🖳 Takeaways

Takeaways on subsequent pages give teachers a quick visual reference of different features within an app.

Participants can linger for as long as they like and take in any of the details they may have missed during the presentation.

Added bonus: Teachers can use these when they're back in the classroom and wanting to refresh their memories about what they learned.

Included:

- **Teams spaces**
- **How to create a class team**
- **Managing conversations in Teams**
- **Teams apps**

🖶 **Suggestion for distribution:** Print each takeaway on card stock and put them all on a ring for teachers to use over and over.

21st century classrooms with Microsoft Teams

Course 3: Working with students

Teacher takeaways

For more support and training videos, visit https://support.office.com/education.

Course 3: Working with students

🖥 Takeaways

These cards give you a quick visual reference of different features within the app. They're like slow-motion *(okay, totally still)* action shots. You can linger for as long as you like and take in any of the details you may have missed during the presentations.

Added bonus: Use these when you're back in the classroom and wanting to refresh your memory about what you learned today. They'll help you remember where to find that one button that does that one thing.

- **Teams spaces**
- **How to create a class team**
- **Managing conversations in Teams**
- **Teams apps**

> 🐱 Takeaways will help you remember where to find that *one button* that does that *one thing*.

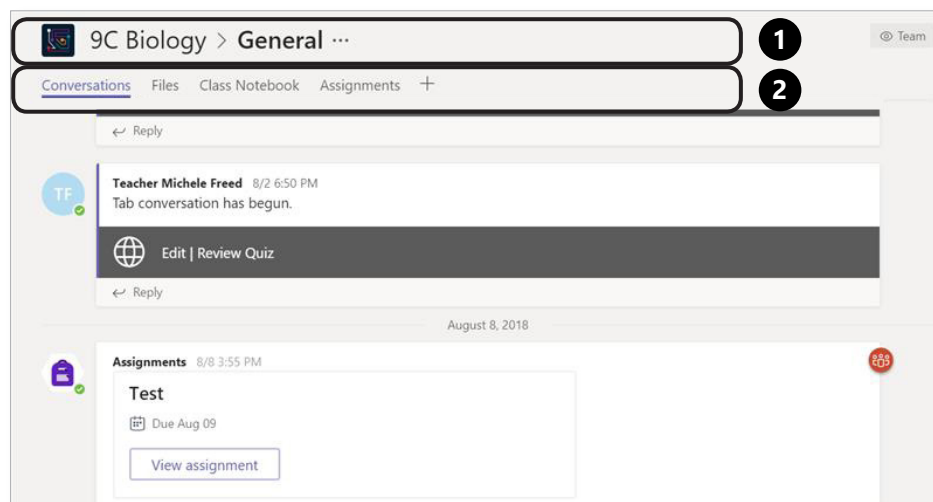## 🖥 **The me space:** Keep track of your own apps and files.

App bar

Left rail

Screen key

In the me space, you will find:

1. Notifications

2. Private chats

3. Teams

4. Meetings

5. Personal files

6. All the assignments *you* create

7. Any apps that *you* add

🖥 **The we space:** Collaborate with students.

9C Biology > General ···

Conversations   Files   Class Notebook   Assignments   +

↩ Reply

Teacher Michele Freed 8/2 6:50 PM
Tab conversation has begun.

🌐 Edit | Review Quiz

↩ Reply

August 8, 2018

Assignments 8/8 3:55 PM
Test
📅 Due Aug 09

View assignment

1. The class nav is for wayfinding. It shows which team and channel you are in.

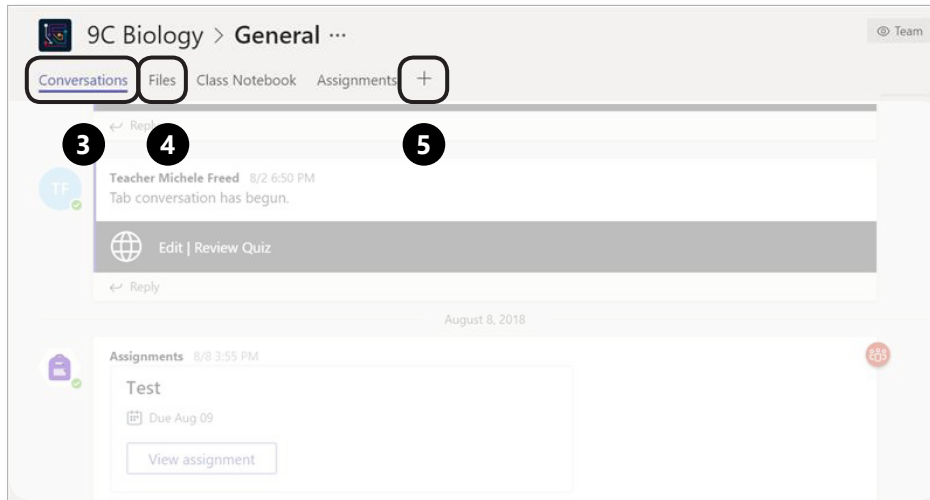**2.** These are **tabs**, which your students share with you.
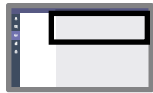
(Continued on next page)

Screen key

🖥 **The we space:** Collaborate with students.

There are tabs for each channel. Here you will:

Navigate between
3. conversations,
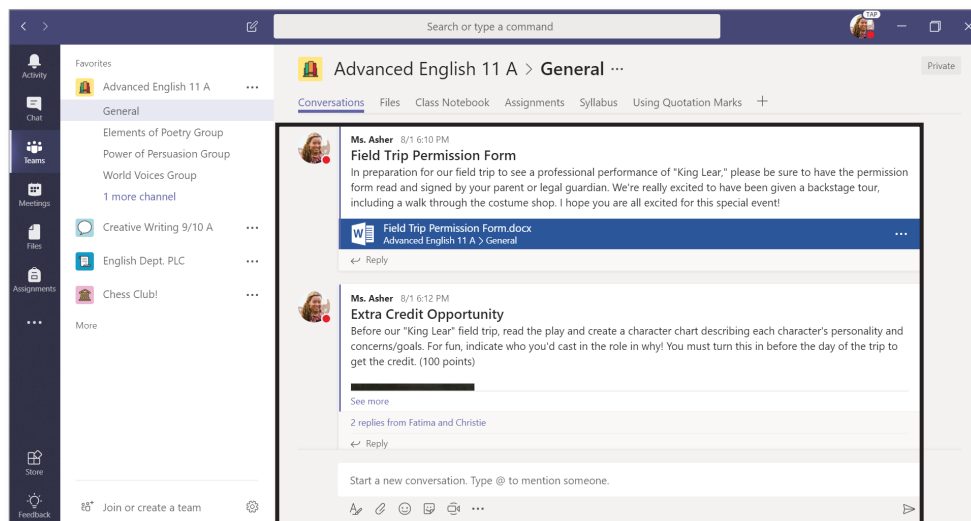**4.** files, and more

5. Add new tabs by selecting the plus sign.

Screen key

🖥 **The canvas**
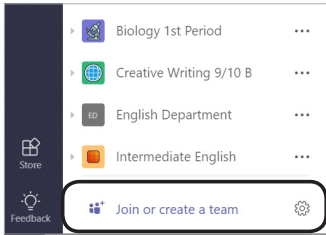

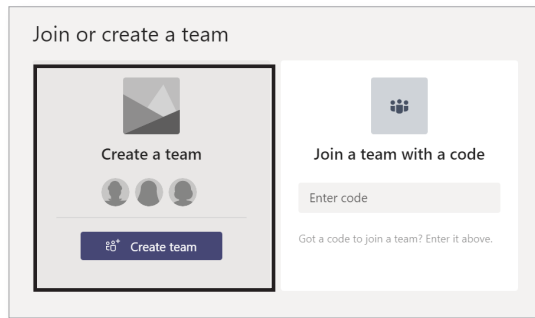**This is the workspace.** Whatever you've selected in the app bar, left rail, or tabs, shows up here.

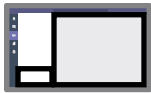Screen key

🖥 How to create a team

1. At the bottom of the left rail, select **Join or create a Team.**

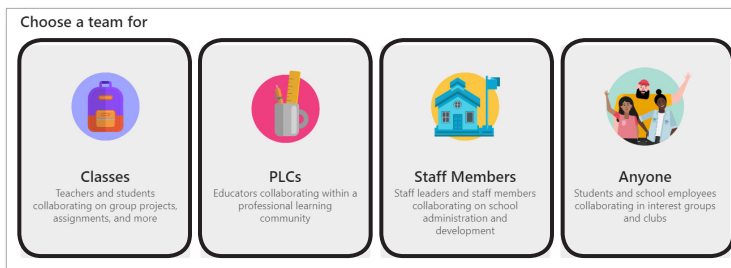**2.** Then select **Create a Team.**

(Continued on next page)

Screen key

🖥 Choose the type of team
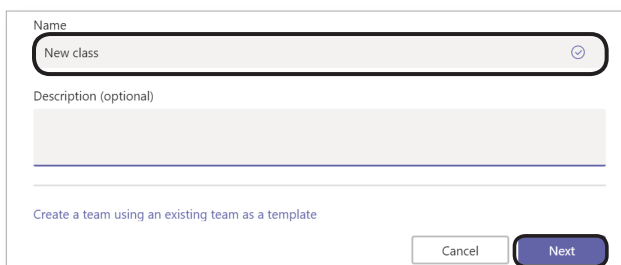
3. Choose the type of team you'd like to create.

4. Name your channel and add members. You can add guests (e.g. parents) by entering their email addresses.

(Continued on next page)

Screen key

🖥 Add more team members later
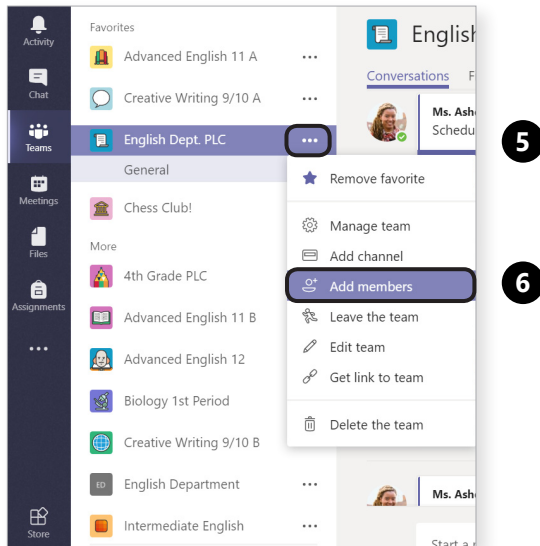
Screen key

5. Select the •••
More button next
to the Team.

6. Then choose
Add members.

🖥 Add a team picture

Screen key

1. Select the •••
More button next
to the Team.

2. Then choose
Manage team.

(Continued on next page)

🖥 **Add a team picture**

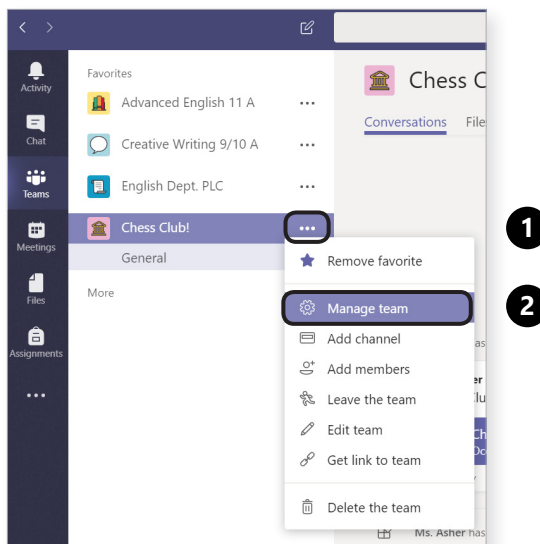| Members	Pending Requests	Channels	**Settings**	Apps	**3**

▾ **Team theme**   Pick a theme

[theme image]
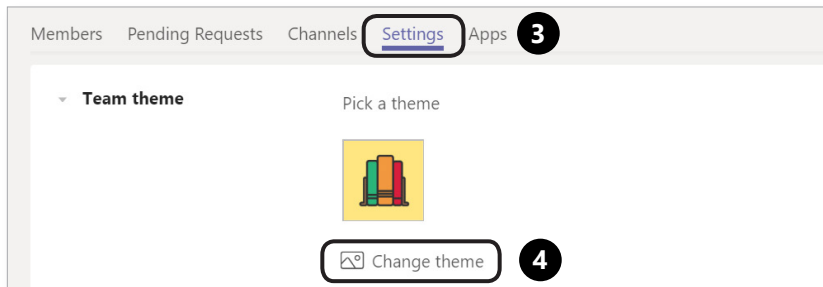
🖼 Change theme **4**

3. Select **Settings**, in the tabs section.

4. Then click **Change theme**.

Screen key

🖥 **Posting comments and @mentioning**

Ms. Asher 4/18 2:52 PM
We'll use this time to review the proposed curriculum and lesson plans for next semester.

📅 Language Arts Curriculum Planning Session
Thursday, April 26, 2018 @ 4:00 PM   ⋯

▸ 2 replies from you

↩ Reply

August 8, 2018

Ms. Asher Wednesday 4:20 PM

Start a new conversation. Type @ to mention someone.

A̲ 📎 ☺ 🖼 📹 ⋯   ➤
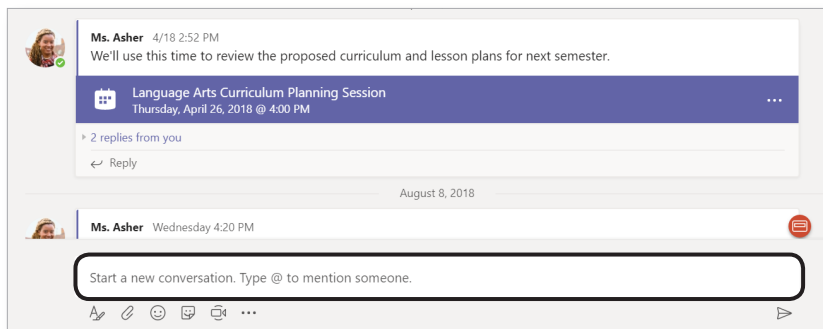
Post comments and **@mention** Team members.

Screen key

🖥 Post in a channel for others to see

Ms. Asher 4/18 2:52 PM
We'll use this time to review the proposed curriculum and lesson plans for next semester.

📅 Language Arts Curriculum Planning Session
Thursday, April 26, 2018 @ 4:00 PM ···

2 replies from you

B *I* U͟ | ✎ A AA | ☰ ☷ | 🔗 " </> | Paragraph ∨ | 🗑

!

Add a subject

1 General Please remember to turn in your field trip permission forms before the end of school on Friday! 😊

A͟ 📎 😊 🏷 🎥 ··· ➤

2   **3**
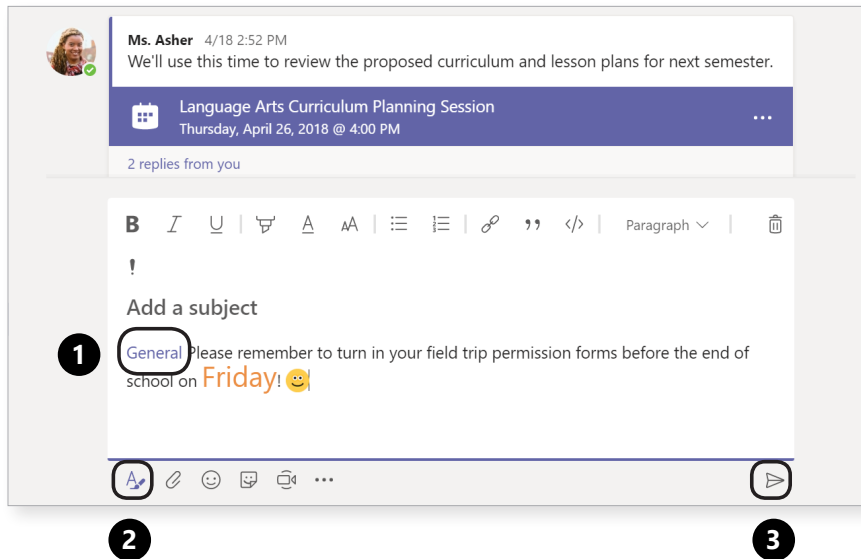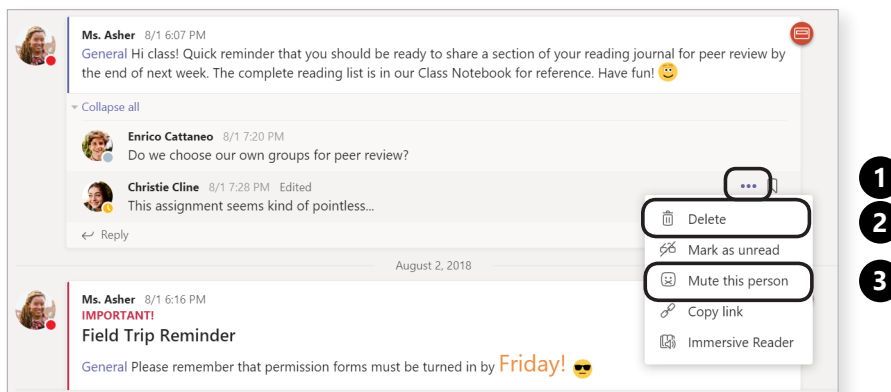
🖥 Screen key

1. @mention specific people and channels in the compose box to notify them or use **@General** to notify everyone in the team.

2. Select the A͟ **Format** button to add colors and other features to your text.

3. Send message.

🖥 Muting and deleting
Spot an inappropriate comment?

Ms. Asher 8/1 6:07 PM
General Hi class! Quick reminder that you should be ready to share a section of your reading journal for peer review by the end of next week. The complete reading list is in our Class Notebook for reference. Have fun! 😊

▾ Collapse all

Enrico Cattaneo 8/1 7:20 PM
Do we choose our own groups for peer review?

Christie Cline 8/1 7:28 PM Edited
This assignment seems kind of pointless...
↩ Reply

··· **1**

🗑 Delete **2**
👁 Mark as unread
😶 Mute this person **3**
🔗 Copy link
📖 Immersive Reader

August 2, 2018

Ms. Asher 8/1 6:16 PM
IMPORTANT!
Field Trip Reminder
General Please remember that permission forms must be turned in by Friday! 😎

🖥 Screen key

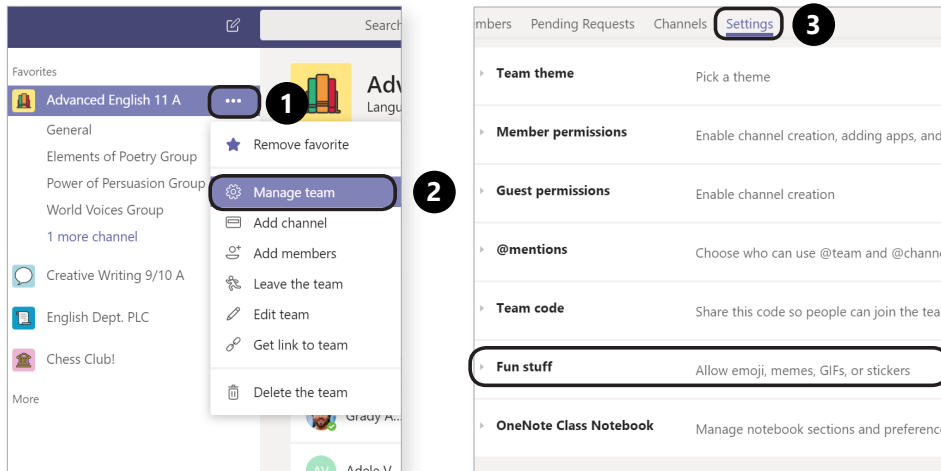**1.** Click the ••• **More options** icon next to a message.

2. Then click **Delete** to erase the message,

3. and **Mute** to revoke that person's posting privileges until you reinstate them.

💻 **Manage additional conversation settings**

Screen key

1. To manage posting settings for your Team, select the ••• **More options** icon next to a team's name.
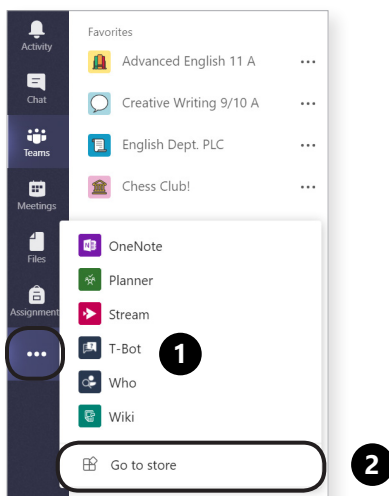
2. Select **Manage team.**

3. Click **settings** and then select dropdown arrows to review and change settings.

💻 **Adding an app**

Screen key

Don't see what you want to do in Teams? App add-ins are an easy way to expand what you can do.

1. Select the ••• **More** button in the App bar, then **Go to store**.
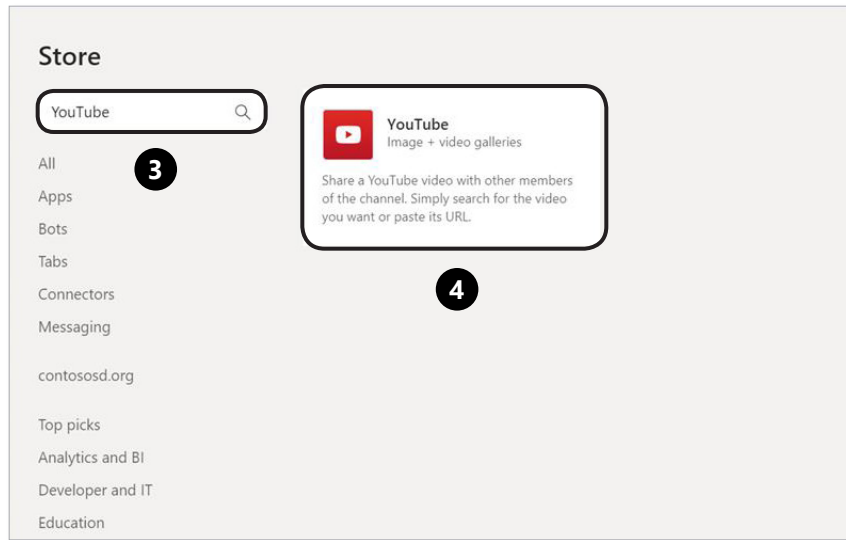
2. Then click, **Go to store**.

(Continued on next page)

💻 Adding an app

Store

YouTube 🔍

All

Apps ③

Bots

Tabs

Connectors

Messaging

contososd.org

Top picks

Analytics and BI

Developer and IT

Education

▶ YouTube
Image + video galleries

Share a YouTube video with other members of the channel. Simply search for the video you want or paste its URL.

④

3. Search for an app in the search bar.

4. Select the app.

(Continued on next page)

Screen key

💻 Adding an app

▶ YouTube

Share a YouTube video with other members of the channel. Simply search for the video you want or paste its URL.

Add for you   Available
  ▶ View features

Add to a team   4th Grade PLC ▾   ⑤   Yes 🟢
  ▼ View features

    📋 Pin conten

    📝 Include ric

About
  ▶ View more

Privacy and perm
  ▶ By using YouTu   use:

    4th Grade PLC

    Advanced English 11 A

    Advanced English 11 B

    Advanced English 12

    Biology 1st Period

Install   ⑥

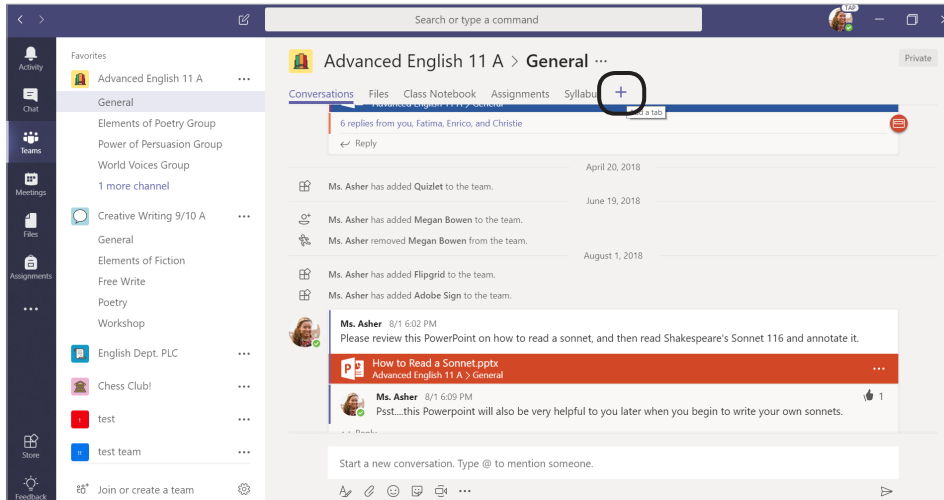**5.** Choose a team to add it to.

6. Click install.

Screen key

🖥 Turning an app into a tab

Have an app you use frequently?
Turn it into a tab for easy access.

Screen key

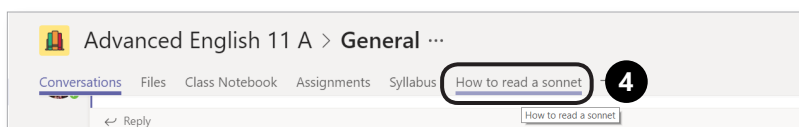**1.** From any channel, select **+ Add a tab**.
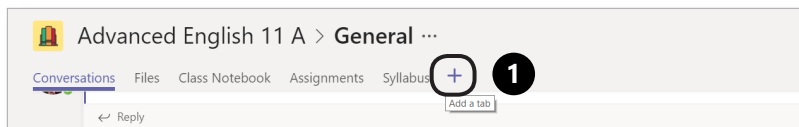
2. Select one of your favorite educational apps or use the search feature.

3. Select your app, then install and save.

Note: some apps may require registration.

🖥 FUN EXTRA: Creating a file tab

You can turn important files and go-to classroom apps into tabs for easy access.

Screen key

1. In the General channel, select **Add a tab**.

2. Choose your file type.

3. Select the file you'd like to tab. Rename and save.

4. The file can now be accessed by every student at any time.