



Presentation plan: 1-2 hour training

Teams enhances the way teachers share information, address common challenges, and connect with each other. In this course, teachers experiment with chat, conversations, and meeting options in Teams that streamline collaboration. This course focuses specifically on teacher-to-teacher communication and collaboration as a foundation for using the same features with students.

☆ ISTE Educator Standards: 1B, 2C, 4A, 5C, 6B, 6D

Engage

Prior to presentation

- Display the slide instructing participants to find the Teams app.
- During this training, participants will be working within a department or PLC team. **Note:** Not all districts will give teachers permissions to create their own teams. If this describes your district, talk with your IT Administrator about creating teams ahead of time and adding all participants to those teams.
- Set up a practice environment and have it open. Use your district Teams account or one created by your district IT Administrator for instructional purposes.
- Optional: Have your **Demonstration notes** printed and ready to read from when you're working in the practice environment.

About the trainer slide

1 minute

- Edit this slide before the presentation to share your information with participants.

Essential question

1 minute

- How can online communication support and even change the way I work with my colleagues?



Value

1 minute

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

Review

5 minutes

- *Note: This section is optional. Use or omit based on your audience's need for review.*
- Refresh knowledge of Teams features by going through the screenshots on the slides.
- Refer participants to the **Test your knowledge of Teams features handout** and the **Teams spaces takeaway**.

Discuss

2-3 minutes

- “What are some ways you currently communicate online with your colleagues?”
- “What could be done to improve these methods and make them easier, more efficient, or more effective?”

☆ Take mental note of responses. They will likely connect to scenarios in this training.

Skills Checklist

1 minute

- Distribute **Learner skills checklist** and ask participants to use this document to track their learning and take notes.



Explain, Explore, Experience

In this section, participants will practice steps for working in Teams, including starting **conversations**, **private chats**, **files**, and **meetings**.

Conversations: Situation & Demonstration

5-7 minutes

- Set up the sample situation about planning a field trip.
- Toggle into your demonstration team.
- Explain:
 - What a conversation is.
 - Who can see conversations.
 - Where to find them in Teams.
- Demonstrate how to:
 - Start a new conversation about hypothetical field trip scenario.
 - @mention a specific person to demonstrate how to draw attention to a conversation.
 - Add someone who isn't already on the team so they can become aware of the conversation.

Explore

10 minutes

- Invite teachers to explore the features of conversations that you've just covered on their own, including:
 - Adding team members
 - Posting a reminder
 - @mentioning
- And for more practice:
 - Customizing messages (add a gif or emoji; edit text size and color)
 - Mark a message as important
 - Save a message
- Refer to the **Conversations in Teams** activity handout and the **Managing conversations in Teams** takeaway.

Discuss

2-3 minutes

- Have teachers discuss what they discovered and any ideas they have for using conversations in the classroom using the questions on the screen to guide them:
 - A ha! moments
 - Uses within a PLC or department
 - Uses with students (extra challenge)

Private Chats: Situation & Demonstration

3-4 minutes


- Continue the sample situation about planning a department field trip, shifting the discussion to why teachers might need both group and private discussions to plan for the trip.
- Toggle into your practice team.
- Explain:
 - What a chat is.
 - Who can see chats.
 - Where to find them in Teams.
- Demonstrate how to:
 - Start a private chat.
 - Send a message.
 - Customize the message with fonts, text size, emojis, stickers, and gifs.
 - Add another person to the chat.
 - Save a message for future reference.

Explore

5 minutes

- Invite teachers to explore the features of private chats that you've just covered including:
 - Starting a private chat
 - Formatting a message
 - Saving a message



 Explore (*Continued*)

- Refer participants to the **Private chats in Teams** activity handout and the **Managing private chats in Teams** takeaway.

Discuss

1-2 minutes

- Have participants discuss what they discovered and any ideas they have for using private chats in their collaboration with colleagues, using the questions on the screen to guide them:
 - A ha! moments
 - Uses within a PLC or department
 - Uses with students (extra challenge)

Review: Play Video


4 minutes

- Play the Managing classroom conversations in Microsoft Teams video as a review to summarize what participants have just experienced.

 Brain Break

2 minutes


- Give participants a 2-minute brain break.
- Have them partner up and mimic what the other one does, or select a brain break that best meets participants' needs.

 Yay! Time for a brain break!**Files:** Situation & Demonstration

7-8 minutes

- Continue the sample situation about planning a department field trip, shifting the discussion to the need to distribute a permission slip.
- Toggle into the practice team.




 **Files:** Situation & Demonstration (*Continued*)

- Explain:
 - Why you might want to work with files in Teams.
(Allows documents to be saved in one place)
 - Where in the interface participants will work with their files.
- Demonstrate how to:
 - Create a new file.
 - Edit it.
 - Open it in multiple platforms.
 - Share a link to the file in a conversation or chat.
 - Upload a file.
 - Find the file in the Files tab.

Explore

5 minutes

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- Invite teachers to explore the features of files that you've just covered on their own, including:
 - Uploading a file to a conversation
 - Edit the file from a conversation and talk to teammates in the conversation pane while editing it.
 - Find the file in the Files tab.
 - Share a link to a file in a private chat.
 - Save the message with the file.
 - Search for the file in the search bar.
 - Refer participants to the **Files in Teams** activity handout and the **Sharing and saving files in Teams** takeaway.

Discuss

1-2 minutes

- Have participants discuss what they discovered and any ideas they have for using files in Teams with colleagues, using the questions on the screen to guide them:
 - A ha! moments
 - Uses within a PLC or department
 - Uses with students (extra challenge)



Review: Play video

7-8 minutes

- Play the [Saving and sharing files in Microsoft Teams](#) video as a review to summarize what participants have just experienced.

Meetings: Situation & Demonstration

7-8 minutes

- Continue the sample situation about planning a department field trip, shifting the discussion to the need to meet about the upcoming field trip.
- Toggle into the practice environment (your personal team).
- Explain:
 - Why you might want to host a Teams video meeting with your department or privately with colleagues.
 - That there are two ways to meet in Teams: meet now, or schedule a meeting for later.
- Demonstrate how to:
 - Find the Meetings icon.
 - See what you've got on the calendar.
 - Schedule a meeting.
 - Add colleagues to the meeting.
 - Meet now in a channel.
 - Meet now privately.

Explore

5 minutes

- Invite teachers to explore the features of Meetings that you've just covered on their own, including:
 - Launching a meeting from a private chat
 - Inviting additional people
 - Answering a Meet now call
 - Sharing your screen
 - Sharing a file to the call
 - Launching a meeting from a conversation
- Refer participants to the **Meetings activity handout** and the **Meeting in Teams takeaway**.



 Discuss

1-2 minutes

- Have teachers discuss what they discovered and any ideas they have for using conversations in the classroom, using the questions on the screen to guide them:
 - A ha! moments
 - Uses within a PLC or department
 - Uses with students (extra challenge)

Review: Play video

3 minutes


- Play the [Meet now or meet later in Microsoft Teams](#) video as a review to summarize what participants have just experienced.

Elaborate

Review essential question

2 minutes

- Prompt: “How can you use features in Teams to enhance your communication and collaboration with colleagues?”

 Time to witness the teacher magic! Plan

10 minutes

- Prompt: “Identify new ways you could collaborate with colleagues using Teams.”
- Plan: Create a plan to bring regular communication or meetings online using Teams.

Evaluate

5 minutes

- Prompt participants to provide feedback using the QR code or link to the survey.





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**
- Request that teachers download the Teams app ahead of time.

Participant

- Laptop
- Office 365 login credentials
- Teams downloaded prior to training, with a pre-created team


Suggested classroom device access

To implement the above activities, we suggest 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.





Demonstration notes

This is a series of scripts you can read while you're covering the **Demonstration** sections of the Presentation plan. If you're already expert in Teams—and you wouldn't use our tongue in cheek voice—feel free to teach these demonstrations however you like while you're covering the noted topics.

*You'll also find these notes in the "Say this/Do this" section of the notes in the **Presenter's slide deck**.*

☆ Use this optional script to support your demonstrations.

Conversations:


- "Now I'll demonstrate how to have a conversation in Teams."
- "Any conversation you start within a team can be seen by any member of that team."
- "In other words, these are group conversations. We'll cover how to have private conversations later in our section on chats."
- "We're going to work inside departmental and PLC teams we have already created."
- "To begin, click into your department team."
- "Select the channel you want to start the discussion in. If you don't have a specific one, just use the General channel."
- "Navigate down to the conversation pane."
- "You'll know you're there because you'll see the words, 'Start a new conversation.'"
- "Click into the box."
- "Type your message to your department."
- "Click the paper airplane to send it, or just hit return."

(Continued on the following page)





Conversation *(continued)*

- "Right now, I'm going to imagine I'm having a conversation in Teams about an upcoming field trip. Let's say in this scenario I have this one teacher who was absent on the day most of the conversation happened, and I want to make sure when they login, their attention is drawn to the discussion."
 - "I click back into the box."
 - "Then I type the @ symbol along with their name. Next time that colleague logs in to Teams, they will see a notification in their activity bell and know to check that conversation thread."
 - "You can use @mentions for all sorts of things, drawing a colleague's attention to uploaded files, asking for their opinion or contribution, or simply keeping the whole team included."
 - "Okay, so let's say I realize partway through the conversation about this field trip that I'd like my instructional assistant to be included, but they are not a member of our team yet. As it stands currently, they will not see this conversation."
 - "Let's add them."
 - "Refer to your Create a team takeaway for more information either as I talk, or later to refresh your memory."
 - "I'm selecting the More button next to the team, then "Add members."
 - "For this scenario, I'm making sure I've selected Teachers."
 - "I type in the name of my teaching assistant."
 - "Then I click add."
 - "We're done! Now the instructional assistant can see the entire conversation taking place in the channel."
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Private chats



- "To start or add to a chat, I'll click on the Chat icon in the app bar."
- "This brings up all of the private chats I'm currently in."
- "If I've previously chatted with the person I'm reaching out to the chat will be listed here for me to click into."
- "Since I haven't, I'll select the New chat icon."
- "Now I'll type in the name of the instructional assistant."
- "The name I want should pop up on its own before I get too far."
- "I'll type my message in the New message box."
- "As in Conversations, I can augment the message by attaching a file, customizing the font type, size, or color, or sending an emoji, sticker, or gif."
- "Now I'll just push the paper airplane to send, or hit enter."
- "Now, let's say I want to add someone new to the chat, like another team member."
- "I'll select the Add people icon."
- "Type in the name of the desired teacher."

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Private chats *(continued)*

- "I'm asked to decide if I (1) do NOT want to include the chat history. If I select this option, the new person won't see anything I've written to the person I was already chatting with."
 - "(2) To include the chat history, but only from the previous number of days I select."
 - "(3) To include all chat history."
 - "I make my choice, and select Add."
 - "You can save a message for future reference by clicking on the bookmark."
 - "If you tried this out in the extra challenge portion of the Conversations activity, you'll notice this works in exactly the same way."
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- "As you can see, there are also great applications here for working with students, which we'll talk about more in the next course."
 - "You might, for example, chat 1:1 with a student to provide individualized support."
 - "Or, you might have a group chat with a few students about a group project."
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Files



- "When I click into my team, I see a tab called Files."
- "Selecting it will show me all of the files that have been shared in my team."
- "I'll click New to create a new file for my permission slip and share it to the channel."
- "I'll select the kind of file I want it to be."
- "In this case, I'm going to choose a Microsoft Word document."
- "I'll name it and select Create."
- "I'm going to quickly create a permission slip for the hypothetical field trip from the previous scenario."
- "I can now see the permission slip in the file activity stream."
- "I can edit it from here. This means I can make my permission slip within the Teams environment without ever clicking out of it."
- "However, if I want to open this file in its native environment, I just have to select the More icon and then Open in Word or Open in Word Online."
- "If my document is already ready-made, I can add it easily to the channel."
- "I'll click Upload to upload a file into the channel."
- "When I want to share a file, I click the ellipses (...) next to the file and select Get link."
- "Once I've copied this link, I can paste it into a conversation or chat."
- "I choose Add storage to pull a file in from my preferred cloud storage provider."



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Files *(continued)*

- "Clicking Open in Sharepoint will bring me to a shared space in a Web browser where I can also see and access all of the team's files."
 - "This manner of adding and sharing files is intended to give us a sense of where files live in Teams."
 - "However, I can also easily add files directly to conversations and private chats."
 - "To add our permission slip right into the field trip conversation, all I have to do is click back into the conversation."
 - "Beneath the conversation pane there is a paperclip icon."
 - "I click it."
 - "I'll choose a file either from within Teams itself or from my computer to upload."
 - "Then I attach it and select send."
 - "When I choose to upload a file this way, the file will still appear in the files tab for that channel."
 - "For some of you, you will be able to repeat this process when adding files to private chats."
 - "I'm going to click back into that chat I'm having with the instructional assistant to show you what this looks like."
 - "Then I'll click the paperclip again and upload the permission slip in exactly the same way."
 - "If you don't see a paperclip in a private chat when you navigate there, don't worry."
 - "That means your permissions setting won't allow you to upload this way."
 - "In that case, if you want to share a file in a private chat, you will paste in the Teams link as we explored just a little while ago."
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Meet later (schedule a meeting):

- "To schedule our team meeting, I'll go to the Meetings app, which can be found on the App bar."
- "If I'm using Outlook at school, any meetings I've already got scheduled there will pop up now in Teams."
- "This way, when I'm scheduling my meeting, I'll have a good sense of when I'm free."
- "I can browse my calendar by date."
- "Or I can switch to agenda view."
- "To get this meeting scheduled, I select – you guessed it – schedule a meeting."
- "Now I'll fill in details for our meeting."
- "I'll include a title, like, 'Meeting to Discuss Field Trip Logistics.'"
- "I'll select a date and time right here."
- "In Details, I'll fill in a quick description of the meeting and an agenda."
- "Under location, I'm going to decide to make this a Microsoft Teams video meeting, but I could also select an in-person location here as well."
- "If I wanted to keep the meeting to just a few or one other person, I'd type in and select their names here."
- "But since I want to meet with the whole department, I'm going up to Select a channel to meet in."
- "Now I'll select the name of our department team."
- "This way, every team member will receive an invitation and automatically be able to join the meeting."




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Meet later *(continued)*

- "And the meeting itself will actually be hosted in the team channel I selected."
- "Now, I click Schedule a meeting."
- "Now that it's scheduled, channel members can join the meeting from the conversation stream, or from the meeting invite they received from me."

Meet now:

- "There are two ways I can host a meeting right now."
 - "First, I can start a meeting through a conversation in a channel."
 - "Again, when I do this, anybody who is in the channel can join."
 - "To do this, I simply click the camera icon beneath the New message box."
 - "To meet privately with my point person for school buses, I open up a chat with the person I'd like to speak to."
 - "I'll select either the video or phone icons at the top of the chat, and our meeting will begin."
 - "I can also add more people to the private meeting by clicking on the people icon and typing in any relevant names."
 - "When I'm in the meeting, I'll be able to chat with collaborators in the chat pane and add files right next to the screen where we're meeting."
 - "You'll play around with these features when we take time to explore them on our own."
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