




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 learning 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.

Included:

- **Learner skills checklist**
 - **Test your knowledge of Class Notebook in Teams features**
 - **Explore Class Notebook in Teams**
 - **Create a Class Notebook in Teams assignment**
 - **Explore student workspaces in Class Notebook and Teams**
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The students become, well, the teachers.






Learner skills checklist: 1-2 hour training

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

Identify the organizational structure of Class Notebooks and know:


- Notebooks
- Sections
- Pages



Creative doodles and brilliant notes encouraged in the margins!

Identify spaces within Class Notebooks, such as:

- Teacher only space
- Student notebooks
- Collaboration space
- Content library

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- Setup a Class Notebook in Teams.**
 - Turn on the Teacher Only section.**
 - Explore the capabilities of the infinite canvas.**

(Continued on the following page)



 **Learner skills checklist: 1-2 hour training**

Discover the types of content that can be added to pages in Class Notebook, such as:

- Videos
- Photos
- Textboxes
- Drawings
- Audio
- Stickers
- Lesson plans
- Educational resources
- Inking

Move content from the Teacher Only to the Content Library.

Distribute a Class Notebook page as an assignment in Teams by:

- Setting up an assignment in Teams
- Selecting the Class Notebook page as the assignment
- Sending out the assignment



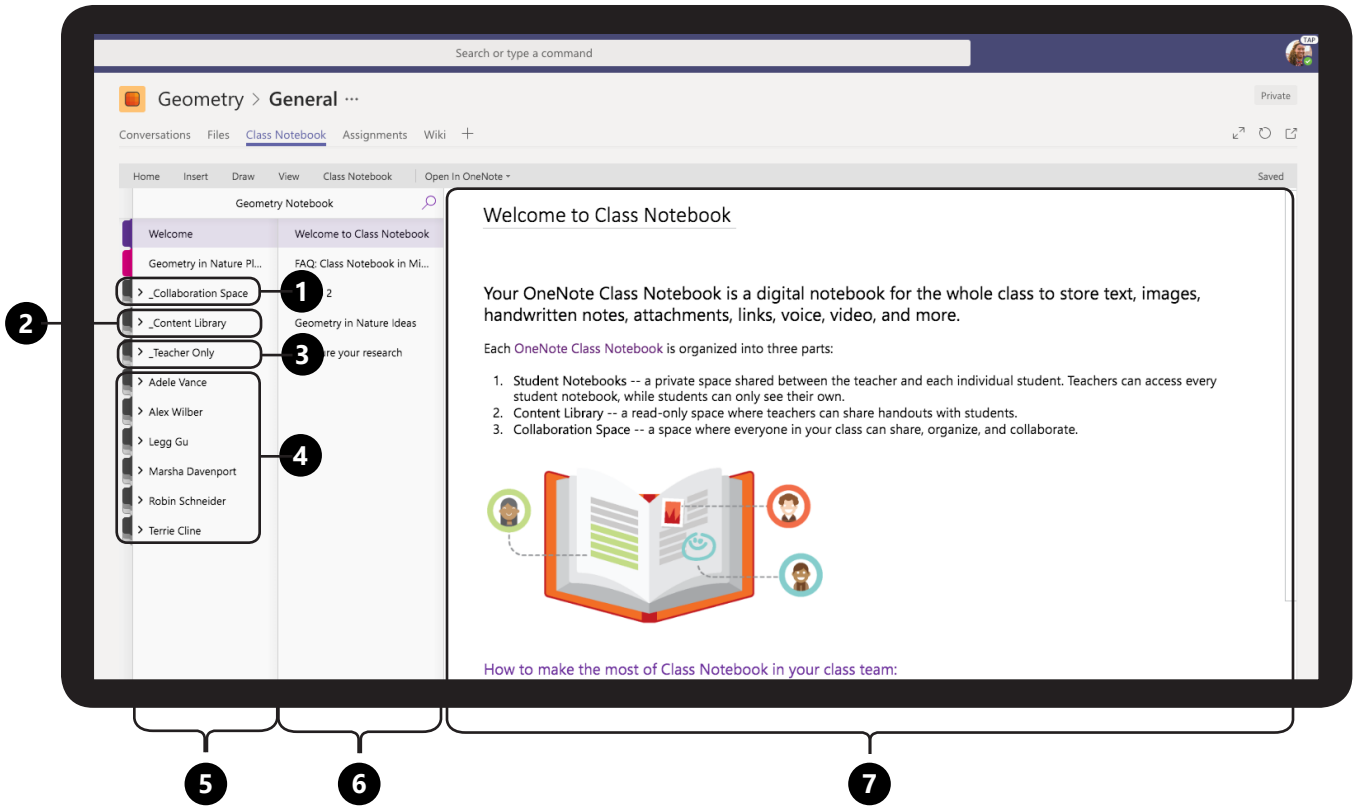
Explore student workspaces in Class Notebook and Teams, including:

- Student notebooks/class notes
- Notes tab
- Teams channel conversations



📖 Test your knowledge of Class Notebook in Teams

Fill in the blanks below to test your Teams knowledge.



_____ Section

_____ Pages

_____ Workspace

_____ Student notebooks

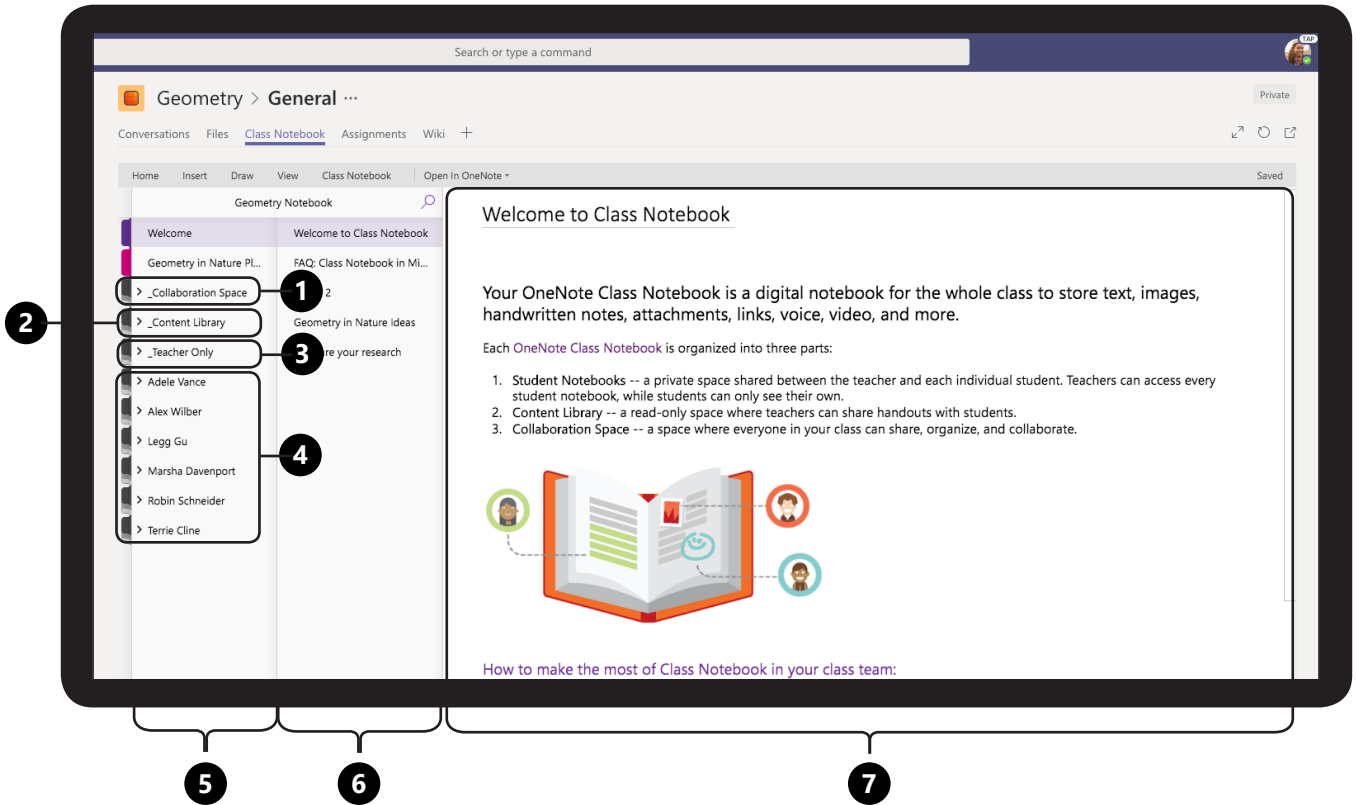
_____ Collaboration space

_____ Teacher Only

_____ Content library

📖 Test your knowledge of Class Notebook in Teams

Find the answers below.



5 Section

7 Workspace

1 Collaboration space

2 Content library

6 Pages

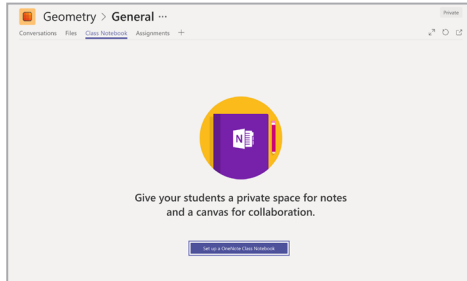
4 Student notebooks

3 Teacher Only

Explore Class Notebook in Teams

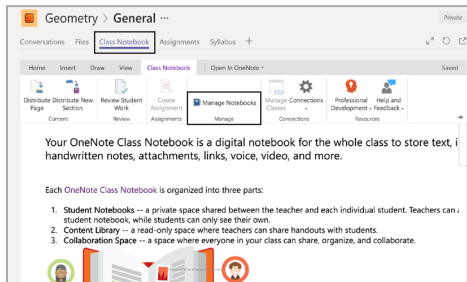
In this activity, you'll experiment with all of the diverse, handy, and fun features that the Class Notebook canvas has to offer. The only limit is your imagination (and time...you have 15 minutes).

- Do:** Wake up a class notebook.



Source: *Setting up and working in your Class Notebook, Course 5: Class Notebook and Teams: Teacher takeaways.*

- Do:** Create a Teacher Only section.




Source: *Setup a Teacher Only section, Course 5: Class Notebook and Teams: Teacher takeaways.*

Experiment

- Do:** Explore the canvas and its features. Possibilities include: inking, adding videos, links, and photos, record audio, add stickers, etc.

Apply


- Do:** Consider an upcoming project or assignment you have planned.
- Do:** Collect materials, do research, compile helpful resources.
- Do:** Create an assignment using some of what you've found.



Create a Class Notebook assignment in Teams

You've created your brilliant assignment in Class Notebook, you teaching genius, you. Now let's take over the world/your classroom by getting it distributed to your class.

- Do:** Create a new section in the Content Library for the assignment you've been building.
- Do:** Move your content from the Teacher Only section into the Content Library.
- Do:** Make an assignment in Teams.
- Do:** Add in your Class Notebook page as a resource.



Explore student workspaces in Class Notebook and Teams

What do your student see when you start student groups, and how can you get them working together? Let's dig in and see for ourselves.

- Do:** Add three channels for student groups.
- Do:** Navigate to a student class notebook and explore their space.
- Do:** @mention students in channels.
- Do:** Leave directions about how to use the conversations feature.
- Do:** Leave a message in the Notes tab prompting students on how to get started with the project.

