💻 Takeaways

Takeaways on subsequent pages 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: Teachers can use these when they're back in the classroom and wanting to refresh their memories about what they learned.

- **Teams and channels**
- **How to create a team**
- **Teams spaces**

🖶 **Suggestion for distribution:** Print each takeaway out on card stock and put them all on a ring for teachers to use over and over.

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 takeaways give you a quick visual reference of different features within the app. They're like slow-motion (okay, totally still) action shots. You can linger for as long as you like and take in any of the details you may have missed during the presentations.

Added bonus: Use these when you're back in the classroom and wanting to refresh your memory about what you learned today. They'll help you remember where to find that one button that does that one thing.

· **Teams and channels**
· **How to create a team**
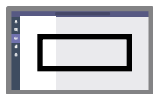· **Teams spaces**

> Takeaways will help you remember where to find that *one button* that does that *one thing*.

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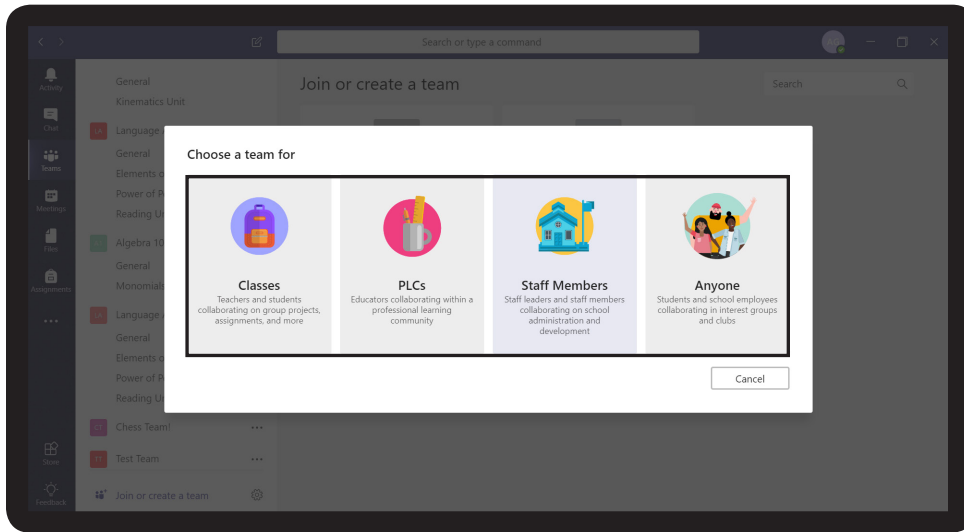
A team is a place where you collaborate with others. You can have different teams for the different classes you teach, collaborations with other teachers, or, for really any group that wants to work together.

Screen key

🖥 Channels
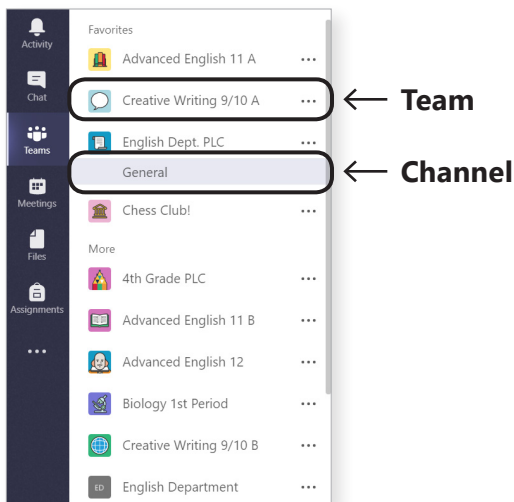
⟵ **Team**

⟵ **Channel**

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
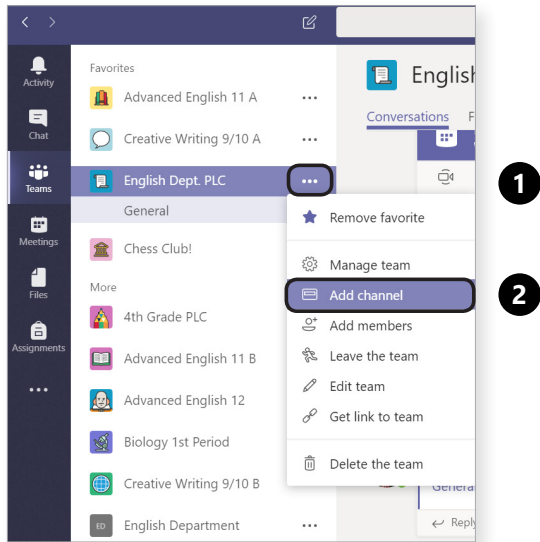
1. Select the ••• More button next to the Team.

2. Then click **Add channel.**

3. Name and add details for your new channel.

Screen key

🖥 How to create a team

1. At the bottom of the left rail, select **Join or create a Team.**

2. Then select **Create a Team.**

(Continued on next page)

Screen key

💻 Choose the type of team

Choose a team for

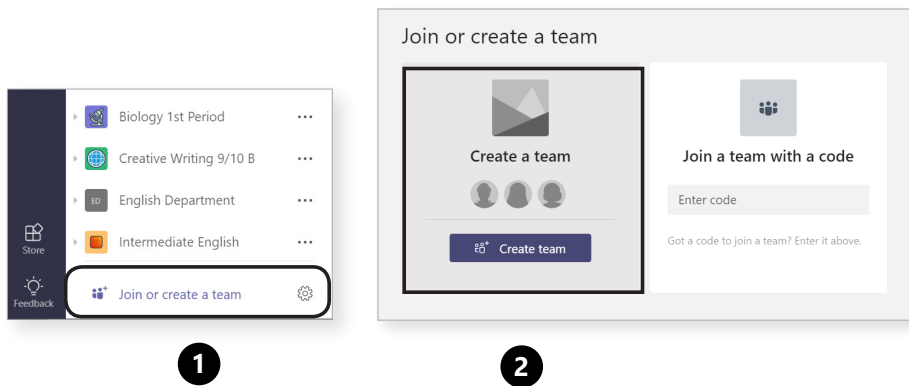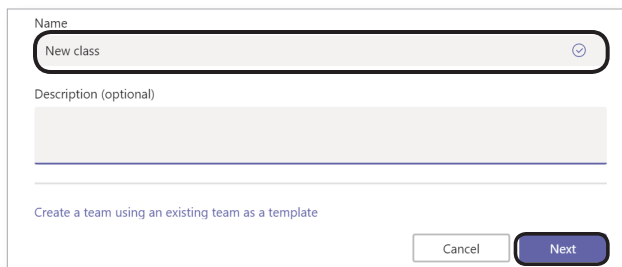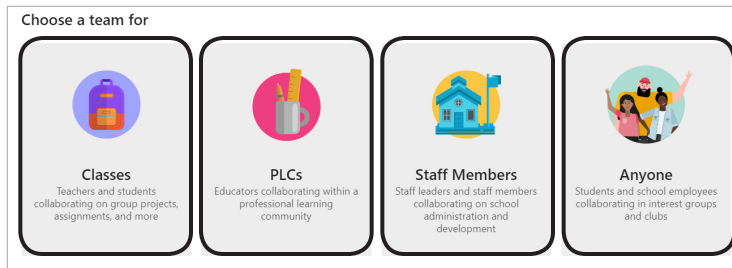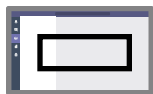|			
Classes Teachers and students collaborating on group projects, assignments, and more	**PLCs** Educators collaborating within a professional learning community	**Staff Members** Staff leaders and staff members collaborating on school administration and development	**Anyone** Students and school employees collaborating in interest groups and clubs

3

Name

New class ⊘

Description (optional)

Create a team using an existing team as a template

Cancel   Next

4

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

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

(Continued on next page)

Screen key

💻 Add more team members later

Favorites

Advanced English 11 A ...

Creative Writing 9/10 A ...

English Dept. PLC ... **5**

General

Chess Club!

More

4th Grade PLC

Advanced English 11 B

Advanced English 12

Biology 1st Period

Creative Writing 9/10 B

English Department ...

Intermediate English ...

⭐ Remove favorite

⚙ Manage team

▤ Add channel

👤⁺ Add members **6**

🏃 Leave the team

✎ Edit team

🔗 Get link to team

🗑 Delete the team

English

Conversations

Ms. Ash
Schedu...

Ms. Ash...

Start a...

5. Select the ••• **More** button next to the Team.

6. Then choose **Add members.**

Screen key

🖥 Add a team picture

Remove favorite
Manage team
Add channel
Add members
Leave the team
Edit team
Get link to team
Delete the team

1 **2**
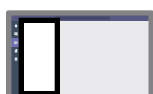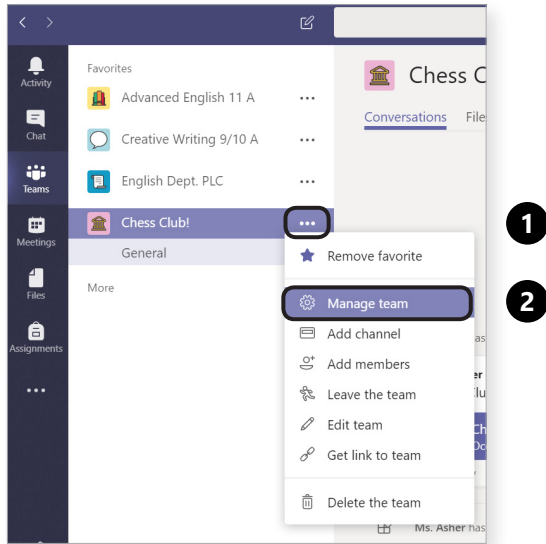
1. Select the ••• **More** button next to the Team.

2. Then choose **Manage team.**

(Continued on next page)

Screen key

🖥 Add a team picture

Search or type a command

Chess Team! ★ •••
Chess Team!

Members   Channels   Settings   Apps   **3**

▾ **Team picture**   Add a team picture

CT
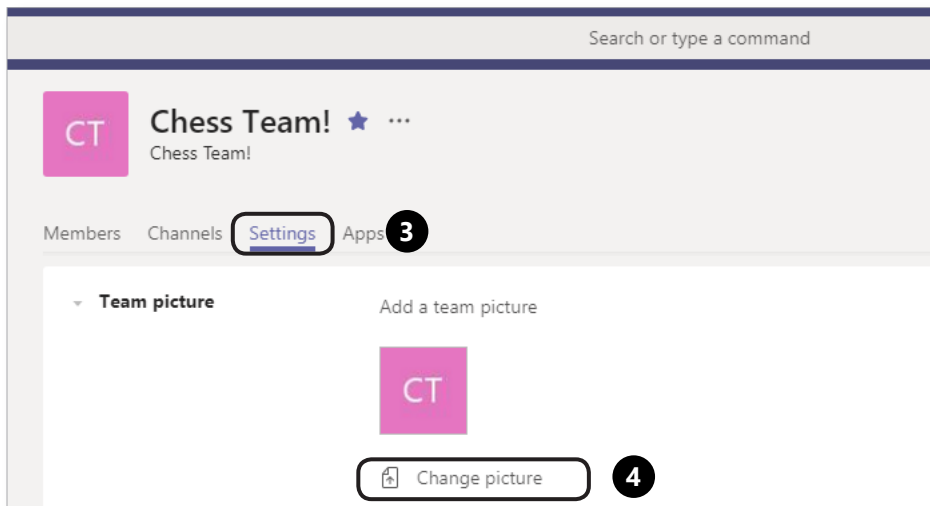
Change picture   **4**

3. Select **Settings**, in the tabs section.

4. Then click **Change picture**.

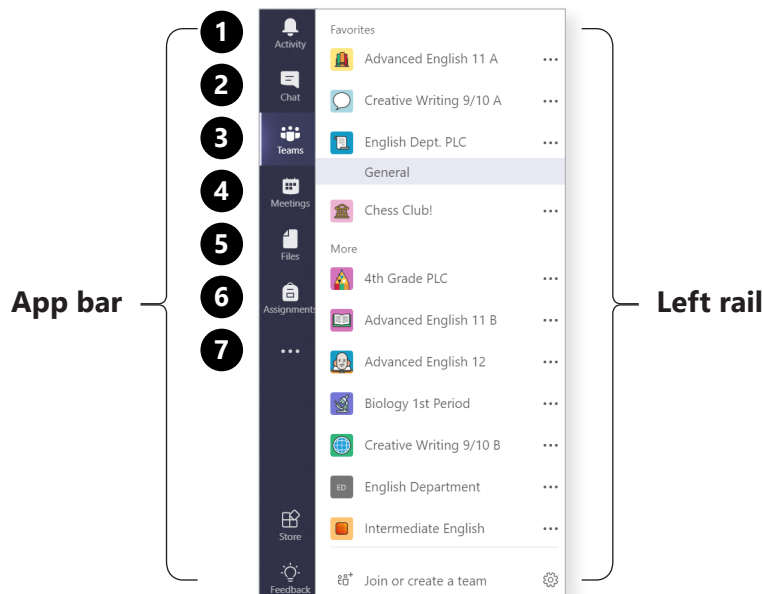Screen key

🖥 Posting comments and @mentioning

Ms. Asher 4/18 2:52 PM
We'll use this time to review the proposed curriculum and lesson plans for next semester.

📅 Language Arts Curriculum Planning Session
Thursday, April 26, 2018 @ 4:00 PM   ...

▸ 2 replies from you

↵ Reply

August 8, 2018

Ms. Asher Wednesday 4:20 PM

Start a new conversation. Type @ to mention someone.
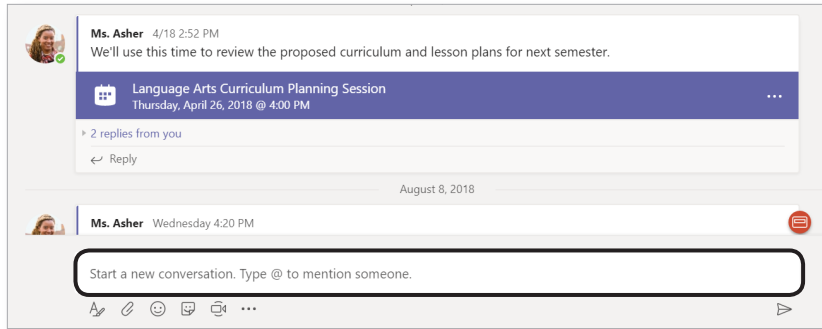
Post comments and **@mention** Team members.

Screen key

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

App bar

1 Activity
2 Chat
3 Teams
4 Meetings
5 Files
6 Assignments
7 ...
Store
Feedback

Favorites
📕 Advanced English 11 A   ...
💬 Creative Writing 9/10 A   ...
📘 English Dept. PLC   ...
General
🏛 Chess Club!   ...
More
🔺 4th Grade PLC   ...
📙 Advanced English 11 B   ...
👤 Advanced English 12   ...
📗 Biology 1st Period   ...
🌐 Creative Writing 9/10 B   ...
ED English Department   ...
📙 Intermediate English   ...
👥⁺ Join or create a team   ⚙

Left rail

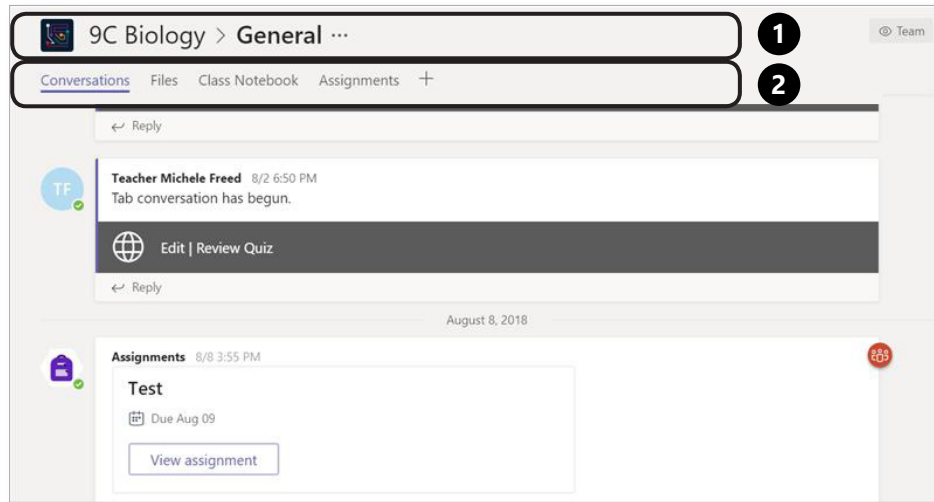**In the me space, you will find:**
1. Notifications
2. Private chats
3. Teams
4. Meetings
5. Personal files
6. All the assignments *you* create
7. Any apps that *you* add

Screen key

🖥 **The we space:** Collaborate with students.

1. The class nav is for wayfinding. It shows which team and channel you are in.

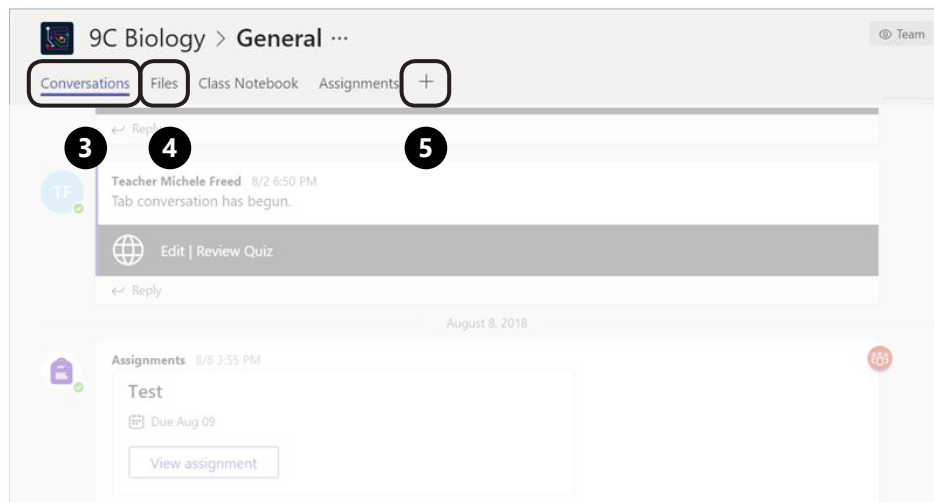**2.** These are **tabs**, which your students share with you.

(Continued on next page)

Screen key

🖥 **The we space:** Collaborate with students.

There are tabs for each channel. Here you will:
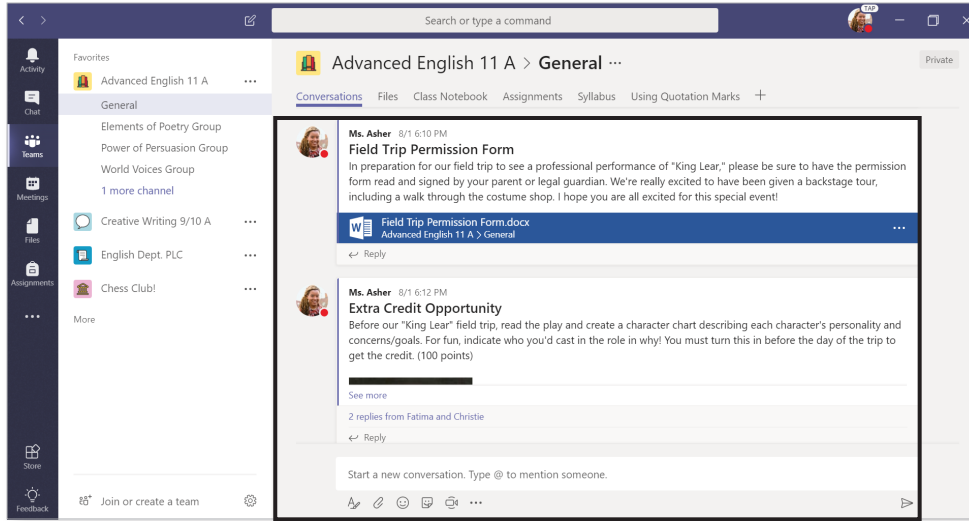
Navigate between **3.** conversations, **4.** files, and more

5. Add new tabs by selecting the plus sign.

Screen key

The canvas

This is the workspace. Whatever you've selected in the app bar, left rail, or tabs, shows up here.

Screen key