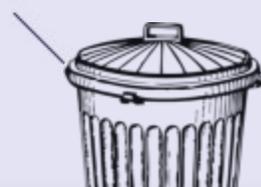


Microsoft Teams

How to manage it like a pro



**DITCH THAT
TEXTBOOK**



Microsoft Teams is your classroom management hub if your students use Microsoft tools. Learn how to manage Teams like a pro.

If your school is using Microsoft, then Microsoft Teams Education can be your go-to communication hub.

It keeps you organized. It helps you get messages out. It manages your students' assignments. Access it from the desktop app, a mobile app or even on the web. **This means no matter where you are, if you have an internet connection, you're always within reach of your students.**

If you're new to Teams, all of its features can be daunting.

Don't worry. We've got you covered.

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A note from Ditch That Textbook

You may have gotten this ebook in printed format or maybe you just want an easy way to access all of the links found in this ebook. Either way we've got you covered. Visit wke.lt/w/s/CooZjT or scan the QR code below for a copyable collection of resources.



Getting started with Microsoft Teams

This ebook is intended to help you take Microsoft teams to the next level. However we know that many of you might just be making the switch to Teams or are just getting started.

Here are a few places that you can go for some Microsoft Teams basics.



Quick Start



Intro to Teams

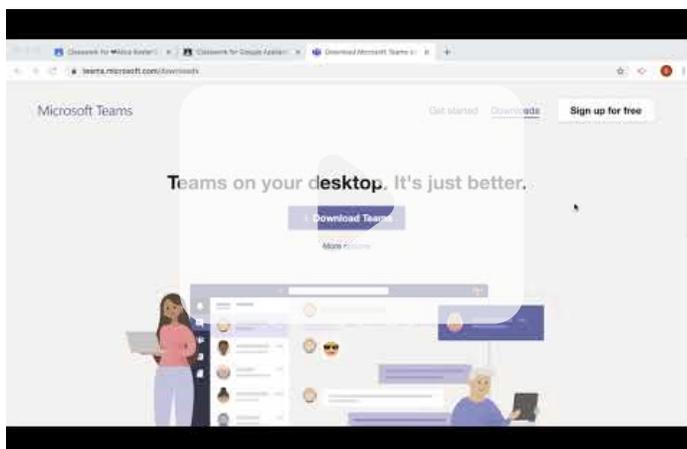


**Set Up and
customize**



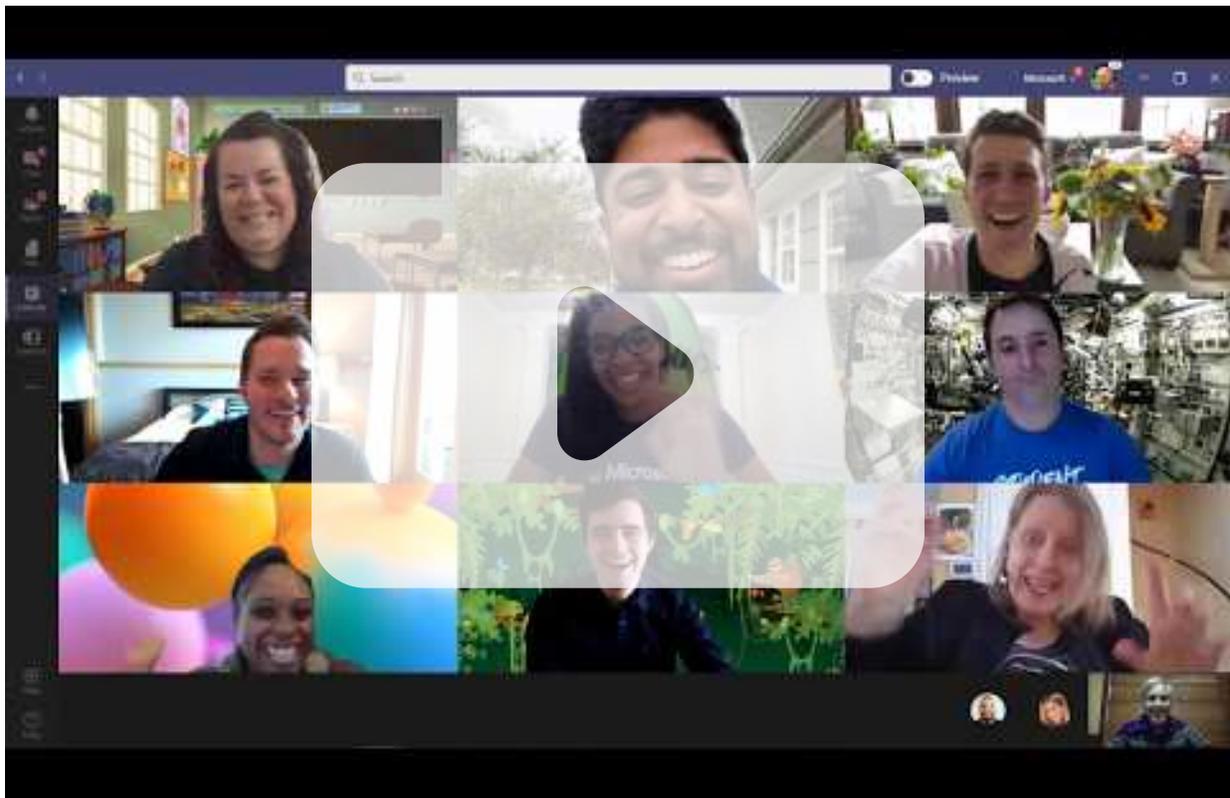
**Collaborate in
Teams**

[Alice Keeler's "Microsoft Teams Start" playlist](#) -- Get started with Microsoft Teams using this playlist with dozens of videos. Alice gets you going with quick videos. Most of them are less than a minute long!



Microsoft Teams Education: How to manage it like a pro

Mike Tholfsen's "Microsoft Teams quick tip videos" playlist -- In this playlist, Mike has gathered lots of quick videos sharing top tips for getting the most out of Microsoft Teams. Use the Insights feature, incorporate Immersive Reader, use keyboard shortcuts and more.



Using Teams video meetings with students

During remote learning, video calls are a huge part of many teacher's communication with students. Use it for instruction, for student assessment, or even just to check in.

Want to get up to speed and use Microsoft Teams Education video meetings like a pro? Here are more than 20 tips to get you navigating Teams in no time.

20 ways to use **MICROSOFT TEAMS VIDEO MEETINGS** like a pro

-  Only record what's worth watching again.
-  Share video from meeting afterward in Class Notebook.
-  Turn video off to save bandwidth in video meetings.
-  Use replies in the post in the channel to discuss.
-  Enable live captions to communicate clearly & inclusively.
-  Use headphones to reduce echo from others' speakers.
-  Choose your mic carefully from all available options.
-  Learn how to share your screen well (w/ one display or two).

All 20 ideas + descriptions at DitchThatTextbook.com/microsoft-teams

INFUSED classroom | DITCH THAT TEXTBOOK | Online Learning Ideas
Infographic by Matt Miller (@jmattmiller / DitchThatTextbook.com).
Created for Online Learning Ideas (OnlineLearningIdeas.com).



Schedule vs. Meet Now

On the “Meet” button in the top right corner of the screen, you’ll notice a dropdown triangle button. Click it and you’ll have two choices for creating a video meeting: “Meet now” or “Schedule a meeting.” If you know that students have Microsoft Teams Education readily available, “Meet now” is a great choice . Want to give everyone advance notice? Choose “Schedule a meeting.”



Join with a phone call

Sometimes, students don’t have internet access. Sometimes, their access is spotty. It can be helpful to join a meeting by phone sometimes. If enabled by your admin, joining by a phone call can be a more accessible option. Schedule a meeting. If your organization has made the call-in option available, a phone number and joining information will be shared in the meeting invitation.



Choose the channel that fits best

Meetings are added to channels. Start a “Meet now” meeting or a scheduled one in the channel where it makes most sense. When you’re done, the post, meeting notes and more will live in that channel.



Use a 3x3 grid (coming soon)

Seeing more of your students’ faces at once makes it feel a little more like a traditional class. By the end of April 2020, you should be able to toggle a 3x3 grid of your students’ faces in a video meeting in Microsoft Teams Education. This probably won’t let you see everyone at once, but it’s a step in the right direction. Until then, the next two tips can help you see more of your class at once.



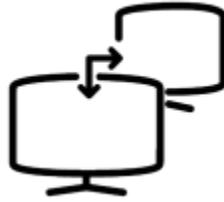
Click the person you want to watch

This works for you as well as your students. When you click on a student's thumbnail in a Teams meeting, it will display that student's video. Give yourself even more control with the next tip!



Pin videos to your screen

This adds a participant to your screen so that it stays in the same place – no matter what else happens during the meeting. Right click the video of the person you want to pin and click "Pin." You and your students can do this, although if the teacher pins a student, it doesn't pin it for everyone in the meeting.



Know how to share your screen well

Using the share screen button is a lifesaver if you need to demonstrate something in a web browser or display some PowerPoint slides in Microsoft Teams Education.

- If you have a **second monitor/display** connected to your computer, screen sharing is easy. Just put your slides or browser on a second display and keep the meeting going in the first. Click the stop sharing button (a rectangle with an x at the bottom).
- If you **don't have a second display**, no worries! Click to share your screen. If you're using the desktop app, it'll switch away from the video call to another open program. If you're using the web, switch away from Teams to whatever you want to show others. Don't worry. The call is still going on. You can always ask others if they can see what you're trying to share. When you're done, click the button to stop sharing (a rectangle with an x at the bottom). Your browser may display a "stop sharing" button you can click as well.

Set norms for the meeting chat

Lots of teachers despise the chat box. It lets participants send and receive text-based messages during the call. However, some rules and suggestions at the beginning – along with some practice! – can make all the difference. Let students know what the expectations are for the chat. It's great for asking questions, sharing links, responding to questions, and asking to turn on a microphone. You might remind students that their conduct online – including in the chat – should be appropriate as if they were saying their messages in front of a traditional face-to-face class.

Student tips for successful **VIDEO CALLS**



1
Check in with your teacher. Gather your materials.



2
Be on time. Check in thru the chat when you arrive.



3
Stay engaged (nod or thumbs up) if others are talking.



4
Mute your mic if you're not speaking.



5
Use the chat or raise hand to share ?s/ideas.



6
Wait for teacher to call on you or unmute your mic.



7
Take notes in a doc or on paper for reference.



8
If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @jrmattmiller. Icons by The Noun Project.



Show meeting notes

Keeping some meeting notes can be helpful to those who can't attend the meeting.

They can also help students attending the meeting pay attention and synthesize what they're learning. Students can take their own personal notes in a Word document or in OneNote. A collaborative notes page could be helpful, too. Add meeting notes in the three dots menu. You can change the name of the title and add new sections to it.

Consider assigning a notetaker (or notetakers). You could also add a new section for each student so all notes are gathered in one place.



Choose your mic, speakers, and camera

When you enter a meeting, Teams tries to determine the best combination of microphone and speakers for you. Sometimes, it doesn't choose the options you prefer. Choose "Show device settings" under the three dots menu. Specify the speaker and microphone you prefer. If you have multiple webcam options, you can choose a different webcam here too. Note: sometimes, using one device's microphone and another device's speaker can create an echo.



Use headphones

Headphones are the gold standard in Teams meetings. When you use them, your meeting doesn't bother others around you. You avoid an echo from your microphone picking up other people's voices in the meeting. PRO TIP: If you hear your voice echoing during the call, it's likely because someone isn't using headphones and has their volume up high. You can ask them to lower their volume or put on headphones to cut out the echo.



Choose your microphone carefully

Not all microphones are created equal! People will forgive poor video quality. But if they can't hear you, the effectiveness of the meeting takes a serious hit. Likely, the embedded mic in your device will be great. If you have a headset with a microphone that extends in front of your mouth, it will probably be better than your embedded one. What will really impress your students is a nice USB microphone. I suggest a unidirectional condenser mic by Blue and Audio-Technica.



Enable live captions

As stated above, poor audio can hurt your meeting's effectiveness. Live captions can help. These instant closed captions transcribe the words spoken in your meeting into text on the screen. These can be helpful for all students – not just those that struggle to understand the spoken word. The captions are accurate, but they aren't 100 percent perfect. Students can enable live captions on their devices on the desktop version of Microsoft Teams Education in English.



Use background effects

A simple blurred background in a Microsoft Teams Education meeting eliminates distractions. When your cat walks by or someone walks into the picture unknowingly, your students won't lose focus. Using a custom background can add a new element to your video meeting – especially if it serves as the setting for what you're talking about.



Record what's worth watching again

The record button in the three dots menu can be a great advantage. Click record to save a video of the call. (Be sure to tell others you're recording the call.) However, recording an entire meeting start to finish can be less than helpful. When someone is sent a video of a meeting and it's an hour long, the chances they watch the whole thing are slim. Save them some trouble. If possible, only record the parts of the video that are worth watching. You can make multiple recordings in a meeting.



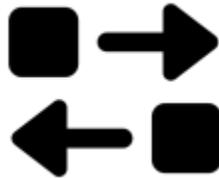
Share meeting video

Your meeting videos are stored in Microsoft Stream. A link to the video is shared in the meeting chat when the video is done processing. A link is also displayed in the video meeting post in your team channel. It's easy to grab a link to the recording and share it with others inside of Teams. Add the link to your Class Notebook or to a tab at the top of your channel.



Turn off video to save bandwidth

Internet can be unreliable sometimes. Teams adjusts the resolution of video based on how well your internet is performing. If you want to have more control over how smooth the call goes, consider turning your video off when the internet is slow. An audio call uses much less data and is easier to handle. If all participants turn off their audio, it makes the stress on the internet less on everybody. Get a feel for how the internet is during your call and suggest changes to participant video if necessary.



Go back to your team during a meeting

In the middle of a meeting, you might need to access something from a channel or a file in Microsoft Teams Education. Click the “Teams” icon on the far right. It will minimize the meeting you’re on so you can see your team and your channels. Find what you need. Then, head back to the meeting by clicking on the minimized version of it.



Use replies in the post in the channel

When your meeting is over, a post will be made in the channel showing details of it. It will include when it was scheduled, any videos recorded, and more. Like any other post, you can reply to the post and add a comment. If you want to share takeaways, important links or additional information, add it in a reply. Participants – and those that didn’t participate – can see those replies and add to them as well.



End meetings at once

It's just as simple as clicking the "End meeting" button in Microsoft Teams Education. That's the red telephone button. You can also use the "End meeting" option in the three dots menu button. If you're the organizer of the meeting, when you end the meeting, it ends for everyone. No one hangs around to private chat after everyone has left.



Review participant reports

Want to know who participated in your meeting? Microsoft is working on this feature with a possible roll-out in April 2020. In the meantime, the meeting item in the post shows icons of who joined the meeting. It isn't detailed, but it's something as a more detailed option is created.

Teams, channels, tabs and apps: How to use them

Getting your Microsoft Teams Education classroom set up depends on one key aspect:

Organization.

Some of the biggest pieces to the organization of your Teams classroom are:

- Teams
- Channels
- Tabs
- Apps

When you know what they are -- and when you should use each -- you'll be well on your way to setting up an easy-to-use class that will be second nature to your students.

Looking for even more FREE Microsoft Edu resources?

Visit the [Ditch That Textbook Microsoft Edu page!](#)
There you'll find all of our posts, infographics, podcasts, and videos
about using Microsoft Edu in your classroom.

ditchthattextbook.com/category-microsoft-edu

The image shows a screenshot of a Microsoft Teams classroom interface. On the left is a sidebar with navigation icons and a list of channels: 'General', 'Unit 1: Scientific Method', 'Unit 2: Conducting Labs', and 'The Study Lounge'. The main area displays the 'General' channel with tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. Three callout boxes provide additional information: 'Channels' explains the role of the General channel and suggests creating channels for small group work; 'Apps and tabs' describes how to use tabs for interactivity and connect them to various apps; 'Teams' defines a team as a learning hub and advises creating teams for each class or subject. A large blue box at the bottom right contains the title 'Teams, Channels and Apps: What do I use and when?'. At the bottom of the page are logos for 'INFUSED classroom', 'DITCH THAT TEXTBOOK', and 'Online Learning Ideas'.

Your Microsoft Teams class:

Think of Microsoft Teams for your classroom as your learning hub. Use a team for each class you teach or even an after-school activity. If you teach several classes during the day – you would have several different teams. It’s your command central for each class.

And they are organized – once you select Teams in the left sidebar – into fun tiles that you can customize. It is in this view that you will see all of the teams you both own and are part of.

Naming your teams is important.

You want to make sure you are using identifiers. If you have seven classes called "Humanities," your tech staff won't know which one to fix if there is ever a problem.

Make sure it has unique names or numbers so that class names are not repetitive and confusing for students.

The general channel in Teams

Each team has a general channel that is like the cockpit of your team.

There are two important things to remember about your general channel:

- You can only have non-editable files here under the class folder (unless you go in through SharePoint and change permissions).
- You **ONLY** have access to **Assignments and Grades** from this area.

You can invite team members to a video meeting from this general area, but you can also invite from within a channel.

[Learn more in this short video from Holly Clark](#)



Tips for understanding Microsoft Teams channels

Channels are one of the best features of Teams and can be used so many different ways.

- Channels are meant to be a collaborative area where members can have conversations and work on classwork and/or projects together.
- This area helps keep your General channel less crowded.
- Create a unique channel for 'Meetings' so that video meetings are easier to find (especially for K-2 students!).

Microsoft Teams channel permissions

You can also change the permissions on the channel to allow only some students in – or to allow students to help you moderate and add content.

You can also use SharePoint to create view-only folders. This is important as the default in channels is that all folders remain collaborative.

Ideas for using channels in your classroom

Start a new channel for one of the reasons below -- or anything else! -- to keep your team organized and flowing smoothly.

- Private channels for small-group work
- Channels into units or topics
- Project or inquiry channels
- Q&A or resources channels
- Channels for collaborative study space for students (with a stream of tutorials)
- Unit idea channels (Add in a new unit; hide/delete after unit is over)
- Channels for differentiated content (Distribute different content to different groups by creating unique channels)

Don't Forget:

- You can hide the channel when you have moved onto new content or idea.
- Change the channel notifications to your preference or level of alerts.

Learn more in this quick video ...

Tips for understanding Microsoft Teams tabs

In each channel, you can add additional Tabs that allow you to bring interactivity and reach the full potential of Teams by adding Apps to the tabs.

This feature allows the teacher to embed resources to your Team or Channel. This is a very cool feature and can add great productivity and creativity to the student experience.

The tabs stack one on top of the other but can not be moved around once chosen.

Think of this as a "right now" space. It's like saying, "This is what we are working on right now." Remove tabs as you work through other content.

Great apps to add to your tabs section

Website: Use this app to embed cool apps like Seesaw and Adobe Spark. It can also show off student work and projects in a place where all students can see the work.

Stream: Use Stream to embed videos. Here are a few ideas for doing this for education.

- Past Team meeting calls
- Videos that you don't want to put on YouTube
- Videos that you curate for students to use as a resource
- Tutorials
- Student-created video content

Microsoft Forms: Use forms to survey students or do a quick assessment strategy.

Project Board: Use a project board to create a workflow for projects. This way students can keep track of team tasks.

Flipgrid: Embed a Flipgrid Grid directly into a channel. Students can answer prompts in topics straight from teams.

Buncee: adding this app allows you to share a Buncee or board with your class.

Nearpod: adding this app allows you to share a premade Nearpod lesson with your students. You will need a nearpod account to take advantage of this feature.

Wakelet: this allows you to embed a Wakelet full of resources for your students.

Pear Deck: Pear Deck allows you to launch your interactive PowerPoint presentations directly from Teams to engage every student in your room, every day!

- Note there are many ideas for using these apps for Formative Assessment and Demonstrations of Learning in [The Microsoft Infused Classroom](#).
- **ALERT:** If you are a fan of any Google-created sites like Arts and Culture or Tour Builder sites like these can not be added into a Team via Apps.
- **Bonus:** Need help teaching parents learn how to use Teams? Check out this [playlist](#) of Ideas by Alice Keeler.

20 ideas for using Teams video meetings with students



20 ideas for using VIDEO MEETINGS with students

Post by Holly Clark (HollyClark.org) and Matt Miller (DitchThatTextbook.com)

- 1 Whole-class instruction
- 2 Small-group instruction
- 3 Follow-up for missing assignments
- 4 Class check-in call
- 5 Class presentations
- 6 Read alouds to students
- 7 Parent check-in meetings
- 8 Virtual guest speakers
- 9 Virtual field trips
- 10 Collaborate with another class
- 11 IEP meetings with parents and students
- 12 Office hours for student questions
- 13 Would You Rather debates
- 14 Twenty questions
- 15 Movie / Netflix reviews
- 16 Virtual talk shows
- 17 Hot or not (good or bad)
- 18 Two truths and a lie
- 19 Doodle together
- 20 PowerPoint brain dump



Online Learning Ideas



DITCH THAT TEXTBOOK



INFUSED classroom



The question most teachers have isn't which video meeting platform to use. It's how to use it with their students.

The stereotype for video meetings is to do video lectures. Get students on a call. Teach them like you would from the front of the room. Students listen.

There are lots of ways to break out of that stereotype! In the infographic above -- and the post below -- you'll find many options for using video meetings with your students. Some are more traditional. Some are just for fun! Check out this list and find what makes the most sense for you and your students.



Related post:

[Classroom video calls.](#)

[You can do this. Here's how.](#)



5 places to share feedback in Microsoft Teams

Have you ever given feedback that looked a little something like this? “Good job” or “This is a bit vague”? Most educators have. Giving academic feedback might be one of the most important parts of the learning cycle that we often get wrong. A story I will share below, made me realize that online learning is a time we really need to hone this skill. Students need feedback to help them grow and to better understand themselves as learners and as we develop our own mastery of teaching, we need to truly understand how to craft this helpful feedback.

Giving good feedback can be a bit tricky and requires both a learning target as well as success criteria in order to give the type of feedback that makes sense to students.

Several features in Microsoft Teams let us provide quality feedback in different ways.

“Decades of education research support the idea that by **teaching less** and **providing more feedback**, we can produce **greater learning** (see Bransford, Brown, & Cocking, 2000; Hattie, 2008; Marzano, Pickering, & Pollock, 2001),” wrote Grant Wiggins in an article, [Seven Keys to Effective Feedback](#), for Educational Leadership.

7 KEYS TO EFFECTIVE FEEDBACK

BY GRANT WIGGINS VIA ASCD



GOAL-REFERENCED

Feedback leads student to reach a goal.



TANGIBLE & TRANSPARENT

The desired results should be clear.



ACTIONABLE

Students should know what to do with feedback.



USER-FRIENDLY

Students should know what to do with feedback.



TIMELY

It shouldn't take too long for them to get feedback.



ONGOING

Students get lots of opportunities to improve.



CONSISTENT

Feedback needs to be stable, accurate and trustworthy.

From "Seven Keys to Effective Feedback" by Grant Wiggins via ASCD.



Wiggins wrote that feedback needs to be goal-referenced, tangible and transparent, actionable, user-friendly, timely, ongoing and consistent. We are going to apply these to the elements within Microsoft Teams.

Feedback in a Microsoft Teams post

First, let's look at how we can use the Post Feature to provide effective and growth-based feedback. Add a post into a channel so that everyone in that channel can see it. Posts can include text, images, attachments, videos, polls, and more.

Through posts, we can:

- Clarify the learning goals and offer scaffolding.
- Add mentor texts or examples.
- Post good examples and ideas as they come in.
- Repost any answers to questions that have been asked privately that other students might be struggling with as well.
- Post a screencast video to explaining something students might be struggling with.
- Offer quick tips or tutorials when needed.
- Send students to other places (like Tabs). They can, for instance, do quick checks for understanding using apps like Flipgrid. We can use the data from those checks to post helpful resources to help students improve. Plus, we can offer targeted whole-class feedback based on that data that helps students who are still grappling with ideas.

Remember, always start this feedback by being transparent about how this helps the students toward the learning goal.

Feedback in a Microsoft Teams private chat

Here, teachers can provide smaller amounts of feedback to individual students that is more individualized and targeted. If private chats are enabled for you, this is a place to offer some tangible recommendations for that individual student.

For the feedback to be meaningful, provide actionable ideas and easily understandable ways to improve in this chat. Help the child feel supported and successful as they progress. Good feedback also includes what the child is doing right.

The private chat can also help teachers with:

- Relationship-building (SEL).
- Keeping students on-task with quick ongoing check-ins.
- Giving students any needed extra attention with actionable goals.
- An easy way to provide timely feedback.

Note: Timely is more important than immediate. Make sure to allow students the time to struggle and step in with the feedback when it's going to help them grow - not to stop them from struggling. They need to struggle.

To help make this point, Grant Wiggins suggests, "The more feedback I can receive in real time, the better my ultimate performance will be. This is how all highly successful computer games work. If you play Angry Birds, Halo, Guitar Hero, or Tetris, you know that the key to substantial improvement is that the feedback is both timely and ongoing. When you fail, you can immediately start over—sometimes even right where you left off—to get another opportunity to receive and learn from the feedback."

Feedback in programs like Word and PowerPoint

Within individual Microsoft programs, like Word, PowerPoint and OneNote, students and teachers can leave comments. If a post is like talking in front of the room, and if private comments are like a 1-to-1 conversation, comments in individual programs are like marking up student work. Like writing comments in the margins, suggesting revisions, writing a smiley face on the parts you love.

This kind of feedback should:

- Offer specific changes to individual sentences, slides, cells, etc. in a file based on the learning goal.
- Be timely. It should happen throughout the draft, not at the end.
- Carry on ongoing conversations with nested replies that are action and goal oriented.
- Reply to only one person in the shared program by using the mention or @ feature.

Rubrics and general feedback in a Microsoft Teams assignment

When we use a rubric, we measure student work against certain benchmarks we set before we start. Does it meet our expectations? How can it be improved? This is the focus of rubric feedback (comments and grades on specific parts of the rubric) and general feedback (comments we make on the assignment as a whole).

Many times, we use rubric feedback just to grade. It's a summative assessment, when the project is finished. There are problems with this, though. It's like doing an autopsy on a dead body. The activity or project is over, so there's no opportunity to improve the work. Think of feedback, instead, as trying to make student work healthy before it's over.

Feedback needs to be followed by an opportunity to do it over. Without that opportunity to grow, it's not really feedback. It's just a comment.

Instead, let's use rubric and assignment feedback to give formative feedback. Provide some comments and suggestions. Return it to the student BEFORE the assignment is complete. Let students make improvements and then turn it back in. Worried your students won't turn work in early? Make it part of the requirements of the assignment -- points for turning in the first time, points for revisions.

Feedback in a Microsoft Teams private student channel:

This is a more focused approach to help one or two students who might need more targeted help. If you notice an individual student is struggling, you can open a temporary channel with just you and that student. Offer more resources and specific guidance that might help the student progress toward the learning goal.

Here teachers can help individual students by providing:

- Targeted one-on-one feedback.
- Actionable examples.
- Quick and timely check ins.
- Links to explainer videos, to a tab with a list of Stream videos to help them in areas of need, to individualized teacher-created videos just for their needs.
- Consistent and timely feedback.
- Smaller more concrete goals for these students.

Make a Microsoft Teams feedback strategy

When you know where you can leave feedback -- and the benefits of each feedback option -- you can strategize how to best provide feedback for your students. Try one option to see what you like about it. Add another after some time. Once you've tried several, you can see what works best for you and your students. Then, once you have that understanding, you'll be able to use Microsoft Teams to provide useful feedback for as long as you teach with it!

12 assignment upgrades in Microsoft Teams

12 assignment upgrades for **MICROSOFT TEAMS**

- 1** Create an engaging hook.
- 2** Prior knowledge: what do they already know?
- 3** Let students explore the topic.
- 4** Explain: fill in gaps in their understanding.
- 5** Practice new skills with repetitions.
- 6** Discuss to open up important insights.
- 7** Let them create to show what they know.
- 8** Transfer: Connect to other concepts.
- 9** Reflect: What do they think after learning?
- 10** Share work with a bigger audience.
- 11** Extend learning if they want to go deeper.
- 12** You're the chef! Design the dish you envision!

Enroll in the **FREE Remote Learning 101 course!**
ditch.teachable.com

INFUSED classroom | DITCH THAT TEXTBOOK | Online Learning Ideas
Helping educators make sense of online learning. Sponsored by Microsoft.

Infographic by Matt Miller (@jmattmiller / DitchThatTextbook.com).
Created for Online Learning Ideas (OnlineLearningIdeas.com).

Are your assignments all starting to feel the same? It's easy to get in a rut. Sometimes, a visit back to the basics can spark new ideas.

Use these 12 pieces of the learning process, inspired by foundations in pedagogy and lesson design. Find one or two that you can infuse into your existing lessons -- or build new lessons around.

FREE Remote Learning Online Course



These 12 ideas come from a module in the FREE online course, Remote Learning 101. It includes 2+ hours of video content, downloadable PDF planning guides and more.

[Click here to enroll in Remote Learning 101 for free!](#)

1. Create an engaging hook.

This should help students understand the "why?" in learning the topic. It should spark some interest in the material. If students are motivated, the rest of the process below is easier.

Examples:

- Post a video online for them to watch -- or one from your Stream.
- Post an eye-catching image or a provocative quote in the channel for your unit.

2. Prior knowledge: What do they already know?

When students are able to connect prior knowledge to what they're preparing to learn, there's less foundation to lay. Help them realize they already know a lot about what they're learning.

Examples:

- Create a PowerPoint slide deck and set sharing setting to "anyone with the link can edit". Let each student choose his/her own blank slide and do a "brain dump" of everything he/she knows about the topic. Then, have them look at each other's slides.
- Let students create a collaborative list of things they've learned about a topic in a wiki tab inside the channel for your unit.

3. Let students explore the topic.

When students get to learn by exploring, they have some control. They're steering the ship! Let them discover before you start to teach them new material. They may learn things you'd never teach them.

Examples:

- Give them a list of links to several videos or articles they can explore ... or turn them loose to search the web themselves.
- Link out to the 360-degree and panoramic videos at [360 Cities](#) to let students look around cities they're studying. Or link to [Wonderopolis](#) to let students explore their wonderings.

4. Explain: Fill in gaps in their understanding.

After students have explored, help fill in what they haven't learned -- or bolster what they're struggling with. This will make sure they have a firm foundation before they start utilizing their new knowledge.

Examples:

- Record an instructional video with [the Flipgrid Shorts camera](#) and share the link with students in the channel for the unit.
- Get on a Teams live meeting with the class to talk about anything they still need to learn.

5. Practice new skills with repetitions.

Some skills need practice over and over before we acquire that skill at a high level.

Certain information, like vocabulary words, state capitals, and elements on the periodic table, can be learned with reps.

Examples:

- Link to a Quizlet flashcard set (quizlet.com) in a tab for your unit's channel. Students can do practice quizzes, play games, and flip through terms.
- Play a Kahoot! game (kahoot.com) in a Teams video meeting! Check out the infographic below for steps.

How to set up a distance Kahoot! game



Create a Kahoot! game (or choose one to use).



Start a whole group video call with your class.



Students join the call. They go to the join game page in another tab or device.



Share your screen with your students. Put the join screen on your screen.



Run the game as normal -- but to all of your students in a video call!

6. Discuss to open up important insights.

While some skills need repetitions for improvement, sometimes new ideas need discussion to be better understood. When we ask questions and talk things out, we get a deeper, wider understanding.

Examples:

- Schedule a live Teams video meeting. Encourage students to discuss and ask questions, taking turns by using the "raise hand" feature or asking to talk next in the chat.
- Post a prompt in Flipgrid (flipgrid.com) where students can respond with a short video clip -- and then reply to each other's responses with short video replies.

7. Let them create to show what they know.

Answering questions on worksheets and quizzes may show one level of understanding. But when students create something to show what they know, it takes the whole thing to another level.

Examples:

- Have students make infographics (like the one at the top of this section) using PowerPoint. Use one slide. Add text and images. When they're done, download the slide as an image file to turn in.
- Sketchnotes -- or visual notetaking -- is a brain friendly way to show what you know. Students can draw in OneNote, adding doodles to text to demonstrate understanding.

8. Transfer: Connect to other concepts.

When students learn something new, they have a new tool in their learning toolbelt. But how will they use it outside the academic setting? Transfer shows they can use their new skill in other surroundings.

Examples:

- Create mini posters in PowerPoint with images and text, showing how a new concept applies somewhere else. Save the slide as an image to turn in or share with the class.
- Create a post in the channel for your unit about different places their new learning can be applied. Encourage students to reply to the post with their thoughts on how it transfers.

9. Reflect: What do they think after learning?

When students think about what they've learned -- and how they see the world differently afterward -- it helps them improve and grow as learners. Reflection can be quick and have powerful benefits.

Examples:

- Encourage students to keep a learning journal in a Word document. Add a new entry when a new activity, lesson or unit is completed. Have them write about what they think about their learning.
- Create a PowerPoint slide deck and share it with students so everyone can edit. Each student, on his/her own slide, takes a picture of himself/herself. Add a shape (speech bubble/thought bubble) and add text showing what the student thinks/says about what he/she has learned.

10. Share work with a bigger audience.

When students know their work is for more than an audience of one -- the teachers -- it can create more motivation. Think of an authentic audience that would appreciate their work and share it.

Examples:

- Collect student video clips in Flipgrid (flipgrid.com) and add them to a mixtape -- a compilation of student work. Share the mixtape video with parents or on school social media.
- Take student work -- images, video clips, text, etc. -- and put them in a video using Video Editor. Create the video and post it in OneDrive, sharing a link with others who may want to watch.

11. Extend learning if they want to go deeper.

When students finish a lesson, they may still be curious about what they've learned. They may want to do more or learn more -- especially during remote learning, when they have extra time on their hands.

Examples:

- Share links to interesting articles, videos or games that relate to the topic. Students can check them out on their own.
- Encourage students to create a project that serves others with what they've learned. Use the design thinking process to brainstorm an idea and bring it to completion.

12. You're the chef! Design the dish you envision.

This one is less of a step and more of a mindset! You've seen lots of steps above. Now, find one or two that fit your situation best and make the most of it. Like a chef, pick and choose the parts of the learning process above that work best for your lesson. Craft your lesson like a chef creates a meal!



Use **EXPLORE**
EXPLAIN APPLY
to plan remote learning lessons



Related post:
[Use Explore Explain Apply to plan remote learning](#)

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Infographics: How to thrive using Teams

Learn about using Microsoft Teams Education at a glance with these infographics.

Click an image to see it full-size.

How to use Microsoft Teams to CREATE ASSIGNMENTS

- 1** In your class team, click "Assignments" tab and click "Create." Choose "Assignment."
- 2** Type the assignment title. Give it a category (unit, subject) if you want.
- 3** Give students detailed instructions. Attach resource (files, links, etc.) if you want.
- 4** Decide how many points the assignment is worth. You can add a rubric.
- 5** Choose to whom you'll assign the assignment. You can choose all or individuals.
- 6** Pick a due date/time. You can also choose when to schedule and close the assignment.
- 7** Click "Assign". Students will be able to see it (unless you scheduled it).
- 8** Use "Edit Assignment" to make changes. Click "Student View" to see what students see.
- 9** Monitor student progress in Teams. Status shows if they have viewed, turned in, etc.
- 10** View student work. Open files. Add feedback. Give a score. Put comments on the rubric.
- 11** Return work to students. They can see your feedback and their grade.
- 12** Students can re-submit work. You can review, update grades, and add feedback.

Infographic by Matt Miller (Twitter: @jmatmiller / DitchThatTextbook.com).

Learn about your students' learning with INSIGHTS IN TEAMS

START

- Click + to add a tab. Search for Insights and add it.
- Filter by individual students
- View data in custom time period
- Export your data to Excel

View student work over time. Hover on a specific activity for more information.

In the Insights Dashboard:

- Digital activity:** Percent of active students today.
- Average grade:** Across all assignments this week.
- On-time assignments:** % of on-time work this week.
- Average time for feedback:** Time spent reviewing work.
- Communication activity:** # of posts, replies and reactions.

Infographic by Matt Miller (Twitter: @jmatmiller / DitchThatTextbook.com). Icons via The Noun Project.

How to stop students from MUTING OR REMOVING others in Microsoft Teams

- 1** Schedule the meeting in calendar view.
- 2** Add students as required attendees. Click send to finish.
- 3** Open the meeting in calendar view. Click "Meeting options."
- 4** Add students as required attendees. Click send to finish.
- 5** In "Who can present?", choose "only me" or select specific students. Click "Save".
- 6** Start the meeting. Click the "Participants" button to see who is presenter/attendee. (Attendees can't mute.)
- 3** Promote someone to presenter by clicking "Participants" and three dots, then "Make presenter."

For a video tutorial, go to Sethi De Clercq's video: youtu.be/WuMap5vWqNg

Infographic by Matt Miller (Twitter: @jmatmiller / DitchThatTextbook.com).

5 tips to ROCK Microsoft Teams in remote learning

- 1** **General channel:** Only allow admins to post
- 2** **Live classes channel:** Only for live meetings
- 3** **Classes channel:** One channel for each class
- 4** **Just chatting channel:** For lots of social fun!
- 5** **Schedule tab:** Place for the week's activities

For more detail on each, visit eTwinz.com for the post!

Infographic by Matt Miller (@jmatmiller / DitchThatTextbook.com)

5 tips for effective Microsoft Teams ANNOUNCEMENTS

Post by The Jenalee Show (Jeni Long and Sallee Clark) TheJenaleeShow.com

START

- 1** In the post section of any channel, click the "A" icon to expand. Then in the dropdown, choose "Announcement."
- 2** To mark an announcement as important, click the three dots. This gives it a red exclamation point and a red line along the side.
- 3** Save announcements by clicking the three dots. You can access announcements you've saved by clicking your profile picture (top right).
- 4** Copy link and share to Outlook. Click the three dots to copy the link. Then, email to contacts, groups, or contact lists.
- 5** Insert a poll or quiz to engage students. Click the three dots, then more actions, then "Create a poll."

Infographic by Matt Miller (Twitter: @jmatmiller / DitchThatTextbook.com).

20 ways to use MICROSOFT TEAMS VIDEO MEETINGS like a pro

- 1** Only record what's worth watching again.
- 2** Share video from meeting afterward in Class Notebook.
- 3** Turn video off to save bandwidth in video meetings.
- 4** Use replies in the post in the channel to discuss.
- 5** Enable live captions to communicate clearly & inclusively.
- 6** Use headphones to reduce echo from others' speakers.
- 7** Choose your mic carefully from all available options.
- 8** Learn how to share your screen well (w/ one display or two).

All 20 ideas + descriptions at DitchThatTextbook.com/microsoft-teams

Infographic by Matt Miller (@jmatmiller / DitchThatTextbook.com). Created for Online Learning Ideas (OnlineLearningIdeas.com).

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