

A QUICK GUIDE TO

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MICROSOFT TEACH

WHAT IS MICROSOFT TEACH?



Teach helps streamline class prep and use AI to support educators. In one place, educators can easily access AI-powered teaching tools to create lesson plans, draft materials like quizzes and rubrics, and quickly make modifications to language, reading level, length, difficulty, alignment to relevant standards, and more.



TEACH & COPILOT

M365 Copilot

Search

Create

Teach

Apps

Go to m365.cloud.microsoft and sign in with your school or work account or download the Microsoft 365 Copilot App.

Once signed in, look for the Teach tab or section within the Copilot App.

The Microsoft Teach Copilot App empowers educators through three core elements — curriculum planning, homework and assessments, and study aids.

Modify existing content

Curriculum planning
Structure your course

Homework & assessments

Study aids & more

CURRICULUM PLANNING

The Curriculum planning tool features the following...

Curriculum planning
Structure your course

Lesson plan
Detailed guide for a lesson

- **Lesson Plan Builder:** Create structured lesson plans using a guided interface that aligns with international standards.
- **Adaptive Content Suggestions:** Based on your subject, grade level, and learning objectives, Copilot recommends engaging activities, discussion prompts, and assessment ideas.
- **Differentiation:** Instantly adjust reading levels or complexity for learners needs.
- Align materials to relevant educational standards

STUDY AIDS

The Study Aids section helps educators generate personalized learning resources—like flashcards, summaries, and practice questions—to support reviewing and reinforcing key concepts.

Study aids & more
Prepare students for assessments

Flashcards
Study concepts until mastery

Flashcards: Transform educational content or text into interactive flashcards to enhance the learning process.

Fill in the Blanks (coming soon): Transform educational content or text into interactive fill in the blank exercises

Flashcard type *

99

Term and definition

?

Question & answer

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Multiple choice

Generate hint for each card

HOMEWORK & ASSESSMENTS

Homework & assessments
Assignment ideas and tools

Rubric
Assess student work with consistent criteria

Generate and customise summative and formative assignments, quizzes, and rubrics that align with learning goals and student needs.

- Rubric: Create grading rubrics for evaluation of student work, using international standards for grounding and AI suggestions. Rubrics can be saved as Microsoft Word documents.
- Quiz (coming soon): Create a forms quiz to share with students, based on your educational content and international standards

ACCELERATE LEARNING WITH THE RIGHT TOOLS;
FIND ADDITIONAL QUICK GUIDES TO GET STARTED