



# **Teacher's Guide on MS Teams**

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2020



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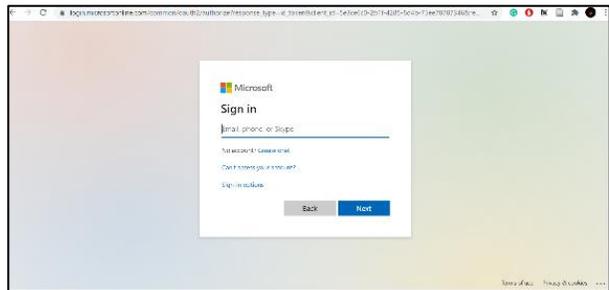
## Teams Roles

Roles	Permissions
<b>Owners</b>	Team owner can manage settings for the team. Owners can: <ol style="list-style-type: none"><li>1- Add/remove members</li><li>2- Mute and restrict from sharing or chatting</li><li>3- Administrative tasks</li></ol>
<b>Members</b>	Members are the students in the team. they can: <ol style="list-style-type: none"><li>1- Participate in the team with other students</li><li>2- View/upload/change according to permissions</li><li>3- Collaborate with other students</li></ol>
<b>Guests</b>	Guests are the parents. They are external parties invited by the owner “teacher” to contribute into a chat and meet. They have fewer capabilities than owners and members.

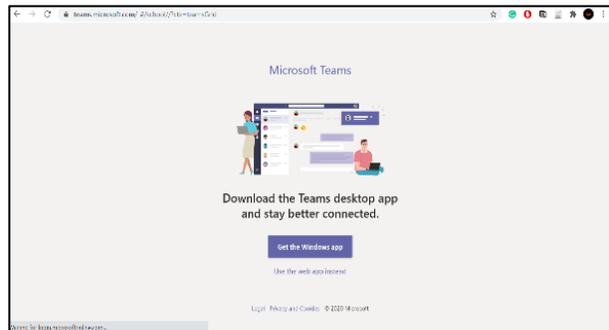


## Installing Microsoft Teams

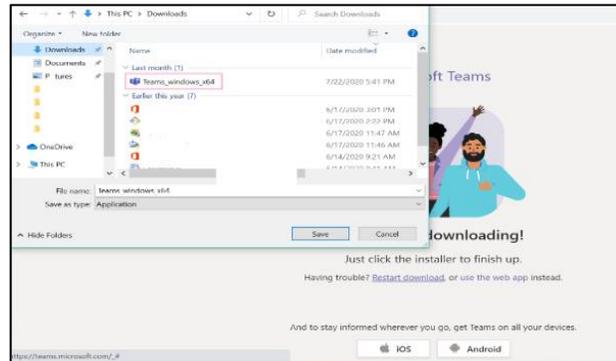
- a. Go to the MS teams website:  
<https://teams.microsoft.com/>
- b. Login with your office365 account. Example:  
`username@das.sch.sa`



- c. Choose the option “Get to app” to instantly install it to your PC.



- d. Save the app in a folder and once it is done downloading, go to the folder and click on the app to launch it and set it up

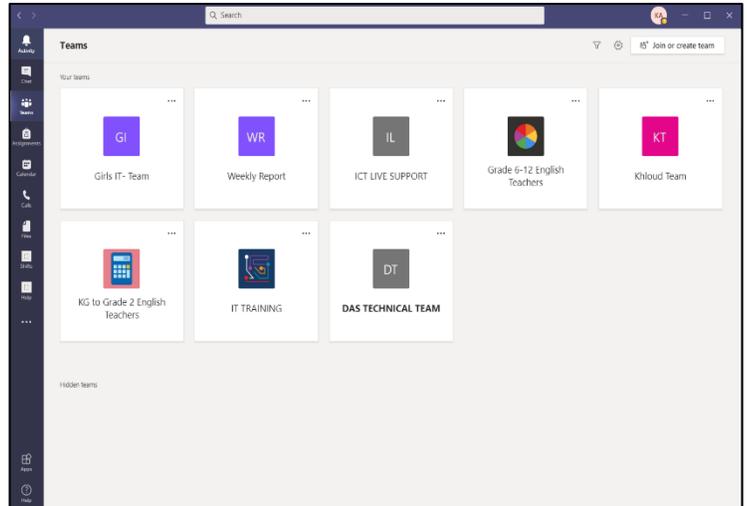


- e. Once the app is done setting up, login with your office365 account and you are in!

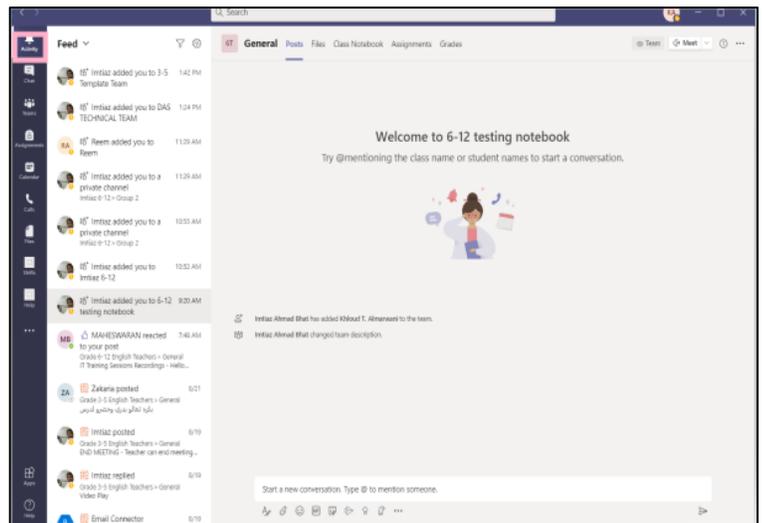


## Dashboard

- once you login to Teams, you will view the main page which is the “Dashboard”  
in the dashboard you will find all the teams that are created to by the IT department  
**Remember:** teams are the classroom for your course.

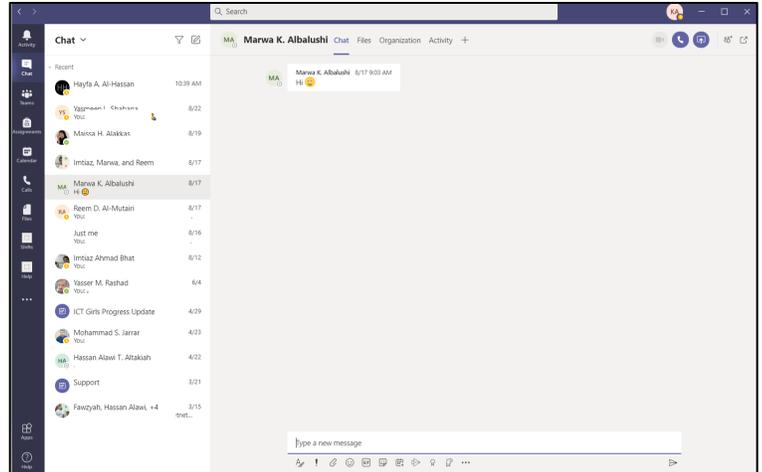


- **Activity** tab: this page contains the notifications and actions taken in all the teams you are a part of.

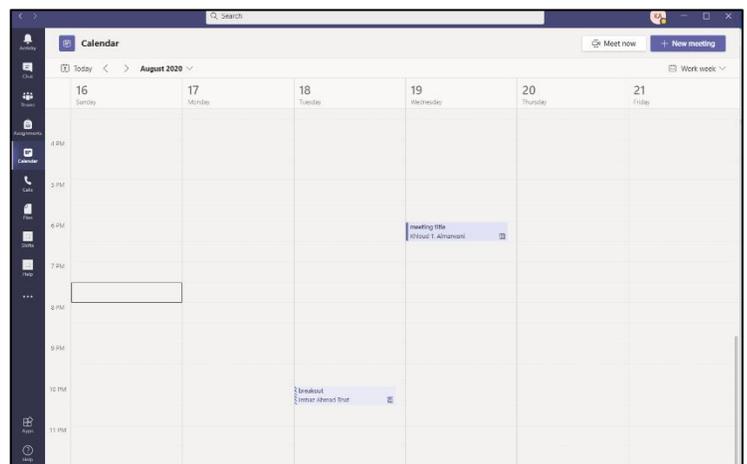




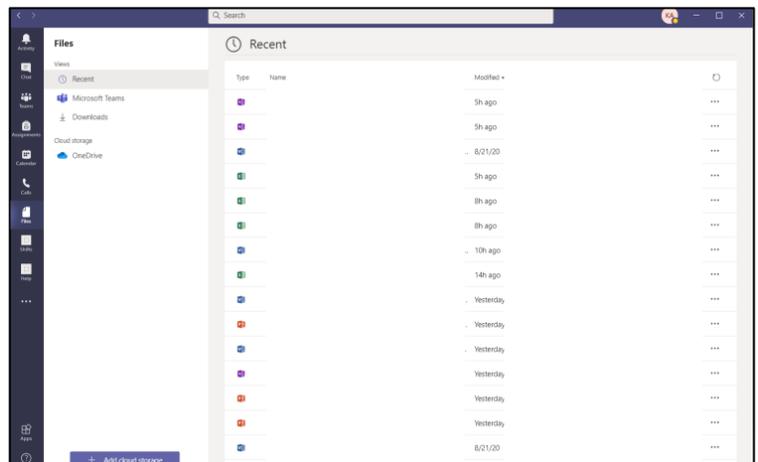
- **Chats:** this section contains all the chats you are conducting with your colleagues and students. In this space, you can chat in writing, calls, video, and share screen.



- **Calendar** tab: you will find in the calendar page all the scheduled meetings you have. Whether you have scheduled it, or it was scheduled with you.



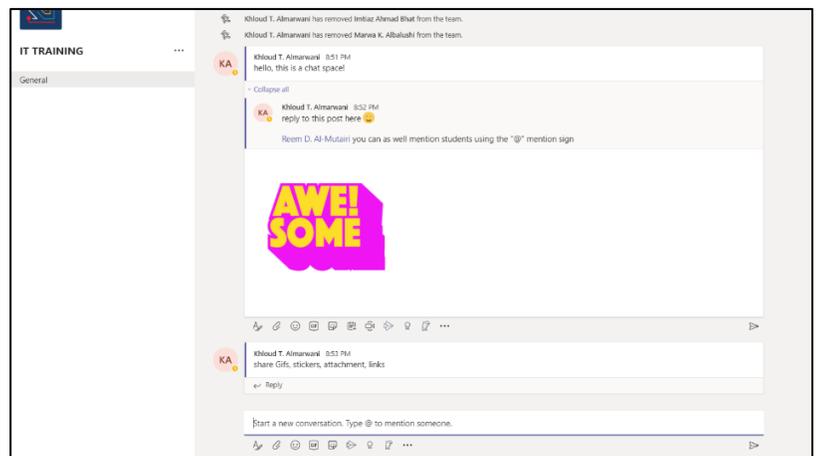
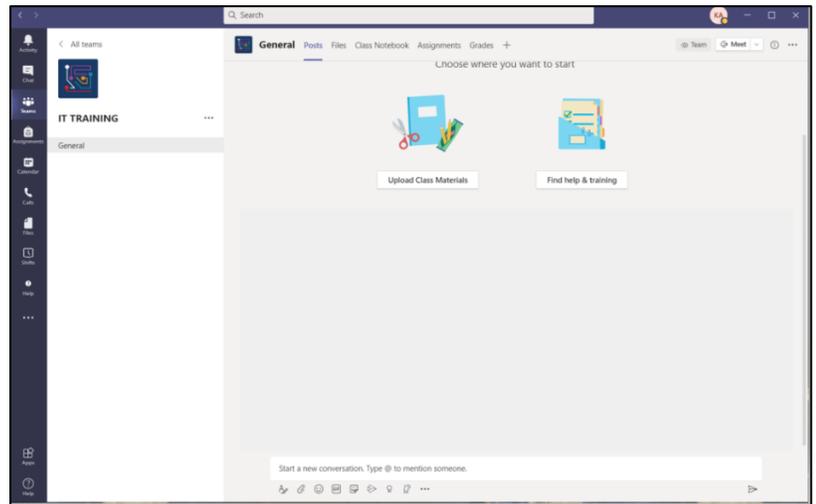
- **Files** tab: this space contains all the files in your OneDrive. All files you have created and uploaded into OneDrive, and as well all the files that has been shared by you or to you in Teams and Outlook



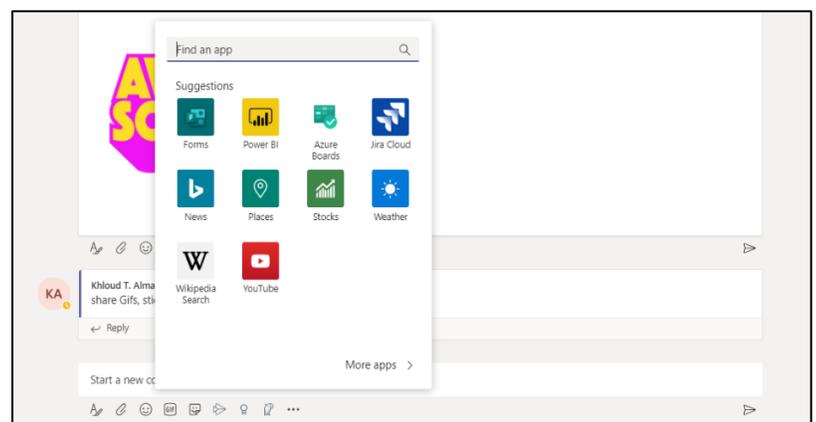


## Inside of Your Team

- An overview of how a new team looks like. All teams have default “General” channels that students by default are add to it. Teams contains 5 main tabs that works as heart and soul of the team.
- **Team tabs:**
  - **Post:** here you can chat and share with your students. You can post, reply, mention students and or a co-owner with you.



You can also lookup YouTube videos from inside Teams by clicking on the three dots and choosing “YouTube”





**Formatting:** is a good way of customizing your messages and announcements to your students to make it more distinguished. Just click on the “A” icon. You can Add a subject to your message.

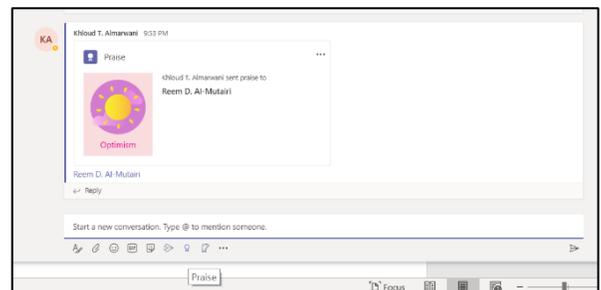
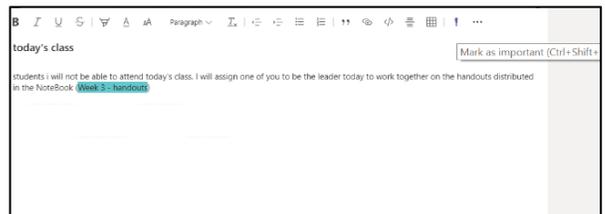
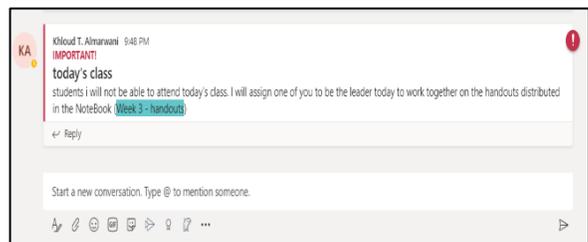
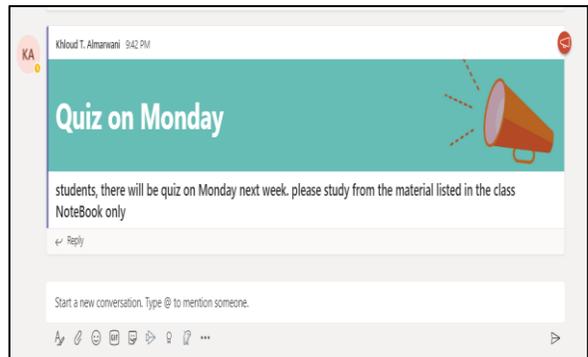
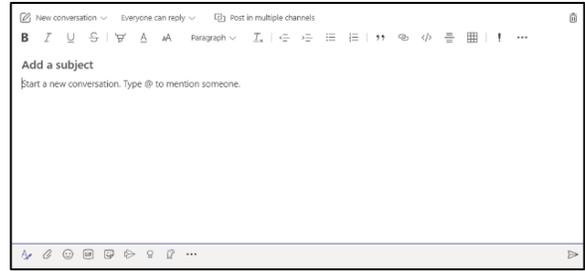
In *formatting* you can make your post as an announcement and customize the way it looks by changing the colors, fonts, header of the headline.

In addition, you can set your message or announcement to allow your students to reply to it or not. The red speaker mark on the top-corner of the message makes the message distinguishable as an announcement.

**Important Post:** You can set your post as an important announcement or message to draw attention to the students.

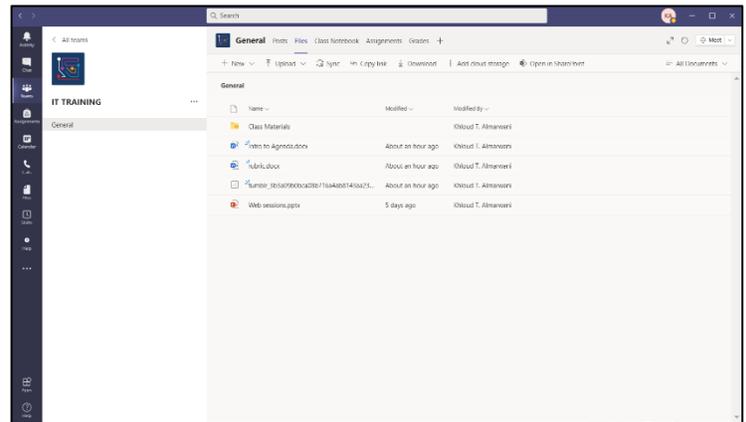
This can be done from here:

**Praise:** you can praise a student from the lamb icon at the bottom in the toolbar and select an image of the praise and add the student’s name for the praise to be posted in the general channel

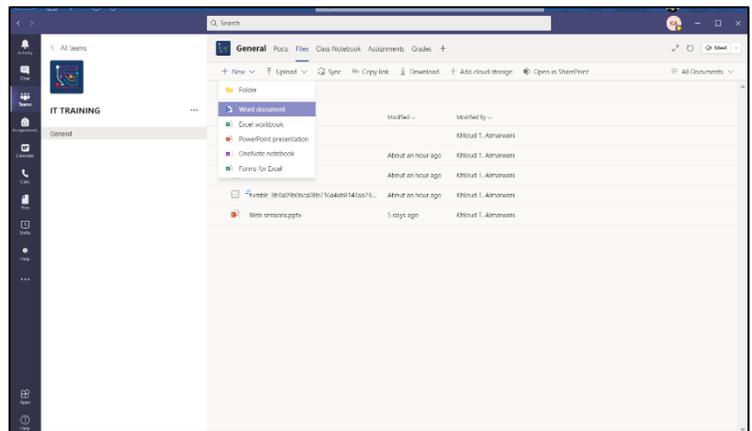




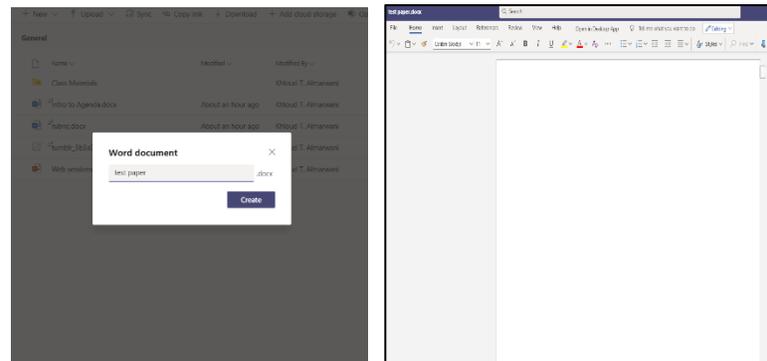
- **Files** tab: in this place you will find all the files you have shared with your students inside the channel. You can as well find files shared by the students in this space.



In **New** you can choose the document type and create it inside of the team then post it in the file section. You can create folder, word, excel, PowerPoint, excel, OneNote

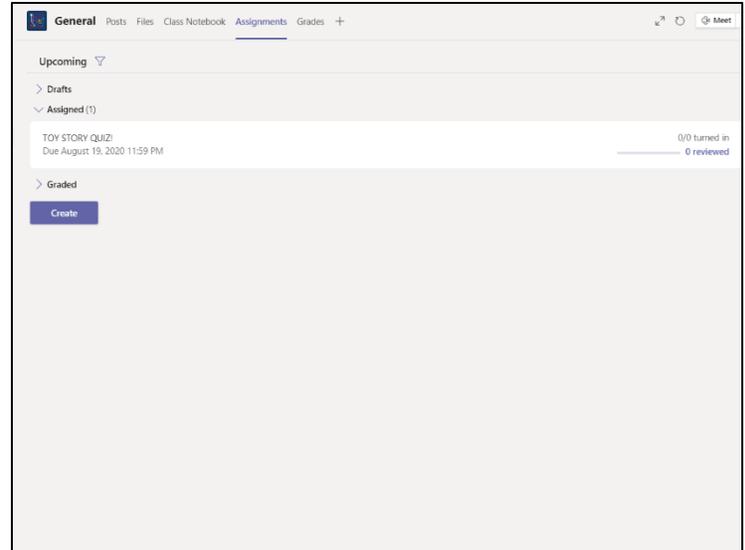


You can as well **upload** files and folders from your computer.

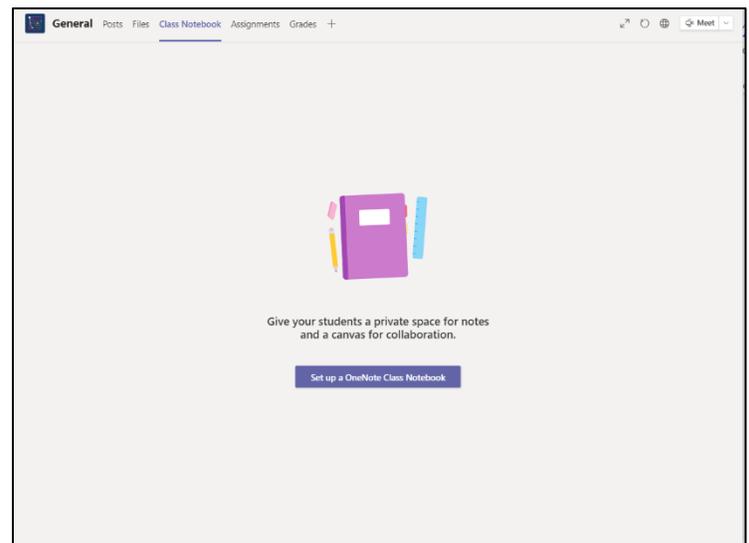




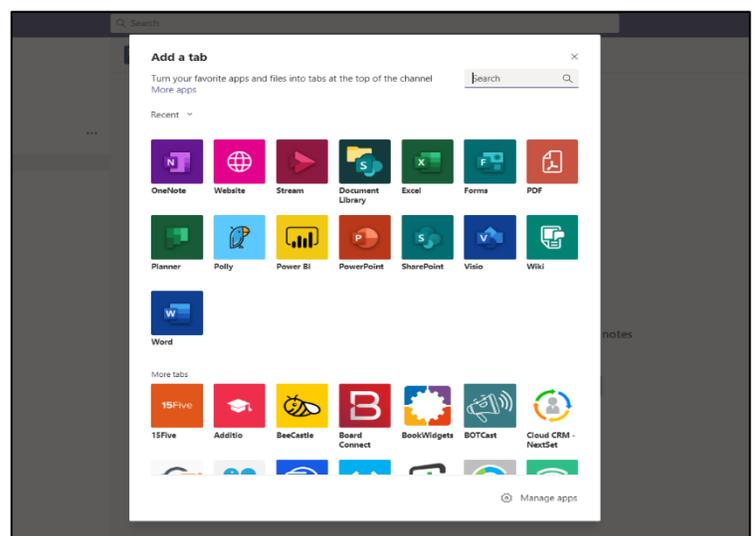
- **Assignment** tab: contains all the assignments and quizzes you have created
- **Grade** tab: contains a block of all the assignments and quizzes grades for all your students in one place which you can export as well to an excel sheet.



- **Class Notebook** tab: section for importing the class notebook for your class in the team. It is synchronized with OneDrive.

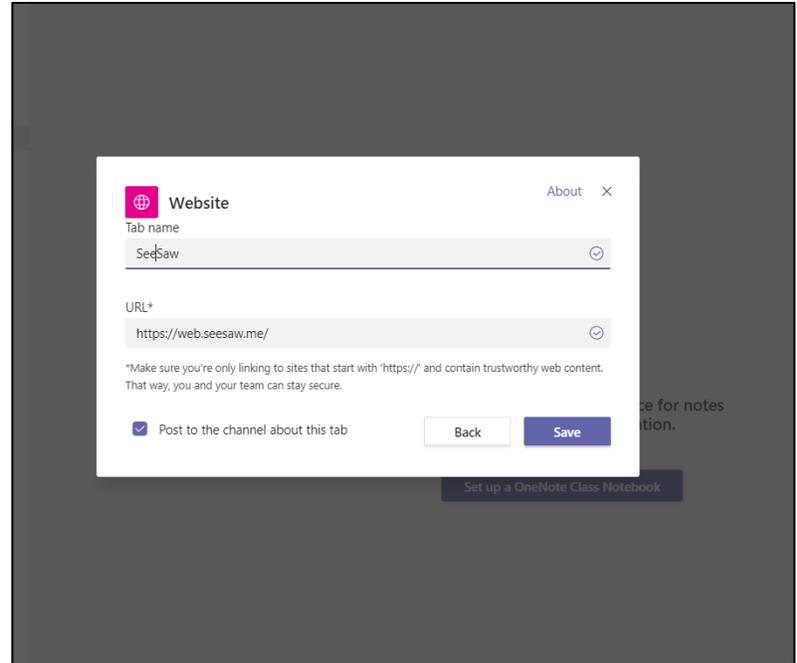


- **Add new tabs:** you can add as many tabs to your team as you want. Tabs will help you manage your class and work more efficiently. This is how to do it: click on the “+” sign and choose from the apps you see in the menu:

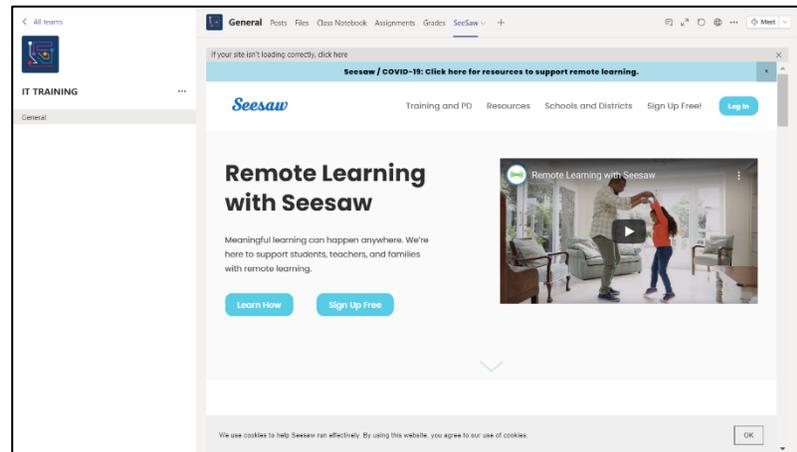




If you have a website that you would like to use a lot for that team, you can copy the website's URL (website link), choose in the **add tab** menu **website**, add a name that would appear in the tabs bar :



This is the final view of the tab. You can now use the website inside the Team.



### Remember

if you added a website that requires a login, login once after you add the tab and you do not have to face the login page again!



# Channels

In teams, channels are the groups inside of a team. there are two types of channels:

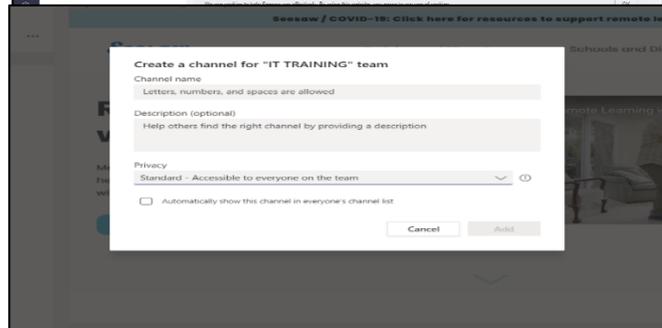
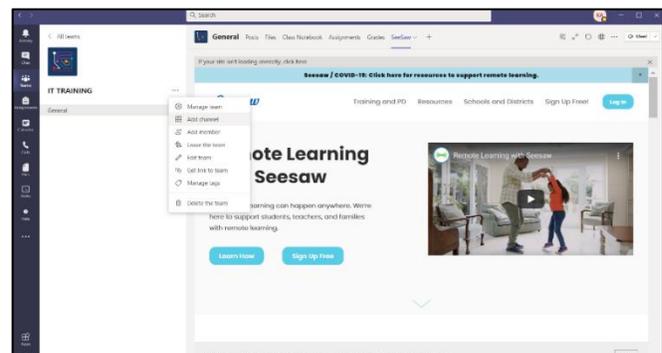
- 1- **Standard:** anyone inside of a team can view and participate in it.
- 2- **Private:** only members that are added to the private group can view and participate in it.

Channels can be used by the teacher for all kinds of purposes. Such as; private channel for the teacher only, breakout rooms, collaboration groups, announcement groups, parents groups, discussion groups, ..etc.

Only teachers have the ability the create and manage channels.

## How to create channels

- Next to the *team name* click on the three dots and from the drop-down menu select “Add Channel”
- Fill in the form and choose the privacy of the channel ( standard ‘public’ or private)
- Add the students by searching their names. If you have another teacher in your class, you can add them as well.
- If it is a public channel you do not need to add students because it will appear to all the team’s participants



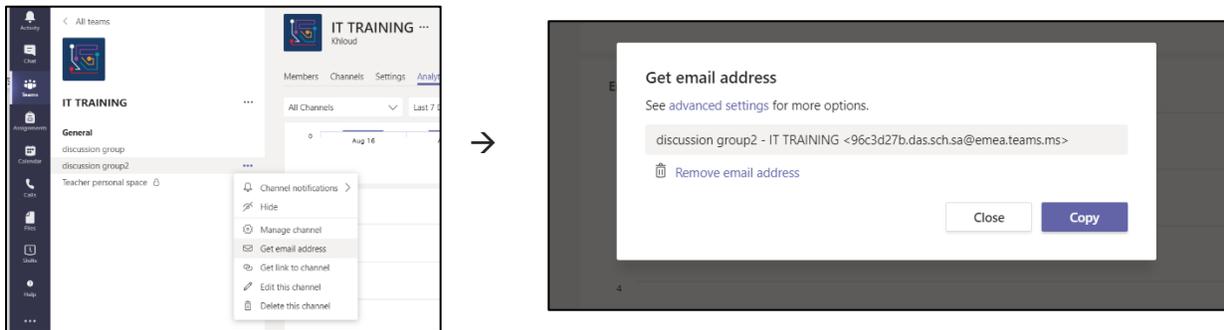


## Generating channels' emails

In teams, each channel has its unique link and email that is automatically generated. It is a useful feature for the teacher when they're managing multiple teams and channel and would like to send out a ,for instance, unified email for the students or for parents if they are a part of a channel in the team.

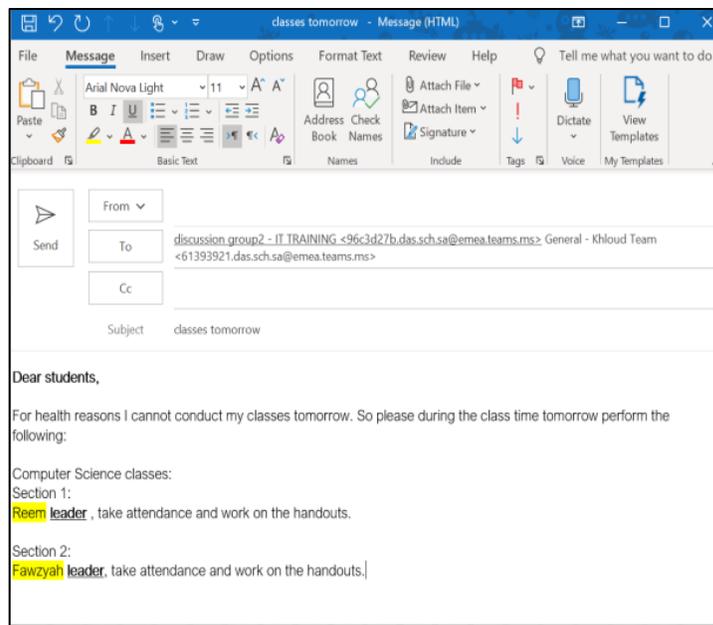
To generate unique links for invitations and emails:

Click on the required channel – click on the three dots next of it – select from the dropdown menu “get email” or “get link” and once it appears on a pop window select copy.



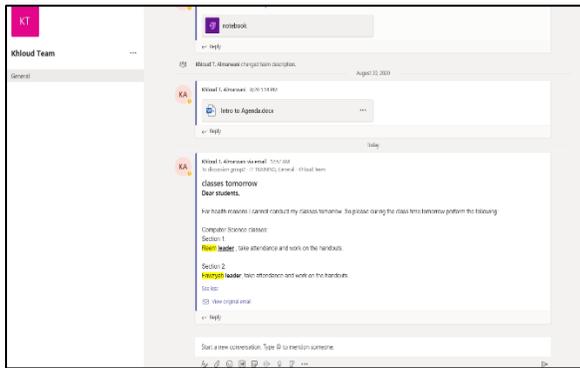
Copy the email and paste it in your outlook, send your email and it will be posted in the channel :

In this scenario, I am emailing two different teams for the same message. Instead of sending individual announcements that contains unified content, I generated the emails for the needed channels and will send them the following email:

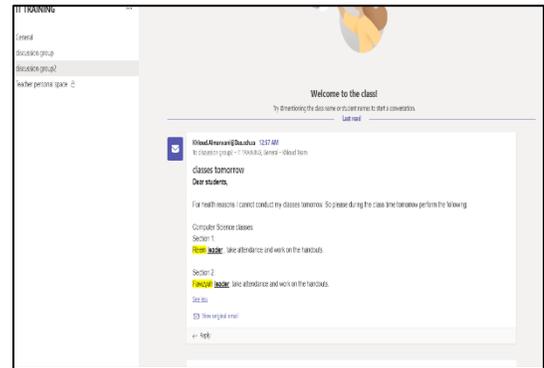




This is how the message appeared in the channels:

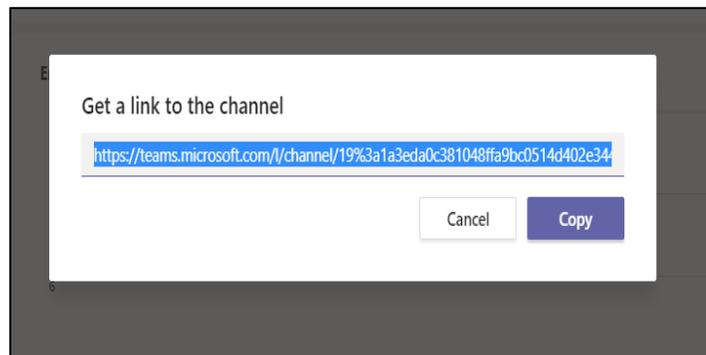
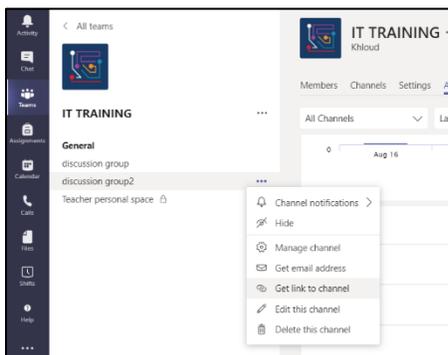


Email on channel #1 from team #1:



Email on channel #2 from team #2:

## Generating links





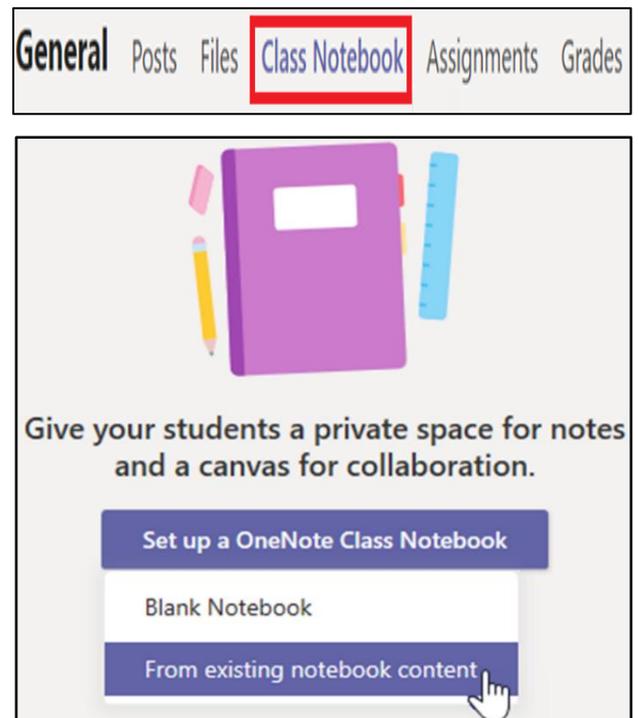
## Class Notebook

It is digital notebook for your class at school. Some of the things that you can do it with the class notebook as a teacher (you can create content and you can share it with your student such as syllabus, lesson plan, some notes for some topic that you will cover you can share it with student ). Class notebook has Collaborate Space your student can come together and work in project together and contribute from a paperwork on. Also, you will have individual student space this is where the student can keep track notes or complete assignment. It makes easier to collect homework, quizzes, exams and handouts. No more printed handouts for the **class**. Provide individualized support **by** typing or writing directly in each student's private **notebook**.

### Set up your Class Notebook

If you have not set up your Class Notebook yet, you'll be guided through the right steps the first time you visit the Class Notebook tab. You can either create a blank notebook from scratch or copy content from an existing Class Notebook.

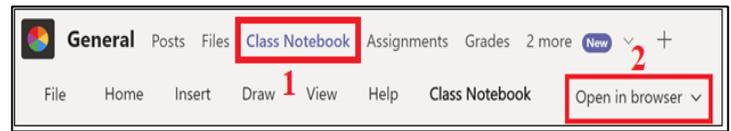
Click on your Class Teams → in General click **Class Notebook** → set up OneNote class Notebook → choose (**blank Notebook** \ or **from existing Notebook**) → click **Next** → Setup the sections in each student private space from **+Add Section or the (X) to delete** → once you finish click **Create**





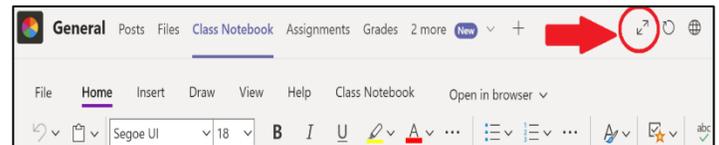
## Multiple Views

You can open in browser or open in app



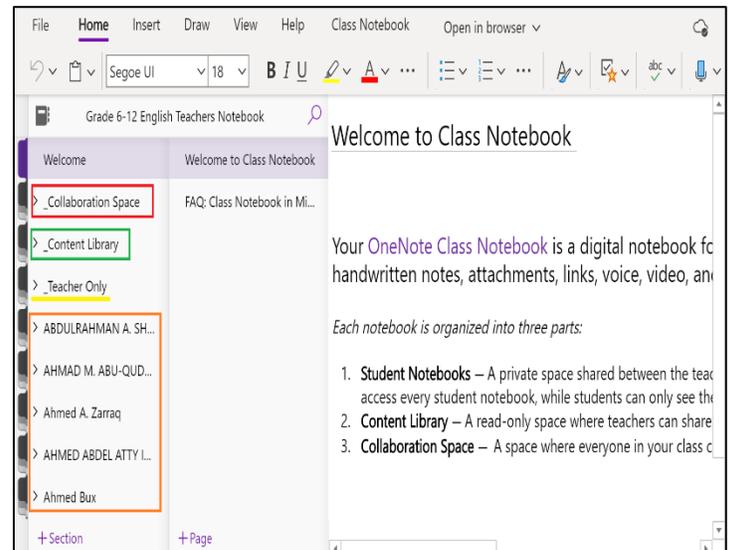
## Open Class Notebook in full-screen mode

Expand the Class Notebook tab to a bigger size by selecting Expand tab



## Collaboration Space, All students can work together, Content Library

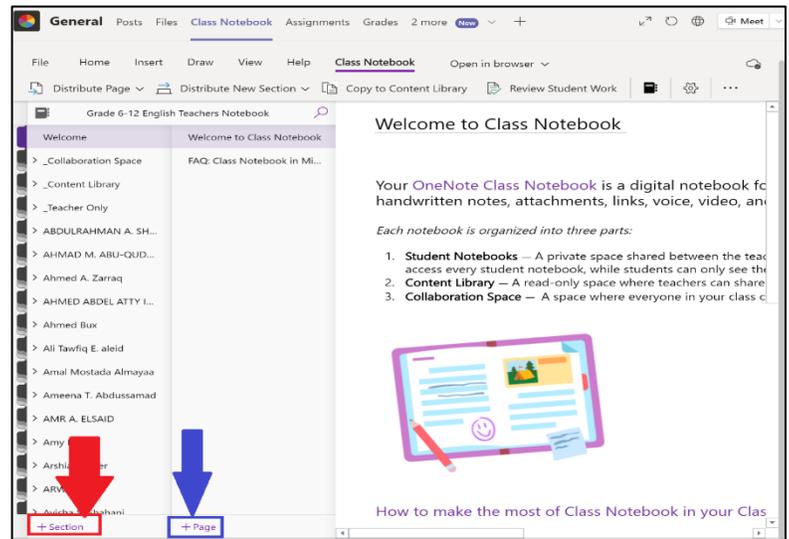
- **Collaboration Space:** a space where everyone in your class can share, organize, and collaborate.
- **Content Library:** a read-only space where teachers only can edit and share syllabus, or calendar.
- **Student Notebooks:** a private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.





## How to Add Section or page

- **Add section:** Click on the **+Section**
- **Add Pages:** Click on the **+ Page**



- To add a **new page** just open your table of contents and click **Create a new page**. You can drag and drop your new page anywhere you like.
- To add a **new section** to a page, hover over a section title and click **Add a new section here**. Your new section appears beneath the section you selected.
- Delete a page or section
- To delete an entire page, go to page title in the table of contents and click **More options** **\*\*\*** > **Delete**.
- To delete a section, hover over the section name and click **More options** **\*\*\*** > **Delete**.



### Class Notebook Dashboard checklist

1. **Open Welcome Section** → click + **Page** → Name the Page: **Teacher message**

click +**Page** → Name the Page: **Curriculum guide**

click +**Page** → Name the Page: **Course Syllabus**

click +**Page** → Name the Page: **Stationary**

click +**Page** → Name the Page: **Orientation PowerPoint**

click +**Page** → Name the Page: **Essential agreements**

2. **Open Collaboration Space** → click + **Section** → Name the Section: **Burning questions**

Then click + **Section** → Name the Section: **Students' reflections**

Then click + **Section** → Name the Section: **Entry-exit card**

Then click + **Section** → Name the Section: **Students' surveys**

3. **Open Content Library** → click + **Section** → Name the Section: **Books**

Then click + **Section** → Name the Section: **Books**

Then click + **Section** → Name the Section: **References**

Then click + **Section** → Name the Section: **Resources links**

Then click + **Section** → Name the Section: **Recorded sessions**

Then click + **Section** → Name the Section: **Week 1:**

Then click + **Section** → Name the Section: **Homework**

Then click + **Section** → Name the Section: **Handouts**

Then click + **Section** → Name the Section: **Assessments**

Then click + **Section** → Name the Section: **Week 2:**

Then click + **Section** → Name the Section: **Homework**

Then click + **Section** → Name the Section: **Handouts**

Checklist for TEAMS dashboard	لائحة تنفيذية للوحة التصفح على تيمز
<b>WELCOME</b> <ul style="list-style-type: none"> <li>Teacher's message including office hours</li> <li>Curriculum guide (for PYP)</li> <li>Course Syllabus (Middle and Secondary)</li> <li>Stationary (for PYP)</li> <li>Orientation PowerPoint</li> <li>Essential agreements</li> </ul>	<b>ترحيب WELCOME</b> <ul style="list-style-type: none"> <li>رسالة المعلمين تتضمن الساعات المكتنية</li> <li>كتيب المنهاج (للمرحلة الابتدائية)</li> <li>وصف المساق (للمرحلة المتوسطة والثانوية)</li> <li>القرطاسية (للمرحلة الابتدائية)</li> <li>عرض الباوربوينت لحصص التوجيه</li> <li>الاتفاقات الاساسية</li> </ul>
<b>COLLABORATION SPACE</b> <ul style="list-style-type: none"> <li>Burning questions</li> <li>Students' reflections</li> <li>Entry-exit cards</li> <li>Students' surveys</li> </ul>	<b>مساحة التعاون COLLABORATION SPACE</b> <ul style="list-style-type: none"> <li>الاسئلة الحارقة</li> <li>تأملات الطلاب</li> <li>أنشطة بداية ونهاية الحصص</li> <li>استبيانات الطلاب</li> </ul>
<b>CONTENT LIBRARY</b> <ul style="list-style-type: none"> <li>Books</li> <li>References</li> <li>Resources links</li> <li>Recorded sessions</li> </ul>	<b>مكتبة المحتوى CONTENT LIBRARY</b> <ul style="list-style-type: none"> <li>الكتب</li> <li>المراجع</li> <li>روابط المصادر</li> <li>الحصص المسجلة</li> </ul>
<b>STUDENT</b> <ul style="list-style-type: none"> <li>Week 1: <ul style="list-style-type: none"> <li>✓ Homework</li> <li>✓ Handouts</li> <li>✓ Assessments</li> </ul> </li> <li>Week 2: <ul style="list-style-type: none"> <li>✓ Homework</li> <li>✓ Handouts</li> <li>✓ Assessments</li> </ul> </li> <li>Week 3... and so on</li> </ul>	<b>الطالب STUDENT</b> <ul style="list-style-type: none"> <li>الاسبوع 1: <ul style="list-style-type: none"> <li>✓ الواجبات</li> <li>✓ اوراق العمل</li> <li>✓ التقييمات</li> </ul> </li> <li>الاسبوع 1: <ul style="list-style-type: none"> <li>✓ الواجبات</li> <li>✓ اوراق العمل</li> <li>✓ التقييمات</li> </ul> </li> <li>الاسبوع 3... وهكذا</li> </ul>



Then click + **Section** → Name the Section: **Assessments**

Then click + **Section** → Name the Section: **Week 3:**

Then click + **Section** → Name the Section: **Homework**

Then click + **Section** → Name the Section: **Handouts**

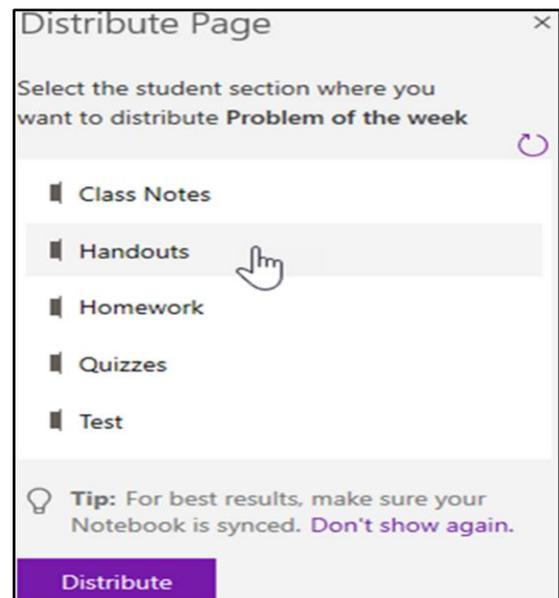
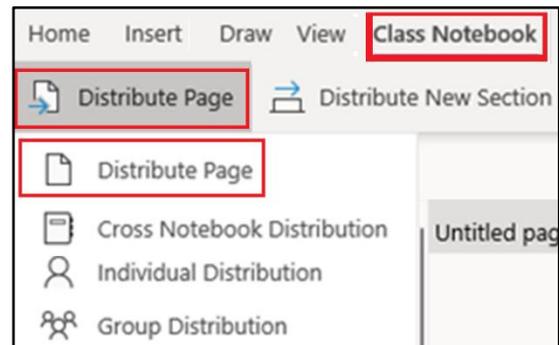
Then click + **Section** → Name the Section: **Assessments**

## How to Distribute Content:

### *Distribute a page*

#### *Distribute a page to all students in your class*

1. Select the page(s) you want to distribute in your notebook's **Content Library** or **Collaboration Space**.
2. Select the **Class Notebook** tab → **Distribute Page**.
3. Choose the notebook section you'd like the page(s) copied to. For example: **Handouts**. All students will get a copy of the page in their notebook's Handouts section.





### *Distribute pages to individual students*

1. Select the **Class Notebook** tab, then **Distribute Page** → **Individual Distribution**.
2. Select the students you'd like to distribute the page to using the checkboxes next to their names → **Next**.
3. Select the section of the student's notebook where you want the page to show up. For example: **Quizzes**.
4. Select **Distribute**.

Individual Distribution

← Choose the student section where you want to distribute Quiz 1.

- Homework
- Labs
- Quizzes
- Labs
- ▼ Week 1
  - Unit 1

Distribute

### *Distribute pages to groups of students*

Create and save groups of students, allowing you to deliver different content based on learner needs or small group projects.

1. Select the **Class Notebook** tab → **Distribute Page** → **Group Distribution**.
2. If you have not created any student groups yet, select **+ New group** in the Group Distribution pane.
3. Enter a name for your group and choose students using the checkboxes next to their names.
4. Select **Save**.

Group Distribution

← New group

Group name

Students in the group

- Al Fredrickson
- Cheryl Garner
- Christie Cline
- Delbert McCray



5. Now that your new group is created, select the **Go back** arrow. Select the checkbox next to your group, then **Next**.

6. Select the section of the students' notebooks where you want the page to show up. For example: **Quizzes**.

7. Select **Distribute**.

Group Distribution ×

Select the students to whom you want to distribute Quiz 1.

Audio Learners >

Visual Learners >

[+ New group](#)

**Next** 1 group selected

[View distributed pages](#)

Individual Distribution ×

← Choose the student section where you want to distribute Quiz 1.

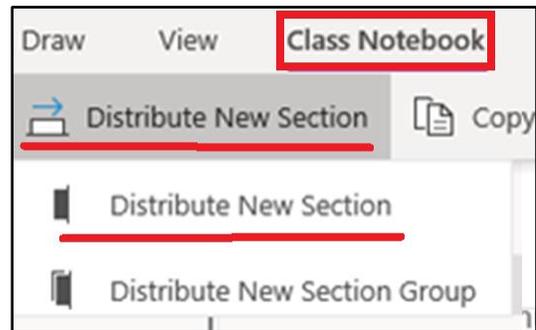
- ▣ Homework
- ▣ Labs
- ▣ Quizzes
- ▣ Labs
- ~ Week 1
  - ▣ Unit 1

**Distribute**

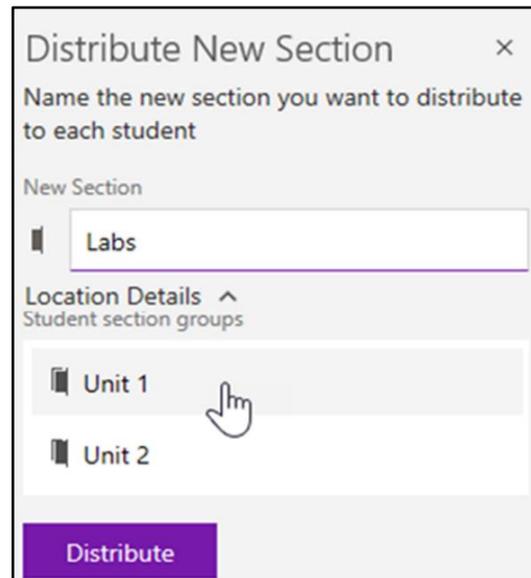


### *Distribute a section*

1. Select **Distribute New Section > Distribute New Section**



2. Name your new section. For example: **Labs**.
3. If you have added section groups to student notebooks, you can choose one as a destination for the new section now. Select the dropdown next to **Location Details** and choose a section group.
4. Select **Distribute**. A new section will be created and distributed to each student in your Class Notebook.

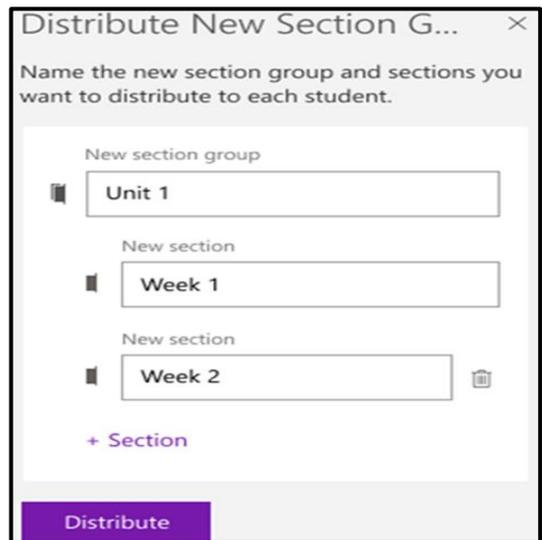
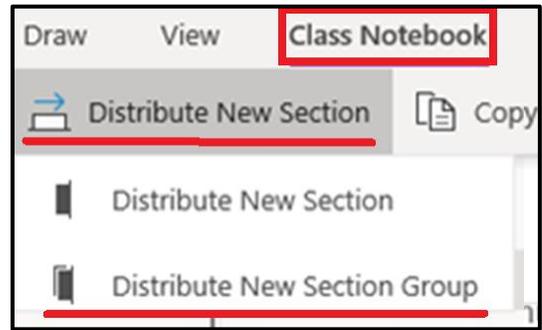




### *Distribute a section group*

Section groups are a good way to organize units or topics with a lot of content. Create a new section group and organize into sections at the same time, then distribute to students.

1. Select **Distribute New Section > Distribute New Section Group** in the Class Notebook ribbon.
2. Name your new section group and any sections you want within it. Select **+ Section** to add more sections.
3. Select **Distribute**. The blank section group and any sections in it will be created and pushed out to each student in your Class Notebook.

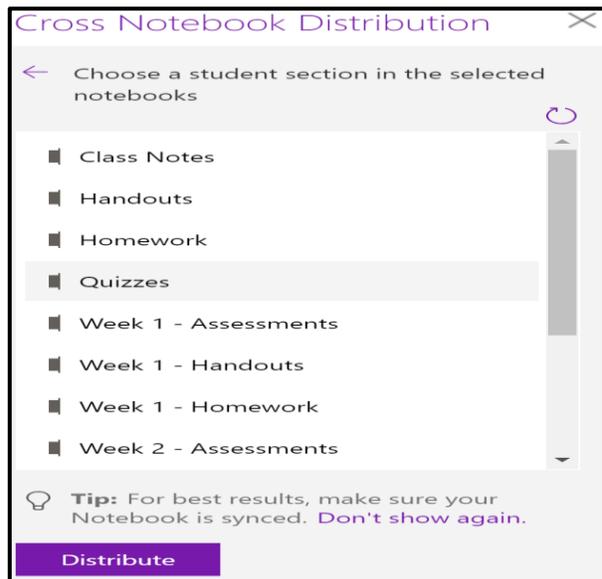
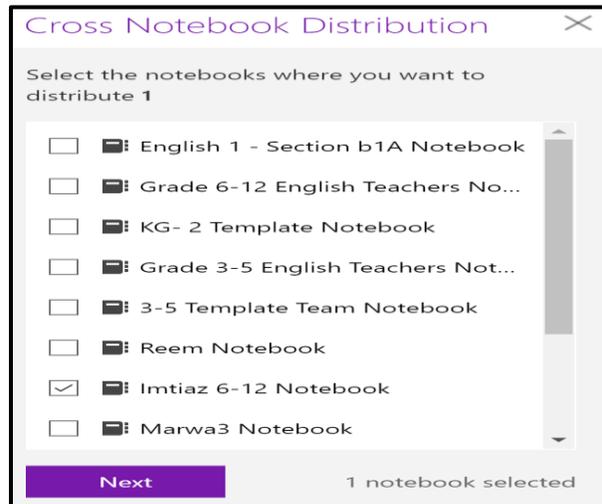
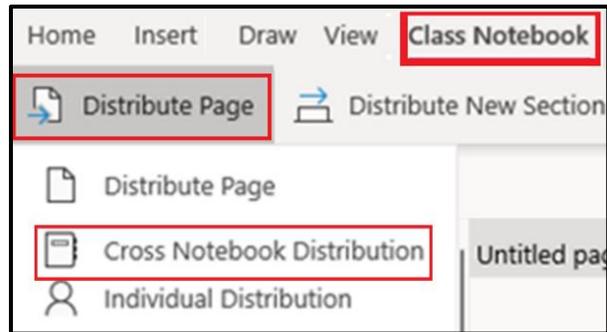




### *Distribute pages from one notebook to another*

Distribute a page from any OneNote notebook to your students in Class Notebooks. You can distribute the same page to multiple notebooks at the same time.

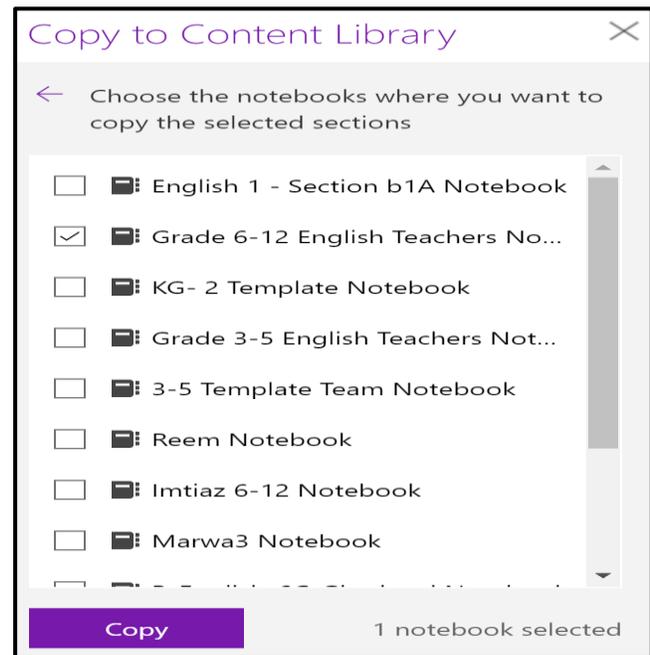
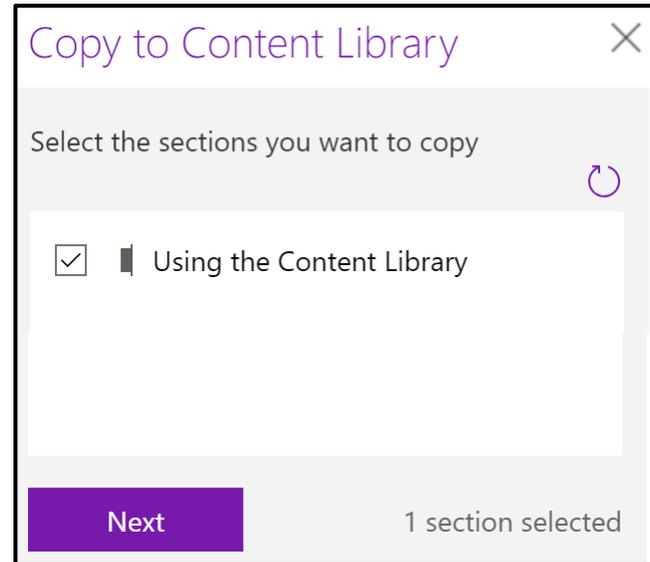
1. Open any notebook and navigate to the page you'd like to distribute.
2. Select the **Class Notebook** tab, then **Distribute Page** > **Cross Notebook Distribution**.
3. Choose the notebooks you want to distribute this page to, then select **Next**.
4. Choose a student section to distribute the page(s) to, then **Distribute**.





### Distribute Class Notebook Content Library

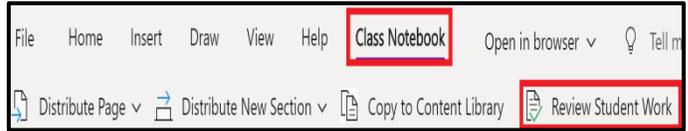
1. Select **Copy to Content Library**.
2. Choose the sections from this Content Library you want to copy, then select **Next**.
3. Choose the destination Class Notebooks for this content and select **Copy**.



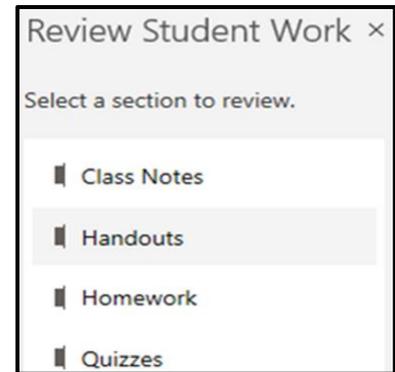


## Review Student Work

1. Select the **Class Notebook** tab → **Review Student Work**



2. select the student section you'd like to review, then **Next**. For example: **Handouts**.



3. Choose a page and select **Next**.
4. Choose a student's name from the list to review their work. Select **First name** or **Last name** to change the sorting of the list.  
Close the **Review Student Work** pane when you are done.

### Remember!

If you would like to prevent students from making edits to the page you are reviewing, select **Page Locking**.

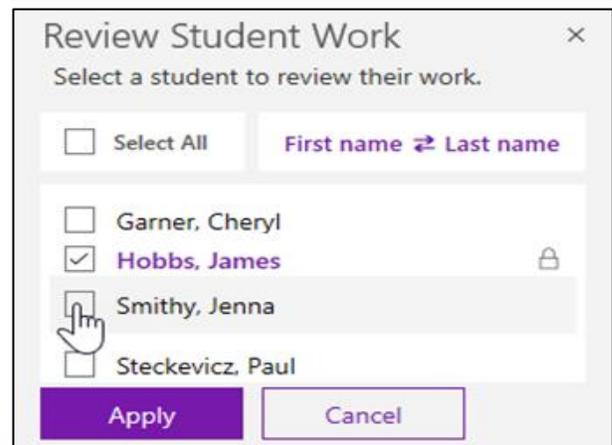
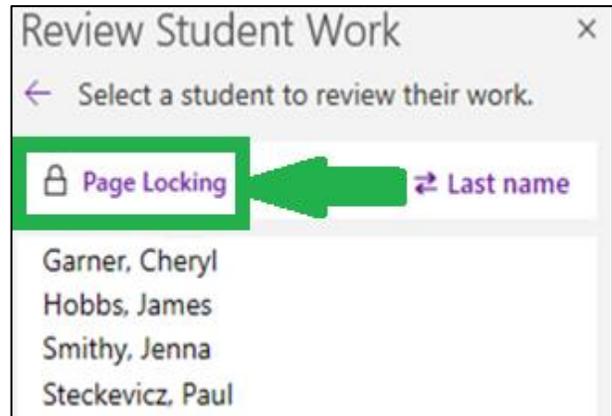


### Lock the Page:

1. Select **Class Notebook > Review Student Work**.
2. Choose the notebook section and page you are reviewing → **Next** → **Page Locking**.

Choose **Select All** to lock all pages or choose the checkbox next to a student's name to lock pages individually.

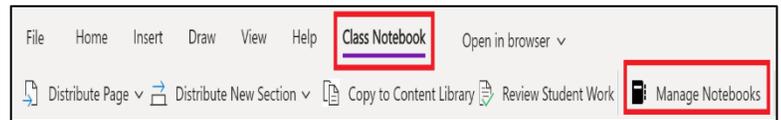
**To undo page locking**, return to the **Review Student Work** pane and select **Page Locking** again. De-select checkboxes, then select **Apply**.





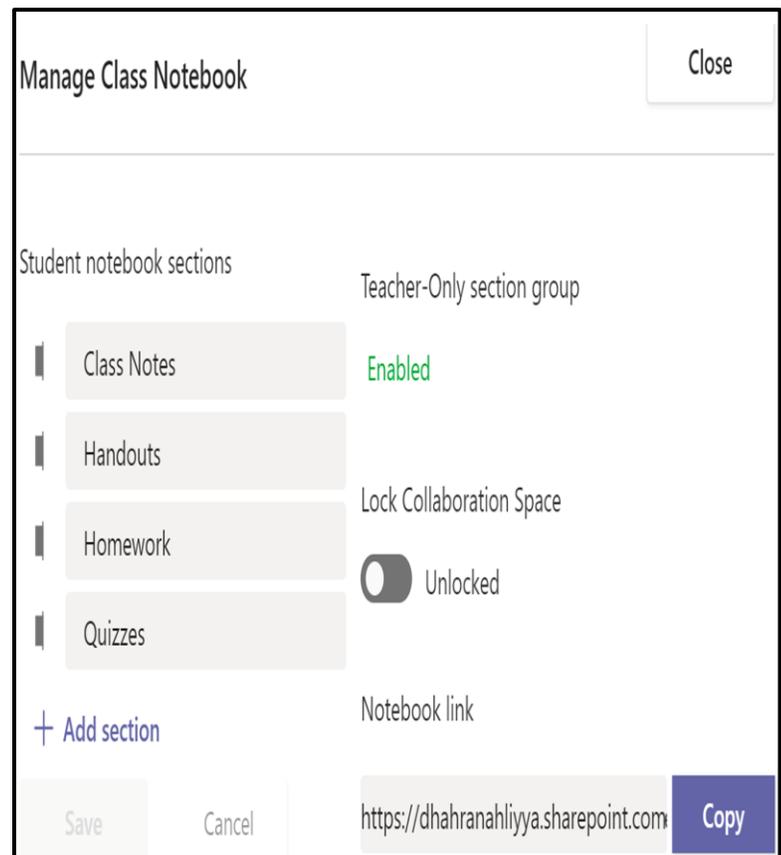
## Manage class's Notebook:

Click **Class Notebook** tap on the top of your screen → click **Manage Notebook**



You can adjust the following settings for each of your Class Notebooks:

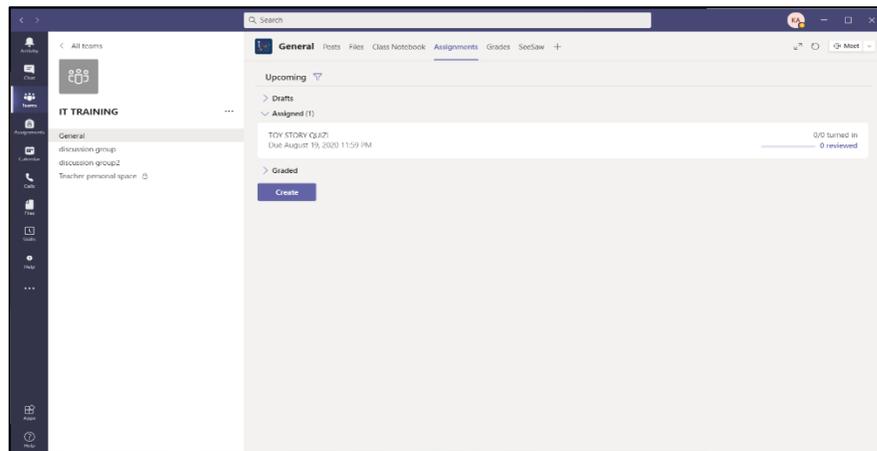
- **Student Sections:** Edit the names of student sections or add more sections.
- **Lock the Collaboration Space:** lets students view content not edit any resources in there.
- **Enable Teacher-only section group** it will be permanently add to class Notebook sections which it is not visible to the student which it perfect to store resources that it is not ready to the student to see.
- **Notebook link:** This could be used for Guests looking to view the Class Notebook. The Parent and Guardian links do not allow users to edit content in the notebook.





# Assignments

You can create assignment and quizzes in teams for your students. You can create them inside the application, grade it, return it, monitor its status and more within Team application. To get to the assignment page, go to the **general** channel in your team and select the **Assignment** tab.

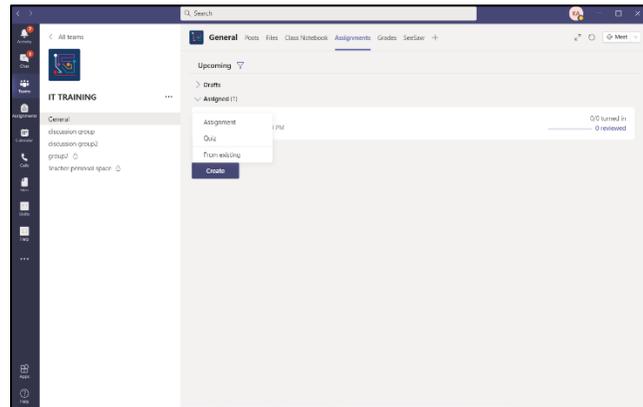


For this tab, you will find all your upcoming assignments and quizzes in this page. The assignments and quizzes that you have finished grading it for all students will be available in the Graded category below.

## How to create Assignment:

To create assignments:

In the assignment section, select the **Create** option and choose assignment from the list





Fill out the information required below to create an assignment:

**Let us create an assignment about Toy Story movie!**

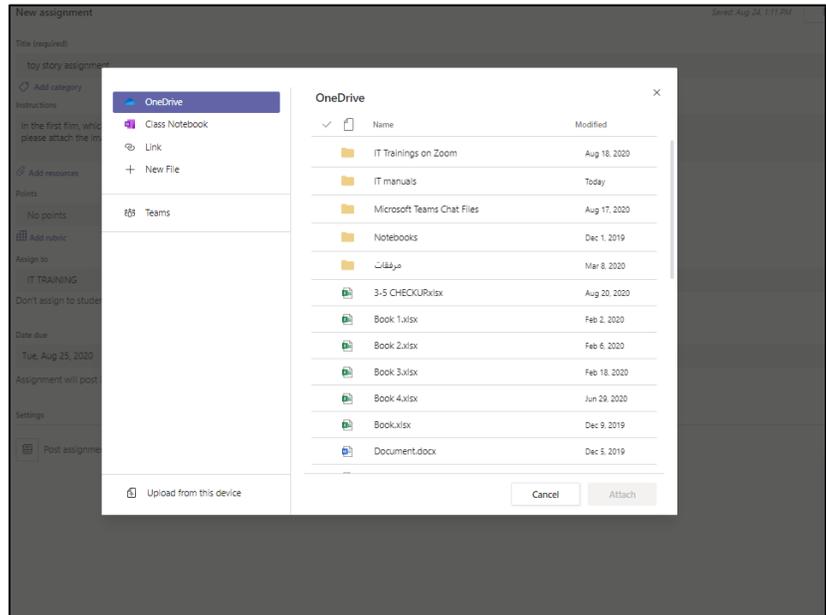
Create an assignment from the assignment tab. Type the assignment name in

- 1- The **title**, then start on the assignment. You can type your assignment in two ways; either write instructions directly into the instructions box, create document of office365 application and edit directly inside assignment tab, or upload.

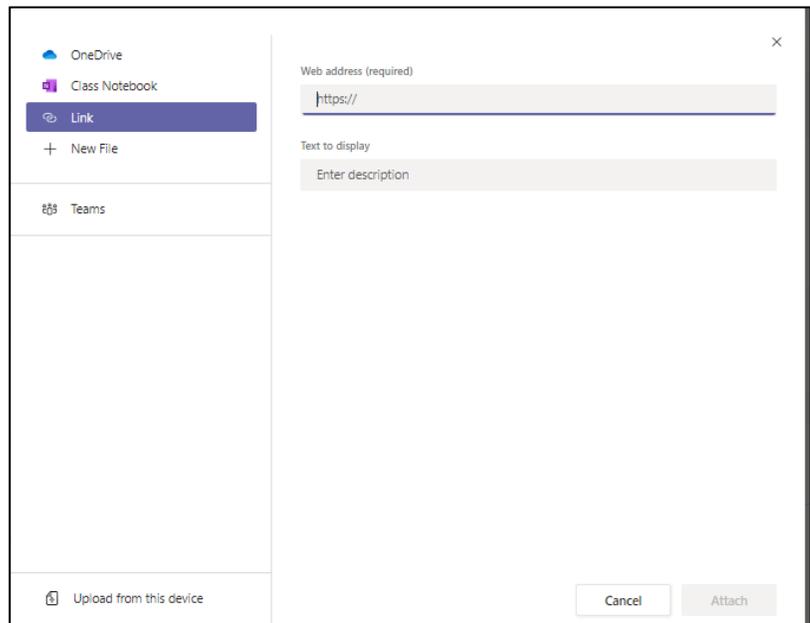


## Types of resources:

If you selected **add resources**, you will find all the files that are stored in **OneDrive**.

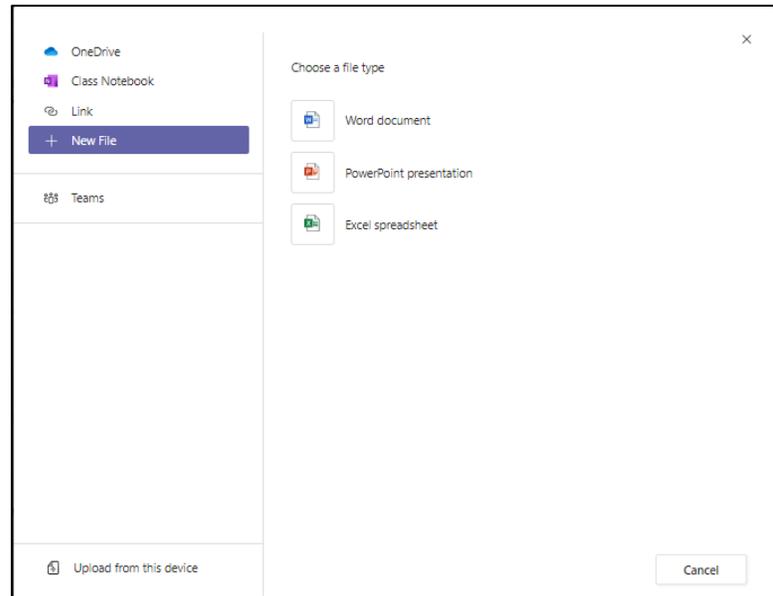


You can as well add a **link** for the students to click on directly, for any type of website you would like to attach:





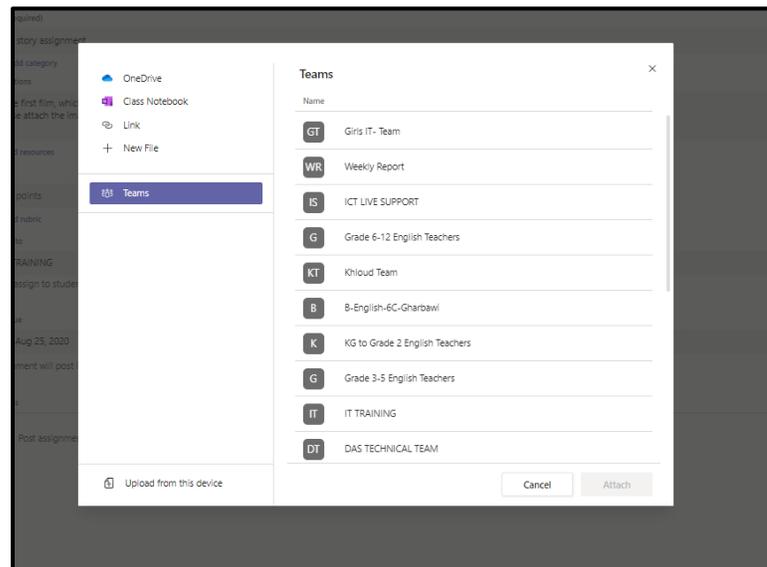
In **New File**, you can create a new document inside of teams and attach it directly to your assignment



In **Teams** you can as well upload a file that has been uploaded by you to another team.

Last upload option is to **upload from this device** to upload the file that is stored in your computer.

If you uploaded a document, you can as well to allow the students to edit in the same document or not.

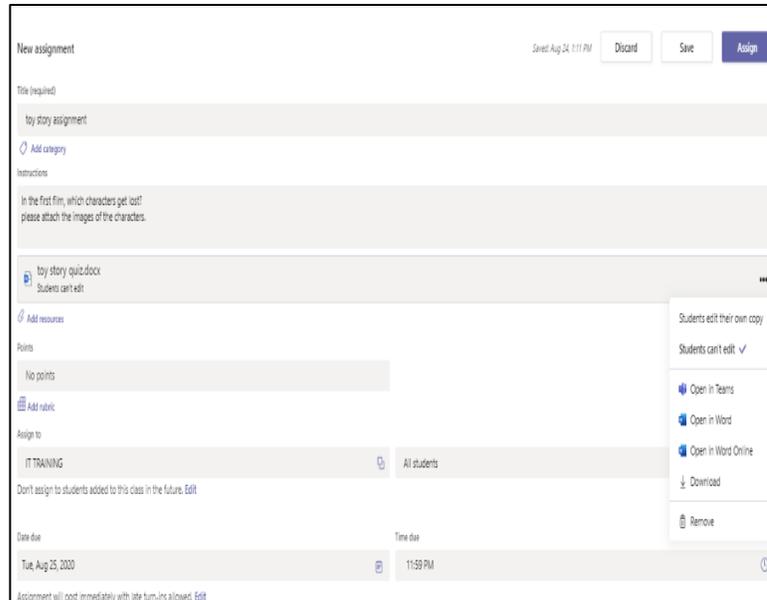




To do so, after uploading your document click on the three dots next to the uploaded document.

**Students can't edit**, means that students can only download it. For submitting their assignment they have to upload their own version.

**Students edit their own copy**, means that they can open the document you have uploaded and edit and type their assignment inside it.

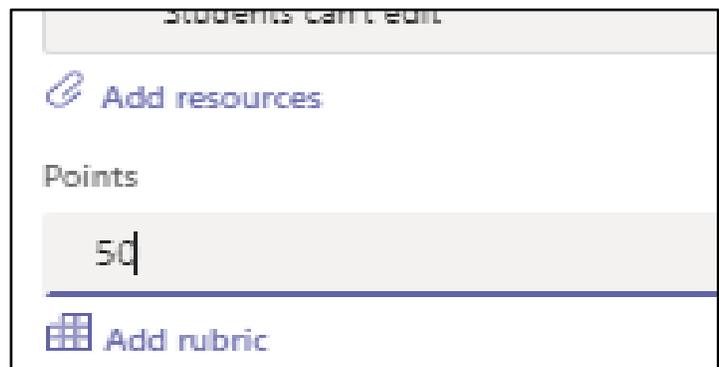


### Remember

Students can only edit on *Word, PowerPoint, and Excel sheet.*

By uploading a PDF file, the teams will make the file not editable

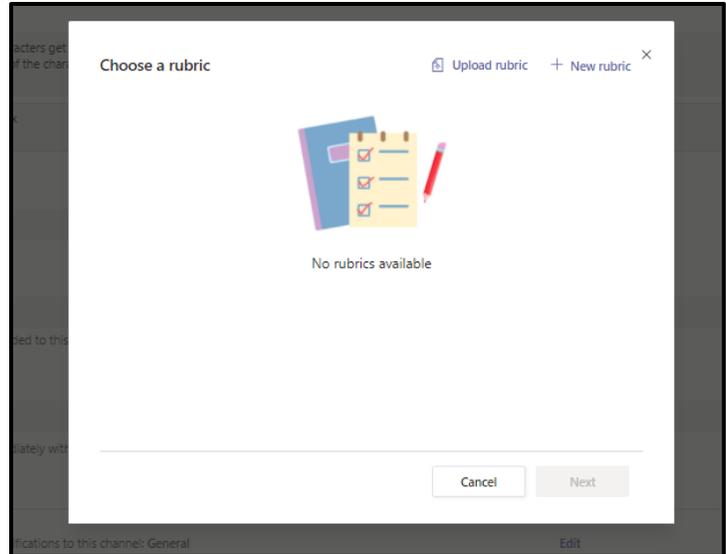
- 2- Add **points** to your assignment for grading. If you do not have a rubric, you can type the number of points you want to grade assignment with. If you would like to add/create a rubric, then the grades will only be based on the points in the rubric.



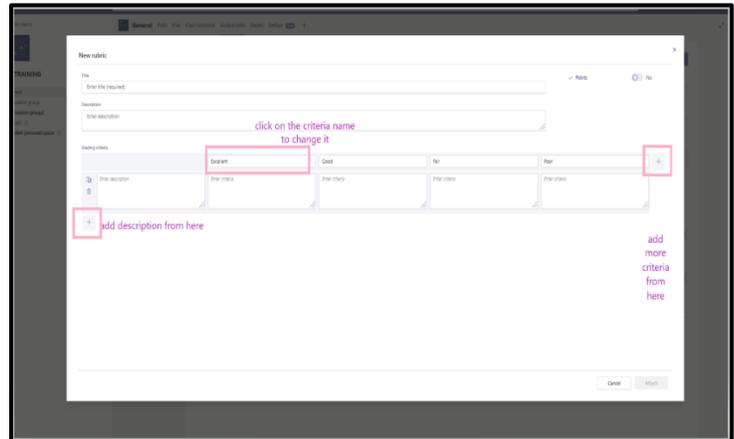


- 3- Add your rubric. You can upload a rubric you have already created, or you can create a new rubric for this team.

If you upload a rubric, it must be only an excel file.

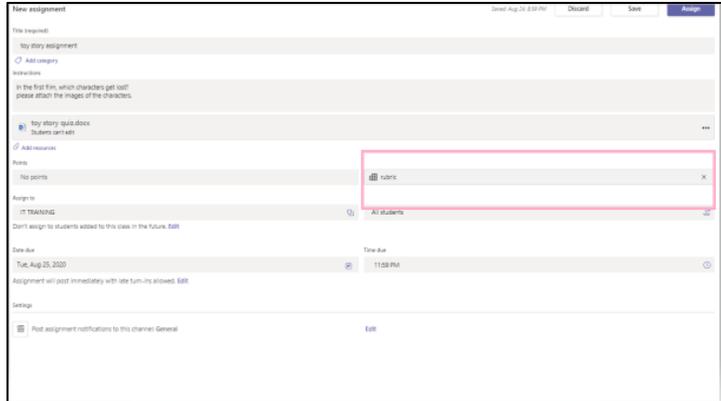


in creating a new rubric, you can add multiple description rows, and criteria columns to fit your rubric.

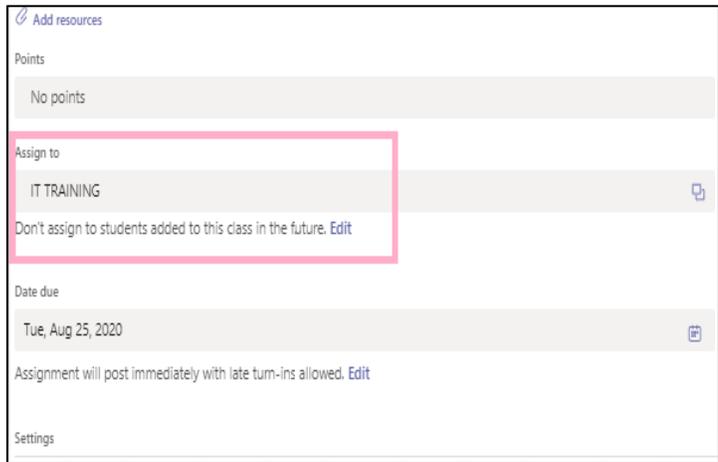




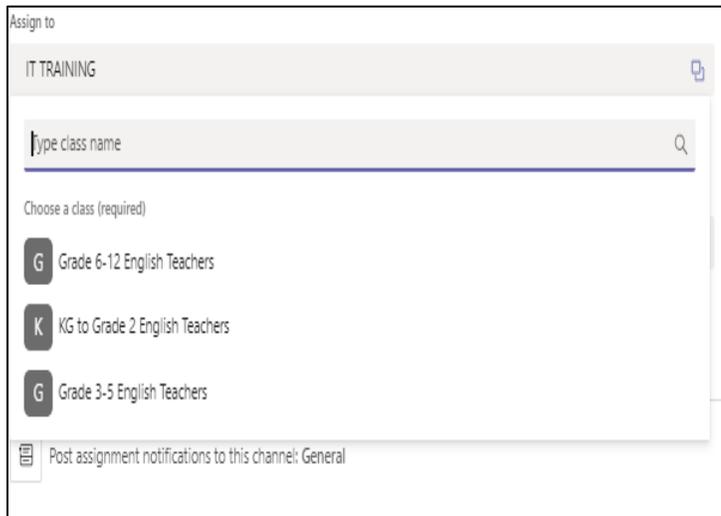
After attaching the rubric, this is how it will look like after you do it.



- 4- Assign to team, by default the assignment will be assigned to the team you are creating the assignment inside it. If you want to create an assignment and you want to distribute it to different teams. you can click on the team name under “Assign to”



Then click in the team’s names you want to distribute the assignment to.





- 5- Select the due date and time.

Students will be open for the students even after the due date has passed. The status of submission post due date will be “late turn in”

If you want to close the assignment after the due date, then click on the Edit option bellow the due date and select a Close Date and time.

In the Edit assignment timeline window, you have three options:

**Schedule to assign in the future.**

You can create the assignment now and schedule it to be send to the student in the future.

Add a **due date and due time**

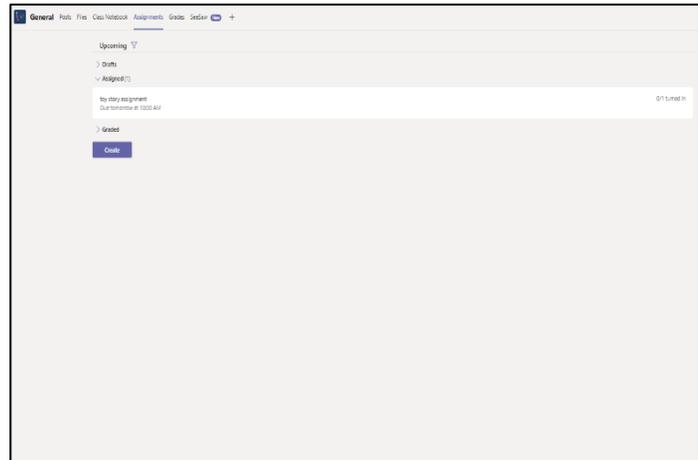
Add a **close date and close time** to not allow students to submit late after due date.

- 6- Last step, you can save the assignment in the drafts to edit it later or click on Assign and you are done with creating the assignment.

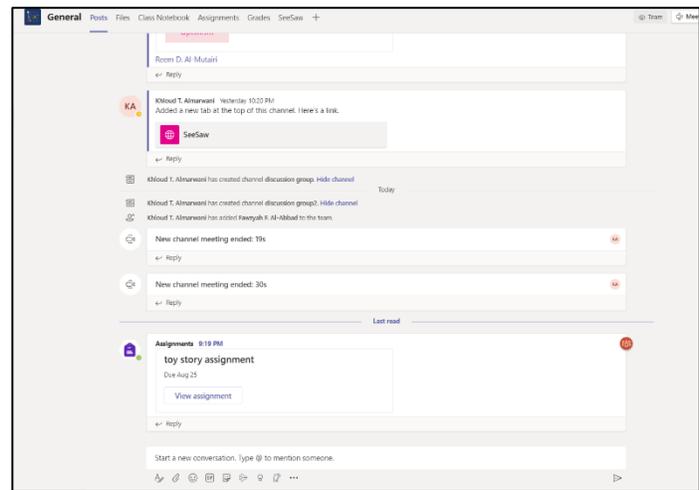


Once you assign the assignment to your team. It will appear in the Assignment section.

You can see next to the assignment name the number of students who turned in the assignment (submitted)

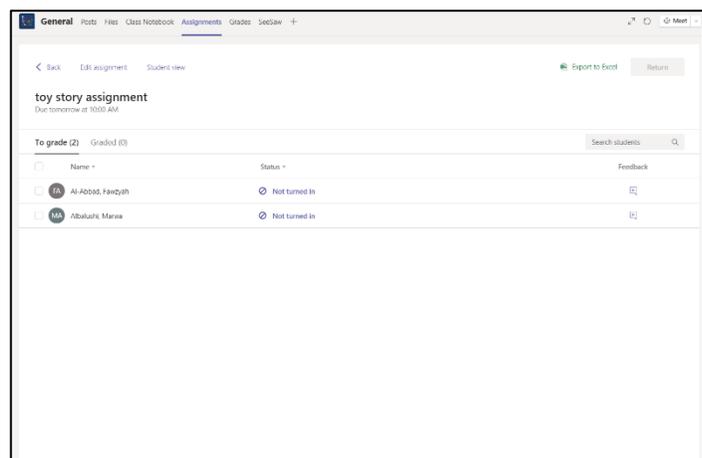


In the general channel, a post about the assignment will be posted there:



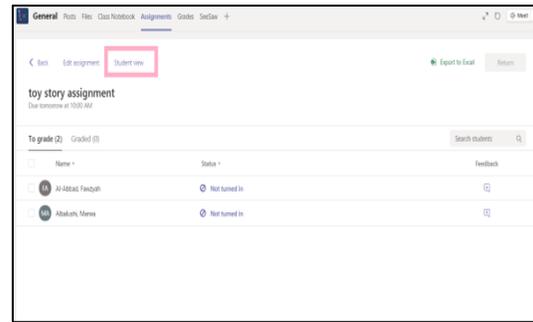
In the assignment section, if you clicked on the assignment name this is your view as a teacher to monitor the assignment:

You can view students name, status, give them feedback, lookup student name.





Click on the **Student View** at the top so you can view how the students will receive their assignment:



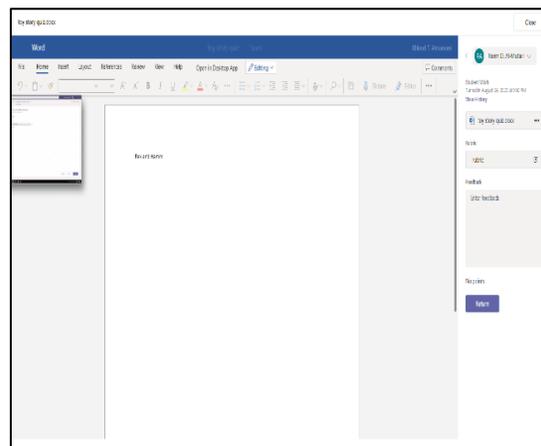
This is the **student view**:



In the students' list, click on a student name to view their work. You can view and download their work, provide feedback, and view rubric.

You can as well click on **Return** to return the assignment to the student for them to correct it and turn it in again.

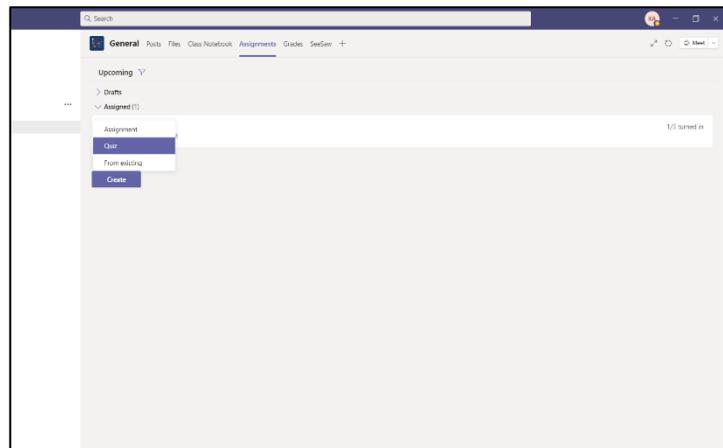
To review students' work, next to the student name in this page click on the arrows to navigate left and right between students





## Quiz

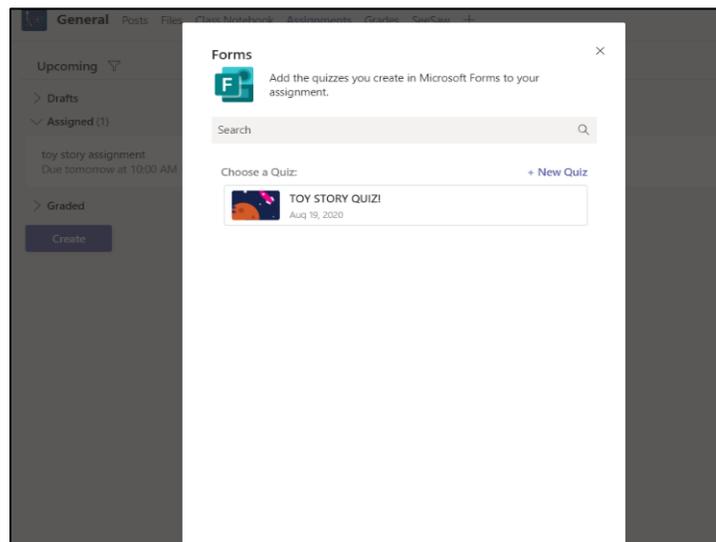
Quizzes in Teams are created using Microsoft Forms. In the assignment tab, click on create and select Quiz.



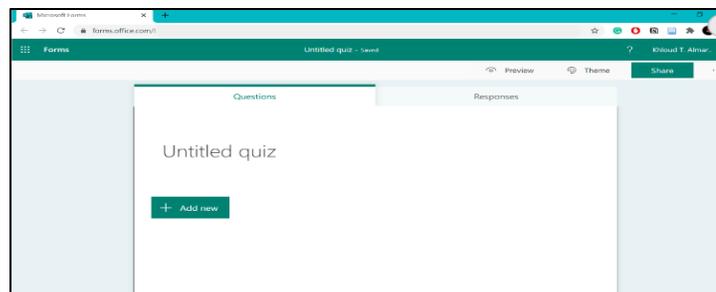
Since quizzes are created using MS Forms, it is all synchronized with your Office365 account. All the forms you have created you will find it in this section in Choose a Quiz.

You can create your quiz beforehand in the MS Forms website: <https://forms.office.com/>

Then you will find it here and you can use it for this team and across all your teams. Or you can start a new one by choosing the option +New Quiz



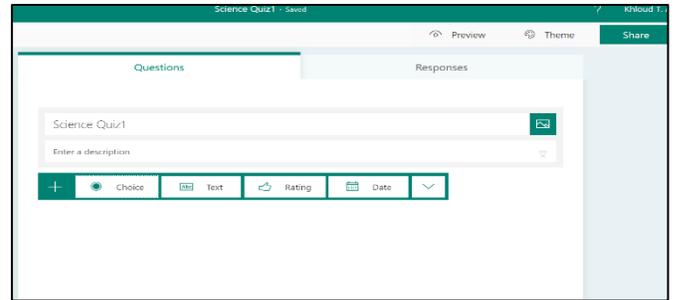
Clicking on +New Quiz will take you to the MS forms website in the browser to create a quiz in the forms:



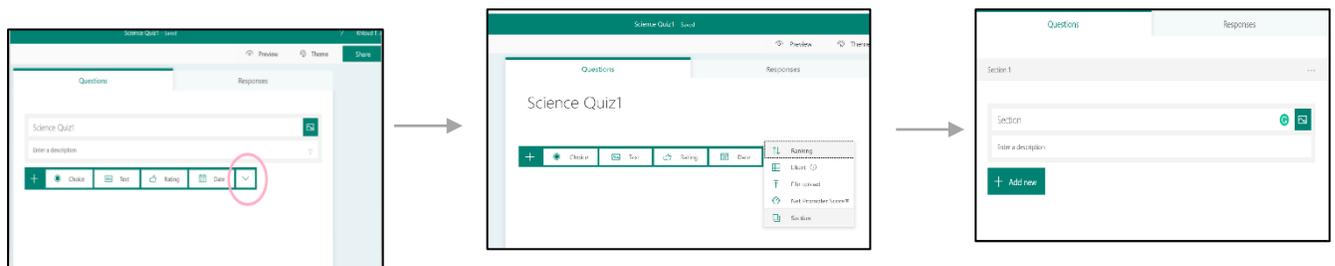
In the form, add the quiz name in the title field “Untitled Quiz” and add a description. You can add an image next to the title.



Start by typing the quiz's questions. In the question's type bar, you can create sections to divide your questions into categories.

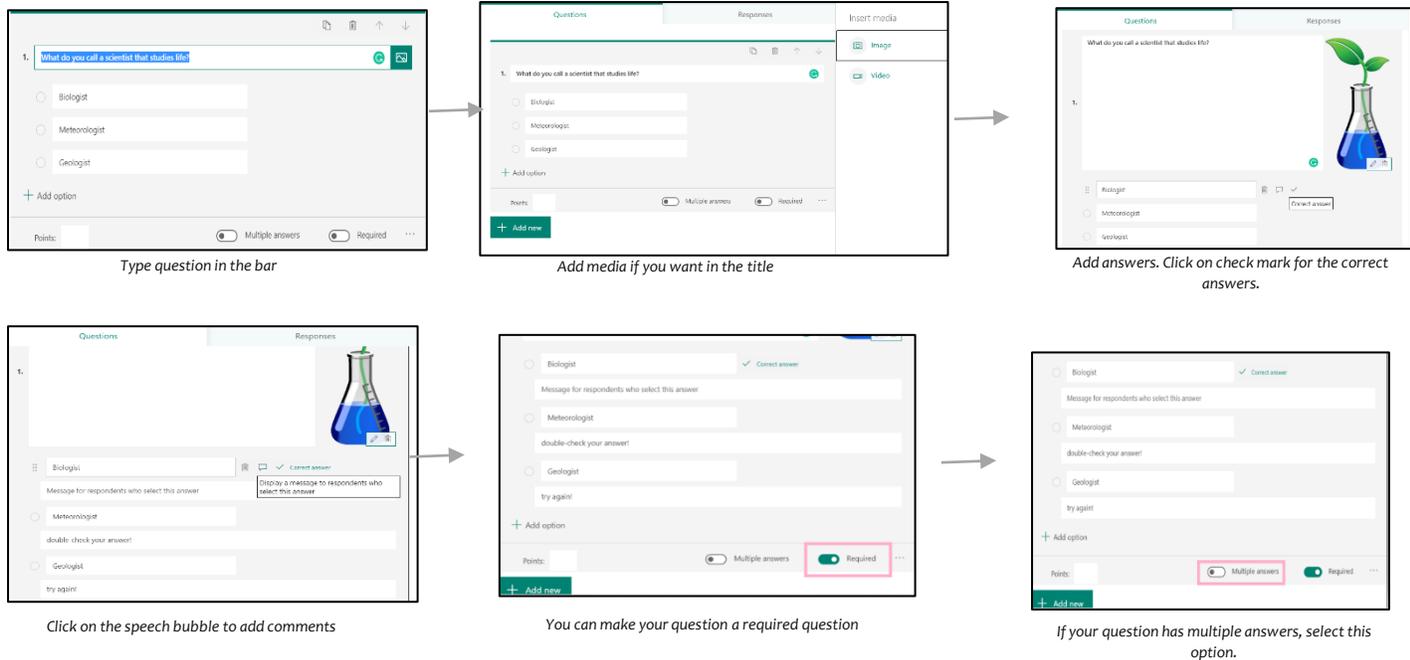


### Add Sections:



### Add questions:

#### A multiple-choice question:



Type question in the bar

Add media if you want in the title

Add answers. Click on check mark for the correct answers.

Click on the speech bubble to add comments

You can make your question a required question

If your question has multiple answers, select this option.



Lastly, add points to each question for grading.

**Remember!**  
Multiple-choice questions are automatically graded.

### Text-based questions:

Select "Text" option

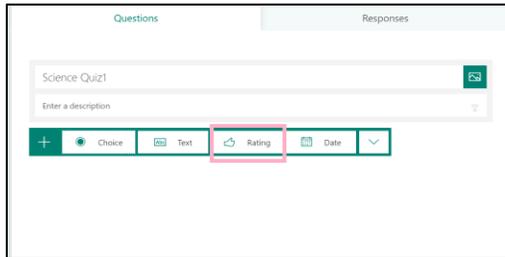
Type question in the bar

Type the correct answer if it is a specific answer.

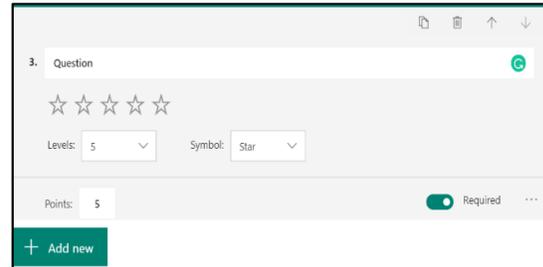
If it is an open-ended question you can choose the option Long Answer. In this case it is not automatically graded you must review it later to grade it



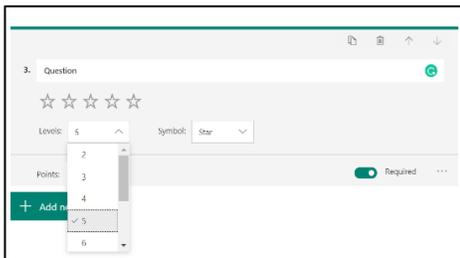
## Rating Question:



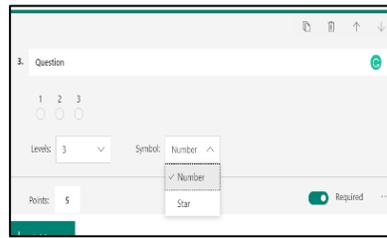
Select the "Rating" option



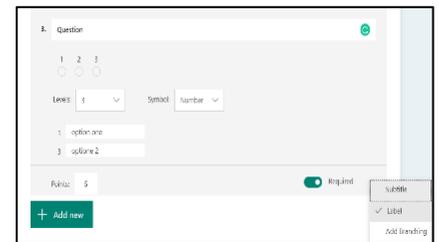
Type the question in question bar



Select the "levels" number of rating options

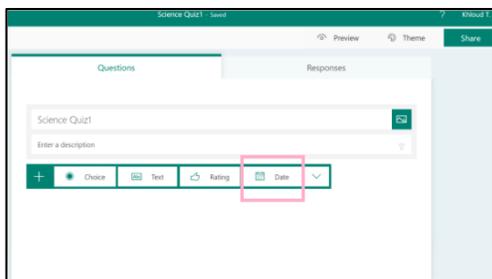


Choose the symbol type.

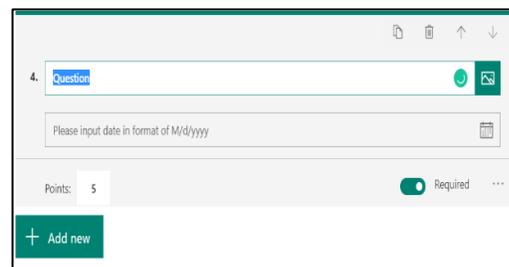


You can add labels for your rating options

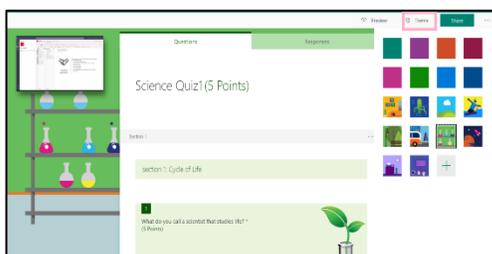
## Date Questions:



Select the "Date" question type



Type the questions in the question bar and students have to type date in the described format M/D/YYYY



Select the theme of the quiz page to make it more attractive and you are done with creating an assignment

## Remember!

MS Forms automatically saves any changes created by you in the form



## Quiz setup section on team:

This page contains all information required by you to setup the quiz and assign it to students.

Similar to the assignment, you can distribute the quiz to multiple teams at the same time from **Assign to** option.

Select the **Due date** and **Time Due** for the quiz. You can as well choose a **closing date and time** for the quiz to be closed. Select **Edit** under Due date and choose the close date.

The screenshot shows the 'New assignment' interface. At the top right, there are buttons for 'Discard', 'Save', and 'Assign'. The main form includes:

- Title (required):** Science Quiz1
- Add category:** A link to add a category.
- Instructions:** A text area with the placeholder 'Enter instructions'.
- Points:** 5 points possible.
- Assign to:** IT TRAINING (with a dropdown arrow) and All students (with a dropdown arrow).
- Date due:** Wed, Aug 26, 2020 (with a calendar icon).
- Time due:** 11:59 PM (with a clock icon).
- Settings:** A section with a checkbox for 'Post assignment notifications to this channel: General' and an 'Edit' link.

In the Assignment tab, you can see the created quiz.

Next, click on the created Quiz to view it.

The screenshot shows the 'Assignments' tab in a learning management system. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'SeeSaw'. The main content area is titled 'Upcoming' and shows a list of assignments:

- Drafts:** A link to view drafts.
- Assigned (2):** A link to view assigned assignments.
- toy story assignment:** Due today at 10:00 AM.
- Science Quiz1:** Due tomorrow at 9:00 AM.
- Graded:** A link to view graded assignments.

At the bottom, there is a blue 'Create' button.



in this page you will have:

- Students
- Status of submission
- Add feedback by clicking on feedback speech bubble
- Grades
- Can be automatic from the form or if you have essay questions you can complete the grading here.
- Edit the quiz
- Show students view of the quiz

To grade (3)	Graded (0)	Search students	
Name	Status	Feedback	/5
Al-Abdul, Farzahn	Not turned in		--
Al-Muhammad, Saem	Not turned in		--
Al-Bakr, Mawa	Not turned in		--

You can export this page to an excel sheet by choosing the option **Export to Excel** and in the excel sheet you will find *students full names, emails, status, points, feedback*.



## Grades

### View grades:

Track student progress and access grades in the Grades tab.

1. Click on your Class Teams → Navigate to **General** channel → Select the **Grades** Tab

Assignments appear in rows and your students in a column. Assignments are ordered by due date, with the nearest date at the beginning. Scroll down or across to continue viewing assignments.

	QUIZ	STORY	test quiz	Test2
Search students	Aug 19 · 5 points	Aug 19 · 10 points	Aug 18 · 5 points	Aug 18 · 5 points
MA Ababetain, Muneerah		10		5
AA Abdullah, Alaa				
RA Abdulrhman, RAJA	5	Turned in	Turned in	Turned in
SA Aboobid, Suzan		10		
DA Aksit, Dilek		Turned in	Viewed	Turned in
RA Alahmad, Reem				
SA Alajmi, Simon		Turned in	Turned in	Turned in
RA Alamri, Rowaida		10	Turned in	Turned in
NA Aldossari, Nora		Turned in		
LA Aleisa, latifa		Turned in		Viewed
RA Alhaiga, Rasha		Turned in		Turned in

Your students' work will have different statuses:

- **Viewed** - The student has opened and viewed the assignment.
- **Turned in** - The student has turned in the assignment and work is ready to grade.
- **Returned or points** - When you've graded student work, the points assigned will show. You'll see Returned if the assignment doesn't have points.
- **Blank** - No action has been taken on the assignment yet.



## Start grading

You can click on any cell in the Grades tab to edit it.

1. To begin grading, select **More options** **⋮** on a cell → **Open student work**.
2. This will open your student's assignment with a **Feedback** and **Points** field you can fill in.
3. To write comments on the document itself, select **Edit Document** → then either choose to edit in the desktop app or your web browser.
4. Click the arrows next to the student's name to move between student assignments.
5. Select **Return** when you are done grading and want to return an assignment to a student. This means they will be notified and can see your feedback.

	STORY	test quiz
Search students	Aug 19 · 10 points	Aug 18 · 5 points
MA Ababetain, Muneerah	10	
AA Abdullah, Alaa		
RA Abdurhman, RAJA	Turned in	Turned in
SA Aboobid, Suzan	10	
DA Aksit, Dilek	Turned in	

Please answer the below questions:

- 1- What is your name? Dilek
- 2- How many years of experience? 3

## Viewing an assignment and Export it:

Select an assignment's square to open and view it.

Student	Score
Abner, Barney	5
Avila, Bernadine	5

	QUIZ	STORY	test quiz	Test2
Search students	Aug 19 · 5 points	Aug 19 · 10 points	Aug 18 · 5 points	Aug 18 · 5 points
MA Ababetain, Muneerah		10		5
AA Abdullah, Alaa				
RA Abdurhman, RAJA	5	Turned in	Turned in	Turned in
SA Aboobid, Suzan		10		
DA Aksit, Dilek		Turned in	Viewed	Turned in
RA Alahmad, Room				
SA Alajmi, Simon		Turned in	Turned in	Turned in
RA Alarri, Rowaida		10	Turned in	Turned in
NA Aldossari, Nora		Turned in		
LA Aleisa, latifa		Turned in		Viewed
RA Alhailga, Rasha		Turned in		Turned in

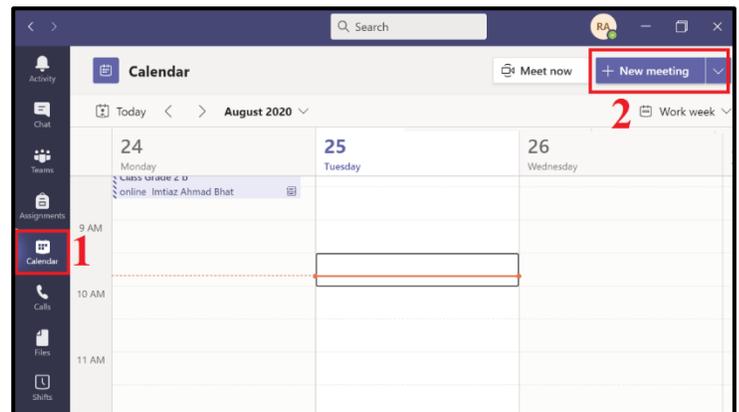
Export all grades in this class as a .csv file by selecting **Export** to **Excel**.



## Schedule a meeting

There are several ways to schedule a meeting in Teams:

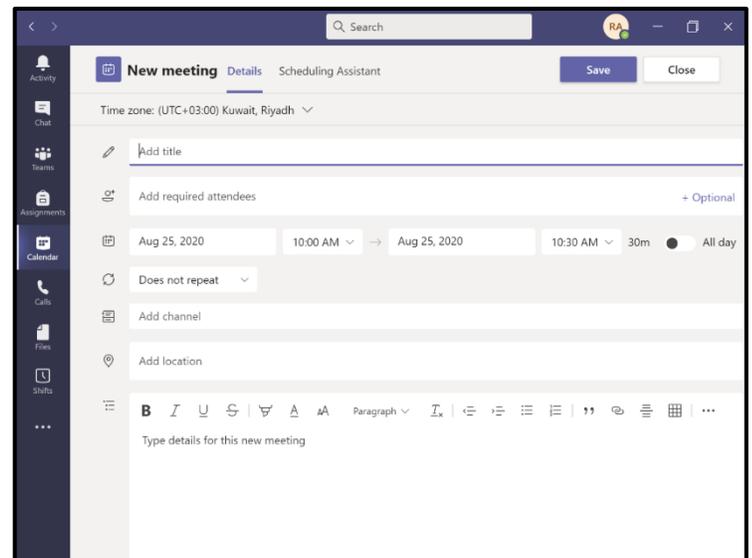
1. Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
2. Fill the scheduling form with necessary information → click **Save**



### Invite people outside your organization

Teams lets you invite people outside your organization, including those who do not have a Teams license. You will need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (ex: name@example.com).
3. Select **Invite**. They will receive an email with a link to the meeting.



Add title

Add required attendees **+ Optional**

Aug 25, 2020 10:00 AM

Does not repeat

Schedule a meeting

KA Khloud T. Almarwani

**Optional:queen@hotmail.com**

Invite queen@hotmail.com

Aug 25, 2020 10:00 AM

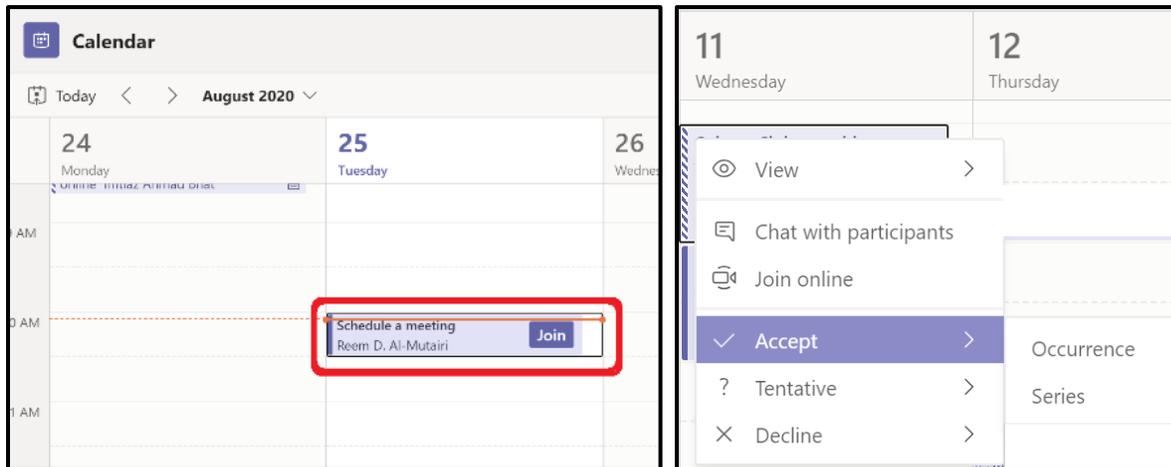
Suggested: 10:30 AM-11:00 AM 11:00 AM-11:30

Does not repeat



### Right-click for more options on the meeting:

Right-click an event in your calendar to see more options such as **view** the meeting details, **Join online** and **Chat with participants**.



### Change participant settings for a Teams meeting

Although default participant settings are determined by an organization's IT admin, a meeting organizer may want to change them for a specific meeting. Organizers can make these changes on the **Meeting options** web page.

**You can access this page from Two way:**

1. Once you have started a meeting by selecting **Meet now**  (whether from a channel or your calendar): → Choose **Show participants**  in your meeting controls. You will see a list of everyone in the meeting → Above the list, select **Manage permissions**  to go to **Meeting options**.  
OR
2. Open the meeting that you created it in the calendar → click on **Meeting Options**



**Schedule a meeting** Chat Files **Details** Scheduling Assistant Meeting

× Cancel meeting | Time zone: (UTC+03:00) Kuwait, Riyadh | **Meeting options**

Schedule a meeting

KA Khloud T. Almarwani ×

Aug 25, 2020 10:00 AM → Aug 25, 2020

Suggested: 10:30 AM-11:00 AM 11:00 AM-11:30 AM 11:30 AM-12:00 PM

Does not repeat

Add location

**reem**

August 24, 2020, 4:30 PM - 5:00 PM

Reem D. Al-Mutairi

### Meeting options

Who can bypass the lobby? People in my organization

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Everyone

Save



### Choose who can bypass the lobby:

you get to decide who gets into your meetings directly, and who should wait for someone to let them in.

If you choose to have people wait, you (and anyone else allowed to admit people) will see a list of people in the lobby. From there you can choose whether to admit or deny them.

Who can bypass the lobby?	What happens	Recommended when...
<b>Only me</b>	As the meeting organizer, only you can get into your meeting directly. Everyone else will wait in the lobby.	You want everyone else to wait in the lobby until you're ready to admit them.
<b>People in my organization</b>	Only people in your org, including colleagues and guests who have different email domains than you do, can get into your meetings directly.	You want all external guests to wait in the lobby so you can approve them one by one.
<b>People in my organization and trusted organizations</b>	Only people in your Teams org and external guests from trusted organizations can get into your meetings directly.	You want some external guests to wait in the lobby so you can approve them one by one.
<b>Everyone</b>	Anyone who has access to the meeting link gets into the meeting directly, including people who call in.	You don't want anyone to wait in the lobby. You want everyone to be able to join your meetings without specific approval.

### *Let people calling in by phone bypass the lobby*

You will see a toggle next to **Always let callers bypass the lobby**. When this setting is enabled, people calling in by phone will join your meeting without having to wait for someone to admit them.

Select the toggle to turn it on or off.



### Get notified when callers join or leave

You may want to receive an alert when someone calling in by phone joins or leaves your meeting. (Your admin might have enabled these alerts by default.)

To change this setting, select the toggle next to **Announce when callers join or leave?**

### Choose who can present

Who can present?	What happens
<b>Everyone</b>	Anyone who has access to the meeting link will join the meeting as a presenter.
<b>People in my organization</b>	Only people in your org will be presenters. External participants will join as attendees.
<b>Specific people</b>	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
<b>Only me</b>	Only the organizer will be a presenter. All other participants will join as attendees.

### Start a Meeting from a chat:

You can make one-on-one or group calls with anyone in your organization directly from a chat.

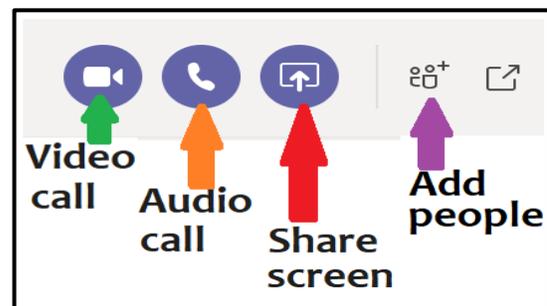
Go to your **Chat** list → click **New chat**  to start a new conversation.



Type the name or names into the **To** field at the top of your new chat and if you want add more you

can click on **Add People** 

Then click on the chat Type a new message area so the **Video call** and **Audio call** will appear on top right corner → Then click **Video call** or **Audio call** to start a call.

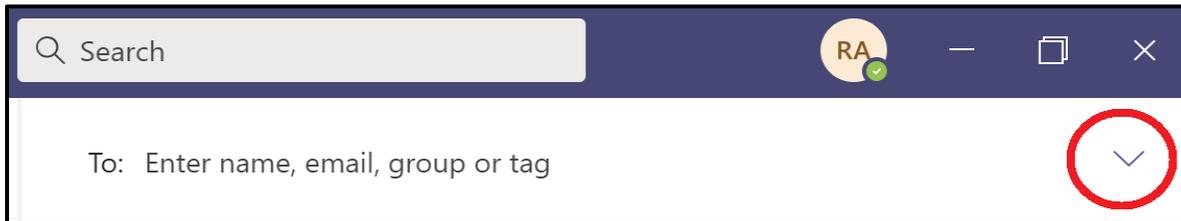




### Start a Meeting with group:

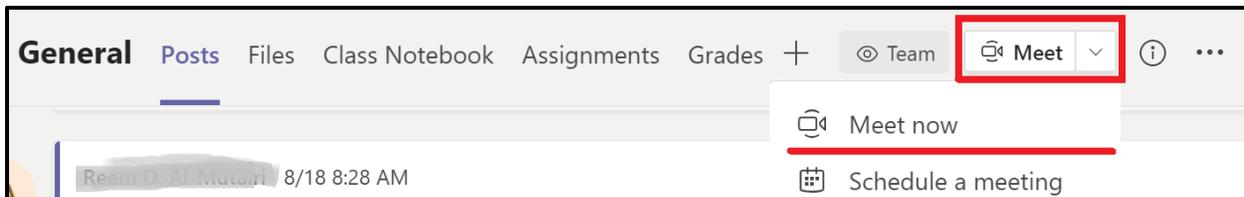
Go to your **Chat** list → click **New chat**  → Type the name or names into the **To** field at the top of your

new chat and if you want add more you can click on **Add People** 

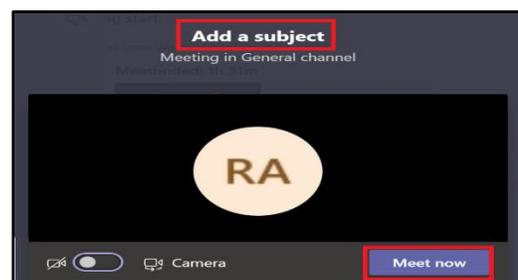


### To start an instant channel meeting inside Class Teams:

1. Go to Class Teams → Navigate to **General** channel → In the **Posts** tab, look for **Meet**  in the top-right corner → From the drop-down, select **Meet now**.



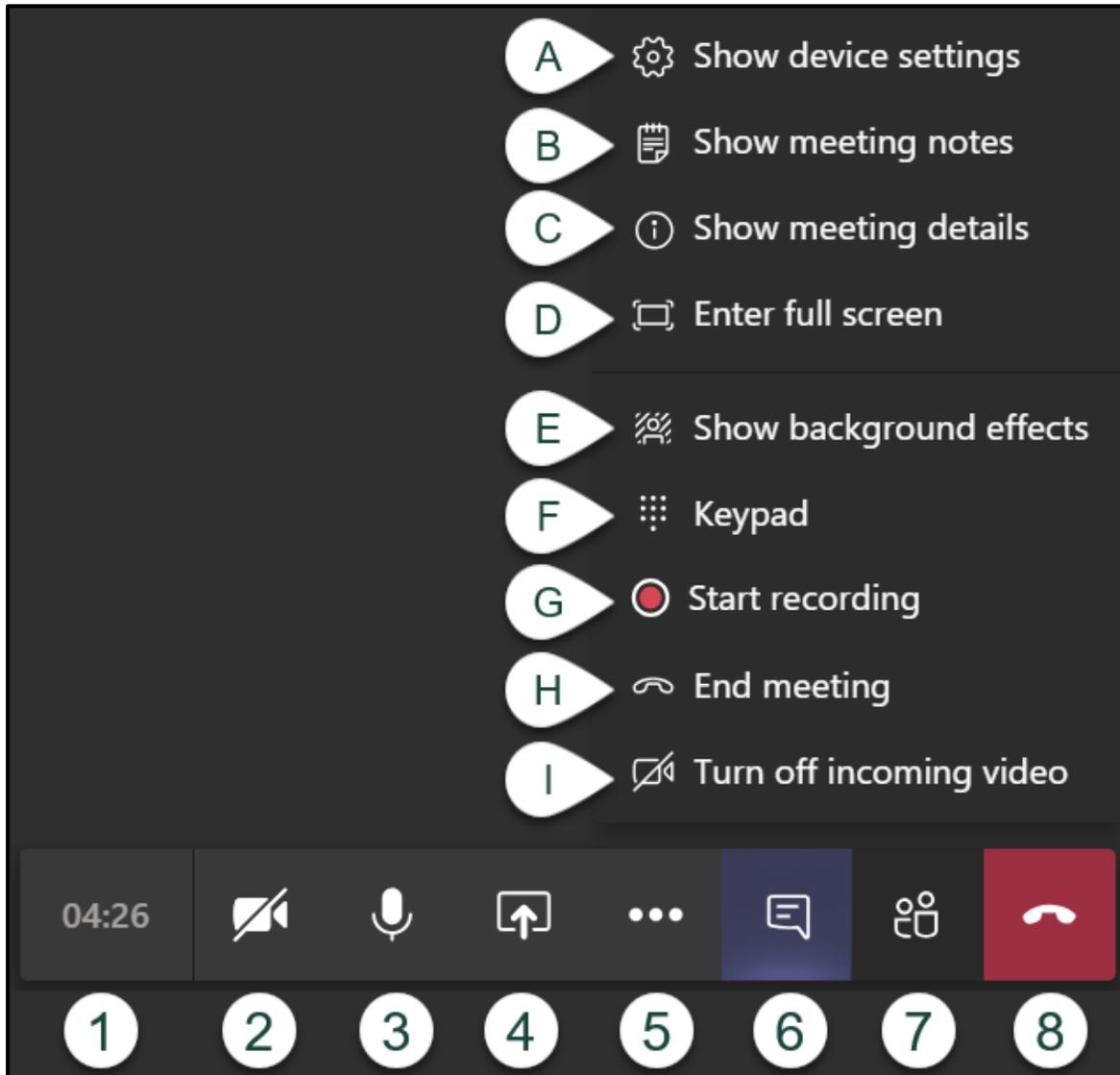
2. Give your meeting a title and choose whether you want to include video → when you are ready, hit **Meet now**.





## Toolbar

Upon entering a Teams Video Meeting, the toolbar will be located on the bottom of the screen in the middle. The toolbar contains the following options:



1. **Meeting Time Log:** This time counts the duration of the meeting.
2. **Show/Mute Video:** show or hide your webcam video.
3. **Show/Mute Audio:** Turn their microphone on or off in the meeting.
4. **Share Screen:** This allows you to share your screen with other participants.
5. **Additional Options:** This shows additional options.
  - A. **Show Device Settings:** This allows you to review and adjust your video source, audio source, etc.
  - B. **Show Meeting Notes:** This opens a notes area where you can take notes for the meeting to review later.
  - C. **Show Meeting Details:** This opens an area to the right displaying the date/time of the scheduled meeting, any dial in conference numbers, ability to call a phone, and ability to copy a link to send to someone to join the meeting.



- D. Enter Full Screen:** This removes the tabs to the left for chat, teams, etc. as well as the window making the meeting take up your entire screen.
  - E. Show Background Effects:** This allows you to add a blur or a virtual background to your video on the meeting. You can select from the options listed.
  - F. Keypad:** Allows you to dial numbers when necessary for entering conference rooms, etc.
  - G. Start Recording:** To start and stop recording of the meeting.
  - H. End Meeting:** To end the meeting for all participants.
  - I. Turn Off Incoming Video:** This will force all participants to enter the meeting with their video turned off.
- 6. Chat:** This will show the text chat for meeting participants.
  - 7. View/Manage Participants:** This shows a list of everyone who is currently in the meeting. This also allows you to add users to your meeting and see who may have raised their hand.
  - 8. End Call:** This ends the meeting for you personally. This does not end the meeting for everyone.

## Give and take control of shared content

### *Give control*

If you want another meeting participant to change a file, help you present, or demonstrate something, you can give control to that person. You will both be in control of the sharing, and you can take back control anytime.

**Note:** When you are sharing an app, only give control to people you trust. People you give control to may send commands that could affect your system or other apps. We have taken steps to prevent this but have not tested every possible system customization.

1. On the sharing toolbar, select **Give control**.
2. Select the name of the person you want to give control to.  
Teams sends a notification to that person to let them know you are sharing control. While you are sharing control, they can make selections, edits, and other modifications to the shared screen.
3. To take control back, select **Take back control**.

### *Take control*

To take control while another person is sharing, select **Request control**. The person sharing can then approve or deny your request.

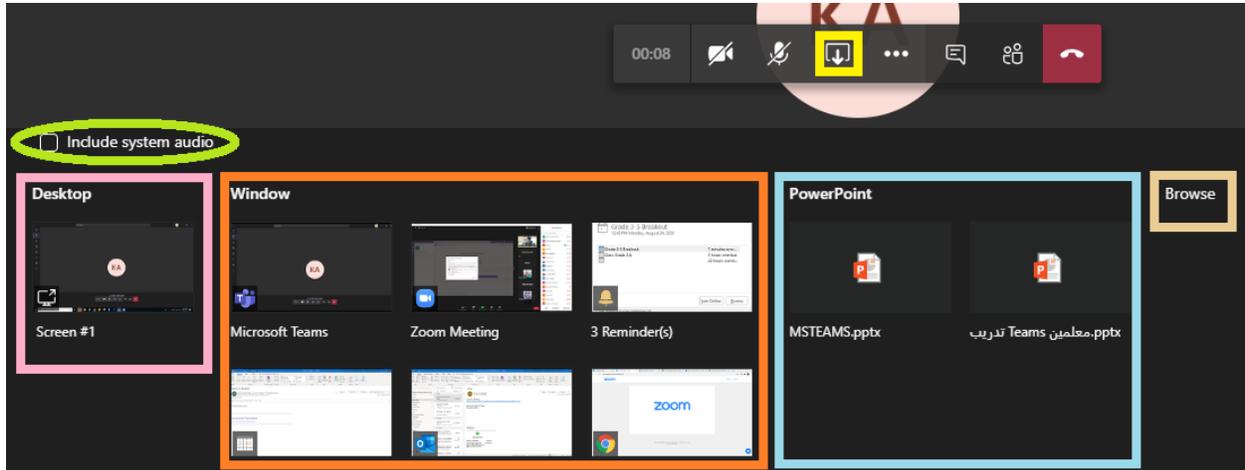
While you have control, you can make selections, edits, and other modifications to the shared screen.

When you are done, select **Release control** to stop sharing control.



## Share Screen

select **Share content**  in your meeting controls. Then, choose to present your entire **desktop**, a **window**, a **PowerPoint file**, or a **whiteboard**.



**Include system audio:** You can use it to play a video or audio clip as part of a presentation

Share your....	If you want to....	Great when....
<b>Desktop</b>	Show your entire screen, including notifications and other desktop activity	You need to seamlessly share multiple windows
<b>Window</b>	Show just one window, and no notifications or other desktop activity	You only need to show one thing and want to keep the rest of your screen to yourself
<b>PowerPoint</b>	Present a PowerPoint file others can interact with	You need to share a presentation and want others to be able to move through it at their own pace
<b>Whiteboard</b>	Collaborate with others in real time	You want to sketch with others and have your notes attached to the meeting

When you are done sharing, go to your meeting controls and select **Stop sharing**.



### *Share PowerPoint slides in a meeting:*

If you choose to share a PowerPoint file in a meeting, participants will get some special capabilities:

They will be able to move around to different slides without interrupting the main presentation.

They can sync their view back to the presenter's view with one click.

1. Select **Share Screen** → In the **PowerPoint** section, select the file you want. Select **Browse** to find a different file.

#### **Notes:**

**1-** The **PowerPoint** section lists the most recent files you've opened or edited in your team SharePoint site or your OneDrive. If you select one of these files to present, all meeting participants will be able to view the slides during the meeting. Their access permissions to the file outside of the meeting won't change.

**2-** If you select **Browse** and choose to present a PowerPoint file that has not been uploaded to Teams before, it will get uploaded as part of the meeting. If you are presenting in a channel meeting, the file is uploaded to the **Files** tab in the channel, where all team members will have access to it. If you're presenting in a private meeting, the file is uploaded to your OneDrive, where only the meeting participants will be able to access it.

**Note:** If you do not want people to be able to independently navigate through a PowerPoint file you are sharing, select  (it's next to **Stop presenting**) to prevent it.



## New meeting Experience feature

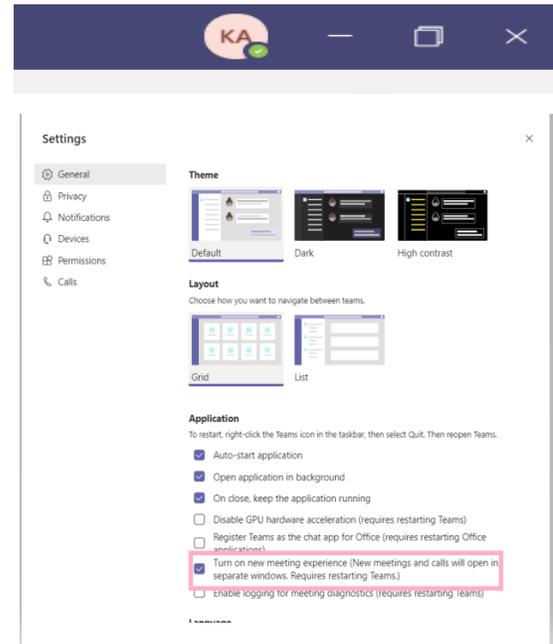
This feature has to be manually enabled by the teacher to have more features added to the toolbar during a meeting. It will provide you with participants screens shown in larger grids and a classroom experience (Together mode).

To enable it, click on your name in teams:

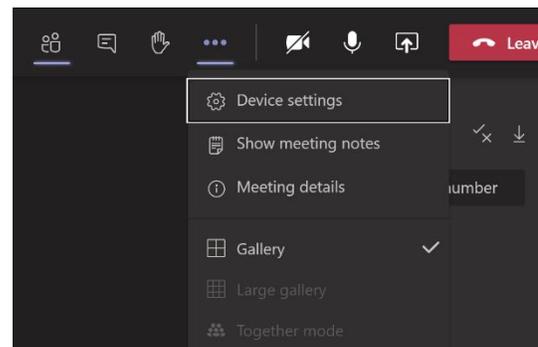
Tap on the name icon, and select **settings** from the menu, then you will view this pop-up window.

Enable the option “Turn on new meeting experience ...”

Then **restart** your teams.

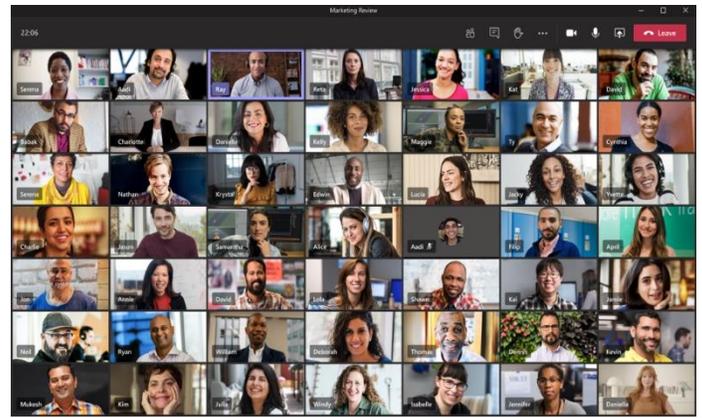


When you start a meeting later, click on **⋮** and you will see three more options appeared in this toolbar:





Gallery



Large Gallery



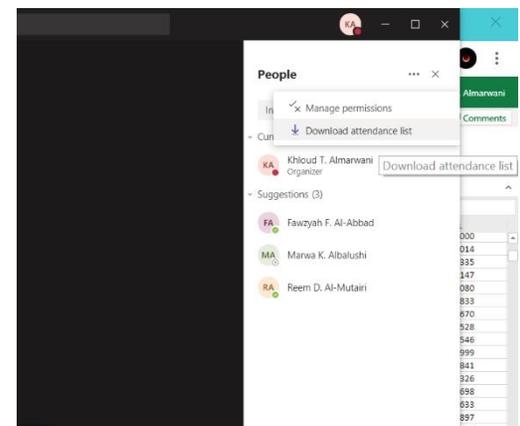
Together Mode

## Track attendance

Teams provide you with ability to download a list of student's attendances for a meeting. the list will be detailed to show you the student's name and the status of his attendance with timestamps. Click on "Download Attendance List"

### Remember!

Only the **organizer** "The teacher who initiate the meeting first" will be able to view this list.

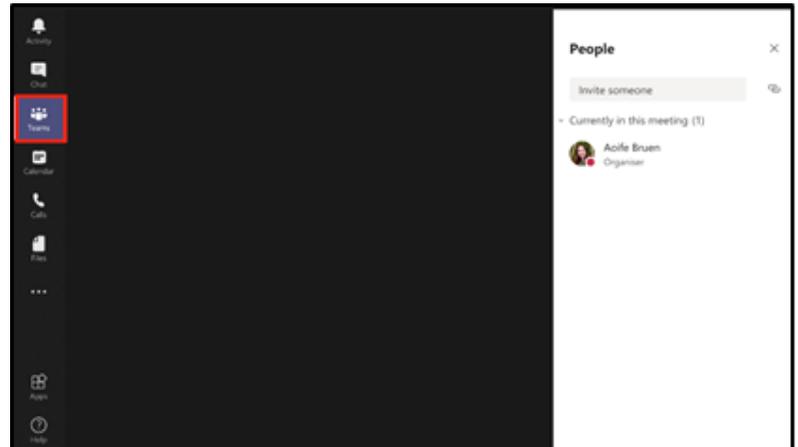




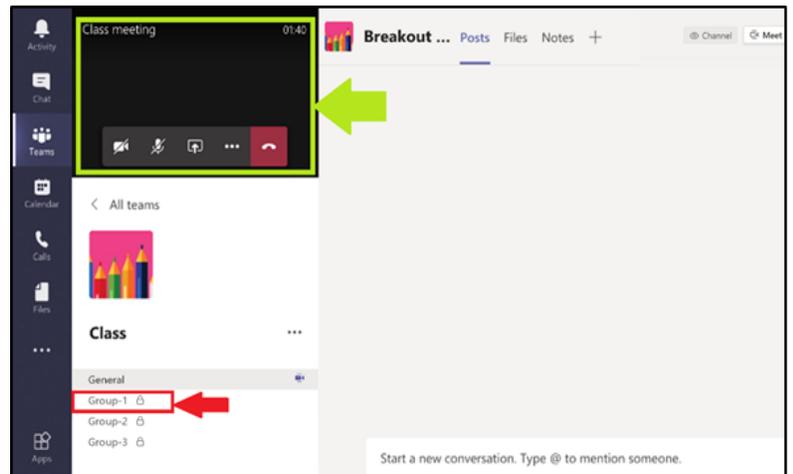
## Breakout Rooms

When you are ready to start the breakout rooms and have provided instructions on breakout room activities, inform students of which break out group (Channel) they should join.

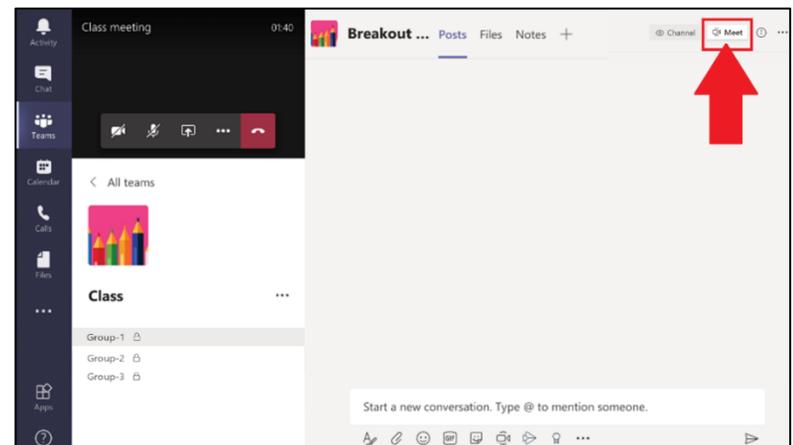
Then select 'Teams' on the left navigation menu.



Select your Group 1 channel. You will still be present in the main meeting, which will appear in the top left corner of the Teams window.

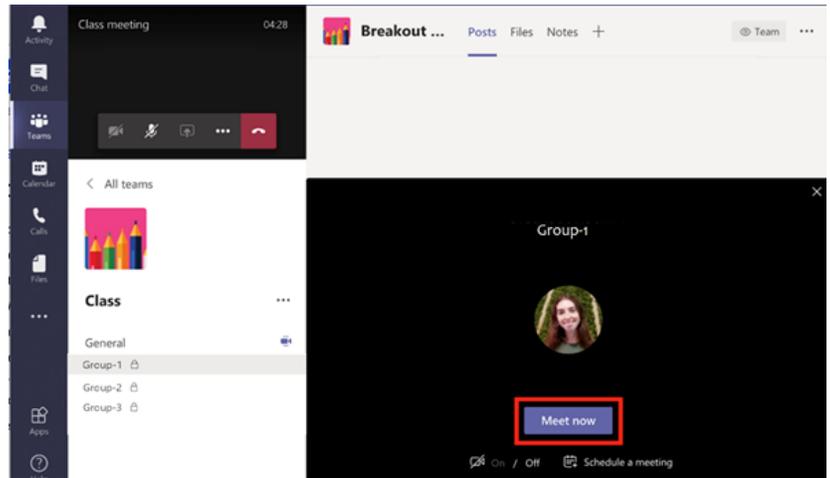


Select the 'Meet Now' icon on the bottom menu.





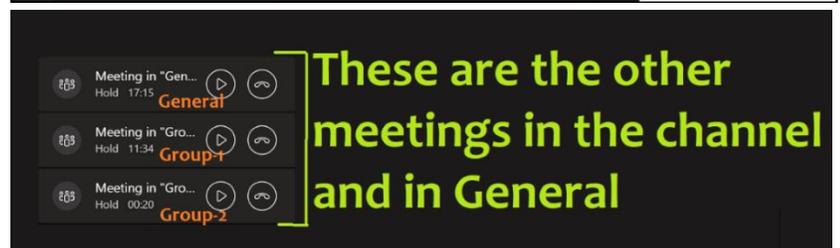
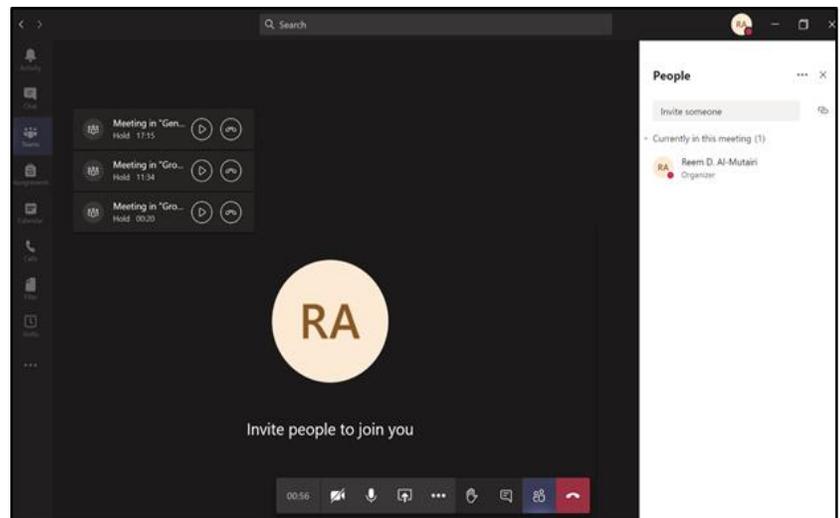
Select 'Meet now'. You will enter the Group-1 and be placed 'on hold' in the main meeting.



Repeat steps (1 to 4) to create additional breakout rooms in Group-2 and Group-3.

To re-enter the main meeting or another breakout meeting, select the play

icon  from the box in the top left of the screen. Select the phone icon  to end the breakout room meeting and bring students back into the main meeting.



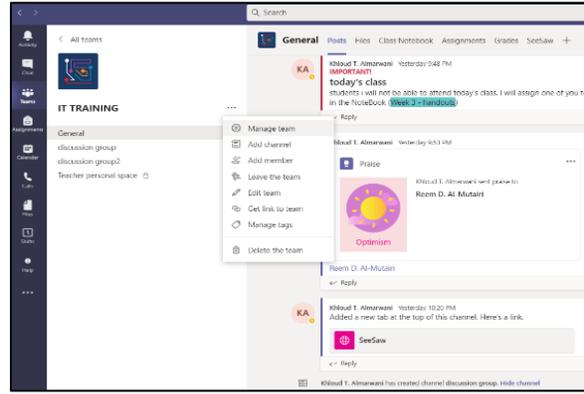
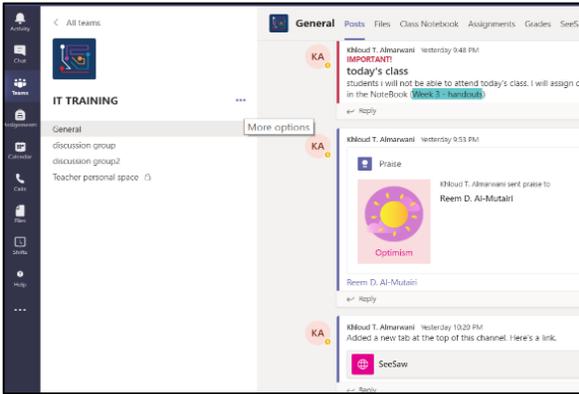


# Teams Best Practices

## Manage your Channels

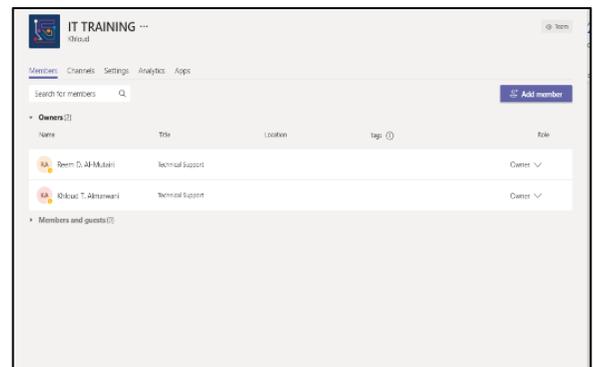
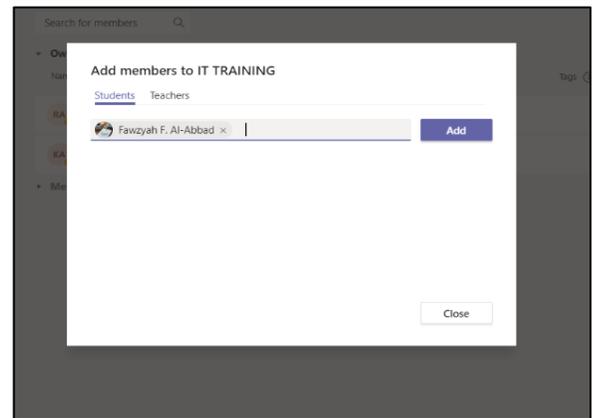
As an owner of the team you can manage your team's restrictions based on your needs. You will find the **Manage Team** all possible settings to control and moderate your team.

To get to the manage team, click on the three dots next your channel name and choose from the drop-down list **manage team**:



## Add Member

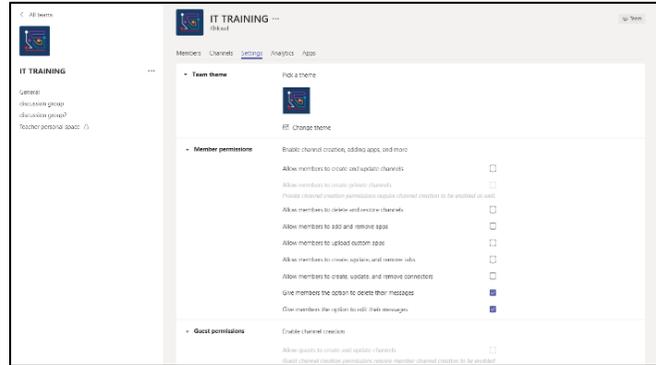
In manage team – add member – search name and click on add then Close.





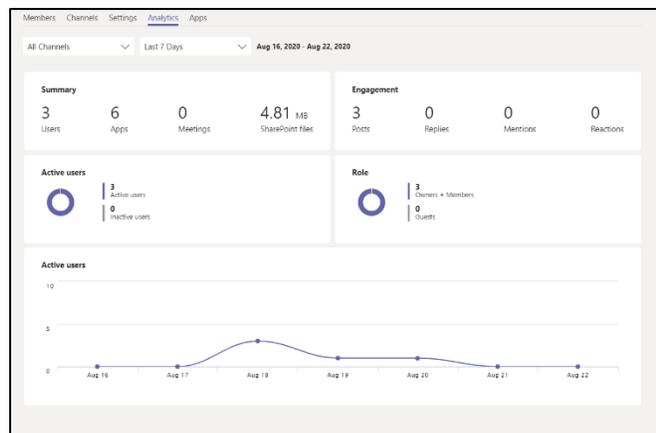
## Manage Permissions

In this page you will find all the permissions related to the students' actions inside of a team. you can decide if they want them to add/delete/modify channels, their participation status, modification for teams, and more.



## Analytics

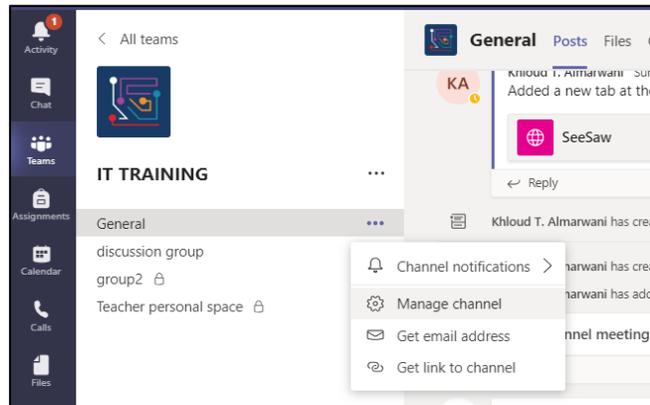
This section is useful for the teacher to monitor the students' activity inside the team by reviewing automated statics and charts of their activities and engagement in the team based on different categories.



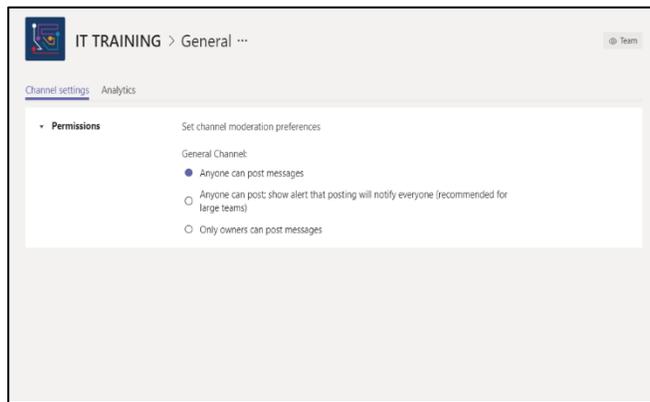


You can remove the permission from your student to not be able to post in the channel. This will help you to moderate and manage your class better. Students will not be able to participate in posting again until you allow them again to participate. To do so, do the following:

In the **General** channel, select the three dots and select **Manage Team**



**Permissions** page will appear in the right. You have three options:

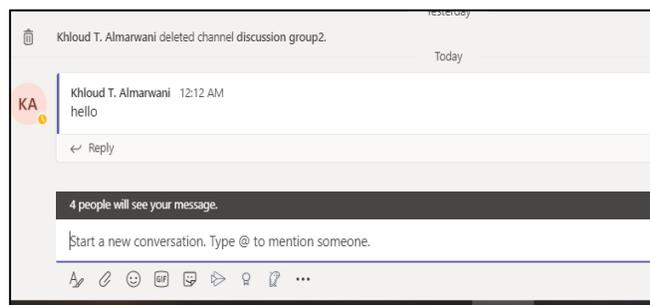


### 1. **Anyone Can Post Messages:**

Teachers and students can participate by sharing conversations and files.

### 2. **Anyone can post; show alert that posting will notify everyone (recommended for large teams):**

Will show you and anyone trying to post a little pop-up notification a count for all the channel's members and owners' number that will view your message.



### 3. **Only Owners can Post Messages:**

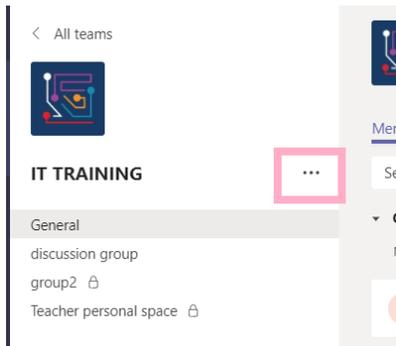
Students are not allowed to participate in the channel until the teacher change the permission again to allow them to allow to share.



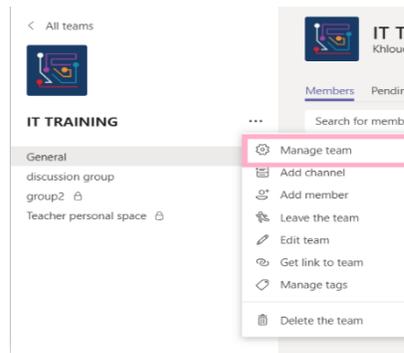
This can as well apply to meetings in Teams. If you want to strict your students from chatting in the meeting chat box or the general channel you can switch the above permissions. Once you are finished with your class you can allow them again.

### Meet Now Restriction

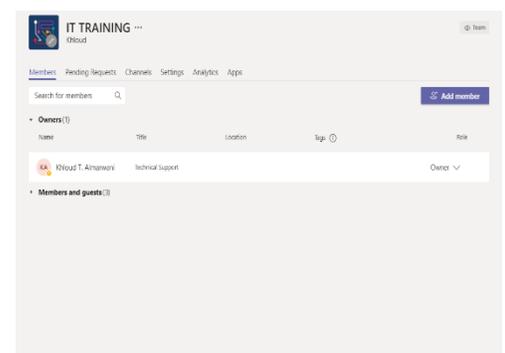
Students by default are allowed to select the “Meet” option at the top of the channel page and start a meeting. You can restrict your student from this option so that only you will be able to start a “Meet Now” and student will be able to only join the meeting but not initiating it. This can be done in the following manner:



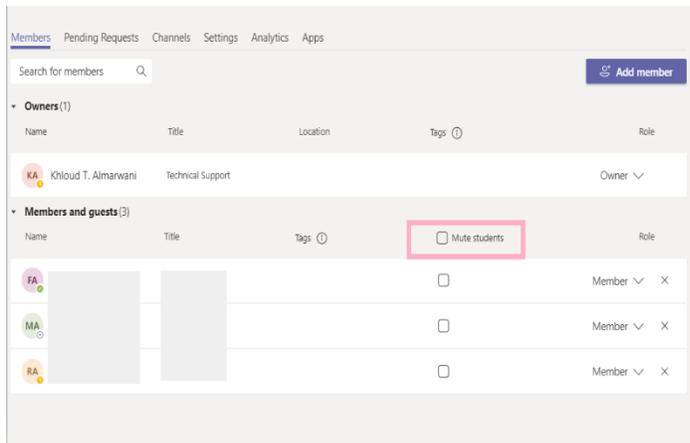
Click on the three dots next to the team name



Select Manage Team



Click on Members and Guests



Select the option **Mute Students**



## Manage Permissions inside of the meeting

While you are in the meeting, you can manage permissions of students' statuses inside the meeting. you can make all students Attendees and by doing so they cannot *remove*, and *mute* other students or the teacher. You can make all students attendees, if you want someone to share their screen or present then you make them presenters and then switch them back to attendees. This is how you can do it:

