

Microsoft Teams Summary User Guide and Protocol for Assignments and Submissions

Given the current shift to online classroom, we recognize the stress that can arise from simply adapting to online interface, let alone learning new digital platforms. The following serves to clarify where assignments are to be posted and the purpose of each channel.

Some basic MS Teams vocabulary (as it relates to our course)

Team:

Currently, our team is made up of every student in the course, the Teaching Assistant, and the Professor. Within a team you can create a channel, posts within channels, and use mentions, or chat privately with Team members.

Channel(s):

Channels are simple tabs that we use to divide conversations by topic so a specific section isn't over-run by conversations that really belong in other places. For example, you would not post a reading response in the 'General' or 'Resources' channel. Post all reading responses in their respective week channel. Below, we list all the channels and what you should use them for.

Mentions:

Mentions are generally used to call attention to a specific message. They are not to be used frivolously, but we should use them to call attention to specific matter or if input is requested on a message, document, or course component. You can mention individuals or the whole class using @TheEnergyVulnerabilityLab

Defining our channels

Artifact Links:

This channel is where you will post links to Artifacts that you have uploaded to housingenergy.info. Please make sure that you add a link to ALL Artifacts that you create. We add these to an Excel spreadsheet that we use to keep track of all data.

General:

The General channel is where either the Teaching Assistant or the Instructor will post class documents, such as the Class Syllabus, IRB Protocols, general Class Guidelines (such as the one you are reading now), and any other documents necessary for conducting project research.

Resources:

The Resources channel is where we will post helpful links for research specifically.

Social Media Data:

The Social Media Data channel is exclusively dedicated to information and data collected from social media (I.e. Twitter) as it related to the current pandemic and the way in which energy companies have helped (or not) their customers with utility bills' expenses.

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Water Cooler:

Use this channel to post any questions you have about the class.

Weekly Channels (I.e. Week 1, 2, etc.):

The Weekly channels are designed to facilitate students' class participation. Assigned readings will be found in the Weekly channels and students should post their Reading Responses here. It is in these channels that conversations about the readings and reading responses are to be made and kept, much like Discussion Board Threads in BB Learn. A large part of your Class Participation grade for the week will come from interactions made in these channels.

Assignment Submissions and their respective locations

Following, given the much-expressed confusion during our first-class meeting, is a directive of where and when assignments are to be submitted.

Reading Responses:

Reading Responses are to be posted in the MS teams by Tuesdays at 2pm ET in their respective Weekly Channels. This will allow for both the Instructor and the Teaching Assistant to see questions and thoughts on the readings prior to the beginning of class that week. It is also a chance for students to how course companions are thinking about the readings and can allow students to come prepared to discuss.

Artifacts:

To be uploaded to housingenergy.info by 11pm ET Fridays and have the link of the Artifact posted in Artifact Links channel after upload is complete. *Remember to follow PECE User Guide and the Tagging Protocol when uploading artifacts, shared with you on the General Channel.*

N.B. Should any issues arise, any obstacles to submitting assignments on time, please don't hesitate to contact the Instructor or the Teaching Assistant. We understand the current situation is not optimal and will try to best address your needs.