

How to use Microsoft Teams

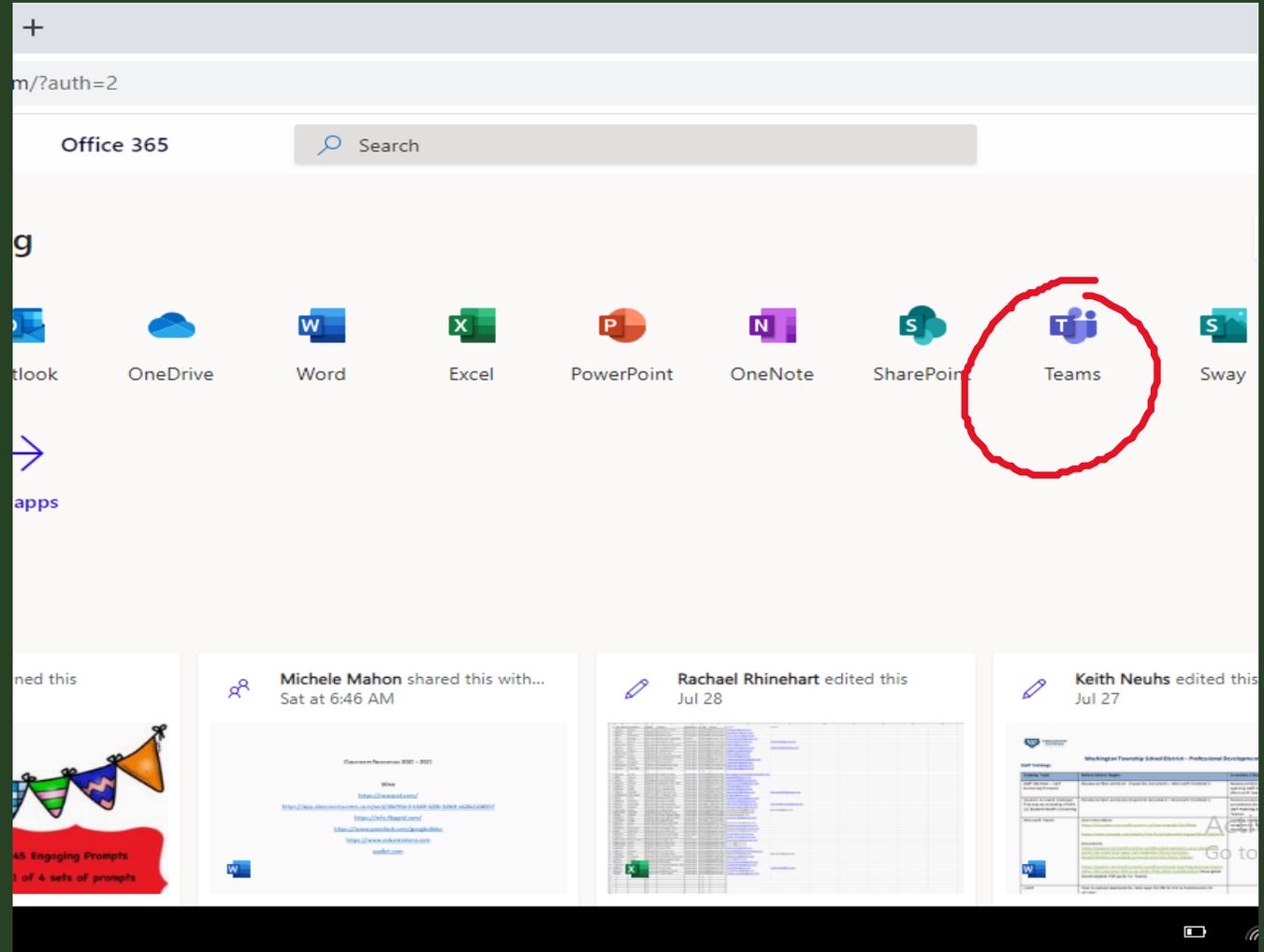
For Beginners

Getting to Teams

Login to your Office Portal.

Click on the Teams icon.

You can also click on the Teams shortcut on your desktop.



Creating a Team



From the Teams homepage, click **Join** or **Create a Team** in the upper righthand corner.



Next, click **Create a Team**.



Choose **Class** for Team type.

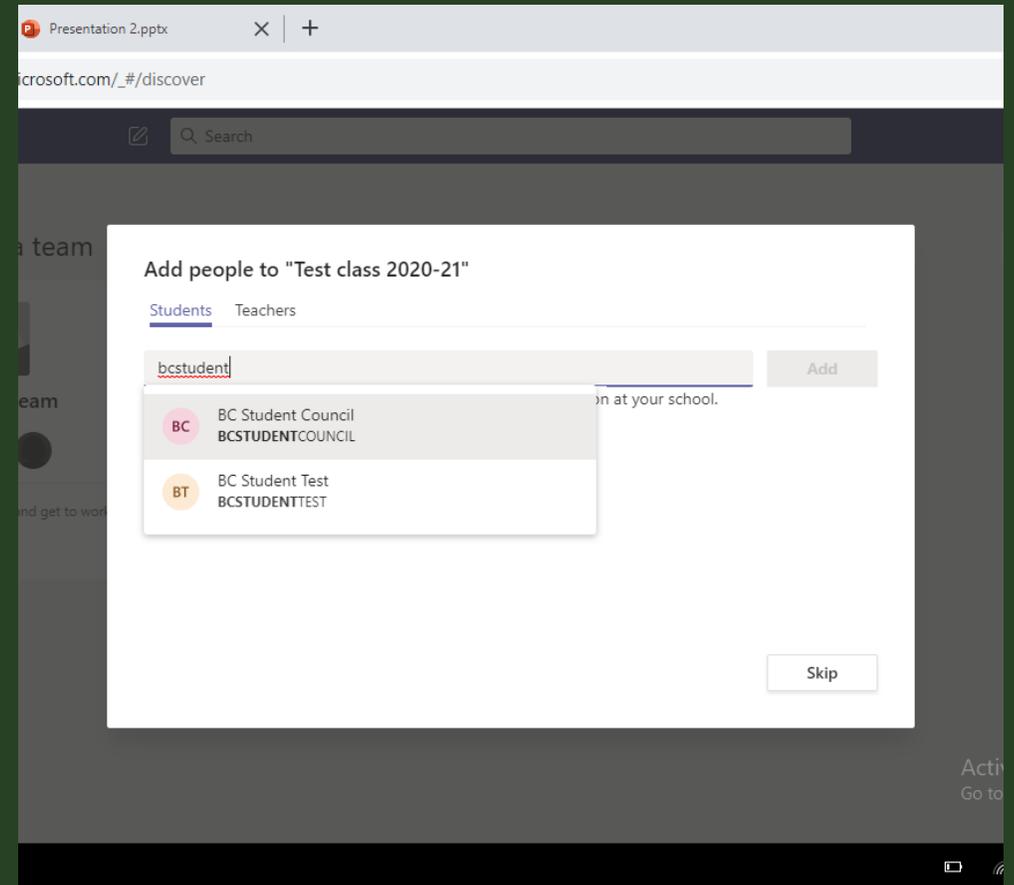


Name the class. I suggest adding the school year to the end of the Team name. For example, I named the class for this training **Test Class 2020-21**.



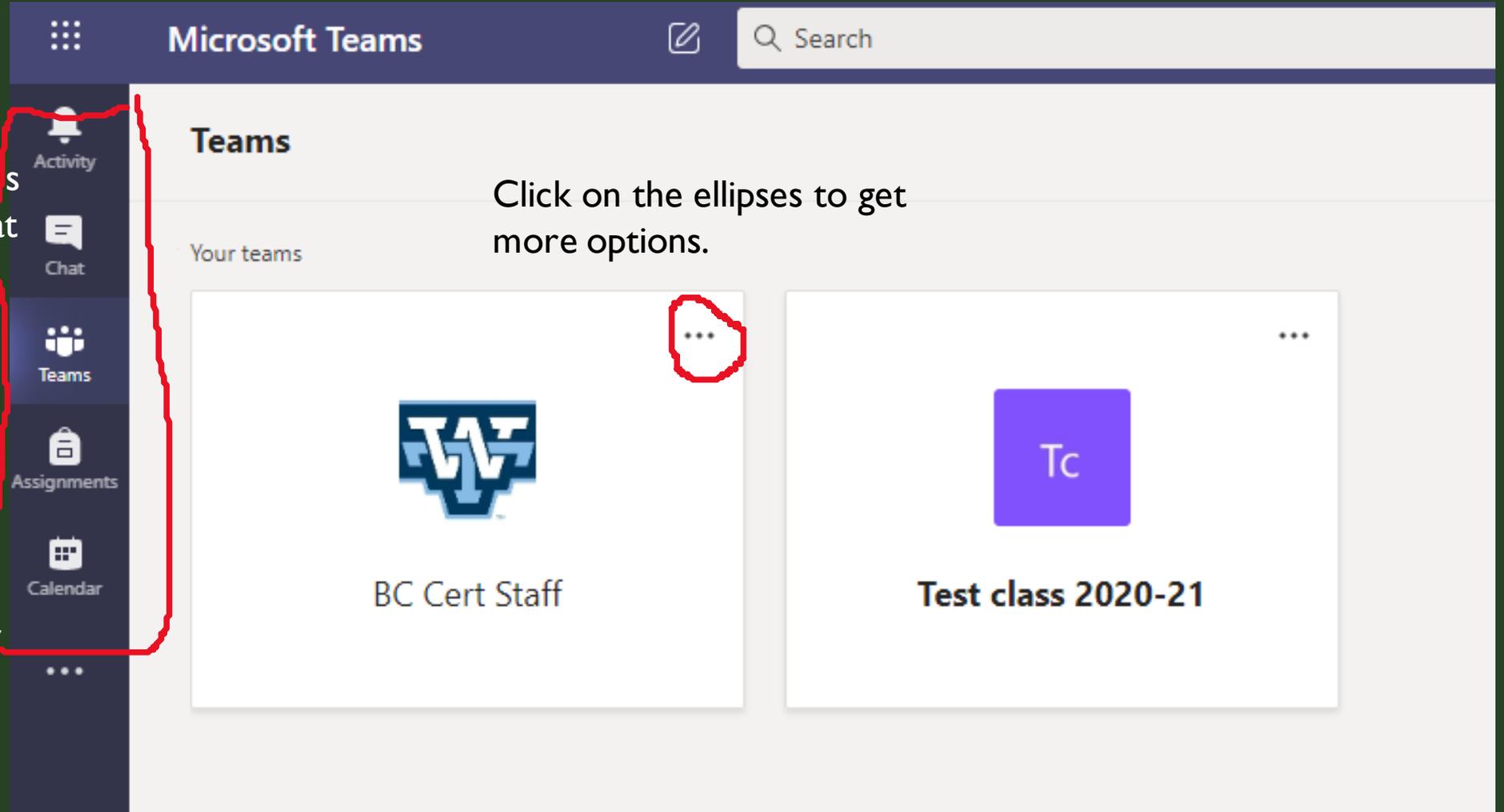
Creating a Team (continued)

- Start typing in your students' names. As you type, the names will appear and you can click on the one you want to add.
- Keep adding students until all of your students in your class have been added to the Team. Click Add and then Close.
- If you are creating more than one Team, repeat these steps until all Teams are created.



Managing Teams

- Activity—Summary of what happening in all Teams
- Chat—Log of all your Chat conversations
- Teams—Takes you to a menu of all the Teams you are a part of.
- Assignments—Shortcut to the assignments you have created.
- Calendar—Can schedule video meetings and display all upcoming events.



Getting to Know Your Teams Homepage

These are called Tabs. These are the default Tabs on the General Teams page.

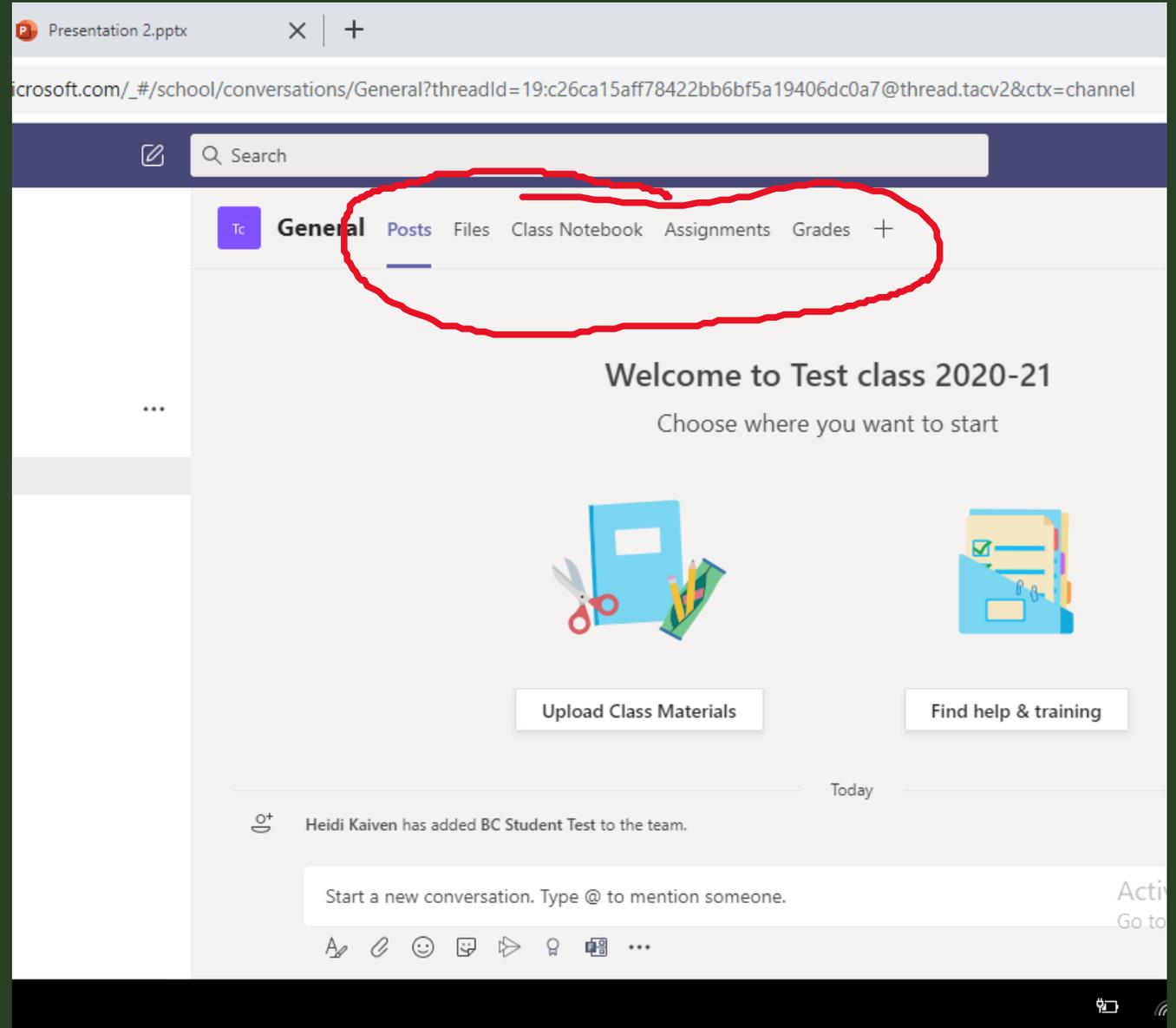
Posts: Use for announcements to the entire class. Anything typed as a post can be read by everyone in the class.

Files: A place to put files that you want shared with the entire Team.

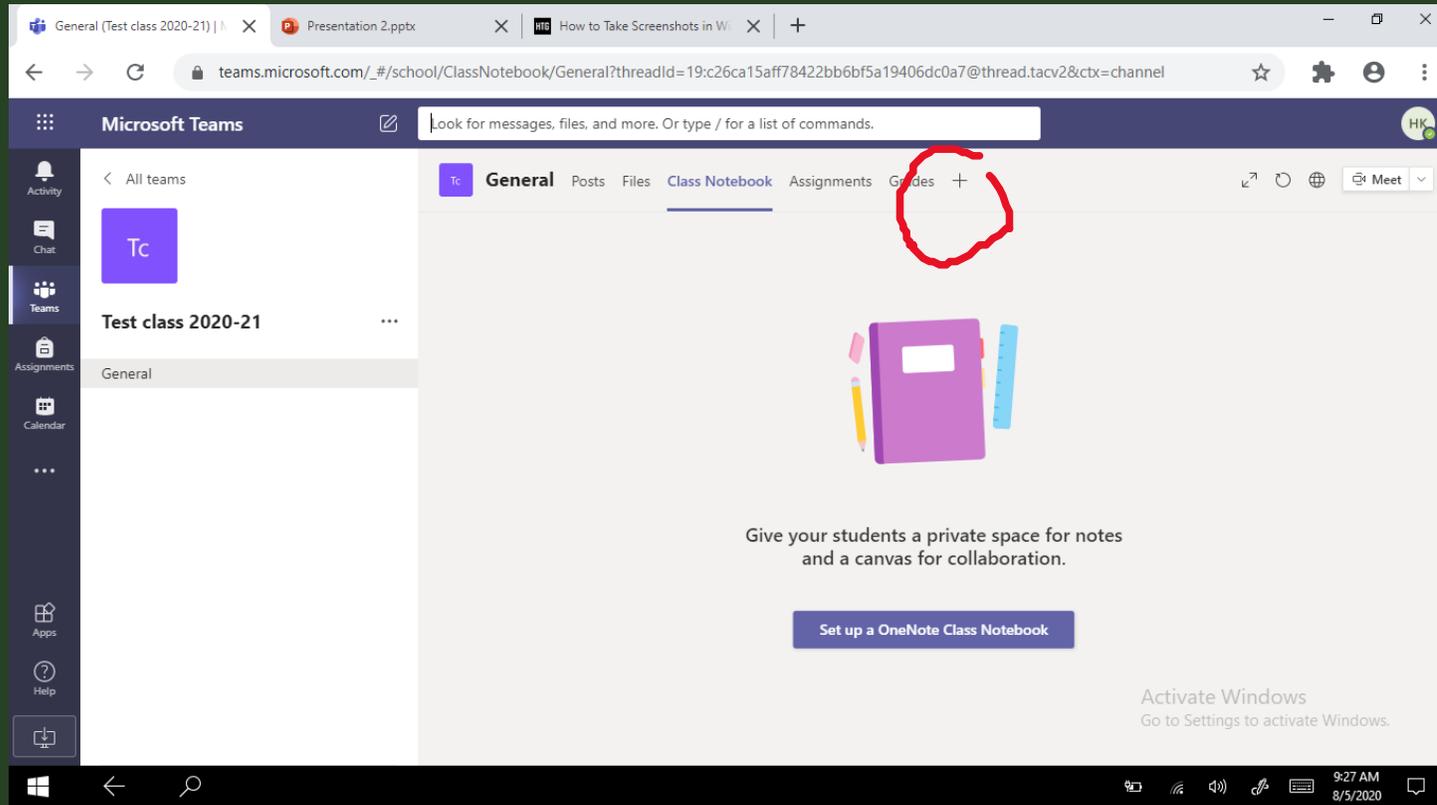
Class Notebook: A place to post work, collaborate, etc. Shortcut to OneNote.

Assignments: A place to post assignments for your class.

Grades: See which assignments have been graded.



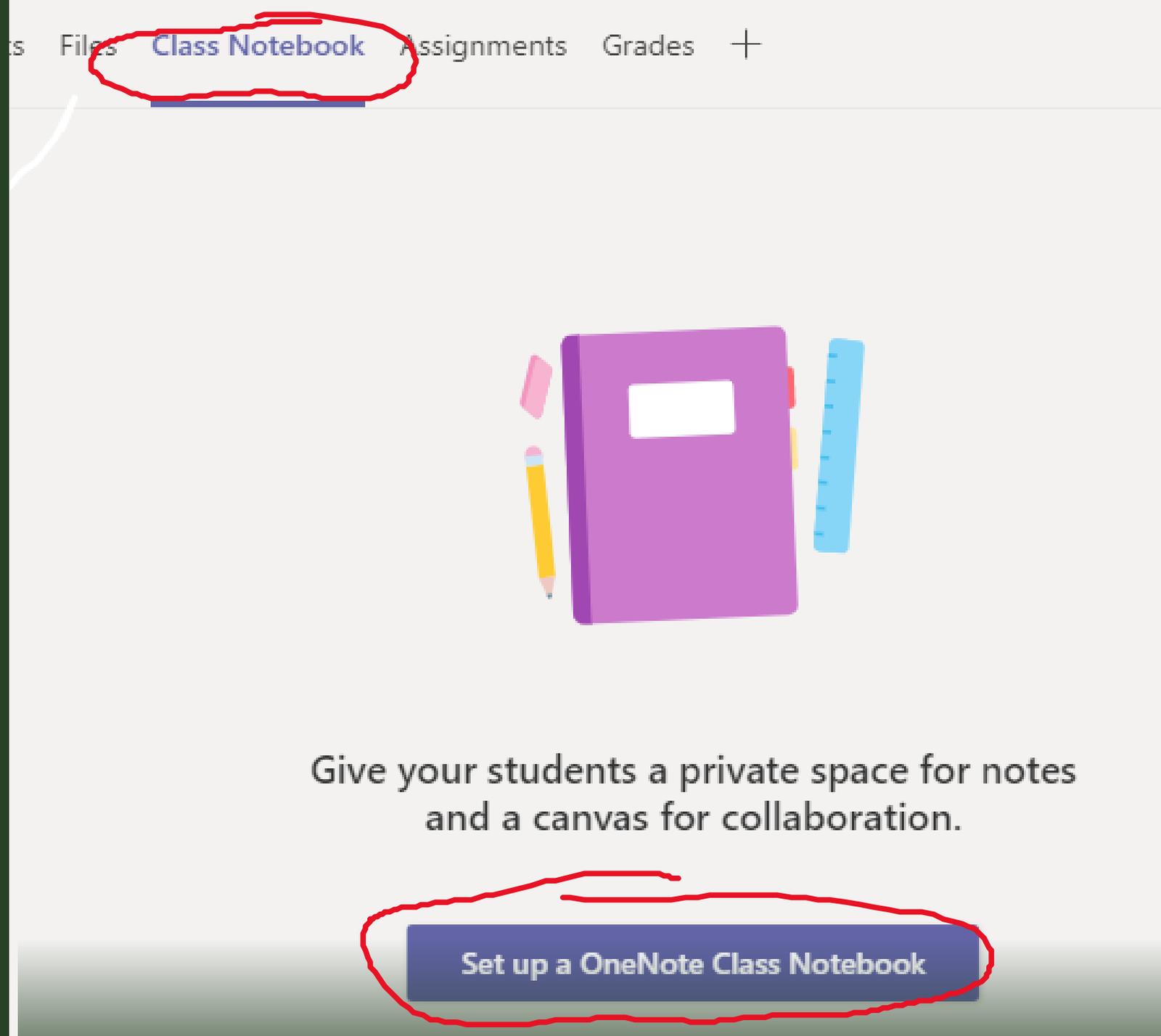
Adding a Tab to your Teams Page



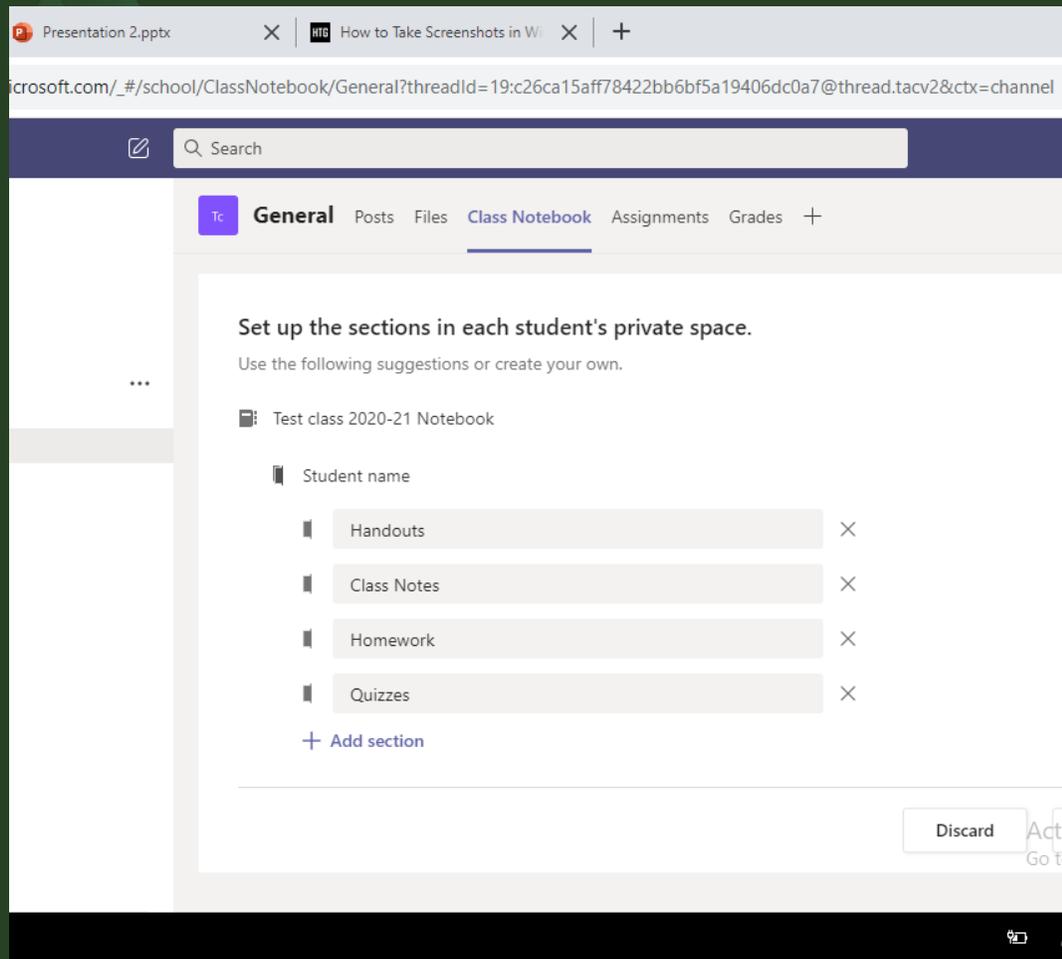
- Click on the + sign.
- Search for the name of the tab you want to add. Everyone must add the Insights tab to their classes.
- Click Add when found. Follow prompts.
- Click Save.
- The new Tab appears at the top of the screen.

Setting Up a Class Notebook via Teams

- Click on the Class Notebook channel at the top of the screen. Then click on Set up a One Note Class Notebook. This will automatically link OneNote to this specific Team.
- Choose Blank Notebook.
- The next page will detail the default sections of the Class Notebook that are created.



Class Notebook (continued)

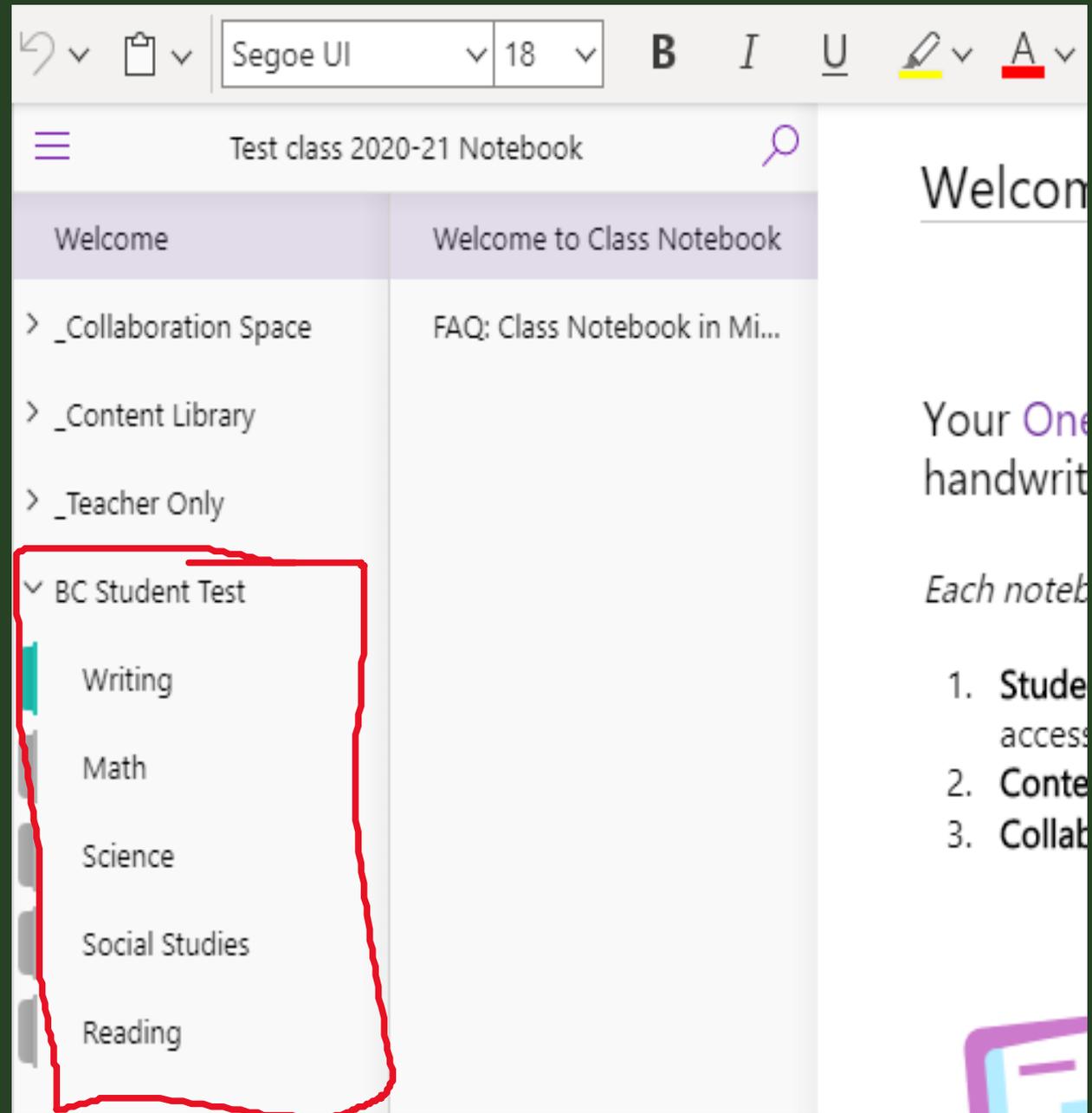


- Here you can customize the sections of the Student section of the notebook. The default names are in there, but you can change them. You can also add additional sections.
- For example, since I am teaching 5th grade remote learners, I would label each section of the notebook for the subjects: Math, Reading, Writing, Science, and Social Studies.
- When you have created and named your sections, click Create. It may take a few minutes to set up.
- This Class Notebook will now appear in your list of notebooks if you click on OneNote through the Office Portal.

Adding work to Class Notebook

This is what the Class Notebook looks like in the browser. All of your students' notebooks will appear in this list on the left side of the screen.

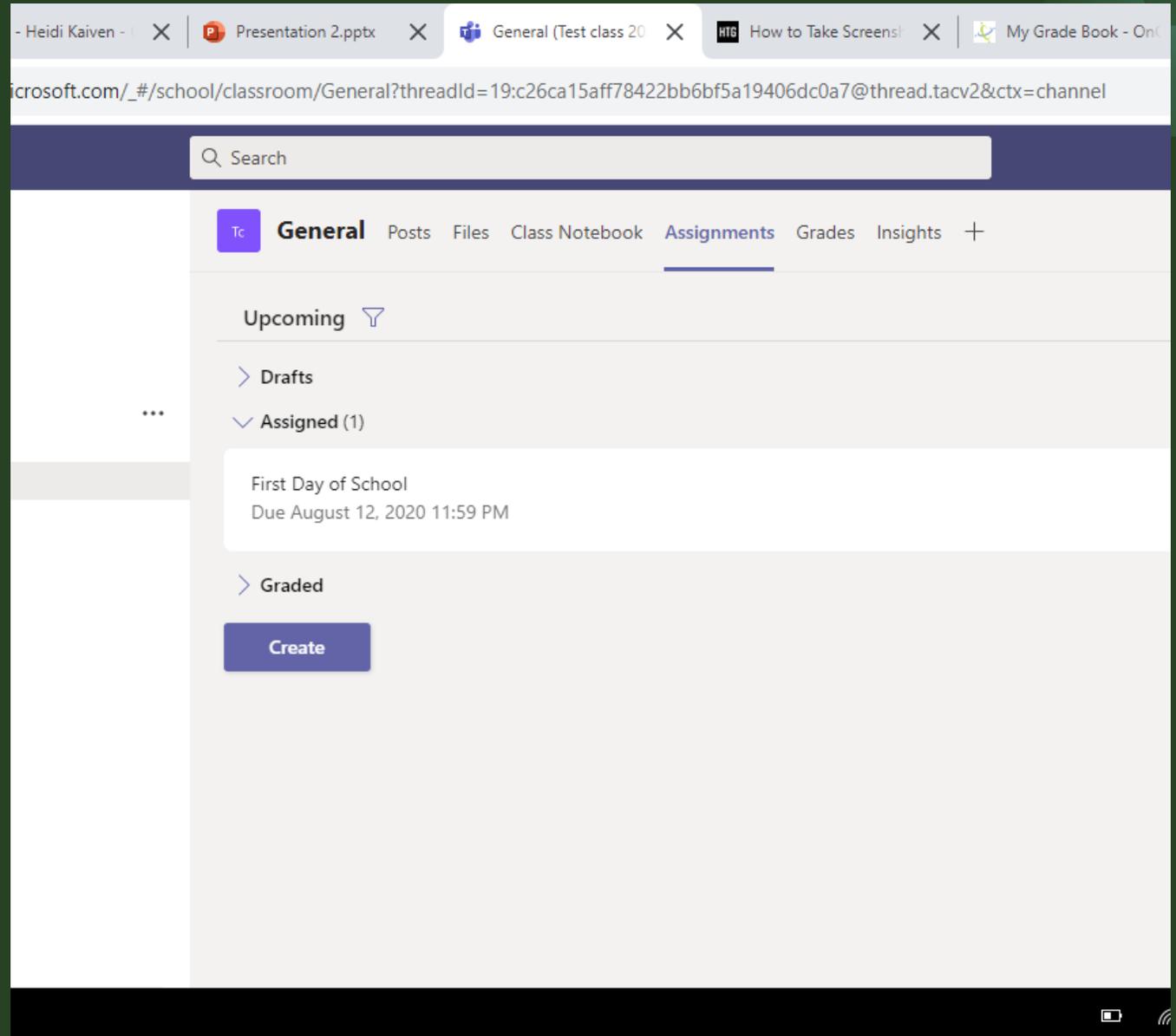
I'm going to show you how to add a PDF(that your students can write on) to each student's notebook and how to make that an assignment in Teams.





Viewing and grading an assignment

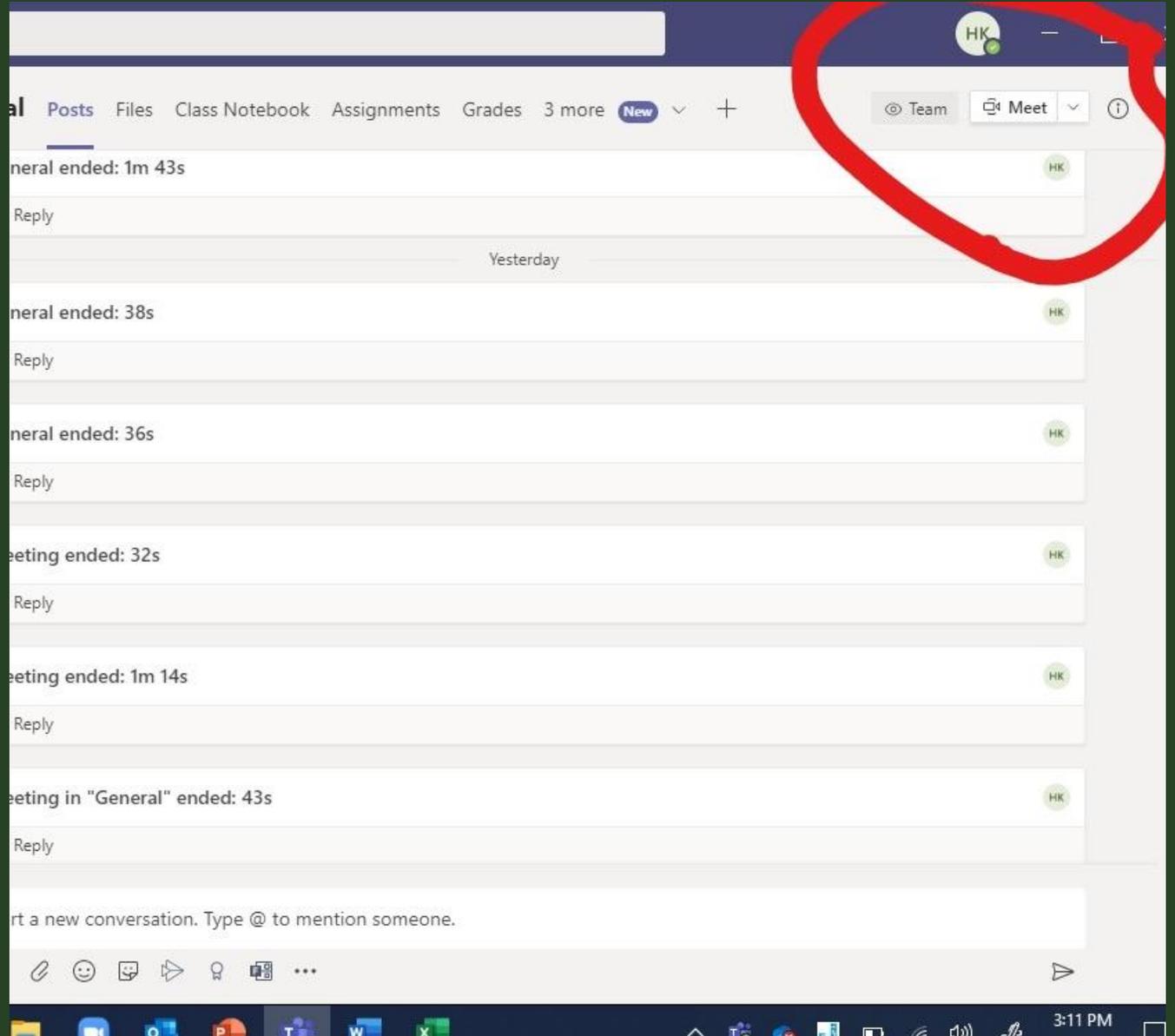
- Click on the assignment.
- Click on the words Turned in for the student you are checking.
- You can enter feedback and score on the righthand side of the screen.
- Return the assignment to the student.



The screenshot shows a Microsoft Teams interface for a classroom. The browser tabs at the top include "Heidi Kaiven", "Presentation 2.pptx", "General (Test class 20)", "How to Take Screensi", and "My Grade Book - OnC". The URL in the address bar is "icrosoft.com/_#/school/classroom/General?threadId=19:c26ca15aff78422bb6bf5a19406dc0a7@thread.tacv2&ctx=channel". The page features a search bar and a navigation menu with options: "General", "Posts", "Files", "Class Notebook", "Assignments", "Grades", and "Insights". The "Assignments" tab is active, showing a list of assignments under the heading "Upcoming". The list includes "Drafts" and "Assigned (1)". The "Assigned (1)" section shows an assignment titled "First Day of School" with a due date of "Due August 12, 2020 11:59 PM". Below the list is a blue "Create" button. The bottom of the screen shows system icons for a monitor, Wi-Fi, and battery.

Setting up a Meeting

Click on the drop-down menu next to meet. You can also click on the Calendar to schedule your recurring meetings.



Meetings

Fill in the information for your meetings. And then click Send in the upper righthand corner.

Once the meeting invitation is sent it will automatically get added to your calendar.

When you join the meeting, you can change the options before you allow the students entry.

You can also “call” a student to meet now.

Helpful videos from Kevin Stratvert on YouTube.

The screenshot shows the 'New meeting' interface in Microsoft Teams. At the top, there is a search bar and the title 'New meeting' with tabs for 'Details' and 'Scheduling Assistant'. Below this, the time zone is set to '(UTC-05:00) Turks and Caicos'. The main form includes a title field with a placeholder 'Add title', a field for 'Add required attendees' with a '+ Optional' link, and a date and time selection section. The date is set to 'Aug 30, 2020' with a start time of '3:30 PM' and an end time of '4:00 PM' for a '30m' duration. There is a toggle for 'All day' which is currently off. A recurrence dropdown is set to 'Does not repeat'. Below this, the meeting is associated with a calendar entry 'Test class 2020-21 > General'. There is a field for 'Add location'. At the bottom, there is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, text color, background color, paragraph, bulleted list, numbered list, quote, link, unlink, and grid. The text area contains the placeholder 'Type details for this new meeting'. The Windows taskbar is visible at the bottom with various application icons.

Questions

