



## **Koneru Lakshmaiah Education Foundation**

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## **K L UNIVERSITY BUSINESS SCHOOL**

### **Workshop on Using Microsoft Teams as Digital Platform for Online Class work**

**Dated 22<sup>nd</sup> July '2020**

**Program:**

Workshop on Using Microsoft Teams as Digital Platform for Online Class work

**Program Schedule:** 22<sup>nd</sup> July 2020, 11:15 AM -12.30 PM

**Program Venue:** SDC: Room No.406-BBA Class Room.

**Participants:** KLBS Faculty

**Program Objective:**

- ✚ To make faculty members well conversant with handling online class work by using Microsoft Teams digital platform.

**Resource Person:**

**Dr. A. Srikanth**  
Associate Professor, K L U Business School

**Present:**

**Dr. M. Kishore Babu**, Director- International Relations, **HODs** of **MBA** and **BBA** programs, **5 Professors**, **9 Associate Professors** and **21 Assistant Professors** attended the lecture cum demonstration.

**Brief Note on the Program:**

The department has taken a decision to use Microsoft Teams as the digital platform to convey subject content to students as part and parcel of the teaching-learning delivery system. Therefore, to make K L U Business School faculty fully equipped with the knowledge in this regard, an orientation lecture was scheduled on 22<sup>nd</sup> July 2020 at K L Business School.

**Dr. A. Srikanth**, Associate Professor at K L Business School, acted as the resource person for this program and has provided orientation to the participants in a detailed step by step procedure. Installation of Microsoft Teams in lap tops or android formula cell phones, creation of teacher- students class work teams, adding members into the teams, and how to operate digital class work were well taught with a demonstration of the same to give better understanding on the process. Doubts expressed by faculty participants in application of the digital platform were resolved.

**Attached Enclosures:**     1. List of Participants who attended the program