

MICROSOFT TEAMS

Scavenger Hunt

TEACHER DIRECTIONS

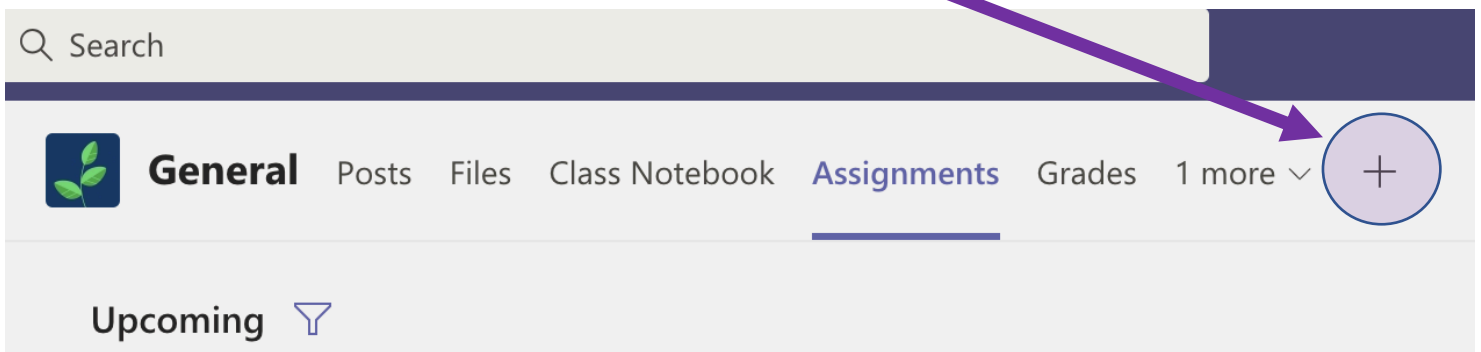
Hello, Teachers! Before assigning this scavenger hunt to your students, there are several things you will need to do to ensure that the students are able to complete each task. Fortunately, once these tabs are added to your Team, you will be able to use the extensions/additional resources in your virtual lessons.

1. For task number one, your students will need to know how to login to Microsoft Teams. **Make sure that your students have their login information** before the first day!
2. Task four will require you to **create an announcement within the general channel that says, "Tap someone on the shoulder."**
3. Make a copy of this [POP QUIZ](#) and assign it to your students. To do this, click on the "pop quiz" link above. Then, click **"Duplicate it."** Go to the Team that you would like to assign this task to, and select the **Assignment** tab. Click **"create,"** then **"quiz."** You can then select the **"Pop Quiz"** from your forms.

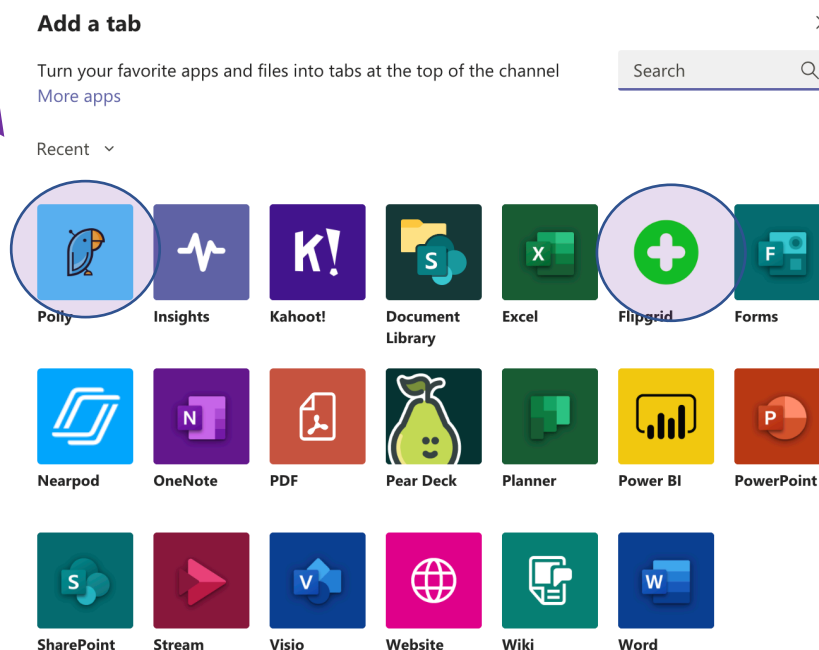
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4. Next, you will need to add the "Polly" and "FlipGrid" tabs to your channel. In order to do this, go to the channel or team that you would like to install these extensions. Then, click on the + sign at the top of the bar.



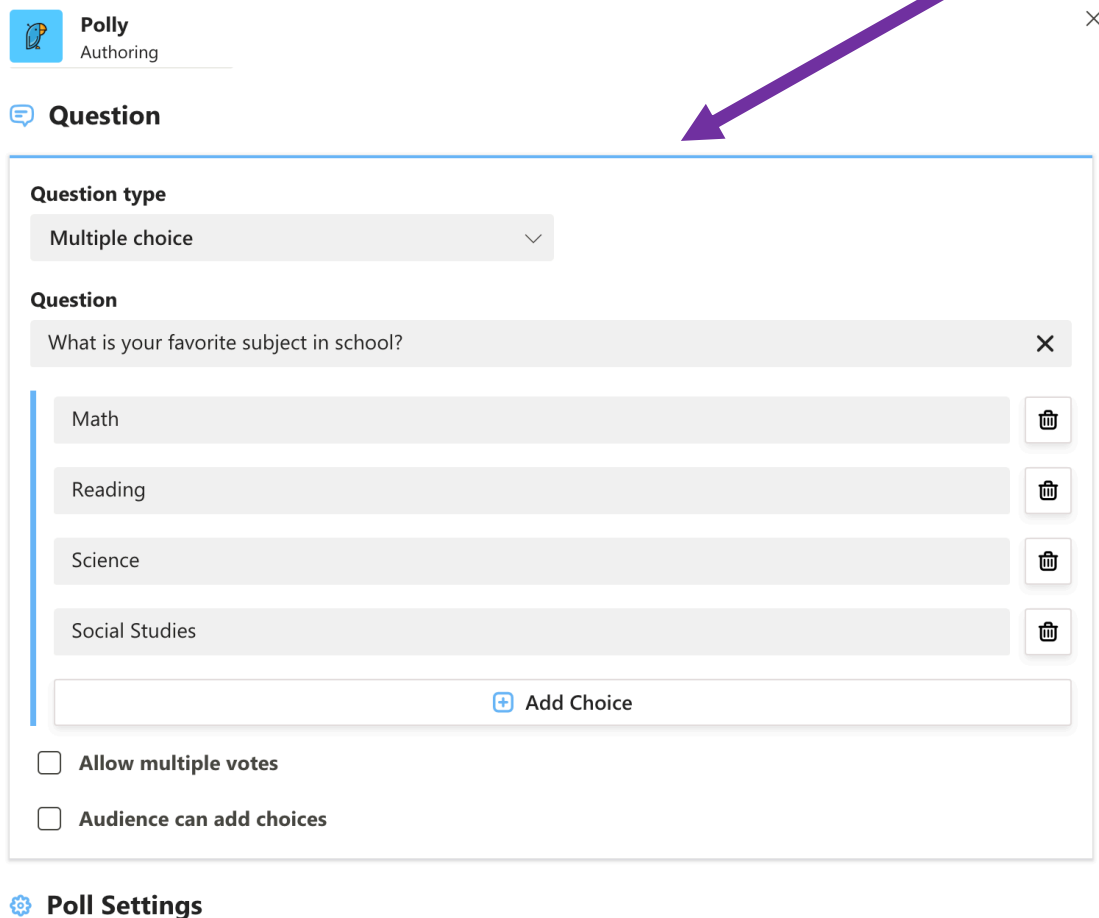
A box will pop up that says, "Add a Tab." Search for "Polly" and "Flipgrid."



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5. Create a Polly Poll within your Team. Schedule the poll to be published the same day that you plan on assigning this scavenger hunt.



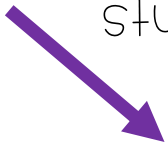
The screenshot shows the 'Polly Authoring' interface in Microsoft Teams. At the top, there's a 'Polly Authoring' header with a close button (X). Below it, the 'Question' tab is selected, indicated by a blue bar and a purple arrow pointing to it. The 'Question type' is set to 'Multiple choice'. The question text is 'What is your favorite subject in school?'. Below the question, there are four choices: 'Math', 'Reading', 'Science', and 'Social Studies', each with a trash icon to its right. At the bottom of the choices list is an 'Add Choice' button. Below the choices, there are two checkboxes: 'Allow multiple votes' and 'Audience can add choices', both of which are currently unchecked. At the bottom of the interface, the 'Poll Settings' tab is visible.

5. Finally, create a FlipGrid account for your class by selecting "Educator Login" and using your Microsoft Login.


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6. Create a group. When editing your group, be sure to set the access control to "public," requiring your students to enter a join code to view the group.



Access Control

 **Private**


 **Public**


 **Public Group**

Participants with the Join Code can view the Group. To record a video they must sign in with a Microsoft or Google email.

7. Then, add a new topic to your group.




 **Topics**

 **Students**

Topics (0)

[Export Data](#)

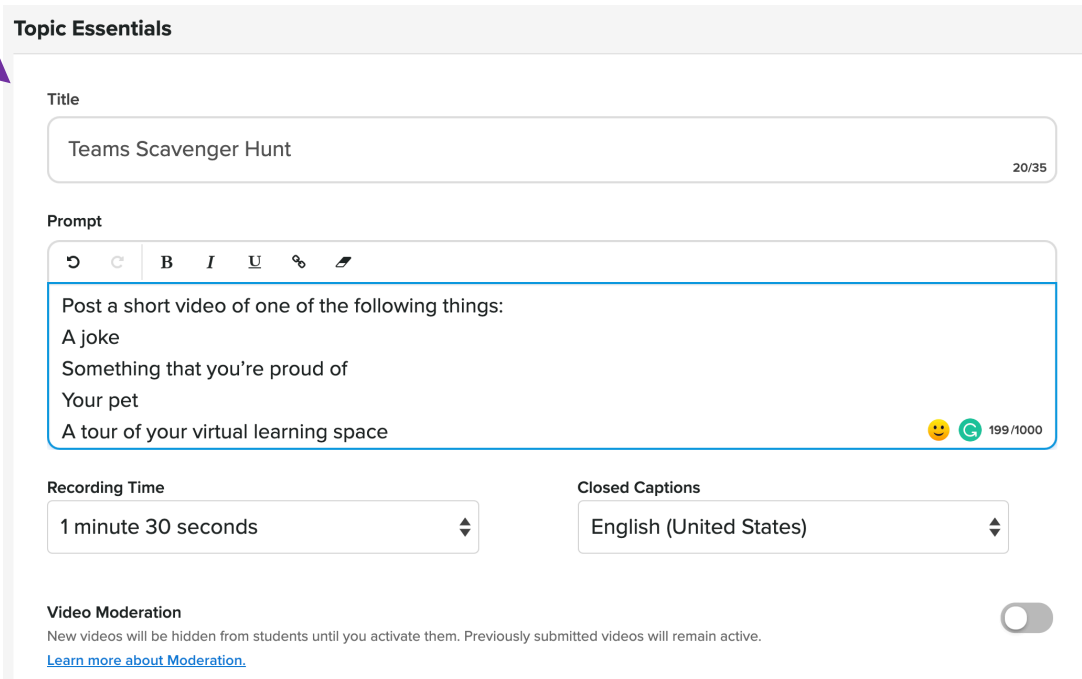
 Search Topics

Add a Topic

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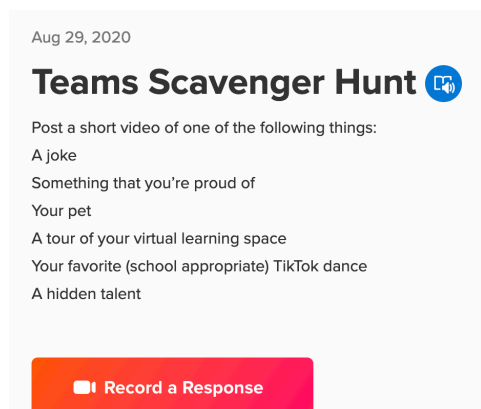
8;. Name the topic "Teams Scavenger Hunt" and repost the directions that are listed on the student scavenger hunt.



A purple arrow points to the 'Topic Essentials' header of the form. The form contains the following fields and options:

- Title:** A text box containing 'Teams Scavenger Hunt' with a character count of 20/35.
- Prompt:** A rich text editor with a toolbar (undo, redo, bold, italic, underline, link, unlink) and a list of prompts: 'Post a short video of one of the following things:', 'A joke', 'Something that you're proud of', 'Your pet', and 'A tour of your virtual learning space'. A character count of 199/1000 is shown.
- Recording Time:** A dropdown menu set to '1 minute 30 seconds'.
- Closed Captions:** A dropdown menu set to 'English (United States)'.
- Video Moderation:** A section with a toggle switch (currently off) and text stating: 'New videos will be hidden from students until you activate them. Previously submitted videos will remain active.' A link for 'Learn more about Moderation.' is provided.

9. Select "post." Then, check in your Teams app that upon login to Flipgrid, your students will see a post that looks like this:



The screenshot shows a post in a Microsoft Teams channel dated 'Aug 29, 2020'. The post title is 'Teams Scavenger Hunt' with a video icon. The content of the post lists the following prompts:

- Post a short video of one of the following things:
- A joke
- Something that you're proud of
- Your pet
- A tour of your virtual learning space
- Your favorite (school appropriate) TikTok dance
- A hidden talent

At the bottom of the post is a red button with a video icon and the text 'Record a Response'.

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10. Finally, assign your students the "Microsoft Teams Scavenger Hunt.PDF" that was included with this resource. You can do this through the assignments tab OR by adding it to the Class Notebook.

This will allow them to view the assignment as a PDF and return to the document as needed to complete each task.

have fun!