Microsoft Teams for Education

Interactive Demo
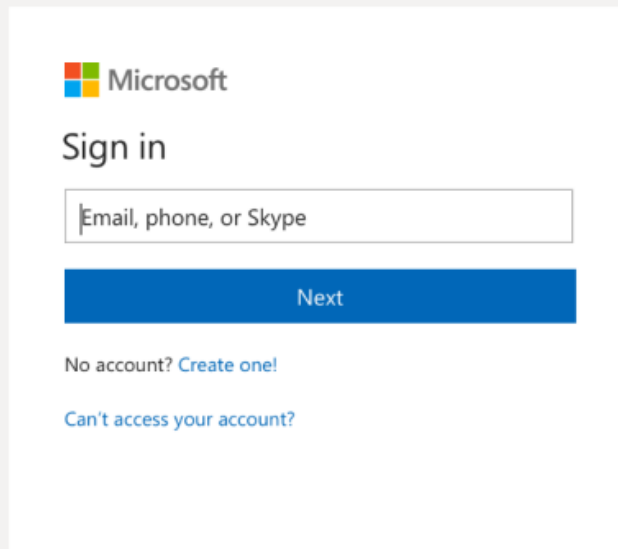
To go through an interactive demonstration of Teams, visit:
https://teamsdemo.office.com/

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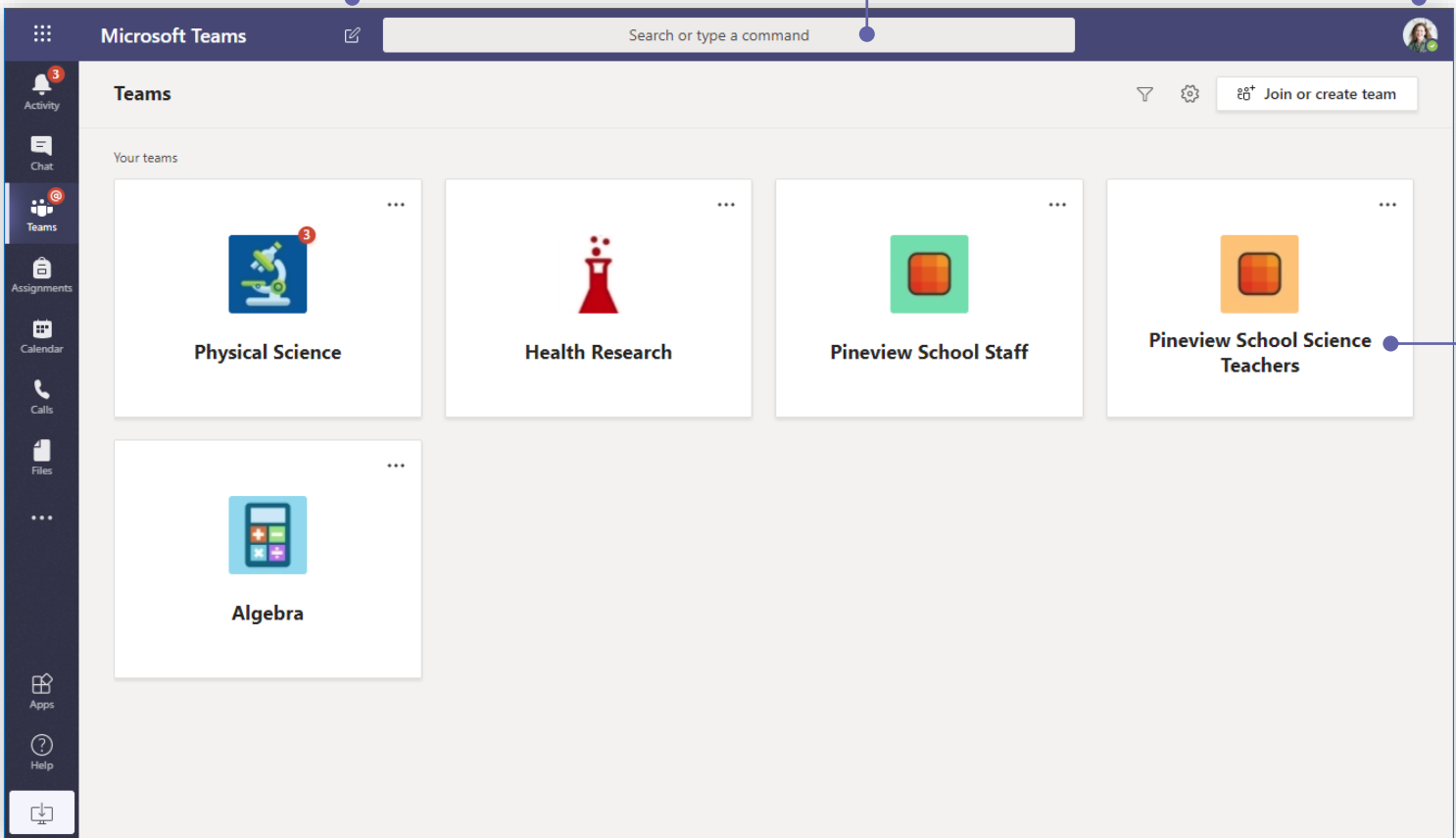
With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.
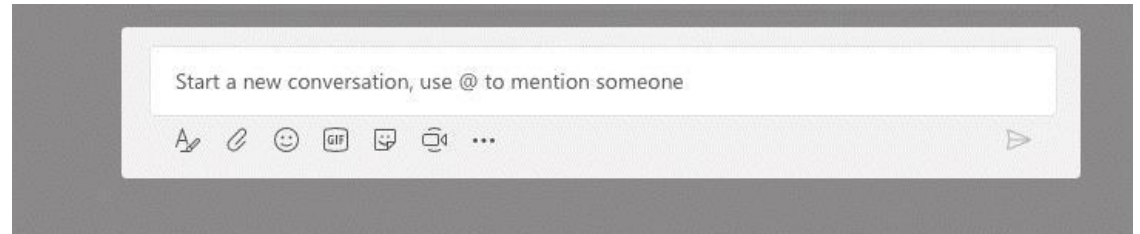
Microsoft Teams for Education

Microsoft

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 like theme, layout, notifcations, languages settings, and more.

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.

View your assignments
Click to see your assignments from all Teams assigned to you.

Microsoft Teams

Search or type a command

Teams

Join or create team

Your teams

Physical Science

Health Research

Pineview School Staff

Pineview School Science Teachers

Algebra

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps
Help

View your team
Click to open your class.

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 learning

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

Open Assignments and Grades
You can complete and turn assignments in without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track your progress.

Pinned tabs
Explore pinned applications, tools, documents and more.

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.

Share files
View shared files 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!

Format your message
Add a subject and format your text here. You can make them bold, italicize them, create bullet points, and more.

Microsoft Teams
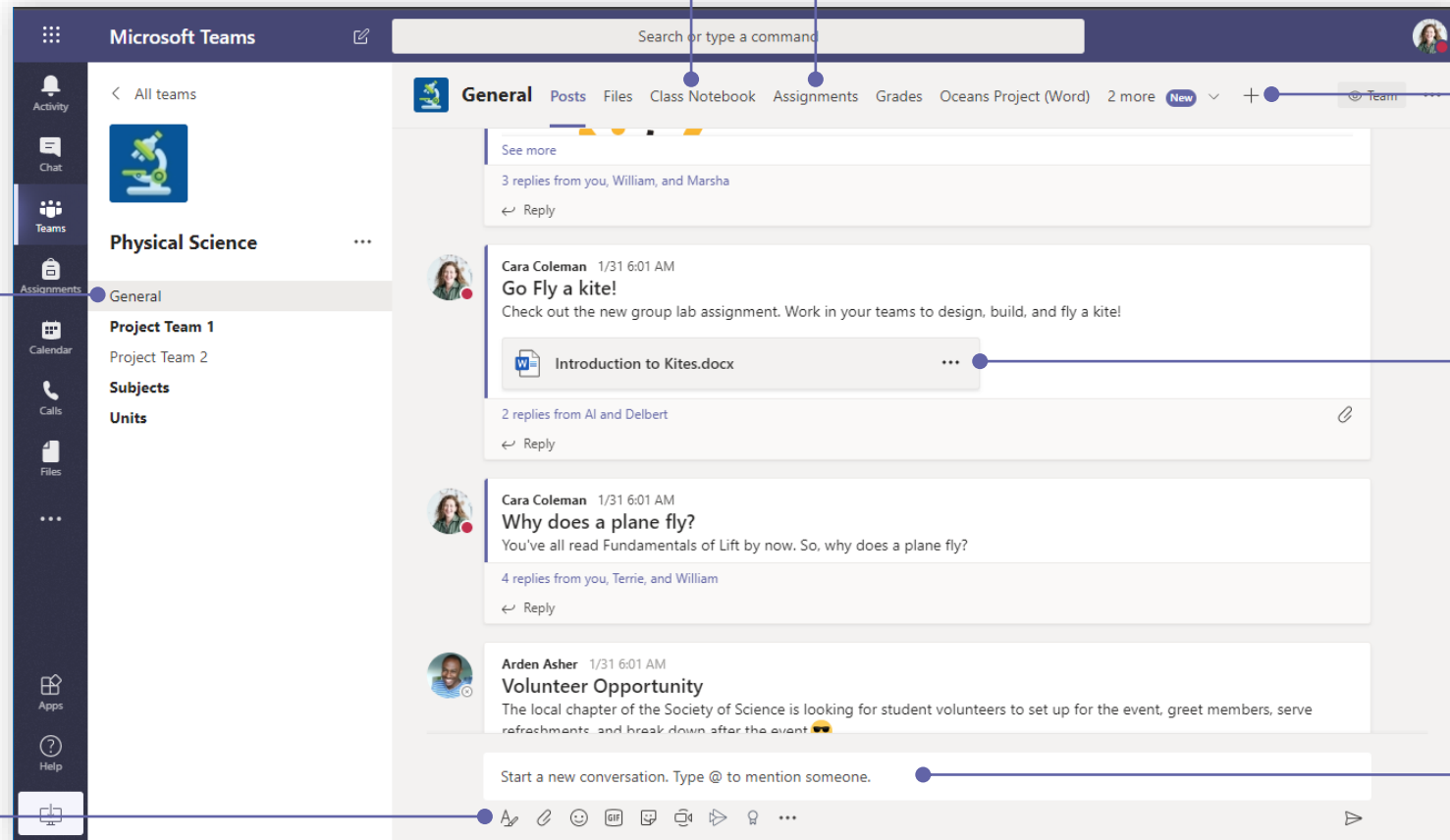
Search or type a command

< All teams

Physical Science

General
Project Team 1
Project Team 2
Subjects
Units

General Posts Files Class Notebook Assignments Grades Oceans Project (Word) 2 more New

See more

3 replies from you, William, and Marsha

↵ Reply

Cara Coleman 1/31 6:01 AM
Go Fly a kite!
Check out the new group lab assignment. Work in your teams to design, build, and fly a kite!

Introduction to Kites.docx ...

2 replies from Al and Delbert

↵ Reply

Cara Coleman 1/31 6:01 AM
Why does a plane fly?
You've all read Fundamentals of Lift by now. So, why does a plane fly?

4 replies from you, Terrie, and William

↵ Reply

Arden Asher 1/31 6:01 AM
Volunteer Opportunity
The local chapter of the Society of Science is looking for student volunteers to set up for the event, greet members, serve refreshments, and break down after the event 😎

Start a new conversation. Type @ to mention someone.

Join a meeting

Hold classes or training over online meetings

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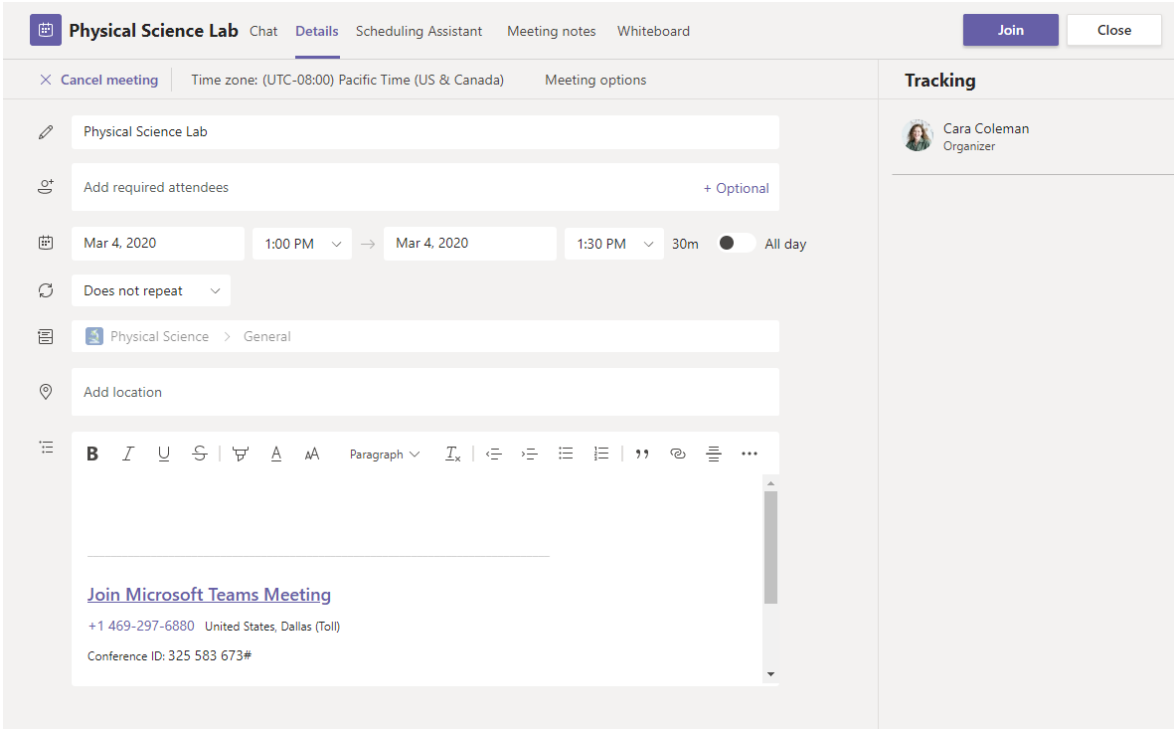
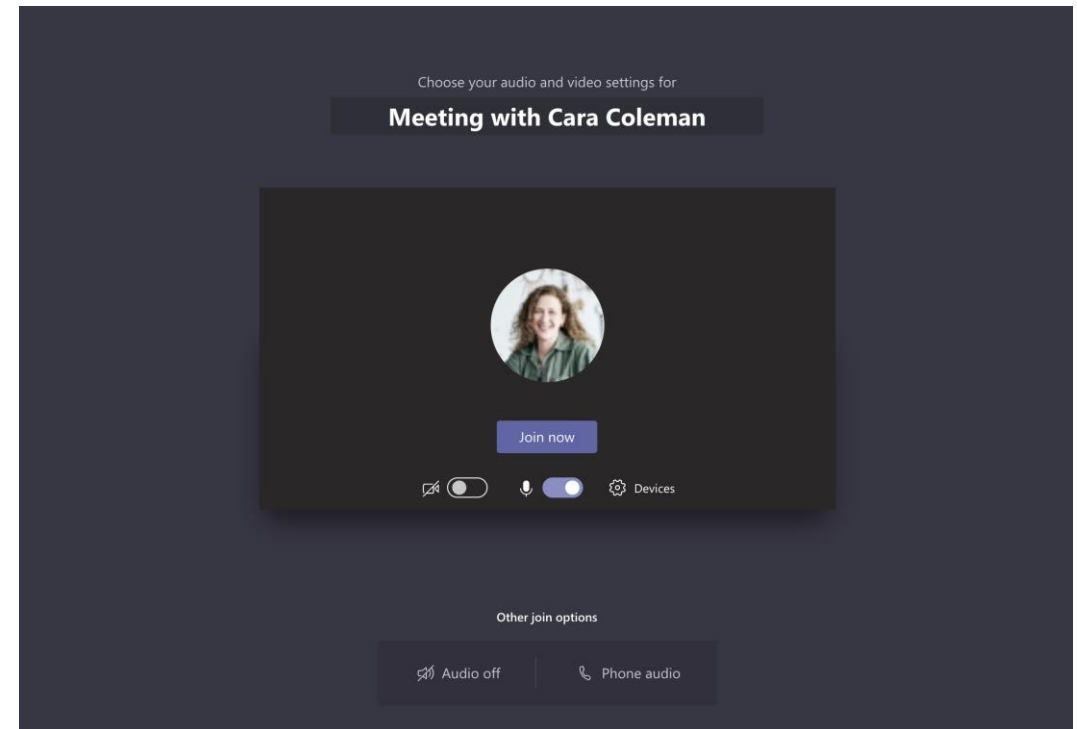

Click **Join** to join the meeting.

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Join a meeting

Hold classes or training over online meetings

If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select Join.
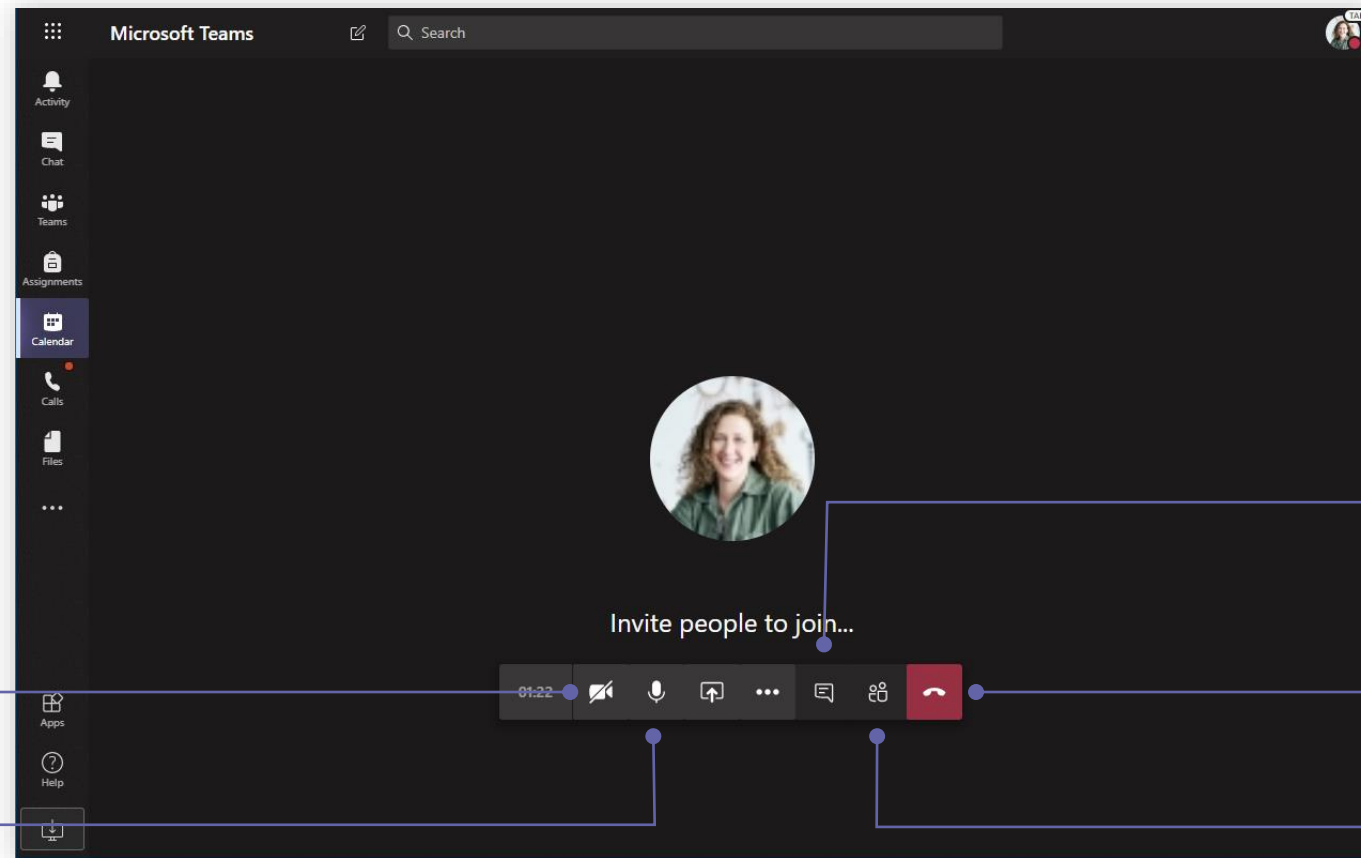

Double-check your audio and video input, turn on the camera. Select **Join now** to enter the meeting.

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Participate in a meeting

Video, voice, or your screen can be shared during the online call.

Turn your video feed on and off.

Mute and unmute yourself.

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.
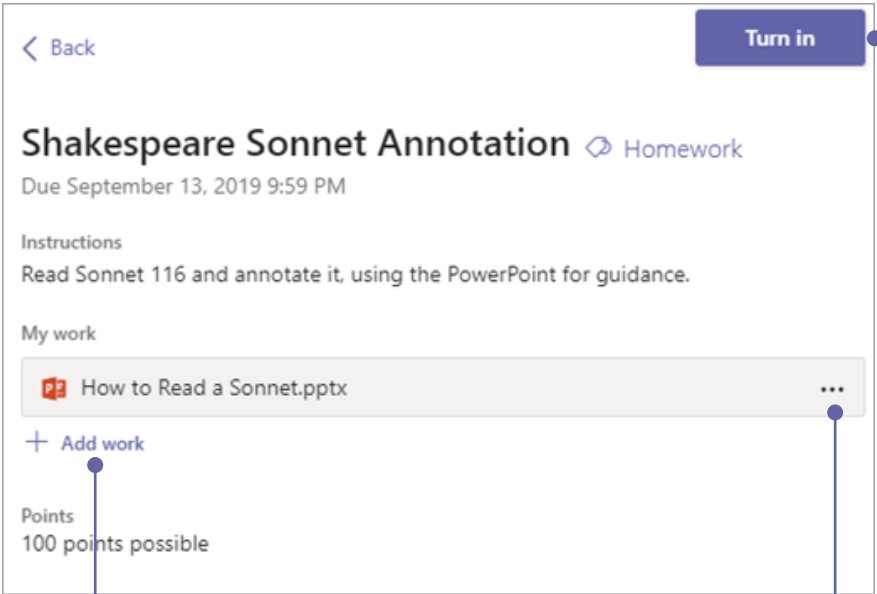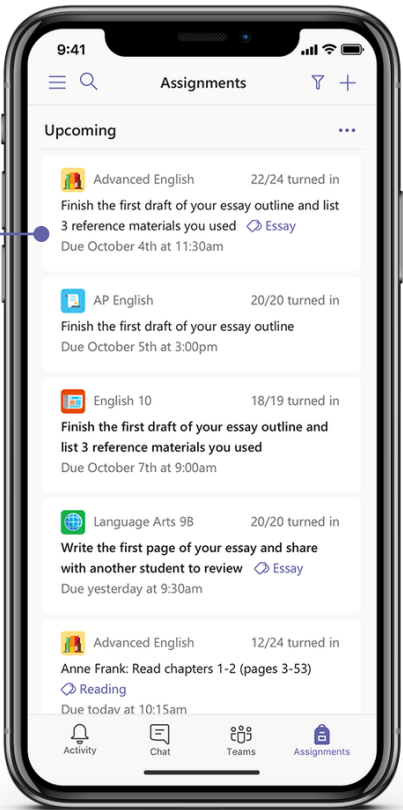
See who is in the meeting.

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Assignments

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.

Phone screen

9:41

Assignments

Upcoming

Advanced English   22/24 turned in
Finish the first draft of your essay outline and list 3 reference materials you used ⟨⟩ Essay
Due October 4th at 11:30am

AP English   20/20 turned in
Finish the first draft of your essay outline
Due October 5th at 3:00pm

English 10   18/19 turned in
Finish the first draft of your essay outline and list 3 reference materials you used
Due October 7th at 9:00am

Language Arts 9B   20/20 turned in
Write the first page of your essay and share with another student to review ⟨⟩ Essay
Due yesterday at 9:30am

Advanced English   12/24 turned in
Anne Frank: Read chapters 1-2 (pages 3-53)
⟨⟩ Reading
Due today at 10:15am

Activity   Chat   Teams   Assignments

‹ Back   **Turn in**

Shakespeare Sonnet Annotation ⟨⟩ Homework

Due September 13, 2019 9:59 PM

Instructions
Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

My work

How to Read a Sonnet.pptx   ...

+ Add work

Points
100 points possible

Turn in Assignments
Select the Turn in button to turn in an assignment before its deadline. The button will change depending on the status:

Turn in again if you're editing an assignment you've already turned in and need to submit work again.

Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.

Not turned in if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.

Undo turn in if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

Open Assigned Resources
Open directly in Teams, in a browser application, or on the desktop application assigned resources, files, and documents associated with the assignment.

Add Work
Add additional documents or files in addition to the resources assigned to you.

Grades

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

Upcoming ···
Reading Reflection #8
Due September 5, 2019 9:59 PM
Shakespeare Sonnet Annotation ⟨⟩ Homework   100 points
Due September 13, 2019 9:59 PM
Chapters 14-18 Review ⟨⟩ Review
Due September 20, 2019 9:59 PM
My Sonnet
Due October 4, 2019 11:59 PM
World Voices Essay #1 Outline
Due November 8, 2019 11:59 PM

Check Turned in Assignments
Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.

Garcia, Emma
2 parents/guardians receive weekly summary. View

Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 *Extra credit!*
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

See Assignment Status
Here, you'll see all your assignments listed with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.

| 📚 **General** Posts Assignments 3 more ⌄ +   ⤢ ↻ |
| --- |
| Upcoming |
| ⟩ Assigned (4) |
| ⌄ Completed (4) |
| Story Arc Mapping Project   ✓ |
| Shakespeare Sonnet Annotation ⟨⟩ Homework |
| Narratives of Scale   ✓ |
| Reading Journal #1   ✓ |

View Finished Assignments
Assignments you've turned in will have a checkmark. Open one to view feedback and scores after your teacher has returned it.

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OneNote Class Notebooks

A digital binder to use in your class to take notes and collaborate
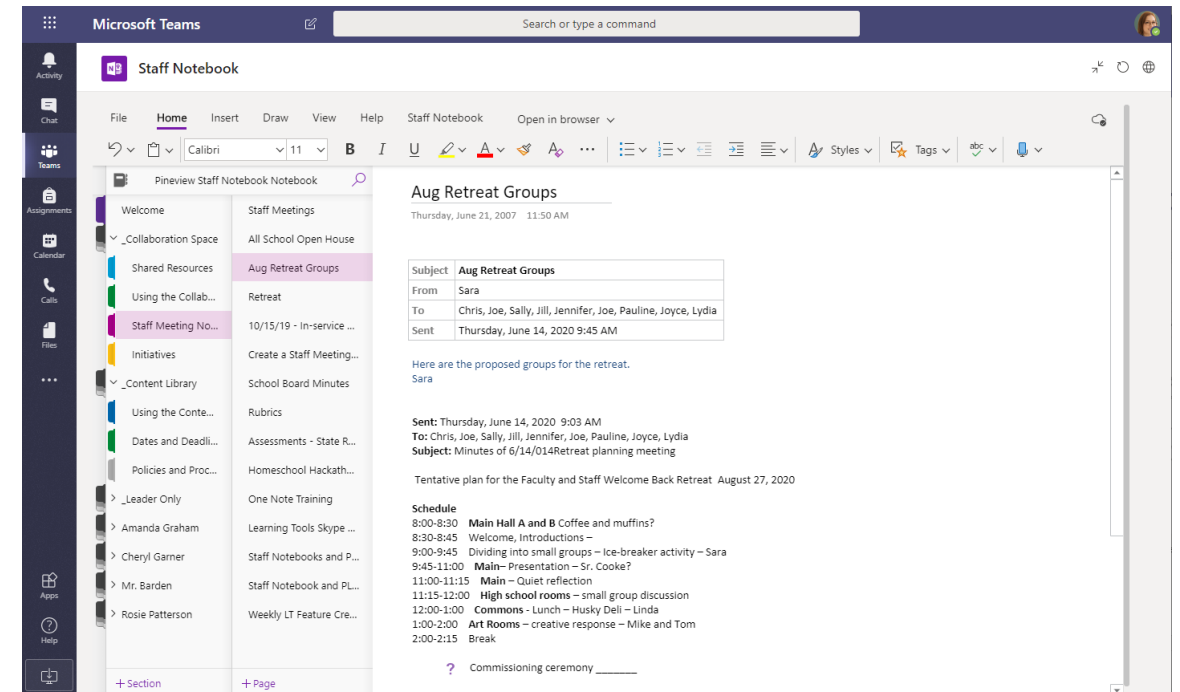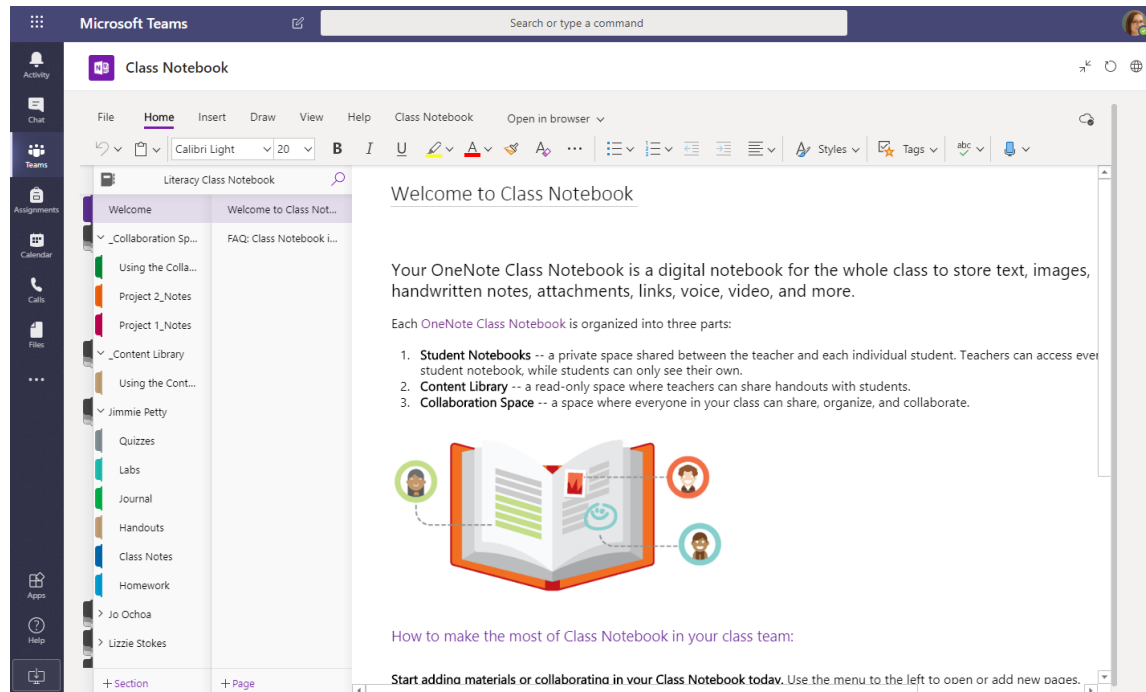
Personal notes, class notes, and collaboration
OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.

Enrich your channel posts

Edit your post to convey a clear message
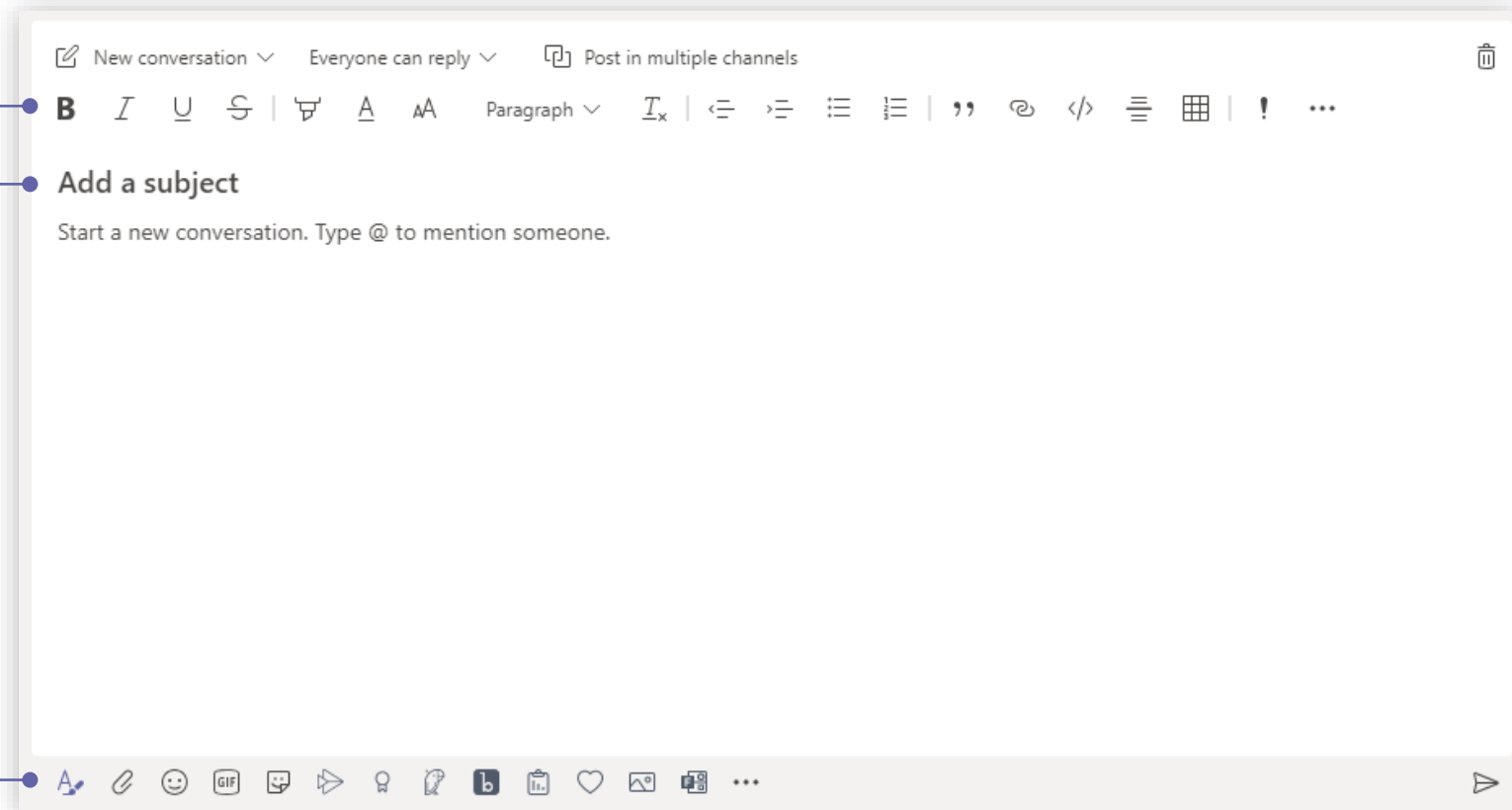
Format your text
Change text color, format and style.

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.

New conversation ⌄   Everyone can reply ⌄   Post in multiple channels

B *I* U S̶ | ✎ A A͟A Paragraph ⌄ Tₓ | ⇤ ⇥ ☰ ☰ | ❞ 🔗 </> ☰ ⊞ | ! •••

Add a subject

Start a new conversation. Type @ to mention someone.

Microsoft Teams for Education

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**.
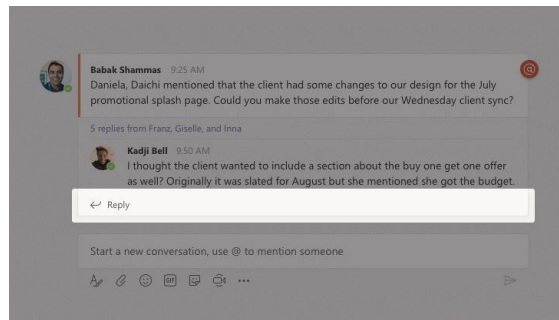

Add an emoji, meme, or GIF

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.
(This may not be enabled in all 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.
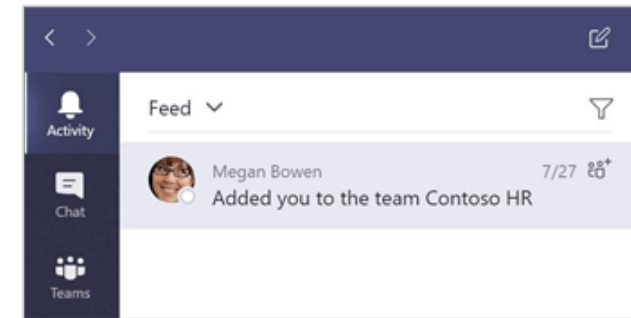

Search for stuff

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.
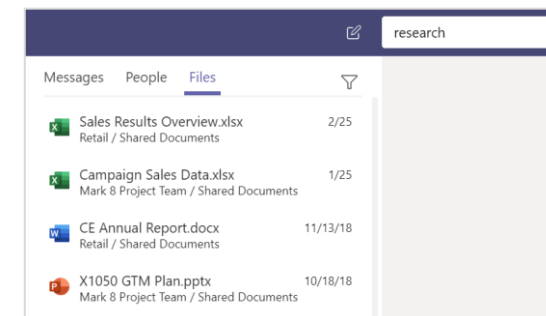
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Share a file

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.
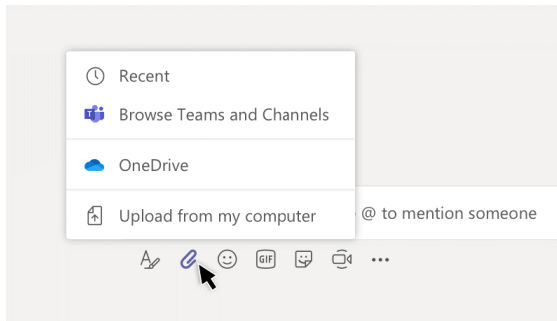
Work with files

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!