



## Presentation plan: 1-2 hour training

Teams is an online classroom hub designed with instructional efficiency and student growth in mind. In this space, teachers can organize and share classroom objectives while increasing student engagement and ownership of their learning goals. Students can also develop digital citizenship, engage their creative capabilities, and think critically about the world.

The **All about Teams** course introduces teachers to the basics of Teams, readying them for collaboration with others and initiating the conversation about instructional use of the platform.

### Engage

Prior to presentation

- Display the slide instructing participants to find the Teams app when they log into their Microsoft 365 account.



All about Teams title slide

1 minute

- Introduce the training and emphasize that participants will not be experts in Teams by the end of the training. Instead, they'll be encouraged to play around with the app to get a feel for the layout and features.

Instructor introduction

3 minutes

- Make sure you've personalized this to include your information.

Essential question

1 minute

- What makes an effective online communication platform?
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☆ ISTE Educator Standards: 1B, 2C, 4A, 5C, 6B, 6D

 Set the tone to encourage experimentation rather than mastery.



## Discuss

- “What are the main ways you communicate and collaborate with students and colleagues?”
- Facilitate small group discussions, then whole group share.

## Value of Microsoft Teams

- Facilitates collaboration and communication between teachers and students
- Allows educators to collaborate, converse, and share with each other

## Watch:

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- Before the video, prompt participants to take mental note of questions or curiosities that arise while they are watching video.
  - Play video [Introducing classroom experiences in Microsoft Teams](#).
  - After the video, have participants discuss what they noticed or wondered with their table group.



## Explain, Explore, Experience

Explain: Getting started with Teams

10 minutes

- Distribute **Skills checklist** and encourage notes and checkmarks as participants progress through training.
- Explain that Teams has a lot of features and that participants don't need to know them all by name. Instead, you'll focus on the basics and start thinking about how Microsoft Teams can be used in the classroom.
- Explain the me space:
  - App Bar
  - Left Rail
  - Teams
  - Chat
  - Files
- Explain the we space:
  - Class Nav
  - Tabs
  - Channels
  - General channel
  - Conversations tab
  - File tab
- Explain the canvas.
- Refer participants to the **The me space** and **The we space takeaways**.

 Encourage play, and, remember, you can't break Teams.

Explore: Getting started with Teams

3 minutes

- *Note: Be sure you have created the Teams Practice Space team and added all participants to it prior to the training.*
- Prompt participants to explore Teams and use the features that have been introduced and explore those that haven't. Direct them to the Teams Practice Space team to add to the conversation, upload files, etc.
- Circulate to provide support.



## Explore: A closer look at Teams and channels

3 minutes

- *Note: If you are in a district that prepopulates Teams and does not allow teachers to create their own teams, explain that participants will only be able to add channels.*
- Introduce video and explain that there are different ways teams and channels can be used in classrooms. This video will show a few ways different teachers organize Teams.
- Play [What are teams and channels in Microsoft Teams](#) video. *When you click on this link during the presentation, the video will open in a tab in your browser. So be prepared to switch over.*
- Refer participants to **Teams and channels in Microsoft Teams takeaway**.

## Experience: Create a team

2 minutes

- *Note: If your district does not allow teachers to add teams, you'll need to revise this slide. Delete the first two bullet points and have participants begin with "Do: Add two channels..."*
- Refer participants to directions on slide and the **Create your first team handout**.
- Refer participants to the **How to create a team takeaway**.





## Elaborate

Reflection

2 minutes

- Prompt: “What is one feature of Teams that you think you could use in the next couple of weeks? How might you use it and who might you use it with?”

 Time to witness the teacher magic!

Plan

6 minutes

- Prompt participants to type responses about possible ways to use Teams in the Teams Practice Space team.
- Have participants explore colleagues responses to get new ideas.
- If time remains, have participants share their own ideas or ideas they read that they'd like to implement.

Review essential question

- Reflect and share



## Evaluate

Closing Topics

2 minutes

- *Note: Edit this slide as needed. If there are no additional trainings scheduled, remove that from the slide. Add your contact information or that of the IT person who can help answer questions.*
- Prompt participants to complete survey as an exit ticket.





## Supplies

### Presenter

- WiFi access
- Laptop or mobile device with access to Microsoft Office 365 and login credentials
- Power cord for laptop or mobile device
- Projection capability
- Speaker for external audio
- Dongle to connect to projector
- Printed copies of **Learner's skills checklist, Takeaways, and Handouts**
- Create a Teams Practice Space team and add participants, edit slides as needed

### Participant

- Laptop
- Office 365 login credentials



### Suggested classroom device access

To implement the above activities, we suggest teacher and student access to a Windows 10 computer with:

- Processor: 1 gigahertz (GHz) or faster
- RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)
- 16 GB of free hard disk space
- Graphics card: Microsoft DirectX 9 graphics device with WDDM driver
- A Microsoft account and internet access

### Software requirements:

- Computer: Windows 10; Office 2013 or later; .Net Framework 4.5.0 or later
- Mobile: iOS 10.0 or later; Android 4.3 or later
- Account: O365 for EDU account or a general Microsoft account



Don't forget to bring a dongle along with your amazing skill.

