



## Handouts

The activities outlined in these handouts guide teachers to apply what they've learned through low-risk, step-by-step experimentation.

By practicing these skills now, participants can immerse themselves in learning while you are there for support.

In some cases, teachers can flip the script and try these activities in their own classes.

Included:

- **Learner skills checklist**
- **Create your first team**



The students become, well, the teachers.





## Learner skills checklist: 1-2 hour training

As you progress through the Microsoft Teams training, check off each:

### Identify:

- Me Space
- App Bar
- Left Rail
- We Space
- Class Nav
- Tabs
- Canvas



Creative doodles and brilliant notes encouraged in the margins!



### Explore features on App bar:

- Teams
- Files
- Chat

### Create a team and:

- Add members
- Add channels
- Post a comment

### Challenge yourself in Teams:

- Add a class avatar
- @mention a specific person
- Upload a file
- Insert a picture
- Add an app to the channel



## Create your first team

The very first step in giving Teams a whirl is, well, creating your first team.

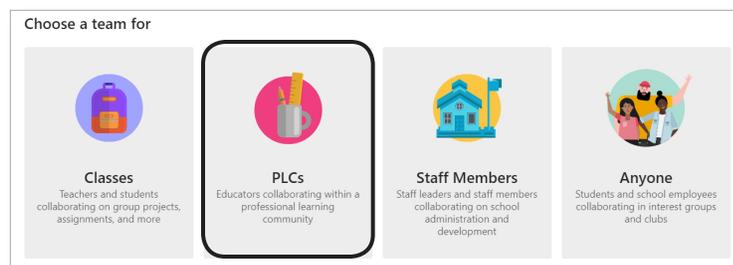
- Create and name a team. Select PLC for your team type (see image below).
- When prompted, invite a few other people sitting at your table.
- Add two channels to the team. Name the channels based on how you might break up your practice, such as by unit, classes, or student groups.
- Post a comment in that team.

☆ Note: Due to some district settings in Teams, you may need to start with adding channels. Your presenter will let you know.

### Already a Teams super-user or just ready to challenge yourself?

- Add a class avatar.
- @mention a specific person in your Team.
- Upload a file.
- Insert a picture.
- Add an app to the channel.

 Go Team!  
You're officially launched.



**1. Select PLC** for your team type.

