

Table of contents: Teams course 5

Presenter's package

- **Presenter's slide deck**
- **Presenter's to-do list**
- **Emails**
 - Invitation email
 - Reminder email
- **Presentation plan**
- **Demonstration notes (appendix to Presentation plan)**
- **Training completion transcript**

Participants' package

- **Teacher handouts**
 - Learner skills checklist
 - Test your knowledge of Class Notebook in Teams features
 - Explore Class Notebook in Teams
 - Create a Class Notebook assignment in Teams
 - Explore student workspaces in Class Notebook and Teams
- **Teacher takeaways**
 - Create a class team
 - Find your Class Notebook in Teams
 - Inserting content in your Class Notebook
 - Class Notebook assignments in Teams
 - Student collaboration workspaces

Additional support articles

support.office.com/education

