

Online Course Format: Using Microsoft Teams

CSE 4309 – Machine Learning
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Online Instruction

- All course content will be delivered online.
- Lectures and office hours will be conducted using Microsoft Teams.
- To get started:
 - Install Microsoft Teams using your UTA credentials.
 - If you are enrolled in the class, you are automatically signed up for team “Fall 2021 CSE 4309”.

Attending Lectures via Teams

- At lecture time, start Microsoft Teams on your device, and join the meeting.
 - You should be able to see the lecture meeting on your calendar, and join from there.
 - You should also be able to see the meeting from the team “Fall 2021 CSE 4309”, channel “General”.
- **Please remind me at the beginning of the lecture to start recording.**

Attending Lectures via Teams

- At lecture time:
 - Please keep your microphone muted, unless you have a question to ask.
 - Please feel free to ask a question at any time (remember to unmute your mike first, and mute again afterwards).
 - You can also ask a question on the chat conversation, I will be monitoring that.
- Attending lectures live remains optional.
- You can always watch a recording later (see next slide).

Lecture Videos

- Video recordings used to be available on Microsoft Stream.
- Apparently this will be done differently this semester.
- After the first lecture I should be able to see how the video is posted, and I will post instructions.

Office Hours

- During my office hours, I will be online on Microsoft Teams. You can request a meeting by
 - sending me an e-mail.
 - sending me a chat message on Teams.
- I will try to acknowledge these messages ASAP.
 - I will also try to keep you posted as to how long it may take till I talk to you, though it is always hard to estimate.
- I will be talking to everyone in the order in which I receive their requests.
- When your turn comes, I will call you on Microsoft Teams.