

# CREATE A DIGITAL COLLABORATIVE EXPERIENCE

CATHY FAMELIO & THEO RAGAVAS

MONMOUTH REGIONAL HIGH SCHOOL TINTON FALLS, NJ



# NJ EDU PEER GROUP

- <https://tinyurl.com/y8jr42ha>
- Find out about Microsoft Presentations
- Microsoft Program Updates
- Microsoft information for EDU

A photograph of three children, two girls and one boy, looking intently at a globe. The boy, in the foreground, is wearing a green hoodie and has his hand on the globe. The two girls are behind him, also looking at the globe. The text "Microsoft Teams" is overlaid in white on the image.

# Microsoft Teams

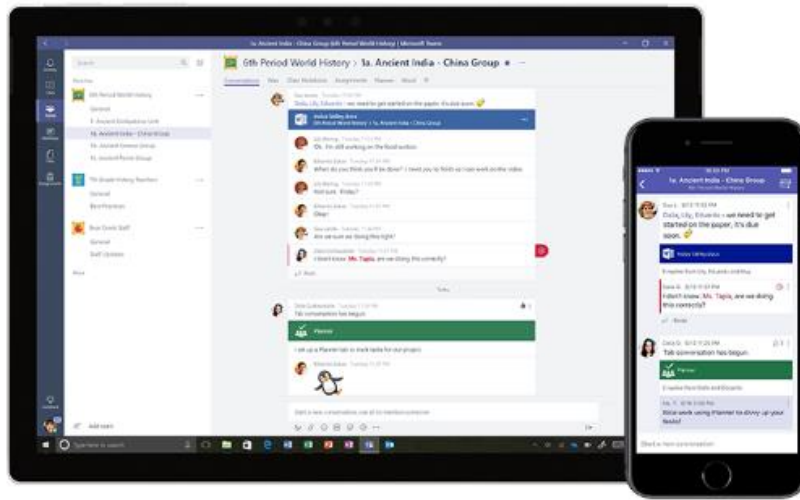


# WHAT IS MICROSOFT TEAMS?

- Teams is a digital hub that brings conversations, content, and apps together in one place. Educators can create collaborative classrooms, connect in professional learning communities, and communicate with school staff – all from a single experience in Office 365 for Education.



# WHERE IS MICROSOFT TEAMS AVAILABLE?

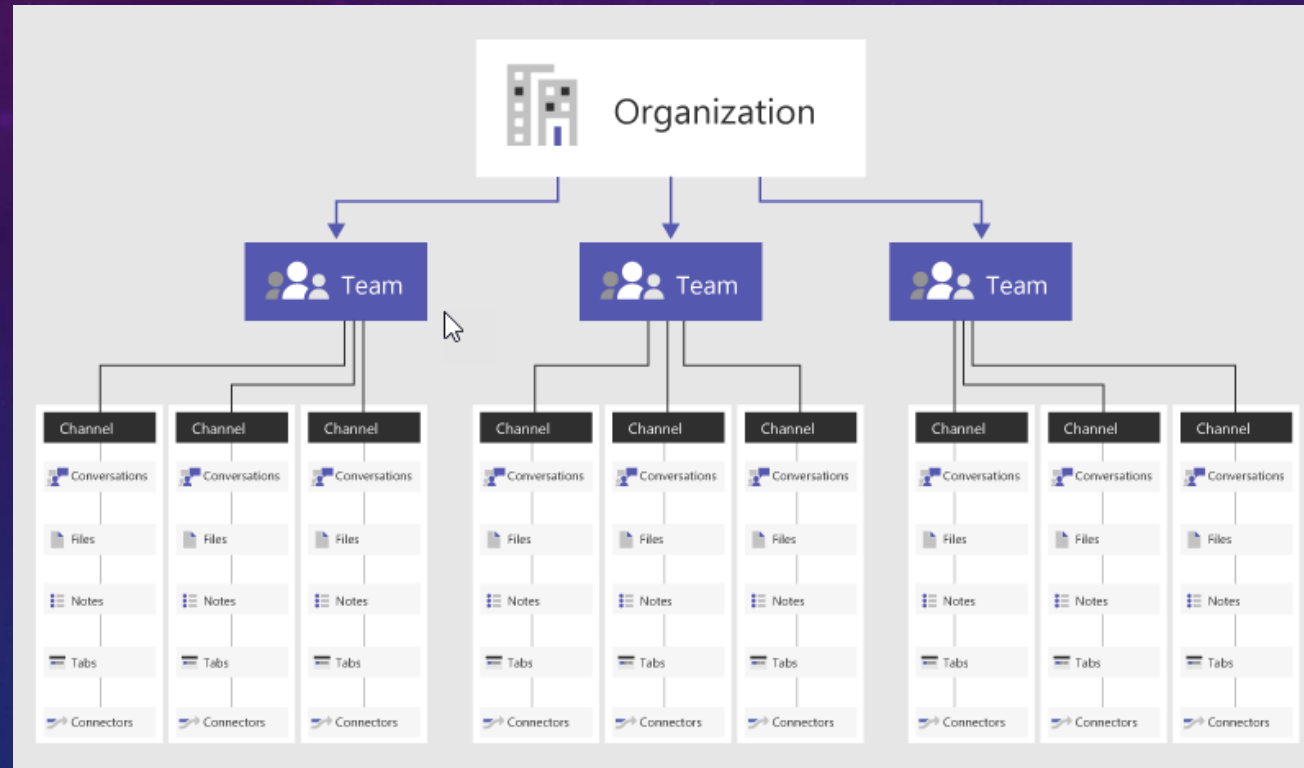


Available across Windows, Apple, Android and Web

Keep everything you need right at your fingertips as Microsoft Teams provides a great experience across devices. Collaborate, meet online and chat anywhere.

**Get the Microsoft Teams app!**

# EXAMPLE OF SETTING UP TEAMS & CHANNELS

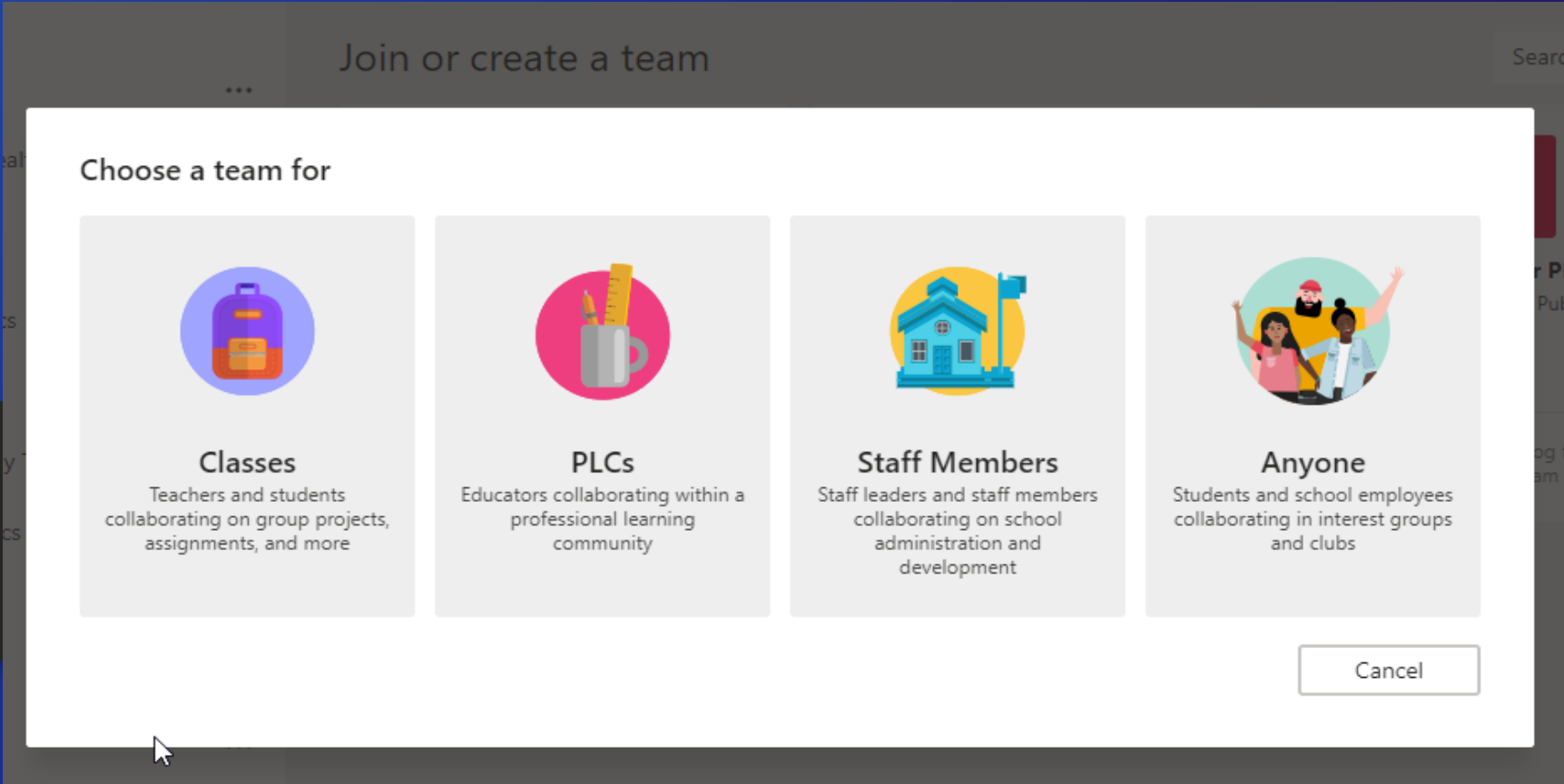
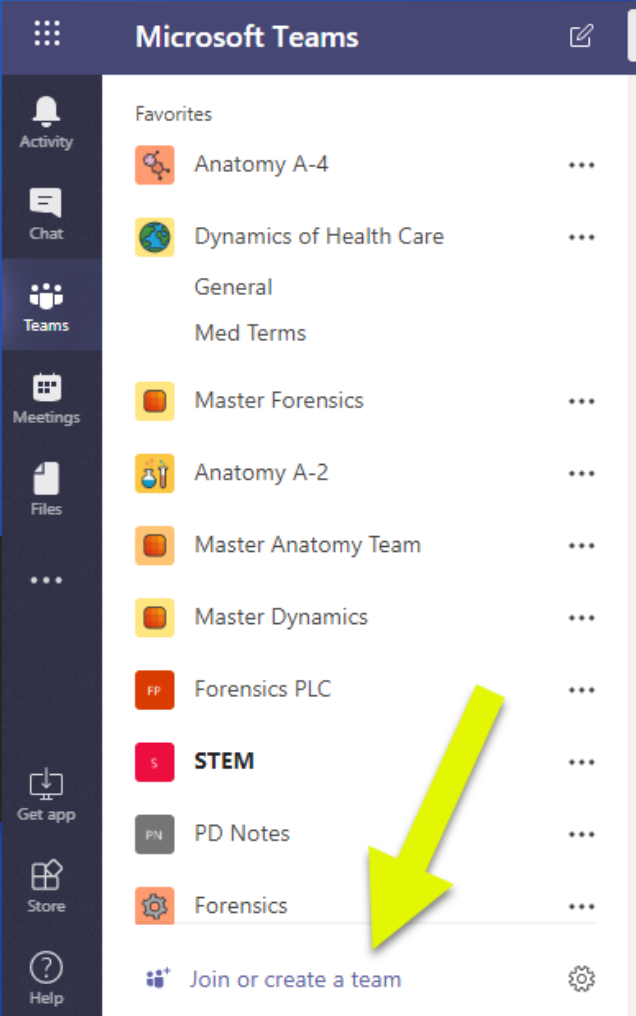
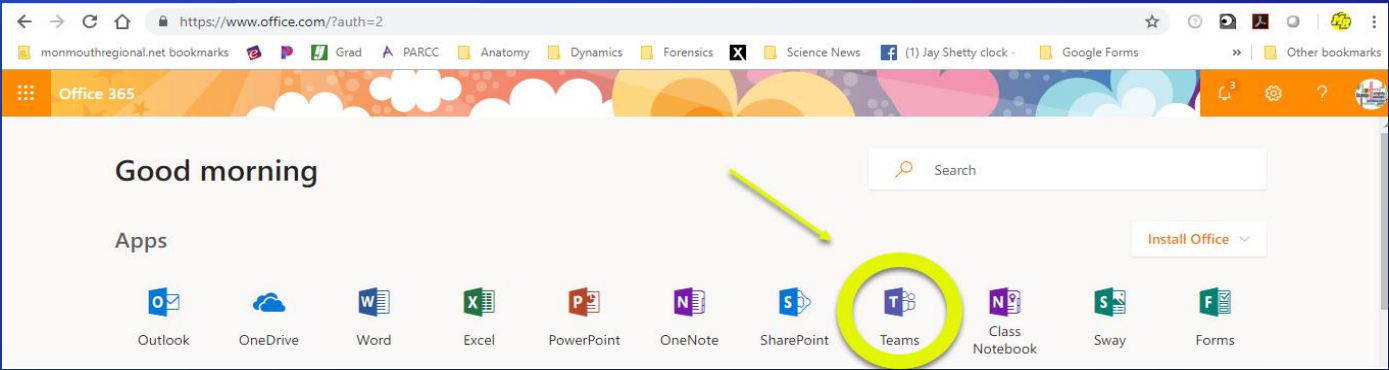


# MICROSOFT TEAMS – 4 OPTIONS

- Classrooms
  - Teachers and students collaborating on student projects, assignments and more
- PLC's
  - Educators collaborating within a professional learning community
- Staff Members
  - Staff leaders and staff members collaborating on school administration and development
- Anyone
  - Students and school employees collaborating in interest groups clubs and more

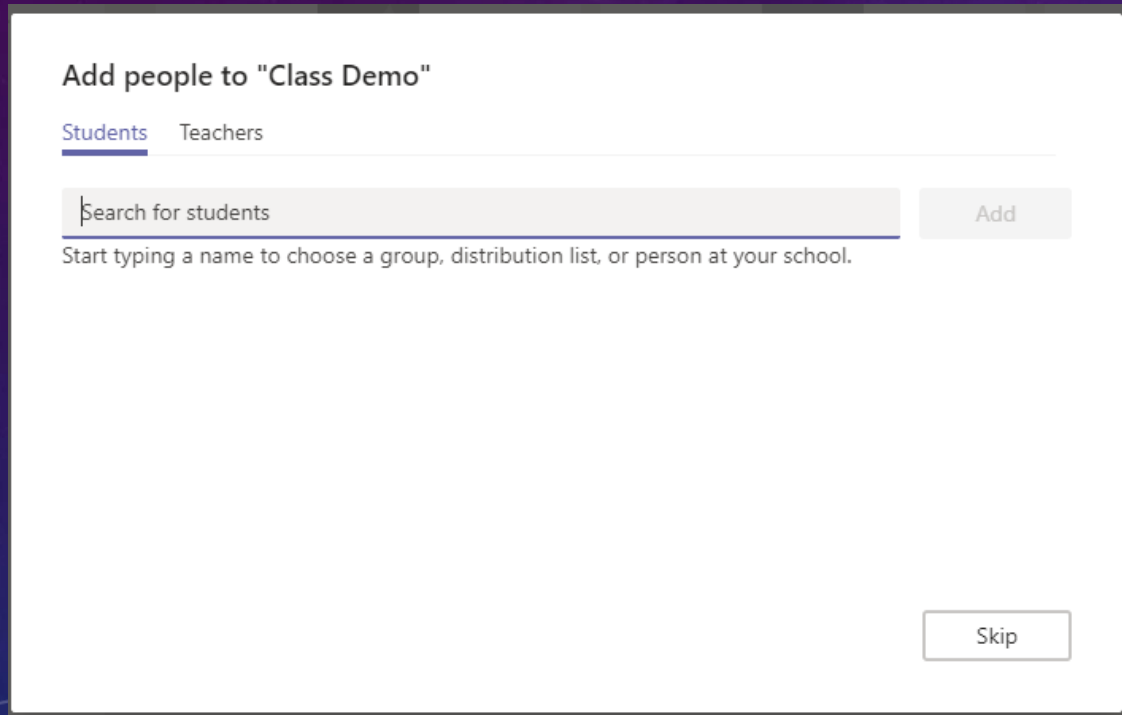


# LOG IN TO YOUR OFFICE 365 ACCOUNT





# ADDING MEMBERS TO A TEAM



Add people to "Class Demo"

Students Teachers

Search for students

Add

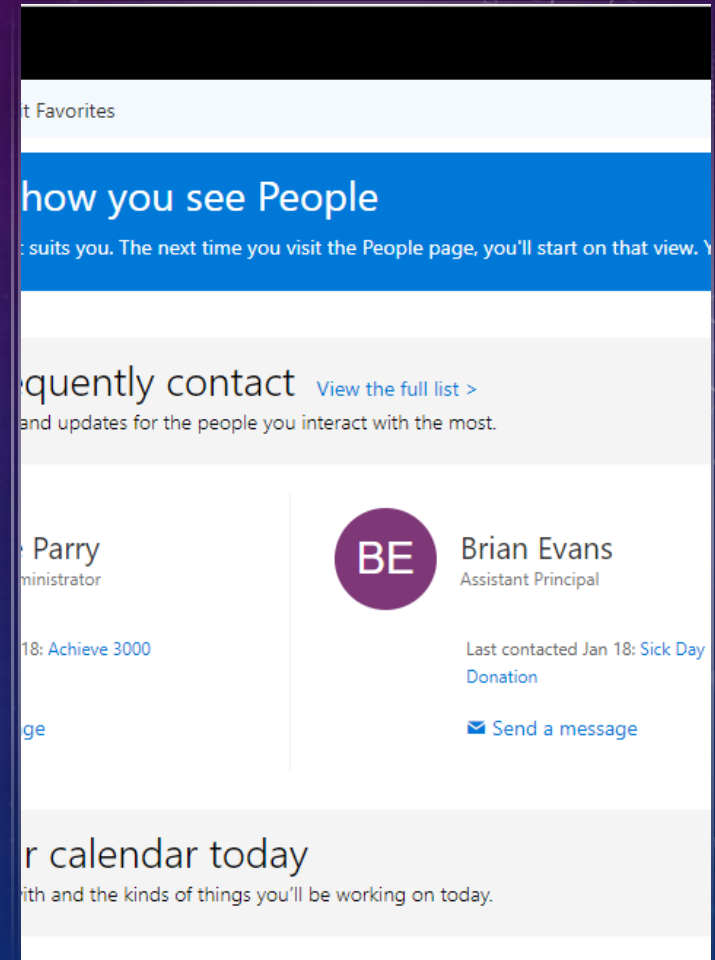
Start typing a name to choose a group, distribution list, or person at your school.

Skip

- Add by email
  - Students
  - Staff
  - Guests
- Add students by SDS (IT Admin)
- Add by class code
  - Only within your organization

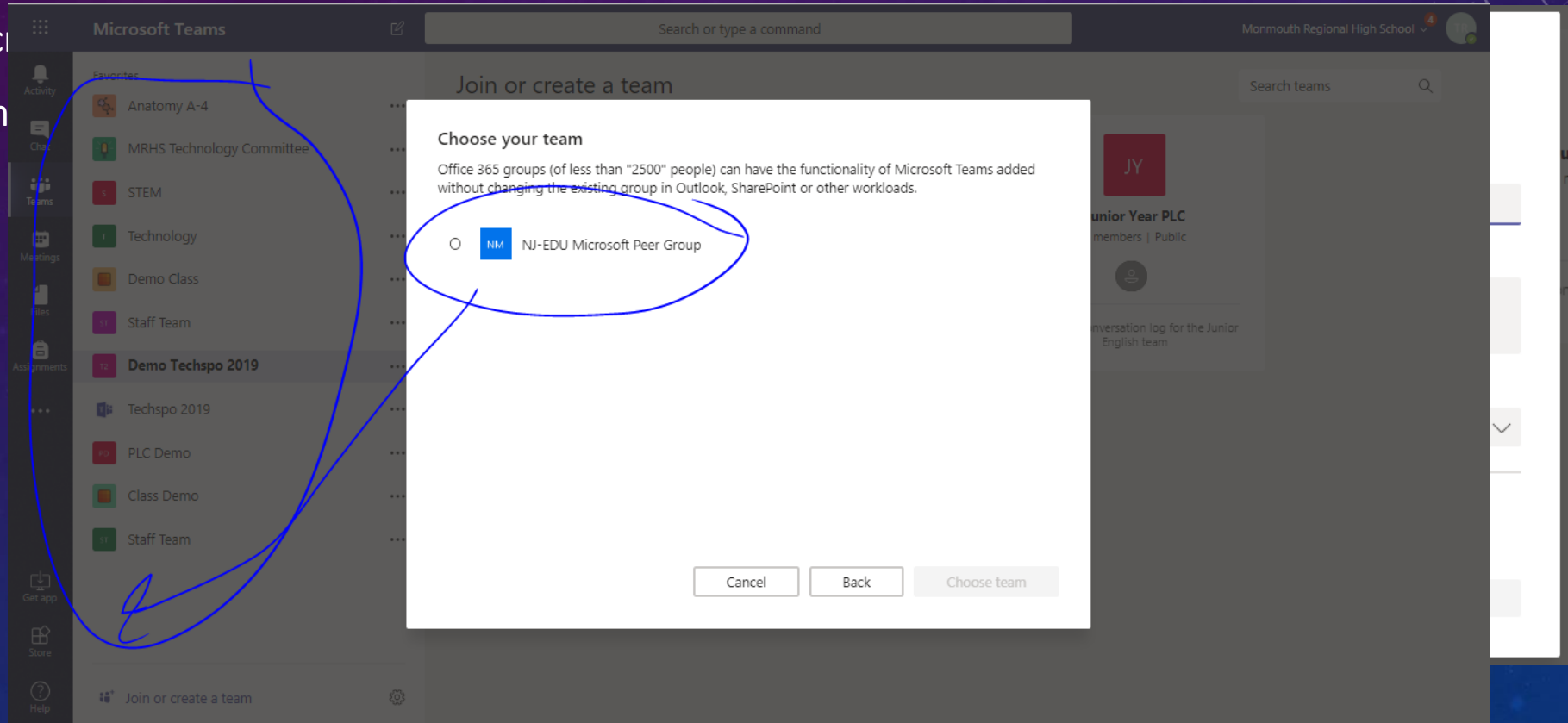
## MICROSOFT TEAMS AND GROUPS

- If you use outlook with your Office 365 tenant each team you create, adds a group contact in outlook
- If you have an office 365 group it will not auto create a team



# CREATING A TEAM FROM EXISTING GROUP

- In Teams click
- Keep the n



# EXISTING GROUP ADDED

The screenshot displays the Microsoft Teams application interface. On the left, a sidebar contains navigation icons for Activity, Chat, Teams, Meetings, Files, and Assignments. Below these is a 'Favorites' list with items like 'Anatomy A-4', 'MRHS Technology Committee', 'STEM', 'Technology', 'Demo Class', 'Staff Team', 'Demo Techspo 2019', 'Techspo 2019', 'PLC Demo', 'Class Demo', and 'Staff Team'. At the bottom of the sidebar is a 'Join or create a team' button. The main area shows a chat window for the 'NJ-EDU Microsoft Peer Group' in the 'General' channel. The chat header includes a search bar and the school name 'Monmouth Regional High School'. The chat content features a welcome message with three avatars and an '@' symbol, followed by a notification from Theodore Ragavas. The bottom of the chat has a text input field and a send button.

Microsoft Teams

Search or type a command

Monmouth Regional High School

NJ-EDU Microsoft Peer Group > General

Private

Conversations Files PLC Notebook +

Welcome to the team!

Try @mentioning the team name or teacher names to begin sharing ideas.

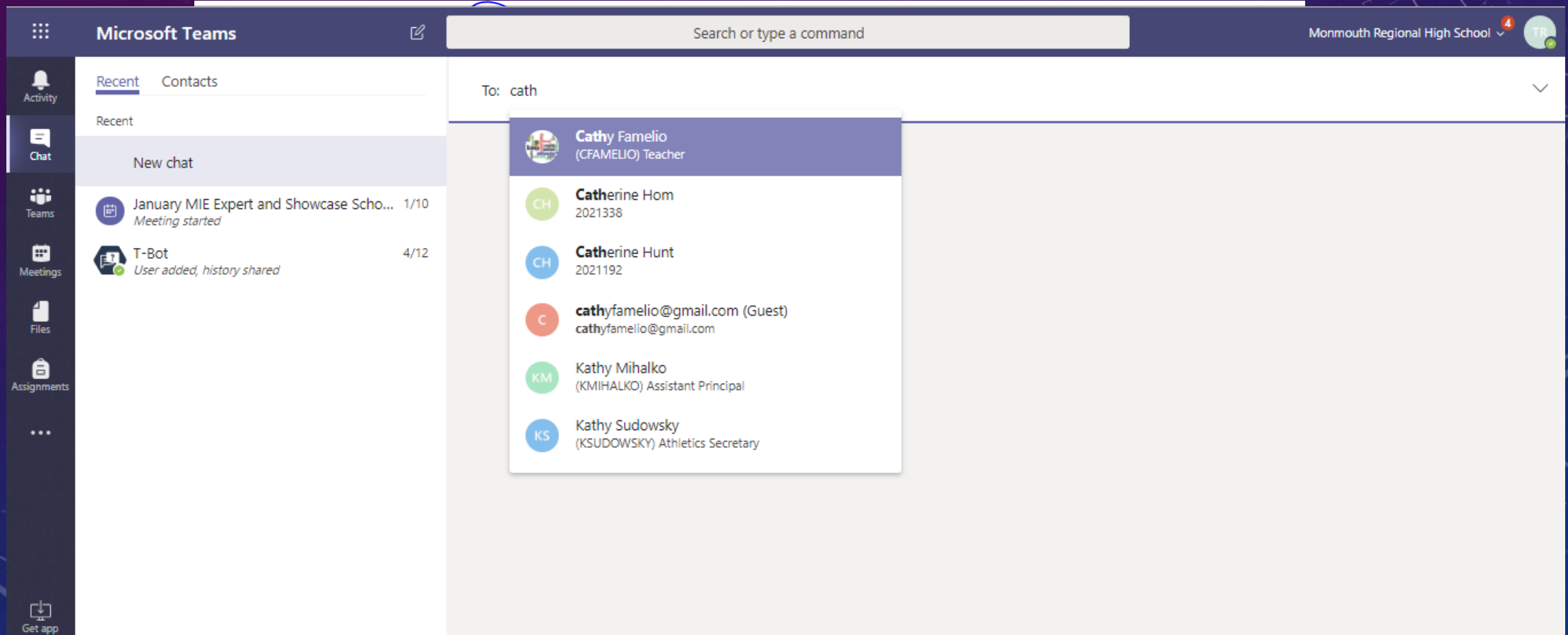
Today

Theodore Ragavas has added Place, Jesse and 32 others to the team.

Start a new conversation. Type @ to mention someone.



# PRIVATE CHATS – INDIVIDUAL OR GROUP



The screenshot displays the Microsoft Teams application interface. On the left, a vertical sidebar contains navigation icons for Activity, Chat, Teams, Meetings, Files, and Assignments. The main window is divided into three sections. The top section is a header bar with the Microsoft Teams logo, a search bar labeled 'Search or type a command', and the user's profile 'Monmouth Regional High School'. Below the header, the left pane shows the 'Recent' tab with a list of recent chats, including 'January MIE Expert and Showcase Scho...' and 'T-Bot'. The right pane shows a search for 'To: cath', which has triggered a dropdown list of search results. The results include 'Cathy Famelio (CFAMELIO) Teacher', 'Catherine Hom 2021338', 'Catherine Hunt 2021192', 'cathyfamelio@gmail.com (Guest)', 'Kathy Mihalko (KMIHALKO) Assistant Principal', and 'Kathy Sudowsky (KSUDOWSKY) Athletics Secretary'.

**Microsoft Teams**

Search or type a command

Monmouth Regional High School

Recent Contacts

Recent

New chat

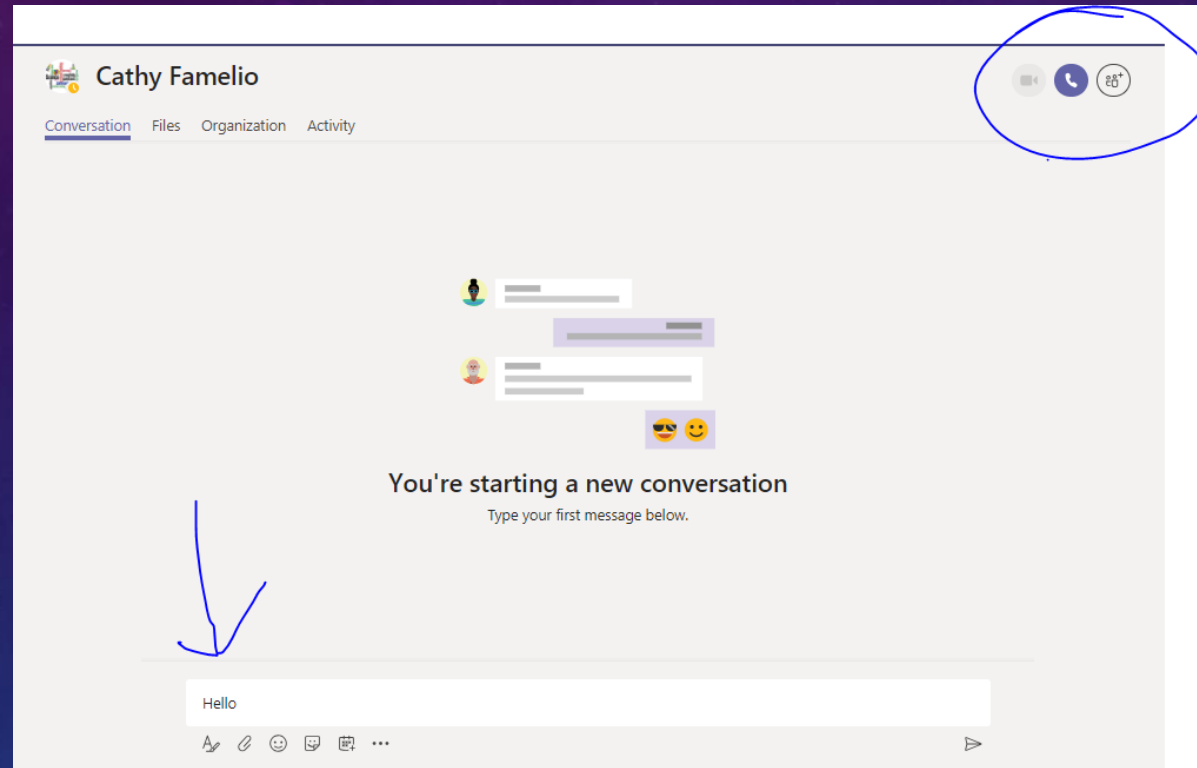
January MIE Expert and Showcase Scho... 1/10  
Meeting started

T-Bot 4/12  
User added, history shared

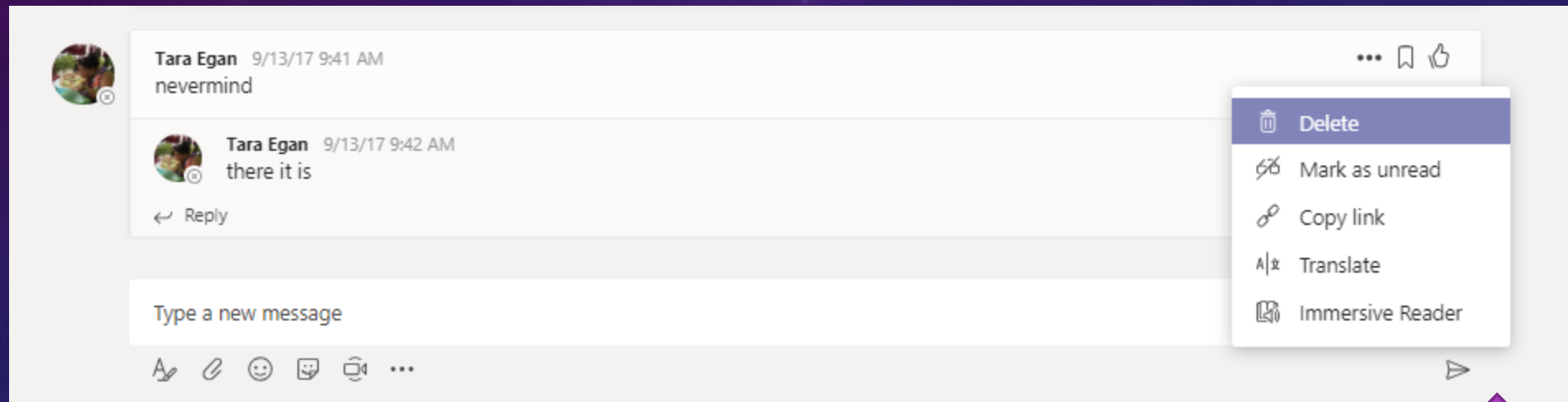
To: cath

- Cathy Famelio (CFAMELIO) Teacher
- Catherine Hom 2021338
- Catherine Hunt 2021192
- cathyfamelio@gmail.com (Guest)  
cathyfamelio@gmail.com
- Kathy Mihalko (KMIHALKO) Assistant Principal
- Kathy Sudowsky (KSUDOWSKY) Athletics Secretary

# PRIVATE CHATS - AUDIO/VIDEO/TEXT



# OPTIONS FOR MESSAGES



# CREATE MEETINGS

The screenshot displays the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Meetings (highlighted), Files, Assignments, and a bottom section with 'Get app', 'Store', and 'Help'. The main area is divided into a left pane showing a calendar view for 'Today' with a blue hand-drawn 'V' shape between 3pm and 5pm, and a right pane showing a meeting invitation. The invitation is for 'Block 1/HR @ Weekly' from 7:45am to 9:10am on weekdays, starting Jan 2, 2019. It lists William Clark as the organizer and provides options to Accept, Tentative, or Decline. A detailed description of the event and a Google Calendar invitation are also visible.

**Microsoft Teams**

Search or type a command

Monmouth Regional High School

Activity

Chat

Teams

**Meetings**

Files

Assignments

Get app

Store

Help

< > Today

All day events (0)

11am

12pm

1pm

2pm

3pm

4pm

5pm

**New event: Block 1/HR @ Weekly from 7:45am to 9:10am on weekdays from Wed Jan 2, 2019 t...**

Monday, January 21, 2019  
7:45 AM - 9:10 AM (1 hours 25 minutes)

You're viewing a single occurrence of a series. [View series](#)

You did not respond to this meeting.

☒ Accept ☐ Tentative ☐ Decline

**Block 1/HR** [more details »](#)

When Weekly from 7:45am to 9:10am on weekdays from Wed Jan 2, 2019 to Tue Jun 4, 2019 Eastern Time - New York

Calendar Lower Level Conference Room

Who • William Clark - creator

Invitation from Google Calendar

You are receiving this email at the account canderson@monmouthregional.net because you are subscribed for new event updates on calendar Lower Level Conference Room.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#)

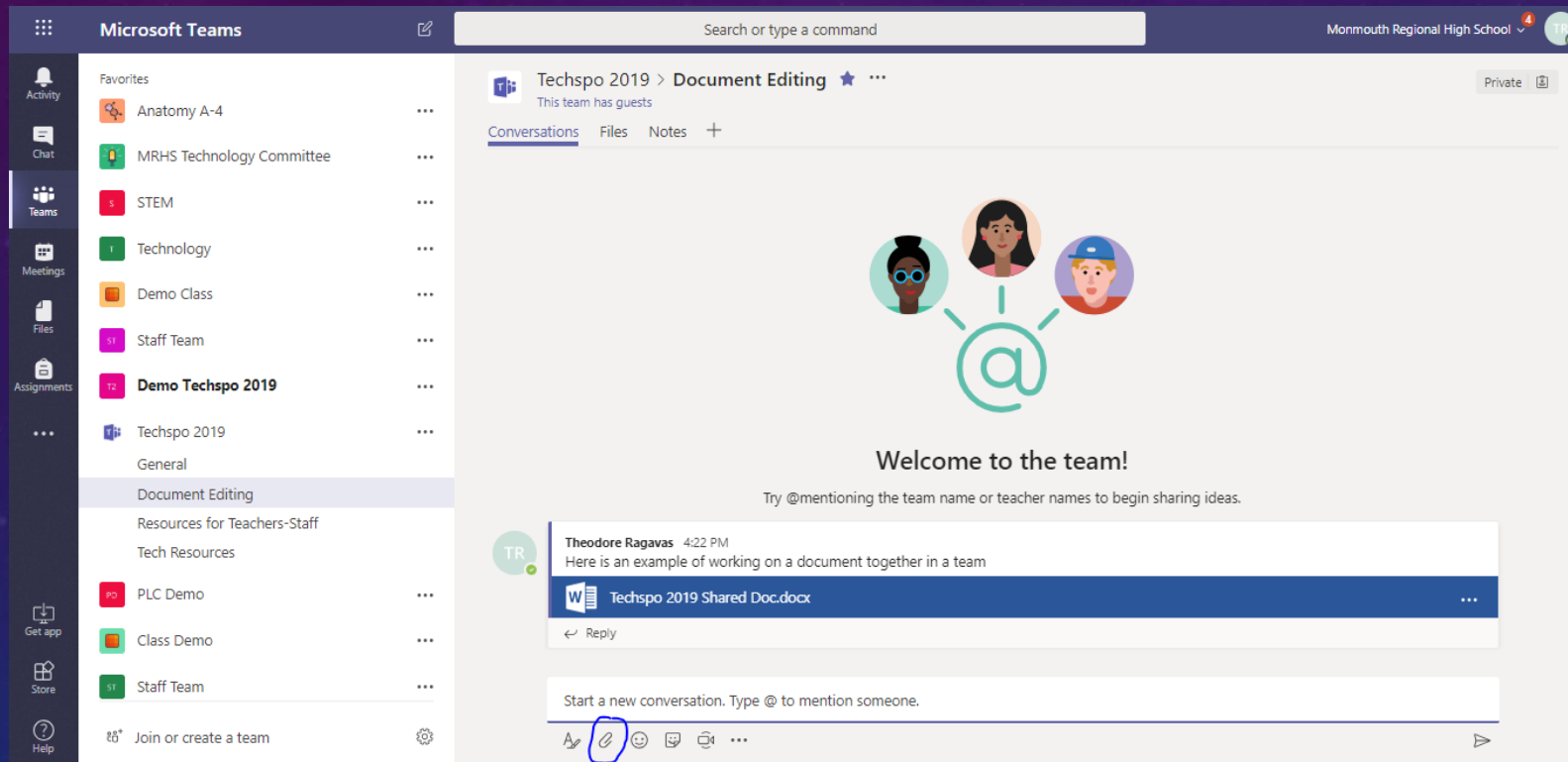
Organizer

William Clark  
Organizer

Schedule a meeting



# COLLABORATE ON FILES WITH A TEAM



# TEAMS ADD-ON'S

The screenshot displays the Microsoft Teams web interface. The left sidebar shows navigation options: Activity, Chat, Teams, Meetings, Files, Assignments, and a 'Store' section at the bottom. The main area shows a list of 'Favorites' including 'Anatomy A-4', 'MRHS Technology Committee', 'STEM', 'Technology', 'Demo Class', 'Staff Team', and 'Demo Techspo 2019'. The 'Demo Techspo 2019' team is selected, showing a list of channels: 'Techspo 2019', 'General', 'Document Editing', 'Resources for Teachers-Staff', 'Tech Resources', and 'Twitter Connector'. The 'Twitter Connector' channel is highlighted. A dialog box titled 'Connectors for "Tech Resources" channel in "Techspo 2019" team' is open, showing the Twitter logo and the text 'Twitter'. The dialog explains that the connector sends periodic updates about tweets from followed accounts or tracked hashtags. It prompts the user to choose a Twitter account, with 'NJTechHour' selected in a dropdown menu. Below this, there is a section 'Add a new Twitter account' with a 'Follow' button. The 'Follow' section asks the user to enter Twitter accounts to follow, separated by commas, with '@NJTechHour' entered in a text box. The 'Track' section asks the user to enter hashtags to track, separated by commas, with '#Techspo19Teams' entered in a text box. The 'Notifications' section has a checkbox for 'Include replies' which is currently unchecked. The background shows a browser window with multiple tabs open, including 'Microsoft', 'Create a', 'Files - On', 'Microsoft', 'Tech Res', 'People -', 'Enable o', and 'How to e'.

Microsoft Teams

Search or type a command

Monmouth Regional High School

Connectors for "Tech Resources" channel in "Techspo 2019" team

Twitter

The Twitter connector sends periodic updates about tweets from the accounts you follow or hashtags you track. You can receive tweets in a periodic digest or simply as individual messages as new tweets arrive.

Choose the Twitter account you want to use to configure this connector, or add a new account.

NJTechHour

Add a new Twitter account

Follow

Enter the Twitter accounts you want to follow, separated by commas.

@ NJTechHour

Track

Enter the hashtags you want to track, separated by commas.

# Techspo19Teams

Notifications

☐ Include replies

# BOTS IN TEAMS EXAMPLES

The screenshot displays the Microsoft Teams web interface. The left sidebar shows the navigation pane with icons for Activity, Chat, Teams, Meetings, Files, Assignments, and Help. The main pane shows the 'Techspo 2019' team, specifically the 'Bots Example' channel. A message from 'Theodore Ragavas' at 8:33 PM asks 'FormsDid you find this session useful? Yes, No, Somewhat'. Below the message is a 'Forms' bot card with a poll titled 'Did you find this session useful?'. The poll has three options: 'Yes' (0 votes), 'No' (0 votes), and 'Somewhat' (0 votes). The interface also shows a search bar at the top and a list of favorite teams on the left.

Microsoft Teams

Search or type a command

Monmouth Regional High School

Techspo 2019 > Bots Example

This team has guests

Conversations Files Notes

Welcome to the team!

Try @mentioning the team name or teacher names to begin sharing ideas.

Theodore Ragavas 8:33 PM  
FormsDid you find this session useful? Yes, No, Somewhat

Collapse all

Forms 8:33 PM Updated

Did you find this session useful?

Yes No Somewhat

Yes (0)

No (0)

See more

Reply

Start a new conversation. Type @ to mention someone.

# TABS WITHIN EACH CLASSROOM

- Conversations
- Files
- Class Notebook
- Assignments
- Add your own



Anatomy A-4 > General ...

## Add a tab

Turn your favorite apps and files into tabs at the top of the channel.



### Tabs for your team



Document ...



Excel



Forms



OneNote



PDF



Planner



Power BI



PowerPoint



SharePoint



Stream



Website



Wiki



Word

### All Tabs



Adobe Cre...



Adobe Sign



Asana



Azure Dev...



Bitbucket



Calendar B...



Cisco Web...



More apps



Home Insert

Distribute Distribut  
Page Secti  
Content

> Brielle Roper

> Emily Vu

> Erica Diedric

Opening C

Extra Cred

Ch 1 Intro

Ch 3 Tissu

Biochemis

Membrane

Sketel E

+ Section

Ma



Conversation

Home

Distribute Dist  
Page

Distribu

Cross N

Master Anatomy Team > C

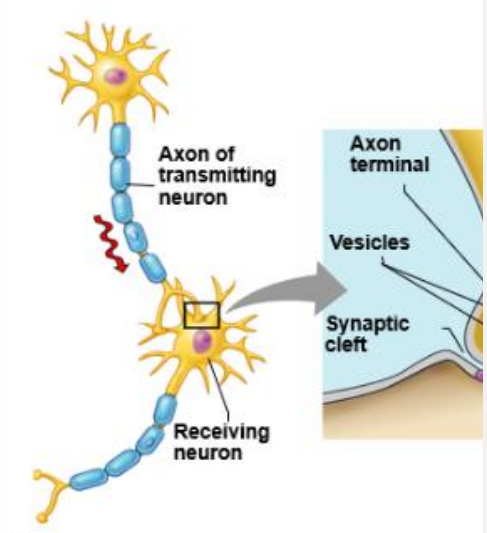
Conversations Files Class Notebook Assignm

Home Insert Draw View Class Notebook

Distribute Distribut  
Page Section  
Content

New Copy to Content  
Section Library

Review Studen  
Work  
Review



Master Anatomy Team > General ...


Conversations Files Class Notebook Assignments +

Home Insert Draw View Class Notebook Open in OneNote

>

## Neuron

Wednesday, January 16, 2019 8:38 PM



### Cross Notebook Distribution

< Pages will continue distributing while you work or close the app.

#### Neuron

Distributing to Nervous 7 in Anatomy A-4 ...



#### Neuron

Distributing to Nervous 7 in Anatomy A-2 ...



#### Neuron

Distributing to Nervous 7 in Anatomy B-1 ...



# OneNote Class Notebook

# TIPS WITH ONENOTE

- Create a master notebook in OneNote with all of your classes
  - The following years you can push your sections to the new teams notebooks

# ASSIGNMENTS

General ...

Private

Assignments Anatomy Textbook +

Anatomy A-4  
One Classification

Anatomy A-4  
Detailed Review

Review

New assignment

Saved: Jan 4, 10:10 PM

Assign to

Anatomy A-4

All students

Date due

Sat, Jan 4

Title

Enter title (required)

+ Add category

Instructions

**B** *I* U

Schedule to assign later

☐ No

Late turn-in allowed

☒ Yes

Points

☐ No

Rubric

+ Add rubric

Assignments

Due date: Jan 3 at 11:59 PM

Viewed: 20/21

Turned In: 19/21

To Review: 21/21

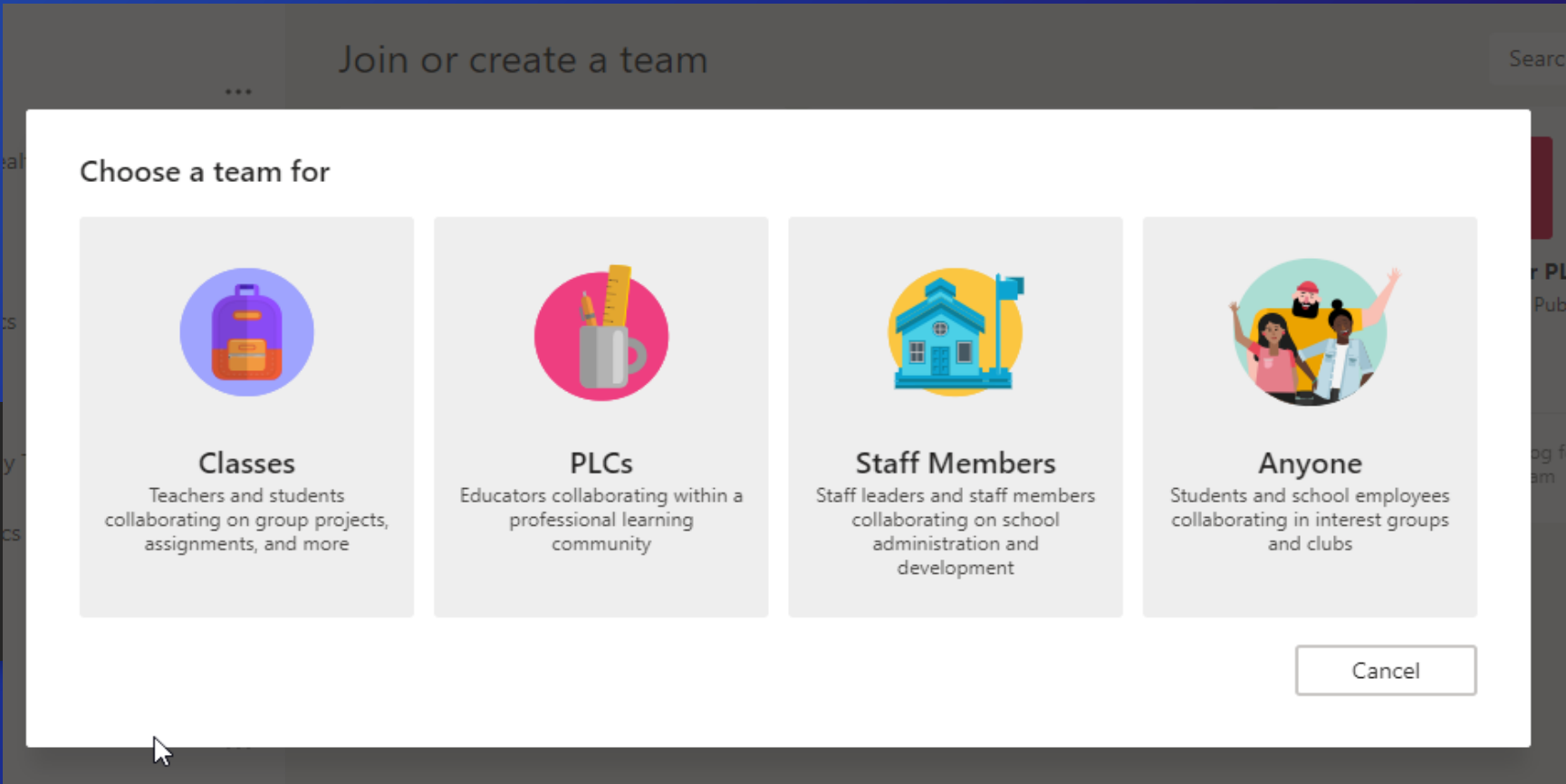
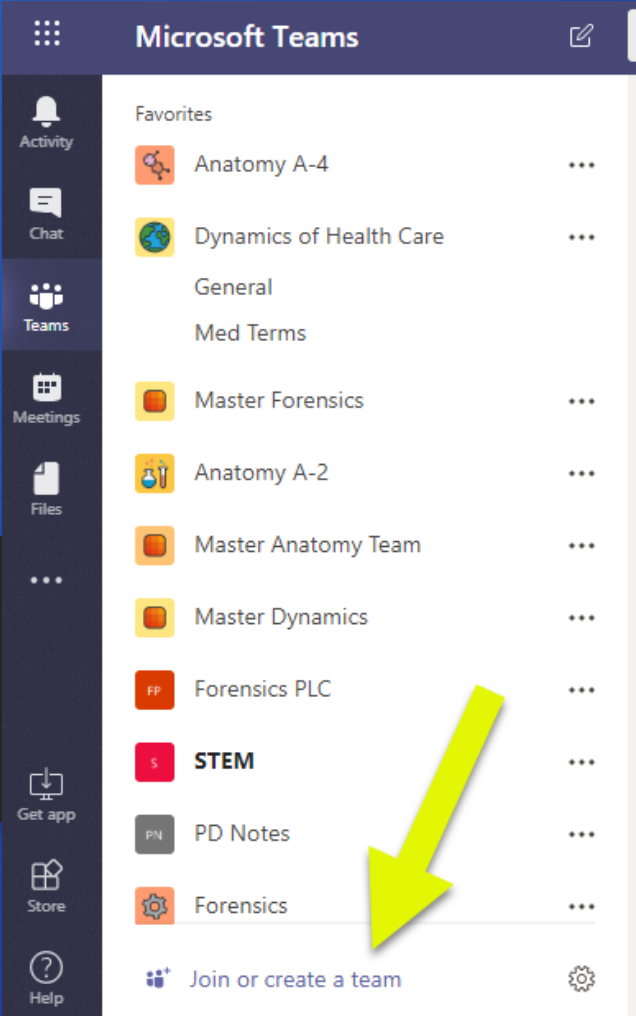
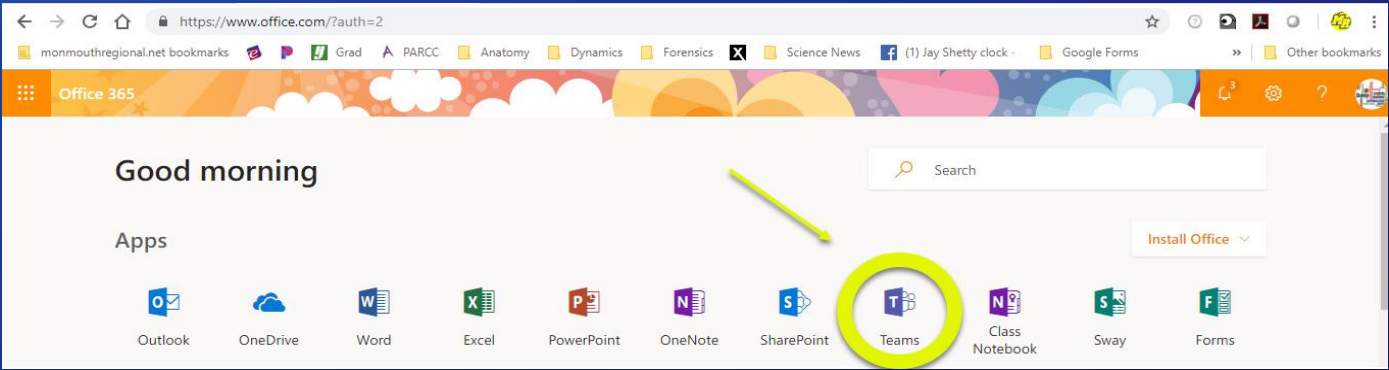
Saved: Jan 4, 10:17 PM

Return (19)

<input type="checkbox"/>	Name ▲	Student work	Feedback	/ 10
<input checked="" type="checkbox"/>	Ahmed, Mikail	✓ Turned in		10
<input checked="" type="checkbox"/>	Besa, Jannelle	✓ Turned in		10
<input checked="" type="checkbox"/>	Brewton, Alyca	✓ Turned in		10
<input checked="" type="checkbox"/>	Brown, Olivia	✓ Turned in		10
<input checked="" type="checkbox"/>	Chen, Anne	✓ Turned in		10
<input checked="" type="checkbox"/>	Devine, Meaghan	✓ Turned in		10
<input checked="" type="checkbox"/>	Diedrichsen, Erica	✓ Turned in		10
<input checked="" type="checkbox"/>	Dinh, Kevin	✓ Turned in		10

Create, review and  
return  
assignments and  
quizzes easily

# PLC TEAM CREATION





# PLC TEAM CREATION

PD

PLC Demo > General ...


Private

Conversations

Files

PLC Notebook

+



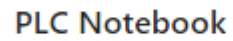
### Welcome to the team!

Try @mentioning the team name or teacher names to begin sharing ideas.

Start a new conversation. Type @ to mention someone.

A

...



Home   Insert   Draw   View   Edit in OneNote ▾



## Analyzing Student Work

### Evidence of Learning

## Using Screen Clippings to

Use OfficeLens to Captur...

Inserting Audio, Video, o...

## Analyzing Student Work

## Analyze Progress, Reflect and Record


\_\_\_\_\_

## Analyzing Student Work

What are we looking for----->						
Student names						

Student names						

\_\_\_\_\_

# NOW IN TEAMS! [\(CLICK HERE\)](#)



**Justin Chando** @justinchando · 4s

🔔 New features in @MicrosoftTeams for Education!

- 🎓 Grade Sync saves grades to SISs
- 🤖 Detect plagiarism with @Turnitin
- 👨‍💻 Teach coding with @MSMakeCode
- 🍪 All-new Assignments design
- 📱 Mobile grading

All based on your amazing ideas 💡 #BETT2019



#### What's New in EDU – Bett Edition: Announcing new...

We're introducing seven new affordable Windows 10 devices to our portfolio for schools, faster assignments and grading tools in Microsoft Teams, and more!

[educationblog.microsoft.com](http://educationblog.microsoft.com)

Sync now with Power School  
Turnitin now incorporated

# MICROSOFT TEAMS FOR EDU 2020 UPDATES

- **Sync Teams assignments and grades to PowerSchool with Grade Sync**
- **Weekly assignments summary email for parents and guardians**
- **New Assignment settings in Teams admin center**
- **Channel Cross Posting**
- **Private channels**
- **Assignment History**
- **Gradebook**
- **Customize your assignment times**
- **Turnitin Assignments Integration**
- **New file viewer**



# GRADEBOOK – BUILT IN TO MICROSOFT TEAMS

The screenshot shows the Microsoft Teams interface for a team named 'AP English'. The 'Grades' tab is selected, displaying a table of student grades. The table has columns for assignments and rows for students. The assignments listed are: 'Finish the first draft of your essay out...', 'Write the first page of your essay and...', 'Anne Frank: Read chapters 10-17', 'Find 5 references to share with the class', 'Anne Frank Read chapters 3-9 (page...', and 'Complete bibliograph'. The students listed are: Alanis, Juan; Banis, Darius; Buxton, Aaron; Cline, Christie; Davis, Beth; Guibourd, Bernadette; Konceny, Jan; Lando, Guy; Nestor, Wilke; Neva, Cardenas; Schneider, Henry; Shamas, Babek; Simon, Adah; Rodriguez, Elbert; and Walters, Dallas.

	Finish the first draft of your essay out... 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 bibliograph 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	

# ASSIGNMENTS WITH TURNITIN INTEGRATION

**Microsoft Teams admin center**

**Assignments**

Assignments in Teams is used to help manage classroom projects and assignments between students and teachers. You can turn on or off features that will be available to students and teachers. [Learn more](#)

**Weekly guardian email digest**

Automatically send guardians a weekly summary of past and upcoming assignments and provide teachers with easy access to guardian email addresses. [Learn more](#)

Weekly guardian email digest ☒ On

**Integrations**

Integration	Status	Link
MakeCode	<input checked="" type="checkbox"/> On	<a href="#">Microsoft Terms</a>
Turnitin	<input checked="" type="checkbox"/> On	<a href="#">Turnitin statement &amp; privacy policy</a>

Turnitin API key  Turnitin API URL

# TURNITIN ASSIGNMENTS INTEGRATION

Microsoft Teams

Search, launch, and command

WorldVoicesEssay.docx

File Home Insert Layout References Review View Help Open in Word Search Comments

Calibri (Body) 11

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

Cline, Christie

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

WorldVoiceEssay.docx  
100% similarity View Turnitin report

Sources.docx  
15% similarity View Turnitin report

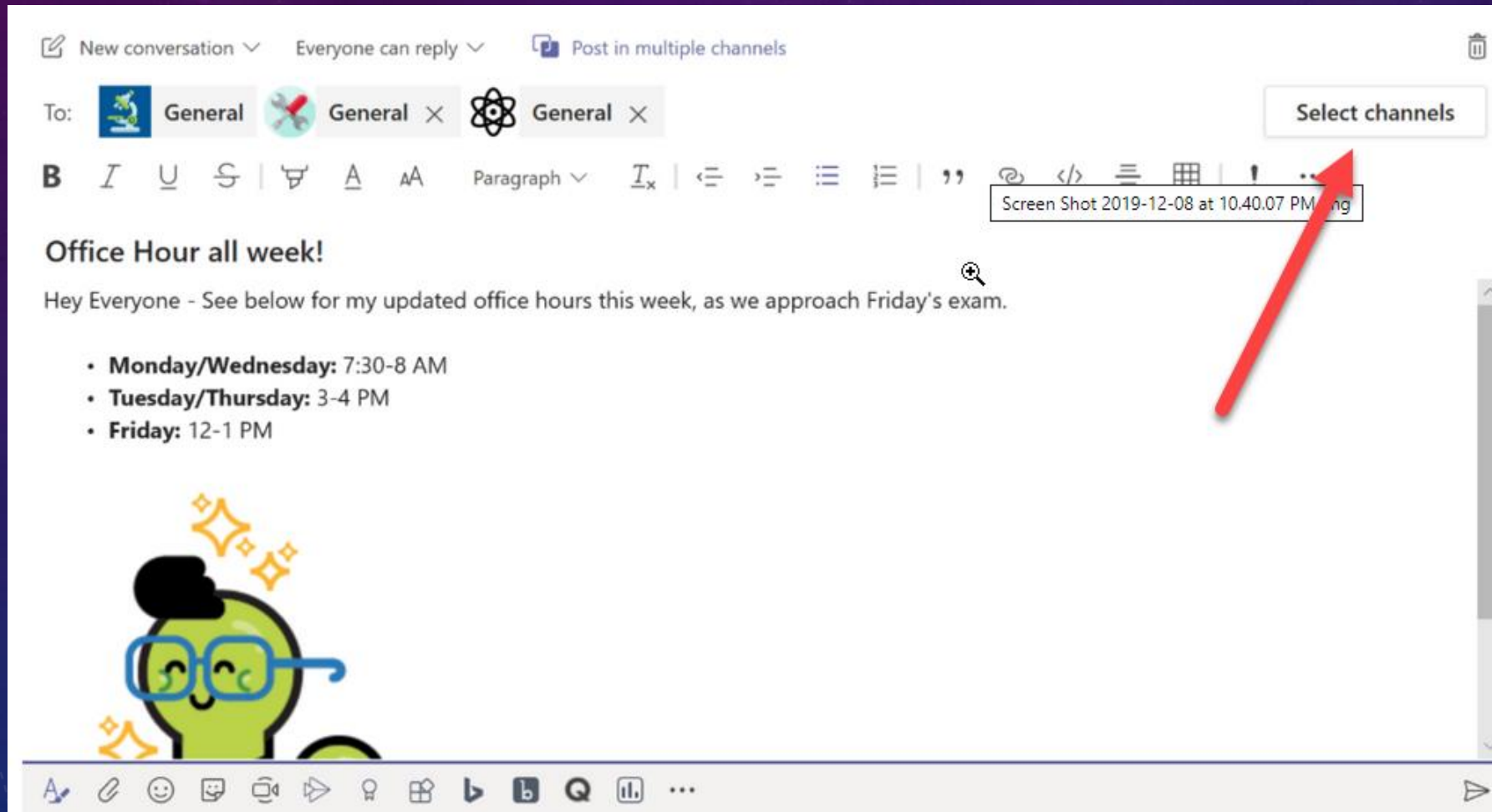
Rubric  
Argumentative Essay Rubric

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




Points  
90 / 100















Return

# CROSS POSTING WITH TEAMS



New conversation ▾ Everyone can reply ▾ Post in multiple channels

To:  General  General  General


**B** *I* U     Paragraph ▾          


Screen Shot 2019-12-08 at 10.40.07 PM.png

**Office Hour all week!**

Hey Everyone - See below for my updated office hours this week, as we approach Friday's exam.

- **Monday/Wednesday:** 7:30-8 AM
- **Tuesday/Thursday:** 3-4 PM
- **Friday:** 12-1 PM







# MORE SPECIFIC TEAMS TIME SUBMISSION

Edit assignment timeline

☒ Schedule to assign in the future

Post date

Wed, Dec 18, 2019

Post time

9:07 AM

Due date

Due date

Mon, Jan 6, 2020

Due time

9:07 AM

☒ Close date

Close date

Fri, Jan 10, 2020

Close time

11:19 AM

Assignment will post on Wednesday, December 18 at 9:07 AM and is due on Monday, January 6 at 9:07 AM. Late turn-ins allowed until Friday, January 10 at 11:19 AM.

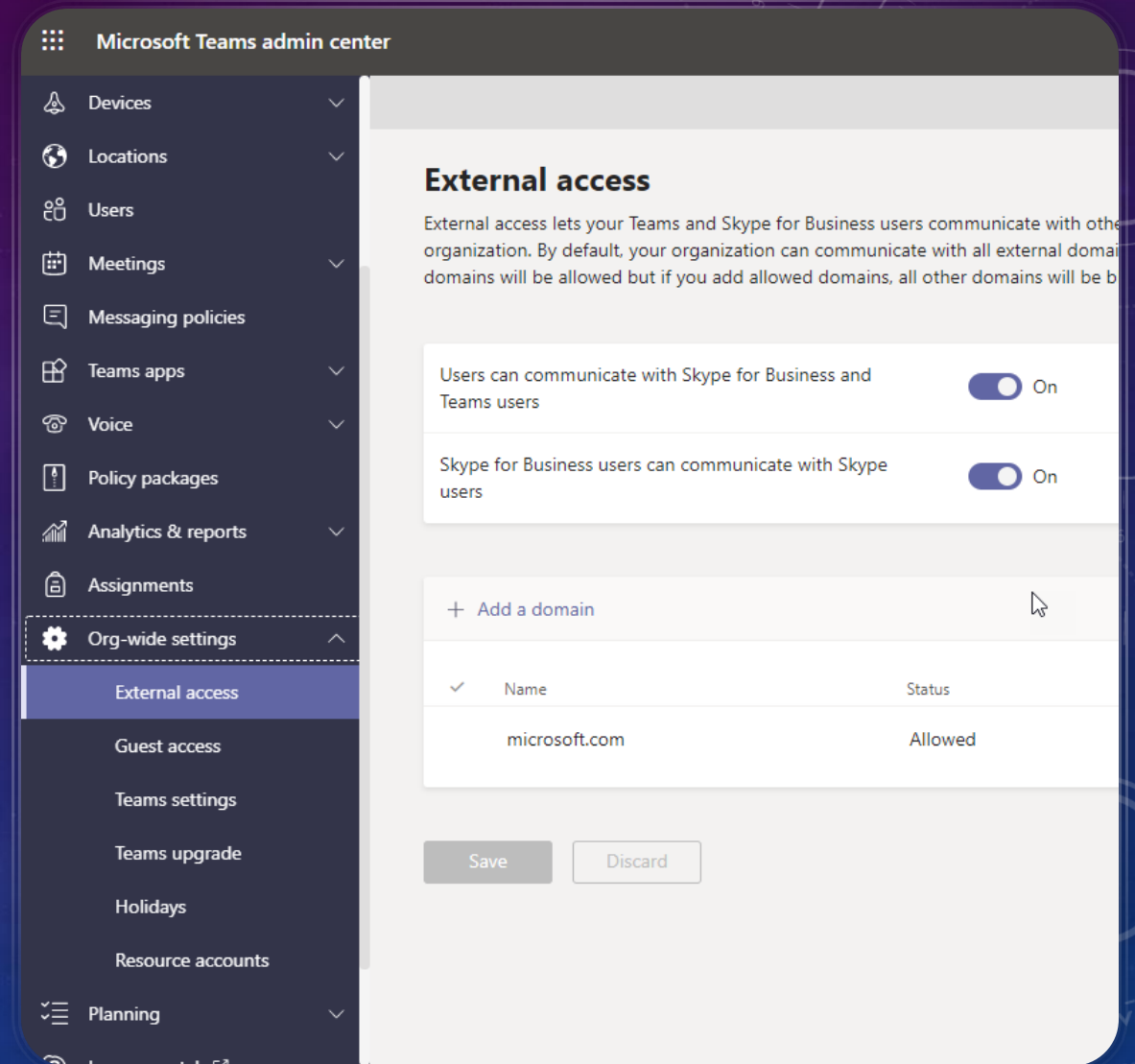


The background is a dark blue gradient with abstract white and light blue circular patterns, including concentric circles, arcs, and a compass rose with degree markings (40, 150, 160, 170, 200, 210, 220, 230, 240, 250, 260).

# TEAMS FOR EDUCATION ADMINISTRATION SECTION

[HTTPS://ADMIN.TEAMS.MICROSOFT.COM/](https://admin.teams.microsoft.com/)

# TEAM ADMIN – ORG-WIDE SETTINGS



The screenshot displays the Microsoft Teams admin center interface. On the left is a dark sidebar with a list of navigation items: Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Voice, Policy packages, Analytics & reports, Assignments, Org-wide settings (highlighted with a dashed border), External access (highlighted with a solid bar), Guest access, Teams settings, Teams upgrade, Holidays, Resource accounts, Planning, and a partially visible item at the bottom. The main content area is titled 'External access' and includes a descriptive paragraph: 'External access lets your Teams and Skype for Business users communicate with other organizations. By default, your organization can communicate with all external domains. If you add allowed domains, all other domains will be blocked.' Below this are two toggle switches, both set to 'On': 'Users can communicate with Skype for Business and Teams users' and 'Skype for Business users can communicate with Skype users'. A '+ Add a domain' button is located below the toggles. Underneath is a table with two columns: 'Name' and 'Status'. The table contains one entry: 'microsoft.com' with a status of 'Allowed'. At the bottom of the main area are 'Save' and 'Discard' buttons.

**Microsoft Teams admin center**

**External access**

External access lets your Teams and Skype for Business users communicate with other organizations. By default, your organization can communicate with all external domains. If you add allowed domains, all other domains will be blocked.

Users can communicate with Skype for Business and Teams users ☒ On

Skype for Business users can communicate with Skype users ☒ On

+ Add a domain

✓	Name	Status
	microsoft.com	Allowed

Save Discard

# EXTERNAL ACCESS

---

- External access lets your Teams and Skype for Business users communicate with users who are outside of your organization or domain. To configure external access, go to

To add or block a domain:

- Select Add a domain.
- In the Add a domain pane, enter the domain name, and click the space bar to save the name.
- Select Allowed or Blocked.
- Select Done to save your changes.

# GUEST ACCESS

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- Guest access in Microsoft Teams allows teams in your organization to collaborate with people outside your organization by granting them access to teams and channels. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can participate as a guest in Teams with full access to team chats, meetings, and files

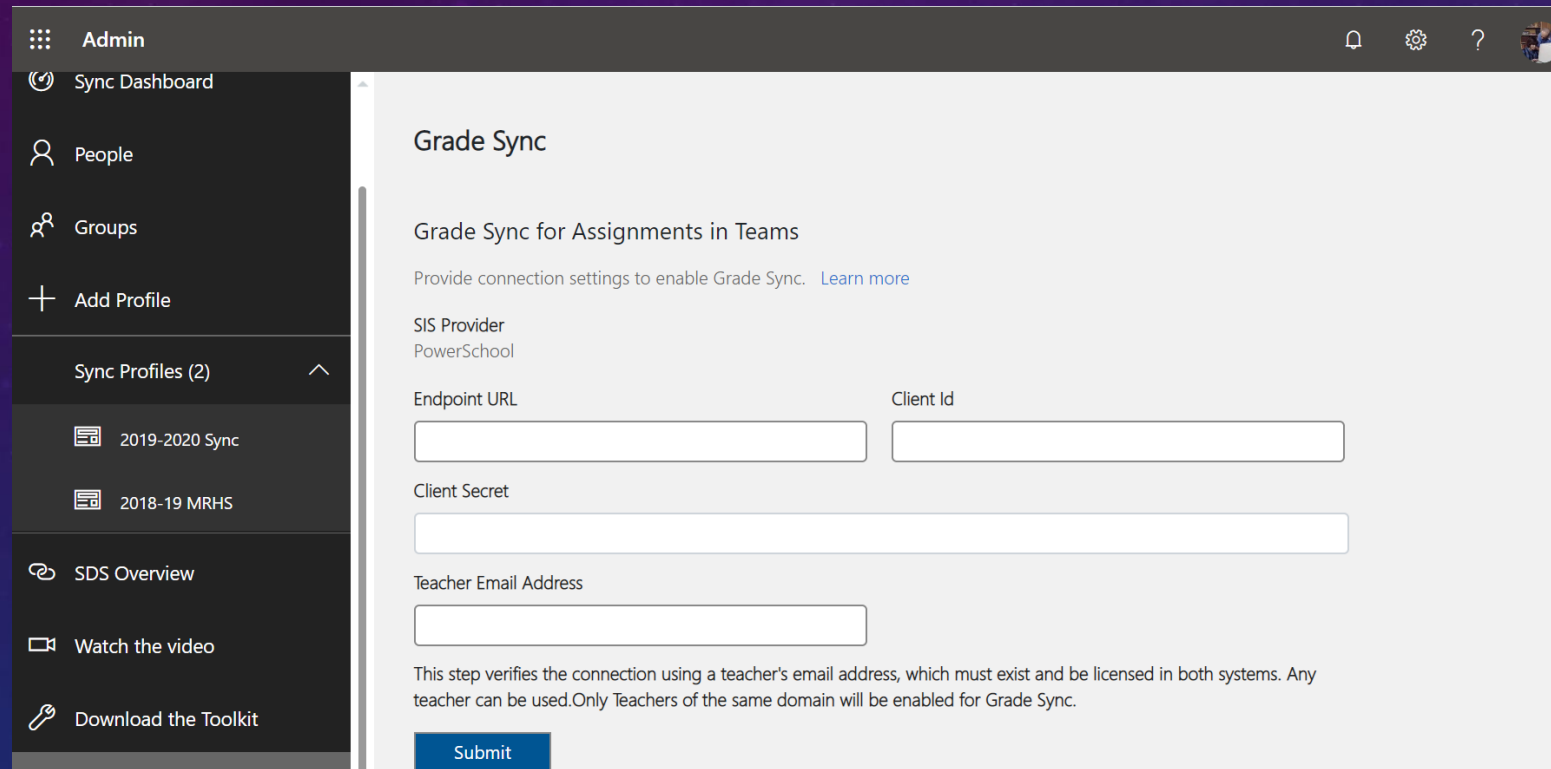
# SCHOOL DATA SYNC

---

- <https://sds.microsoft.com/>
- Reads the school and roster data from a school's Student Information System (SIS)
- Genesis
  - Needs Clever export or Microsoft SDS Export (CSV files)
  - With Clever will sync
  - With the Microsoft Export you can use Microsoft Flow for automation
- Power School
  - Uses API to Auto Sync information



# SDS – GRADE SYNC (POWER SCHOOL)



The screenshot shows the 'Grade Sync' configuration page within the 'Admin' section of the SDS interface. The left sidebar contains navigation links: 'Admin', 'Sync Dashboard', 'People', 'Groups', 'Add Profile', 'Sync Profiles (2)' (expanded), '2019-2020 Sync', '2018-19 MRHS', 'SDS Overview', 'Watch the video', and 'Download the Toolkit'. The main content area is titled 'Grade Sync' and includes a sub-header 'Grade Sync for Assignments in Teams'. Below this, a message states: 'Provide connection settings to enable Grade Sync. [Learn more](#)'. The form contains the following fields: 'SIS Provider' (set to 'PowerSchool'), 'Endpoint URL' and 'Client Id' (both empty text boxes), 'Client Secret' (an empty text box), and 'Teacher Email Address' (an empty text box). A 'Submit' button is located at the bottom of the form. A descriptive paragraph at the bottom of the form states: 'This step verifies the connection using a teacher's email address, which must exist and be licensed in both systems. Any teacher can be used. Only Teachers of the same domain will be enabled for Grade Sync.'

**Admin**

- Sync Dashboard
- People
- Groups
- Add Profile
- Sync Profiles (2)
  - 2019-2020 Sync
  - 2018-19 MRHS
- SDS Overview
- Watch the video
- Download the Toolkit

## Grade Sync

### Grade Sync for Assignments in Teams

Provide connection settings to enable Grade Sync. [Learn more](#)

SIS Provider  
PowerSchool

Endpoint URL Client Id

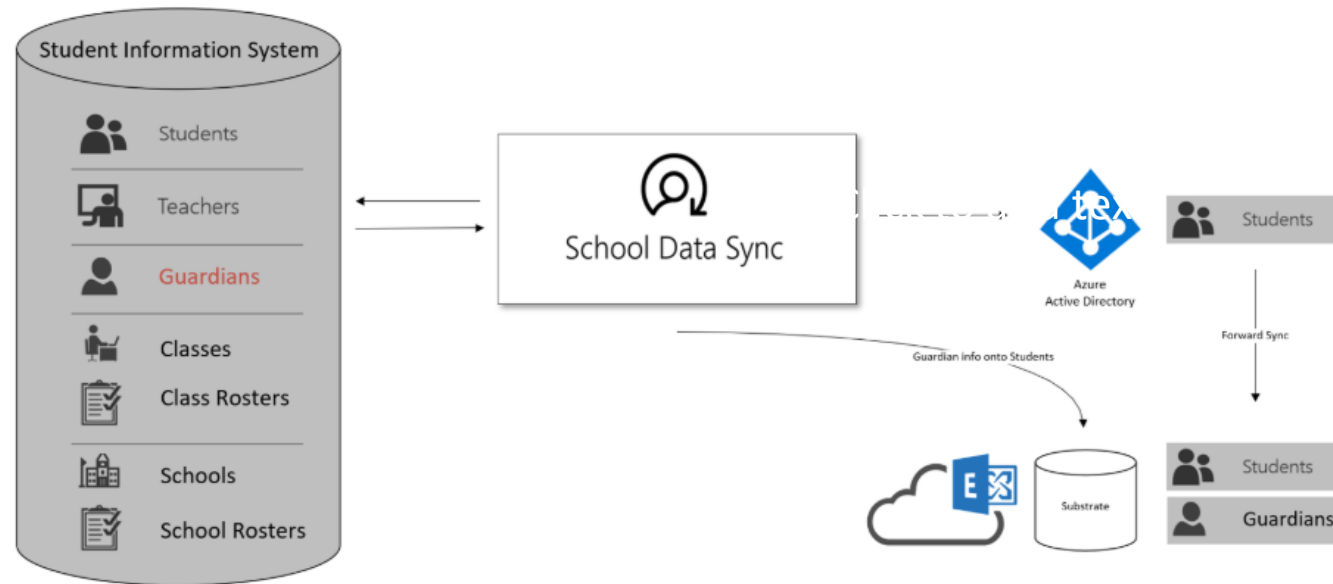
Client Secret

Teacher Email Address

This step verifies the connection using a teacher's email address, which must exist and be licensed in both systems. Any teacher can be used. Only Teachers of the same domain will be enabled for Grade Sync.

**Submit**

## Parent and Guardian Sync



# PARENT AND GUARDIAN SYNC

<https://docs.microsoft.com/en-us/schooldatasync/parent-contact-sync>

# TURNING ON GUARDIAN SYNC TEAMS

## Select data files to be uploaded









When using CSV files for School Data Sync, the files must be appropriately formatted. You must have the following CSV files named exactly as detailed below.

Understanding CSV files for School Data Sync

Enable guardian sync

☒ Enabled

Required files and naming structure

- |   |  |
|---|--|
|  school.csv        |  student.csv              |
|  teacher.csv       |  studentenrollment.csv    |
|  teacherroster.csv |  section.csv              |
|  user.csv          |  guardianrelationship.csv |

Cancel

Add Files

# WHAT TASKS CAN I AUTOMATE VIA POWERSHELL OR GRAPH?

## Microsoft Graph API (Beta)

- Create a team.
- Add members and owners.
- Add channels.
- Add apps.
- Shortcut those steps by cloning an existing team, and get its tabs too.
- Give the user a link to the team you just created.
- Remove members, owners, channels, and apps when you no longer need them.
- Archive the team when it's no longer active.
- Delete the team.
- Create a channel thread

## PowerShell

- Create a team.
- Add members and owners.
- Add channels.
- Remove members, owners, and channels when you no longer need them.
- Delete the team.

# MICROSOFT TEAMS USERVOICE

[https://microsoftteams.uservoice.com/  
forums/599053-schools-and-  
universities](https://microsoftteams.uservoice.com/forums/599053-schools-and-universities)





## Microsoft Teams: PowerShell Support

- <https://docs.microsoft.com/en-us/archive/blogs/skypehybridguy/microsoft-teams-powershell-support>

## Microsoft Teams Road Map

- <https://www.microsoft.com/en-us/microsoft-365/roadmap?filters=Microsoft%20Teams>

# SUPPORT

- Microsoft Learn
  - <https://docs.microsoft.com/en-us/learn/>
- Teams Technical Documentation
  - <https://docs.microsoft.com/en-us/MicrosoftTeams/Microsoft-Teams>
- Admin Training for Teams
  - <https://docs.microsoft.com/en-us/microsoftteams/itadmin-readiness>
- Microsoft Education Center
  - <http://Education.Microsoft.com>
- One Note
  - <http://onenoteforteachers.com/>
- Who to follow on Twitter
  - @mtholfsen
  - @justinchando
  - @MrYanuzzelli
  - @sdtitmas
  - @Ltroyanoski
  - @Makayla\_Mota

# Earn your badge

## Badges and points

Badges are a great way to find experienced educators in the community and showcase your expertise with educators around the globe. You can earn points for each course successfully completed and for a variety of other activities as well. Find out how to earn points and see the different badges below [CLICK HERE](#)

## Microsoft Innovative Educator

- ✓ Redeem code to receive Microsoft Educator Community Badge Now!

# T-TRC555419

1. Go to [aka.ms/educatorcommunity](https://aka.ms/educatorcommunity)
2. Sign in
3. Select Redeem Code under Profile and enter code above



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