

Researgence Portal



SOP for Use of Microsoft Teams (LMS)

MGM Medical College & Hospital, Aurangabad

Constituent College of

MGM Institute of Health Sciences

(Deemed to be University Under Section 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC



April - May 2021



MAHATMA
GANDHI MISSIO...



Recycle Bin



Sondre...



Click here to open the
Microsoft teams app



9:40 AM
11-May-2021



Sign in

Email, phone, or Skype

[No account? Create one!](#)

Next

1. Type User name & enter

2. After that type your password & enter

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

Teams

Join or create team

Your teams

Hidden teams

Click here to open the calendar

To schedule lecture or to start lecture

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

Calendar

Meet now + New meeting

Today < > May 2021 Work week

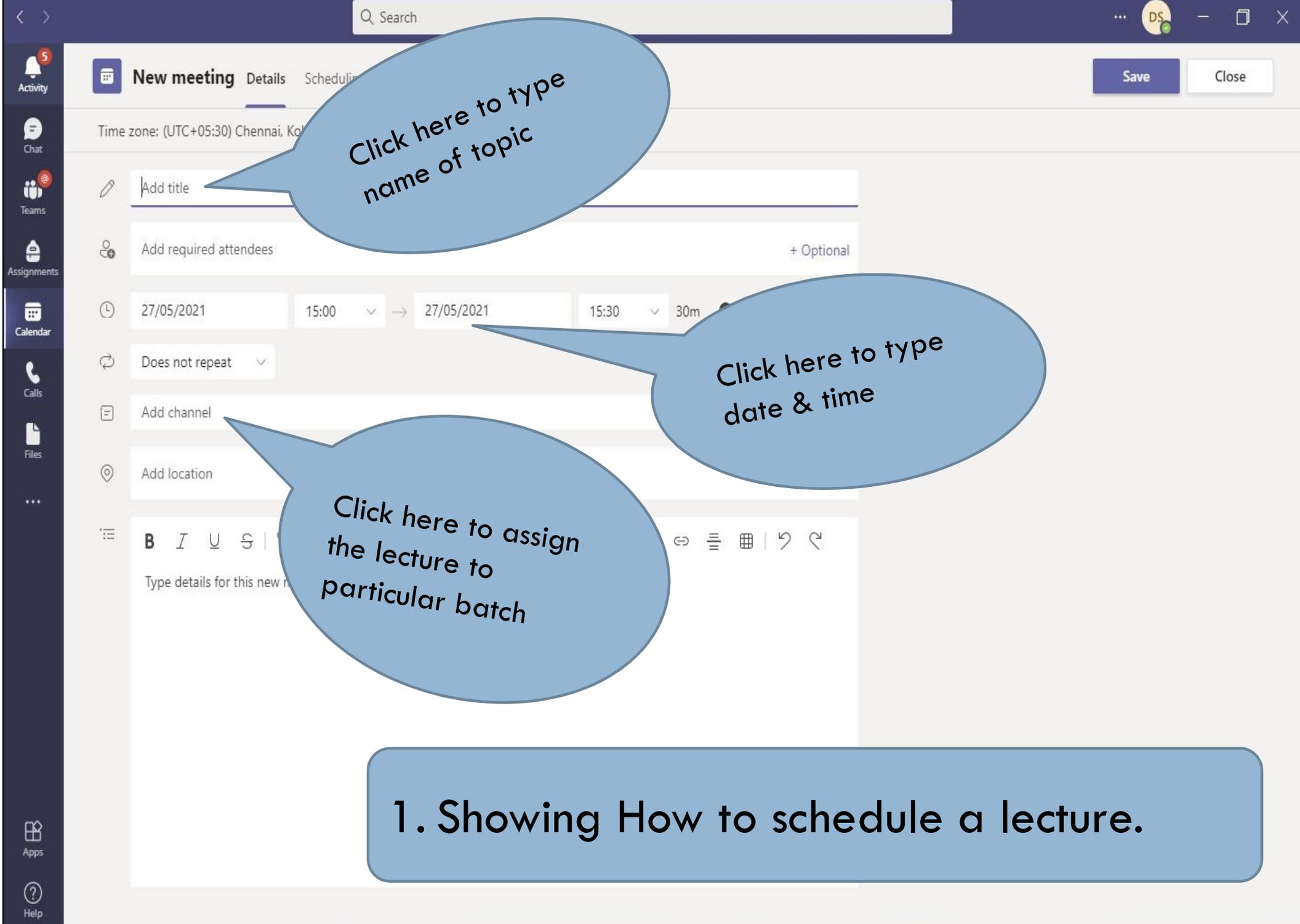
	24 Monday	25 Tuesday	26 Wednesday	27 Thursday	28 Friday
16					
17					
18					
19					
20					
21					
22					
23					

This indicates the date (also day)

Click here to schedule lecture

Note: Please click on date & time on which you want to schedule the lecture

This indicates the time (24 hr clock)



Click here to type name of topic

Click here to type date & time

Click here to assign the lecture to particular batch

1. Showing How to schedule a lecture.

- Activity
- Chat
- Teams
- Assignments
- Calendar**
- Calls
- Files
- ...
- Apps
- Help

Calendar

Today < > May 2021 - June 2021

31 Monday	01 Tuesday	02 Wednesday
<p>Applied anatomy and physiology . History taking in neurology Dr.Anand Soni</p>	<p>Streptococcal Infections Acute Rheumatic Fever. Dr.Mohd.Saeed Siddiqui</p>	<p>Partogram & monitoring & M/n of labour, Dr.Swati Shiradkar</p>

My calendar

Partogram & monitoring & M/n of labour, pain relief, principle of induction of labour & Dystocia by power passage.

02 June 2021 14:00 - 14:30

Join **Edit**

<https://teams.microsoft.com/l/meetup-join...>

PPS 3rd SEM(III)-2019-20 Batch Phase-2 >

+ New meeting

Work week

Right Click here to see join button

Click on join button to start meeting/Lecture

Choose your video and audio options

click to start your video
(Also you can select virtual
background)


Your camera is turned off

   Background filters 

 **Computer audio**
Use your default mic and speaker.

 **Phone audio**
You don't have access to dial-in information for this meeting.

 **Room audio**
Use the meeting room's audio system.

 **Don't use audio**
We'll mute your device when you join.

Click here to start
your audio

Cancel

Join now

Click here to start
meeting



Search for anything



Address



14:39
27/05/2021



00:10



Click here to see the participants list

Click here to see Recording button

Handwritten notes on a whiteboard, including the word 'Partogram'.

02:05



You're recording You are recording this meeting. Make sure to let everyone know that they are being recorded. [Privacy policy](#)

Click here to see the recording option

Click here to start & stop recording

- Device settings
- Meeting options
- Meeting notes
- Meeting info
- Gallery ✓
- Large gallery (Preview)
- Together mode
- Focus
- Full screen
- Apply background effects
- Turn on live captions
- Stop recording
- Dial pad
- Turn off incoming video

Stop recording

1. Showing How to Start recording of lecture.
2. Please start recording of lecture at the beginning.
3. Please stop recording at the end of lecture before end of meeting

04:36:37



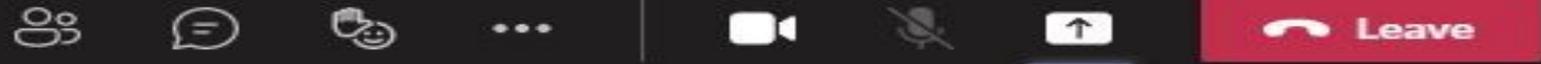
Leave

Click here to start sharing your PPT, PDF and video clip

AC

Akshata Chaudhari





Share content

Include computer sound

Screen



Window (8)



 **Microsoft Whiteboard**
Collaborate on a whiteboard

PowerPoint Live
See your notes, slides, and audience while you present

 **Presentation1**

 **Presentation**

 **Browse OneDrive**

 **Browse my computer**

 **Freehand by InVision**

Click here to start sharing your PPT, PDF and video clip

Click on the icon which you want to share to participants
Note: Here I am selecting the PPT



< Window

Include computer sound

-  Fever in Children fever witho...
-  Calendar | Microsoft Teams
-  Microsoft PowerPoint - [How ...
-  How to Start Lecture
-  Inbox (2,869) - dyr@mghmc...
-  Dept Wise Publication_Final S...



You can see presenting means PPT is shared and is visible to all participants

Click here to stop sharing your PPT or video etc.

12

13

14

15

Instructions

- ️ Easily subscribe your browser or least 2 - 3 days before subscription
- ️ Please record every meeting
- ️ Kindly download the app
- ️ Kindly end your meeting (Don't click on leave button)

Click to add notes

Where's your shared window? X

Sharing is paused until you return to the shared window.

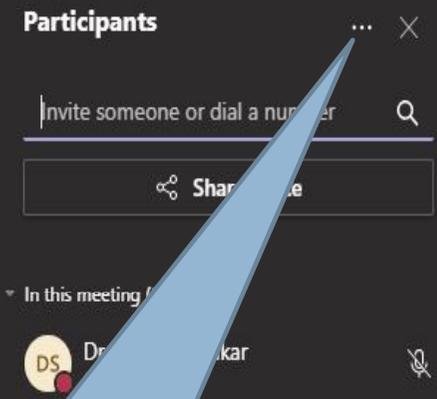
📺 🔊 🗑️ 📞

02:26



Click here to see the participants list

Click on these 3 dots & then click on download attendance sheet



1. Showing How to download the attendance sheet
2. Please download the attendance sheet at the end (Before ending the meeting)

03:13



Participants



Leave

Leave

End meeting

number

Share invite

In this meeting (1)

Dr.Swati Shiradkar
Organiser



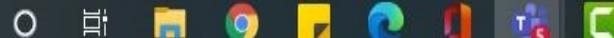
Click here to end meeting

Click on this small arrow button to open end meeting button

1. Showing How to end the meeting.
2. **Please don't click on leave button directly (doing this lecture will continue for hours without any activity and next lecture will not start)**



Search for anything



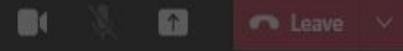
Address

14:44

27/05/2021



03:29



Participants

Invite someone or dial a number

Share invite

In this meeting (1)

Dr.Swati Shiradkar
Organiser

End the meeting?

You'll end the meeting for everyone.

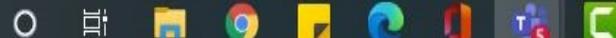
Cancel

End

Click here to end meeting



Search for anything



Address

14:44
27/05/2021

Instructions

- Kindly schedule your lecture at least 2 – 3 days before scheduled date so that students will receive the notification well in advance.
- Please record every lecture so that students can see it later on.
- Kindly download the attendance sheet of every lecture to maintain the record at attendance cell & department.
- Kindly click on end your meeting (Don't click on leave button)
- **Kindly send the downloaded attendance on following mail:**
attendancecell@mgmmcha.org immediately after end of lecture

Thank You



“Persistent Questioning and healthy inquisitiveness are the first requisite for acquiring learning of any kind”

Mahatma Gandhi