

# Microsoft Teams for Education

## Quick Start Guide

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### First Steps

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- [Choose a team type](#)
- [Create a class team](#) (includes assignments, grading, and other learning activities)
- [Create a team for staff](#)
- [Create a PLC team](#)

### Create a Class Team

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#### Create a Team

- [Create a class team](#)
- [Set up a home page](#)

#### Add Users

- [Invite users to join with a link or code](#)
- [Add a student to a class team](#)
- [Add an educator to a class team](#)
- [Remove students from a class team](#)
- [Remove an educator from a class team](#)

#### Group Users

- [View and organize class teams](#)
- [Create student project groups](#)

#### Manage Course Content

- [Manage classwork modules](#)
- [Manage classwork resources](#)
- [View and navigate Classwork \(student\)](#)

#### Organize Course Files

- [Get organized in your class team](#)
- [Share and organize class team files](#)
- [Use folders to create read-only files for students or other team members](#)

#### Use Class Notebook (OneNote)

- [Use Class Notebook in Teams](#)
- [View Class Notebook folder structure in OneDrive](#)

#### Manage Assignments

- [Create an assignment in Microsoft Teams](#)
- [Assign quizzes in Microsoft Teams](#)
- [Turn in an assignment in Microsoft Teams](#)
- [View and navigate your assignments \(student\)](#)
- [View and navigate your assignments \(educator\)](#)
- [Manage assignments on a mobile device](#)
- [Grade, return, and reassign assignments](#)
- [Delete an assignment in Microsoft Teams](#)

#### Grading

- [Grading an Assignment Overview](#)
- [Grade, return, and reassign assignments in Teams](#)
- [Export grades from Microsoft Teams to Excel](#)
- [Create and manage grading rubrics in Microsoft Teams](#)
- [Set up weighted grading categories in Teams Assignments](#)

#### Additional Support Resources

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- [Learning Platforms](#)
- [Microsoft Support – Education Help](#)