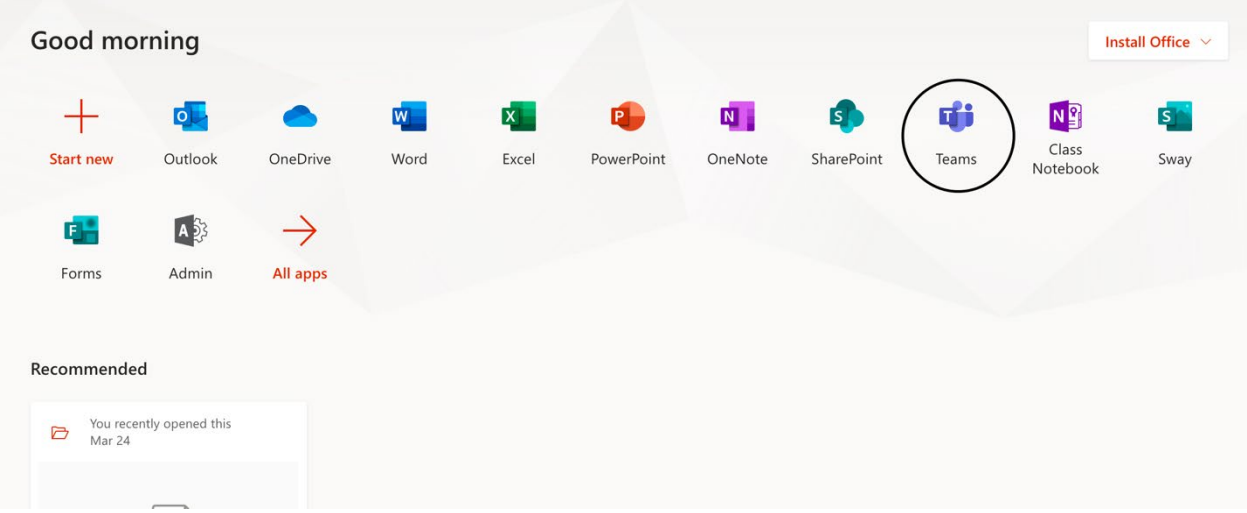
TEAMS for Classrooms

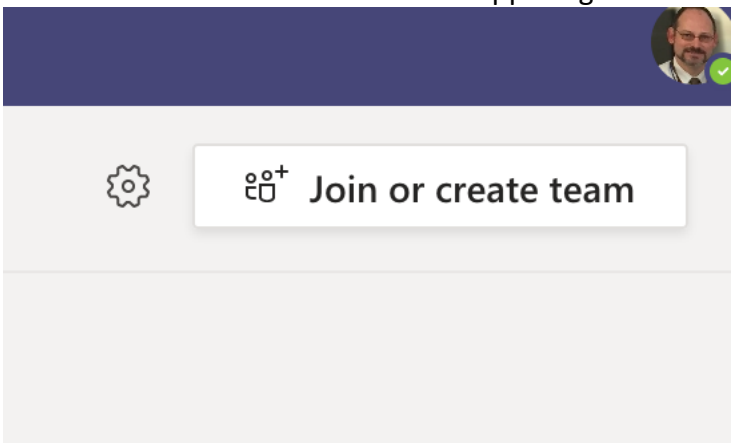
A step-by-step set up

PART 1: LOCATING TEAMS

Log into office.com
Select the TEAMS Logo



Select JOIN OR CREATE TEAM in the upper right.

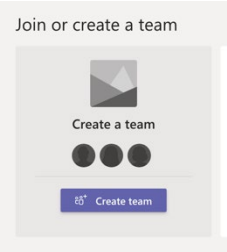


Once at this area, you will be able to create a TEAM. Also, students or other invited users can JOIN a TEAM with a code. In other words, once the TEAM is set up by you, you can give the code to users/students to join the TEAM.

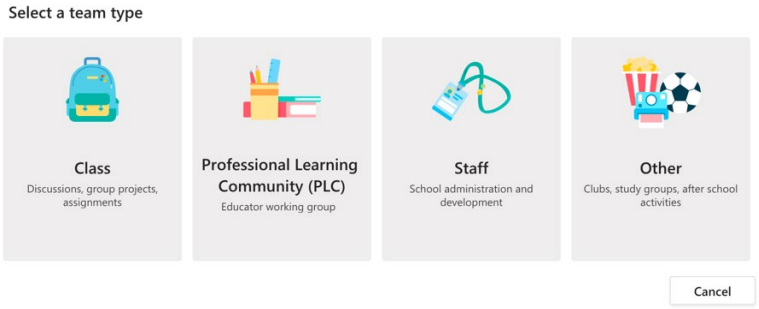
We'll start with creating the TEAM.

PART 2: CREATING A TEAM

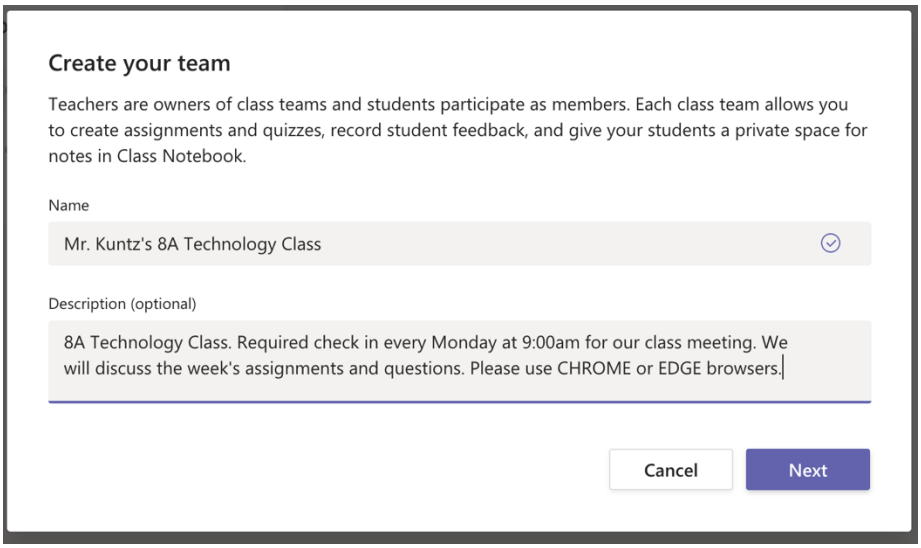
Click the blue CREATE A TEAM button:



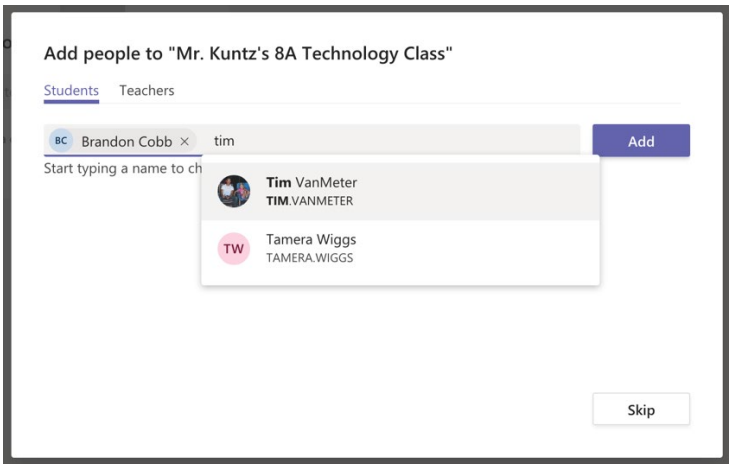
Select your TEAM type. A teacher should create a **class** *(or "other" if setting up something outside a traditional classroom)*, whereas an administrator can create two different TEAM styles for PD, communications, and more. We'll create a **class** for this example.



Now you'll have the chance to name and describe your TEAM. Make sure to put in any requirements for any scheduled MEETINGS in the description to help remind students. You can also have unscheduled, impromptu meetings if you prefer to not have a weekly class MEETING. It's a good place to mention when weekly assignments are due (if applicable), and to remind students they should be using Chrome or Edge to access the TEAM. Then click the blue NEXT.

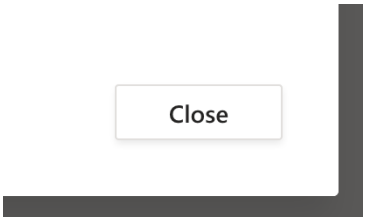


Now we can add students (AND other teachers if this is a collaborative TEAM).
To add students, use the default STUDENTS tab. For adding additional teachers and/or administrators (helpful for administration to audit a class for observations or other), click the TEACHERS tab. Type in a name and click the blue ADD.



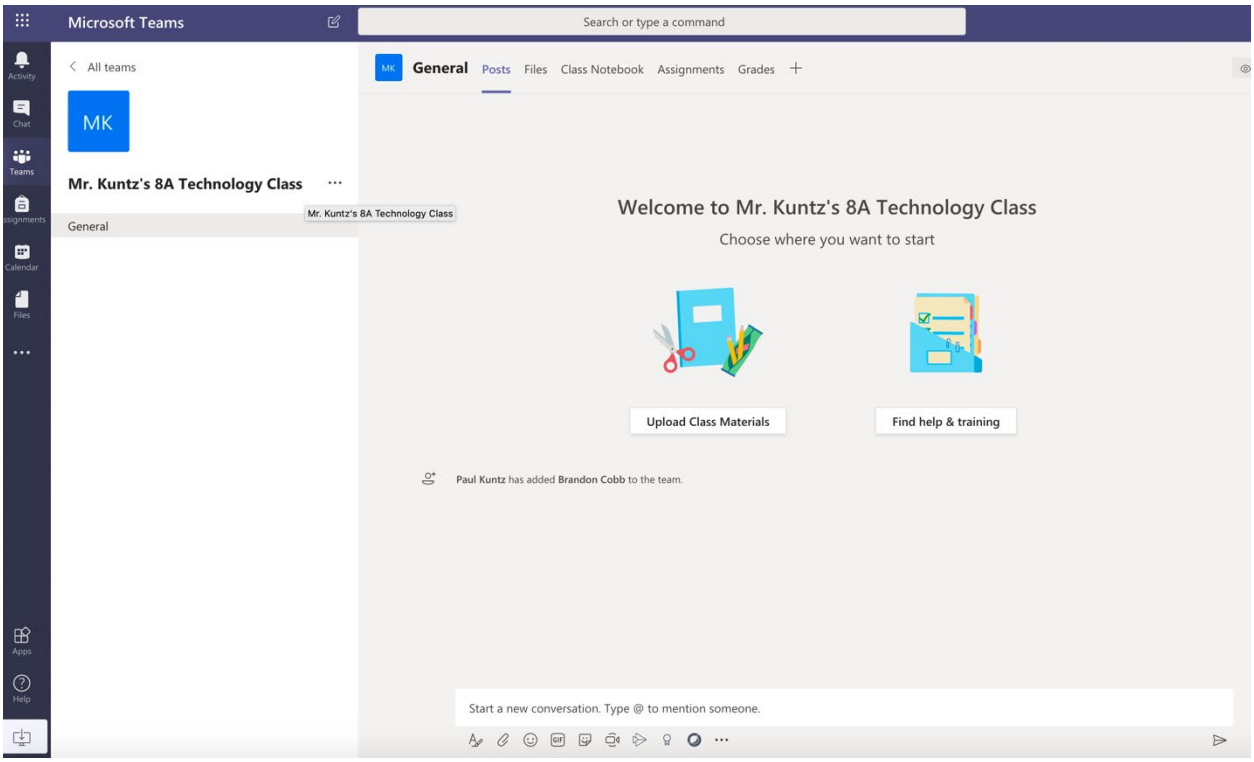
Alternatively, you can click the SKIP button at the bottom and invite them via a code later (if you're not sure who to add yet for instance).

Once everyone is added, your ADD button will appear as a CLOSE button. Click it, and your TEAM is ready to set up!



PART 3: SETTING UP A TEAM

THE MAIN WINDOW



This is the main TEAM window for this TEAM.

On the left, you can see your modules. Activity is a notification center where all users will see notifications. Chat is just that – a chat section to communicate via text (in lieu of video MEETINGs or other use), assignments is your assignments, calendar is for due dates and video MEETINGs, and files is for your materials and class files – consider it similar to OneDrive.

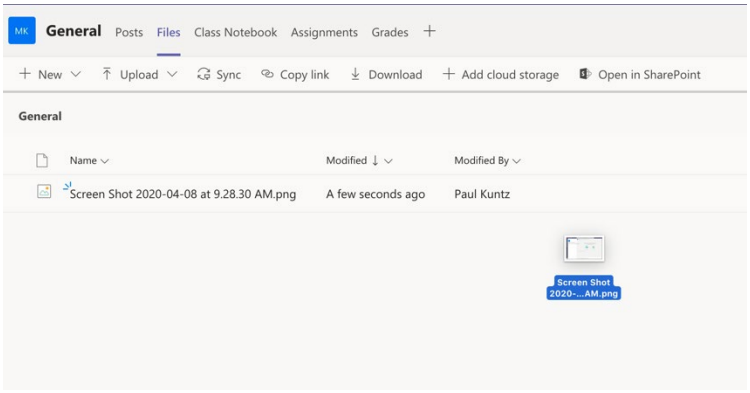
Along the top, you can see full classroom integration if this is a class. Similar to Google Classroom, it offers areas for POSTS, FILES, CLASS NOTEBOOK, ASSIGNMENTS, and GRADES.

The default main window is your POSTS. Kind of like a main messaging window where messages are typed (public to the entire group – NOT private!). The first time you see it, there will be icons for uploading your class materials and links to TEAMs training.

Uploading class materials takes you to the FILES section. Again, this interface is similar to OneDrive.

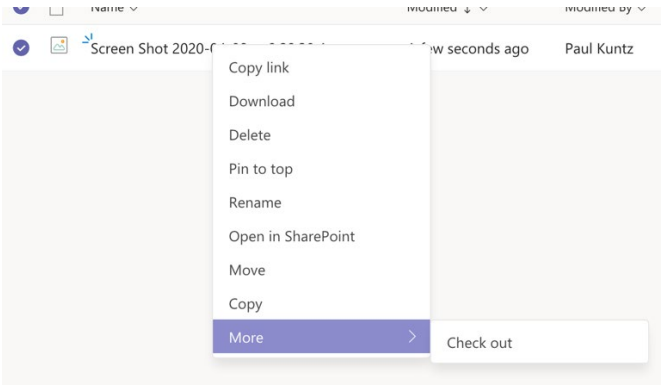
FILES

Working just like OneDrive – except that files here are immediately shared with the entire TEAM – you simply drag and drop files from your computer. Note the file I'm dragging into my FILES:



Once the file is up, you can copy the link to post in the POSTs window for students to direct access (it will still be available to them in the FILES window, but a reminder is always helpful).

Right-clicking also yields options to any file:



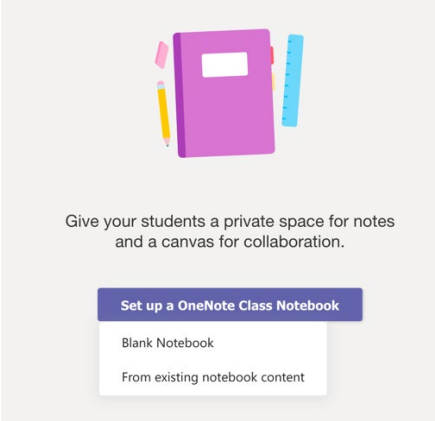
Again, once the files are here, they are accessible to the entire TEAM.

Overall, this acts as a OneDrive folder for your TEAM.

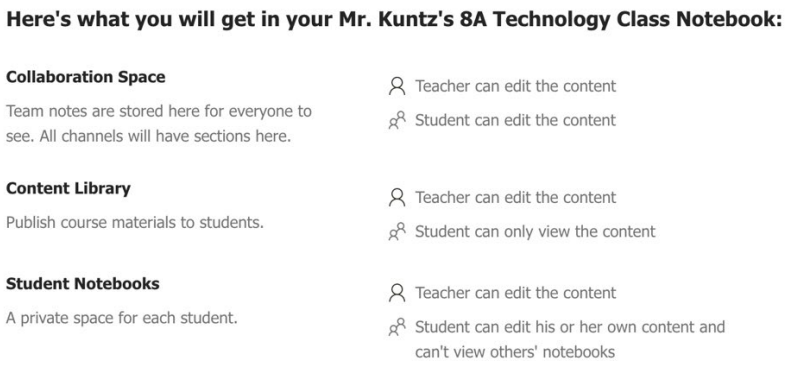
NOTEBOOK

This is a place to set up private student notebooks to keep notes and concepts handy at all times.

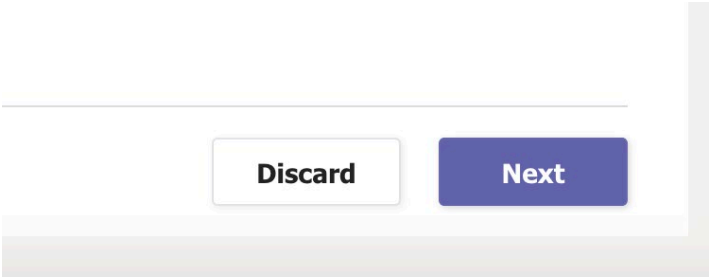
Click SET UP, and choose BLANK NOTEBOOK. If you already have notebooks set up with some pre-existing content, you can choose FROM EXISTING. But since this is our first TEAM, we'll choose BLANK.



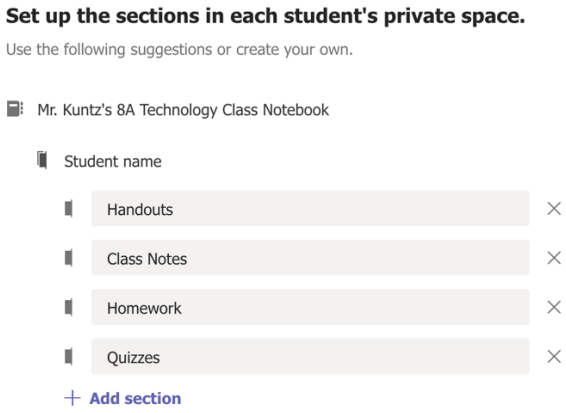
Note the multiple sections it will create. This is helpful for all types of content, from teacher notes to everyone to private student notes. Notice – the teacher can view ALL.



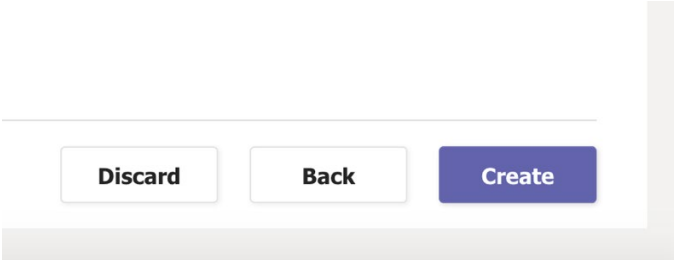
In the bottom right, click the blue NEXT.



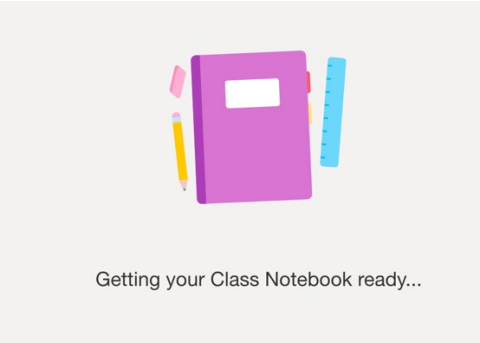
Then you will be greeted by sections in the NOTEBOOK for all students to see. You can remove sections that are not applicable, and add sections not listed that you might use (for instance, “projects” or “other”



Once satisfied with the content you’ll be creating, click the blue CREATE.



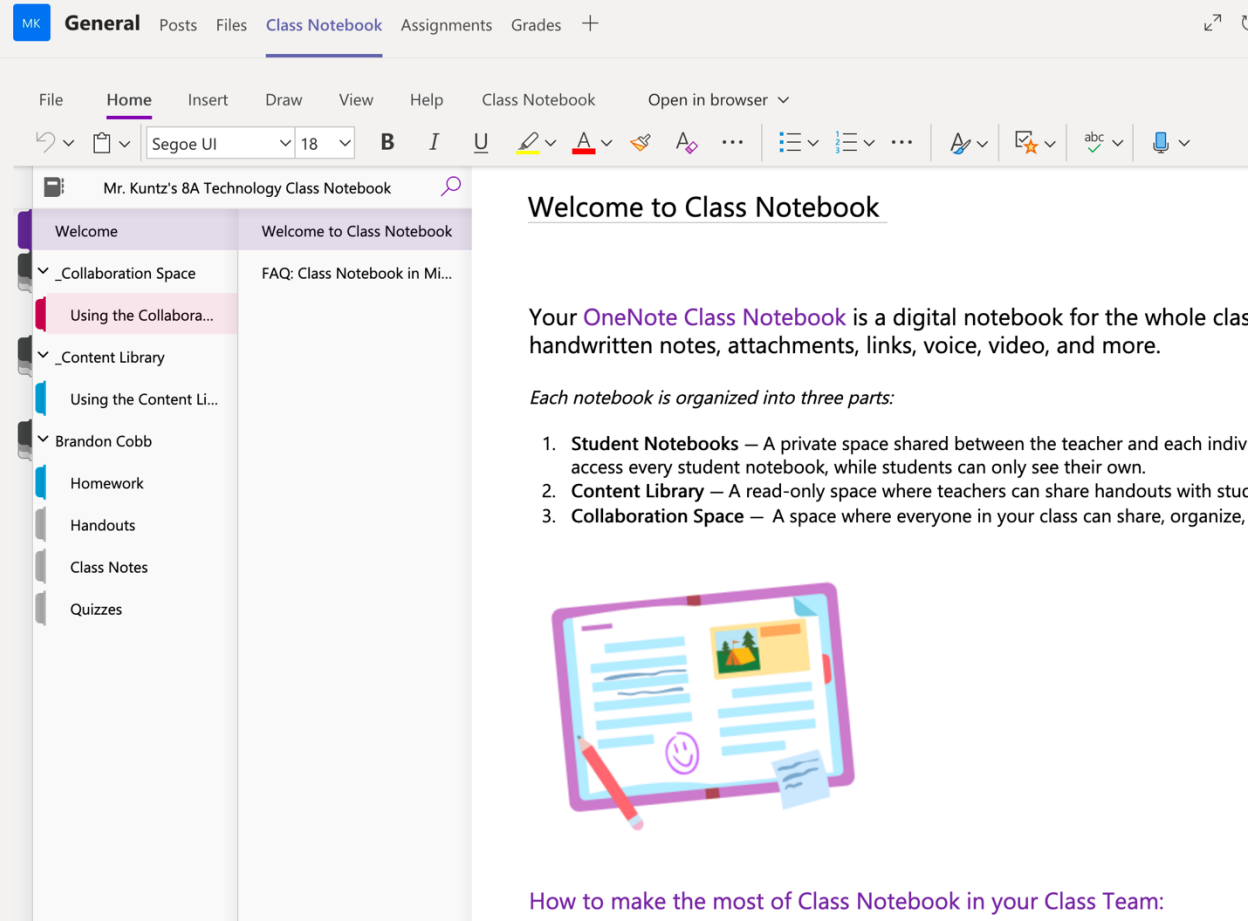
You’ll now see Microsoft setting up your NOTEBOOK.



Now you’re ready to do your final note to the students and see their work.

THE MAIN NOTEBOOK PAGE

NOTE THE SECTIONS TO THE LEFT
Every section has a how-to-use tab to help you through setting up a collaborative section, your content library, and to see students' work and notes. The sections you created previously will appear under EACH student's name. In this example, Brandon Cobb is the only student.



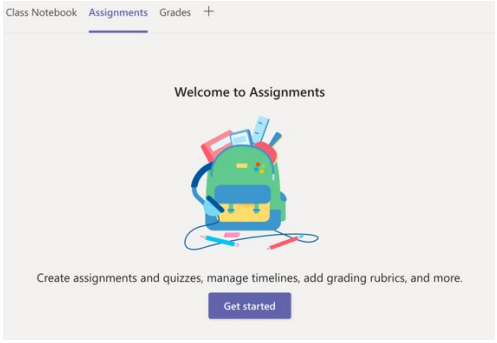
Take your time in this section to set it up for your classroom. Add handouts. Add quizzes. Add what you have decided to provide in the sections you created. This is basically Microsoft OneNote, integrated into TEAMS, just as the Files section is OneDrive.

Note the difference in sections.

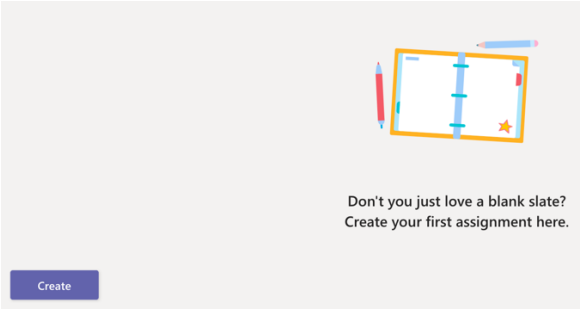
- Student Notebooks are private to each student, but accessible to the teacher.
- Content Library is where the teacher can place content viewable by the entire TEAM, but not editable by students.
- Collaboration Space is where all users can view, add, edit, and share. This should be considered "public" to the TEAM, where users can see all.

ASSIGNMENTS

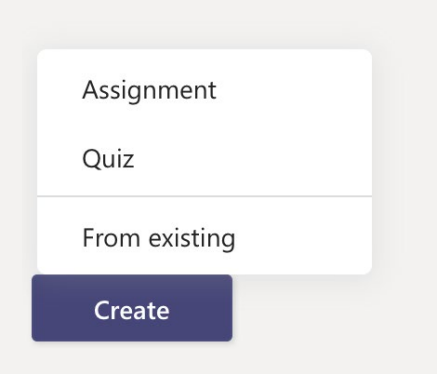
The introductory screen. Let's click GET STARTED:



Now let's click CREATE:



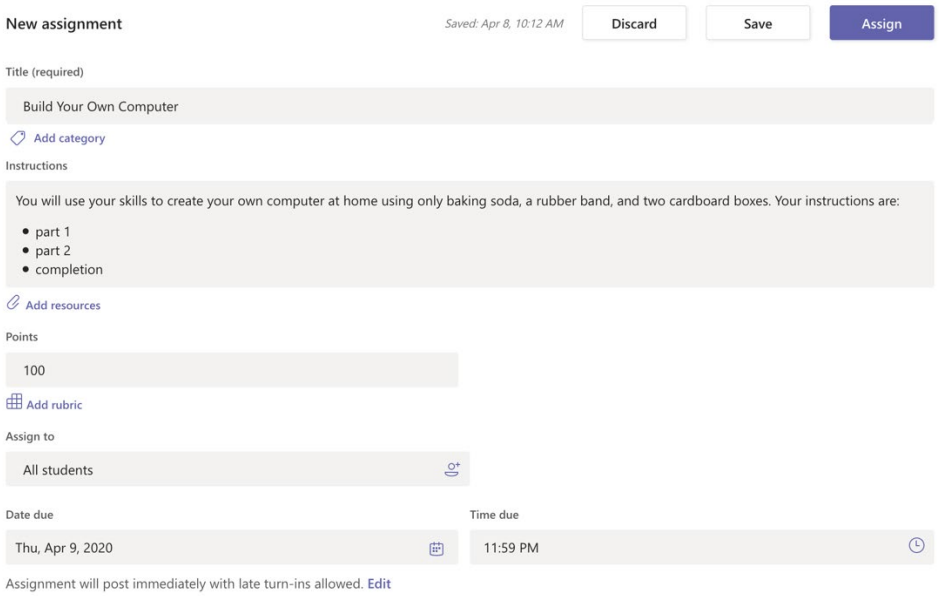
Here we can choose what we're creating. Note the "From Existing" choice. We can use that later, but since this is our first entry, there is no "existing" yet. This button will be useful to re-create existing content you've created in another TEAM. We'll choose new assignment and click the blue CREATE.



THE ASSIGNMENT SET UP

This is the main window for creating an assignment. Remember that once it is created, you can reuse in the future by “create from existing” seen previously.

Let’s look over the entire screen:



Title and instructions are self-explanatory. You can copy/paste from Word Docs if you’re using a previously-created classroom assignment. Also self-explanatory: Points, Assign To, Due Date and time.

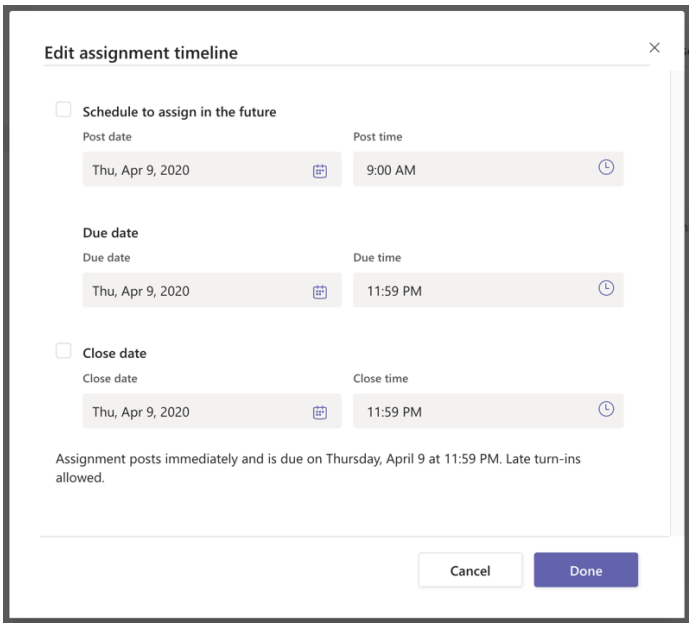
ADD RESOURCES: If you’ve uploaded any files (instructions, list of web resources, associated packet, etc.) to One Drive, you can click the ADD RESOURCES link and choose the file from your OneDrive. Students will now have access to those resources.

ADD RUBRIC: This affords you the opportunity to create and/or use a previously-made rubric. You will create it with a step-by-step wizard. It’s very easy, and students will now have access to how they’re graded.

EDIT: There’s a tiny link at the bottom to edit when the assignment shows up in the group, whether late work is accepted, and a few other things. Let’s look at that.

EDIT ASSIGNMENT TIMELINE

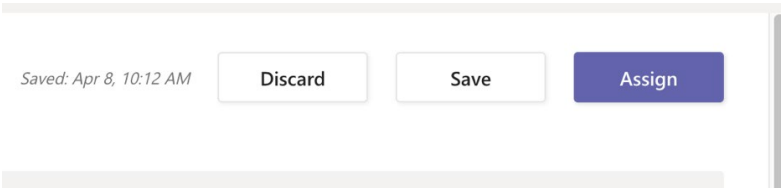
The window you see if you click EDIT at the bottom of create assignment:



There are two school of thought with online classrooms. One is that students should always have access to all assignments so they can work at their own pace (useful for IEPs, special needs, etc.). One is that students should only see the work at hand for that week. Here you can choose if the assignment is posted right away, or in the future when the assignment will be assigned, and whether or not late assignments are allowed.

You can schedule your assignments in the future as well.

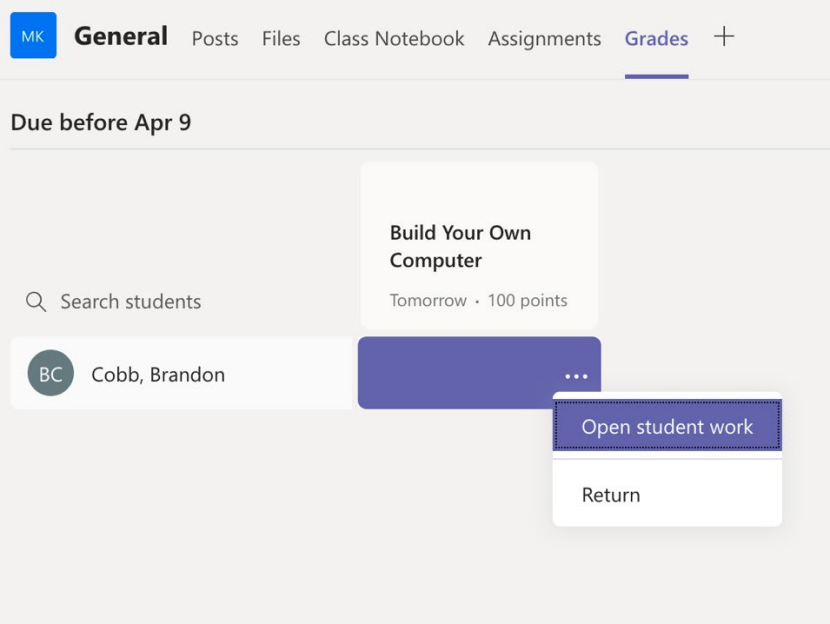
Once satisfied, click the blue DONE. Now – back on the main screen – click the blue ASSIGN in the upper right.



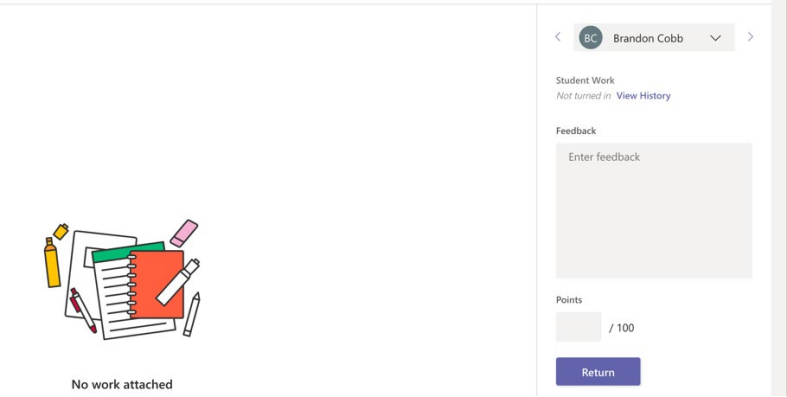
Your first assignment is now posted in your classroom. This process is repeated for all assignments and quizzes. And remember, once one is created, you can use it as a template for future assignments by choosing “FROM EXISTING” when creating a new one.

GRADING ASSIGNMENTS

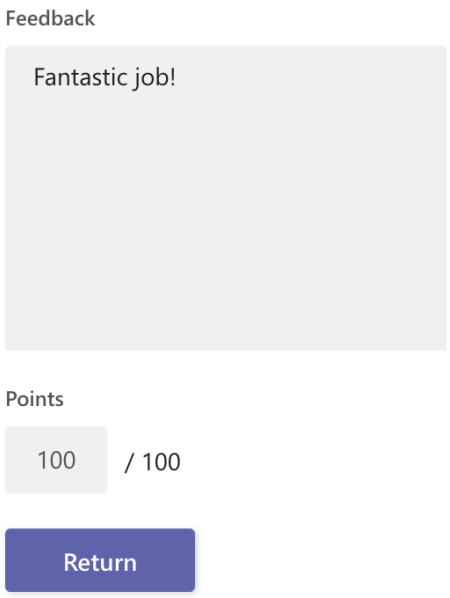
Once a student submits work, it will be under the GRADES tab at the top. Click GRADES, and then next to each student, click the down arrow next to the assignment due (the … icon) and OPEN STUDENT WORK.



In my example, Brandon Cobb has not yet submitted his work. So there is nothing in the main window. If you do not see submitted work in the main window, the student has NOT submitted their assignment. Let's look at our grading on the right.



Here we can provide our feedback to the student (notes as to why they got the grade they did, commendation notes, requests for student to see you for help, etc.) and a place to grade the assignment. We'll give Brandon Cobb a 100.



Some notes on this section:

I've submitted feedback and a grade in this scenario.

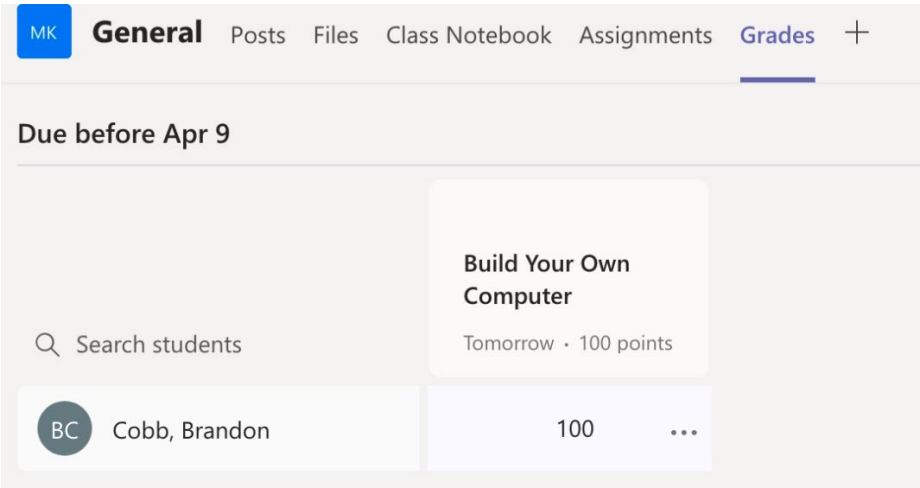
Note that the student will receive anything typed in here as well as his/her grade.

Once done, I click the blue RETURN button to submit this grade and notes.

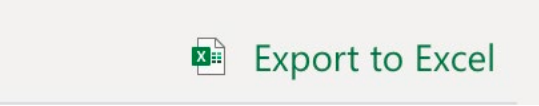
Then I can click the gray CLOSE button in the upper right of the screen to return to the main GRADES page with all students and grades listed.

Now, let's note some important items on the main GRADES page.

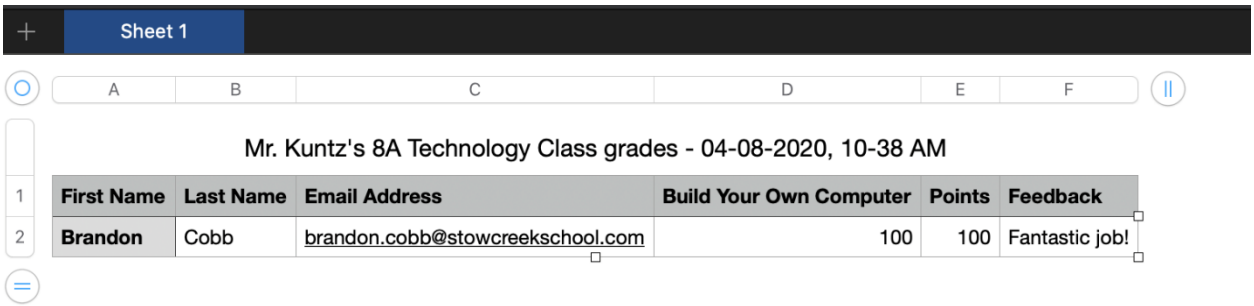
First, you'll now see student grades, as you've graded assignments.



But MOST importantly, the first argument you'll probably have is "Great, but how do I get these grades into my gradebook and our SIS?" There's nothing worse than having to manually copy this information, so there's an easy fix. Note in the top right corner:



Let’s look at the exported data. Please note I used Apple Numbers instead of Excel, so some aesthetics may be different, but the table layout will be the same:



In my scenario, there’s only one student with one assignment. However, as classes get more fleshed out, these tables will organize and display your data for easy export to the SIS or use it as your own personal gradebook.

Note the columns are also sortable by name, email, assignment name, grade, and alphabetically by feedback. This is extremely helpful for looking at your classroom data – especially by grade, as you can then weigh how effective the assignment may have been.

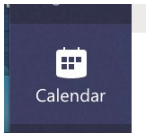
That’s it for the setup of TEAMs as well as utilization of the main features. There’s one final feature to delve into in order to keep your TEAMS classroom personal and provide a feeling of in-person normalcy. That would be MEETINGS.

PART 4: UTILIZING MEETINGS

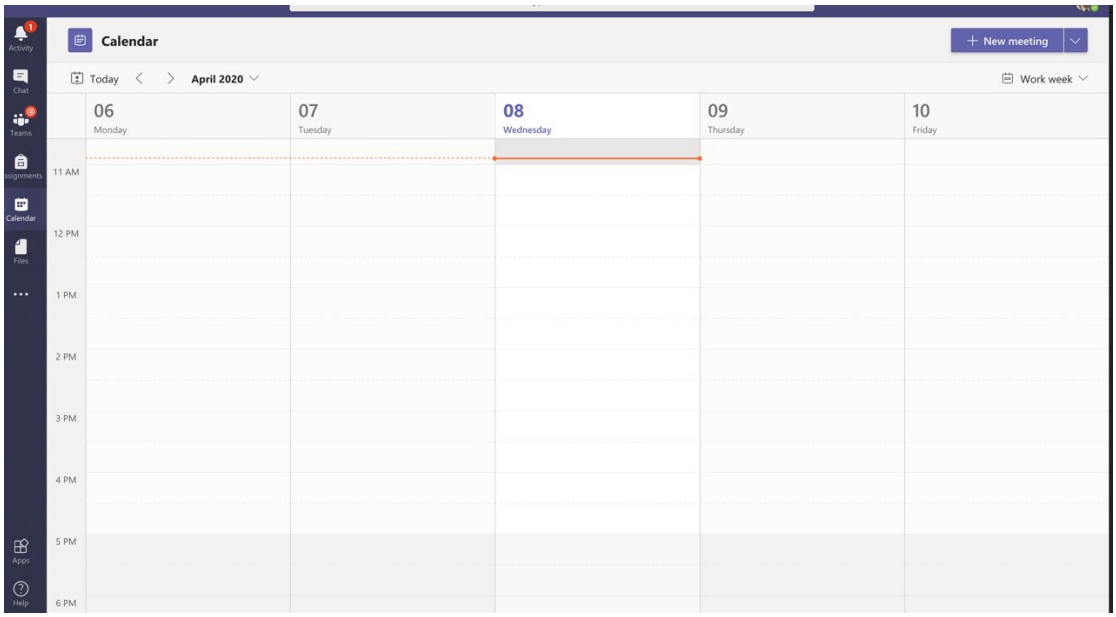
MEETINGS is the most useful area of TEAMS for communicating with students or colleagues.

One way to do this is to set up an impromptu MEETING for a sudden need to meet with others. This is helpful when you realize you need to cover something – ANYTHING – from review of content to an impromptu check-in with students to help them feel more relaxed.

Another way is to schedule MEETINGs. This is great for a weekly scheduled classroom lesson, questions and answers, direct instruction, etc. One possible way to use this is to have students log in once a week during their normal classroom time, and give them credit for attending the virtual classroom. Or maybe you want a Friday open meeting for students to join only if they need extra help on an assignment. This is a great way to differentiate your classroom and to provide direct instruction.

MEETINGS are accessed under your TEAMs calendar. The Calendar is most easily accessible under the left bar: 

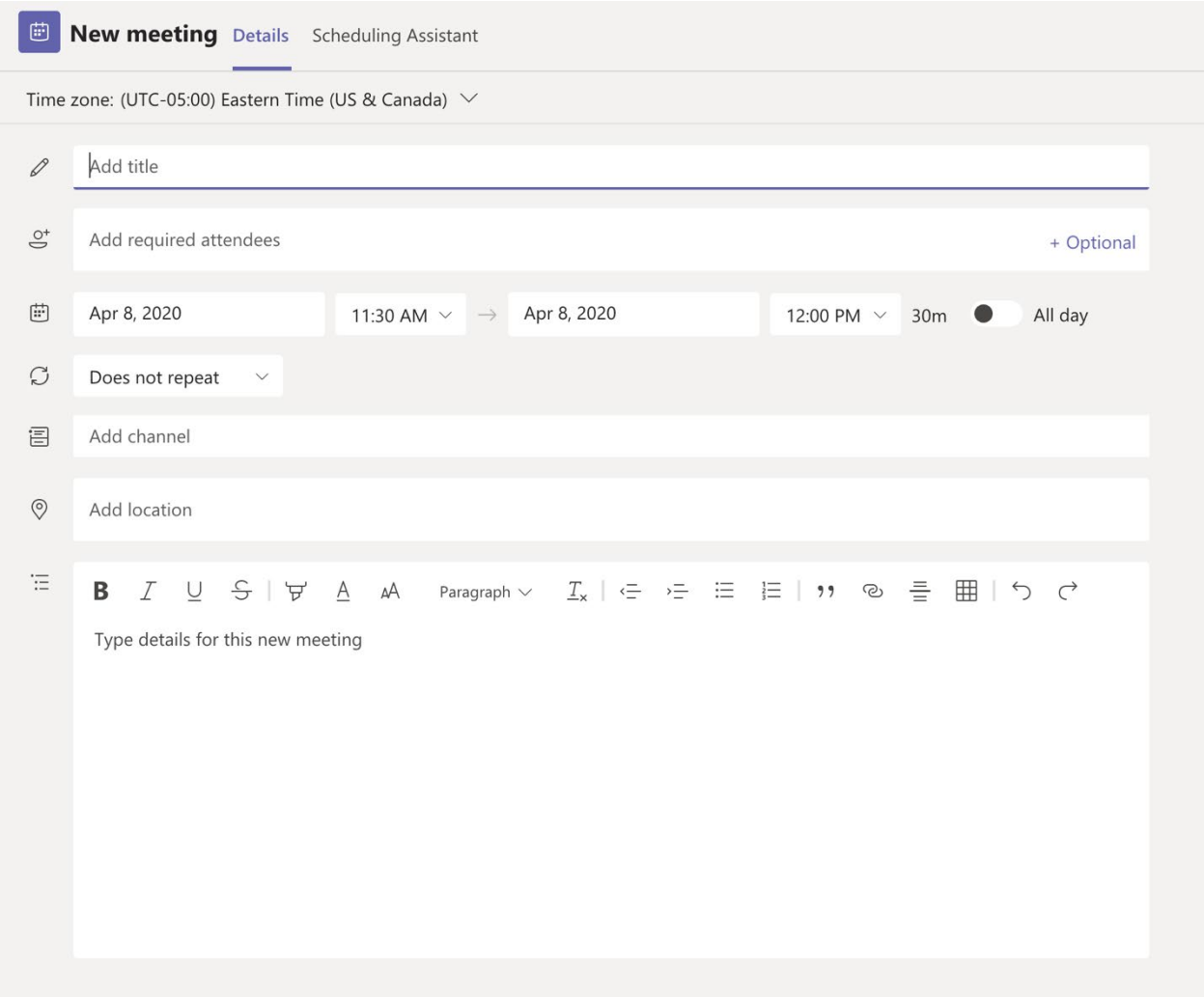
The main CALENDAR looks like this:



The calendar will show due dates, etc. But we're interested in the blue NEW MEETING in the upper right.

NEW MEETING

Let’s click the NEW MEETING in the upper right. You’ll get this screen.

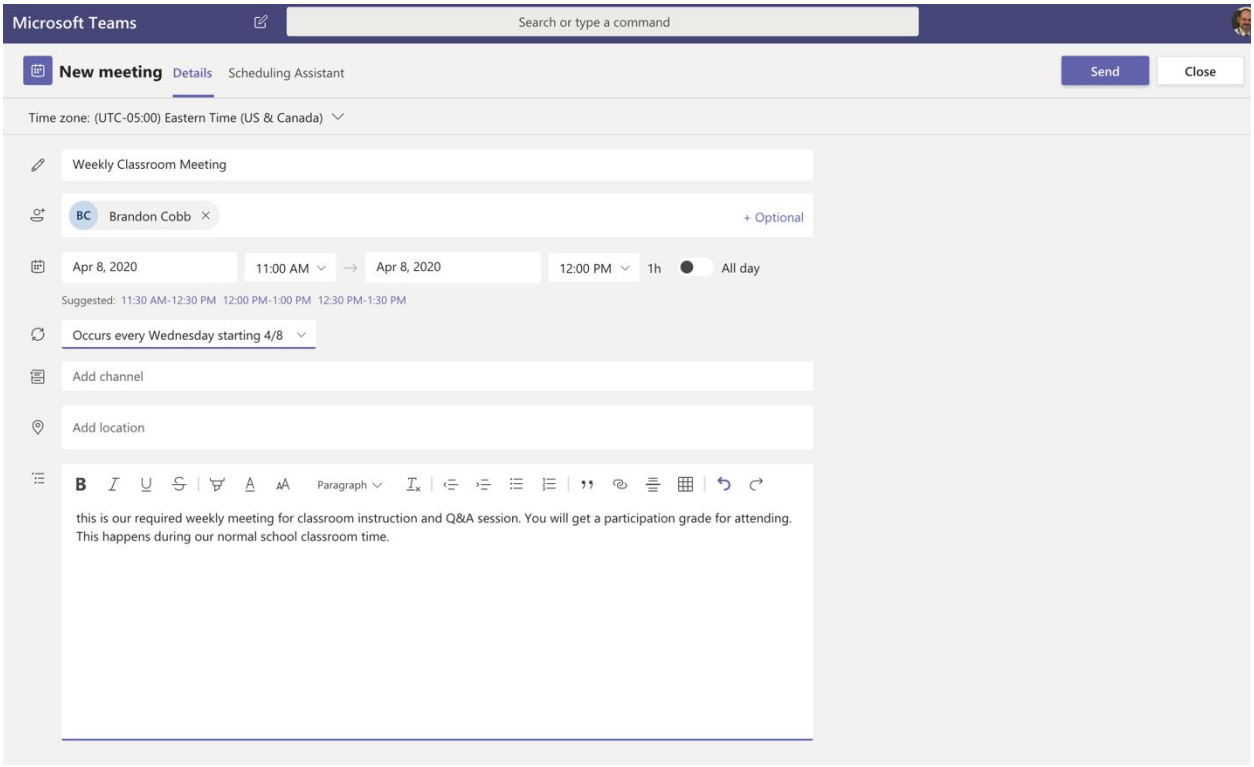


Add the title, the required attendees (usually an entire class, but can also be used for small groups who need extra help).

Choose when it will happen, and for how long. Try to add a half hour to your expected length of time just in case there are extra questions. Choose if this repeats (a planned meeting), or if it’s one-time (impromptu). Again, a good choice for a planned meeting is weekly during class time for direct instruction etc.

You can safely skip channel and location. Then you can type in the meeting description.

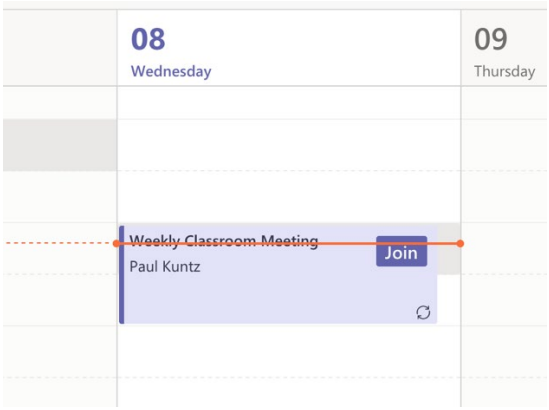
Here’s my example for a weekly classroom meeting:



Note: Brandon Cobb is a STUDENT in this scenario. You can add all students to this list, or a small group for an impromptu (or scheduled “extra help”) meeting.

Once satisfied, click the blue SEND in the upper right. All attendees will get a notification.

In the CALENDAR, everyone who is part of a MEETING will see a join button.

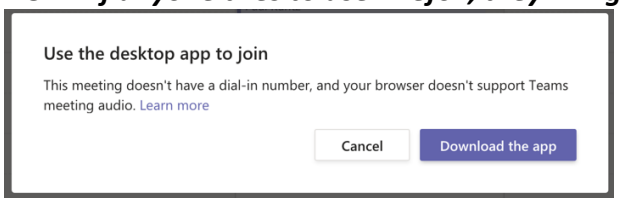


Let’s join.

JOINING A MEETING

Once you've clicked JOIN, you will see the following:

IMPORTANT NOTE: if anyone tries to use Firefox, they will get this error:



Make sure everyone is using Chrome or Edge browser.

Also, if a user has blocked third-party cookies (only power users would do this, as it requires browser know-how), they will need to re-enable third-party cookies to enter TEAMS.

ALSO, when you first join a MEETING, your browser may ask for access to your mic and camera. <u>YOU MUST ALLOW THIS</u> or you won't be able to access a MEETING.

Nearly everyone will want to allow the defaults for the join screen. However, some may not wish to be seen for privacy reasons. Let's go over the join options.

THE JOIN SCREEN

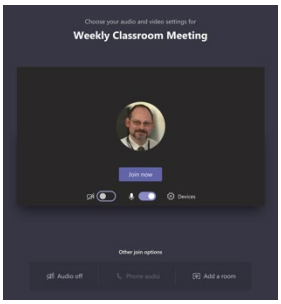
The JOIN screen has a few options. The most important things to keep in mind:

The camera slider (bottom left-center of video window)
This may be turned off if a student does not wish to be seen, but still allowed to talk and listen in the MEETING. The teacher will still see them as present.

The microphone slider (bottom right-center of video window)
This shouldn't be turned off as students will likely need to ask or answer questions. It should only be turned off if a user is auditing a MEETING.

DEVICES and "Other Join Options" shouldn't be used at this time, unless you, as a presenter, wish to experiment with advanced settings.

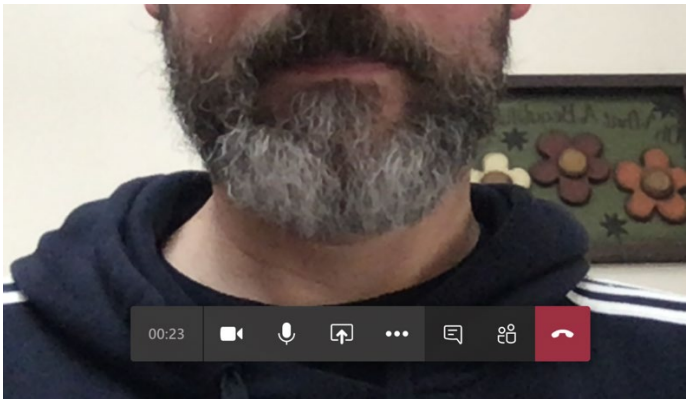
Once the video choice has been made, the student can click JOIN NOW (blue button at bottom of video display).



This is what you will see instead of a video feed if someone chooses to turn off their camera. This should be allowed, as a student may not wish to be seen due to privacy concerns, but still participates.

THE MEETING IN ACTION

Once the meeting starts, it will work just like Skype, Zoom, and other video conferencing software. The most important parts are the action buttons on your screen:

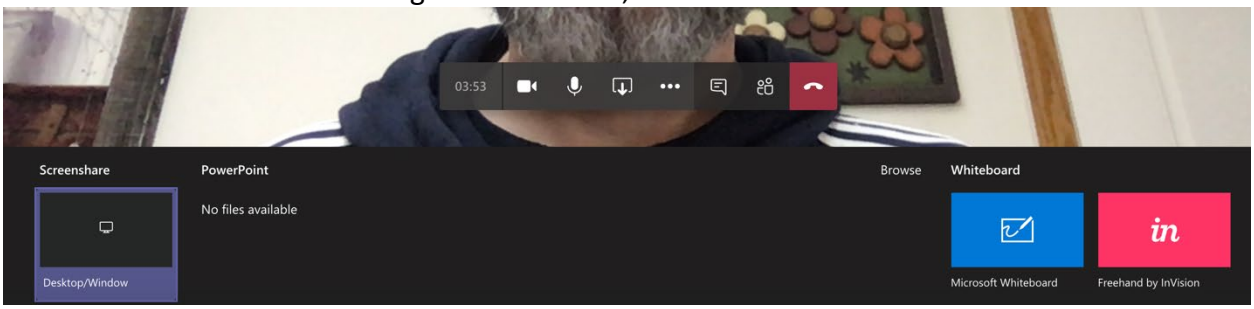


ICONS:

- MEETING timer, showing meeting length.
- VIDEO: turns your camera on or off.
- MICROPHONE: mutes you so you can't be heard or unmutes you.
- SHARE, MORE ACTIONS, SHOW CONVERSATION, SHOW PARTICIPANTS
  We will show these individually
- HANG UP: leave the meeting.
  WARNING: this keeps the meeting running after you leave, completely unmonitored by you. We will cover ENDING the meeting for all participants later.

SHARE IN MEETING

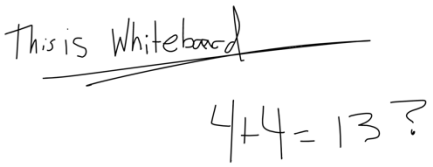
You can share a number of things in a MEETING; click the SHARE icon.



DESKTOP/WINDOW allows you to share with others what you see on your screen, like a presentation.

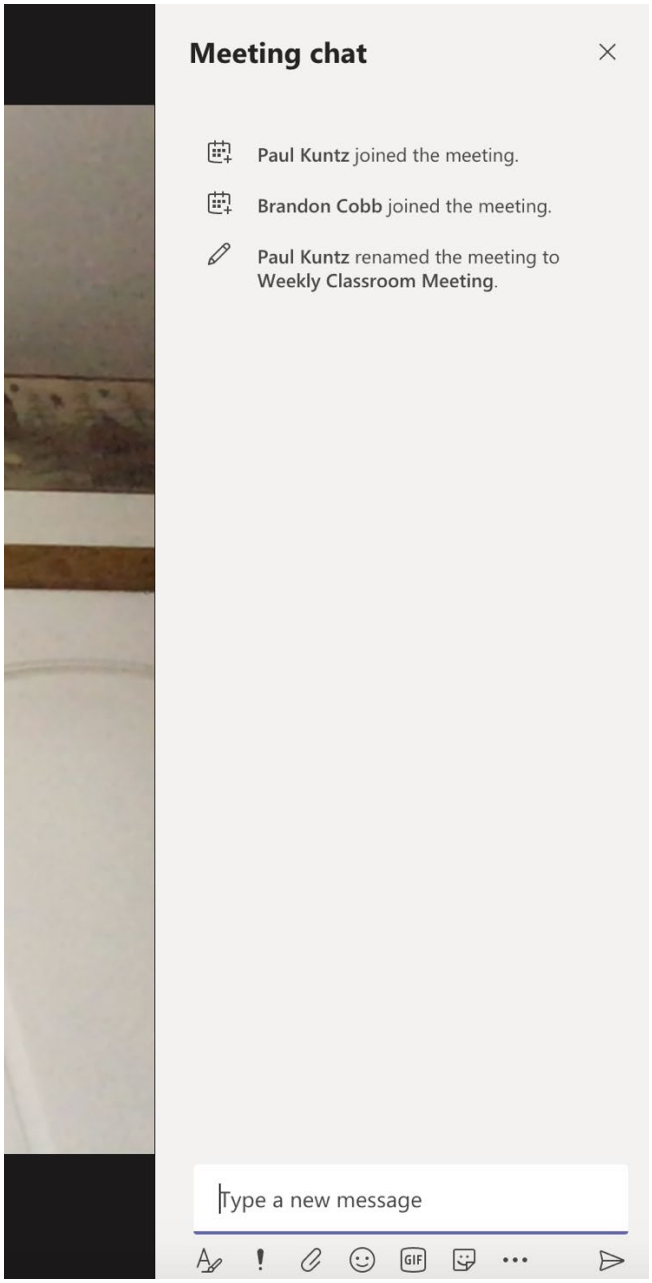
POWERPOINT allows you to share PowerPoint Presentations with the group in the MEETING. Note: you MUST have uploaded PowerPoint files to do so.

MICROSOFT WHITEBOARD or FREEHAND allows you to draw and type in a whiteboard that replaces your video screen for others to see.



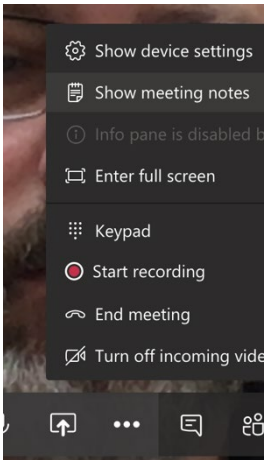
This is an example of the moderator using the WHITEBOARD feature to draw or write for the viewers. Note the video of the moderator goes to the lower right corner and focuses on the Whiteboard content. The same holds true for sharing PowerPoint or your Desktop.

SHOW CONVERSATION opens a chat window. IT IS VERY IMPORTANT for teachers to open this so you can monitor any typed messages between students.



Of course, you can also take part in typed information, as this is easy for students to copy/paste while taking notes.

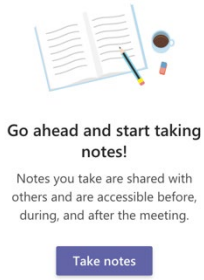
MORE ACTIONS: SHOW MEETING NOTES



You should encourage all to click this at the start of a MEETING.

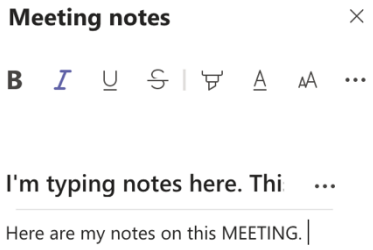
This will open a side panel where all participants can TAKE NOTES on the presentation portions of a MEETING.

This way, participants will not forget key information that might not be in any handouts, or write information in their own words so they're easy to understand.



Once clicked, you get the option to "TAKE NOTES",
As shown in this screenshot.

Just click "TAKE NOTES" to get your notes window
To open.

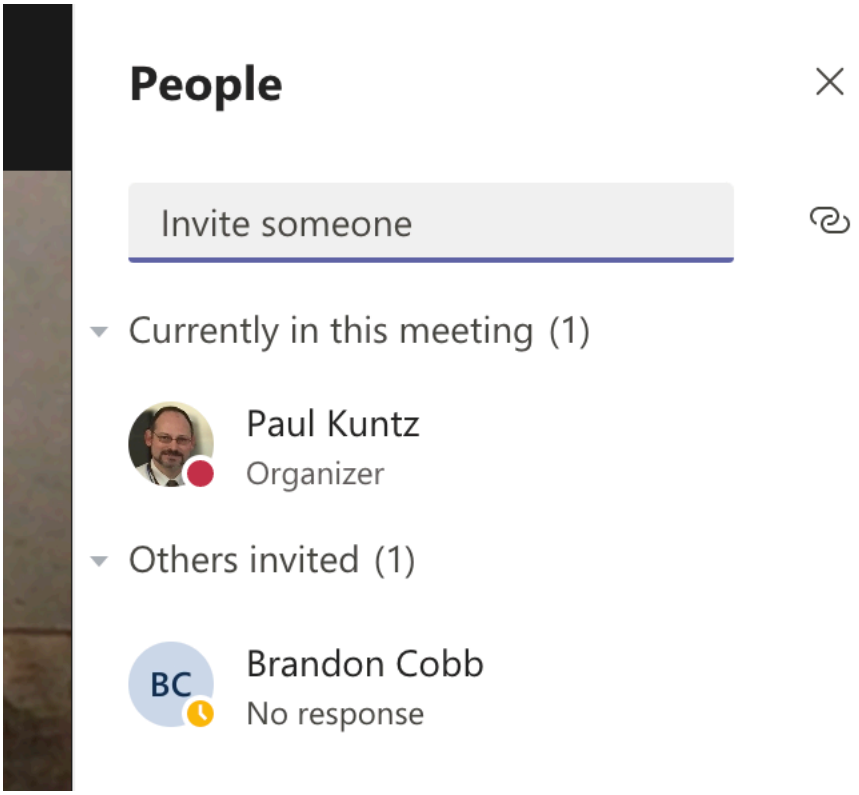


Here is a NOTES window now open and being used.

You can use fundamental MS Word styled text editing (bold, italic, underline, strikethrough, highlighting, text size, etc.)

SHOW PARTICIPANTS

The best way to see everyone who's joined in your MEETING.

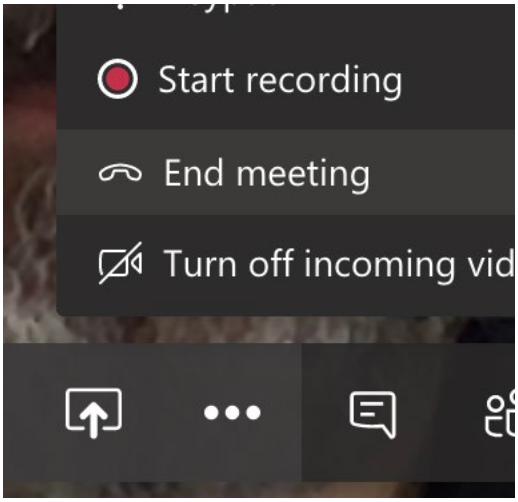


Here you can also quickly see who has NOT joined the conversation. In this case, Brandon Cobb never joined and will therefore be marked absent (if I were to require this meeting).

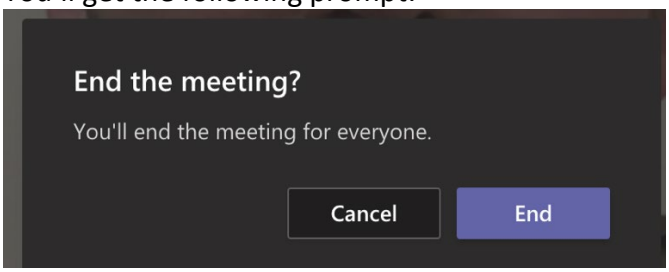
CLOSING THE MEETING

It's important that you CLOSE the meeting rather than just hang up. Students can just hang up only. You, as the moderator, however, need to completely close the meeting, which will hang everyone up and shut the meeting down.

Click the MORE ACTIONS dots (…) and choose END MEETING.



You'll get the following prompt:



Choose the blue END button, and the meeting will be closed.

You have now successfully run a MEETING in TEAMS