

## 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.

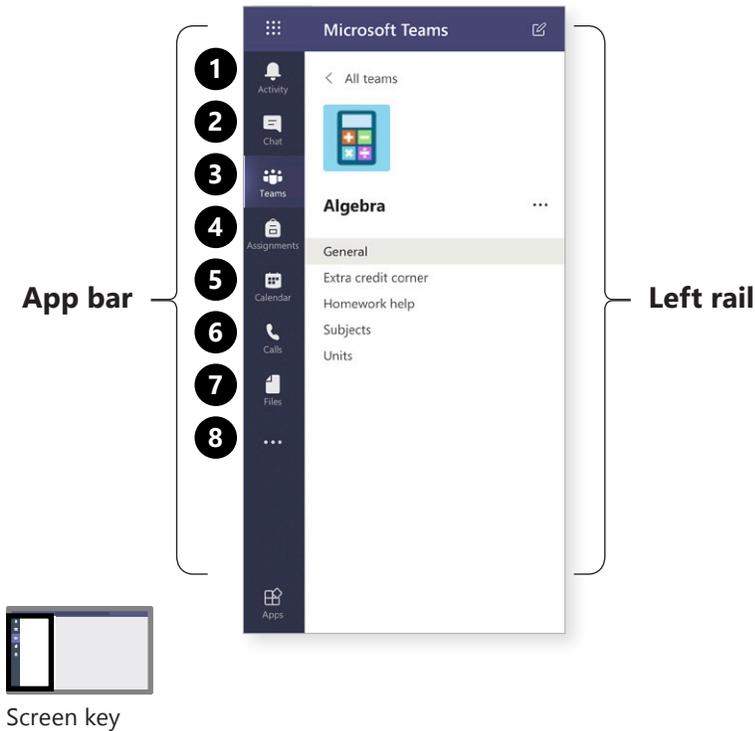
### Teacher takeaway

1 | Teams spaces

2 | Teams and channels

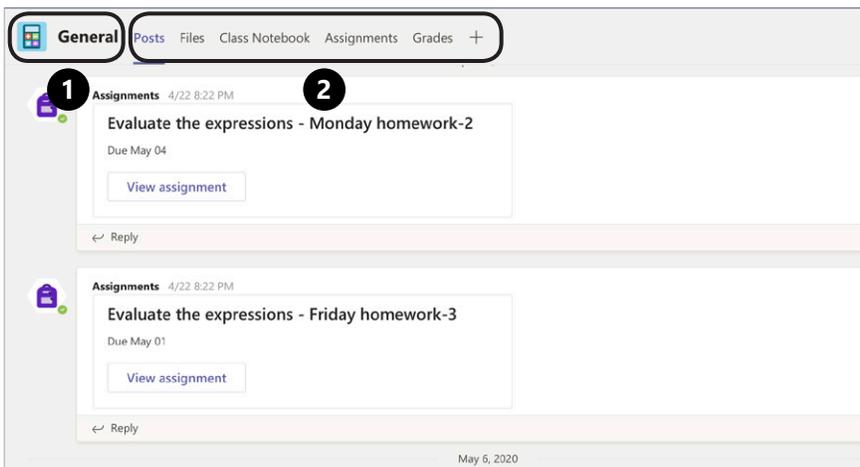
3 | How to create a team

### 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

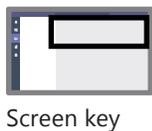
### The we space: Collaborate with students.



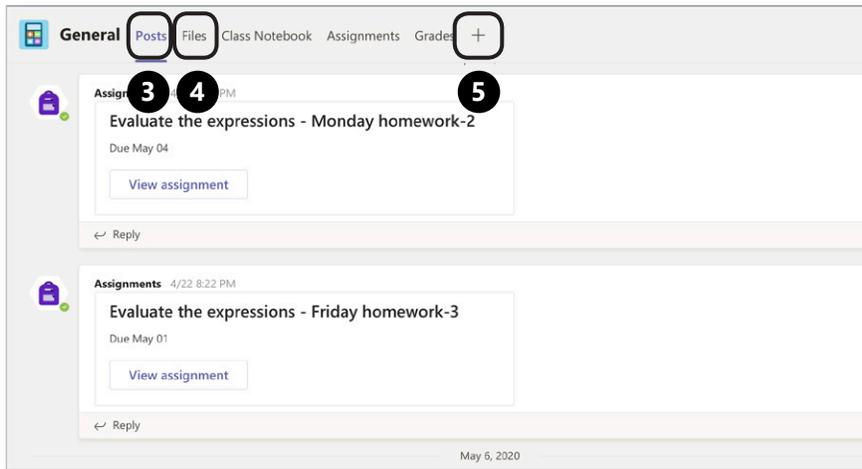
**1. The Class nav** is for wayfinding. It shows which team and channel you're in.

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

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## The we space: Collaborate with students.



**There are tabs for each channel.**

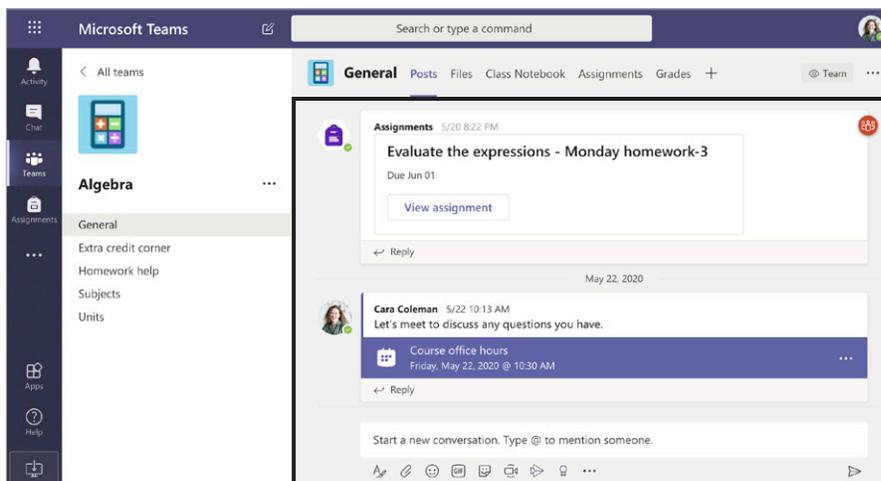
Here you will:  
Navigate between **3. Posts**,  
**4. Files**, and more

**5.** Add new tabs by selecting + .



Screen key

## The Canvas



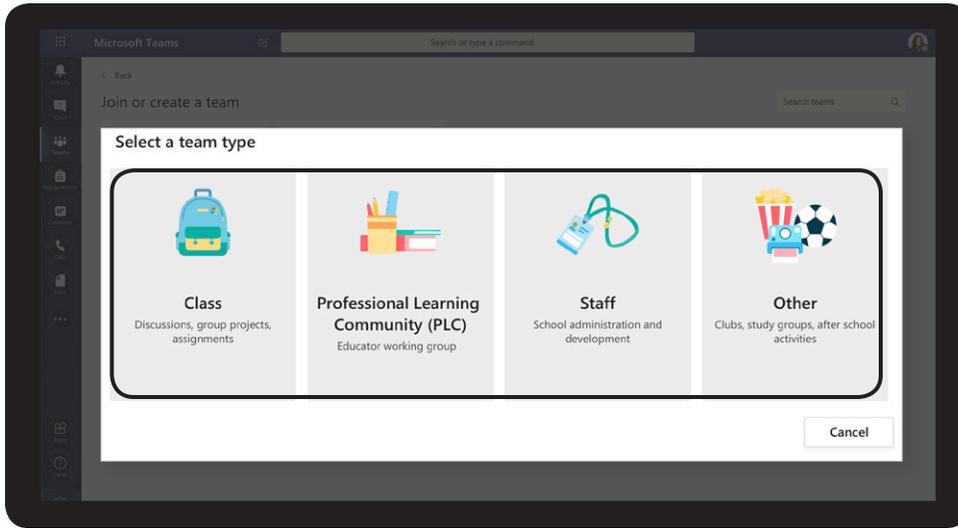
**This is the Canvas, or, the workspace.**

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

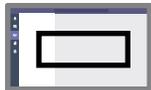


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## Teams and channels in Microsoft Teams

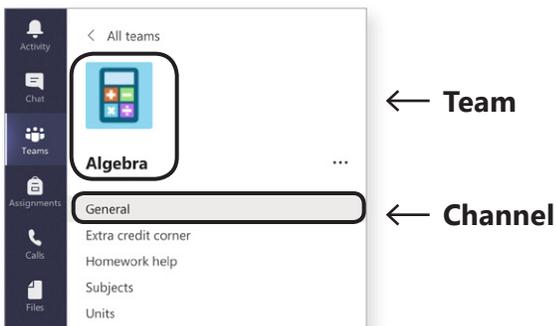


**A team is a place where you collaborate with others.** You can have different teams for the different classes you teach, collaborations with other teachers, or, for really any group that wants to work together.



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## Channels

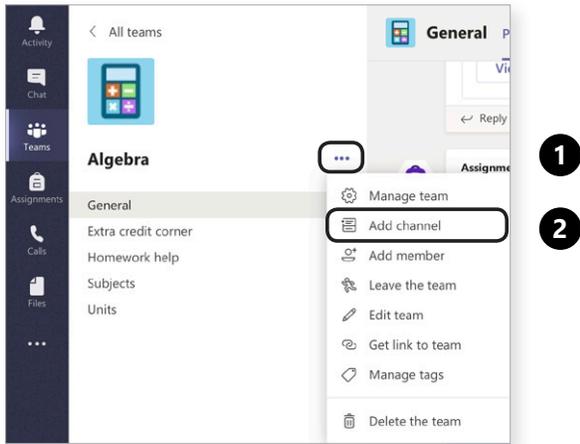


**Teams are made up of channels.** Create channels however you like: by units, small groups, class periods, or whatever makes sense for you. Your choice.



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## Add a new channel



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

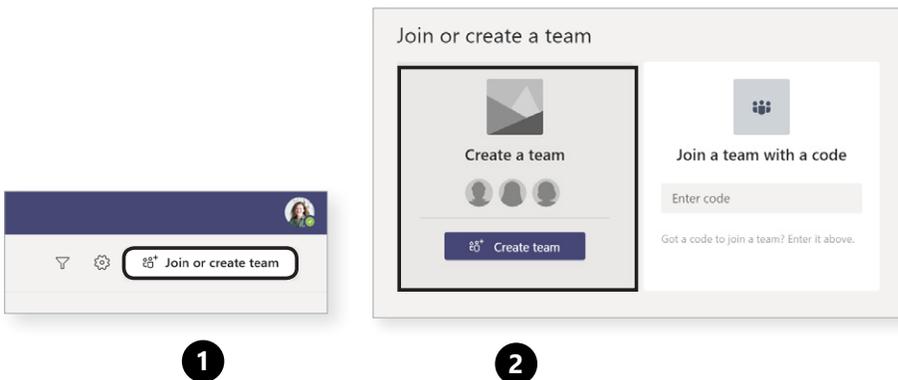
2. Then select **Add channel**.

3. Name and add details for your new channel.



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## How to create a team



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

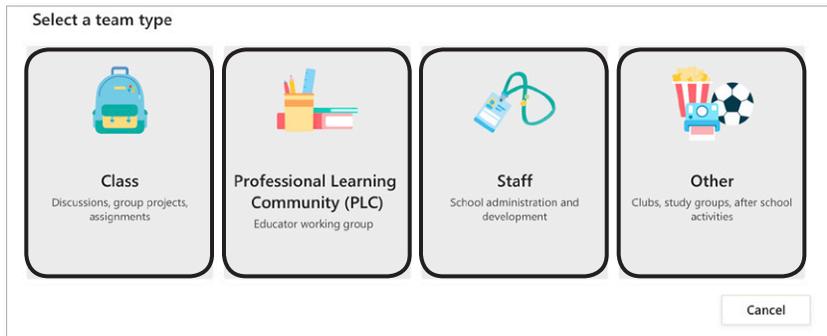
2. Then select **Create a team**.

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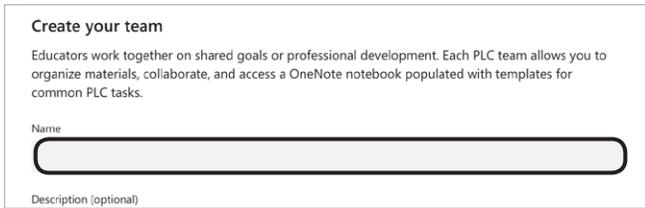


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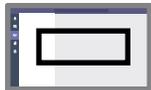
## Choose the type of team



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



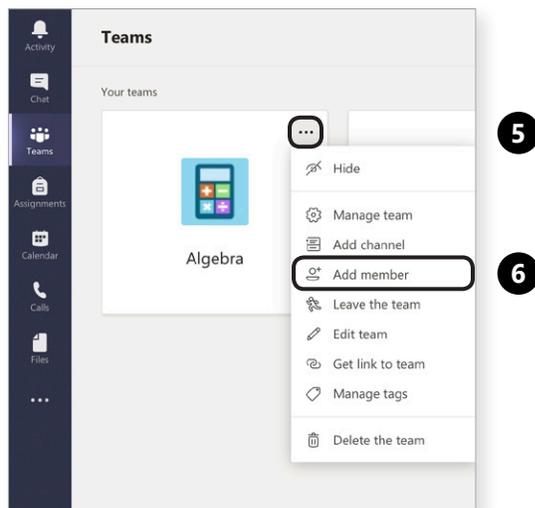
**4. Name your team.** You can add guests (e.g. parents) by entering their email addresses.



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## Add more team members later



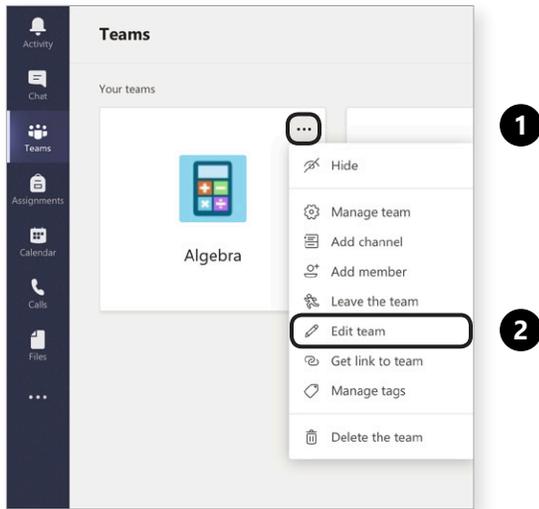
**5. Select More options ...** next to the team name.

**6. Select Add member.**



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## Add a team picture



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

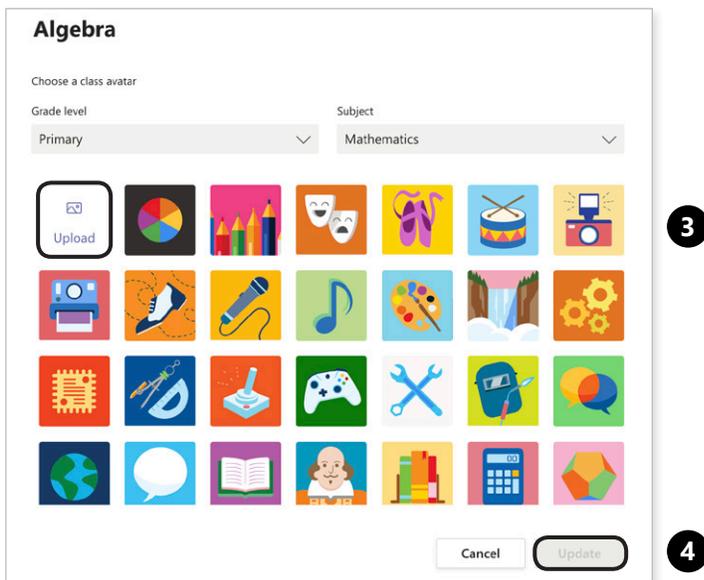
2. Select **Edit team**.

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## Add a team picture



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

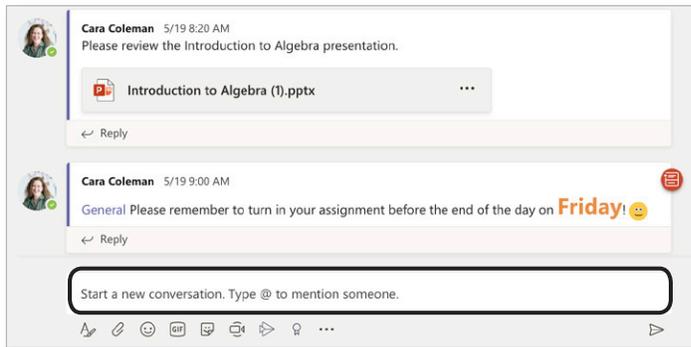
4. Select **Update**.

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## Posting comments and @mentioning



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



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