



Microsoft Teams for Education

Quick Start guide for educators



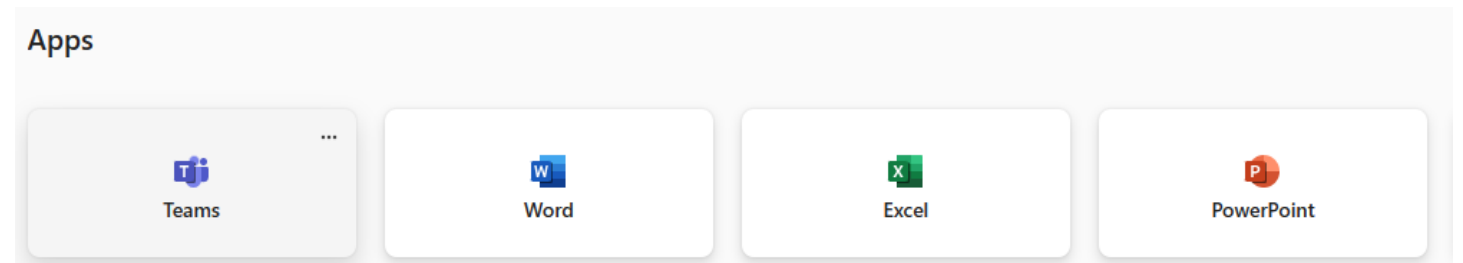
Get started

How to sign in, create a class, and add students to your class

Sign in to Teams


1. Go to Microsoft365.com on your web browser and sign in with your school email and password.
2. Select the **Teams** app.

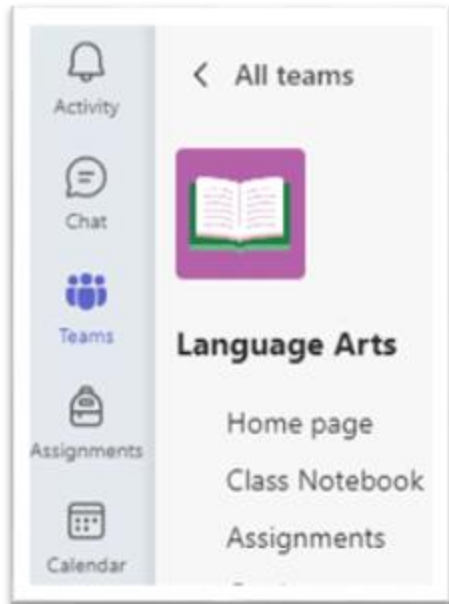
Note: Teams for Education is part of Microsoft 365 Education. Students and educators at eligible institutions can sign up for Microsoft 365 Education for free.



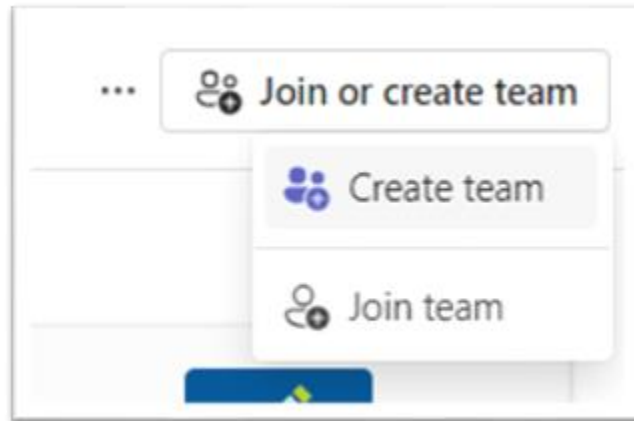
Create a class team

You may already have classes set up for you by your IT administrator. If so, [get more help here](#). If not, follow the directions below to create one.

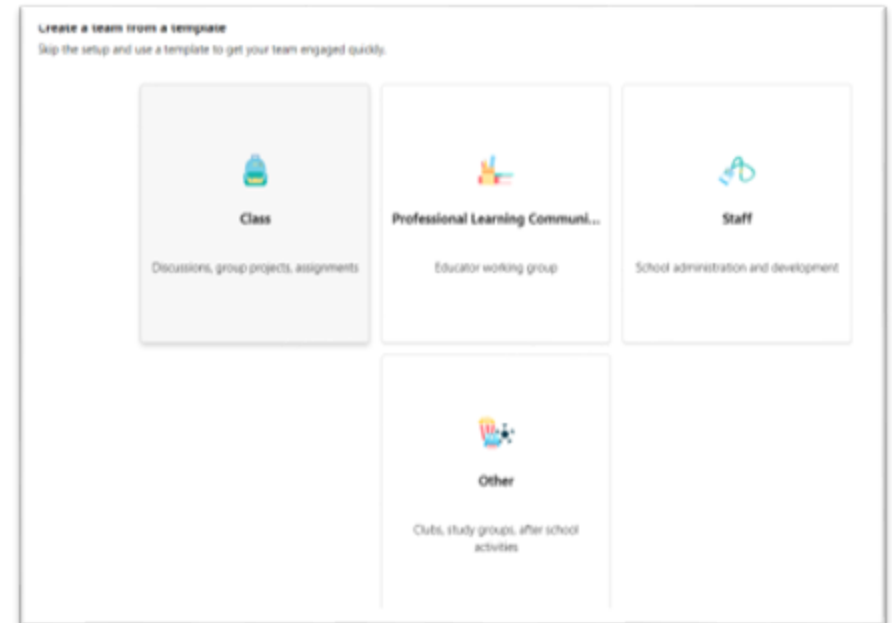
1. Navigate to **Teams**  in the app bar.



2. Choose **Join or create team**. Then select **Create team**.



3. Select the option for **Class**.

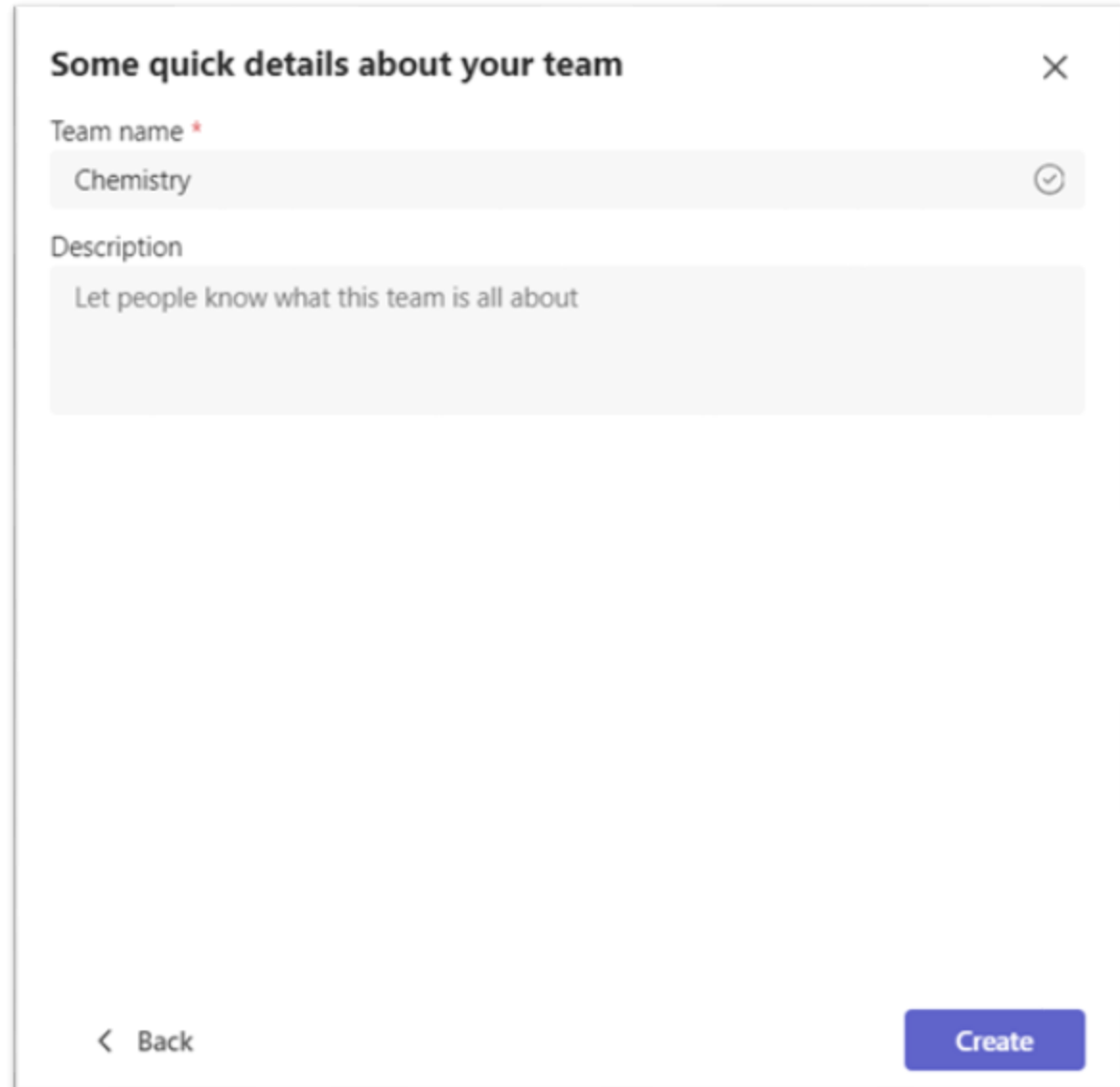


Create a class team (continued)

4. Fill out a **Team name**. This will normally be the name of your class.

Adding a description is optional.

Choose the **Create** button when complete.



The screenshot shows a dialog box titled "Some quick details about your team" with a close button (X) in the top right corner. The dialog contains two input fields: "Team name" and "Description". The "Team name" field is required, indicated by a red asterisk, and contains the text "Chemistry" with a checkmark icon on the right. The "Description" field is optional and contains the placeholder text "Let people know what this team is all about". At the bottom left, there is a "Back" button with a left-pointing arrow. At the bottom right, there is a blue "Create" button.

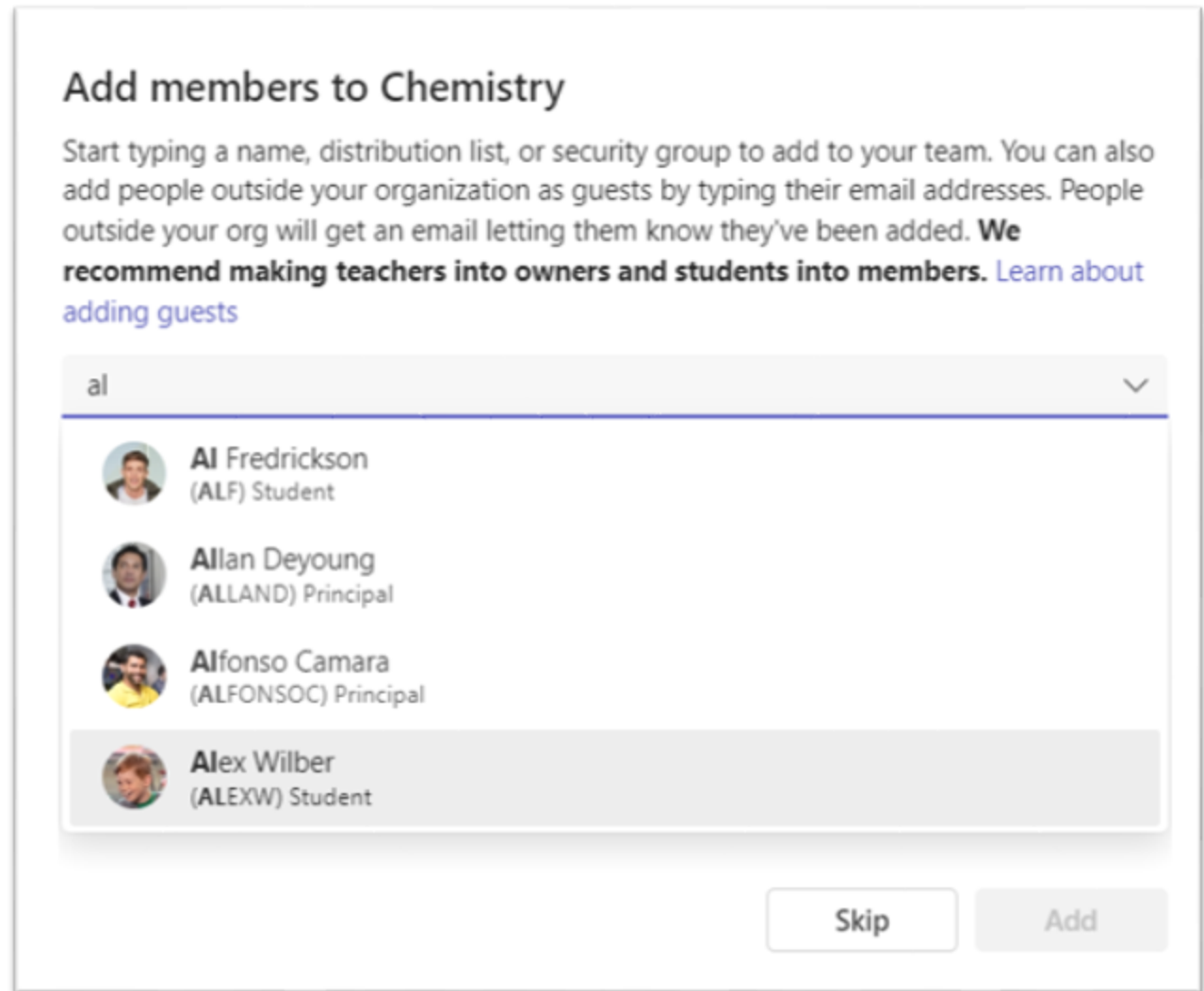
Add students (optional)

1. Enter student names and select **Add**.
If your school has already created class groups, ask your IT Admin for the name of your class group.
2. Select **Close** when you are finished.

Note: To add co-teachers to this class team, choose the **Teachers** tab and enter names.

You can add students later if you prefer to skip this step for now and set your class up first.

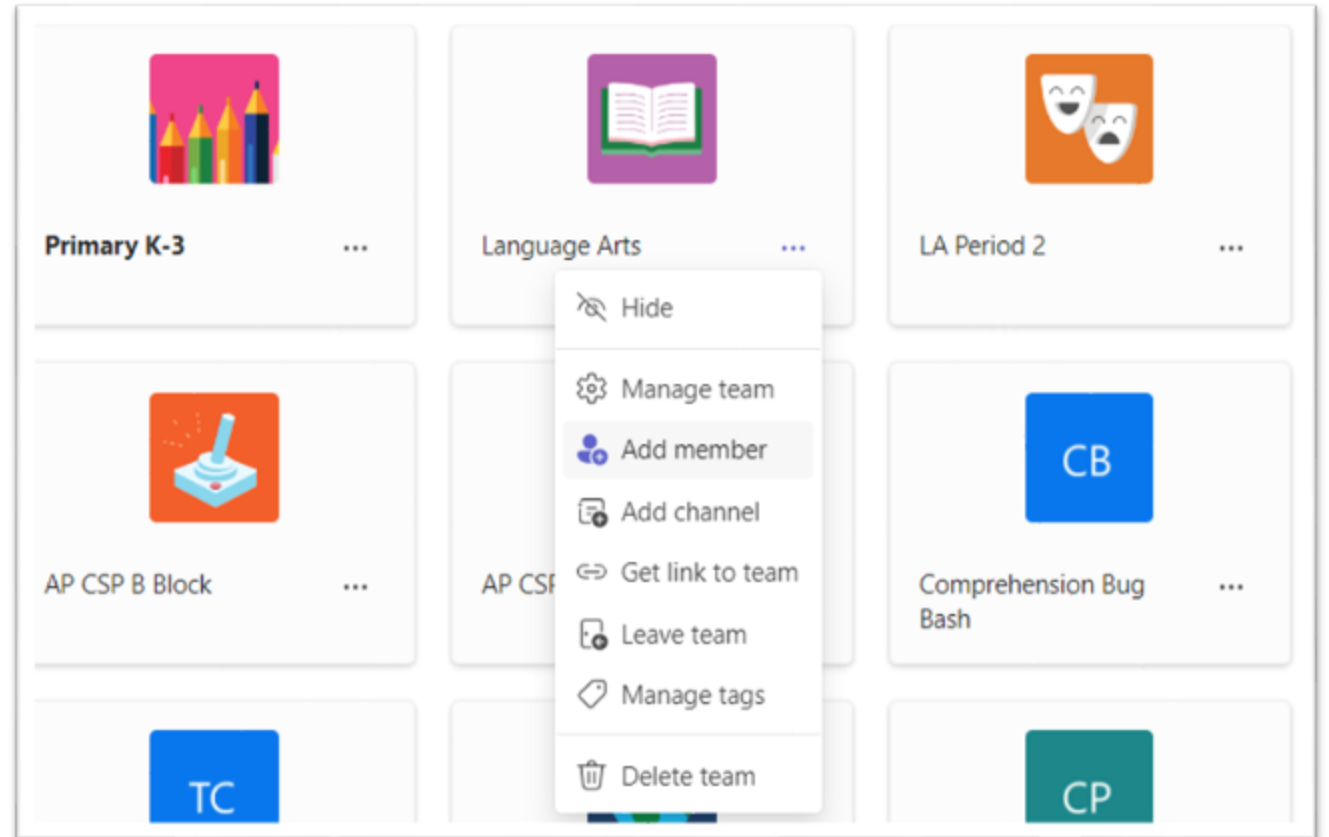
[Learn more about adding students and teachers to a class team.](#)



Add students (continued)

In order to add students to your team later, navigate to the team you'd like to add a student to, then select **More options** next to your class team.

1. Select **Add member** and follow the steps.
2. Select **Manage team** to view **Settings** and a full list of class members.



Get organized

Find and organize conversations, files, assignments, and notes in your class teams

Channels

Choose the tile for your class team to see your channels.

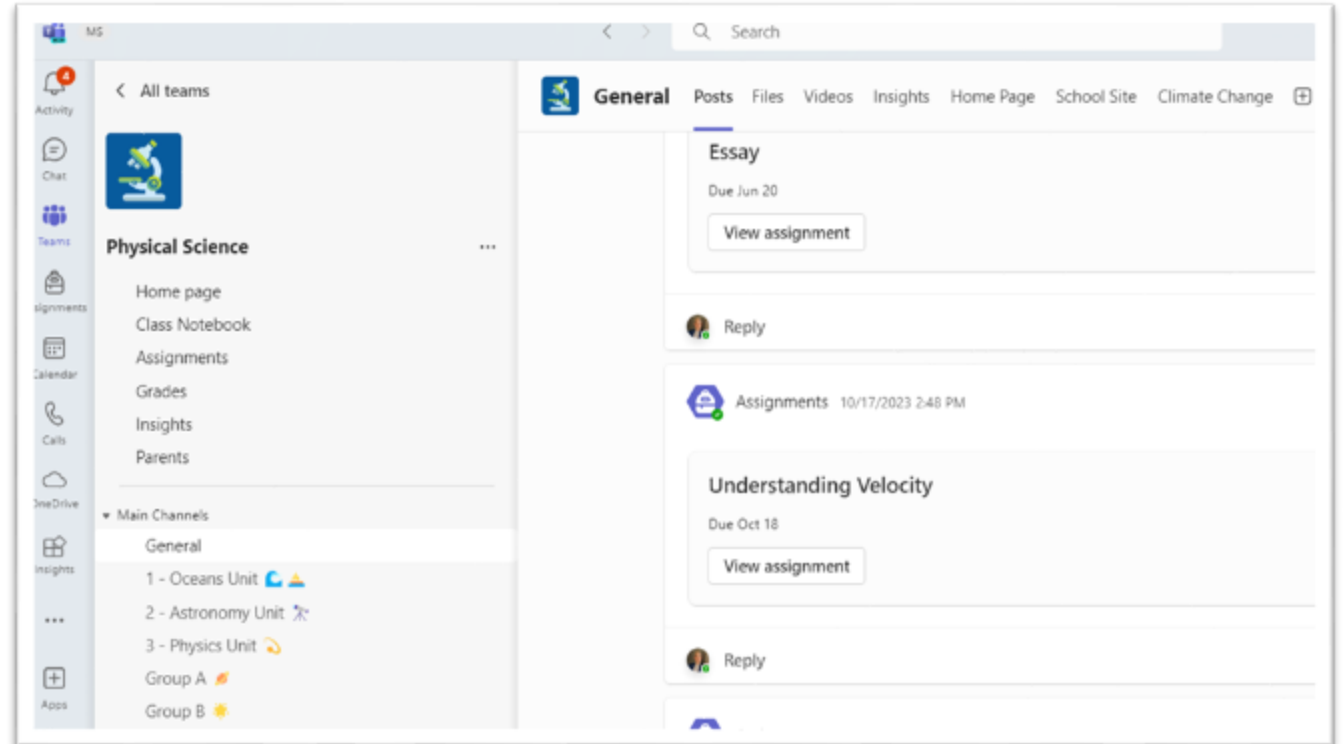
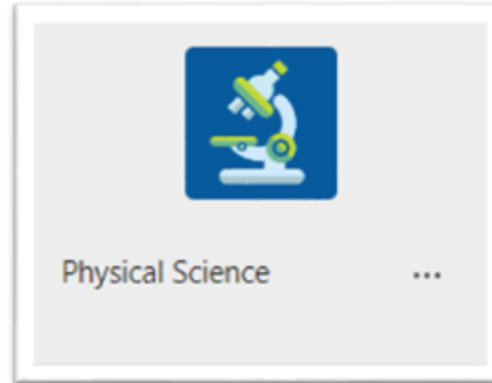
Every class team comes with a **General** channel.

Channels organize all the files, conversations, and apps for a topic in one place. Channels can be created for group work, topics, units, and more.

Every channel has tabs. The General channel has these tabs.

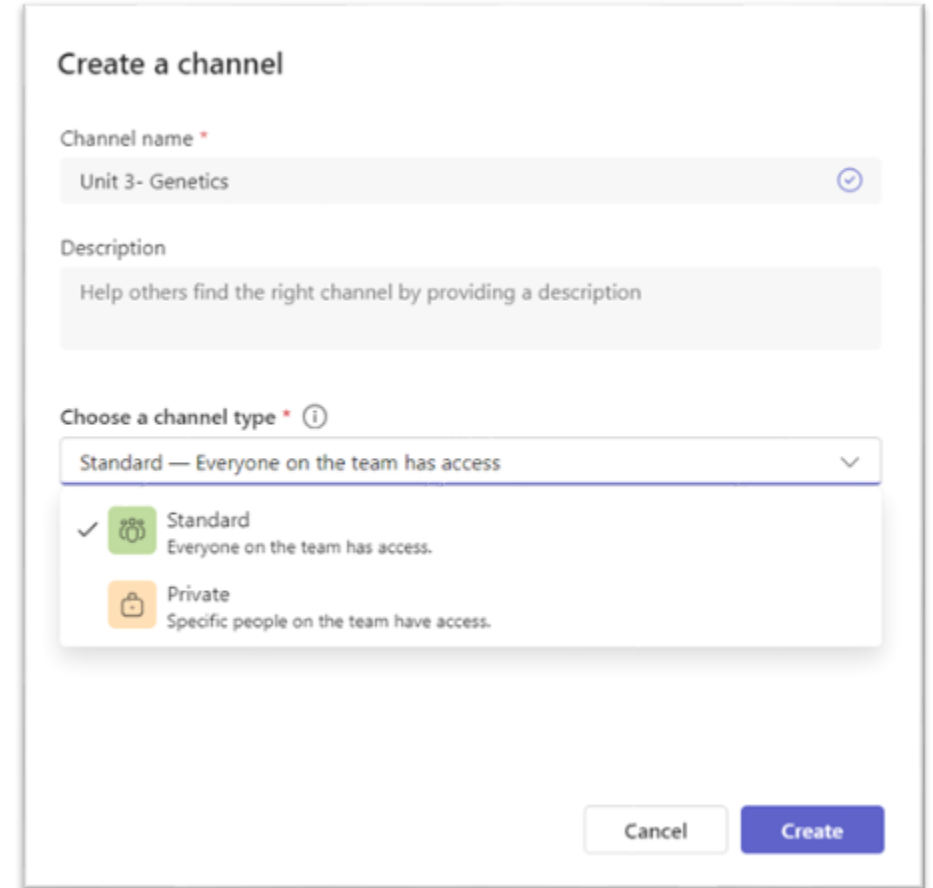
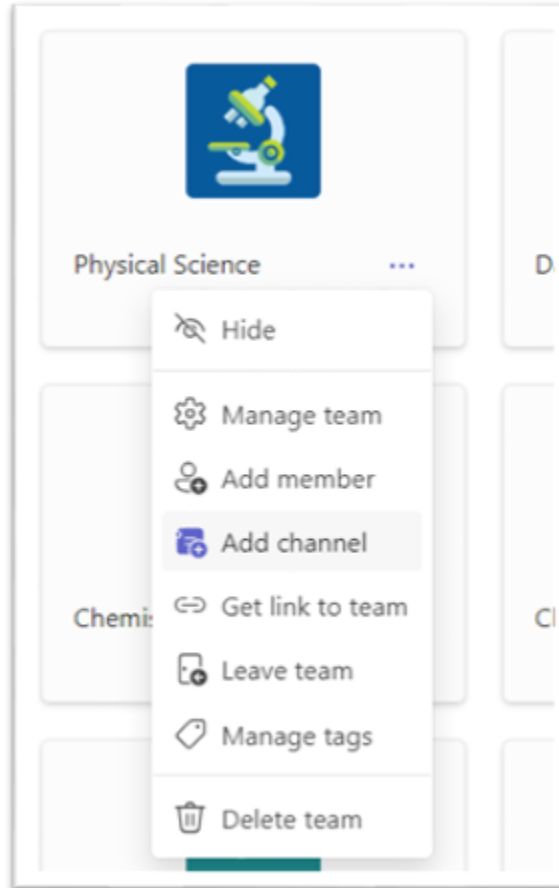
- The **Post tab** for all the messages in this channel
- The **Files tab** to store all the files shared in this channel.

Tip: Add a tab to any channel by selecting **Add a tab +**.



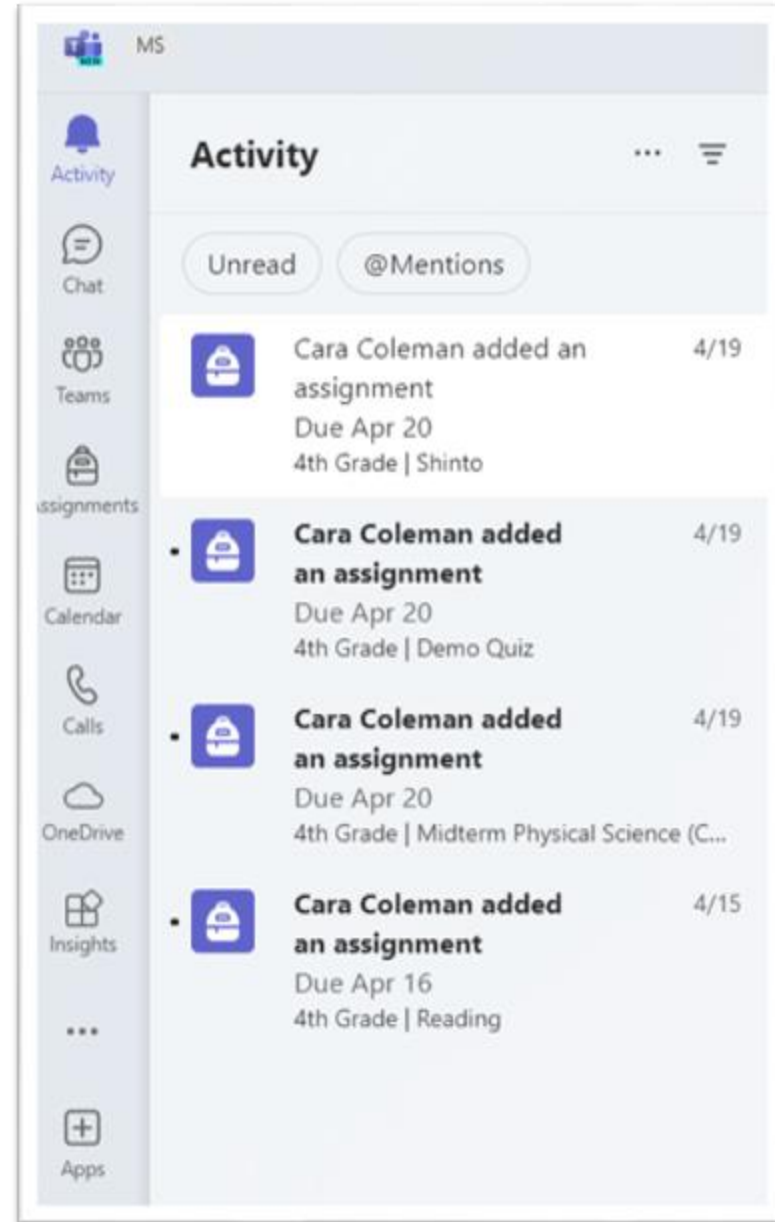
Add channels

1. To add a channel, select **More options** next to your class team's name, then **Add channel**.
2. Enter a **Name** and an optional **Description** for your channel.
3. Choose whether you'd like your channel to be Standard or Private. Standard channels will be available to everyone. Private channels will only be available to students you choose.
4. **Check the box** to automatically show this channel in everyone's channel list.
5. Select **Create**.



Check notifications

See what's happening in class by selecting **Activity** in your app bar.

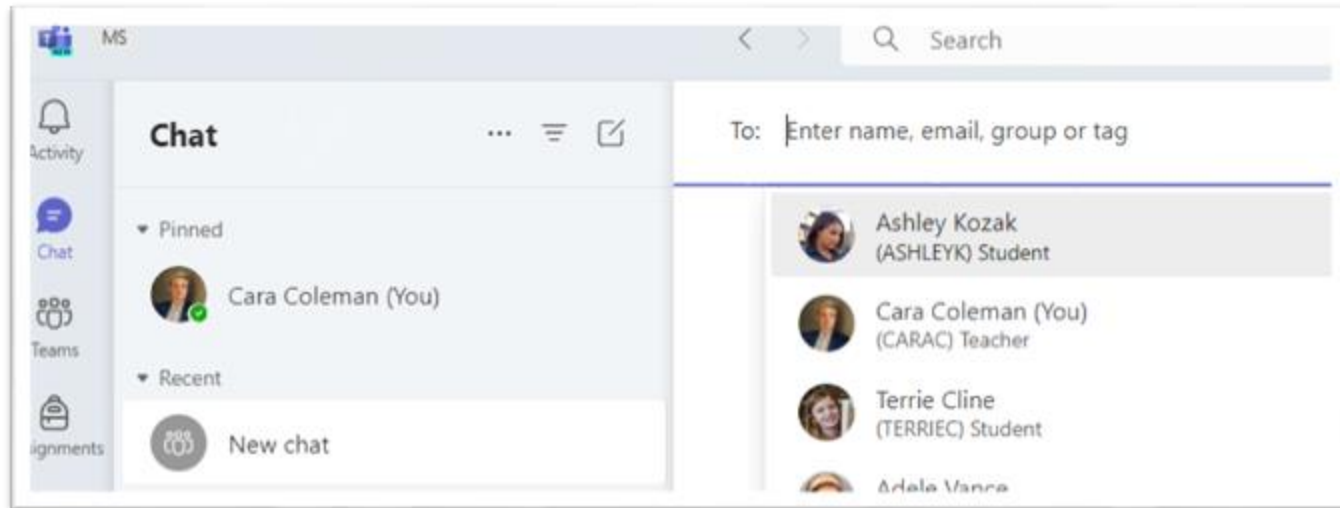
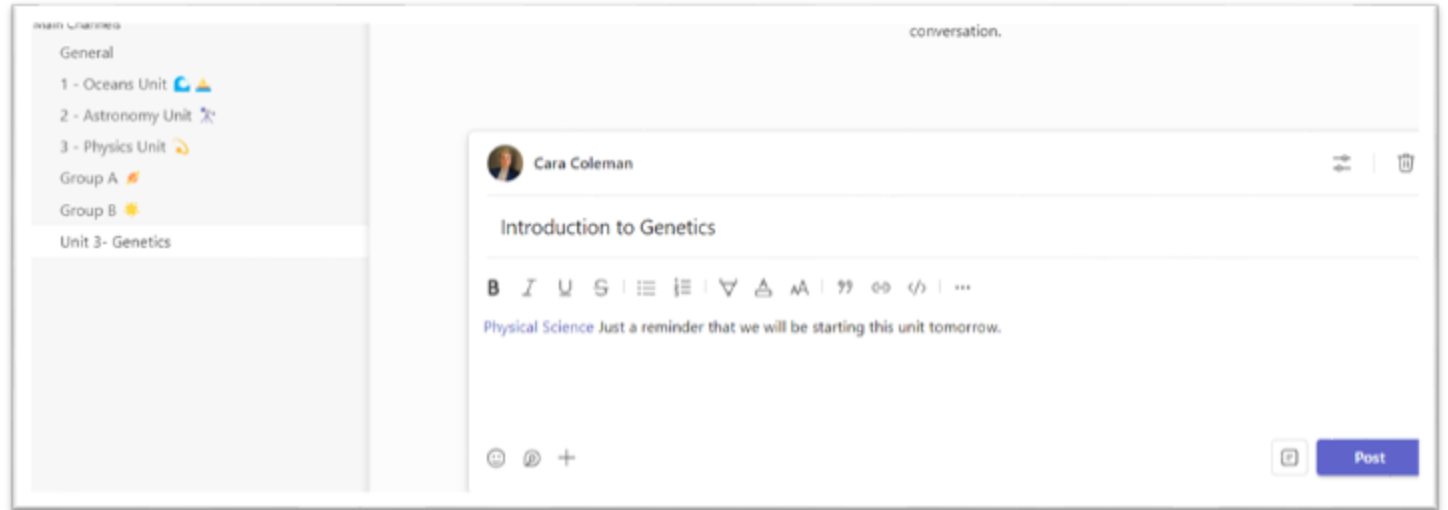


Communicate

Send messages in Teams and meet virtually with your students

Message your class

1. To create a message for your whole class, select **Teams**, then pick a class team and channel.
2. Select **Start a post** button.
3. Type your message and select **Post**.
4. Use @ and the name of your class to notify your class. **Example:** @Physical Science.

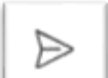


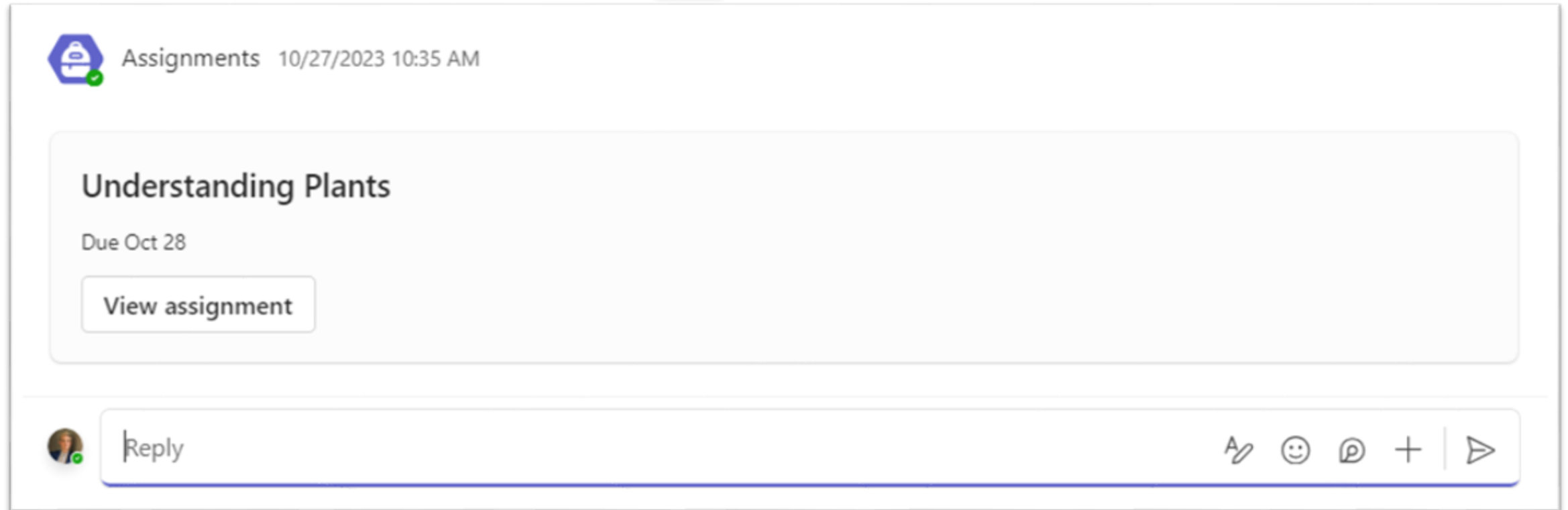
Start a conversation with one student or a group of students

1. At the top of the app, choose **New chat**.
2. In the **To** field, type the name of the student(s) you'd like to message.
3. Type your message in the compose box and select **Send**.

Reply to a conversation

Posts in channels are threaded like social media posts. Reply under the original post to keep all the messages in a conversation organized together.

1. Find the conversation thread you want to reply to.
2. Choose **Reply**, add your message, and choose **Send**  .

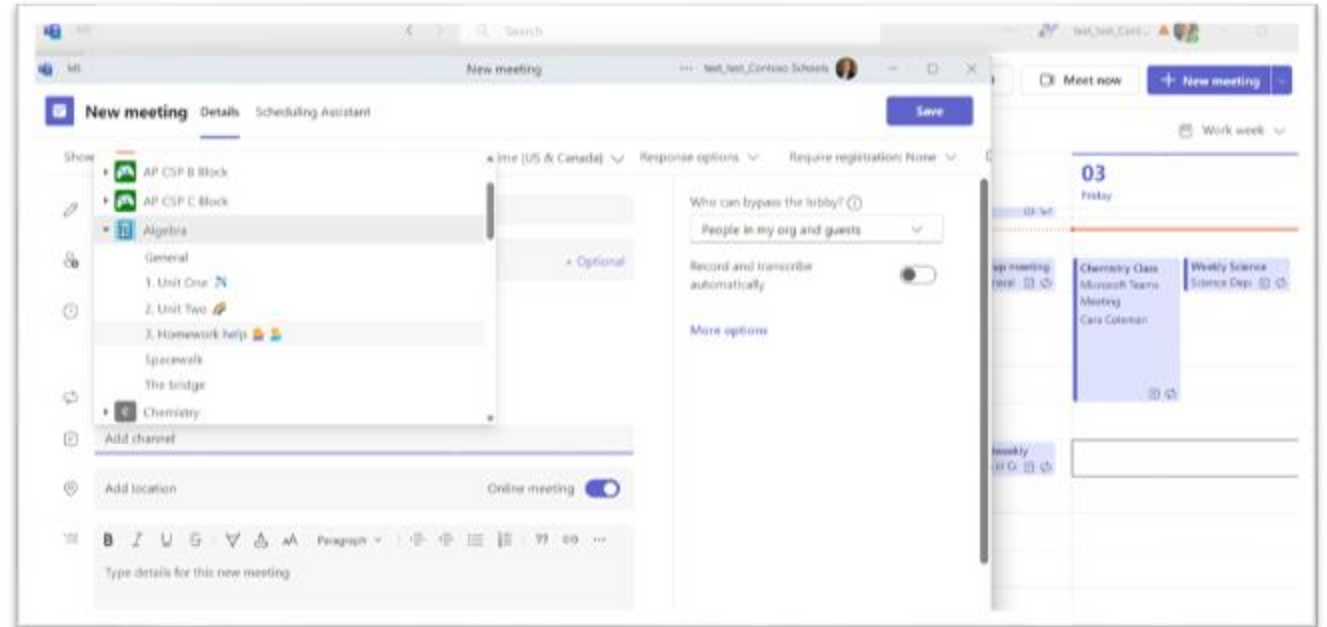


The screenshot shows a Microsoft Teams channel interface. At the top left, there is a channel icon (a blue house with a white door) and the text "Assignments 10/27/2023 10:35 AM". Below this is a large white card with rounded corners. The card has the title "Understanding Plants" in bold black text, followed by "Due Oct 28" in smaller grey text. At the bottom of the card is a button labeled "View assignment". Below the card is a reply input area. On the left of this area is a small circular profile picture of a person. To the right of the profile picture is a text input field containing the word "Reply". To the right of the input field is a row of icons: a pencil (edit), a smiley face (emojis), a speech bubble (reply), a plus sign (more options), and a right-pointing triangle (send).

Schedule a virtual meeting for your class

Use meetings in Teams to schedule virtual presentations and discussions for your whole class.

1. Select **Calendar**
2. Select **New meeting**.
3. Give your meeting a title and choose a date and time. You can also decide if you'd like your meeting to reoccur on a daily or weekly basis. Add any additional details.
4. Select **Add channel** to see a list of your class teams and their channels, then choose a channel to meet in.

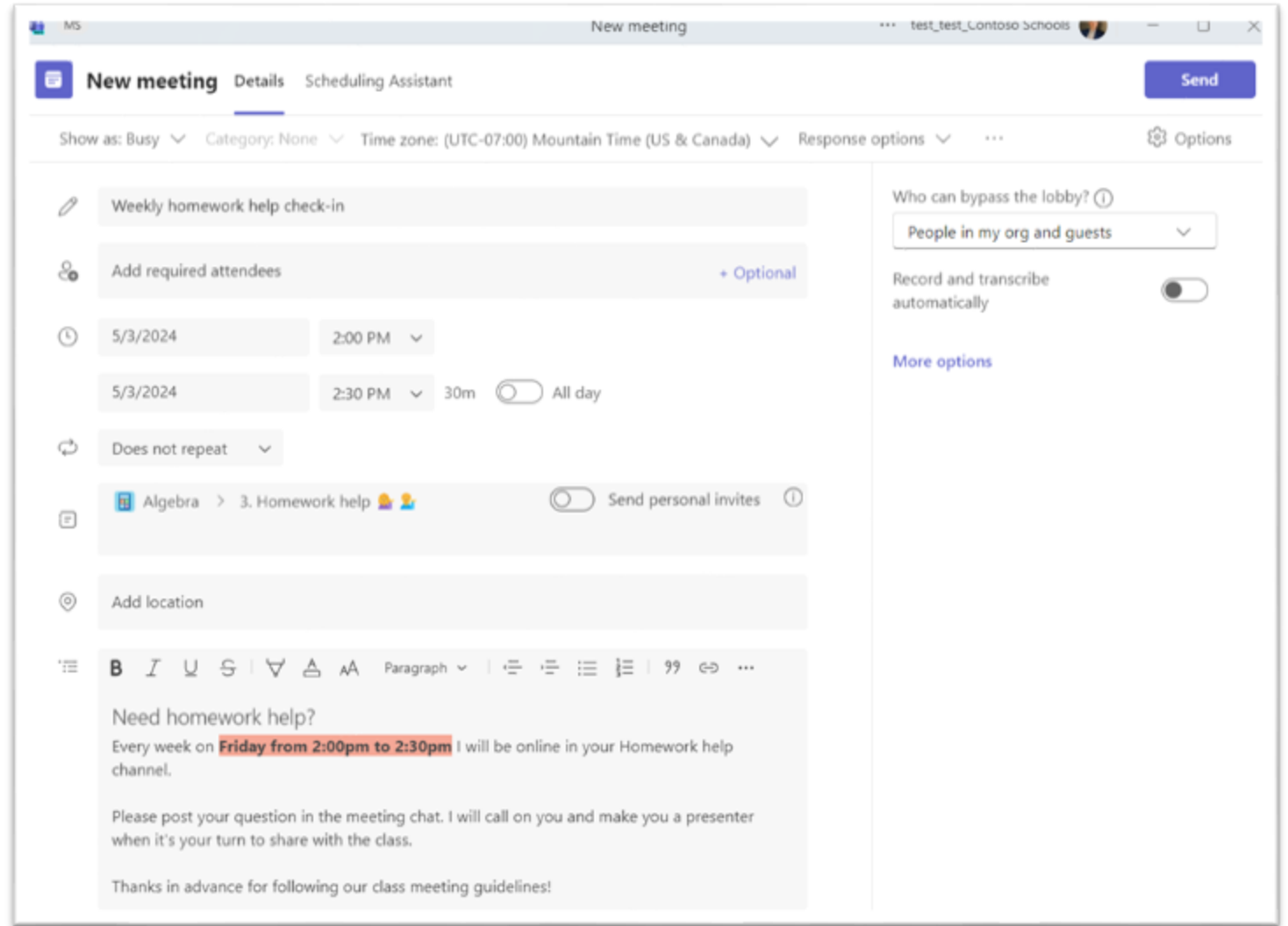


Tip: When you choose a channel in your class team to host a meeting, any recordings and resources shared during that meeting will be saved in that channel. All students will be able to join this meeting.

Schedule a virtual meeting for your class (continued)

5. Now take a moment to review your meeting when you're done, select **Send**. This adds the meeting to your calendar, as well as your students' calendars.

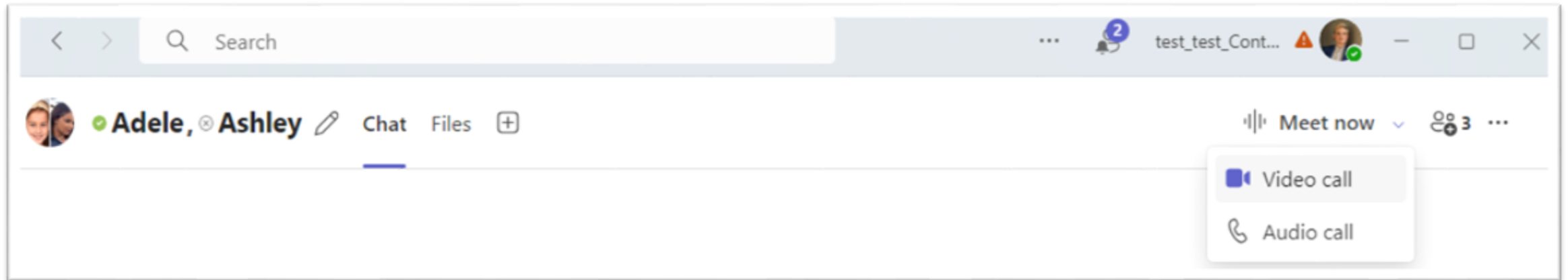
Note: Learn more about [best practices for running class meetings](#) and [maintaining safety during meetings with students](#).



Meet with your students using video or audio calls

Use video or audio chatting in Teams to meet with your students in groups or one-on-one.

1. Select **New Chat**.
2. In the **To** box, enter one or more students' names.
3. Navigate to **Meet Now**.
4. Select **Video call** to meet using video or **Audio call** if you prefer to use audio only.



You can also meet live with students in an existing chat.

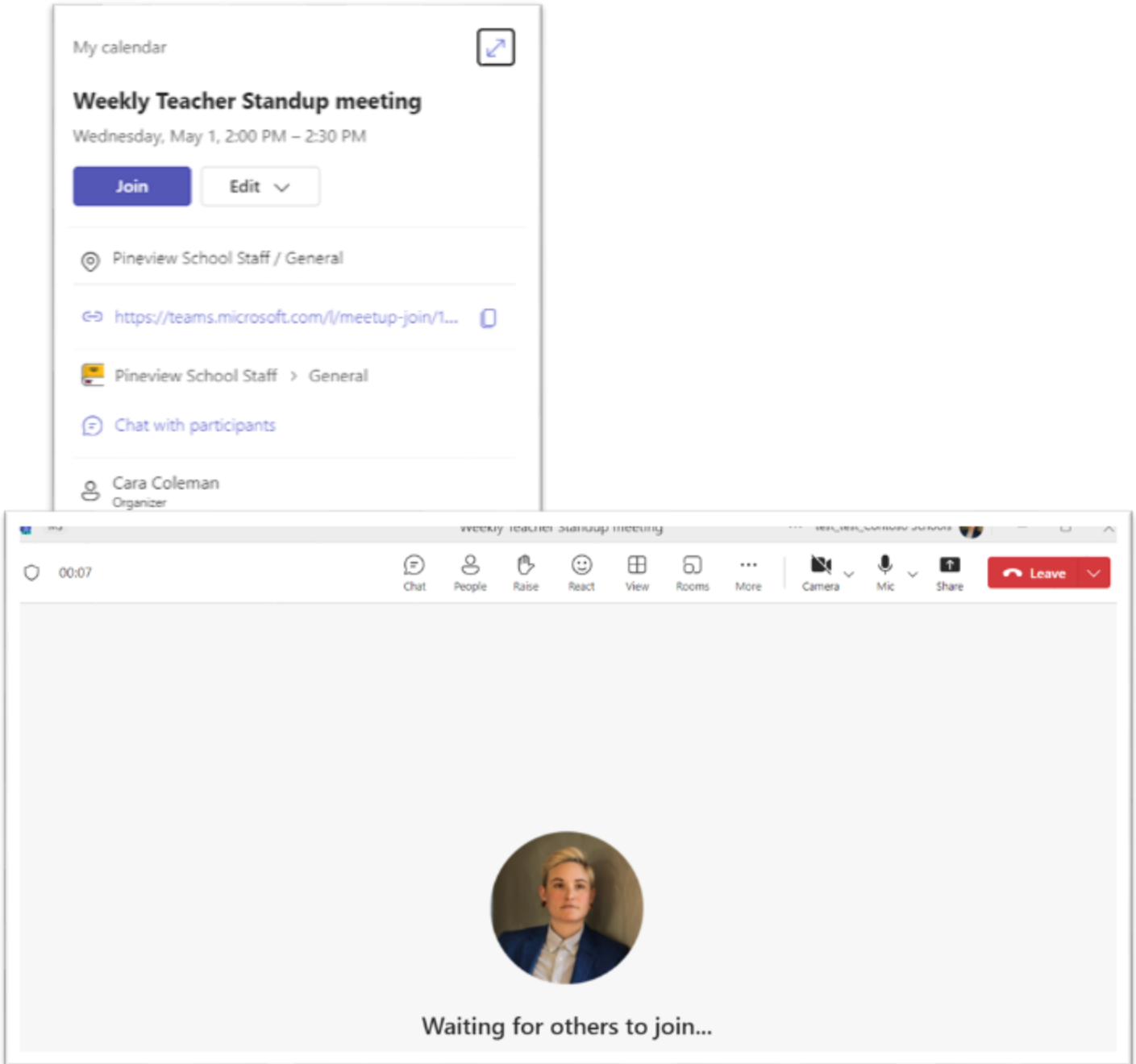
1. Select **Chat** from the app bar, then choose the chat you'd like to meet from.
2. Navigate to **Meet Now**. Select **Video call** or **Audio call** to start a meeting with that student or group of students.

Tip: To schedule a meeting in advance, select **Calendar > New meeting**.

Join and manage a meeting

Join a meeting you have scheduled, or someone else has invited you to.

1. Select **Calendar** and navigate to the meeting you want to join.
2. Open the meeting and select **Join**.
3. Double-check your audio and video input, turn on the camera and unmute your microphone to be heard. Select **Join now** to enter the meeting.



How to use the toolbar during the meeting

Note: Learn more about managing meeting roles, student participation, and maintaining safety during meetings with students.

Send chat messages, share links, add a file and more. Resources you share will be available after the meeting.

Add participants to the meeting.

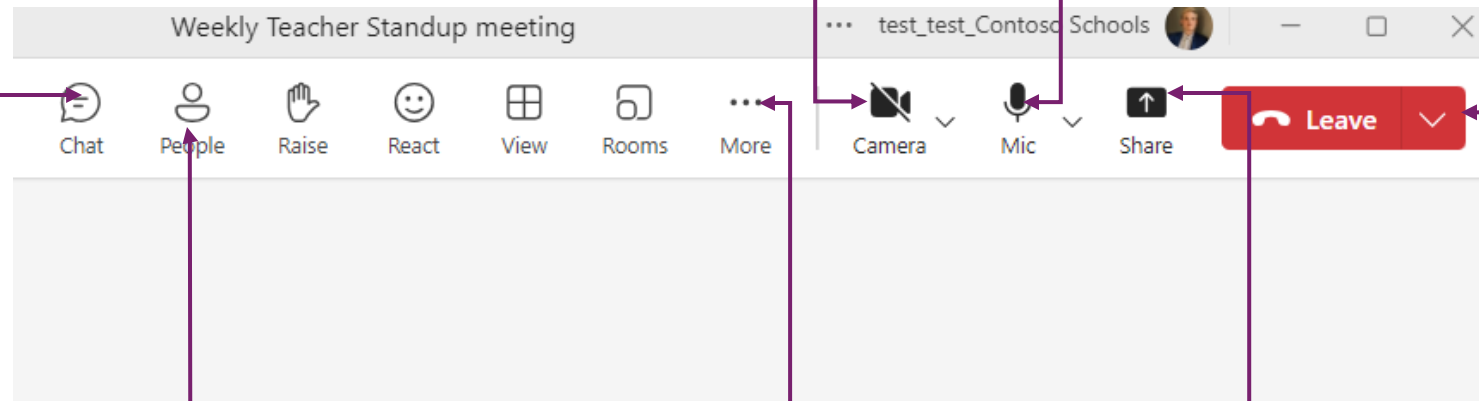
Turn your video on and off.

Access additional call controls. Start a recording of the meeting, change your device settings, and more

Mute and unmute your microphone

Share your screen or a document.

Leave the meeting. The meeting will continue even after you've left.



Share and organize files

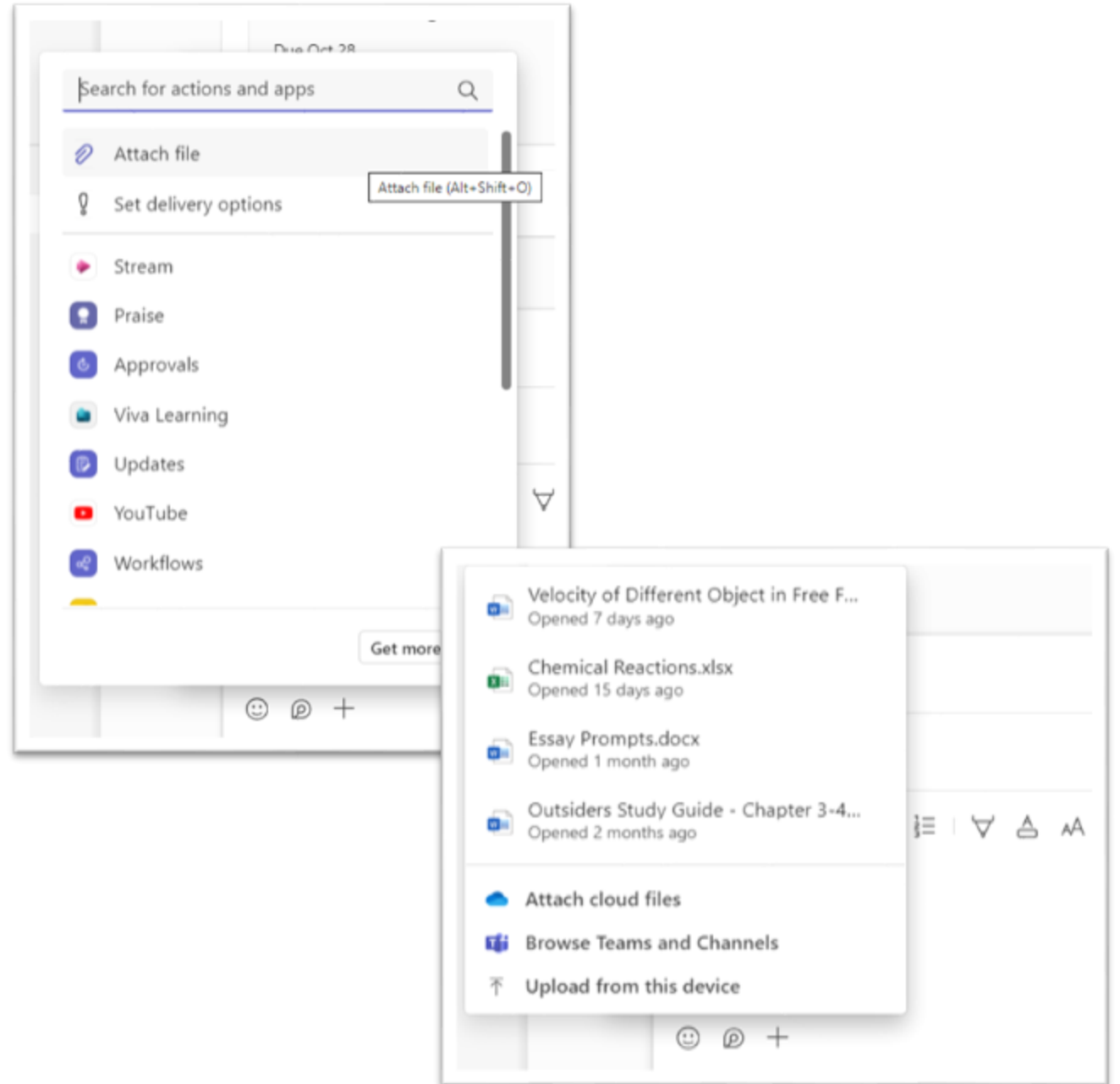
Share files in conversations and use the Files tab to keep track of them.

Share a file

Any file you share in a channel or chat can be opened by all the students in that channel or chat.

Tip: Teams works particularly well with Microsoft Office documents.

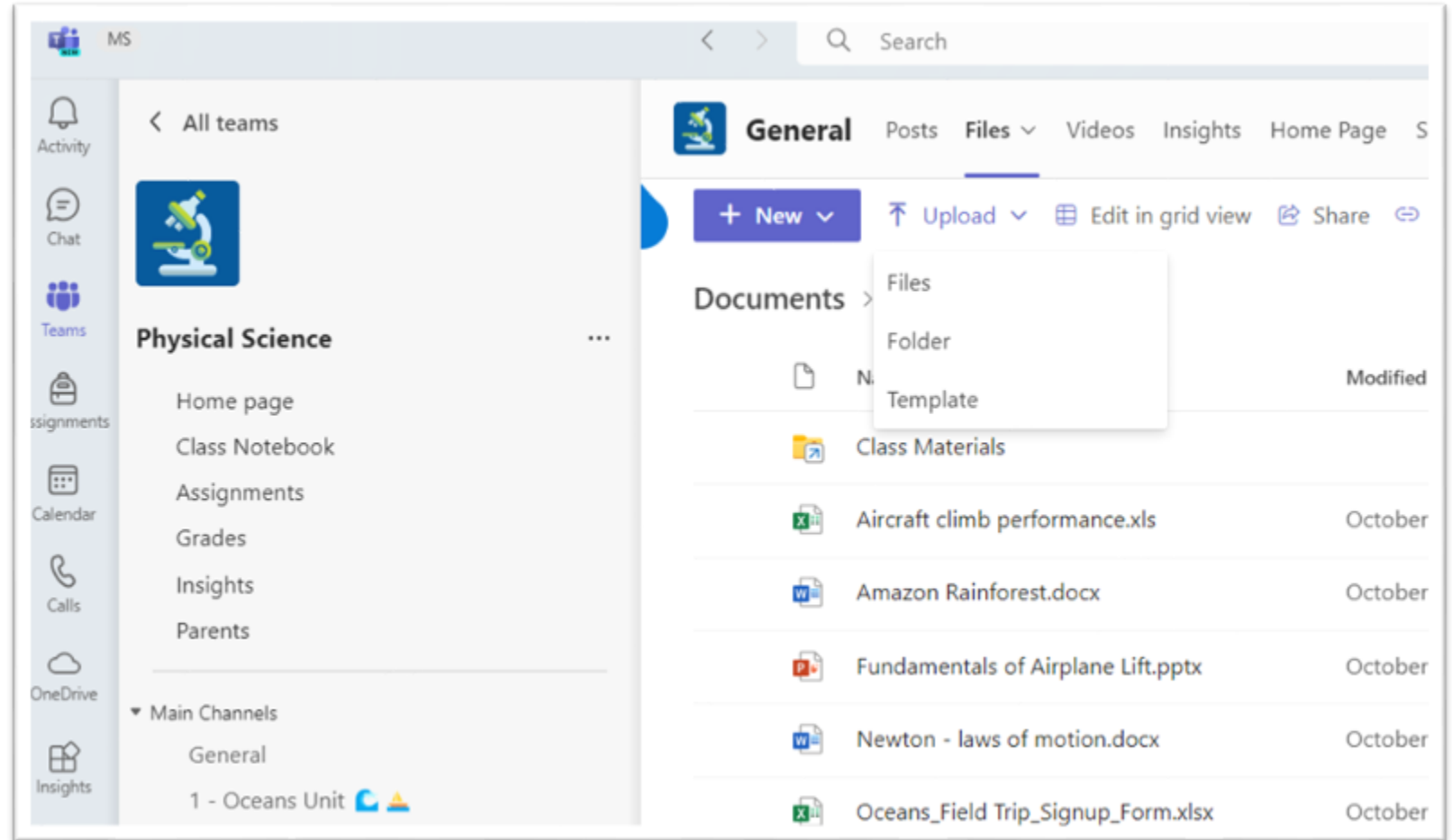
1. In your channel conversation, choose the plus sign icon. Then select **Attach file**.
2. Select from these options:
 - **Recent**
 - **Browse**
 - **OneDrive**
 - **Upload from my computer**
3. **Select a file > Share a link.**
If you're uploading a file from your computer, select a file, choose **Open**, and then **Send**.
The file you shared can be found in the **Files** tab.



Add Class Materials

Do you have important files you don't want students to edit, like a syllabus or class rules? The Class Materials folder is a great place to upload them.


1. Navigate to the **General** channel in your class team.
2. Select the **Files** tab, then the **Class Materials** folder.
3. Select **Upload** to add files from your OneDrive or device.

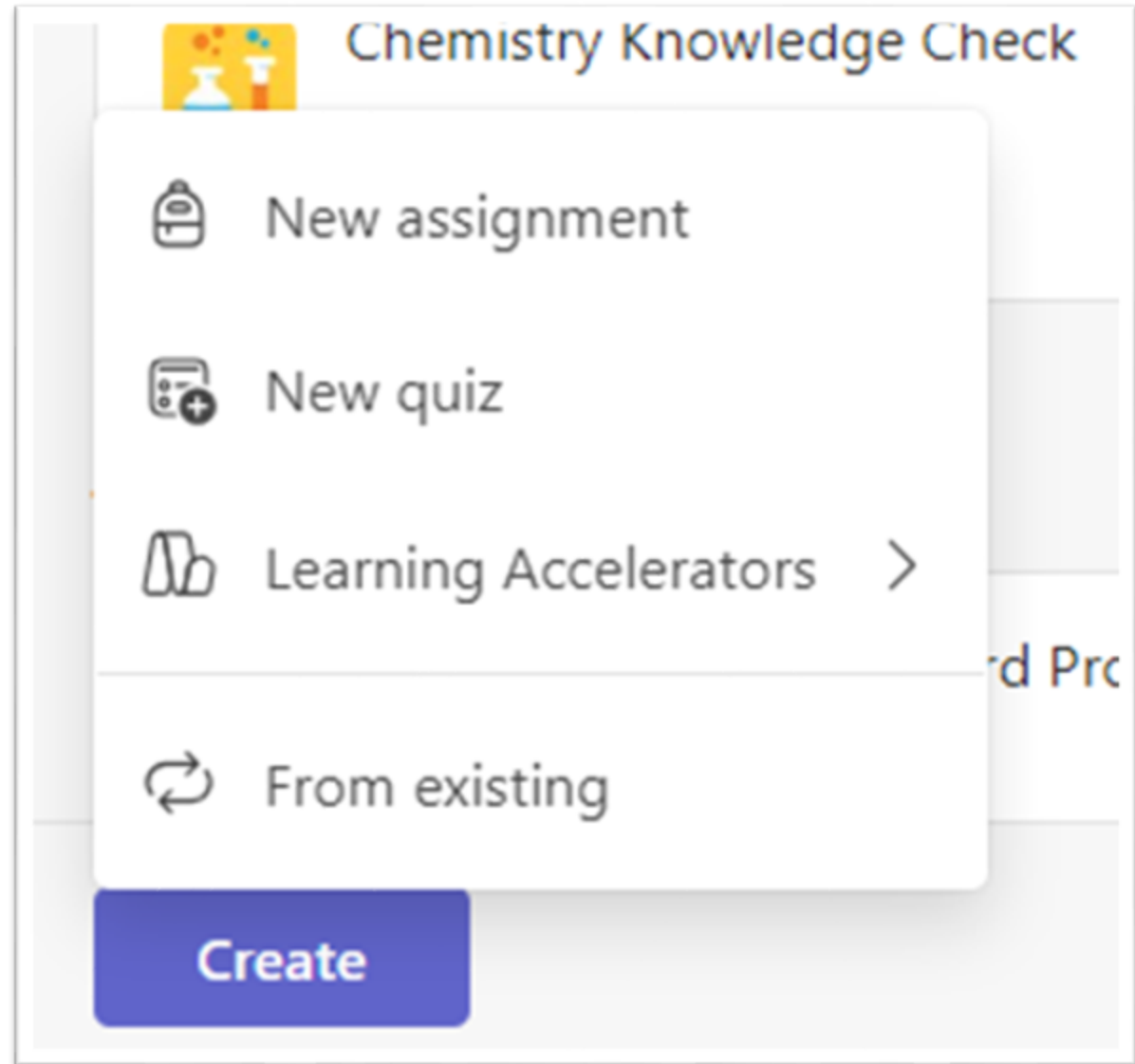


Assignments and grades

Create assignments, grade, and track student progress—all from Teams.

Create an assignment

1. Navigate to the **Assignments**  in the app bar.
2. Choose **Create**, then select the option for **New Assignment**.
3. Select a class where you'd like to create an assignment.



Add details to your assignment

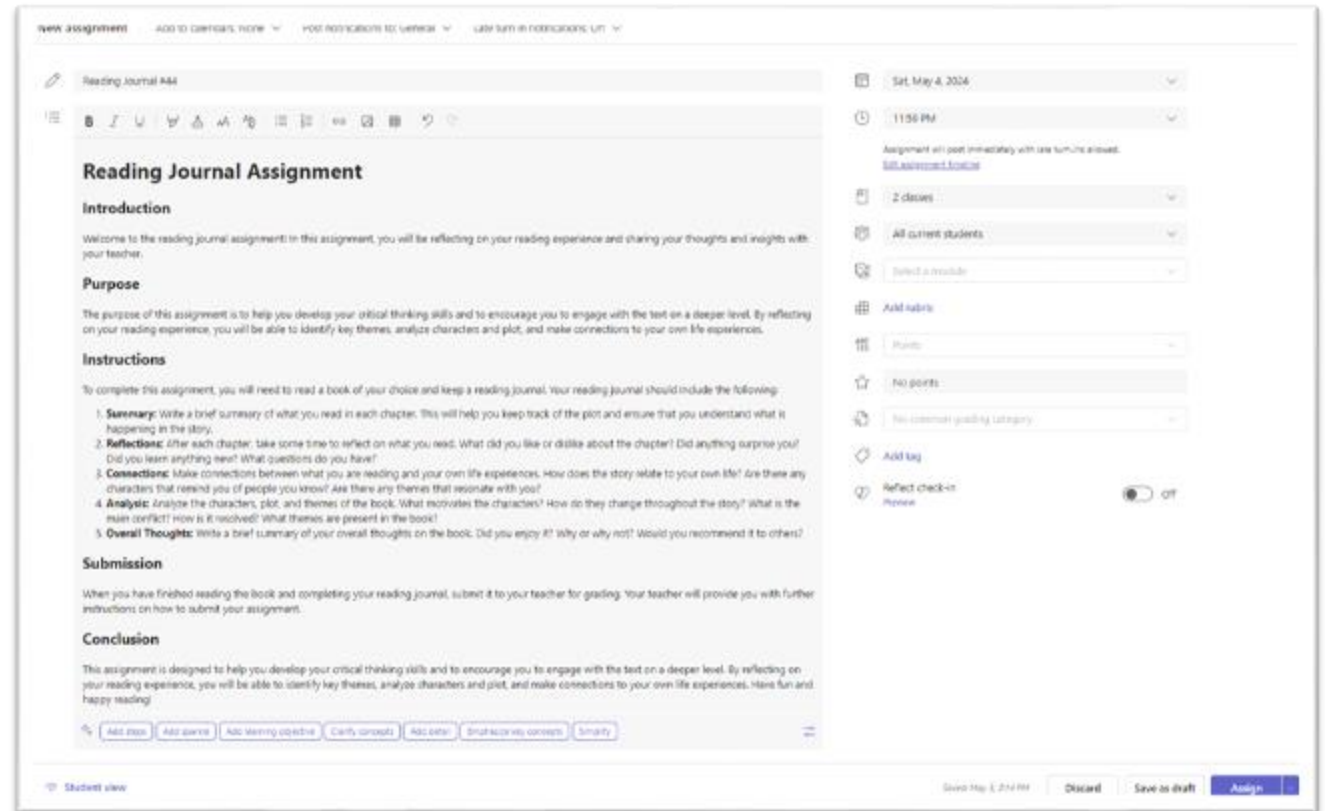
The only thing your assignment requires is a title. All other fields are optional.

- Title (required)
- Choose multiple classes or individual students in one class to assign to.
- Add additional instructions.
- Add resources.
- Select a due date and time.
- Points available.
- Add a grading rubric.
- Add a category.

Tip: Read more step-by-step instructions for reusing assignments, assigning quizzes, and more.

When you are finished, select **Assign**. To save this assignment as a draft, select **Save**.

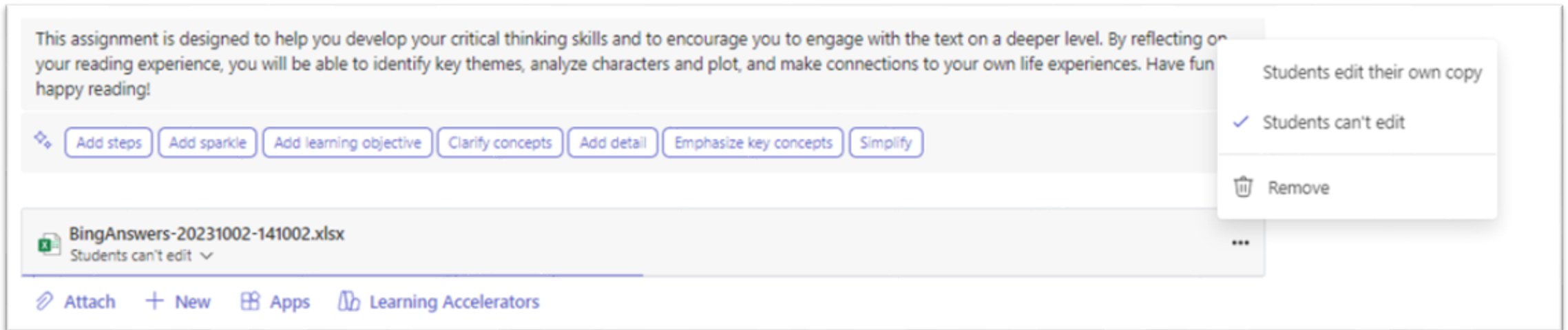
Generative AI instructions enable you to easily add more details. [Learn more about AI Instructions.](#)



More on adding resources

Select **Attach** to choose an existing file or create a blank Microsoft 365 document to assign to each student.

- The default for the file will be **Students can't edit**, which means the document is read-only. This is a great option for reference materials.
- Select **More options > Students edit their own copy** to distribute an identical document to each student to edit and turn in.



The screenshot displays the Microsoft Teams assignment interface. At the top, there is a text box containing the assignment description: "This assignment is designed to help you develop your critical thinking skills and to encourage you to engage with the text on a deeper level. By reflecting on your reading experience, you will be able to identify key themes, analyze characters and plot, and make connections to your own life experiences. Have fun happy reading!". Below the text box is a toolbar with several buttons: "Add steps", "Add sparkle", "Add learning objective", "Clarify concepts", "Add detail", "Emphasize key concepts", and "Simplify".

Below the toolbar, a file named "BingAnswers-20231002-141002.xlsx" is shown with a dropdown menu open. The dropdown menu has three options: "Students edit their own copy", "Students can't edit" (which is selected with a checkmark), and "Remove".

At the bottom of the interface, there is a navigation bar with the following options: "Attach", "+ New", "Apps", and "Learning Accelerators".

Choose assignment timeline

1. To adjust when an assignment is sent out or whether you'll accept late assignments, select **Edit** underneath the due date field.
2. Make your selections and choose **Done**.



Note: By default, no close date will be selected, which allows students to turn in assignments late.

Edit assignment timeline



Multi-class assignment options

Set due date per class



Schedule date ⓘ On

 Fri, May 3, 2024  11:59 PM

Due date ⓘ

 Mon, May 6, 2024  11:59 PM

Close date ⓘ On

 Wed, May 8, 2024  11:59 PM

Assignment will post on Friday, May 3 at 11:59 PM and is due on Monday, May 6 at 11:59 PM. Late turn-ins allowed until Wednesday, May 8 at 11:59 PM.

View grades

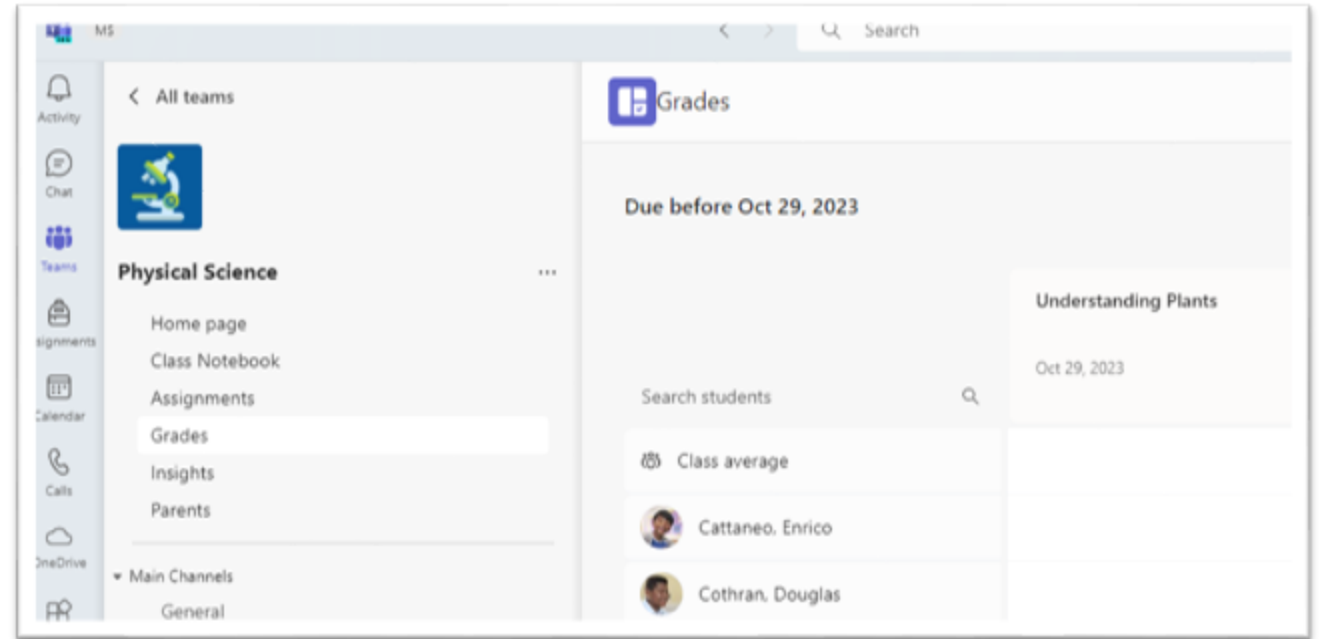
Track student progress and access grades in the Grades tab.

1. Navigate to General channel of your class team.
2. Select the Grades tab.

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

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 choose any cell in the Grades tab to edit it.

1. To begin grading, select **Turned in**.
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**, and then either choose to edit in the desktop app or your web browser.
4. Choose the arrows next to the student's name to move between student assignments.
5. Select **Return** when you're done grading and want to return an assignment to a student. This means they will be notified and can see your feedback.

The screenshot displays the Microsoft Teams Grades interface for a "Molecular Model Building Project" assignment. The assignment is due on January 18, 2024, at 12:59 AM, and is categorized as "Lab Work (20%)". It is currently in "Reflect together mode" and is part of "Week 4 Chemical Bonding".

The main view shows a table of student submissions:

To return (9)	Returned (1)	Search students		
Name	Status	Feedback	Grade	
<input type="checkbox"/> Cattaneo, Enrico	Turned in		No gr...	
<input type="checkbox"/>	Not turned in		No gr...	

A pop-up window provides a detailed view of the "Turned in" submission for Enrico Cattaneo:

- Student Work:** Turned in (View History). No student work attached. Take action in student view.
- Reflect check-in:** Focused (View trend).
- Feedback:** Great work!
- Grade:** No grade.
- Action:** Return.

Return multiple grades at once

1. To return more than one student grade at the same time, choose the **Assignments** tab.
2. Select an assignment.
3. You can enter feedback and points here without opening student work.
4. Use the check-boxes to select which student work to return, or if you'd like to Select All.
5. Choose **Return**.

The screenshot shows the 'Molecular Model Building Project' assignment page in Microsoft Teams. The page title is 'Molecular Model Building Project' with a due date of 'Due January 18, 2024 12:59 AM'. Below the title, there are tags for 'Lab Work (20%)', 'Reflect together mode', and 'Week 4 Chemical Bonding'. The page is divided into 'To return (9)' and 'Returned (1)' sections. A search bar for students is located on the right. Below the search bar, there are action buttons: 'Add feedback and grade', 'Extend due date', and 'Send reminder'. A '5 selected' indicator is shown on the right. The main content is a table with columns for 'Name', 'Status', 'Feedback', and 'Grade'. The table lists eight students: Cattaneo, Enrico (Turned in), Cline, Terrie (Not turned in), Cothran, Douglas (Turned in), Davenport, Marsha (Turned in), Dodson, Sandy (Not turned in), Fredrickson, Al (Turned in), and Kozak, Ashley (Turned in). Each student row has a checkbox on the left, a status indicator, a feedback icon, and a grade dropdown menu.

Name	Status	Feedback	Grade
<input checked="" type="checkbox"/> Cattaneo, Enrico	✓ Turned in		No gr... ▾
<input type="checkbox"/> Cline, Terrie	⊘ Not turned in		No gr... ▾
<input checked="" type="checkbox"/> Cothran, Douglas	✓ Turned in		No gr... ▾
<input checked="" type="checkbox"/> Davenport, Marsha	✓ Turned in		No gr... ▾
<input type="checkbox"/> Dodson, Sandy	⊘ Not turned in		No gr... ▾
<input checked="" type="checkbox"/> Fredrickson, Al	✓ Turned in		No gr... ▾
<input checked="" type="checkbox"/> Kozak, Ashley	✓ Turned in		No gr... ▾

Tip: [Learn more about Grades](#) and [reviewing student work](#).

Class Notebook in Teams

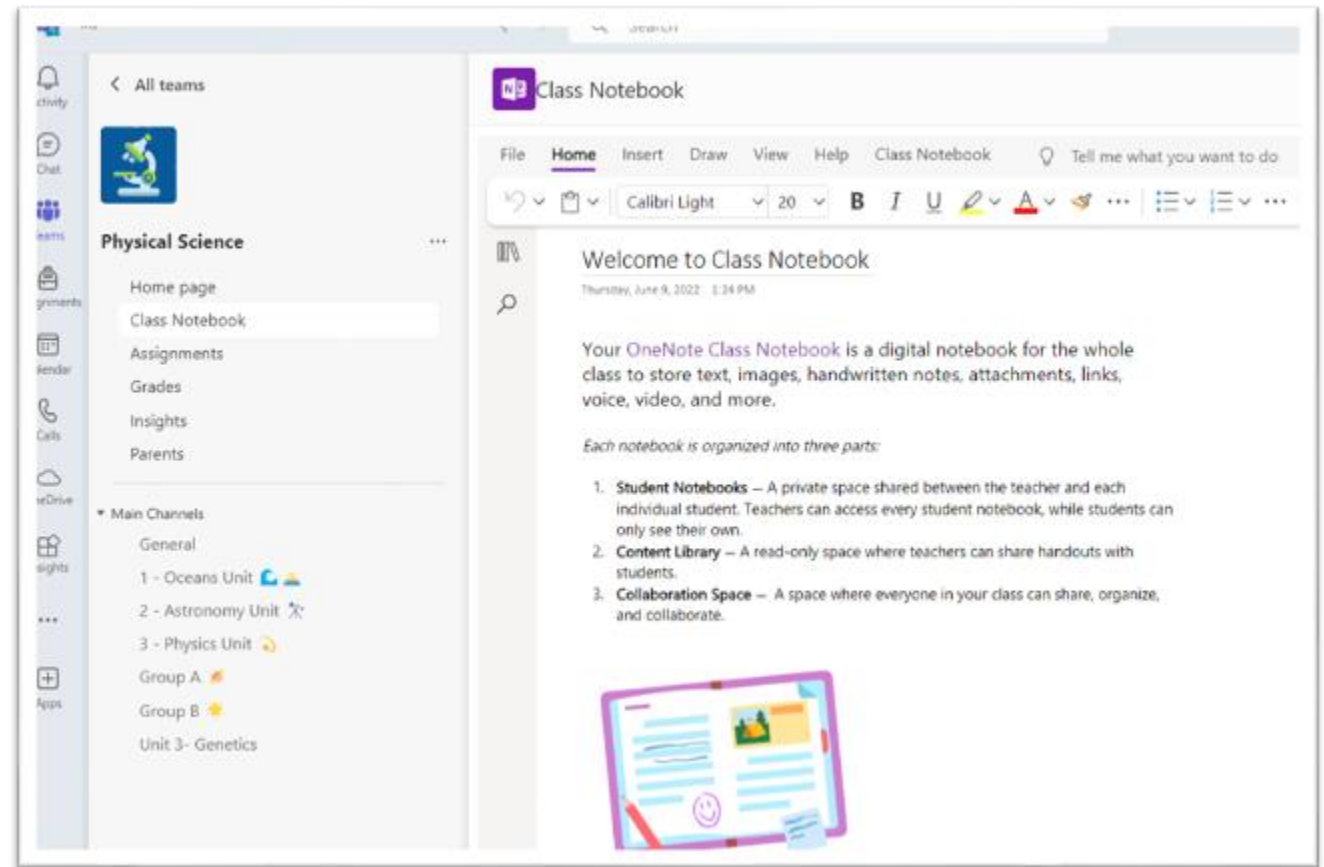
Use your class team's built-in Class Notebook for more class work, activities, and collaboration.

Set up Class Notebook

Class Notebook provides every student with a place to take notes and collaborate with the class.

1. To set one up in your new class team, navigate to the **General** channel.
2. Choose the **Class Notebook** tab and select **Set up a OneNote Class Notebook**.
3. Follow the set-up steps.

Learn more: [Using Class Notebook in Teams](#).



More resources

Microsoft Teams Resources

Need Teams help right away?

Select Help to find answers without leaving the app.

Microsoft Educator Center

Dive deeper into our tools with self-paced PD.
education.microsoft.com

Education Help Center

Find quick answers by product.
support.office.com/education

