

Microsoft Teams in Education

MS TEAMS OVERVIEW

- Microsoft Teams is the replacement for Skype for Business***
- Microsoft launched the Teams service worldwide on March 14, 2017***
- Microsoft reported that by April 2020, Microsoft Teams had hit 75 million daily users, in part due to the COVID-19 pandemic.***
- Part of Microsoft Office 365***

FEATURES

- Teams: Teams allow communities, groups, or teams to join through a specific URL or invitation.***
- Messaging: Direct messages and channel messages.***
- Calling: Video conferencing.***
- Meeting: Meetings can be scheduled or created ad-hoc.***

CREATING A VIRTUAL CLASSROOM



Teams allows you to set up a 'virtual classroom'.

- Users can join from the Teams app or through the web browser***
- Up to 250 users can join the meeting***
- Users are able to interact during a meeting, by meeting chat or sharing their screen and sharing files***
- Meetings can be recorded and downloaded.***

USE TEAMS VIDEO MEETINGS WITH STUDENTS



- Only record what's worth watching again***
- Share video recording afterward***
- Use replies in the post in the channel to discuss***
- Use headphones to reduce echo from others' speakers***
- Learn how to share your screen well***
- Choose your mic carefully from all available options***

TEAMS, CHANNELS, TABS AND APPS



The image shows a screenshot of a Microsoft Teams interface. On the left is a navigation pane with icons for notifications, chat, a group of people, a lock, a calendar, a phone, and a document. The main area shows a team named 'My Awesome Class' with a 'General' channel selected. The channel content includes 'Unit 1: Scientific Method', 'Unit 2: Conducting Labs', and 'The Study Lounge'. At the top of the main area are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. Three callout boxes with blue borders and white backgrounds provide additional information: 'Channels' (bottom left), 'Apps and tabs' (top right), and 'Teams' (middle right). A large blue arrow points from the 'Channels' callout to the 'General' channel in the interface. Another blue arrow points from the 'Apps and tabs' callout to the 'Posts' tab. A third blue arrow points from the 'Teams' callout to the team name 'My Awesome Class'.

Channels

The **General channel** is like your team's communication hub. **Grades & assignments** only live here.

Make channels for student **small group work**, for **units or topics**, for differentiated content, or for a shared study space.

Apps and tabs

Tabs create **interactivity** and make key resources **handy**. You can **add your own tabs**, but be careful not to overload.

Connect **apps** to tabs for an easy integrated experience (i.e. websites, student work, Flipgrid, project boards, etc.)

Teams

A team is the **learning hub**, a "command central."

Create a team for **each class** during the day. If you have the same students all day, create teams for **each subject**. You can create a team for a **club or sport**, too.

Teams, Channels and Apps: What do I use and when?

TEAMS CHANNELS

- Channels are meant to be a collaborative area***
- Create a unique channel for 'Meetings' so that video meetings are easier to find***
- You can also use SharePoint to create view-only folders. This is important as the default in channels is that all folders remain collaborative.***

IDEAS FOR USING VIDEO MEETINGS WITH STUDENTS



- Whole class lecture***
- Class check-in call***
- Class presentation***
- Virtual guest speaker***
- Office hours for student questions***
- Doodle together***
- Virtual field trip***
- Parent meetings***

USEFUL TIPS ONE



How to stop students from muting and removing others in MS Teams

- Step 1: Schedule the meeting in calendar view*
- Step 2: Add students as required attendees. Click send to finish*
- Open the meeting in calendar view. Click “Meeting options”.*
- In “Who can present?” choose “only me” or select specific students. Click “Save”.*

USEFUL TIPS TWO



□ Make announcement as important

In the post section of of any channel, click the “A” icon to expend. Then in the dropdown, choose “Announcement”

