



# Yay Teams!

Leslie Fisher

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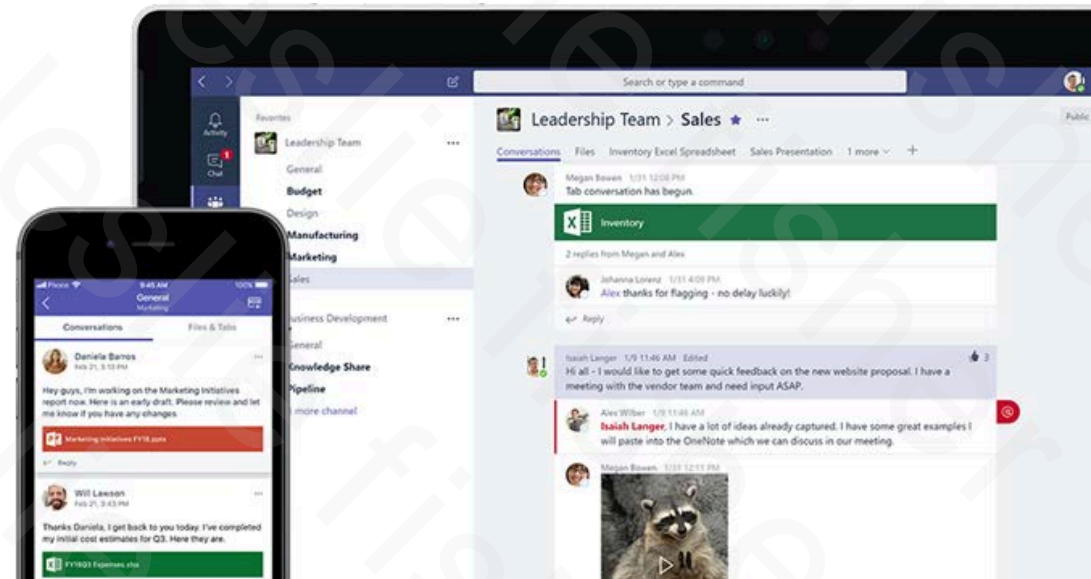
## What's On Tap?

- An Overview of Microsoft Teams and how the fastest growing app in Microsoft history has been enhanced to support educators
- Microsoft Teams EDU
  - What is it, how do you use it, unique features, tips and tricks.
- Where applicable, links to support articles have been added to the topic based slides.
- Added remote learning content with piles of remote learning and Microsoft Teams resources.



## What is Microsoft Teams?

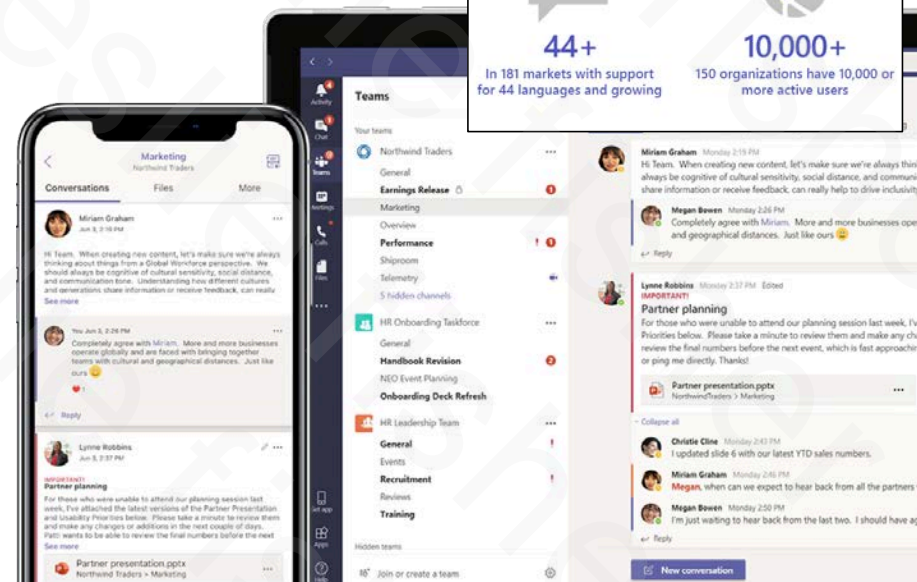
- Teams was designed for groups of all kinds to communicate and collaborate more effectively
- Group chat, online meetings, calling, and web conferencing.
- Collaborate on files with built-in Office 365 apps like Word, Excel, PowerPoint, and SharePoint.
- Add in your favorite Microsoft apps and third-party services





## Who is Using Microsoft Teams? (Before Remote Learning)

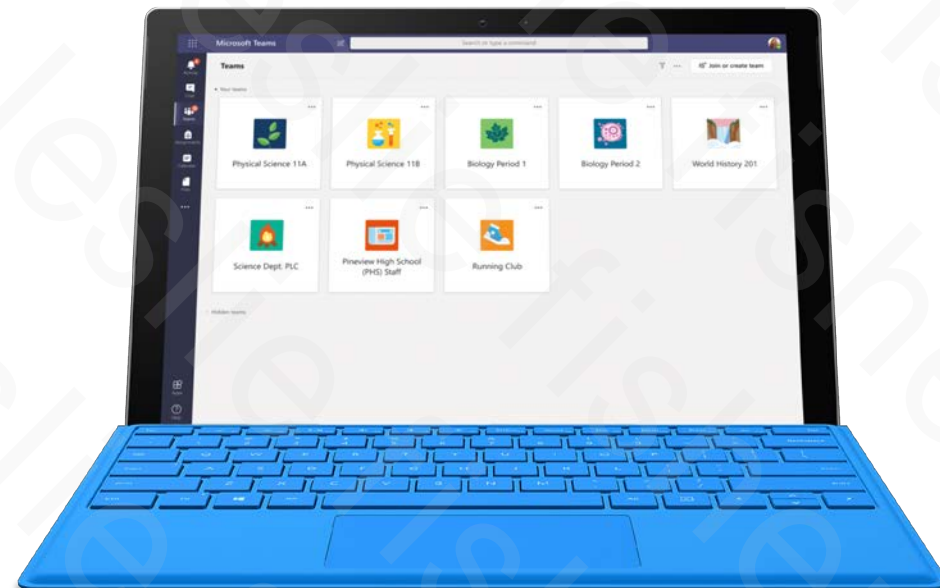
- Fastest growing app in history of Microsoft.
- 91 fortune 100 companies use Teams in one capacity or the other
- 13 Million Daily Active Users
- 19 Million Weekly
- <http://bit.ly/34gPx98>





## What Is Microsoft Teams EDU?

- A digital collection of tools that combines conversations, meetings, files and apps together in one location
- Teachers have a one stop shop to communicate, create content, assign and quiz
- Not just for teachers to communicate with students. Is used often with PLCs, Staff and anyone that needs a one stop communication hub that includes dynamic content
  - PLCs, Staff, Anyone Else: Study Groups, Club and Societies, Shift Workers, Student Affairs
    - For example, some schools and districts will use Teams to put together lesson plans that can be worked on together, commented and shared with all teachers.





## Why Microsoft Teams EDU?

- Microsoft Teams was designed for large corporations to communicate effectively and is rapidly growing in business due to its effectiveness.
- Microsoft added an educational component to teams while keeping the same framework that companies are using today
- Microsoft Teams is a professional platform that with additional features is now also a learning platform
- Students get future ready skills and teachers get a robust platform to lead their classroom

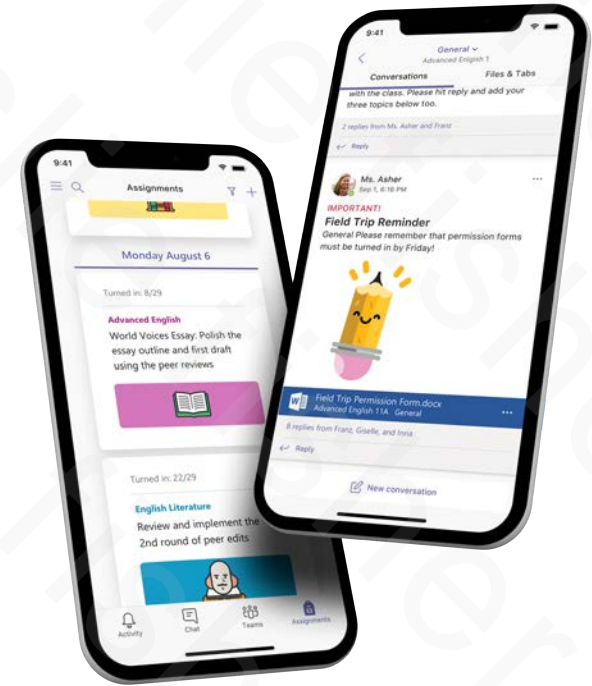






## What Is In Microsoft Teams EDU?

- Class Conversation and Communication
- Assignments and Quizzing
- Rubric Grading complete with built in gradebook
- Capability for each student have their own class notebook for personal note taking which can be collaborated with by the teacher
- If you have Class teams they are automatically created with SIS/MIS integration with Microsoft School Data Sync.





## How To Get Started With Microsoft Teams EDU?

- Every teacher and student qualifies to access office 365 for free:

<http://bit.ly/2pcGffb>

- Getting started with Microsoft Teams:

<http://bit.ly/31IO2yz>

- Microsoft Teams Help and Learning (not an EDU page but helpful): <https://bit.ly/3dJv3Lo>

- Microsoft Education Support: <http://bit.ly/31Ecb9y>

- Microsoft Teams For Admins: <https://bit.ly/2WVfuKH>

- Microsoft Teams on Twitter:

@MicrosoftTeams #TeamsMania

Microsoft | Education School leaders Educators IT More CONTACT SALES

Teachers and students get free Office 365 >

Education / Products / Office 365

## Office 365 Education

### Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address. It's not a trial – so get started today.

Enter your school email address

GET STARTED

NOT ELIGIBLE? SEE MORE OPTIONS >

LEARN HOW TO BUY FOR SCHOOLS >





## How To Get Started With Microsoft Teams EDU?

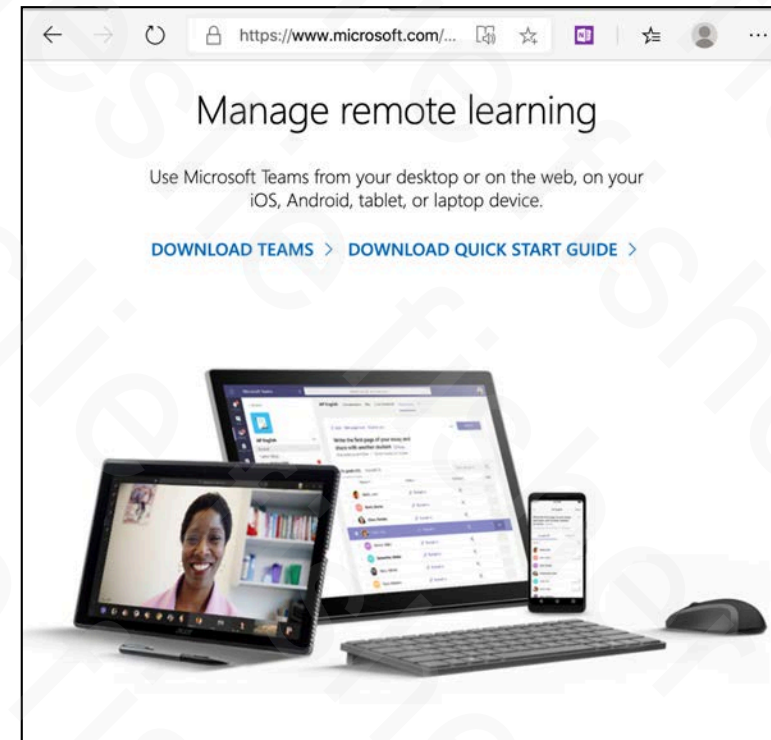
- One Hour Beginner Course (created before “the change”: <https://bit.ly/39vGjle>)
- Live Instructor Lead Training (with some available recorded versions to watch. More designed for business) : <https://bit.ly/2JrValU>

The screenshot shows the Microsoft Office 365 Education sign-up page. At the top, there's a navigation bar with the Microsoft logo, 'Education', and links for 'School leaders', 'Educators', 'IT', and 'More'. A 'CONTACT SALES' button is on the right. Below the navigation bar, a blue banner reads 'Teachers and students get free Office 365 >'. The main heading is 'Office 365 Education'. Below this, it says 'Get started with Office 365 for free'. A paragraph explains that students and educators at eligible institutions can sign up for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. It notes that a valid school email address is required and that it's not a trial. There is a text input field for 'Enter your school email address' and a blue 'GET STARTED' button. At the bottom, there are two links: 'NOT ELIGIBLE? SEE MORE OPTIONS >' and 'LEARN HOW TO BUY FOR SCHOOLS >'. On the right side of the page, there is a photo of a young man smiling while looking at a laptop.



## Microsoft Teams for Remote Learning

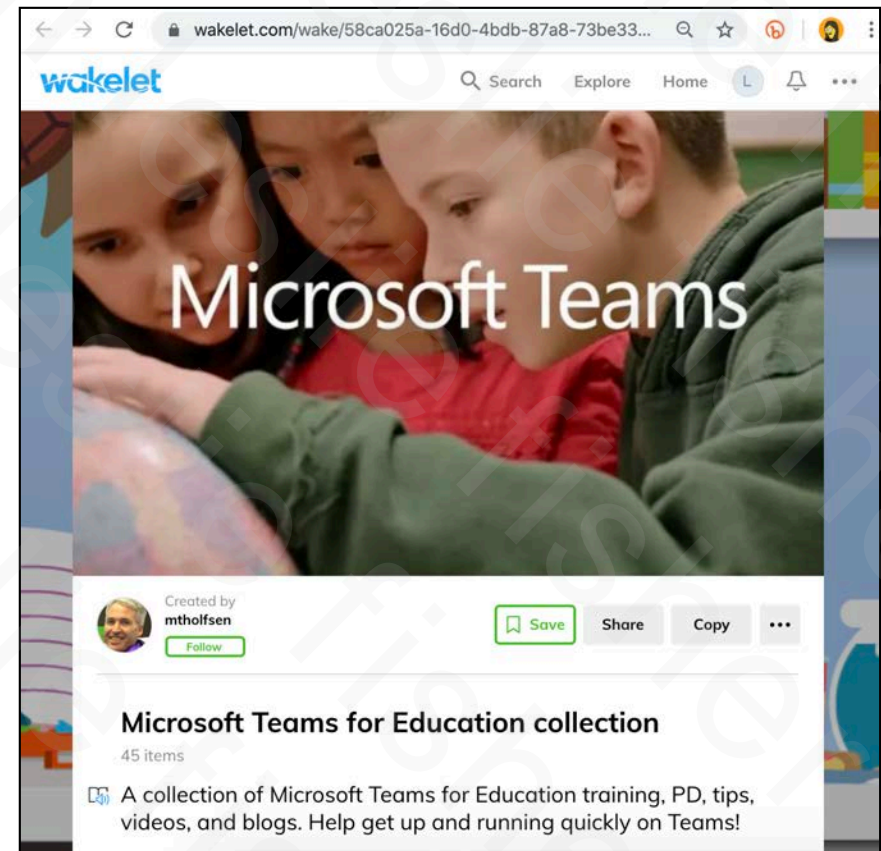
- Getting started with Microsoft Teams and remote learning: <http://bit.ly/31IO2yz> (scroll down a tiny bit. This is an overview type document)
- Getting started with Microsoft Teams and remote learning. This is more of a nuts and bolts oh my gosh I need to get going with this right away and I am an admin type: <https://bit.ly/2WSoZdB>
- Blog Post: How schools can ramp up remote learning programs quickly with Microsoft Teams: <https://bit.ly/3aqnXJQ>
- Quick Start Guide to Teams (pdf): <https://bit.ly/33WaN4L>
- Quick snippet videos. Getting started using Teams for Remote Learning: <https://bit.ly/39wU9tG>





## Microsoft Teams for Remote Learning, Continued

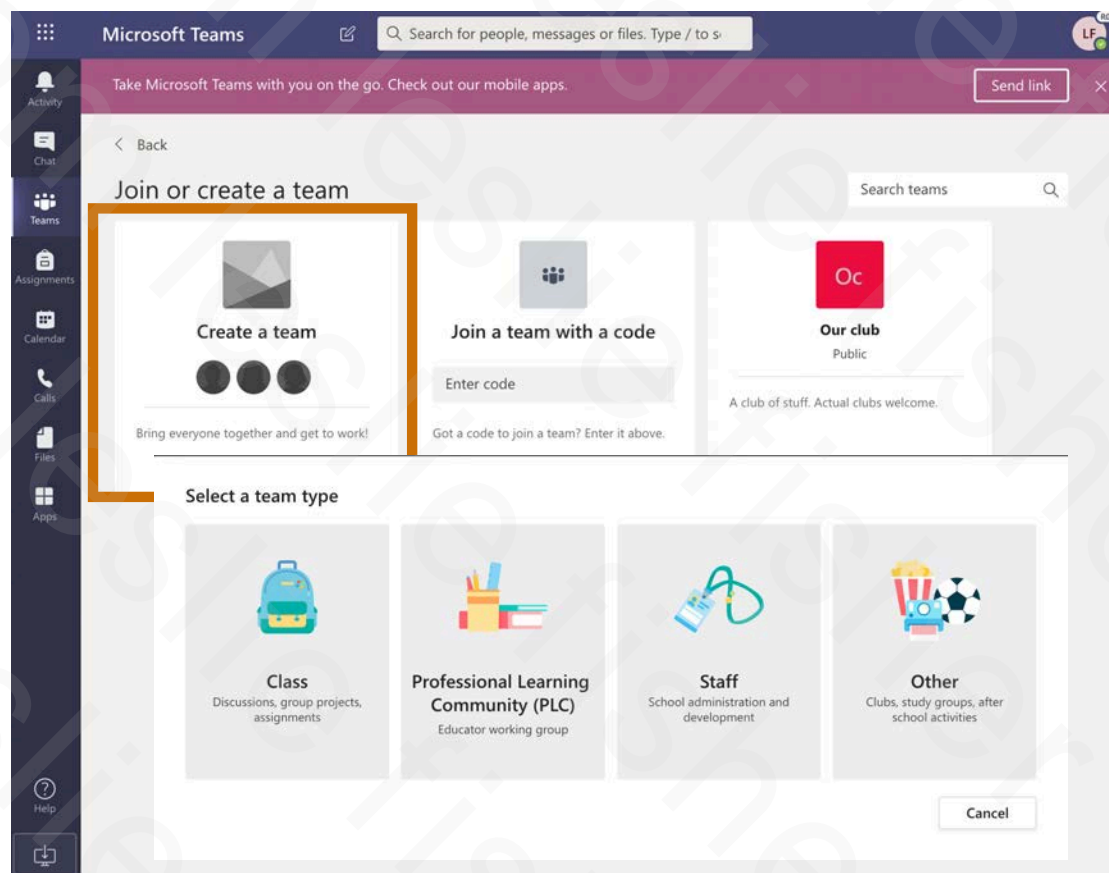
- Additional Webinars from Microsoft: <http://bit.ly/2PAcDmG>
- Free Live and On Demand Webinars from Microsoft: <https://bit.ly/2JppUu7>
- Free Live and On Demand Webinars for Higher Education from Microsoft: <https://bit.ly/2UuboHW>
- Free Live and On Demand Webinars from Microsoft for specific feature sets in Microsoft Teams: <https://bit.ly/39nsYSc>
- A Wakelet filled with Microsoft Teams Resources (many mentioned in the previous slide): <https://bit.ly/3dGlmxw>





## Making a Team

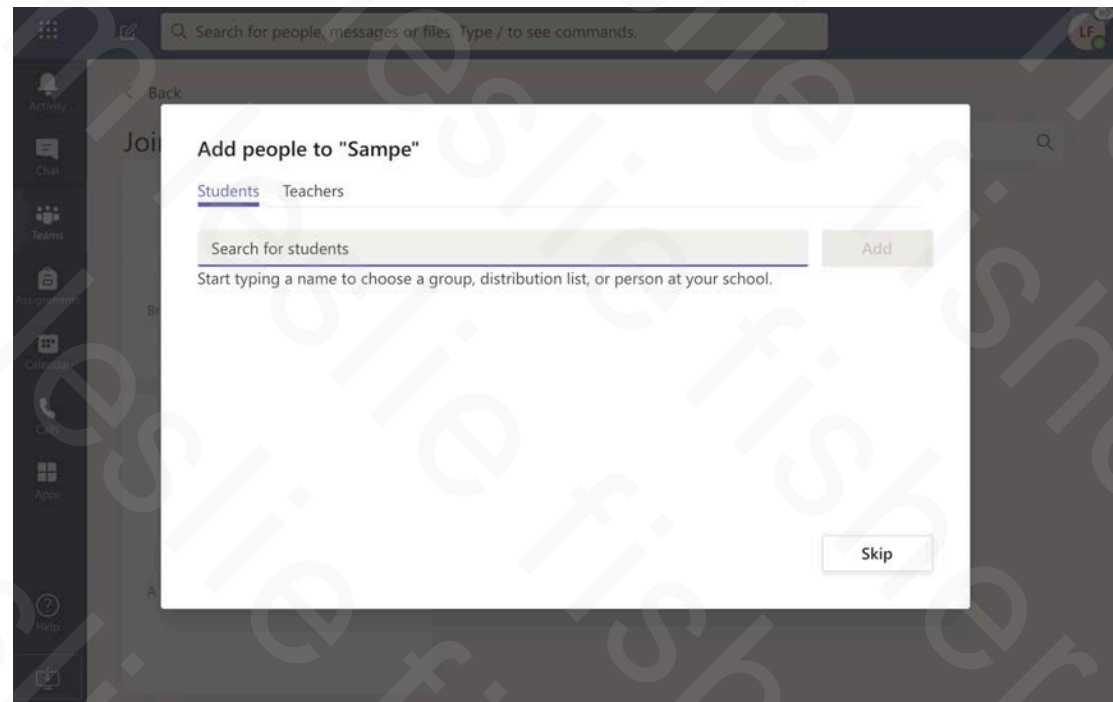
- (Assuming you have an office 365 account set up and are logged in)
- Open Microsoft Teams
- Click on Join or Create New Team
- Click Create Team
- Choose the type of team you want:  
<https://bit.ly/2yl3zM9>
- Create a class team: <https://bit.ly/2QV6lc3>
- Adding Co Teachers To Your Team:  
<https://bit.ly/2wQaL2h>





## Making a Team, Adding (and Removing) Students

- When you make a team it will ask you to add Students.
- If you are part of a 365 account, you should be able to find students easily by name
- You can also type in email addresses of people who might not be part of your 365 account (teacher assistants, substitutes, etc.)
- People can also join via join code which will be shown later
- Support Article: <https://bit.ly/2wCz3wR>
- I know they just got here, but... Removing students: <https://bit.ly/3dAdGgh>

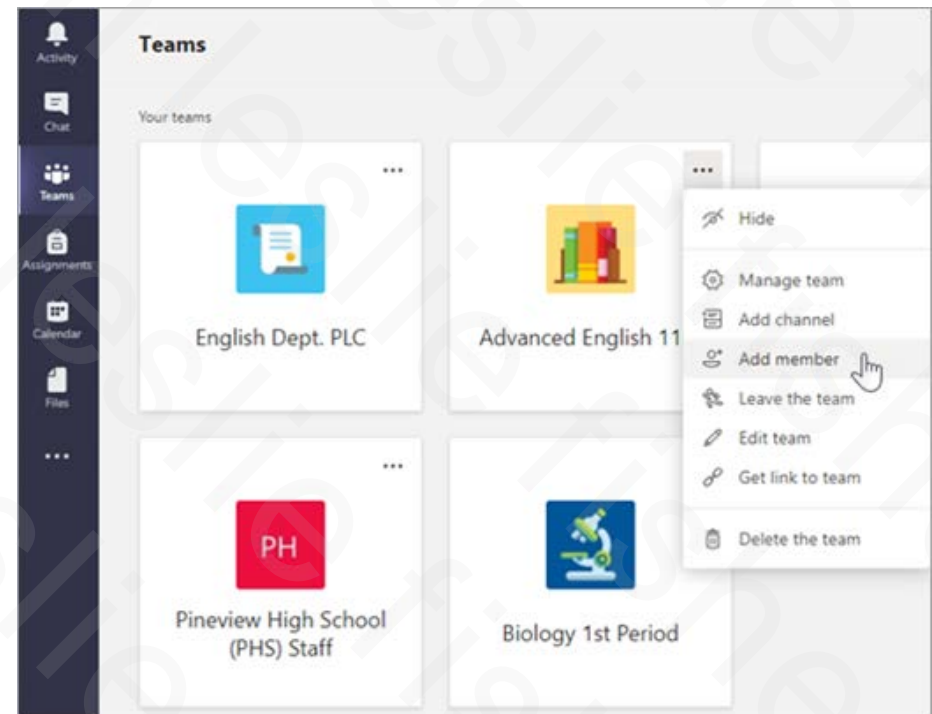






## Making a Team, Adding (and Removing) Co-Teachers

- Teachers can add up to 10 co-teachers to a class team. Each co-teacher will have the same permissions to:
  - Set team members' permissions for channels and conversations
  - Control @[team name] mentions that will notify everyone on the team
  - Allow @channel or @[channel name] mentions, which will notify members who've favorited the channel
  - Allow use of stickers
- Support Article: <https://bit.ly/2wQaL2h>







## Making a Team, Adding (and Removing) Co-Teachers

- To add a teacher to your team(s)
  - Head to the Team you want to add a co-teacher to
  - Select More Options (the three dots) next to the class name and select Add Member
  - Click on the Teacher Tab and add the email address and select Add
- Support Article: <https://bit.ly/2wQaL2h>
- I know they just got here, but... Removing co-teachers: <https://bit.ly/2X5Rwgb>

Add members to Advanced English 11 A

Students Teachers

Grady

Add

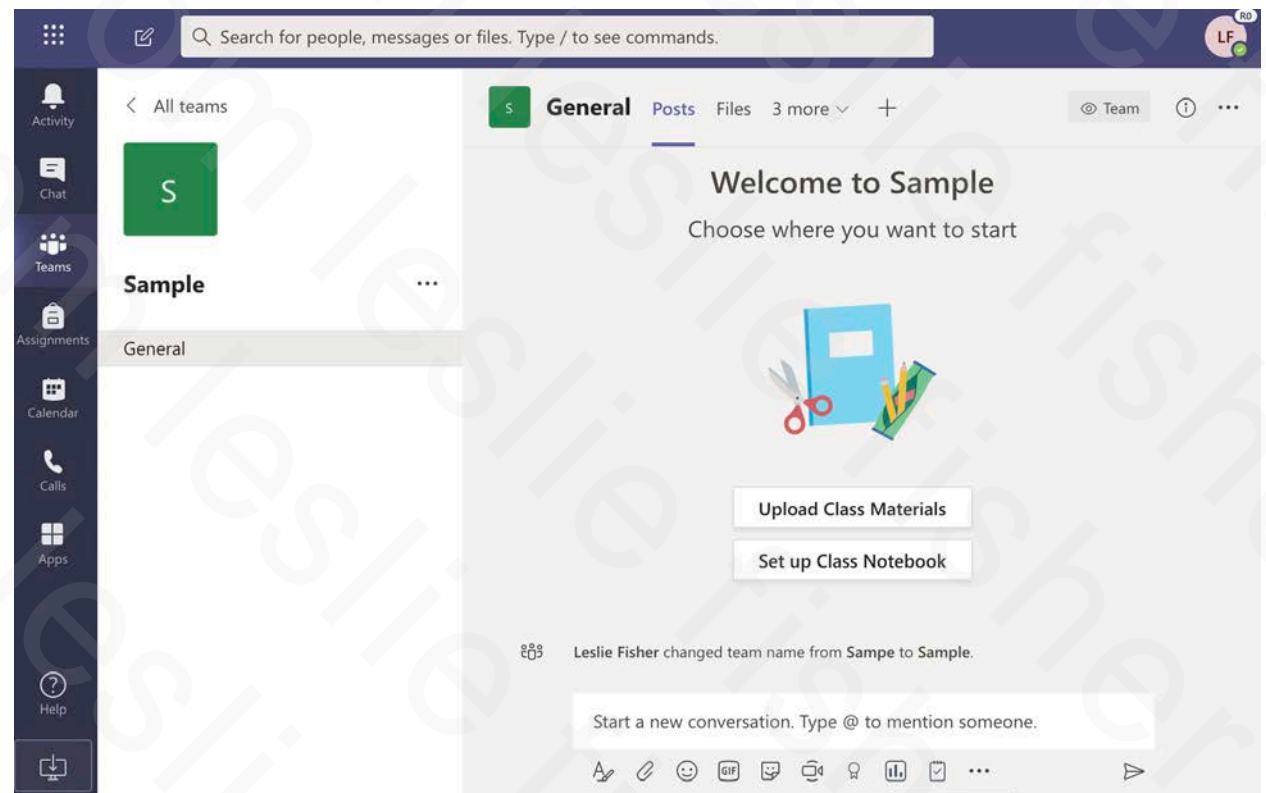
Grady Archie  
(GRADYA) Teacher

Close



## Your Team

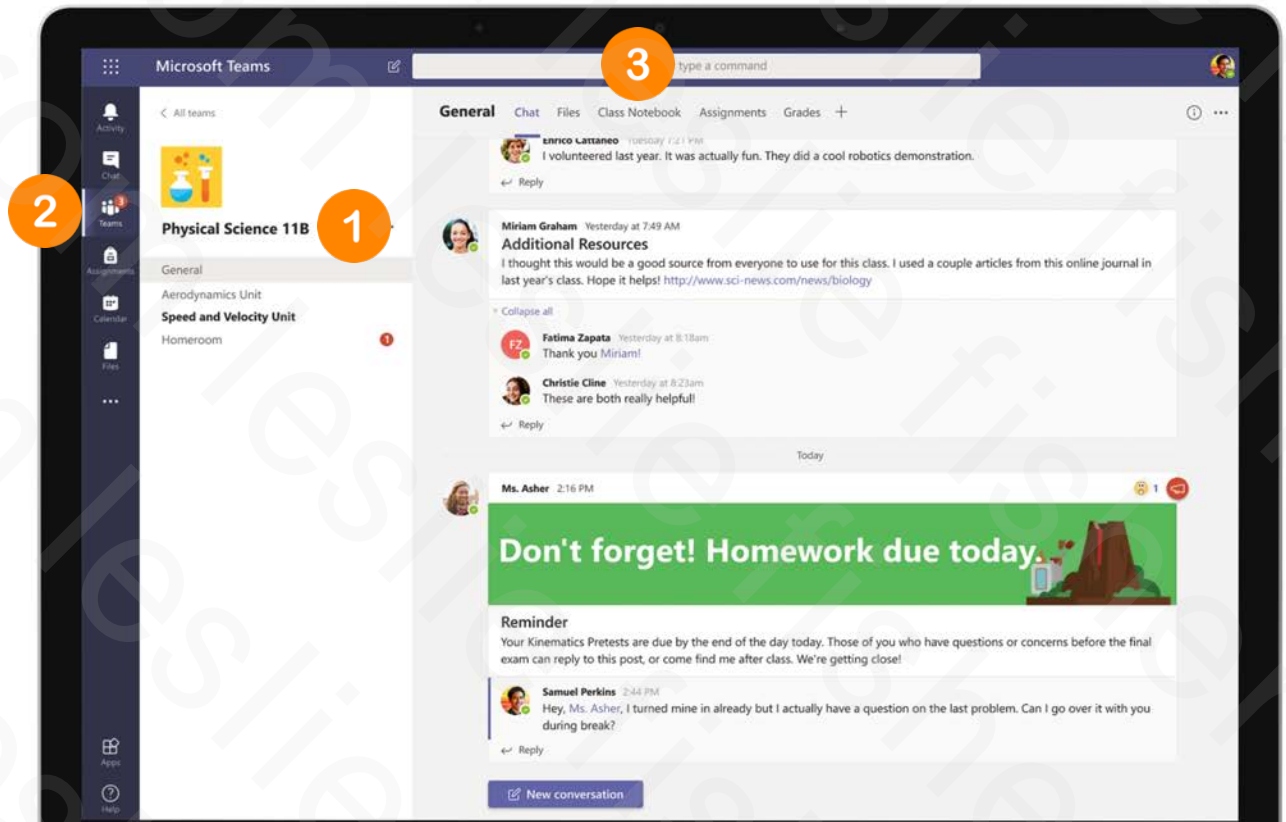
- Your Initial Teams view will look kinda like this.
- You will see options to Upload Class Materials and set up a Class Notebook.
- I would recommend waiting on setting up a class notebook until you feel a little more comfortable with Teams in general





## Microsoft Teams EDU Interface







1. Channels
2. Options for Activity, Chat, Teams, Assignments, Calendar, Calls and Apps
3. Tabs





## Channels! What are they?

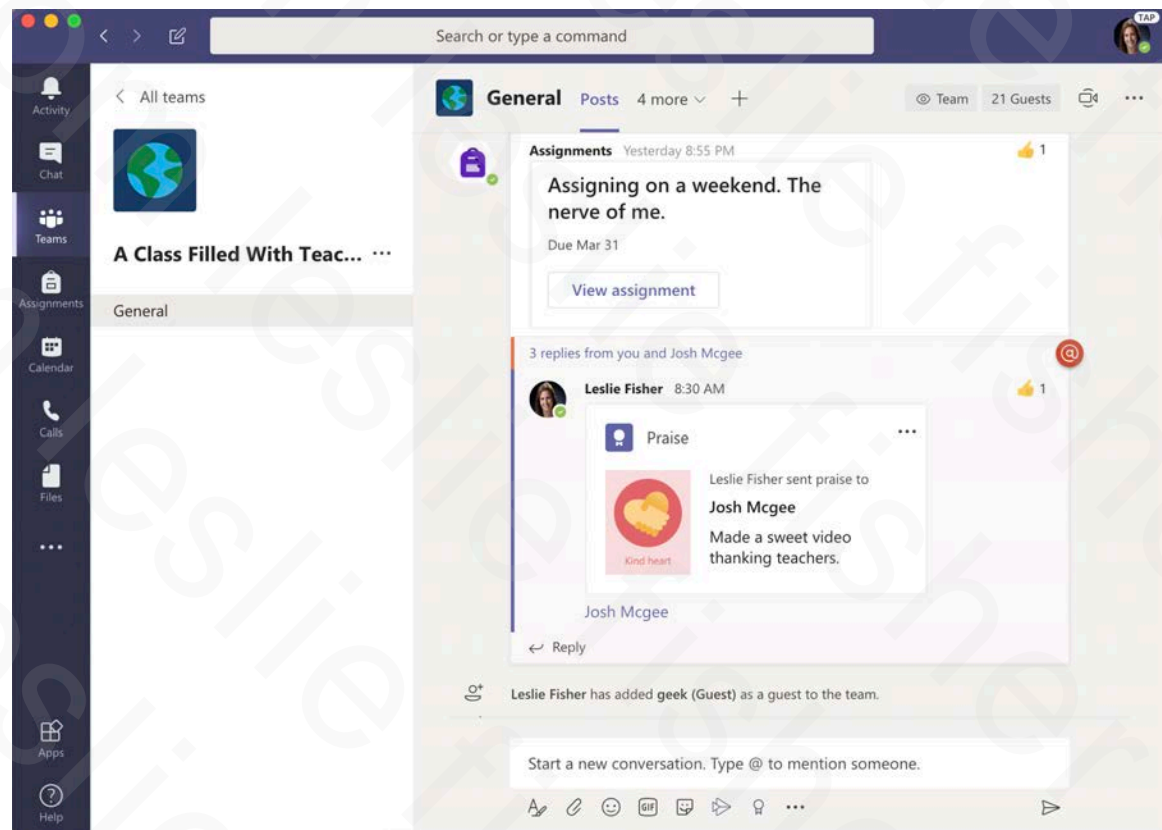
- Teams are comprised of channels
- Channels support text, audio, and video conversations, file sharing and third-party app support
  - Each classroom has an initial General Channel and tabs are automatically added for posts, files, assignments and class notebook
  - You can add additional tabs based on what you would like to accomplish within Teams
- A great getting started guide for channels: <http://bit.ly/346Jluy>

<p>&lt; All teams</p>  <p><b>Advanced English 11 A</b></p> <p>General</p> <p>Elements of Poetry Group</p> <p>Power of Persuasion Group</p> <p>Readings Unit</p> <p>World Voices Group</p>	<p>&lt; All teams</p>  <p><b>Pd 3 7th Grade Math</b></p> <p>General</p> <p>Geometry</p> <p>Rational Numbers</p> <p>Ratios</p>	<p>&lt; All teams</p>  <p><b>Mr. Archie's 4th Grade C</b></p> <p>General</p> <p>Math</p> <p>Reading</p> <p>Science and Social Studies</p> <p>Spelling</p>
<p>&lt; All teams</p>  <p><b>Pineview School District (PSD) Le</b></p> <p>General</p> <p>Pineview Elementary School</p> <p>Pineview High School</p> <p>Pineview Middle School</p> <p>School Benchmark Study</p> <p>School Board Meeting Minutes</p>	<p>&lt; All teams</p>  <p><b>Pineview High School (PHS) Sta</b></p> <p>General</p> <p>2019-20 School Events</p> <p>Announcements and Requests</p> <p>Classroom Observations</p> <p>Safety Plan</p> <p>School Handbook</p>	<p>&lt; All teams</p>  <p><b>PHS Mathematics Department</b></p> <p>General</p> <p>2019-20 Budget</p> <p>2019-20 Outcomes</p> <p>IEP Documentation</p> <p>Professional Development Planning</p> <p>Scheduling</p>



## The General Channel

- The General Channel is setup by default and where the core of your team discussion happens.
- Announcements, Assignments and team discussions happen here.
- <https://bit.ly/3dDQwpb>

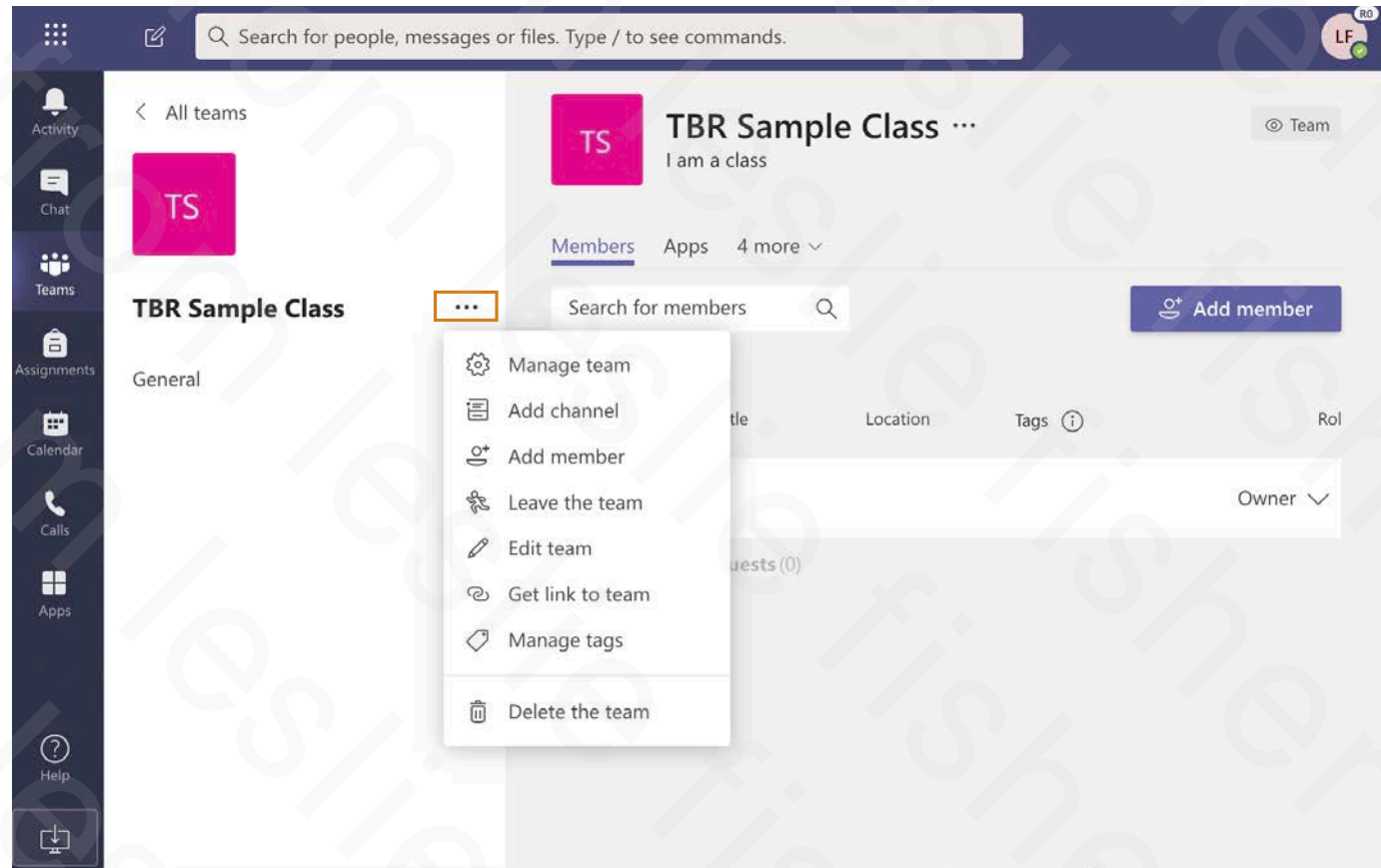




## Adding Channels

- I would suggest only adding channels when you feel its important to do so and after you have given a look to the channel resource, I provided
- To make a channel, look to the right of your Team name are three dots
- Clicking on them will give you the ability to add additional members, channels and a host of other settings.

• <https://bit.ly/2QZFTUa>







## To Make A New Channel

- Private channels are great for sensitive discussions or setting up work groups for your students
- Only owners and members of the channel can access it
- One cool feature is you can make a video team meeting of your channel
- As a team owner, you can turn on or turn off the ability for members to create channels. To see and change this option, go to the Settings tab for the team.
- <https://bit.ly/2QZFTUa>

Create a channel for "A Class Filled With Teachers" team

Channel name  
Letters, numbers, and spaces are allowed

Description (optional)  
Help others find the right channel by providing a description

Privacy  
Standard - Accessible to everyone on the team  
Standard - Accessible to everyone on the team  
Private - Accessible only to a specific group of people within the team

Add members to the Study Group 1 channel

Students Teachers

Search for students  
Start typing a name to choose a group, distribution list, or person at your school.

Add

Skip



# Some of Most Popular Things To Do in Teams EDU?

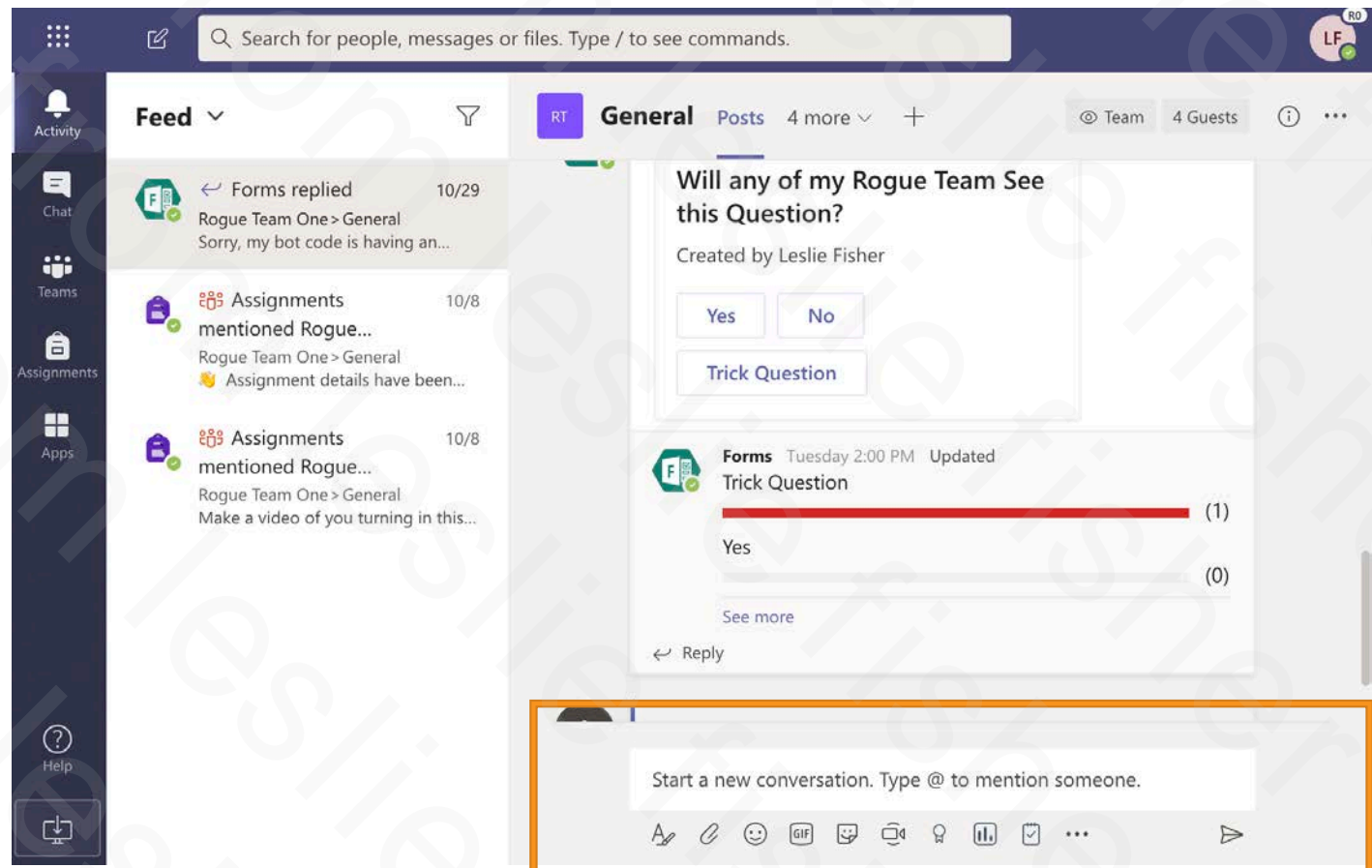


# Communication, Announcements and Praise



## Communication, Announcements and Praise

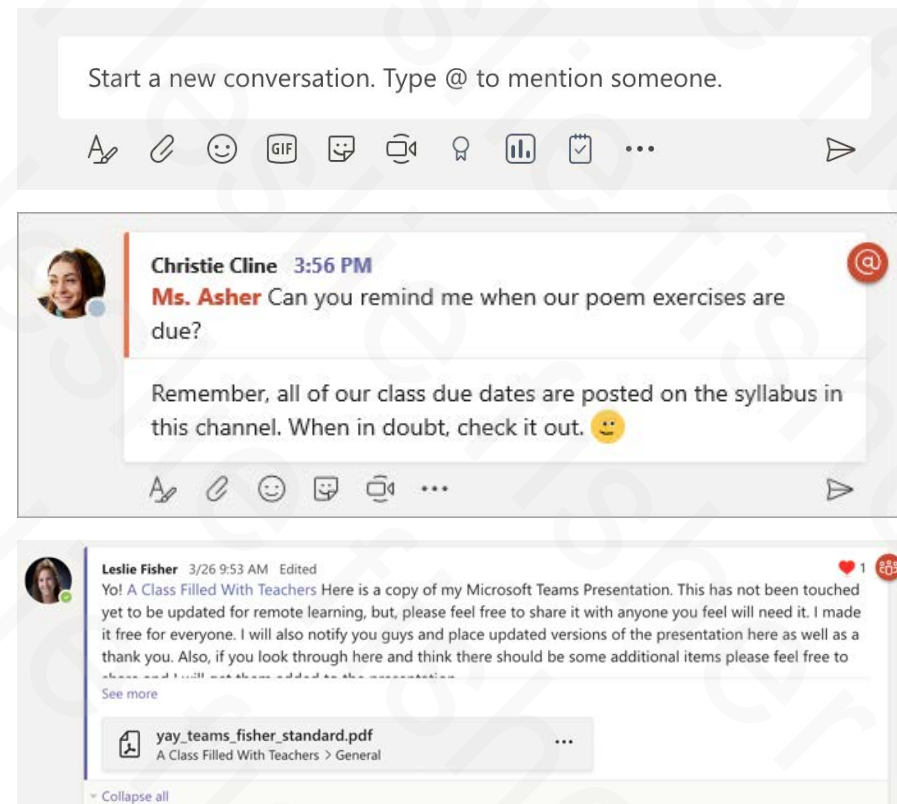
- At the bottom of your Activity, Teams and Chat options is an area to start a new conversation
- There are a lot of nice options in here to go beyond just posting some text
- <http://bit.ly/2N9BZq9>





## Communication, Announcements and Praise

- To communicate with your class in teams, simply start typing.
- The icons at the bottom allow you to add things to your communication
  - Format, Attach file, Emoji (with animation, gif, sticker, immediate video meetings, praise, poll and the ability to add applets which will add additional content types into the communication
- If you want to make sure someone sees the communication tag them as a mention by using the @ symbol. A list of names of people in the team will show up and widdle down as you type in their specific name. You can also add the name of the entire team and everyone in the team will be notified
- More about Mentions: <https://bit.ly/3dAdGgh>





## Activity Feed

- Teams has an Activity feed which is a bell icon in the upper left corner, which is a summary of everything that's happened in the channels that are in your teams list
- When a red circle appears next to Activity button, you have a notification—such as an @mention or a reply—in your feed.
  - Some tips!
    - Type /unread to view your unread channel notifications.
    - Type /mentions to view all your @mentions.
- <https://bit.ly/33VOY5s>

### Activity feed symbols

We attached unique symbols to different types of notifications in your feed. That way, you can look through your feed and prioritize based on the following:

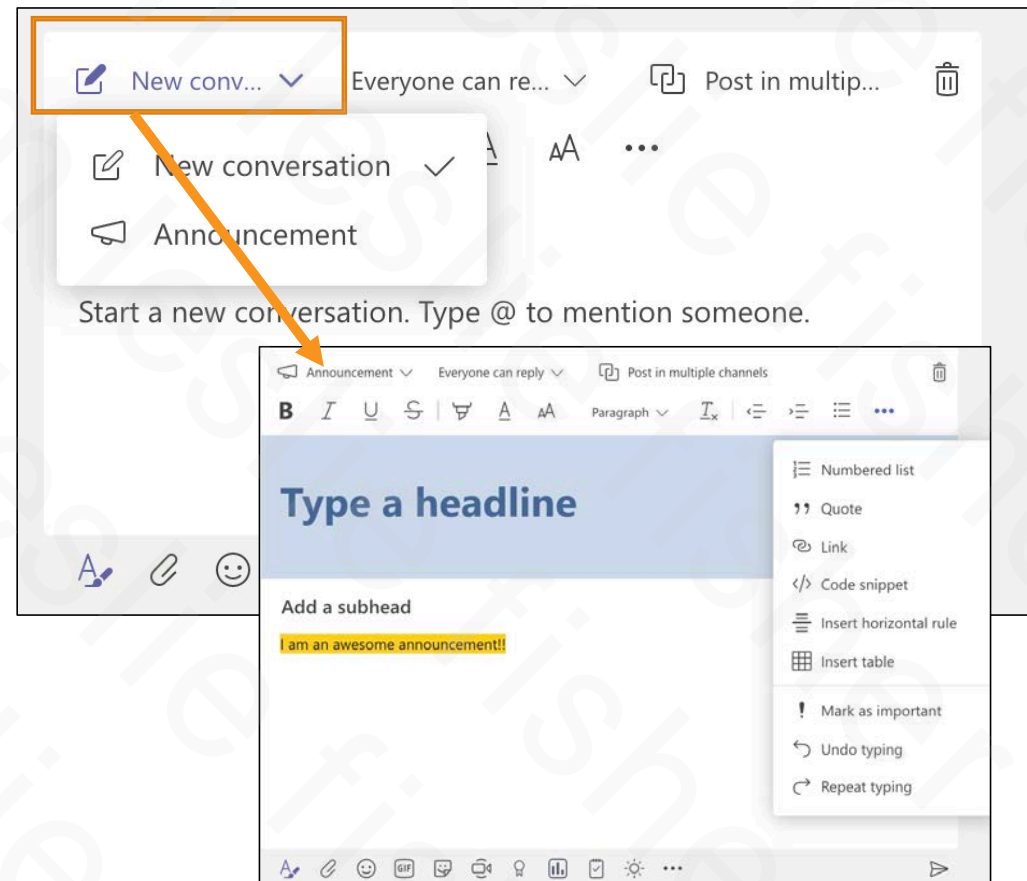
- @ @mentions of you specifically.
- @team @team mentions for teams you're on.
- @channel @channel mentions in teams you're on.
- ← Replies to your posts.
- 👍 Posts you liked.
- + You were added to a team.
- 👑 You were made a team owner.
- 📈 Trending posts.
- 💡 Suggested posts.





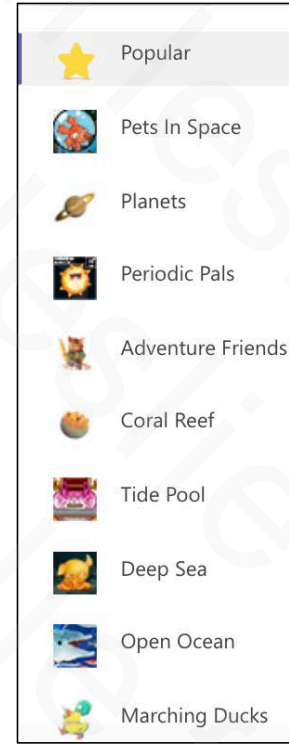
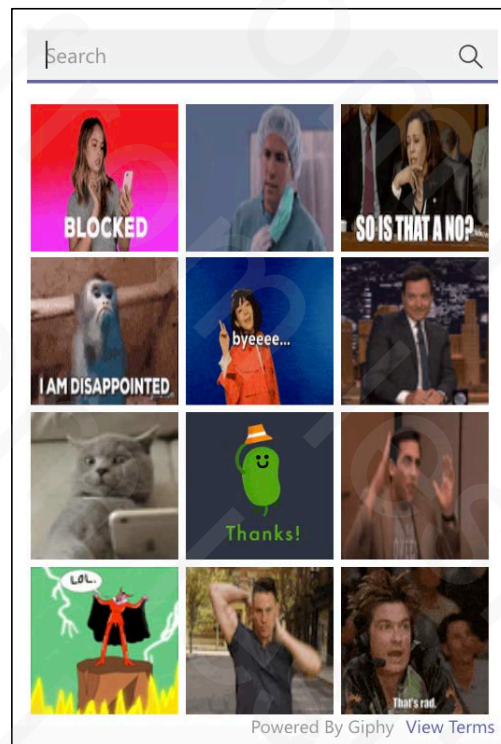
## Communication, Announcements and Praise

- Announcements: You can add additional formatting to your communication and make it an announcement
- Click and hold on New Conversation and an option for Announcement will show up
- This will add a banner that you can change the formatting of as well as a host of other text formatting options.
- Adding an @ symbol with the name of the team will send a notification to everyone in the team. Use wisely 😊
- You can also mark an announcement as important.
- <http://bit.ly/2N9BZq9>





# Communication, Announcements and Praise



- The Communication emojis (animated), gifs and stickers are all EDU friendly



## Communication, Announcements and Praise

- Within communication you can send praise.
- Students can send praise as well If they can create communications within the team
- Praise is simply a little shout out for something that deserves a shout out.
- <http://bit.ly/2qf5M7J>

**Praise** Send praise to people

Badge  
Thank you

Note (optional)  
For helping me and tolerating in this team. ♥

To  
Type a name

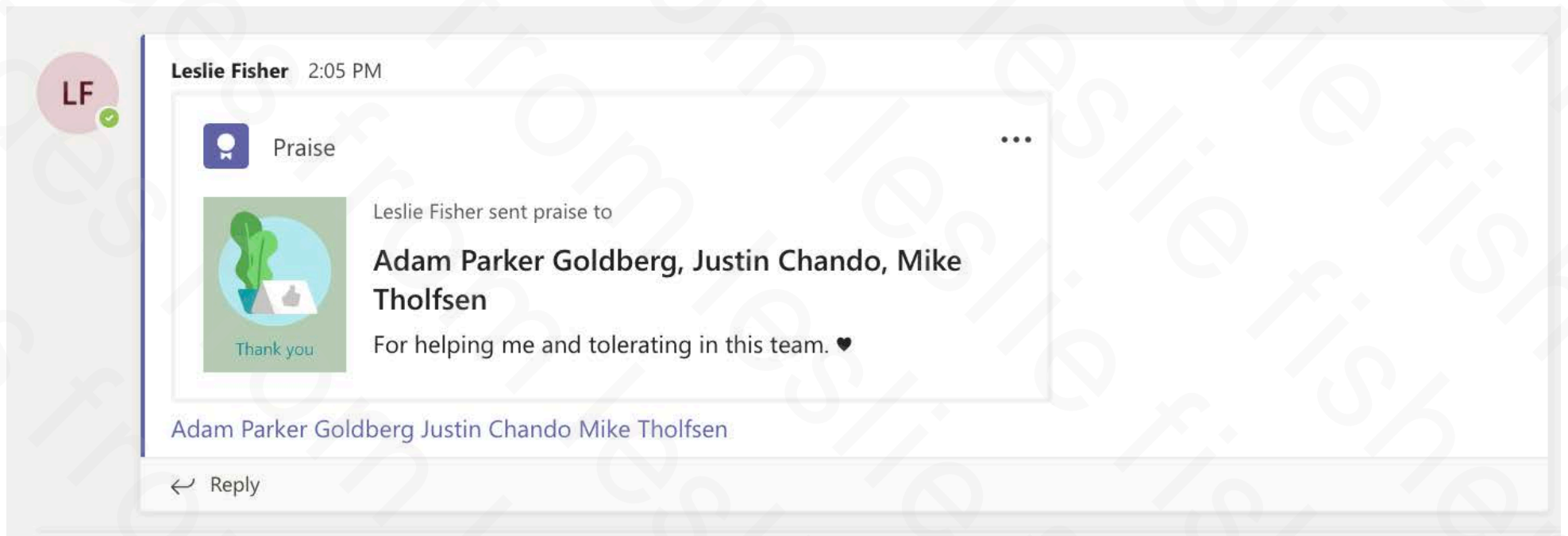
Recipients

- AP Adam Parker G... ✕
- JC Justin Chando ✕
- MT Mike Tholfsen ✕

< Back Cancel Preview



## Communication, Announcements and Praise



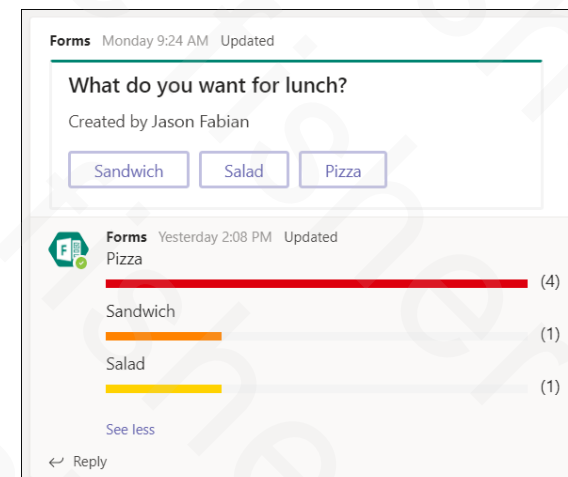


## Communication, Announcements and Praise: Poll

- You can poll your team directly from the communication area of Teams
- Simply click on the poll icon. It will then display a Poll option where you can input your data
- You will see a bar graph appear below each option showing you the amount of replies for each option
- Please note that this help file is for Teams and Not Teams EDU. They must use the @forms feature to get this feature. You have a built-in poll option.

<http://bit.ly/2PDjvzX>

The screenshot shows the 'Poll' creation interface in Microsoft Teams. At the top, there's a 'Poll' header with a 'Create Poll' button. Below it, a text input field contains the question: 'What does everyone want for lunch (man are you a nice teacher to feed em)'. Underneath, there are three radio button options: 'Sandwich', 'Salad', and 'Pizza'. A '+ Add Choice' link is at the bottom left. At the bottom right, there's a 'Send Poll' button. A small status bar at the bottom indicates 'Due in 1 week, Results visible to everyone' and a 'Report Bug' link.







## Communication, Announcements and Praise: Checklist

- Teams EDU also has the option to share a checklist with your team
- This is perfect for reminding them of tasks that are part of a task, etc.
- Simply click on the checklist option and start creating your checklist.
- Once it is published you can see how many people have completed each item on the list.

**Checklist** 1:48 PM

Leslie Fisher sent a Checklist

**Before you leave**  
0 of 3 items completed

Open items

- ☐ Send a little praise to a fellow s...
- ☐ Double check to make sure yo...
- ☐ Tell the teacher they are wond...

Be the first one to complete an item

[Save Changes](#)

[View Checklist](#)

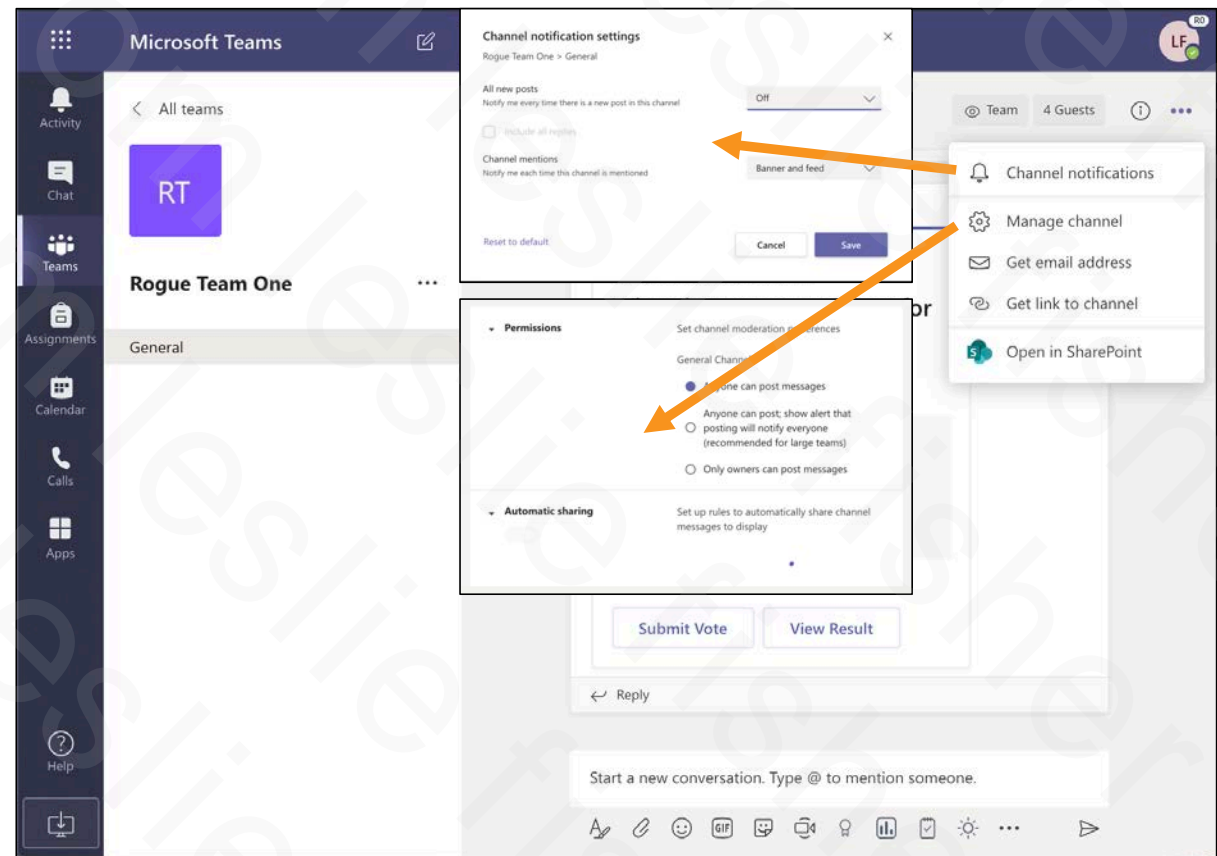
← Reply





## Yep. Students Can Communicate As Well

- Yes. Your students can reply to communications and announcements.
- You can set notifications to know when anyone makes a new communication by clicking on the 3 dots in the upper right corner and selecting Channel Notifications
- More popular might be changing posting permissions only to owner within the Manage Channel Option. However keep in mind students can reply to these postings
- When you post a communication, there is also an option just to allow posting from moderators or the entire class to reply
- <https://bit.ly/2URSvOu>

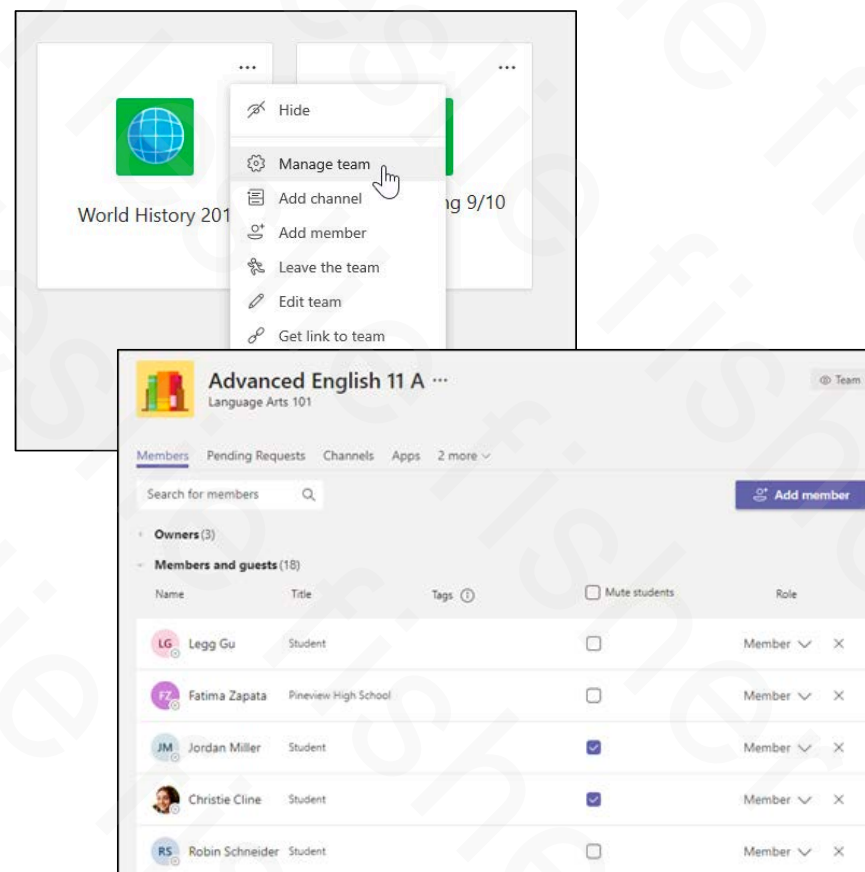




## Muting Students

- Even if you have disallowed students from creating a communication in class, they can still comment on existing communications
- You can however mute student(s)
- This means students will no longer be able to see an inappropriate comment and that the muted students can no longer post or reply in class conversations.
- You can un-mute students at any time
- Select More options ... button on your team's tile, select Manage Team and click the Members Tab. You will see an option on each individual student's name to mute them

• <http://bit.ly/34mBbUz>



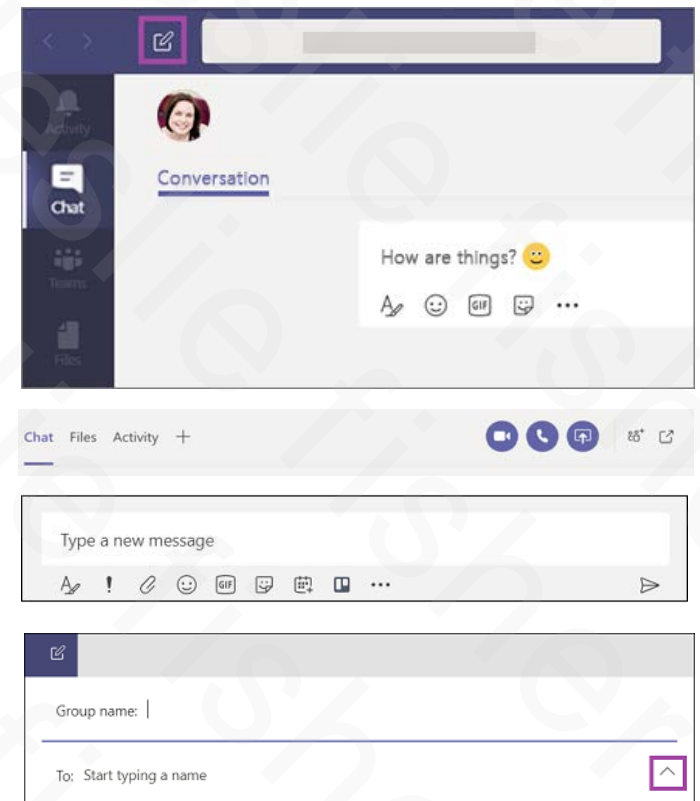


Chat



## Chatting In Teams

- If toggled on by your administrator, you can access one on one or group chat in Microsoft Teams
- Chat is not part of a channel whatsoever. However, you do get some class like features such as sharing files with the person you are chatting with (that be referenced later), the ability to start a video conversation and all the formatting options (gifts, stickers, etc.) when chatting with them.
- There is a unique option in chat to share a screen which is available to anyone in the chat (this is also available in Teams Meeting)
- Chats can also be hidden, filtered, searched, deleted, muted all of the chat like things you
- Six things to know about chat in Microsoft Teams: <https://bit.ly/2WZvoUq>
- Start a Chat: <https://bit.ly/2yoLywr>
- Hide, mute, or pin a chat in Teams: <https://bit.ly/2UNY9ks>
- Edit or Delete a Sent Message In Teams: <https://bit.ly/2R1KuVH>





## "Why Can't I Chat?"

- Chat must be turned on by an administrator and some administrators choose not to turn chat on.
- However, in this time of remote learning some are toggling chat on.
- If chat is off, you can still chat with them directly in channels and mention them using the @ symbol
- Microsoft Teams Admin guide, Chat: <https://bit.ly/2UPuE1v>
- Why can't I chat, teachers: <https://bit.ly/2yLYC5N>
- Why can't I chat, students: <https://bit.ly/2wQxGdV>

The screenshot shows the Microsoft Teams documentation page. The sidebar on the left lists various topics under 'Chat, teams, channels, and apps', including 'Plan your deployment', 'Use Advisor for Teams to roll out Teams', 'Overview of teams and channels', 'Overview of private channels', 'Manage the life cycle of private channels', 'Assign team owners and members in Teams', 'Overview of dynamic membership for teams', 'Best practices for organizing teams in Teams', 'Create an org-wide team in Teams', 'Create people manager teams', 'Manage teams and channel policies', 'Sensitivity labels for Teams', 'Manage discovery of private teams in Teams', 'Set up channel moderation in Teams', and 'Manage messaging policies'. The main content area is titled 'Chat, teams, channels, & apps in Microsoft Teams' and includes a date (03/17/2020), a read time (10 minutes), and a list of links for 'In this article' such as 'Chat deployment prerequisites', 'Core deployment decisions', 'Additional deployment decisions', and 'Next steps'. Below the text, there is a video player with the title 'Teams chat, teams, and channels' and a play button. The video is labeled 'New in November 2019' and 'Screenshot'.



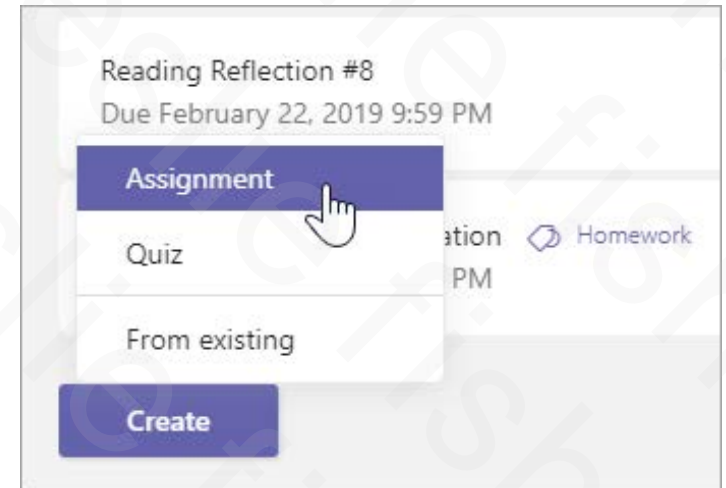
# Assignments





## Assignments

- At the heart of Teams EDU is assignments which allow teachers the ability to assign content to their students and the ability for students to turn in assignments
- Assignments can be assigned to one team, have attachments, due dates and rubrics
- To create an assignment, click on the assignments option on the left and click create
- <http://bit.ly/2PCksbM>
- Support library of articles for Assignments in Microsoft Teams EDU: <https://bit.ly/2UwldVY>





## Assignments

1. Title and Category
2. Add Resources
3. Points and Rubric
4. Who to Assign to / Assign to specific student(s)
5. Date and time Due
6. Late Turn in Options

<http://bit.ly/2PCksbM>

The screenshot shows the 'New assignment' form in Microsoft Teams. The form is titled 'New assignment' and has three buttons at the top right: 'Discard', 'Save', and 'Assign'. The form fields are as follows:

- Title:** A text input field with the placeholder 'Enter title (required)'. A red circle with the number '1' is next to it.
- Instructions:** A text input field with the placeholder 'Enter instructions'. A red circle with the number '2' is next to it.
- Points:** A dropdown menu with 'No points' selected. A red circle with the number '3' is next to it.
- Assign to:** A dropdown menu with 'Sample' selected. A red circle with the number '4' is next to it.
- Date due:** A date and time picker showing 'Mon, Nov 4, 2019' and '10:59 PM'. A red circle with the number '5' is next to it.
- Late Turn in Options:** A checkbox labeled 'Assignment will post immediately with late turn-ins allowed. Edit'. A red circle with the number '6' is next to it.



## Assignments. Title and Category

### 1. Title and Category

- Category will group assignments by category and will allow students to see their assignment by category. Handy for specific topic, assignment type, extra credit, just for fun, etc.

### 2. Instructions and Add Resources

### 3. Points and Rubric

### 4. Who to Assign to / Assign to specific student(s)

### 5. Date and time Due

### 6. Late Turn in Options

The screenshot shows the 'New assignment' form in Microsoft Teams. The form is titled 'New assignment' and has buttons for 'Discard', 'Save', and 'Assign'. The form fields are numbered 1 through 6:

- Title:** Enter title (required)
- Instructions:** Enter instructions
- Points:** No points
- Assign to:** Sample
- Date due:** Mon, Nov 4, 2019
- Late turn in options:** Assignment will post immediately with late turn-ins allowed. Edit

Below the screenshot, there is a zoomed-in view of the 'Add category' dropdown menu, showing the option 'Add a category' and the text 'Enter instructions'.

<http://bit.ly/2PCksbM>



# Assignments. Instructions and Resources

1. Title and Category
2. Instructions and Add Resources
  - You can add multiple files of any type of content from anywhere including simple web links, etc. With Microsoft based files you have the option to have students edit their own copy which means you only must create the item once and it will duplicate for every student and then return their unique work. You can also change these settings to not allow the student to change an item whatsoever.
3. Points and Rubric
4. Who to Assign to / Assign to specific student
5. Date and time Due
6. Late Turn in Options

<http://bit.ly/2PCksbM>

The screenshot displays the Microsoft Teams assignment interface. On the right, the 'OneDrive' dialog is open, showing a list of files and folders. On the left, the 'Instructions' section is visible, showing a text input field and a list of added resources.

**OneDrive Dialog:**

✓	📄	Name	Modified
	📁	Notebooks	Jun 18, 2019
	📁	Rogue De...	Jun 19, 2019
	📄	Book.xlsx	Oct 29, 2019
	📄	Document....	Oct 29, 2019
	📄	Document...	Oct 29, 2019
	📄	Document...	Oct 29, 2019
	📄	In Search ...	Jun 19, 2019
	📄	Presentatio...	Oct 28, 2019
	📄	Presentatio...	Oct 1, 2019
	📄	Rogue Tea...	Jun 19, 2019

**Instructions Section:**

Enter instructions

Book.xlsx  
Students edit their own copy

Presentation 1.pptx  
Students edit their own copy

[Add resources](#)

**Buttons:** Cancel, Attach



## Assignments Points and Rubrics

1. Title and Category
2. Instructions and Add Resources
3. Points and Rubric
  - Use the rubrics tool in Assignments to create customizable, reusable rubrics for students to reference and for you to evaluate their work.
  - You can create a rubric or upload one directly into the assignment
  - <http://bit.ly/338V0yo>
4. Who to Assign to / Assign to specific student(s)
5. Date and time Due
6. Late Turn in Options

<http://bit.ly/2PCksbM>

New rubric

<div>Content</div> <div>25%</div>	<div>Shows a full understanding of the topic.</div> <div>25%</div>	<div>Show under</div>
<div>Collaboration with peers</div> <div>25%</div>	<div>Almost always listens to, shares with, and supports the efforts of others in the group. Tries to keep people working well together.</div> <div>25%</div>	<div>Usua with, effor grou "wav</div>
<div>Enthusiasm</div> <div></div>	<div>Facial expressions and body language generate a strong interest and enthusiasm about the topic in others.</div> <div></div>	<div>Facia lang gene and topic</div>

Points

100

Presentation Rubric

Cancel

Attach



## Assignments. Assign To

1. Title and Category
2. Instructions and Add Resources
3. Points and Rubric
4. Who to Assign to / Assign to specific student(s)
  - Use these options to post your assignment to multiple teams and / or select what students the assignment should be sent to (if you do not want to send assignment to all students)
5. Date and time Due
6. Late Turn in Options

<http://bit.ly/2PCksbM>





## Assignments. Due Date and Time Due

1. Title and Category
2. Instructions and Add Resources
3. Points and Rubric
4. Who to Assign to / Assign to specific student(s)
5. Date and time Due
6. Late Turn in Options
  - For more assignment timeline options, click Edit. You can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.

<http://bit.ly/2PCksbM>

Edit assignment timeline

☐ Schedule to assign in the future

Post date

Mon, Nov 4, 2019

Post time

8:00 AM

Due date

Mon, Nov 4, 2019

Due time

10:59 PM

☐ Close date

Close date

Mon, Nov 4, 2019

Close time

10:59 PM

Assignment posts immediately and is due on Monday, November 4 at 11:59 PM.  
 Late turn-ins allowed.

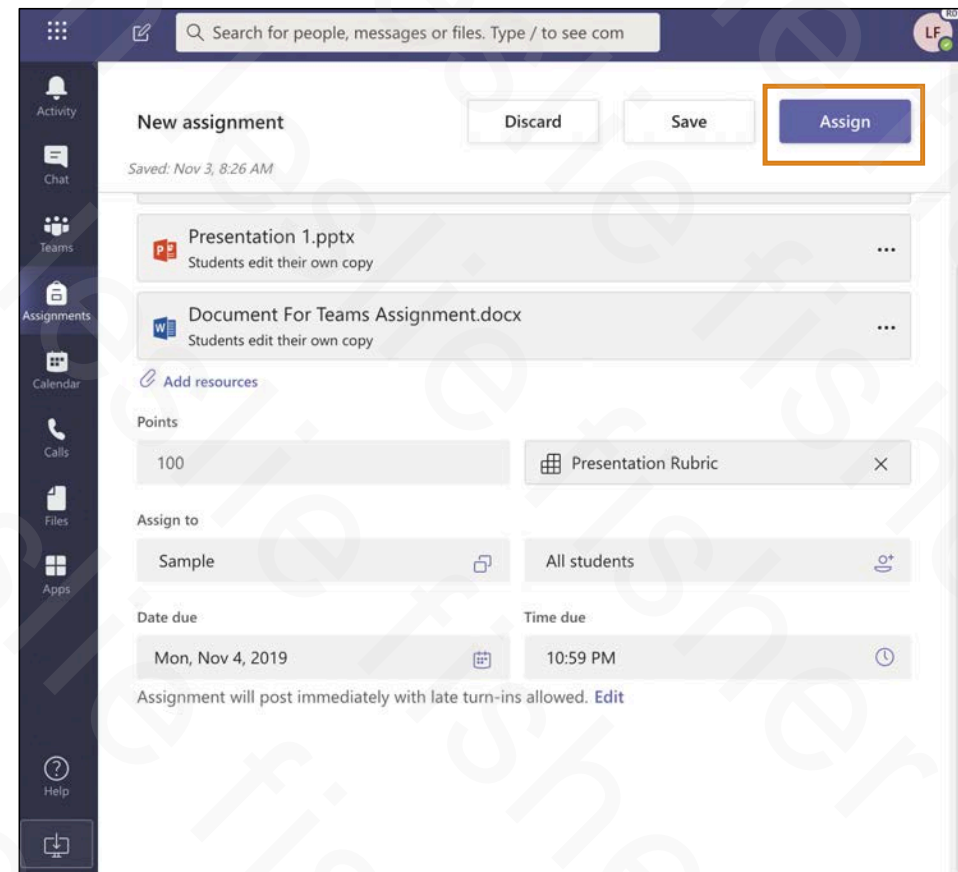
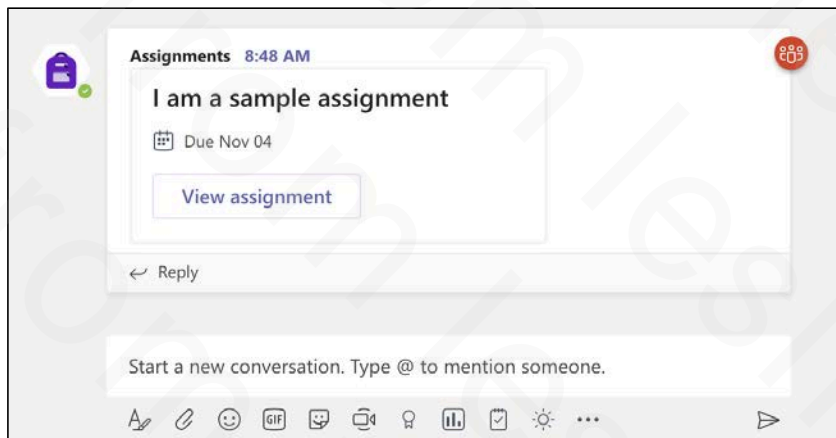
Cancel

Done



## Assignments. Assigning

- Click assign to assign your, well, assignment!
- It will end up in the activity feed of your team





## Editing an Assignment

- You can edit an assignment even after you've assigned it to your students.
- Add additional resources, update the assignment timeline, change the points available, and more.
- General > Assignments > Select Assignment > Edit

• <http://bit.ly/33fIBbW>

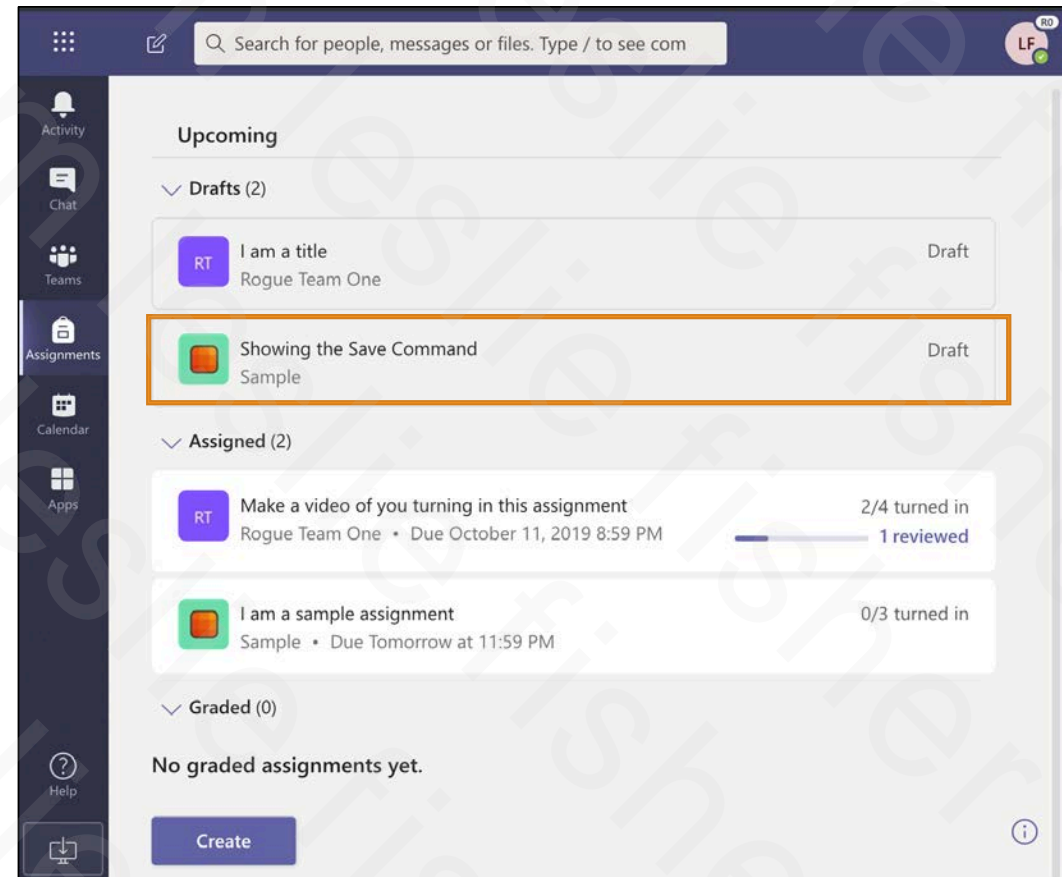
The screenshot shows the 'Edit assignment' dialog in Microsoft Teams. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, and Apps. The main area has a search bar at the top. Below it are 'Cancel', 'Delete', and 'Update' buttons. The 'Title' field contains 'I am a sample assignment'. There is an 'Add category' link. The 'Instructions' section has a text area with 'Enter instructions'. Below that is a list of resources: 'Presentation 1.pptx' (Students edit their own copy), 'Book.xlsx' (Students edit their own copy), and 'Document For Teams Assignment.docx' (Students edit their own copy). There is an 'Add resources' link. The 'Points' section shows '100' and a 'Presentation Rubric' dropdown. At the bottom are 'Date due' and 'Time due' fields.



## Saving an Assignment (Draft, etc.)

- Save an assignment as a draft if you're not ready to assign it to your students yet. You can return to the assignment later to edit, assign, or delete it.
- Click on General Tab > Assignments > Create
- Click on the Save Option from within the Assignment
- It will then show up in the assignments tab under the Drafts section

• <http://bit.ly/34oi2l9>





## Quizzing Via Assignments

- You can send a Forms quiz to students using the Assignments feature in Microsoft Teams. Students can take quizzes—and you can grade them—without leaving Teams.
- Select an existing quiz or create a new one.
- Students will be able to complete the quiz, and you can grade it, right from Teams.
- <http://bit.ly/2N9Mdqn>

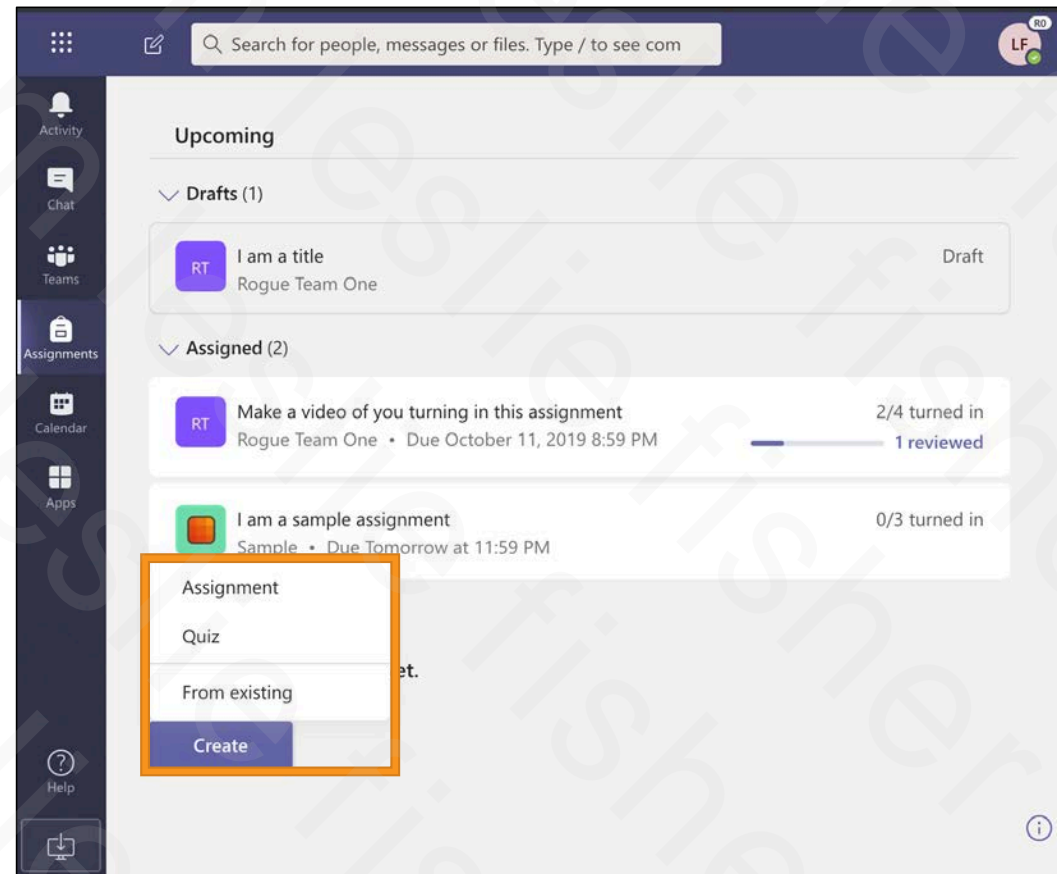
The screenshot shows the 'New assignment' form in Microsoft Teams. The form is titled 'New assignment' and has buttons for 'Discard', 'Save', and 'Assign'. Below the title, it says 'Saved: Nov 3, 9:15 AM'. The form has several sections: 'Title' with a text box containing 'Untitled quiz' and a link to 'Add category'; 'Instructions' with a text box containing 'Enter instructions' and a link to 'Add category'; 'Points' with a text box containing '0 points possible'; 'Assign to' with a dropdown menu showing 'Sample' and a link to 'All students'; 'Date due' with a date picker showing 'Mon, Nov 4, 2019'; and 'Time due' with a time picker showing '10:59 PM'. At the bottom, it says 'Assignment will post immediately with late turn-ins allowed. Edit'.



## Use Existing Assignments To Create Assignments

- Microsoft Teams also allows you to re-use assignments you've created in any team, whether it's from another class you're currently teaching or a past class you've archived

- <http://bit.ly/2pBBqMN>





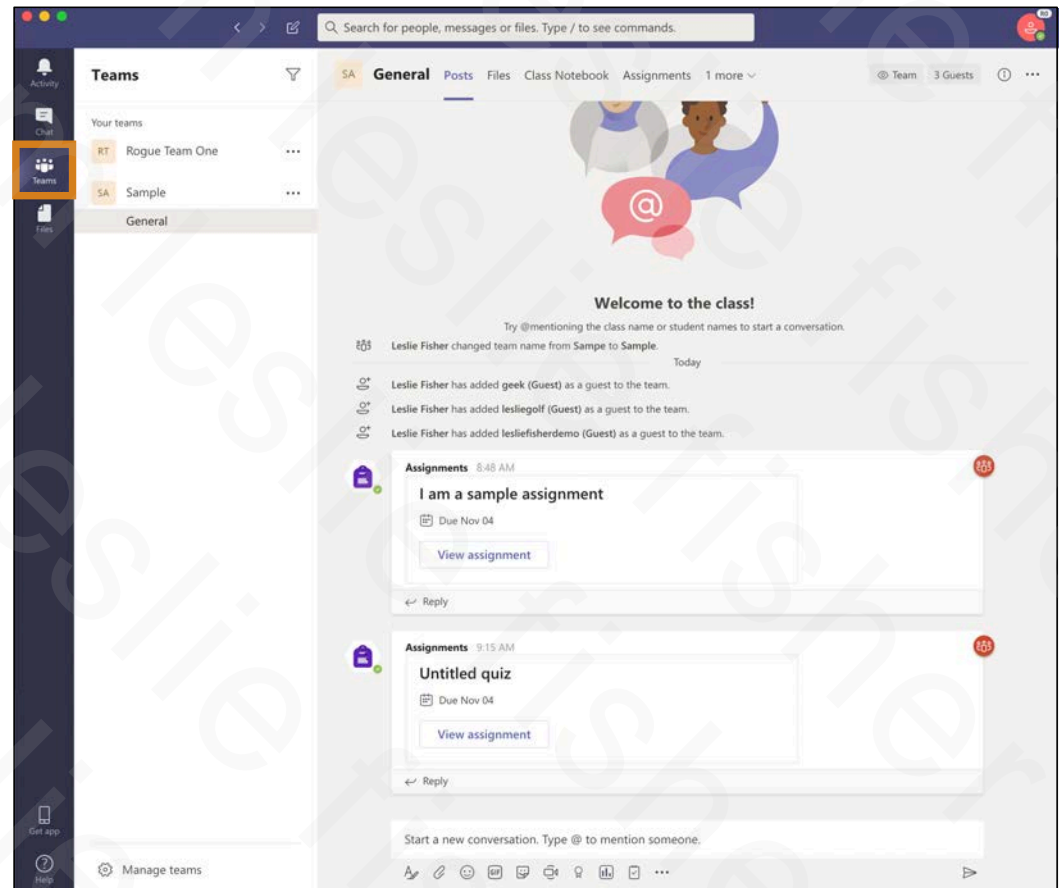


A Student's View of All The Stuff You Just Saw 😊



## Students and Assignments

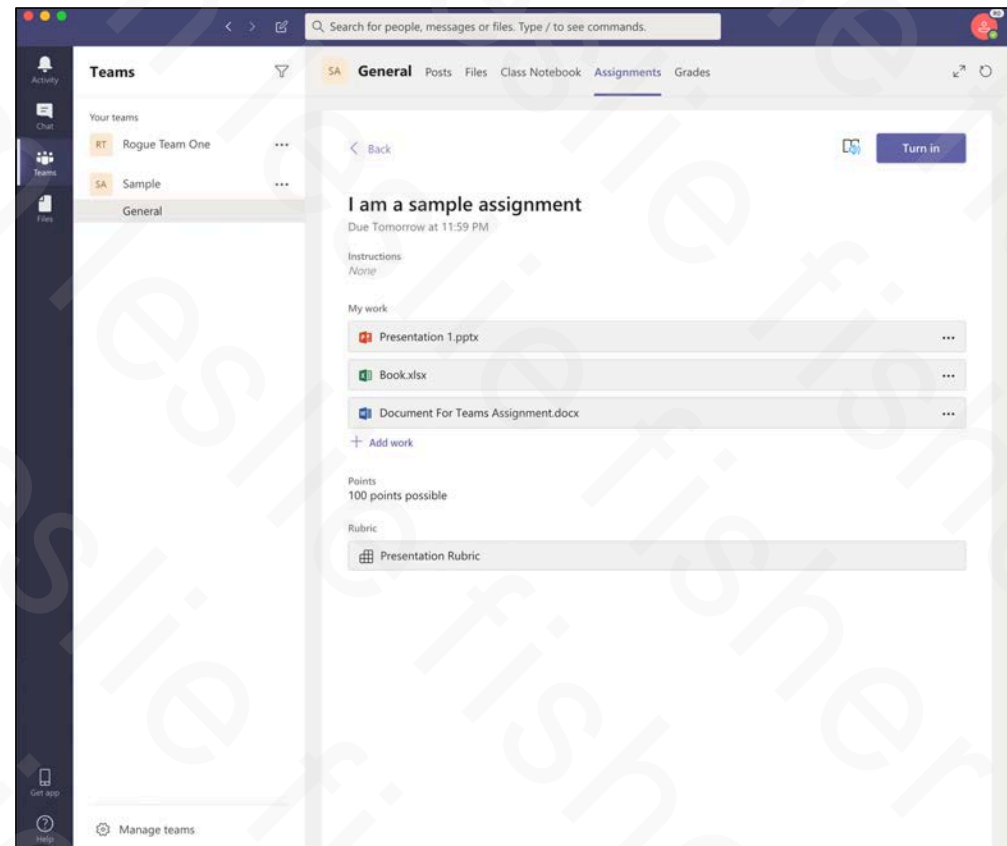
- Students can view their assignments by class, or view them across all your classes by toggling between the Activity and Teams options
- By default, upcoming assignments will display by order of due date under the Assigned arrow.
- Scroll up or down to browse the list. Assignments not opened yet will have a bold title.
- Late assignments will include a Past due warning.
- <http://bit.ly/2N81TdQ>





## Students and Assignments

- Clicking on the assignment will open the assignment
- Students have the option to add additional work to the assignment as well as view the rubric and open and / or edit any document you have provided
- Work will auto save allowing the student to return continually to work on the assignment before turning it in
- Students also can view their assignments in Immersive Reader which customizes the students viewing environment for easier reading of content
- <http://bit.ly/32dNbpL>

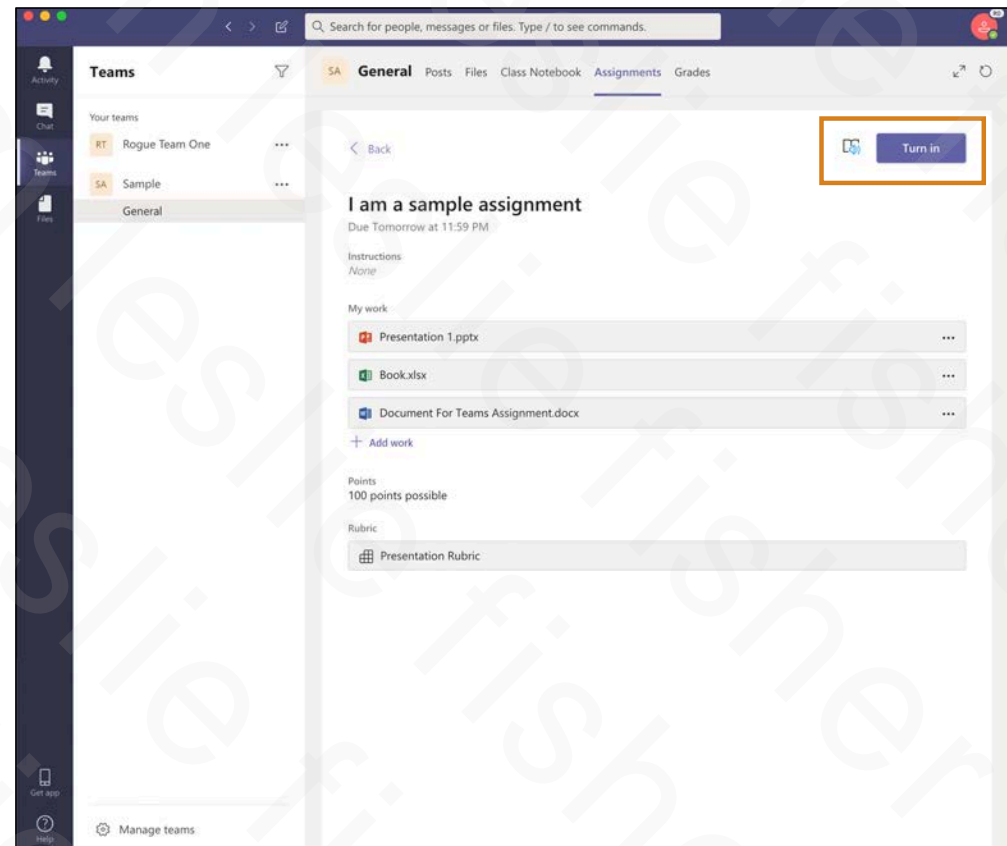




## Students and Assignments. Turning Them In

- Select the Turn in button to turn in an assignment before its deadline. The button will change depending on the status:
  - Turn in again if you're editing an assignment you've already turned in and need to submit work again.
  - Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
  - Not turned in if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
  - Undo turn in if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

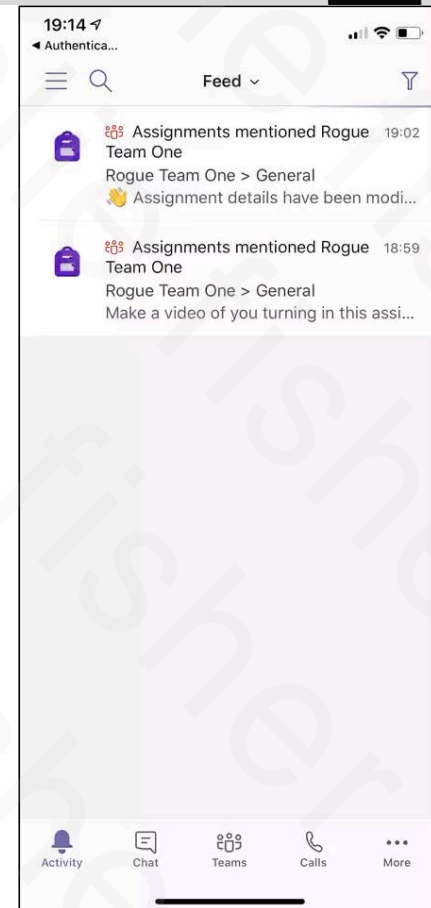
- <http://bit.ly/32dNbpl>





## Students and Assignments. The Turn In Celebration

- The product manager from Microsoft Teams was in a classroom observing workflow
- A student verbally informed a teacher they turned in work, something not needed because Teams will notify the teacher on behalf of the student
- It was because when a student turned in work the teacher would come over and either high five them, throw streamers at them, etc. It was called a turn in celebration
- Teams decided to add turn in celebrations into Teams. Now, when a student turns in something a random animation will appear
- There are a variety of turn in celebrations with more being added.
- <https://youtu.be/zJ-L2gcFOas?t=403>





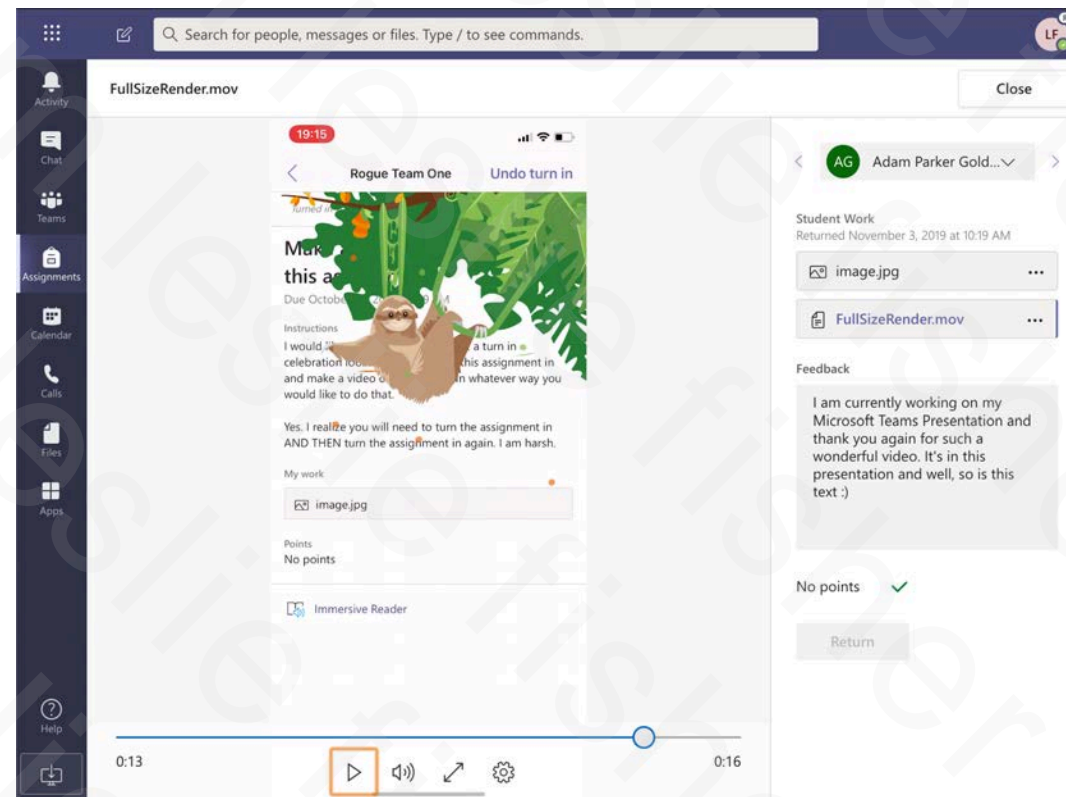
# Reviewing Students Work





## Reviewing Students Works

- Click the Assignments Option to see assignments
- Assignments with work left to grade are automatically sorted to the top of your list. Open one to start grading or select View grades to flip through your grading work.
- To view an assignment, click on it. You will see a list of students and their progress with the assignment
- You can then view, comment and return assignments to students
- Clicking on the assignment will show you the entire assignment with work done, etc.
- <http://bit.ly/2NaJ3D2>



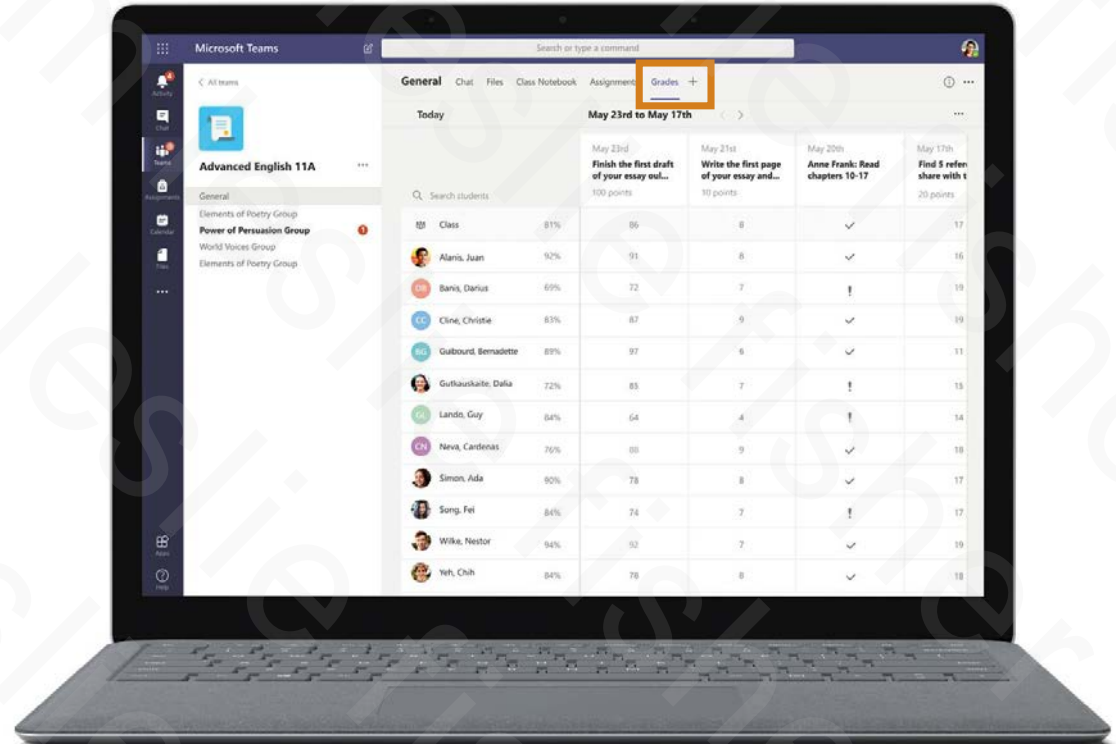


# Gradebook



## Reviewing Students Works

- Another option to view work is to click on the Assignments and Grades tabs at the top of the team.
- Assignments works just like the same choice on the left-hand side, but Grades will display grades for each student which includes their grade for each assignment
- <https://bit.ly/2JoR7gz>





## Gradebook

- There is now a Grades tab which allows you to organize assignments and view grades for each class
- Assignments appear in rows and your students in a column. Assignments are ordered by due date, with the nearest date at the beginning. Continue scrolling to view assignments
- View an individual student's progress on their assignments in class and observe patterns in their performance over time.
- <https://bit.ly/2JoR7gz>

	Essay Finish the first draft of your essay out... Mar 20 • 50 points	Essay Write the first page of your essay and... Mar 17 • 20 points	Anne Frank: Read chapters 10-17 Mar 15 • 20 points	Find 5 references to share with the class Mar 11 • 100 points	Anne Frank Read chapters 3-9 (page... Mar 5 • 100 points	Complete bibliograph Feb 23 • 10
Alanis, Juan	45	18	17	81	81	
Banis, Darius	46	13	11	73	73	
Buxton, Aaron	40	12	9	61	78	
Cline, Christie	43	19	6	90	90	
Davis, Beth	41	11	14	88	88	
Gulbourn, Bernadette	44	8	15	79	79	
Konceny, Jan	45	10	10	97	97	
Lando, Guy	42	15	13	90	88	
Nestor, Wilke	42	10	10	97	97	
Neva, Cardenas	43	15	13	80	89	
Schneider, Henry	39	13	13	70	78	
Shamas, Babek	47	18	18	69	82	
Simon, Adah	48	19	11	80	80	
Rodriguez, Elbert	42	19	15	70	91	
Walters, Dallas	42	18	18	69	89	




## Exporting Grades: View an Individual Students Progress

- Clicking on a student's name within the grades tab will display just the assignments for that student
- Each student's assignments are listed with the nearest due date at the top by default. Here you can view the assignment's title, its status, and how many points have been awarded so far.
- Sort assignments by date or title by using the arrows. To quickly open student work and grade it, select the status next to the assignment.

- <https://bit.ly/2JoR7gz>

[< Back](#)
[Export to Excel](#)



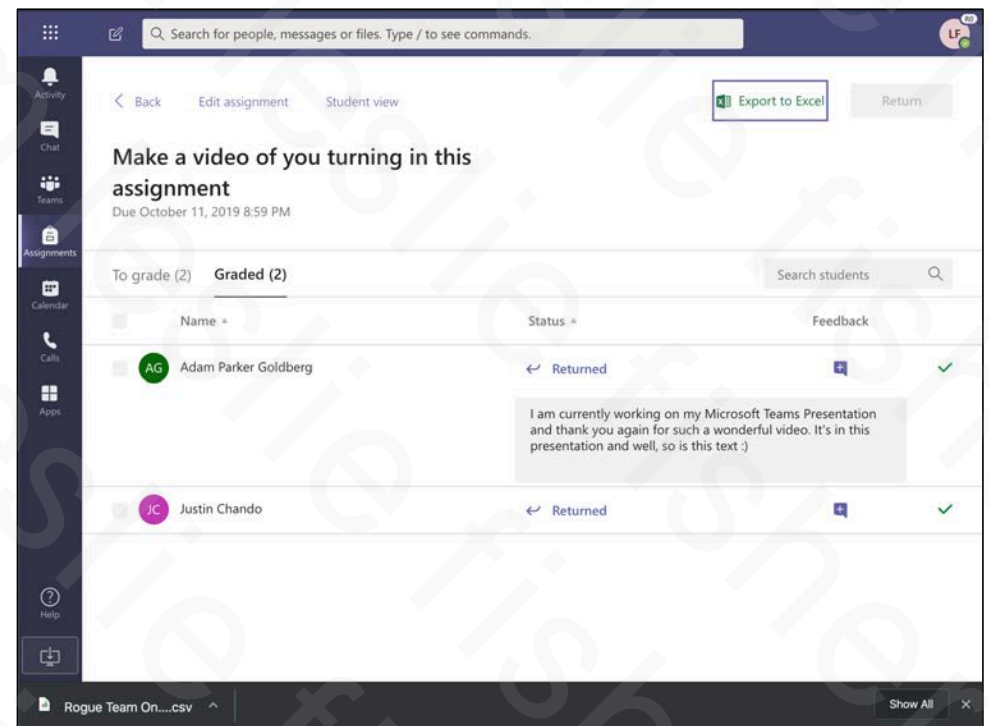
**Jefferson, Dee**  
 2 parents/guardians receive weekly summary. [View](#)

Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Turned in	/30
Jan 13	Watch Waves and Friction i...	Returned	5/5
Jan 9	Essay on space theory film	Returned	27/30
Jan 7	Submit your project progress	Returned	31/40
Jan 6	Create a study guide for W...	Returned	18/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>



## Exporting Grades

- Export grades and feedback, you've given in Microsoft Teams as a .csv file you can open in Excel. Export is available for all assignments in a class team or for individual assignments.
- Excel: <http://bit.ly/2qc4pXB>
- PowerSchool Sync: <http://bit.ly/2WDiNEj>
- Teams also supports many LMS systems via School Data Sync. You can find more information about it at <http://bit.ly/36yknvB>





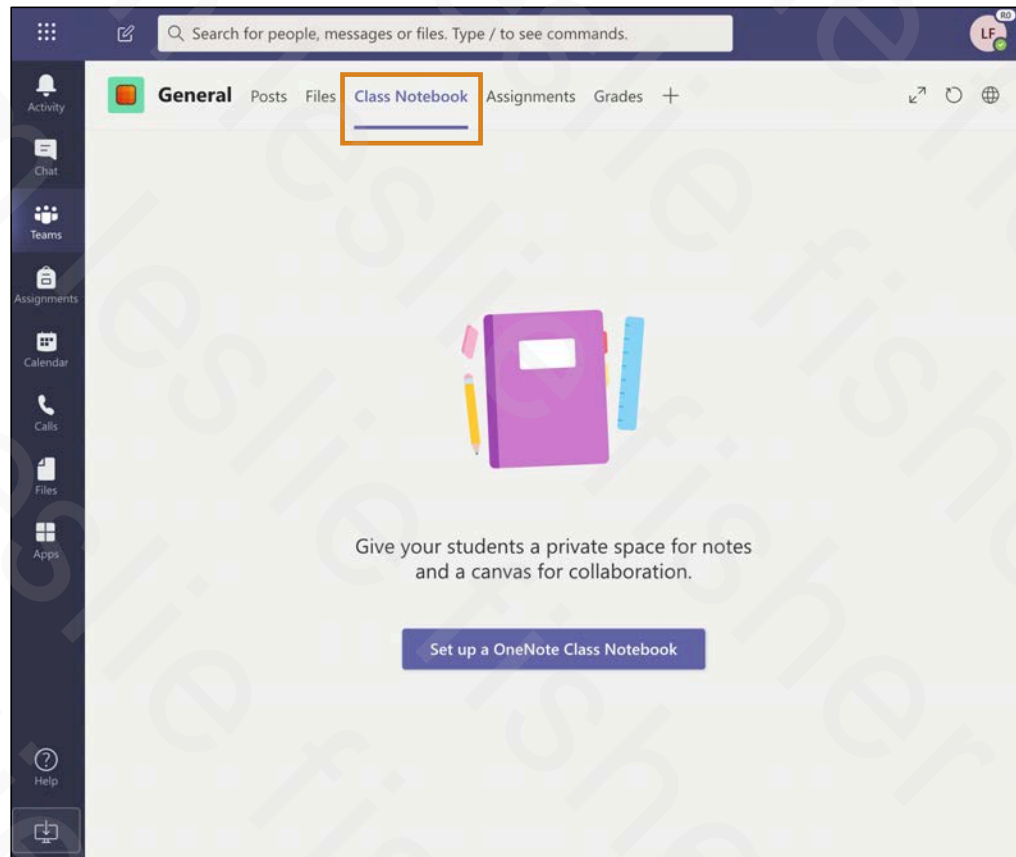


# Integrations



## Class Notebook

- Every class team comes with its own linked OneNote Class Notebook.
- Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.
- Class Notebook could be a session on its own, so, for now, just a heads up that it exists and some resources
- <http://bit.ly/36vbWBh>
- <http://bit.ly/2r9romy>





## Share To Teams

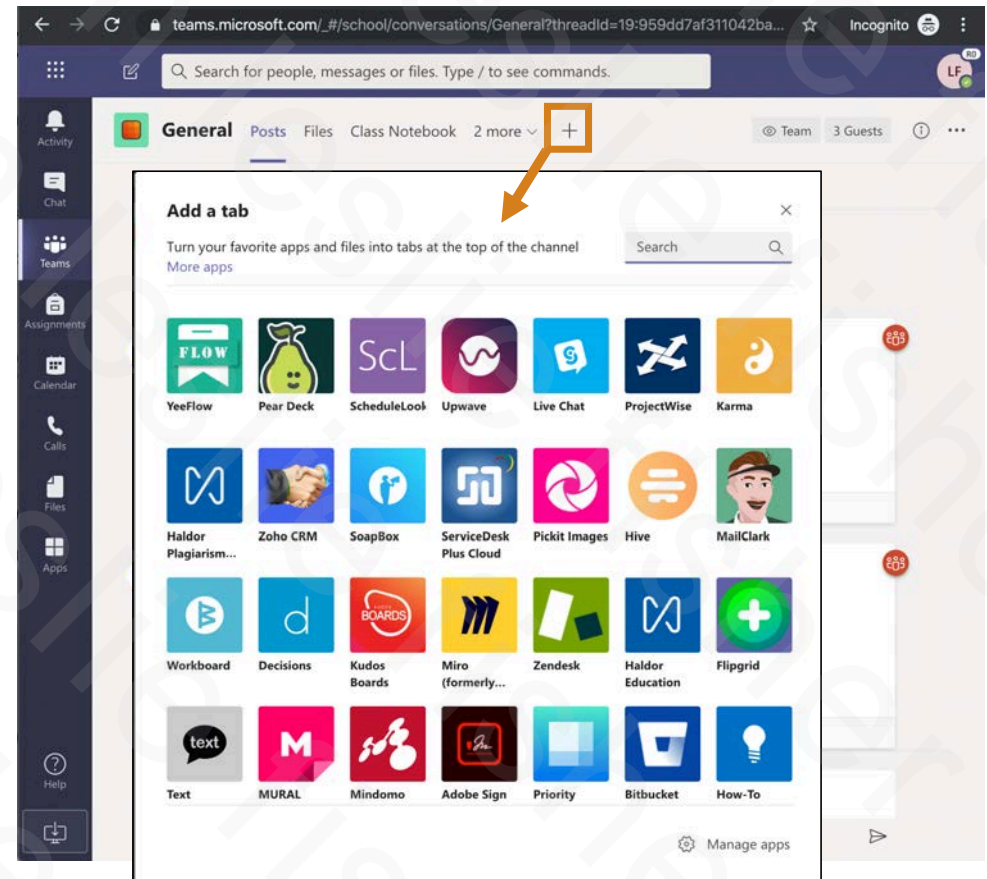
- Websites now have an easy straightforward way to add a Share to Teams option
- More and more companies are adding this option meaning you can integrate many of your favorite EdTech web-based solutions with Microsoft Teams
- You will need to also have an account on the site you are planning to use the Share to Teams option for
- <https://bit.ly/3bA2oXt>

The image shows two side-by-side screenshots. The left screenshot is from the Kahoot! website, displaying a quiz titled 'Common Mistakes in Spelling and Grammar Refresher'. It features a 'Challenge' button highlighted with an orange box and an arrow. The right screenshot is the 'Share to Microsoft Teams' dialog box. It shows options to 'Share to a channel' or 'Create an assignment' (selected). The 'Assign to' field is set to 'AP Computer Science'. The 'Title' field is empty with a placeholder 'Enter title (required)'. The 'Instructions' field is empty with a placeholder 'Enter instructions'. A link 'https://flipgrid.com/certified' is entered in the link field. The 'Points' field is set to 'No points'. The 'Date due' is set to 'Mon, Jun 10, 2019' and the 'Time due' is set to '11:59 PM'. An 'Assign' button is at the bottom right.



## Add a Tab, Discover Apps

- Clicking on the + at the top of your Team will display a large amount of apps and files that you can add into Teams
- Your students will be able to interact with these items without having to leave teams.
- Clicking the + is the best way to see a large list of educational apps, but you can see the entire list by also clicking on More apps (note education choice here does not include everything the + does)





## Add a Tab, Discover Apps

The image shows a Microsoft Teams interface with a sidebar on the left and a main channel view on the right. The sidebar contains a list of tabs: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The 'Apps' tab is selected, and a search bar is visible. The main channel view shows a 'General' channel with a 'Demo Grid' tab selected. The 'Demo Grid' tab displays a Flipgrid grid titled 'Where should Leslie have dinner??' with 12 topics. An orange arrow points from the 'Apps' tab in the sidebar to the 'Flipgrid' app icon in the main channel view. Another orange arrow points from the 'Add' button at the bottom of the 'Flipgrid' app card to the 'Educator Login' button in the 'Flipgrid' app card.

**Flipgrid**  
Communication, Education

Our Amazing Planet

Record, view, and receive notifications when videos are created.

The Flipgrid app allows you to view and record videos and receive notifications when new Topics or videos are created in your integrated Grid.

**Tabs**  
Use in a tab at the top of a chat or channel

Enter a Flip Code or Flipgrid URL

Create an Account Educator Login

Where should Leslie have dinner??  
Oct 9, 2019  
12 Topics

Hey folks! I am here tonight with a 6am





## Weekly Emails for Parents and Guardians

- Once toggled on by your admin (if not already done) it will send a weekly assignment summary to parents / guardians
- To turn on parent/guardian emails:
  - Navigate to a class team, then select More options (three dots) > Manage team.
  - Select Settings and expand Parent/guardian emails in the list.
  - Select the checkbox to enable weekly emails to parents and guardians.

• <https://bit.ly/2QXP6Mt>

▼ <b>Parent/guardian emails</b>	Send email updates to parents/guardians
	Send a weekly email about assignments to parents/guardians <input checked="" type="checkbox"/>

Weekly Assignment Summary  
November 8, 2019

Here's a summary of assignment updates for Lilly from last week and a peek at upcoming due dates.

Previous week: Nov 2 – Nov 8

Turned in	Not turned in
✓ 4	! 2

<b>Physical Science 9A</b> Shai Pinhas	
Unit 1 Lab Turned in • Due November 6	✓
<b>Art 1B</b> Giovanni Madrid	
Surface Explorations Project Not turned in • Due November 5	!
Glaze final project Turned in • Due November 6	✓
15 minute speed sketch Turned in • Due November 7	✓
<b>Physical Education</b> Haasini Madhunapantula	
Dietary Journal: Log nutrients for 3 meals Not turned in • Due November 5	!





# Teams Meetings



## Microsoft Teams Meetings

- You can have Audio and Video meetings directly in Teams
- This is great for office hours, student questions, collaboration, etc.
- The calls option is listed among the left side of icons within teams
- Starting a call from a chat in Teams:  
<http://bit.ly/32doKcd>
- <https://bit.ly/2wMCy3C>





## Schedule A Meeting With Your Team Or Class

- You can schedule a meeting from the upper right corner of your main Teams screen as well as an as option below the text input box in a chat
- A very cool feature is to make a channel meeting. This is very handy for inviting an entire class or putting students into channels and then creating a meeting
- <https://bit.ly/3dMt5KD>

**New meeting** Details **Scheduling Assistant**

Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾

Mar 10, 2020	4:00 PM ▾	
Mar 10, 2020	4:30 PM ▾	30m

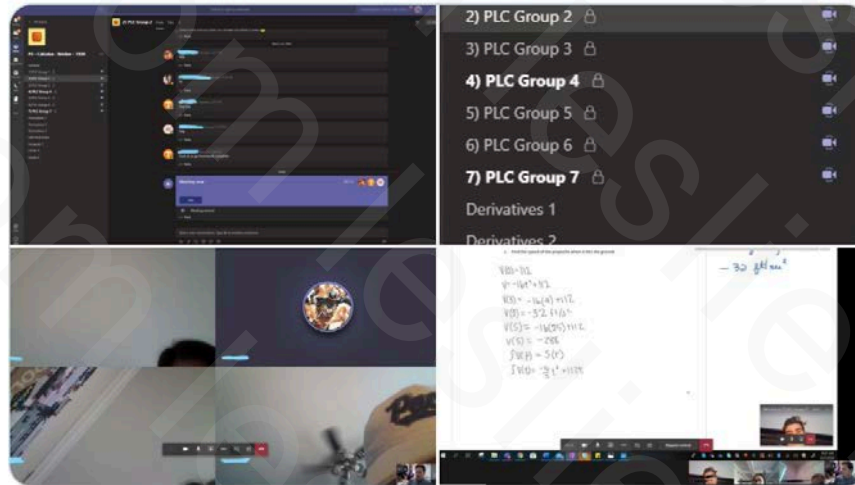


# Roles In A Teams Meeting and How to Change Them



**Scott Bricker** @BrickerCoaching · Mar 27

Loving @MicrosoftTeams I'm mtg w/my Calc Ss 3 times a wk. I split them into small groups of 4 & created a private channel for ea. group. Ss went to their private channel and did "Meet Now" to work on the HW, while I popped in & out of each mtg to help! #MicrosoftEDU #MIEExpert



10

44

143



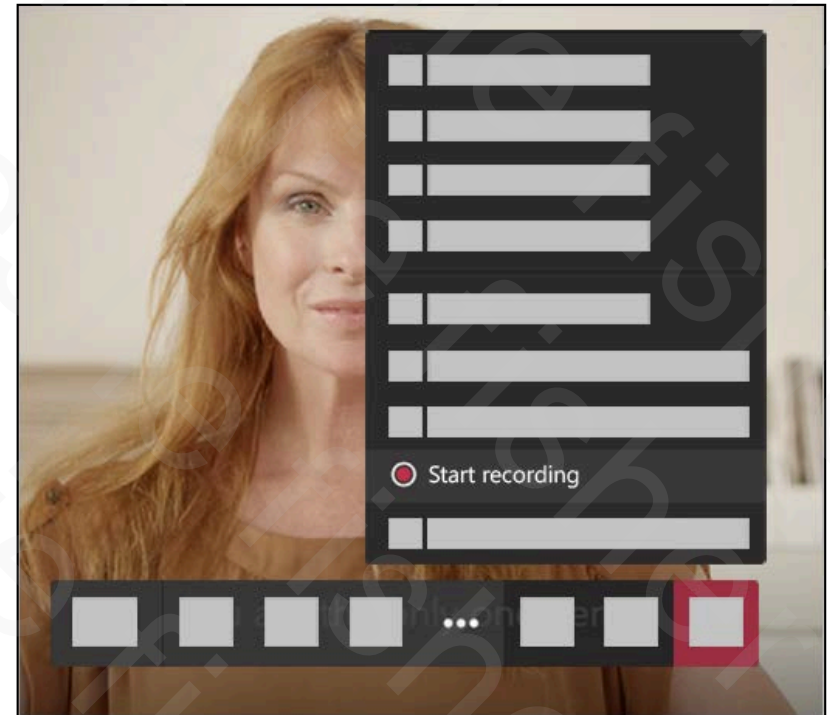
Show this thread

This Tweet: <https://bit.ly/2yIYh2Z>



## You Can Record Meetings To Be Viewed Later

- Record your meetings in Teams to capture audio, video, and screen sharing activity. The recording happens in the cloud, and is saved to Microsoft Stream, so you can share it securely across your organization.
- Microsoft Stream: <http://bit.ly/36g3dCO>
- Simply look for the Start Recording option while in your meeting
- When meetings are stored in Stream it adds a large amount of features including transcription which makes the words spoken at the meeting searchable
- <https://bit.ly/3azTzgc>



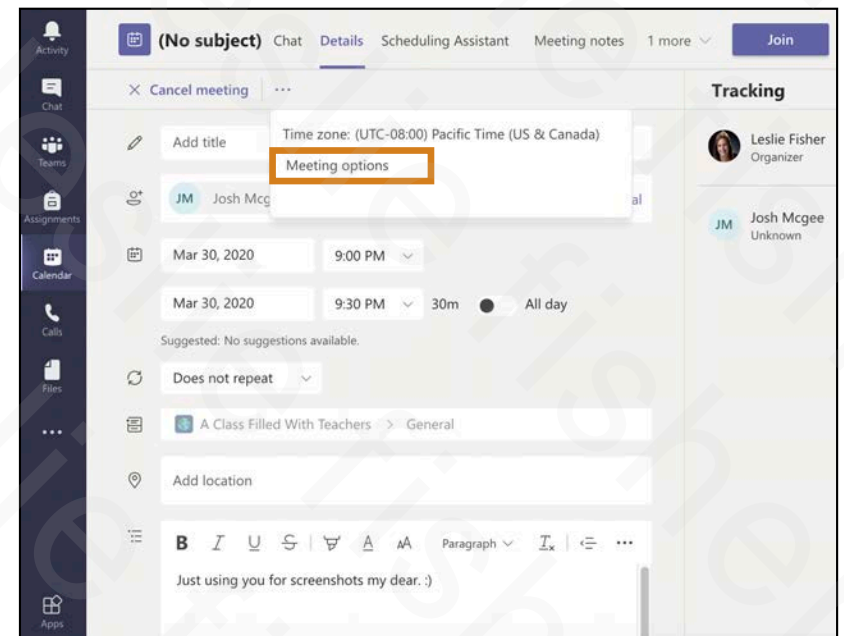




## Roles In A Teams Meeting and How to Change Them

- One of the bigger feedback items from educators deploying Teams is that students will quickly trample over them talking, etc.
- You can change the roles of the people attending the meeting to make sure you remain in control of the meeting.
- Once you schedule the meeting, click on the meeting in the calendar. When the meeting is displayed click on the more options (3 dots) and select Meeting Options

- <https://bit.ly/341IN14>





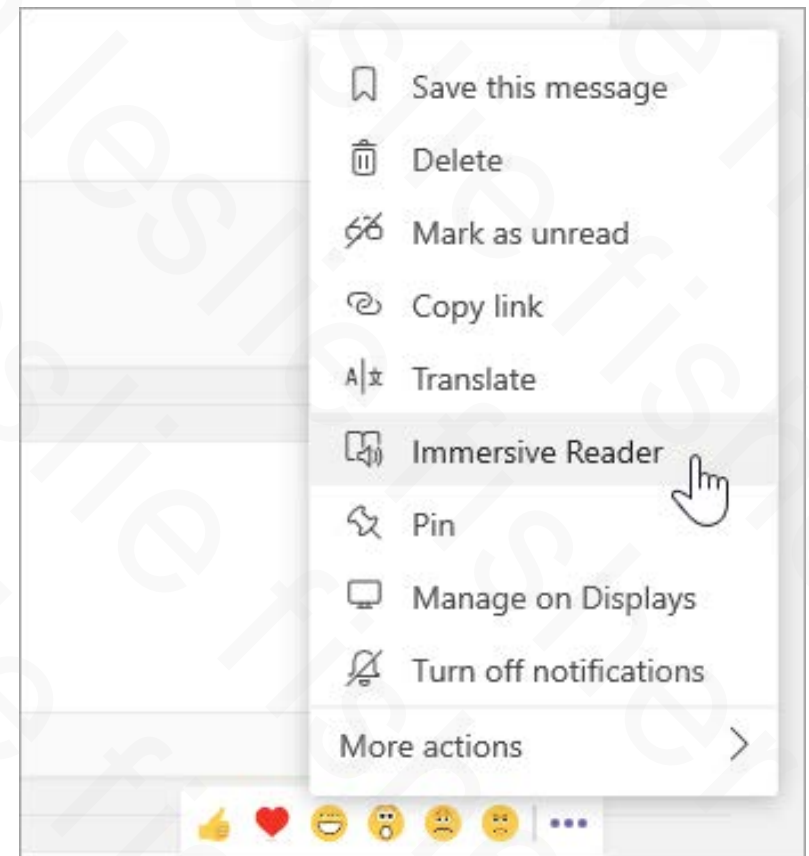


## Misc. Extras



## Immersive Reader

- Hear posts, chat messages, and assignments read aloud using Immersive Reader in Microsoft Teams for Education. Immersive Reader also includes grammar tools such as Parts of Speech and Picture Dictionary
- Its available in assignments, the general channel and chat. Pretty much anywhere there is text
- Video: <https://bit.ly/2UrVaiy>
- <https://bit.ly/2UxXhBz>





## Tips and Tricks

- When you click on Teams on the left-hand side, each team you have will be represented by a square. You can move the squares around to create a custom order. You can also click on the three circles in the upper right corner to edit team which will allow you to change its name and icon. Just recently the ability to add your own image was added to icon choices
- I provided on many pages links to the Microsoft support files for Teams EDU: <http://bit.ly/2C7ymKO> If you still get stumped look for the question mark in the lower left corner of Teams. Clicking on that will open up a support ticket and a real human will read it sooner than later.



# Thank You!

Leslie Fisher

[www.lesliefisher.com](http://www.lesliefisher.com)

[www.lesliefisher.com/follow](http://www.lesliefisher.com/follow)

