

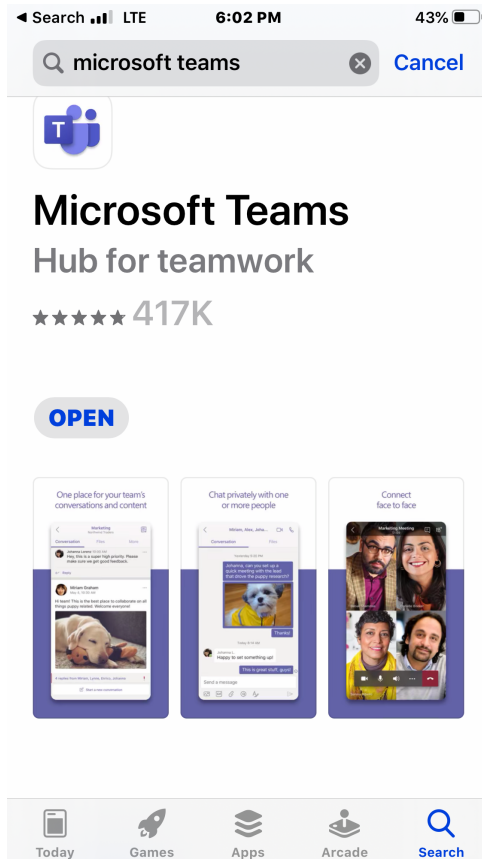


# **Microsoft Teams (Synchronous Distance Learning Platform)**

## **Teacher's Quick Start Guide**



Microsoft Teams (an application of a Microsoft Office 365 used by Kuwait University for Electronic messaging and e-collaboration) provides faculty members and teaching assistants with the ability to broadcast live meetings for their lectures and interact with students synchronously through Virtual Classrooms technology. The technology allows students and teachers to participate in live interactive meetings using audio and video via any desktop or laptop computer, smartphone or tablet device. The system can also be used to collaborate with the students using chats, synchronous application sharing, and integrated virtual whiteboard. Besides, the teacher can publish and share electronic notes, presentations and other educational resources that can be used by the teacher and students in the virtual classroom. Live meeting sessions can also be recorded to allow students to view them online later using video streaming technology through Microsoft Office 365 Stream.

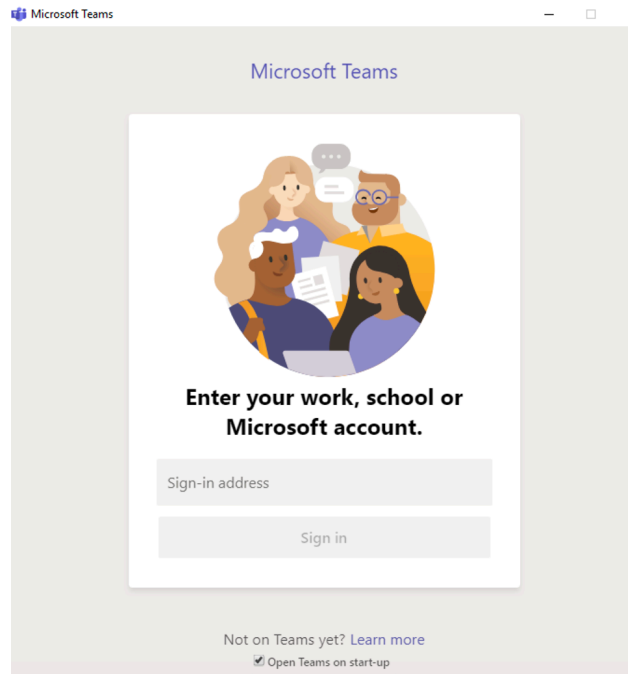


## Logging in to the System

Run Microsoft Teams software on a personal computer, smartphone, or tablet. To download and install Microsoft Teams system on a personal computer, visit the following page:

<https://products.office.com/en-us/microsoft-teams/download-app>

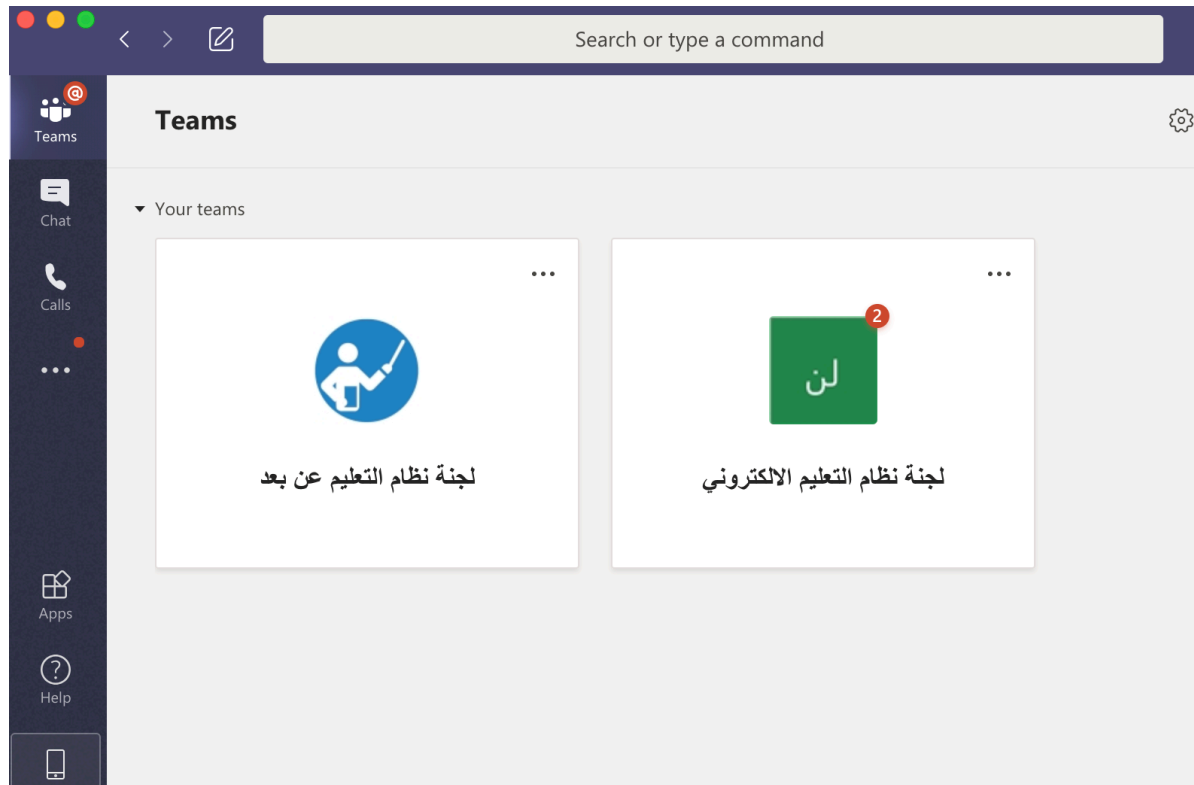
To download and install the software for smart devices, search for the app Microsoft Teams in Apple App Store or Android Google Play, then install it on your device:



After installing the program on your personal device, smartphone or tablet computer, run the program. The following screen will be show asking for entering your username and password.

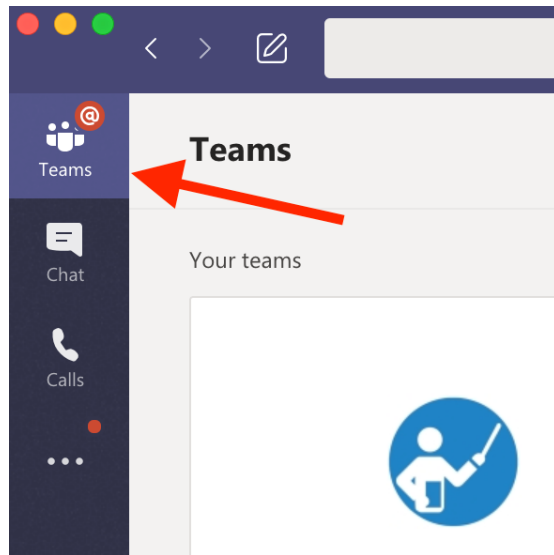
Enter your username and password, which are the same username and password you use to log in to Kuwait University's email system.

Important note: The program assumes that you are using your personal device, so it asks for you login information only once in order to save it for quick log in for the next times. In case you want to replace your device or if it is a public device, the we advise you to log out of the account.



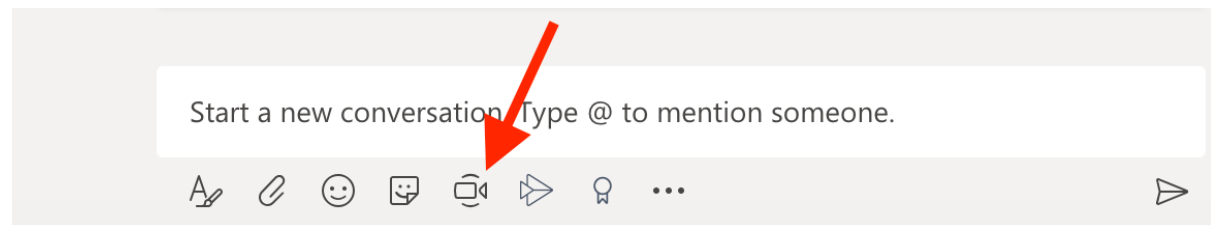
## Delivering a live broadcast of a meeting

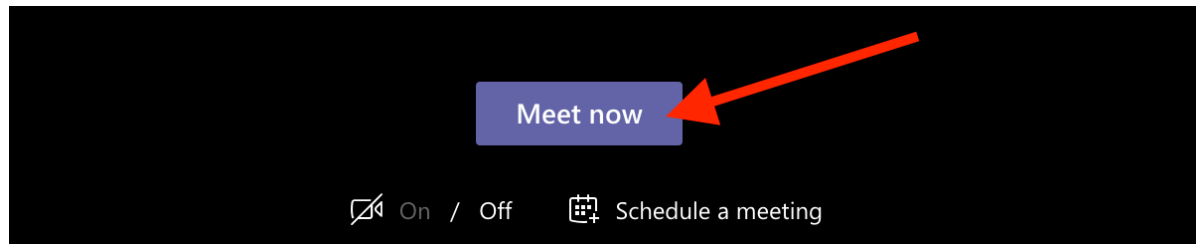
1- After logging in to the system using Teams, you will then see “Teams” System screen. Please note that the teacher can deliver and manage live broadcasts (virtual classrooms) using a computer (desktop or laptop) or a smart device. Students can also participate in the live broadcast via a computer or via a smart device:



2- You can show the teams of your courses by clicking on the "Teams" button on the left-hand side of the screen.

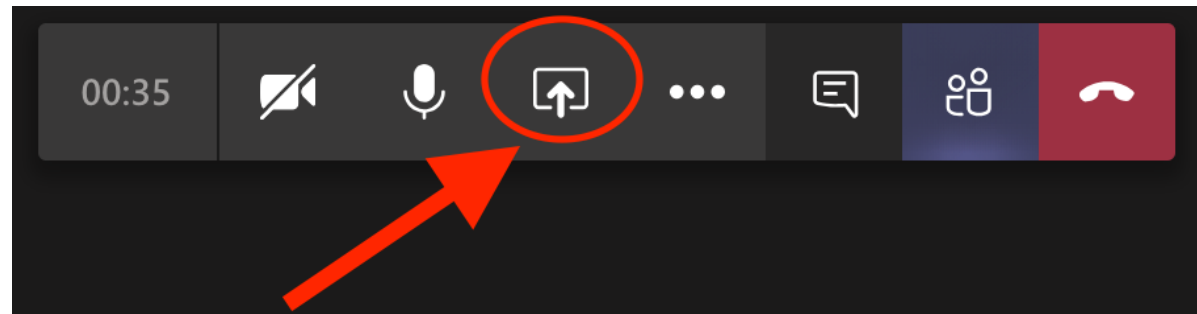
3- From the "Teams" screen, choose the name of the team (course) for you want to access. You will find your meetings automatically scheduled on time (for example, from 10:00 to 10:50 on Sunday, Tuesday and Thursday) in the calendar section to the left of the screen according to your schedule in the Student Information System (SIS). You can also start broadcasting a live meeting by clicking on the camera icon at the bottom of the screen as shown in the following screenshot.



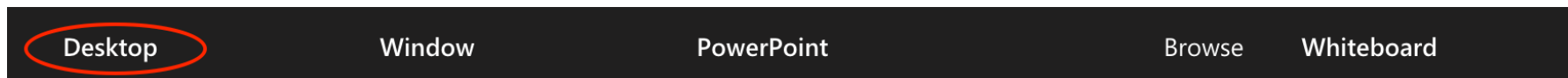


4- You will now see the live broadcasting screen. Click the "Meet Now" button to start the live broadcast:

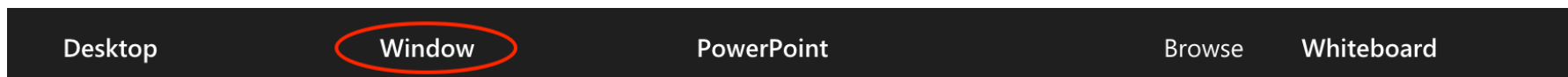
5- By pressing the "Share" button, you can now display your device's screen to the participants in the meeting (Screen Sharing) so that they can synchronously view what you display and annotate on the screen such as presentations, websites, and YouTube files.



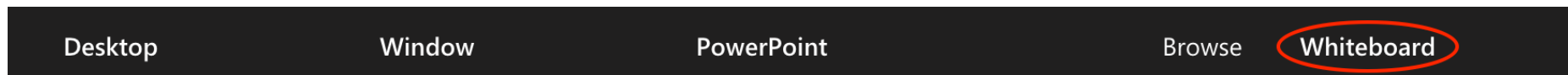
After clicking the “Share” button, the screen sharing window appears. The screen sharing page will appear, to share your desktop screen, click on “Desktop”:



You can also click the “Window” button to show a specific application window from your device (like the window of a specific program) instead of showing your entire desktop screen:

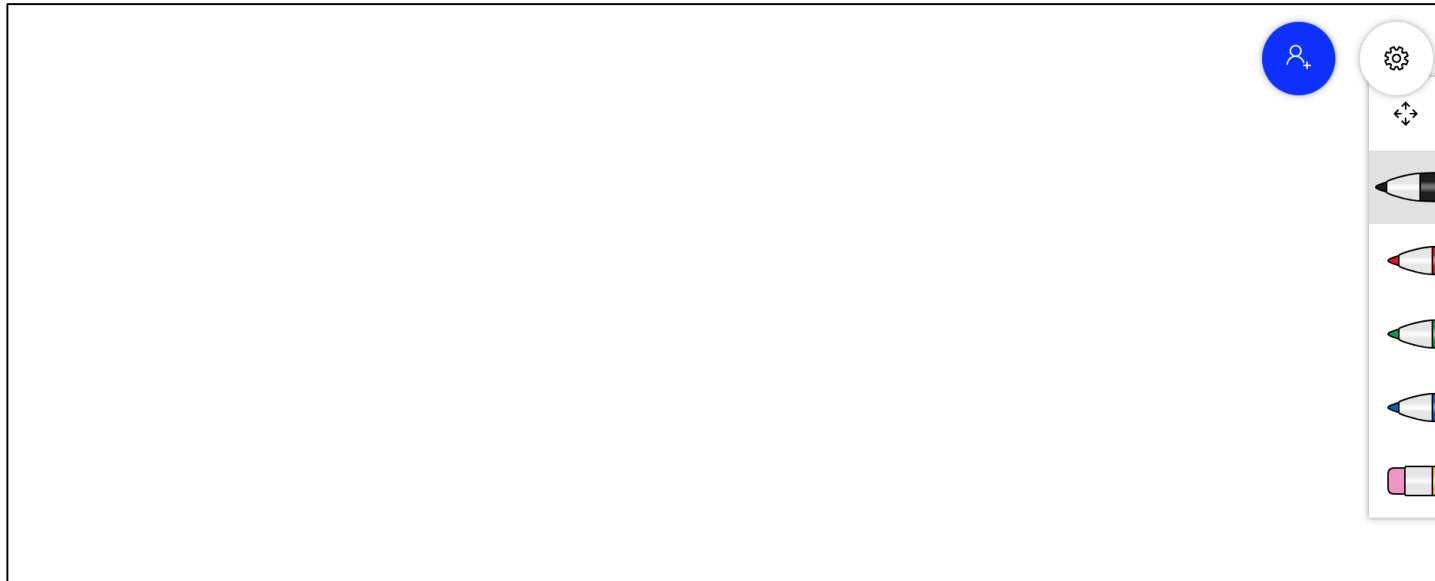


You can also use the integrated electronic virtual whiteboard by clicking “Whiteboard” button:



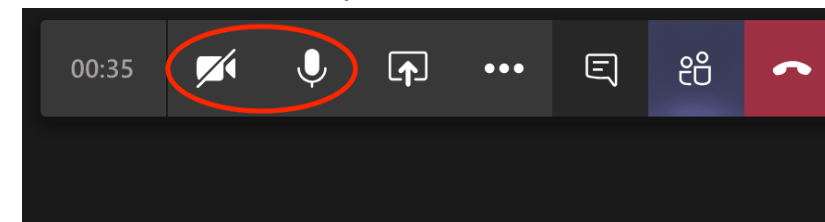
After clicking the “Whiteboard” button, the whiteboard screen appears:



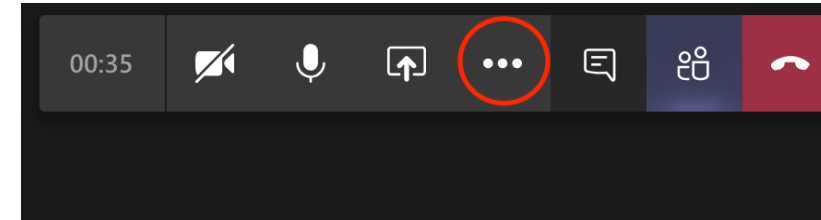


To utilize the benefits of the electronic virtual whiteboard, it is recommended to use an pen-enabled device like Microsoft Surface tablets.

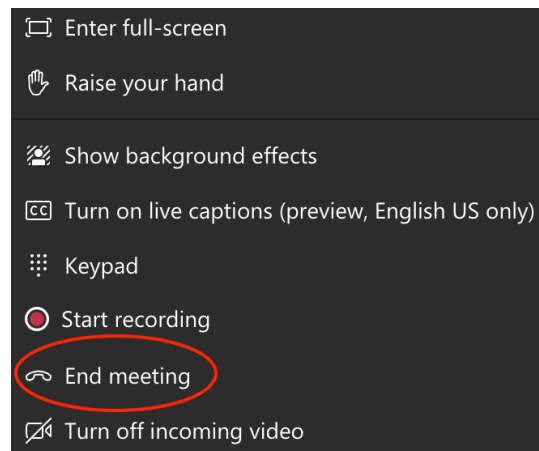
6- To turn off or turn on the camera or audio, press the camera or microphone icon as shown in the following figure:



7- To end the live broadcast, click on the three dots icon (entitled "More Actions").



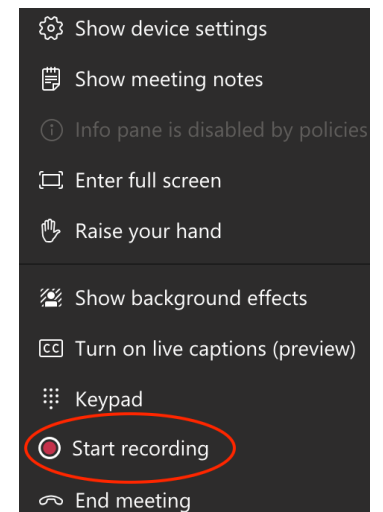
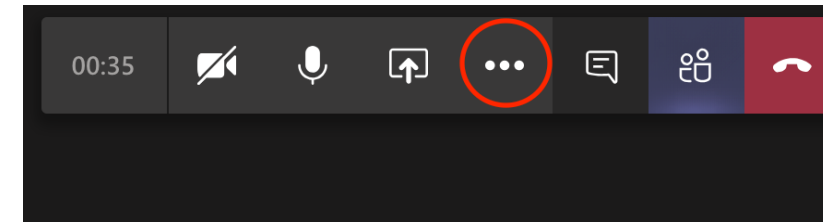
A new window appears, click on "End meeting" icon as shown in the following screenshot:



## Recording your live meeting

1- You can record the live meeting to make it available to your students on your video streaming storage space in Office 365 Stream system. To Record the live lecture, click on the three dots icon (entitled “More Actions”):

2- The “More Actions” menu appears, click on the “Start Recording” icon:



## **Additional functions for the applying distance learning:**

Please read the System User's Guide from Microsoft in the following pages to learn more about the benefits and functions that the system provides for the application of distance education.

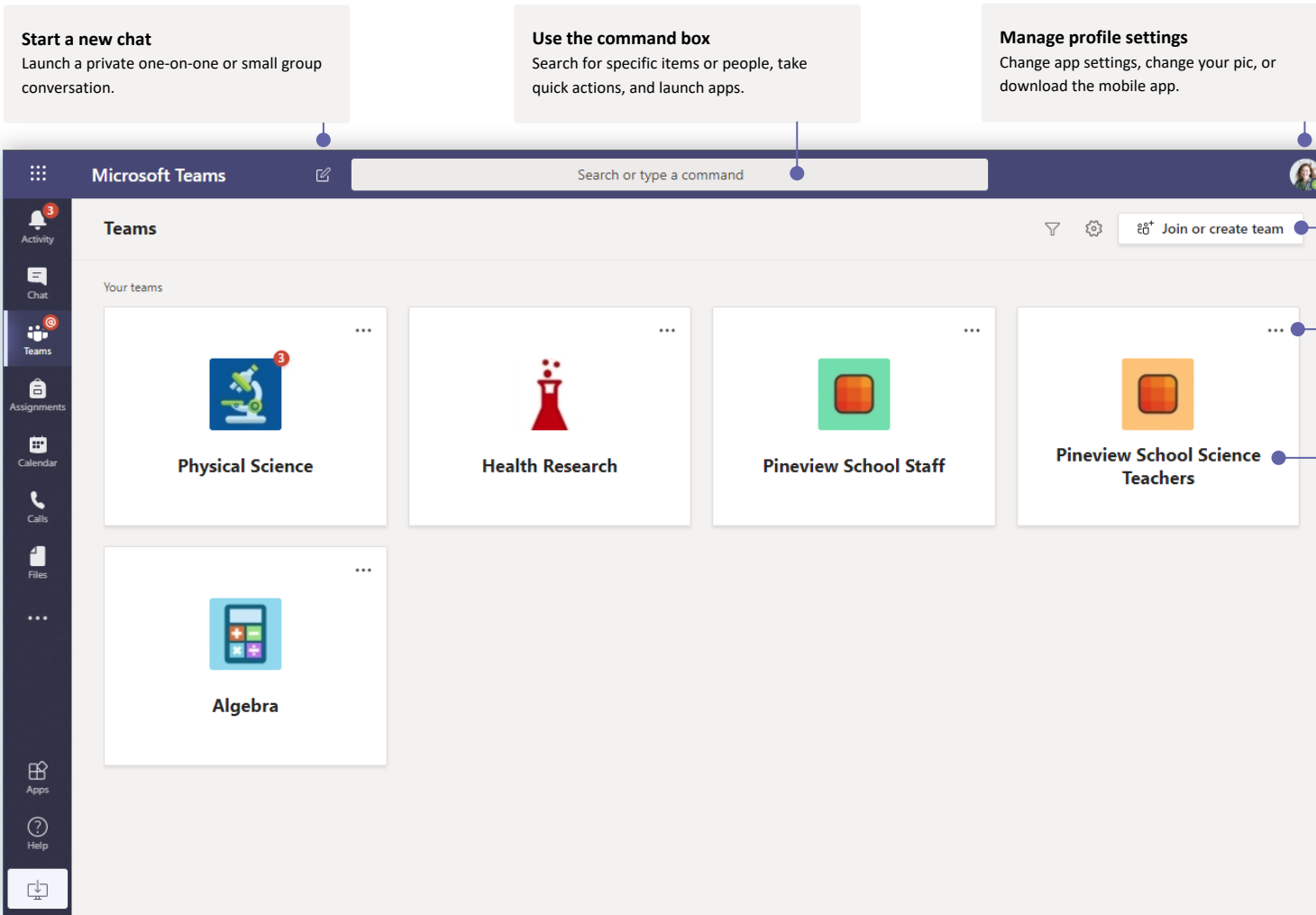
# Microsoft Teams for Education



[Learn more about Teams](#)

## Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.



**Start a new chat**  
Launch a private one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Navigate Microsoft Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**View and organize teams**  
Click to see your teams. Drag team tiles around to reorder them.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**View your team**  
Click to open your class or staff team.

**What is a team?**  
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

# Microsoft Teams for Education



[Learn more about Teams](#)

## Class teams

Class teams provide special capabilities tailored for teaching and learning

### Add channels and manage your team

You can change team settings, add members to the class team and add channels.

### Open Class Notebook

Class Notebook is a digital binder you can use in your class to take notes and collaborate.

### Open Assignments and Grades

Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

### Every team has channels

Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

### Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

### Add tabs

Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

### Share files

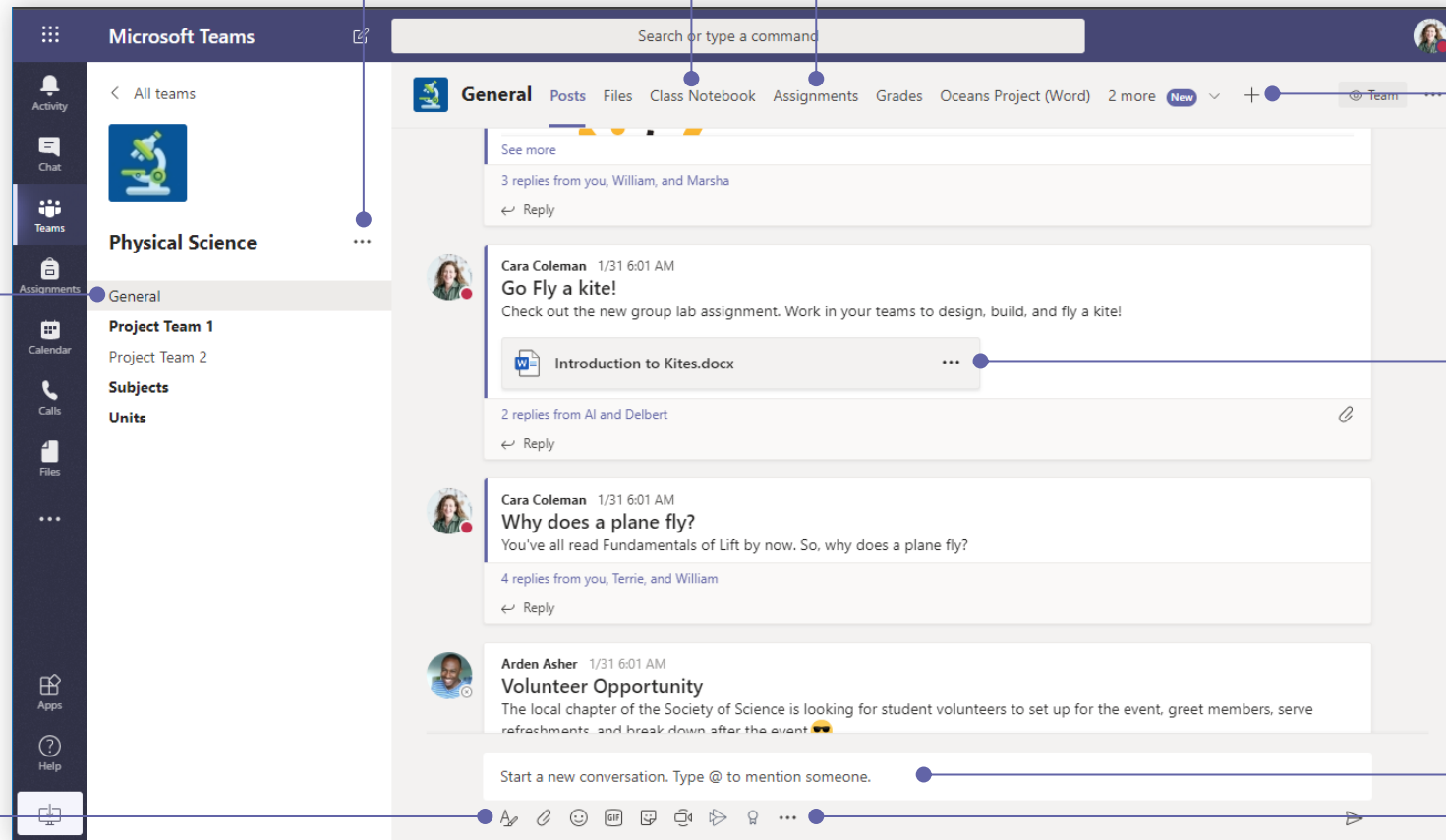
Let class members view a file or work on it together.

### Start a discussion with the class

Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

### Add more messaging options

Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.



# Microsoft Teams for Education



[Learn more about Teams](#)

## Schedule a meeting with your team or class

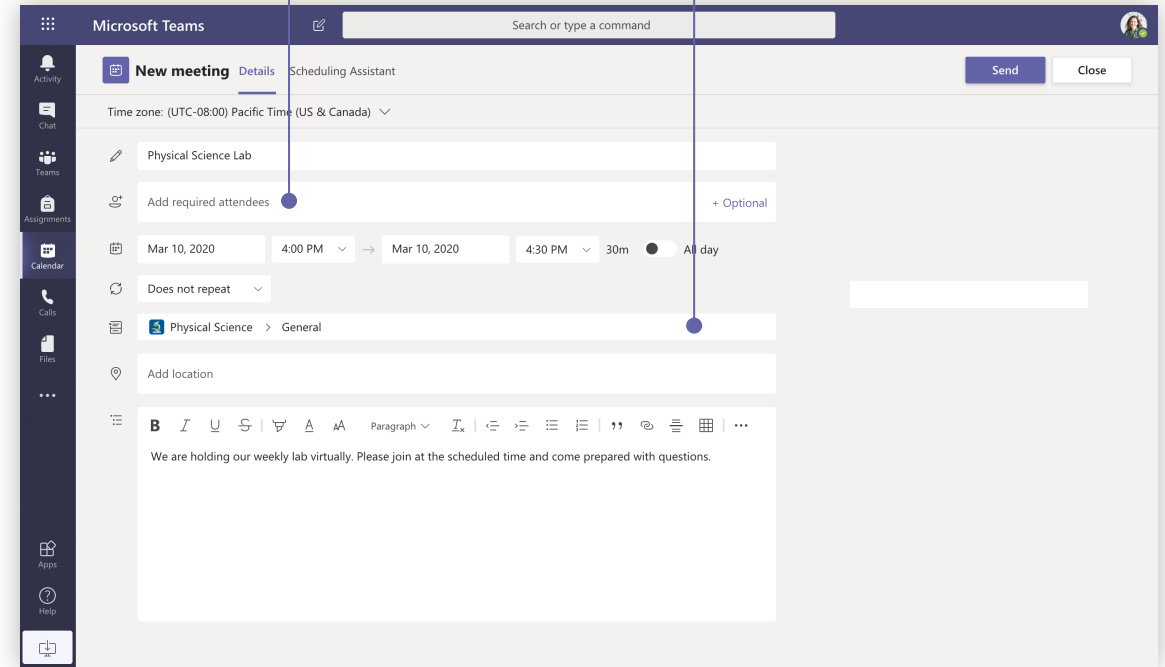
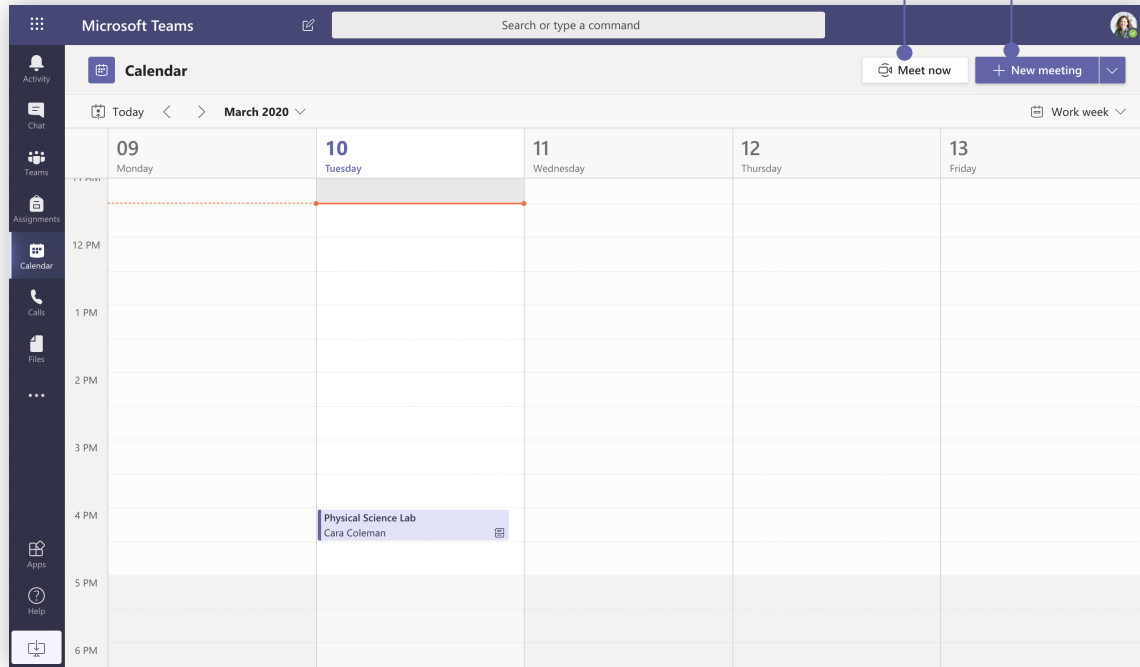
Hold classes, staff collaboration meetings, or trainings over online meetings

**Start a meeting right away**  
Add participants directly to a meeting that starts right away.

**Add new meeting**  
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

**Invite individuals to a meeting**  
Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in you Chat view.

**Invite a channel to a meeting**  
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.

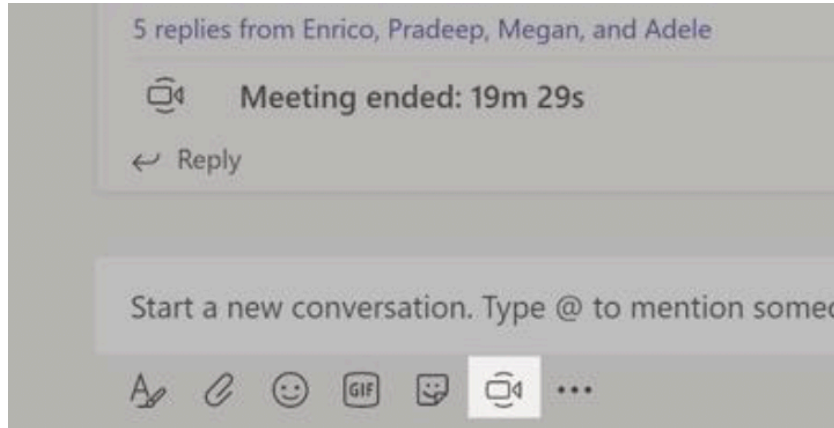


# Microsoft Teams for Education



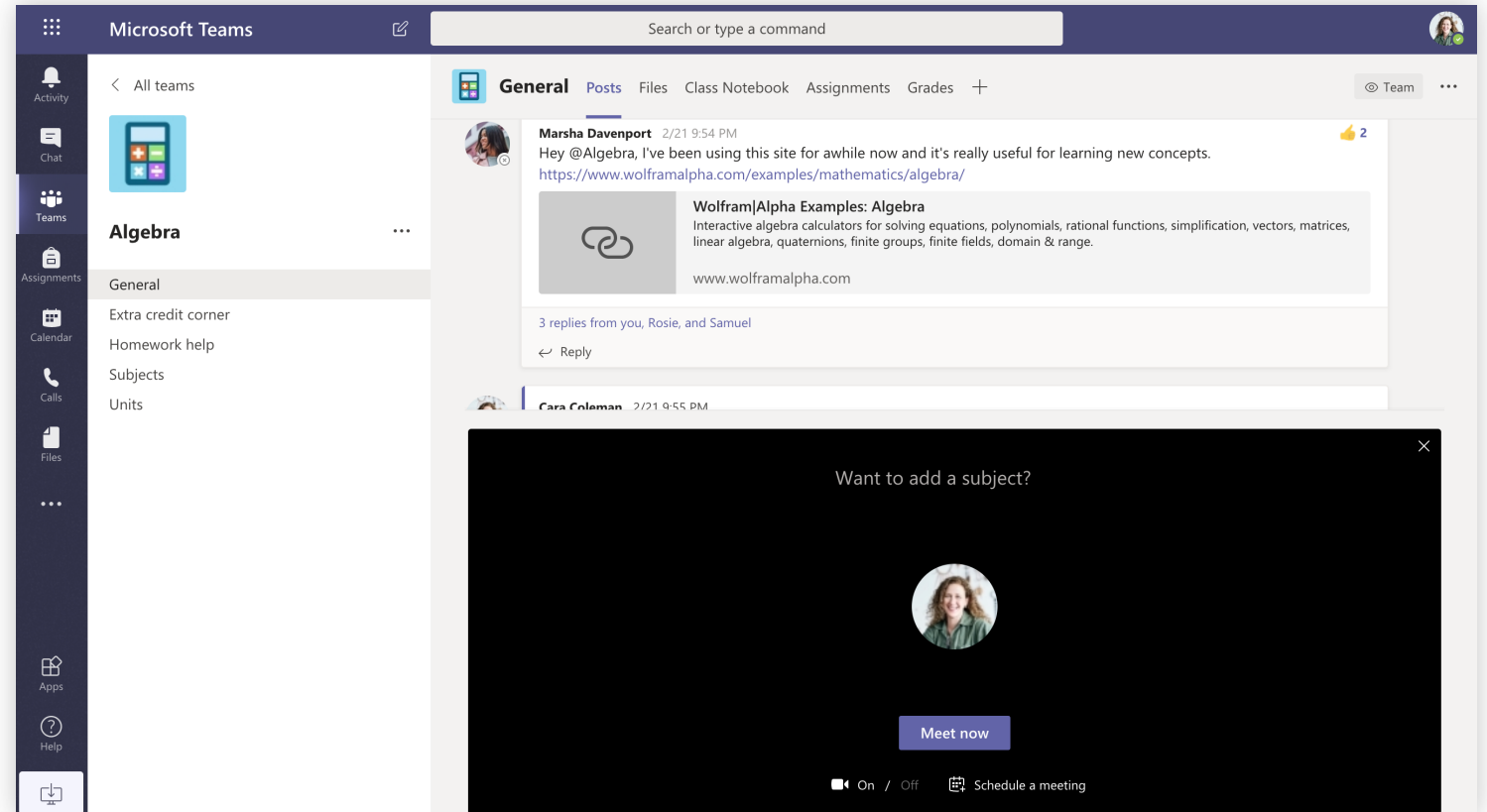
## Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings



Click **Meet now** under the message box to start a live meeting in a channel. If you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

You can invite people to the meeting or ask them to join it directly from the channel.



Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

# Microsoft Teams for Education



## Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings

A screenshot of a Microsoft Teams chat message. The message is from Cara Coleman, sent at 12:32 PM. The text says "Scheduled a meeting". Below the text is a meeting card for "Physical Science Lab" on Wednesday, March 4, 2020, at 1:00 PM. There is a "Reply" button at the bottom left of the message.

A screenshot of the Microsoft Teams calendar interface. The calendar is for March 2020, showing days from Monday (02) to Friday (06). A meeting titled "Physical Science Lab" by "Cara Coleman" is scheduled for Wednesday, March 4th, from 1:00 PM to 1:30 PM. The interface includes "Meet now" and "New meeting" buttons at the top right.

Find the meeting invitation in the channel of your team or on your Teams calendar.

A screenshot of the Microsoft Teams meeting details page for "Physical Science Lab". The page has tabs for "Chat", "Details", "Scheduling Assistant", "Meeting notes", and "Whiteboard". A "Join" button is prominent at the top right. The "Details" tab is active, showing meeting options such as "Cancel meeting", "Time zone: (UTC-08:00) Pacific Time (US & Canada)", and "Meeting options". It also displays the meeting title, "Add required attendees" with an "Optional" link, the date and time (Mar 4, 2020, 1:00 PM to 1:30 PM, 30m), and a "Does not repeat" option. A rich text editor is visible, and at the bottom, there is a "Join Microsoft Teams Meeting" link with contact information: "+1 469-297-6880 United States, Dallas (Toll)" and "Conference ID: 325 583 673#". A "Tracking" sidebar on the right shows the organizer as "Cara Coleman".

Open the meeting and click **Join** to join the meeting.



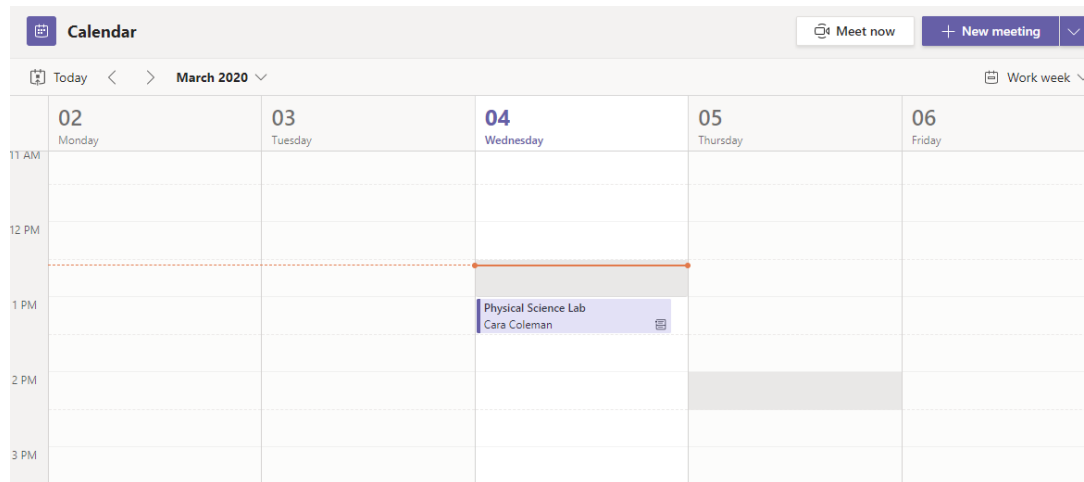
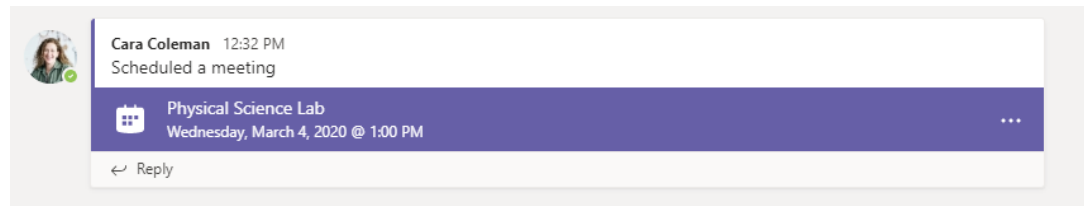
# Microsoft Teams for Education



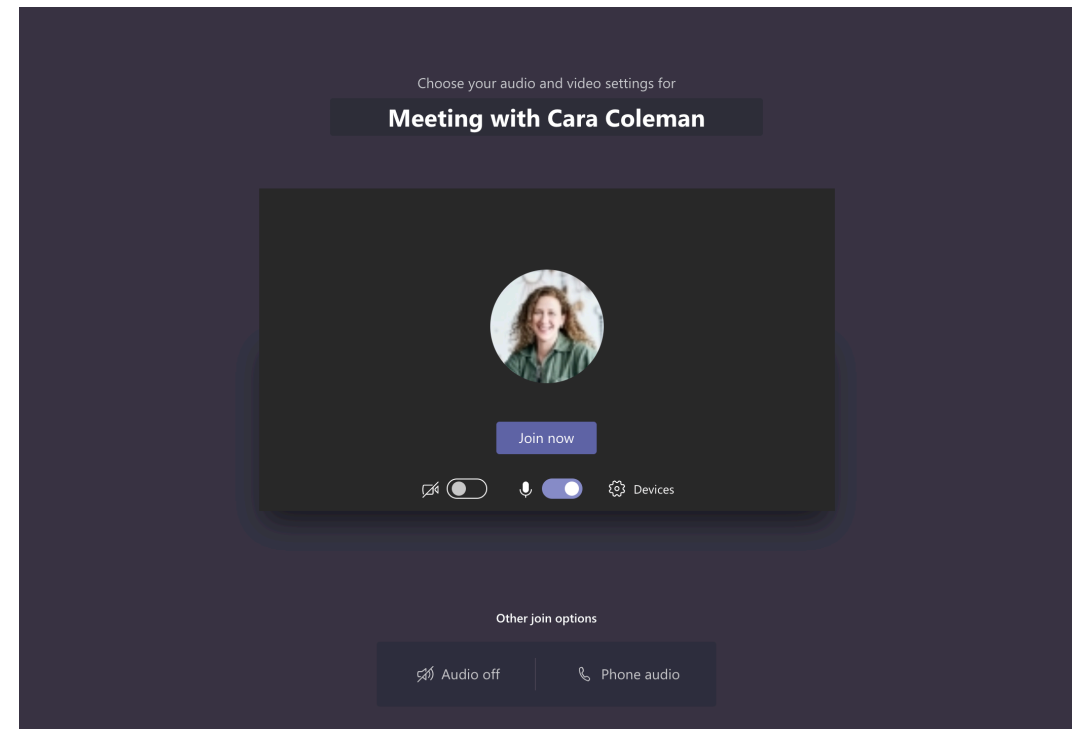
[Learn more about Teams](#)

## Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



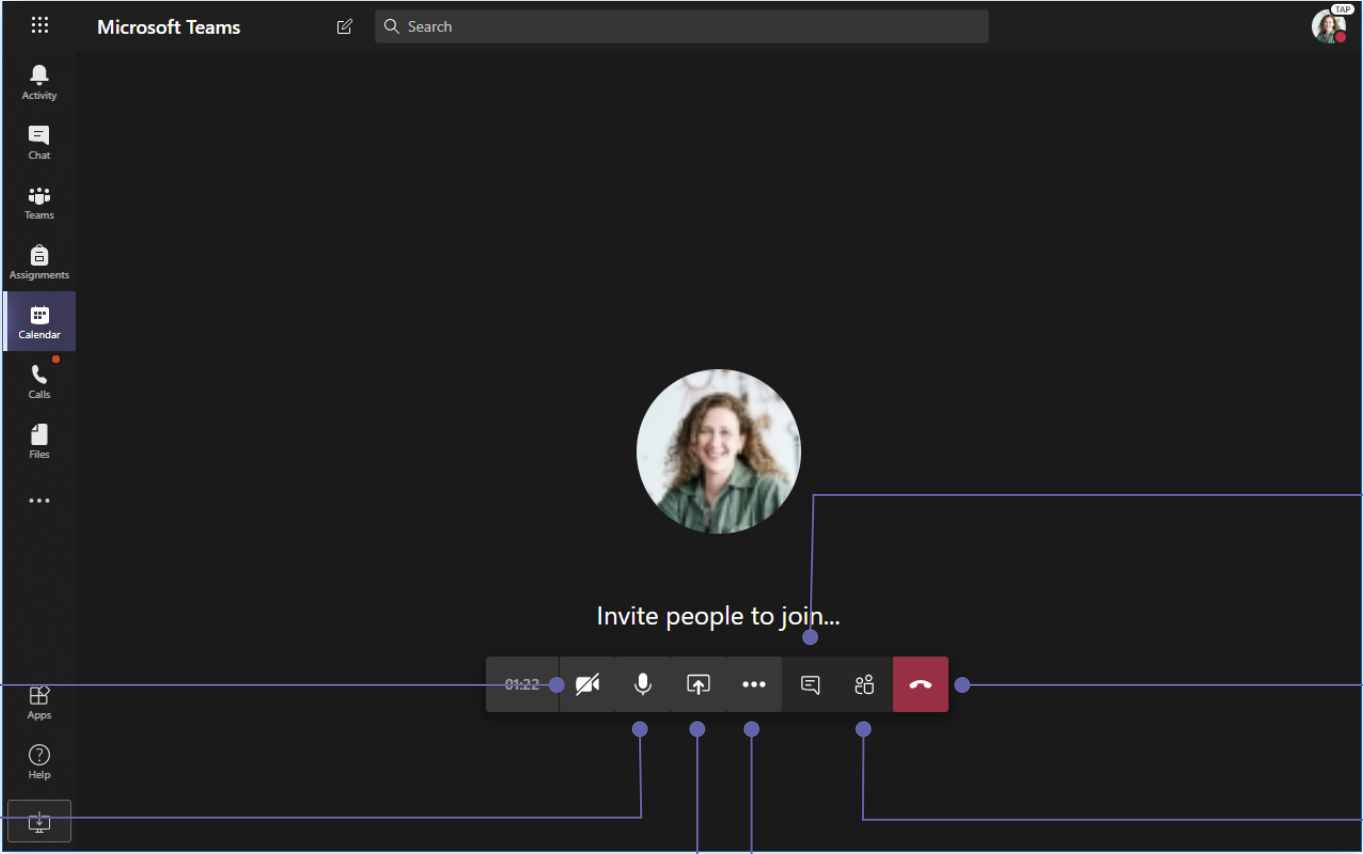
Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

# Microsoft Teams for Education



## Participate in a meeting

Share video, voice, or your screen during the online call.



**Turn your video feed on and off.**

**Mute and unmute yourself.**

**Share your screen and sounds from your computer.**

**Access additional call controls**  
Start a recording of the meeting, change your device settings, and more.

**Send chat messages**  
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

**Leave the meeting**  
The meeting will continue even after you have left.

**Add participants to the meeting.**

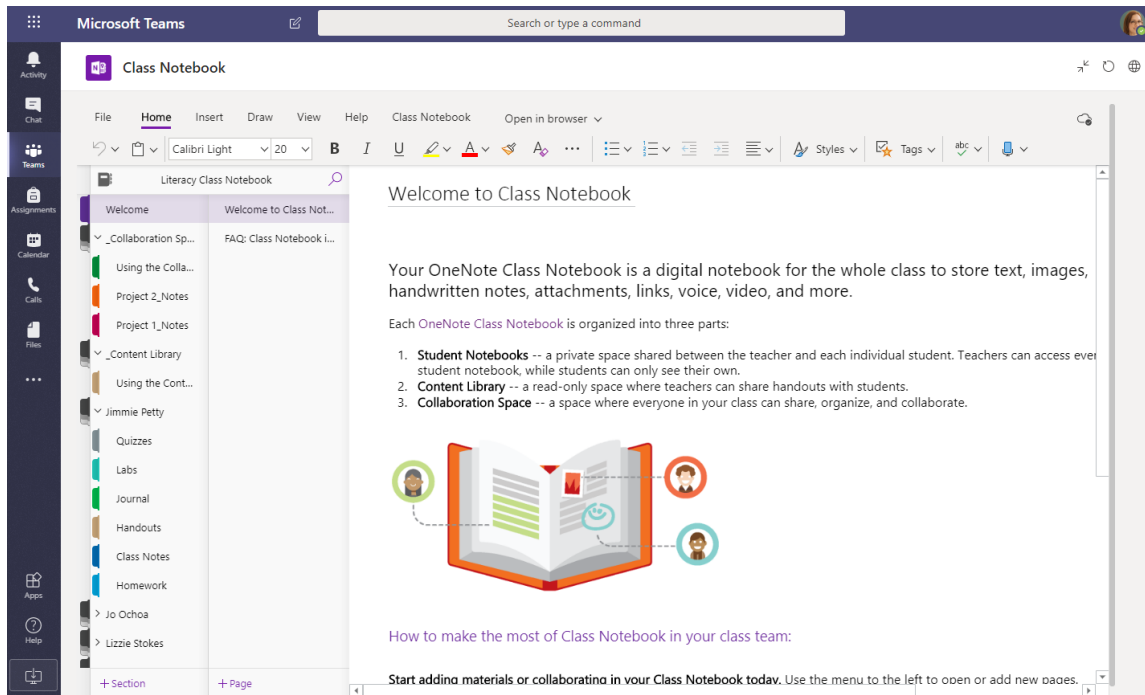
# Microsoft Teams for Education



Learn more about Teams

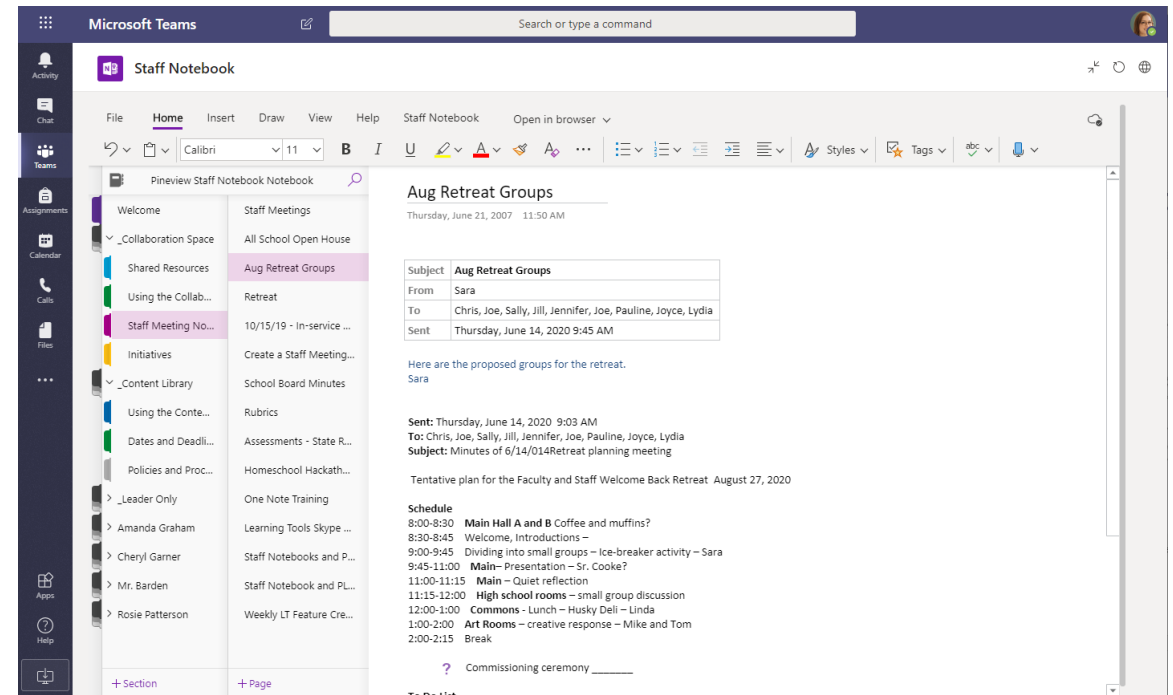
## OneNote Class and Staff Notebooks

A digital binder to use in your class or with your staff to take notes and collaborate



### Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



### Great for staff meeting notes, brainstorming, and classroom observations

OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

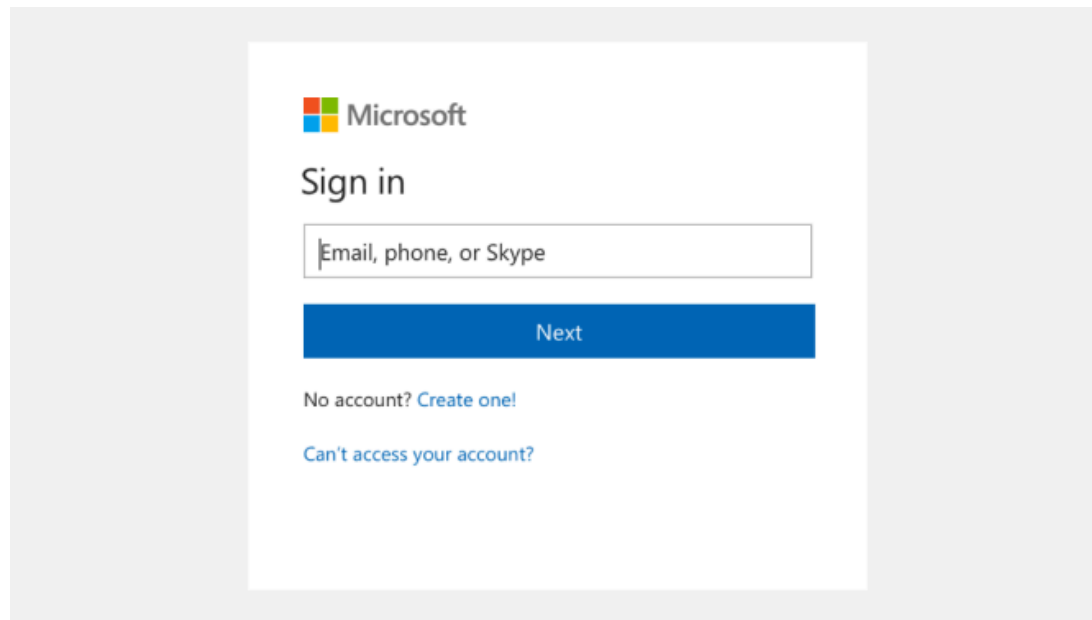
# Microsoft Teams for Education



## Sign in

In Windows, click **Start** > **Microsoft Teams**.

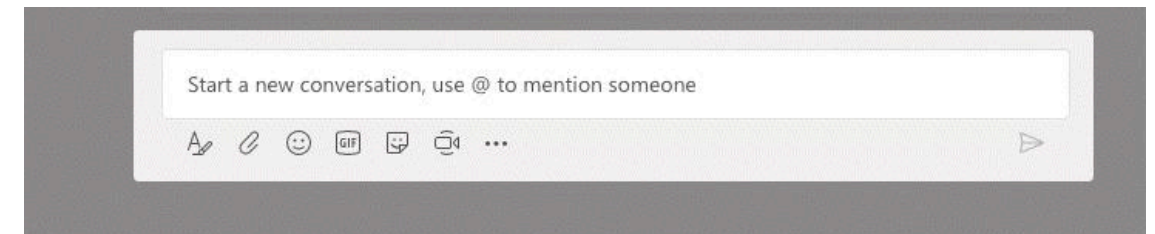
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



## Start a conversation

With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



# Microsoft Teams for Education



## Enrich your channel posts

Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.

A screenshot of the Microsoft Teams post creation interface. The interface includes a toolbar at the top with options for 'New conversation', 'Everyone can reply', and 'Post in multiple channels'. Below the toolbar is a rich text editor with various formatting options like bold, italic, underline, and text color. A subject line is present with the text 'Add a subject' and a subtext 'Start a new conversation. Type @ to mention someone.' At the bottom, there is a media gallery with icons for adding images, GIFs, and other content. Five callout boxes with blue lines pointing to specific features provide additional information: 'Change your message type', 'Control who can reply', 'Post in any channel or team', 'Change the importance of your message', and 'Format your text'.

**Change your message type**  
Select if you want to start a new conversation topic or post an announcement.

**Control who can reply**  
Allow everyone to reply to your post or limit replies to moderators only.

**Post in any channel or team**  
Post your message in any of your teams and channels all at once. Great for broadcasting an important announcement!

**Change the importance of your message**  
Mark your message as important if you want to draw more attention to the post.

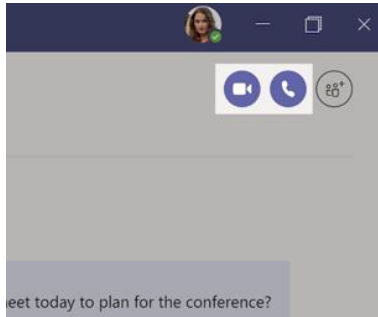
**Format your text**  
Change text color, format, and style.

**Add a subject**  
Keep the topic of your new post clear by adding a subject.

**Add a subject**  
Click here to enter a rich format mode for your message.

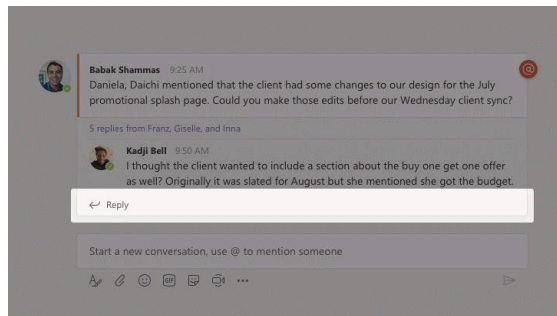
## Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



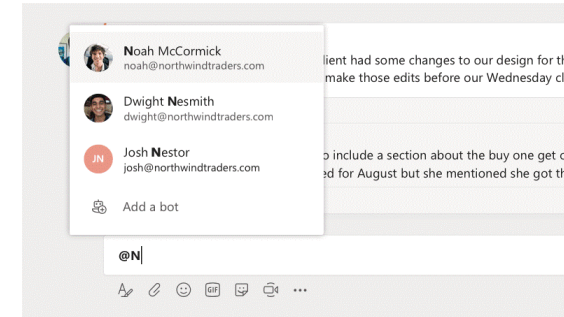
## Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



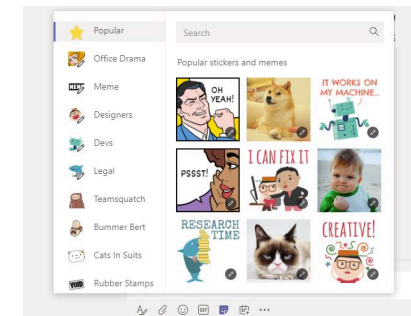
## @mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



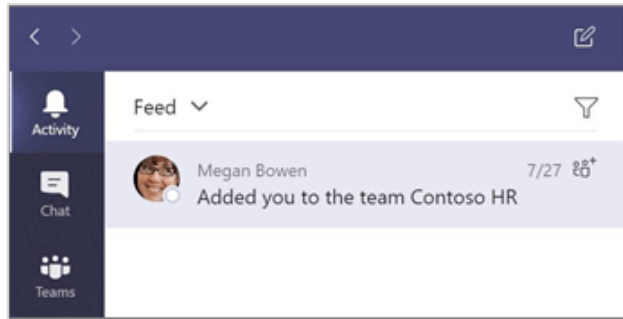
## Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!



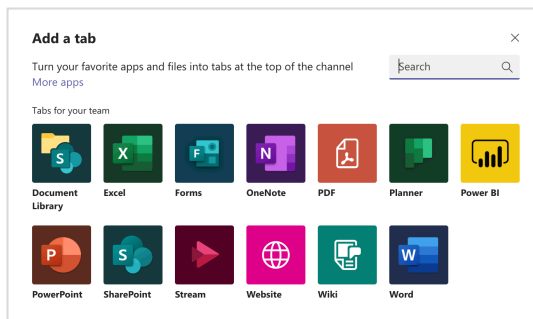
## Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.



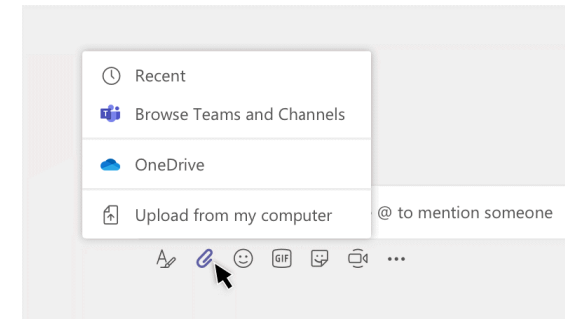
## Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



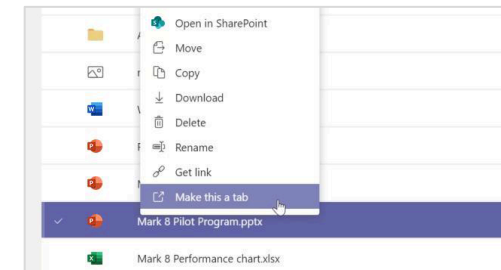
## Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



## Work with files

Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



# Microsoft Teams for Education

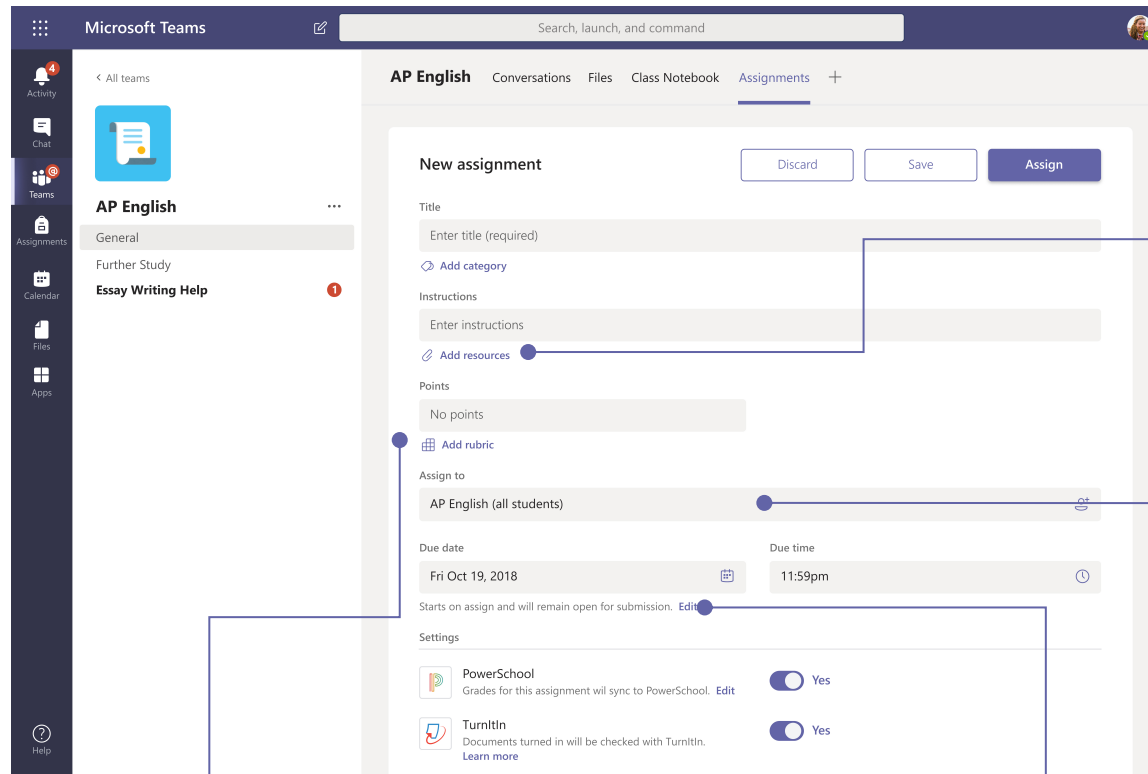
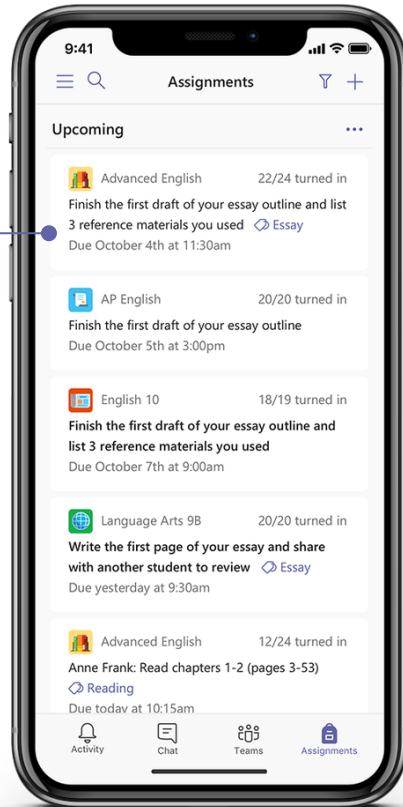


[Learn more about Teams](#)

## Assignments

Create learning activities for students with integrated Office applications.

**View upcoming assignments**  
View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.



**Add resources**  
Customize the assignment with content from OneDrive, your device, links, and more.

**Assign to classes or individuals**  
Assignments can be distributed to multiple classes or personalized to the individual student.

**Add a grading rubric**  
Use the rubrics tool to create customizable, reusable rubrics for students to reference and for you to evaluate their work.

**Edit due dates, close date, and schedule to assign**  
Customize all the dates and times that are important to the assignment.



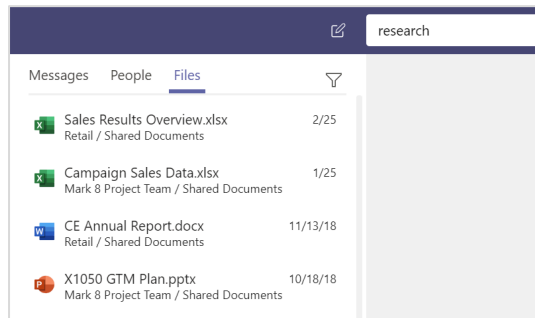
If you do not want use the learning management system adopted by your college for grades, quizzes, and assignments, you can use the assignments and grades systems in Teams as shown in the following pages

# Microsoft Teams for Education



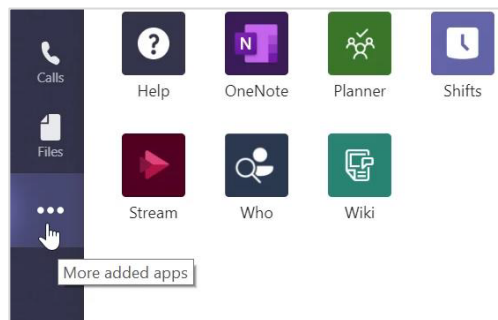
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



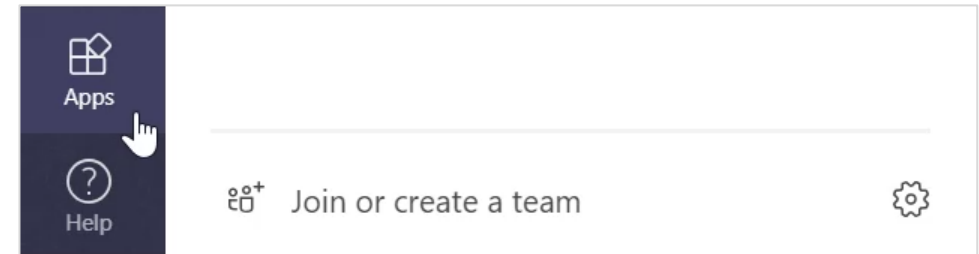
## Find your personal apps

Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**. These apps provide an aggregate and global view of that content type.



## Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



## Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

[Articles](#) with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:

- How teachers use Teams in their professional lives- [Transform Learning with Microsoft Teams](#).
- Teaching in Class Teams-[Crafting a Collaborative Learning Environment with Class Teams](#).

## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.

# Microsoft Teams for Education



## Grades

Leave feedback for students, grade, and track student progress in the Grades tab.

Student	Finish the first draft of your essay outl... Mar 20 - 50 points	Write the first page of your essay and... Mar 17 - 20 points	Anne Frank: Read chapters 10-17 Mar 15 - 20 points	Find 5 references to share with the class Mar 11 - 100 points	Anne Frank Read chapters 3-9 (page... Mar 5 - 100 points	Complete bibliograp Feb 23 - 10
Alanis, Juan	45	18	17	81	81	
Banis, Darius	46	13	11	73	73	
Buxton, Aaron	40	12	9	61	78	
Cline, Christie	43	19	6	90	90	
Davis, Beth	41	11	14	88	88	
Guibourd, Bernadette	44	8	15	79	79	
Konceny, Jan	45	10	10	97	97	
Lando, Guy	42	15	13	90	88	
Nestor, Wilke	42	10	10	97	97	
Neva, Cardenas	43	15	13	80	89	
Schneider, Henry	39	13	13	70	78	
Shamas, Babek	47	18	18	69	82	
Simon, Adah	48	19	11	80	80	
Rodriguez, Elbert	42	19	15	70	91	
Walters, Dallas	42	18	18	69	89	

**See grades across all assignments and students**  
Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.

Christie Cline  
Ms. Arden  
AP English  
World Voices Essay Unit 2

**The Role of the Messenger in *The Iliad* and Today's Hero Stories**

We know that there are a lot of heroes in Homer's epic poem, *The Iliad*. However, alongside larger-than-life warriors like Achilles and Hector and their quest for "kleos" (a Greek word for glory in battle), characters like Thetis and Cassandra have foresight into how events are fated to unfold and try to warn the other players in the story. Although no one heeds their warnings, both women have important insight into the fatal weaknesses of other characters and into how the Trojan War has a much wider impact on the world than the war itself. Similarly, many comic stories of the present day recreate the dynamic of larger-than-life heroes who disregard the advice of the messengers who try to warn them about the consequences of their decisions. Looking at these examples side by side, the reader can see that a wide range of today's hero stories recreate the ancient storytelling patterns of Homer's *Iliad* and related myths.

Even though Cassandra's name is now legendarily associated with prophecy, Homer does not mention this side of her character in his poem. In the Aeschylus play Agamemnon, the reader learns a lot about who she is and her story before The

Student work  
Turned in Sept 18th, 2018 at 9:51pm

- WorldVoicesEssay.docx
- Sources.docx

100% similarity View Turnitin report

15% similarity View Turnitin report

Rubric  
Argumentative Essay Rubric

Feedback  
Enter feedback for this assignment (max. 1000 characters)

Points  
90 / 100

Return

**Return and review assignments using the feedback loop**  
Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.