



ONLINE TEACHING

Reminder of The Steps to Follow

1



REQUEST THE CREATION OF YOUR COURSE ON MOODLE

If you do not yet have a Moodle.USJ space dedicated to your teaching unit (UE), contact your institution's [Digital Coordinator](#) to assist you with this step.

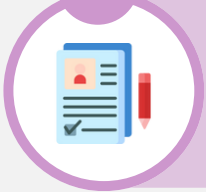
2



CREATE YOUR SPACE ON TEAMS

Log in to [Microsoft Teams](#) with your institutional account and [create a new class](#) called "Class Teams" related to your UE. Name your class using the format "ECTS Code - Title."

3



ENROLL YOUR STUDENTS ON TEAMS

Enroll your students in your "Class Teams" by choosing one of the [three available options](#). You can also [invite guests](#) who do not have a USJ email address to join the class.

4



SCHEDULE YOUR CLASS SESSIONS FROM THE START

[Plan your recurring sessions](#) (weekly, for example) so that you don't have to create a new meeting each time.

5



FOCUS YOUR ACTIVITY ON MOODLE

Given the limitation of our Cloud storage space, use the [Moodle platform](#) for sharing resources, academic activities, and even to insert the link to your sessions.

6



RECORD YOUR OWN EDUCATIONAL CAPSULES

Record your sessions or parts of the course and share them with your students in advance. [Simple solutions are available](#).

EXPLORE THESE FEATURES FOR MORE INTERACTIVE AND ENGAGING SESSIONS

Take advantage of these available features on Teams to enhance your sessions.

7



LIST OF PARTICIPANTS



MICROSOFT WHITEBOARD



LIVE CONTENT



BREAKOUT ROOMS



LIVE POLLS

Master distance teaching: Explore the [guide for online teaching and learning](#) or the [teacher support space on Moodle](#).



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