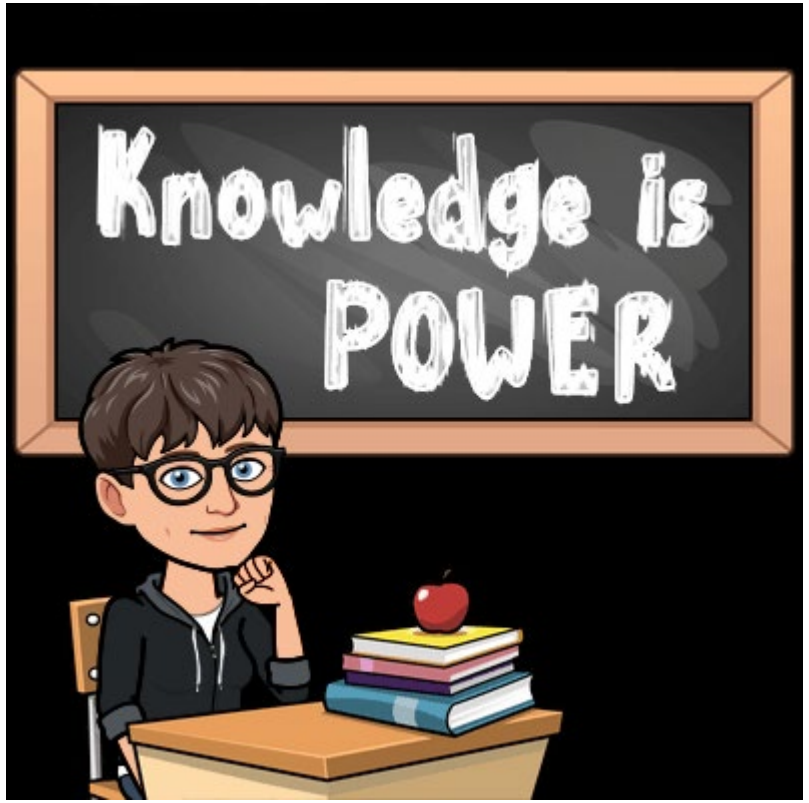
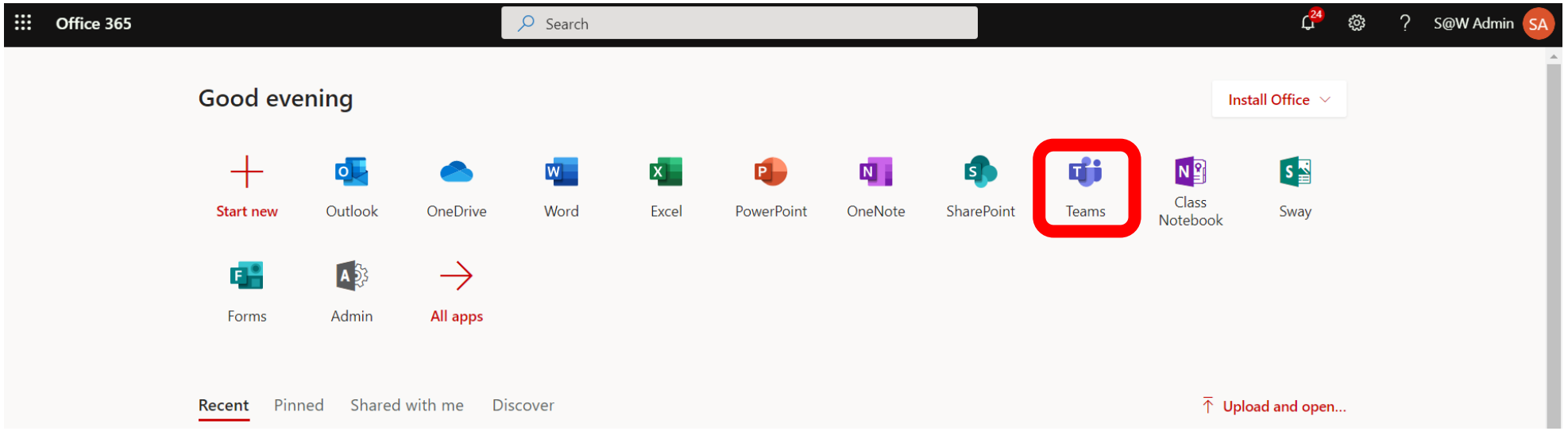
# How to Find your class in Teams.



# Office 365 Application Menu

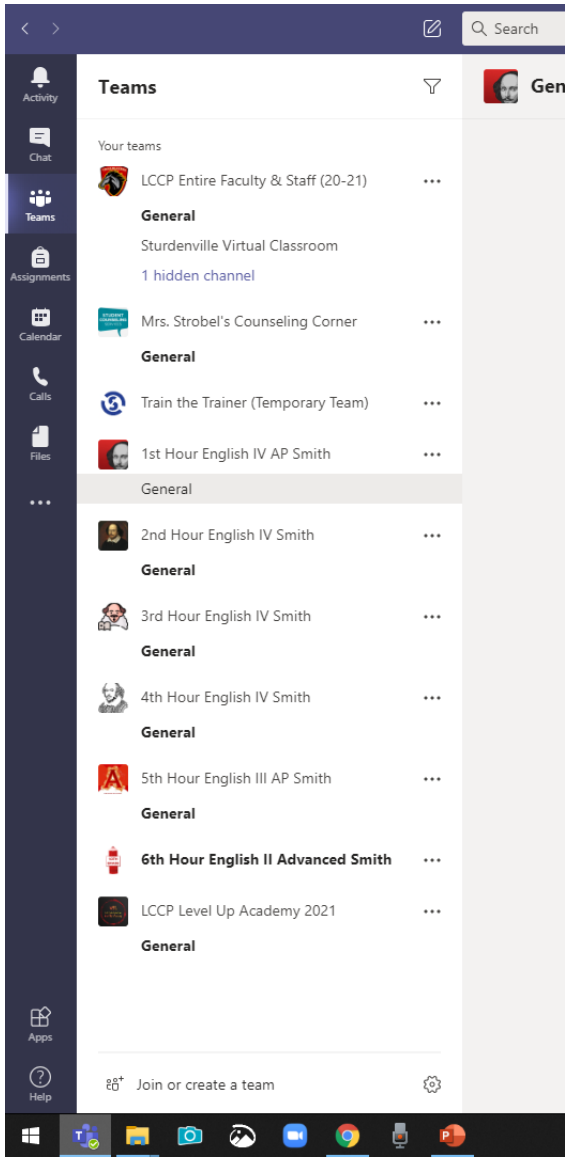



After logging into the Office 365 web application you are presented with office web applications. Single-click an application to launch it.

Office 365 applications are highly integrated to share information between them and to simplify collaboration.

# This is Microsoft Teams

Log on using your user name and password. I suggest downloading the desktop app.




When you log on, you should see your teams listed exactly like your timetable shows your classes.

# This is how mine looks.

Search

Teams

Join or create team

Your teams

Teams
Chat
Calendar
Assignments
Files
Activity
Apps
Help

NS
New Staff Induction

Business & Computer Science Department

7X Band Computing Year 7

**7Y Band - Computing Year 7**

8Y Band Computing Year 8

8X Band Computing Year 8

9Y Band Computing Year 9

9X Band Computing Year 9

Type here to search

14:28
10/10/2020

# Microsoft Teams for Education

## Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

**Use the command box**
Search for specific items or people, take quick actions, and launch apps.

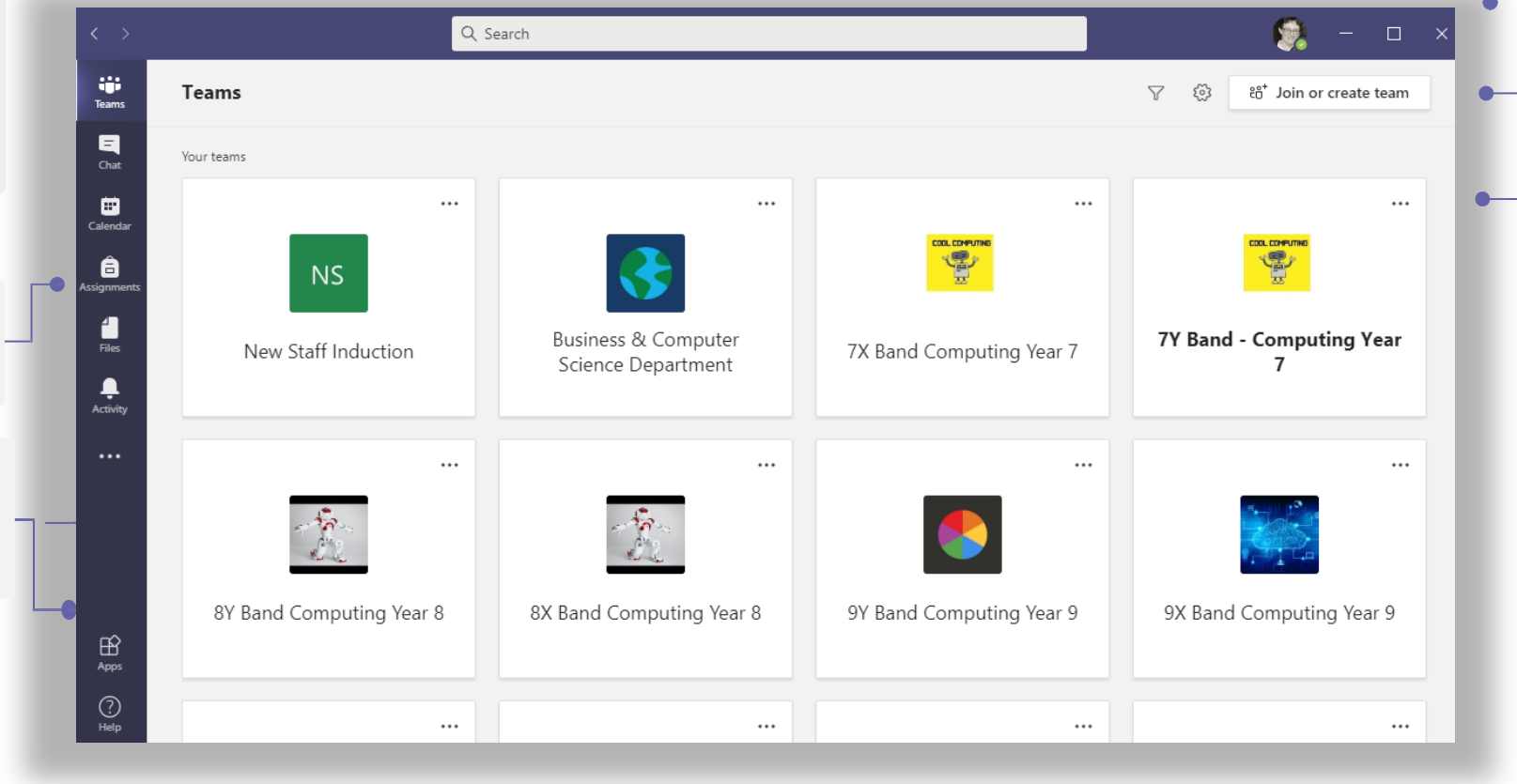
**Manage profile settings**
Change app settings, change your pic, or download the mobile app.

**Navigate Microsoft Teams**
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**Join your Class team**
View assignments, access files and join live lessons from here.

**View and organize teams**
Click to see your teams. Drag team tiles around to reorder them.

**Find personal apps**
Click to find and manage your personal apps.



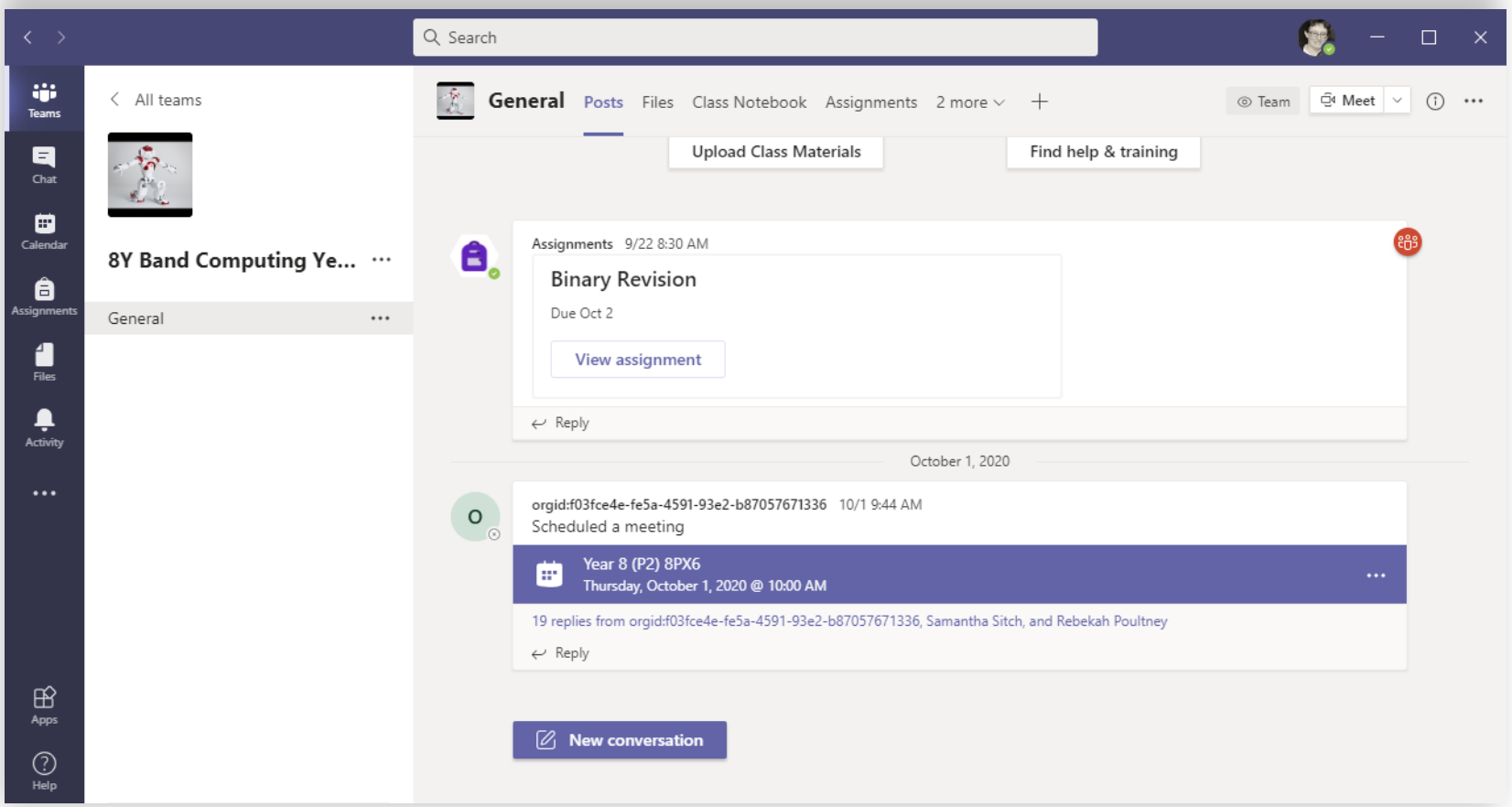

**What is a team?**
You can access assignments / files and have conversations, share files and use shared tools with the group – all in one place.

# Microsoft Teams for Education

## Class teams

**Open Assignments and Grades**
You can complete and turn in your assignments without leaving the app.

You can see your progress, too.




**General Posts**

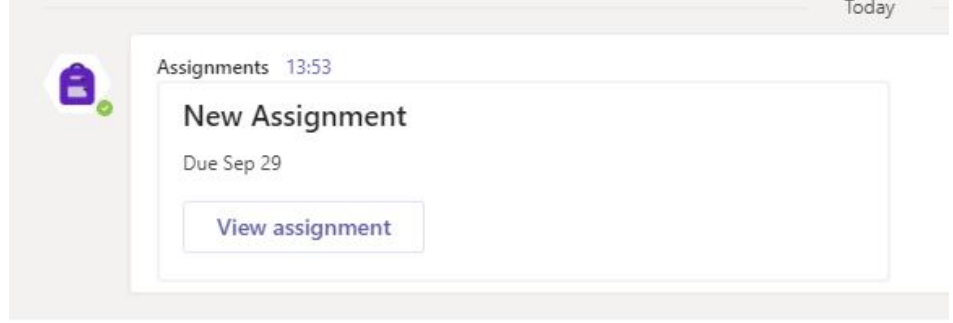
You can view a file or latest assignments that has been shared by the teacher.

You can also join a live lesson from here.

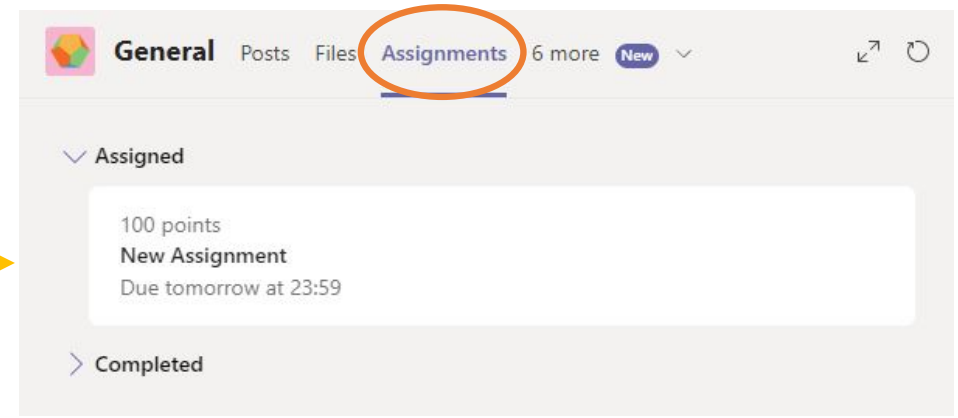
# Where is my assignment?

Look for it....

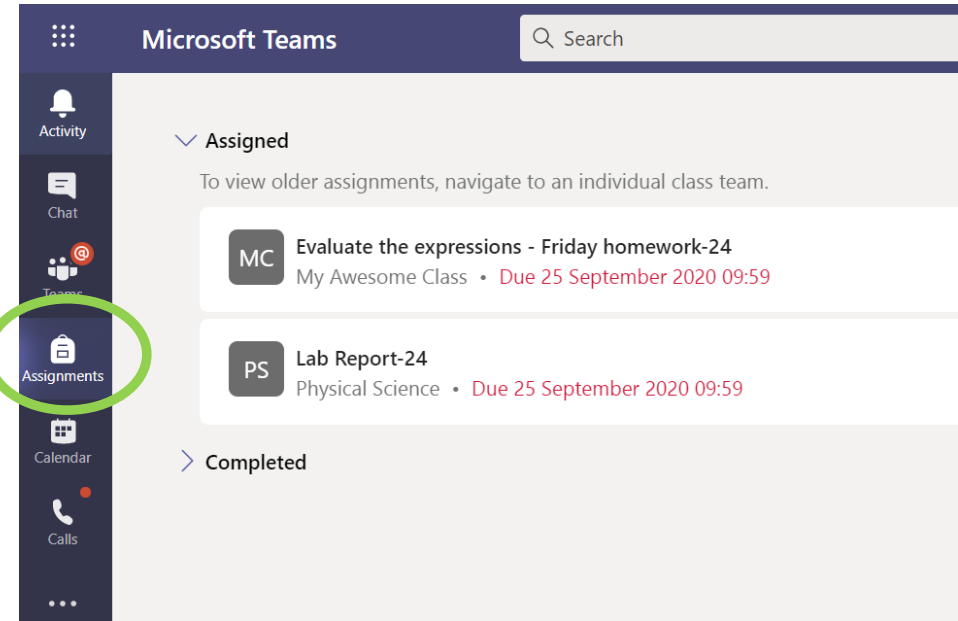
..in a channel or in activity feed...




... under assignments tab..

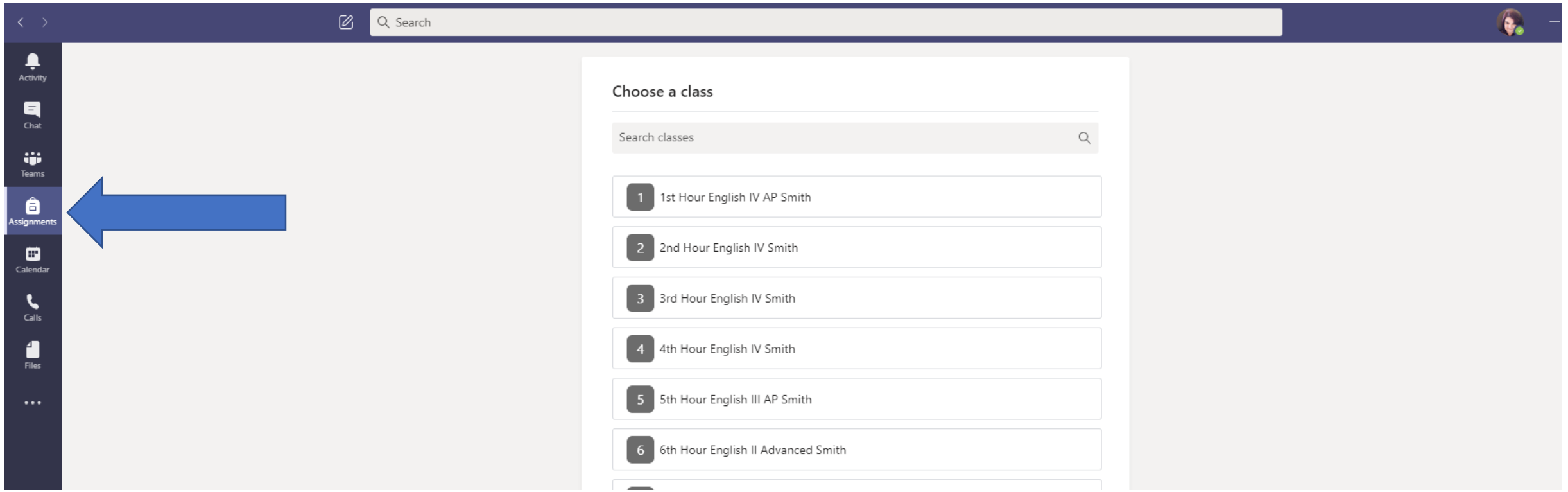



... or using sidebar icon




Once you find it:
Double click to open or click on 'View Assignment'

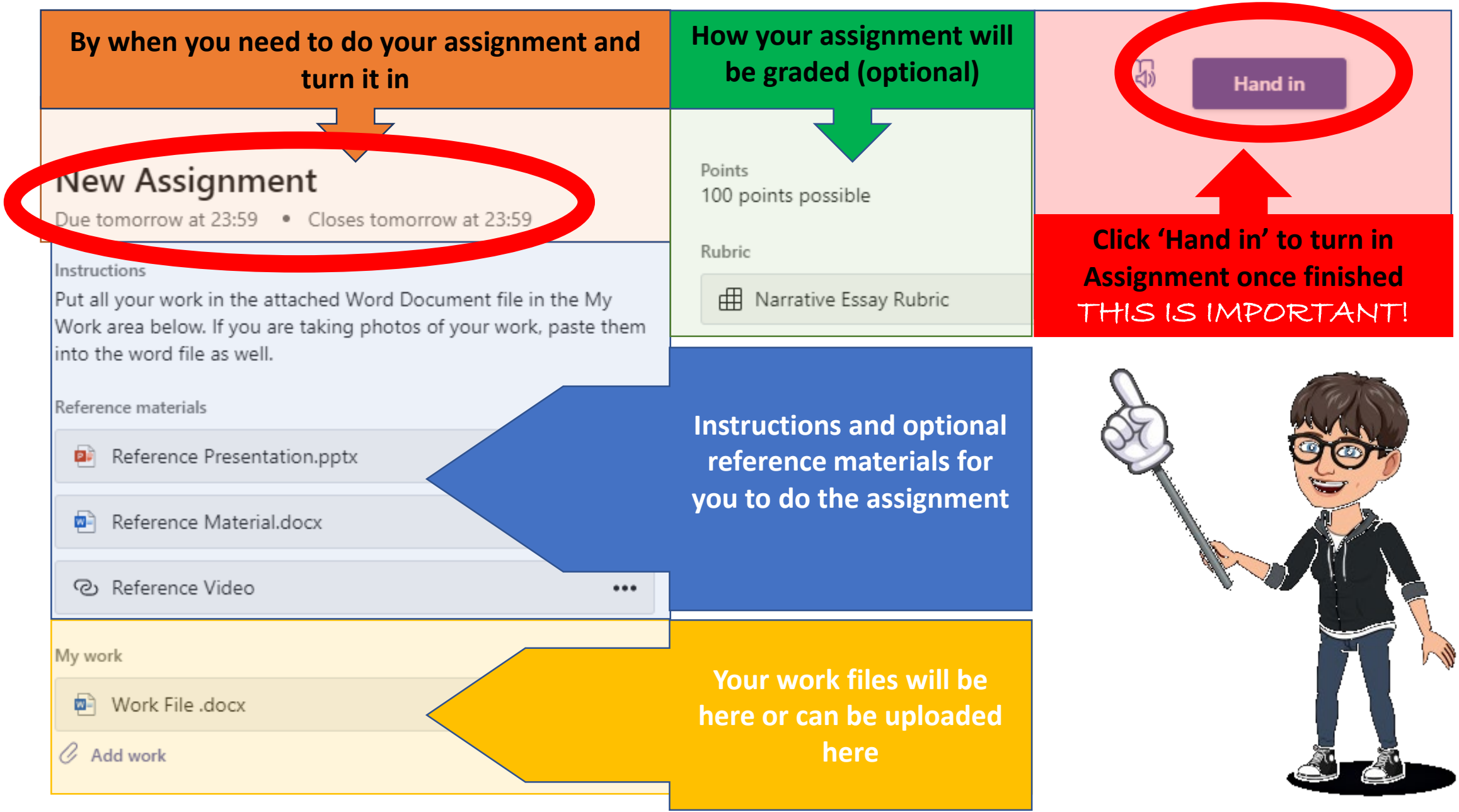
You can see all your assignments in one place.



# What's on the screen?

**By when you need to do your assignment and turn it in**

**How your assignment will be graded (optional)**



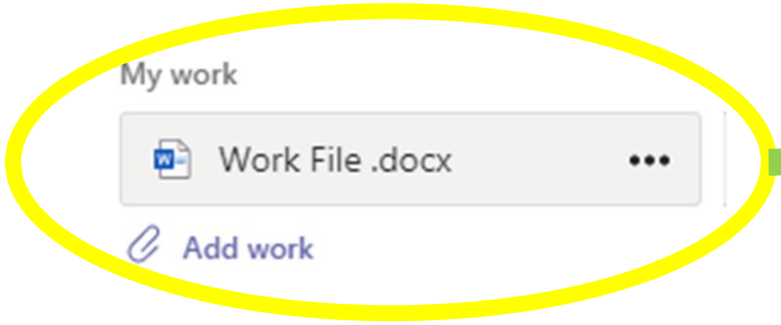

**Click 'Hand in' to turn in Assignment once finished**
THIS IS IMPORTANT!

**Instructions and optional reference materials for you to do the assignment**

**Your work files will be here or can be uploaded here**

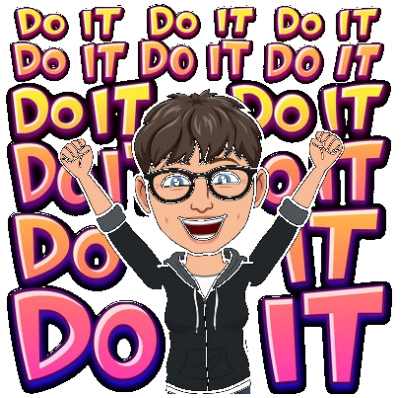
# Begin working

Do you have a file under 'My work'?

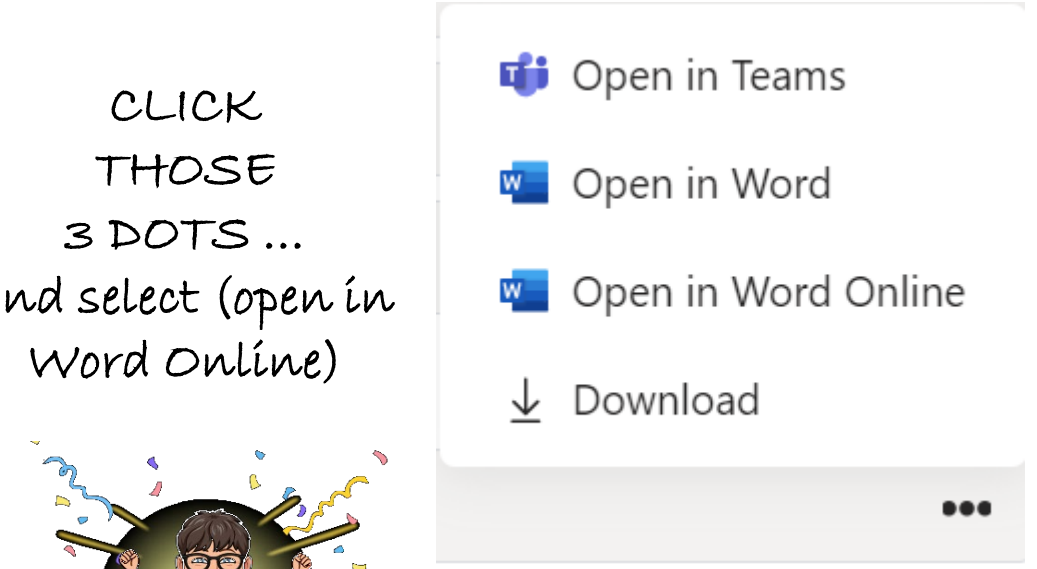



YES!

CLICK THAT FILE!!!



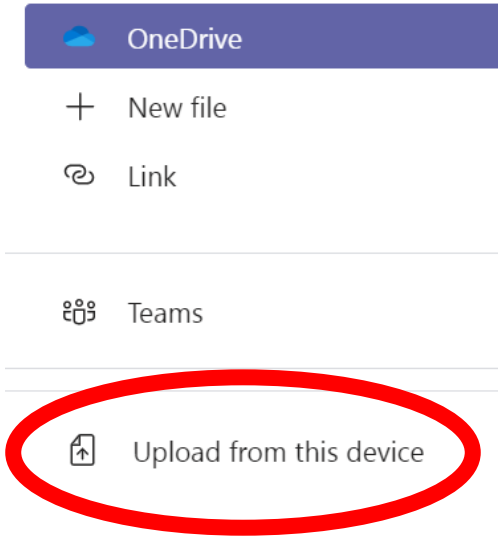

OR



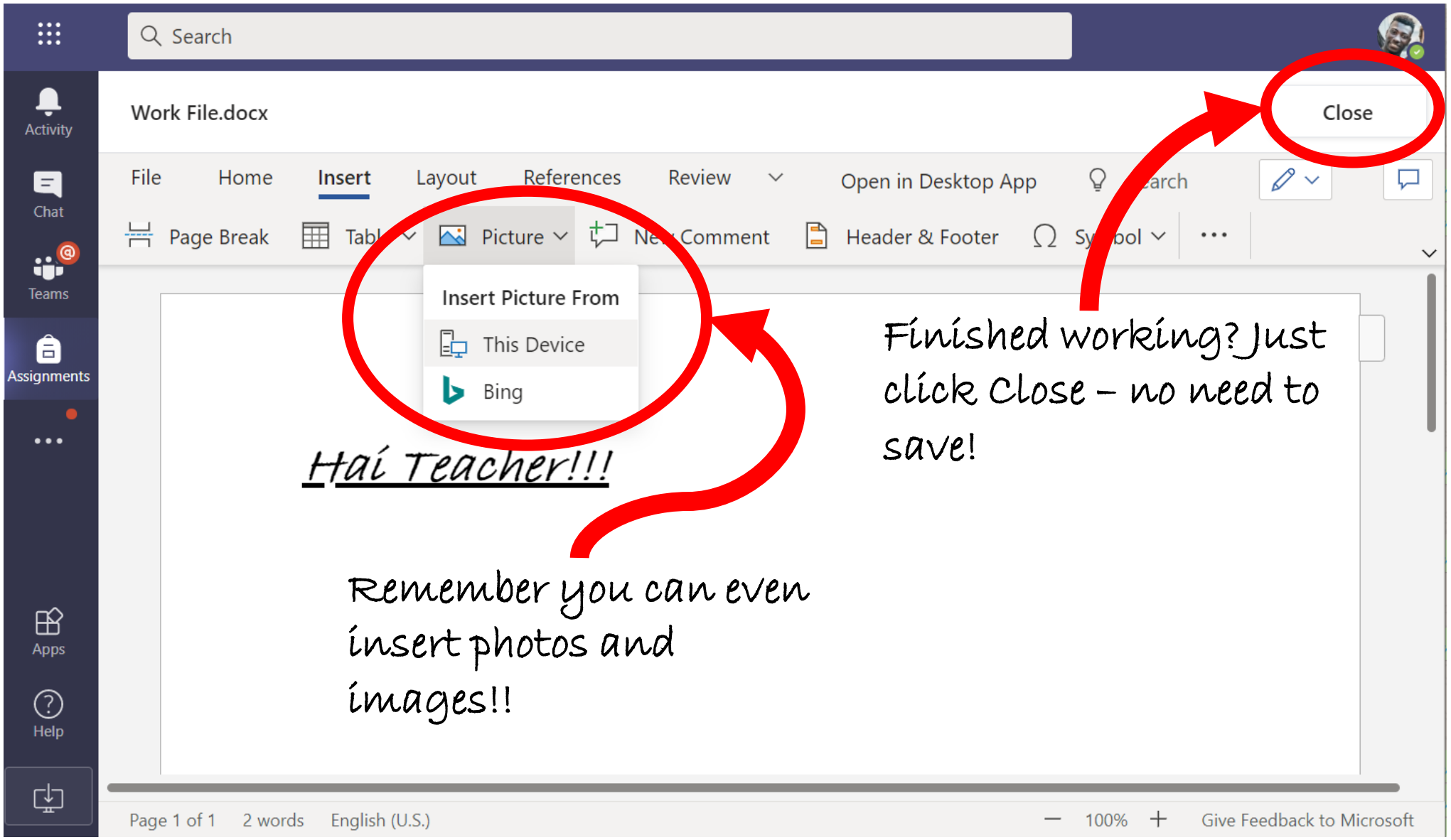

CLICK THOSE 3 DOTS ... and select (open in Word Online)

NO!

Do your work offline (as instructed) and then attach the file using 'Upload from this device'



# If working online...



DID YOU FINISH ALL YOUR WORK?

THIS NEXT PART IS

REEAAAAALLLY

IMPORTANT!!

# Press Hand In!

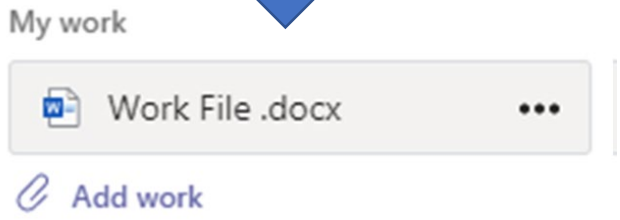
Hand in

# Made a mistake? Forgot something?

START HERE!

Undo hand-in

FIX THE PROBLEM



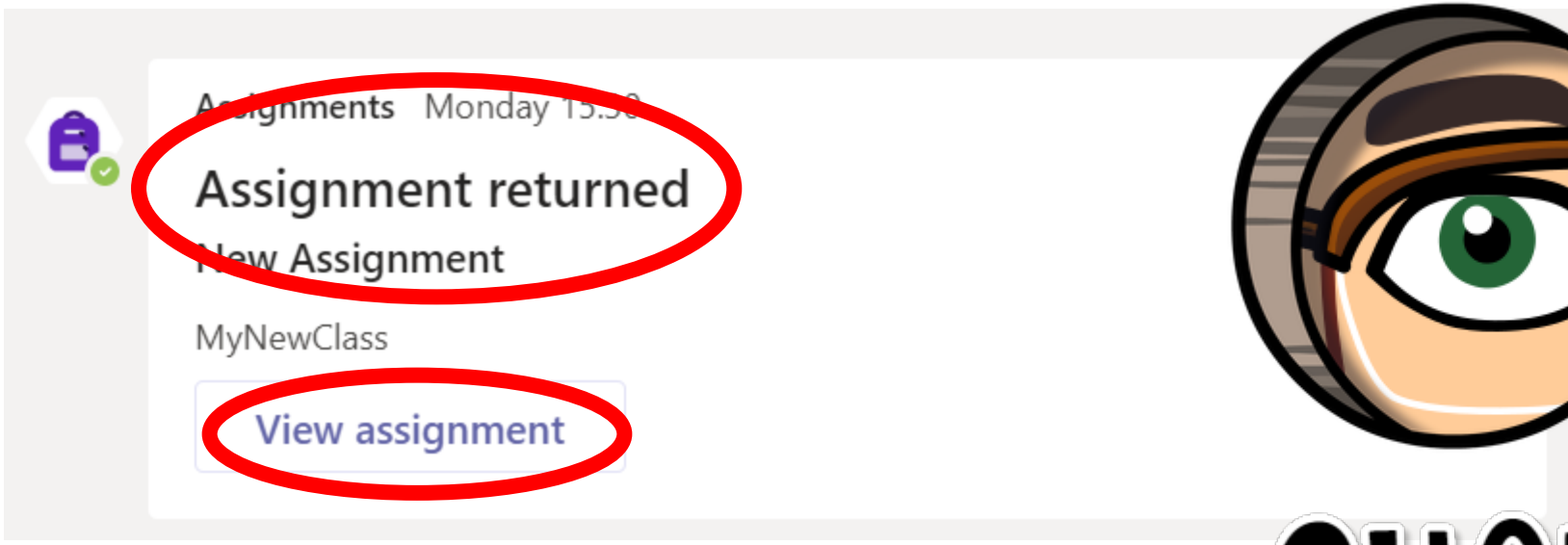

WIN!

Hand in again

ALL DONE

RELAX

# Once your teacher returns the assignment



Look for this in the .....

and press View Assignment

# Review your result and feedback

Your Result

Feedback

Great work ! Keep it up!

Points

87.5 / 100

Rubric

Narrative Essay Rubric

More feedback after you click on Rubric (optional)

Total: 87.5/100

Correct use of grammar — Weight 50%

| Excellent 4 points | Good 3 points | Fair 2 points | Poor 1 point |
|---|---|---|---|
| Correct use of tenses in all instances | Some small mistakes | Wrong tenses some of the time | Many mistakes |

Originality of writing — Weight 50%

| Excellent 4 points | Good 3 points | Fair 2 points | Poor 1 point |
|---|---|---|---|
| Very creative | Good ideas | Needs more work | Standard not reached |

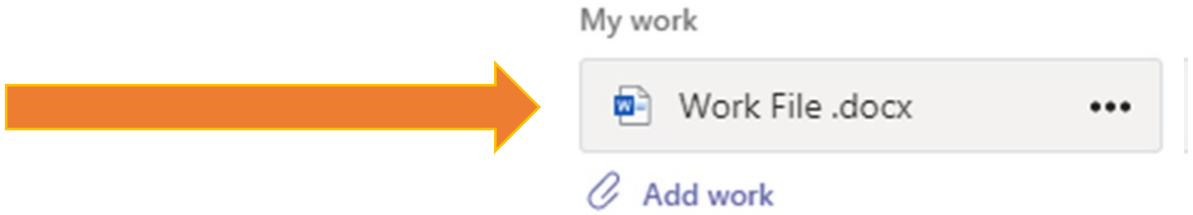
Feedback

Nice ideas - well done!

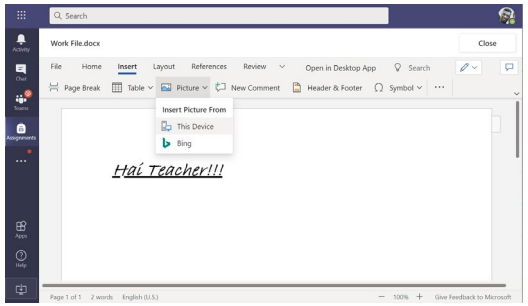
Close

Need to fix some things?

Click on the file




Do the work



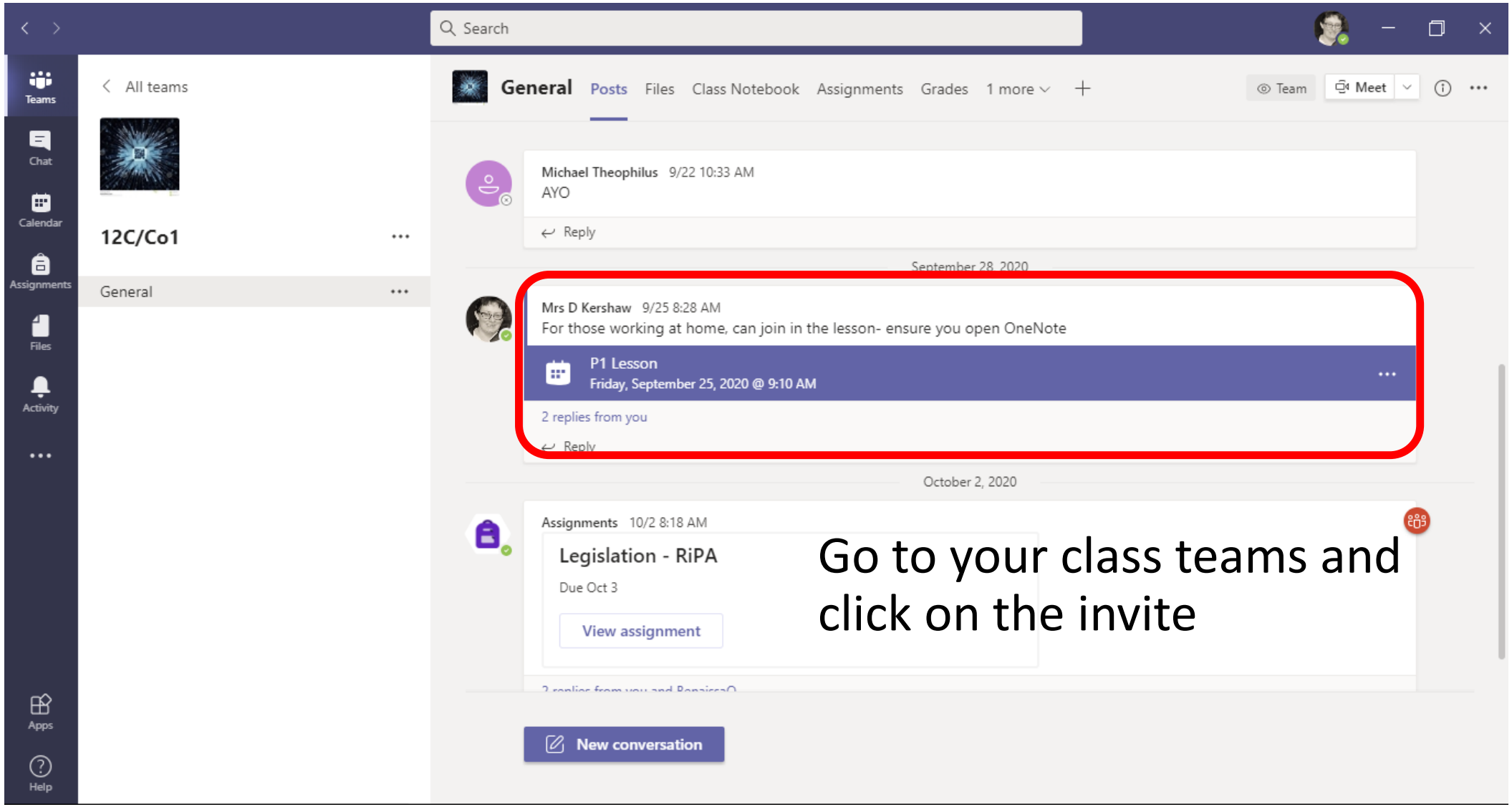

Then.....

Press Hand In Again!

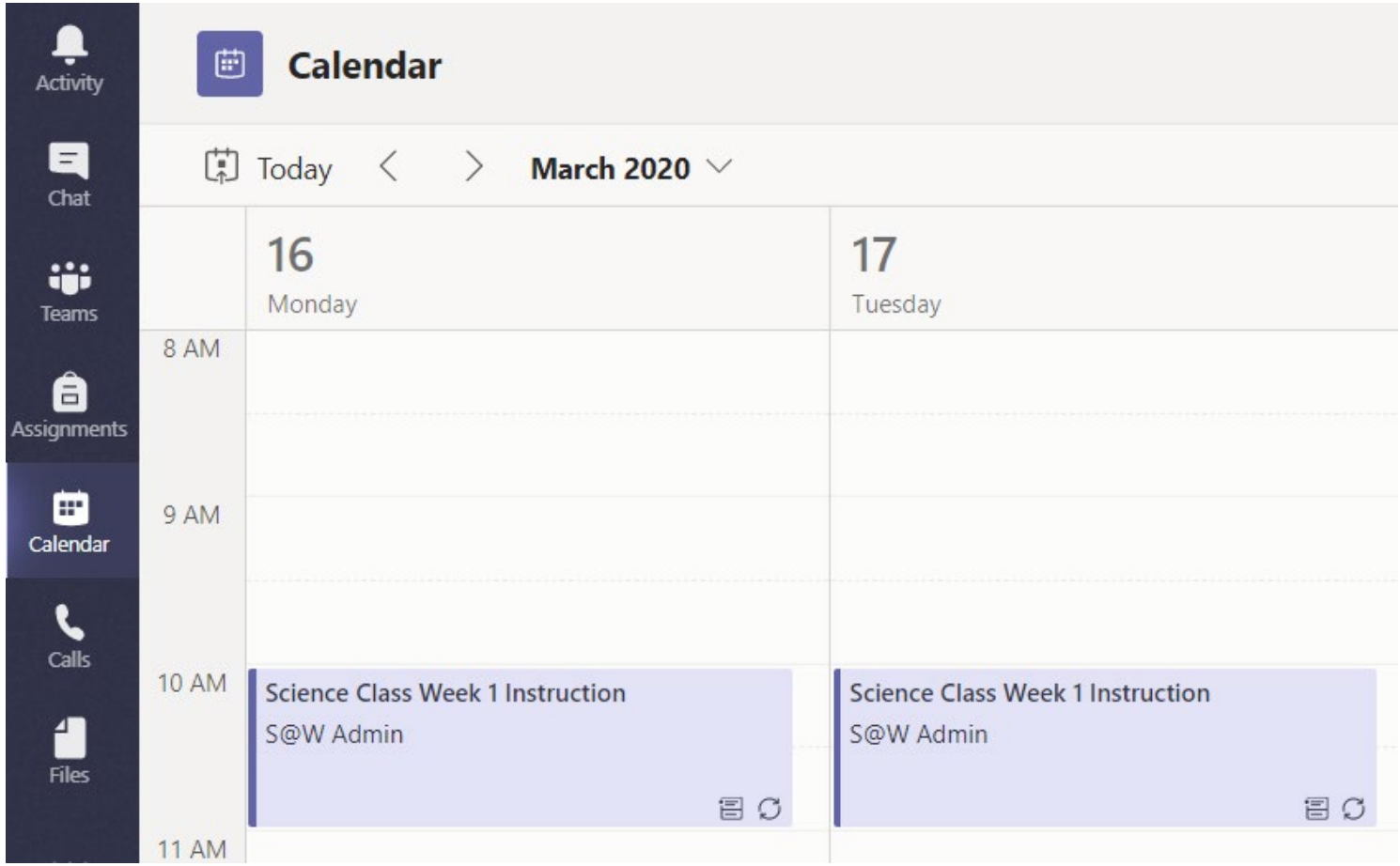
# Join a Live Lesson

Teams Meetings

# Join a lesson in several ways

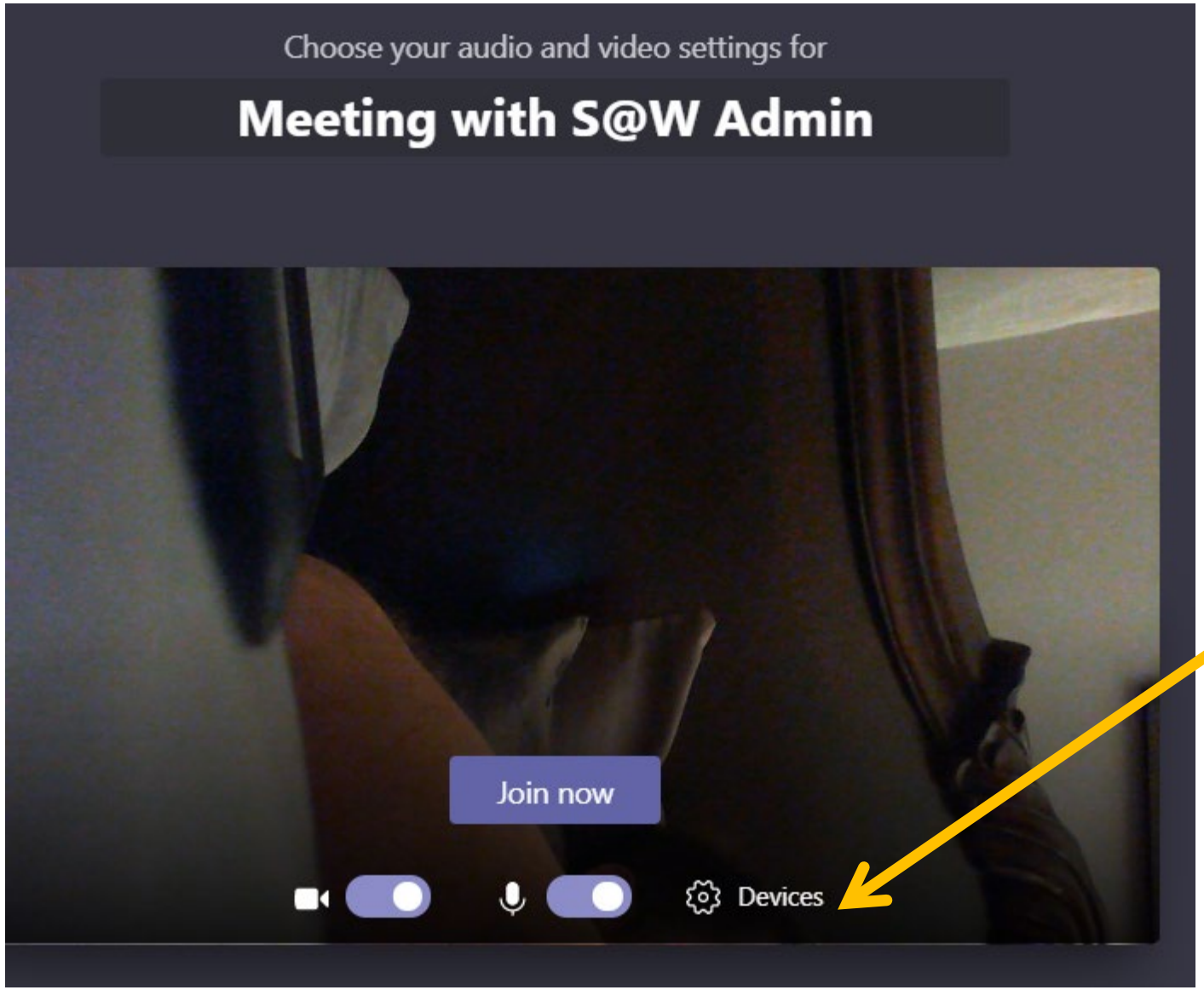


# OR View and Start Online Classes from Calendar



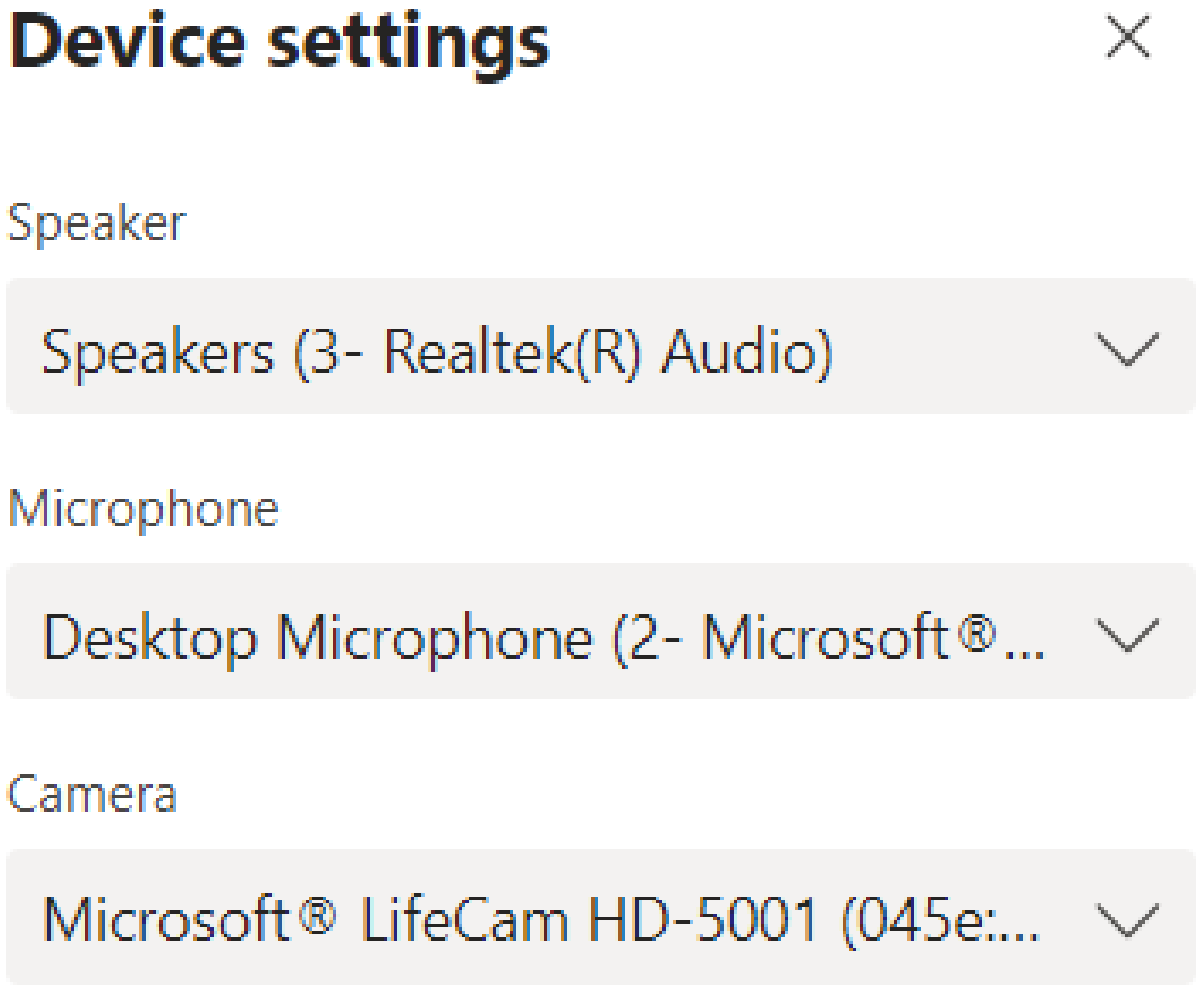

Click a Meeting in the Calendar to edit details or to Join it and start the class.

Scheduled meetings also show in the Outlook Calendar.




# Check Your Devices Setup

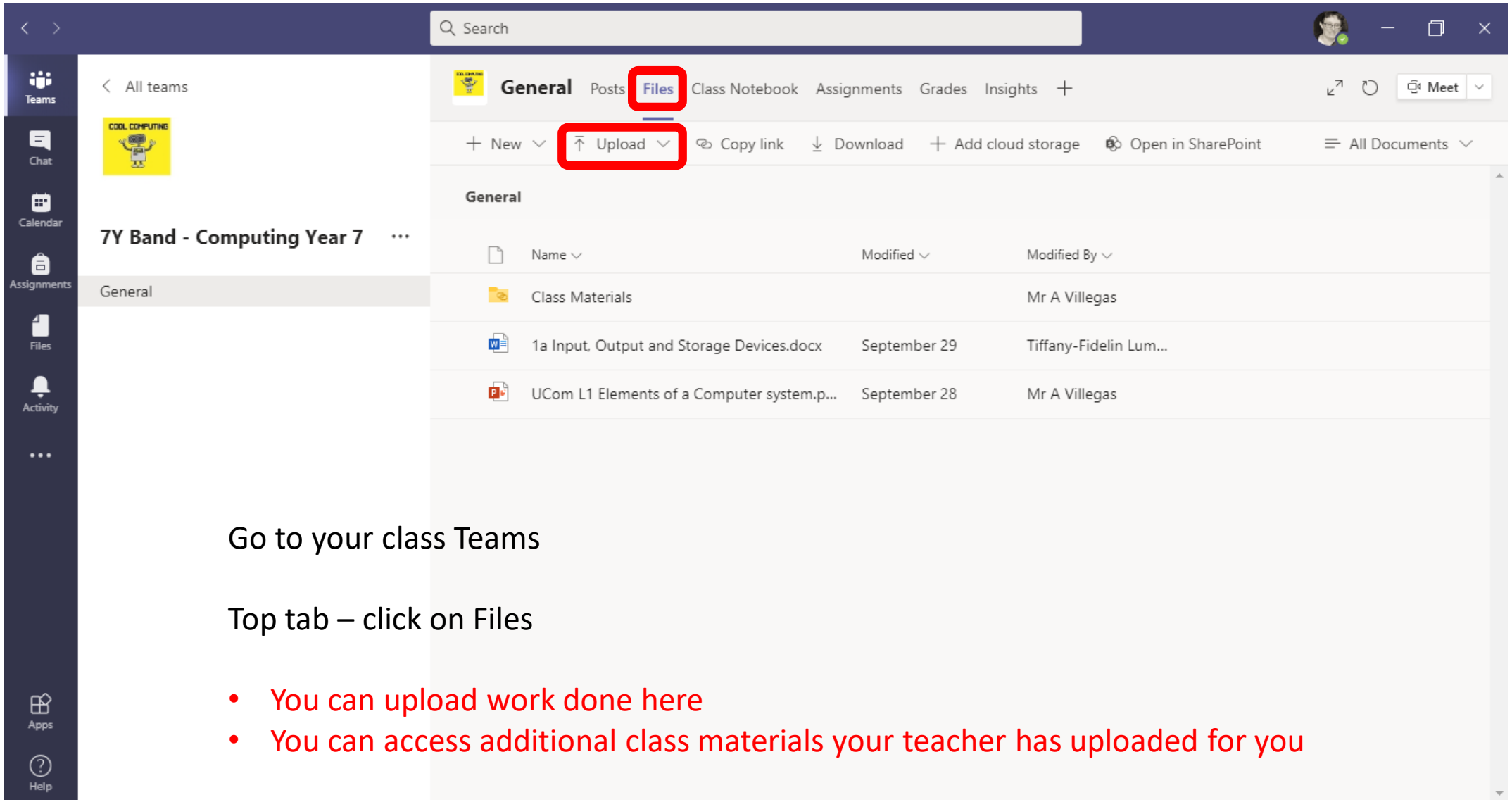
Select **Devices** before every call or meeting to verify Speaker, Microsoft, and Camera settings. All devices must be connected prior to starting Microsoft Teams.




# Microsoft Teams Device settings

Select the appropriate devices from the drop-downs.

# Using the Files Tab




Go to your class Teams

Top tab – click on Files

- You can upload work done here
- You can access additional class materials your teacher has uploaded for you