

# Teams Navigation

## Log into Microsoft Teams

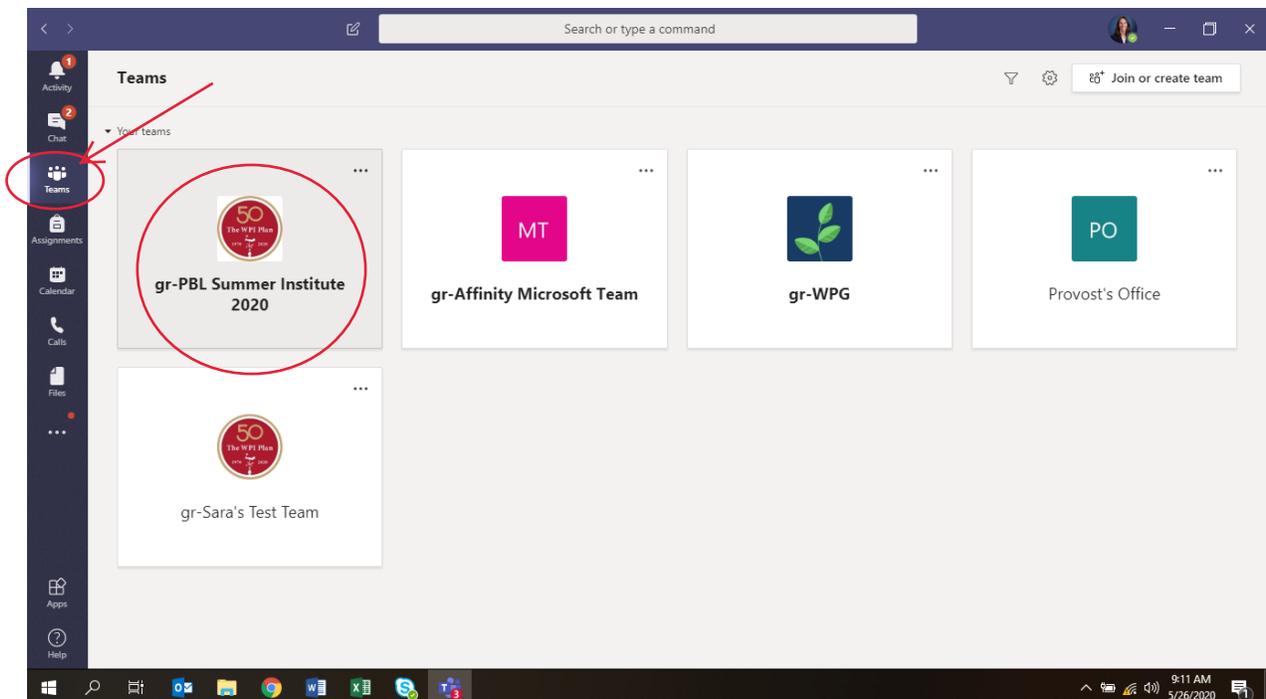
If your organization has and uses Microsoft Teams, you may have a desktop shortcut, university portal, or phone app. Start each day by opening and logging into Microsoft Teams.

If you do not have the desktop application or the mobile device application, navigate to [teams.microsoft.com](https://teams.microsoft.com) (or use the link in the Microsoft Teams invitation email you received from WPI). Log in with your email address and the password you set up. Note: If you do not use the same email address you used to register with the Institute, you may not be able to see the Team for the Institute.

## Go to the “gr-PBL Summer Institute 2020” Team

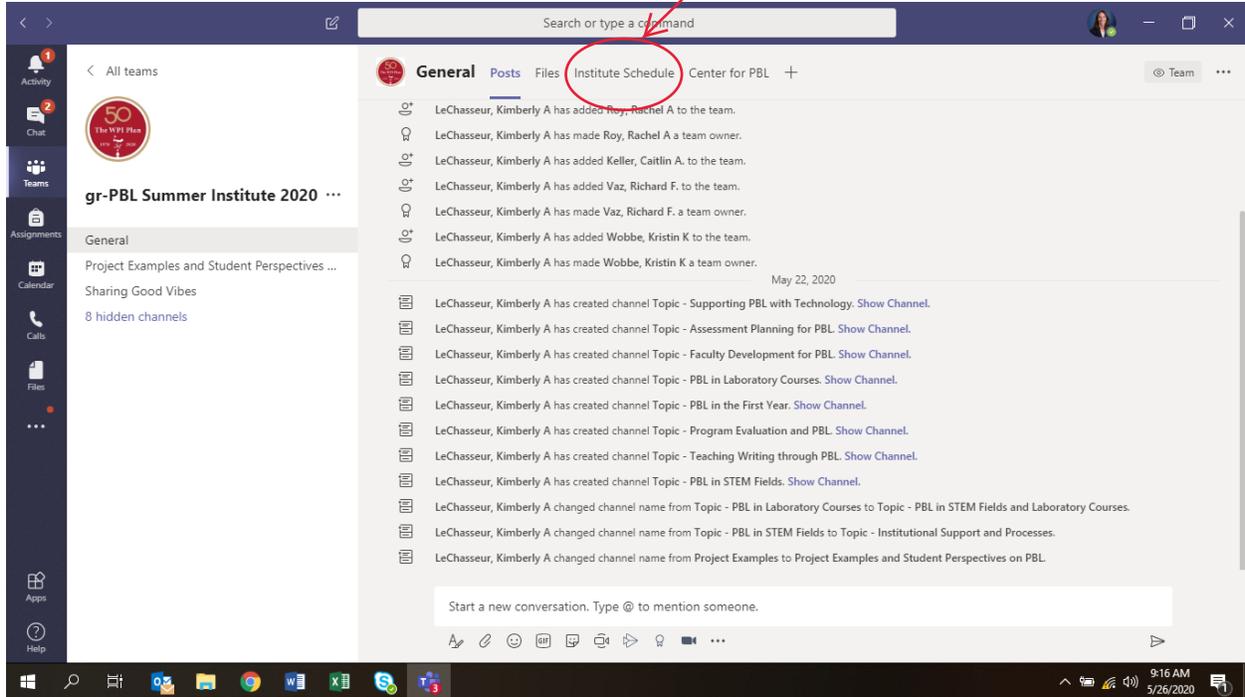
On the right sidebar, click on the “Teams” icon.

Choose the team named “gr-PBL Summer Institute 2020.”



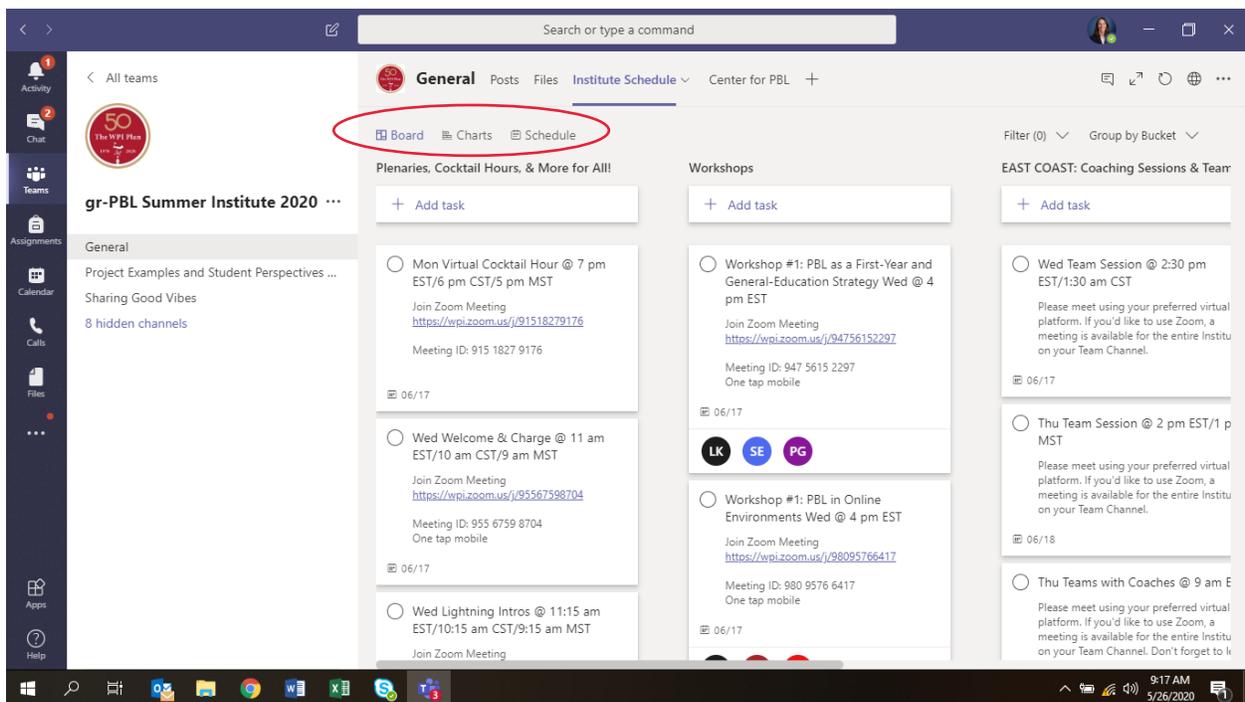
# Click on Institute Schedule

Institute Schedule is located across the top of the Microsoft Teams window next to “General,” “Posts,” etc. when you are in the General Channel.



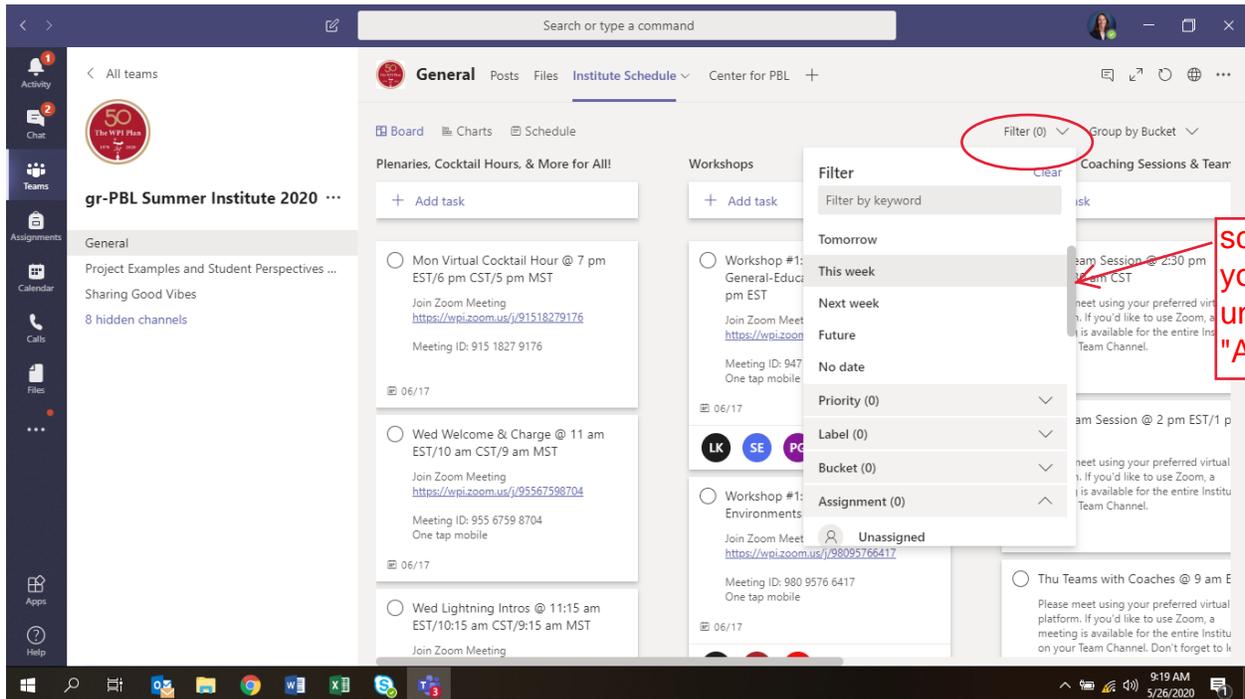
# Institute Schedule page:

- Institute events are broken down into three areas:
  1. Plenaries, Cocktail Hours, & More for All!
  2. Workshops
  3. Team Time & Coaching Sessions
- Note: By default you will be looking at the “Board” view. There is also a “Charts” and “Schedule” options. We recommend either the “Board” or “Schedule” view. From either, you can access zoom links.
- When you click on an event from the “board” or “schedule” view, a window with more details opens. There is a **Progress** bar with pull down options (not started, in progress, completed). **Please DO NOT touch this bar and mark any events not started, in progress, or completed.** Events are removed from everyone’s view once completed so simply ignore this area of the event.



## Filter by your name

Find the word “filter” near the top left of the Microsoft Teams window. Click the down arrow next to “filter.” You may need to scroll down in the filter box to see the list of names. The list of names is under Assignment. Choose your name and “unassigned” to see only the workshops you signed up to attend and those open to everybody (such as the keynote address).



## Click on Zoom links to join events and workshops

At the time of each event or workshop you plan to attend, click on Zoom link. Each event has a Zoom link. You can click this from the “board” or “schedule” view without opening the event. **Remember**, there is a **Progress** bar with pull down options (not started, in progress, completed). **Please DO NOT touch this bar and mark any events not started, in progress, or completed.** Events are removed from everyone’s view once completed so simply ignore this area of the event.

## General Note about the gr-PBL Summer Institute 2020 Team

When you click on “Teams” and “gr-PBL Summer Institute 2020” from the sidebar on the left (in Microsoft Teams), you’ll see **channels** pop up to the right of the Teams icon. These channels say: General, Project Examples, Sharing Good Vibes, your school name, and a set of topics regarding PBL.

**General** is the main channel for the Institute – this is where the Institute Schedule is located.

**Project Examples and Student Perspectives** provides links to virtual WPI Projects from the Spring of 2020. We encourage you to check out some projects and contribute to the conversation about project based learning in the posts page of this channel. We will also have WPI students checking in throughout the Institute to answer questions asynchronously and share their perspectives on this channel.

**Sharing Good Vibes** is a channel for building community during the virtual Institute. Share photos of your four-legged “coworkers” helping you, ask questions about what inspires your colleagues, make new friends and PBL partners from across the US.

**Your School Channel** is a place for you to meet as a team and with your coach. There is a Zoom room available to your team to use throughout the Institution; the link is on the Posts page of the channel. You also have access to OneNote and a Wiki tool. Feel free to use a different way of meeting virtually with your team – just don’t forget to communicate with your coach.

**Channels about Using PBL** offer a set of virtual spaces to collaborate and share across teams. The topics reflect areas we are frequently asked about here at the Center for PBL. Each of these channels will be monitored throughout the Institute by one of the coaches or workshop facilitators, so ask questions, ask for tools and resources, share best practices and examples from your institution.

Search or type a command

All teams

50 The Next Plan for PBL

gPBL Summer Institute 2020 ...

General

Project Examples and Student Perspectives ...

Sharing Good Vibes

8 hidden channels

Channels

General Posts Files Institute Schedule Center for PBL

Board Charts Schedule

Plenaries, Cocktail Hours, & More for All! Workshops

+ Add task

Mon Virtual Cocktail Hour @ 7 pm EST/6 pm CST/5 pm MST

Join Zoom Meeting <https://wpi.zoom.us/j/91518279176>

Meeting ID: 915 1827 9176

06/17

Wed Welcome & Charge @ 11 am EST/10 am CST/9 am MST

Join Zoom Meeting <https://wpi.zoom.us/j/95567598704>

Meeting ID: 955 6759 8704

One tap mobile

06/17

Wed Lightning Intros @ 11:15 am EST/10:15 am CST/9:15 am MST

Join Zoom Meeting

Workshop #1: PBL as a First-Year and General-Education Strategy Wed @ 4 pm EST

Join Zoom Meeting <https://wpi.zoom.us/j/94756152297>

Meeting ID: 947 5615 2297

One tap mobile

06/17

Workshop #1: PBL in Online Environments Wed @ 4 pm EST

Join Zoom Meeting <https://wpi.zoom.us/j/98095766417>

Meeting ID: 980 9576 6417

One tap mobile

06/17

Filter (0) Group by Bucket

EAST COAST: Coaching Sessions & Team

+ Add task

Wed Team Session @ 2:30 pm EST/1:30 am CST

Please meet using your preferred virtual platform. If you'd like to use Zoom, a meeting is available for the entire Institute on your Team Channel.

06/17

Thu Team Session @ 2 pm EST/1 p MST

Please meet using your preferred virtual platform. If you'd like to use Zoom, a meeting is available for the entire Institute on your Team Channel.

06/18

Thu Teams with Coaches @ 9 am EST

Please meet using your preferred virtual platform. If you'd like to use Zoom, a meeting is available for the entire Institute on your Team Channel. Don't forget to l

9:35 AM 5/26/2020