Microsoft Teams Teacher Instructions

This instruction pack gives you information on how to use TEAMS to deliver lessons to your students online. Microsoft Teams brings conversations, content, and apps together in one place, streamlining work flow for administrators and allowing teachers to create vibrant, personalized learning environments. With Teams, you can create collaborative classrooms, personalize learning with assignments, connect with colleagues in Professional Learning Communities (PLCs), and streamline staff communication.

This document has been created using resources from both Microsoft and Brooke Weston Academy.

For a detailed Microsoft Course on how to use Teams please visit: https://education.microsoft.com/en-us/course/9c9f5c11/0

1. Navigate Your Teams Space

Microsoft has created a user-friendly dashboard within Teams that is easy to navigate. When you launch the Teams app, you will arrive at your Teams dashboard. The center of your screen will contain white tiles with various icons. Each icon represents a Team to which you belong. These may be Teams that you have created, or Teams that you have been added by another person.

Start Teams by launching the *Microsoft Teams* application from your Windows menu, alternatively you can start the online version by going to https://office.com (logging on as normal) and selecting *Teams* from the menu. Note the app is usually faster than using the browser version.

Your Brooke Weston teams are made up of the following items:-
- **BWA Staff Resources** – This is essentially a link to the staff Shared Resources
- **Departmental teams** (e.g. ICT) – A shared area for departmental files, chats & meetings
- **Whole year group teams** – A shared area for entire year groups. Treat this like the student G drive
- **Individual classes** – Your classes, these will have names taken direct from SIMS (e.g. 12D – Co)

Video Tutorial: https://youtu.be/bYU3dGiacU4

2. Work With a Team in Channels

Every Team can be personalized and customized, and that all begins by creating channels within a Team. Channels are a way to subdivide a team into different lessons, modules, ideas, topics, or categories.

To add a new team click on the '…' button next to your team name then choose 'Add Channel'. This will present you with the following screen where you can give the channel a name & description. Make sure to tick the 'Automatically show this channel' box to make it easier for students to find.

Create a channel for "12D - Demo" team

Channel name

Week 3 - Data Structures

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard – Accessible to everyone on the team

☑ Automatically show this channel in everyone's channel list

Cancel   Add

Video Tutorial: https://youtu.be/2_iUn5SKock

3. Stay Connected with Conversations

The Posts tab in Teams is the hub for communication among members of the Team. Teams automatically creates a Posts tab in the General channel, as well as in any additional channels you create. All members of the Team can view and add to conversations in the General channel. Conversations are visible to everyone in a channel and are not private. However, you can @mention any member of the Team, drawing their attention to a comment and ensuring they see it.

To post a message, select the Posts tab from any channel. You can select "New Conversation" to begin a new discussion topic, or you can reply to any previous conversation by selecting the "Reply" icon and adding your responses within that thread. Use the Posts tab to share news about your class or Team. Post articles or link resources. Engage members of your Team in relevant discussions. Be available to answer questions. Add an embed code to embed another application right within your conversation. Use this area to give praise and encouragement. You can even just use the space to share Team photos.

Video Tutorial: https://youtu.be/7oARbbmMLX8

4. Make a Big Impact with Announcements

The Announcements feature is an exciting way to make a visually impactful statement within the Conversations tab of a Teams channel. When you want to draw attention to an upcoming event, announce a due date or deadline, highlight an important resource, or send a powerful reminder, you might consider using the Announcements feature to make your message stand out.

When you select "New Conversation," you'll have the option to choose a standard conversation or an announcement. Choosing announcement will not only make your heading stand out as a bolded title, but it will also allow you to add a colorful background image. By doing this, your announcement will be showcased in the Conversation stream, ensuring your entire Team knows there is something especially important for them to know.

**Video Tutorial:** https://youtu.be/dRQnR4YB6lc

5. Create, Track, and Review Assignments in Class Teams

Teams offers the efficiency of creating, tracking, and reviewing assignments directly within your Class Team. In the Assignments tab, you can create an assignment, attach relevant files, and post the rubrics you will use to assess student work. Once students have submitted their work, you can review it, provide feedback for improvement, and grade it.

To add an assignment click on Assignments on the left of the main Teams screen. Then find the class you want to assign the task to.

Then click the 'Create' button, from here you can choose:-

- **Assignment** – creates a brand new assignment
- **Quiz** – Creates an assignment from an existing MS Forms quiz
- **From Existing** – Creates an assignment based on one you have already created for another class
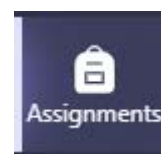
Enter a title for the assignment as well as a due date and add any resources required (you can add in resources that are either on your computer or that already within Teams). Once complete, clicking 'Assign' will send this task to students. You can still edit them if any mistakes were made.

Assignments can be tracked by using the **Assignments** and **Grades** options at the top of your team screens.

Video Tutorial: https://youtu.be/83E3N6pwRB0

6. Availability

Within Teams (and Office 365 in general) you are able to set you availability. This will show other staff & students whether you are available, busy or coming back soon. To set this click on your initials and the menu below should appear.
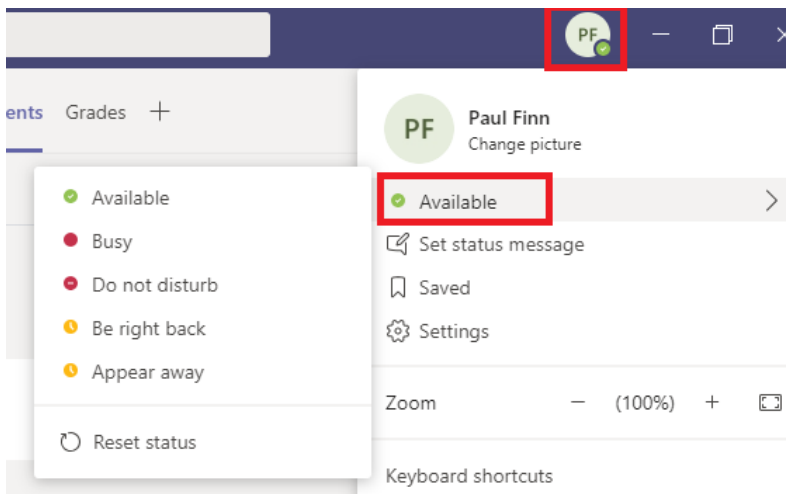
7. Schedule an online lesson

Teams allows you to run an online lesson where you can interact directly with students and share your desktop with them (for example to talk them through a PowerPoint).

To schedule a lesson click on the calendar tab on the left of the screen. Then click on the timeslot and add in the details of the meeting. Remember to populate the 'Channels' field as this then associates the lesson to your Teams channel. You do not need to list the attendees as these will automatically be added for you when you add in your channel.
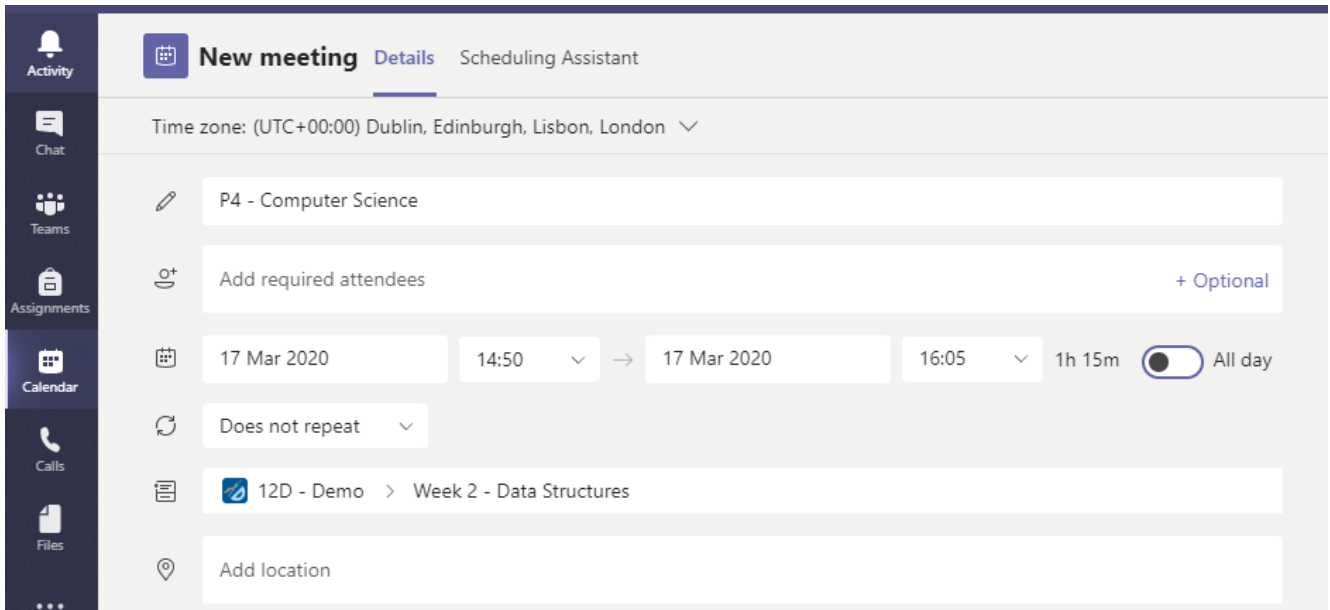
8. Joining an online lesson

To join a lesson go into your calendar, click on the lesson and press the 'Join' button at the top of the screen. Alternatively the lesson will be listed in the posts screen in your channel and you can join from there.

This will present you with the following screen where you can check everything is working before starting the lesson. Here you can turn off your camera (recommended) and make sure you microphone is enabled. If you use an external microphone you may need to use the settings icon to select them. Cameras may be used for departmental meetings if required.
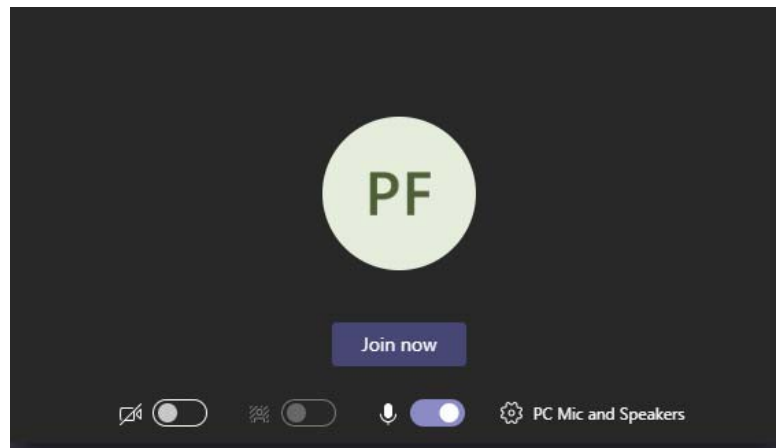
Once ready, press 'Join now' to start the lesson.

9. Running an online lesson

Once the lesson has started you will be presented with the following tools:

From left to right these are:-
- Timing of the current lesson
- Turn video on/off- this will allow students to see you (we recommend turning this off)
- Turn microphone on/off
- Share – shares your desktop or another window with students
- More options (including recording)
- Chat – use this to communicate with students during lesson (via text)
- People – see who has joined the meeting, this also allows you to mute students
- Hang up – ends the lesson

10. Ad-hoc lessons

If you haven't scheduled a lesson in the calendar you can still start an online lesson at any time using the camera icon which can be found at the bottom of the screen within your team. **Make sure you are in the correct team before doing this. Your students will see a 'Join' button when they enter the correct team & channel.**


11. Sharing your screen with students

To share your screen with the students click on the share button (see above). This allows you to share either your entire desktop or just a specific window. For example, if you wanted to talk your students through some PowerPoint slides then you should open the PowerPoint first and then select it under the 'Windows' list.

The easiest way to do this is to simply share your entire desktop, then if you swap between applications students will be able to see what you are doing. However, be careful with the section titled 'PowerPoint', if you use this it will allow students to navigate through the slides themselves. If you want to walk students through the slides then I recommend using either the 'Window' or 'Desktop' option.
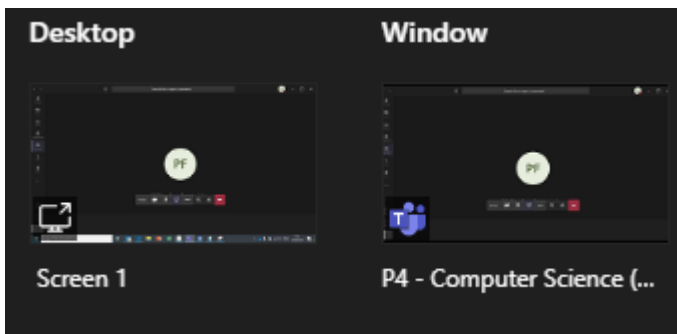
12. Recording a lesson

To record a lesson you will need to press the '...' button and select start recording (see image below). You can end the recording at any time or once the lesson is closed. Your recording will then appear in the 'Posts' section and can be downloaded and uploaded to the files section if required.
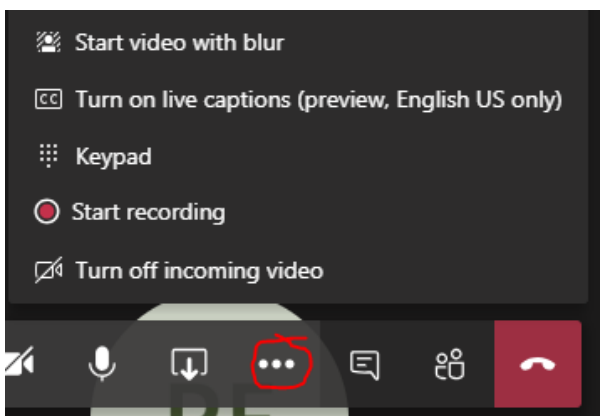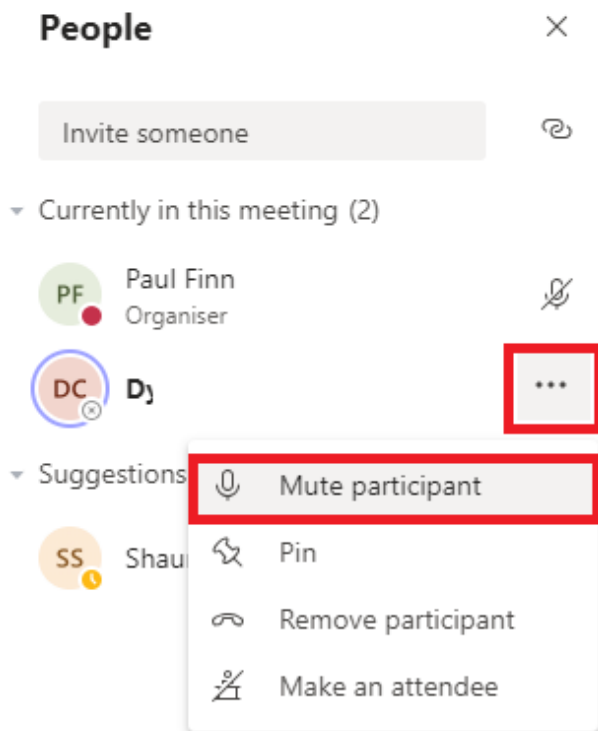
13. Muting students

If a student has left their microphone on then as meeting organiser you are able to mute it for them. Press the People button (see section above) during a meeting and press the mute option next to their name.

Muting audio:

If you want to stop students from posting in the 'Posts' section then you need to click on the 3 dots next to the team name, select 'Manage Team', then under 'Members and guests' find the student and tick the mute box.

Muting posts:

14. Share and Collaborate with Files

Teams makes it easy to share files with students and colleagues. Every Team, (and every channel within a Team) has its own file folder where you can share files with members of the Team. If the shared files are Word, Excel, or PowerPoint files, your colleagues or students can view, edit, and collaborate on the files directly in the Teams app. They can even see each other's changes in real time.

You can either upload existing files or create new files directly in the file folder:
- To upload existing files into your library, go to the Files tab in your Team, and select the "Upload" button. A File Explorer dialog box will open, allowing you to select the file (or files) you would like to upload. Select the file (or files) you want to share and then select "Open." Any files you upload will be accessible by any member of your Team.
- To create a new Word, PowerPoint, or Excel document in your files folder, select the "New" button and then select the kind of file you would like to create. Name the file and select "Create." The new file will open in Teams and you can begin editing it. If you prefer to work in the desktop version of the app, select the "Open in..." button on the ribbon and the file will open in your preferred desktop app. As soon as it is created, your new file will be available for members of your Team to edit as well.

Pro Tip: Within the Files tab of a Class Team, you will find a Class Materials folder. Anything added to the Class Materials folder will be read-only for your students. If you add a document to Files, but not to the Class Materials folder, any member of the Team can edit the document.

Video Tutorial: https://youtu.be/eKZ7BG4C4BQ

15. Better Together: Add EDU Partners to your Team sites

Microsoft works with education partners to support teachers in improving student outcomes and supporting growth. Within Flipgrid, Wakelet, Thinglink, Kano, and other current Teams EDU partners, the "Share to Teams" button allows teachers to quickly start a conversation or create an assignment.

Video Tutorial: https://youtu.be/1cBH2dKpYH4

16. Personalize Your Team with Apps

Microsoft Teams for Education is your hub for all the work you do with faculty and students.

Video Tutorial: https://youtu.be/wOuZ4jjPjAw

17. Organize Your Team's Notes and Resources with OneNote

When you create a Class, Staff, or PLC Team, a OneNote Notebook is automatically created. Your OneNote Notebook is a digital notebook for your entire Team to store text, images, handwritten notes, documents, links, voice, video, and more. Your Team's OneNote Notebook keeps everything organized and accessible.

In Class and Staff Teams, the OneNote Notebook has three distinct sections:
- A collaboration space where everyone can work together and edit the content
- A content library where the teacher or administrator can edit the content and the student or staff members can only view the content
- Student or Staff sections where each student or staff member has a private space where students can submit homework, draft essays, and take notes and where staff members can create lesson plans, record professional development goals, and keep track of discipline

Video Tutorial: https://youtu.be/q-7Bz2Sx0jQ

18. Integrate Microsoft Forms within Your Team

You can access Microsoft Forms directly from Teams in a variety of ways. One way to add a Form is by adding a Forms tab. When you add a Forms tab, you can create a new Form that everyone on your team can edit, add an existing Form where members can respond to your survey and you can collect their responses, or simply show the results of a Form.

With Microsoft Forms quick poll, you can create an instant, real-time poll in seconds. Simply start a conversation in the Chats tab with @Forms and type your question. Team members can respond to the poll and see results in real time.

Pro Tip: You can also stay up-to-date on the responses for the Forms you have created by adding the Microsoft Forms connector. Select "Connectors" from the channel settings and tell the connector which Forms you want to subscribe to. Once subscribed, you will receive a summary of Form responses each day.

Video Tutorial: https://youtu.be/90yY4Gpt0SE