



Microsoft Teams for Education



Solange Jarjour

Microsoft 365 Education
Customer Success Manager
Middle East Cluster



Enabling Remote
Learning from Home

Agenda:

- ☐ Sign in to office 365 and install the app
- ☐ Create a team (class) and explain how to use templates.
- ☐ Add members by creating a code ,adding students manually or through a link.
- ☐ Explain the meaning of channels and create a discussion channel
- ☐ Explain the files tab
- ☐ How to use assignment Tab
- ☐ How to activate office Hours through Chat Tab



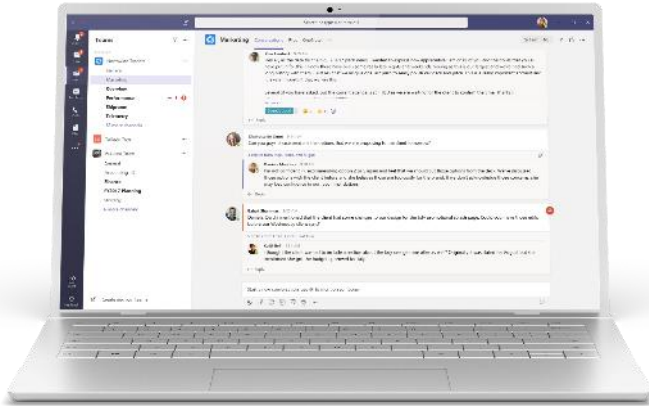
Sign in to office 365 and install the app

The screenshot shows the Microsoft Office Home page in a web browser. The address bar displays <https://www.office.com/?auth=2>. The page features a blue header with the 'Office 365' logo and a 'Good morning' greeting. Below the header is a grid of application tiles: 'Start new', 'Outlook', 'OneDrive', 'Word', 'Excel', 'PowerPoint', 'OneNote', 'SharePoint', 'Forms', 'Admin', 'Stream', 'Whiteboard', and 'All apps'. A red arrow points to the 'Install Office' button in the top right corner. A dropdown menu is open, showing the text 'Install software' and 'Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.' Below the dropdown are tabs for 'Teams', 'Notebook', and 'Sway'. The 'Recommended' section at the bottom displays four recent documents: a document titled '6- قسم عمل لغة عربية - SOLA' (msftgulfsschool.sharepoin...), a document titled 'ورقة الحل' (msftgulfsschool.sharepoin...), a document titled 'names' (msftgulfsschool-my.sharep...), and a presentation titled 'Presentation 14' (msftgulfsschool-my.sharep...).

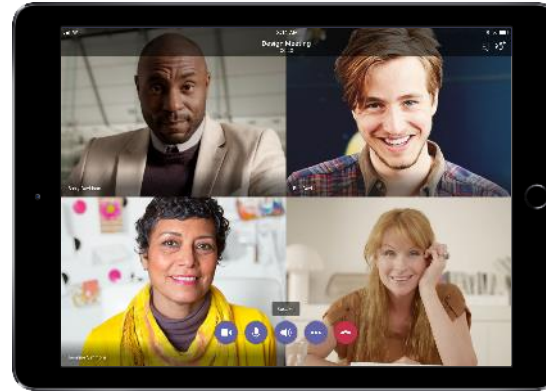


Free and provides a consistent cross-device experience

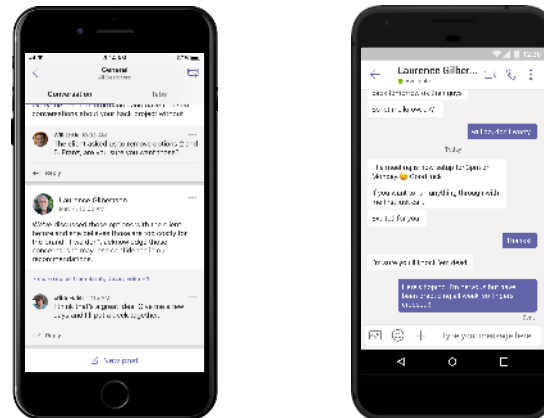
Desktop



Tablet



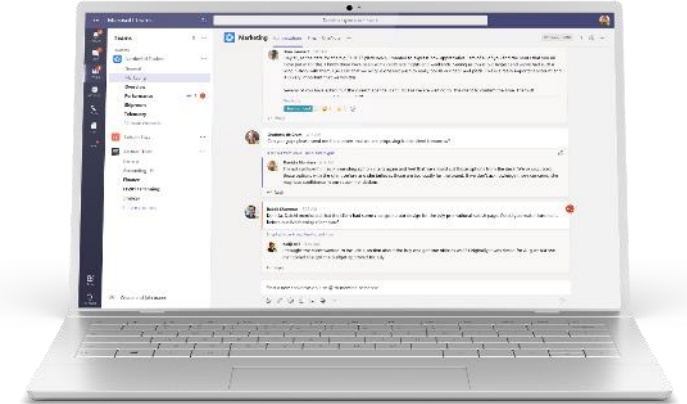
Phone



iPhone

Android

Browsers



Edge



Chrome



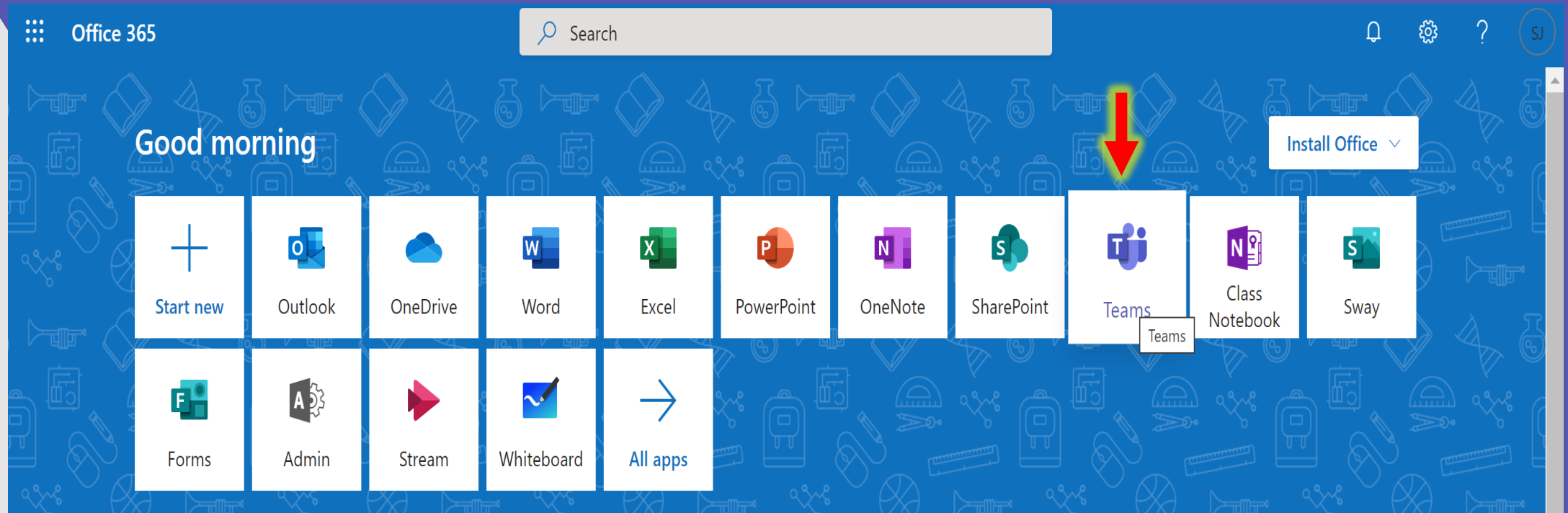
Safari



Download aka.ms/GetTeams

Create a class-type team

Step 1:



Create a class-type team


Step two.:


The screenshot displays the Microsoft Teams application interface. At the top, the header bar includes the Microsoft Teams logo, a search bar with the placeholder text "Search for or type a command", and the user's profile information "MSFT Gulf School" with a dropdown arrow and a notification badge showing "5". A red arrow points to the "Join or create team" button, which is located in the top right corner of the main content area. The left sidebar contains navigation icons for Outlook, Activity, Chat, Assignments, Teams (highlighted with a red arrow), Apps, and Help. The main content area is titled "Teams" and shows a grid of five team cards under the heading "Your teams". Each card features a unique icon and a title in Arabic:


- Card 1: Microscope icon, title "الخنساء- الصف الرابع-1"
- Card 2: Green square with "11", title "احياء-1-300056"
- Card 3: Telescope icon, title "الصف السادس- 1"
- Card 4: Blue square with "ت", title "تدريب"
- Card 5: Orange square with "تم", title "تدريب - مجموعة 1"


Create a class-type team


Step three.


 Microsoft Teams





MSFT Gulf School 


 Outlook


 Activity


 Chat


 Assignments

 Teams




 Apps

 Help





[< Back](#)


Join or create a team



Create a team








Join a team with a code

Got a code to join a team? Enter it above.



Create a collaborative and interactive space


Microsoft Teams can support up to 5,000 team members.

1. Students can't leave.
2. Category Materials folder (for viewing only by students)


Considerations

Duties and class Notebook support a maximum of 200 students (will increase in the future).


Select a team type




Class
Discussions, group projects, assignments



Professional Learning Community (PLC)
Educator working group



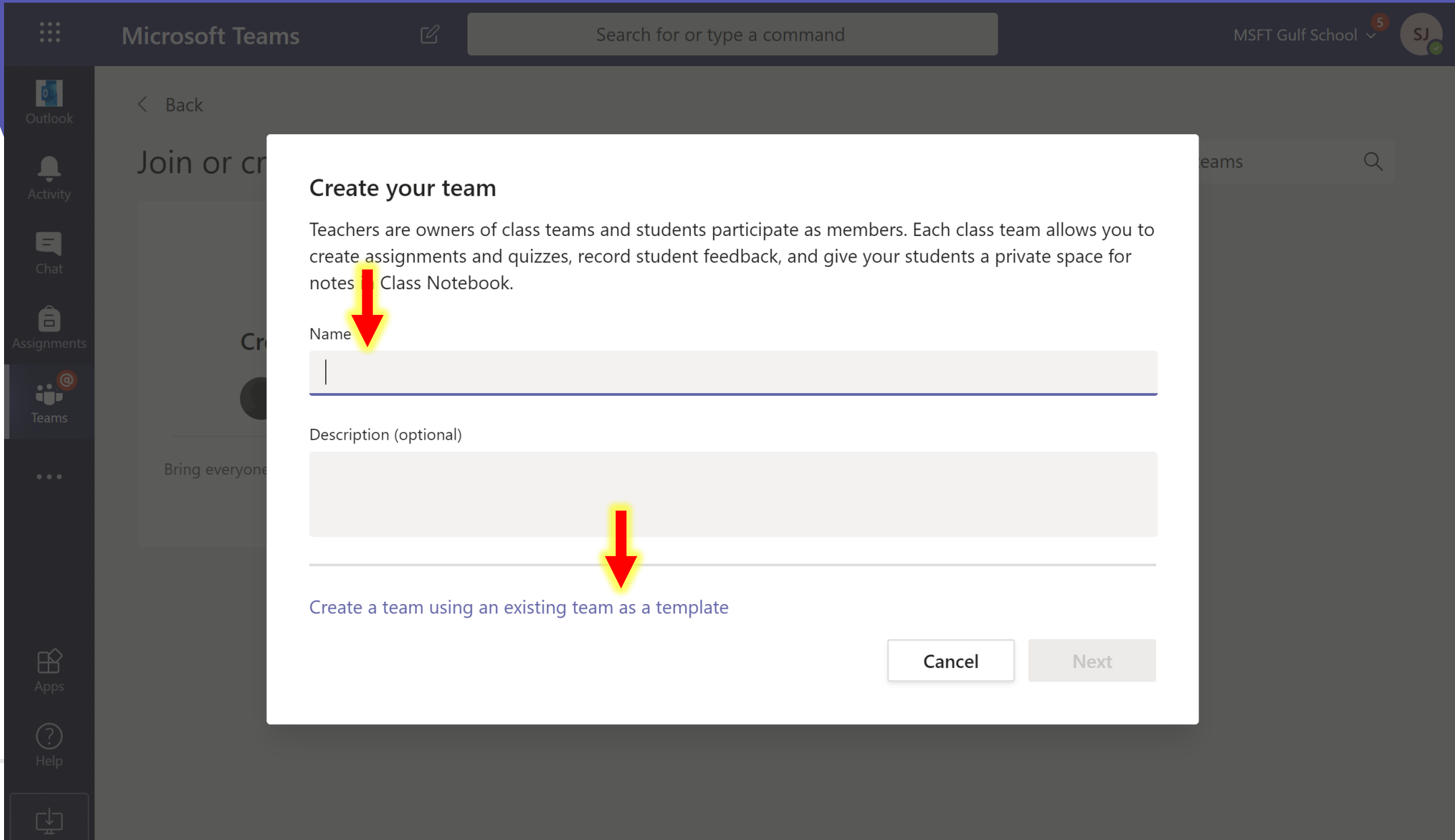
Staff
School administration and development



Other
Clubs, study groups, after school activities

Cancel

How to benefit from Template



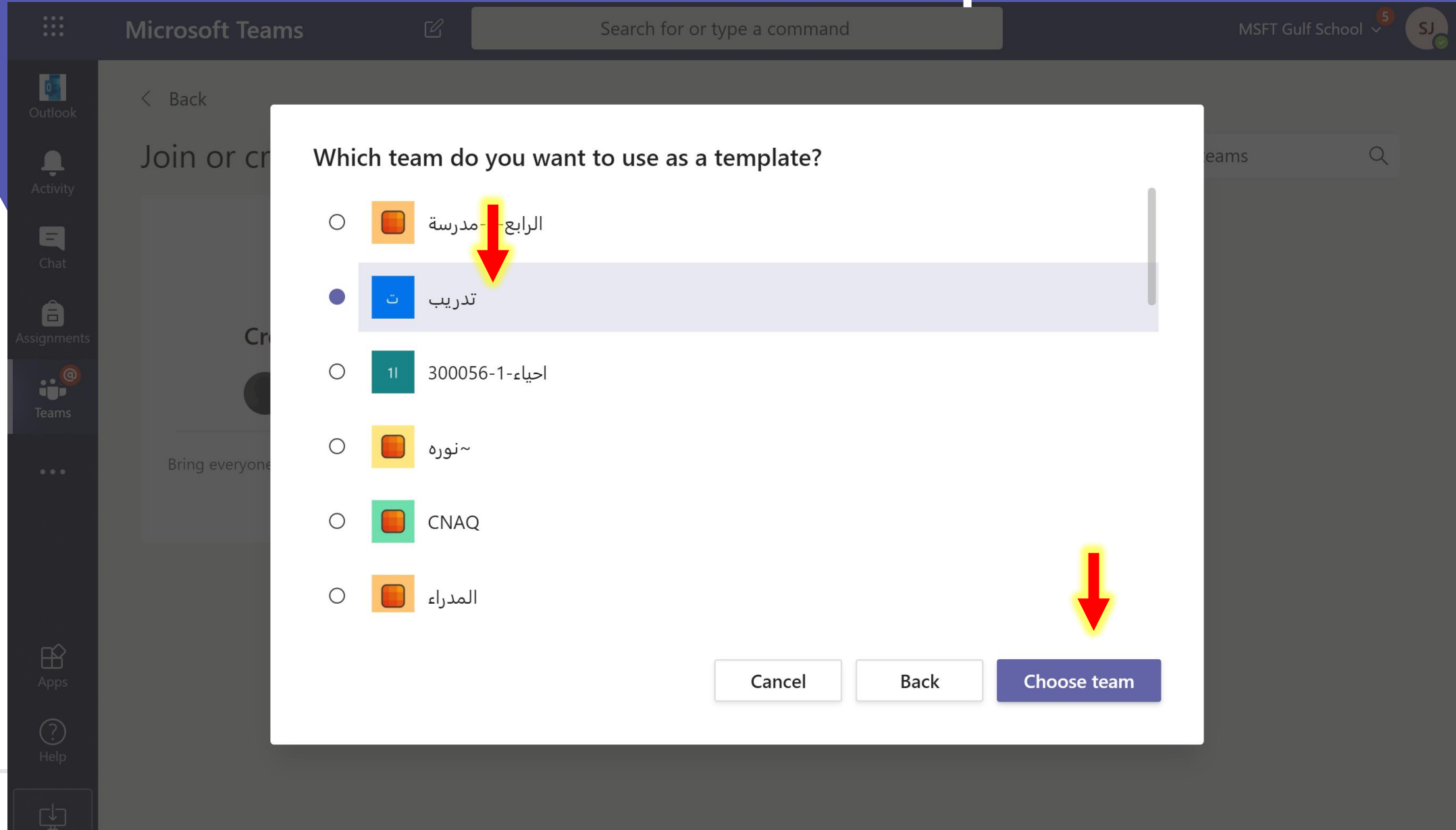
The screenshot shows the Microsoft Teams application interface. A modal dialog titled "Create your team" is centered on the screen. The dialog contains the following elements:

- Header:** "Create your team"
- Text:** "Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes." This is followed by a red arrow pointing down to the "Name" field.
- Form Fields:**
 - Name:** A text input field with a red arrow pointing down to it.
 - Description (optional):** A larger text input field with a red arrow pointing down to it.
- Footer:** A link that says "Create a team using an existing team as a template".
- Buttons:** "Cancel" and "Next" buttons at the bottom right.

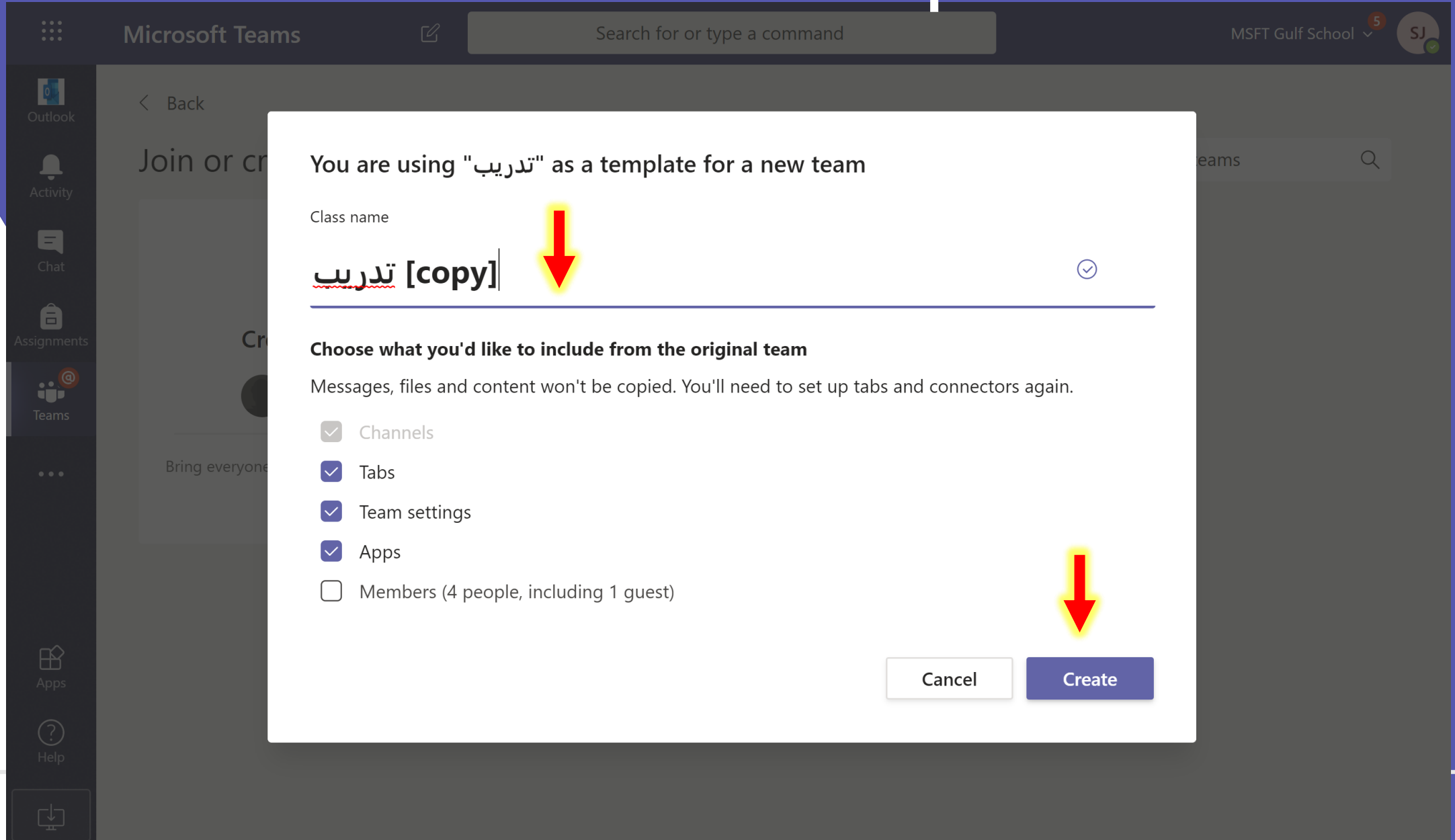
The background shows the Microsoft Teams sidebar with icons for Outlook, Activity, Chat, Assignments, Teams, Apps, and Help. The top bar includes the Microsoft Teams logo, a search bar, and the user's profile (MSFT Gulf School).



How to benefit from Template



How to benefit from Template



Microsoft Teams

Search for or type a command

MSFT Gulf School

SJ

< Back

Join or create team

You are using "تدريب" as a template for a new team

Class name

تدريب [copy]

Choose what you'd like to include from the original team

Messages, files and content won't be copied. You'll need to set up tabs and connectors again.

- ☒ Channels
- ☒ Tabs
- ☒ Team settings
- ☒ Apps
- ☐ Members (4 people, including 1 guest)

Cancel Create



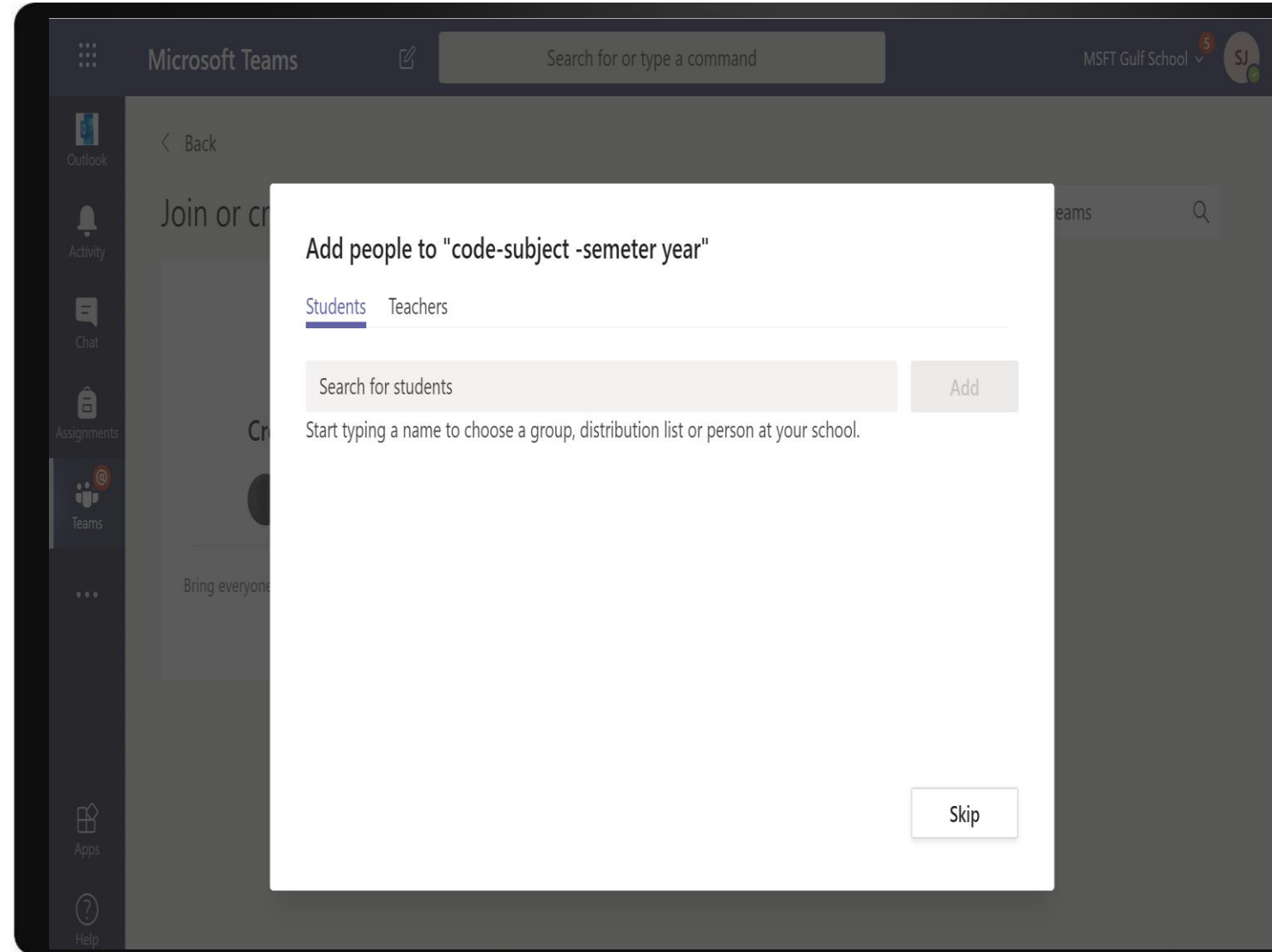
Add students to class

Self-managed through :

By entering the name or email

Create team code

Link invitation



Add students to class

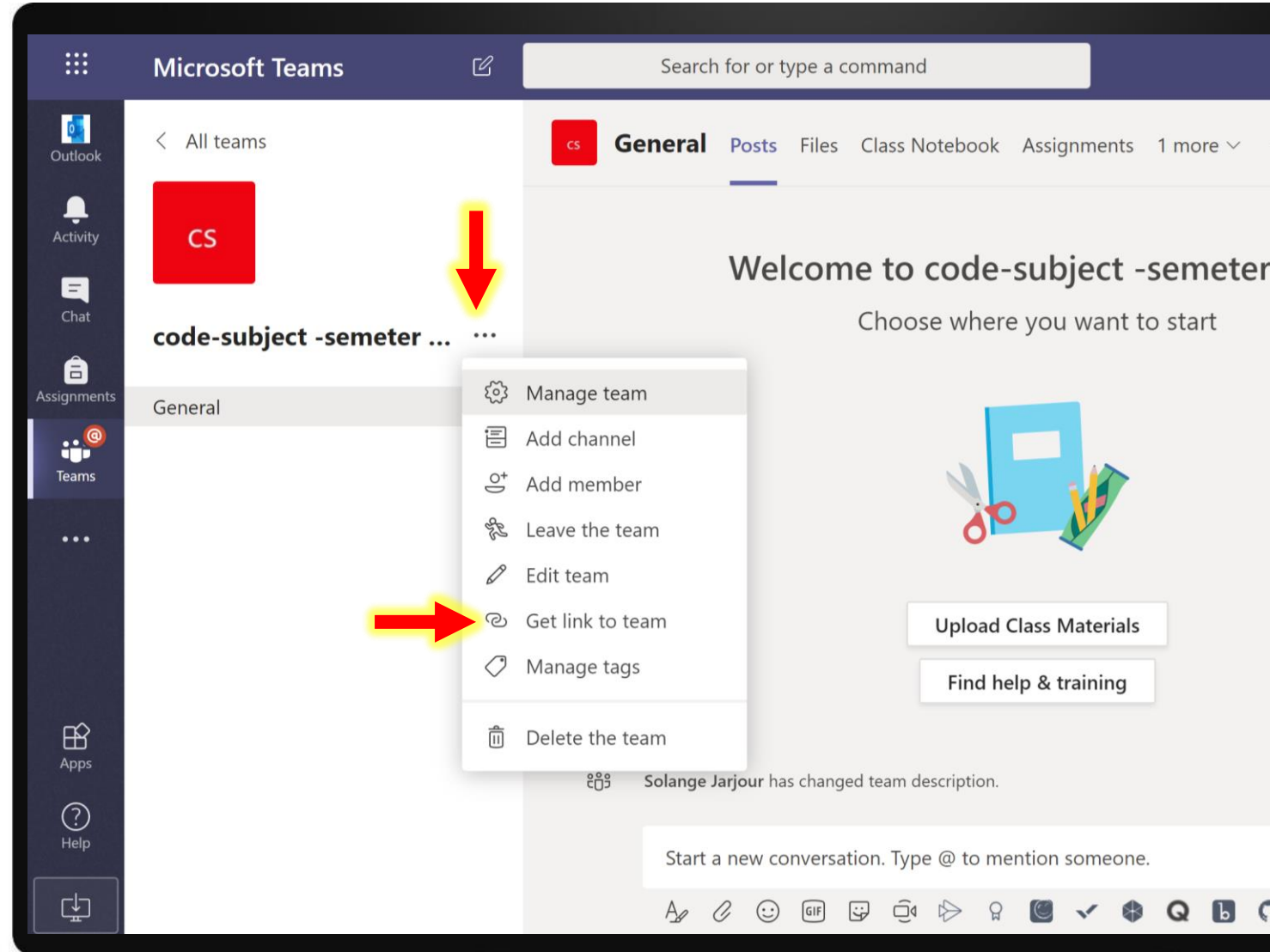
Self-managed through :

By entering the name or email



Link invitation

Create a code for the team



Add students to class

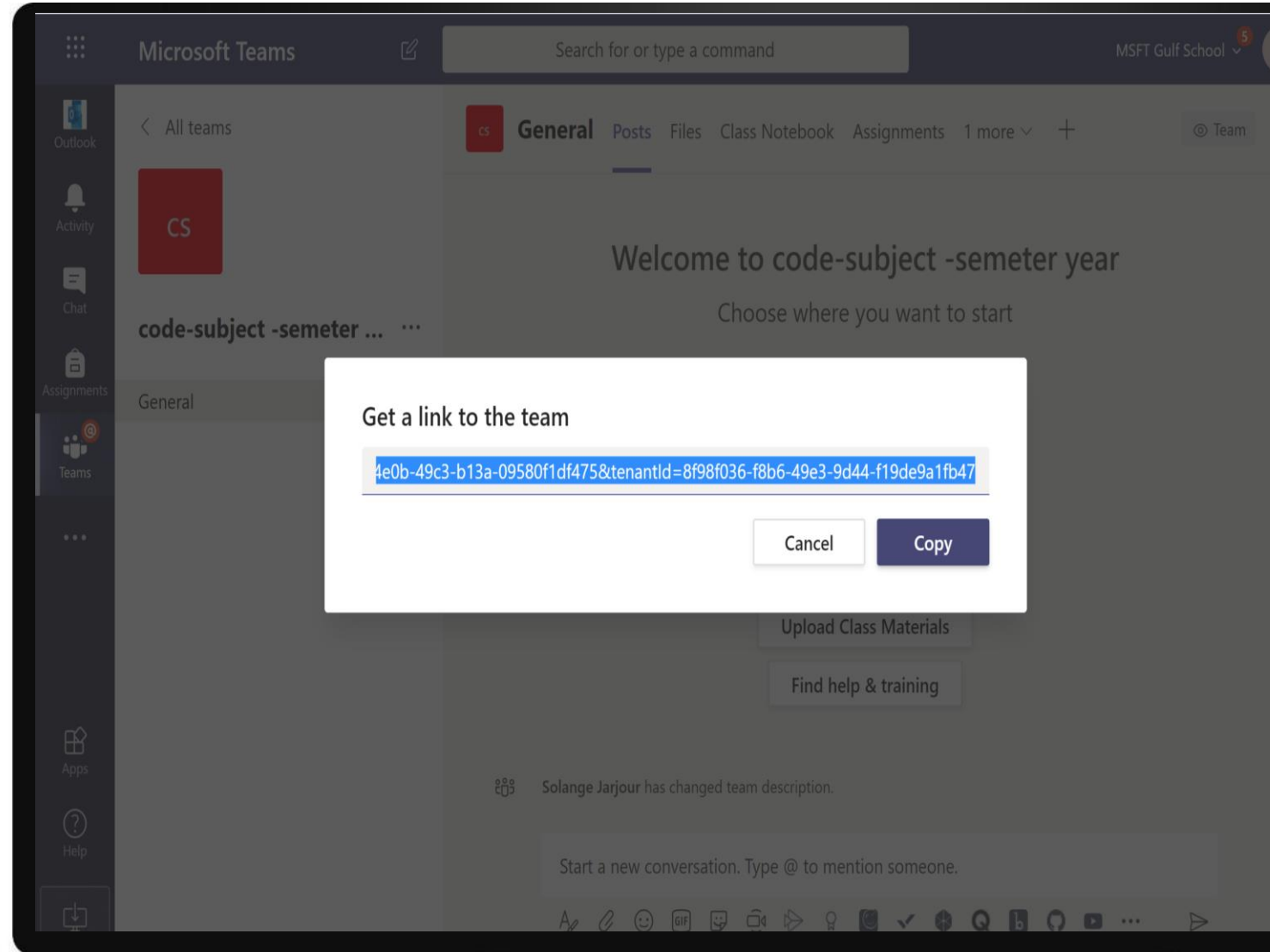
Self-managed through :

By entering the name or email



Link invitation

Create a code for the team



Add students to the class - student interface

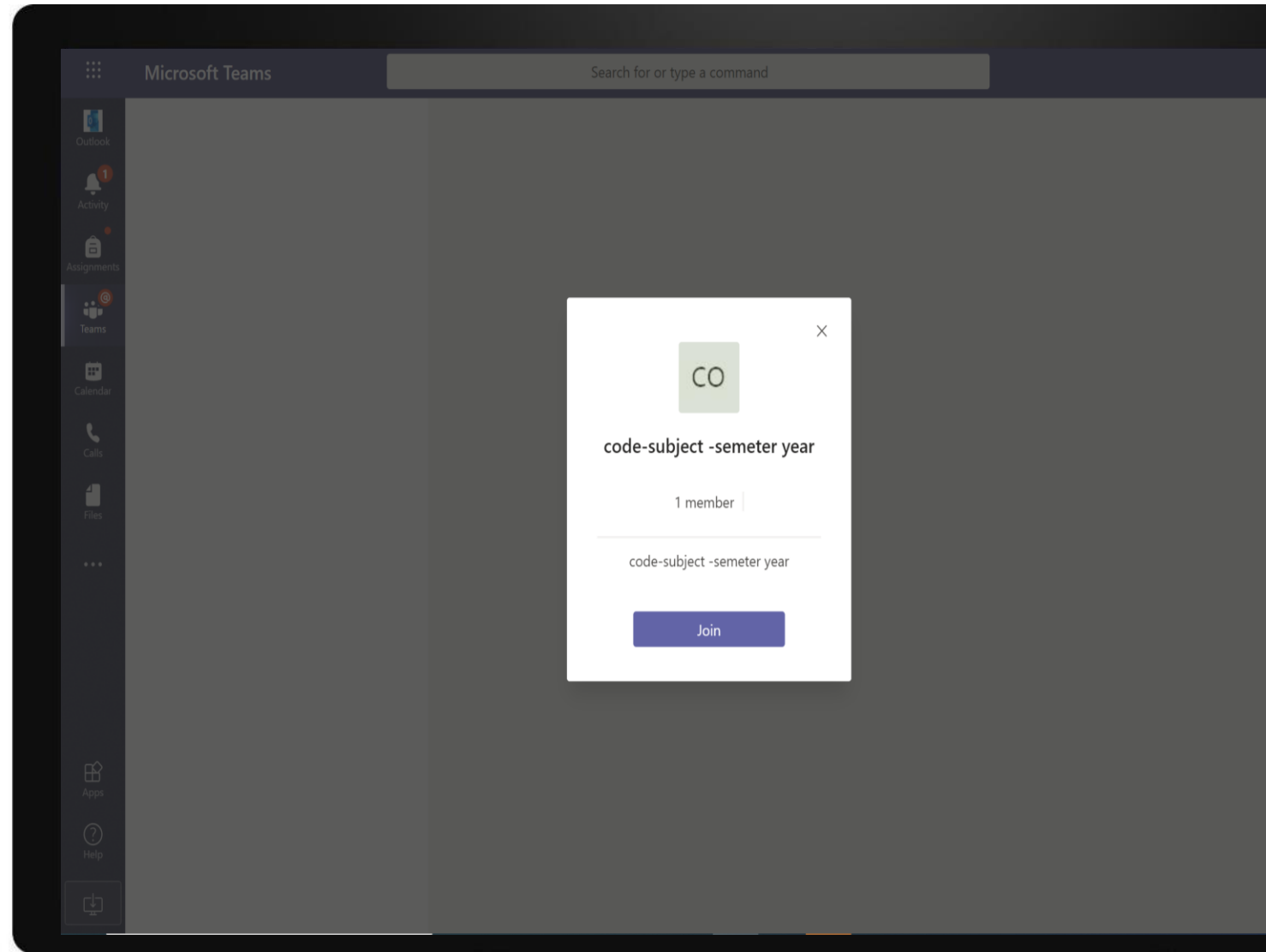
Self-managed through :

By entering the name or email



Link invitation

Create a code for the team



Add students to class - teacher interface

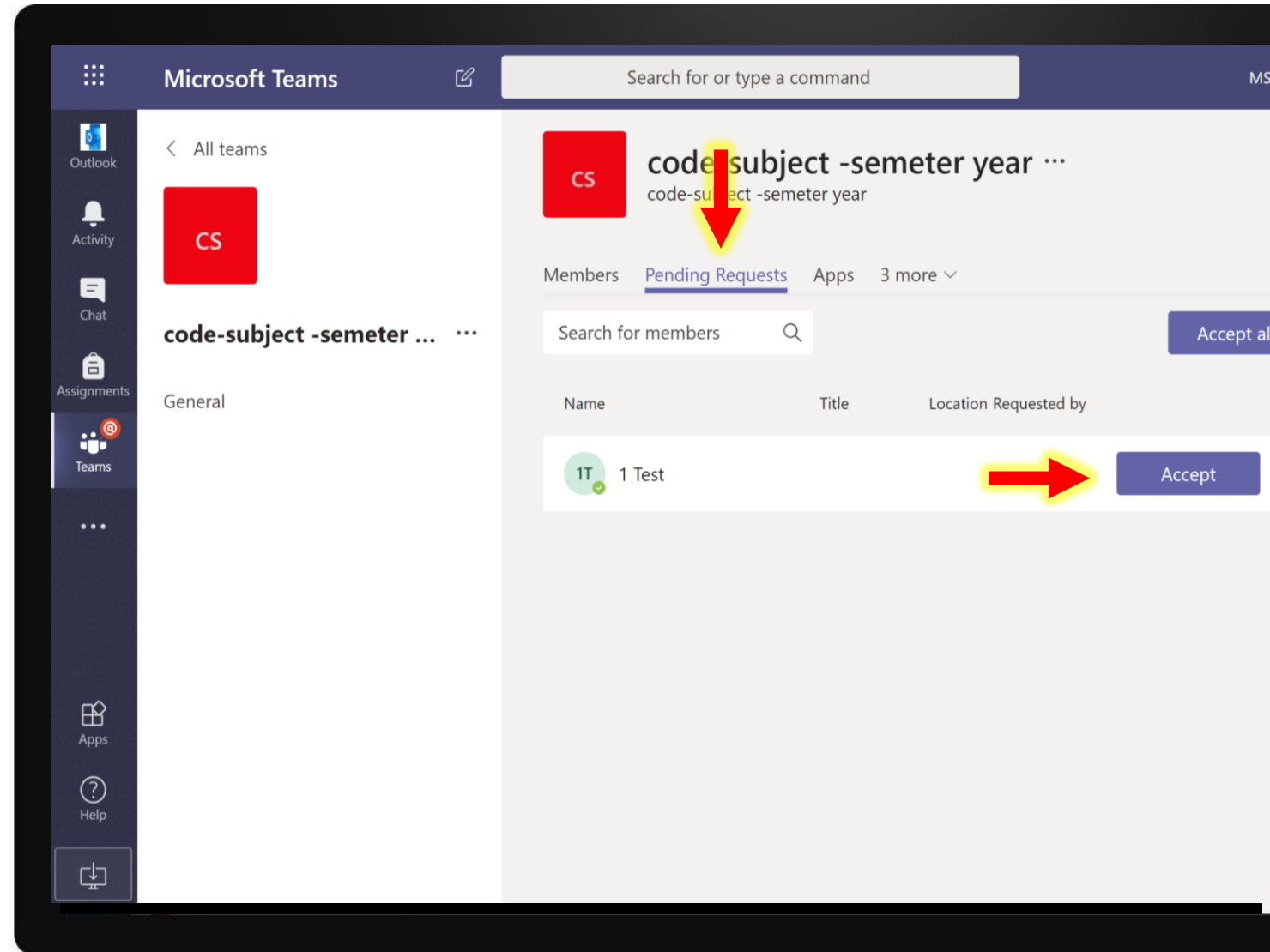
Self-managed through :

By entering the name or email



Link invitation

Create a code for the team



Add students to class - teacher interface

Self-managed through :

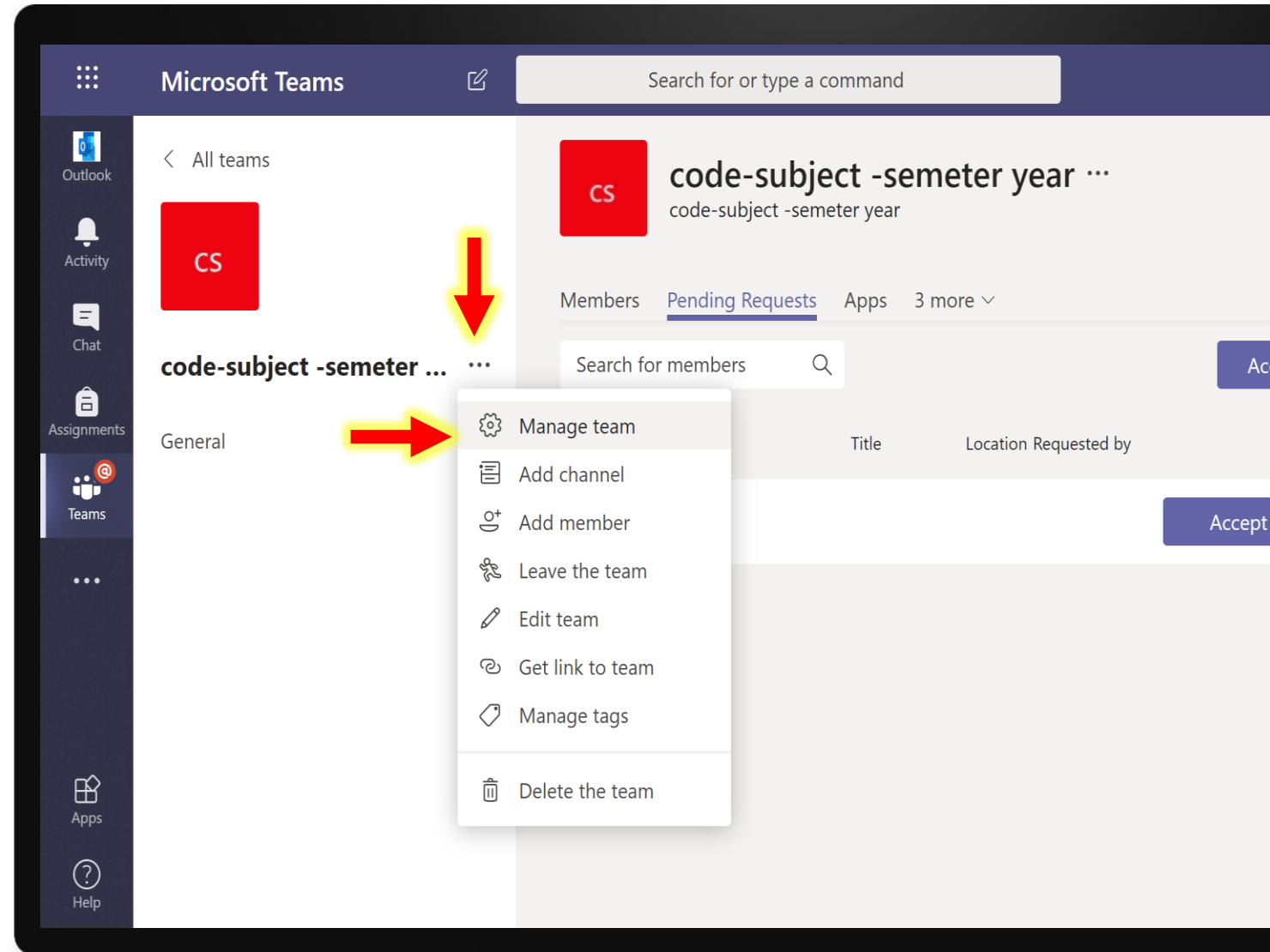
By entering the name or email



Link invitation



Create a code for the team



Add students to class - teacher interface

Self-managed through :

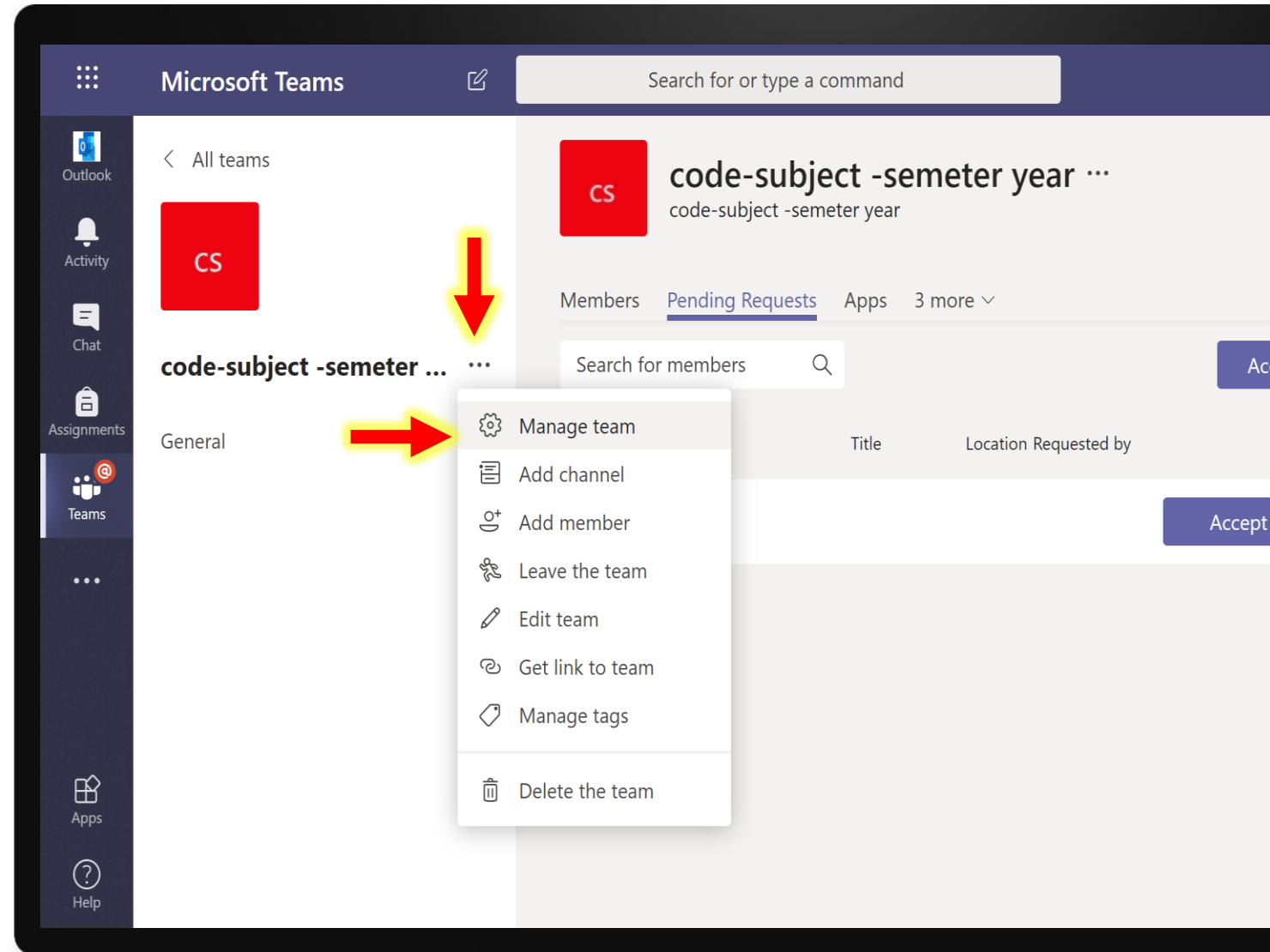
By entering the name or email



Link invitation



Create a code for the team



Add students to class - teacher interface

Self-managed through :

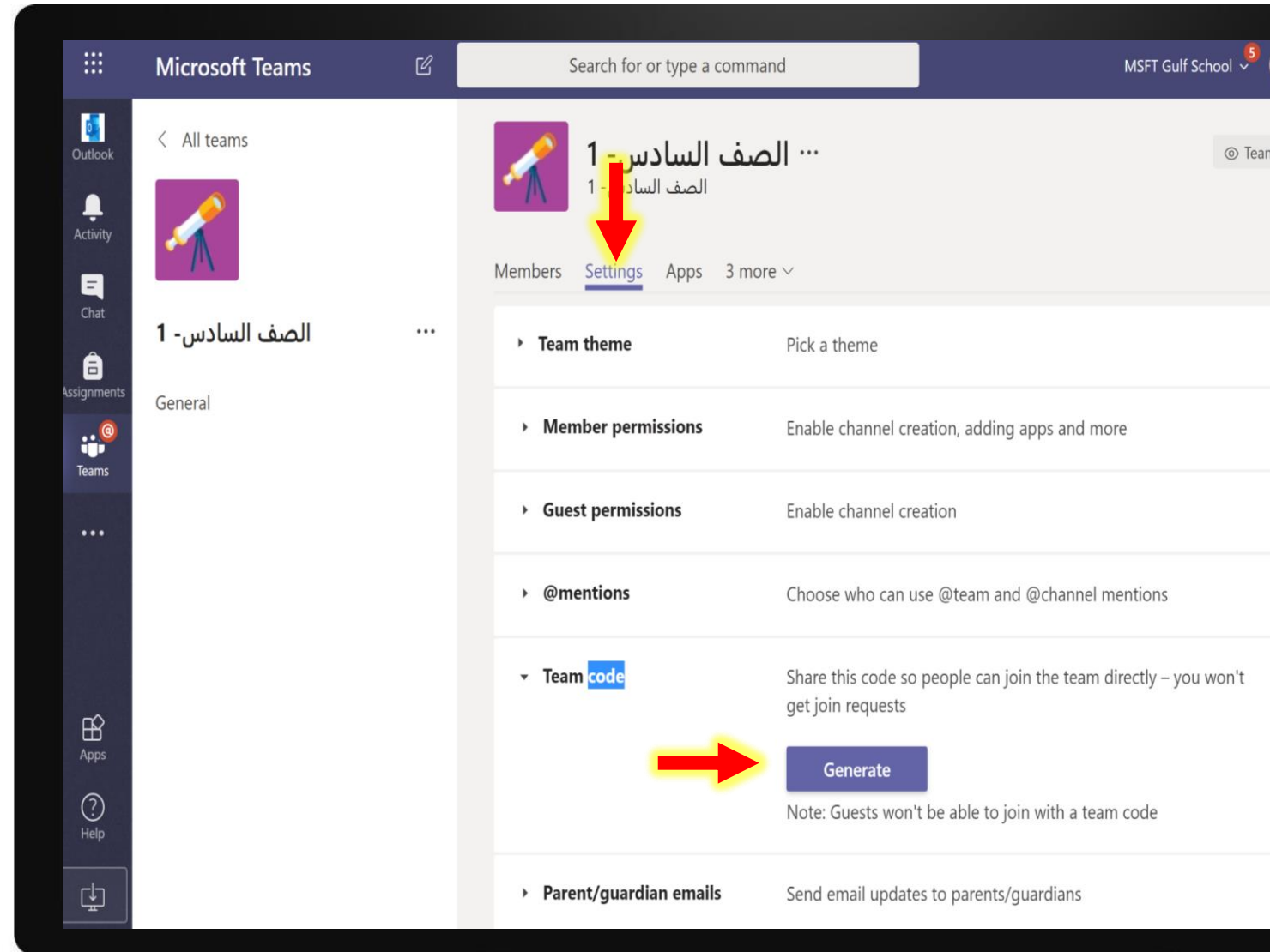
By entering the name or email



Link invitation



Create a code for the team



Add students to the class - student interface

Self-managed through :

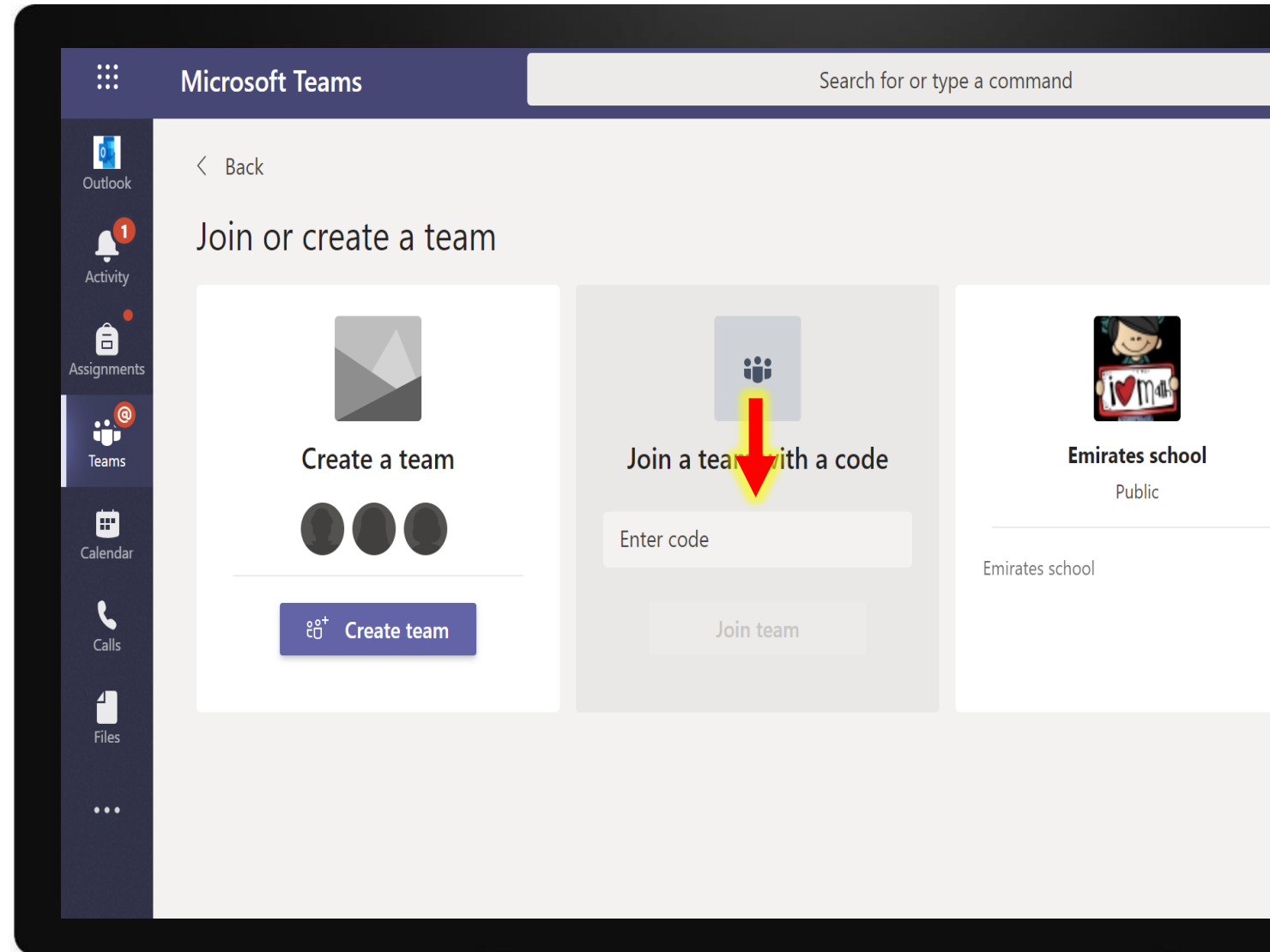
By entering the name or email



Link invitation



Create a code for the team



Send an ad and deal with channels

1. Send content to students in the form of an ad
2. Explain the meaning of channels (specifying powers)
3. Create a discussion channel



Send conversations through the public channel

< All teams

CS

code-subject -semester ...

General

CS

General

Posts

Files

Class Notebook

Assignments

1 more ▾


+

Team

...


Welcome to code-subject -semester year

Choose where you want to start



















Upload Class Materials

Find help & training



Solange Jarjour has changed team description.

Start a new conversation. Type @ to mention someone.





Explain the meaning of channels (specifying powers)

The screenshot displays the Microsoft Teams interface. On the left, a sidebar contains navigation icons for Outlook, Activity, Chat, Assignments, Teams, Apps, and Help. The main area is divided into two panes. The left pane shows a list of teams, with the selected team named "code-subject -semester ..." featuring a red square icon with the letters "CS". Below the team name, the "General" channel is selected. The right pane shows the content of the "General" channel. At the top, there are tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "1 more". A "Find help & training" button is visible. A notification states "Solange Jarjour has changed team description." Below this, a post by Solange Jarjour (profile picture "SJ") is shown, dated 10:19. The post features a blue header image with the Arabic text "المحتوى الاول" (The first content) and a document titled "Gr4-Persuasive Letter Publishing Paper.docx". The post text includes "المحتوى الاول" and "رجوا الاطلاع على المحتوى" (Please look at the content). A "Reply" button is visible below the post. At the bottom, a text input field says "Start a new conversation. Type @ to mention someone." and a toolbar with various icons for editing and sharing is present.



Create a discussion channel

The screenshot displays the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Outlook, Activity, Chat, Assignments, Teams, Apps, and Help. The main area is divided into two panes. The left pane shows the 'All teams' view with a team named 'code-subject -semester ...' (with a red 'CS' icon) and a 'General' channel. A hand cursor points to the three-dot menu next to the team name. The right pane shows the 'General' channel view. At the top, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and '1 more'. A 'Find help & training' button is visible. Below the tabs, a notification states 'Solange Jarjour has changed team description.' followed by a post from 'Solange Jarjour' at '10:19'. The post features a blue banner with the Arabic text 'المحتوى الاول' (The first content) and an image of a coffee cup and papers. Below the banner, the text 'المحتوى الاول' and 'رجوا الاطلاع على المحتوى' (Please look at the content) are visible. A document attachment titled 'Gr4-Persuasive Letter Publishing Paper.docx' is shown. At the bottom of the post is a 'Reply' button. Below the post is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a rich text toolbar with icons for text, links, emojis, GIFs, video, voice, screen, and other media.

Outlook

Activity

Chat

Assignments

Teams

Apps

Help

< All teams

CS

code-subject -semester ...

General

Find help & training

Solange Jarjour has changed team description.

SJ

Solange Jarjour 10:19

المحتوى الاول

المحتوى الاول

رجوا الاطلاع على المحتوى

Gr4-Persuasive Letter Publishing Paper.docx

Reply

Start a new conversation. Type @ to mention someone.



Dealing with files

1. Add content in the Files Tab



Dealing with files

The screenshot displays the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Outlook, Activity, Chat, Assignments, Teams, Apps, and Help. The main area is divided into two panes. The left pane shows the 'code-subject -semester ...' team with a red 'CS' icon and a 'General' channel labeled 'للمناقشة'. The right pane shows the 'General' channel with tabs for 'Posts', 'Files', 'Class Notebook', and 'Assignments'. A post by 'Solange Jarjour' at 10:19 features a blue banner with the Arabic text 'المحتوى الاول' (First Content) and an image of a coffee cup and papers. Below the banner, the text 'المحتوى الاول' and 'رجوا الاطلاع على المحتوى' (Please look at the content) are visible. A file named 'Gr4-Persuasive Letter Publishing Paper.docx' is being uploaded, indicated by a Word icon and a progress bar. Below the file, there is a 'Reply' button. At the bottom of the post, a message states 'Solange Jarjour has created channel للمناقشة. [Hide channel](#)'. The bottom of the interface shows a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for attachments, emojis, GIFs, video, voice, and other features.

Outlook

Activity

Chat

Assignments

Teams

Apps

Help

< All teams

CS

code-subject -semester ...

General

للمناقشة

CS

General

Posts

Files

Class Notebook

Assignments

1 more

Solange Jarjour has changed team description.

SJ

Solange Jarjour 10:19

المحتوى الاول

المحتوى الاول

رجوا الاطلاع على المحتوى

Gr4-Persuasive Letter Publishing Paper.docx

Reply

Solange Jarjour has created channel للمناقشة. [Hide channel](#)

Start a new conversation. Type @ to mention someone.

📎 🗨️ 📄 📺 📢 🏆 🌙 ✓ 📊 📋 📺 ...



Preparing duties

1. Create an assessment of type "Quiz" and benefit from the artificial intelligence.
2. Create an assessment of type "Assessment" and add the correction ladder.
3. Schedule the assessment.





Outlook



Activity



Chat



Assignments



Teams



Apps



Help



< All teams



code-subject -semester ...

General

للمناقشة



General

Posts

Files

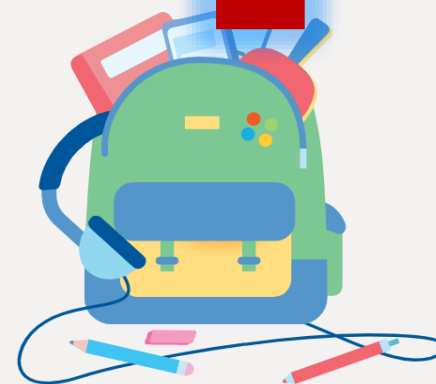
Class Notebook

Assignments

Grades



Welcome to assignments



Create assignments and quizzes, manage timelines, add marking rubrics and more.

Get started



Outlook



Activity



Chat



Assignments



Teams



Apps



Help



< All teams



code-subject -semester ...

General

للمناقشة



General

Posts

Files

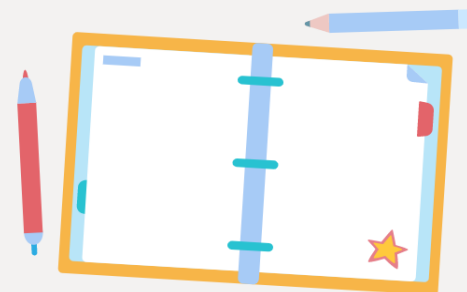
Class Notebook

Assignments

Grades



Upcoming



Assignment

Quiz

From existing

Create

Don't you just love a blank slate?
Create your first assignment here.



Outlook



Activity



Chat



Assignments



Teams



Apps



Help



< All teams



code-subject -semester

General

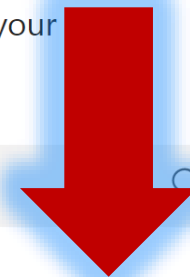
للمناقشة

Forms



Add the quizzes you create in Microsoft Forms to your assignment.

Search



Choose a form:

[+ New form](#)



اللغة العربية

Yesterday



what do you think about this meeting?

Yesterday



Untitled quiz (5)

28 Apr 2020



did you like the sessions

26 Apr 2020

Cancel

Next

Microsoft Office HomeTeams | (300056-1-احياء-2) Microsoft Forms

https://forms.office.com/Pages/DesignPage.aspx

Forms

My forms

Shared with me

Group forms

Search form title or owner name

New Form

New Quiz

معادلة -M6

0 Responses

العاشر رياضيات

2 Responses

واجب عربي 1

0 Responses

WR1- تحليل نص

0 Responses

تحليل نص

0 Responses

math

0 Responses

شو رايكم بالورشة

1 Responses

Questions

Responses

Untitled quiz (5)

+ Add new

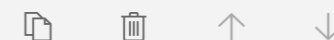




Questions

Responses

Engineering (1 Point)



1.

What engineering method uses a logical sequence of steps that begins with a specific problem, or perceived need, and results in a solution?

☐

Data collection

☐

Brainstorming

☐

Design process

✓ Correct answer

Add option

Points:

1



Multiple answers



Required



Add new



Outlook



Activity



Chat



Assignments



Teams



Apps



Help



< All teams



code-subject -semester

General

للمناقشة

Forms

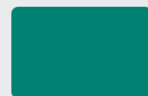


Add the quizzes you create in Microsoft Forms to your assignment.

Search

Choose a form:

+ New form



Engineering

Today



اللغة العربية

Yesterday



what do you think about this meeting?

Yesterday



Untitled quiz (5)

28 Apr 2020

Cancel

Next



Outlook



Activity



Chat



Assignments



Teams



Calendar



Calls



Apps



Help



< All teams



code-subject -semester ...

General

للمناقشة



General

Posts

Files

Class Notebook

Assignments

Grades



New assignment

Saved: 30 Apr, 10:27

Discard

Save

Assign

Title (required)

Engineering

Add category

Instructions

Enter instructions

Engineering (code-subject -semester year) ...

Points

1 point possible

Assign to

code-subject -semester year



All students



Date due

Fri, 1 May 2020



Time due

23:59



Assignment will be posted immediately with late hand-ins allowed. [Edit](#)



تعيين

حفظ

تجاهل

تم الحفظ في: 23 أبريل، 10:54 ص

الواجب الجديد

عنوان (مطلوب)

M7-معادلات

إضافة فئة

إرشادات

أدخل إرشادات

M7-معادلات (الخنساء- الصف الرابع-1)

النقاط

5 من النقاط المحتملة

تعيين إلى

الخنساء- الصف الرابع-1

تاريخ الاستحقاق

جمعة، ٢٤ أبريل ٢٠٢٠

وقت الاستحقاق

11:59 م

سيتم نشر الواجب فوراً مع السماح بإرسال الواجب متأخر. تحرير



اكتب اسماً

إلغاء تحديد

اختيار الطلاب

(Solange Jarjour (Q-Shield

JS



Test 1

T1



1 طالب

Essay homework (type of assignment)





Outlook



Activity



Chat



Assignments



Teams



Calendar



Calls



Apps



Help



< All teams



code-subject -semester ...

General

للمناقشة



General

Posts

Files

Class Notebook

Assignments

Grades

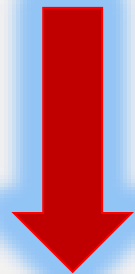


Upcoming



> Drafts (1)

< Assigned (0)



Assignment

Quiz

From existing

Create



It looks like everything's been marked.

Outlook

Activity

1

Chat

Assignments

Teams

@

Calendar

Calls

Apps

Help

Microsoft Teams

Search for or type a command

MSFT Gulf School

SJ

6

<

All teams

CS

code-subject -semester ...

...

General

للمناقشة

CS

General

Posts

Files

Class Notebook

Assignments

Grades

+

New assignment

Discard

Save

Assign

Title (required)

Enter title

Add category

Instructions

Enter instructions

Add resources

Points

No points

Add rubric

Assign to

code-subject -semester year

All students

Date due

Fri, 1 May 2020

Time due

23:59

Assignment will be posted immediately with late hand-ins allowed. [Edit](#)


< All teams



code-subject -semester

General

للمناقشة

Upcoming 

> Drafts

Assigned (0)



It looks like everything's been marked.

> Marked

Create



The solution of duty on the student's side

1. Solving the quiz assessment.
2. Solving the assessment.



Outlook

Activity

Assignments

Teams

Calendar

Calls

Files

Apps

Help

Feed

الخنساء- الصف الرابع-1

M7- معادلات | Due Apr 24

10:56

احياء-1-300056

Assignment returned | M7- معادلات

09:45

احياء-1-300056

Assignment returned | M7- معادلات

09:45

الخنساء- الصف الرابع-1

Assignment returned | واجب من نوع مقالي

09:41

Assignments mentioned

احياء-1-300056 > General

09:30

Assignments mentioned

الخنساء- الصف الرابع-1 > General

09:22

Assignments mentioned

احياء-1-300056 > General

09:21

SJ

Solange mentioned you

22/04

SJ

Solange mentioned special need

22/04

General

Posts

Files

Class Notebook

Assignments

Grades

Explorer: We're Makin'...

5 more

New

Back

M7-معادلات

Due tomorrow at 23:59

Points

5 points possible

Instructions

None

My work

F

M7-1-الخنساء- الصف الرابع-1 (معادلات)

Real Demo



Correct assignments and get an analysis of the results

- .1 Give feedback to an assesment.
2. Correct the essay assignment.
3. Get an analysis of the results.



SJ

3

MSFT Gulf School

ابحث أو اكتب أمرًا

Microsoft Teams

...

ضيف 1

الفريق

+

3 أكثر

درجات

الواجبات

دفتر ملاحظات للصفوف

ملفات

المنشورات

عامة

11

طلابي الاعزاء

<https://www.youtube.com/watch?v=BHv2e6qewU0>

محتوى الدرس السابع

رد

Assignments 9:21 ص

واجب من نوع مقالي

Due Apr 24

View assignment

رد

Assignments 9:30 ص

M7-معادلات

Due Apr 24

View assignment

رد

ابدأ محادثة جديدة. اكتب @ للإشارة إلى شخص ما.

جميع الفرق

11

...

احياء-1-300056

عامة

coronVIRUS

Media

project 1

special need

الاسبوع الاول

Outlook

1

نشاط

دردشة

الواجبات

الفرق

تقويم

لمكالمات

...

لتطبيقات

تعليمات

Correcting the assessmnet



🔄 ↗

+ 1 أكثر Insights names درجات الواجبات دفتر ملاحظات للصفوف ملفات المنشورات عامة 11

القادمة

1/3 تم التسليم

1 تمت مراجعته

واجب مقالي

مستحق أمس في ٢٣:٥٩

1/3 تم التسليم

1 تمت مراجعته

واجب عربي 1

مستحق أمس في ٢٣:٥٩

1/3 تم التسليم

واجب منزلي

مستحق اليوم في ٢٣:٥٩

1/3 تم التسليم

M6- معادلة

مستحق اليوم في ٢٣:٥٩

1/3 تم التسليم

واجب من نوع مقالي

مستحق غداً في ٢٣:٥٩

1/3 تم التسليم

M7- معادلات

مستحق غداً في ٢٣:٥٩

عليه علامات

إنشاء

جميع الفرق >

11

...

احياء-1-300056

عامة

coronVIRUS

Media

project 1

special need

الاسبوع الاول

Outlook

1 نشاط

ردشة

الواجبات

الفرق

تقويم

المكالمات

...

التطبيقات

تعليمات

تنزيل



Q&A

V-sojarj@microsoft.com

A high-angle, slightly dark photograph of three children walking on a light-colored sidewalk. The child in the foreground is a boy with curly hair, wearing a blue shirt and dark pants, holding a tablet. Behind him are two girls; one is wearing a grey sweater and the other a white shirt with a backpack. Long shadows are cast on the ground to the right. The text "thank you!" is written in a white, cursive font across the center of the image.

thank you!