

**Staff – Microsoft Teams Quick Guide**

**Use of “Classrooms” and setting online homework and tasks**

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* Sign into teams and you will see at the ‘Teams’ you are part of.
* Year groups will include all the children and teachers linked to that year.
* Click on the appropriate year group ‘Team’
* On the next page there are several ‘tabs’ to remember which you will need to set homework in September.
* Under the team name, for example ‘Year 5’, you will see all the channels within this Team. Our aim in September is to have the following *(year group specific):*
* General *(standard)*
* All Year 6
* Class 6B
* Class 60

New channels can be added but we don’t want work to be in too many places as we get started!

* Across the top you will see the tabs - *Posts, Files, Class Notebook, Assignments and Grades*

**Setting Homework:**

* Ensure you are under the ‘General’ part of the team and select **‘Assignments’**
* Assignments can take the form of normal homework – *sentences, spellings, research, comprehension, maths etc* or in the form of a quiz which you can create easily.
* Select **‘Create’** and **‘Assignment’**
* You will then be redirected to a screen to create your task/assignment.
* **Title -** *What do you want your homework to be called?*
* **Instructions –** *Wha do they need to do? Remember you are not only writing this for the childre, this is what parents will see too!*
* **Points –** *ignore this.*
* **Assign to –** *this remains as your year group and all students is automatically selected unless you assign to specific children (SEN/absent children etc).*
* **Date/time due –** *amend appropriately*
* **Settings – IMPORTANT PART!**
* *If you are posting to all year group, select* ***‘edit’*** *and select the appropriate channel name (for example, ‘All Year 6’)*
* *If you only want to post to your class, select* ***‘edit’*** *and select your class name.*
* Select **‘done’**
* Return to the top of the page and select **‘Assign’** to post immediately, or **‘Save’** to keep as a draft ready to post at a later time.

**Creating a quiz:**

* Ensure you are under the ‘General’ part of the team and select **‘Assignments’**
* Select **‘Create’** and **‘Quiz’**
* This will take you to a new page, select **‘New Quiz’** which will redirect you to **‘Microsoft Forms’** page.
* Give your quiz a title – *for example, ‘Responding to a Text’*
* Select **‘Add new’**
* You will then be given the following choices:
* **Choice**
* **Text**
* **Rating**
* **Date**





* Explore each option to vary the style of questions in your quiz.
* You can use the **‘Theme’** tab to change the appearance of the quiz and the **‘Preview’** button is there to view it completed*.*
* The quiz automatically saves and then, return to ‘**General’,** click **‘Create Assignment – Quiz’** and your quiz will be listed.
* Select the correct quiz and select ‘Next’
* You will then be redirected to the ‘New assignments’ page as explained before – follow upload steps given.

**Feedback and monitoring:**

* Clicking on the assignments once published allows you to who has/hasn’t viewed the task and who has ‘Turned in’ which means completed the task.
* When clicking on the assignment, it will give individual names in order to track who is and is not accessing Teams.
* Once homework is ‘Turned in’ – clicking on the ‘+’ icon allows staff to give 1:1 feedback on the work completed.