



**Shelby County Schools  
Microsoft Teams  
User Guide**

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**2020-2021**

**SUPPORTING VIRTUAL  
TEACHING & LEARNING**

Shelby County Schools  
Microsoft Teams User Guide  
2020-2021

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## Overview

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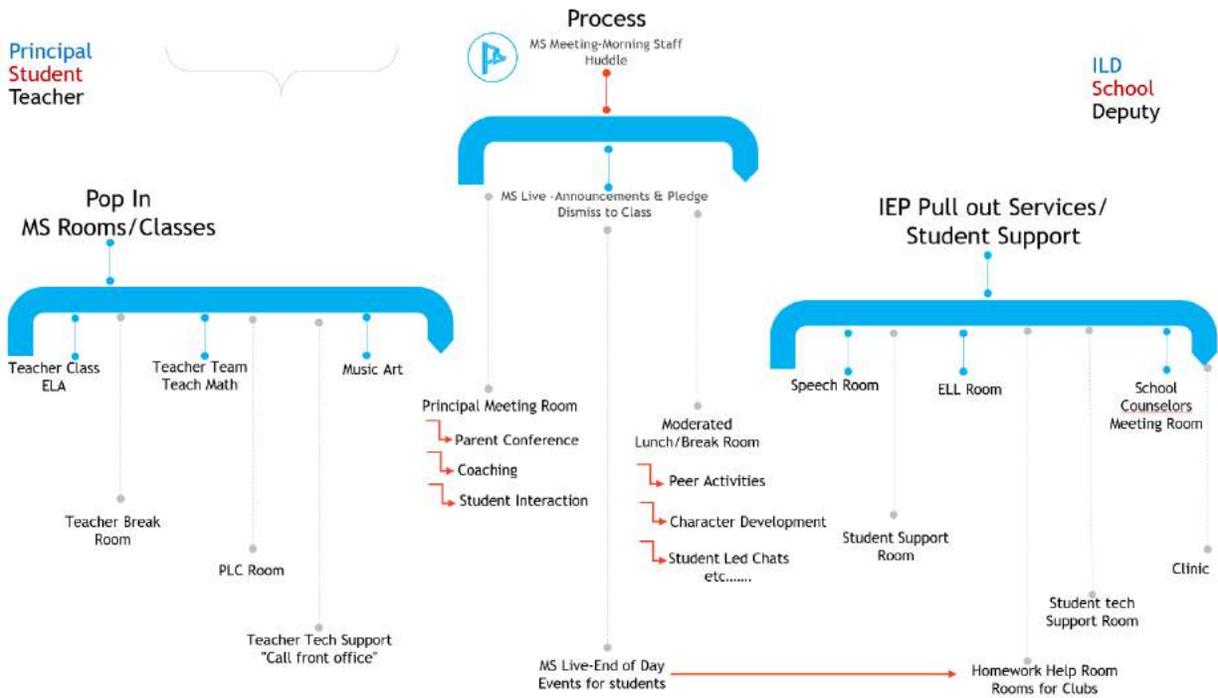
In Shelby County Schools, our mission is to ensure that all students are successful as they engage in high-quality, standards-aligned academic experiences that will prepare them for college and career. We are committed to our mission, even when exceptional circumstances prevent students from physically attending school. In order to fulfil our commitment to our students through our mission, we have developed the Microsoft Teams User Guide.

This user-friendly step-by-step guide is designed to support your implementation of Microsoft Teams during the 2020-2021 school year. Essential for both school leaders and classroom teachers, you will find this resource essential to fostering a productive and impactful virtual learning environment utilizing Microsoft Teams.

This guide provides collaborative and standardized background information to appropriately support virtual teaching and learning.

# The Ideal Virtual School

## Process Map



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# TEAMS MEETING FEATURES

5 Features in Teams Meetings & Best Uses

6 Teams Channel Meetings

8 Inviting Additional People to a Meeting

8 Chat Meetings

9 Outlook Teams Online Meetings

*Features in Teams Meetings and Best Uses*

Teams Feature	Best Fit Group	When to Leverage
Teams channel meeting	<ul style="list-style-type: none"> <li>• Established ongoing work relationships</li> <li>• Scheduled from within the Teams channel</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty meeting in the Faculty Team</li> <li>• PLC meetings per grade level/content area in PLC Team channels</li> <li>• Grade Level/Content Planning</li> </ul>
Outlook Teams online meeting	<ul style="list-style-type: none"> <li>• Only meet once and/or do not have SCS active directory accounts</li> <li>• Scheduled from within Outlook by added a Teams Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Parent-Teacher conferences (with parents using dial in access)</li> <li>• Inter-campus planning</li> </ul>
Chat meeting	<ul style="list-style-type: none"> <li>• Last minute need to reach out to other SCS active directory account holders</li> <li>• Short term work group</li> </ul>	<ul style="list-style-type: none"> <li>• Small group working on a collaborative project for a few days or weeks</li> <li>• Need for file sharing, videoconferencing, and meeting chat</li> </ul>
Other Helpful Tips	<ul style="list-style-type: none"> <li>• General use</li> </ul>	<ul style="list-style-type: none"> <li>• Notification Settings</li> <li>• Screen Sharing</li> <li>• Record Meetings and Access Recordings</li> </ul>
Teams Live Event	<ul style="list-style-type: none"> <li>• Community wide events</li> <li>• One link needed for access/communication</li> </ul>	<ul style="list-style-type: none"> <li>• For meetings needing to be broadcast to a large audience with and without active directory accounts</li> </ul>

## Teams Channel Meetings

*Purpose:* This type of meeting is best used with groups that have ongoing working collaborations (school faculty members, content leads, ILTs, classes, etc.)

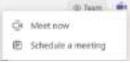
- Channel meetings occur in a Teams channel and, therefore, all related meeting materials are available for all members of the Team.
- Members listed in the “add required attendees” box receive a calendar invite. No group or copy/paste feature is currently available to add large groups to a Teams invite.
  - **WORKAROUND:** 1) Create the Team meeting in the channel adding the facilitators to the invite in Teams. 2) Also create a standard (*not Teams meeting*) calendar invite in Outlook. Copy and paste the meeting link from the Teams channel invite into the standard Outlook meeting invite.

### Two ways to schedule a channel meeting:

#### From the Calendar

1. Click the **calendar icon**  on the left rail.
2. Click on the **New Meeting** button  in the top right corner.
3. **Name** the meeting
4. Add required **attendees** (this function generates the calendar invite)
5. Enter **start/end date** and **time**
6. **Select recurring** if the meeting will repeat
7. Pick a Team, then a channel from the **Add Channel** drop down list
8. Click the **Save button**  in the top right corner.
9. Members join using the calendar invite or by navigating to the Team channel and clicking the **JOIN button** .

#### From the Channel

1. Navigate to the Team and Channel the meeting will be held
2. Click the **video camera icon**  in the top right corner.
3. Select **Meet Now** for an immediate start or **Schedule a Meeting** to add it to the calendar.  

4. **Name** the meeting
5. Add required **attendees** (this function generates the calendar invite)
6. Enter **start/end date** and **time**
7. **Select recurring** if the meeting will repeat
8. Click the **Save button**  in the top right corner.
9. Members join using the calendar invite or by navigating to the Team channel and clicking the **JOIN button** .

If sending this meeting invite out through Outlook for addition to participants' calendar:

1. Open the **Outlook Calendar**
2. Click on the New Event  button on the top left.
3. Add a **title**
4. **Copy and paste** the list of attendees
5. Enter **start/end date** and **time**
6. If recurring, choose frequency to **repeat**
7. Go back to the **Teams Calendar** 
8. Open the Meeting Invite
9. Copy the **Join Teams Meeting** link [Join Microsoft Teams Meeting](#)
10. Go back to the **Outlook invite**
11. Paste the link into the **Add a Description** box of the Outlook invite
12. Click **Save**  in the top left corner



Meet Now starts the video call immediately allowing all Team members to join and keeping all meeting documentation within the Team.

Unauthenticated guests are given a call-in number, and must wait in the lobby until the organizer allows them access to the meeting.

## Inviting Additional People to a Meeting

When you are in an active meeting, you can invite additional people to the meeting.

1. Click on the **participants** button on the videoconferencing toolbar 
2. Type a name or email in the **Type a name field** 
3. Select the appropriate person from the active directory drop-down list. The participant will be called into the meeting.

## Chat Meetings

*Purpose:* Chat meetings serve when an immediate need to reach out to other SCS active directory account holders in a short-term work group.

### Start a Group Chat:

1. Click the **New Chat** button  at the top of the Teams window
2. Start typing a person's name then select from the list populated by active directory.

To:

Group names and tags also can be used for chat meetings.

3. Start typing another's name, and add everyone to meet.
4. Repeat until all contacts are added.

## Other functions within Chat Meetings

**Name the Group:** for quick and easy access

1. Click the drop down arrow in the top right corner.
2. Type the name of the Group in the Group Name box.



### **Tabs:**

**Chat:** Meeting chat notes are contained here in addition to conversations outside of meetings.

**Files:** Files shared with this group are viewable here with shared editing rights.

### **Meeting Controls:**

-  **Video Call:** Starts a video call with all members of the group.
-  **Audio Call:** Starts an audio call with all members of the group.
-  **Share Screen:** Opens the share screen tray during meetings.
-  **Add Participants:** Allows members to add more people to the conversation/meeting.
-  **Open Pop Out Window:** opens the group in a separate window for easier multi-tasking.

## Outlook Teams Online Meetings

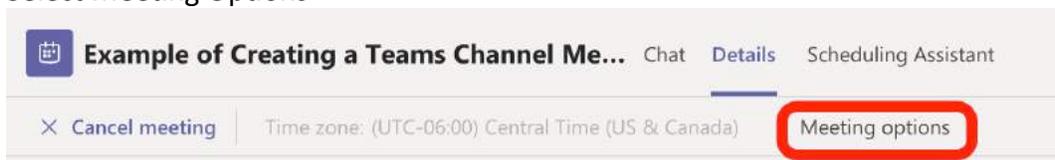
*Purpose:* For groups that only meet once and/or do not have SCS active directory accounts

**Teams Online Meetings** occur through the Teams application, but are scheduled through Outlook by adding a Teams meeting. Functionality includes file sharing, screen sharing, meeting chat, and tools in the video conferencing toolbar. Meetings scheduled this way cannot be held in a Teams channel.

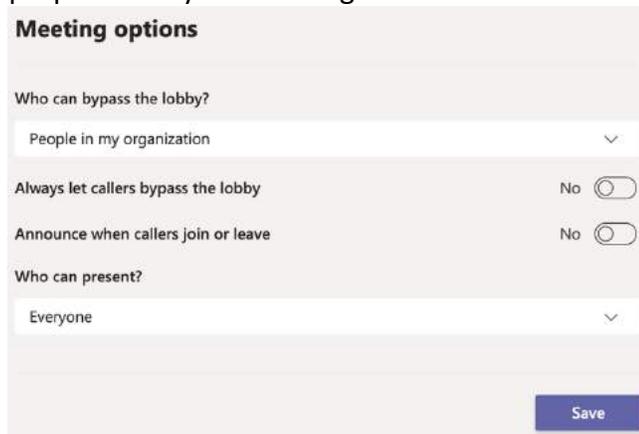
1. Open the Outlook Calendar
2. Click on the New Event  button on the top left.
3. Add a **title**
4. Add the **attendees** (this function generates the calendar invite)
5. Enter **start/end date** and **time**
6. If recurring, choose frequency to **repeat**
7. Toggle the **Teams Meeting** on 
8. Click **Save**  in the top left corner

### To define roles in a Teams Online Meeting:

1. Schedule the meeting
2. Open the invite
3. Select Meeting Options



4. Select the settings most appropriate for your meeting



- a. Bypass the lobby allows direct admittance for the audience selected
- b. "Callers" are participants joining by phone
- c. Who can present? Defines those who can share screens and remove participants in online meetings

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## **TEAMS SETTINGS**

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## Adjusting Teams Settings

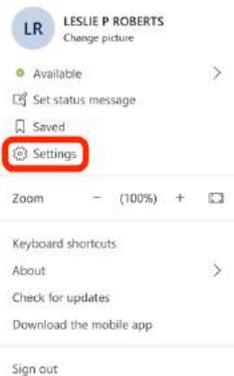
*Purpose:* Adjusting Teams settings will reduce the number of notifications you receive as a member of multiple Teams.

### Three ways to adjust notifications and maintain access to the Team and information within the Team:

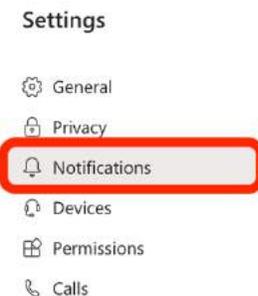
- Settings (top right corner)
- Hide Team
- Mute/hide chat
- Mute/hide the channel

### To modify your Teams account settings:

1. Click the profile icon in  the top right corner.
2. Select Settings.



3. Select notifications.



4. Select the level of notifications for each of the categories



**Banner** – purple pop up window in the top right corner

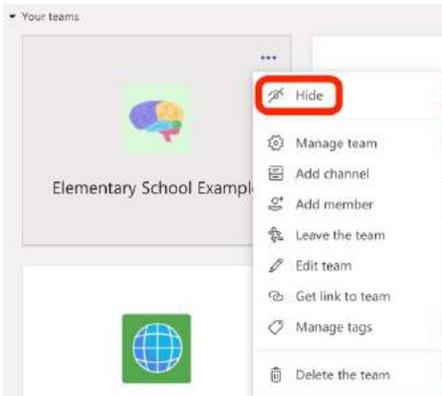
**Email** – sends a notification to Outlook

**Feed** – appears in the activity feed

## Hiding and Accessing Multiple Teams

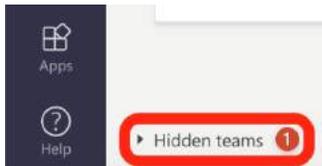
If you are a member of many Teams, the channel notifications and Team notifications can clog your daily workflow. To better manage that, you can hide Teams you aren't active in daily and retain access when you need it. Hidden Teams do not send notifications to your account.

1. Open the **Teams dashboard** by logging into Teams with your active directory account.
2. Select the **ellipsis** in the top right corner of the Team card you want to "Hide."



### To access hidden Teams:

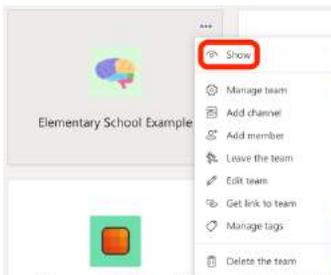
1. Select the **Hidden teams button** in the bottom left corner.



2. **Scroll** to find the Team.

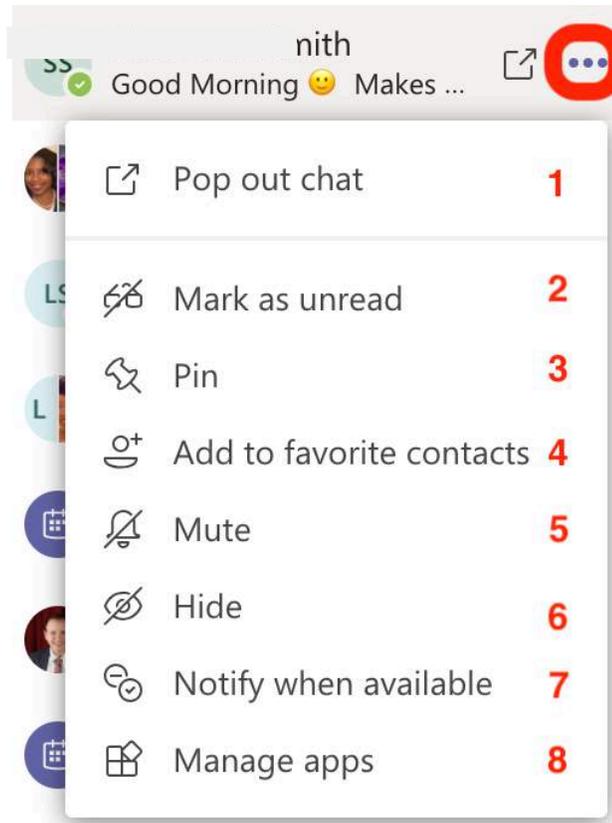
### To have hidden Teams show again:

3. Select show from the Team card ellipsis.



## Hiding a Chat

1. Click the **chat icon**  on the left hand side (app bar).
2. To the right of the question, select the **ellipsis**.



- 1 – Opens the message in a new window for easier multitasking
- 2 – Marks message as unread
- 3 – Pins to the top of the chat thread for easy access
- 4 – Adds sender to favorite contacts
- 5 – Mute notifications around this thread
- 6 – Hides the chat from view
- 7 – Notify when the sender is available
- 8 – Manage apps in the chat

## Screen Sharing

*Purpose:* For participants to gain a visual shared understanding; screen sharing allows for presentation slides, video feed, and lesson delivery. All participants, except those without an SCS active directory account, can share screens.

### Start Screen Sharing

Screen sharing can take place within a chat, call, and meeting.

1. Click on the Share Screen icon within the chat, call or meeting
2. Choose to share:
  - a. Your entire desktop
  - b. Just one window (monitor screen)
  - c. PowerPoint presentation
  - d. Whiteboard

Share your ...	If you want to ...	Great when ....
<b>Desktop</b>	Show your entire screen, including notifications, and other desktop activity	You need to seamlessly share multiple windows
<b>Window</b>	Show just one window, and no notifications or other desktop activity	You only need to show one thing and want to keep the rest of your screen to yourself
<b>PowerPoint</b>	Present a PowerPoint file that others can interact with	You need to share a presentation and want others to be able to move through it at their own pace
<b>Whiteboard</b>	Collaborate with others in real time	You want to sketch with others and have your attached to the meeting

## Sharing System Audio in a Teams Meeting

*Purpose:* Sharing your system audio allows you to stream your computer audio to meeting participants through Teams. It can be used to play a video or audio clip as part of a presentation. This function is available for PC users only.

### From within a Teams meeting:

1. Click the Share icon in the meeting toolbar.



2. Choose to Include System Audio
3. Adjust Teams audio output in the devices system settings in Teams. To share your system audio, your MS Team Device settings and your computer need to be set to the same speaker.



When you share your system audio, all audio (including notifications) will play during the meeting.

## Record Meetings in Microsoft Teams

*Purpose:* Meetings can be recorded in Teams to capture audio, video and screen sharing to the cloud. Meetings can also be downloaded and/or transcripts generated. Only meetings and group calls can be recorded.

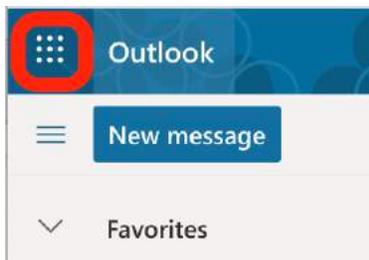
### Record a Meeting or a Group Call

1. **Start or join** a meeting or group call.
2. Click the **ellipses** for more options.
3. Select **Start Recording**.
4. To **end the recording**:
  - a. Click the **ellipsis** for more options
  - b. Select **stop recording**.

### To access the recording:

The person who recorded the meeting as well as all individuals on the call can access the recording through Stream:

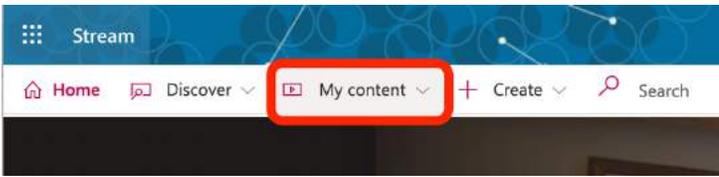
1. Open Office online
2. Go to the app launcher, nine squares



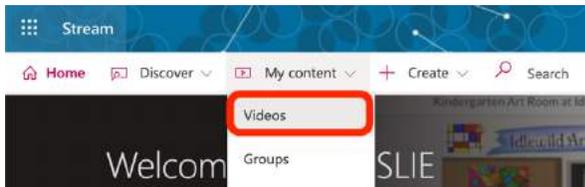
3. Select Microsoft Stream



#### 4. Select My Content

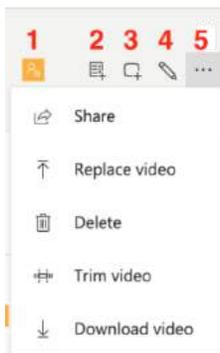


#### 5. Select videos



#### 6. Scroll to find the needed recording

#### 7. Select the function needed on the right-hand side



1 - View and update who has access

2 - Add to watch list

3 - Add to group/channel

4 - Update video details

5 – More options: share with targeted users and/or groups, replace video with an upload, delete the video, trim the beginning and/or end of video, download videos to hard drives.

#### From Stream, you can also:

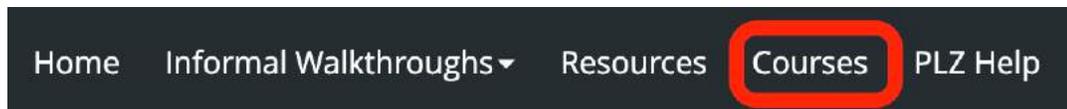
- View videos shared with you
- Create a watch list
- Follow channels
- View publicly shared videos
- For more information around the functionality of Stream: <https://docs.microsoft.com/en-us/stream/>

## Teams Live Events

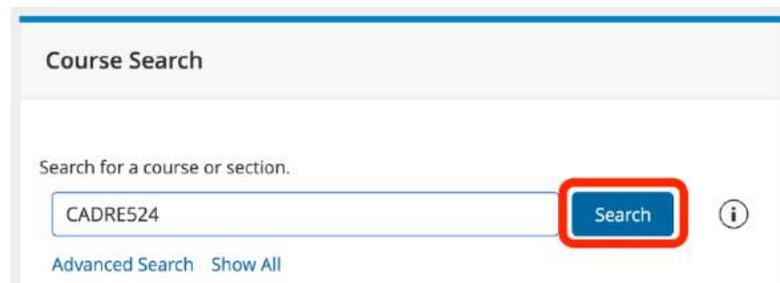
*Purpose:* Live Events can provide a virtual space for community-wide events. Live Events provides access/communication with an audience of up to 10,000 participants for one-way communication.

Training is available on Teams Live Events through the Canvas platform. To access the course:

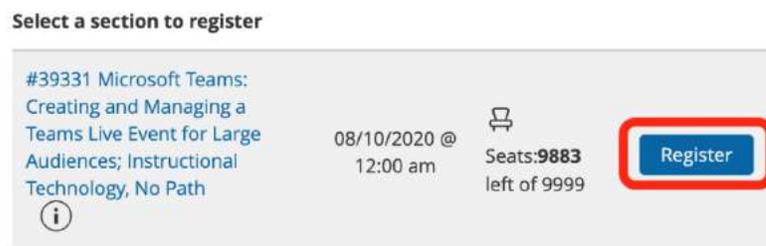
1. Log into PLZ using your active directory.
2. Click the Courses tab.



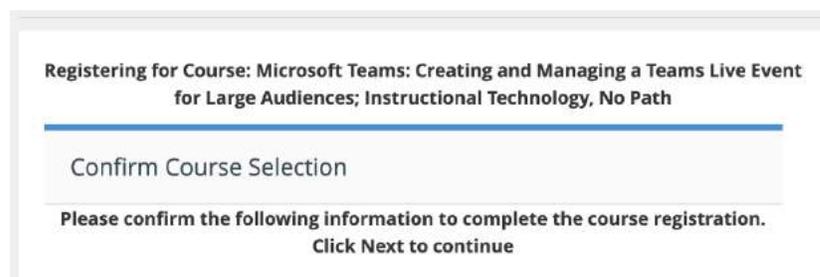
3. In the course number box, type CADRE### then click search.

A 'Course Search' form. It has a text input field containing 'CADRE524' and a blue 'Search' button to its right, which is highlighted with a red rounded rectangle. Below the input field are links for 'Advanced Search' and 'Show All'. An information icon is also present.

4. Click the register button on the right-hand side.

A section titled 'Select a section to register'. It displays a course entry: '#39331 Microsoft Teams: Creating and Managing a Teams Live Event for Large Audiences; Instructional Technology, No Path'. To the right of the course name, it shows the date and time '08/10/2020 @ 12:00 am' and the seat availability 'Seats:9883 left of 9999'. A blue 'Register' button is on the right, highlighted with a red rounded rectangle. An information icon is at the bottom left of the entry.

5. Confirm your registration by clicking Next.

A confirmation screen titled 'Registering for Course: Microsoft Teams: Creating and Managing a Teams Live Event for Large Audiences; Instructional Technology, No Path'. Below the title is a section 'Confirm Course Selection' with the text: 'Please confirm the following information to complete the course registration. Click Next to continue'.

6. Click Go to Course to navigate to the content in the Canvas platform.

**Register for Microsoft Teams: Creating and Managing a Teams Live Event for Large Audiences; Instructional Technology, No Path**

 **Congratulations**

You have successfully registered for Microsoft Teams: Creating and Managing a Teams Live Event for Large Audiences; Instructional Technology, No Path.

[Go To Course](#) [My Course List](#) [Course Search](#)

 **QUICK TIP**

Only 50 Live Events can occur simultaneously within an organization.

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# STAFF MEETING FEATURES

- 21 Creating Your Staff Team
- 21 Benefits of a Staff Team
- 23 Creating a Join Code

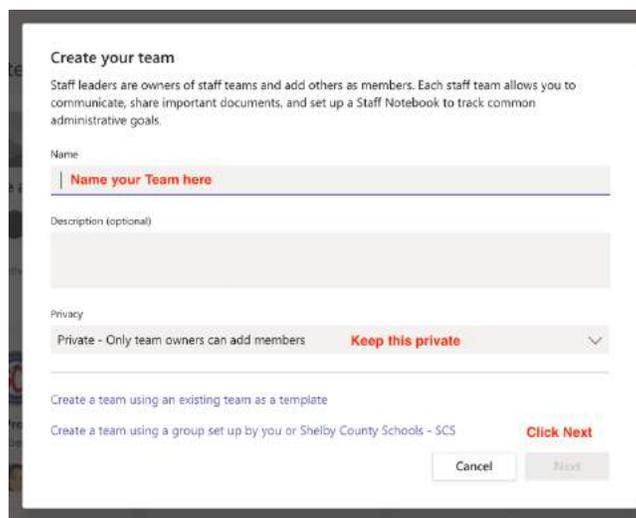
## Creating Your Staff Team

Microsoft Teams is the digital hub that teachers and school leaders need. It brings conversations, content, and apps together in one place streamlining workflow for administrators and teachers. It allows teachers to deliver personalized lessons in a digital environment, organize interactive lessons, provide effective and timely feedback leaving you free to focus on your most important task—improving student outcomes.

### Benefits of a Staff Team

- Save time by organizing all work in one hub
- Set up recurring or one-on-one staff meetings
- Collaborate in conversation stream posts
- Communicate via chat, audio, or video calls
- Make announcements using @mention to the team’s General channel or by pinning important documents as permanent tabs
- Share and organize content
- Use OneNote Staff notebook, which includes a Content Library for all members to read, a Collaboration Space where members can edit collaboratively, and private notebooks for each staff member that only they and the staff leader(s) can see
- Add tabs such as Planner, Power BI, Twitter, and more

**Goal:** To create the Staff Notebook with private digital binders between administrators and teachers/staff, select Staff.



The screenshot shows the 'Create your team' dialog box in Microsoft Teams. It includes the following elements:

- Title:** Create your team
- Introductory text:** Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.
- Name field:** A text input field with the placeholder text 'Name your Team here' in red.
- Description field:** A text input field labeled 'Description (optional)'. It is currently empty.
- Privacy dropdown:** A dropdown menu with the selected option 'Private - Only team owners can add members' and a red label 'Keep this private'.
- Options:** Two options are listed: 'Create a team using an existing team as a template' and 'Create a team using a group set up by you or Shelby County Schools - SCS'. The second option has a red 'Click Next' button next to it.
- Buttons:** 'Cancel' and 'Next' buttons are located at the bottom right.

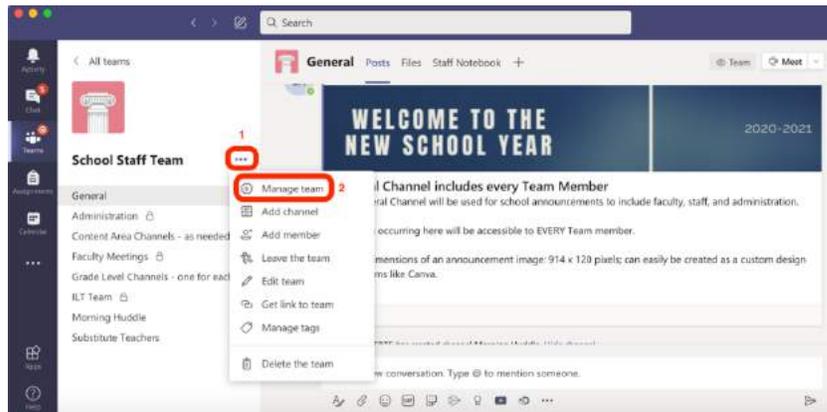
- Include the name of the Team
- Description if desired
- Leave as private (public makes it available to the entire district for membership)

*Purpose:* Prepare a virtual space with a small group of people before adding all members

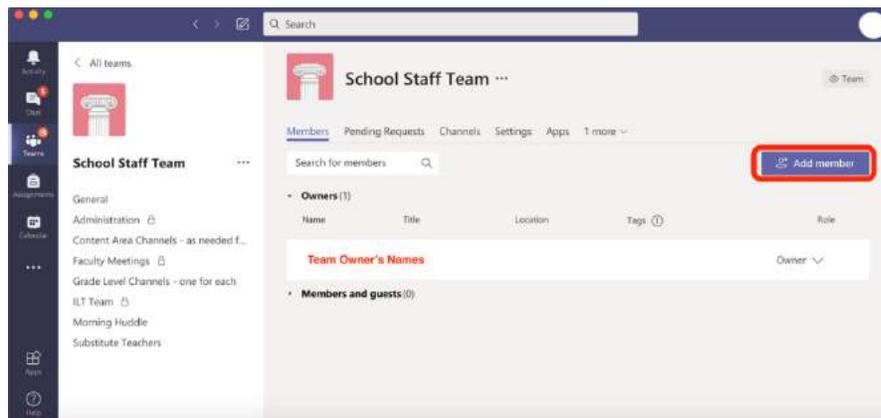
When you are ready to add members, there are two ways to do it:

**OPTION 1:**

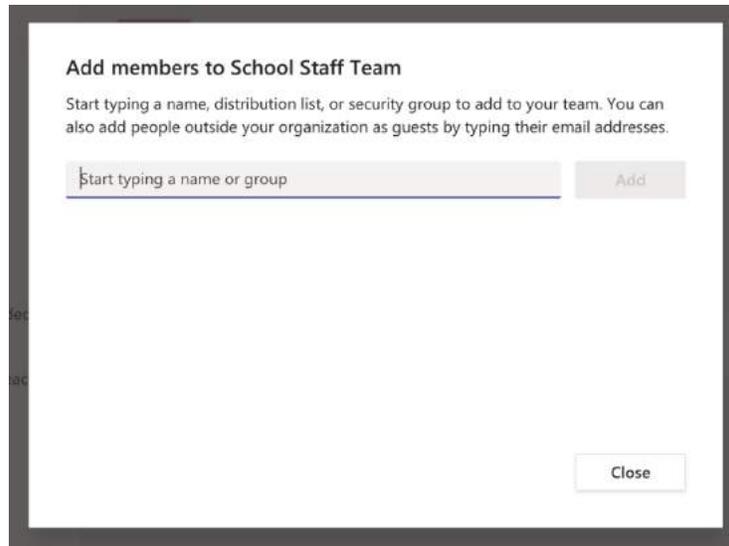
1. Open the Team.
2. Click the ellipsis next to the Team name.
3. Select Manage Team



4. Select the Add member button on the right.



5. Search active directory to add individual Team members.



**OPTION 2:** During a virtual Faculty Meeting, teachers are able to use Join Codes for meeting access.

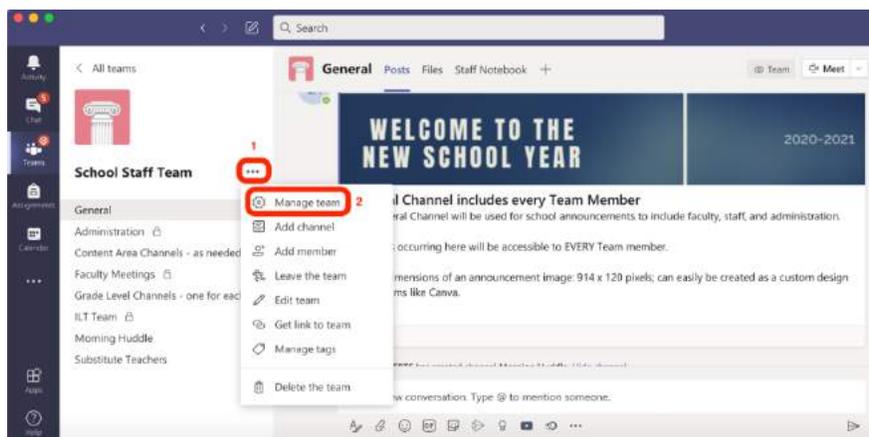
### Creating a Join Code

*Purpose:* This process eliminates the need to add participants one-by-one.

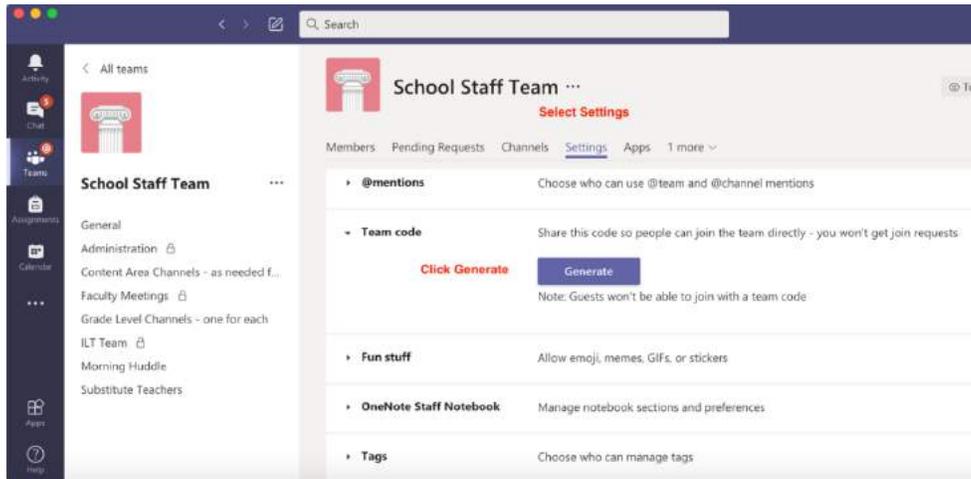


*While we can use a Team Code to have staff members join the Team, an owner of the team would have to add them to Private Channels by typing in each name.*

Open the Team, click the ellipsis next to the name, select Manage Team.

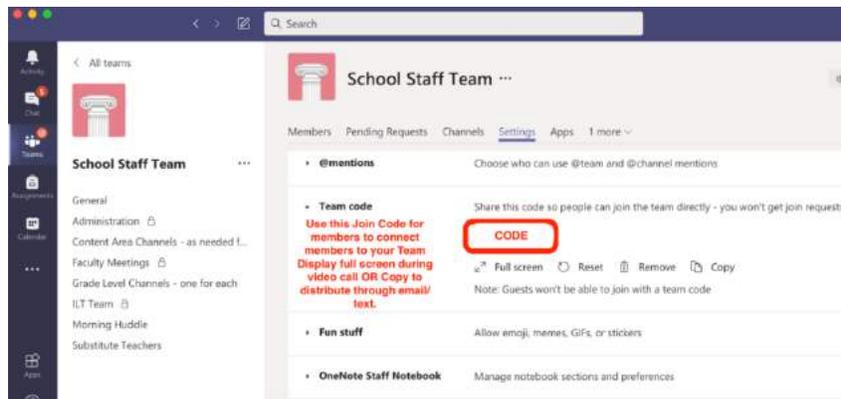


1. Select the **Settings** tab.
2. Open the **drop down** next to Team code.
3. Click **Generate Code**.

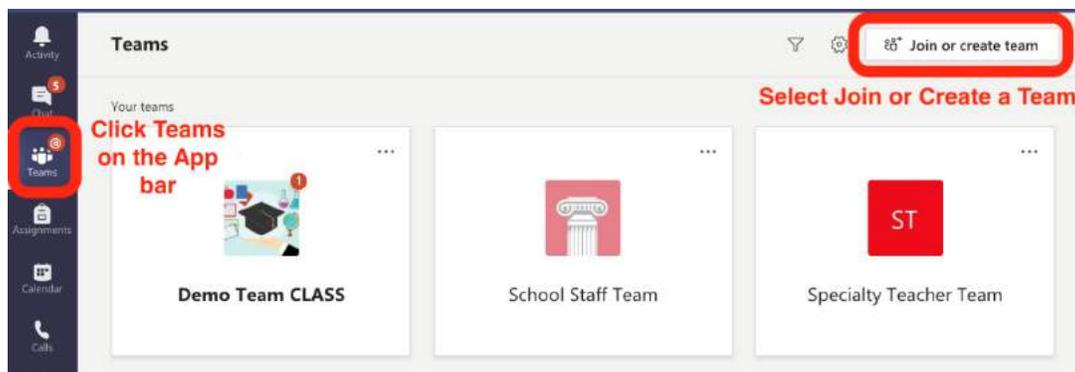


Use this code to communicate to potential team members:

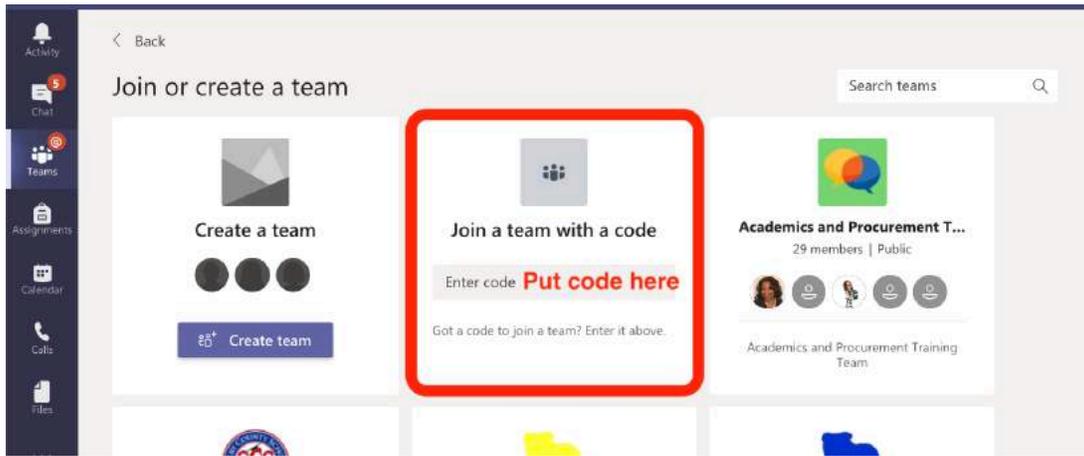
1. **Share** the code during a video call or through email/text.



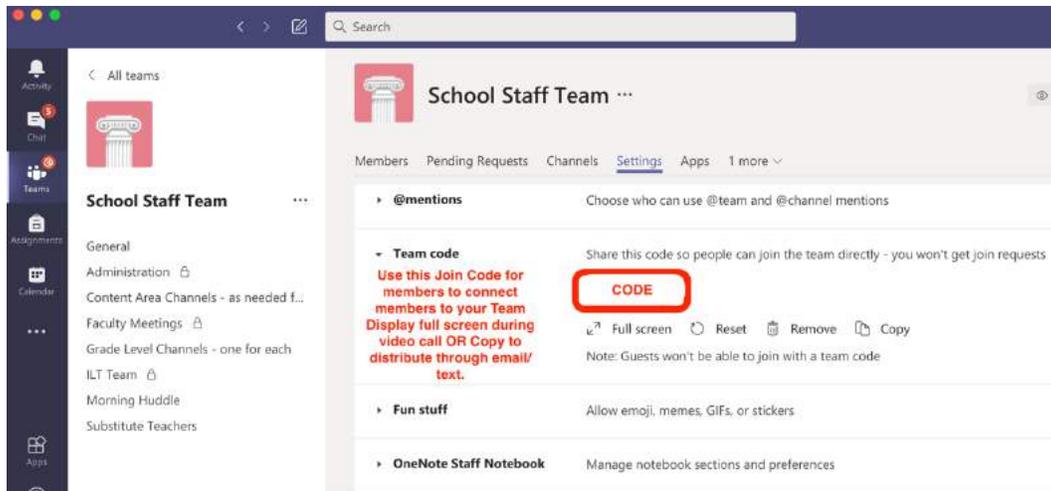
Teachers will use the Join Code to join:



Enter the Join Code to connect to the Team



*Purpose:* At the end of the call sharing the code, either reset the code to a new one or remove codes from the Team: Team> Ellipsis beside name > Manage Team > Settings > Team Code > Reset or Remove

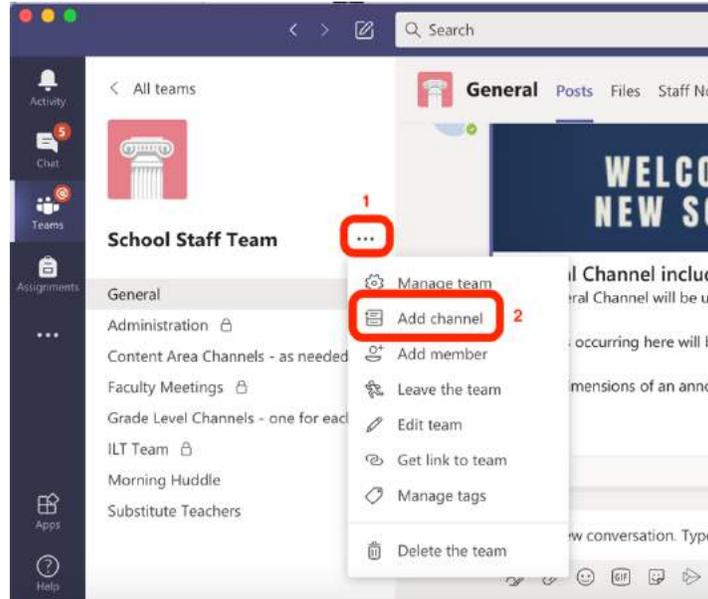


## Setting Up the Staff Team

There are two types of channels in Teams and once chosen, cannot be switched:

- **Private:** defined, limited membership and access
- **Standard:** open to all Team members, default for Teams

To add channels:

A screenshot of the 'Create a channel' dialog box in Microsoft Teams. The title is 'Create a channel for "School Staff Team" team'. It has three sections: 'Channel name' with a text input field and a note 'Letters, numbers, and spaces are allowed' and 'This appears in channel list'; 'Description (optional)' with a text area and a note 'descriptions are optional'; and 'Privacy' with a dropdown menu set to 'Standard - Accessible to everyone on the team' and a note 'Use this drop down to create private channels'. There is also a checkbox 'Automatically show this channel in everyone's channel list' with a note 'If you check this box, no members can hide this channel.' At the bottom are 'Cancel' and 'Add' buttons, with a note 'Click Add to create'.

The general channel cannot be renamed and is the default channel that is generated when the team is created.

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## CHANNELS

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- 29 More On Channels
- 30 School Channel Samples
- 35 Insights & Analytics
- 43 Setting Up a Master Schedule

## Creating Channels for Your School's Staff Team

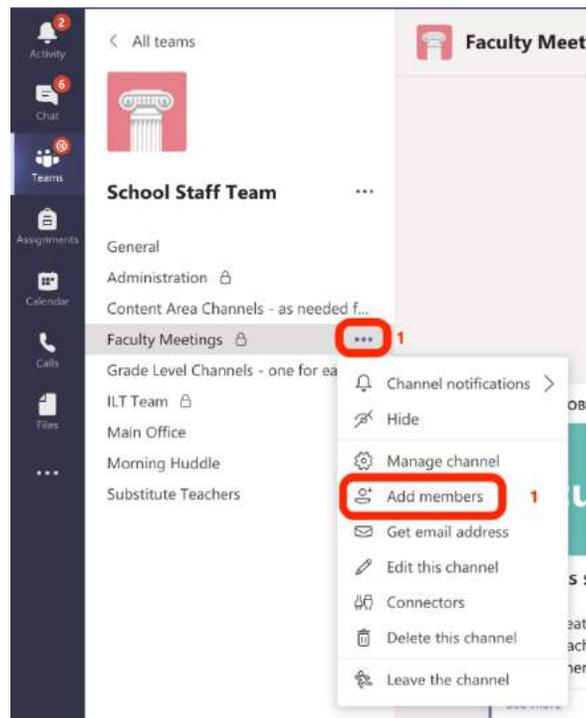
### STANDARD CHANNELS (Public):

- Main Office
- Substitute Teachers
- Morning Huddle
- Teacher's Lounge

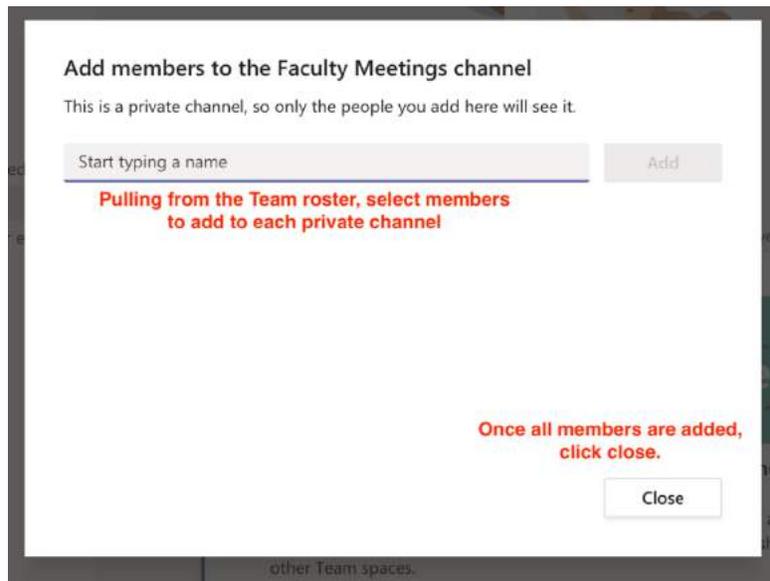
**PRIVATE CHANNELS:** You may choose to use a private channel if you want to limit collaboration or facilitate communication between a group of people assigned to a specific project, without having to create an additional Team.

- Administration
- Faculty Meetings
- ILT Team

Adding members to the private channels:



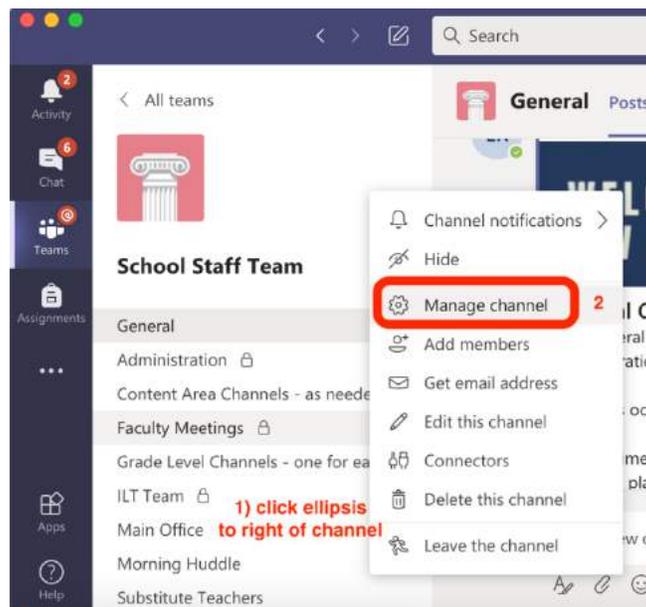
Channels are where the work happens within a Team. Each Channel has a Files tab and a Notebook connected to it for collaboration.



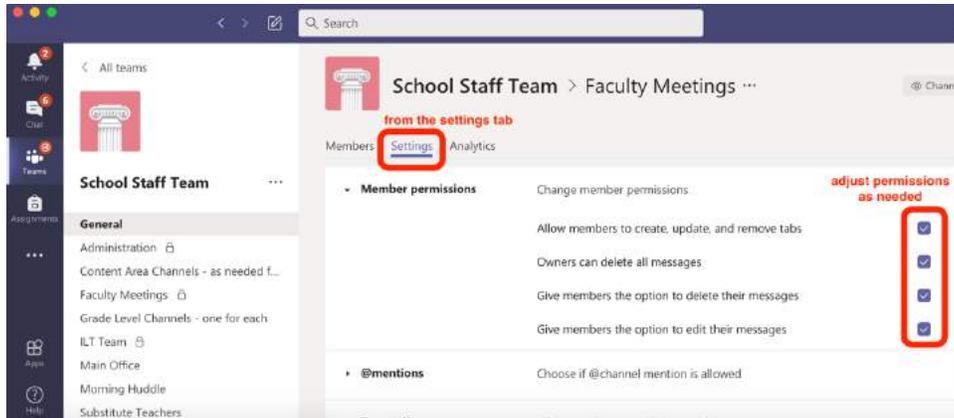
### More On Channels

- General channel by default includes everyone and is not editable
- Private channels currently do not support scheduled meetings
- Membership in private channels must be manually managed
- Meeting recordings are available to everyone within that Team and channel in the meeting chat feed
- Private channels include their own SharePoint site to protect the files shared in that space

Member permission for channels can be modified in the following ways (including the General Channel) to control the flow of posts if needed:

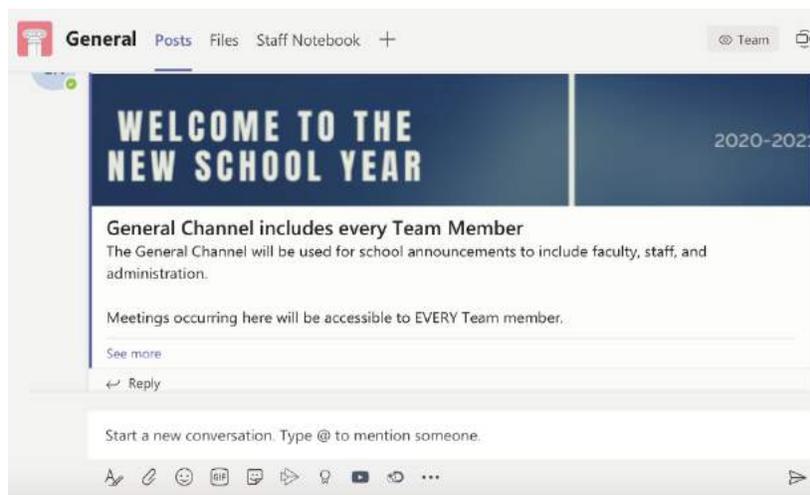


From the settings tab:

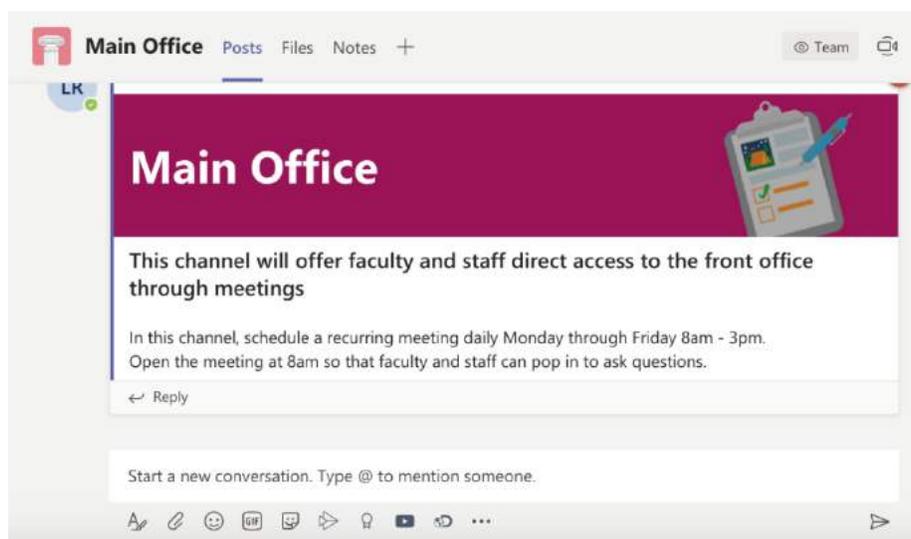


### School Channel Samples:

#### General Channel



#### Main Office Channel



## Substitute Teachers Channel

The screenshot shows the 'Substitute Teachers' channel interface. At the top, there are tabs for 'Posts', 'Files', and 'Notes', along with a '+ Team' button. The main header area has a blue background with the word 'Substitutes' in white. Below this, a text box contains the following information:

**This standard channel will provide a place to house grade level or teacher specific sub plans**

1. Create the standard channel clicking the "show channel in everyone's channel list" box.
2. On the files tab, create a folder for each grade level and/or teacher.
3. Direct teachers to add their sub plans into this channel's file tab for sharing during unexpected absences.

Below the text box is a 'See less' link. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for adding content like files, images, and links.

## Morning Huddle Channel

The screenshot shows the 'Morning Huddle' channel interface. At the top, there are tabs for 'Posts', 'Files', and 'Notes', along with a '+ Team' button. The main header area has a teal background with the word 'Morning Huddle' in white and an illustration of a megaphone. Below this, a text box contains the following information:

**This standard channel including all school staff would hold morning meetings**

1. Create the standard channel selecting "show in all members channel list".
2. Schedule recurring meetings using the drop down menu in the top right corner labeled "Meet".
3. To appear on everyone's calendar, add each required attendee to the meeting invite.

Below the text box is a 'Reply' button. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for adding content like files, images, and links.

## Administration Channel

The screenshot shows the 'Administration' channel interface. At the top, there are tabs for 'Posts', 'Files', and '+ Channel'. The main header area has a dark blue background with the word 'Administration Channel' in white. Below this, a text box contains the following information:

**Create as a private channel with only admin added as members**

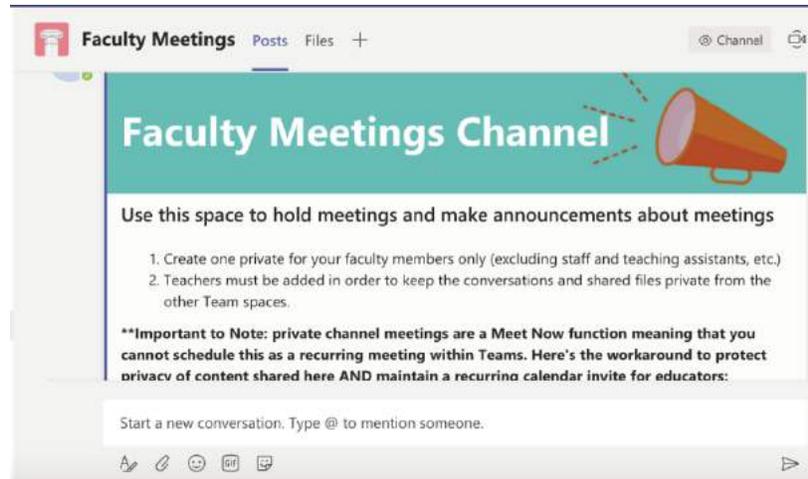
To add members here:

1. Click the ellipsis next to the channel
2. Select Add members
3. Choose from the Team's member roster

**\*\*Important to note:** you cannot change a standard channel to a private channel or vice versa.

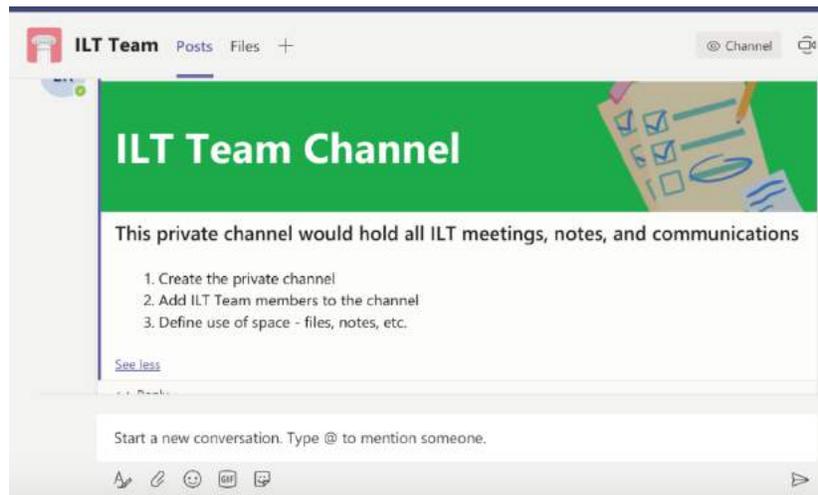
Below the text box is a 'See less' link. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for adding content like files and images.

## Faculty Meetings Channel



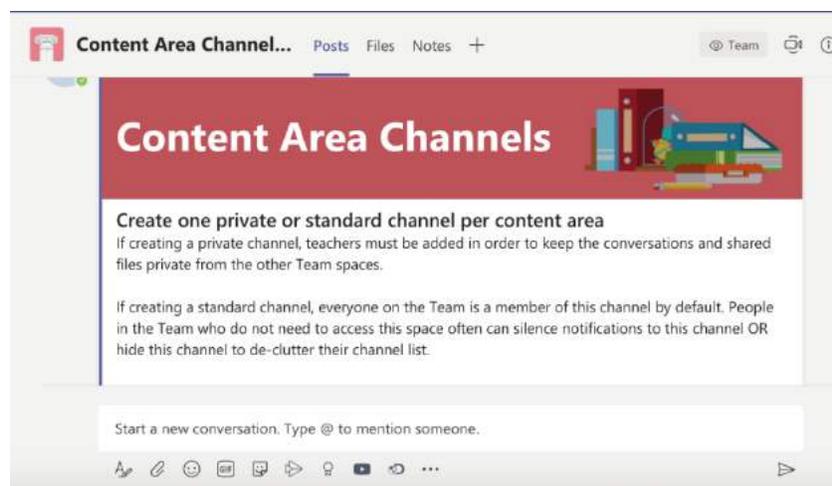
The screenshot shows the 'Faculty Meetings' channel interface. At the top, there's a header with the channel name and navigation options like 'Posts', 'Files', and '+'. Below the header is a teal banner with the text 'Faculty Meetings Channel' and a megaphone icon. The main content area contains instructions: 'Use this space to hold meetings and make announcements about meetings' followed by a numbered list: '1. Create one private for your faculty members only (excluding staff and teaching assistants, etc.)' and '2. Teachers must be added in order to keep the conversations and shared files private from the other Team spaces.' A bolded note states: '\*\*Important to Note: private channel meetings are a Meet Now function meaning that you cannot schedule this as a recurring meeting within Teams. Here's the workaround to protect privacy of content shared here AND maintain a recurring calendar invite for educators:'. At the bottom, there's a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, link, emoji, GIF, and video.

## Instructional Learning Team (ILT) Channel



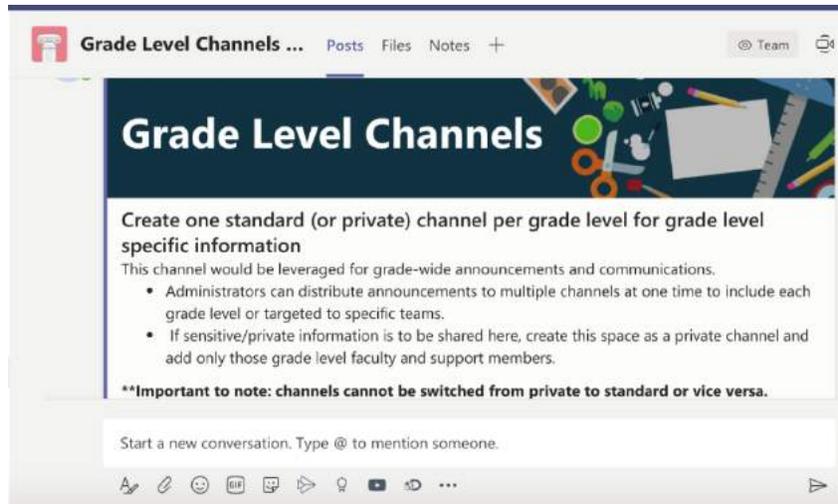
The screenshot shows the 'ILT Team' channel interface. The header includes the channel name and navigation options. A green banner features the text 'ILT Team Channel' and an illustration of a checklist. The main content area contains the text: 'This private channel would hold all ILT meetings, notes, and communications' followed by a numbered list: '1. Create the private channel', '2. Add ILT Team members to the channel', and '3. Define use of space - files, notes, etc.'. A 'See less' link is visible below the list. At the bottom, there's a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, link, emoji, GIF, and video.

## Content Area Channels— one for each content team



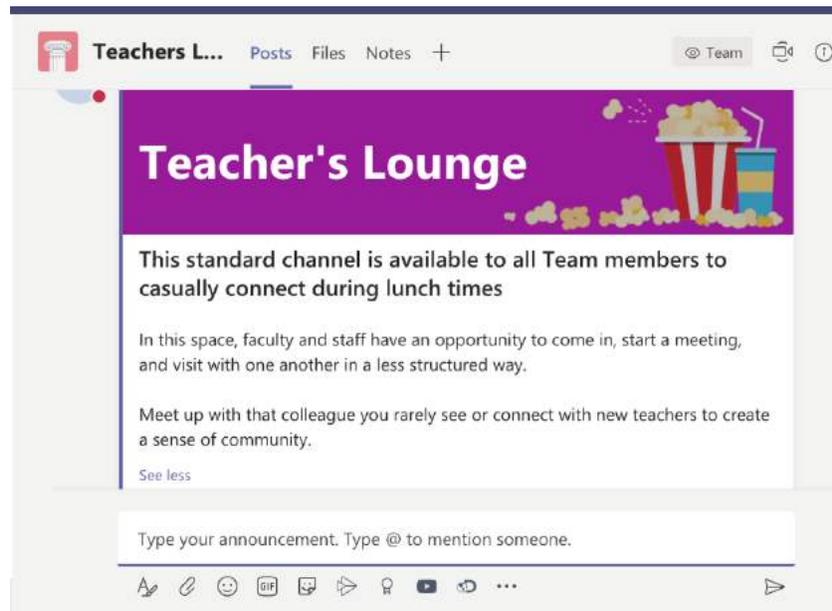
The screenshot shows a 'Content Area Channel' interface. The header includes the channel name and navigation options like 'Posts', 'Files', 'Notes', and '+'. A red banner features the text 'Content Area Channels' and an illustration of school supplies. The main content area contains instructions: 'Create one private or standard channel per content area'. It then explains: 'If creating a private channel, teachers must be added in order to keep the conversations and shared files private from the other Team spaces.' and 'If creating a standard channel, everyone on the Team is a member of this channel by default. People in the Team who do not need to access this space often can silence notifications to this channel OR hide this channel to de-clutter their channel list.' At the bottom, there's a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, link, emoji, GIF, video, and more options.

## Grade level Channels



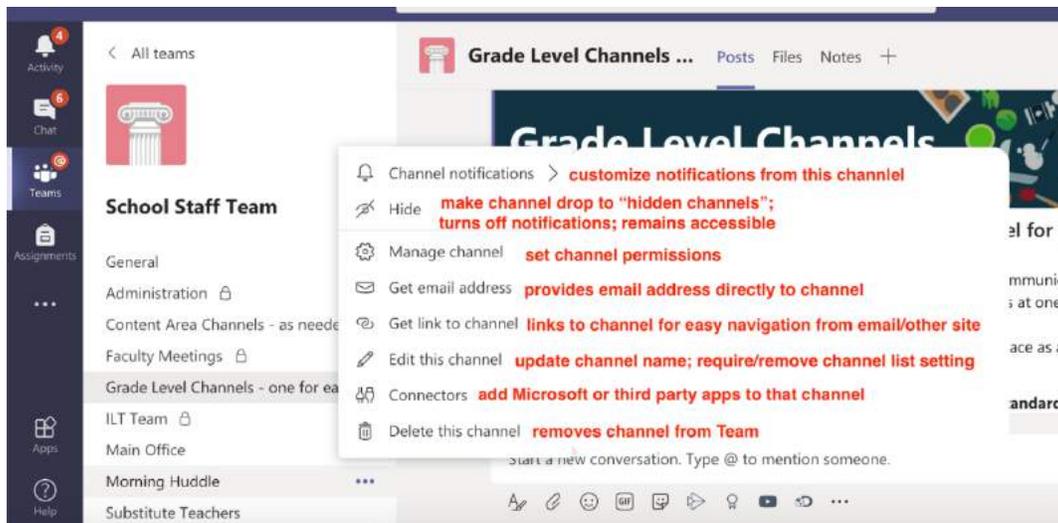
The screenshot shows a Microsoft Teams channel interface. At the top, the channel name is "Grade Level Channels" with a red icon of a building. Below the name are tabs for "Posts", "Files", and "Notes", and a "+" sign. On the right, there are icons for "Team" and a user profile. The main content area features a dark blue header with the text "Grade Level Channels" and an illustration of school supplies. Below the header, the text reads: "Create one standard (or private) channel per grade level for grade level specific information". This is followed by a paragraph: "This channel would be leveraged for grade-wide announcements and communications." and a bulleted list: "• Administrators can distribute announcements to multiple channels at one time to include each grade level or targeted to specific teams." and "• If sensitive/private information is to be shared here, create this space as a private channel and add only those grade level faculty and support members." Below the list, a bolded note states: "\*\*Important to note: channels cannot be switched from private to standard or vice versa." At the bottom, there is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a toolbar with icons for text, link, emoji, GIF, video, and more options.

## Teacher's Lounge Channel



The screenshot shows a Microsoft Teams channel interface. At the top, the channel name is "Teachers L..." with a red icon of a building. Below the name are tabs for "Posts", "Files", and "Notes", and a "+" sign. On the right, there are icons for "Team", a user profile, and a notification bell. The main content area features a purple header with the text "Teacher's Lounge" and an illustration of popcorn and a drink. Below the header, the text reads: "This standard channel is available to all Team members to casually connect during lunch times". This is followed by a paragraph: "In this space, faculty and staff have an opportunity to come in, start a meeting, and visit with one another in a less structured way." and another paragraph: "Meet up with that colleague you rarely see or connect with new teachers to create a sense of community." Below the paragraphs, there is a "See less" link. At the bottom, there is a text input field with the placeholder "Type your announcement. Type @ to mention someone." and a toolbar with icons for text, link, emoji, GIF, video, and more options.

**To modify channel settings:** Click the ellipsis next to the channel and select from the menu:



If you want your channels to appear in a specific sequence, Teams follows alphanumeric ordering. Put a number in front of each channel name and they will appear in numerical order.

## Microsoft Teams Insights & Analytics: Measuring Virtual Classroom Engagement

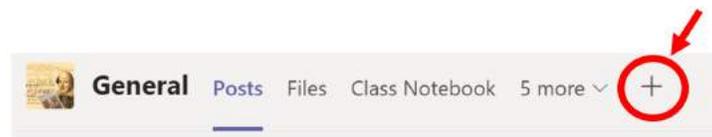
**Purpose:** Teachers using Insights in Microsoft Teams can save time as they track students' academic progress and engagement in class activities. Class Insights collects data such as student activity in Teams, grades, assignment turn-in, conversation activity. It also creates an analytics dashboard that displays that data in actionable graphs and other easy to read data visuals. **Students do *not* have access to Insights.**

Teams component	Teacher data collected	Student data collected
Assignments	Creating, assigning, updating, and returning assignments	Opening, turning in, and grade on assignments
Channel engagement	Visiting a channel, creating a post, replying to and liking a post (not including chat content)	Visiting a channel, creating a post, replying to and liking a post (not including chat content)
Files	Uploading, downloading, accessing, modifying, commenting on, and sharing a file (not including file content)	Uploading, downloading, accessing, modifying, commenting on, and sharing a file (not including file content)

Insights can be added as a tab in a Class Team channel.

### Add Insights as a Tab to a Class Team

1. In Teams, navigate to the Class Team you want to add Insights to. Located on the horizontal bar within the intended Team, select the “**Add a Tab**”  icon.

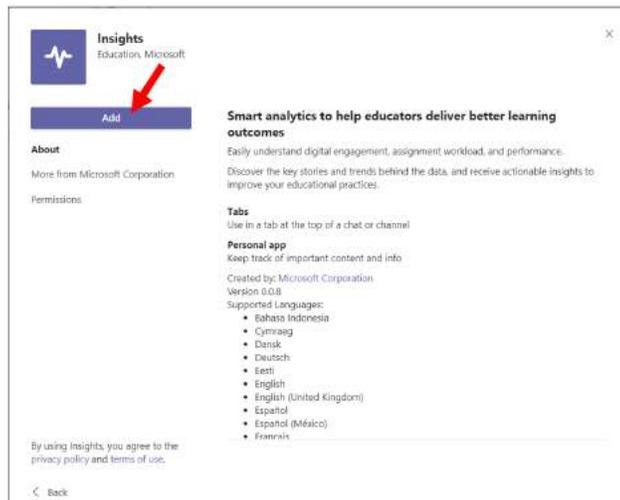


2. Use the Search bar to search for the **Insights** app.

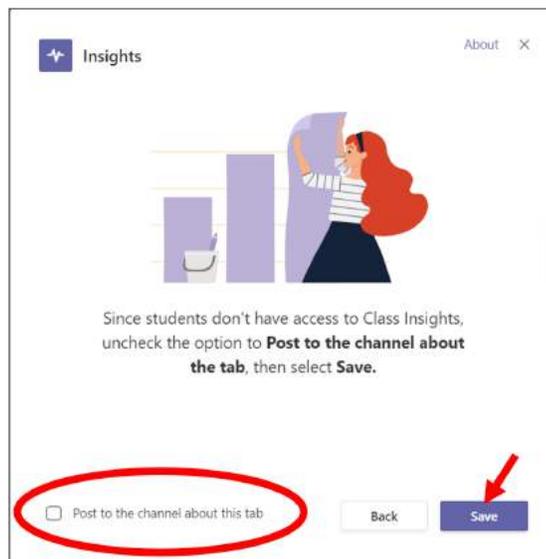


**NOTE:** Insights is **ONLY** available in Class Teams and cannot be added to Staff or PLC Teams.

3. Click 'Add.'

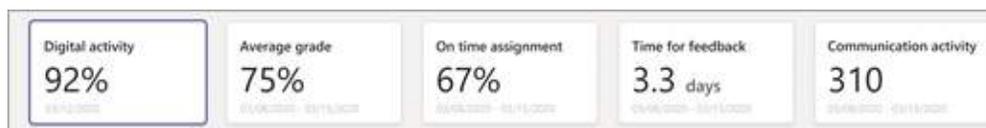


4. Since students do not have access to Insights, **uncheck** the option to **Post to the channel about the tab**. Then click **Save**.



### Explore Your Class Insights Dashboard

Your class dashboard presents five different categories of your students' Teams activity: **Digital Activity**, **Average grade**, **On-time assignments**, **Average time for feedback**, and **Communication activity**. Use the tiles for a quick glance at current averages in each category. Select a tile to see a more in-depth graph on the data in that category.



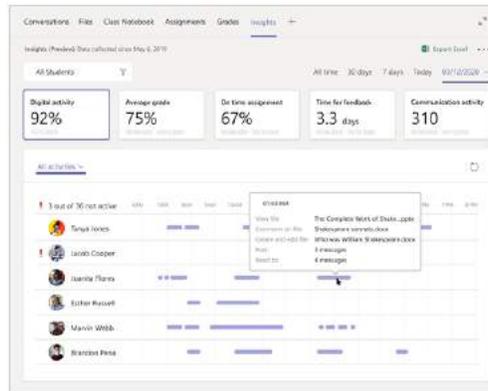
- You can filter the data presented in each of these categories: by student (**All students or an individual student**) and/or by time period (**All time, 30 days, 7 days, Today, or Specific Day**).
- If you filter by an individual student, the averages in each of the tiles will change to reflect that student's data.

## Digital Activity

The **Digital Activity** tile shows student Teams activity over time:

- Posting and reaction to messages
- Viewing and editing files
- Turning in assignments

By default, the report shows data for **Today**. Select **Specific day**, **7 days**, or **30 days** for other time ranges.

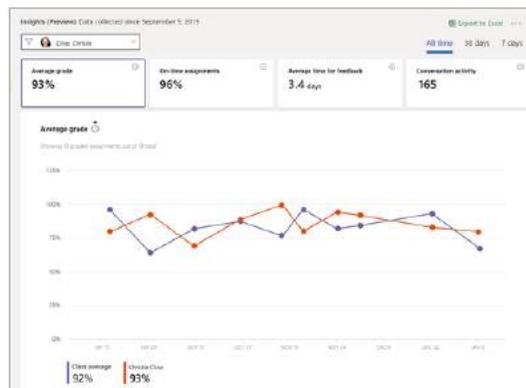


## Average grade

The **Average grade** tile presents the calculated average grade from all graded assignments. On the graph, each dot on the line represents a specific assignment; hover over a dot to see the grade data for that assignment.

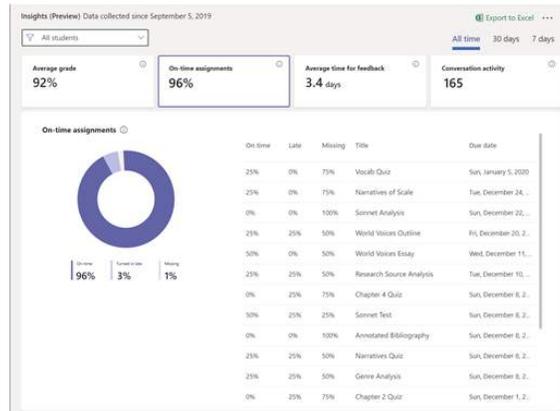
### NOTES:

- Activity bars reflect estimated time ranges
-  Indicates student who were inactive during the selected time period.



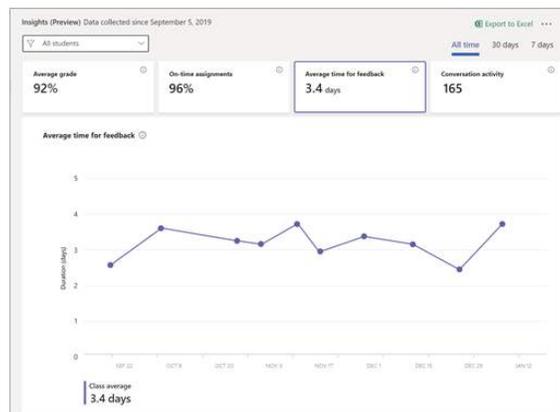
## On-Time Assignments

The **On-time assignments** tile presents the percentage of assignments that were turned in on time. In the graph, you can also see the total percentage of assignments that were late and missing (not yet turned in), as well as submission status (on time, late, or missing) for each specific assignment.



## Average time for feedback

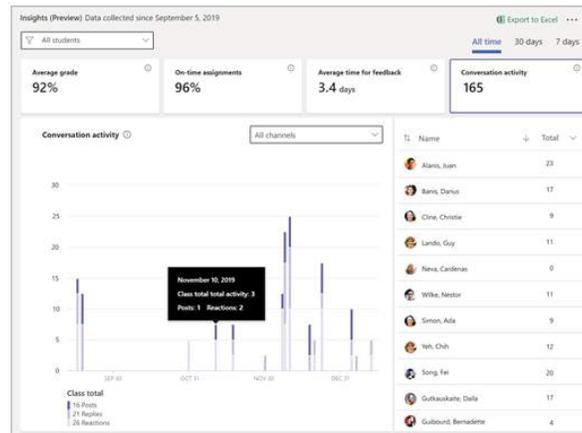
**Average time for feedback** shows you the average length of time, in days, between a student submitting an assignment, and when it's returned back to them.



## Communication activity

**Communication activity** presents data on posts, replies, and reactions in channel conversations.

**Note:** This data reflects only student activity, and will not include posts, replies, or reactions from teachers.



## Analytics within Teams

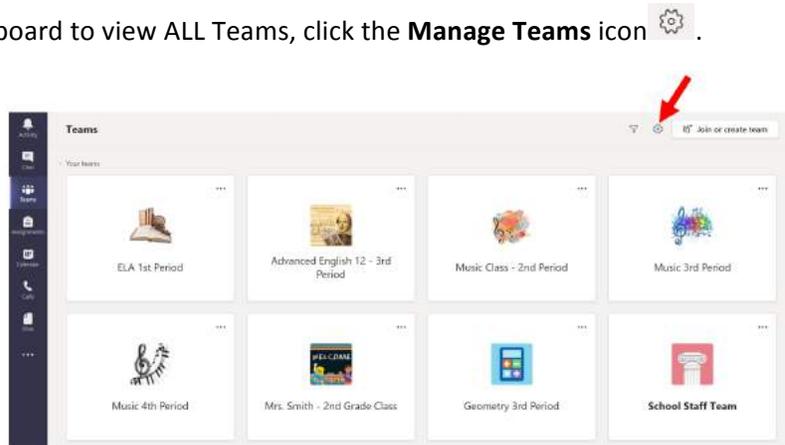
**Purpose:** Teachers can leverage Analytics information to support learners for academic achievement and social-emotional needs as well as the effectiveness of choices in using Teams' functions. Analytics provides information about the usage patterns and activity on a Team. This type of data includes the number of active users, posts, replies, and more at the following levels:

- **Cross-team analytics** gives users a broad overview of usage data for all teams that they are a member or owner of in a single list view.
- **Per-team analytics** gives users a more granular view, showing usage data for a specific team.
- **Per-channel analytics** gives users an even more granular view, showing usage data for a specific channel.

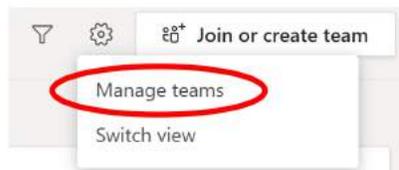
**NOTE:** Users can filter any of these view to see data for a specified time period.

### View Cross-Team Analytics

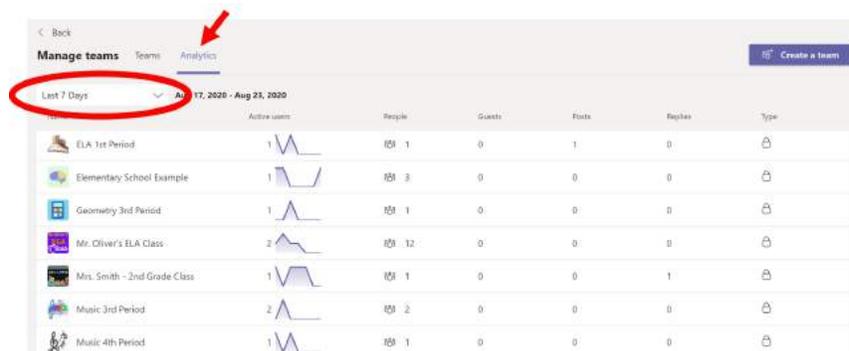
1. On the Teams' dashboard to view ALL Teams, click the **Manage Teams** icon .



2. From the drop-down, select **Manage teams**.



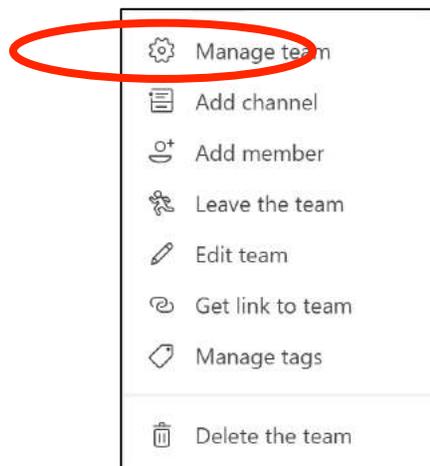
3. On the Analytics tab, select the date range to show usage data for ALL teams for which you are a member or owner.



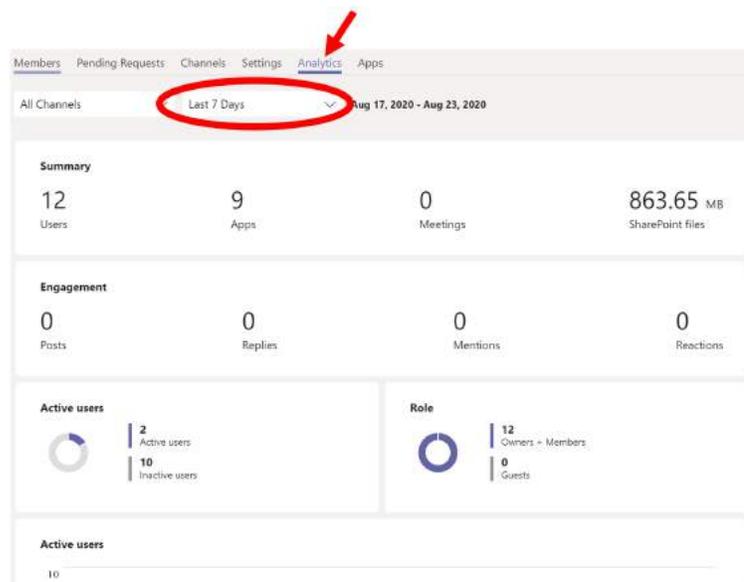
Item	Description
<b>Name</b>	Name of the team.
<b>Active users</b>	Number of active users on the team and trend line of team activity during the specified time period.
<b>People</b>	Total number of people on the team in the specified time period. This includes team owners, team members, and guests.
<b>Guests</b>	Number of guests on the team during the specified time period.
<b>Posts</b>	Number of new messages posted in team chat during the specified time period.
<b>Replies</b>	Number of replies in team chat during the specified time period.
<b>Type</b>	Whether the team is a private team or public team.

### View Analytics for an Individual Team

1. Navigate to the intended team, click the 3-dot ellipses ( '...' ) next to the name of the team.
2. Click **Manage team**



3. Click the **Analytics** tab and select a date range to show usage data for that **specific team**.



Item	Description
<b>Summary</b>	Summary of team activity including the following: <ul style="list-style-type: none"> <li>• <b>Users:</b> Total number of users in the specified time period. This includes team owners, team members, and guests.</li> <li>• <b>Posts:</b> Number of new messages posted in team chat during the specified time period.</li> <li>• <b>Replies:</b> Number of replies in team chat during the specified time period.</li> <li>• <b>Apps:</b> Number of apps added to the team.</li> <li>• <b>Meetings:</b> Number of Teams meetings organized at the team level.</li> </ul>
<b>Active users</b>	Number of active and inactive users.
<b>Role</b>	Numbers of users by role, including team owners, team members, and guests.
<b>Active users</b> chart	Number of daily active. Hover over the dot on a given date to see the number of active users on that date.
<b>Messages</b> chart	Total number of messages posted in team chat by date. Hover over the dot on a given date to see the number of new posts and replies posted on that date.

### View Per-Channel Analytics

1. Navigate to the intended team, click the 3-dot ellipses ( **⋮** ) next to the intended **Channel**.
2. Click **Manage team**
3. Click the **Analytics** tab.
4. Select a date range to show usage data for that **specific Channel**.

Item	Description
<b>Summary</b>	Summary of channel activity including the following: <ul style="list-style-type: none"> <li>• <b>Users:</b> Total number of users in the specified time period. This includes team owners, team members, and guests.</li> <li>• <b>Posts:</b> Number of new messages posted to the channel during the specified time period.</li> <li>• <b>Replies:</b> Number of replies in the channel during the specified time period.</li> <li>• <b>Apps:</b> Number of apps added to the channel.</li> </ul>
<b>Messages</b> chart	Total number of messages posted to the channel chat by date. Hover over the dot on a given date to see the number of new posts and replies posted on that date.

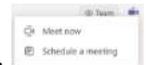
## Setting Up a Master Schedule

**Purpose:** In order for admin teams to be able to jump into classrooms to support with behavior management and conduct informal check ins, you will need an easy to access place with every teacher's meeting links nicely organized. Here's the process for that:

### Step One: Teachers get their Teams set up and recurring meetings scheduled.

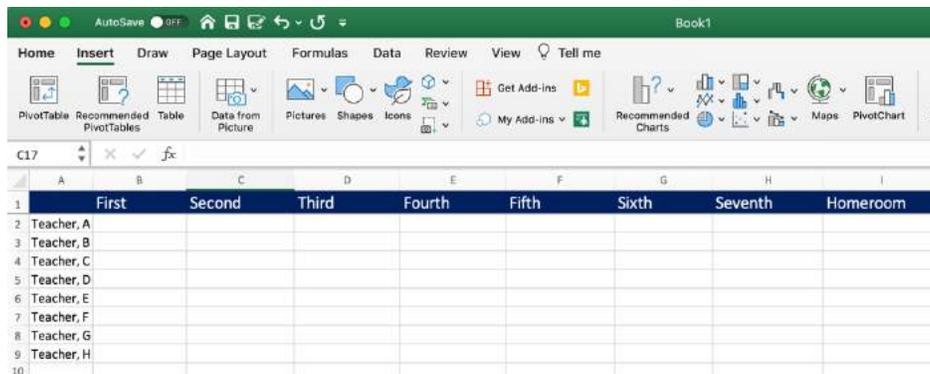
#### From the Channel of the Team where students will meet with teachers for F2F lessons:

1. Navigate to the Team and Channel the meeting will be held.
2. Click the **video camera icon**  in the top right corner.
3. Select **Meet Now** for an immediate start or **Schedule a Meeting** to add it to the calendar.
4. **Name** the meeting.
5. Add required **attendees** (this function generates the calendar invite).
6. Enter **start/end date** and **time**.
7. **Select recurring** if the meeting will repeat.
8. Click the **Save button**  in the top right corner.
9. Members join using the calendar invite or by navigating to the Team channel and clicking the **JOIN button**  **\*\*Note: Co-teachers can be added as required attendees for it to populate on their Outlook calendar. Students will likely join from within the Team channel.**



### Step Two: Construct the Excel spreadsheet for gathering needed information.

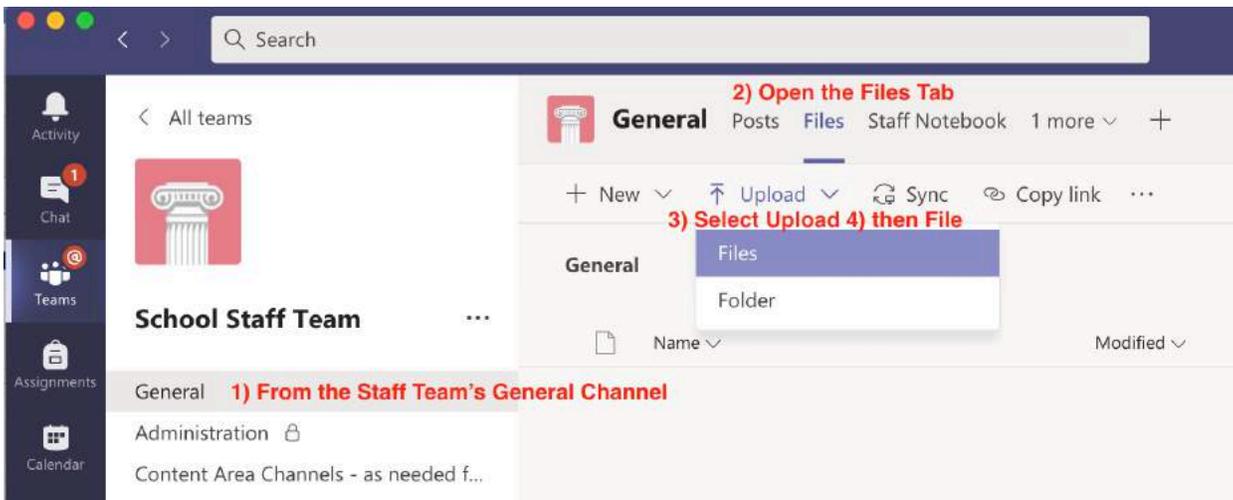
**\*\*Note:** You can download and [edit this template](#) to use OR create one that includes: bell schedule and teacher names.



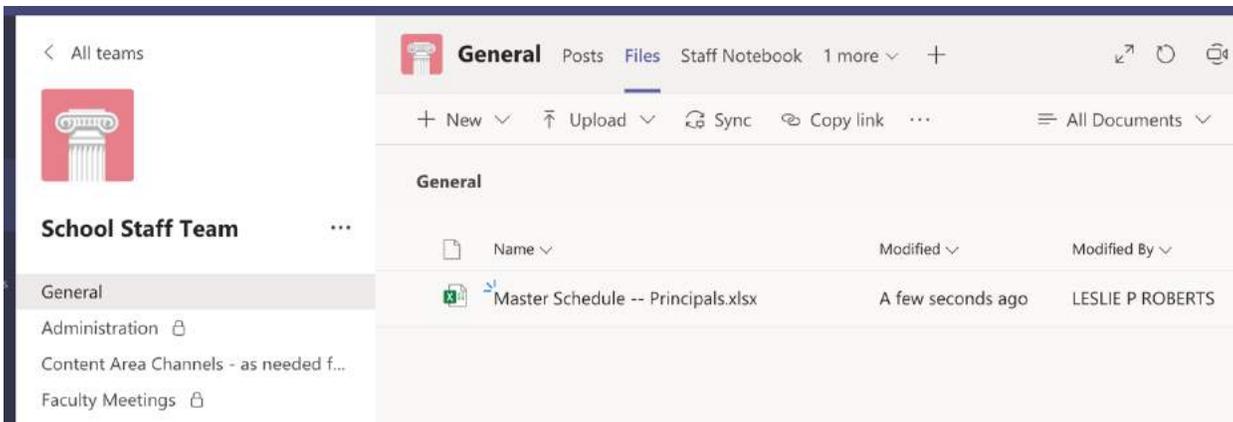
	A	B	C	D	E	F	G	H	I
1		First	Second	Third	Fourth	Fifth	Sixth	Seventh	Homeroom
2		Teacher, A							
3		Teacher, B							
4		Teacher, C							
5		Teacher, D							
6		Teacher, E							
7		Teacher, F							
8		Teacher, G							
9		Teacher, H							
10									

### Step Three: Add the spreadsheet to the Staff Team.

**\*\*Note: By adding the spreadsheet to the Team, all members by default have editing rights.**



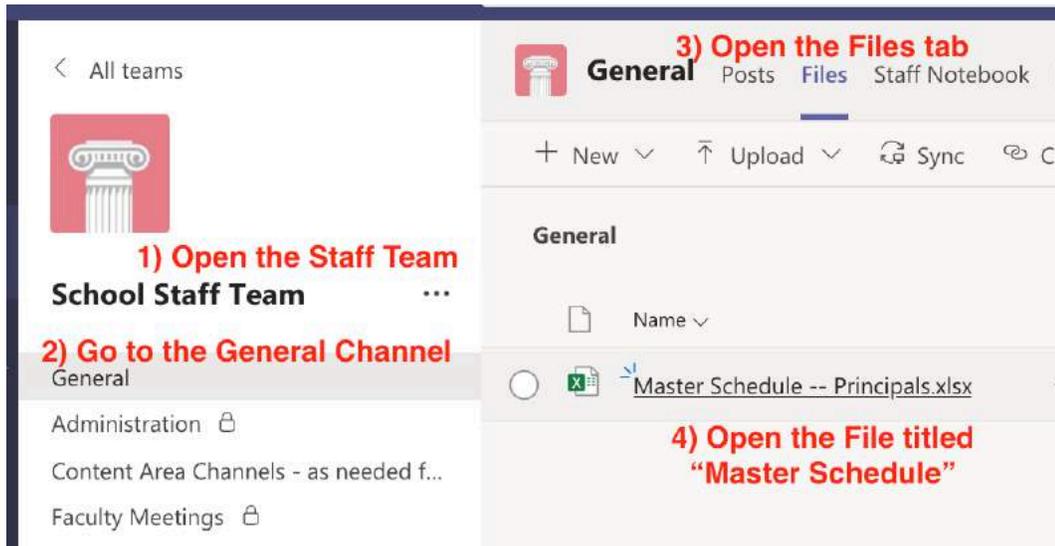
1. Open the Team
2. Go to the General Channel
3. Click the Files tab
4. Click Upload
5. Click Files
6. Select the file from your One Drive or device
7. Once Uploaded, all Team members have access and editing rights



### Step Four: Teachers add their schedule and meeting links to the spreadsheet.

**\*\*Note: These are the steps to share with your faculty.**

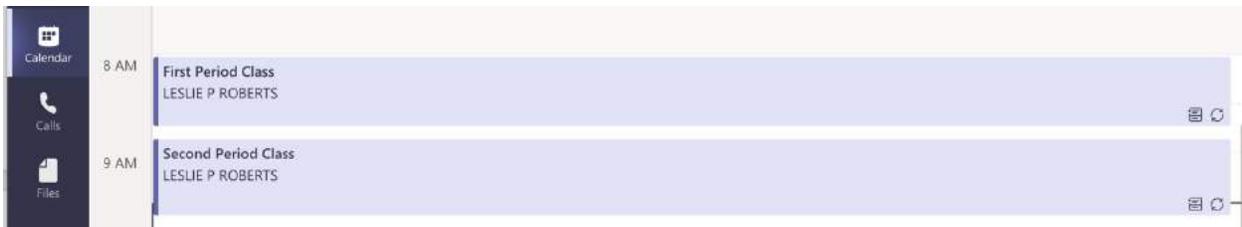
1. Open the Staff Team
2. Go to the General Channel
3. Click the Files tab
4. Click on Master Schedule



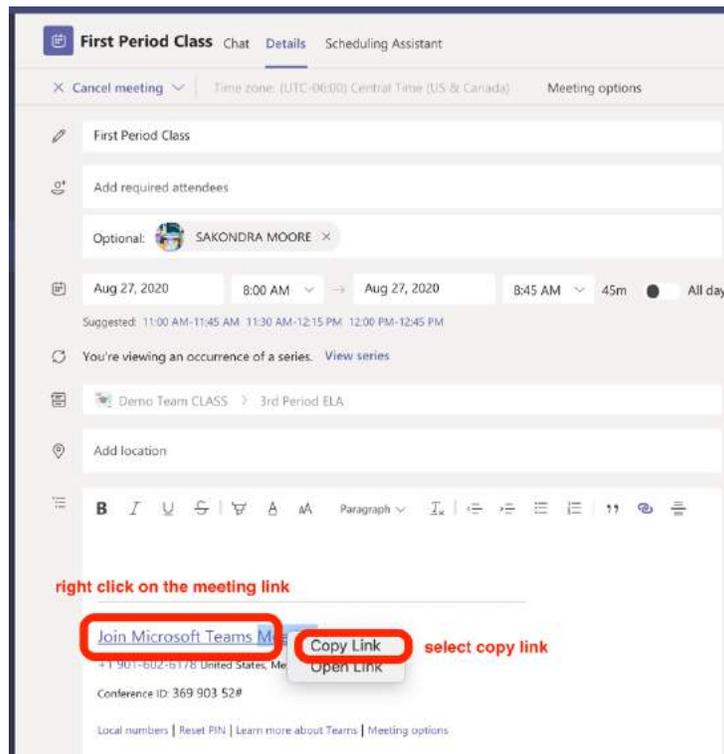
5. Find your name on the roster (alphabetically last name first)

	A	B	C
1		First	Second
2	Teacher, A		
3	Teacher, B		
4	Teacher, C		
5	Teacher, D	<a href="#">Biology I</a>	
6	Teacher, E		
7	Teacher, F		

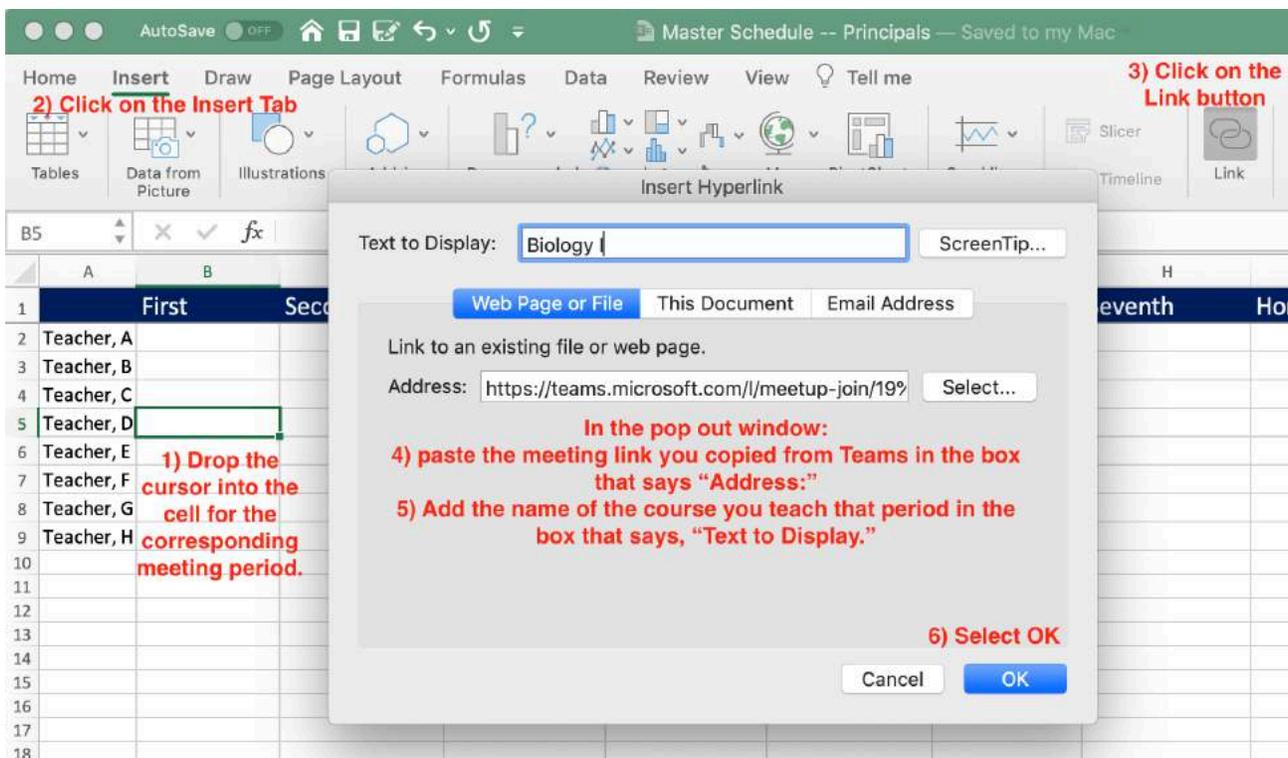
6. Open your Teams calendar



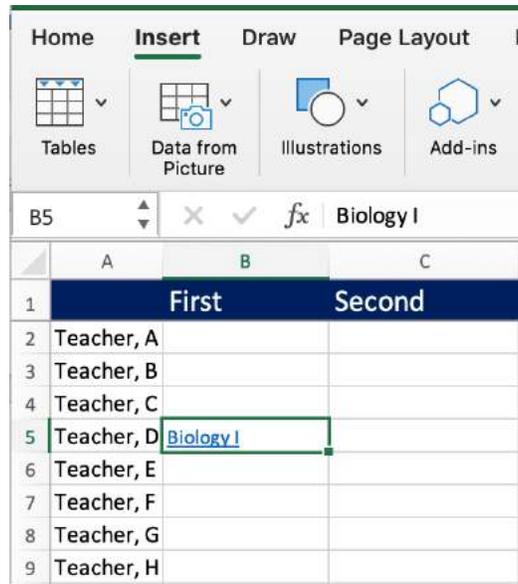
7. Double click on your first period calendar invite
8. Right click on the meeting invite link
9. Select copy link



10. Go back to the spreadsheet window
11. Drop the cursor into the cell next to your name that aligns with the period for the meeting invite you just copied in Teams
12. Click on the insert tab
13. Click the Link button
14. Paste the meeting link copied from Teams into the box labeled “Address”
15. Add the name of the course you teach that period in the box labeled “Text to Display.”
16. Select OK

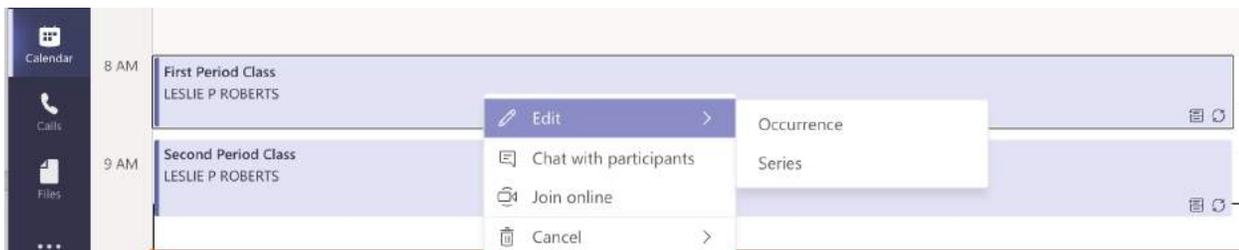


17. Confirm that it is in the correct row and column of the spreadsheet



18. Repeat for all classes

**\*\*Pro Tip: When there's a change in bell schedule, access the Teams calendar, right click on each of the effected meetings, and edit the Occurrence, not the Series.**



Shelby County Schools  
Microsoft Teams User Guide  
2020-2021

# CLASS STRUCTURES

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52 Including Links in Announcements

53 Warm Hand-Off: Navigating Classes in Elementary Grades

55 Connecting Students to Class Materials

## Homeroom Team Structure

*Purpose:* Create your digital space to mirror a physical class space.

When thinking about how to subdivide a Team into Channels, this is at the discretion of the owner of the Team.

**Example:** When creating a homeroom Class Team (i.e. Mrs. Smith – Kindergarten Class, Advanced English 12), the teacher’s homeroom automatically comes with a General Channel.

By default, anyone can post messages to the general channel. While you cannot delete the general channel, you can restrict who can post to this channel via the team setting. You may only want to allow owners to post. If allowing others to post, be reminded that messages in the general channel are shared and accessible with everyone that is a part of that Team.

**Adding Channels:** Adding channels can be a way to sub-divide or categorize a Team.

**Example:** An Elementary Class Team type may be separated into the different areas of subjects or content being taught (i.e. Reading, Math, Science, Social Studies, etc.). An upper grade Class Team type may include channels for the categories of learning such as a Syllabus, Projects, Article Discussions, Units of Study etc.



A best practice is to start with a small, focused number of channels and scale slowly.

## Navigating Classes for Middle and High School

It is recommended for every teacher to create a Team for every class taught. Because each Team comes with a specific and unique link, the teacher would communicate the link for the Team directly to the students.

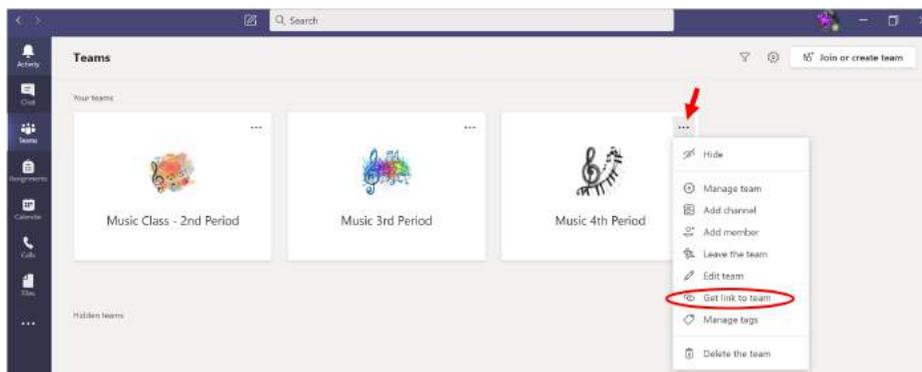
If during your Team's meeting, students are having difficulty finding the team's content, you can provide a direct link using the following steps.



*The link is not for students to 'Join' the team, as they should already be members of the Team. Instead, the link provides a seamless way to navigate to other teacher's class teams/meetings.*

### Get the Link to a Team

1. From the Teams dashboard, click the 3-dot ellipses to reveal the **'More Options'** menu.
2. Select **'Get link to team.'**



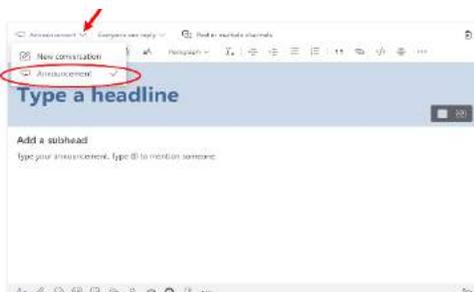
3. Click **'Copy'** to copy the link to the intended team. Once copied, the link is ready to share.



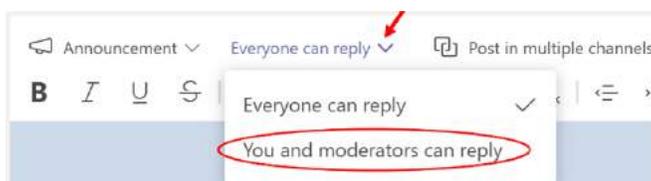
## Team Communication via Announcements

As an option, links can be shared using an announcement. To create an announcement, make sure you are under the **Post** tab.

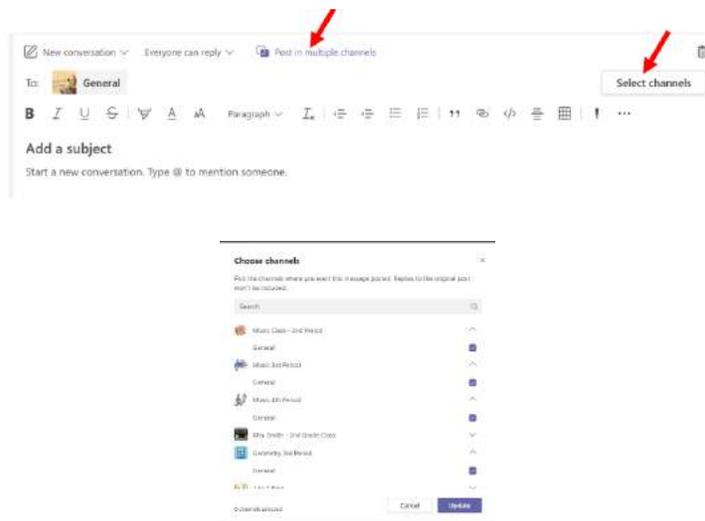
1. Select the **Class Team** you want to post the announcement to.
2. Select the **Channel** that you want the announcement to appear.
3. Click on the **format icon**  located at the bottom of conversation area.
4. Click the dropdown arrow next to **New conversation** at the top of the chat box and select 'Announcement.'



5. Type the Headline for your announcement.
6. To create the announcement without allowing replies from the students, change the option from 'Everyone can reply' to 'You and moderators can reply.'



7. In the event you need to post to other channels, within this team or other teams, click '**Post in multiple channels.**' Then, click '**Select channels**' to pick the channels where you want the announcement to be posted.



8. Once you have made your selections, click '**Update.**'

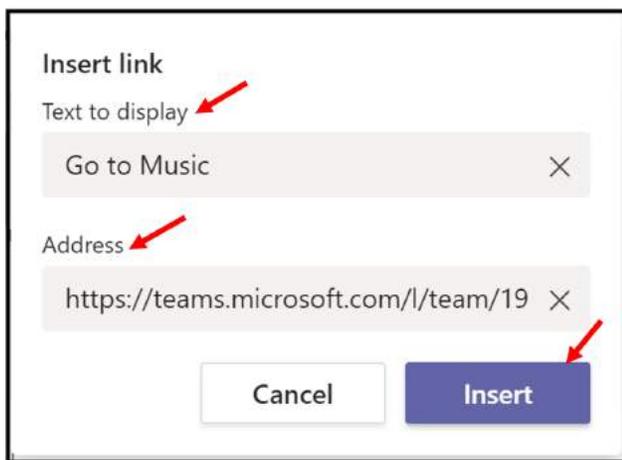
## Including Links in Announcements

As you are editing the announcement, you may choose to include a hyperlink that will take students directly to another class team or website.

1. Click the **hyperlink** icon within the announcement's formatting tool bar.

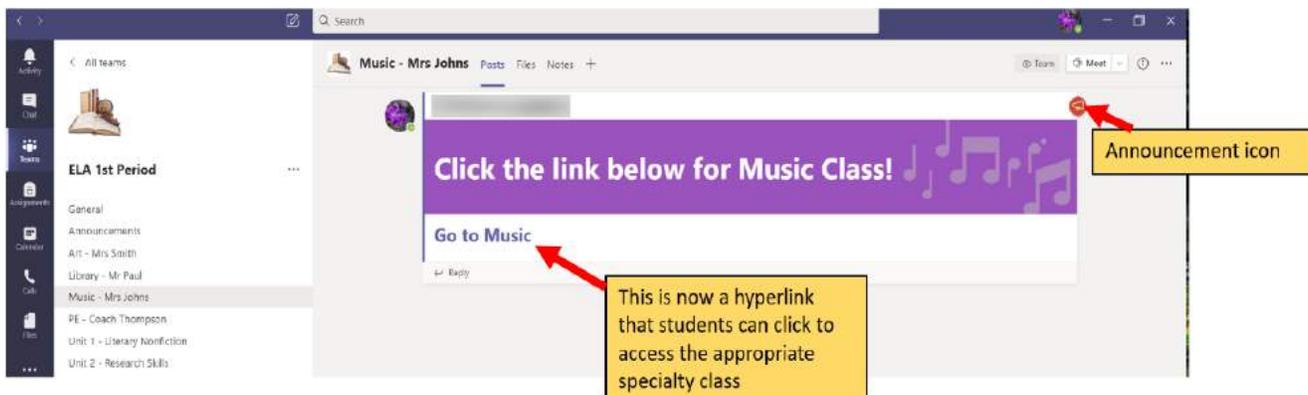


2. Customize the text for the link to display and paste the class link in the 'Address' field and click 'Insert.'



3. Once you are satisfied with the Announcement, click the 'Send' icon  to post the Announcement in the Conversation area.

Once the Announcement is posted, students can now access the link by clicking the hyperlinked text within the announcement.



## Warm Hand-off: Navigating Classes in Elementary Grades

**Purpose:** This section provides a seamless approach for students to move between Teams/specialty classes.

Teachers should create separate channels within the homeroom team that represent all specialty classes. These separate channels will provide the recurring meeting link to the specialty teacher's team meeting.



*This best practice is recommended for elementary school settings ONLY!!!*

The specialty teacher would still need to create a Team for each specialty class taught and provide the Team's meeting link to the homeroom teacher.

In a traditional elementary class setting, the teacher should verbally notify students to prepare for class transfer to specialty teachers.

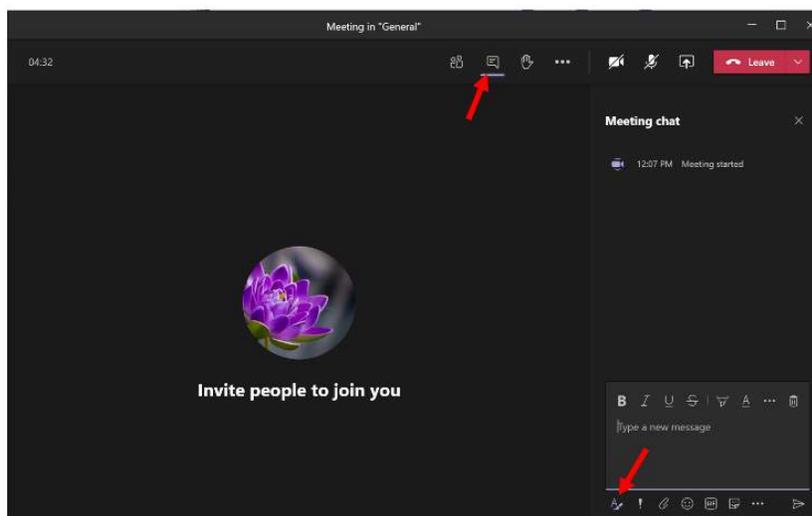
In an effort to mimic the physical school setting in a virtual learning environment, the teacher would take an active role in making sure students are "dropped off" and "picked up" from specialty classes (sometimes referred to as LAMP to represent Library, Art, Music, and P.E.)

These separate channels would not be related to the subjects or content taught directly by the homeroom teacher, but are accessible by each student in the class providing easy access to the specialty teacher's class.

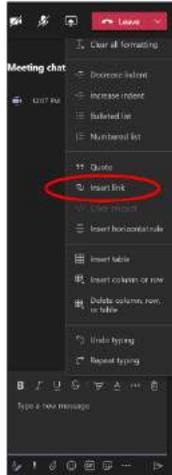
This method would allow students to be instantly connected to the specialty teacher's class meeting where the specialty teacher would be waiting.

### Example:

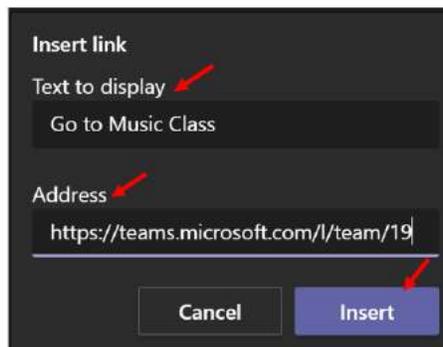
1. From within the video conferencing space, open the Chat space  and click the 'format' icon .



2. Click the 3-dot ellipses to reveal the 'More Options' menu. Select '**Insert Link.**'

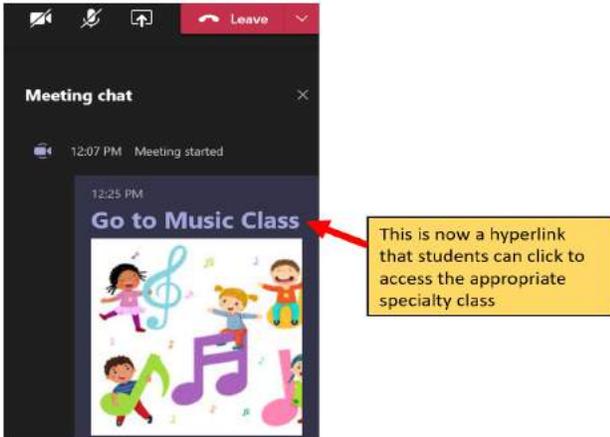


3. Customize the text for the link to display and paste the specialty class link in the 'Address' field and click '**Insert.**'



*The homeroom teacher should, briefly, join the meeting to “pick up” all students, making sure to quickly navigate back to the homeroom team’s meeting to ensure that an adult is present in both meeting spaces.*

- Once you are satisfied with the message, click the 'Send' icon  to post the message to the chat space.



 **QUICK TIP**

*Other customized edits can still be made before posting the message to the chat.*

### Connecting Students to Class Materials

*Purpose:* Once students have accessed their specialty class team meeting, when applicable, it would be beneficial to guide them to where they can access the materials and conversations specific for their class.

- From within the class meeting/video conference space, use the **Screen Share** function to guide students through a demonstration showing where to navigate in Teams to access their specific class Channel within the Specialty Team.



 **QUICK TIP**

*Students should already be members of the Team.*

- Click the 'Teams' icon  located on the far left side of the Teams application.
- Click the appropriate specialty class team.
- Click the 'Files' tab to access the, read-only, **Class Materials** (  Class Materials  ) folder.
- Click the 'Assignments' tab to access any grade-based assignments.

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## STUDENT EMAILS

- 57 Accessing Students' SCS Outlook/Office365 Email
- 58 Student Email Login
- 60 Accessing the Virtual Classroom & Student Email
- 63 Accessing Students' Teams/Classes
- 64 Calendar Access for Class Meetings

## Accessing Students' SCS Outlook/Office365 Email

Every SCS student has an outlook email account. Student's SCS email addresses are prefixed with each student's PowerSchool/Student ID. Student's ID numbers can be found within their PowerSchool Account.

The screenshot shows the PowerSchool SIS login interface. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". The form includes a "Select Language" dropdown menu set to "English", a "Username" input field, and a "Password" input field. A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned to the right of the password field. At the bottom of the form, there is a logo for Shelby County Schools and a message: "If you have any questions regarding registration, we encourage you to contact our Office of Student Services - (901) 416-6007. Thank you! Shelby County Schools".

The screenshot shows the PowerSchool SIS student profile page for "Sample Student". The page title is "Sample Student". On the left, there is a "Navigation" menu with options: "Online Education", "2020-21 Returning Students: Verify and Update Info", and "New Student Registration 2020-21". The main content area displays "Grades and Attendance: Sample Student, (Grade 5)". Below this, the "Student's PowerSchool Student# is 123456" is shown, with the number "123456" circled in red. At the bottom, a message states: "Your attendance and schedule will be available to see in the PowerSchool Portal after 08/24/2020."

CURRENT SCS STUDENT?	NEW TO SCS?
<ul style="list-style-type: none"><li>Access your account by going to: <a href="https://scstn.powerschool.com/public/">https://scstn.powerschool.com/public/</a></li><li>Don't have an account? Call (901) 416-5300.</li></ul>	<ul style="list-style-type: none"><li>Access your account by going to: <a href="https://scstn.powerschool.com/public/">https://scstn.powerschool.com/public/</a><ul style="list-style-type: none"><li>Click 'Create Account'</li></ul></li><li>Email <a href="mailto:iChoose@scsk12.org">iChoose@scsk12.org</a> with the Subject Line- 2020-2021 'New Student Registration' to request an account.</li></ul>



**Student Email Format:**

***StudentID#@student.scsk12.org***

**Student Password Format:**

***MMDDYYYY***

## Student Email Login

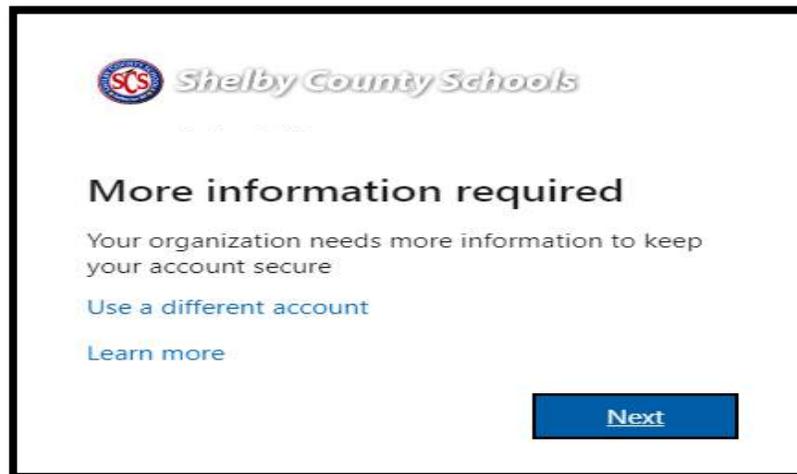
By default, the student's password is their 8-digit Date of Birth as the 2-digit month, 2-digit day, and 4-digit year with **no** separating spaces or marks in between.

1. Go to **Office.com** to login.
2. Enter **SCS email address**, click **Next**.
3. Enter **password**, click **Sign in**.

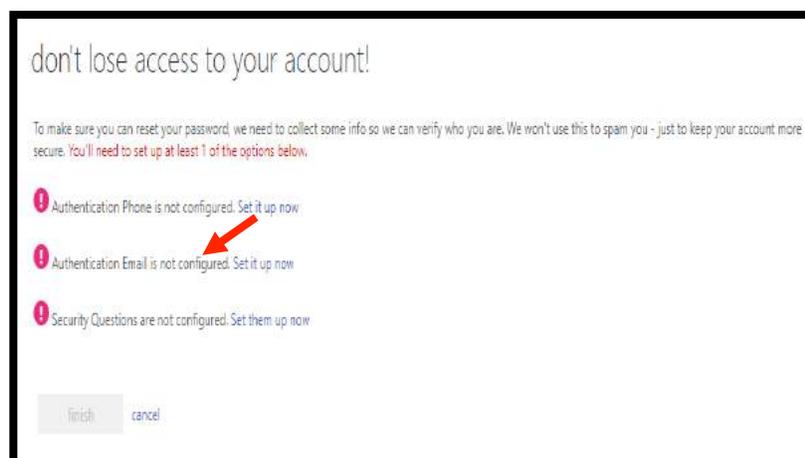
### First-time/New Student Email Login

Students logging into their SCS email account as first-time users, may have to complete back-up authentication steps to secure their SCS email address in the event the password is forgotten or locked. If this is the case, the following steps may apply after completing the previously mentioned login steps.

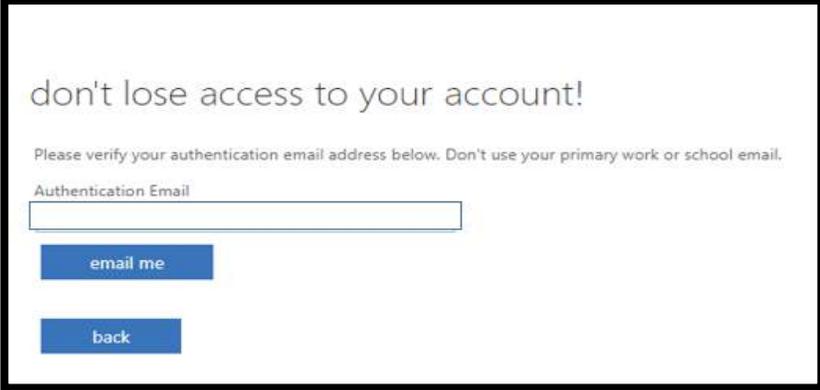
1. After attempting to login, parents or guardians may be required to provide more information to secure their student's email account.



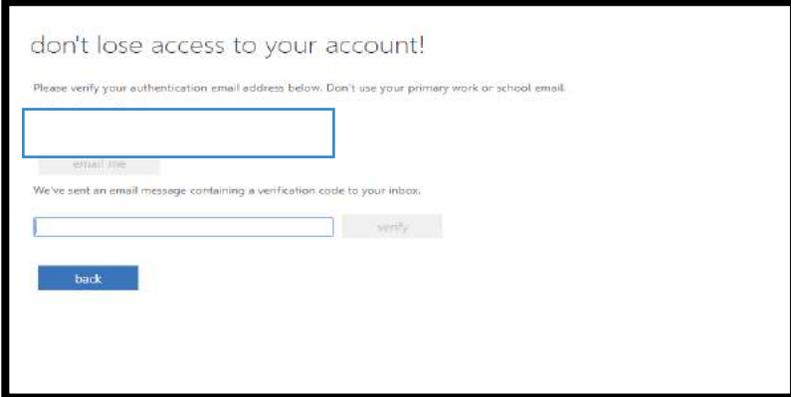
2. Select **Authentication Email** to back up the student's email account.



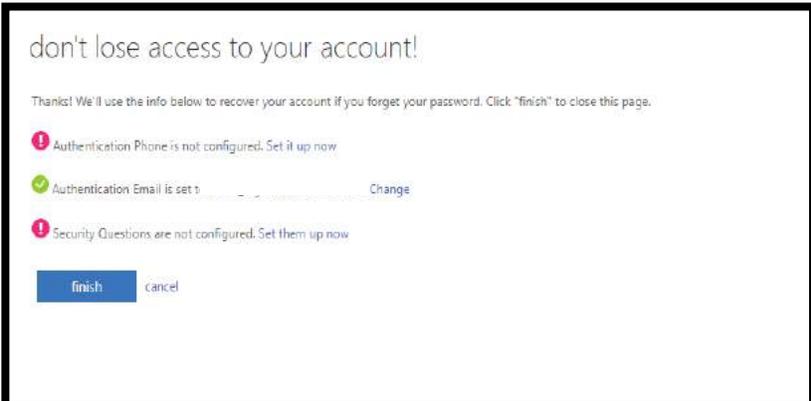
3. Enter the parent's or guardian's **personal email address**.



4. Check the personal email entered for a verification code to enter in the appropriate space. Then, click **verify**.



5. Once the verification code is accepted, Select **Finish**.



*For help with student login, Teachers should contact the SCS IT Service Desk at 901-416-2700.*

## Accessing the Virtual Classroom and Student Emails

There are two ways for students to access Microsoft Teams.



**Option 1\***



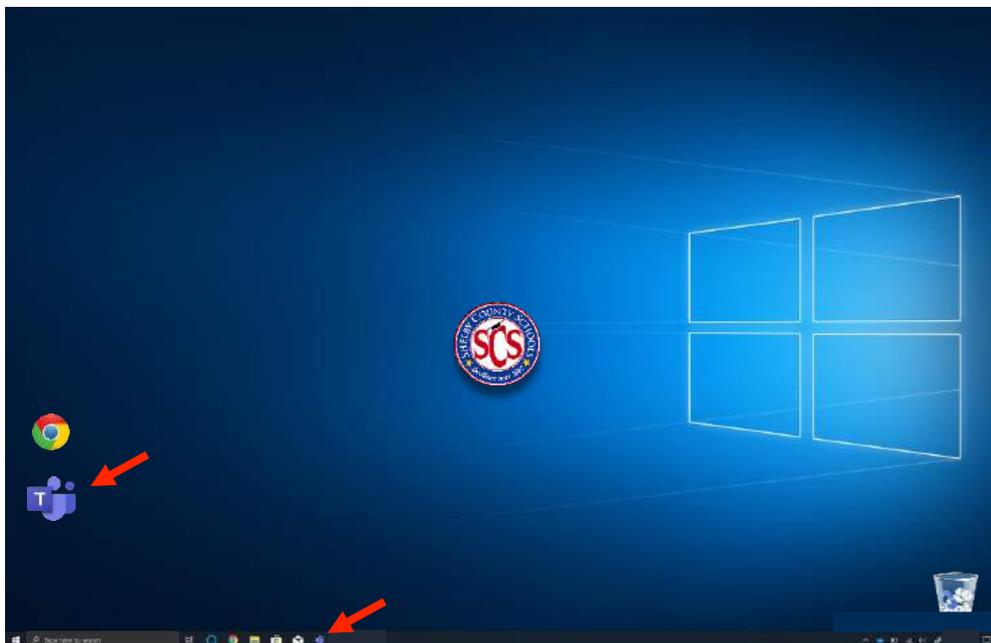
**Option 2**

*\*The Teams app will be downloaded to every district device.*

### **OPTION 1: Microsoft Teams Desktop App**

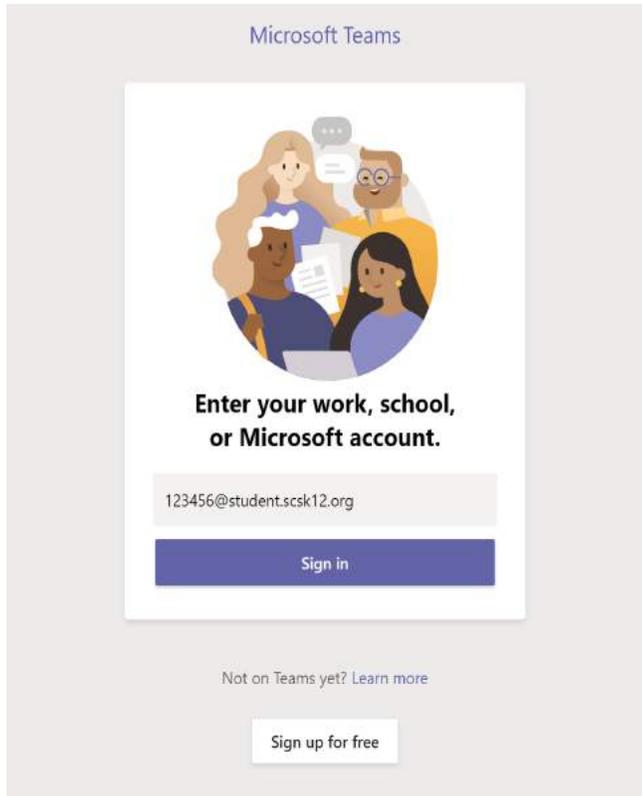
One option, is to access Teams using the pre-loaded app on your SCS digital device.

To access the Teams app on your SCS digital device, click the Teams icon to open the application.



Once the application icon from the desktop has been clicked, you may automatically be signed into your Teams dashboard. However, if you are not automatically signed into the Teams application, please complete the following steps.

Sign into Teams using your SCS username and password.



 **QUICK TIP**

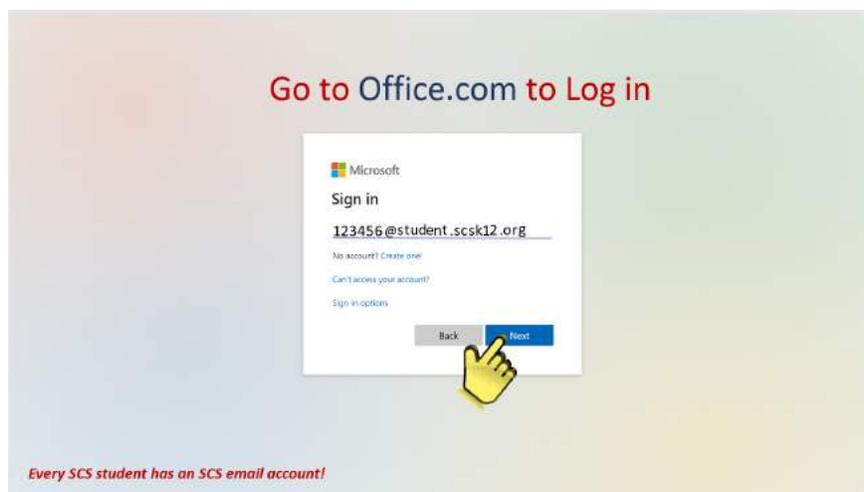
**Student Email Format:**  
*StudentID#@student.scsk12.org*

**Student Date of Birth Password Format:**  
*MMDDYYYY*  
*\*no spaces or separating marks in between*

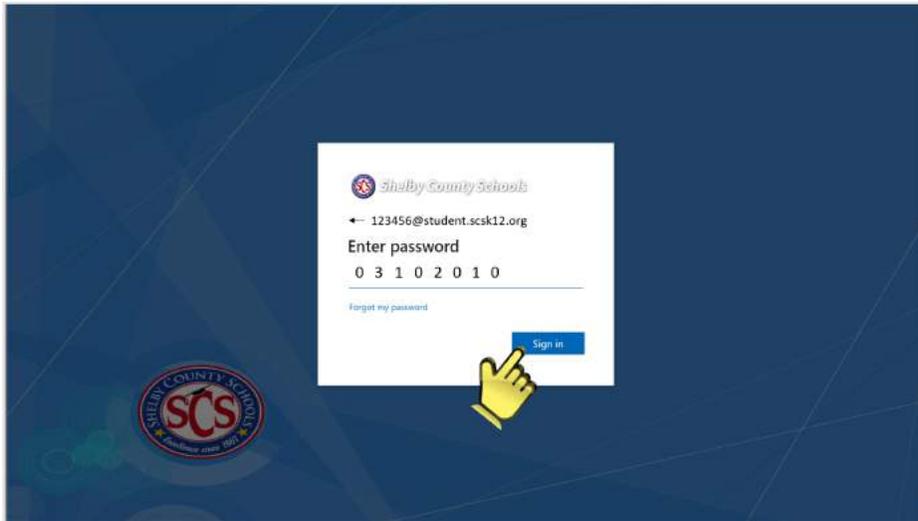
## OPTION 2: App Launcher in Outlook/Office365

Students can also access Microsoft Teams directly from their SCS email accounts.

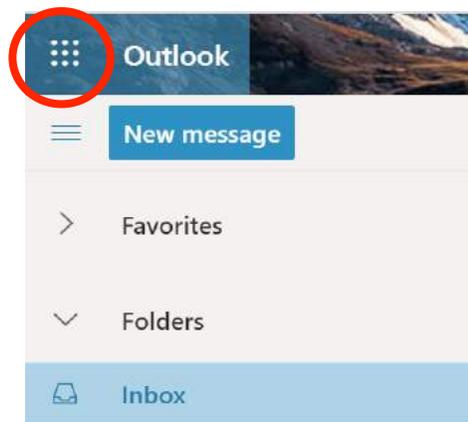
1. To access your email account, simply go to **Office.com** to log in with your **SCS email address** and **password**.



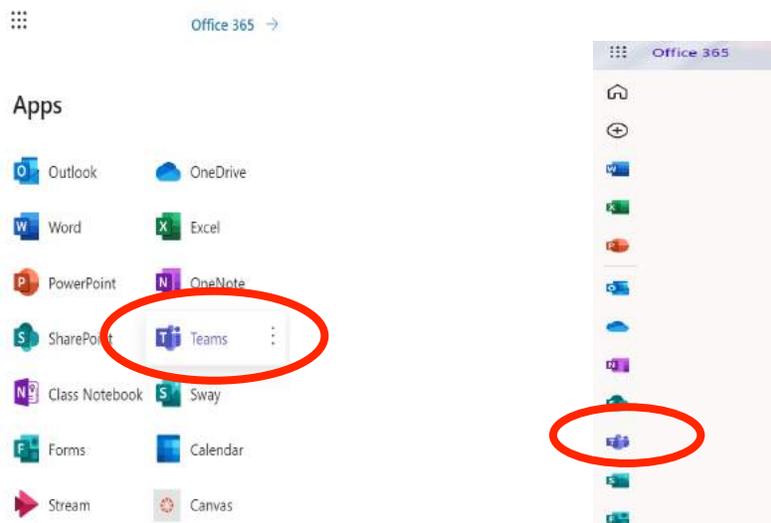
- By default, a student's password is their Date of Birth as the 2-digit month, 2-digit day, and 4-digit year with no separating spaces or marks.



- Click the **App Launcher** icon located in the top left corner of the email.

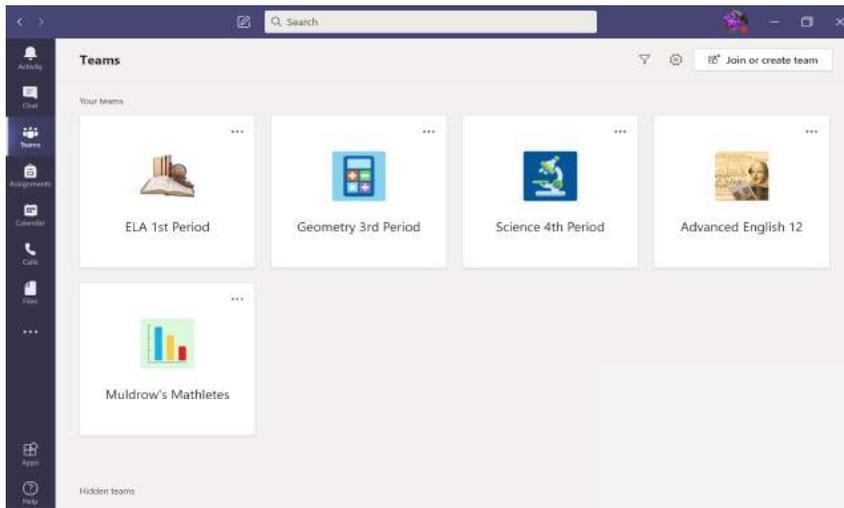


- Depending on the view, the Teams application may be presented in the following ways. Click the Teams application.

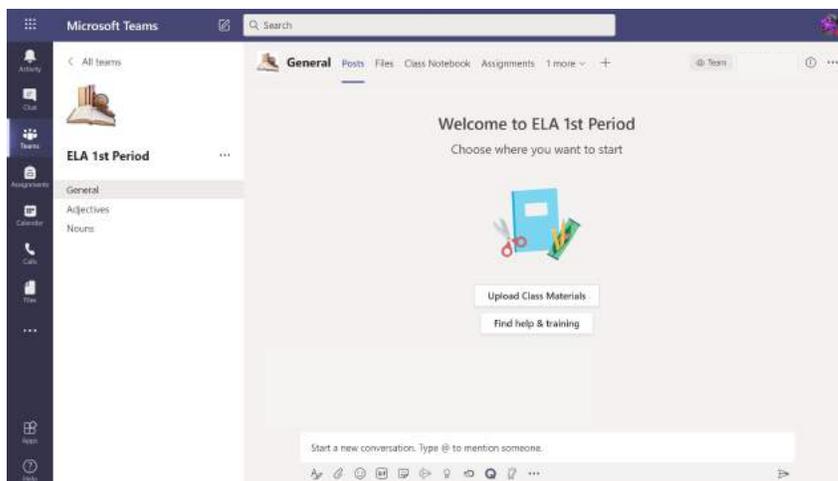


## Accessing Students' Teams/Classes:

Students' Teams dashboard will display the all of the class(es) to which you have been assigned or are a member. Click the intended Team to gain access to that Team.



Clicking on a Team that you want to access will take you to the team's landing page.



From here you can access the Channels, Files, Assignments, Class Notebook or Conversations that you need.

## Calendar Access for Class Meetings

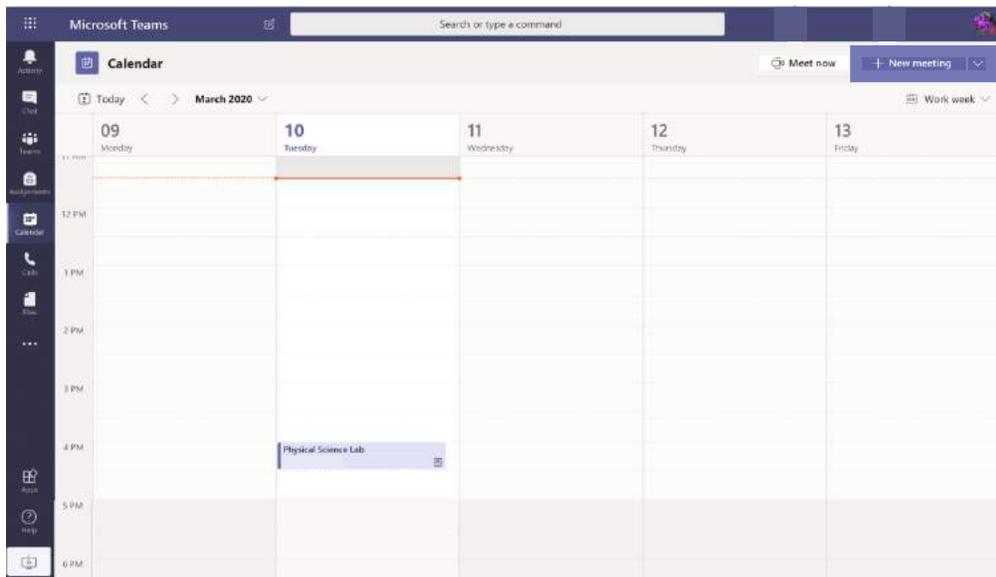
There are two main ways for students to access Microsoft Teams meetings.

### OPTION 1: Teams Application

A **'Scheduled Meeting'** allows face to face interaction in a group video conference. In these meetings, you will be able to speak directly to your teacher, ask questions, seek clarification, etc.

When your teachers set up these video meetings, you will receive an email invitation with the 'join' link to access the meeting.

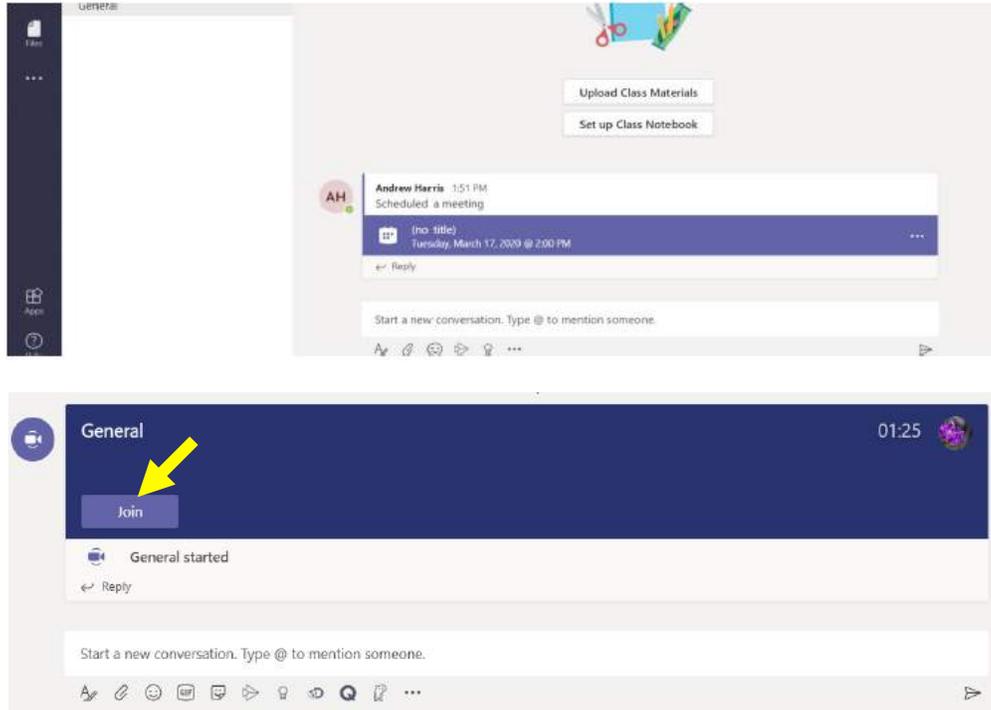
The meeting show as an event in your Teams Calendar:



When it is time for the meeting a **Join** button will appear on the event. When you are ready to join, click **'Join'** on the calendar event:



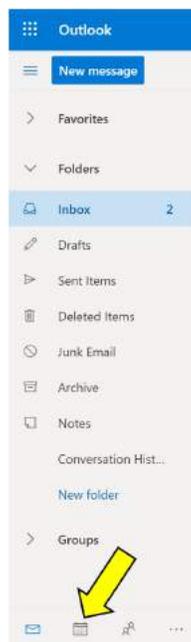
Note: Students can also access a meeting via the Channel conversation wall or 'We' space from within your Class Team.



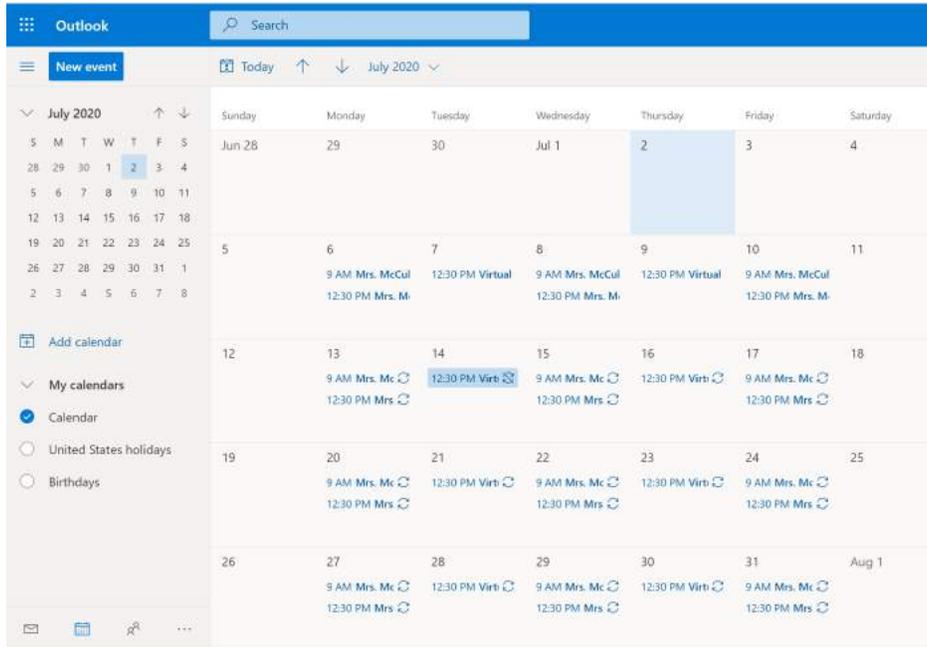
## OPTION 2: Outlook/Office 365 Student Calendar

Another option for students meeting links set forth by their teacher(s) is through their outlook email address.

To access the calendar from within students' SCS email account, click on the calendar icon located in the bottom left corner.

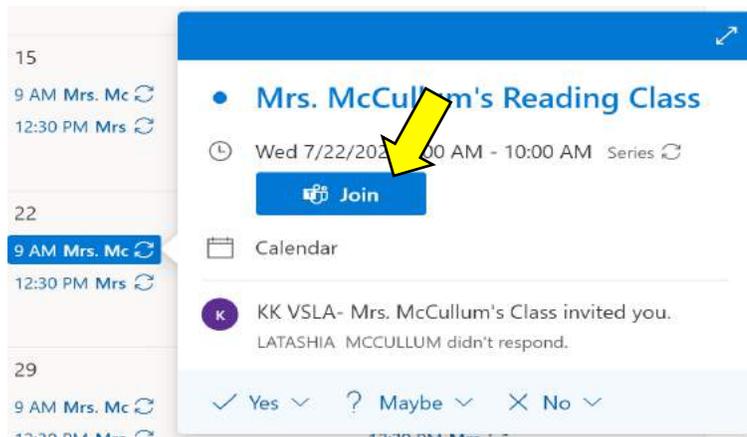


This will open the student's calendar to view all meetings and events that the student has been invited to join.



When it is time for the team's class meeting, the student can click on the appropriate day and time to reveal the meeting's 'Join' link.

*Note: A student can still access the meeting if he/she missed the email invite or forgot to RSVP or reply.*



Once the 'Join' link is clicked, the student will be taken to the Team's meeting without having to login to the Teams application. This is because of the integration between Teams and Outlook/Office 365.



Before joining the meeting, the students will have the option enable or disable the microphone on their device.

Please note, the teacher may initially instruct the students to disable their microphone to minimize any immediate distractions or background noises.

When the student is ready to join the meeting, simply click 'Join now.'

**Now, the student is ready to engage in the virtual class meeting!**

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# COMMUNITY TEAMS & BEST PRACTICES

69 Creating Community Teams

69 Best Practices: Observation & Staff Development

69 Best Practices: Substitute Teacher Protocol

70 Hiding a Team

## *Creating Community Teams*

Examples of Community Teams are as follows, but not limited to:

Lunch Rooms	Clubs
Discipline Office	Clinics
Front Offices	Counselors Office
Homework Help	Teacher Break Rooms
Specials and more	

The owner of these Teams would provide access to all additional members.

**Example:** A Community team is a space that would be accessible to all staff and students in a given school, this space would ideally be setup by a building administrator or a designee and all staff and students could be manually added to this Team.

For large numbers of manual enrollments, please see the following shortcut:

### ***Generate a Team Code***

The owner of the Community Team would simply go to **Manage Team Settings > Team Code > Generate a code**. See images below.

This code can then be shared out to all students and staff of the school to allow them to join the Community Team. Please note, that Teams can have up to 5,000 individuals.

### ***Best Practices: Observation and Staff Development***

When setting classroom or ancillary Teams, building administrators can be added to the classroom teacher's Team as co-owners allowing them full access and administrative privileges of the Team.

### ***Best Practices: Substitute Teacher Protocol***

**Question:** How do we support substitute teachers and teacher assistants?

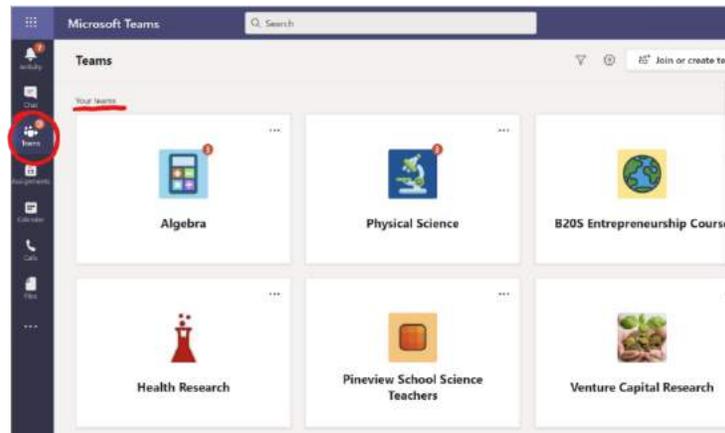
**Suggestion:** As each teacher is responsible for creating a team for their individual classrooms, it will be important for them to add the principal and/or PLC coach as a co-owner. This will provide building level ownership to manage settings and to give the sub, etc. access in the event the teacher absence does not allow him/her to do so.

At the end of the school day, the sub should be removed from the team.

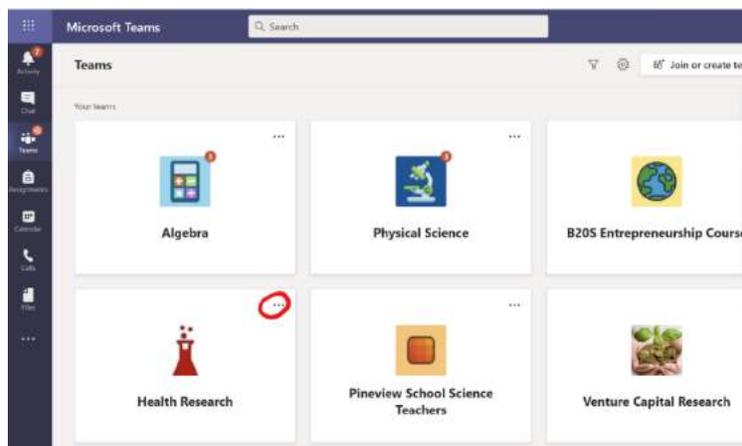
## Hiding a Team

If you do not want a Team to show in your team's list, you can hide it from view.

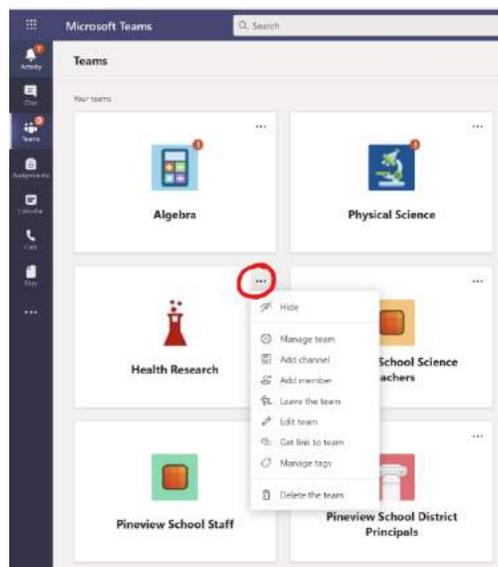
1. Go to “**Your Teams**” section



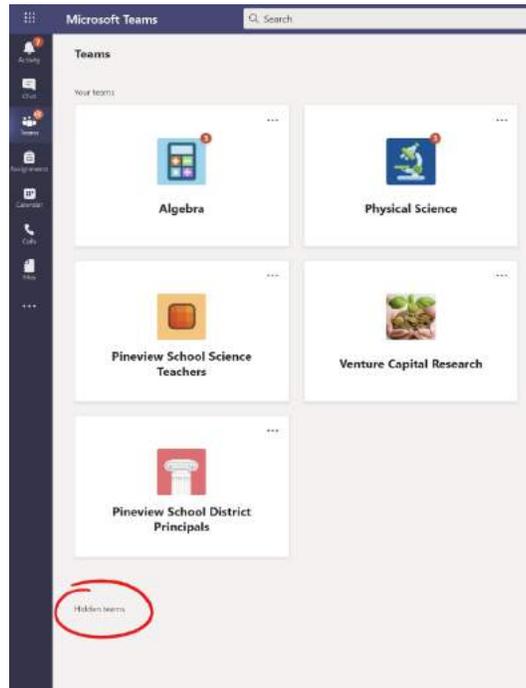
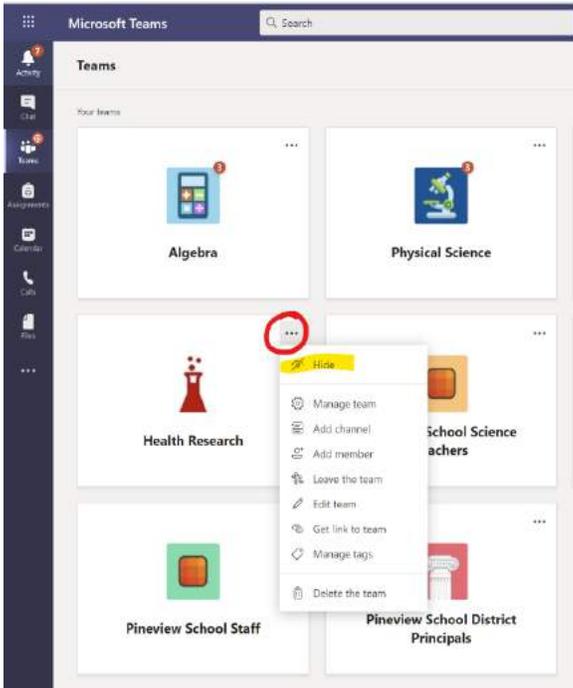
2. In the **Grid view** (image above- Teams are listed as tiles), or the regular List view of Teams, you select the **3-dot ellipses** of the Team Teams you wish to Hide.



3. A drop-down menu appears revealing ‘**More Options.**’:



4. Select **“Hide”** (the first option) and the Team you selected to Hide will now appear in your Hide section. Images below:



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## APPENDICES

- 73 Appendix A: Additional Resources
- 74 Appendix B: Microsoft Teams FAQs
- 80 Appendix C: Policies for Microsoft Teams
- 81 Appendix D: Microsoft Teams 2020 Updates

## Appendix A

### Additional Resources

#### Microsoft Teams Video Training

- <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

#### Create an Assignment in Microsoft Teams

- <https://support.microsoft.com/en-us/office/create-an-assignment-in-microsoft-teams-23c128d0-ec34-4691-9511-661fba8599be>

#### Getting Started in Your Class Team

- <https://support.microsoft.com/en-us/office/get-started-in-your-class-team-6b5fd708-35b9-4caf-b66e-d8f2468e4fd5>

#### Create a Class Team in Microsoft Teams

- <https://support.microsoft.com/en-us/office/create-a-class-team-in-microsoft-teams-fae422eb-58b7-4431-9ff2-a4b9b6ae7c5b>

#### Creating Announcements in Teams

- <https://www.marksgroup.net/blog/office-365-create-an-announcement-in-teams/>

#### Create an Assignment in Microsoft Teams

- <https://support.microsoft.com/en-us/office/create-an-assignment-in-microsoft-teams-23c128d0-ec34-4691-9511-661fba8599be>

#### Teams and Outlook Email Integration

- <https://docs.microsoft.com/en-us/microsoftteams/teams-outlook-email-integration>

#### Start a New Chat

- <https://support.microsoft.com/en-us/office/start-a-new-chat-297a3fd1-9316-4d9e-8f96-4849716f9a27>

## Appendix B

### Microsoft Teams FAQs

#### Special Features

**Q:** How can I see all of the people in a meeting at the same time?

**A:** The new meeting experience is available to Shelby County. You will need to update your Microsoft Teams by going to setting and ensuring that you have “New Meeting Experience” box checked. Please restart Microsoft Teams to ensure this new experience is in place. This experience will provide you a 7x7 large gallery view of 49 people.

**Q:** How do I turn on the new meeting function?

**A:** This is in the Teams’ settings. Open the Account (in the top right corner with your profile picture/initials). Select Turn on New Meeting functions. Restart the Teams application. This enables large gallery view, together mode, and pop out meeting windows.

**Q:** As we are closing out and ending LIVE sessions/Video Conferencing, is there a way to lock any old sessions to prevent others from joining at a later time?

**A:** For a Teams Meeting, the ability to close out a meeting permanently is being worked on and that should be released soon. This will mean that you will not see the “join” button at the top of an old meeting, but will have to join via the calendar app or link each time.

For LIVE Events, once a LIVE Event is ended, it is ended. There is no way for anyone to go back into that session. However, if configured for participants to listen to the recording, they will be able to click on the link and listen to the recording.

**Q:** How do I blur the background?

**A:** Click the 3 dots at the bottom of the screen referred to as the ellipses, you will see an option for "More Actions". Under More Actions you will see the option to blur your background.

**Q:** I do not have the blur background feature option.

**A:** It is likely that your device does not meet the requirements to determine where your face ends and the background begins. See the pasted response below.

According to this article by Tony Redmond, the PC graphics must support AVX2 for the blur-feature to work: "The technology to perform face recognition to identify the person and understand where the background to be blurred begins and ends only runs on reasonably recent PC equipped with Advanced Vector Extension 2 (AVX2) graphics. AVX2 is what Teams uses to blur the background after it figures out where the user is." "AVX2 is supported by PCs that have a post-Haswell chipset. Blurring works on my Surface Book 2, but doesn't on my HP Envy 17 of 2014 vintage. Be aware that the CPU has some processing to do to locate a face and blur the background, so it can impact other work on the PC if you run a loaded system."

**Q:** How does the raise hand feature work?

**A:** On the video conferencing toolbar, click the open-faced hand. The presenter can view the raised hand on the video screen (it appears as a yellow-filled open-faced hand) in the participant list. Either the participant or presenter can then click the hand in the participant list to lower the hand.

**Q:** How do I turn on the sound when playing videos during a LIVE TEAMS meeting?

**A:** Please see the link attached for a video demonstration of how to add audio <https://youtu.be/X4JHFDOGeco>

**Q:** Can you see all participants when sharing your screen?

**A:** At this time, the maximum number of participants viewable on screen is in a 3x3 format of 9.

**Q:** How do I know which conversations include me?

**A:** If you're worried about knowing when someone in a conversation needs your attention, just keep an eye on your Activity feed. There, you'll get a notification whenever someone:

- @mentions you (you'll also see your @mentions in the conversation, where you can spot them easily).
- @mentions teams and channels you belong to.
- Replies to conversations you are part of.
- Replies to your replies.
- You will also see a number next to the name of a channel whenever someone @mentions you there.

**Q:** How do I loop someone into a private conversation?

**A:** Click the "Add People" button at the top right corner of your screen. Then, type the name of the person you'd like to add, and press "Enter"

**Q:** How do we know if all students attended the full class?

**A:** When the organizer downloads the attendance list from show participants, the excel document will give you a time stamp of when the participant joined and left the meeting.

**Q:** If there is more than one owner for the team, are they able to download the attendance list, or just the person who set up the meeting?

**A:** No, the download attendance feature will only be available for the person who scheduled/organized the meeting.

**Q:** Is there a way to see a filtered list of all the recorded meetings I have attended?

**A:** All recordings you have access to are available through the Microsoft Stream application. Access this application through the Office apps. From there content can be filtered, uploaded, recorded, and permissions adjusted as needed. Stream also offers the functionality to create transcripts/closed captioning.

**Q:** How do I know who attended the meeting?

**A:** Only available DURING a meeting, the organizer has a function in the participant list area to download the attendee report. Once the meeting ends, the opportunity is over.

**Q:** How can I quickly connect a large number of people to the Team?

**A:** Create a JOIN code by going to the Team and select the ellipsis, select Manage Team, go to the settings tab, select Team code, generate the code to communicate it out. See pages in this document. Another option is to

click the ellipsis next to the Team, select “get link to Team.” When you communicate this out, you’ll receive a notification for pending requests.

**Q:** What is the maximum number of people we can have in a meeting?

**A:** Current limits are 300, with expected updates to expand to 1,000 soon. Larger audiences than that should leverage Teams Live Events.

**Q:** How can I enlarge the presentation to take up my full screen?

**A:** In new meeting view, as an attendee, you can turn on focus mode in the “more options” ellipsis in the videoconferencing toolbar. Also, throughout the Teams application, you will find diagonal arrows pointing out (indicating to enlarge) and pointing in (once the screen is maximized).

### **TEAMS Access and Set Up**

**Q:** How do we generate the join code?

**A:** Once you’ve created your TEAM, click on the three ellipses beside the name of the TEAM. Select “Manage Team”, select “Settings” tab, and select “Team Code”. Click the button that reads “Generate Code”.

**Q:** Do we need a general tab with all of our students are members?

**A:** General tabs are generated once a Team is created. You cannot unfavorite or limit membership in a General channel.

**Q:** How do I make my image upright when it shows up horizontally on the screen in TEAMS?

**A:** Ctl + Alt+ Up Arrow to turn your image

**Q:** Can the grades from our Class TEAMS sync to PowerSchool?

**A:** No, this is a capability that is being worked on. At this time, grades can be exported as an Excel spreadsheet.

**Q:** After sending calendar invites, I received an error message and do not know why. The emails had the onmicrosoft.com. Please explain.

**A:** The emails are inactive. You will have to call the IT Help Desk at 901-416-2700 to authenticate the students' emails.

**Q:** When having trouble accessing student emails, does it matter what type of cell phone is used?

**A:** The device has no bearing on being able to access the student's email account. When an error message arise, it is generally because the end user is attempting access from an unfamiliar or new location.

**Q:** How many TEAMS can be created per user?

**A:** A user can create up to 250 Teams.

**Q:** Should students use the browser or downloaded application?

**A:** For the best experience, the recommendation is to use the downloaded version of Teams. It is preloaded on all student devices.

**Q:** Can Teams be set up to mirror the weighted categories in PowerSchool?

**A:** In Class Teams, categories can be set up to define content areas, but weighting in accordance with PowerSchool is not in place at this time. IT continues to monitor and adjust as integration moves are made.

**Q:** How can I designate individuals to present information on screen?

**A:** Once a meeting is scheduled, open the invite and select Meeting Option. This opens a browser tab where lobby restrictions can be applied (recommendation is only me to bypass the lobby); announcing of people as they join (recommendation is to keep at “no”); and Who can present? Is set. Presenters are able to screen share, remove participants, and mute all.

**Q:** How do I set up a Teams Live Event?

**A:** Teams Live Events are complex to manage. There is a self-paced Canvas course for this training. Course number is CADRE524.

**Q:** How do I limit the notifications I receive?

**A:** Notifications from Teams can be adjusted in the Teams application settings. Click the profile picture/initials in the top right corner, select settings, select notifications. Adjust notifications as needed.

**Q:** How can I keep track of my teachers?

**A:** Guidance is for teachers to add one administrator to each Team for admin support, substitute teacher management, and informal observations.

**Q:** Based on this current view, teachers need to create teams for individual courses/subject areas?

**A:** Every teacher in the building needs to own his or her own Teams for each group of students they teach. This would be one Team per period at the upper grades, one Team per group of students in the lower grades. Specialty teachers need to create Teams for each group they teach as well.

**Q:** How can I get access to all of my teacher’s meeting links in one place?

**A:** Drop a file in the General Channel of the Staff Team with space for each educator. As teachers create their class meeting links, have them add the link to the document.

**Q:** Do the school leader have access to the student's notebook to view student work during a lesson or observation?

**A:** Yes, if you are added to the Team as an Owner.

**Q:** Can you push out forms to multiple staff notebooks at one time or do you have to place each one separately?

**A:** Create the page you’d like shared with individual Notebooks. Click the Staff Notebook tab. Select Distribute Page, then choose individual group, or distribute (for all). In the right hand tray that opens, designate where the page is to be added.

**Q:** How do you add Kahoot or other games to your presentation?

**A:** When screen sharing during live meetings, Kahoot would be inserted in the PowerPoint or presentation it will be shared as typical. If using Kahoot (or other apps) as an add on, it can be added as a tab on the horizontal bar of the Team channel.

## **Parent Access**

**Q:** Can parents call in to TEAMS? Can we call out to parents?

**A:** Parents are not able to dial into Teams. However, from a Teams meeting, you are able to click the people icon at the bottom of the screen (or the top if you have updated to the pop out view) and type in the phone number you desire.

## **Student Access and Login**

**Q:** Is TEAMS accessible to students on phones, iPads . . . or would they have to have access to a computer?

**A:** Teams is available as an app for download to phones and tablets as well as for computers.

**Q:** How do we help users with invalid username/password issues?

**A:** Please contact the Service Desk at 416-2700 to reset the password for the student, wait 30 minutes for the changes to sync with the cloud. The student should be able to access and should be prompted to change the password at that time.

**Q:** What do we do if a student receives a message that their device is not recognized and to contact admin?

**A:** Make sure the student attempts to use the same device and network consistently when accessing Teams. This message generally occurs when using your device from a different location.

**Q:** After downloading the TEAMS, how do I log in?

**A:** Use your active directory credentials which includes your Username: (Being a student's PowerSchool ID and Password: (Being the student's 8 digit DOB)

**Q:** Could we link our classroom to a Weebly page?

**A:** You can hyperlink Weebly to Teams and vice versa, but one cannot live within the other.

**Q:** Do students need to put the @student.scsk12.org in the email box?

**A:** Yes, they do.

**Q:** Can we use TEAMS to hold IEP meetings?

**A:** Please consult with the Department of Exceptional Children regarding the process for holding online IEP meetings.

**Q:** Does removing a student from a meeting keep them from completing assignments?

**A:** Team Owners can mute attendees easily by clicking MUTE ALL in the participant list window. If the situation escalates, attendees can be removed from the meeting. They retain all access to other parts of the Team. An update coming is a HARD MUTE where students will not be able to unmute themselves during meetings.

## **Assignments**

**Q:** Is it possible to upload videos, Excel, Word and PPT for assignments as well as interactive assignments like Boom Cards and BrainPOP videos for student resources

**A:** Yes, it is possible to include that type of work inside of an assignment, post, or Notebook page.

**Q:** Can assignments be audio and video recorded?

**A:** You can use audio, video, YouTube ,etc. to create your assignments. Always remember to ask the audience for permission before recording.

**Q:** Is there a limit to file size for a students' assignment?

**A:** 50 MB for a file. If the file is not an assignment, it can be 15 GB this would be the case if they were uploading the file into the channel or the Team space.

**Q:** How will the students get the work back to the teachers if working from an uploaded pdf. Do they need to download it, edit the document and then re-upload?

**A:** Teachers can leverage the Assignment option in Teams for this work. Students are then able to edit from within Teams.

## Appendix C

### Policies for Microsoft Teams

#### Meeting Policies

	Teachers	Students
Allow Meet Now	Yes	No
Allow Channel meeting scheduling	Yes	No
Allow scheduling private meetings	Yes	No
Transcription	Yes	No
Recording	Yes	No
IP Video	Yes	Yes
Screen sharing	Yes	Yes
Allow a participant to give or request control	Yes	No
Allow an external participant to give or request control	Yes	No
Allow PowerPoint sharing	Yes	Yes
Allow whiteboard	Yes	No
Allow share notes	Yes	Yes
Let anonymous people start a meeting	No	No
Automatically admit people	Yes	No
Enable live captions	Yes	Yes
Allow chat in meetings	Yes	No
Allow dial-in users to bypass the lobby	Yes	Yes
Allow Meet now in private meetings	Yes	Yes

#### Meeting Settings

	Teachers	Students
Anonymous users can join a meeting	Yes (NO) rec	Yes
“Only Me” option	Yes	
Presenter only	Yes	

#### Live Event Policies

	Teachers	Students
Allow scheduling	Yes	No
Allow transcription for attendees	Yes	Yes
Who can join scheduled live events?	Everyone	Everyone
Who can record an event?	Organizer	No

## Appendix D

### Microsoft Teams 2020 Updates

#### [1\) Run engaging classes through online meetings](#)

**Large Gallery view** (aka 7x7) – expected in August

(New) **Together Mode** – expected in August

(New) **Dynamic view** – expected in August

(New) **See more videos on iOS or Android devices** – expected in August

(New) **Attendance Report post-meeting download** – expected in early September

(New) **Whiteboard in Teams features** – available now

(New) **Digital Whiteboard without student access** – expected in August

(Update) **Teams meetings now 300 interactive participants** – available now

(New) **Teams meetings up to 1,000 interactive participants** – coming in the last quarter of 2020

(Update) **Virtual Breakout rooms** – no later than early Q4 2020

#### [2\) Maintain student safety with control of meetings and classrooms](#)

(New) **Hard Audio Mute** – expected in early September

(New) **Control when students can join meetings** – expected in August

(New) **Students Wait in Lobby** – available now

(New) **Custom video background policy** – available now

(New) **Delete cross posts** – available now

#### [3\) Easily Deploy and manage Teams for your school or institution](#)

(New) **GradeSync to OneRoster API** – expected in August

(New) **Group policy assignment** – coming soon

(Update) **SDS adding back team creation** – available now

(New) **Educator-led team creation** – expected in August

(New) **Early Class Access API** – expected in August

#### [4\) Do more with Assignments in Teams](#)

(Update) **View assignments across all classes** (again) – expected in August

(New) **Link thumbnail preview** – expected in August

(New) **Anonymous Grading/Marking** – expected in August

(New) **Assignment settings** – expected in August

(New) **Four additional overall improvements** – expected in August

(New) **New Assignment languages supported** – available now

#### [5\) Keep learners engaged and collaborating in the classroom](#)

(New) **Class Materials on Android** – available now

(New) **New Turn-in celebrations** – expected in August

(New) **D2L's Brightspace Course Connector** – expected in August

#### [6\) Nurture social and emotional wellbeing outside of the classroom](#)

(New) **Reflect messaging extension** – available now

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