

Using Microsoft Teams and Class OneNote within Glow

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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**



Activity



Chat



Teams



Assignments



Calendar



Get app



Store



Help

Conversations

Ask Questions

Share Information

Build Relationships/Community

Online Meetings

Share Screens

Video Conferencing



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



Activity



Chat



Teams



Assignments



Calendar



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



All Tabs



More apps



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



Activity



Chat



Teams



Assignments



Calendar



Get app



Store

Microsoft Teams

< Back

Join or create a team



Create a team








Bring everyone together and get work done

Low Scotland



Which team do you want to use as a template?

-  e-Sgoil Class Demo Jen Mackay
-  What is Microsoft Teams? Demo Team 21
-  MS Team Collaborate
-  What is Microsoft Teams? Demo Teams 2021 2022
-  What is Microsoft Teams? Demo Team BSV [copy]
-  Class Teams, Insights and Class OneNote

Cancel

Back

Choose team



Activity



Chat



Teams



Assignments



Calendar



Get app



Store



Activity



Chat



Teams



Assignments



Calendar



Calls



...



Apps



Help

< 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





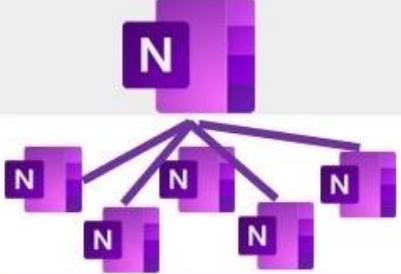

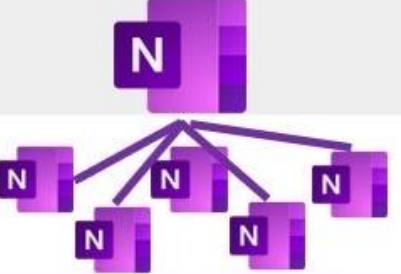



Set up Class Notebook



New conversation

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

 <p>Class Discussions, group projects, assignments</p>	 <p>Professional Learning Community (PLC) Educator working group</p>	 <p>Staff School administration and development</p>	 <p>Other Clubs, study groups, after school activities</p>
			
<p>Includes a Class Notebook where students get their own private notebook and Notes tabs in channels connect to the Collaboration Space</p>	<p>Notebook can be edited by anyone and is connected to Notes tab in channels</p>	<p>Includes a Staff Notebook where members get their own private notebook and Notes tabs in channels connect to the Collaboration Space</p>	<p>Does not include any notebook but you can add one or more notebooks later than can be edited by anyone</p>

Online jotter/folder with tabs

Available online and offline

Integrate Forms, quizzes, polls and more

Unlimited page spaces and Notebook size





Digital inking for instant feedback or annotating content

Text to speech and dictate tools

Integrated support and guidance

Additional features available on desktop version



File Home Insert Draw View Help Class Notebook Open in Desktop App Tell me what you want to do

Calibri Light 20 B I U A Styles Tags abc

File Home Insert Draw View Help Class Notebook Open in Desktop App Tell me what you want to do

Table File Picture Insert Link Audio Symbol Maths Emoji Office Add-ins Forms Stickers

File Home Insert Draw View Help Class Notebook Open in Desktop App Tell me what you want to do

AI Maths

File Home Insert Draw View Help Class Notebook Open in Desktop App Tell me what you want to do

Immersive Reader Reading View Page Colour Page Versions Show Authors Deleted Notes Check Accessibility Live Captions



Microsoft Teams Search Glow Scotland

All teams

CT

Class Teams*, Insights a... ..

Class Notebook

Assignments

Grades


Insights

Channels

General

4 hidden channels

General Posts Files + Meet



Give your students a private space for notes and a canvas for collaboration.

Set up a OneNote Class Notebook

- Blank Notebook
- From existing notebook content



Microsoft Teams Search Glow Scotland

All teams

CT

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Meet

Here's what you will get in your Class Teams, Insights and Class OneNote Notebook:

Collaboration Space	Teacher can edit the content
Team notes are stored here for everyone to see. All channels will have sections here.	Student can edit the content
Content Library	Teacher can edit the content
Publish course materials to students.	Student can only view the content
Teacher-Only Section	Teacher can edit the content
A private space for teachers	Student cannot view the content
Student Notebooks	Teacher can edit the content
A private space for each student.	Student can edit his or her own content and can't view others' notebooks

Discard Next

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

...

Apps

Class Notebook

Set up the sections in each student's private space.
Use the following suggestions or create your own.

Class Teams, Insights and Class OneNote Notebook

Student name

- Course Notes
- Classwork for Review
- Homework
- Forms

+ Add section

Discard Back Create

You are using "Class Teams, Insights and Class OneNote" as a template for a new team

Class name

Class Teams, Insights and Class OneNote [copy]

Choose what you'd like to include from the original team
Messages, files and content won't be copied. You'll need to set up tabs and connectors again.

- Channels
- Tabs
- Team settings
- Apps
- Members (2 people)

Cancel Create



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

For Scotland's learners with Scotland's educators



Next steps, help and support...

For Scotland's learners with Scotland's educators



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 ▾

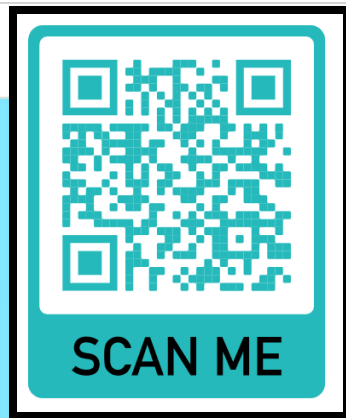
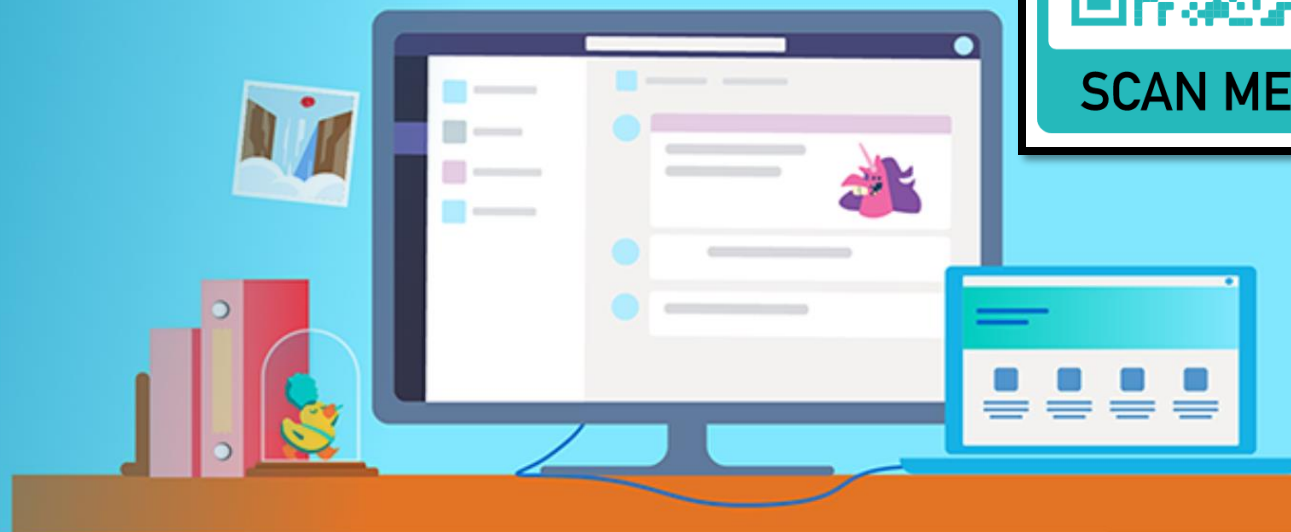
Notify me each time this channel is mentioned

[Reset to default](#)

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

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-OjIPAAh04>

Search... [Twitter] [YouTube] [RSS]

Home Professional Learning Webinars Alternative Certification Model (ACM) Subject Support Webinars

digilearnscot

Home From Our Community Professional Learning Digital Vision Cyber Resilience and Internet Safety Webinars

Microsoft Office 365

Where to start with O365 in learning




We have split Microsoft Office365 apps into different levels of confidence – these should be seen as fluid and some practitioners may have different levels of confidence with apps in different bandings. We have selected these 'beginner' apps as they are the apps most likely to be used by new users before developing the confidence to try more apps.

Before you start...


Learning paths
Sharing Safely within glow

Watch on **YouTube**

Get Started
We have identified these apps as the basic apps most people will use most of the time. Each app has its own page with short videos explaining the main tools and functions.

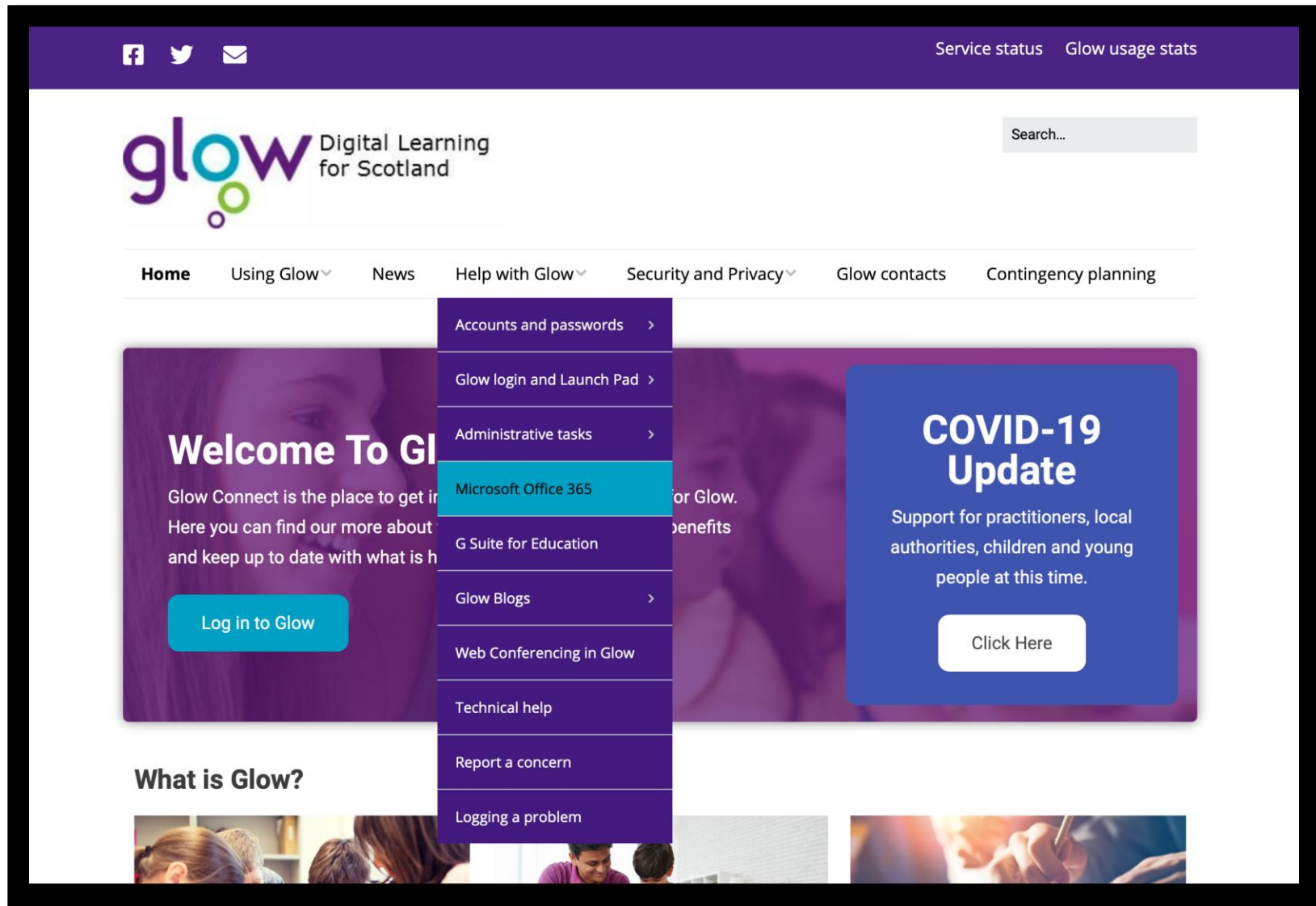
 <p>PowerPoint</p> <ul style="list-style-type: none"> • O365's presentation tool • present new ideas with text and media • ideal for lessons 	 <p>OneDrive</p> <ul style="list-style-type: none"> • O365's cloud storage drive • save all your files here • share resources 	 <p>Word</p> <ul style="list-style-type: none"> • O365's word processor • create and share text documents • use accessibility tools to support learners' literacy
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Become a Microsoft Innovative Educator (MIE)



Sign up to the Microsoft Educator Centre for free training resources








The screenshot shows the Glow website interface. At the top, there are social media icons for Facebook, Twitter, and Email, along with links for 'Service status' and 'Glow usage stats'. The main header features the 'glow Digital Learning for Scotland' logo and a search bar. A navigation menu includes 'Home', 'Using Glow', 'News', 'Help with Glow', 'Security and Privacy', 'Glow contacts', and 'Contingency planning'. A dropdown menu is open under 'Help with Glow', listing options such as 'Accounts and passwords', 'Glow login and Launch Pad', 'Administrative tasks', 'Microsoft Office 365', 'G Suite for Education', 'Glow Blogs', 'Web Conferencing in Glow', 'Technical help', 'Report a concern', and 'Logging a problem'. The main content area has a purple background with a 'Welcome To Glow' section, a 'Log in to Glow' button, and a 'COVID-19 Update' section with a 'Click Here' button. Below this is a 'What is Glow?' section with a photo of students.

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



 @DigiLearnScot
 #DigiLearnChat
 @lookwhatjendid



Education
Scotland
Foghlam Alba

Thank
You!



For Scotland's learners with Scotland's educators