



Microsoft

Teams for Education

Quick Start guide for educators



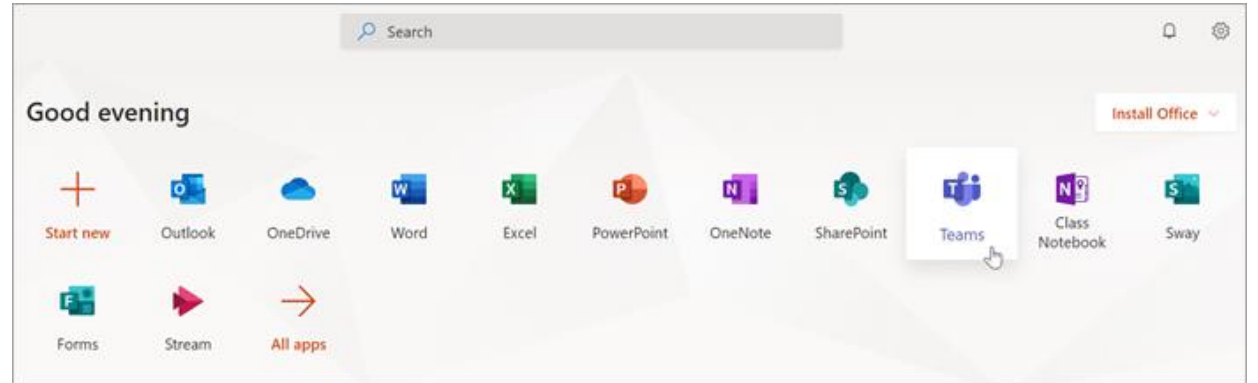
Get started

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.](#)



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.

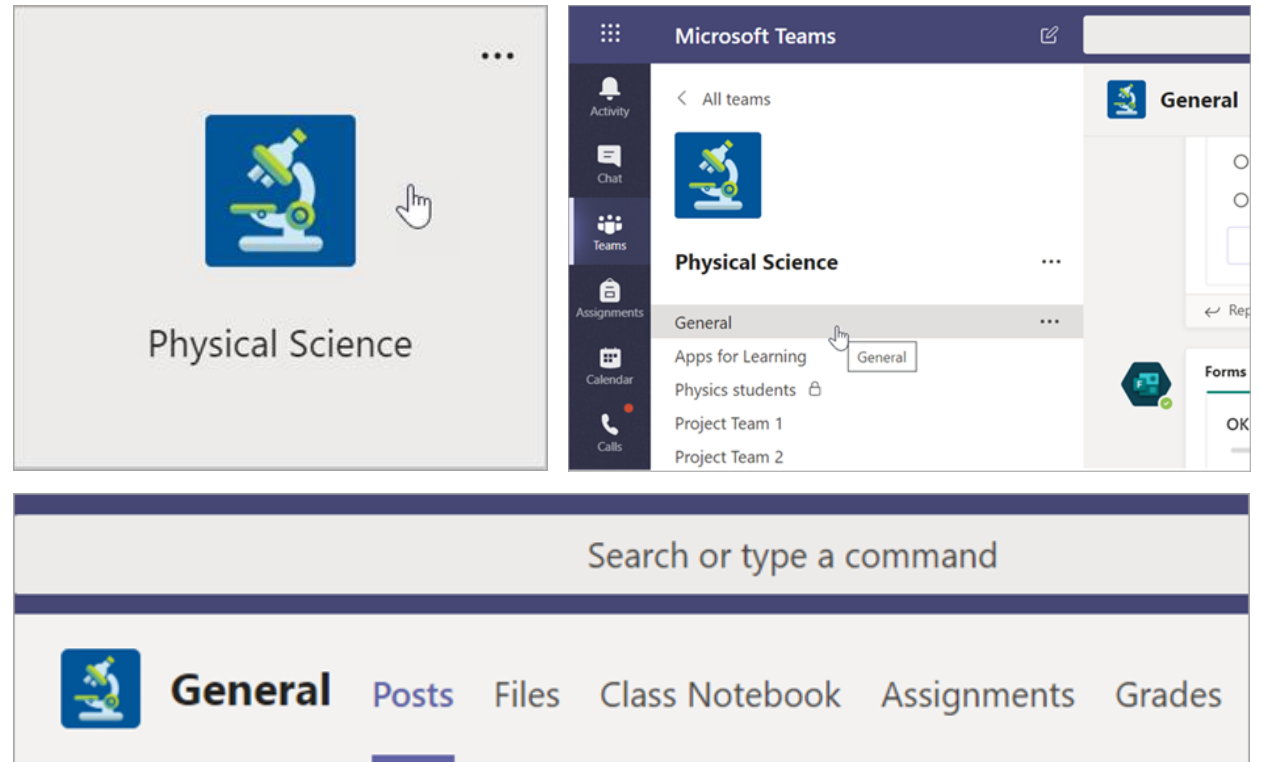
Every class team comes with a **General** channel.

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:

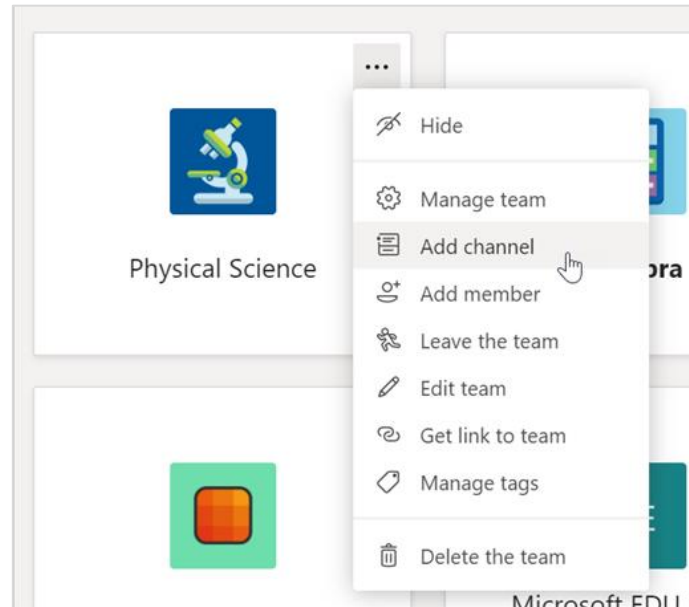
- The Posts tab for all the messages in this channel.
- The Files tab to store all the files shared in this channel.
- The Class Notebook tab.
- The Assignments tab for creating assignments.
- The Grades tab for tracking student progress and grading.

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**.



Create a channel for "Physical Science" team


Channel name
Unit 3 - Genetics

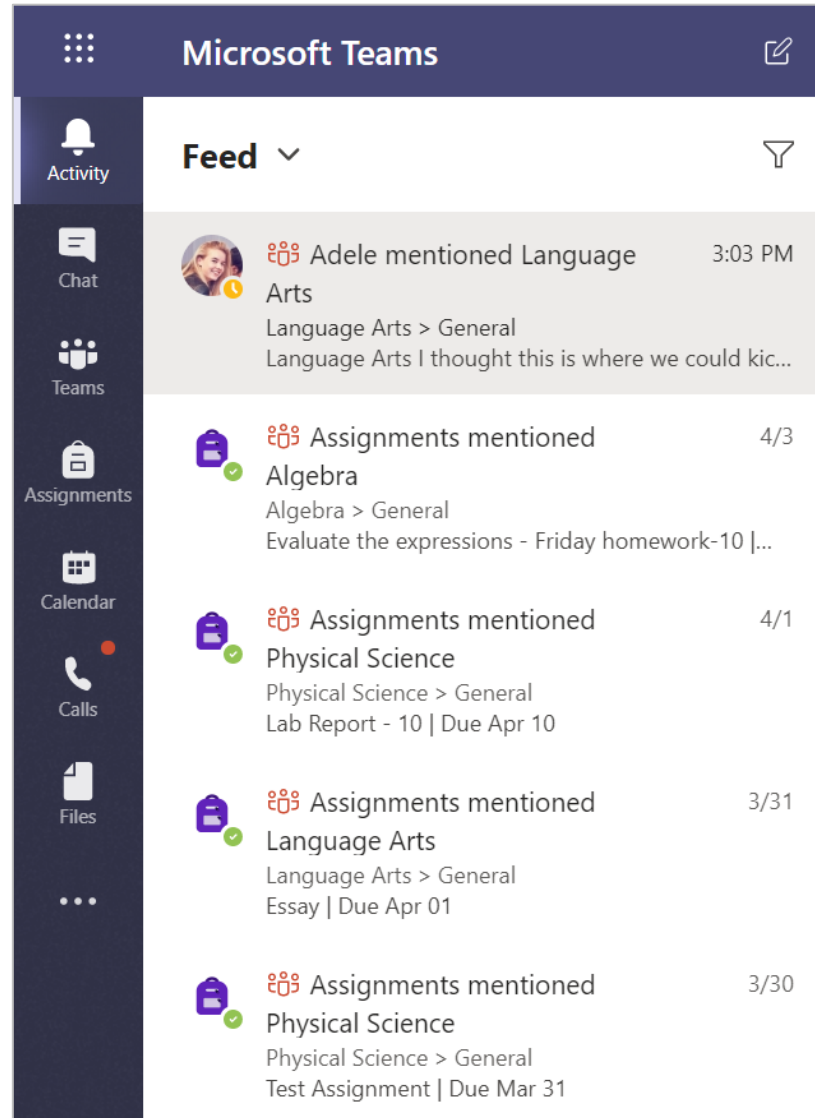
Description (optional)
You'll find all the relevant discussions and worksheets for Unit 3 in this channel.

Privacy
Standard - Accessible to everyone on the team ⓘ

Automatically show this channel in everyone's channel list

Check notifications



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

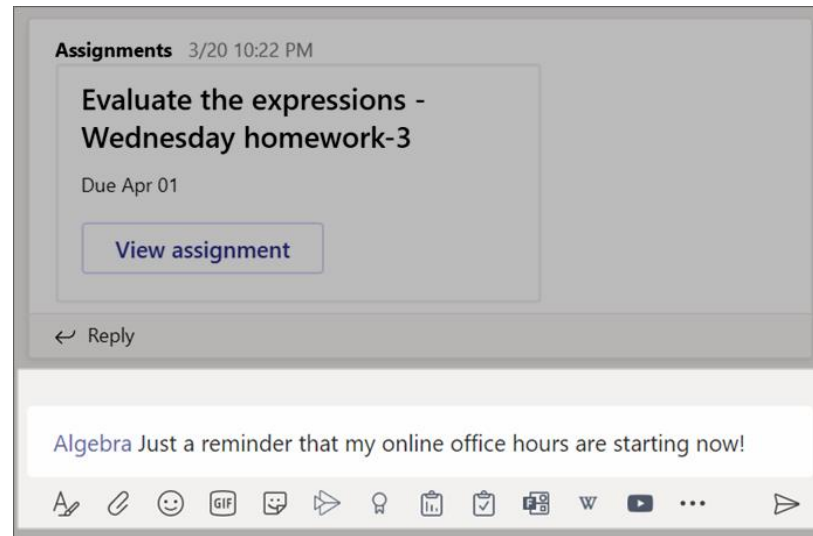


Communicate



Send messages in Teams and meet virtually with your students

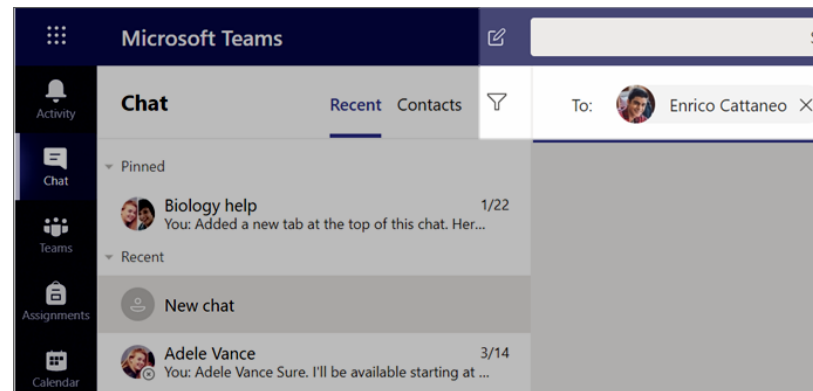
Message your class

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

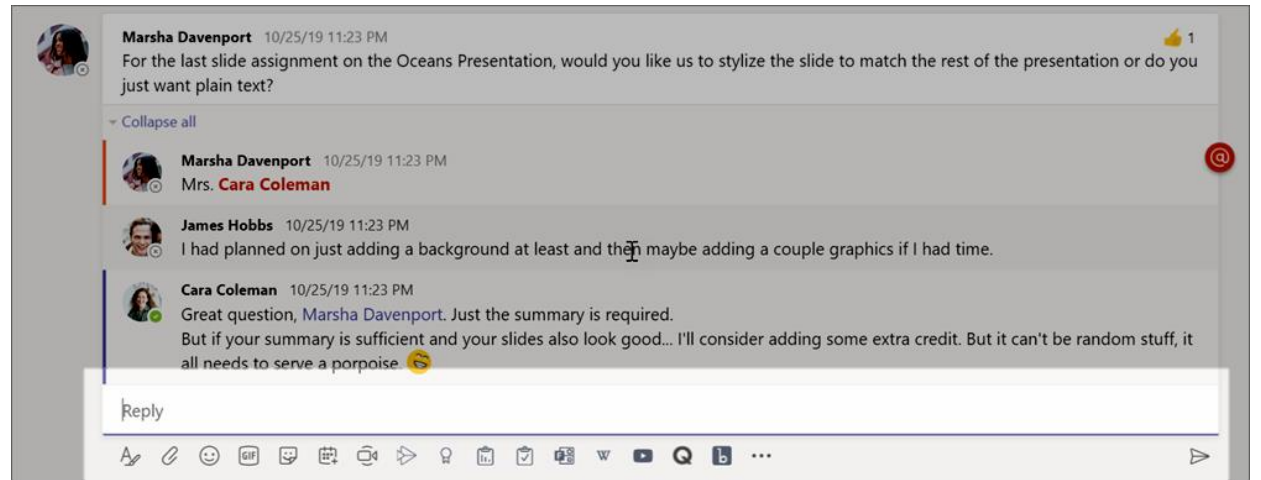
1. At the top of the app, click **New chat** .
2. In the **To** field, type the name of the student(s) you'd like to message.
3. Type your message in the compose box and select **Send** .



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.

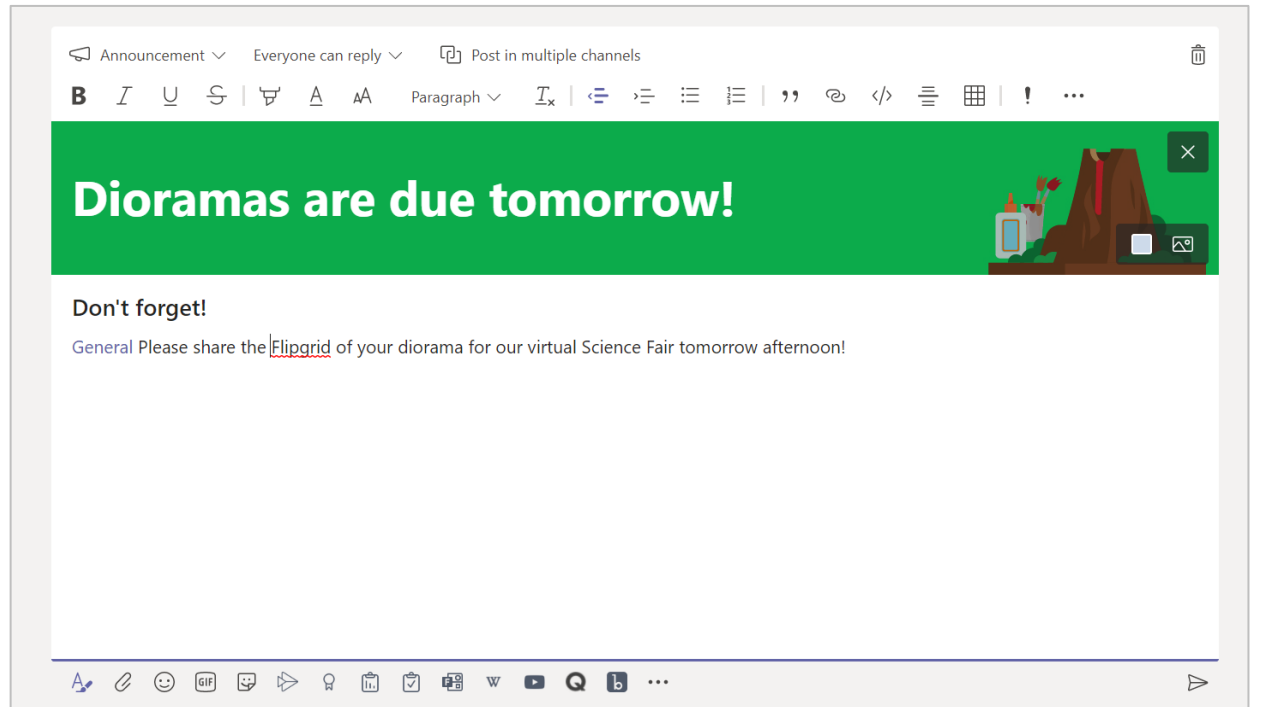
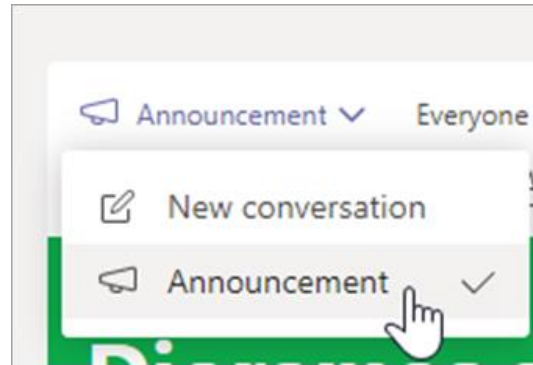
1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** ➤



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.

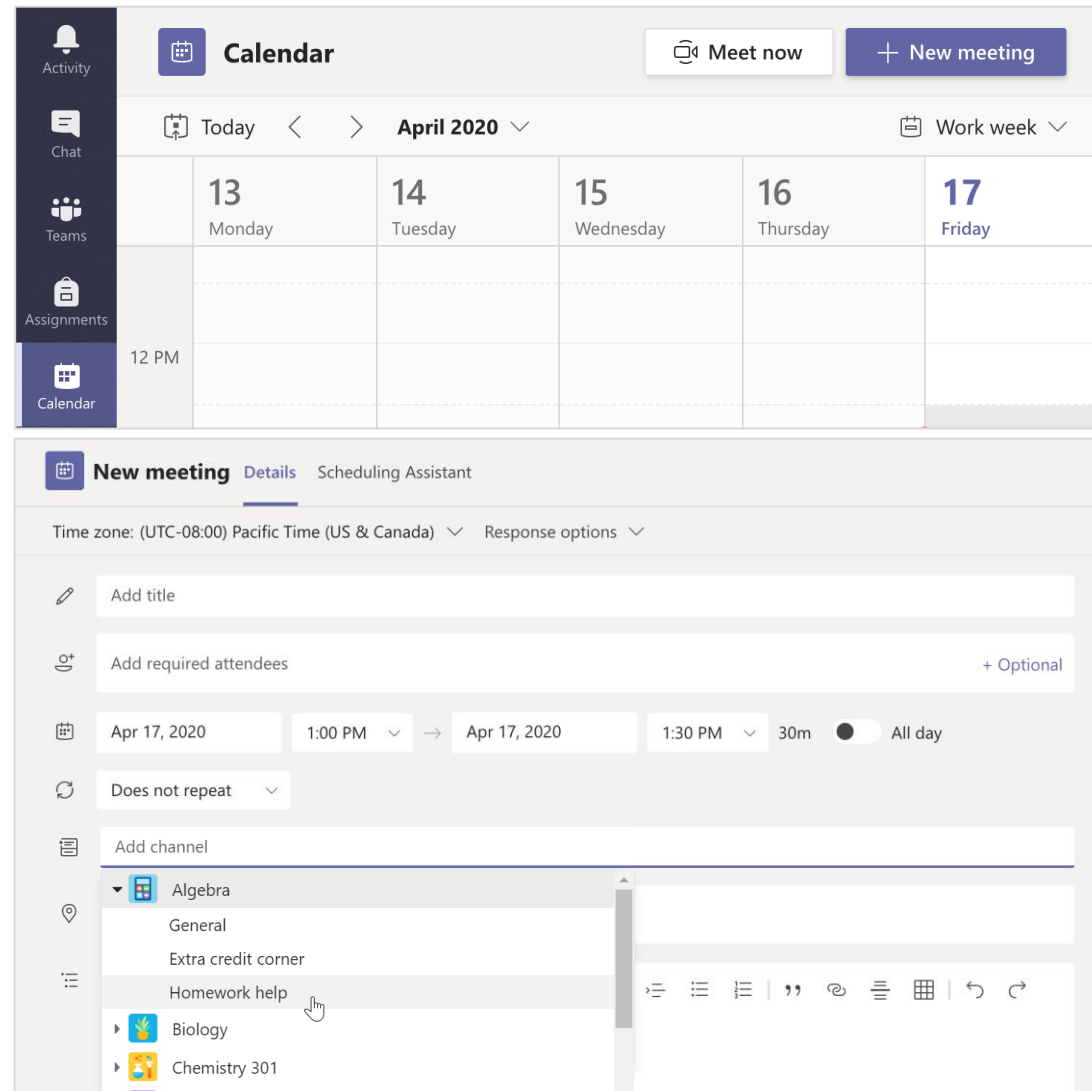


Schedule a virtual meeting for your class

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.

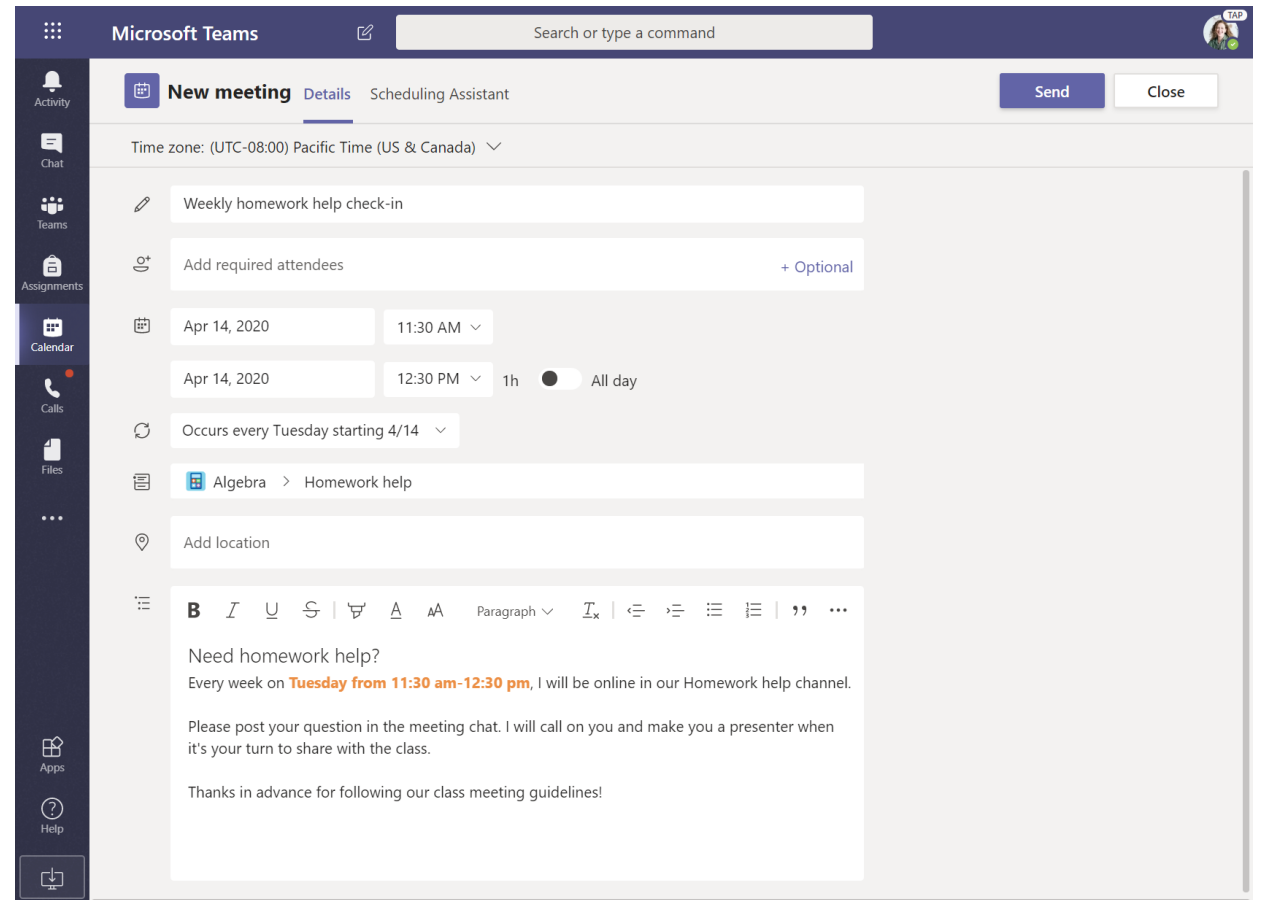
Tip: When you choose a channel in your class team to host a meeting, any recordings and resources shared during that meeting will be saved in that channel. All students will be able to join the meeting.



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

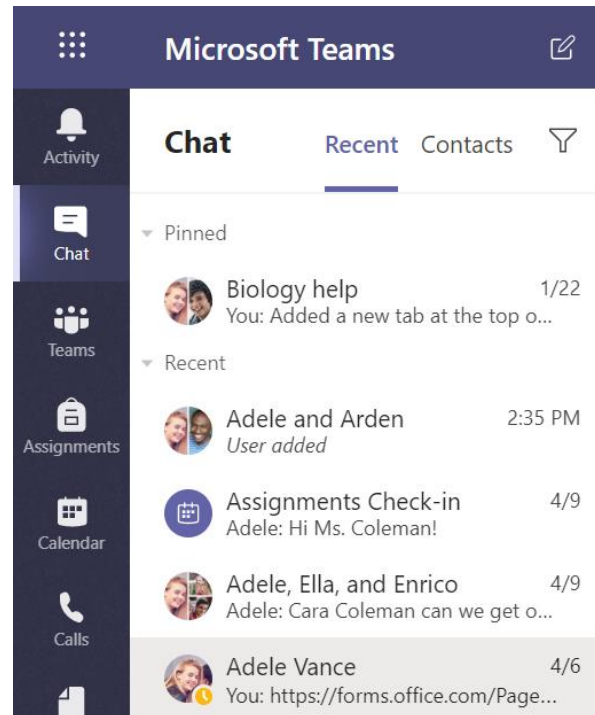
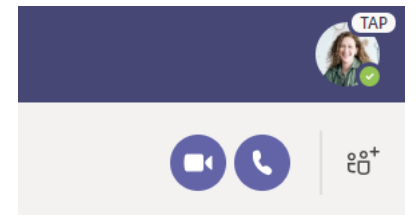
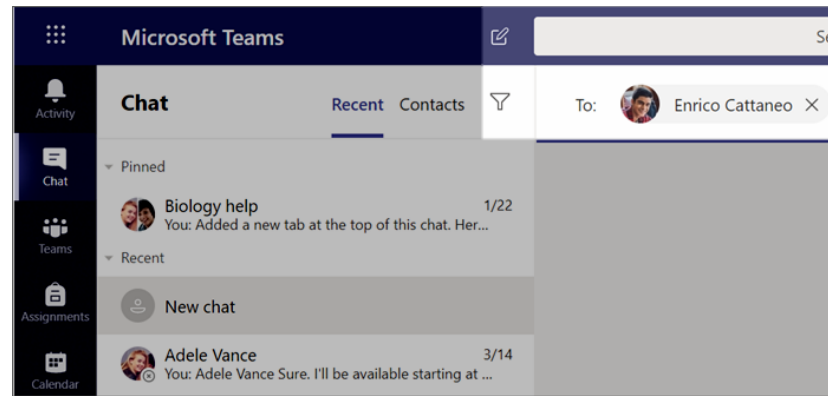
Use video or audio chatting in Teams to meet with your students in groups or one-on-one.

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.

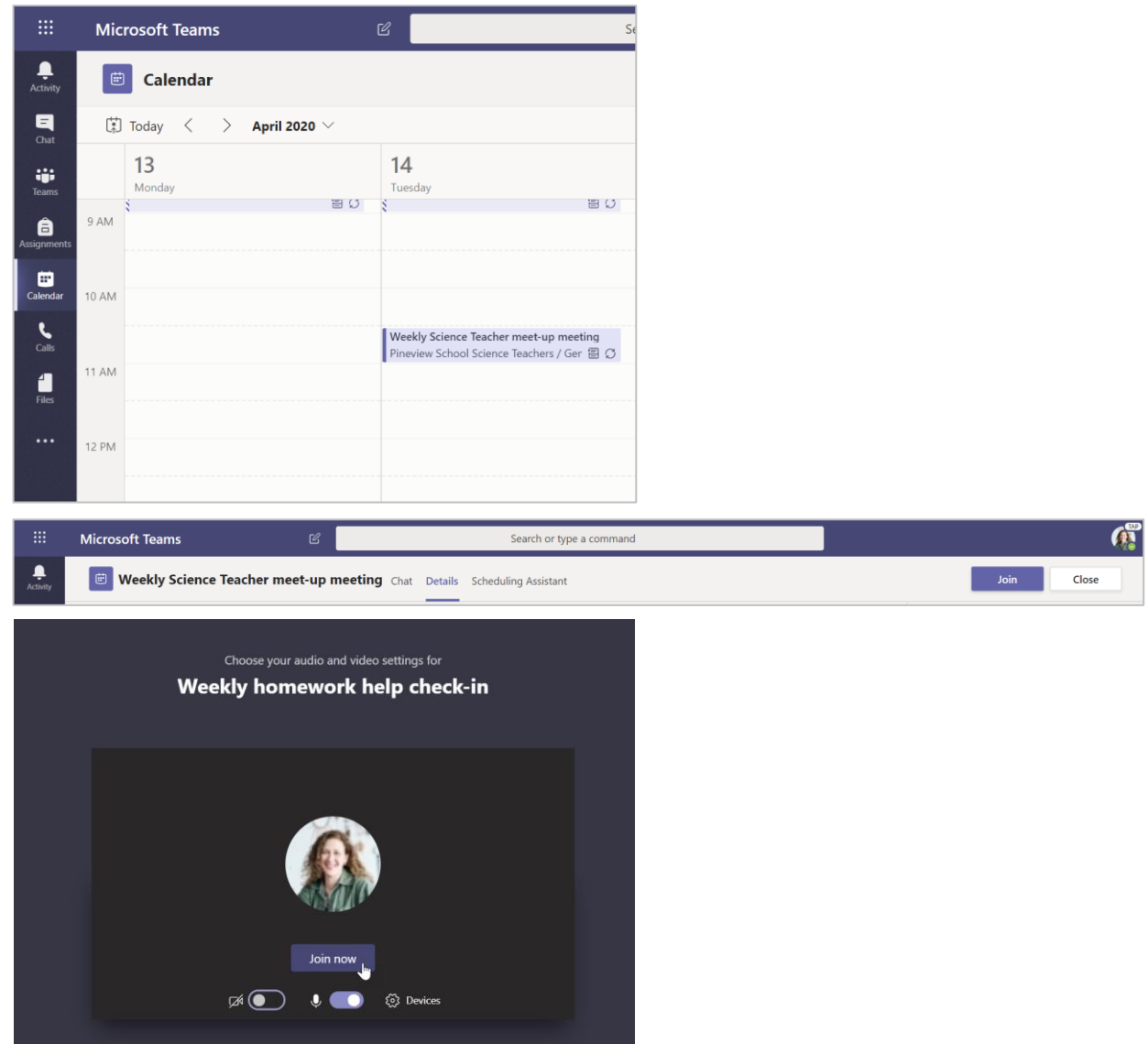
Tip: To schedule a meeting in advance, select **Calendar** > **+ New meeting**.



Join and manage a meeting

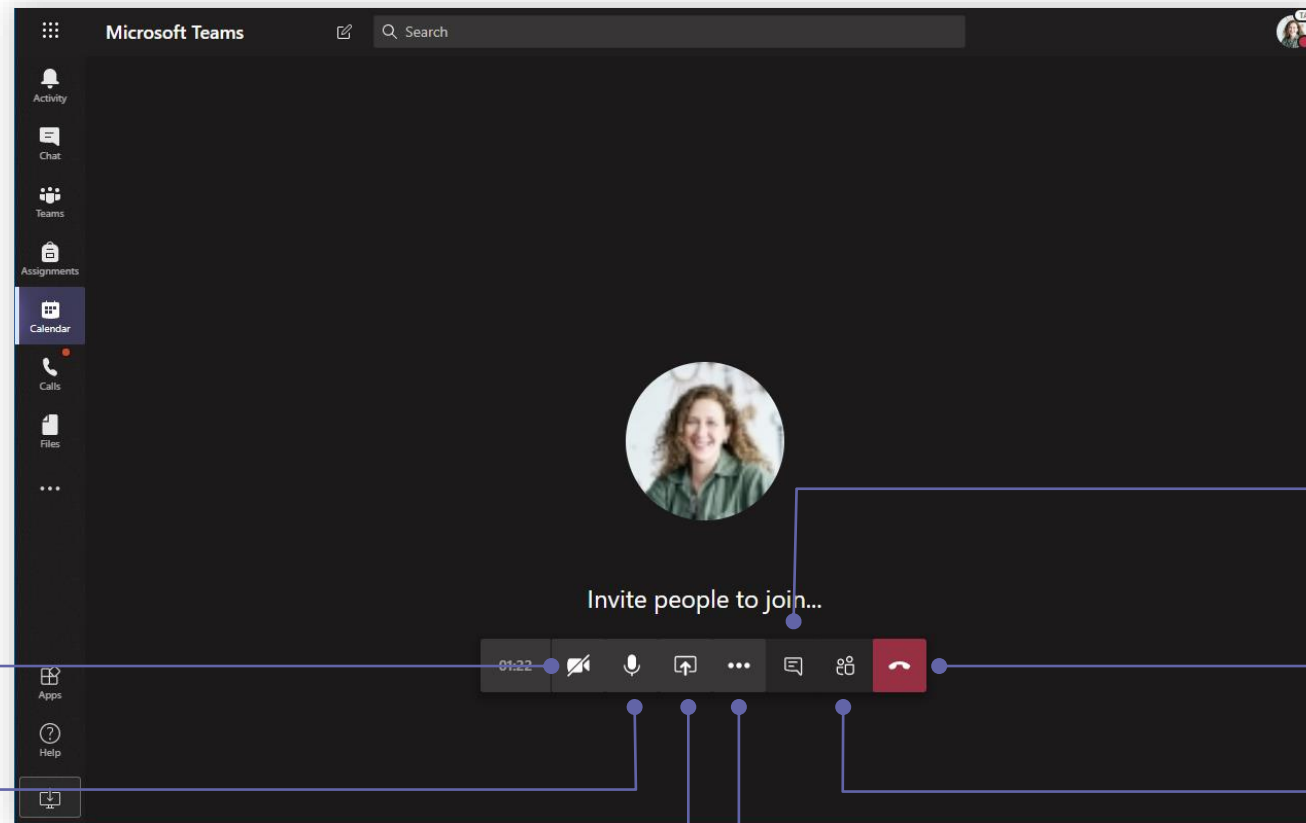
Join a meeting you have scheduled, or someone else has invited you to.

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](#).



Turn your video on and off.

Mute and unmute your microphone.

Share your screen or a document.

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

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

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

Add participants to the meeting.


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.

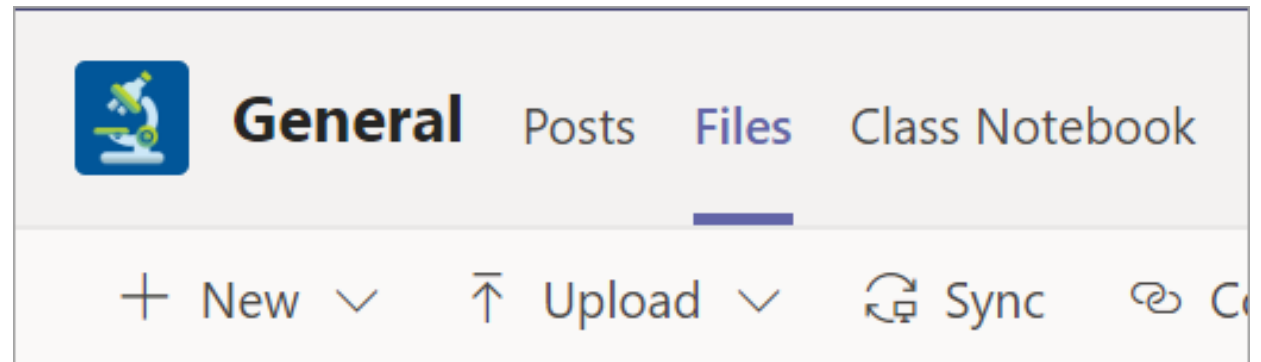
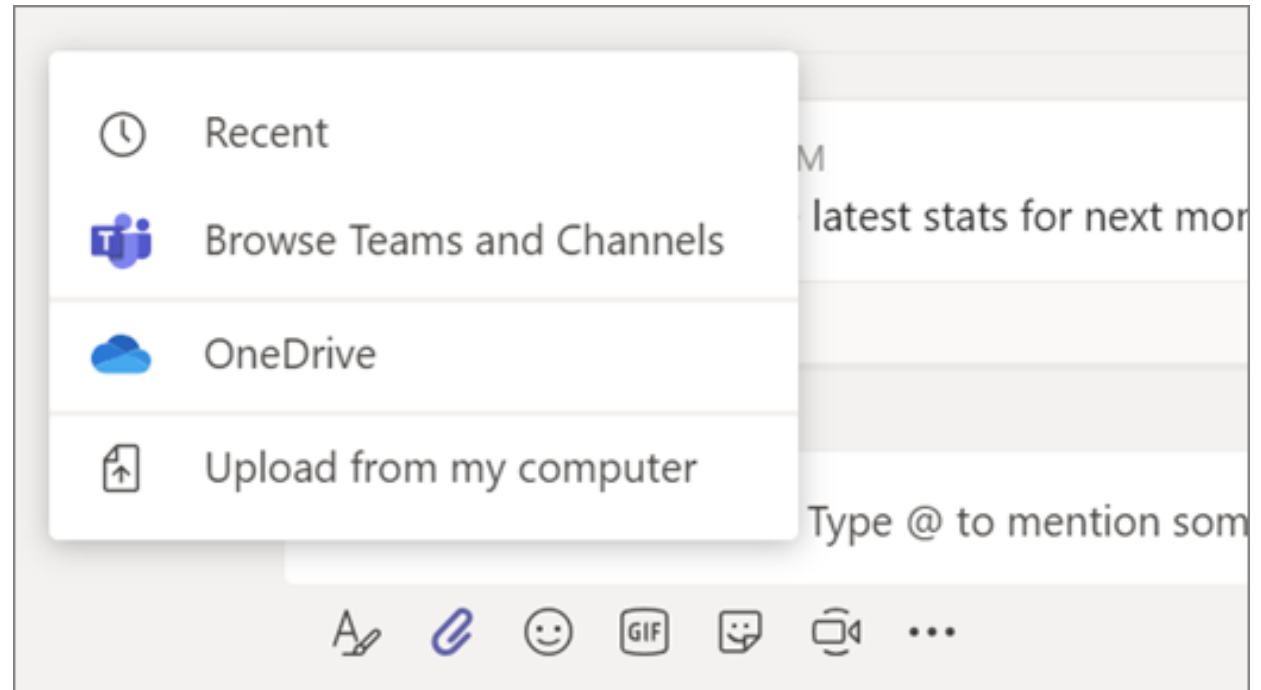
2. Select from these options:

- **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** .

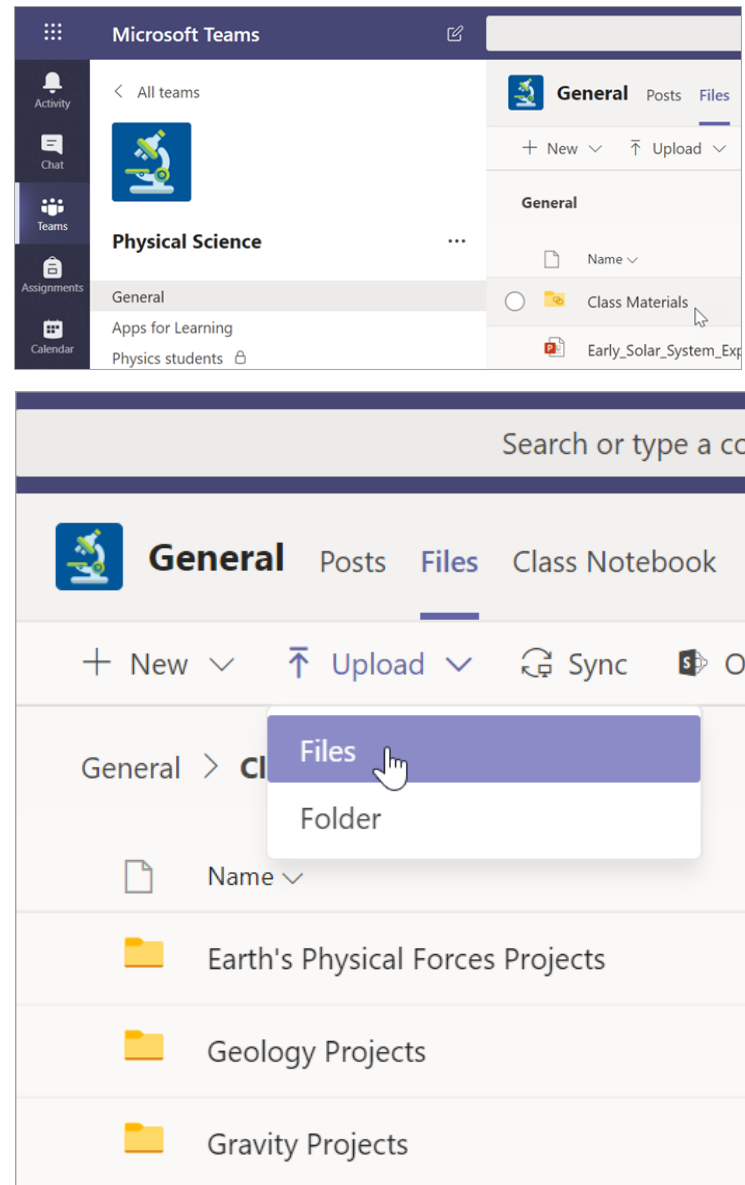
The file you shared can be found in the **Files** tab.



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.

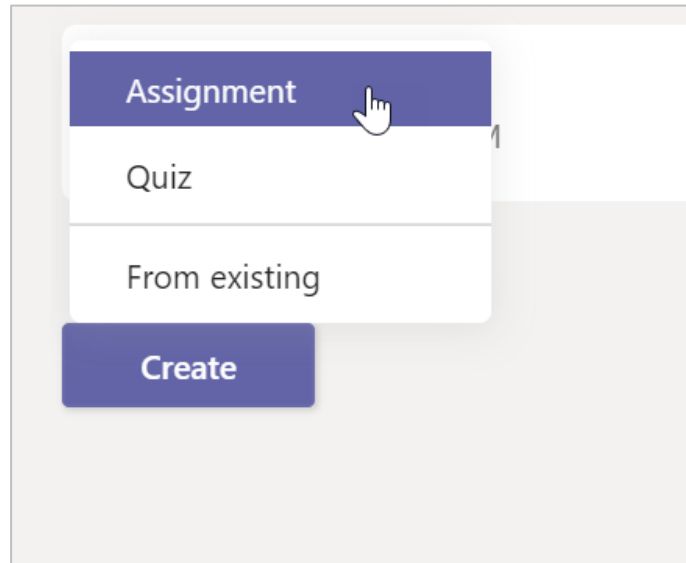
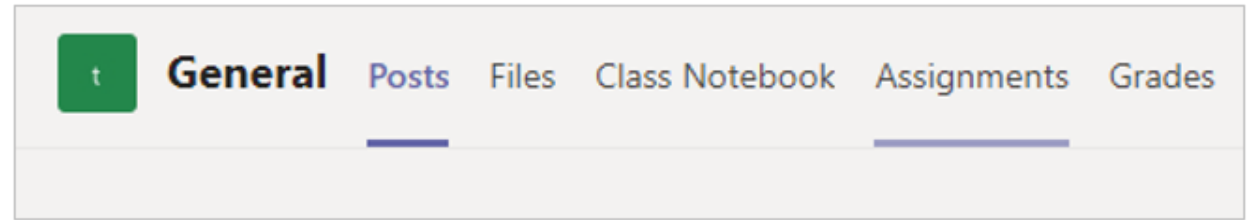


Assignments and grades

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 multiple classes or individual students 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 grading rubric.
- Add a category.

Tip: [Read more step-by-step instructions](#) for reusing assignments, assigning quizzes, and more.

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

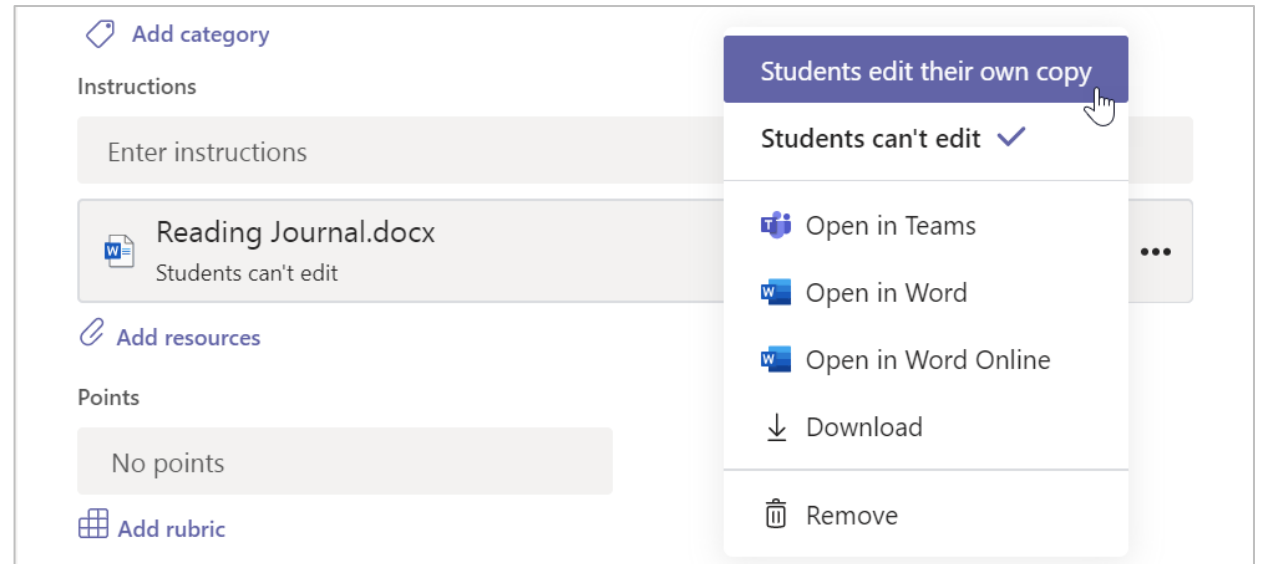
The screenshot shows the 'New assignment' form in Microsoft Teams. At the top, there is a search bar and a user profile icon. Below that, the 'General' tab is selected, with other tabs like 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades' visible. The form itself has a title 'New assignment' and three buttons: 'Discard', 'Save', and 'Assign'. The 'Title (required)' field contains 'Reading Journal #44'. There is an 'Add category' link below the title. The 'Instructions' field is empty with the placeholder 'Enter instructions' and an 'Add resources' link. The 'Points' field is set to 'No points' with an 'Add rubric' link. The 'Assign to' section shows 'Language Arts' and 'All students'. Below this, there is a note: 'Don't assign to students added to this class in the future. Edit'. The 'Due date' is 'Tue Apr 7, 2020' and the 'Due time' is '11:59 PM'. Another note says: 'Assignment will post immediately with late turn-ins allowed. Edit'. At the bottom, there is a 'Settings' section with a 'Turnitin' toggle set to 'No', with the text 'Documents for this assignment will not sync to Turnitin.'

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.





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
<input type="text" value="Fri, Apr 17, 2020"/> 	<input type="text" value="10:13 PM"/> 

Due date	Due time
<input type="text" value="Mon, Apr 27, 2020"/> 	<input type="text" value="12:59 AM"/> 

Close date

Close date	Close time
<input type="text" value="Mon, Apr 27, 2020"/> 	<input type="text" value="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.

View grades

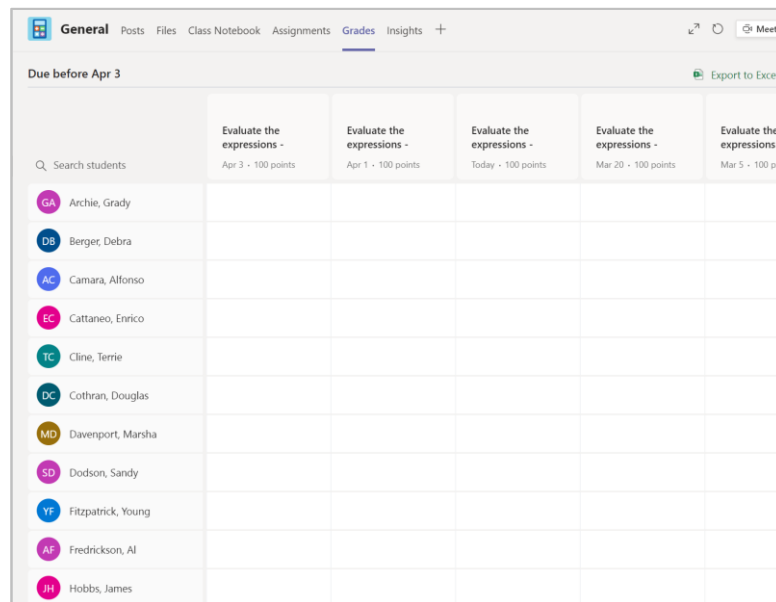
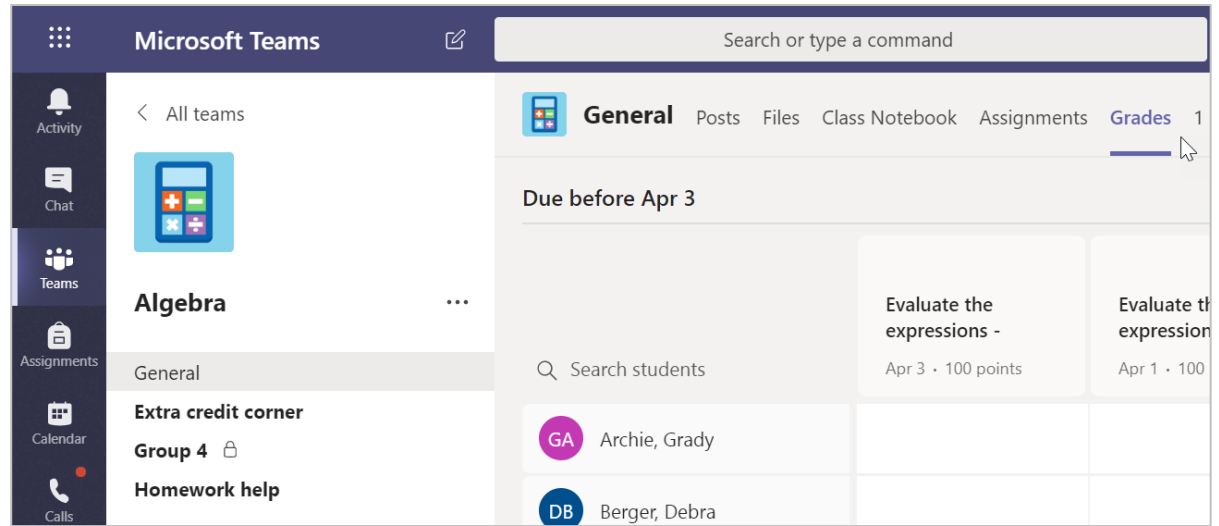
Track student progress and access grades in the Grades tab.

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:

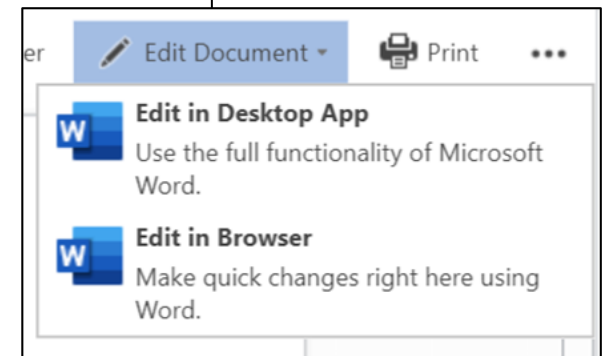
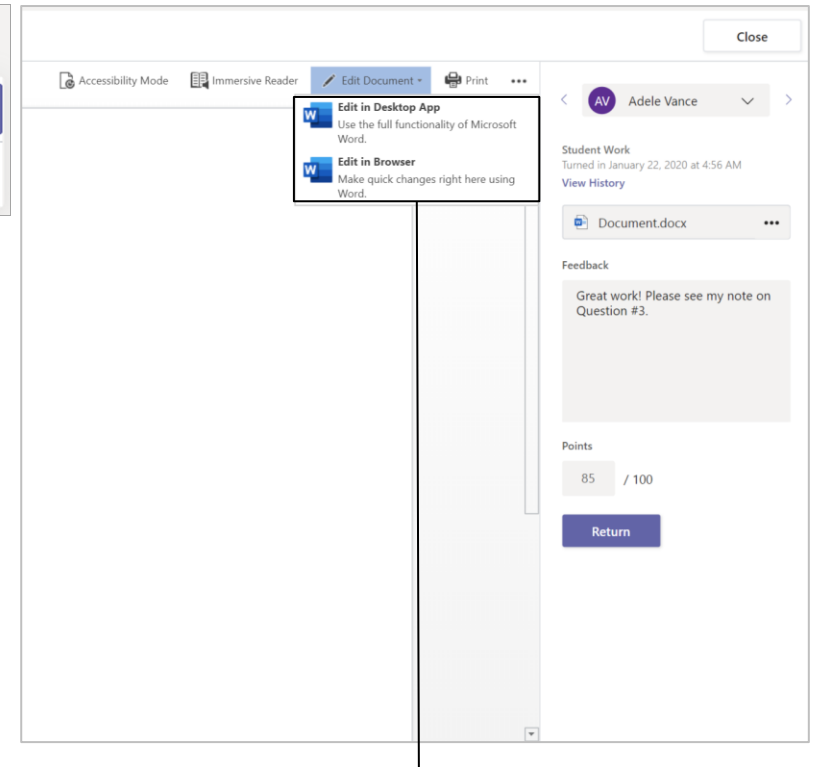
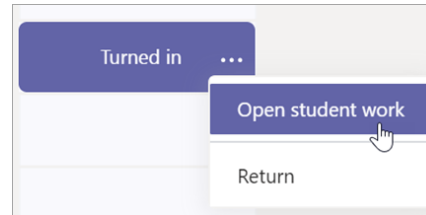
- **Viewed** - The student has opened and viewed the assignment.
- **Turned in** - The student has turned in the assignment and work is ready to grade.
- **Returned or points** - When you've graded student work, the points assigned will show. You'll see Returned if the assignment doesn't have points.
- **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](#).

The screenshot shows the Microsoft Teams interface for an assignment. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and '6 more'. The 'Assignments' tab is active, showing a list of assignments. The selected assignment is 'Bernoulli Principle - The Source of Lift' with a due date of 'Due tomorrow at 11:59 PM'. Below the assignment title, there are options for 'Back', 'Edit assignment', 'Student view', 'Export to Excel', and a 'Return (1)' button. The main content area displays a table of student grades. The table has columns for 'Name', 'Status', 'Feedback', and 'Points'. The student 'Cline, Terrie' is selected, and their grade of 88 is highlighted in a blue bar with the text 'Extra credit!' below it. Other students listed include Cattaneo, Enrico (38), Cothran, Douglas (31), Davenport, Marsha (19), and Dodson, Sandy (47). All students have a status of 'Returned'.

<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 50
<input type="checkbox"/>	EC Cattaneo, Enrico	← Returned	+	38
<input checked="" type="checkbox"/>	TC Cline, Terrie	← Returned	+	88 <i>Extra credit!</i>
<input type="checkbox"/>	DC Cothran, Douglas	← Returned	+	31
<input type="checkbox"/>	MD Davenport, Marsha	← Returned	+	19
<input type="checkbox"/>	SD Dodson, Sandy	← Returned	+	47

Class Notebook in Teams

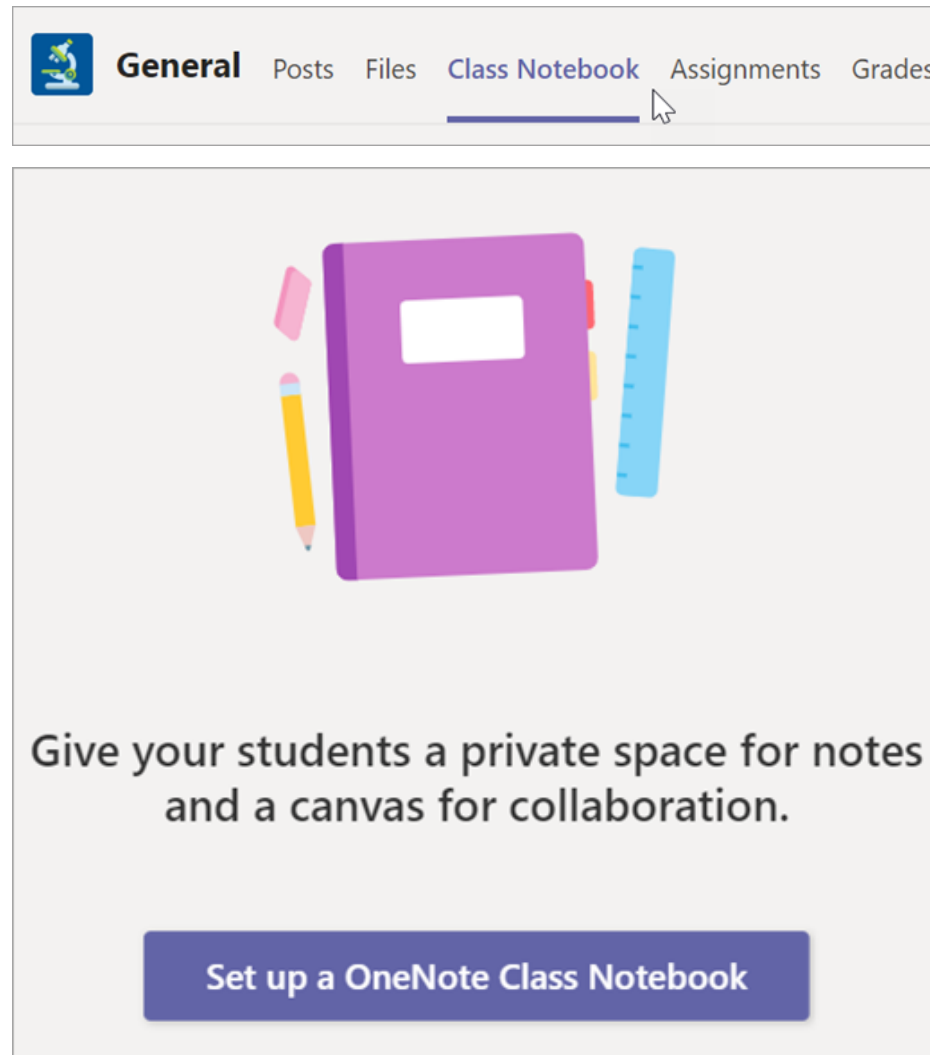
Use your class team's built-in Class Notebook for more class work, activities, and collaboration.

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](#)