



Organizational Strategies for Student Work in Microsoft Teams

Overview

Microsoft Teams brings collaboration, communication, and innovation to classrooms across the world using Microsoft 365 products. How can a student or educator manage the digital workspace in a way that leads to efficiency and meaningful outcomes? This session will cover strategies that can be implemented in Teams that will lead to a clear organization of all content and assignments using Microsoft 365 tools.

Webinar Agenda

0:00 – 0:05 **Welcome**

(5-minute duration)

- Meeting Control
- Introductions
- Learning Targets

0:05-0:25 **Introduction to Teams Organizational Tools**

(20-minute duration)

- Teams for file management
- Class files and collaboration
- Channel organization
- Assignments and Calendar

0:25-0:50 **Organizational Strategies**

(25-minute duration)

- The importance of organization in a digital environment
- Channels as an organizational tool
- Additional organizational strategies

0:50-0:60 **Wrap-up**

(10-minute duration)

Resources

- <https://education.microsoft.com/en-us>
- [Crafting a collaborative learning environment with Class Teams](#)
- [Hybrid learning for the adolescent learner](#)
- [Hybrid learning in the intermediate classroom](#)
- [Hybrid learning in the primary classroom](#)