

# Microsoft Teams for Education

**Quick Start guide for students** 

### Get started

How to sign in

#### Sign in to Teams

- 1. Go to Microsoft365.com on your web browser and sign in with your school email and password.
- 2. From your Microsoft365.com homepage, choose the **Teams** app to open it right in your browser.
- Select Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

**Note:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select Join or create team and enter the code)
- A link (check your email!)

When you see your class tiles, choose one to start connecting with your teacher and classmates!



# Get organized

Find and organize conversations, files, assignments, and notes in your class teams

#### 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.

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Q. Activity	< All teams	General Posts Files Search Coach BookWidgets Favorite color 🕀
(T) Chat		Midterm Physical Science (Copy)
Teams	4th Grade	Due Apr 20
signments Elendar	Home page Class Notebook Assignments Grades	View assignment
calls	♥ Main Channels	Assignments 4/19 2:07 PM
Meet	Language Arts Math Reading Science Social Studies	Demo Quiz Due Apr 20 View assignment
+		

#### Notifications

Check the Activity feed to make sure you don't miss a new assignment or an @mention.



## Communicate

**Create and respond to messages in Teams** 

### Create and send a message in a chat or channel

Type a message in chat or choose the **Start a post** button in a channel to share a message with your entire class.

In a channel post, you can . . .

- Attach an image, gif, sticker, or file.
- Format your message with bullets or make a numbered list.
- @mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select **Chat**.





#### **Connect with video**

Use meetings in Teams to virtually join your teacher and classmates in online classes,

study groups, presentations, and whenever you need to learn face-to-face.

- Select Calendar to see any meetings your teacher or classmates have added you to, or any you've created yourself. Choose Join when it's time to meet.
- 2. Adjust your audio and video settings, then choose **Join now**.

**Note:** You can also see scheduled meetings in any of your class team channels.

	My calendar					
	Chemistry Class Wednesday, May 1, 11:30 AM – 1:30 PM					
Chemistry Class Microsoft Teams Meeting	Join RSVP 🗸					
Cara Coleman	Microsoft Teams Meeting					
	←⊃ https://teams.microsoft.com/l/meetup-join/1 []					
9 ¢	🛐 Chemistry > General					
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#### Answer a call

When your teacher or a classmate calls you in Teams, you'll get a notification where you can decide how to answer. You can accept with video, accept with audio, or decline.



#### How to use the toolbar during the meeting



## Share and organize files

Share files in conversations and use the Files tab to keep track of them.

#### Share a file in a channel or chat

- 1. In a new message or reply, choose the **plus sign** icon. +
- 2. Choose Attach file.
- 3. Choose a file you'd like to share from the cloud, teams, or upload from your device.
- 4. Include a message if you want, then choose Post.



#### Find or create a file

See the files that you, your classmates, and your teacher have shared in a 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 resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.



### **Assignments and grades**

View and turn in your work. All from Teams.

#### View and turn in assignments

- 1. Select the **Assignments** tile Assignments.
- 2. To view assignment details and turn in work, select the assignment.
- 3. Attach any required materials by choosing Add work.
- 4. Choose Turn in.

	1	#2
Upcoming Past-due" Completed		
Apr 21st Sunday		
Demo Quáz Submitted at 2:13 PM dth Grade		
Midterm Physical Science (Copy) Submitted at 214 PM 4th Cruce		
Shinto Submitted at 2:13 PM dtb Grade		
Feb 28th Wednesday		
Overvical Reactions Lab Country		
Charity		

< Back		5	Turn in
Shakespeare Sonnet Annotation O Homework Due April 3, 2020 9:59 PM	Points 100 points possible		
Instructions Read Sonnet 116 and annotate it, using the PowerPoint for guidance.			
My work			
How to Read a Sonnet.pptx			
+ Add work			

#### See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

- 1. Select the **Grades** in your Class Team menu.
- 2. All your assignments are listed here. View your status on each assignment as well as points you've received on graded work.

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4th Grade						ΩŦ
Home page Class Notebook	Due date +	Assignment *	Status *	Feedback	Grade *	
Assignments	Apr 21st	Shinto	✓ Turned in		/3	
Grades	Apr 21st	Midterm Physical Science (Copy)	Turned in		/30	
* Main Channels General	Apr 21st	Demo Quiz	Turned in		/20	
Language Arts Math	Jan 30th	Wizard of Oz	<ul> <li>Viewed</li> </ul>		No points	
Reading Science	Jan 18th	Hagar bug bash	<ul> <li>Turned in</li> </ul>		No points	
Social Studies	Jan 18th	Fadi's bug bash assignment	✓ Returned		No points	
	Dec 15, 2023	Testing Video	Turned in		No points	
	Dec 15, 2023	PowerPoint Test	<ul> <li>Viewed</li> </ul>		No points	
	Dec 15, 2023	Final Test?	<ul> <li>Viewed</li> </ul>		/1	
	Dec 14, 2023	flip assignment	<ul> <li>Viewed</li> </ul>		No points	

### **Class Notebook in Teams**

Use your class team's built-in Class Notebook for more class work, activities, and collaboration.

#### Use Class Notebook in Teams

Need to take private notes or brainstorm with classmates? Choose **Class Notebook** in your Teams menu.

- Select > to expand the notebook and see all your sections: a Collaboration Space for developing 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.
- Note the section at the bottom with your name—that's your private notebook! Only you and your teacher can see it.



### More resources

#### Get help on Microsoft 365 and Teams

Explore the Student help center for inspiration and help using Microsoft 365 with your school work.

