



## Instructions for Faculty Members

### LUAWMS Online Classes

#### Instructions for Faculty Members:

1. As per the training sessions held at the end of June, faculty members were guided and trained how to use Microsoft Teams. If anyone missed those trainings or did not get their credentials (ID & Password), they are required to contact their relevant HoD/ Dean.
2. When you login you will find two created Team/Group (The **Group** is known as **Team** in Microsoft Teams) by IT Section for your easy correspondence and help. Do not share these group link to the students because these groups are for faculty related stuffs only. If any faculty member wants to do a live session and give a lecture for any purpose, then they should create a Team/Group for that purpose and invite others by sharing the link of that Team/Group.
3. Faculty Members are advised to get the list of student credentials from HoD/Dean and send the students credentials to them individually not in group.
4. Faculty Members are advised to create class Team/Group in pattern **BATCH - COURSE NAME – COURSE CODE – LUAWMS** as title of the class Team/Group and add the students by searching them using their Registration/ Enrolment numbers.  
For Example: **2K16-CS-** or **2K18-MS-** (All students will appear beneath then select one by one and add) or type complete enrolment # **2K16-CS-23**
5. Upload syllabus/ relevant materials (Notes, PPT, PDF files) and arrange your time for online live session/class and communicate the session time to the students via SMS /WhatsApp individually or via CR.
6. Faculty Members are advised to record all live session/classes in case if any student is unable to attend/join live session due to unavailability of Internet or Electricity outage. And If faculty members find no student online during live session/class timing, then they are advised to start the recording and deliver the lecture so the recorded video lecture can be viewed by students later when they are online. Note: Video recording will be automatically saved and shared to team/group after 5minutes of ending the live class session but it is responsibility of teacher to start the recording when session starts.
7. Faculty members are advised to start taking their classes online from their homes from 1<sup>st</sup> July 2020, if due to internet unavailability or for any reason you are unable to take your classes from home then as per HEC instruction you are strictly advised to reside in University campus and take your classes from University. The University has already provided the facility of internet service to all faculty members.



8. Faculty members can turn off Camera if they feel the internet is slow or lecture delivery is affected, and the female faculty members can completely turn off Camera during live session/class if they are uncomfortable.
9. Faculty Members are strictly advised not to create any WhatsApp group which leads toward leaking of student mobile numbers especially female students' numbers to other students.
10. If you require any help or have any question regarding Microsoft 365/Microsoft Teams you may leave a text inside **"Faculty Members – LUAWMS"** Team/Group which was already created by IT Section or you may contact **Mr. Zafar Iqbal (IT Manager)** and **Ajmal Latif (Network Administrator)** in an individual chat preferably using Microsoft Teams Platform.

**Note:** Be advised you will be using these services on HEC subscription based Microsoft platform, all sessions and teams/groups may be monitored, logged and audited by HEC, so be careful while using the services.

#### **Microsoft Teams Download Links:**

For Laptop/PC: <https://go.microsoft.com/fwlink/p/?linkid=869426>

For Android Phone: <https://play.google.com/store/apps/details?id=com.microsoft.teams>

For iPhone: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Online Browser Access Link: <https://teams.microsoft.com>

#### **Microsoft 365 Features for Education:**

Microsoft Teams Access

Free Storage: 1TB Disk Space for File Storage using Microsoft OneDrive

Link <http://onedrive.com>

Microsoft Licensed Software (Windows 8/ Windows 10, Windows Server etc.)

Link: <https://aka.ms/devtoolsforteaching>

Microsoft Office License (MS Word/ MS Excel/ MS PowerPoint etc.)

Link: <http://portal.office.com>