CONTENTS

3 The Ideal Virtual School
4 Teams Meeting Features
10 Teams Settings
20 Staff Meeting Features
27 Channels
48 Class Structures
56 Student Emails
68 Community Teams & Best Practices
72 Appendices
Overview

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 fulfill 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
TEAM 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

<table>
<thead>
<tr>
<th>Teams Feature</th>
<th>Best Fit Group</th>
<th>When to Leverage</th>
</tr>
</thead>
</table>
| Teams channel meeting         | • Established ongoing work relationships  
                               | • Scheduled from within the Teams channel                                     | • Faculty meeting in the Faculty Team  
                               |                                                                                | • PLC meetings per grade level/content area in PLC Team channels  
                               |                                                                                | • Grade Level/Content Planning                                                |
| Outlook Teams online meeting  | • Only meet once and/or do not have SCS active directory accounts           | • Parent-Teacher conferences (with parents using dial in access)                |
|                               | • Scheduled from within Outlook by added a Teams Meeting                    | • Inter-campus planning                                                        |
| Chat meeting                  | • Last minute need to reach out to other SCS active directory account holders | • Small group working on a collaborative project for a few days or weeks        |
|                               | • Short term work group                                                     | • Need for file sharing, videoconferencing, and meeting chat                    |
| Other Helpful Tips            | • General use                                                                | • Notification Settings  
                               |                                                                                | • Screen Sharing  
                               |                                                                                | • Record Meetings and Access Recordings                                         |
| Teams Live Event              | • Community wide events  
                               | • One link needed for access/communication                                  | • For meetings needing to be broadcast to a large audience with and without active directory accounts |
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:

<table>
<thead>
<tr>
<th>From the Calendar</th>
<th>From the Channel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the calendar icon on the left rail.</td>
<td>1. Navigate to the Team and Channel the meeting will be held</td>
</tr>
<tr>
<td>2. Click on the New Meeting button in the top right corner.</td>
<td>2. Click the video camera icon in the top right corner.</td>
</tr>
<tr>
<td>3. Name the meeting</td>
<td>3. Select Meet Now for an immediate start or Schedule a Meeting to add it to the calendar.</td>
</tr>
<tr>
<td>4. Add required attendees (this function generates the calendar invite)</td>
<td>4. Name the meeting</td>
</tr>
<tr>
<td>5. Enter start/end date and time</td>
<td>5. Add required attendees (this function generates the calendar invite)</td>
</tr>
<tr>
<td>6. Select recurring if the meeting will repeat</td>
<td>6. Enter start/end date and time</td>
</tr>
<tr>
<td>7. Pick a Team, then a channel from the Add Channel drop down list</td>
<td>7. Select recurring if the meeting will repeat</td>
</tr>
<tr>
<td>8. Click the Save button in the top right corner.</td>
<td>8. Click the Save button in the top right corner.</td>
</tr>
<tr>
<td>9. Members join using the calendar invite or by navigating to the Team channel and clicking the JOIN button.</td>
<td>9. Members join using the calendar invite or by navigating to the Team channel and clicking the JOIN button.</td>
</tr>
</tbody>
</table>
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
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.
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
TEAMS SETTINGS

11 Adjusting Teams Settings
12 Hiding & Accessing Multiple Teams
13 Hiding a Chat
14 Screen Sharing
15 Sharing System Audio in a Team Meeting
16 Record Meetings in Microsoft Teams
18 Teams Live Events
**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 and email
- Banner
- Only show in feed

- **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 ellipse 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 ellipse.
**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

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

Important: 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.
4. Click the register button on the right-hand side.
5. Confirm your registration by clicking Next.
6. Click Go to Course to navigate to the content in the Canvas platform.

Only 50 Live Events can occur simultaneously within an organization.
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.

- 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:
CHANNELS

28 Creating Channels for Your School Staff Team
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

Morning Huddle Channel

Administration Channel
Faculty Meetings Channel

Instructional Learning Team (ILT) Channel

Content Area Channels– one for each content team
Grade level Channels

This channel would be leveraged for grade-wide announcements and communications.
- Administrators can distribute announcements to multiple channels at one time to include each grade level or targeted to specific teams.
- 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.

Important to note: channels cannot be switched from private to standard or vice versa.

Teacher’s Lounge Channel

This standard channel is available to all Team members to casually connect during lunch times.

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.

Meet up with that colleague you rarely see or connect with new teachers to create a sense of community.
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.**

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

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 views 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**
--- | ---
**Name** | Name of the team.
**Active users** | Number of active users on the team and trend line of team activity during the specified time period.
**People** | Total number of people on the team in the specified time period. This includes team owners, team members, and guests.
**Guests** | Number of guests on the team during the specified time period.
**Posts** | Number of new messages posted in team chat during the specified time period.
**Replies** | Number of replies in team chat during the specified time period.
**Type** | 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**

   ![Manage team](image)

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td>Summary of channel activity including the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Users</strong>: Total number of users in the specified time period. This includes team owners, team members, and guests.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Posts</strong>: Number of new messages posted to the channel during the specified time period.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Replies</strong>: Number of replies in the channel during the specified time period.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Apps</strong>: Number of apps added to the channel.</td>
</tr>
<tr>
<td><strong>Messages</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active users</strong></td>
<td>Number of active and inactive users.</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>Numbers of users by role, including team owners, team members, and guests.</td>
</tr>
<tr>
<td><strong>Active users chart</strong></td>
<td>Number of daily active. Hover over the dot on a given date to see the number of active users on that date.</td>
</tr>
<tr>
<td><strong>Messages chart</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
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 reoccurring 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.
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)

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

49 Homeroom Team Structure
50 Navigating Classes for Middle & High School
51 Team Communication via Announcements
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.

---

**Quick Tip**

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.

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.

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.
4. Once you are satisfied with the message, click the ‘Send’ icon to post the message to the chat space.

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.

1. 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.

2. Click the ‘Teams’ icon located on the far left side of the Teams application.
3. Click the appropriate specialty class team.
4. Click the ‘Files’ tab to access the, read-only, Class Materials folder.
5. Click the ‘Assignments’ tab to access any grade-based assignments.
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.

**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*

*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.

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.
2. 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.

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

4. 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 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!**
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:

<table>
<thead>
<tr>
<th>Lunch Rooms</th>
<th>Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline Office</td>
<td>Clinics</td>
</tr>
<tr>
<td>Front Offices</td>
<td>Counselors Office</td>
</tr>
<tr>
<td>Homework Help</td>
<td>Teacher Break Rooms</td>
</tr>
<tr>
<td>Specials and more</td>
<td></td>
</tr>
</tbody>
</table>

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 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:
Shelby County Schools
Microsoft Teams User Guide
2020-2021

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

Create an Assignment in Microsoft Teams

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-fae22eb58b7-4431-9ff2-a4b9b6ae7c5b

Creating Announcements in Teams
  - https://www.marksgroup.net/blog/office-365-create-an-announcement-in-teams/

Create an Assignment in Microsoft Teams

Teams and 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).

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

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

#### Meeting Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Teachers</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anonymous users can join a meeting</td>
<td>Yes (NO) rec</td>
<td>Yes</td>
</tr>
<tr>
<td>“Only Me” option</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Presenter only</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

#### Live Event Policies

<table>
<thead>
<tr>
<th>Policy</th>
<th>Teachers</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow scheduling</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Allow transcription for attendees</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Who can join scheduled live events?</td>
<td>Everyone</td>
<td>Everyone</td>
</tr>
<tr>
<td>Who can record an event?</td>
<td>Organizer</td>
<td>No</td>
</tr>
</tbody>
</table>
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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