

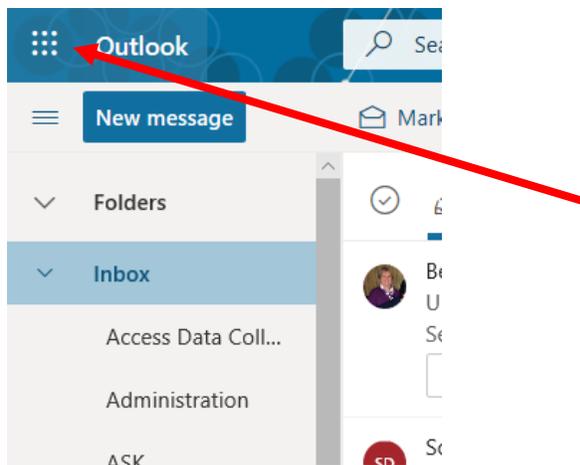
# ADDITIONAL TOOLS FOR EDUCATORS

**MICROSOFT TEAMS:** Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.

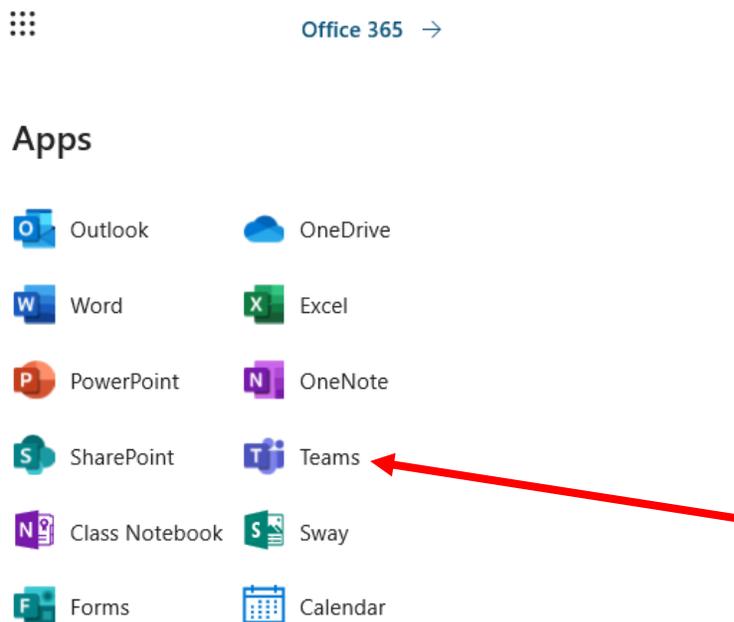
This can be used for staff as well as students as they also have access to TEAMS.

Everyone in the district has access to MICROSOFT TEAMS as part of our district webmail package. If you log onto WEBMAIL through the district website, you can access TEAMS by:

Selecting the nine (9) dots in the upper left hand corner of the screen



Then select TEAMS



If you have never logged into TEAMS, it may take a second to verify the account and sign you in. You may have to sign in as well.

At first your home screen will not have any TEAMS. To create a team follow the following steps:

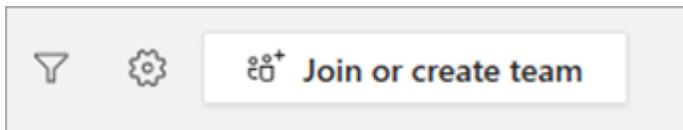
# Create a class team in Microsoft Teams

*Microsoft Teams for Education*

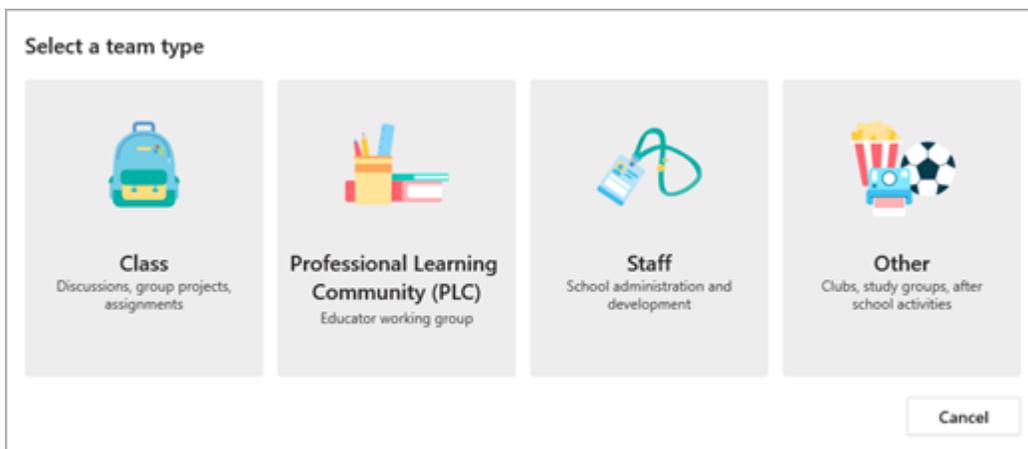
Class teams have unique permissions and features for teachers and students. As owners of the team, teachers assign and review work and create channels and files. Each class team is also linked to its own OneNote Class Notebook.

Within the team, students:

- Collaborate in group work channels
  - Share files
  - Turn in assignments
1. Select **Teams** in your left rail to view your teams.
  2. Select **Join or create team** > **Create a new team**.



3. Select **Class** as the team type.



4. Enter a name and optional description for your class team, then select **Next**. For example: Ms. Gustyte, 3rd period, meets in room 301.

### Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

This team is searchable and discoverable. [Change setting](#) ⓘ

---

[Create a team using an existing team as a template](#)

**Tip:** During this step, you can also create a new team using an existing team as a template.

- Once you've created your class team, follow the steps to add your students and/or co-teachers as team members.

Some of the FEATURES of TEAMS include file sharing, instant messaging chat, and video conferencing.

In addition, you can download TEAMS to any smart phone so a computer for video conferencing is not required.

## ZOOM Video Conferencing: Permit multiple individuals to participate

Go to [www.zoom.us](http://www.zoom.us)

You sign up by utilizing your district website.

### You're doing big things

The #1 video communications solution is here to help

After signing up you be asked to confirm your email address.

After confirming your address you will be asked to create a username and password.

Each account will be given a unique URL to use for all meetings you host.

When you set up a meeting you can invite up to 100 participants to join. There is no time frame associated with the length of a meeting.