

Teacher Checklist for Microsoft Teams

	Help	Nearly there	Got it	I can help others
I know I have to log on to teams				
I know how to download and install the teams app				
ME Space				
I know how to see what activity is happening in my teams by using the activity feed				
I know how to chat with one person				
I know how to create a group chat				
in the chat feature I can share files				
in the chat feature I know how to video or audio call others				
I can locate the calendar in the calendar I can schedule a meeting with another teacher				
In the calendar I can join a call				
I know where to locate the files folder				
I can sync my OneDrive to files				
In files I can add another cloud storage				
In files I can move or copy a file into a team				
During a Call				
Within a call I know how to turn my mic on/off				
In a call I know how to turn my camera on/off				
in call I know how to use the hands up feature				
In a call I know how to share my screen to present				
during a call I can blur my background or use an alternative image				
In a Class Team				
I know how to create a team				
I know how to check who is a member of the team				
I know how to change the permissions within the team				

I know how to add or delete members from the team				
I know how to create and rename channels				
I know where the class materials file is and that these are read only files for students				
I know how to upload files to class materials				
I know how to make an announcement and tag the team using @				
I know how to start a conversation and use the @				
I know how to attach a file to a post				
I know how to reply to a post or use an emoji to react to a post				
I know how to schedule a call with my class in a channel				
I know how to create an assignment				
I know how to review a student's assignment and grade it				
I know how to view the great book to keep track of my class				
I know how to add the insights tab to view my class analytics				
I know how to add a tab/app to channel in my team				
Use of class notebook (if applicable)				
I can create a class notebook in the general channel				
I can manage the creation of a student notebook				
I can upload class material to the content library (read only for students)				
I understand the collaboration space is an area that students can collaborate and have equal rights to edit in				
I can embed media such as pictures or videos				
I can embed Microsoft forms into a OneNote page				
I can create a section/section group to aid in organisation				
I can use audio text digital ink or stickers for students work				
I know how to distribute a page into a student notebook				
I know how to review student work in class notebook				