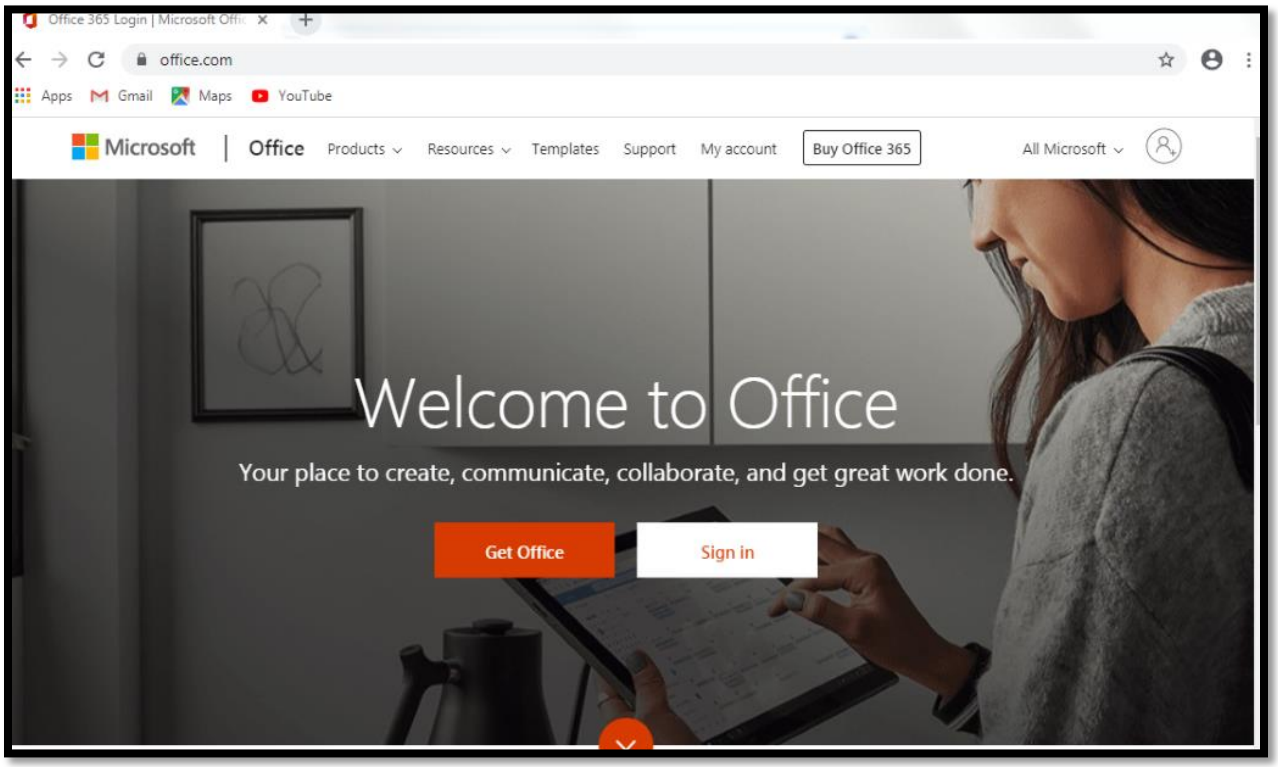
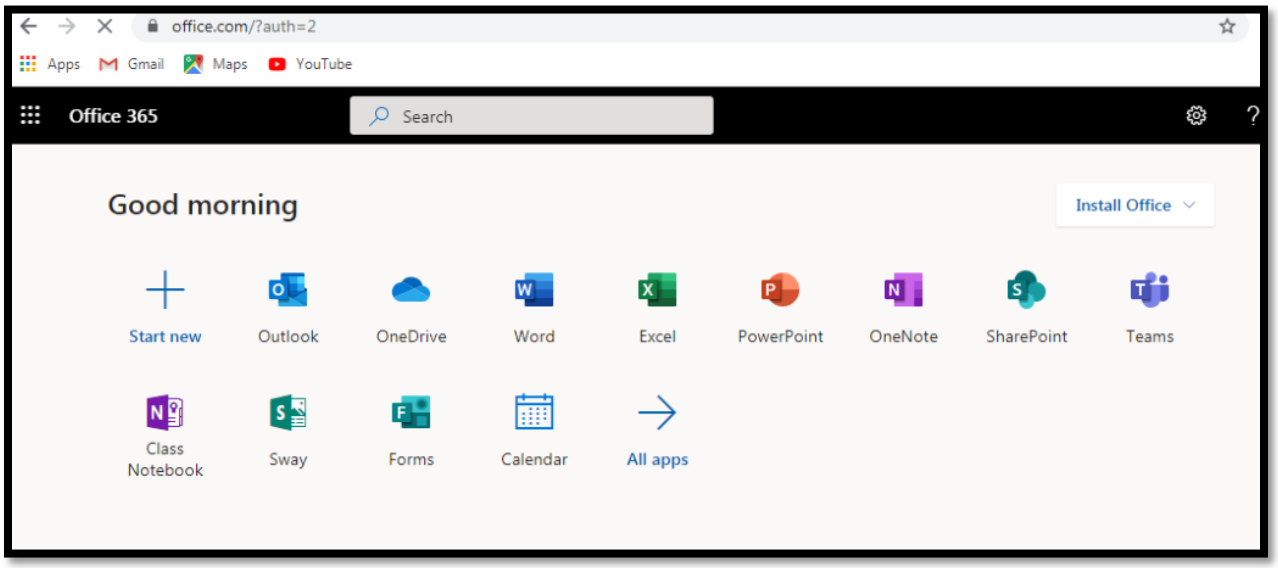
Microsoft Teams for Faculty or Staff

How to start Microsoft Teams?

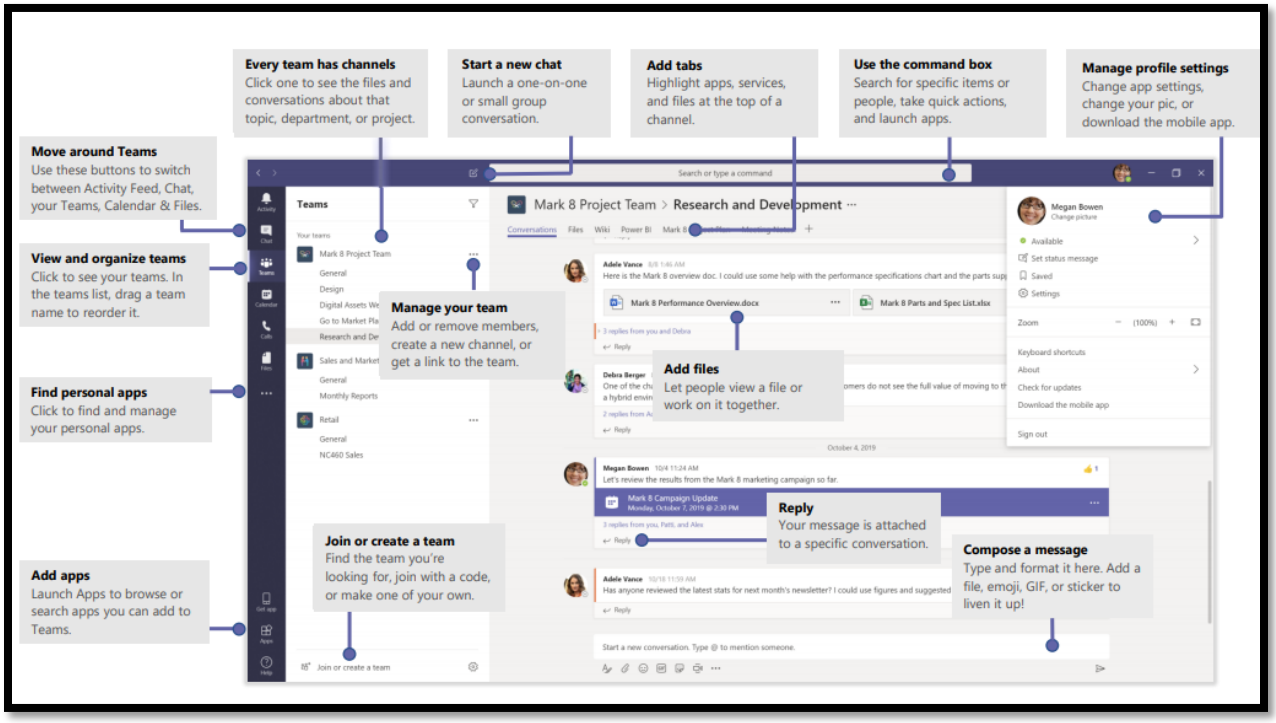
1. Go to office.com. For TSU faculty members/staff, login using your @tsu.edu.ph account.



2. Choose **Teams** from the list of applications.

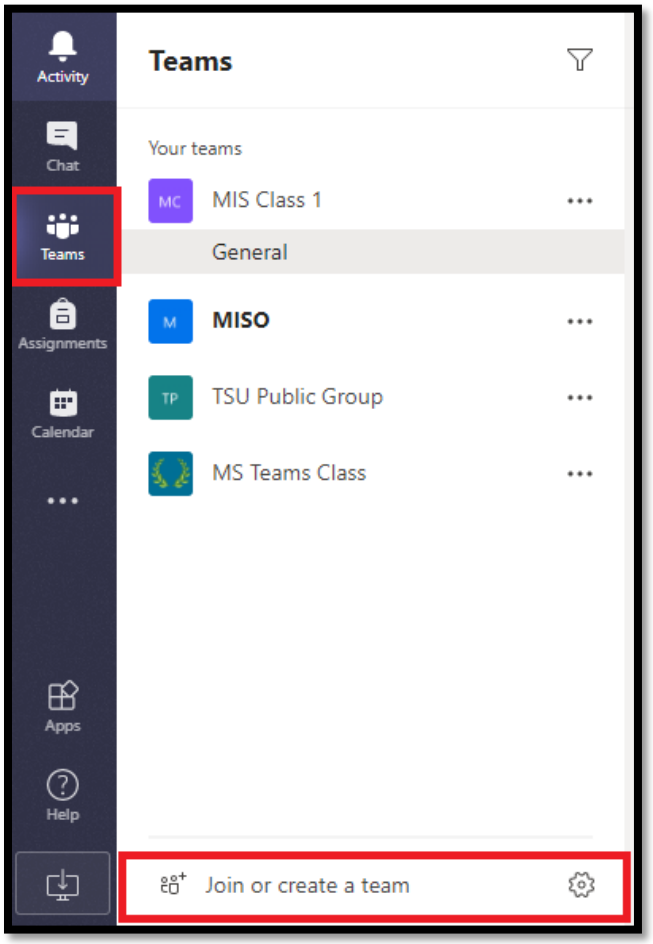


3. This will be the workspace in MS Teams.

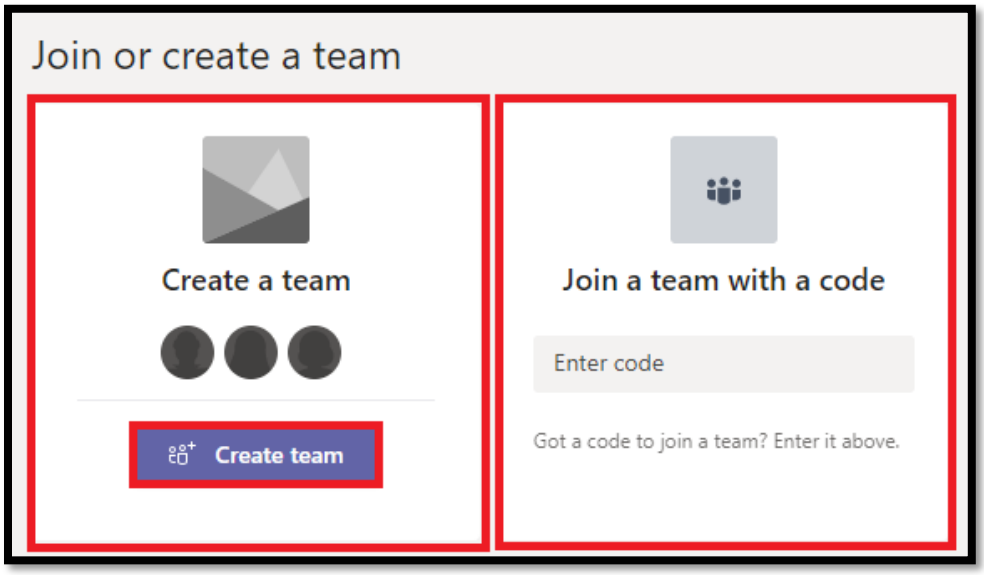


How to create a Team in Microsoft Teams?

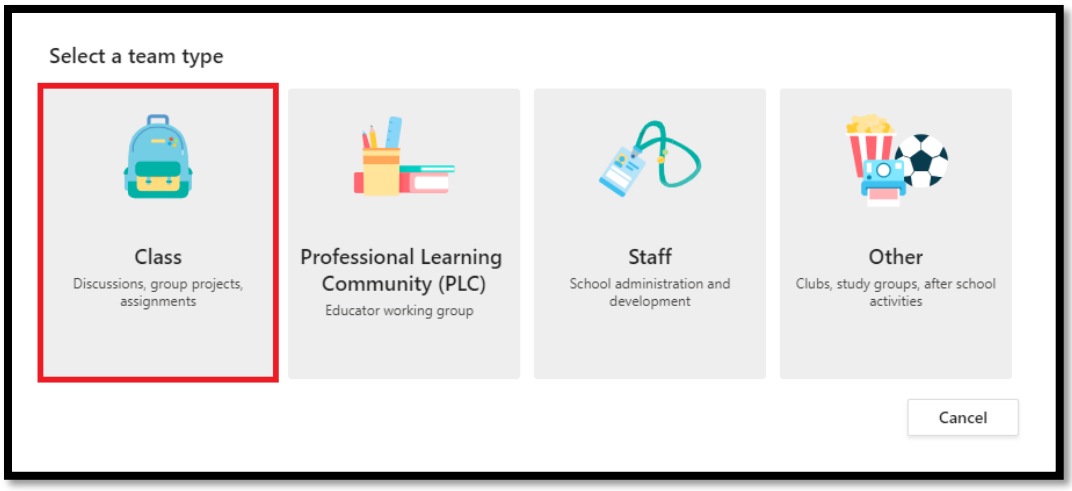
1. Go to **Teams** tab from the workspace and look for "**Join or create a team**".



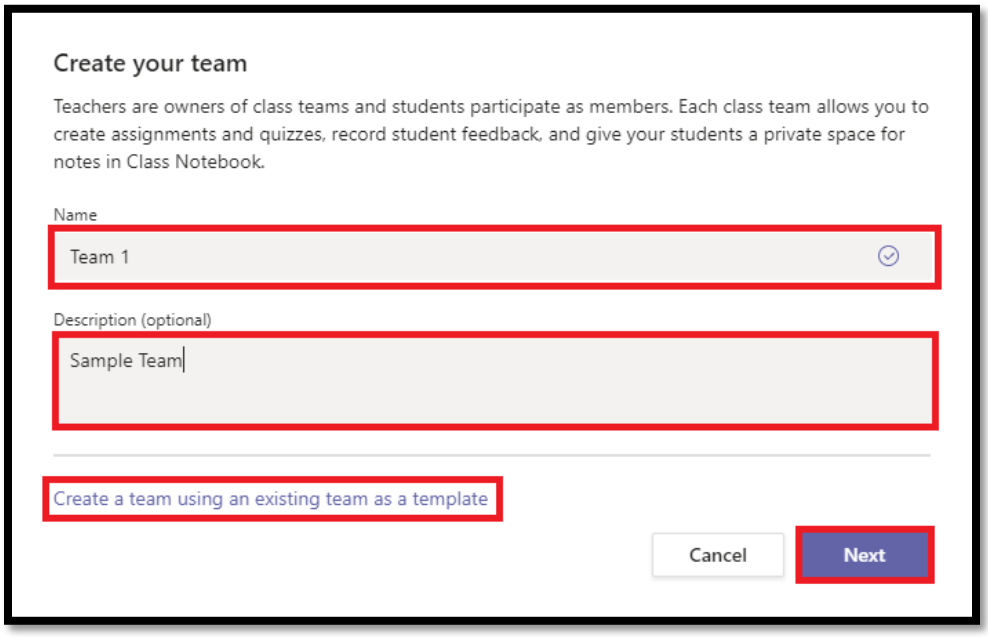
2. Click **Create team**, then select the team type.



Then choose the Team Type **Class**.

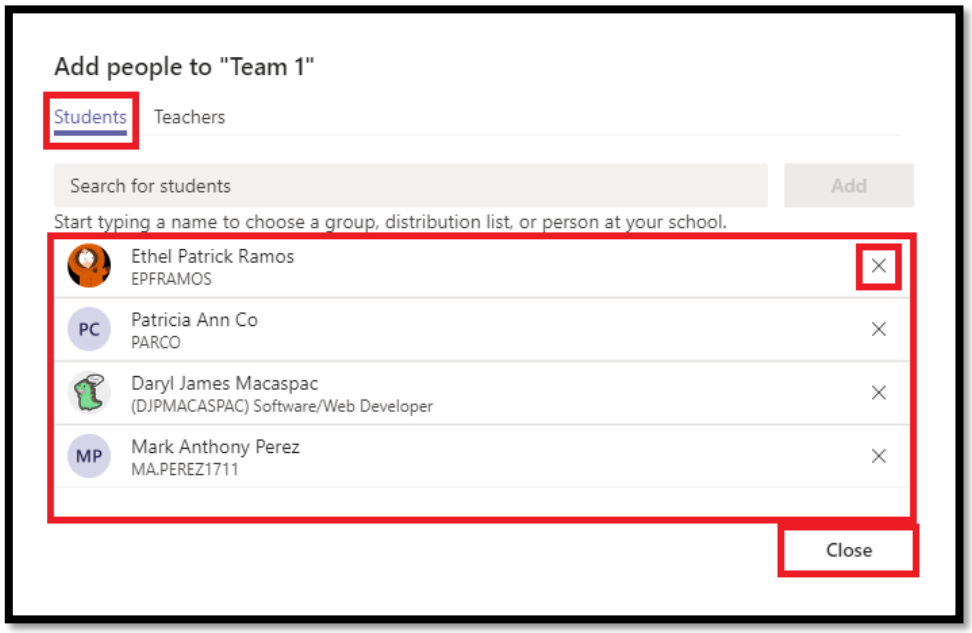


3. Enter the **Name** and **Description** of your team and click next. Created team will automatically save as your team template. You can use it as your existing team template in the future.

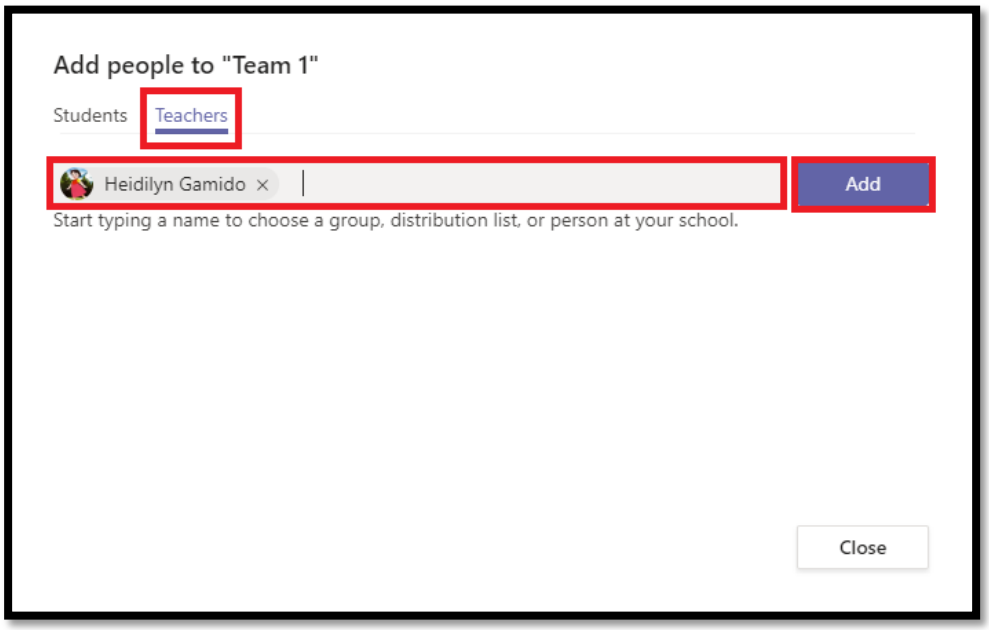


4. Add people to your team by searching the name of your students then click the **Add** button.

You should see a list of added students as shown below. If you want to remove the currently added student just click the **X** button next to student name.



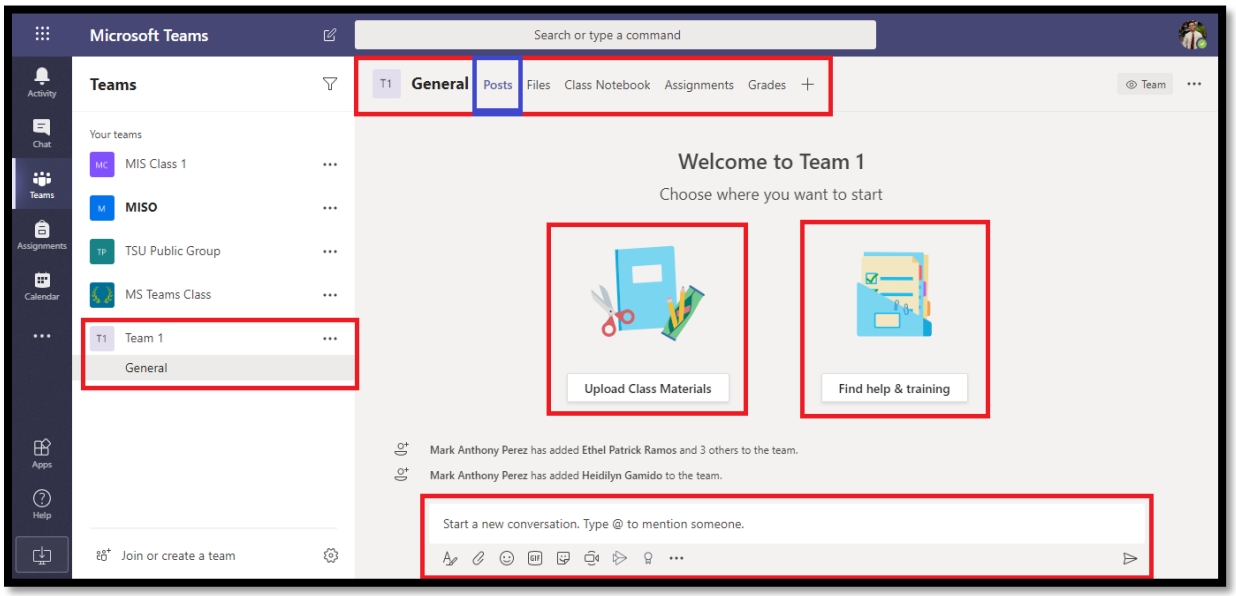
You may also add a colleague, your chairperson, or dean to be co-owner (or co-administrator) of your team.



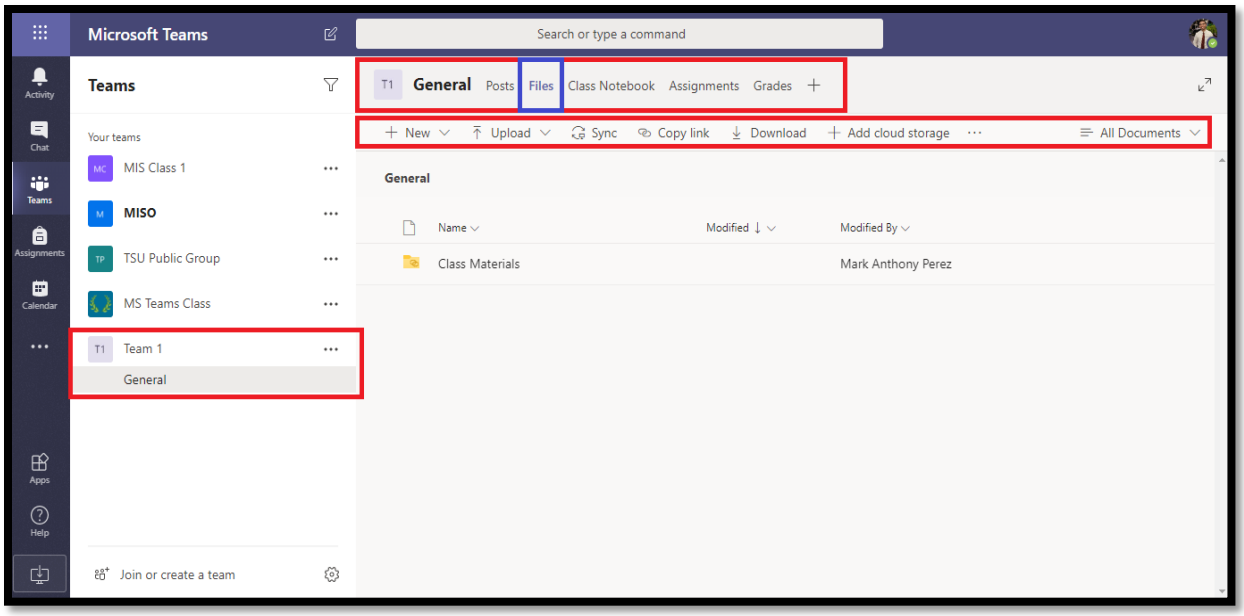
List of added co-owner/s of the team.

5. This will be your working area for the created team. Once you create a team, **General** channel will also create as your default channel. As you can see there are Five Tabs in the General Channel. **Posts**, **Files**, **Class Notebook**, **Assignments**, **Grades.**

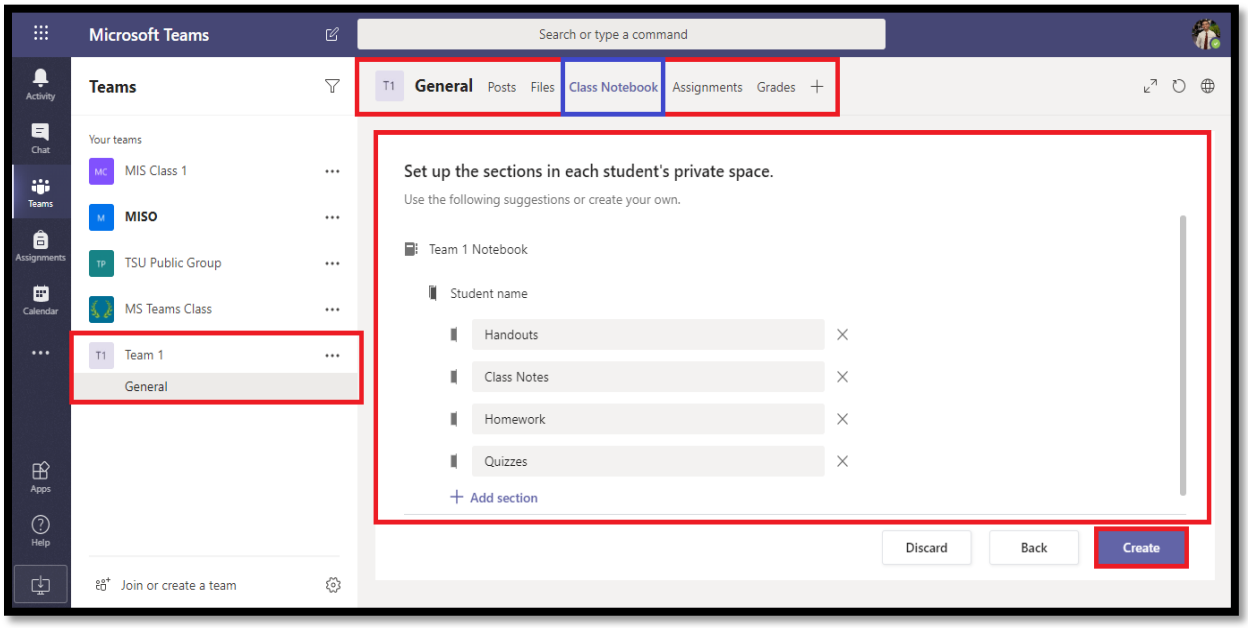
   Go to Channel **Posts** tab, to start a conversation or video call. You may also post picture, video, file, and link on this tab.



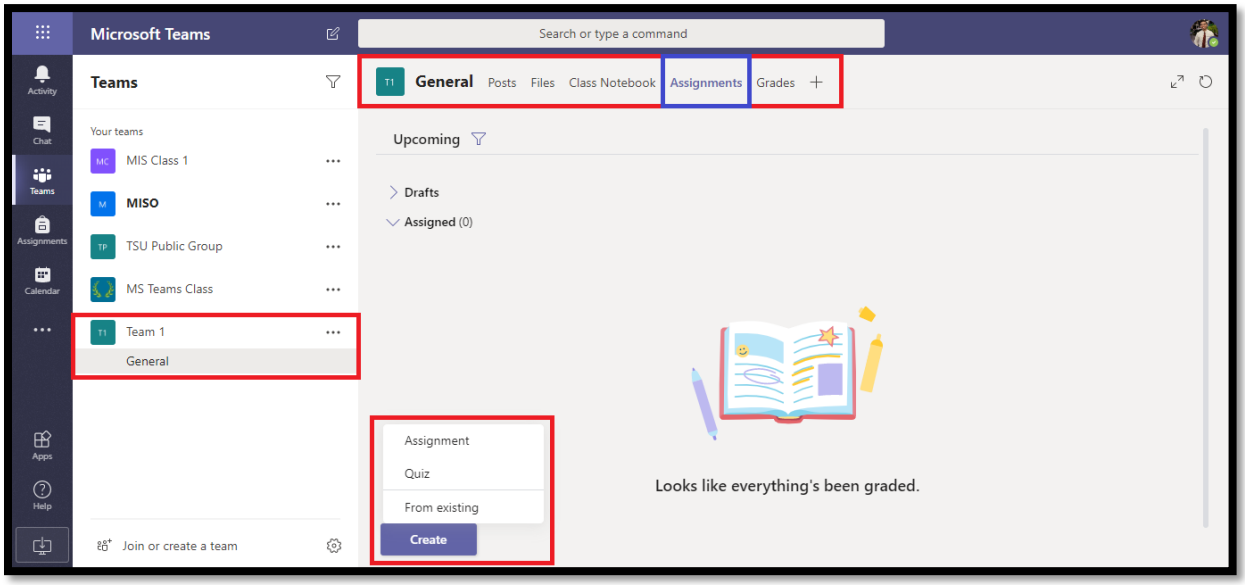
6. Go to Channel **Files** tab, to upload (download) or share files (word, pdf, powerpoint). Files that you share in a channel will automatically save on the **Files** Tab.



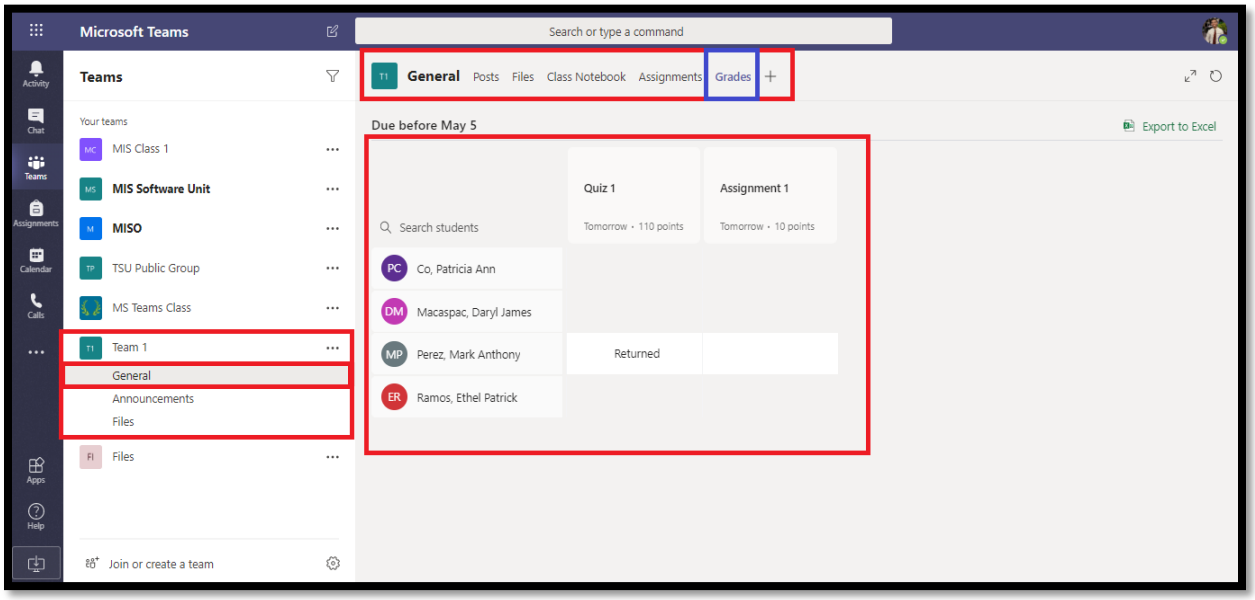
7. Go to Channel **Class Notebook** tab, to create class notes.



8. Go to Channel **Assignments** tab, to create assignments and quizzes.

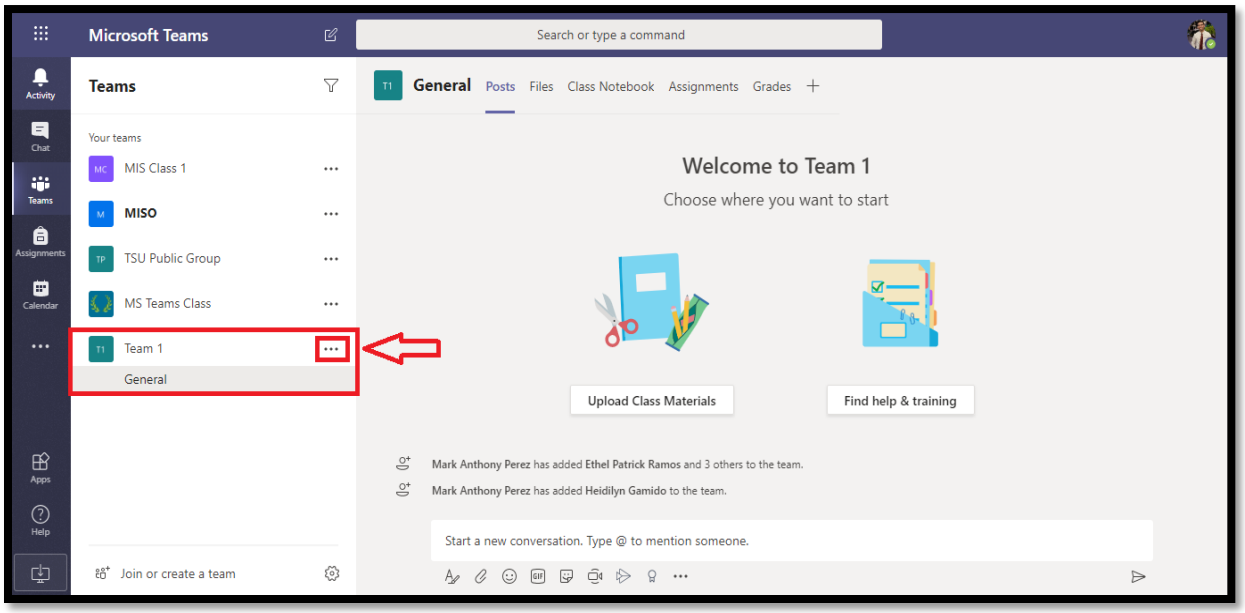


9. Go to Channel **Grades** tab, to view the graded assignments and quizzes of your students.

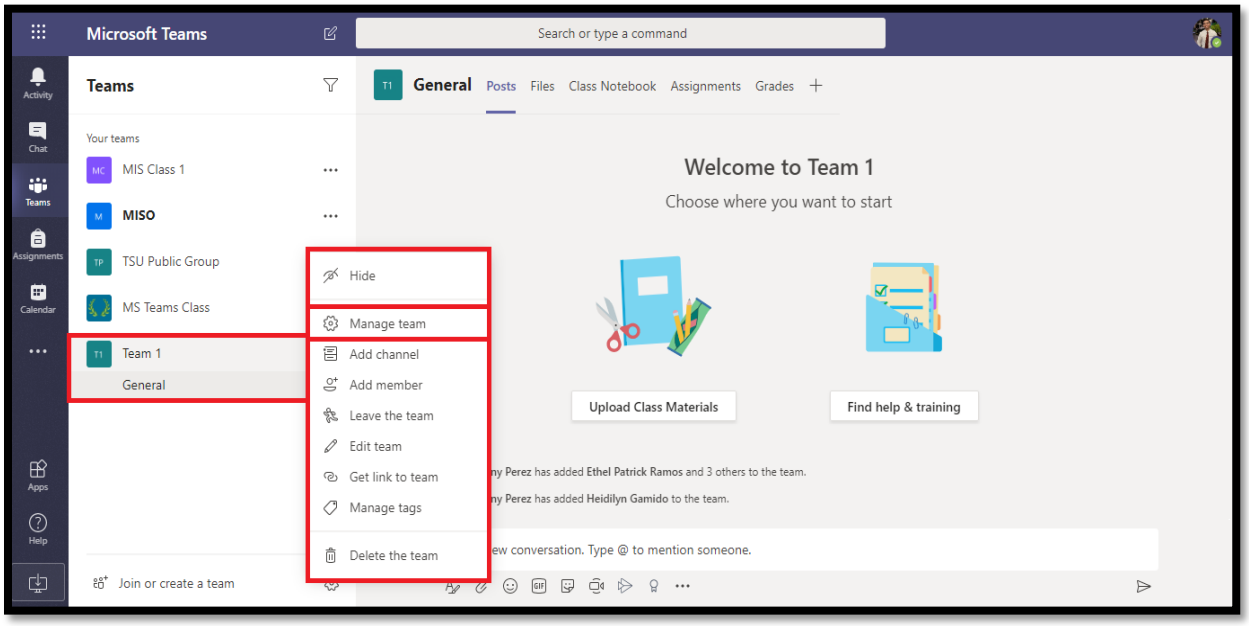


How to manage team in Microsoft Teams?

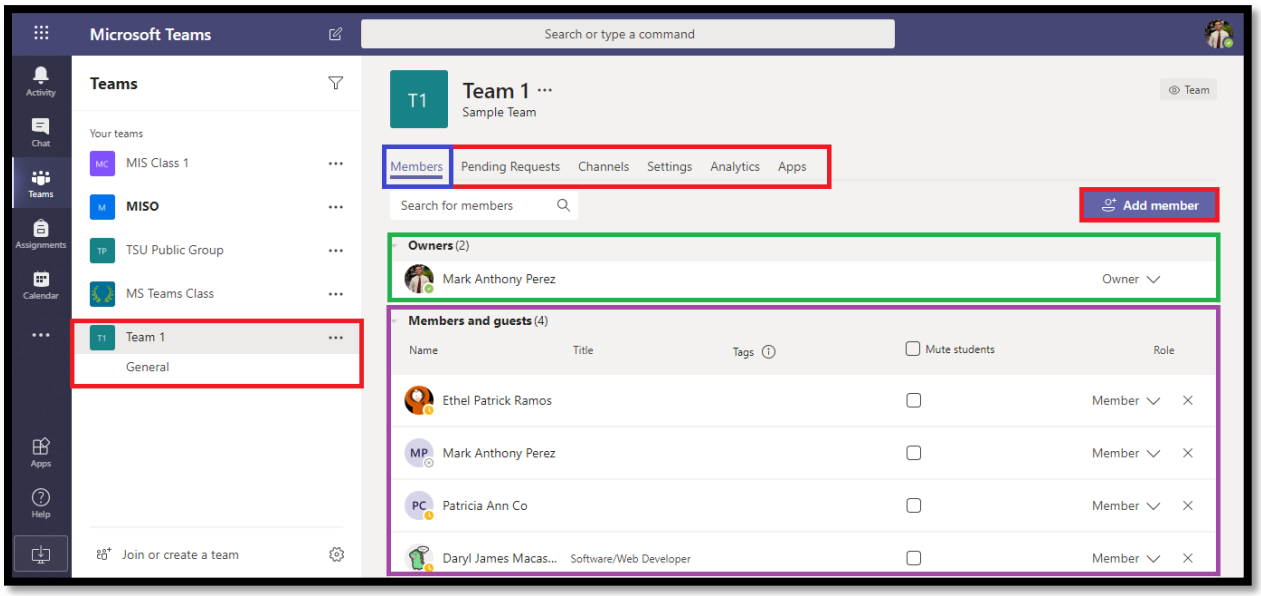
1. Select the particular teams from the "**Your teams**" left-side panel, click on the ellipsis (the '**three dots**' "**…**").



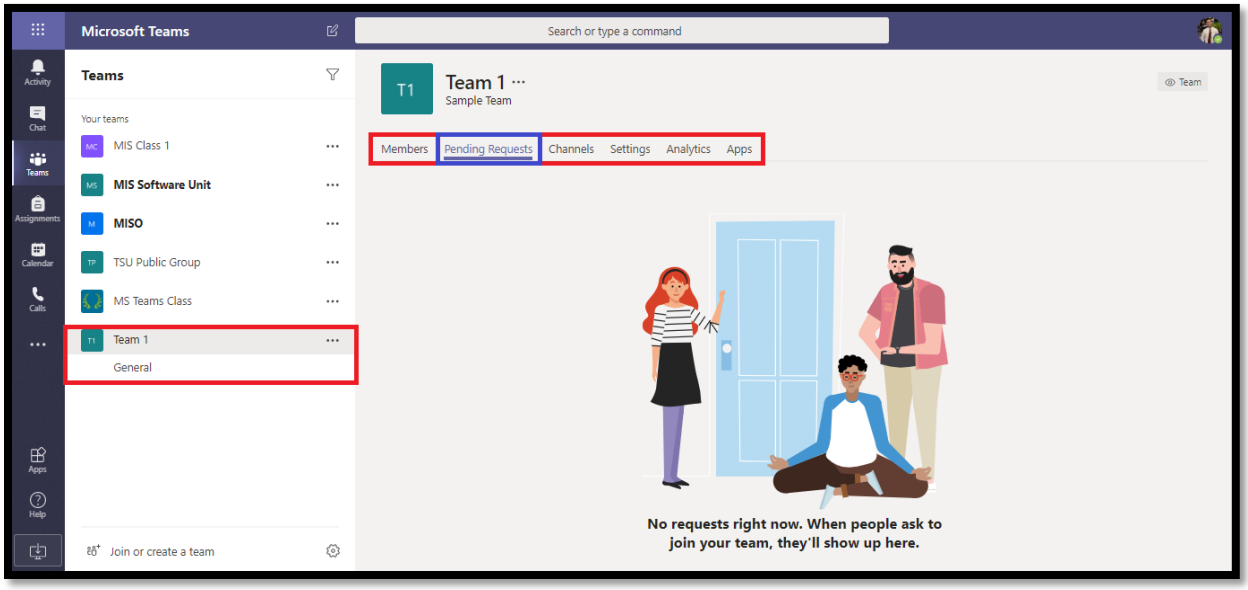
2. Now you will see the below options, then click the **Manage team**.



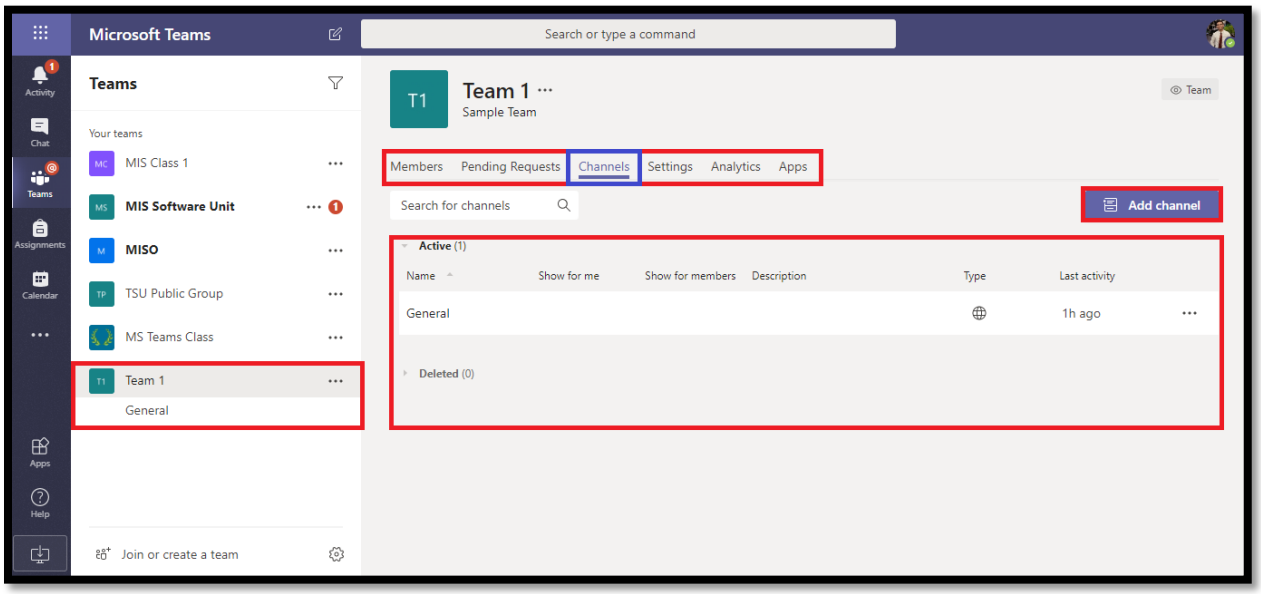
3. Now you will be redirected to team **Members** tab, you can now add new member or co-owner to this team. You may also mute and remove the student from the team.



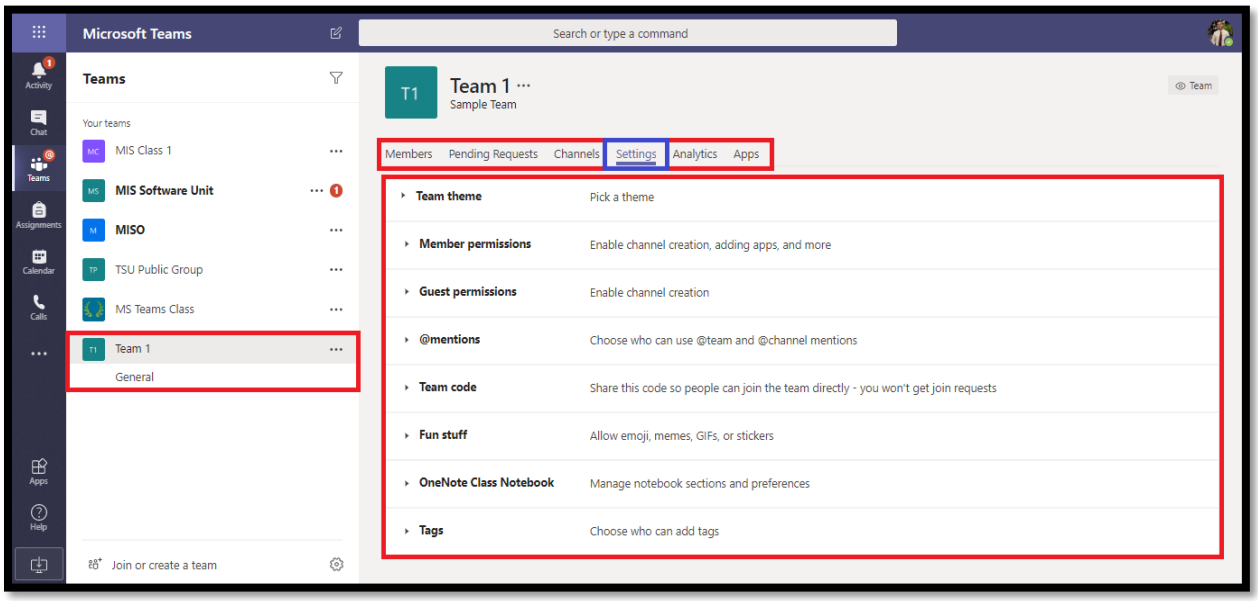
4. When someone requests to be added to a team, you will get an email asking you to approve. And if you go to the Team and click **Manage Team** you will see a new tab **Pending Requests** which lists the pending users.



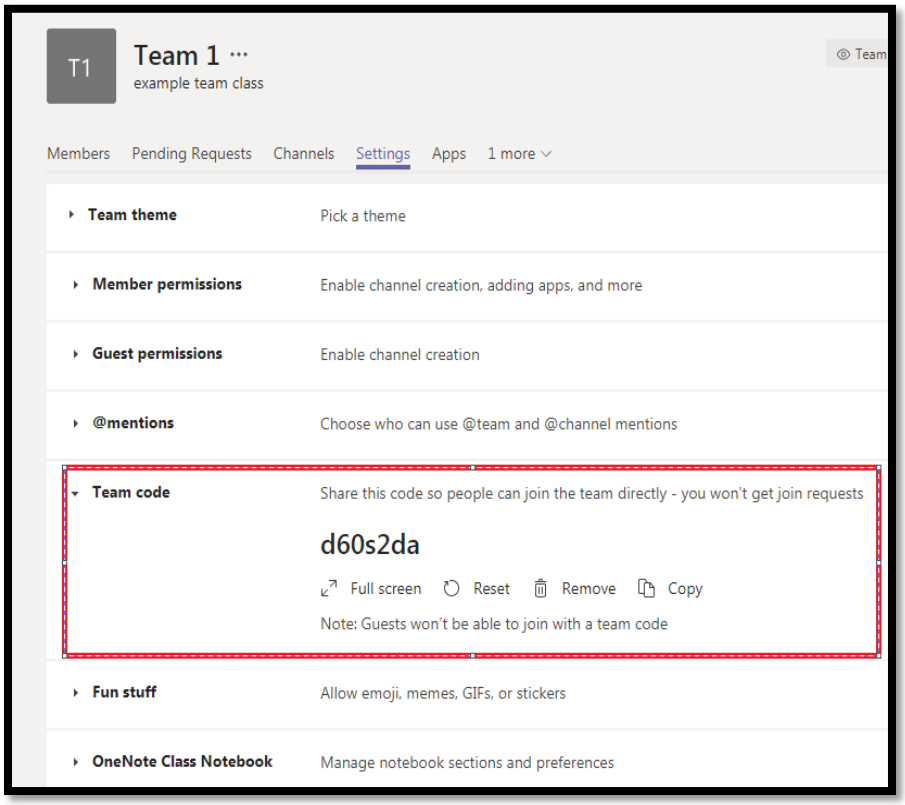
5. **Channels** are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines, whatever works for your team. Files that you share in a channel will automatically save on the Channel **Files** Tab. Click the **Add channel** button to create new channel.



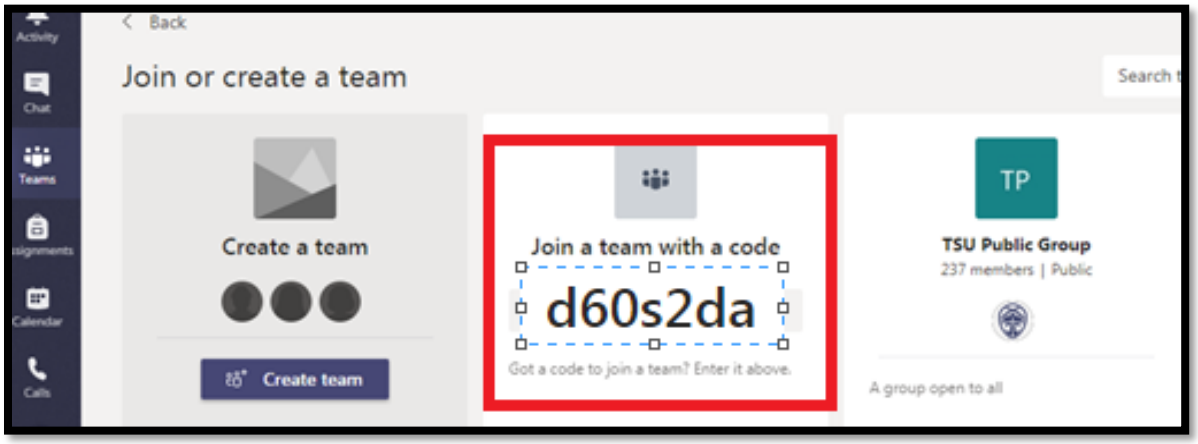
6. If you forgot to include some students in your team, you may invite them to join the team instead. Click the **Settings.**



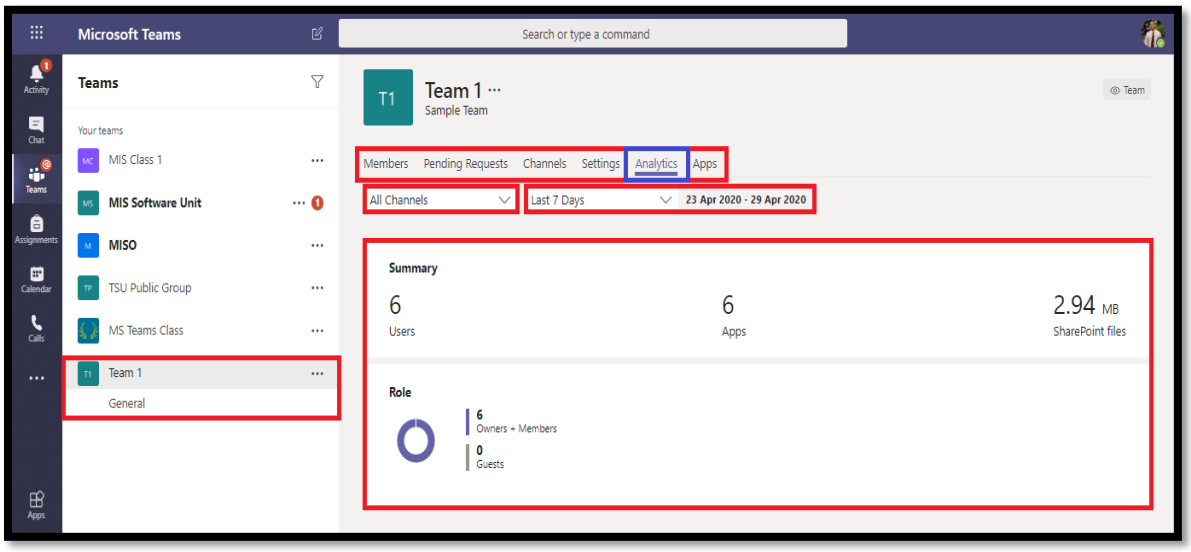
Select **Team Code** and generate code.



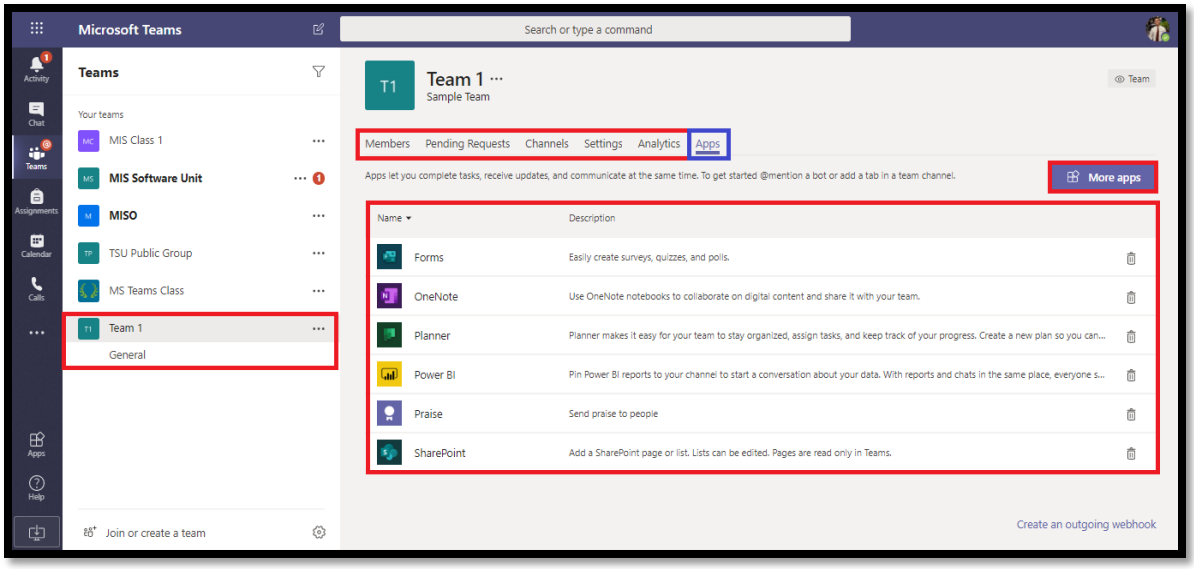
Students can now join the team by entering the generated team code as shown below:



7. **Analytics** can run different reports to get insights into how users in your organization are using Teams. For example, you can see how many users communicate through channel and chat messages and the kinds of devices they use to connect to Teams.

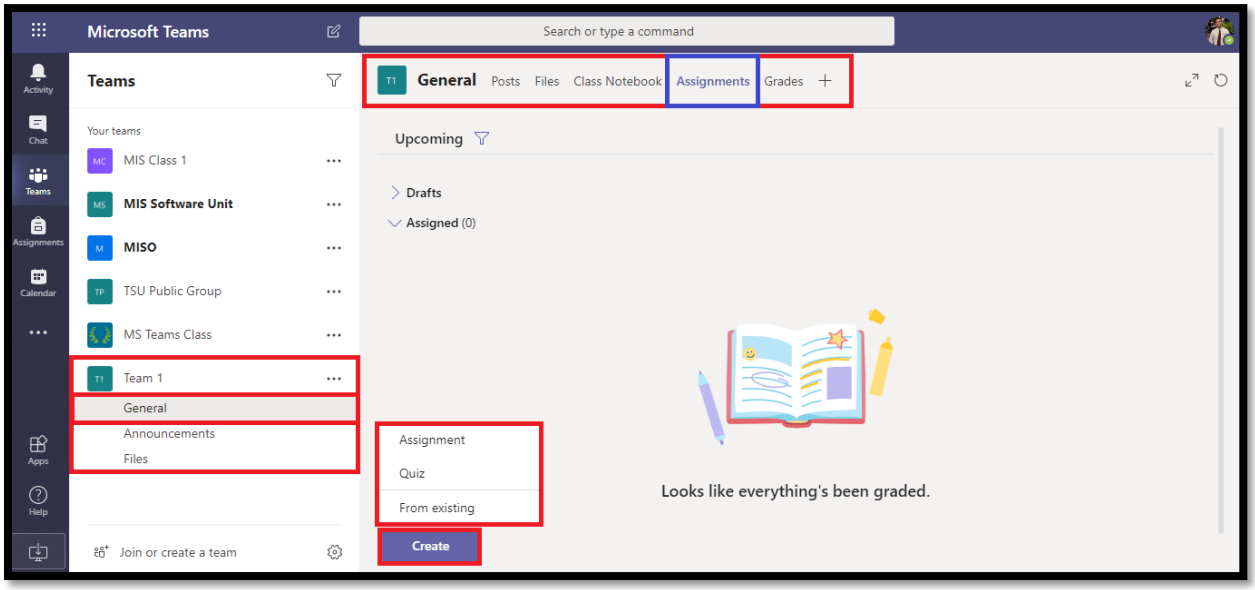


8. To add applications in your team, just go to **Apps** tab and click the **More apps** button.

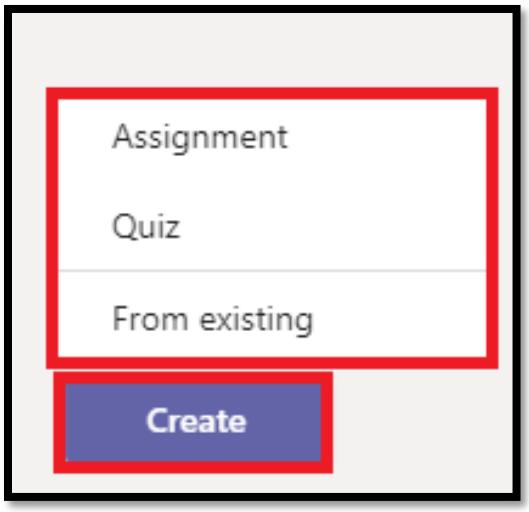


How to create Assignment in Microsoft Teams?

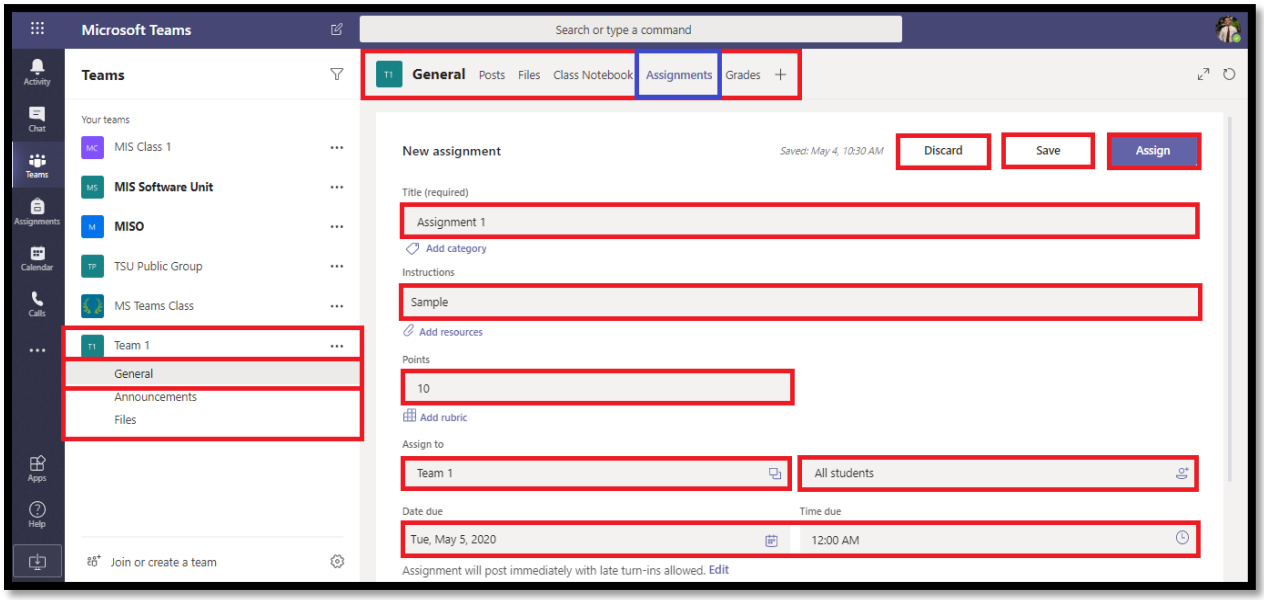
1. Go to the **General** channel in the desired team, then click the **Assignments** tab.



2. Click the **Create** button then select the **Assignment** from the dropdown list.



3. Enter a **Title** for this assignment, this is **required**.
   Provide more information for the assignment. The following steps are optional:

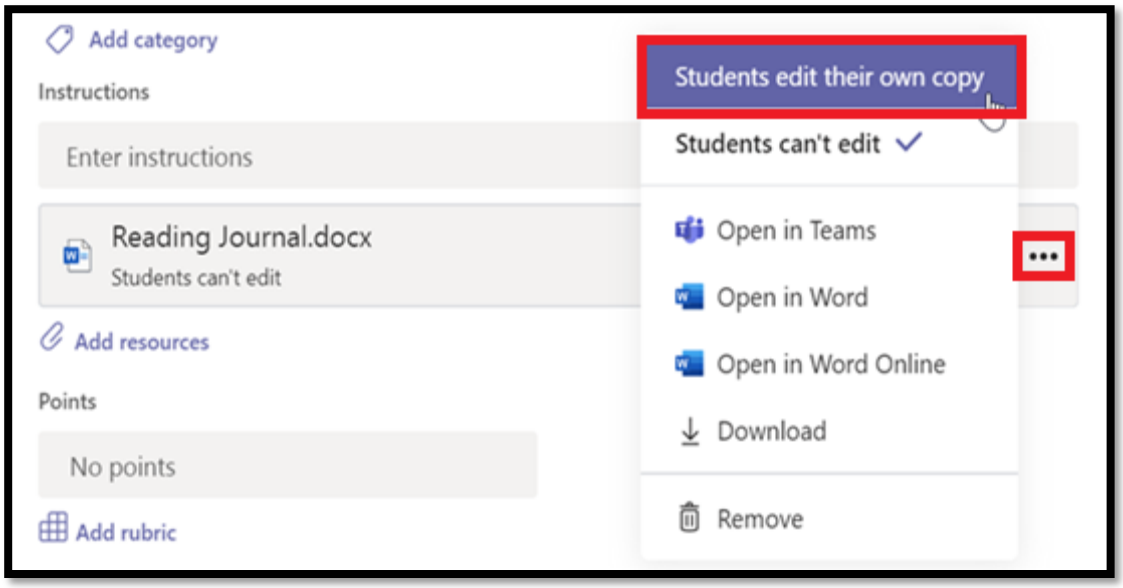


- Choose multiple classes **or** individual students in one class to assign to.
- Add additional instructions
- Attach resources to the assignment by selecting **Add resources**.

  During this step, add a document from your personal OneDrive, computer, or create a blank Word (.docx), Excel (.xlsx), or PowerPoint (.pptx) document to hand out to your students.

- The default for the file will be **Students can't edit**, which means the document is read-only. This is a great option for reference materials.

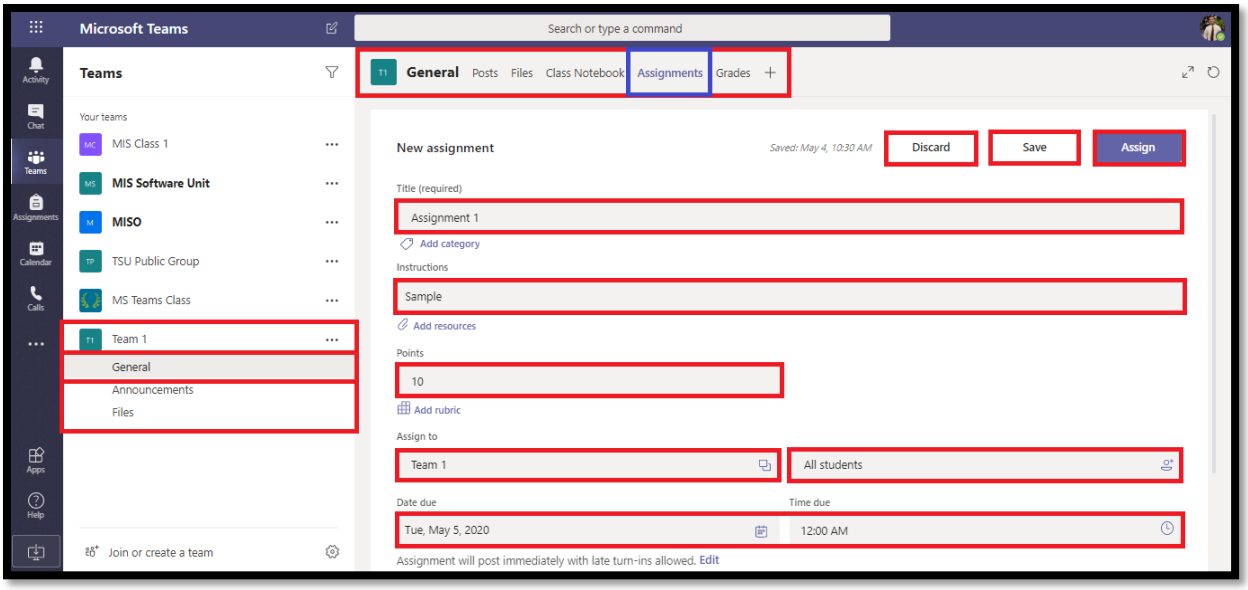
- Select **More options** ••• **Students edit their own copy** if you'd like each student to edit their own document and turn it in for a grade.
- Select a due date and time.



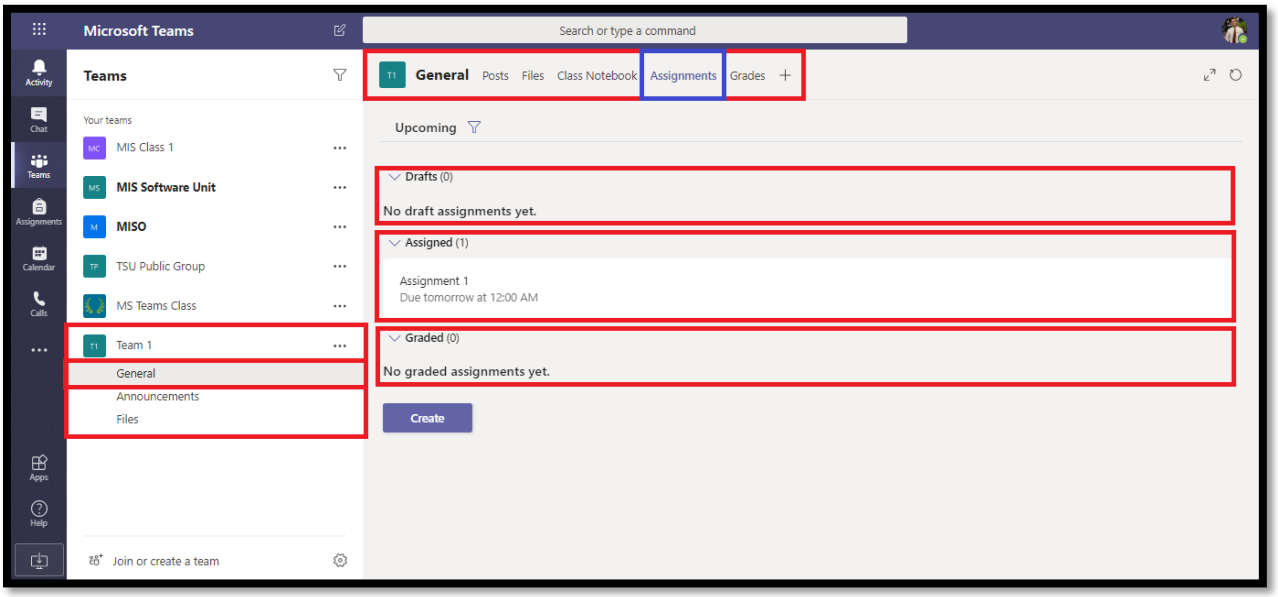
For more assignment timeline options, select **Edit**. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.

- Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator. **Examples:** 88/100 or decimals 3.7/4.0.
- Select **Add rubric** to add a grading rubric.
- Add a category.

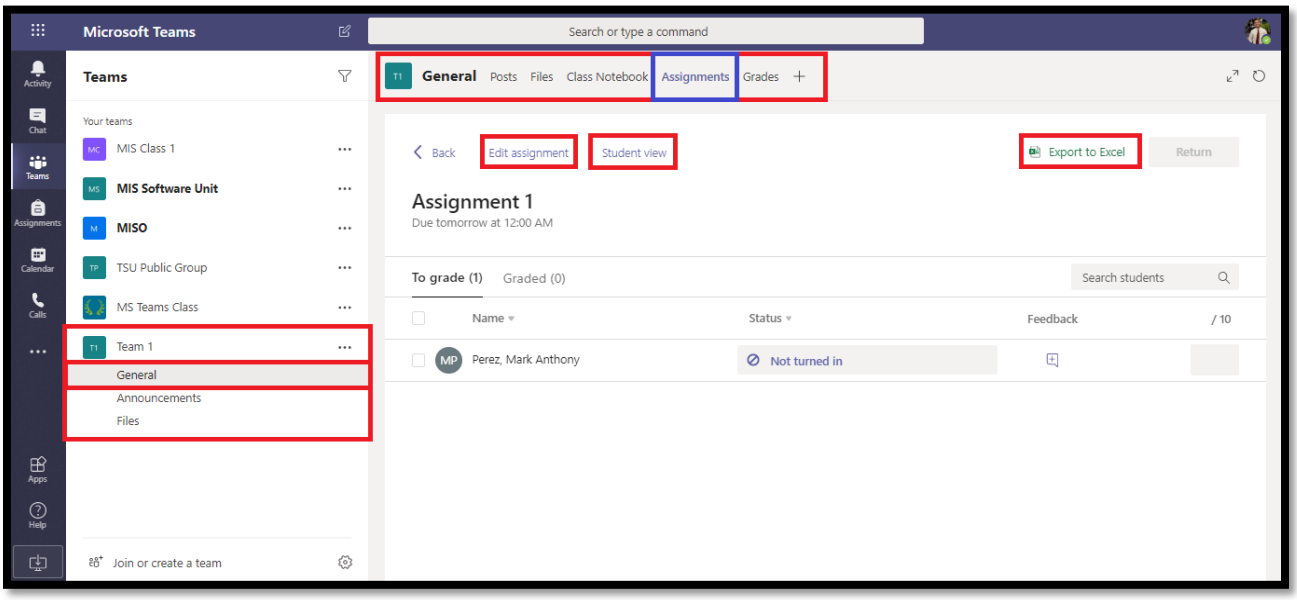
4. Click the **Assign** button. Your students will be notified of the new assignment on the day you specified.
5. Click the **Discard** button to discontinue your work on this assignment or **Save** to return to the assignment and edit it later.



6. After Assigning your assignment you should be redirected to the screenshot below:

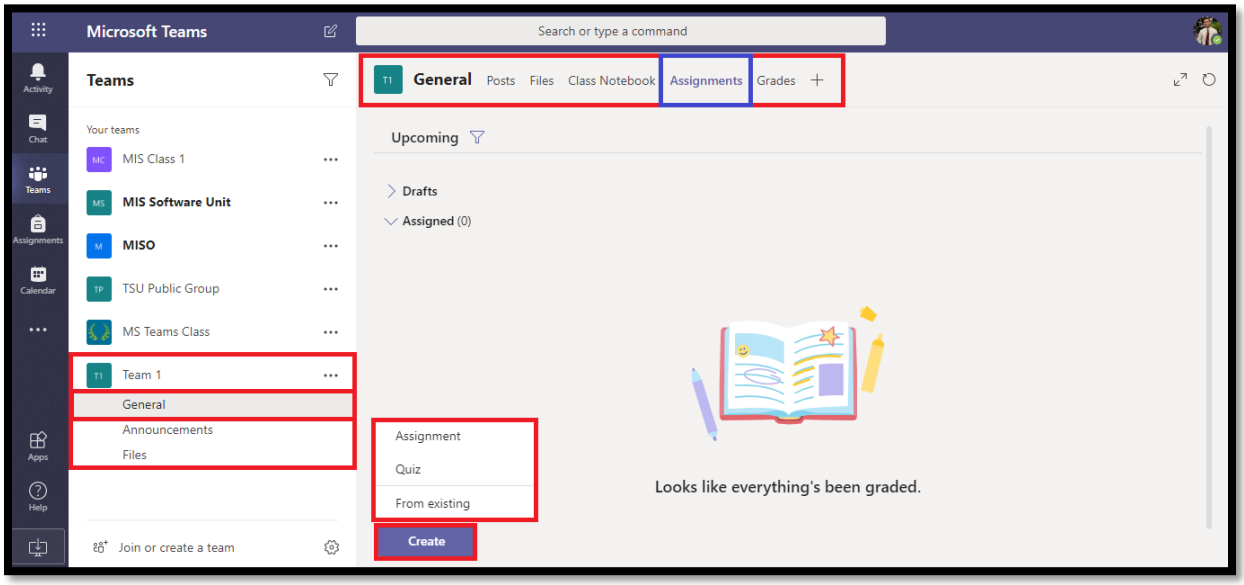


7. Click the created assignment to manage it. You can **Edit assignments**, see **Student view** and **Export to Excel** the list of students assigned in the assignment.

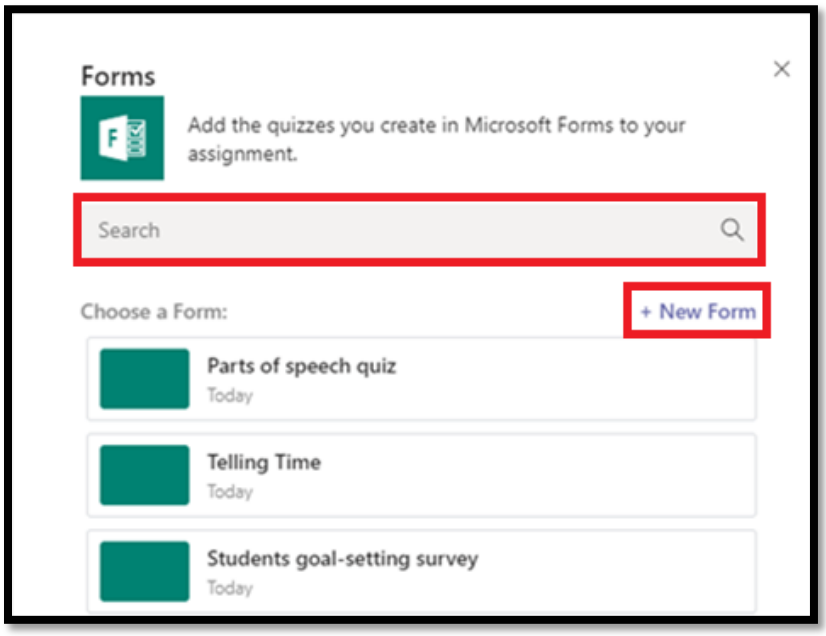


How to create Quiz in Microsoft Teams?

1. Go to **General** channel, click the **Assignments** tab. Click the **Create** button then select **Quiz** from dropdown list.

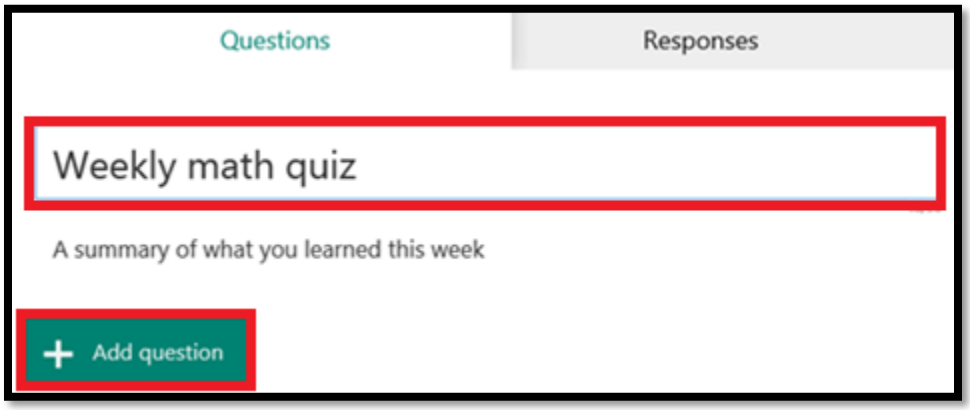


2. Select an existing quiz or create a new one. Use the search bar if you can't see the existing quiz. But for now, click the **+ New Form**.



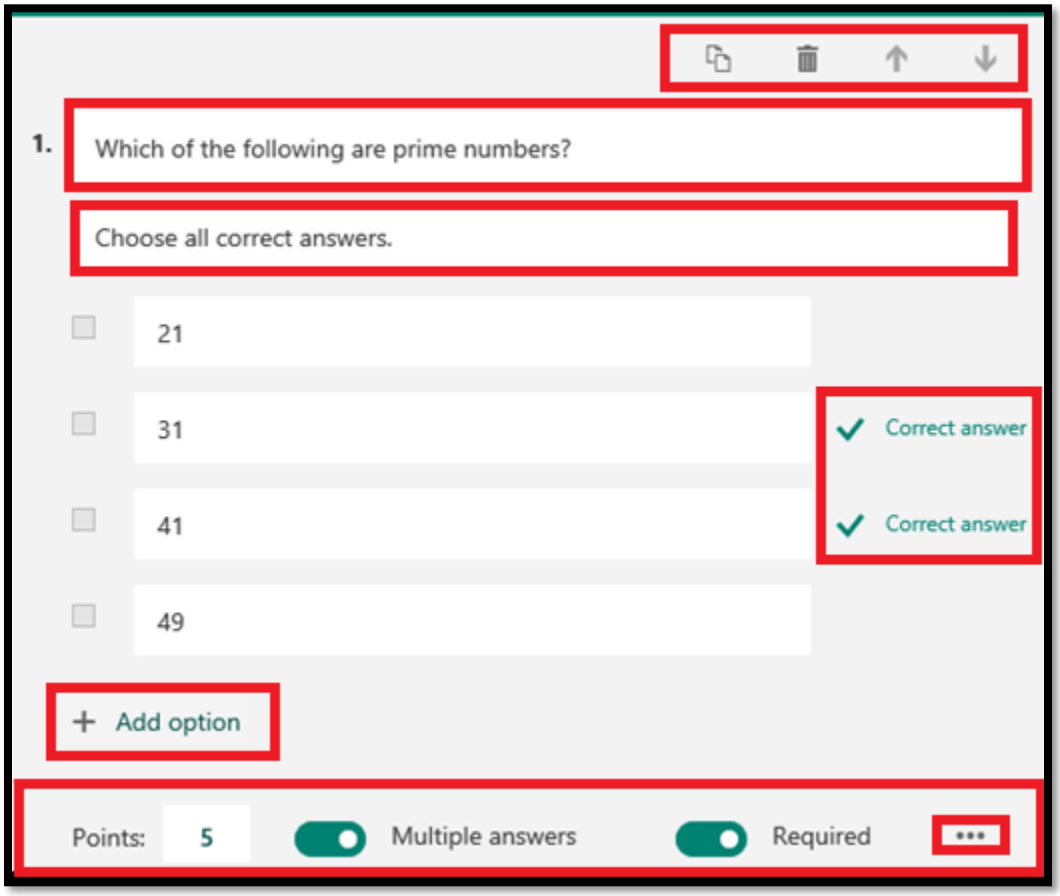
3. Under **My Forms**, click **New quiz** to begin creating your quiz.

4. Enter a name for your quiz. You can also enter an optional subtitle for your quiz.
    - Quiz names can contain up to 90 characters and a subtitle can contain up to 1,000 characters.



5. Click the **Add Question** button to add a new question to the quiz. Choose from **Choice**, **Text**, **Rating**, or **Date** questions. You can also click **More question types** to select **Ranking**, **Likert**, **File upload**, or **Net Promoter Score®** questions. Select **Section** to organize sections for your questions.

   - Your quiz is saved automatically while you create it.
6. Enter the text you want to display for the question and each of the choices.

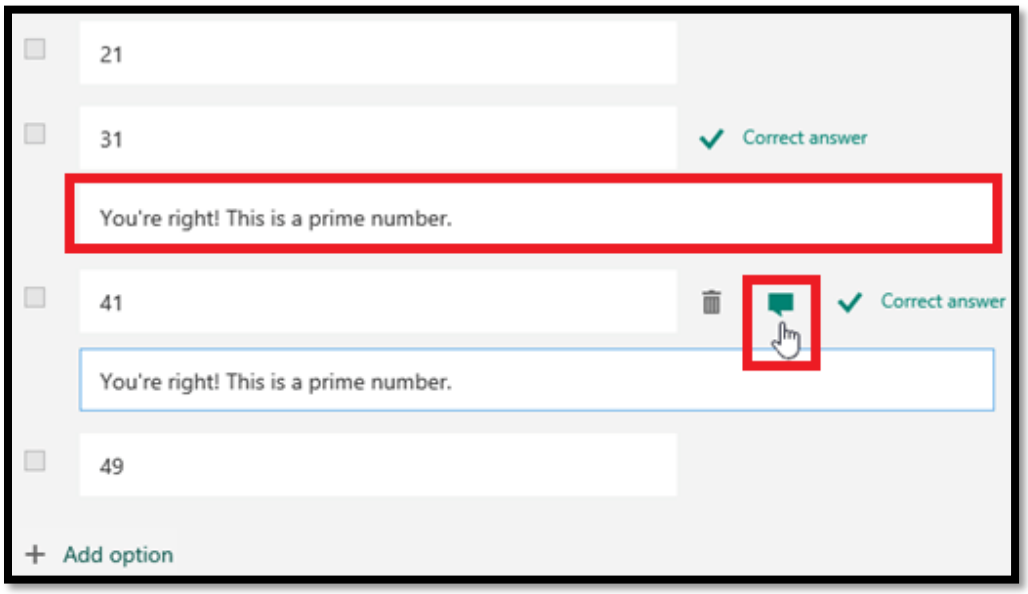


7. Want to add more choices? Click **Add Option** to add more choices than the default two choices. Click the **Correct Answer** check box button next to each correct answer. To remove a choice, click the trash can button next to it. You can also choose to make a question required or allow multiple choices for a question by changing the settings at the bottom of the question.

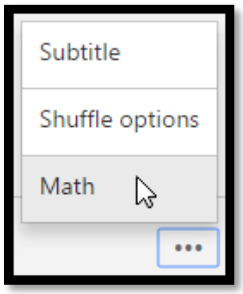
8. Click **More settings for question** ••• , and then select **Subtitle** to add a subtitle for the question.

9. Enter a number in the Points text box to assign a point value for a correct answer to the quiz question.

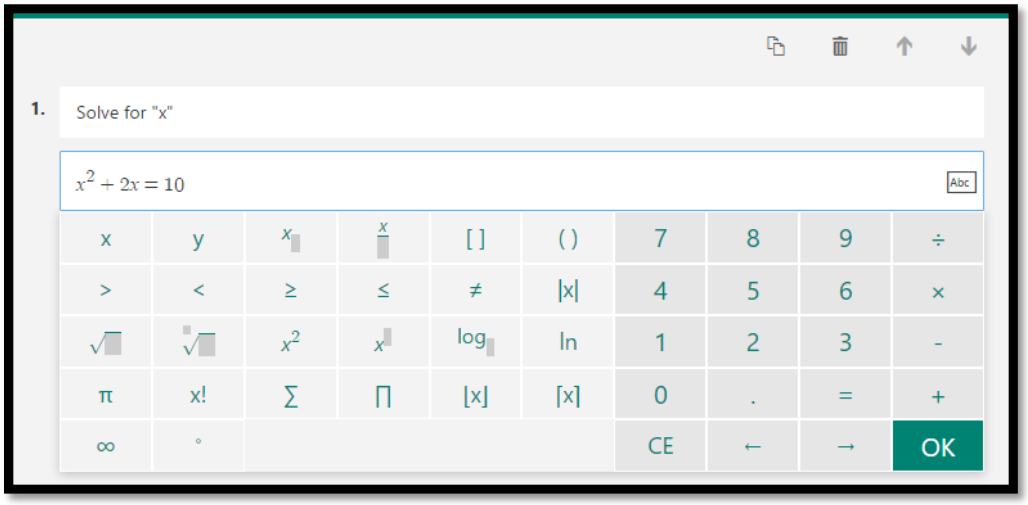
10. Click the **Message** button next to the choices if you want to display a custom message to your students who select that choice as their answer.



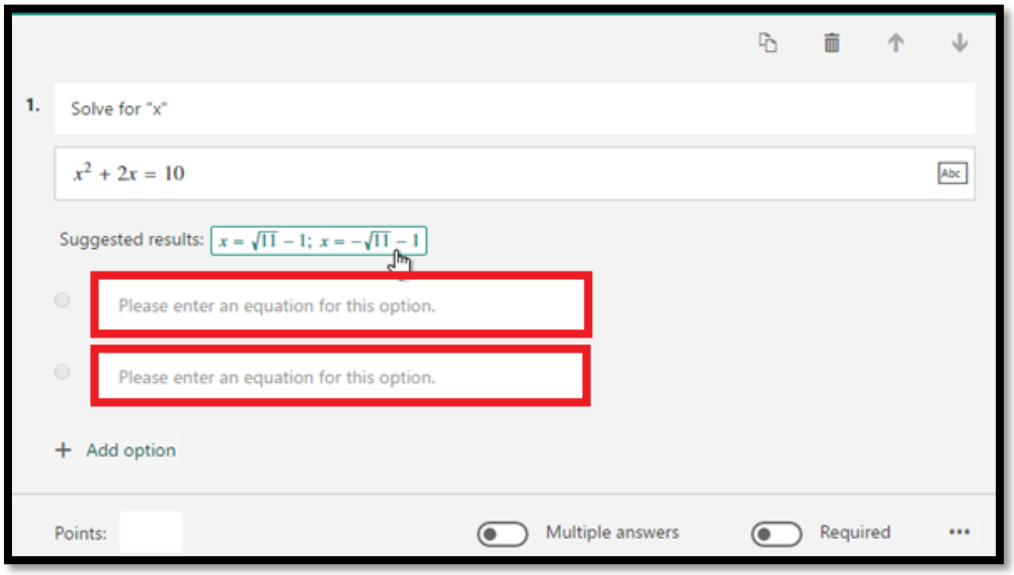
11. To display math formulas, click **More settings for question** ••• , and then select **Math**.



12. Click in each question text box and now Microsoft Forms displays various math formula options for you to use in your quiz.

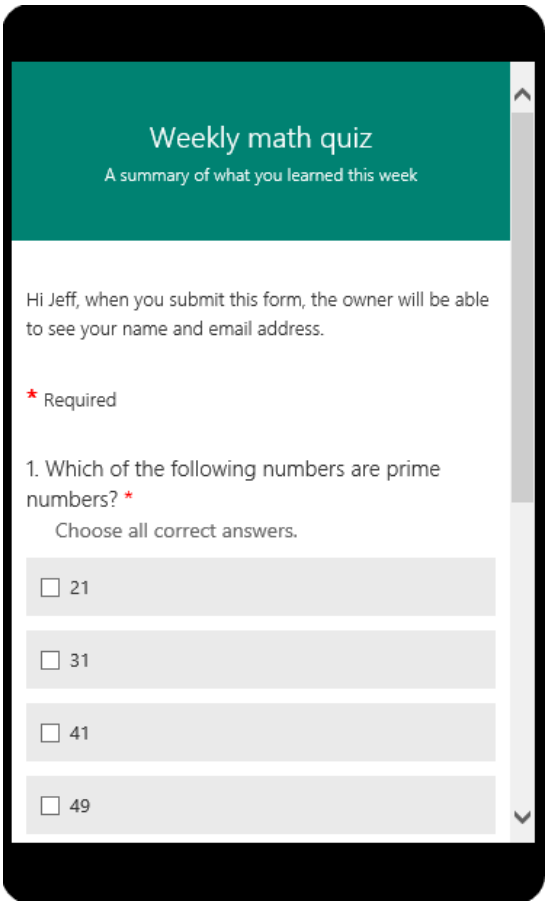


13. Some math formulas will trigger auto answers.



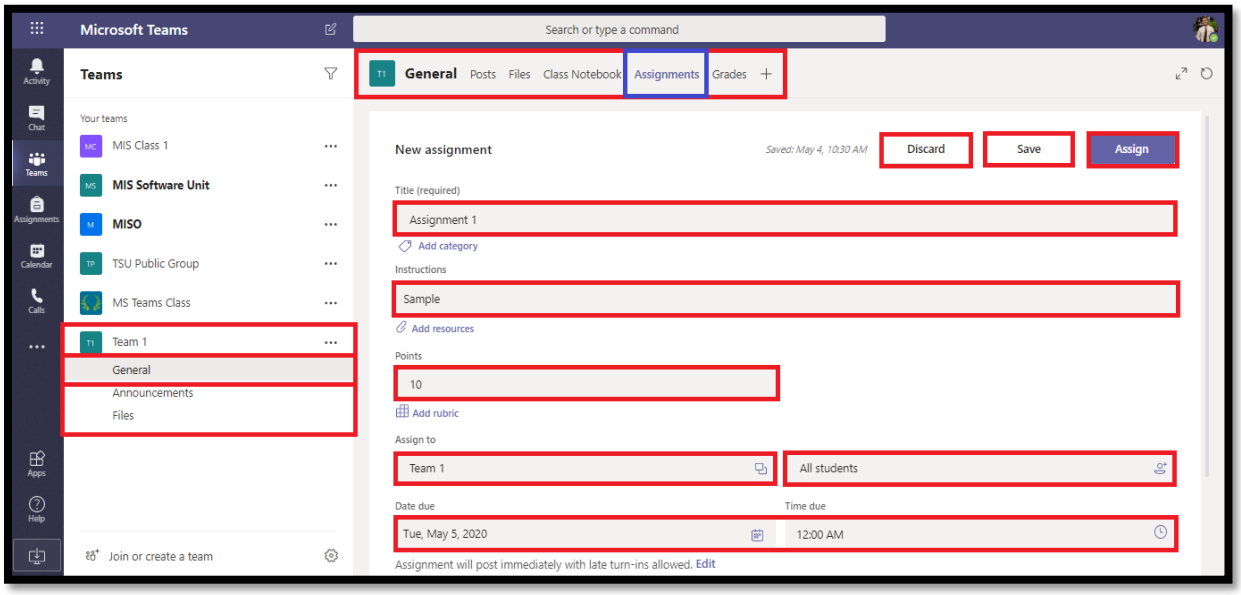
14. Click on the suggested option to add it as a choice.

15. Click **Add Question** to add more questions to your quiz. To change the order of the questions, click the **Up** or **Down** arrows on the right side of each question. For text questions, select the **Long Answer** option if you want a larger text box displayed on the quiz.
    - To copy a question, select it and then click the **Copy Question** button in the upper right corner.
16. Click **Preview** at the top of the design window to see how your quiz looks on a computer or mobile device. To test your quiz, enter answers for the quiz questions in preview mode and then click **Submit**.

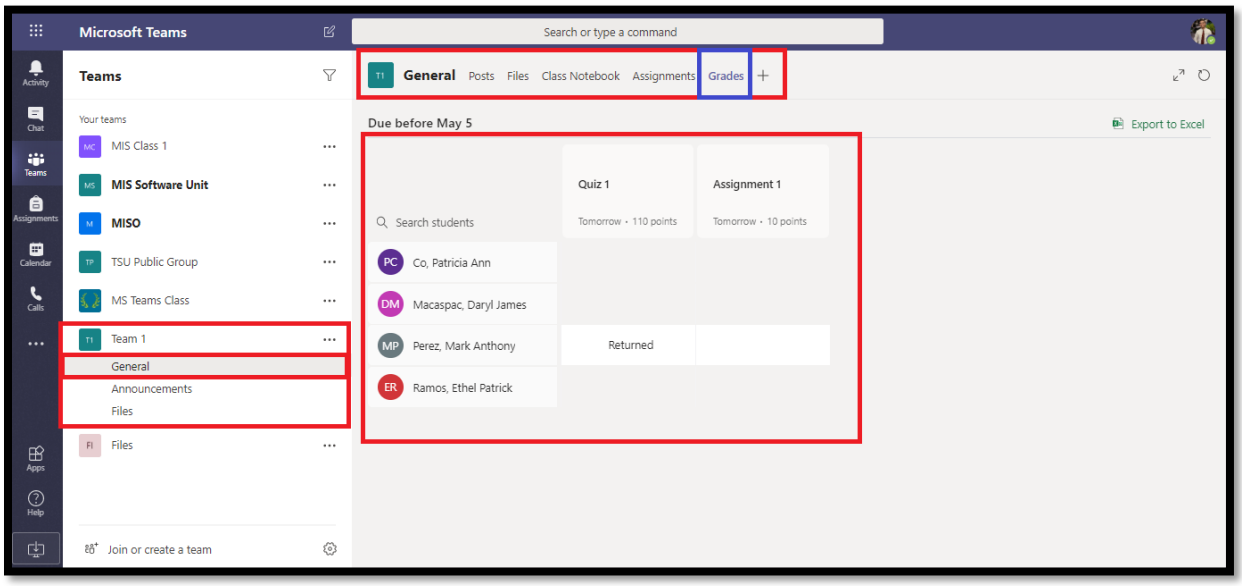


17. Click **Back** when you are finished previewing or testing your quiz.

18. Once you select your desired quiz, it will appear in your assignment under **Resources.** Enter the rest of your desired assignment settings, then select **Assign**.

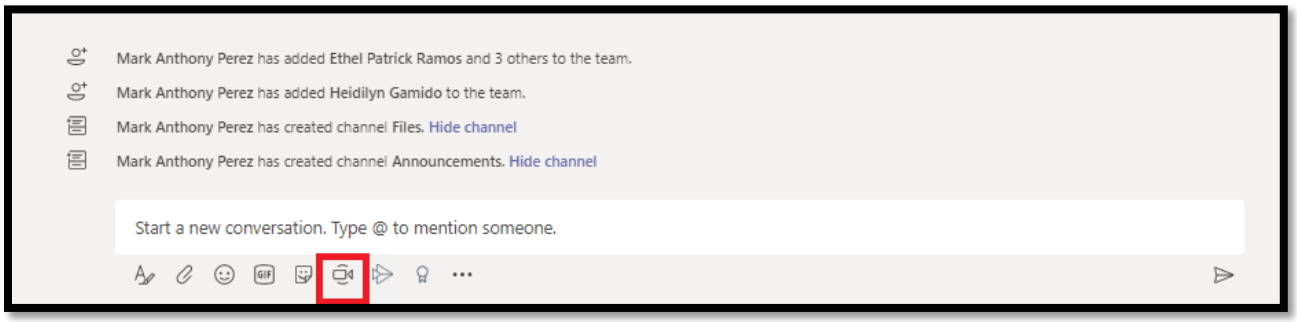


19. Students will be able to complete the quiz, and you can grade it right from Teams.



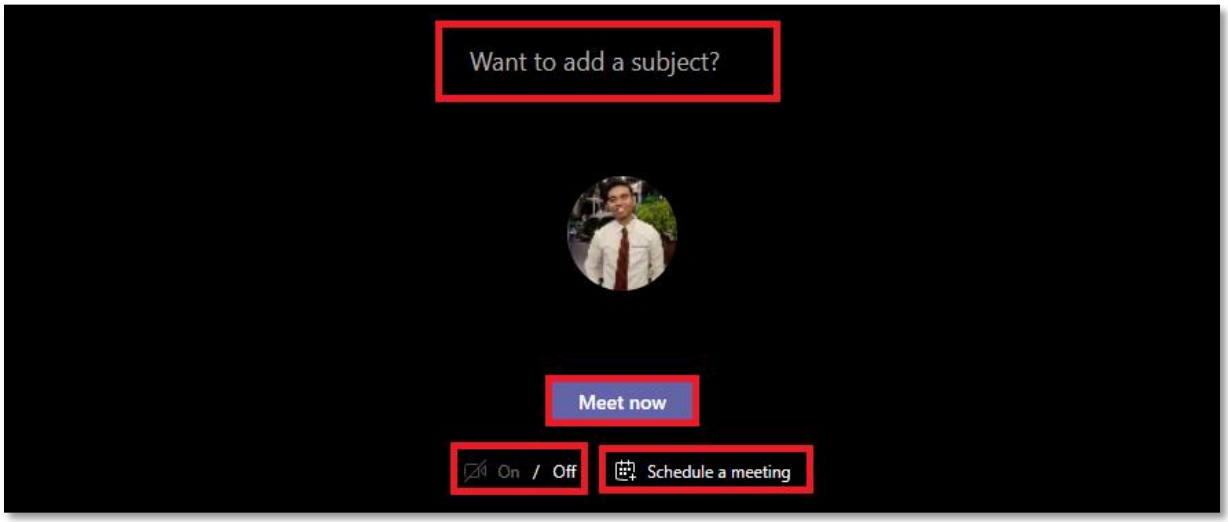
How to Start a Channel Meeting in Microsoft Teams?

1. To start a meeting, do one of the following:

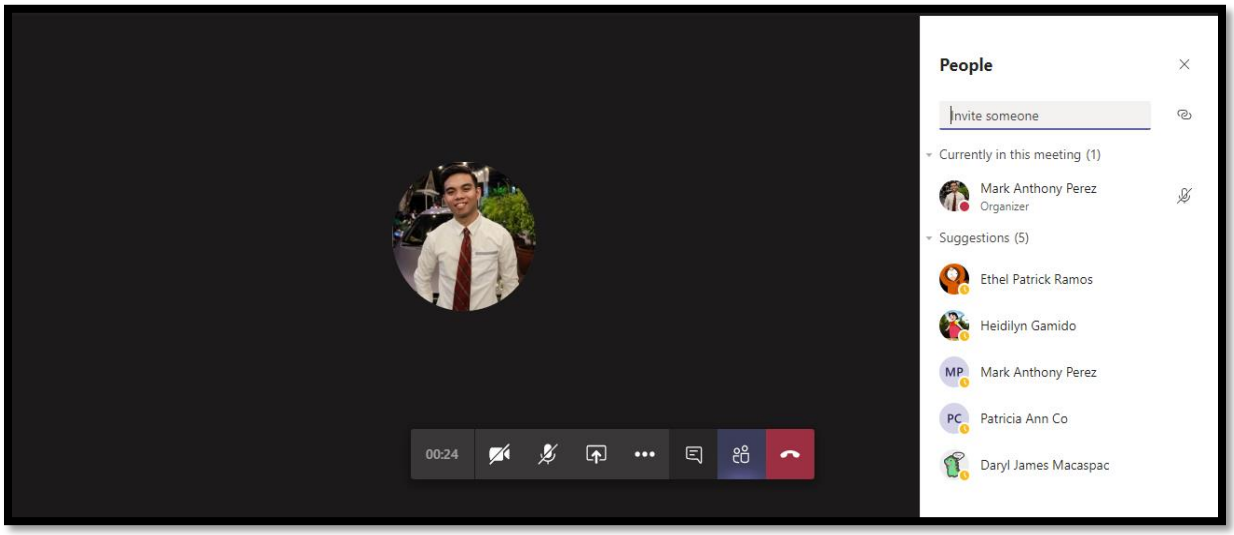


- Select in a new conversation.
- Select in an existing conversation to keep all that conversation's context.

2. In your video preview, enter a name for the meeting, and select **Meet now**.



3. Select the names of the team members you want to invite to the meeting. You can also type a phone number, a good way to add people outside your organization that aren't using Teams.



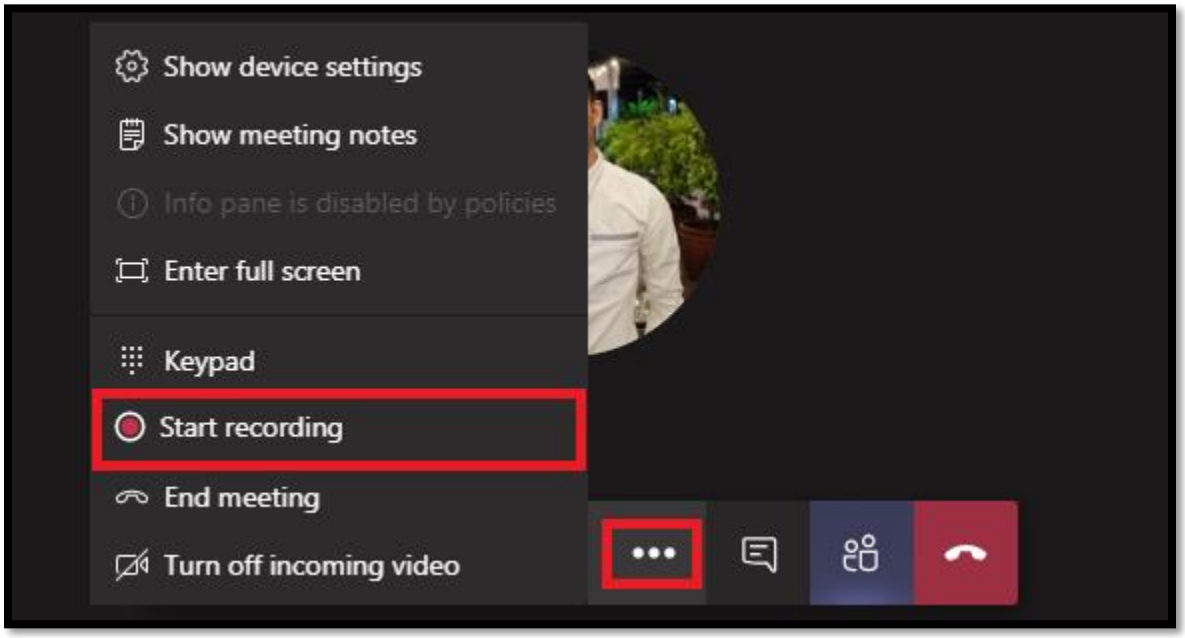
Join a meeting

1. Look for the meeting notification icon in a conversation to find a meeting.
2. Select **Jump In** to participate in the meeting.

Share

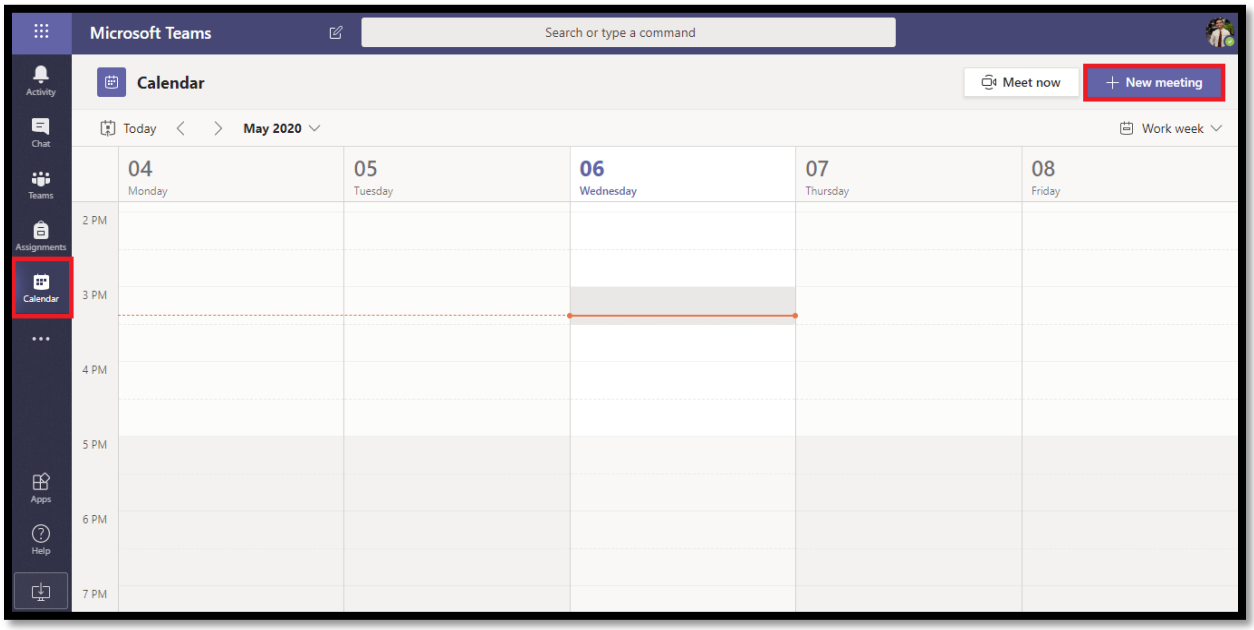
1. Select the share screen icon to show your screen to the other people in the meeting.

2. Select more options icon ••• to record the meeting. You'll be emailed when the video is ready so you can view, edit, and share with others.

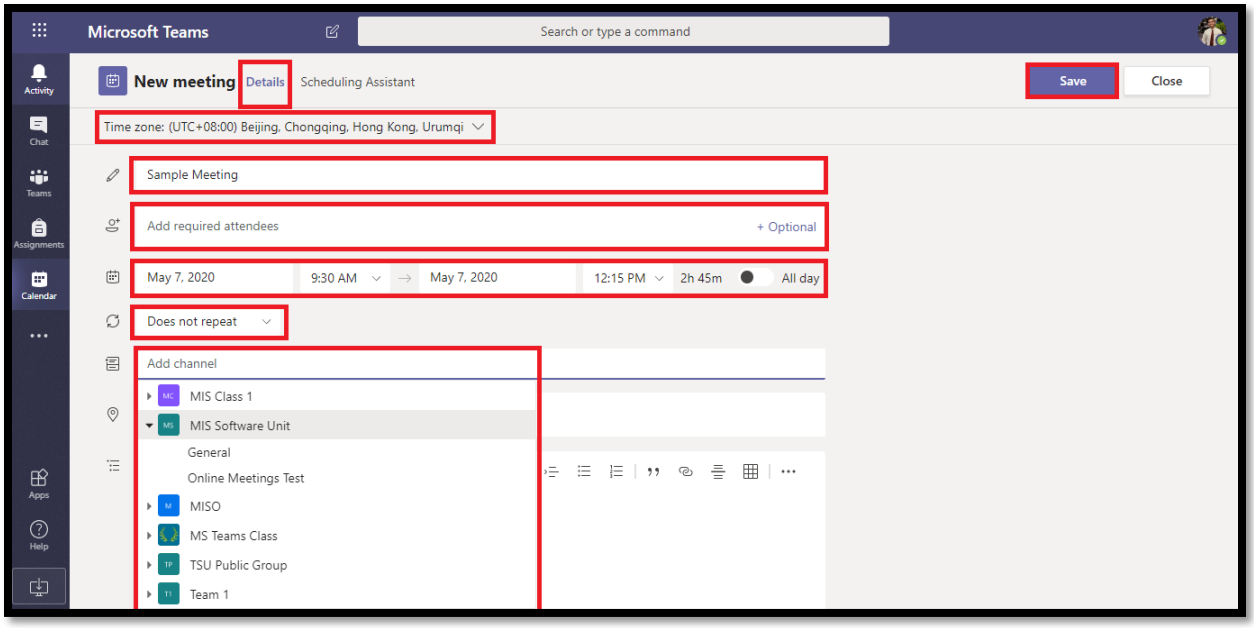
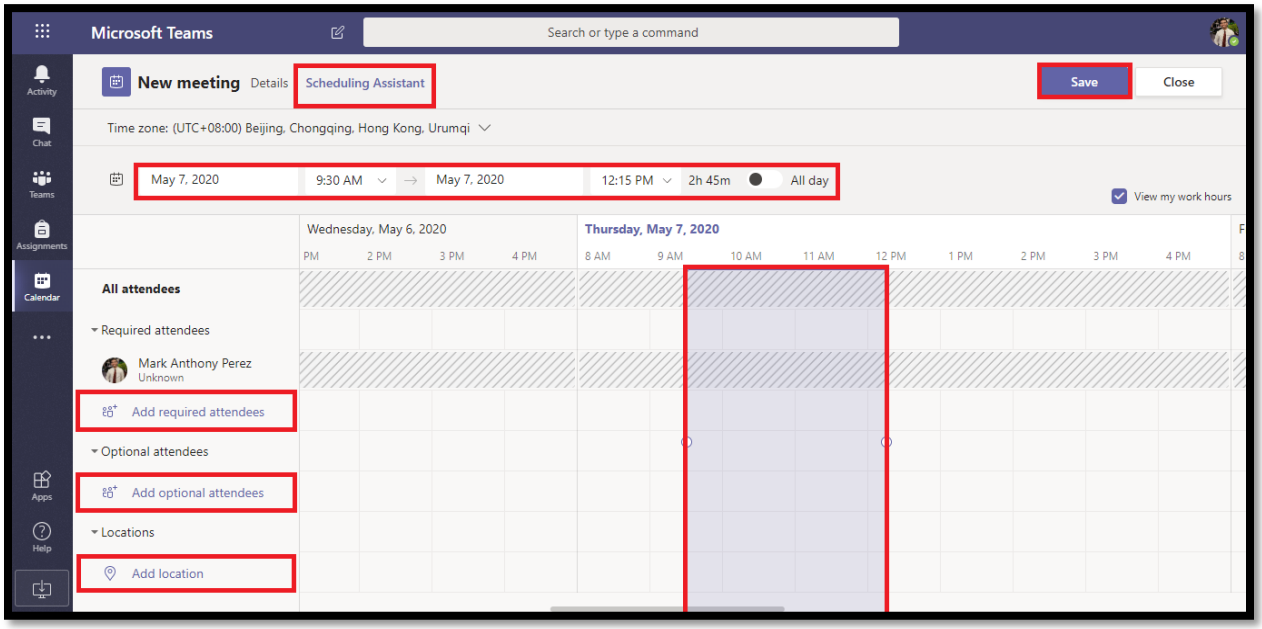


How to Schedule Meeting in Microsoft Teams?

1. Select **Calendar** on the left-side of the Teams application window, then select **New Meeting** button.



2. Enter the **Title** of the meeting, invite attendees in the **Add required attendees** field. External attendees can be invited by typing in their email address. Click on the search result or hit ENTER on your keyboard to add a person to the list of attendees and continue adding additional attendees as needed. Fill up the needed information then click the **Save** button.



3. Use the **Scheduling Assistant** to find a time during which everyone is available.