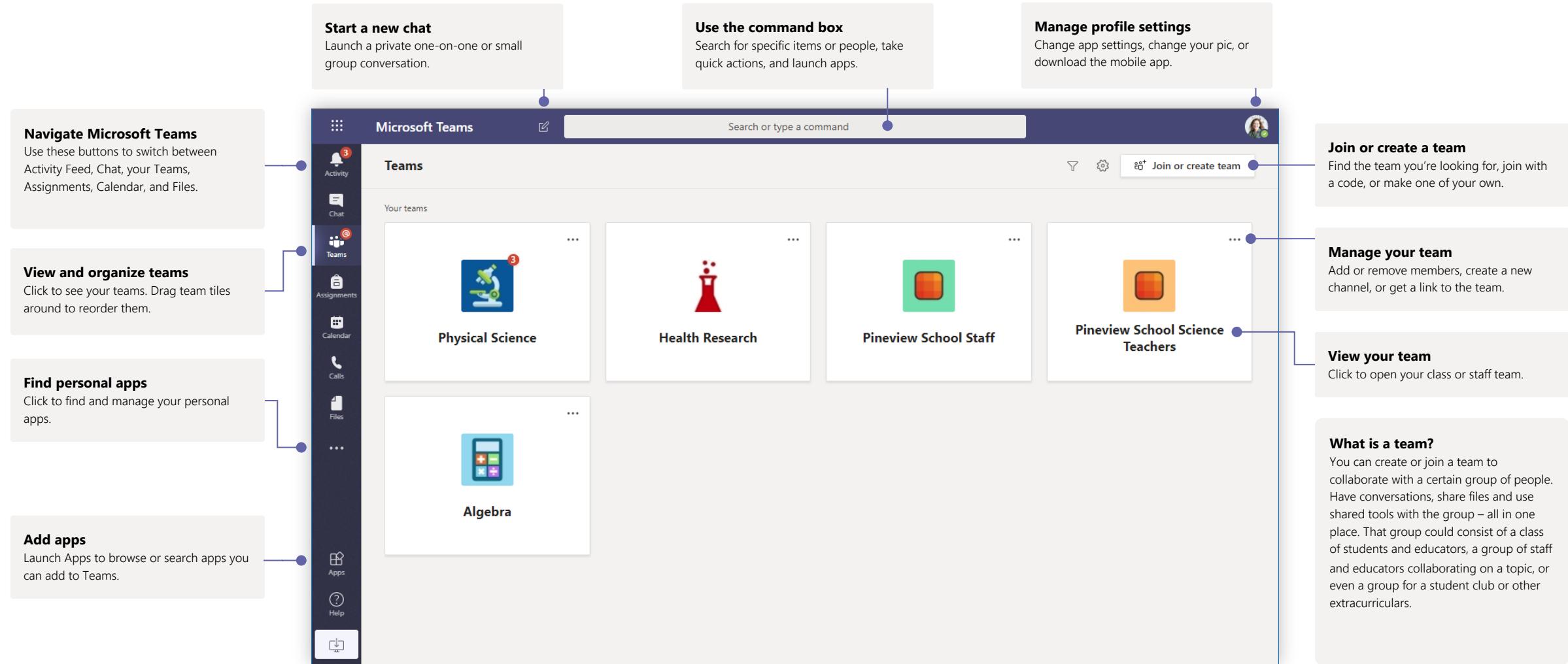


Microsoft Teams for Education

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.



Start a new chat
Launch a private one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Navigate Microsoft Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize teams
Click to see your teams. Drag team tiles around to reorder them.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

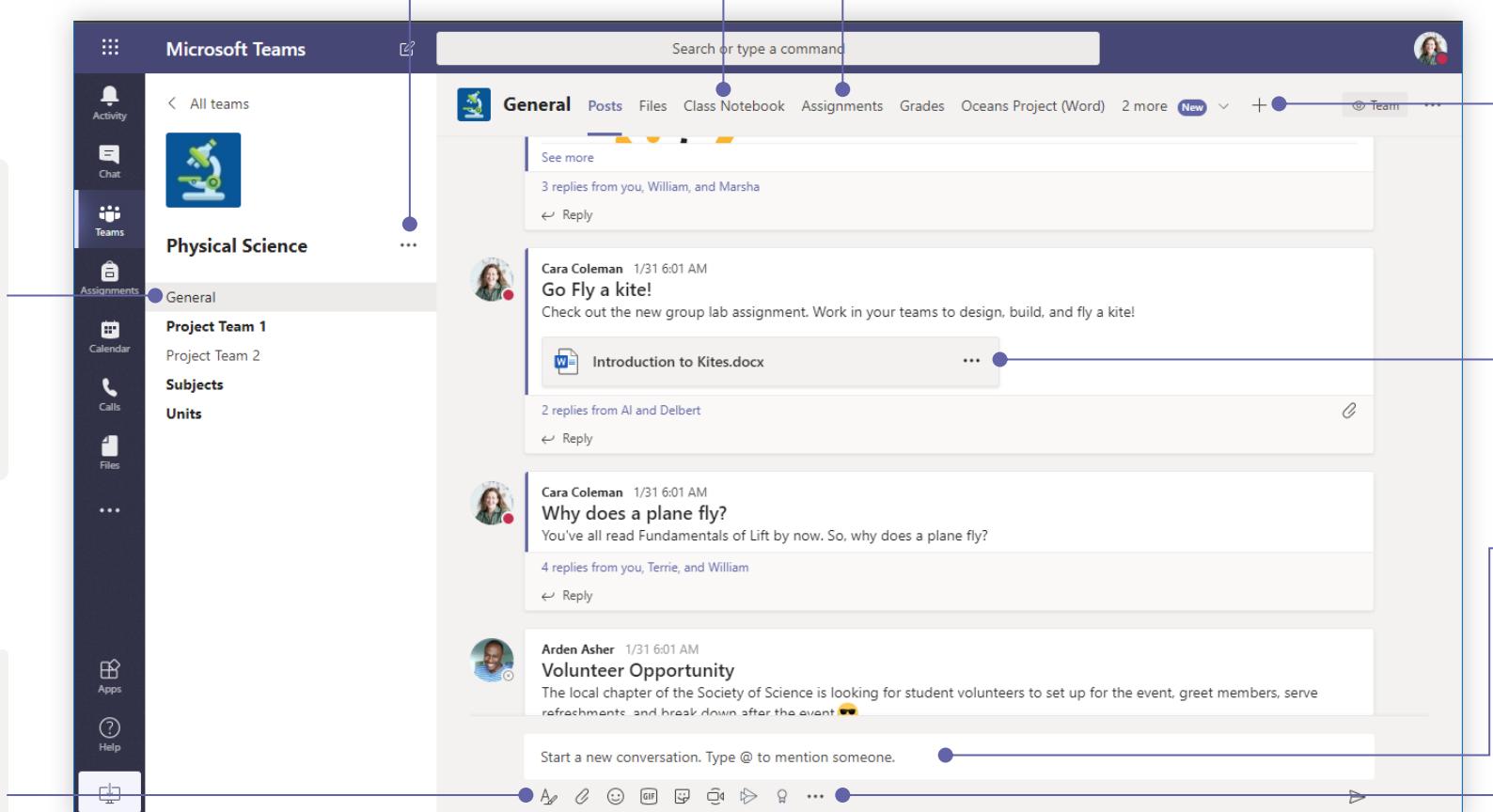
View your team
Click to open your class or staff team.

What is a team?
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

Microsoft Teams for Education

Class teams

Class teams provide special capabilities tailored for teaching and learning



Add channels and manage your team
You can change team settings, add members to the class team and add channels.

Open Class Notebook
Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades
Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Every team has channels
Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files
Let class members view a file or work on it together.

Start a discussion with the class
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

Microsoft Teams for Education

Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings

Start a meeting right away

Add participants directly to a meeting that starts right away.

Add new meeting

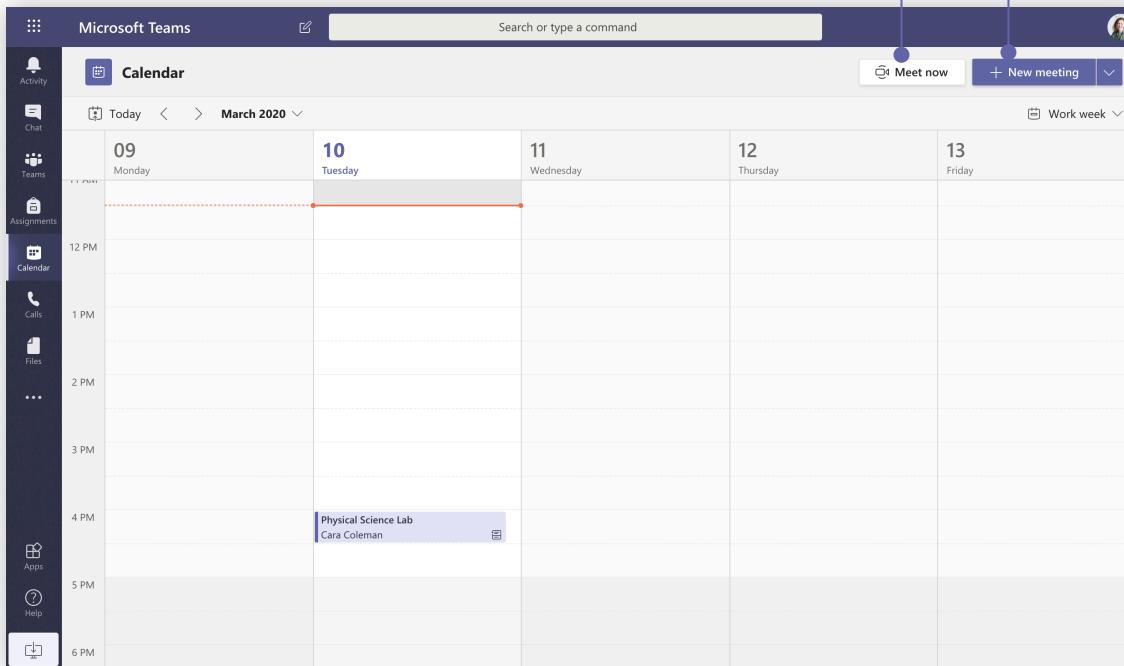
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

Invite individuals to a meeting

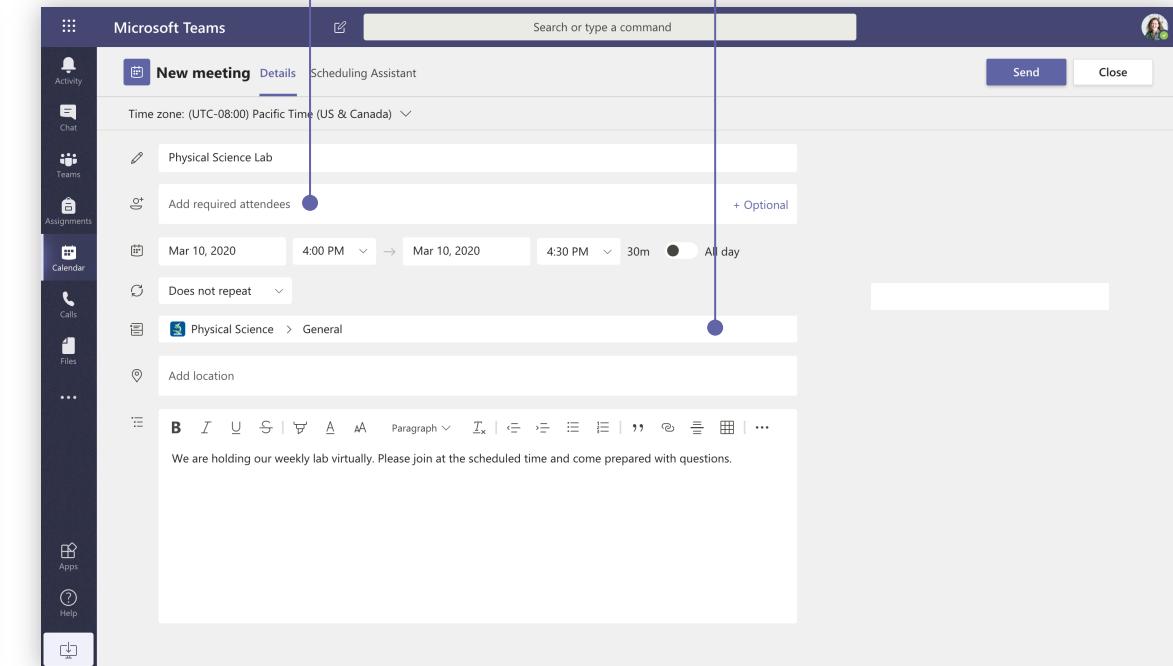
Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in you Chat view.

Invite a channel to a meeting

Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.



The screenshot shows the Microsoft Teams interface with the 'Calendar' tab selected. The calendar view for March 2020 is displayed, showing days from Monday, March 9, to Friday, March 13. A meeting is scheduled for Tuesday, March 10, from 4:00 PM to 4:30 PM. The meeting is titled 'Physical Science Lab' and is associated with 'Cara Coleman'. The Teams sidebar on the left includes icons for Activity, Chat, Teams, Assignments, Calls, Files, and Apps.

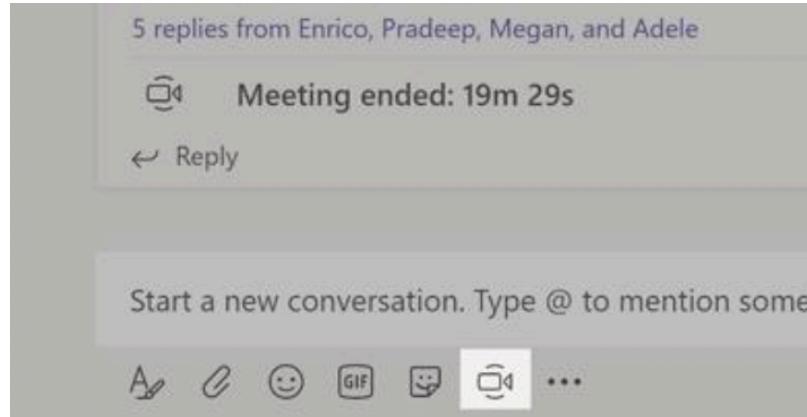


The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The 'Details' tab is selected, showing the meeting is titled 'Physical Science Lab'. The meeting is set for March 10, 2020, at 4:00 PM for 30 minutes. The location is listed as 'Physical Science > General'. A message in the body of the dialog box reads: 'We are holding our weekly lab virtually. Please join at the scheduled time and come prepared with questions.'

Microsoft Teams for Education

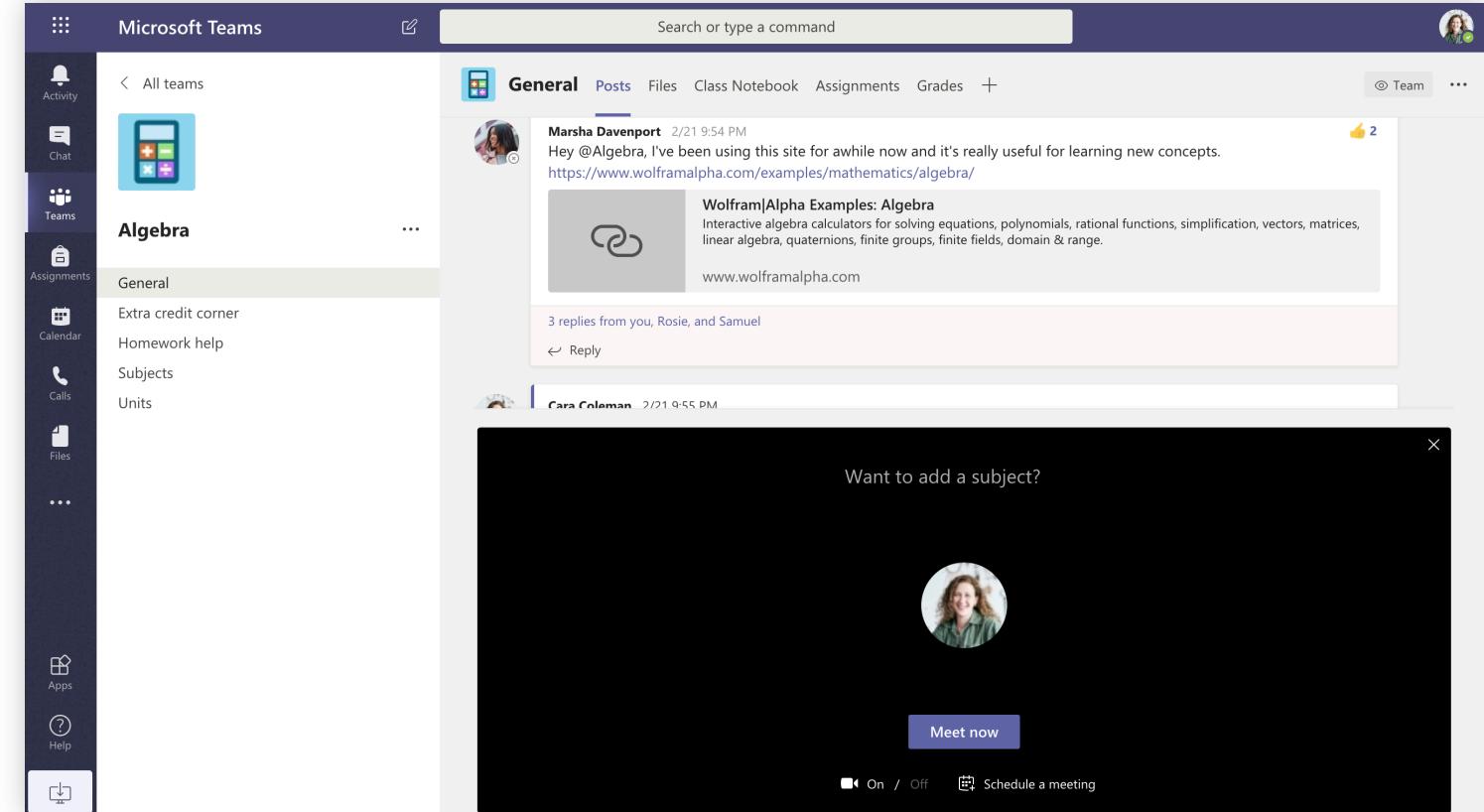
Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings



Click **Meet now** under the message box to start a live meeting in a channel. If you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

You can invite people to the meeting or ask them to join it directly from the channel.



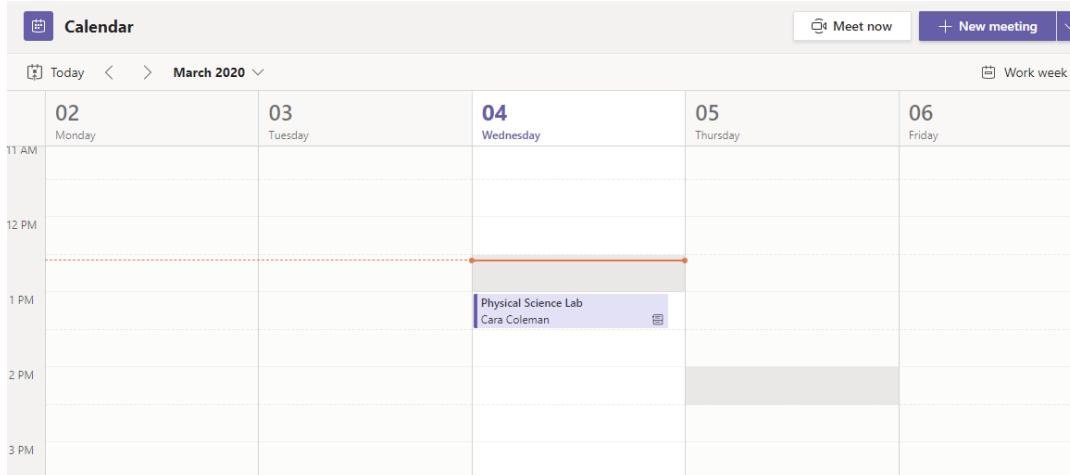
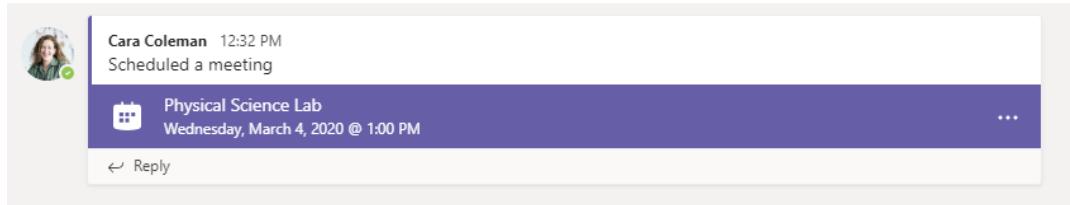
The screenshot shows the Microsoft Teams interface. On the left is a sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area shows a "General" channel with a post from "Marsha Davenport" dated 2/21 9:54 PM. The post contains a link to WolframAlpha examples for algebra. Below the post is a "Wolfram|Alpha Examples: Algebra" card with a link to the website. A reply from "Rosie" and "Samuel" is shown. A modal window titled "Want to add a subject?" is open in the foreground, featuring a video thumbnail of a person and a "Meet now" button. At the bottom of the screen, there are "On / Off" and "Schedule a meeting" buttons.

Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

Microsoft Teams for Education

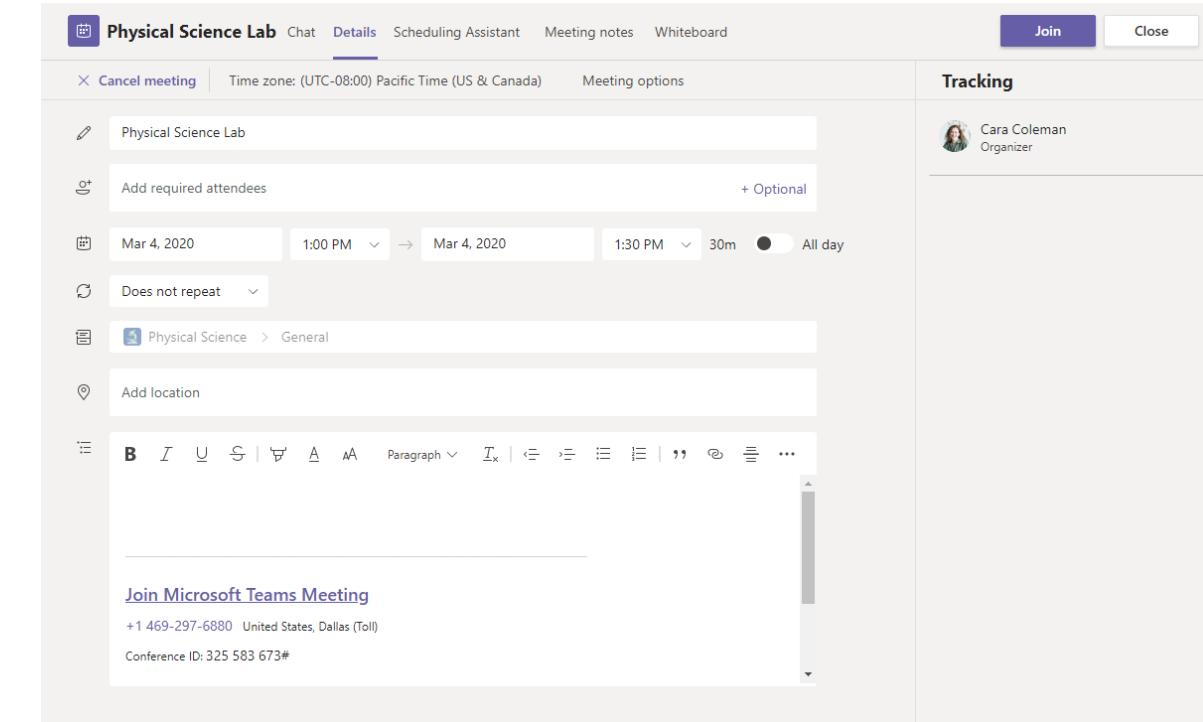
Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



A screenshot of the Microsoft Teams calendar for March 2020. The day view shows the week starting on Monday, March 2, 2020. On Wednesday, March 4, there is a scheduled meeting from 1:00 PM to 1:30 PM titled "Physical Science Lab" with "Cara Coleman". The calendar interface includes a "Meet now" button and a "New meeting" button.

Find the meeting invitation in the channel of your team or on your Teams calendar.



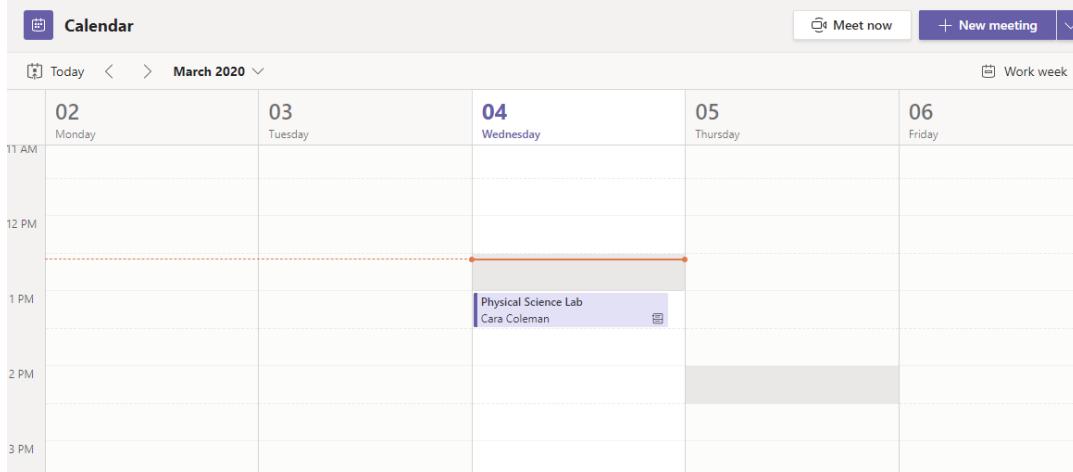
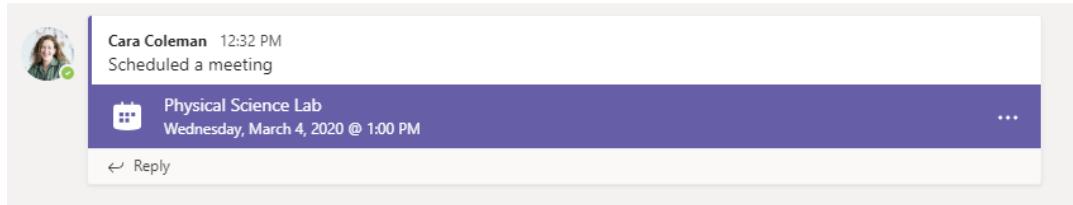
A screenshot of the Microsoft Teams meeting details page for "Physical Science Lab". The page includes tabs for Chat, Details, Scheduling Assistant, Meeting notes, and Whiteboard. The "Details" tab is selected, showing the meeting title, date (Mar 4, 2020), time (1:00 PM - 1:30 PM), duration (30m), and recurrence (Does not repeat). The "Meeting options" section shows the time zone as (UTC-08:00) Pacific Time (US & Canada). A "Tracking" sidebar on the right shows "Cara Coleman Organizer". At the bottom, there is a "Join Microsoft Teams Meeting" section with a phone number (+1 469-297-6880 United States, Dallas (Toll)) and a Conference ID: 325 583 673#.

Open the meeting and click **Join** to join the meeting.

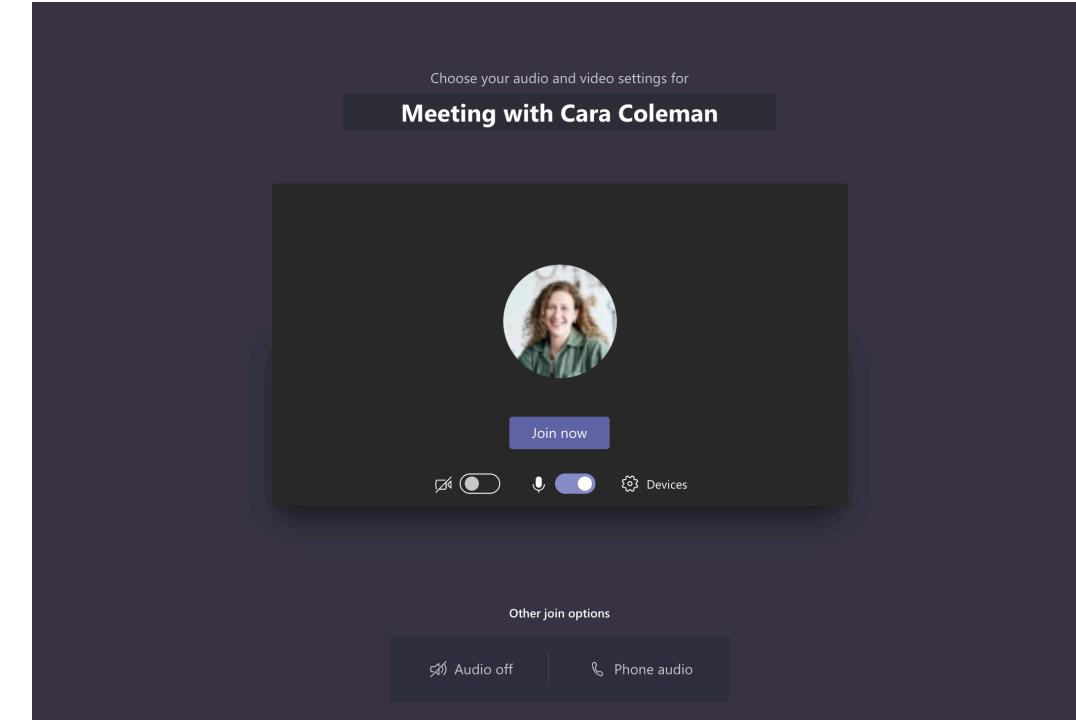
Microsoft Teams for Education

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.

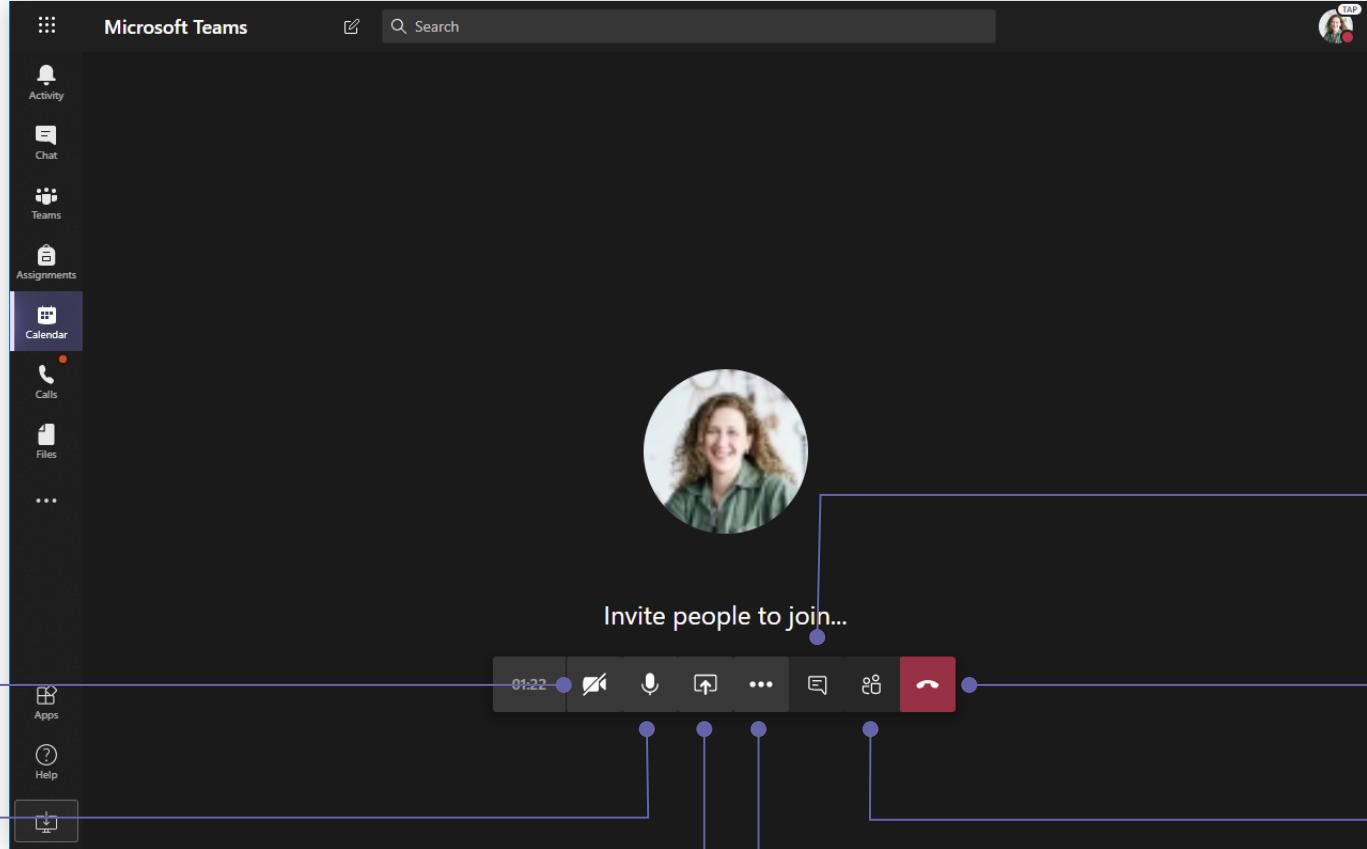


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

Microsoft Teams for Education

Participate in a meeting

Share video, voice, or your screen during the online call.



The screenshot shows the Microsoft Teams interface during a meeting. On the left is the navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar (selected), Calls, Files, and three dots. The main area shows a video feed of a woman with curly hair, a timer at 01:22, and a control bar with video, audio, and other meeting controls. Below the video is the text "Invite people to join...". Callout boxes point to specific features:

- Turn your video feed on and off.** Points to the video camera icon in the control bar.
- Mute and unmute yourself.** Points to the microphone icon in the control bar.
- Share your screen and sounds from your computer.** Points to the screen sharing and sound controls in the control bar.
- Access additional call controls** Points to the three dots in the control bar.
- Send chat messages** Points to the message icon in the control bar.
- Leave the meeting** Points to the red end call icon in the control bar.
- Add participants to the meeting.** Points to the "Invite people to join..." text.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

Send chat messages
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

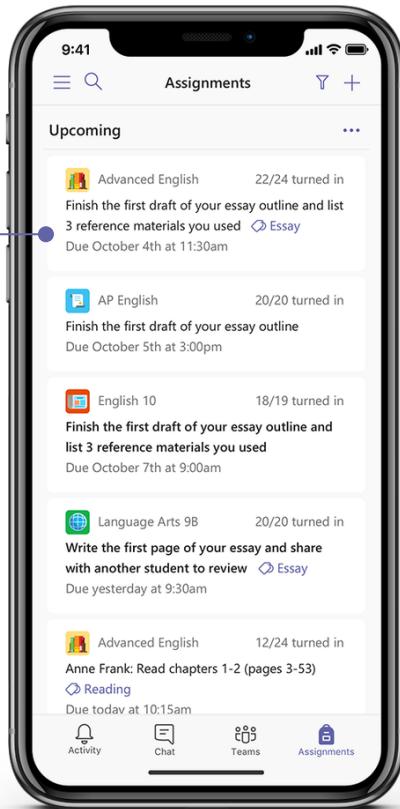
Leave the meeting
The meeting will continue even after you have left.

Add participants to the meeting.

Microsoft Teams for Education

Assignments

Create learning activities for students with integrated Office applications.



View upcoming assignments

View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.

Add a grading rubric

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

Edit due dates, close date, and schedule to assign

Customize all the dates and times that are important to the assignment.

Add resources

Customize the assignment with content from OneDrive, your device, links, and more.

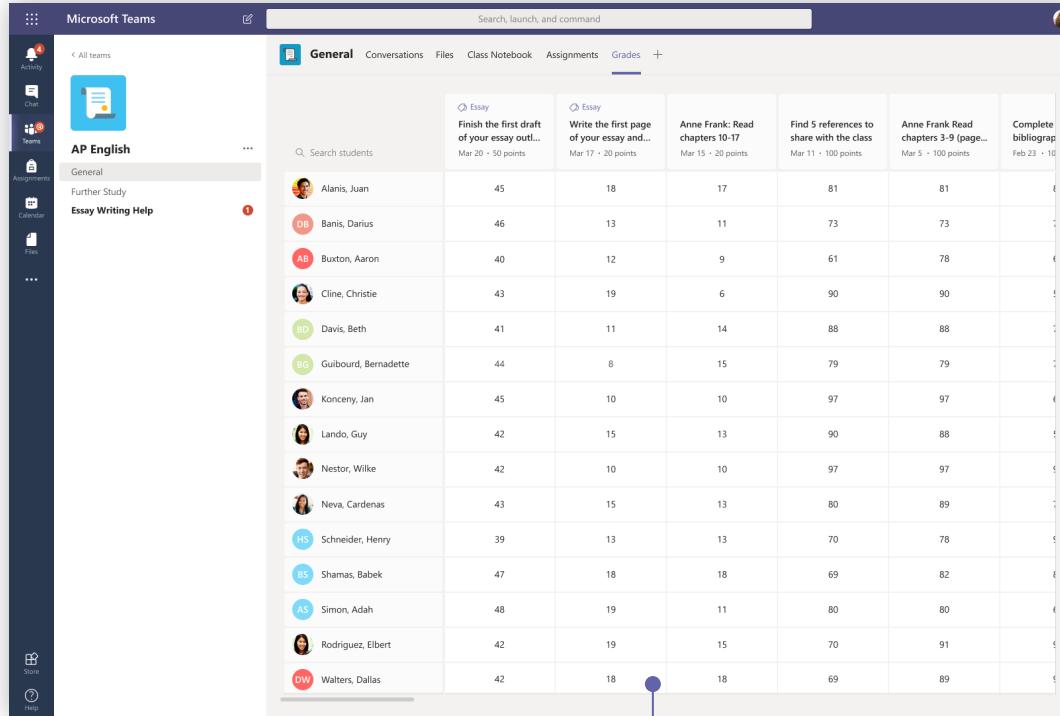
Assign to classes or individuals

Assignments can be distributed to multiple classes or personalized to the individual student.

Microsoft Teams for Education

Grades

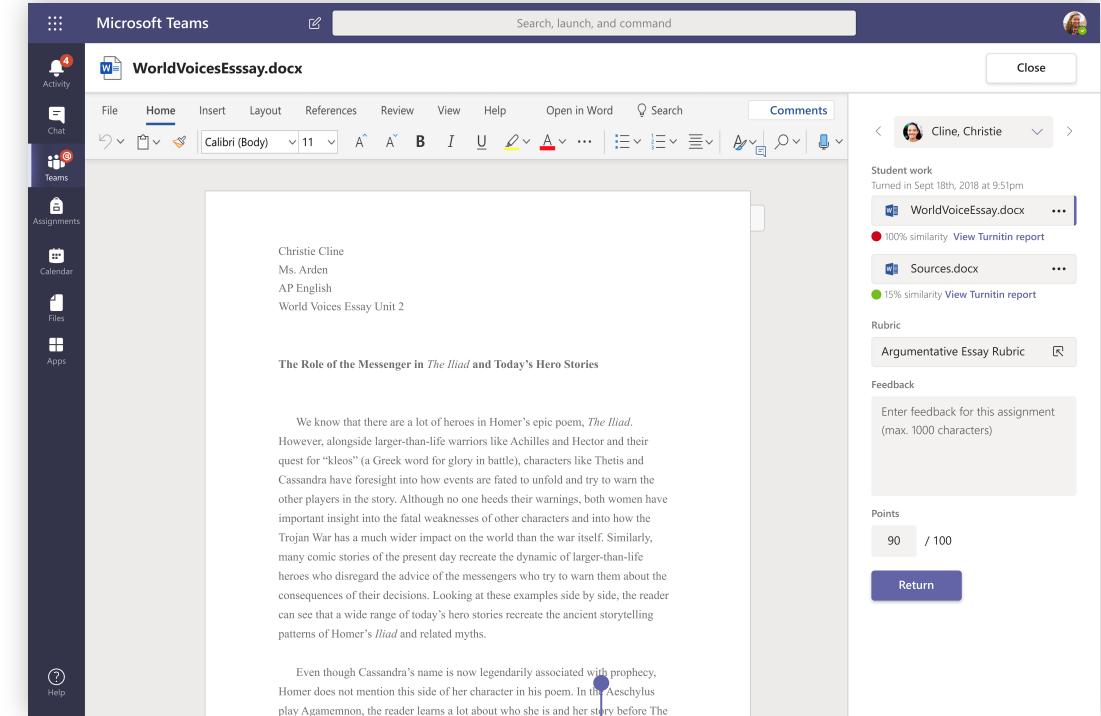
Leave feedback for students, grade, and track student progress in the Grades tab.



Assignment	Due Date	Score	Description
Essay	Mar 20 - 50 points	45	Finish the first draft of your essay out...
Essay	Mar 17 - 20 points	18	Write the first page of your essay and...
Anne Frank: Read chapters 10-17	Mar 15 - 20 points	17	Anne Frank: Read chapters 10-17
Find 5 references to share with the class	Mar 11 - 100 points	81	Find 5 references to share with the class
Anne Frank Read chapters 3-9 (page...	Mar 5 - 100 points	81	Anne Frank Read chapters 3-9 (page...
Complete bibliograp...	Feb 23 - 10	6	Complete bibliograp...
Alanis, Juan		45	
Banis, Darius		46	
Buxton, Aaron		40	
Cline, Christie		43	
Davis, Beth		41	
Guibourd, Bernadette		44	
Konceny, Jan		45	
Lando, Guy		42	
Nestor, Wilke		42	
Neva, Cardenas		43	
Schneider, Henry		39	
Shamas, Babek		47	
Simon, Adah		48	
Rodriguez, Elbert		42	
Walters, Dallas		42	

See grades across all assignments and students

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.



WorldVoicesEssay.docx

Christie Cline
Ms. Arden
AP English
World Voices Essay Unit 2

The Role of the Messenger in *The Iliad* and Today's Hero Stories

We know that there are a lot of heroes in Homer's epic poem, *The Iliad*. However, alongside larger-than-life warriors like Achilles and Hector and their quest for "kleos" (a Greek word for glory in battle), characters like Thetis and Cassandra have foresight into how events are fated to unfold and try to warn the other players in the story. Although no one heeds their warnings, both women have important insight into the fatal weaknesses of other characters and into how the Trojan War has a much wider impact on the world than the war itself. Similarly, many comic stories of the present day recreate the dynamic of larger-than-life heroes who disregard the advice of the messengers who try to warn them about the consequences of their decisions. Looking at these examples side by side, the reader can see that a wide range of today's hero stories recreate the ancient storytelling patterns of Homer's *Iliad* and related myths.

Even though Cassandra's name is now legendarily associated with prophecy, Homer does not mention this side of her character in his poem. In the Aeschylus play Agamemnon, the reader learns a lot about who she is and her story before The

Student work
Turned in Sept 18th, 2018 at 9:51pm
WorldVoiceEssay.docx
100% similarity View Turnitin report
Sources.docx
15% similarity View Turnitin report
Rubric
Argumentative Essay Rubric
Feedback
Enter feedback for this assignment (max. 1000 characters)
Points
90 / 100
Return

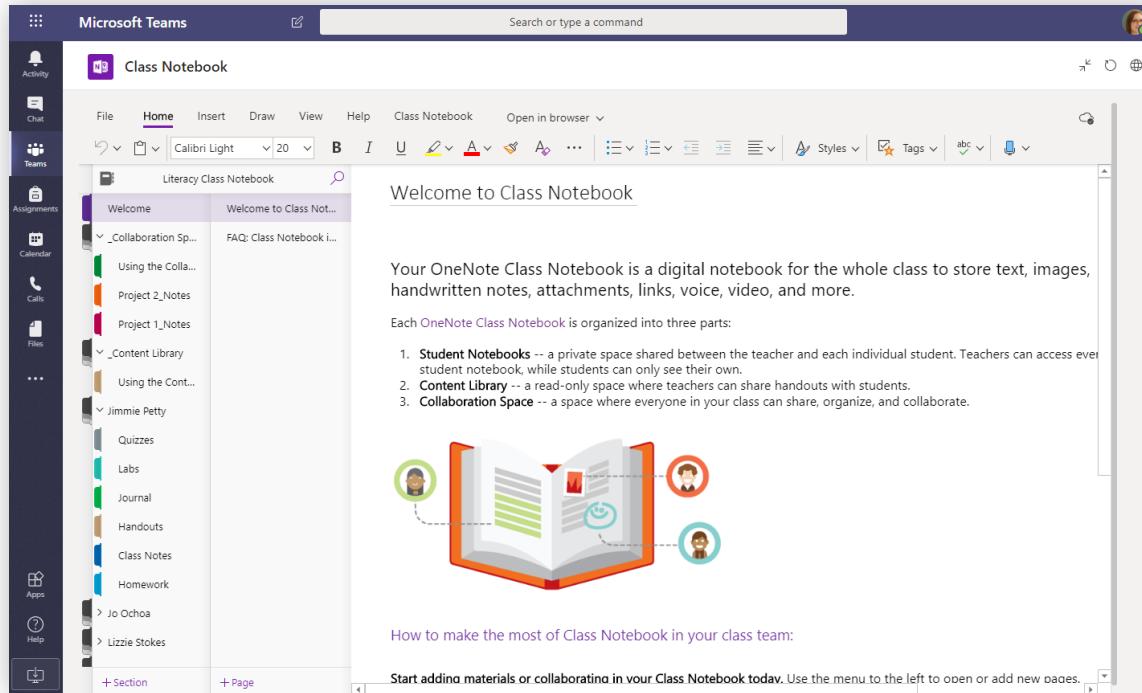
Return and review assignments using the feedback loop

Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

Microsoft Teams for Education

OneNote Class and Staff Notebooks

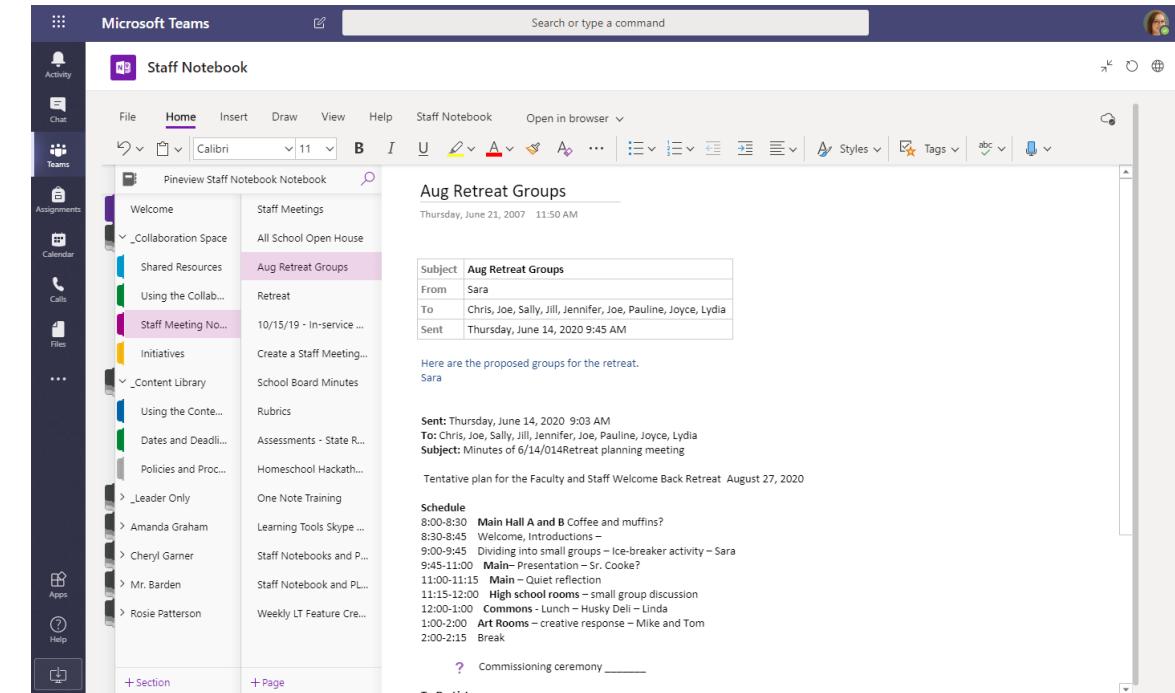
A digital binder to use in your class or with your staff to take notes and collaborate



The screenshot shows the Microsoft Teams Class Notebook interface. The left sidebar lists sections like Welcome, Collaboration Space, Content Library, and Jimmie Petty's personal notes. The main area displays a "Welcome to Class Notebook" page with text about its purpose and organization into three parts: Student Notebooks, Content Library, and Collaboration Space. It includes a diagram of an open book with three people around it, representing the collaboration space. A call-to-action at the bottom encourages adding materials.

Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



The screenshot shows the Microsoft Teams Staff Notebook interface. The left sidebar lists sections like Welcome, Staff Meetings, Collaboration Space, Shared Resources, and various staff members' personal notes. The main area displays a "Aug Retreat Groups" page with a meeting agenda for Thursday, June 21, 2007. It includes a subject line, senders, recipients, and a message body detailing the retreat plan. A "Commissioning ceremony" section is also visible at the bottom.

Great for staff meeting notes, brainstorming, and classroom observations

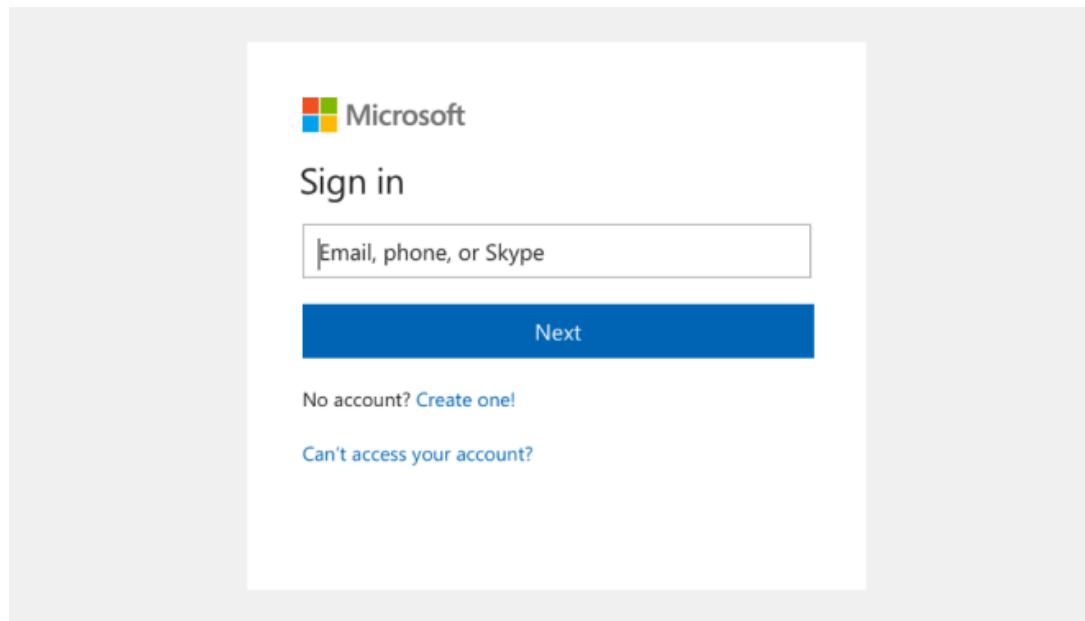
OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

Microsoft Teams for Education

Sign in

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

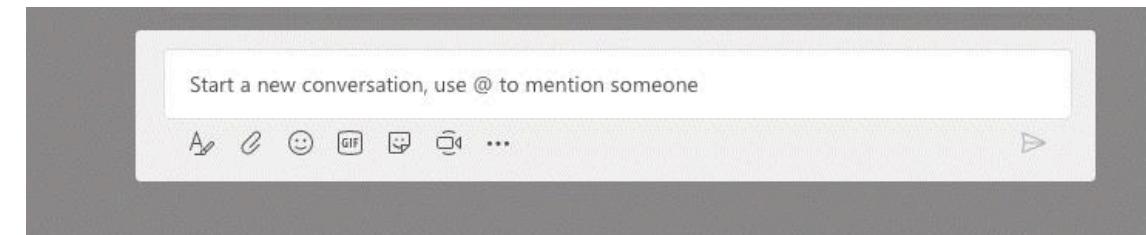
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



Start a conversation

With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

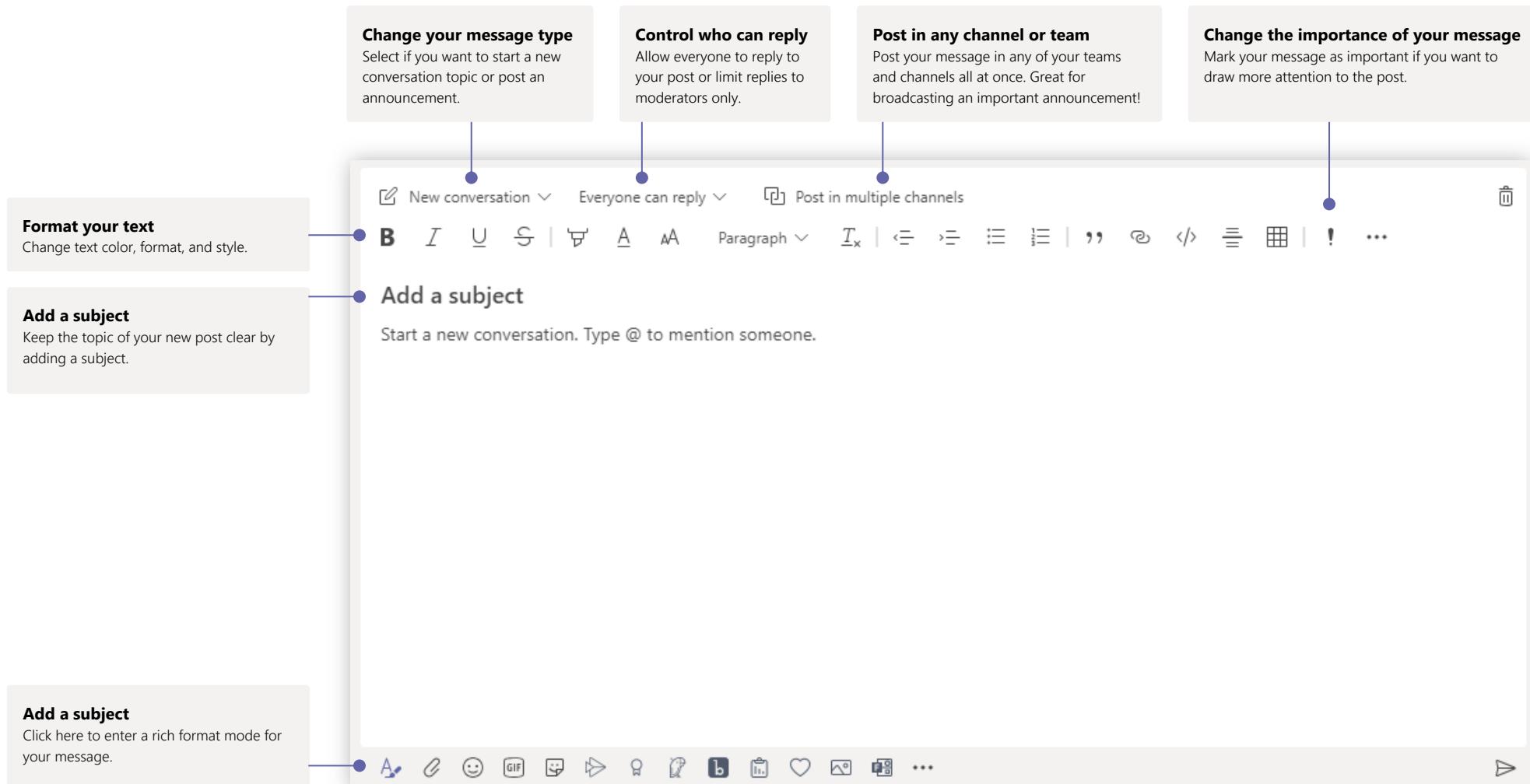
With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



Microsoft Teams for Education

Enrich your channel posts

Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.



The image shows the Microsoft Teams message editor interface. At the top, there are four callout boxes with arrows pointing to specific controls:

- Change your message type**: Select if you want to start a new conversation topic or post an announcement.
- Control who can reply**: Allow everyone to reply to your post or limit replies to moderators only.
- Post in any channel or team**: Post your message in any of your teams and channels all at once. Great for broadcasting an important announcement!
- Change the importance of your message**: Mark your message as important if you want to draw more attention to the post.

Below these controls is a toolbar with the following options:

- New conversation
- Everyone can reply
- Post in multiple channels
- Text input field
- Formatting icons: bold (B), italic (I), underline (U), strikethrough (S), font color (A), font size (AA), paragraph style (Tx), alignment (left, center, right, justify), lists (bullet, numbered), quotes (“ ”), code (⟨⟩), tables (grid icon), and symbols (exclamation mark).
- More options (three dots)

On the left side of the editor, there are three sections:

- Format your text**: Change text color, format, and style.
- Add a subject**: Keep the topic of your new post clear by adding a subject.
- Add a subject**: Click here to enter a rich format mode for your message.

At the bottom of the editor, there is a row of small icons for inserting attachments and links, followed by a send button (arrow icon).

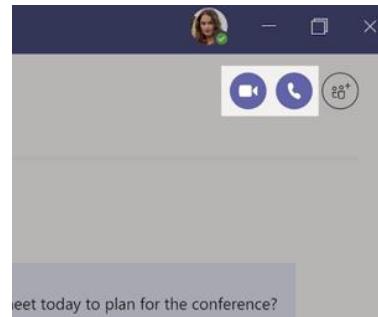
Microsoft Teams for Education



[Learn more about Teams](#)

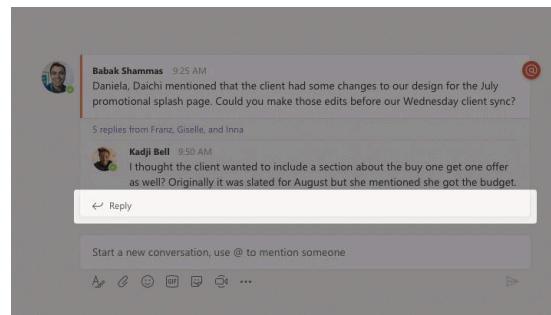
Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



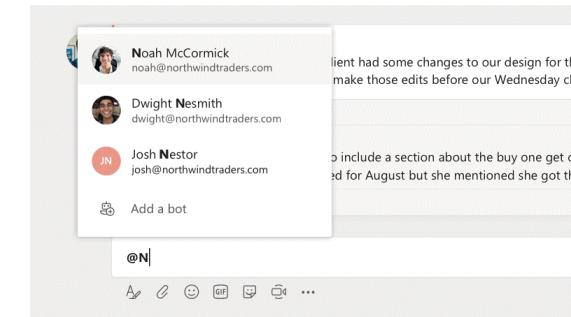
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



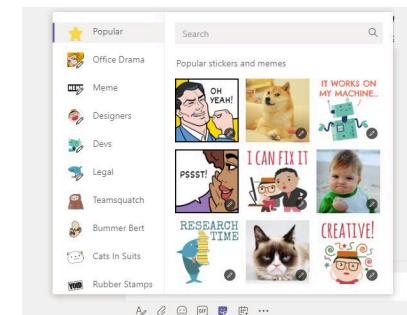
@mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!



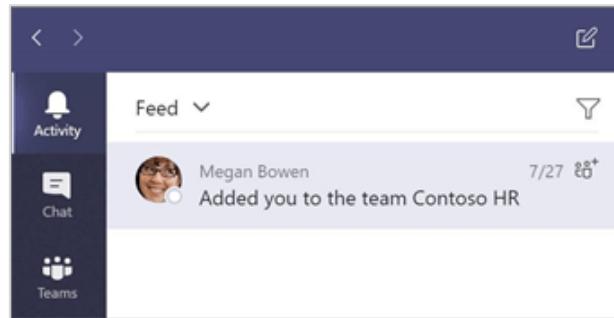
Microsoft Teams for Education



[Learn more about Teams](#)

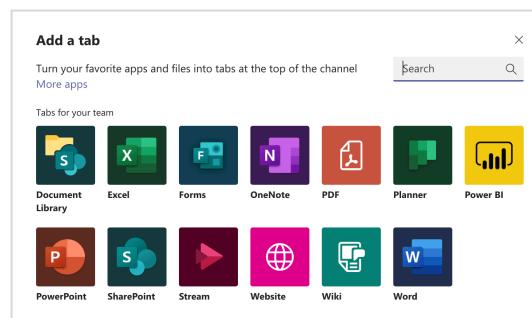
Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.



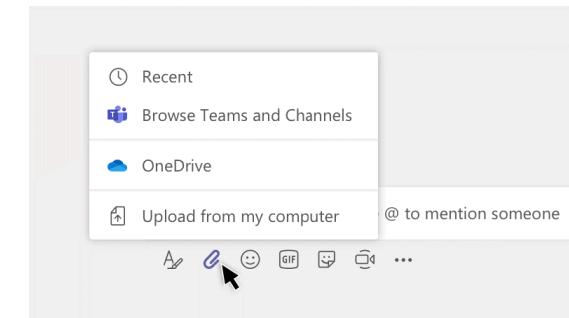
Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



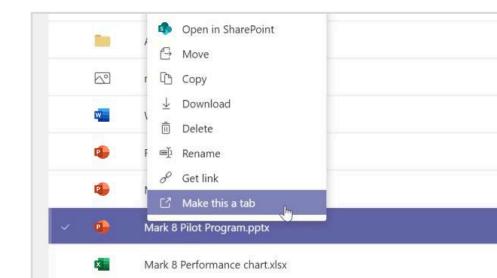
Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

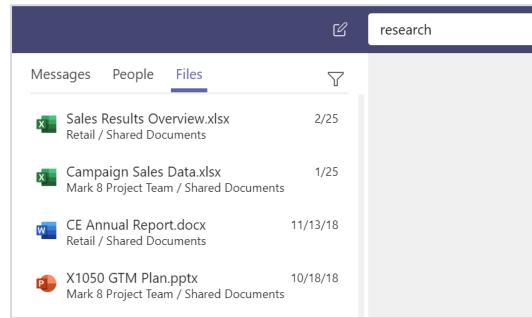
Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



Microsoft Teams for Education

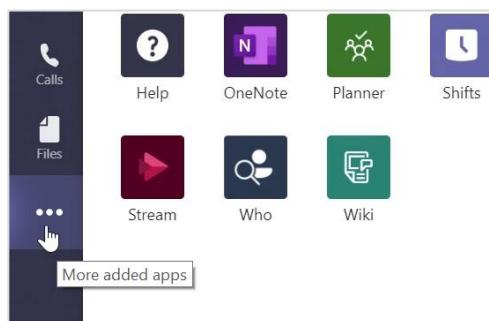
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



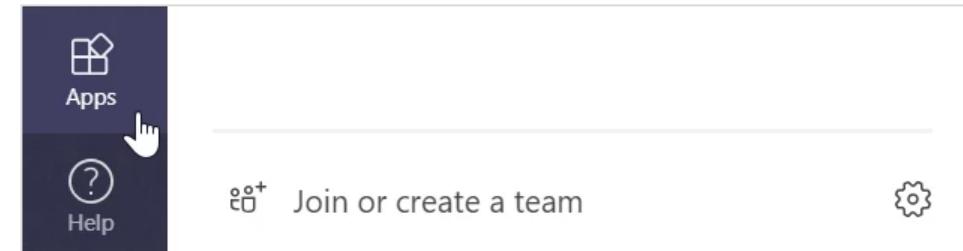
Find your personal apps

Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**. These apps provide an aggregate and global view of that content type.



Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

[Articles](#) with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:

- How teachers use Teams in their professional lives- [Transform Learning with Microsoft Teams](#).
- Teaching in Class Teams-[Crafting a Collaborative Learning Environment with Class Teams](#).

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.