



Top 10 Mistakes to Avoid in Microsoft Teams

- ❖ Avoid working in areas with visual distractions or noise when possible. If not possible, you may benefit from using the Teams backgrounds to blur or block your surroundings.
- ❖ Avoid storing grades and assignment marks on teams, instead use blackboard.
- ❖ Do not use a low-quality microphone or webcam, you may experience feedback and it will be difficult for students to understand what you are saying.
- ❖ Limit your use of a webcam if you experience connectivity issues or have a slower internet connection (speeds below 25 Mbps).
- ❖ Try to keep your microphone off when not in use to avoid unnecessary background noise.
- ❖ Try not to forget to notify your students in advance of scheduled meetings, classes, office hours, or lab times.
- ❖ Do not forget to record the lecture before starting the presentation for students who experience technical difficulties or are in different time zones.
- ❖ If you have a conversation with a student, do not take it up in the general chat because the rest of the participants will be able to view it. Use a private message instead to maintain privacy and organization.
- ❖ Avoid giving students organizer/owner privileges as they will have control over the class.
- ❖ Do not create one team for all your classes, instead, have a different team for each class to avoid confusion.