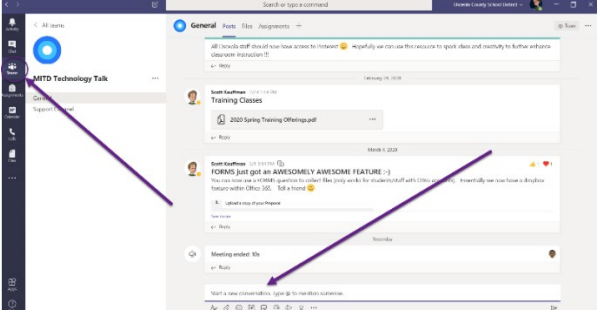
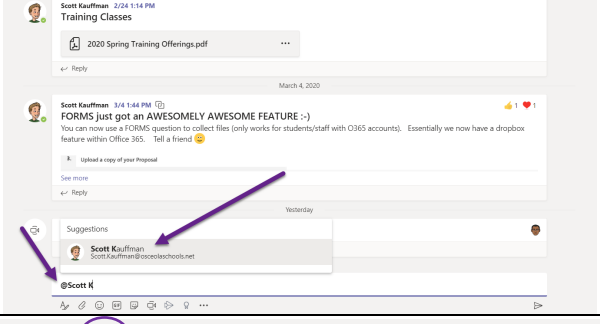
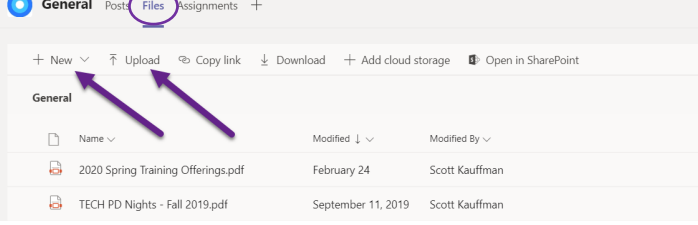
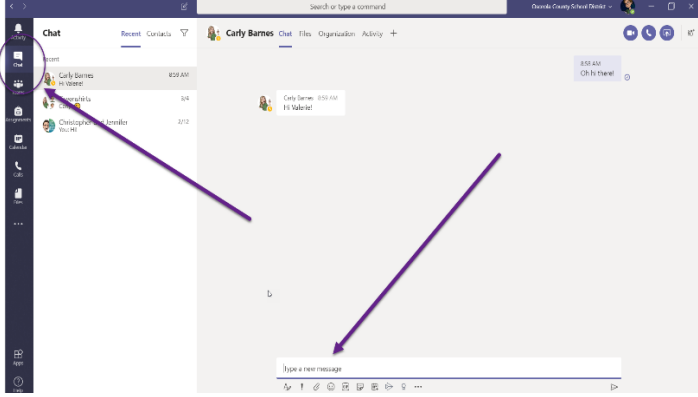
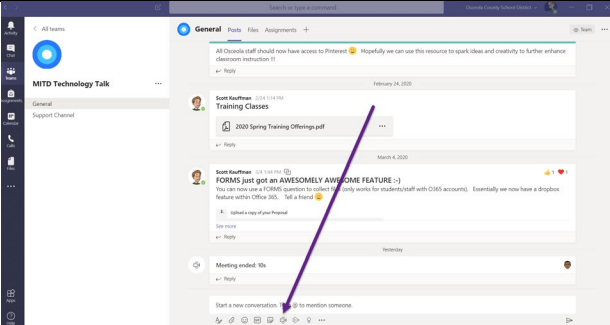
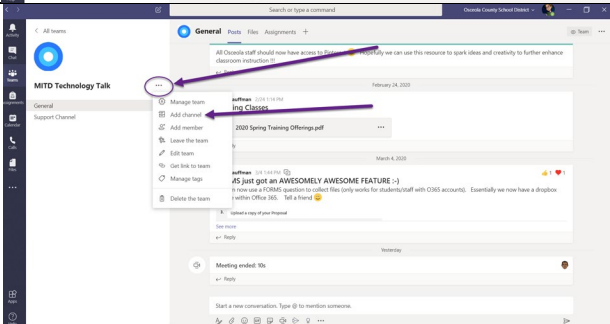


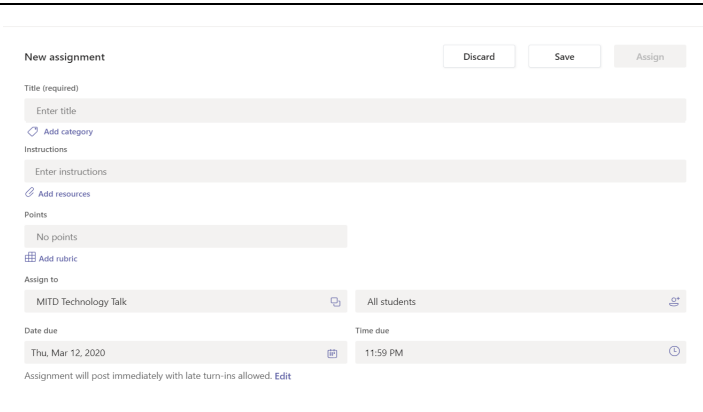
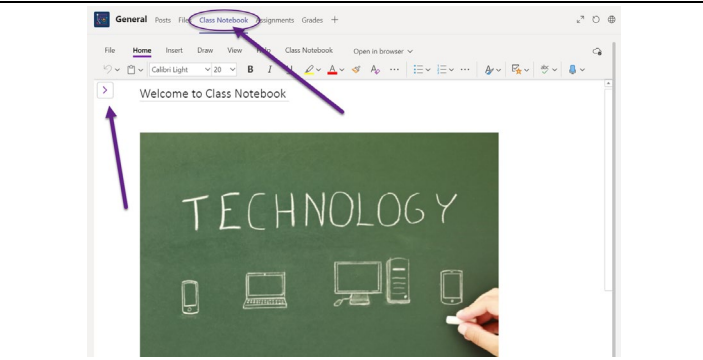
Microsoft Teams

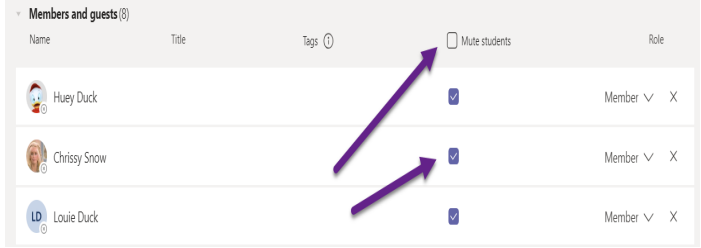
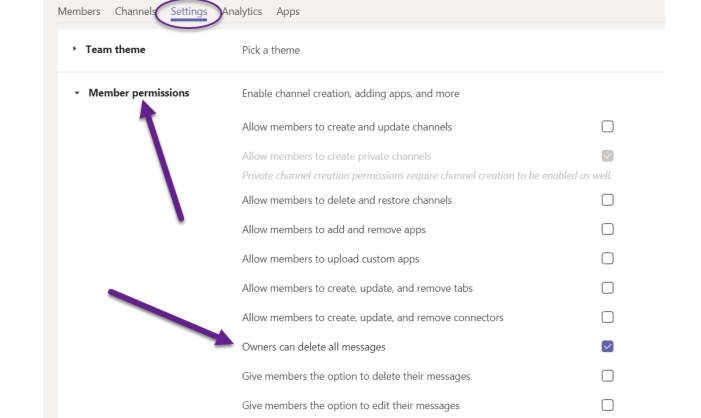
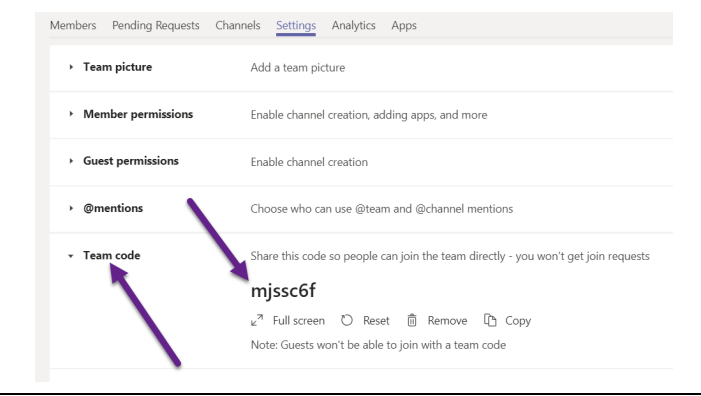
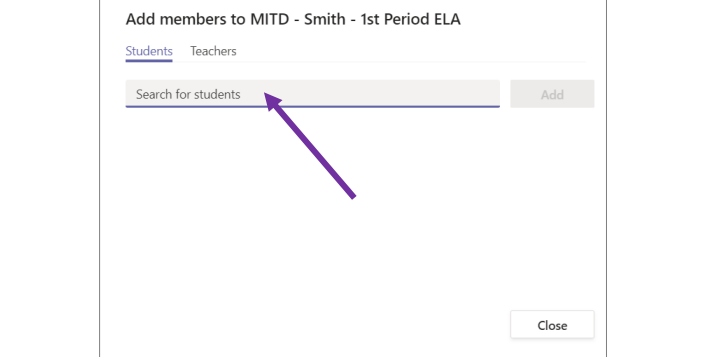
General Information

<u>What You Can Do</u>	<u>How to Do It</u>	<u>What it Looks Like/Where to Find It</u>
<p>Post a conversation: It's like putting something on a group message board that everyone in that group can see.</p> <p>Watch the Video!</p>	<p>Once you're in Teams, go the Team and channel that you want to share your information with. Make sure the "post" tab is selected and type in the composition window at the bottom. You can reply to someone's post, too.</p>	
<p>Mention someone: It's like getting someone's attention (or "tagging" someone so they see the message)</p> <p>Watch the Video!</p>	<p>When composing a post, just type @ and start typing someone's name. Click on the name when it appears.</p>	
<p>Add/Save files: All files are stored in the Team's SharePoint.</p> <p>Watch the Video!</p>	<p>Go to the channel related to your file and click on the "files" tab. Here, you can look at and upload files for that Team and channel.</p>	
<p>Chat with people: It's for messaging individuals or groups within Teams, like a text message conversation.</p>	<p>To message people privately, go to the bar on the left and click on "chat". Then you select a conversation you already have or click the little compose icon next to the search bar to start a new conversation. Type as many people as you want and compose your message below.</p>	

<p>Video Chatting: It's for video conferencing with other members of your team, or with people you share a 'chat' with.</p> <p>Watch the Video!</p>	<p>On the post tab inside of a Team, find the "video" icon at the very bottom of the page below the text box that says "start a new conversation". Here, you can set up a new video chat.</p>	
<p>Making Channels: It's for breaking apart different topics into organized areas.</p> <p>Watch the Video!</p>	<p>Along the left-hand side, you'll see your list of channels ("General" comes with the Team once it's created). Click the three dots beside the Team Name and you'll see "create channel in the dropdown list!"</p>	

Classroom Teams

<u>What You Can Do</u>	<u>How to Do It</u>	<u>What it Looks Like/Where to Find It</u>
<p>Create an Assignment: It's like giving students a paper assignment, except it's entirely digital!</p> <p>Watch the Video!</p>	<p>Once you're in Teams, make sure you are looking at the general channel. Across the top, select the Assignments Tab. Here, you can create and review assignments that you have posted to your Team and view a roster of your students to see who has and has not completed it.</p>	
<p>Class Notebook: It's like an interactive student notebook, except it's digital and private to each student!</p>	<p>Next to the assignments tab is one that says Class Notebook. Click there to set up your notebook with whatever sections you want your students to see.</p>	

<p>Muting Students: It's like quieting down your students, disabling them from being able to post on the posts tab (they can still submit assignments)</p> <p>Watch the Video!</p>	<p>Click on the three dots beside the name of your Team in the left column. Then select "Manage Team". From there, you will see a members page. You can mute any members to disable their ability to write comments.</p>	
<p>Settings: Changing what members/students have access to in your Team.</p> <p>Watch the Video!</p>	<p>When under "Manage Team" from the directions in 'muting students' above, you will see a tab that says settings. It is recommended for a Team with students that you uncheck all but the following boxes to prevent them from changing anything you don't want them to have access to:</p>	
<p>Team Code: It's the easy way to get all your students joined to your Team! Otherwise you'll have to enter them all by hand. Students will need to join through any device.</p> <p>Watch the Video!</p>	<p>When under "Manage Team", find the "settings" tab. Then scroll until you see "Team Code". Generate a code here and share with students. Students go to the main Teams page and select "Join or Create Team" and then enter the code.</p>	
<p>Adding Students or teachers: If you need to add students or additional teachers manually, you can do it at any time.</p> <p>Watch the Video!</p>	<p>Click on the three dots next to the team name and choose "Add Member." This will bring up the same dialog seen when you created your team to add students or teachers.</p>	

Helpful Tips for Using Teams

- **Every time you create a Team, it will create a private Group** (a group in Outlook, such as the one you have for your school or department): these **MUST** exist together. If you delete one, the other will also be deleted.
- **Teams has an expiration date:** Once you create a Team, go to your settings. At the bottom of your options, you should see a category labeled 'Team Expiration'. Here, you will see the date of your Teams expiration. You can let it expire or you can renew it once the Team is up for expiration.
- **Naming your Team:** Please be as **SPECIFIC** as possible for what you're using the team for. These will all be going into one directory for the district to keep track of, so it is in everyone's best interest to be very specific. It is recommended to start every Team with the 4 letter acronym for your school. For example: "CAES – Smith 5th Grade", OR "GWHS – Smith Period 1". Please do not be too generic. Using "5th Grade" as your Team name will not be specific to your purpose.
- **The Four Types of Teams:**
 - **Classes:** A Team to use with students. Comes with unique Class Notebook and Assignment tabs to use for giving assignments and using a digital interactive notebook.
 - **PLC:** A Team to use with a PLC or department. Comes with a shared, equal-access PLC Notebook that has pre-established tabs for things such as norms, meetings, etc.
 - **Staff:** A Team to use with an entire Staff at a school. This one is usually run by the admins or leadership at a school. Comes with a Staff Notebook where each member gets a private notebook tab that can be viewed by Admin for things like lesson plans.
 - **Anyone:** The bare-bones Team that has just the basics.
- **Expectations on Using Teams:** If you are participating in a Team, it is very important that all members are active! The Team is only effective as a communication platform if all members are using it. When using a Team with students, it is very important to always monitor their activity. You can always change the settings to prevent them from being able to post on the general conversations tab.