



Microsoft Teams:  
Envisioning Workshop



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- Microsoft Certifications – MCSE, MCSA, MCP
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## Agenda

Introduction to Microsoft Teams

How can you, as a teacher, collaborate with your colleagues and administrative staff

How to interact with students and how to group them in classes

How to take exams and tests in Microsoft Teams, using Microsoft Forms.

Security in Microsoft Teams

How to keep students' interest high for communication and collaboration in Microsoft Teams

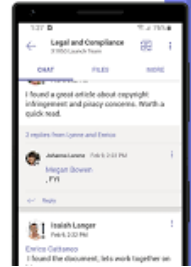
How to ensure distance learning

How to stay permanently connected with your colleagues, students and university collaborators, even external ones.

How to create deadline tasks to assign to your students or colleagues.

# Introduction to Microsoft Teams

Microsoft Teams  
Welcome  
to Teams



**Microsoft Teams** is a collaboration application that helps your team get organized and to have conversations, all in one place. Let's take a look at the side left of the Teams application.

- **Teams** - Find channels that interest you or create your own channel. On channels, you can organize meetings on the spot, have conversations, and share files.
- **Meetings** - See everything you've scheduled for a specific day or week. Or schedule an appointment. This calendar synchronizes with the Outlook calendar.
- **Calls** - In some cases, if your organization has this set up, you can call anyone in Teams even if they don't use it.
- **Activity** - Keep up to date with all unread messages, @ mentions, replies, and more.

# Limitations

## Teams and channels

- |  |  |
|--|--|
| • Number of teams a user can create      | <b>Subject to a 250 object limit</b>               |
| • Number of members in a Private channel | <b>250</b>   |
| • Number of channels per team            | <b>200 (includes deleted channels)<sup>3</sup></b> |
| • Number of owners per team              | <b>100</b>   |
| • Number of members in a team            | <b>10,000</b>                                      |

## Messaging Chat

- |   |            |
|---|------------|
| • Number of people in a private chat                  | <b>250</b> |
| • Number of people in a video or audio call from chat | <b>20</b>  |
| • Number of file attachments                          | <b>10</b>  |

## Channel names

Channel names can't contain the following characters or words.

- |                              |   |
|------------------------------|---|
| • Characters                 | <b>~ # % &amp; * { } + / \ : &lt; &gt; ?   ' " , .</b>  |
| • Characters in these ranges | <b>0 to 1F and 80 to 9F</b>   |
| • Words                      | <b>forms, CON, CONIN\$, CONOUT\$, PRN, AUX, NUL, COM1 to COM9, LPT1 to LPT9, desktop.ini, _vti_</b> |

# Limitations

## Meetings and calls

Number of people in a meeting (can chat and call in)	<b>300</b>
Number of people in a video or audio call from chat	<b>20</b>
Max PowerPoint File Size	<b>2 GB</b>
Teams keeps meeting recordings that don't get uploaded to Microsoft Stream, available for local download	<b>20 days</b>

## Teams live events

Audience size	<b>10,000 attendees</b>
Duration of event	<b>4 hours</b>
Concurrent live events running in a Microsoft 365 or Office 365 organization	<b>15</b>

## Class teams

Number of members in a team	<b>10,000</b>
Number of members to use Assignments in a class team	<b>200</b>
Number of members to use a OneNote Class Notebook in a class team	<b>200</b>

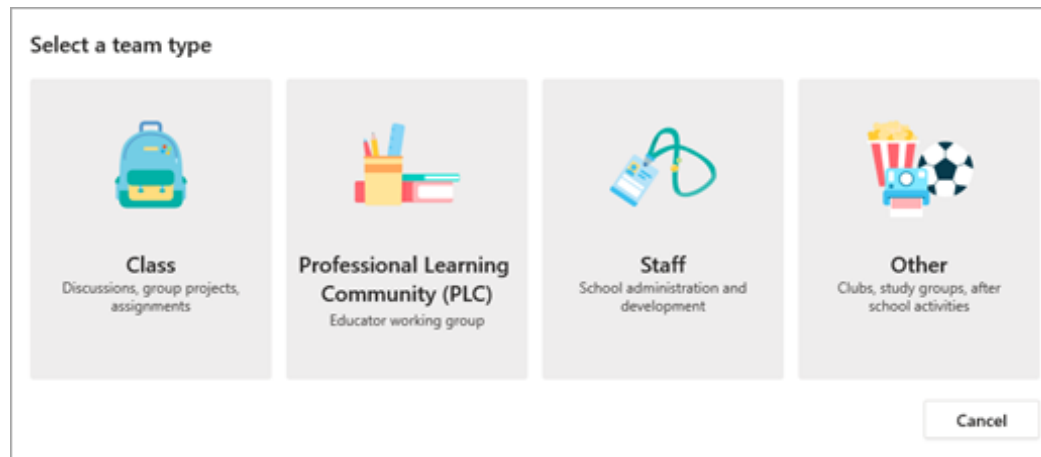
How can you, as a teacher, collaborate with your colleagues and administrative staff &

How to interact with students and how to group them in classes



When you need quick access to apps, documents, and files, Microsoft Teams helps you stay focused and organized in one central place. Add tabs for favorite tools and important files, collaborate real-time on documents, and store or share them easily with SharePoint integration into Teams.

When you create a new team in Microsoft Teams, you'll be asked to select from one of four teams. Learn more in the table below about which team meets your teaching and learning goals.



# Class

## Description

Teachers and students collaborating on group projects, assignments, and more.

## Team owners & team members

Teachers are team owners and add students as team members.

## Permissions

Teachers moderate student conversations and who can post where. Students only have write permission in certain areas.

## Features

Class Notebook  
Assignments  
Conversations  
Files  
Video and audio calls  
Chat (if enabled)  
Pinning new tabs with documents or sites like Microsoft Forms

## Educational goals

Assign, track, and review student work  
Export grades  
Collaborate and communicate in the classroom  
Make announcements  
Administer quizzes and polls  
Work in student groups  
Share and organize rich content  
Invite virtual experts into the classroom



### Class

Discussions, group projects,  
assignments

# Professional Learning Community (PLC)

## Description

Educators collaborating within a professional learning community. **Examples:** academic department, grade band, or group working on a shared goal.

## Team owners & team members

Educators form the team and other educators join the team.

## Permissions

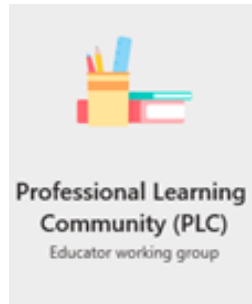
Educators share equal read-write permissions.

## Features

OneNote notebook  
Conversations  
Files  
Meetings  
Video and audio calls  
Chat (if enabled)  
Pinning new tabs with documents or sites

## Educational goals

Collaborate in professional learning communities  
Communicate  
Make announcements  
Share work  
Organize virtual or face-to-face meetings  
Work in smaller groups  
Share and organize content



# Staff

## Description

Staff leaders and staff members collaborating on school administration and development.

## Team owners & team members

Staff leaders are team owners and add staff members as team members.

## Permissions

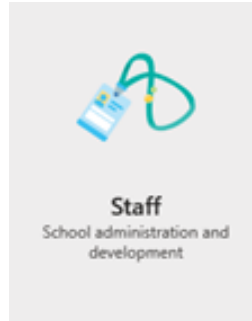
Staff leaders control posting settings. Staff members only have write permission in certain areas.

## Features

Staff Notebook  
Conversations  
Files  
Meetings  
Video and audio calls  
Chat (if enabled)  
Pinning new tabs with documents or sites

## Educational goals

Oversee professional development, staff, and administrative goals  
Communicate  
Make announcements  
Share content and progress reports  
Work in smaller groups  
Organize virtual or face-to-face meetings



# Other

## Description

Students and school employees collaborating in interest groups and clubs.

## Team owners & team members

Any combination of students and school staff can form a team and add members.

## Permissions

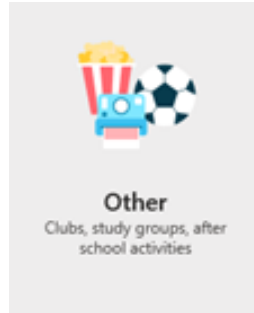
Team members share equal read-write permissions unless the team owner(s) alter the settings.

## Features

OneNote notebook  
Conversations  
Files  
Meetings  
Video and audio calls  
Chat (if enabled)  
Pinning new tabs with documents or sites

## Educational goals

Collaborate and communicate with team members  
Make announcements  
Share content  
Organize virtual or face-to-face meetings  
Work in smaller groups



Demo

How to take exams and tests in Microsoft Teams, using Microsoft Forms.

## Microsoft Forms

- A simple app for creating
- surveys, quizzes, and polls.





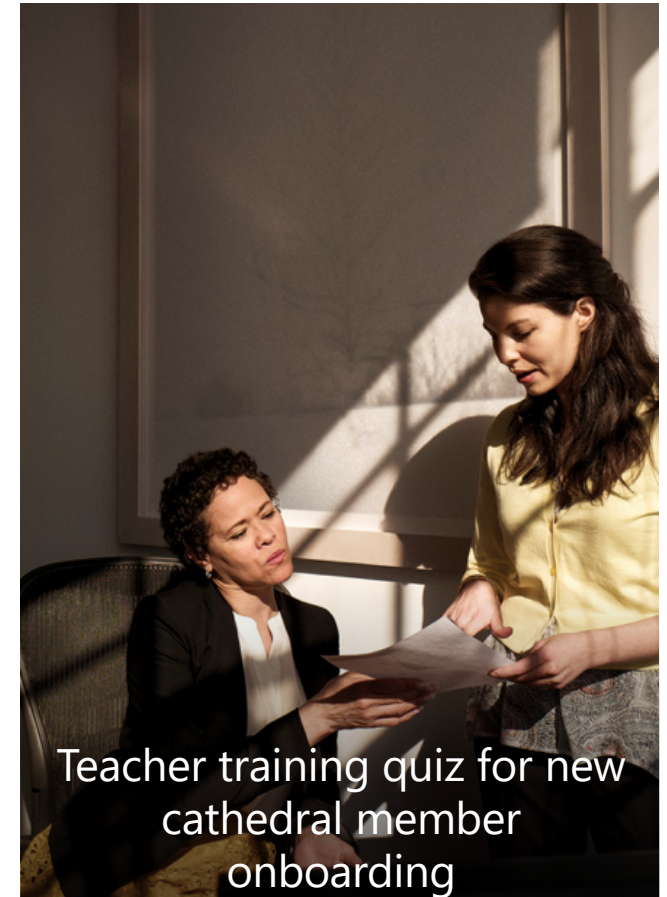
# Create and send forms in minutes



Student/Teacher Ideation Poll for process improvement



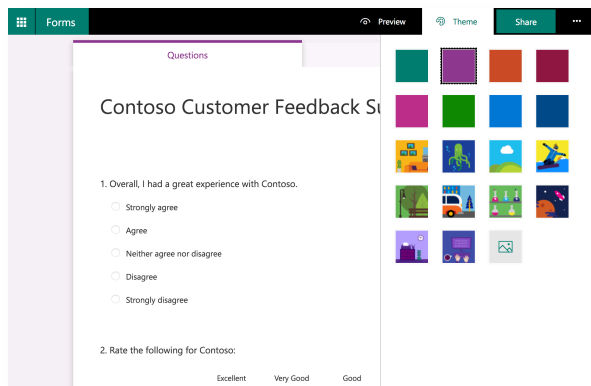
Student feedback Survey on new study materials



Teacher training quiz for new cathedral member onboarding

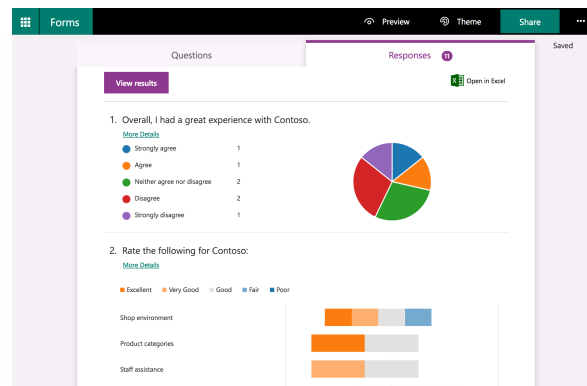
# Forms value for Education

- Microsoft Forms is a simple app for creating surveys, quizzes, and polls - collect student/teacher feedback, quiz your students, and get an audience pulse in minutes.



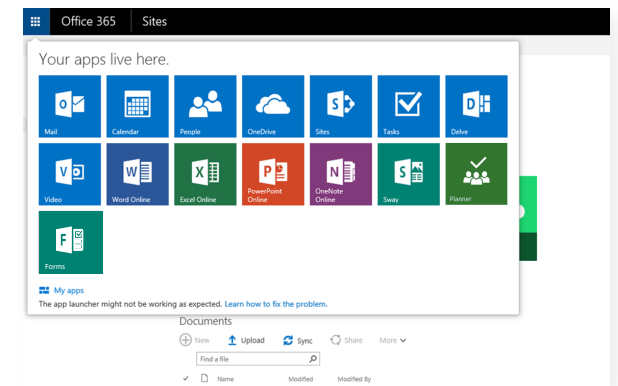
## Create and send forms in minutes

Microsoft Forms is simple and easy to use and looks great on any web browser or device. Preset themes and question branching make surveys, polls, and quizzes look great without a lot of work.



## Make better decisions with data

Microsoft Forms allows you to gather business insights in real time with automatic charts and easy filtering. Exporting to Excel for even more in-depth analysis takes just one click.



## Integrated with Office 365

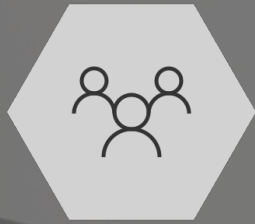
Microsoft Forms is part of Office 365 and has the security and compliance you expect. Forms can be used within applications you know and love, such as Excel, SharePoint, Teams and Sway.



# Adopt with High Confidence



Simple, quick, and easy



3Million+ EDU Users for 2 yrs.  
50,000+ Enterprises for 1 year



Compliant Office 365 app



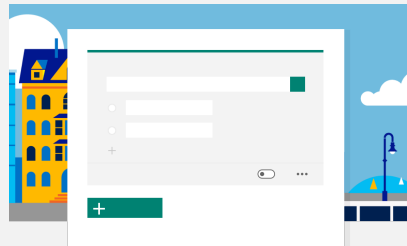
Seamless Office Integration



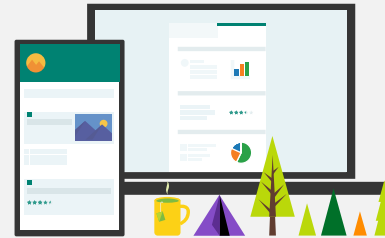
## End to End Scenario with Best Experience



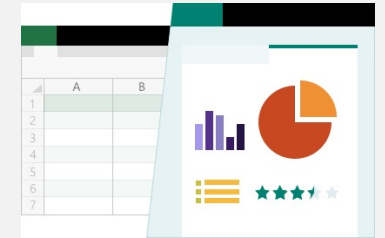
Start from familiar places



Create in a few minutes



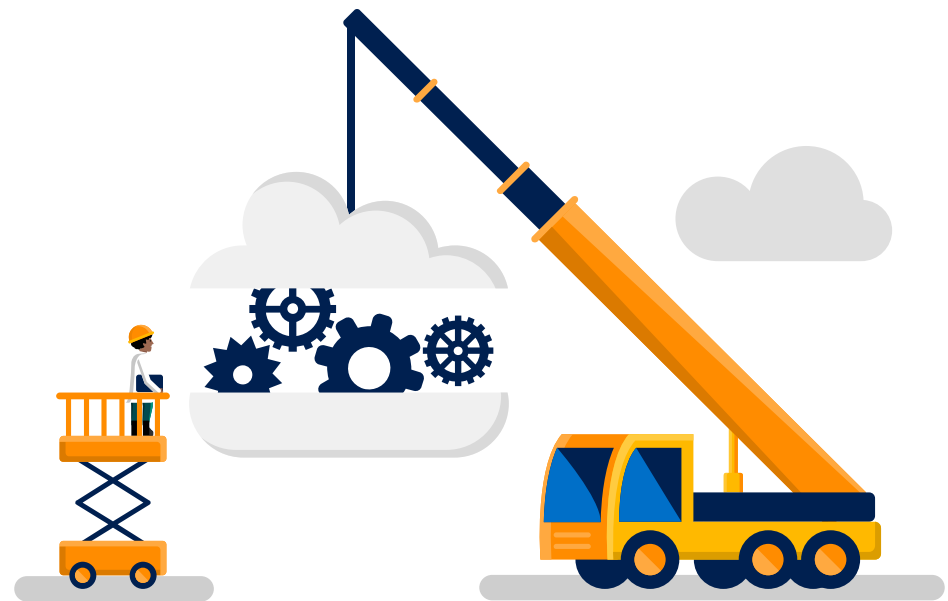
Fill out anytime, anywhere



Simple, powerful analysis

# Architecture

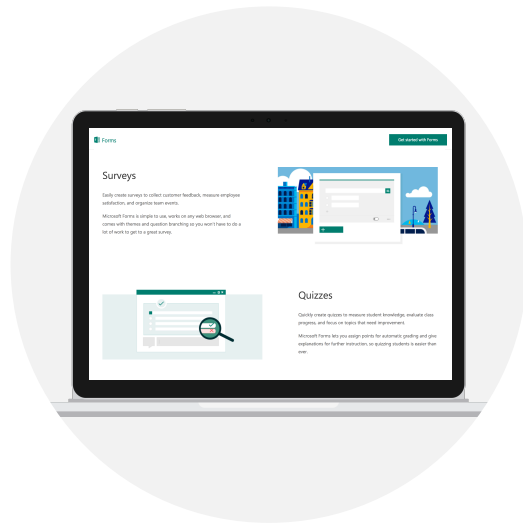
- An Office web app with Web front-end & SQL Azure as back-end
- Forms data is either stores in user or group containers
- Data centers in USA and Europe (for European tenants)



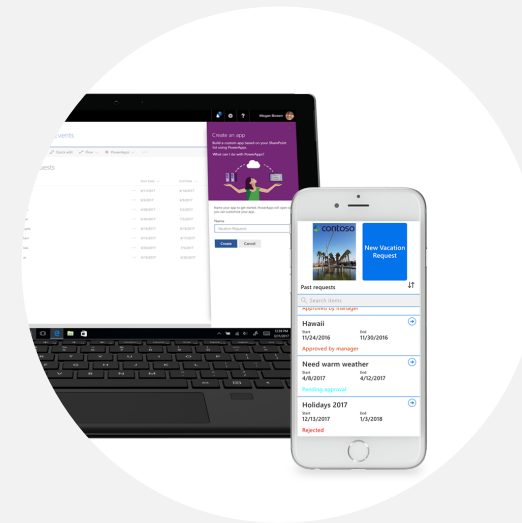
## Existing features

- Browser-based (forms.office.com)
- Responsive web design
- Preview form on desktop and mobile
- 16 Themes
- Add a photo from the web, OneDrive for Business, or your device as a theme
- Basic question types (multiple choice, text box, ratings, dates)
- Add images to questions
- Suggest response options
- Shuffle options
- Require answers
- Restrict answers to numerical values
- Question branching
- Co-author Forms
- Share Forms via link or QR code
- Export results to Excel
- Embed Forms
- Duplicate Forms
- Real-time results
- Automatic charts and time to complete
- Filter by respondent

## Special call outs



Microsoft Forms is an easy solution for basic data collection via surveys, quizzes and polls for information workers.



PowerApps and SharePoint list are new tools to create custom forms for more heavy-duty needs for power users.

## Difference between form and quiz

- A form can be used to collect feedback, conduct surveys, accept signups, peer collaboration, and lots more.
- A quiz can be used to assess student learning, provide instant results and feedback, conduct a quiz and more.











# APPENDIX

# Microsoft Forms Integrations

Microsoft Forms is integrated with the Office family, including Sway, OneNote, Outlook, Excel, Teams, SharePoint and PowerPoint. Making it easy to collect information and collaborate with your favorite Office apps.

 <b>Forms + Excel</b> Builds a live data connection between Microsoft Forms and Excel.	 <b>Forms + Teams</b> Easily set up a Forms tab to communicate and interact with your team.	 <b>Forms + SharePoint</b> Create a form, collect responses, and show survey results right on your site.	 <b>Forms + PowerPoint</b> Easily insert a quiz to a PowerPoint deck. Students can fill the form and submit without leaving PowerPoint.
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More integrations



Orlando Tour Plan (Planning Team) | Microsoft Teams

PT Planning Team > Orlando Tour Plan

Private

### Add a tab

Turn your favorite apps and files into tabs at the top of the channel.

Search

Tabs for you

- Excel
- Forms**
- PDF
- Planner
- Power BI
- PowerApps

PowerPoint

SharePoint

Stream

Visual Studio

Website

Wiki

Word

All Tabs

- Asana
- Egnyte
- Empsense
- Flipgrid
- Hootsuite
- Intercom
- MindMeister

Start a new conversation, use @ to mention someone

Add team

Orlando Tour Plan (Planning Team) | Microsoft Teams

PT Planning Team > Orlando Tour Plan ☆ ... Private |

Conversations Files SharePoint [Edit | Survey: Feedback on the New Tour](#) +

Forms Preview Theme Share More

### Survey: Feedback on the New Tour

Questions Responses

1. What is your overall impression of the new tour?

★★★★★

Levels: 5 Symbol: Star

1 Star Very negative  
5 Stars Very positive

Required

+ Add question

2. Would you recommend this tour to others?

Yes

Orlando Tour Plan (Planning Team) | Microsoft Teams

Private | 🔒

PT Planning Team > Orlando Tour Plan ★ ...

Conversations Files SharePoint Edit | Survey: Feedback on the New Tour +

Kat 9:10 AM  
Tab conversation has begun.

**Edit | Survey: Feedback on the New Tour**

4 replies from Kat, Miguel Silva, Jamin Brammer and Angela Nelson

Miguel Silva 9:12 AM  
We should add "activities" as one of the aspects, for question 3.

Jasmin Brammer 9:13 AM  
We should also add labels to the rating question.

Angela Nelson 9:15 AM  
Looks all good now, let's send it out :)

↩ Reply

Start a new conversation, use @ to mention someone

✎ 📎 😊 📄 🗨 📺

⏏

Activity Chat Teams Meetings Files Feedback

Search

Favourites

- PT Planning Teams
  - General
  - Orlando Tour Plan
  - New York Tour Plan
  - London Tour Plan
  - Beijing Tour Plan
- MT Marketing Campaign
  - General
  - Campaign 2017
- MT All employee
  - General

+ Add team

Send Attach Discard

To: Christin Lee

Cc:

Survey: Feedback on the New Tour

Hello,

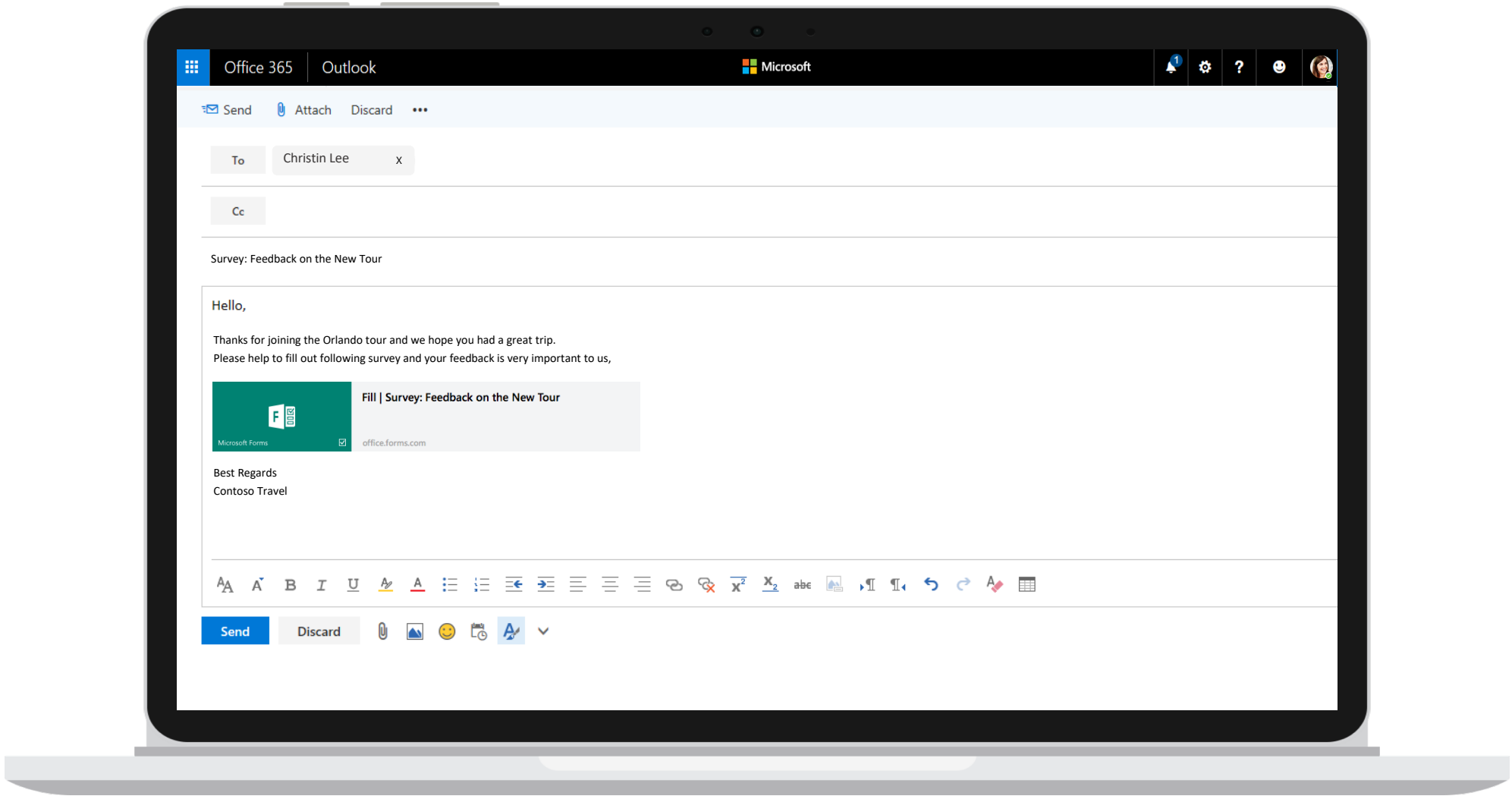
Thanks for joining the Orlando tour and we hope you had a great trip. Please help to fill out following survey and your feedback is very important to us,

Microsoft Forms logo and 'Fill | Survey: Feedback on the New Tour' link

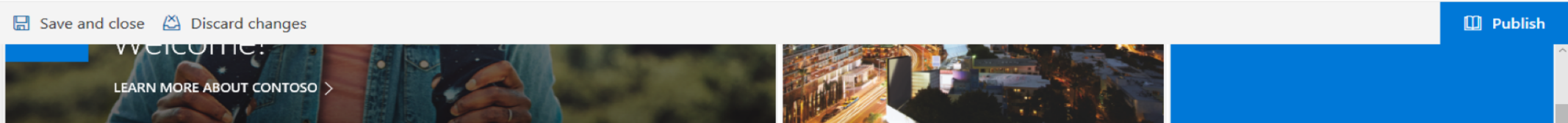
Best Regards
Contoso Travel

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, etc.

Send Discard Attach Image Smile Face Repeat Undo



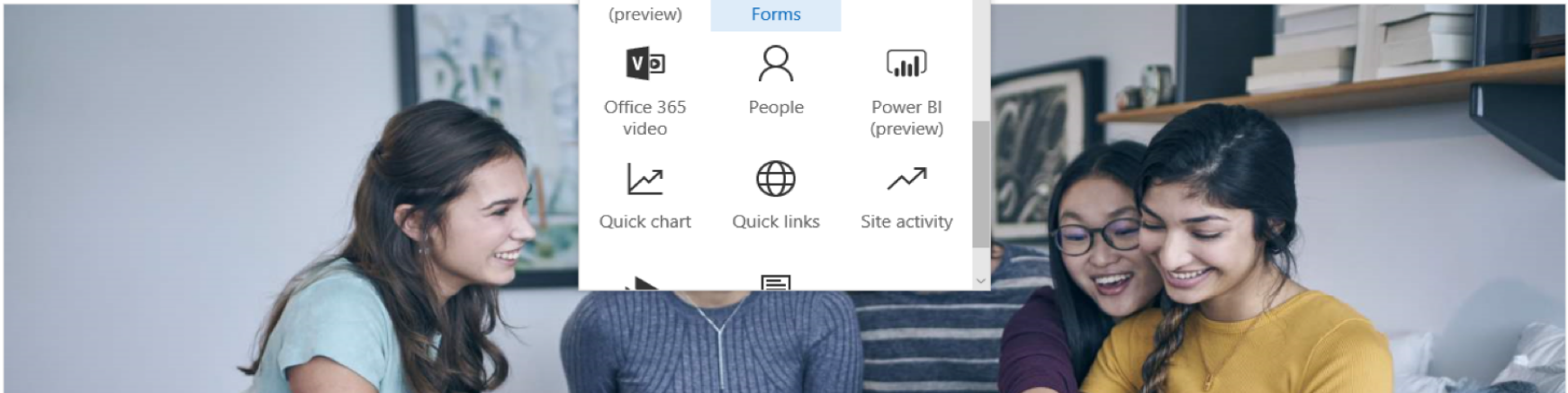


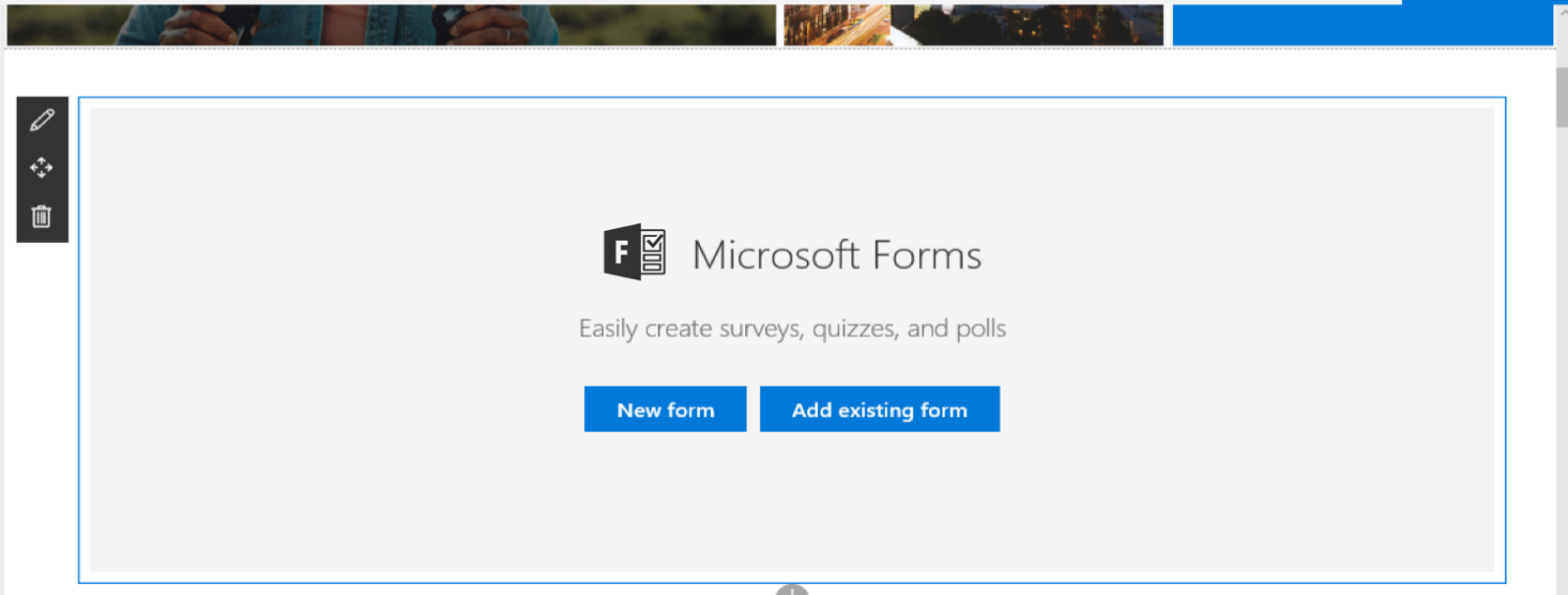


Talk to us. Anything we hear from you m

+ Add

- Group calendar
- Hero
- Image gallery
- List (preview)
- Microsoft Forms**
- News
- Office 365 video
- People
- Power BI (preview)
- Quick chart
- Quick links
- Site activity





The image shows a large rectangular tile in the SharePoint edit mode ribbon. The tile has a light gray background and contains the Microsoft Forms logo (a black square with a white 'F' and a checklist icon) on the left. To the right of the logo, the text 'Microsoft Forms' is displayed in a large, dark font. Below this, in a smaller font, is the text 'Easily create surveys, quizzes, and polls'. At the bottom of the tile, there are two blue buttons with white text: 'New form' on the left and 'Add existing form' on the right. The tile is surrounded by a blue border, and there are small icons for editing and deleting on the left side of the ribbon.

Microsoft Forms

Create a new form in Microsoft Forms, and then come back to this tab.

New form

[Learn more](#)

Create



# Contoso Travel

Home | Documents | Pages | Site contents | Edit

Following | Share site

+ New

Published 05:01 PM | Edit

## Survey: Feedback on the New Tour

1. What is your overall impression of the new tour?

Very negative      Very positive

2. Would you recommend this tour to others?

Yes  
 No  
 Maybe

3. Arrange the order of these tour items based on your satisfaction.

Cost

- Search
- Home
- Conversations
- Documents
- Notebook
- Pages
- Site contents
- Recycle bin
- Edit

# PT Planning Team

Private group

★ Following Group conversations ↗  
11 members

Save and close Discard changes Your page has been saved Publish

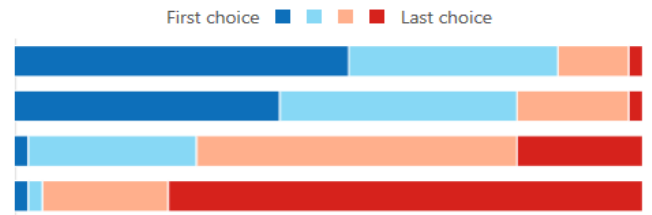
2. Would you recommend this tour to others?

Yes	37
No	9
Maybe	0



3. Arrange the order of these tour items based on your satisfaction.

Rank	Options
1	Hotel
2	Cost
3	Activities
4	Food



Feedback



Search

+ New

Upload

Flow

Sync



Workspaces

Files

Recent

Shared with me

Discover

Recycle bin

Microsoft



MSD PRG Web

Brand Central

Folder

Word document

Excel workbook

PowerPoint presentation

OneNote notebook

Forms for Excel

Link

Modified

Modified By

July 28

Niguel Silva

July 18

Niguel Silva

August 9

Niguel Silva

July 21

Niguel Silva

Microsoft Teams Chat Files

3 days ago

Niguel Silva



Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: General, Currency (\$), Percentage (%), Thousand Separator (comma), Negative (left arrow), Positive (right arrow)

Tables: Conditional Formatting, Forms, Format as Table

Cells: Insert, Delete, Format, Erase

	A	B	E	F	G	H	I	J	K	L	M
1	Start Time	Complete Time	During your visit, di	If you worked with	How likely are you t	When did you visit					
2	9/18/17 10:01:39	9/18/17 10:01:51	Yes, I found everythin	The associate was kno	5	9/4/2017					
3	9/18/17 10:01:55	9/18/17 10:02:15	Yes, I found everythin	N/A: I did not work wi	4	9/5/2017					
4	9/18/17 10:02:19	9/18/17 10:02:35	Yes, I found everythin	The associate was kno	5	9/13/2017					
5	9/18/17 10:02:37	9/18/17 10:02:48	Yes, I found everythin	N/A: I did not work wi	3	9/5/2017					
6	9/18/17 10:02:52	9/18/17 10:03:13	Coundn't find one or t	The associate was fire	4	9/6/2017					
7	9/18/17 10:03:16	9/18/17 10:03:32	Yes, I found everythin	I found it's easy to loc	4	9/7/2017					
8	9/18/17 10:03:36	9/18/17 10:04:03	Yes, I found everythin	The associate was kno	5	9/11/2017					
9	9/18/17 10:04:05	9/18/17 10:04:31	I asked for help but sti	The associate was poli	2	9/10/2017					
10	9/18/17 10:04:35	9/18/17 10:04:57	I asked for help but sti	N/A: I did not work wi	1	9/10/2017					
11	9/18/17 10:03:36	9/18/17 10:04:03	The associate was kno	The associate was fire	4	9/5/2017					
12	9/18/17 10:04:05	9/18/17 10:04:31	The associate was poli	I found it's easy to loc	4	9/6/2017					
13	9/18/17 10:04:35	9/18/17 10:04:57	N/A: I did not work wi	The associate was kno	5	9/7/2017					
14	9/18/17 10:03:36	9/18/17 10:04:03	The associate was kno	The associate was poli	2	9/11/2017					
15	9/18/17 10:04:05	9/18/17 10:04:31	The associate was poli	N/A: I did not work wi	1	9/10/2017					
16	9/18/17 10:04:35	9/18/17 10:04:57	N/A: I did not work wi	N/A: I did not work wi	3	9/10/2017					
17											

+ New ▾ ↑ Upload ▾ □ Flow ▾ ↻ Sync

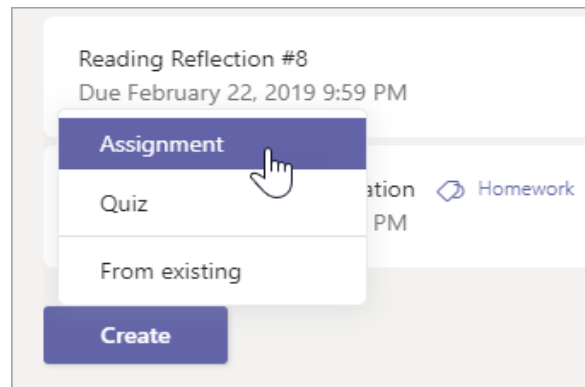
⇩ Sort ▾ ≡ ⓘ

## Files

Name	Modified ↓	Modified By	File Size	Sharing
Attachments	January 4	Kathy Liu		🔒 Only you
Notebooks	October 19, 2016	Kathy Liu		🔒 Only you
apps	May 24, 2016	Kathy Liu		🔒 Only you
Class Dashboard	December 8, 2015	Kathy Liu		🔒 Only you
OfficeForm-9C426E4D-96E2-444B-8690-E950CBD55D91	October 15, 2015	Kathy Liu		🔒 Only you
📄 Volunteers Sign-up Form.xlsx	⋮ A few seconds ago	SharePoint App	11.0 KB	🔒 Only you
📄 event survey.xlsx	Yesterday at 6:53 AM	SharePoint App	10.5 KB	🔒 Only you
📄 Book12.xlsx	July 18	Kathy Liu	7.44 KB	🔒 Only you

## Creating an assignment in Teams

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**.
2. Select **Create>Assignment**.



3. Enter a title for this assignment—this is required.
4. Provide more information for the assignment. The following steps are optional:



**New assignment** Saved: Jun 1, 1:49 PM Discard Save Assign

Title (required)  
 Reading Journal  
[Add category](#)

Instructions  
 Enter instructions  
[Add resources](#)

Points  
 No points  
[Add rubric](#)

Assign to  
 Ecology 9A 📄 All students 👤  
 Don't assign to students added to this class in the future. [Edit](#)

Date due 📅 Time due 🕒  
 Tue, Jun 2, 2020 11:59 PM

Assignment will post immediately with late turn-ins allowed. [Edit](#)

- Choose multiple classes **or** individual students in one class to assign to.
- Decide if students who join this class in the future should receive this assignment. By default, only students who are in your class now will receive it.
- To do this, select **Edit** next to **Don't assign students added to this class in the future**. Make your selection, and then select **Done**.

The screenshot shows a configuration window for an assignment. It has two main sections: 'Assign to' and 'Date due'. In the 'Assign to' section, there is a text input field containing 'Biology' and a copy icon to its right. Below this is a note: 'Don't assign to students added to this class in the future. Edit', with a hand cursor pointing to the 'Edit' link. The 'Date due' section has a text input field containing 'Wed, Apr 22, 2020' and a calendar icon to its right. Below this is another note: 'Assignment will post immediately with late turn-ins allowed. Edit', with a hand cursor pointing to the 'Edit' link.

**Note:** If you choose a close date, any student who joins will receive this assignment until the close date.

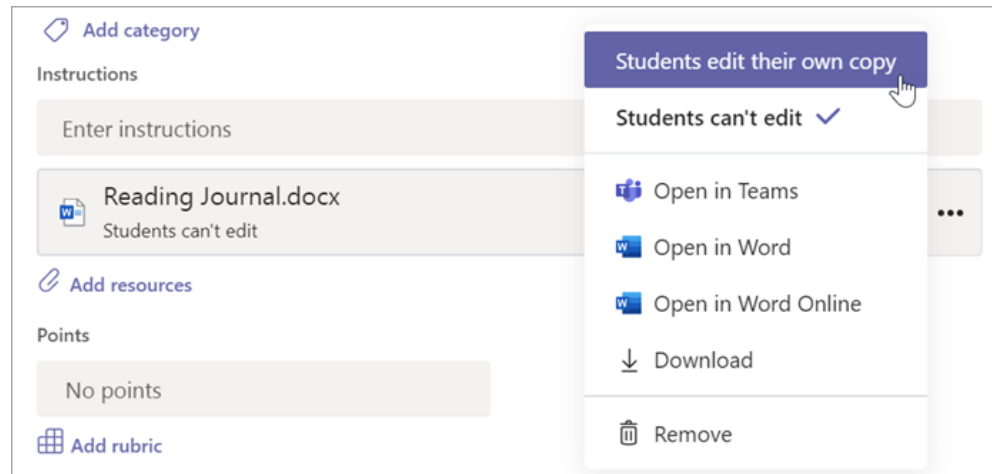
Add additional instructions .

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** More options button > **Students edit their own copy** if you'd like each student to edit their own document and turn it in for a grade.



### Notes:

- If you're assigning a Class Notebook page, check to see what [version of OneNote](#) your students are using to ensure that their assignment pages will lock after the assignment due date passes.
- If you have older documents with the file extension .doc, .xls, or .ppt, students won't be able to edit them. You can either attach them as read-only reference material or create a new file in Teams. Copy in the old content and save. Your new file will have the updated .docx, .xlsx, and .pptx file extension. All new files you create in Teams or other Office 365 apps will have the correct extension.
- 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.

**Edit assignment timeline** ✕

**Schedule to assign in the future**

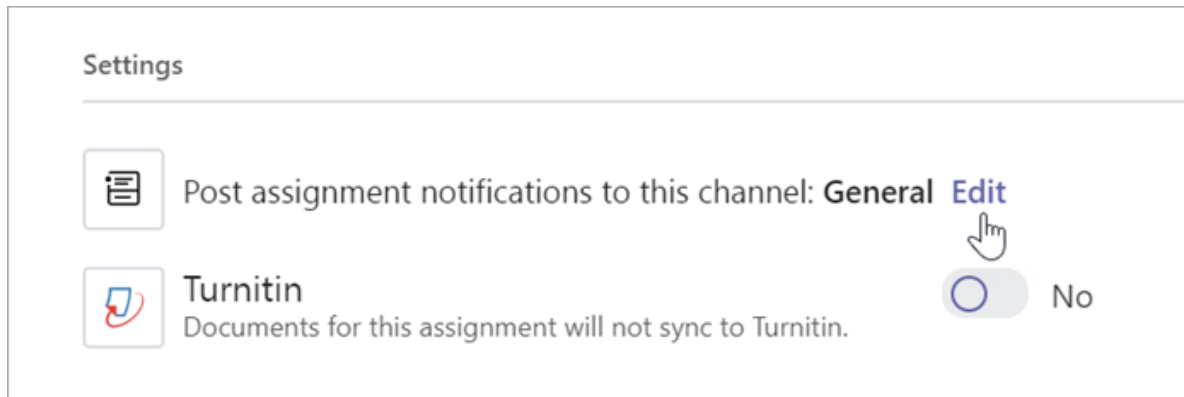
Post date Fri, Sep 6, 2019 <span style="float: right;">📅</span>	Post time 9:00 AM <span style="float: right;">🕒</span>
<b>Due date</b>	
Due date Tue, Sep 10, 2019 <span style="float: right;">📅</span>	Due time 11:59 PM <span style="float: right;">🕒</span>
<input checked="" type="checkbox"/> <b>Close date</b>	
Close date Tue, Sep 10, 2019 <span style="float: right;">📅</span>	Close time 11:59 PM <span style="float: right;">🕒</span>

Assignment will post on Friday, September 6 at 9:00 AM and is due on Tuesday, September 10 at 11:59 PM. Late turn-ins not allowed.

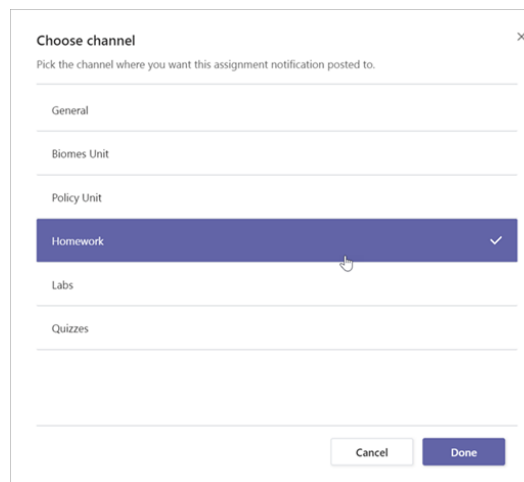
Cancel
Done

- 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.
- Sync assignment to [Turnitin](#).
- Choose the channel where you'd like notifications for this assignment to post. This allows you to keep student work and discussion organized by unit, topic, or subject.

To choose a channel to post in, select **Edit** next to **Post assignment notifications to this channel**. Assignments will default to posting in the General channel for new assignments.



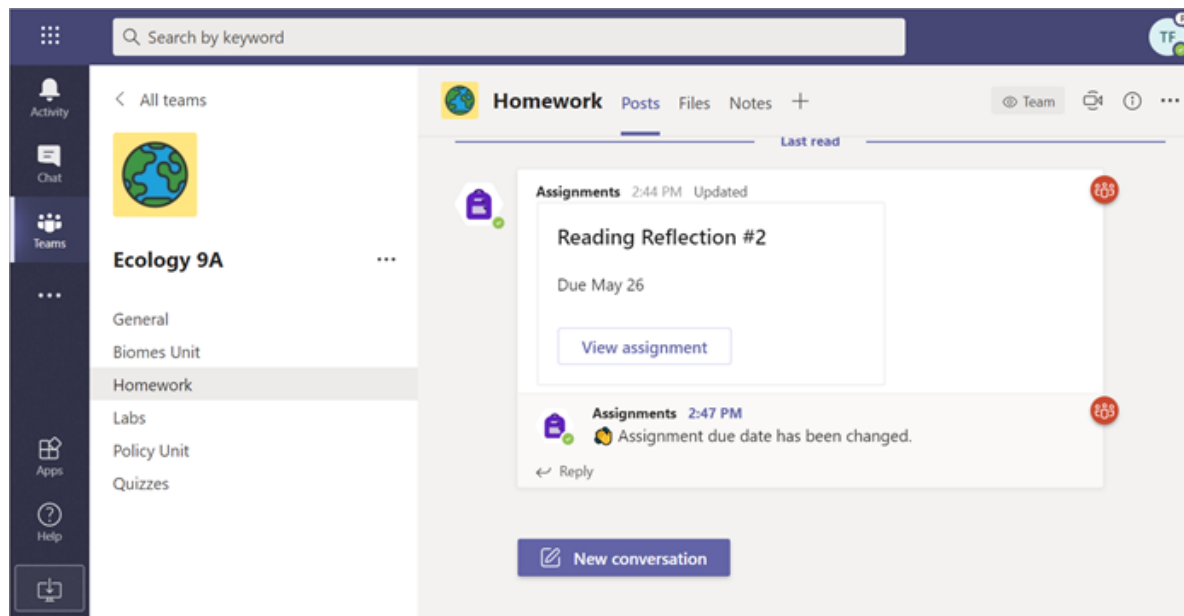
Choose the channel you'd like this assignment notification to post in, then **Done**.



## Notes:

- Assignments will post to channels that are visible to all students. Private channels will not appear during this step.
- Assignments to multiple classes or individual students can only post to the General channel.

5. Select **Assign**. Your students will be notified of the new assignment on the day you specified and the notification linking to this assignment will post in the channel you selected.



Demo

# Security in Microsoft Teams



Teams enforces team-wide and organization-wide two-factor authentication, single sign-on through Active Directory, and encryption of data in transit and at rest.

Files are stored in SharePoint and are backed by SharePoint encryption.

Notes are stored in OneNote and are backed by OneNote encryption. The OneNote data is stored in the team SharePoint site. The Wiki tab can also be used for note taking and its content is also stored within the team SharePoint site.

How to create deadline tasks to assign to your students or colleagues

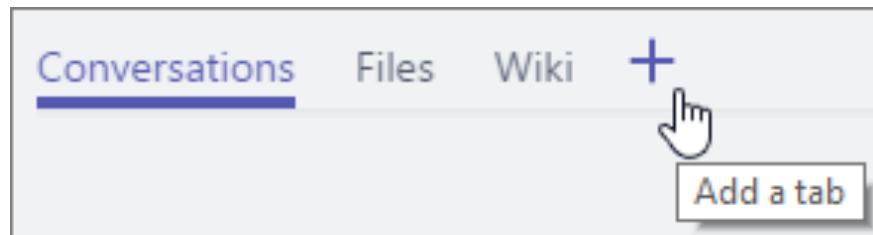
# Use Planner in Microsoft Teams

If you're using Microsoft Teams, you can organize your tasks by adding one or more Planner tabs to a team channel. You can then work on your plan from within Teams or in Planner for web, remove or delete your plan, and get notified in Teams when a task is assigned to you in Planner.

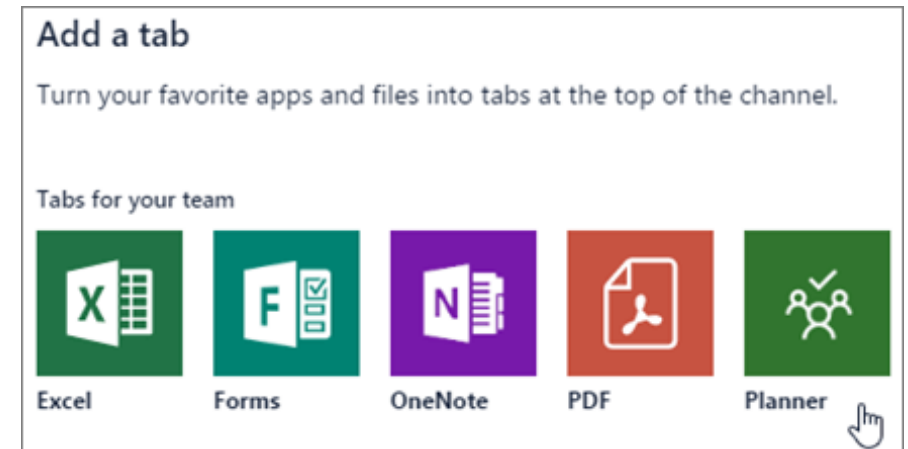
Add a Planner tab to a team channel

**Note:** You can't add a Planner tab to a private channel in Teams.

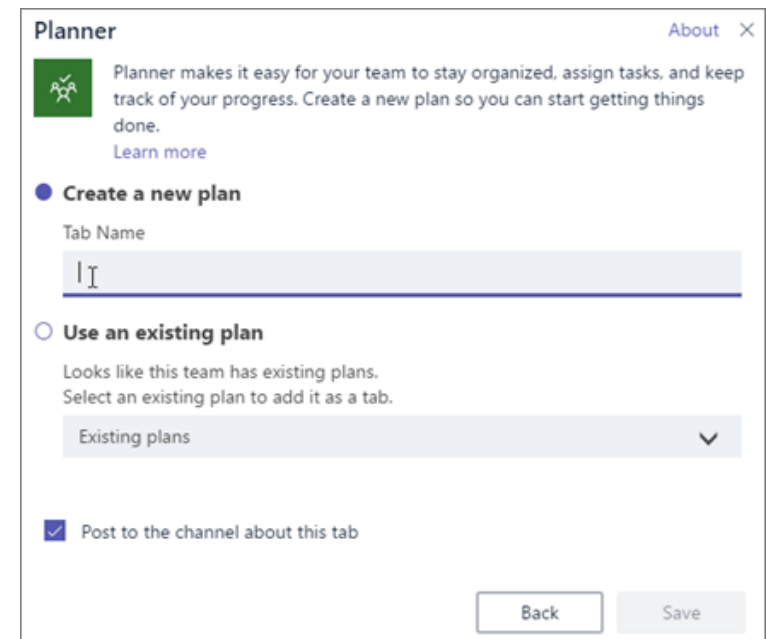
1. In your team channel, select **Add a tab +**.



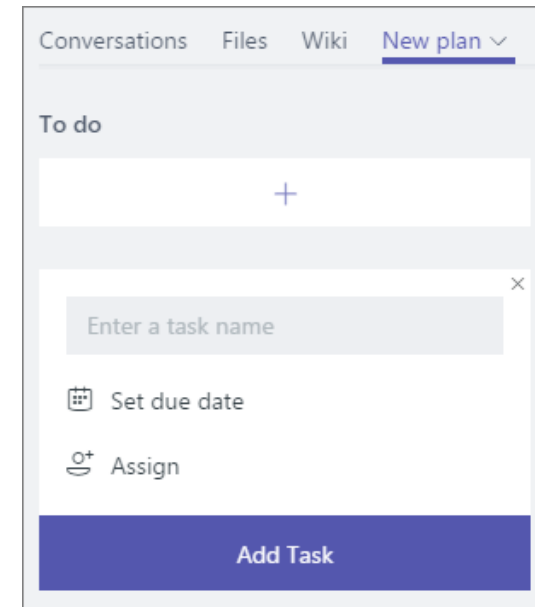
2. In the Add a tab dialog box, choose Planner.  
Screenshot of Add a tab dialog box in Teams



3. In the **Planner** dialog box, choose:
- **Create a new plan** to make a new Planner plan and add it as a tab to this channel.
  - **Use an existing plan** to choose an existing Planner plan to add to a tab in this channel.



4. Choose whether to post to the channel about the tab, and then select **Save**. The tab will be added alongside your other team channel tabs, and you'll be able to start adding tasks to your board.



5. Repeat this procedure to add as many plans as you want for your channel.

Demo

## Agenda

Introduction to Microsoft Teams

How can you, as a teacher, collaborate with your colleagues and administrative staff

How to interact with students and how to group them in classes

How to take exams and tests in Microsoft Teams, using Microsoft Forms.

Security in Microsoft Teams

How to keep students' interest high for communication and collaboration in Microsoft Teams

How to ensure distance learning

How to stay permanently connected with your colleagues, students and university collaborators, even external ones.

How to create deadline tasks to assign to your students or colleagues.

Q&A





GO GLOBAL



GO GLOUD



GO INNOVATIVE

Digital Transformation and Cybersecurity Solution Service Provider