Teameo

Transform the digital environment of your educational institution

A tool 100% integrated in Microsoft Teams

TEAMEO IN 3 PHASES

Modules

Teameo's basic package includes 4 modules: *Class Management and Standardization, Synchronization With Your Educational Management System, Personalized Digital Spaces* and *Advanced Teams Management.*

Three additional modules can be added to those included in the basic package: *Moodle Integration, Chatbot and Classroom—Schedule and Attendance Management.*

Technical Support

Our team of experts guarantees you an easy and fast installation. In less than one day, Teameo can be installed and be ready to use. Our technical support team is always at your disposal to ensure you are having the best possible experience with its installation. In addition, we offer trainings to your institution's key people.

Evolution

Once Teameo is installed in your school's system, our team remains at your disposal for the duration of the contract. You will receive on a regular basis, updates of the application. As well, the Teameo community, which is accessible on Microsoft Teams, is the ideal place for discussions of different topics concerning digital learning tools with other educational professionals.
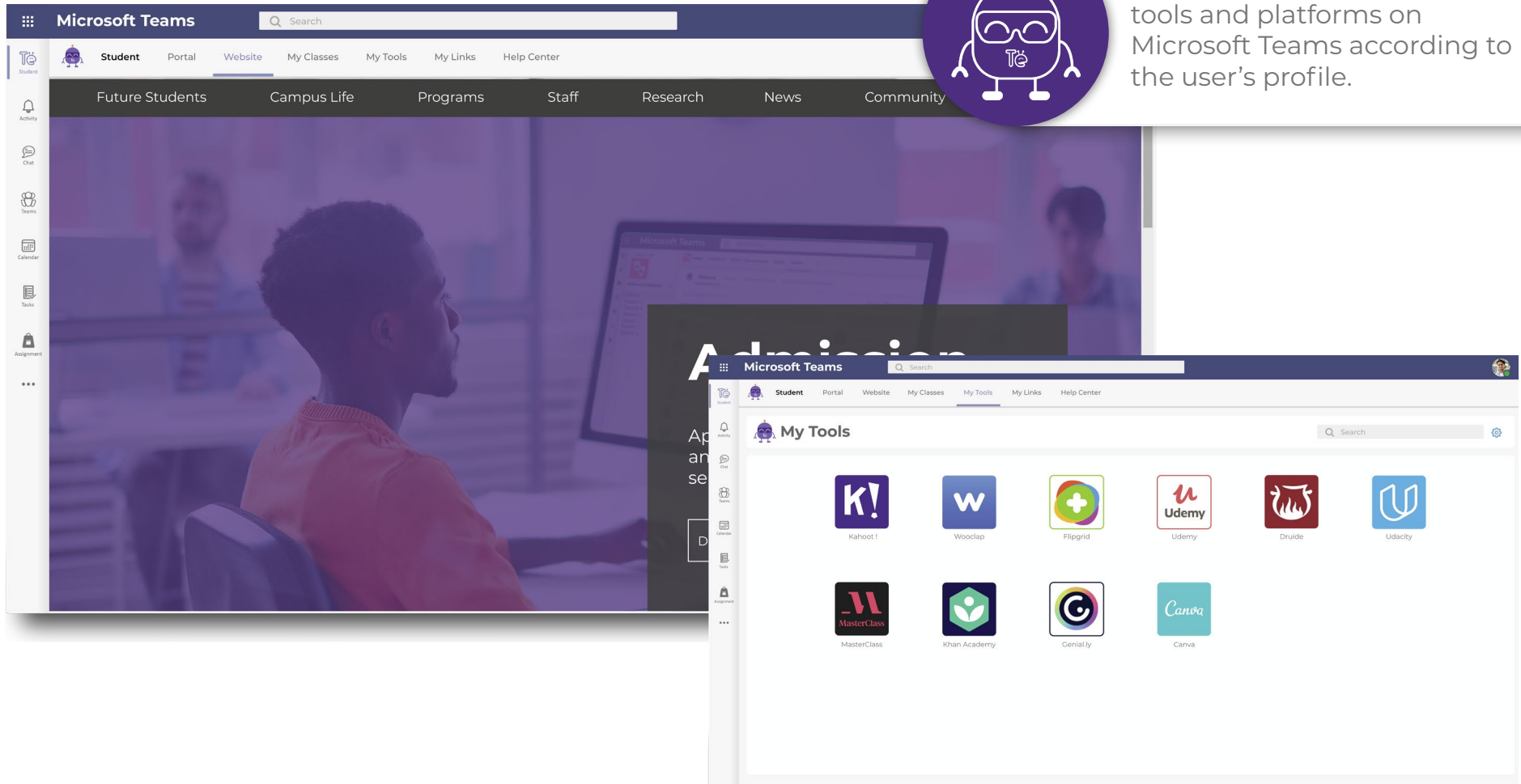
MODULES INCLUDED IN THE BASIC PACKAGE

Teameo offers several essential tools to help your teachers, students and administrative staff manage their Teams space. The proposed modules are configurable and adaptable to all types of courses offered by your institution.

Personalized Digital Space

Synchronization with Your Educational Management System

Class Management

Copy

Launch

Merge

Restoration

Exceptions

Advanced Teams Management

Personalized Digital Space

Teameo centralizes all your tools and platforms on Microsoft Teams according to the user's profile.

With Teameo's customizable spaces, your students, teachers, and administrative staff can enjoy a digital environment in Teams that compiles all the necessary tools needed to do their work. Your institution's administrators can configure a Teameo space adapted to different types of users. Your institution can therefore create as many user profiles as needed. For example, a personalized space for students studying natural sciences would regroup all the platforms or applications used by them.

Synchronization with Your Educational Management System

Teameo allows you to synchronize your educational management system with your Microsoft Teams platform. The creation of classes and updates of registered students is done automatically. Thus, when a student registers for a class, he or she is immediately added to a team on Microsoft Teams and, should a student drop out, he or she is removed without any manual intervention

John-Paul has registered for course H21-350233GR-00003. He has been added to the course's Teams class.

Class Management

Teameo's tools are especially adapted to the teachers' needs. They can effectively manage their Teams in just a few clicks.

COPY
The class copy tool allows teachers to transfer files, channels, assignments, notebooks (and more) between different Microsoft Teams classes, between fellow teachers, and, from one session to another. In order to respect a colleague's course content, authorizations are required as a form of a copyright.

The content of this course has been copied for the next session.

LAUNCH

With the launch tool, Teams groups can be created in just a few clicks. With the connection between your registration system and Teaméo, Teams groups are continuously updated with registrations and dropouts. Registered students wait in the virtual classroom waiting room until their teacher admits them.

MERGE

With the merge tool, teachers can merge multiple groups from the same course into one Microsoft Teams group thus avoiding duplicate work. Sub-channels can also be created for each group to upload exclusive content.

RESTAURATION

Restoration is very useful for teachers as they can now restore all course content that may have been deleted by mistake. With Teaméo, content uploaded to Teams classes is safe.

EXCEPTIONS

This feature allows teachers to add exceptional users to their Teams classes. For example, these exceptional members could be a lecturer, a teaching intern, or a specialist accompanying a student in need. They may or may not be a member of your educational institution and are not enrolled in the course in which they will be added.
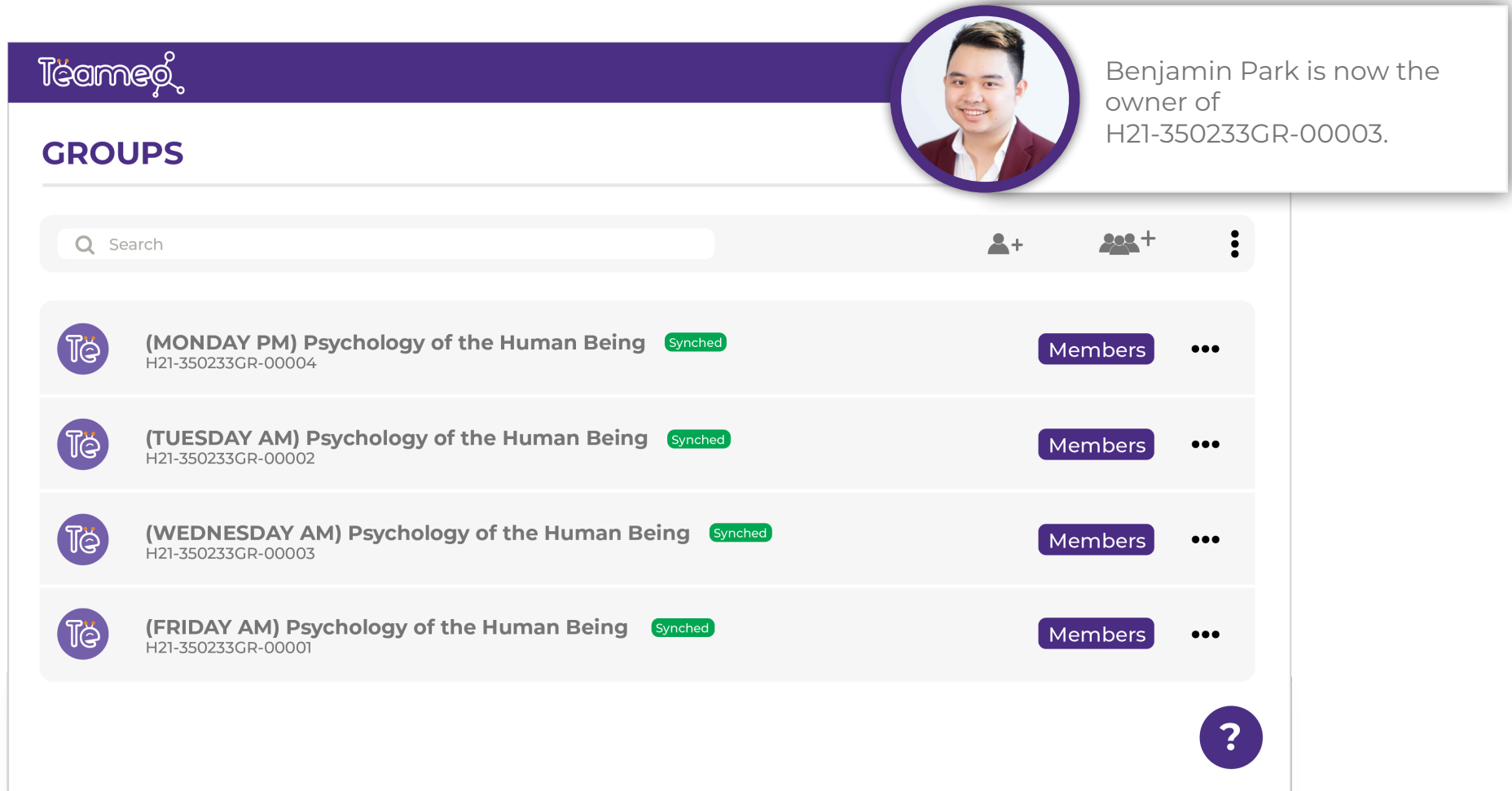

	Internal Code	Course Title	Teacher	Exceptions		Start Date	End Date	Action
☐	A21-18764500-110	Writing and Litterature	Mary Hubert	None	+	2021/05/10	2021/06/23	Open
☑	A21-19764904-124	Introduction to Linguistics	Yelena Sato ∨	Mitch Rupert	+	2021/05/10	2021/06/23	Start
☐	A21-68864914-104	Introduction to Academic ...	Mary Hubert	None	+	2021/05/10	2021/06/23	Start
☑	A21-18764904-125	Introduction to Linguistics	Mary Hubert	None	+	2021/05/10	2021/06/23	Start
			Mary Hubert	None	+	2021/05/10	2021/06/23	Open

A21-19764904-124 and A21-18764904-125 have been merged.

Advanced Teams Management

Teaméo administrators can carefully select members who are more knowledgeable on how to manage the platform. These members are Teaméo's "super-users", for example, educational technologists. They have the advantage of being able to add or remove members and owners from Teams groups. They can also perform other management tasks independently.

Benjamin Park is now the owner of H21-350233GR-00003.

GROUPS

Search

(MONDAY PM) Psychology of the Human Being   Synched
H21-350233GR-00004   Members   •••

(TUESDAY AM) Psychology of the Human Being   Synched
H21-350233GR-00002   Members   •••

(WEDNESDAY AM) Psychology of the Human Being   Synched
H21-350233GR-00003   Members   •••

(FRIDAY AM) Psychology of the Human Being   Synched
H21-350233GR-00001   Members   •••
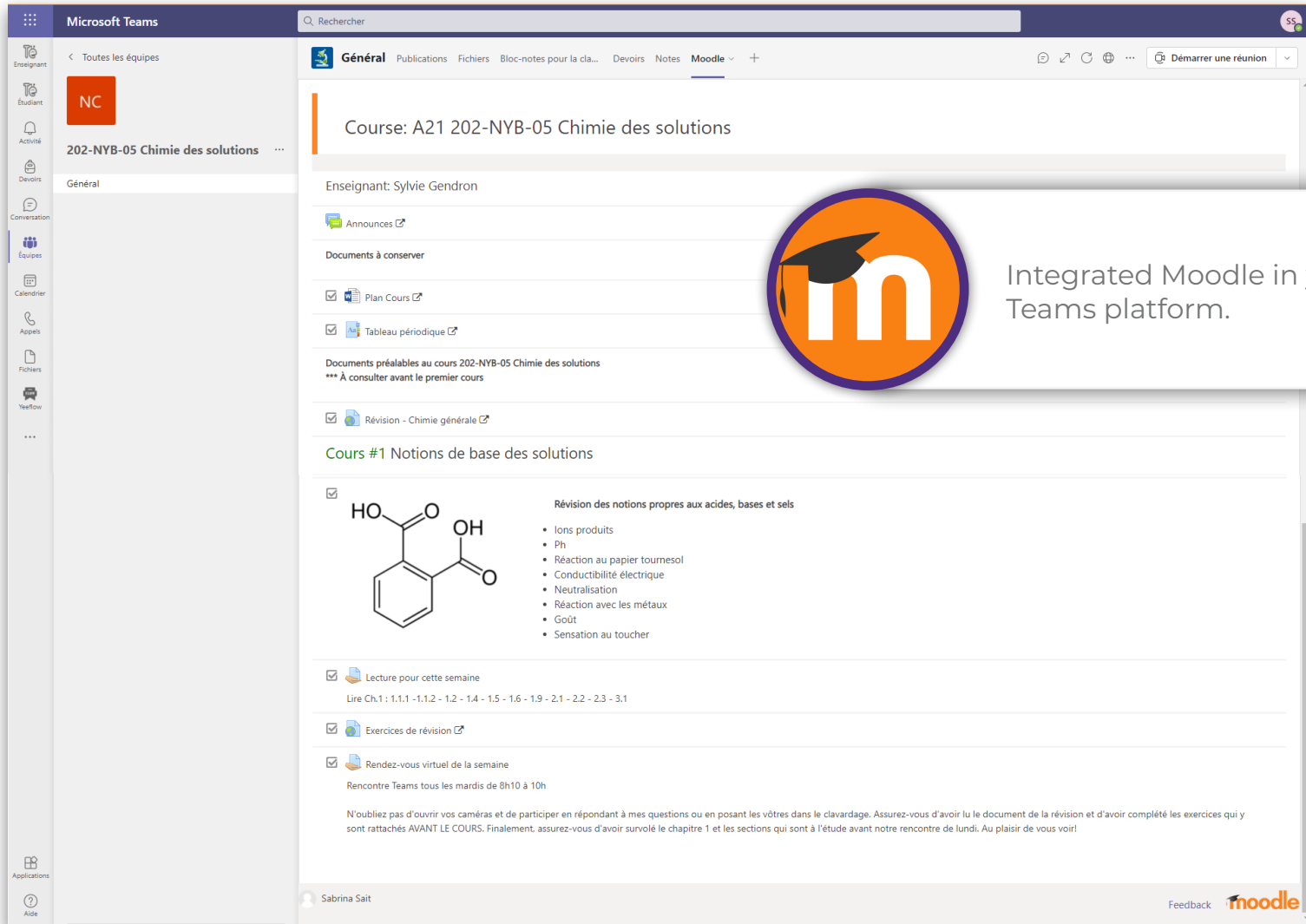
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ADDITIONAL MODULES

The three additional modules are added to the basic package; you can choose them according to your needs. These modules will allow your school to have an optimal experience of all of Teaméo's features.

- **Moodle**

- **Classroom - Work Group Mangement**

- **Classroom - Schedule and Attendance Management**

Moodle

Teachers and students can access their Moodle account directly through Microsoft Teams. When launching Teams, teachers have the option to create a Moodle account or link an existing account to Teaméo. Automatic coordination between Moodle and your educational management system simplifies the synchronization of registrations and dropouts.
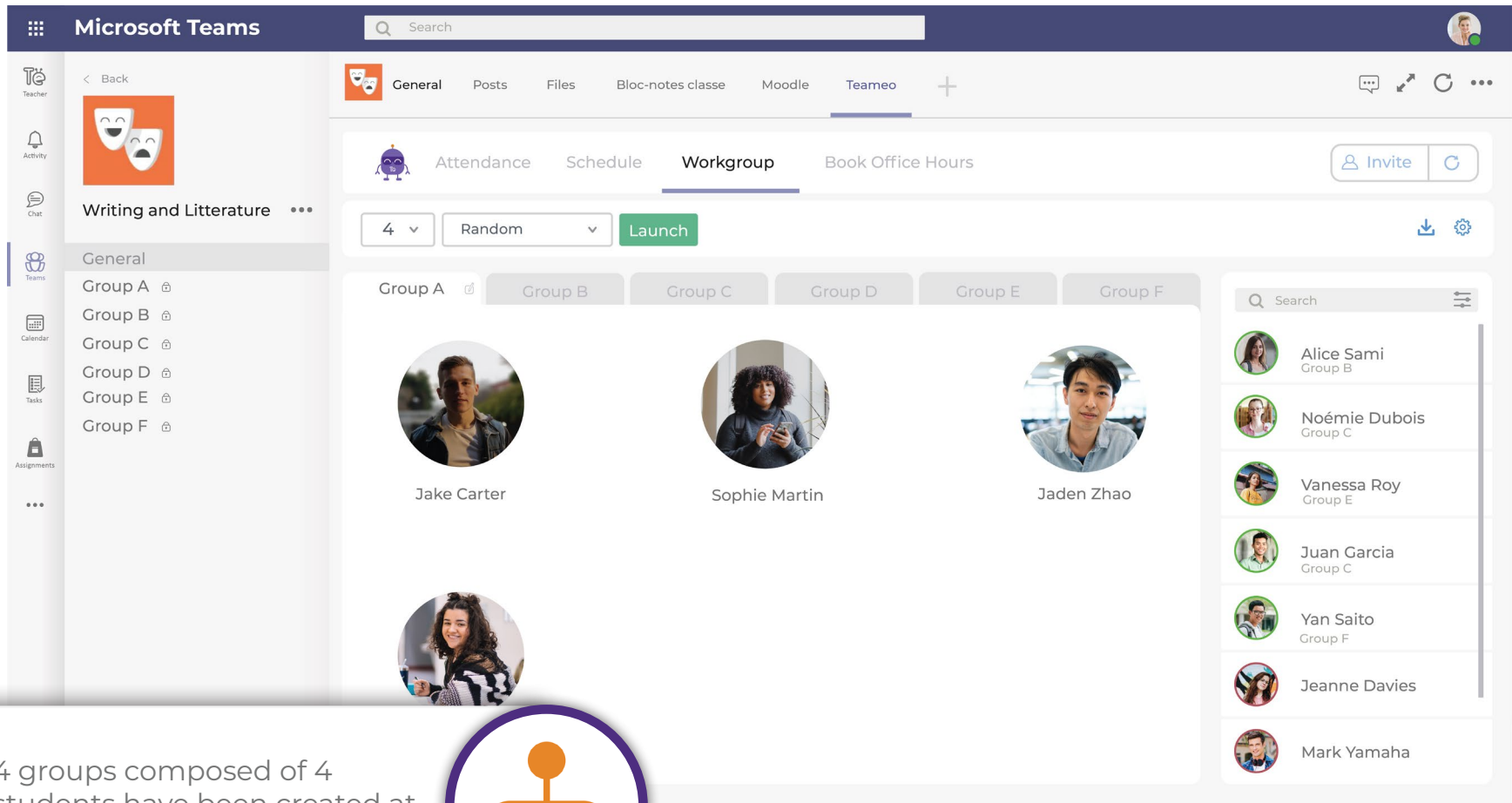

Integrated Moodle in your Teams platform.

Classroom - Group Work Management

The Group Work Management module allows teachers to create student work groups. These groups correspond to sub-channels in your Teams class. These sub-groups can easily created at random or manually. Teachers can also choose the number of students per sub-channel.

4 groups composed of 4 students have been created at random.

Classroom - Schedule and Attendance Management

The scheduling of virtual, hybrid or face-to-face meetings will be efficient for teachers. They will be able to choose the preferred teaching mode and their students will be automatically notified. For virtual classes, the meeting link will be added to the student's digital calendar. For hybrid meetings, students who are learning remotely, will receive the link for the Teams meeting in their calendar, and the room number will be shared in the group chat for in-person students. The attendance list of participants for a virtual meeting is available instantly to teachers. If needed, students can also reserve a time in their teacher's schedule for additional help with the course.

Juan Garcia attended class for 52 minutes on Tuesday April 27th.

OUR SUPPORT THROUGHOUT THE INSTALLATION
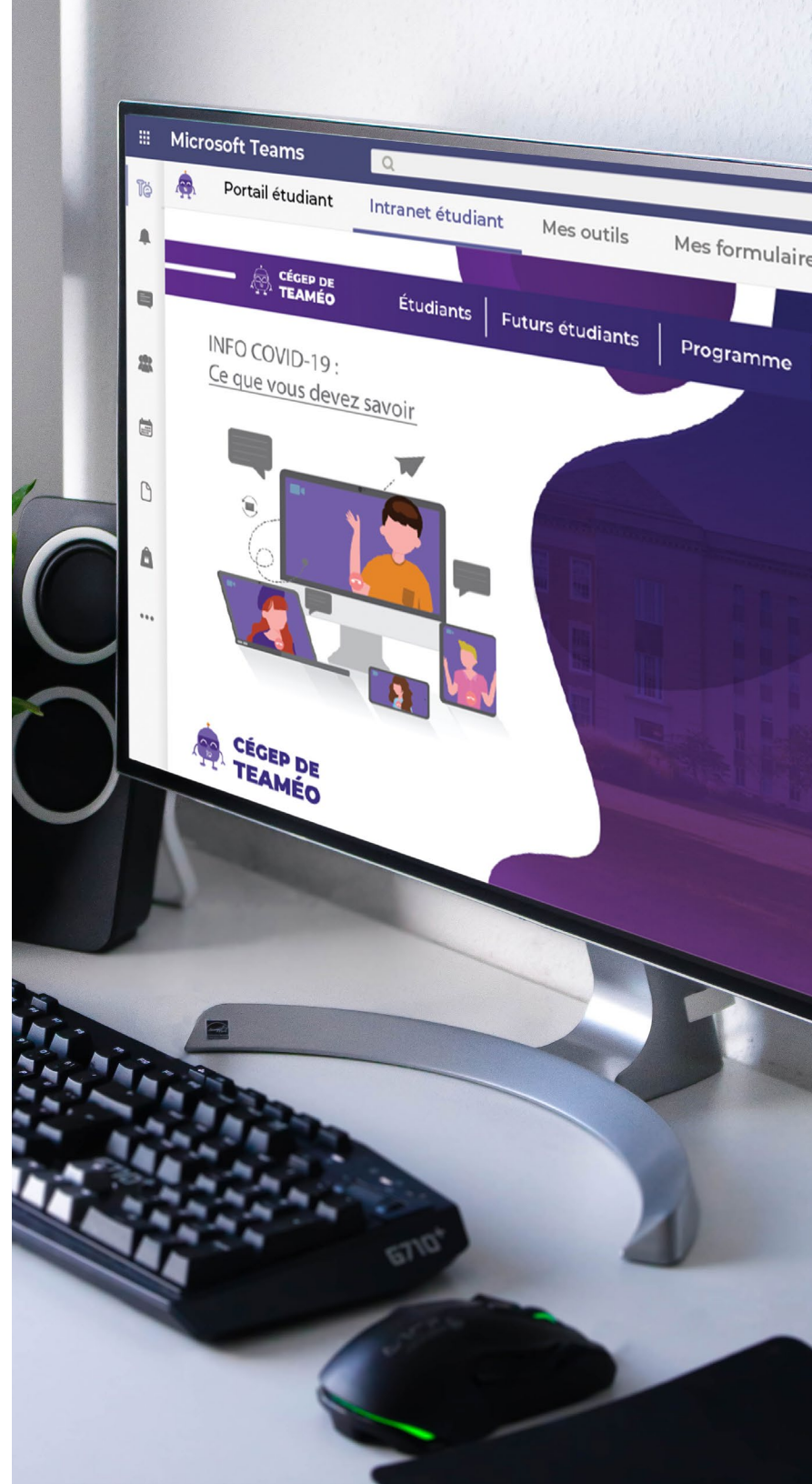
Installation in less than a day

The installation of Teaméo takes approximately 2 hours. Our team of experts will work remotely with your IT team to install the software. An additional 2 hours will be necessary to configure the platform with your IT team. All members of your institution will be able to quickly use their new digital tool.

Training for key people

Your school's super-users will benefit from a 3-hour training session on Teams which will cover all the features they can be performed in Teaméo. Using the administrator interface, which is accessible directly from the Teaméo website, they will be able to manage many features and authorize certain actions to other users. The goal of this training is to give your super-users the tools they need to use Teaméo to its full potential.

Regular updates of the application

The Teaméo platform is regularly updated by our team of development experts. Each improvement, new module or, new feature will be communicated to you with the most recent versions. Do not hesitate to send us your requests concerning the evolution of Teaméo, it is very important for us to improve the platform according to your needs.

ONCE TEAMEO IS INSTALLED

Community

To encourage mutual support between Teaméo users, a community is available to you. Go to Teams to become part of this community where members can learn more about digital educational and administrative tools. This collaborative space is dedicated to exchanges between professionals in the education field and aims to share experiences. We will publish webinars, tips, and tricks, as well as unpublished content about new Teaméo features.

Our technical support

Our team of technicians is always there for you. Our experts will answer your questions within 24 hours so that you may benefit from an exceptional experience. We are there for you when you need us!

Evolution of your needs

Should your needs change, it is always possible to add additional modules to your package. Simply contact us and we will add the additional modules you need to your contract.

FREQUENTLY ASKED QUESTIONS

Does Teaméo also integrate with the Microsoft Teams mobile application?

Yes, the platform is accessible on cell phones, tablets, Macs and iOS.

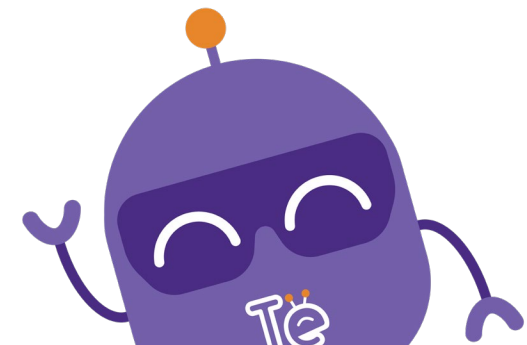### Can my institution use Teaméo for in-person classes?

Absolutely! In fact, videoconferencing is not the most important feature of Teams. This platform is first and foremost a very useful collaboration tool. With Teaméo's sub-channels, teamwork can be effective at school and at home, as students can easily communicate and share content through the platform. Teachers and students can find all their tools and documents in one place, which simplifies lesson preparation and helps avoid technical errors during classroom sessions.

Which educational management systems are able to connect with Teaméo?

Teaméo integrates with most educational management systems and also with home-made ones.

What is the duration of the contract when my institution signs with Teaméo?

The basic contract with Teaméo is for one year. Therefore, the price is estimated according to the size of your school and applies for one year. It is possible for your school to sign a longer contract to save.

Tëameo

What's next?

To broaden your understanding of Teameo or to introduce our solution to other members of your educational institution, you can book a second demonstration to the email address below.

info@teameo.io
1 (450) 396-9993

They Have Confidence in Us

CÉGEP DE GRANBY   JOHN ABBOTT CÉGEP/COLLEGE   COLLÈGE LIONEL GROULX   CST CÉGEP SOREL TRACY   CollègeAhuntsic   Conseil scolaire de district catholique des Aurores boréales