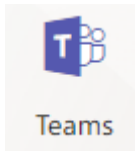
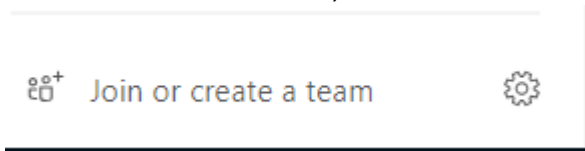


Using Microsoft Teams as an Online Learning Management System

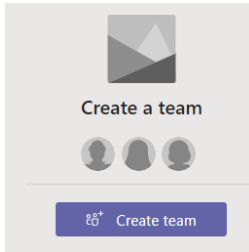
1. Navigate to www.rcboe.org
2. Click the envelope to the right of the screen
3. Login with your Office 365 username and password. Ex: fulmete@richmond.k12.ga.us
4. Click the icon that says “Teams” and looks like this:



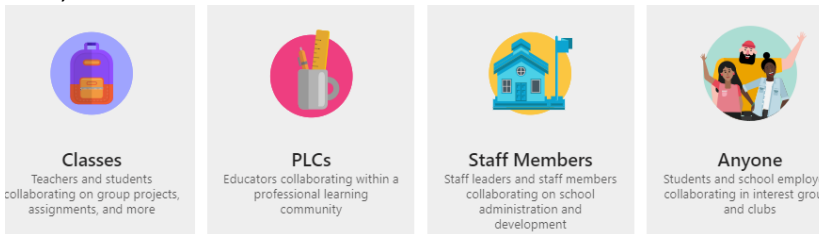
5. At the bottom left corner, click this:



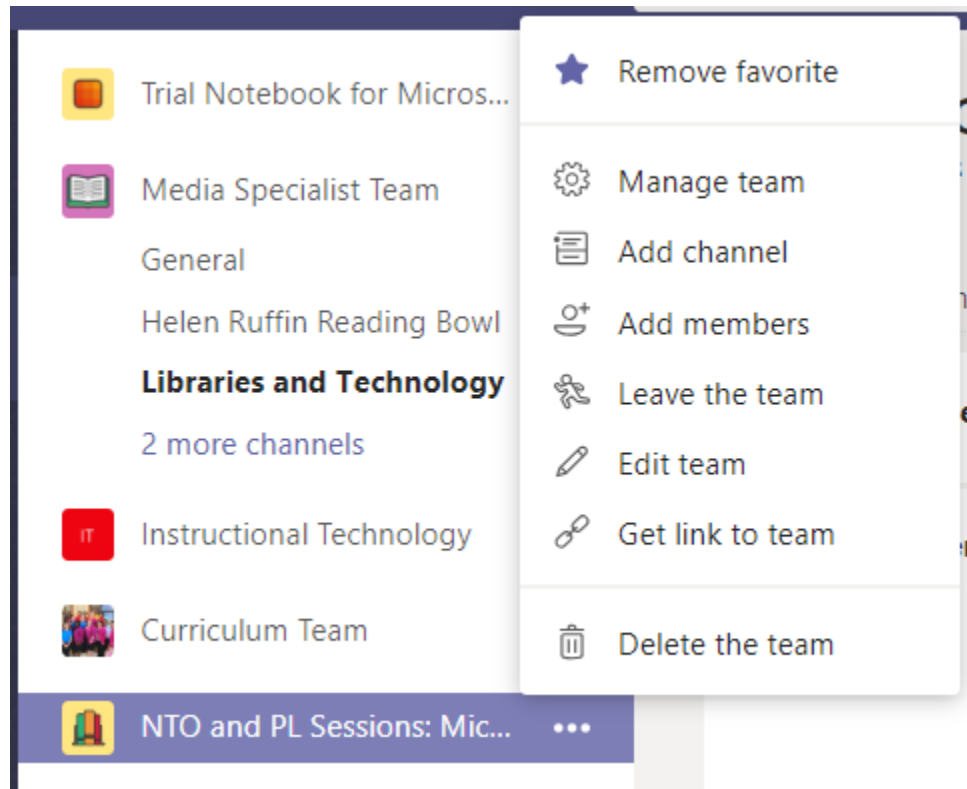
6. Click “Create a Team” to create a class



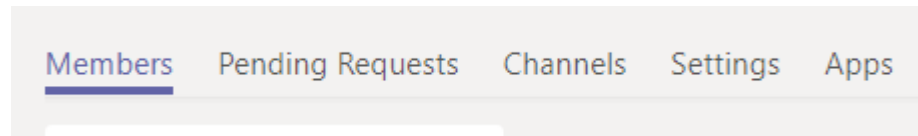
7. There are multiple types of Teams you can create. To create one for your classroom, click, “Classes.”



8. Now you can see your general tab. The page you currently see is comparable to a Facebook “feed.” It is the communication center for the Team. There are ways for you to limit what people can and cannot do within the feed.
 - a. By clicking the ellipse (three dots), you are able to do a variety of things.



- b. Let's focus on "Manage Team"
 - i. If you click, "Manage Team," you will see a list of members of your team as well as some tabs



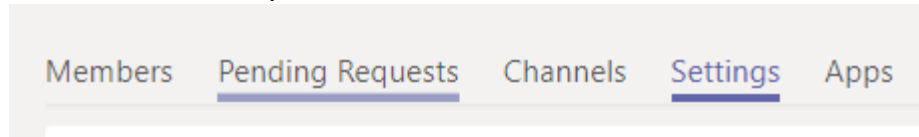
- ii. Click "Settings"
- iii. Click "Manage Permissions"
- iv. You can change a variety of permissions here, including preventing students from posting on the "feed."

General Channel:

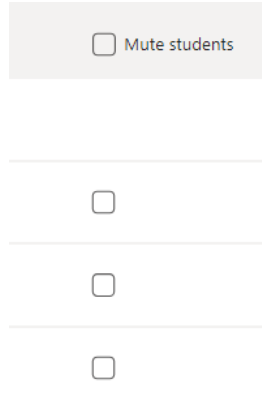
- Anyone can post messages
- Anyone can post; show alert that posting will notify everyone (recommended for large teams)
- Only owners can post messages

- v. If you click "Only owners can post messages," then no student will be able to post on the feed.
- c. You can also mute specific students, if you want other students to be able to post on the feed.
 - i. Click the ellipse
 - ii. Click "Manage Team"

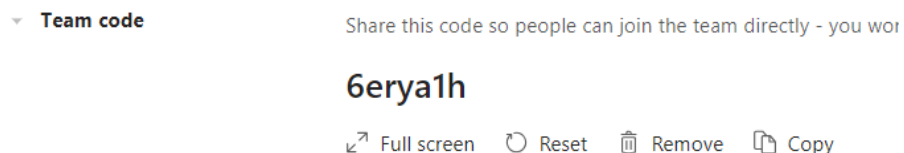
- iii. Click the tab that says “Members”



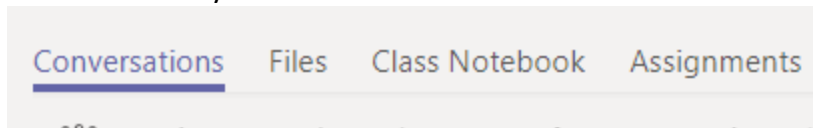
- iv. Now you can mute specific students by checking the box next to their name under “Mute”




9. You do not need to add students manually to your Team. Students can add themselves in the same way you added yourself to this Team.
- Click the ellipse
 - Click “Manage Team”
 - Click “Settings”
 - Scroll down to “Team Code” and click “Create.” This will generate a team code for you to give your students. Now students can access the Team you have created.



10. There are other options within “Manage Team” and “Settings.” You can choose your Team’s “theme,” allow “@mentions,” allow “GIFS and Memes” and more.
11. On the main page of the Microsoft Team, there are a number of tabs we will focus on. We have already discussed “Conversations.”




12. Click on “Files.”
- Within the files section, you can create learning pathways for your students. For example, if they are struggling with fractions, you can create a folder called “Fraction Practice” and upload a variety of resources pertaining to that topic.
 - Anyone in the Team can delete these files, but they can always be restored. To restore them, click “Open in Sharepoint.”

name  Open in SharePoint


- c. On the left, you will see “Recycle Bin.” Click it, choose your item and click “Restore.”



Recycle bin

Edit

 Delete  Restore

Recycle bin

 Name

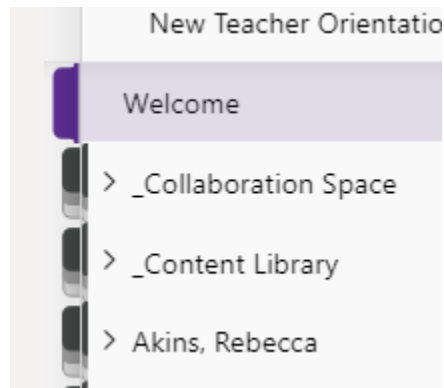
  Reflection_

13. Now, let’s click on “Class Notebook.” Class Notebook is a BEAST, but it is a very powerful beast. 😊

- a. When you click on Class Notebook, it will set it up for you. You can use the default sections. Those are all very useful in the classroom.
- b. Once it is loaded, you will have access to the home page of your Class Notebook. You can treat this like the cover of a notebook. You can add and delete things here as you would in a Word Processor. You can draw, add pictures, add resources, etc. The welcome area can only be edited/changed by YOU.
- c. This icon will open and close your digital notebook:

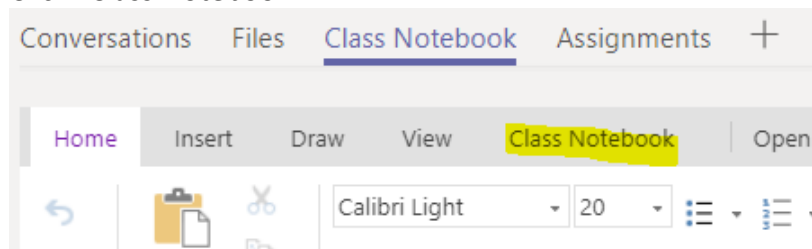


- d. When you open your notebook, you have several sections.

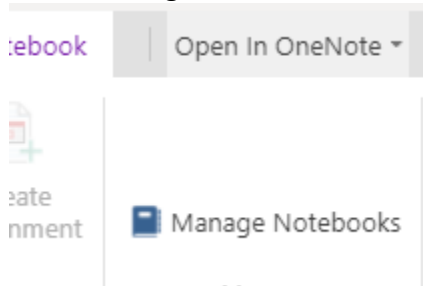


- i. The “Collaboration Space” can be used/edited by anyone in the group. You can “lock” the collaboration space if things get out-of-hand.

- 1. Click “Class Notebook”



- 2. Click “Manage Notebooks”



- 3. Click “Unlocked” to make it “Locked”

This section group will be permanently added

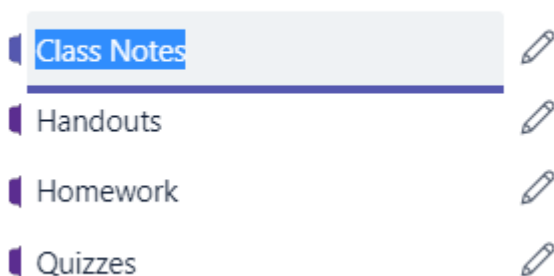
Lock Collaboration Space

Locking the Collaboration Space locks the No team’s channels.

Unlocked

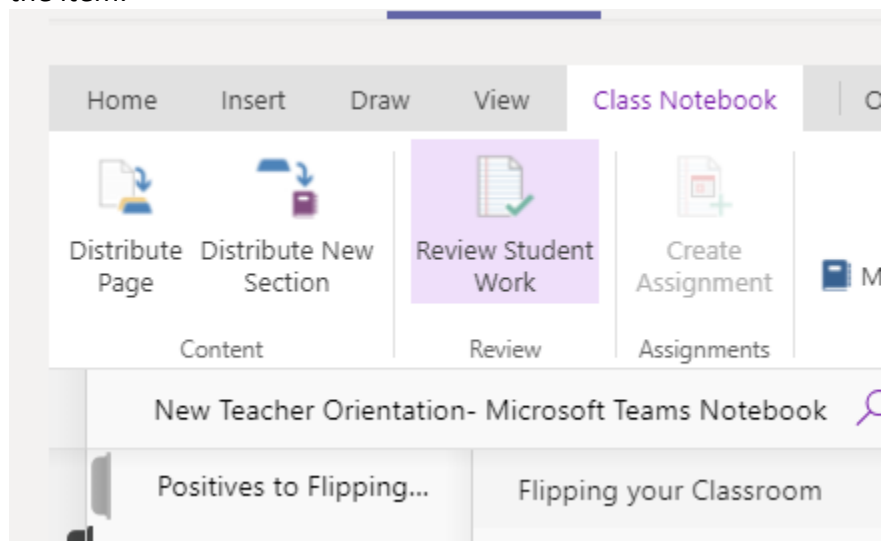
- ii. You can also edit the names of your students’ notebook sections here or add additional sections.

Student notebook sections

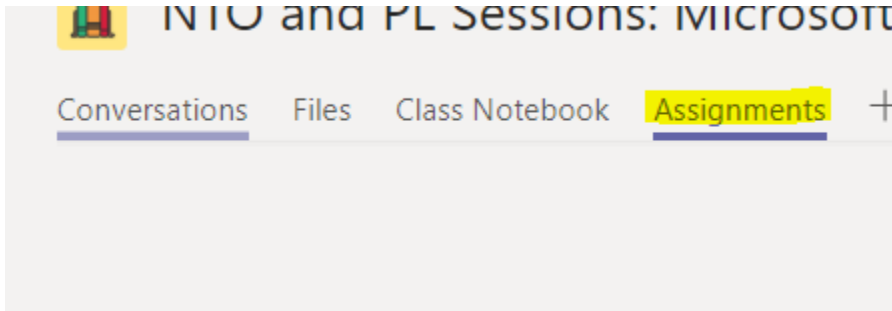


[+ Add section](#)

- iii. You can setup various tabs within the Collaboration Space that become work spaces for groups of students, pairs of students, etc.
- e. The “Content Library” section is a place in where students can access, but cannot remove items. Nothing can be altered or deleted. You can create multiple tabs here for learning pathways you create that lead students to the mastery of a particular objective.
- f. Any item in the Collaboration Space or Content Library can be distributed to students’ digital notebooks.
 - i. Find your tab/area you would like to distribute to student notebooks.
 - ii. Click the “Class Notebook” tab
 - iii. Click “Distribute Page” or “Distribute Section.” You will then choose the area of the students’ digital notebooks where you would like to distribute the item.



14. Now, let’s look at the “Assignments” tab on the main page of the Team.

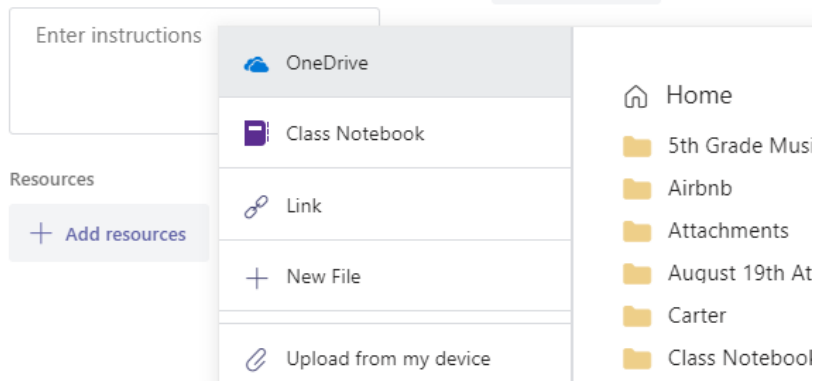


- a. You can create assignments that are pushed out to the entire class, groups of students, or individual students. Click the student icon to push out the assignment to groups or individuals.

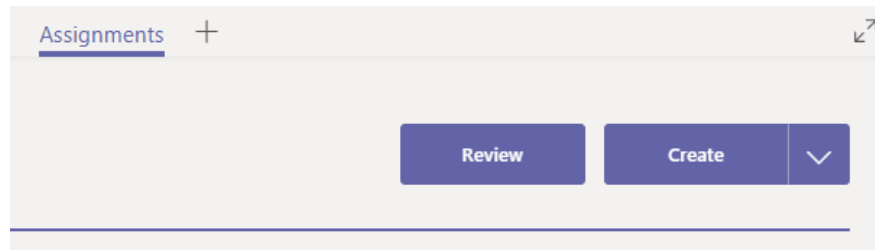


Title










- b. Fill in all the information as needed: Title, Instructions, Due Date, Time Due, etc.
- c. You can allow for late turn-ins, if you wish.
- d. You can assign a point scale or add a rubric.
- e. You can add resources for students at the bottom of the assignment. These resources can be added from the Class Notebook, your One Drive, or your computer. You can even add a URL. You can also add new files directly.



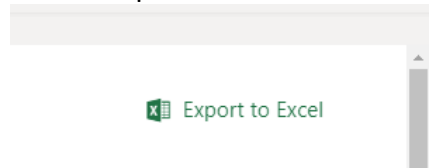
- f. Once you are finished, click "Assign."
- g. When you would like to view/grade students' work, click "Assignments" and "Review."



- h. Click on the assignment you wish to review. You are able to look at individual students' work, provide feedback, grade their rubric, or grade their assignment. You can even push the assignment back to the student for edits and a second chance.

<input type="checkbox"/>	 Godfrey, Natalie	 Not turned in	
<input type="checkbox"/>	 Grove, Lou Ann	 Turned in	
<input type="checkbox"/>	 Hodges, Amy	 Not turned in	

- i. You are able to export all grades/information from within the assignments into an Excel spreadsheet.



***If you would like additional, one-on-one training, please contact your school's assigned Instructional Technology Specialist. ***

You can also access the Microsoft Educator Community to participate in Professional Learning on various Office 365 resources and earn badges for completion of the PLs.

The following website contains videos and user guides for all the Office 365 educational apps, including Microsoft Teams: <https://support.office.com/en-us/education>

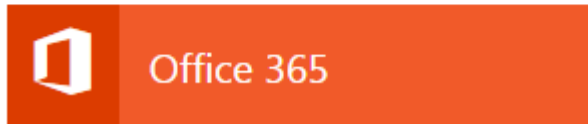
Accessing the Microsoft Educator Community

1. Go to <http://education.microsoft.com>
2. Click "Sign In"



3. Click Office 365

Microsoft Educator Community Sign In



4. If prompted, login with your Office 365 username and password. For example: fulmete@richmond.k12.ga.us
5. Once logged in, you will see an orange tab that says “Courses and Resources;” click it to begin a search for PLs specific to the Office 365 application you are wishing to learn more about.

