

Microsoft Teams

HOW-TO GUIDE FOR EDUCATORS



Create Engaging Classroom Experiences.

Microsoft Teams helps you promote classroom collaboration, personalize learning, and engage the voice of every student -- all from a single experience in Office 365 Education. This eBook serves as a step-by-step guide for Teachers to start using Microsoft Teams in class. Topics include:

- [What is Microsoft Teams for Education?](#)
- [Getting Started With Teams](#)
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- [Getting to Know the Teams User Interface](#)
- [Creating Your Own Team](#)
- [Creating Channels and Tabs](#)
- [Managing Assignments in Teams](#)
- [Integrating Microsoft Teams Into Teaching](#)

What is Microsoft Teams for Education?

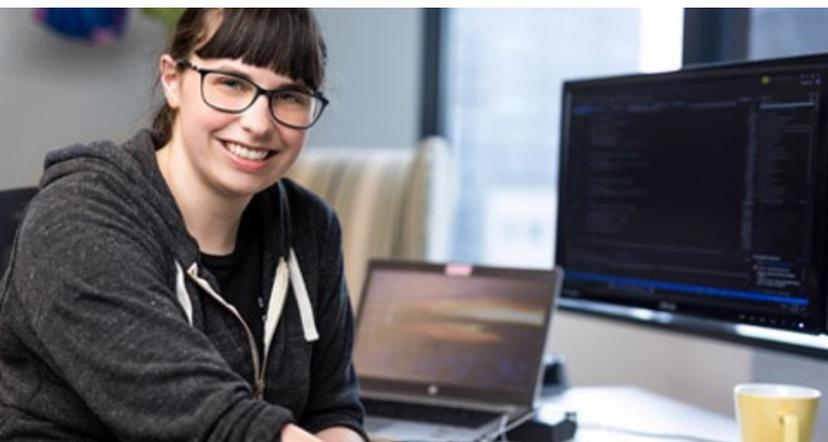
Microsoft Teams is a digital hub that brings conversations, meetings, files and apps together in a single experience in Office 365 Education. Using Teams, teachers can move quickly and easily from conversations to content creation with context, continuity, and transparency. Teams addresses the unique needs of different groups and enables them to work together easily and get things done. With Microsoft Teams, teachers can:



Manage projects, tasks, and content using the applications that you use every day—all available in a single, custom workspace.



Stay in the know with real-time information and updates shared in persistent team conversations, private chats (these can be moderated, if needed), team meetings, and other channels.



Support rich collaboration and seamless experiences with integrated apps from Office 365 like Word, Excel, PowerPoint, and OneNote Class Notebook, and education partners like busuu, Canvas, Flipgrid, and Kahoot!

Getting Started with Teams

Getting Started with Teams is Simple

Part 1: Launching Teams

Go to teams.microsoft.com or click on the app launcher -- the “waffle”  -- in the upper left corner of your Office 365 Education account, then click Teams to open the online app or download it to your desktop.

Part 2: Getting To Know the Teams User Interface

Let’s start by getting to know the Teams interface. On the left-hand side, you’ll see these icons:

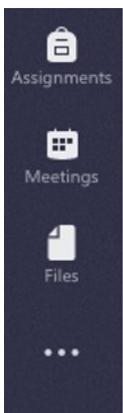
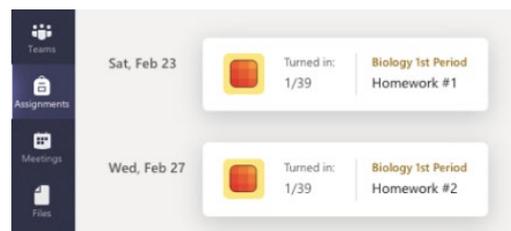
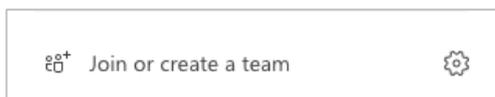


The “Waffle” lets you navigate to other Office 365 apps.

The Activity icon notifies you when you have responses, replies or mentions within Teams.

The Chat icon tells you when you have unread chat messages. Clicking on it lets you access your messages and start a new chat.

The Teams icon shows you a list of your teams and channels. While here you can Create or Join a new team.



The Assignments icon opens a summary of Assignments you are managing.

The Meetings icon shows you your calendar and any upcoming Teams meetings.

The Files icon lets you access your documents and other files within Teams.

Clicking on the ellipses (...) lets you view and access other apps available to you in Teams.

At the top of the screen, you’ll find the following:

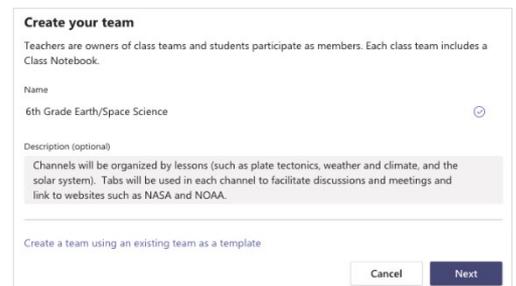
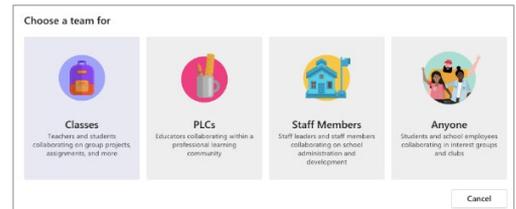


The little square icon  with a pencil lets you start a new chat with specific people, while the Search bar lets you easily search through all your conversations, chats or files in Teams for what you need.

Getting Started with Teams

3. Create your own Teams

- At the bottom part of the page, click on the link Join or create team.
- Click on the Create team button then select Classes.
- In the Create your Team window, name your class, then write a brief description that states the purpose of the class, then click the **Next** button.
- Start adding people to the class. Click on the Add button to start adding individuals, groups or distribution lists from your school. Or if you want to set up your content first (recommended), then click on Skip to add team members later.



4. Creating Channels and Tabs.

Channels are subsets of a Team that help you organize content and conversations. When you create a new class, a "General" channel is automatically added. You can create additional channels to keep your class organized. By default, anyone on the team can access these channels.

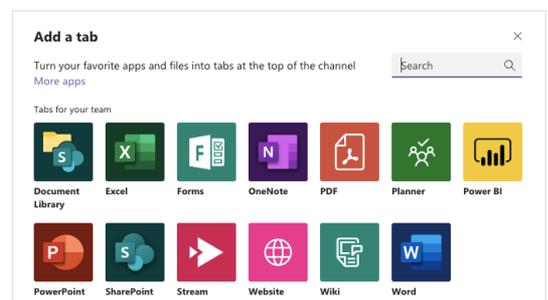
- To Create a new channel select the ellipses (...) next to your team name in the channel list
- From the drop down menu, select Add Channel
- In the dialog box, name your channel and write a brief description that explains the purpose of the channel, then select the **Add** button.



Tip: Use the General channel in any team as a space to post announcements, introduce new members and add important documents that need to be referred to often.

Tabs let you add content and applications within a channel. Several default tabs are created within each channel, including Conversations, Files, Class Notebooks, and Assignments.

- To create a new tab, select the + to the right of the default tabs, then select an app or file for the tab, name it, and select the **Save** button.
- To create a new tab that links directly to a specific file (such as a lesson plan or outline or an interactive class presentation), click the + to the right of the default tabs, then select the app for the file type (such as a Word document, Excel spreadsheet, or PowerPoint presentation), browse to the file name under "Files," name the tab, and select the **Save** button.

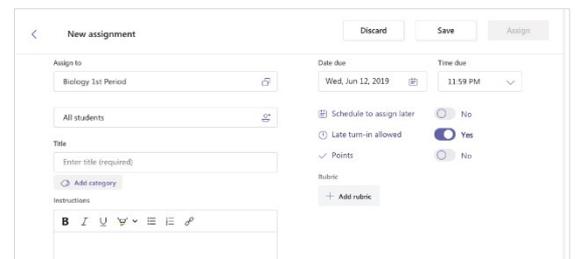
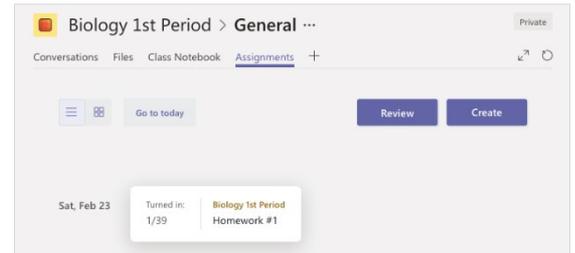


Getting Started with Teams

5. Managing Assignments in Teams

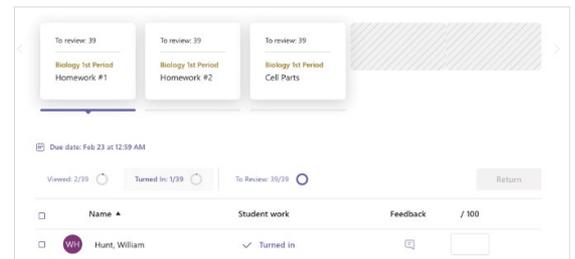
Creating Assignments

- To create assignments in Teams, select the **Assignments** tab in your class tab.
- Select the **Create** button in the top right corner and then select New assignment.
- In the **New assignment** window, add your assignment details and attach reference materials for your students. You can schedule a due date and time due, and even decide whether you will allow late turn-ins.
- When you're done, select the **Assign** button.

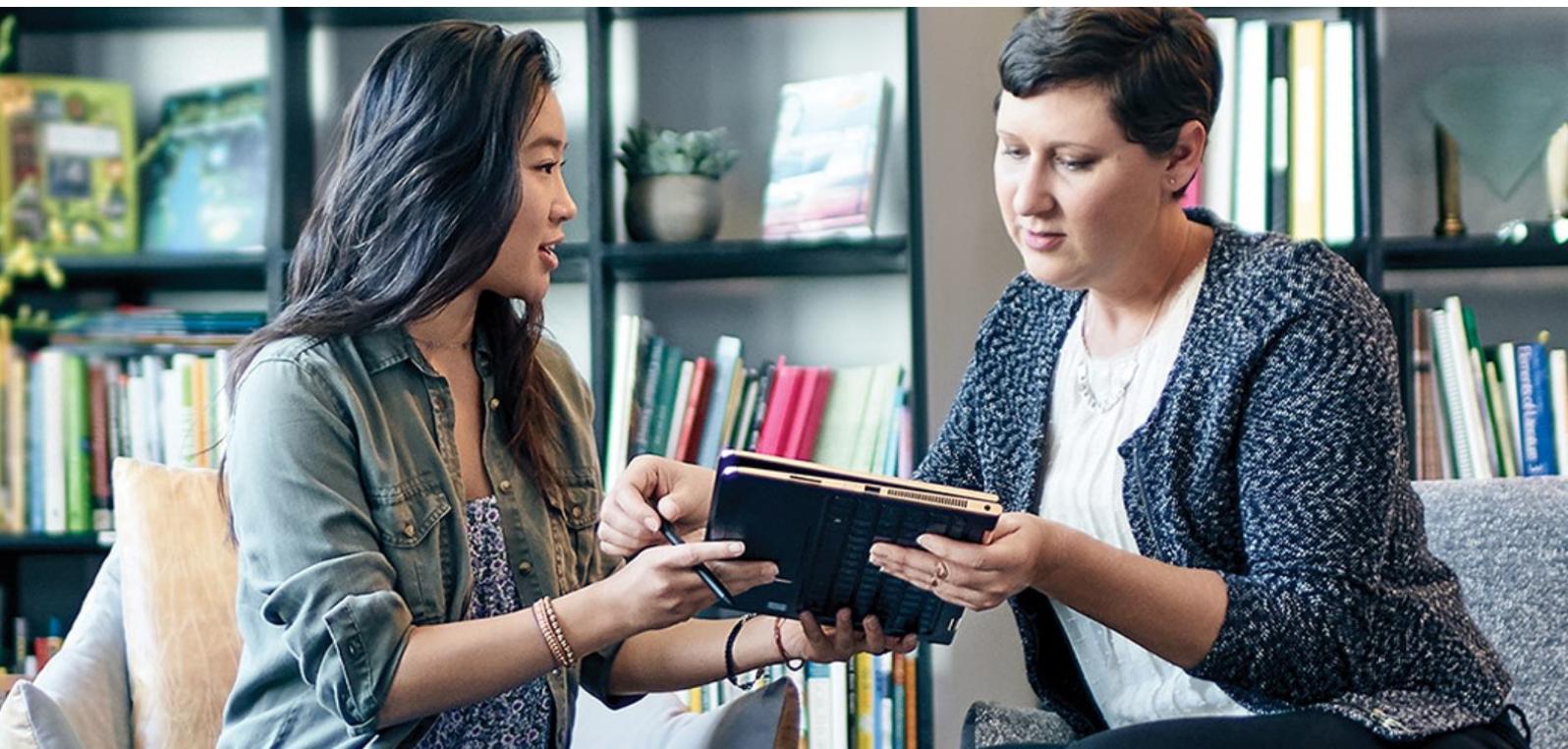


Reviewing Students Assignments

- To review and grade students' work, head back to the **Assignments** tab in your class.
- Select **Review** to see all the assignments your students have turned in.



You can provide feedback and notes down the list or select an individual student's submission to see their Assignment. You can also navigate to other students quickly and easily right from that view.



Integrating Microsoft Teams into Teaching

Once you and your students get started with Teams, you'll find how easy it can be to organize your classroom discussions, manage assignments and collaborate with students. From delivering engaging classroom experiences, you can extend the use of Teams to other scenarios, such as the following:

Scenario	Description
Lesson planning	Developing lesson plans for different subjects and grade levels requires effective communication and collaboration among teachers across the school or district.
Professional learning communities	Collaborate in professional learning communities (PLCs) and share best practices to help shape professional development opportunities and support to your peers.
After-school programs	A recent study found that after-school programs overwhelmingly improve students' STEM career knowledge (80%), promote a more positive attitude about STEM (78%), and increase perseverance and critical thinking skills (72%) ¹ . Teachers can work together to constantly create exciting and stimulating activities to encourage students to participate in these important, voluntary programs.

Resource and Training

For more tips on how to use Microsoft Teams to enhance learning experiences in your class, go to the Microsoft [Education blog](#). From there you can access training resources and learn more about Microsoft's programs for educators.

