

6

Basic Activities Every Teacher Should Be Able to Do in Microsoft Classroom



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What is Microsoft Classroom?



Microsoft Classroom is a virtual space where you can manage all of your classes. It allows you to create and grade assignments, design different class sections, provide personalized individual feedback and collaborate with other teachers in Professional Learning Communities (PLC).



Microsoft Classroom Tips

Create a new class



To create a new class, choose New Class, enter a unique name, select Done. The class will be created in the list of inactive classes. To customize the class, expand Inactive Classes, select the class you created, then select Manage.

Add and manage students and teachers



To add students to a class, find the class you want to manage in either the active or inactive list, select the class name and select the Students and Teachers link in the upper right-hand corner. Select Add student/ teacher, type the student/teacher's name or email address, select Done.

Activate/ deactivate a class



To activate a class, under Inactive classes choose the class name, then Manage > Activate Class. To deactivate a class, choose the active class name, then Manage > Deactivate class.

Create an assignment



In Microsoft Classroom, click the '+New Assignment' button located on the Home page or the Assignments tab for a specific class.

Grade assignments



In Classroom, select an Assignment, then click on the 'Submissions' tab. Select a student name and enter a grade in the Grade box, then click Post Grade.

Hold conversations with students and teachers



Students and Teachers can discuss and collaborate on classes and assignments in Classroom. From the class navigation area or from the assignments details page, select Conversations.

SOURCE

Microsoft Classroom Documentation: <https://edu.uservice.com/knowledgebase/topics/128901-microsoft-classroom-documentation>