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## ORGANIZATION OF THE EDUCATIONAL PROCESS ON THE BASIS OF MS TEAMS SERVICE AT THE PRE-UNIVERSITY STAGE OF LANGUAGE TRAINING FOR FOREIGNERS

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**Abstract.** The article examines the problem of introduction of modern interactive technologies in the educational process at the pre-university stage of language training of foreign citizens. The author's experience of using Microsoft Office 365 cloud services in the conditions of distance and mixed learning is highlighted. Directions, forms and types of work on implementation of the latter in the educational process are outlined.

**Key words:** modern interactive technologies, cloud services, Microsoft Office 365, OneNote.

The problem of introduction of modern interactive technologies in the educational process was reviewed in the works of L. Vasetska, O. Solovyova [1], Vorotnykova I., Tchaikovska N. [2],

### Introduction.

Purpose of the article: to highlight the author's experience of using Microsoft Office 365 cloud services in terms of distance and blended learning; outline the directions, forms and types of work on their implementation in the educational process.

The relevance of this problem is reinforced by the need to quickly master the innovative educational technologies that provide opportunities to receive educational information in an interactive distance mode in the process of implementing distance learning in the educational process of the pre-university stage of language training of foreigners.

### Main text.

While analyzing the experience of using innovative technologies in the educational process of different universities of Ukraine, it can be stated that they have common didactic approaches in their application. Firstly, the use of e-mail as the main tool for registering students and teachers for remote communication and the use of cloud technologies. Secondly, the creation of a proprietary e-educational environment by the higher educational institution in order to ensure the integration of means of communication between the participants of the educational process, the creation of educational and methodical online courses and other methodological materials within one platform. Feedback between teacher and students is provided through personal online messages based on various electronic resources (WhatsApp, Viber, e-mail). Control of language acquisition is carried out in the form of testing within the electronic educational platform of the educational institution (RATOS, Forms).

The criteria for choosing a modern remote software service includes the degree of mobility or flexibility of the integration capabilities of the taken service, that is, the



level of implementation of key tools of virtual communication in a single computer program. This includes the following features:

- fast file exchange;
- use of audio and video communication;
- possibility to use the program with help of various different gadgets;
- integrated testing system;
- availability of a chat for quick interaction between teacher and students;
- rapid integration of additional educational platforms for carrying out interactive classes;
- minimum number of technical means needed to provide distance learning.

The methodics of distance learning using Microsoft Office 365 cloud service on the basis of the Teams platform were tested at the Preparation Center for Foreign Citizens of Zaporizhia State Medical University. Microsoft Office 365 services proved to be the most promising for the implementation of both distance and mixed forms of learning. The use of these services increases the preparation level of teachers capable of further active, appropriate, scientifically sound application of modern interactive technologies in their professional pedagogical activities.

In the Preparation Center for Foreign Citizens, the MS Teams platform is used both for the organization of distance learning and for group or individual classroom work of students. The MS Teams platform creates a virtual workspace that is permanently accessible from any electronic device. Use of this platform provides, firstly, the opportunity to learn together regardless of time and distance, secondly, constant communication via video conferencing and instant messaging, thirdly, collaborative remote work on documents and, finally, synchronization of the schedule, calendar of classes and alert channel on all electronic devices, as well as cloud data storage.

The educational process on the basis of MS Teams involves the use of various applications included in Microsoft Office 365, such as PowerPoint, OneNote notebook, Flipgrid, Kahoot, Forms, Mindomo.

The application deserving particular attention is OneNote which allows one to create a learning environment for individual and group work of students; to display users working together; to provide shared access to the presented training material to all participants simultaneously; to save educational material and work done by students automatically. The application allows one to quickly create a personal space for individual students where each of them is able to work both online and during classes held in classrooms. The student's virtual space contains the following content folders:

1. **"Independent work" folder.** This folder includes educational and methodical material for independent work of students. Independent work of students is carried out under the control of the teacher, but without his or her direct participation. The teacher controls the process of completing tasks for independent work, as well as checks the result of this activity, at any time and from any electronic medium. The tasks for independent work are differentiated by the degree of complexity, which provides the implementation of an



individual approach in learning and creates a comfortable environment for the promotion of potential learning opportunities for foreign students.

2. **"Homework" folder.** In the OneNote notebook, the teacher creates interactive creative tasks for independent work which stimulate the motivation of foreign students to learn the language at any stage of preparation.
3. **"Tests" folder.** For control, the capabilities of the electronic resource Forms, which is integrated into OneNote, are used. There is a quick automatic check of results, which saves a lot of teacher's time and solves the problem of objectivity in assessing learning outcomes.
4. **"Hands-on materials" folder.** This section is filled with explanatory and reference materials which expand the base of necessary knowledge and develop the already formed skills of foreign students.
5. **"Library" folder** contains a collection of books in electronic formats: dictionaries, textbooks, training manuals, compilations, workshop texts.

The key feature of the notebook software is that it provides both a closed personal space for the teacher and a wide shared space (Collaboration Space) for cooperative work: teacher → one student, teacher → students, one student → students. In Personal space for the teacher is used to store summaries of classes, curricula and plans, information about students, class schedule, etc. Only teachers have access to this folder.

Shared space provides opportunities for carrying out group activities: quizzes, web-quests, games based on new vocabulary, creation of dialogues, sharing photos and media materials, collective editing of texts, spreadsheets, presentations, work on online boards, etc. In the process of joint work of students, an educational community is created. It promotes the development of responsibility for group work, readiness to acquire new knowledge while communicating with each other and not only from the teacher. Working in a shared space helps to unleash the creative and intellectual potential of foreign students through self-organization, as well as computer programs using skills.

### **Summary and conclusions.**

Thus, the use of modern interactive technologies in combination with traditional forms of education contribute to the development of students' abilities to research, select and use information as the main material for receiving knowledge, which forms their future professional competence.

### **References**

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**Abstract.** У статті досліджується проблема впровадження новітніх інтерактивних технологій у навчальний процес. У Запорізькому державному медичному університеті у Центрі підготовки іноземних громадян було апробовано методику дистанційного навчання за допомогою хмарного сервісу Microsoft Office 365 на базі платформи Teams. Сервіси Microsoft Office 365 виявилися найбільш перспективними для впровадження як дистанційної, так і змішаної форм навчання. Особливої уваги заслуговує додаток OneNote, який дозволяє створити навчальне середовище для індивідуальної та групової роботи студентів; сприяє розкриттю творчого та інтелектуального потенціалу іноземних студентів завдяки самоорганізації та уміння працювати в комп'ютерних програмах.

**Key words:** новітні інтерактивні технології, дистанційне навчання, хмарні сервіси, Microsoft Office 365, OneNote.

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