

**Shelby County Schools  
Microsoft Teams  
User Guide**

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**2020-2021**

**SUPPORTING VIRTUAL  
TEACHING & LEARNING**

## 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.

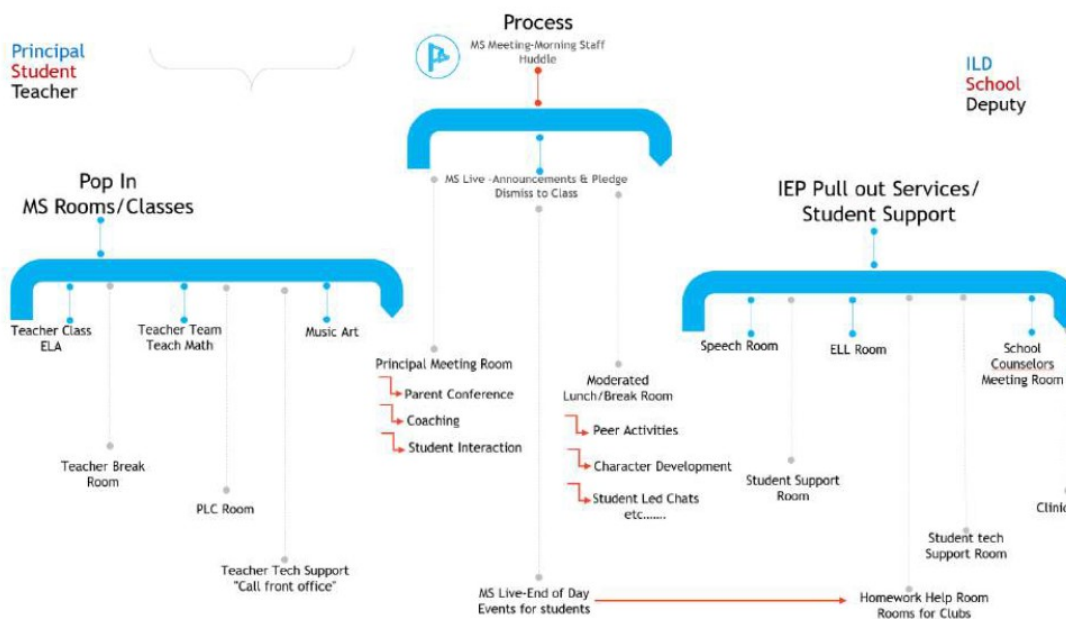
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# The Ideal Virtual School

## Process Map



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# TEAMS MEETING FEATURES

- 5 Features in Teams Meetings & Best Uses
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### 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	From the Channel
<ol style="list-style-type: none"> <li>1. Click the <b>calendar icon</b>  on the left rail.</li> <li>2. Click on the <b>New Meeting</b> button  in the top right corner.</li> <li>3. <b>Name</b> the meeting</li> <li>4. Add required <b>attendees</b> (this function generates the calendar invite)</li> <li>5. Enter <b>start/end date and time</b></li> <li>6. <b>Select recurring</b> if the meeting will repeat</li> <li>7. Pick a Team, then a channel from the <b>Add Channel</b> drop down list</li> <li>8. Click the <b>Save button</b>  in the top right corner.</li> <li>9. Members join using the calendar invite or by navigating to the Team channel and clicking the <b>JOIN button</b> .</li> </ol>	<ol style="list-style-type: none"> <li>1. Navigate to the Team and Channel the meeting will be held</li> <li>2. Click the <b>video camera icon</b>  in the top right corner.</li> <li>3. Select <b>Meet Now</b> for an immediate start or <b>Schedule a Meeting</b> to add it to the calendar. </li> <li>4. <b>Name</b> the meeting</li> <li>5. Add required <b>attendees</b> (this function generates the calendar invite)</li> <li>6. Enter <b>start/end date and time</b></li> <li>7. <b>Select recurring</b> if the meeting will repeat</li> <li>8. Click the <b>Save button</b>  in the top right corner.</li> <li>9. Members join using the calendar invite or by navigating to the Team channel and clicking the <b>JOIN button</b> .</li> </ol>

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



QUICK TIP

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:

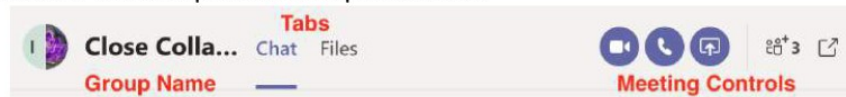
Group names and tags also can be used for chat meetings.

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.


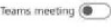

### **Meeting Controls:**

-  **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

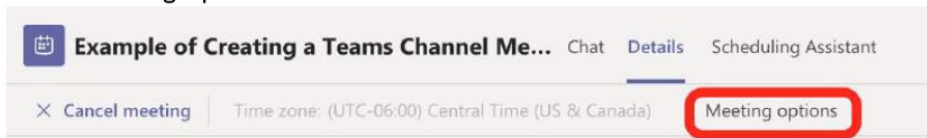
*Purpose:* For groups that only meet once and/or do not have SCS active directory accounts

**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

**Meeting options**

Who can bypass the lobby?  
 ▼

Always let callers bypass the lobby No

Announce when callers join or leave No

Who can present?  
 ▼

- 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

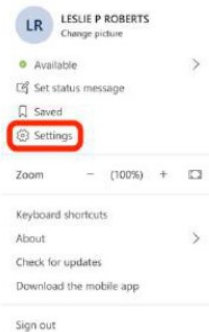
**Purpose:** Adjusting Teams settings will reduce the number of notifications you receive as a member of multiple Teams.

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

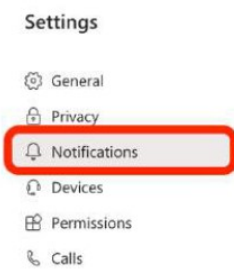
- Settings (top right corner)
- Hide Team
- Mute/hide chat
- Mute/hide the channel

**To modify your Teams account settings:**

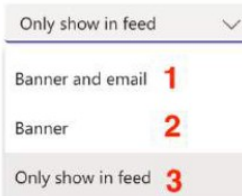
1. Click the profile icon in  the top right corner.
2. Select Settings.



3. Select notifications.



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



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

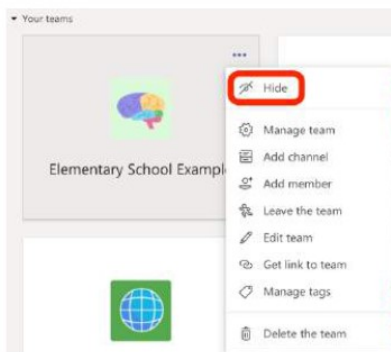
**Email** – sends a notification to Outlook

**Feed** – appears in the activity feed

## Hiding and Accessing Multiple Teams

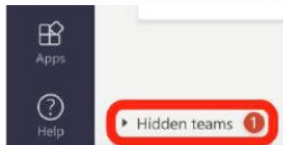
If you are a member of many Teams, the channel notifications and Team notifications can clog your daily workflow. To better manage that, you can hide Teams you aren't active in daily and retain access when you need it. Hidden Teams do not send notifications to your account.

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:

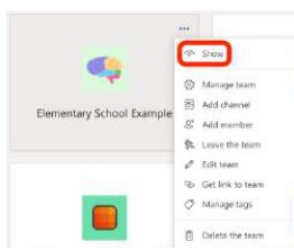
1. Select the **Hidden teams button** in the bottom left corner.




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

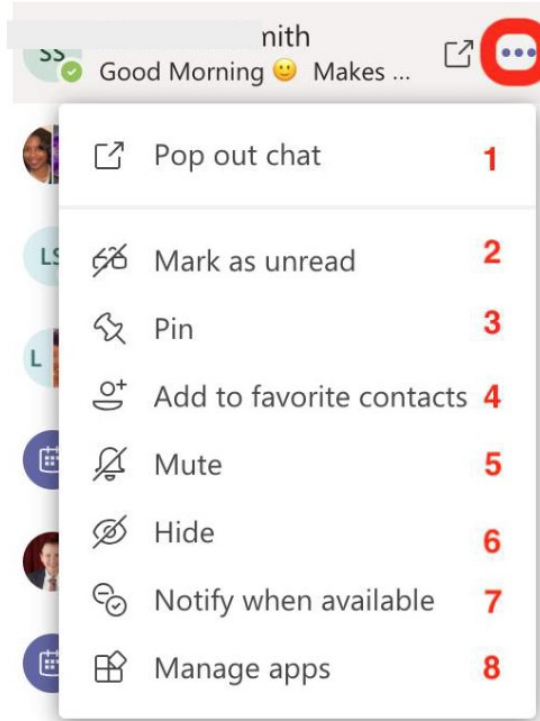
To have hidden Teams show again:

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.

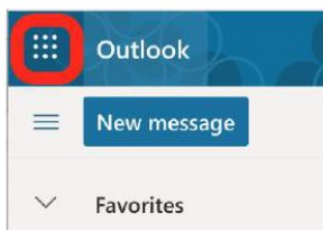
### Record a Meeting or a Group Call

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:

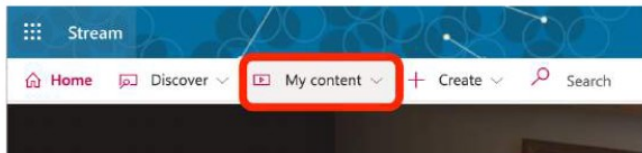
1. Open Office online
2. Go to the app launcher, nine squares



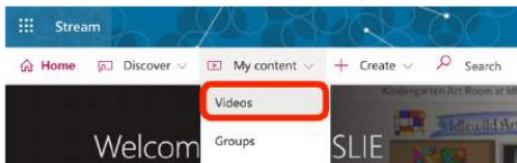
3. Select Microsoft Stream



#### 4. Select My Content

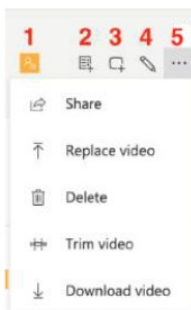


#### 5. Select videos



#### 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:

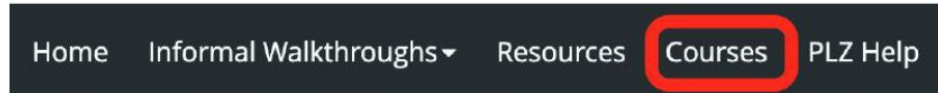
- View videos shared with you
- Create a watch list
- Follow channels
- View publicly shared videos
- For more information around the functionality of Stream: <https://docs.microsoft.com/en-us/stream/>

## 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 with a search input field containing 'CADRE524' and a blue 'Search' button highlighted with a red rounded rectangle. There is also an information icon (i) to the right of the search button. Below the search field are links for 'Advanced Search' and 'Show All'.

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

 A card titled 'Select a section to register'. It displays course details: '#39331 Microsoft Teams: Creating and Managing a Teams Live Event for Large Audiences; Instructional Technology, No Path'. The date and time are '08/10/2020 @ 12:00 am'. The seating information is 'Seats: 9883 left of 9999'. A blue 'Register' button is highlighted with a red rounded rectangle.


5. Confirm your registration by clicking Next.

Next

 A confirmation screen titled 'Registering for Course: Microsoft Teams: Creating and Managing a Teams Live Event for Large Audiences; Instructional Technology, No Path'. It has a sub-header 'Confirm Course Selection' and a message: '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

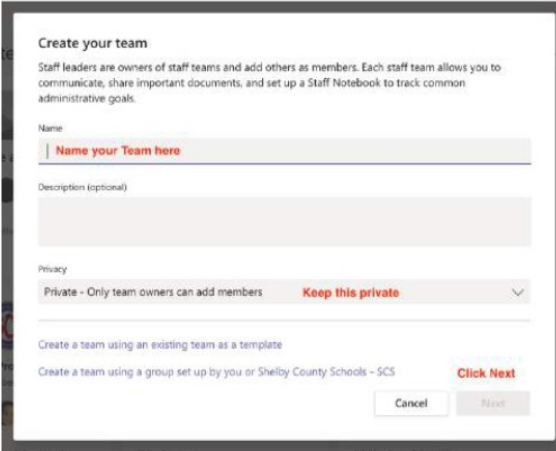
## Creating Your Staff Team

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.



**Create your team**

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

Name your Team here

Description (optional)

Privacy

Private - Only team owners can add members **Keep this private**

Create a team using an existing team as a template

Create a team using a group set up by you or Shelby County Schools - SCS **Click Next**

Cancel Next

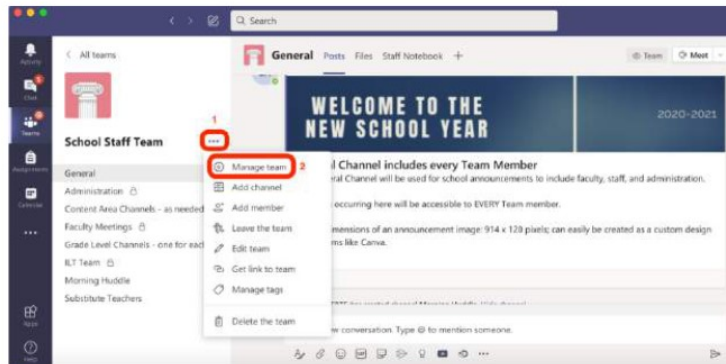
- Include the name of the Team
- Description if desired
- Leave as private (public makes it available to the entire district for membership)

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

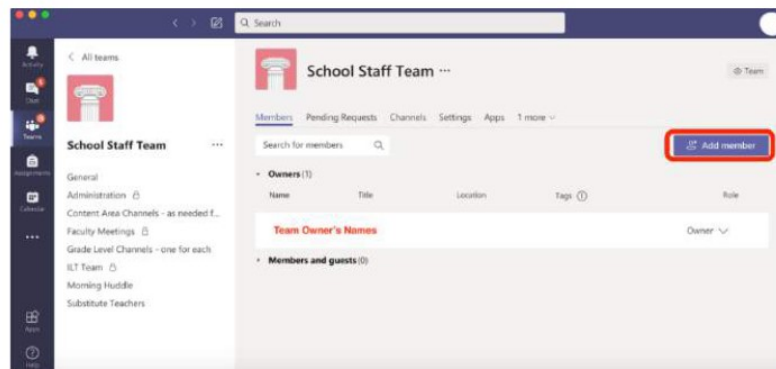
When you are ready to add members, there are two ways to do it:

**OPTION 1:**

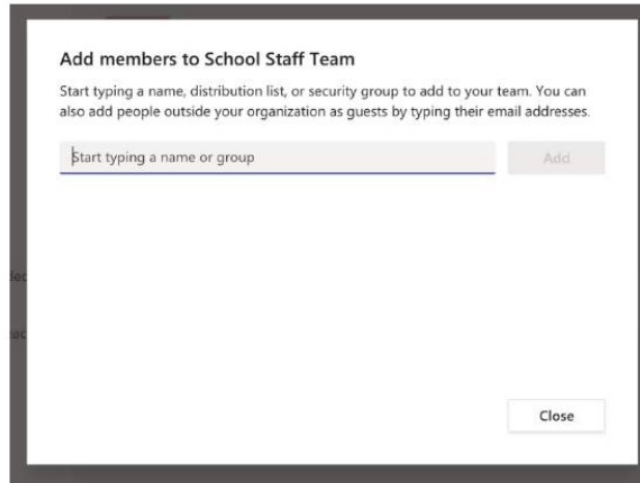
1. Open the Team.
2. Click the ellipsis next to the Team name.
3. Select Manage Team



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.

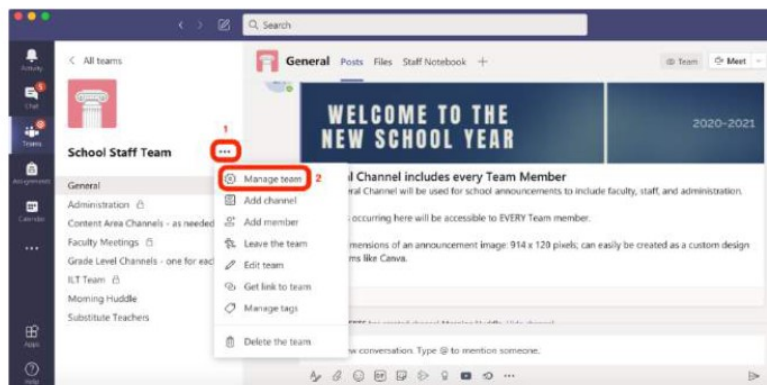
### Creating a Join Code

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



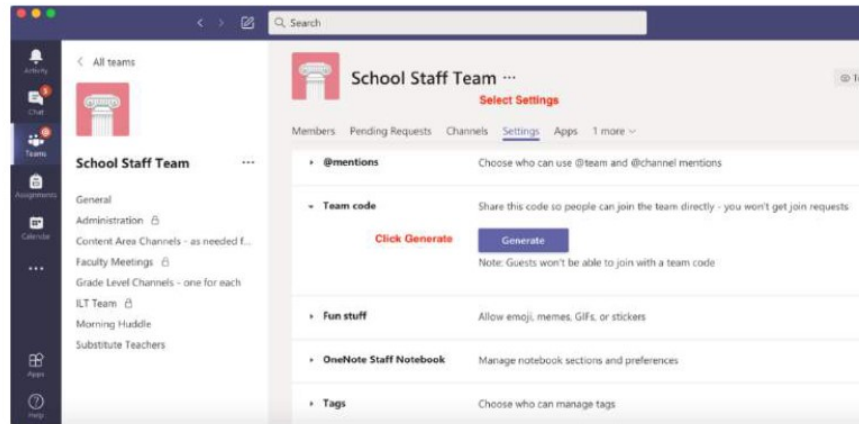
*While we can use a Team Code to have staff members join the Team, an owner of the team would have to add them to Private Channels by typing in each name.*

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



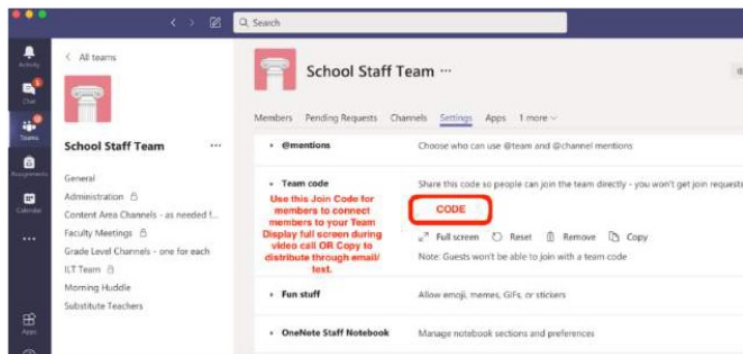


1. Select the **Settings** tab.
2. Open the **drop down** next to Team code.
3. Click **Generate Code**.

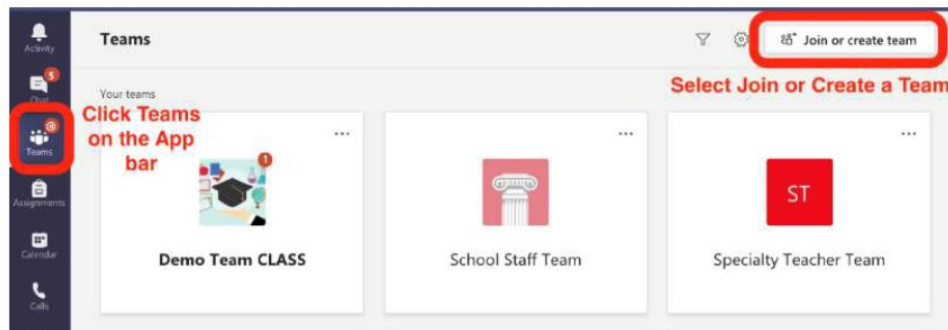


Use this code to communicate to potential team members:

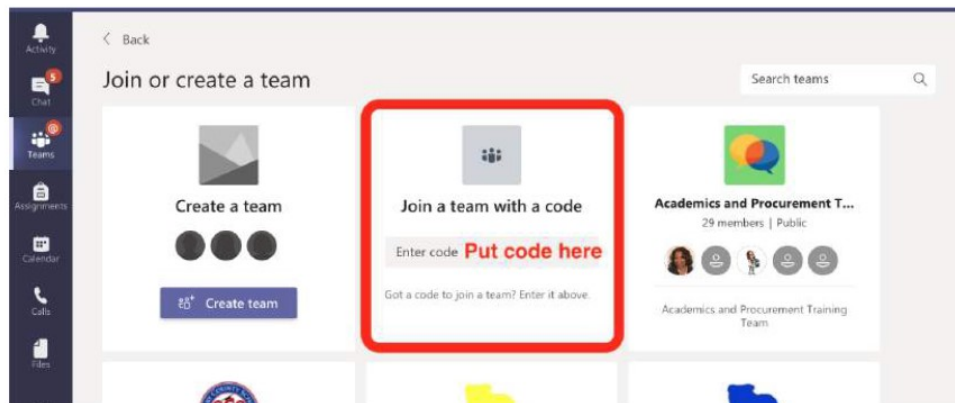
1. **Share the code during a video call or through email/text.**



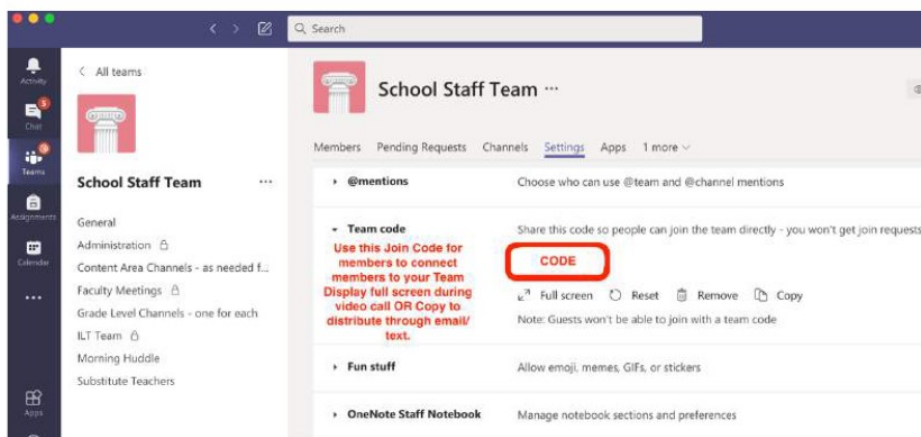
Teachers will use the Join Code to join:



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

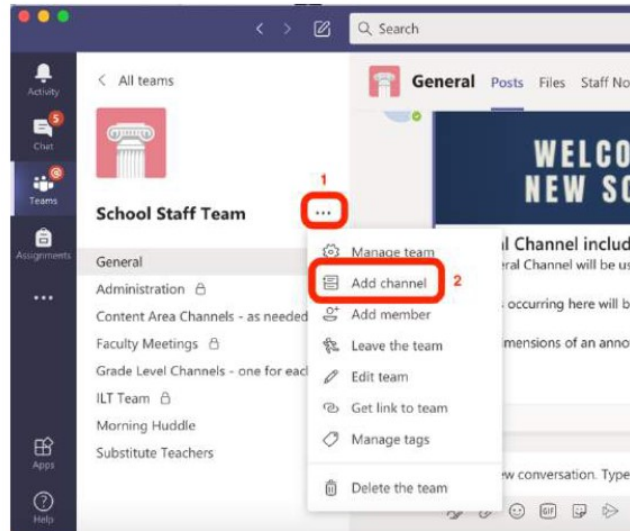


## Setting Up the Staff Team

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:



**Create a channel for "School Staff Team" team**

Channel name

Letters, numbers, and spaces are allowed **This appears in channel list**

Description (optional)

Help others find the right channel by providing a description

**descriptions are optional**

Privacy

Standard - Accessible to everyone on the team

Automatically show this channel in everyone's channel list

**Use this drop down to create private channels**

**If you check this box, no members can hide this channel.**

Cancel Add

**Click Add to create**



**QUICK TIP**

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

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## CHANNELS

28 Creating Channels for Your School Staff Team

29 More On Channels

30 School Channel Samples

## Creating Channels for Your School's Staff Team

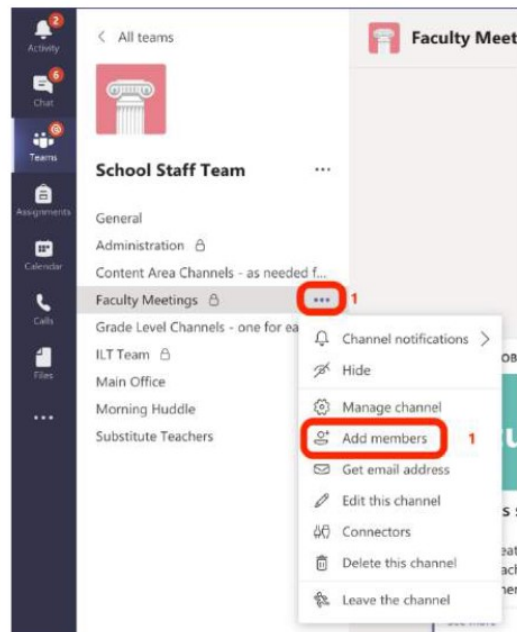
### STANDARD CHANNELS (Public):

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

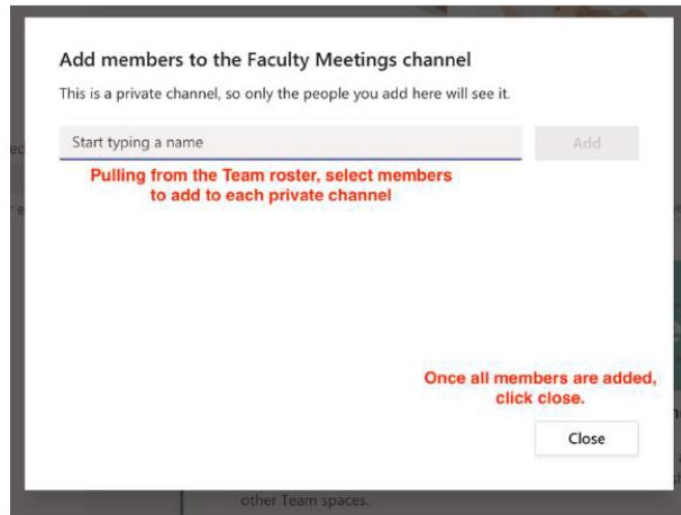
**PRIVATE CHANNELS:** You may choose to use a private channel if you want to limit collaboration or facilitate communication between a group of people assigned to a specific project, without having to create an additional Team.

- Administration
- Faculty Meetings
- ILT Team

Adding members to the private channels:



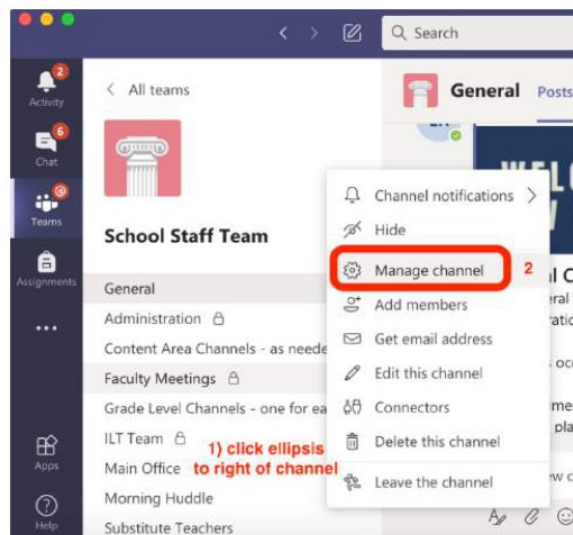
Channels are where the work happens within a Team. Each Channel has a Files tab and a Notebook connected to it for collaboration.



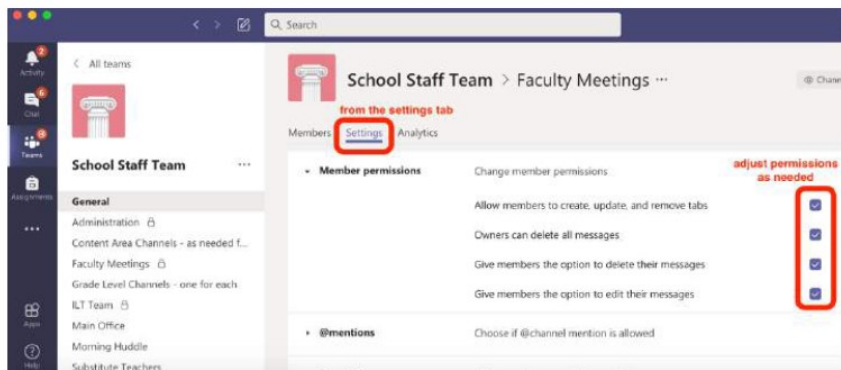
### More On Channels

- 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:

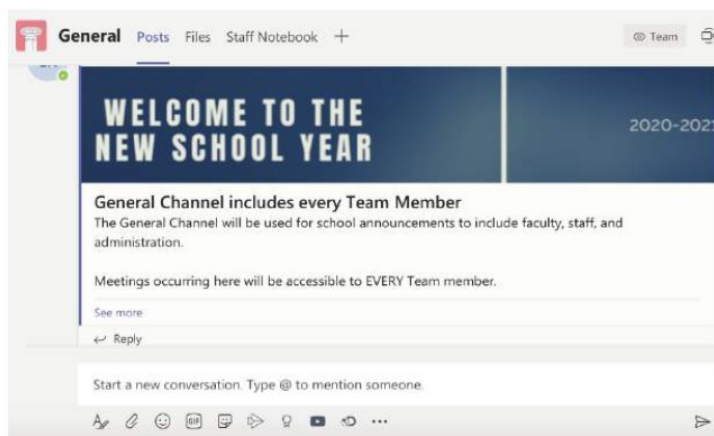


From the settings tab:

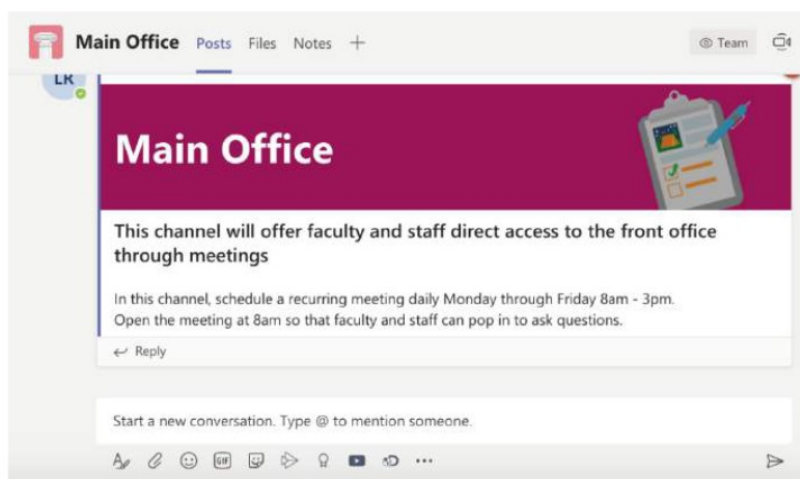


### School Channel Samples:

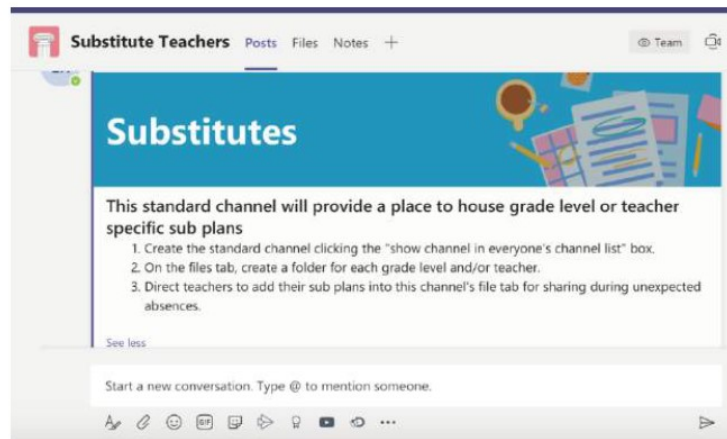
#### General Channel



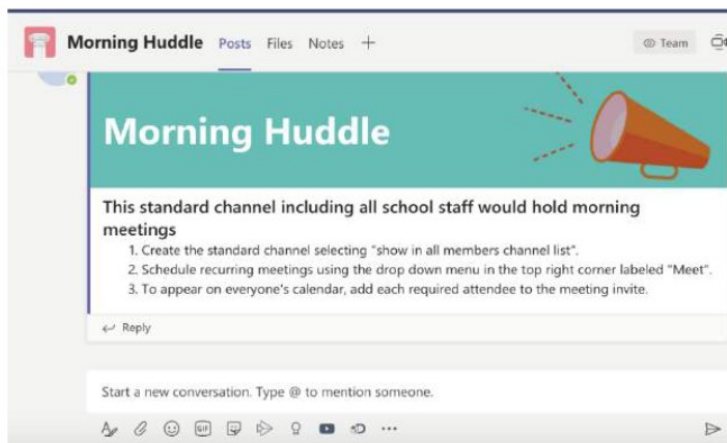
#### Main Office Channel



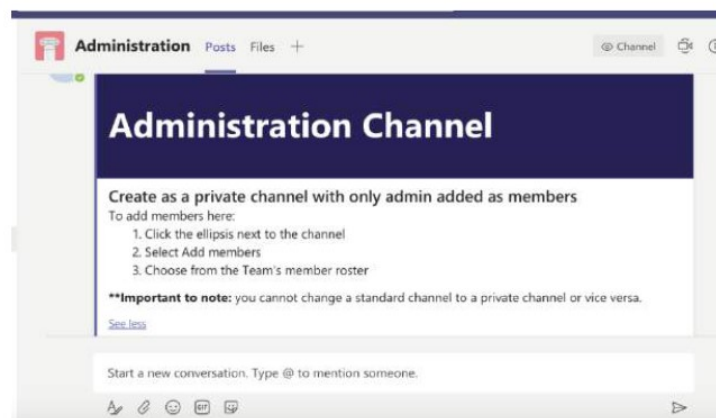
## Substitute Teachers Channel



## Morning Huddle Channel

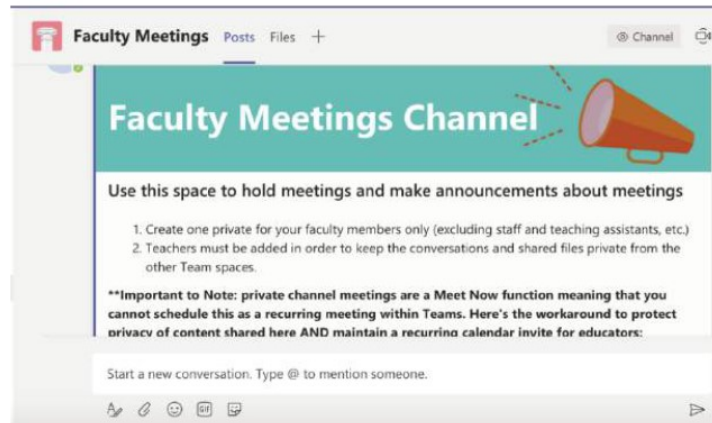


## Administration Channel

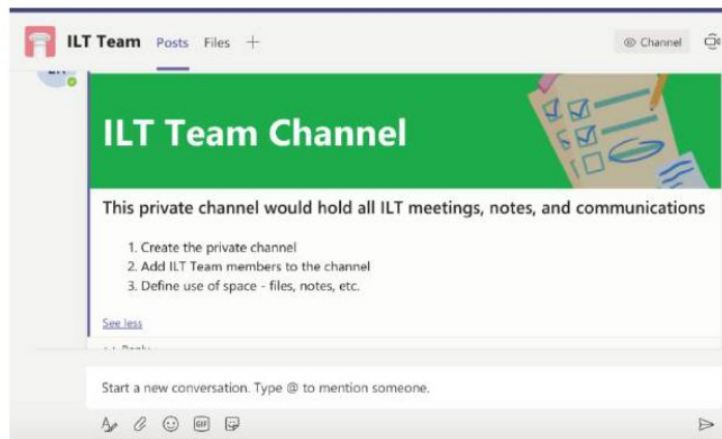




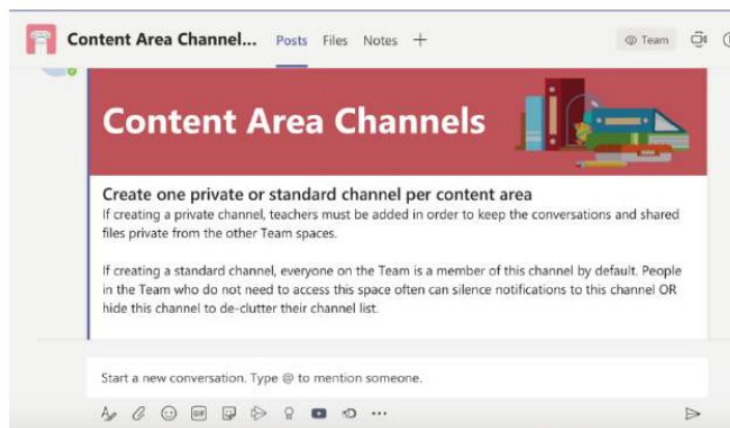
## Faculty Meetings Channel



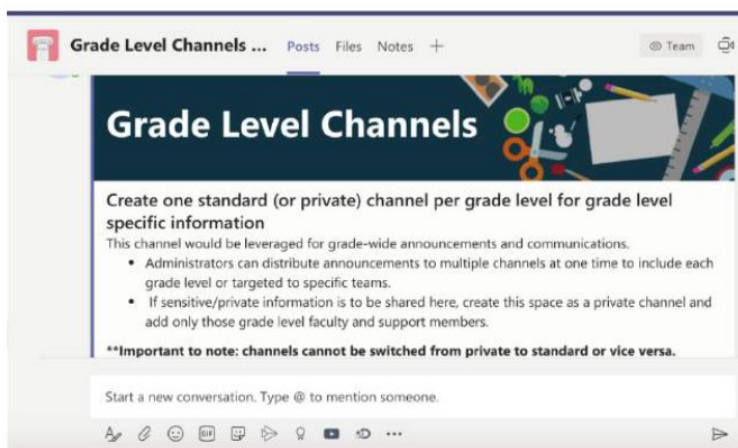
## Instructional Learning Team (ILT) Channel



## Content Area Channels– one for each content team

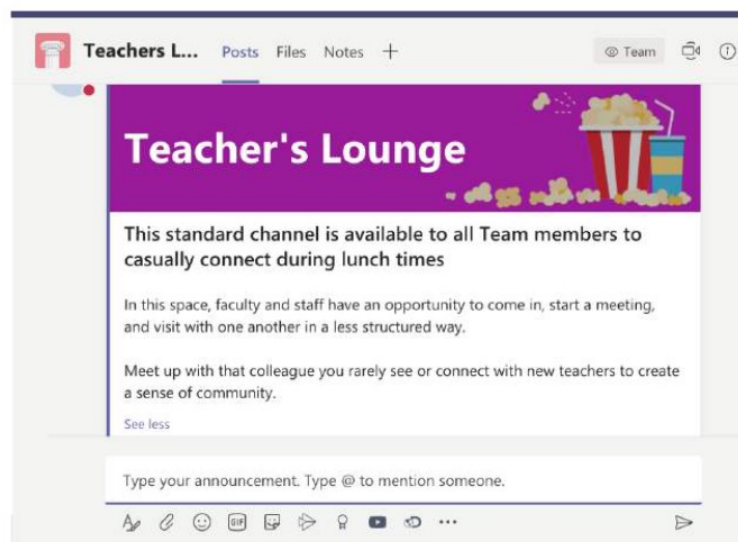


## Grade level Channels



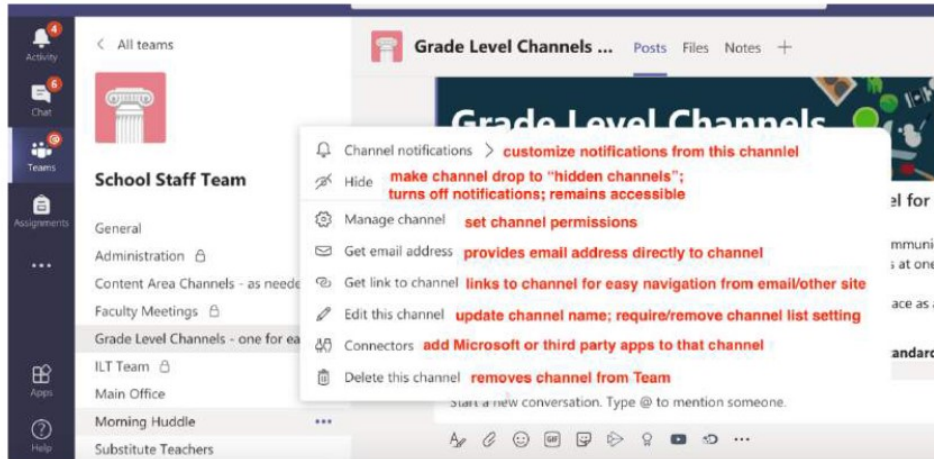
The screenshot shows a Microsoft Teams channel titled "Grade Level Channels". The channel header includes a red and white icon, the name "Grade Level Channels ...", and navigation options for "Posts", "Files", and "Notes". A "Team" button is visible in the top right. The main content area features a dark blue banner with the title "Grade Level Channels" and an illustration of school supplies. Below the banner, the text reads: "Create one standard (or private) channel per grade level for grade level specific information". This is followed by a sub-header: "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." A bolded note states: "\*\*Important to note: channels cannot be switched from private to standard or vice versa." Below the text is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a row of icons for text, link, emoji, image, video, voice, and more options.

## Teacher's Lounge Channel



The screenshot shows a Microsoft Teams channel titled "Teacher's Lounge". The channel header includes a red and white icon, the name "Teachers L...", and navigation options for "Posts", "Files", and "Notes". A "Team" button is visible in the top right. The main content area features a purple banner with the title "Teacher's Lounge" and an illustration of popcorn and a drink. Below the banner, the text reads: "This standard channel is available to all Team members to casually connect during lunch times". This is followed by a sub-header: "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 a paragraph: "Meet up with that colleague you rarely see or connect with new teachers to create a sense of community." Below the text is a text input field with the placeholder "Type your announcement. Type @ to mention someone." and a row of icons for text, link, emoji, image, video, voice, 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.

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## CLASS STRUCTURES

- 36 Homeroom Team Structure
- 37 Navigating Classes for Middle & High School
- 38 Team Communication via Announcements
- 39 Including Links in Announcements
- 40 Warm Hand-Off: Navigating Classes in Elementary Grades
- 42 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.

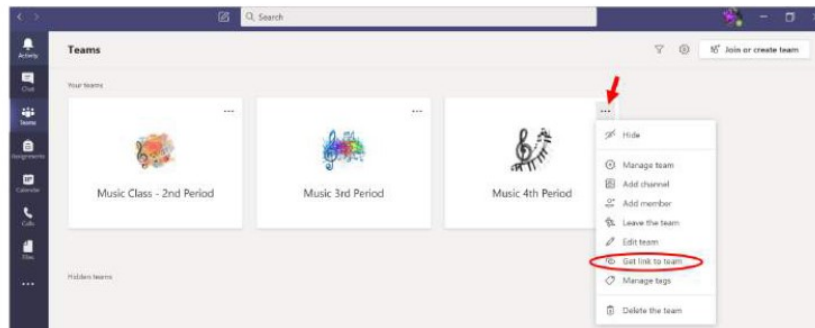
If during your Team's meeting, students are having difficulty finding the team's content, you can provide a direct link using the following steps.



*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.'**



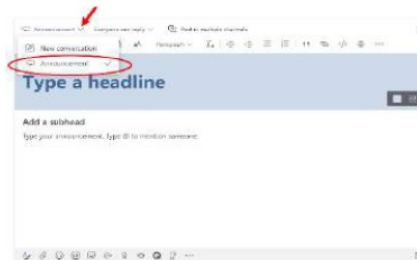
3. Click **'Copy'** to copy the link to the intended team. Once copied, the link is ready to share.



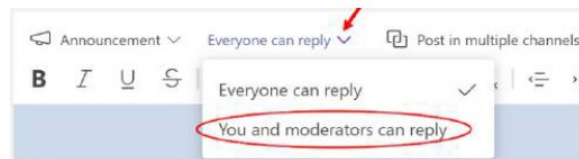
### Team Communication via Announcements

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

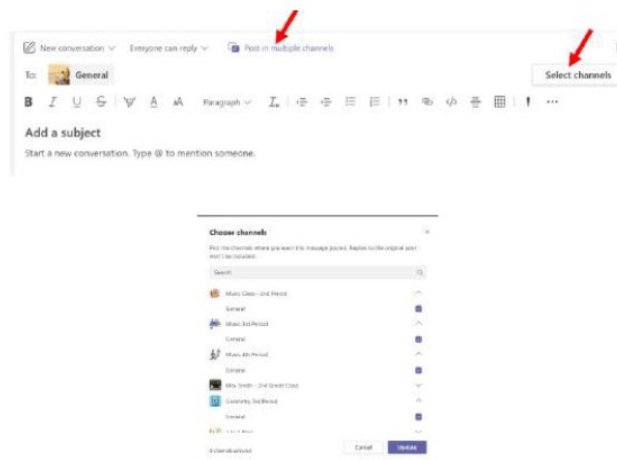
1. Select the **Class Team** you want to post the announcement to.
2. Select the **Channel** that you want the announcement to appear.
3. Click on the **format icon**  located at the bottom of conversation area.
4. Click the dropdown arrow next to **New conversation** at the top of the chat box and select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

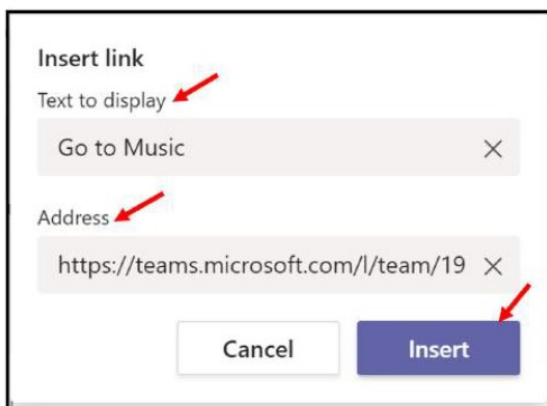
## Including Links in Announcements


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.

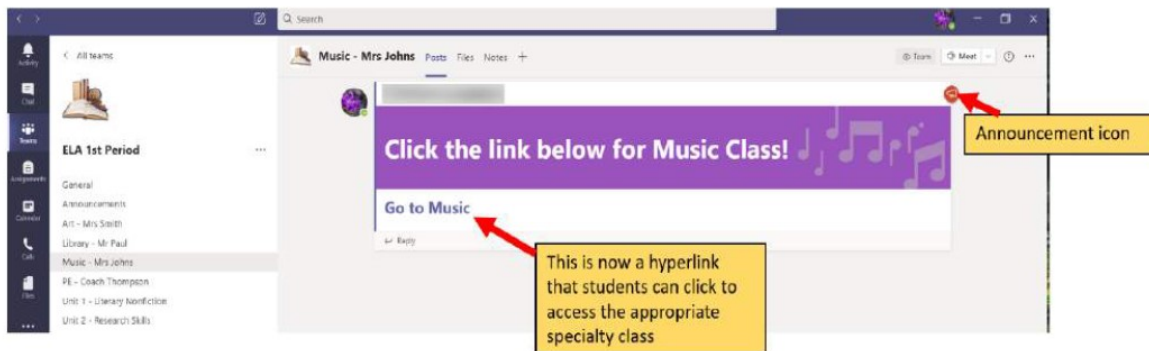


2. Customize the text for the link to display and paste the class link in the 'Address' field and click 'Insert.'



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.



QUICK TIP

*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.

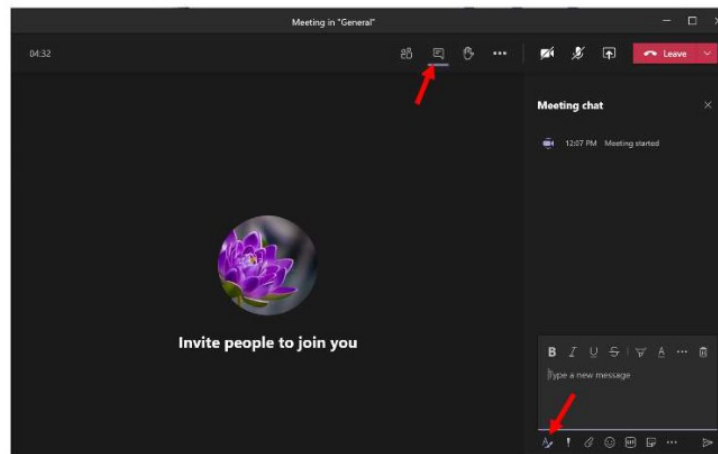
In an effort to mimic the physical school setting in a virtual learning environment, the teacher would take an active role in making sure students are "dropped off" and "picked up" from specialty classes (sometimes referred to as LAMP to represent Library, Art, Music, and P.E.)

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.

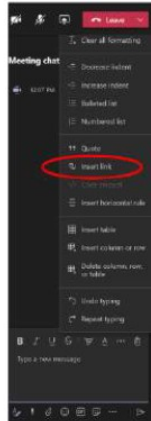
This method would allow students to be instantly connected to the specialty teacher's class meeting where the specialty teacher would be waiting.

#### Example:

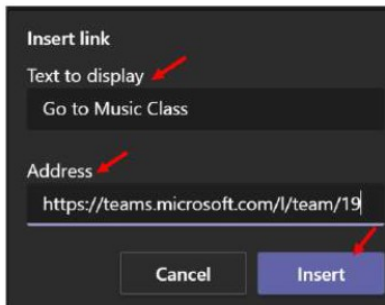
1. From within the video conferencing space, open the Chat space  and click the 'format' icon .




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

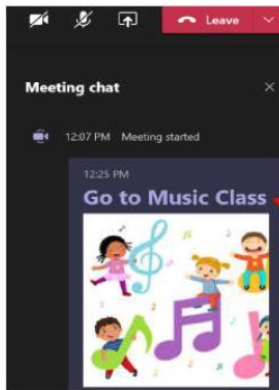


3. Customize the text for the link to display and paste the specialty class link in the 'Address' field and click 'Insert.'



*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.



This is now a hyperlink that students can click to access the appropriate specialty class



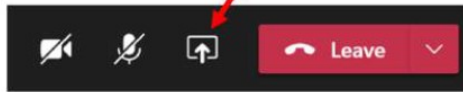
QUICK TIP

*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

44 Accessing Students' SCS Outlook/Office365 Email

45 Student Email Login

### 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.

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

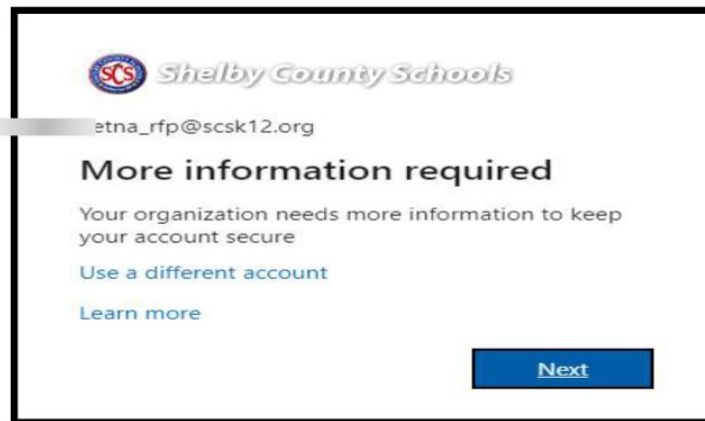
By default, the student's password is their 8-digit Date of Birth as the 2-digit month, 2-digit day, and 4-digit year with **no** separating spaces or marks in between.

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

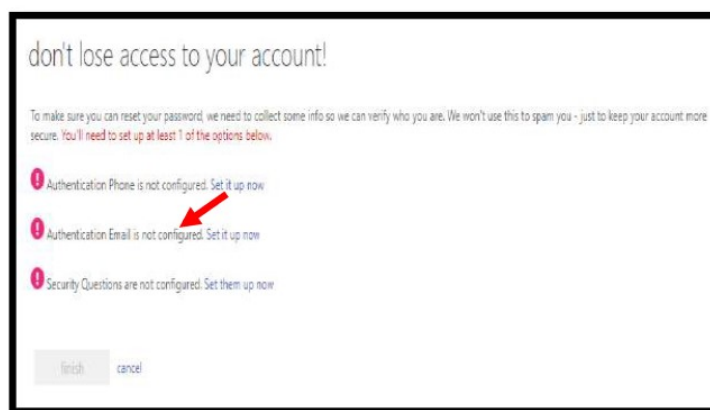
### First-time/New Student Email Login

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.

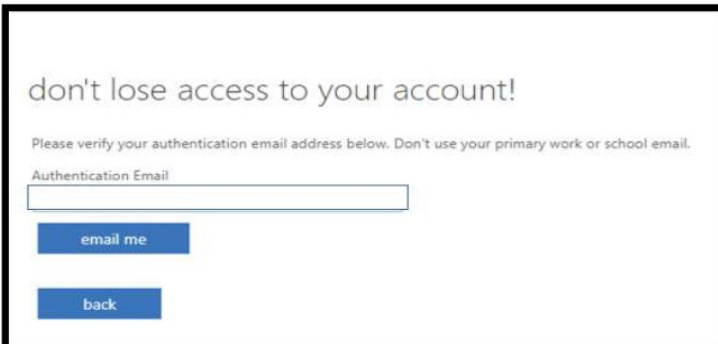
1. After attempting to login, parents or guardians may be required to provide more information to secure their student's email account.



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



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



don't lose access to your account!

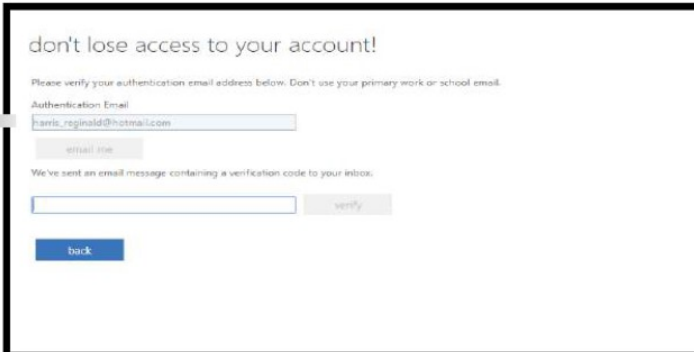
Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

back

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



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

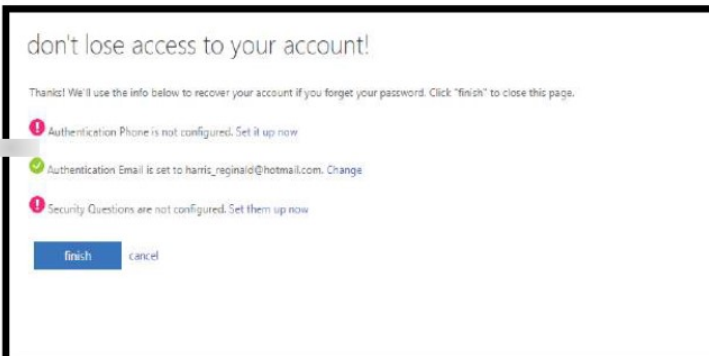
email me

We've sent an email message containing a verification code to your inbox.

verify

back

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



don't lose access to your account!

Thank! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- Authentication Phone is not configured. Set it up now
- Authentication Email is set to harris\_reginald@hotmail.com. Change
- Security Questions are not configured. Set them up now

finish cancel



QUICK TIP

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

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**COMMUNITY TEAMS  
&  
BEST PRACTICES**

- 48 Creating Community Teams
- 48 Best Practices: Observation & Staff Development
- 48 Best Practices: Substitute Teacher Protocol
- 49 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?

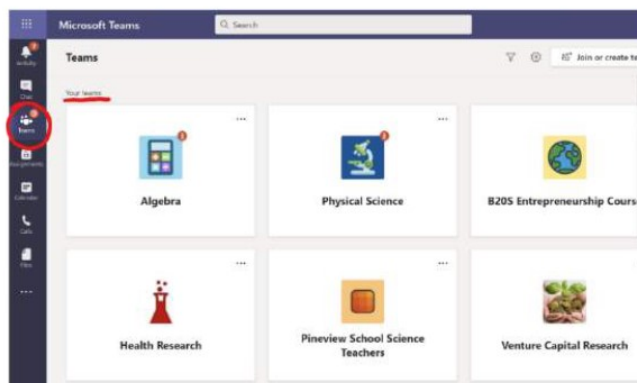
**Suggestion:** As each teacher is responsible for creating a team for their individual classrooms, it will be important for them to add the principal and/or PLC coach as a co-owner. This will provide building level ownership to manage settings and to give the sub, etc. access in the event the teacher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

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

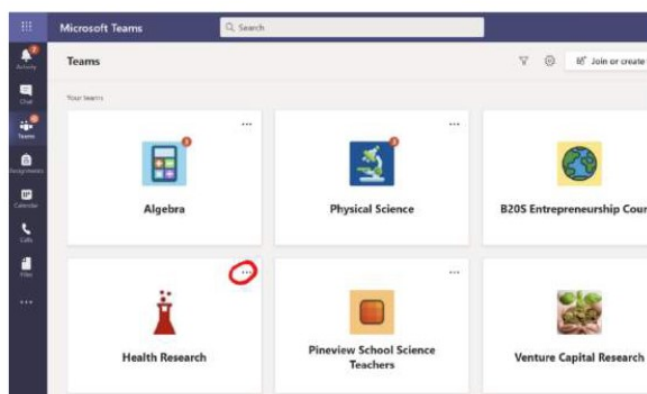
## Hiding a Team

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

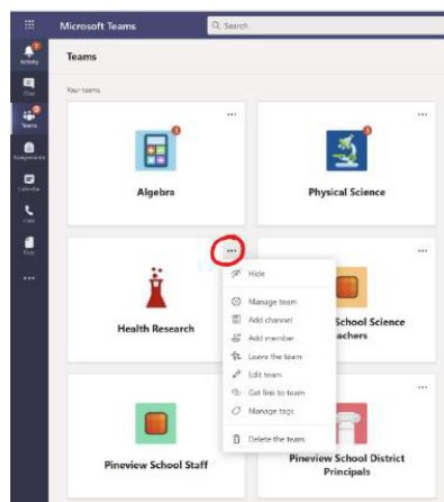
1. Go to "Your Teams" section



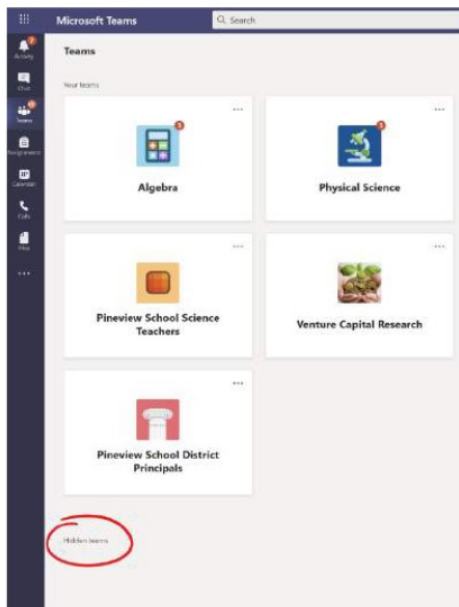
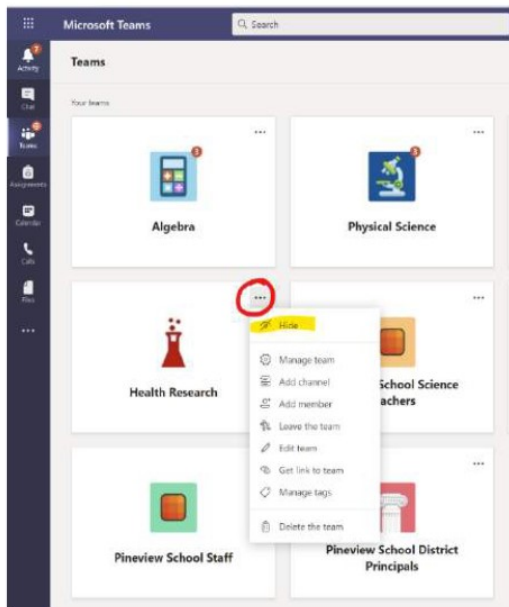
2. In the **Grid view** (image above- Teams are listed as tiles), or the regular List view of Teams, you select the **3-dot ellipses** of the Team you wish to Hide.



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

- 52 Appendix A: Additional Resources
- 53 Appendix B: Microsoft Teams FAQs
- 59 Appendix C: Policies for Microsoft Teams
- 60 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**

	<b>Teachers</b>	<b>Students</b>
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**

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

**Live Event Policies**

	<b>Teachers</b>	<b>Students</b>
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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