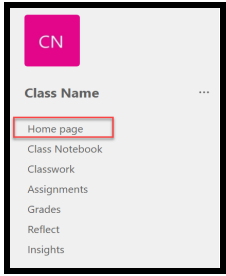
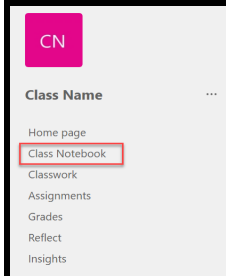
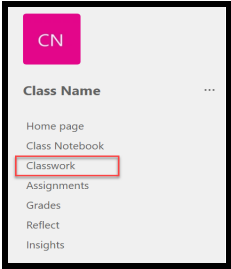


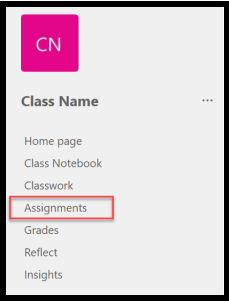
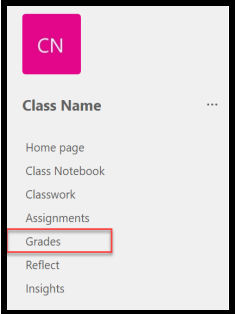
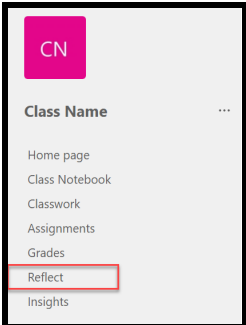
DIGITAL LEARNING

Microsoft Teams: Next Steps

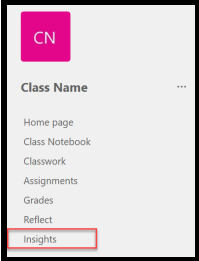
After effectively [establishing their Microsoft Teams courses](#), teachers can use this guide to effectively use the features of [Microsoft Teams](#).

Home Page	Tutorial
<ul style="list-style-type: none"> ● Home Page is the first default channel in Teams. ● The Home Page acts as a landing spot that educators can utilize to highlight important information as well as direct students to learning tasks as soon as they enter their virtual classroom. ● When the channel is first clicked, it will automatically set up a Home Page. 	<p>Creating a Home Page</p> 
Class Notebook	Tutorial
<ul style="list-style-type: none"> ● Class Notebook is the second default channel in Teams. ● Class Notebook is a digital notebook. ● The teacher can distribute documents digitally through the Class Notebook. ● Files in the content library are read only. Students can not edit. ● Files distributed to students are editable. Each student receives their own copy. ● The teacher can access each student's Class Notebook to monitor progress and view completed work. 	<p>Creating a Class Notebook</p> 
Classwork	Tutorial
<ul style="list-style-type: none"> ● Classwork is the third default channel in Teams. ● Classwork is a way to build out modules. ● The teacher can prepare a module and schedule when students can access materials. ● The teacher can prepare assignments and modules in advance. 	<p>Creating Classwork</p> 

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Assignments	Tutorial
<ul style="list-style-type: none"> ● Assignments is the fourth default channel in Teams. ● The teacher can assign work to students. ● Assignments can be either curriculum-embedded formative or summative assessments. 	<p>Creating an Assignment</p> 
Grades	Tutorial
<ul style="list-style-type: none"> ● Grades is the fifth default channel in Teams. ● The students can view grades from assignments. ● The teacher can see when a student has viewed an assignment. ● The teacher can view an assignment that has been turned in. ● The teacher can grade and return assignments to students. ● The teacher can also view the history of the assignment, such as when viewed, when edited, and when the assignment was submitted. 	<p>Grades</p> 
Reflect	Tutorial
<ul style="list-style-type: none"> ● Reflect is the sixth default channel in Teams. ● The teacher can check in with students by sending out reflection questions. ● Reflection question results are only viewable to the teacher. 	<p>How to use Reflect</p> 

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Insights	Tutorial
<ul style="list-style-type: none"> ● Insights is the seventh and final default channel in Teams. ● Insights gives teachers an at-a-glance data view of students' activity in the Team. Teachers are able to track their students' activity. ● Insights is designed to keep teachers informed and save time in planning, giving feedback, and providing help when needed. ● The teacher can view Insights for the class as a whole or a specific student. 	<p>How to use Insights</p> 
Left-Hand Toolbar	Tutorial
<ul style="list-style-type: none"> ● On the left-hand side of Teams is a toolbar. ● Activity <ul style="list-style-type: none"> ○ If an assignment is posted, someone mentions you, etc., there will be a notification alert. ● Chat <ul style="list-style-type: none"> ○ Teachers can chat with other teachers in the organization and with students. This is a great collaboration tool. ○ Students can chat with teachers and other students in the organization. ○ Please note: School system IT CAN disabled the student chat feature. ● Assignments <ul style="list-style-type: none"> ○ Students can view all of their assignments from all Teams. ● Calendar <ul style="list-style-type: none"> ○ The teachers and students can view Calendar to show assignments, scheduled meetings, etc. ● The three dots (ellipsis) allows teachers to add apps.. ● Apps <ul style="list-style-type: none"> ○ Teachers can add apps. ● Help <ul style="list-style-type: none"> ○ Topics ○ Training ○ What's New ○ Suggest a Feature - Have an idea for a feature that would make Teams better? Suggest it here! Microsoft makes updates based on suggestions. ○ Report a problem ○ Give Feedback ○ Ask the community 	<p>How to use the toolbar</p> 