REGIONAL TRAINING INSTITUTE, JAMMU
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest
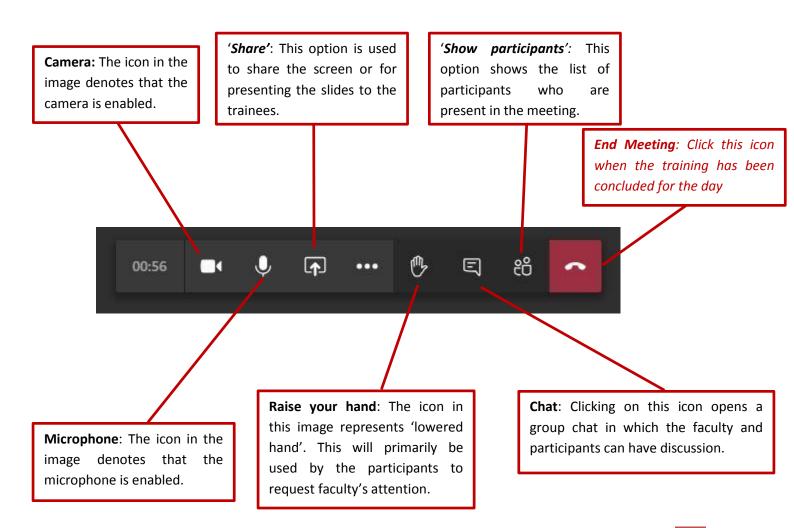
ONLINE TRAINING GUIDE FOR FACULTY

Contents

Using Microsoft Teams for delivering lectures online

Regional Training Institute, Jammu (referred to as 'the Institute' below) shall be conducting online training courses using Microsoft Teams. This document has been prepared to assist the faculty members who are new to delivering lectures online.

Apart from the guidance notes on using Microsoft Teams, this document contains some important points to be taken care of by the faculty so as to ensure the smooth conduct of the online training.

Training in MS Teams shall be conducted in the form of an online '**Meeting'. The Link** for the meeting and the complete schedule shall be provided to the faculty by the Institute. The same link shall also be shared separately with the trainees. The faculty shall join the 'Meeting' as a presenter and interact with the trainees online using audio-visual means.

Description of some important buttons/icons that shall be useful during the online training session:

Camera: The icon in the image denotes that the camera is enabled.

'***Share'***: This option is used to share the screen or for presenting the slides to the trainees.

'***Show participants'***: This option shows the list of participants who are present in the meeting.

End Meeting: *Click this icon when the training has been concluded for the day*

Microphone: The icon in the image denotes that the microphone is enabled.

Raise your hand: The icon in this image represents 'lowered hand'. This will primarily be used by the participants to request faculty's attention.

Chat: Clicking on this icon opens a group chat in which the faculty and participants can have discussion.
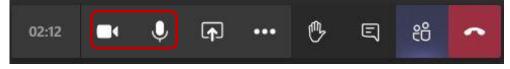
Important points to remember

Faculty may kindly take care of the following points in particular, so as to ensure the smooth conduct of the online training:

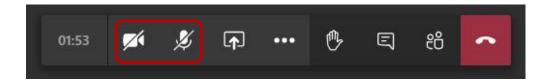### Before the commencement of training:

- Faculty are requested to share the study material (e.g. documents, videos, PowerPoint presentations etc.) with the Institute at least a day in advance. This would enable the Institute to share the same with the trainees so as to give them a preview of the course. It would also facilitate more interaction and participation by the trainees in the online training sessions.
- To ensure good quality of audio and video delivery, lectures should ideally be delivered over a **high-speed internet connection**; and cellular network should be used only in the event that other high-speed connections are not available.
- Faculty should log-in to the MS Teams application **at least 15 minutes** before the start of the training session. This would ensure that any last-minute technical issues can be easily resolved.

During the training

- To the best extent possible, faculty should attempt to simulate an in-person training in a real classroom experience. A brief ice-breaking session involving all the trainees should be conducted before starting the first session of the day so as to encourage greater interaction by trainees during the course. Further, faculty may start each subsequent session with a small synopsis and discussion on the topic that is sought to be covered.
- Faculty are requested to look directly at the camera while speaking so as to help establish a better connection with the trainees in a virtual set up.
- While the training is in progress, the faculty should kindly ensure that her/his **camera and microphone are always turned on.** This is how the interface should look like when the camera and microphone are enabled:

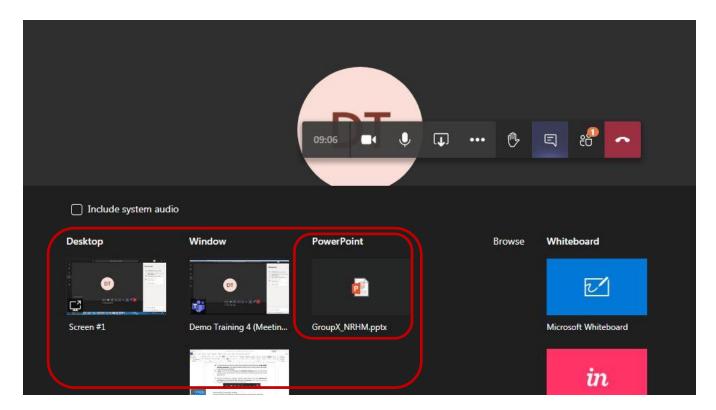- Faculty may turn off the camera and microphone during the breaks.

Presentation sharing during the training

The 'Share' feature in the MS Teams Application should be used by the faculty to present documents and PowerPoint presentations.

The following screen shall appear when the icon highlighted in the above image is clicked. Therein you will have the option to choose from all the active (opened) applications to project/present to the trainees.

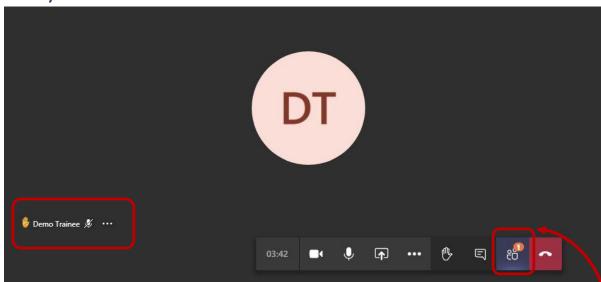If you wish to present a PowerPoint presentation on the screen, please follow the steps outlined below:

    i.   Open the PowerPoint Presentation (PPT) file that you wish to project.
    ii.   Click on the 'Share' button.
    iii.   Now, you will see the PPT file amongst the available options as highlighted in the image above.
    iv.   Select the PPT file.
    v.   The presentation shall now be loaded and available in the MS Teams interface and shall be projected on the participants' screens.

Answering queries of the participants

MS Teams has inbuilt features that allow the participants to request the faculty's attention and to communicate queries without hampering the smooth flow of the session.

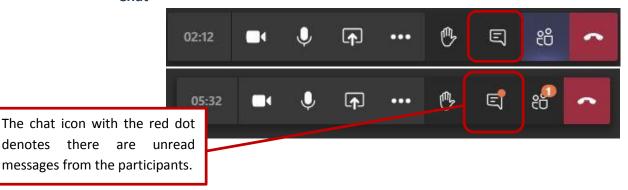Trainees will use the following methods to communicate:

'Raise your hand'

When a participant 'Raises' her/his hand, everyone gets notified on a real-time basis. (See the highlighted areas in the above image) This is similar to raising one's hand to ask a question or make a point in a real classroom/meeting environment.
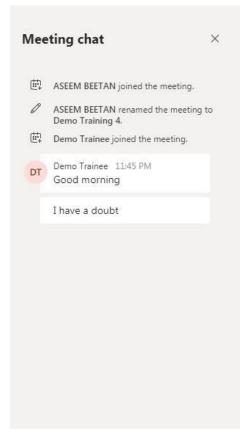
Clicking on the 'Show participants' icon will show the list of participants who have raised hands.

Chat

The chat icon with the red dot denotes there are unread messages from the participants.

While the 'Raised hands' feature informs you that there are queries that are awaiting a response, the Chat feature shall be used by the trainees to communicate those queries. Clicking on the highlighted icon in the above image, opens a chat window on the right hand side of the screen. (As shown on the next page)

Faculty may check the chat window at regular intervals for any queries and respond to the same during the course of their lecture and before proceeding to the next topic or theme.

Leaving the training

Faculty shall end the meeting session by clicking the highlighted button after the conclusion of the last session of the day. If you leave the training inadvertently during the session, you may again join the training using the same link already shared by the Institute.

Note: The training sessions may be recorded so as to build up a repository of lectures for the Knowledge Centre at RTI, Jammu.