Microsoft

Get Started with Microsoft Teams for Education

Tips and tricks to help all types of teams collaborate better.

Welcome

Welcome to Microsoft Teams, the hub for teamwork in Office 365 Education. Now your school has a shared workspace for conversations, files, assignments, and meetings—so everyone can be more engaged and effective every day. In this guide, you'll find tips to make the most of Teams for the most common scenarios:

- Faculty Collaboration
- Student Collaboration
- Staff Collaboration

Get more from Teams.
Find additional guidance, tutorials, and tips at
www.support.office.com/education

First things first.
10 things to start Teams off right.

Before you set up your shared workspace in Teams, get organized with these simple tips.

1. Start with chat.
Create a small group chat with those you communicate with or work with regularly. You can name and "favorite" the chat for easy reference.

2. Connect from anywhere.
Download the Microsoft Teams desktop and mobile apps so you can collaborate from anywhere.

3. Go big.
Create larger teams and then subdivide them with dedicated channels to specific topics, projects, disciplines—whatever you like. Better to have fewer, larger teams with more channels than many small teams with few channels.

4. Customize channels.
Upload files to the appropriate channel and pin frequently used files to make them easier for everyone to find.

5. Add apps to channels.
Do more in one place by integrating favorite apps and services—such as Word, PowerPoint, Excel, Planner, SurveyMonkey, Quizlet, and more—with team chats and meetings.

6. Consolidate "need to know" content.
Spotlight important content by using the integrated OneNote notebook feature. That keeps things like lesson plans, meeting follow-ups, best practices, and goals separate from ongoing conversations.

7. Spotlight resources.
Pin frequently visited websites, like Course Registry or School News page, so everyone can easily access the information right within Teams.

8. Elevate email conversations.
Forward email to a team channel to unclutter inboxes and continue the discussion in a threaded chat conversation, with attachments automatically uploaded for easy team co-authoring.

9. Share content from other services.
Push rich content into Microsoft Teams from services like Trello, GitHub, Bing News, or Twitter. Set up connectors to get notified of the team's activity in that service.

10. Help foster active channels.
Actively engage in channels and use an at-mention (e.g., @team) to notify individuals or full teams of important information or to ask specific questions.

Faculty

Class Collaboration

Each day in the classroom, professors strive to engage students and develop a learning community, whether they're leading a seminar of four students or lecturing to 400. Microsoft Teams helps professors connect with students in a relevant, responsive, and meaningful way, allowing them to share content like never before.

Here's how to get started:

1. Create a new team named after your course. Use School Data Sync (SDS) to easily add students registered to the course to your Class Team.

2. Organize it by adding channels for each week, or for each lesson or unit. You can also organize channels by student project groups and easily assess participation and answer any questions.

3. Each Class Team comes with a OneNote Class Notebook. Place lecture notes and presentations in the Class Notebook to automatically share class-wide, which will appear in each individual student's Class Notebook.

4. Share course content, like the syllabus, via Files. Important files, like exam study guides, can be pinned as tabs for easy access.

5. Each Class Team comes with an Assignments tab. Create and grade assignments for each of your students. Mark up students' work right in Teams and provide rich feedback.

6. Add your favorite education services as apps within your Class Team—from study tools like Quizlet to LMS's like Skooler. Or you can add a Website tab and link to any webpage or service that your classroom uses.

7. Provide students all the materials and resources they need to be successful. Record your lectures and upload them into your Class Team via Microsoft Stream.

Research Collaboration

From the request for proposal to the peer review cycle, Microsoft Teams helps faculty streamline the end-to-end research process. While Teams helps save time with administrative tasks, faculty can focus on discovering the latest advancements in their field.

Here's how to get started:

1. Before applying for a grant, create a team and add each stakeholder to it.

2. Assign tasks to your grant team by adding Planner as a tab. After assigning tasks, each member will receive a Planner notification in their Teams account.

3. Co-author the grant or research papers right in Teams. Use chat to provide feedback as you co-author; all chat history remains threaded and accessible after you log off, so you'll have record of everyone's feedback and suggestions.

4. Spark a quick brainstorm session by hopping on a Meet Now video meeting. Record the meeting to make available in the channel for those who aren't present.

5. Invite any researcher to collaborate on your project, like faculty at another university. Just add them as a guest to your team using Guest Access.

6. Schedule recurring meetings, such as biweekly research edit reviews.

FACULTY

Course Planning

Creating new and better ways to connect with students is just the beginning. Microsoft Teams also allows faculty to easily stay connected with each other and share best practices, lesson plans, and pedagogy outside of the classroom.

Here's how to get started:

1. Create a team for your department, i.e., Economics Department Faculty.

2. Add channels for lessons or units (e.g., MacroEcon course planning), teaching tips, academia news, and professional development.

3. Schedule recurring meetings, such as lesson plan review and university-wide meetings.

4. Get everyone acquainted. Set up the Flipgrid app as a tab, and ask all department faculty, including teaching assistants, to record a brief introduction.

5. Co-author lessons and course materials with fellow faculty members. Use chat to provide feedback as you co-author.

6. Invite an industry expert to help validate your course planning. Use Guest Access and send a Teams meeting to the guest to connect via video.

Students

Class Collaboration

From sharing notes to forming study groups, students turn to collaboration and social tools to help learn classroom material and pass the next exam. Microsoft Teams enables collaboration that's familiar and fun to students, and helps improve learning outcomes.

Here's how to get started:

1. In the Course Team created by your professor, collaborate in channels as a project group.

2. Upload files, like a PowerPoint presentation or Excel model, and work from the file together in Teams—no more version control!

3. Keep track of project tasks and responsibilities by using project management apps like Planner. Try apps like Quizlet to help prepare for exams with digital flashcards and study sets.

4. Create a chat and invite fellow students to form a study group. Name the chat to easily reach your study group, especially from your mobile device.

5. At-mention (@professor) the professor or teaching assistant to ask questions about assignments, last week's lecture, or upcoming exams.

6. Take lecture notes in your Class Notebook in Teams—anything from typed notes and images to videos.

7. Submit and check your assignments in Teams, and respond to feedback from your professor or teaching assistant.

STUDENTS

Extracurricular Student Groups

College life extends beyond academics, and Teams is ready to help—providing students with a single hub to chat, share, and plan for all of the activities that come with on-campus student groups. From planning student government meetings and creating activity schedules, to coordinating a big philanthropic event, Teams keeps you and your student group organized.

Here's how to get started:

1. Create a new team for your student group, like University Student Council, and add members and other stakeholders, like faculty sponsors.

2. Add channels for meeting minutes, upcoming events, membership recruitment, activities fair, and more.

3. Schedule recurring meetings, such as executive committee meetings, general body meetings, and more. Be sure to record important meetings so students who were absent can catch up.

4. Upload important files or logs to the channels.

5. Pin relevant apps used by your team, such as Word, OneNote, or Planner. Add a Website tab to include frequently visited websites.

6. Make announcements to your student group by marking your chat as important, allowing everyone to receive notifications, including push notifications on mobile.

7. Invite guest speakers using Guest Access, and allow speakers to present to the group using Teams video meetings.

Dorm Life

For many students who live on campus, dorms and student housing quickly become a close-knit community. Teams makes it easier to coordinate dorm events, like mixers and fundraisers, and allows students to easily connect with each other and foster friendships.

Here's how to get started:

1. As a Resident Advisor (RA), create a new team for your hall or set of residents. If your dorm doesn't have an RA, anyone in the hall can create the team.

2. Add channels for introductions, upcoming events, required actions, winter/summer break plans, and more.

3. Upload relevant files, like community agreements, personal contact information, and other necessary information your housing department may need. Residents can complete the form and share with their RA directly through chat.

4. Schedule group lunches and other activities directly from Teams.

5. Add apps like SurveyMonkey or Polly to poll what activity the group would like to do next.

6. Pin helpful apps as tabs and add Website tabs to communicate important school information, like the academic calendar, activities schedule, and emergency contact page.

7. Make announcements to your hall by marking your chat as important, allowing everyone to receive notifications, including push notifications on mobile.
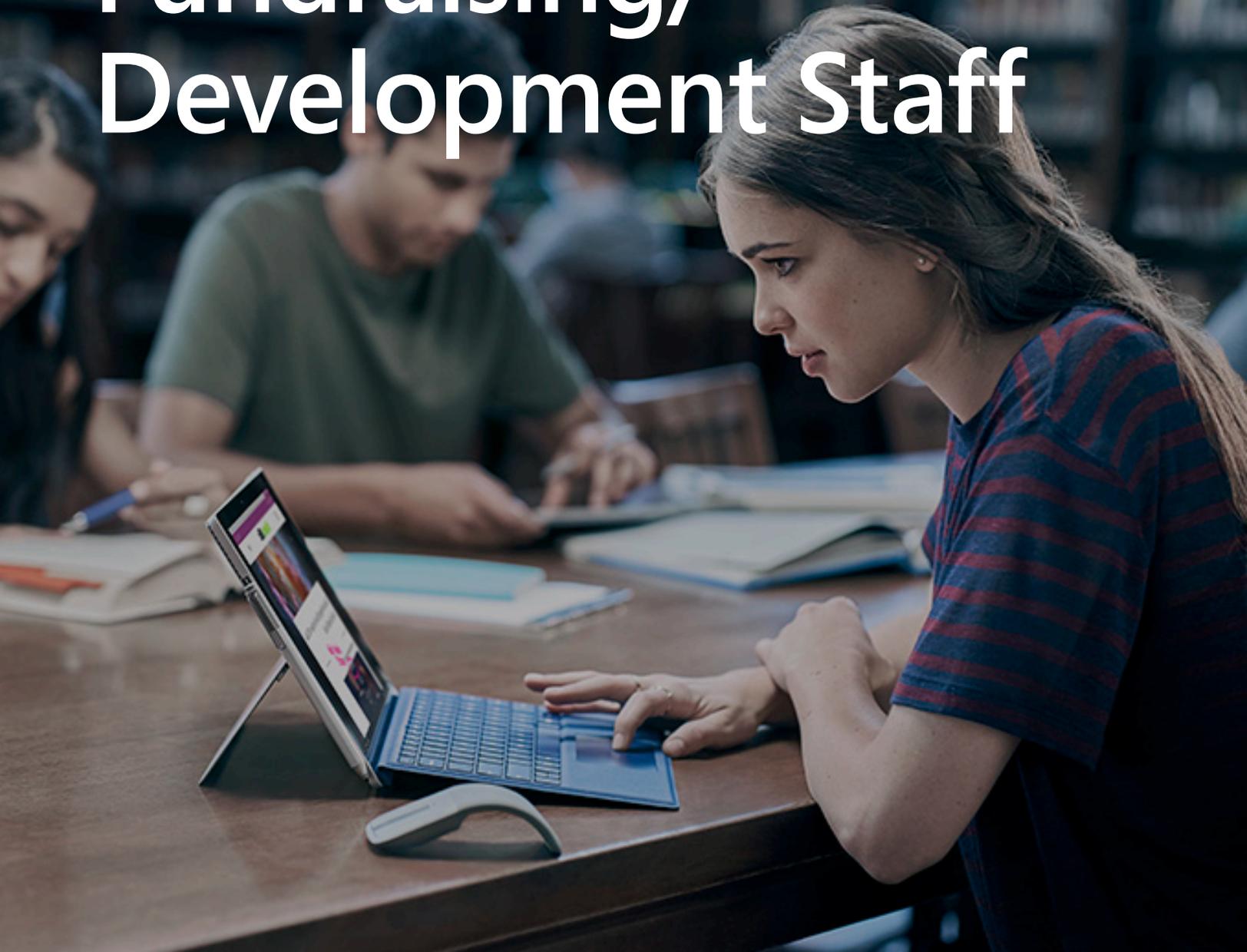
Staff

Fundraising/ Development Staff

University fundraising teams need to hit their target goals by reaching out to a diverse set of stakeholders. Teams not only makes it easier for staff to connect with major donors, alumni, faculty and students, but it also creates a more efficient workspace for all conversations, files, and third-party tools—ultimately helping reach fundraising goals and increase alumni affinity with their school.

Here's how to get started:

1. Create a new team named Fundraising. Invite internal and external teammates from university fundraising groups that you work most with, including alumni relations, departmental fundraising teams, data teams, and events teams.

2. Add channels for fundraising initiatives, projects, and teams—such as capital campaign, major donors strategies, alumni newsletter, direct mail campaign, and alumni reunions.

3. For each channel, connect relevant third-party services, such as HootSuite, Twitter, and Adobe Creative Cloud.

4. Create and store fundraising assets, such as grant drafts, mail templates, and stewardship letters, in the Files section.

5. Pin things like the budget, fundraising strategy, and campaign landing pages as tabs in relevant channels for easy reference. Add your favorite Office apps, like Planner, to help you assign tasks and stay organized.

6. Take meeting notes and share content using the integrated Staff Notebook, which is designed to help you stay organized and easily share content.

7. Schedule and hold all meetings in Teams using audio and video conferencing features, as well as one-on-one chat and file-sharing for convenient cross-department collaboration.

STAFF

Admissions Staff

The increasingly competitive and complex admissions process carries many data points for admissions staff to consider. Essays, statistics, interviews, and lots of internal input needs to be factored, and Microsoft Teams helps admissions staff streamline the process by keeping all important decision-making data, conversations, and meetings in one place. Plus staff can access their Teams workspace wherever they are— from their mobile device at an admissions recruiting event to their PC while hunkered down during essay-reading season.

Here's how to get started:

1. Create a new team named Admissions. Invite internal and external teammates who you work most with, including application readers, recruitment staff, social, and alumni interviewers.

2. Add channels for fundraising initiatives, projects, and teams—such as capital campaign, major donors strategies, alumni newsletter, direct mail campaign, and alumni reunions.

3. For each channel, connect relevant third-party services, such as HootSuite, Twitter, and Adobe Creative Cloud.

4. Take meeting notes and share content using the integrated Staff Notebook, which is designed to help you stay organized and easily share content.

5. Create and store fundraising assets, such as grant drafts, mail templates, and stewardship letters, in the Files section.

6. Schedule and hold all meetings in Teams using audio and video conferencing features, as well as one-on-one chat and file-sharing to easily reach remote members like alumni interviewers.

7. Interview prospective students who are unable to make on-campus interviews using Teams HD video meetings.

STAFF

Student Affairs Staff

Campuses thrive with a rich student life—from a variety of student activities to dorm and Greek life, and much more. To foster a safe and inclusive environment, student affairs professionals need to be there for students every step of the way. Microsoft Teams allows student affairs staff to more easily connect with student leaders and representatives across campus and to collaborate with each other at work.

Here's how to get started:

1. Create a new team named Student Affairs Staff. Invite internal and external teammates across the university, including Student Activities, Housing and Residence, Fraternity and Sorority life, Volunteer Center, and other student affairs groups.

2. Add channels for major student events, orientation week, move-in weekend, activity brainstorms, and summer planning.

3. For each channel, connect relevant third-party services, such as HootSuite, Twitter, and Adobe Creative Cloud. Use your favorite Office apps to get organized.

4. Take meeting notes and share content using the integrated Staff Notebook, which is designed to help you stay organized and easily share content.

5. Create and store important documents, such as the academic calendar, move-in weekend logistics, and activity release forms, in the Files section.

6. Pin important files to your team, like the budget and current roster of students per each activity. Assign tasks and stay organized by adding your favorite Office apps, like Planner.

7. Schedule and hold all meetings in Teams using audio and video conferencing features, as well as one-on-one chat, to conveniently meet with fellow staff members or student representatives you work with.

It's your move.

Start the conversation. Instead of emailing your team, bring your group to life. Start the conversation in Teams by either inviting your teammates to a team or starting a group chat.

Your style, your way.

- Add channels.

- Create tabs to integrate tools and services your team cares about.

- Add bots to give automatic updates and notifications.

- Create your own canvas.

- Click your profile picture in the bottom corner of the app to change your picture and set your status.

- Select Options to change your app settings, notifications preferences, language, and more.

Get more from Teams.

Start using Microsoft Teams today at
www.aka.ms/teamsedustart

Find additional guidance, tutorials, and tips at
www.support.office.com/education