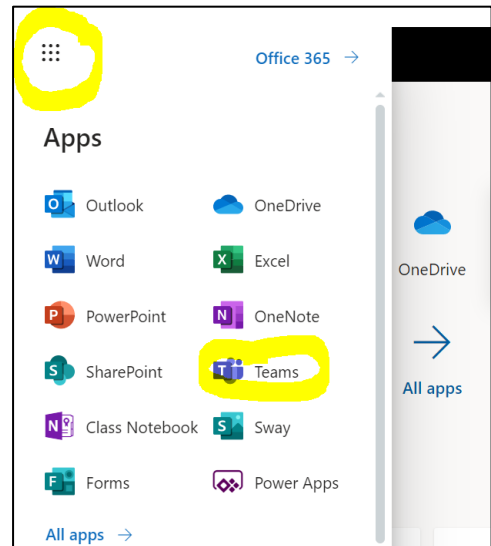


Getting Started in Microsoft Teams: A Guide for Students & Parents

What is TEAMS?: This is a platform for communicating with your teachers. You will see notes, PowerPoints, links, handouts, or anything your teacher would normally show or pass out to you in class. You can ask questions and get answers back. You can turn work in to teachers and get feedback on how you did.

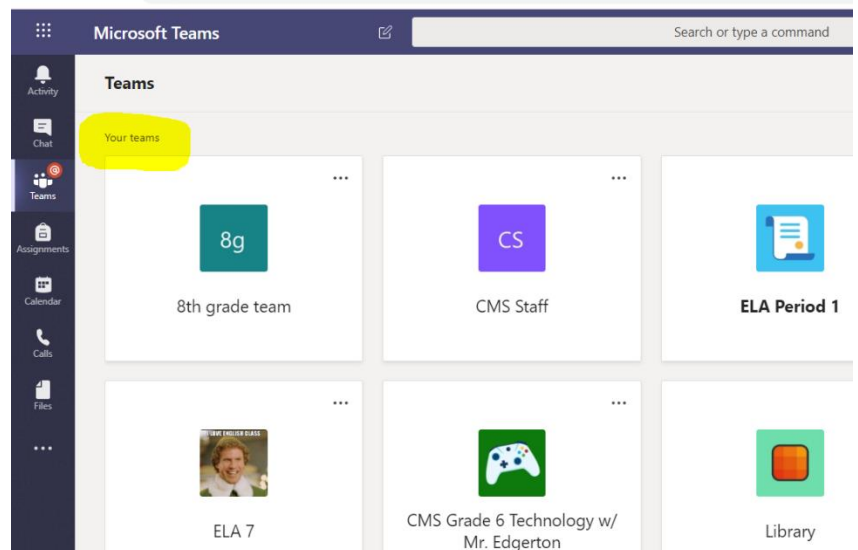
Getting to Teams

1. Log into your Office 365 account
2. Click on the grid in the top-left corner
3. Select **Teams**

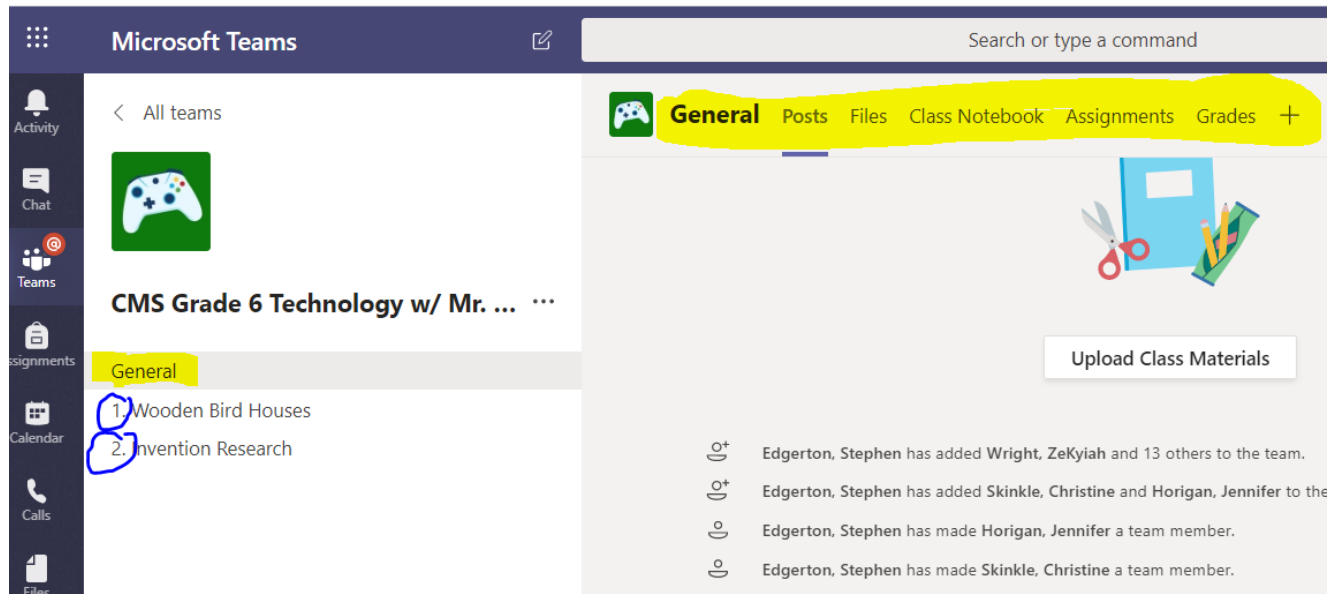


Your Teams

1. You will see all the Teams you belong to. You should recognize your classes by the names of the Team.
2. The menu on the left will show alerts to any new activity in any of your Teams.
3. Click on a Team to see more information.



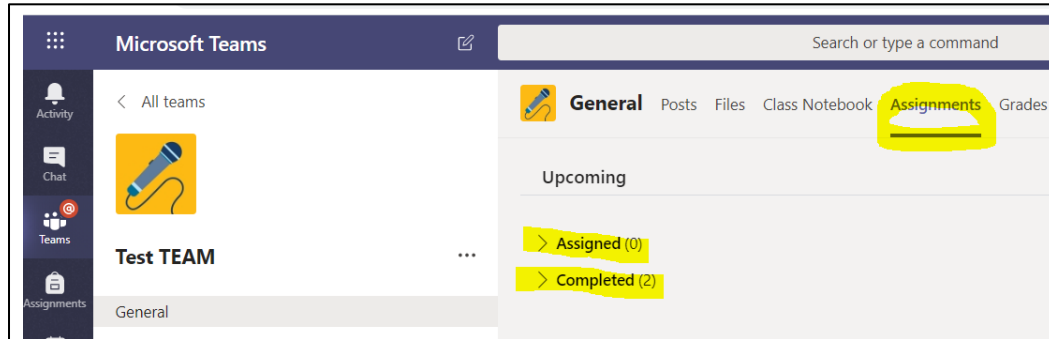
In Your Team



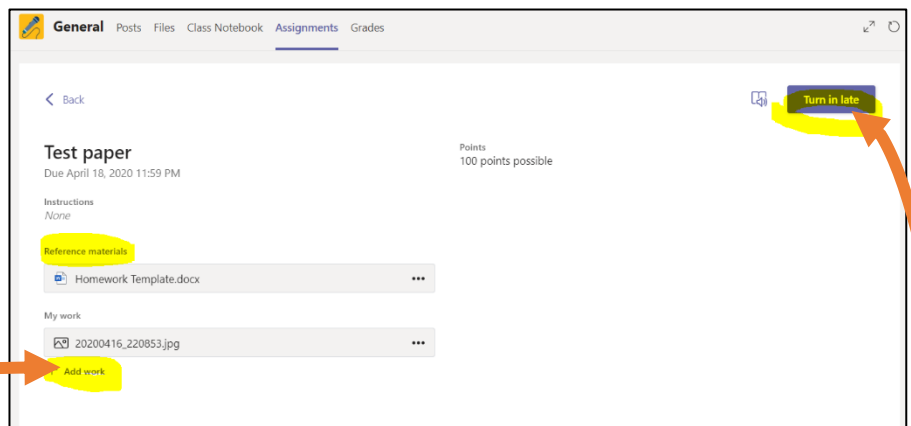
1. Some teacher have all your class information in a **channel** called **GENERAL**. Other teachers organized the class information by breaking it up with additional **channels** or units.
2. **POSTS:** The Posts tab show alerts to any new activity within that Team.
3. **FILES:** any papers, worksheets, or notes your teacher wants you to have.
4. **CLASS NOTEBOOK:** a notebook that both you and your teacher can see. Some teachers will use it to send you notes and instruction (just like the notebooks you kept when in school).
5. **ASSIGNMENTS:** Your teacher will post assignment with due dates here. This is also where you turn your work in. (*See how to turn work in below*)
6. **GRADES:** See how you did on assignments you turned in and read feedback from your teacher.

Assignments & Turning Your Work in

1. Click the Assignments tab to see your **Assigned & Completed** work
2. Click on **Assigned** to see what you owe

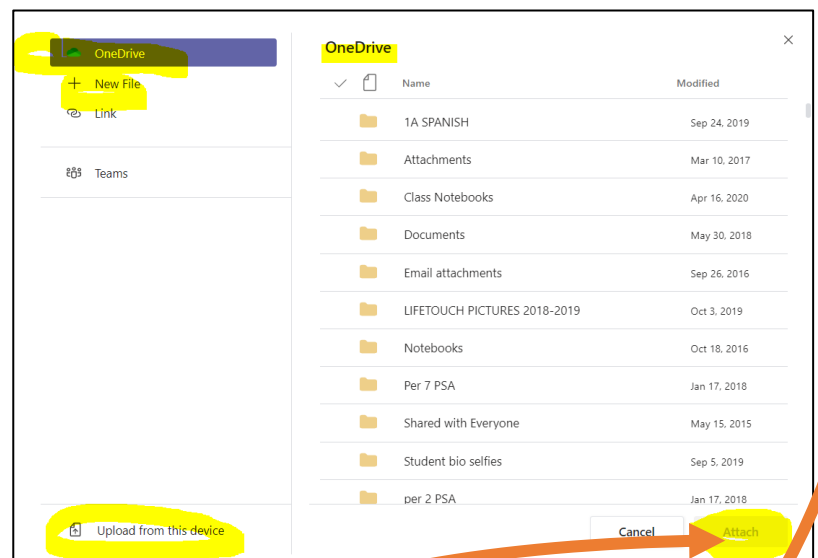


3. Your teacher may have included a **Reference Materials** attachment for you to read or download, save, and edit, like a worksheet.



4. Click **+ Add Work** to turn your work in.

- a. **OneDrive** to attach a file you have saved in your **OneDrive**
- b. **+ New File** to start a brand-new Word, PowerPoint, Excel file
- c. **Upload from this Device** to attach files or images that are saved on your device, (like **PHOTOS** of your math work or any file saved on your device.)



5. Click **ATTACH**
6.  Click **TURN IN** top-right corner (or *Turn in Late* if after the due date)