Anywhere, Anytime Learning

How to use Microsoft Teams / Teacher's Guide

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Microsoft Teams for Learning and Teaching:

Step 1: Get Started with Microsoft Teams

New to Microsoft Teams? Check out the <u>Quick Start Guide</u> and watch "<u>How to find</u> <u>your way around Microsoft Teams</u>" video.

For hands on experience, try Microsoft Teams Interactive Demo.

Step 2: Start Using Microsoft Teams

Teams and Office 365 can be accessed from any laptop or mobile device. <u>Download</u> the app your PC or mobile.

Want to run Microsoft Teams as a web app? Click here.

Step 3: Learn how to create your own Teams

Watch <u>"Creating a Class in Microsoft Teams"</u> video. Want to learn more? Check out the "<u>What are teams and channels?</u>" video.

Step 4: Create collaborative classrooms and conduct meetings with Microsoft

Teams

Save time and better engage students in modern learning. Watch the <u>"Foster</u> <u>classroom collaboration</u>" video.

Curious about meetings? Watch the <u>"Meet now or meet later using Microsoft Teams:"</u> video.

Step 5: Personalize Learning with Assignments

Create meaningful assignments, provide transparent guidance, and share rich feedback. Watch the "<u>Create personalized assignments</u>" video. Want to review and grade assignments? Watch <u>"You Can Assign And Grade In Microsoft Teams With These 6 Tips!</u>" video.

Step 6: Improve Classroom Collaboration with OneNote Class Notebook

Stay organized in a digital binder for an entire class and organize course content your way. Watch the <u>"OneNote Class Notebook and Microsoft Teams: Two's company"</u> video.

Step 7: Record classroom sessions with PowerPoint or through Teams online session recording

Record a slide show with narration and slide timings. Watch the <u>"You Can Make A Narrated PowerPoint Video!"</u> video

Step 8: Connect in Professional Learning Communities

Collaborate on lesson plans with built-in OneNote PLC Notebooks. Watch the <u>"Professional Learning Communities (PLC's) meet Microsoft Teams"</u> video.

Step 9: Use Microsoft Teams to host classrooms online

Deliver your classes as if you are in the same room. Use <u>Share option</u> to deliver the training content and use <u>Whiteboard</u> to make the training interactive and <u>record the class</u> for replay and for your knowledge base.

Step 10: Set up Microsoft Teams Live Events for large seminars

Broadcast videos up to 10,000 attendees, with live Q&A, and allow anonymous users. <u>Click here to learn more</u>.

Need additional training?

Once you are familiar with the basic user interface, there are a number of ways to get started with teaching in Teams, including a number of short courses on our <u>Microsoft</u> <u>Educator Center</u>. For teaching staff, any of the following courses will get you up and running quickly.



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