



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DIVISION MEMORANDUM

No. 344, 2020

July 30, 2020
 DEPT. DIVISION OF CAGAYAN DE ORO CITY
RELEASED
 DATE: JUL 30 2020
 BY: [Signature]

To: All Education Program Supervisors
 All Public Schools District Supervisors
 All Public Elementary and Secondary School Heads
 All Public Elementary and Secondary Teachers

**PHASE 2 TRAINING ON THE UTILIZATION OF THE LEARNING MANAGEMENT SYSTEM (LMS)-
 MICROSOFT TEAMS**

- The field is hereby informed about phase 2 training on the utilization of the learning management system, specifically the **Microsoft Teams**, on **August 4-7, 2020** (2:00 PM-4:00 PM). All public school teachers are advised to join the said training via FB Page of DepEd Tayo Cagayan de Oro City and DepEd Cagayan de Oro Te³ch Class.
- The schedules and topics of the online training are reflected in the table below:

| Day | Time | Topics |
|-----------------------------|-------------|---|
| Tuesday August 4, 2020 | 2:00-4:00PM | 1. Intro to Microsoft Teams a. What is Teams? -b. Accessing Teams Start Screen 2. Setting up and customizing your team a. Creating a Team -Public v Private -Join/Favorite a Team -Adding/Reordering/Leaving Teams -Get link to a Team -Creating a Team from an Existing Team -Themes b. Team Management -Adding Members/Owners -Member/Guest Permissions -Profile Management -Team picture 3. Collaborate in teams and channels a.Creating/Managing/Viewing a Channel b.Channel Connectors Favorites/Follow c.Email to Channel d.Get link to a channel e.Adding Tabs f.Adding Uploaded Excel File to a Tab g. Interacting with Tabbed File |
| Wednesday August 5, 2020 | 2:00-4:00PM | 4. Chat a.Start a Chat b. Activity threads c. 1-1 and Group Private chat d. Message the whole Team e. Add people to a Chat (inc. Guests) f. Formatting and Emojis, Mems, Stickers g. @mention h. Converting Chats to Meetings i. Status indicators 5. Conversations -Conversation Thread -Tag a Person, Channel, Team -Like a message -Saved message -Mark as unread -Starting an On-Demand Meeting via Conversations |
| Thursday August 6, 2020 | 2:00-4:00PM | 6. Manage Meetings -Using Video or Phone audio -Meetings/Conference Calls -Scheduling -Inviting people to meetings -Adding people to meetings -Meeting tools - e.g. Recording -Share Desktop -Teams on Mobile IOS/Android -SharePoint/OneNote integration |
| Friday August 7, 2020 | 2:00-4:00PM | 7. Explore Apps and tools Integrate Apps - Review available Apps Integrate Bots e.g. add Flow & Who Bot Connectors - Facebook/Twitter 8. Manage activity feed -User Account settings -Notification settings -Uploading Files -Sharing files -Make the File a tab -Real time collaboration |

- Enclosed is the list of **Te³ch-Class** Division Technical Working Group and Speaker.
- For your guidance and strict compliance

[Signature]
CHERRY MAE L. LIMBACO
 Schools Division Superintendent

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Enclosure

Speaker, Microsoft Teams- Arian Edullantes
Gusa Regional Science High School



Division TWG

1. James Roberto Z. Sijo
2. Joel D. Potane
3. Mark John T. Gabule
4. Roxanne H. Fuentes
5. Patricio S. Sambaan, Jr
6. Allan H. Guibone



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