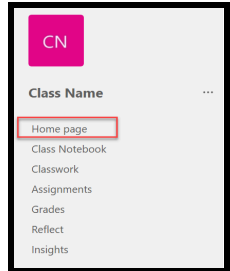
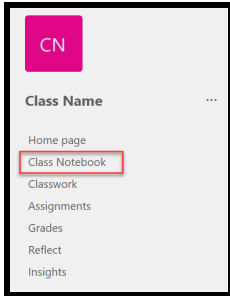
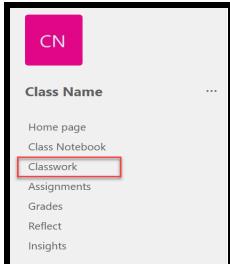
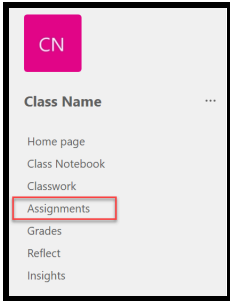
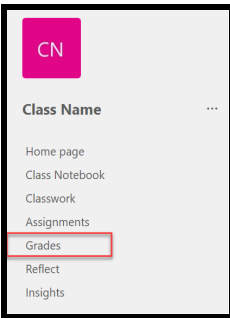


Office of Teaching and Learning

Microsoft Teams: Next Steps

After [establishing their Microsoft Teams courses](#), teachers can use this guide to effectively utilize the features of [Microsoft Teams](#).

Home Page	Tutorial
<ul style="list-style-type: none"> Home Page is the first default channel in Teams. The Home Page serves as a landing spot for educators to highlight important information and direct students to learning tasks as soon as they enter their virtual classroom. When the channel is first clicked, it will automatically set up a Home Page. 	<p>Creating a Home Page</p> 
Class Notebook	Tutorial
<ul style="list-style-type: none"> Class Notebook is the second default channel in Teams. Class Notebook is a digital notebook. The teacher can distribute documents digitally through the Class Notebook. Files in the content library are read only. Students can not edit. Files distributed to students are editable. Each student receives their own copy. The teacher can access each student's Class Notebook to monitor progress and view completed work. 	<p>Creating a Class Notebook</p> 
Classwork	Tutorial
<ul style="list-style-type: none"> Classwork is the third default channel in Teams. Classwork is a way to build out modules. The teacher can prepare a module and schedule when students can access materials. The teacher can prepare assignments and modules in advance. 	<p>Creating Classwork</p> 

Assignments	Tutorial
<ul style="list-style-type: none"> • Assignments is the fourth default channel in Teams. • The teacher can assign work to students. • Assignments can be either curriculum-embedded formative or summative assessments. 	<p>Creating an Assignment</p> 
Grades	Tutorial
<ul style="list-style-type: none"> • Grades is the fifth default channel in Teams. • Students can view their grades for assignments. • The teacher can see when a student has viewed an assignment. • The teacher can view an assignment that has been turned in. • The teacher can grade and return assignments to students. • The teacher can also view the history of the assignment, including when it was viewed, edited, and submitted. 	<p>Grades</p> 
Reflect	Tutorial
<ul style="list-style-type: none"> • Reflect is the sixth default channel in Teams. • The teacher can check in with students by sending out reflection questions. • Reflection question results are only viewable to the teacher. 	<p>How to use Reflect</p> 