Microsoft Teams for your classroom

Now that **blended and hybrid learning** have become a crucial part of education for the future, teachers are looking to engage students in innovative new ways. Microsoft Teams isn't just for meetings and chat—it's a **complete learning experience platform.** If you haven't used Teams before, get started **at this link**.

Click below to skip to a specific topic…

- **Devices and accessibility**
- **Class teams**
- **Conversations and collaboration**
- **Assignments and grading**

- **Insights**
- **Social emotional features and connected apps**
- **Class sessions**

Device options

Teams is available as a **desktop, mobile,** or **web** app, and it also fits smoothly into your in-person classroom with innovative setups like **Teams Rooms** or on collaborative devices like **Surface Hub.**

Laptop, mobile, or desktop

Integrated bars

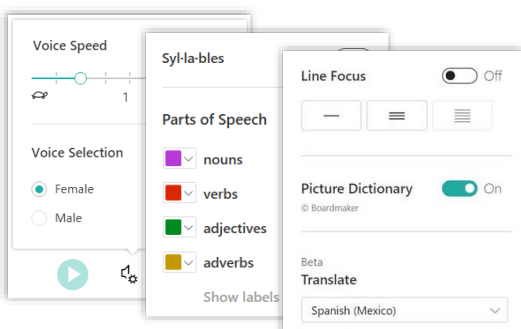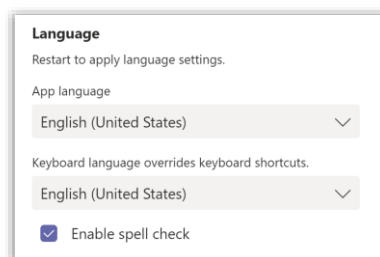**Modular peripherals**

Displays

Surface Hub

Built-in accessibility tools

Microsoft Teams includes multiple features to help include students of diverse abilities. For a full breakdown, read the **Accessibility Flyer**.
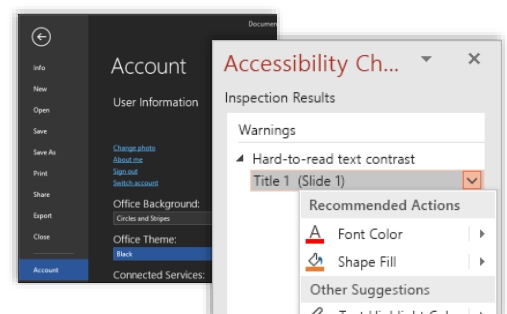
Immersive Reader for improving reading and comprehension for all students

Live captions for class sessions and **message translation** for chats

Features like Dictation, Dark Mode, and Accessibility Checker in integrated **Office 365 apps**

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Class teams

Microsoft Teams gives you the class tools you need in one place, with one team for each of your classes. Navigate to the **Teams** tab to view your teams.

Open your **Class Notebook** where everyone can take notes, collaborate, and view class materials

Add channels and members

Create assignments and track grades

Open channels to see chats and files about that topic or unit

Start a discussion in the chat—and add a file, emoji, GIF, or sticker to liven it up

If you upload a file, Teams automatically creates a live version everyone can collaborate on

Your IT admin may have already generated teams for your classes using **School Data Sync**. However, if you need to set up teams yourself—or add members or new channels—visit **this page** for guidance on how to get started.
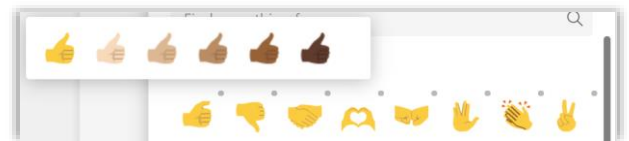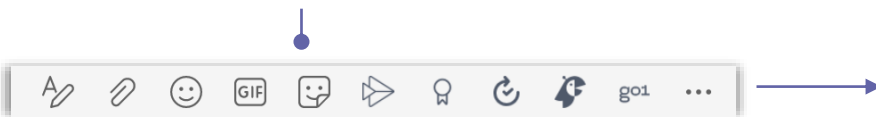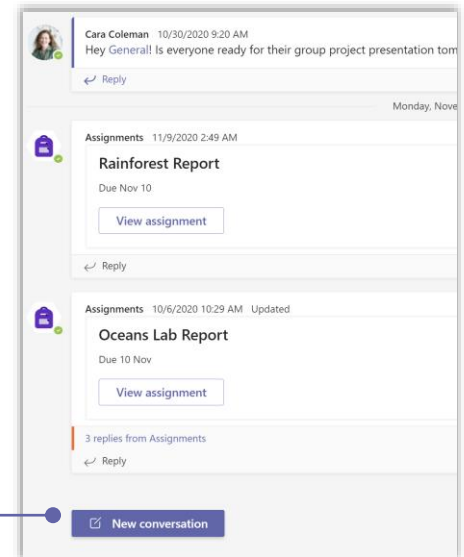
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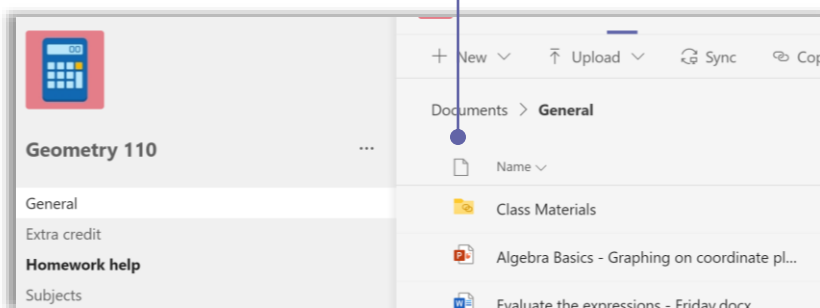
Conversations and collaboration

You can chat with students in team channels or individually.

- **Connect with students** or other teachers by searching their names and starting a conversation. You can easily begin group conversations by adding more than one name.

- **Start a conversation** with your whole class by making a post in the class team. You can select the **General** channel or whichever specific channel is relevant to the topic of your post. Channels are a perfect space for making announcements to the whole class.

- **Chats offer options** for formatting, attachments, emojis, gifs, stickers, and more—including free apps that you can easily download and integrate.
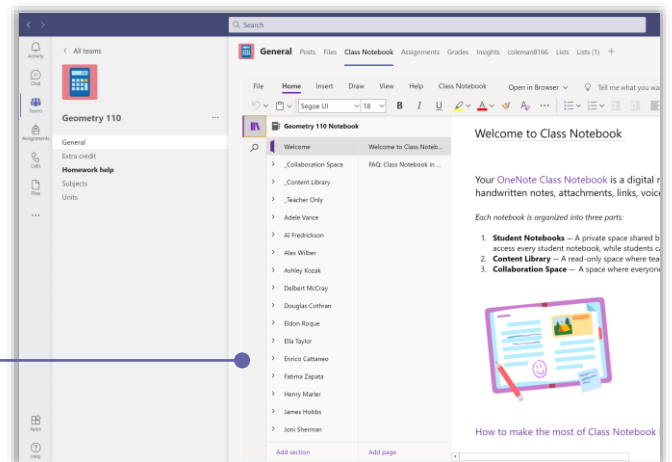
- **Supervised chat** allows schools to enable chat for students in limited scenarios while keeping them safe at the same time. Supervised chat grants designated educators permissions to initiate chats with students and blocks students from starting new chats unless an appropriate educator is present.

You and your students can upload files directly to chats and channels to create **live, collaborative versions** that open right in Teams.

Every team also comes with a **Class Notebook** where students can take notes on class (including handwritten notes on inking-enabled devices) and view any notes, outlines, or other class materials you want to upload.

You can easily copy notebooks from year to year to maintain **consistent class content** without having to re-enter information.

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Assignments and grading

Teams for Education includes a built-in **assignment and quiz workflow**. Navigate to the **Assignments** tab and select **Create** to start a new assignment and manage due dates, instructions, rubrics, notifications, resources to turn in, and more. Other features include...

- **Group Assignments** so that a student group can collaborate and make one submission for the whole group

- Integrated **Microsoft Forms** for quizzes and polls

- **Snap photos** or "scan" paper assignments with a mobile-friendly workflow

Leave feedback for students, grade, and track student progress using the **Grades feature**.

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.

Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.
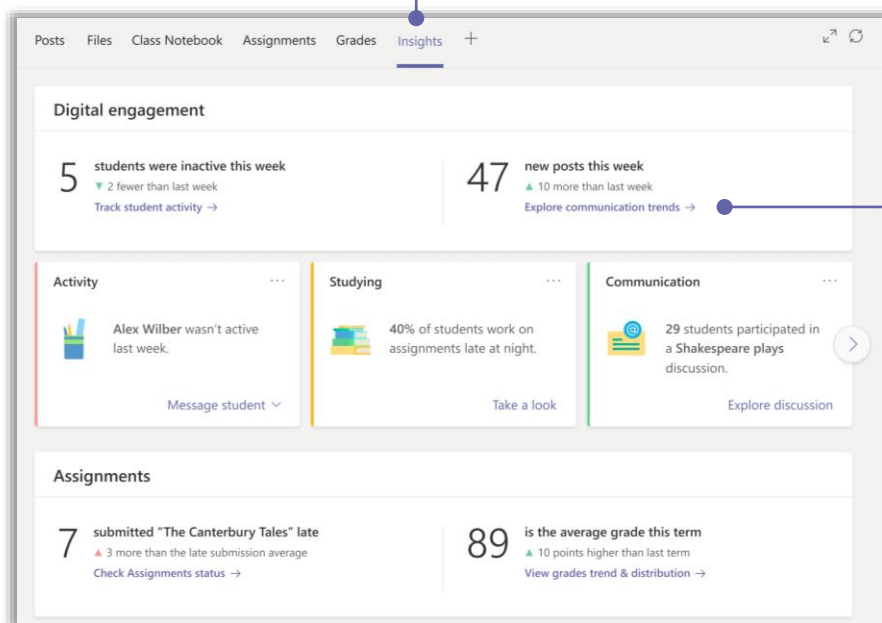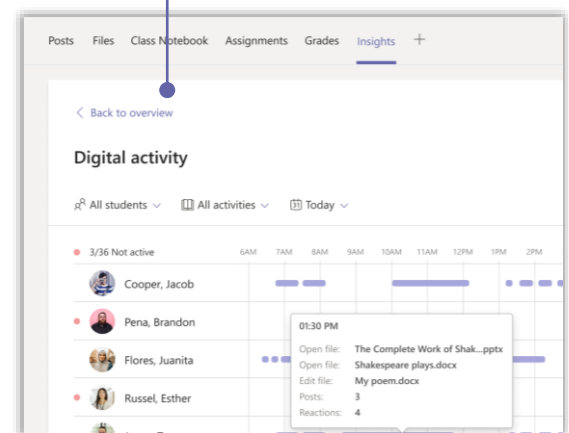
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Insights

Education Insights provide real-time analytics and visualizations of student progress within a class team. Educators are presented with meaningful, reliable data to make informed decisions regarding their learning communities—helping to ensure students' emotional, social, and academic needs are being met.
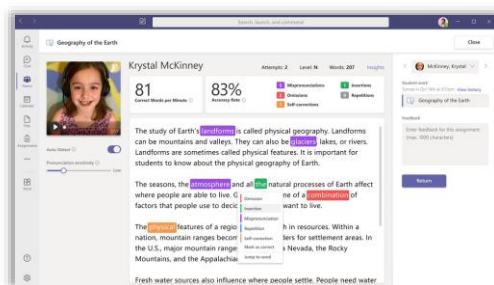
Navigate to the **Insights** tab in your class team

Click on links at the bottom of each box to open up more detailed analytics

Reading Progress, a new tool built into the **Assignments** tab, helps students build literacy skills through personalized, independent reading experiences. The app also saves teachers' time through a streamlined review process that collects and analyzes data though Insights.

Make corrections easily with the built-in auto-detect feature. Auto-detect flags mispronunciations, insertions, omissions, repetitions, and self-corrections on submitted student recordings.

Track and share student progress data and insights through integrated, interactive dashboards. These help identify specific fluency challenges and create a custom learning experience for each student.
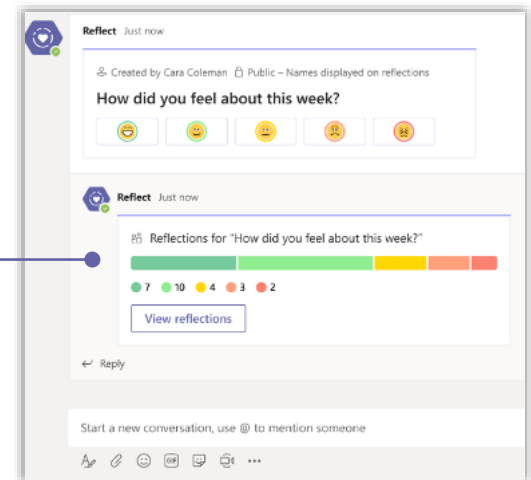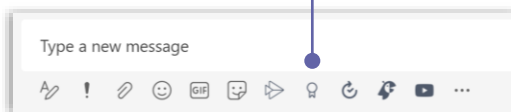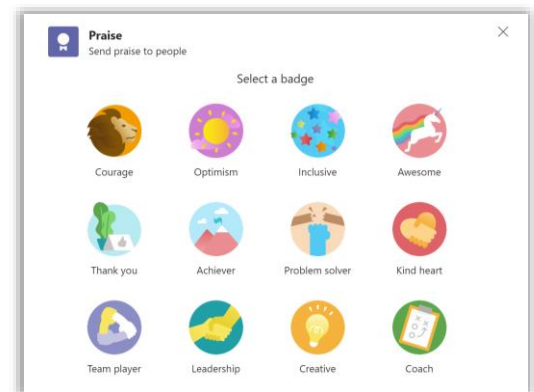
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Social-emotional features

School can be an emotional roller coaster for students, so Teams offers features to help educators support students in their social-emotional growth.

- The **Reflect app** helps educators check in with students through quick questions and polls, guiding students to identify how they're feeling and lead with self-awareness.

- **Praise Badges** can be used to recognize student social skills, grow emotional vocabulary, and give valuable recognition to daily wins in students' learning. Just click the **Praise** icon in a chat or channel and select a badge to send.
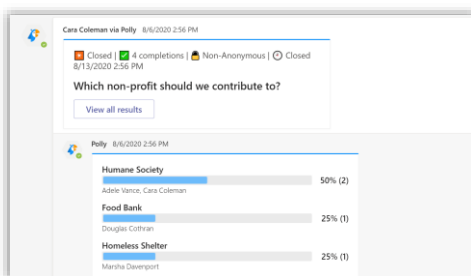
- The **social-emotional learning sticker pack for OneNote** creates an emotion-driven feedback mechanism using the same 12 skills shown in the Teams Praise Badges.
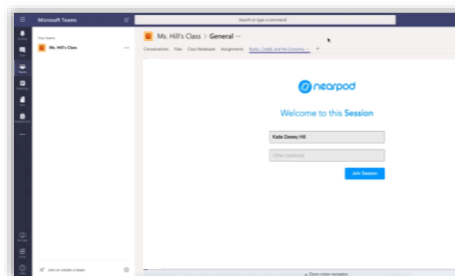
Connected apps

Include your favorite learning apps to develop interactive experiences in both the in-person classroom and the virtual one. Go the **Apps** tab to **get started**.
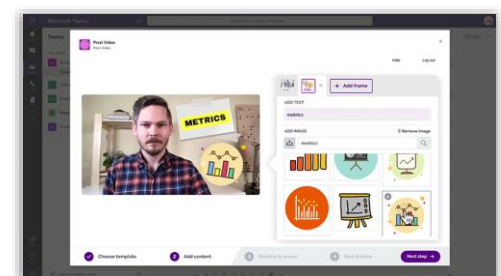
Quizzes and polls

Microsoft Forms, Polly, and Quizlet are all integrated apps to help get answers from the whole class.

NearPod

Share a Nearpod Lesson with students as a tab in your team, allowing students to easily access.

Prezi

Create videos that show you alongside your content and graphics, and post directly to chats.
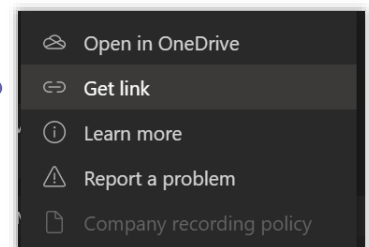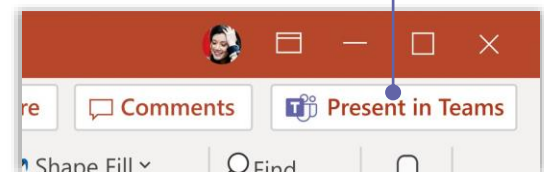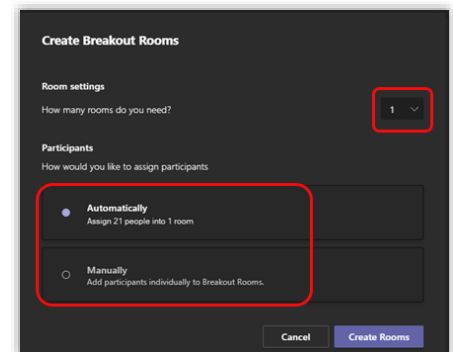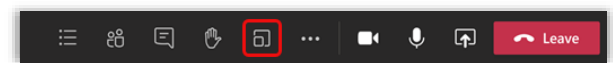
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Class sessions

Microsoft Teams meetings are great for live class sessions, offering the ability to **share content,** set up **breakout rooms,** see when students are **raising their hands,** and more. For full instructions on running class sessions, check out the **Meetings Flyer**. Below are a few tips about making the most of class sessions.

- To split students into **breakout rooms**, select the **Breakout rooms** icon, select the number of rooms you want, and choose whether you want to add participants randomly or manually. You can set a time limit for the breakout sessions and easily switch between any of the rooms to check in on students.

- Read how to activate **live captions** for meetings, as well as features to **keep students safe.**

- You can **share your screen** by opening the **Share** tray—or you can simply **navigate to your PowerPoint presentation** and click **Present in Teams.** Your presentation will automatically appear on the Teams call for your class session.

- **Record meetings** by opening the **More actions** ••• menu and selecting **Start recording.** After the meeting, use the **Get Link** icon to share the recording with students or other teachers.

- Read more about opening Teams meetings from your **learning management system at this link**.

Resources

- Sign up for the Microsoft Educator newsletter

- Get free Microsoft Teams professional development and training

- See Microsoft Teams best practices for educators, students, and IT admins