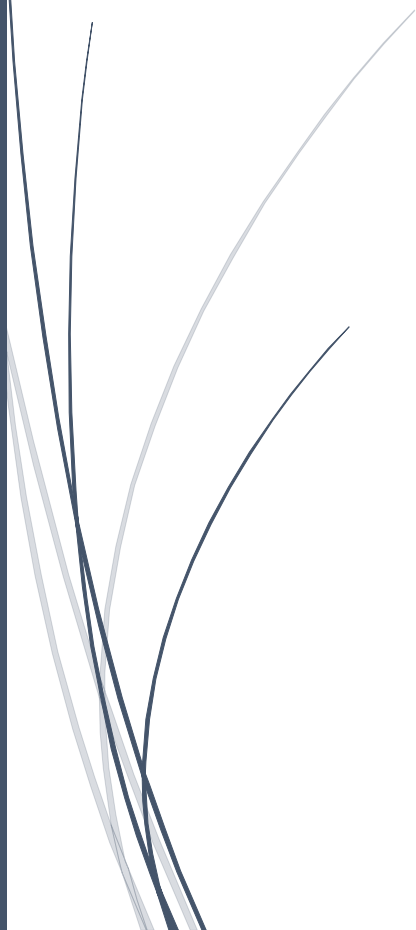




# Students Guide to Microsoft Teams



## ACCESSING MICROSOFT TEAMS ON A Computer

There are **two methods** for accessing Microsoft Teams:

1. Office 365 Online ([www.office.com](http://www.office.com))
2. Microsoft Teams App (available for Windows, iOS and mobile devices)

### METHOD 1: OFFICE 365 ONLINE

1. Go to [www.office.com](http://www.office.com)
2. Click **Sign in**
3. Enter your Email address.
4. Click **Next**
5. Enter your password.



### METHOD 2: MICROSOFT TEAMS DESKTOP APP

1. If you do not have the Microsoft Teams desktop app on your computer, it may be downloaded here:  
<https://www.microsoft.com/en-ie/microsoft-365/microsoft-teams/download-app>
2. Once installed, you will be prompted to login with your Email address and password.

## ACCESSING MICROSOFT TEAMS ON A COMPUTER

1. Click the Windows button in the bottom left corner of the taskbar.
2. Scroll down on the list of apps and click Microsoft **Teams**
3. The first time you will need to sign in.
  - Sign-in email address
  - Password is your password



## MICROSOFT TEAMS ON A MOBILE DEVICE

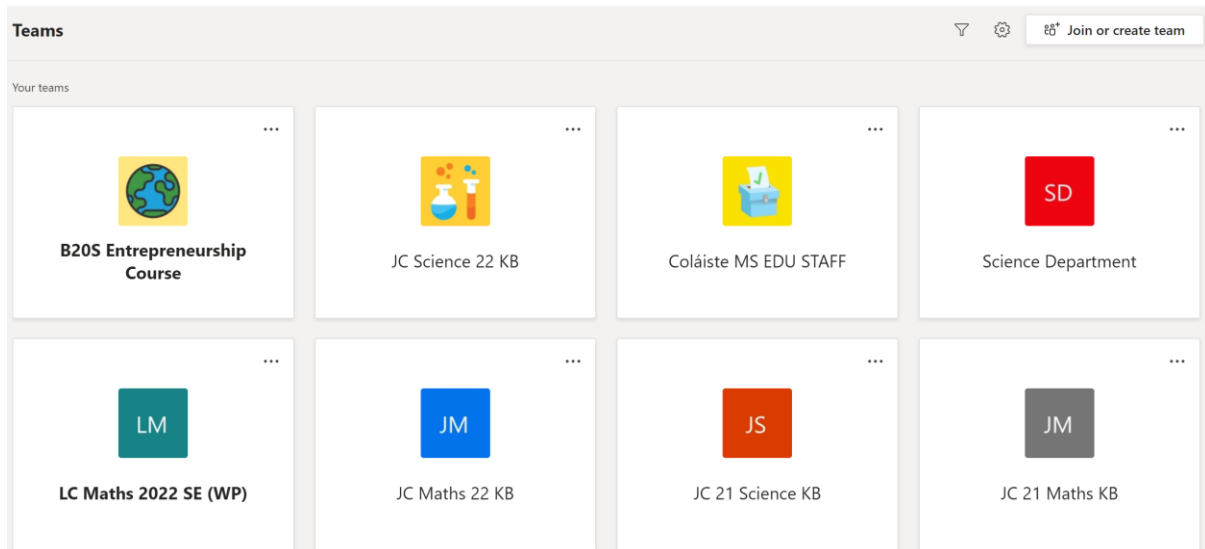
The Microsoft Teams mobile apps are available for Android and iOS.

1. Download the Teams app on your **Personal Device**: Download the app from the Google Play or Apple App Store.
2. Launch the Microsoft Teams App
3. Login with your Email address and your password.

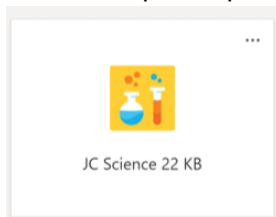
## NAVIGATING MICROSOFT TEAMS

### VIEWING TEAMS & TOGGLING BETWEEN TEAMS

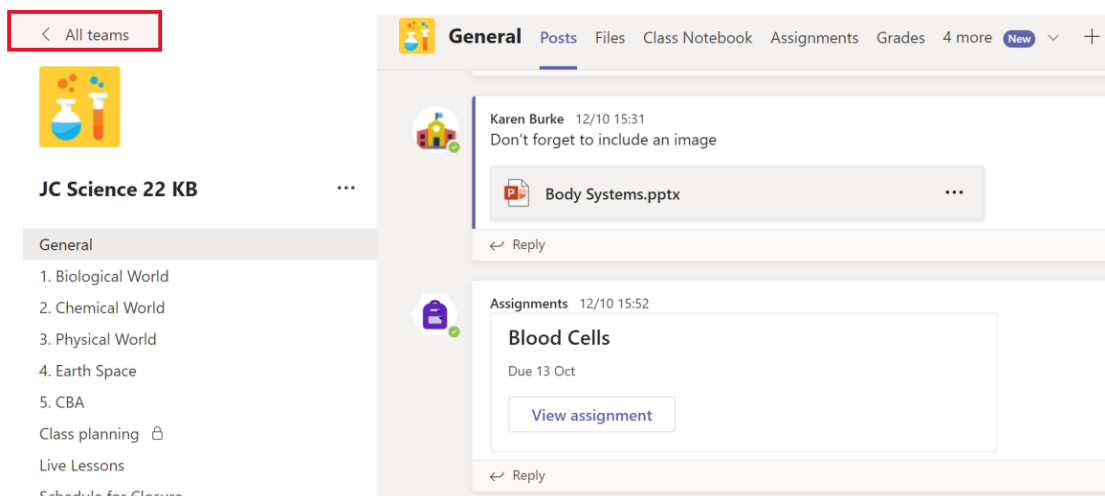
1. Any teams you are a member of will be listed on the first screen (the dashboard) you see after logging into Teams.



2. To open a specific team, put your mouse on the team and click.



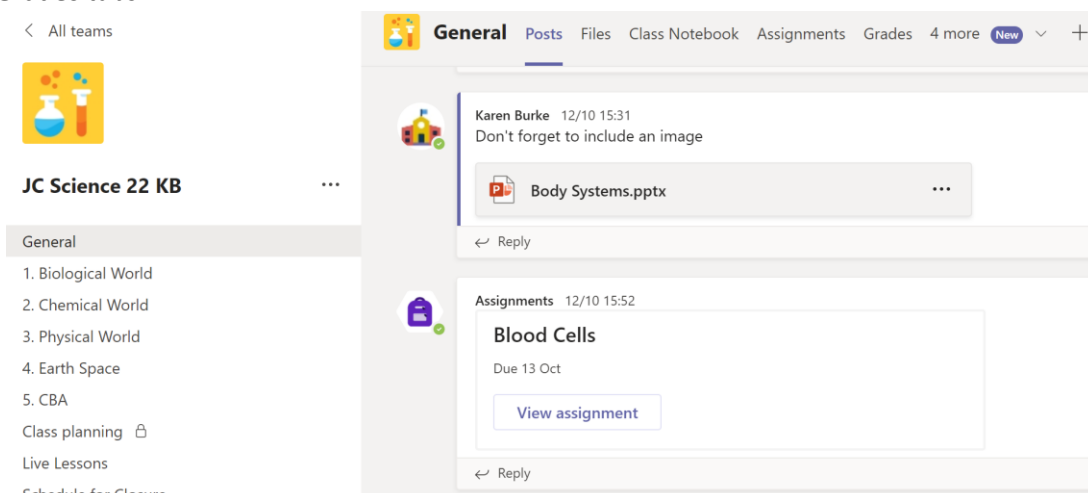
3. To switch to a different team, look for **All Teams** on the top of the screen and click. This will take you back to the team grid



## CHANNELS

Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

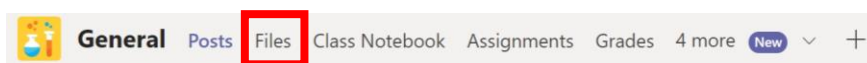
- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.




## SHARE AND ORGANIZE FILES

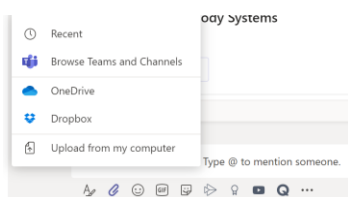
### ACCESSING FILES POSTED BY THE TEACHER

1. Select the name of your class from the Teams Dashboard.
2. Click **Files** at the top of the screen.



### SHARING FILES IN A CHANNEL

1. In an you message or reply, click attach 
2. Choose a file you'd like to share
3. Include a message if you want, then click send



## FIND OR CREATE A FILE & CLASS MATERIALS

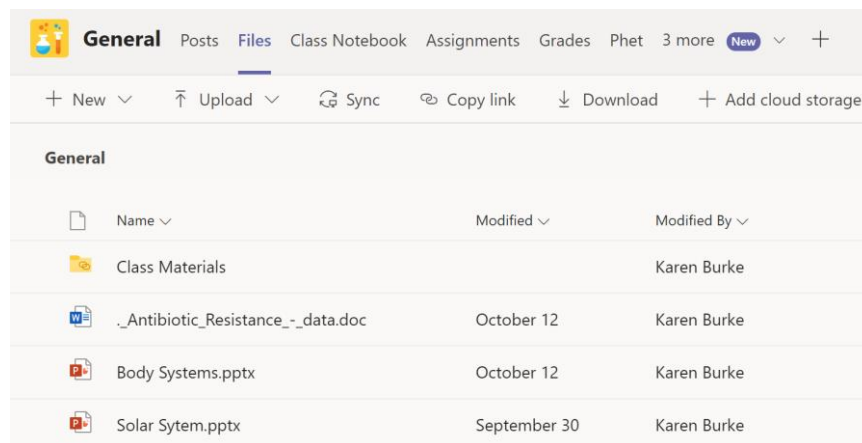
Find or create a file

see the files that you come at your classmates and your teacher have shared in the chat or a channel by selecting the **Files** tab .

while in **Files** you can create a new Word, Excel or PowerPoint document for you and your classmates to collaborate in

## Class Materials

in the **Files** tab of every class team's **General** channel your teacher might add read-only resource is to the **Class Materials** folder look here for important documents that can help you with assignments projects are just staying up to date on class expectations



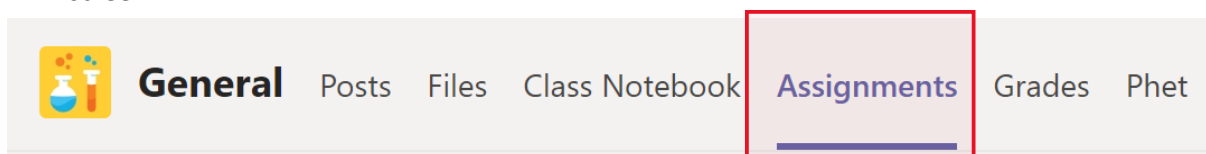
| Name                             | Modified     | Modified By |
|----------------------------------|--------------|-------------|
| Class Materials                  |              | Karen Burke |
| Antibiotic_Resistance_-_data.doc | October 12   | Karen Burke |
| Body Systems.pptx                | October 12   | Karen Burke |
| Solar Sytem.pptx                 | September 30 | Karen Burke |

## ASSIGNMENTS & GRADES IN MICROSOFT TEAMS

### ACCESSING AND COMPLETING ASSIGNMENTS

#### Access and Complete Assignments

1. Select the name of your class from the Teams dashboard.
2. Click **Assignments** at the top of the screen



### 3. Select the Assignment

Load previous

|   |                        |
|---|------------------------|
| Powerpoint on Blood<br>Due October 2, 2020 11:59 PM         | 100 points<br>Past due |
| Assignment on Body Systems<br>Due October 13, 2020 11:59 PM | Past due               |

4. Follow the teacher instructions shown for the assignment.

5. To edit a document, click the three dots next to the document name

< Back Turn in late

## Assignment on Body Systems

Due October 13, 2020 11:59 PM

Points  
No points

Rubric

Instructions  
Create a powerpoint on the different body systems, 1 slide on each system

Reference materials

|                            |     |
|----------------------------|-----|
| Digestion and Enzymes.pptx | ... |
| useful video               | ... |

presentations

6. This will allow you to open the document to edit. It will also save your work in the document.

7. You can add a file using **Add work**

7. Once you have finished, click the blue **Turn in** button at the top right corner.

8. To edit and make changes to an assignment, click the **Undo Turn In**.

< Back Turn in late

## Assignment on Body Systems

Due October 13, 2020 11:59 PM

Points  
No points

Rubric

Instructions  
Create a powerpoint on the different body systems, 1 slide on each system

Reference materials

|                            |     |
|----------------------------|-----|
| Digestion and Enzymes.pptx | ... |
| useful video               | ... |

My work

|                   |     |
|-------------------|-----|
| Body Systems.pptx | ... |
|-------------------|-----|

Add work

- Open in Teams
- Open in PowerPoint
- Open in PowerPoint Online
- Download

## ADDING WORK TO ASSIGNMENTS

1. Once inside the assignment look for **My work**. Then click the plus sign to **Add work**.

### Assignment on Body Systems

Due October 13, 2020 11:59 PM

#### Instructions

Create a powerpoint on the different body systems, 1 slide on each system

Points

No points

Rubric

presentations

#### Reference materials

Digestion and Enzymes.pptx

useful video

#### My work

Body Systems.pptx

Add work

2. There are three options: **OneDrive**, **New File**, or **Link**.

OneDrive

+ New File

Link

Teams

Web address (required)

https://

Text to display

Enter description

3. Once you have located the document, click **Attach**. The document will be added to the assignment.

4. Check to be sure that your document has been added and then click **Turn In**

< Back

### Assignment on Body Systems

Due October 13, 2020 11:59 PM

#### Instructions

Create a powerpoint on the different body systems, 1 slide on each system

Points

No points

Rubric

presentations

#### Reference materials

Digestion and Enzymes.pptx

useful video

#### My work

Body Systems.pptx

Add work



Turn in late

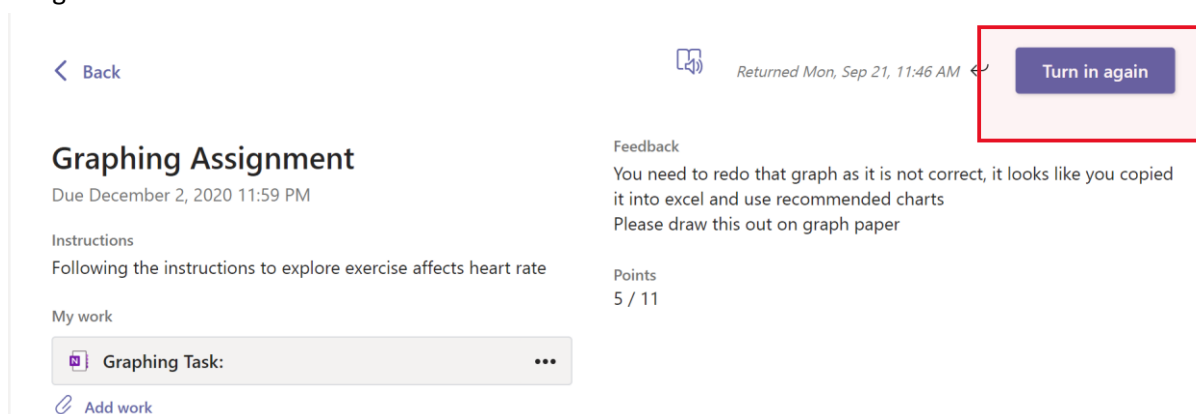
## VIEWING TEACHER FEEDBACK AND GRADES

### View Teacher Feedback and Grades

1. To view teacher feedback and grade, locate the **assignment** in the assignment tab.
2. Look for a green **check mark** to indicate the assignment has been returned.

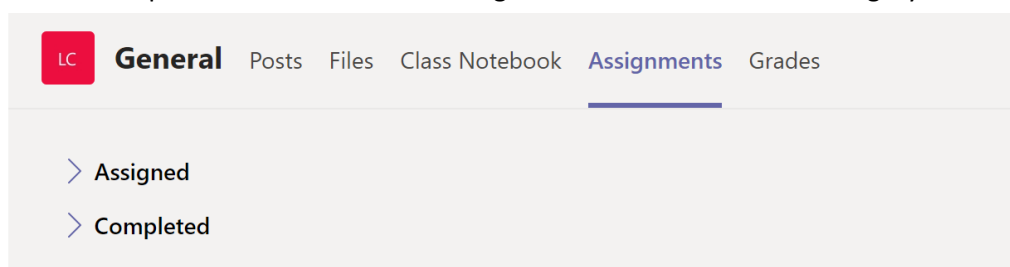


3. Click on the assignment to see the teacher **feedback and grade**.
4. If changes are needed, edit the assignment and click **turn in again** to resubmit the assignment.



## KEEPING TRACK OF ASSIGNMENTS

1. Go to the **Assignments** tab.
2. There are three sections: Upcoming, Assigned, and Completed  
**Upcoming** the assignments are in two categories:
  - i. **Assigned**- these are assignments that need to be completed
  - ii. **Completed**- these are assignments that have been turned in
3. Click the drop-down arrow to see the assignments listed under each category.





## Use of class notebook in teams

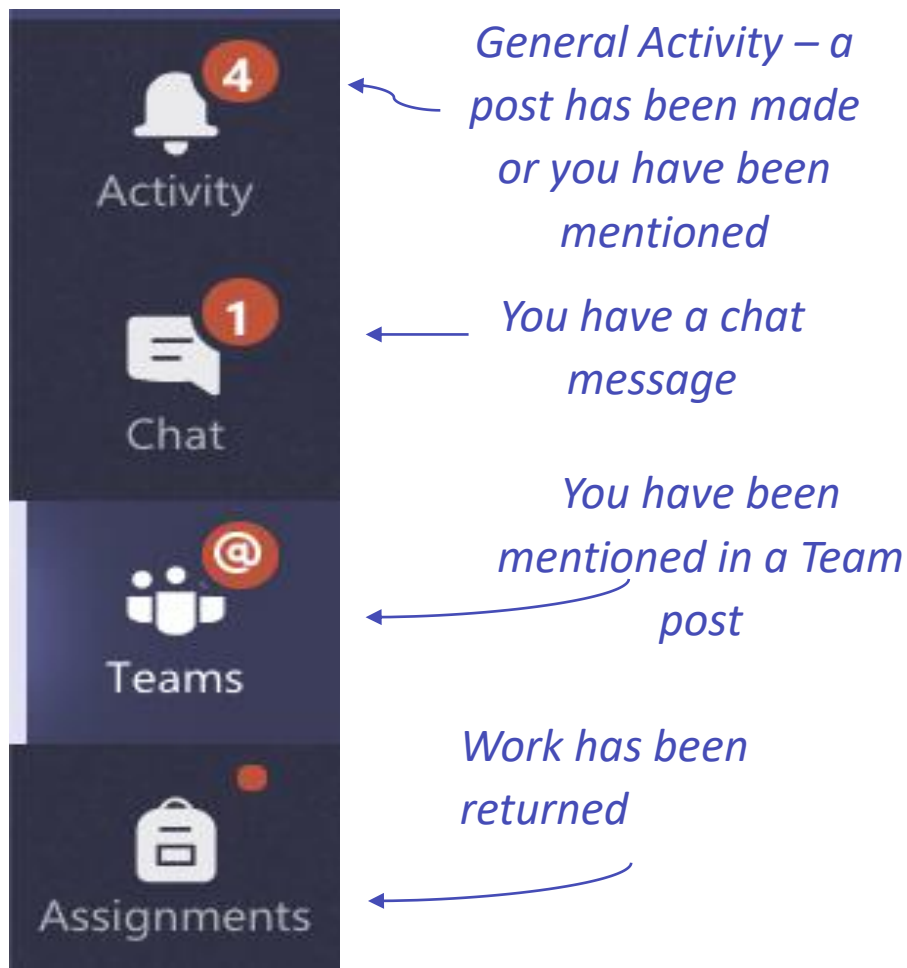
Need to take private notes or brainstorm with your classmates? The **Class Notebook** tab lives in your class teams general channel if your teacher set up the notebook and directed the class to use it, click the tab and explore.

1. Select > to expand the notebook and see all of your section a **Collaboration Space** for developing your ideas and projects with classmates, a **Content Library** where your teacher can save important resources, and a private notebook section that's just for your work.
2. Note the section at the bottom with your name- that's your private notebook only you and your teacher get to see it.

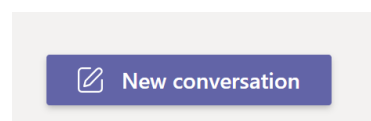
The screenshot displays the Microsoft Teams interface with the 'Class Notebook' tab selected. The notebook is titled 'JC Science 22 KB Notebook'. The left sidebar shows a navigation pane with sections: 'Welcome', '> \_Collaboration Space', '✓ \_Content Library', 'Using the Content Li...', '✓ Biological World', 'Circulation' (highlighted), and '> Marsha Davenport'. The 'Circulation' section is expanded, showing a list of pages: 'Circulatory System' (highlighted), 'Lesson 1', 'Starter', 'Blood', 'Untitled Page', 'Platelets', 'Untitled Page', 'The Circulatory System', 'The Heart', 'Graphing Task:', 'Untitled Page', 'Research', 'Untitled Page', and 'Steps for Solving Linear Eq...'. The main content area displays the 'Circulatory System' page, dated 'Monday, September 7, 2020 12:17 PM'. Below the title is a 'Learning outcome' section with a list of learning objectives (LOs) and their descriptions, including 'investigate the structures of animal and plant cells and relate them to their functions', 'describe the structure, function, and interactions of the organs of the human digestive, circulatory, and respiratory systems', 'evaluate how human health is affected by: inherited factors and environmental factors including nutrition; lifestyle choices', 'design, plan and conduct investigations; explain how reliability, accuracy, precision, fairness, safety, ethics, and the selection of suitable equipment have been considered', 'explain energy conservation and analyse processes in terms of energy changes and dissipation', 'conduct research relevant to a scientific issue, evaluate different sources of information including secondary data, understanding that a source may lack detail or show bias', and 'organise and communicate their research and investigative findings in a variety of ways fit for purpose and audience, using relevant scientific terminology and representations'.

## NOTIFICATIONS

Check the activity feed to make sure you don't miss annual assignment or @mention



## Creating Posts in Channels

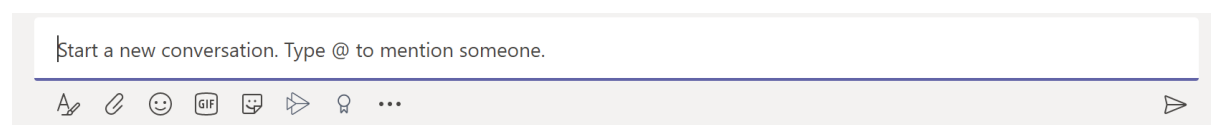


Click the compose box to create a new conversation you can type out a simple message or add on an image, GIF, sticker or file

Select format and use rich text to make your message stand out

format your message with bullets or make a numbered list

@mention your teacher or classmate so they receive a notification



## VIDEO MEETINGS IN MICROSOFT TEAMS

### JOINING A MEETING: MEET NOW OPTION

Your teacher may use the “Meet Now” option for class meetings. In this case, you will not have a scheduled meeting link to join.

Your teacher will communicate to you the date and time for your class meeting. A few minutes before the start time:

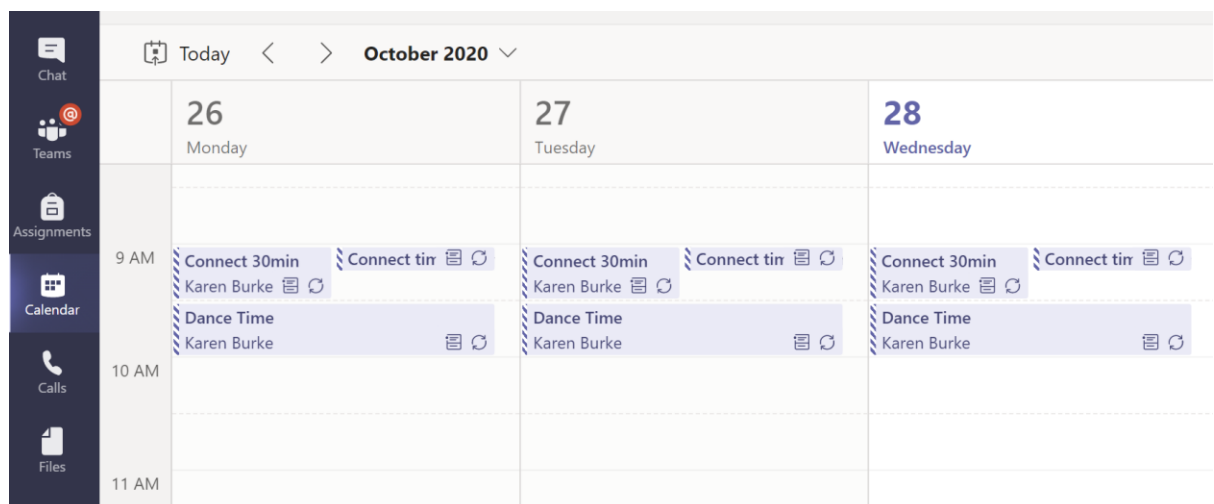
1. Open your Class Team.
2. Once the teacher has started the meeting you will see a **Join** button in the **Posts** tab of the Team.

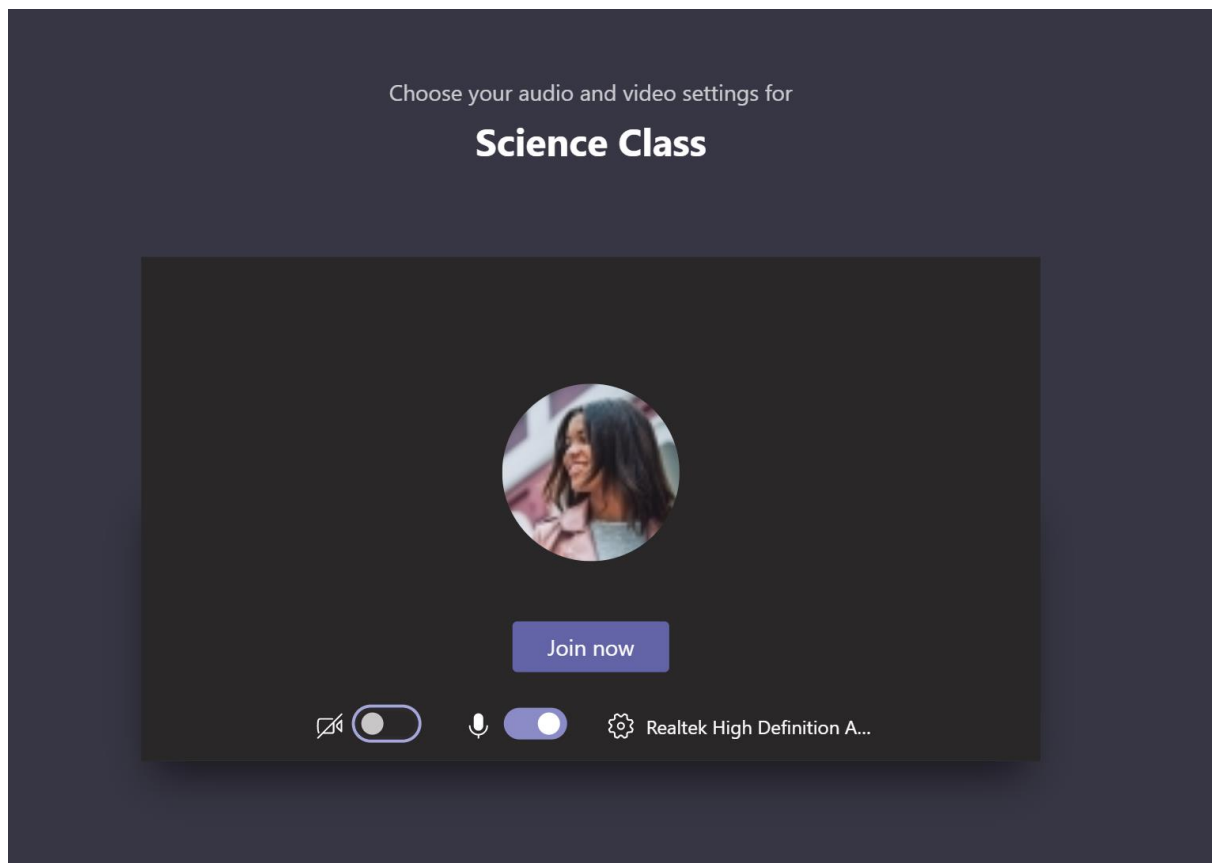


### JOINING A MEETING: SCHEDULED MEETING LINK OPTION

Use meetings and teams to virtually join your teacher and classmates in an online class study groups presentations aren't whenever you need to learn face to face

1. select calendar to see any meetings or teacher have added you too . click join when it's time to meet
2. adjust your audio and video settings then click Join Now





## HOW TO USE THE TOOLBAR DURING THE MEETING

