



MICROSOFT TRAINING

Microsoft Teams Classes

Master Microsoft Teams for seamless collaboration and efficient communication. Enhance productivity by managing teams, channels, and meetings.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intermediate 2-hour course, "Microsoft Teams Classes," is meticulously designed for educators, trainers, and administrators who wish to harness the full potential of Microsoft Teams as a dynamic and interactive virtual learning environment. You will gain practical skills in setting up, managing, and optimizing class teams, ensuring a seamless and engaging experience for both instructors and learners. The curriculum delves into core Teams functionalities tailored for educational settings, including assignment management, collaborative content creation, and effective communication strategies.

Participants will master essential features such as creating and distributing assignments, utilizing the Class Notebook for structured learning, conducting live virtual lessons, and integrating educational applications to foster deeper student engagement. By the end of this course, you will be proficient in transforming your traditional teaching or training methods into a modern, highly collaborative, and efficient digital classroom. This expertise is crucial for delivering impactful educational content and fostering a thriving online learning community.

The professional benefits of completing this course are substantial. You will enhance your pedagogical or training toolkit, enabling you to facilitate more organized, interactive, and accessible learning experiences. This certification equips you with sought-after skills in educational technology, positioning you as a competent digital educator or corporate trainer capable of leveraging Microsoft's powerful collaboration suite to achieve superior learning outcomes.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Setting Up Your Class Team

- Overview of Microsoft Teams for Education features
- Creating and configuring a new Class Team
- Understanding and assigning teacher and student roles
- Navigating the Teams interface and essential channels

02 Module 2: Content Management and Communication

- Uploading and organizing class files and resources
- Utilizing the Class Notebook for collaborative learning
- Effective use of Posts and Announcements for communication
- Managing chat conversations and channel moderation

03 Module 3: Assignments and Feedback

- Creating and distributing assignments and quizzes
- Setting due dates, rubrics, and grading scales
- Reviewing student submissions and providing actionable feedback
- Managing assignment workflows and tracking progress

04 Module 4: Conducting Live Virtual Lessons

- Scheduling and initiating live class meetings
- Utilizing presentation tools and screen sharing effectively

- Engaging students with digital whiteboards and polls
- Implementing breakout rooms for small group activities

05 Module 5: Enhancing Collaboration and Engagement

- Integrating third-party educational apps and tools
- Facilitating group projects and collaborative tasks
- Strategies for maximizing student participation and interaction
- Best practices for maintaining an inclusive virtual learning environment

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Learning Facilitator**
- > **Corporate Training Coordinator**
- > **Educational Technology Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What prior experience or technical knowledge is recommended before taking the Microsoft Teams Classes course?

This intermediate course assumes you have a basic familiarity with using computers and navigating web-based applications. While no prior experience with Microsoft Teams is strictly required, a general understanding of collaborative software or online meeting tools will be beneficial. The course focuses on specific educational functionalities within Teams, so a foundational comfort with digital tools is helpful.

Q: How will completing this course specifically enhance my ability to deliver engaging and organized virtual lessons or corporate training sessions?

Upon completion, you will be adept at structuring a virtual classroom, managing assignments efficiently, and conducting interactive live sessions using breakout rooms and integrated apps. You'll learn to foster student collaboration and engagement through specific Teams features, enabling you to move beyond basic online meetings to create truly dynamic and effective learning experiences, whether for students in an academic setting or employees in a corporate training environment.

Q: Can the skills learned in this course be applied to managing other types of Teams (e.g., staff teams or professional learning communities)?

Absolutely. While the course focuses on 'Class Teams' and their unique features, many core skills are transferable. The principles of content organization, communication management, meeting facilitation, and app integration are universally applicable across different Microsoft Teams types, including Staff Teams, PLC Teams, and other collaborative groups. You'll gain a foundational understanding that enhances your overall Teams proficiency.

ABOUT COMPUTER PRIDE

**East Africa's Premier IT Training Center**

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

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50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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