

10 Tips for Using Microsoft Teams with Students

This document was created to provide tips on how to use Teams for Students successfully.

Best Practices for Using Teams with Students

1. **General channel:** Use this for class communication.
2. **Additional channels:** Create other channels for subject matter information. *For example: Create a channel for Reading, Math, etc.* We recommend starting with 1 or 2 channels and then you can add more if needed. Get your students acclimated to using Teams before adding many channels.
3. **Private channels:** Create a private channel to use for specialized groups or tasks. Only students that are added to the private channel will see the content in that channel; an example of digital differentiation.
4. **Reply:** Help students learn to use the Reply button at the bottom of a Post instead of the New Conversation box at the bottom of the page when responding to a Post.
5. **@name:** Use the @ sign before typing someone's name to notify them to look at a Post. *Note: Once you do @firstname you will need to click on the name in the box that pops up to add a notification. Use @ and the name of the Team to notify everyone in the Team of a post.*
6. **Meet Now:** Conduct Teams meetings within a channel via the Meet Now feature, in lieu of creating a video meeting link in Outlook.
7. **Tabs:** Use Tabs to post frequently accessed information. You can click on the + sign in the Tab section at the top of the Team and add features. *For example, a Wiki is a great tool to use to post frequently visited webpages and student login information. This way it is always at the top of the Team.*
8. **Assignments:** Use Assignments to distribute work to students. Although we are not taking grades at this time, having each assignment worth 1 point will help with teacher digital workflow. After reviewing an assignment, you are encouraged to provide feedback for the student.
9. **Grades:** Students can see the reviewed assignments by viewing the Grades tab. Any assignment that has a 1/1 has been "graded." Students can also click on the assignment and review comments.
10. **Left Sidebar:** Use the left sidebar to navigate to the different features of Teams. You can open other Teams, Chats, or your Calendar via the purple left sidebar.

For more getting started help and information – [CLICK HERE](#)

Roles Chart

Students CAN:	Students CANNOT:
<ul style="list-style-type: none"> • Create a post in a channel 	<ul style="list-style-type: none"> • <i>Chat</i>
<ul style="list-style-type: none"> • Reply to a post in a channel 	<ul style="list-style-type: none"> • <i>Start a Meeting Call in a Channel</i>
<ul style="list-style-type: none"> • View documents Files 	<ul style="list-style-type: none"> • <i>Create a Team</i>
<ul style="list-style-type: none"> • View, complete, and turn in Assignments 	<ul style="list-style-type: none"> • <i>Change settings of a Team</i>
<ul style="list-style-type: none"> • View Feedback from Assignments 	<ul style="list-style-type: none"> • <i>Access third-party apps</i>
<ul style="list-style-type: none"> • Access the Class Notebook from within the Team 	
<ul style="list-style-type: none"> • Use @mention feature to notify their teacher of a question 	
<ul style="list-style-type: none"> • Collaborate in various channels, on peers' posts, to answer questions and respond to teacher prompts 	