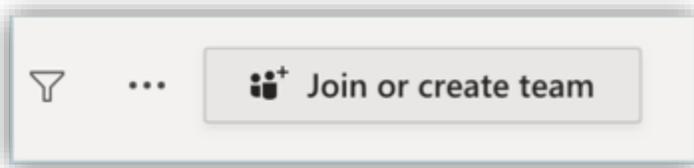


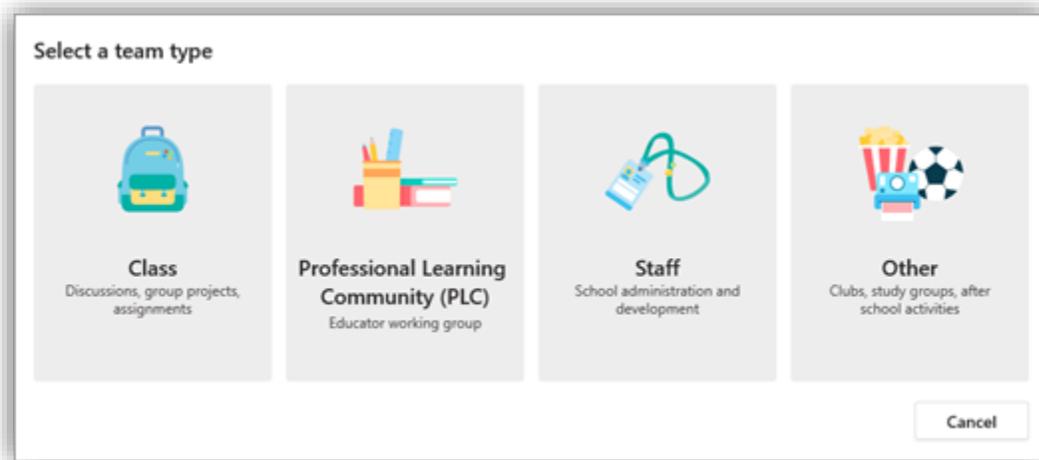
Microsoft Teams

Microsoft teams have unique permissions and features for teachers and students. As owners of the team, teachers assign and review work and create channels and files. Each class team is also linked to its own OneNote Class Notebook.

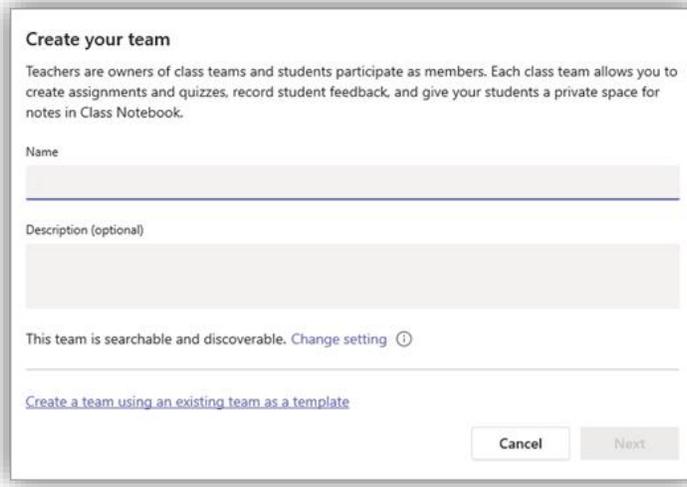
1. Log in to **Microsoft Office 365** and click on **Teams**
2. Select **Teams** in your left rail to view your teams.
3. Select **Join or create team** > **Create a new team**.



4. Select **Class** as the team type.



5. Enter a name and optional description for your class team, then select **Next**.
Example: Ms. Smith, 3rd Period, Room 301.



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)

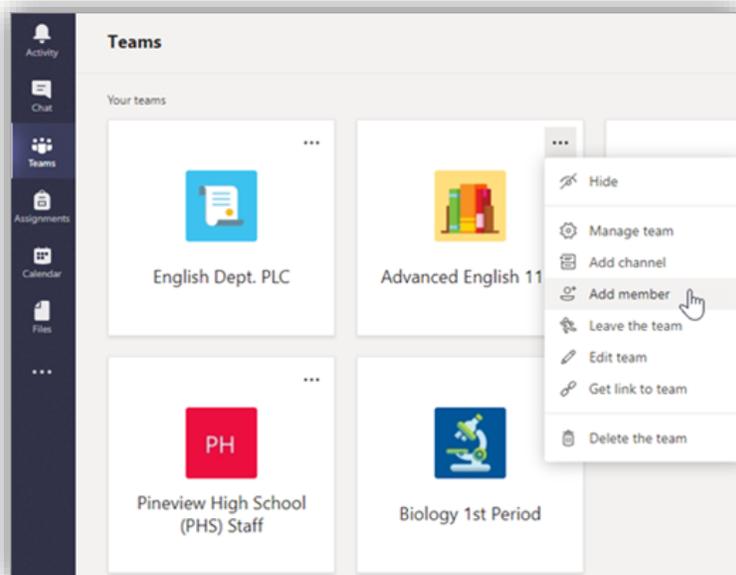
This team is searchable and discoverable. [Change setting](#) ⓘ

[Create a team using an existing team as a template](#)

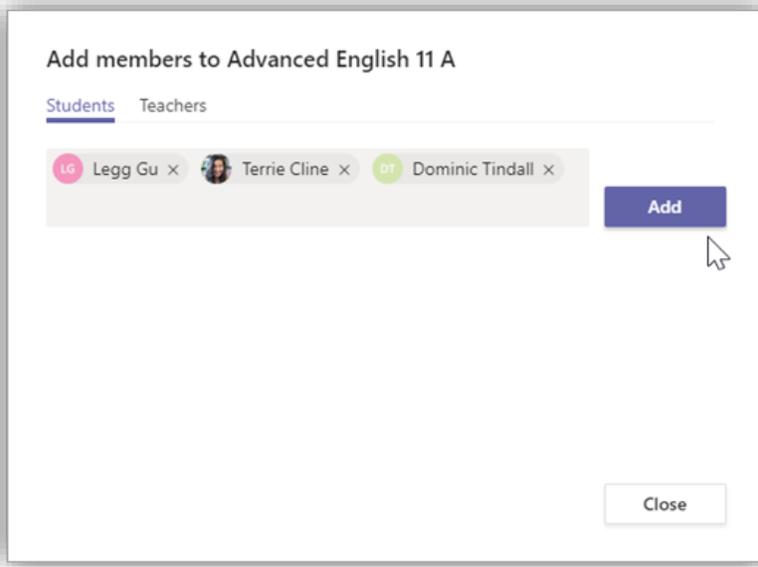
Add a student to a team

A Team can currently support up to 200 students. To add a student, follow these instructions:

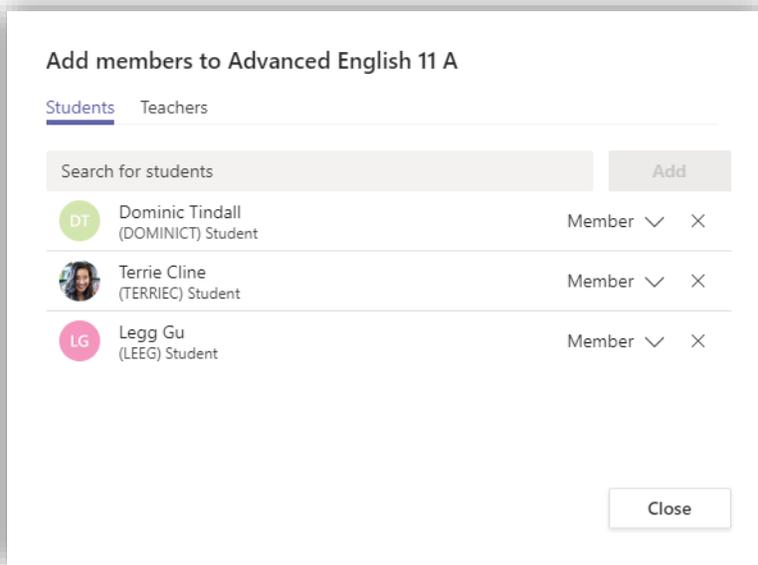
1. Navigate to the **team** you'd like to add a student to, then select **More options** **⋮** next to your class team.
2. Select **Add member**.



3. Select the **Students** tab.
4. Type in the name of the student(s) and select **Add**.



5. If you'd like a student to have owner permissions select the arrow next to **Member** and select **Owner**.

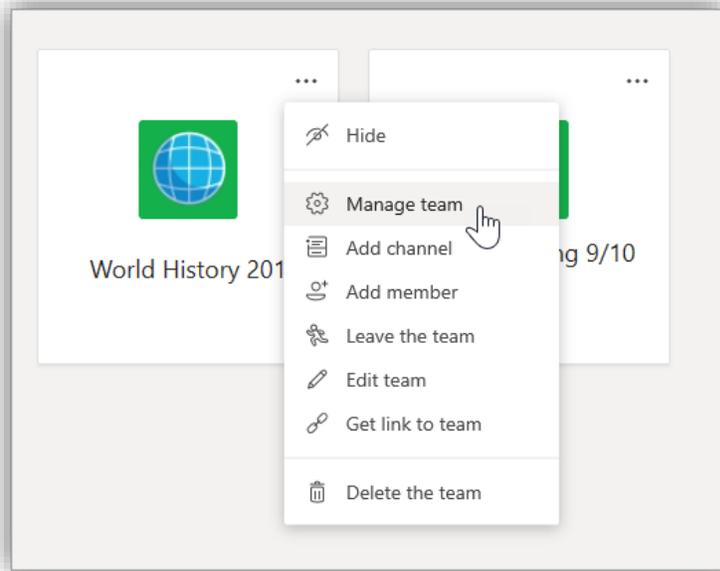


6. Select **Close**.

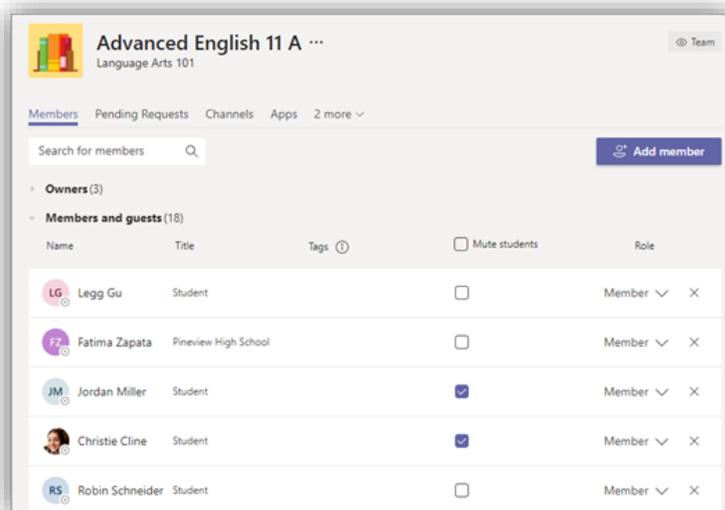
Remove students from a class team

Teachers are team owners and can remove a student from a class. If you're having trouble removing a student, ask your IT Admin to check on your permissions.

1. Navigate to the class team and select **More options** **⋮** > **Manage team**.



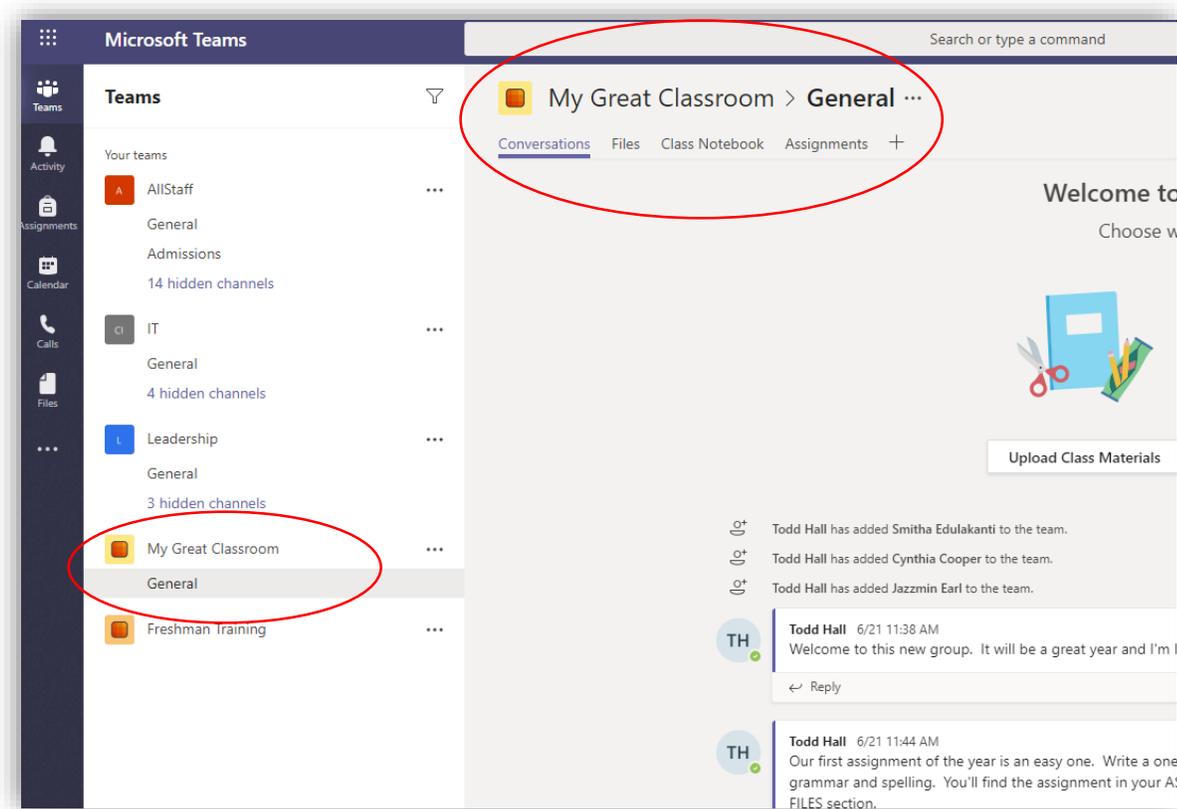
2. Select the **X** next to the student you want to remove from your class. Their role will be listed as "Member."



The student will be removed from your class.

Your Team Classroom

Your Team Classroom is divided into four tabs; Conversations, Files, Class Notebook, and Assignments. In addition, it contains a default *channel* labeled **General**. You can create additional *channels* for perhaps, specific groups within the classroom, i.e., project related groups, etc.



Conversations

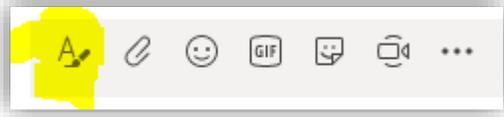
In using **Conversations**, by default, all messages will go to the entire class. Conversations are visible to everyone in a channel and are not private. All class members can view and add to conversations in the **General** channel. In other channels, use @ Mention (i.e., @bsmith) to invite certain students or staff to participate in a conversation. Documents shared in a conversation automatically become part of the Files tab in that file.

If you happen to have several channels in your Team classroom other than General, you can specify who you want to receive the message by clicking on the “Post in Multiple Channels?” tab.

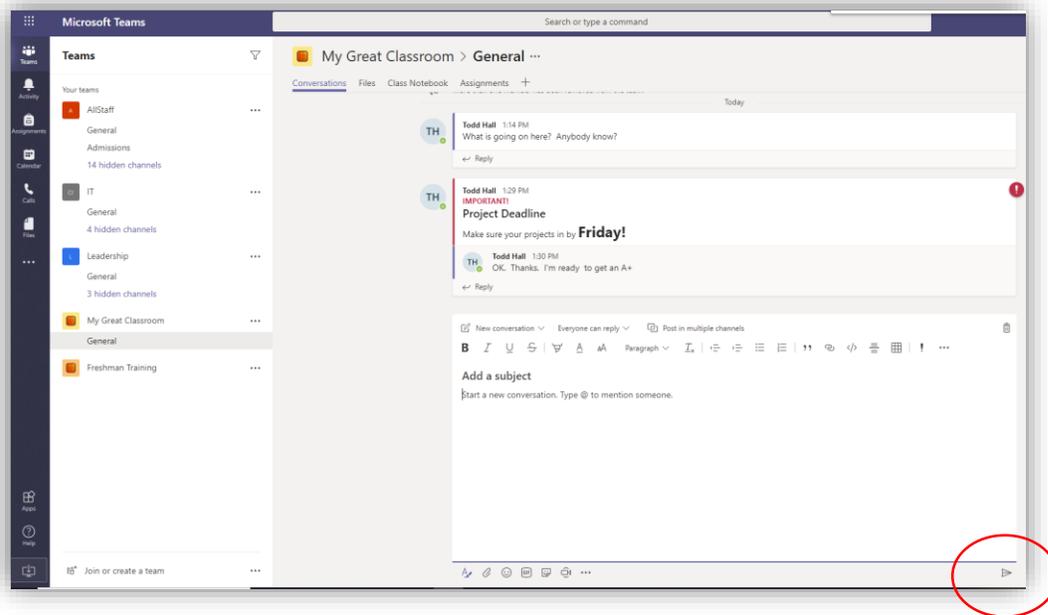
Post a message

1. To post a message, select the Conversation tab from any channel.

2. Then, select the icon with the A to expand your compose box and see your text options. Use the tools to edit your post or add an attachment, gif, or emoji.



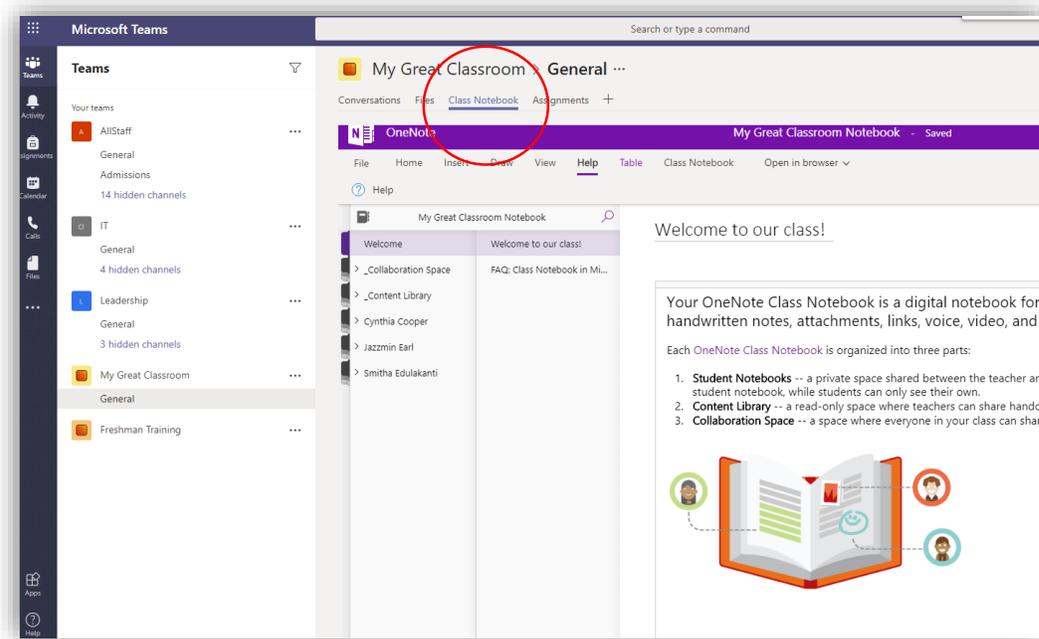
3. Select the paper airplane icon to send your post or press Enter on your keyboard.



4. Track your conversations by visiting the Activity feed. You'll receive notifications when someone has mentioned you in a conversation or replied to one of your posts. Your name will be highlighted in red when it's mentioned by a teacher or student. Channels with new content, including conversations, will appear in bold.
5. To reply to a message, select the Reply button underneath the message you're responding to. This will ensure that your message gets included in the conversation thread, and that the other people participating in the thread will be notified. Type your message in the box and press Enter or select the paper airplane icon to send it.

Class Notebook

Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more. The Class Notebook is the central location for viewing and interacting with the Content Library, Collaboration Space, and each student's private space.

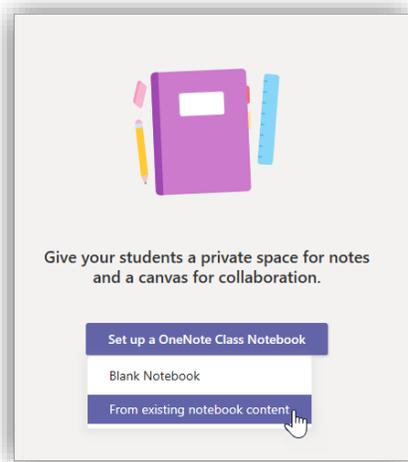


Each **Class Notebook** is organized into three parts:

- **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.

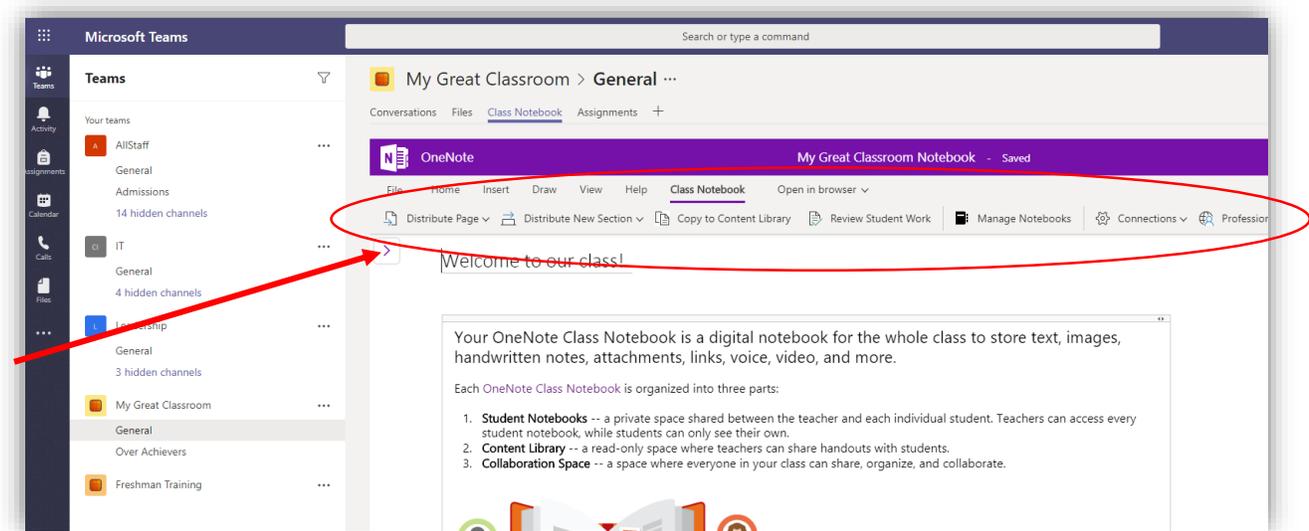
Set up your Class Notebook

If you haven't set up your Class Notebook yet, you'll be guided through the right steps the first time you visit the Class Notebook tab. You can either create a blank notebook from scratch or copy content from an existing Class Notebook.

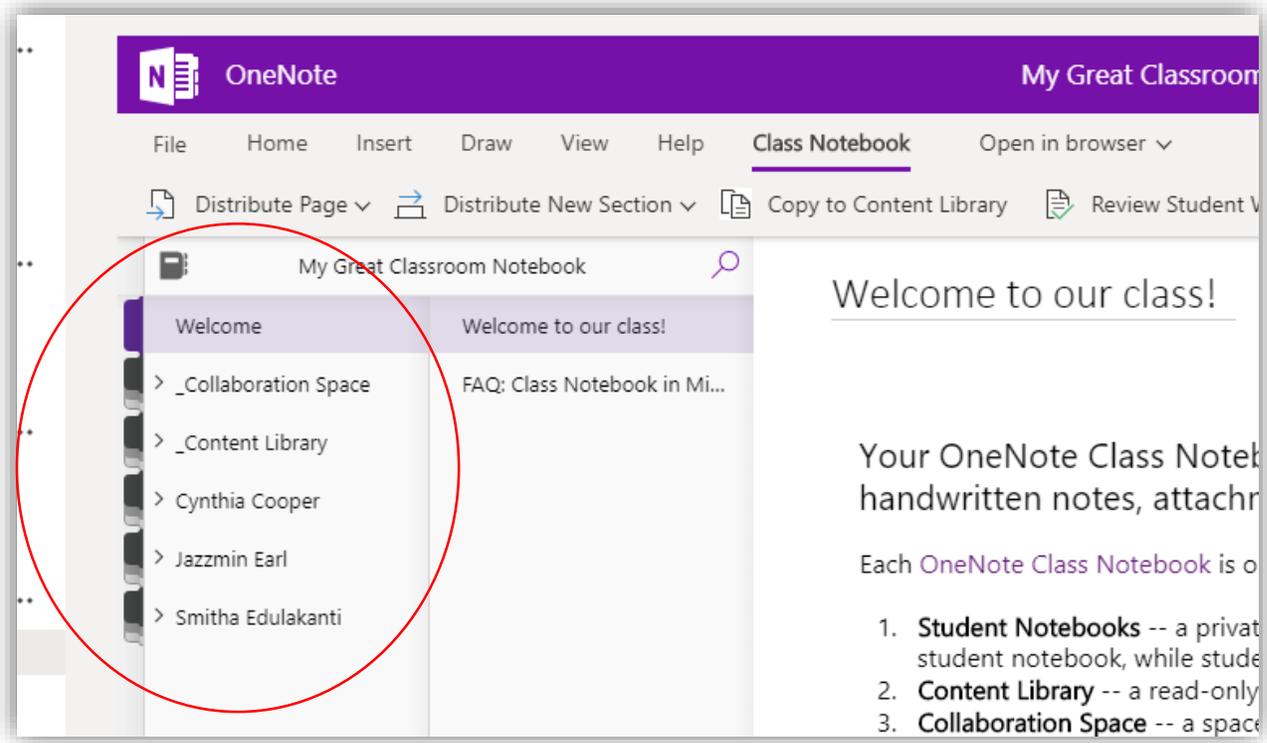


Each time you create a new channel in a class team, a new section is automatically created in the Class Notebook's Collaboration Space. All students and teachers can edit and work on OneNote pages within a channel.

1. Navigate to a class team, then select **General**.
2. Select the **Class Notebook** tab.



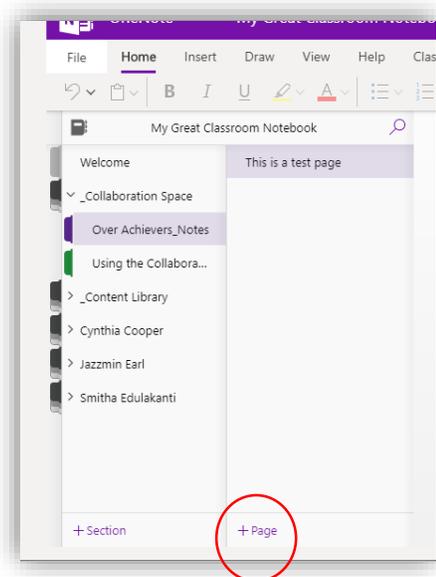
3. Select the **Class Notebook** tab again
4. Select **Manage Note Books**. Here you can lock the collaboration space, add new tabs, rename tabs, etc.
5. When you click on the arrow on the left upper corner of the notebook, you gain access to the collaboration space, content library, and each students notebook.



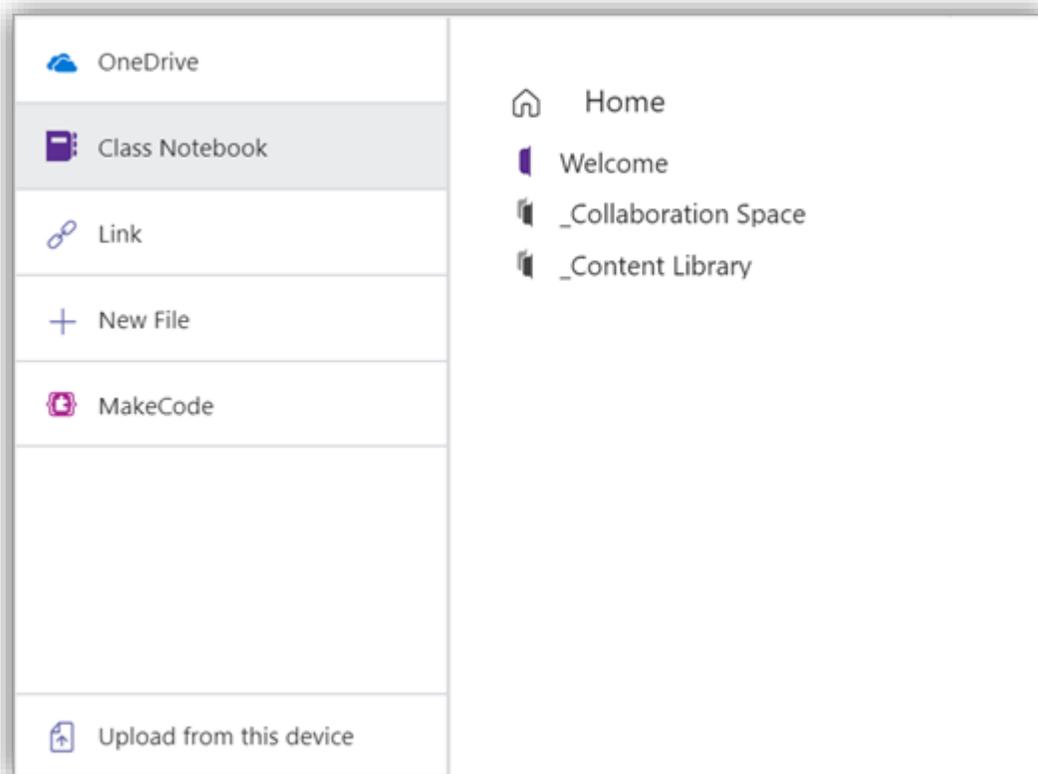
Create assignments with Class Notebook pages

Add Class Notebook pages to assignments for students to work on or reference. To create an assignment using a Class Notebook page:

1. Create and add a page to your notebook's Content Library or Collaboration Space. To do this, right-click on the page title and **Move/Copy to**



2. Then, navigate to the **Assignments** tab and select the **New assignment** button.
3. Fill out the details for your assignment and select **+Add resources**. In the box that opens, select **Class Notebook** and navigate through your notebook's sections to choose the page you'd like to assign.
4. Choose the section of your students' notebooks you'd like the page distributed to. **For example:** Handouts.
5. Select **Assign** when you're finished. Each student will now have a copy of the page inside their Class Notebooks. They can also open and edit the page directly from the assignment card in Microsoft Teams.



Review assignments with Class Notebook pages

Open the assignment and select a student. Click on their name. Open and review the work in full-screen mode. Add feedback and/or grade the work. Your changes will save automatically.

Ladybug lab					Due Date
					Wed, Nov 22 at 3:00 PM
Name ▼	Student work	Date turned in ▼	Feedback	Points /	100
HD	Ladybug lab				/ 100
SF	Ladybug lab				/ 100
SF	Ladybug lab	November 21, 2017 at 3:42 PM		89	/ 100
SK	Ladybug lab				/ 100

Teams has numerous possibilities, and this guide merely scratches the top. In addition to the guide, Microsoft offers numerous 2 minute videos which will quickly guide you through any questions that you make have.

[Training Videos](#)