A guide to Microsoft Teams for education

Learning Outcomes:

In the end of this lesson students will be able to do/understand the following:
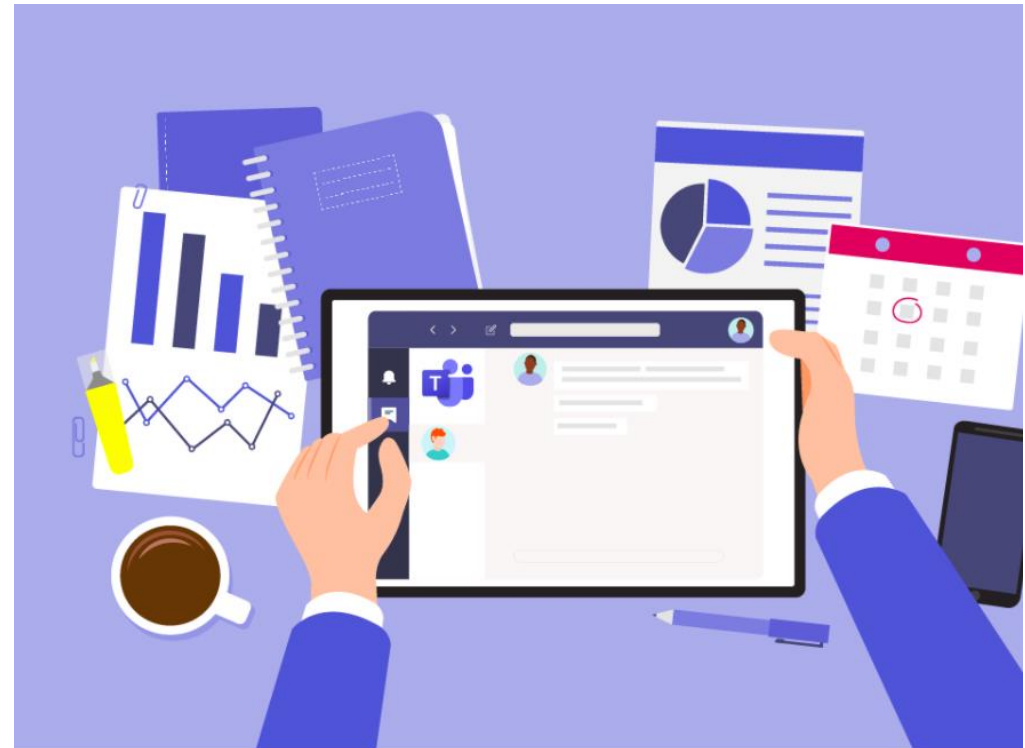
1. What is Microsoft Teams?
2. How to log in using Microsoft Teams?
3. How to create Teams for your class?
4. How to add members to your class?
5. How to schedule a meeting in the Teams?
6. How to create the assignment in the Teams?

1. What is Microsoft Teams?

Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for business communications.

Having an excellent team space is key to being able to make creative decisions and communicate with one another. Shared workspace software makes this much easier to achieve, especially if a particular team is based in a very large company, has many remote employees, or is made up of a significant amount of team members.

Introduction video about Microsoft Teams

The introductory video will help to give an overview to the trainees about the Microsoft Teams platform.

https://www.youtube.com/watch?v=jugBQqE_2sM

Features and benefits:

- ❑ **Teams and channels:** Teams consist of channels that provide a private and individual platform for interaction inside the teams.

- ❑ **Conversations within channels and teams.** This feature allows the team members to participate in the conversation using the common ''General'' channel.

- ❑ **A chat function.** Teams allow the teammates to chat individually or in groups.

- ❑ **Document storage in SharePoint.** Each team has a built-in SharePoint online folder where all the files, documents, and chats related to the team are stored automatically. The owner of the team can amend the security and access authorization.

- ❑ **Online video calling and screen sharing.** The multi-user real-time collaboration with the online video call and screen sharing makes the meetings and communication effective.

- ❑ **Online meetings.** This feature can help improve your networks, with an online meetings function you can host up to 10,000 users. Online meetings can include anyone outside or inside a business. This feature also includes a scheduling aid, a note-taking app, file uploading, and in-meeting chat messaging.

- ❑ **Audio conferencing.** This is a feature you won't find on many collaboration platforms. With audio conferencing, anyone can join an online meeting via phone. With a dial-in number that spans hundreds of cities, even users that are on the go can participate with no internet required. Note this requires additional licensing.

- ❑ **Full telephony.** That's right! The days of seeking VoIP vendors and overspending on a phone system are finally over. Microsoft 365 Business Voice can completely replace your business' existing phone system. Note this requires additional licensing.
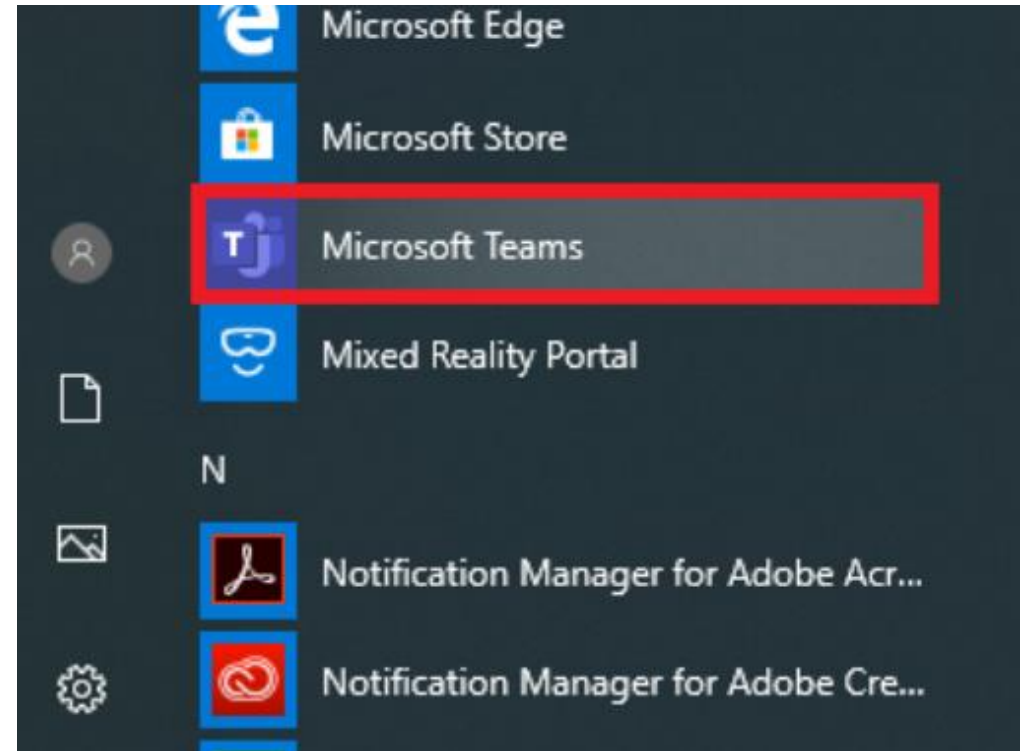
2. How to login using Microsoft Teams?

Method 1
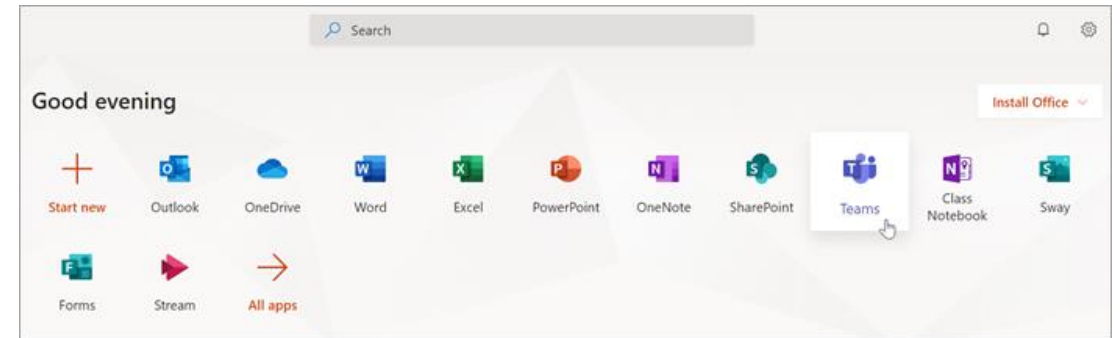
Using Teams Application:

1. In Windows, click **Start** > **Microsoft Teams.**

2. On Mac, go to the **Applications** folder and click **Microsoft Teams**.

3. On mobile, tap the **Teams icon**.

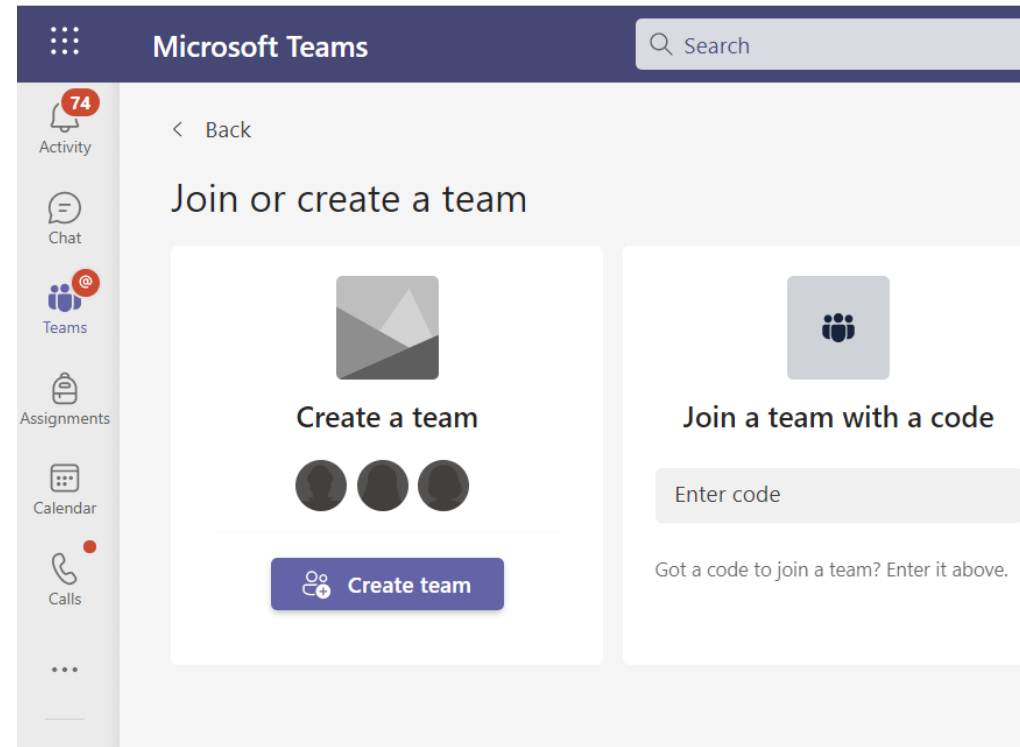4. Sign in with your **Microsoft 365** username and password.

Method 2

Using Web browser:

1. Open Office.com on your web browser and sign in with your school email and password.
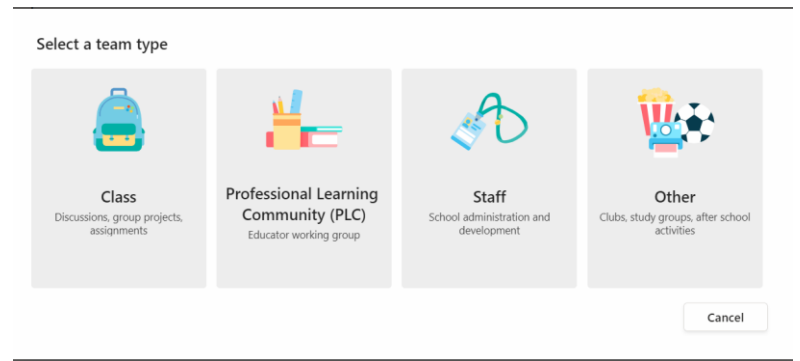
2. Select the **Teams** app.

3. How to create Teams for your class?

1. Select **Teams** from the app bar.

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

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

4. Enter a name and optional description for your class.

5. Select **Next**.

4. How to add members to your class?

1. On the Teams that you created, click on the **More options button** > **Add members**.
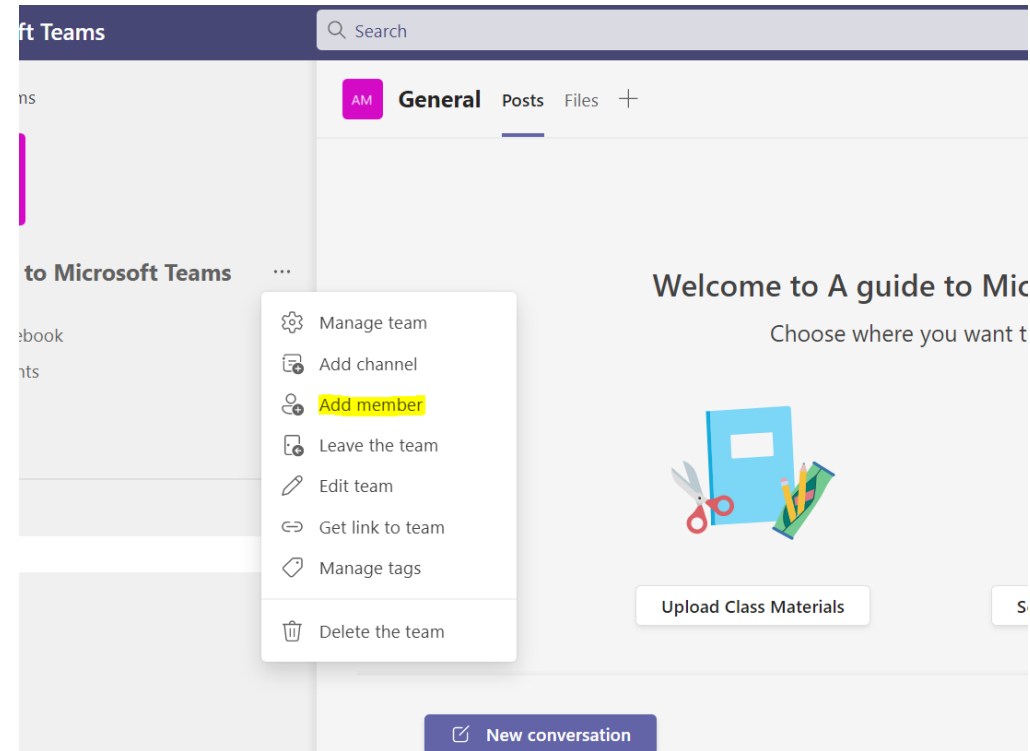
2. Enter student names and select **Add**.

3. Select **Done** when you're finished.

4. You're done!

Note: To add co-teachers to this class team, choose the **Teachers** tab and enter names.
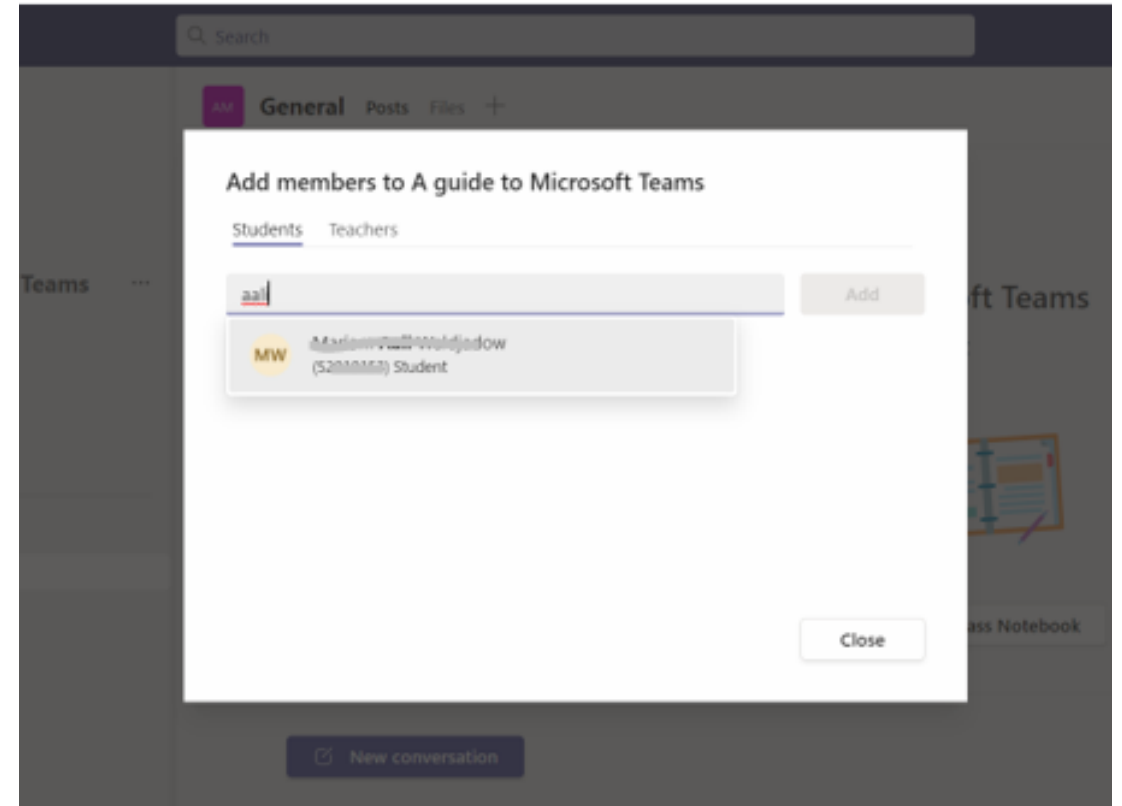
5. How to schedule a meeting in the Teams?

1. Select **Schedule a meeting** Schedule a meeting button in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
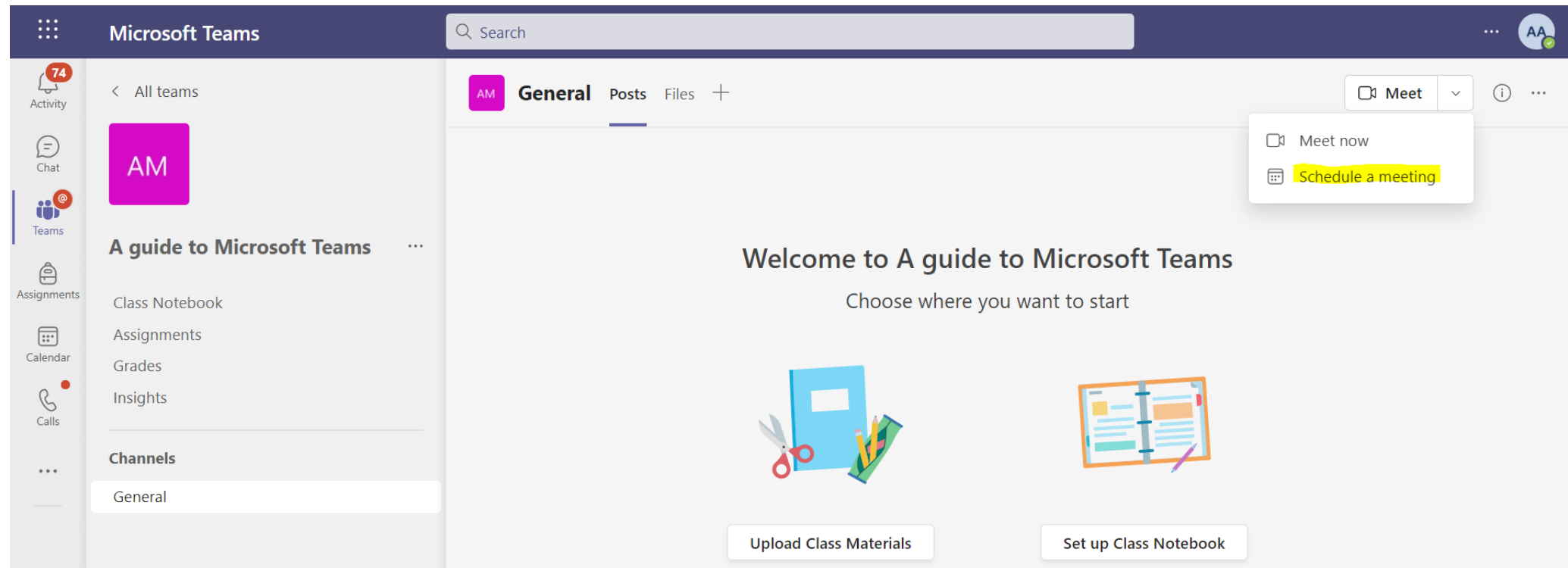
2. The scheduling form is where you'll give your meeting a **title**, **invite people**, and **add meeting details**. Use the Scheduling Assistant to find a time that works for everyone.

3. Once you're done filling out the details, select **Send**.

4. This will close the scheduling form and send an invite to everyone's Outlook inbox and **Calendar**.

6. How to create the assignment in the Teams?

1.Navigate to the desired class team, then select **Assignments**.

2.Select **Create>Assignment**.
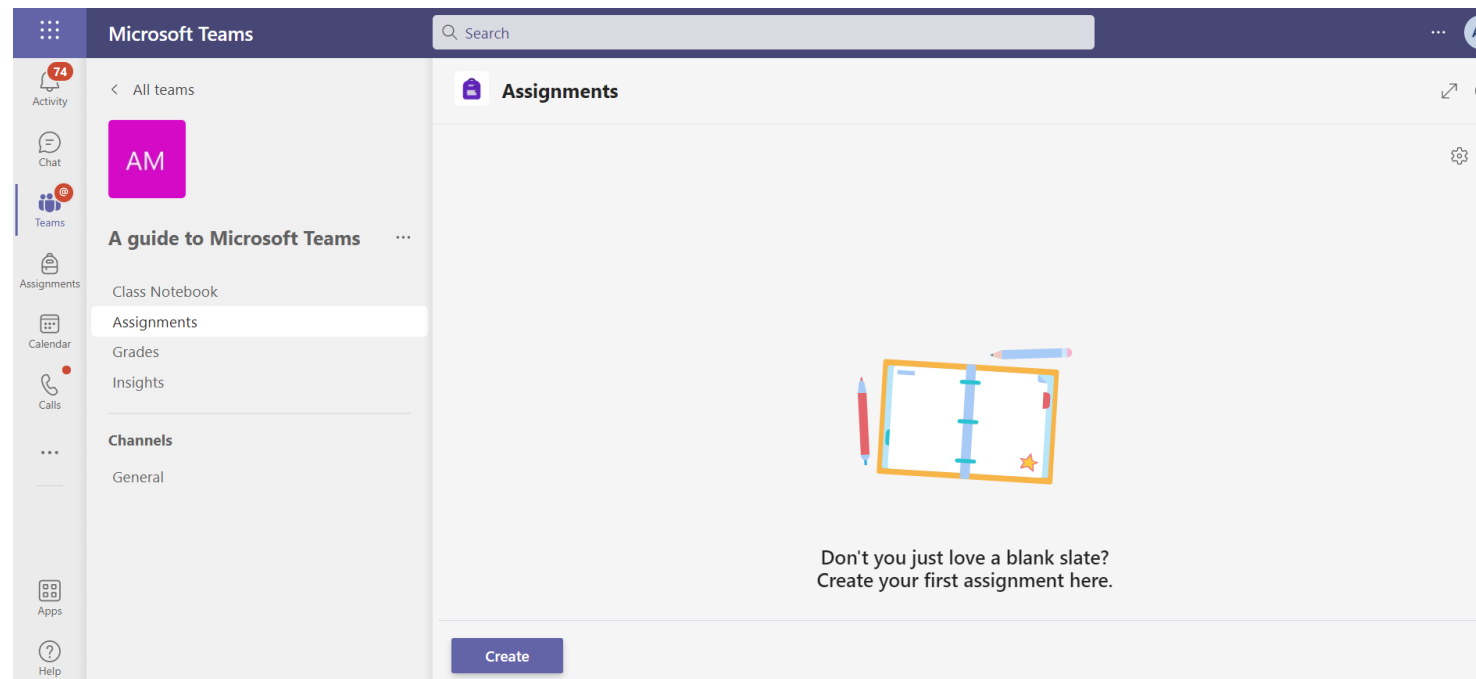
3. Enter a **title for this assignment**—this is required.

4. Provide more information for the assignment.

The following steps are optional:

- **Choose who should receive the assignment**

- Choose multiple classes, [individual students, or groups of students](#) in one class to assign to.

- Decide if students who join this class in the future should receive this assignment. By default, only students who are in your class now will receive it.

- To do this, select **Edit** next to **Don't assign students added to this class in the future**. Make your selection, and then select **Done**.

The following steps are optional:

Add additional instructions

Click the instructions box to add instructions and edit them in rich text.

Add resources or a new file

Add existing files, links, or assignment integrations to your assignment. You can also create and name a new file right from here for students to turn in.

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

•Choose a file from your OneDrive, upload a file from your device, or choose one of the other options, such as MakeCode.

•Select **+New** to create a blank Word (.docx), Excel (.xlsx), or PowerPoint (.pptx) document to hand out to your students.

Instructions

Enter instructions

🔗 Attach   + New   ⊞ Apps

The following steps are optional:

- The default for the resource or new file you add will be **Students can't edit**, which means the document is read-only. This is a great option for reference materials.

- Select More options **More options button > Students edit their own copy** if you'd like each student to edit their own document and turn it in for a grade.

Instructions

Enter instructions

Unit 02-Produce business documents.docx
Students can't edit

Students edit their own copy

Students can't edit ✓

Attach   New   Apps
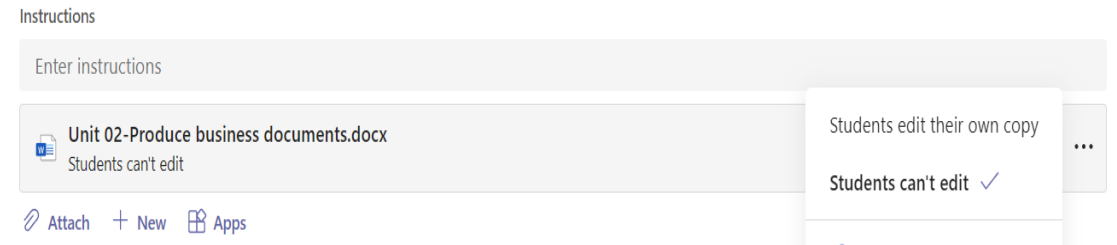
- **Select due date and time**

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

  Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.

Edit assignment timeline

☑ Schedule to assign in the future

| Post date | | Post time | |
| Sat, Dec 18, 2021 | 📅 | 7:00 AM | 🕐 |

Due date

| Due date | | Due time | |
| Sat, Dec 18, 2021 | 📅 | 11:59 PM | 🕐 |

☑ Close date

| Close date | | Close time | |
| Sat, Dec 18, 2021 | 📅 | 11:59 PM | 🕐 |

Assignment will post on Saturday, December 18 at 7:00 AM and is due on Saturday, December

Cancel | Done

- **Points, rubrics, and grading**
- Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator.

  Examples: 88/100 or decimals 3.7/4.0.
- Select **Add rubric** to add a grading rubric.

  Learn more: Create a rubric.
- Add a category.
- Sync assignment to Turnitin.

Points

10

⊞ Add rubric

Send assignment to students

When you're ready, finish the process of creating your new assignment.

1. Select **Assign**. Your students will be notified of the new assignment on the day you specified and the notification linking to this assignment will post in the channel you selected. They'll also have an entry on their Teams and Outlooks calendars if you've selected that option.
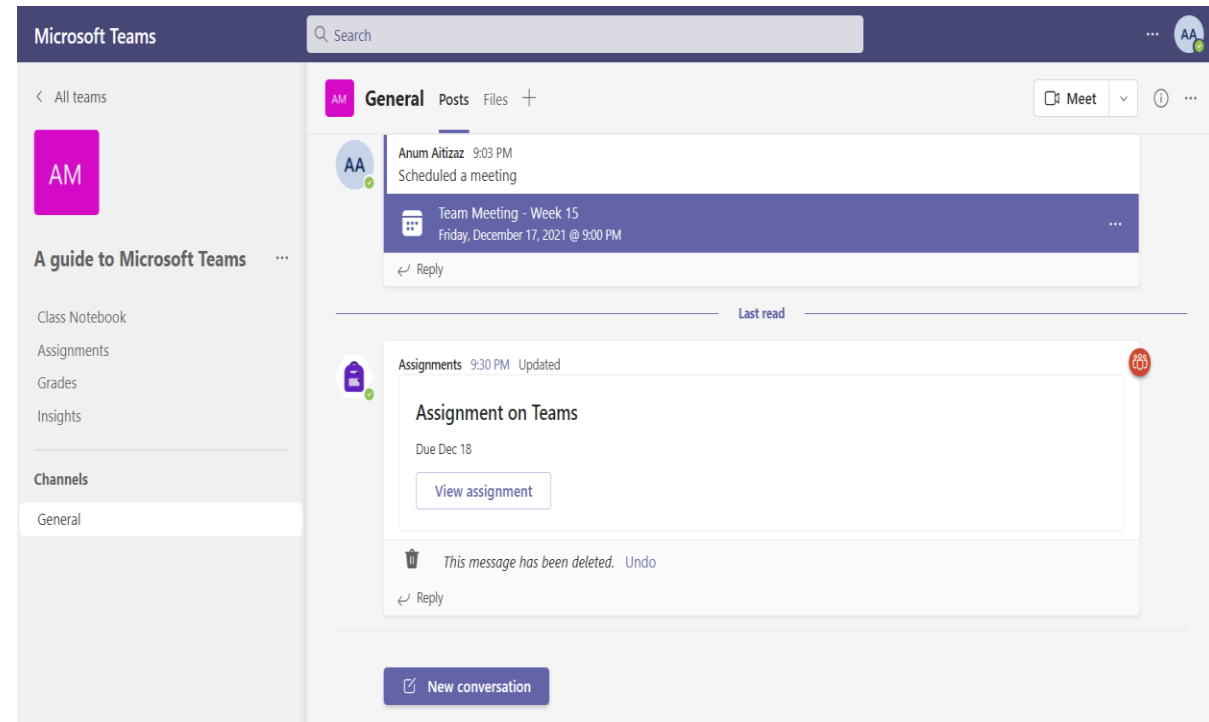
2. Select **Discard** to discontinue work on this assignment or **Save** to return to the assignment and **edit** it later.
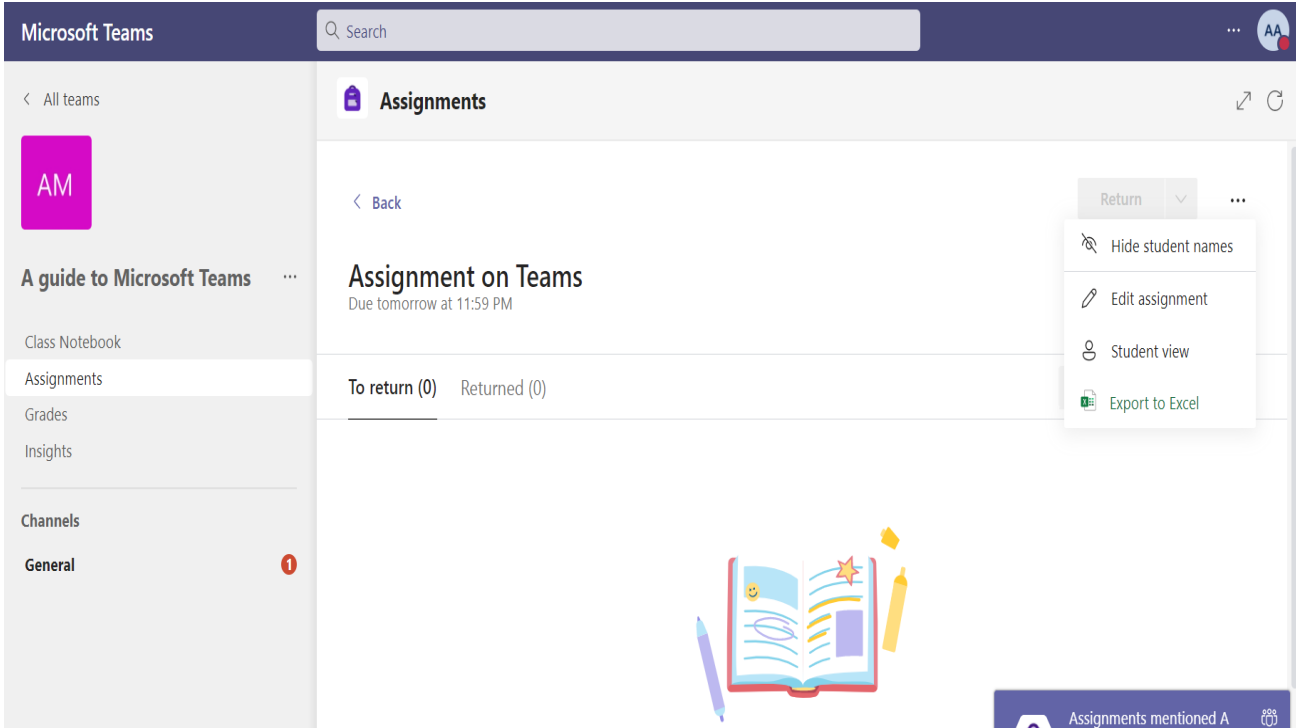
Conclusion & lesson summary

The above features including networking, activities, add members, online meeting , assignments and so on describe Teams as a unified workplace where you can have all your important information at one place which is secure, and you can work together as a Team.

When you have a place to create and make decisions as a Team, there's no limit to what you can achieve.

Thanks for your time.
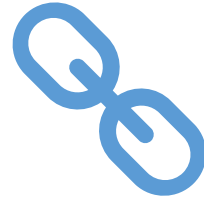
Please submit the post-learning survey using the link.

If you have any query, please contact me at aaitizazuddin@uvic.ca