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Things to Know When Using Teams/Classroom

Visit [Teaching Students 2020 Style](#) website to learn more
[Google Classroom](#) or [Microsoft Teams](#)



Add students



- Sign in
- Select the class you want to manage
- Add students or let them join with the Class/Team code

Manage several classes



- Reuse existing materials
- Share an assignment, post or announcement, across multiple classes
- Archive a Class/Team for future reference

Co-teach a class



- Invite a staff member as a co-teacher

Create or modify an assignment



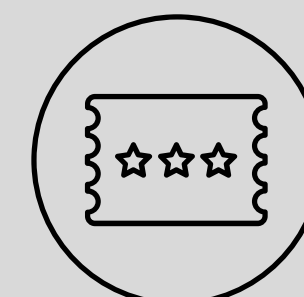
- Locate the *Assignment* tab or *Create* button and select *Assignment*
- Enter your title & instructions
- Add files or links for students to view or edit alone or collaboratively*
- Add a rubric

Create a post/ announcement



- Locate the *Stream* or *Post* tab,
- Type your announcement in the field
- Add links or files to share

Exit tickets and polling



- Locate the *Post* tab or *Create* button and select *Ask a question*
- Enter your title & instructions
- Ask students to reply to your question

Grade & return assignments



- Review student's work under the assignment tab
- Add feedback
- Return work to student for review, if needed
- Return graded work with feedback

Set class permissions



- Set global students' posting and commenting privileges
- Set individual students' postings and commenting privilege

Parent Communication



- Daily* or weekly summary emails sent to parents/guardians
 - Missing work
 - Upcoming work
 - Class activity*