

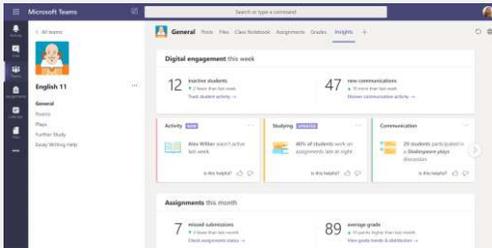


Insights in Microsoft Teams for Education

Use this educators guide to pick up the basics

How can Insights help?

Each learner has unique experiences, skills, and voice. Insights helps you understand and respond to both class and individual needs.



Start

Add Insights for each class and as an overview of all your classes.

- **Insights for each class.** Add a tab to a class. Click + on the tab bar, search for Insights and add it.
- **Insights overview of all your classes.** Click "..." on the left app bar, search for Insights and add it.

Using the reports

The reports provide a good understanding of student activity and engagement.

- Filter by date, student or other
- Need to share the data? Select the timeframe, click "..." at the top right corner of the report, and select **Export to Excel.**
- Check out the tips in the **Help** section on how best to use the reports.

The spotlights

Spotlights are shown on the Class Overview page. They shine a light on the class and individual students and provide actionable insights that help you support your students.



Delve into **the reports** to understand what and who need your attention

Digital Activity

- Understand how your students engaged with the class material during the day.
- See who was inactive so you can reach out to them.
- Check up on online meeting attendance.



Communication activity

- Discover how students engage with you and with each other.
- Understand who were the least or most active students.
- Check if students are receiving enough support from educators.



Assignment status

- Check how your students are progressing with each assignment.
- Check if individual students are struggling and might need your help.
- Check if many students turn in assignments late. This may indicate a heavy workload.



Grades

- View the distribution of grades over all assignments or a specific one.
- If you see an unusual grade distribution, check which students are included.
- Check out the trendline for a specific student's performance, and how they compare to the class average.

