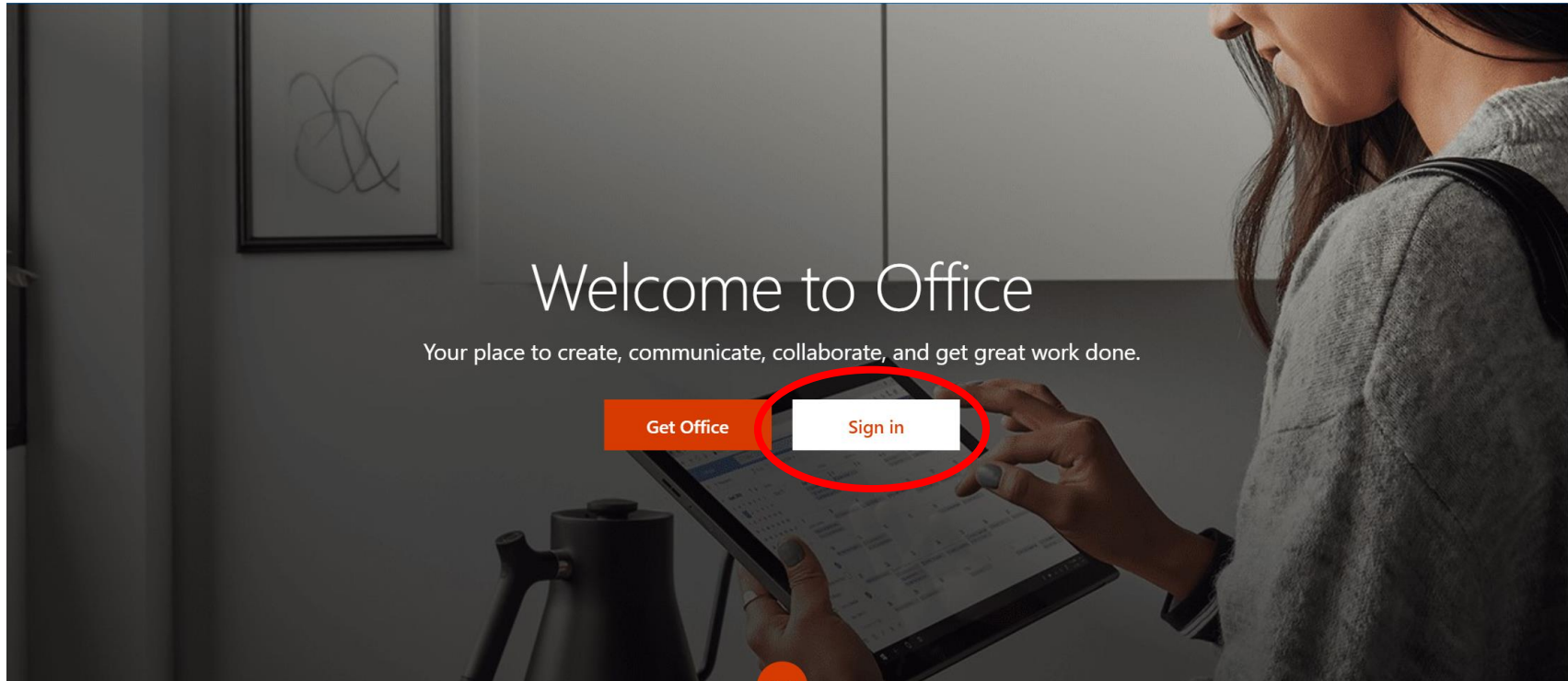


## How to Access/Create Microsoft Teams

1. Go to <https://www.office.com> Click Sign In.



2. Enter your login credentials. Type in your email address. Click on NEXT.



## Sign in

Email, phone, or Skype

---

No account? [Create one!](#)

[Can't access your account?](#)


[Sign-in options](#)

Next


3. Click on Work or School Account.



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account  
Created by your IT department  
mfulmer@bb-sd.com



Personal account  
Created by you  
mfulmer@bb-sd.com

Tired of seeing this? [Rename your personal Microsoft account.](#)

Back

4. Type in your password. This is the same password used to login to your teacher computer at school.



← mfulmer@bb-sd.com

## Enter password

Password

[Forgot my password](#)

Sign in

5. You can choose Yes/No whether to stay logged in or not. If it is your own device, I normally click YES.



mfulmer@bb-sd.com

## Stay signed in?

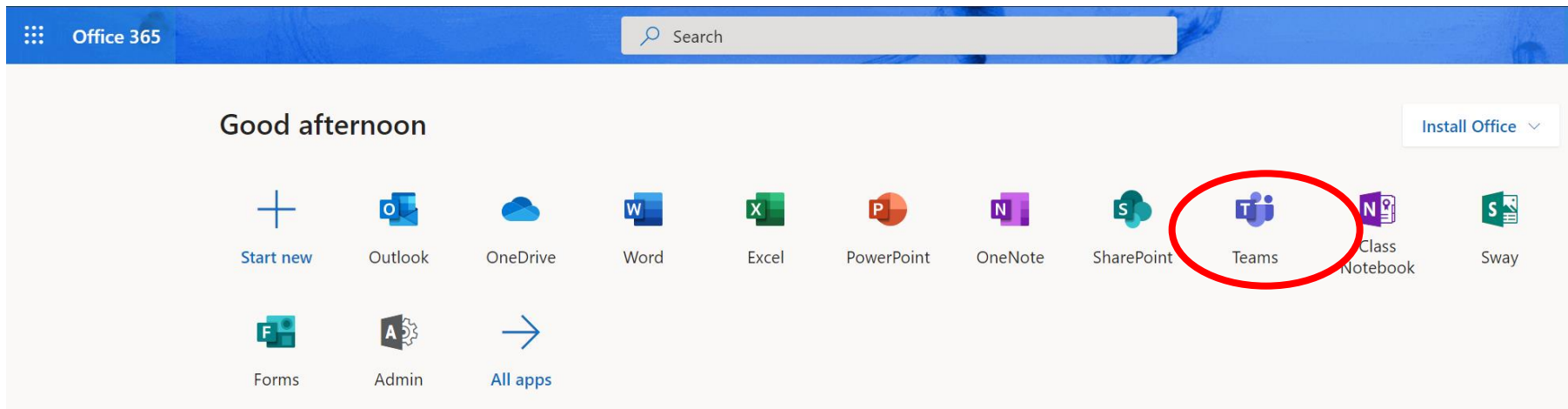
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

Yes

6. This is the Microsoft Office 365 landing page where all apps are available. Click on TEAMS.



7. To Create a new Team, select the Join or Create Team.


The screenshot displays the Microsoft Teams application interface. On the left, a dark sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and a 'Join or create a team' button at the bottom, which is circled in red. The main area is divided into two panes. The left pane, titled 'Teams', lists various teams under 'Your teams', including 'Brentwood Microsoft 365', 'Office 365 Admin', 'Office 365 Training Team', 'Training Day', 'Demo Brentwood Class Team', 'Tech team', 'Brentwood Borough School District C...', '1:1 Committee', 'Video Conferencing', and 'Test'. The right pane shows the 'General' channel of a team, featuring a welcome message, a list of tabs (Posts, Files, PLC Notebook, Edit | 1st Quiz of 2018), and a chat input area at the bottom with a prompt to 'Start a new conversation. Type @ to mention someone.'

8. Click Create Team.


The screenshot displays the Microsoft Teams application interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and a menu icon. The main area is titled 'Join or create a team' and features a grid of options. The first option, 'Create a team', is highlighted with a red circle around its 'Create team' button. Other options include 'Join a team with a code', 'Elroy BEA Members' (28 members), 'lets gooooooo' (41 members), and 'Lunch half day' (4 members). The left sidebar also lists various teams under 'Your teams', including 'Brentwood Microsoft 365', 'Office 365 Admin', 'Office 365 Training Team', 'Training Day', 'Demo Brentwood Class Team', 'Tech team', 'Brentwood Borough School District C...', '1:1 Committee', 'Video Conferencing', and 'Test'.

**9. Select Class as the Team Type.**


Select a team type




**Class**  
Discussions, group projects,  
assignments



**Professional Learning Community (PLC)**  
Educator working group



**Staff**  
School administration and  
development



**Other**  
Clubs, study groups, after school  
activities

Cancel

**10. Enter a name and optional description for your class team, then select Next.**

**Create your team**

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

[Create a team using an existing team as a template](#)

Cancel

Next



- 11.** Add Students to a Class Team, by clicking on Students Tab. Type in the search bar and then click ADD to include the student in the Class Team. You Can also choose to SKIP adding students and add them later. If you have a student teacher or team teach a course, you can also add them in this same area. Be sure to click on the TEACHERS Tab before beginning to add a teacher.

### Add people to "Online Learning Resources"

Students Teachers

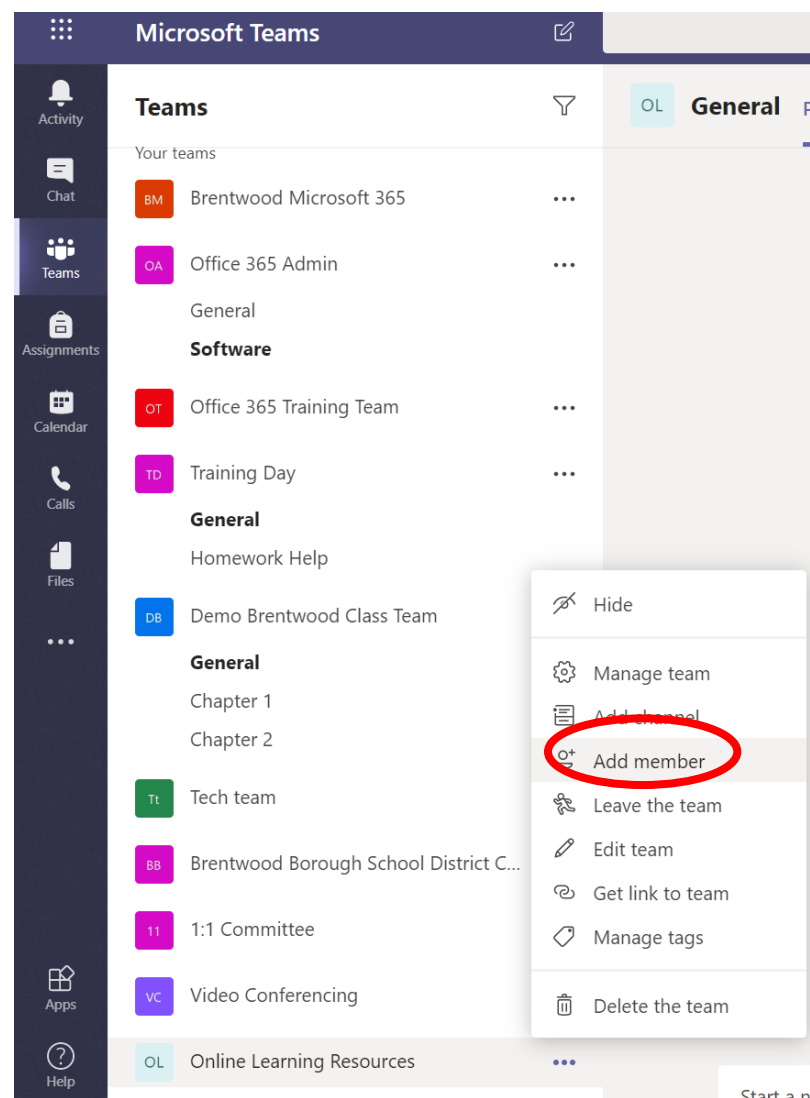
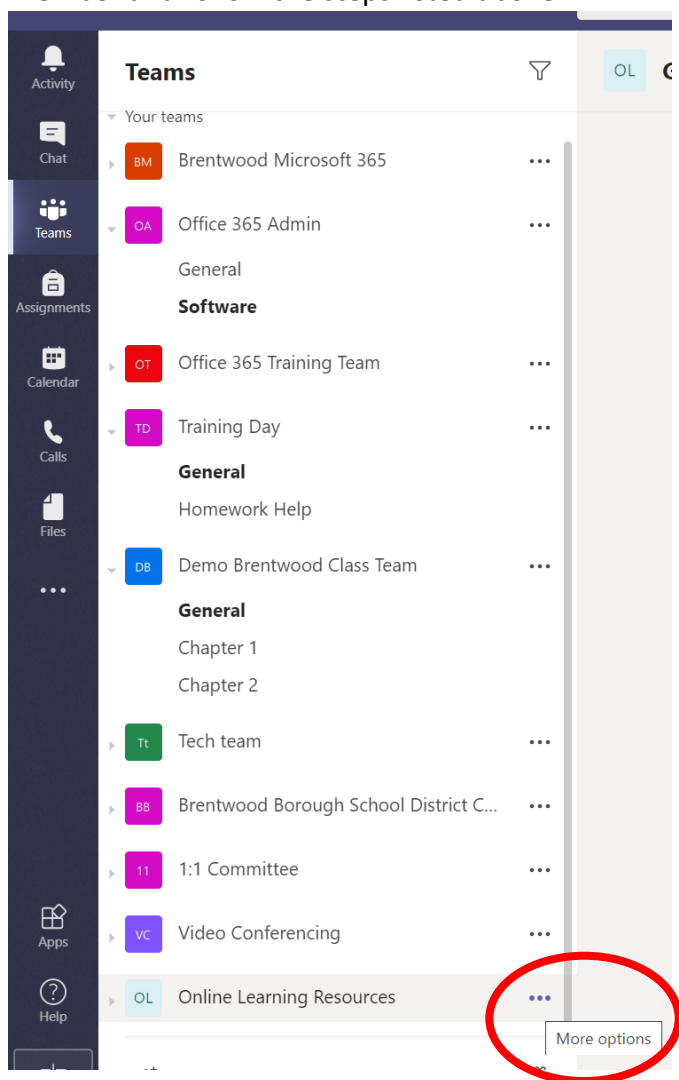
Search for students

Add

Start typing a name to choose a group, distribution list, or person at your school.

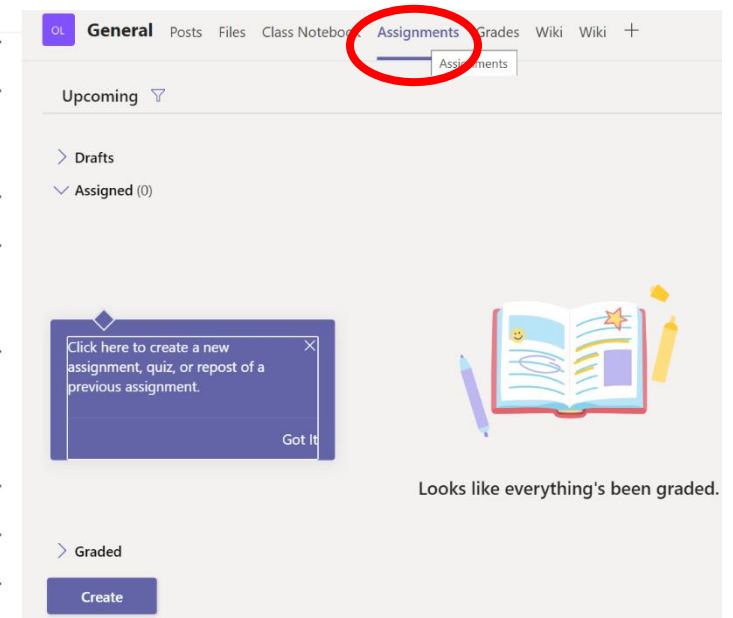
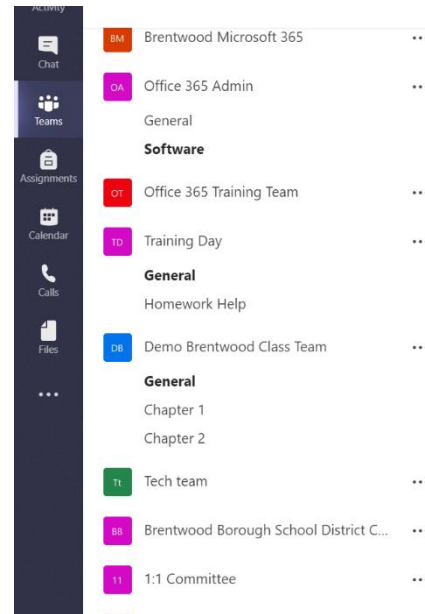
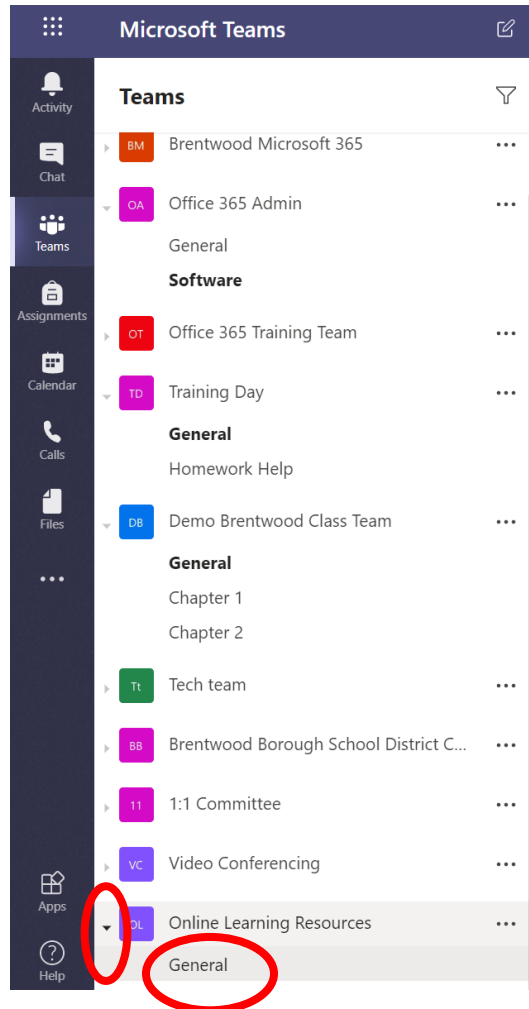
Skip

12. Adding Students to a Class Team – **ONLY** if this wasn't completed in the set-up portion of the Class Team. In order to add students to your team later.....Navigate to the class team you'd like to add a student to, then select more options. Select Add Member and follow the steps listed above.

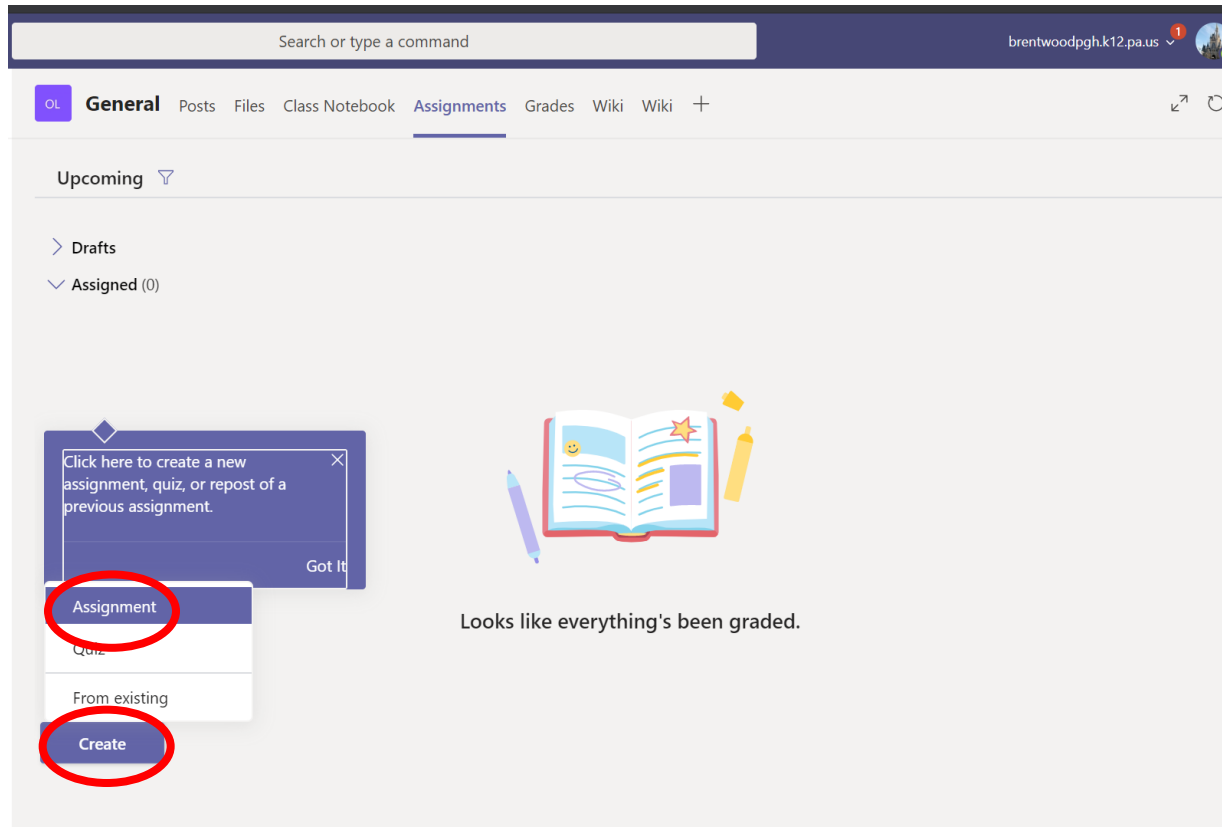


## Assign Student Work

1. Navigate to the General Channel in the desired Teams Classroom by clicking on the arrow next to the Class Team. Select Assignments.



2. Click on CREATE and then Click on ASSIGNMENT.



3. Enter Title for the assignment. Continue to fill in the assignment details including additional instructions, resources, points, and edit the due date. The assignment can be for the entire class or for individual students. Click Edit for more assignment options.

OL

General

Posts

Files

Class Notebook

Assignments

Grades

Wiki

Wiki

+

New assignment

Discard

Save

Assign

Title (required)

Enter title

Add category

Instructions

Enter instructions

Add resources

Points

No points

Add rubric

Assign to

Online Learning Resources

All students

Date due

Wed, Mar 25, 2020

Time due

11:59 PM

Assignment will post immediately with late turn-ins allowed. [Edit](#)

Edit assignment timeline

☐ Schedule to assign in the future

Post date

Wed, Mar 25, 2020

Post time

9:00 AM

Due date

Due date

Wed, Mar 25, 2020

Due time

11:59 PM

☐ Close date

Close date

Wed, Mar 25, 2020

Close time

11:59 PM

Assignment posts immediately and is due on Wednesday, March 25 at 11:59 PM. Late turn-ins allowed.

Cancel

Done

4. To attach resources to the assignment, click ADD Resources. This step will enable you to add a document from your OneDrive or computer. To add a document from your compute click on Upload from this Device link and then browse for the document. Click Attach once the file is selected or done if using a file from your computer.

GeneralPostsFilesClass NotebookAssignmentsGradesWikiWiki+

New assignment

Saved: Mar 24, 6:48 PM

DiscardSaveAssign

Title (required)

Microsoft Teams - How to Access and Create a Team

Add category

Instructions

Please follow the steps to creating a Microsoft Team.

Add resources

Points

No points

Add rubric

Assign to

Online Learning Resources

All students

Date due

Wed, Mar 25, 2020

Time due

11:59 PM

Assignment will post immediately with late turn-ins allowed. Edit

OneDrive

Class NotebookLinkNew FileMakeCodeTeams

Upload from this device

OneDrive

✓	📄	Name	Modified
	📁	1to1	Mar 12, 2019
	📁	2019-20 PIMs	Aug 23, 2019
	📁	2019-20 Usernames and Passwords	Aug 2, 2019
	📁	AIU Microsoft Event	May 9, 2019
	📁	Apple Field Trip	Jan 24, 2019
	📁	Attachments	Nov 10, 2017
	📁	Budget	Mar 12, 2019
	📁	Class Notebooks	Jan 24, 2018
	📁	Documents	May 31, 2018
	📁	Google Expeditions	Apr 20, 2018
	📁	In-Community Article	Oct 10, 2018
	📁	Inventory	Jan 19, 2018

CancelAttach

Once the file is uploaded, choose whether the students can edit the document or not by clicking on the more options next to the assignment.

OL

General

Posts

Files

Class Notebook

Assignments

Grades

Wiki

Wiki

+

New assignment

Saved: Mar 24, 6:48 PM

Discard

Save

Assign

Title (required)

Microsoft Teams - How to Access and Create a Team

Add category

Instructions

Please follow the steps to creating a Microsoft Team.

HP Teacher Computer Inventory Sheet.xlsx

Students edit their own copy

Add resources

Points

No points

Add rubric

Assign to

Online Learning Resources

All students

Date due

Wed, Mar 25, 2020

Time due

11:59 PM

Assignment will post immediately with late turn-ins allowed. [Edit](#)

Students edit their own copy ✓

Students can't edit

Open in Teams

Open in Excel

Open in Excel Online

Download

Remove

5. You may attach a rubric that you have created for the assignment or create your own within Teams. Click on ADD Rubric. Rubrics are optional and not required to complete the assignment process.

OL **General** Posts Files Class Notebook Assignments Grades Wiki Wiki +


---

**New assignment** Saved: Mar 24, 6:48 PM Discard Save Assign

Title (required)  
Microsoft Teams - How to Access and Create a Team


[Add category](#)



Instructions  
Please follow the steps to creating a Microsoft Team.


 HP Teacher Computer Inventory Sheet.xlsx  
Students edit their own copy ...


[Add resources](#)

Points  
No points

 **Add rubric**

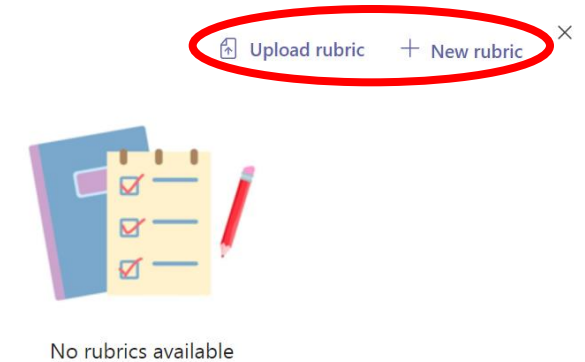
Assign to  
Online Learning Resources  All students 

Date due  
Wed, Mar 25, 2020 

Time due  
11:59 PM 

Assignment will post immediately with late turn-ins allowed. [Edit](#)

Choose a rubric



Cancel

Next



If choosing ADD New Rubric, an editor will open on the screen. Add a Title, Description, and turn on Points if point values will be assigned to this assignment. The rubric may be customized based on your grading criteria if Excellent, Good, etc is not used in your classes. To change the wording of the grading criteria, click inside of the text box where it states Excellent, Good, etc. Click Attach when complete.

#### New rubric

Title

Enter title (required)

✓ Points

☐ No

Description

Enter description

Grading criteria

Excellent

Good

Fair

Poor

+



Enter description



Enter criteria

Enter criteria

Enter criteria

Enter criteria

+

Cancel

Attach

8. When the assignment is ready to be viewed by students, SELECT Assign. Students will be notified that a new assignment has been posted for them to view. If you would like to save the assignment as a draft for only you to view, SELECT SAVE.

The screenshot shows the 'New assignment' form in a learning management system. The top navigation bar includes 'OL', 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments' (selected), 'Grades', 'Wiki', and 'Wiki +'. The form is titled 'New assignment' and shows it was 'Saved: Mar 24, 6:48 PM'. At the top right, there are three buttons: 'Discard', 'Save', and 'Assign'. The 'Assign' button is circled in red. The form fields include: 'Title (required)' with the text 'Microsoft Teams - How to Access and Create a Team'; 'Add category' link; 'Instructions' with the text 'Please follow the steps to creating a Microsoft Team.'; 'Add resources' link; 'Points' with the text 'No points'; 'Add rubric' link; 'Assign to' with 'Online Learning Resources' and 'All students'; 'Date due' with 'Wed, Mar 25, 2020'; and 'Time due' with '11:59 PM'. At the bottom, it says 'Assignment will post immediately with late turn-ins allowed. Edit'.

OL General Posts Files Class Notebook Assignments Grades Wiki Wiki +

New assignment Saved: Mar 24, 6:48 PM Discard Save Assign

Title (required)  
Microsoft Teams - How to Access and Create a Team

Add category

Instructions  
Please follow the steps to creating a Microsoft Team.

Add resources

Points  
No points

Add rubric

Assign to  
Online Learning Resources All students

Date due  
Wed, Mar 25, 2020

Time due  
11:59 PM

Assignment will post immediately with late turn-ins allowed. Edit

## Grade Student Work

1. Each Class Team has a Grades Tab where you can view assignments at a glance or track how students are progressing in your class. To open the Grades Tab, click on the General Channel of the Team and **SELECT** Grades.

The screenshot displays the Microsoft Teams interface. On the left, the 'Teams' list includes various groups such as 'Brentwood Microsoft 365', 'Office 365 Admin', 'Office 365 Training Team', 'Training Day', 'Demo Brentwood Class Team', 'Tech team', 'Brentwood Borough School District C...', '1:1 Committee', 'Video Conferencing', and 'Online Learning Resources'. The 'General' channel for the 'Online Learning Resources' team is selected and highlighted with a red circle. On the right, the 'General' channel view is shown. The top navigation bar includes tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignment', 'Grades', 'Wiki', and '+'. The 'Grades' tab is highlighted with a red circle. Below the navigation bar, there is an illustration of a clipboard with a checklist and a pencil, and the text 'Create and grade assignments to start tracking class progress'.

- To track student progress from the grades tab you can see the assignments appear in rows and students in columns. Assignments are arranged by due date with the nearest date at the top. To view an assignment in the Grade Tab, click on the Assignment Tile to open and view it.

Due before Jan 21

Export to Excel

	Quiz Take Home Waves Quiz Jan 21 - 30 points	In-class activity Watch Waves and Friction in Science Jan 13 - 5 points	Essay Essay on space theory film Jan 9 - 30 points	Homework Submit your project progress Jan 7 - 40 points	Homework Create a study guide for Waves Jan 6 - 20 points	In-class activity Begin EM Waves project Dec 20, 2019 - 30 points
Abner, Barney		5	25	35	19	31
Avila, Bernadine		5	26	37	18	37
Garcia, Emma	Viewed	5	28	33	17	39
Hartman, Evangeline		5	25	29	18	35
Jefferson, Dee	Turned in	5	27	31	18	39
Maple, Blake		5	24	34	19	31
Morrison, Clarice		0	23	37	20	34
Neal, Ava		5	22	38	19	36
Robey, Dwight		5	22	36	20	31
Smith, Dylan		5	21	32	20	33
Tucker, Dolores		5	25	34	19	32
Wiley, Christi		5	28	36	19	29

Status of student work will appear in the cell associated with their name and the assignment. There are four categories:

**Blank:** No action has been taken

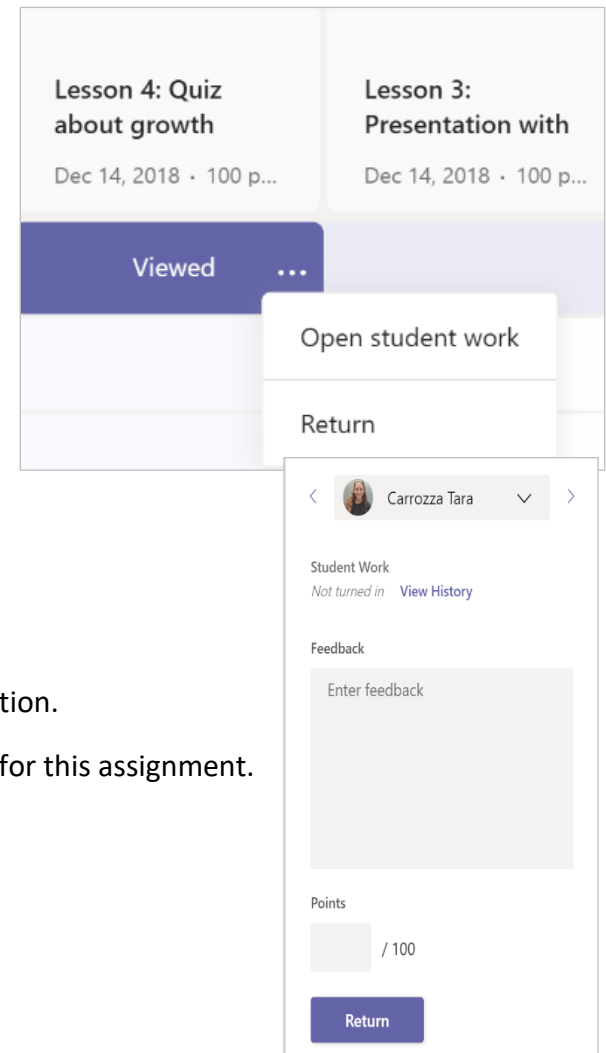
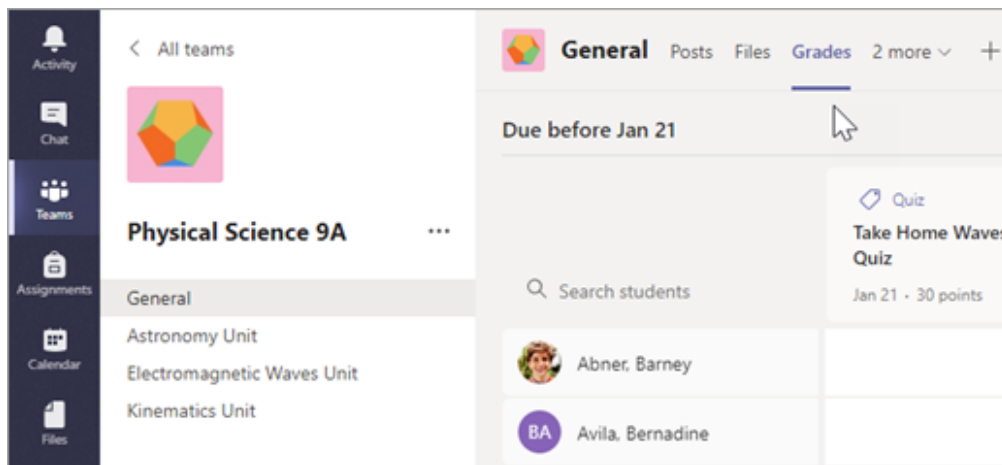
**Viewed:** Opened and viewed the assignment

**Turned In:** Student has turned in the assignment

**Returned/Points:** If assignment does not have points associated with it, will display as returned. Points will display if there are points associated with the assignment.

## Review, Provide Feedback, Return from the Grades Tab

1. Click on the General Channel of your Class Team and Select Grades. Select more options (...) for that submission to open student work and start grading.



2. Enter feedback for the assignment as necessary and points (optional) if using.
3. Click Return to release the feedback and grade to the students.

Note:

Return also allows the teacher to return the assignment to the student for correction.


Utilize the arrows beside the student name to quickly navigate to other students for this assignment.

### Review, Provide Feedback, Return from the Assignments Tab

1. Navigate to the General channel of your desired class team and select Assignments.
2. Once Assignments have opened, select the drop-down arrow beside Assigned to open assignments that are yet to be graded.

Assignments with work left to grade are automatically sorted to the top of your list.

3. Select an assignment from the list to review, enter points (optional), and provide feedback

 **Assigned (3)**

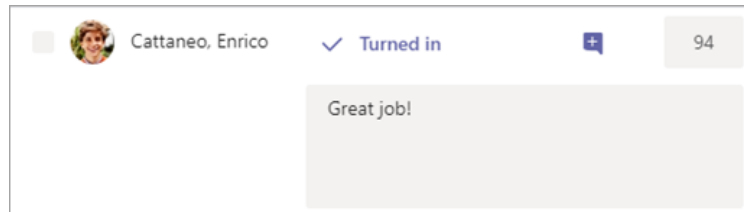
[View more past due](#)

Lesson 2:Word Association  
Due December 14, 2018 11:59 PM

Lesson 3: Presentation with real-time collaboration  
Due December 14, 2018 11:59 PM

Lesson 4: Quiz about growth mindset  
Due December 14, 2018 11:59 PM

4. When the assignment opens, you can select the feedback box to enter Feedback or you can enter points (optional).

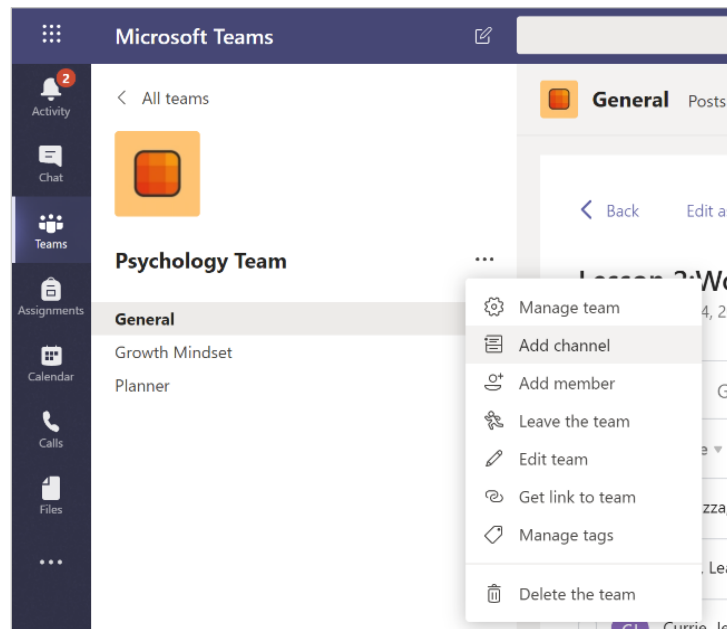


5. When review and feedback are complete, you can **select the checkbox** to the left of the student name and then select **Return**. The students you selected will receive a notification within Teams that their assignment has been returned.  
Note: Select the top checkbox and Return to return work to all students or select the checkboxes next to individual student names.

## Customizing and Navigating your Classroom – Introducing Channels

In Microsoft Teams, teams are groups of people brought together for work, projects, or common interests. Teams are organized in channels. Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines whatever works for you and your class. Channels are places where conversations happen and where the work is done. Channels can be open to all team members or, if you need a more select audience, they can be private. Standard channels are for conversations that everyone in a team can participate in and private channels limit communication to a subset of people in a team.

1. Navigate to the class team you'd like to add a channel to, then select **more options ( ... )** next to your class team name.
2. Select **Add channel**.





3. Enter a **Name** and an optional **Description** for your channel.
4. Select the type of channel from Privacy- **Standard or Private**.
5. **Check the box** to automatically show this channel in everyone's channel list.
6. Click **Add**.

### Create a channel for "Psychology Team" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team

☐ Automatically show this channel in everyone's channel list

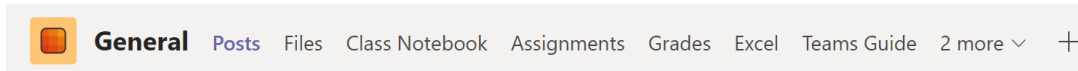
Cancel

Add

## Create a Tab in One of your Class Team Channels

The tabs at the top of each channel link to your favorite files, apps, and services. Tabs can be added to your team to provide a resource rich immersive environment. You can add a document or presentation that people can view or co-edit as a team, a planner for tracking tasks and managing work items, or a secure website those members of the channel can reference easily.

1. Navigate to the class team and channel you'd like to add a tab to, then select the **plus (+)**.



2. Select the type of tab you would like to add and follow the onscreen prompts to add a tab to the channel.
3. Select **Save**.

