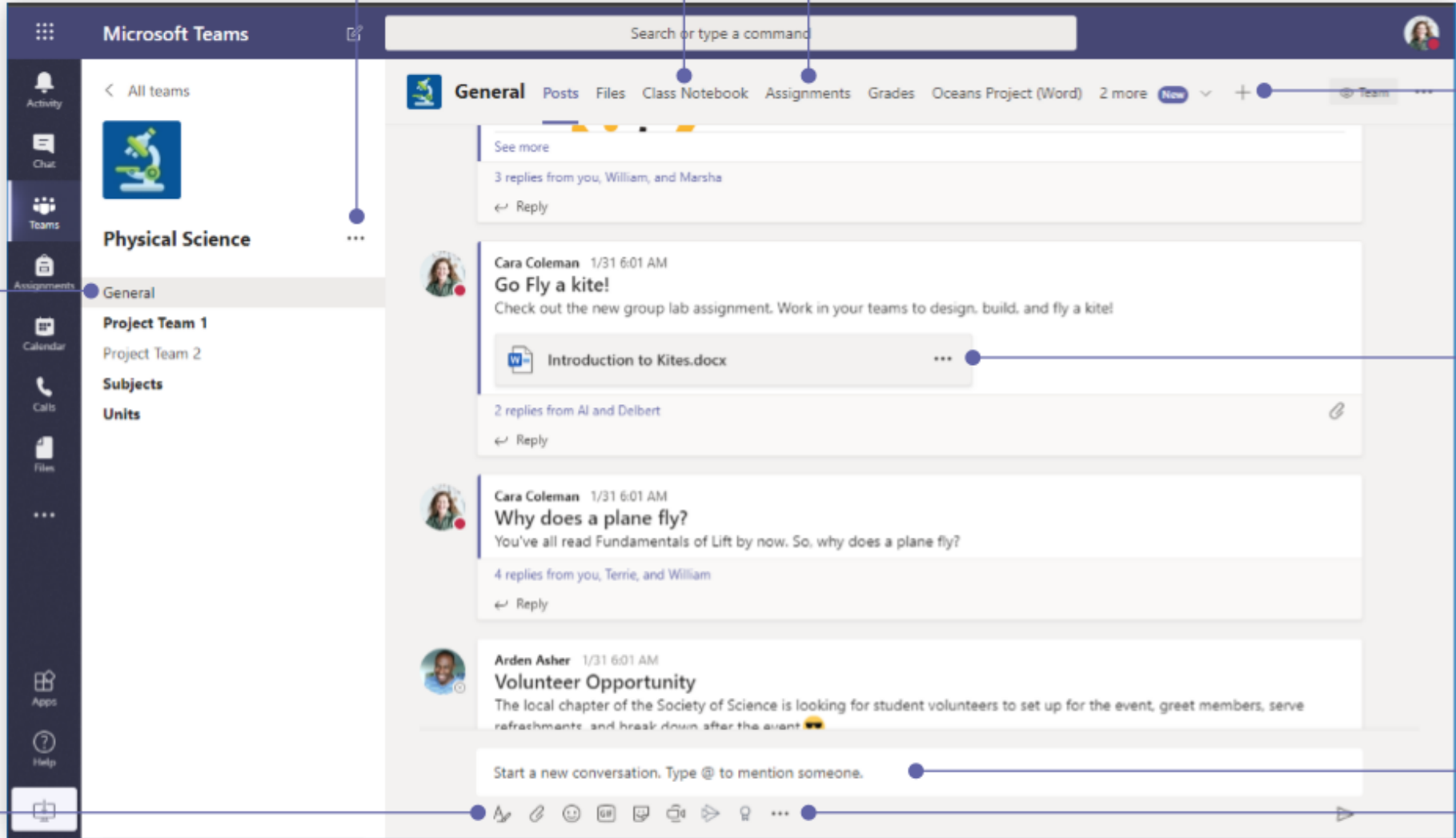


## Class Teams

Class teams provide special capabilities tailored for teaching and learning



**Add channels and manage your team**  
You can change team settings, add members to the class team and add channels.

**Open Class Notebook**  
Class Notebook is a digital binder you can use in your class to take notes and collaborate.

**Open Assignments and Grades**  
Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

**Every team has channels**  
Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

**Add tabs**  
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

**Share files**  
Let class members view a file or work on it together.

**Start a discussion with the class**  
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

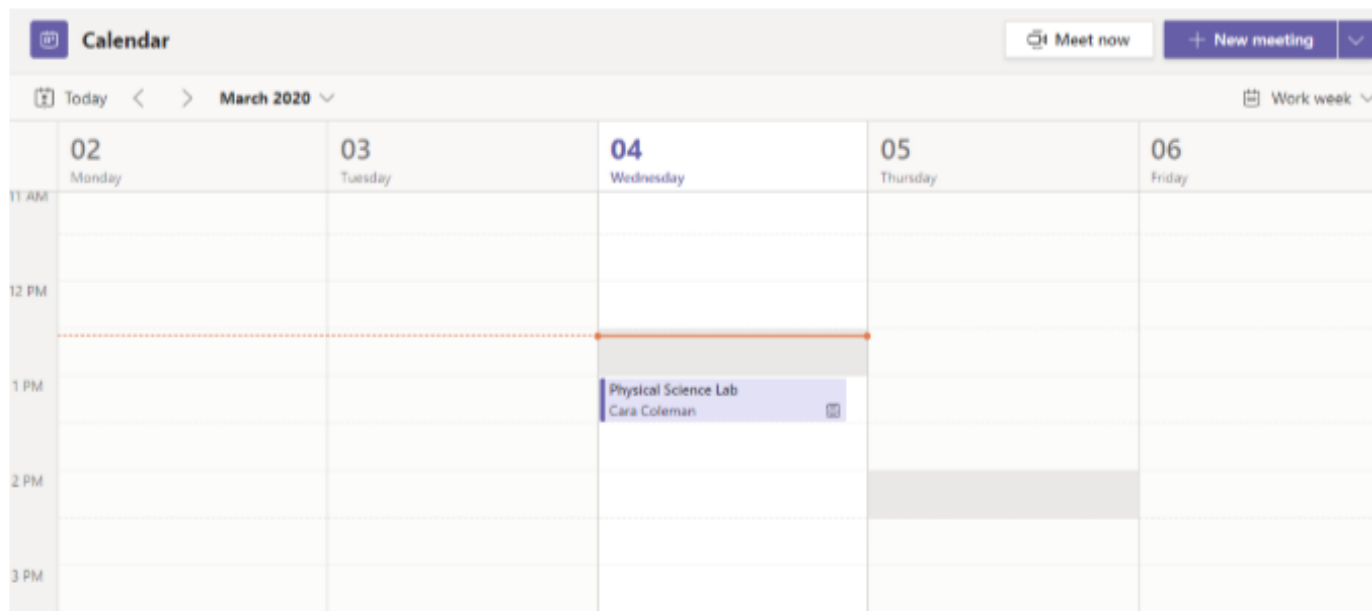
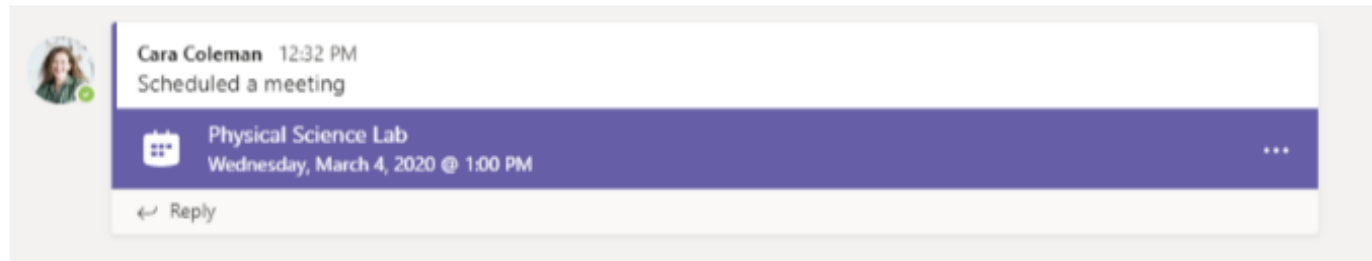
**Format your message**  
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

**Add more messaging options**  
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

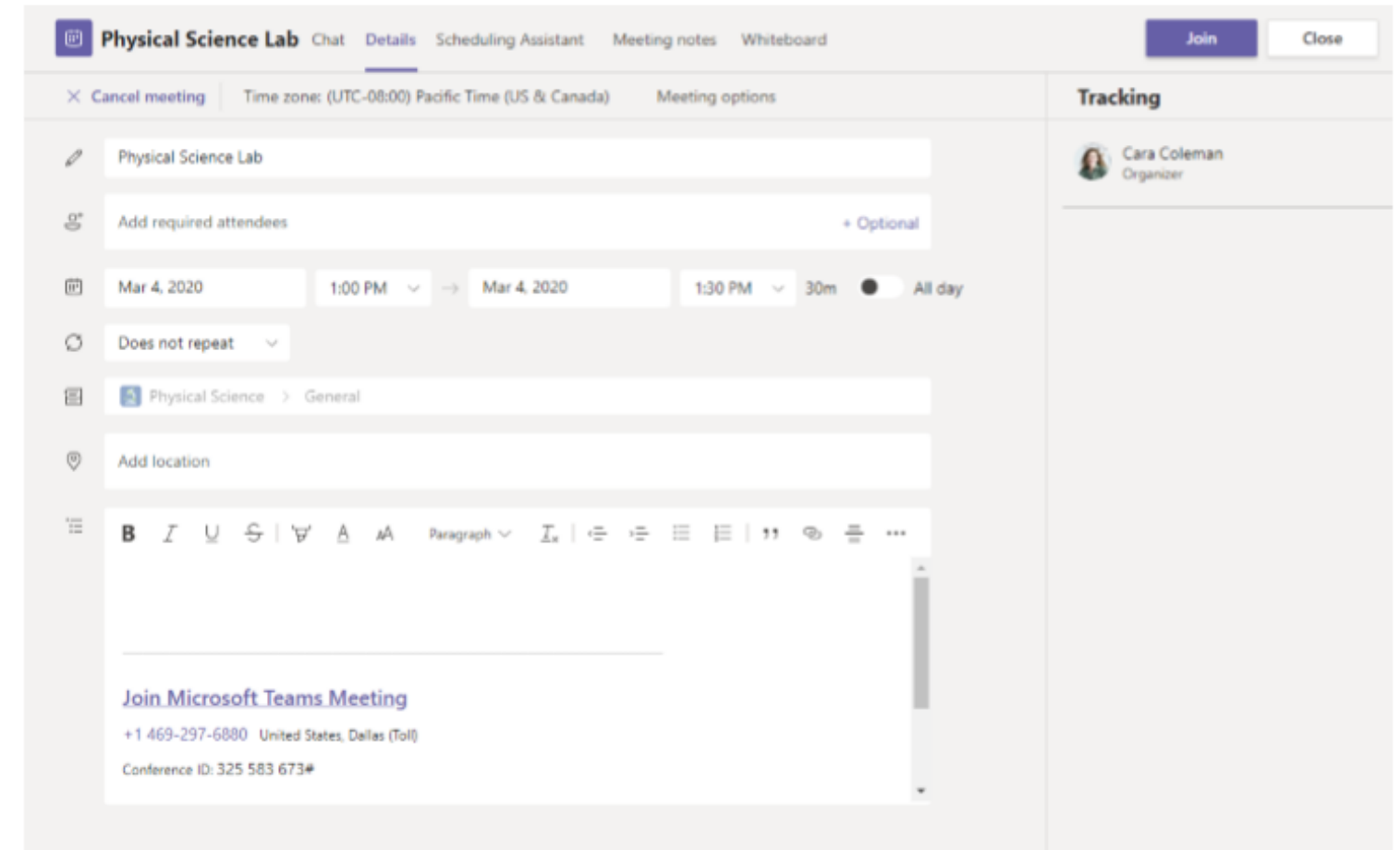
Students Rise. We all Rise.

## Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar.

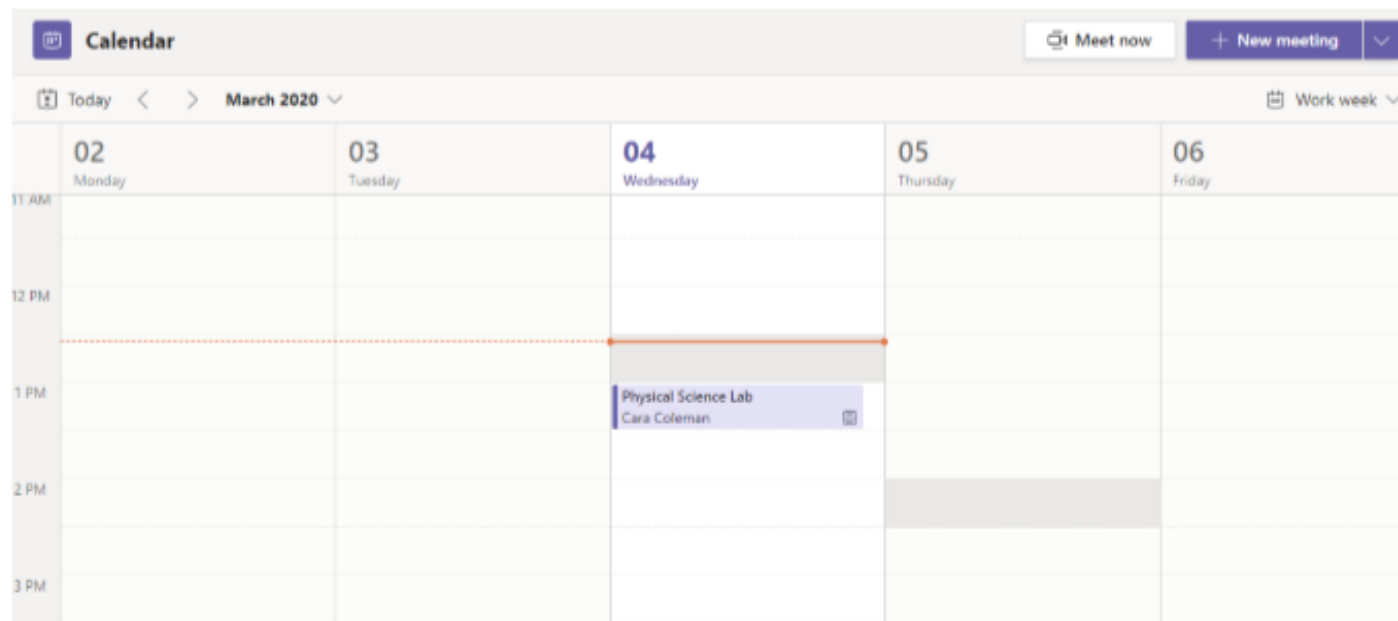
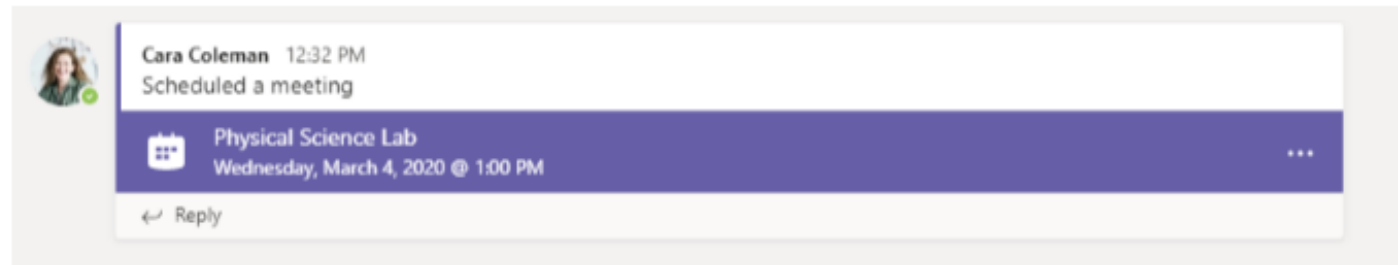


Open the meeting and click **Join** to join the meeting.

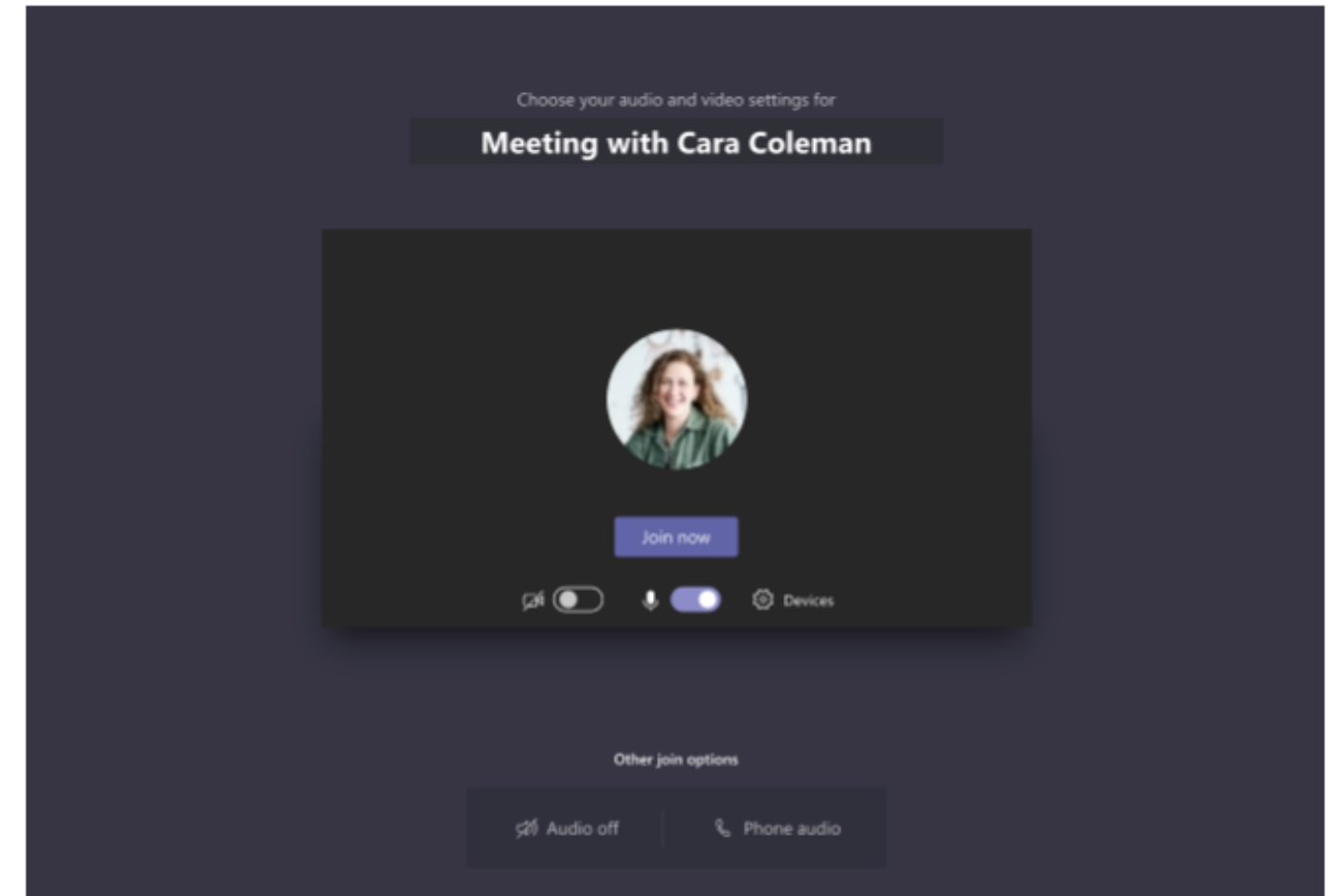
Students Rise. We all Rise.

## Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



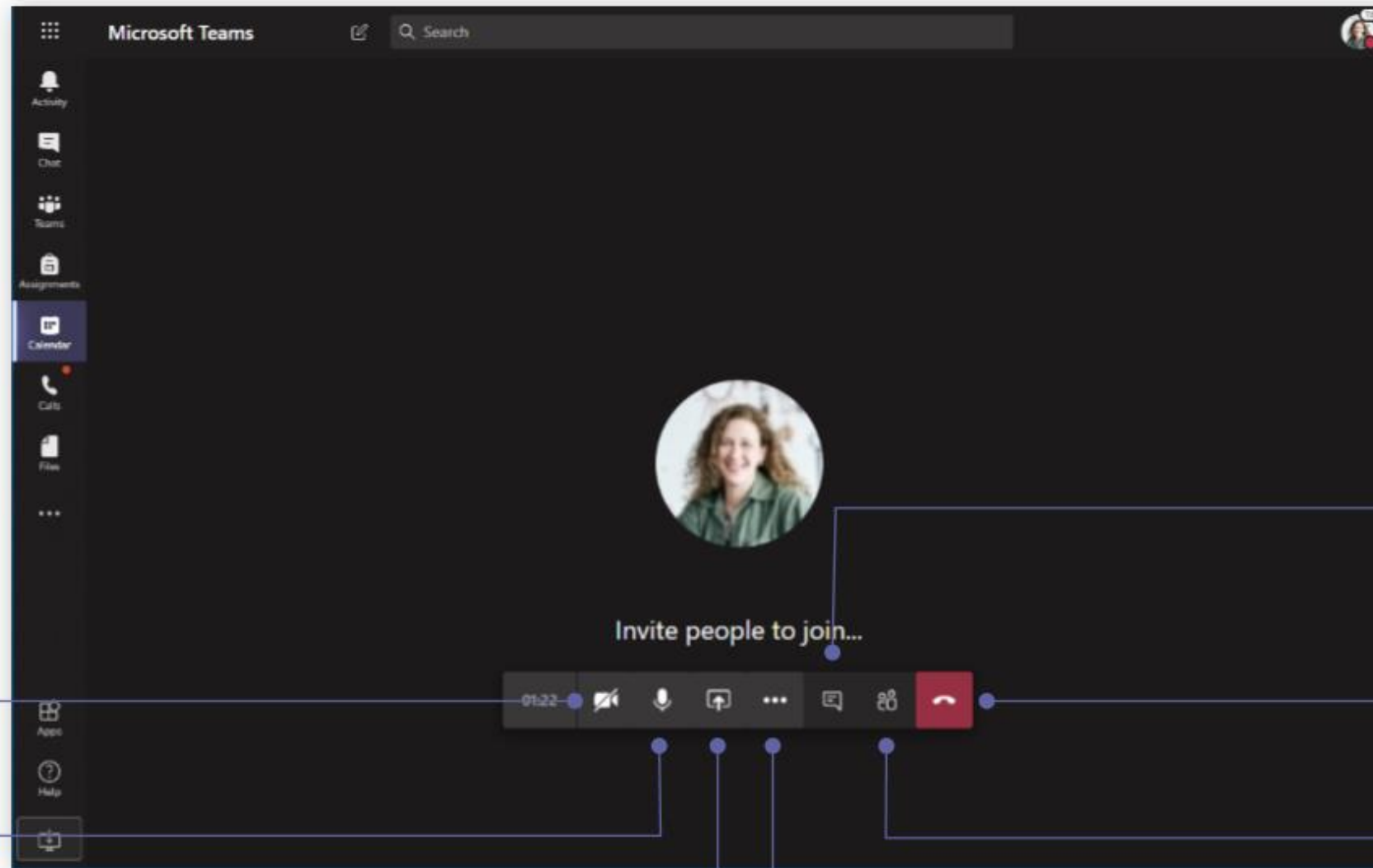
Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

## Participate in a meeting

Share video, voice, or your screen during the online call.



**Turn your video feed on and off.**

**Mute and unmute yourself.**

**Share your screen and sounds from your computer.**

**Access additional call controls**  
Start a recording of the meeting, change your device settings, and more.

**Send chat messages**  
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

**Leave the meeting**  
The meeting will continue even after you have left.

**Add participants to the meeting.**

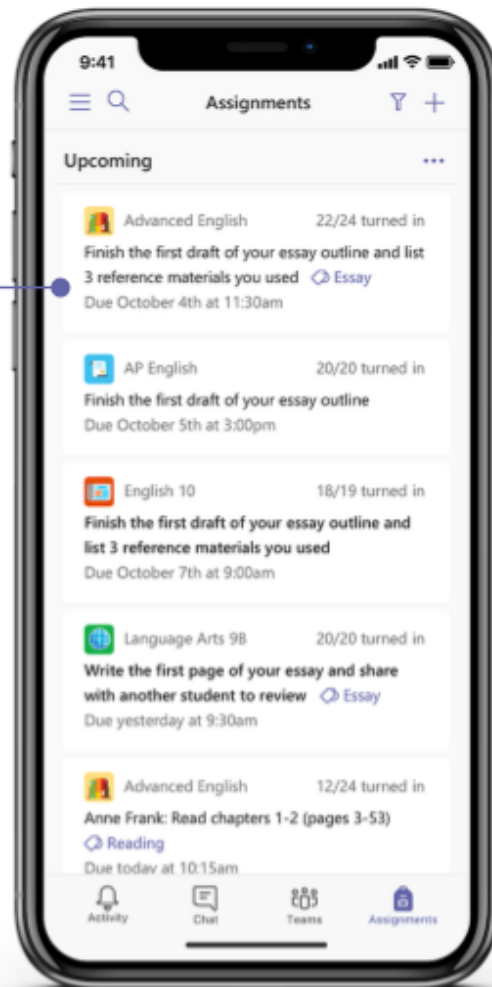
Students Rise. We all Rise.

## Assignments

Create learning activities for students with integrated Office applications.

### View upcoming assignments

View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.



### Add resources

Customize the assignment with content from OneDrive, your device, links, and more.

### Assign to classes or individuals

Assignments can be distributed to multiple classes or personalized to the individual student.

### Add a grading rubric

Use the rubrics tool to create customizable, reusable rubrics for students to reference and for you to evaluate their work.

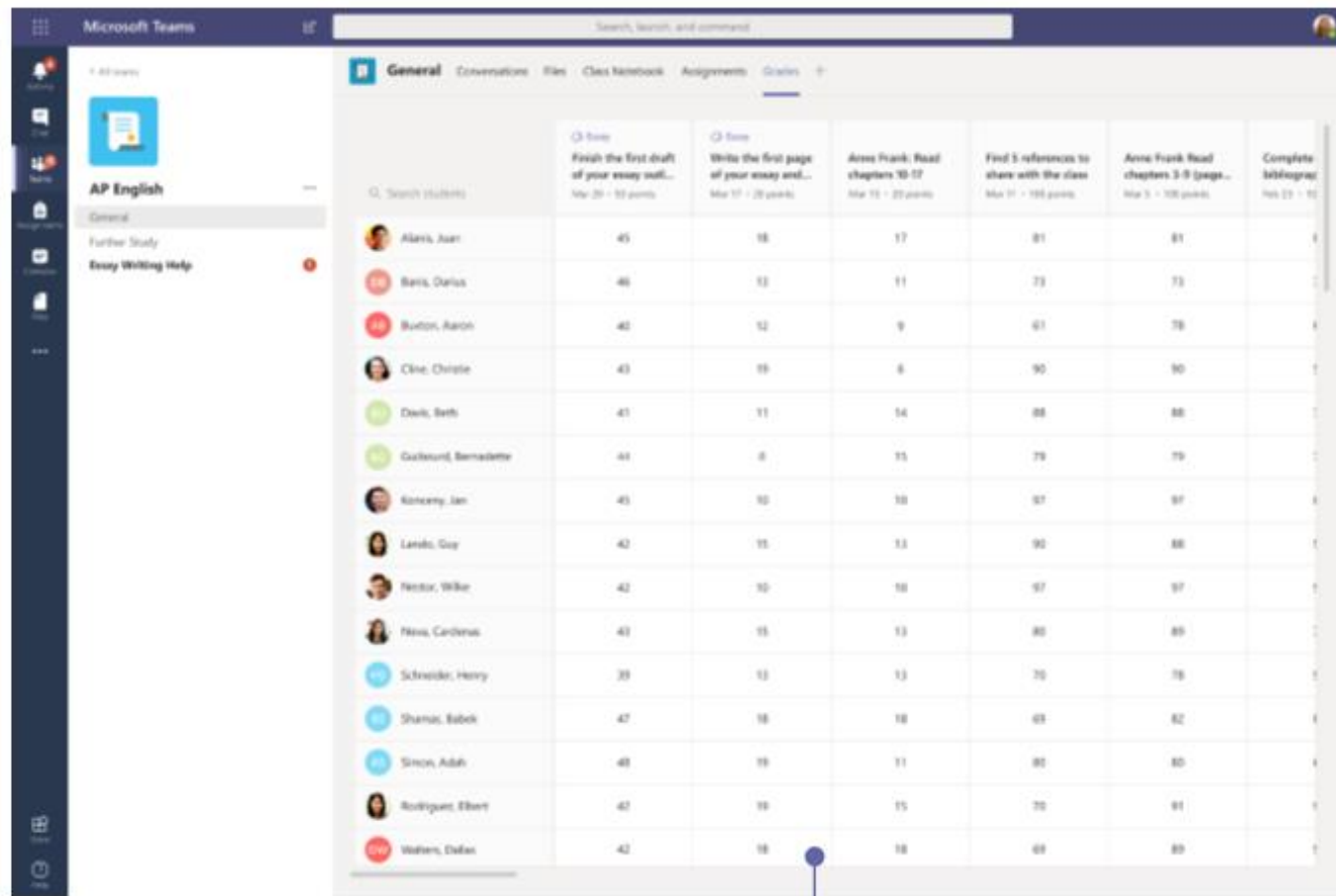
### Edit due dates, close date, and schedule to assign

Customize all the dates and times that are important to the assignment.

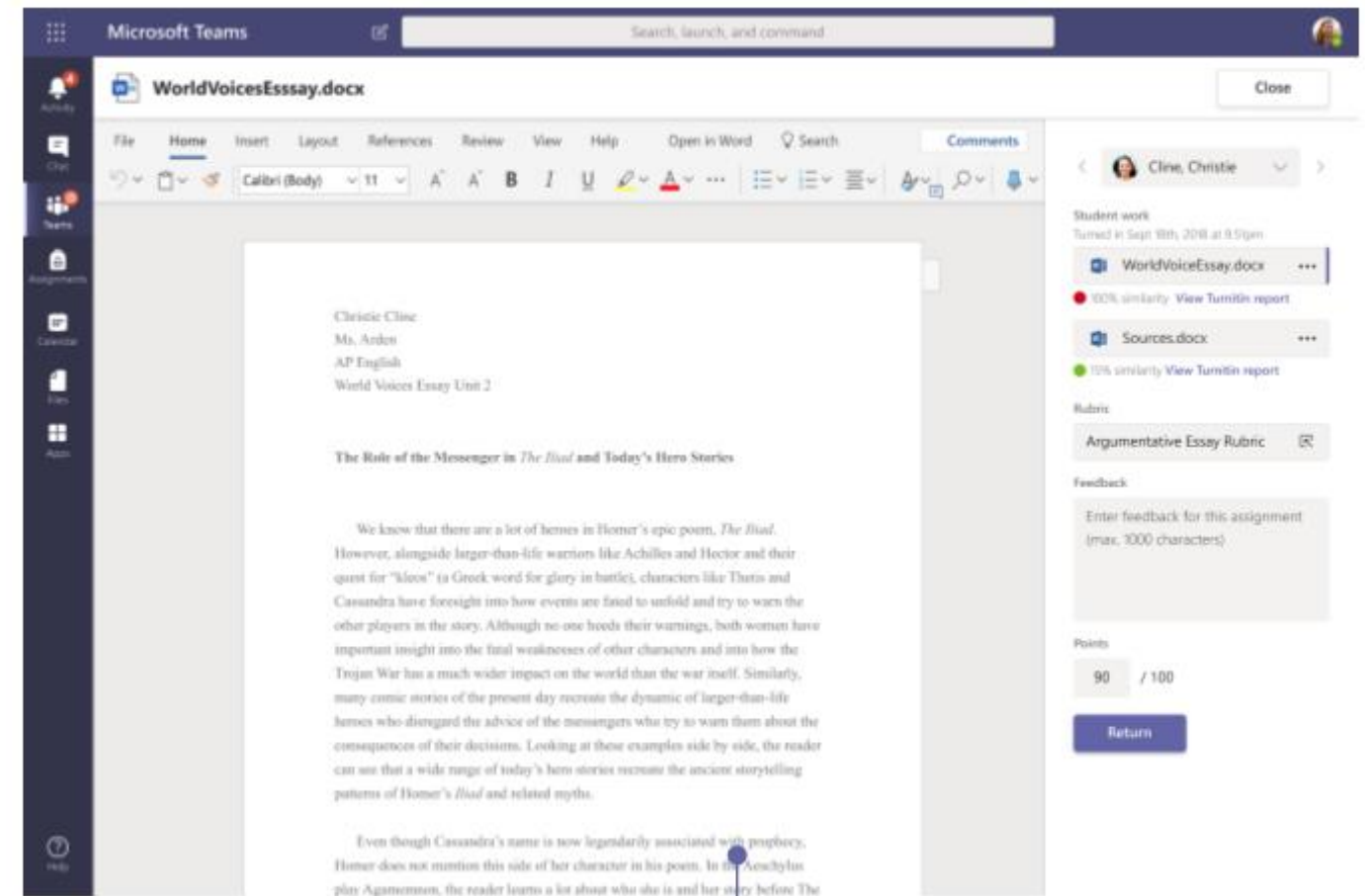
Students Rise. We all Rise.

## Grades

Leave feedback for students, grade, and track student progress in the Grades tab.



**See grades across all assignments and students**  
Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.



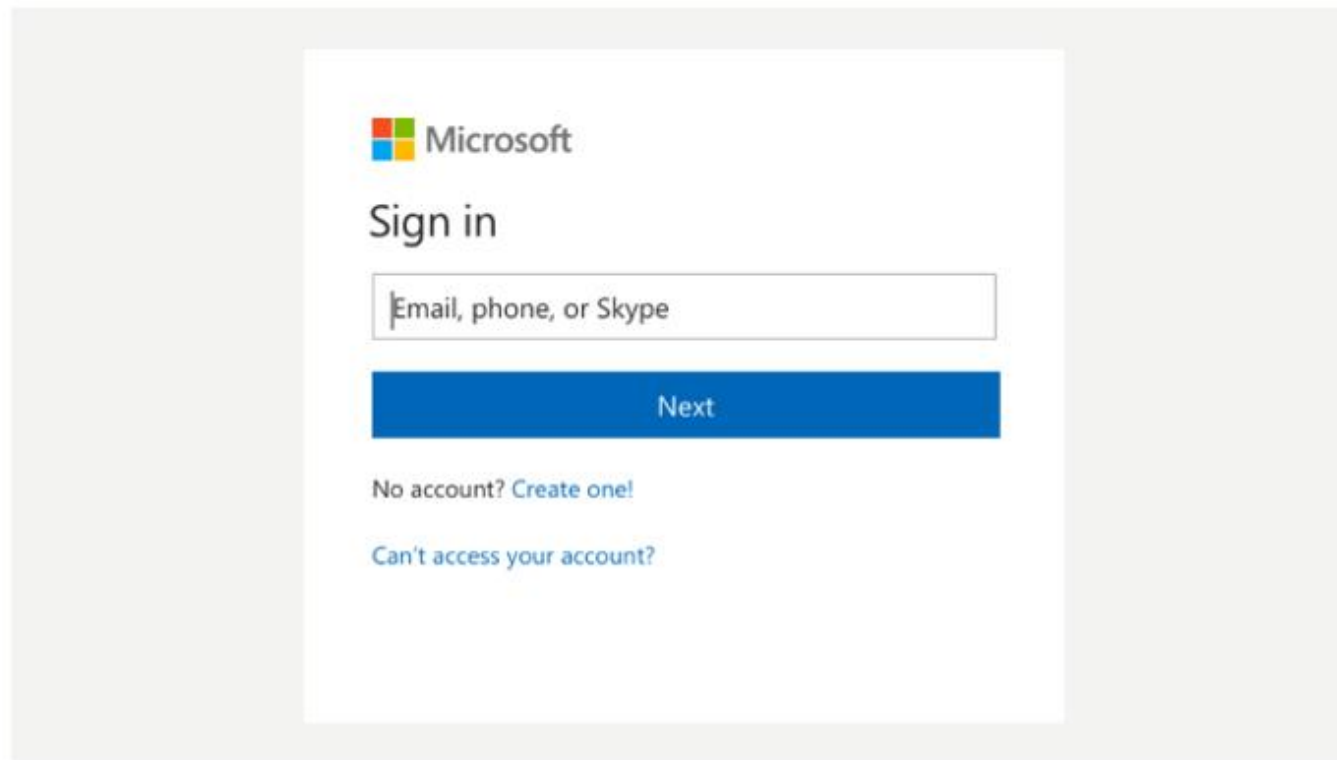
**Return and review assignments using the feedback loop**  
Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

Students Rise. We all Rise.

## Sign In

In Windows, click **Start > Microsoft Teams**.

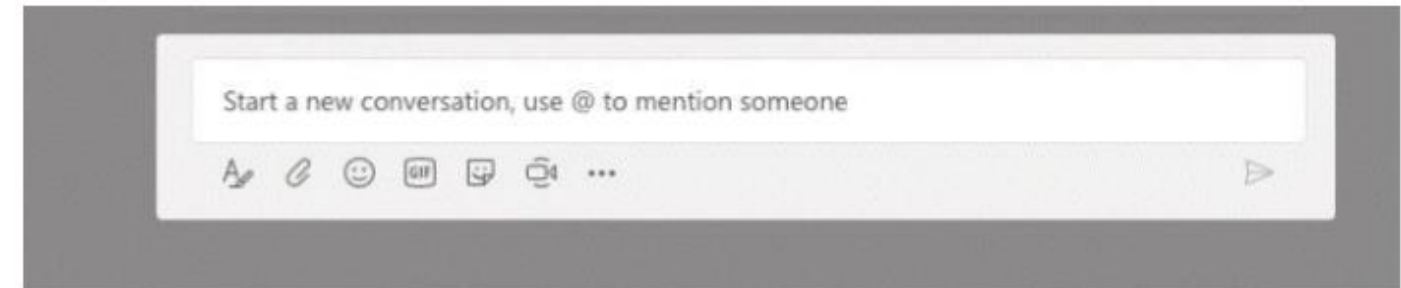
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



## Start a conversation

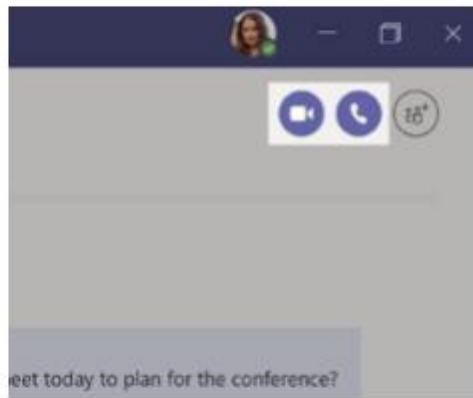
With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



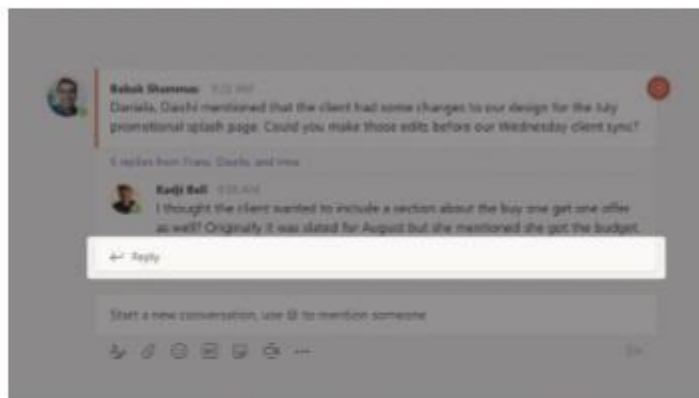
## Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



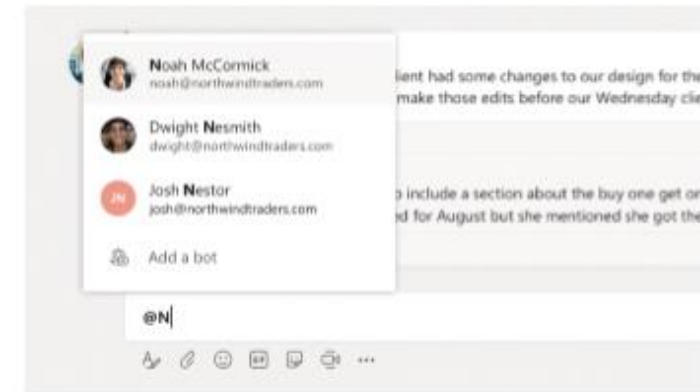
## Reply to conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



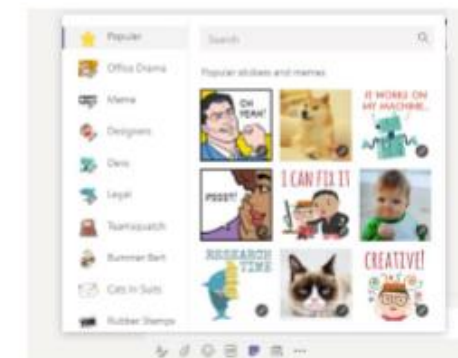
## @mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



## Add an emoji, meme or GIF

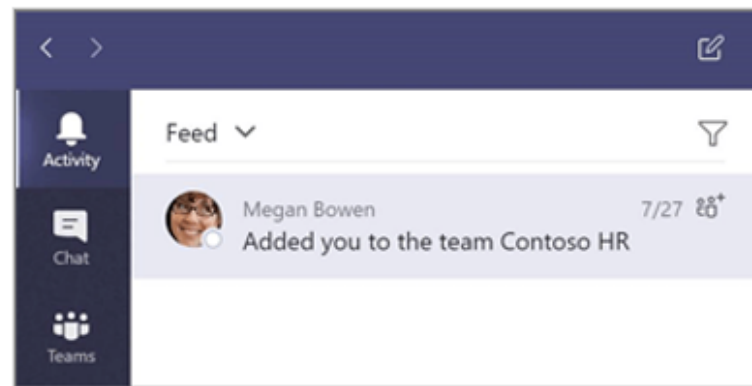
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!





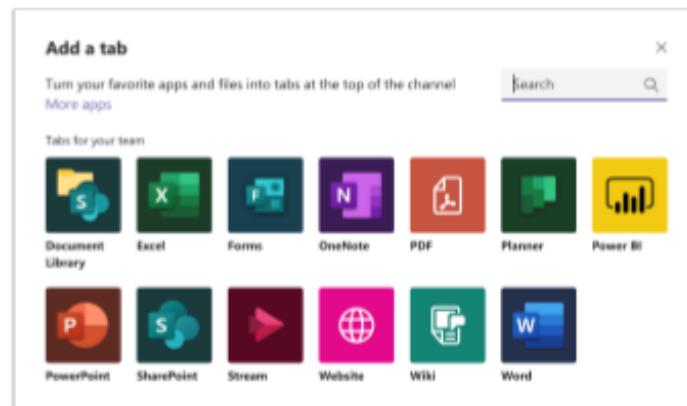
## Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.



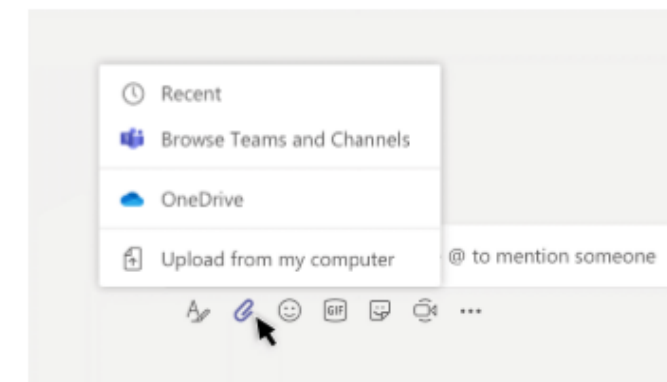
## Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



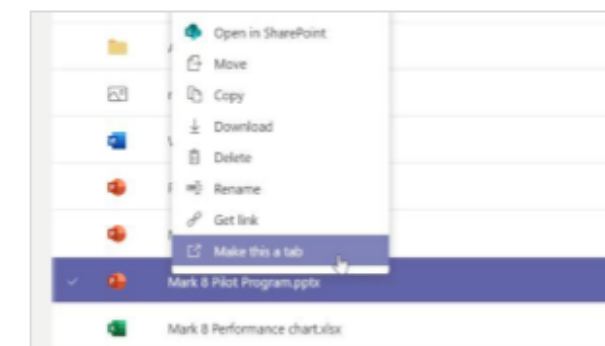
## Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



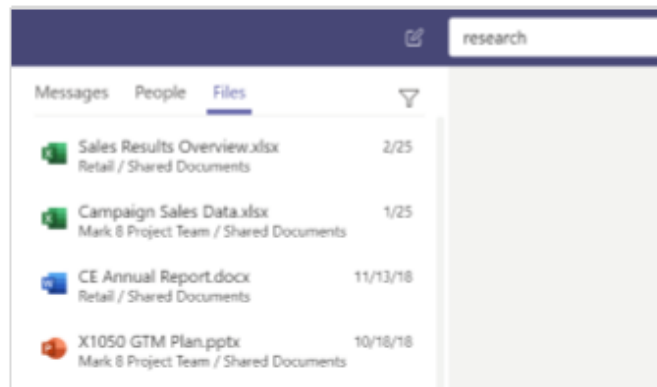
## Work with files

Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



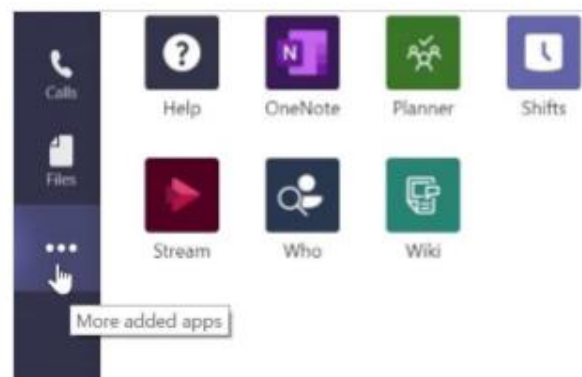
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



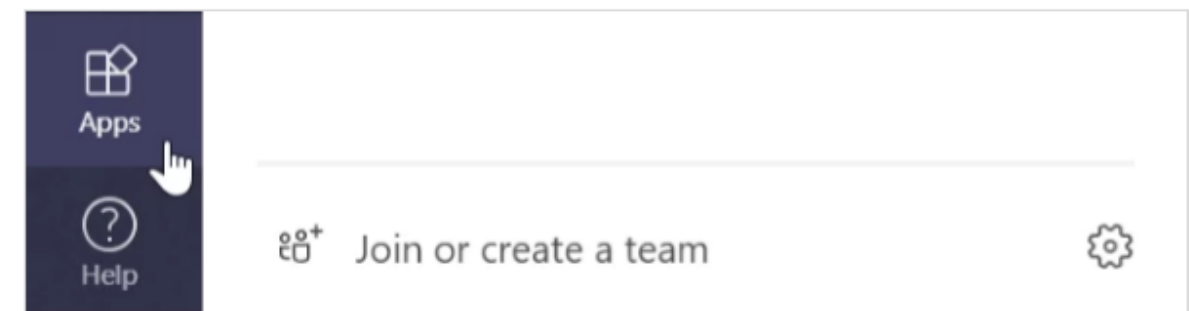
## Find your personal apps

Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**. These apps provide an aggregate and global view of that content type.



## Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



## Contact Us for additional training or if you have questions:

[it.training@detroitk12.org](mailto:it.training@detroitk12.org)