

Anywhere, Anytime Learning

How to use **Microsoft Teams** / Teacher's Guide

Microsoft Teams for Learning and Teaching:

Step 1: Get Started with Microsoft Teams

New to Microsoft Teams? Check out the [Quick Start Guide](#) and watch "[How to find your way around Microsoft Teams](#)" video.

For hands on experience, try [Microsoft Teams Interactive Demo](#).

Step 2: Start Using Microsoft Teams

Teams and Office 365 can be accessed from any laptop or mobile device. [Download the app](#) your PC or mobile.

Want to run Microsoft Teams as a web app? [Click here](#).

Step 3: Learn how to create your own Teams

Watch "[Creating a Class in Microsoft Teams](#)" video.

Want to learn more? Check out the "[What are teams and channels?](#)" video.

Step 4: Create collaborative classrooms and conduct meetings with Microsoft Teams

Save time and better engage students in modern learning. Watch the "[Foster classroom collaboration](#)" video.

Curious about meetings? Watch the "[Meet now or meet later using Microsoft Teams:](#)" video.

Step 5: Personalize Learning with Assignments

Create meaningful assignments, provide transparent guidance, and share rich feedback. Watch the "[Create personalized assignments](#)" video.

Want to review and grade assignments? Watch "[You Can Assign And Grade In Microsoft Teams With These 6 Tips!](#)" video.

Step 6: Improve Classroom Collaboration with OneNote Class Notebook

Stay organized in a digital binder for an entire class and organize course content your way. Watch the "[OneNote Class Notebook and Microsoft Teams: Two's company](#)" video.

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Step 7: Record classroom sessions with PowerPoint or through Teams online session recording

Record a slide show with narration and slide timings.

Watch the ["You Can Make A Narrated PowerPoint Video!"](#) video

Step 8: Connect in Professional Learning Communities

Collaborate on lesson plans with built-in OneNote PLC Notebooks.

Watch the ["Professional Learning Communities \(PLC's\) meet Microsoft Teams"](#) video.

Step 9: Use Microsoft Teams to host classrooms online

Deliver your classes as if you are in the same room.

Use [Share option](#) to deliver the training content and use [Whiteboard](#) to make the training interactive and [record the class](#) for replay and for your knowledge base.

Step 10: Set up Microsoft Teams Live Events for large seminars

Broadcast videos up to 10,000 attendees, with live Q&A, and allow anonymous users.

[Click here to learn more.](#)

Need additional training?

Once you are familiar with the basic user interface, there are a number of ways to get started with teaching in Teams, including a number of short courses on our [Microsoft Educator Center](#). For teaching staff, any of the following courses will get you up and running quickly.

