



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.

In some cases, teachers can flip the script and try these activities in their own classes.

Included:

- **Learner skills checklist**
- **Test your knowledge of Teams features activity**
- **Setup your first class handout**



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:

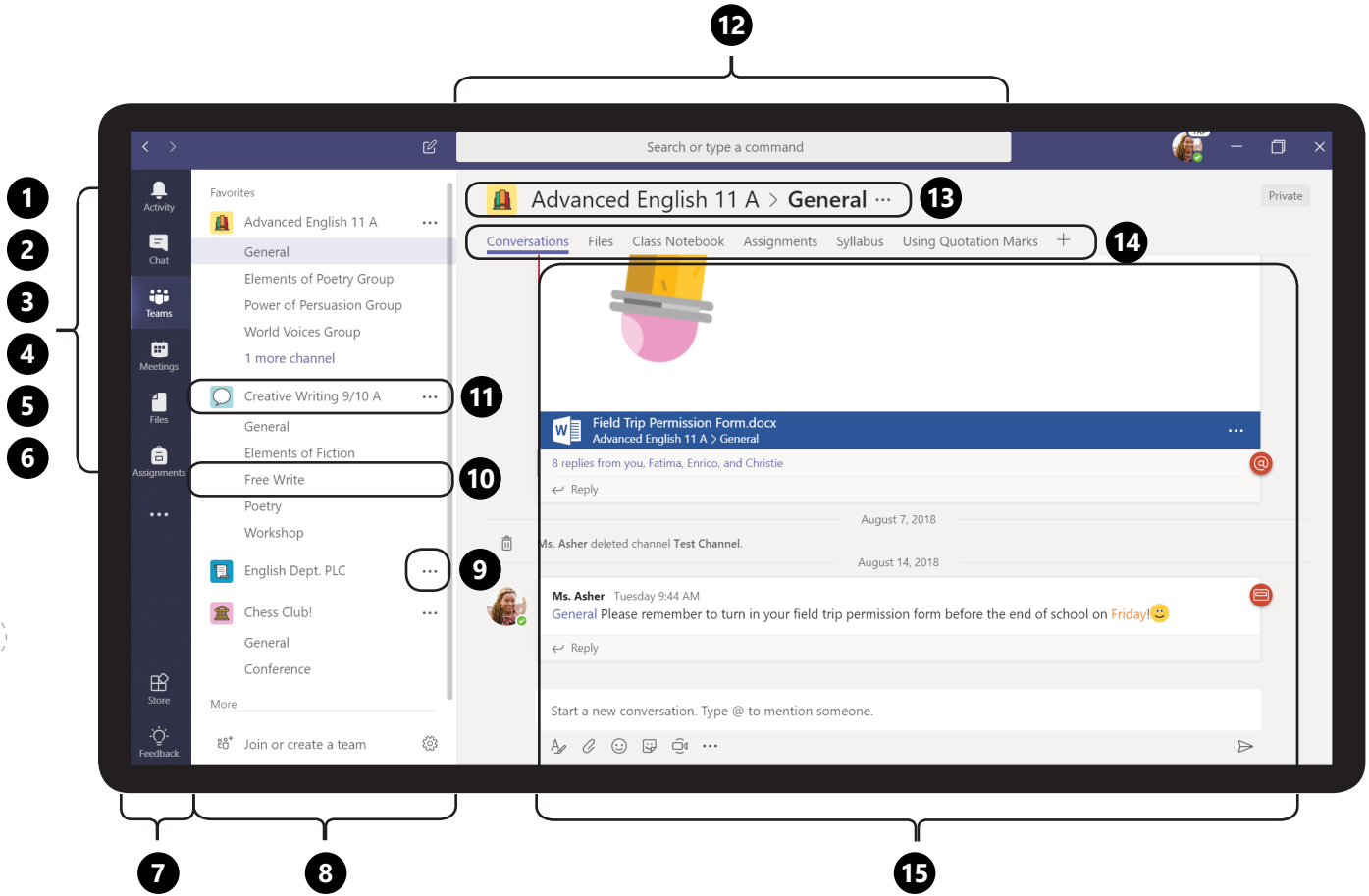
Create and name a class team, and:

- Add three students
- Start a channel
- @mention students in the channel
- Upload a file to the channel
- Know how to mute a student
- Know how to delete a comment
- Know how to chat privately with a student
- Add an app (YouTube, Quizlet, and Flipgrid) to a channel

 Creative doodles and brilliant notes encouraged in the margins!

Test your knowledge of Teams features

Fill in the blanks below to test your Teams knowledge.

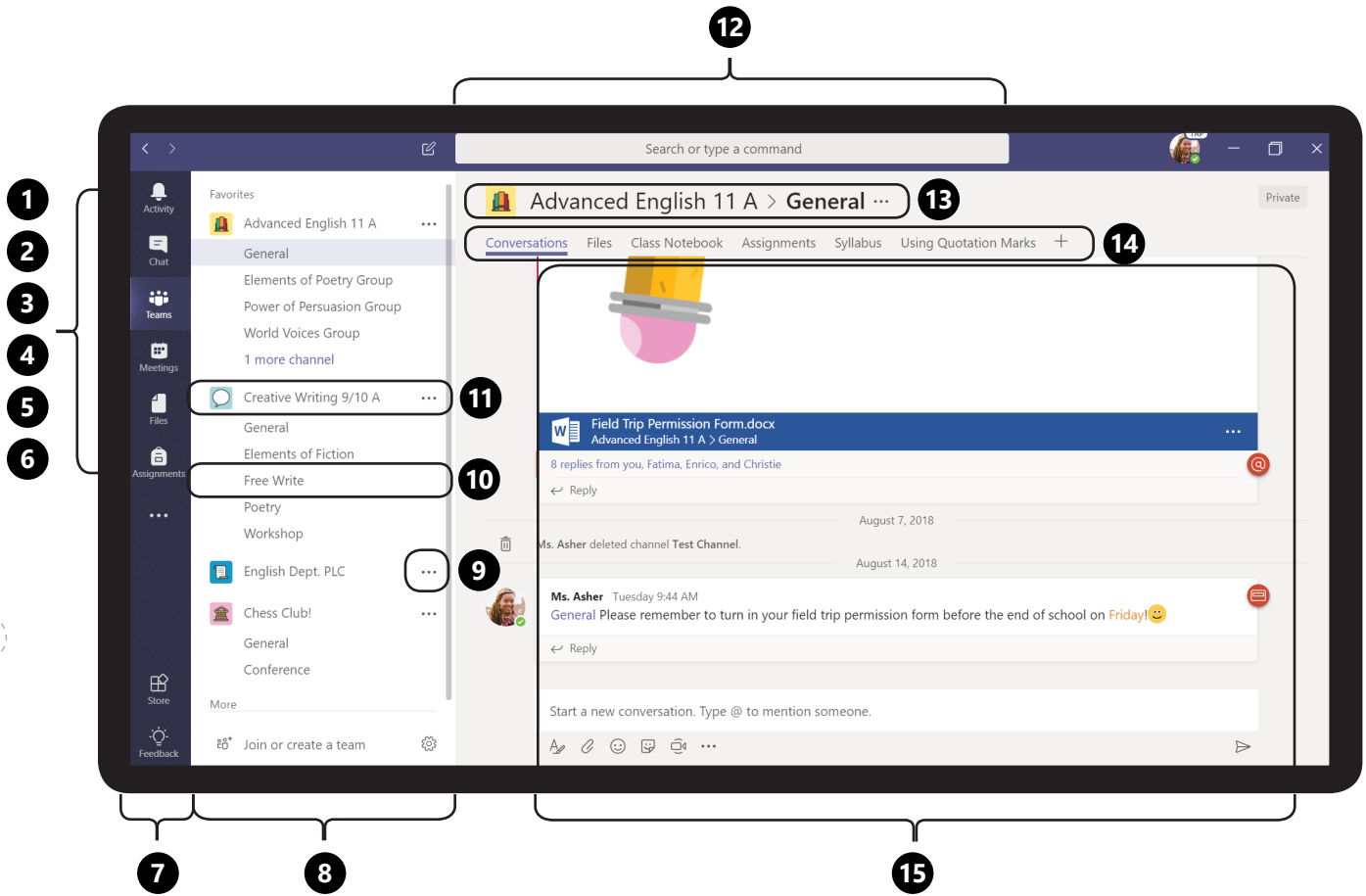


- | | | | |
|-----------------|-----------------|----------------|-------------------|
| _____ App bar | _____ Class nav | _____ Meetings | _____ Command box |
| _____ Activity | _____ Tabs | _____ Files | _____ Team |
| _____ Left rail | _____ Chat | _____ More | _____ Assignments |
| _____ Canvas |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

Already a Teams super-user or just ready to challenge yourself?

- Add a class avatar.
- @mention a specific student in your Team.
- Upload a file.
- Insert a picture.
- Add an app to the channel.

 Go Team!
You're officially launched.

Choose a team for

 Classes <small>Teachers and students collaborating on group projects, assignments, and more</small>	 PLCs <small>Educators collaborating within a professional learning community</small>	 Staff Members <small>Staff leaders and staff members collaborating on school administration and development</small>	 Anyone <small>Students and school employees collaborating in interest groups and clubs</small>
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1. Select Class for your team type.

