

Microsoft Teams Notes

Create Teams

1. Click Teams button
2. Click join or create team
3. Click create a team
4. Click class
5. Type in name
 - a. Class (Algebra 1)
6. Hit next

Add Students

1. Type in 1st letters of name
2. Click on the name that pops up
3. Hit add
4. Repeat for each student

Add Channels

1. Click *** next to Team
2. Hit add channel
3. Type channel name
 - a. Unit 1-
4. Check-Automatically show this channel
5. Hit add
6. Repeat as needed. After #9 they hide

Create Channel Info

1. Type message in post
 - a. Welcome and directions for access
2. Click Notes
 - a. Information about topic and directions for finding day by day lessons
3. Click > in the left corner
4. Click on + page at bottom of screen
5. Type in lesson title
 - a. Day 1- Science about me
6. Type in directions and insert resources
 - a. Guided practice items: pdf, videow, websites, mimio, smart board lessons, power points, nearpods, etc.
7. Add directions to go back to general and assignments if grading

Create Assignments

1. Click get started
2. Click create
 - a. Pick assignment or quiz
3. Type title
 - a. Day 1- polynomials
4. Type Instructions
5. Add resource that will be graded
6. Assign points
7. Set due date
8. Look under due date and click edit
9. Check- assign to all students added to this class in the future (until final class list)
10. Click Done
11. Click Assign

Add Files-General

1. Click on general
2. Click on files
 - a. Use for files to be referenced all year
 - b. Log into teacher contact sheet, year long anchor charts, etc
3. Click on upload
4. Pick file and press open
 - a. Can also drag and drop the file

Add files to channel

1. Click on channel
 - a. Unit 1
2. Click on files
 - a. Use for files for that specific topic
3. Click on upload
4. Pick file and press open

Add Tabs to channels

1. Click on channel
2. Click on + at the top of page
3. Click on apps you want added
 - a. Insights, kahoot, nearpod, pear deck, stream, etc.

Add Nearpod to Teams

1. Click on channel you want
2. Click the + at the top of screen
3. Find Nearpod app and click
4. A log in screen will pop up

5. Log in
6. Pick the presentation from your library
7. Pick live lesson or student paced
8. Your Nearpod lesson will pop into top tab bar

Add Kahoot to Teams

1. Open Kahoot
2. Find the Kahoot wanted
3. Duplicate
4. Open Teams
5. Click + at top of page
6. Click Kahoot icon
7. Click add to Kahoot
8. Click and save

Video Conferencing

1. Open channel you want to hold conference with
2. Click on the small camera icon
 - a. You can add a subject/title to video
3. Click The “Meet Now” button to start
4. Don’t forget to record meetings
5. Click *** to end

Schedule Meetings

1. Select calendar icon
2. Go to calendar and click on “New Meeting” in top right corner
3. Select time range in the calendar
4. Add title for meeting, invite participants, add details
5. Hit save

Add PPT that kids can work on

1. Click on assignment tab
2. Click on create assignment
3. Click add resources
4. Upload PPT resource
5. Click done
6. Click students can edit

To Splitscreen

1. Share a screen, you then become a small thumbnail at the bottom
2. Ask kids to go to the people list
3. Click *** and choose pin
4. Teacher pic/screen will always then be at the bottom right
5. Click on it to bring to main screen

To Edit Background in Meetings

1. Click meet button
 2. Click add a subject and type title
 3. Click meet now
 4. Click ***
 5. Click show background effects
 6. Pick background
 7. Click apply
 8. Click ***
 9. Click start recording
- Find background at contentlab.com/Teams