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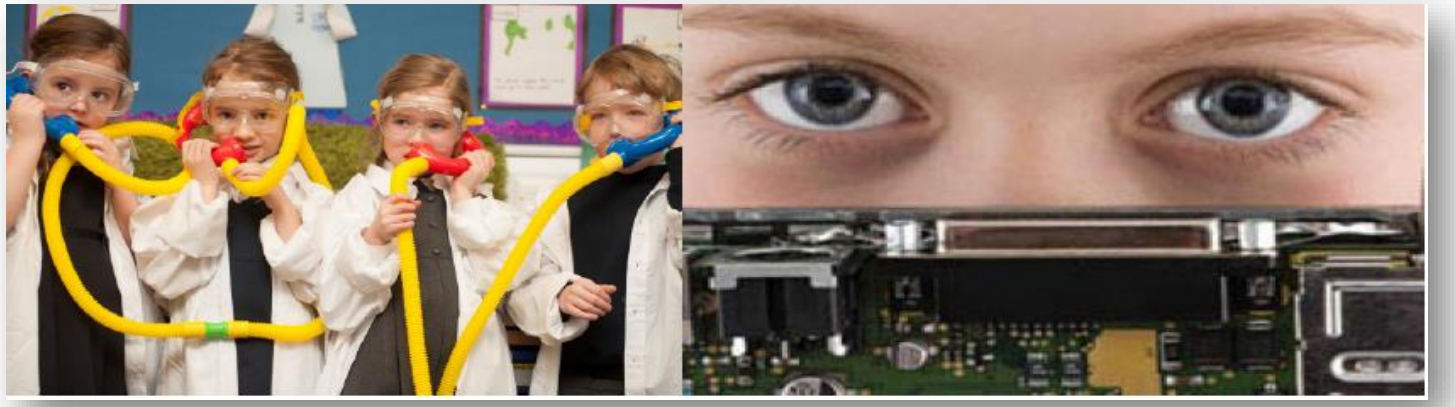
Using Microsoft Teams and Class OneNote within Glow

Jenni Mackay
Digital Learning and Teaching, Education Scotland



This session will cover:

- **Teams**
  - Set up and personalisation
  - Tabs and channels
  - Assignments inc. rubrics
  - Insights
- **Class OneNote**
  - Set up and sharing
  - Core tools
  - Adding content and distributing pages
- **Next Steps, Help and Support**

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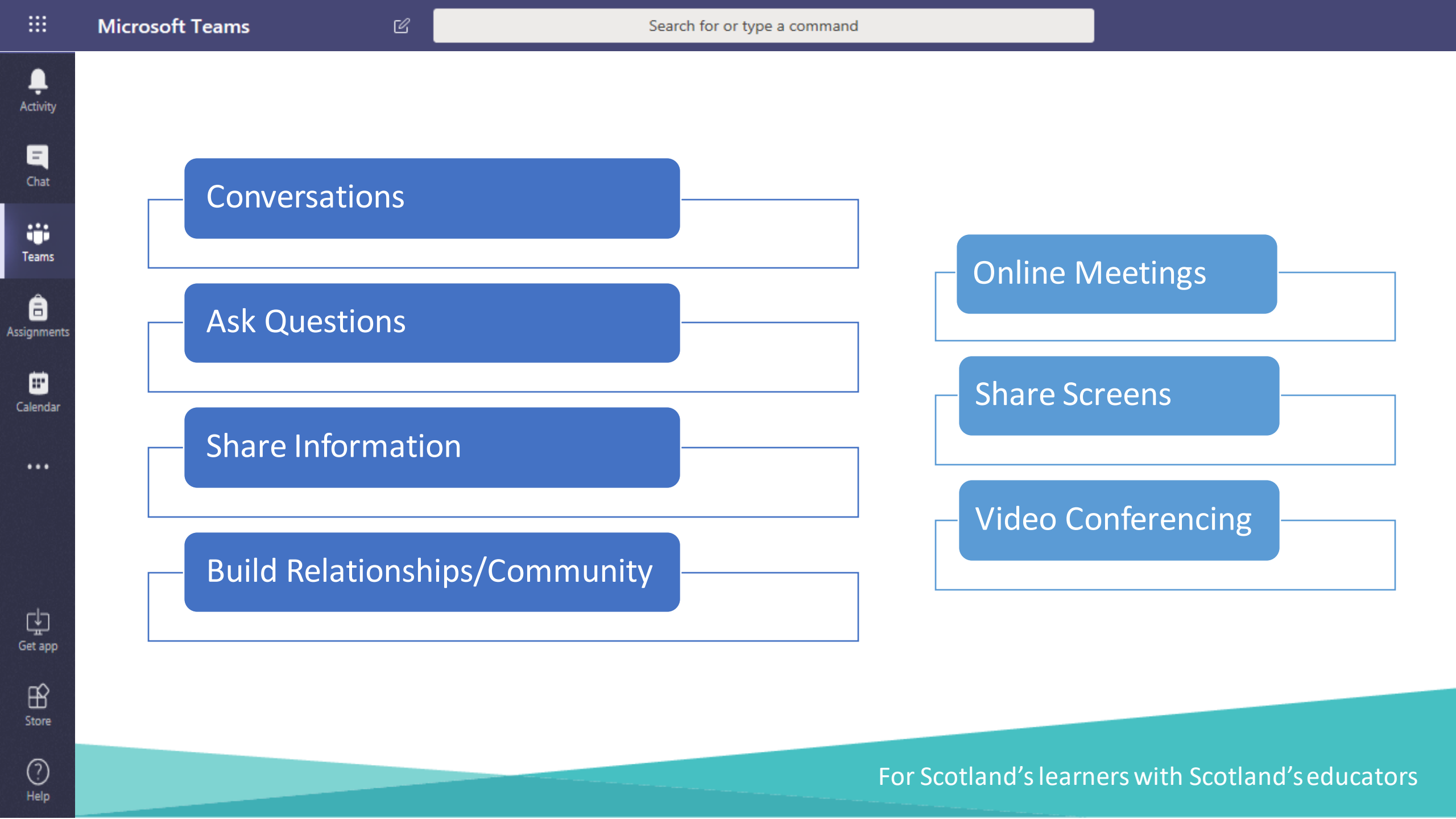
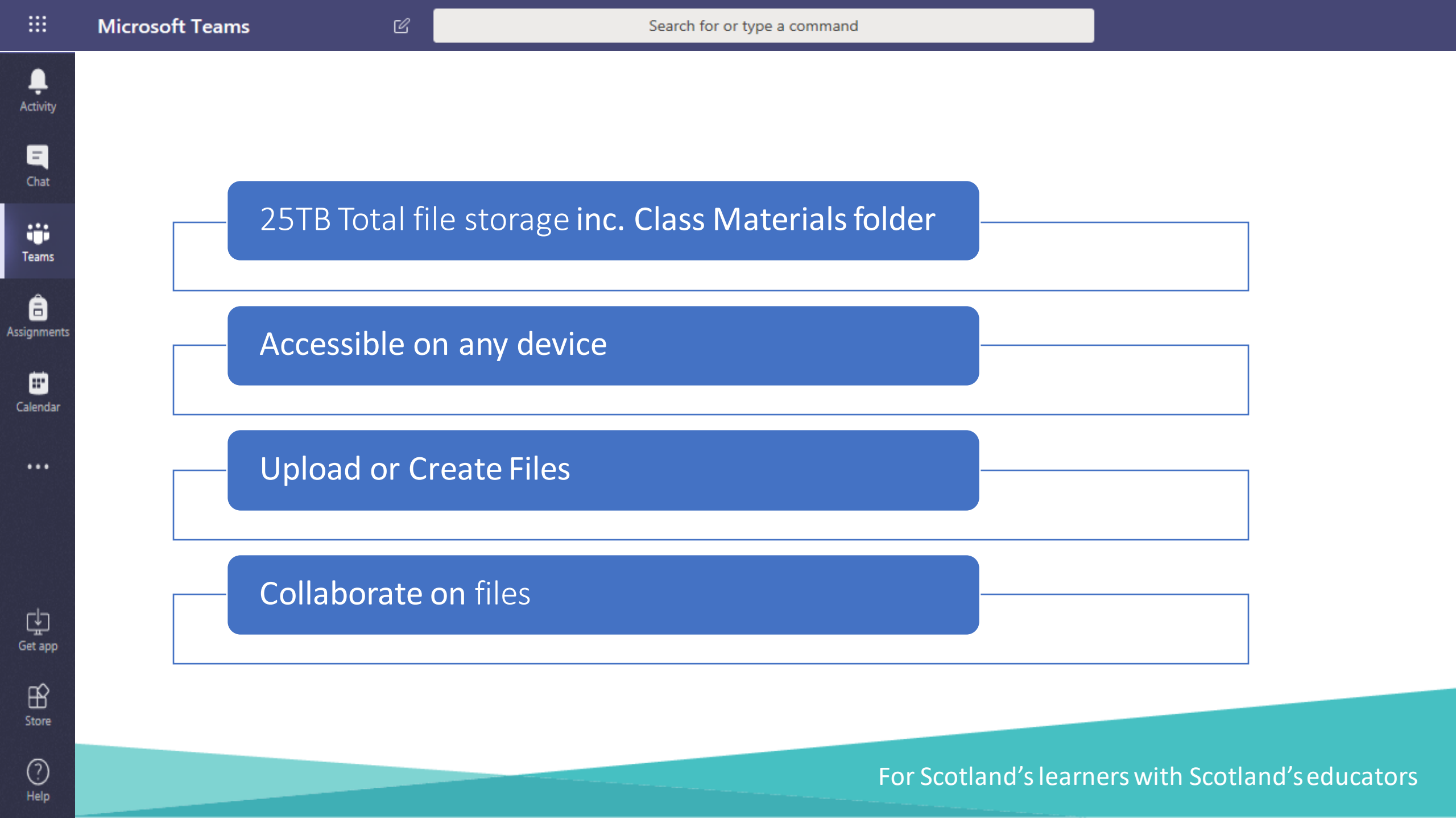
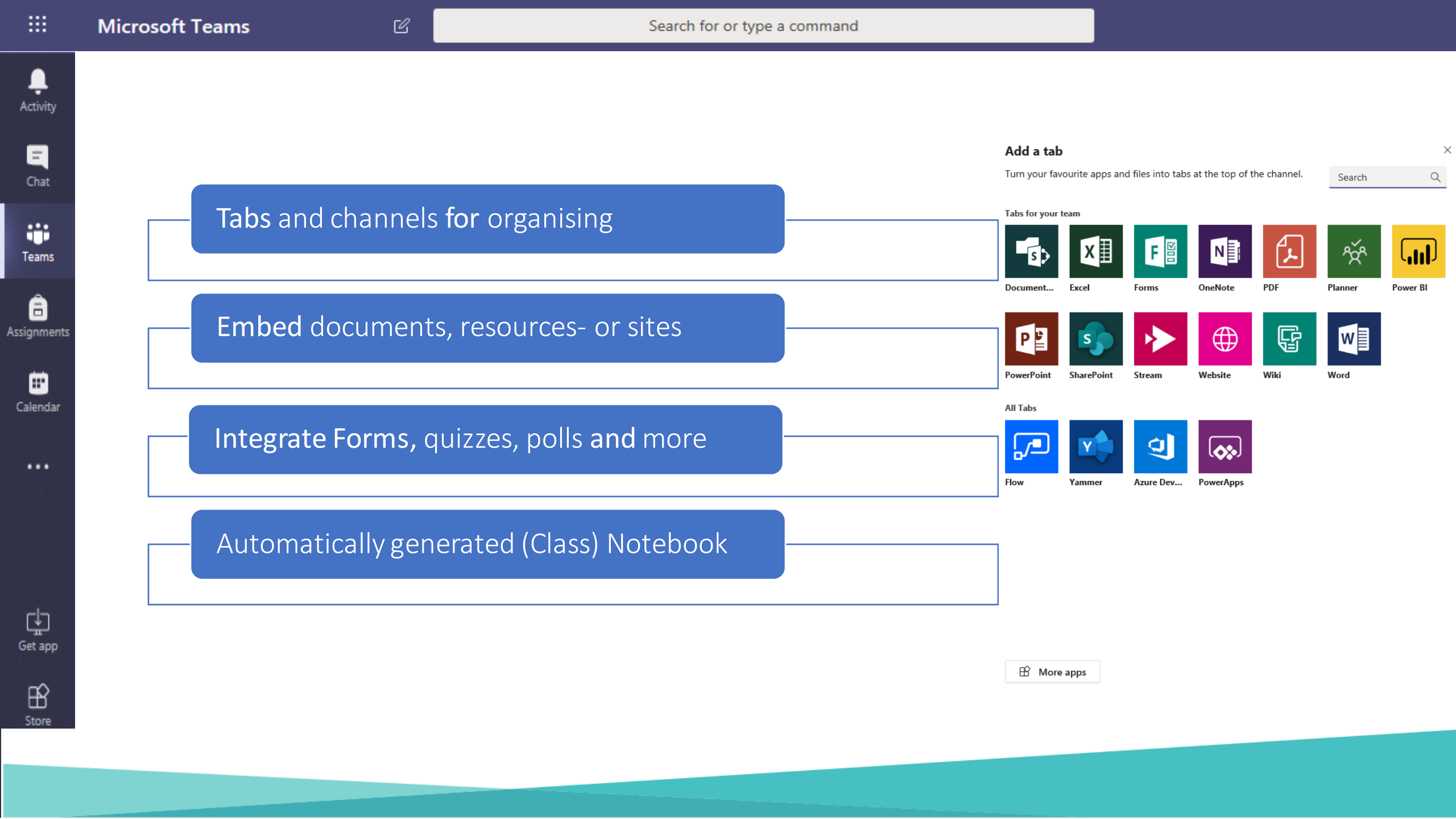

Microsoft Teams
Search for or type a command
Activity
Chat
Teams
Assignments
Calendar
Get app
Store
Help
Conversations
Ask Questions
Share Information
Build Relationships/Community
Online Meetings
Share Screens
Video Conferencing
For Scotland's learners with Scotland's educators


Microsoft Teams
Search for or type a command
Activity
Chat
Teams
Assignments
Calendar
Get app
Store
Help
25TB Total file storage inc. Class Materials folder
Accessible on any device
Upload or Create Files
Collaborate on files
For Scotland's learners with Scotland's educators


Microsoft Teams
Search for or type a command
Activity
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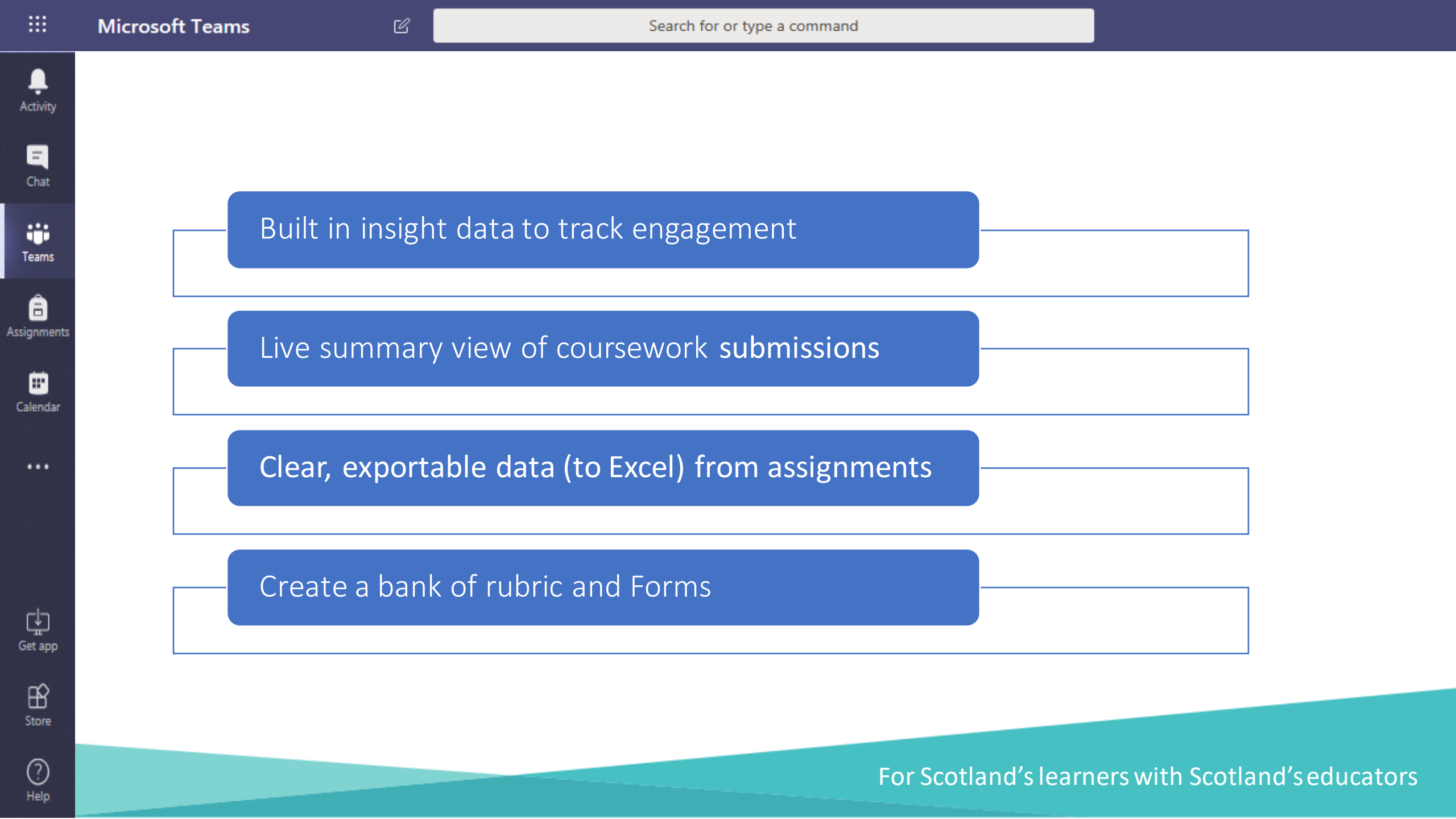
Get app
Store
Tabs and channels for organising
Embed documents, resources- or sites
Integrate Forms, quizzes, polls and more
Automatically generated (Class) Notebook
Add a tab
Turn your favourite apps and files into tabs at the top of the channel.
Search
Tabs for your team
Document...
Excel
Forms
OneNote
PDF
Planner
Power BI
PowerPoint
SharePoint
Stream
Website
Wiki
Word
All Tabs
Flow
Yammer
Azure Dev...
PowerApps
More apps


Microsoft Teams
Search for or type a command
Activity
Chat
Teams
Assignments
Calendar
Get app
Store
Help
Built in insight data to track engagement
Live summary view of coursework submissions
Clear, exportable data (to Excel) from assignments
Create a bank of rubric and Forms
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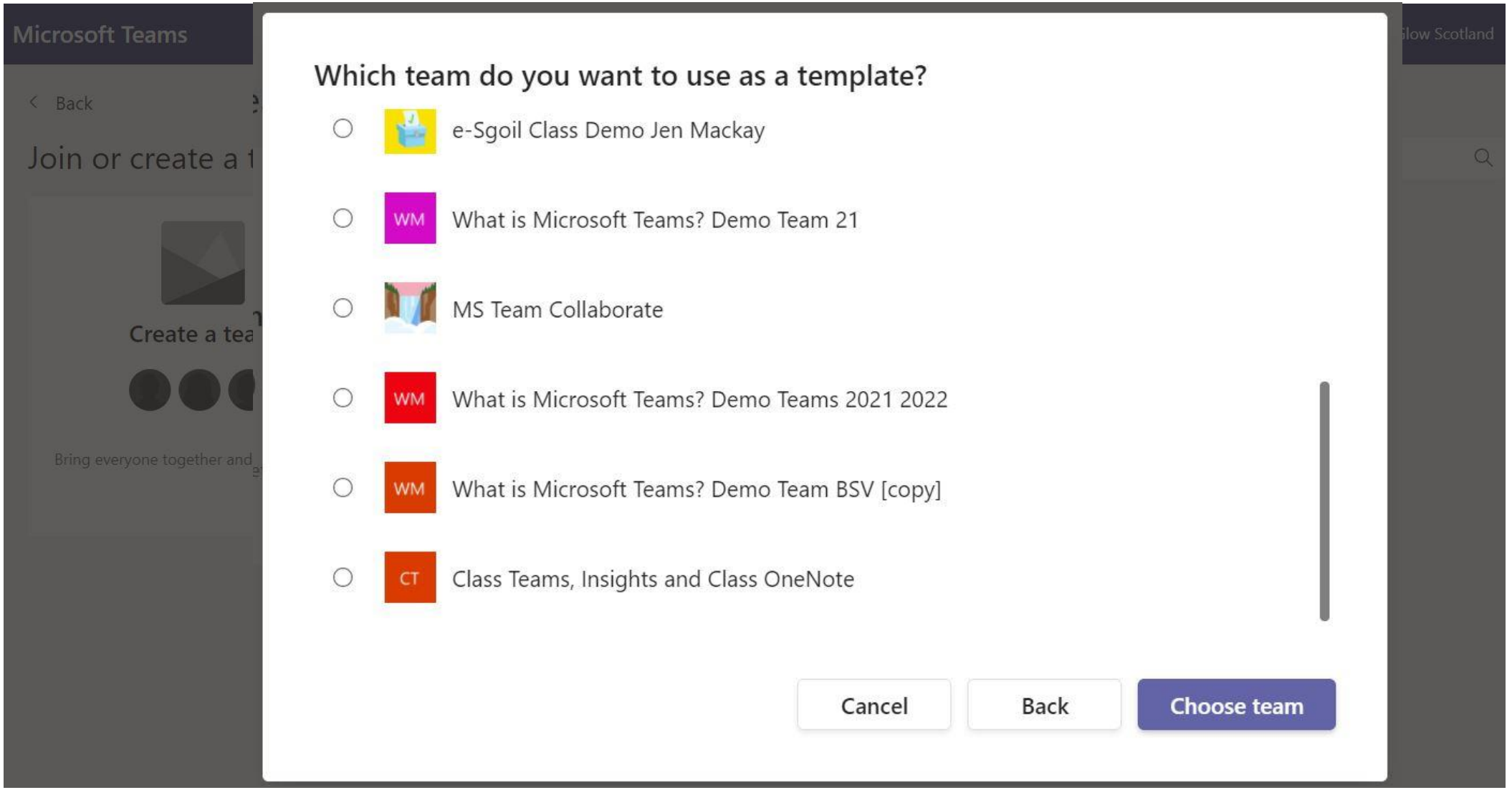
Microsoft Teams
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Join or create a t
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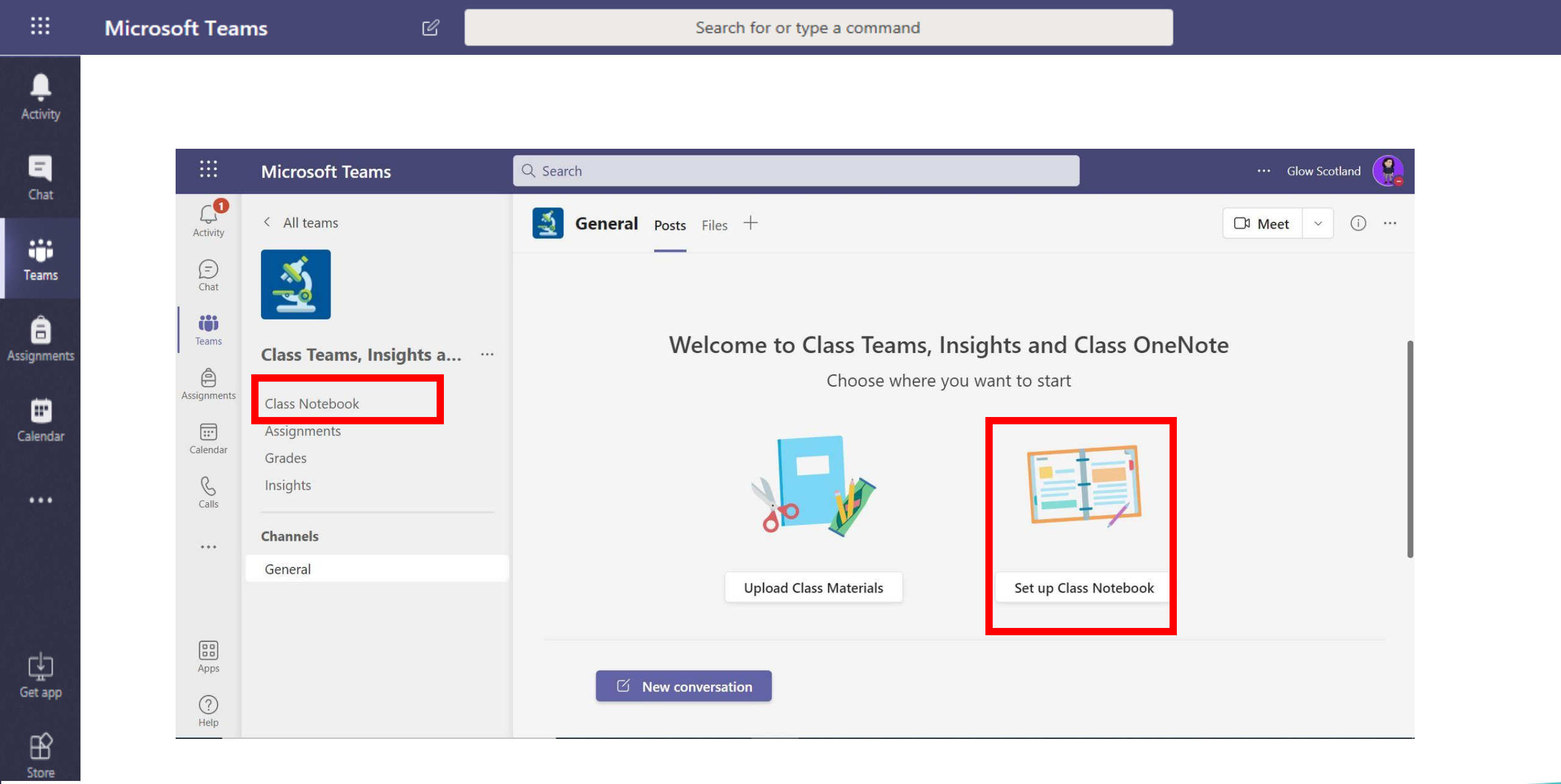
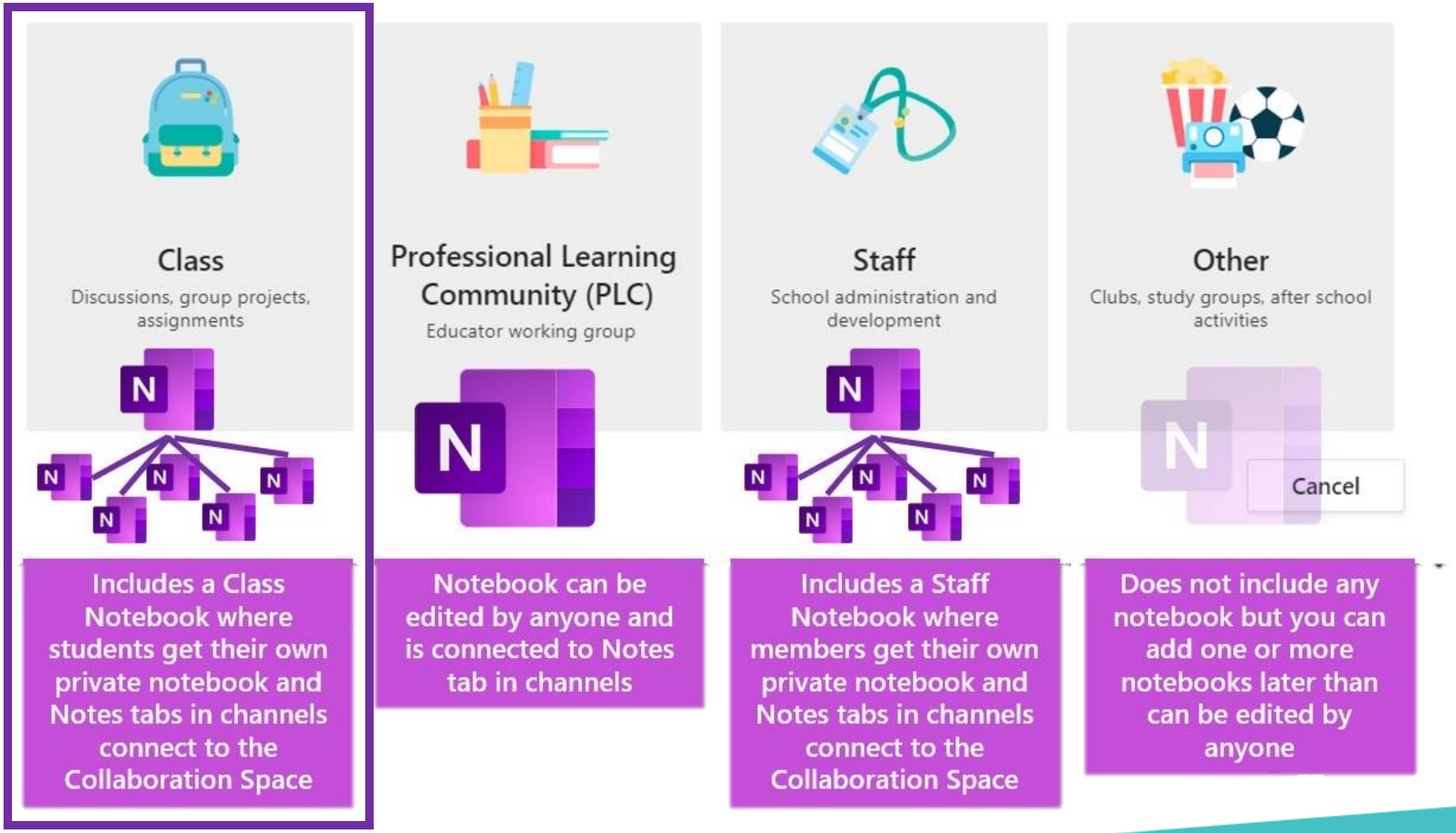
Which team do you want to use as a template?
e-Sgoil Class Demo Jen Mackay
WM
What is Microsoft Teams? Demo Team 21
MS Team Collaborate
WM
What is Microsoft Teams? Demo Teams 2021 2022
WM
What is Microsoft Teams? Demo Team BSV [copy]
CT
Class Teams, Insights and Class OneNote
Cancel
Back
Choose team


Microsoft Teams
Search for or type a command
Activity
Chat
Teams
Assignments
Calendar
Get app
Store
Microsoft Teams
Search
Glow Scotland
All teams
Class Teams, Insights a...
Class Notebook
Assignments
Grades
Insights
Channels
General
General
Posts
Files
Meet
Welcome to Class Teams, Insights and Class OneNote
Choose where you want to start
Upload Class Materials
Set up Class Notebook
New conversation

Each team comes with a different OneNote so you can opt for the one which best suits your needs.



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- Online jotter/folder with tabs
- Available online and offline
- **Integrate Forms,** quizzes, polls **and** more
- Unlimited page spaces and Notebook size

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- Digital inking for instant feedback or annotating content
- Text to speech and dictate tools
- Integrated support and guidance
- Additional features available on desktop version

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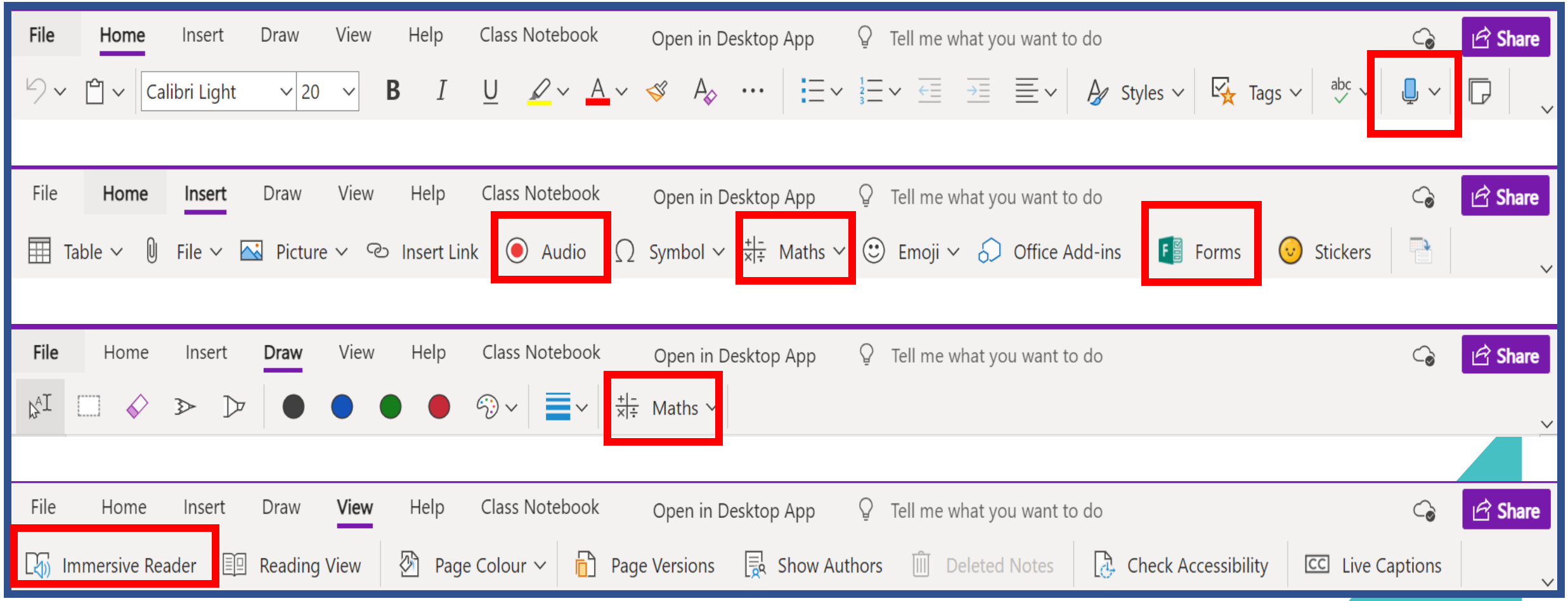

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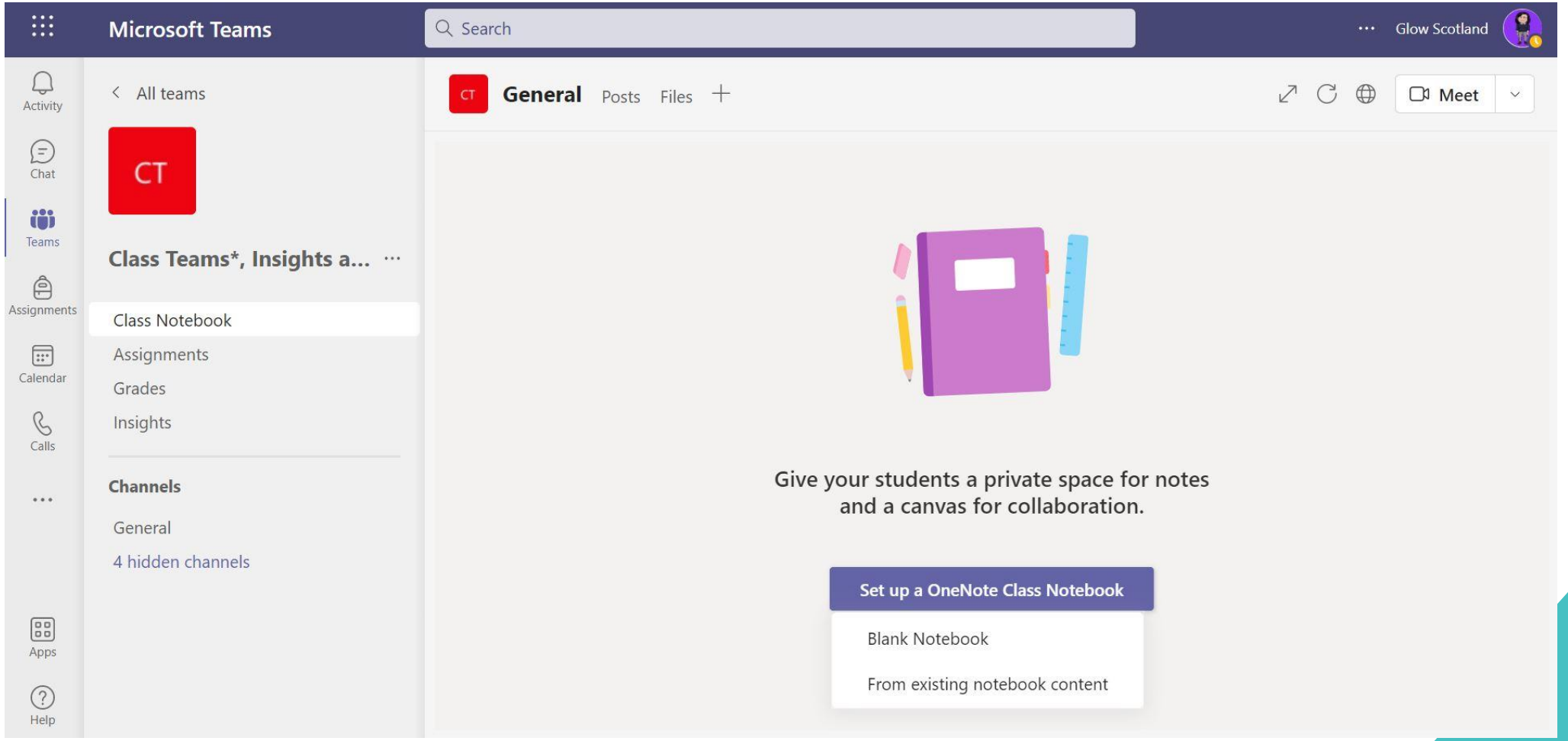

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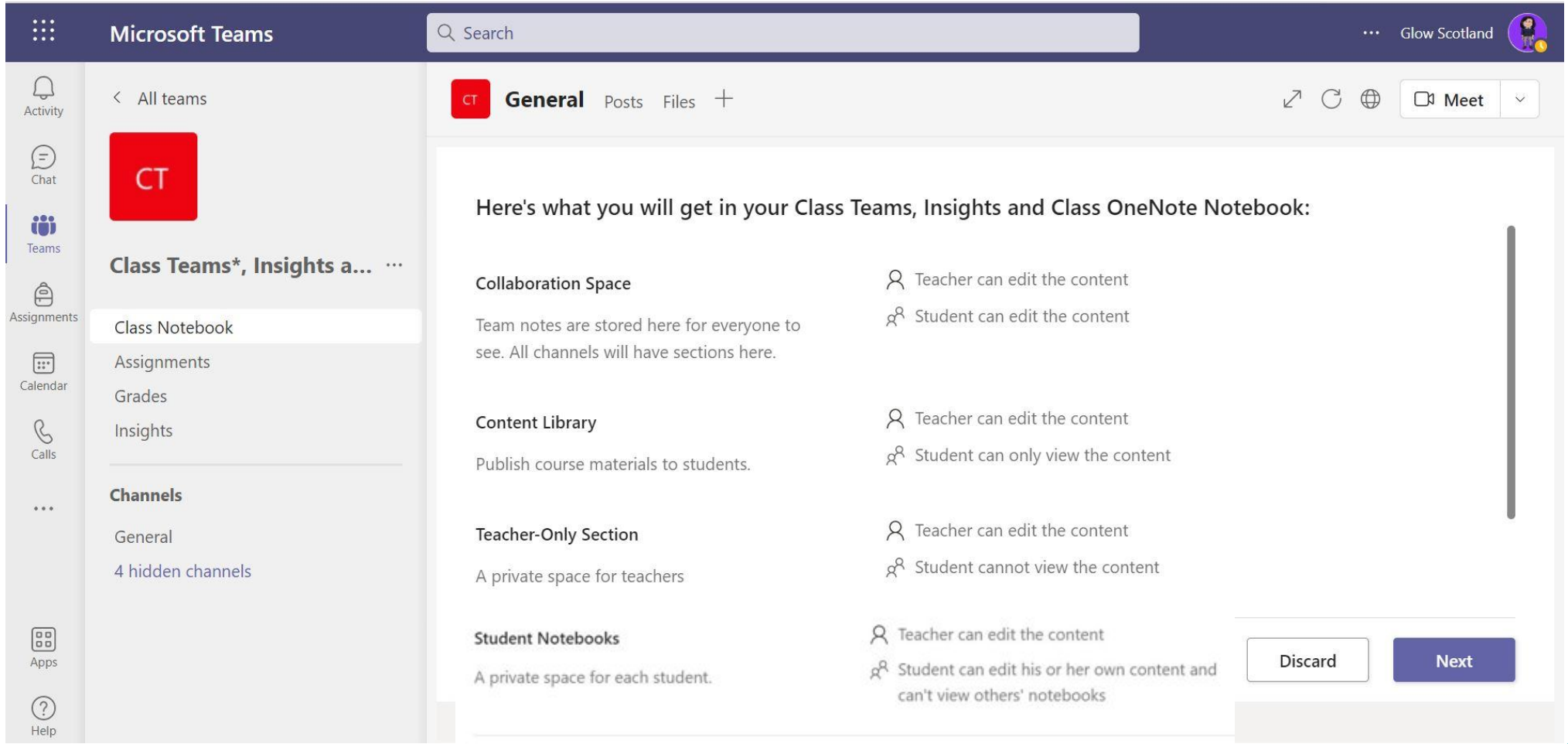

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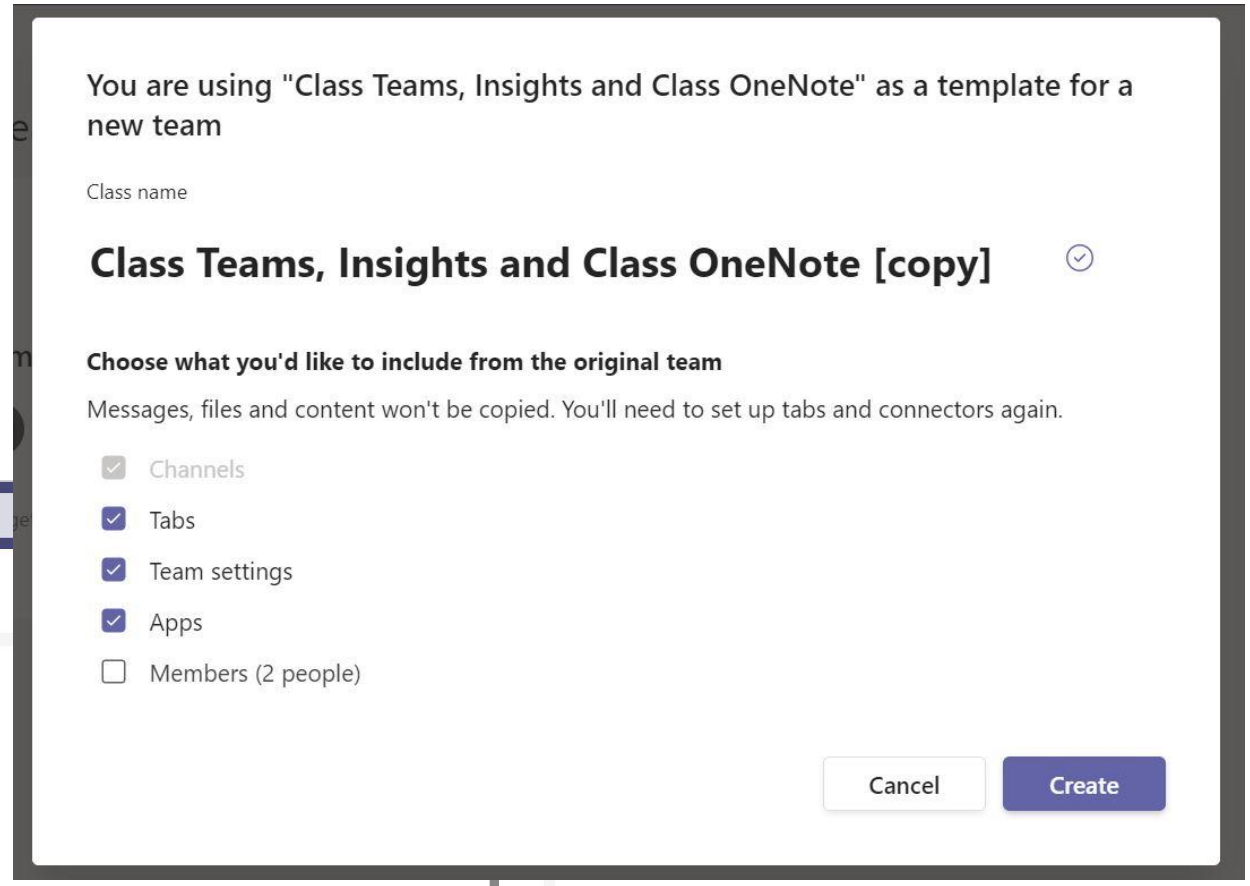

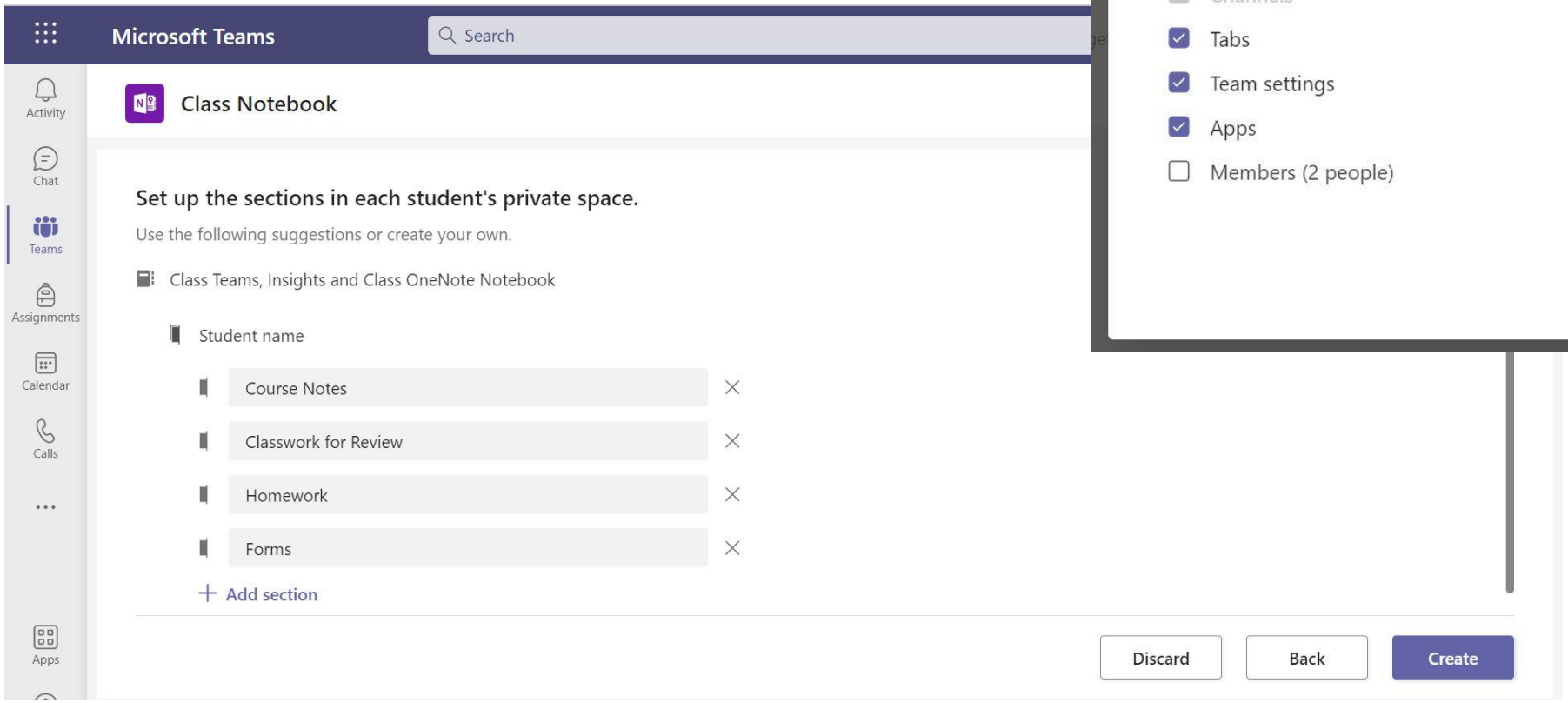

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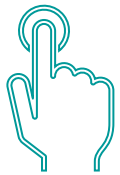
Class OneNote Breakdown

Collaboration Space
A space where everyone in your class can share, organize, and collaborate.

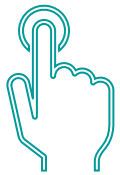
Content Library
A read-only space where teachers can share handouts with students.

Teacher Only Space
The *Teacher-Only* space is an area to where materials can be stored privately from the students in the class whilst being prepared or until needed. Only teachers can see the materials in this unlimited section.

Student Notebooks
A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.



Live Demonstrations



Next steps, help and support...

Microsoft Teams

Search for or type a command

Activity
Chat
Teams
Assignments
Calendar
...
Get app

Customisable

Back to settings

Customised

All teams and channels

Personal @mentions	Banner and feed
Team mentions	Banner and feed
Replies to conversations I started	Banner and feed
Replies to conversations I replied to	Banner and feed
Likes and reactions	Off

Shown and pinned channels

All new posts — Off
Notify me every time there is a new post in this channel

☐ Include all replies

Channel mentions — Banner and feed
Notify me each time this channel is mentioned

Reset to default

Microsoft | Educator Center

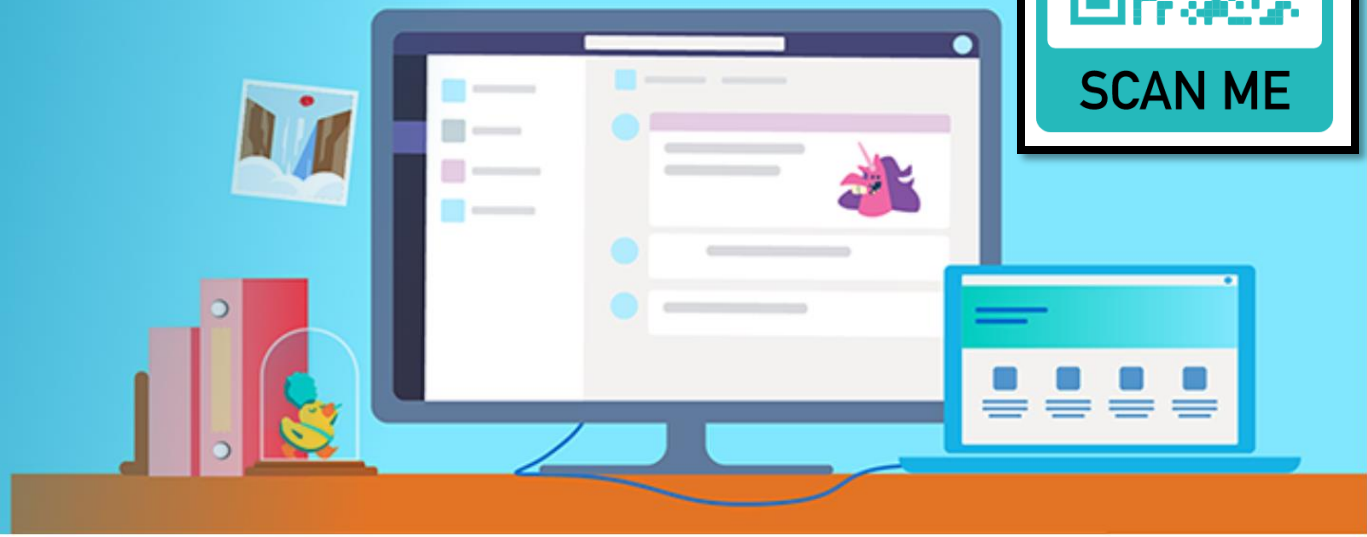
Training | Lesson Plans | Programs | Products | Resources

SCAN ME

Set up your hybrid learning classroom

A focused learning environment can be a challenge in hybrid learning. Microsoft Education is here to support multimedia experiences that keep educators, students, and families connected.

GET STARTED



Teacher Academy OneNote
Awarded after completing the OneNote Teacher Academy course

Getting Started with OneNote
Earn by completing the Getting Started with OneNote course.

OneNote Staff Notebook: Tools for staff collaboration
Earn by completing the course OneNote Staff Notebook: Tools for staff collaboration

Microsoft in Education
Awarded for successfully completing Microsoft in Education Learning Path

Intro to Microsoft Teams
Earn by completing the Intro to Microsoft Teams course

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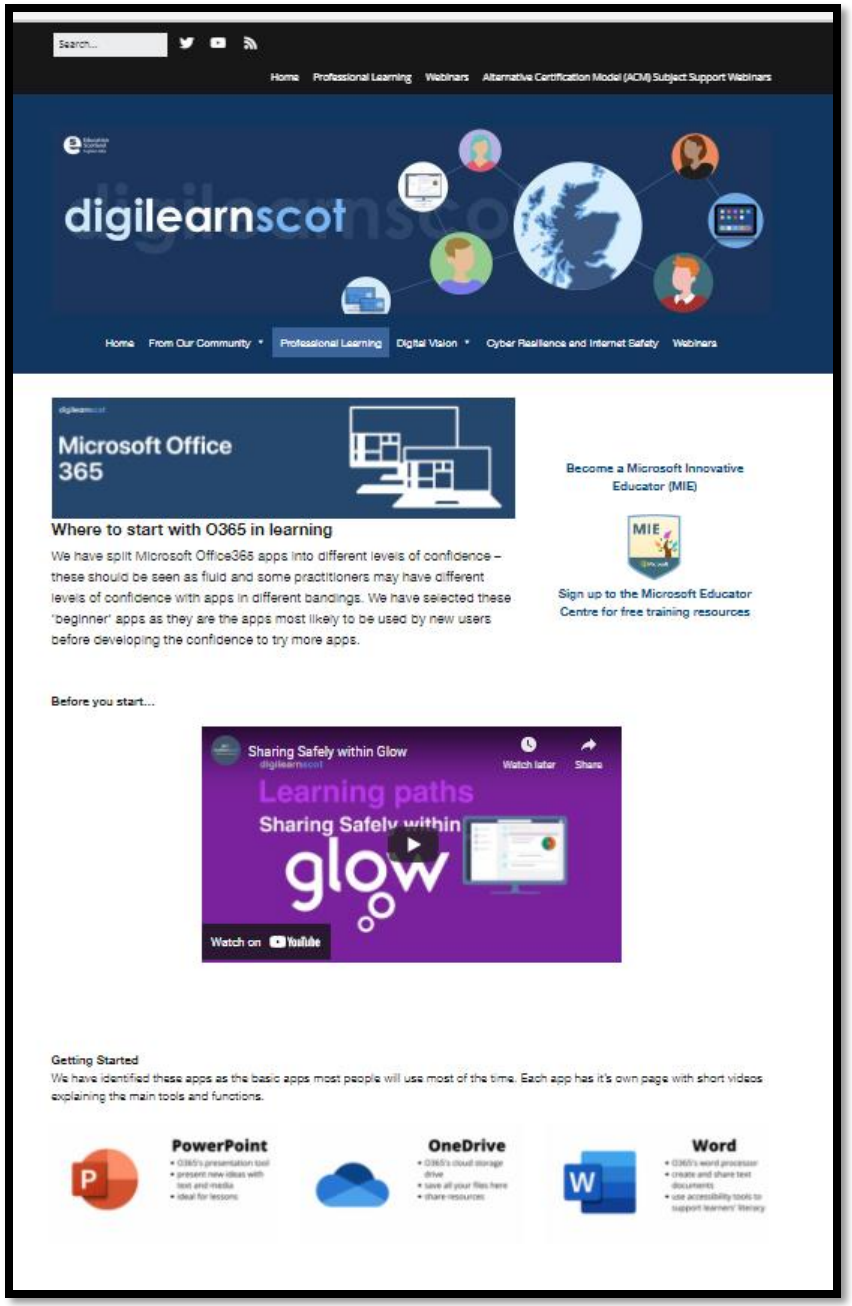
Useful Links for Microsoft Resources

MEC Links
Transform learning with Microsoft Teams
https://education.microsoft.com/course/9c9f5c11/overview
Crafting a collaborative learning
environment https://education.microsoft.com/course/b1e15cfc/overview

YouTube
Microsoft Teams Playlist
https://www.youtube.com/playlist?list=PLiluTszfwwMKicAo6agloFALEB5WvYNYs
Rubric grading in Microsoft Teams
https://youtu.be/m-OjlPAAh04



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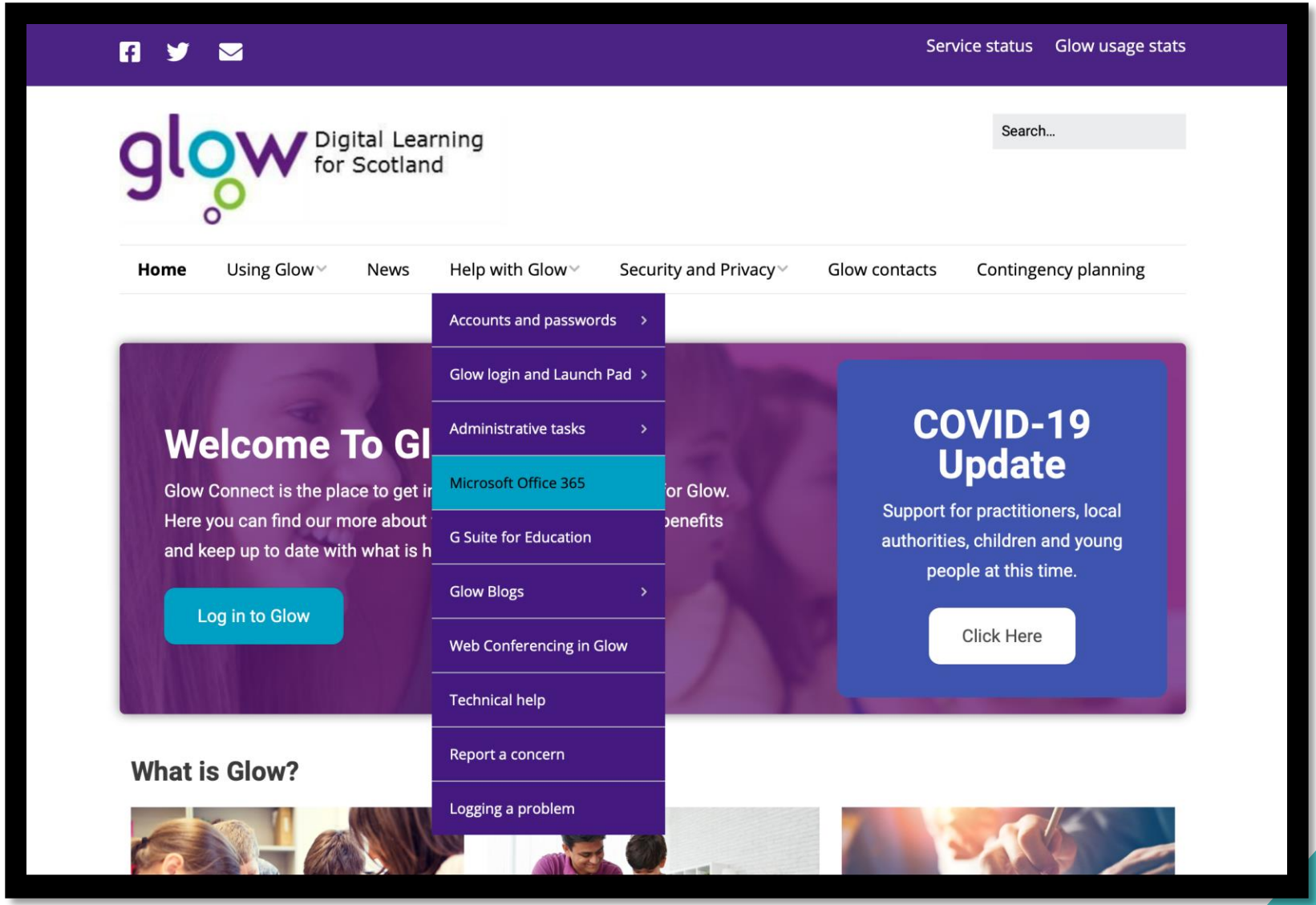

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We would be grateful if you could take a moment to complete this short evaluation.
https://forms.office.com/r/6jpXFm35aJ

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@DigiLearnScot
#DigiLearnChat
@lookwhatjendid

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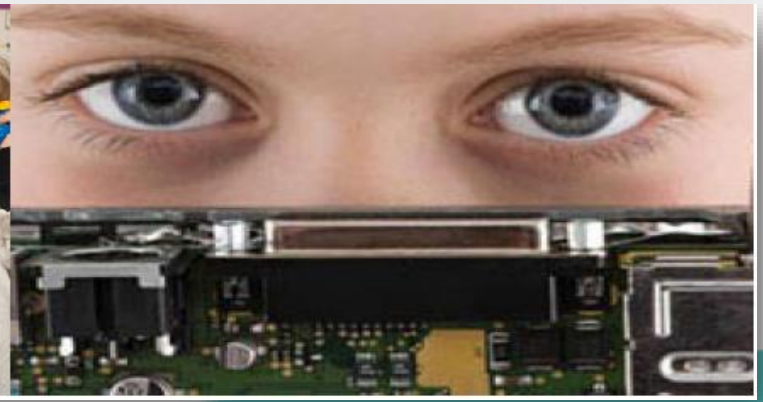
Thank You!