



Winter '26-'27 Onboarding Introduction to MS Teams

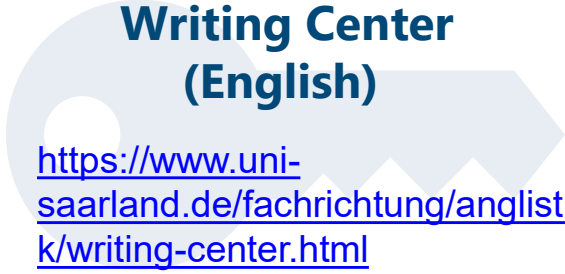
Tom Faber

Educational offerings for students

- KomPass Program at ZeLL (Key Competencies)
- Language Center (various foreign language courses)
- Writing Center (improve English academic writing skills)
- University Sports (Hochschulsport)
- International Study Center Saar (**ISZ-Saar**)
- GoOut-Center (International Office)
- Didactic support for students and lecturers
- **Other available digital tools at UdS (AI tools, UdS app, etc.)**

Training programmes

 KomPass-Programm <i>@ZeLL</i> https://tinyurl.com/ZeSH-UdS	Focus areas • Expertise and methodological competence • Career competences • Personal and social competences • Intercultural competences • IT basics
International Student Centre Saar <i>(ISZ Saar)</i> https://www.uni-saarland.de/einrichtung/isz-saar/ueber-uns.html	• German courses before and during your studies • Tandem programme

 Writing Center (English) https://www.uni-saarland.de/fachrichtung/anglistik/writing-center.html	Focus areas • Writing support for students in all phases of the academic writing process in English • One-on-one coaching • Workshops on academic writing in English • English only!
Language Centre (Sprachenzentrum) https://www.szs.uni-saarland.de/kursangebot.html	Beginner and advanced courses Arabic, Chinese, German Sign Language, Englisch, Spanish, French, etc.

Additional offerings

 University Sports (Hochschulsport) uni- saarland.de/einrichtung/hochschulsport	• A wide range of different sports courses • Student pricing, programs during the semester and in the holidays • “Firmenlauf” every summer
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HEALTHY LIVING.

Individual and group sports, relaxation, talks and more ...

#BOOST your

Hammock parks, exam preparation, mindfulness, problem-solving, resilience and more ...

mental health

#BOOST your

More sustainable nutrition, zero waste,
cooking courses, talks, workshops and more ...

nutrition

#BOOST your key

Work-life balance, conflict, stress and time management,
interculturality, diversity and more ...

competencies

#BOOST your

Livable and low-car campus, (bicycle) mobility, campaigns, talks, workshops and more ...

environment


The logo for UNIBOOST features the word "UNI" in a dark blue, italicized sans-serif font, followed by "BOOST" in a bold, green sans-serif font. To the right of the text is a stylized graphic element consisting of two curved lines, one dark blue and one green, that intersect to form a shape resembling a pair of parentheses or a stylized 'B'.

website



MODULE CERTIFICATE

Health Competencies:
Studying healthily – living healthily



Framework course:
Health Competencies
– an interdisciplinary introduction

BOOST your activity



Exercise and health
Back health

BOOST your mental health



TK-
Mental Strategies
Stress and exam anxiety
Mindfulness & emotions
Autogenic training

BOOST your nutrition



Nutrition and food
Sustainable nutrition
Cooking workshops

BOOST your key competencies



Time and learning management
Studies and career

Framework course:
From university to career
– health-competent for life

Module examination:
Learning & Development Portfolio

(+ oral exam
for 12 ECTS)



UNIVERSITÄT
DES
SAARLANDES

Together for you and your health!



To the website of the certificate:

Health Competencies: Studying healthily – living healthily!



Most activities are currently offered in German, with more English-language options in development.



UNIVERSITÄT
DES
SAARLANDES



powered by Student Health Management **UNIBOOST** / UNISPORT-Zentrum

The Career Center of Saarland University

Individual counseling...

- Application portfolio check
- Training for job interviews
- Job matching (internships, student jobs, graduate positions ...)

Offers in:

DE  ENG  FR 

Contact

career@uni-saarland.de

Instagram



Website



Workshops...

- Developing career skills
- Match-making with companies

Karriereportal: Jobteaser...

- Current job postings (internships, student jobs, graduate positions)
- Recruiting events, career workshops

Career fair "next" ...

- Networking with over 100 companies from various industries
- Current job offers and internship opportunities

"How can I advance my career in Germany?"

"Use the free services of the Career Center for students and doctoral candidates!"



Buddy Programme from ZiS



Campus Center
A4.4, Welcome Center

www.uni-saarland.de/zis
[Linktr.ee/zis.uds](https://linktr.ee/zis.uds)

- ✓ Either you're a local or an international student
- ✓ Facilitation of the start of studies and everyday life for international persons
- ✓ Cultural exchange
- ✓ Register using our link (different link local or international)
- ✓ Wait for your matching Buddy
- ✓ Meeting all together: Every two weeks
- ✓ **For registration: uni-saarland.de/buddy**

What else does ZiS offer?



- ✓ Opportunities to meet new people
- ✓ Recreational Activities
- ✓ Excursions
- ✓ Language events
- ✓ Social gathering, cultural events, sports, be creative and so on.....

GoOut! Service Centre

Mandatory or voluntary stays abroad –
we can advise you!



Campuscenter, Bldg. A4 4, Room. 2.30



+49 681 30-71126



outgoing@uni-saarland.de



www.uni-saarland.de/en/global/go-out



GoOut! Center
Studium und Praktikum
im Ausland

CONNECT with
the **WORLD**

Didactic support for students and teachers

Aim

Systematic evaluation and further development of teaching and learning concepts for students and lecturers at the UdS

How-to concepts on the following topics

- (Meta-) Cognitive strategies
- Motivational strategies
- Digital skills

Specifically

- How do I organise my studies?
- How can I optimise my learning process?
- How do I set myself effective learning goals?
- How do I use technology for my studies?
- Tips for using AI for my studies
- How do I communicate effectively?

Further information and specific how-to concepts at:

<https://uni-saarland.de/studieren/digitalelehre.html>

How-to-Learn-SMART

Gehört zu:
How-to-Metakognition

Dazu passend:
How-to-Asynchrone-Lehre



Warum sollte ich mir Ziele setzen?

- Die Bildung persönlicher Ziele stellt einen notwendigen Impuls dar, um Handlungsabläufe im Hinblick auf das angestrebte Ergebnis zu steuern. → Ziele als Dreh- und Angelpunkte bei der Steuerung menschlichen Handelns (Epton et al., 2017; Morisano et al., 2010)
- Unsere Ziele bestimmen (bewusst und unbewusst) über Aufnahme, Ausführung, Veränderung und Beendigung von Handlungen und die anschließende Bewertung der zustande gekommenen Ergebnisse (Grissom et al., 2015).
- Häufig gilt, dass Ziele aufgrund externer Zielvorgaben entstehen (siehe Studium) und weniger aufgrund interner Prozesse.

Für Ziele im Kontext deines Studiums gilt häufig:

- Externe Zielvorgaben im Rahmen von Lehrveranstaltungen (Beispiel: Klausur bestehen)
 - Häufig eher mittel- oder langfristige Ziele
- Hier sind Ihre individuellen Planungsfähigkeiten gefragt, die Sie systematisch und strategisch Ihren Zielen näher bringen.

Wie formuliere ich Ziele SMART?



Spezifisch: Präzisierung des spezifischen Zielzustandes

Messbar: Festlegung von messbaren Zielkriterien

Anspruchsvoll: Definition von motivationsförderlichen Zielen

Realistisch: Ziele realistisch bestimmen

Terminiert: Formulierung einer genauen Zeitangabe



Tipps:

- Ich visualisiere meinen gewünschten Zielzustand (Soll-Zustand).
- Ich verschriftliche meine Ziele.
- Ich ermittle Teilziele und formuliere sie SMART.
- Ich priorisiere meine Ziele (im Sinne einer Rangordnung).
- Je höher der Grad meiner persönlichen Mitbestimmung im Prozess der Zielbildung, umso höher die Zielbindung (Commitment).
- Ich bedenke meine verfügbaren und die zur Zielerreichung notwendigen Ressourcen.

Was bedeutet das für mich?



- Ich formuliere meine Ziele so präzise wie möglich.
- Ich formuliere quantifizierbare Ziele.
- Meine Ziele werden mich weder über- noch unterfordern.
- Ich stelle sicher, dass ich die Zielerreichung beeinflussen kann.
- Ich bestimme je Ziel ein konkretes Datum bzw. ein konkretes Zeitfenster.

Quellen:

- Hier finden Sie in alphabetischer Reihenfolge die [Literaturangaben](#) zu unseren How-to-Konzepten.

Example How-To-Konzept „How to Learn SMART“

MTP Saarbrücken

Marketing zwischen Theorie und Praxis

Weekly plenary sessions featuring presentations, case studies, and workshops opportunities to participate in exciting projects. Free training on salary negotiation, project management, and much more.

Mentoring to help you launch your career.

Internal job and internship board.



Join MTP this semester —
we look forward to having you on board!



Key benefits

Connect with students who share your interests

A plus on your resume

Practical skills and insights

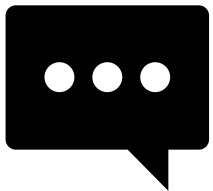
Access to a large alumni network after graduation

MS Teams – General Information

Introduction: What is MS Teams?

- University-wide tool for communication and collaboration
- Available as desktop app or via browser (computers) or mobile app (Android & iOs) – We recommend using the App!

Features

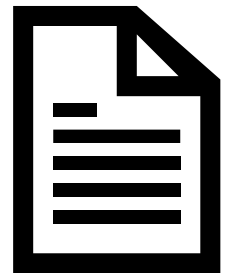


Chats

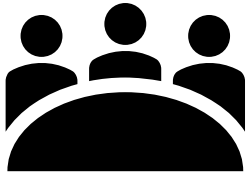
(Informal) communication with individuals or groups

File exchange and collaboration

Upload and share files with fellow students, lecturers or in groups.
Collaborate on files in real time

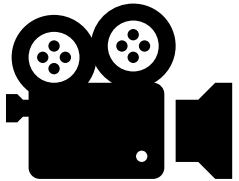


MS Teams: Features



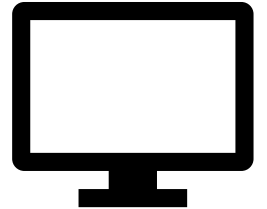
Audio and Video Conferences

Virtual meetings for seminars, lectures or with friends with up to 1000 people, often recorded



Online Presentations

Sharing content on your own screen (entire screen, individual windows or applications)



Submission of Course work

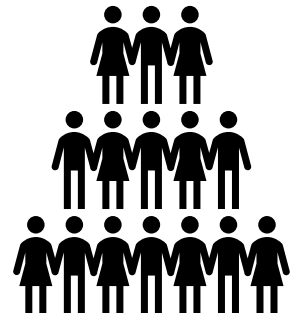
Course work is often submitted via the respective course-team

(Feedback and grading via Teams)

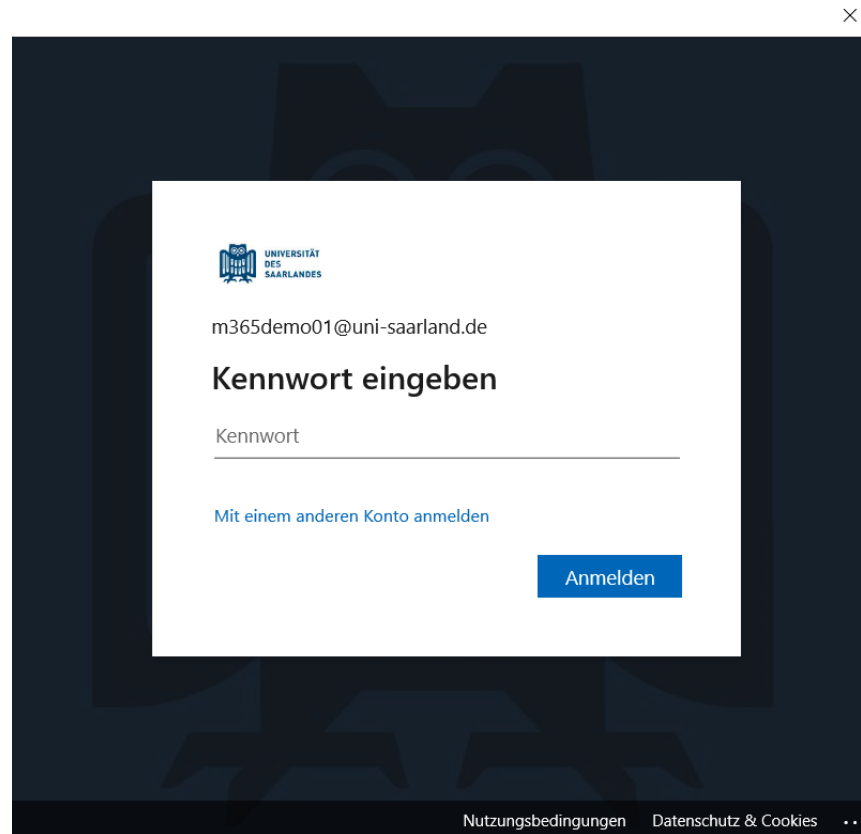
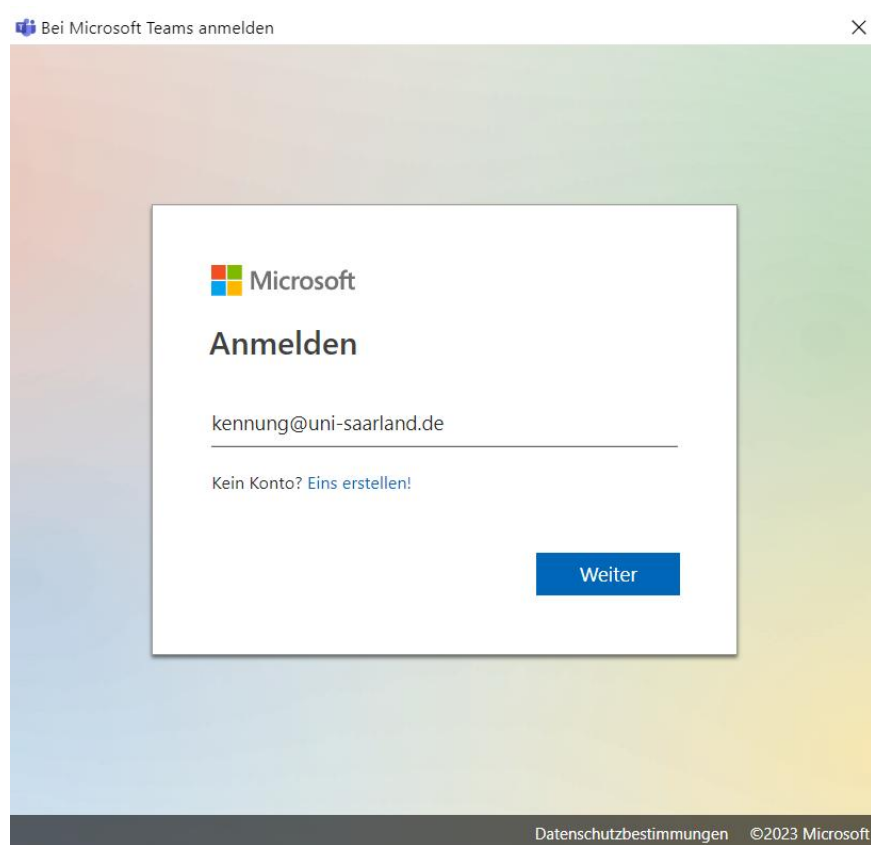
Teams and Channels

Organised cooperation

- Communication
- Collaboration
- File exchange



Login



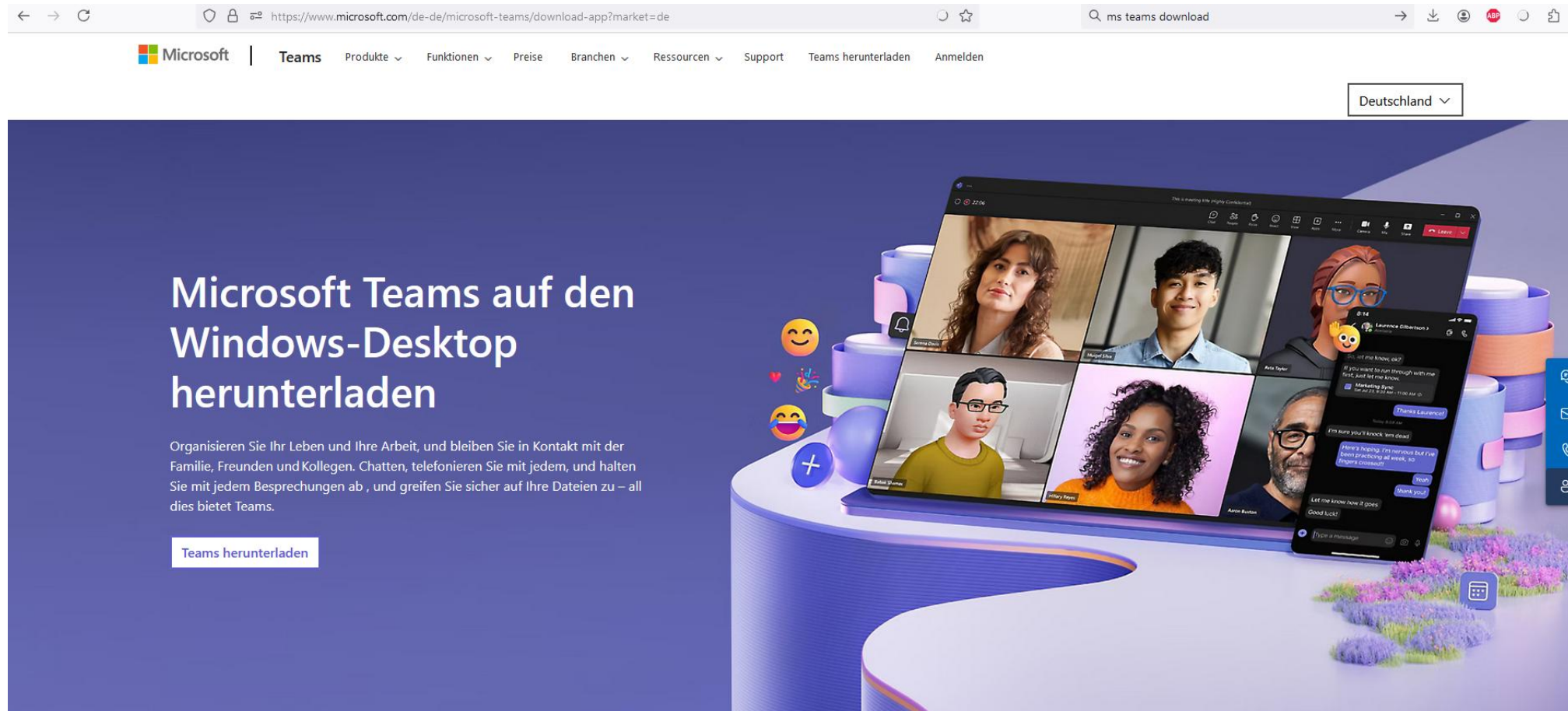
Login

user0000@uni-saarland.de

not

user0000@stud.uni-saarland.de

<https://www.microsoft.com/en-gb/microsoft-teams/download-app>



← → ↻ <https://www.microsoft.com/de-de/microsoft-teams/download-app?market=de> ms teams download

Microsoft | Teams Produkte Funktionen Preise Branchen Ressourcen Support Teams herunterladen Anmelden

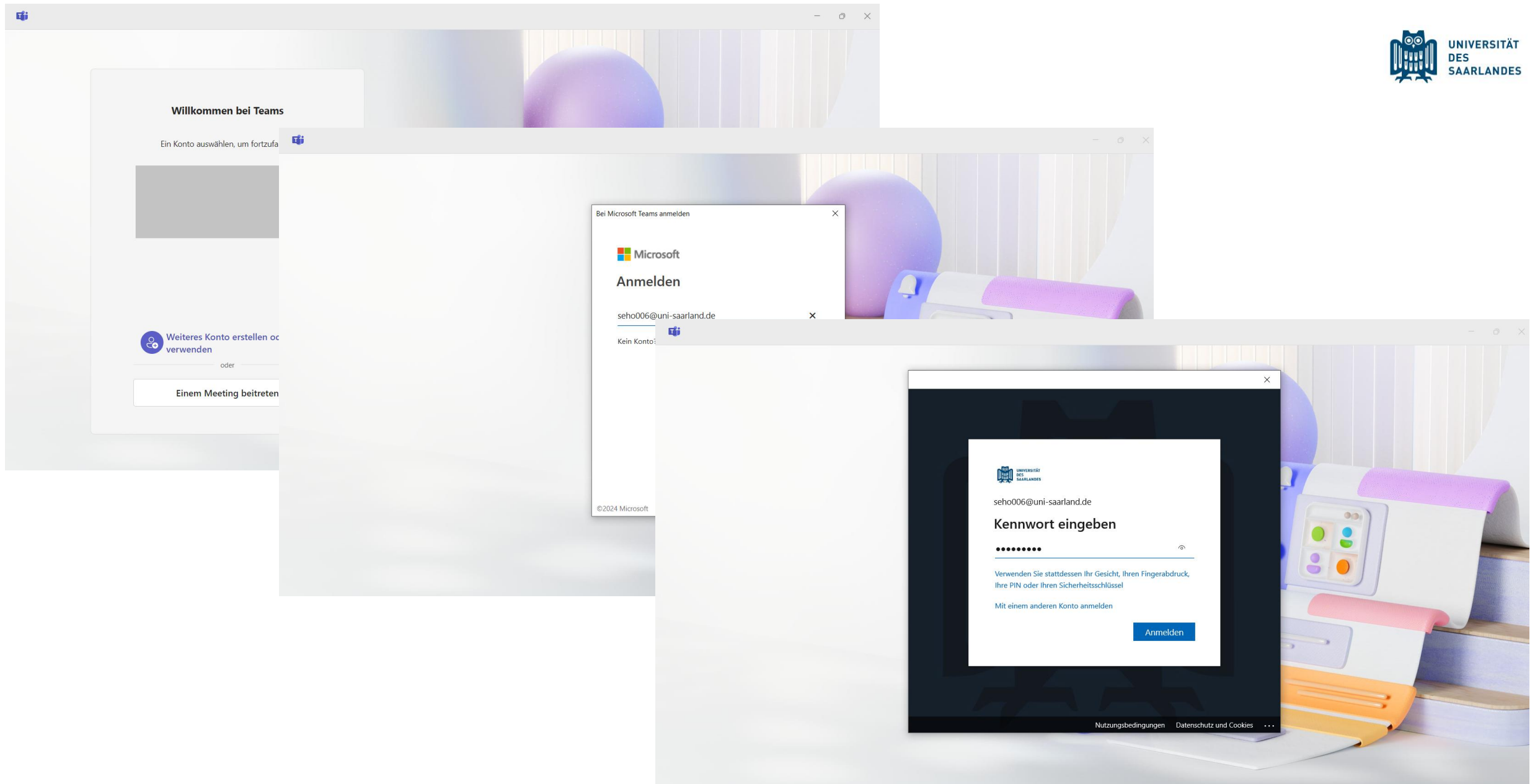
Deutschland

Microsoft Teams auf den Windows-Desktop herunterladen

Organisieren Sie Ihr Leben und Ihre Arbeit, und bleiben Sie in Kontakt mit der Familie, Freunden und Kollegen. Chatten, telefonieren Sie mit jedem, und halten Sie mit jedem Besprechungen ab, und greifen Sie sicher auf Ihre Dateien zu – all dies bietet Teams.

Teams herunterladen

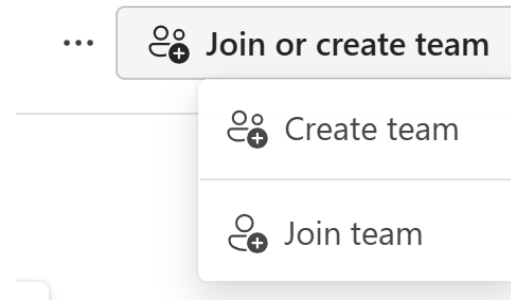




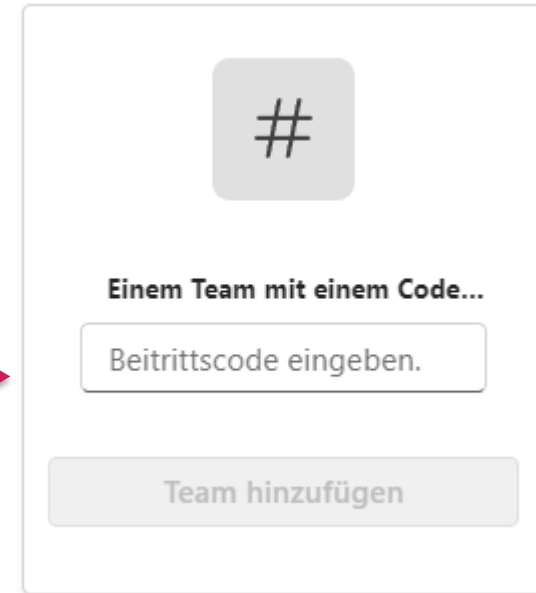
MS Teams – Live Demo

Join team via team code

You can often join 'open' teams via team code



Training code: **05pdnfp**



These student organisations have an open team:

Physics (azixmey), German Studies (ypktqex), English & American Studies (y1ovymx), Chemistry, Philology, Comparative Literature, Maths, Philosophy, Teacher Training (c3ovbvm)

Further Digital Tools at Saarland University

Other available resources at Saarland University

- MS 365
 - Word, Excel, PowerPoint etc..
- Saarland University App (UdS-App for students)
 - Google Play Store & App Store
- University AI-Tools (Login using student email):
 - Microsoft Copilot (m365.cloud.microsoft/chat)
 - HAWKI (hawki.uni-saarland.de)



Copilot



Features of the UdSApp



Konversation ⓘ

Chat

Virtuelles Büro ⓘ

Team

Lernraum ⓘ

<> Wiss. Arbeiten

Organisation

Kreativität



Weitere Infos für Lehrende

Abmelden

Datenschutz

HAWKI



Möglichkeiten

Kontextverständnis - Merkt sich, was vorab in der Konversation gesagt wurde.

Iteration - Erlaubt nachträgliche Korrekturen generierter Ergebnisse.

Formatierung - Gibt generierte Ergebnisse in gewünschter Form aus.



Limitationen

Unvollständig - Generiert gelegentlich falsche Informationen.

Vorsicht - Generiert gelegentlich gefährdende oder voreingenommene Informationen.

Limitierung - Das Sprachmodell greift ausschließlich auf Wissen bis zum Dezember 2023 zu.

Qwen 2.5 72B Instruct



Hier kannst Du deine Anfrage stellen



v1.3.0

Microsoft 365 Copilot Chat



Copilot



Try GPT-5

M365 Copilot



Search

Chat

Agents



Explore agents

Create agent

Conversations



Pages



Create

Apps

Hi, how can I help?

Message Copilot



Helpful for:

- Idea generation
- Getting explanations
- Structuring information

Limitations:

- Can make mistakes (“hallucinations”)
- May be biased or incomplete

Important: Always review outputs critically!

- AI ≠ replacement for independent thinking

Never enter personal data

- No Names, Matriculation numbers, Addresses, Passwords

Only enter **necessary** information

- *„As much as necessary, as little as possible.“*

User always retains responsibility

- AI only supports the user
- Decision making & verification is done by the user

Further training

- The presentation and recording will be available for download on the Teams training page

- On SharePoint there is a Teams help page with further tutorials on MS Teams
<https://unisaarlandde.sharepoint.com/sites/Teams/Videos/Forms/AllItems.aspx>



- Moodle self-study course on Microsoft Teams:

<https://tinyurl.com/UdSTeams>



- If you have any questions about MS Teams, you can contact the UdS conference help centre:

konferenzhilfe@uni-saarland.de

Questions?



Thank you for your attention !

Onboarding
Event
Evaluation



<https://forms.office.com/e/GqGW8sX0gB>