

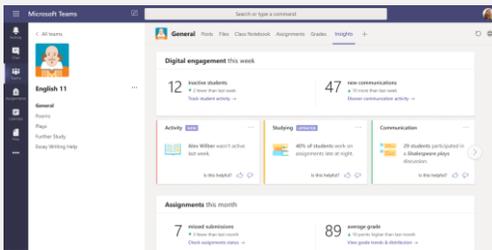


# Insights in Microsoft Teams for Education

Use this educators guide to pick up the basics

## How can Insights help?

Each learner has unique experiences, skills, and voice. Insights helps you understand and respond to both class and individual needs.



## Start

Add Insights for each class and as an overview of all your classes.

- **Insights for each class.** Add a tab to a class. Click + on the tab bar, search for Insights and add it.
- **Insights overview of all your classes.** Click "..." on the left app bar, search for Insights and add it.

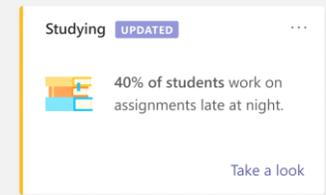
## Using the reports

The reports provide a good understanding of student activity and engagement.

- Filter by date, student or other
- Need to share the data? Select the timeframe, click "..." at the top right corner of the report, and select **Export to Excel.**
- Check out the tips in the **Help** section on how best to use the reports.

## The spotlights

Spotlights are shown on the Class Overview page. They shine a light on the class and individual students and provide actionable insights that help you support your students.



Delve into **the reports** to understand what and who need your attention

## Digital Activity

- Understand how your students engaged with the class material during the day.
- See who was inactive so you can reach out to them.
- Check up on online meeting attendance.



## Communication activity

- Discover how students engage with you and with each other.
- Understand who were the least or most active students.
- Check if students are receiving enough support from educators.



## Assignment status

- Check how your students are progressing with each assignment.
- Check if individual students are struggling and might need your help.
- Check if many students turn in assignments late. This may indicate a heavy workload.



## Grades

- View the distribution of grades over all assignments or a specific one.
- If you see an unusual grade distribution, check which students are included.
- Check out the trendline for a specific student's performance, and how they compare to the class average.

