



الجامعة اللبنانية  
Lebanese University



## Instructor Start Guide

# Microsoft Teams Distance learning Platform

Your **distance learning** toolbox:

**Microsoft Teams for Education:** a **platform** enabling lectures, discussions that scale from one-on-one chat to larger group conversation, and the option of focused content work, like assignments and a Class Notebook.

# How to Access

## 1 - On the web

[teams.microsoft.com](https://teams.microsoft.com) (Use your full UL email address as your username)

## 2 - Desktop

For the best experience, we recommend using the Teams apps:

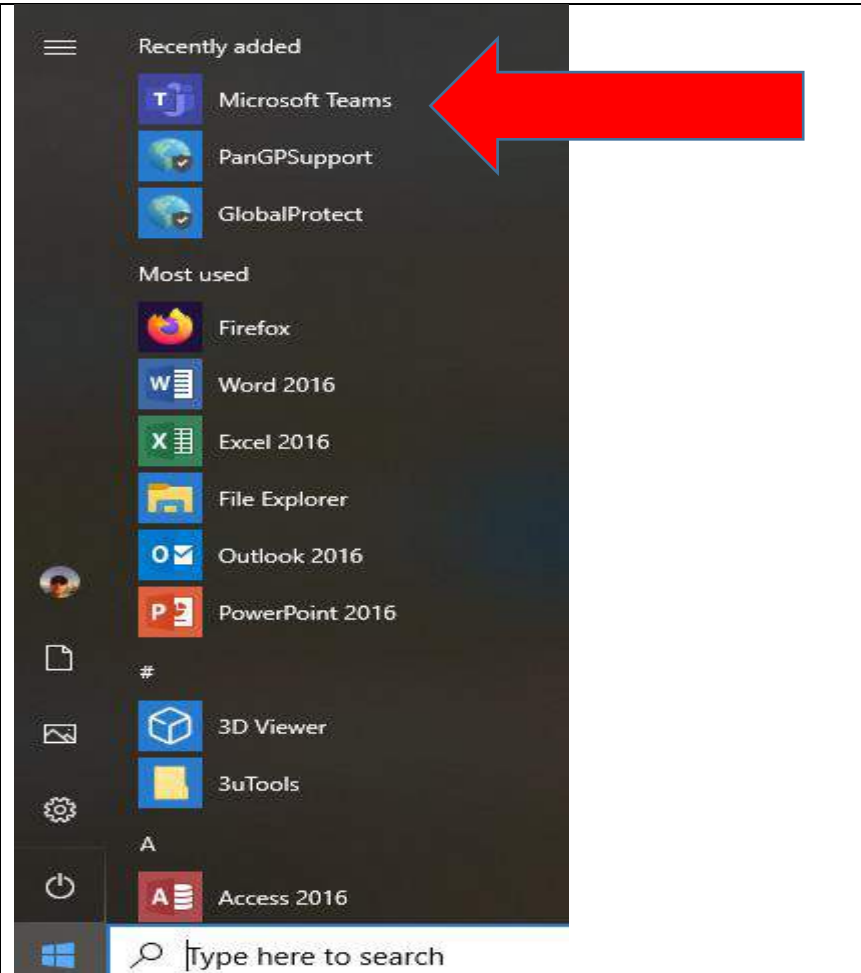
Download the Teams app for Windows or Mac: <https://teams.microsoft.com/downloads>

## 3 - Mobile

Mobile apps are available for iOS from **Apple Store** and Android from **Play Store**

# Teams Application Interface

- 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 UL o365 username and password.



## Teams Classroom-Specific Features

Teams includes additional features for interacting with students in a classroom setting	
<b>Assignments</b>	A feature for distributing and assessing student assignments
<b>Class Notebook</b>	A feature for instructors to share class information and resources. If students post work to the class notebook, it is only visible to themselves and the instructor
<b>Other features</b>	Check Microsoft Teams for Education Guide below

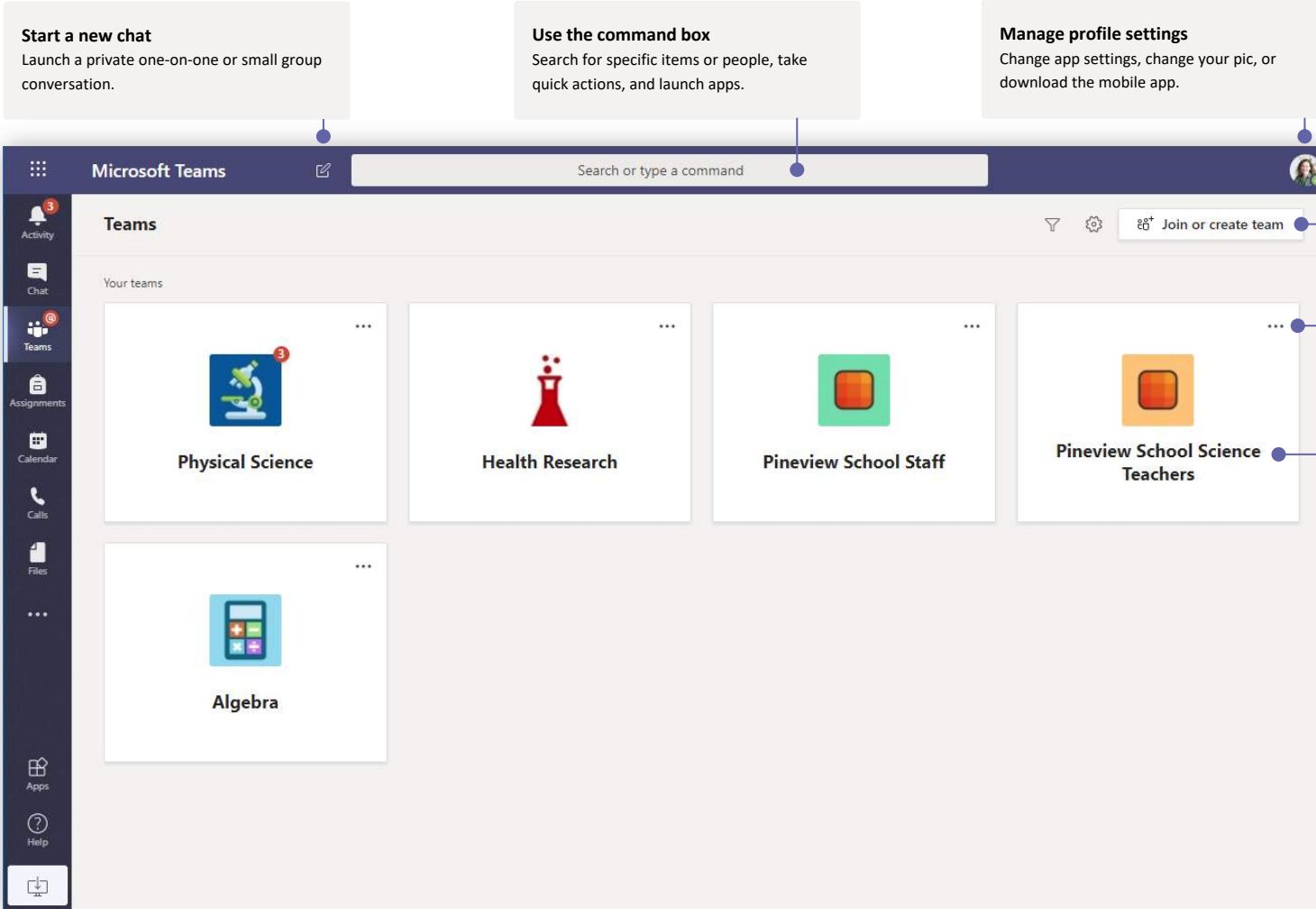
## Adding a student to a Class Team

<b>Create a code</b>	<p>Instructor (team owner): go to the team name</p> <ol style="list-style-type: none"><li>1) Click <b>More options</b> → <b>Manage team</b>.</li><li>2) Select the <b>Settings</b> tab → <b>Team code</b> &gt; <b>Generate</b>.</li><li>3) Click <b>Copy</b>.</li><li>4) Share the code with your students— send the code to class delegate or class students via WhatsApp or email.</li></ol> <p>Students can join directly by using the code after logging in to Teams.</p>
<b>Create a link</b>	<p>Instructor (team owner): go to the team name</p> <ol style="list-style-type: none"><li>1) Click <b>More options</b> → <b>Get link to team</b>.</li><li>2) Click <b>Copy</b> and send the link to the students you want to invite to your class.</li></ol> <p>The student can simply paste the link into any browser to join the class.</p>
<b>Manually Add a student to a class team</b>	<ol style="list-style-type: none"><li>1) Navigate to the class team you would like to add a student to</li><li>2) Select <b>More options</b> (next to your class team).</li><li>3) Select <b>Add member</b>.</li><li>4) Select the <b>Students tab</b>.</li><li>5) Type in the name of the student(s) and select <b>Add</b></li></ol>

# Microsoft Teams for Education

## Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.



**Start a new chat**  
Launch a private one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Navigate Microsoft Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**View and organize teams**  
Click to see your teams. Drag team tiles around to reorder them.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**View your team**  
Click to open your class or staff team.

**What is a team?**  
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

# Microsoft Teams for Education

## 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.

### 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 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

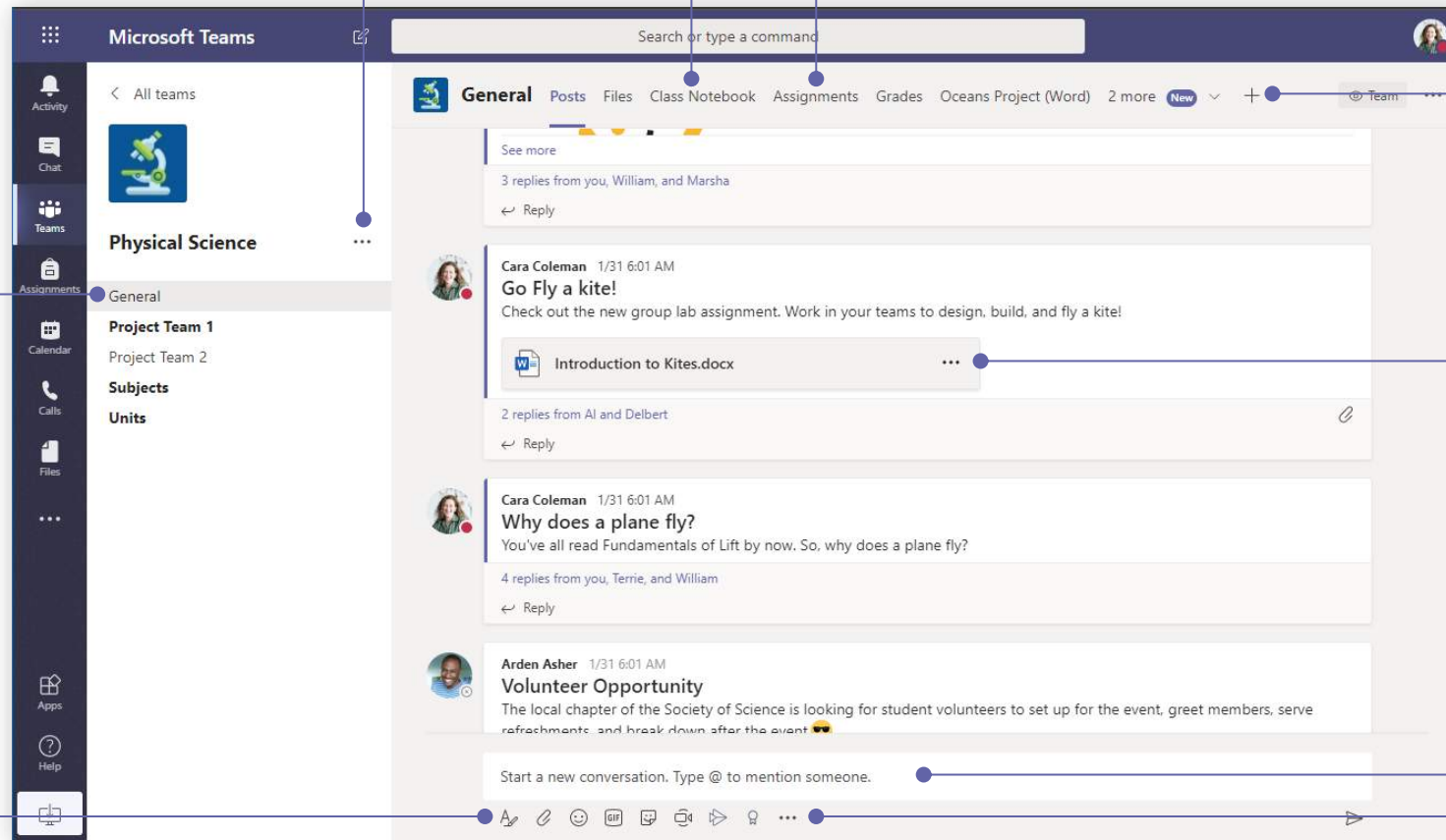
Let class members view a file or work on it together.

### 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!

### Add more messaging options

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



# Microsoft Teams for Education

## Schedule a meeting with your team or class

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

### Start a meeting right away

Add participants directly to a meeting that starts right away.

### Add new meeting

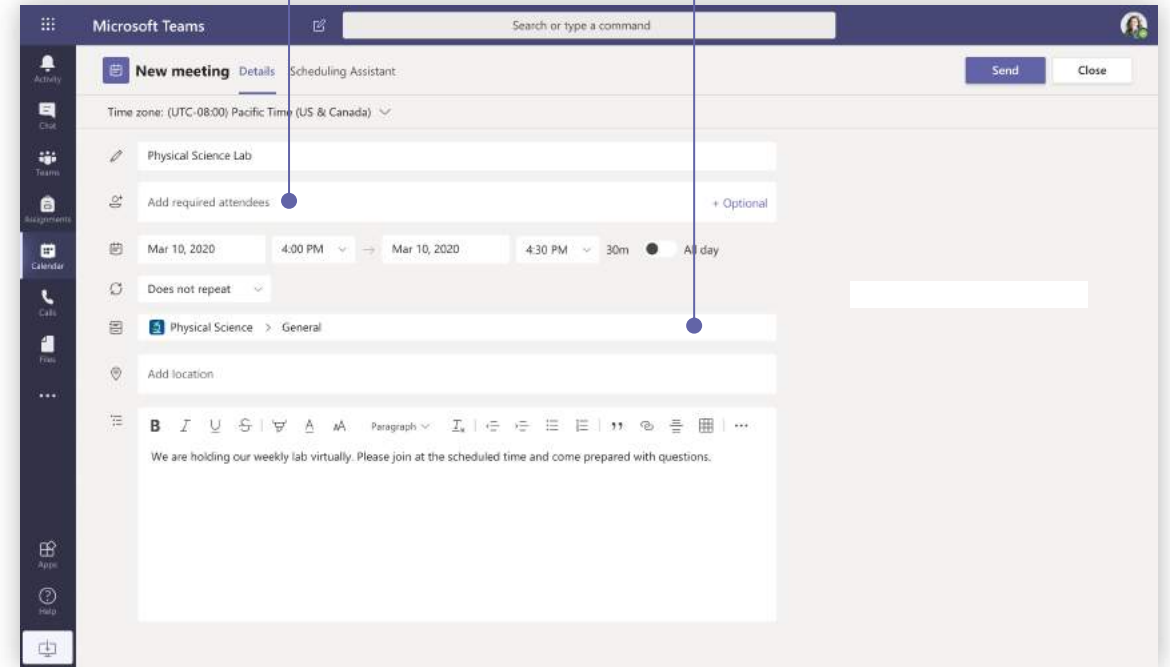
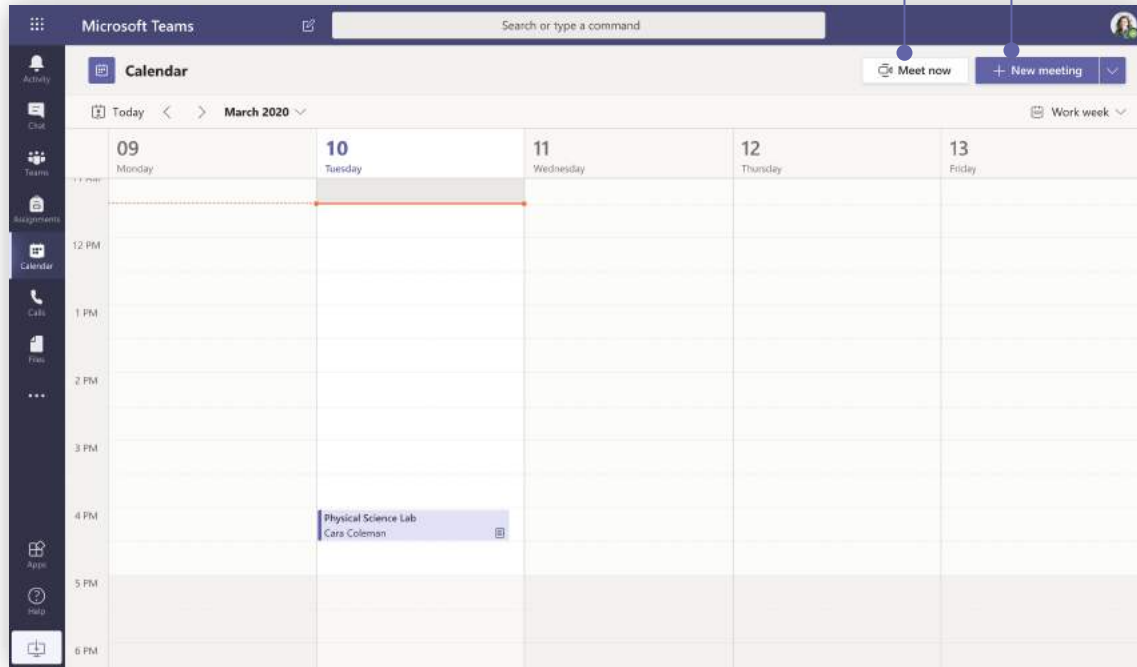
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

### Invite individuals to a meeting

Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in you Chat view.

### Invite a channel to a meeting

Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.

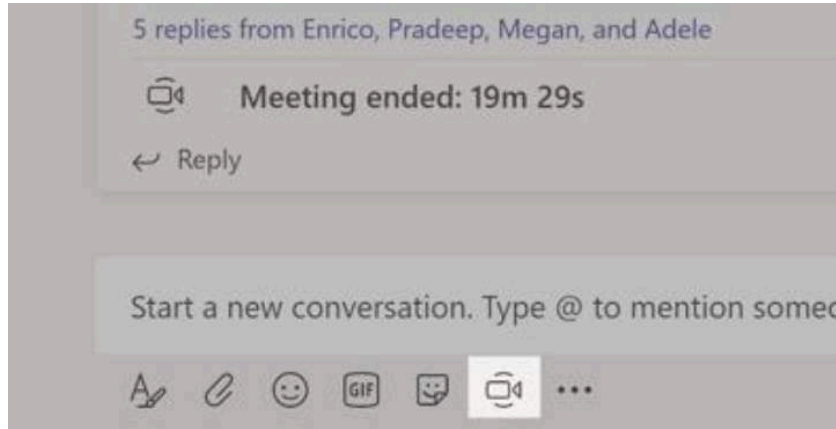




# Microsoft Teams for Education

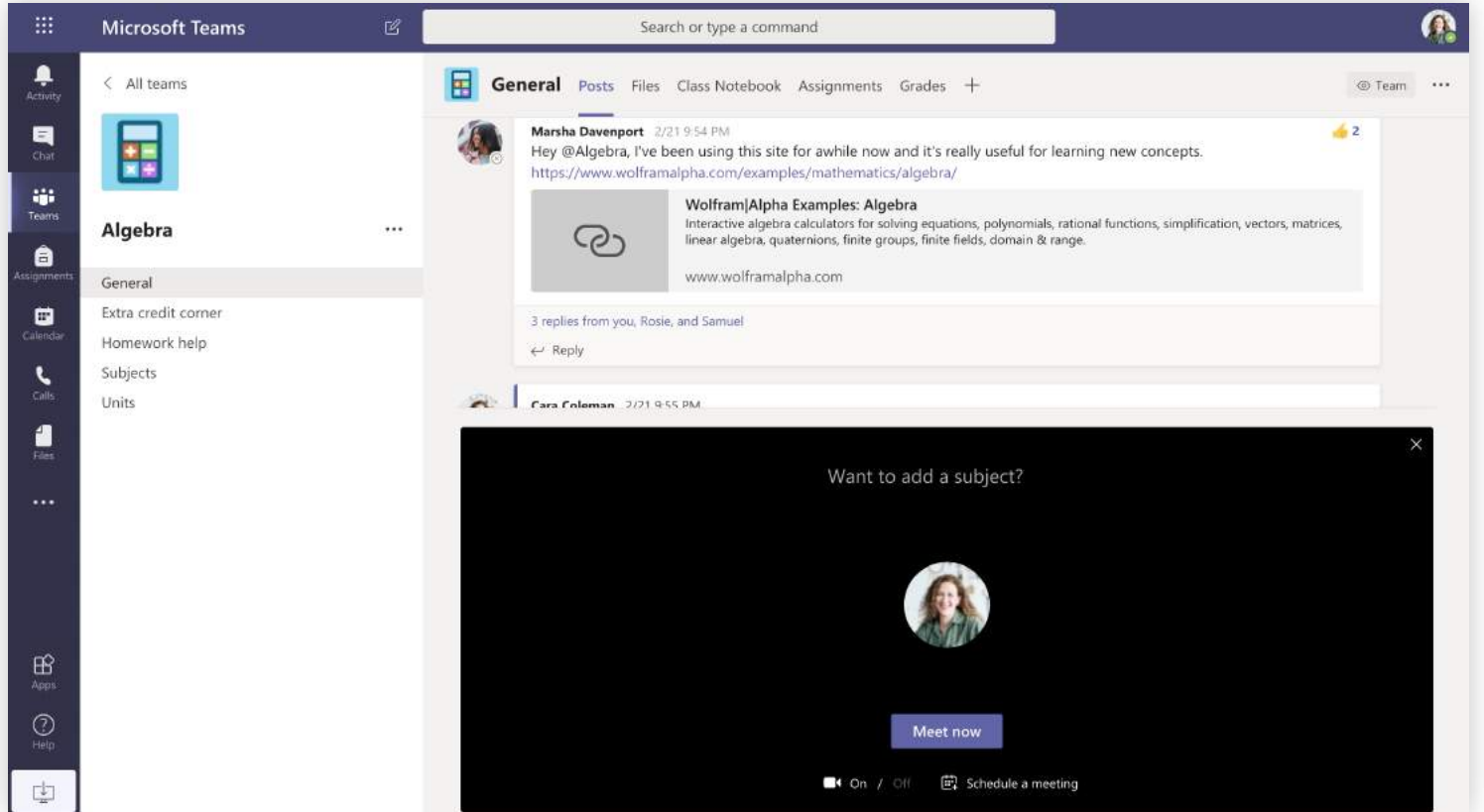
## Schedule a meeting with your team or class

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



Click **Meet now** under the message box to start a live meeting in a channel. If you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

You can invite people to the meeting or ask them to join it directly from the channel.



Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

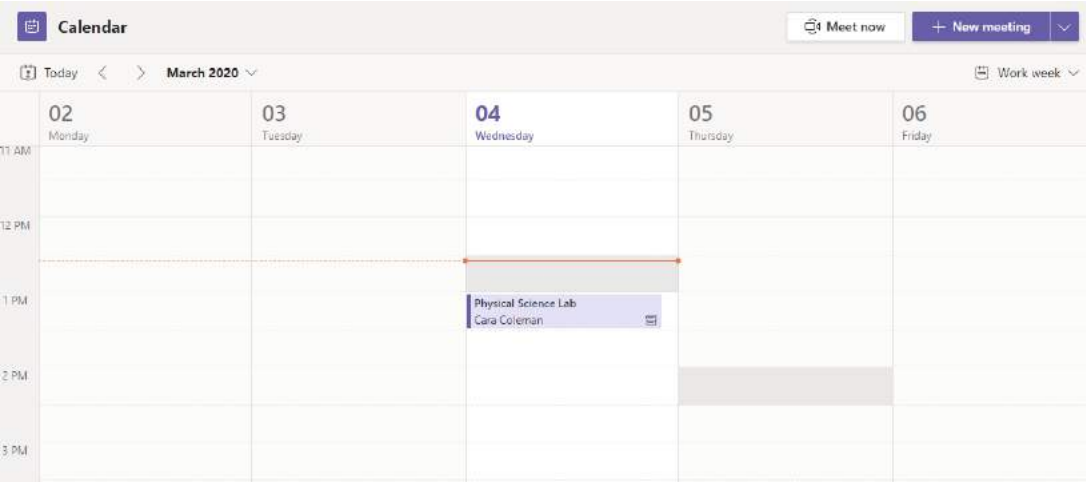
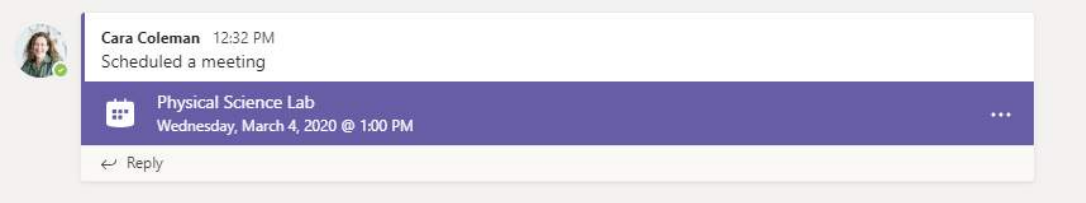
# Microsoft Teams for Education



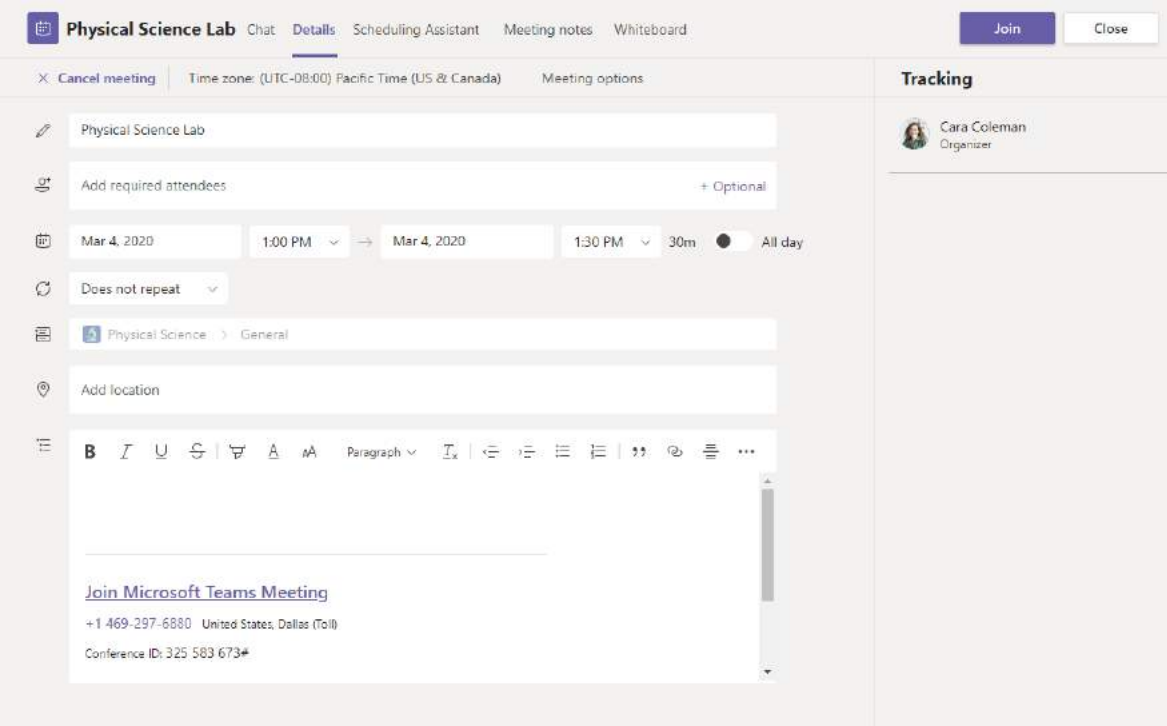
[Learn more about Teams](#)

## 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.

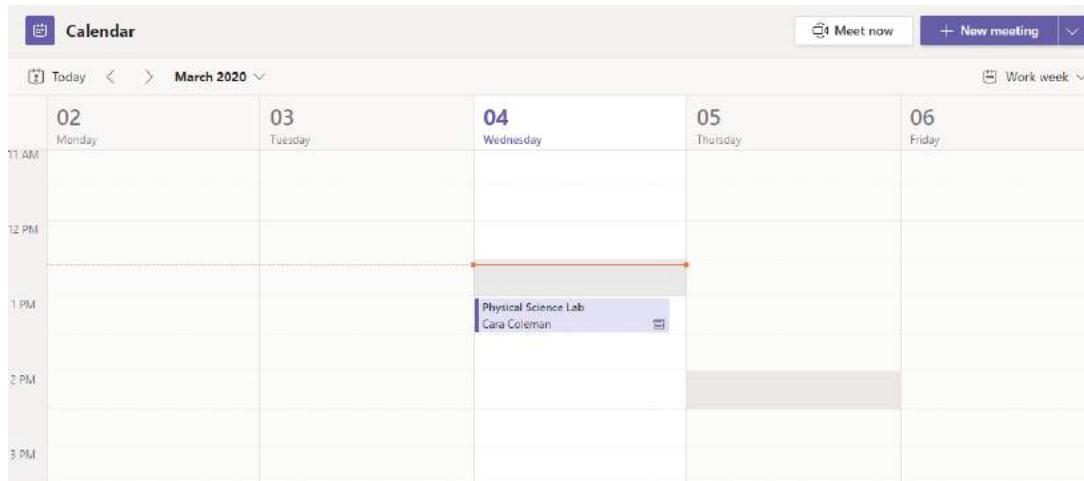
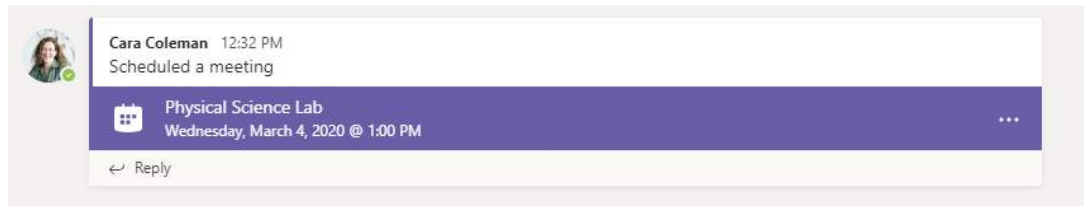


Open the meeting and click **Join** to join the meeting.

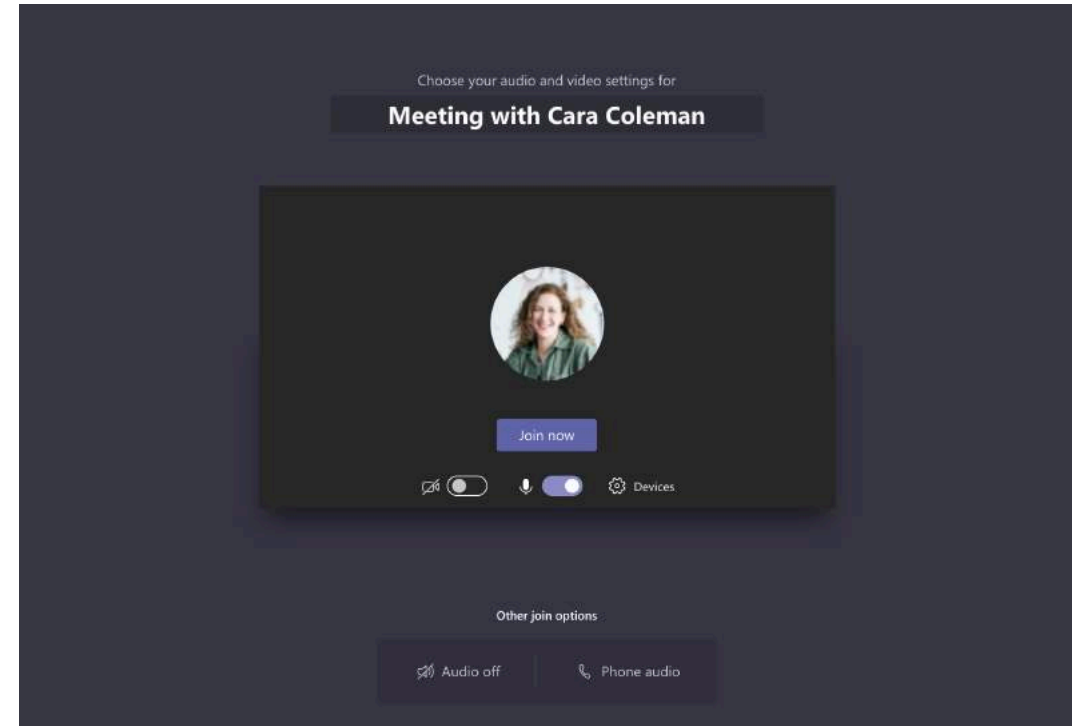
# Microsoft Teams for Education

## 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.

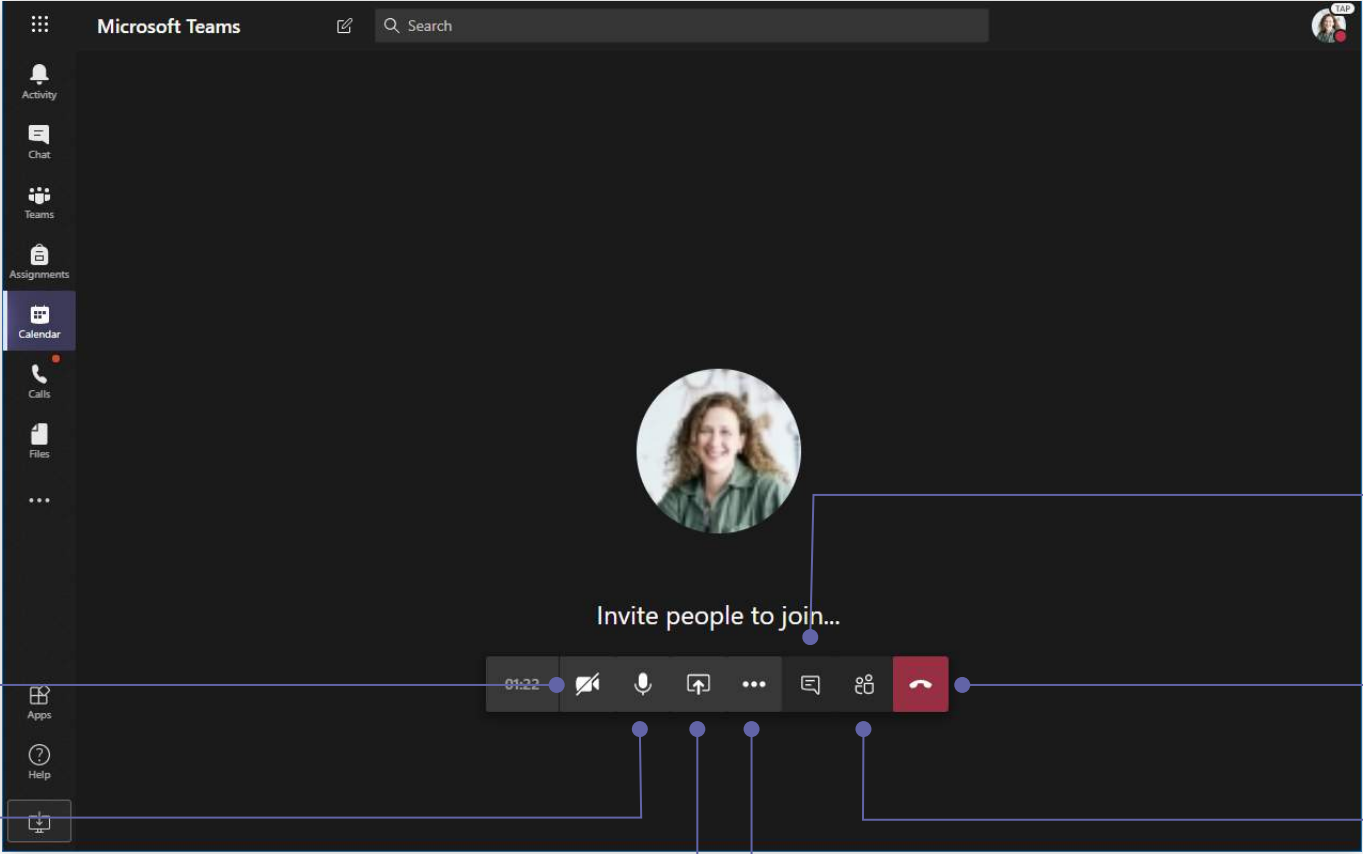
# Microsoft Teams for Education



[Learn more about Teams](#)

## 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.**

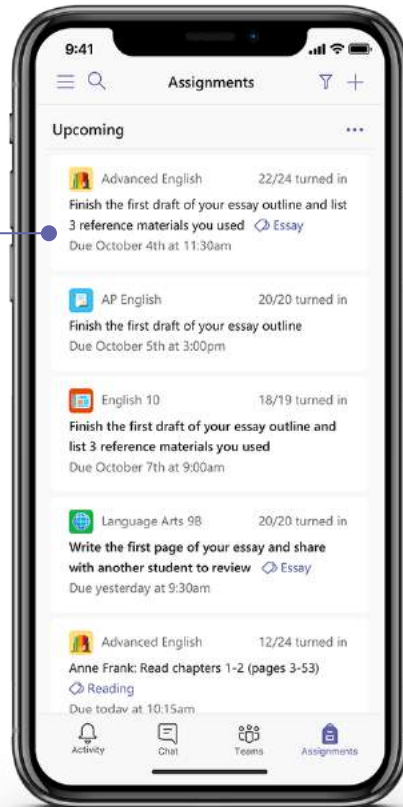
# Microsoft Teams for Education

## Assignments

Create learning activities for students with integrated Office applications.

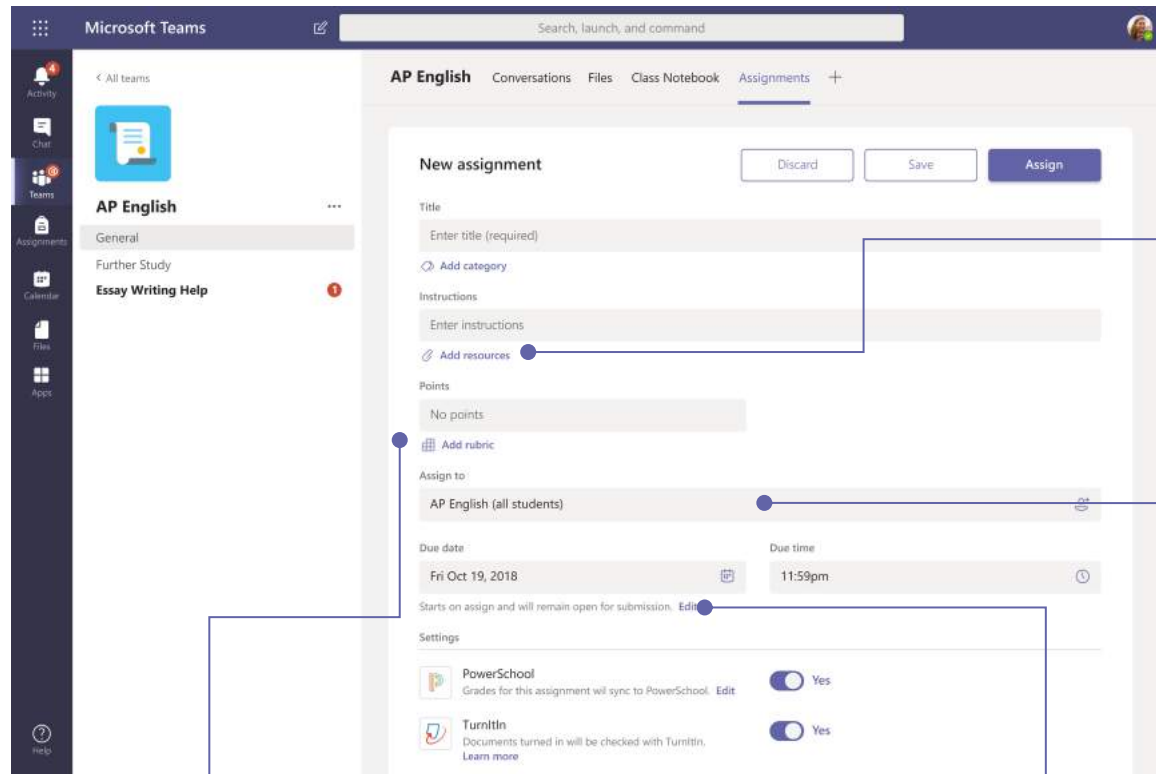
### View upcoming assignments

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.

# Microsoft Teams for Education



[Learn more about Teams](#)

## Grades

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

Search students	Essay: Finish the first draft of your essay out...	Essay: Write the first page of your essay and...	Anne Frank: Read chapters 10-17	Find 5 references to share with the class	Anne Frank: Read chapters 3-9 (page...	Complete bibliograp
Alanis, Juan	45	18	17	81	81	
Banis, Darius	46	13	11	73	73	
Buxton, Aaron	40	12	9	61	78	
Cline, Christie	43	19	6	90	90	
Davis, Beth	41	11	14	88	88	
Guibourd, Bernadette	44	8	15	79	79	
Koncany, Jan	45	10	10	97	97	
Lando, Guy	42	15	13	90	88	
Nestor, Wilke	42	10	10	97	97	
News, Cardenas	43	15	13	80	89	
Schneider, Henry	39	13	13	70	78	
Shames, Babek	47	18	18	69	82	
Simon, Adah	48	19	11	80	80	
Rodriguez, Ebert	42	19	15	70	91	
Walters, Dallas	42	18	18	69	89	

**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.

WorldVoicesEssay.docx

File Home Insert Layout References Review View Help Open in Word Search Comments

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Christie Cline  
Ms. Arden  
AP English  
World Voices Essay Unit 2

**The Role of the Messenger in *The Iliad* and Today's Hero Stories**

We know that there are a lot of heroes in Homer's epic poem, *The Iliad*. However, alongside larger-than-life warriors like Achilles and Hector and their quest for "kleos" (a Greek word for glory in battle), characters like Thetis and Cassandra have foresight into how events are fated to unfold and try to warn the other players in the story. Although no one heeds their warnings, both women have important insight into the fatal weaknesses of other characters and into how the Trojan War has a much wider impact on the world than the war itself. Similarly, many comic stories of the present day recreate the dynamic of larger-than-life heroes who disregard the advice of the messengers who try to warn them about the consequences of their decisions. Looking at these examples side by side, the reader can see that a wide range of today's hero stories recreate the ancient storytelling patterns of Homer's *Iliad* and related myths.

Even though Cassandra's name is now legendarily associated with prophecy, Homer does not mention this side of her character in his poem. In the Aeschylus play Agamemnon, the reader learns a lot about who she is and her story before The

Student work  
Turned in Sept 18th, 2019 at 9:51pm

WorldVoicesEssay.docx

100% similarity View Turnitin report

Sources.docx

15% similarity View Turnitin report

Rubric  
Argumentative Essay Rubric

Feedback  
Enter feedback for this assignment (max. 1000 characters)

Points  
90 / 100

Return

**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.

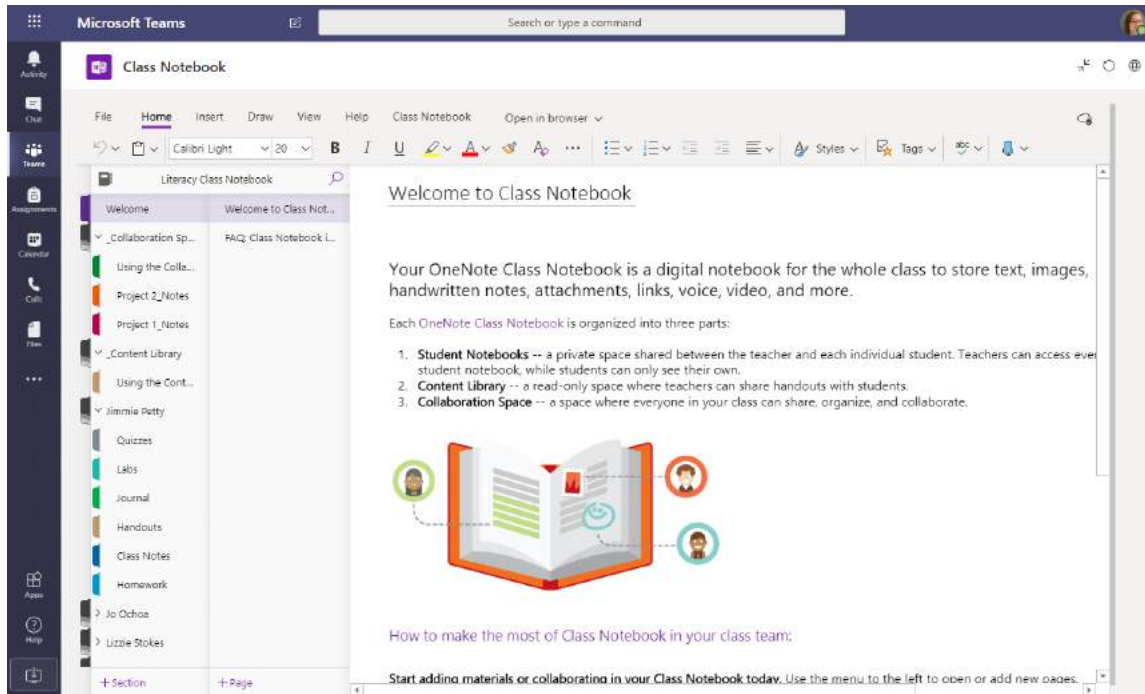
# Microsoft Teams for Education



[Learn more about Teams](#)

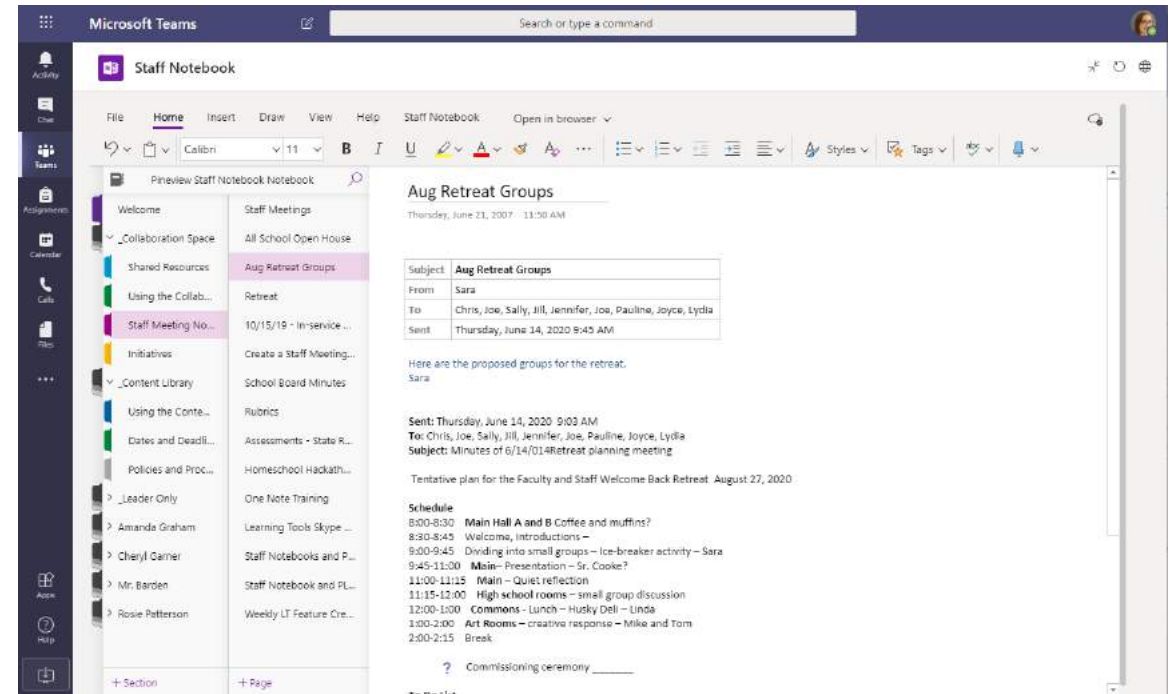
## OneNote Class and Staff Notebooks

A digital binder to use in your class or with your staff to take notes and collaborate



### Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



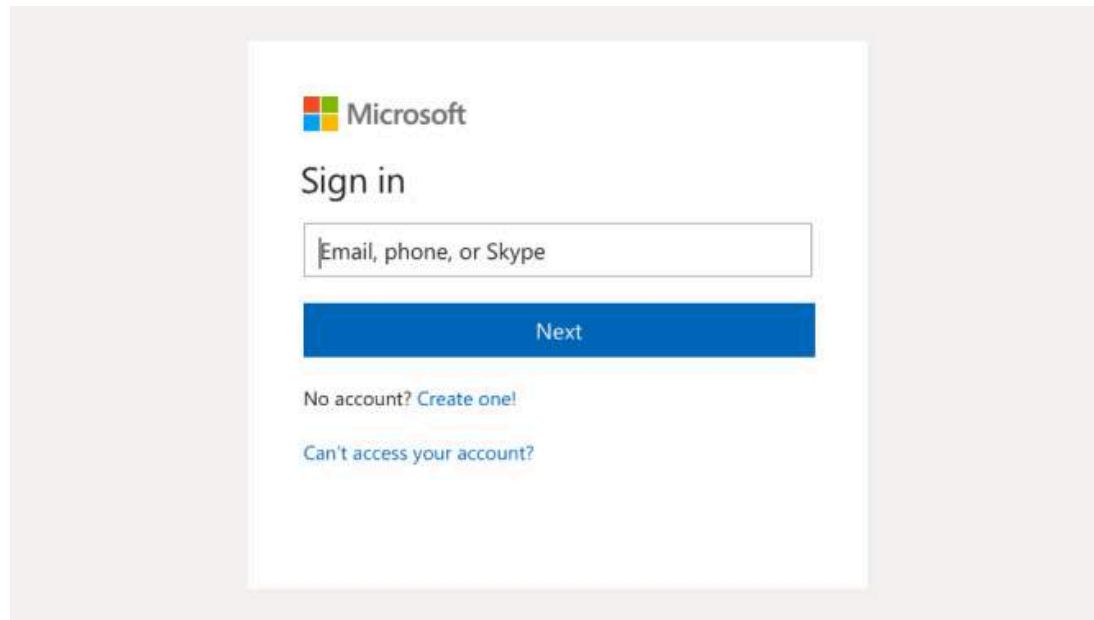
### Great for staff meeting notes, brainstorming, and classroom observations

OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

## Sign in

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

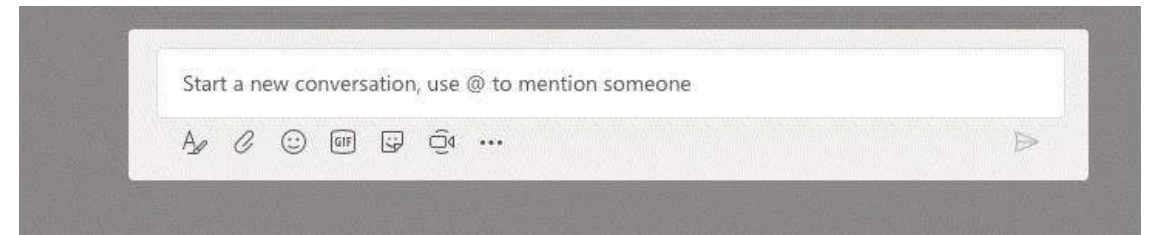
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



## 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**.

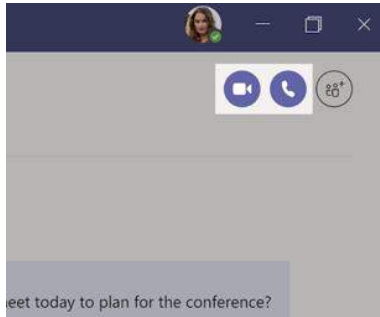






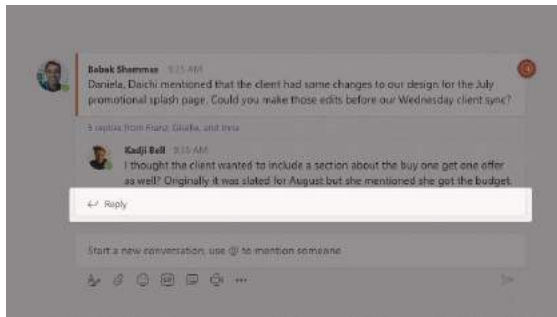
## Make video and audio calls

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.



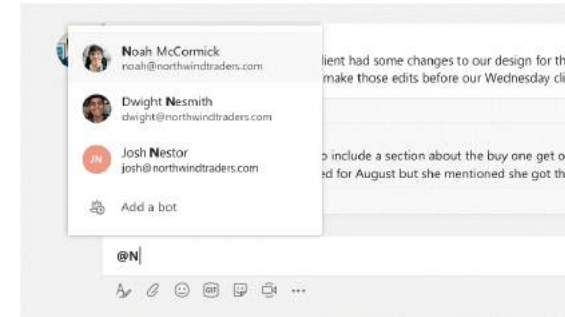
## Reply to a conversation

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**.



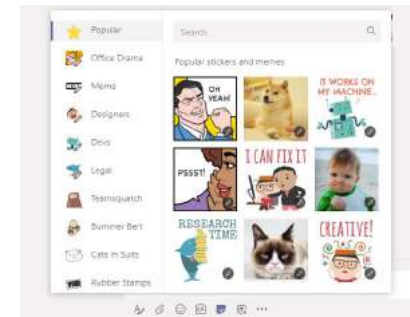
## @mention someone

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

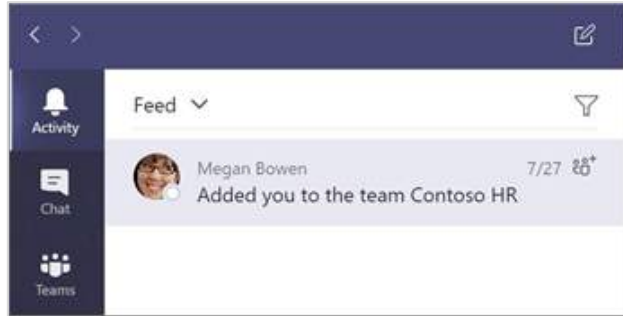
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!



# Microsoft Teams for Education

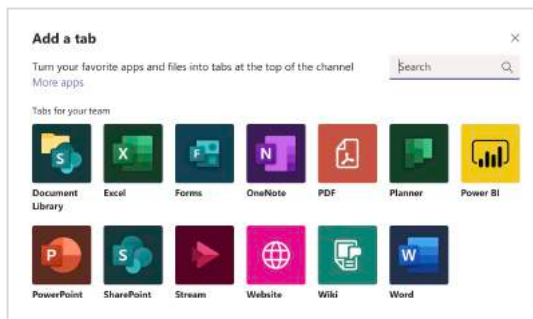
## Stay on top of things

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.



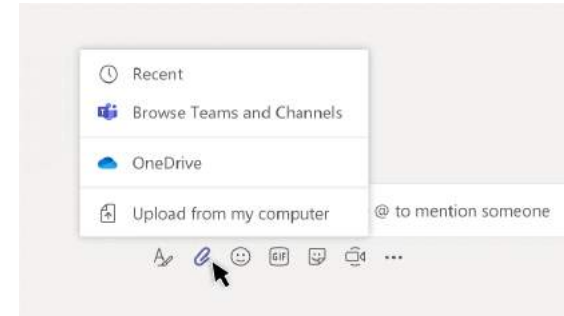
## Add a tab in a channel

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.



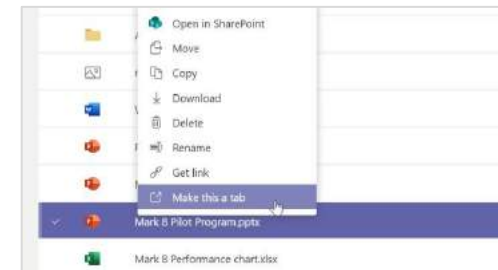
## Share a file

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.



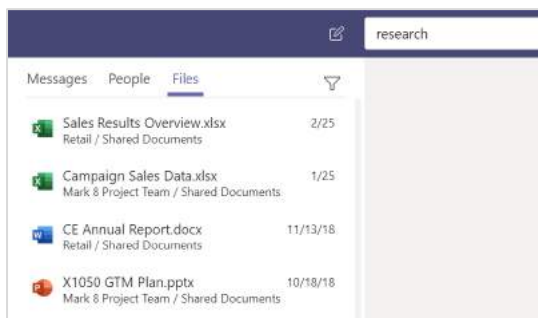
## Work with files

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!



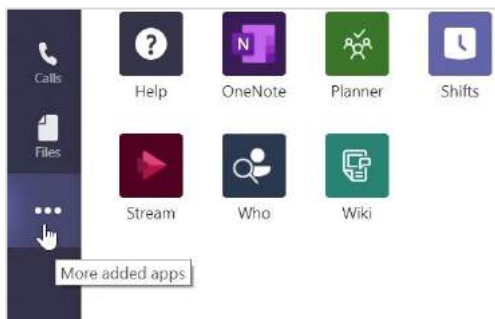
## Search for stuff

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.



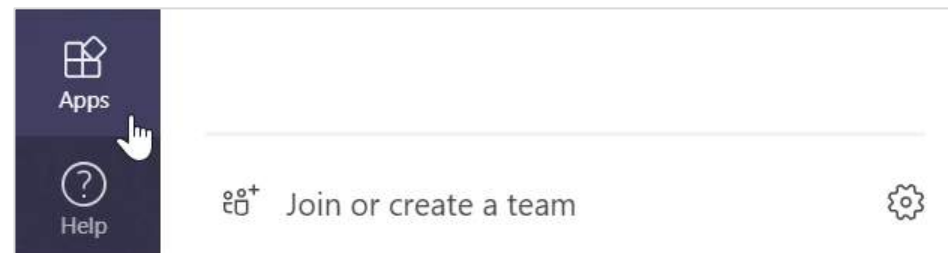
## Find your personal apps

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**.



## Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

[Articles](#) with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:

- How teachers use Teams in their professional lives- [Transform Learning with Microsoft Teams](#).
- Teaching in Class Teams-[Crafting a Collaborative Learning Environment with Class Teams](#).

## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.