

Microsoft Teams Training Sheet

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| Microsoft Teams – General | Microsoft Teams – Team Admin | Microsoft Teams - Pedagogy |
| Make a call |  | Team Identity |  | Exposition |  |
| Start a chat |  | Team Settings |  | Quizzing |  |
| Schedule meetings |  | Manage members |  | Discussion |  |
| Manage meetings |  | Create Channels |  | Questioning |  |
| Create live events |  | Add Links / Apps |  | Providing Written Feedback |  |
| Produce live events |  | Class Notebook |  | Collaborative student work |  |
| Make announcements |  |  |  | Independent practice |  |
| Add files |  |  |  | Modelling |  |
| Golden Nuggets / Next Steps | Golden Nuggets / Next Steps | Golden Nuggets / Next Steps |
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| [PD Platform Link](https://develop.clf.uk/content/professional-skills/microsoft-class-teams/) | [PD Platform Link](https://develop.clf.uk/content/pedagogy/blended-learning-the-clf-approach/) |