

CHAPTER 9

Microsoft Teams for Education: Setup, Usage, and Management

Microsoft Teams for Education is a specialized version of Microsoft Teams that is designed to meet the unique needs of educators and students. Microsoft Teams is a platform designed to simplify communication, collaboration, and sharing of resources among users. It is an online communication tool that allows students and teachers to work together and stay connected. In the education sector, Teams has emerged as a powerful platform for remote learning, with numerous features designed to support online education. In this chapter, we use the terms *educator* and *teacher* interchangeably, *IT administrator* and *management* interchangeably, as well as *scholar* and *student* interchangeably.

This chapter aims to explore the use of Microsoft Teams in education, focusing on its functionalities, features, and benefits. In particular, we will discuss how educators and school IT administrators can control Teams to ensure student safety, how students can turn in their assignments using Teams, and how educators can monitor and grade student progress in Teams.

Microsoft Teams for Education Overview

Microsoft Teams for Education is a powerful communication and collaboration platform designed specifically for educational institutions. It is part of the Microsoft Office 365 suite of tools and allows teachers, students, and administrators to communicate, collaborate, and share resources in a single platform.

With Microsoft Teams for Education, educators can create virtual classrooms, assign and grade assignments, and provide feedback to students. Students, on the other hand, can access course materials, collaborate with classmates, and submit assignments. Microsoft Teams for Education provides a centralized hub for all classroom activities and streamlines communication between teachers and students. Here are some key features of Microsoft Teams for Education:

- **Virtual classrooms:** Educators can create virtual classrooms within Teams and invite students to join. They can share course materials, conduct online lectures, and facilitate discussions with students.
- **Assignments and grading:** Teachers can create assignments within Teams and assign them to individual students or groups. They can grade assignments and provide feedback to students, all within the same platform.
- **Collaboration:** Microsoft Teams for Education provides a platform for students to collaborate with each other on group projects or assignments. They can share files, co-author documents, and provide feedback to each other.
- **OneNote integration:** Microsoft Teams for Education integrates with OneNote, a note-taking application, to provide students with a digital notebook. This allows students to take notes and organize their course materials in one place.
- **Meetings:** Teachers and students can schedule online meetings within Teams to discuss course materials or assignments. This feature also allows for screen sharing and recording of meetings.
- **Security and privacy:** Microsoft Teams for Education complies with industry standards for security and privacy. It provides control over who can access course materials and allows for secure communication between teachers and students.

Before Teams deployment, make sure you do the following:

- Deploy School Data Sync to automate the creation of Teams and simplify the process for educators. Contact <https://aka.ms/sdssupport> for deployment assistance.
- Configure the correct ports and protocols for Teams to ensure proper functionality. Refer to the Office 365 “URLs and IP address ranges” documentation for more information.
- Prepare your school’s network for Teams to ensure a smooth and stable user experience. This may include reviewing bandwidth requirements and adjusting network settings as needed.
- Choose the appropriate team type for your needs. Teams for Education offers four team types, each with different features and use cases. Refer to the “Choose a team type to collaborate in Teams” documentation to learn more about each type and determine which one is best suited for your needs.

Microsoft Teams: The All-in-One Hub for Everyone in Education

Microsoft Teams serves as a unified platform that connects all aspects of education, providing a digital space where everyone can collaborate, communicate, and innovate. This section covers how various educational stakeholders benefit from using Teams. Figure 9-1 shows all the involved parties.



Figure 9-1. All-in-one hub for everyone in education

Teaching and Learning

Teams offers a dedicated space where teachers and students can engage in real-time or asynchronous learning. Teachers can distribute assignments, offer feedback, and facilitate group projects, all in one platform. Students, in return, can ask questions, submit their work, and collaborate with their classmates. It’s a complete digital classroom environment where both teaching and learning can happen seamlessly.

Faculty and Staff Coordination

The platform is not just for teachers and students; it’s also an administrative tool. Staff can coordinate everything from admissions to event planning. Teams channels can be designated for specific departments or tasks, and important documents can be shared securely. Whether it’s the finance department working on budgets or staff organizing an event, Teams keeps everyone in sync.

Professional Development

Teams offers a space for professional learning communities (PLCs) and other staff development initiatives. Here, educators can share teaching resources, discuss educational strategies, and even invite experts for special webinars or workshops. Teams can also be used to track professional development milestones, making it easier for administrators to gauge and support staff progress.

Student Community Building

Apart from academics, Teams can be a hub for extracurricular activities. Student organizations, clubs, and teams can have their own channels. This feature fosters a sense of community and belonging among students. They can share updates, plan events, or even run virtual meetings, bridging the gap between in-person and digital interactions.

Research/Apprenticeships

For higher education and research institutions, Teams provides a collaborative environment where complex projects can be managed. Whether it's a long-term research project or a short-term apprenticeship, participants can share data, run virtual lab meetings, and keep everyone updated on progress. Teams can host files, data sets, and other research materials, making it easier for involved parties to collaborate.

In summary, Microsoft Teams is an all-encompassing hub tailored to meet the diverse needs of everyone involved in the educational process, from classroom instruction and administrative work to professional growth and community engagement.

How Microsoft Teams Helps Teachers and Schools

Microsoft Teams is a tool that helps teachers and school staff work together easily. It's a place where teachers can chat, share information, and make plans. Teams helps teachers create better learning experiences and saves time on school tasks.

In Teams, teachers can use class teams to talk with students, share study materials, and grade assignments. Students can use programs such as Word, PowerPoint, Excel, and OneNote that they already know. Teachers can also use OneNote Class Notebooks to plan lessons and give feedback. This helps make schoolwork easier for both teachers and students.

Teams isn't just for teachers and students. School staff can also use it to work on projects or school-wide plans. It's a place where everyone in the school can find important forms, policies, and instructions. School leaders can use it to give private feedback and training plans for teachers. Online meetings can happen in Teams too, even if people are in different locations.

Finally, learning how to use Teams in school helps prepare students for the future. Many businesses use Teams, so students will already know how to use tools they will likely see in their jobs. This gives students a head start in being ready for the work world.

How Do I Get Microsoft Teams?

Microsoft Teams for education is free for students as well as teachers. However, they have used a valid education domain email address. Students and teachers from K-12 to the collegiate level can use Teams for free with an eligible active school email. Refer to Figure 9-2 to download Microsoft Teams: <https://go.microsoft.com/fwlink/p/?LinkID=869426&clid=0x409&culture=en-us&country=US&lm=deplink&lmsrc=groupChatMarketingPageWeb&cmpid=directDownloadWin64>.

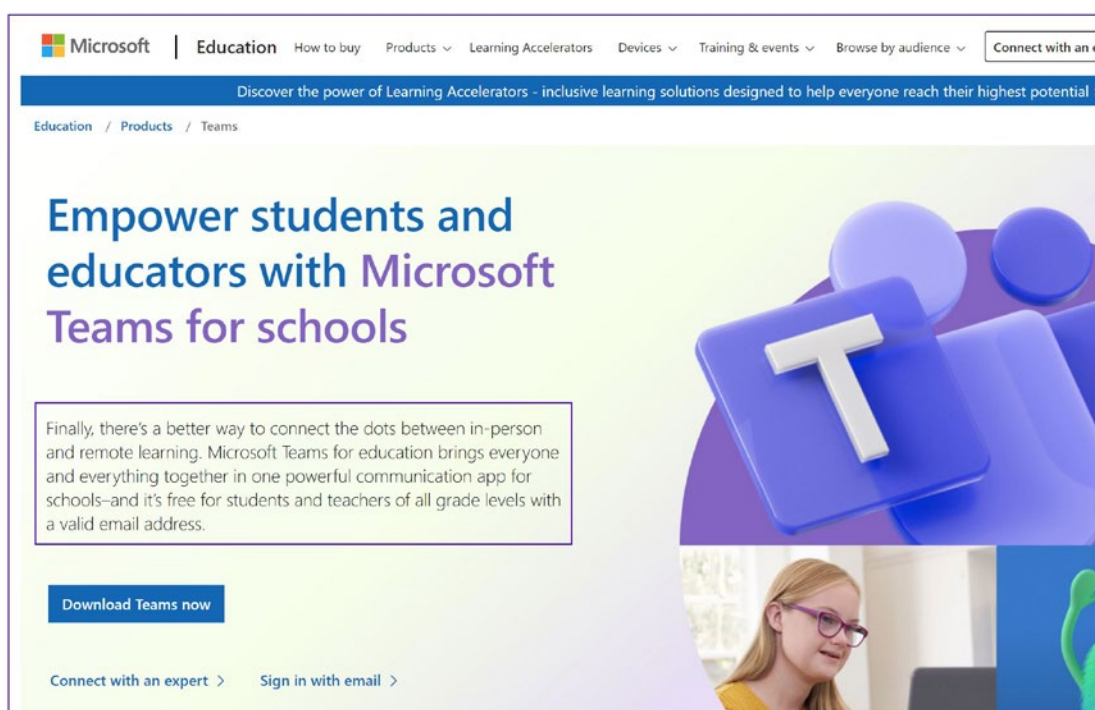


Figure 9-2. *Downloading Teams now*

For institutions, there are different plans. You can compare the different plans and choose one suitable for your institution. You can get complete information about all the different license plans for education and comparison. Refer to https://eddownloads.azureedge.net/msdownloads/Microsoft-Modern-Work-Plan-Comparison-Education_11-2021.pdf.

If you want to try or buy the Microsoft 365 suite, then visit <https://www.microsoft.com/en-us/microsoft-365/try?ocid=cmmjmkagvx&rtc=1>.

Microsoft Teams Functionality and Features For Education

Here's the chat and meetings features:

- Educators and students can use chat and video meetings to communicate and collaborate in real time.

- They can schedule and join meetings directly from the class team or individual chat.
- They can also use the screen sharing and whiteboard features during meetings for interactive learning.

Here are the assignments and grading features:

- Educators can create and assign tasks, quizzes, or projects to students in the class team.
- Students can turn in their assignments directly in the class team, and educators can grade and provide feedback in Teams.
- Educators can also use the Assignments feature to automate grading and provide feedback to students.

Here are the collaborative learning features:

- Teams for Education enables collaborative learning by allowing students to work together on assignments or projects.
- They can use the chat or video meetings to discuss and collaborate in real time.
- They can also use the Files feature to share and collaborate on documents, presentations, or spreadsheets.

Here are the Class Notebook features:

- Class Notebook is a digital notebook that enables educators to organize and distribute course content to students.
- It includes sections for notes, handouts, quizzes, or assignments, which students can access and work on.
- Educators can also provide feedback and grade students' work in the Class Notebook.

Configure Microsoft Teams for Education

Enabling Microsoft Teams for an education institute requires careful planning and execution to ensure that the Teams environment is secure and complies with the institution's policies and regulations. By following these step-by-step instructions, educational institutes can enable Microsoft Teams and provide their students and faculty with a powerful collaboration platform for remote learning and communication.

Enabling Microsoft Teams for an education institute involves a series of steps that need to be completed in a specific order. The following is a detailed step-by-step guide on how to enable Microsoft Teams for an education institute.

Creating a Microsoft Teams Account for Education

Creating a Microsoft Teams for Education account generally involves a few more steps than creating a standard Teams account. This is because Teams for Education is designed to be used in a school or university setting and has features that support classroom collaboration, assignments, and grading. The following are the general requirements to create a Microsoft Teams for Education account:

- **Access to Microsoft 365 Education plan:** Teams for Education is available as part of the Microsoft 365 Education package, which requires a valid school email address.
- **Admin rights:** If you are an IT administrator at an educational institution, you may need to set up Teams for your faculty, students, and staff.

Step 1: Verify Eligibility

Before enabling Microsoft Teams for an education institute, it is essential to verify the eligibility requirements. Microsoft Teams for Education is available for primary and secondary schools, colleges, universities, and other academic institutions that are accredited and recognized by the relevant authorities. You can visit <https://www.microsoft.com/en-us/education/products/office> to check your institute eligibility. Figure 9-3 shows the eligibility verification by entering the institute email address.

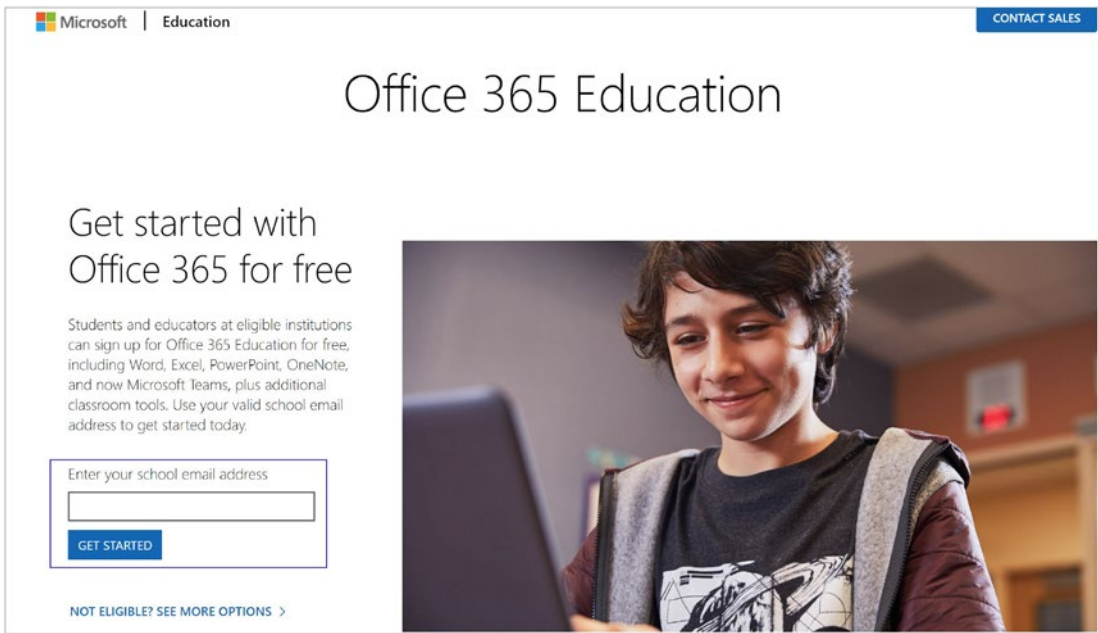


Figure 9-3. Microsoft 365 Education Account verification

Step 2: Create a Microsoft 365 Education Account

The next step is to create a Microsoft 365 Education account. To do this, follow these steps:

1. Go to the Microsoft Education page and then click Get Started. Refer the Figure 9-4 for education account setup.

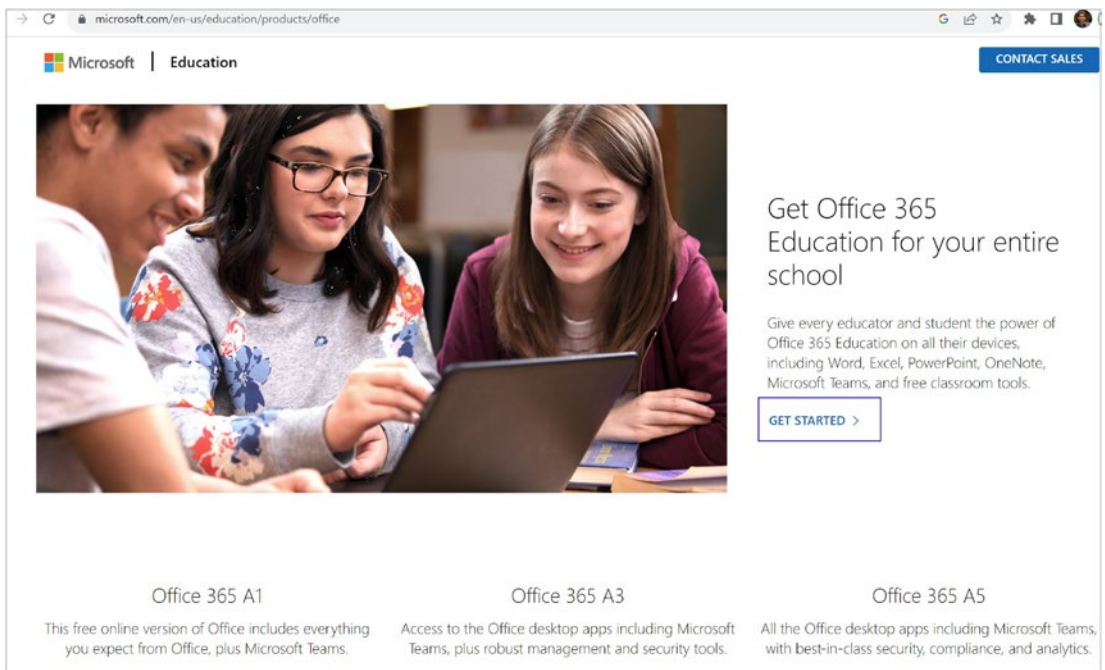


Figure 9-4. Microsoft 365 Education Get Started page

2. Provide the required information, including the name of the institution, country, and primary contact.
3. Choose the number of licenses needed for your institution and select the appropriate license type.
4. Agree to the terms and conditions and click Create account.

Step 3: Verify the Domain

After creating the Microsoft 365 Education account, the next step is to verify the domain. This is necessary to ensure that only authorized users can access the institution's Teams account. To verify the domain, follow these steps:

1. Sign into the Microsoft 365 Education account using the primary contact's email address and password.
2. Click Settings and then Domains. Figure 9-5 shows the "Add a domain" page.

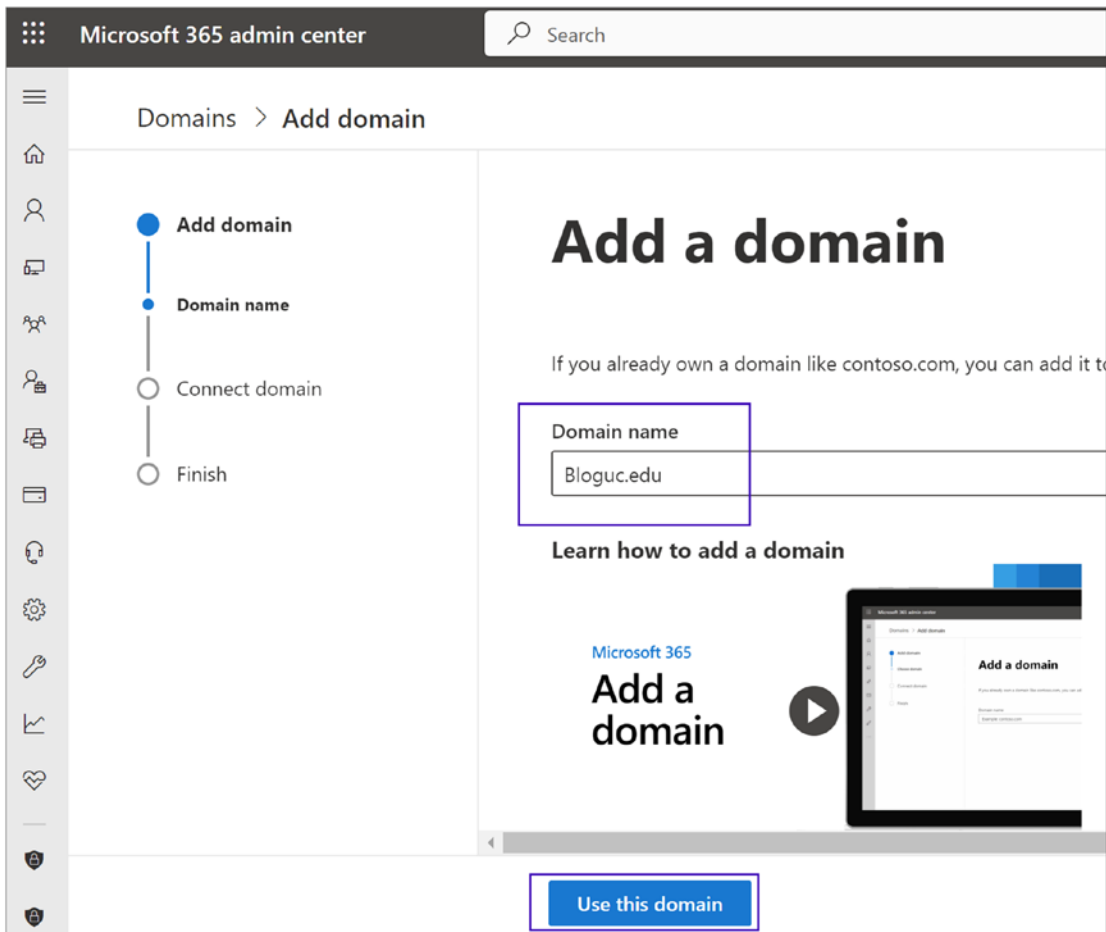


Figure 9-5. Adding a domain

3. Enter the domain name for the institution and click “Use this domain.”
4. Follow the on-screen instructions to verify the domain.

Step 4: Create Users and Assign Licenses

Once the domain is verified, the next step is to create users and assign licenses. To do this, follow these steps:

1. Click Users and then “Active users.”
2. Click “Add a user.”

3. Provide the required information, including the user's name and email address.
4. Assign the appropriate license type and click "Add user." Refer to Figure 9-6, and add the user and license.

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Assign the licenses you'd like this user to have.

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Assign user a product license

Microsoft 365 A5 for faculty
3 of 25 licenses available

Microsoft 365 A5 for students
You have no more licenses for this trial subscript
subscription before you can assign a license.

Create user without product license (not recommend
They may have limited or no access to Microsoft 365
license.

Apps (78)

Back Next

Figure 9-6. Adding a user and license

Step 5: Enable Teams for the Institution

After creating users and assigning licenses, the next step is to enable Teams for the institution. To do this, follow these steps:

1. Sign into the Microsoft 365 Education account using the primary contact’s email address and password.
2. Click Admin to go to the Office 365 admin center
3. Then go to Settings ► Org Settings ► Microsoft Teams. Refer to Figure 9-7.

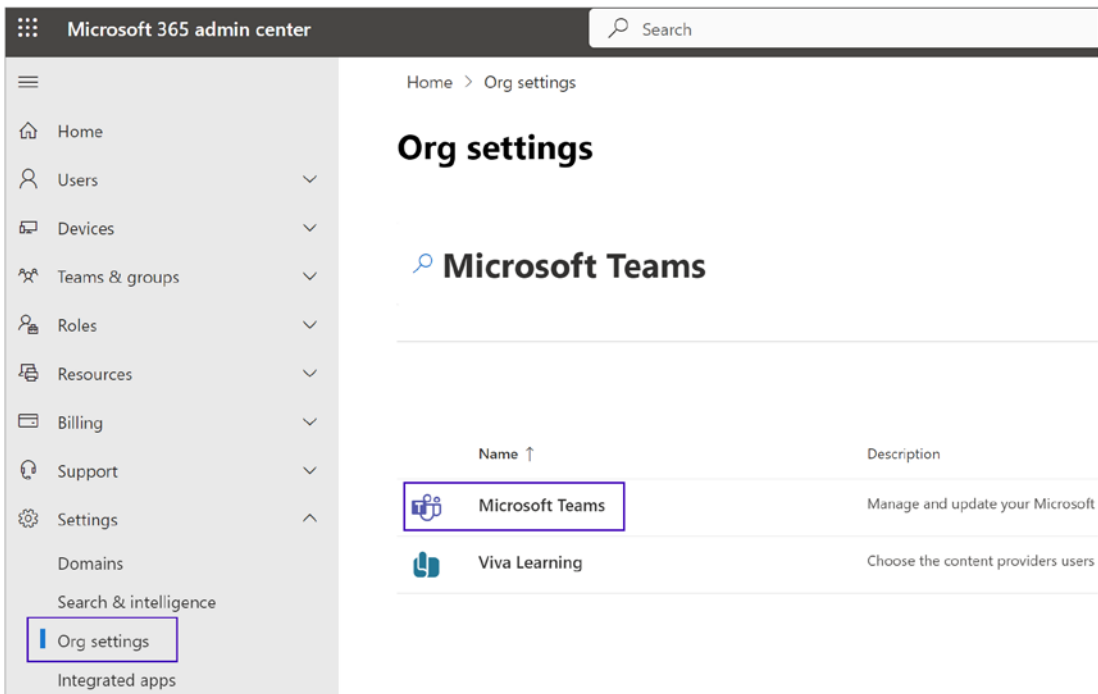


Figure 9-7. Enabling Teams

4. Click “Go to the old admin center Settings page” to navigate to the non-preview settings page and select Microsoft Teams from within the Settings ► Services list.
5. On the Microsoft Teams settings screen, select the license that you want to configure, Student or Faculty and Staff. Select Faculty and Staff.

6. Select to turn on Microsoft Teams for each license type in your organization.
7. Then click Save to complete the steps.

Step 6: Set Up Policies and Permissions

The final step is to set up policies and permissions for the institution. This is necessary to ensure that the Teams environment is secure and complies with the institution's policies and regulations.

Teams for Education Policy Wizard: Ensuring a Safe and Productive Learning Environment

The Microsoft Teams for Education Policy Wizard is your one-stop solution to efficiently manage policies for both students and educators in your institution. With this tool, you can effortlessly implement the most relevant policies that contribute to a secure and enriching educational environment.

Why Policy Control Is Essential

Policies in Microsoft Teams help you control the application's behavior and available features to different users. These can range from calling and meeting policies to messaging policies. Customizing these policies based on your institution's requirements is vital for controlling user interactions and keeping the digital learning space secure.

Focused Learning: Student vs. Educator Policies

To maintain an optimal learning environment, you'll want to adjust policies for both students and educators. Typically, policies for students are more restrictive to minimize the risk of unauthorized access or distractions. On the other hand, educators often require more permissive policies to perform tasks such as scheduling meetings and sharing educational content effectively.

Running the Wizard

Note the following about running the wizard:

- The wizard categorizes policies based on the type of educational institution—be it Primary, Secondary, or Higher education.
- For students, the wizard modifies the Global (Org-wide default) policies with settings tailored for student safety.
- For educators and staff, the wizard creates and assigns custom policies that meet their specific needs.

One-Time Setup

You need to run the wizard only once. Any new students or staff added later will automatically be assigned the appropriate default policies, saving you time and effort in manual setup.

Automatic Updates

New Teams features will have their EDU-relevant default policy settings added automatically, keeping your environment updated without requiring admin intervention.

Important Note While the wizard will meet the needs of most educational organizations, you still have the option to manually create and manage policies for more specific requirements.

Getting Started: Steps to Run the Wizard

Here are the steps to run the wizard:

1. Open the Microsoft Teams admin center and navigate to Home.
2. Click Quick Setup under the “Easy policy setup for a safe learning environment” tile.
3. Choose your institution type.

4. Select the groups containing your educators and staff.
5. Review and apply your settings.

The changes may take some time to propagate, especially for larger groups, but rest assured, they are applied in the background.

After successfully running the wizard, don't forget to check the "What to do after running the wizard" section to ensure that you're making the most of your Teams for Education experience.

Supervised Chats in Microsoft Teams: Balancing Safety and Personalized Learning

Digital communication within educational institutions must prioritize student safety while allowing meaningful interactions. While disabling private chats in Microsoft Teams is a common practice to prevent inappropriate behavior, it often eliminates the space for one-on-one student-teacher interactions. Supervised chat in Microsoft Teams is the answer to this dilemma.

How Supervised Chat Works

Supervised chat enables authorized educators to initiate private chats with students, ensuring that students can't start new chats without an educator present. Once a chat is initiated, educators or "supervisors" can't exit, and participants can't remove them. This ensures a safe and monitored communication space.

Note This feature applies only to new private chats created after enabling supervised chat, not to existing chats, meeting chats, or channels.

Here are some scenarios when a supervised chat becomes indispensable:

- One-on-one follow-up sessions between educators and students who may hesitate to ask questions publicly
- Educators reaching out to students individually to discuss assignments or class participation

- Monitored student group discussions
- Enabling nonteaching staff to interact with students in a supervised setting

Setting Up Supervised Chat

Let's talk about how to set up supervised chat.

Chat Permission Roles

Before activating supervised chat, define the chat permission roles for each user, aligning with one of three categories:

- **Full permissions:** Best suited for educators, these users can initiate and supervise chats.
- **Limited permissions:** Ideal for nonteaching staff who need supervised access to students but full access to other staff.
- **Restricted permissions:** Designed for students, allowing them to engage only in chats started by users with full permissions.

To assign roles, navigate to the Teams admin portal and find the Chat permissions role policy under your “Messaging policy” options. You can also use PowerShell commands for role assignment.

Enabling Supervised Chat

After setting up roles, turn on supervised chat by toggling the Role-based chat permissions policy in Teams settings. PowerShell commands can also be used for this.

Ongoing Maintenance

Post-activation, ensure the following:

- New users are assigned appropriate roles (by default, they are set to restricted).
- If a “full permission” user leaves or is removed, another user with full permissions must replace them to continue the supervised chats.

Note Guests in your tenant are automatically assigned a limited role, and supervised chat is an all-or-nothing feature—it cannot be partially implemented across your user base.

Teams Control for Educators and School IT for Student Safety

As an educator or IT administrator, controlling the use of Teams in your institution is crucial to ensuring student safety. Microsoft Teams has numerous controls that can be customized to fit the specific needs of your institution. The platform includes a range of features and tools that enable teachers and students to collaborate, communicate, and learn in a virtual environment. Some of the key topics that are covered under Microsoft Teams for Education include the following:

- **Class creation and management:** Teachers can create virtual classrooms, manage class rosters, and assign tasks and assessments to students.
- **Communication and collaboration:** Microsoft Teams for Education provides a range of communication and collaboration tools, such as video conferencing, chat, and file sharing, that enable students and teachers to work together in real time.
- **Learning management system integration:** Microsoft Teams for Education can be integrated with popular learning management systems (LMS), such as Canvas and Blackboard, to provide a seamless learning experience for students.
- **Assignments and assessments:** Teachers can create and assign assignments and assessments to students and can use the platform's grading and feedback tools to provide feedback and track progress.
- **Accessibility and inclusion:** Microsoft Teams for Education includes features that support accessibility and inclusion, such as live captions and transcripts, translation capabilities, and support for assistive technologies.

- Security and compliance:** Microsoft Teams for Education is designed to meet the security and compliance needs of educational institutions, with features such as data encryption, multifactor authentication, and compliance with international standards such as GDPR and FERPA.

Overall, Microsoft Teams for Education is a comprehensive platform that enables teachers and students to collaborate and learn in a virtual environment, with tools and features that are specifically designed to support the needs of the education community.

How to Manage Your Team and Set Rules in Microsoft Teams for Educators

Here’s how to manage your team and set rules:

- Changing roles and deleting members:** After making a team, teachers can change what role a member has or even remove them.

To change someone’s role, click the three dots next to the team name and click Manage Team. To make someone an owner, find their name, click the drop-down arrow next to Member, and choose Owner. If you need to kick someone out, just click the ‘X’ next to their name. Figure 9-8 shows Teams permission role and Team management options.

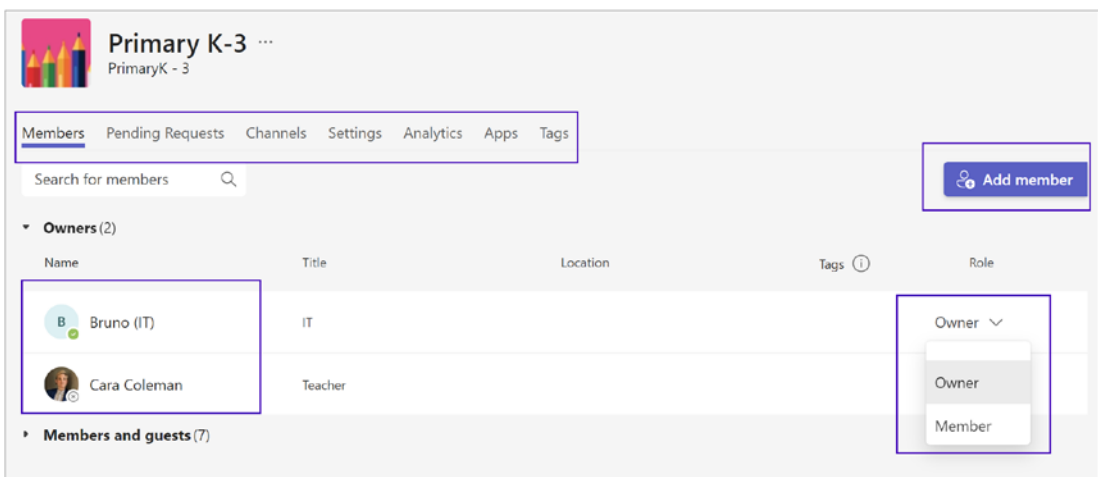


Figure 9-8. Teams role setting

- **Starting and managing conversations:** You can chat with students and other teachers on the Posts tab.

This is a good way to talk about class topics, set rules, and help students be good digital citizens. But sometimes, you might need to make sure chats stay respectful and on-topic.

You can stop certain students or even the whole class from posting messages using the Manage Team option.

- **Setting up team rules:** In the Manage Team menu, teachers can change a lot of settings. First, go to Settings. Here, you can decide what members can and can't do, such as making or deleting chat channels, tabs, and apps. In the @mentions area, you set who can tag the whole team or a specific channel. And if you like fun, you can allow students to use GIFs, stickers, and memes in the "fun stuff" area. Refer to Figure 9-9 for the Teams management settings.

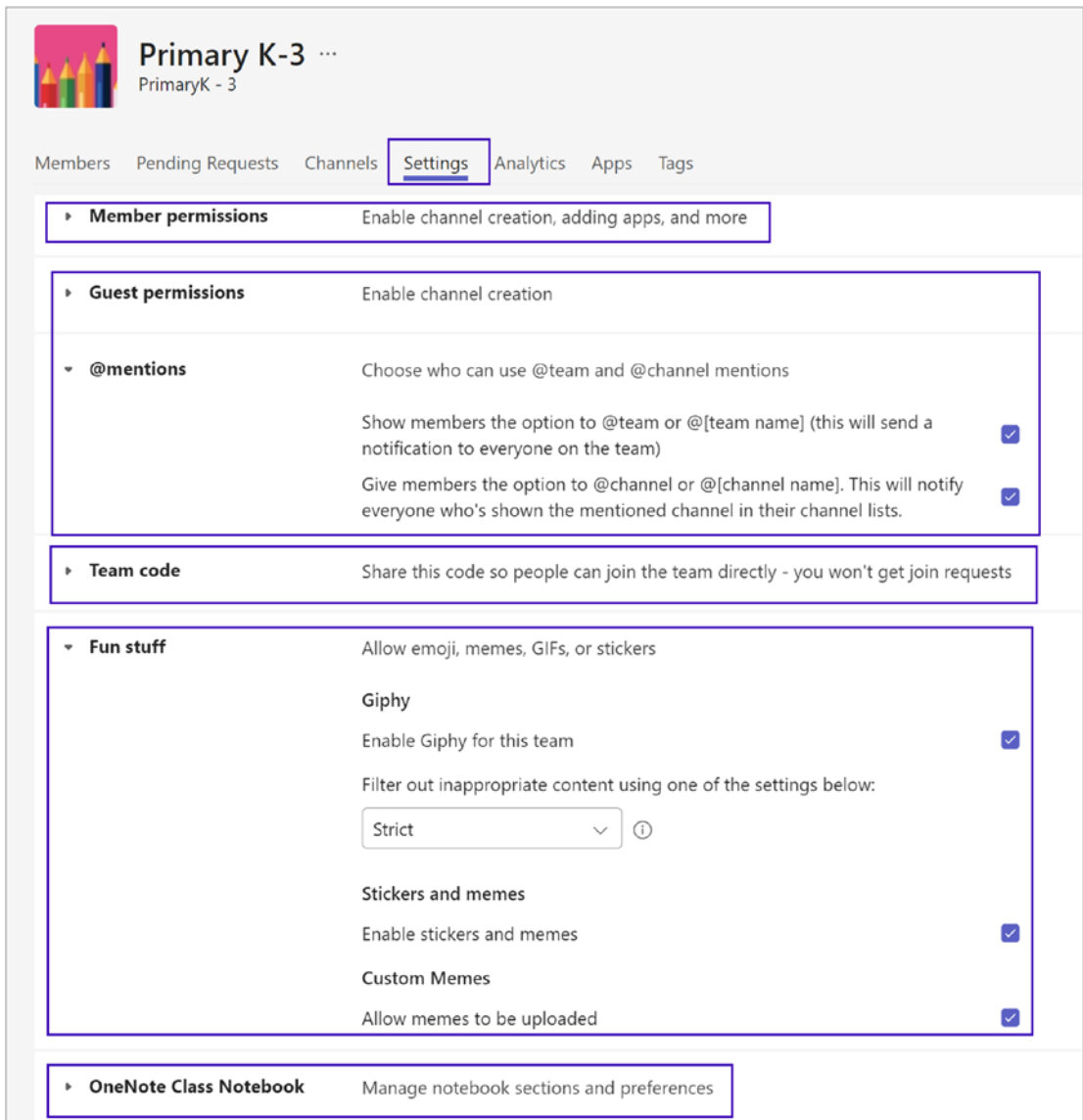


Figure 9-9. Teams management settings

Setting Up Parent Connection in Microsoft Teams for Education

The Parent Connection feature in Microsoft Teams for Education allows educators to securely communicate with students' parents and guardians. This guide is designed for IT professionals in educational settings to assist in setting up Parent Connection effectively.

The following are the benefits of Parent Connection:

- There is real-time communication between educators and guardians via chat, email, and calls.
- If the guardian is not on Teams, they receive an email invitation.
- Features like supervised chat are supported.
- There are restrictions in place for guardians' interactions within Teams.

PBX capabilities and PSTN connection are required for call functionalities.

Plans like Microsoft 365 A1 and A3 lack PBX and PSTN, requiring additional licensing.

Data Synchronization

Let's talk about data synchronization.

The Graph API can be used to populate parent and guardian contact information, or School Data Sync (SDS) can be used.

- SDS ensures that the Teams' guardian contact data stays up-to-date.
- If a guardian is removed from a student's records, chat owners are alerted.

Here's how to set up SDS:

1. Fill out the RFA process at FastTrack or open a support ticket.
2. For parent contacts, use the SDS CSV format v1 or v2.1.
3. Populate `User.csv` and `Guardianrelationship.csv` with the relevant information.

Here are some important policies:

- Class team owners must have chat and external access enabled.
- Private meeting scheduling and anonymous join options must be enabled.

Parent and Guardian Access Limitations

Guardians have restricted access and can engage only in specific chats. External individuals can also see the online status of your organization's members, which can be disabled.

Best Practices for Sharing Student Information

IT admins should instruct class owners on the best practices for sharing student data securely.

Blocking a Parent or Guardian

Educators can block and remove a guardian from the chat as needed.

Configuring External Access via PowerShell

Here's how to configure external access via PowerShell:

1. Install the latest Teams PowerShell module.
2. Use admin credentials to run specific PowerShell commands to enable or disable user-level policies.

Enabling the Parents App

The Parents app can be enabled or disabled at both the tenant level and the user level through the Teams admin center.

Setting Preferred Contact Method

Admins can opt for either email or SMS as the primary contact method for sending Parent Connection invites. Refer to [Figure 9-10](#) for parent and guarding settings.

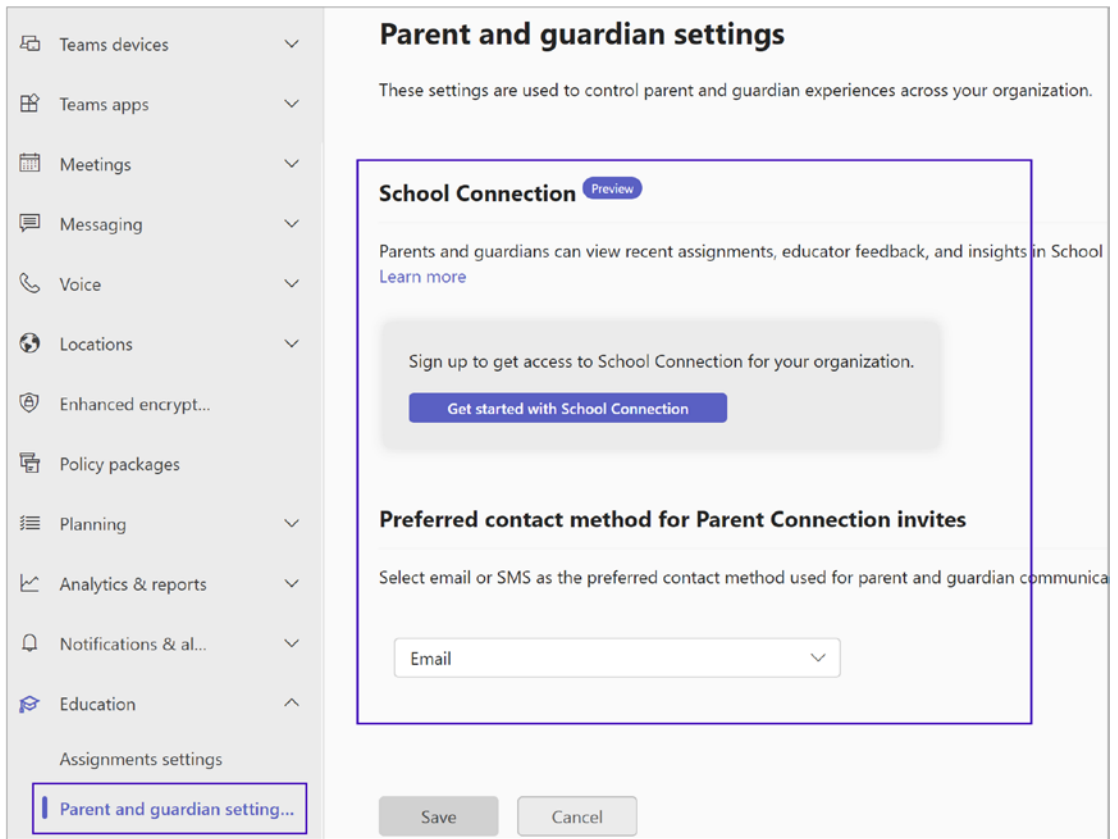


Figure 9-10. *Parent and Guardian settings*

Important Notes

- If opting for SMS, ensure that phone numbers are in the E.164 format.
- Mobile carrier SMS rates may apply to recipients.

For more detailed steps and PowerShell commands, consult the respective sections.

Create and Manage Classes for Educators and Students

Microsoft Teams is a powerful tool that is useful not only for businesses but also for educational institutions. With its wide range of features, it has become a popular platform for teachers and students to communicate, collaborate, and manage their classroom activities. In this section, we will cover the various aspects of Microsoft Teams for Education, including class creation and management, as well as how teachers and students can use the platform to enhance their learning experience.

Microsoft designed and customized Teams for Education by developing four different types of Teams for educators.

- **Class teams** allow educators and learners to collaborate on group projects, assignments, and more.
- **Staff teams** allow staff leaders and staff members to collaborate on school administration and development.
- **PLC teams** allow educators to collaborate within a Professional Learning Community.
- **Anyone teams** allow school clubs, sports teams, or any group of learners and school staff with a common interest or project to collaborate. Figure 9-11 shows Team types.

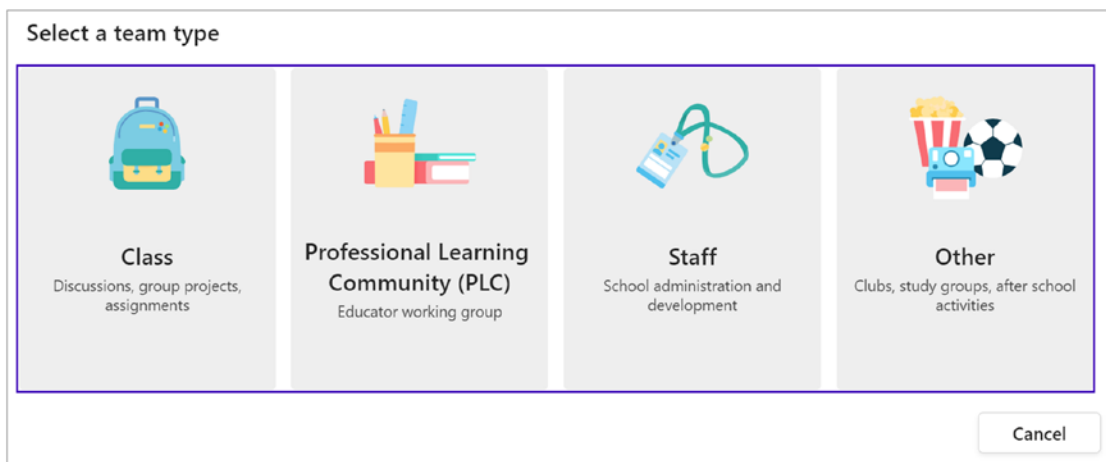


Figure 9-11. Team types

Creating a New Team

To create a team, follow these steps:

1. Log in to the Teams client using your account.
2. Select the “Join or create a team” button at the top of the Teams app.
3. Then, select “Create team” and choose the type of team to create. Figure 9-12 shows the team type.

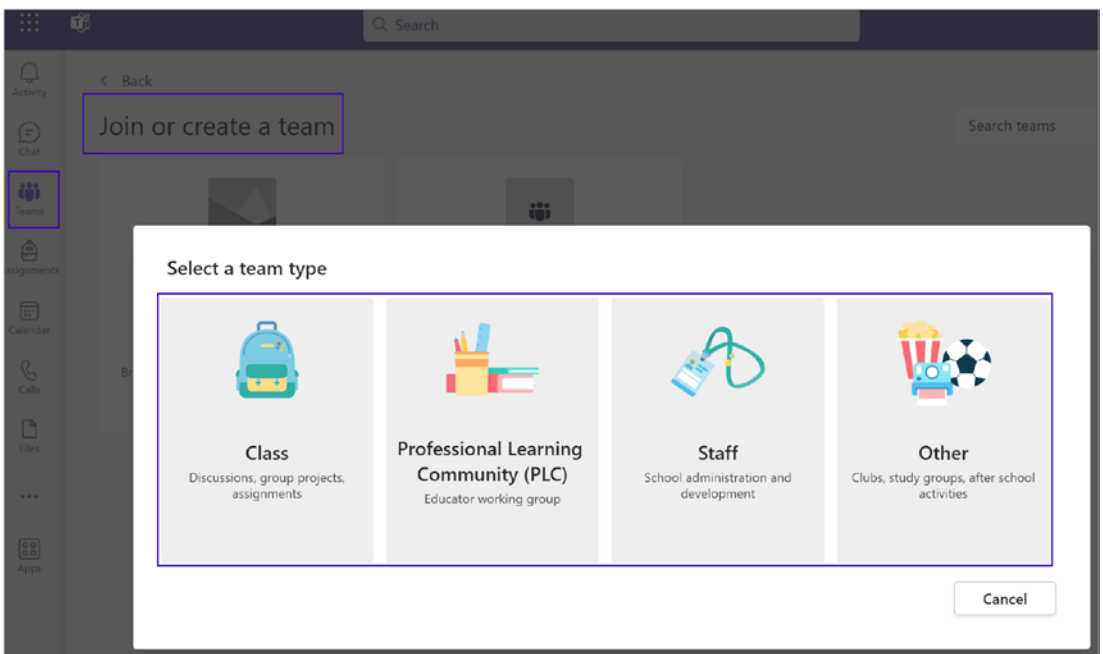


Figure 9-12. Teams creation: types

4. For this book demo, select the Class Team type. Next, name the team, and if desired, add a description. Figure 9-13 shows a class team.

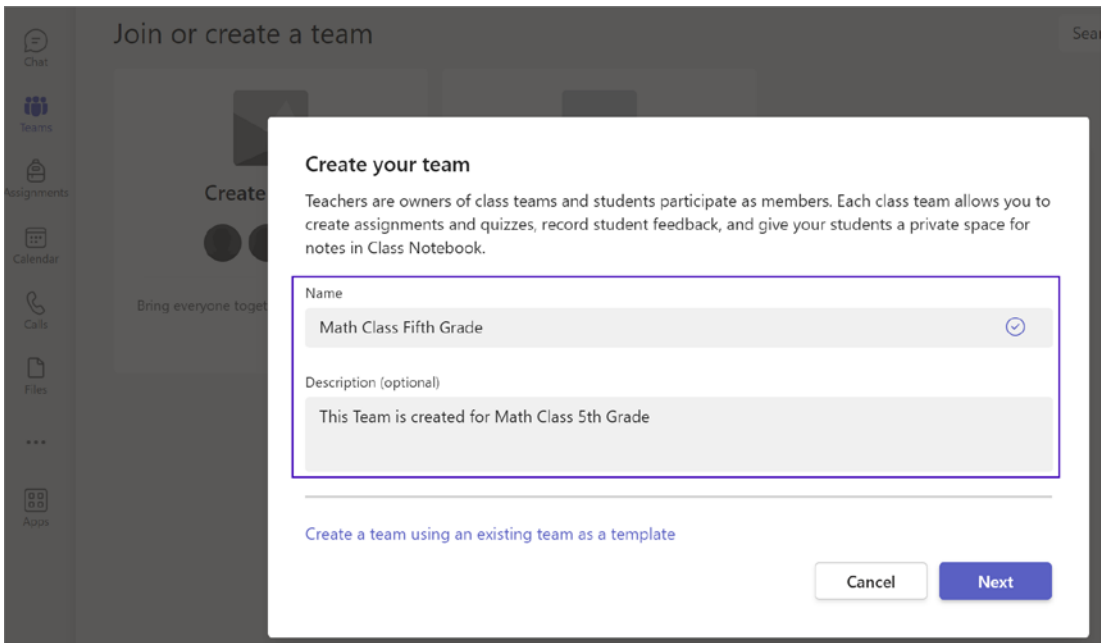


Figure 9-13. *Class team*

5. Depending on the type of team created, there may be a prompt to enter the learners, educators, and/or staff to add to the team. Figure 9-14 shows the adding teacher and student as a member of the Team option; student names are fictional names.

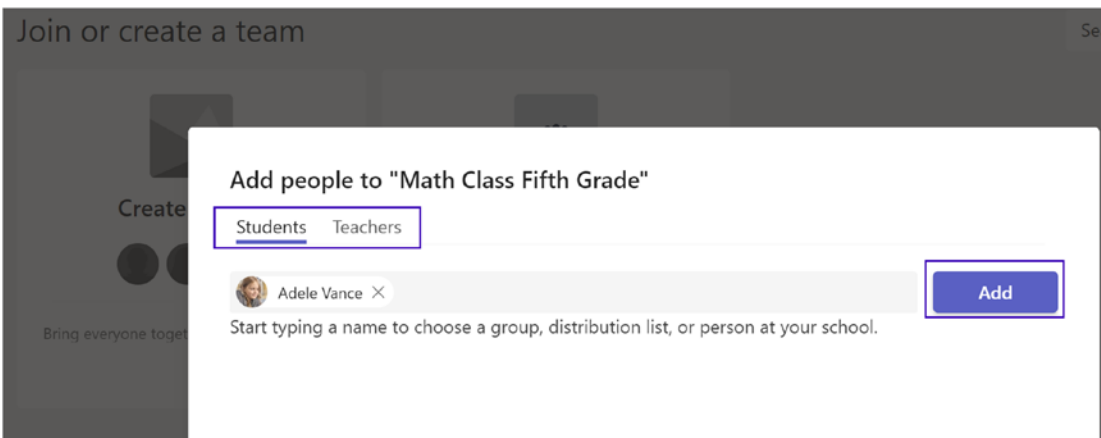


Figure 9-14. *Adding the student and teacher to the team*

6. When entering learners and co-educators in a class team, they'll be given specific permissions based on their status as a learner or educator.
7. Members are added to the team by typing a name to choose a group, distribution list, or person at the school.
8. Finally, Figure 9-15 shows the Home page, Class Notebook, Classwork, Assignments, Grades, Reflect, Insights, and Parents options. Also, you can upload class materials and set up a Class Notebook.

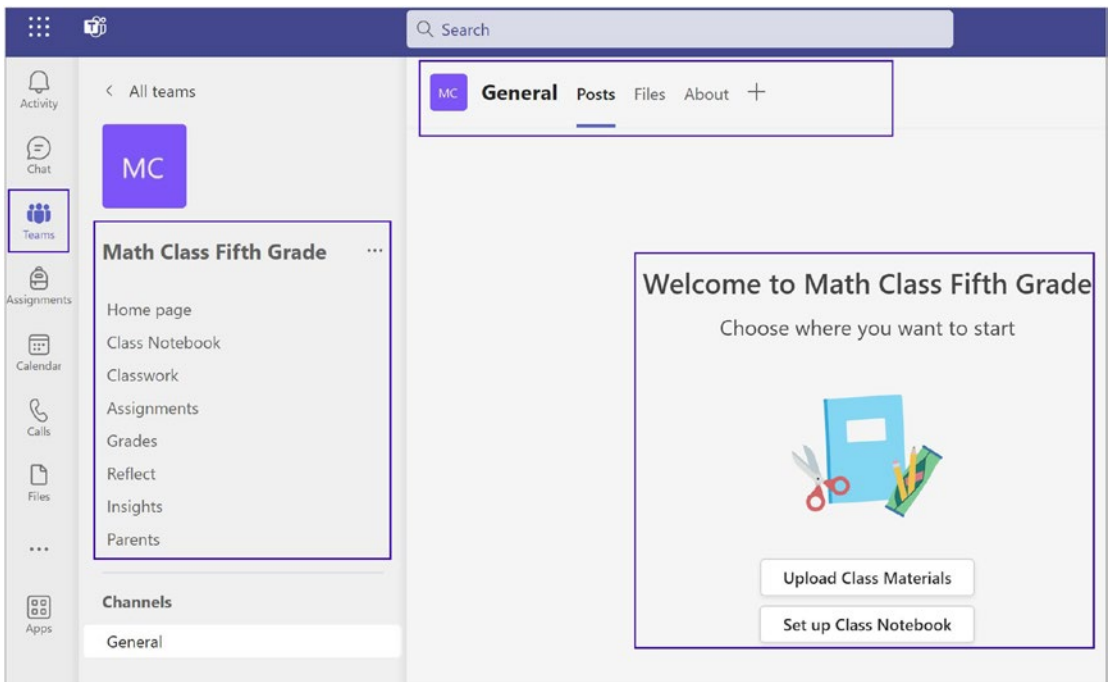


Figure 9-15. Class team created

Lettings Others Join Your Team

If it's preferable for learners and staff members to join the team, rather than entering their names, generate a team code.

1. Click the ellipsis next to the name of the team and choose Manage Team and then select Settings.

2. Once in the settings, click “Team code” and then click Generate. Figure 9-16 shows the team code generation.

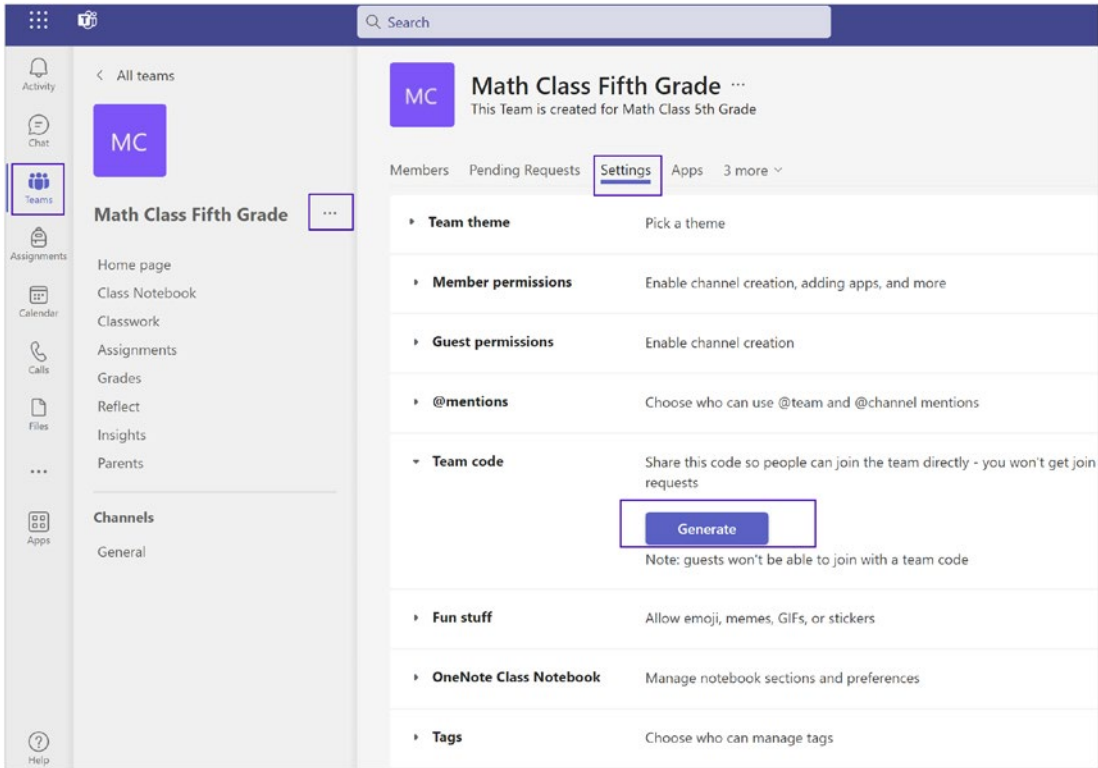


Figure 9-16. Teams team code generate

3. Copy and email the team code to learners and educators or display it on a projector for everyone to access.

Learners and educators joining the team then go to “Join or create a team” and enter the code to join the team.

Creating and Managing a Class

Creating a class in Microsoft Teams is a straightforward process.

1. Once a teacher has logged in to their Microsoft Teams account, they can navigate to the Teams tab and click the “Join or create a team” button.

2. From there, they can select “Create a team” and choose Class as the team type.
3. This will prompt the teacher to enter the name of the class, as well as a description and any other relevant details.
4. Once the class has been created, the teacher can add students to the team.
5. This can be done by clicking the “Add member” button and entering the student’s email address.

Note The teacher can also invite co-teachers or other staff members to the team if necessary.

After the students have been added, the teacher can create channels within the team. Channels are a way to organize conversations and resources around specific topics or activities. For example, a class may have a channel dedicated to homework assignments, another for class discussions, and another for group projects.

Teacher and Student Roles/Activities

Microsoft Teams offers a range of features that can be used by both teachers and students to enhance their learning experience. Here are some of the most important activities that can be done on the platform:

- **Assignments:** Teachers can create and assign homework and other assignments to their students using the Assignments feature. This feature allows teachers to set deadlines, attach files, and give feedback on completed work. Figure 9-17 shows the Assignments tab and options.

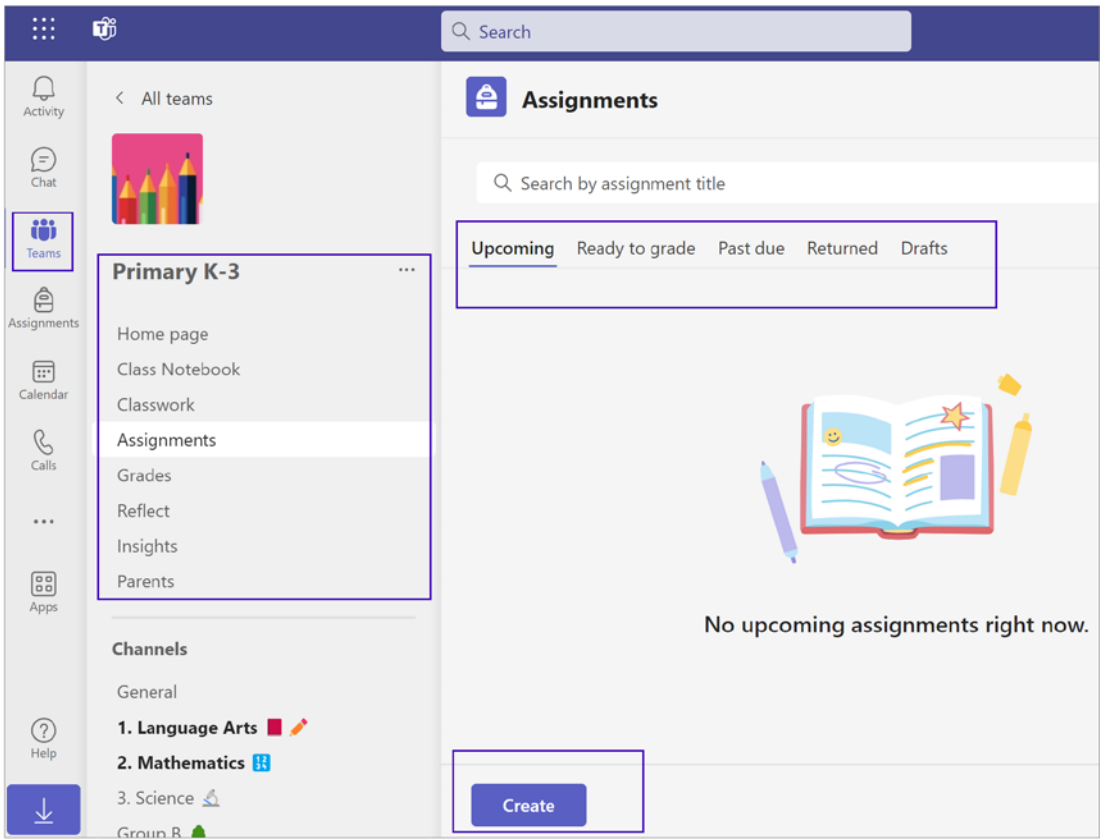


Figure 9-17. Assignment option

- **Meetings:** Teachers can schedule and host virtual meetings with their students using the Meetings feature. This can be used for lectures, group discussions, or one-on-one meetings with students.
- **Collaboration:** Students can collaborate with their peers on group projects using the Files feature. This feature allows students to create and edit documents, presentations, and spreadsheets in real time.
- **Communication:** Teachers and students can communicate with each other using the Chat feature. This can be used for quick questions or discussions that do not require a virtual meeting.
- **Quizzes and Tests:** Teachers can use the Forms feature to create quizzes and tests for their students. This feature allows teachers to create multiple-choice questions, true/false questions, and other types of assessments.

Student Role

Microsoft Teams has several features that make it easy for students to turn in their assignments. The following are the two main ways that students can turn in their assignments in Teams:

1. **Assignments Tab:** The Assignments tab in Teams enables educators to create, distribute, and grade assignments. Students can turn in their assignments through the Assignments tab, which allows them to attach files, add comments, and submit their work for grading.
2. **OneDrive:** Students can also turn in their assignments by saving their work to their OneDrive and sharing it with their teacher through Teams. This method is useful when the teacher does not use the Assignments tab to distribute assignments.

Teacher Role

Microsoft Teams has several features that enable educators to monitor student assignments and progress and grade them. Some of these features are as follows:

- **Assignment grading:** The Assignments tab in Teams allows educators to grade student work, provide feedback, and return the graded assignments to students.
- **Insights:** The Insights feature in Teams allows educators to track student engagement with Teams. Insights provide data on student activity, such as how many messages they have posted, how many meetings they have attended, and how much time they have spent on Teams.
- **OneNote:** Teams integrates with OneNote, a digital note-taking tool, allowing educators to create and share notes with students. OneNote also enables educators to provide feedback to students and track their progress.

Microsoft Teams for Education: Usage and Management

In today's digital age, technology has become an integral part of education, and it has become essential for educators and students to have a platform that can facilitate remote learning, communication, and collaboration. Microsoft Teams is a robust collaboration platform that enables educators and students to work together, communicate, and learn effectively, irrespective of their physical location. This chapter aims to provide a comprehensive guide on Microsoft Teams for Education, including setup, usage, and management.

Meeting Overview

Creating a Teams meeting is super flexible—you don't even have to open the Teams app to start one. Whether you want to jump right in or plan for later, there are plenty of options. Here's how:

- **Directly in Teams:** Use the Calendar tab on the left sidebar. You can start a meeting right away or schedule one for later.
- **Through Outlook:** Go to the Calendar tab and create a meeting. The settings here are similar to Teams.
- **In a chat:** Use the meeting icon in the Chat tab to set up a meeting with everyone in that chat conversation.

Always rename your meeting to reflect its purpose so everyone knows what it's about.

You can customize these settings:

- **Who can join easily:** You can decide who gets to skip the waiting room.
- **Presenter controls:** Choose who can unmute, turn on cameras, or chat.
- **Invitation controls:** Allow or disallow meeting rescheduling or forwarding the invites.

You can always change these settings during the meeting too.

These are settings for channel meetings:

- **Public or private:** If the meeting is in a channel, anyone with access to the channel will automatically be invited.
- **Invite more people:** Even for channel meetings, you can invite more people as long as the channel isn't private.

Tip Hover over icons if you forget what they do; a pop-up will remind you.

So, whether it's a quick catch-up or a planned event, Teams and Outlook have got teachers covered for any kind of meeting setup.

Creating Meetings in Microsoft Teams?

Microsoft Teams is part of the larger Microsoft Office family, making it simple to set up meetings either for right now or later on. You can create meetings in both Outlook and Teams, letting you start instantly, schedule for a future time, or even send meeting invites through email. Clicking Meet Now takes you straight into a Teams meeting. Figure 9-18 shows Teams meeting creation.

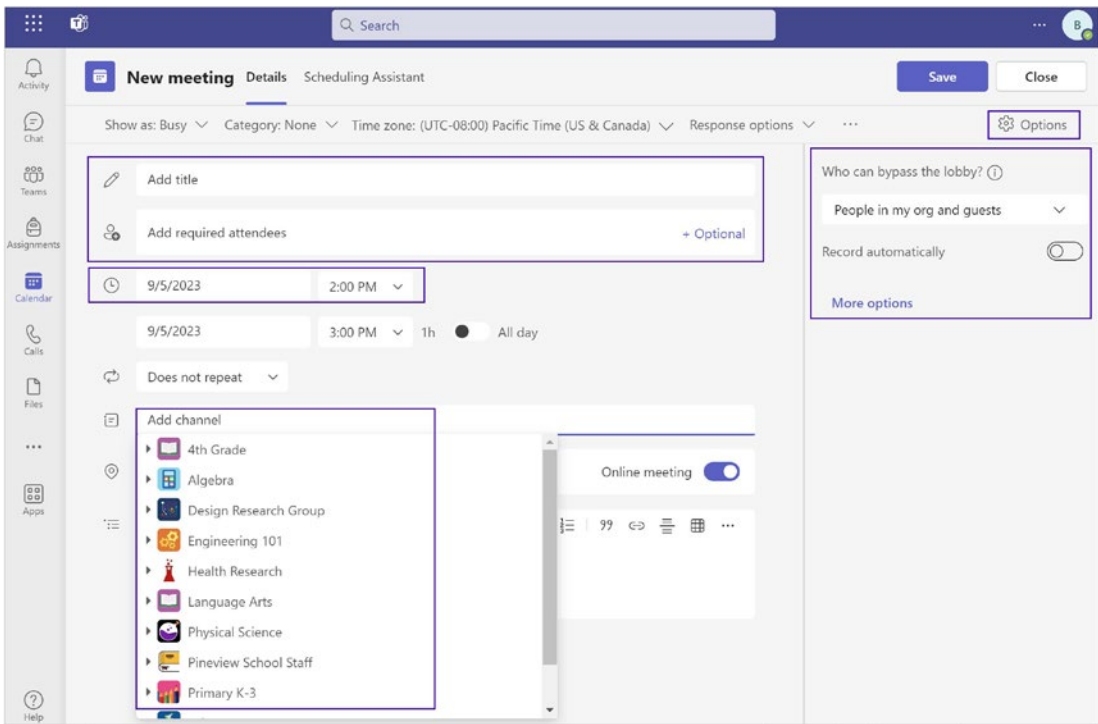


Figure 9-18. Teams meeting creation

Creating a meeting in Outlook is as simple as sending an email. Think of the meeting’s title as the email’s subject line. The people you have to invite are like the email’s “to” field, while optional guests are similar to the “cc” field.

To make things more efficient, you can set meeting options in advance. In the settings, you can decide who can skip the waiting area (the “lobby”), who can unmute themselves, and who can chat. You can even stop people from forwarding the invite to keep your meeting secure. All of this is super useful when you don’t have the Teams app open.

In Teams itself, there are multiple ways to create a meeting.

- Click the calendar icon on the left sidebar to start a meeting right away or plan one for later. Here, you also have the choice to link the meeting to a channel, automatically inviting everyone who can access that channel.
- You can require people to register in advance to join the meeting.

- Another way is through the chat icon on the left sidebar. You can either start a meeting right away or schedule one for later. Anyone involved in the chat will automatically get an invite.

Lastly, you can create meetings in specific channels within Teams. Just choose to start the meeting immediately or schedule it for later.

Both channel and chat-based meetings keep a running log of all comments, organizing them in a threaded conversation within that channel or chat.

To sum it up, Microsoft Teams is designed for easy communication, and it keeps all related content neatly organized.

Teams Meeting View Options

Teams has many ways to make your meetings better. You can see people in different styles on your screen. For a small group, use the 3x3 Gallery view to see up to nine people. For bigger groups, Large Gallery shows up to 49 people.

Want to feel like you're in the same room? Try Together mode. This puts everyone in a virtual space like a classroom or a stadium. You can even change the background scene by clicking a pencil icon.

If you're teaching and need to focus, use Focus mode. This makes everything else go away, so you only see the main screen and not the small pictures of everyone else.

To keep your class in check, use Hard Audio Mute. This lets you mute everyone so they can't talk until you allow it. This helps when you need everyone to pay attention.

Worried about security? Teams has got you covered. You can use a special waiting room called the *lobby*. This lets you decide who can join the meeting. Also, you can make your meetings even more secure by creating them in Outlook and making it so the invite can't be forwarded to others.

Customize Learning Experiences with Breakout Rooms in Teams

In the world of education, there are various methods of instruction: teaching the whole class, one-on-one sessions, and small group collaborations. Microsoft Teams caters to all these needs, and breakout rooms are its answer to facilitating small group interactions during virtual lessons.

The concept of breakout rooms emerged in response to educator requests for more versatile small-group capabilities, like private channels. Breakout rooms offer a virtual space where educators can segment the larger class into smaller groups for targeted discussions and team-based activities. Figure 9-19 shows breakout room options.

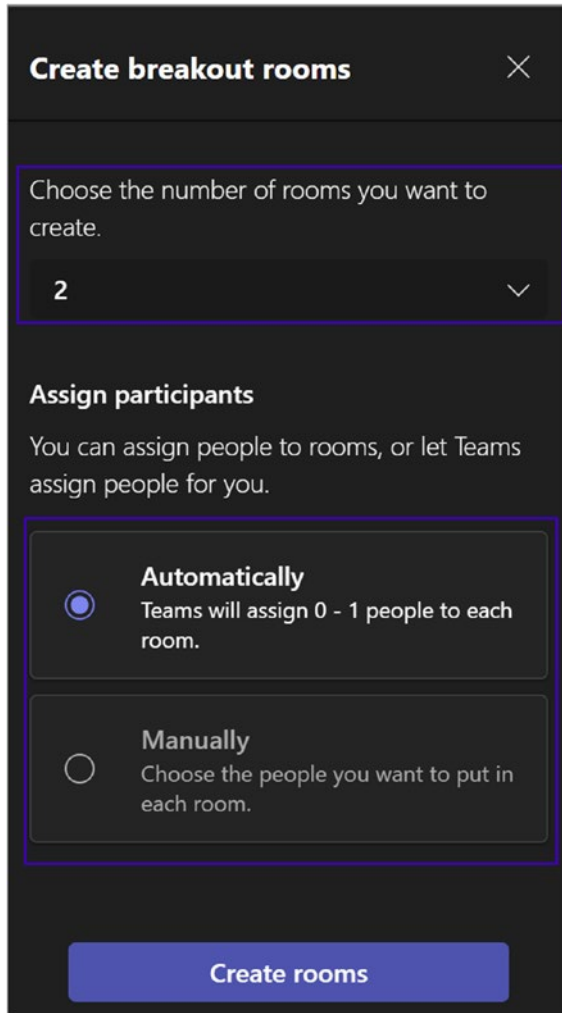


Figure 9-19. Teams breakout room options

Here's what you can do with breakout rooms:

- **Select the number of rooms:** Decide how many breakout rooms you'll need based on the activity or discussion topics.
- **Group assignments:** You can let the system auto-assign learners to different rooms, or you can do it manually based on specific needs or criteria.
- **Room transfers:** If necessary, you have the flexibility to move students from one room to another even after the groups have been formed.
- **Group announcements:** Broadcast messages or instructions to all breakout rooms simultaneously, ensuring everyone is on the same page.
- **Room visits:** Educators can jump between rooms to monitor progress, provide clarification, or facilitate discussions.
- **Wrap-up feature:** When it's time to reconvene, you can automatically close all breakout rooms, bringing everyone back to the main virtual classroom.

Breakout rooms in Teams make it easier than ever to diversify instructional methods, allowing for more tailored and interactive learning experiences.

Streamlining Large-Scale Online Events with Class Teams

For educators exploring options for hosting larger gatherings such as the following, class teams provides the perfect platform to make these events happen online:

- Parent-teacher nights
- School announcements
- Student performances
- Extensive lectures

With the capability to host up to 10,000 attendees, setting up a live event is a straightforward process. You can also enhance participant safety by establishing specific access protocols and permissions.

As the host of a live event, educators can customize their sessions in multiple ways.

- **Control the number of presenters:** Decide who can actively present or speak during the event, ensuring a focused and well-organized presentation.
- **Engage with Q&A sessions:** Open the floor for questions to make the event interactive and address any queries or concerns attendees may have.
- **Record events:** Choose to record the live event, making it accessible for later viewing for those who couldn't attend in real time.
- **Set caption language:** Preconfigure the language for live captions, improving accessibility for a diverse audience.

Class teams allow for versatile event hosting, including turning traditional in-person events such as research presentations, science fairs, or student government speeches into accessible online experiences. This capability extends the reach of these events, enabling students who can't attend in person, as well as parents and community members, to stay engaged and informed.

Assignments and Grading

As part of the assignment and grading, educators can create and assign tasks, quizzes, or projects to students in the class team. Students can turn in their assignments directly in the class team, and educators can grade and provide feedback in Teams. Educators can also use the Assignments feature to automate grading and provide feedback to students.

Microsoft Teams for Education offers a robust set of tools designed to streamline the assignment and grading processes, making life easier for both educators and students. The following are some of the key features that facilitate these important educational tasks.

You can create and assign tasks.

- **Task creation by educators:** One of the most useful features is the ability for educators to create various types of assignments—be it tasks, quizzes, or long-term projects. Educators can craft these assignments with rich detail, including guidelines, due dates, and attached resource materials like PDFs or links to supplementary content.

- **Assigning to a class team:** Once created, these assignments can be directly assigned to students within the class team. This eliminates the need for external platforms or email chains, making the assignment process smoother and more organized.

Here are submission and grading details:

- **Student Submission:** Students have the advantage of submitting their assignments right within the Teams environment. They can upload files, write text responses, or even share links as their submissions. This centralizes the process, making it easier to keep track of who has submitted what and when.
- **Educator grading:** After submission, educators can go through each student's work to grade it. Teams offer various marking options, including numerical scores, letter grades, or customized feedback. This makes the grading process more flexible and tailored to the educational context.
- **Feedback provision:** Beyond just giving a grade, educators can provide personalized feedback. Teams allow for inline comments on student work, making it easy for students to understand what they did well and where they need improvement.

Here are some automation and advanced features:

- **Automated grading:** One standout feature is the Assignments tool's ability to automate some grading tasks. For multiple-choice quizzes or tests, the platform can automatically grade submissions as soon as they are turned in, speeding up the feedback loop for students.
- **Feedback automation:** Educators can also create preset comments for common issues or achievements, making it quicker to provide consistent feedback to multiple students.
- **Integrated rubrics:** For more complex assignments, Teams supports the integration of grading rubrics. These rubrics can be custom-built within the platform or imported from external sources, providing a structured framework for grading and feedback.

By incorporating these features, Microsoft Teams for Education makes the process of assigning tasks and grading them a more streamlined and efficient experience for educators and students alike.

Assignments in Microsoft Teams for Education

The assignments and grades functionalities in Teams for Education give educators the ability to assign tasks, homework, or tests to students. Instructors can manage due dates, provide detailed instructions, attach necessary resources, employ grading rubrics, and monitor both class and individual student progress through the Grades tab.

To configure assignment-related settings, administrators should go to the Teams admin center and navigate to Education ► Assignment Settings. Refer to Figure 9-20 for the assignment setting; you can enable integration with Turnitin.

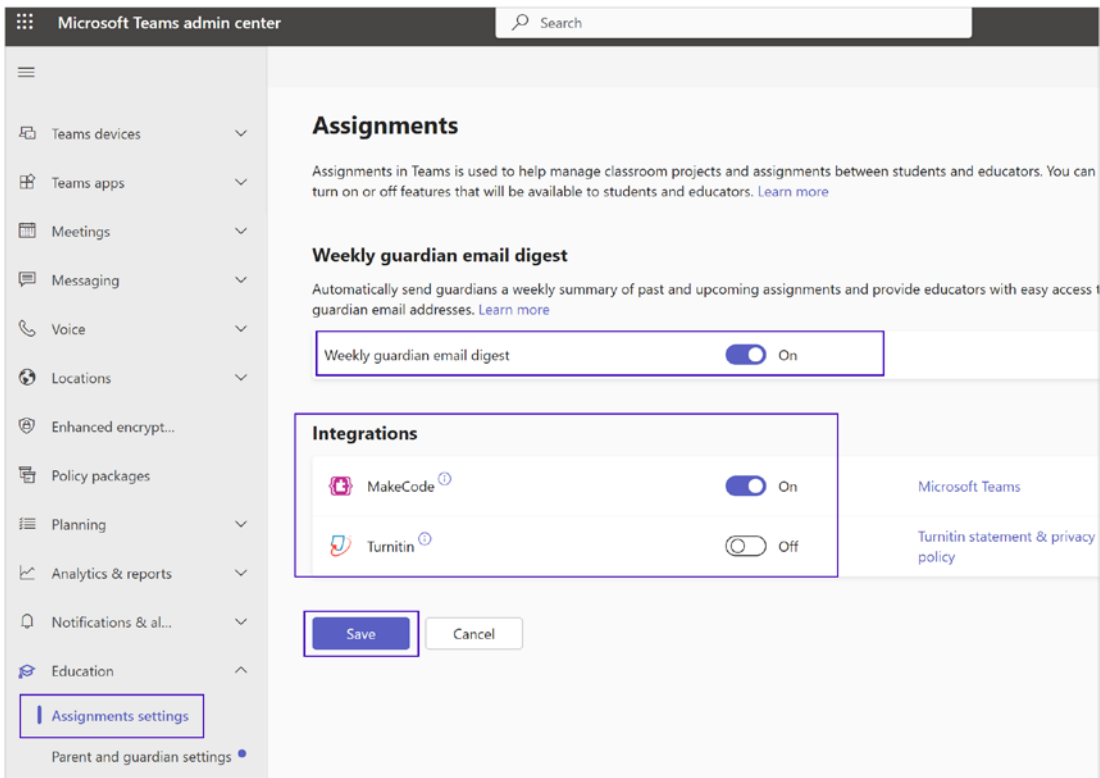


Figure 9-20. Assignment settings

Guardian Weekly Digest

By default, the guardian email setting is turned off. When enabled, parents or guardians receive a weekly email digest that provides an overview of the past and upcoming assignments. To set up this feature, follow these steps:

1. Activate Parent and Guardian Sync via School Data Sync (SDS).
2. In the Teams admin center, switch on the Guardian Setting.
3. Verify that the student's profile in SDS has an email tagged as Parent or Guardian.

Note Teachers can opt out of this feature through their own class team settings.

MakeCode Integration

Microsoft MakeCode, a block-based coding platform, can be enabled in the Assignments section of the Teams Admin Center. This feature is off by default. Once activated, it may take a few hours for settings to apply.

Turnitin Integration

Turnitin is an external service that helps maintain academic integrity. To integrate Turnitin into Teams Assignments, follow these steps:

1. Obtain a Turnitin subscription.
2. Input your Turnitin API key and API URL in the Teams admin center.
3. Save the settings and allow a few hours for activation.

Data Management

Student and teacher files related to assignments are stored in SharePoint document libraries. IT administrators can use the Content Search tool to find assignment-related data stored in SharePoint.

Some assignment-related data, like grades and feedback, are not stored in SharePoint. Administrators or teachers may need to navigate directly to the specific assignment to access this data.

You have bulk data operations as well.

- **For students:** Use scripts to bulk export or delete student assignment data by providing the user ID.
- **For teachers:** Bulk data export options are available, but bulk deletion is not an option due to shared data.

To remove assignments and grades, follow these steps:

- **For individual users:** Navigate to the Teams admin center, select Teams apps and then Permission policies and block assignments and grades for specific users.
- **For the entire tenant:** Go to the Teams admin center, select “Teams apps” and then “Manage apps” and change the status of Assignments and Grades to Blocked.

Diagnostic Tools

A built-in diagnostic tool is available for troubleshooting issues related to the Assignments feature. Data such as the group ID, tenant ID, and assignment ID can be gathered and provided to Microsoft Support agents as needed.

To access the tool, press Ctrl+/_{on the desktop and Web}, or touch and rotate the screen with two fingers by 45 degrees on mobile devices.

Note Diagnostic data is not automatically sent to Microsoft and must be manually provided to support agents.

Collaborative Learning

Teams for Education enables collaborative learning by allowing students to work together on assignments or projects. They can use chat or video meetings to discuss and collaborate in real time. They can also use the Files feature to share and collaborate on documents, presentations, or spreadsheets.

Deep Dive into Collaborative Learning with Teams for Education

Collaborative learning is not just a buzzword; it's an educational approach that enables students to engage with each other, share ideas, and build a deeper understanding of subjects. Microsoft's Teams for Education serves as a powerful platform to facilitate this mode of learning by offering a suite of features specifically tailored for educational environments. The following are some key aspects that illustrate how Teams for Education makes collaborative learning more efficient, interactive, and fruitful.

Working on Assignments or Projects Together

Teams for Education allows students to partner up or form groups for various tasks, be it assignments, quizzes, or long-term projects. This collaboration isn't limited to a single class but extends to multidisciplinary efforts as well. Educators can set up a shared space, usually a channel within the Teams environment, where students can access all the resources they need to complete their work. This feature minimizes the time and effort needed to organize, thereby enabling students to focus more on the content and collaborative aspects of their tasks.

Real-Time Discussions Through Chat or Video Meetings

Communication is the backbone of collaboration, and Teams for Education provides two robust options for this: chat and video meetings. Students can use the chat feature for quick queries, sharing references, or even casual conversations that can spark innovative ideas. On the other hand, video meetings provide a more immersive interaction, replicating the dynamics of in-person group meetings. These meetings can be scheduled or started spontaneously and can include features such as screen sharing, whiteboarding, and breakout rooms for smaller group discussions, allowing for a multifaceted exchange of ideas.

File Sharing and Collaborative Document Editing

Collaboration often requires students to work together on documents, presentations, or spreadsheets. The Files feature in Teams provides a centralized space where these documents can be uploaded, accessed, and edited by all group members. What sets Teams apart is its seamless integration with Microsoft Office 365, allowing real-time

co-editing of Word documents, PowerPoint presentations, and Excel spreadsheets. This functionality means that students can see each other's edits and contributions as they happen, leading to a fluid and dynamic collaborative process.

In summary, Teams for Education is more than just a digital classroom; it's a comprehensive, integrated platform designed to enhance collaborative learning. By offering diverse ways for students to interact and work together, it enriches their educational experience, making learning more engaging and effective.

Class Notebook

Class Notebook is a digital notebook that enables educators to organize and distribute course content to students. It includes sections for notes, handouts, quizzes, or assignments, which students can access and work on. Educators can also provide feedback and grade students' work in Class Notebook.

What Is a Class Notebook?

A Class Notebook is an innovative digital tool that serves as an all-in-one hub for educational resources, designed to streamline the process of course management for educators. It offers an organized, accessible platform to distribute course materials while also creating an interactive learning environment for students. Figure 9-21 shows the Class Notebook.

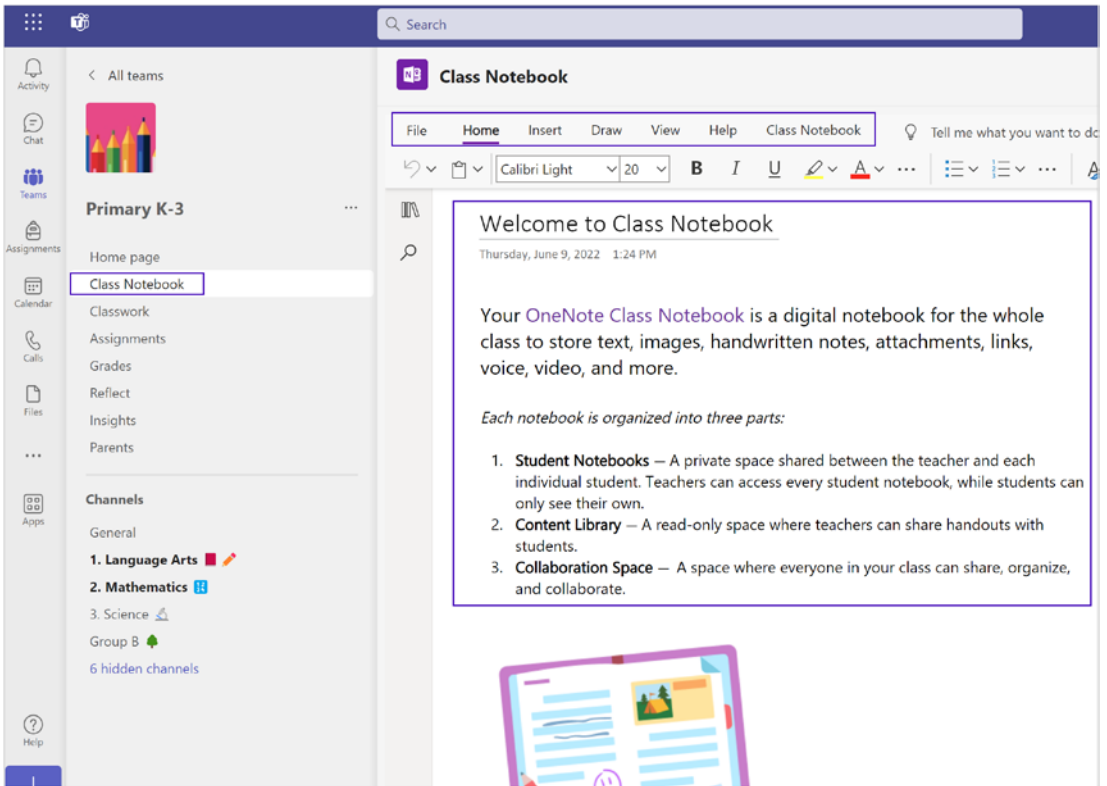


Figure 9-21. *Class Notebook*

Features of a Class Notebook

This section looks at the features of a Class Notebook.

Organized Layout for Multiple Content Types

At its core, a Class Notebook is organized into various sections that can hold different types of educational content. These sections can include notes from lectures, supplementary handouts, quizzes, or specific assignments. This modular design not only makes it easier for educators to keep their course materials organized but also allows students to easily locate and access the resources they need for their studies.

Interactive Learning Space

The true strength of a Class Notebook lies in its interactive nature. Students don't just receive static files or text; they can actively engage with the content. For instance, they can answer quiz questions, complete assignments, or make notes directly within the digital notebook. This interactive feature helps to create a more dynamic and engaging learning experience.

Real-Time Feedback and Grading

One of the most valuable features for educators is the ability to provide immediate feedback and grades within a Class Notebook itself. Once a student has submitted an assignment or completed a quiz, educators can review the work, add annotations or comments, and assign grades. This closed-loop system of assignment, submission, and feedback all within one platform simplifies the academic process both for teachers and for students.

By offering a centralized platform where course materials are neatly organized, easily accessible, and highly interactive, a Class Notebook is revolutionizing the way educators manage their courses and interact with their students. Its functionalities go beyond that of a simple digital repository; it serves as a comprehensive, interactive, educational platform.

Enhance Team Learning with Notebooks in Microsoft Teams

When you start a new Team in Microsoft Teams, a OneNote Notebook tab will appear automatically. To get your notebook up and running, just click the Setup button located in the Notebook tab. You have two choices: start a completely new Notebook or use an existing one as a template.

The staff Notebook app guides you through setting up your notebook. First, it shows you the different sections it's making. Then, you get to organize individual sections in each team member's private area. The app even gives you some ready-made suggestions for section names that you can keep, change, or delete.

After your notebook is set, you'll have access to a shared space for team collaboration, a content library, and private spaces designated for each team member. Your notebook also comes with prefilled sections and pages to make it easier for your team to get started.

Track Assignments with Insights

Microsoft Teams for Education provides insights that allow you to track assignments and monitor student progress. Here are the steps to tracking assignments using insights:

1. Open Microsoft Teams and go to the class team for which you want to track assignments.
2. Click the Assignments tab in the menu on the left.
3. Select the assignment you want to track and click it. Figure 9-22 shows the assignment with status. This figure has a fictional name and phone number that doesn't have any actual name correlation.

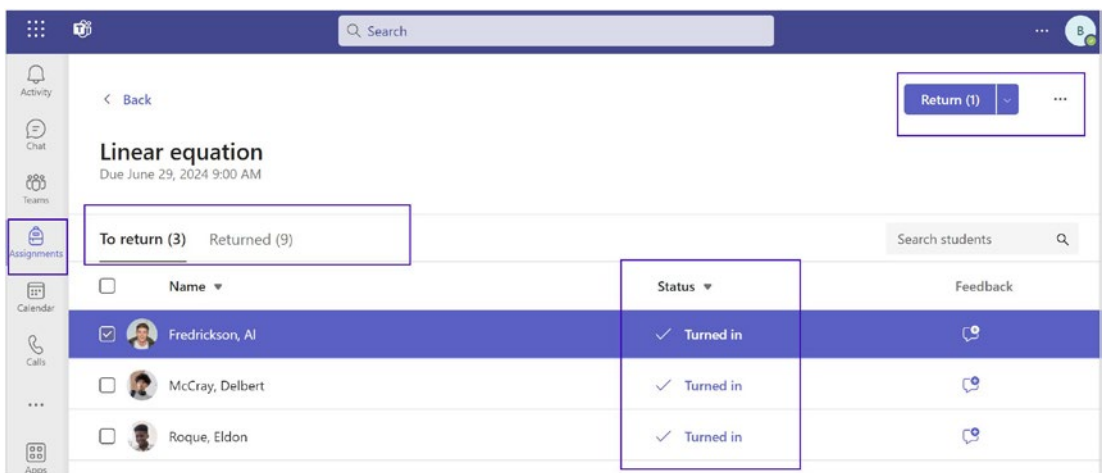


Figure 9-22. Assignment tracking

4. On the assignment details page, click the Insights tab.
5. The Insights tab will provide you with information about the assignment, including the number of students who have submitted the assignment, the average grade, and the status of each student's submission.
6. To view more detailed information about a particular student's submission, click the student's name in the "Submission status" section.

7. In the student's submission details page, you can view their submission, provide feedback, and enter a grade.
8. To track overall student progress, click the Progress tab in the menu on the left.
9. The Progress tab provides you with a summary of each student's progress in the class, including their overall grade, the number of assignments they have completed, and their participation in class discussions.
10. To view more detailed information about a particular student's progress, click their name in the Students section.
11. On the student's progress details page, you can view their overall grade, assignment grades, and participation in class discussions.

In summary, Microsoft Teams for Education provides insights that allow you to track assignments and monitor student progress. The Insights tab provides you with information about each assignment, including the number of students who have submitted the assignment, the average grade, and the status of each student's submission. The Progress tab allows you to view overall student progress in the class. To view more detailed information about a particular student's assignment submission or progress, click their name in the relevant section.

Microsoft Teams for Education Management

Microsoft Teams for Education is an integrated digital platform designed to facilitate interactive learning, collaboration, and effective classroom management. It's a part of Microsoft's Office 365 suite and is engineered to function as a virtual classroom that can serve educational institutions of all sizes and types.

IT Management in Microsoft Teams for Education

IT administrators can manage Microsoft Teams for Education at the institution level, including user accounts, access permissions, and security settings. They can also integrate Teams with other education tools, such as learning management systems or student information systems.

Information technology (IT) management in the educational sector has never been more critical, especially with the rise of remote learning and digital classrooms. Microsoft Teams for Education is one such platform that offers an integrated approach to learning management. For IT administrators, this provides a broad range of opportunities to centralize, streamline, and secure educational operations at the institutional level.

Let's look at the key features.

User Account Management

IT administrators can control who has access to Microsoft Teams for Education by managing user accounts. This includes adding or removing accounts for educators, students, and staff. Various access levels can be assigned to different user roles, ensuring that only authorized individuals have access to specific areas of the Teams platform. This centralized control simplifies account management and enhances security.

Access Permissions and Security Settings

Security is a paramount concern in any educational institution, and Microsoft Teams for Education is designed to meet this need. IT administrators can customize security settings to comply with institutional and regulatory standards. This can include implementing two-factor authentication (2FA), setting up firewall rules, and monitoring for any unusual activities within the Teams environment. These settings can be applied universally or tailored to specific teams or user groups.

Integration with Learning Management Systems or Student Information Systems

One of the powerful features of Microsoft Teams for Education is its ability to integrate seamlessly with other educational software. IT administrators can sync Teams with learning management systems (LMSs) like Moodle or Blackboard and student information systems (SISs) such as PowerSchool. This integration provides a unified user experience and streamlines educational processes. For example, grades entered into Teams can be automatically updated in an LMS or SIS, saving educators time and reducing the risk of errors.

Compliance and Data Management

Microsoft Teams for Education also offers compliance features that meet various educational regulations. IT administrators can configure Teams to ensure compliance with laws such as the Family Educational Rights and Privacy Act (FERPA) in the United States or the General Data Protection Regulation (GDPR) in Europe. Additionally, data retention policies can be implemented to control how long data is stored and who has access to it.

Software Updates and Patch Management

Keeping the software up-to-date is crucial for both features and security. IT administrators can manage software updates and patches for Microsoft Teams centrally, ensuring that all users are operating on the most recent and secure version. This level of control minimizes vulnerabilities and ensures that new features and improvements are rolled out consistently across the institution.

Managing an educational institution's IT infrastructure is a complex but crucial task. Microsoft Teams for Education offers a range of features that simplify this work, from user account management to complex integrations with other educational systems. By taking advantage of these features, IT administrators can provide a secure, efficient, and unified digital learning environment for both educators and students.

Security and Compliance

Microsoft Teams for Education is compliant with industry-standard regulations, including GDPR and FERPA. IT administrators can enable or disable specific features, such as file sharing or external access, based on institutional policies and regulations.

In the age of digital transformation, security and compliance are crucial elements for any educational institution. Microsoft Teams for Education, as a leading platform in collaborative learning and remote education, offers an array of features to ensure that educational organizations meet or exceed these requirements. This section explores the various facets of security and compliance within Teams for Education, offering insights to IT administrators and institutional leaders.

Regulatory Compliance: GDPR and FERPA

Microsoft Teams for Education is designed to be compliant with industry-standard regulations like the General Data Protection Regulation (GDPR) in Europe and the Family Educational Rights and Privacy Act (FERPA) in the United States. GDPR safeguards personal data and ensures that organizations follow strict guidelines on how they store, process, and share this data. FERPA similarly provides protections for student education records in the United States, limiting who may access these records and under what conditions.

Being compliant with these regulations assures educational institutions that they are partnering with a platform committed to legal rigor and the protection of sensitive information. Teams' features, such as data encryption and secure data storage, support these compliance efforts, providing peace of mind to educators, students, and parents alike.

Granular Control Over Features

IT administrators have the flexibility to enable or disable specific features based on the policies and regulations of their institutions. For example, file sharing can be either allowed or restricted, depending on the need to control the dissemination of potentially sensitive educational material. Likewise, external access can be toggled on or off, offering the option to restrict Teams' access solely to internal members of the institution or allowing collaboration with external partners, such as guest lecturers or researchers.

This granular control extends not just to data sharing but also to other functionalities like chat, video conferencing, and even the integration of third-party apps. By providing such tailored control, Teams allows educational institutions to enforce their specific usage policies and regulatory obligations effectively.

Security Measures for Data and Communication

Microsoft Teams for Education uses strong encryption protocols for both data at rest and data in transit. This includes encrypting chat messages, video meetings, and shared files. IT administrators can also implement additional security measures, such as multifactor authentication (MFA), to ensure that only authorized users can access the Teams environment.

Monitoring and Reporting

Monitoring features in Teams allow for real-time auditing and activity logs, which can be crucial for tracking any unauthorized or suspicious activities. These features are integral for not only maintaining a secure platform but also for compliance reporting, ensuring that the institution can demonstrate due diligence in the protection of sensitive information.

Security and compliance are foundational elements of Microsoft Teams for Education. With regulatory compliance like GDPR and FERPA, granular controls, robust encryption, and monitoring capabilities, Teams provides a secure and compliant environment for remote learning and collaboration. IT administrators can precisely tailor the platform's features to meet the unique needs and regulatory requirements of their educational institutions, making Teams an ideal choice for a secure, compliant digital learning space.

Analytics and Reporting

Teams for Education provides analytics and reporting features that enable educators and IT administrators to monitor students' activity, usage, and engagement. Educators can use analytics to assess student progress, identify areas of improvement, and provide personalized learning experiences.

Analytics and Reporting in Microsoft Teams for Education

Analytics and reporting are becoming increasingly important in educational settings, especially with the rise of online learning and collaboration platforms such as Microsoft Teams for Education. The ability to accurately gauge student activity, usage, and engagement can have a direct impact on the success of teaching methods, learning outcomes, and overall institutional goals. This article delves into the analytical features of Teams for Education, showcasing how educators and IT administrators can leverage them for better educational outcomes.

Monitoring Students' Activity, Usage, and Engagement

Microsoft Teams for Education offers an extensive range of analytics and reporting features aimed at keeping track of students' online activity, tool usage, and overall engagement within the platform. IT administrators can access detailed dashboards that present metrics such as the number of active users, the time spent on specific tasks, and the frequency of interactions such as posts or file sharing. These metrics offer invaluable insights into how students are utilizing Teams for learning and communication.

Assessing Student Progress

Educators have the option to delve deep into analytics to monitor individual student progress. For example, by analyzing the metrics related to assignment submissions, educators can identify which students are consistently submitting assignments on time and who may be struggling. Understanding students' activity patterns can also be a robust measure of their attention spans and learning preferences, helping educators adapt their teaching methods accordingly.

In addition, Teams can integrate with other analytics tools, enabling a more comprehensive look at student performance, such as quiz scores, participation in discussions, and project contributions.

Identifying Areas for Improvement

While monitoring student performance is crucial, analytics can also help educators identify areas of improvement in their teaching methodology. If the data indicates low engagement during specific lecture topics or a general trend of late assignment submissions, educators can reassess their teaching strategies and make appropriate adjustments. For instance, an educator can modify lesson plans, increase interactivity during live sessions, or provide additional resources to enhance understanding.

Personalized Learning Experiences

The granularity of the analytics provided by Teams for Education allows educators to offer personalized learning experiences for students. By understanding the unique learning styles, challenges, and preferences of each student, educators can tailor their lesson plans, assignments, and feedback to better suit individual needs. Personalized learning pathways can be developed, and resources can be allocated more efficiently, ensuring that each student has the opportunity to succeed.

Analytics and reporting in Microsoft Teams for Education are much more than just numbers on a screen; they are powerful tools for fostering academic growth, enhancing teaching methods, and ensuring effective resource allocation. By enabling real-time monitoring of student activities and providing deep insights into both teaching and learning, these features are instrumental in creating a responsive, adaptable, and effective educational environment.

Simplify Your Data with Power BI and Teams

Teams isn't just for meetings; it's a one-stop place for real-time collaboration. Features like live streaming and video make it easy to connect with your team. Plus, it's accessible to everyone, thanks to features found across Microsoft's product range, including Office 365.

One of these great features in Teams meetings is live captioning. It's really useful for identifying who's speaking during monthly faculty get-togethers, class reviews, or any other staff event. The live captions appear on the screen and show who's talking, making the meetings more accessible for everyone.

Sharing and Working Together on Files in Teams

Teams makes it super simple to share files with students or co-workers. Each team, and even each channel inside a team, gets its own special folder for sharing files. You can work on Word, Excel, or PowerPoint files right there in the Teams app, and everyone can see the changes happening live.

Here's how you can add or make files in this folder:

- **Uploading existing files:** To add a file you already have, go to the Files tab within your team and click Upload. This will bring up a window where you can choose which file (or files) you want to add. Just pick the files and hit Open. Now, everyone in the team can see and use these files.
- **Creating new files:** If you need to make a new file, go to the 'Files' tab and click 'New.' You'll get options to create different kinds of files such as Word, PowerPoint, Excel, or even Forms for Excel and OneNote. Name your new file and click Create. You can start editing it right away in Teams. If you'd rather work in the desktop version of the app, you can easily switch by clicking "Open in Desktop app." Once a file is in the team folder, any team member can view or edit it, making teamwork a breeze.

Hybrid Teaching and Learning Using Microsoft Teams: The Future of Education

In today's rapidly evolving educational landscape, hybrid teaching and learning models are gaining increasing traction. With the advent of technology and the challenges posed by recent global events, schools and institutions are adopting flexible approaches that combine the best of both in-person and online learning. Microsoft Teams serves as a vital platform in this regard, offering a plethora of features to support effective hybrid education.

Hybrid teaching and learning involve a blend of traditional classroom experiences and digital interactions. Students may attend some classes in person while participating in others online through video conferencing, digital assignments, and collaborative projects. This approach provides the flexibility to adapt to different learning environments, making education more accessible and inclusive.

The following sections highlight the hybrid learning features of Teams.

Seamless Integration

Microsoft Teams integrates seamlessly with a host of educational tools and LMSs, providing a centralized platform for both educators and students. This allows for smooth transitions between in-person and online activities, making it easier to implement and manage a hybrid curriculum.

Collaborative Learning Spaces

Teams facilitate collaborative learning by enabling real-time interactions through chat and video meetings. Whether in the classroom or logging in from home, students can participate in group discussions, work on shared projects, and receive instant feedback from educators.

Assignments and Grading

The platform supports a comprehensive assignment and grading system. Educators can create tasks, quizzes, or projects and assign them to the class. Students can submit their work directly within Teams, where it can be graded and reviewed. This makes it easier to manage assignments in a hybrid setting, ensuring no student is left behind, whether they are learning remotely or in the classroom.

Breakout Rooms for Group Work

Breakout rooms are a unique feature of Teams that enhances small group instruction in a virtual setting. Educators can divide the class into smaller groups for focused discussions or collaborative tasks, mimicking the small-group dynamics of an in-person classroom.

Analytics and Reporting

For a successful hybrid model, continuous monitoring of student engagement and performance is essential. Teams provide robust analytics and reporting features, allowing educators to track student activity and adapt teaching strategies in real-time.

Accessibility and Inclusion

Microsoft Teams is designed with accessibility in mind, offering features like real-time captioning and screen readers to make learning accessible to everyone. In a hybrid model, these features ensure that all students have equitable access to educational resources, irrespective of their physical location.

Hybrid teaching and learning represent a significant shift in the way education is delivered, requiring platforms that can adapt and provide robust, integrated solutions. Microsoft Teams stands out as an exceptionally versatile platform for hybrid education, offering features that cater to diverse learning needs while maintaining the integrity and effectiveness of the educational process.

Best Practices for Utilizing Microsoft Teams: A Guide for Students and Educators

Here are some best practices for educators:

- **Set clear guidelines and expectations:** From the start, outline your expectations for how Teams will be used for educational purposes. Discuss topics such as etiquette during video calls, expected response times, and guidelines for sharing files.
- **Organize class materials:** Use Teams' file-sharing capabilities to create a well-organized digital library. Create folders for each subject or project and store relevant documents, slides, and worksheets for easy student access.
- **Utilize breakout rooms for small group instruction:** Take advantage of Teams' breakout rooms feature for group assignments or discussions. These can simulate small classroom discussions and are a good way to encourage student engagement.
- **Scheduled check-ins and feedback:** Consistent feedback and timely responses are crucial. Schedule weekly or bi-weekly check-ins to discuss progress, address concerns, and provide feedback.
- **Integrate with other educational tools:** Teams can be integrated with many LMSs and other educational tools. Use this feature to streamline resources and materials across multiple platforms.
- **Engage through polls and quizzes:** Keep the class engaged by occasionally posting quizzes or polls that students can participate in during or outside of live sessions.
- **Monitor analytics for student engagement:** Teams offers analytics that can help you gauge the level of student interaction. Use this data to adjust your teaching methods as necessary.
- **Secure your virtual classroom:** Use the security features available in Teams to create a safe learning environment. This includes setting permissions for which users can join meetings or share content.

- **Accessibility features:** Make use of the built-in accessibility features such as live captions during meetings to make sure your content is accessible to all students.
- **Continual professional development:** Keep abreast of the latest Teams updates and new features that can be used to enhance the educational experience.

Here are some best practices for students:

- **Stay organized:** Use Teams' notebook and file storage capabilities to keep all your class materials in one place. Take advantage of the "Planner" or "Tasks" features to keep track of assignments and due dates.
- **Be present:** Attend all virtual classes just as you would in-person ones. Keep your camera on when possible, as it encourages active participation.
- **Know the tools:** Familiarize yourself with Teams' features. Knowing how to navigate breakout rooms, upload assignments, and use the chat function can greatly improve your learning experience.
- **Respect digital etiquette:** Use professional language in chats and emails, keep yourself muted when not speaking during meetings, and use video responsibly.
- **Engage in discussions:** Whether in the main classroom setting or a breakout room, be an active participant. Share your thoughts, ask questions, and engage with your peers.
- **Use the resources:** Teams offers various tools for collaboration, like file sharing, screen sharing, and a whiteboard. Utilize these features to enhance group projects or study sessions.
- **Seek help when needed:** Don't hesitate to reach out to teachers or peers through the Teams chat if you're struggling with class material or technical issues.

- **Privacy matters:** Be cautious while sharing personal information within Teams. Always ensure you're within a secure and appropriate channel before discussing sensitive topics.
- **Review recorded lessons:** If your teacher makes recorded versions of classes available, make the time to review these, especially if you found certain concepts challenging to understand the first time.
- **Be mindful of notifications:** Teams has a robust notification system to keep you updated. Customize these to fit your needs without becoming a distraction.

By adhering to these best practices, both educators and students can make the most of the versatile, powerful features offered by Microsoft Teams for an enriching, organized, and secure learning experience.

Summary

This chapter offers a comprehensive overview of the various collaboration tools available in Microsoft Teams for Education. Aimed at educators, students, and IT administrators, the chapter delves into features such as virtual classrooms, shared whiteboards, file storage, and breakout rooms. It provides step-by-step guides on how to set up these tools for maximum engagement and learning impact. It also covers best practices for educators to effectively manage their virtual classrooms and facilitate group projects. By the end of the chapter, readers will be equipped with the knowledge and skills to fully leverage Microsoft Teams as a collaborative educational platform.

Also, this chapter guides education IT professionals through the necessary steps for setting up the Parent Connection feature in Microsoft Teams for Education. This tool helps educators securely connect with parents and guardians. IT admins will find information on requirements and how to share valuable resources with guardians and educators for getting started with Parent Connection.

References

- *Microsoft Teams for education*: <https://learn.microsoft.com/en-us/training/paths/master-microsoft-teams-any-learning-environment/>
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