



Microsoft Teams

Things To Try in MS Teams for 2019

Set up channels arranged by Topics or Units of Work.

Students love to send a chat message with their questions - often questions the whole class would benefit from.

Try establishing a rule from the beginning of 2019 to cut and paste all questions sent to you in chat to the relevant topic area in your class Team channel and answer it there.

You can just copy the question without the student's details to allow for anonymous questions.



19 Unit 3_4 Physics Gp 01



General

U3 O1 (Fields)

U3 O2 (Fields Causing Movement)

U3 O3 (Motion)

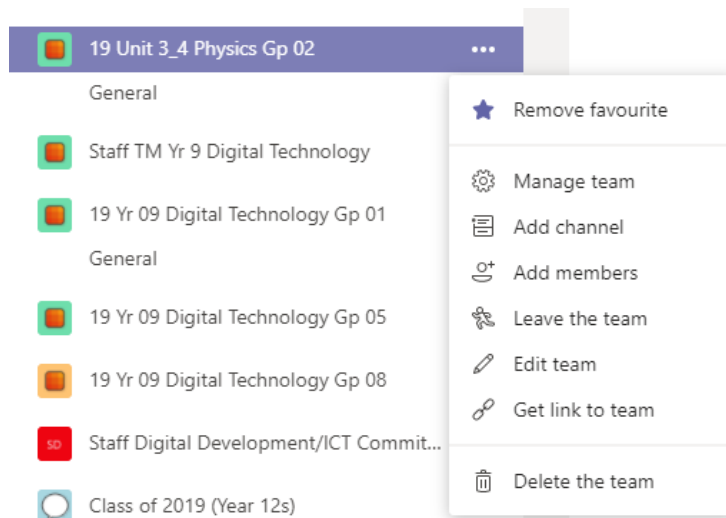
U4 O1 (Light and Waves)

U4 O2 (Light and Matter)

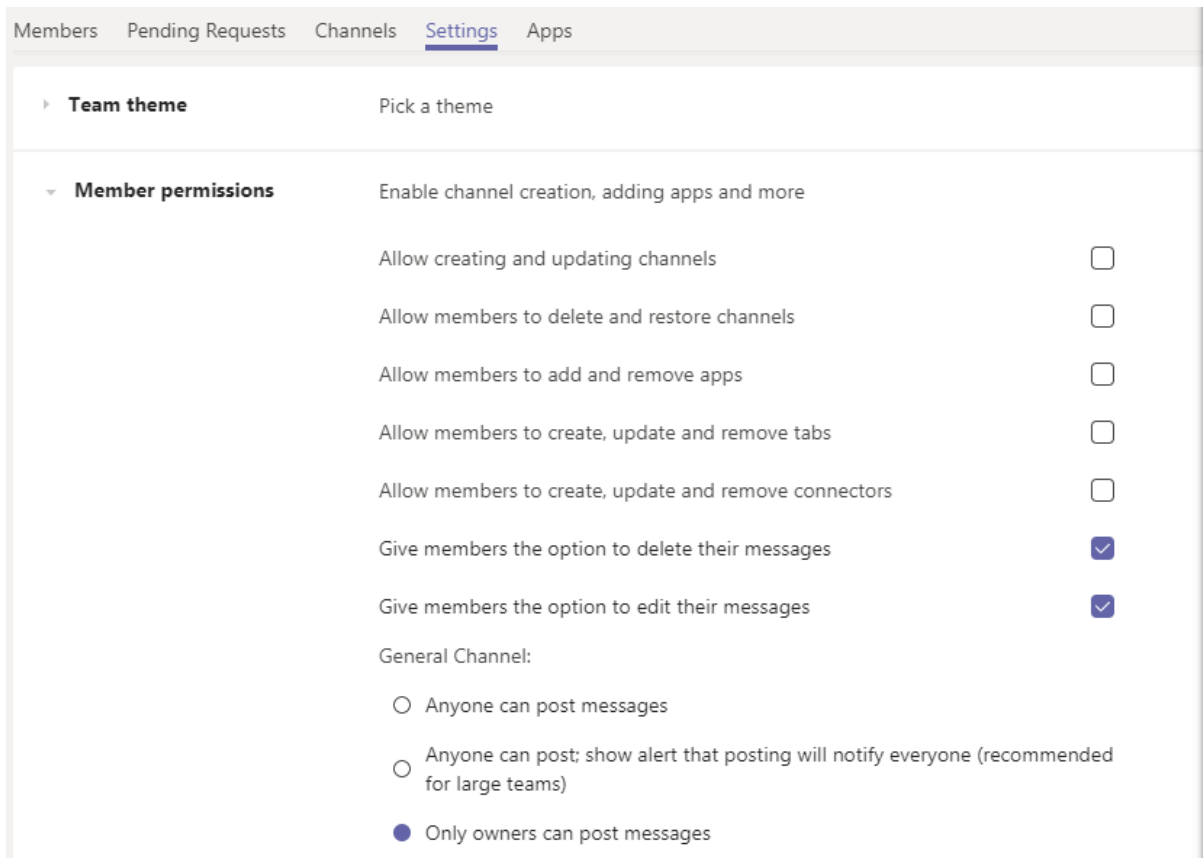
U4 O3 (Practical Investigation)

Don't allow students to post to the General channel in your class area.

You can make the General Channel a place where only Teachers can post messages. This is great for administration and organisation of your class. To make this change, select your Team and the three dots, then select Manage Team.



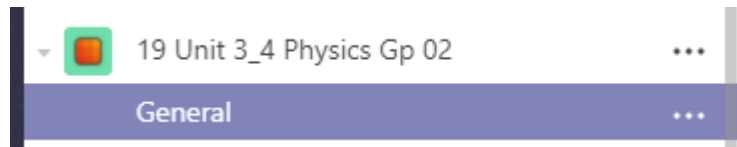
Select the Settings tab and change the General Channel option to "Only owners can post messages".



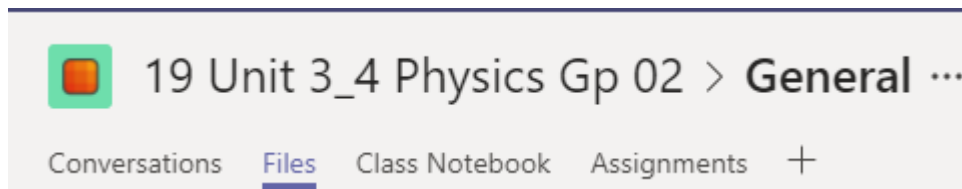
Change the permissions in the SharePoint/Files area so that students can not change original documents.

It is good practice to use the “Files” area within Teams to store worksheets, practice exams and so on rather than storing them in the OneNote. This will keep the size of the OneNote more manageable for staff and students. However, by default, files stored within the “Files” section of a Team can be altered by any member. It is not very difficult to change this so that only Teachers” can make modifications.

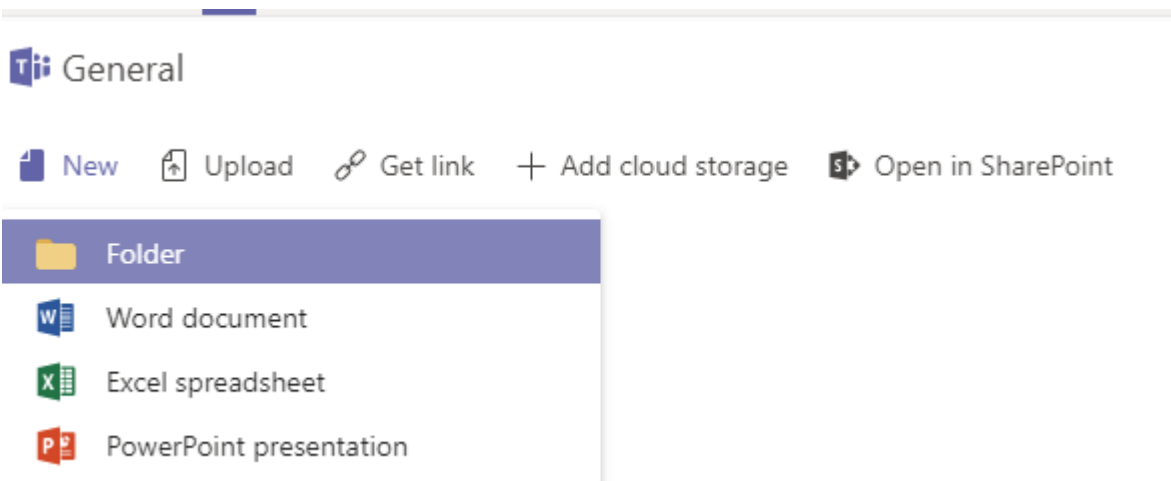
- Select the General channel of one of your classes.



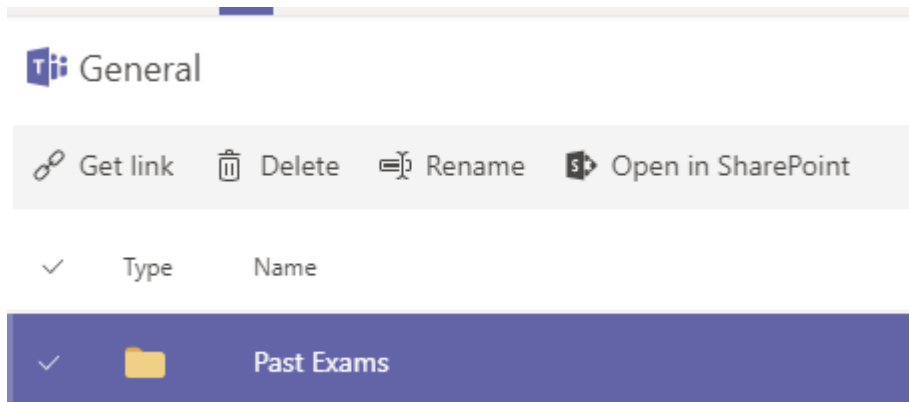
- Select the “Files” tab within the channel



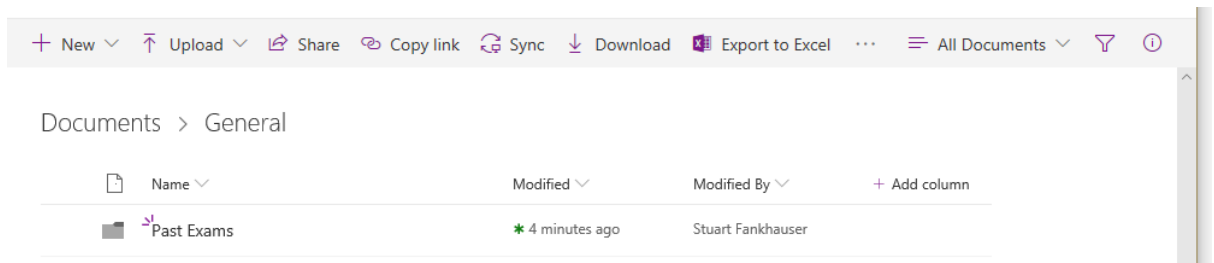
- Create a new Folder for work sheets/Resources/Past exams, etc. that would have any documents you would want to share with students but not want them to alter.



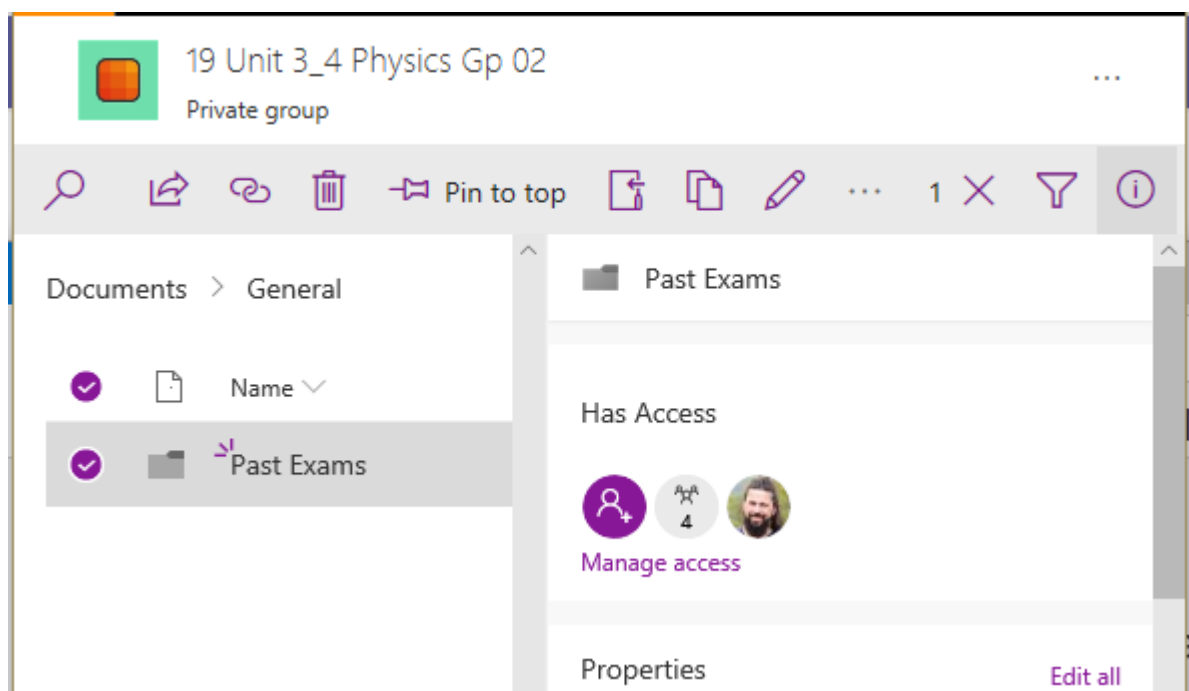
- Select Open in SharePoint



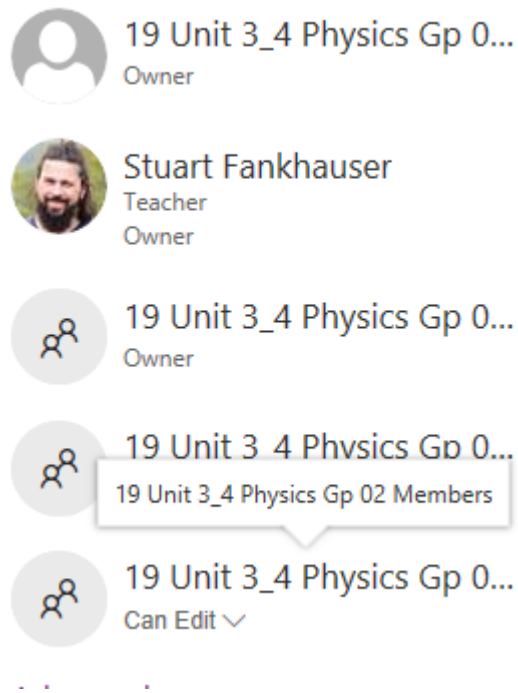
- In the General Folder, will be the new folder you have created.



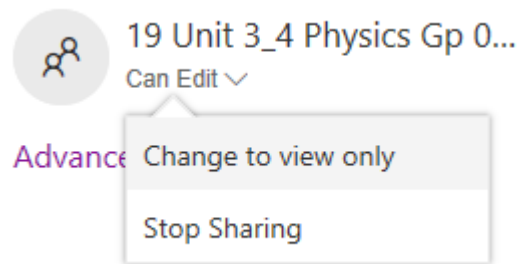
- Select the folder so that it has a 'Tick', and then select the details pane (which is an 'i' with a circle around it).



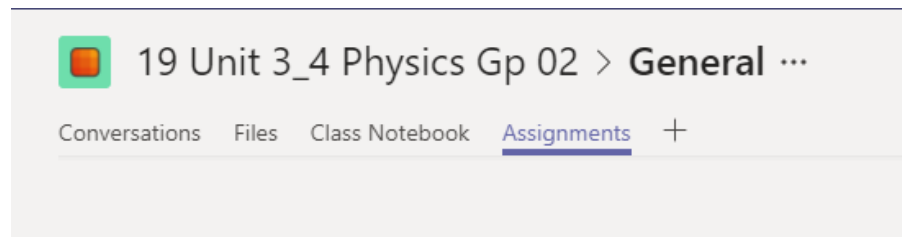
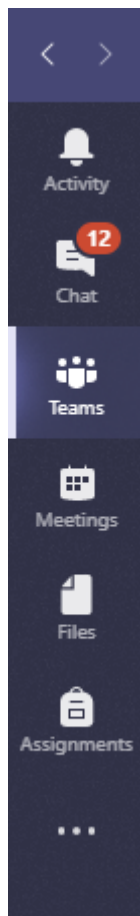
- Select Manage access
- Find the permissions group that relates to the members.



- Change “Can Edit” to “View Only”



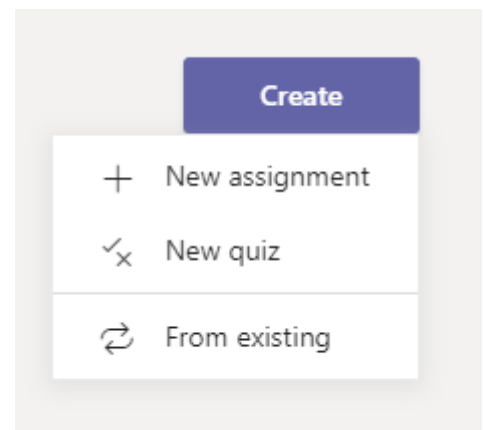
The Assignment and Rubric Tool



You can use the Assignments tool in Teams to collect work from students or have them sit a self-correcting quiz

To start the process, you can either select the Assignments button on the left side of Teams or the Assignments tab under the General channel of any of your Class Teams

A new Assignment always begins with the “Create” button which then allows you to select a Quiz (which is linked to Microsoft Forms) or a submitted document (New Assignment).



You can create an Assignment for your whole class, several class Teams at once, or you can select just sub group of students within a Class Team to receive the assignment.

Teams does something quite clever once a submitted assignment is created if you upload a Template Word document (or PowerPoint, Excel, etc.) at the time it is created. It will create a copy of the file for each student within the Team which they should work on directly. When they access the assignment, they will automatically just be accessing their copy of the assignment file. It will automatically save it for them as they write in it so that work is never lost and it is not stored on their computer – it is stored within the Team. When students have completed their work, they should be reminded to submit the file.

Assignments can also have associated ‘Rubrics’ so that the work can be assessed and feedback provided when the assignment is returned. Marks do not have to be associated with the Rubric.