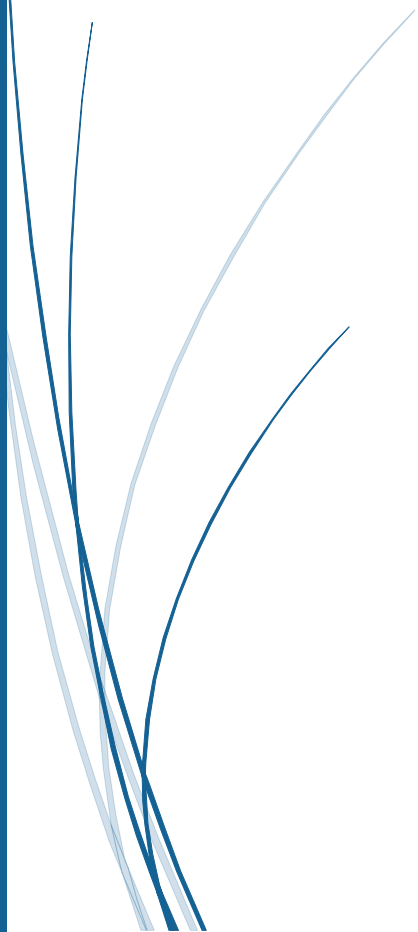# Office 365 Resource Booklet for Teachers

**Microsoft Teams**

Microsoft Teams is the digital hub that teachers and school leaders need. It brings conversations, content, and apps together in one place, streamlining workflow for administrators and allowing teachers to create vibrant, personalized learning environments. Teams supports teacher-to-teacher collaboration as well as class collaboration and communication. In short, it is the one tool that can help with educators' administrative and classroom tasks, saving teachers time and teaching students future ready skills.

## Features of MS TEAMS:

- Create a class team that allows communication between teachers and students
- Set assignments that incorporate various assessment methods such as MS Forms, MS Word, MS OneNote, MS PowerPoint, attach media and other websites
- Share a multitude of resources such as websites, videos and images
- Use the assignments to assign, mark and provided detailed feedback to students
- Use insights to track assignments and students use of MS Teams
- Schedule meetings for video call with your class or subject department
- Support synchronous & asynchronous remote hybrid learning

## Resources

Wakelet of Wakelets

Back to School with MS TEAMS

Introduction to MS TEAMS

Quick Start Guide

Teams for Education Playlist

Transform Learning with Microsoft Teams (MEC Course)

Demo Tours (click on link or image)

**Interactive Demos (Click on the image) :**



**See how Microsoft Teams can work in your classroom**

With Microsoft Education, students and educators can transition quickly to an inclusive online classroom, as well as work successfully in a hybrid-blended model.
**Audience:** Educators, School Leaders, and IT Pros
**Topics Covered:** Microsoft Teams, Posts, Meetings, Assignments, OneNote Class Notebook, Grades, and Class Insights

**Learn how to support your student's learning in Microsoft Teams**

As schools look to distance and hybrid education, parents and guardians can help students navigate technology at home.
**Audience:** Parents, Guardians, and Students
**Topics Covered:** Microsoft Teams, Meetings, Assignments, Immersive Reader, and OneNote Class Notebook

**Engage your students in collaboration and creativity**

Learn how Microsoft tools help facilitate student engagement anywhere with immersive experiences that empower learning, imagination, and communication.
**Audience:** Educators, School Leaders, and IT Pros
**Topics Covered:** Microsoft Teams, Posts, Meetings, Class Insights, Flipgrid, and Minecraft: Education Edition

**Set up your school with easy-to-manage technology**

Deploy and manage classroom technology smoothly and efficiently with a range of time-saving services. Explore the intelligent security features that help keep your school's devices, users, and data safe.
**Audience:** IT Pros
**Topics Covered:** Office 365 Admin Center and Intune for Education

## Tracking, Feedback, and Grading:

- Improve student outcomes with the Feedback Cycle using Assignments in Teams
- Maximize Flexibility with Assignments view and take the guess work out of navigation
- Provide transparency when grading and give even more rich feedback to students with rubric grading
- Celebrate and Praise students or colleagues
- Leverage the power of Teams and Forms to assess students or collect data

## Connect and Customize:

- How to keep the communication flowing with Announcements, Conversations, and private Chat
- Use announcements in to get student's attention quickly or remind faculty/staff of an upcoming event
- Schedule virtual office hours so students can check in, ask questions, or share insights and ideas
- In Teams participants can choose to turn on live captioning
- Turn on custom backgrounds when on a video call
- Assign presenter and attendee meeting roles within a Teams meeting

# On Demand Webinars

| Staying Connected with Microsoft Teams Part 1 | Staying Connected with Microsoft Teams Part 2 | Staying Connected with Microsoft Teams Part 3 |
|---|---|---|
| 0.23 Signing into Office 3651<br>11.08 Hide/Show Teams<br>13.15 Activity Feed<br>14.23 Chat<br>16.22 Group chat features that enable collaborative practice<br>19.58 File links to cloud storage and file sharing<br>22.05 Create Team and naming convention<br>27.29 Class Materials<br>28.32 General Channel<br>29.16 Manage Team, settings, team code<br>35.58 Announcements<br>39.49 Upload file to posts<br>40.54 Praise features for SEL<br>41.55 Using forms for polls within MS Teams<br>43.44 Student view of files<br>45.24 use of apps (Word, PowerPoint, Excel, OneNote, Forms) within Teams<br>48.24 Adding channel and channel features | 7.05 Help button on Teams<br>8.52 Microsoft Educator Centre<br>12.40 Creating MS Forms<br>15.16 Math Features on Forms<br>17.30 Recap creating team<br>18.11 Creating Channel<br>18.44 Announcements<br>19.44 Adding a new tab<br>20.29 Forms features within Teams<br>23.25 Showcasing Flipgrid in Teams<br>26.39 Using documents for groupwork, showing PowerPoint for groupwork<br>34.56 Embedding YouTube in Teams<br>38.06 Embedding websites in Teams<br>40.28 Embedding Stream in Teams<br>42.13 Replay and Math Features in OneNote<br>44.32 Immersive Reader & Translation in OneNote<br>46.46 Class Notebook in Teams<br>47.42 Inserting audio for feedback<br>48.50 Microsoft Educator Blog | 6.32 Show/hide Teams<br>7.32 Create Team & naming convention<br>9.25 Announcements, conversation & mention feature<br>11.30 Add Channel and YouTube videos<br>13.00 Channel settings, permissions and analytics<br>15.30 Creating private channel<br>16.45 Creating a word document within Teams and using the dictate feature<br>18.48 Managing Channel permissions<br>19.23 Setting up OneNote Class Notebook<br>19.53 Digital Ink and Maths tool with in OneNote<br>25.53 Overview of Class Notebook including adding audio, images digital ink and stickers<br>31.53 Creating Assignment<br>36.50 Student experience of assignments<br>39.08 Marking assignments<br>41.18 Creating assignment with resource files (PowerPoint, Word & Forms) and rubric creation |

## MS OneNote:

With Microsoft OneNote, educators can create digital notebooks across subjects and levels. OneNote Class Notebook provides a platform for educators to prepare instructional materials and collaborate with students in an organized manner.
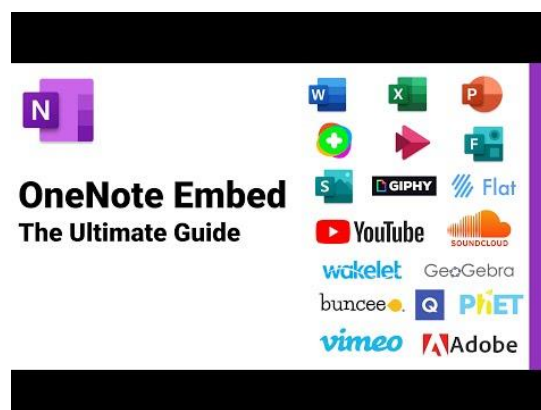
**Features of MS OneNote:**

- Use as built in Whiteboard with the use of digital ink
- Share content with students
- Embed images, videos and links into your notebook
- Use accessibility features such as Immersive Reader, Picture Dictionary, Translate & Dictate to support SEN students
- Solve math equations with Math Assistant in OneNote
- Insert audio to provide feedback to students
- Organize students work with their individual notebook
- Use the collaboration space to enable group work between students

You can embed a wide variety of content from other sources into OneNote — such as documents, videos, audio clips, and more — by inserting, pasting, or linking to such content right in your notes.

OneNote currently supports embedding content from the following sites and services:

| Adobe Spark | Flipgrid | PhET Interactive Simulations | Slideshare | Wizer |
|---|---|---|---|---|
| Buncee | Genially | Power BI (public, non-authenticated URL) | SoundCloud | YouTube |
| Coogle.it | Geogebra | Quizlet | Spotify | |
| Creaza | Giphy | Planet eStream | Sway | |
| DailyMotion | Microsoft Forms | PlayPosit | TED Talks | |
| Desmos | Microsoft Stream (Win only) | Repl.it | ThingLink | |
| EdPuzzle | nanoo.tv | Screencast.com | Vimeo | |
| Flat.io | Office files on OneDrive | Sketchfab | Wakelet | |

Get started today with [MS OneNote](#)
[Become a OneNote Ninja with this PD Collection](#)

[Getting Started with OneNote](#) (MEC Course)

[OneNote Class Notebook: A teacher's all-in-one notebook for students](#) (MEC Course)

[OneNote Video Playlist](#)

[OneNote Support Guide](#)

[See Interactive Guide](#)
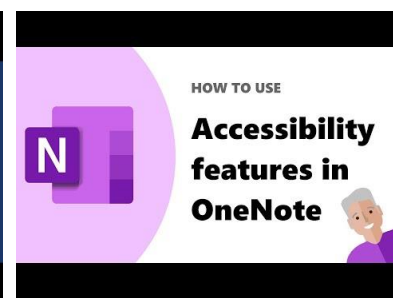




Get familiar with the basics of OneNote with this helpful demo it will be easy to get started.



This session will aim to give you an overview of many of the most engaging and meaningful features in OneNote



Inclusive and accessible features in OneNote

## MS Forms:

Use Microsoft Forms to assess your students, collect feedback from parents, and collaborate with other educators.

**Features of MS Forms:**

- Create surveys, quizzes, and polls, and easily see results as they come in.
- Share quizzes with your students using any web browser, even on mobile devices.
- Create formative assessments using branching.
- Use built-in analytics to evaluate your students' quiz results.
- Create assessments as a team by sharing a quiz draft with other educators.
- Export data, such as quiz results, to Excel for additional analysis or grading.

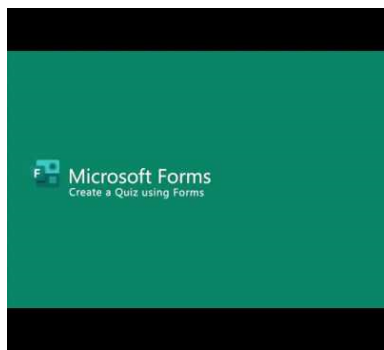Start creating forms and quizzes today with [Introduction to Forms](#)

[Microsoft Forms Quick Start Guide.](#)
[Microsoft Guide to Forms](#)
[Microsoft Forms for Education](#)
[Forms Youtube Playlist](#)
[Microsoft Forms: Creating Authentic Assessments ](#)(MEC Course)







Create a quiz using Forms.  Let us show you how to create auto-graded assessments with point values, branching and more.

Add even more power to your Teams assignment workflow by integrating Microsoft Forms directly into Teams! Assessments just got easier to distribute and grade.

Make Forms content more accessible with the Immersive Reader.  Have a text or question read aloud, use translation, or any of the other built-in capabilities of the Immersive Reader.

## MS PowerPoint:

PowerPoint is a presentation application that creates a slide show of important information, charts, and images to display during your class. Recent advances in PowerPoint include subtitling on slides, presentation coach, and other enhanced interactive features.

**Features of MS PowerPoint:**

- Design ideas to make your presentation more visually appealing
- Translation feature to support EAL students
- Embedded images, links, and videos to ensure multimedia presentations
- Presenter Coach helps you prepare in private to give more effective presentation
- Use the online version to allow collaboration/groupwork for your students
- Record your screen to make easy training or how to videos for your class ideal for revision or asynchronous lessons
- Present with real-time captions or subtitles in PowerPoint.
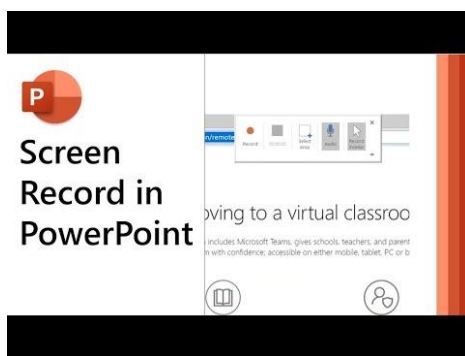- Learn how to use the "Record Slide Show" feature in PowerPoint to create revision opportunities for your class

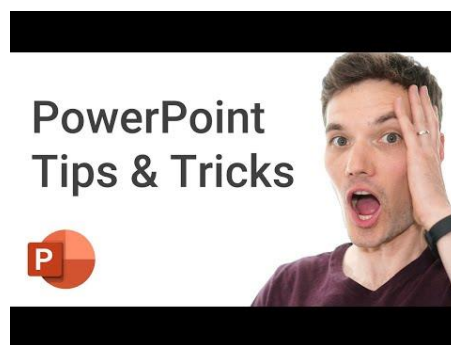Get started today with Introduction to  [MS PowerPoint](#)

# Resources

[PowerPoint for Windows training](#)

[PowerPoint Video Playlist](#)

[Flipped instruction with PowerPoint Recorder ](#)(MEC Course)



In this step-by-step PowerPoint tutorial, learn how to easily record your screen to make easy training or how-to videos. Also learn how to enable the "Recording" toolbar and publish your videos directly to Microsoft Stream.



In this step-by-step tutorial, learn the top 15 best Microsoft PowerPoint tips and tricks.

## MS Word:

Use Microsoft Word for the best word processing and document creation. Collaborate for free with an online version of Microsoft Word or harness the power of the desktop app for real-time collaboration. Do more with Word from transform documents to webpages, get real time translation, add dimension with 3D model, read and review writing with easy and take writing from good to great!
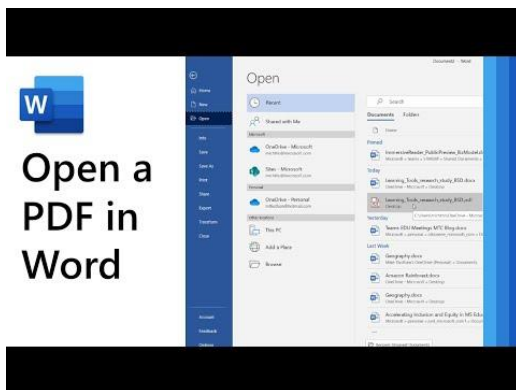
Get started today with Introduction to MS Word

# Resources

Reimagine the Writing Process with Microsoft in Education (MEC Course)

Check out the Word Support page

YouTube Word Playlist



A step-by-step tutorial on how to open a PDF in Microsoft Word Desktop and then convert to a Word document. Then use Immersive Reader or Translate the document for ensure full accessibility and inclusion for all.



In this step-by-step tutorial, learn the top 15 best Microsoft Word tips and tricks.

**Flipgrid**

Empower every voice in your classroom by recording and sharing short videos. Flipgrid is a video discussion platform that can be used by students of all ages. Flipgrid allows educators to spark discussions by posting Topics to a classroom, school, professional learning community, or public Grid. Students record, view, and respond to each other through short videos.

Get started today with Introduction to [Flipgrid](#)

Resources

[Flipgrid Resource Collection](#)

[Flipgrid Guide for Remote Learning](#)

[Find the next Flipgrid Onboarding Webinar](#)



An overview of how to use Flipgrid for Educators



An overview of how to use Flipgrid for Students

A Full Professional Development Video of Flipgrid