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00:00:00,647 --> 00:00:05,647

In this video, I'm going to show you how to use a blank Microsoft Word document within Microsoft Teams as

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00:00:05,647 --> 00:00:09,647

some sort of pseudo online virtual whiteboard.

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00:00:09,647 --> 00:00:15,647

So by the end of the video, you'll know how to create a blank file tab in your Teams channel and also how to

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00:00:15,647 --> 00:00:21,997

post a link to that blank file within the Teams chat.

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00:00:21,997 --> 00:00:27,997

Within Microsoft Teams here, this is my Class Team. I've already created a test channel here in the left hand side.

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00:00:27,997 --> 00:00:34,997

If I click on there this is a brand new blank channel. So, first of all, I'm gonna move to the top the screen.

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00:00:34,997 --> 00:00:39,991

Click on Files, and then click on New,

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00:00:39,991 --> 00:00:46,991

Word document. Now it's recommended that we perhaps give this a descriptive name, so this could be,

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00:00:46,991 --> 00:00:57,991

I don't know, 'Tutorial 1 Week 1' and then we can click Create.

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00:00:57,991 --> 00:01:05,349

And that will then create a new Word document within the file tab of my channel.

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00:01:05,349 --> 00:01:14,349

So the new Word document's on screen now, and with Word online, I can pre-prepare this so I can put, I don't know, maybe a heading in here.

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00:01:14,349 --> 00:01:20,349

Give them some instructions on how to use this, what's expected of them

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00:01:20,349 --> 00:01:24,349

during the live synchronous session, and this will all save as

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00:01:24,349 --> 00:01:38,349

we're doing it. So to share the link with the Team meet, or the online synchronous session, I can click the back button in the top left here.

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00:01:38,349 --> 00:01:46,349

Move over to the Word document here, this is my document I've just created, click the Show actions icon

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00:01:46,349 --> 00:01:52,349

and then click the copy link option. The link will then be displayed.

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00:01:52,349 --> 00:01:59,234

I can copy this. And that's now on the computer clipboard.

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00:01:59,234 --> 00:02:04,234

So I'm now in the 'tutorial one week one' synchronous session, we can see I've got my participant list here.

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00:02:04,234 --> 00:02:05,234

I'm the teacher here,

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00:02:05,234 --> 00:02:15,407

a couple of students here. To post the link to the collaborative space or the blank Word document, if you like, I'm going to click on the Show conversation button.

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00:02:15,407 --> 00:02:22,407

That has slid in the meeting chat to the right there. Put my cursor down here where it says 'type a new message' and on the keyboard

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00:02:22,407 --> 00:02:27,407

I'm going to do a Ctrl+V to paste the link in. It's quite long link

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00:02:27,407 --> 00:02:31,407

so you might want to have this waiting in the wings somewhere.

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00:02:31,407 --> 00:02:39,407

Or maybe if you've got a few links to share with this group that you're expecting to share, you could have them on a Word document somewhere.

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00:02:39,407 --> 00:02:46,407

We hit return on the keyboard and that will then post the link to the chat.

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00:02:46,407 --> 00:02:50,407

So as the instructor or teacher in this space, I can click this link

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00:02:50,407 --> 00:02:58,839

now and that will take me back to my Teams view and display my Word document.

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00:02:58,839 --> 00:03:03,839

Like I mentioned earlier, this could have pre-prepared content in it, headings and things, or it might just be a blank space.

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00:03:03,839 --> 00:03:08,839

And if I'm feeling adventurous, I can drag this to the right hand side of my screen.

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00:03:08,839 --> 00:03:14,839

Tell Windows that I want the tutorial chat or the meet in the left hand side.

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00:03:14,839 --> 00:03:20,839

And then it will scale my screen, and I've got then my live broadcast here

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00:03:20,839 --> 00:03:27,839

where all my students are dialled in, we're talking away. And I've got my blank whiteboard, if you like,

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00:03:27,839 --> 00:03:36,839

which is actually just a Word document within the Team on the right hand side here where all my students can collaborate, contribute, and I can as well.

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00:03:36,839 --> 00:03:38,042

Thank you.