Microsoft

A QUICK GUIDE TO

AI IN TEAMS

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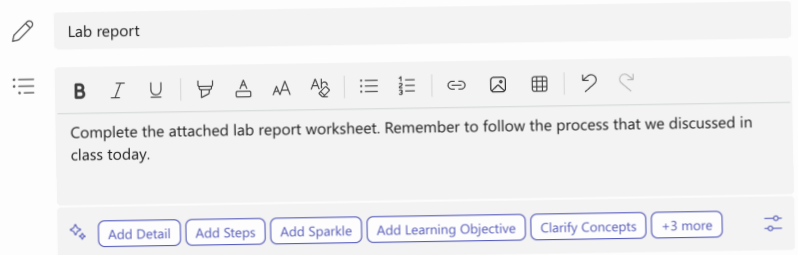
WHAT AI TECHNOLOGY IS IN MICROSOFT TEAMS?

Microsoft Teams for Education has a suite of tools and resources that enable educators and students to leverage the power of artificial intelligence in teaching and learning. With Microsoft Teams for Education all educators can use AI tools at no cost to create personalized and interactive learning experiences, enhance curriculum and assessment design, and empower students with future skills.

ASSIGNMENT INSTRUCTIONS

'AI instructions' are designed to offer options to add more details, increase inclusivity, and engage young readers.
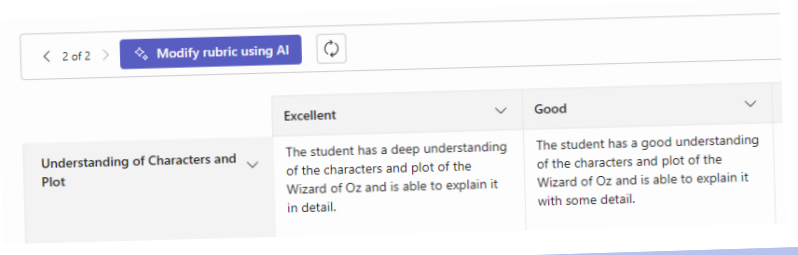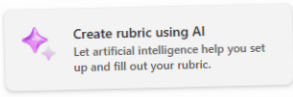
1. Class team > Assignments > Create.
2. Enter a title for your assignment.
3. Begin typing instructions for the assignment. After you type ten characters, AI assisted suggested content will appear along the bottom.
4. Clicking these will add detail to your instructions that you can then adjust as necessary.

RUBRIC CREATION

Incorporate the grading rubric creation feature when developing assignments in Microsoft Teams.
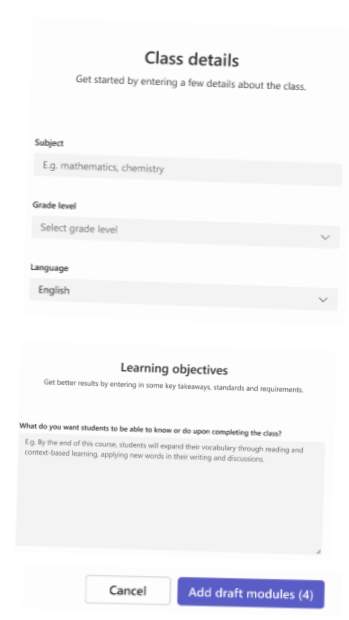
1. Create an Assignment.
2. Select Add rubric
3. Choose Create AI Rubric button.
4. Enter a title and a description.
5. Select a grade level, rubric scale, and enter criteria for what the rubric will evaluate.
6. Choose the Create rubric using AI button in the bottom right corner.

Create rubric using AI — Let artificial intelligence help you set up and fill out your rubric.

READING PASSAGES

When creating a Reading Progress assignment, select 'generate reading passage'

Use prompts and AI technology to create a custom passage that allows you to personalize it based on the needs of your class and individual students.
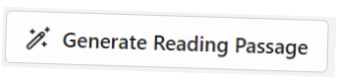
CLASSWORK MODULES

With the new Classwork Module generation feature, educators can generate modules and descriptions for their class based on the subject, grade level and learning objectives.
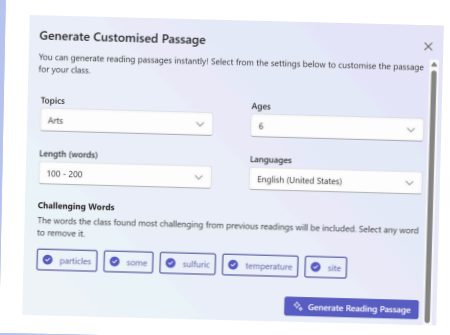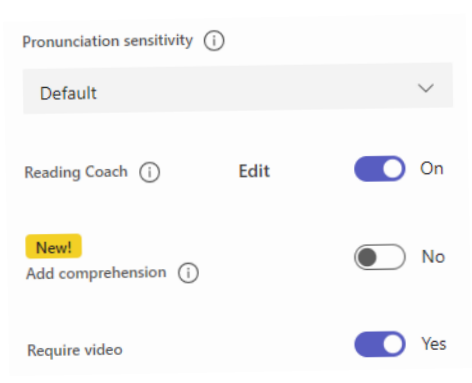
1. Class Team > **Classwork** > Add Module > New Module > **Create module button.**

2. Write down your **learning objectives** for the course

3. Choose **Draft modules**. The AI will take a moment to generate modules based on: subject, grade level, learning outcomes and default settings.

4. You will have the option to adjust the module.

COMPREHENSION QUESTIONS

Reading Progress can now create AI-generated comprehension questions for reading passages to help create personalized reading assignments for their students.

Turn this on in reading progress settings.

CO-PILOT

EXPLORE MORE AI TOOLS THAT ARE EMPOWERING EDUCATORS

READING COACH WITH AI STORIES