

## Collaborative Classrooms using Microsoft TEAMS

By: Joanne Wicks, M.Ed., CAGS, [jwicks@shawtech.org](mailto:jwicks@shawtech.org)

Dates: Monday August 3rd from 9:45am to 1:00pm  
Tuesday August 4<sup>th</sup> from 9:45am to 1:00pm  
Wednesday August 5<sup>th</sup> from 9:45am to 1:00pm

### [Pre-class Survey Link](#)

Teachers will learn how to build collaborative classrooms/shops. You will become familiar with navigating the TEAMS software and best practices for using TEAMS in a classroom/shop setting. These skills will be useful in both remote and in person classes/shops. Topics covered will include but not limited to:

- Desktop/365/Phone TEAMS Apps
- Profile
- Channels
- Class Notebook
- Immersive Reader/Accessibility Tools
- Calendar Meeting
- Chat
- Assignments
- Stream
- Forms
- Office Lens phone/device App
- Translate phone/device App
- How to take a screenshot

### [Signup for FREE Microsoft Teacher Account](#)

You will be added to the class TEAM once I receive your name and email as an attendee. You should receive an email confirmation from Microsoft TEAMS stating that you have been added to the class TEAM, if you don't please let me know via email. For those who don't have a Microsoft TEAMS account click on "Use the web app instead" option, you must use Google Chrome or the Edge browser in order to use the web app. This will enable you to access the class Team, this will be our sandbox. I will then send you an invite email to the class where you need to click on yes to RSVP and you will be able to join the live classes. Lastly, I will follow up with a third email on Sunday August 2<sup>nd</sup> with a reminder and more information.