

Microsoft Teams for your classroom



Now that **blended and hybrid learning** have become a crucial part of education for the future, professors are looking to engage students in innovative new ways. Microsoft Teams isn't just for meetings and chat—it's a **complete learning experience platform**. If you haven't used Teams before, get started [at this link](#).

Click below to skip to a specific topic...

- [Devices and accessibility](#)
- [Class teams](#)
- [Conversations and collaboration](#)
- [Assignments and grading](#)
- [Insights and Career Coach](#)
- [Connected apps and social-emotional features](#)
- [Class sessions and LMS connection](#)

Device options

Teams is available as a [desktop](#), [mobile](#), or [web](#) app, and it also fits smoothly into your in-person classroom with innovative setups like [Teams Rooms](#) or on collaborative devices like [Surface Hub](#).

Laptop,
mobile, or
desktop



Integrated bars



Modular peripherals



Displays



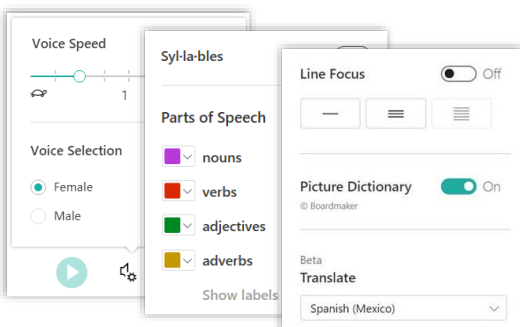
Surface Hub



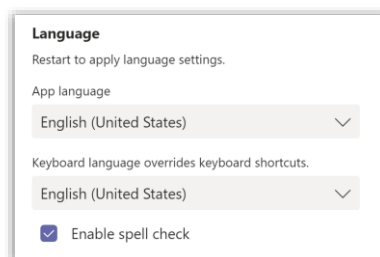
Built-in accessibility tools

Microsoft Teams includes multiple features to help include students of diverse abilities. For a full breakdown, read the [Accessibility Flyer](#).

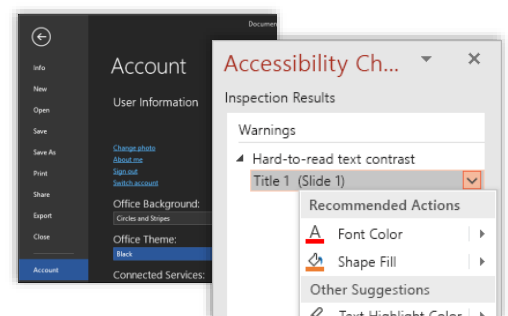
[Immersive Reader](#) for improving reading and comprehension for all students



[Live captions](#) for class sessions and [message translation](#) for chats



Features like Dictation, Dark Mode, and Accessibility Checker in integrated [Office 365 apps](#)



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Class teams

Microsoft Teams gives you the class tools you need in one place—so that you can have one team for each of your classes. Navigate to the **Teams** tab to view your teams.

Open your **Class Notebook** where everyone can take notes, collaborate, and view class materials

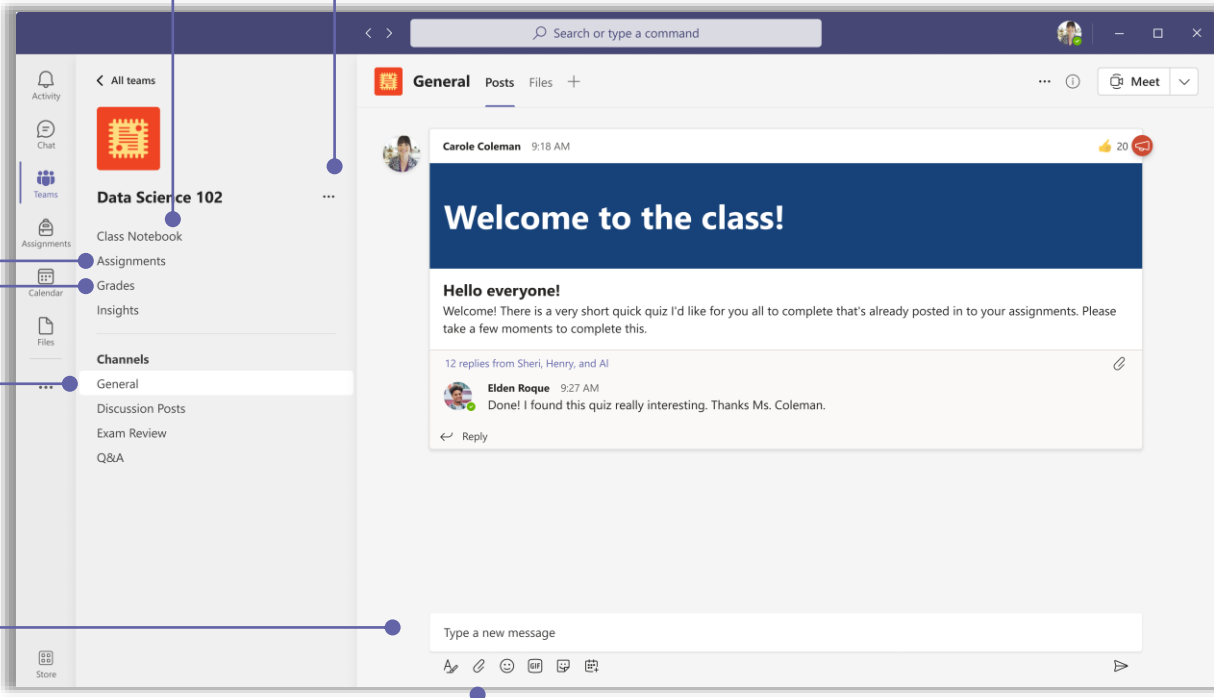
Add channels and members

Create assignments and track grades

Open channels to see chats and files about that topic or unit

Start a discussion in the chat—and add a file, emoji, GIF, or sticker to liven it up

If you upload a file, Teams automatically creates a live version everyone can collaborate on



Your IT admin may have already generated teams for your courses using [School Data Sync](#). However, if you need to set up teams yourself—or add members or new channels—visit [this page](#) for guidance on how to get started.

Connect the best of Teams to top [learning management systems](#) with new capabilities, including...

- Easily accessible files and documents with Office 365 and OneDrive
- Schedule, edit, and join Teams meetings from your LMS
- Create a collaborative class culture with class teams based on LMS enrollment

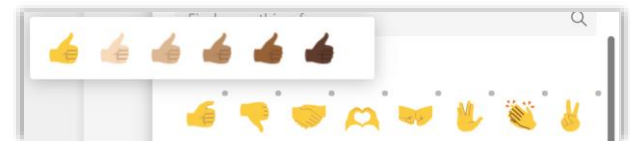
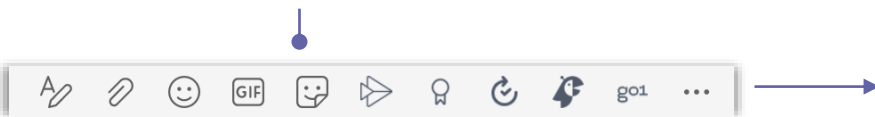
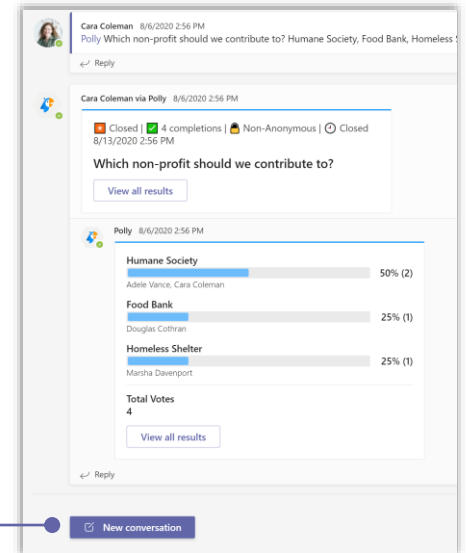
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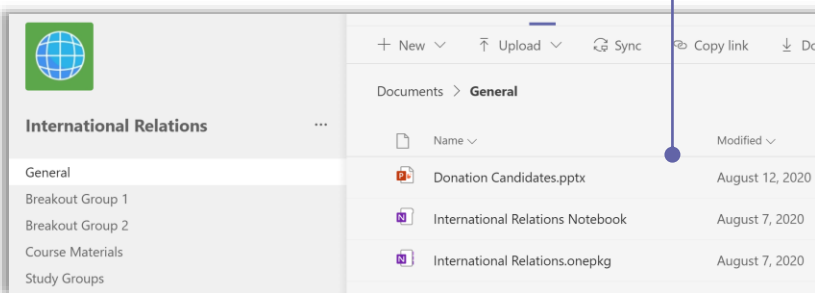
Conversations and collaboration

You can chat with students in team channels or individually.

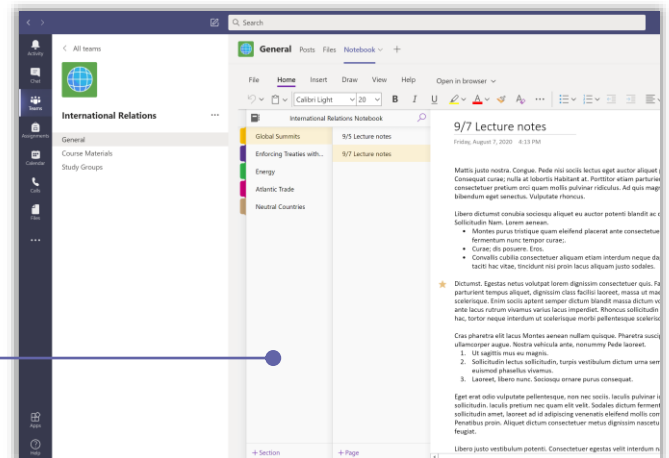
- **Connect with students** or other faculty by searching their names and starting a conversation. You can easily begin group conversations by adding more than one name.
- **Start a conversation** with your whole class by making a post in the class team. You can select the **General** channel or whichever specific channel is relevant to the topic of your post. Channels are a perfect space for making announcements to the whole class.
- **Chats** offer options for formatting, attachments, emojis, gifs, stickers, and more—including free apps that you can easily download and integrate.



You and your students can upload files directly to chats and channels to create **live, collaborative versions** that open right in Teams.



Every team also comes with a **Class Notebook** where students can take notes on class (including handwritten notes on inking-enabled devices) and view any notes, outlines, or other course materials you want to upload.



You can easily copy notebooks from year to year to maintain **consistent course content** without having to re-enter information.

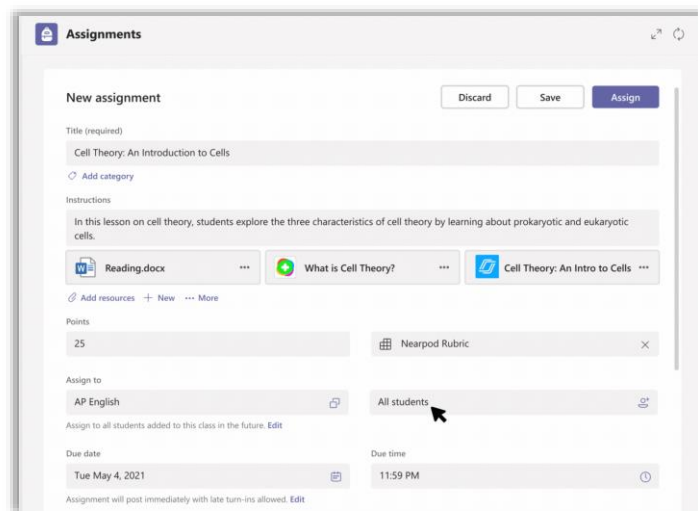
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Assignments and grading

Teams for Education includes a built-in [assignment and quiz workflow](#). Navigate to the **Assignments** tab and select **Create** to start a new assignment and manage due dates, instructions, rubrics, notifications, resources to turn in, and more. Other features include...

- **Group Assignments** so that a student group can collaborate and make one submission for the whole group
- Integrated [Microsoft Forms](#) for quizzes and polls
- **Snap photos** or “scan” paper assignments with a mobile-friendly workflow

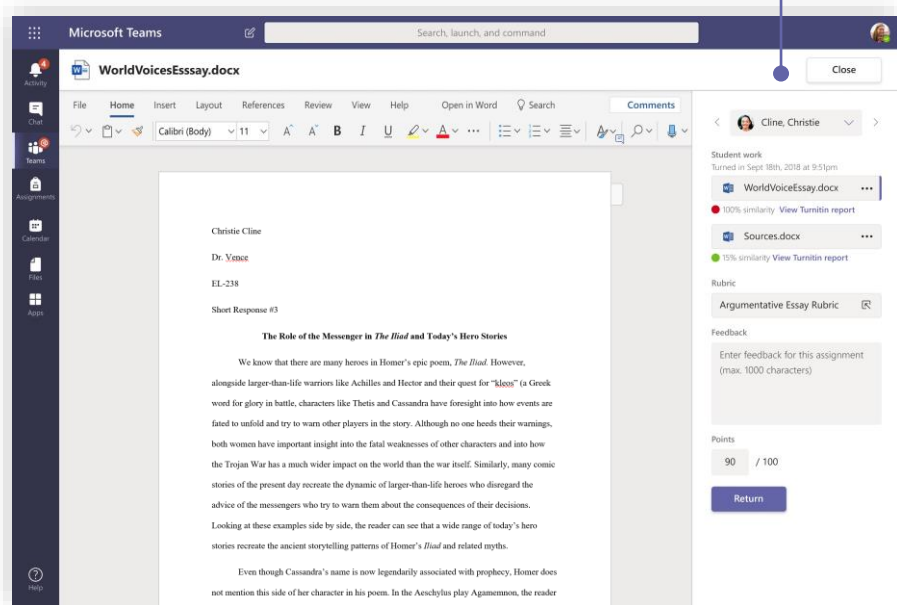


Leave feedback for students, grade, and track student progress using the [Grades feature](#).

Each of your class teams has a **Grades** tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.

Student	Assignment 1: Finish the first draft of your essay out...	Assignment 2: Write the first page of your essay and...
Alanis, Juan	45	18
Banis, Darius	46	13
Buxton, Aaron	40	12
Cline, Christie	43	19
Davis, Beth	41	11
Guibourd, Bernadette	44	8

Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.



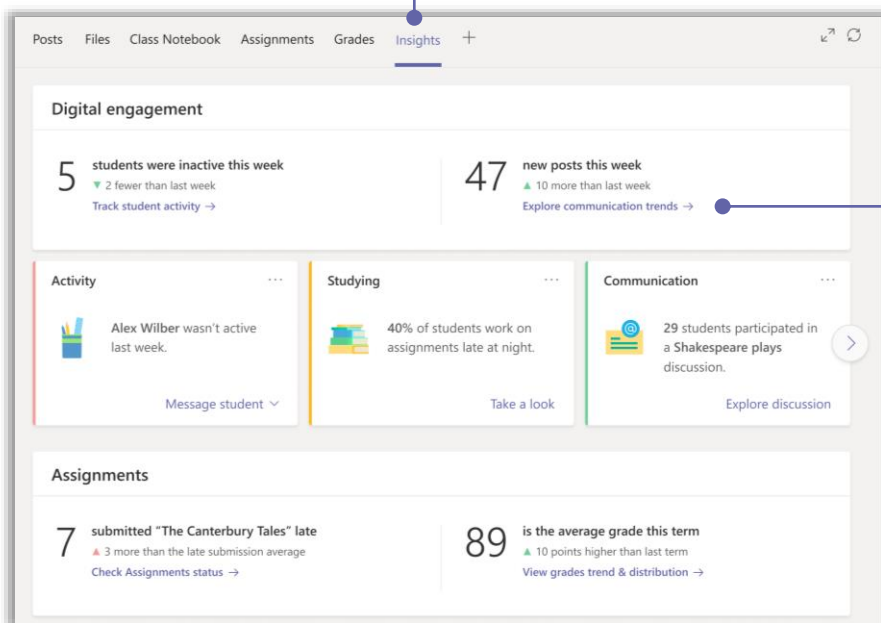
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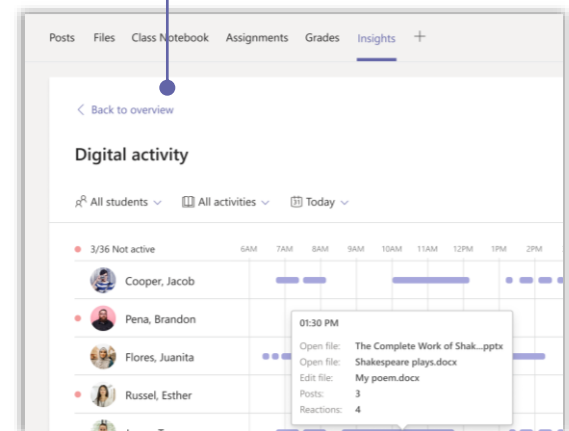
Insights

Education Insights provide real-time analytics and visualizations of student progress within a class team. Faculty are presented with meaningful, reliable data to make informed decisions regarding their learning communities—helping to ensure students' emotional, social, and academic needs are being met.

Navigate to the **Insights** tab in your class team

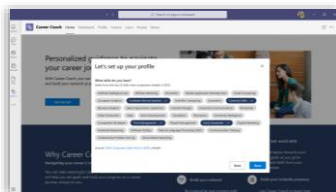


Click on links at the bottom of each box to open up more detailed analytics

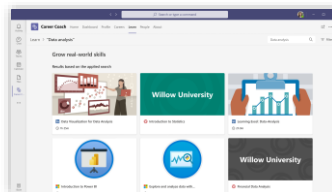


Career Coach

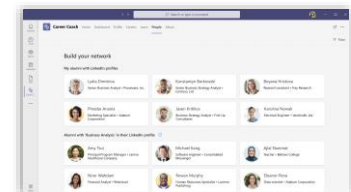
Career Coach assists students in identifying career goals aligned with their passions, interests, and strengths. It also helps them find opportunities to develop real-world skills and connects them with alumni, peers, and faculty who can support them on their career path. Career Coach provides faculty and staff advisors with a deeper understanding of students' skills and career goals so they can modify curricula accordingly.



Students can build a comprehensive profile and explore career options based on skills, field of study, industries, companies and locations.



Enable students to find courses from your institution, LinkedIn Learning, and Microsoft Learn to build skills needed for graduation and beyond.



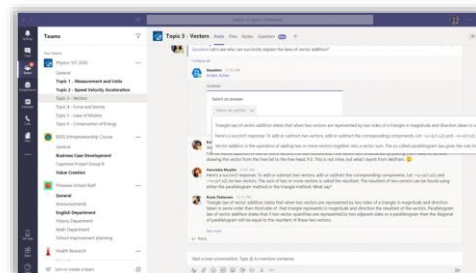
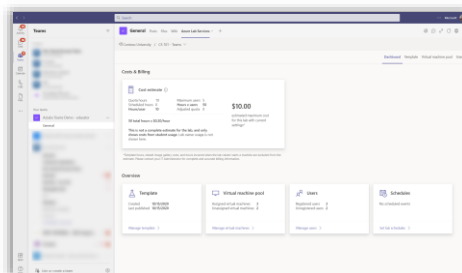
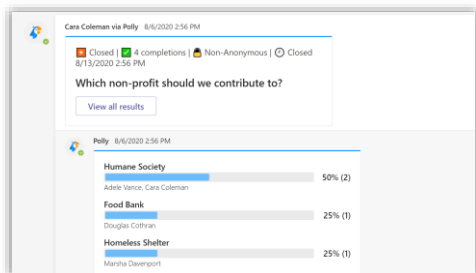
Provide guidelines to build a network for advice and support while recommending activities to connect with classmates and alumni.

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Connect to apps for collaboration

Include your favorite learning apps to develop interactive experiences in both the in-person classroom and the virtual one. Go the **Apps** tab to **get started**.



Quizzes and polls

Use Microsoft Forms for quizzes and polls or Polly for polls to get answers from the whole class

Azure Lab Services

Integrate hands-on virtual labs directly into Teams for classes, training, hackathons, and more

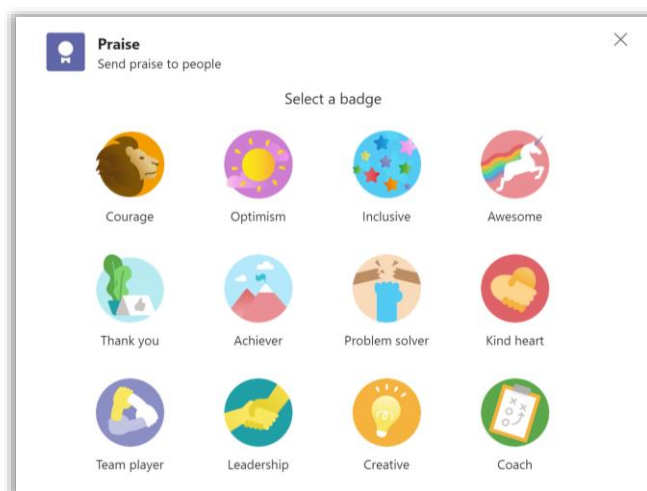
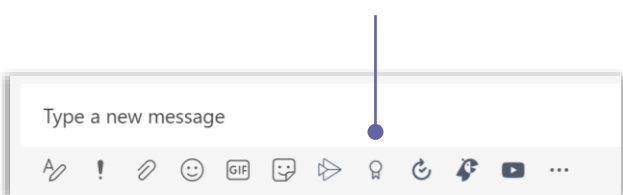
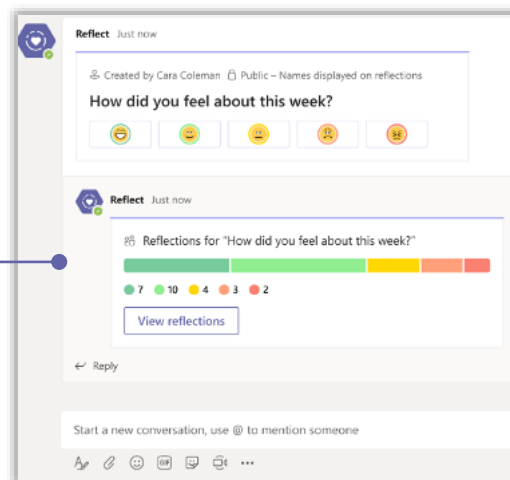
QBot

An open-source bot that notifies tutors of questions, learns from responses, and builds a knowledge base

Features for social-emotional learning

School can be an emotional roller coaster for students, so Teams offers features to help faculty support students in their social-emotional growth.

- The **Reflect app** helps faculty check in with students through quick questions and polls, guiding students to identify how they're feeling and lead with self-awareness.
- **Praise Badges** can be used to recognize student social skills, grow emotional vocabulary, and give valuable recognition to daily wins in students' learning. Just click the **Praise** icon in a chat or channel and select a badge to send. Similar stickers are available in OneNote.



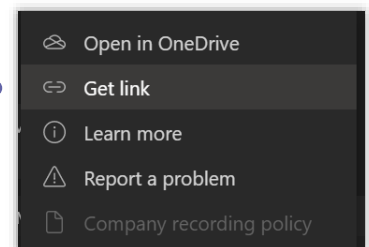
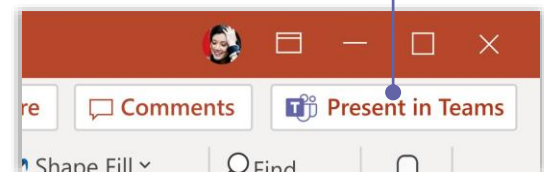
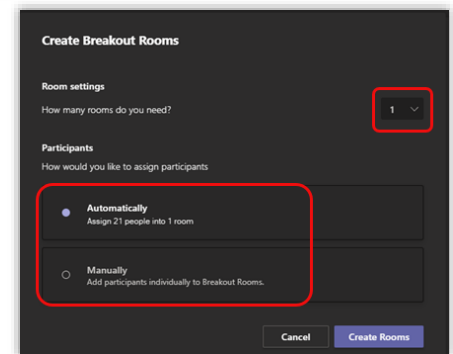
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Class sessions

Microsoft Teams meetings are perfect for live class sessions, offering the ability to **share content**, set up **breakout rooms**, see when students are **raising their hands**, and more. For full instructions on running class sessions, check out the [Meetings Flyer](#). Below are a few tips about making the most of class sessions.

- To split students into **breakout rooms**, select the **Breakout rooms** icon, select the number of rooms you want, and choose whether you want to add participants randomly or manually. You can set a time limit for the breakout sessions and easily switch between any of the rooms to check in on students.
- Read about how to activate **live captions** for meetings to improve accessibility.
- You can **share your screen** by opening the **Share** tray—or you can simply **navigate to your PowerPoint presentation** and click **Present in Teams**. Your presentation will automatically appear on the Teams call for your class session.
- **Record meetings** by opening the **More actions** ... menu and selecting **Start recording**. After the meeting, use the **Get Link** icon to share the recording with students or other teachers.
- Explore **meeting extensibilities** like app integrations, different content surfaces, notifications, polling and more.



Resources

- [Explore Microsoft's solutions for higher education](#)
- [Get Teams for Education support](#)
- Learn more about using [Teams at your university](#) and how to [get started](#)