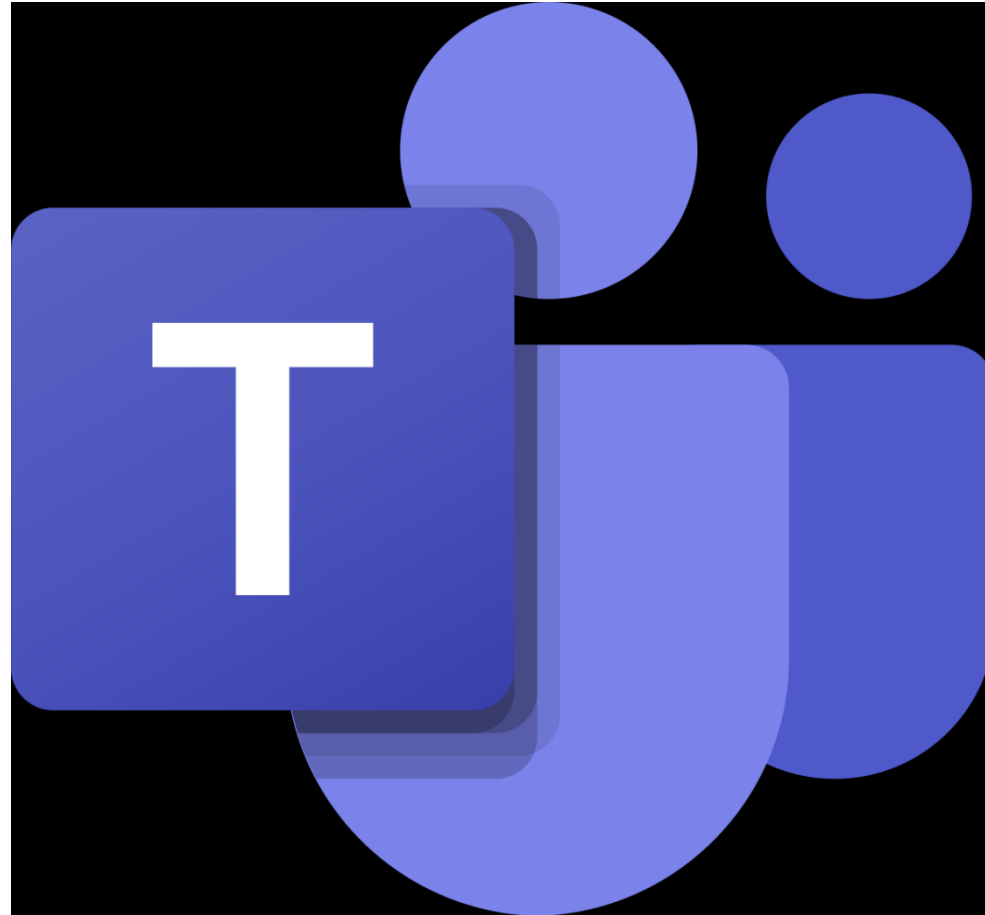


# MS TEAMS basics

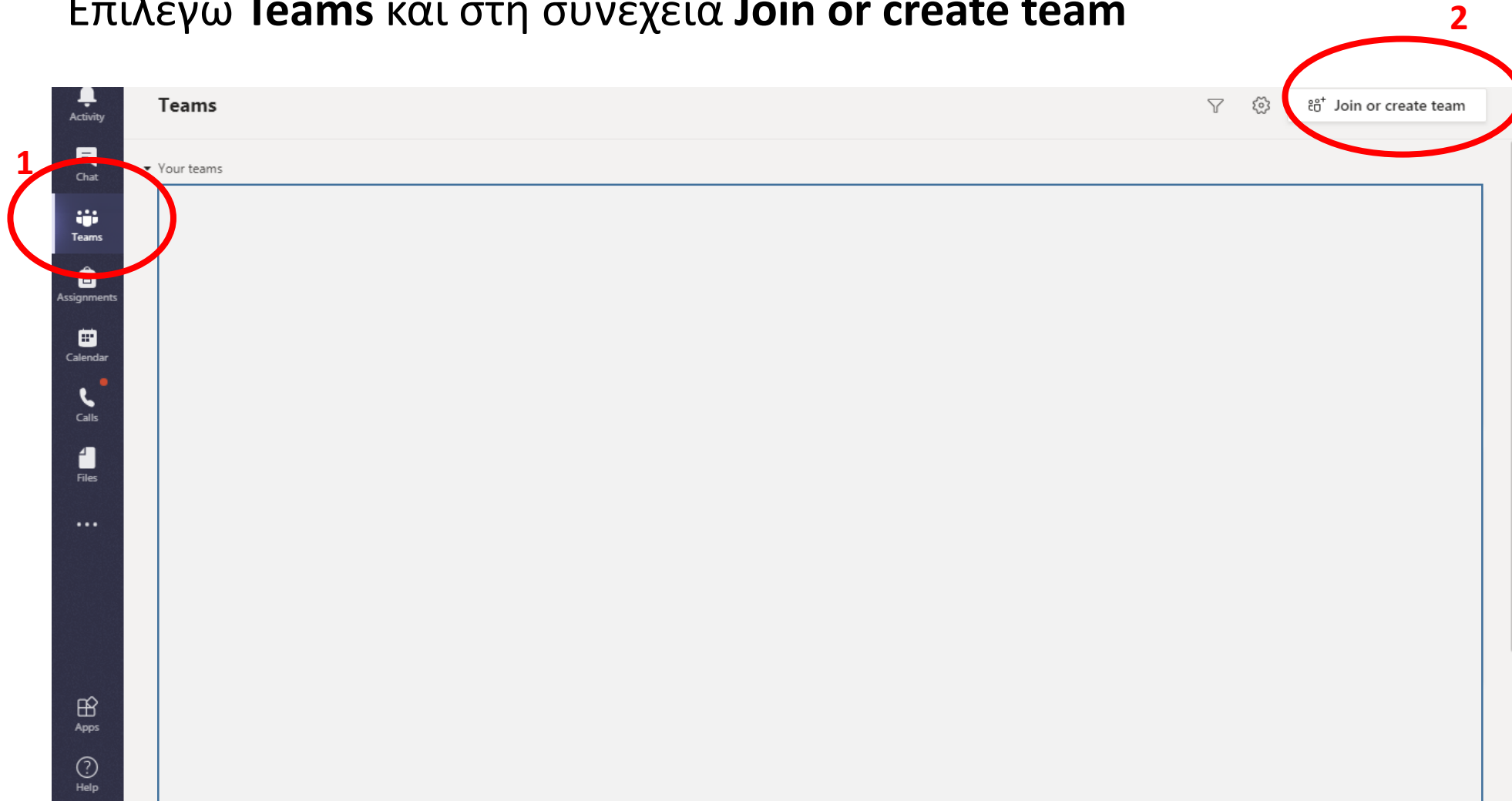


# Βασικές οδηγίες

- Χρήση του Google chrome για έχετε όλες τις δυνατότητες του προγράμματος MS TEAMS.
- Δημιουργία teams και ονομασία τους με βάση το ωρολόγιο πρόγραμμα του κάθε εκπαιδευτικού, το οποίο θα μας δοθεί από το σχολείο.
- Δημιουργία κωδικού του κάθε μαθήματος και αποστολή στους μαθητές έτσι ώστε το τμήμα να παρακολουθήσει το σωστό μάθημα. (slide 8)
- Απενεργοποίηση cameras και μικροφώνου(μαθητών).

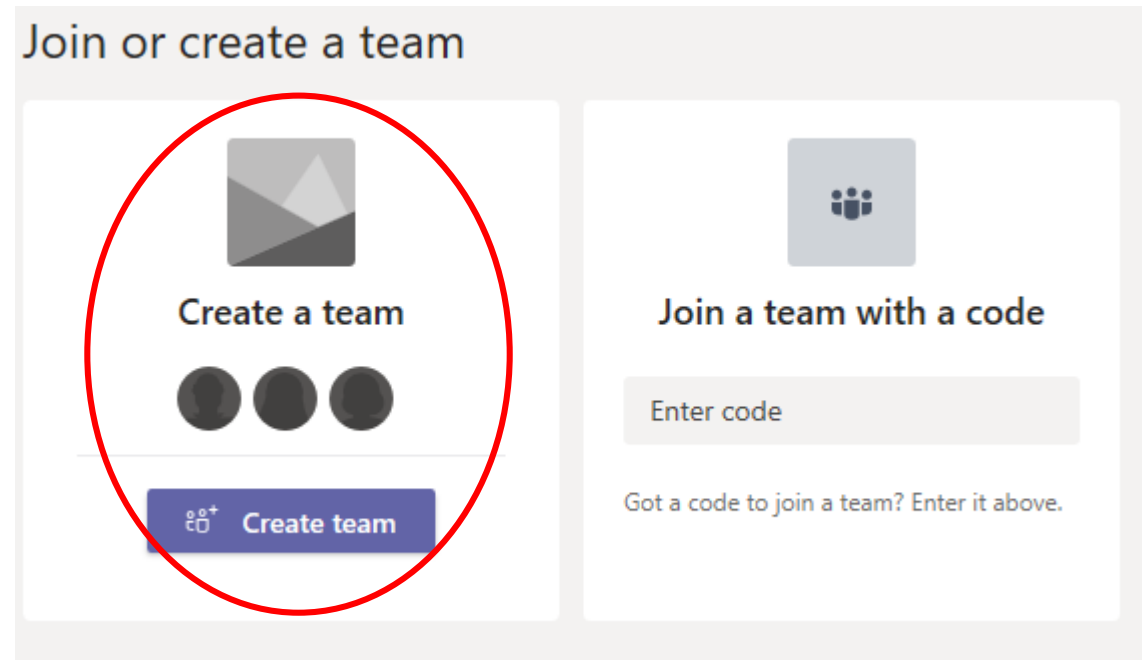
# Δημιουργία τάξης

Επιλέγω **Teams** και στη συνέχεια **Join or create team**



# Δημιουργώ ένα μάθημα/τάξη ή παρακολουθώ

Για να δημιουργήσω τη τάξη μου επιλέγω **Create a team**



**Για εκπαιδευτικούς**  
Δημιουργώ μια ομάδα

**Για Μαθητές/τριες**  
Εισέρχομαι σε μια  
ομάδα/μάθημα με κωδικό

# Δημιουργία τάξης με βάση το ωρολόγιο πρόγραμμα

**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.

Select a team type

**1**

**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

**2**

Name

32πλ 11:55-12:40

**3**

Description (optional)

Δευτέρα-Πληροφορική 32πλ

Create a team using an existing team as a template

Cancel **4** Next

# Προσθήκη μαθητών στη τάξη

Προσθέτω τα μέλη της ομάδας/τάξης, μαθητές ή/και άλλους εκπαιδευτικούς με βάση το Office365 username τους (εάν θέλω μπορώ να τα προσθέσω αργότερα, οπότε και επιλέγω skip).

Add people to "32πλ 11:55-12:40"

Students Teachers

Search for students

Add

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

Skip

# Διαχείριση ομάδας/τάξης

The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation bar includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a team named '31' with a 'General' channel selected. A red box highlights the channel name '32πλ 11:55-12:40'. A red circle highlights the three-dot menu icon next to the channel name, which has opened a dropdown menu with the following options: Manage team, Add channel, Add member, Leave the team, Edit team, Get link to team, Manage tags, and Delete the team. The 'Manage team' option is circled in red. The main content area displays a welcome message: 'Welcome to 32πλ 11:55-12:40. Choose where you want to start.' Below this are two buttons: 'Upload Class Materials' and 'Set up Class Notebook'. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a set of icons for text, link, emoji, video, and voice call. A date stamp 'Τετάρτη, 18 Μαρτίου 2020' is visible in the bottom right corner.

# Δημιουργία κωδικού

Δημιουργία κωδικού, τον οποίο οι μαθητές θα χρησιμοποιήσουν για να συμμετέχουν στο μάθημα

The screenshot displays the Microsoft Teams interface. On the left is a vertical navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a list of teams, with the selected team '32πλ 11:55-12:40' expanded to show its 'General' channel. The 'Settings' tab is selected and highlighted with a red circle and the number '1'. Within the settings, the 'Team code' option is highlighted with a red circle and the number '2'. Below it, the 'Generate' button is highlighted with a red circle and the number '3'. The 'Team code' section includes a note: 'Note: Guests won't be able to join with a team code'.

Activity  
Chat  
Teams  
Assignments  
Calendar  
Calls  
Files  
...

< All teams

31

32πλ 11:55-12:40 ...

General

32πλ 11:55-12:40 ...

31 32πλ 11:55-12:40 ...  
Δευτέρα-Πληροφορική 32πλ

Members Pending Requests Channels **Settings** Analytics Apps

▸ 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

**Generate**

Note: Guests won't be able to join with a team code

▸ Fun stuff Allow emoji, memes, GIFs, or stickers

▸ OneNote Class Notebook Manage notebook sections and preferences

▸ Team Choose who can add tags



# Δημιουργία κωδικού

## Team code

Share this code so people can join the team directly - you won't get join requests

kqn0dl0

Full screen Reset Remove Copy

Note: Guests won't be able to join with a team code

Ο κωδικός που δημιουργείται θα χρησιμοποιηθεί από τους μαθητές για να συμμετέχουν στο μάθημα (**Join a team with a code**)

## Join or create a team



Create a team



Create team



Join a team with a code

Enter code

Got a code to join a team? Enter it above.

# Προγραμματισμός διδασκαλίας

The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation bar includes icons for Activity (with a '2' notification), Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a team chat for '31' with a red square icon. Below the team name, the chat title '32πλ 11:55-12:40' is visible, followed by a 'General' channel name which is circled in red with a red '1' next to it. The right side of the screen shows the 'General' channel's welcome screen, which includes the text 'Welcome to 32πλ 11:55-12:40' and 'Choose where you want to start'. Below this, there are two buttons: 'Upload Class Materials' and 'Find help & training'. At the bottom, a text input field contains the placeholder text 'Start a new conversation. Type @ to mention someone.', and below it, a row of icons for actions like edit, emojis, attachments, and video call. The video call icon is circled in red with a red '2' next to it.

# Προγραμματισμός διδασκαλίας

The image shows a screenshot of the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area displays a team chat for '31' with a 'General' channel selected. A meeting titled '32πλ 11:55-12:40' is visible. A modal window is open with the text 'Welcome to 32πλ 11:55-12:40' and 'Choose where you want to start'. Below this, a dark overlay contains the text 'Want to add a subject?'. At the bottom of the overlay, there are three buttons: 'Meet now', 'Schedule a meeting' (which is circled in red), and a camera icon with 'On / Off' text.

# Προγραμματισμός διδασκαλίας με βάση το ωρολόγιο πρόγραμμα

The screenshot displays the 'New meeting' interface in Microsoft Teams. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area is titled 'New meeting Details Scheduling Assistant' and includes a 'Send' button and a 'Close' button. The time zone is set to '(UTC+02:00) Athens, Bucharest'. The meeting title is '32πλ 11:55-12:40'. Below the title, there is a field for 'Add required attendees' with a '+ Optional' link. The date and time are set to 'Mar 23, 2020' at '11:55 PM' on 'Mar 24, 2020' at '12:40 AM', with a duration of '15m' and an 'All day' toggle. A dropdown menu for 'Does not repeat' is open, showing options: 'Does not repeat', 'Every weekday (Mon - Fri)', 'Daily', 'Weekly', 'Monthly', 'Yearly', and 'Custom'. The 'Weekly' option is highlighted with a red circle. The meeting details are displayed in a rich text editor with a toolbar.

Activity 2

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

New meeting Details Scheduling Assistant

Send Close

Time zone: (UTC+02:00) Athens, Bucharest

32πλ 11:55-12:40

Add required attendees + Optional

Mar 23, 2020 11:55 PM → Mar 24, 2020 12:40 AM 15m All day

Does not repeat

- Does not repeat
- Every weekday (Mon - Fri)
- Daily
- Weekly
- Monthly
- Yearly
- Custom

Paragraph Paragraph

# Προγραμματισμός διδασκαλίας με βάση το ωρολόγιο πρόγραμμα

The screenshot shows the Microsoft Teams 'New meeting' interface. The top navigation bar includes 'Activity' (with a notification badge), 'Chat', 'Teams', 'Assignments', 'Calendar', 'Calls', and 'Files'. The main header area displays 'New meeting' with sub-tabs for 'Details' and 'Scheduling Assistant'. A red circle highlights the 'Send' button in the top right corner, next to a 'Close' button. Below the header, the 'Time zone' is set to '(UTC+02:00) Athens, Bucharest'. The meeting title is '32πλ 11:55-12:40'. The 'Add required attendees' field is empty, with a '+ Optional' link. The meeting is scheduled for 'Mar 23, 2020' at '11:55 PM', recurring 'Every Monday starting 3/23', with a duration of '45m' and an 'All day' toggle. The meeting is currently in the 'General' channel. A rich text editor at the bottom contains a toolbar with various formatting options and a text area with the placeholder 'Type details for this new meeting'.

# Ρυθμίσεις ασφαλείας

The screenshot displays 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 shows a team chat for '31 General'. A meeting notification for '32πλ 11:55-12:40' is visible, indicating it occurred every Monday at 11:55 PM and ended 2m 38s ago. A red circle highlights the 'View meeting details' button in the notification's context menu. The top of the interface includes a search bar and a user profile icon labeled 'EM'.

Search or type a command

EM

All teams

31

32πλ 11:55-12:40

General

Choose where you want to start

Upload Class Materials

Find help & training

Today

EM Έλενα Μιχαήλ 9:41 PM  
Scheduled a meeting

32πλ 11:55-12:40  
Occurs every Monday @11:55 PM

32πλ 11:55-12:40 ended: 2m 38s

☆☆☆☆☆ How was the call quality?

Reply

Start a new conversation. Type @ to mention someone.

View meeting details

# Ρυθμίσεις ασφαλείας

The image shows the Microsoft Teams meeting settings interface. At the top, there is a navigation bar with tabs for '32πλ 11:55-12:40', 'Chat', 'Details', 'Scheduling Assistant', 'Meeting notes', and 'Whiteboard'. On the right side of this bar are 'Join' and 'Close' buttons. Below the navigation bar, there is a sub-header with a 'Cancel meeting' button, the text 'Time zone: (UTC+02:00) Athens, Bucharest', and the 'Meeting options' tab, which is circled in red. The main content area contains several settings sections: a title field with '32πλ 11:55-12:40', an 'Add required attendees' field with a '+ Optional' button, a date and time section for 'Mar 23, 2020' at '11:55 PM' to 'Mar 24, 2020' at '12:40 AM' for a '45m' duration, with an 'All day' toggle, a recurrence section 'Occurs every Monday starting 3/23', a list of tabs including '31 32πλ 11:55-12:40 > General', 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 a 'Learn more about Teams | Meeting options' link. On the right side of the interface, there is a 'Tracking' section showing the organizer 'Ελενα Μιχαήλ'.

Activity 2

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

32πλ 11:55-12:40 Chat Details Scheduling Assistant Meeting notes Whiteboard

Join Close

× Cancel meeting | Time zone: (UTC+02:00) Athens, Bucharest Meeting options

32πλ 11:55-12:40

Add required attendees + Optional

Mar 23, 2020 11:55 PM → Mar 24, 2020 12:40 AM 45m All day

Occurs every Monday starting 3/23

31 32πλ 11:55-12:40 > General

Add location

**B** *I* U ~~S~~ | ~~V~~ A ~~A~~ Paragraph  $I_x$  |  $\leftarrow$   $\rightarrow$   $\equiv$   $\equiv$  | ” @  $\equiv$   $\equiv$  | ...

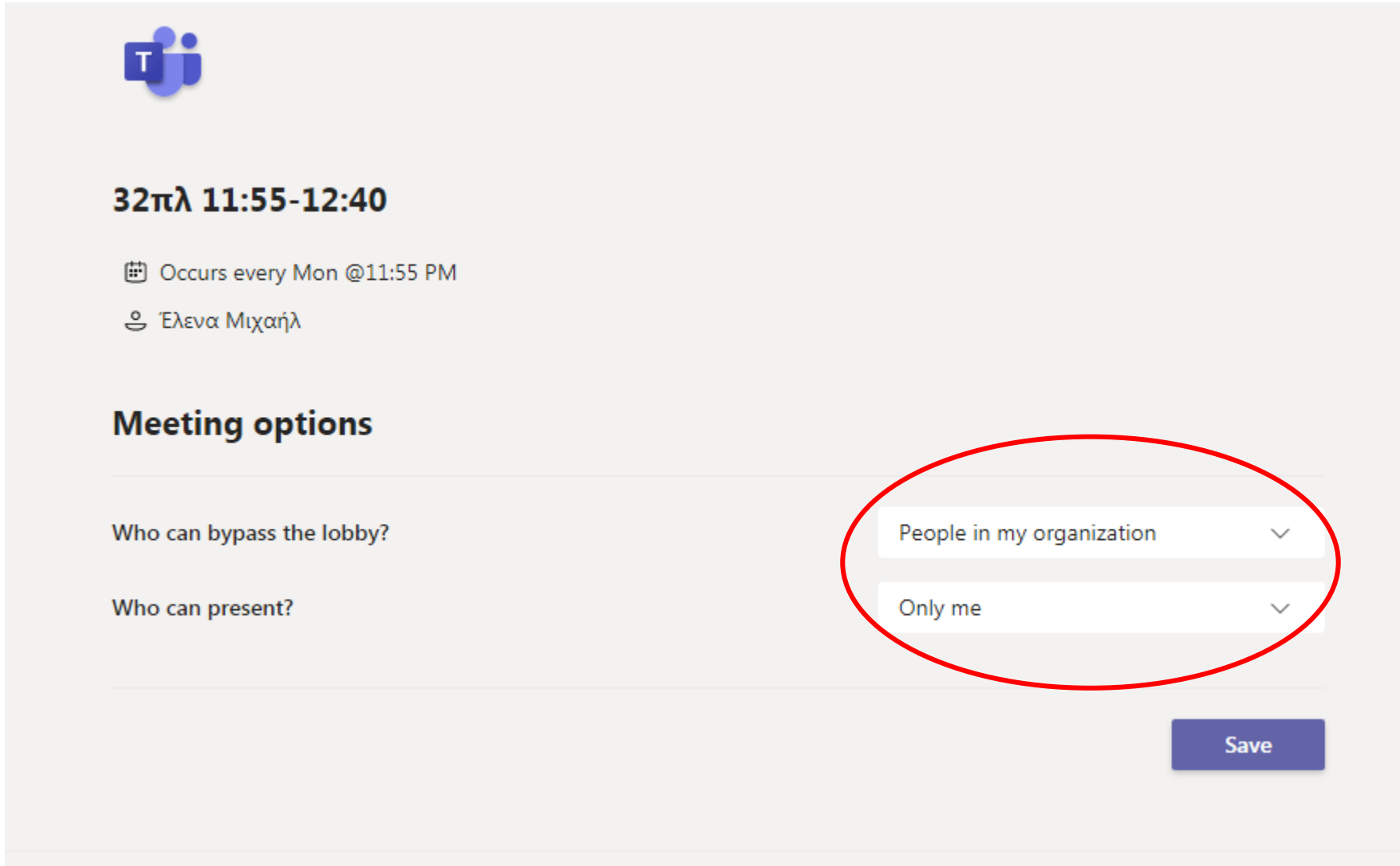
[Join Microsoft Teams Meeting](#)


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

Tracking


EM Έλενα Μιχαήλ Organizer


# Ρυθμίσεις ασφαλείας





**32πλ 11:55-12:40**

 Occurs every Mon @11:55 PM

 Έλενα Μιχαήλ

### Meeting options

Who can bypass the lobby? People in my organization ▾

Who can present? Only me ▾

**Save**

- Το παράθυρο αυτό ανοίγει στον web browser σας.
  - Βεβαιωθείτε ότι οι ρυθμίσεις σας είναι αυτές που φαίνονται στη διπλανή οθόνη και επιλέξτε **Save**.
- Επιστρέψτε στο teams.**



# Έναρξη μαθήματος

The screenshot displays the Microsoft Teams meeting interface. At the top, the meeting title is "32πλ 11:55-12:40". The interface includes a navigation bar on the left with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main content area shows meeting details: "Cancel meeting", "Time zone: (UTC+02:00) Athens, Bucharest", and "Meeting options". The meeting title "32πλ 11:55-12:40" is in a text box. Below it is a field to "Add required attendees" with a "+ Optional" link. The meeting schedule is set for "Mar 23, 2020" at "11:55 PM" to "Mar 24, 2020" at "12:40 AM" for "45m", with an "All day" toggle. It also shows "Occurs every Monday starting 3/23". A tab for "32πλ 11:55-12:40 > General" is visible. There is a field for "Add location" 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 side, the "Tracking" section shows the organizer as "Ελενα Μιχαήλ" (Elena Michail).

Activity 2

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

32πλ 11:55-12:40 Chat Details Scheduling Assistant Meeting notes Whiteboard

Join Close

Cancel meeting Time zone: (UTC+02:00) Athens, Bucharest Meeting options

32πλ 11:55-12:40

Add required attendees + Optional

Mar 23, 2020 11:55 PM → Mar 24, 2020 12:40 AM 45m All day

Occurs every Monday starting 3/23

31 32πλ 11:55-12:40 > General

Add location

**B** *I* U ~~S~~ | ~~V~~ A ~~AA~~ Paragraph *I*<sub>x</sub> | | | ...

[Join Microsoft Teams Meeting](#)

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

Tracking

EM Ελενα Μιχαήλ Organizer



Search or type a command



Activity



Chat



Teams



Assignments



Calendar



Calls



Files



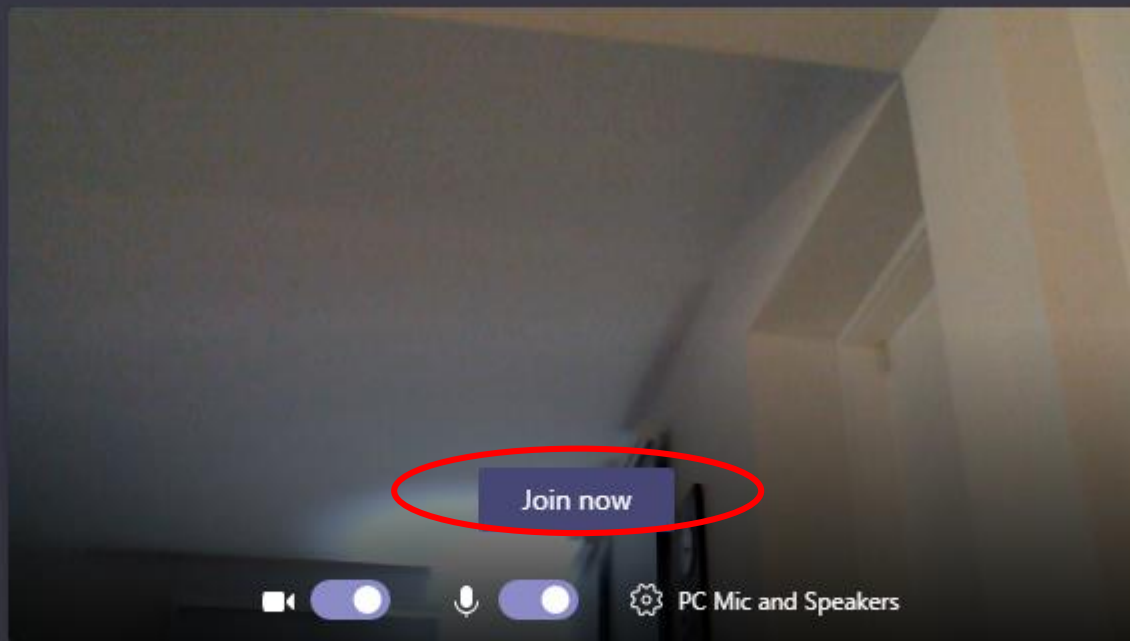
Apps



Help

Choose your audio and video settings for

**32πλ 11:55-12:40**

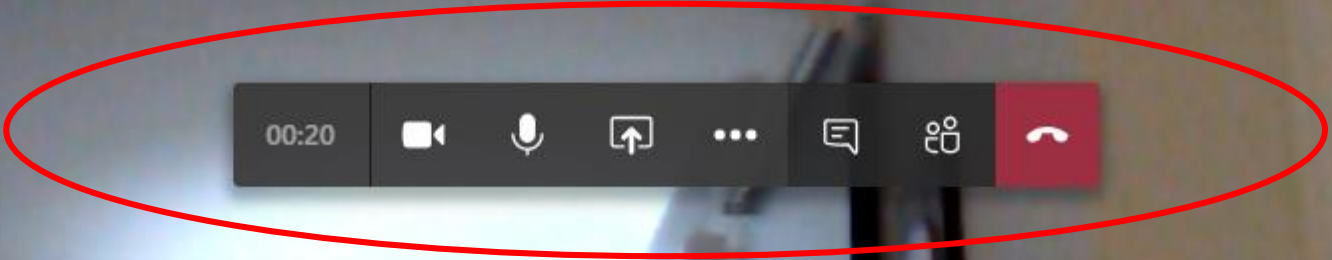


Other join options

Audio off

Phone audio

Add a room

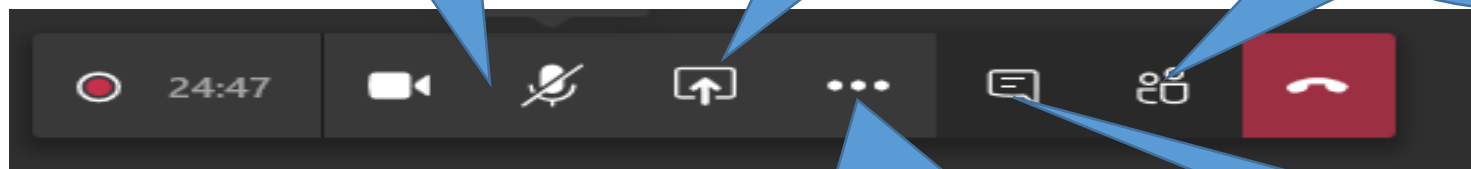


00:20 [Video Off] [Microphone Off] [Share] [More] [Chat] [Participants] [End Call]

Για να ανοίξετε ή να κλείσετε την camera σας και το μικρόφωνο σας

Για να κάνετε share την οθόνη σας ή να δείξετε την παρουσίαση σας

Βλέπετε τους μαθητές σας ή μπορείτε να καλέσετε άλλους (πχ συναδέλφους)



Μπορείτε να απενεργοποιήσετε την δυνατότητα ελέγχου της παρουσίασης

Άλλες Ρυθμίσεις και να βιντεοσκοπήσετε το μάθημα σας για μελλοντική χρήση

Βλέπετε τα μηνύματα

< Slide 10 of 31 > Stop presenting