by Dr. Parul Kulshreshtha and Dr. Shilpa Jain



Session by Dr. Preetika Dhawan and Dr. Sunil Yadav



Session by Ms. Abha Vasal and Mr. Krishn Kant Singh Gautam



Session by Ms. Yogesh Kumari and Ms. Ritu Meena