# Using Teams to Set Work

Teams Overview

Teachers can use Teams to set work and provide resources to students in structured folders to mirror the week number or lesson name. Any type of document can be uploaded, questions and tasks can be set and work can be handed. It's also possible for teachers to provide feedback and return the work to a student to amend. All the student needs is a device with internet access.

How to create your Team

To create a team, log in at www.office.com, click the Teams tile and choose 'Create Team' in the top right.
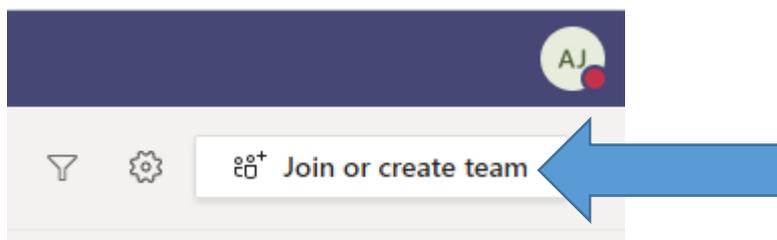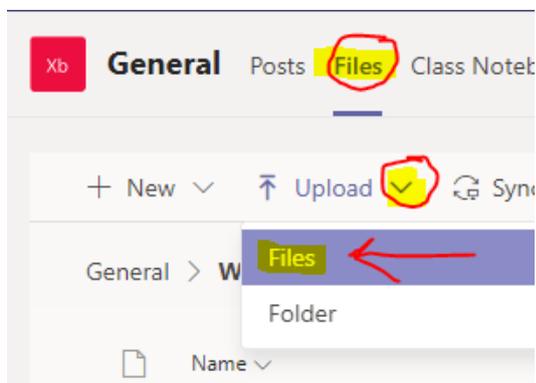

To help keep track of different Teams and avoid conflicting names, name your Team after the class. To add your students, click the Menu button and select 'Add Member'.
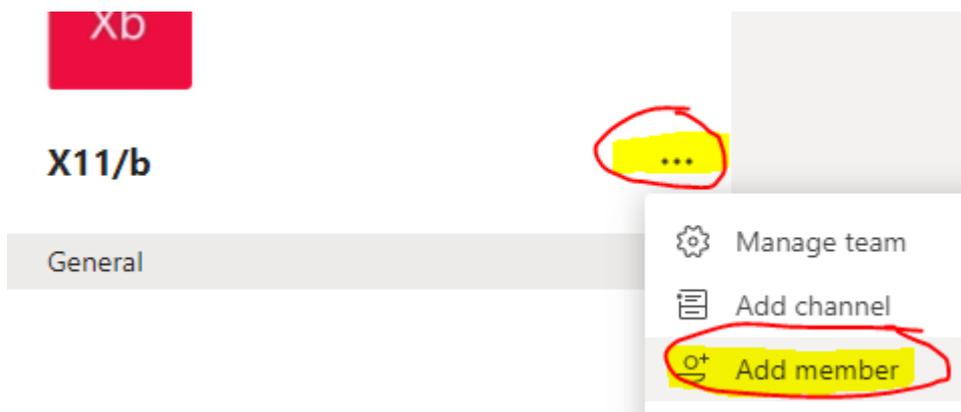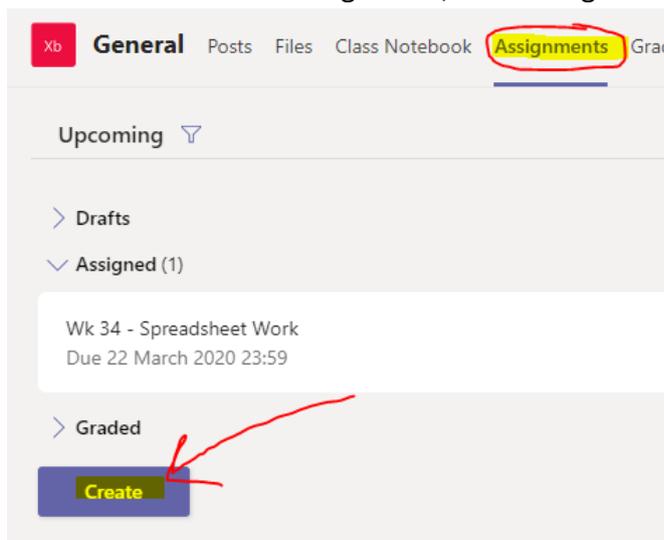

Add folders to the team by clicking the 'Files' in the top bar and choosing 'New' → 'Folder'
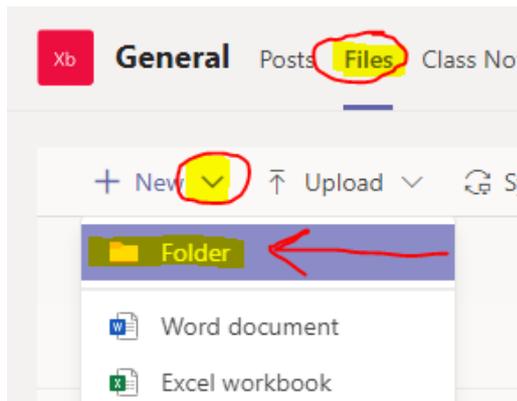
When you're ready to add files, click in the folder you want the files to appear in and choose 'Upload' → 'Files'

In Teams, an assignment is a piece of work that needs to be completed and handed in by the student. To create an assignment, click 'Assignments' on the top menu and 'Create'.

Give the assignment a name and provide instructions. You can attach a template, or a blank file so the student knows what program to do the work in. If you provide a blank .docx word

file, the student will know to submit the work in this format. You can do this by clicking 'Add Resources'. You can also choose specific students to assign it to and set a due date.

New assignment

Title

Wk 35 - Tables

🏷 Add category

Instructions

Create a table and show the results.

📎 Add resources ⬅

Points

No points

⊞ Add rubric

Assign to

All students   👤⁺

Date due   Time due

Sun, 5 Apr 2020   📅   23:59

Assignment will be posted immediately with late hand-ins allowed. Edit

As students hand in work, you can view it by clicking on the assignment.

∨ Assigned (1)

Wk 34 - Spreadsheet Work   1/2 handed in
Due 22 March 2020 23:59

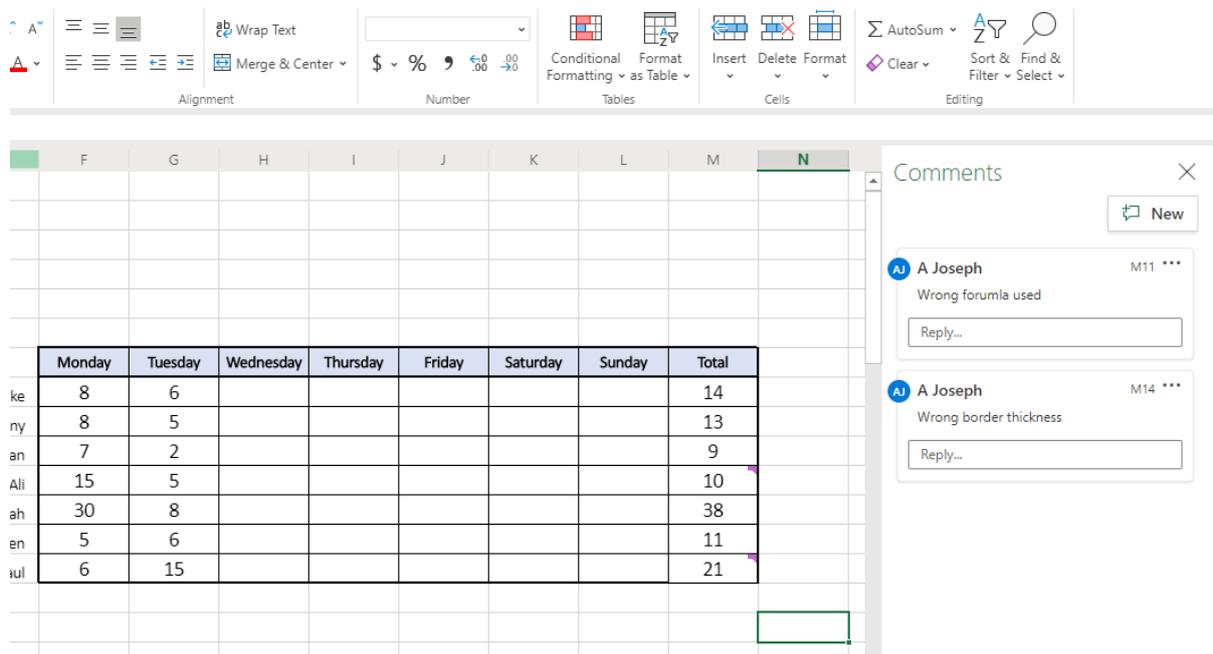## Wk 34 - Spreadsheet Work
Due 22 March 2020 23:59

To grade (2)   Graded (0)   Search students 🔍

| ☐	Name ▾	Status ▾	Feedback
☐ 🔴	19	⊘ Not handed in	⊞
☐ YT	Test, Year 11	✓ Handed in	⊞

The document will open in teams. You can choose to edit the file directly, or provide comments. To comment, click the part of the document you want the comment icon to appear then choose 'Comments' → 'New' in the menu.

Convert SMART Notebook to PowerPoint

SMART Notebook presentations can easily be converted to PowerPoint and uploaded to Teams.

To do this, open the SMART notebook file and click 'File' → 'Export As' and choose PowerPoint.
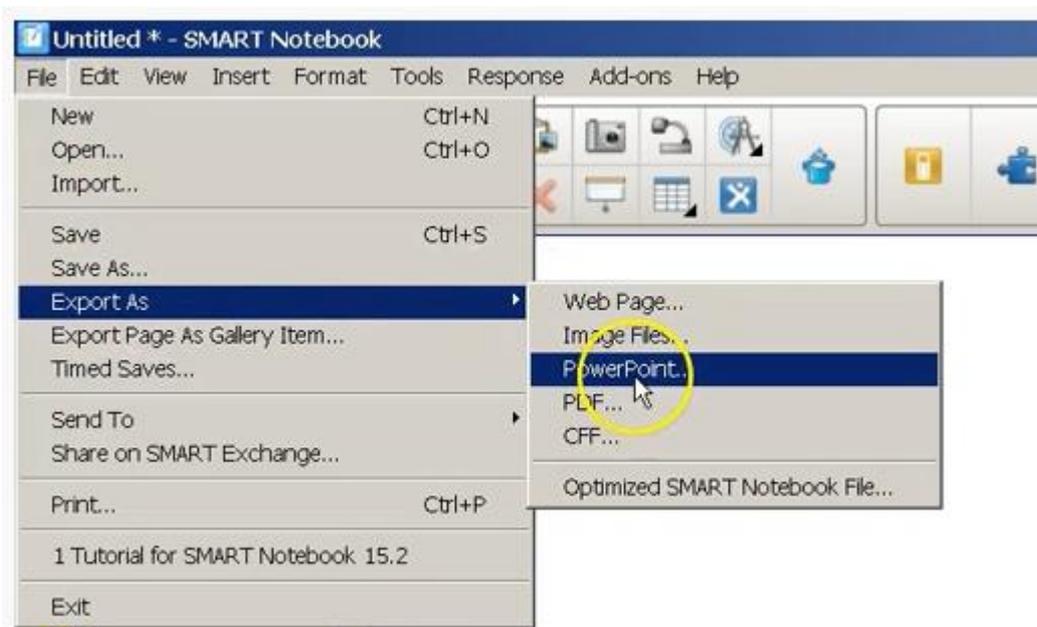
Narrating a PowerPoints Presentation

PowerPoint lets you record your screen and record your voice so you can deliver a presentation and post it as a video. Click the 'Screen Recording' button at the end of the 'Inset' tab when in PowerPoint.

Note: The powerpoint presentation must be saved as the latest version for screen recording. To do this, click 'File' → 'Save As'. In the dropdown box, choose the top option (.pptx)
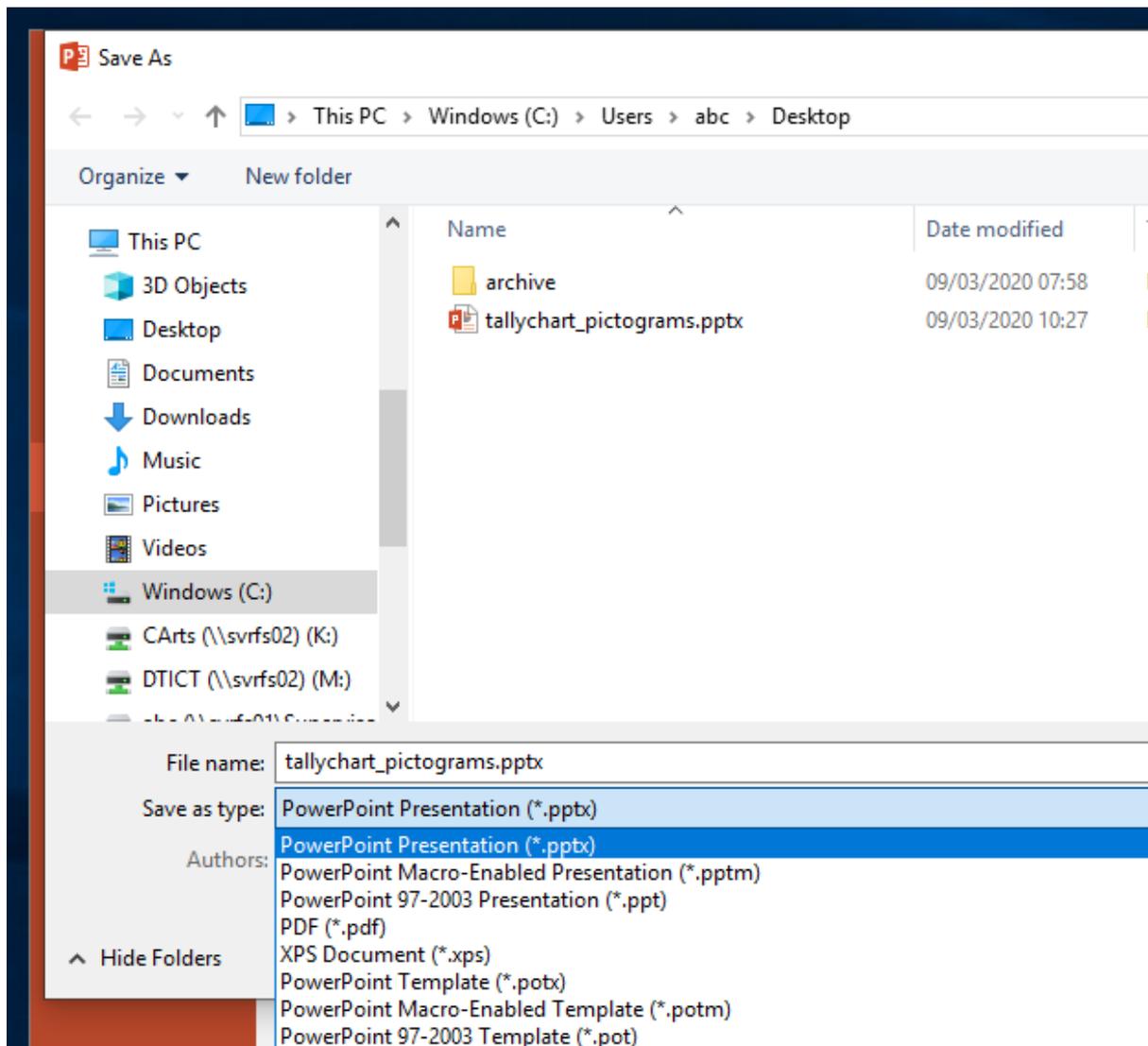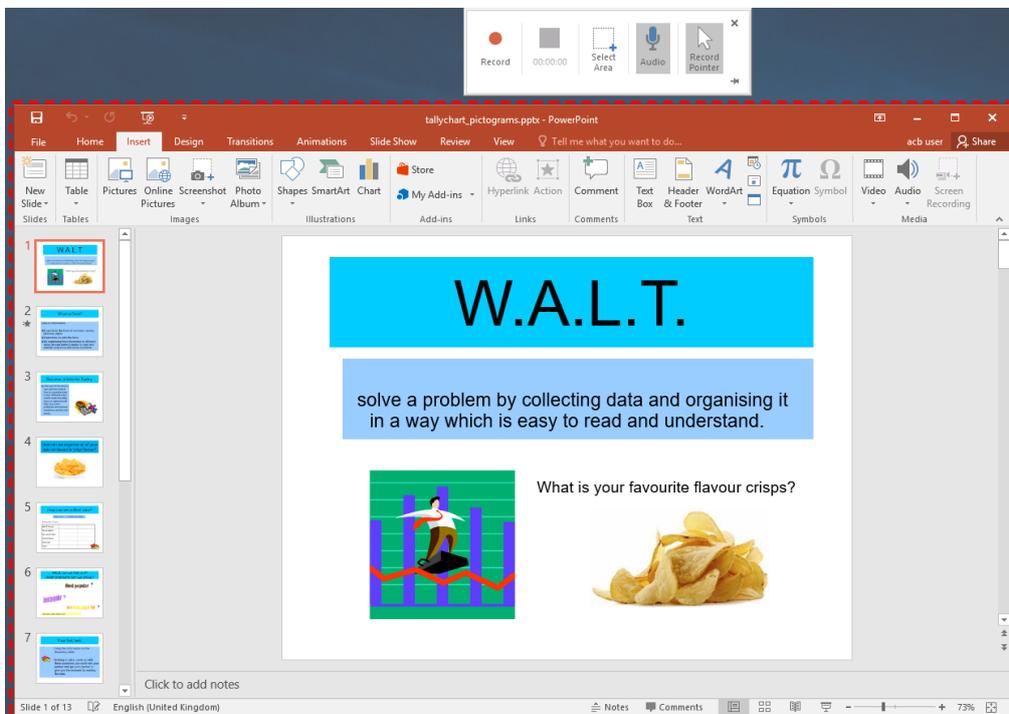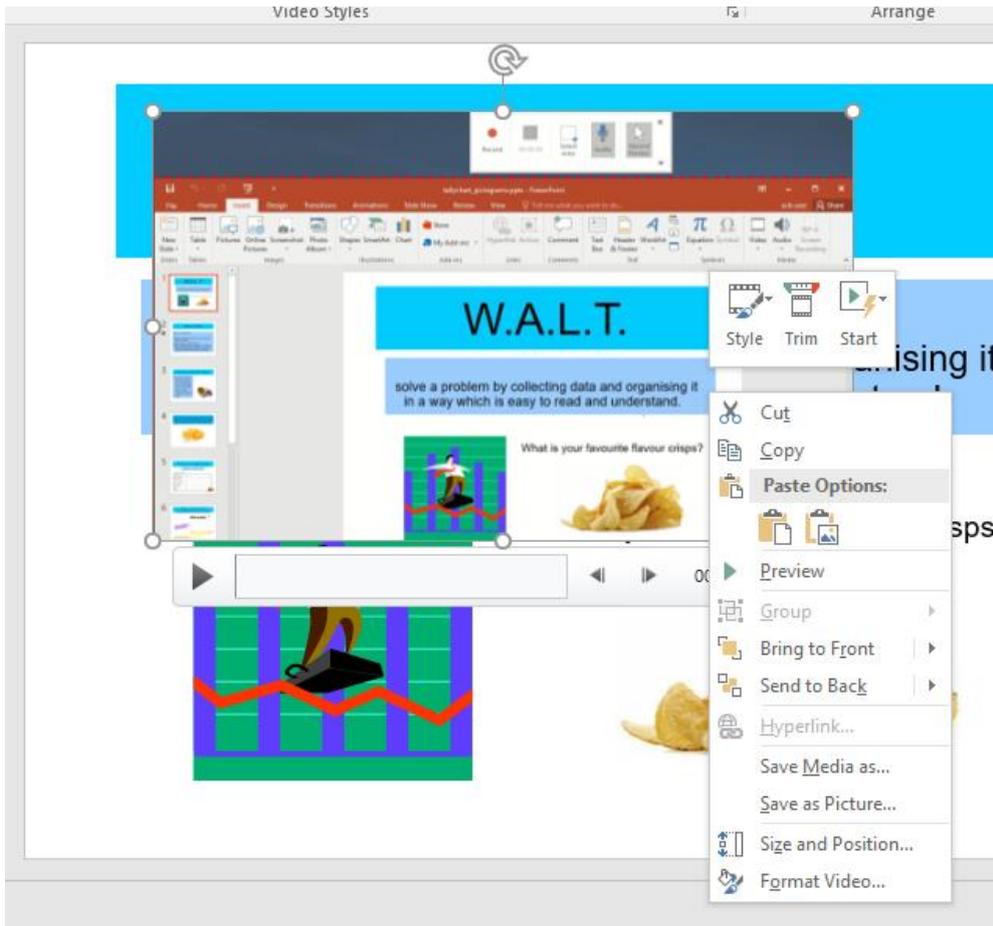
When you click stop, the video is imported into the PowerPoint presentation. You can right click the video and select 'Save Media As' to export it as an MP4 video file. You can then upload this directly to teams.
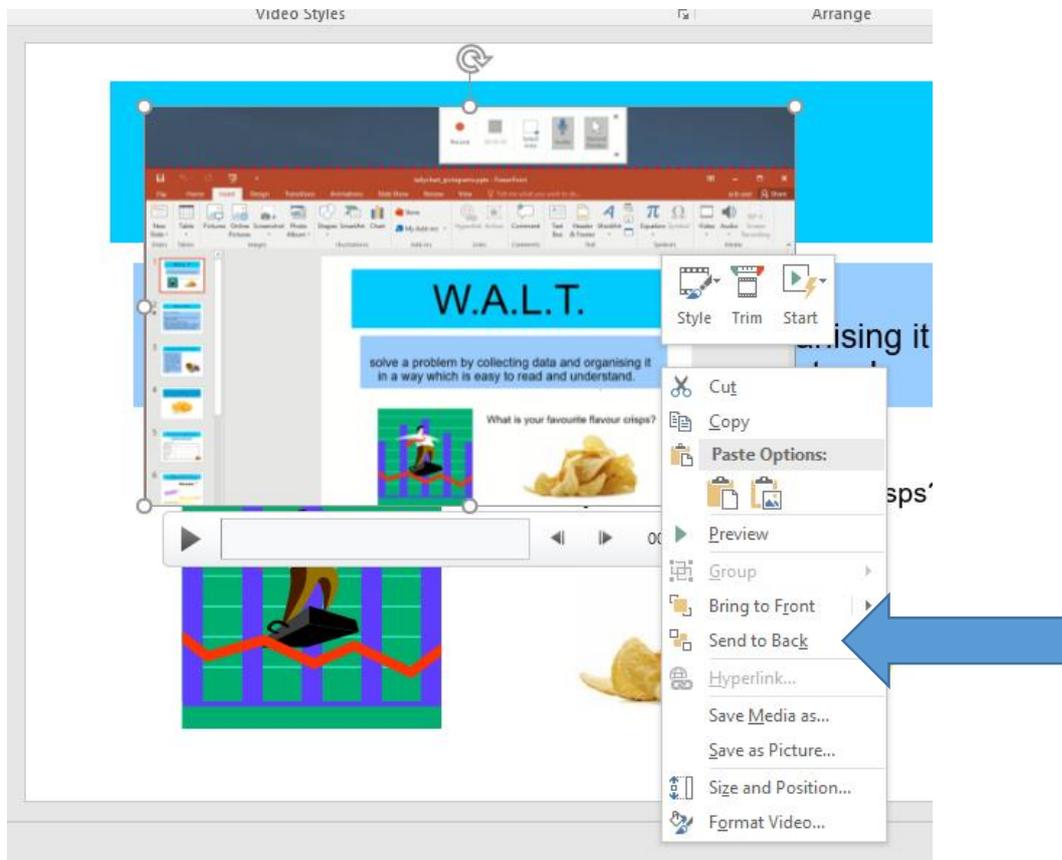
If you have any questions or require further assistance, log a ticket in Every.