

Teams/OneNote

What: an LMS fully integrated with video conferencing

Pros:

- Students already have accounts through Office 365. You can add them to a “Team” by their student number.
- Joining a meeting is easy. And the participation list also shows you who is NOT there.
- Good chat function. And a channel could be used for group chat.
- Students can participate in the video conference, take surveys and quizzes, and save assignments all in one platform.
- Good calendar feature for scheduling meetings.
- Channels and Class Notebooks make it easy to share content.
- Class Notebooks can have 4 types of sections: collaboration (everyone can edit), content library (only teacher can edit, students can see and download), teacher only (only teacher can see and edit), and student notebook (only teacher and that individual student can see and edit). Easy to share assignments.
- Can link/integrate with other apps (for example, Flipgrid, Quizlet, Kahoot).
- Assignments tab makes it easy to see assignments that are due in due-date order.

Cons:

- Meetings still feels a bit slow and laggy. Breakout rooms take a few seconds to open, and sometimes screen sharing is buggy. Things you should be able to share sometimes don't show up. After closing and reopening the screen share a few times, generally you can get it to appear.
- Channels are great, but there is one small issue. You cannot add individual participants to a public channel, so all Team members can access it, which is fine. You can add limited individuals to a private channel, but you cannot use the calendar to schedule a meeting for a private channel.
- Cannot show all app types during a meeting. For example, I could not share a Mac Keynote file, but a PowerPoint file was fine.
- Grading: cannot weight assignments. If it is a quiz, the total number of points for the assignment is based on the total number of points of the individual questions. You cannot weight a 10-question quiz to be worth 2 points, for example.

Key point: video conferencing is slightly weak, but as an overall system, it is a winner all around. Because there are so many features, it takes a bit of time to learn to use all of the features. (The Class Notebook, for example, is a bit tricky to figure out at first, but the tutorials below explain it well.)

Links:

Details about all of the features in Teams:

<https://support.office.com/en-us/article/get-started-in-your-class-team-6b5fd708-35b9-4caf-b66e-d8f2468e4fd5>

A good tutorial on how to use Teams:

<https://youtu.be/LiEGspEwZ-E>

Shows a teacher using Teams Meetings with his class for the first time:

<https://youtu.be/cN5ypuZF1bl>

Making a Class Notebook in Teams:

<https://youtu.be/gW6gH93nQrl>

Getting Started with One Note Class Notebooks:

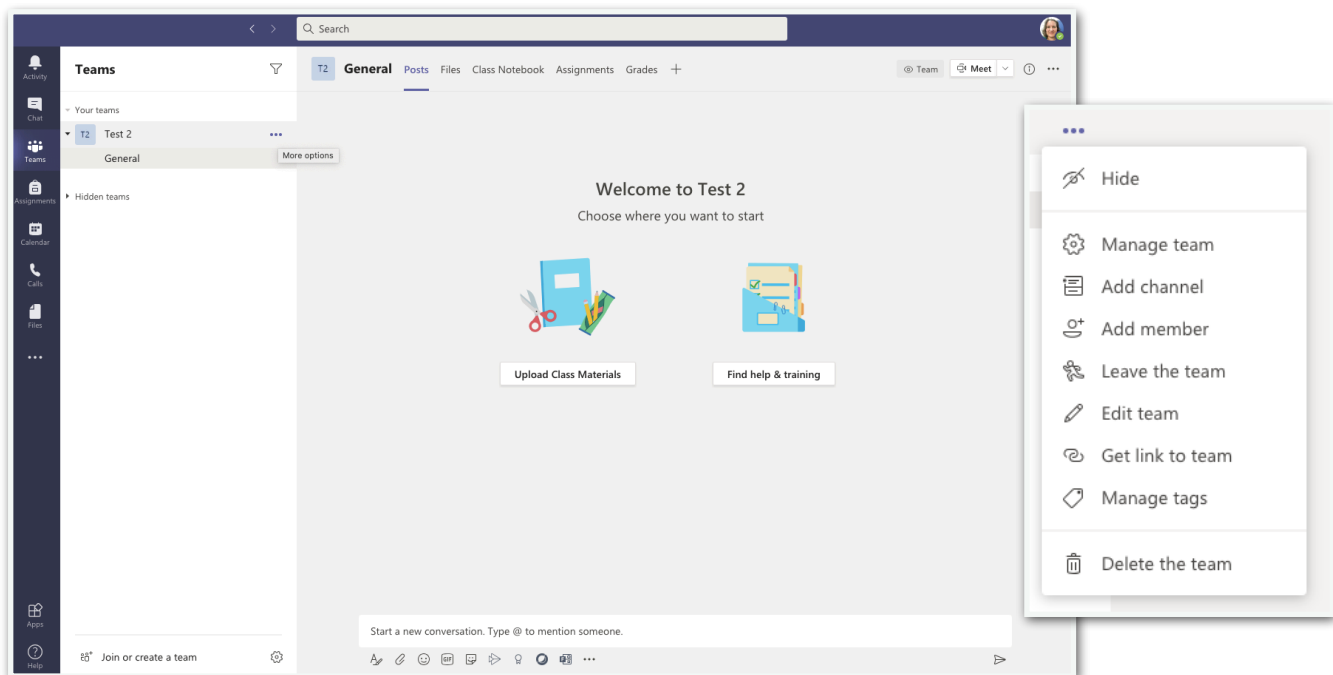
<https://youtu.be/jnuxbY1dH9E>

Distribute pages to students' folders:

<https://support.microsoft.com/en-us/office/distribute-pages-and-sections-to-class-notebooks-96b256dc-8bac-4443-9e9c-4e408c8ada68>

Create a Class Team (Tutorial Video - Microsoft Teams: Create a Class Team)

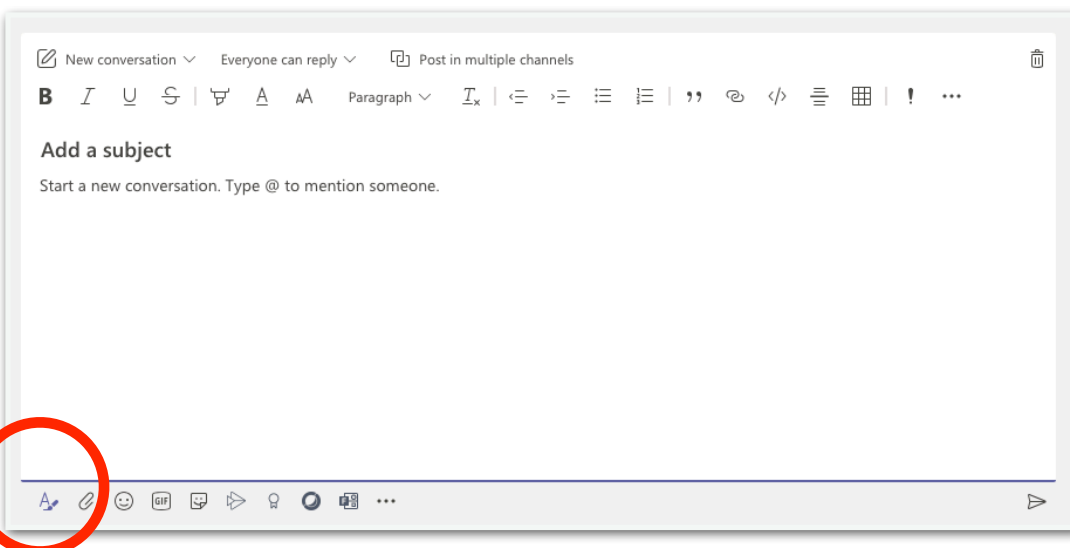
- To create a team: with “Teams” highlighted, click on “Join or create a team” at the bottom left.
- You want to create a “Class” type of team. This is important.
A “Class” team allows you to create assignments, Class Notebooks, and grades.



Channels (Tutorial Video - Microsoft Teams: General Settings)

(Tutorial Video - Microsoft Teams: Posting in Channels)

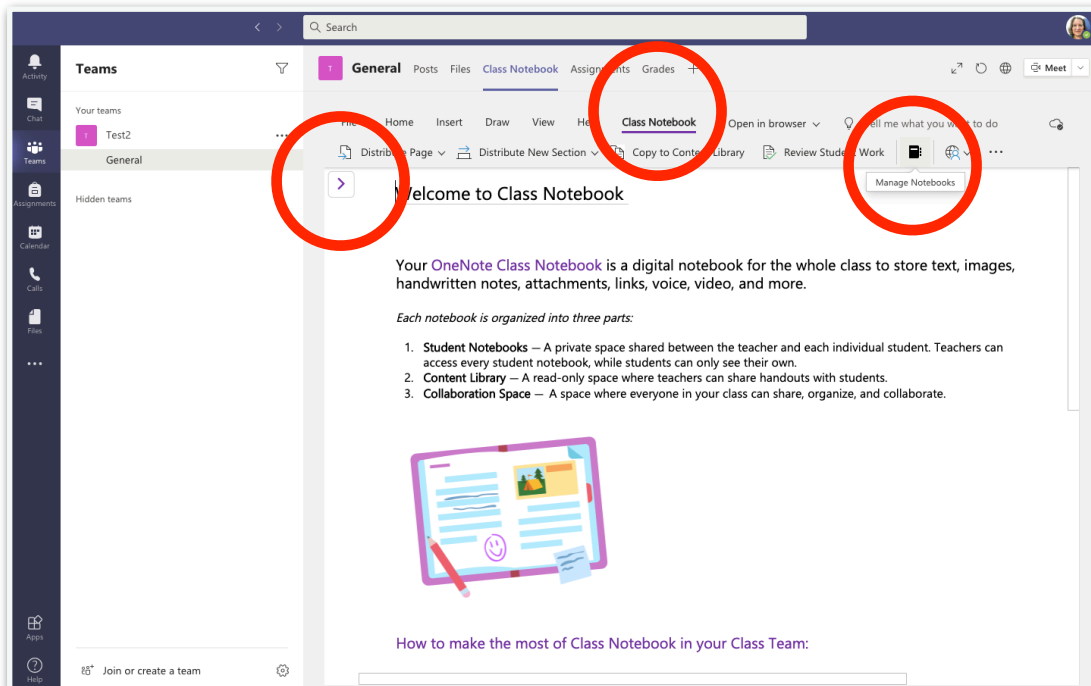
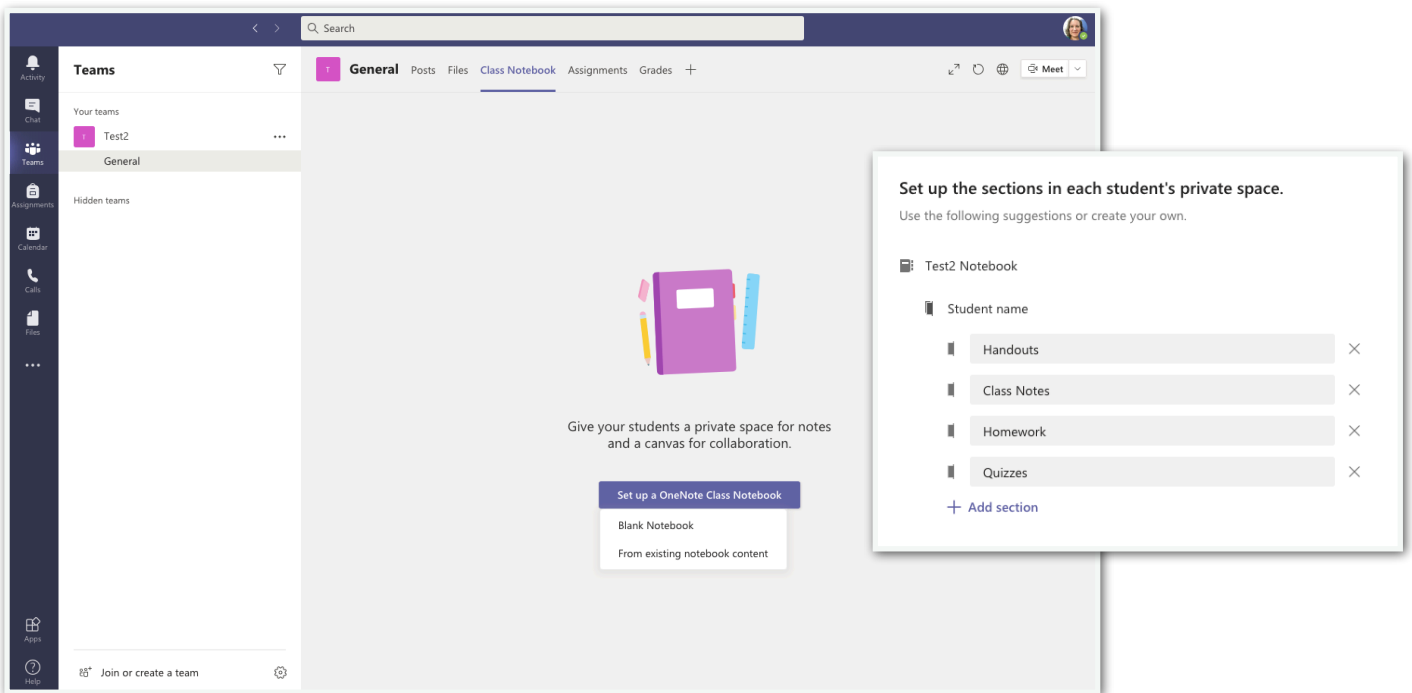
- Basically group chats
- Two types: public and private
- Private: you can assign people to it and only they can see its contents, but you cannot currently schedule a meeting to a private channel or post an assignment to it..
- Public: you cannot assign people to it. All team members can see it.
- Create one for each class, for a major assignment, etc.
- When creating a new conversation/post within a channel, click on the first icon to open it up and see better editing options!
- Something I learned this week: You can reply to a conversation, but you cannot reply directly to a specific reply. It does not have threaded discussions.



Class Notebook (Creating) (in Teams)

(Tutorial Video - Microsoft Teams: Creating a Class Notebook)

- Create it from within Teams ****Very important!!**
- You can create a blank notebook, or import an existing notebook.
- Choose what sections/folders to create in your students' Class Notebooks
 - * I read that it is easy to add a sections, but harder to remove one. So think about how you want to categorize the pages you distribute to students.
- To open your notebook and see the sections/pages, click on the little caret towards the top left.
- Some of the basic settings, like adding sections to student notebooks, turning on the Teacher's only section or opening up the Collaboration space are controlled from within Teams. Click on Class Notebook and then the little notebook icon.
- You **CAN** edit Class Notebook pages from within Teams, but I recommend switching to OneNote. The controls are better and easier to see.

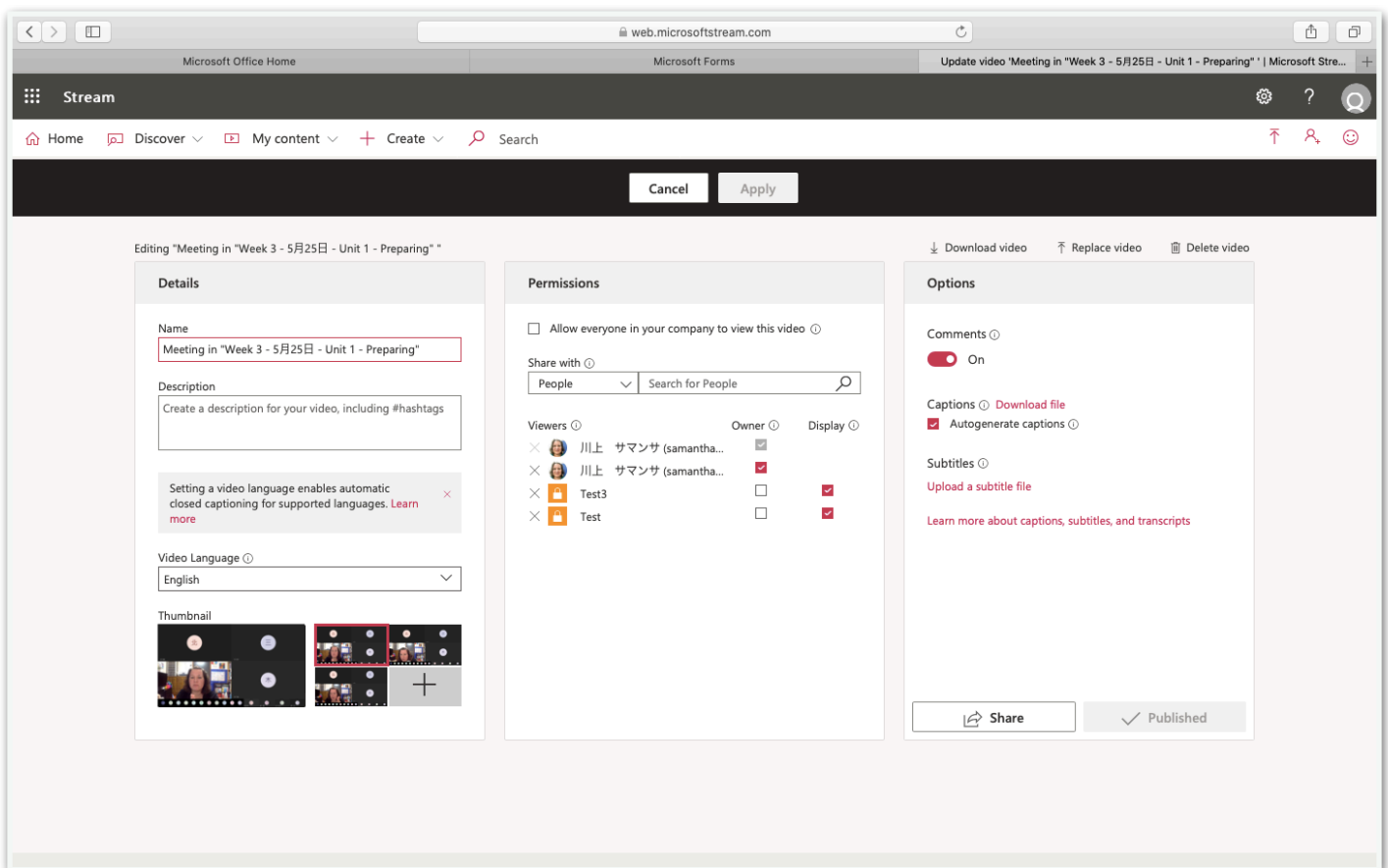


Forms/Grades (Tutorial Video - Microsoft Teams: Assignments with Forms Quizzes)

- You can choose two types: “Form” or “Quiz”. I recommend to always use Quiz.
 - A “Form” cannot be assigned from within Teams.
 - Assign all quizzes from within Teams to make grading faster and easier.
 - A quiz assigned from within Teams automatically has the student associated with it.
 - A quiz assigned within Teams: In Forms it will look like no one has done it. All of the answer data is saved within Teams - not Forms.
- There is no ability to weight assignments. Every quiz is worth the point total of the questions in the quiz.

Stream (Tutorial Video - Class Notebook: Uploading Stream Video)

- Permissions are important...
- “Group” in Stream equals “Team” in Teams. So you can give your Team permission.
- The auto-generated captions seem to be okay - not 100%, but not too bad, either.
- Click on “Share” to get your URL.



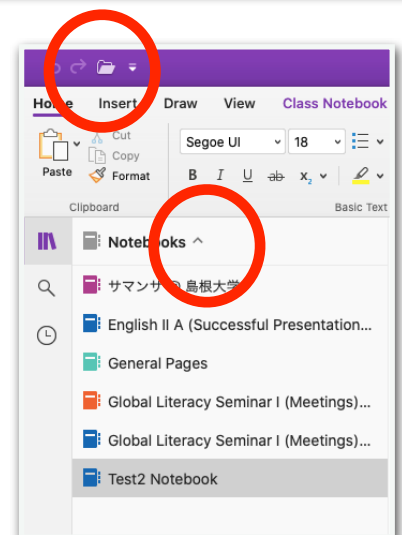
Class Notebook (in OneNote)

Opening your Class Notebook

(Tutorial Video - Class Notebook: Opening in OneNote app (mobile))

(Tutorial Video - Class Notebook: Opening in OneNote app (PC))

- Click on the caret next to “Notebooks” to see all the notebooks you currently have available in your OneNote.
- To add your notebook, click on the open folder icon at the top. It will take you to your Sharepoint where you can select your notebook.



Class Notebook (Page Management/Organization)

- Four types of sections:
 1. Collaboration: Everyone can see, everyone can edit.
(You can turn it off.)
 2. Content Library: Everyone can see, only the teacher can edit.
(Students can copy pages to their student notebooks and edit there.)
 3. Teacher only: Only the teacher can see, only the teacher can edit.
 4. Student Notebooks: Only THAT student and the teacher can both see and edit.
(You can distribute pages and assignments to their notebooks.)
- Click on “Add section” at the bottom to add a new section.
- Right click on “Add section” at the bottom to add a section group.
- Click on “Add page” to add a page to the section you are in.
- Click/hold/drag a page to move it to a new section.
- Right click on a page name for more options.

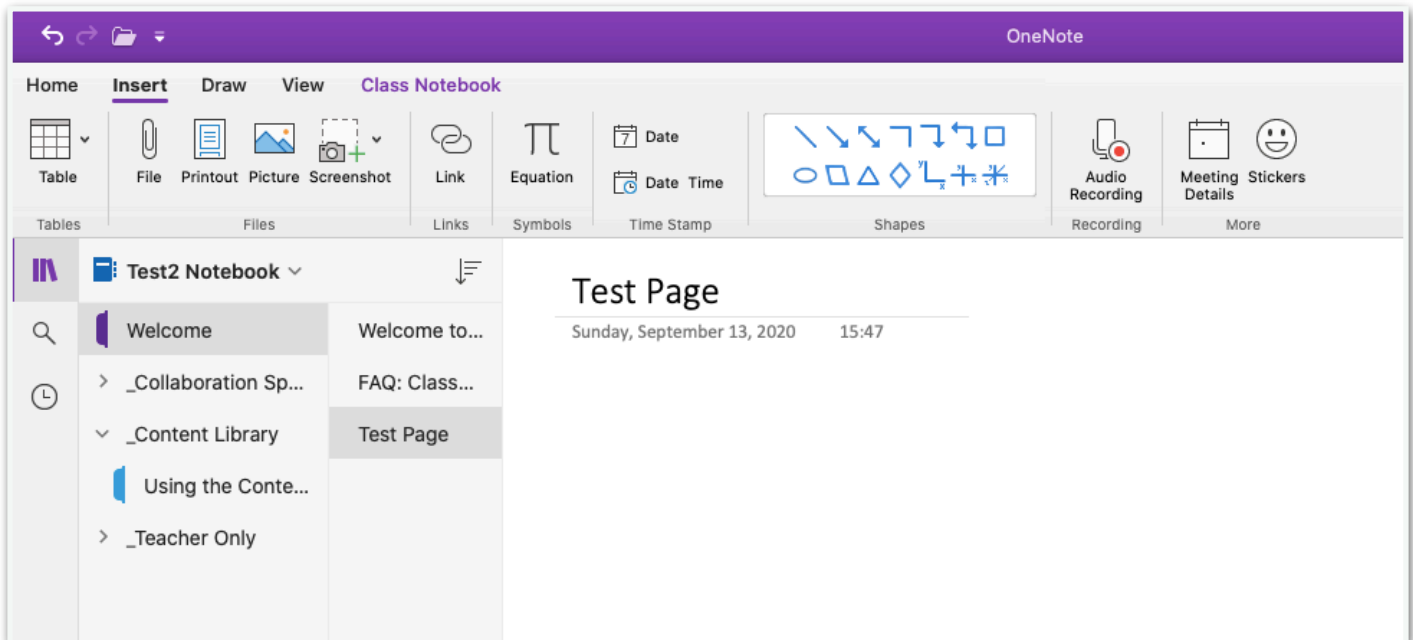
Class Notebook (Adding Content to Pages)

[\(Tutorial Video - Class Notebook: Copying Pages and Adding Content \(PC\)\)](#)

[\(Tutorial Video - Class Notebook: Copying Pages and Adding Content \(mobile\)\)](#)

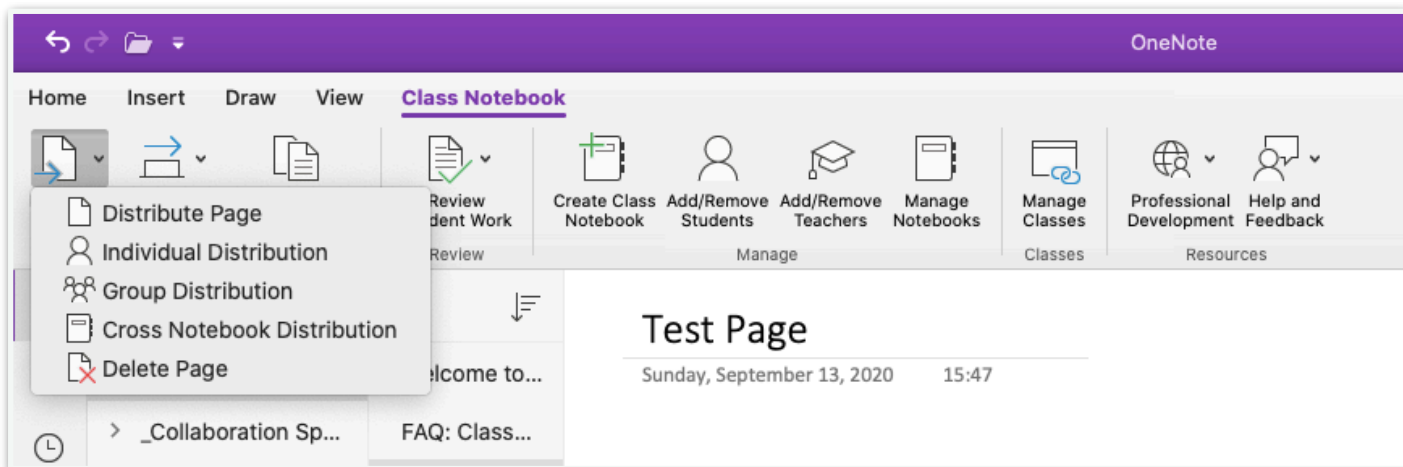
[\(Tutorial Video - Class Notebook: Adding Content to Pages\)](#)

- Just add any content you want!
- You can go vertical and/or horizontal. Not good for printing... designed for viewing on a device.
- Insert Printout is my favorite. It imports links to the original file, a PDF of that file, and images of that file.
 - Delete the files to leave just the image.
 - Leave the PDF so students can print it out.
 - Leave the original file so students can edit it.
- Windows 10 version shows “Online video” in the import options. On Mac, just type the URL and hit return. It will automatically insert a video window so students can watch it from within the app.
 - * Stream permissions can be an issue. YouTube videos also work very well!
- Audio Recording: just click on it to start recording and leave a voice message.
- Drag things around wherever you want them.
- Cannot add frames to text boxes. (But you could draw a box around the text.)
- You can write/draw on the pages, too.



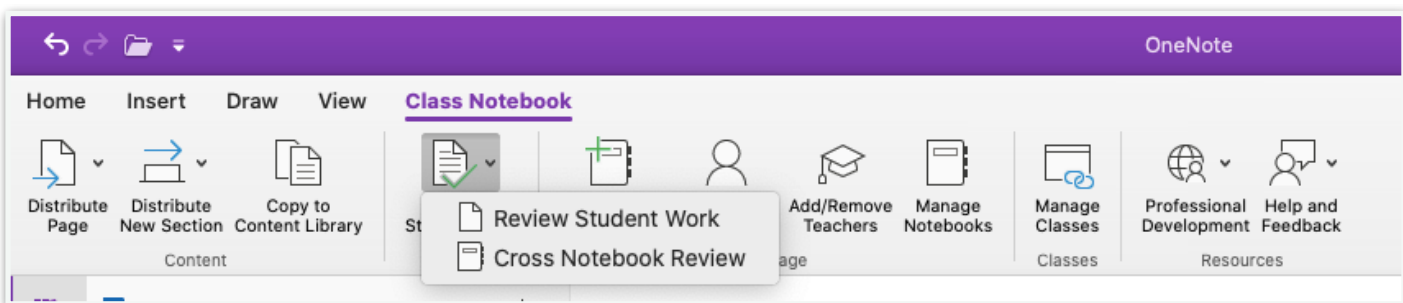
Class Notebook (Distributing Content to Students' Notebooks) Within OneNote (handouts)

- Click on Distribute Page and a pull-down menu will appear.
- Choose Distribute Page to distribute to all students.
- Follow the menu directions to choose which folder to send the page to.



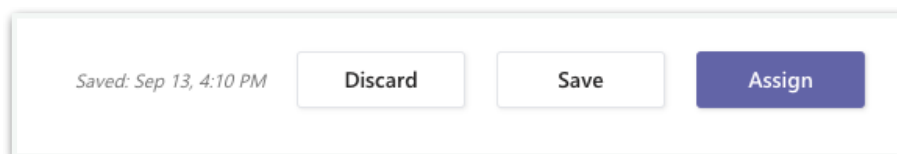
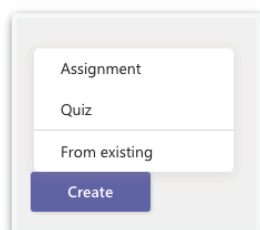
Class Notebook (Locking/Unlocking a Student's Page) (in OneNote)

- If a student has turned in assignment for a page distributed through Teams, they can no longer edit it. The page becomes locked.
- Sometimes, you want to give them permission to continue to edit the page.
- Sometimes, you want to lock a page from the beginning, so a student cannot edit the content, maybe on a grading page.
- Click on Review Student Work. Use the panels to the right to choose the page to review/lock/unlock.



Assignments (Teams)

- Click Create and choose either Assignment or Quiz.
 - Quiz will automatically pull up a list of quizzes you have created in Forms, but it will NOT include forms. Choose your quiz and click next.
- You can discard, save, or assign your assignment at any time.



Assignment Settings (Tutorial Video - Microsoft Teams: Assignment Settings)

- Title: Use the class/unit number to make them easier to see later.
- Add category: sort your assignments if you want.
- Instructions: type in any instructions you want to give on the main page.
- Add resources: attach any kind of files you want.
 - Attach Class Notebooks pages here. Students can edit and do work right in the Class Notebook page. I usually give 3 options for how to do and turn in Class Notebook assignments: **handwrite on the page** if there are fill in the blanks, **type their answers out to the side**, or **do them on paper and insert a photo**.
- Points: for quizzes, it is based on the quiz total. For other assignments, you can determine the points.
- Assign to: be aware of the box below “Don’t assign to students added to this class in the future.”
- Settings: You can choose which channel to post the assignment to!

New assignment Discard Save Assign

Title (required)
Enter title
[Add category](#)

Instructions
Enter instructions
[Add resources](#)

Points
No points
[Add rubric](#)

Assign to
Test2 All students
Don't assign to students added to this class in the future. [Edit](#)

Date due Time due
Mon, Sep 14, 2020 11:59 PM
Assignment will post immediately with late turn-ins allowed. [Edit](#)

Settings
Post assignment notifications to this channel: **General** [Edit](#)

- Viewing assignments
 - In the assignment list
 - In the channel where it was postedGo straight to the Class Notebook page

One Note Immersive Reader

- Read text on page
- Change font
- Change line spacing and number of lines viewed
- Change background color
- Highlight parts of speech
- Dictionary

