

Common MS Teams Terms

- **Assignments:** learning activities for students with integrated Office applications
- **Class Hours:** Time that the teacher has made available to focus on working with/prepping for their actual classes.
- **Channels:** are within a Team and are used as subgroups for different topics that you decide to teach within your class or for groups of students to work together.
- **Cloud Storage (FOIPPA Compliant):** A way to save data securely online, (on servers located in Canada), so it can be accessed anytime from any location and easily shared with those who are granted permission
- **Office Hours:** Designated times the teacher has determined when they are available to help students via chat or meetings.
- **Office 365 Desktop.** In your web browser, (Explorer, Safari, Chrome), the opening screen showing all the available Microsoft applications.
- **Teams (types of):**
 - **Classroom Teams:** for teachers to interact with a specific class.
 - **School Teams:** for school specific communication with school staff
 - **Collaborative Teams, (CTS Teams):** for grade level/subject specific teachers to connect and share resources.
- **Teams Meeting (Video or Audio):** an event created, inviting targeted people or groups to a Video or Audio meeting at a specific time.