



SANGAMESHWAR COLLEGE, SOLAPUR

[AUTONOMOUS]

“ FDP on Microsoft Team for Effective Teaching-Learning Process”

Organized By Department of Management and Computer Science

On 20-21 July 2020

Schedule

Date : July 20, 2020

Session	Hosted By	Description	Time
Technical session	Mr.Bukka B. S. Mr. Aradhya G. R.	Mic Testing / Video Testing	10:30 am - 11:00am
Introduction Session	Shri Chaudhary A. S	About the Program	11:00 am - 11:03 am
Opening Remark	Dr. Mrs. S. V. Rajmanya Hon'ble Principal		11:04 am - 11:08 am
Remark by Convener	Mr. Kodam N.B.		11:08 am -11:12 am
Introduction of Resource Persons	Mr. Chaudhary A.S.		11:12 am
Session - I	Mr.Bukka B.S.	1. Microsoft Team Interface 2. Introduction To Calendar Interface 3. How to schedule meeting in Microsoft Team	11.15 am to 12.00 pm

Date: July 21, 2020

Session	Hosted By	Description	Time
Question Answer Session based on Session I	Mr. Bukka B. S. Mr. Aradhye G. R.		11:00 am – 11: 10 am
Session-II	Mr. Bukka B. S. Mr. Aradhye G. R.	1.Introduction to Team Interface. 2.How to Create class/PLC/Staff 3. How to Add Students and Teachers to Team 4.Introduction to Channel 5. How to Add Material to Team 6. How to Schedule Meeting inside the team	11.10 am to 12:10 pm
Question Answer Session	Mr. Bukka B. S. Mr. Aradhye G. R.		12:10 pm - 12:20 pm
Open Discussion Session			12:20 pm - 12:25 pm
Vote of Thanks	Mr. Kodam N.B	.	12:25 pm - 12:30 pm

Note: If any Technical problem, Contact : **1. Mr. Aradhye G. R. (8208625859)**

2. Mr.Bukka. B .S. (9503337227)

Steps to Join

" FDP on Microsoft Team for Effective Teaching-Learning Process "

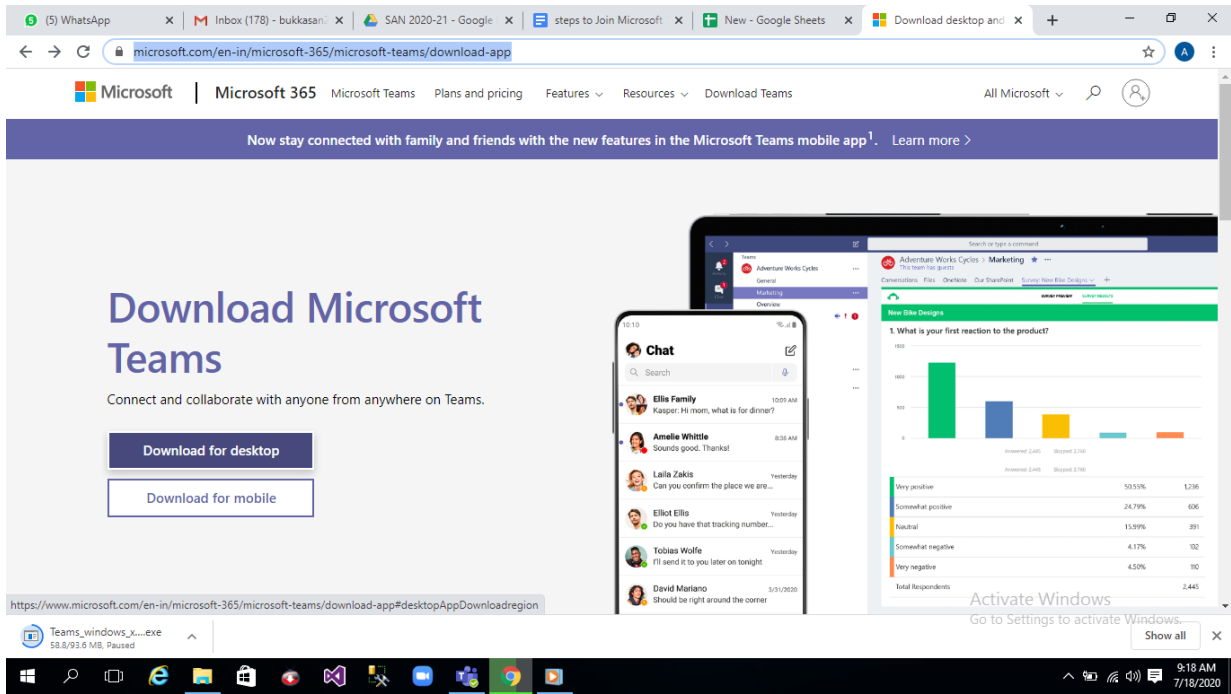
All faculty members please note before joining newly created **"FDP Team"**

- Participants have to use Laptop/ Tab/ Computer instead of mobile.
- On the first day(20th July 2020) of FDP you can join as a guest by clicking on the link provided to you.
- On the second day, the meeting will be called from the FDP Team mentioned below.*
- If you not able to join FDP Team before 21st July 2020 10am , you will not get the information to join FDP on 21st July at 11 am

***Kindly use the following steps to enter into the Team created**

1)To Download Microsoft Team for PC/Laptop, Click On below Link to download (93.7MB)

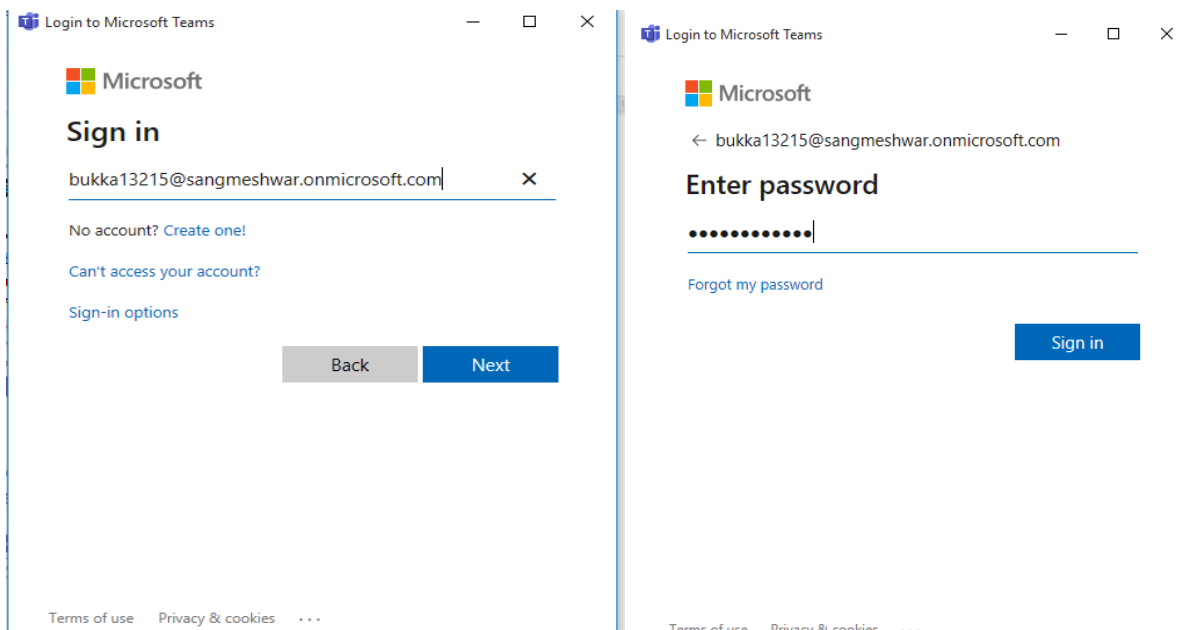
<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app>



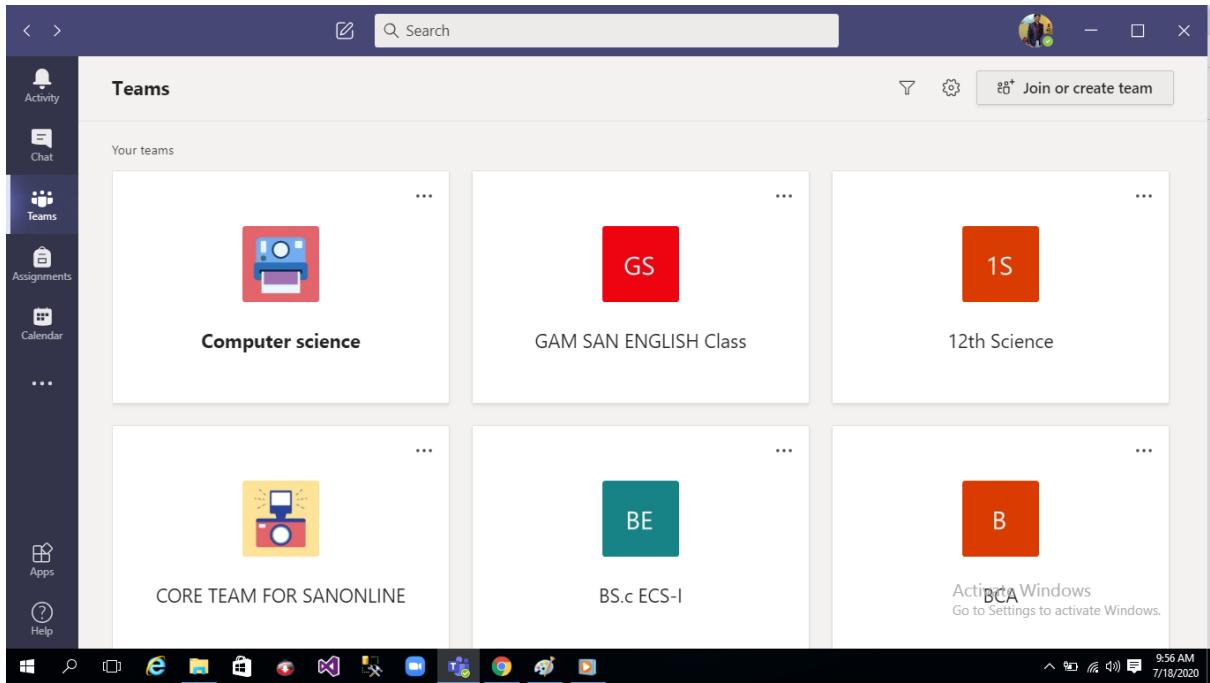
2) After downloading Install It on your PC/Laptop.

3) Login with the ID and Password provided by the College .

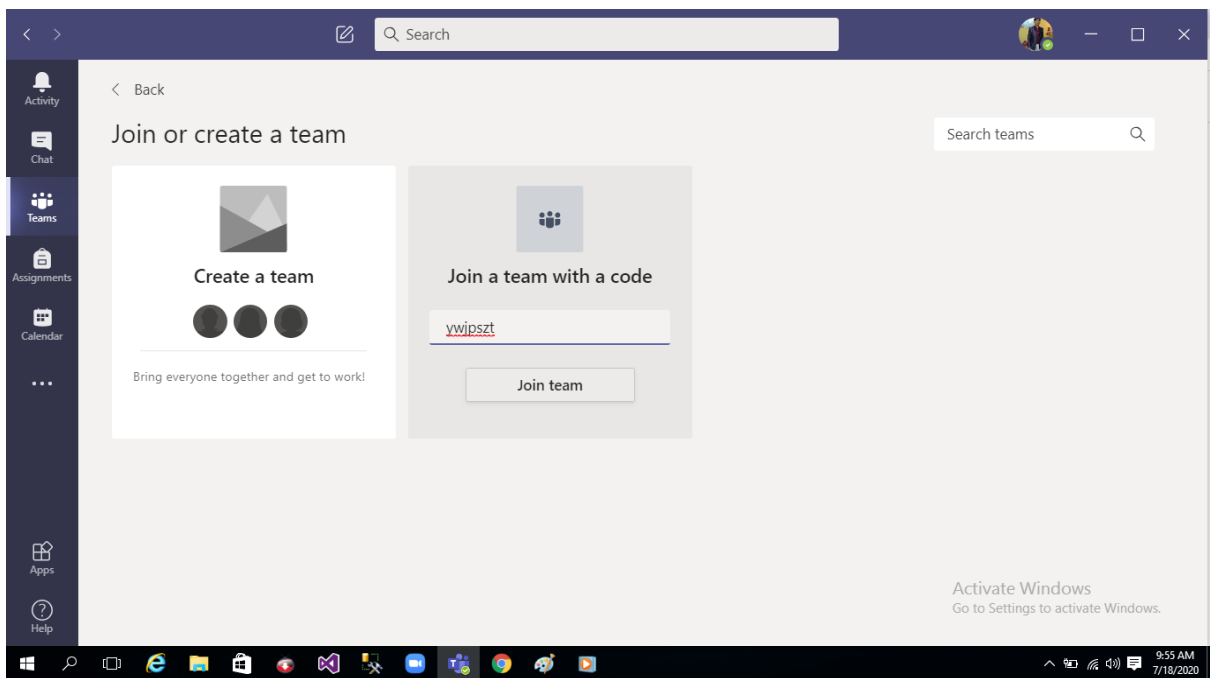
4) After logging in for the first time it will ask you to RESET Password. So you have to set the new password and using that you need to login into Teams.



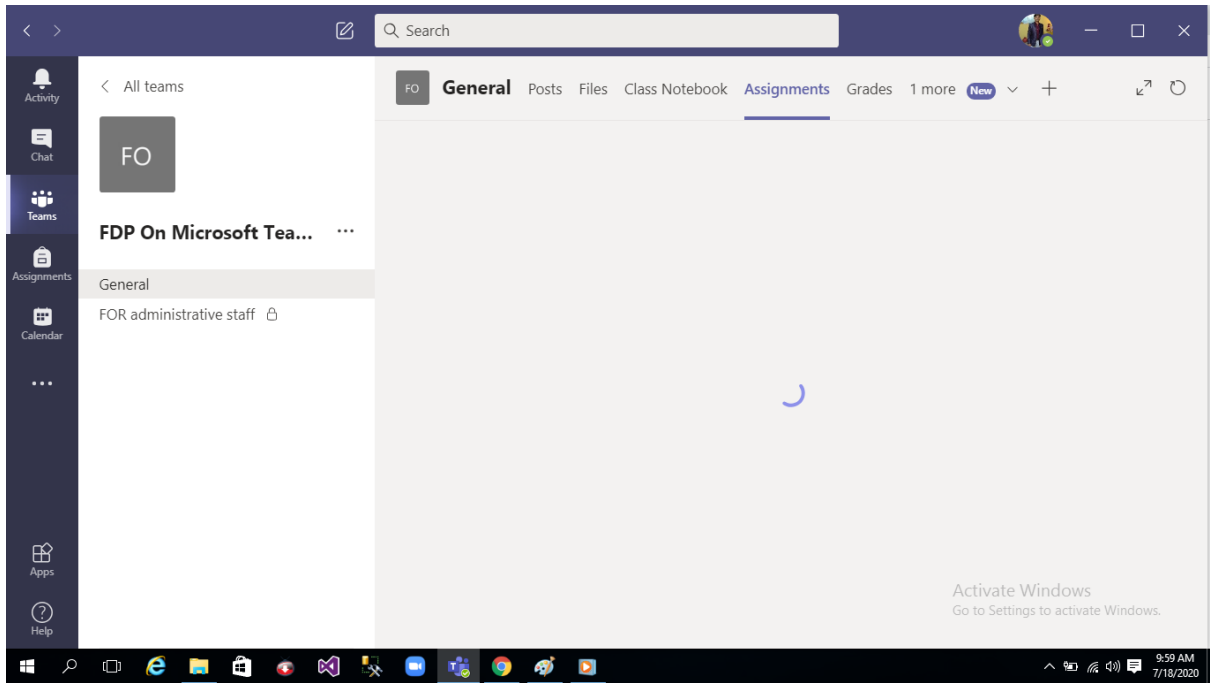
5) Once you login with your new Password, you will land in following Page (Right side top there is option to Join or Create team)



6) Click on Join or Create Team Option. Enter the Code : **ywjpszt** to join FDP on Microsoft Team for effective Teaching Learning Process, specially Created for this FDP



7) Once you enter into the FDP team, you will see the following Page.



8) The Meeting for 21 July 2020 will be called from this team so you will get a Meeting Update in the FDP team itself.

Thank you !!