



# Getting Started with Microsoft Teams

Quick Start Guide for Students | May 2021



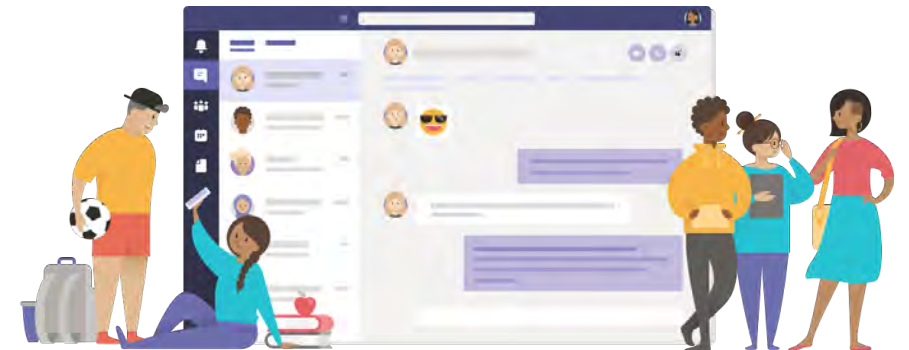
# Access your online classroom from Office 365 and Microsoft Teams.

Grab your device and your school credentials to sign in.

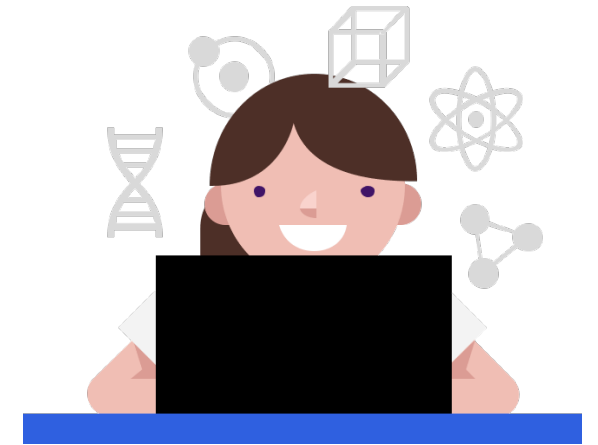
**Microsoft Teams** is our online classroom, where you can chat with your whole class, in small groups with other classmates, and one-on-one with your teacher. Through **Teams**, you can even connect with your teacher and classmates through video calls.

You will stay connected, anytime, anywhere and will have access to all your class resources and class assignments.

Let's get started by setting up your learning environment!



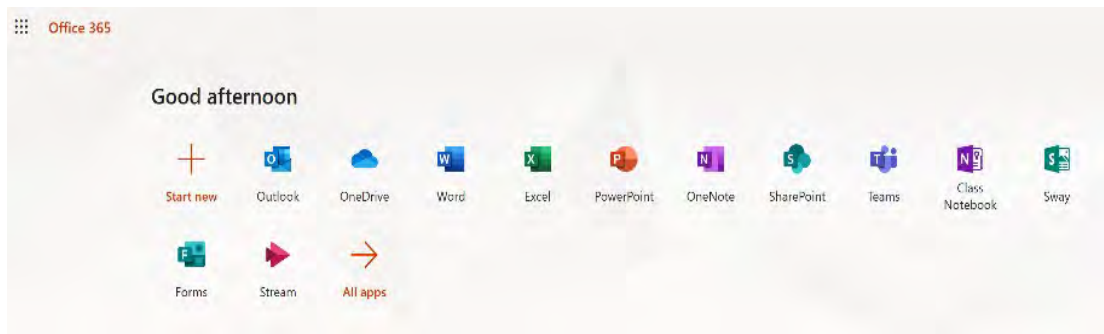
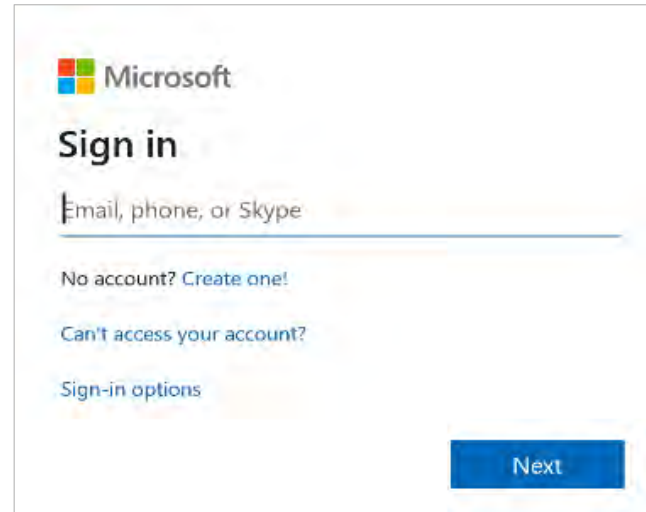
# Set up your learning environment



Get started with your online class and join a Team

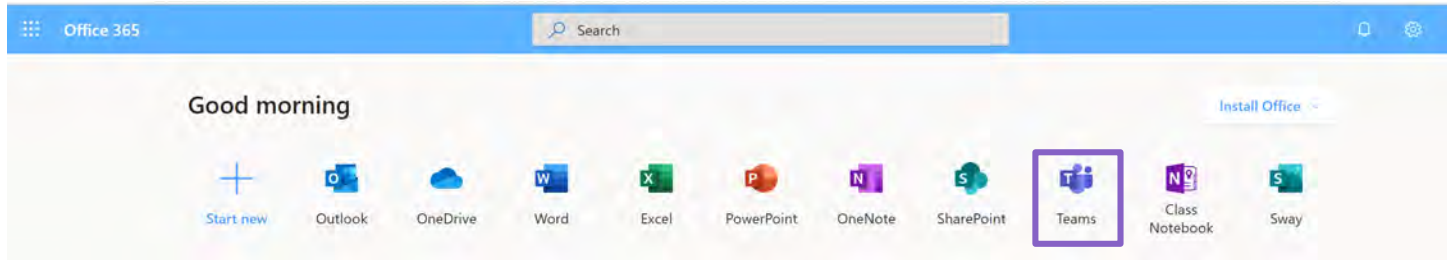
# Sign into Office 365

- 1 Go to <https://www.office.com>
- 2 Enter your login credentials.
- 3 Select **Teams** from the O365 landing page.

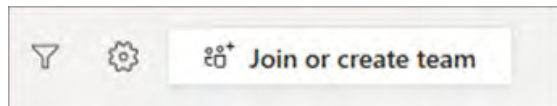


# Join a class team

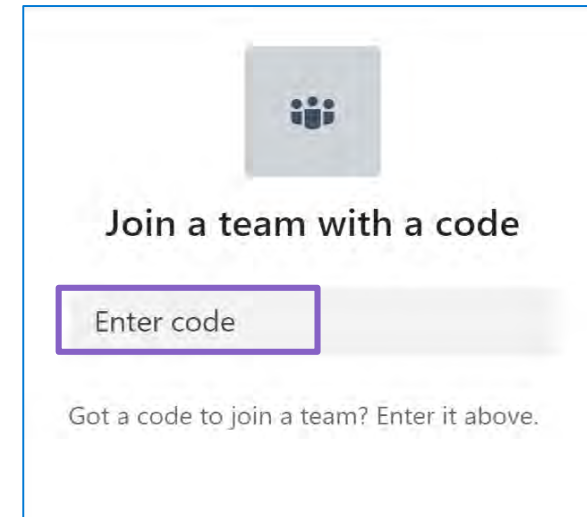
1 From O365 select **Teams** from the app bar to view your teams.



2 Select **Join or create team**.



3 **Enter code** provided by teacher.



# Access a class team once you are already a member

\*\*Your teacher may enroll you and therefore a join code will not be needed.

1

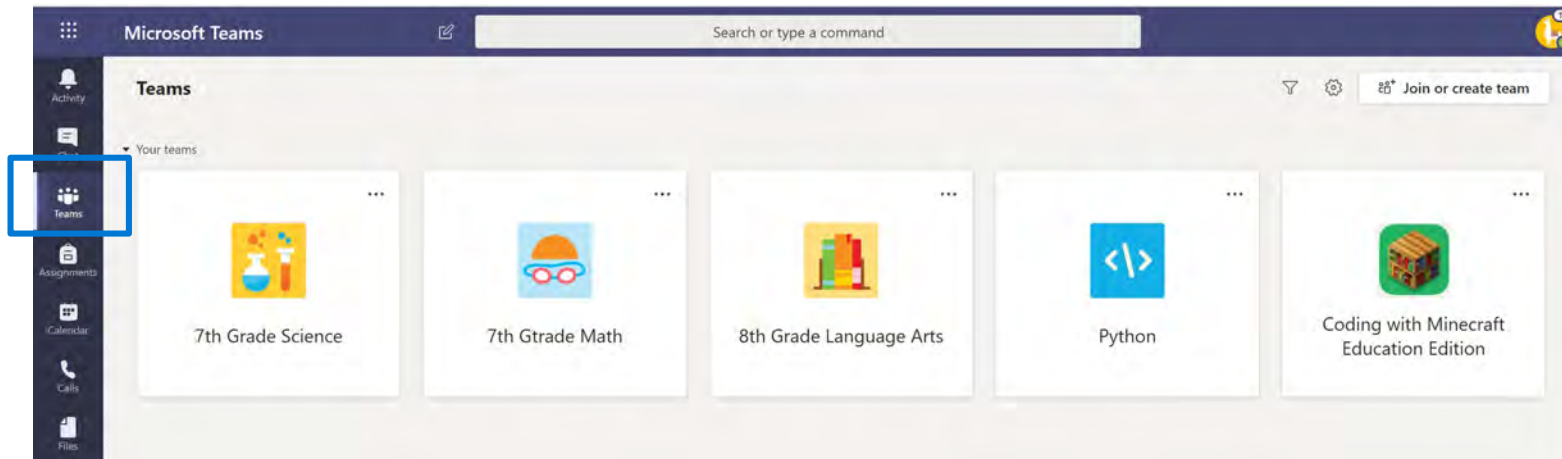
Select **Teams** from the app bar to view your teams.

2

Select your class team

3

Click on the class tile to start connecting with your teacher and classmates



# Download the Teams app

For full functionality and ease of access download the teams app.

1

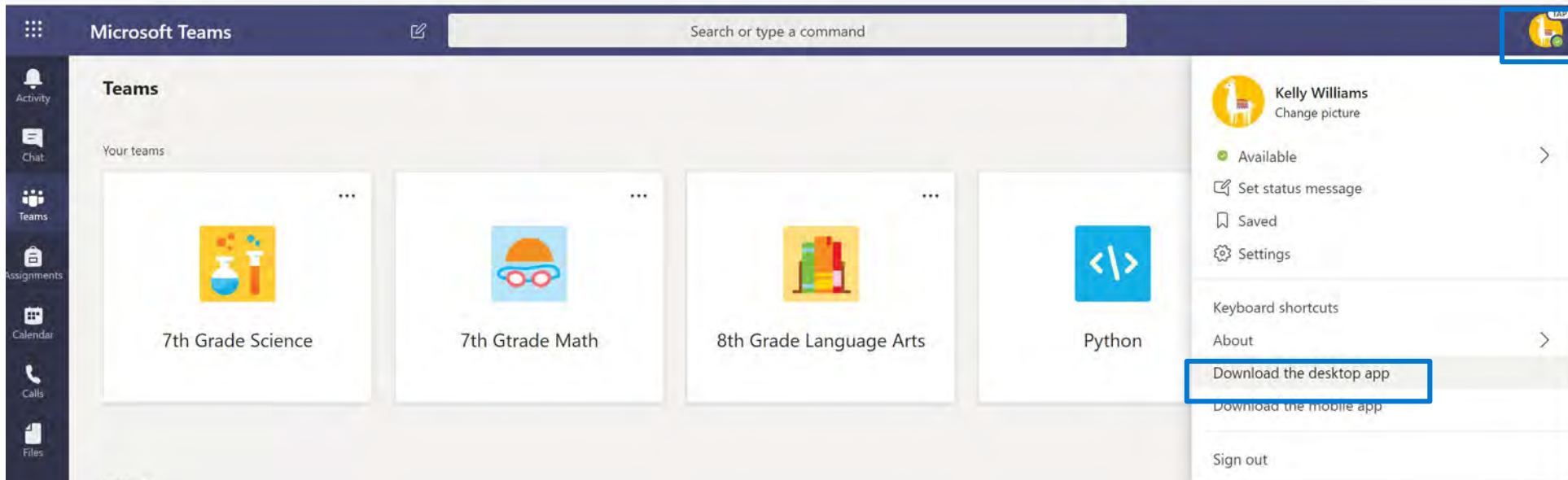
Open Teams

2

Click to open your profile

3

**Download the desktop app**





## Take your Teams with you

### **Add the Teams app to your mobile device.**

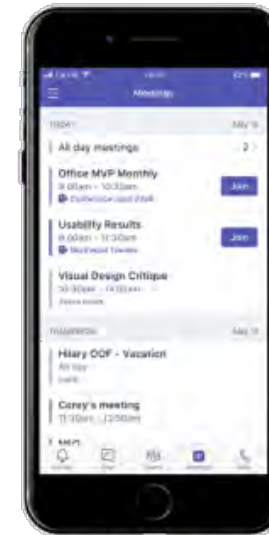
The Teams mobile app helps you connect and collaborate wherever you are. The app is available on iOS and Android. Access all your teams, channels, files, and more.

Download the Teams app from your mobile store.

## Connect with Calls & Meetings



Audio/Video Calls



Meetings Calendar



Join a Meeting



View shared screen



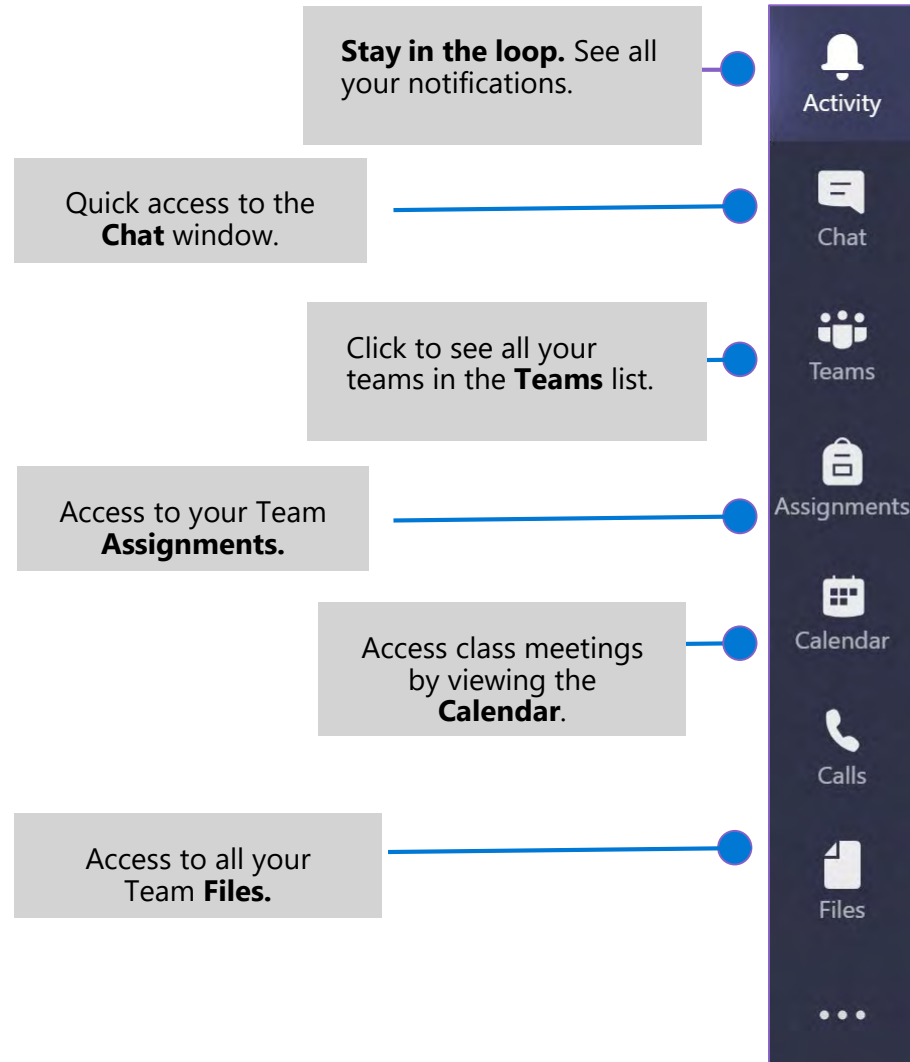


# Navigate your Class Team

Find and organize conversations and files

# Move around Teams

Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.



# Get familiar with channels

You'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track your work all in one place.

Within each of your class teams, you'll see channels. Select a channel to see the files and conversations you share with everyone in your class.

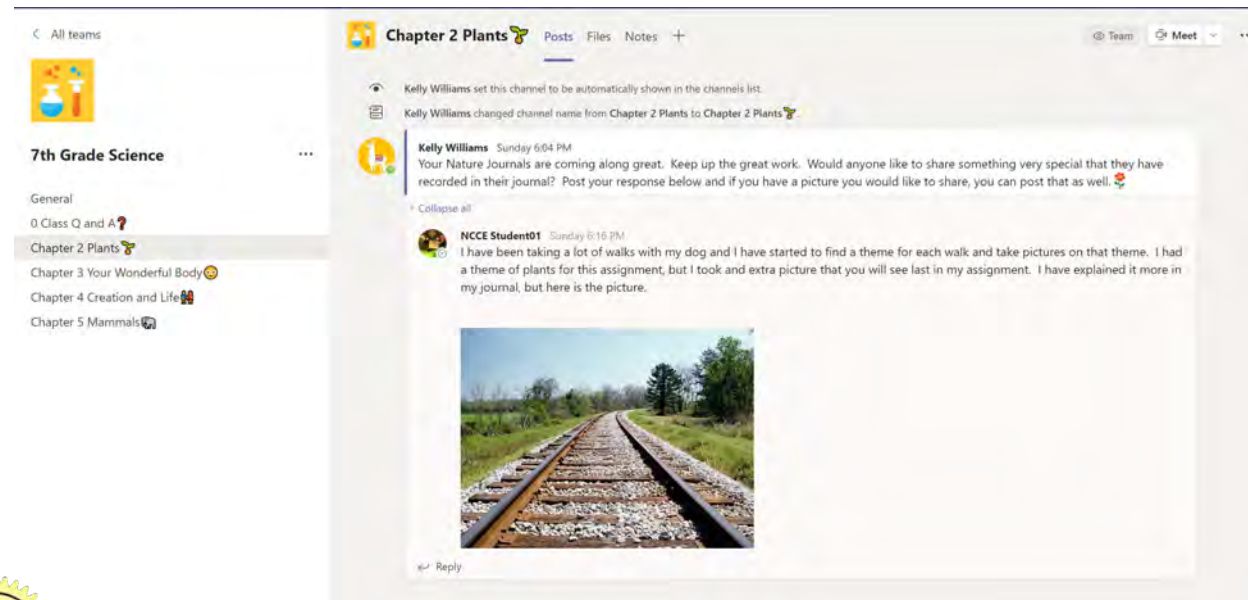
Your teacher will create the channels around a topic, like chapter, project, or just for fun.

Channels are where your teacher may hold meetings, have conversations, and work on files together.



**TIP: Pin and unpin a channel.** If you have a lot of channels, pin the most important ones to make them easy to find.

To pin a channel, choose one to pin and then select More channels > Pin.

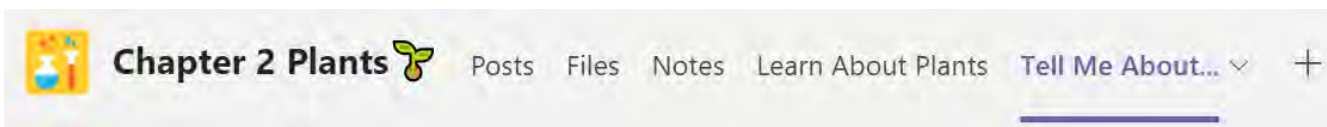


## Tabs in your Teams Channels

There are tabs at the top of each channel. The tabs give you quick access to apps and content all in one space.

Each channel has a Posts, Files and Notes tab.

Your teacher may add apps and/or resources that you will regularly use in your class. For example, if there is a common website you go to, there may be a tab added to help you access it quickly.

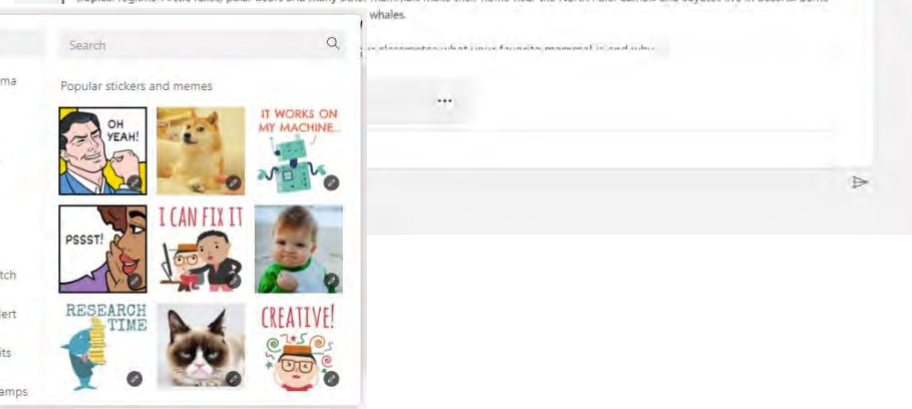
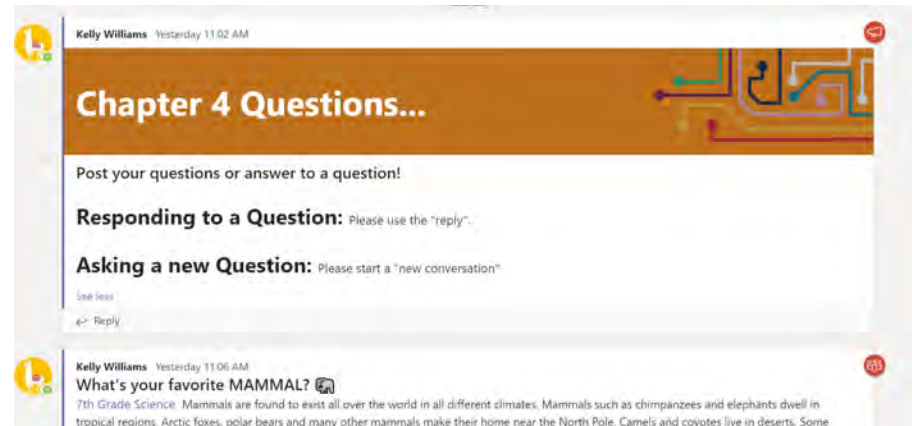
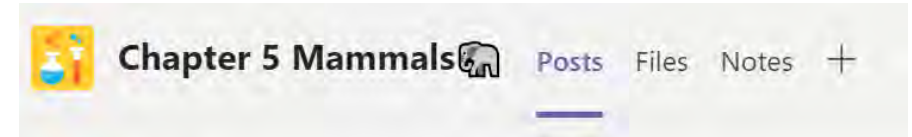


# Collaborate with classmates and your teachers in the Post tab

The **Posts** tab is where you will be doing a lot of collaborating with classmates and your teacher.

Teams **Posts** are similar to social media—you make posts, reply to other posts, and @mention people’s names to get their attention.

What’s different is that you can share school files and easily discuss projects and ideas while reaching everyone in your class.




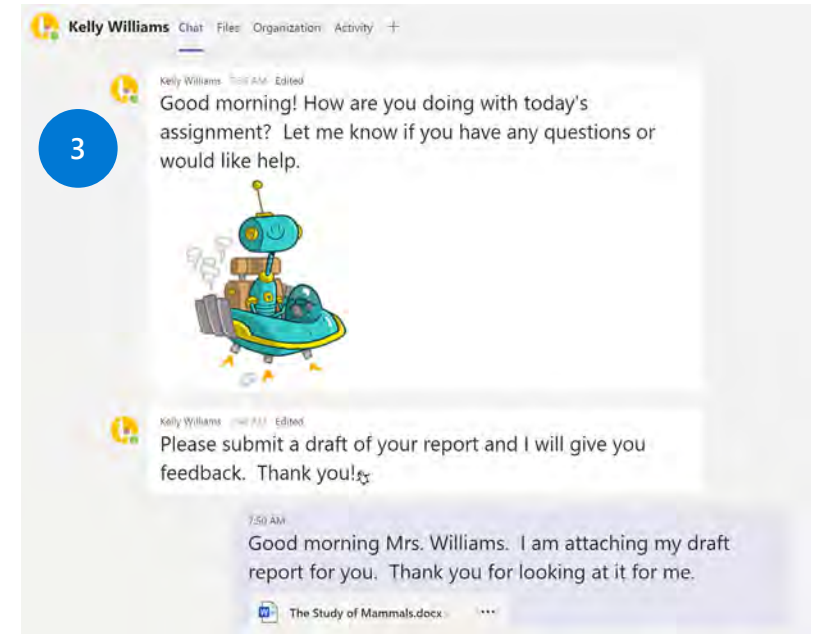
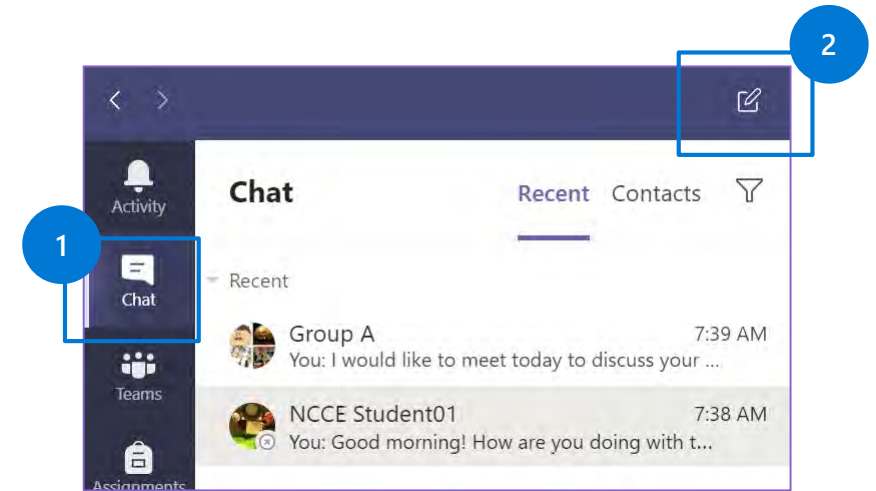
**TIP:** Add an emoji, meme, or GIF Click Sticker under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. \*your teacher needs to turn on this option.

## Stay in contact with your teacher and classmates

There may be times when you'll want to talk one-on-one with your teacher, or your teacher will want a one-on-one with you. This is easy is easy using the Chat feature in Teams.

The Chat window can be accessed by clicking **Chat** on the left rail

You start one-on-one and group chats by selecting **New chat**  at the top of your chat list. Once in a chat, you'll be able to send messages that include files, links, emojis, stickers, and GIFs—whatever you need to get your point across!





# Translation and Immersive Reader Tools within your Channel Post

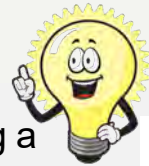
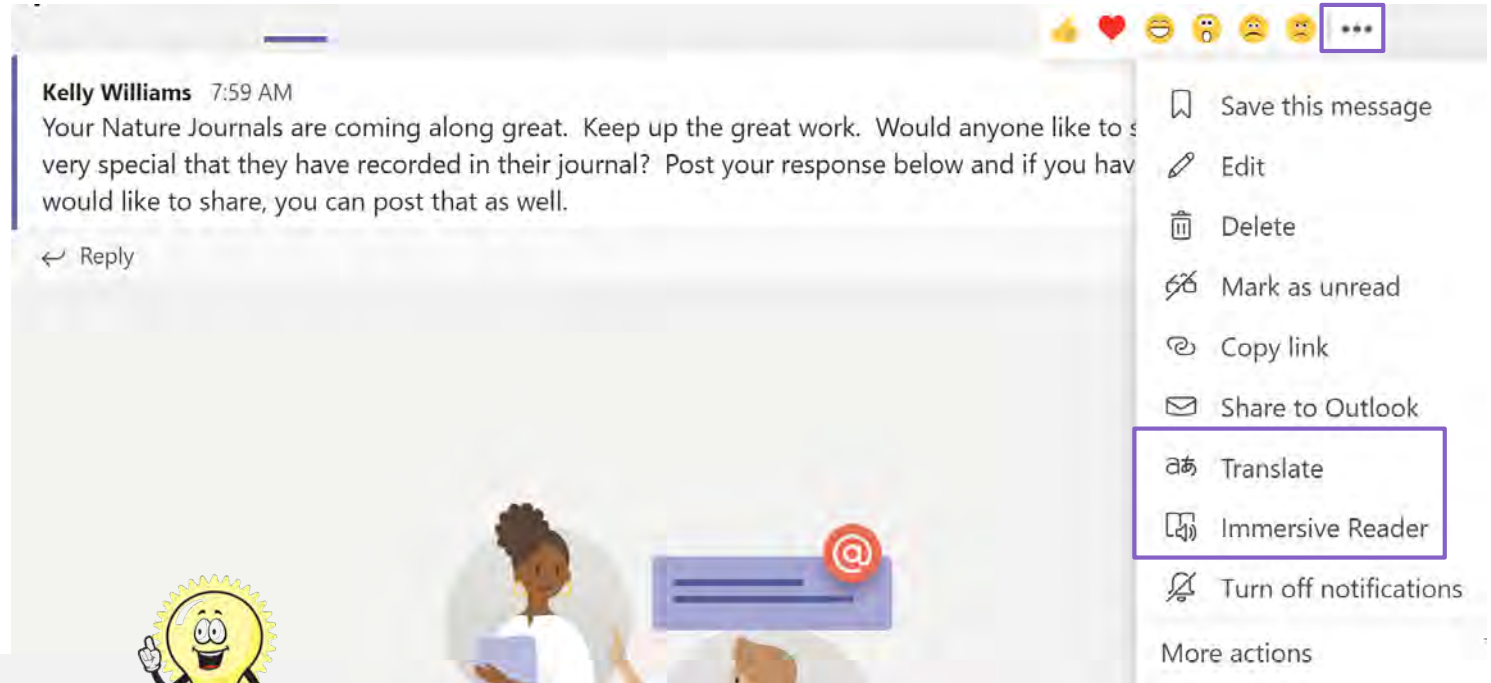
Hover your cursor over or touch a post, and select the ellipses ...

- 1 If you receive a message in another language, just go to the top of the message and select Translate to get an instant translation of the message into the language you've set for Teams.

[Translate Tool](#) (click to learn more)

- 2 Select Immersive Reader to open the post in a window that can read the post aloud to you and even translate it.

[Immersive Reader](#) (click to learn more)



TIP: Let your teacher know you have read the post by sharing a "reaction".



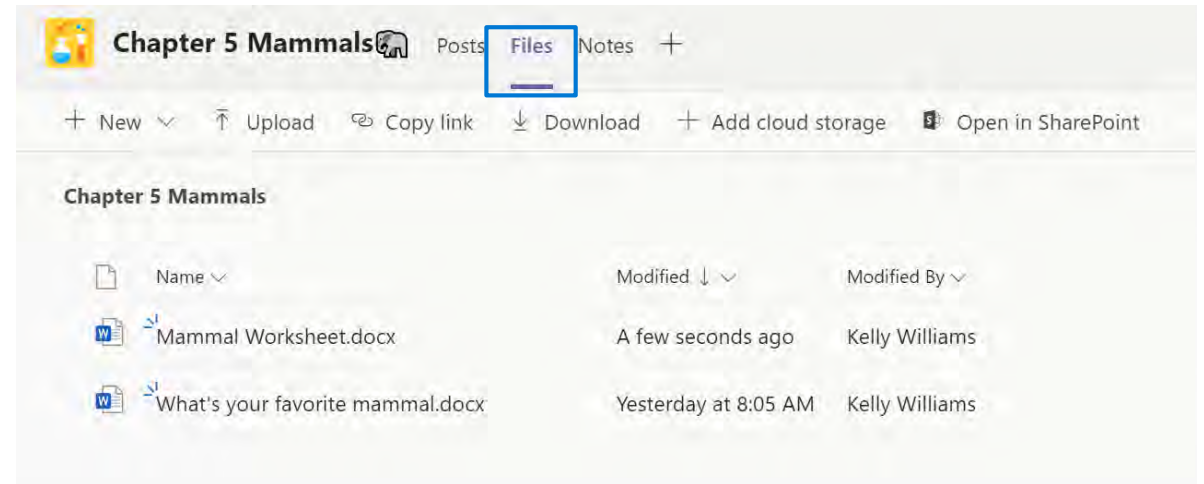




## Working together with classmates

Your teacher might ask you and your classmates to work together on assignments. Teams makes it easy to share files and work on them together. If working in Word, Excel, or PowerPoint files, you can view, edit, and collaborate on them right within Teams.

Each channel has its own file folder where you can share files for that specific channel. To access that folder go to the channel and select the **Files** tab above the conversation window.



**TIP:** Each Channel has its own File area. Be sure you are in the right Channel when looking for your files.

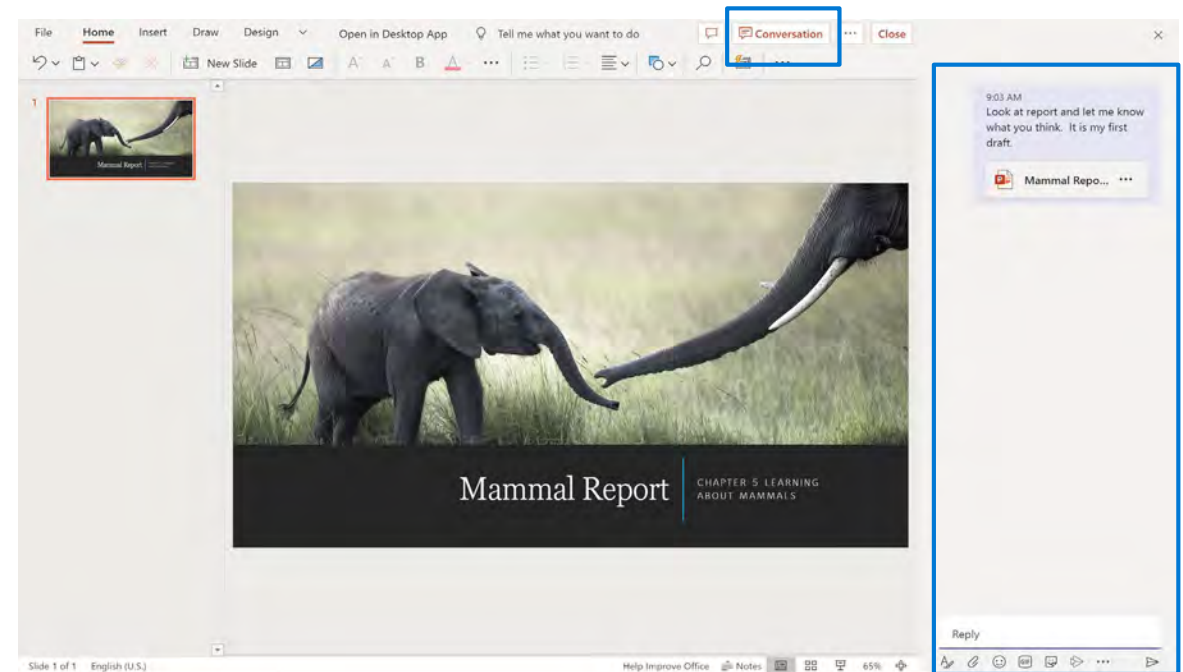
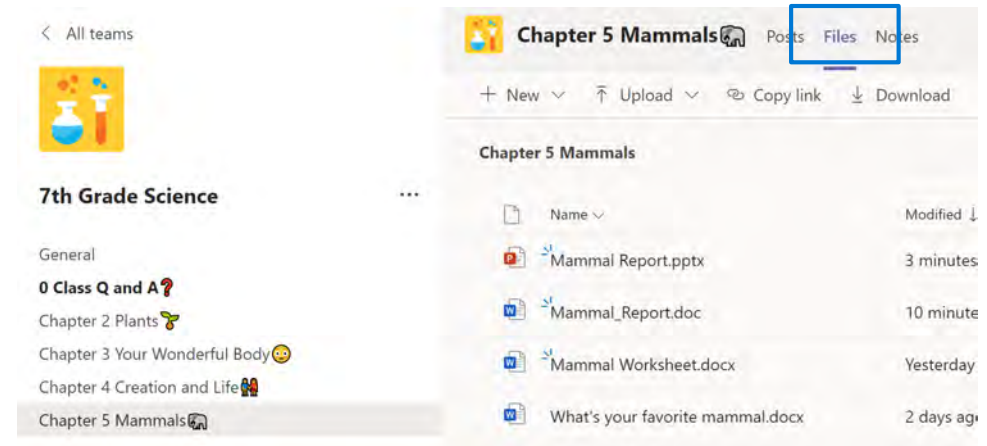
## Real-time editing

Every time a file is shared in a post, it automatically gets added to the Files tab of that channel.

So, even if a channel piles up with different conversations, you'll know where to go to see that file again. Everyone in your class can see, open, and edit these files, so it's a great way to work together.

To chat and work in real-time, just open a document, select the **Start conversation** and @mention the other students you're working with.

Your conversation will move over while your document stays open. Just like that, you can discuss and work on the document simultaneously.

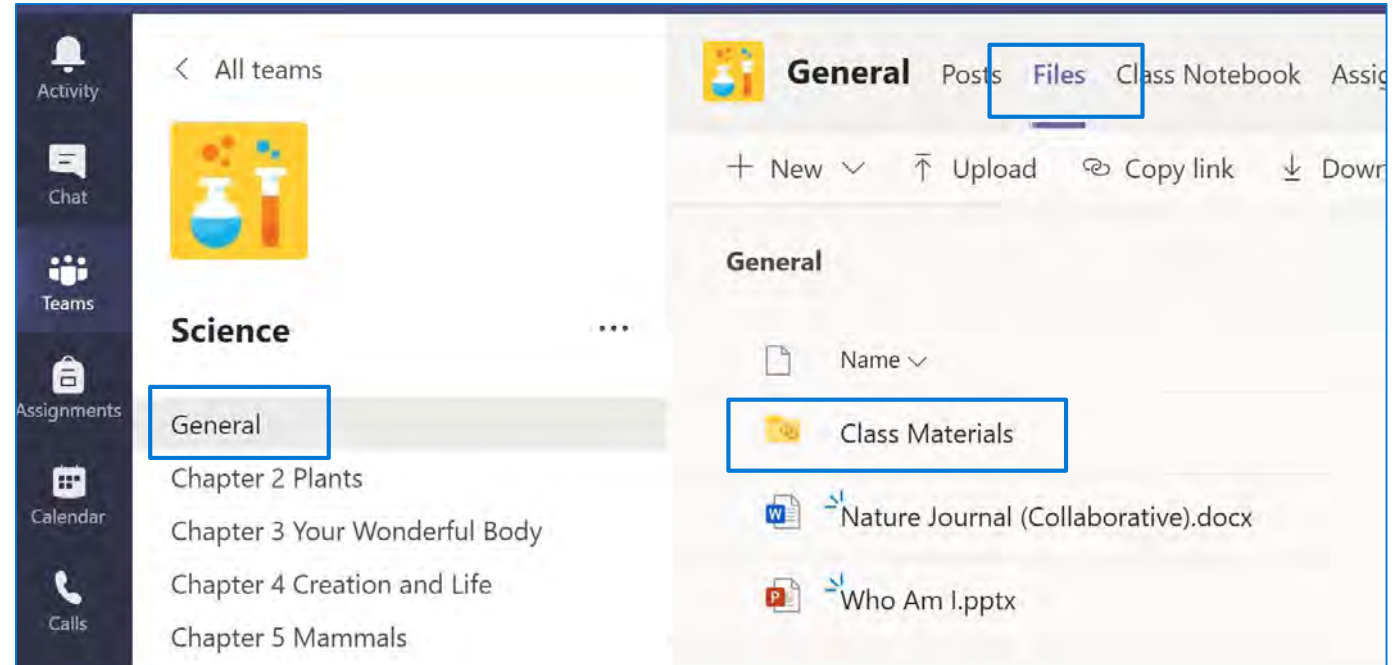


## Class Materials Folder

You may have a special folder in your General channel called **Class Materials**.

If your teacher has documents that are just for reference like class expectations or a syllabus you may find them here. Any file that is in **Class Materials** can not be edited by students. It is for your reference only.

Files found outside the **Class Materials** folder are collaborative.





# Join a class meeting



# Join a Teams Meeting

Meetings in Teams include audio, video, and screen sharing. This is one of the keyways to communicate with your teacher and classmates.

There are different ways your teacher may schedule a Team meeting.



- 1 Your teacher sends you a link
- 2 Your teacher adds it to the team calendar
- 3 You "Meet Now" with your teacher in a Channel
- 4 Your teacher provides a dial in number

# Join Teams Meetings

Your teacher sends you a link

All you need to join a Teams meeting is a link. One way your teacher might give you the link is by sending it to your school email.

Open your email and click on the link to join the team meeting.

## Class Meet Up

Recipients

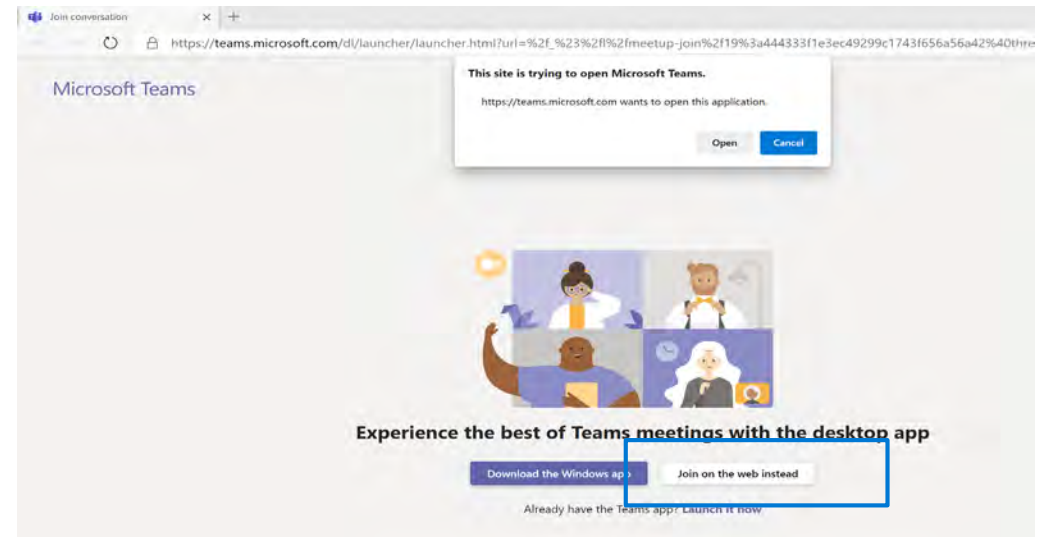
Class Meet Up

Join me for our class meeting. [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjJjY2MzYzctMmY4Ny00MDQzLWwNTciZDc5YTc3OGMSYmlw%40thread.v2/0?context=%7b%22Tid%22%3a%2218492cb7-ef45-4561-8571-0c42e5f7ac07%22%2c%220id%22%3a%227c0fac9f-0bde-4ec5-979d-b3e795a97d82%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjJjY2MzYzctMmY4Ny00MDQzLWwNTciZDc5YTc3OGMSYmlw%40thread.v2/0?context=%7b%22Tid%22%3a%2218492cb7-ef45-4561-8571-0c42e5f7ac07%22%2c%220id%22%3a%227c0fac9f-0bde-4ec5-979d-b3e795a97d82%22%7d)



**TIP:** You can join a meeting on the web instead of a Team if you choose.

When you click the link provided by your teacher you will be asked to choose **Join on the Web instead.**

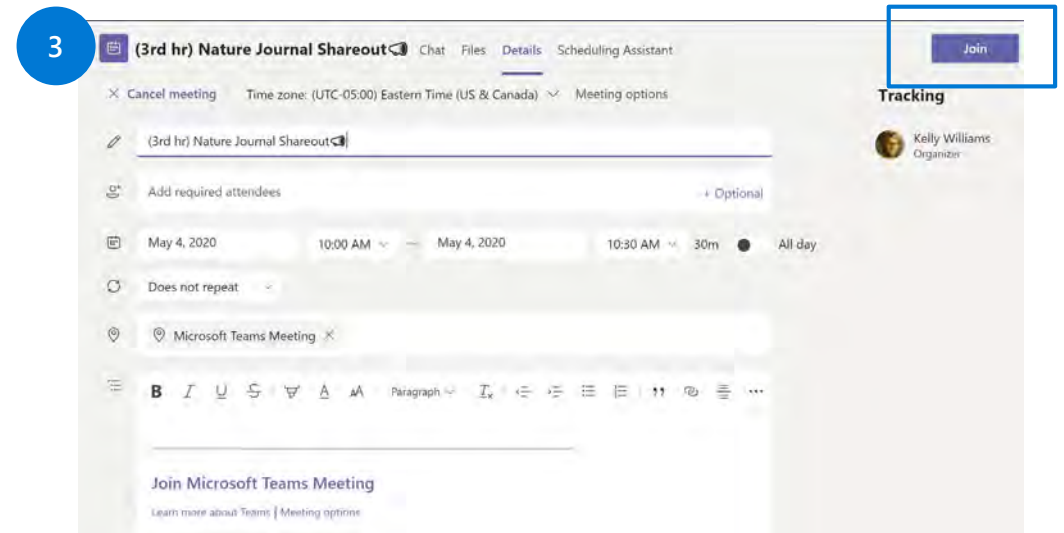
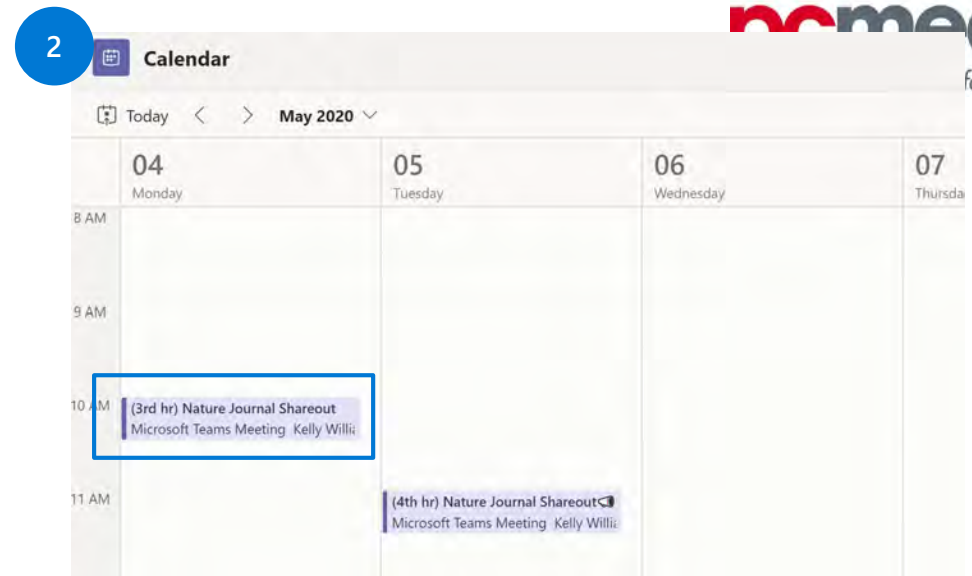
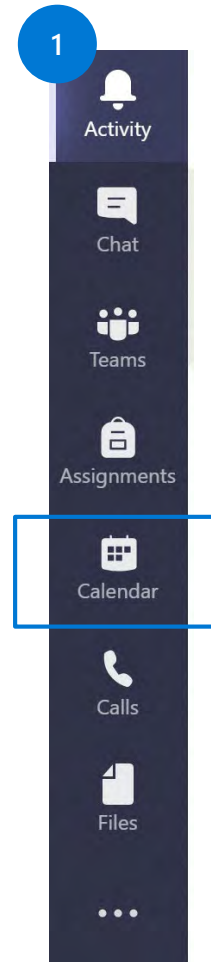




# Join Teams Meetings

Your teacher adds it to the Team calendar

- Click **Calendar** on the left rail to open your calendar.
- Next, click on the scheduled meeting to open it.
- To Join the meeting click **Join**.





# Join Teams Meetings

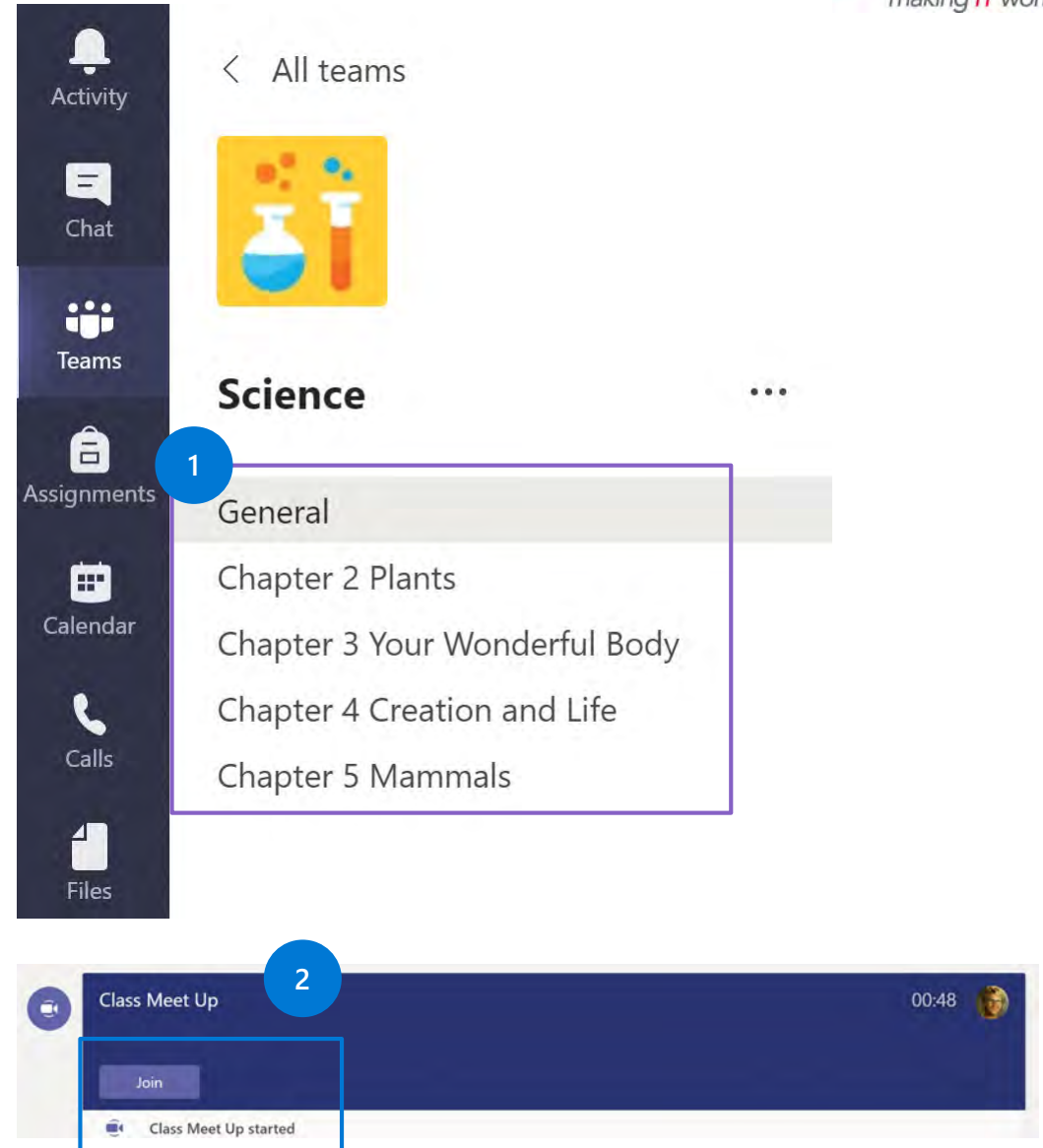
Meeting in a Channel is a quick way to meet with your teacher and ask questions.

“Meet Now” with your teacher in a Channel

Your teacher should let you know what channel of your Team to meet in.

In the Post area of the team you will see the option to Join when your teacher starts the meeting.

Click Join to join your teacher in the meeting.

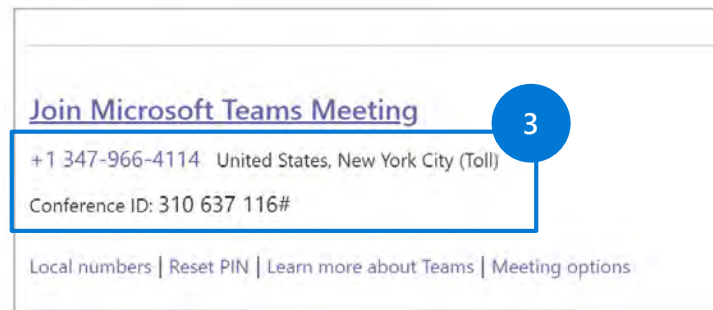
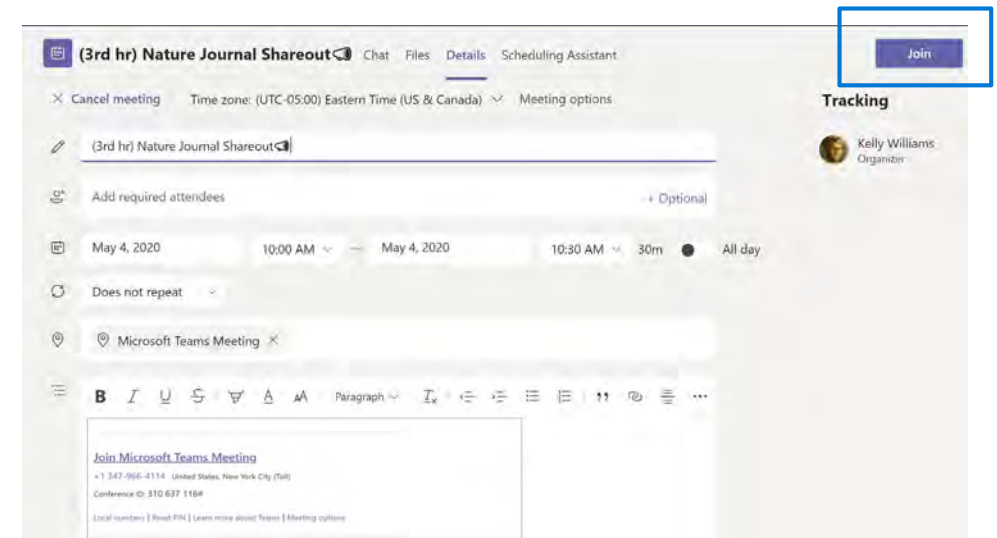
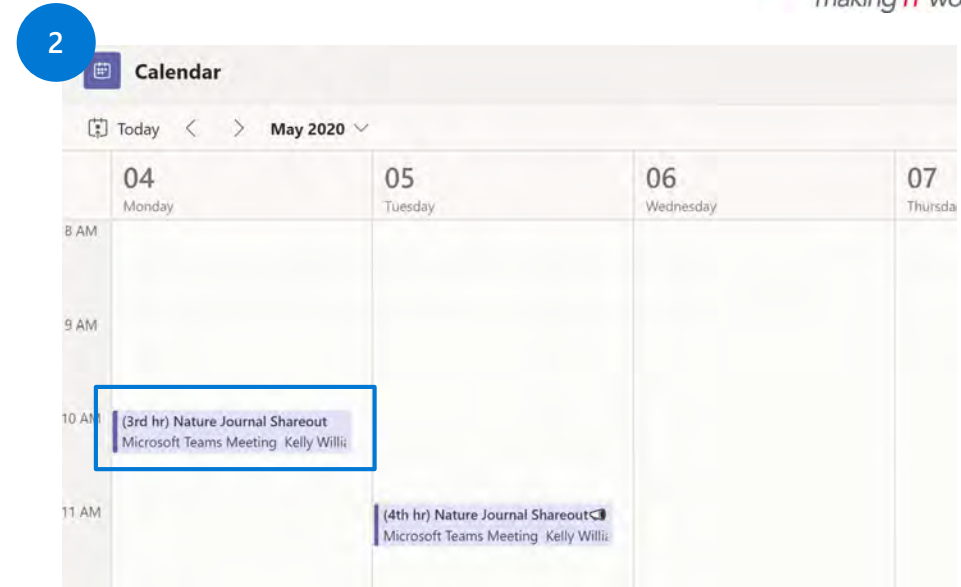
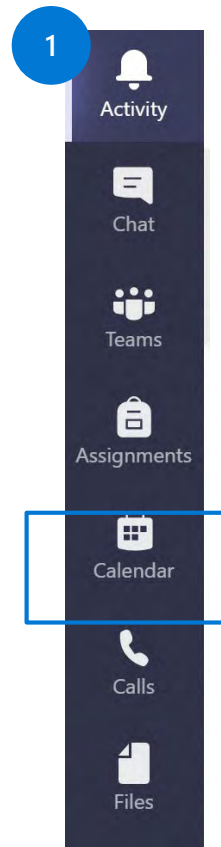


# Join Teams Meetings

Your teacher provides a dial-in number

If you're unable to use the Teams app or Teams on the web, you can join the meeting by dialing in with your phone.

Dial the number provided by your teacher and use the **Conference ID** provided to access the meeting. If available.




# What to do before the class meeting



## Etiquette and tips for the best online class

Your instructor will likely send a set of guidelines and class rules to you before your first online class.

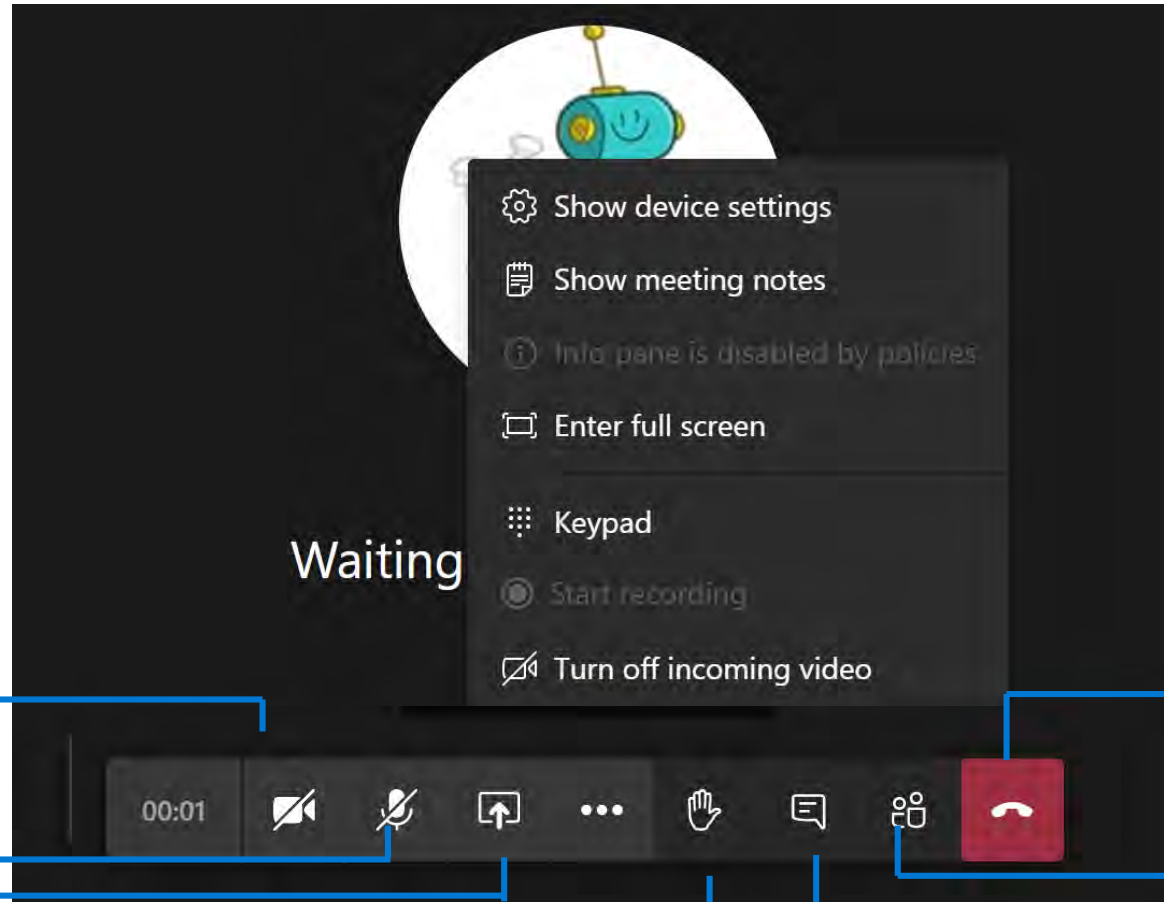
Here are a few common rules that will help your online class proceed smoothly.

- **MUTE.** When you join the meeting, turn your video camera and microphone off unless your instructor has instructed you otherwise.
- **BLUR.** If your instructor does want you to turn your video camera on, blur your background. This creates the best learning experience for all of your peers. \*only available in the Teams App
- **INTERACT.** Use the meeting chat to ask questions. Use the  on the control bar when you have a question then wait for the instructor to call on you.

# What is the function for each icon on the meeting menu bar?

## You can...

- Control your mic and video
- Blur the background \*only available in the Teams App
- Participate in Chat



Turn your video feed on and off.

Mute and unmute yourself.

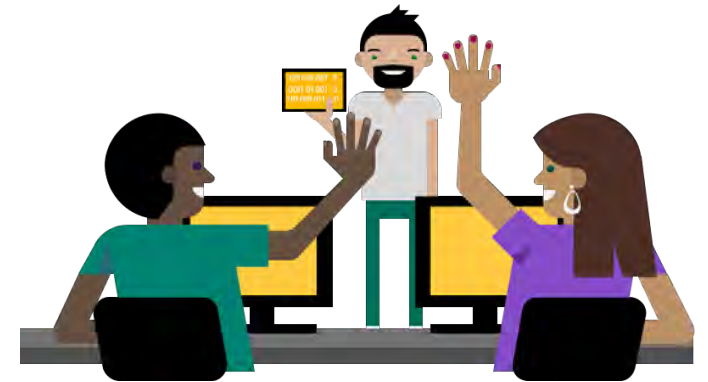
Share your screen and sounds from your computer.

Notify your teacher you have a question or something to say using hand raise.

Send chat messages, share links, add a file, and more. Resources you share will be available after the meetings.

Leave the meeting. The meeting will continue even after you leave.

See participants in the meeting.



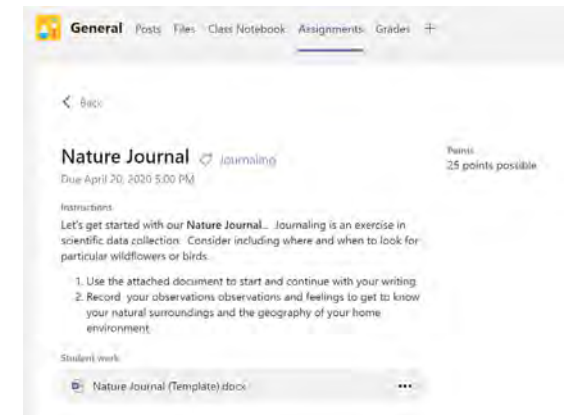
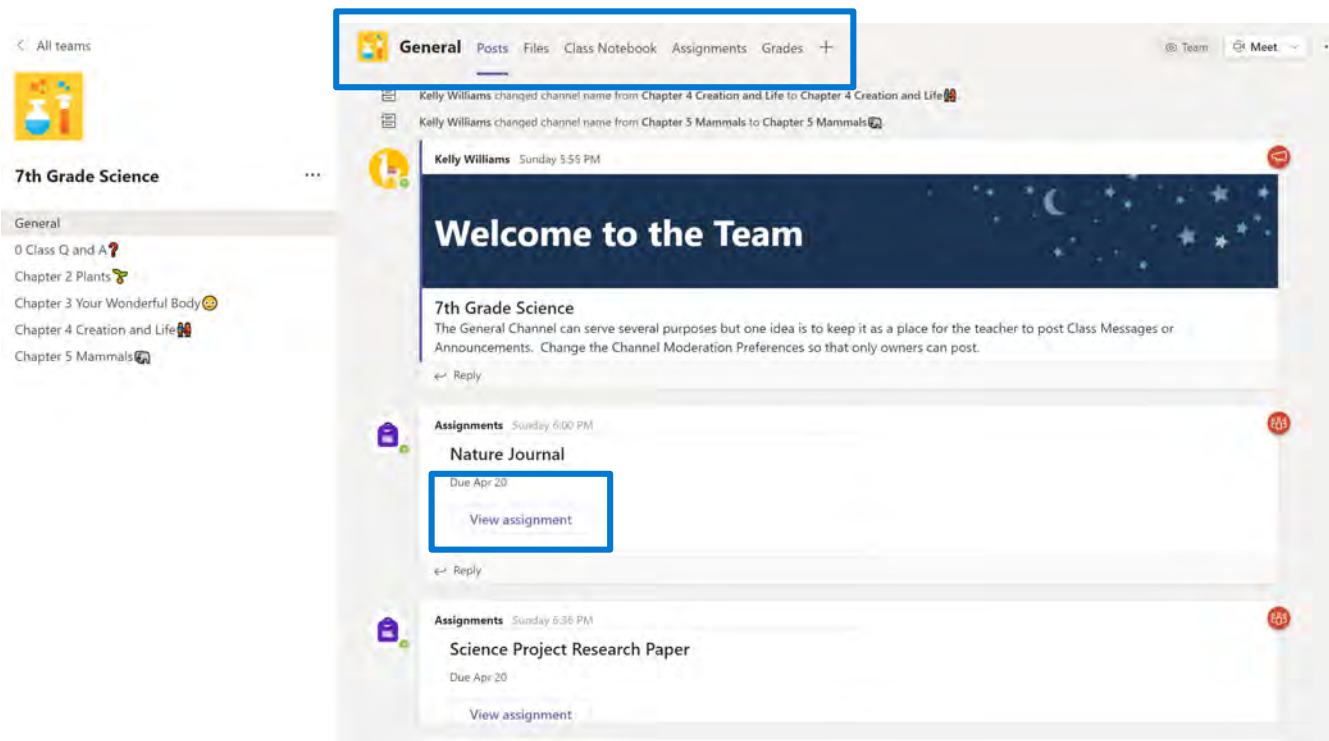
# Complete Assigned Work

# View assignments

1 The general channel houses features such as **Class Notebook**, **Assignments** and **Grades**.

2 When a new assignment is posted it will show up in the channel post. That will allow you quick access.

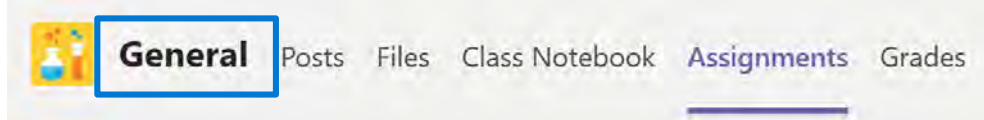
3 Click **View assignment** to open.



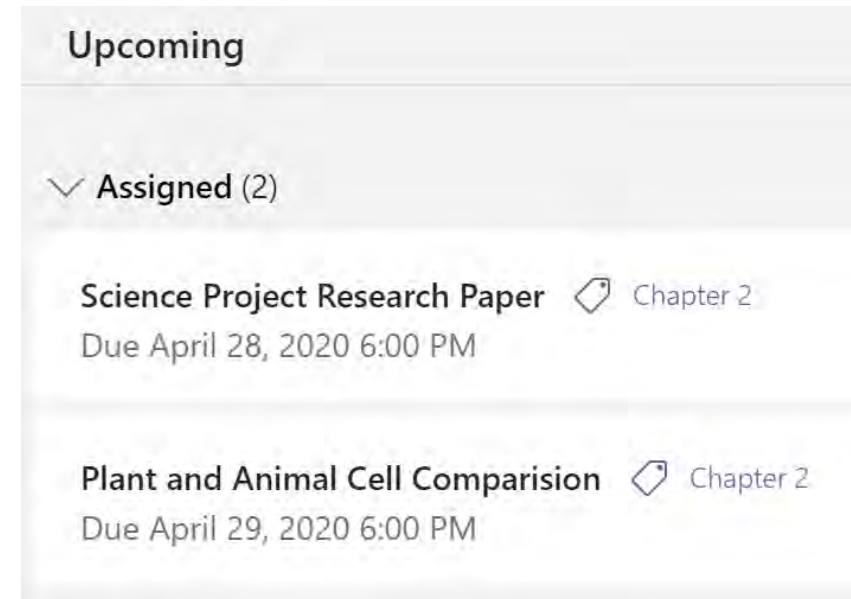


# Complete assignments

- 1 Navigate to the **General** channel in your Team classroom and select Assignments.



- 2 Select any assignment card to open it and view the assignment's details.

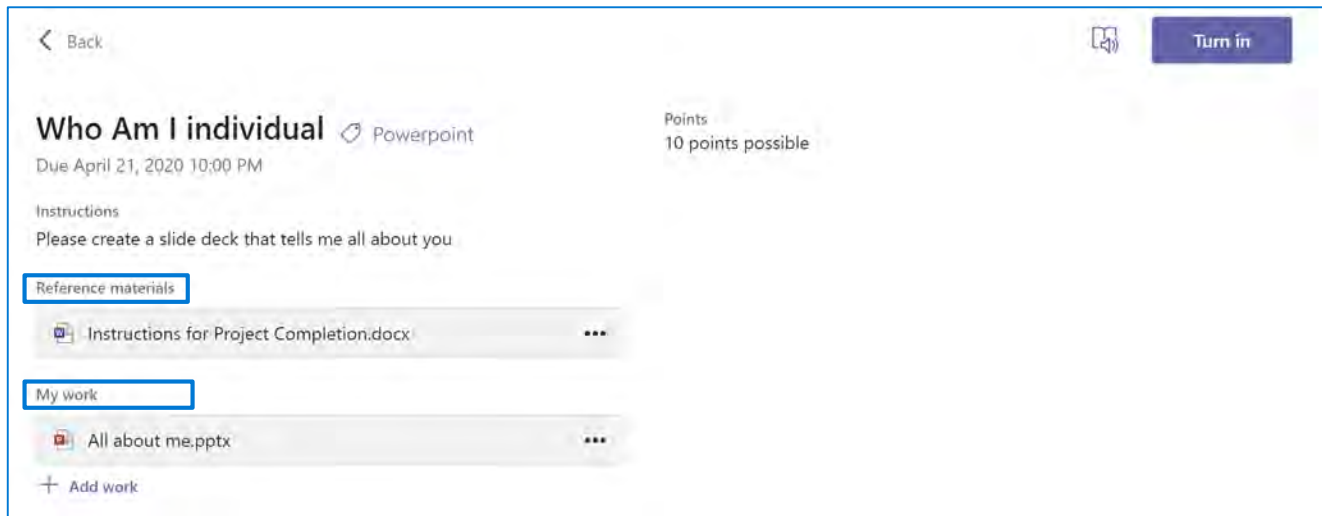


**TIP:** *Your assignments will show in order of when they are due.*



## Locate reference materials and My work


If your teacher provides **Reference materials** or specified a document for you to turn in, you will see these when you open the assignment.



# Review a rubric attached to an assignment

Your instructor may provide a **Rubric** to help you better understand the expectations of an assignment and how to earn a specific grade.


Select the **rubric** to review the rubric attached to the assignment to open the read only rubric.

**Persuasive Essay**  Essay  
Due tomorrow at 10:00 PM

**Instructions**  
It's your turn! We have been working on how to write a Persuasive Essay. **Assignment:** Write your first essay draft. Be sure and review the rubric carefully before writing and again before submitting. When you have a completed draft, please upload here.

**Student work**  
None

Points  
100 points possible

Rubric  
 Persuasive Essay Rubric

**TIP:** *Not all assignments will have a rubric. \*Rubrics are optional.*




**Persuasive Essay Rubric** 100 points possible

Description  
Review this rubric carefully before submitting your essay for my review.

Grading criteria

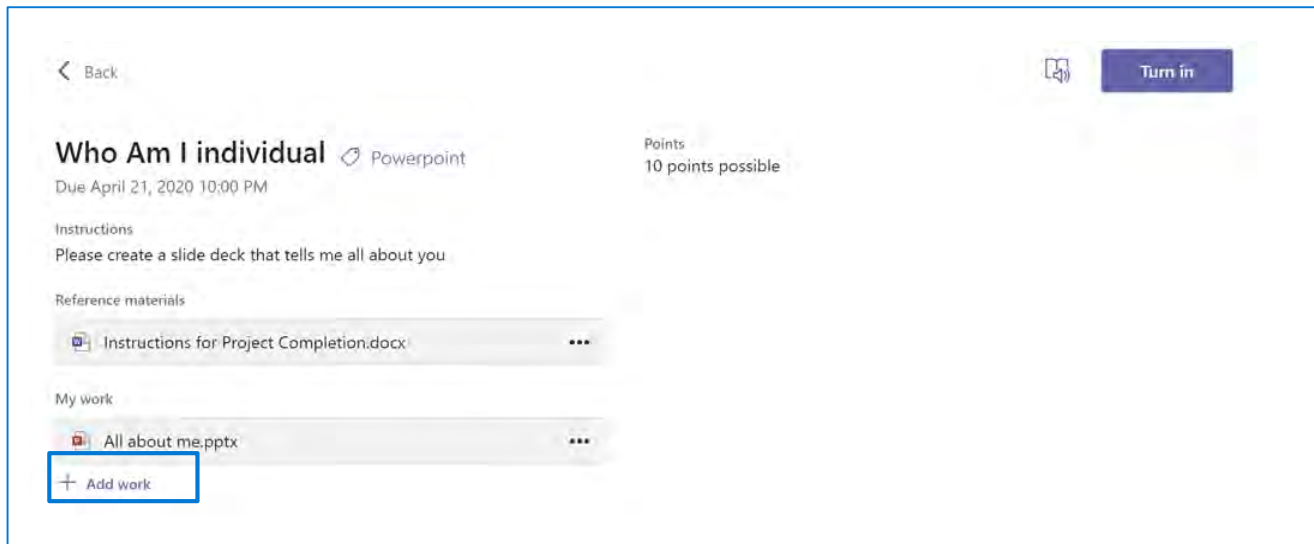
Organization <span style="float: right;">Weight 14.28%</span>			
Excellent 4 points The introduction is inviting, states the goal or thesis, and provides an overview of the issue. Information is presented in a logical order and maintains the interest of the audience. The conclusion strongly states a personal opinion.	Good 3 points The introduction includes the goal or thesis and provides an overview of the issue. Information is presented in a logical order but does not always maintain the interest of the audience. A conclusion states a personal opinion.	Fair 2 points The introduction includes the main goal or thesis. Most information is presented in a logical order. A conclusion is included, but it does not clearly state a personal opinion.	Poor (1) 1 point There is no clear introduction, structure, or conclusion.

Goal or Thesis <span style="float: right;">Weight 14.28%</span>			
Excellent 4 points There is one goal or thesis that strongly and clearly states a personal opinion and identifies	Good 3 points There is one goal or thesis that states a personal opinion and identifies the issue.	Fair 2 points A personal opinion is not clearly stated. There is little reference to the issue.	Poor (1) 1 point The personal opinion is not easily understood. There is little or no reference to the issue.

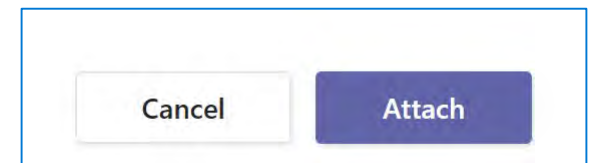
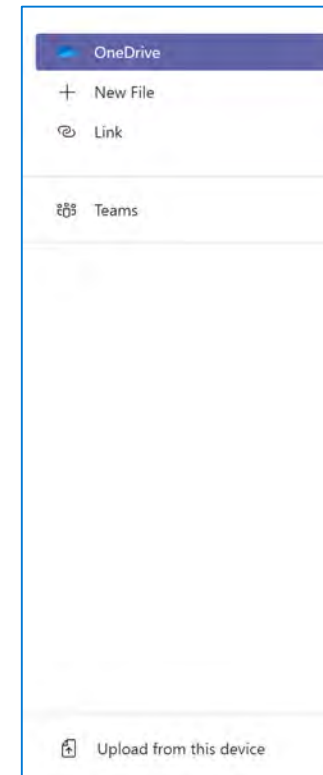
 Download as .csv Edit Close

# Attach work to your assignment

1 If you need to provide a document(s) as a part of the assignment, select **+ Add work**.



2 Choose the location of your file and **Attach** it.

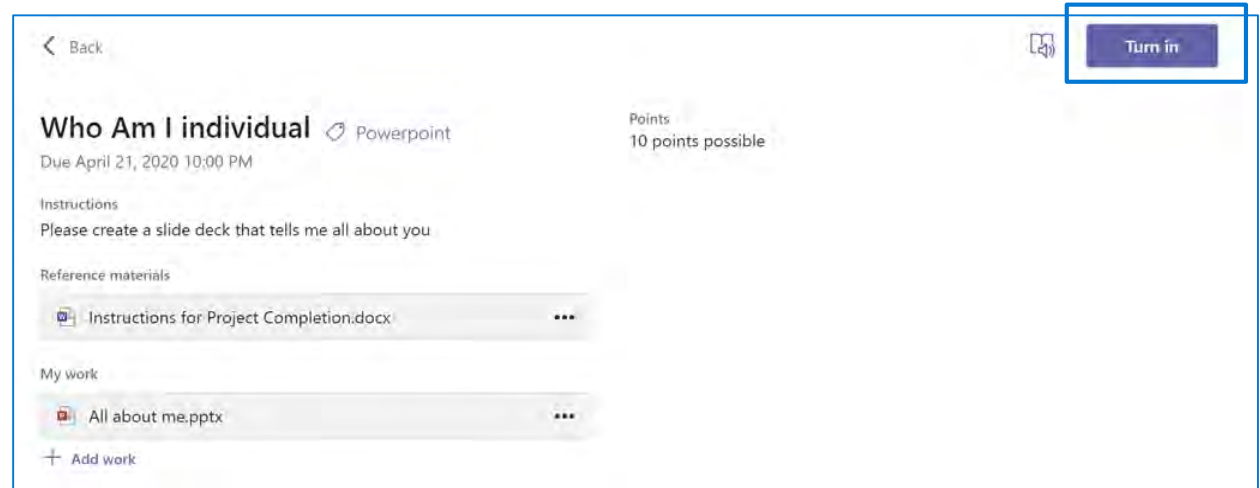


## Turn in an assignment

When your assignment is complete, click **Turn in**. This will send your completed assignment to your teacher.

The **Turn in** button will change depending on the status:

- **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
- **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.



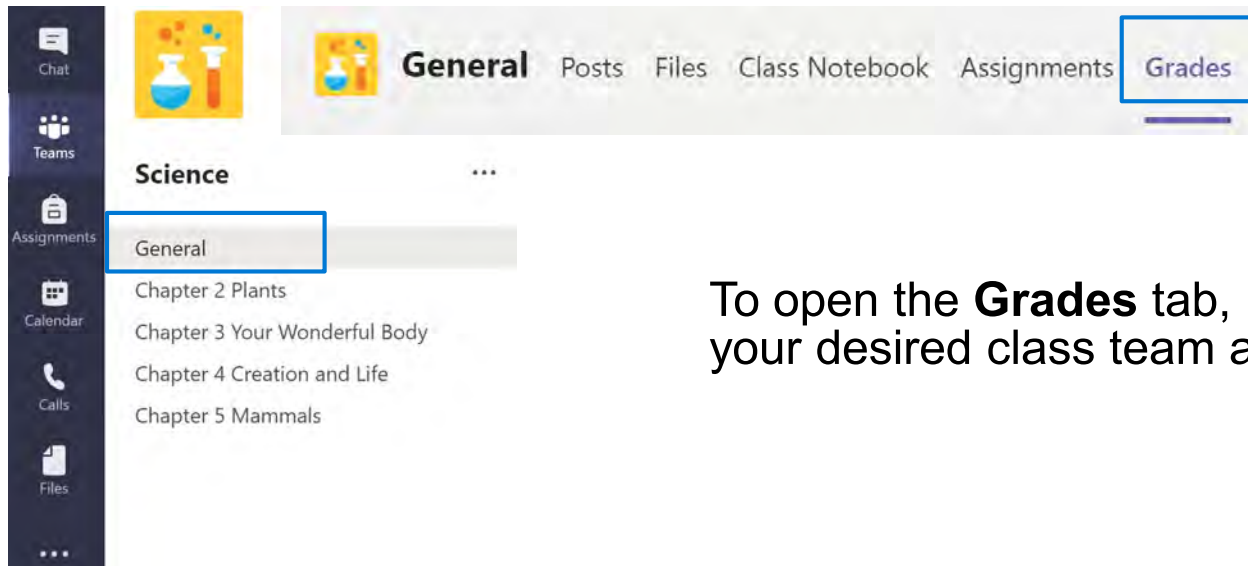


# Review Graded Work

How to track progress and review graded assignments

## View the Grades tab

Each of your class teams has a **Grades** tab where you can view assignments at-a-glance, as well as track how you are progressing.




To open the **Grades** tab, navigate to the **General** channel of your desired class team and select **Grades**.



## Track your progress in the Grades tab

- You'll see all your assignments listed with the nearest due date at the top.
- View your status on each assignment as well as points you've received on graded work.
- Assignments without points will show as Returned after your teacher has reviewed them.
- Assignments can be sorted using the arrows next to the Due date and Assignments headings.



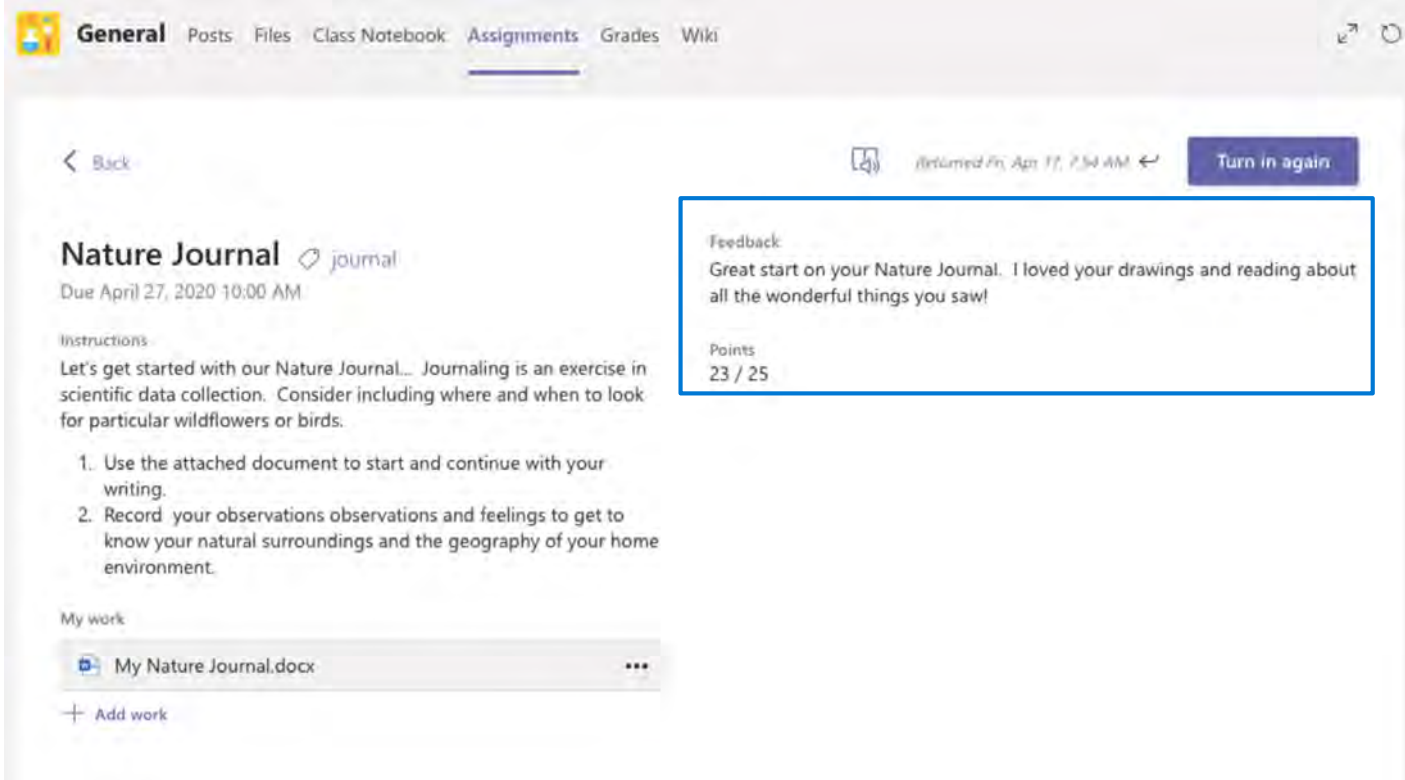
Student01, NCCE

Due date ▲	Assignment ▼	Status	Points
May 5	Science Project Research Paper	⊘ Not turned in	/50
May 5	Science Project Research Paper	⊘ Not turned in	/50
May 4	Plant Worksheet	👁 Viewed	/20
May 4	Plant Worksheet	👁 Viewed	/20
Tomorrow	Nature Journal	✓ Turned in	/25
Tomorrow	Nature Journal	✓ Turned in	/25

## Review feedback

After you have submitted an assignment and your teacher reviews it, they will return it to you.

Open the assignment and review your grade and any feedback that your teacher gives.



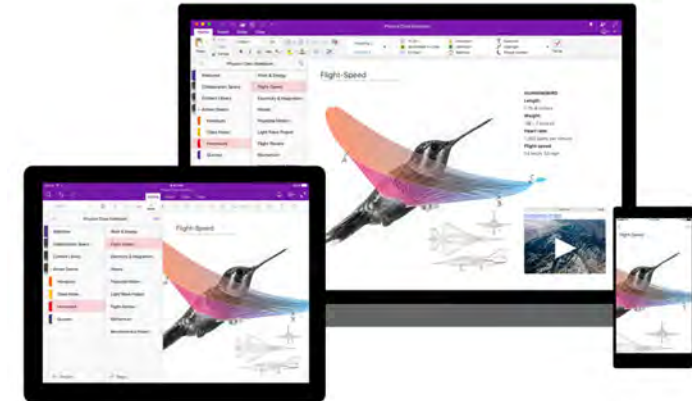
The screenshot shows the Microsoft Teams interface for an assignment titled "Nature Journal". The assignment is due on April 27, 2020, at 10:00 AM. The assignment instructions are: "Let's get started with our Nature Journal... Journaling is an exercise in scientific data collection. Consider including where and when to look for particular wildflowers or birds." The instructions include two numbered steps: 1. Use the attached document to start and continue with your writing. 2. Record your observations observations and feelings to get to know your natural surroundings and the geography of your home environment. The assignment is currently in a "Returned" state, as indicated by the "Returned Fri, Apr 17, 7:54 AM" text and the "Turn in again" button. A feedback box on the right contains the text: "Feedback: Great start on your Nature Journal. I loved your drawings and reading about all the wonderful things you saw!". The score for the assignment is 23 / 25. The "My work" section shows a document titled "My Nature Journal.docx" and an "Add work" button.



# Access your class notebook

## Access your Class Notebook

If your teacher uses a class notebook, you will access it from the **General Channel** tab called **Class Notebook**



Your **Class Notebook** is a digital notebook that helps you stay organized, create and collaborate. It is also a place to compile your favorite resources and assignments.

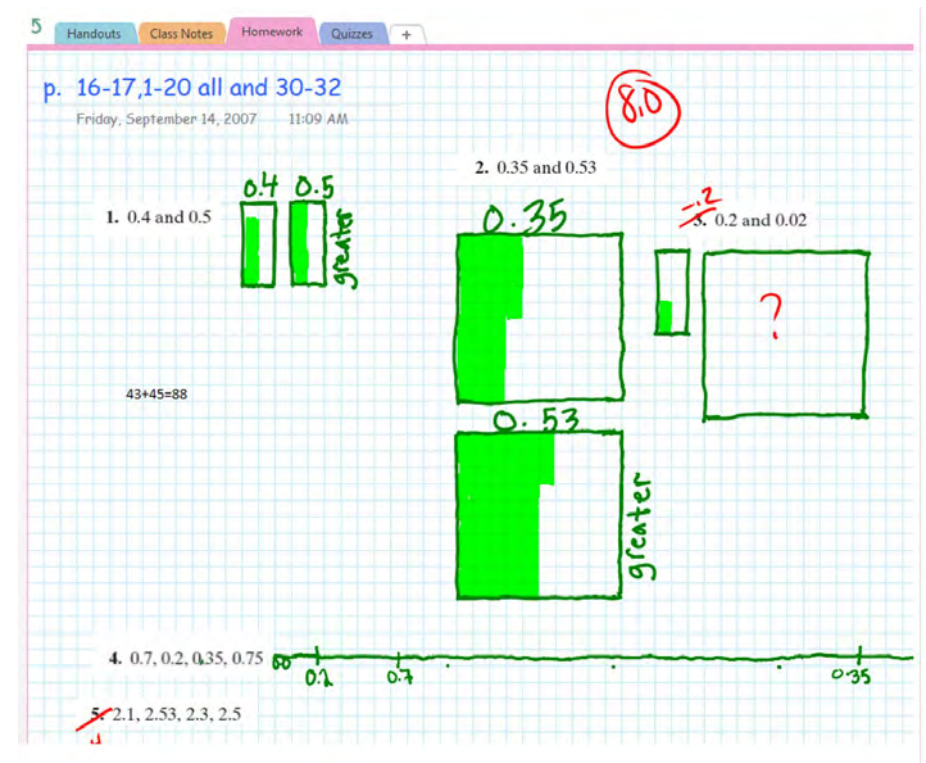
Your teacher may share notes and files and give feedback to you in the Notebook. Lesson assignments may also be outlined in the Notebook by your teacher.

# Get organized with your class notebook

Keep your content in one place with your **class notebook!**

Bring your notes to life with digital ink, handwritten notes, sketch diagrams, videos, and pictures. OneNote turns notes into living documents.

Access and edit your OneNote notebooks from anywhere, across devices.



# Collaboration in Class Notebook

1. **collaboration space**, where you can work with classmates on group projects.
2. **content library**, where you can access read-only materials that your teacher will add.
3. **personal workspace**, this space is only accessible by you and your teacher.



A screenshot of the Microsoft Class Notebook interface. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Wiki'. Below this is a ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Help'. The 'Home' tab is active, showing a ribbon with options for font (Segoe UI, size 18), bold (B), italic (I), underline (U), and text color (A). The main content area is titled 'Science Notebook' and contains a 'Welcome' section with the text 'Welcome to Class Notebook' and 'FAQ: Class Notebook in Mi...'. A navigation pane on the left lists several sections: '\_Collaboration Space' (highlighted with a blue circle '1'), '\_Content Library' (highlighted with a blue circle '2'), 'Kelly Williams' (highlighted with a blue circle '3'), 'Homework', 'Class Notes', 'Handouts', and 'Quizzes'. To the right of the screenshot, there is a 'Welcome to Class' section with the text 'Your OneNote Class handwritten notes' and 'Each notebook is organized'. Below this is a list of three items: '1. Student Notebook access every student', '2. Content Library –', and '3. Collaboration Space'. A small illustration of a notebook is visible in the bottom right corner of the screenshot area.





# Getting Started with Microsoft Teams

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