

Teacher's Guide on MS Teams

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Table of Contents

Teams Roles4
Installing Microsoft Teams5
Dashboard6
Inside of Your Team
Channels13
How to create channels13
Generating channels' emails14
Generating links15
Class Notebook16
Set up your Class Notebook
Multiple Views
Open Class Notebook in full-screen mode17
Collaboration Space, All students can work together, Content Library
How to Add Section or page
Class Notebook Dashboard checklist19
How to Distribute Content:
Distribute a page20
Distribute a page to all students in your class20
Distribute pages to individual students21
Distribute pages to groups of students21
Distribute a section23
Distribute a section group24
Distribute pages from one notebook to another25
Distribute Class Notebook Content Library26
Review Student Work27
Lock the Page:
Manage class`s Notebook:
Assignments
How to create Assignment:
Types of resources:
How to create a Quiz40
Add Sections:41



Add questions:	
A multiple-choice question:	
Text-based questions:	
Rating Question:	
Date Questions:	
Quiz setup section on team:	
Grades	46
View grades:	
Start grading	
Viewing an assignment and Export it:	
Schedule a meeting	
Invite people outside your organization	
Right-click for more options on the meeting:	
Change participant settings for a Teams meeting	
Choose who can bypass the lobby:	51
Let people calling in by phone bypass the lobby	51
Get notified when callers join or leave	
	53
Choose who can present	
Choose who can present Start a Meeting from a chat:	
Choose who can present Start a Meeting from a chat: Start a Meeting with group:	
Choose who can present Start a Meeting from a chat: Start a Meeting with group: <i>To start an instant channel meeting inside Class Teams:</i>	
Choose who can present Start a Meeting from a chat: Start a Meeting with group: <i>To start an instant channel meeting inside Class Teams:</i> <i>Toolbar</i>	
Choose who can present Start a Meeting from a chat: Start a Meeting with group: <i>To start an instant channel meeting inside Class Teams:</i> <i>Toolbar</i> Give and take control of shared content	
Choose who can present Start a Meeting from a chat: Start a Meeting with group: <i>To start an instant channel meeting inside Class Teams:</i> <i>Toolbar</i> Give and take control of shared content <i>Give control</i>	
Choose who can present Start a Meeting from a chat: Start a Meeting with group: <i>To start an instant channel meeting inside Class Teams:</i> <i>Toolbar</i> Give and take control of shared content <i>Give control</i> <i>Take control</i>	
Choose who can present	52 52 53 53 53 54 54 55 55 55 55 55 55
Choose who can present	52 52 53 53 53 54 54 55 55 55 55 55 55 55 55 55
Choose who can present	52 52 53 53 53 54 55 55 55 55 55 55 55 55 55 55 55 55
Choose who can present	52 52 53 53 53 54 55 55 55 55 55 55 55 55 55 55 55 55
Choose who can present	52 52 53 53 53 54 55 55 55 55 55 55 55 55 55 55 55 55
Choose who can present	52 52 53 53 53 54 55 55 55 55 55 55 55 55 55 55 56 57 58 59 60 60 62
Choose who can present	52 52 53 53 53 54 55 55 55 55 55 55 55 55 55 56 57 58 59 60 60 62
Choose who can present	52 52 53 53 53 54 55 55 55 55 55 55 55 55 55 55 55 56 57 58 59 60 60 62 62 62



Manage Permissions	63
Analytics	63
Meet Now Restriction	65
Manage Permissions inside of the meeting	66



Teams Roles

Roles	Permissions
Owners	 Team owner can manage settings for the team. Owners can: 1- Add/remove members 2- Mute and restrict from sharing or chatting 3- Administrative tasks
Members	Members are the students in the team. they can: 1- Participate in the team with other students 2- View/upload/change according to permissions 3- Collaborate with other students
Guests	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.



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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



Save Cancel

ble7 Re

et ios

lownloading!

Android

Just click the installer to finish up

Microsoft Sign in

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

de Fold



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.



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Cals					
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	Teachers	II HOUSING	DAS TECHNICAL TEAM		
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Ê	e,	Crade 3-5 English Teachers > General Video Play		Start a new conversation. Type @ to mention someone.	
0	A	Email Connector 8/77			⊳



 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. Wither you have scheduled it, or it was scheduled with you.

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	ti)	Today < > August 2	020 V				🕀 Work week 🗠
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	9 PM						
	10 PM			Erreukout Erretiaa Ahmad Risat 🛛 🖀			
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 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

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Activity	Files	(Rec	ent		
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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.



Khloud T. Almarwani 8:52 PM reply to this post here 🙄

Start a new conversation. Type ⊕ to mention s

KA Khloud T. Almarwani 8:53 PM share Gifs. stickers, attachment. links

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 <u>message</u> or <u>announcement</u> 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

🖉 New conversation 🗸 Everyone can reply 🗸 🔁 Post in multiple channels										
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	≞ ⊞ !									
Add a subject										
Start a new conversation. Type @ to mention someone.										
	⊳									

A	Khloud T. Almanvani 942 PM	\$
0	Quiz on Monday	
	students, there will be quiz on Monday next week. please study from the material listed in the class NoteBook only	
	e/ Reply	
	Start a new conversation. Type @ to mention someone.	
		₽

(A	KHoud T.Amunual S48 PM IMPORTANT today's class subuents i will not be able to attend today's class. I will assign one of you to be the leader today to work together on the handouts distributed in the NoteBook (Week 3-handout)	0
	€ Reply	
	Start a new conversation. Type @ to mention someone.	
		>

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_		_	_	_			_			_		_	_	_	_	_	-				

Khloud T. Almanwani 9:53	PM		
Praise			
Optimism	shloud T. Almanvani sent praise to Reem D. Al-Mutairi		
Reem D. Al-Mutairi			
← Reply			
Start a new conversatio	n. Type @ to mention someone.		
A/ ℓ O @ ₽	⊗ Ω Ω …		₽
	Praise	"D'Forus III II III	



Files tab: in this place you will find d 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.

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Actiony	< All teams	General Posts Files Class Notebook Assig	prments Grades +		$e^{H} \bigcirc \oplus \ \operatorname{Meet} \ \lor \\$
		+ New ~ ₹ Upload ~ Q Sync % Cepy1	nk ± Download	Add cloud storage 🔹 Ø Open in Sharel kint	\equiv All Documents $ \sim $
٠		General			^
8	IT TRAINING	□ Name ~	Modified \sim	Modified By \sim	
	General	Class Materials		Khioud T. Almarwani	
Conter		Intro to Agendadoox	About an hour ago	Khioud T. Almawani	
2		Prubric docx	About an hour ago	Rhaud T. Almarweni	
-		*umbir_3b3a99b0bca03b716a4ab8143aa23	About an hour ago	Khioud T. Almarwani	
U		Web sessions.ppts	5 days ago	Khlaud T. Almarwani	
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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

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.	< All teams	General Posts Files Class Notebook	Assignments Grades +	v ² ⊡ ² v
Case States Case Case Case Case Case Case Case Ca	Central	How V T Labor V Q Synce On Co Folder How V T Labor V West sensing gets	yy Ini ≟ Dawlood + Ald calud kenge € Cpen in bainfrier Kudfel - solatelig - Blood A Annual About in hour ago Kitod 1. Ainmann About in hour ago Kitod 1. Ainmann Sings ago Kitod I. Ainmann Sings ago Kitod I. Ainmann	i AlDanveti ∨
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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.

General Posts Files Class Notebook Assignments Grades +	_k ⁷ ∂ @ Meet
Upcoming 🖓	
> Drafts	
V Assigned (1)	
TOY STORY QUIZI Due August 19, 2020 11:59 PM	0/0 turned in 0 reviewed
> Graded	
Create	

 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 <u>add tab</u> 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.

Activity Chat	< All teams	IT TRAINING ··· Khloud Members Channels Settings <u>Analys</u>
inens A	IT TRAINING	··· All Channels V Last 7 I
Assignments	General	0
•	discussion group	A00 TO /
Calendar	discussion group2	
Colle	Teacher personal space 🛆	
Files		Manage channel
		Get email address
Shifts		Get link to channel
•		Edit this channel
neip		Delete this channel

	Get email address	
_	See advanced settings for more options.	
\rightarrow	discussion group2 - IT TRAINING <96c3d27b.das.sch.sa@emea.teams.ms>	
	Close Copy	
	4	

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:

<u></u> し つ C	ン ↑ ↓ 8	* ÷	dasse	es tomorrow - M	essage (HTML)				×
File Me	ssage Insert	Draw 0	Options	Format Text	Review Help	Q	Tell me	e what you wa	nt to do
Paste	Arial Nova Light B I U	- 11 - 1 - E - ₫ ₫ E = E > •	A* A* ≣ ≪ A⊘	Address Rock Names	 Attach File ~ Attach Item ~ Signature ~ 	₽ ~ ! ↓	Dictate	View Templates	
Clipboard 🖾	Ba	sic Text	ß	Names	Include	Tags 🕠	Voice	My Templates	^
\triangleright	From 🗸								
Send	To	discussion grou <61393921.das.	p2 - IT TR .sch.sa@e	AINING <96c3d27	b.das.sch.sa@emea.te	ams.ms>	General - H	Khloud Team	
	Cc								
	Subject	classes tomorro	w						
Subject classes tomorrow Dear students, For health reasons I cannot conduct my classes tomorrow. So please during the class time tomorrow perform the following: Computer Science classes: Section 1: Reem leader, take attendance and work on the handouts. Section 2: Fawzyah leader, take attendance and work on the handouts. Section 2:									



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



Get a link to the channel		
https://teams.microsoft.com/l/chan	nel/19%3a1a3eda0c381048ffa9bc0514d402e34	44
	Cancel Copy	



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





Multiple Views

You can open in browser or open in app

Seneral	Posts Files	Class Notebook	Assignments	Grades 2 mo	re ᠢ 🗸 +
File Home	Insert	$_{\text{Draw}}$ 1 $_{\text{View}}$	Help Clas	s Notebook	Open in browser

Open Class Notebook in full-screen mode

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

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File	Home	Insert	Draw	View	Help	Class	Noteboo	ık ı	Open i	n browser	~			
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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.

File Home Insert	Draw View Help	Class Notebook Open in browser V
∽ 🕆 Segoe UI	✓ 18 ✓ B I U	<u> </u>
Grade 6-12 Englis	h Teachers Notebook	▲ Welcome to Class Notebook
Welcome	Welcome to Class Notebook	
> _Collaboration Space	FAQ: Class Notebook in Mi	
> _Content Library		Your OneNote Class Notebook is a digital notebook fc
> _Teacher Only		handwritten notes, attachments, links, voice, video, an
> ABDULRAHMAN A. SH		Each notebook is organized into three parts:
> AHMAD M. ABU-QUD		1. Student Notebooks – A private space shared between the teac
> Ahmed A. Zarraq		 Content Library – A read-only space where teachers can share
> AHMED ABDEL ATTY I		3. Collaboration Space – A space where everyone in your class c
> Ahmed Bux		
+ Section	+ Page	۲ ۲



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	\rightarrow	click +	Page	\rightarrow	Name	the
	Page:	Teacher m	iessage						

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** \rightarrow Name the Page: Essential agreements

- Open Collaboration Space → click + Section → Name the Section: Burning questions
- Then click + Section \rightarrow Name the Section: Students' reflections

Then click + Section \rightarrow Name the Section: Entry-exit card Then click + Section \rightarrow Name the Section: Students' surveys

- Open Content Library → click + Section → Name the Section: Books
- Then click + Section \rightarrow Name the Section: Books
- Then click + Section → Name the Section: References
- Then click + Section \rightarrow Name the Section: Resources links
- Then click + Section → Name the Section: Recorded sessions
- Then click + Section \rightarrow Name the Section: Week 1:
- Then click + **Section** → Name the Section: Homework
- Then click + Section → Name the Section: Handouts
- Then click + Section \rightarrow Name the Section: Assessments
- Then click + Section \rightarrow Name the Section: Week 2:
- Then click + Section \rightarrow Name the Section: Homework
- Then click + Section \rightarrow Name the Section: Handouts

Checklist for TEAMS dashboard	لائحة تفقدية للوحة التصفح على تيمز				
WELCOME	تر حيب WELCOME				
• Teacher's message including	 رسالة المعلمين تتضمن 				
office hours	الساعات المكتبية				
• Curriculum guide (for PYP)	 كتيب المنهاج (للمرحلة الابتدائية) 				
Course Syllabus (Middle and	 وصف المساق (للمرحلة المتوسطة 				
Secondary)	والتانوية)				
 Stationary (for PYP) 	 الفرطاسية (للمرحلة الابتدائية) 				
Orientation PowerPoint	 عرض الباور بوينت لحصص التوجيه 				
 Essential agreements 	 الإنقافات الإساسية 				
COLLABORATION SPACE	مساحة التعاون COLLABORATION				
Burning questions	SPACE				
 Students' reflections 	 الاسئلة الحارقة 				
 Entry-exit cards 	 تأملات الطلاب 				
 Students' surveys 	 أنشطة بداية ونهاية الحصة 				
	 استبانات الطلاب 				
CONTENT LIBRARY	مكتبة المحتوى CONTENT LIBRARY				
 Books 	• الكتب				
References	 المراجع 				
 Resources links 	 روابط المصادر 				
 Recorded sessions 	 الحصص المسجلة 				
STUDENT	الطالب STUDENT				
Week 1:	 الأسبوع 1: 				
✓ Homework	√ الواجبات				
✓ Handouts	√ اوراق العمل				
✓ Assessments	√ التقيمات				
• Week 2:	 الاسبوع 1: 				
✓ Homework	√ الواجبات كما باتر الم				
✓ Handouts	لا اوراق العمل √ الثقرمان				
✓ Assessments	م الاستماع 2 مفكرا				
 Week 3 and so on 	• الإسبوع و محد				



Then click + Section \rightarrow Name the Section: Assessments Then click + Section \rightarrow Name the Section: Week 3: Then click + Section \rightarrow Name the Section: Homework Then click + Section \rightarrow Name the Section: Handouts Then click + Section \rightarrow Name the Section: Assessments

How to Distribute Content: Distribute a page

Distribute a page to all students in your class

- 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.



 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 Page	×
Select the student section where you want to distribute Problem of the week	C
Class Notes	
Handouts	
Homework	
Quizzes	
Test	
Tip: For best results, make sure your Notebook is synced. Don't show again.	
Distribute	



Distribute pages to individual students

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

Individual Distribution \times							
 Choose the student section where you want to distribute Quiz 1. 							
Homework							
Labs							
I 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.

- Select the Class Notebook tab → Distribute Page →
 Group Distribution.
- 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							



- 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**.

Group Distribution ×							
Select the students to whom you want to distribute Quiz 1.							
Audio Learners	>						
Visual Learners	>						
+ New group							
Next 1 group select	cted						
View distributed pages							

Individual Distribution ×							
 Choose the student section where you want to distribute Quiz 1. 							
Homework							
II Labs							
II Quizzes							
Labs							
✓ Week 1							
📕 Unit 1							
Distribute							

7. Select Distribute.



Distribute a section

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 New Section × Name the new section you want to distribute to each student						
New	Section					
I.	Labs					
Location Details ^ Student section groups						
iii	Unit 1					
Unit 2						
Distribute						



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.

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

Draw	View	Class Notebook				
<u></u>	Distribute New	Section	Copy			
II.	Distribute New Section					
Distribute New Section Group						

Dist	tribute New Section G.	×
Name want	e the new section group and section to distribute to each student.	ons you
	New section group	
U.	Unit 1	
	New section	
	Week 1	
	New section	
	Week 2	Î
	+ Section	
D	Distribute	



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.

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

 Home
 Insert
 Draw
 View
 Class Notebook

 Distribute Page
 Distribute New Section

 Distribute Page
 Distribute Page

 Cross Notebook Distribution
 Untitled page

 A Individual Distribution
 Distribute







Distribute Class Notebook Content Library

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

Home Class Notebook Insert Draw View Help Distribute Page ☐ Distribute New Section Copy to Content Library Copy to Content Library \times Select the sections you want to copy ()Using the Content Library \checkmark 1 section selected Next Copy to Content Library \times \leftarrow Choose the notebooks where you want to copy the selected sections English 1 - Section b1A Notebook Grade 6-12 English Teachers No... KG- 2 Template Notebook Г Grade 3-5 English Teachers Not... Г **3**-5 Template Team Notebook 📄 Reem Notebook 📑 Imtiaz 6-12 Notebook 📑 Marwa3 Notebook Сору 1 notebook selected



Review Student Work

Select the Class Notebook tab → Review
 Student Work

File	Home	Insert	Draw	View	Help	Class Notebook	Open	in browser 🗸	Q	Tell m
<u>}</u> [Distribute Page	√ →	Distribute	e New Sec	tion v [Copy to Conte	nt Library	Review St	udent	Work

					Re	view Student	Work ×
2.	select the student section you'd l		ike to review then Next For		Sele	Select a section to review.	
	ovamplo: Handouts	, , , , , , , , , , , , , , , , , , ,				Class Notes	
	example. nandouts.						
						Handouts	
						Homework	
3.	Choose a page and s	select Next .				Quizzes	
4.	Choose a student's	name from the l	ist to review th	eir work. Selec	t First	name or Last n	ame 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.
- 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 \rightarrow click **Manage Notebook**

File	Home	Insert	Draw	View	Help	Class Notebook	Open in browser 🗸	
Dis	tribute Pag	e∨≓	Distribute	New Sect	ion v [Copy to Content	Library 🖹 Review Student Work	Manage Notebooks

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.

Man	age Class Note	book		Close
Stude	ent notebook sect	ions	Teacher-Only section group	
I	Class Notes		Enabled	
I	Handouts			
I	Homework			
I	Quizzes		Officied	
+	Add section		Notebook link	
	Save	Cancel	https://dhahranahliyya.sharepoint.co	m Copy



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





	General Posts Files Class Notebook Assignments Grades SeeSaw	+ 2 ² O Q: Meet ~
	New assignment	Discard Save Assign
	Title (required)	
	Enter title	
	Add category Instructions	
	Enter instructions	
	Add resources	
Fill out the information required bellow	Points	
	No points	
to create an assignment:	E Add rubric	
8	Assign to	
	II I RAINING II All s	Iudents 2
	bon change to actuality boact to the class in the future, take	
	Date due Time du	æ
	Tue, Aug 25, 2020 😰 11:	S9 PM
	Assignment will post immediately with late turn-ins allowed. Edit	
	Settings	
	Post assignment notifications to this channel: General Edit	

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.

New assignment			Savad: Aug 24, 1:11 PM	Disca	rd	Save	Assign
Title (required)							
toy story assignment							
Add category Instructions							
In the first film, which characters get lost? please attach the images of the characters.							
Ø Add resources							
Points							
No points							
E Add rubric							
Assign to							
IT TRAINING	9	All students					S
Don't assign to students added to this class in the future. Edit							
Date due		Time due					
Tue, Aug 25, 2020	۲	11:59 PM					۲
Assignment will post immediately with late turn-ins allowed. Edit							
Settings							
Post assignment notifications to this channel: General		Edit					



Types of resources:

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

d category		0.0	OneDrive				×	
ions		OneDrive Class Nationals						
e first film, whic e attach the im	19	Class Notebook	Ľ	Name		Modified		
	®	Link		IT Trainings on Zoom		Aug 18, 2020		
resources	+	New File		IT manuals		Today		
points	868	Teams		Microsoft Teams Chat Files		Aug 17, 2020		
1 rubric				Notebooks		Dec 1, 2019		
to				مرفقات		Mar 8, 2020		
RAINING essian to studer				3-5 CHECKUPxisx		Aug 20, 2020		
				Book 1.xisx		Feb 2, 2020		
e Aug 25. 2020			•	Book 2.xisx		Feb 6, 2020		
ment will post i			•	Book 3.xisx		Feb 18, 2020		
			•	Book 4.xisx		Jun 29, 2020		
5			•	Book.xisx		Dec 9, 2019		
Post assignme			•	Document.docx		Dec 5, 2019		
	6	Upload from this device			Cancel	Attach		

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

			×
-	OneDrive Class Notebook	Web address (required)	
	Link	https://	
	New File	Text to display	
	NewFile	Enter description	
889	Teams		
ß	Upload from this device	Cancel Attach	



OneDrive
 Class Notebook
 Link
 New File
 PowerPoint presentation
 ₹83 Teams
 Excel spreadsheet

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 <u>allow the students to edit</u> 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 <u>only download</u> 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.

New assignment			Saved: Aug 24, 1:11 PM	Discard	Save	Assign
Trile (required)						
toy story assignment						
Add category Instructions						
In the first firm, which characters get lost? please attach the images of the characters.						
by story quiz.docx Sudent ant efft						
Ø Add resources					Students edit	their own co
Points					Students can	t edit 🗸
No points					📫 Open in 3	ANTIC
∉ Add rubric					Open in V	Vord
Assign to					 Opening 	
IT TRAINING	B	All students			Open in v	vord Unine
Don't assign to students added to this class in the future. Edit						1
Bar I.		Par da			â Remove	
uxee doe	-	ime que				
Tue, Aug 25, 2020	8	11:59 PM				

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.

students can tedit	
Add resources	
Points	
5d	
Add 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 <u>excel file.</u>

cters get the chara	Choose a rubric		Ø Upload rubric	+ New rubric	<
		2 2 2 	/		I
		No rubrics available	2		
					I
			Cancel	Next	
cations t	o this channel: General		Curter	Edit	

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

Title				√ Rin	01 M
Drier title (required)					
Decription					
Briter description	click	on the criteria name			
		to change it			
deding offense	boriert.	Geod	10	Porr	1.
D. Prix decription	Triar citada	Parchai	Providera	Prine attacks	
0					
dd description fr	om here				add more criteri from here



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.

tay stary essignment.			
() Add category			
Instructions			
In the first film, which characters get lost please attach the images of the characters.			
toy story quil.docx tuders centrelit			
Ø Add meauron			
Points			
Na points		dill rubric	×
Aurien In			
IT TRAINING	Q.	Al students	2
Don't assign to students added to this class in the future. Edit			
Dute due		Time due	
Tue, Aug 25, 2020	8	11:50 PM	0
Assignment will post immediately with late turn-ins allowed. Bdit			
Settings			
Post assignment notifications to this channel: General		68	
And recourses			
 Add resources 			
Doints			

V Add resources	
Points	
No points	
Assign to	
IT TRAINING	Ð
Don't assign to students added to this class in the future. Edit	
Date due	
Tue, Aug 25, 2020	Ē
Assignment will post immediately with late turn-ins allowed. Edit	
Settings	
Assign to	
IT TRAINING	Ð
IT TRAINING	Ð
IT TRAINING	Q Q
IT TRAINING Type class name Choose a class (required)	Q
IT TRAINING	<u>ل</u>
IT TRAINING Type class name Choose a class (required) G Grade 6-12 English Teachers K KG to Grade 2 English Teachers	Q.
IT TRAINING	Q
IT TRAINING	Q



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"

Don't assign to students added to this class in the future. Edit		
Date due		Time due
Tue, Aug 25, 2020	÷	11:59 PM
Assignment will post immediately with late turn-ins allowed. Edit		
Settings		
Post assignment notifications to this channel: General		Edit
1		

If you want to <u>close the assignment</u> 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.

- х Edit assignment timeline Schedule to assign in the future Post date Post time Tue, Aug 25, 2020 Type or choose a time 0 Due date Due date Due time 11:59 PM 0 Tue, Aug 25, 2020 臣 Close date Close date Close time Tue, Aug 25, 2020 11:59 PM 臣 Assignment posts immediately and is due on Tuesday, August 25 at 11:59 PM. Late turn-ins allowed. Cancel Done
- 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.

 Saved: Aug 24, 9:17 PM	Discard	Save	Assign



⊕ Tram _Q: Mee

Once you assign the assignment to your team. It will appear in the <u>Assignment</u> section.

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

Upcoming 💎	
) Dants	
✓ Asigned(1)	
tay story as gament Our tomorrow at 1000 AM	170 tu
> Graded	
Create	

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

	Room D. Al-Mutairi er Repy		
KA	KNoud T. Almanwari Vederday 1020 PM Added a new tab at the top of this channel. Here's a link.		
	SeeSaw		
8	Khloud T. Almarwani has created channel discussion group. Hide channel	Today	
0° (III	Khloud T. Almanwani has created channel discussion group?. Hide channel Khloud T. Almanwani has acided Rawryah F. Al-Abbad to the team.		
6	New channel meeting ended: 19s		•
	er Reply		
¢.	New channel meeting ended: 30s		KA
	← Reply		
		Last read	
8,	Assignment 0:19 PM toy story assignment Die Aug 25 View assignment		0
	e- Reply		
	Start a new conversation. Type @ to mention someone.		
	\/ C ⊕ ⊎ ₽ > 9 (2 ···		⊳

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.

General Posts Files Class Notebook Assignments Gra	tes SeeSaw +	2 O 5	Meet
		Eport to Sect Return	
To grade (2) Graded (0)		Search students	Q.
Name *	Status +	Feedback	
Al-Abbad, Fawzyah	Ø Not turned In	E	
🗌 🚧 Albalushi, Marwa	 Not turned in 	E	

General Posts Files



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

toy story assignment		2 Address of story
To grade (2) Graded (0)		Search students
Name *	Status +	Feedback
🛛 🕼 Al-Abbad, Favzyah	Not turned in	Q
🛛 🚇 Albalushi, Marea	Not turned in	E

			_
(fack			
oy story assignment	Points No points		
Celementow de labor ven	Rubric.		
enventions either first film, advicht chonactiers get fans ? lease attacht the images of the characters.	🕮 satric		
deexca tradelala			
B) toy story quiz.docs			
salent work Inne			

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

lity story qu'à door.	Case
Word Try-Strip (u.) See Ukind T Amount	C 🔒 Rem D. Mildari 🗸 💚
int town int Low No No No Convex 2::::::::::::::::::::::::::::::::::::	Ramet Web House Acquires and an and an and Web House Acquires and an and Residence Applies 3 Freezes Forthers A
	Nagoins Agture



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.

		ି	Preview	Theme	Share
Questions		Respo	onses		
Science Quiz1					
Enter a description					
- Choice 🔤 Te	xt 🖒 Rating	🖽 Date 🗸]		
			-		

Solard Call Load / Read Image: Call Load Image: Call Load Solard Operations Response Solard Call Image: Call Load Image: Call Load Image: Call Load Image: Call Load Image: Call Load

	Scien	e Quiz1 Saved		
				Preview 10 Theras
Ques	tions			Responses
Science Qi	uiz1			
				·····
+ 🔹 Choice	Test	👌 Reling	Dece 🔝	Likert ()
+ Cloke	Teol	🔄 Rating	Dece	Cheroproved The oproved

Questions	Responses
Section 1	
Section	0
Inter a description	
+ Add new	

Add questions:

Add Sections:







swers. Click on check mark for the correc answers.



Click on the speech bubble to add comments



You can make your question a required question



Biologist Message for

If your question has multiple answers, select this option.



	Meteorologist	∄ ₽ ✓
	double-check your answer!	
	Geologist	
	try again!	
+ Ad	d option	
Poir	ts: 5	Multiple answers Required

Remember! Multiple-choice questions are automatically graded.

Lastly, add points to each question for grading.

Text-based questions:

Science Quiz1 - Saved		,	Khioud T.
	 Preview 	S Theme	Share
Questions	Responses		
Science Quiz1		6	
Enter a description			
+ Choice 🖃 Text 🖒 Rating 🔝 Date	\sim		

Select "Text" option

		D	Î ^	\leftarrow
2.	What insect predator reptile is known for changing colors?			6
	Enter your answer			
	Correct answers: Chameleon ✓ + Add answer			
	Points: 5 Dong answer		Required	
+	Add new			

Type the correct answer if it is a specific answer.



Type question in the bar

				D	Î ^	\downarrow
2.	What	insect p	redator reptile is known for changing colors?			G
	Enter	your ans	wer			
	Points:	5	Long answer		Required	
+	Add n	ew				

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

	D	۱ ۲	\downarrow
3. Question			C
* * * * * *			
Levels: 5 V Symbol: Star V			
Points: 5		Required	
+ Add new			

Type the question in question bar

	$\mathbb{D} \widehat{\mathbb{B}} \land \downarrow$
3. Question	e
* * * * * *	
Levels: 5 \wedge Symbol: Star \vee	
2	
Points: 3	Required ····
+ Add no 4	
✓ 5	
6 -	



Choose the symbol type.



Select the "levels" number of 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 $\ensuremath{\mathsf{M/D}}\xspace/\ensuremath{\mathsf{YYYY}}\xspace$



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



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

43



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.

New assignment			Saved: Aug 25, 903 AM	Discard	Save	Assign
Title (required)						
Science Quiz1						
Add category						
Instructions						
Enter instructions						
Gence Quiz1 (IT TRAINING)						
Points						
5 points possible						
Assign to						
IT TRAINING	9	All students				\$
Don't assign to students added to this class in the future. Edit						
Date due		Time due				
Wed, Aug 26, 2020	Ð	11:59 PM				•
Assignment will post immediately with late turn-ins allowed. Edit						
Settings						
Post assignment notifications to this channel: General		Edit				

General	Posts	Files	Class Notebook	Assignments	Grades	SeeSaw	+
Upcoming 🍸							
> Drafts							
toy story assign Due today at 10	ment 1:00 AM						
Science Quiz1 Due tomorrow a	at 9:00 /	٩M					
> Graded							

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

Next, click on the created Quiz to view it.



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

🕻 Back					Return
Scien Due tomo	ce Quiz1 xrow at 900 AM * Closes tomorrow at 930 AM			0	pen in Forms
To grad	e (3) Graded (0)			Search students	Q
0	Name *	Slatus +	Feedback		/5
I FA	Al-Akbad, Fanzyah	Ø Not turned in	Ð		
RA	Al-Mutairi, Reem	Ø Notturned in	Ð		
- MA	Albaiushi, Menve	Ø Not turned in	E		

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.

 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.

General Posts Files Clas	s Notebook Assignment	ts Grades PowerSchool	3 more ~ +	_κ ^N Õ Õ Meet ∨		
Due before Aug 19 Export to Excel						
	QUIZ	STORY	test quiz	Test2		
Search students Q	Aug 19 · 5 points	Aug 19 + 10 points	Aug 18 · 5 points	Aug 18 · 5 points		
MA Ababetain, Muneerah		10		5		
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.



Close

Start grading

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

- To begin grading, select More options [™] on a cell → Open student work.
- This will open your student's assignment with a Feedback and Points field you can fill in.
- To write comments on the document itself, select Edit Document → then either choose to edit in the desktop app or your web browser.
- Click the arrows next to the student's name to move between student assignments.
- 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.

							Return
Viewing an assignmen Select an assignment's	nt and Export in s square to ope	t: en and view	General Po:	sts Files Cla	iss Notebook As	ssignments	Grades +
it.			Due before Jan 21				
			Q Search students		✓ Quiz Take Home V Quiz Jan 21 · 30 poi	Naves	In-class activity Watch Waves and Friction in Science Jan 13 - 5 points
			Abner, Barney				5
			BA Avila, Bernadir	ne			5
			General Posts Files Clas	ss Notebook Assignme	nts Grades PowerSchool	$3 \text{ more} \sim +$	e ⁷ ℃ ⊕ Me
			Due before Aug 19				😣 Export to
				QUIZ	STORY	test quiz	Test2
			Search students Q	Aug 19 - 5 points	Aug 19 - 10 points	Aug 18 - 5 points	Aug 18 - S points
			MA Ababetain, Muneerah		10		5
			Abdullah, Alaa				
Export all grades in t	his class as a	.csv file by	Abdulrhman, RAJA	5	Turned in	Turned in	Turned in
			Aksit. Dilek		10	Viewed	Turned in
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 How many years of experience? 3

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Alhaiga, Rasha



Schedule a meeting

There are several ways to schedule a meeting in Teams:

- Go to Calendar in on the left side of the app and select New meeting in the top right corner.
- 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.

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











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**.

😇 Calendar				11		12
Today < > August 202	0 ~		vveane	esday		Inursday
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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:

- Once you have started a meeting by selecting Meet now Q

 (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 \rightarrow click on **Meeting Options**



	Schedule a meeting Chat File	es Details	Scheduling Assis	stant	Meeting
× ca	ancel meeting Time zone: (UTC+0	3:00) Kuwait,	Riyadh 🗸 Mee	ting op	tions
Ø	Schedule a meeting				
0¢	KA Khloud T. Almarwani ×				
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Who	can bypass the lobby?	People in r	ny organization		~
Alwa	ays let callers bypass the lobby			No	
Who	o can present?	Everyone		163	~
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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
Only me	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.
People in my organization	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.
People in my organization and trusted organizations	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.
Everyone	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
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	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 \rightarrow click **New chat** \square 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 massage area so the **Video call** and **Audio call** will appear on top right corner \rightarrow Then click **Video call** or **Audio call** to start a call.





Start a Meeting with group:

Go to your **Chat** list \rightarrow click **New chat** $\square \rightarrow$ 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

Q Search	RĄ	—	٥	×
To: Enter name, email, group	or tag		($\overline{}$
Q Search	RĄ	_	٥	×
Group name:	Give it a name			
To: Enter name, email or tag	Add the people (Type the names)			~

To start an instant channel meeting inside Class Teams:

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

General	Posts	Files	Class Notebook	Assignments	Grades	+	⊚ Team	Meet ∨	î	•••
						Ű	Meet now			
Reem	D. Al-Mu	ari 8/	18 8:28 AM			÷	Schedule a	a meeting		

 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 <u>you personally</u>. This <u>does not end the meeting for everyone</u>.

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**.

			00:08	×	E 8 🔶	
Desktop	Window 		Carlo 2.5 Braker Carlo 2.5 Braker Braker Carlos 2.5 Braker Carlos 2.5 Braker Stationer Statio	PowerPoint	a i	Browse
Screen #1	Microsoft Teams	Zoom Meeting	3 Reminder(s)	MSTEAMS.pptx	pptx، معلمین Teams، تدریب	

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
Desktop	Show your entire screen, including notifications and other desktop activity	You need to seamlessly share multiple windows
Window	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
PowerPoint	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
Whiteboard	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.

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 in 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.



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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 dropdown list <u>manage team</u>:



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.

< All teams	IT TRAINING -			\$ 500
200	Members Channels Settings A	nalytics Apps		
IT TRAINING	* Team theme	Pick a theme		
General discussion group discussion group?		<u>I</u>		
Teacher personal space ()		ET Change theme		
	Member permissions	Brable channel creation, adding apps, and more		
		Allow mombers to create and update channels		
		Allow members to create private channels Private channel creation permitations require channel creation to be enabled as s		
		Allow members to delete and restore channels	0	
		Allow members to add and remove apps	0	
		Allow members to upload custom apps		
		Allow members to create, update, and remove tabs	0	
		Allow members to create, update, and remove connectors	0	
		Give members the option to delete their messages		
		Over members the option to solit their messages	8	
	 Guest permissions 	Drable channel creation		
	_	Allow guests to create and update channels Guest channel creation permissions require member channel creation to be end		

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.

Members Channels All Channels	Settings A	nalytics Apps	Aug 16, 2020 - Aug 22, 3	2020			
Summary 3 Users	6 Apps	0 Meetings	4.81 MB SharePoint files	Engagemen 3 Posts	t O Replies	0 Mentions	0 Reactions
Active users	3 Active users 0 Inactive users			Role	3 Owners + Members 0 Guests		
Active users							
		./		•	•	•	•
Aug	16	Aug 17	Aug 16 Au	0 19	Aug 20	Aug 21	Aug 22



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:

-1

	Activity	< All teams		🔙 General	Posts Files C
In the General channel, select the three dots and select Manage Team	Chat			KA Addec	a new tab at the SeeSaw
	Teams	IT TRAINING		← Rep	bly
	Assignments	General	•••	문 Khloud T.	Almarwani has crea
	Calendar	discussion group	Û	Channel notifications	> narwani has crea
	و	Teacher personal space	e A 🔅	Manage channel	harwani has add
	Calls			Get email address	nnel meeting
	Files		Q	Get link to channel	
		T TRAINING > General			⊚ Team
Permission page will appear in the right. You	v Permise	gs Analytics	orderation proferences		_
have three options:		General Chan Anyone o Anyone o	nel: ian post messages ian post; show alert that posting will no	tify everyone (recommended for	
		O Only own	ms) hers can post messages		

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.

Î	Khloud T. Almarwani deleted channel discussion group2.
	Today
KA	Khloud T. Almarwani 12:12 AM hello
	← Reply
	4 people will see your message.
	Start a new conversation. Type @ to mention someone.
	Ag Ø ☺ ☞ ☞ ▷ ♀ ∅ …

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:

