

# Online event resource guide for higher education

Resources and tools for running engaging events  
and classes of all sizes, from any location

# Digital events & classes

Colleges and universities strive to meet the needs of all students by providing access to the latest learning tools and resources. For remote learning, you need the technology and inspiration to creatively transform the classroom and campus while keeping students connected and engaged.

Microsoft is committed to helping you navigate this challenge. We've put together a handful of resources to help you reimagine events and classes in a digital world and prepare you for success.



# Keeping us together

Microsoft Teams is a scalable, intelligent, and secure platform designed to bring people together. From hybrid classes and club meetings to large lectures and graduations, our technology scales to meet the needs of colleges and universities of all sizes, near and far.

But Teams is much more than a technology hub. During difficult times the need for productive collaboration is often eclipsed by our need to build and maintain community. Our technology supports the moments that keep us hopeful, creative, and connected. Whether it's hosting a party for faculty and staff, holding student club events, or addressing donors and alumni—Teams is here to support the connections that matter most.

## Digital event inspiration

### Student life

- Homecoming
- Greek social events
- Fundraisers
- [Holiday parties](#)
- Student unions

### Supporting Academics

- [Orientation](#)
- Graduation
- Large lectures
- Job fairs/networking hours
- Internships
- Mentoring/tutoring

### Arts & Entertainment

- Concerts
- Battle of the Bands
- Poetry slams/book readings
- Game/trivia nights

# Considerations for digital events & classes

Below are some important logistical questions we'll help you address in this kit . . .

## Before events

How will you ramp up faculty and administrators on new tools?

How will you set up students with the technology they need?

Are there any key resources students need to prepare for remote learning and events?

How will you ensure inclusivity and accessibility for all students, while maintaining security?

## Running events

What size of events do you need to hold, and how will event size impact the user experience?

How will you host campus-wide events like leadership addresses?

How will you engage individual students and facilitate small group discussions?

How will you manage events with external participants?

## After events

How will you gather event feedback and keep a pulse on students' social and emotional wellbeing?

How will you continue to engage students and personalize learning?

# Digital events & classes roadmap

Click on a topic below for more information:

## Before events



Ramp up faculty and administrators

Set students up with the tech they need

Ensure a foundation of security and accessibility

Connect students to resources and services

## Running events



### Large events

*For example:*

- Graduation
- Large lectures

### Small/medium events

*For example:*

- Club meetings
- Student government

### Breakout room events

*For example:*

- Orientation
- Class sessions

### External user events

*For example:*

- Job fairs
- Internships

## After events



Gathering feedback and checking in on the student experience

Personalize the educational experience

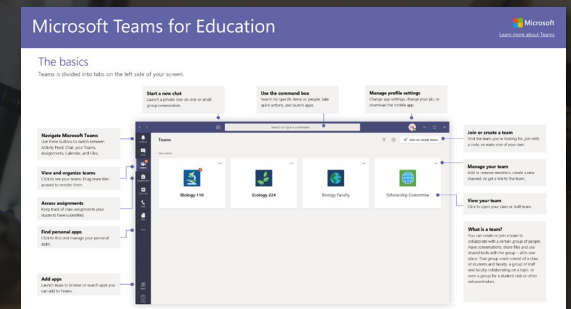


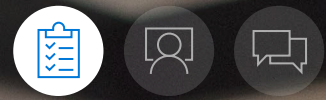
# Ramp up faculty and administrators

Faculty and administrators need to be oriented on tools before running events, and Microsoft offers comprehensive tutorials to ramp them up as quickly as possible—including the [Teams Guide for Faculty](#) and free self-service learning paths on [Microsoft Learn](#). You can also access [personalized assistance](#) from Microsoft Store specialists—a team of experts helping to run trainings, execute events, and provide support every step of the way.

[School Data Sync](#) generates teams based on class rosters or other groupings in your Student Information System. Automatically create groups in Teams, Intune for Education, and third-party apps that will help organize students and leaders for key events.

**Teams Guide  
for Faculty**





# Set students up with the tech they need

Device and Internet equity are especially important for hybrid learning. This [Forms template](#) is available for you to customize and send to students, to help gauge their needs in relation to technology and Internet access.

Microsoft also offers affordable Windows 10 and Surface devices with LTE capability so that students can stay productive—whether they're on campus, at home, or on the go. Visit the [Education Store](#) to explore accessible, highly secure devices for students, faculty, and admins.



Microsoft offers powerful, versatile [Surface devices](#) with touch and inking for more experiential and accessible learning, plus LTE options so students can connect from anywhere

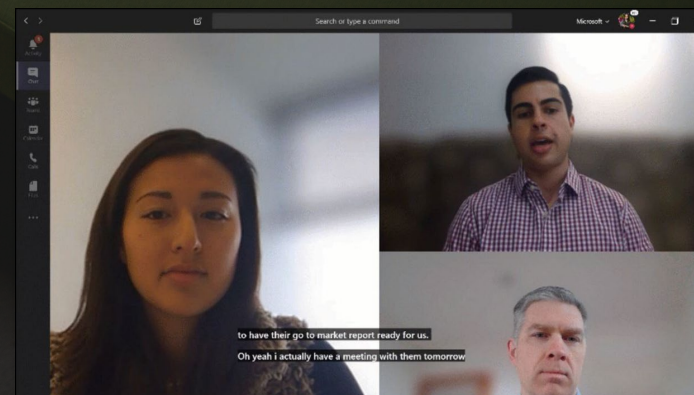


# Ensure a foundation of security and accessibility

Microsoft is dedicated to keeping digital events safe. Teams includes rich privacy controls for meetings—[define roles](#) for participants, [moderate conversations](#), prevent interference from unwanted attendees, and [monitor consent](#) for recording. And it's built on a trusted cloud platform that defends data and identities.

Microsoft also offers free, comprehensive, built-in [accessibility tools](#) to help include [all participants](#). Just a few examples include [live captions](#) and transcription with translation, [Accessibility Checker](#) to ensure accessible resources, [Immersive Reader](#) to make reading and writing inclusive, [Dictation](#), as well as [Focus Assist](#).

## Live Captions in Teams







# Connect students to resources and services

Provide seamless access to critical campus resources like academic advising, financial aid, and mental health services with [Microsoft Bookings](#) and Teams. Conveniently schedule 1:1 meetings on a highly-secure platform supporting HIPAA compliance with expanded access for multilingual students and families through [Microsoft Translator](#).

Starting a new semester or quarter? Check out our [Orientation kit](#) to start planning and easily prepare students with the [Back-to-School Kit](#), which gives students detailed instructions on downloading and using Microsoft 365, including Teams as a platform for joining or running digital events.

Connect students to Microsoft's [student resources portal](#) for helpful tutorials and templates. There are also courses on [Microsoft Learn](#) as well as [LinkedIn Learning](#) tailored for students—whether they want to practice the productivity tools they'll be using in their daily lives or get a head start on cutting-edge digital technologies.



# Host large events like graduation, guest lectures, or addresses

Need to address a group of over 1,000 participants at once? Check out the [Live Events](#) feature in Teams. Live Events supports up to 20,000 attendees with [live captions and subtitles](#) from a list of over 50 languages.

Live Events don't include the same participatory features as regular Teams meetings—such as attendee audio and chat. This makes Live Events ideal for broad addresses—like a welcome from your university president—ensuring sound quality while avoiding interruptions.

Ready to get started with Live Events? Sign up for [Teams Fundamentals for Virtual Events training](#), which provides key tips and resources for making your event a success.



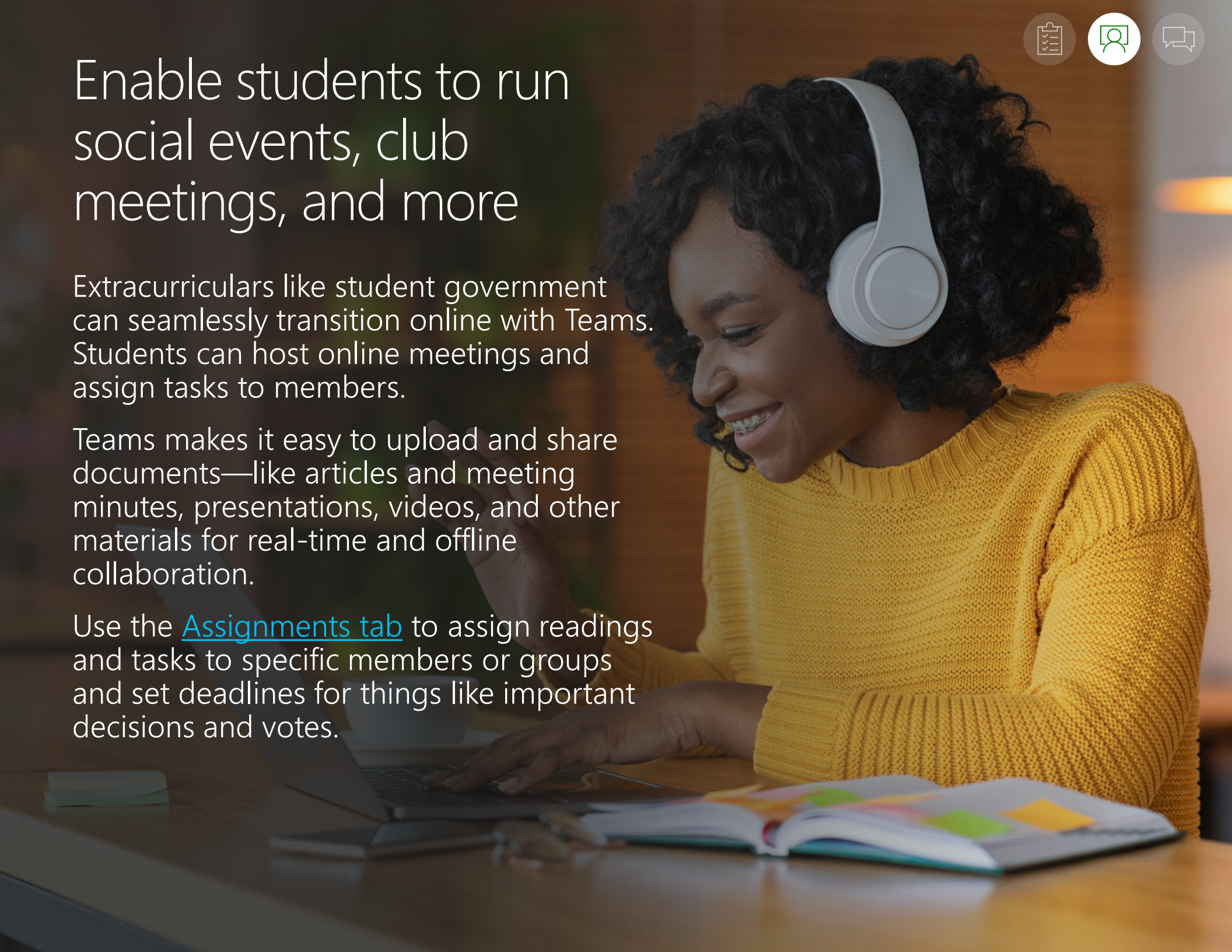


# Enable students to run social events, club meetings, and more

Extracurriculars like student government can seamlessly transition online with Teams. Students can host online meetings and assign tasks to members.

Teams makes it easy to upload and share documents—like articles and meeting minutes, presentations, videos, and other materials for real-time and offline collaboration.

Use the [Assignments tab](#) to assign readings and tasks to specific members or groups and set deadlines for things like important decisions and votes.



# Use breakout rooms to enhance engagement

Available free for Education users as part of Microsoft 365, Teams offers [many new features](#) to keep students engaged during online classes, including [screen sharing](#) for presentations, hand-raising, meeting chat, pre-recorded videos with [narration](#), innovative [views](#) like Together Mode, as well as breakout rooms.

With students in hybrid and online classrooms, professors can leverage [breakout rooms](#) to facilitate small group discussions, connect with students 1:1, or host events with conference-style e-booths to showcase student projects—adding a personalized touch to the digital learning experience.





# Host virtual job fairs with external users

With Teams' secure scalability you can host virtual events of all sizes with all types of participants—securely. Host a virtual job fair for students with external guest users—such as hiring company representatives—with peace of mind on Teams. [Meetings](#) support up to 1,000 attendees, and Teams includes robust controls for [guest access](#).

Leverage Teams' [breakout rooms feature](#) to empower smaller groups to meet and discuss—supporting additional resource sharing such as Q&As between external hiring company users and interested students.

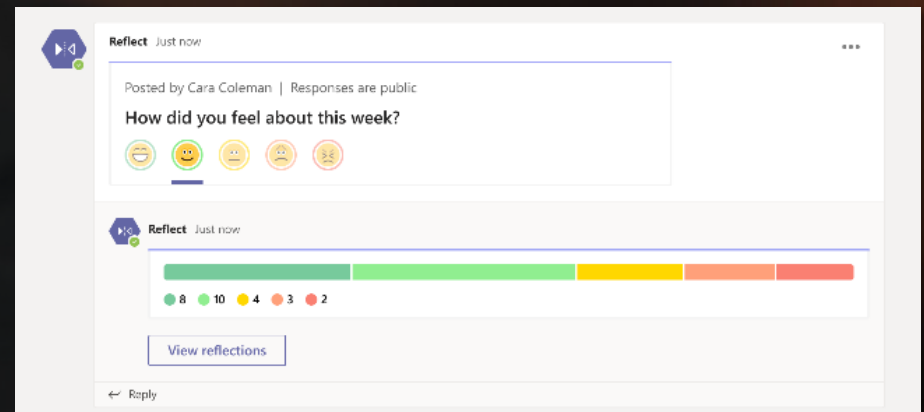




# Gain valuable feedback with Reflect

Teams offers features to help you check in on students outside of class and gain valuable feedback on sessions and events. Send pre- and post-event surveys and polls with [Forms](#). Or for a more personalized approach, use the [Reflect messaging extension](#) to ask students how they're feeling about a particular issue, how their week is going, or how they felt about a recent class or event. You can make results anonymous, so participants feel comfortable providing honest feedback.

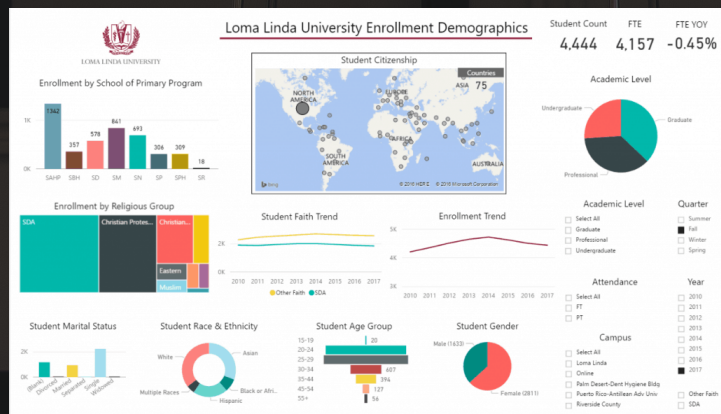
## Reflect Messaging Extension



# Personalize the educational experience

Microsoft's Power Platform can help you tailor orientation or instruction to every student's needs. [Integrated with Teams](#), Power Apps and Power Automate enable you to quickly create low-to-no-code apps and flows to simplify classroom tasks, provide engaging mobile tools, and much more. [Power Virtual Agents](#) offers customizable chatbots to answer students' questions using AI.

You can also view [Class Insights](#) in Teams and visualize data about students' grades, accomplishments, and more through Power BI. Check out the [Microsoft Education Blog](#) to read about how schools have used Power BI to bolster student success.



## Enrollment Demographics in Power BI



# Get started

## Ready to plan your next event?

Register for an upcoming [Teams Fundamentals Training session](#) to learn more about using Microsoft Teams for your virtual events.

## Need support for a virtual event already in the works?

[Contact Microsoft Stores](#) for help planning and producing your event.

“ Through Microsoft’s video conference platform Teams, thousands of students across the country were able to hear their names called during the virtual graduation initiative. This may seem like a small thing in the midst of a global pandemic, but it's huge when you're a student who's worked extremely hard for the one moment when you, your family and your friends celebrate... It's not just our students win, but it's everyone's win. ”

**SANDRA WARE**

*Community Partner and STEM Education Advocate  
State Education Consultant Over Virtual Learning for State of Michigan*