

# Teams Skills for Teachers 4K-5

- Navigating Teams
  - Teams overview [Transform Learning Module 4](#)
- Setting up classes/Teams
  - Adding students and staff, Class code to join [Transform Learning Module 2](#)
  - Adding Channels (tabs) for different groups [Transform Learning Module 5](#)
  - Setting up permissions within channels (who can post, moderation, who can start posts) - you don't want kids starting their own posts.... [Transform Learning Module 3](#)

The screenshot shows the 'Permissions' section for setting channel moderation preferences. It includes a dropdown for 'Channel moderation' set to 'On', a 'Manage' button for 'Team owners', and three checkboxes for 'Team member permissions': 'Allow members to reply to channel messages' (unchecked), 'Allow bots to submit channel messages' (checked), and 'Allow connectors to submit channel messages' (checked).

- Can create privacy settings so that only a select group of people can see the channel
  - Chats within Team [Transform Learning Module 6](#)
- Assignments

How to add [Collaborative Learning Module 5](#) [MS Module 5 New Assignment](#)

- How to find them again Collaborative Learning
  - How to look at student work and give feedback [Collaborative Learning Module 9](#)
  - How to find out if students opened the assignment (even if they didn't turn it in)
  - Quizzes, Surveys, and Exit tickets [Collaborative Learning Module 6](#)
  - One Note Class Notebook- adding and viewing
- Setting up meeting
  - How to create one
  - How to add people to the meeting
  - How to join a call
  - Adding people to existing call
  - Raising hand, access chat, mute voice, turn off video
- Video Lessons
  - Share the teacher's screen in a Teams call
  - How to record Teams meeting; how to share that recording
  - Sharing document like PowerPoint lesson
  - [Whiteboard app](#)
  - List different things that can be shared ie. iReady, Razkids, etc.
  - Best practices for video lessons
  - Norms and expectations for video lessons

- Feedback expectations for teachers and students

#### Reminders:

- Know that you should be on Desktop Teams app in order to share screen, blur background, see more people during video chat, use Whiteboard, etc.
- Add hyperlinks and making them look good
- Connect document camera for use in video instruction
- Take picture of screen

#### Ideas:

- Morning meetings, chats, announcements, etc. [Transform Learning Module 7](#)
- Reference District approved apps
- Educational Uses for Teams [Transform Learning Module 10](#)
- Tabs and Apps [Transform Learning Module 11](#)

#### Etiquette for Students at home on Teams

- Mute the sound on the iPad. You don't need to hear it bing all the time. (I gave directions)
- Set up Quiet Hours. No one should be bothering you late at night. (I gave directions)
- ALWAYS type a message before video calling.... Even to me. The other person may be busy or unable to talk.
- **NO VIDEO CALLS AFTER 8 PM!**
- Send me a screenshot of anyone saying mean or inappropriate things

## Teams Training for Students

[Opening and writing on a PDF](#)

[Submitting an Assignment](#)

[How to make a split screen on the iPad](#)