

Getting started with Microsoft Teams

Client Relations and Communications

Rodney Emery, Team Lead

Jennifer St. Louis, Document Design

Olinda Hubbs

Lisa Threlkeld

crc@siu.edu

oit.siu.edu/crc

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Introduction to Microsoft Teams for Education



Watch on YouTube: <https://youtu.be/i0TIQXmFGdQ>

Reasons to Love Microsoft Teams



Team Empowerpoint

Make sure no perspective is lost. Get involvement from everyone on your team from various backgrounds, age groups, and cultures which sparks ideas and innovation that wouldn't have happened without getting all these people involved in one common thread of communication.



Enhanced Communication

Have chats with one person or multiple people. Jazz up your messages with emojis, stickers, and formatting tools. Show someone appreciation by sending them a customizable "praise" card. Start conversations with your team have a constant thread of communication that you can go back in history and see.



Real-time Collaboration

Easily share files with your team members and work on them together in real-time. Working on the same file? See the exact spot in the file that your team member is working on so that you don't overlap each other. Have a question about a specific document? Start a conversation and invite specific team members (or the whole team) to discuss it—all without having to exit the document.



Streamlined Meetings

Check team member availability and schedule meetings. Change your phone call into a video call with the click of a button. Realize during a meeting that you need another team member to be a part of it? Invite them to join! Need someone in a meeting that is outside of your team? Invite them, too!



Seamless Integration

Access websites, videos, surveys, and so much more from outside applications like YouTube, Survey Monkey, and Adobe PDF Reader, all without leaving Teams. Need to access something, but you're not on campus? You can access everything in Teams whether you're on campus or not.



Reliable Security

Feel confident about the security of your Team, Channels, files, and projects with end-to-end security powered by Microsoft Office 365.

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Chats and Posts

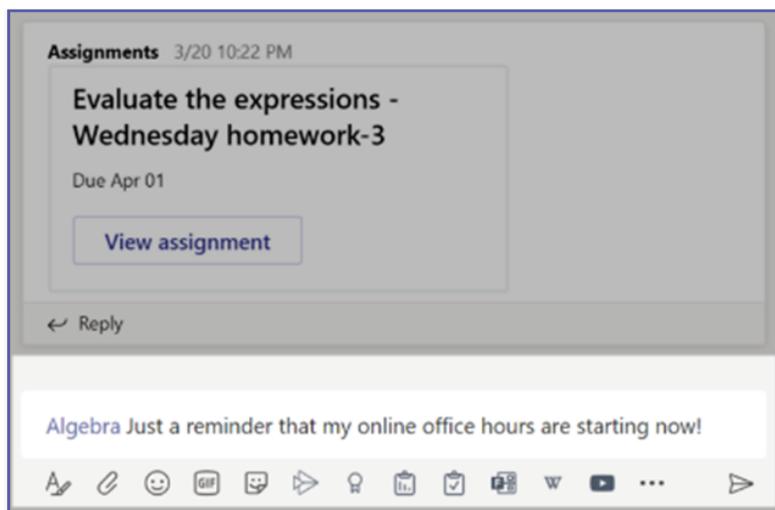
Chats and Posts

Send a Message to Your Class

1. Click the **Teams icon**  on the bar to the left of your screen.
2. Select the appropriate **class team** and **channel** that you want to post in.
3. By default, the **Post** tab will open. If it doesn't, click Posts at the top of your screen.
4. Click the **New Conversation** button and type your message.

 New conversation

5. (*Optional*): Use the @ symbol and the name of your class to notify everyone that you have posted. For example, @Algebra.
6. Click **Send**  .



Start a New Chat with One Student or a Group of Students

1. Click the **Chat icon**  on the bar to the left of your screen.
2. Click the **New Chat** icon in the top left corner of your screen.



3. Enter the **name or email of the student(s)** you would like to chat with.
4. Click the **text box** at the bottom of the screen and start typing your message.
5. Click **Send**  .

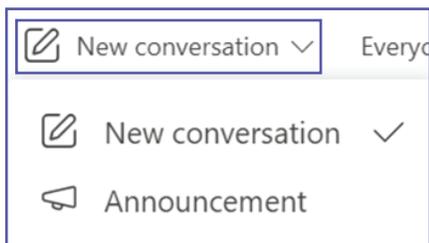
Note: You can tell if the student(s) have read your chat by looking at the icon to the right of your message. If it is a circle with a check mark in the middle, it has been sent. If it is a purple eye, it has been read by the student(s).

Chats and Posts

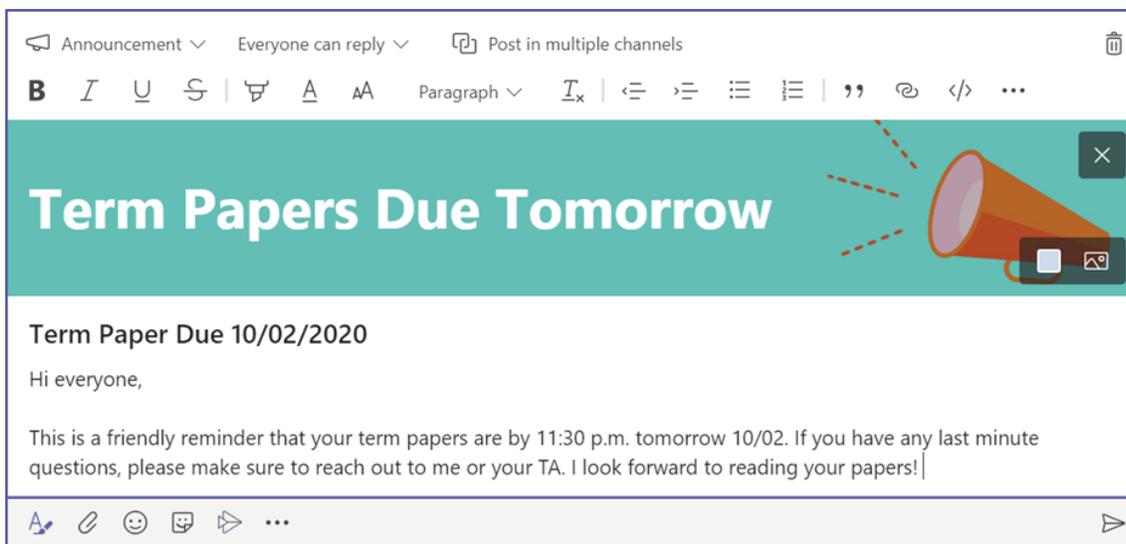
Make an Announcement in a Class Channel

Capture your students' attention by using the announcement feature for important notes and information.

1. Select the **appropriate class team** and channel that you want to post in.
2. Click the **New Conversation** button at the bottom of the screen.
3. Click the **Format** icon  .
4. Click the **New Conversation drop-down** menu and select Announcement.



5. Select the **background color** or **image** to customize the post.



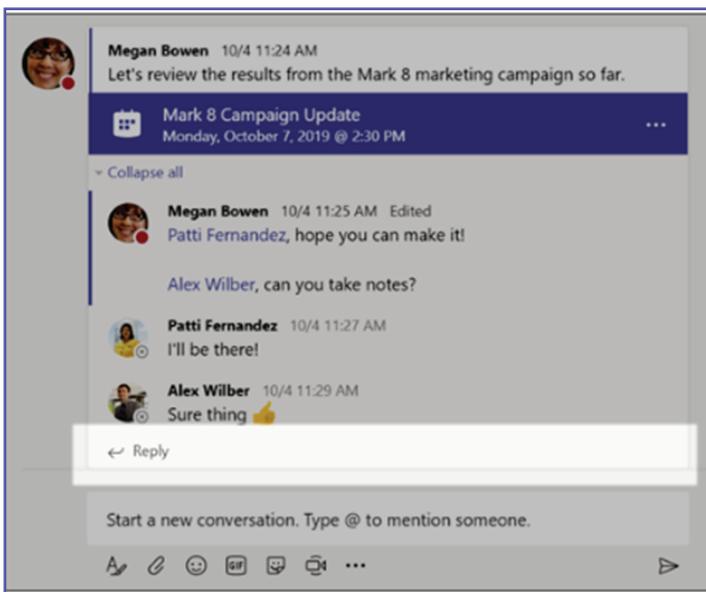
6. (*Optional*): Choose whether you want students to be able to reply or not by clicking the Everyone Can Reply drop-down menu and selecting an option.
7. Click **Send** .

Chats and Posts

Reply to a Post 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. Navigate to the **channel** with the post that you would like to reply to.
2. Click the **Reply** button  at the bottom-left of the post.
3. Type your reply.
4. Click **Send** .



Add Fun with Stickers and Emojis

1. Click the **Sticker icon**  under the text box when replying to a post.
2. Select a sticker from a wide variety of options from Microsoft Education.



-OR-

1. Select the **Emoji icon**  for fun emoji reactions.

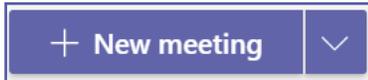
Meetings

Meetings

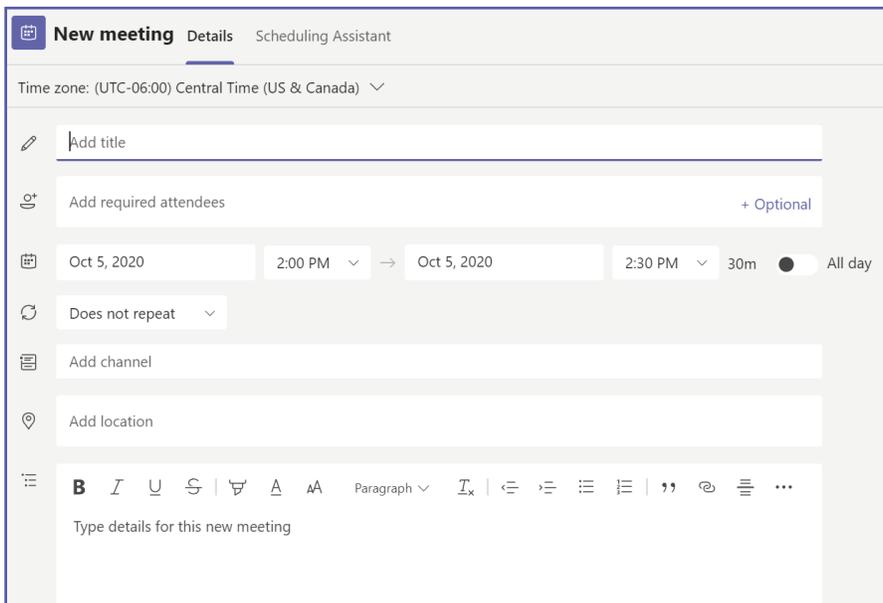
Schedule a Meeting

Use Microsoft Teams meetings to schedule presentations, lectures, and discussions with your entire class.

1. Click the **Calendar icon**  from the menu-bar on the left of your screen.
2. Click **New Meeting**.



3. Give your meeting a **title**.
4. Decide on a **date** and **time**. You can set a meeting to reoccur on a daily, weekly, or monthly schedule.
5. (*Optional*): Add any additional details or notes.



Add Invitees

- a. Click Add Channel to associate this meeting with a specific channel.
Note: When you select a channel in a class team to host a meeting, all students with access to the channel are able to join the meeting. Also, all resources shared and any recordings taken during the meeting are saved in the channel.
 - b. Type the name or email of the student(s) you would like to invite.
6. Click **Save**. This adds the meeting to your calendar and to your students' calendars.



Meetings

Join and Manage a Meeting

Join a presentation, lecture, or discussion that you have scheduled, or someone else has invited you to.

1. Select the **Calendar** icon  on the left-hand side of your screen.
2. Find the meeting that you would like to join on your Microsoft Teams calendar.
3. **Double-click** the meeting to open it.
4. Click **Join**.
5. 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.

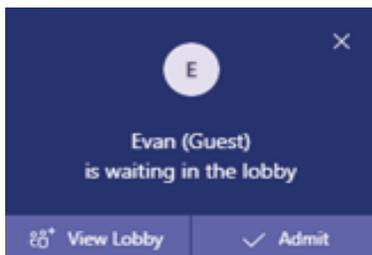


Note: If you are the meeting host, the invitees will receive a notification that you have started the meeting and will be given the open to join.

Add a Guest

Students may enter a meeting without using their SIU email address – in this case, Microsoft Teams will consider them a guest and you will need to admit them.

1. A pop-up will appear letting you know that a guest (named whatever the student provided) is attempting to join.
2. Click the **Admit** button.



Mute Attendees

1. Click the **Participants** icon  in the top right corner of your meeting screen.
2. Click the **mute** button next to an individual that you would like to mute OR click the Mute All button mute everyone.

Meetings

Join and Manage a Meeting (Cont.)

Use the Raise Hands Feature

If students have a question, they can raise their hand virtually.

1. Click the **raise hand** icon at the bottom of the screen. If you are the meeting host, the icon will be at the top of your screen.



Note: To put your hand down, click the icon again.

View Raised Hands

1. Click the **Show Participants**  icon in the top right corner of your screen.
2. If a student has a question, you will see a **yellow raised hand** icon next to their name in the participants window.

Host breakout Meetings/Groups

Microsoft is currently developing a feature that will allow instructors and students to participate in one meeting, then allow everyone to break out into separate groups. The instructor would then be able to join and leave each group to answer questions or provide feedback on their work. Once this feature is released, refer back to this section of the Microsoft Teams User Guide to learn more.

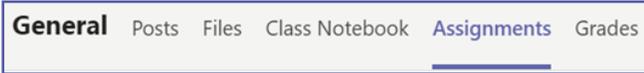
Assignments

Assignments

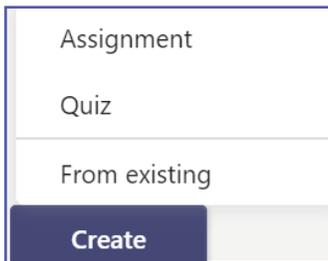
Create An Assignment

Create assignments, grade, or submit work all within Microsoft Teams.

1. Click the **Team** icon  from the navigation bar on the left-hand side of your screen
2. Click the appropriate class team.
3. Click the **General** channel.
4. Select the **Assignments Tab** in the top right corner of the screen.

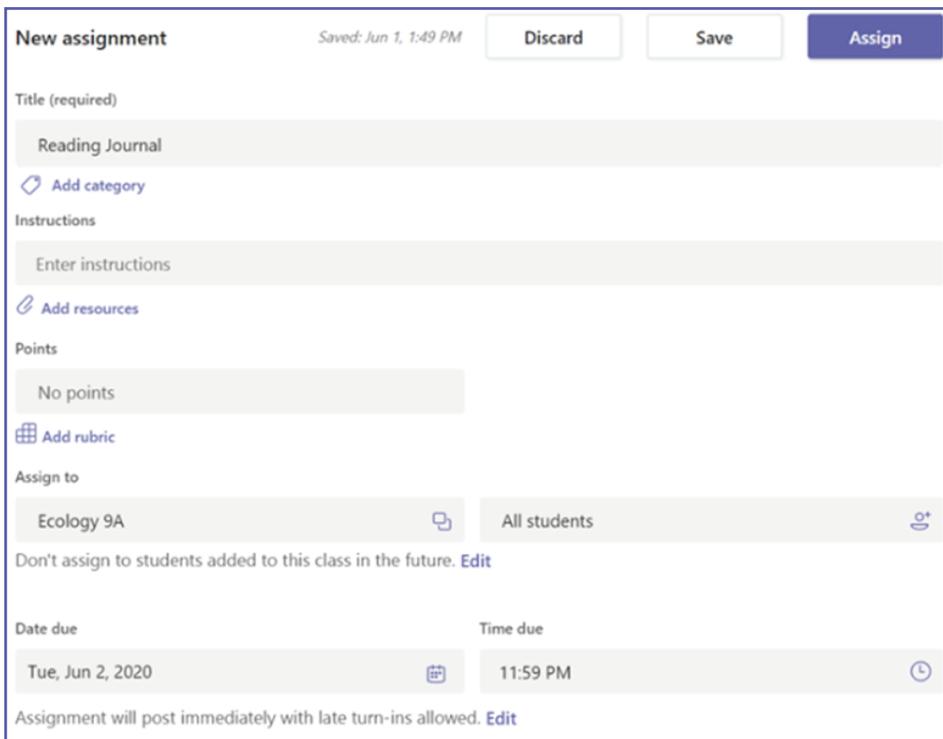


5. Click the **Create** button.
6. Select **Assignment** from the menu that appears.



Add Details to your Assignment

The Title field is the only requirement for submitting and saving an assignment. All other fields are optional, but recommended.



A screenshot of the 'New assignment' form in Microsoft Teams. The form is titled 'New assignment' and has a 'Saved: Jun 1, 1:49 PM' status. It includes buttons for 'Discard', 'Save', and 'Assign'. The form fields are: 'Title (required)' with the value 'Reading Journal', 'Add category', 'Instructions' with the value 'Enter instructions', 'Add resources', 'Points' with the value 'No points', 'Add rubric', 'Assign to' with the value 'Ecology 9A' and 'All students', and 'Date due' with the value 'Tue, Jun 2, 2020' and 'Time due' with the value '11:59 PM'. At the bottom, it says 'Assignment will post immediately with late turn-ins allowed. Edit'.

Assignments

Add Category Tags to an Assignment

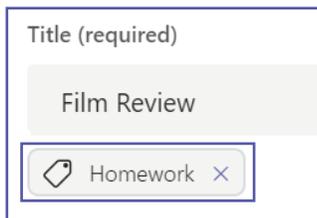
When grading assignments, especially if they are weighted differently, Category Tags make it easy to differentiate between items. For example, if an exam is weighted differently than a homework assignment, you might tag the different items as “Exam” and “Homework.” In your gradebook and in an excel spreadsheet, you can then filter by your tags to determine grades.

1. In the **Assignment Details**, click the **Add Category** icon.



2. If you have never used tags before, you will need to type a **tag name**. If you have used tags before, you can choose a preexisting tag.

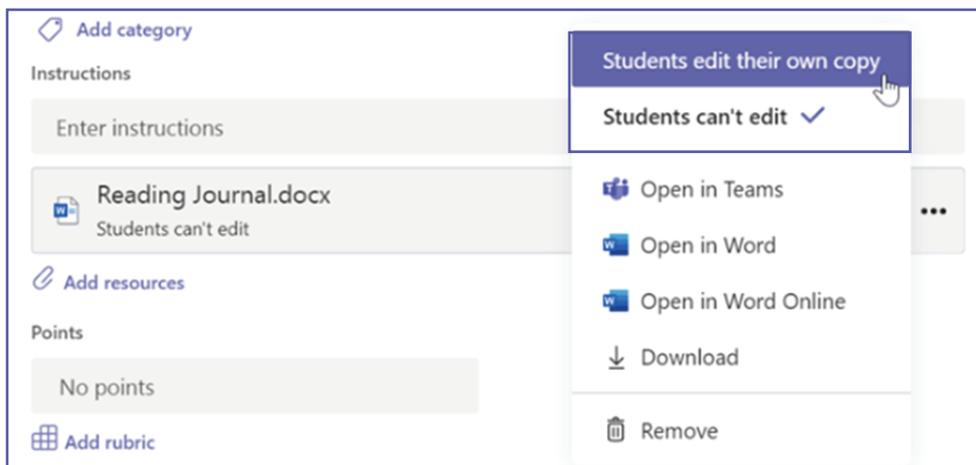
3. The tag appears under the assignment name. **Note:** You can only choose one tag per assignment.



Add Resources to an Assignment

You have the ability to attach additional resources to an assignment such as formula sheets, detailed instructions, examples, or rubrics.

1. Select **Add Resources** to choose from an existing file to or create a blank document to assign to each student.
2. Select **Attach**.
 - a. 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.
 - b. Select the **More options button** > **Students edit their own copy option** to distribute an identical document to each student to edit and turn in.



Assignments

Select an 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**.

Edit assignment timeline

Schedule to assign in the future

Post date	Post time
Fri, Sep 6, 2019	9:00 AM

Due date

Due date	Due time
Tue, Sep 10, 2019	11:59 PM

Close date

Close date	Close time
Tue, Sep 10, 2019	11:59 PM

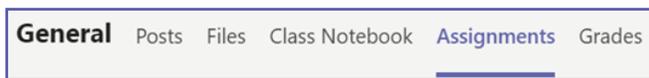
Assignment will post on Friday, September 6 at 9:00 AM and is due on Tuesday, September 10 at 11:59 PM. Late turn-ins not allowed.

Assignments

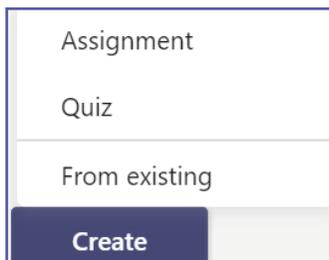
Reuse Past Assignments

Microsoft Teams allows you to save time by reusing past assignments.

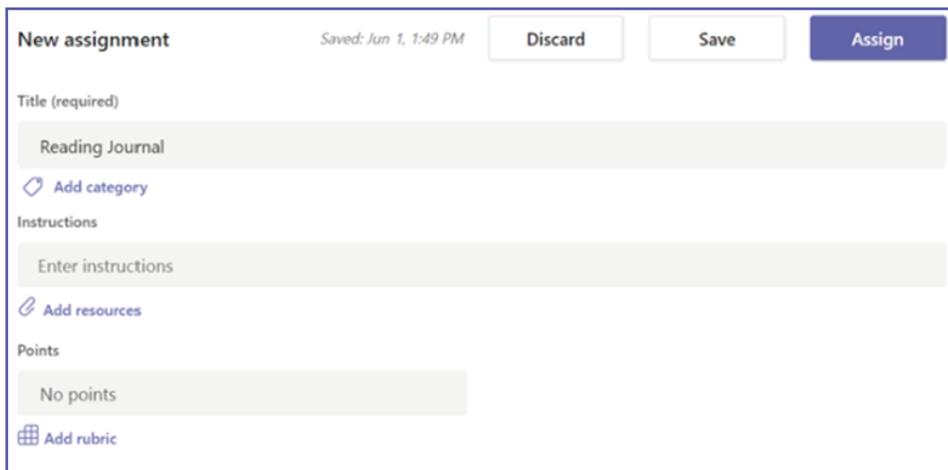
1. Click the appropriate class team.
2. Click the **General** channel.
3. Select the **Assignments Tab** in the top right corner of the screen.



4. Click the **Create** button.
5. Select **From Existing** on the menu that appears.



6. Choose the class you would like to reuse an assignment from.
7. Click Next.
8. Select the appropriate assignment.
9. Click Next.
10. A "new" assignment will open. Make any necessary adjustments.



11. Click Save to add the assignment to the collection of course assignments OR click Assign to notify students that they have a new assignment to complete.

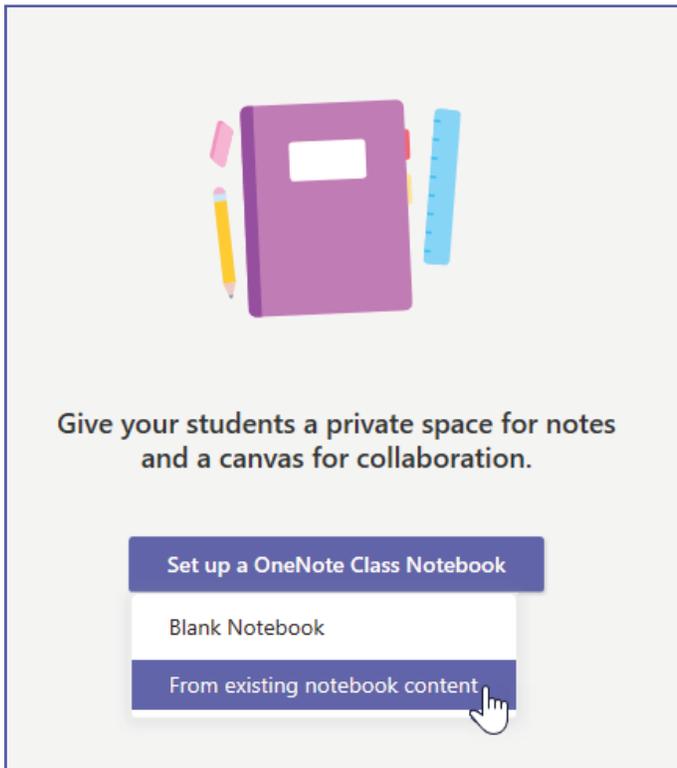
Assignments

Reuse Class Notebooks

Every class team in Microsoft Teams comes with a built-in Class Notebook for educators and students. You can either create a new notebook when starting a new class or copy content from other currently used notebooks or previous used notebooks.

Note: This can only be done when you are first setting up a new class. If your class already has a class notebook, these steps will not work.

1. Click the appropriate class team.
2. Click the **General** channel.
3. Select the **Class Notebook** tab at the top of the screen.
4. Select **Set up a OneNote Class Notebook > From existing notebook content**.

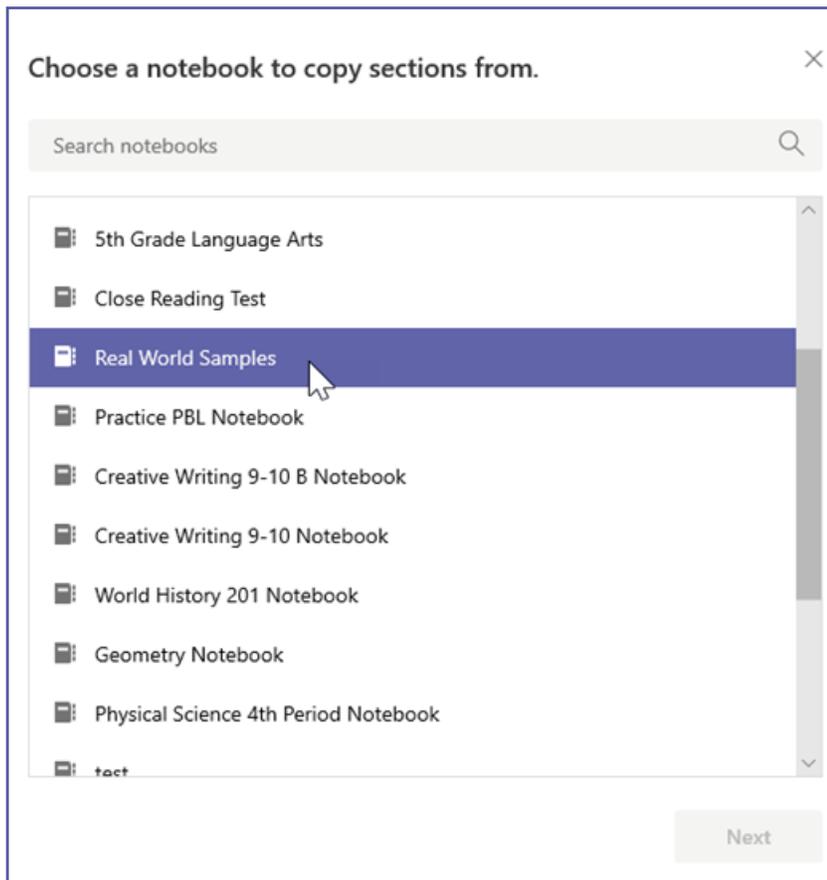


5. Select Add content underneath Content Library. This will launch a new window listing your Class Notebooks.

Assignments

Reuse Class Notebooks (Cont.)

6. Choose a notebook to copy sections from, then select Next.

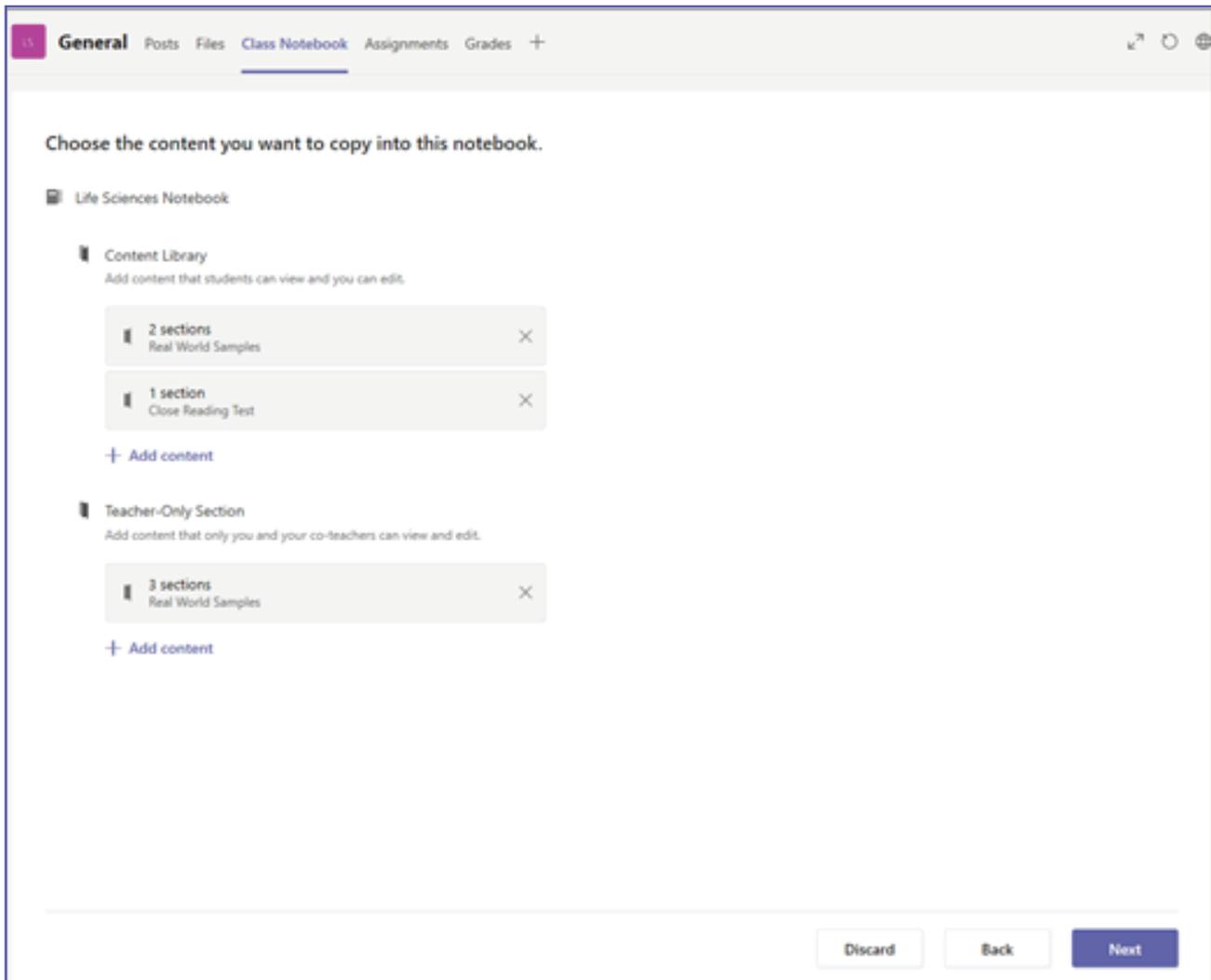


7. Choose the notebook sections you want to copy to your Content Library and select Done. Repeat this process to copy sections from multiple notebooks.

8. Repeat steps 4-6 to copy content into your Teacher-Only Section. Only you and your co-teachers will be able to view and edit this content.

Assignments

Reuse Class Notebooks (Cont.)

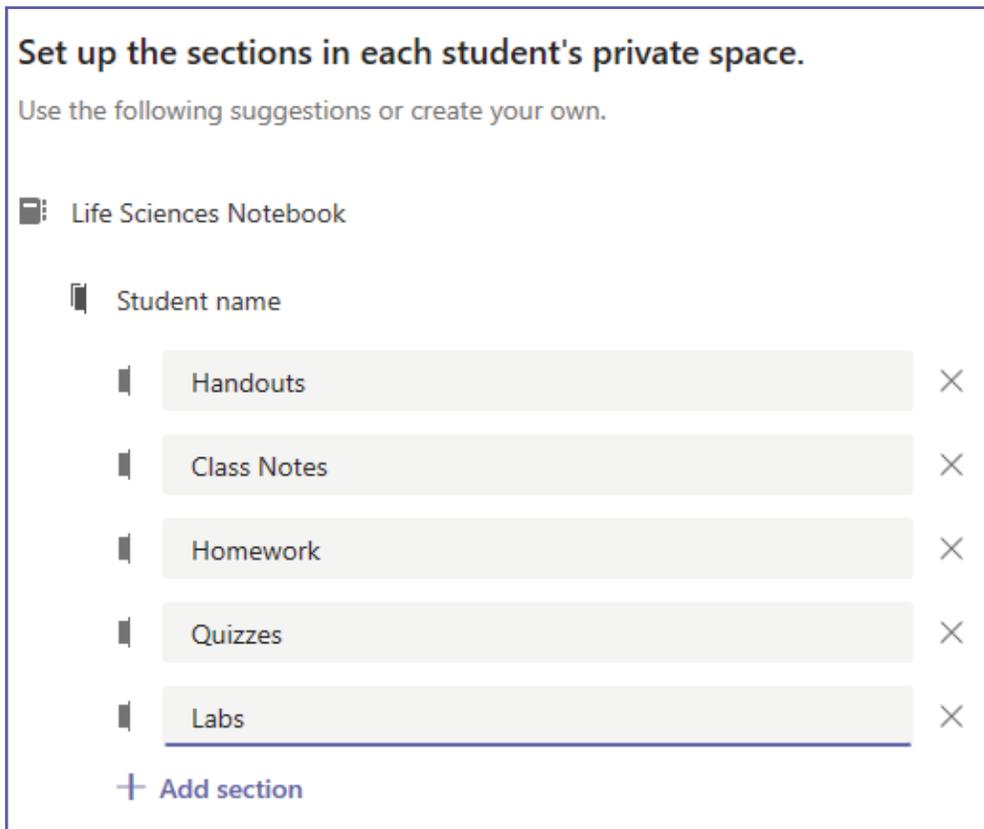


9. When you're finished choosing content to copy, select Next.

Assignments

Reuse Class Notebooks (Cont.)

10. Preview and make any edits to the sections that will appear in each student's private space in their Class Notebooks. There are default sections that you can remove or edit. Select + Add section to add additional sections. For example: Labs.



7. Choose the notebook sections you want to copy to your Content Library and select Done. Repeat this process to copy sections from multiple notebooks.

8. Repeat steps 4-6 to copy content into your Teacher-Only Section.

9. When you're finished, select Create to begin creating your Class Notebook with existing content. This may take a moment, so feel free to keep working and check back later.

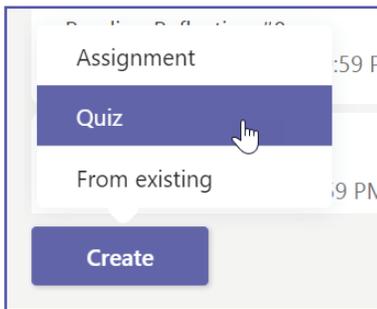
Quizzes

Quizzes

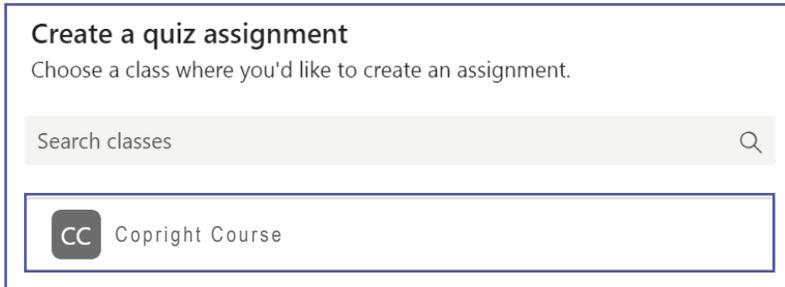
Create a New Quiz

Using the built-in Microsoft Forms application, you can create, assign, and grade quizzes all within MS Teams.

1. In Microsoft Teams, select the **class team** where you want to distribute the quiz.
2. In the **General** channel, select the **Assignments** tab.
3. Click the **Create Button**.
4. Select **Quiz** from the drop-down menu.



5. Choose the **class team** where you want to distribute the quiz.



6. Click **New Quiz** button to begin developing a new quiz,



7. **Microsoft Forms** will open in your browser.
8. Enter a **name** for your quiz.



Quizzes

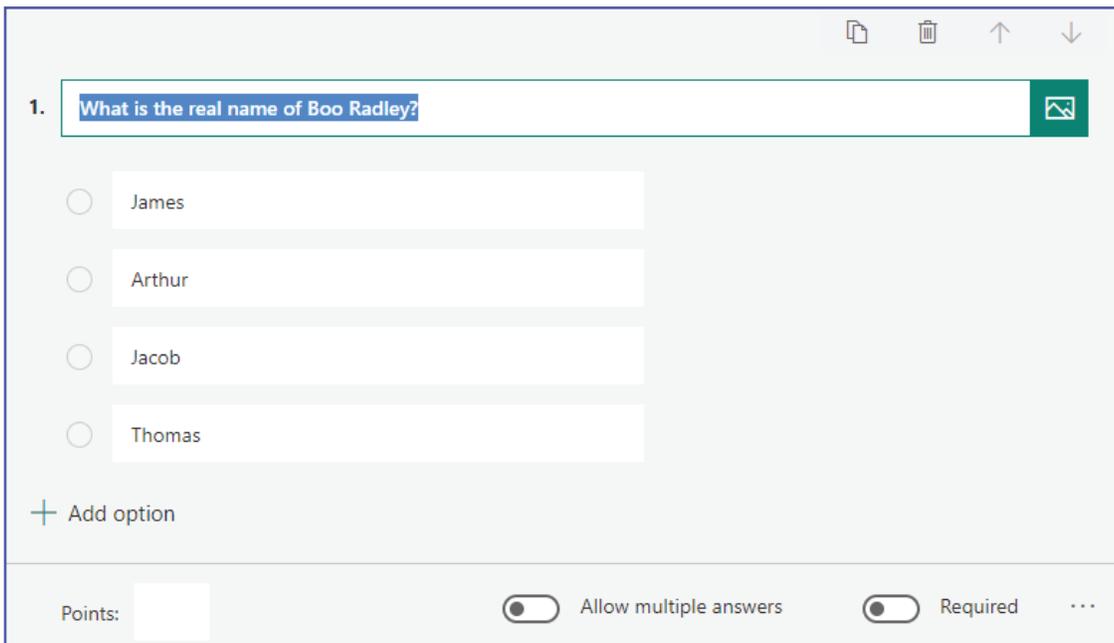
Create a New Quiz (Cont.)

9. Click **Add Question** to add a new question to the form. Choose from **Multiple Choice**, **Text**, **Rating**, or **Date** questions. You can also click the **More Question Types** arrow  to elect **Ranking**, **Likert**, **File Upload**, or **Net Promoter Score** questions.



Note: Your quiz is saved automatically while you create it.

10. For **Multiple Choice** questions, enter the text you want to display for the question and each of the choices.



11. Set the amount of points the question is worth by typing a number into the **Points** section.

12. Make a question required by clicking the **Required** switch at the bottom right of each new question.

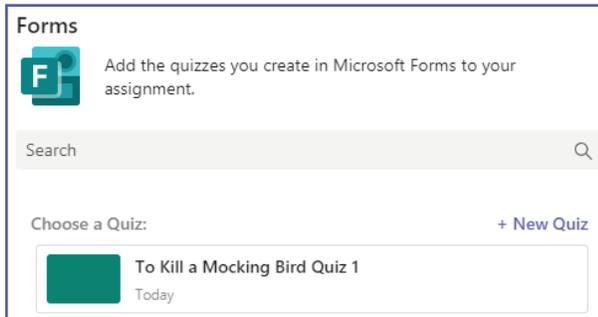


13. When you are done creating the quiz, simply **exit Microsoft Forms** and return to the **MS Teams application** in your browser or on your desktop to assign the quiz to students.

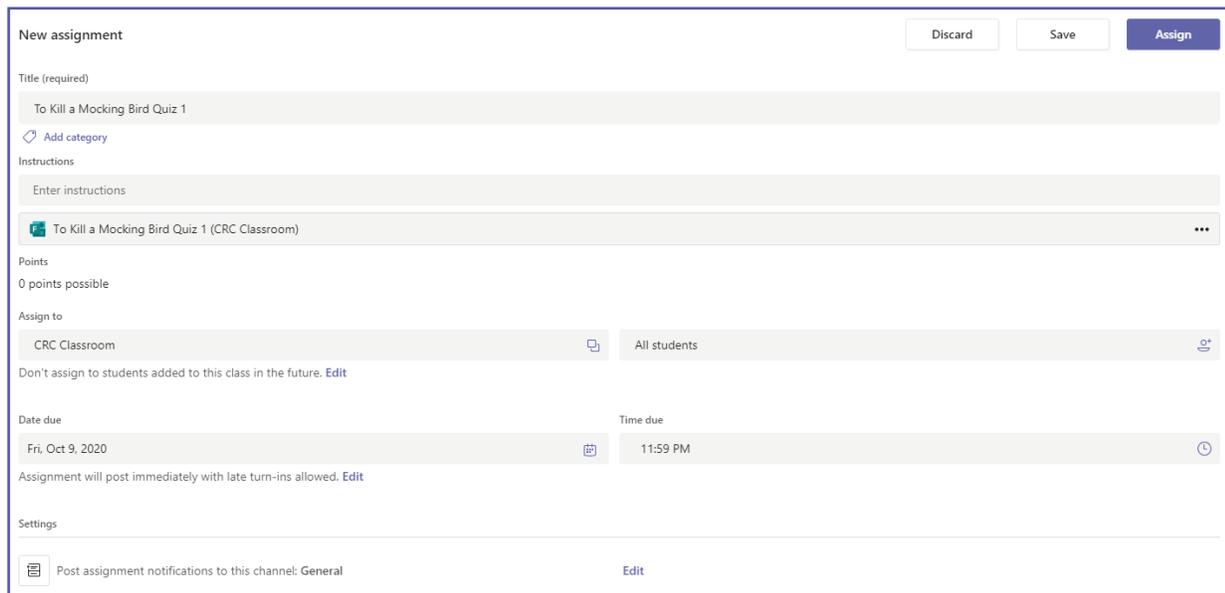
Quizzes

Assign a Quiz to Students

1. In Microsoft Teams, select the **class team** where you want to distribute the quiz.
2. In the **General** channel, select the **Assignments** tab.
3. Click the **Create** button.
4. Select **Quiz** from the drop-down menu.
5. Select a **Quiz** from the list of your previously created quizzes.



6. Click Next.
7. Select a **Due Date** and **Time**.
8. (Optional): Select a **Category Tag** to associate with your quiz or select any additional fields you would like.

A screenshot of the "New assignment" form in Microsoft Teams. The form has a title field with "To Kill a Mocking Bird Quiz 1" entered. Below the title is an "Add category" link. The "Instructions" field is empty. There is a preview of the quiz card showing the title and "CRC Classroom". The "Points" section shows "0 points possible". The "Assign to" section has "CRC Classroom" selected for the class and "All students" for the students. Below this is a note: "Don't assign to students added to this class in the future. Edit". The "Date due" is set to "Fri, Oct 9, 2020" and the "Time due" is "11:59 PM". At the bottom, there is a "Settings" section with a checkbox for "Post assignment notifications to this channel: General" and an "Edit" button.

9. Click **Assign** to push the quiz out to students and notify them that they have an assignment to complete.

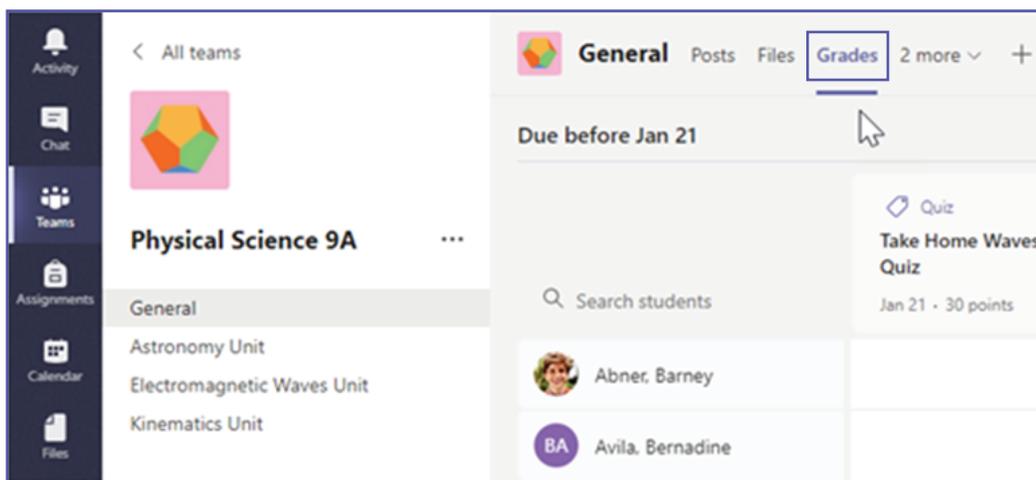
Gradebook

Gradebook

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. Use the Grades tab to get an overview of your class, access data quickly, open, and return student work.

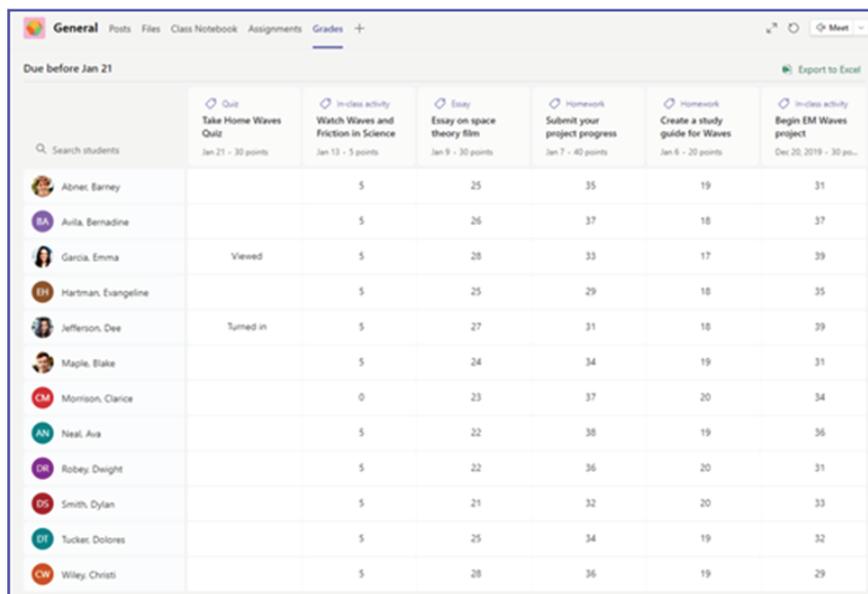
Open the Grades Tab

1. Open the appropriate **classroom Team**.
2. Click on the **General** channel.
3. Click the **Grades** tab at the top of the screen.



View an Assignment

You'll see that your assignments appear in rows and your students in a column. Assignments are ordered by due date, with the nearest date at the beginning. Continue scrolling to continue viewing assignments.

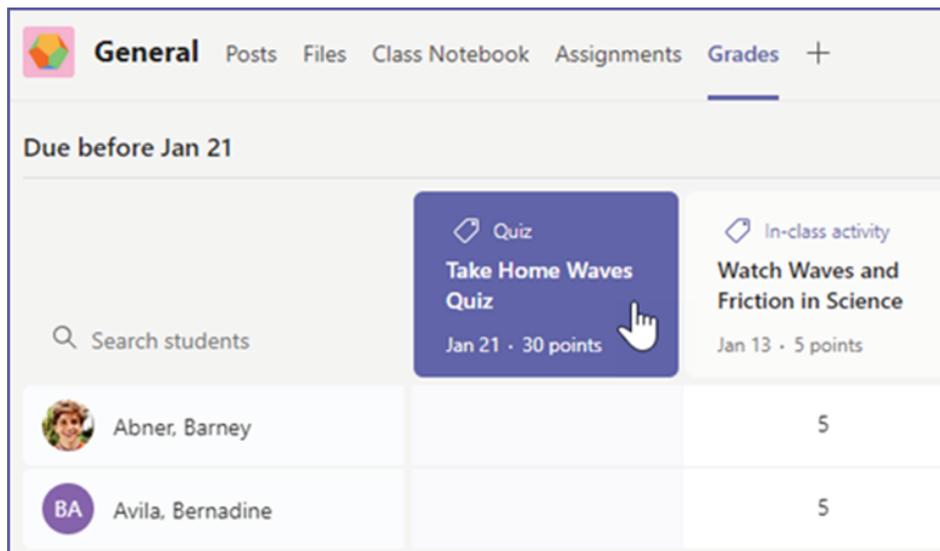


	Quiz Take Home Waves Quiz Jan 21 - 30 points	In-class activity Watch Waves and Friction in Science Jan 13 - 5 points	Essay Essay on space theory film Jan 9 - 30 points	Homework Submit your project progress Jan 7 - 40 points	Homework Create a study guide for Waves Jan 6 - 20 points	In-class activity Begin EM Waves project Dec 20, 2019 - 30 po...
Abner, Barney		5	25	35	19	31
Avila, Bernadine		5	25	37	18	37
Garcia, Emma	Viewed	5	28	33	17	39
Hartman, Evangeline		5	25	29	18	35
Jefferson, Dee	Turned in	5	27	31	18	39
Maple, Blake		5	24	34	19	31
Morrison, Clarice		0	23	37	20	34
Neal, Ava		5	22	38	19	36
Robey, Dwight		5	22	36	20	31
Smith, Dylan		5	21	32	20	33
Tucker, Dolores		5	25	34	19	32
Wiley, Christi		5	28	36	19	29

Gradebook

View an Assignment (Cont.)

1. Click on an **assignment square** to open it.



View Assignment Statuses

The work that your students do or don't submit will have different statuses associated with them.

Status	Meaning
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.

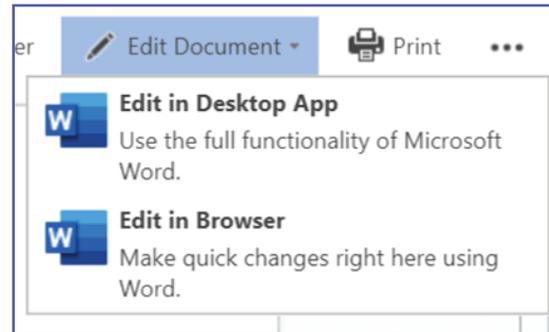
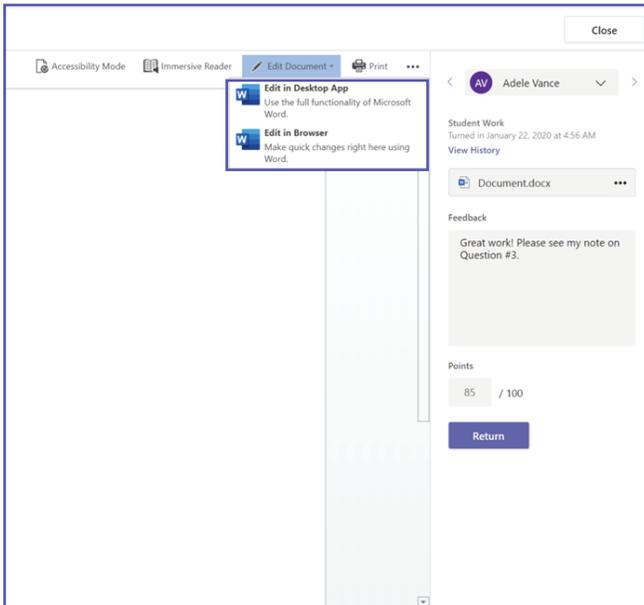
Gradebook

Grade an Assignment

1. Open the appropriate **classroom Team**.
2. Click on the **General** channel.
3. Click the **Grades tab** at the top of the screen.
4. A spreadsheet of assignments and students will appear.
5. Click on the **name of the student** whose work you would like to review or click the words Turned In.

To Kill a Mocking Bird Quiz 1				Open in Forms
Due tomorrow at 11:59 PM				
To return (2)	Returned (0)	Search students		Q
<input type="checkbox"/>	Name	Status	Feedback	/ 5
<input type="checkbox"/>	ES Emery, Rodney	✓ Turned in		5
<input type="checkbox"/>	HL Hubbs, Olinda	⊗ Not turned in		--

6. This will open your student's assignment with a **Feedback** and **Points** field you can fill in.
7. To write comments on the document itself, select **Edit Document**, and then either choose to edit in the **desktop app** or your **web browser**.

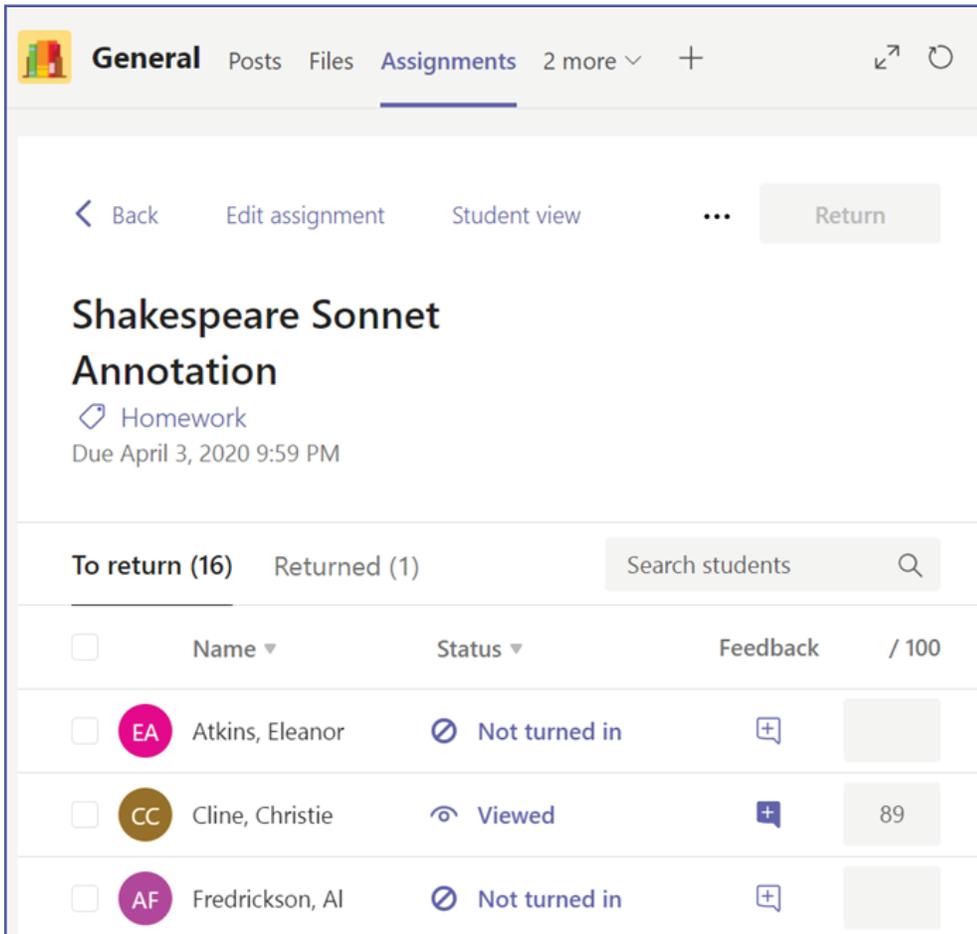


8. Click the **arrows** next to the **student's name** to move between student assignments.
9. Select **Return** when you are done grading and want to return an assignment to a student. This means they will be notified and can see your feedback.

Gradebook

Submit Multiple Grades at Once

1. To return more than one student grade at the once, click on the **Assignments** tab.
2. Select an **assignment**.
3. You can enter feedback and points here without opening student work.



<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 100
<input type="checkbox"/>	 Atkins, Eleanor	 Not turned in		
<input type="checkbox"/>	 Cline, Christie	 Viewed		89
<input type="checkbox"/>	 Fredrickson, Al	 Not turned in		

4. Use the **check-boxes** to select which student work to return, or if you'd like to select all.
5. Click **Return**.

