



## Takeaways

These takeaways give teachers a quick visual reference of different features within the app. They're like slow-motion (*okay, totally still*) action shots. Participants can linger for as long as they like and take in any of the details they may have missed during the presentation.

**Added bonus:** Teacher can use these when they're back in the classroom, wanting to refresh their memories about what they learned today. These takeaways will help them remember where to find that one button that does that one thing.

Included:

- **Class Notebook in Teams overview**
- **Inserting content in your Class Notebook**
- **Class Notebook assignments in Teams**
- **Student collaboration workspaces**



☆ Class Notebook = super. Teams = hero. Together, Class Notebook + Teams = superhero. Hold on to your capes with these simple, clear tips, you'll master all that Class Notebook in Teams can do for you.

 **Suggestion for distribution:** Print each takeaway on card stock and put them all on a ring for teachers to use over and over (and over).



21st century classrooms with Microsoft Teams

# Course 5: Class Notebook in Microsoft Teams: Teacher takeaways

For more support and training videos, visit <https://support.office.com/education>.

Course 5: Class Notebook in Microsoft Teams

## Takeaways

These cards give you a quick visual reference of different features within the app. They're like slow-motion (*okay, totally still*) action shots. You can linger for as long as you like and take in any of the details you may have missed during the presentations.

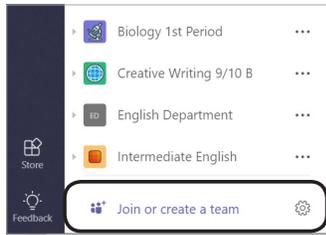
**Added bonus:** Use these when you're back in the classroom and wanting to refresh your memory about what you learned today.

 Takeaways will help you remember where to find that *one button* that does that *one thing*.

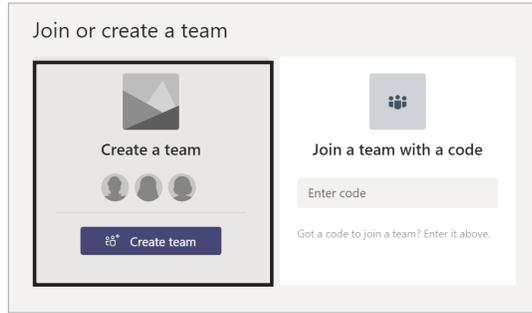
- Class Notebook in Teams overview
- Class Notebook assignments in Teams
- Inserting content in your Class Notebook
- Student collaboration workspaces



## How to create a team



1

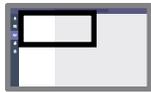


2

1. At the bottom of the left rail, select **Join or create a Team.**

2. Then select **Create a Team.**

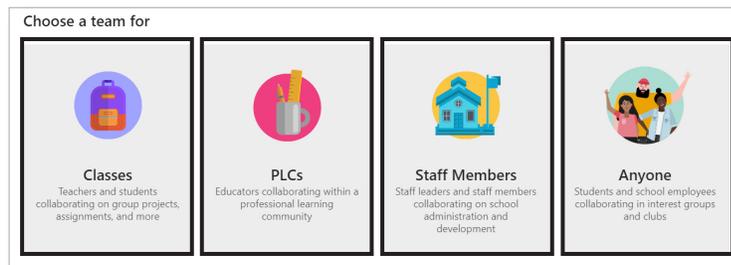
*(Continued on next page)*



Screen key

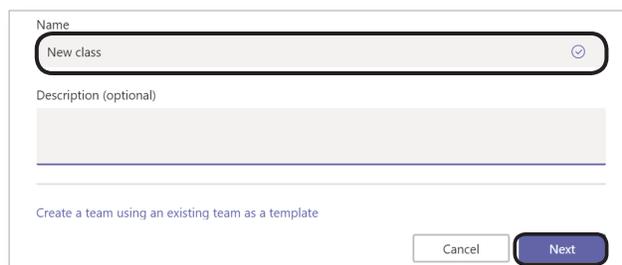


## Choose the type of team



3

3. **Choose the type of team** you'd like to create.



4

4. **Name your channel and add members.** You can add guests by entering their email addresses.

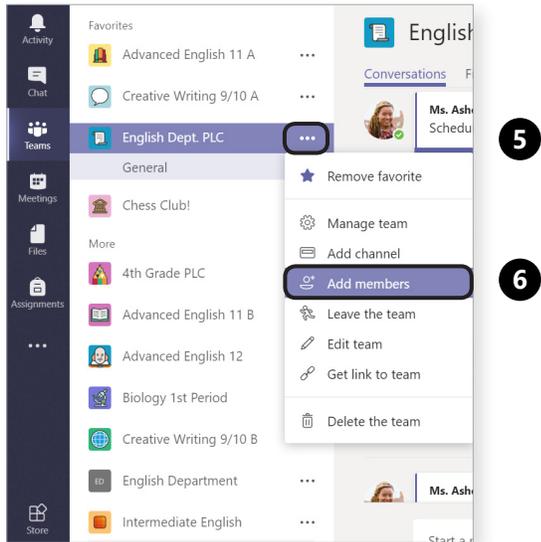
*(Continued on next page)*



Screen key

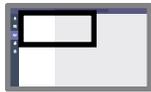


## Add more team members later



5. Select the **...** **More** button next to the Team.

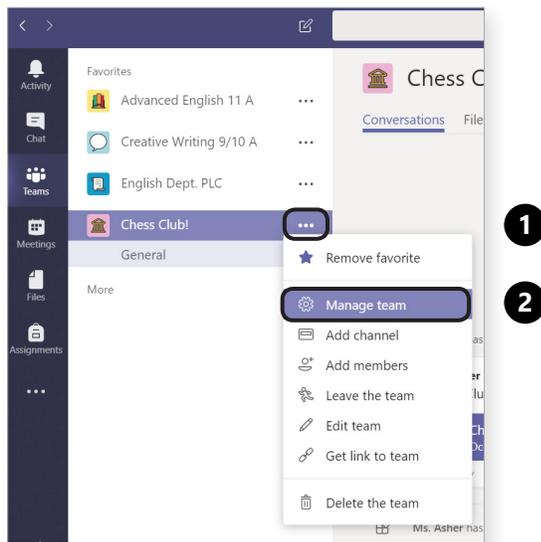
6. Then choose **Add members**.



Screen key



## Add a team picture



1. Select the **...** **More** button next to the Team.

2. Then choose **Manage team**.

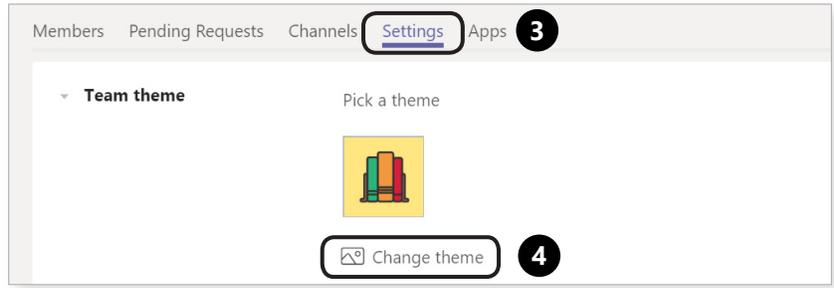
*(Continued on next page)*



Screen key

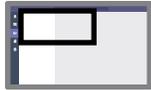


## Add a team picture



3. Select **Settings**, in the tabs section.

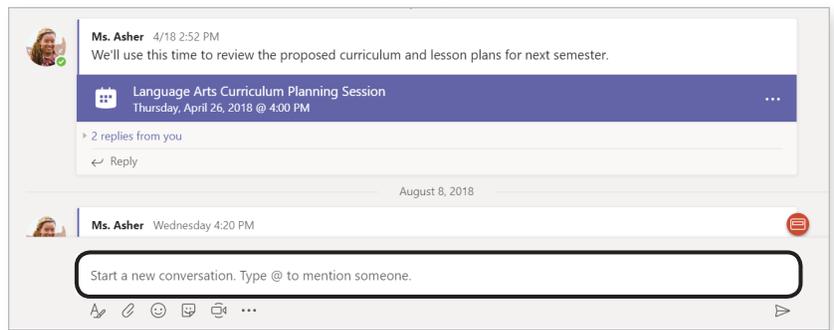
4. Then click **Change theme**.



Screen key



## Posting comments and @mentioning

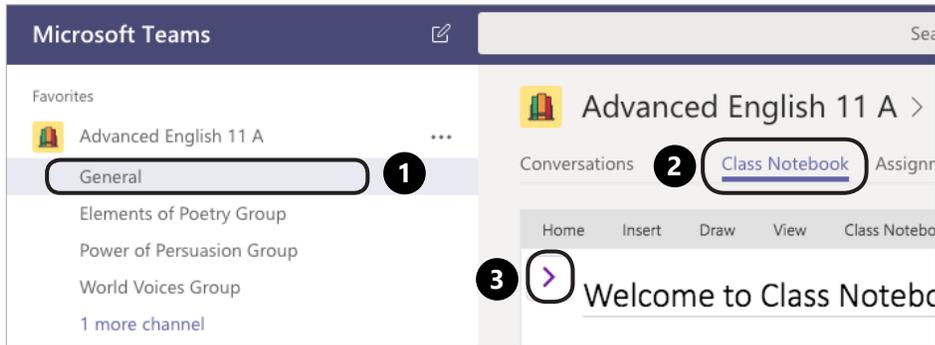


**Post comments and @mention**  
Team members.



Screen key

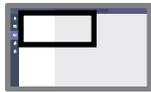
## Find your Class Notebook in Teams



1. Select the **General** channel in your class team.

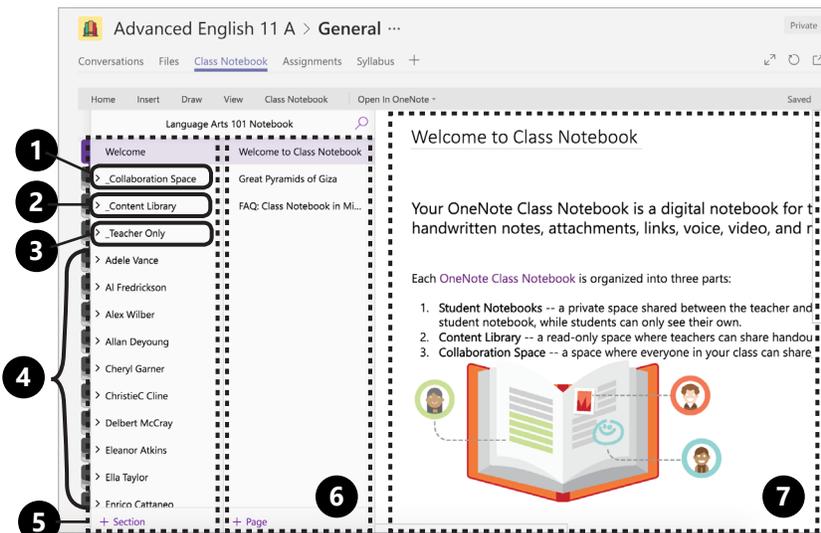
2. Click on the **Class Notebook** tab.

3. Click on the **arrow** to see your **Sections** and **Pages** as shown below.



Screen key

## Class Notebook quick key

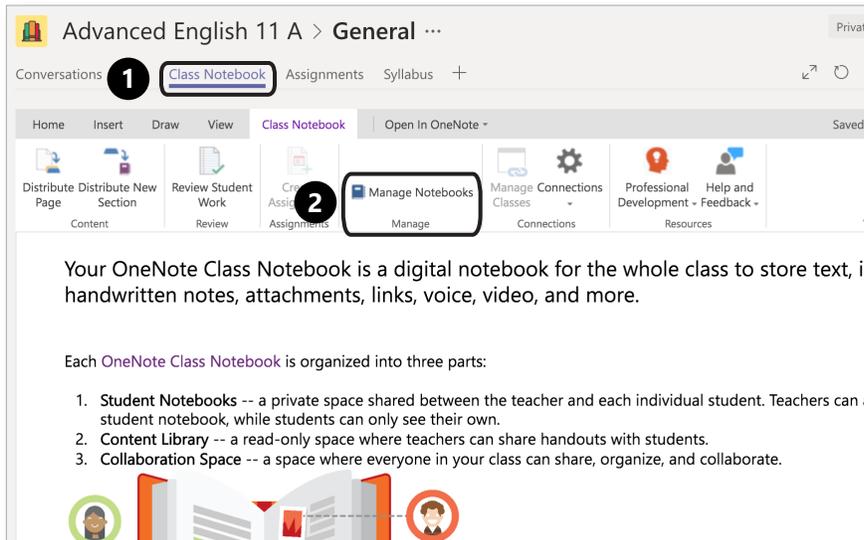


1. Collaboration space
2. Content library
3. Teacher Only
4. Student Sections
5. Sections
6. Pages
7. Workspace



Screen key

## Set up a Teacher Only section in Class Notebook



**1. Select Class Notebook** from the ribbon.

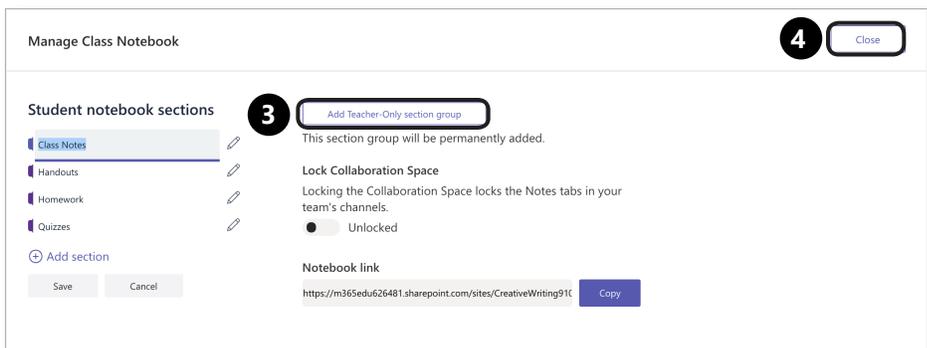
**2. Select Manage Notebooks.**

*(Continued on next page)*



Screen key

## Set up a Teacher Only section in Class Notebook



**3. Select Add Teacher Only section group.**

**4. Once it says Enabled, click Close.**

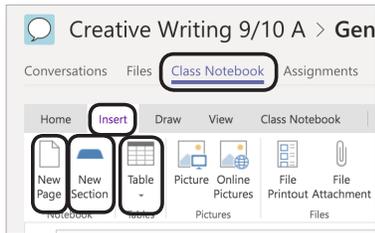
**5. Your new Teacher Only section will appear in your section list.**



Screen key

## Inserting content into your Class Notebook

You can insert lots of different types of content into your Class Notebook page to create rich assignments, brainstorm brilliant ideas, encourage creativity, foster learning, and make instruction come to life. To get started click **Class Notebook** and then click on the **Insert** tab.



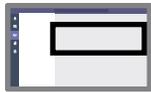
1 2 3

**1. New Page;** insert a new page into the section.

**2. New Section;** insert a new section into your sections list, or adds a subsection beneath a section.

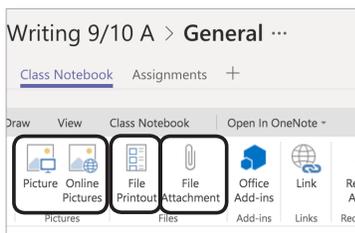
**3. Table;** just like the feature in Word, insert a table with columns and rows, then add information to it.

*(Continued on next page)*



Screen key

## Inserting content into your Class Notebook



4 5 6

**4. Picture;** upload pictures from your device, or search for a picture through Bing to insert with **Online Pictures**.

**5. File Printout;** printing a file onto a Class Notebook page. This is NOT a file attachment. Just like an embedded video pops up fully and can be played inside a page, a Word document or PDF file printout will "print" fully onto a Class Notebook page.

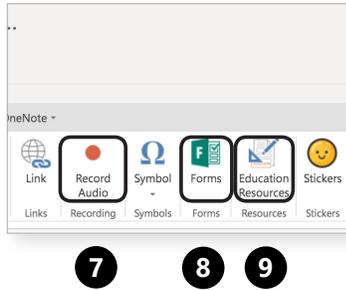
**6. File Attachment** is attaching a file like you would to an email. When clicked after attachment, file will open in an external program, like Word.

*(Continued on next page)*



Screen key

## Inserting content into your Class



**7. Record Audio** allows you to leave audio instructions of feedback right on the page;

- Click **Record Audio**.
- Record your thoughts.
- Click the red button.
- Audio file will appear on page.

**8a.** Click **Forms**, then sign in.

- A message will appear asking for your permission to open a new window, select **Allow**.
- Create a new form or quiz by selecting **+New Form** or **+New Quiz**.
- Select insert.
- The form or quiz will appear in the workspace.

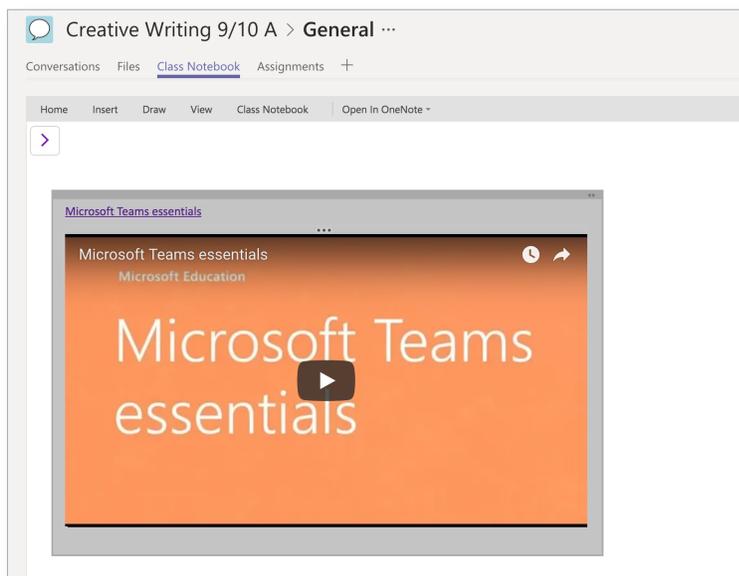
**9. Education Resources;** A database that gives you access to more than 300K standards-aligned open resources for classroom use, including lesson plans, curriculum, assessments, handouts, and more.

*(Continued on next page)*



Screen key

## Inserting content into your Class



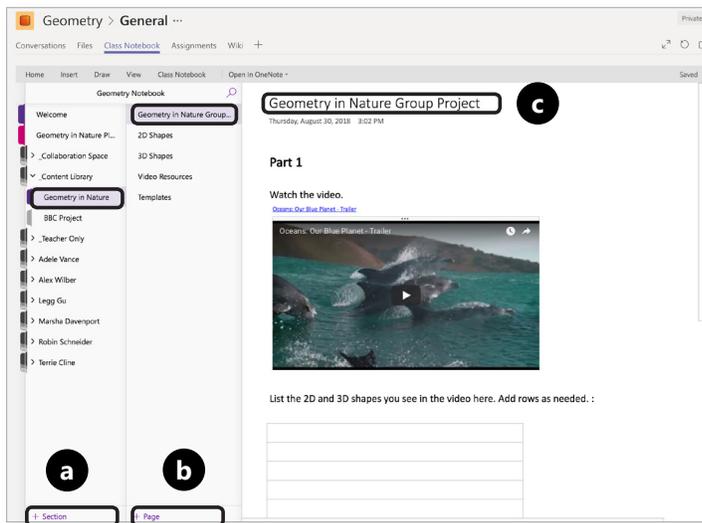
**10. Videos;** NOT on Insert ribbon because they're even easier than that;

- Find the video you want on the platform of your choice, like Youtube.
- Copy the link.
- Paste it into Class Notebook canvas.



Screen key

## Move an assignment from the Teacher Only workspace



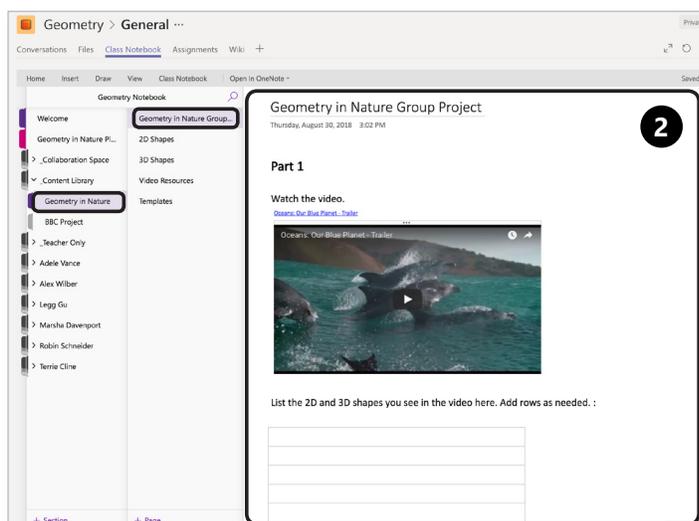
1. Create a new section and page in the Content Library;
  - a. Select **+Section**, then add a title.
  - b. Select **+Page**.
  - c. Add a title.

*(Continued on next page)*



Screen key

## Move an assignment from the Teacher Only workspace



2. Go back to your teacher workspace. Copy the materials you added there. Paste them into your new page in the Content Library.

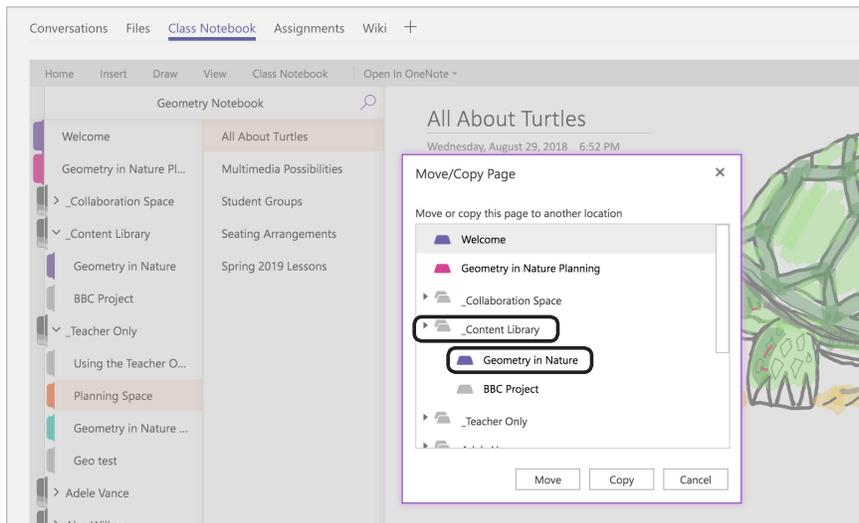
Select the **Content Library**, then the project you'd like to put assignment in.

*(Continued on next page)*



Screen key

## Move an assignment from the Teacher Only workspace



Select **Move** or **Copy**. Move will delete the version you were working in from the **Teacher Only** space. Copy will keep two versions: the old one in your **Teacher Only** space and the new one in the Content Library.



Screen key

## Create a new assignment



**1.** In the **General** channel of your class team, click on the Assignments tab.

**2.** Select **Create**.

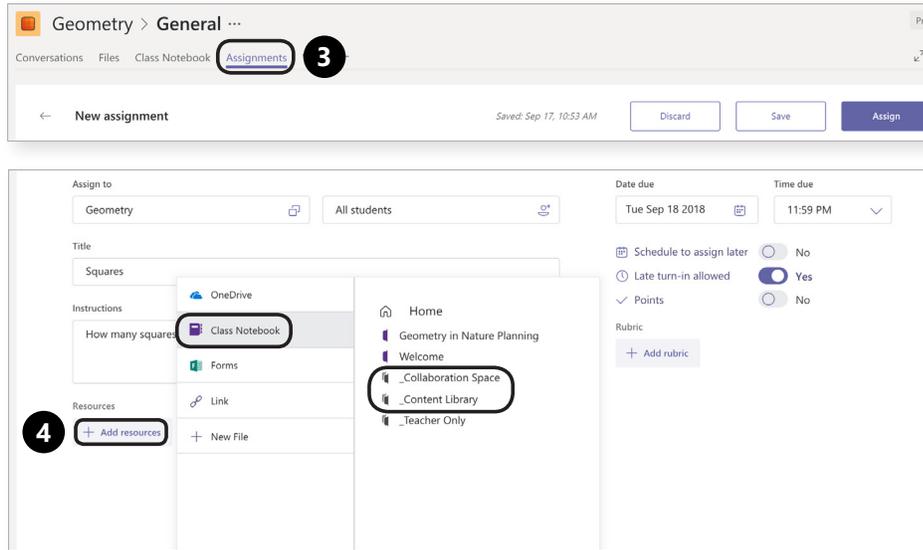
*(Continued on next page)*



Screen key



## Create a new assignment



3. You're now in the Assignment pane. Fill out the details for your assignment.

4. To add in Class Notebook materials, select **+Add resources**, then **Class Notebook**.

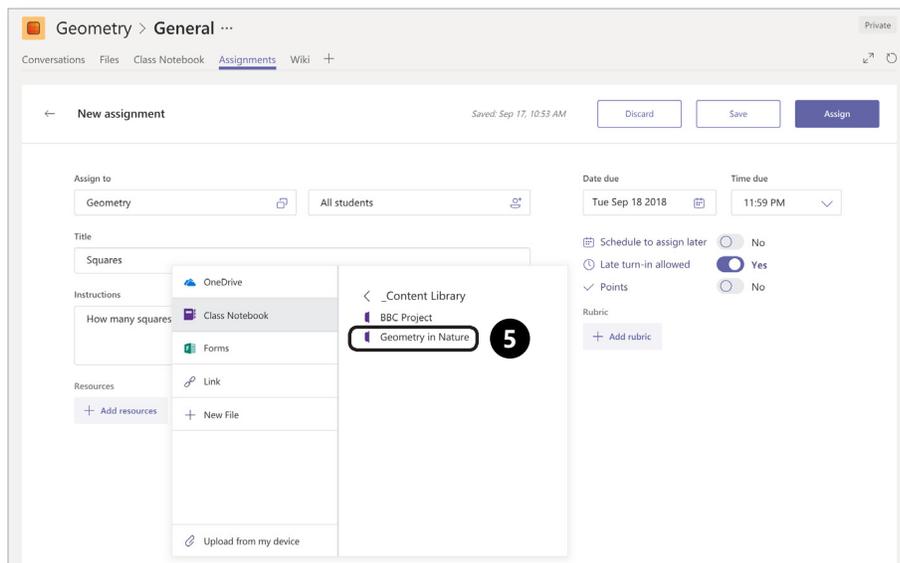
*(Continued on next page)*



Screen key



## Create a new assignment



5. Follow the path to your Class Notebook content. Pull from the **Content Library** or the **Collaboration Space**.

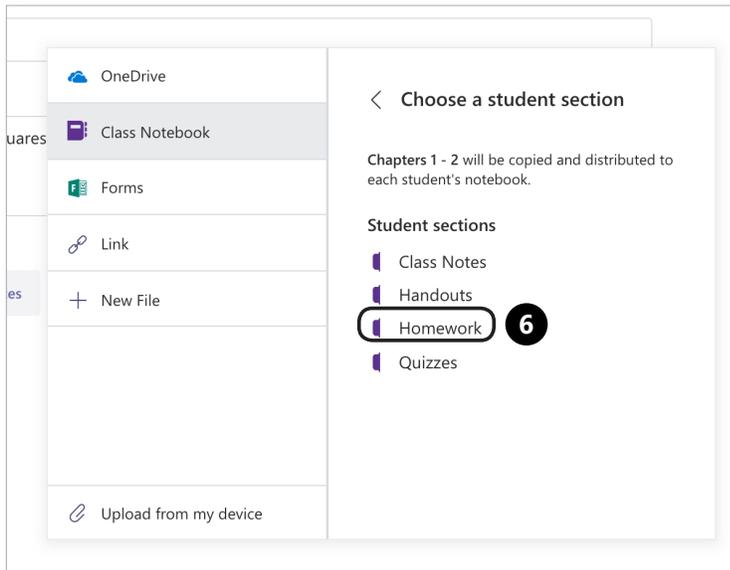
*(Continued on next page)*



Screen key



## Create a new assignment



6. Choose the section where you want the assignment to appear in private student notebooks.

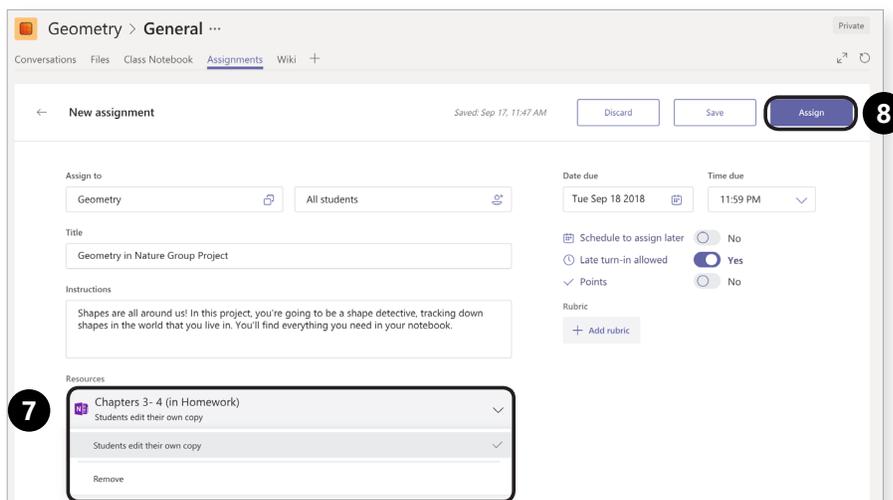
*(Continued on next page)*



Screen key



## Create a new assignment



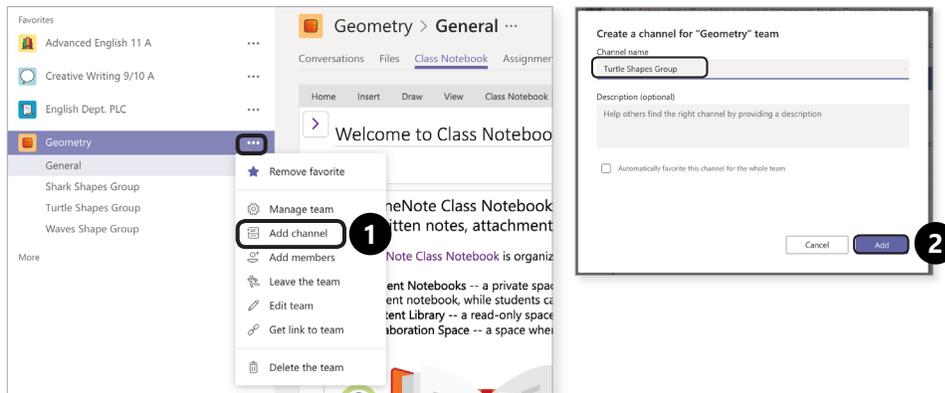
7. Back in the assignment pane, you can click into the page to make edits to it.

8. Select **Assign** to push the assignment out to students.



Screen key

## Create channels in your class team for group work



1. Click the **More** icon next to your class team name, then **Add channel**.

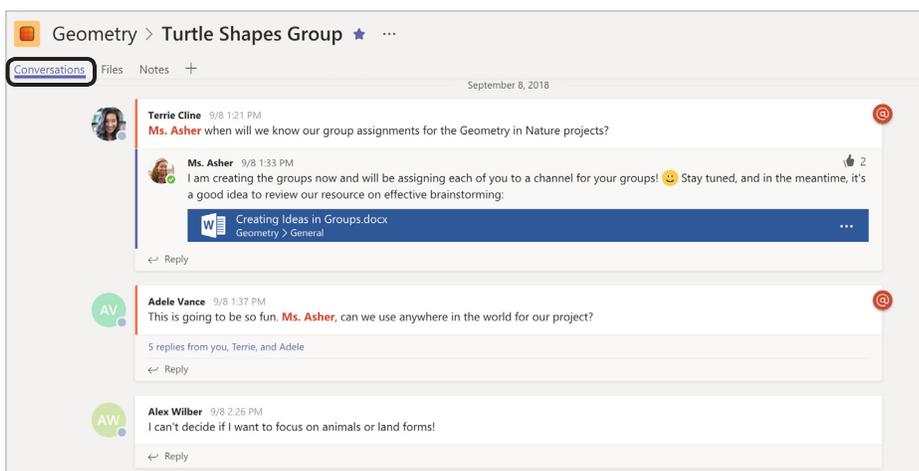
2. When prompted, type a group name, like "Turtle Shapes Group", then click on **Add**.

(Continued on next page)



Screen key

## Create channels in your class team for group work



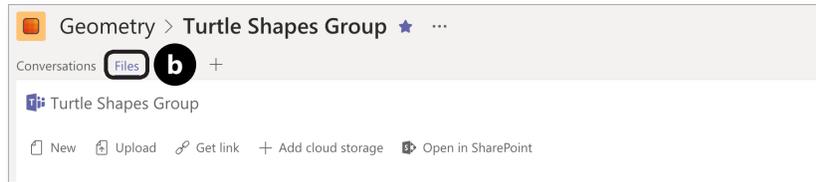
3. Have students:  
a. Discuss their collaboration in the **Conversations** tab.



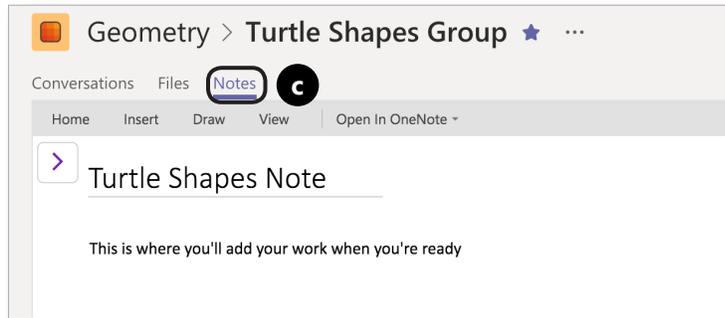
Screen key



## Creating channels in your class team for group work



**3b.** Add files for a project in the **Files** tab.



**3c.** Work collaboratively and place the final product of their work in the **Notes** tab.



Screen key

