

Takeaways

Takeaways give teachers a quick visual reference of different features within an app.

Participants can linger for as long as they like and take in any of the details they may have missed during the presentation.

Added bonus: Teacher can use these when they're back in the classroom and wanting to refresh their memory about what they learned today. These takeaways will help them remember where to find that *one button* that does that *one thing*.


Here's what's included:

Teacher takeaway

1 | Teams spaces

2 | Teams and channels

3 | How to create a team

 **Suggestion for distribution:**
Print **takeaways** on card stock, cut in half, and assemble on a ring. Teachers can use these reference cards over and over.



21st century classrooms with Microsoft Teams

Course 1: All about Teams Teacher takeaways

For more support and training videos, visit <https://support.office.com/education>.



Course 1: All about Teams



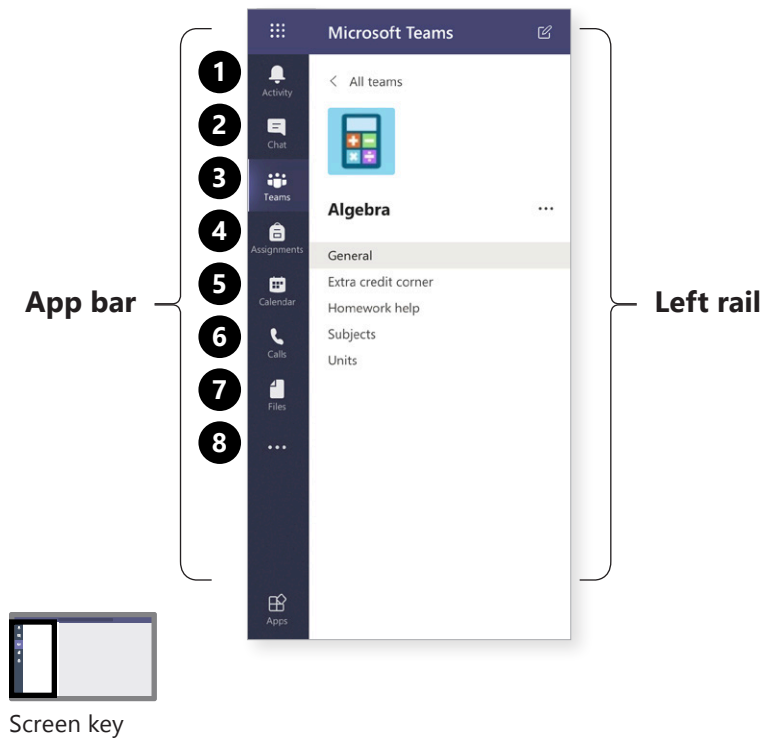
Takeaways

These cards give you a quick visual reference of different features within the app. Use these when you're back in the classroom and wanting to refresh your memory.

Teacher takeaway

- 1 | Teams spaces
- 2 | Teams and channels
- 3 | How to create a team

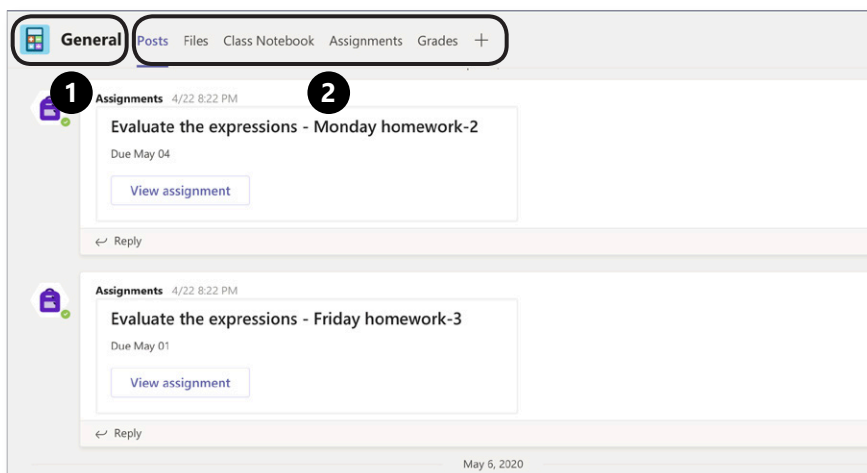
The me space: Keep track of your own apps and files.



In the me space, you will find:

1. Notifications
2. Private chats
3. Teams
4. All the assignments *you* create
5. Calendar
6. Calls
7. Personal Files
8. Any apps that *you* add

The we space: Collaborate with students.



1. The Class nav is for wayfinding. It shows which team and channel you're in.

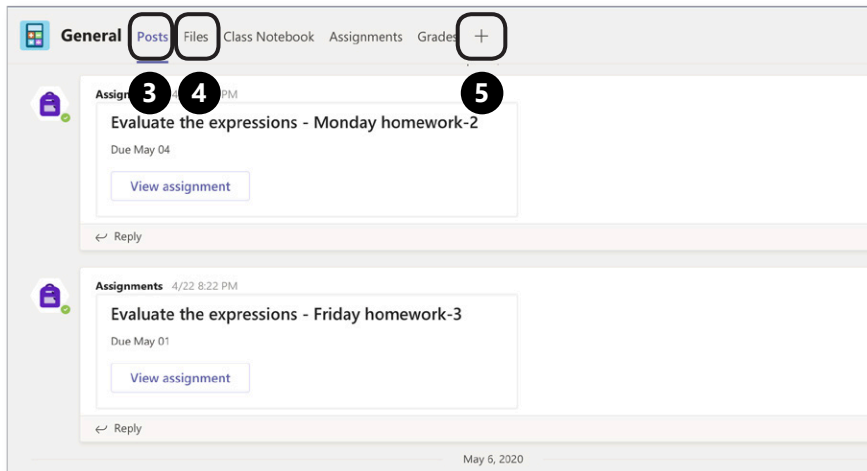
2. These are tabs, which your students can also see.

(Continued on next page)



Screen key

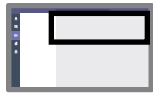
The we space: Collaborate with students.



There are tabs for each channel.

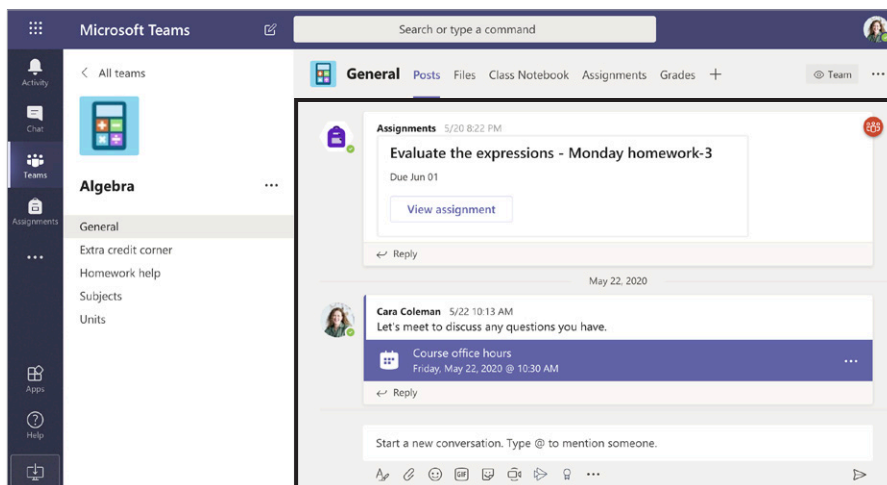
Here you will:
Navigate between
3. Posts,
4. Files, and more

5. Add new tabs by selecting + .



Screen key

The Canvas



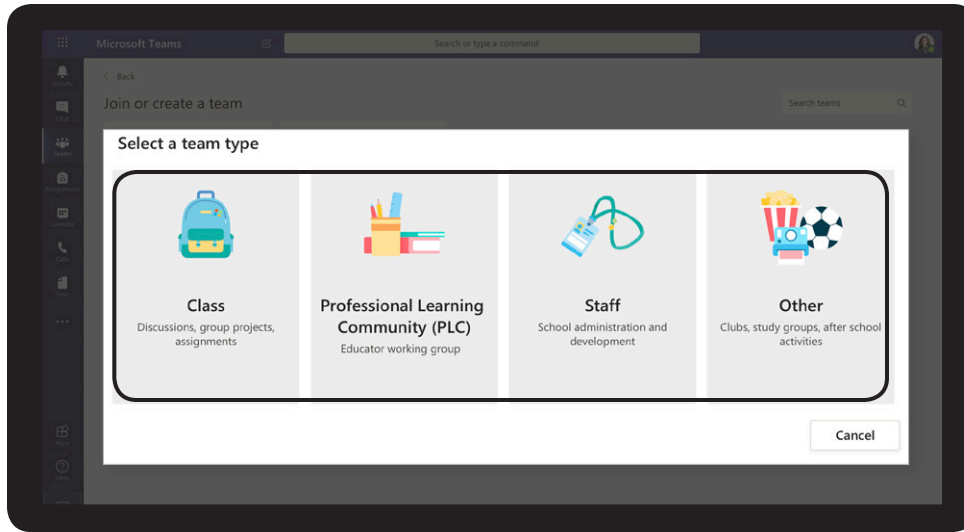
This is the Canvas, or, the workspace.

Whatever you've selected in the App bar, Left rail, or tabs, shows up here.



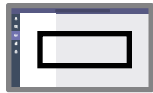
Screen key

Teams and channels in Microsoft Teams



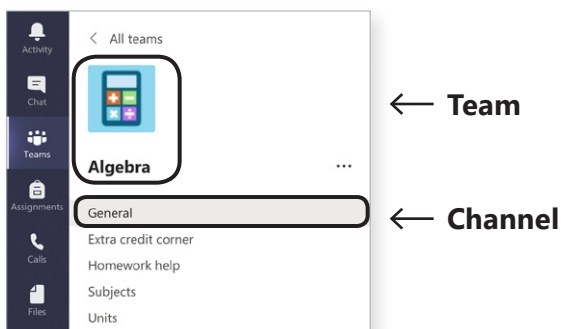
A team is a place where you collaborate with others.

You can have different teams for the different classes you teach, collaborations with other teachers, or, for really any group that wants to work together.



Screen key

Channels



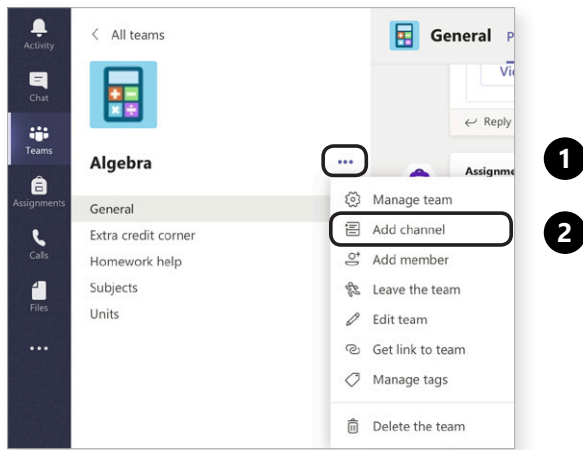
Teams are made up of channels.

Create channels however you like: by units, small groups, class periods, or whatever makes sense for you. Your choice.



Screen key

Add a new channel



1. Select **More options** ... next to the team.

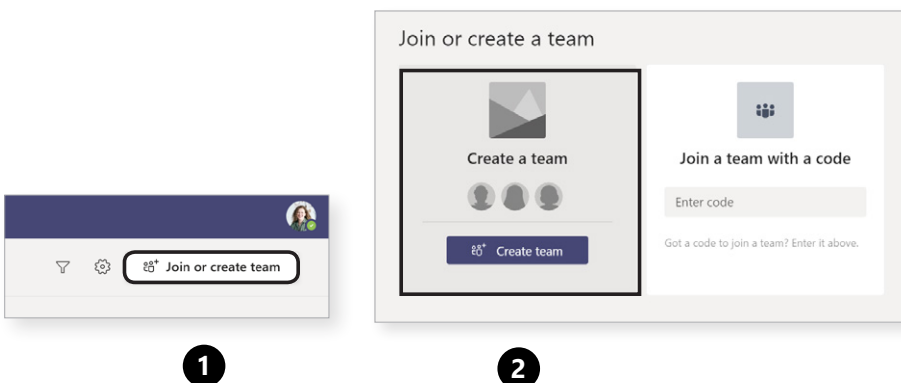
2. Then select **Add channel**.

3. Name and add details for your new channel.



Screen key

How to create a team



1. In the top right corner, select **Join or create a team**.

2. Then select **Create a team**.


(Continued on next page)




Screen key

Choose the type of team


Select a team type




Class
Discussions, group projects, assignments



Professional Learning Community (PLC)
Educator working group



Staff
School administration and development



Other
Clubs, study groups, after school activities

Cancel

3

3. Choose the type of team you'd like to create.

Create your team

Educators work together on shared goals or professional development. Each PLC team allows you to organize materials, collaborate, and access a OneNote notebook populated with templates for common PLC tasks.

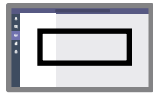
Name

Description (optional)

4

4. Name your team. You can add guests (e.g. parents) by entering their email addresses.

(Continued on next page)




Screen key

Add more team members later

Teams

Your teams



Algebra

...

Hide

Manage team

Add channel

Add member

Leave the team

Edit team

Get link to team

Manage tags

Delete the team

5

6

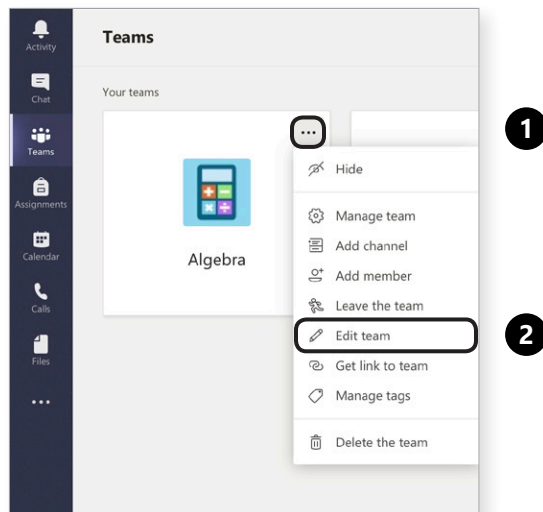
5. Select More options ... next to the team name.

6. Select Add member.



Screen key

Add a team picture



1. Select **More options** ... next to the team name.

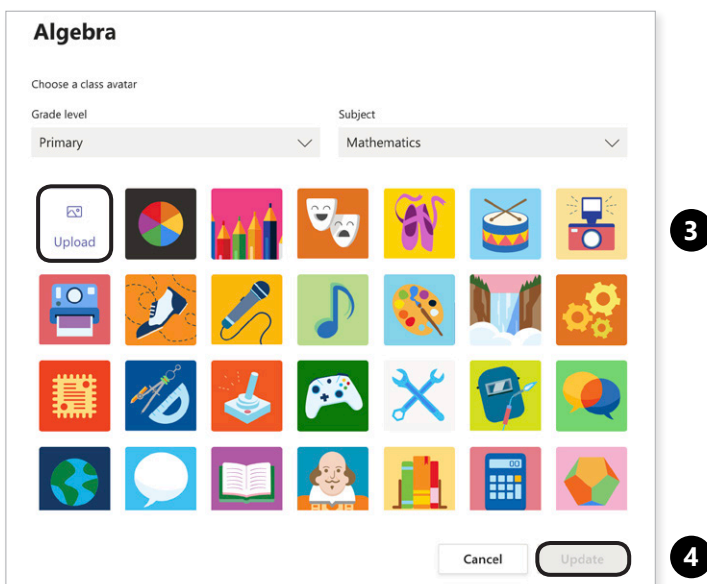
2. Select **Edit team**.

(Continued on next page)



Screen key

Add a team picture



3. Select **Upload** to choose a file from your device, or choose an avatar from the examples shown.

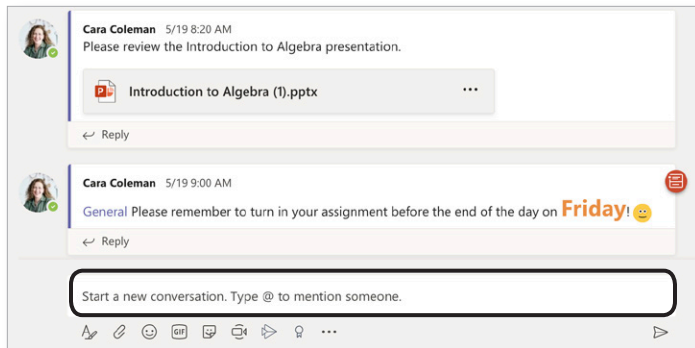
4. Select **Update**.

(Continued on next page)



Screen key

Posting comments and @mentioning



Post comments
and **@mention**
team members.



Screen key