



# Microsoft Teams for Teaching Staff

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- Add Students to Course
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# Quick Start

## دليل البدء السريع

هل أنت مستخدم جديد لمنصة Microsoft Teams for Education؟ استعين بهذا الدليل لتتعرف على الأساسيات

**بدء دردشة جديدة**  
يمكنك بدء محادثة جماعية صغيرة أو ثنائية خاصة.

**استخدام مربع الأوامر**  
يمكنك البحث عن عناصر محددة أو أشخاص معينين، واتخاذ قرارات سريعة، وبدء تشغيل التطبيقات.

**إدارة إعدادات ملف البيانات**  
يمكنك تغيير إعدادات التطبيقات، أو تغيير صورتك، أو تنزيل تطبيق الأجهزة المحمولة.

### تصفح Microsoft Teams

يمكنك استخدام هذه الأزرار للتبديل بين موجز النشاط والدردشة وفرقك والواجبات والتقويم والملفات.

### عرض الفرق وتنظيمها

انقر لاستعراض فرقك. يمكنك أيضاً سحب إطارات الفرق لإعادة ترتيبها.

### البحث عن التطبيقات الشخصية

انقر للبحث عن تطبيقاتك الشخصية وإدارتها.

### إضافة تطبيقات

يمكنك تشغيل التطبيقات لاستعراض التطبيقات التي يمكنك إضافتها إلى Teams أو البحث عنها.

### الانضمام إلى فريق أو إنشاء فريق

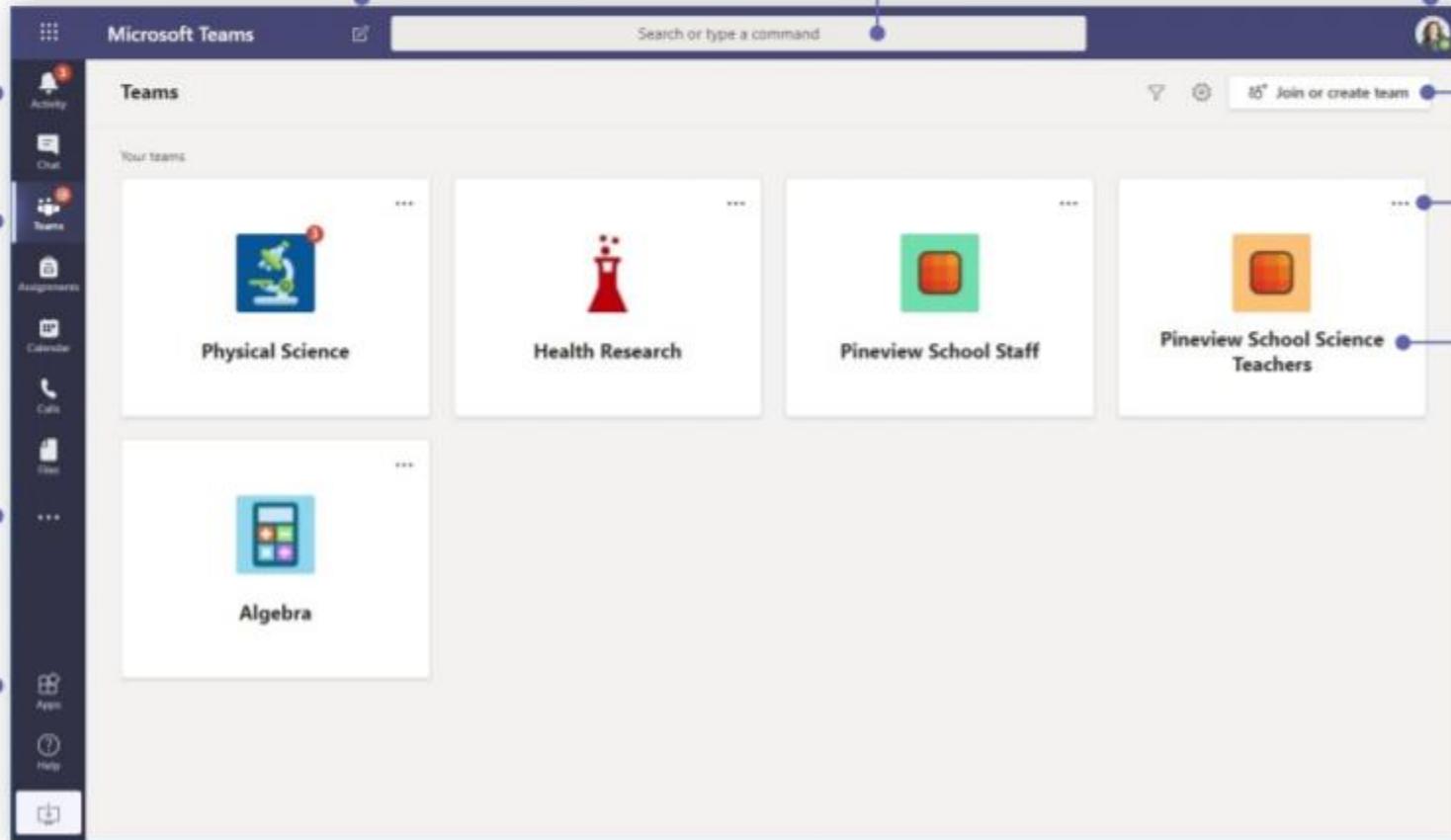
يمكنك العثور على الفريق الذي تبحث عنه والانضمام إليه باستخدام الرمز، أو إنشاء فريق من اختيارك.

### إدارة فريقك

يمكنك إضافة أعضاء أو إزالتهم، أو إنشاء قناة جديدة، أو الحصول على رابط للفريق.

### عرض فريقك

انقر لفتح فصلك الدراسي أو فريق عملك.



## الفصول فرق

توفر فرق الفصول إمكانيات خاصة صُممت خصيصاً لخدمة التدريس والتعلم

**إضافة قنوات وإدارة فريقك**  
يمكنك تغيير إعدادات فريقك، وإضافة أعضاء إلى فريق الفصل، وإضافة قنوات.

**فتح الواجبات والدرجات**  
تتيح الواجبات للمُعَلِّمين إنشاء الواجبات وتوزيعها. ويمكن للطلاب إكمال واجباتهم وإرسالها بدون مغادرة التطبيق؛ كما يمكن للمُعَلِّمين استخدام علامة تبويب "الدرجات" لتقديم ملاحظاتهم على الواجبات وتبليغ مستوى تقدم الطلاب. وبإمكان الطلاب أيضاً مشاهدة مستوى تقدمهم.

**إضافة علامات تبويب**  
يمكنك استكشاف وتثبيت التطبيقات والأدوات والمستندات وغيرها بما يُعزِّز تجربة التعلم للفصل الدراسي. ونحن نقوم بشكل متواصل بإضافة المزيد من علامات التبويب الخاصة بالعملية التعليمية. عاود التحقق باستمرار لمتابعة كل جديد لدينا.

**مشاركة الملفات**  
يمكنك السماح لأعضاء الفصل بعرض ملف أو العمل عليه معاً.

**بدء مناقشة مع الفصل**  
يمكنك هنا كتابة رسالتك أو إعلانك، وتنسيقها. يمكنك أيضاً إضافة ملف أو رموز مشاعر أو صورة GIF أو ملصق لإضفاء حيوية لرسالتك!

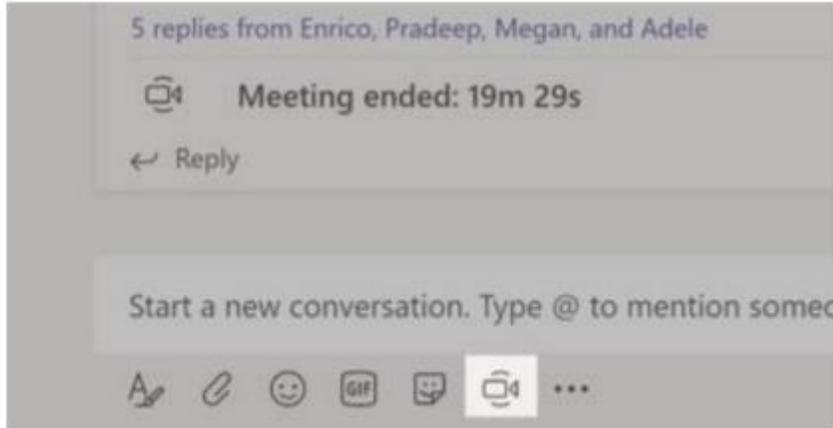
**إضافة المزيد من خيارات المراسلة**  
انقر هنا لإضافة إمكانات مراسلة جديدة مثل الاستطلاعات وإظهار المديح وغير ذلك، من أجل إثراء تجربة المناقشة في الفصل الدراسي.

**كل فريق له قنوات**  
انقر على إحداهما لاستعراض الملفات والمحادثات ذات الصلة يمكنك أيضاً إنشاء قنوات خاصة للمشاريع الجماعية! هناك قناة عامة تأتي مع كل فريق. افتح إعدادات القناة لإضافة قنوات جديدة وإدارة الإشعارات والإعدادات الأخرى.

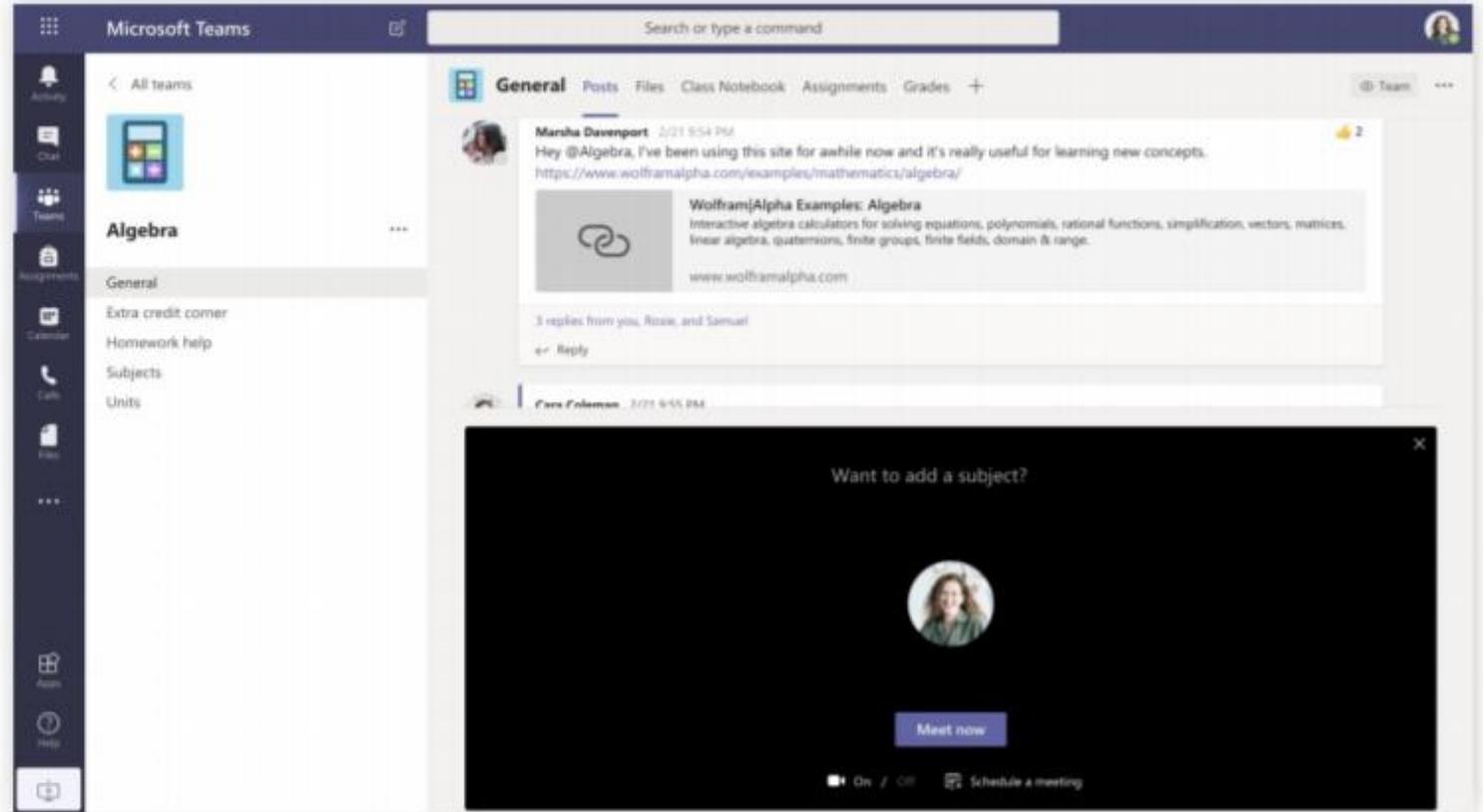
**تنسيق رسالتك**  
يمكنك إضافة موضوع وتنسيق النص وتحويل الرسالة إلى إعلان، ونشرها على فرق متعددة أو التحكم في الأشخاص الذين يمكنهم الرد، وغير ذلك الكثير.

## جدولة اجتماع مع فصلك أو فريقك

اعقد اجتماعات تعاونية مع فرق العمل أو الفصول الدراسية أو اعقد تدريبات عبر الاجتماعات المباشرة عبر الإنترنت



أنقر على **الاجتماع الآن** تحت مربع المراسلة لبدء اجتماع مباشر في القناة. إذا نقرت على **الرد** على رسالة، سيكون الاجتماع مرتبط بهذه المحادثة. إذا كنت ترغب بأن تبدأ باجتماع مستقل غير مرتبط بأي قناة، اتبع التعليمات على الصفحة السابقة عبر اختيار **تقويم** ثم **اجتماع جديد**. تستطيع أن تدعو الناس الى الاجتماع أو تسألهم بالانضمام مباشرة من القناة.



حدد الاجتماع الآن لبدء الاجتماع في الحال، أو حدد جدولة اجتماع لجدولة عقد الاجتماع في المستقبل. سيرى أعضاء القناة دعوة للاجتماع في تقويمهم إذا قررت جدولة عقد الاجتماع في موعد لاحق.

## جدولة اجتماع مع فصلك الدراسي أو فريق عملك

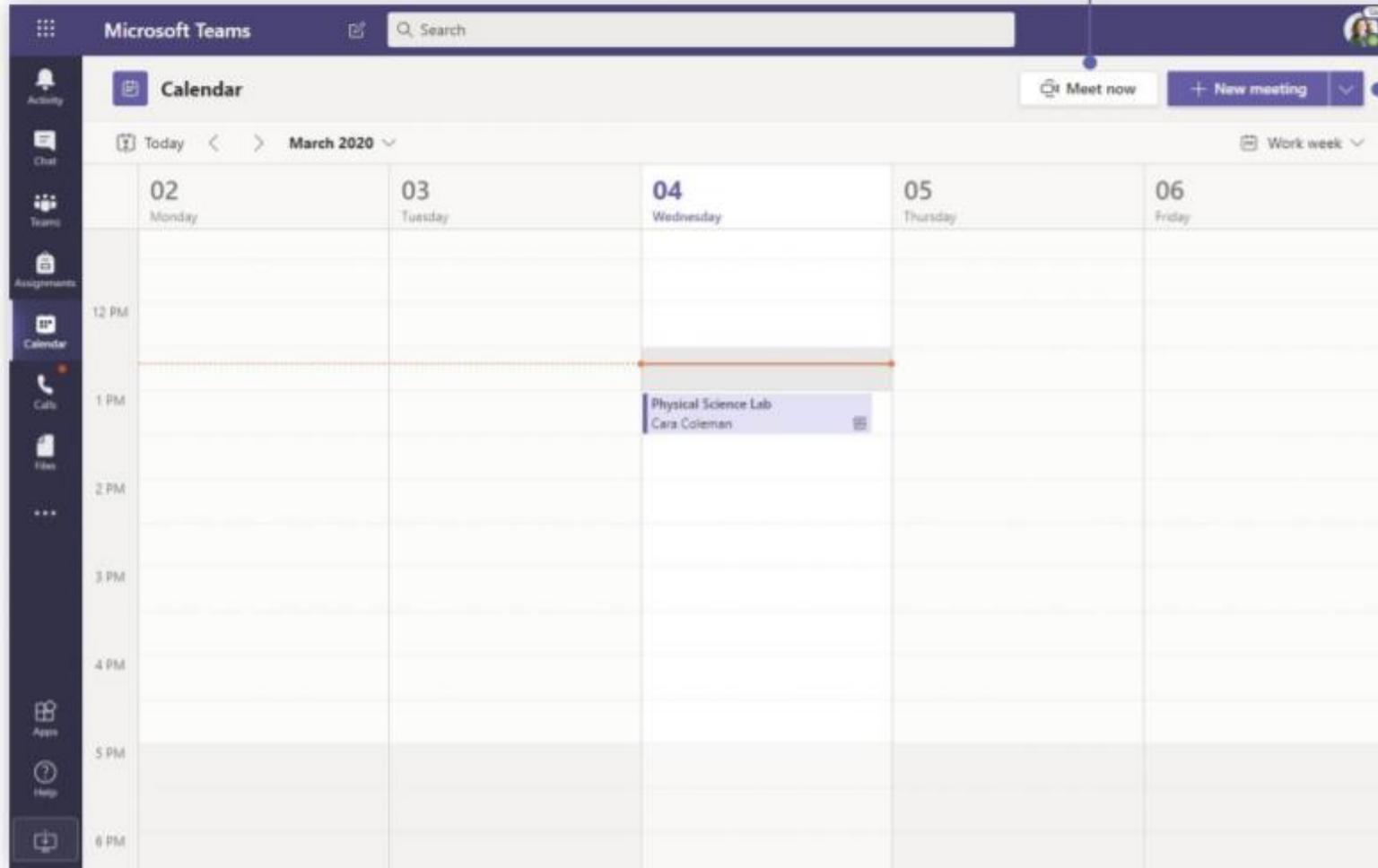
اعقد اجتماعات تعاونية مع فرق العمل أو الفصول الدراسية أو اعقد تدريبات عبر الاجتماعات المباشرة عبر الإنترنت

### بدء اجتماع في الحال

يمكنك إضافة مشاركين مباشرة إلى اجتماع يبدأ في الحال.

### إضافة اجتماع جديد

يمكنك جدولة اجتماع جديد لعقد مناقشة مباشرة مع عدد يصل إلى 250 شخصاً، أو جدولة فعالية مباشرة لحدث يتم بثه مباشرة مع شريحة جمهور أكبر.



The screenshot shows the Microsoft Teams interface with the calendar view active. The top bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The calendar is set to March 2020, showing a grid for Monday (02), Tuesday (03), Wednesday (04), Thursday (05), and Friday (06). A meeting titled "Physical Science Lab" by Cara Coleman is scheduled for Wednesday, March 4th, from 12 PM to 1 PM. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help.

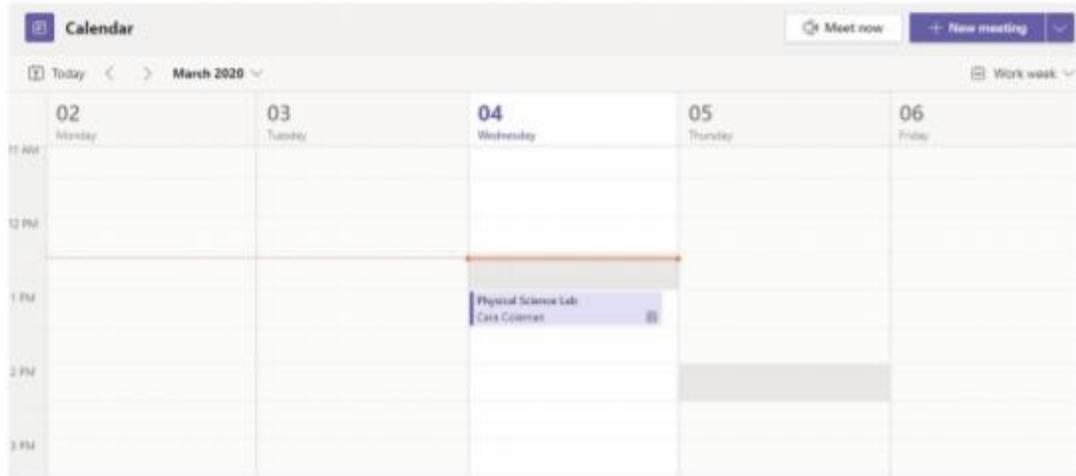
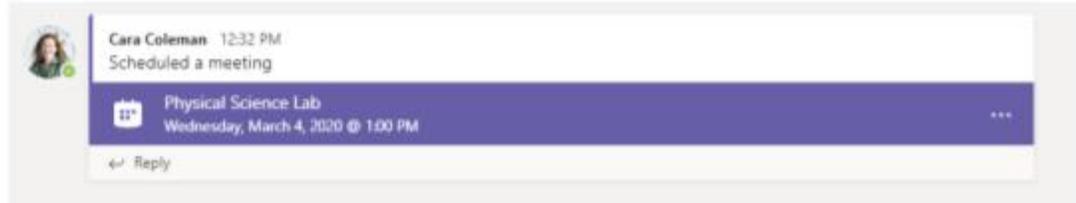
# Microsoft Teams for Education



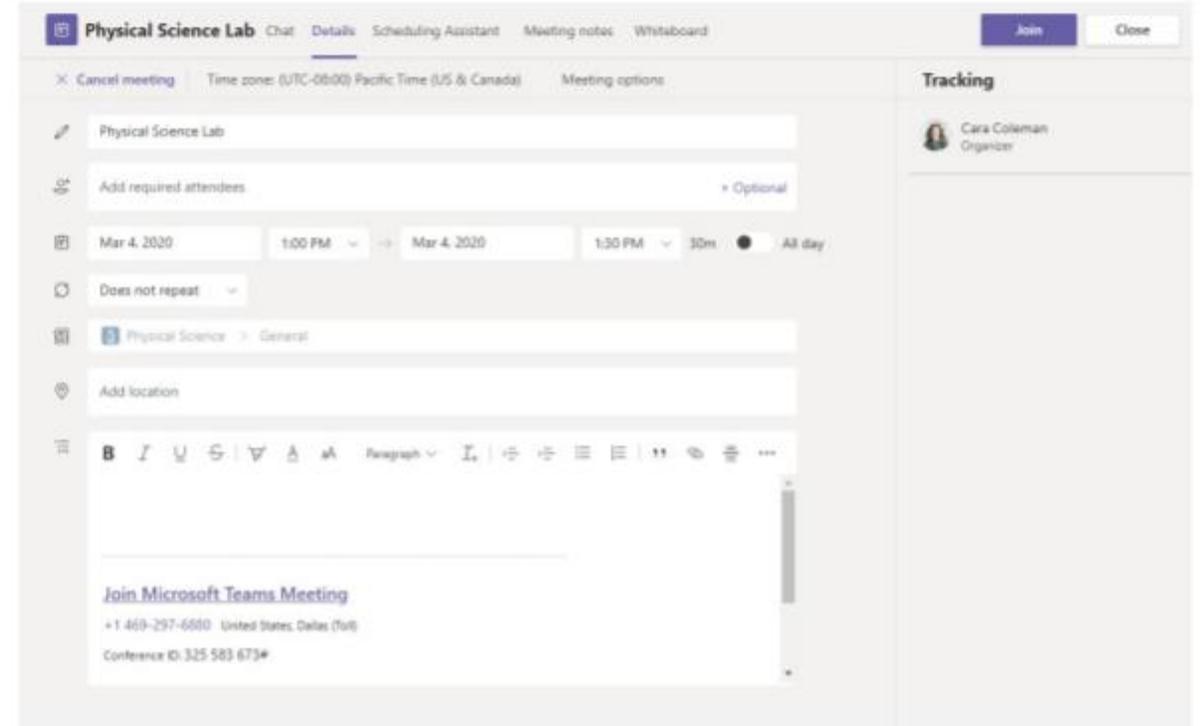
تعرف المزيد عن Teams

## الانضمام إلى الاجتماع

اعقد اجتماعات تعاونية مع فرق العمل أو الفصول الدراسية أو اعقد تدريبات عبر الاجتماعات المباشرة عبر الإنترنت



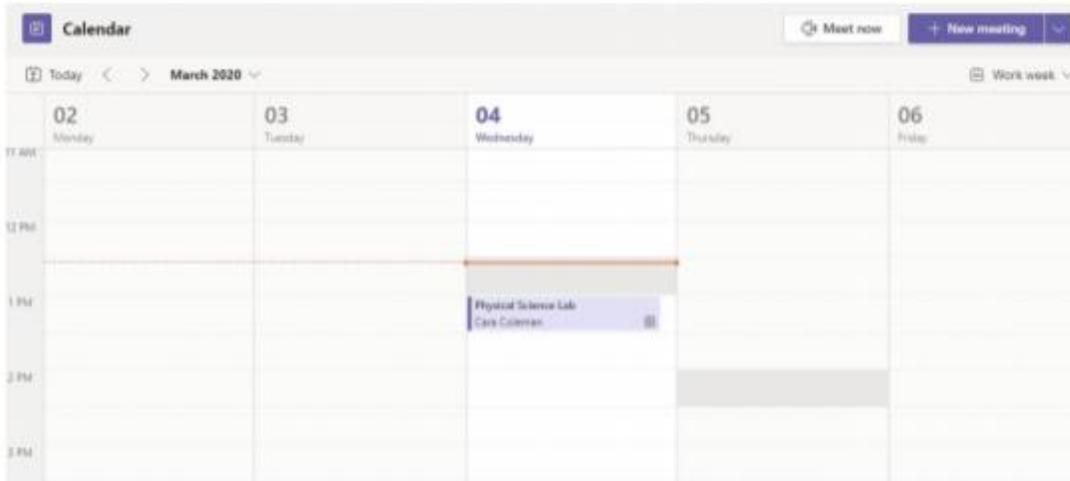
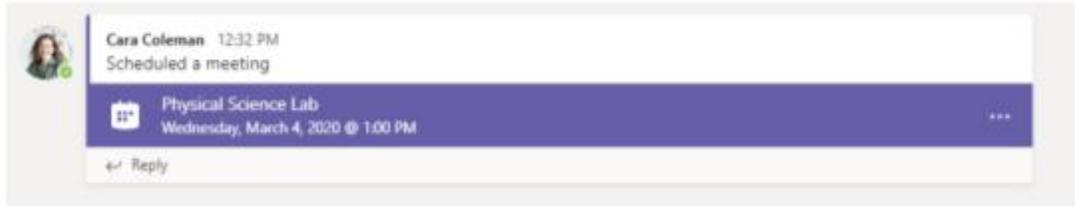
أبحث عن دعوة الاجتماع في قناة فريقك أو في تقويم Teams .



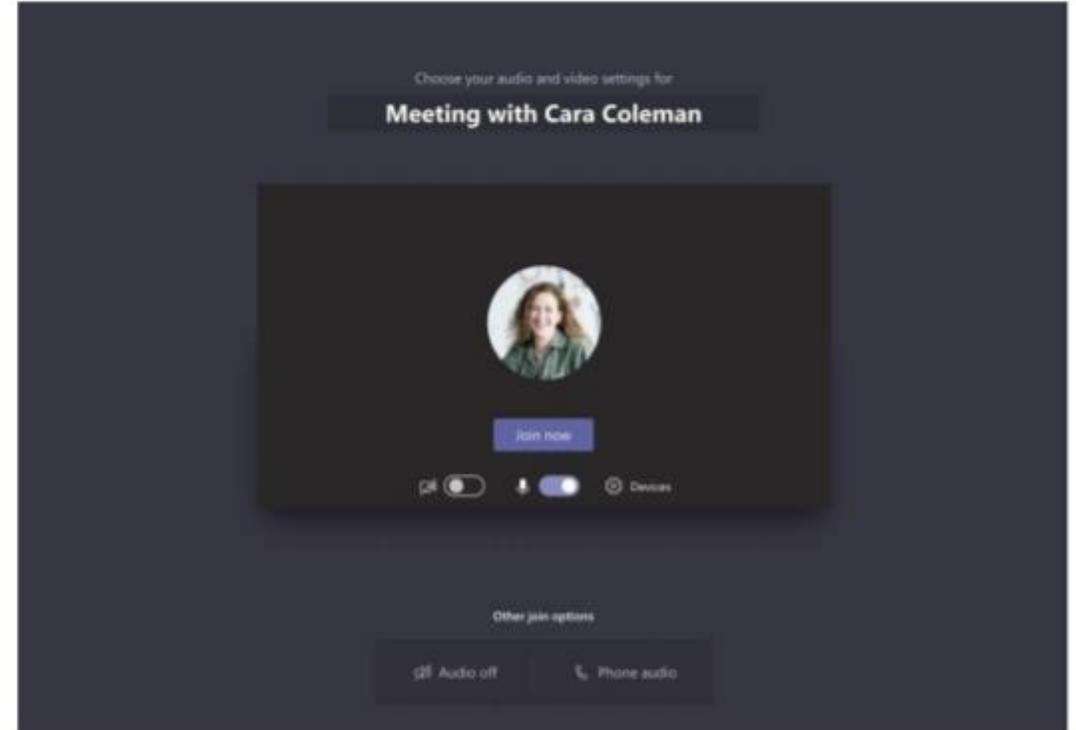
انقر على **الضمام** للانضمام الى الاجتماع

## الانضمام الى الاجتماع

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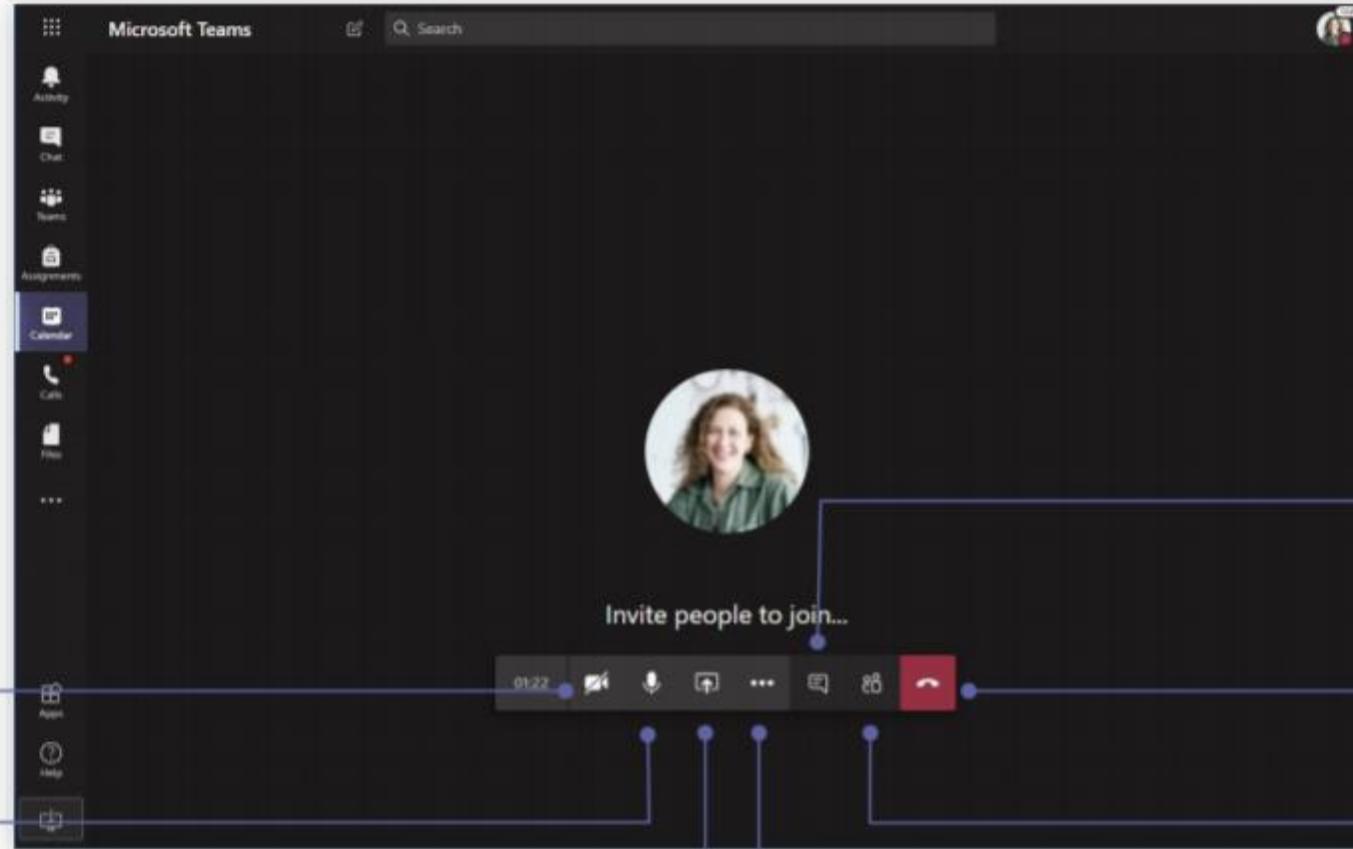
ابحث عن دعوة الاجتماع في قناة فريقك أو في تقويم Teams. انقر لفتح عنصر الاجتماع وحدد **الانضمام**



تحقق مرة أخرى من عمل تقنية الصوت والصورة، وقم بتشغيل الكاميرا وإلغاء كتم صوت الميكروفون حتى يمكن للآخرين سماعك. حدد **الانضمام الآن** لدخول الاجتماع.

## المشاركة في الاجتماع

شارك الفيديو أو الصوت أو شاشتك أثناء المكالمات المباشرة.



### إرسال رسائل الدردشة

يمكنك إرسال رسائل الدردشة، ومشاركة الروابط، وإضافة ملف، وغير ذلك الكثير. وستتاح لك الموارد التي تقوم بمشاركتها بعد الاجتماع.

### مغادرة الاجتماع

سيستمر الاجتماع حتى بعد مغادرتك له.

### إضافة مشاركين إلى الاجتماع

### الوصول إلى عناصر التحكم الإضافية بالمكالمة

يمكنك بدء تسجيل الاجتماع، وتغيير إعدادات جهازك، وغير ذلك الكثير.

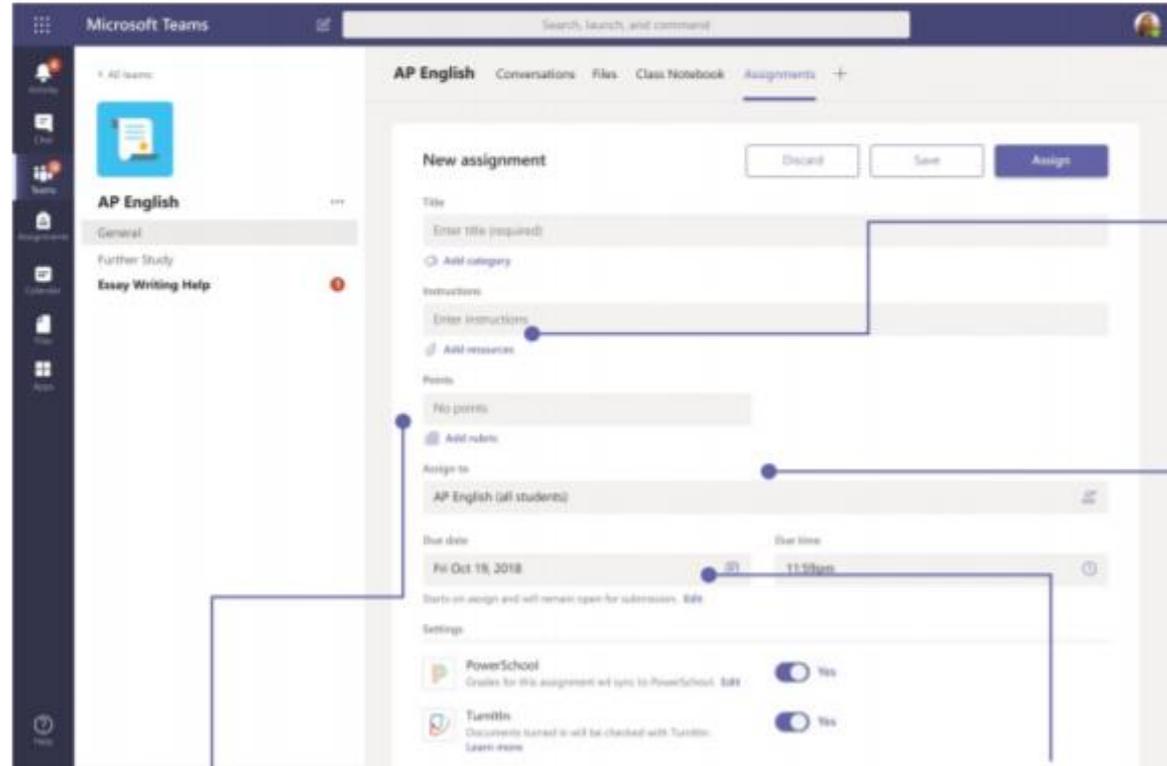
### مشاركة شاشتك والأصوات من جهاز الكمبيوتر لديك.

### تشغيل موجز الفيديو وإيقافه

### كتم صوتك وإلغاء كتمه.

## الواجبات

أنشئ أنشطة تعليمية للطلاب باستخدام تطبيقات Office المُدمجة



**عرض الواجبات القادمة**  
يمكنك عرض كل من الواجبات القادمة والمرسلة حسب الفصل، أو عرضها على مستوى كل فصولك. سيتيح لك تحديد الواجب إمكانية إرساله أو عرض الملاحظات والدرجات.

**إضافة موارد**  
يمكنك تخصيص الواجبات بمحتوى من OneDrive وجهازك والروابط وغير ذلك الكثير.

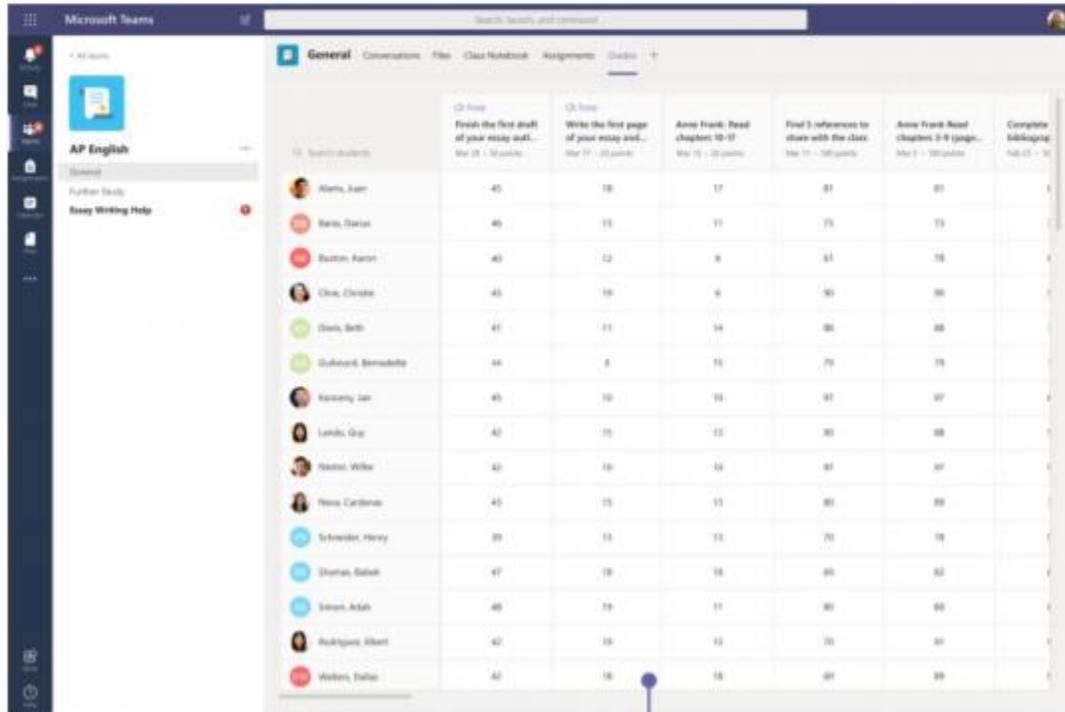
**التعيين إلى الفصول أو الأفراد**  
يمكن توزيع الواجبات على فصول دراسية متعددة أو تخصيصها على مستوى كل طالب على حدة.

**إضافة دليل تقييم**  
يمكنك استخدام أداة "دلائل التقييم" لإنشاء دلائل تقييم قابلة للتخصيص وإعادة الاستخدام حتى يرجع إليها الطلاب ويتسنى لك تقييم عملهم من خلالها.

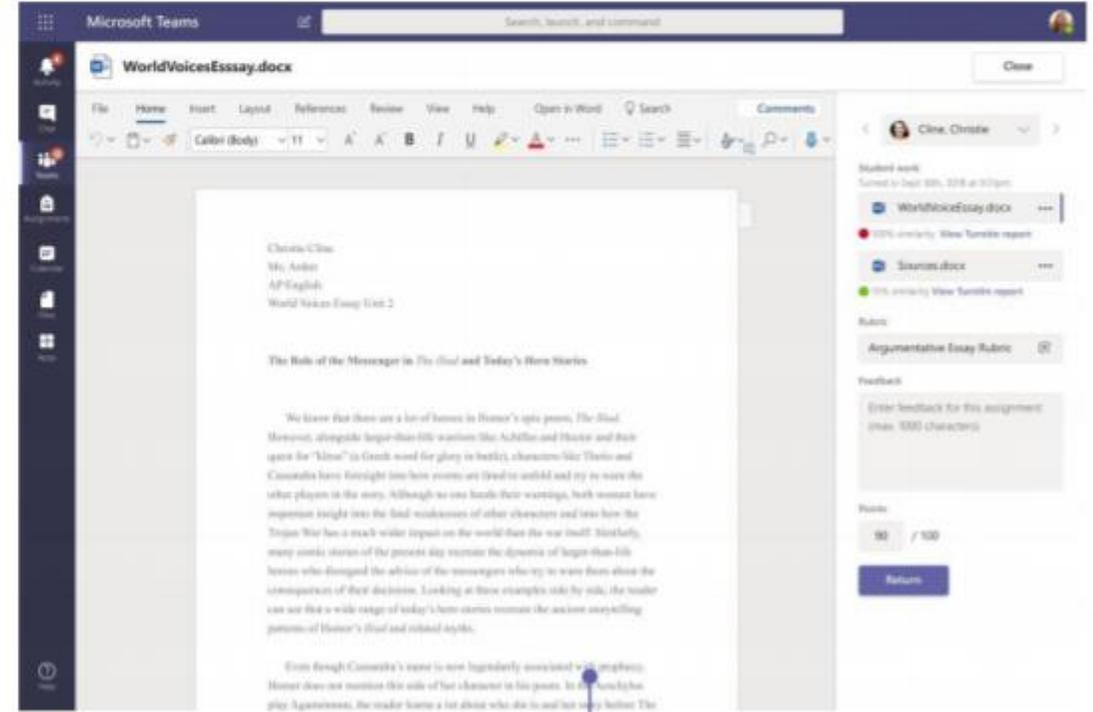
**تعديل تواريخ الاستحقاق وتاريخ الإغلاق والجدولة للتعيين**  
يمكنك تخصيص كل التواريخ والأوقات المهمة للواجب.

## الدرجات

اترك ملاحظات للطلاب وقمهم وتنبُّع مستوى تقدمهم في علامة تبويب "الدرجات".



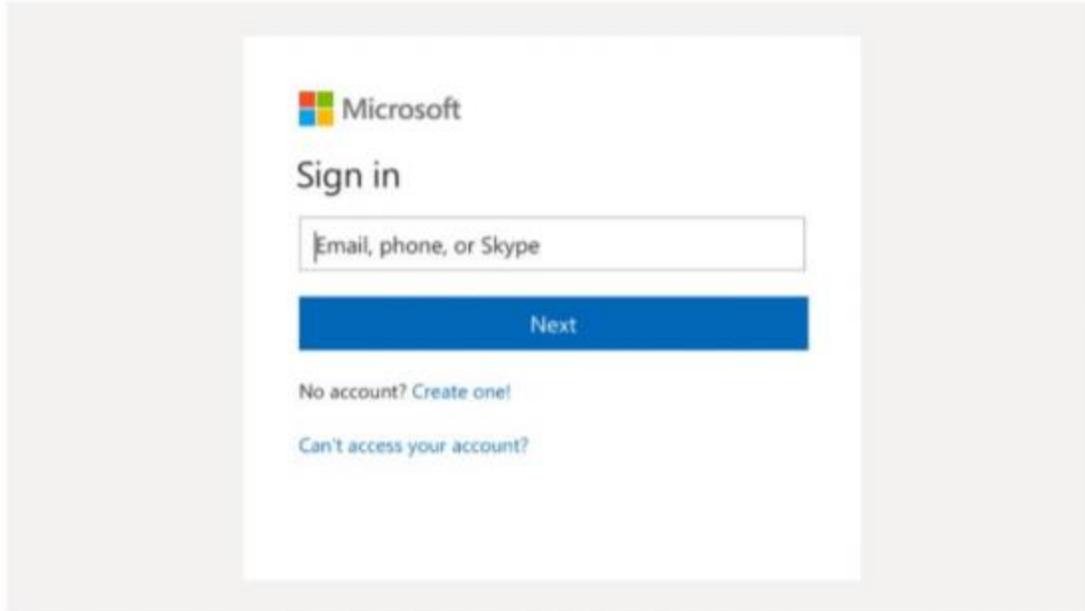
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**إعادة الواجبات ومراجعتها باستخدام حلقة الملاحظات**  
يمكنك ترك تعليقات، وإجراء تعديلات، والتقييم باستخدام المعايير، والتحقق من أوجه الشبه. وغير ذلك في شاشة التقييم.

## تسجيل دخول

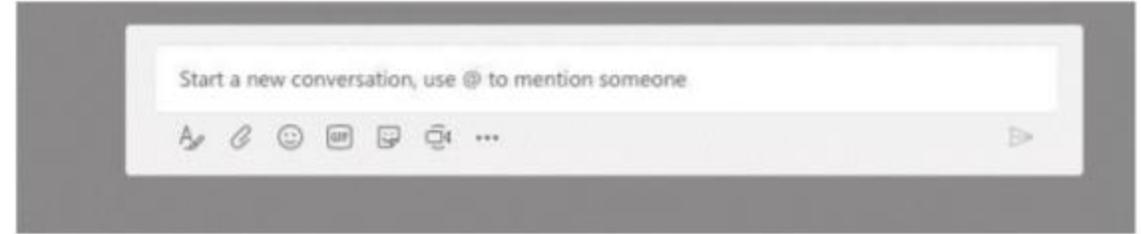
في نظام Windows، انقر على البدء < **Microsoft Teams**.  
في نظام Mac، انتقل إلى مجلد التطبيقات وانقر على **Microsoft Teams**.  
على الأجهزة المحمولة، اضغط على أيقونة **Teams**. ثم سجّل الدخول باستخدام عنوان البريد الإلكتروني وكلمة المرور الخاصين بمدرستك.



The image shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a blue button labeled "Next". At the bottom, there are two links: "No account? Create one!" and "Can't access your account?".

## بدء محادثة

مع كل الفريق ... انقر على **Teams**، واختر فريقاً وقناةً، واكتب رسالتك، ثم انقر على إرسال.  
مع شخص أو مجموعة... انقر على دردشة جديدة، واكتب اسم الشخص أو المجموعة في حقل إلى، واكتب رسالتك، ثم انقر على إرسال.



The image shows the Microsoft Teams interface for starting a new conversation. At the top, there is a text input field with the placeholder text "Start a new conversation, use @ to mention someone". Below the input field is a row of icons: a speech bubble, a pencil, a smiley face, a video camera, a microphone, and a three-dot menu. To the right of the icons is a play button icon.

## تحسين منشورات القنوات

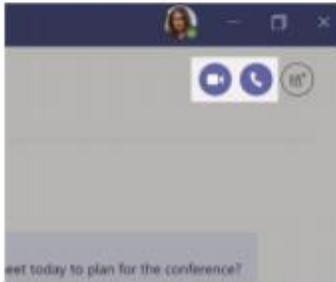
أنشئ إعلانات ومنشورات للفصل الدراسي. قم بتحرير منشورك لجذب انتباه الطلاب، وتحكم في الأشخاص الذين يمكنهم الرد، وقم بالنشر عبر قنوات متعددة.

The screenshot shows the Microsoft Teams post creation interface with several callouts explaining features:

- تغيير نوع رسالتك**: يمكن تحديد ما إذا كنت تريد بدء موضوع محادثة جديد أو نشر إعلان.
- لتحكم في الأشخاص الذين يمكنهم الرد**: يمكنك السماح للجميع بالرد على منشورك أو قصر الردود على المشرفين فقط.
- النشر في أي قناة أو فريق**: يمكنك نشر رسالتك في أي من فرقك أو قنواتك دفعة واحدة. وهذه الخاصية رائعة إذا كنت تريد نشر إعلان مهم.
- تغيير مستوى أهمية رسالتك**: يمكنك وضع علامة على رسالتك باعتبارها رسالة مهمة إذا كنت تريد جذب مزيد من الانتباه للمنشور.
- تنسيق نصك**: يمكنك تغيير لون النص وتنسيقه ونمطه.
- إضافة موضوع**: يمكنك توضيح موضوع منشورك الجديد من خلال إضافة موضوع.
- إضافة موضوع**: انقر هنا للدخول إلى وضع تنسيق رسالتك.

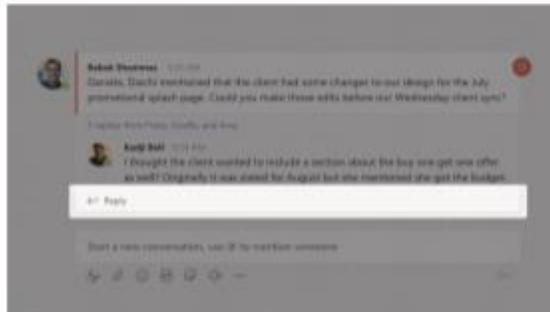
## إجراء المكالمات الصوتية ومكالمات الفيديو

انقر على مكالمة فيديو أو مكالمة صوتية للاتصال بالشخص الذي تُحادثه من خلال الدردشة. لطلب رقم، انقر على المكالمات على الجانب الأيمن وأدخل رقم الهاتف. استعرض سجل مكالماتك وبيدك الصوتي في نفس المكان.



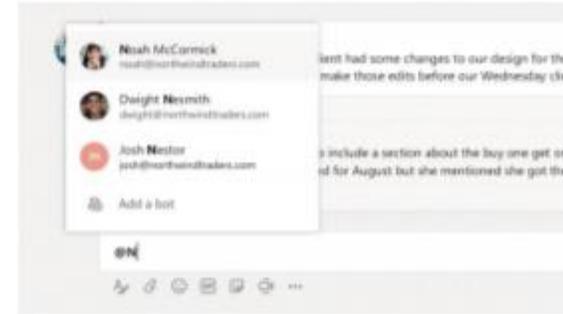
## الرد على محادثة

يتم تنظيم محادثات القنوات حسب التاريخ ثم تصبح بعد ذلك مُتسلسلة. ابحث عن السلسلة التي تريد الرد عليها، ثم انقر على رد. أضف ردك، ثم انقر على إرسال.



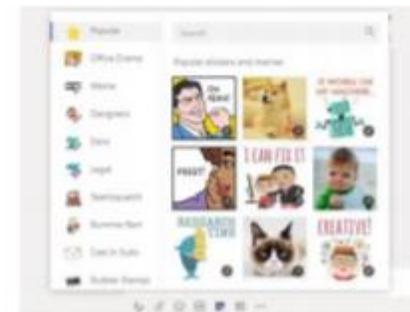
## الإشارة إلى أحد الأشخاص @

يمكنك لفت انتباه أي شخص تريده بإدخال علامة @ ثم كتابة اسمه (أو اختياره من القائمة التي تظهر لك). اكتب @الفريق لإرسال رسالة إلى كل أفراد الفريق، أو أدخل @القناة لإشعار كل شخص قام بإضافة هذه القناة إلى مفضلاته.



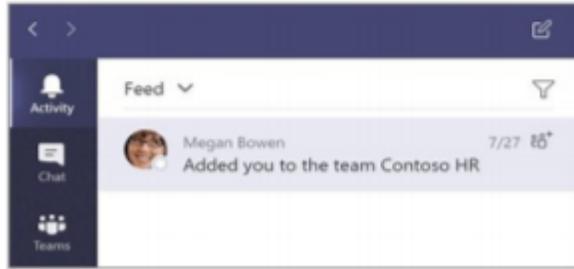
## أدخل رمز مشاعر أو شكل إيمائي أو صورة GIF

انقر على الملصق أسفل المربع الذي تكتب فيه رسالتك، ثم اختر شكلاً إيمائياً أو ملصقاً من إحدى الفئات. توجد أيضاً أزرار لإضافة رمز مشاعر أو صورة GIF. ابحث عن MicrosoftEDU في بحث GIF لمزيد من المتعة!



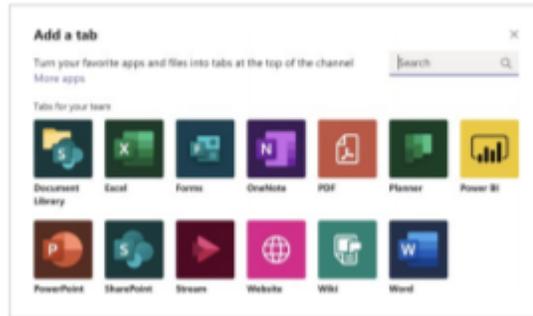
## ابق على اطلاع على كل شيء

انقر على النشاط في الجانب الأيمن. يعرض لك الموجز جميع الإشعارات وكل شيء حدث مؤخراً في القنوات التي تتابعها. ويمكنك هنا أيضاً مشاهدة الإشعارات المتعلقة بواجباتك.



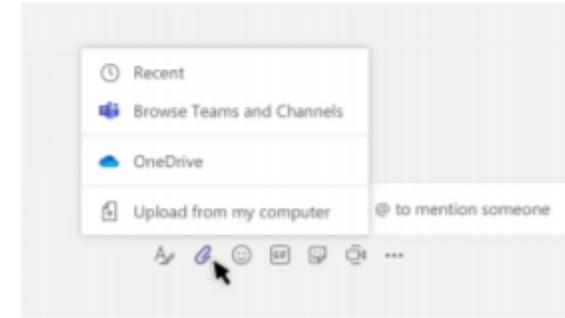
## إضافة علامة تبويب في قناة

انقر على + بجانب علامات التبويب أعلى القناة، ثم انقر على التطبيق الذي تريده، ثم اتبع شاشات المطالبة. استخدم بحث إذا كنت لا ترى التطبيق الذي تريده.



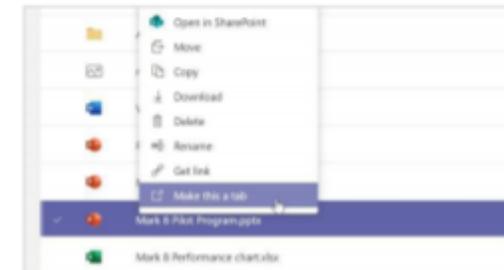
## مشاركة ملف

انقر على إرفاق أسفل المربع الذي تكتب فيه رسائلك، وحدد موقع الملف، ثم الملف الذي تريده. بحسب موقع الملف، ستظهر لك خيارات لتحميل نسخة أو مشاركة رابط أو غير ذلك من طرق المشاركة.



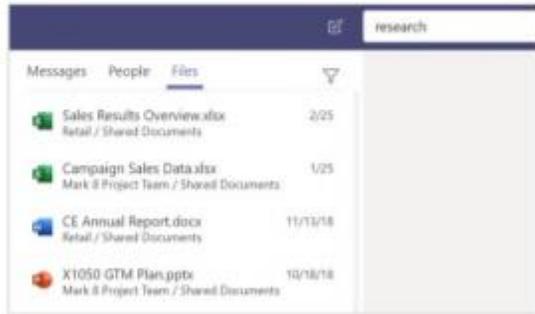
## العمل مع الملفات

انقر على الملفات على الجانب الأيمن لعرض كل الملفات المشتركة على مستوى جميع فرقك. انقر على الملفات في أعلى إحدى القنوات لعرض كل الملفات المشتركة في هذه القناة. انقر على خيارات إضافية ... بجوار الملف لعرض خيارات حول ما يمكنك القيام به. في أي قناة، يمكنك تحويل أحد الملفات في الحال إلى علامة تبويب في الأعلى!



## البحث عن الأشياء

اكتب عبارة في مربع الأوامر أعلى التطبيق، ثم اضغط على Enter. بعد ذلك، حدد علامة تبويب الرسائل أو الأشخاص أو الملفات. حدد عنصراً أو انقر على تصفية لتنقيح نتائج بحثك.



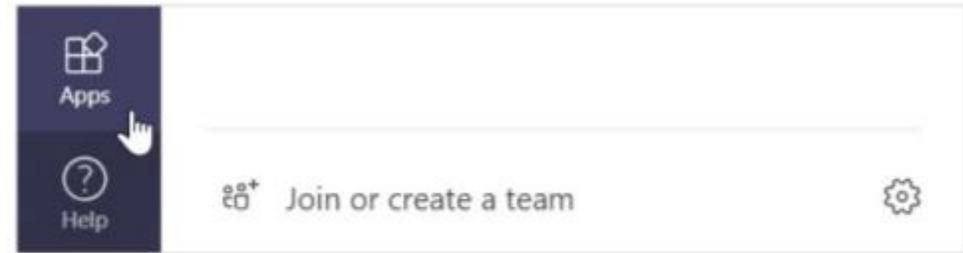
## البحث عن تطبيقاتك الشخصية

انقر على المزيد من التطبيقات المضافة لعرض تطبيقاتك الشخصية. يمكنك هنا فتح التطبيقات أو إلغاء تثبيتها. أضف مزيداً من التطبيقات ضمن التطبيقات.



## إضافة تطبيقات

انقر على التطبيقات على الجانب الأيمن. يمكنك هنا تحديد التطبيقات التي تريد استخدامها في Teams، اختر الإعدادات المناسبة، ثم اضغط على إضافة.



## الخطوات التالية مع Microsoft Teams

احصل على دليل توجيهي للتدريس والتعلم باستخدام Teams. يمكنك أيضاً النقر على أيقونة التعليمات في Teams للدخول إلى موضوعات التعليمات والأنشطة التدريبية ذات الصلة.

[مقالات](#) مع دليل توجيهي حول التدريس في Teams.

- دورات تدريبية عبر الإنترنت مدتها ساعة واحدة في مركز Microsoft Educator Center
- كيف يستخدم المُدرِّسون Teams في حياتهم المهنية - [إحداث طفرة في العملية التعليمية باستخدام Microsoft Teams](#).
- التدريس في فرق الفصول - [إنشاء بيئة تعليمية تعاونية باستخدام فرق الفصول](#).

## الحصول على دلائل البدء السريع الأخرى

لتنزيل دلائل البدء السريع المجانية لتطبيقاتك المفضلة الأخرى، انتقل إلى <https://go.microsoft.com/fwlink/?linkid=2008317>

Create a new Course

# All Courses



Search or type a command

AE



Join or create team

## Teams

Your teams



Math 1



Math 2



Software Engineering



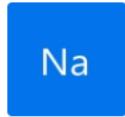
Differential and partial  
differential equations



Introduction to  
programming



Data Structure



Numerical analysis



Make sure Teams is selected from the left pane

The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar with the text "Search or type a command". To the right of the search bar is a user profile icon labeled "AE" and standard window control icons (minimize, maximize, close). Below the search bar is the "Teams" header, which includes a gear icon for settings and a button labeled "Join or create team".

The main area is titled "Your teams" and displays a grid of team cards. Each card features an icon, a title, and a three-dot menu icon in the top right corner. The teams shown are:

- Math 1 (calculator icon)
- Math 2 (calculator icon)
- Software Engineering (hexagonal network icon)
- Differential and partial differential equations (colorful circle icon)
- Introduction to programming (code editor icon)
- Data Structure (orange square icon)
- Numerical analysis (blue square with "Na" icon)

On the left side, there is a vertical navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The "Teams" icon is highlighted with a red rectangular box.

Then click on "Join or create new teams"

The screenshot displays the Microsoft Teams application interface. At the top, there is a search bar with the placeholder text "Search or type a command". To the right of the search bar, the user's profile is shown with the initials "AE" and a green status indicator. Below the search bar, the main content area is titled "Teams" and contains a section labeled "Your teams". This section displays seven team cards arranged in two rows. The first row includes "Math 1", "Math 2", "Software Engineering", "Differential and partial differential equations", and "Introduction to programming". The second row includes "Data Structure" and "Numerical analysis". Each card features a unique icon and a three-dot menu icon in the top right corner. On the left side of the interface, a vertical navigation bar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. In the top right corner of the main content area, a button with a gear icon and the text "Join or create team" is highlighted with a red rectangular border.

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

Search or type a command

AE

Join or create team

Teams

Your teams

Math 1

Math 2

Software Engineering

Differential and partial differential equations

Introduction to programming

Data Structure

Numerical analysis

Then click on "create team"

The screenshot shows the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area is titled "Join or create a team" and includes a "Back" link. A search bar labeled "Search teams" is in the top right. Two main options are presented: "Create a team" and "Join a team with a code". The "Create a team" option features a Teams icon, three black circles, and a blue button labeled "Create team" which is highlighted with a red rectangular border. The "Join a team with a code" option features a Teams icon, an "Enter code" input field, and a link that says "Got a code to join a team? Enter it above."

Select "Class" as a team type [For further details between team type, please check this [Link](#)]

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below this, the main area is titled "Join or create a team" and includes a search bar for teams. A modal dialog titled "Select a team type" is open in the foreground, displaying four options: "Class" (highlighted with a red border), "Professional Learning Community (PLC)", "Staff", and "Other". Each option includes an icon and a brief description. A "Cancel" button is located at the bottom right of the dialog.

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

Search or type a command

Search teams

Back

Join or create a team

Create a team

Bring everyone together and get to work

Select a team type

**Class**  
Discussions, group projects, assignments

**Professional Learning Community (PLC)**  
Educator working group

**Staff**  
School administration and development

**Other**  
Clubs, study groups, after school activities

Cancel

Type the course "Name" and "Description", then click next

The screenshot shows the Microsoft Teams interface with a modal dialog for creating a team. The background is dimmed, showing the 'Join or create a team' page with a search bar and a 'Create a team' button. The modal dialog has a title 'Create your team' and a brief explanation of class teams. It contains two input fields: 'Name' with the text 'Data Structure 2' and a checkmark icon, and 'Description (optional)' which is currently empty. At the bottom of the dialog are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red rectangular border.

### Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Data Structure 2

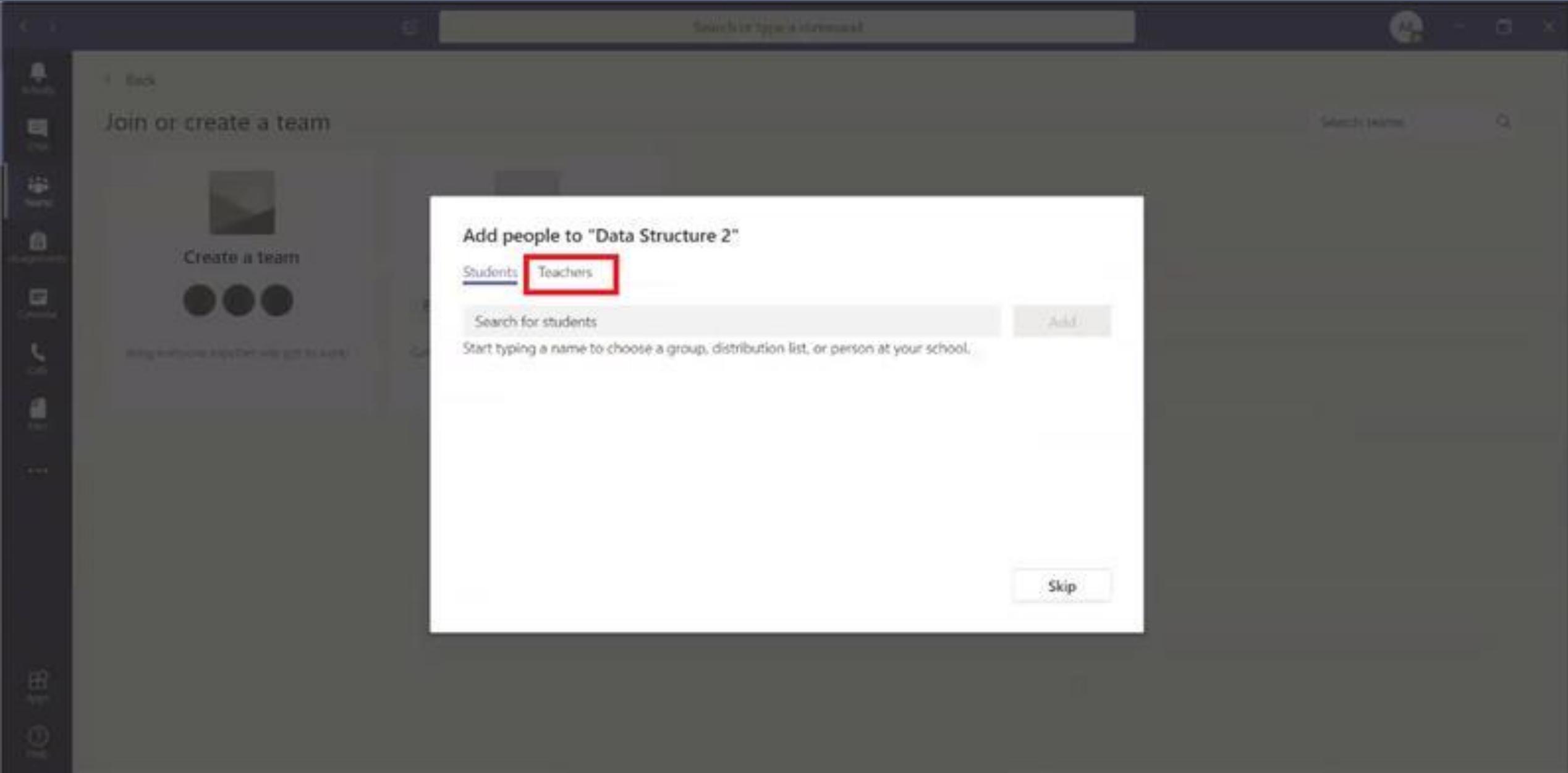
Description (optional)

[Create a team using an existing team as a template](#)

Cancel

Next

Choose "Teachers" tab



Search in "Teachers" for teachers assistance name

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". On the left side, there is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays "Join or create a team" with a "Create a team" button and three circular icons. Below this, it says "Bring everyone together and get to work!". A dialog box is open in the center, titled "Add people to 'Data Structure 2'". It has two tabs: "Students" and "Teachers", with "Teachers" selected. Below the tabs is a search input field containing "NS Nabil Saied" with a close button (x). To the right of the input field is a blue "Add" button, which is highlighted with a red rectangle. Below the input field, it says "Start typing a name to choose a group, distribution list, or person at your school." At the bottom right of the dialog is a "Skip" button.

### Add people to "Data Structure 2"

Students Teachers

NS Nabil Saied x

Add

Start typing a name to choose a group, distribution list, or person at your school.

Skip

Then add all teachers' assistants one by one

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". On the left side, there is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays "Join or create a team" with a "Create a team" button and three circular icons. A dialog box is open in the foreground, titled "Add people to 'Data Structure 2'". The dialog has two tabs: "Students" and "Teachers", with "Teachers" selected. Below the tabs is a search bar with the text "Search for teachers" and an "Add" button. Below the search bar is the instruction "Start typing a name to choose a group, distribution list, or person at your school." Below this instruction is a list of search results, with the first result being "NS Nabil Saied NABIL". At the bottom right of the dialog, there is a "Close" button, which is highlighted with a red rectangular border.

Search or type a command

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Apps

Help

Back

Join or create a team

Search teams

Create a team

Bring everyone together and get to work!

Add people to "Data Structure 2"

Students Teachers

Search for teachers Add

Start typing a name to choose a group, distribution list, or person at your school.

NS Nabil Saied  
NABIL

Close

# New Course is Created

Microsoft Teams interface showing a list of teams. The "Data Structure 2" team is highlighted with a red border.

Search or type a command

Activity Chat Teams Assignments Calendar Calls Files Apps Help

Join or create team

Your teams

- Math 1
- Math 2
- Software Engineering
- Differential and partial differential equations
- Introduction to programming
- Data Structure
- Numerical analysis
- Data Structure 2**

Click on the more options, and then click on "Manage Team" to manage Teams settings

The screenshot displays the Microsoft Teams interface. On the left, a navigation pane includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a team named "Math 1" with a "General" channel. A message from "Ahmed Essa" is visible, stating "Ahmed Essa has added Michael Youssef and 2 others to the team." A red circle highlights the three-dot menu icon next to the message. A dropdown menu is open, listing several options: "Manage team" (highlighted with a red box), "Add channel", "Add member", "Leave the team", "Edit team", "Get link to team", "Manage tags", and "Delete the team". Below the message, a "Fill | Personal Quiz" card is partially visible, along with a "Reply" button. The bottom of the screen shows a text input field with the prompt "Start a new conversation. Type @ to mention someone."

All available settings are shown.

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". On the left side, there is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and a mobile app icon. The main content area shows the "Math 1" team settings. The "Settings" tab is selected, and the "General" section is visible. The settings list includes:

- Team theme**: Pick a theme
- Member permissions**: Enable channel creation, adding apps, and more
- Guest permissions**: Enable channel creation
- @mentions**: Choose who can use @team and @channel mentions
- Team code**: Share this code so people can join the team directly - you won't get join requests
- Fun stuff**: Allow emoji, memes, GIFs, or stickers
- OneNote Class Notebook**: Manage notebook sections and preferences
- Tags**: Choose who can add tags

Expand "Member permissions" and check the required settings.

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area displays the settings for a team named "Math 1". The "Settings" tab is selected, showing options for Team theme, Member permissions, Guest permissions, and @mentions. The "Member permissions" section is expanded, and several checkboxes are visible, with two of them checked.

Search or type a command

Math 1 ...

Members Channels Settings Analytics Apps

Team theme Pick a theme

Member permissions Enable channel creation, adding apps, and more

- Allow members to create and update channels
- Allow members to create private channels   
*Private channel creation permissions require channel creation to be enabled as well.*
- Allow members to delete and restore channels
- Allow members to add and remove apps
- Allow members to upload custom apps
- Allow members to create, update, and remove tabs
- Allow members to create, update, and remove connectors
- Give members the option to delete their messages
- Give members the option to edit their messages

Guest permissions Enable channel creation

@mentions Choose who can use @team and @channel mentions

# Sub-groups [Optional]

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

< All teams



**Math 1** ...

- General
- Sub-group 1
- Sub-group 2**

**Sub-group 2** Posts Files Notes +

Team ...



## Welcome to the class!

Try @mentioning the class name or student names to start a conversation.

Start a new conversation. Type @ to mention someone.

Click on the more options and click on "Add channel"

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Teams' section is active, showing a list of teams: 'Math 1', 'Sub-group 1', and 'Sub-group 2'. The 'Math 1' team is selected, and its 'More options' menu (three dots) is open, with the 'Add channel' option highlighted by a red box. The main area shows the 'Sub-group 2' channel with tabs for 'Posts', 'Files', and 'Notes'. A welcome message reads: 'Welcome to the class! Try @mentioning the class name or student names to start a conversation.' The bottom of the screen shows a text input field with the prompt: 'Start a new conversation. Type @ to mention someone.'

Create Subgroup name and choose private privacy to allow access to a specific a group

The screenshot shows the Microsoft Teams interface with a dialog box for creating a new channel. The dialog is titled "Create a channel for 'Math 1' team". It contains three main input fields: "Channel name" with the text "Sub-group 3", "Description (optional)" with the placeholder "Help others find the right channel by providing a description", and "Privacy" set to "Private - Accessible only to a specific group of people within the team". At the bottom right, there are "Cancel" and "Next" buttons. Red boxes highlight the "Channel name" field, the "Privacy" dropdown, and the "Next" button. The background shows the "Math 1" team with subgroups "Sub-group 1" and "Sub-group 2".

Search or type a command

All teams

Sub-group 2 Posts Files Notes +

Team

### Create a channel for "Math 1" team

Channel name

Sub-group 3

Description (optional)

Help others find the right channel by providing a description

Privacy

Private - Accessible only to a specific group of people within the team

Cancel Next

Math 1

General

Sub-group 1

Sub-group 2

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Apps

Help

Then grant access to teachers assistants on this specific group as needed

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area displays a team named 'Math 1' with sub-groups 'Sub-group 1' and 'Sub-group 2'. A dialog box is open in the foreground with the title 'Add members to the Sub-group 3 channel'. The dialog has a search bar with 'Students' selected and 'Teachers' entered. Below the search bar, a list of members is shown, including 'Nabil Saied' with a blue 'Add' button next to it. At the bottom right of the dialog is a 'Skip' button. The background is dimmed, showing the search bar at the top and the team header.

Search or type a command

All teams

Sub-group 2 Posts Files Notes +

Team

### Add members to the Sub-group 3 channel

Students Teachers

NS Nabil Saied x **Add**

Start typing a name to choose a group, distribution list, or person at your school.

Skip

Start a new conversation. Type @ to mention someone.

After adding Teachers, just click on "Done"

The screenshot shows the Microsoft Teams interface. In the background, the 'Math 1' team is visible with channels 'General', 'Sub-group 1', and 'Sub-group 2'. A dialog box titled 'Add members to the Sub-group 3 channel' is open. The dialog has two tabs: 'Students' and 'Teachers', with 'Teachers' selected. Below the tabs is a search bar labeled 'Search for teachers' and an 'Add' button. Below the search bar is the instruction: 'Start typing a name to choose a group, distribution list, or person at your school.' A search result is shown: a purple circle with 'NS' next to the name 'Nabil Saied' and 'NABIL' below it. At the bottom right of the dialog, a 'Done' button is highlighted with a red rectangular border. In the background, a chat history is visible with messages: 'Ahmed Essa has created channel Sub-group 1. Hide channel', 'Ahmed Essa has created channel Sub-group 2. Hide channel', and 'Ahmed Essa has added Nabil Saied to the team.'

### Add members to the Sub-group 3 channel

Students Teachers

Start typing a name to choose a group, distribution list, or person at your school.

 Nabil Saied  
NABIL

-  Ahmed Essa has created channel Sub-group 1. [Hide channel](#)
-  Ahmed Essa has created channel Sub-group 2. [Hide channel](#)
-  Ahmed Essa has added Nabil Saied to the team.

Start a new conversation. Type @ to mention someone.

# Sub-group is created

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Teams' section is active, showing a team named 'Math 1'. A red rectangular box highlights a list of channels: 'General', 'Sub-group 1', 'Sub-group 2', and 'Sub-group 3'. The 'Sub-group 1' channel is currently selected. The main area of the screen shows the 'Sub-group 1' channel page. At the top, there are tabs for 'Posts', 'Files', and 'Notes'. Below the tabs is a large illustration of two people, one holding a laptop and the other pointing at a screen with an '@' symbol, representing a conversation. A welcome message reads: 'Welcome to the class! Try @mentioning the class name or student names to start a conversation. Today'. Below this, a system message states: 'Ahmed Essa changed channel name from Sub-group 1 to Sub-group 1.' At the bottom of the screen, there is a text input field with the placeholder text: 'Start a new conversation. Type @ to mention someone.'

Add Students

# Students are shown below in course members

The screenshot displays the Microsoft Teams interface for a team named "Math 1". The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area shows the team's "Members" tab. A search bar for members is present, along with an "Add member" button. Two sections are highlighted with red boxes: "Owners (1)" and "Members and guests (3)".

| Owners (1)    |       |          |      |       |
|---------------|-------|----------|------|-------|
| Name          | Title | Location | Tags | Role  |
| AE Ahmed Essa |       |          |      | Owner |

| Members and guests (3) |       |      |                          |        |
|------------------------|-------|------|--------------------------|--------|
| Name                   | Title | Tags | Mute students            | Role   |
| H Helmy                |       |      | <input type="checkbox"/> | Member |
| MY Michael Youssef     |       |      | <input type="checkbox"/> | Member |
| MM Mina Mounir         |       |      | <input type="checkbox"/> | Member |

# Adding students by using code

Select the course and click "settings", then expand "Team code", Copy the team code and share with students

The screenshot shows the Microsoft Teams interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area displays the 'Settings' page for a team named 'Math 1'. The 'Settings' tab is selected, and the 'Team code' section is expanded. The team code 'hmrxa1d' is displayed in a text box and is highlighted with a red rectangular border. Below the code box are icons for 'Full screen', 'Reset', 'Remove', and 'Copy'. A note below these icons reads: 'Note: Guests won't be able to join with a team code'. Other settings sections visible include 'Team theme', 'Member permissions', 'Guest permissions', '@mentions', 'Fun stuff', 'OneNote Class Notebook', and 'Tags'.

# Adding member manually [Optional]

Click on the more options and click on "Add member"

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Teams' section is active, showing a team named 'Math 1'. The 'More options' menu (three dots) next to the team name is circled in red. A dropdown menu is open, listing various team management actions. The 'Add member' option is highlighted with a red box. The main chat area shows a 'General' channel with a search bar at the top. Below the search bar, there are two buttons: 'Upload Class Materials' and 'Find help & training'. A message from 'Amna Essa' is visible, containing a link to a Microsoft Forms quiz. At the bottom, there is a text input field for starting a new conversation and a toolbar with icons for text, links, emojis, GIFs, video, and voice.

Search or type a command

All teams

Math 1

General

More options (circled in red)

- Manage team
- Add channel
- Add member** (highlighted in red)
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team

Upload Class Materials

Find help & training

Amna Essa Yesterday 7:24 PM

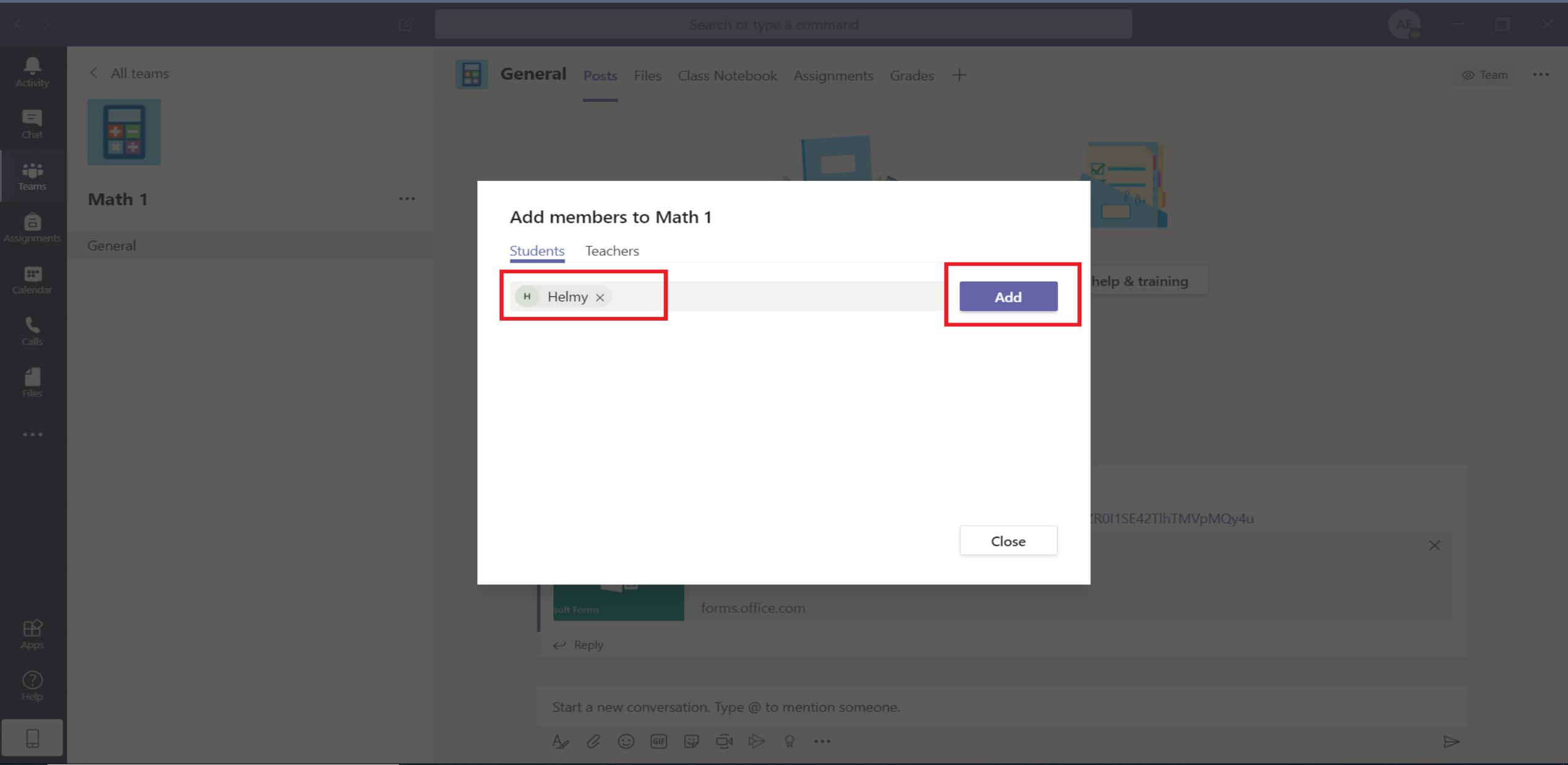
<https://forms.office.com/Pages/ResponsePage.aspx?id=odShV0AnTU67Xh1akRg9577bzMHaeQ1AokrwMsWTQO9UNzdNNFpDQkg3UURZR0I1SE42TlhTMVpMQy4u>

Fill | Personal Quiz

forms.office.com

Start a new conversation. Type @ to mention someone.

Type the student name and then click "add"



Create Lectures

Click on "Calendar" on left pane

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". On the left side, there is a vertical navigation pane with several icons: Activity, Chat, Teams, Assignments, Calendar (highlighted with a red box), Calls, Files, Apps, and Help. The main area of the interface is the Calendar application, which is titled "Calendar". It shows a weekly view for March 2020, with the days 16 (Monday), 17 (Tuesday), 18 (Wednesday), 19 (Thursday), and 20 (Friday) visible. The time slots range from 5 PM to 11 PM. Two events are visible: "Lecture 1" by Ahmed Essa on Friday, March 20th, and "Math Lecture" by Your Home Ahmed Essa on Thursday, March 19th. The "Meet now" button and a "New meeting" dropdown are visible in the top right corner of the calendar area.

Click on "New meeting"

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar, the "Calendar" tab is selected. In the top right corner, there is a "Meet now" button and a "+ New meeting" button, which is highlighted with a red box. The calendar view shows a week starting from Monday, March 16, to Friday, March 20, 2020. The time slots range from 5 PM to 11 PM. There are two meeting events visible: "Lecture 1" by Ahmed Essa on Friday, March 20, and "Math Lecture" by Your Home, Ahmed Essa on Thursday, March 19.

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

Search or type a command

Calendar

Meet now

+ New meeting

Today < > March 2020

Work week

16 Monday

17 Tuesday

18 Wednesday

19 Thursday

20 Friday

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

Lecture 1  
Ahmed Essa

Math Lecture  
Your Home, Ahmed Essa

Fill in the form and select the course

The screenshot shows the Microsoft Teams 'New meeting' interface. A red rectangular box highlights the following fields:

- Title:** Lecture 1
- Attendees:** Add required attendees (with a '+ Optional' link)
- Date and Time:** Mar 21, 2020, 10:00 AM, Mar 21, 2020, 12:00 PM, 2h, All day
- Repetition:** Does not repeat
- Course Selection:** A dropdown menu showing a list of courses under 'Math 1 > General':
  - Data Structure
  - Data Structure 2
  - Differential and partial differential equations
  - Introduction to programming
  - Math 1** (expanded)
    - General
    - Sub-group 1
    - Sub-group 2
  - Math 2
  - Numerical analysis



# Lecture is shared with students

Search or type a command

Activity Chat Teams Assignments Calendar Calls Files Apps Help

All teams

Math 2

General Algebra Mechanics Statics

General Posts Files Class Notebook Assignments Grades +

Team

Reply

Ahmed Essa Yesterday 7:16 PM  
<https://forms.office.com/Pages/ResponsePage.aspx?id=odShV0AnTU67Xh1akRg9577bzMHaeQ1AokrwMsWTQ09UQkUyRFNEVVRPWEQ3MjQ3M1YxOFZYVWNOQS4u>

Fill | Untitled quiz  
forms.office.com

Reply

Ahmed Essa Yesterday 8:15 PM  
Please, attend this important lecture

Math 2 General Lecture  
Saturday, March 21, 2020 @ 8:30 PM

Reply

Ahmed Essa Yesterday 8:08 PM  
Scheduled a meeting

Math 2 General Lecture  
Friday, March 20, 2020 @ 8:00 PM

Math 2 General Lecture ended: 12s

Start a new conversation. Type @ to mention someone.

📎 📄 😊 📺 🗣️ 📺 🔔 ⋮

# Join Lecture

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help
- Mobile

**Statics Lecture** Chat Details Scheduling Assistant Meeting notes Whiteboard

**Join** Close

Cancel meeting | Time zone: (UTC+02:00) Cairo Meeting options

Statics Lecture

Add required attendees + Optional

Mar 20, 2020 6:00 PM → Mar 20, 2020 6:30 PM 30m All day

Does not repeat

Math 2 > Statics

Your home

**B** *I* U ~~S~~ | ~~V~~ **A** **AA** Paragraph | *I*<sub>x</sub> | <≡ >≡ ≡ ≡ | ” @ ≡ ≡ | ↶ ↷

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

## Tracking

**AE** Ahmed Essa  
Organizer

# Record Lectures

Once the lecture is started, Click on the three dot and then click "Start recording"

The screenshot shows the Microsoft Teams interface during a meeting. The top bar includes the Microsoft Teams logo, a search bar with the text "Search or type a command", and a user profile picture. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and a three-dot menu. The main area displays a meeting participant's name "Khaled Moustafa" and a three-dot menu. The "Start recording" option in this menu is highlighted with a red rectangular box. Below the menu is a meeting control bar with a timer at 00:57, icons for video, audio, screen sharing, a three-dot menu, chat, participants, and a red end call button.

Microsoft Teams

Search or type a command

Activity

Chat

Teams

Calendar

Calls

Files

...

Apps

Help

Khaled Moustafa

- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full screen
- Keypad
- Start recording**
- Turn off incoming video

00:57

Video, Audio, Screen sharing, Three dots, Chat, Participants, End call

Click on the three dot and then click "Stop recording" when needed

The screenshot shows the Microsoft Teams interface during a meeting. At the top, the Microsoft Teams logo is on the left, and a search bar with the text "Search or type a command" is in the center. On the right, there is a "Privacy policy" button and a "Dismiss" button. A blue notification bar at the top center reads "You're recording Let everyone know that they're being recorded." The left sidebar contains icons for Activity, Chat, Teams, Calendar, Calls, Files, and a three-dot menu. At the bottom left, the name "Khaled Moustafa" is displayed. The bottom center features a meeting control bar with icons for recording (02:30), video, audio, chat, a three-dot menu, and a red end call button. A context menu is open over the three-dot menu icon, listing options: "Show device settings", "Show meeting notes", "Info pane is disabled by policies", "Enter full screen", "Keypad", "Stop recording" (highlighted with a red box), and "Turn off incoming video".

Share Lecture Materials

After selecting the course, click on "Attachment Symbol"

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays the 'Data Structure' team page. At the top, there's a search bar and navigation tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'General' tab is active, showing a 'Welcome to Data Structure' message and two buttons: 'Upload Class Materials' and 'Find help & training'. Below this, a message from 'Ahmed Essa' indicates a team description change. An assignment titled 'Create data modeling for the attached dataset' is visible, due on Mar 22. A file upload menu is open over the assignment, listing options: 'Recent', 'Browse Teams and Channels', 'OneDrive', and 'Upload from my computer'. The 'Attachment Symbol' (a paperclip icon) in the bottom chat bar is highlighted with a red box.

Share the file in the chatting space

< All teams



**Data Structure** ...

General



Upload Class Materials



Find help & training

Ahmed Essa changed team description.

**Assignments** 10:26 PM

**Create data modeling for the attached dataset**

Due Mar 22

[View assignment](#)

Reply

**Ahmed Essa** 10:37 PM



Lecture 1.pdf ...

Reply

Start a new conversation. Type @ to mention someone.

Access files from the chatting space or click on files in the top pane

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below this, the left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area is divided into two panes. The left pane shows the "Data Structure" team with a "General" channel selected. The right pane shows the "Files" tab of the "General" channel. A table of files is displayed, with one file highlighted by a red box:

| Name          | Modified           | Modified By |
|---------------|--------------------|-------------|
| Lecture 1.pdf | About a minute ago | Ahmed Essa  |

Whiteboard

Click on "Calendar" on the left navigation pane and then click on the scheduled lecture

The screenshot displays the Microsoft Teams interface. At the top, the 'Microsoft Teams' header includes a search bar with the text 'Search or type a command' and a user profile icon labeled 'AE'. Below the header is the 'Calendar' section, which features a '+ New meeting' button and a 'Work week' view selector. The main area is a calendar grid for March 2020, showing days from Monday (23) to Friday (27). The time slots range from 11 AM to 5 PM. A meeting titled 'Lecture 1' by 'Ahmed Essa' is scheduled for Wednesday, March 25th, between 12 PM and 1 PM. The 'Calendar' icon in the left navigation pane is highlighted with a red box, and the meeting event in the calendar grid is also highlighted with a red box.

|       | 23<br>Monday | 24<br>Tuesday | 25<br>Wednesday         | 26<br>Thursday | 27<br>Friday |
|-------|--------------|---------------|-------------------------|----------------|--------------|
| 11 AM |              |               |                         |                |              |
| 12 PM |              |               |                         |                |              |
| 1 PM  |              |               | Lecture 1<br>Ahmed Essa |                |              |
| 2 PM  |              |               |                         |                |              |
| 3 PM  |              |               |                         |                |              |
| 4 PM  |              |               |                         |                |              |
| 5 PM  |              |               |                         |                |              |

Click on "Whiteboard"

The screenshot shows the Microsoft Teams interface during a meeting. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon (AE). The meeting title is "Lecture 1". The navigation tabs are "Chat", "Files", "Details", "Scheduling Assistant", "Meeting notes", and "Whiteboard", with "Whiteboard" highlighted by a red box. On the left sidebar, the "Calendar" icon is also highlighted with a red box. The main content area shows the meeting details: "Lecture 1" in the title bar, a list of attendees including "K khaled" with a "+ Optional" link, the date "Mar 25, 2020", time "1:00 PM" to "1:30 PM" for a "30m" duration, and a toggle for "All day". Below this, it says "Suggested: No suggestions available." and "Does not repeat". There is an "Add location" field and a rich text editor with various formatting options. At the bottom, there is a "Join Microsoft Teams Meeting" link and "Learn more about Teams | Meeting options". On the right, the "Tracking" section shows "Ahmed Essa Organizer" and "khaled Unknown".

# Whiteboard is shown

The screenshot displays the Microsoft Teams interface. At the top, the header bar includes the Microsoft Teams logo, a search bar with the placeholder text "Search or type a command", and a user profile icon labeled "AE". Below the header, the main navigation bar shows several tabs: "Lecture 1", "Chat", "Files", "Details", "Scheduling Assistant", "Meeting notes", and "Whiteboard". The "Whiteboard" tab is highlighted with a red rectangular border. To the right of the tabs are "Join" and "Close" buttons. On the left side, a vertical sidebar contains icons for "Activity", "Chat", "Teams", "Assignments", "Calendar", "Files", "Apps", and "Help". The "Calendar" icon is also highlighted with a red rectangular border. On the right side of the main content area, there is an "Open in app" button, a user profile icon, and a settings gear icon. At the bottom right, a vertical toolbar contains various drawing tools, including a selection tool, a black pen, a red pen, a green pen, a blue pen, and a yellow highlighter.

Add Notes

Select the course and click on "Class Notebook"

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Math 1' team is selected, and the 'General' channel is active. The top navigation bar shows the 'Class Notebook' tab highlighted with a red box. The main content area displays the 'Welcome to Class Notebook' page, which includes a ribbon with tabs like 'File', 'Home', 'Insert', 'Draw', 'View', and 'Help'. The ribbon contains various tools for text formatting and drawing. Below the ribbon, the text reads: 'Welcome to Class Notebook' followed by a paragraph: 'Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.' Below this is a sub-heading: 'Each notebook is organized into three parts:' followed by a numbered list: 1. **Student Notebooks** – A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own. 2. **Content Library** – A read-only space where teachers can share handouts with students. 3. **Collaboration Space** – A space where everyone in your class can share, organize, and collaborate. At the bottom of the page, there is an illustration of a purple tablet displaying a notebook page with text, a smiley face, and a sticky note, with a red pencil resting on it.

Create Quiz

# Created Quiz is shown

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". On the left sidebar, the "Teams" section is active, showing a team named "Math 1" with a "General" channel selected. The main content area shows the "General" channel with tabs for "Posts", "Files", "Class Notebook", "Assignments", and "Grades". Two action cards are visible: "Upload Class Materials" and "Find help & training". Below these, a list of team activity items is shown, including adding members and changing the team description. A post from "Ahmed Essa" at 7:24 PM is highlighted, containing a link to a Microsoft Forms quiz. The quiz preview shows the "Fill | Personal Quiz" title and the URL "forms.office.com". At the bottom, there is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a rich text toolbar with icons for text, link, image, video, and other actions.



Search or type a command

AE

< All teams



Math 1

General



General

Posts

Files

Class Notebook

Assignments

Grades



Team



Upload Class Materials



Find help & training

- Ahmed Essa has added Michael Youssef and 2 others to the team.
- Ahmed Essa has added Nabil Saied to the team.
- Ahmed Essa has made Nabil Saied a team member.
- Ahmed Essa has removed Nabil Saied from the team.
- Ahmed Essa changed team description.

AE

Ahmed Essa 7:24 PM

<https://forms.office.com/Pages/ResponsePage.aspx?id=odShV0AnTU67Xh1akRg9577bzMHaeQ1AokrwMsWTQO9UNzdNNFpDQkg3UURZR0I1SE42TlhTMVpMQy4u>



Fill | Personal Quiz

forms.office.com

Reply

Start a new conversation. Type @ to mention someone.



Select "Assignments" and then click on "Create"

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar, the "Assignments" tab is selected and highlighted with a red box. The main content area shows a message: "Looks like everything's been graded." with an illustration of an open book, a pencil, and a highlighter. Below this message, the "Graded" section is visible, and a "Create" button is highlighted with a red box. The left sidebar shows the "Math 1" team selected, with sub-groups listed below it.

Activity  
Chat  
Teams  
Assignments  
Calendar  
Calls  
Files  
Apps  
Help

< > Search or type a command AE - □ ×

< All teams

**Math 1** ...

General

Sub-group 1

Sub-group 2

Sub-group 3 🔒

**General** Posts Files Class Notebook **Assignments** Grades +

Upcoming ▾

> Drafts

∨ Assigned (0)



Looks like everything's been graded.

> Graded

**Create**

# Select "Quiz"

Microsoft Teams interface showing the "Assignments" tab in a "Math 1" team. The "Upcoming" section is empty, and a message states "Looks like everything's been graded." A dropdown menu is open, highlighting the "Quiz" option.

Search or type a command

Activity Chat Teams Assignments Calendar Calls Files Apps Help

All teams

Math 1

General

Sub-group 1

Sub-group 2

Sub-group 3

General Posts Files Class Notebook **Assignments** Grades +

Upcoming

Drafts

Assigned (0)

Looks like everything's been graded.

Assignment

**Quiz**

From existing

Create

Click on "New Form"

The screenshot shows the Microsoft Teams interface with a 'Forms' dialog box open. The dialog box has a title bar with 'Forms' and a close button. Below the title bar is a Microsoft Forms icon and the text 'Add the quizzes you create in Microsoft Forms to your assignment.' There is a search bar with the placeholder text 'Search'. Below the search bar is the section 'Choose a Form:' with a '+ New Form' button highlighted by a red box. The list of forms includes:

- What is your preferd color (Today)
- Untitled quiz (Today)
- Personal Quiz (Today)
- What is your preferd color (Today)
- Personal Quiz (Yesterday)
- Untitled form (Mar 19, 2020)

At the bottom of the dialog box are 'Cancel' and 'Next' buttons. The background shows the Teams sidebar with 'Math 1' selected and a search bar at the top with the text 'Search or type a command'.

Click on "New Quiz"

My forms

Shared with me

Group forms



New Form



New Quiz



MCQ 1

0 Responses



# Write the Quiz name and Description

 Preview

 Theme

[Share](#)



Questions

Responses

MCQ 2



Enter a description

[+ Add new](#)

Click on "Add new"

Preview

Theme

Share



Questions

Responses

MCQ 2



Enter a description

+ Add new

Click on the required options, "Choice" is selected

Preview

Theme

Share



Questions

Responses

MCQ 2



Enter a description



Choice



Text



Rating



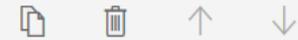
Date



Questions

Responses

# MCQ 2



1.

Option 1

Option 2

+ Add option

Points:

Multiple answers

Required



**+ Add new**

Click on the required options, "Text" is selected

Preview

Theme

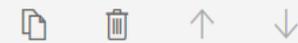
Share



Questions

Responses

# MCQ 2



1.

Question

Option 1

Option 2

+ Add option

Points:

Multiple answers

Required ...



Choice

Text

Rating

Date



Type the question and Answer



2. Question

Enter your answer

Correct answers:

+ Add answer

Points:



Long answer



Required



+ Add new

# Quiz is created

 Preview

 Theme

 Share

...

Questions

Responses

## MCQ 2

1. Question

Option 1

Option 2

2. Question

Enter your answer

 Add new

Click on the more options and then click on "Settings"

Preview

Theme

Share



Settings

Feedback

Terms

Questions

Responses

## MCQ 2

1. Question

Option 1

Option 2

2. Question

Enter your answer

+ Add new

Adjust settings as needed

Preview

Theme

Share



Questions

Responses

## MCQ 2

1. Question

Option 1

Option 2

2. Question

Enter your answer

+ Add new

Option for quiz

Show results automatically

Responders will see their results and correct answers immediately after submitting the quiz.

Who can fill out this form

Anyone with the link can respond

Only people in my organization can respond

Record name

One response per person

Options for responses

Accept responses

Start date

End date

Shuffle questions

Customize thank you message

Notification

Send email receipt to respondents

Get email notification of each response

Click on "Share"

Forms MCQ 2 - Saved ? AE

Preview Theme **Share** ...

Questions Responses

## MCQ 2

1. Question

- Option 1
- Option 2

2. Question

Enter your answer

+ Add new

**Option for quiz**

Show results automatically

Responders will see their results and correct answers immediately after submitting the quiz.

---

**Who can fill out this form**

Anyone with the link can respond

Only people in my organization can respond

- Record name
- One response per person

---

**Options for responses**

- Accept responses
- Start date
- End date
- Shuffle questions
- Customize thank you message

**Notification**

- Send email receipt to respondents
- Get email notification of each response

Untitled - Paint

Click on "Copy"

Preview

Theme

Share



Questions

Responses

# MCQ 2

1. Question

Option 1

Option 2

2. Question

Enter your answer

+ Add new

Send and collect responses

Only people in my organization can respond

<https://forms.office.com/Pages/Respor>

Copy



Share as a template

+ Get a link to duplicate

Share to collaborate

+ Get a link to view and edit

Post the copied link on the course chat room

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a chat room for 'Math 1' with a 'General' channel. A message from 'Ahmed Essa' at 10:13 PM is highlighted with a red border. The message contains a URL to a Microsoft Forms page: <https://forms.office.com/Pages/ResponsePage.aspx?id=odShV0AnTU67Xh1akRg9577bzMHaeQ1AokrwMsWTQO9UOTILMjdVQU5PSIcwRk1TOTZCWUNGVKOS4u>. Below the link is a preview of a form titled 'Fill | MCQ 2' from 'soft Forms' on 'forms.office.com'. The interface also shows a 'Lecture 1' event scheduled for Saturday, March 21, 2020, at 10:00 AM.

After answering the Quiz by students, go back to the quiz and click on responses

Preview

Theme

Share



Questions

Responses

## MCQ 2

### 1. Question

Option 1

Option 2

### 2. Question

Enter your answer

+ Add new

# Responses are shown

Questions 5 Responses 5

Average Score 6

Status Closed

Review answers Post scores Open in Excel

1. What is your favourite car (10 points)  
0% of respondents (0 of 5) answered this question correctly.  
[More Details](#)

|          |     |
|----------|-----|
| Option 1 | 1   |
| Option 2 | 3   |
| Option 3 | 1   |
| Option 4 | 0 ✓ |



2. What is your favourite player (10 points)  
20% of respondents (1 of 5) answered this question correctly.  
[More Details](#)

|          |   |
|----------|---|
| Option 1 | 1 |
| Option 2 | 3 |



Click on "Open in Excel" to export all responses details per each student

Forms Personal Quiz - Saved

Preview Theme Share

Questions 5 Responses 6 Average Score 6 Status Closed

Review answers Post scores **Open in Excel**

1. What is your favourite car (10 points)  
0% of respondents (0 of 5) answered this question correctly.  
[More Details](#)

|          |   |
|----------|---|
| Option 1 | 1 |
| Option 2 | 3 |
| Option 3 | 1 |
| Option 4 | 0 |

2. What is your favourite player (10 points)  
20% of respondents (1 of 5) answered this question correctly.  
[More Details](#)

|          |   |
|----------|---|
| Option 1 | 1 |
| Option 2 | 3 |

Create Assignment

Click on "Assignments" on the top pane, click "Create" and select Assignment

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar, the channel name "Data Structure" is visible, along with tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "Assignments" tab is highlighted with a red box. In the left sidebar, the "Assignments" icon is also highlighted with a red box. Below the "Assignments" icon, a dropdown menu is open, showing options: "Assignment", "Quiz", and "From existing". The "Assignment" option is highlighted with a red box. Below the dropdown menu is a blue "Create" button. The main content area of the "Assignments" tab displays an illustration of a notebook and pencils, with the text: "Don't you just love a blank slate? Create your first assignment here."

Fill in the form and click on "Add resources" to attach assignment file

The screenshot shows the Microsoft Teams interface for creating a new assignment. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main content area is titled 'Data Structure' and shows the 'New assignment' form. The form includes fields for Title, Instructions, Points, Assign to, Date due, and Time due. The 'Add resources' link is highlighted with a red box.

Search or type a command

Activity Chat Teams Assignments Calendar Calls Files Apps Help

All teams

Data Structure

General

General Posts Files Class Notebook **Assignments** Grades +

New assignment *Saved: Mar 21, 10:22 PM* Discard Save Assign

Title (required)  
Create data modeling for the attached dataset  
[Add category](#)

Instructions  
Enter instructions  
**Add resources**

Points  
No points  
[Add rubric](#)

Assign to  
Data Structure All students

Date due  
Sun, Mar 22, 2020

Time due  
11:59 PM

Assignment will post immediately with late turn-ins allowed. [Edit](#)

Select the media where the assignment file is located

The screenshot shows the Microsoft Teams interface with a file selection dialog open. The dialog is titled "OneDrive" and has a close button (X) in the top right corner. On the left side of the dialog, there is a list of OneDrive locations: "OneDrive" (selected), "Class Notebook", "Link", "New File", and "Teams". At the bottom of this list is an option "Upload from this device". The main area of the dialog shows a table with columns "Name" and "Modified". Below the table, there is an illustration of various files (Word document, Excel spreadsheet, photo) and the text "No files available". At the bottom of the dialog, there are two buttons: "Cancel" and "Attach".

Search or type a command

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

All teams

Data Structure

General

OneDrive

Class Notebook

Link

New File

Teams

Upload from this device

OneDrive

✓

Name

Modified

No files available

Cancel

Attach

Save

Assign

Click on "Assign" to post the assignment to students

The screenshot shows the Microsoft Teams interface for creating a new assignment. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main content area is titled 'New assignment' and includes several input fields and buttons. The 'Assign' button is highlighted with a red box.

**General** Posts Files Class Notebook **Assignments** Grades +

**New assignment** *Saved: Mar 21, 10:22 PM* Discard Save **Assign**

Title (required)  
Create data modeling for the attached dataset  
[Add category](#)

Instructions  
Enter instructions  
[Add resources](#)

Points  
No points  
[Add rubric](#)

Assign to  
Data Structure All students

Date due  
Sun, Mar 22, 2020

Time due  
11:59 PM

Assignment will post immediately with late turn-ins allowed. [Edit](#)

# Assignment Notification is shown for the Course

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Data Structure' team is selected, and the 'General' channel is active, indicated by a red notification badge with the number '1'. The main content area shows the 'Assignments' tab, with a filter set to 'Upcoming'. Under the 'Assigned (1)' section, a single assignment is listed: 'Create data modeling for the attached dataset' with a due date of 'Due tomorrow at 11:59 PM'. A blue 'Create' button is visible below the assignment list. At the bottom right, a notification banner is highlighted with a red border, displaying the text: 'Assignments mentioned Data Structure in General' and 'Data Structure / General'.

# Assignment Notification is shown in Activity

The screenshot displays the Microsoft Teams interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area is divided into a 'Feed' on the left and a 'General' channel on the right. The 'Feed' shows a list of activity items, with the top one highlighted in a red box: 'Assignments mentioned Data Structure' at 10:26 PM. The 'General' channel shows a 'Welcome to Data Structure' message with two buttons: 'Upload Class Materials' and 'Find help & training'. Below this, a notification states 'Ahmed Essa changed team description.' The 'Last read' indicator is visible. A detailed view of the assignment is shown in a white box, also highlighted with a red border. It features the title 'Create data modeling for the attached dataset', the due date 'Due Mar 22', and a 'View assignment' button. At the bottom, there is a text input field for starting a new conversation and a row of icons for adding content like text, links, emojis, GIFs, and files.

Search or type a command

Activity

Feed

General Posts Files Class Notebook Assignments Grades +

Team

Welcome to Data Structure

Choose where you want to start

Upload Class Materials Find help & training

Ahmed Essa changed team description.

Last read

Assignments 10:26 PM

Create data modeling for the attached dataset

Due Mar 22

View assignment

Reply

Start a new conversation. Type @ to mention someone.

Create Survey

# Survey is shown below

Microsoft Teams interface showing a survey in a channel named "Math 2".

**Navigation Bar:** Search or type a command. User profile: AE.

**Left Sidebar:** Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, Help.

**Channel List:** All teams > Math 2 (General, Algebra, Mechanics, Statics).

**Channel Header:** General | Posts | Files | Class Notebook | Assignments | Grades | +

**Message 1:** Ahmed Essa changed team description.

**Message 2:** Ahmed Essa 6:59 PM  
Forms What is your favorite color? Red, Green, Blue, Other

**Message 3:** Forms 7:00 PM Updated  
**What is your favorite color?**  
Created by Ahmed Essa

|     |       |      |       |
|-----|-------|------|-------|
| Red | Green | Blue | Other |
|-----|-------|------|-------|

**Message 4:** Forms 7:00 PM  
Red (0)  
Green (0)  
Blue (0)  
Other (0)

[See less](#)

**Input Field:** Start a new conversation. Type @ to mention someone.

**Bottom Bar:** Rich text editor icons (Text, Link, Image, GIF, Video, Screen, Bold, Italic, Undo, Redo).

Select the course and type “@form” in the chatting space, Click on “Forms”

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar, the "General" channel is selected, with tabs for "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The main content area displays a welcome message: "Welcome to Software Engineering" and "Choose where you want to start". Two buttons are visible: "Upload Class Materials" and "Find help & training". At the bottom, a chat input field contains the text "@form", which is highlighted with a red box. A suggestions dropdown is open, showing a "Forms" option with the description "Easily create surveys, quizzes, and polls." The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help.

# Write the survey

Microsoft Teams interface showing a poll creation dialog.

**Forms**  
Powered by Microsoft Forms

### Create a new poll

What is your preferred color

- Option 1
- Option 2
- Option 3
- Option 4 

[+ Add option](#)  Multiple answers

**Next**

Click on "Next"

Search or type a command

Activity Chat Teams Assignments Calendar Calls Files Apps Help

All teams

Software Engineering

General

Forms  
Powered by Microsoft Forms

Create a new poll

What is your preferd color

Option 1

Option 2

Option 3

Option 4

+ Add option

Multiple answers

Next

# Survey result is shown below

The screenshot shows a Microsoft Teams chat window for a team named "Software Engineering". The chat is in the "General" channel. A poll was created by "Ahmed Essa" with the question "What is your preferred color". The poll options are "Option 1", "Option 2", "Option 3", and "Option 4". The results show that "Option 3" has received 100% of the votes (1 response), while "Option 1", "Option 2", and "Option 4" have received 0% of the votes (0 responses). The poll is highlighted with a red border.

Search or type a command

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Software Engineering

General

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Ahmed Essa created a poll  
Results are visible to everyone; Names recorded

**What is your preferred color**

- Option 1
- Option 2
- Option 3
- Option 4

Submit Vote

Reply

Forms 12:46 PM Updated

|          |          |
|----------|----------|
| Option 1 | 0% (0)   |
| Option 2 | 0% (0)   |
| Option 3 | 100% (1) |
| Option 4 | 0% (0)   |

1 response

Start a new conversation. Type @ to mention someone.

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