

TOP SCORE WRITING

MICROSOFT TEAMS



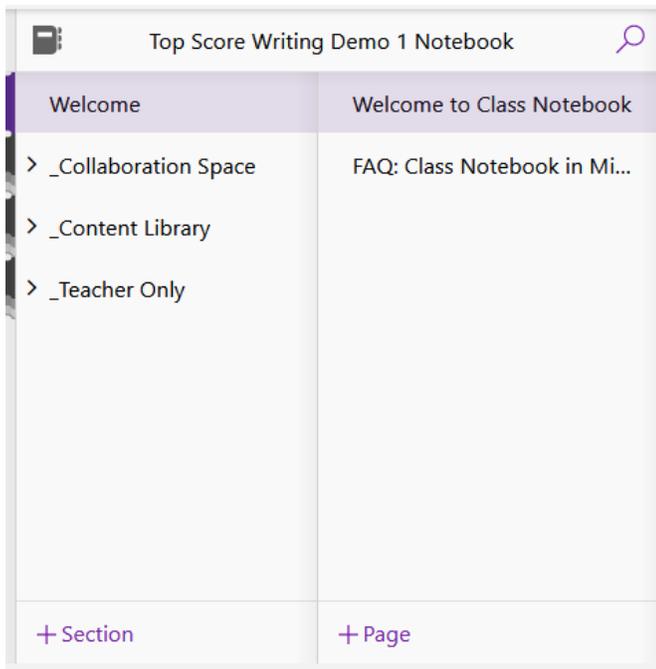
User Guide

GETTING STARTED

- A. Login to your Microsoft Teams Account
- B. Select the team you would like to add Top Score Writing too
- C. Under the general tab select Class Notebook



- D. Select the + Sections Tab



E. Label the new section for Top Score Writing

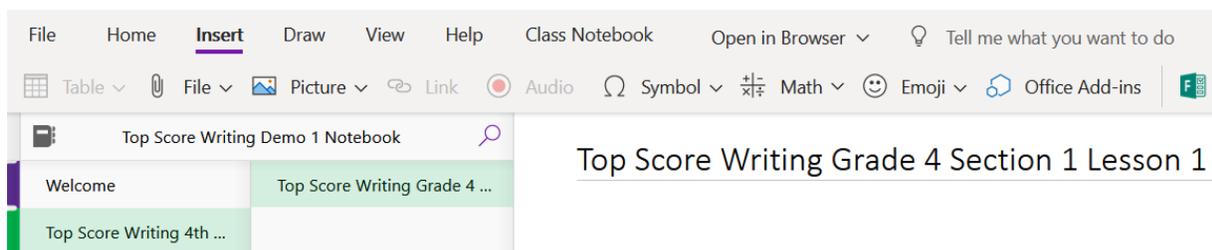
Section Name ✕

Enter a section name:

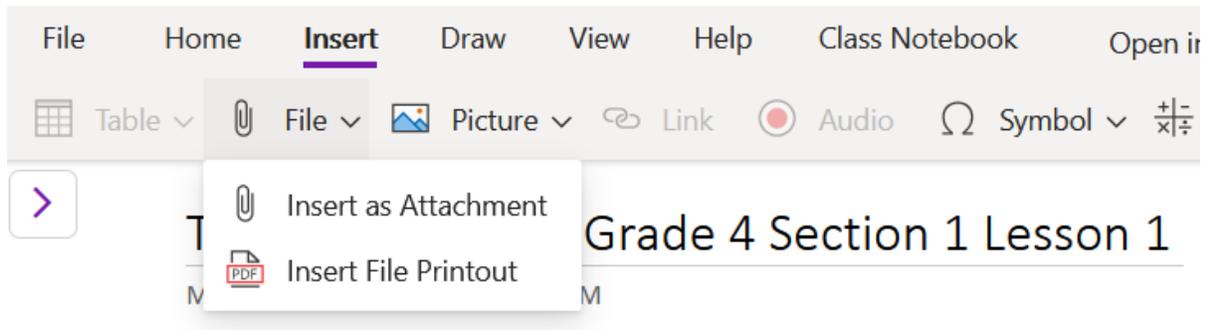
Top Score Writing 4th Grade Curriculum

OK Cancel

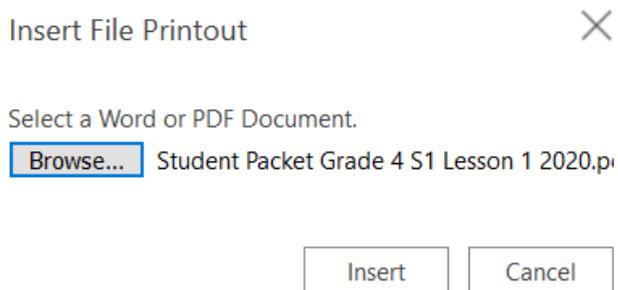
F. Add a new page and title it with the lesson you would like to teach (if you are unsure of where student packets are located refer to your QuickStart Guide in your welcome email).



G. Select Insert and then select Insert File Printout



H. Select browse and upload the lesson file you saved from canvas



- I. The lesson will show up on the screen and the students can answer each section below.

The screenshot shows a Microsoft OneNote window with the following elements:

- Navigation Bar:** General, Posts, Files, Class Notebook, Assignments, Grades, +
- File Menu:** File, Home, Insert, Draw, View, Help, Class Notebook, Open in Browser, Tell me what you want to do
- Insert Menu:** Table, File, Picture, Link, Audio, Symbol, Math, Emoji, Office Add-ins, Forms, Stickers, Meeting Details
- Left Pane:** Top Score Writing Demo 1 Notebook
 - Welcome
 - Top Score Writing Grade 4 ...
 - Top Score Writing 4th ...
 - > _Collaboration Space
 - > _Content Library
 - > _Teacher Only
- Main Content Area:**
 - Title:** Top Score Writing Grade 4 Section 1 Lesson 1
 - Date/Time:** Monday, October 12, 2020 9:29 AM
 - Thumbnail:** Student Packet
 - Page Header:** Top Score Writing – Grade 4 (left), Lesson 1 (right)
 - Section Header:** Writing Prompts Guided Practice
 - Form:** Name: _____
 - Directions:** Read each prompt and circle the keyword. Then explain what the prompt is asking you to write about.
 - Questions:**
 - 1. We all have a favorite movie. Think about your favorite movie. Now explain why this movie is your favorite.**

 - 2. In science class, we have learned a lot about animals. Before you write, think about one animal you have learned about that you like the most. Now explain why you like this animal so much.**

 - 3. Smoking cigarettes is an unhealthy habit that many people do. Think about how many people smoke cigarettes in this world. Now write to inform your reader why smoking is a bad habit.**

J. Double Click the lesson and a box will appear where student will be able to write their answers to each question.

Writing Prompts
Guided Practice

Name: _____

Directions: Read each prompt and circle the keyword. Then explain what the prompt is asking you to write about.

1. ***We all have a favorite movie. Think about your favorite movie. Now explain why this movie is your favorite.***

Students can now double click the image and add in their own answers
