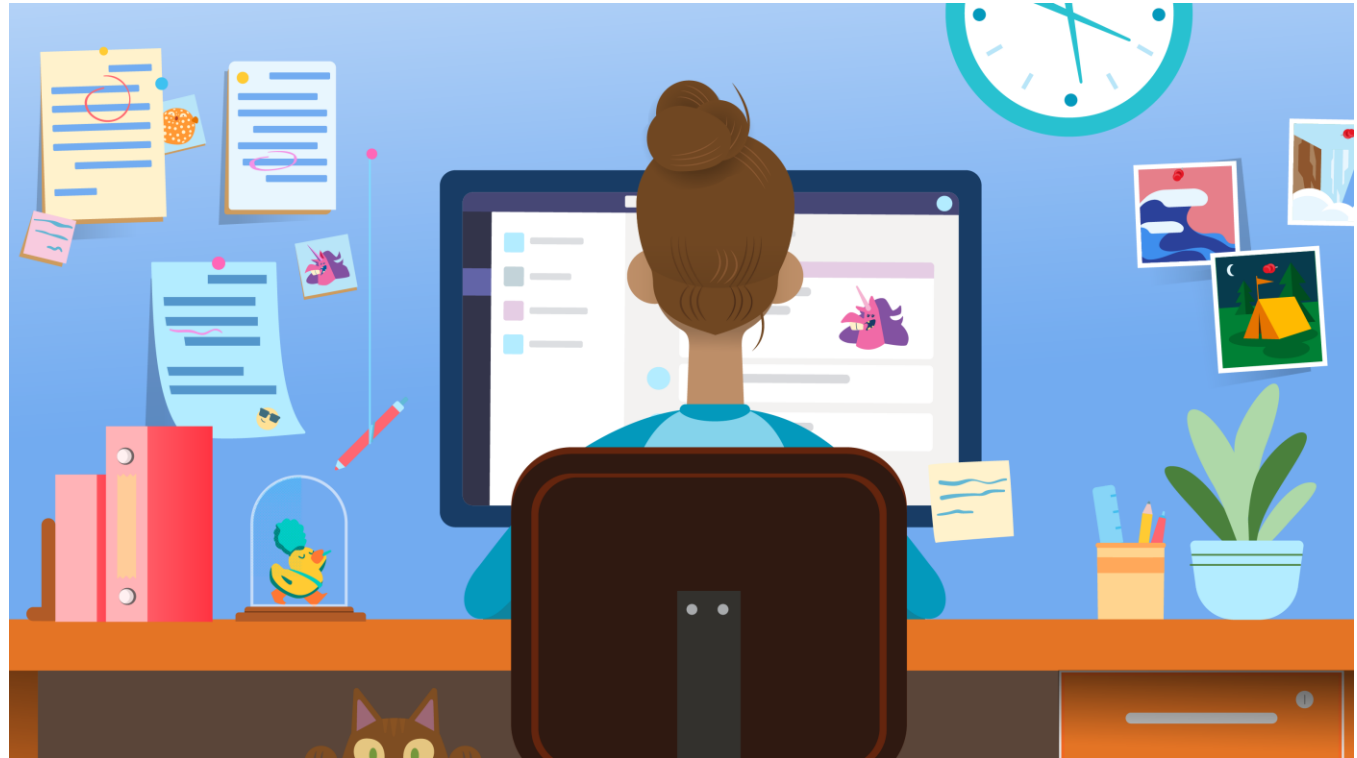


An educator's school day

In Office 365 apps like Microsoft Teams, you and your students can access what you need for effective distance learning every day: connection, communication, and clarity.



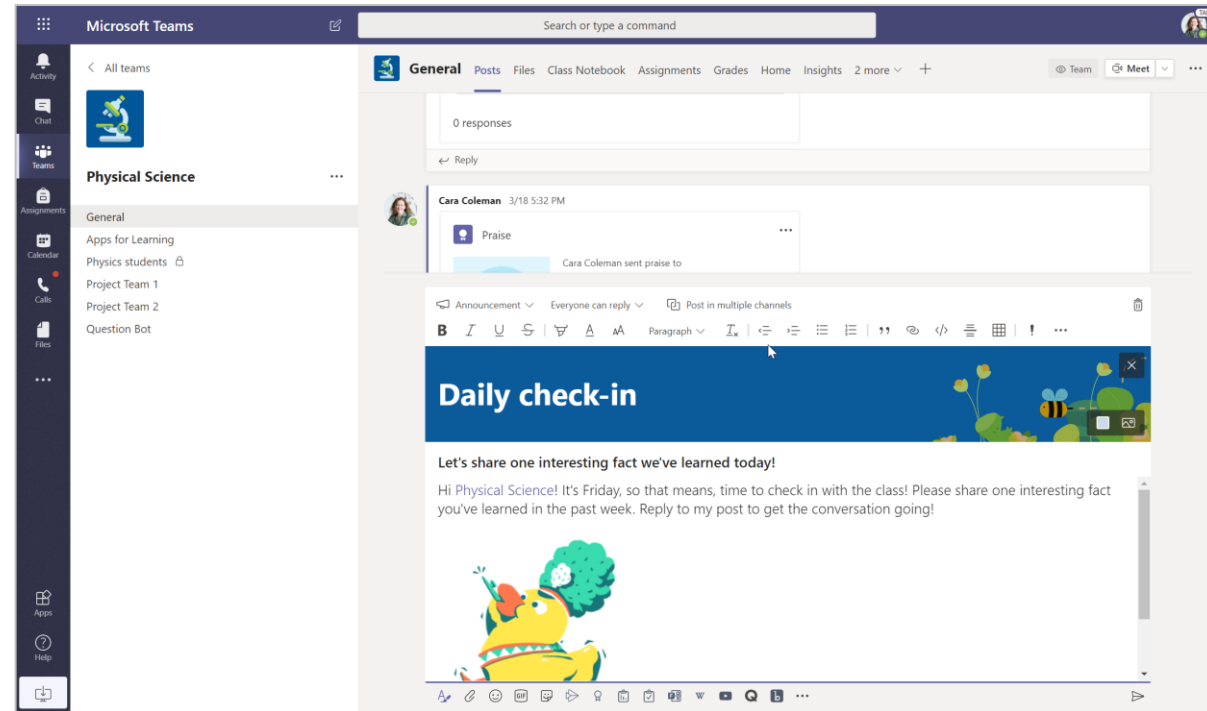
Check in and connect



1

Ask students how they're doing. See questions and conversations students are posting in the class team. Make an announcement to start the day. Share a new resource.

Regular check-ins help students feel your presence as a teacher, while class conversations can bridge the distance between students and empower them to support each other.



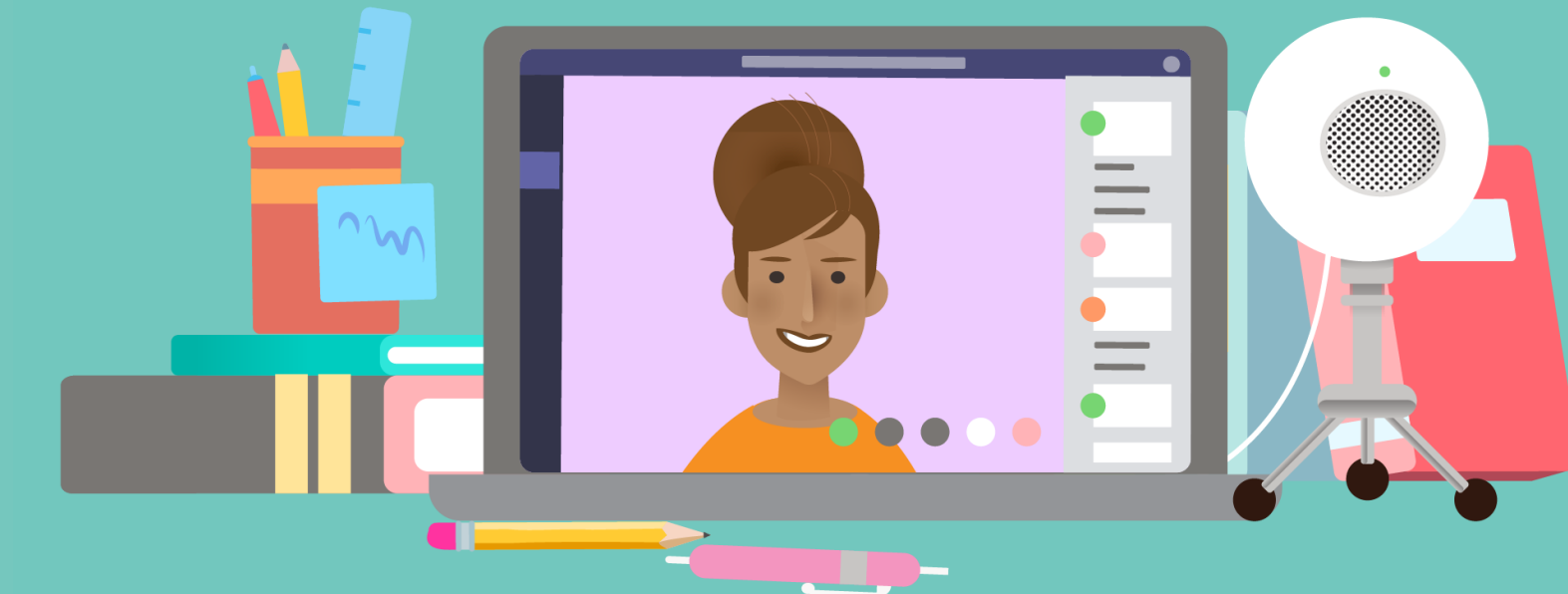
2

Lead a homeroom meeting with your class.

Schedule a daily live meeting to nurture the class community, inspire learning, and make sure everyone's ready for the day.



Assign, review, and support learning



3

Review student assignments.

Use Assignments in Teams for students to turn in work across subject areas. Tailor assignments for whole classes and select individuals. Provide personalized feedback and allow multiple attempts on formative activities. Leverage the grading method suited to your pedagogy with customizable rubrics.

The screenshot shows the 'Edit rubric' dialog in Microsoft Teams. The title is 'Report Rubric'. The description field is empty. The grading criteria table has four columns: Well Developed (4), Developed (3), Emerging (2), and Poor (1). The 'Content' criterion is set to 25% and 'Collaboration with peers' is set to 25%.

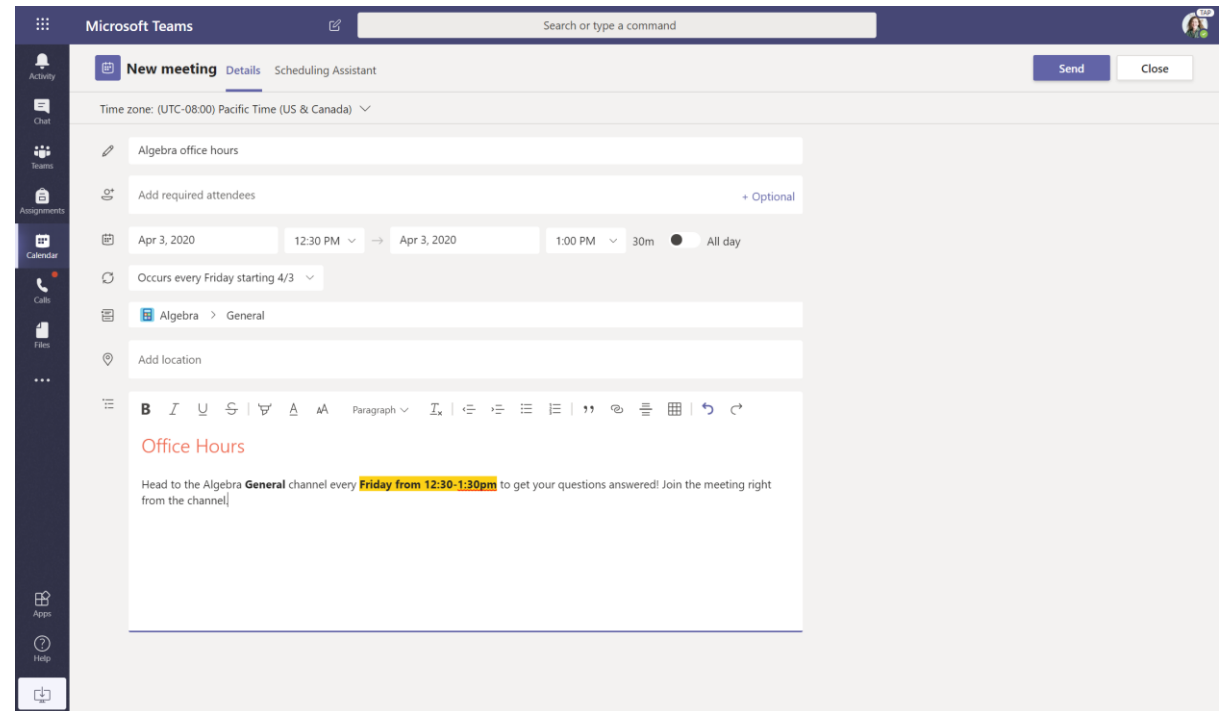
	Well Developed	4	Developed	3	Emerging	2	Poor	1	
Content	Shows a full understanding of the topic.		Shows a good understanding of the topic.		Shows a good understanding of parts of the topic.		Does not seem to understand the topic very well.		
									25 %
Collaboration with peers	Almost always listens to, shares with, and supports the efforts of others in the group. Tries to keep people working.		Usually listens to, shares with, and supports the efforts of others in the group. Does not cause "waves" in the group.		Often listens to, shares with, and supports the efforts of others in the group but sometimes is not a good team member.		Rarely listens to, shares with, and supports the efforts of others in the group. Often is not a good team member.		
									25 %

Buttons: Cancel, Attach

4

Hold office hours and group meetings while students work on assignments.

No student needs to feel out of touch while working on assignments. When you establish norms about when and how students get help, they feel supported. Schedule a meeting during the day when students can join to ask questions and discuss their assignments. Regularly schedule individual and small group meetings, even for just a few minutes, to connect with every student during the week.



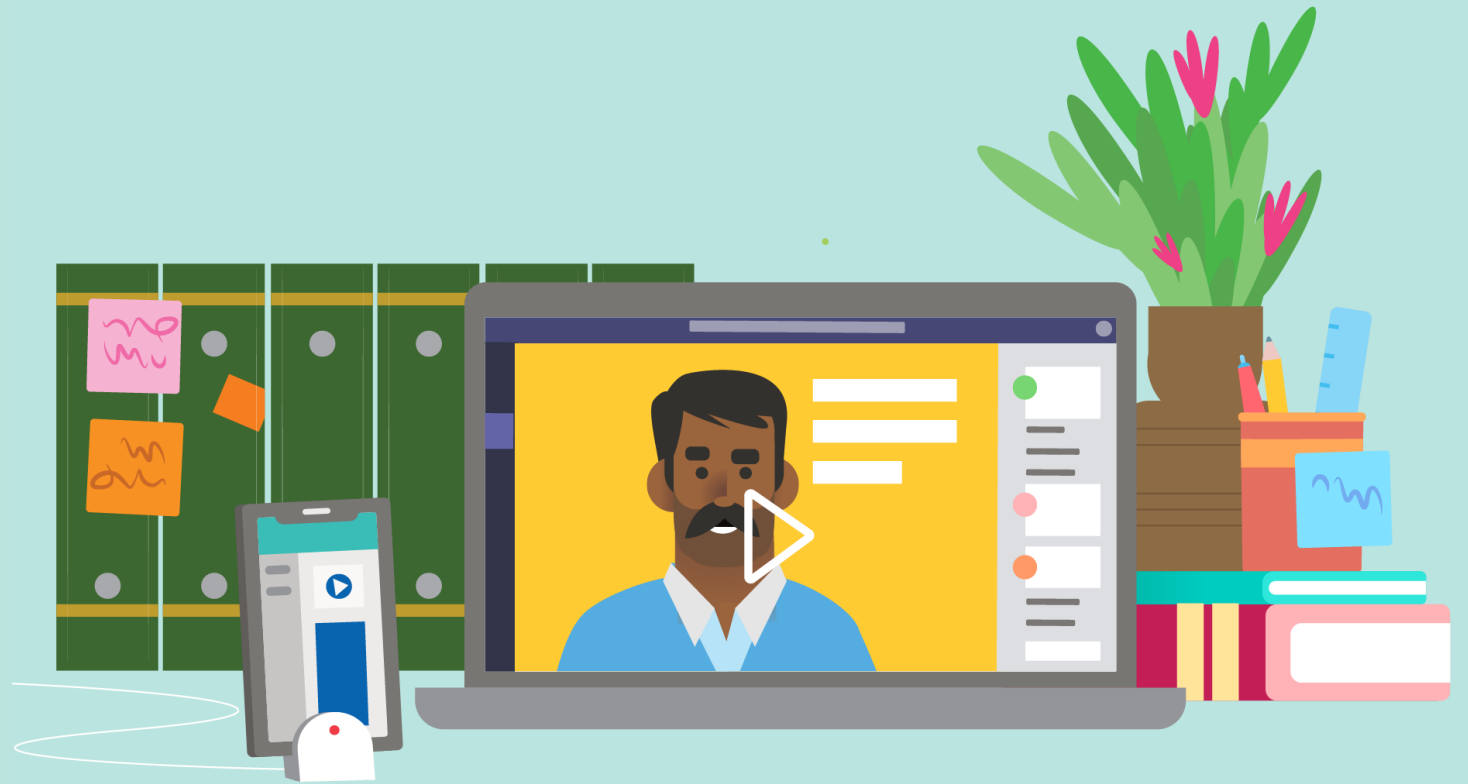
5

Lead live discussions.

In a distance learning class, a balance between independent work time and live sessions gives students the time they need to practice and apply their learning. Live sessions provide opportunities for students to interact in discussions where they have clear roles, from asking questions and sharing ideas to responding to polls.



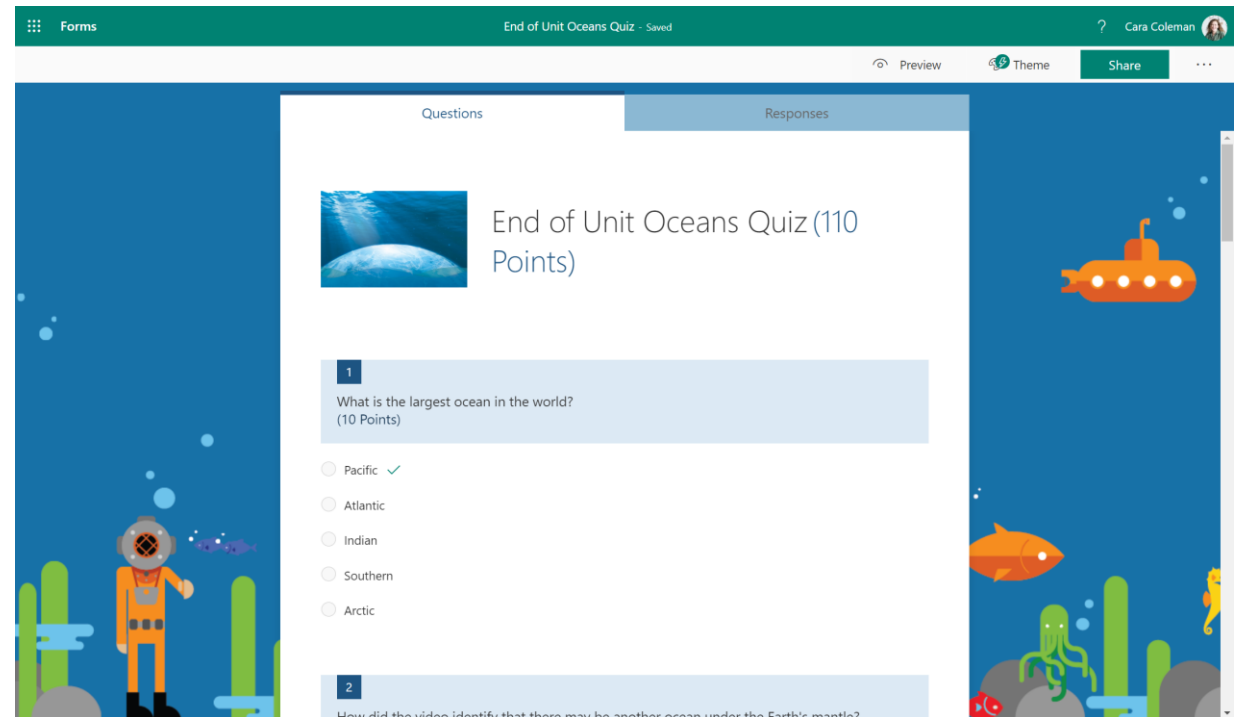
Prep and professional development



6

Plan lessons.

Set students up with learning activities that enable them to build a range of skills. Use a OneNote Class Notebook to keep lessons organized in one place. Record a video explanation or demonstration and share it in the class Stream channel, enabling students to pause and review as needed. Encourage students to share their voices in a Flipgrid topic. Incorporate formative assessments using a Forms quiz.



The screenshot shows a Microsoft Forms quiz interface. The title bar at the top is green and contains the text 'Forms' on the left, 'End of Unit Oceans Quiz - Saved' in the center, and a user profile icon for 'Cara Coleman' on the right. Below the title bar, there are three tabs: 'Questions', 'Responses', and 'Share'. The 'Questions' tab is active. The main content area has a blue background with a cartoon illustration of a diver and a submarine. The quiz title 'End of Unit Oceans Quiz (110 Points)' is displayed at the top of the question list. The first question is 'What is the largest ocean in the world? (10 Points)'. It has five radio button options: Pacific (selected with a green checkmark), Atlantic, Indian, Southern, and Arctic. The second question is partially visible: 'How did the video identify that there may be another ocean under the Earth's mantle?'.

7

Join your Professional Learning Community or a professional development webinar.

Stay connected to your professional community using a PLC team where you can share resources and ideas with colleagues, ask for advice, and support each other. Include online courses, TweetMeets, and streamed events in your professional development plan.



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