

Microsoft Teams for Educators

Overview

Microsoft Teams is an all-in-one digital hub for class communication, collaboration, file sharing, and assignment management. Teams integrates seamlessly with the Office 365 apps you may already use such as Word, Excel, and PowerPoint while enabling student discussion and collaboration. Keep in mind that as with most Microsoft products, the Teams desktop client has more functionality and readability than the Office 365 Web App.

Table of Contents

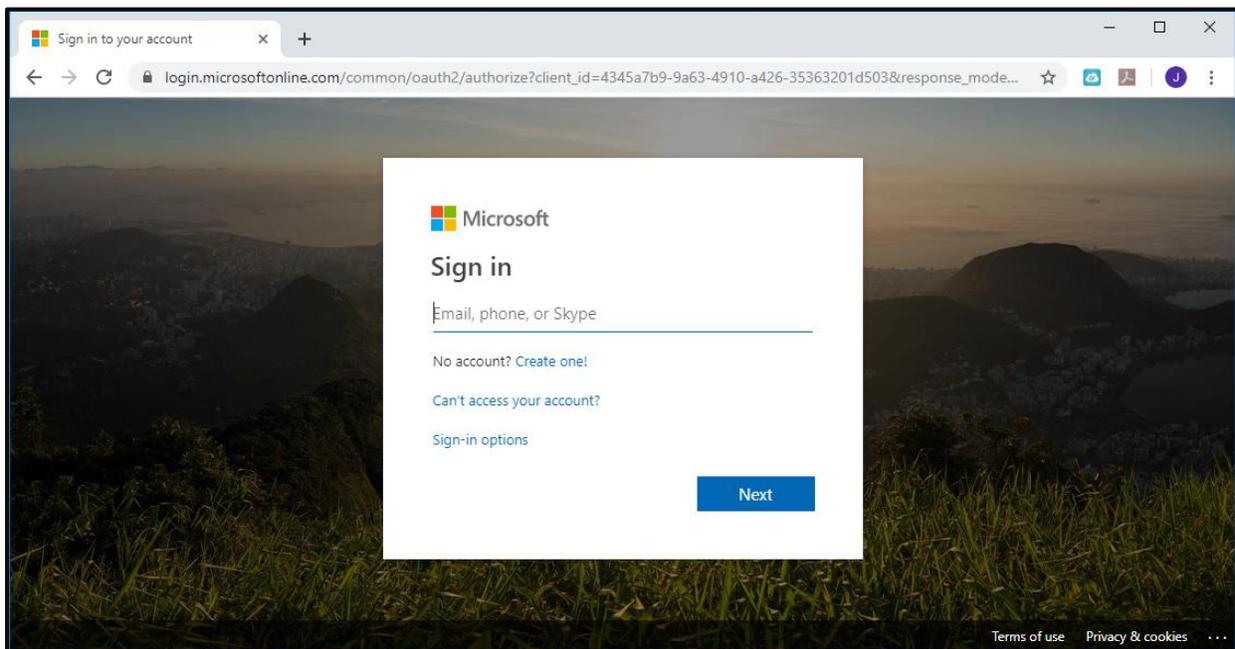
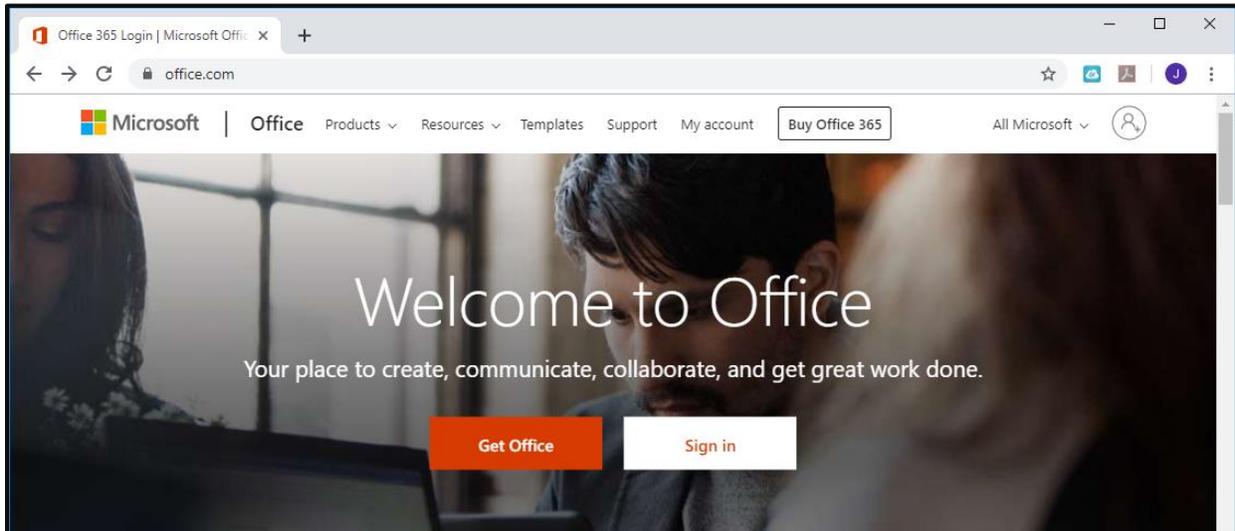
Accessing Microsoft Teams.....	2
Customizing and Managing your Team	4
Add/Remove Members.....	4
Create a Channel.....	5
Change Team Settings.....	6
Manage and add Apps	7
Connect Google Classroom to a Team.....	7
Archive or Delete a Team.....	9
Class Teams Setup.....	10
Create a Team	10
Create a Team from an Existing Template.....	11
Canvas – The “We” Space	12
Conversations	12
Files & Uploading Class Materials	13
Setting up a Class Notebook	14
Creating Assignments	16
Creating a Quiz.....	18
Create from an existing assignment	19
Review and Return Assignments	20
Update feedback and return again	21
Appendix A.....	22
Teams & OneDrive	22



Microsoft Teams for Educators

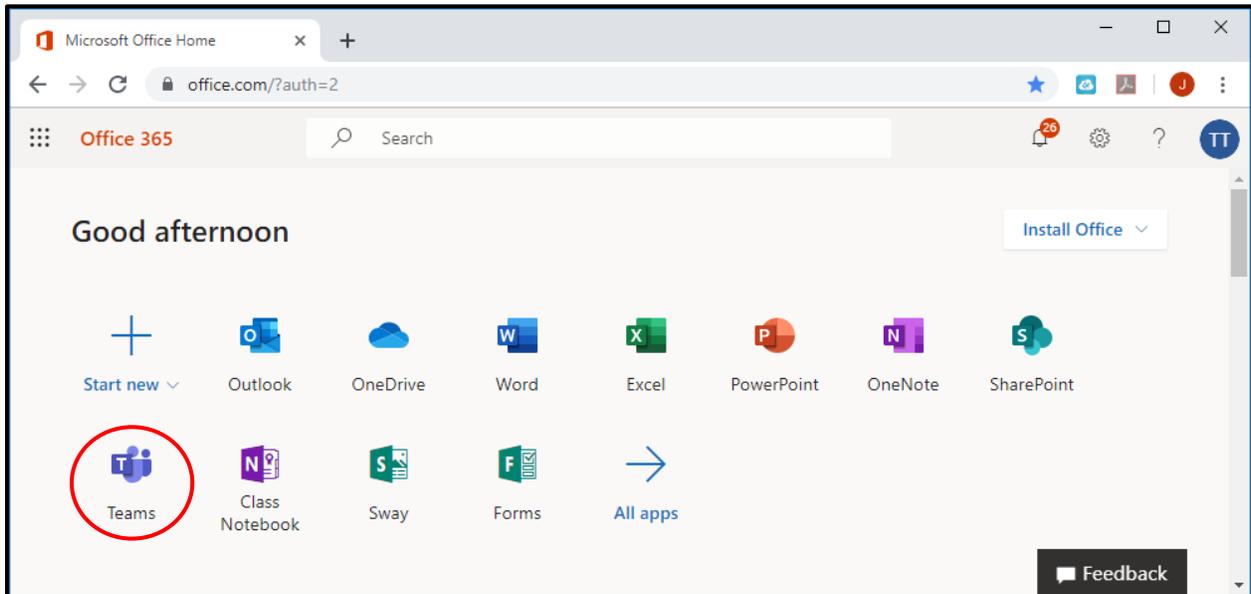
Accessing Microsoft Teams

1. Launch **Teams** from the **Windows Start Menu**  or open **Office 365** in a browser.
 - a. From Internet Explorer or Chrome, enter: www.office.com
 - b. Enter your complete email address – username@olatheschools.org
 - c. Enter your network password. Click **Sign In**.

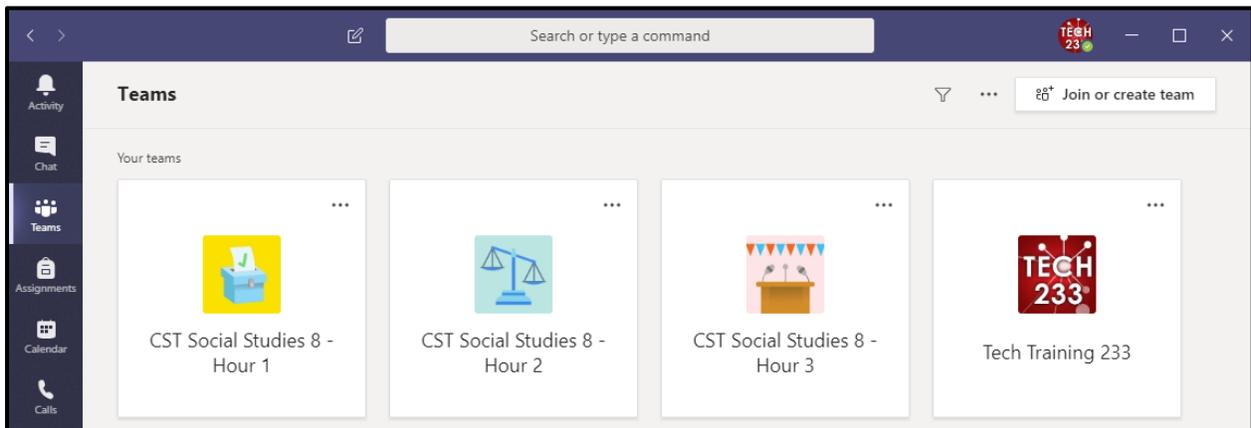


Microsoft Teams for Educators

2. From the App Launcher, click **Teams**.



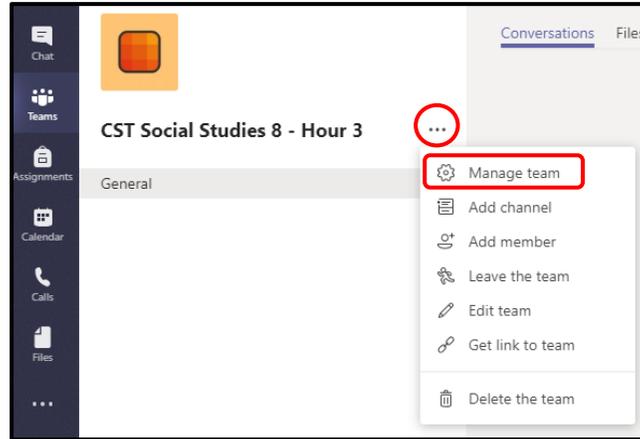
3. From here, you will see all of the teams populated by Synergy as well as any other teams you are a member/owner of.



Microsoft Teams for Educators

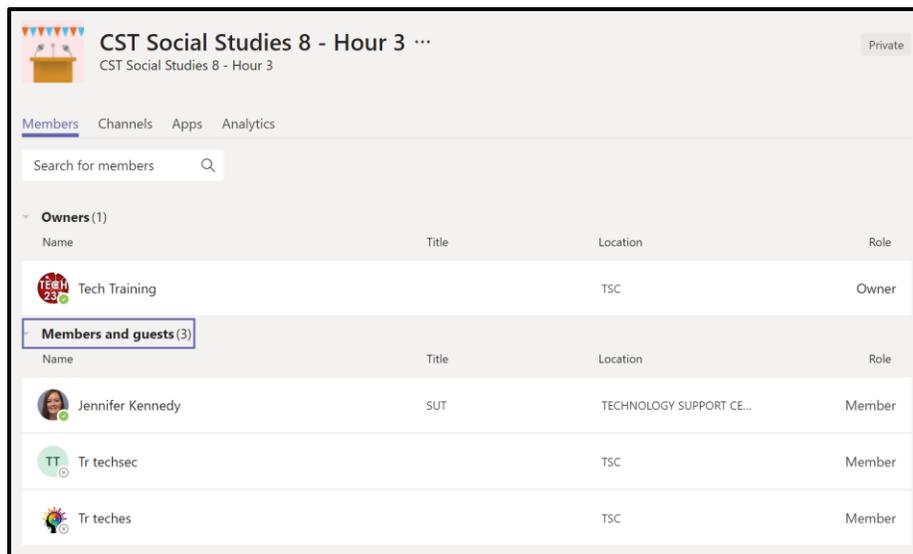
Customizing and Managing your Team

To customize and manage your team, select **More options** **...** > **Manage Team**.



Add/Remove Members

From the **Members** tab you can add/remove members, mute students from conversations, and change their role. Synergy is synced with Teams and updates adds/drops twice per day, so teams are automatically created and updated for you. Should you need to add a student, teacher, or para, begin typing their name and the field should populate. Select the individual's name and specify their membership.



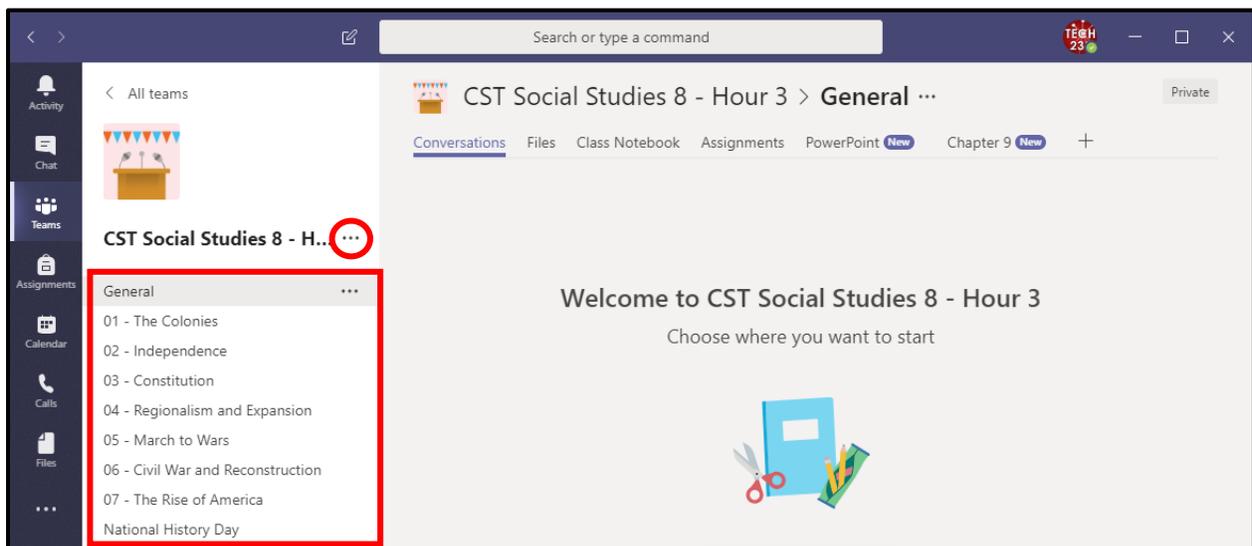
Microsoft Teams for Educators

Create a Channel

Channels allow owners to organize their team the way they see fit. By default, every team gets a General channel, which is a good channel to use for announcements and information the whole team needs. Channels in Class Teams can be organized by topic, disciplines, grading period, and unit of study, for example. To add more channels:

1. Go to the team name and select **More options** **...** > **Add Channel**.
2. Enter a name and description for your channel.
3. Set your channel **Privacy Settings**
4. Select **Automatically show this channel in everyone's channel list** if you want this channel to be automatically visible in everyone's channel list.
5. Select **Add**.

Channel examples are displayed below:

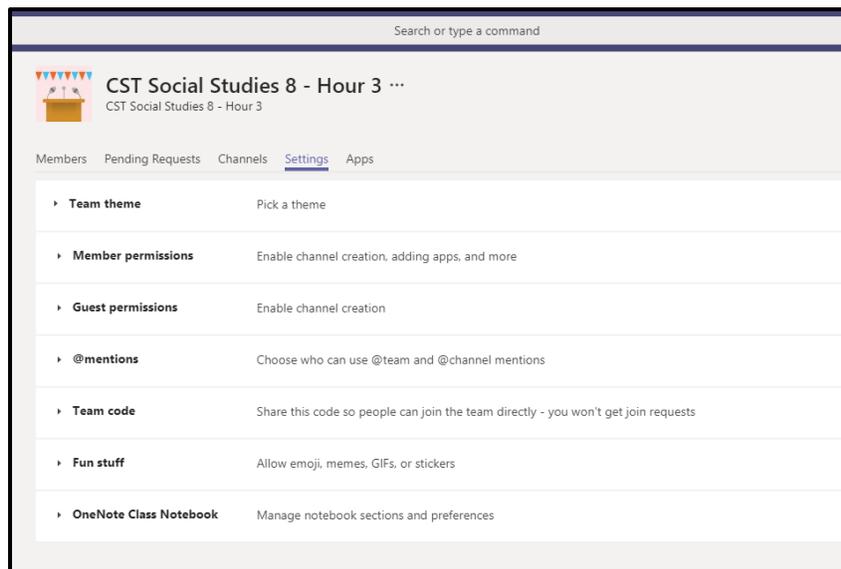


Microsoft Teams for Educators

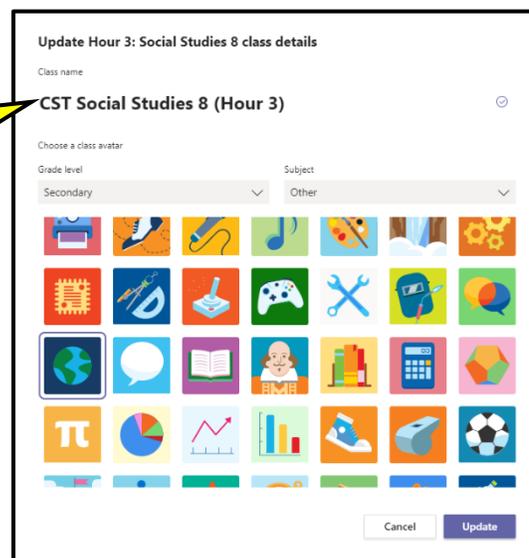
Change Team Settings

Go to the team name and select **More options** **...** > **Manage team**. From there, you can access your team Settings tab, which lets you:

- Change the team picture, theme, and course name.
- Set member permissions (like allowing them to create, update, or delete channels and tabs)
- Enable @mentions in a channel.
- Set permissions for guests.
- Enable team members to send GIFs, emojis, and stickers.



When choosing a name, consider adding your building abbreviation should your team need to be located.

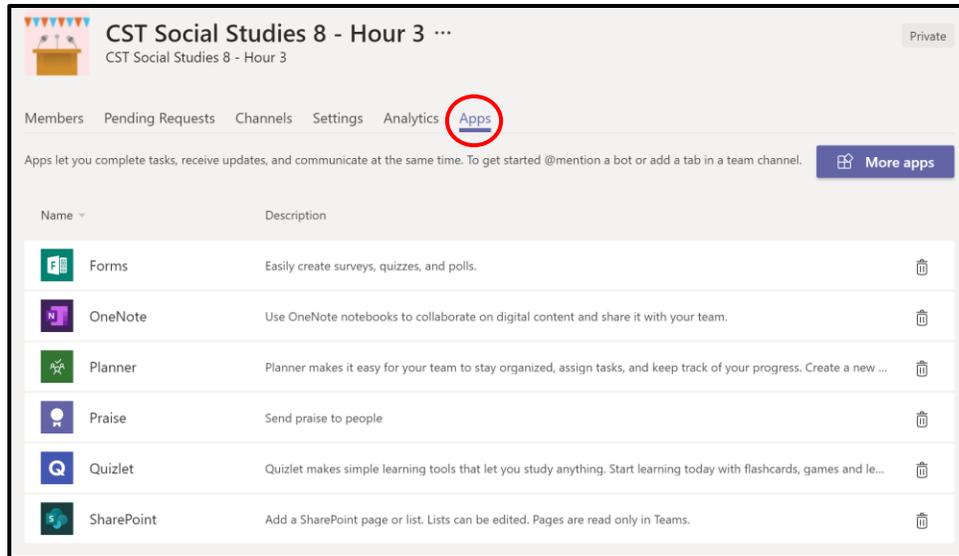


Microsoft Teams for Educators

Manage and add Apps

The **Apps** tab allows you to pin additional apps that are frequently used in your course to the ribbon in the General channel. You can also add apps to specific channels by clicking the “+” button within that channel.

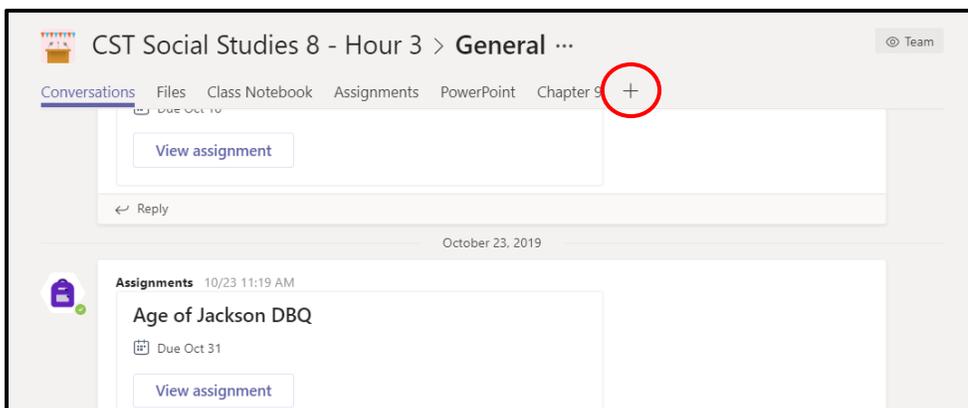
1. Go to the team name and select **More options** **...** > **Manage team**.
2. In the Apps tab, you can manage the apps your team uses.
3. Select More Apps to find and install a new app.



Connect Google Classroom to a Team

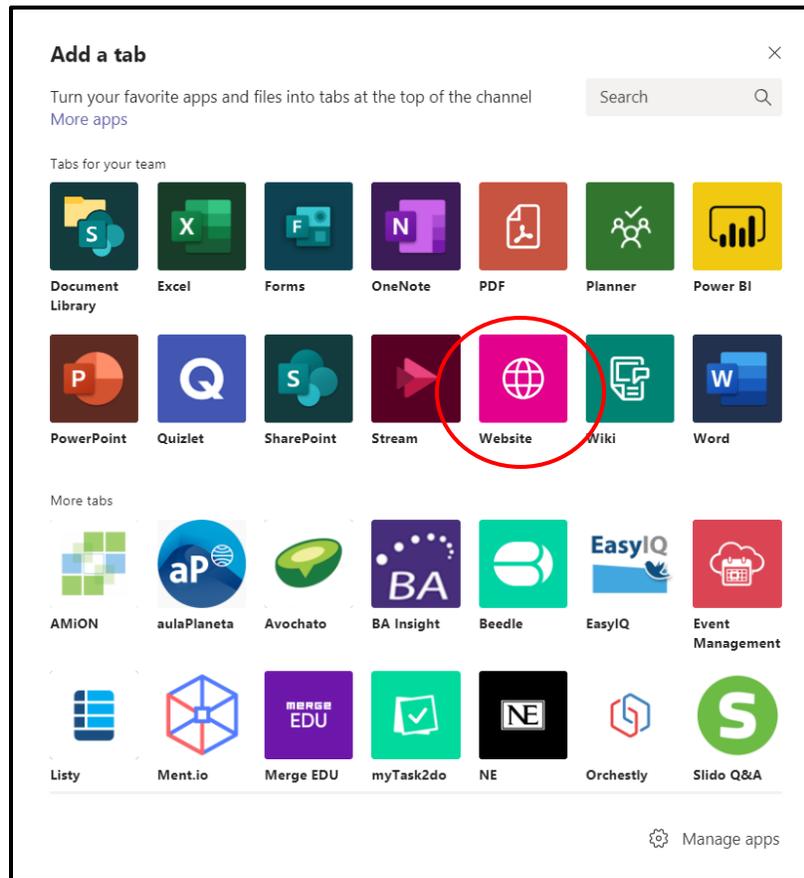
By using the App feature, you can link Google Classroom to your Class Team. **NOTE:** This works best in the desktop application, not the web app.

1. Sign into Google Classroom and access the class you would like to link. From there, copy the URL from the address bar.
2. Return to Teams. From the **General Channel**, click the “+” button at the top of the ribbon.

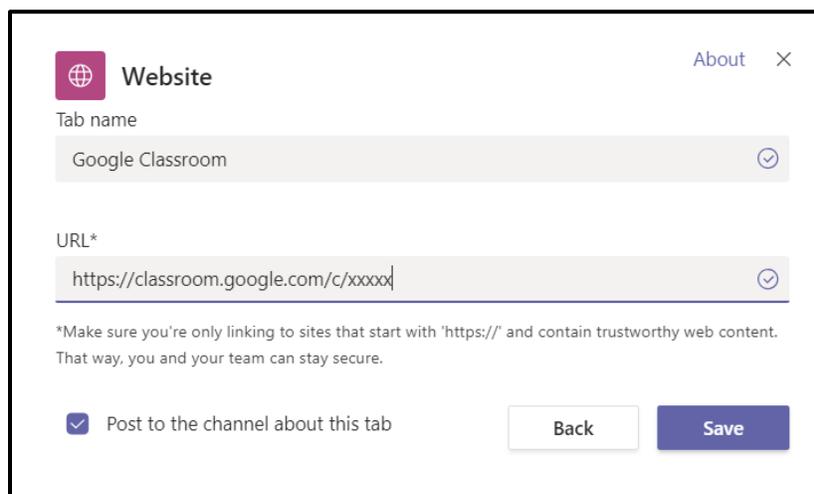


Microsoft Teams for Educators

3. Choose **Website**.

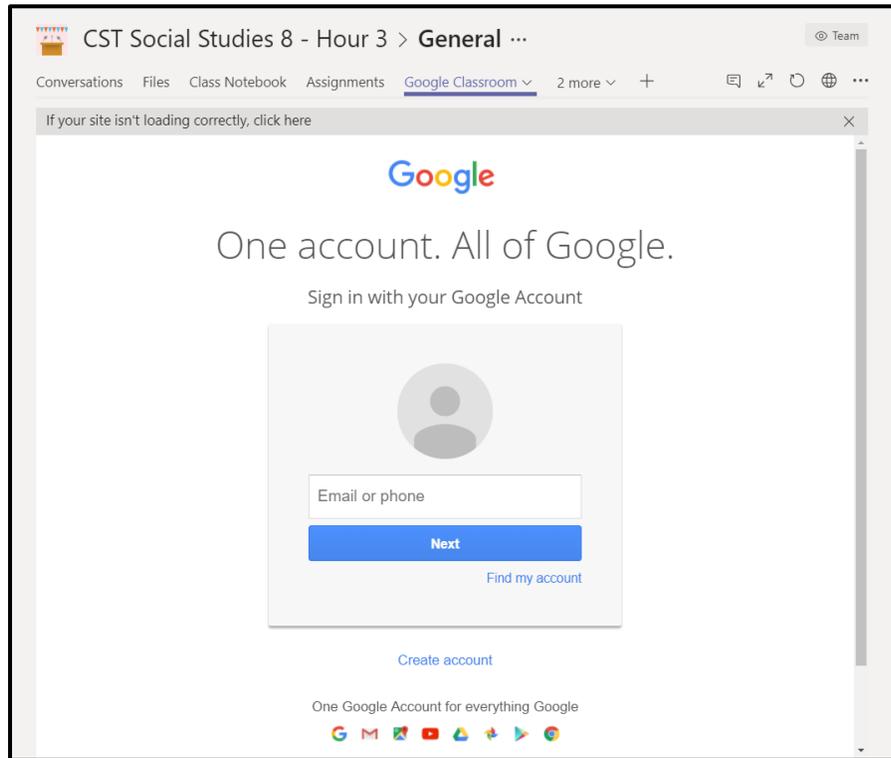


4. Enter a tab name and paste the URL to the class you would like to link > Click **Save**.



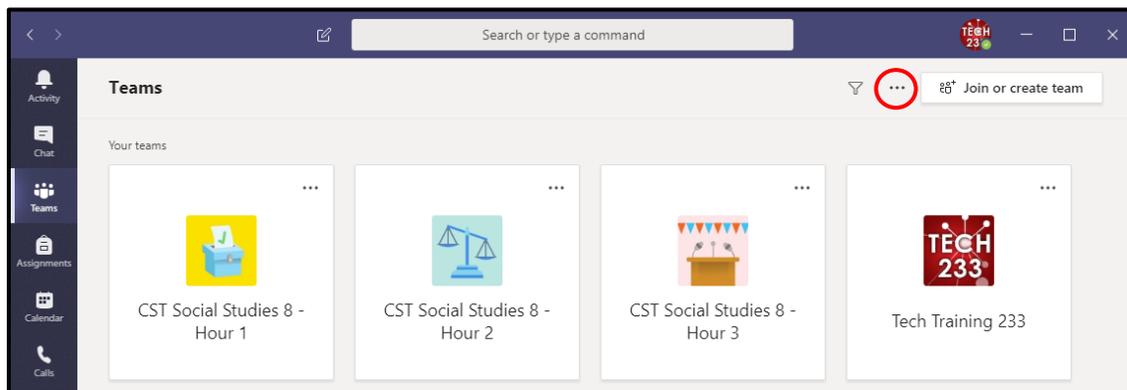
Microsoft Teams for Educators

5. You may be prompted to sign in to your Google account. Once you are signed in, you will have access to everything in the linked Google Class.



Archive or Delete a Team

1. From your teams list, select **More options** ... > **Manage Teams**.
2. Select **More options** ... on the far right of the team name.
3. Select **Archive Team** or **Delete the Team**.



Note: Archiving your team enables you to copy the template for future use, deleting the team will remove all contents of the deleted team.

Microsoft Teams for Educators

Class Teams Setup

Create a Team

Synergy is synced with Teams and updates adds/drops twice per day, so teams are automatically created and updated for you. From time to time, you may need to create a Team that manages students across multiple class periods or for extracurricular activities.

1. From the Teams landing page, select **Teams > Join or Create Team**
2. Choose **Create a team > select a team type**, then assign a team name and description.

When choosing a name, consider adding your building abbreviation should your team need to be located.

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name
CST Social Studies 8 - Hour 1

Description (optional)
American History & Government

Cancel Next

3. Add members by selecting the students and/or teachers you would like to add and their membership type.
4. When you're done adding members, select **Add** and then **Close**.

Add people to "test"

Students Teachers

Search for students Add

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

Tr techsec TRTECHSEC

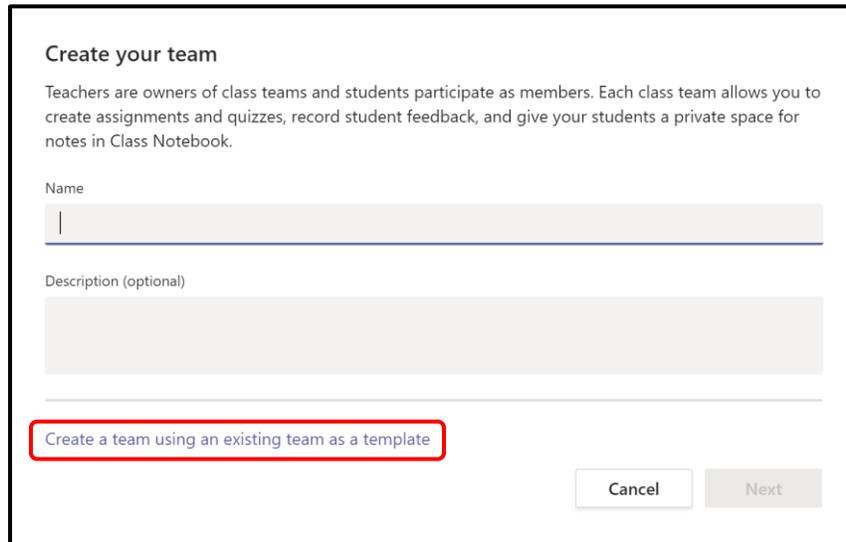
Member Owner Member

Close

Microsoft Teams for Educators

Create a Team from an Existing Template

1. After selecting the team type, click **Create a team using an existing team as a template**.



Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

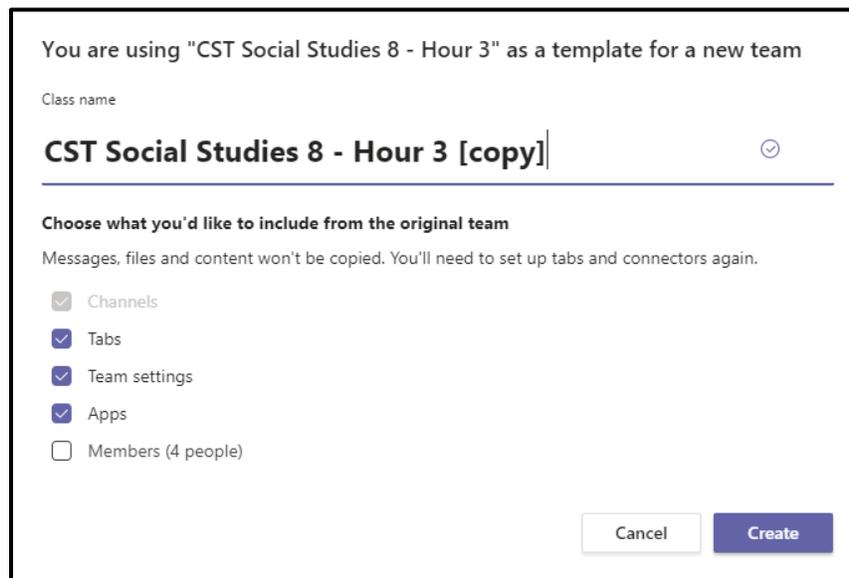
Name

Description (optional)

Create a team using an existing team as a template

Cancel Next

2. Select the team you would like to use as a template, then **Choose Team**.
3. Edit the course name and select the content you would like to copy. Click **Create**.



You are using "CST Social Studies 8 - Hour 3" as a template for a new team

Class name

CST Social Studies 8 - Hour 3 [copy]

Choose what you'd like to include from the original team

Messages, files and content won't be copied. You'll need to set up tabs and connectors again.

- Channels
- Tabs
- Team settings
- Apps
- Members (4 people)

Cancel Create

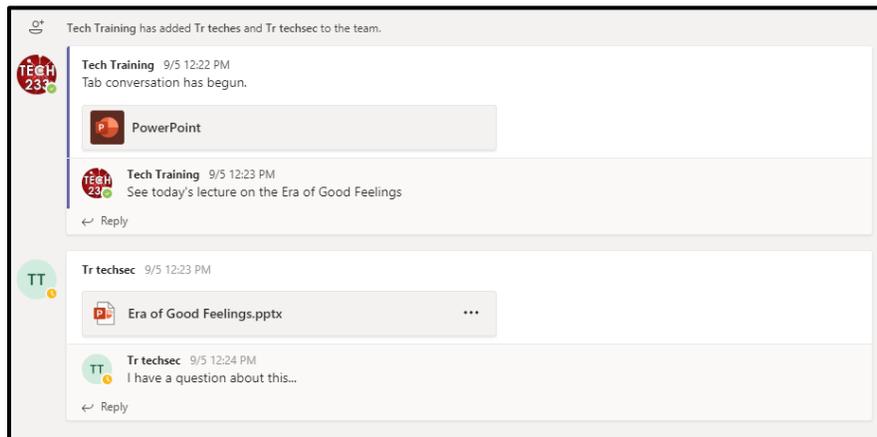
Microsoft Teams for Educators

Canvas – The “We” Space

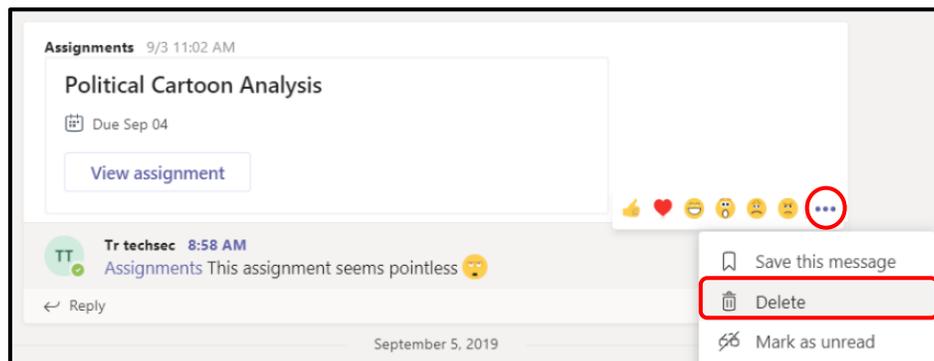
The Canvas, or “WE” Space is the space that holds everything that everyone in the team can view. From the General Channel, users can view **conversations**, read-only class **files**, **class notebook**, **assignments**, and **apps** that you add for the course.

Conversations

1. The **Conversations** tab is the news feed and discussion space for your course. All activity, updates, assignments, course changes, and announcements posted in the channel can be viewed here.



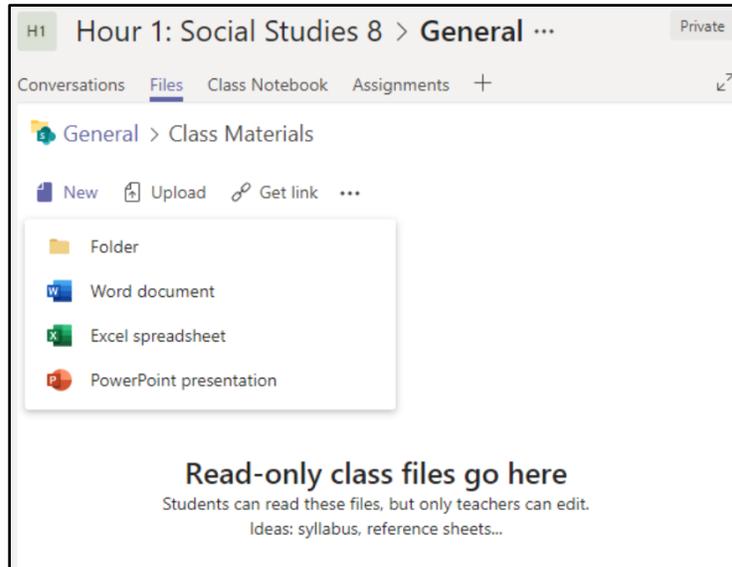
2. Conversation Features:
 - a. @mentions to tag individuals or groups
 - b. Text
 - c. Attachments
 - d. Emoji
 - e. GIFs
 - f. Stickers
 - g. Video and voice conferencing (web cam, screen capture, or both!)
3. To **delete** comments, hover over the comment, click on **More options** **...** > **Delete**.
Note: Be sure to hover over the comment, rather than the original post.



Microsoft Teams for Educators

Files & Uploading Class Materials

In each channel, you will find the **Files** tab. In the **General** channel, files contained within the Class Materials folder default to **read-only** and only team owners can edit. From here you can also create and upload new folders and documents.



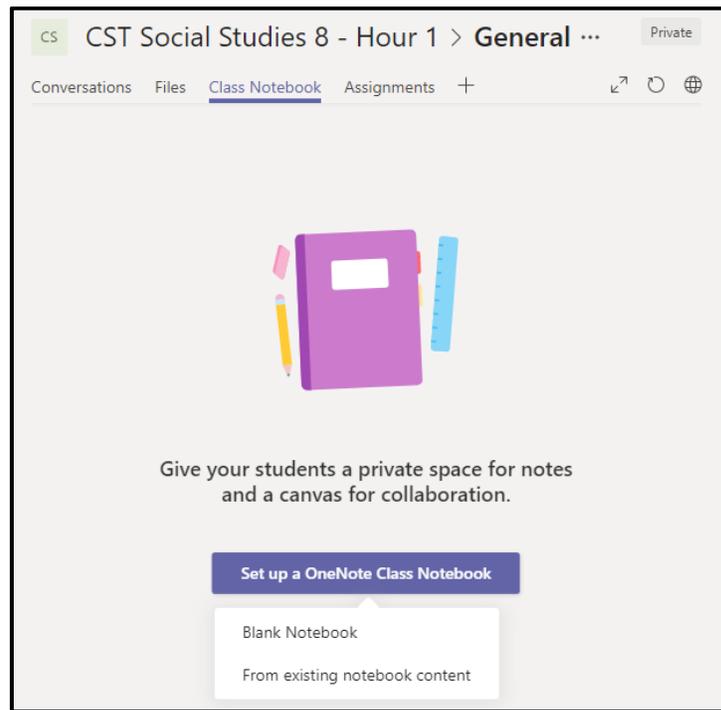
Note: If you are working from additional channels that you have created, files within these channels will be shared with editing rights. You will need to access your folders in OneDrive to manage the sharing settings (see [Appendix A](#)).

Microsoft Teams for Educators

Setting up a Class Notebook

A Class Notebook is accessible from the **General** channel and is essentially a digital version of a spiral notebook, journal, or math binder that a student may use throughout the school year. OneNote Class Notebooks have a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities. With the desktop Notebook application and OneDrive integration, students are able to access and edit their Notebook offline, while their changes will be saved when they reconnect to a network.

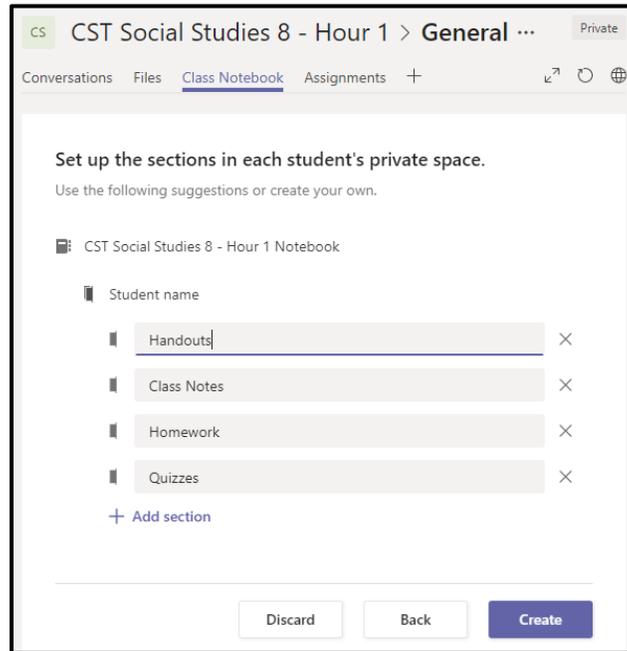
1. From the **Class Notebook** tab, you can create or import a Class Notebook created in OneNote
2. Click **Set up a OneNote Class Notebook > Blank Notebook > Next**



Note: With the **Class Notebook add-in for OneNote** you can create your Class Notebooks from OneNote first, then import them into Teams, choosing to upload **From existing notebook content**. Both techniques will create a copy of your desired Class Notebook for your class or multiple course sections. Edits to your original file in OneNote will sync across all classes in which the template was used.

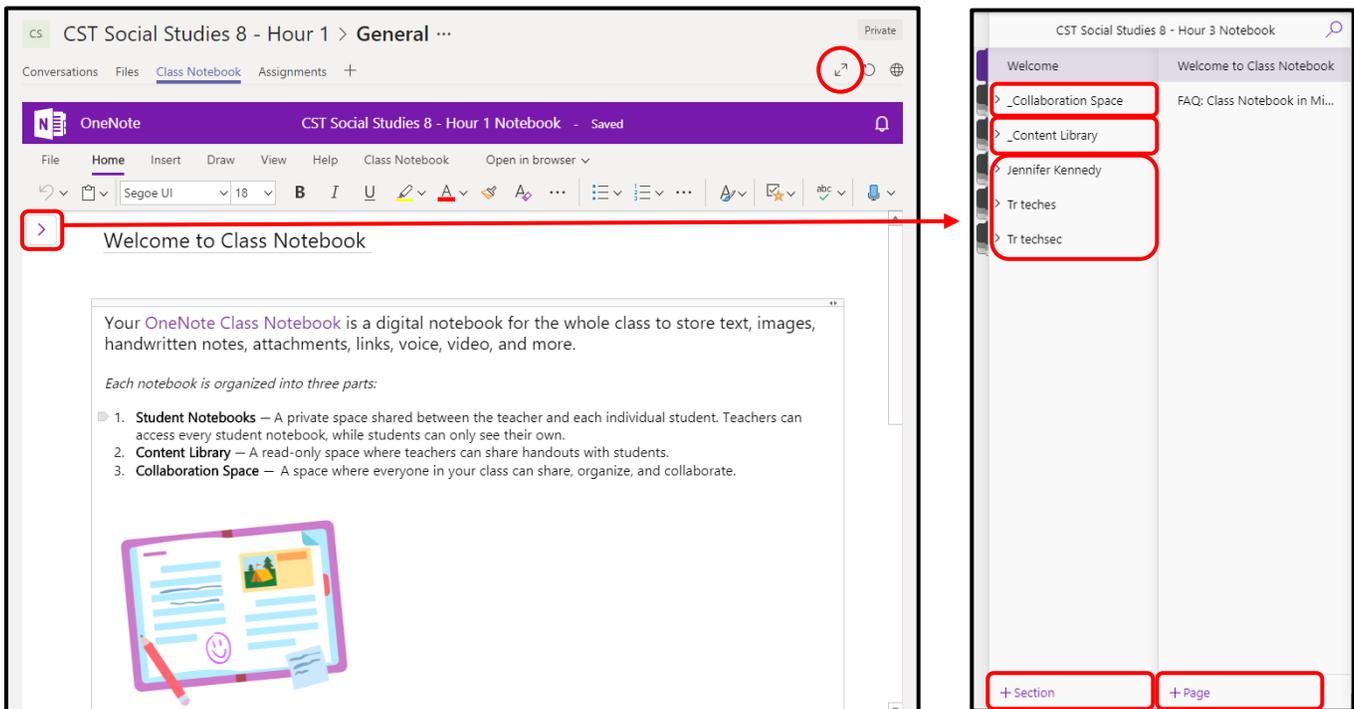
Microsoft Teams for Educators

- Next, edit and add your sections. When finished, click **Create**



Tip: Click the Expansion icon  to view in full screen mode.

- Click  to open the **Navigation Panel**. From here you can view **notebook content, student work, and add sections and pages**.

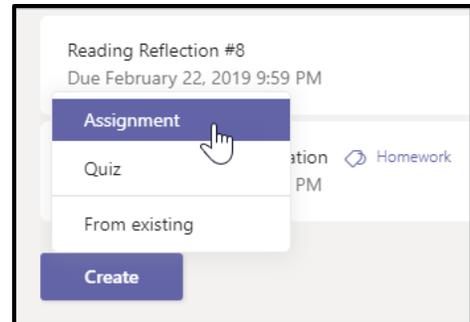


Microsoft Teams for Educators

Creating Assignments

Assignments can be created from two locations in Teams: the left-hand panel and the ribbon at the top of the canvas.

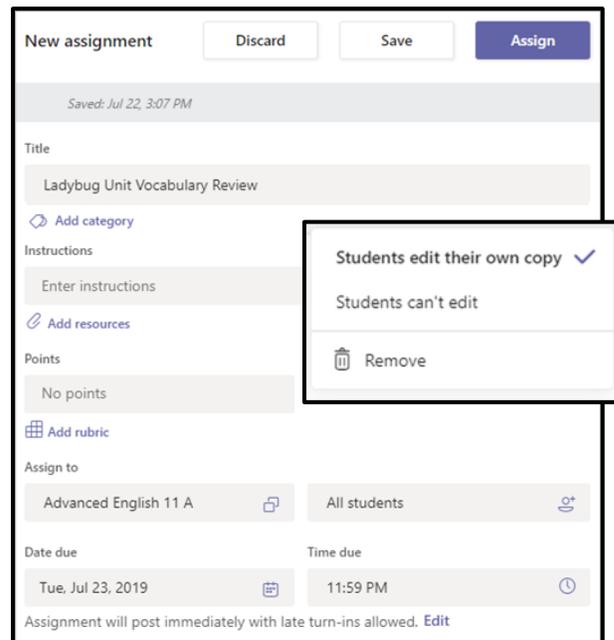
1. To create a new assignment, navigate to the **General** channel in the desired classroom, then select **Assignments**.
2. Enter a title for this assignment (required) and provide more information for the assignment.



3. The following steps are optional:

- Choose multiple classes **or** individual students in one class to assign to.
- Add additional instructions
- Attach resources to the assignment by selecting **Add resources**.

During this step, add a document from your personal OneDrive, computer, or create a blank Word, Excel, or PowerPoint document to hand out to your students. Leave the default as **Students edit their own copy** to distribute an identical document to each student to edit and turn in. This document will be shared between you and the student. Choose **Students can't edit** if you'd like to attach a document for reference only, such as a PDF or link.



Note: If you're assigning a Class Notebook page, check to see what [version of OneNote](#) your students are using to ensure that their assignment pages will lock after the assignment due date passes.

Microsoft Teams for Educators

- a. Select a due date and time.

For more assignment timeline options, select **Edit**. Here, 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.

Edit assignment timeline [X]

Schedule to assign in the future

Post date: Fri, Sep 6, 2019 [Calendar icon] Post time: 9:00 AM [Clock icon]

Due date

Due date: Tue, Sep 10, 2019 [Calendar icon] Due time: 11:59 PM [Clock icon]

Close date

Close date: Tue, Sep 10, 2019 [Calendar icon] Close time: 11:59 PM [Clock icon]

Assignment will post on Friday, September 6 at 9:00 AM and is due on Tuesday, September 10 at 11:59 PM. Late turn-ins not allowed.

Cancel Done

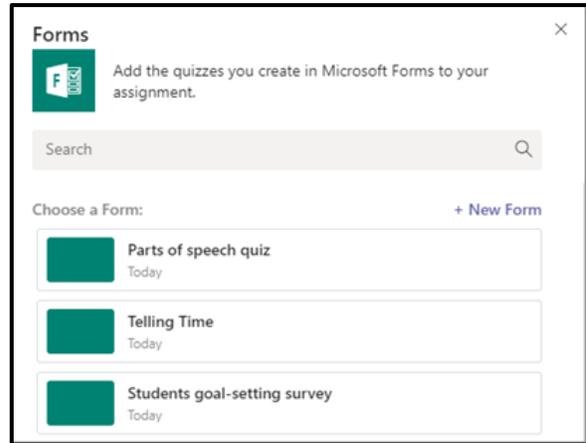
- b. Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator. **Examples:** 88/100 or decimals 3.7/4.0.
 - c. Select **Add rubric** to add a grading rubric.
 - d. Add a category.
4. Select **Assign**. Your students will be notified of the new assignment on the day you specified.
5. Select **Discard** to discontinue work on this assignment or **Save** to return to the assignment and edit it later.

Microsoft Teams for Educators

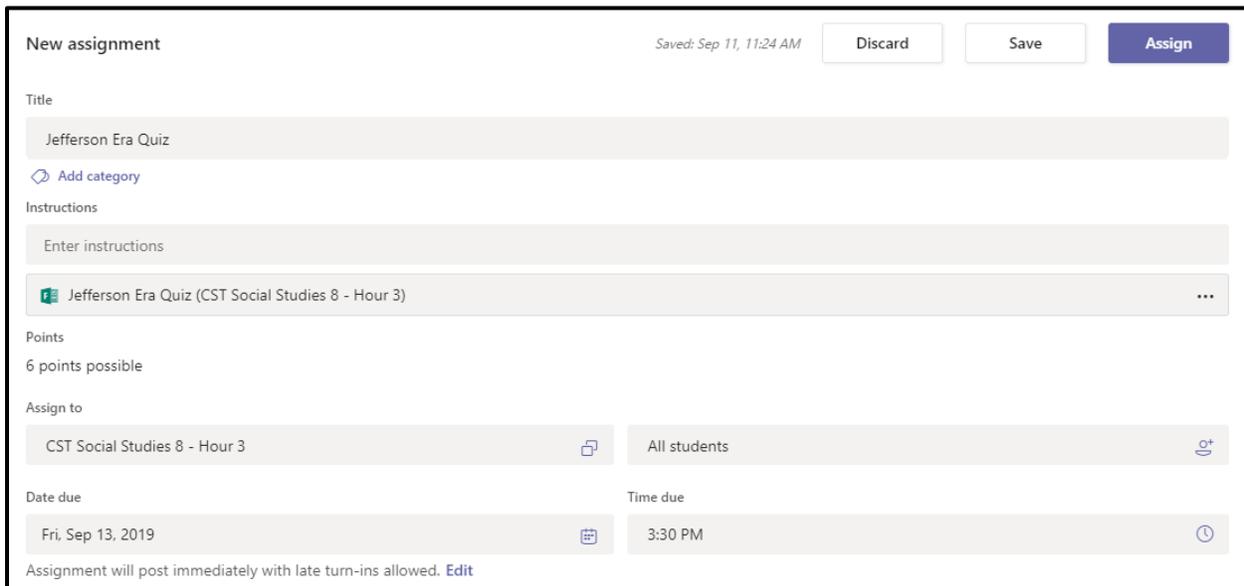
Creating a Quiz

1. In the **General** channel, select the **Assignments** tab. Select the arrow for the **Create** dropdown menu, then **New quiz**.
2. Select an existing quiz or create a new one. Use the search bar if you don't see the quiz you're looking for right away.

Note: If you select **+ New Form**, a new web browser window will open on your device at <http://forms.microsoft.com>. Create your quiz in **Forms**, then return to Teams. Your new quiz will now be available to select and distribute.



3. Once you select your desired quiz, it will appear in your assignment under **Resources**. Enter the rest of your desired assignment settings, then select **Assign**.

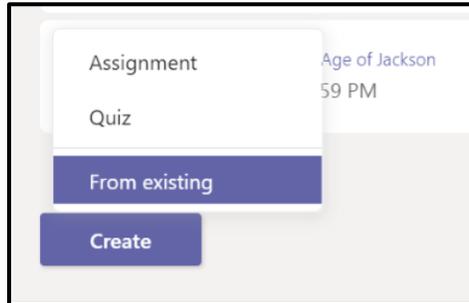
A screenshot of the "New assignment" form in Microsoft Teams. The form is titled "New assignment" and has a "Saved: Sep 11, 11:24 AM" timestamp. It includes fields for "Title" (Jefferson Era Quiz), "Instructions" (Jefferson Era Quiz (CST Social Studies 8 - Hour 3)), "Points" (6 points possible), "Assign to" (CST Social Studies 8 - Hour 3, All students), "Date due" (Fri, Sep 13, 2019), and "Time due" (3:30 PM). There are "Discard", "Save", and "Assign" buttons at the top right. A note at the bottom states "Assignment will post immediately with late turn-ins allowed. Edit".

Students will be able to complete the quiz, and you can grade it, right from Teams.

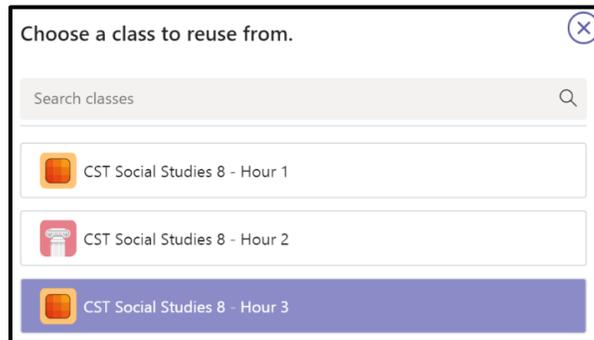
Microsoft Teams for Educators

Create from an existing assignment

1. To create from an existing assignment, navigate to the **General** channel in the desired classroom, then select **Assignments > From existing**.



2. Choose a class to reuse from > Next > Find an assignment to reuse.

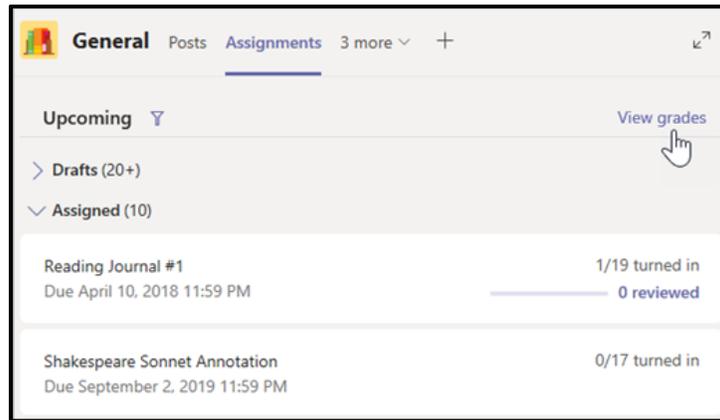


3. Complete the assignment details and select **Assign**.

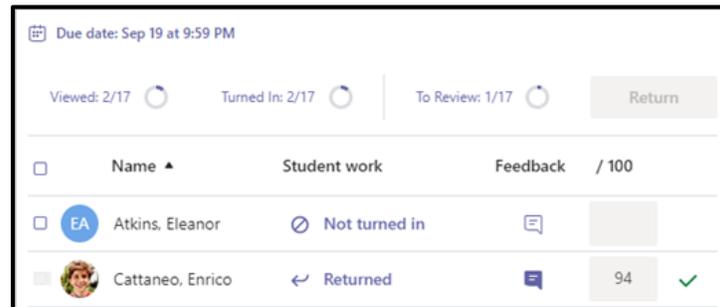
Microsoft Teams for Educators

Review and Return Assignments

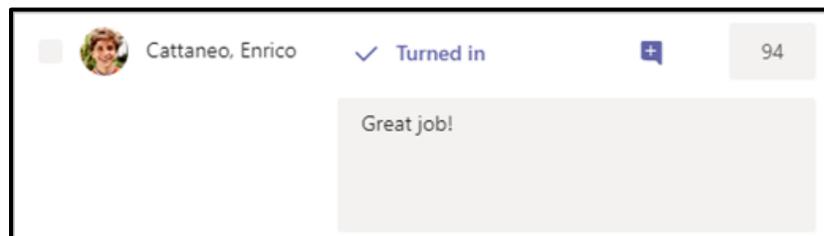
1. Navigate to the General channel in the desired classroom, then select **Assignments**.
2. Assignments with work left to grade are automatically sorted to the top of your list. Open one to start grading or select **View grades** to flip through your grading work.



3. View details on student progress:



4. Select a box under **Feedback** to add comments for a student.



5. Add points if you have designated points for this assignment. **For example:** 3.7/4.0 or 88/100.
6. Select the top checkbox to return work to all students or select the checkboxes next to individual student names.
7. Select **Return**. The selected students will be notified that their assignment has been returned.

Microsoft Teams for Educators

Update feedback and return again

When you've requested that students submit a revised assignment after you've returned it, revisit the assignment by opening it. You'll see an updated time and date stamp in the student's row. Repeat the steps above to update your feedback and return the assignment again.

Update how long you'll accept turn-ins at any time by selecting the assignment, then selecting **Edit assignment**. Select **Edit** and make your adjustments in the assignment timeline.

Edit assignment timeline ×

Schedule to assign in the future

Post date: Fri, Sep 6, 2019

Post time: 9:00 AM

Due date

Due date: Tue, Sep 10, 2019

Due time: 11:59 PM

Close date

Close date: Tue, Sep 10, 2019

Close time: 11:59 PM

Assignment will post on Friday, September 6 at 9:00 AM and is due on Tuesday, September 10 at 11:59 PM. Late turn-ins not allowed.

Cancel Done

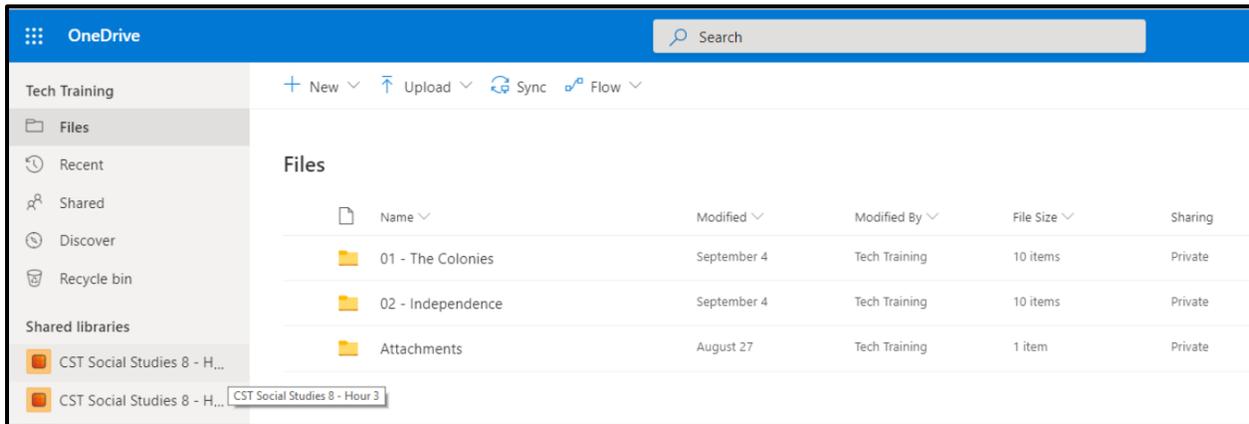
Microsoft Teams for Educators

Appendix A

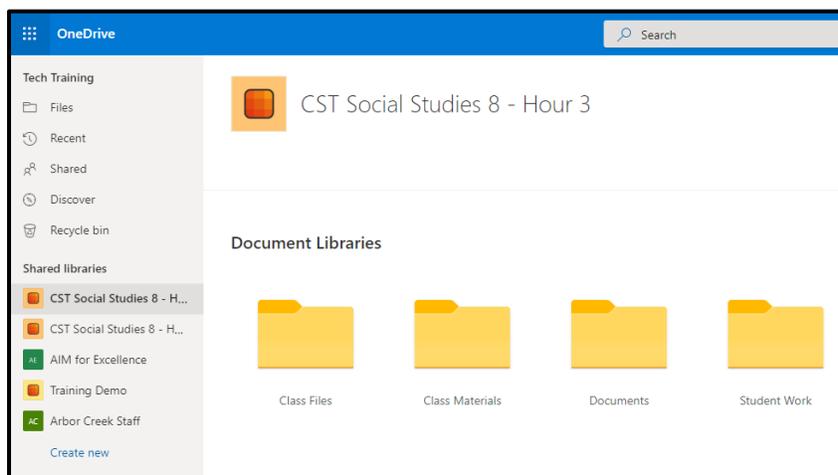
Teams & OneDrive

Each time a Team is created, a shared library is created in **OneDrive** that becomes accessible to each owner and member.

1. Sign into www.office.com and open **OneDrive** from the app launcher.
2. On the left-hand panel, you will find each of your **Teams & Sites**, including teams you own, belong to, and any SharePoint sites you follow.
3. Class Teams will contain folders to backup class files and assignments you have uploaded, documents, and completed student work.

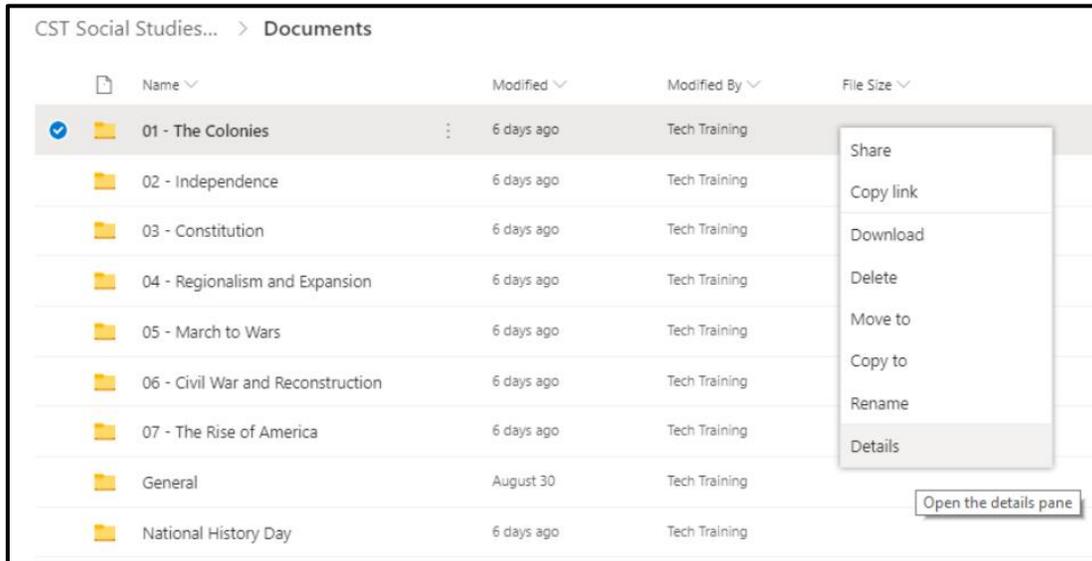


4. To manage editing rights in Teams channels other than General, first select the Team library you would like to edit.
5. Navigate to the **Documents** folder to locate your Channels folders.

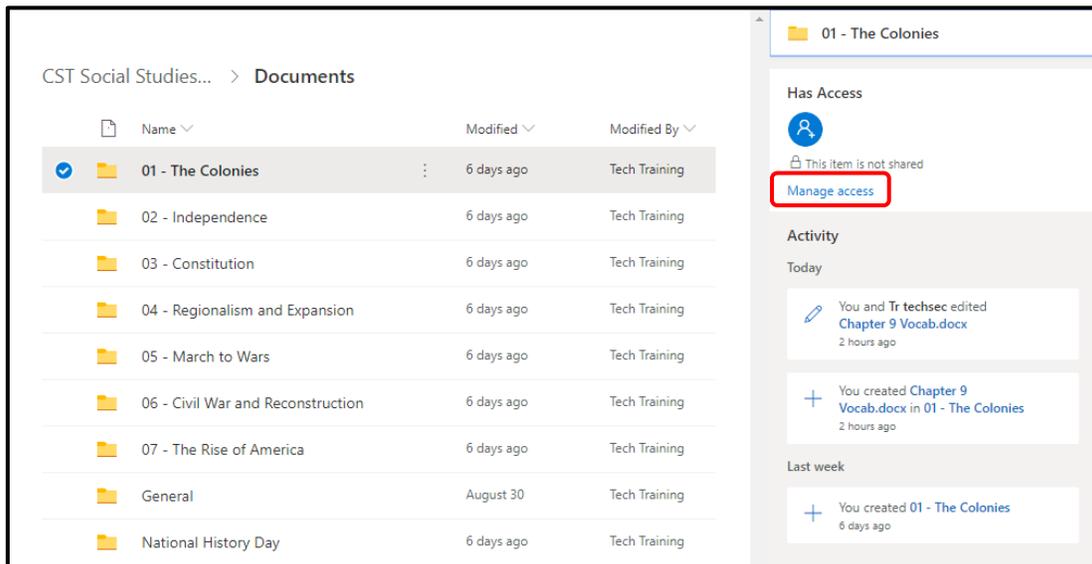


Microsoft Teams for Educators

6. Right-click on one of your folders, then select **Details**.



7. From the details pane, click **Manage Access**



8. Click the arrow to change editing rights
9. This will need to be done for each Channel folder you have created.

