



## Using Microsoft Teams to create and teach an online class:

Microsoft Teams is an online communication and collaboration platform included within your schools Office 365 for education subscription plan.

**Prior to using Teams it would be useful to familiarise yourself with some of the concepts in the “how-to” guidance videos found at the end of this document.**

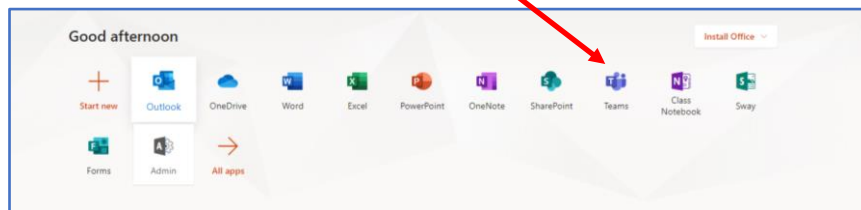
### Step 1 – Log into Office 365 and Open Teams:

Launch your web browser and sign into Office 365 at the following address:

<http://portal.office.com>

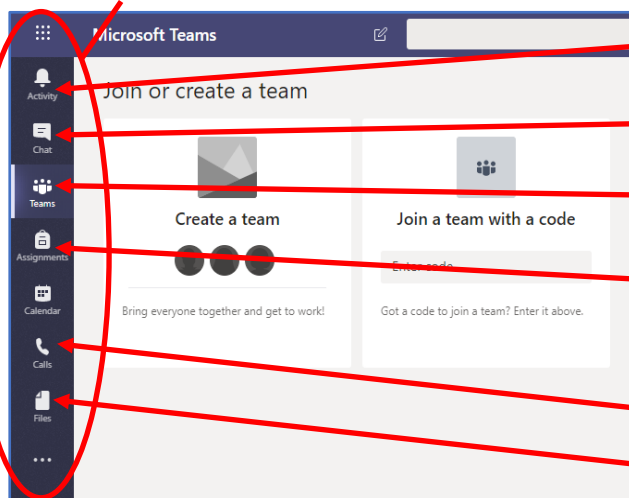
*nb – you can log directly into teams at <http://teams.microsoft.com>*

From the Office 365 Applications Portal choose Teams



Teams will open in a new tab of your internet browser – take a moment to familiarise yourself with it’s layout. Note that the layout looks slightly different for Students as a few options have been restricted around instant messaging for those users.

### Navigation Menu



Activity – Displays chats / teams that you’ve recently used

Chat – Instant Messaging function

Teams – area for collaboration (where you will set up classrooms)

Assignments – an area you can use to set specific tasks and work for groups of students to complete individually

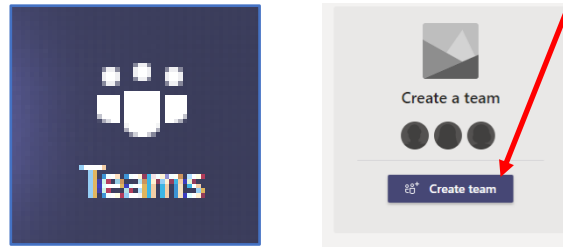
Calls – Skype like video / calling functions

Files – An area you can load your resources into



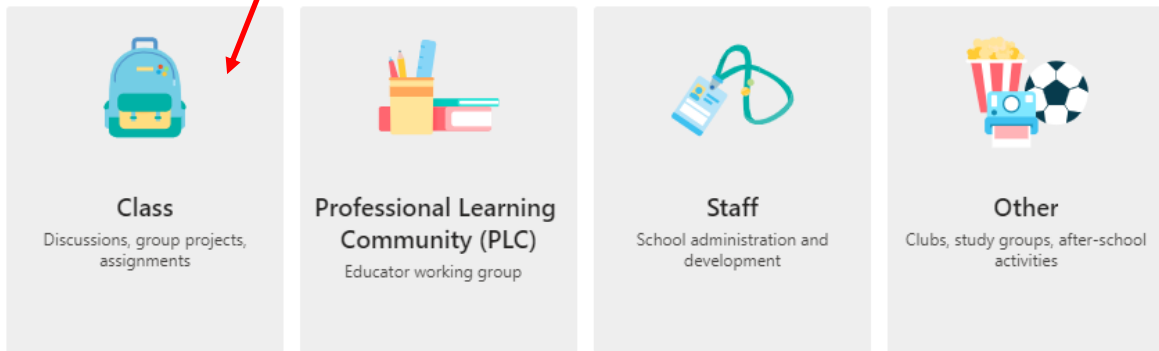
**Step 2 – Create an Online Classroom Space:**

From the Navigation Menu select “Teams” and then click on “Create a Team”



Now select to create a “Class” Team

Select a team type



Give your Class a name and description – call it whatever you would in school (eg Yr 11 Maths) then click on “Next”

**Create your team**

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

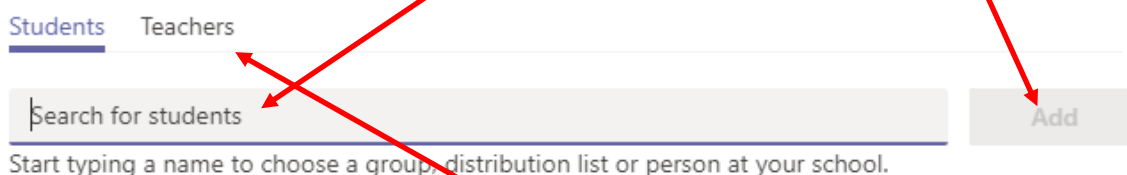
Description (optional)



Once you have created the class you'll be prompted to add Students and Teachers. Since it's you who has created it you will automatically be added as an owner of the Team so there is no need to add yourself.

Type the names of people you want to add into the search bar – then click on “Add”

### Add people to "My Test Team"



Notice that there is an area for you to add other Teachers or Support Staff who can also be supervisors of the Team.

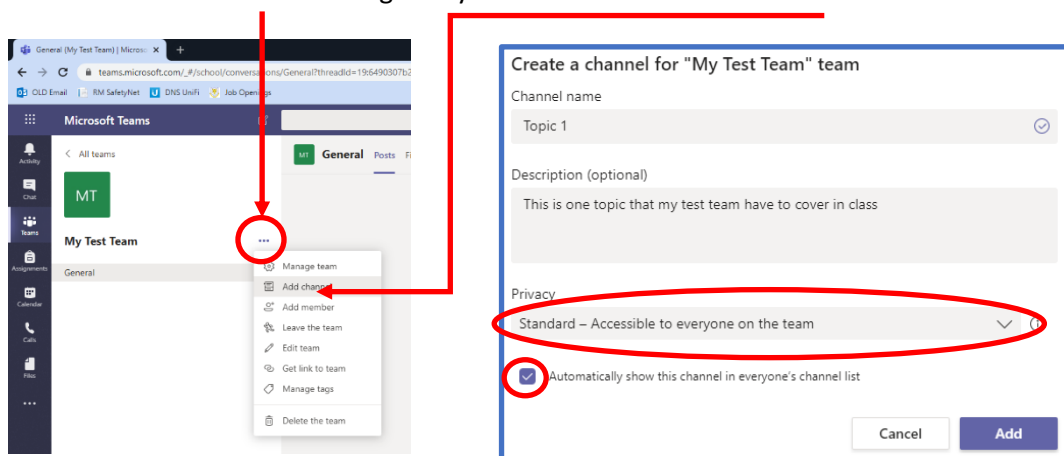
When you have finished adding pupils and staff to the team – click “Close”

### Step 3 – Set up channels (topics) for your class team:

Just as with a real class this online one allows you to split out separate topics or areas for focus – this is done through the “Channels” feature. For instance a Maths class might require a trigonometry channel as well as algebra and fractions channels.

A “General” channel for the class will be created automatically – but you can add your own relevant to the class as follows:

Click on the three dots to the right of your teams name and choose “add channel”



When specifying the settings for the channel use a sensible name and for “privacy” decide whether all members of the class should see this team or only some. Tick the box to make the team available to the students and then click on Add.



### **How to Videos about Microsoft Teams:**

Creating your first team for a class	<a href="https://youtu.be/QhBNRbwqMas">https://youtu.be/QhBNRbwqMas</a>
Adding a channel to your team	<a href="https://youtu.be/mzc8Ch-9AgU">https://youtu.be/mzc8Ch-9AgU</a>
Deliver content (files) in a channel	<a href="https://youtu.be/_fRoxfelwA0">https://youtu.be/_fRoxfelwA0</a>
Manage Discussion boards	<a href="https://youtu.be/deEIOqColao">https://youtu.be/deEIOqColao</a>

All these videos and more resources are available at <https://dns-ict.co.uk/online-learning> - along with guidance for learners, we are keeping this page updated on a regular basis.

### **Contacting DNS for ICT Support:**

We would ask that wherever possible customers use our online call logging facility by going to the following web address:

<https://dns-ict.freshdesk.com/support/tickets/new>

We appreciate that this might not always be possible for everyone depending on the reason they need support. You can also get in touch by contacting:

[support@dns-ict.co.uk](mailto:support@dns-ict.co.uk)

01872 597969