



MHow⁷

A guide to Microsoft Teams for teachers


M247⁷



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This MHow guide is designed to take you through some of the lesser-known features that can help boost classroom engagement to aid collaboration and make lessons even more accessible in 2021.



Silver
Microsoft
Partner

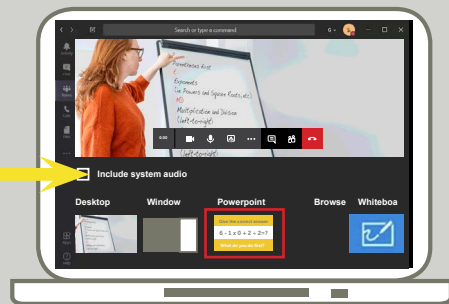


Look out for some extra Quick Tips...





For the whole class to hear, ensure that the **include system audio** checkbox is ticked



Play a video

Microsoft Teams makes playing and using videos in the virtual classroom a breeze, ensuring your pupils can see and hear the resources you're sharing.

How to do it:

- In your usual browser, **right click the video** to play
- Start a **meeting** (class)
- Hit the **share** option
- Press **play**



Pin a video

One Microsoft Teams default setting is to show whoever is speaking, ideal for work meetings but not necessarily with 30 pupils online.

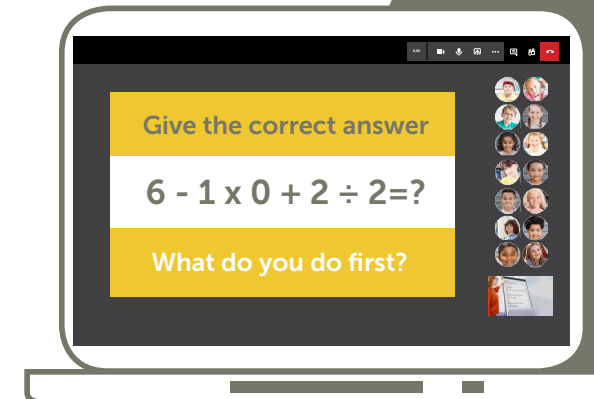
When you're in the middle of a lesson, you want all eyes on you or the educational content being shared, so you'll want to make sure everyone is seeing this. You can pin multiple videos in this way too.

How to do it:

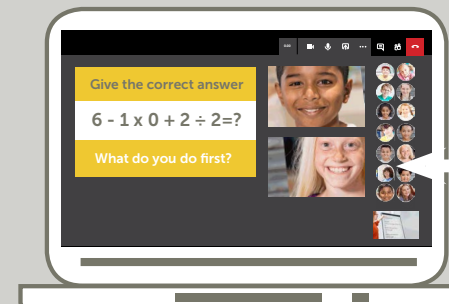
- Right click the video you want to pin
- Select **pin**

How to undo it:

- Right click the video you have pinned.
- Select **unpin**



Switch easily between content and pupil by **clicking on their respective video feed**

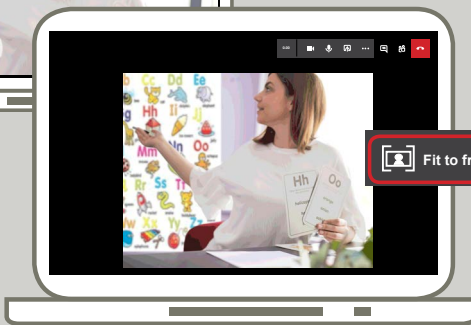
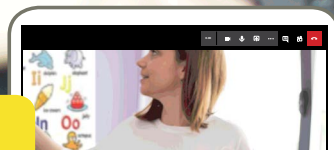




Reframe a video

Another default that can cause problems in the virtual classroom is automatic cropping of videos to fit the screen.

Often, when a teacher moves to demonstrate something, important details are cropped or lost. This is when you need to reframe the video.



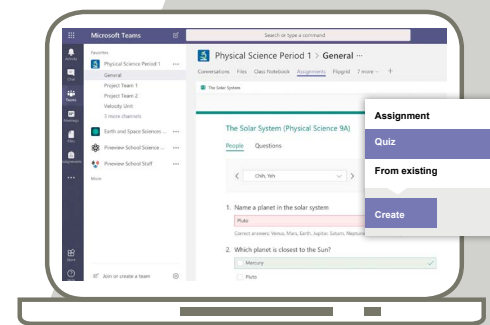
To see a closer, cropped view
select **fill frame**



Check understanding

A key challenge of remote learning is gauging pupils' engagement and understanding of a lesson.

Exit tickets and quizzes are a quick, fun way to gain instant feedback on what pupils understand, and are easily set up using Microsoft Forms.



How to do it:

- Select the **class** you want to assign a quiz
- Go to the **general** channel, select **assignments**
- Select the arrow for create dropdown menu,
- Select a previous quiz or **new quiz** to create one
- Enter your assignment settings, then hit **assign**

Your quiz appears in
assignments
> [your assignment]
> resources





Grade using rubrics

A key area of the learning environment that can suffer in the virtual classroom is feedback. With inbuilt rubric grading Microsoft Teams not only helps students learn and improve, it can also provide a consistent, transparent way to grade, while offering the much needed teacher-pupil interaction.

Customise your criteria however you want to suit individual lessons or different classes.



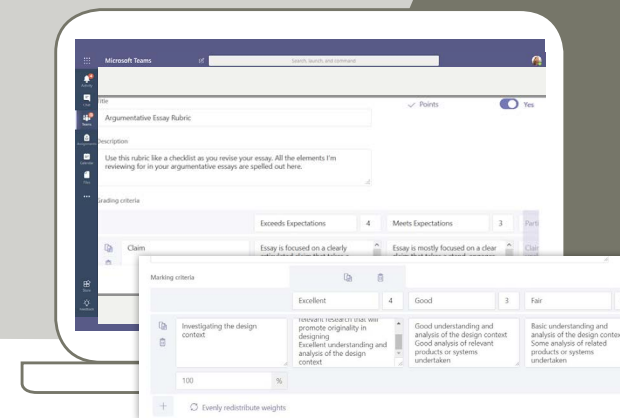
How to do it:

- Navigate to the **general** channel in your chosen class, and select **assignments**
- Select **create > assignment**
- Select **add rubric > + new rubric**
- Add a title, optional description and turn on **points** if you want to assign point values to your marking
- When you've finished, select **attach**
- Complete the assignment details and select **assign**



Create your own rubric

You can customize grading criteria by creating your own rubric. Once created your rubric will provide full feedback; personalised insight is also possible, especially when marking skills-based assignments.

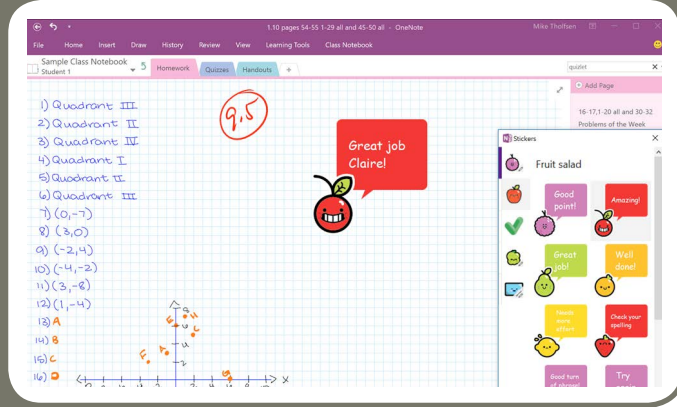


How to do it:

- Go to the **general** channel in the class you want, select **assignments**
- Select the assignment you want to mark
- Underneath **status**, select pupil's documents to in full-screen view for marking
- Select the rubric you want to use – this will open alongside the pupil's work
- Review the pupil's work against your criteria, using the dropdown or arrows
- Select the score for each criterion - the scoring square will turn blue
- Enter any personalised feedback you would like to give the pupil
- Once completed click **done**
- Any points and weighting you set will be automatically calculated and applied
- Send the work back to the pupil by clicking **return**

Preview student's view by opening your feedback and selecting **student view**.





Class notebooks

To make collaboration and sharing in the virtual classroom easier, every class team comes with a OneNote Class Notebook.

Class Notebook be used by the whole class to store everything from text, images and videos to sound clips, documents handwritten notes and attachments.

Create assignments and incorporate within class notebook pages.



How to do it:

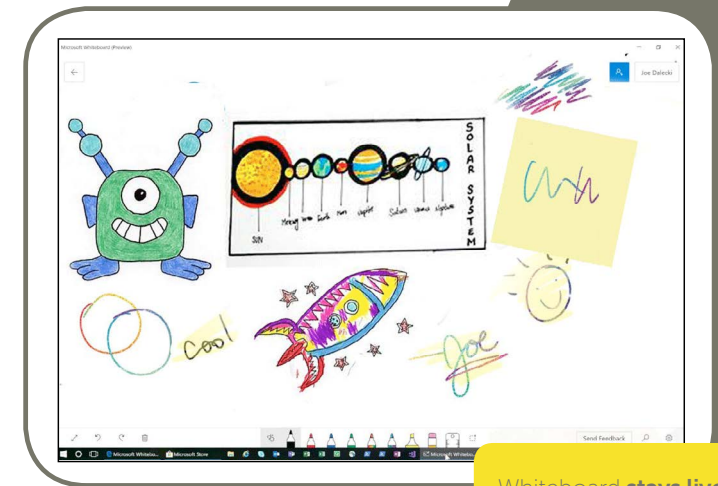
- Find your Class Notebook under **general > class notebook**
- Add the page or reference to Content Library or Collaboration Space
- Go to **assignments > new assignment**
- Fill out the details for the assignment, **click +add resources**
- Select **class notebook** and navigate to find the page to add
- Choose the section of the notebooks you want to add to, such as 'Handouts' or 'Reference materials'
- To finish, click **assign**



Whiteboards

Every classroom needs a white board, and this is the Microsoft Teams feature that keeps that vital visual element of learning alive.

Whiteboard is a free-form, digital canvas where participants can draw, sketch and write along with the lesson, helping to enliven and illustrate whatever is being taught.

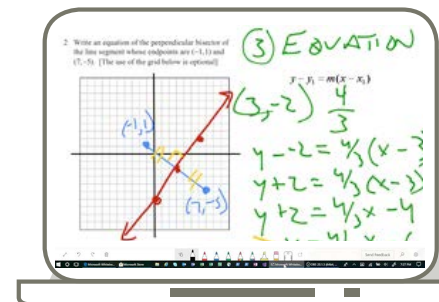


Whiteboard **stays live in the chat area** after the lesson ends, for more collaboration.



How to do it:

- To launch Whiteboard, the lesson must be underway.
- Once you've started click **share** in the meeting's tray
- In the Whiteboard section, select Microsoft Whiteboard





Immersive reader

School closures and enforced home schooling have had a huge impact on children but perhaps none more so than those who receive additional classroom support.

Microsoft Teams has several in-built accessibility features for use in virtual classrooms, and the Immersive Reader is among the best for pupils with attention, visual or reading difficulties.

It lets pupils listen to posts and chat messages and have assignments read aloud, as well as offering all manner of formatting options for optimal visual set-up.

Students can launch Immersive Reader in an assignment. Teachers need to go into the assignment and **select student view**, then **immersive reader**



How to hear a document:

- Open the document, click **play**
- Select **pause** to stop the narration

How to change the appearance of a document:

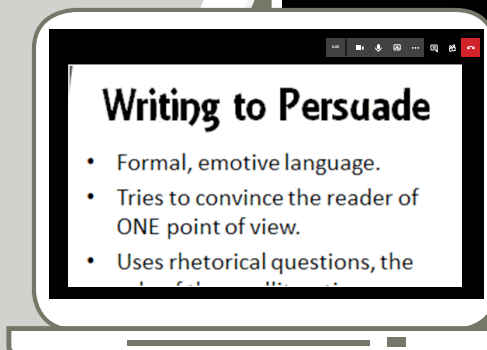
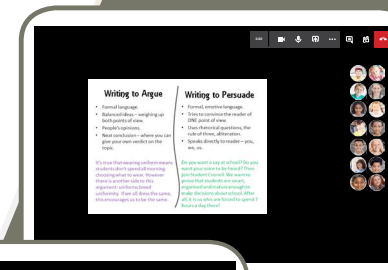
- Open the document and select **text options**
- Set Themes, Text Size, Font and Spacing according to your needs

How to narrow the reading focus:

Seeing an entire document full of text can be overwhelming for some pupils, and the Line Focus feature is brilliant. It narrows the focus by highlighting one, two or three lines of text:

- Go to: **reading preferences** > **line focus** and toggle it on
- Select the **number of lines** you want to see

To change the speed of the narration, go to **voice options**
visual > child listening





Keep in touch with parents

With children learning from home and parents working from home, parents want to be kept in the loop and ensure they are aware of everything being asked for by their teachers. Microsoft Teams email digest automates this process, letting parents know when assignments have been completed or not, and how well their children are doing.

Weekly Assignment Summary	
November 8, 2019	
Here's a summary of assignment updates for Lilly from last week and a peek at upcoming due dates.	
Previous week: Nov 2 – Nov 8	
Turned in	Not turned in
✓ 4	! 2
Physical Science 9A Shai Pinhas	
Unit 1 Lab Turned in • Due November 6	
✓	
Art 1B Giovanni Madrid	
Surface Explorations Project Not turned in • Due November 5	
!	
Glaze final project Turned in • Due November 6	
✓	
15 minute speed sketch Turned in • Due November 7	
✓	
Physical Education Haasoni Madhupantula	
Dietary Journal: Log nutrients for 3 meals Not turned in • Due November 5	
!	

How to do it:

- To turn on weekly parent/guardian emails, navigate to a class team then select **more options > manage team**
- Select **settings**
- Expand the **parent/guardian emails** option
- Click the **send a weekly email** tick box

Now you know how it's done

Use our guide to start creating exciting, collaborative lessons that keep your pupils engaged and interested with the best features for teachers in Microsoft Teams.

Keep in touch with us

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Let us know how you get on

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