




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 the app while you are there for support.

Best of all, after they practice during the training, teachers can flip the script and try these activities in their own classrooms.

 The students become, well, the teachers.

Included:

- **Learner skills checklist**
- **Create your first team**
- **Test your knowledge of Teams features**
- **Create an assignment in Teams**
- **Create a small group assignment**
- **Use Forms in assignments**
- **Teams assignment planner**







Learner skills checklist: 1-2 hour training

As you progress through this Teams training, check off each skill as you learn it:

Create a new assignment, and:

- Add a title.
- Select a class to send the assignment out to.
- Fill out instructions.
- Upload a file as a resource.
- Set a due date.
- Allow for late turn-ins.
- Set number of points assignment is worth.
- Assign.
- Send assignment to multiple classes.
- Reuse the assignment.
- Select individual students to receive an assignment.
- Schedule the assignment to send later.
- Add a rubric.
- Explore the features of the feedback loop.
- Add a Form as an assignment.



Creative doodles and brilliant notes encouraged!

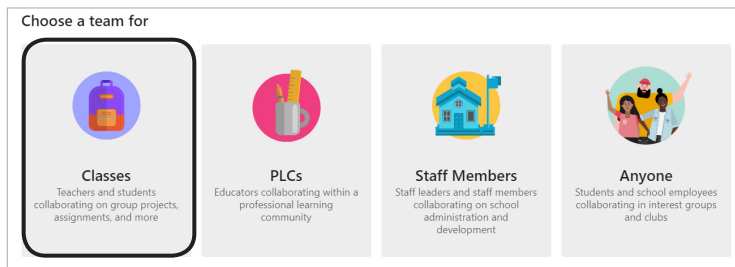


Create your first team

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

- Create and name a team. Select Class for your team type (see image below).
- When prompted, add mock students to your newly created class team.
- 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.



1

1. Select Class for your team type.



Test your knowledge of Teams features

Fill in the blanks below to test your Teams knowledge.

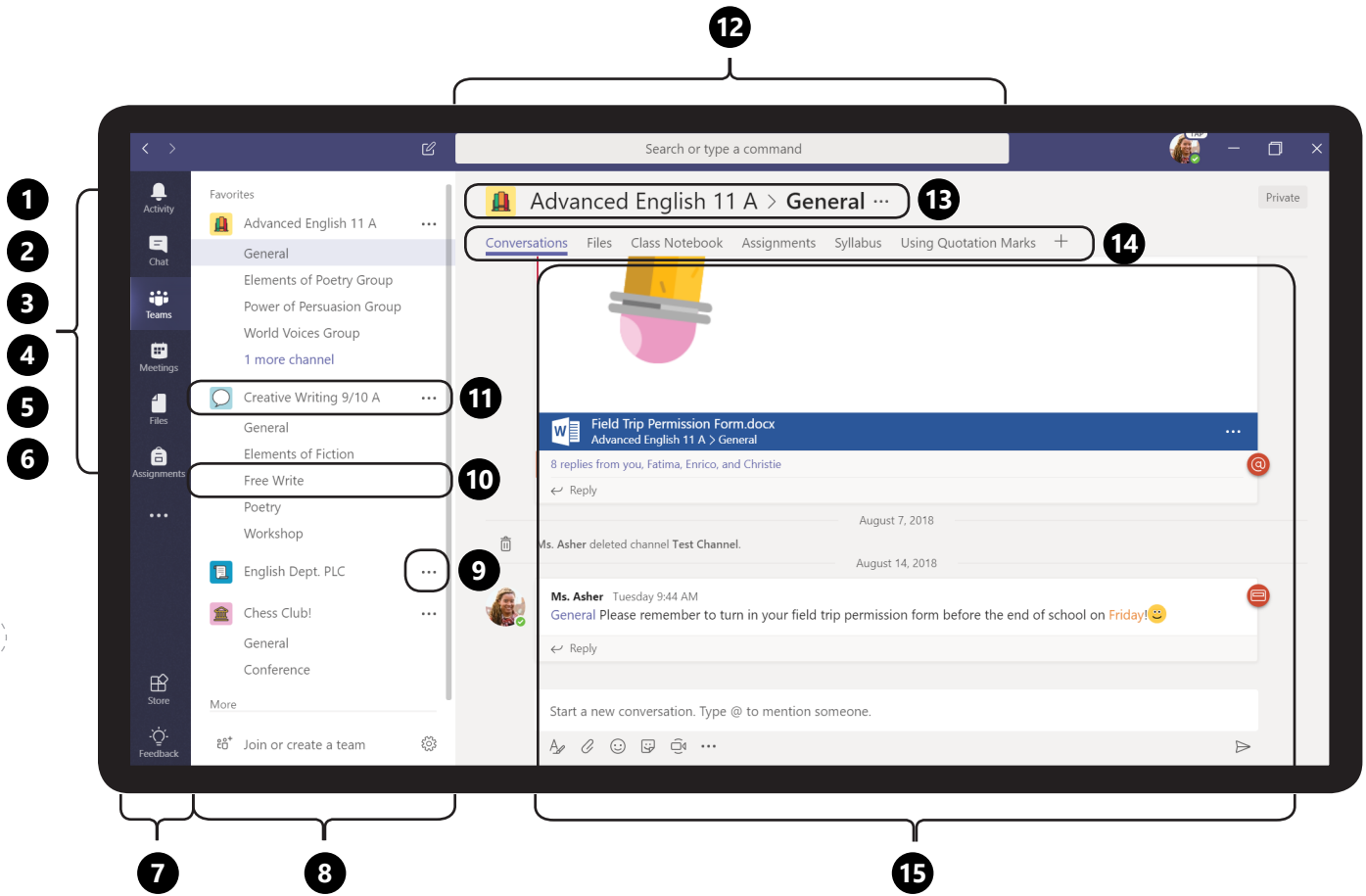


- | | | | |
|-----------------|-----------------|----------------|-------------------|
| _____ App bar | _____ Class nav | _____ Meetings | _____ Command box |
| _____ Activity | _____ Tabs | _____ Files | _____ Team |
| _____ Left rail | _____ Chat | _____ More | _____ Assignments |
| _____ Canvas | _____ Teams | _____ Channel | |




Test your knowledge of Teams features

Find the answers below.



- | | | | |
|--------------------|---------------------|-------------------|-----------------------|
| <u>7</u> App bar | <u>13</u> Class nav | <u>4</u> Meetings | <u>12</u> Command box |
| <u>1</u> Activity | <u>14</u> Tabs | <u>5</u> Files | <u>11</u> Team |
| <u>8</u> Left rail | <u>2</u> Chat | <u>9</u> More | <u>6</u> Assignments |
| <u>15</u> Canvas | <u>3</u> Teams | <u>10</u> Channel | |





Create an assignment in Teams activity

In this series of activities, we'll practice creating several different kinds of assignments in several different ways – all so we can get your students learning, creating, and exploring without a single trip to the dreaded photocopier. Sound good?

On your marks...get set...go!

Make an assignment for a whole class

- Do:** Go into your class team.
- Do:** Create a new assignment.
- Do:** Add a title.
- Do:** Select a class to send the assignment to.
- Do:** Fill out instructions.
- Do:** Upload a file as a resource (don't overthink it, just choose a file you can easily find on your device).
- Do:** Set a due date.
- Do:** Schedule the assignment to be assigned later.
- Do:** Allow for late turn-in.
- Do:** Set the number of points.
- Do:** Assign.



Extra challenge

- Do:** If you already have multiple teams made, create a new assignment and send it out to all of them at once.
- Do:** Once you've created an assignment, reuse the resource you've added to it in a new assignment.





Create a small group assignment

In this series of activities, we'll practice creating several different kinds of assignments in several different ways.


Make an assignment for a small group

- Do:** Create a new assignment.
- Do:** Add a title.
- Do:** Type directions.
- Do:** Select three students to assign it to.
- Do:** Set a due date.
- Do:** Set an assign later date.
- Do:** Add a simple rubric. *(Note: If you've got a rubric handy, pull it up. Otherwise, just use the ratings Excellent, Good, Fair, and Needs improvement).*



Use Forms in assignments

- Do:** Select New Quiz from Create menu.
- Do:** Create a quiz. Choose whatever type (multiple choice, short answer, etc.) you want to.
- Do:** Return to Teams and select New Quiz again.
- Do:** Find your Quiz and click next.
- Do:** Fill out the rest of the assignment information.
- Do:** Assign.

 Forms automatically grades for you!

Challenge


- Do:** Reuse the quiz you just created.



Teams assignment planner

Brainstorm:

Think about an upcoming assignment you can create and distribute to your students in Teams in the next week.

 Time for teacher magic!

Plan:

- Look through all of the takeaways and think about your own experiences with assignments in Teams today.
- Create a quiz, form, or handout to distribute and review as an assignment in Teams.

