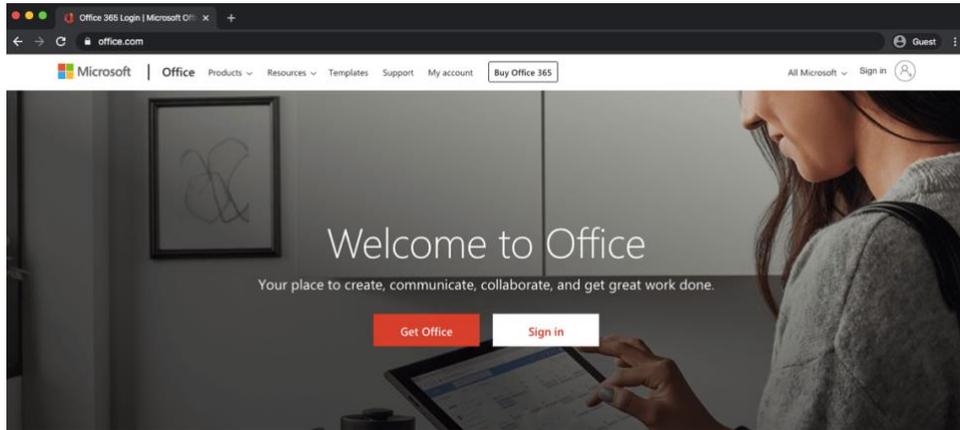


# Microsoft Teams Tutorial



1. Log into *Office 365* at the website [office.com](https://office.com)

2. Sign with Student email and password



**Sign in**

Email, phone, or Skype

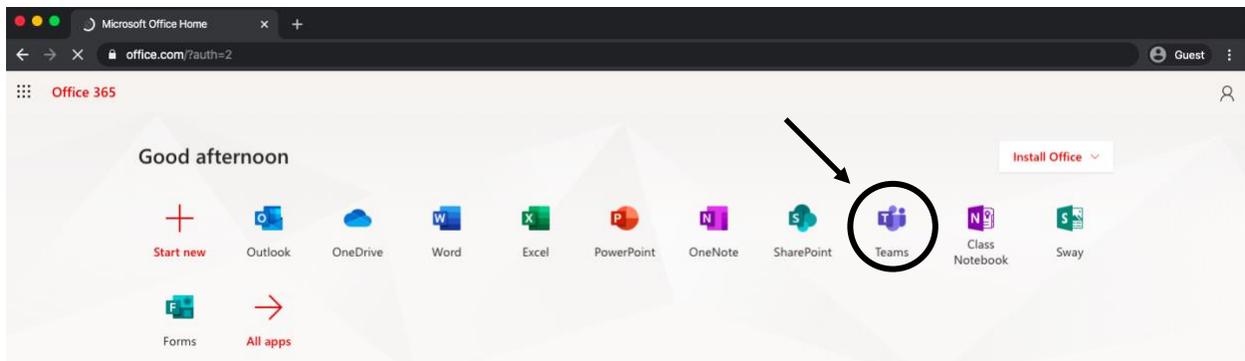
No account? [Create one!](#)

[Can't access your account?](#)

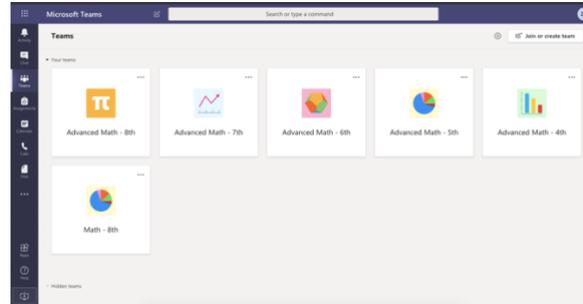
[Sign-in options](#)

Next

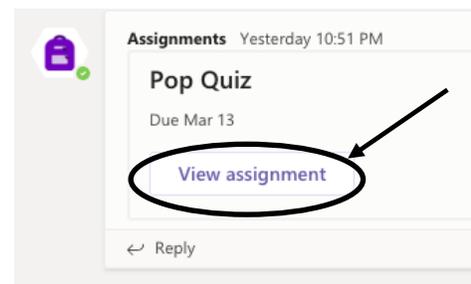
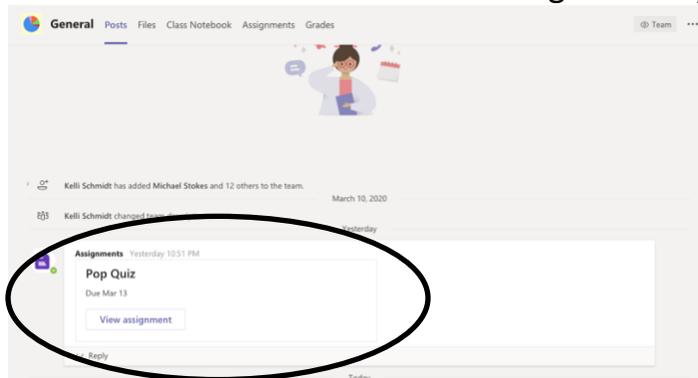
3. Select *Teams* in the app portal



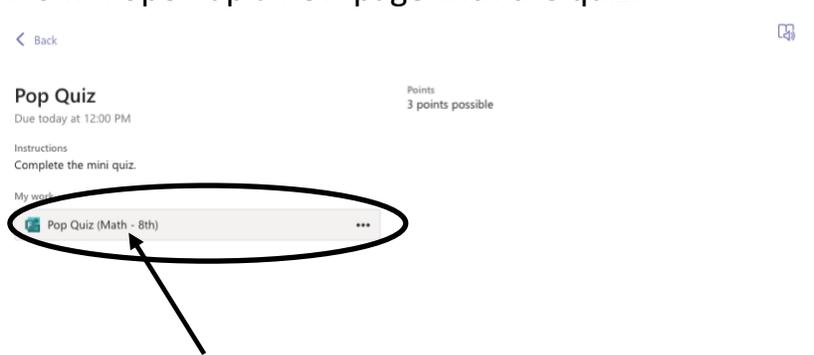
4. In teams you will see each of your classes. Click on the box of the class to access the work assigned for the specific content.



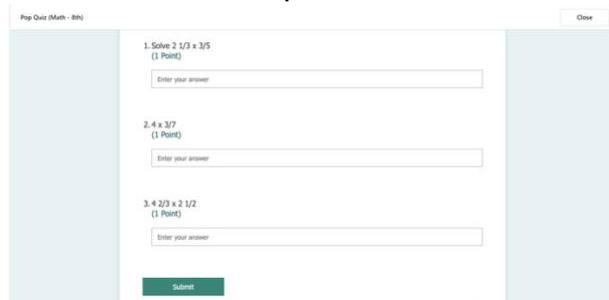
5. This will take you to the “post” tab of the class. This tab will be updated with assignments or comments posted by the teacher for the class. Students can access their assignment by clicking “view assignment”



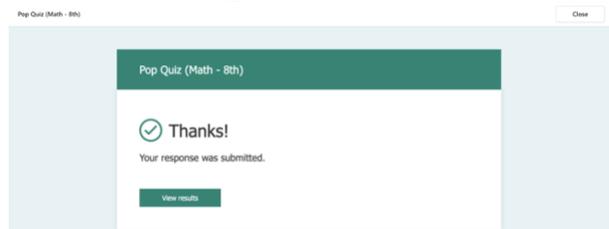
6. This will take you to the specified assignment in the “Assignments” tab.  
a. For quizzes students should select the quiz link under “my work.”  
This will open up a new page with the quiz.



- i. Students then complete the quiz and click “submit” when finished with the quiz.



- ii. A page will then open with the text “THANKS” and has the ability for students to view their result. (note: only multiple choices give immediate feedback. Students will have to wait for teacher to grade short answer responses.)

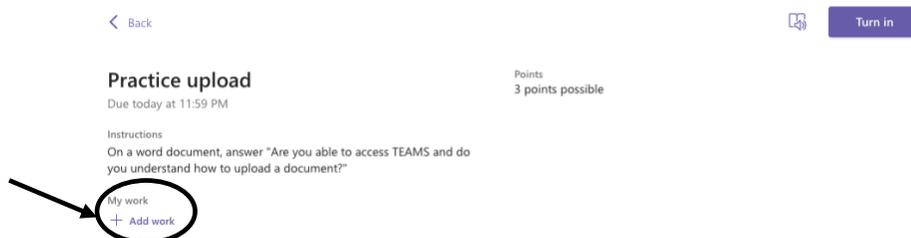


- iii. Once the test is completed students can click the “close” button
- iv. To confirm the quiz was submitted students can check the status of the assignment in the upper right hand corner of the assignment page.

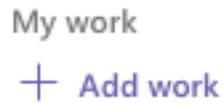


Turned in late Fri Mar 13, 2020 at 1:19 PM ✓

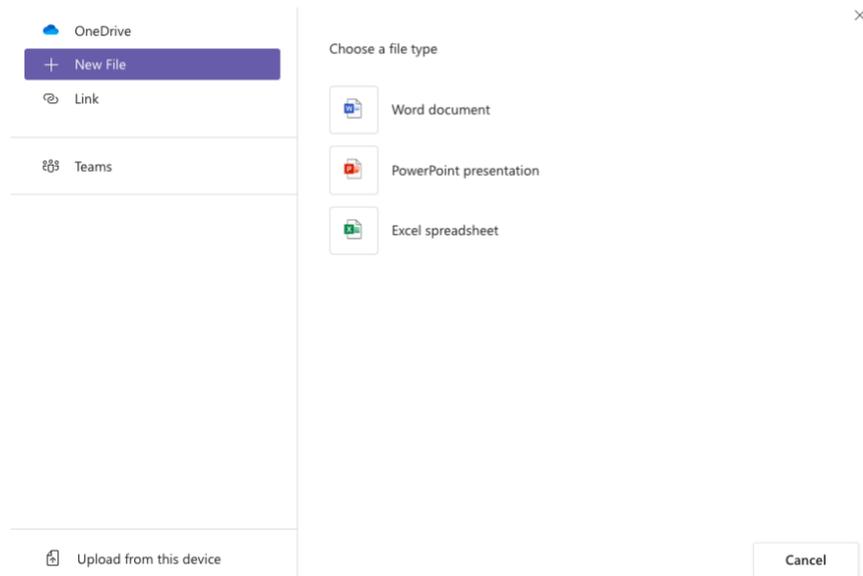
- b. For Assignments that require an upload, there will be an “add work” link under the instructions. Uploaded assignments could include taking pictures of workbook pages, scanned workbook pages, or written word documents.



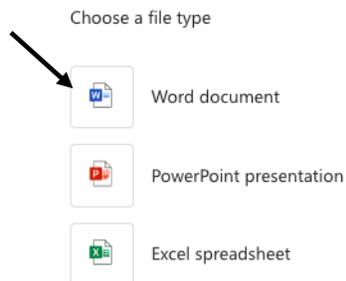
- i. Click the “add work” page in to attach completed assignment



- ii. Students have two options to upload a document: “New File” or “OneDrive”
- iii. “OneDrive” allows students to upload files that have already been saved to their *OneDrive* account.



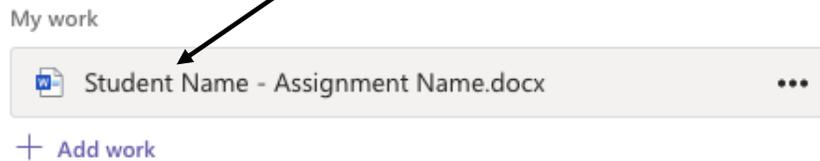
- iv. “New File” is the recommended option. Click “New File” and select the “Word Document” option.



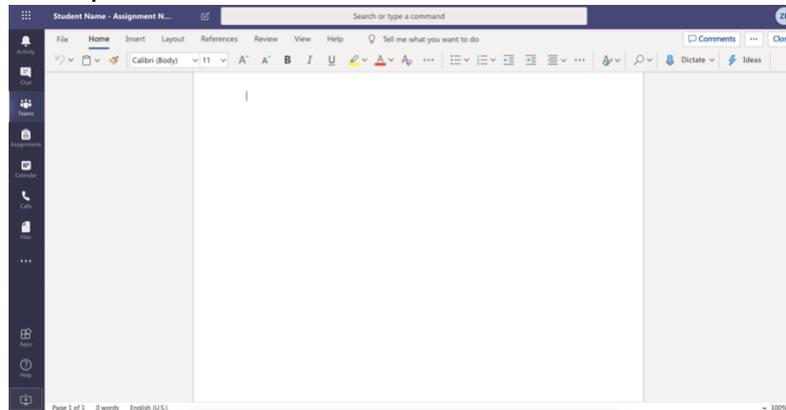
- v. Students will then be prompted to create a name for the file. The name should follow the format “Student Name – Assignment Name”
- vi. Once named Select “Attached”



- vii. The file will then be created and shown under “My Work” (Important: The assignment is not completed and ready to uploaded if nothing has been written in the document prior to uploading)



- viii. Click the link with the assignment to access the document. This will open the word document to edit.



- ix. Once the assignment is finished students can click “close” in the upper right-hand corner.



- x. Next, Click the “turn in” box.



- xi. Once submitted there will be text with the date and time the file was submitted.

Turned in Fri Mar 13, 2020 at 1:43 PM ✓

Undo turn in

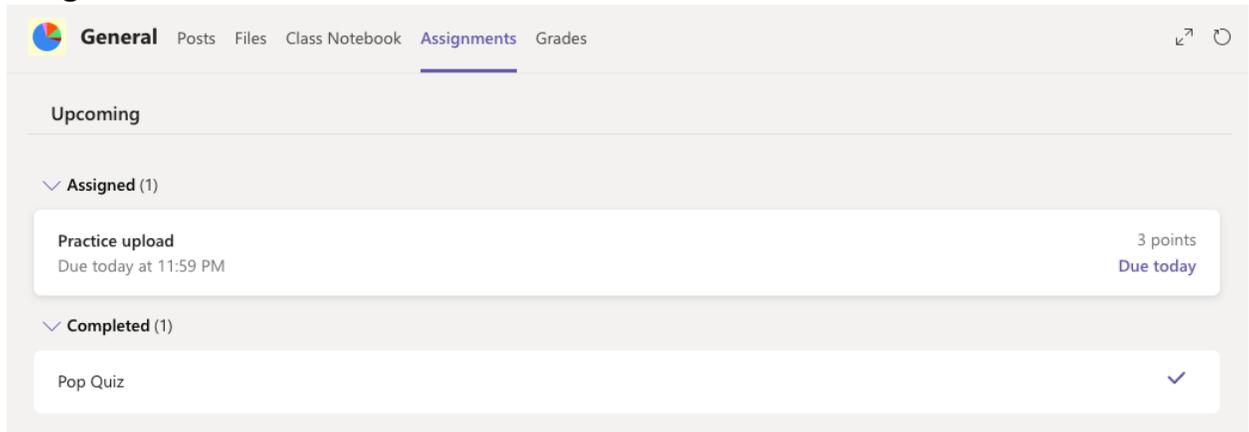
7. **Grades Tab:** In addition to uploading assignments students can also receive feedback and their grades on submitted assignments from the menu bar at the top of the class page.

A screenshot of the 'Grades' tab in a class page. The menu bar at the top includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. Below the menu bar, there is a profile card for 'Bleisch, Zachary' with a circular avatar containing the initials 'ZB'. Below the profile card is a table with columns for 'Due date', 'Assignment', 'Status', and 'Points'.

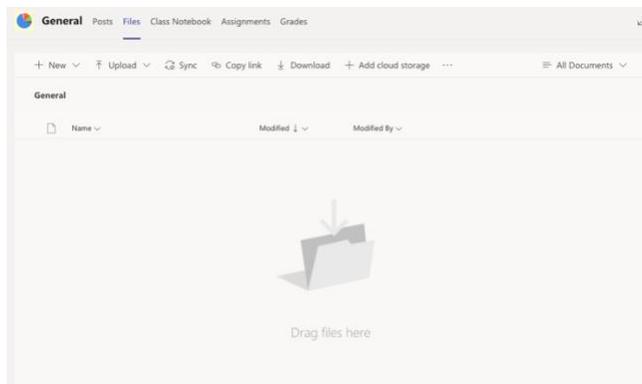
Due date ▲	Assignment ▼	Status	Points
Today	Pop Quiz	🕒 Turned in an hour late	/3

8. **Assignments Tab:** This is an alternate location for students to see all their assignments for the class. Students can access this tab from the menu bar on the top of the class page. This will show both assigned and completed

assignments.



9. **Files Tab:** The files tab will show all the files posted by the teacher for daily activities. These files will also be located in the “Posts” tab with assignments and can be accessed from the “Posts” tab.



10. **Teams Menu Bar:** This bar is located on the left hand of the screen. Students can switch between various pages on *Teams*



- a. **Chat:** Gives students the option to message their teacher within *Teams* (**Important:** This is not to be used for students to chat amongst each other)
- b. **Teams:** Takes students back to the page with all their classes.
- c. **Assignments:** Will list all assignments students have for each of their classes. Students can access and submit assignments from the links in this page.
- d. **Files:** This option gives access to the students *OneDrive* documents as well as any documents shared through *Teams*.