





MICROSOFT TEAMS – WHICH TEAM SHOULD I CREATE?

			
Classes	PLCs	Staff Members	Anyone
Description			
Teachers and students collaborating on group projects, assignments, and more.	Educators collaborating within a professional learning community.	Staff leaders and staff members collaborating on school administration and development.	Students and school employees collaborating in interest groups and clubs.
Owners & members			
Teachers are team owners and add students as team members.	Educators form the team and other educators join the team.	Staff leaders are team owners and add staff members as team members.	Any combination of students and school staff can form a team and add members.
Permissions			
Teachers moderate student conversations and who can post where. Students only have write permission in certain areas.	Educators share equal read-write permissions.	Staff leaders control posting settings. Staff members only have write permission in certain areas.	Team members share equal read-write permissions unless the team owner(s) alter the settings.
Features			
<ul style="list-style-type: none">✓ Class Notebook✓ Assignments✓ Conversations✓ Files✓ Video and audio calls✓ Chat (if enabled)✓ Pinning new tabs with documents or sites like Microsoft Forms	<ul style="list-style-type: none">✓ OneNote notebook✓ Conversations✓ Files✓ Meetings✓ Video and audio calls✓ Chat (if enabled)✓ Pinning new tabs with documents or sites	<ul style="list-style-type: none">✓ Staff Notebook✓ Conversations✓ Files✓ Meetings✓ Video and audio calls✓ Chat (if enabled)✓ Pinning new tabs with documents or sites	<ul style="list-style-type: none">✓ OneNote notebook✓ Conversations✓ Files✓ Meetings✓ Video and audio calls✓ Chat (if enabled)✓ Pinning new tabs with documents or sites
Educational goals			
<ul style="list-style-type: none">✓ Assign, track, and review student work✓ Export grades✓ Collaborate and communicate in the classroom✓ Make announcements✓ Administer quizzes and polls✓ Work in student groups✓ Share and organize rich content✓ Invite virtual experts into the classroom	<ul style="list-style-type: none">✓ Collaborate in professional learning communities✓ Communicate✓ Make announcements✓ Share work✓ Organize virtual or face-to-face meetings✓ Work in smaller groups✓ Share and organize content	<ul style="list-style-type: none">✓ Oversee professional development, staff, and administrative goals✓ Communicate✓ Make announcements✓ Share content and progress reports✓ Work in smaller groups✓ Organize virtual or face-to-face meetings	<ul style="list-style-type: none">✓ Collaborate and communicate with team members✓ Make announcements✓ Share content✓ Organize virtual or face-to-face meetings✓ Work in smaller groups