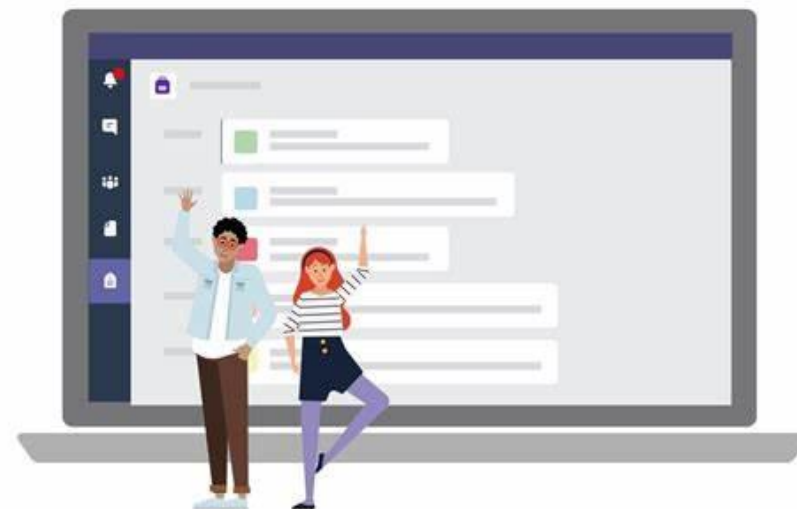




Microsoft Classroom Teams

Quick Start Guide for Educators | March 2020



Microsoft Teams Resources



Microsoft Teams Resources

[Getting Started in Teams](#)

This site provides a solid foundation on Microsoft Teams and how to get started using it in your classroom.

[Teams Basics](#)

These quick tutorials give teachers an overview of important aspects of Microsoft Teams and how to get started quickly and drive instruction efficiently.

[Microsoft Teams Help Center](#)

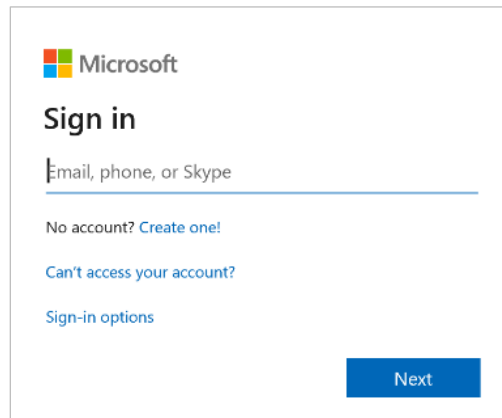
Need to know more about getting started, working with assignments, managing your team or troubleshooting? This Education Help & Learning site can address your questions.

Getting set up

How to create a class and add students to your class

Sign in

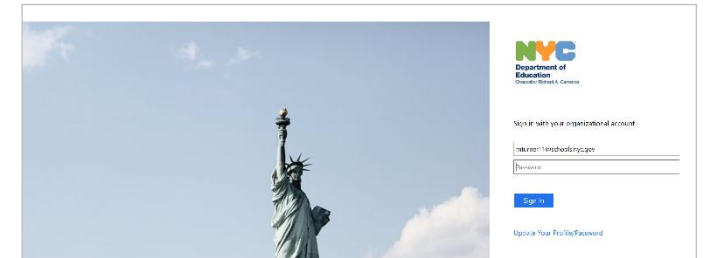
1. Go to <https://www.office.com/>



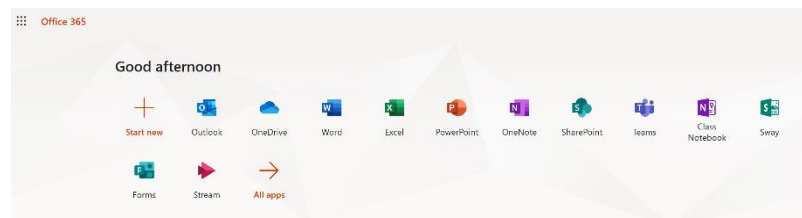
2. Enter your DOE login credentials.

username@schools.nyc.gov

3. At the NYC Department of Education landing page, enter your password and select **Sign in**.



4. Select **Teams** from the O365 landing page.



Download the Teams app or use on the web

Use directly on the web

Teams.Microsoft.com

Windows/Mac device

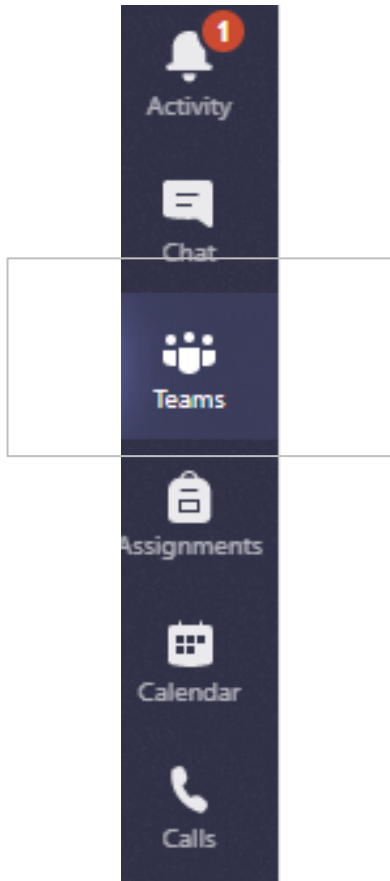
Download from Windows or iOS app store

Mobile

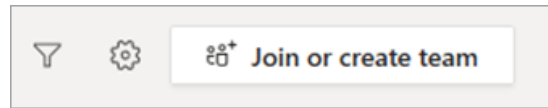
Android and iOS

Create a class team part 1

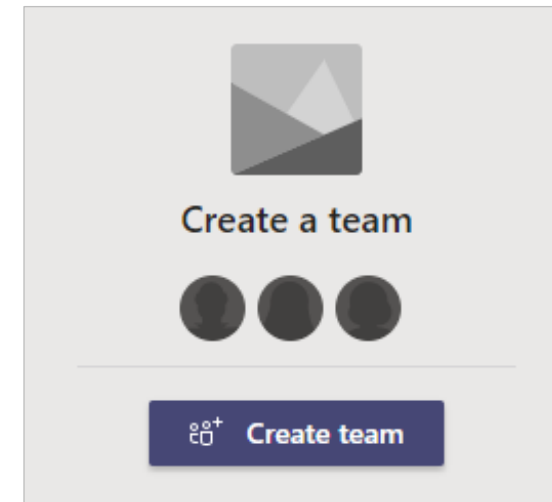
1. Select **Teams** from the app bar to view your teams.



2. Select **Join or create team.**




3. Then select **Create team.**




Create a class team part 2

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


Select a team type




Class
Discussions, group projects,
assignments



**Professional Learning
Community (PLC)**
Educator working group



Staff
School administration and
development



Other
Clubs, study groups, after school
activities

Cancel

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

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)

Create a team using an existing team as a template

Cancel

Next

Add students to a class team part 1

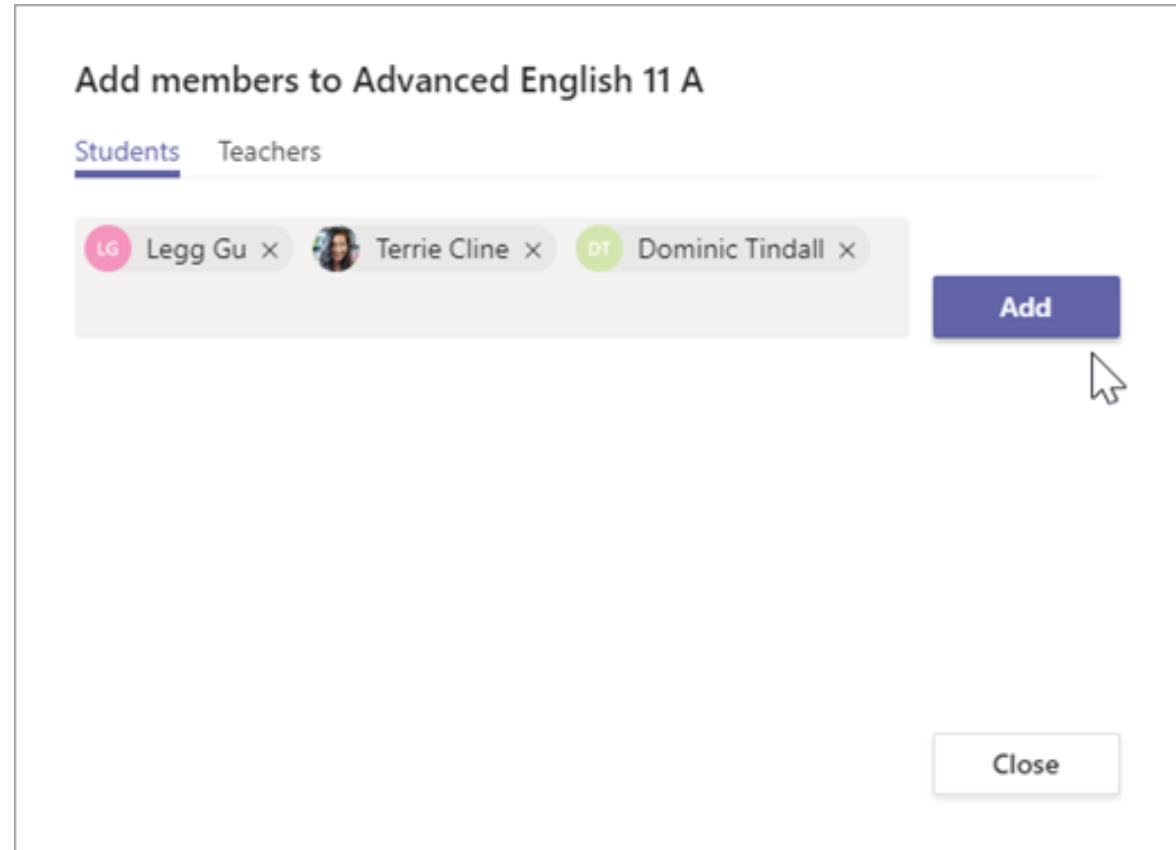
After setting up your team, the **Add people** dialogue box will open.

Make sure the **Students tab** is selected, enter your students' names and select **Add**.

When finished, select **Close**.

Note:

1. If you would like to add co-teachers and/or support staff to this class, select the **Teachers tab** and enter your co-teachers' names.
2. You can also create a **join code** for students to join the team themselves.

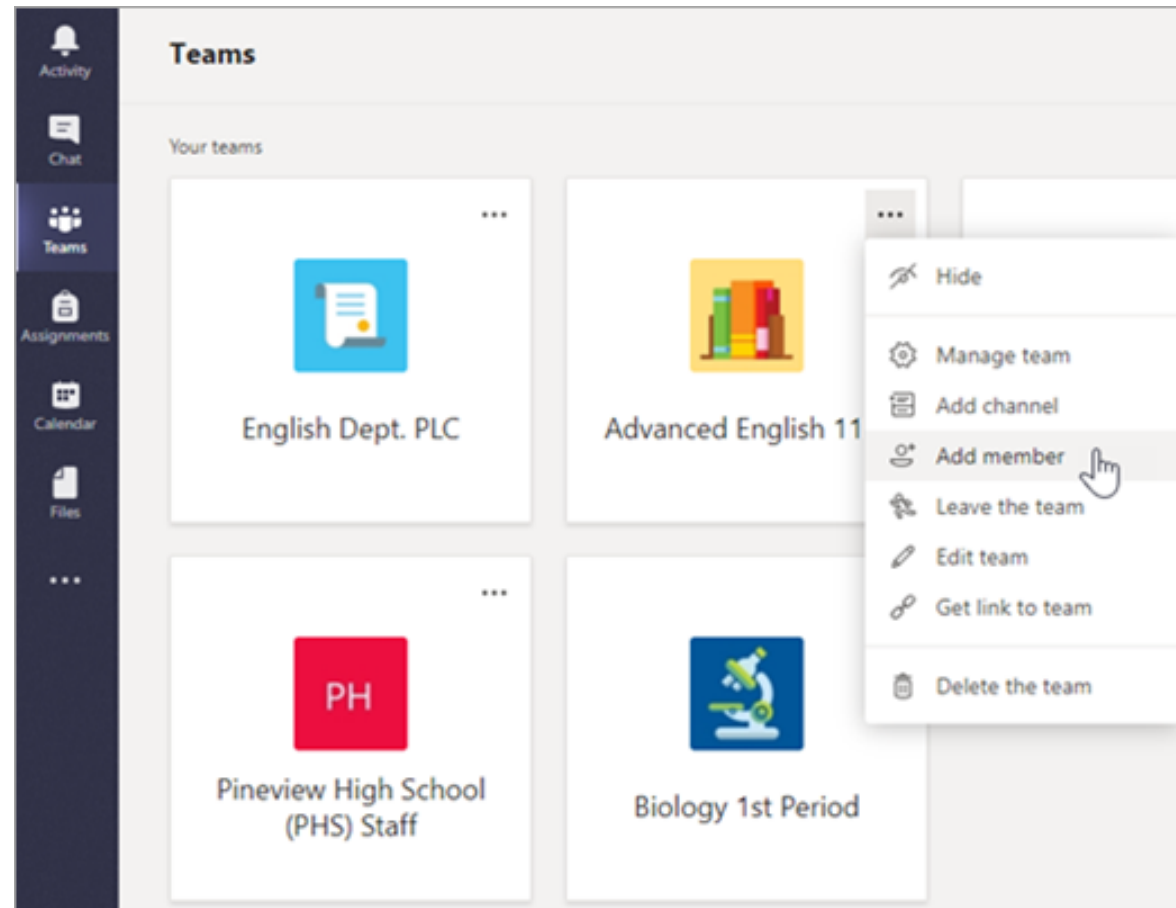


Add students to a class team part 2

In order to add students to your team later...

Navigate to the class team you'd like to add a student to, then select **more options (...)** next to your class team.

Select **Add member** and follow the same steps as above.

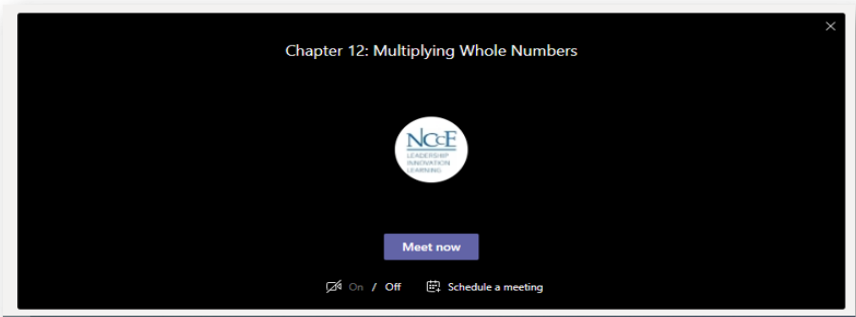
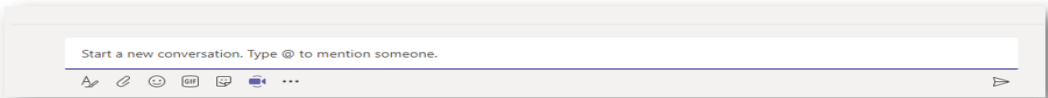
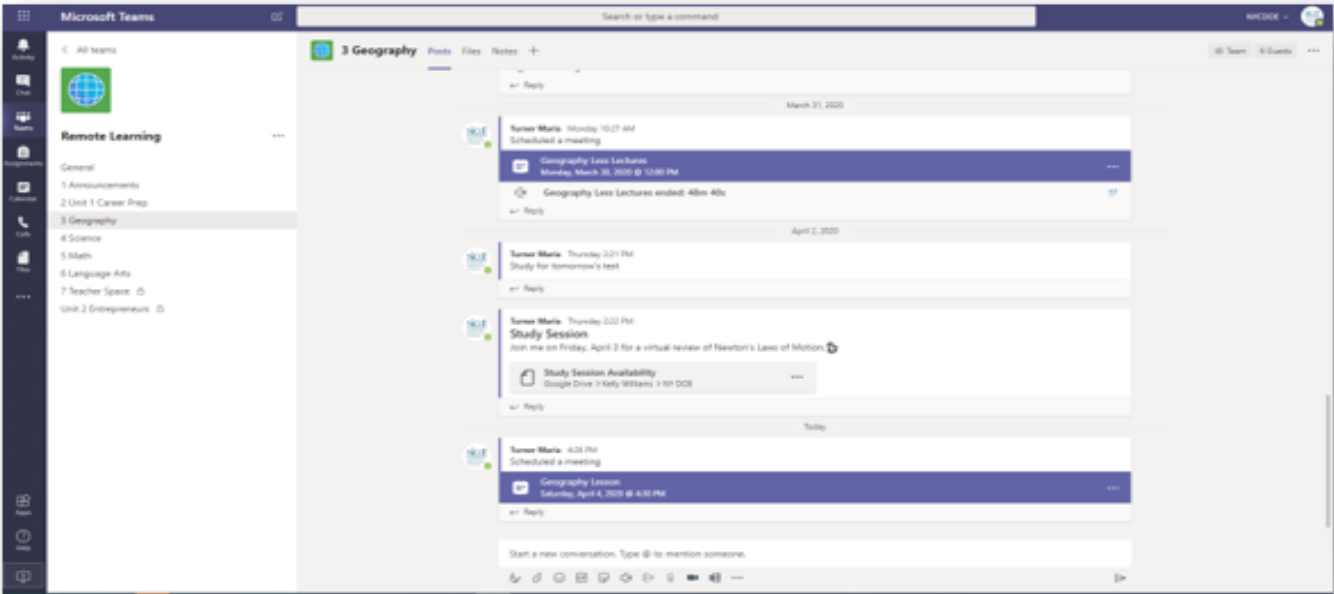


Scheduling and Starting Meetings in Teams

Schedule a meeting in a Class Team

1. If your class is set up in Teams, create a Teams Meeting within your class.

All students will be notified, via Teams, of the meeting schedule. Only those teachers and students that are members of your class Team will be able to join the meeting.



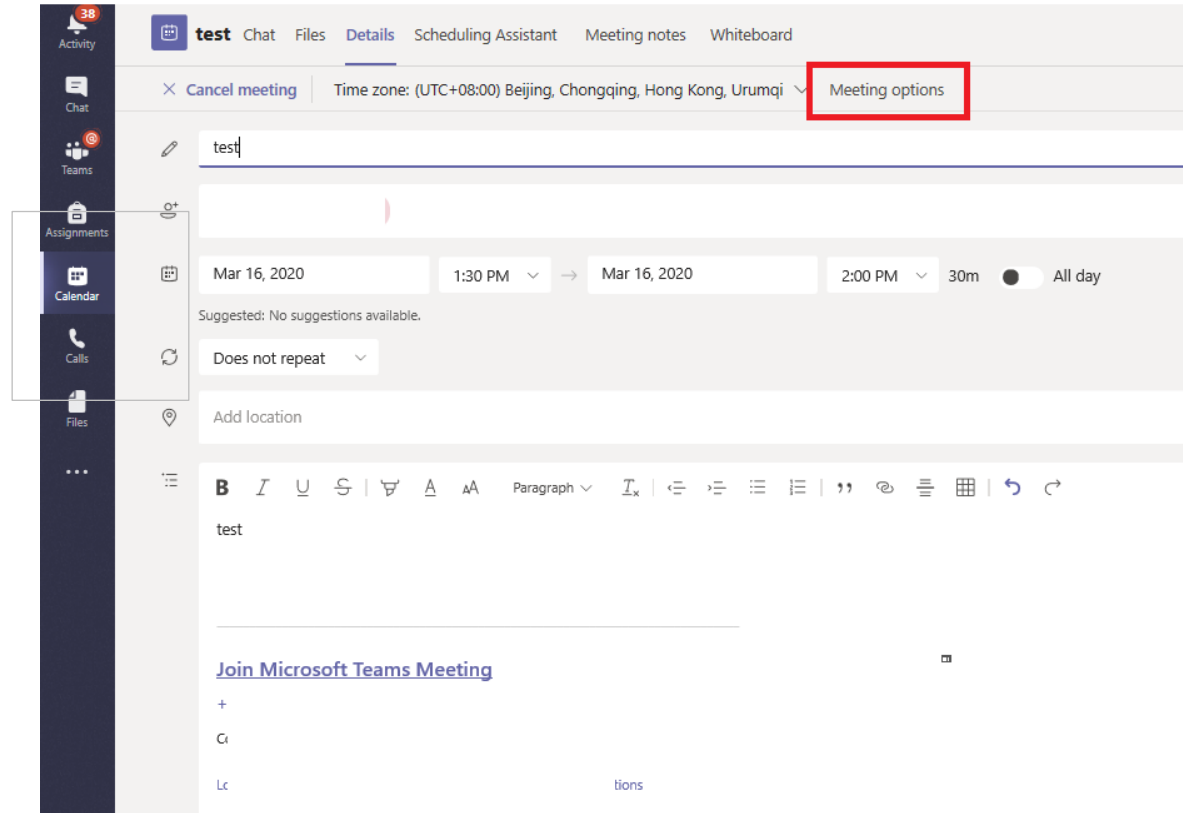
Change meeting options

To change a student's role:

1. Open the meeting from your calendar, and then select Meeting Options.
2. Use the Who can present dropdown to change student attendee options. To make them attendees

If only the teacher is a presenter and all students are attendees, then only the teacher can share content, mute others, remove others, admit people from the lobby, and change roles of participants.

3. To change a participant's meeting role, click or tap Show participants in your call controls.
4. Right-click on the participant whose role you want to change.
5. Select Make an attendee or Make a presenter.



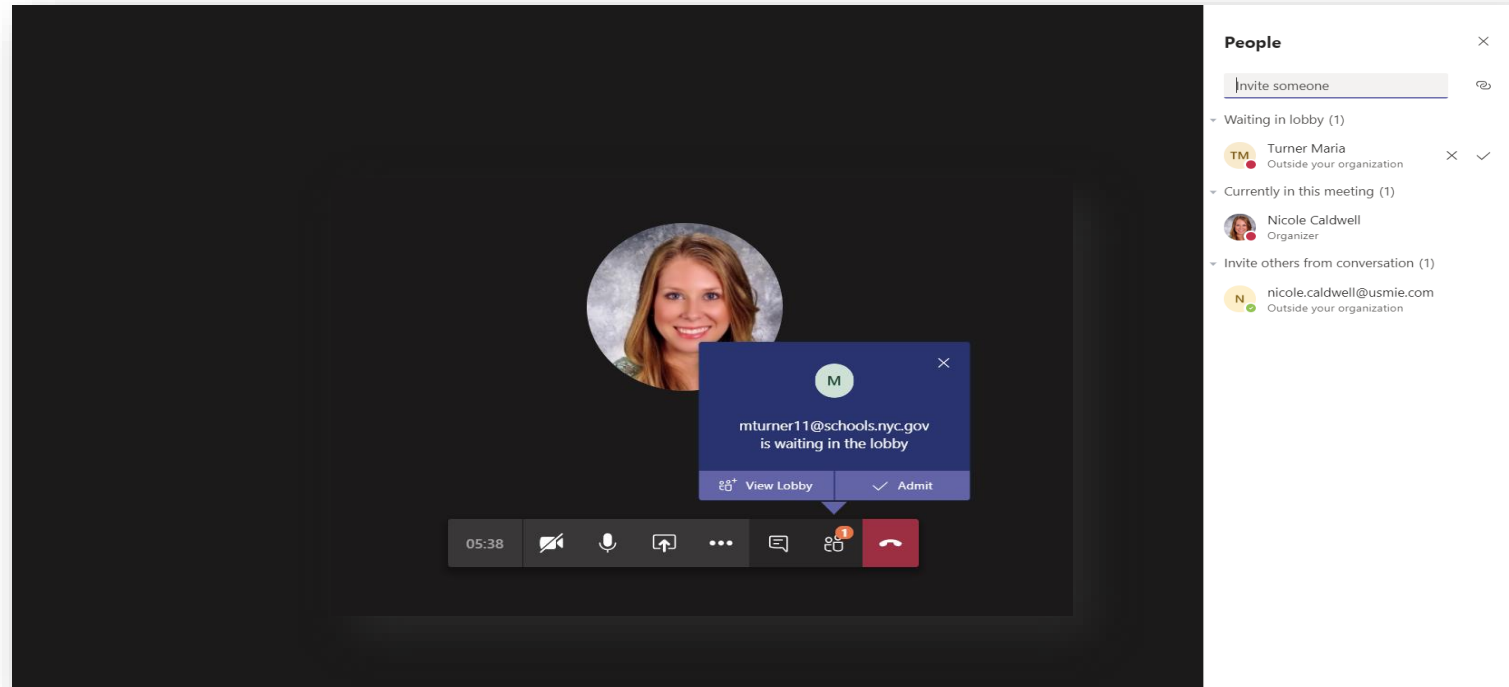
Control who can enter and leave a meeting in a Class Team

The lobby is enabled for all meetings created by school staff. The lobby applies to anonymous joiners and people who dial in. By anonymous user we mean anyone who clicks the meeting join link that does not have a NYCDOE account.

People who click the join link that have a NYCODE account will be automatically admitted into the meeting.

The lobby ensures that participants wait to be admitted to the meeting instead of joining immediately.

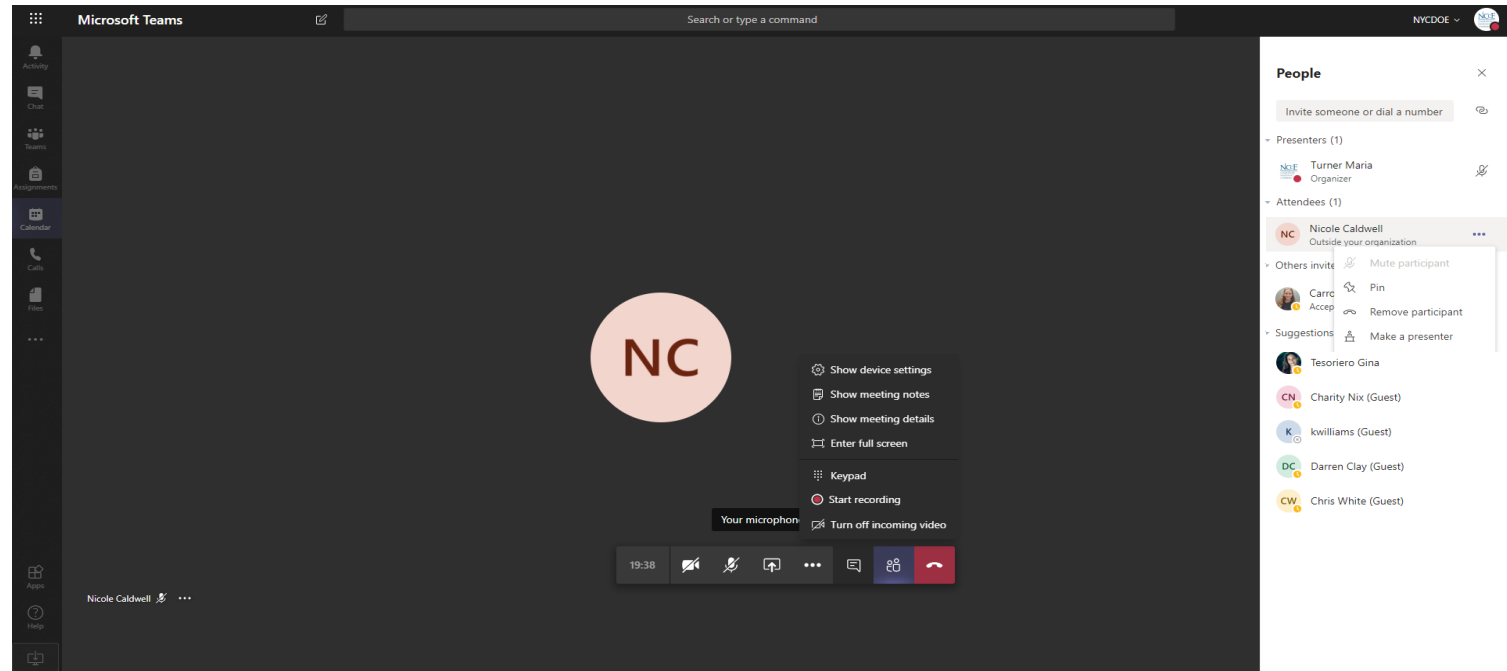
Users removed from a meeting, can rejoin and if they are an anonymous user or a dial-in user, they will be placed in the lobby on subsequent join.



Manage attendees a meeting in a Class Team

Students will join meetings as attendees. They cannot change recording settings or share their screens unless the meeting organizer promotes them to a presenter. They can mute themselves, but they cannot mute other people. Students will have access to chat within a meeting.

Teachers can promote meeting attendees. Promoted attendees can share their screens or applications can mute attendees and can remove attendees from the meeting.



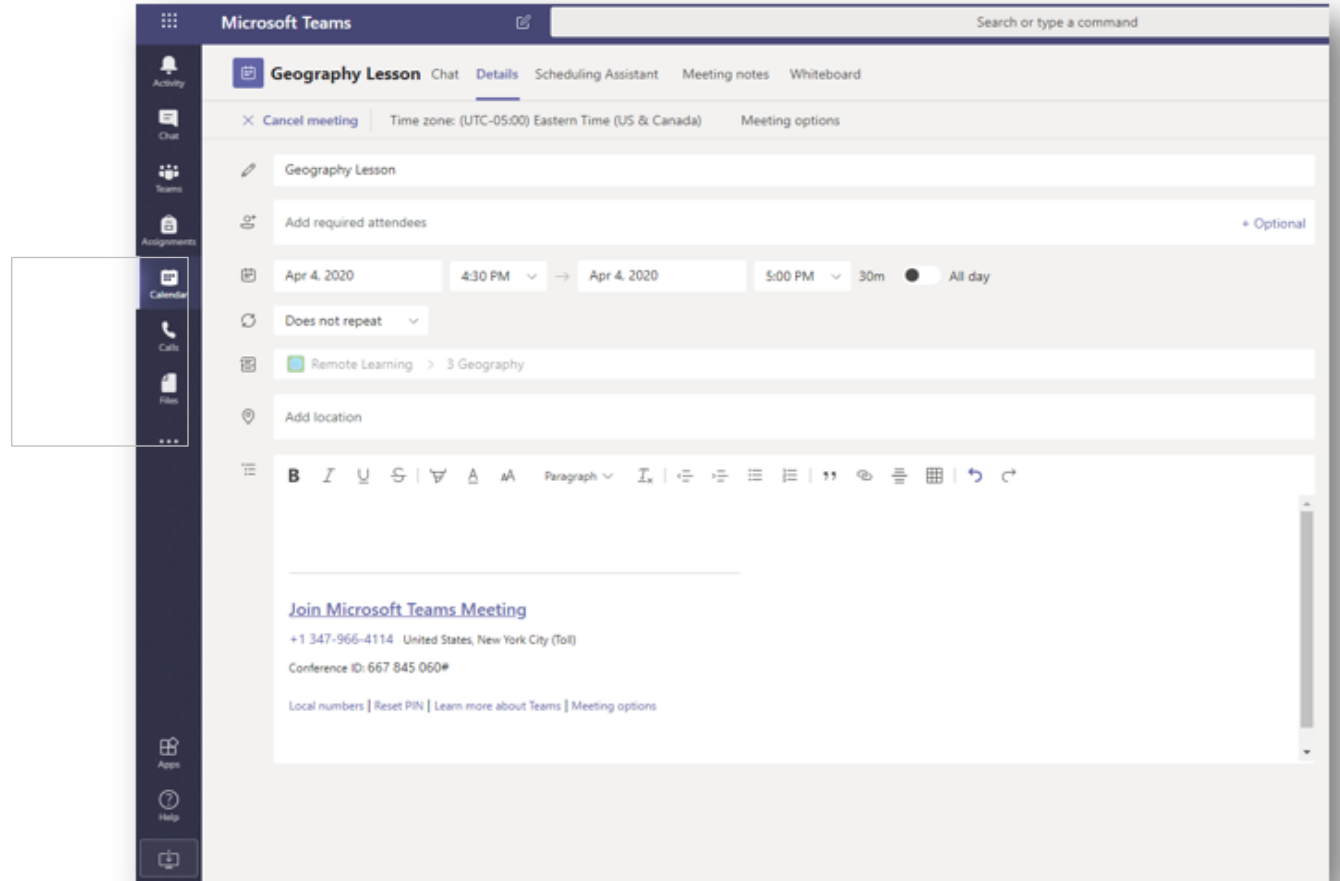
Sending information to students before a call

For example, you can include the following instructions in your meeting invitation in the calendar.

To join your online lesson:

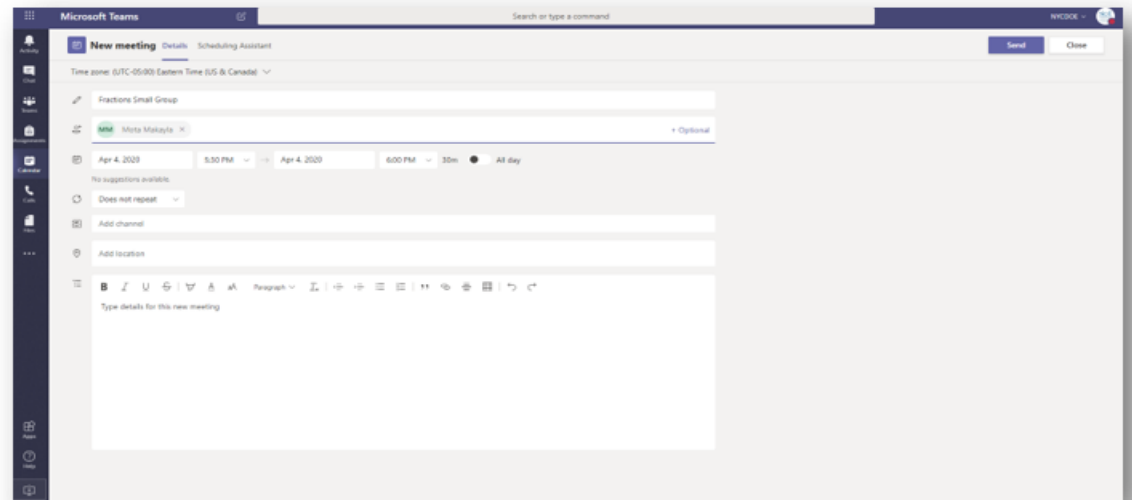
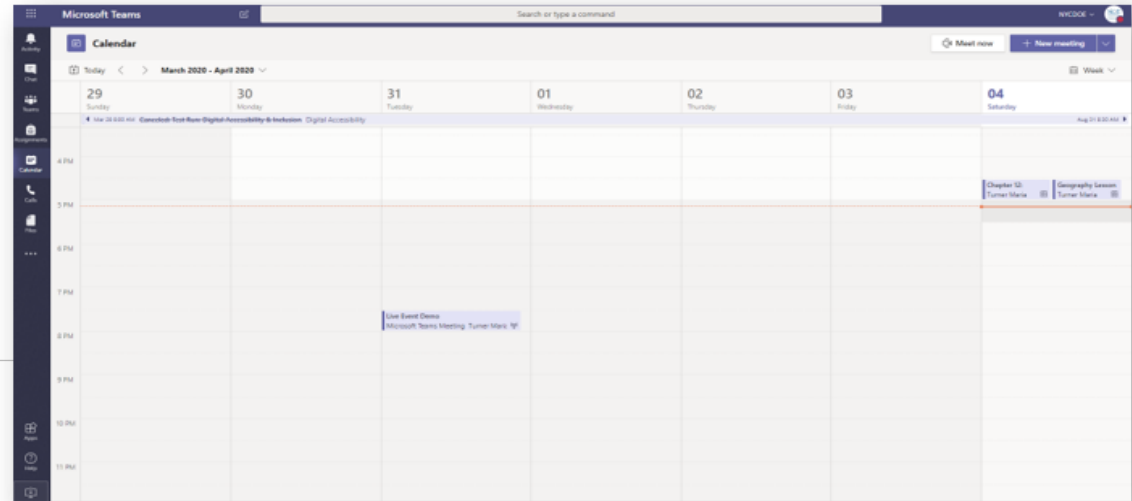
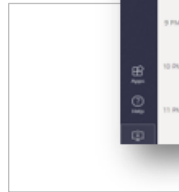
1. Click the Join Using Microsoft Teams link below to enter your virtual classroom.
2. Mute your microphone and keep your video turned off when joining.
3. Select the Join button to join the meeting.
4. To open the chat side panel, click the Chat icon.
5. To raise your hand during a lesson, type Hand Up in the chat panel.
6. When the teacher is ready to hear your question, they will turn on your microphone so you can ask your question or contribute to the conversation.

Remember: Please respect other students' rights to learn without interruptions. All school and classroom rules apply online as well as they do at school.



Scheduling a meeting that is not for a class

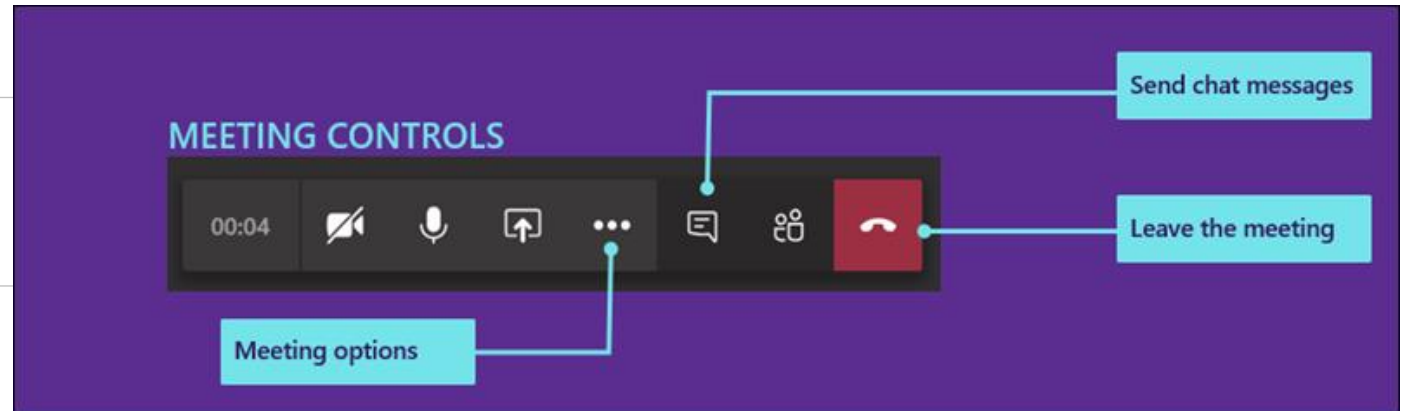
1. If you do not have a class set up or you are scheduling a meeting not for your students, go to the Calendar app in Teams and click New Meeting.
2. Add each person you want to invite to the call. You can include any email address.



Recording a call

1. Once the meeting has started, go to More options > Start recording. You can stop the recording using More options as well.

2. After the meeting is over, you'll receive an email with a link to the recording and the recording will be available in the chat or the channel for seven days.

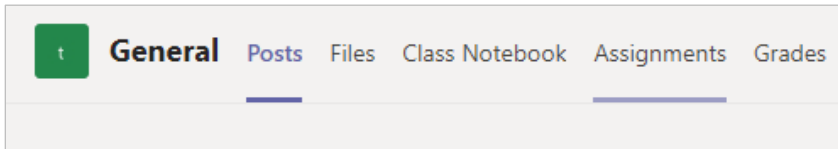


Assign student work

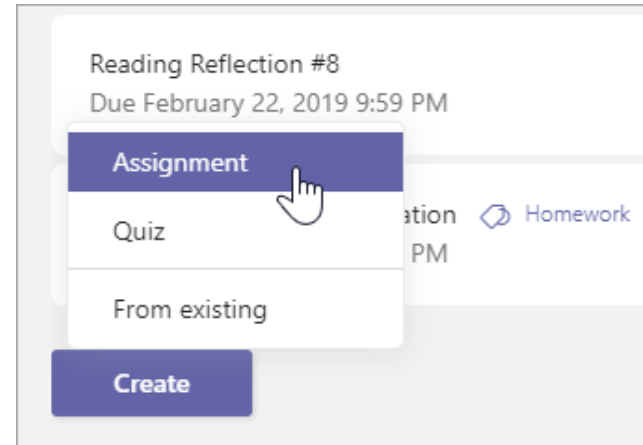
How to create and customize assignments

Create an assignment

1. Navigate to the **General channel** in the desired Teams' classroom, then select **Assignments**.



2. Then select **Create > Assignment**.



Give it a title

3. **Enter a title** for the assignment—this is required.

Continue to fill in the optional assignment details including additional instructions, resources, points, and edit the due date.

The assignment can be for the entire class or for individual students.

For more assignment timeline options, select **Edit**.

New assignment

Discard


Save

Assign

Saved: Jul 22, 3:07 PM


Title

Ladybug Unit Vocabulary Review

 Add category


Instructions

Enter instructions


 Add resources


Points

No points


 Add rubric

Assign to


Advanced English 11 A

All students

Date due

Tue, Jul 23, 2019

Time due

11:59 PM

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

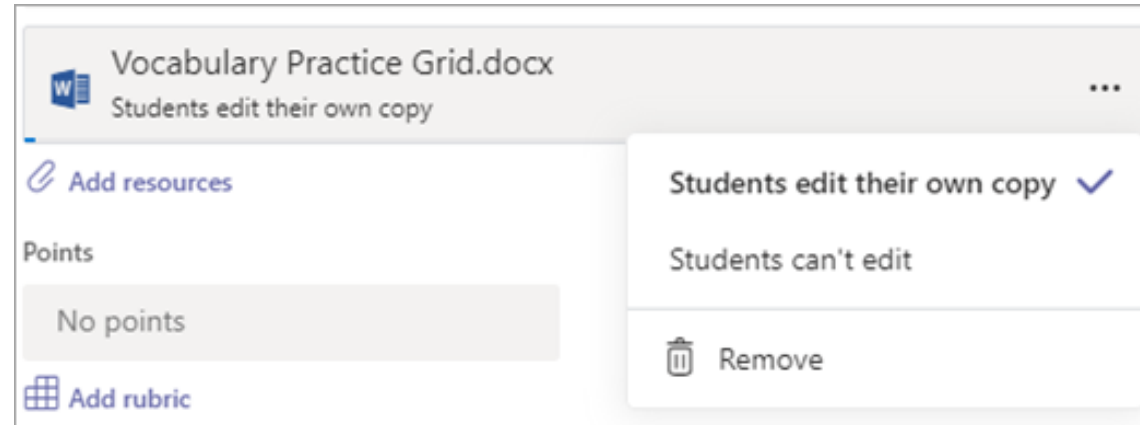
Add resources

4. Attach resources to the assignment by selecting **Add resources**.

During this step, add a document from your personal OneDrive, computer, or create a blank Word, Excel, or PowerPoint document to hand out to your students.

Leave the default as **Students edit their own copy** to distribute an identical document to each student to edit and turn in.

Choose **Students can't edit** if you'd like to attach a document for reference only, such as a PDF or link.

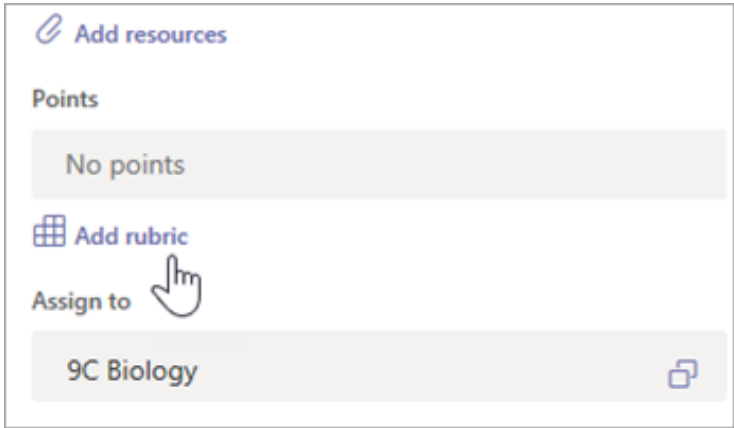


Attach a rubric

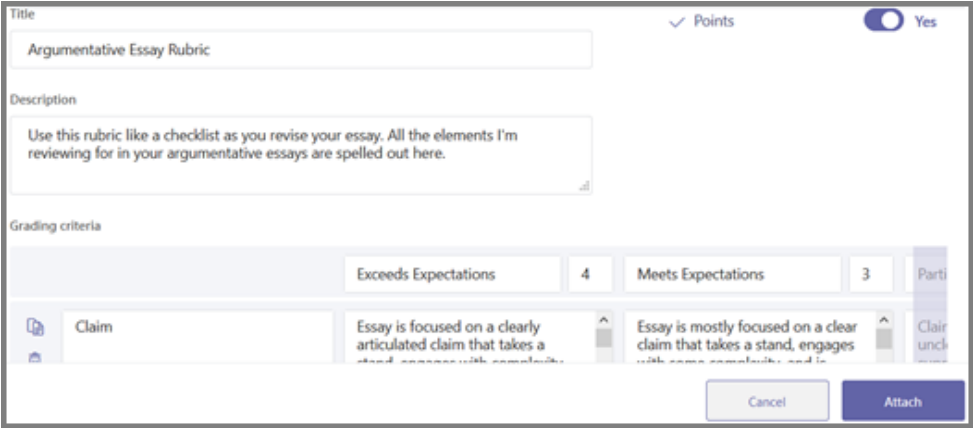
Use the rubrics tool in Assignments to create customizable, reusable rubrics for students to reference and for you to evaluate their work.

*Rubrics are optional.

5. From within the assignment, **select Add rubric**, then choose **+ New rubric** to open the rubric editor.



6. Add a **Title (required)**, optional **Description**, and turn on **Points** (optional) if you'd like to assign point values to your grading criteria.



Customize your rubric

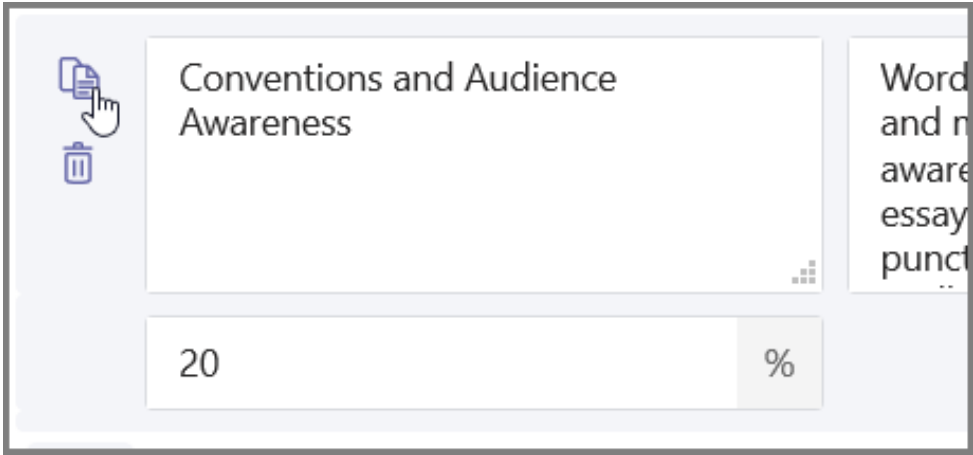
7. Customize your rubric grading criteria to align with your teaching style.

The Excellent, Good, Fair, and Poor defaults can be edited to match your own grading strategy.

Customize points (optional) here, too, if you decided to add them. Use the plus signs to add new columns and rows to your criteria. *Rubrics are optional.

Note:
Rubrics can be reused, deleted, downloaded, and shared.

Select the **Copy icon** to duplicate a row or column and the **Garbage icon** to delete a row or column.



8. When you are finished customizing your rubric, select **Attach**.

Assign or save

8. When you are ready to have students view the assignment, select **Assign**.

Your students will be notified in Teams of the new assignment on the day you specified.

If you would like to save the assignment as a draft for only you to see, select **Save**.

New assignment

Discard

Save

Assign

Saved: Jul 22, 3:07 PM

Title

Ladybug Unit Vocabulary Review

Add category

Instructions

Enter instructions

Add resources

Points

No points

Add rubric

Assign to

Advanced English 11 A

All students

Date due

Tue, Jul 23, 2019

Time due

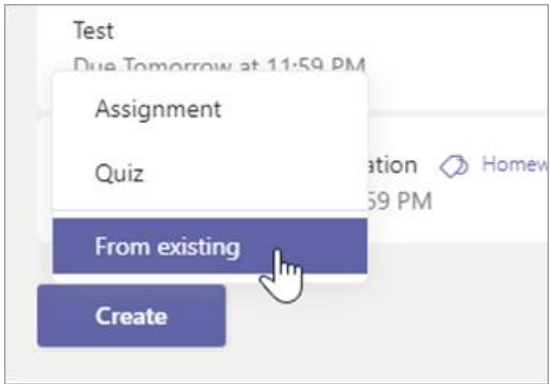
11:59 PM

Assignment will post immediately with late turn-ins allowed. Edit

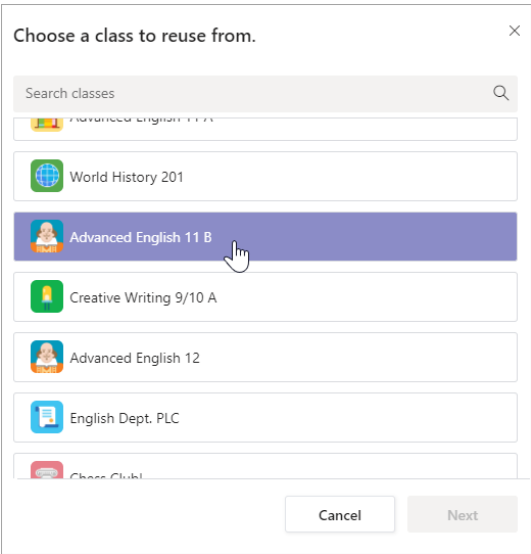
Repost an assignment in Microsoft Teams

1. To re-use assignments you’ve created in any team, navigate to the General channel of your desired class team and select **Assignments**.

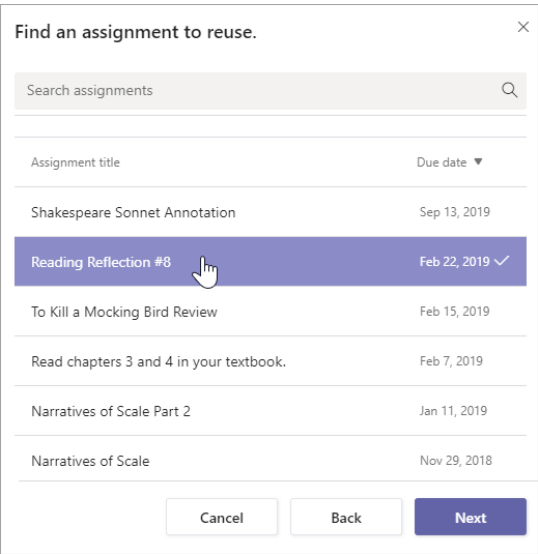
2. Select **Create > From existing**.



3. Choose the class where you originally created the assignment and select **Next**.



4. Then choose the assignment you’d like to re-use and select **Next** again.



5. The assignment will recreate all the information you had previously included. Edit any details you need to change and select **Assign**.

Grade student work

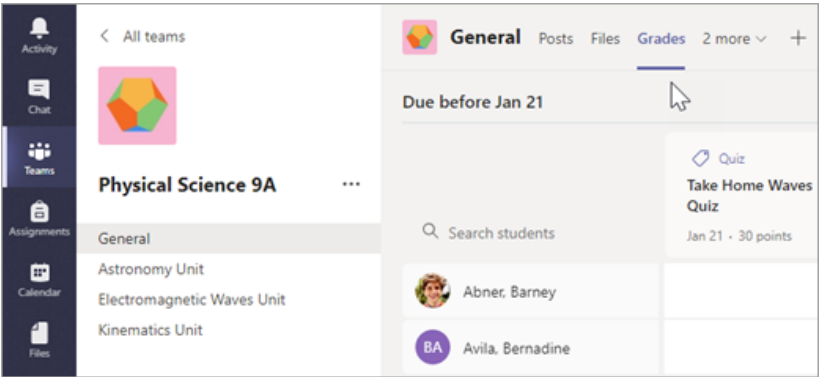
How to track progress and grade assignments

Track student progress in the Grades tab part 1

Each of your class teams has a **Grades** tab where you can view assignments at-a-glance, as well as track how individual students in your class are progressing.

Use the Grades tab to get an overview of your class, to open, and to return student work.

To open the Grades tab, navigate to the General channel of your desired class team and select **Grades**.



Track student progress in the Grades tab part 2

You'll see that your assignments appear in rows and your students in a column.


Assignments are ordered by due date, with the nearest date at the top.

Continue scrolling to continue viewing assignments.

General Posts Files Class Notebook Assignments Grades +						
Due before Jan 21 Export to Excel						
Search students	<div>Quiz</div> <div>Take Home Waves Quiz</div> <div>Jan 21 • 30 points</div>	<div>In-class activity</div> <div>Watch Waves and Friction in Science</div> <div>Jan 13 • 5 points</div>	<div>Essay</div> <div>Essay on space theory film</div> <div>Jan 9 • 30 points</div>	<div>Homework</div> <div>Submit your project progress</div> <div>Jan 7 • 40 points</div>	<div>Homework</div> <div>Create a study guide for Waves</div> <div>Jan 6 • 20 points</div>	<div>In-class activity</div> <div>Begin EM Waves project</div> <div>Dec 20, 2019 • 30 po...</div>
Abner, Barney		5	25	35	19	31
Avila, Bernadine		5	26	37	18	37
Garcia, Emma	Viewed	5	28	33	17	39
Hartman, Evangeline		5	25	29	18	35
Jefferson, Dee	Turned in	5	27	31	18	39
Maple, Blake		5	24	34	19	31
Morrison, Clarice		0	23	37	20	34
Neal, Ava		5	22	38	19	36
Robey, Dwight		5	22	36	20	31
Smith, Dylan		5	21	32	20	33
Tucker, Dolores		5	25	34	19	32
Wiley, Christi		5	28	36	19	29

View an assignment in the Grades tab

Select an assignment tile to open and view it.

**General**

PostsFilesClass NotebookAssignments**Grades**

+

Due before Jan 21

Quiz

Take Home Waves Quiz


Jan 21 · 30 points

In-class activity

Watch Waves and Friction in Science

Jan 13 · 5 points

Search students

<div><div></div><div>Abner, Barney</div></div>		5
<div><div><div>BA</div><div>Avila, Bernadine</div></div></div>		5



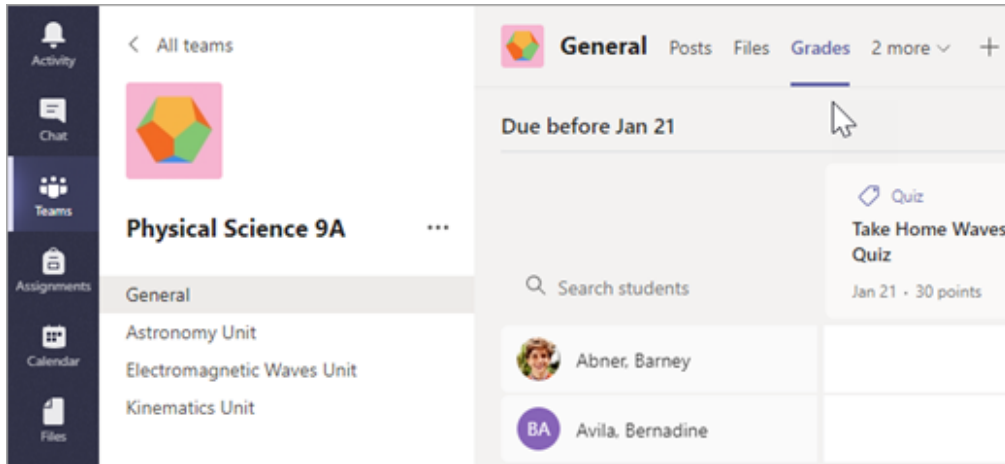
Status of student work

When your students view and turn in their work, you'll see a status in the cell associated with their name and the assignment.

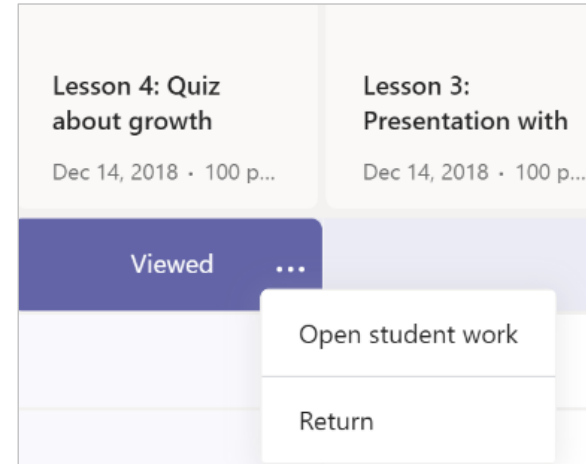
Blank	Viewed	Turned in	Returned or points
No action has been taken on the assignment yet.	The student has opened and viewed the assignment.	The student has turned in the assignment and work is ready to grade.	<p>When you've graded student work, the points assigned will show.</p> <p>You'll see Returned if the assignment doesn't have points.</p> <p>Points are optional.</p>

Review, provide feedback, and return from the Grades tab part 1

1. Navigate to the General channel of your desired class team and select **Grades**.



2. Select **more options (...)** for that submission to open student work and start grading.



Review, provide feedback, and return from the Grades tab part 2

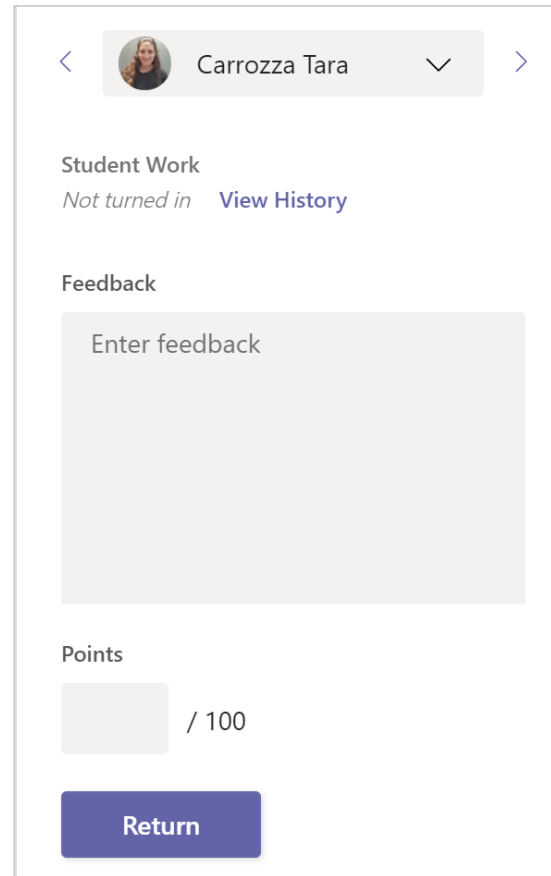
3. Enter **feedback** for the assignment as necessary and **points** (optional) if using.

4. Click **Return** to release the feedback and grade to the students.

Note:

Return also allows the teacher to return the assignment to the student for correction.

Utilize the arrows beside the student name to quickly navigate to other students for this assignment.



The screenshot shows a user interface for returning an assignment. At the top, there is a header bar with a left arrow, a student profile picture, the name "Carrozza Tara", a dropdown arrow, and a right arrow. Below this, the section "Student Work" is displayed, with the status "Not turned in" and a link "View History". The "Feedback" section contains a large text input area with the placeholder "Enter feedback". Below the feedback area, the "Points" section shows a progress bar and the text "/ 100". At the bottom, there is a blue button labeled "Return".


Review, provide feedback, and return from the Assignments tab part 1

1. Navigate to the General channel of your desired class team and select **Assignments**.

2. Once Assignments have opened, select the **drop-down arrow beside Assigned** to open assignments that are yet to be graded.

Assignments with work left to grade are automatically sorted to the top of your list.

3. **Select an assignment** from the list to review, enter points (optional), and provide feedback

 **Assigned (3)**

[View more past due](#)

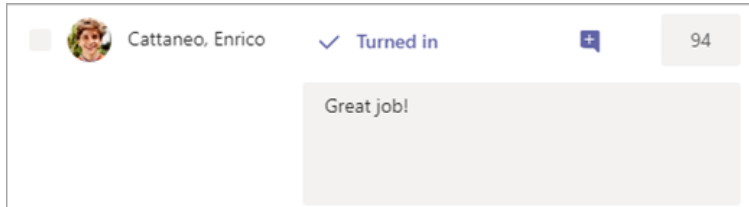
Lesson 2: Word Association
Due December 14, 2018 11:59 PM

Lesson 3: Presentation with real-time collaboration
Due December 14, 2018 11:59 PM

Lesson 4: Quiz about growth mindset
Due December 14, 2018 11:59 PM

Review, provide feedback, and return from the Assignments tab part 2

4. When the assignment opens, you can select the feedback box to enter Feedback or you can enter points (optional).



5. When review and feedback are complete, you can **select the checkbox** to the left of the student name and then select **Return**.

The students you selected will receive a notification within Teams that their assignment has been returned.

Note:

Select the top checkbox and Return to return work to all students or select the checkboxes next to individual student names.

Customizing and navigating your class team

Introducing: Channels

In Microsoft Teams, teams are groups of people brought together for work, projects, or common interests.

Teams are organized in channels.

Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines—whatever works for you and your class.

Channels are places where conversations happen and where the work gets done.

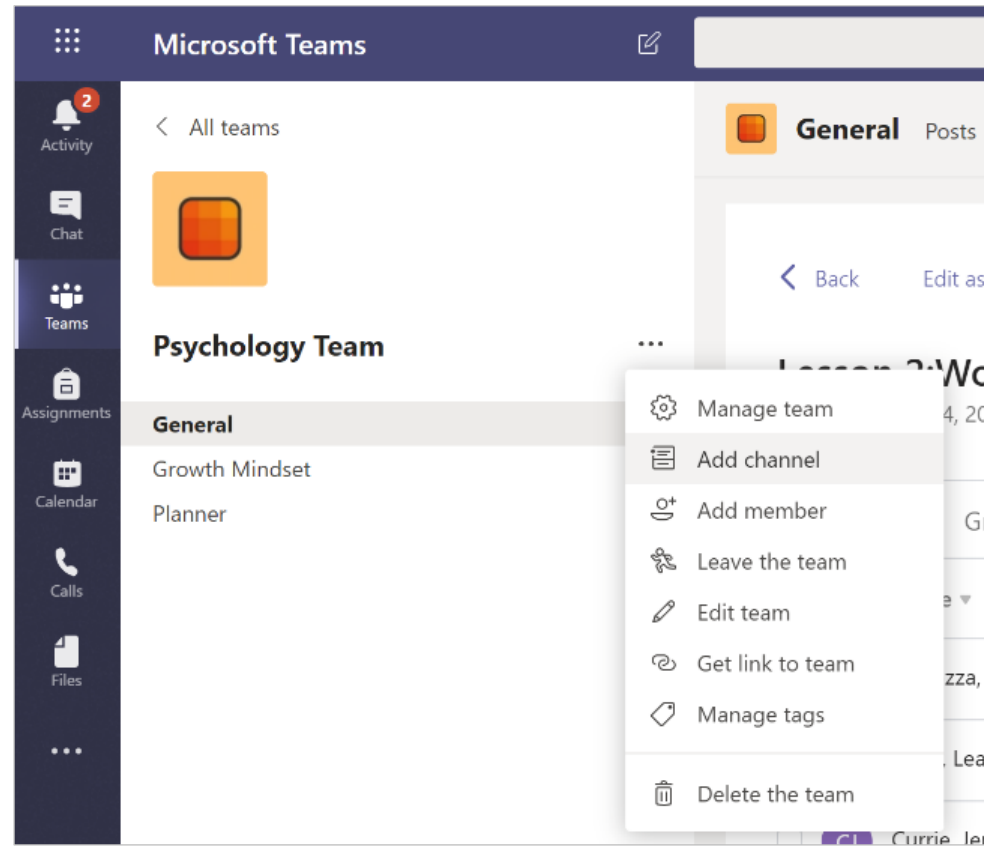
Channels can be open to all team members or, if you need a more select audience, they can be private.

Standard channels are for conversations that everyone in a team can participate in and private channels limit communication to a subset of people in a team.

Create a channel in your class team part 1

1. Navigate to the class team you'd like to add a channel to, then select **more options (...)** next to your class team name.

2. Select **Add channel**.



Create a channel in your class team part 2

3. Enter a **Name** and an optional **Description** for your channel.

4. Select the type of channel from Privacy-**Standard or Private**.

5. **Check the box** to automatically show this channel in everyone's channel list.

6. Click **Add**.

Create a channel for "Psychology Team" team

Channel name

Letters, numbers, and spaces are allowed

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

Create a tab in one of your class team channels part 1

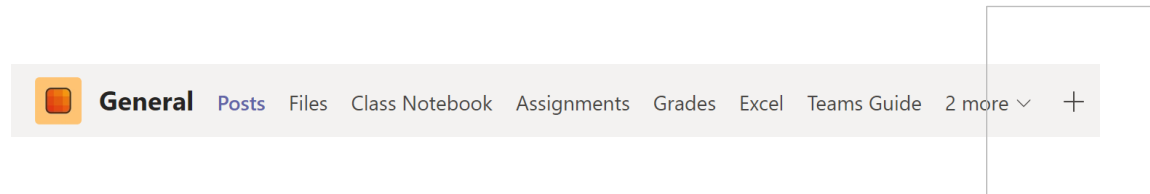
The tabs at the top of each channel link to your favorite files, apps, and services.

Tabs can be added to your team to provide a resource rich immersive environment.

You can add a document or presentation that people can view or co-edit as a team, a planner for tracking tasks and managing work items, or a secure website that members of the channel can reference easily.

Create a tab in one of your class team channels part 2

1. Navigate to the class team and channel you'd like to add a tab to, then select the **plus (+)**.



2. Select the **type of tab** you would like to add and follow the onscreen prompts to add a tab to the channel.

3. Select **Save**.

