





# Tips for Teams

BEYOND THE BASICS





# Tips: Conversations

- Use @ to tag someone
- To make a line break, use Shift+Return
- Ask kids to *reply* to threads instead of starting new threads
- Use the thumbs up icon instead of saying “thanks!”
- For more formatting options, hit the Format button in the toolbar



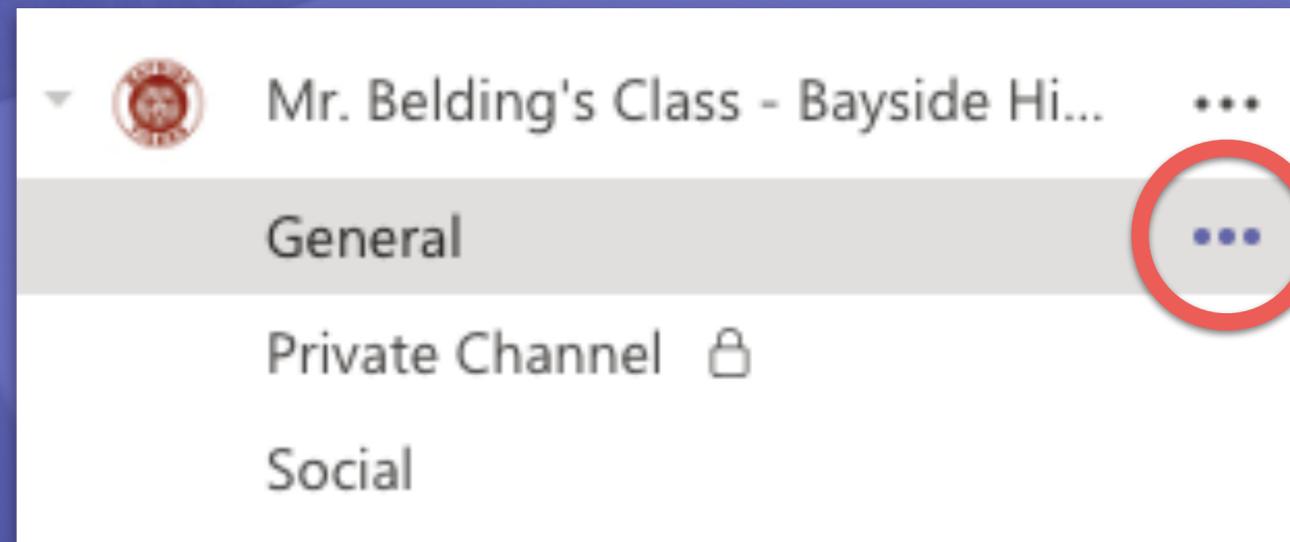
# Tips: Posting

The screenshot shows the Microsoft Teams posting interface. At the top, there is a dropdown menu labeled "New conversation" which is circled in red. To its right are options for "Everyone can reply" and "Post in multiple channels". Below this is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough, link, unlink, text color, background color, paragraph style, text color, bulleted list, numbered list, and more options. The main text area contains the prompt "Add a subject" and "Start a new conversation. Type @ to mention someone." At the bottom, there is a row of icons for adding attachments, emojis, stickers, video, voice, mentions, images, and more, with the "Add a subject" icon circled in red. A send button is located at the bottom right.



# Tips: Channels

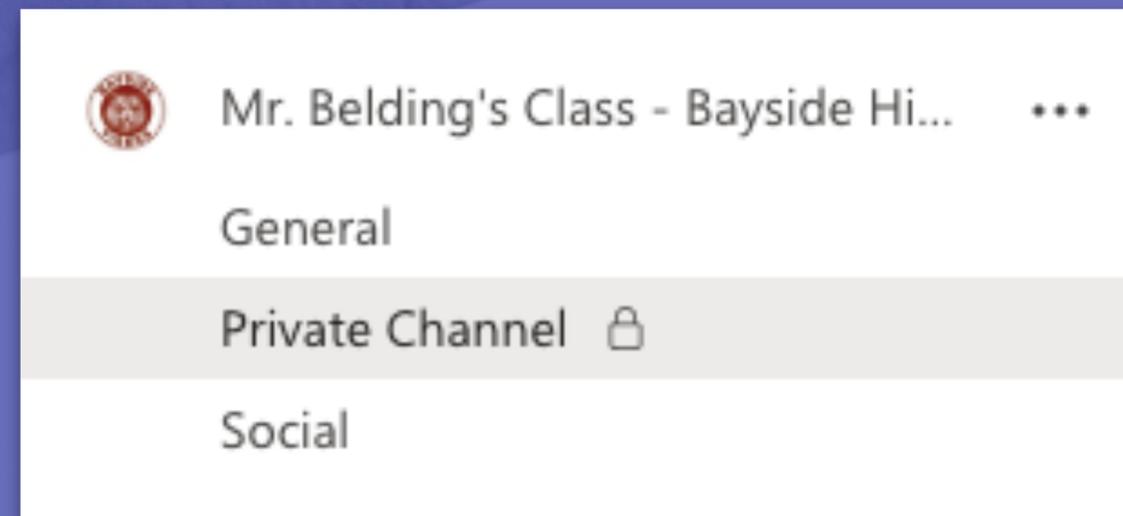
- Create additional channels for different *purposes*, different *groups*, or different *subjects*
- Use the ellipsis next to the channel name to manage channel settings





# Tips: Channels

- Private channels can be used for small groups of students for private conversations. No one else can see these channels





# Tips: Channels

- If you want to keep your channels clean, turn on moderation
- Create a social channel so students have a place to have fun conversations
- The general channel has different moderation settings from other channels



# Tips: Channels

## General Channel

## Other Channels

**Mr. Belding's Class - Bayside High** > General ...

[Channel settings](#) [Analytics](#)

**Permissions** Set channel moderation preferences

General Channel:

- Anyone can post messages
- Anyone can post; show alert that posting will notify everyone (recommended for large teams)
- Only owners can post messages

**Mr. Belding's Class - Bayside High** > Social ...

[Channel settings](#) [Analytics](#)

**Permissions** Set channel moderation preferences

Channel moderation

On

Who are the moderators?

Team owners [Manage](#)

Who can start a new post?

Only moderators

Team member permissions

- Allow members to reply to channel messages
- Allow bots to submit channel messages
- Allow connectors to submit channel messages

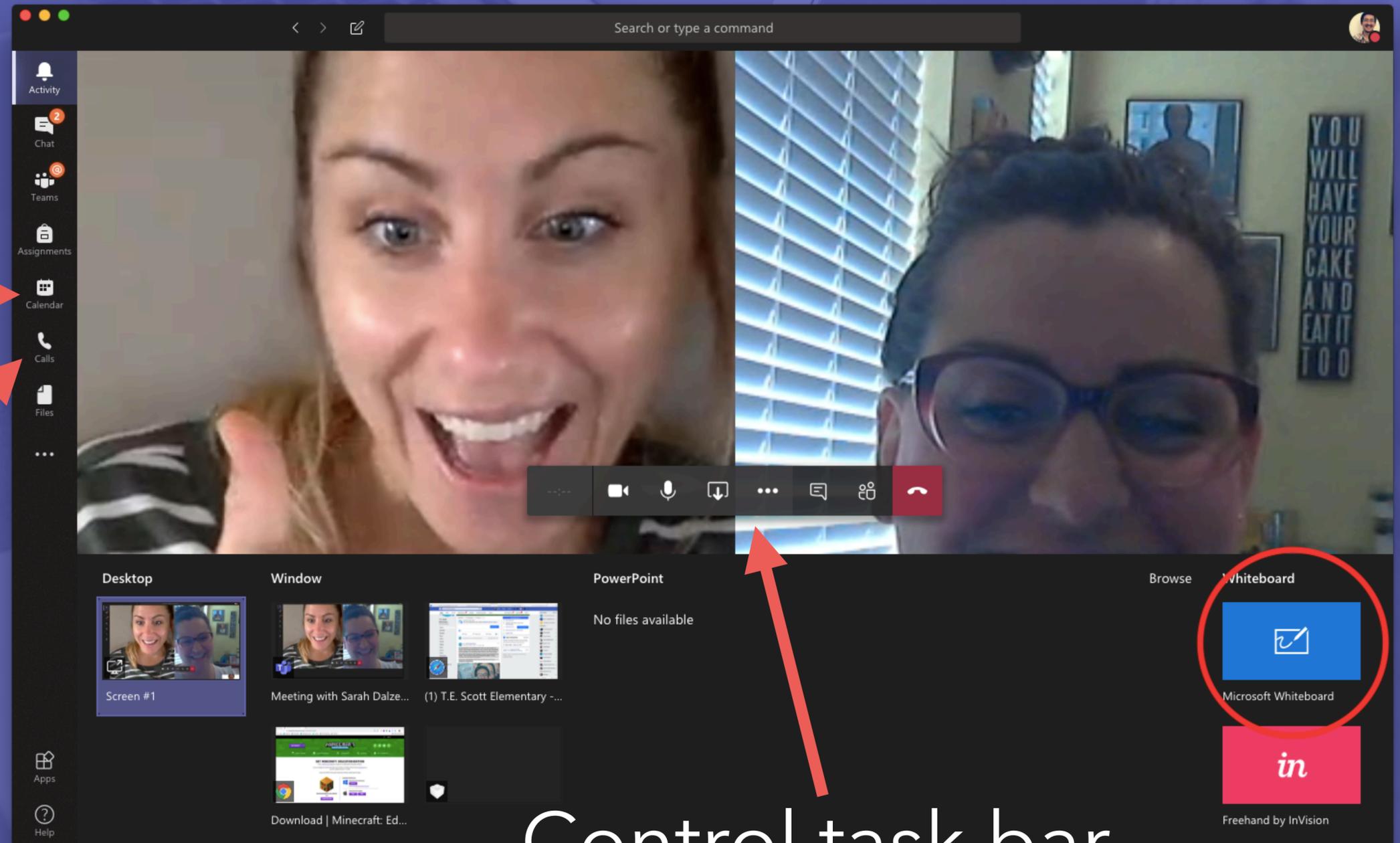


# Tips: Meetings vs. Calls

Schedule a meeting from the Calendar



Make a call from Calls

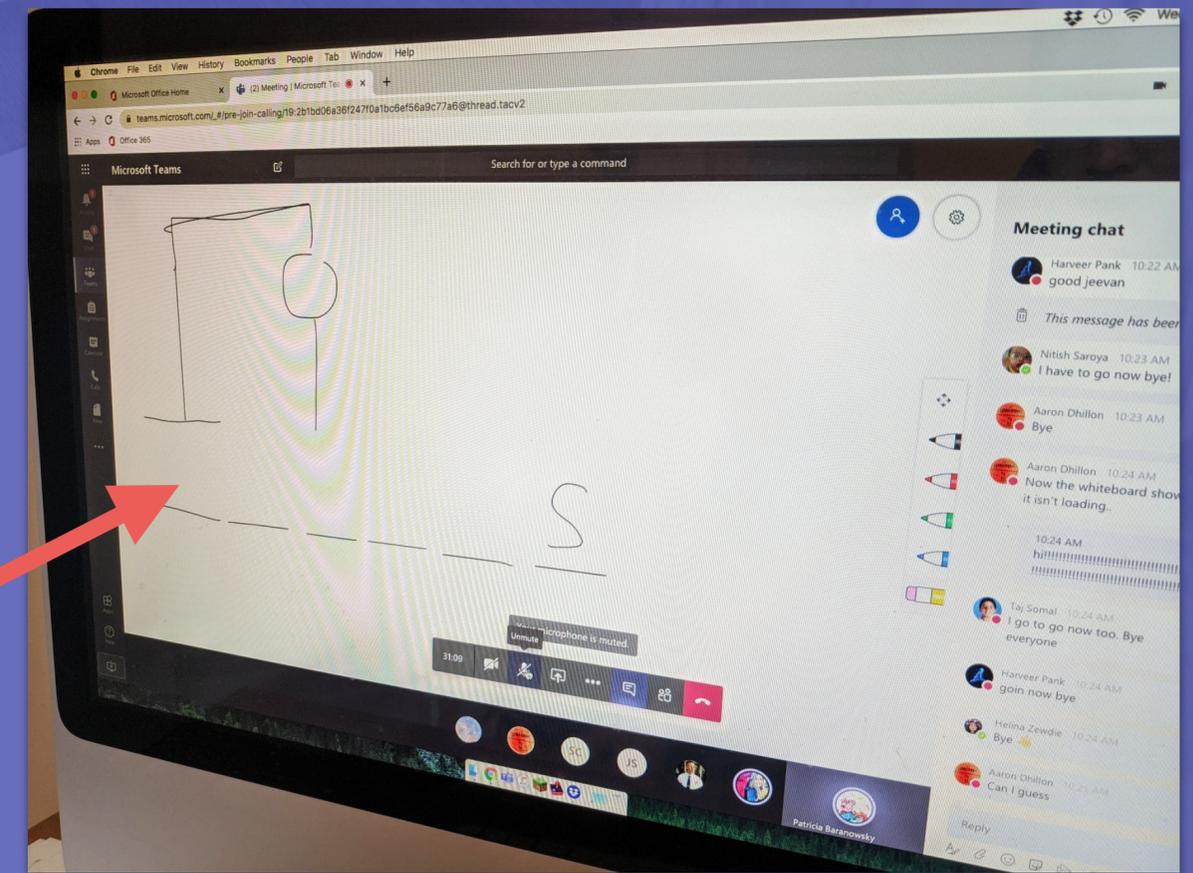
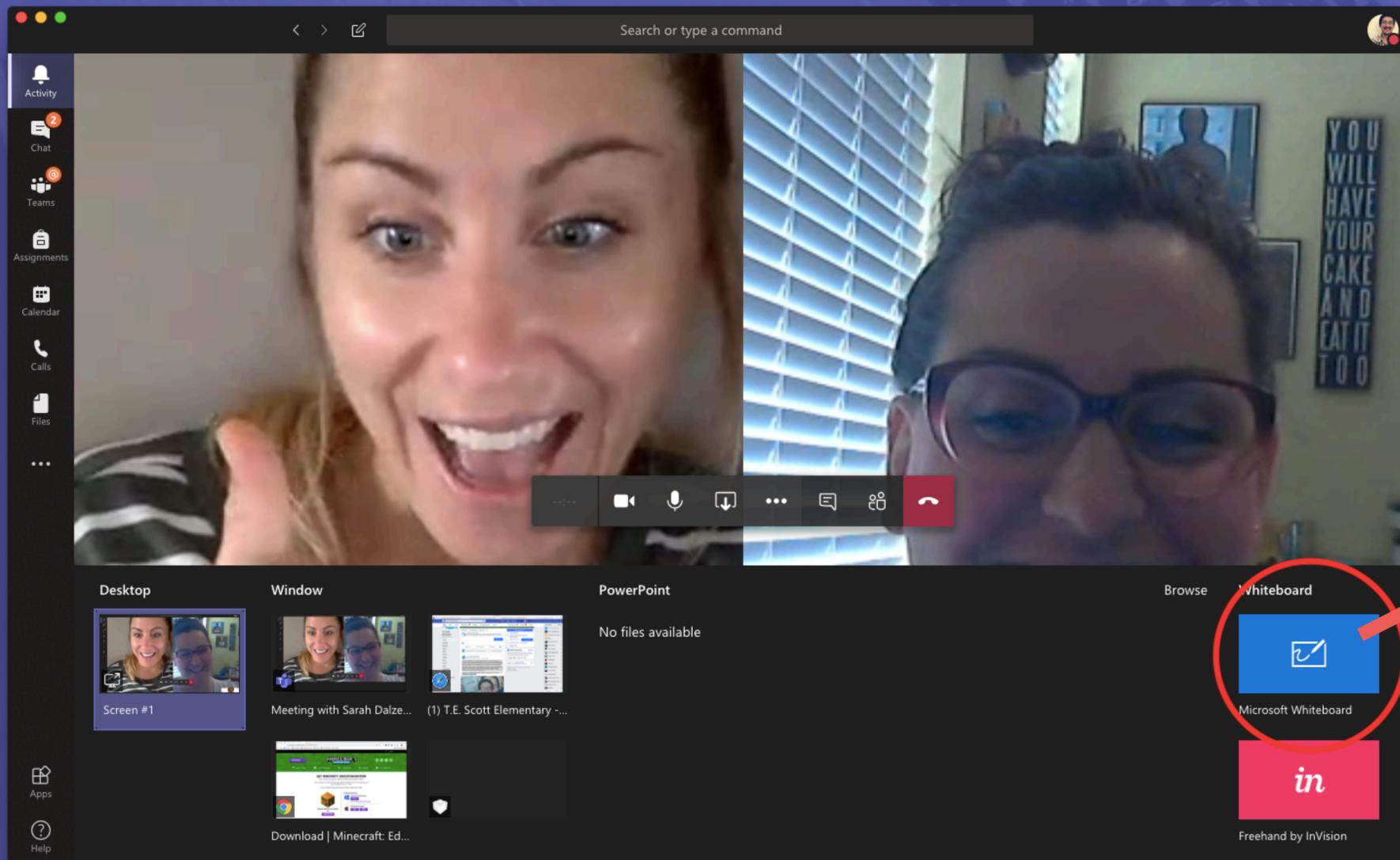


Control task bar



# Tips: Meetings vs. Calls

Some features only available in *meetings*





# Tips: Meetings

- If you want to schedule a meeting with your whole class, leave the “Add required attendees” field blank and enter the channel name

The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The dialog is titled 'New meeting' and has tabs for 'Details' and 'Scheduling Assistant'. The time zone is set to '(UTC-08:00) Pacific Time (US & Canada)'. The 'Add title' field is empty. The 'Add required attendees' field is also empty, with a '+ Optional' button to its right. The date and time are set to 'May 7, 2020' from '9:00 PM' to '9:30 PM' for a '30m' duration. The 'All day' checkbox is unchecked. The 'Does not repeat' dropdown is selected. The 'Add channel' field is circled in red. Below this is the 'Add location' field. At the bottom, there is a rich text editor with various formatting options and a text area with the placeholder 'Type details for this new meeting'.



# Tips: Meetings

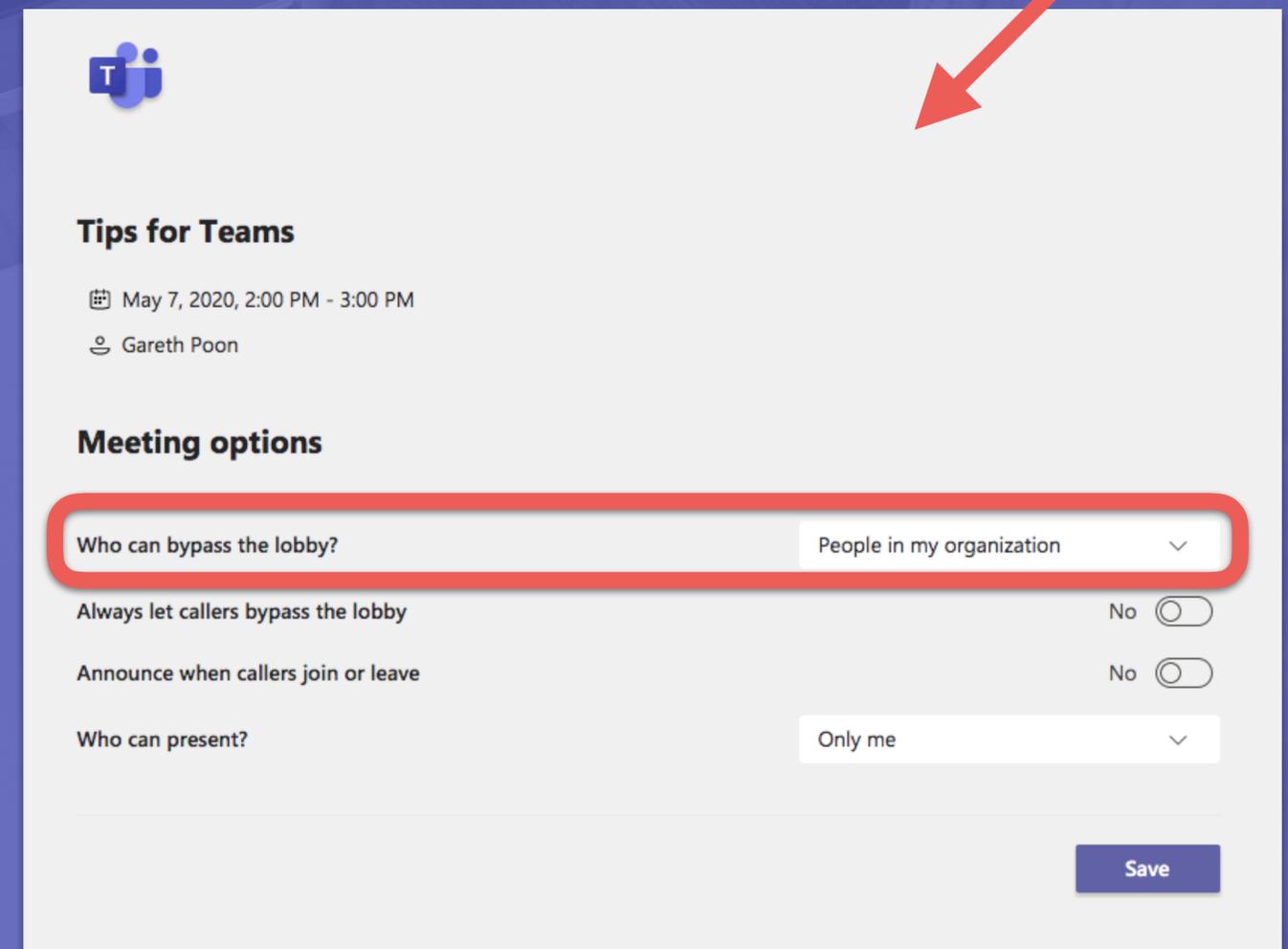
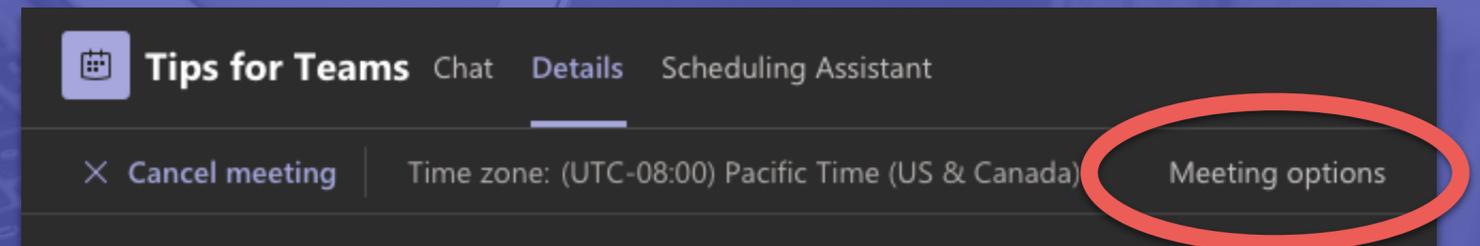
- If you want to schedule a private meeting with a few students, enter the names of your attendees but leave the “Add Channel” field blank

The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The dialog is titled 'New meeting' and has tabs for 'Details' and 'Scheduling Assistant'. The time zone is set to '(UTC-08:00) Pacific Time (US & Canada)'. The title field is empty with the placeholder 'Add title'. The attendees field is empty with the placeholder 'Add required attendees' and a '+ Optional' button. The date and time are set to 'May 7, 2020' from '9:00 PM' to '9:30 PM' for a '30m' duration. The 'All day' checkbox is unchecked. The 'Does not repeat' option is selected. The 'Add channel' field is circled in red. The 'Add location' field is empty. The bottom of the dialog shows a rich text editor with various formatting options and the placeholder text 'Type details for this new meeting'.



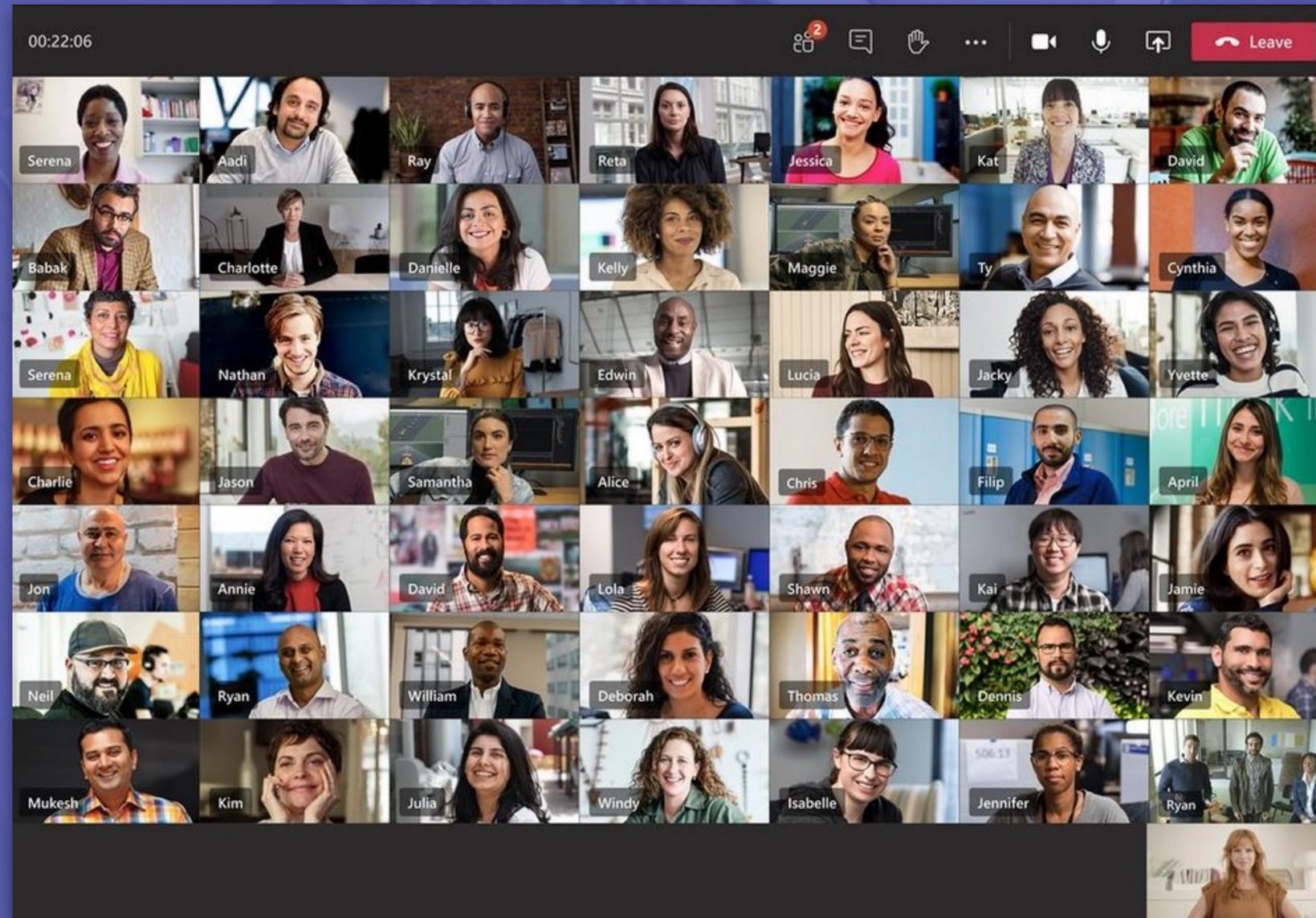
# Tips: Meetings

- Set up a lobby so that students can't enter the meeting before the teacher
- Change your meeting settings so that *only you* are the "Presenter"





# Tips: Meetings



Large Gallery



# Tips: Meetings

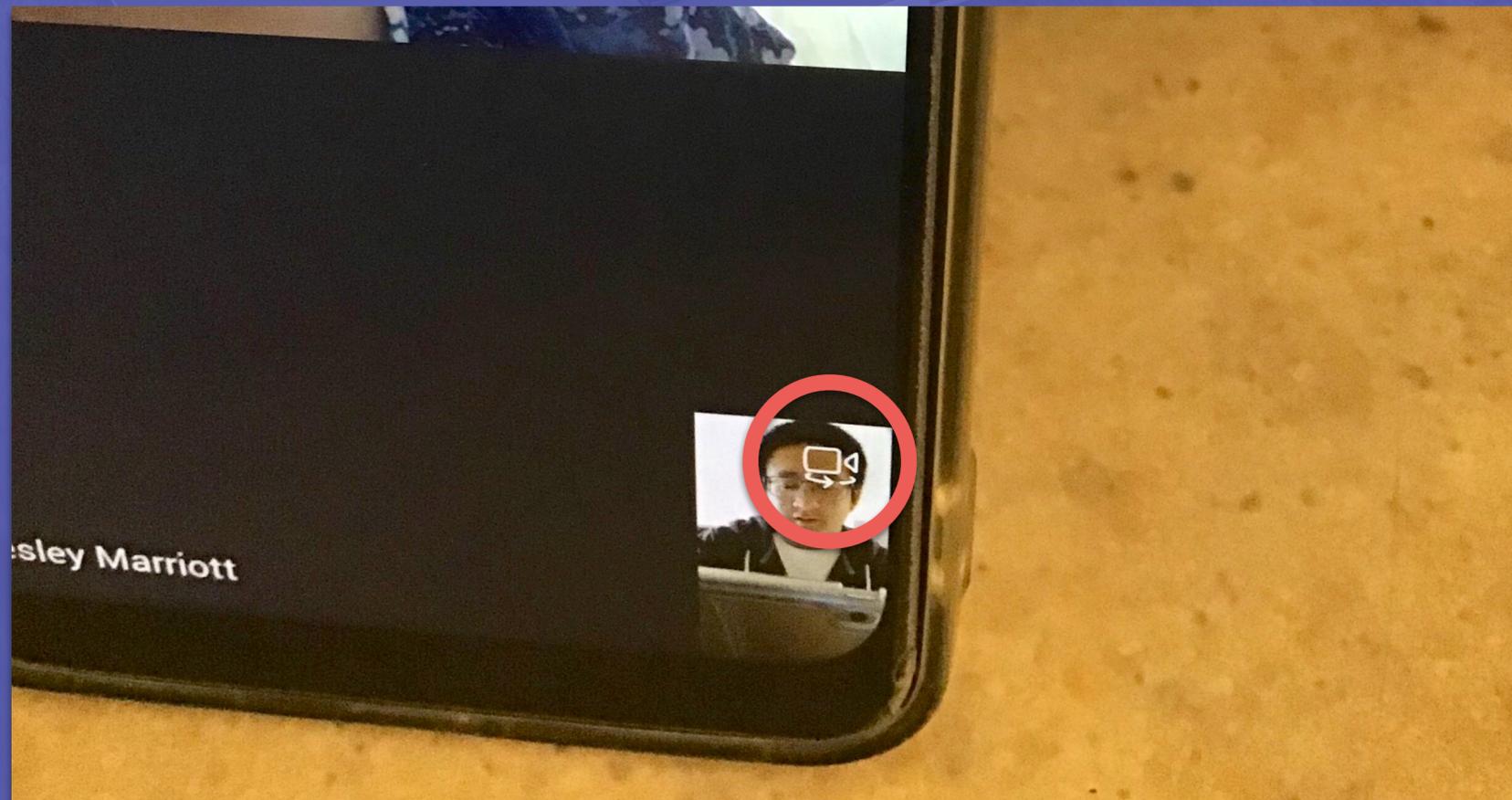


Together Mode



# Tips: Meetings

- Pen & paper demos: use your phone/tablet and switch to your rear camera





# CTA Digital Ultra-Light Tablet & Smartphone Arm Mount (Staples, \$40)



Iriun Webcam app

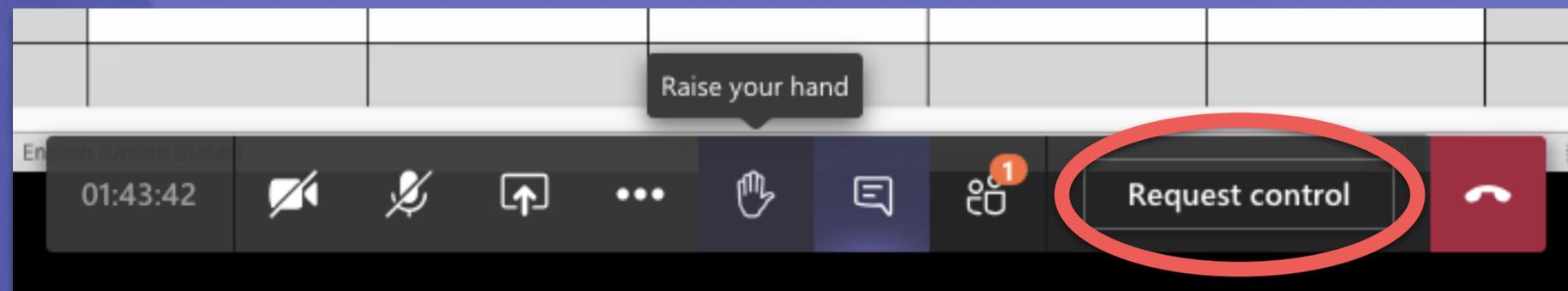


# Tips: Meetings

Need to take control of a student's computer?

1. Ask them to share their desktop with you
2. Click the Request Control button
3. Ask them to accept

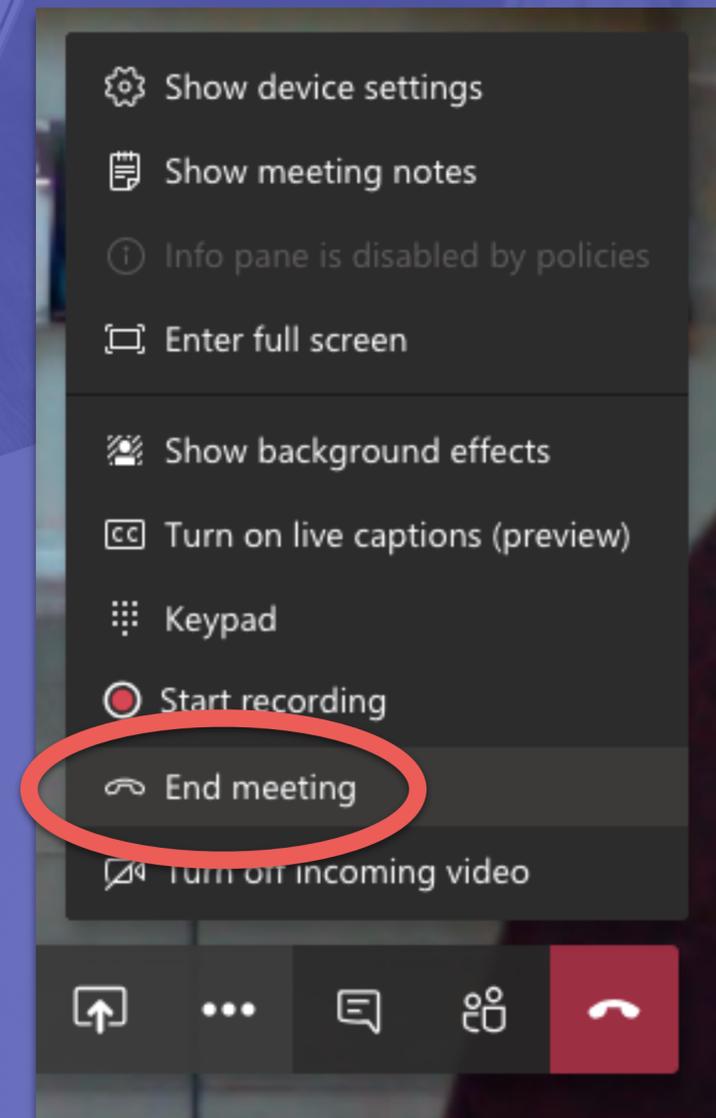
*\*Only works if you are both using the desktop app*





# Tips: Meetings

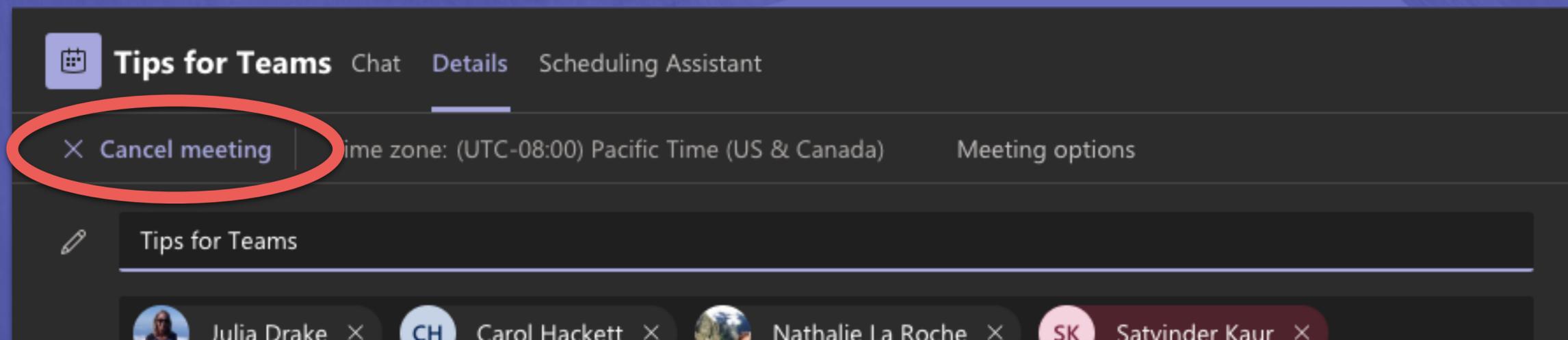
- If you are recording a meeting (or you just want to kick everyone out of the meeting), click the “End Meeting” button instead of the “Hang Up” button





# Tips: Meetings

- If you don't want students to re-join or restart an old meeting, go back to the meeting details and click the "Cancel Meeting" button





# Tips: Assignments

**Teams**

**General** Posts Files Class Notebook Assignments Grades Photos Belding's To Do +

**Edit assignment** Cancel Delete Update

Title (required)  
Who had better hair, Zack, AC Slater or Screech?

Add category

Instructions  
Write a 5000 word essay.

Essay Template.docx  
Students edit their own copy

Add resources ⓘ

Points  
4

Add rubric

Assign to  
Don't assign to students added to this class in the future. [Edit](#)

Date due  
Fri, May 8, 2020

Time due  
11:59 PM

Assignment allows late turn-ins. [Edit](#)

Settings

Post assignment notifications to this channel: **General**



# Tips: Assignments | GRADES

The screenshot displays the Microsoft Teams assignment interface. The main window shows a document titled "Essay Template.docx" with a ribbon menu (File, Home, Insert, Layout, References, Review, View, Help) and a rich text editor. The document content includes the text "Essay Template: This is my essay. It is very good." followed by three empty rectangular boxes for additional text or images. The right sidebar shows the assignment details for "Thomas Poon", including the student's name, a "Student Work" section with the submission date and time, a "Feedback" section with a comment "This is more feedback.", and a "Points" section showing a score of 4 / 4. A "Return" button is located at the bottom of the sidebar. The bottom status bar indicates "Page 1 of 1", "10 words", "English (U.S.)", and "100%" zoom.



# Tips: Assignments | FEEDBACK

The screenshot shows the Microsoft Teams interface for a class. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area is titled 'General' and shows a list of assignments under the heading 'Due before May 6'. An 'Export to Excel' button is visible in the top right of the table area.

	LA READING If I Built A School May 6	ADST: U Rock!! May 6	MATH QUESTIONS Telling Time to the May 4	Shape of the Day April 29 Yesterday	LA: Think the people Yesterday
Akindele, Lizzy			Viewed	Viewed	Turr
Ali, Sadiyah	Viewed	Viewed	Viewed	Viewed	Turr
Athwal, Harvir	Viewed		Viewed	Turned in	Turr
Atwell, Nathan			Viewed	Turned in	Turr
Biran, Avleen		Viewed	Viewed	Viewed	Vie
Brar, Aikam				Viewed	Turr
Brar, Yuvraj	Turned in	Viewed	Viewed	Viewed	Turr
Dhaliwal, Sahib				Viewed	Vie
Dhaliwal, Sukhdev					
Dhindsa, Shaina	Turned in	Turned in	Turned in	Turned in	Turr
Garcha, Arjun	Turned in	Viewed	Turned in	Turned in	Turr



# Tips: Assignments

- Assignments are created in the general channel but notifications can be posted in other channels
- Encourage parents to install the mobile app on their phones and log in as their child
- Attach resources to an assignment if you want students to use it as a worksheet or template
- Ask students to create their documents using the **+ Add Work** button





# Tips: Assignments

**Problem:**  
Assignments  
turned in as photos  
are in the wrong  
orientation

IMG\_20200506\_114805.jpg

Search or type a command

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Apps

Help

Close

TP Thomas Poon

**Student Work**  
Turned in May 7, 2020 at 9:05 AM Late  
[View History](#)

IMG\_20200507\_073909.jpg

IMG\_20200506\_114805.jpg

67F014B4-E78B-42B8-AC12

image.jpg

Feedback

Enter feedback

No points

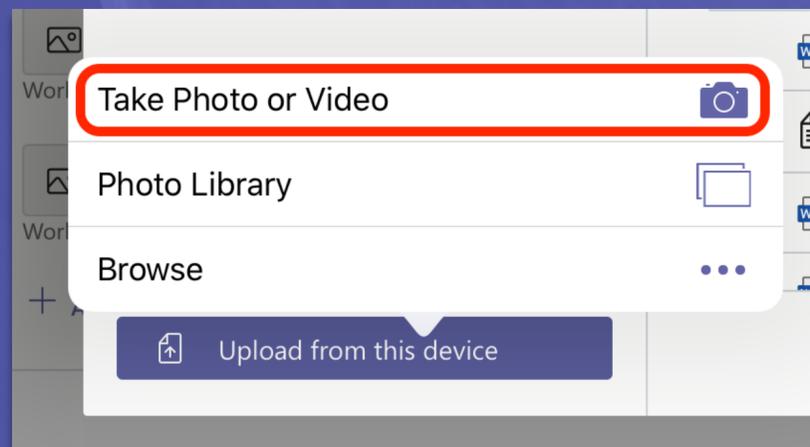
Return



# Tips: Assignments

## Workarounds:

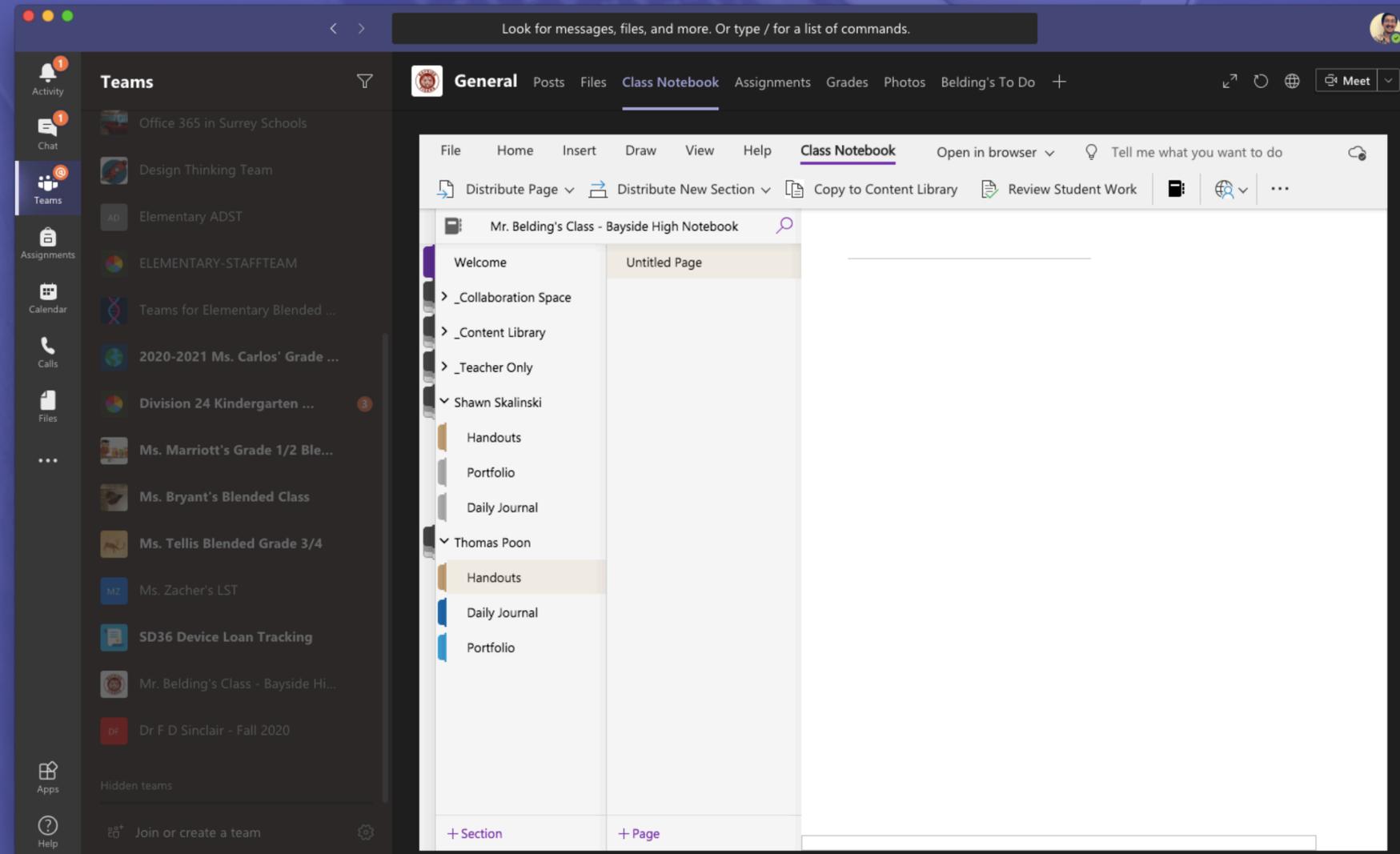
1. Click the ellipsis, then "Open online"
2. View the assignment on your phone
3. Download the photo and rotate it with Preview



\*If they are using an iOS device, use "Take Photo" instead of "Photo Library"



# Tips: Class Notebook



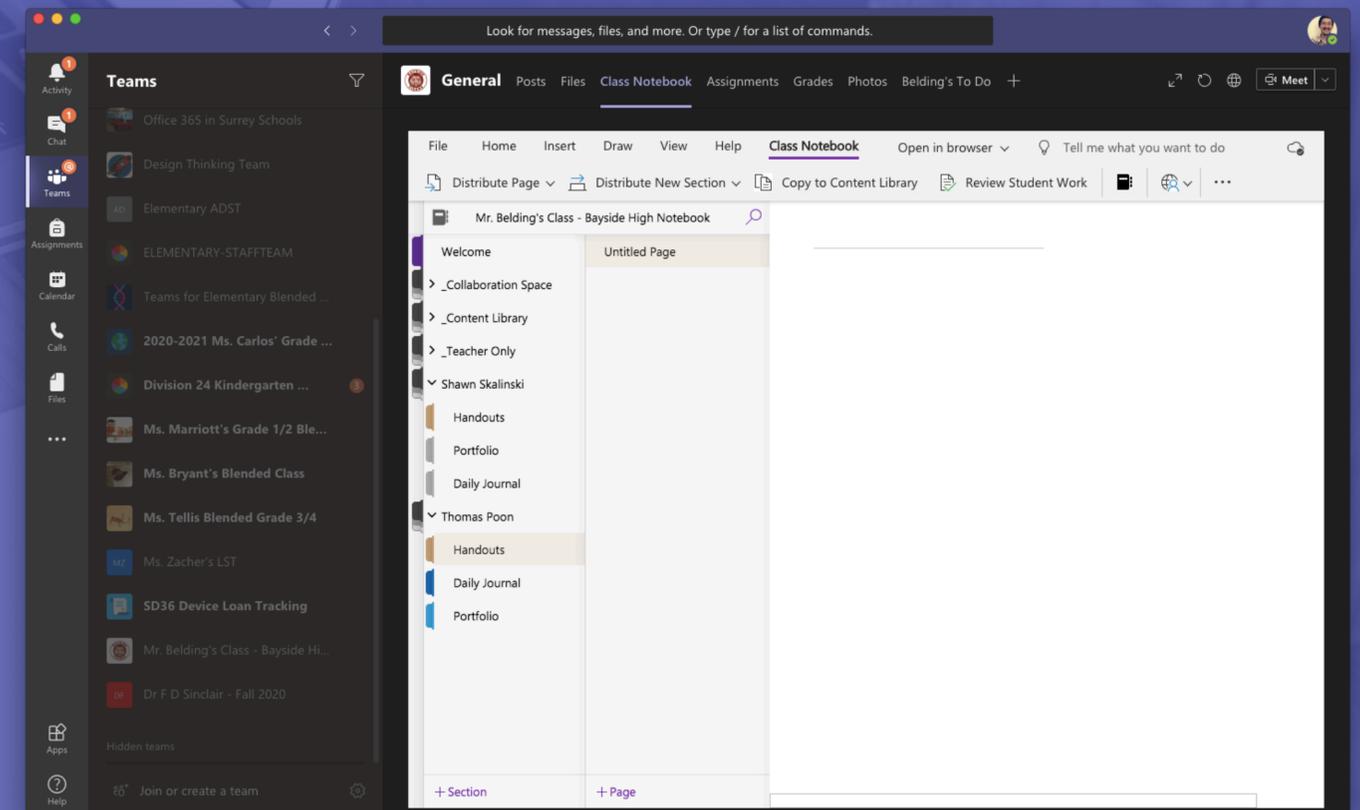
Integrate OneNote Class Notebook



# Tips: Class Notebook

## Ways to use Class Notebook:

- Distribute handouts
- Use as a daily journal
- Work together in the Collaboration Space





# Tips: Tabs

The screenshot shows a Microsoft Word document titled "Learning Commons Sched..." open in a Teams window. The document contains a table with the following data:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 - 9:35	Ex: Bedi Ex: S. Gill	Branigan	Fuller	Luhmann	Singh
9:45 - 10:00	Ex: Carlos	Ex: Jickling	Ex: Vicente	Ex: Rupi	Ex: ronnie
10:15 - 10:30					
10:35 - 11:25	Taylor	Oliver	Litfin	Nikkel	Bibrich
11:25 - 11:50					
11:50 - 12:30					
12:40 - 1:30					
1:35 - 2:25					

Add an Office 365 document



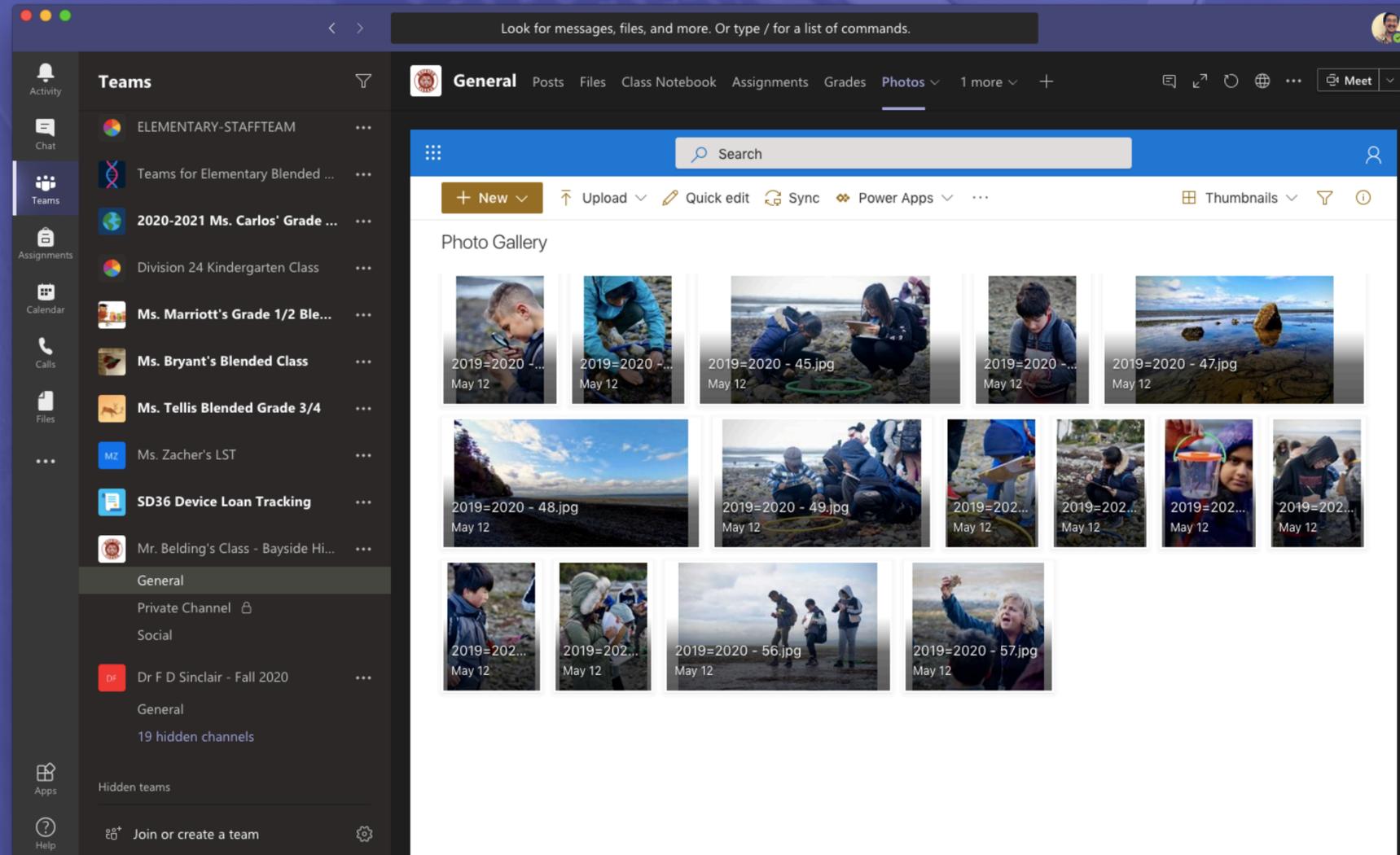
# Tips: Tabs

The screenshot shows the Microsoft Teams interface. On the left is the navigation pane with sections for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The 'Teams' section is expanded to show a list of teams, with 'Remote Learning Ideas and Tools' selected. The main area displays a channel tab for 'Remote Learning Ideas and Tools'. At the top of the channel is a Flipgrid widget titled 'Code 133bc27c' with a 'Record a Response' button and the name 'Gareth Poon'. Below the widget, it shows '3 Responses' with '79 views · 3 comments · 0.7 hours of engagement'. A search bar is present. Three response cards are visible: 'Record a Response' with a red video icon, 'Lesley M' (Apr 23) with 0 comments, 'Marna B' (Apr 23) with 1 comment, and 'Gareth P' (Apr 23) with 2 comments. The Microsoft logo and footer are at the bottom.

Embed web apps like Flipgrid or Stream



# Tips: Tabs



Embed a SharePoint page



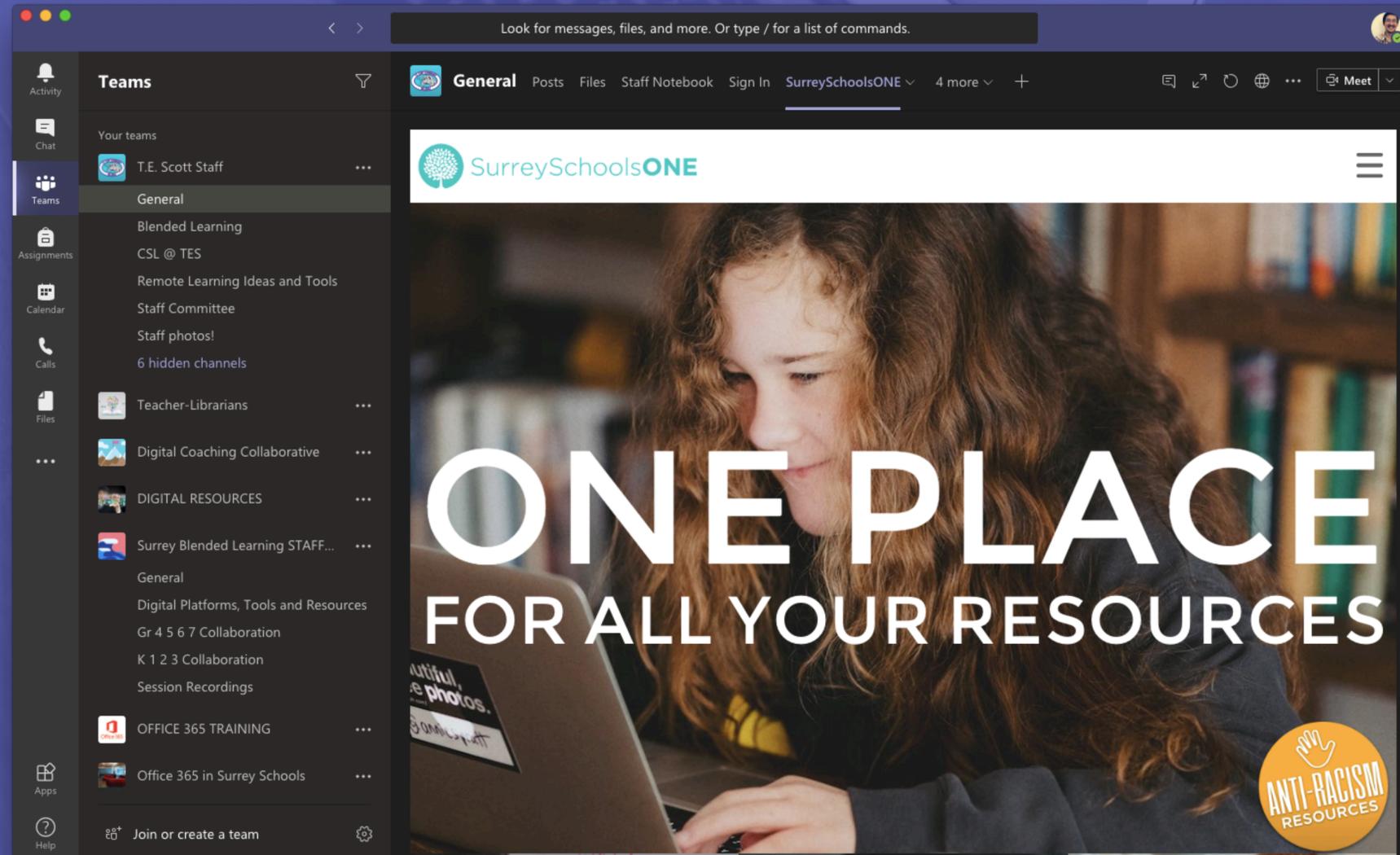
# Tips: Tabs

The screenshot shows the Microsoft Teams interface. On the left is the navigation pane with sections for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The 'Teams' section is expanded to show a list of teams, including 'T.E. Scott Staff' and 'Surrey Blended Learning STAFF...'. The main area displays the 'General' chat tab for the 'T.E. Scott Staff' team. At the top of the chat area, there is a search bar and a 'Meet' button. Below the search bar, a calendar is embedded. The calendar is titled 'Calendar (Brian Newbold)' and shows the month of September 2020. The calendar grid includes dates from August 30 to October 3. Several events are visible, such as '8:30 AM First day of...', '2:45 AM H & S Meeti', '8:30 AM Terry Fox Rt', '8:30 AM Non Instruct', '2:45 PM Staff Meetin', '8:30 AM Orange Shir', and '5 PM Meet the Teach'.

Embed a calendar



# Tips: Tabs



Embed a website for easy access



Q&A



# Contact

Chat message on Teams

Email: [poon\\_g@surreyschools.ca](mailto:poon_g@surreyschools.ca)



# Download

<https://teachwithtech.ca>