

Getting started with Microsoft Teams: 3 Video Sessions

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Session 1: Introduction to OneNote

This video shows how to use OneNote in MS Teams. You will learn to make shared notebooks and use features like drawing, adding pictures, and editing.

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Session 2: Introduction to Assignments

You will learn how to make, share, and grade assignments in MS Teams. You will see how to set deadlines and give feedback to students, making it simpler to manage tasks.

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Session 3: Introduction to Planner

You will learn to plan class and group projects and keep track of progress easily. With task boards, you can ensure classwork is well-organised.

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