

Everything You Need to Know About Microsoft Teams for Teachers

Wednesday, March 8, 2017
10:49 AM



What is this Exploration about?

[Microsoft Teams](#) is a digital hub for users of all ages. It provides a space for all of the information you communicate with a colleague, student, teacher, or classmate to appear in one place. All of your conversations, media, content, apps and assignments live in one spot in Teams. In education, Teams can support the development and facilitation of collaborative classrooms that connect students with their peers and teacher. Teams can also connect in professional learning communities and provide a communication channel for school faculty.




From <<https://classtehtips.com/2018/08/30/microsoft-teams-for-collaboration/>>

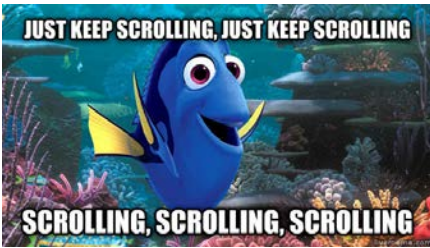
The Exploration:

Directions: Navigate through each row of the table and complete the activities.

Activities may include:




- Reading
- Viewing a video
- Listening to audio
- Exploring a website

	Read this! This symbol indicates a reading activity.
	Watch this! This symbol indicates a video activity
	Investigate this! This symbol indicates an activity in which you investigate a resource on your own. Follow any specific directions provided.



Just keep scrolling down the page as well as to the right of the page to view all content..----->

EXPLORATION

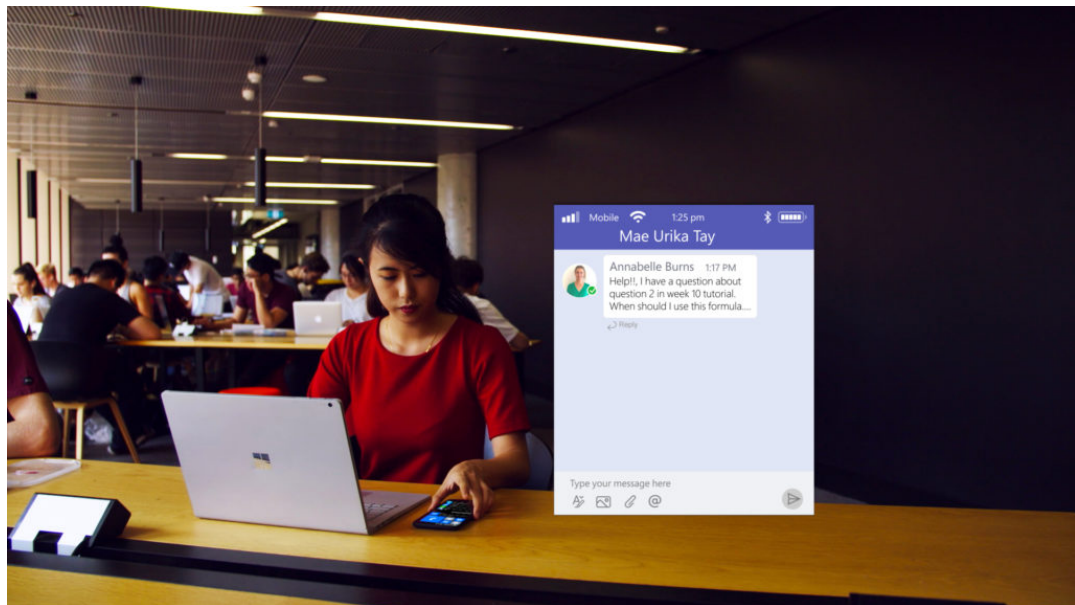
#	Exploration Activities
	<p>Exploration Highlights:</p> <ul style="list-style-type: none"> • What is Microsoft Teams? • Why use Teams? • Creating your own Team • Using OneNote with Class Notebook add-in • Creating Assignments in Teams • Reviewing Assignments and Providing Feedback in Teams • Tabs and Channels within Teams • Embedding external content like Microsoft Forms, Planner and Flipgrid • Reaching ALL Learners using Teams • Converting existing content to Teams and OneNote
	<p>What is Microsoft Teams and Why Use It?</p> <p>Microsoft Teams is a digital hub for users of all ages. It provides a space for all of the information you communicate with a colleague, student, teacher, or classmate to appear in one place. All of your conversations, media, content, apps and assignments live in one spot in Teams. In education, Teams can support the development and facilitation of collaborative classrooms that connect students with their peers and teacher. Teams can also connect in professional learning communities and provide a communication channel for school faculty.</p> <p>Here is a short introductory video from Microsoft on What is Teams? (3.5 minutes) Module 1: Getting Started with Microsoft Teams</p> 

Microsoft Teams operates on the belief that effective classroom technology is digital advancement delivered with purpose – to inspire creativity and cultivate curiosity. The classroom experience in Teams empowers the generation that embraces technology as their first language, encouraging their developing voices and helping educators implement learning strategies for their future success. See how Omaha Public Schools uses Microsoft Teams to transform the way their educators, students, and staff achieve more together.



[Introducing classroom experiences in Microsoft Teams](#) Video (2.5 minutes)

Creating your own Team



Microsoft Teams is a collaboration platform within the Office 365 Suite where teams connect through shared notebooks, chat/conversation sessions, virtual meetings, and resource sharing. Using both Microsoft and non-Microsoft tools, including hundreds of third-party applications, teachers can create groups or classes that include any member of your organization, making it a great fit for sports teams, clubs, and leadership committees. Teams is already integrated with Infinite Campus so the creation of classes within Teams is automatic with all your students already set up. Learners can share resources, work on projects, delegate tasks, and communicate their progress via their Class Notebook, and teachers can create assignments and share files via SharePoint, so students get individual copies. There's also the option to provide kids with private feedback through their individual notebooks. Assessment choices are numerous and include feedback via rubrics, files, links, videos, and text.

Microsoft Teams gives educators a lot of flexibility when it comes to establishing classroom norms and setting up communication in the classroom. Teachers can decide how they want to organize their teams. This could include different class

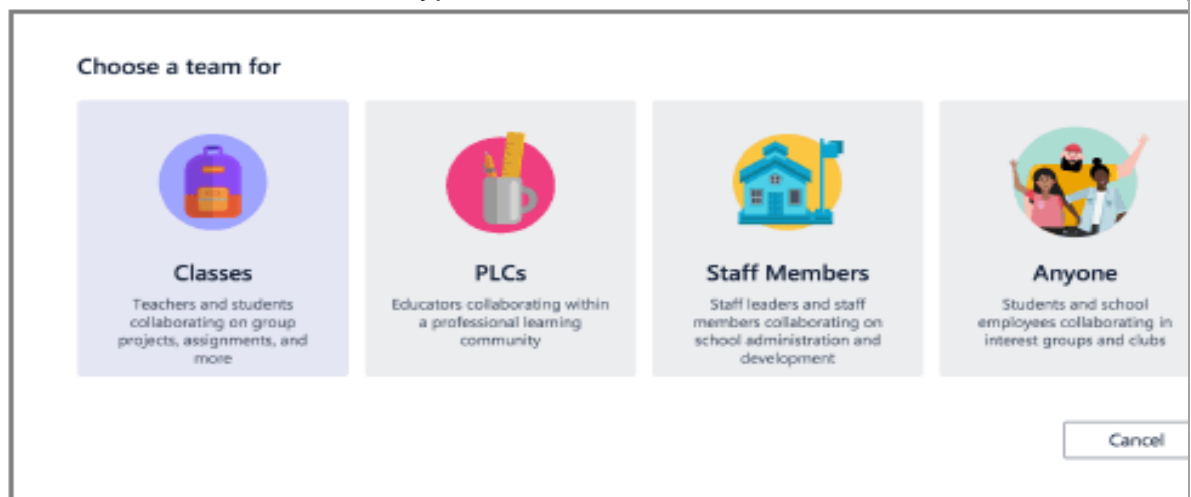
periods or special projects students are working on during the school year. They can even invite other members of their school (or district) to join a team.

With Microsoft Teams, students and teachers can manage projects, tasks, and content. The applications you use every day are all available in one spot. This increases the efficiency and quality of communication throughout the school day. Real-time information comes through to both students and teachers through asynchronous team conversations and scheduled meetings that teachers can moderate. Since it is integrated with Office 365, users can easily access tools like Word, Excel, PowerPoint, and OneNote Class Notebook. You can add apps like Flipgrid (Microsoft now owns this!), Planner and Forms to the list as well.



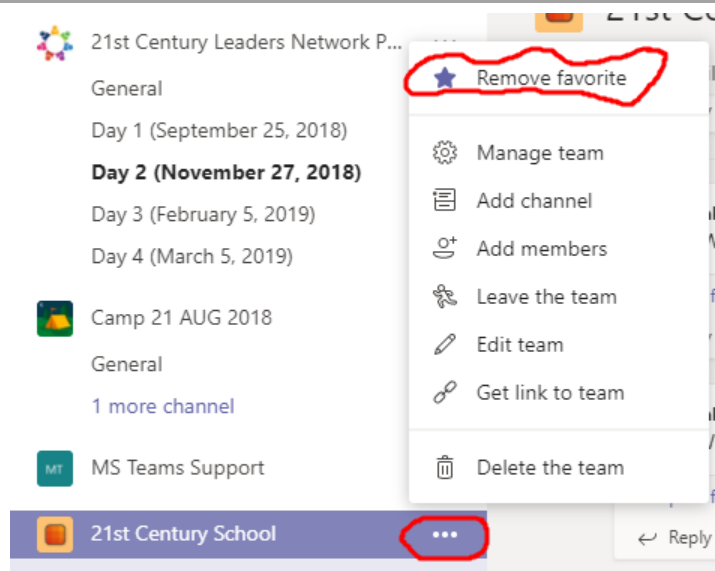
The Different Types of Teams

As a Classroom Teacher, you will automatically have a **Classes Team**. There are **four types of Teams** in total: Classes, PLCs, Staff Members and Anyone. With Microsoft Teams, you can create as many teams as you'd like, so it is important to know the differences between the four types of teams. This [document](#) provides detailed information on each type of team.



Classes

- If you are a **Classroom Teacher**, you will be using the **Classes** team for all your classes. All your students will already be synched to your Teams.
 - If you are an **elementary teacher**, you will have **one** team for **each section** of Infinite Campus within the team. For instance, you will see a team for AM and PM Attendance, Computers, Art, Music, ELA, Math, Science and Social Studies. If you do not wish to see all these Teams in your list, "Remove Favorite" the Team by clicking on the 3 dots next to your Team. **This will not delete the Team, but will hide it from view.** If you delete the Team, because Infinite Campus syncs every night, that Team will simply show up again the next day.



- If you are a **middle or high school teacher**, you will have one class for **each period you teach** in the team.

PLCs

- Use this team if you are collaborating with other team members as a Professional Learning Community. This type of team includes a shared OneNote Notebook as well as an individual OneNote Notebook for each member of the team.

Staff Members

- Use this team if you are collaborating with other team members or administration on projects. This type of team also includes a shared OneNote Notebook as well as an individual OneNote Notebook for each member of the team.

Anyone

- Use this team if you are collaborating with other team members or administration on projects. You can also add students to this team. This type of team can be used for anything. The biggest difference between this team and the PLC and Staff Member teams is that there is no OneNote Notebook included and the individual members of the team do not have a OneNote Notebook either. You can add a shared Notebook if you wish.



Ready - Set - Go!

Now that we've got your pulse racing with excitement, here are 2 guides to help you have a successful start.

- [Setting up Microsoft Teams](#)
- [Microsoft Teams Getting Started Guide for Educators](#)
- **Re-Use an Existing Team:** You can reuse an existing team as a template. When you create a new team, you can use the same set up for channels, apps, and more. Channels and tabs can be copied over but not content. Content and files would need to be manually copied in order to be reused.

- **Archiving a Team:** Have a Team that you don't use anymore? You can archive it in read-only mode, so it's ready for you to reference in a new school year.



Conversations, Chats and Meetings

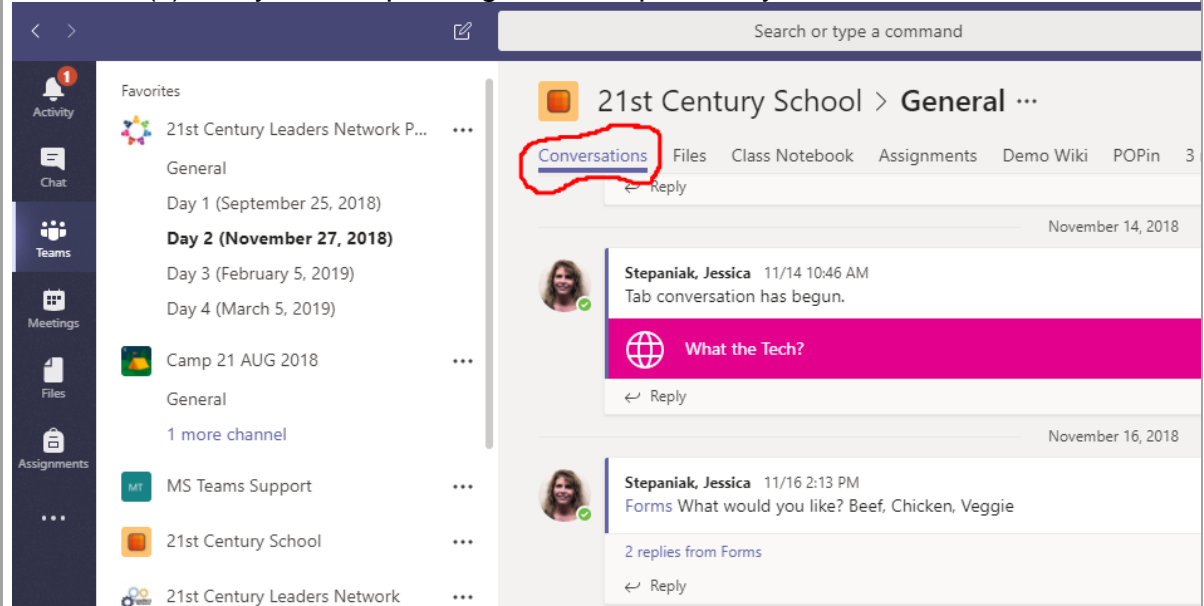
Conversations

The Conversation tab in Microsoft Teams appears in the **General** channel, as well as any additional channels you create. All class members can view and add to conversations in the General channel. In other channels, use the **@Mention** to invite certain students or staff to participate in a conversation.

Conversations are different from chats because they are visible to everyone in a channel and not private. You can also "**mute**" one or all students if you do not wish to have them conversing during specific times in class. Conversations can also be **deleted**. Documents shared in a conversation automatically become part of the Files tab in that file. [Here](#) is a great document detailing Conversations in Teams.

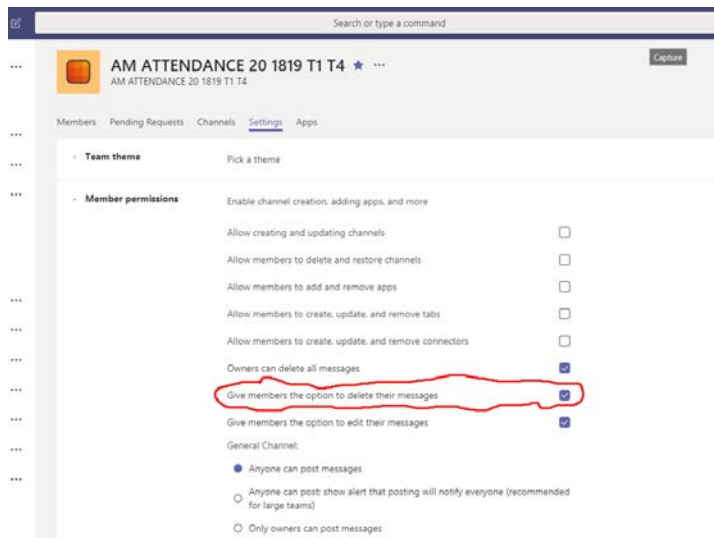
Channels are a great way to provide everyone on your Team with information at the same time. Rather than creating and sending out an email to a group, now you can simply post a message in the Conversations and everyone on your Team will receive a notification that there is a message waiting for them. You can attach documents, links, pictures, polls using Microsoft Forms, etc. all in the Conversations tab.

When you want to get the attention of a person(s), you use the **@[their name]** in the Conversation box. This message will NOT be private but will alert the individual(s) that you are speaking to them specifically.



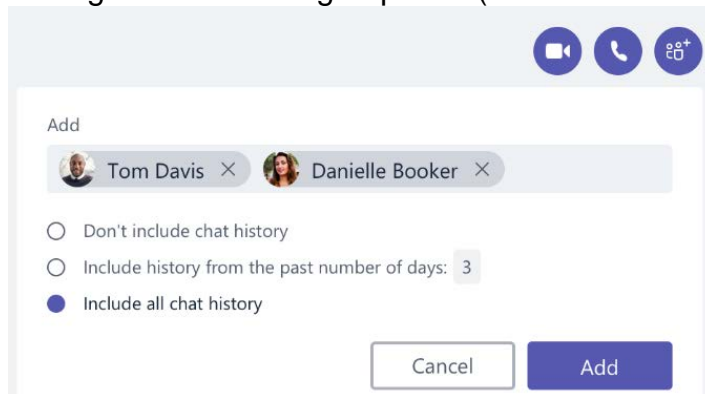
NOTE: The default setting in Teams allows members to "**delete**" messages in Conversations. This has already been an issue at some sites with students posting undesirable remarks and then immediately going in and deleting their comment pretending it never happened. To resolve this, you must "uncheck" the box in the <Manage Team> section, under <Settings> and <Member permissions>.



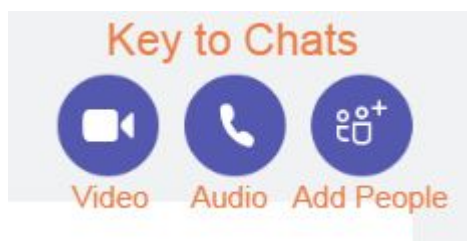
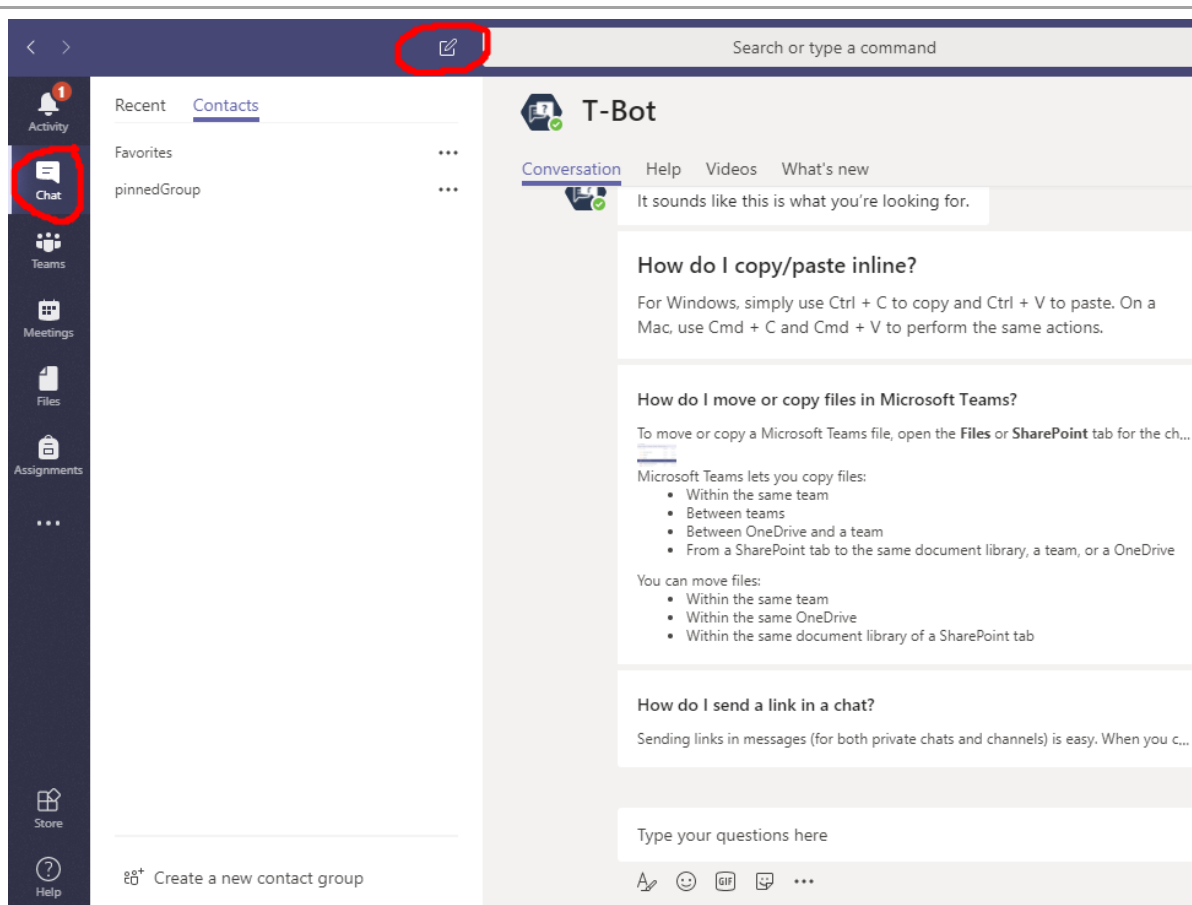


Chats

Chats are NOT enabled for Students. However, this is a great way for you to "instant message" colleagues on your Team. Chats are **private** between you and the individual you are chatting with. **Note:** If you are chatting with an individual and then decide to add another individual to that chat, the added individual will only see the "chat" from the time they were invited to that chat. They will not see anything prior in the chat section. To loop more people into a private conversation, just click **Add people to team button** in the top right corner of your screen. Then, type the names of the people you'd like to add, select how much of the chat history to include, and click Add. Note: Currently, you can include chat history only when adding someone to a group chat (not a one-on-one chat).



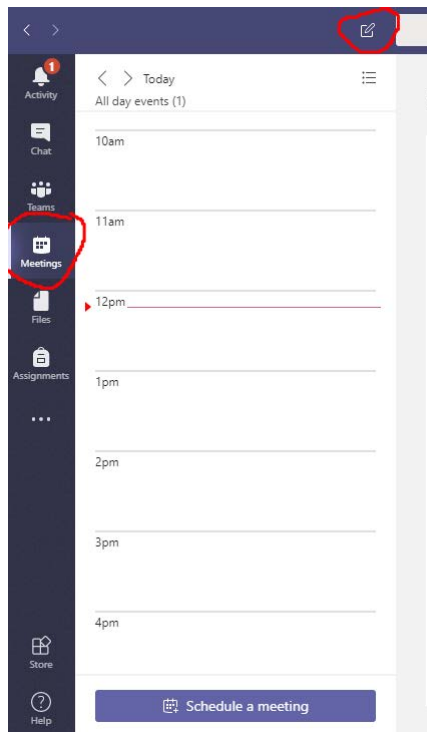
Click the **New Chat icon** to start a New Chat. You can privately share files within a chat and even have a video chat that is similar to Skype but within Teams.



Meetings

Meetings in Teams can be either Audio meetings or Video meetings. The Meetings in Teams works in conjunction with your Outlook calendar as well. When you open up your Meetings icon, you'll see anything you already have scheduled in Outlook will show up in your Meetings calendar as well. Click the "**New Meeting icon** to schedule a new meeting. You can also have your meetings recorded, transcribed, and time-stamped.





Explore the following resources to understand how Meetings in Teams can work for you. Students can also "meet" in Teams as well. This could be a great way to have your students collaborate on projects.

- "Have meetings" in [Meetings and calls](#) (estimated reading time 6 minutes)
- [Meet now](#) video (1.45 minutes)
- [Scheduled meetings](#) video (1.45 minutes)
- [9 tips for meeting with Microsoft Teams](#) to learn about the meeting lobby, joining meetings anonymously, and more (estimated reading time 6 minutes)

Optional resource: Here is a tutorial from [Microsoft about Meetings in Teams](#) (51 minutes).



Assignments and Feedback in Teams

Creating assignments for your students in Microsoft Teams is simple. You can manage due dates, instructions, add resources, rubrics, and more. Choose some of the following tutorials and videos on Assignments and Feedback in Teams to explore.

- [Creating Assignments in Teams](#) tutorial
- [Editing Assignments in Teams](#) tutorial
- [Setting Assignments in Microsoft Teams for Education](#) video (8.45 minutes)
- [Save an Assignment as a Draft](#) tutorial
- Assignment Features: [Six ways to Make assignments and \(your school year\) easier with Microsoft Teams](#) by Kristen Rue
- [Review, return, and turn in assignments using the feedback loop](#) tutorial
- Take a look from the student's view: [Student View of a basic assignment](#) video (9:13 minutes)

Teacher Feedback in Microsoft Teams - The new rubric feature in Teams is just one way to give feedback to students. By establishing open lines of communication, teachers can provide feedback that is timely, relevant and actionable. **Feedback should move learning forward**. Check out [this link](#) for more information on effective feedback from Dylan Wiliam.

Using Rubrics in Microsoft Teams

A rubric is a powerful classroom tool, and now Teams gives educators the ability to create, store, and apply rubrics to assignments. This feature makes it easier than ever to provide actionable, timely, and relevant feedback to students.

Right within Teams, you can now access rubric criteria and skills-based grading for all of your assignments. This means your grading will be more transparent while giving students the information they need to reflect and move forward. Since the rubrics live within Teams students can view expectations before they get started with a new task.

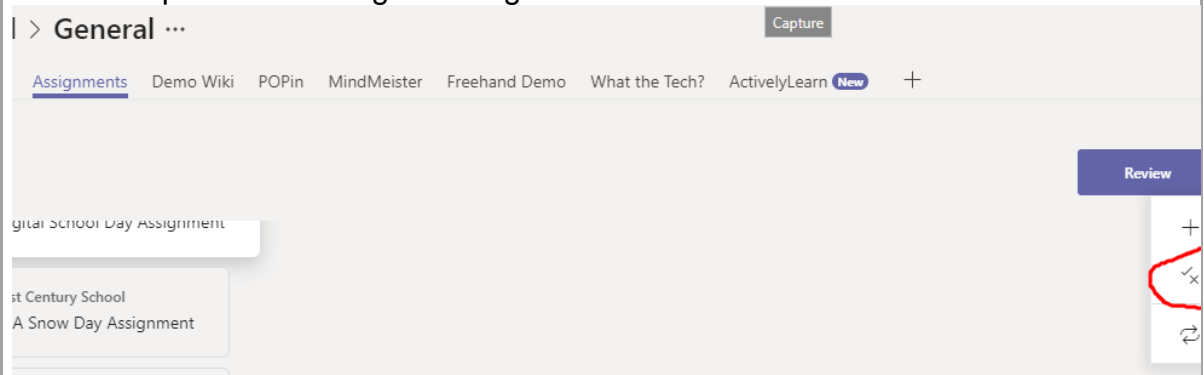
- [Introducing Rubric Grading in Microsoft Teams](#) video (1.38 minutes)

Creating Quizzes in Teams

As an educator, you can use Microsoft Forms to quickly assess student progress and get real-time feedback through the use of quizzes that you design and share with your class.

You can create a quiz with questions that are required to be completed, display question hints, and even display students' points and feedback after they complete the quiz, which make for a more interactive learning experience for your students. Explore the following resources for creating Quizzes with Microsoft Forms within Teams. See more about **Forms** in the **Advanced Section**.

When you access the **Assignments** section of Teams, select **Create** and you have the option of creating an Assignment or a **New Quiz!**



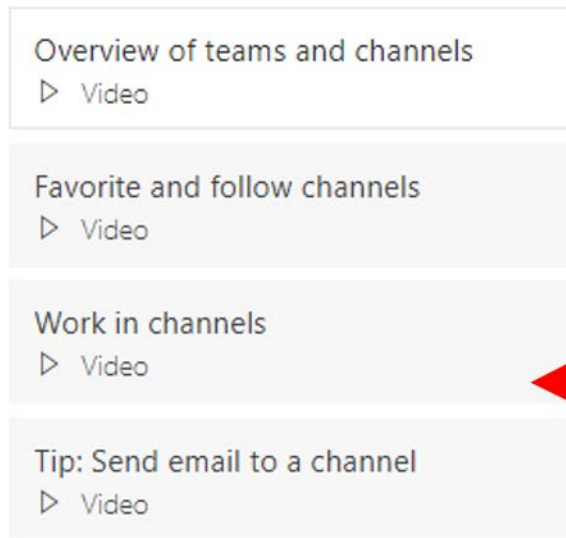
- [Introducing quizzes in Microsoft Teams](#) Video (1.17 minutes)
- Read more about **Quizzes** from Justin Chando, [Assessments Just Got Faster: Introducing Quizzes in Teams](#)
- [Create a Quiz with Microsoft Forms](#) tutorial

Channels and Tabs

Channels



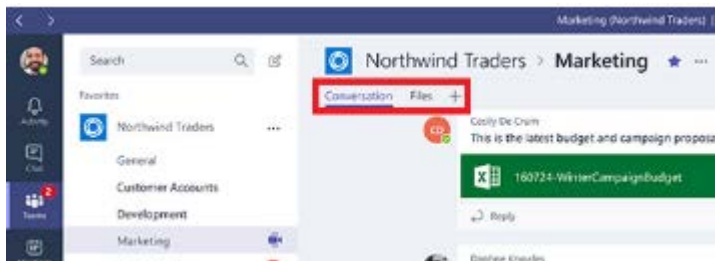
Each Team has a General channel as a default. This is where all your "whole-team" conversations take place, etc. You can add other channels, however, if you would like to create differentiated groups, separate topics, or keep other things organized. Some teachers have created channels for different groups of students within their classroom, other teachers have created channels for different projects that students are working on.



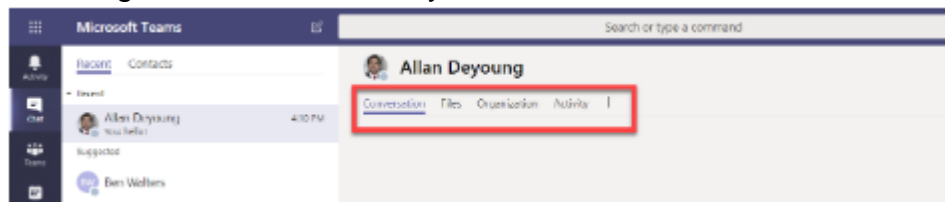
Click on the
Picture for a
Tutorial on
Channels

Tabs

- With every new channel, two tabs are provisioned by default, Conversations and Files.



- With every private chat, four tabs are provisioned by default, Conversations, Files, Organization, and Activity.



- Owners and team members can add more tabs to a channel or chat by clicking Add a tab + at the top of the channel or chat.
- Watch this video to see more about [Adding Tabs in Teams](#) (2.53 minutes)
- This video discusses how to include both Office 365 programs like Word and PowerPoint in your Team as well as outside content such as PDFs, Flipgrid, etc.



[Episode 3: Embedding External Content and the MEC](#) (2 minutes)

Tabs You Want to Know!

There are three Tabs that you will absolutely LOVE! **Microsoft Forms, Planner** and **Flipgrid**! Check out the **Advanced Section at the bottom of this module** for more information!



Using OneNote Class Notebook within Teams

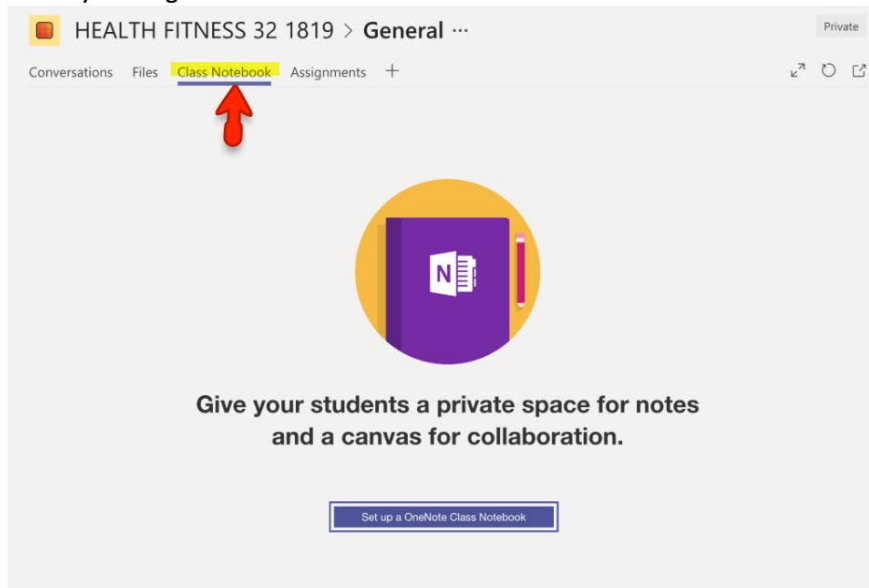
Every class team comes with its own linked OneNote Class Notebook. Your Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

Teams delivers these essential components of the OneNote Class Notebook experience:

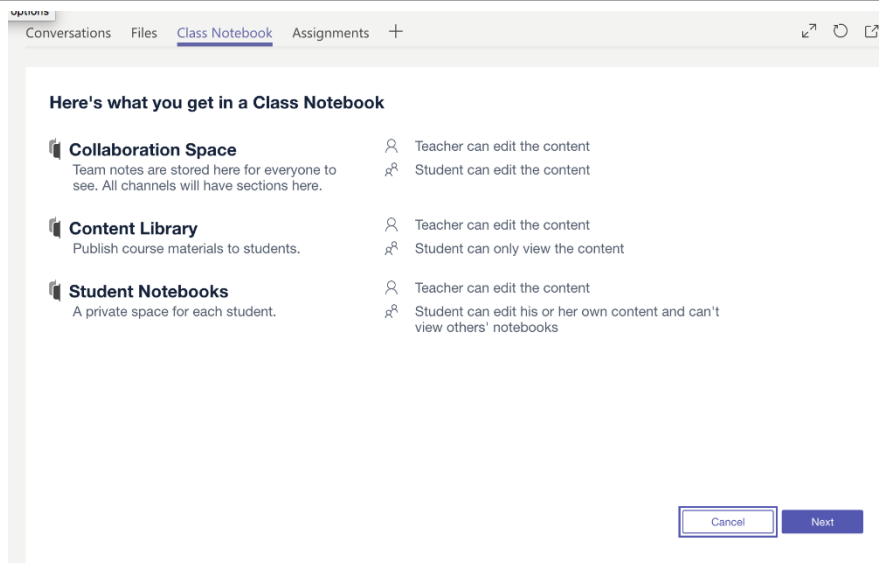
- **Student Notebooks** -- a private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
- **Content Library** -- a read-only space where teachers can share handouts with students.
- **Collaboration Space** -- a space where everyone in your class can share, organize, and collaborate.

Here are some step-by-step instructions on setting up your OneNote Class Notebook within Teams:

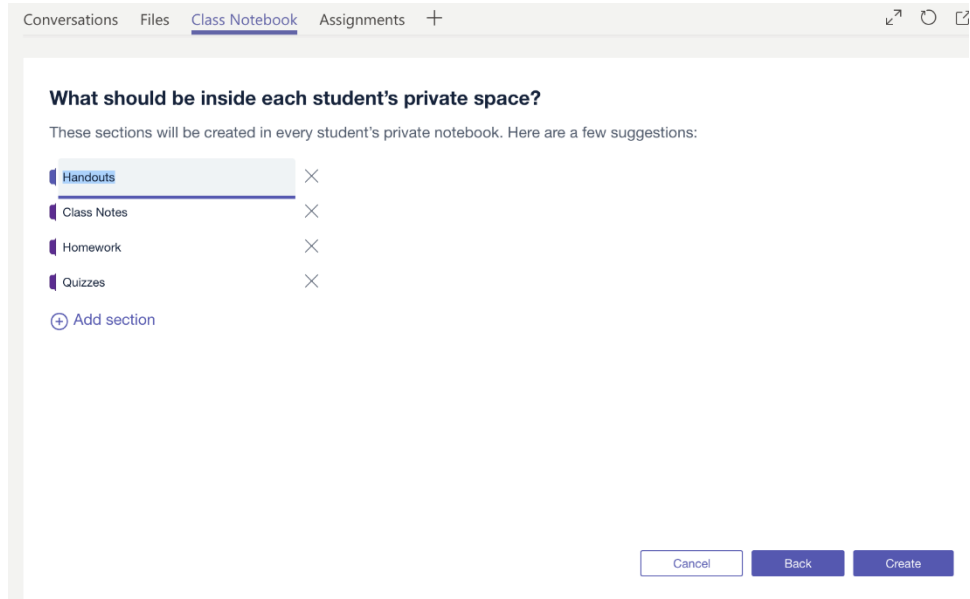
1. Start by clicking Class Notebook from the tab.



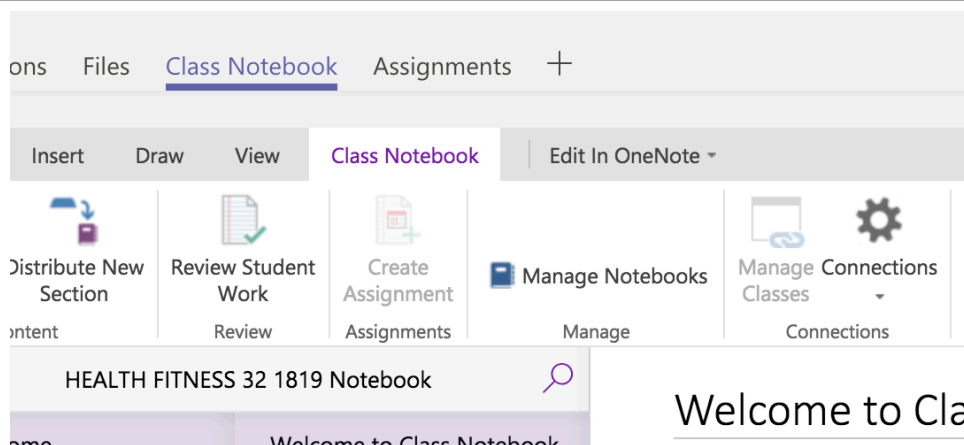
2. Here are the default sections in your notebook.



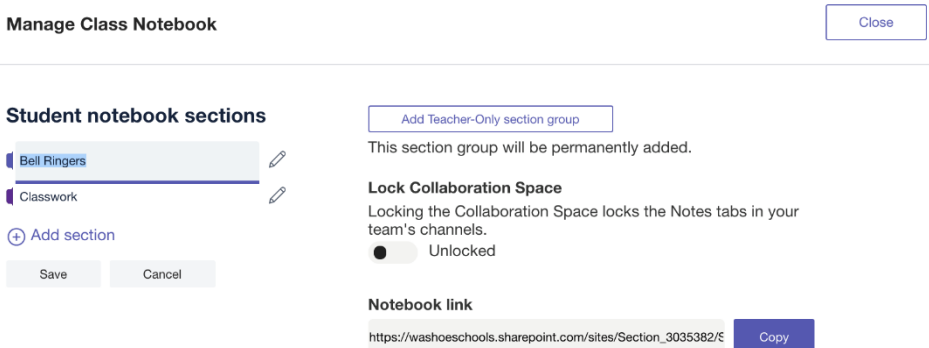
3. Create the sections you would like to have in your student notebooks. It comes with default sections that you can delete or add to for your class notebook.



4. Now that you have created your Class Notebook, download class notebook add-in with this link:
<https://www.microsoft.com/en-us/download/details.aspx?id=51934>
5. Create a Teacher Section in your Notebook for all of your curriculum. This can be organized any way you would like with all of your resources.
 - a. Click on **Collaboration Space** so that you are in the sections.
 - b. Click **Class Notebook** from the ribbon (not the tab)
 - c. Click on **Manage Notebooks**



d. Click on **Add Teacher-Only Section group**



Explore the following resources for Using a OneNote Class Notebook within Teams:

- [Using a OneNote Class Notebook within Teams](#) Tutorial
- [Episode 2: Using OneNote Class Notebook within Microsoft Teams](#) Video (3 minutes)
- [Creating a Teacher Only Section Within Your Team Class Notebook](#) Video (3.42 minutes)
- This video is also good at showing how to set up Class Notebook, assignments, and reviewing and submitting grades. It is a different way of setting up the Class Notebook outside of teams and then linking it to each team. [Setting up Class Notebook with Microsoft Teams using OneNote for Windows 10](#) (4.07 minutes)
- [Microsoft Teams - OneNote Class Notebooks made the smart way! \(Staff Notebooks too\)](#) Video (4.53 minutes)
- [7 Tips to Get More Out of OneNote](#) Video (8.39 minutes)
- Pinterest Search for "[OneNote Class Notebook](#)"



Parent access in Microsoft Teams

Parent access isn't very prominent within Microsoft Teams for Education today, but there are ways to include them, one of which is parent and guardian links in OneNote Class Notebook. Read [this post](#) to show you how to enable parent and guardian links in a class notebook as part of a class team in Microsoft Teams.



Accessibility Features in Teams, OneNote and Word

There are a variety of ways to create more accessibility when using Teams as well as OneNote, Word, etc. within Teams. It is imperative that we give our learners the tools they need to have full access to the academic content. Explore the following resources:

- Read this [article](#) discussing ways to use **Windows 10 features** with Teams for a more accessible experience.
- There are other amazing Accessibility Features in right in **Microsoft OneNote and Word**. [Here](#) is a spreadsheet detailing all the Learning Tools offered in Microsoft Office 365 products.
- Watch this 8 minute video on Accessibility Features in **OneNote**: [Microsoft OneNote accessibility training video](#)
- Watch this 4 minute video on Microsoft Learning Tools in **Office Lens, Word and Word Online**: [Microsoft Learning Tools in Office Lens, Word Desktop and Word Online](#)

Advanced Section - Forms, Planner and Flipgrid



Using Microsoft Forms Within Teams

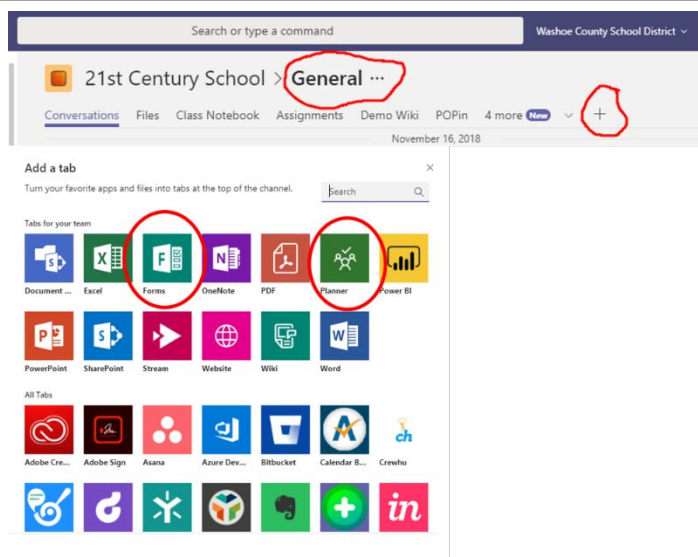
Use **Microsoft Forms** to assess your students, collect feedback from parents, and collaborate with other educators.

- Create surveys, quizzes, and polls, and easily see results as they come in.
- Share quizzes with your students using any web browser, even on mobile devices.
- Create formative assessments using branching.
- Use built-in analytics to evaluate your students' quiz results.
- Create assessments as a team by sharing a quiz draft with other educators.
- Export data, such as quiz results, to Excel for additional analysis or grading.

Now, you can distribute a quiz or survey created with Forms into your Teams. Not only can you share a Form with your students (or fellow teachers) within Teams, you'll have access to auto-grading, feedback, and scores, which go directly in the Assignments grade book.

You have **options** when you are using Forms within Teams:

- Use Forms **outside** of Teams and share the link to your students or colleagues in:
 - the Conversation tab,
 - as an assignment for students,
 - in content pages such as through OneNote
- Use Forms **within** Teams and create a new Tab with Forms - doing this allows your students to also create a new survey, quiz, etc.

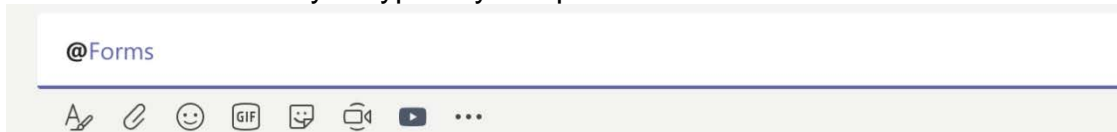


Choose some of the following resources to investigate:

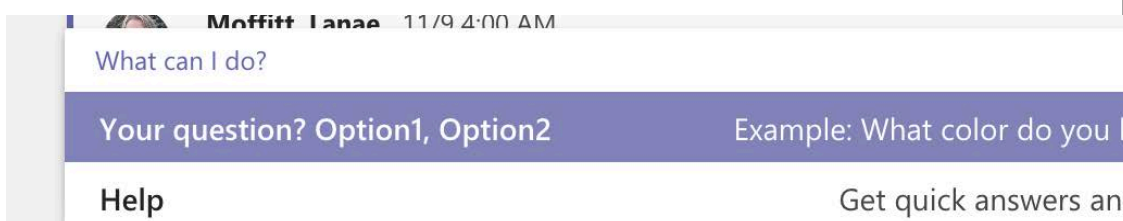
- Click [here](#) for a series of documents that are a step-by-step guide to getting started using Microsoft Forms.
- [How to use Microsoft Forms to its full potential!](#) Video (10.57 minutes)
- [Flipped Learning with Microsoft Forms](#) Video (7.41 minutes)
- [Introducing quizzes in Microsoft Teams](#) Video (1.17 minutes)
 - Read more about **Quizzes** from Justin Chando, [Assessments Just Got Faster: Introducing Quizzes in Teams](#)

• Creating a Poll in TEAMS


- In the conversation tab, type **@Forms**. The @Forms will pop up with an example of how to ask your question. You need to put a **SPACE** after @Forms before you type in your question.




- Next type your questions along with the possible answers. Be sure to include the question with the question mark, then your options separated by a comma



- Students will choose their option so that you (and they) can see instant results.

 **Moffitt, Lanae** 11/6 5:26 AM
Forms Do you need an extra day to finish your research? Yes, No

▼ Collapse all

 **Forms** 11/6 5:26 AM Updated

Do you need an extra day to finish your research?

Updated

Yes

(15)

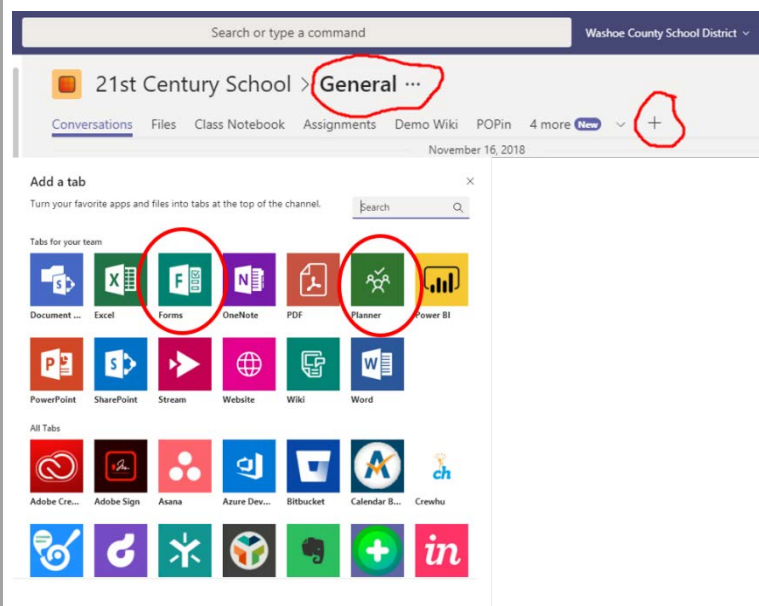
No

(9)

[See more](#)



Using Microsoft Planner Within Teams



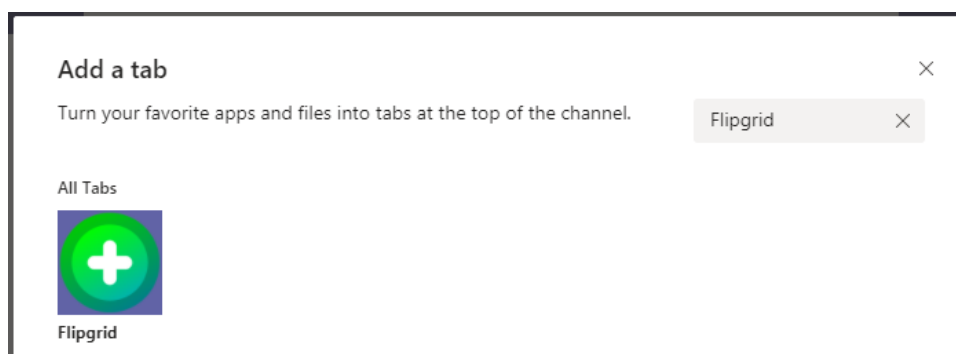
With Microsoft Planner, you can create a plan, build a team, assign tasks, and update status—all in a few easy steps. This could be a great way to not only help you be organized, but think of the self-regulation (21st Century Learning Competencies) that your students can accomplish!

Choose some of the following resources for using Planner with Teams to explore:

- Here is a [Quick Start Guide](#) to using Planners with Teams tutorial
- Here is a [Microsoft Planner Help](#) support document from Microsoft
- [How to Use Planner WITH Teams](#) Video (5.29 minutes)
- [Step-by-Step Guide to Using Planner](#) Video (10.34 minutes)



Using Flipgrid Within Teams



Flipgrid adds video discussion, elevating personal engagement and shared community. Integrate the two platforms with Flipgrid's Teams integration!

- Create a Flipgrid Tab - Your Grids, Topics and Responses appear as tabs in any of your Microsoft Teams channels, placing student discussion alongside all other class resources.
- Record Within Teams App - Amplify student voice and strengthen classroom community by including Flipgrid in your Microsoft Teams courses. Students watch and record from within the Teams app.
- Teams Notifications - Everyone on your Team is alerted of any new videos or new topics added to the Grid!


Choose some of the resources below to explore on using Flipgrid with Microsoft Teams in the classroom:

- [How to Use Flipgrid in Microsoft Teams](#) Video (4.19 minutes)
- [ClassTechTips.com Flipgrid Book Clubs](#)
- [Building an Elementary Education Flipgrid Community](#) Document
- [How can Microsoft Teams and Flipgrid be used to create an AMAZING Digital Classroom for mobile learning?](#) Article and Video
- [Flipgrid Updates Blog](#)
- [Flipgrid Blog](#)
- Use "Flipgrid" in the search bar on Twitter and [Pinterest](#) for great examples of implementation



Check out these links for more resources!

- Webinar - [Introducing Microsoft Teams - Education Sector - 14 August 2018](#)
- Search for "[Microsoft Teams](#)" in Pinterest
- [Microsoft Educator Community 'Back to School Live 2017'](#)
- Video: [Using Microsoft Stream with Microsoft Teams](#)
- Video: [Microsoft Teams + OneNote + Forms + Flipgrid = Student achievement - BRK2296](#)

	<ul style="list-style-type: none"> • Microsoft Teams in Education tips and guides • Additional short Video Resources from Microsoft: <ul style="list-style-type: none"> • Find your way around - Work together with your students or work alone on private files. • What are teams and channels? - Customize class spaces to support learning outcomes. • Engage with class conversations - Collaborate in discussions, manage student messages, and post class announcements. • Create assignments - Create personalized assignments and navigate your work across every class. • Get to know the feedback loop - Grade, return student work, and ask for revisions. • Save and share files - Find files, drop them into conversations, and work on lessons to share later. • Use apps - Work on Office 365 files or add your favorite classroom apps. • Meet now or meet later - Turn any conversation into a meeting with students or colleagues
	<p>OPTIONAL Microsoft Educator Community Courses you may want to peruse in your free time:</p> <ul style="list-style-type: none"> • Introduction to Microsoft Teams – the digital hub for educators and students. Earn 500 points. (45 minutes) <ul style="list-style-type: none"> ◦ Module 1: Getting Started with Microsoft Teams - the digital hub for teaching and learning in O365 for Education ◦ Module 2: Professional Learning Communities (PLC's) meet Microsoft Teams ◦ Module 3: Manage Teacher Workflows in Microsoft Teams ◦ Module 4: Creating a Class in Microsoft Teams ◦ Module 5: Customize Learning using apps in Microsoft Teams ◦ Module 6: Increase Student Engagement with Conversations in Microsoft Teams • Accessibility Tools: Meeting the Needs of Diverse Learners. Earn 500 points. (45 minute module) <ul style="list-style-type: none"> ◦ Learn how Windows 10 and Office 2016 can personalize learning for all students ◦ Explore ways to improve focus using Windows 10 and Office 2016 ◦ See the new Learning Tools add-in for OneNote can improve reading comprehension ◦ Learn how students are able to demonstrate their understanding using inputs other than keyboarding and text • Creating a Digitally Inclusive Learning Community. Earn 3000 points. (6 hour module) <ul style="list-style-type: none"> ◦ The Inclusive Educator ◦ Introduction to Inclusive Digital Literacy ◦ Developing a Digitally Literate Learner ◦ Developing a Digitally Literate Pedagogy ◦ Developing a Digitally Literate Curriculum ◦ Assistive Technologies
	<p>Want to learn more about our 21st Century Educator Badge Program?</p>



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