



Better Together TEAMS and GOOGLE CLASSROOM Overview and Agenda

Overview

This webinar will show teachers how they can incorporate files and work processes they may already utilize within Google Classroom into Teams to maximize the best of both platforms. Attendees will see how Google Drive, Google Forms and other Google apps can be organized and incorporated into the Microsoft Teams environment.

Webinar Agenda

00:00 – 03:00 **Welcome:** Microsoft Teams Settings, Navigation During the Meeting, Attendance
(3-minute duration)

03:00-08:00 **Getting Setup in Teams:** Logging In, Creating and Joining a Team.
(5-minute duration)

08:00-15:00 **Channels:** Channels are dedicated sections within a team, similar to Google Classroom Topics, to keep conversations organized by specific topics, projects, disciplines—whatever works for your team!
(7-minute duration)

15:00-25:00 **Files:** When you upload a file from your computer to Teams, it goes into the "Files" tab of whatever channel you uploaded it to. Every channel in a Team gets its own document library in the Team's SharePoint site. Files can also be added directly from your Google Drive.
(10-minute duration)

25:00-30:00 **Tab:** Tabs allow team members to access services and content in a dedicated space within a channel or in a chat. This lets the team work directly with tools and data, and have conversations about the tools and data, all within the context of the channel or chat. Google resources can easily be added.
(5- minute duration)

30:00-35:00 **Chat:** Have one-on-one and group chats using the Chat Feature in Teams.
(5-minute duration)

35:00-37:00 **Co-Teacher/Guests**
(2-minute duration)

37:00-47:00 **Virtual Meetings:** Meetings in Teams include audio, video, and screen sharing. They're one of the keyways to collaborate in Teams.

(10-minute duration)

47:00-50:00 Mobile App Experience

(3-minute duration)

50:00-60:00 **Closing Questions and Answers**

(10-minute duration)

Resources

- <https://aka.ms/classroomteams>