Microsoft

Microsoft Teams for Education

Quick Start guide for educators

Get started

How to sign in, create a class, and add students to your class

Sign in to Teams

1. Go to Office.com on your web browser and sign in with your school email and password.
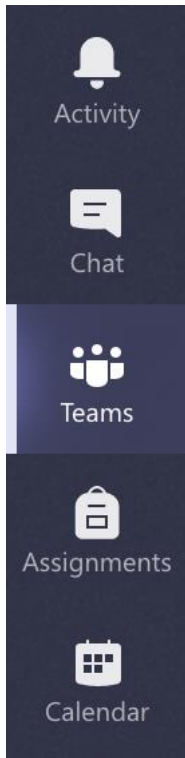
2. Select the **Teams** app.

Note: Teams for Education is a part of Office 365 Education. Students and educators at eligible institutions can sign up for Office 365 Education for free. Learn more about signing up.
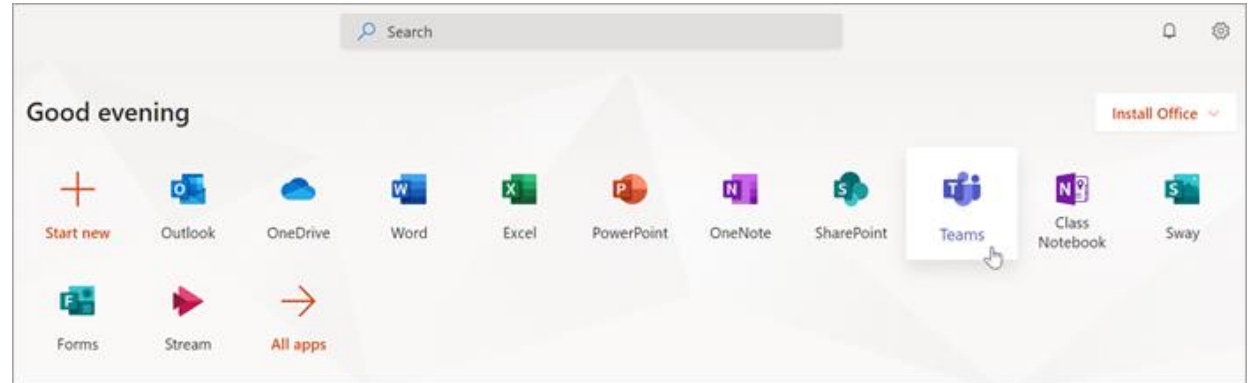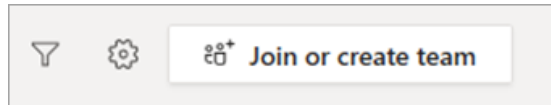
Create a class team

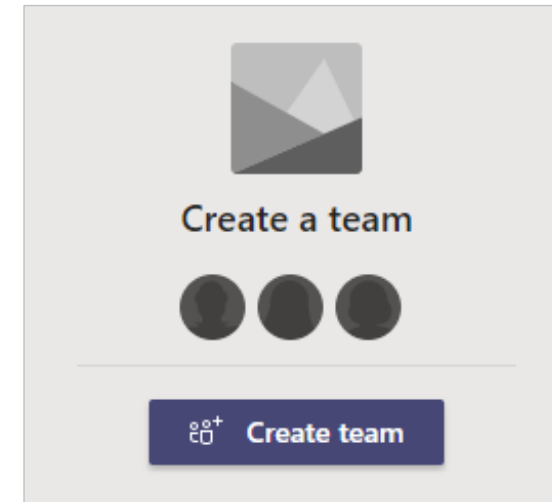You may already have classes set up for you by your IT administrator. If so, get more help here. If not, create one.

1. Select 📱 **Teams from the app bar.**

2. Select Join or create team.

3. Then select Create team.

Create a class team (continued)

4. Select Class as the team type.

5. Enter a name and optional description for your class team, then select Next.

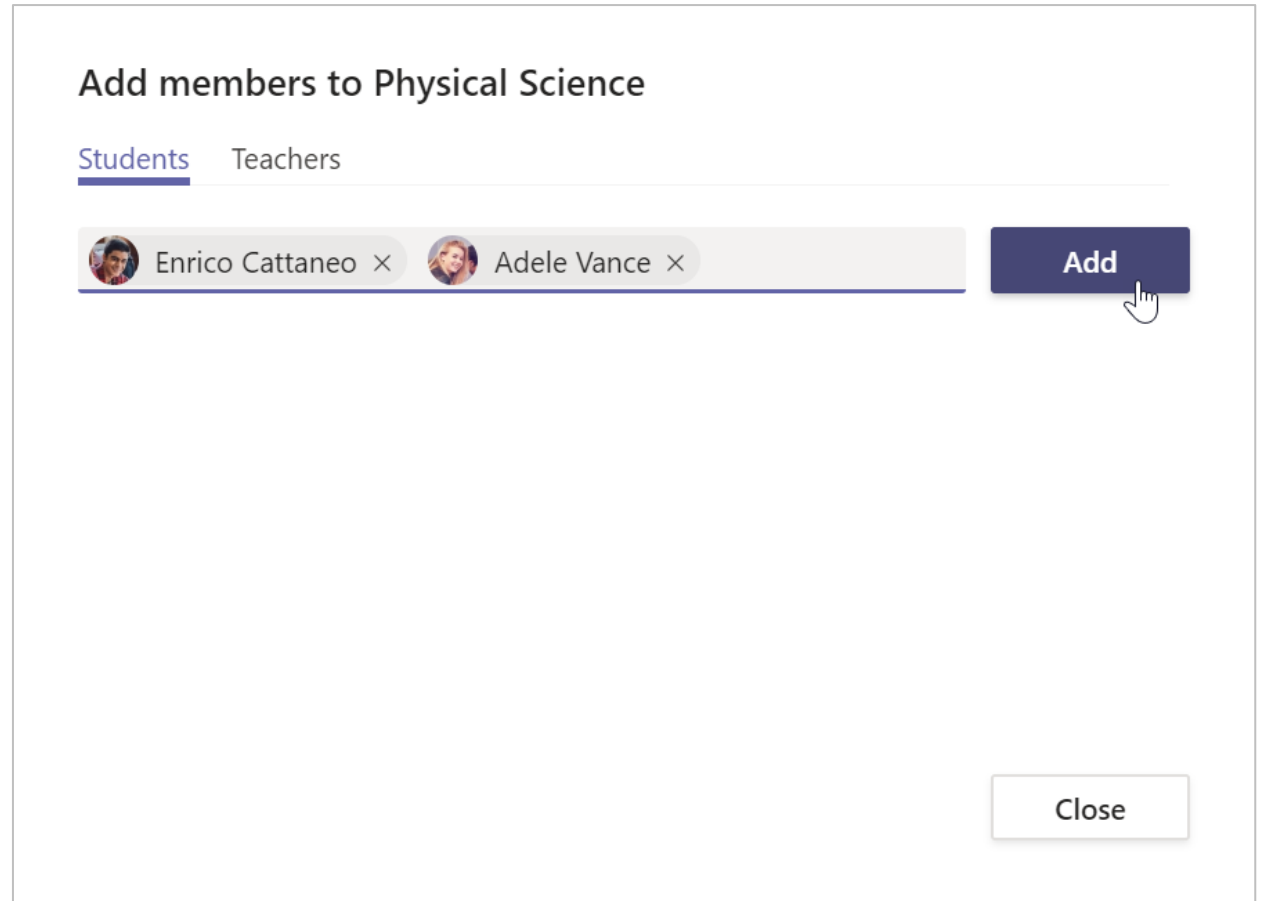# Add students (optional)

1. Enter student names and select **Add**.
If your school has already created class groups, ask your IT Admin for the name of your class group.

2. Select **Close** when you're finished.

> **Note:** To add co-teachers to this class team, choose the **Teachers** tab and enter names.

You can add students later if you prefer to skip this step for now and set your class up first.

Add students (continued)

In order to add students to your team later, navigate to the team you'd like to add a student to, then select **More options** ••• next to your class team.

1. Select **Add member** and follow the steps.

2. Select **Manage team** to view **Settings** and a full list of class members.
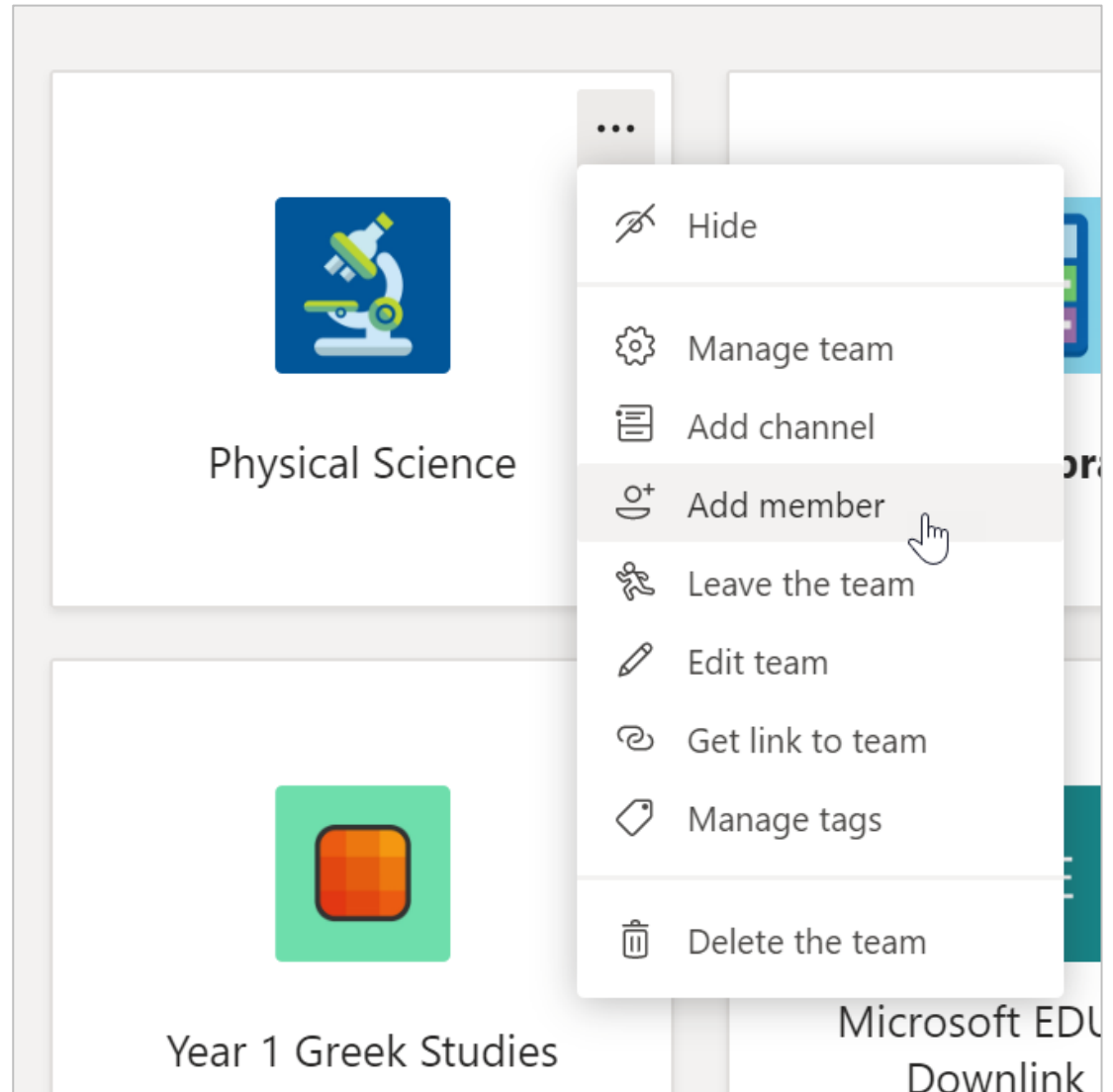
Get organized

Find and organize conversations, files, assignments, and notes in your class teams

Channels

Click on the tile for your class team to see your channels.

Every class team comes with a **General** channel.

Channels organize all the files, conversations, and apps for a topic in one place. Channels can be created for group work, topics, units, and more.

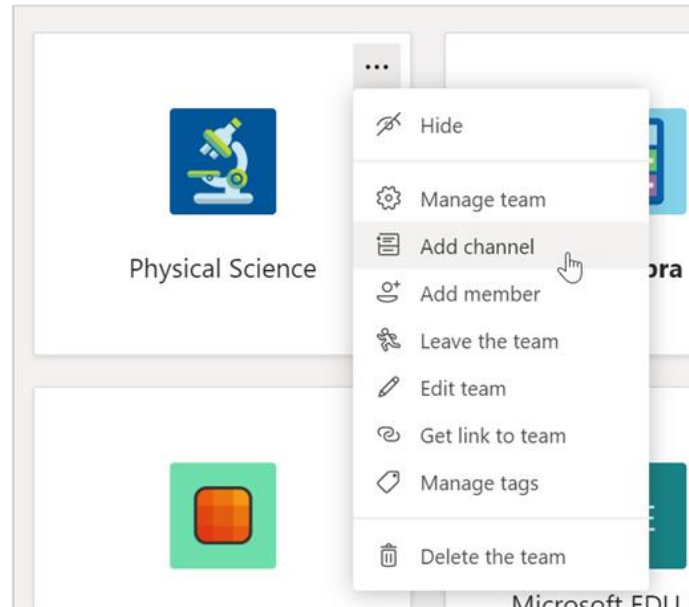Every channel has tabs. The General channel has these tabs:

- The Posts tab for all the messages in this channel.

- The Files tab to store all the files shared in this channel.

- The Class Notebook tab.

- The Assignments tab for creating assignments.

- The Grades tab for tracking student progress and grading.

Tip: Add a tab to any channel by selecting **Add a tab** ＋ .
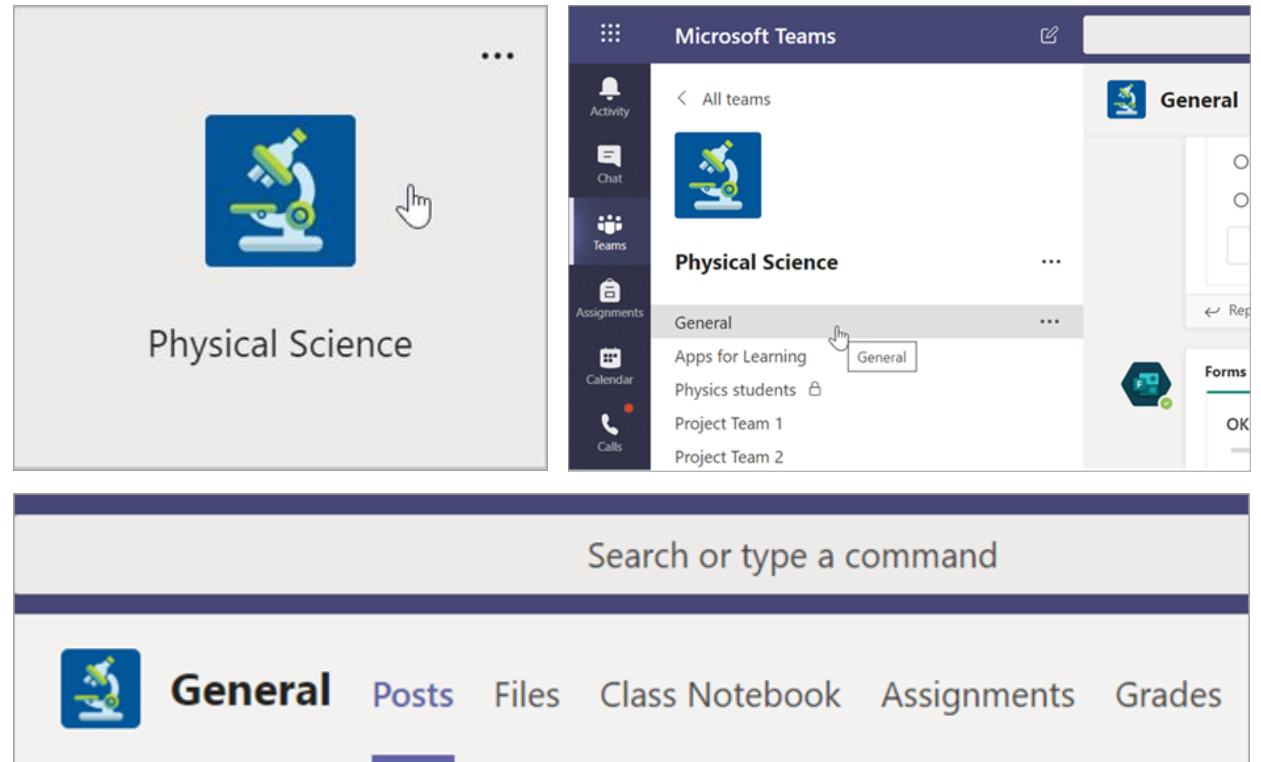
Add channels

1. To add a channel, select **More options** ••• next to your class team's name, then **Add channel.**

2. Enter a **Name** and an optional **Description** for your channel.

3. Choose whether you'd like your channel to be Standard or Private. Standard channels will be available to everyone. Private channels will only be available to students you choose.

4. **Check the box** to automatically show this channel in everyone's channel list.

5. Click **Add**.

Check notifications

See what's happening in class by selecting
🔔 **Activity** in your app bar.
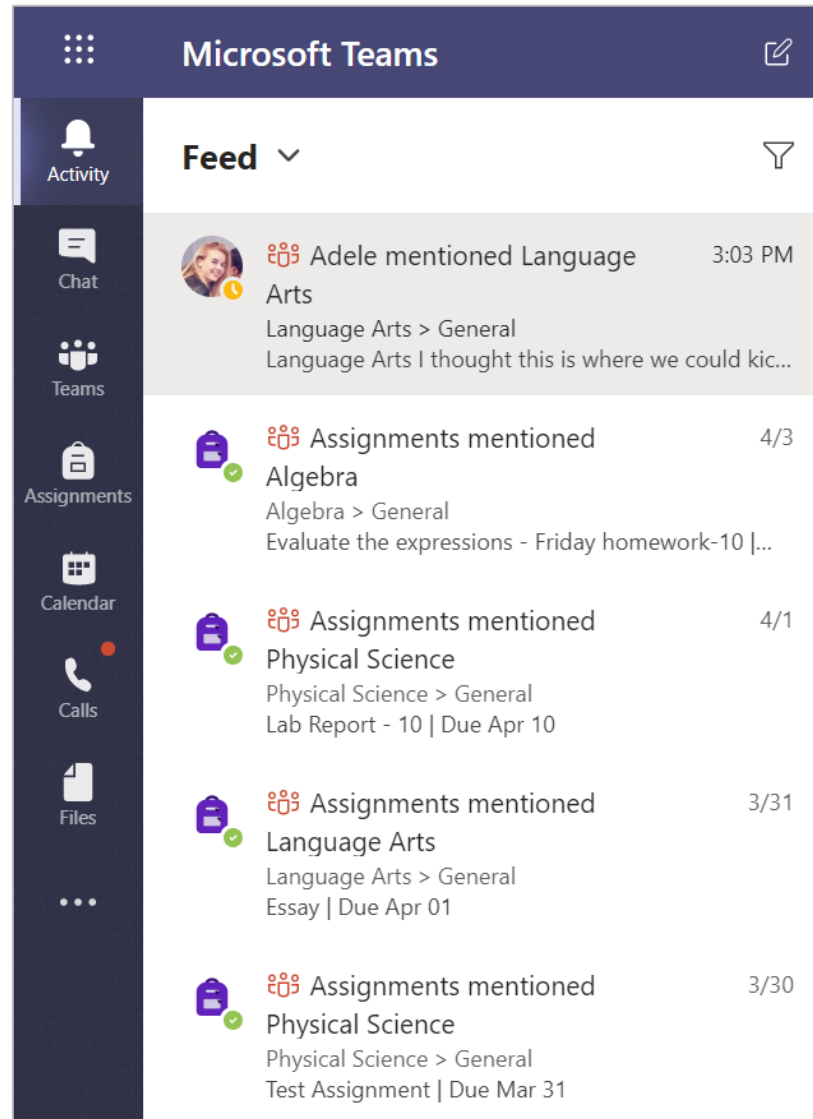
Communicate

Send messages in Teams and meet virtually with your students

Message your class

1. To create a message for your whole class, click **Teams** 👥, then pick a class team and a channel.

2. Select the **Posts** tab.

3. Click the compose box, type your message, and click **Send** ▷.

4. Use @ and the name of your class to notify everyone of your post. **Example:** @Algebra.
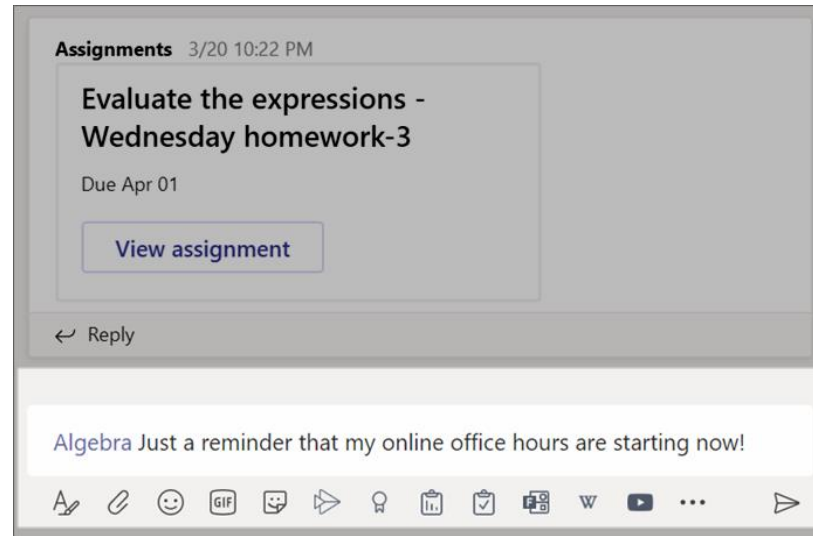
Start a conversation with one student or a group of students

1. At the top of the app, click **New chat** ✎.

2. In the **To** field, type the name of the student(s) you'd like to message.

3. Type your message in the compose box and select **Send** ▷
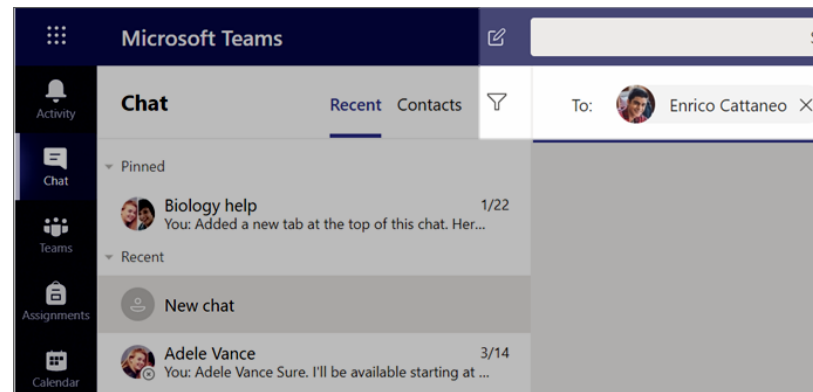
Reply to a conversation

Posts in channels are threaded like social media posts. Reply under the original post to keep all the messages in a conversation organized together.

1. Find the conversation thread you want to reply to.

2. Click **Reply**, add your message, and click **Send** ▷
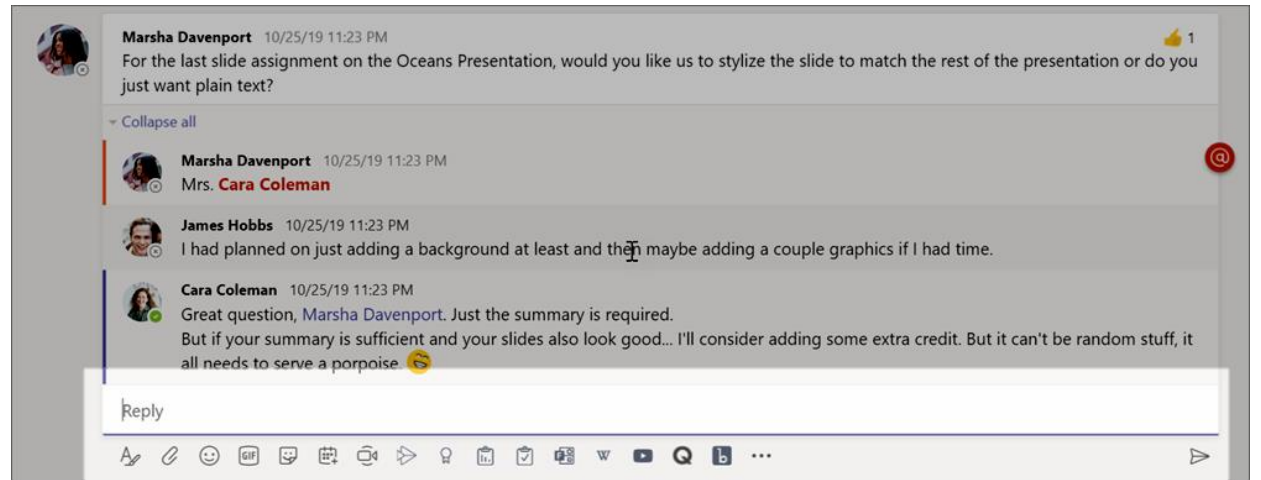
Announcements

Use the Announcements feature to draw your students' attention to important posts.

1. Select **Format** ⒜ to expand the Compose box.

2. Choose **Announcement** and **Select a background color** to customize your post.
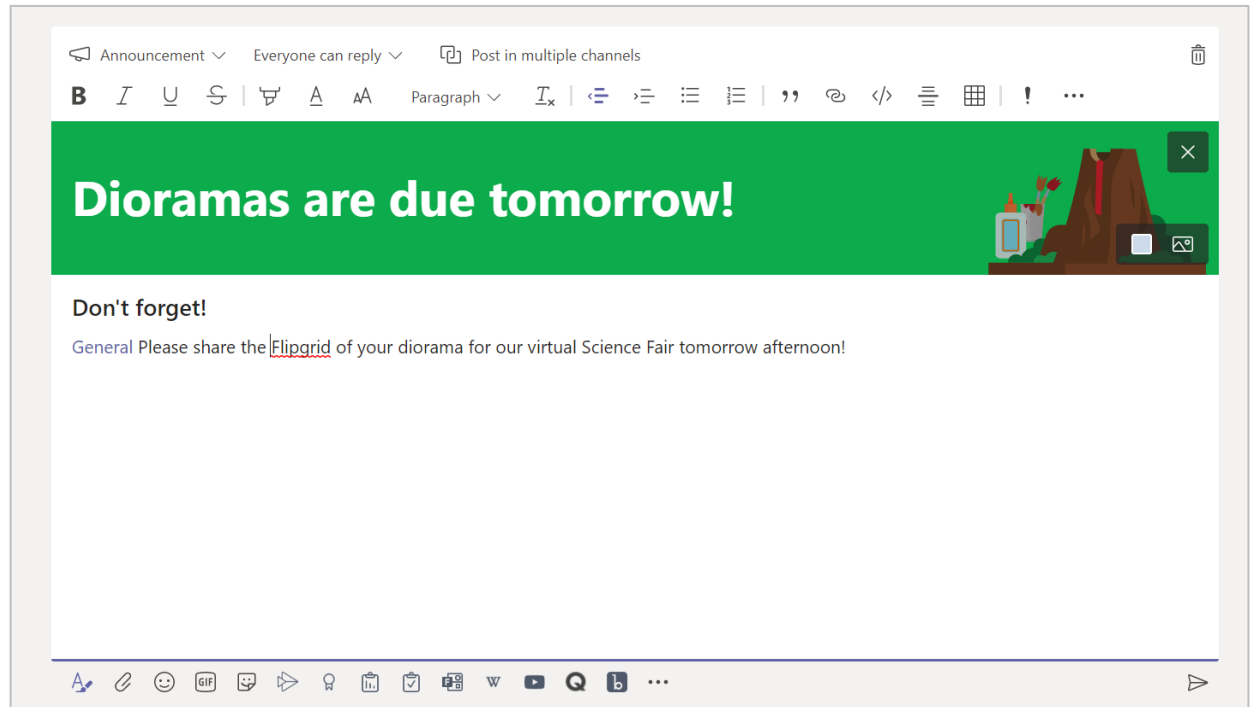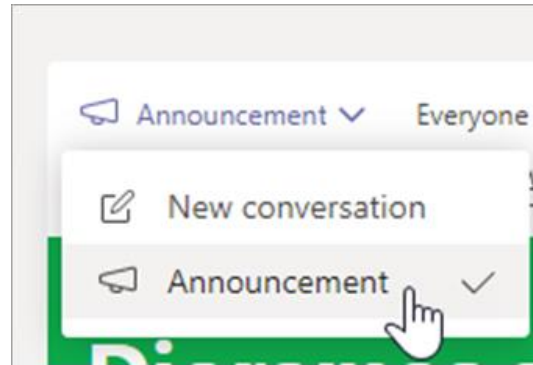
Add some fun with stickers and more

- Click **Sticker** ⊡ under the compose box to select from a range of custom Microsoft Education stickers.

- Select **Emoji** ☺ for smiley faces and **Giphy** ⟨GIF⟩ for animated GIFs.
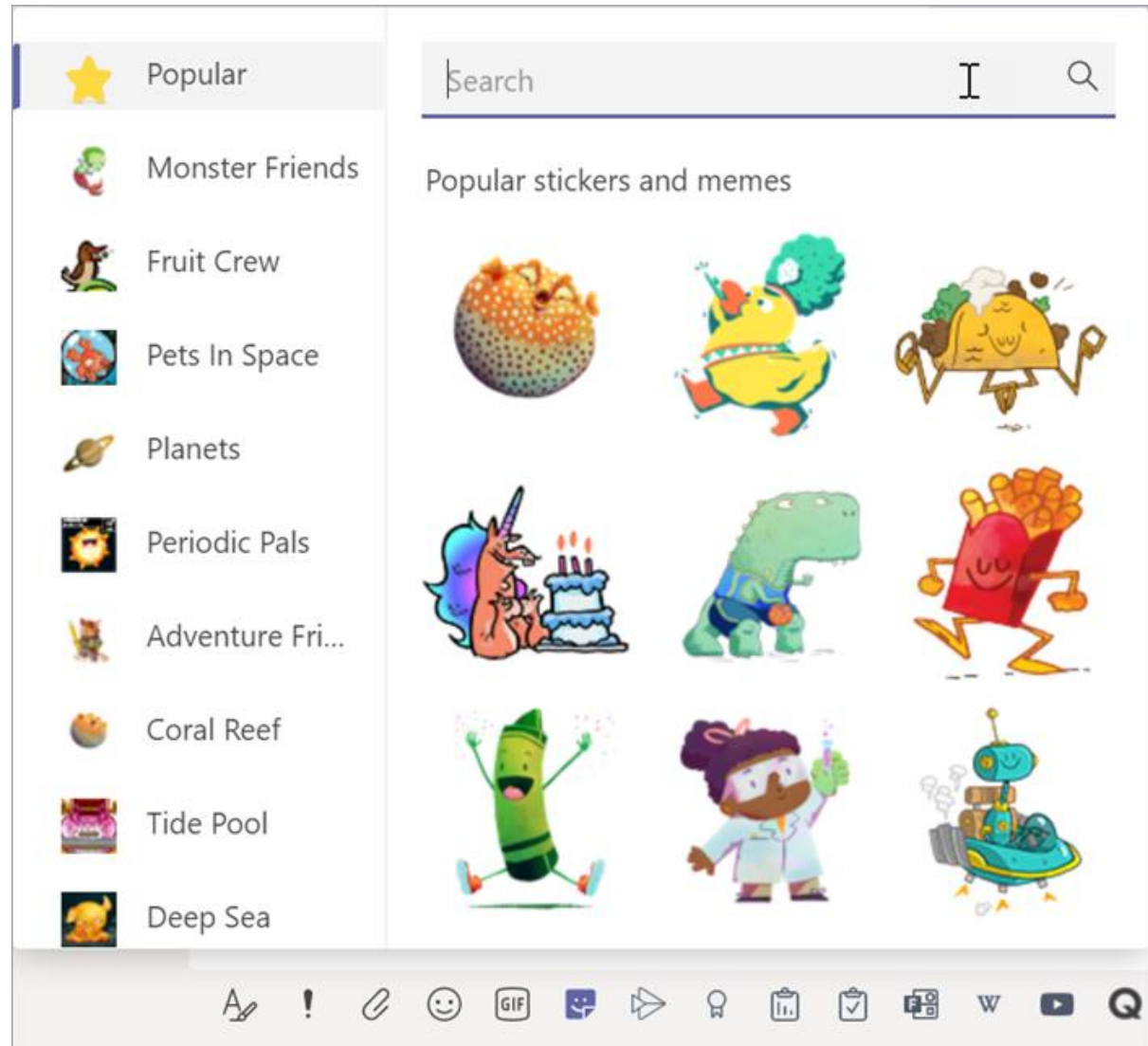
Schedule a virtual meeting for your class

Use meetings in Teams to schedule virtual presentations and discussions for your whole class.

1. Select **Calendar** 🗓.

2. Select ╋ **New meeting**.

3. Give your meeting a title and choose a date and time. You can also decide if you'd like your meeting to reoccur on a daily or weekly basis. Add any additional details.

4. Select **Add channel** to see a list of your class teams and their channels, then choose a channel to meet in.

Tip: When you choose a channel in your class team to host a meeting, any recordings and resources shared during that meeting will be saved in that channel. All students will be able to join the meeting.
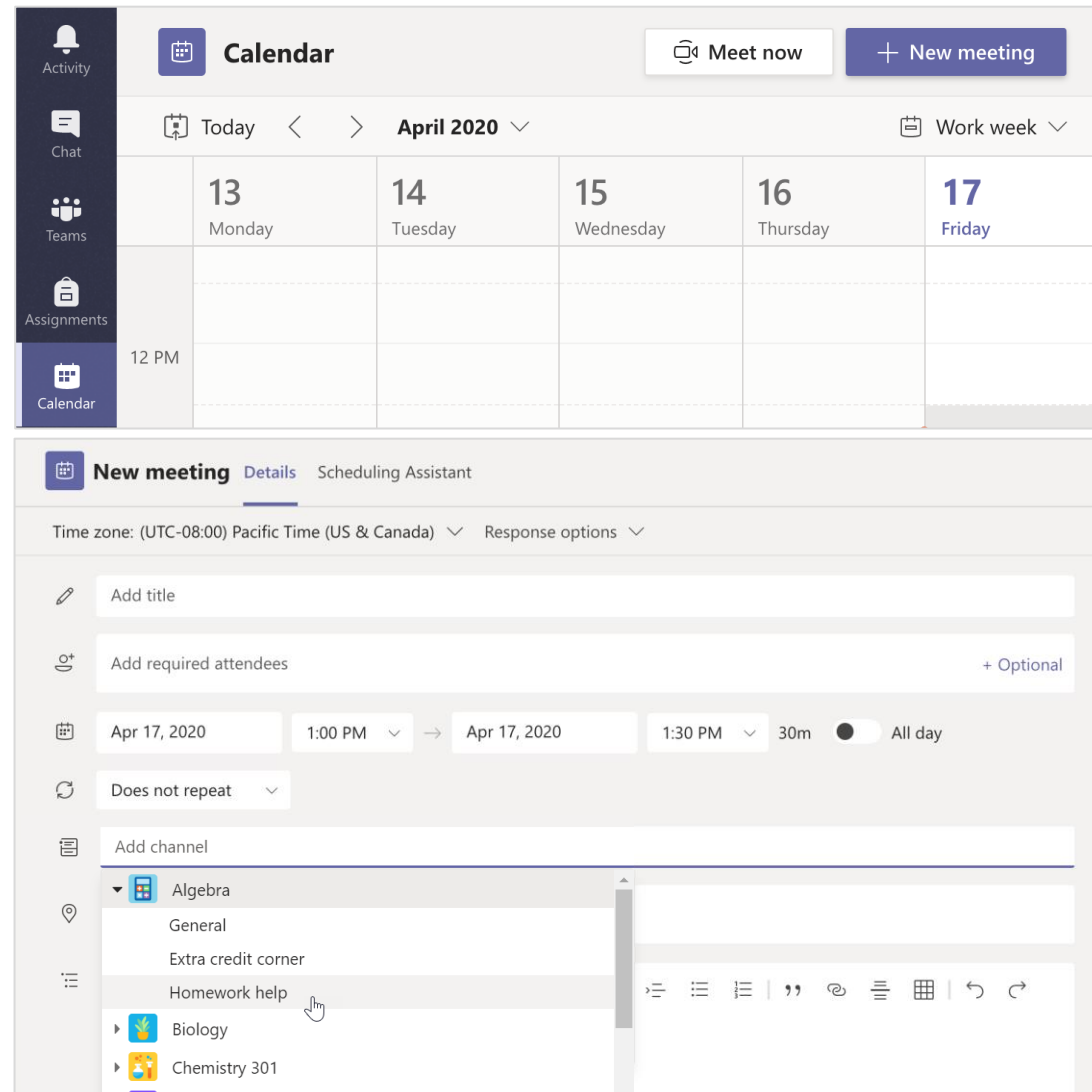
Schedule a virtual meeting for your class (continued)

5. Now take a moment to review your meeting. When you're done, select **Send**. This adds the meeting to your calendar, as well as your students' calendars.

Note: Learn more about best practices for running class meetings and maintaining safety during meetings with students.
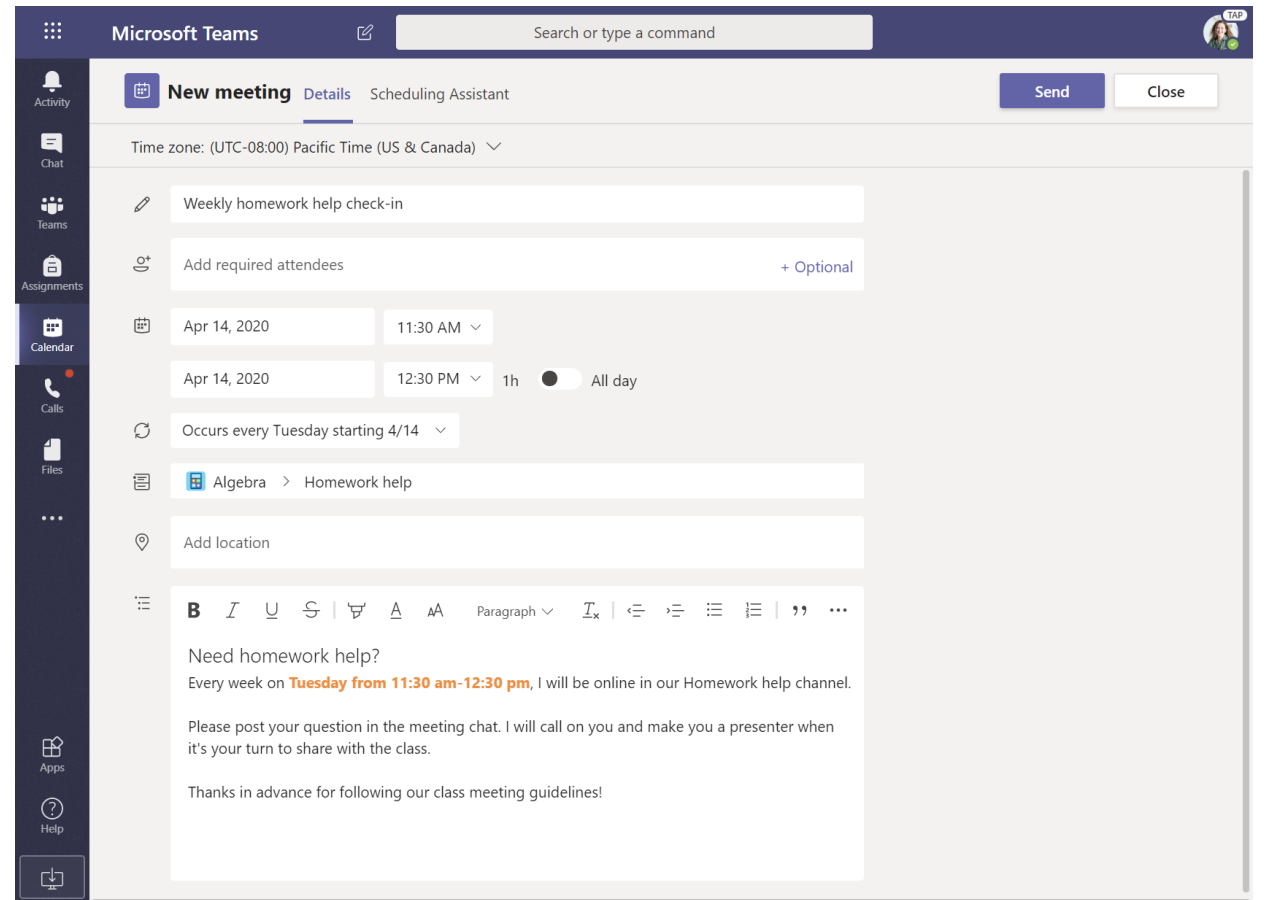
Meet with your students using video or audio calls

Use video or audio chatting in Teams to meet with your students in groups or one-on-one.

1. Select **New Chat** ✏️.

2. In the **To** box, enter one or more students' names.

3. Select **Video call** 🎥 to meet using video or **Audio call** 📞 if you prefer to use audio only.

You can also meet live with students in an existing chat.

1. Select 💬 **Chat** from the app bar, then choose the chat you'd like to meet from.

2. Select **Video call** 🎥 or **Audio call** 📞 to start a meeting with that student or group of students.

> **Tip:** To schedule a meeting in advance, select **Calendar** > ➕ **New meeting**.
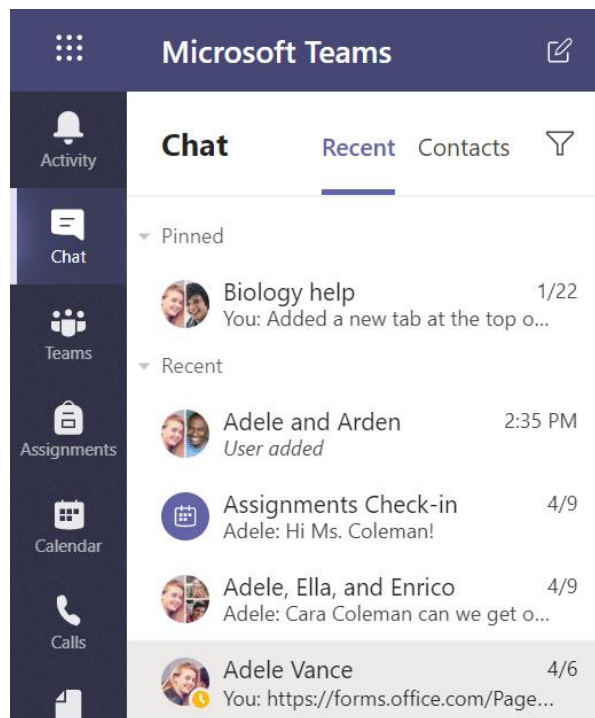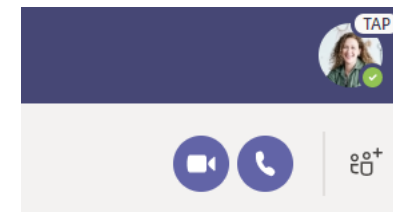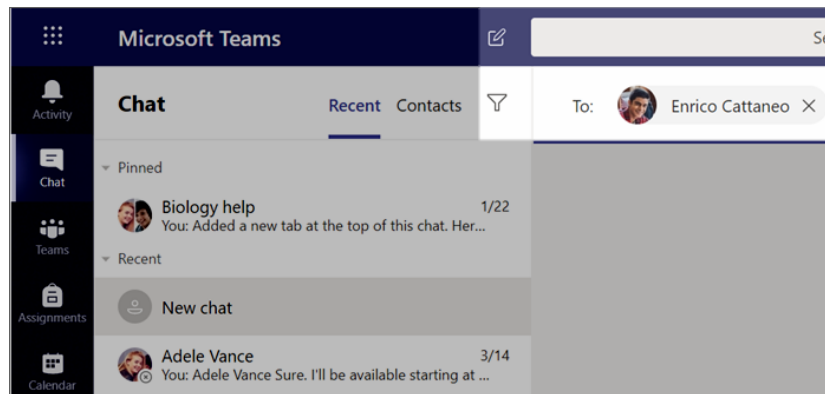
Join and manage a meeting

Join a meeting you have scheduled, or someone else has invited you to.

1. Select **Calendar** 🗓 and navigate to the meeting you want to join.

2. Open the meeting and select **Join**.

3. 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.
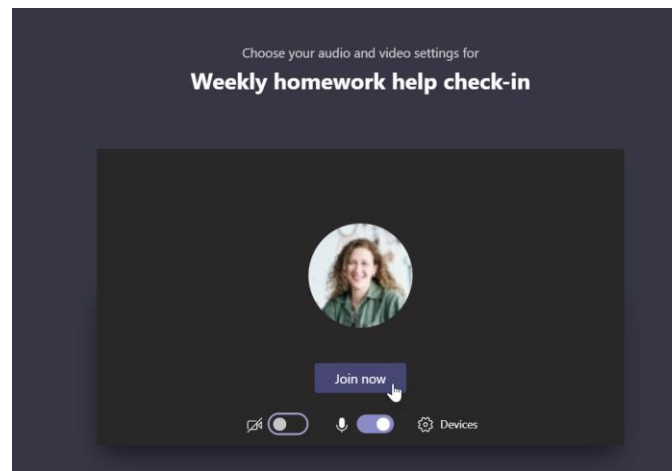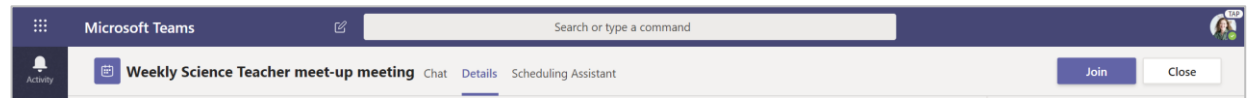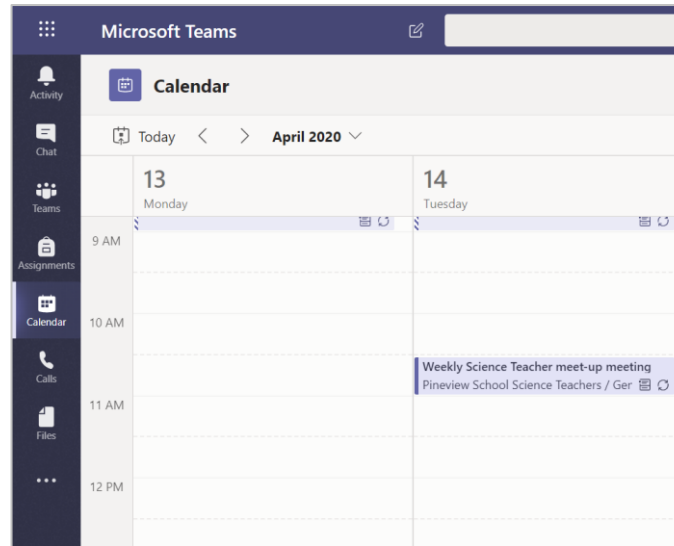
How to use the toolbar during the meeting

Note: Learn more about managing meeting roles, student participation and maintaining safety during meetings with students.

Send chat messages, share links, add a file and more. Resources you share will be available after the meeting.
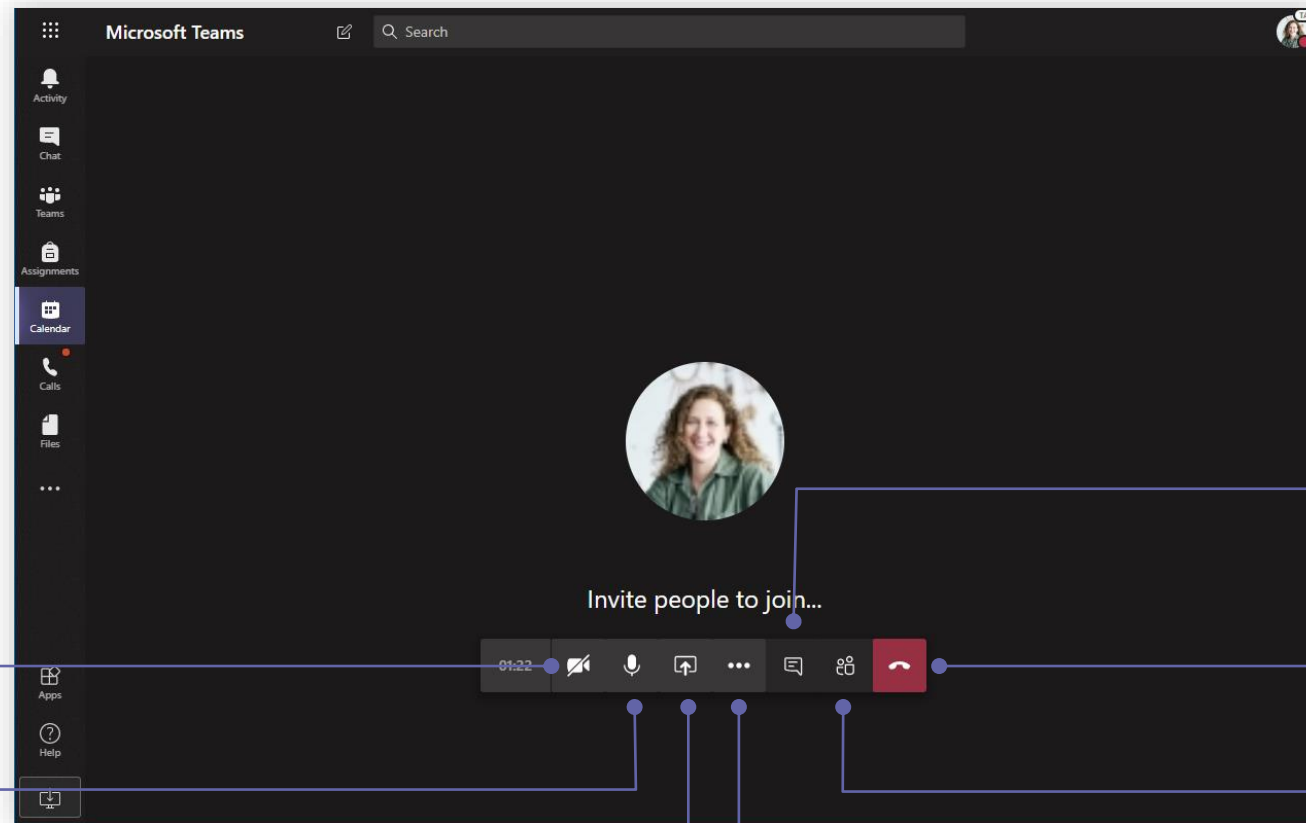
Turn your video on and off.

Leave the meeting. The meeting will continue even after you've left.

Mute and unmute your microphone.

Add participants to the meeting.

Share your screen or a document.

Access additional call controls. Start a recording of the meeting, change your device settings, and more.

Share and organize files

Share files in conversations and use the Files tab to keep track of them

Share a file

Any file you share in a channel or chat can be opened by all the students in that channel or chat.

Tip: Teams works particularly well with Microsoft Office documents.

1. In your channel conversation, click **Attach** 🖉 under the box where you type your message.

2. Select from these options:

- **Recent**
- **Browse Teams and Channels**
- **OneDrive**
- **Upload from my computer**

3. Select a file > **Share a link**.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send** ▷.

The file you shared can be found in the **Files** tab.
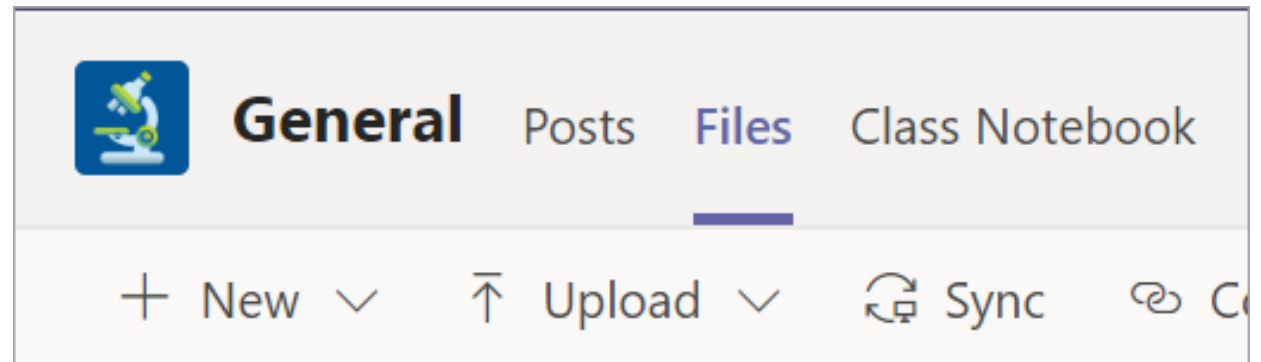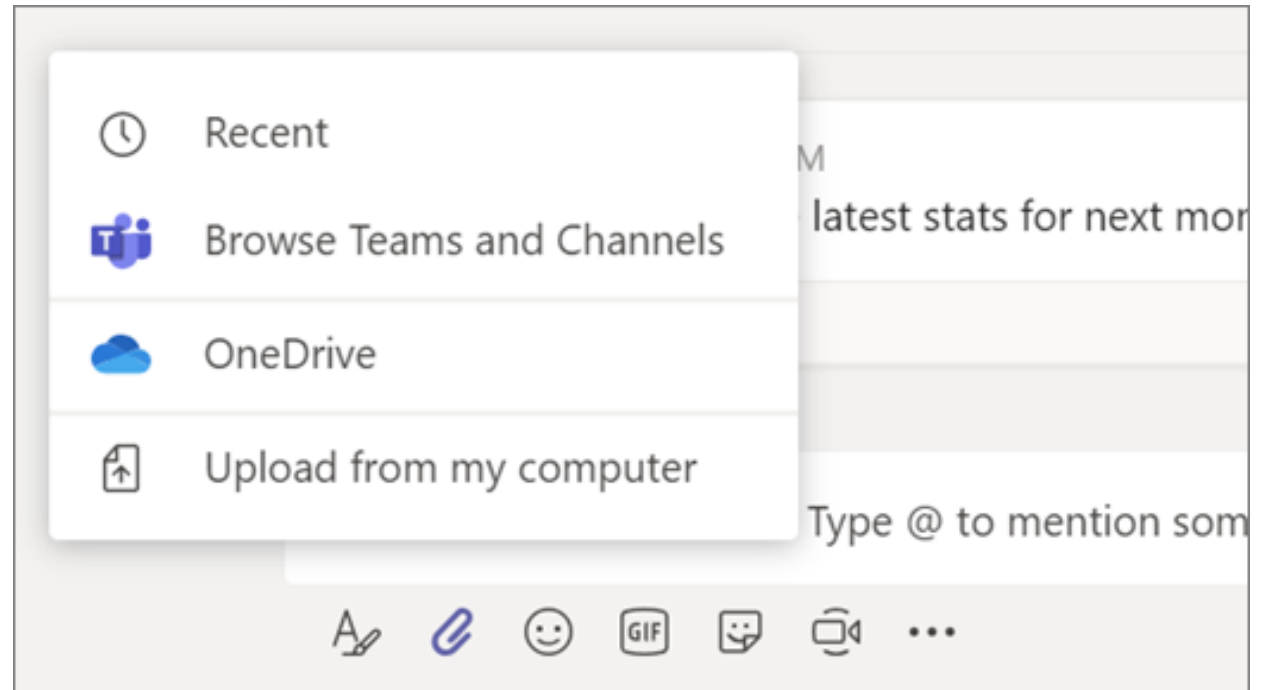
Add Class Materials

Do you have important files you don't want students to edit, like a syllabus or class rules? The Class Materials folder is a great place to upload them.

1. Navigate to the **General** channel in your class team.

2. Select the **Files** tab, then the **Class Materials** folder.

3. Select **Upload** to add files from your OneDrive or device.
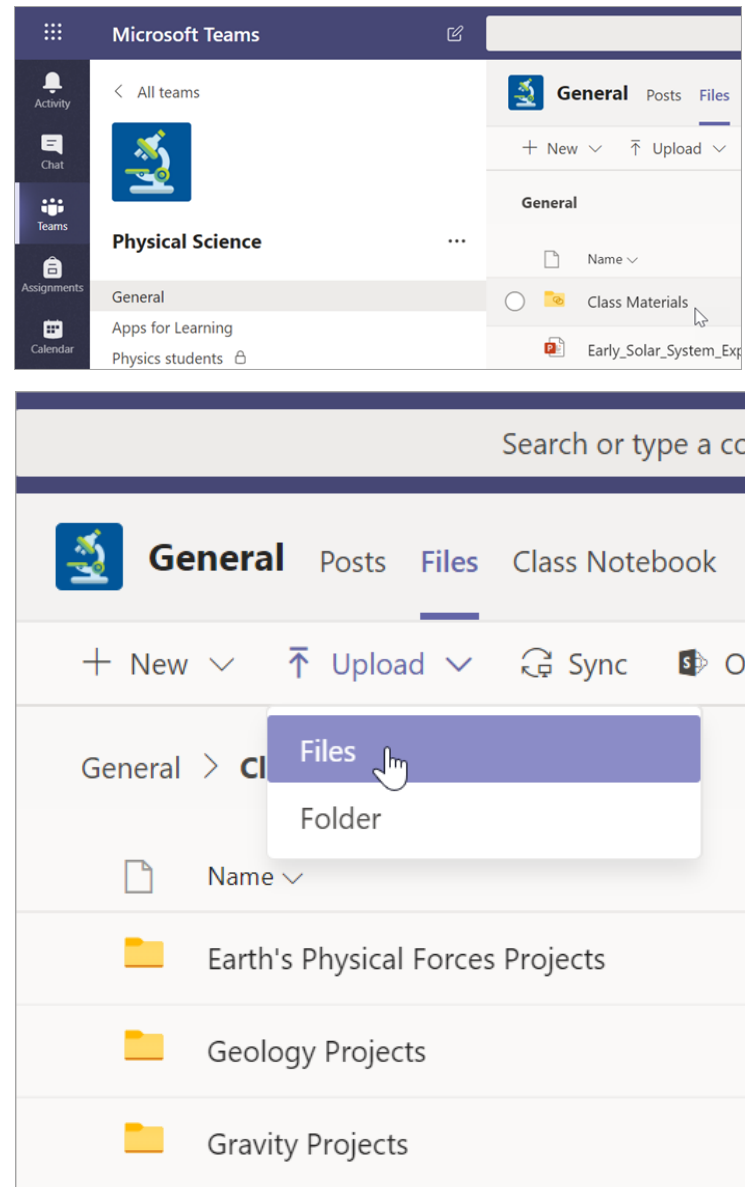
Assignments and grades

Create assignments, grade, and track student progress—all from Teams.

Create an assignment

1. Navigate to the **General** channel in your class team and select the Assignments tab.

2. Select **Create** > **Assignment**.
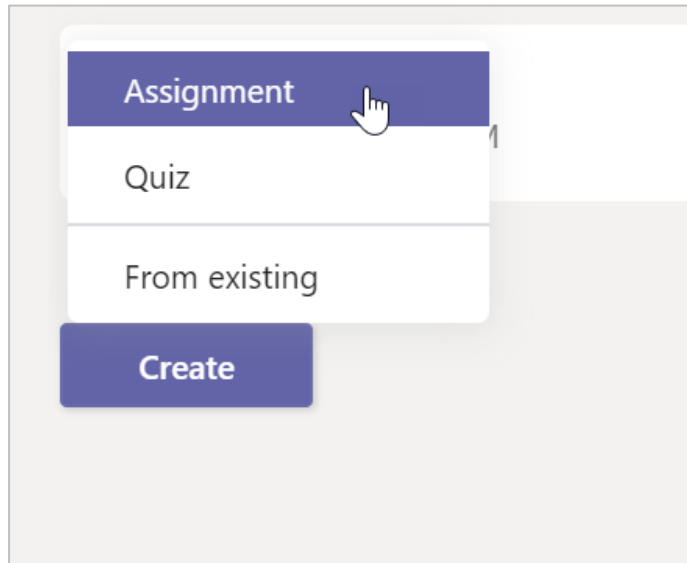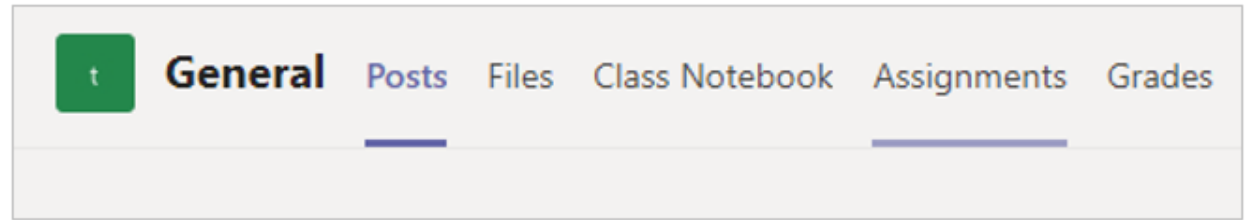
Add details to your assignment

The only thing your assignment requires is a title. All other fields are optional.

• Title (required)

• Choose <u>multiple classes</u> or <u>individual students</u> in one class to assign to.

• Add additional instructions

• Add resources. (See page 28.)

• Select a due date and time. (See page 29.)

• Points available

• Add a <u>grading rubric</u>.

• Add a <u>category</u>.

Tip: <u>Read more step-by-step instructions</u> for reusing assignments, assigning quizzes, and more.

When you are finished, select **Assign**. To save this assignment as a draft, select **Save**.

More on adding resources

1. Select **Add resources** to choose an existing file or create a blank Office 365 document to assign to each student.

2. Select **Attach**.

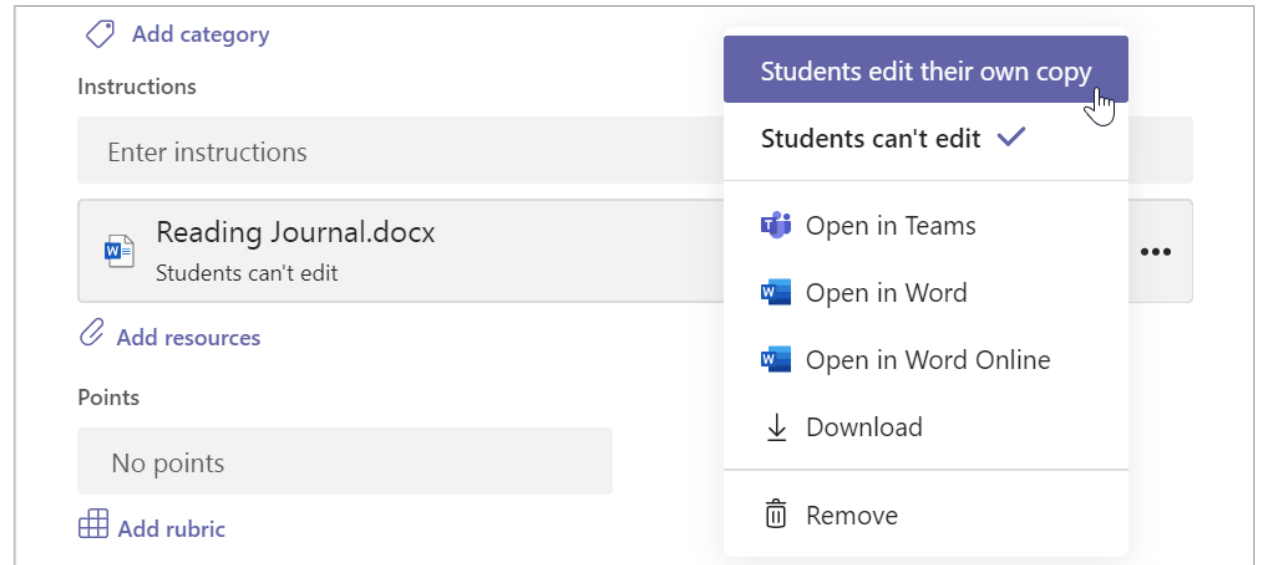- The default for the file will be **Students can't edit**, which means the document is read-only. This is a great option for reference materials.

- Select **More options** ••• > **Students edit their own copy** to distribute an identical document to each student to edit and turn in.

🏷 Add category

Instructions

[Enter instructions]

📄	Reading Journal.docx
	Students can't edit

📎 Add resources

Points

[No points]

⊞ Add rubric

Students edit their own copy

Students can't edit ✓

👥 Open in Teams

📄 Open in Word

📄 Open in Word Online

⬇ Download

🗑 Remove

Choose assignment timeline

1. To adjust when an assignment is sent out or whether you'll accept late assignments, select **Edit** underneath the due date field.

2. Make your selections and click **Done**.

Note: By default, no close date will be selected, which allows students to turn in assignments late.

Edit assignment timeline   ✕

☑ Schedule to assign in the future

Post date   Post time
Fri, Apr 17, 2020   🗓   10:13 PM   🕐

Due date

Due date   Due time
Mon, Apr 27, 2020   🗓   12:59 AM   🕐

☐ Close date

Close date   Close time
Mon, Apr 27, 2020   🗓   12:59 AM   🕐

Assignment will post on Friday, April 17 at 10:13 PM and is due on Monday, April 27 at 12:59 AM. Late turn-ins allowed.

                              Cancel   Done

View grades

Track student progress and access grades in the Grades tab.

1. Navigate to **General** channel of your class team and select the **Grades** tab.

Assignments appear in columns and your students in rows. Assignments are ordered by due date, with the nearest date at the beginning. Scroll down or across to continue viewing assignments.

Your students' work will have different statuses:

- **Viewed -** The student has opened and viewed the assignment.

- **Turned in -** The student has turned in the assignment and work is ready to grade.

- **Returned or points -** When you've graded student work, the points assigned will show. You'll see Returned if the assignment doesn't have points.

- **Blank -** No action has been taken on the assignment yet.
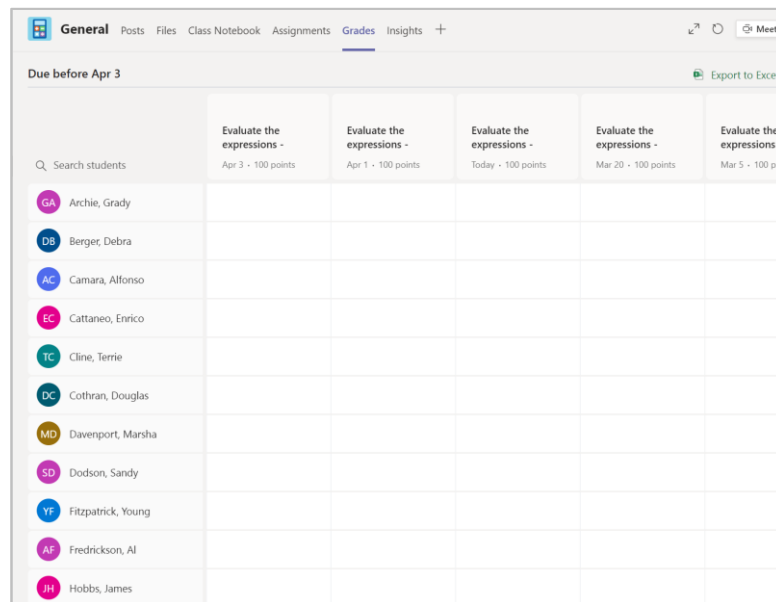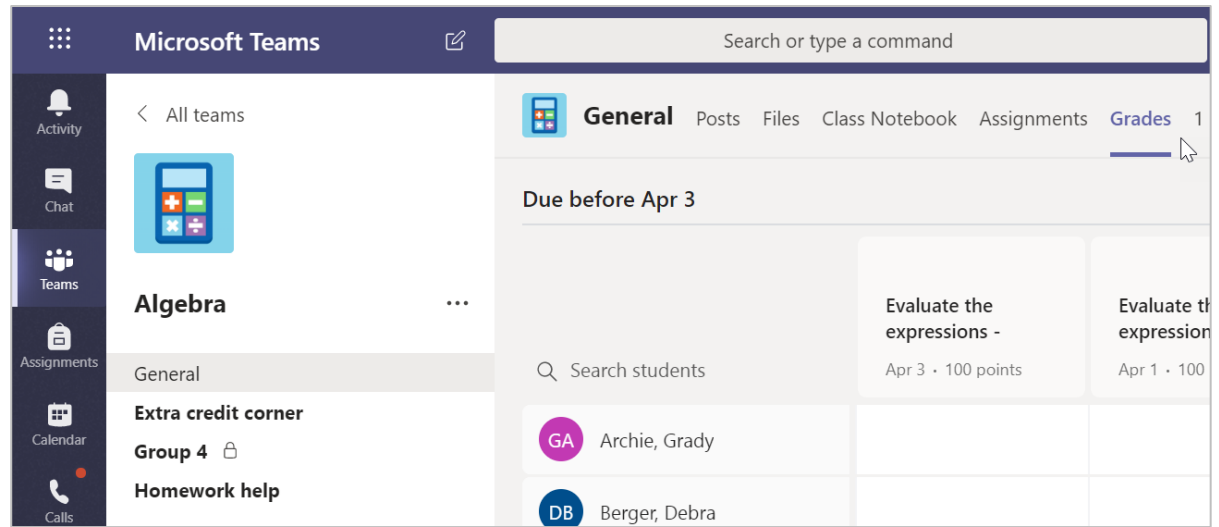
Start grading

You can click on any cell in the Grades tab to edit it.

1. To begin grading, select **More options ••• ** on a cell, then **Open student work**.

2. This will open your student's assignment with a **Feedback** and **Points** field you can fill in.

3. To write comments on the document itself, select **Edit Document**, and then either choose to edit in the desktop app or your web browser.

4. Click the arrows next to the student's name to move between student assignments.

5. Select **Return** when you're done grading and want to return an assignment to a student. This means they will be notified and can see your feedback.
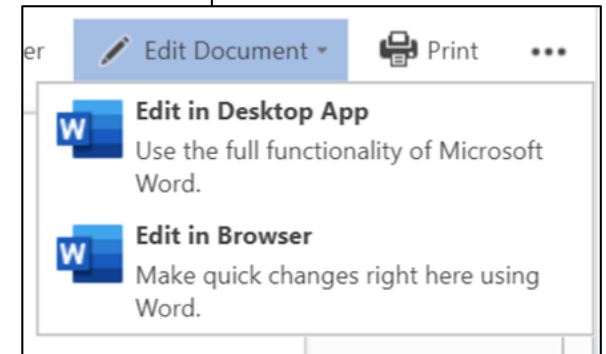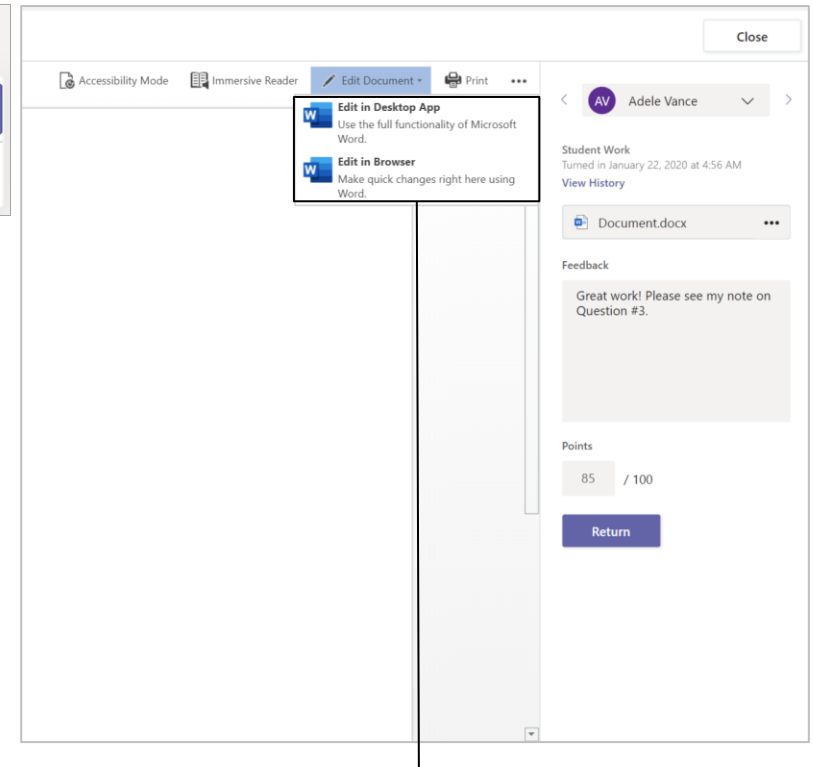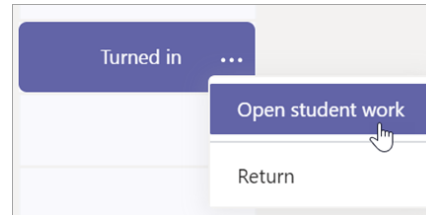
Return multiple grades at once

1. To return more than one student grade at the same time, click on the **Assignments** tab.

2. Select an assignment.

3. You can enter feedback and points here without opening student work.

4. Use the check-boxes to select which student work to return, or if you'd like to Select All.

5. Click **Return.**

Tip: Learn more about the Grades tab and reviewing student work.

🔬 **General**   Posts   Files   Class Notebook   **Assignments**   Grades   6 more   New   ⌄   +   ⤢   ↻   🎥 Meet

‹ Back   Edit assignment   Student view   📊 Export to Excel   **Return (1)**

Bernoulli Principle - The Source of Lift

🏷 Flight
Due tomorrow at 11:59 PM

To grade (1)   **Graded (25)**   Search students 🔍

☐	Name ▾	Status ▾	Feedback	/ 50
☐ 🔴 EC	Cattaneo, Enrico	↩ Returned	⊞	38
☑ 🟢 TC	Cline, Terrie	↩ Returned	⊞	**88** *Extra credit!*
☐ 🔵 DC	Cothran, Douglas	↩ Returned	⊞	31
☐ 🟡 MD	Davenport, Marsha	↩ Returned	⊞	19
☐ 🟣 SD	Dodson, Sandy	↩ Returned	⊞	47

Class Notebook in Teams

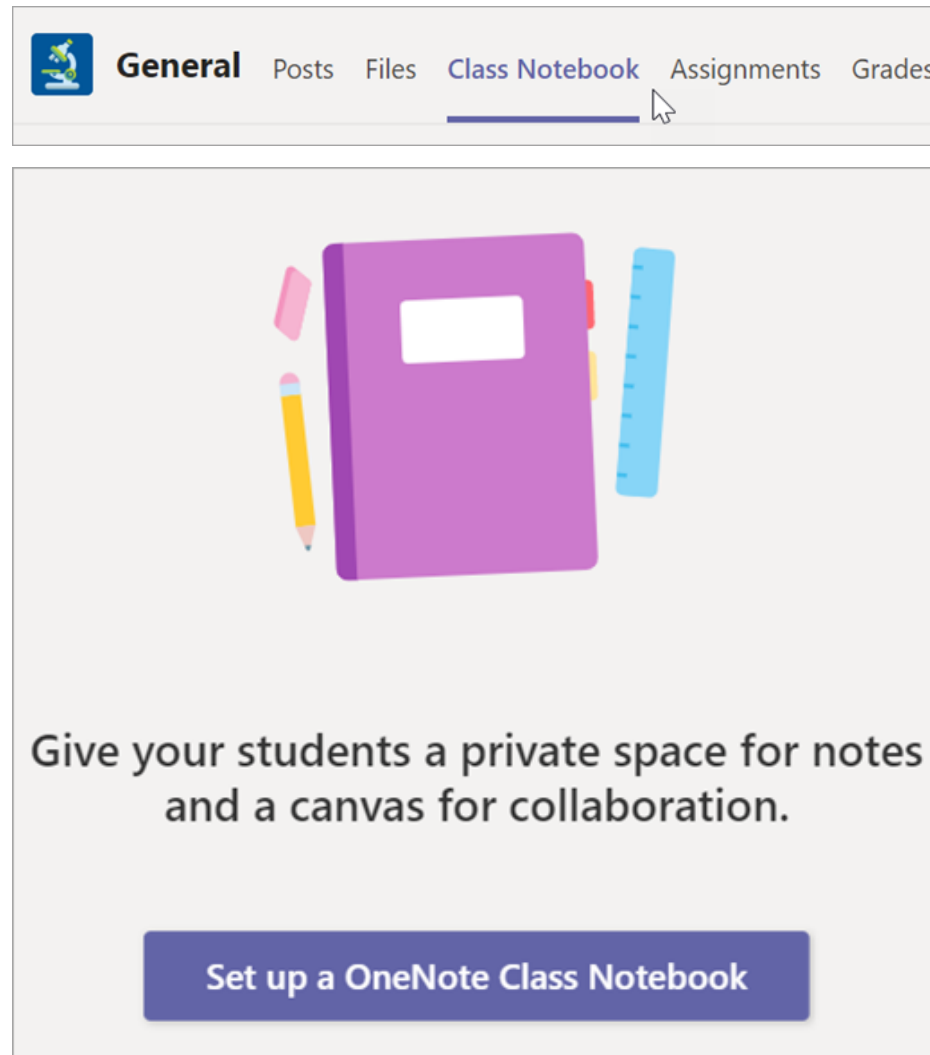Use your class team's built-in Class Notebook for more class work, activities, and collaboration.

Set up Class Notebook

Class Notebook provides every student a place to take notes and collaborate with the class.

1. To set one up in your new class team, navigate to the **General** channel.

2. Choose the **Class Notebook** tab and select **Set up a OneNote Class Notebook**.

3. Follow the set-up steps.

Learn more: Using Class Notebook in Teams.

General Posts Files **Class Notebook** Assignments Grades

Give your students a private space for notes and a canvas for collaboration.

Set up a OneNote Class Notebook

More resources

Microsoft Teams Resources

Need Teams help right away?

Select ⑦ **Help** to find answers without leaving the app.

Microsoft Educator Center

Dive deeper into our tools with self-paced PD.

education.microsoft.com

Education Help Center

Find quick answers by product.

support.office.com/education