



Microsoft Digital Learning Program

Microsoft Teams:
The hub for teamwork in Microsoft 365

Microsoft in Education

Empowering students and educators to do more





Microsoft Teams Guide for Educators

- Creating virtual Class
- Scheduling online session
- Delivering online session
- Interactive learning using share control
- Scheduling live event
- Creating assignment
- Reviewing assignment
- Creating quiz using Microsoft Forms
- Creating Class Notebook
- Curating Content
- Solving Math Equation
- Recording and Sharing Session

Communicate

through chat, meetings & calls

Collaborate

with deeply integrated Office 365 apps

Customize & Extend

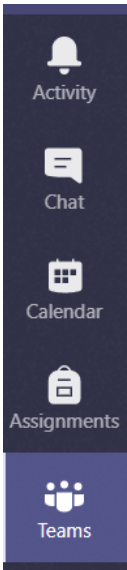
with 3rd party apps, processes, and devices

Work with confidence

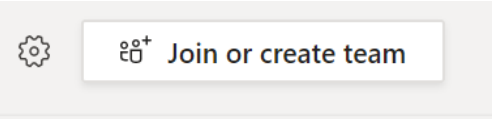
enterprise level security, compliance, and manageability

Creating virtual class

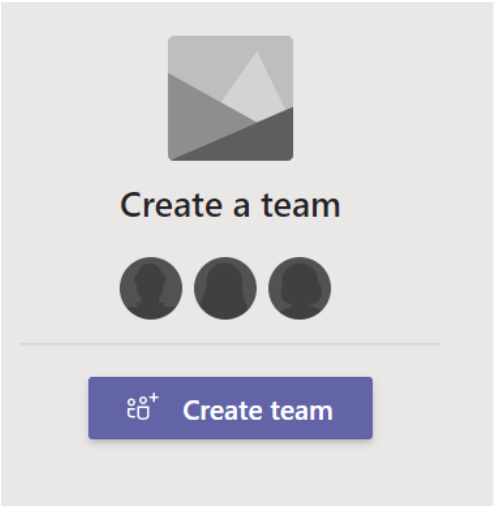
1. Select Teams from the app bar



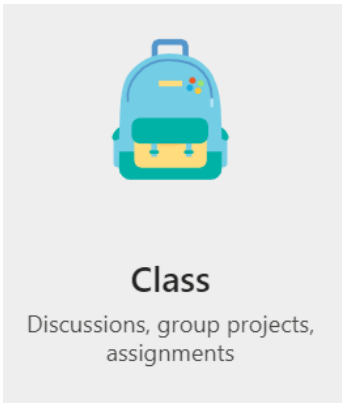
2. Select Join or create team



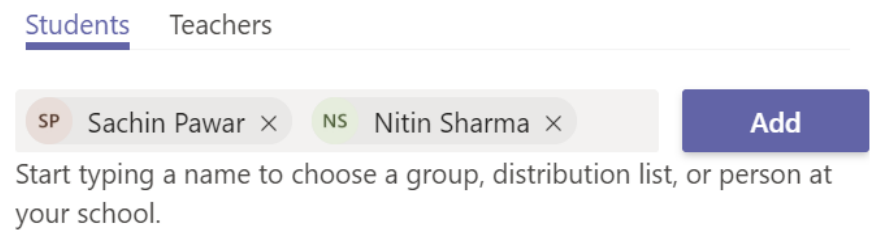
3. Select Create team



4. Select Class as team type



6. Add students or select Skip and then select Close to finish creating virtual class



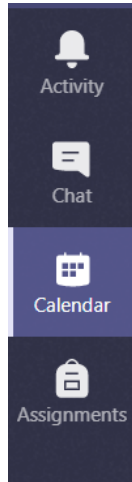
5. Enter a name and optional description for your class team, then select Next

Name

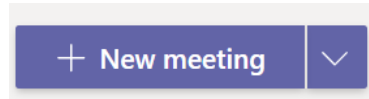
Description (optional)

Scheduling online session

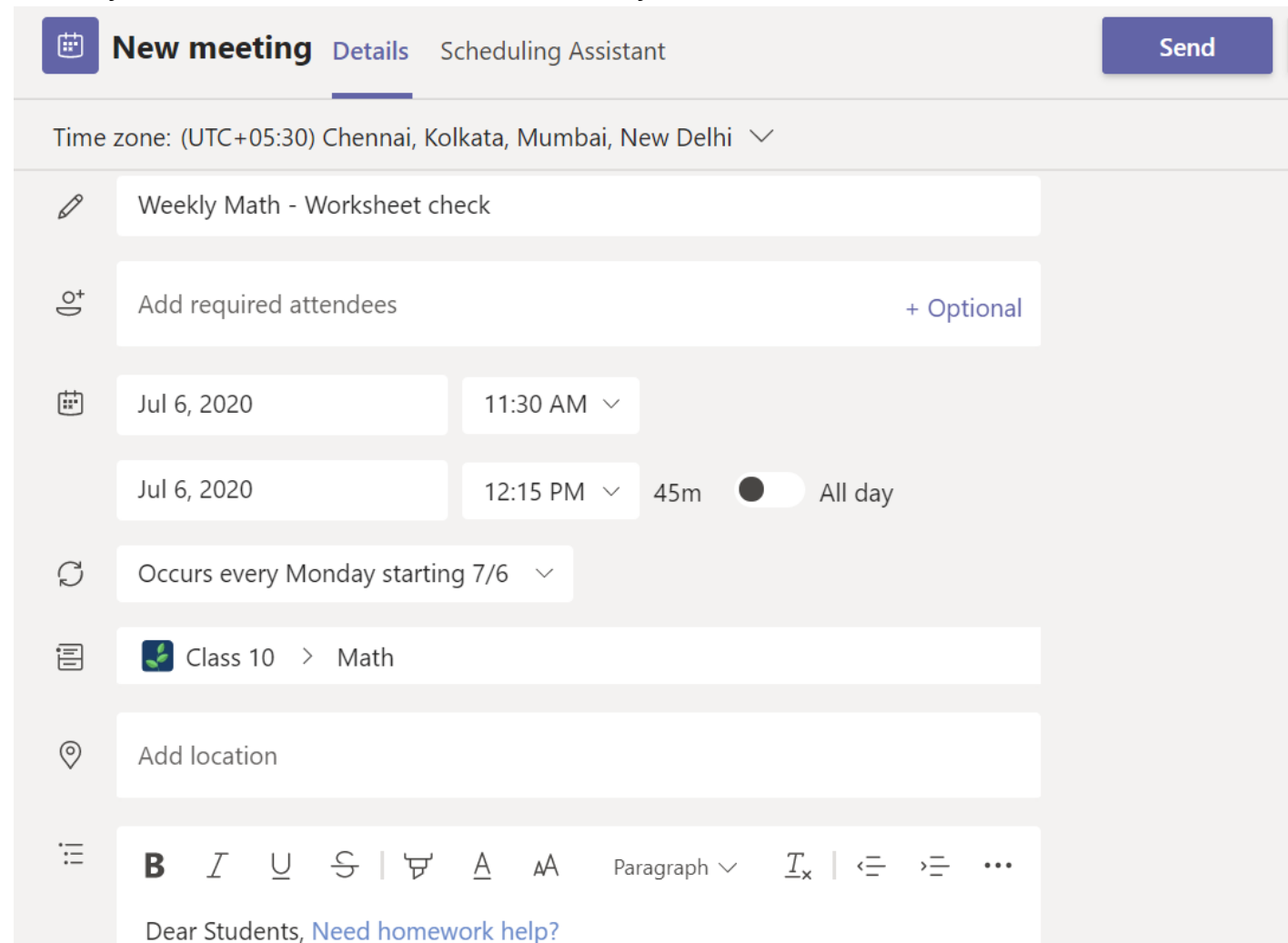
1. Select Calendar from the app bar



2. Select + New meeting



3. Give your meeting a title, chose a date and time. You can also decide your meeting to re-occur on daily or weekly basis. You can add your class and channel to invite all students of given class. Add any additional details. Review it and when you're done select Send.

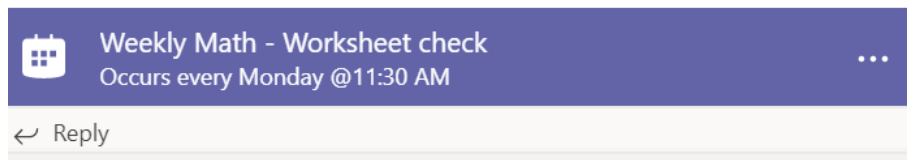


The 'New meeting' form is displayed with the following fields and options:

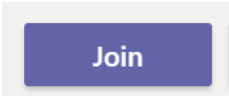
- Title:** Weekly Math - Worksheet check
- Attendees:** Add required attendees (Optional)
- Date and Time:** Jul 6, 2020, 11:30 AM (dropdown)
- Duration:** 45m (dropdown), All day (toggle)
- Recurrence:** Occurs every Monday starting 7/6 (dropdown)
- Class/Channel:** Class 10 > Math
- Location:** Add location
- Send Button:** Send

4. Schedule will be posted in given class and student can able to click and join virtual meeting

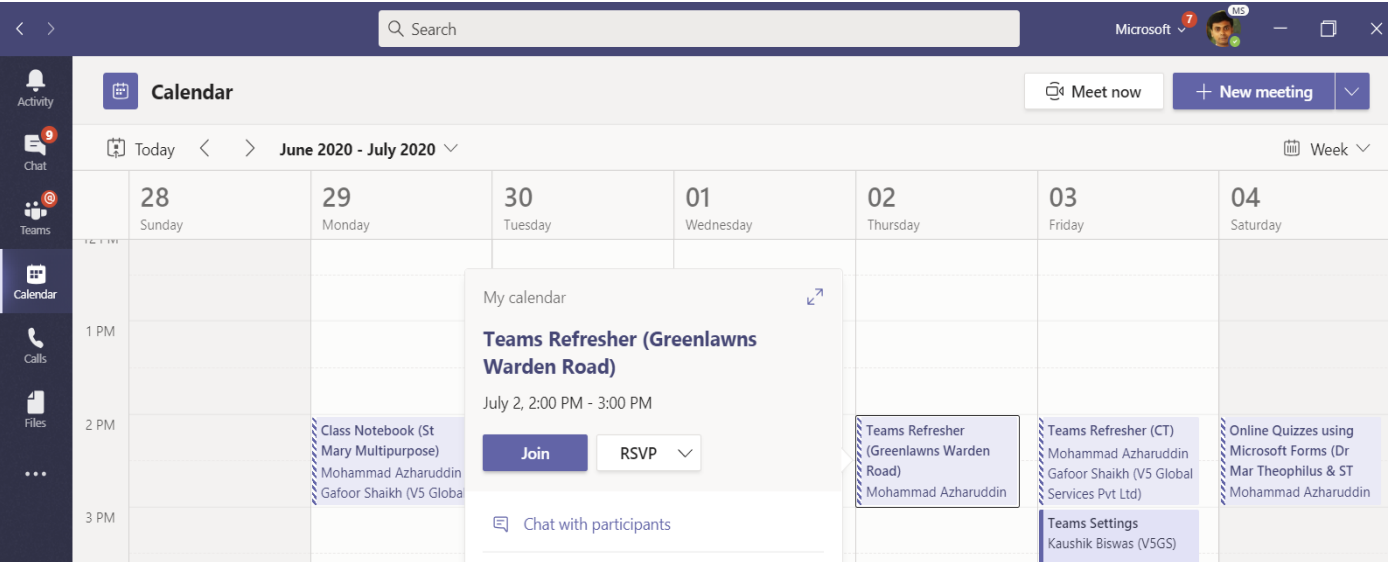
Dear Students, [Need homework help?](#)



Delivering online session



1. Select Join from calendar invite



2. Select Join now to enter in meeting lobby.

Turn your video on or off

Mute or unmute your microphone

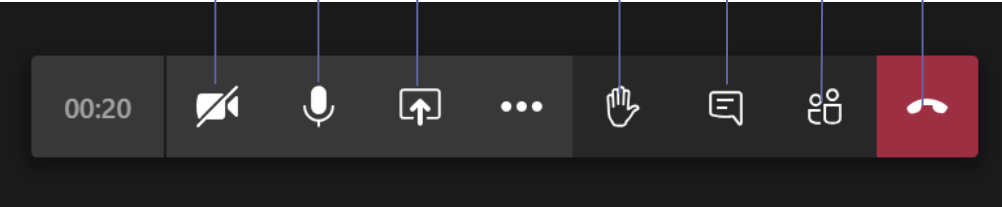
Share your screen or document

Hand raise for attendees to ask query

Participate in meeting chat

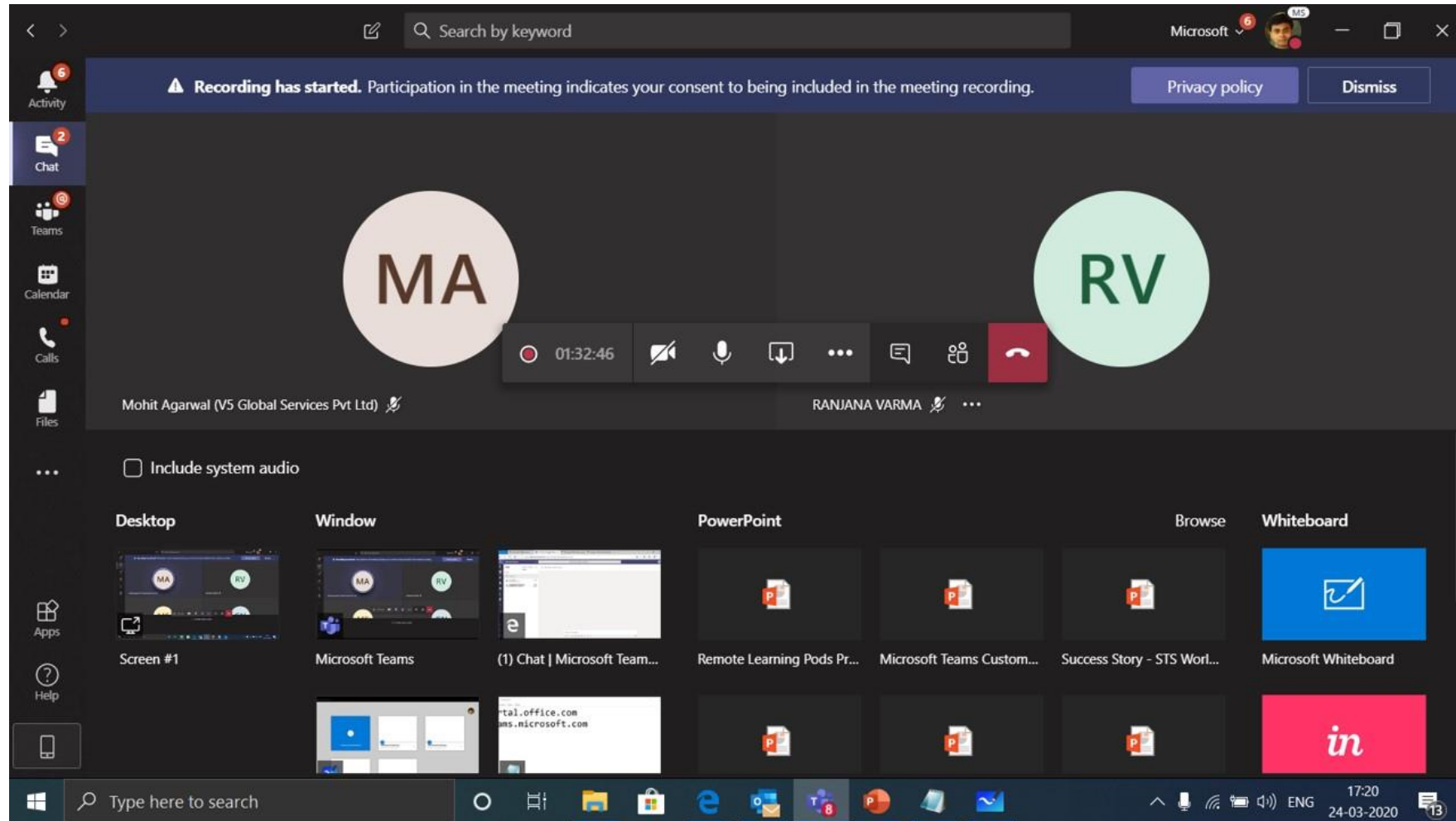
See who's in the meeting

Leave the meeting.
Meeting will continue
even after you left.



3. Use different controls available to presenter to deliver session effectively

Interactive learning using Share control



Share or present Desktop, Window, PowerPoint, Whiteboard for more interactive and engaging learning.
* Check Include system audio to share video along with audio

Annotate or draw using Whiteboard. Encourage students to elaborate their understanding.

Scheduling live event

1. Select Live event from calendar

2. Enter title to the live event, add presenters, select date and time. Add additional details if require. Review details and select Next.

3. Select who can join live event

+ New meeting

Schedule meeting

Live event

New live event

Title *

Happiness Class - Yoga

Location

Start

21-Jun-2020

9:00 AM

End

21-Jun-2020

10:00 AM

Details

B *I* U ~~S~~ | **A** **AA** Paragraph

Yoga is a physical, mental and spiritual practice which originated in India.
Let's celebrate International Yoga Day to raise awareness worldwide of the many benefits of practicing yoga.

Invite people to your event group

Invite presenters

Organiser


Mohammad Azharuddin Gafoor...
Producer

Close

Next


4. Check appropriate settings for producing live event. Review details and select Schedule.

Live event permissions




People and groups

Only the specified people and groups can watch the live event.



Org-wide

Everyone in your org can watch the live event. (Sign-in required)



Public

The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

How will you produce your live event?

- ## Teams
- You plan to use Teams to share content from presenters' webcams and screens.
- ☒ Recording available to producers and presenters
 - ☒ Recording available to attendees ⓘ
 - ☒ Captions (preview)
- Spoken language English (United States) ▾
- Translate to Choose up to 6 languages ▾
- ☒ Attendee engagement report
 - ☐ Q&A

Creating assignment

1. Select Assignments tab from General channel of Class team. Select Get started and then select Create to create your first assignment.

General

Posts

Files

Class Notebook

Assignments

Grades

+

Get started

Assignment

Quiz

From existing

Create

2. Enter title of your assignment. Add category to group your assignments under specific category. Add details or instructions. Add your worksheets or templates using Add resources. One can give points or add rubric for grading assignment. Add due date. Review details and select Assign to share it

New assignment

Discard

Save

Assign

Title (required)

Enter title

+

Add category

Instructions

Enter instructions

+

Add resources

Points

No points

+

Add rubric

Assign to

Class demo

All students

Don't assign to students added to this class in the future. [Edit](#)

Date due

Wed, Jul 8, 2020

Time due

11:59 PM

Assignment will post immediately with late turn-ins allowed. [Edit](#)

Creating assignment

1. There are more options available to edit or change setting of worksheet

Worksheet (in Homework)
Students edit their own copy

...

Add resources

Points

No points

Add rubric

Assign to

Class 6

Students edit their own copy ✓

Open in Teams

Open in OneNote

Open in OneNote Online

Remove

Don't assign to students added to this class in the future. [Edit](#)

Choose channel

×

Pick the channel where you want this assignment notification posted to.

General

✓

Science

Math

English

2. There are more options available to edit or set timeline of assignment. It allow to schedule assignment for future posting, adding due date or close date.

Edit assignment timeline

×

☐ Schedule to assign in the future

Post date

Post time

Wed, Jul 8, 2020

9:00 AM

☐ Due date

Due date

Due time

Wed, Jul 8, 2020

11:59 PM

☐ Close date

Close date

Close time

Wed, Jul 8, 2020

11:59 PM


3. One can select channel under which assignment will be posted.

Reviewing assignment

1. Select assignment which you want to review from Assigned section.

> Drafts

> Assigned (1)

Circulation  Science

Due yesterday at 11:59 PM

0/4 turned in

0 reviewed

> Graded

Create

Circulation Assignment.docx

Close

Word Accessibility Mode Immersive Reader

< VS Virender Sehwa >

Student Work

Not turned in View History

Circulation Assignment.d ...

Feedback


Enter feedback

Points

/ 5













2. Reviewing allows educator to check and grade assignments by sharing feedback and points. Return assignment so that student can view their respective feedback and points. Download grades by selecting Export to excel

< Back Edit assignment Student view ... Return

Circulation  Science

Due yesterday at 11:59 PM

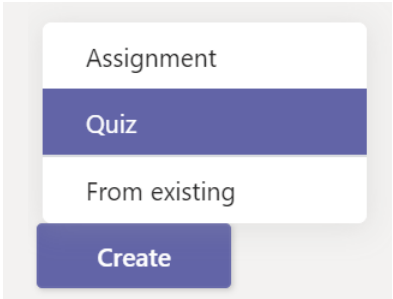
To grade (4) Graded (0) Search students

<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 5
<input type="checkbox"/>	 Gambhir, Gautam	 Not turned in		
<input type="checkbox"/>	 Sehwa, Virender	 Not turned in		
<input type="checkbox"/>	 Singh, Yuvraj	 Not turned in		
<input type="checkbox"/>	 Tendulkar, Sachin	 Not turned in		

3. Work of individual student can be viewed in detail to grade their assignment

Creating quiz using Microsoft Forms

1. Select Create and then select Quiz to create new quiz.



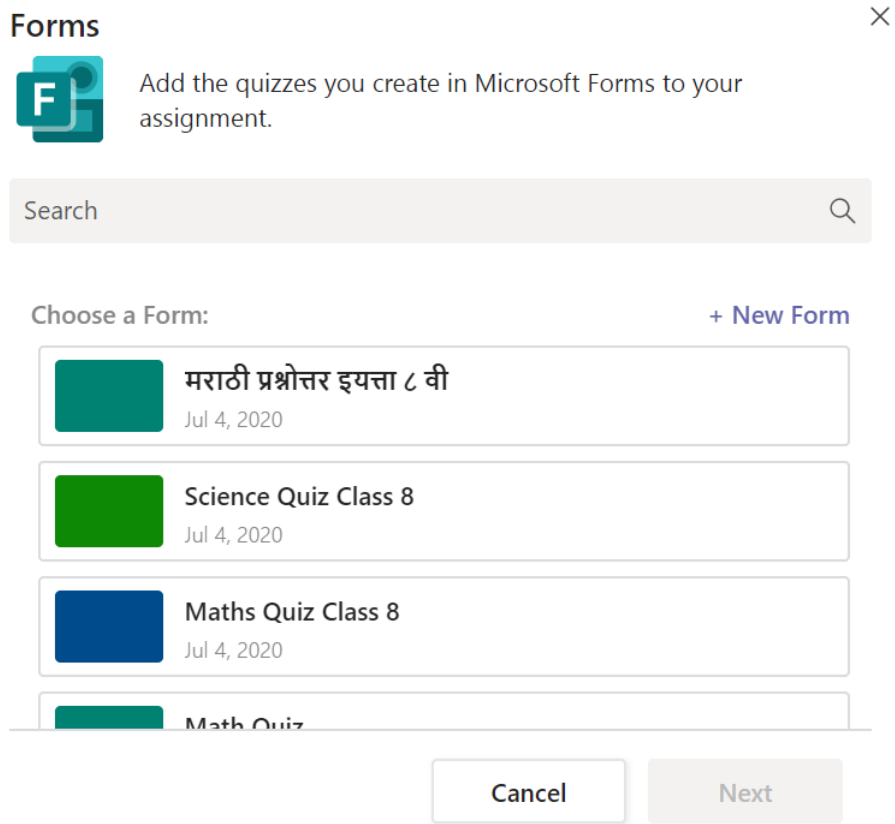
Assignment

Quiz

From existing

Create

2. Select Form you have already created or select + New Form to start fresh.



Forms

Add the quizzes you create in Microsoft Forms to your assignment.

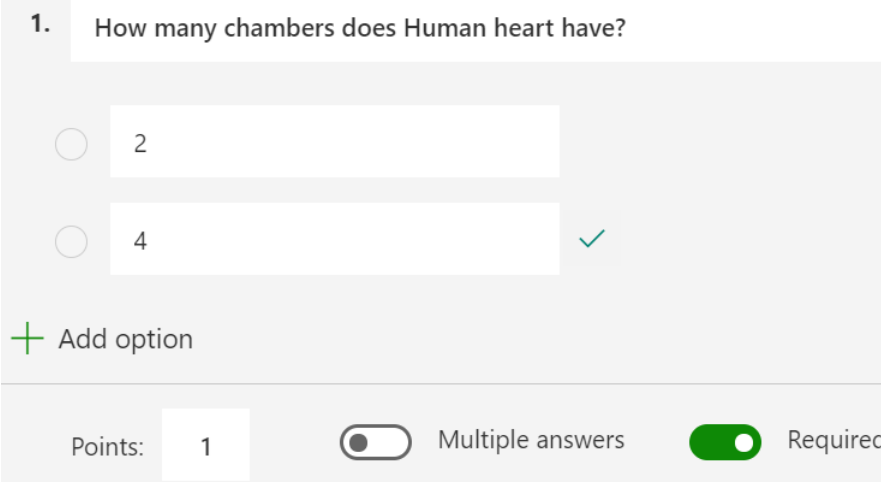
Search

Choose a Form: + New Form

- मराठी प्रश्नोत्तर इयत्ता ८ वी
Jul 4, 2020
- Science Quiz Class 8
Jul 4, 2020
- Maths Quiz Class 8
Jul 4, 2020
- Math Quiz

Cancel Next

4. Edit form to add questions and options. Mark one of the option as correct answer. Assign points to add weightage to each question.



1. How many chambers does Human heart have?

☐ 2

☒ 4

+ Add option

Points: 1 Multiple answers Required

4. Preview form to check all details and do appropriate setting before sharing it as quiz



* Required

1. Solve given power * (1 Point)

2^3

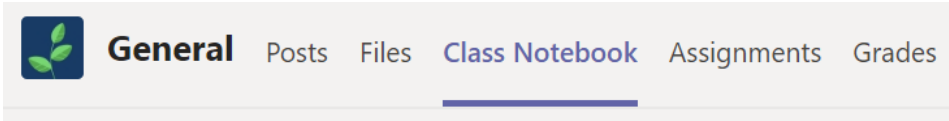
☐ 20

☐ 8

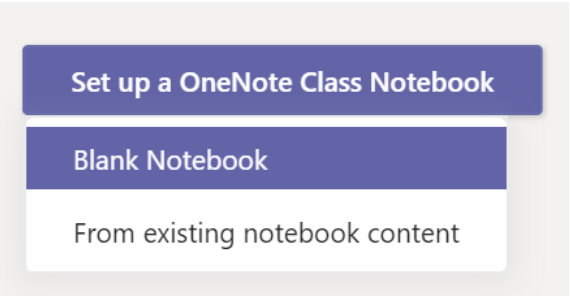
☐ 2

Creating Class Notebook

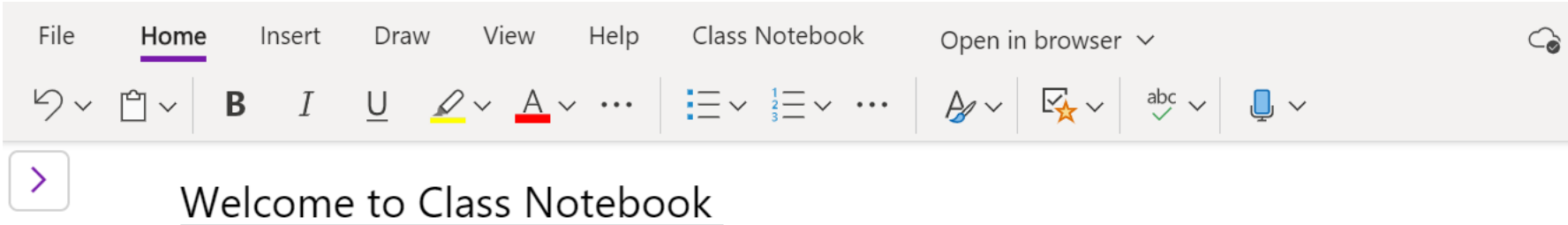
1. Select Class Notebook tab from General channel of your Class



2. Select Blank Notebook from Set up a OneNote Class Notebook. Then select Next and Create



3. New Class Notebook will be ready and one can read welcome instructions

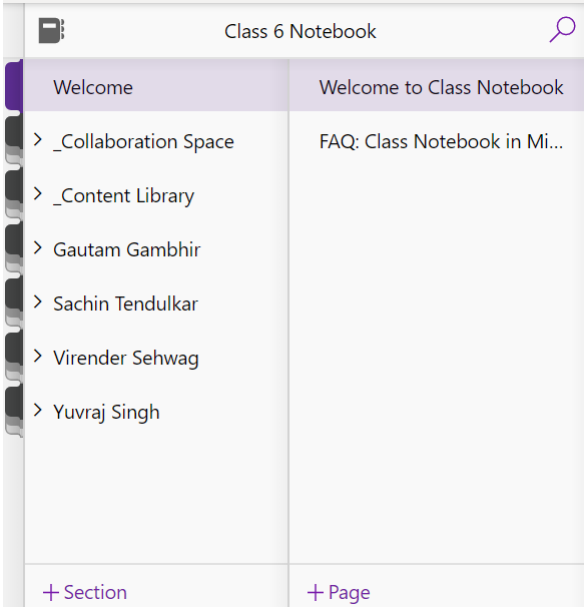


Your **OneNote Class Notebook** is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

Each notebook is organized into three parts:

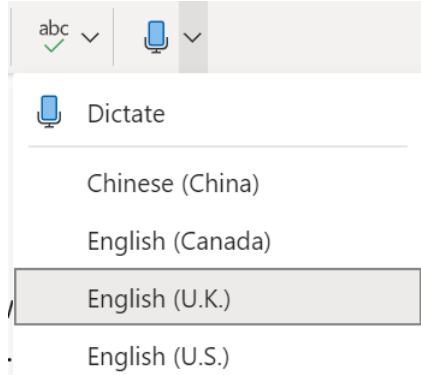
1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

4. Navigate through or create new sections and pages

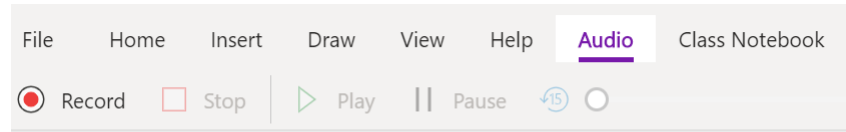


Curating Content

1. Save time by adding text without typing. Use Dictate tool to convert speech to text



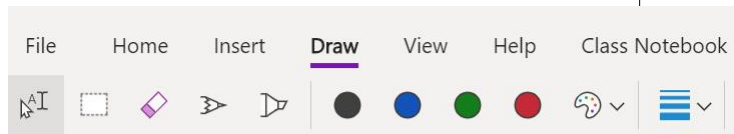
2. Add rhyme, stanza or other content in your own voice. Encourage students to record their work in audio format.



Tell me about your family
Tuesday, July 07, 2020 5:29 PM



Audio
Recording

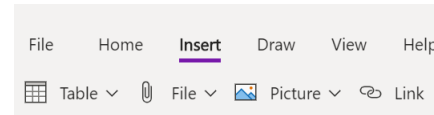


Vasco da Gama
Tuesday, July 07, 2020 6:28 PM

Reaching India on May 20, 1498



4. Explain and express concepts and thoughts through Draw feature. Encourage students to be creative.



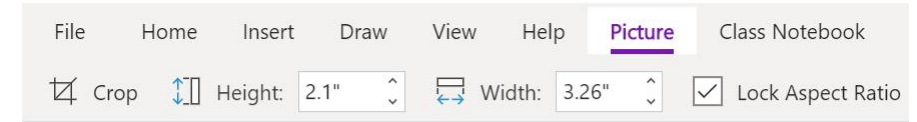
Reading Exercise
Tuesday, July 07, 2020 6:54 PM



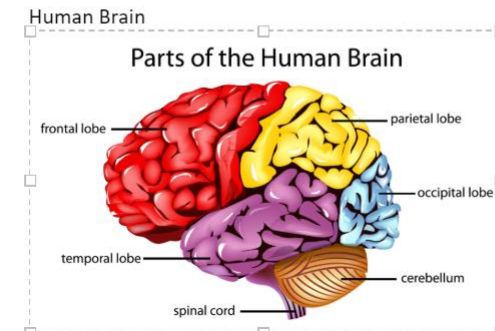
George
Bernard

Dear Students,
Read this article on George Bernard Shaw.
We are going to discuss it in next class.

3. Support your text by adding pictures from online without leaving Class notebook workspace.



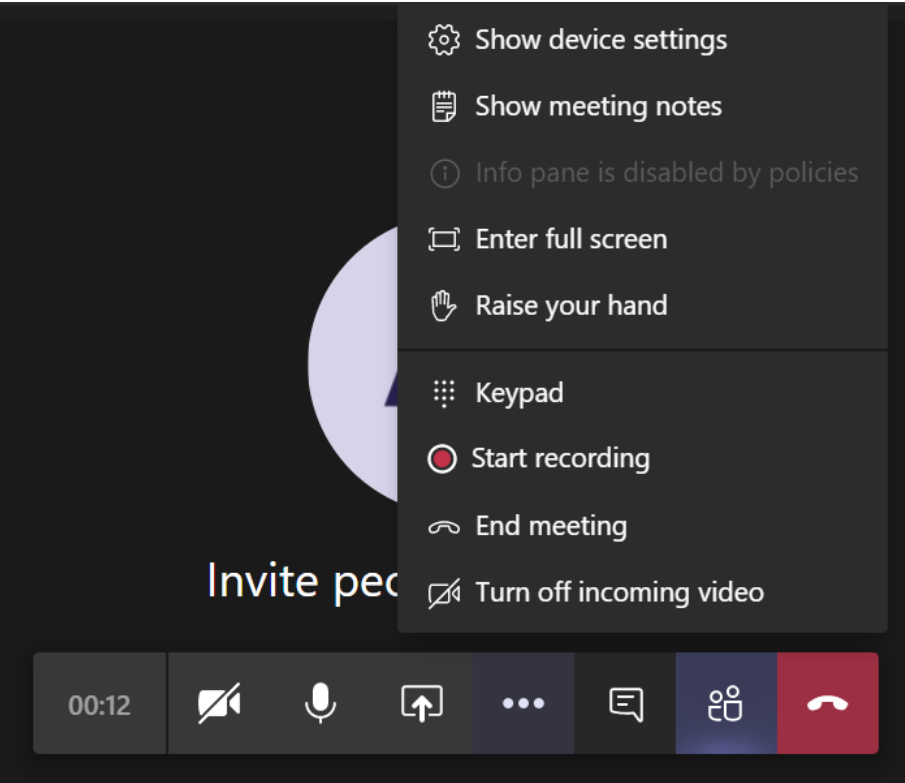
Nervous System
Tuesday, July 07, 2020 6:12 PM



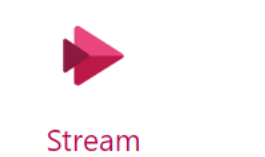
5. Attach files from your devices to share worksheet, reading material or important notes

Recording and Sharing Session

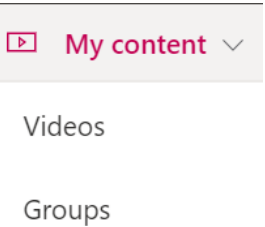
1. Select start recoding to record your on going session



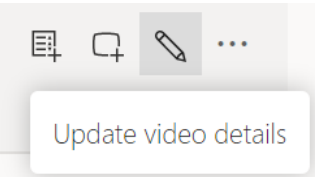
2. Visit Microsoft Stream



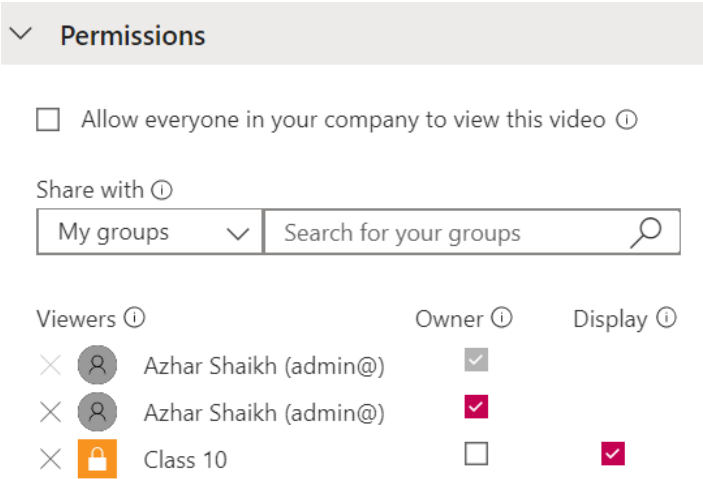
3. Select My content and then select Videos



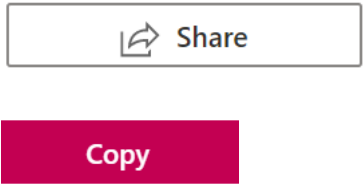
4. Select Update video details against video which you want to share with class or student



5. Apply permission to set who can view or edit video



6. Select Share and then select Copy to copy link of video which educator can post in group chat or class post





Thank You

Video Tips:

- [Creating virtual class](#)
- [Scheduling virtual meeting for your class](#)
- [Scheduling online session](#)
- [Delivering online session](#)
- [Recording online session](#)
- [Sharing desktop in online session](#)
- [Using hand raise feature in online session](#)
- [Creating assignment](#)
- [Create quiz using Microsoft Forms](#)
- [Adjust your quiz settings](#)
- [Recording online session](#)
- [Sharing video through Microsoft Stream](#)
- [Setting up OneNote Class Notebook](#)