



# Microsoft Teams for Education

Quick Start guide for educators



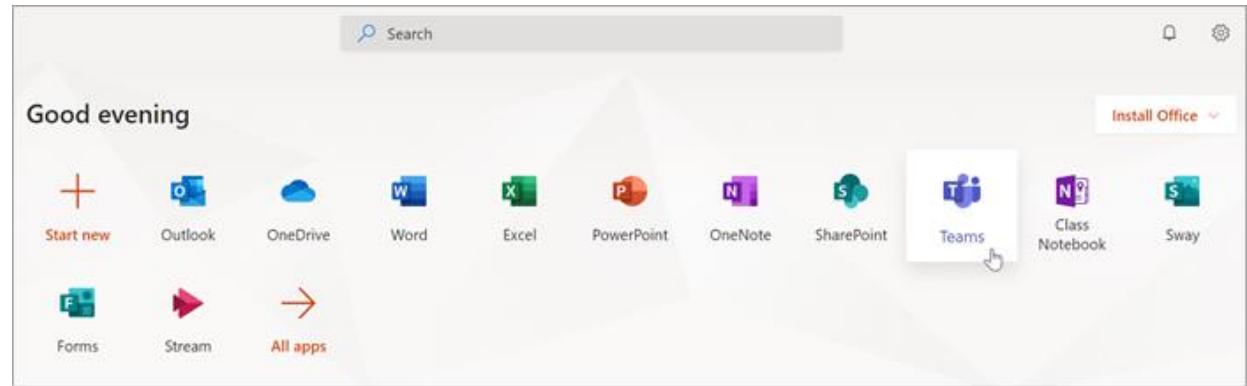
# Get started

How to sign in, create a class, and add students to your class

## Sign in to Teams

1. Go to [Office.com](#) on your web browser and sign in with your school email and password.
2. Select the **Teams** app.

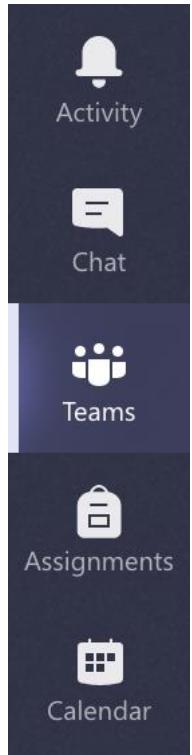
**Note:** Teams for Education is a part of Office 365 Education. Students and educators at eligible institutions can sign up for Office 365 Education for free. [Learn more about signing up.](#)



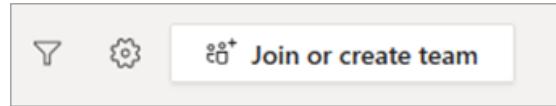
## Create a class team

You may already have classes set up for you by your IT administrator. If so, [get more help here](#). If not, create one.

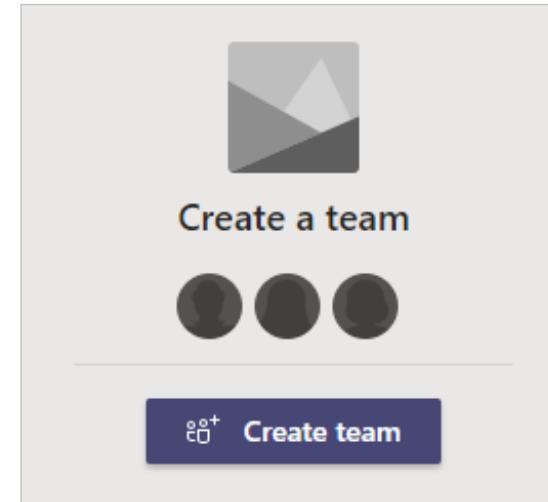
1. Select  Teams from the app bar.



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

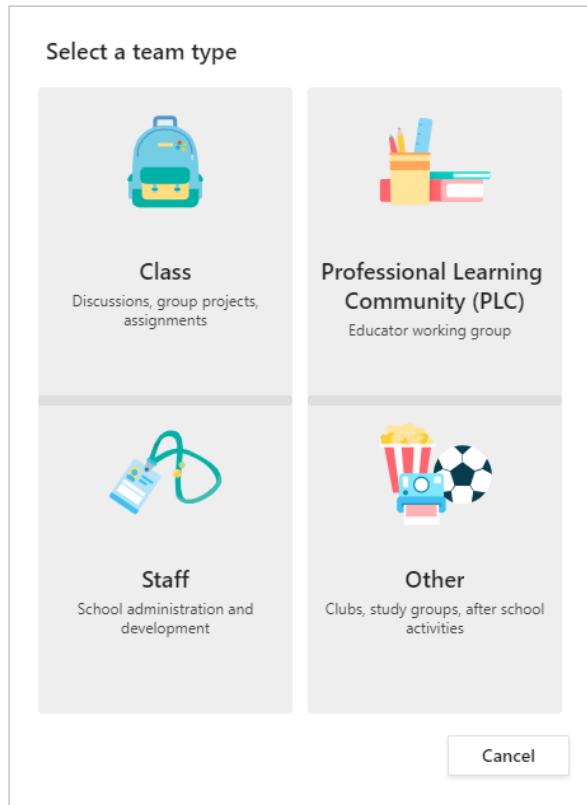


3. Then select **Create team**.



## Create a class team (continued)

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



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

The dialog box has a title 'Create your team' and a description: '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.' It has fields for 'Name' and 'Description (optional)'. Below the fields are two links: 'Create a team using an existing team as a template' and 'Create a team using a class group set up for you by Pineview High School'. At the bottom are 'Cancel' and 'Next' buttons.

**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

Create a team using a class group set up for you by Pineview High School

Cancel Next

## Add students (optional)

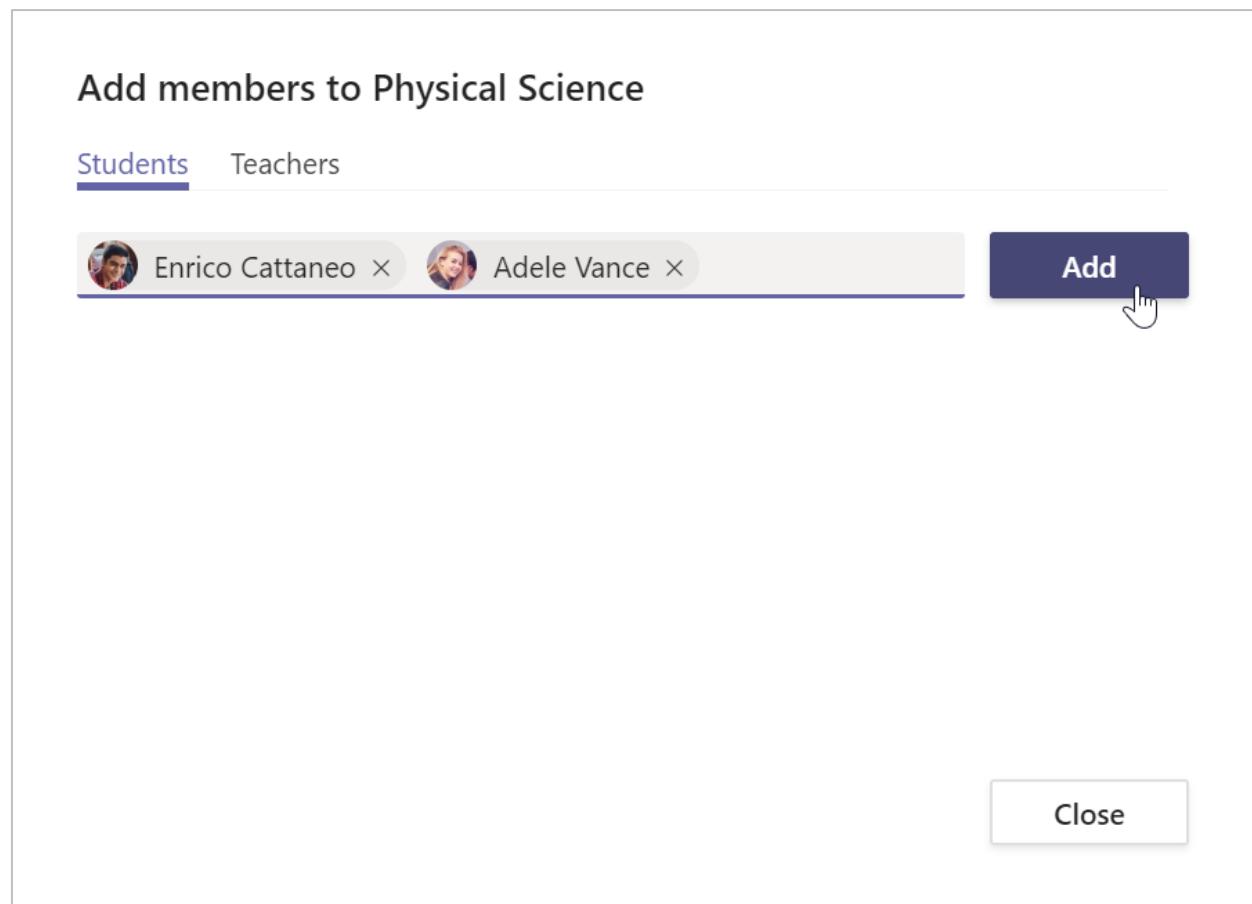
1. Enter student names and select **Add**.

If your school has already created class groups, ask your IT Admin for the name of your class group.

2. Select **Close** when you're finished.

**Note:** To add co-teachers to this class team, choose the **Teachers** tab and enter names.

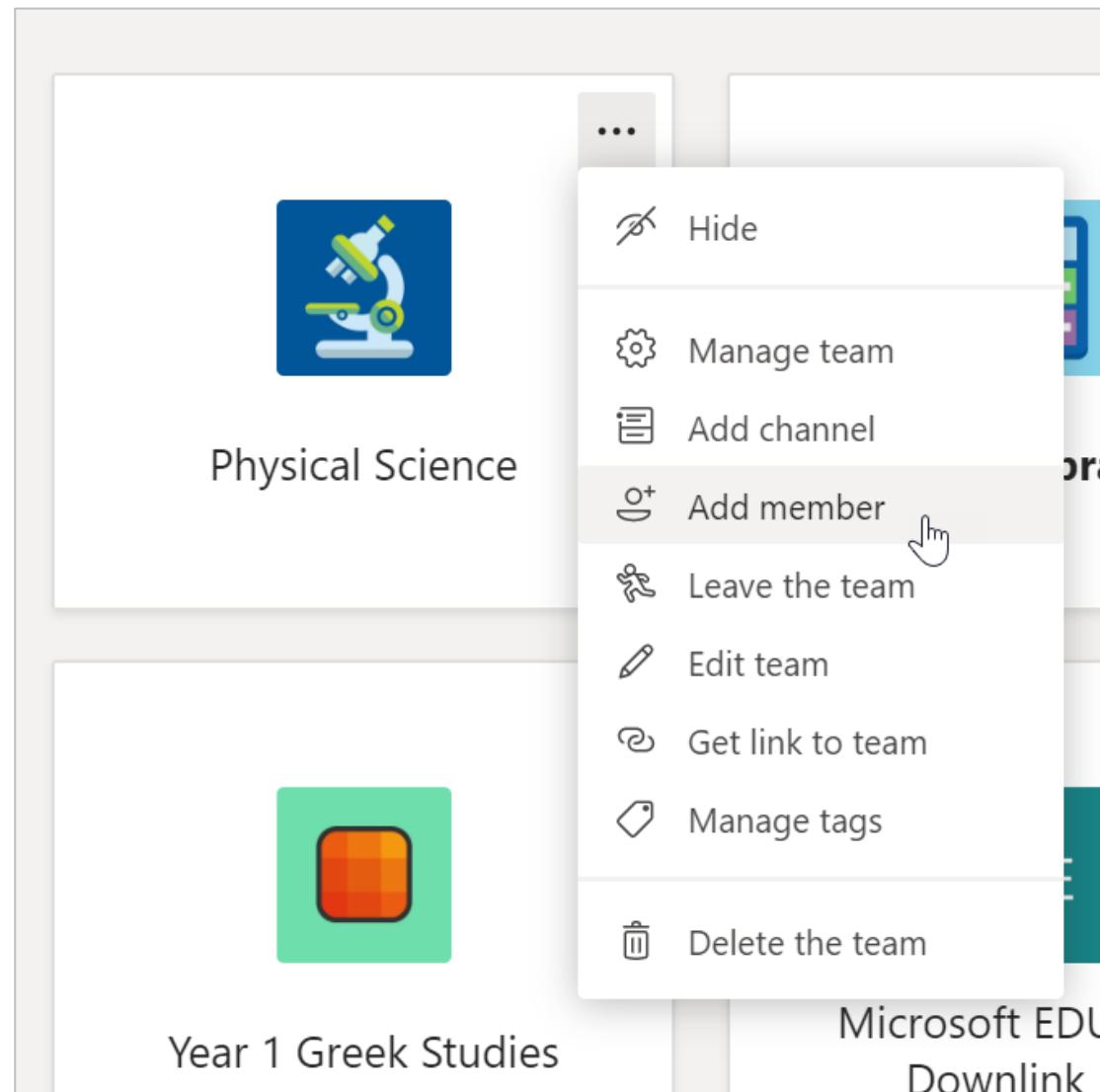
You can add students later if you prefer to skip this step for now and set your class up first.



## Add students (continued)

In order to add students to your team later, navigate to the team you'd like to add a student to, then select **More options** ... next to your class team.

1. Select **Add member** and follow the steps.
2. Select **Manage team** to view **Settings** and a full list of class members.



# Get organized

Find and organize conversations, files, assignments, and notes in your class teams

## Channels

Click on the tile for your class team to see your channels.

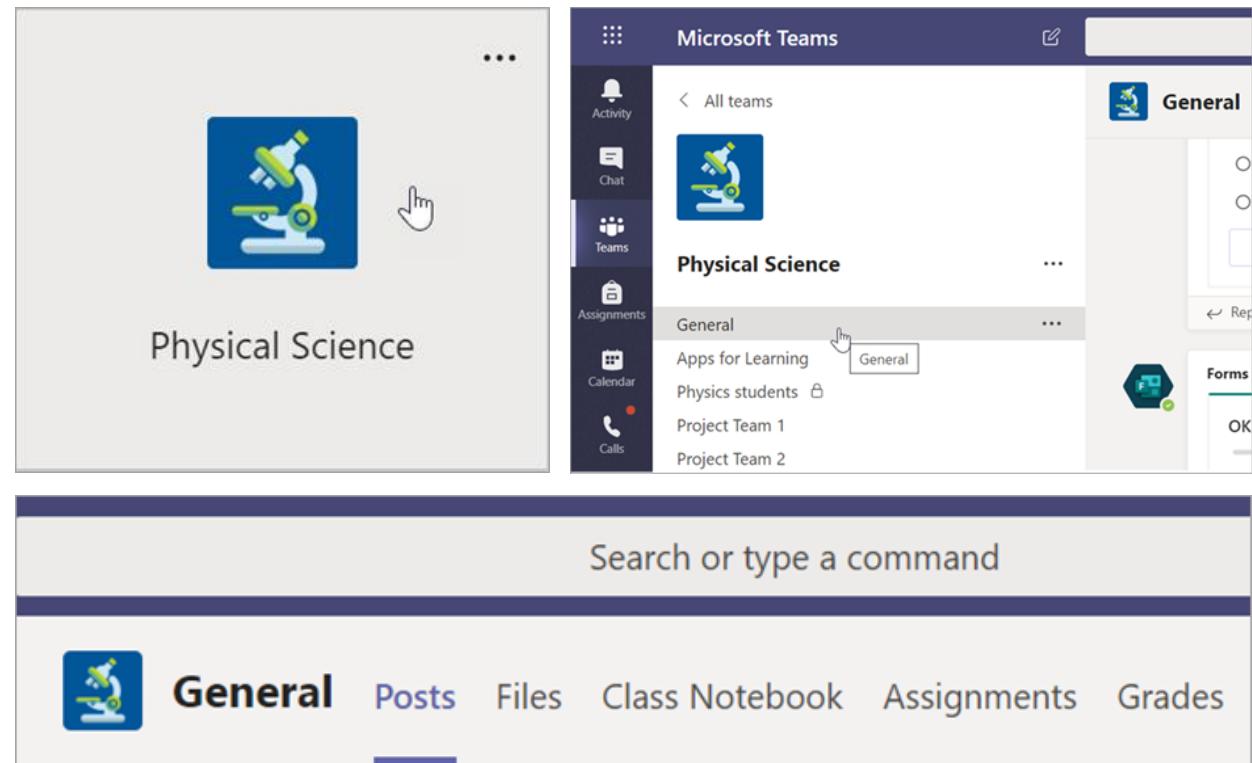
Every class team comes with a **General** channel.

Channels organize all the files, conversations, and apps for a topic in one place. Channels can be created for group work, topics, units, and more.

Every channel has tabs. The General channel has these tabs:

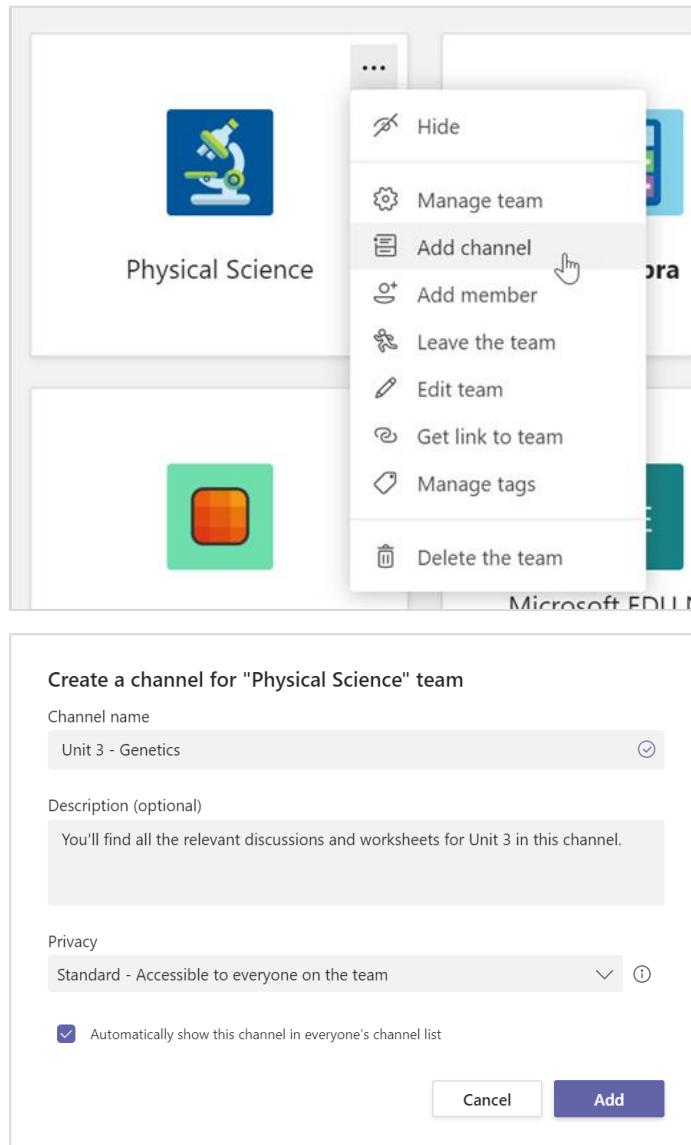
- The Posts tab for all the messages in this channel.
- The Files tab to store all the files shared in this channel.
- The Class Notebook tab.
- The Assignments tab for creating assignments.
- The Grades tab for tracking student progress and grading.

Tip: Add a tab to any channel by selecting **Add a tab +**.



## Add channels

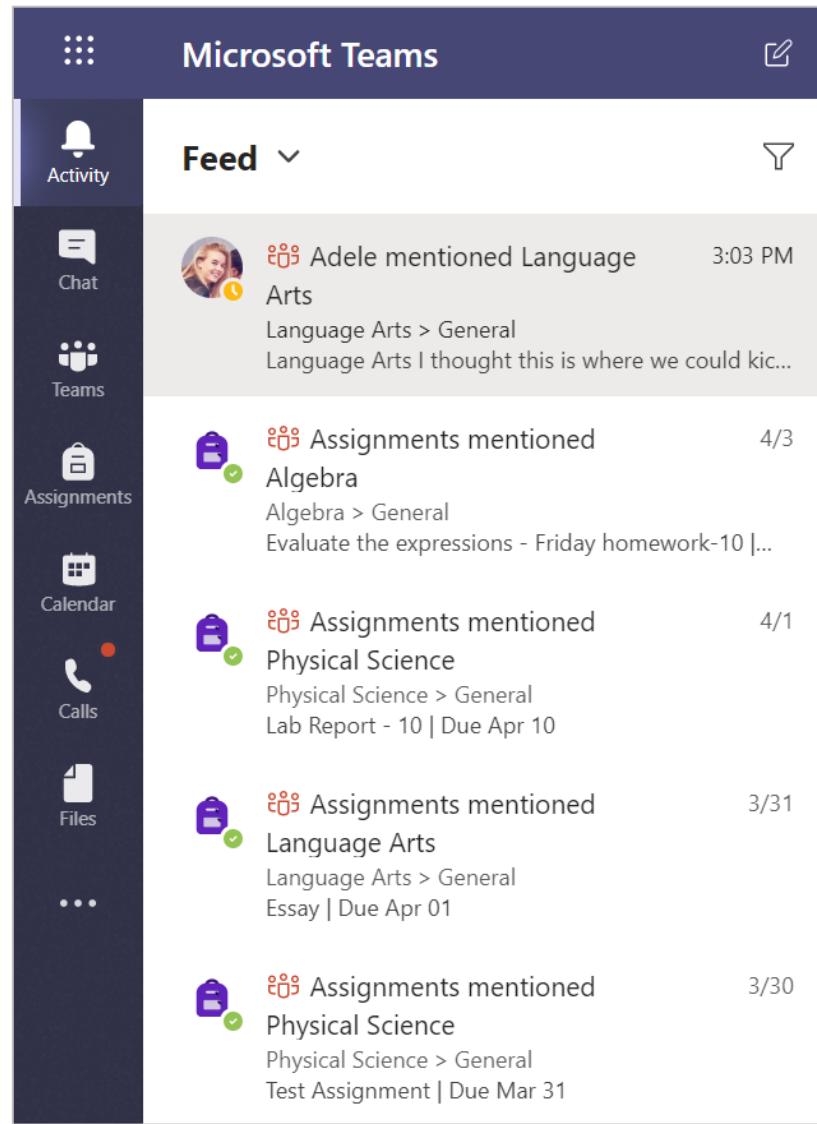
1. To add a channel, select **More options ...** next to your class team's name, then **Add channel**.
2. Enter a **Name** and an optional **Description** for your channel.
3. Choose whether you'd like your channel to be **Standard** or **Private**. Standard channels will be available to everyone. Private channels will only be available to students you choose.
4. Check the box to automatically show this channel in everyone's channel list.
5. Click **Add**.



The image displays two screenshots related to adding a channel in Microsoft Teams. The top screenshot shows a context menu for a team named "Physical Science". The menu includes options such as Hide, Manage team, Add channel (which is highlighted with a cursor icon), Add member, Leave the team, Edit team, Get link to team, Manage tags, and Delete the team. The bottom screenshot shows the "Create a channel for 'Physical Science' team" dialog. It includes fields for "Channel name" (set to "Unit 3 - Genetics"), "Description (optional)" (containing the text "You'll find all the relevant discussions and worksheets for Unit 3 in this channel."), and "Privacy" (set to "Standard - Accessible to everyone on the team"). A checkbox at the bottom is checked, stating "Automatically show this channel in everyone's channel list". At the bottom right of the dialog are "Cancel" and "Add" buttons.

## Check notifications

See what's happening in class by selecting **Activity** in your app bar.

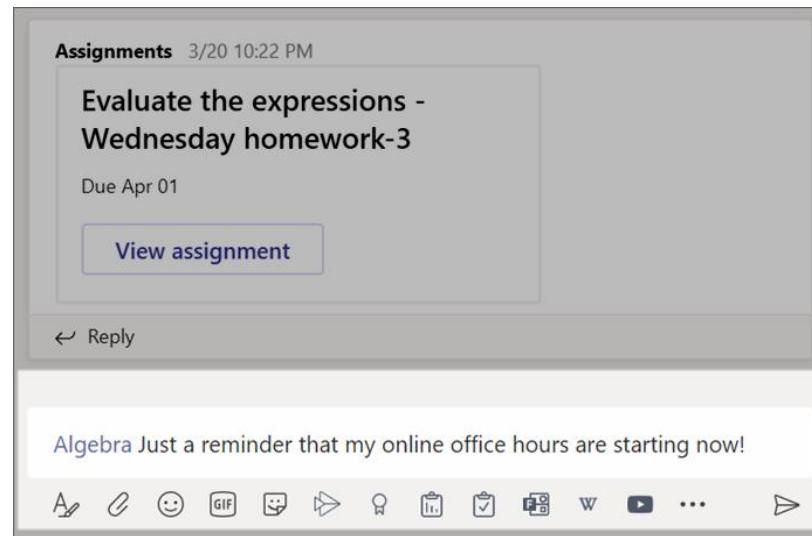


# Communicate

Send messages in Teams and meet virtually with your students

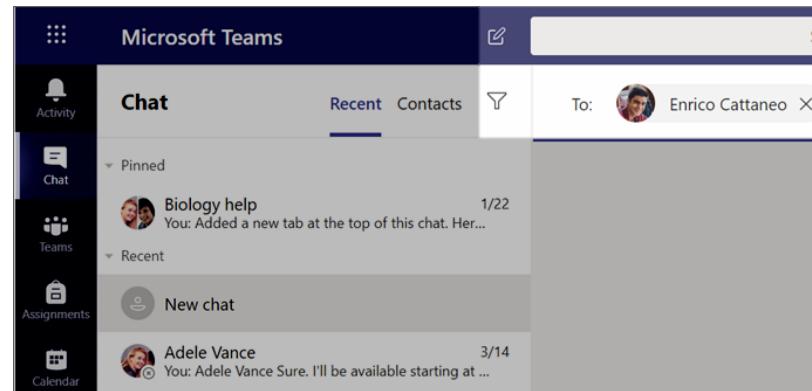
## Message your class

1. To create a message for your whole class, click **Teams** 🏃, then pick a class team and a channel.
2. Select the **Posts** tab.
3. Click the compose box, type your message, and click **Send** ➤.
4. Use @ and the name of your class to notify everyone of your post. **Example:** @Algebra.



## Start a conversation with one student or a group of students

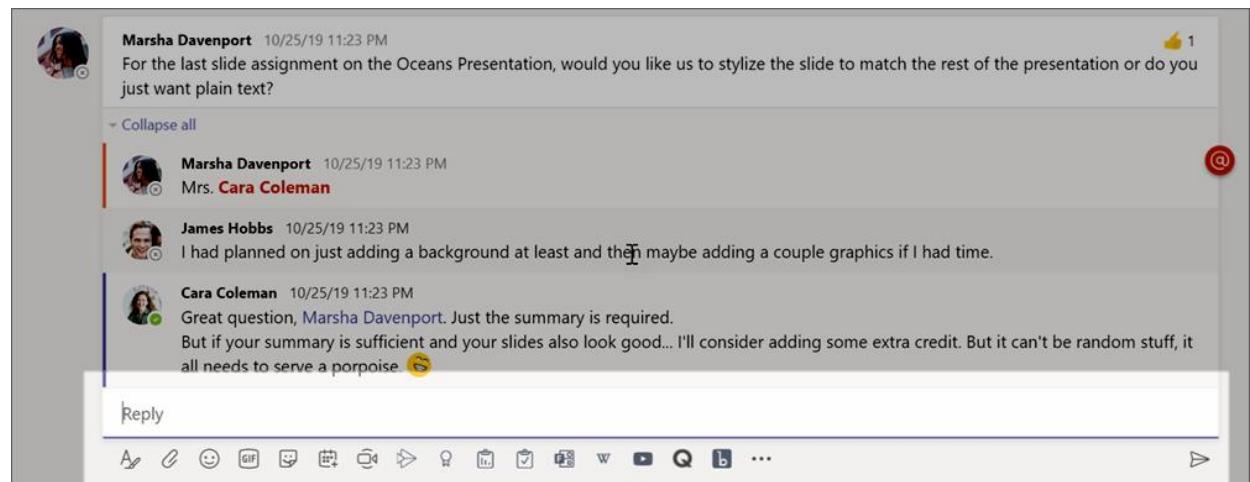
1. At the top of the app, click **New chat** ✉.
2. In the **To** field, type the name of the student(s) you'd like to message.
3. Type your message in the compose box and select **Send** ➤.



## Reply to a conversation

Posts in channels are threaded like social media posts. Reply under the original post to keep all the messages in a conversation organized together.

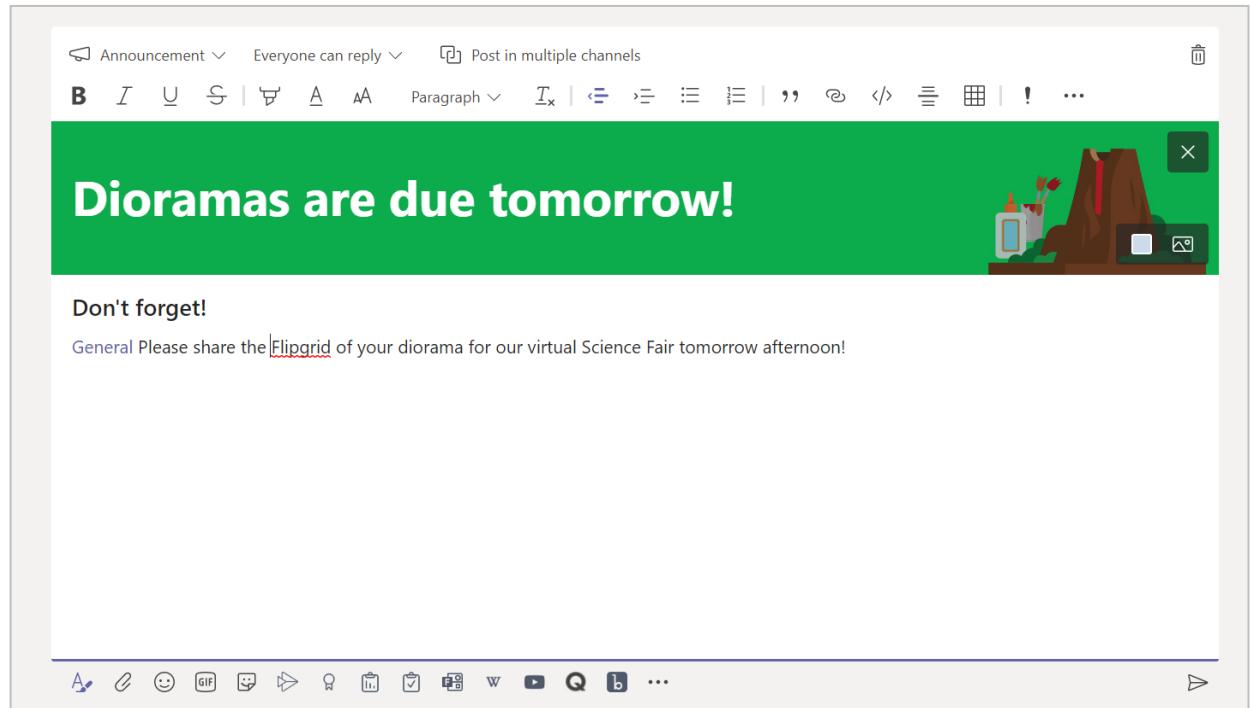
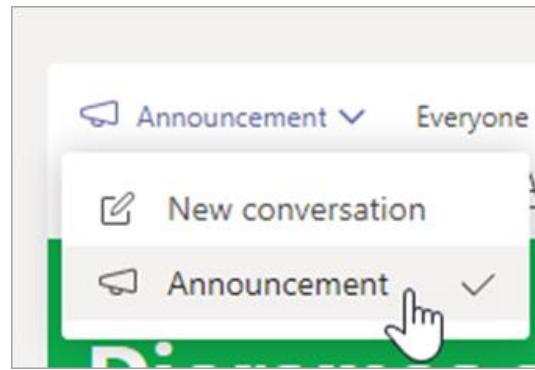
1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** ▶



## Announcements

Use the Announcements feature to draw your students' attention to important posts.

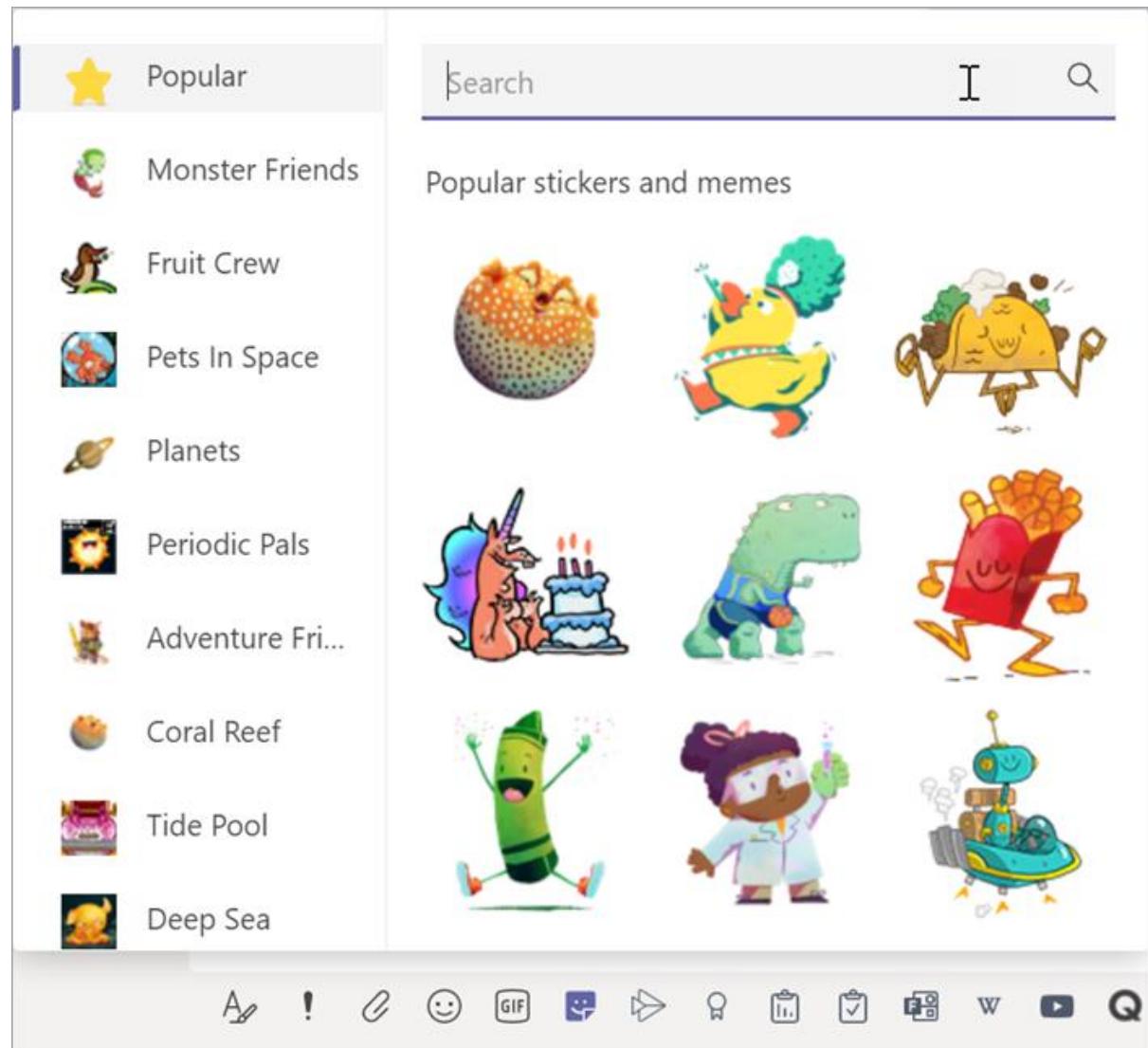
1. Select **Format**  to expand the Compose box.
2. Choose **Announcement** and **Select a background color** to customize your post.



A screenshot of a Microsoft Teams announcement post. The post has a green header with the text 'Dioramas are due tomorrow!' in white. Below the header, there is a message: 'Don't forget! General Please share the [Flipgrid](#) of your diorama for our virtual Science Fair tomorrow afternoon!'. The post includes a small illustration of a volcano erupting. The bottom of the screen shows the standard Microsoft Teams message toolbar with various icons for attachments, GIFs, and media.

## Add some fun with stickers and more

- Click **Sticker** 🎨 under the compose box to select from a range of custom Microsoft Education stickers.
- Select **Emoji** 😊 for smiley faces and **Giphy** 🎉 for animated GIFs.

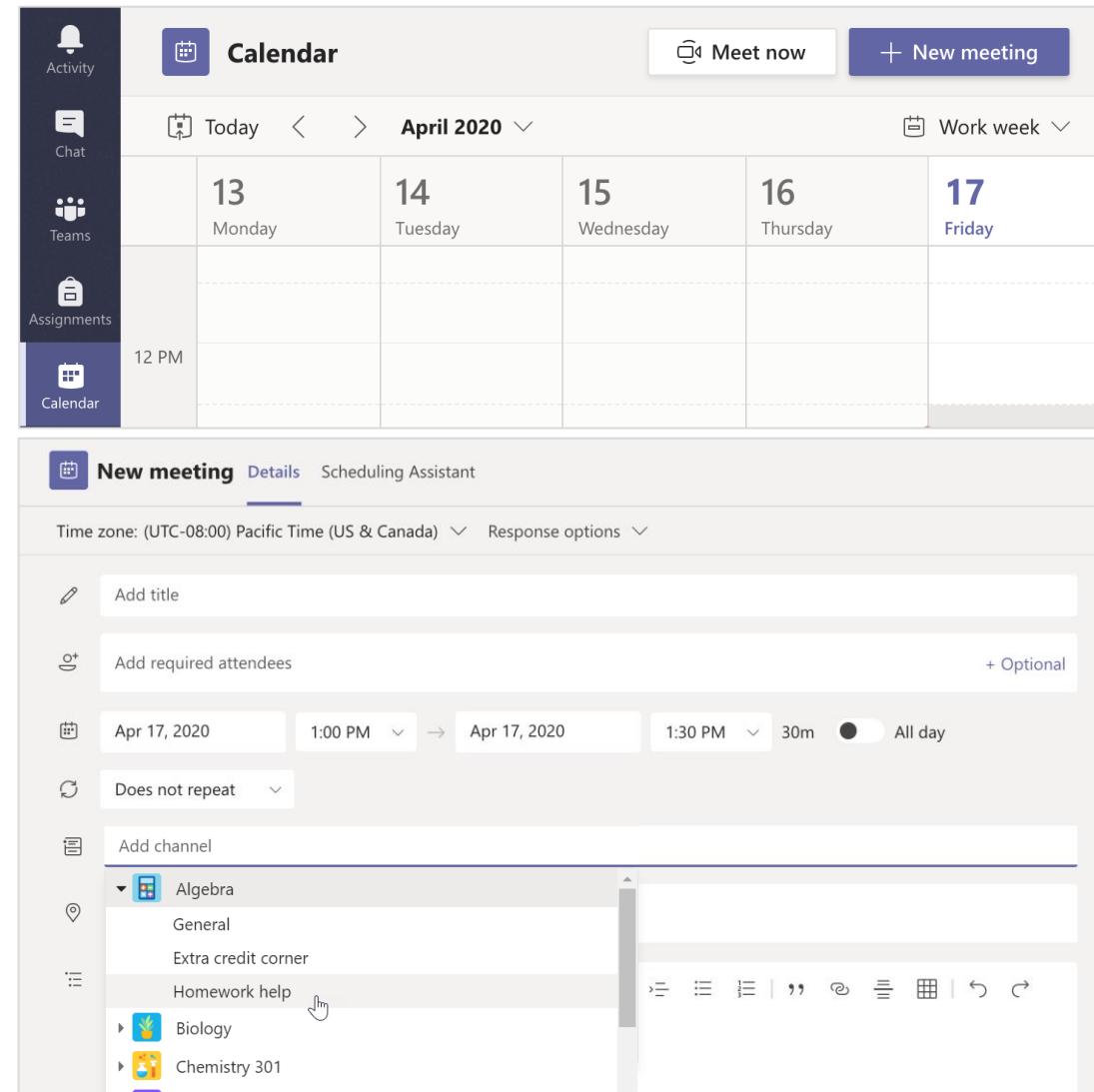


## Schedule a virtual meeting for your class

Use meetings in Teams to schedule virtual presentations and discussions for your whole class.

1. Select **Calendar**.
2. Select **+ New meeting**.
3. Give your meeting a title and choose a date and time. You can also decide if you'd like your meeting to reoccur on a daily or weekly basis. Add any additional details.
4. Select **Add channel** to see a list of your class teams and their channels, then choose a channel to meet in.

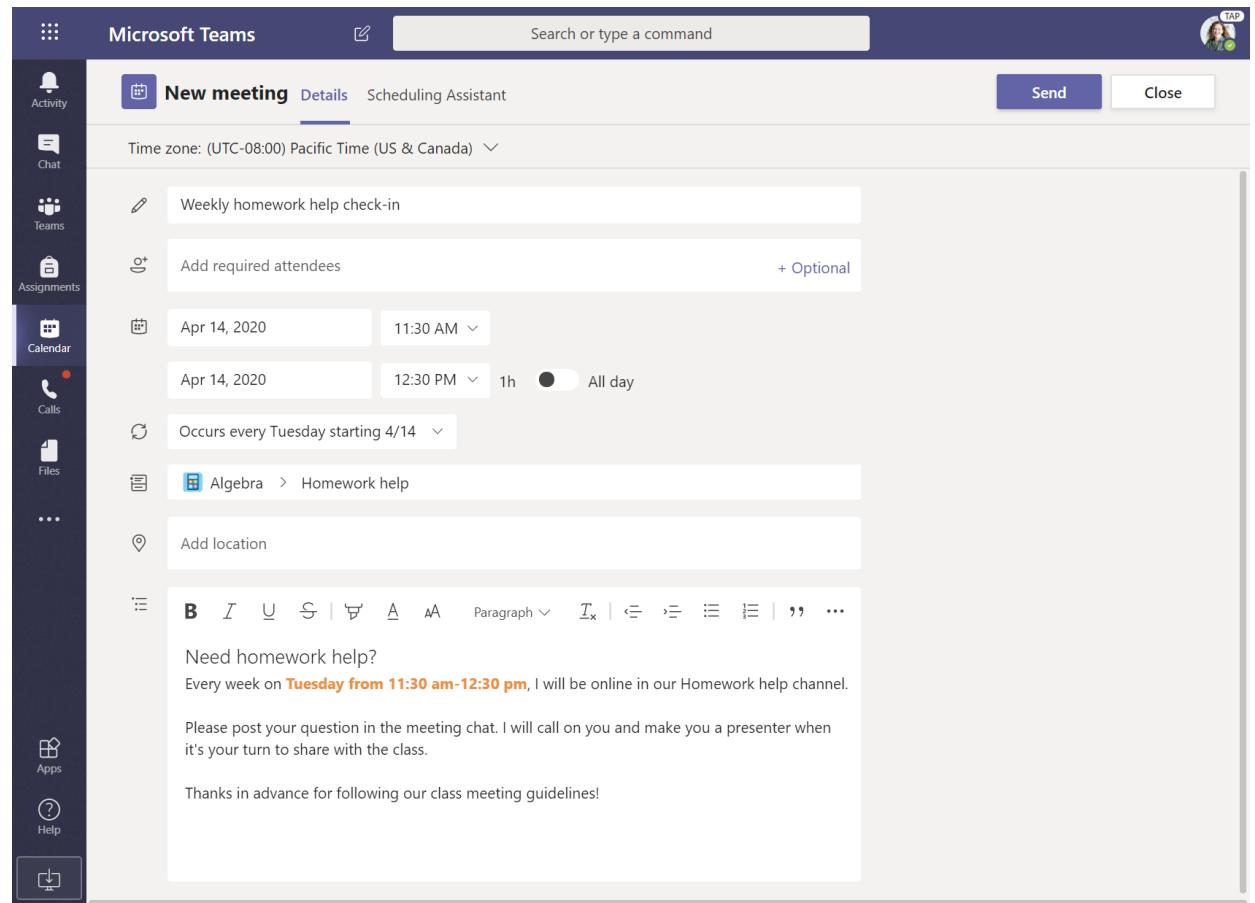
**Tip:** When you choose a channel in your class team to host a meeting, any recordings and resources shared during that meeting will be saved in that channel. All students will be able to join the meeting.



## Schedule a virtual meeting for your class (continued)

5. Now take a moment to review your meeting. When you're done, select **Send**. This adds the meeting to your calendar, as well as your students' calendars.

Note: Learn more about [best practices for running class meetings](#) and [maintaining safety during meetings with students](#).



## Meet with your students using video or audio calls

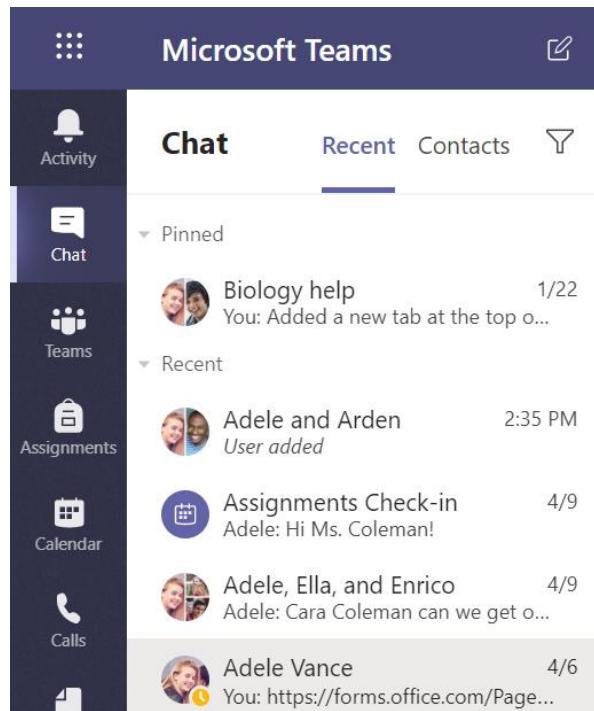
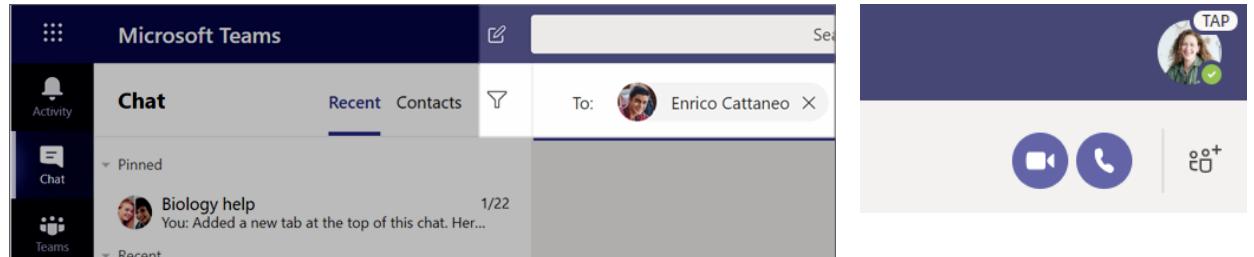
Use video or audio chatting in Teams to meet with your students in groups or one-on-one.

1. Select **New Chat** .
2. In the **To** box, enter one or more students' names.
3. Select **Video call**  to meet using video or **Audio call**  if you prefer to use audio only.

You can also meet live with students in an existing chat.

1. Select  **Chat** from the app bar, then choose the chat you'd like to meet from.
2. Select **Video call**  or **Audio call**  to start a meeting with that student or group of students.

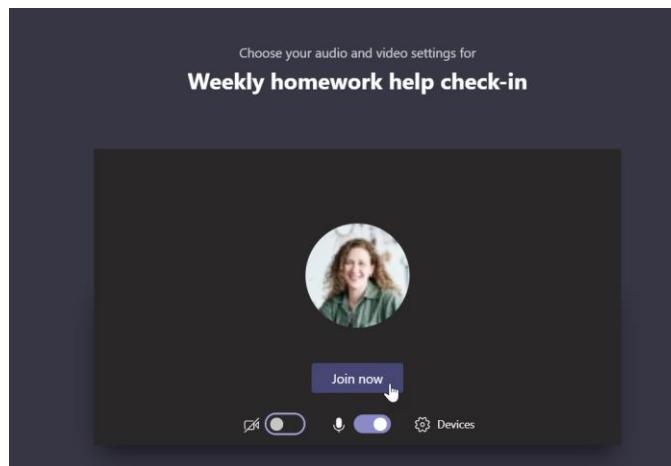
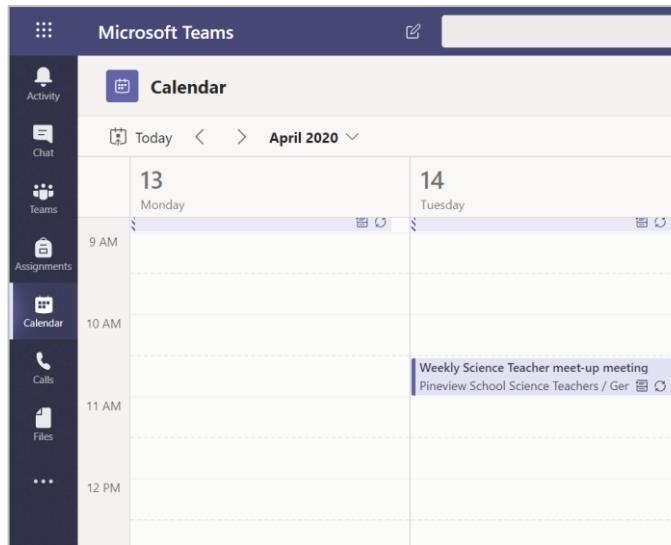
**Tip:** To schedule a meeting in advance, select **Calendar** >  **New meeting**.



## Join and manage a meeting

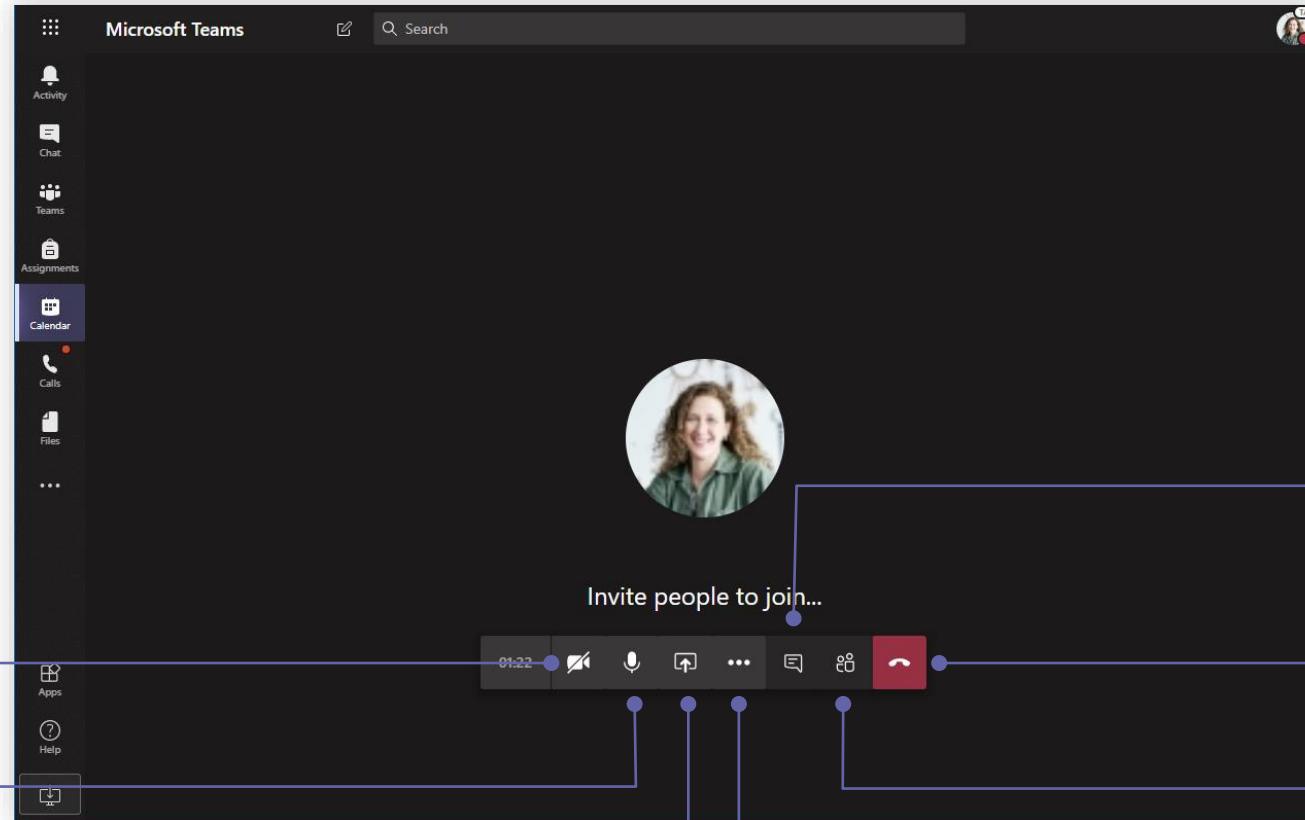
Join a meeting you have scheduled, or someone else has invited you to.

1. Select **Calendar** and navigate to the meeting you want to join.
2. Open the meeting and select **Join**.
3. Double-check your audio and video input, turn on the camera and unmute your microphone to be heard. Select **Join now** to enter the meeting.



## How to use the toolbar during the meeting

**Note:** Learn more about [managing meeting roles](#), [student participation](#) and [maintaining safety during meetings with students](#).



The image shows the Microsoft Teams meeting interface. At the top is the Teams navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar (selected), Calls, Files, and three dots. Below is the main meeting area with a video thumbnail of a woman and a timer showing 01:22. The toolbar below includes: a video camera icon (video on/off), a microphone icon (mute/unmute), a share screen/document icon (document sharing), a three-dot menu, a file icon (file sharing), a red end-meeting icon (leave), and a gear icon (additional controls). Callout boxes with blue lines point from text labels to specific toolbar icons.

- Turn your video on and off. (points to video camera icon)
- Mute and unmute your microphone. (points to microphone icon)
- Share your screen or a document. (points to document sharing icon)
- Invite people to join... (points to three-dot menu icon)
- Access additional call controls. Start a recording of the meeting, change your device settings, and more. (points to gear icon)
- Send chat messages, share links, add a file and more. Resources you share will be available after the meeting. (points to file sharing icon)
- Leave the meeting. The meeting will continue even after you've left. (points to red end-meeting icon)
- Add participants to the meeting. (points to three-dot menu icon)

# Share and organize files

Share files in conversations and use the Files tab to keep track of them

## Share a file

Any file you share in a channel or chat can be opened by all the students in that channel or chat.

**Tip:** Teams works particularly well with [Microsoft Office documents](#).

1. In your channel conversation, click **Attach**  under the box where you type your message.

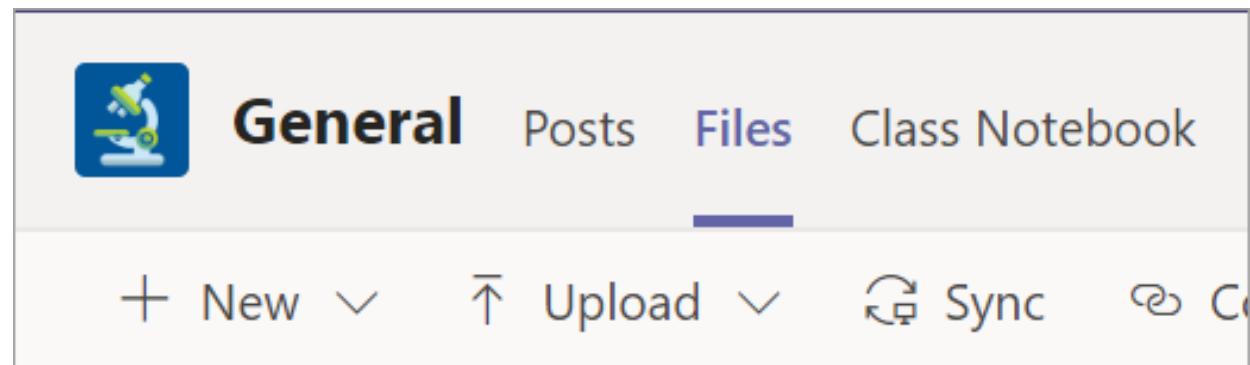
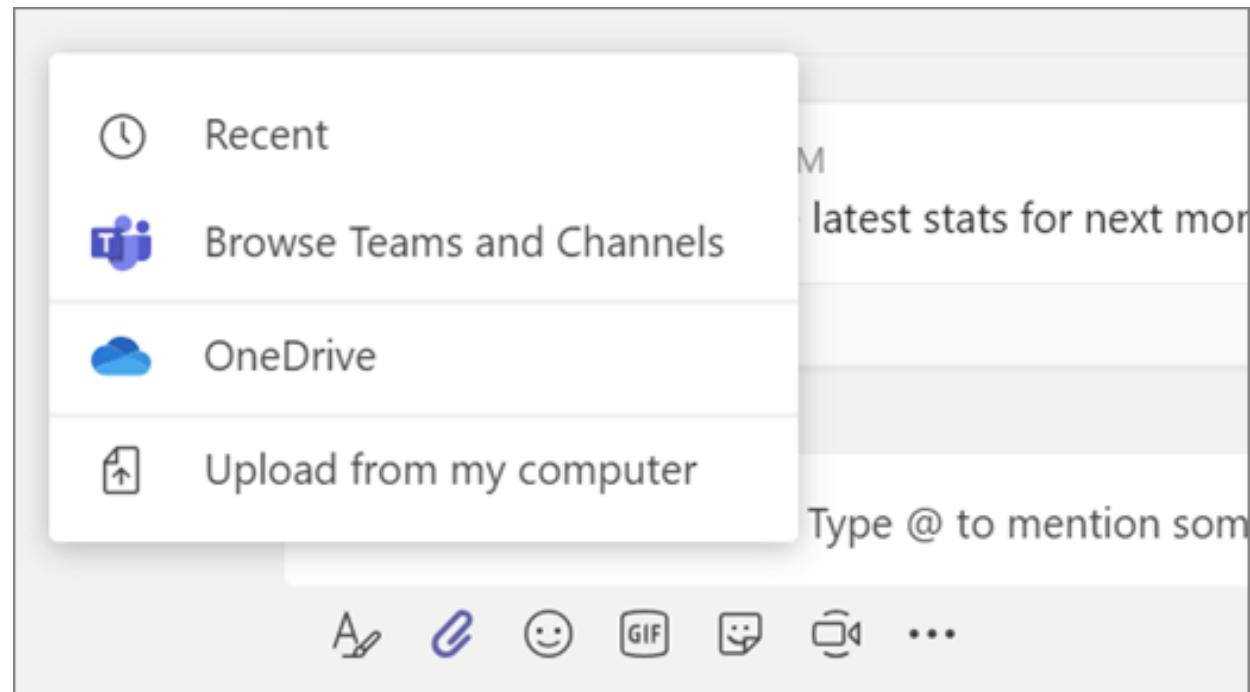
2. Select from these options:

- **Recent**
- **Browse Teams and Channels**
- **OneDrive**
- **Upload from my computer**

3. Select a file > **Share a link**.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send** .

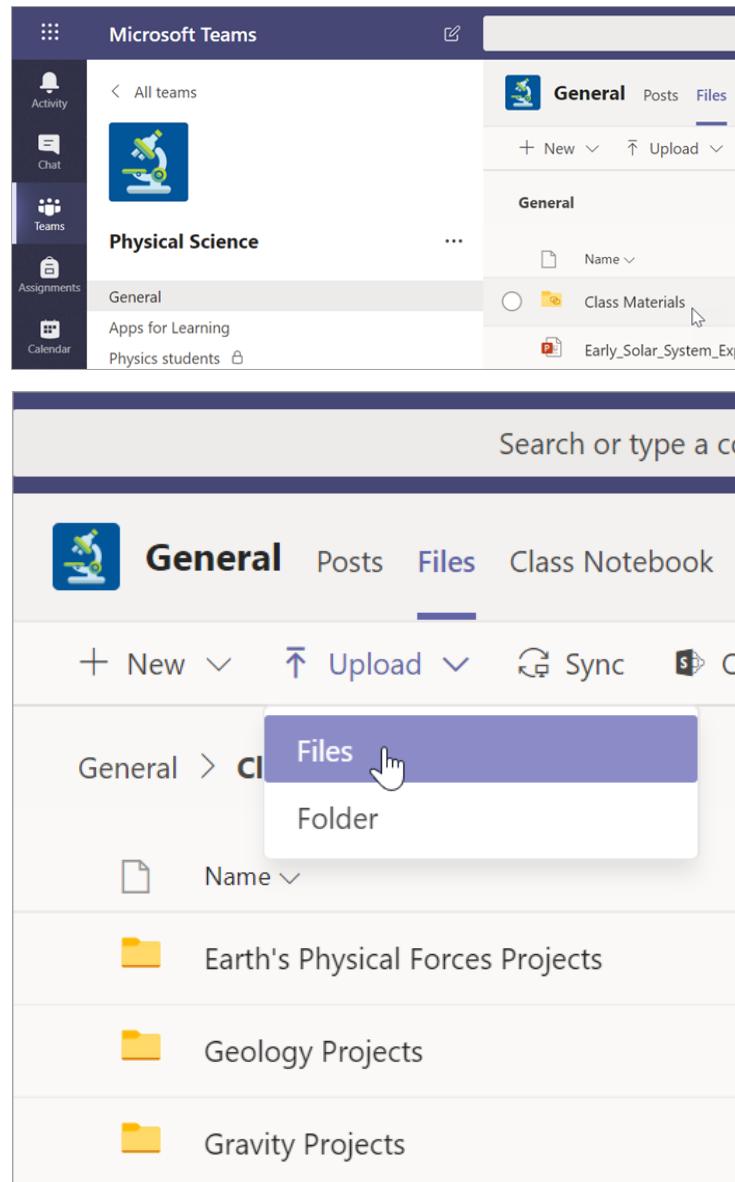
The file you shared can be found in the **Files** tab.



## Add Class Materials

Do you have important files you don't want students to edit, like a syllabus or class rules? The Class Materials folder is a great place to upload them.

1. Navigate to the **General** channel in your class team.
2. Select the **Files** tab, then the **Class Materials** folder.
3. Select **Upload** to add files from your OneDrive or device.

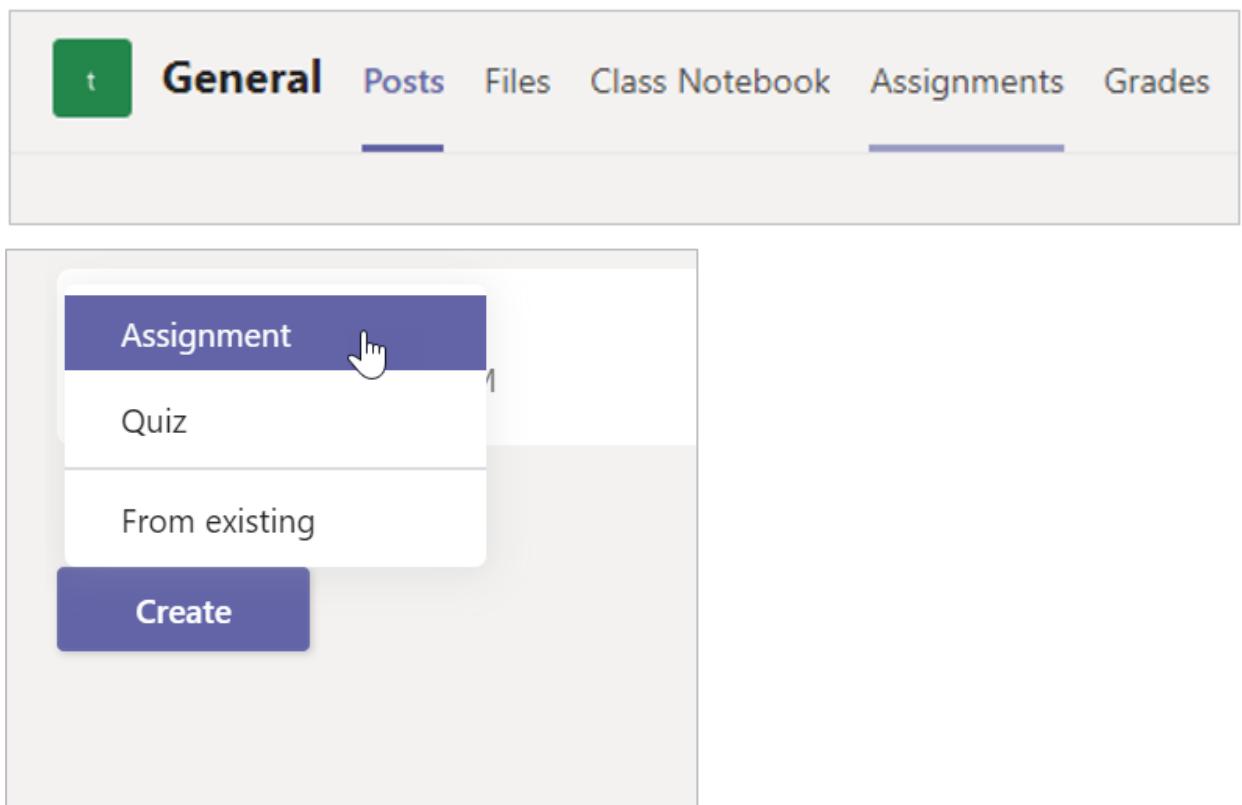


# Assignments and grades

Create assignments, grade, and track student progress—all from Teams.

## Create an assignment

1. Navigate to the **General** channel in your class team and select the Assignments tab.
2. Select **Create > Assignment**.



## Add details to your assignment

The only thing your assignment requires is a title. All other fields are optional.

- Title (required)
- Choose multiple classes or individual students in one class to assign to.
- Add additional instructions
- Add resources. (See page 28.)
- Select a due date and time. (See page 29.)
- Points available
- Add a grading rubric.
- Add a category.

**Tip:** Read more step-by-step instructions for reusing assignments, assigning quizzes, and more.

The screenshot shows the 'New assignment' dialog box in Microsoft Teams. At the top, there's a search bar and a navigation bar with tabs: General, Posts, Files, Class Notebook, Assignments (which is selected), Grades, and a plus sign. On the far right of the header are icons for 'Meet', 'Save', and 'Assign'. Below the header, the 'New assignment' form is displayed. It includes fields for 'Title (required)', which has 'Reading Journal #44' entered; 'Add category'; 'Instructions', with a placeholder 'Enter instructions'; 'Add resources'; 'Points', showing 'No points'; 'Add rubric'; 'Assign to', where 'Language Arts' is selected and 'All students' is chosen; 'Due date' set to 'Tue Apr 7, 2020'; 'Due time' set to '11:59 PM'; a note about Turnitin sync; and a 'Settings' section with a 'Turnitin' toggle switch set to 'No'.

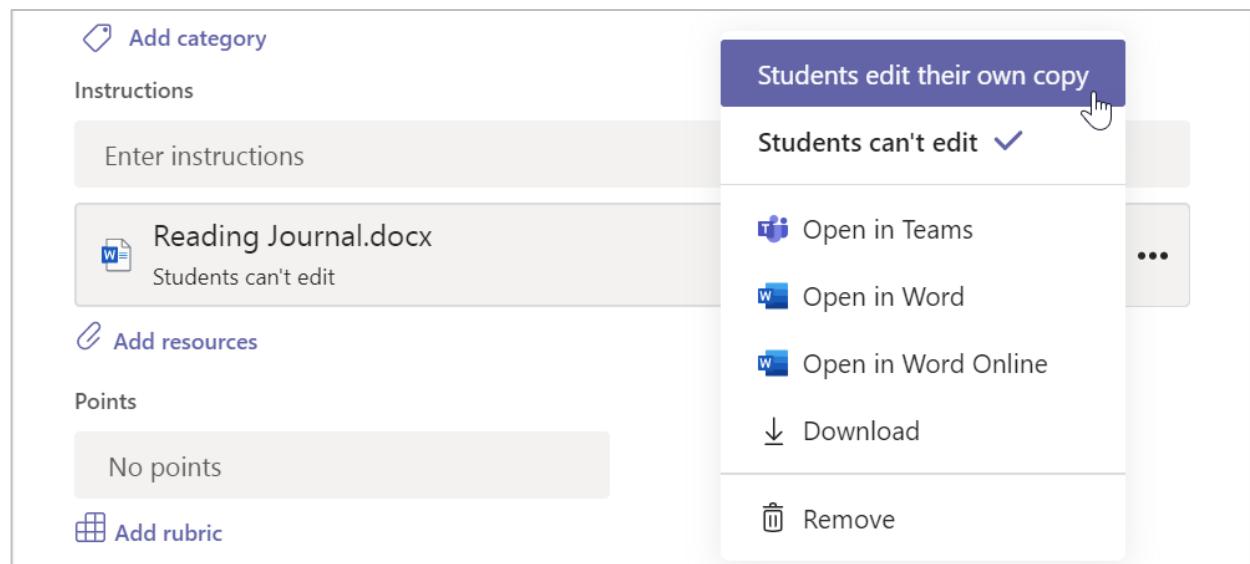
When you are finished, select **Assign**. To save this assignment as a draft, select **Save**.

## More on adding resources

1. Select **Add resources** to choose an existing file or create a blank Office 365 document to assign to each student.

2. Select **Attach**.

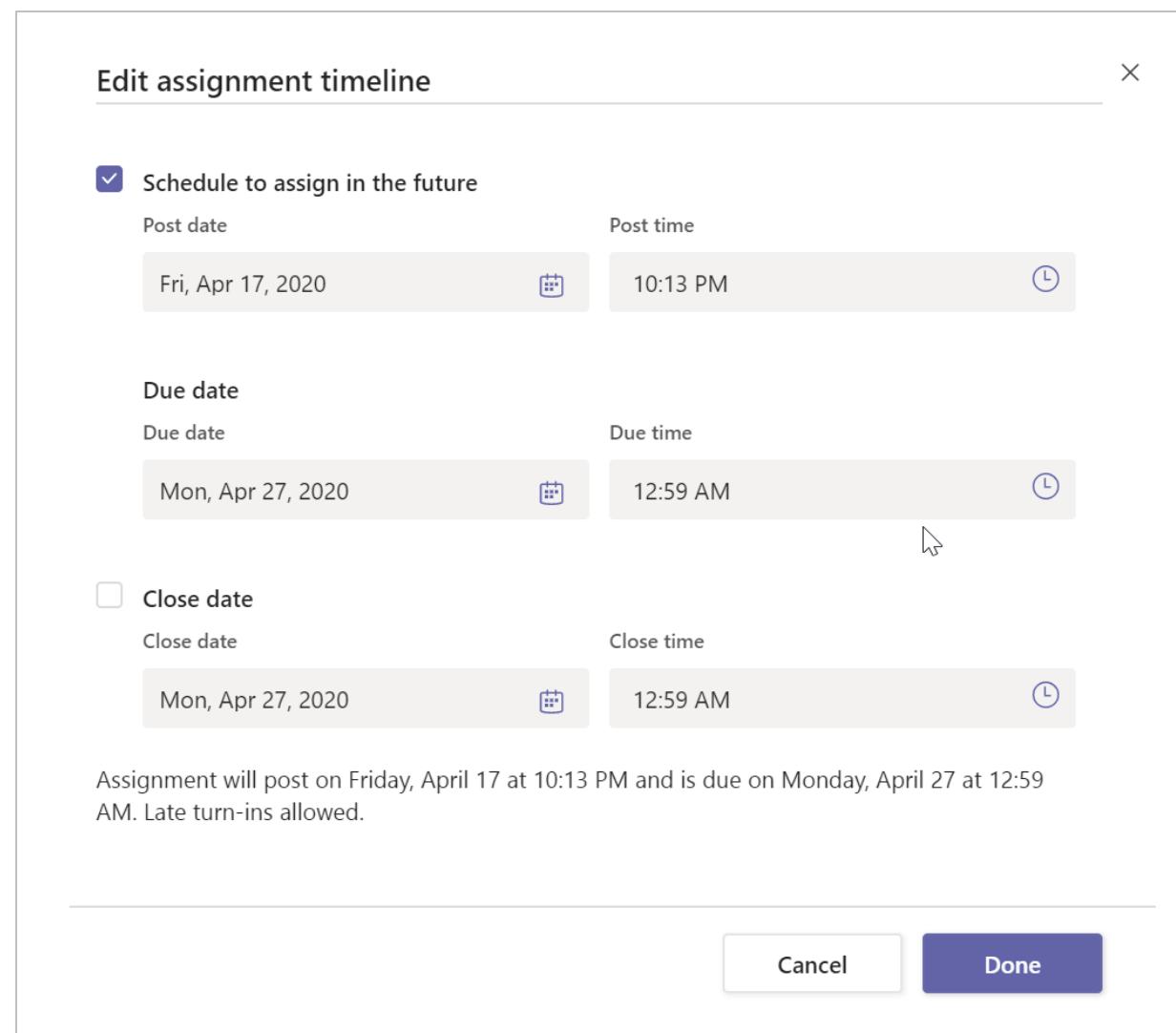
- The default for the file will be **Students can't edit**, which means the document is read-only. This is a great option for reference materials.
- Select **More options ... > Students edit their own copy** to distribute an identical document to each student to edit and turn in.



## Choose assignment timeline

1. To adjust when an assignment is sent out or whether you'll accept late assignments, select **Edit** underneath the due date field.
2. Make your selections and click **Done**.

**Note:** By default, no close date will be selected, which allows students to turn in assignments late.



## View grades

Track student progress and access grades in the Grades tab.

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

Assignments appear in columns and your students in rows. Assignments are ordered by due date, with the nearest date at the beginning. Scroll down or across to continue viewing assignments.

Your students' work will have different statuses:

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

The screenshot shows the Microsoft Teams interface. On the left, there's a vertical navigation bar with icons for Activity, Chat, Teams, Assignments (which is highlighted), Calendar, and Calls. The main area shows the 'General' channel of a team named 'Algebra'. At the top right of the channel, there are tabs for Posts, Files, Class Notebook, Assignments, and Grades. The 'Grades' tab is selected, indicated by a blue underline and a cursor hovering over it. Below the tabs, a message says 'Due before Apr 3'. There are two rows of student names: Archie, Grady (status: GA) and Berger, Debra (status: DB). Each row has a link labeled 'Evaluate the expressions -' followed by the due date ('Apr 3 · 100 points' for Archie, 'Apr 1 · 100 points' for Berger).

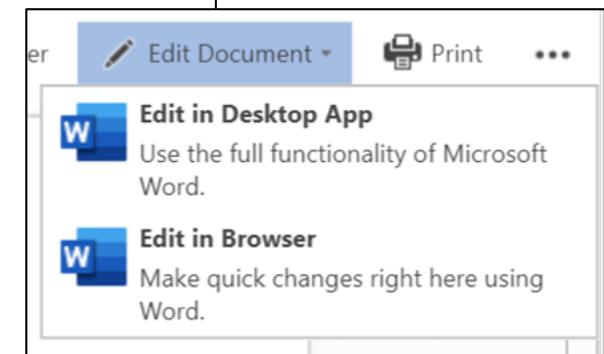
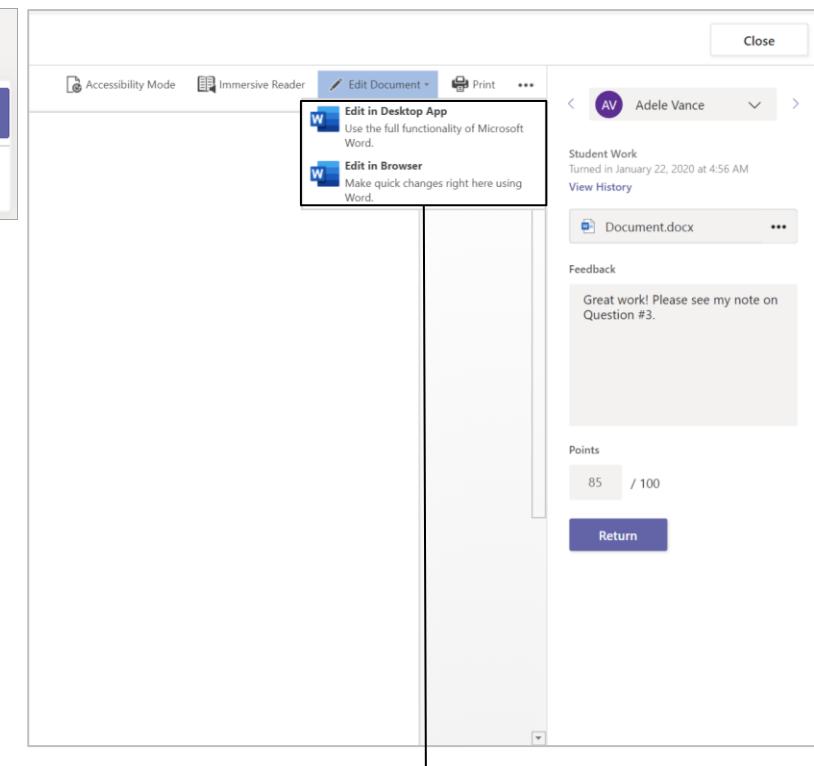
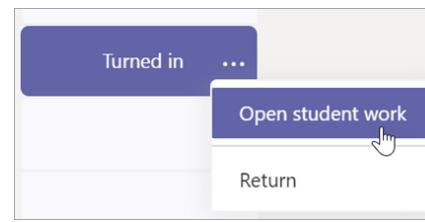
This screenshot shows the same Microsoft Teams interface as above, but the 'Grades' tab is open, displaying a detailed table of student assignments. The table has columns for student names (Archie, Grady; Berger, Debra; etc.) and assignment titles ('Evaluate the expressions -'). Each assignment row includes the due date and point value. An 'Export to Excel' button is visible at the top right of the table area.

	Evaluate the expressions - Apr 3 · 100 points	Evaluate the expressions - Apr 1 · 100 points	Evaluate the expressions - Today · 100 points	Evaluate the expressions - Mar 20 · 100 points	Evaluate the expressions - Mar 5 · 100 points
GA Archie, Grady					
DB Berger, Debra					
AC Camara, Alfonso					
EC Cattaneo, Enrico					
TC Cline, Terrie					
DC Cothran, Douglas					
MD Davenport, Marsha					
SD Dodson, Sandy					
YF Fitzpatrick, Young					
AF Fredrickson, Al					
JH Hobbs, James					

## Start grading

You can click on any cell in the Grades tab to edit it.

1. To begin grading, select **More options** **...** on a cell, then **Open student work**.
2. This will open your student's assignment with a **Feedback** and **Points** field you can fill in.
3. To write comments on the document itself, select **Edit Document**, and then either choose to edit in the desktop app or your web browser.
4. Click the arrows next to the student's name to move between student assignments.
5. Select **Return** when you're done grading and want to return an assignment to a student. This means they will be notified and can see your feedback.



## Return multiple grades at once

1. To return more than one student grade at the same time, click on the **Assignments** tab.
2. Select an assignment.
3. You can enter feedback and points here without opening student work.
4. Use the check-boxes to select which student work to return, or if you'd like to Select All.
5. Click **Return**.

**Tip:** Learn more about the [Grades tab](#) and [reviewing student work](#).

The screenshot shows the Microsoft Teams interface for an assignment titled "Bernoulli Principle - The Source of Lift". The assignment is due tomorrow at 11:59 PM and is categorized under "Flight". There are 25 graded assignments listed. The first assignment, "Cattaneo, Enrico", has been returned with a score of 38. The second assignment, "Cline, Terrie", is highlighted in purple and has an "Extra credit!" label, with a score of 88. Other assignments listed include "Cothran, Douglas" (score 31), "Davenport, Marsha" (score 19), and "Dodson, Sandy" (score 47). A search bar for students is visible at the top right of the list.

Student	Score	Status
Cattaneo, Enrico	38	Returned
Cline, Terrie	88	Returned
Cothran, Douglas	31	Returned
Davenport, Marsha	19	Returned
Dodson, Sandy	47	Returned

# Class Notebook in Teams

Use your class team's built-in Class Notebook for more class work, activities, and collaboration.

## Set up Class Notebook

Class Notebook provides every student a place to take notes and collaborate with the class.

1. To set one up in your new class team, navigate to the **General** channel.
2. Choose the **Class Notebook** tab and select **Set up a OneNote Class Notebook**.
3. Follow the set-up steps.

Learn more: [Using Class Notebook in Teams](#).



The screenshot shows the Microsoft Teams navigation bar with tabs for General, Posts, Files, Class Notebook (which is highlighted in blue), Assignments, and Grades. Below the navigation bar, there is a large graphic of a pink notebook with a yellow pencil and a blue ruler next to it. To the right of the graphic, text reads: "Give your students a private space for notes and a canvas for collaboration." At the bottom, a purple button contains the text "Set up a OneNote Class Notebook".

# More resources

# Microsoft Teams Resources

## Need Teams help right away?

Select **?** **Help** to find answers without leaving the app.

## Microsoft Educator Center

Dive deeper into our tools with self-paced PD.

[education.microsoft.com](https://education.microsoft.com)

## Education Help Center

Find quick answers by product.

[support.office.com/education](https://support.office.com/education)

