Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.



Class teams

Class teams provide special capabilities tailored for teaching and learning





Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings





Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings



Click **Meet now** under the message box to start a live meeting in a channel. If you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

You can invite people to the meeting or ask them to join it directly from the channel.



Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.



Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar.

Open the meeting and click **Join** to join the meeting.



Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.



Participate in a meeting

Share video, voice, or your screen during the online call.





Assignments

Create learning activities for students with integrated Office applications.



			Search, launch, and command			
4 Activity	< All teams		AP English Conversations Files Class Notebook	Assignments +		
Chat			New assignment	Discard	Save Assign	
Teams	AP English		Title			Add resources
assignments	General		Enter title (required)	Г		Customize the assignment
÷	Further Study		Add category	with content from OneDriv		
Calendar	Essay Writing Help	0	Instructions			your device, links, and mor
4			Enter instructions			
Files			Add resources			
Apps			Points			
			No points			A
			🕈 🌐 Add rubric			Assign to classes or
			Assign to	-		Accianmente can ba
			AP English (all students)	•	Ċ ⁺	 Assignments can be distributed to multiple class
			Due date	Due time		or personalized to the
			Fri Oct 19, 2018	11:59pm	\bigcirc	individual student.
			Starts on assign and will remain open for submission. Edit			
			Settings			
			PowerSchool Grades for this assignment wil sync to PowerSchool. Ed	it Yes		
(?) Help			Unitin Documents turned in will be checked with TurnItIn. Learn more	Yes		
A Us	dd a grading rubric the rubrics tool to create	2			Edit due dates, close date, and schedule to assign	
cu stu	udents to reference and for	r you			Customize all the dates and times that are important to the	

Grades

Leave feedback for students, grade, and track student progress in the Grades tab.

Microsoft Teams	Ľ		Search, launch, and	i command				4
< All teams		General Conversations	Files Class Notebook As	ssignments Grades +				
AP English		Q. Search students	Essay Finish the first draft of your essay outl 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 bibliograp Feb 23 · 10
General					47			
Further Study Essay Writing Help	0	Alanis, Juan	45	18	17	81	81	2
	-	DB Banis, Darius	46	13	11	73	73	1
		AB Buxton, Aaron	40	12	9	61	78	ć
		Cline, Christie	43	19	6	90	90	
		BD Davis, Beth	41	11	14	88	88	:
		BG Guibourd, Bernadette	44	8	15	79	79	:
		Konceny, Jan	45	10	10	97	97	
		😝 Lando, Guy	42	15	13	90	88	1
		Nestor, Wilke	42	10	10	97	97	ę
		🚯 Neva, Cardenas	43	15	13	80	89	;
		H5 Schneider, Henry	39	13	13	70	78	ę
		BS Shamas, Babek	47	18	18	69	82	ŧ
		AS Simon, Adah	48	19	11	80	80	
		Rodriguez, Elbert	42	19	15	70	91	4
		Walters, Dallas	42	18	18	69	89	ç



Return and review assignments using the feedback loop

Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

See grades across all assignments and students

Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.

OneNote Class and Staff Notebooks

A digital binder to use in your class or with your staff to take notes and collaborate



Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.

	Microsoft Teams	ď	Search or type a command	
Activity	Staff Noteboo	k		, [⊭] ひ ⊕
Chat	File Home Inse	rt Draw View Help	Staff Notebook Open in browser 🗸	6
Teams	り、 🖞 、 Calibri	~ 11 √ B I	$\bigcup \ \ \underline{\checkmark} \ \lor \ \bigtriangleup \ A_{\flat} \ \cdots \ \ \blacksquare \ \lor \ \blacksquare \ \lor \ \blacksquare \ \checkmark \ \blacksquare \ \blacksquare$	
â	Pineview Staff No	otebook Notebook 🔎	Aug Retreat Groups	<u> </u>
Assignments	Welcome	Staff Meetings	Thursday, June 21, 2007 11:50 AM	
Calendar	✓ _Collaboration Space	All School Open House		
	Shared Resources	Aug Retreat Groups	Subject Aug Retreat Groups	
Calls	Using the Collab	Retreat	From Sara	
4	Staff Meeting No	10/15/19 - In-service	To Chris, Joe, Sally, Jili, Jenniter, Joe, Pauline, Joyce, Lydia Sent Thursday, June 14, 2020 9:45 AM	
Files	Initiatives	Create a Staff Meeting	Here are the proposed groups for the retreat.	
	Content Library	School Board Minutes	Sara	
	Using the Conte	Rubrics	Sent: Thursday, June 14, 2020, 9/03 AM	
	Dates and Deadli	Assessments - State R	Ta: Chris, Jos, Sally, Jill, Jennifer, Joe, Pauline, Joyce, Lydia Subject: Minutes of 6/14/014Retreat planning meeting	
	Policies and Proc	Homeschool Hackath	Tentative plan for the Faculty and Staff Welcome Back Retreat August 27, 2020	
	> _Leader Only	One Note Training	Schedule	
	> Amanda Graham	Learning Tools Skype	8:00-8:30 Main Hall A and B Coffee and muffins? 8:30-8:45 Welcome, Introductions –	
	> Cheryl Garner	Staff Notebooks and P	9:00-9:45 Dividing into small groups – Ice-breaker activity – Sara	
	> Mr. Barden	Staff Notebook and PL	11:00-11:15 Main – Quiet reflection 11:15-12:00 High school rooms – small group discussion	
? Help	> Rosie Patterson	Weekly LT Feature Cre	12:00-1:00 Commons - Lunch – Husky Deli – Linda 1:00-2:00 Art Rooms – creative response – Mike and Tom 2:00-2:15 B reak	
¢	+ Section	+ Page	? Commissioning ceremony	

Great for staff meeting notes, brainstorming, and classroom observations

OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.



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Sign in

In Windows, click **Start** > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.

Microsoft
Sign in
Email, phone, or Skype
Next
No account? Create one!
Can't access your account?

Start a conversation

With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.

Start a new conversation, use @ to mention someone

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Enrich your channel posts

Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.



Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



@mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!



Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.



Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options** ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages, People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



Find your personal apps

Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**. These apps provide an aggregate and global view of that content type.



Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

<u>Articles</u> with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:

- How teachers use Teams in their professional lives- <u>Transform Learning with</u> <u>Microsoft Teams</u>.
- Teaching in Class Teams-<u>Crafting a Collaborative Learning Environment with</u> <u>Class Teams</u>.

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