

MS Teams Training Schedule, Fall 2025

Below is a list of the initial faculty training sessions on teaching with MS Teams that SPARK is offering for faculty. All sessions will be conducted virtually using Teams.

Session Descriptions

For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.

For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.

Open to All Faculty	
Tuesday, October 14 9:30 AM – 10:30 PM Introductory Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Tuesday, October 14 1:00 PM – 2:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.
Monday, October 16 9:30 AM – 10:30 PM Introductory Meeting Link	For this Introductory session, Faculty will learn

	how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Monday, October 16 1:00 PM – 2:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.
Monday, October 27 11:00 AM –12:00 PM Introductory Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Monday, October 27 3:00 PM – 4:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.

Tuesday, October 28 11:00 AM –12:00 PM Introductory Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Tuesday, October 28 3:00 PM – 4:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.
Monday, November 3 11:00 AM –12:00 PM Introductory Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Monday, November 3 1:00 PM – 2:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording,

	transcription, and using the Whiteboard.
Tuesday, November 4 11:00 AM – 12:00 PM Introductory Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Tuesday, November 4 1:00 PM – 2:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.
The following sessions are Faculty specific; however, you are welcome to attend any of these sessions based on your convenience and availability.	
CAPS (Continuing and Professional Studies)	
Tuesday, October 14 3:00 PM – 4:00 PM Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and

	meeting tools, which include recording sessions and screen sharing. (Intermediate options can be added.)
FAAD (Faculty of Architecture, Art and Design)	
Monday, October 16 3:00 PM – 4:00 PM Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing. (Intermediate options can be added.)
FAST (Faculty of Applied Science and Technology)	
Monday, October 27 1:00 PM – 2:00 PM Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing. (Intermediate options can be added.)
PSB (Pilon School of Business)	
Tuesday, October 28 1:00 PM – 2:00 PM Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize

	content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing. (Intermediate options can be added.)
FHASS (Faculty of Health and Applied Social Sciences)	
Monday, November 3 3:00 PM – 4:00 PM Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing. (Intermediate options can be added.)
FAHCS (Faculty of Applied Health and Community Studies)	
Tuesday, November 4 3:00 PM – 4:00 PM Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing. (Intermediate options can be added.)
Drop-ins for Follow-up	
All sessions are open to all faculty and will be conducted virtually using Teams.	

Monday, October 13 Session 1: 11:00 AM - 12:00 PM Meeting Link	
Tuesday, October 14 Session 2: 11:00 AM - 12:00 PM Meeting Link	
Monday, October 27 Session 3: 9:30 AM – 10:30 PM Meeting Link	
Tuesday, October 28 Session 4: 9:30 AM – 10:30 PM Meeting Link	
Drop-ins for Follow-up During Break week	
All sessions are open to all faculty and will be conducted virtually using Teams.	
Monday, October 20	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Session 1: 11:00 AM - 12:00 PM Introductory Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.
Session 2: 1:00 PM - 2:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing

	channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.
Session 3: 3:00 PM - 4:00 PM Intermediate Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Tuesday, October 21	
Session 4: 11:00 AM - 12:00 PM Introductory Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Session 5: 1:00 PM - 2:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.

Session 6: 3:00 PM - 4:00 PM Introductory Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Thursday, October 23	
Session 7: 11:00 AM - 12:00 PM Introductory Meeting Link	For this Introductory session, Faculty will learn how to navigate the Teams environment, organize content, communicate with students, and manage virtual or in-person meetings through the following Teams features: class dashboards, chat and messaging, team channels, file sharing, and meeting tools, which include recording sessions and screen sharing.
Session 8: 1:00 PM - 2:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.
Session 9: 3:00 PM - 4:00 PM Intermediate Meeting Link	For the Intermediate session, you will collaborate and communicate more efficiently in the Teams environment with the following topics: advanced chat functions, creating and customizing channels, co-authoring documents, and integrate

	tools like OneNote and Planner. The session also covers key meeting features such as recording, transcription, and using the Whiteboard.