Use of Microsoft Teams Software for Online Education

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Abstract: **This study has been undertaken to summarize basic functions and features provided by Microsoft Teams software .Also use of this application for online education by various educational institutes. This paper also provides the basic information of the functions and commands of Microsoft team's application.**

Keywords: **Microsoft software, online lectures, online exams**

1. Introduction

The software of Microsoft teams was founded on March 14, 2017 by Brian Mac Donald in New York. India started using Microsoft Teams from February 6th, 2018. As per our information it was primarily used by corporate fields. But in the period of Covid-19, it is been used by educational institutes as well.

2. Research Methodology

1) Data collected from secondary sources

In crisis of Covid-19, we all got introduced to online education system. At the beginning it was a challenge in front of all the teachers, institutes and students. But as the period passed we got habitual to this online learning. In this period many such applications came into limelight such as Google meet, Zoom, Webex and many more. But most of primary and secondary schools choose Microsoft Teams as a platform for teaching. Microsoft Teams was communicating platform for various international businesses but now it is widely used for E-learning. Microsoft Teams provides workspace video - conferencing as well as group chats. It also consists of file storage. It is available in 45 different languages such as English, Arabic, Dutch, Korean and many more. Most of the people in India use Microsoft Office so Microsoft Teams was very easily acceptable by the people. The application of Microsoft Teams is compatible with operating systems such as Windows, Linux, macOS, iOS, Android and Web. So all the common people and people who use high softwares can easily access to this application. The developers of MS teams have made timely changes for the convenience of the users.

Microsoft Teams provides various features they are:-

1. *Chats:* With the use of this feature the users can communicate with each other with the help of texts and emoji's. Users also have the option of marking a message as urgent or important, these messages show up with a red side.

2. *Teams:* It allows communication and formation of groups or communities. A team can be joined through a specific URL or invitation invitation which is been sent by the administrator or creator of that team. With educational point of view, this feature allows admins and teachers to setup a team of classes of various grades.

3. *Channels*: Within a team, the members are able to set up channels. Channels are basically the topics on which conversation or a project is being made. This feature allows the candidates to communicate without using mails or group SMS. Users can also reply or message by using data images and GIFs. This also allows the users to send private messages to one specific user amongst the group.

4. *Calling:* The most vital feature of Microsoft teams is calling. Calling is provided by video conferencing and also voice over IP (VoIP). It also supports Public Switched Telephone Network (PSTN). The video conferencing and calling is encrypted between the users itself. This provides privacy over personal or business conferencing.

As Microsoft teams provides the above features, many schools have purchased the Teams application. Microsoft teams is a highly used app for online education as it has the features such as the teacher and administrator can pre-create the lecture link for the students the link notifications will be visible to students according to the time entered. It is very easy to enter or join a meeting. Also the teachers can add notes link in the section by which the students can access the notes anytime they need. It also gives an option of adding the question paper or tests for the students. The answers entered by the students are visible to the teachers. Hence they can provide the result accordingly. The result will be visible in the result section after a specific time. Microsoft teams also provides the feature in which the student can give exams during the lecture itself. This function is mostly used by the primary section students as they can immediately clear their doubt with the teachers by turning

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on their mic. Reminders for the lecture can also be set so that the students will get a floating notification of the lecture which is being conducted

3. Conclusion

We all have found out and learned these various online teaching –learning techniques which are successfully implemented. By using this software we have protected ourselves from a huge educational loss.

References

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