

# Microsoft Teams for Students

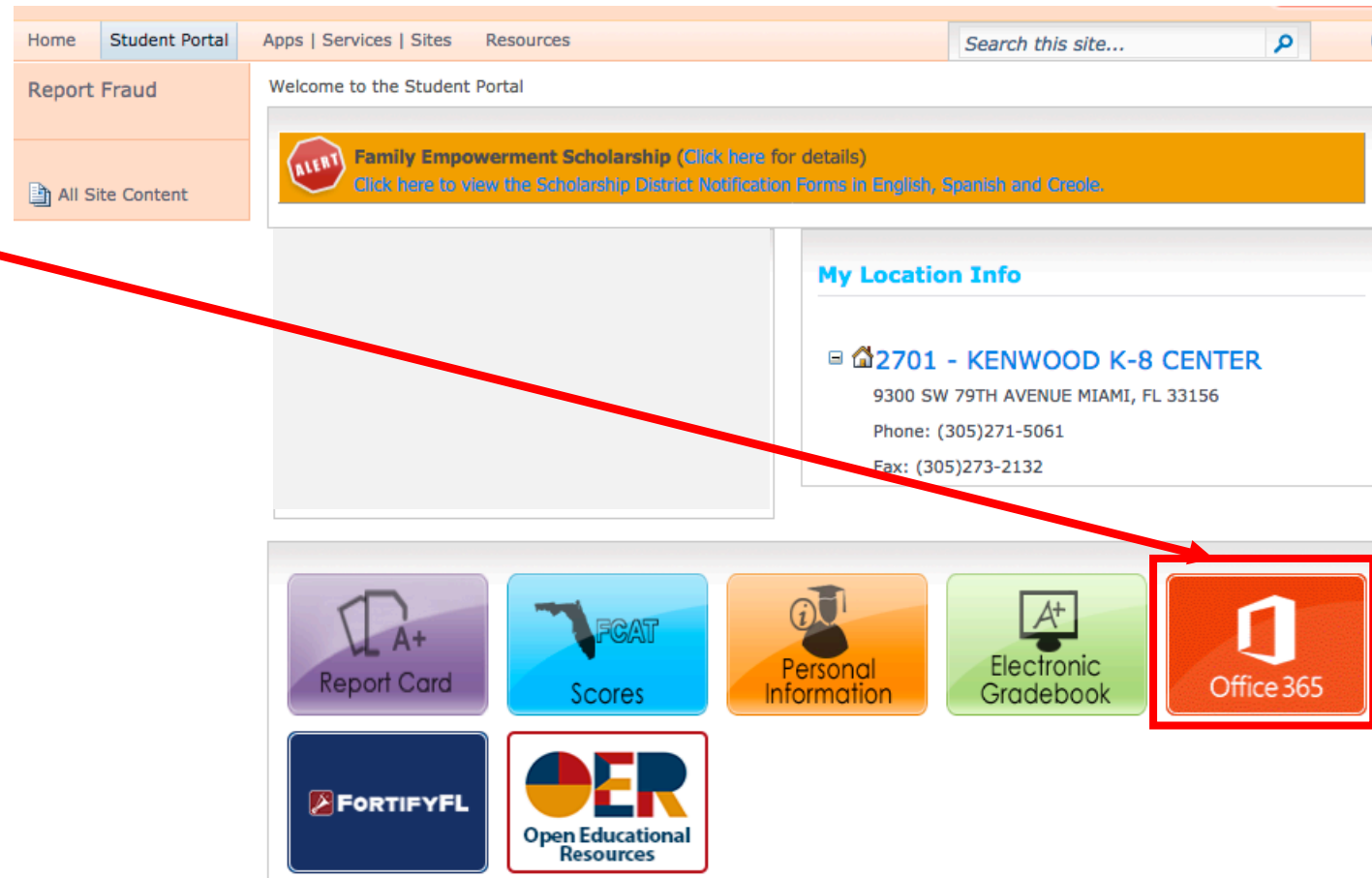


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## Instructions for Accessing Microsoft Teams

Microsoft Teams can be accessed through the M-DCPS portal:

1. Log into the student portal.
2. Click on Office 365.

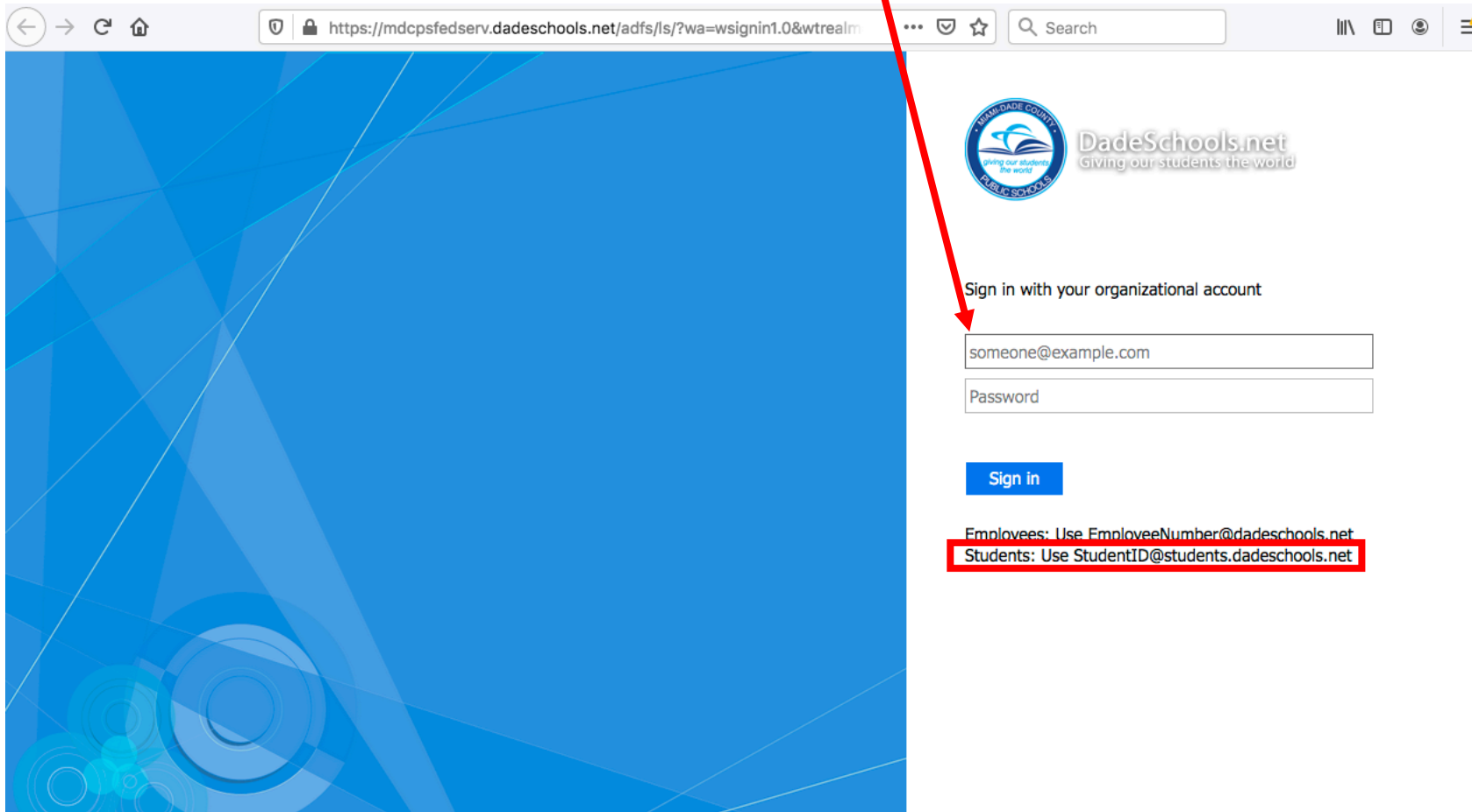


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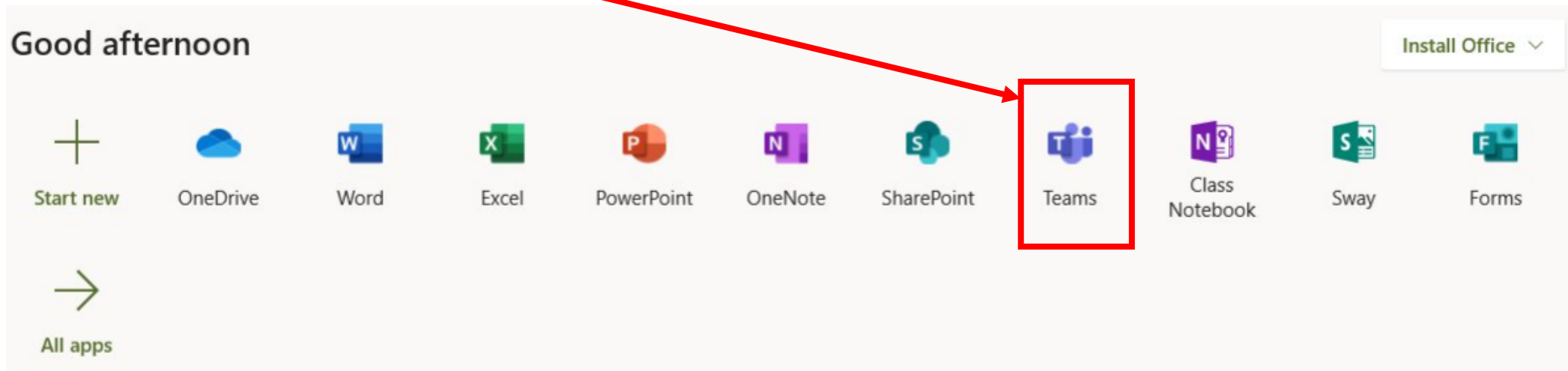
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3. On Office 365 log in page, enter your username and password:

A screenshot of a web browser showing the login page for DadeSchools.net. The browser's address bar shows the URL "https://mdcpsfedserv.dadeschools.net/adfs/ls/?wa=wsignin1.0&wtrealm". The page has a blue background with a geometric pattern. On the right side, there is a login form. At the top of the form is the DadeSchools.net logo and the text "DadeSchools.net Giving our students the world". Below this is the text "Sign in with your organizational account". There are two input fields: one for the email address, containing "someone@example.com", and one for the password, labeled "Password". Below the input fields is a blue "Sign in" button. At the bottom of the form, there is a red box containing the text "Employees: Use EmployeeNumber@dadeschools.net" and "Students: Use StudentID@students.dadeschools.net". A red arrow points from the text "3. On Office 365 log in page, enter your username and password:" to the email input field.

## Instructions for Accessing Microsoft Teams

4. Click on the **Teams** icon.



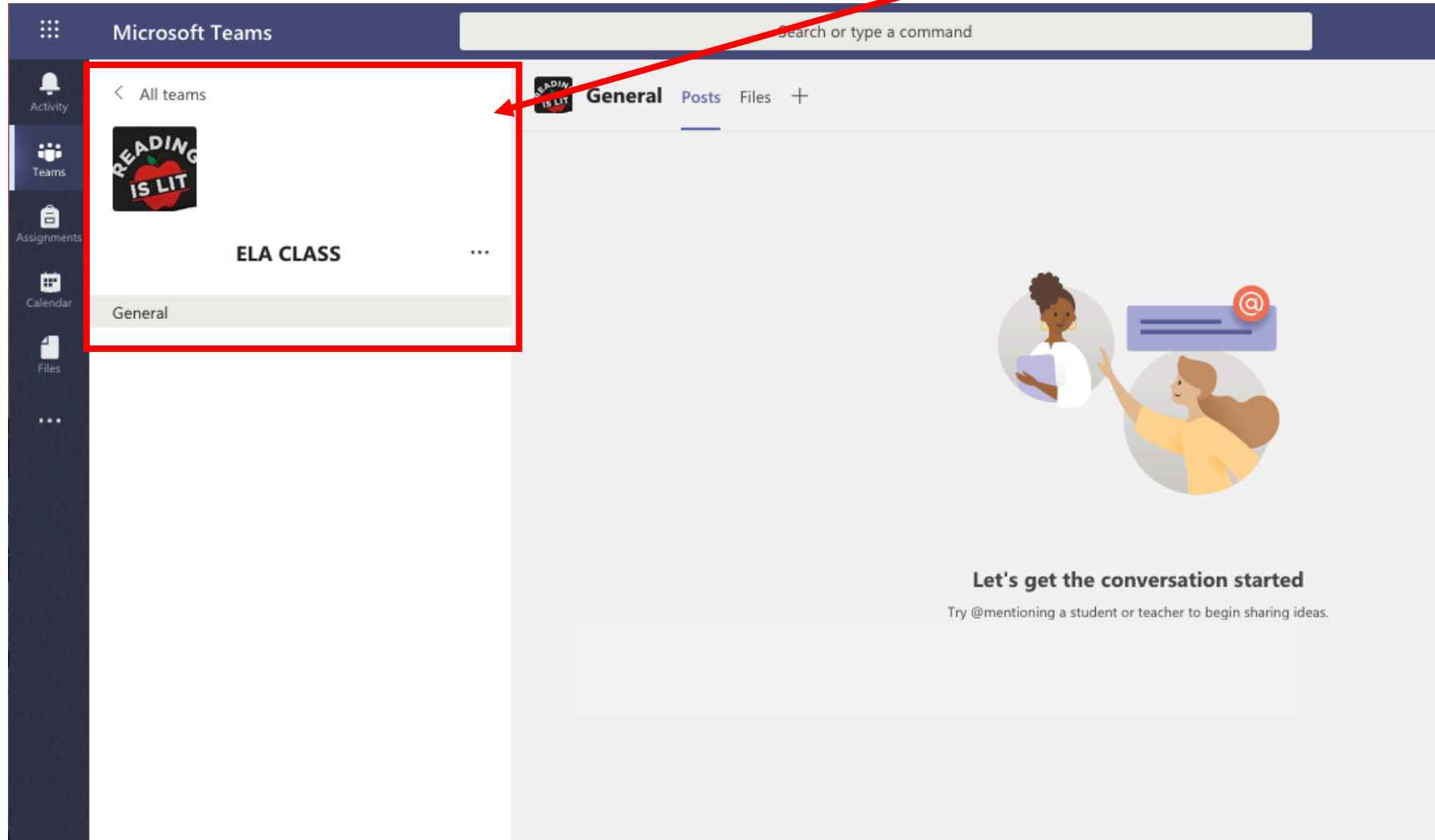
5. When you click on the **Teams** icon, the Microsoft Teams web application will open.

# Microsoft Teams for Students



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Each student gets his/her own team set up by his/her teacher. Click on the course.



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## Navigate Teams

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

## View and Organize Teams

Click to see your teams. Drag team tiles around to reorder them.

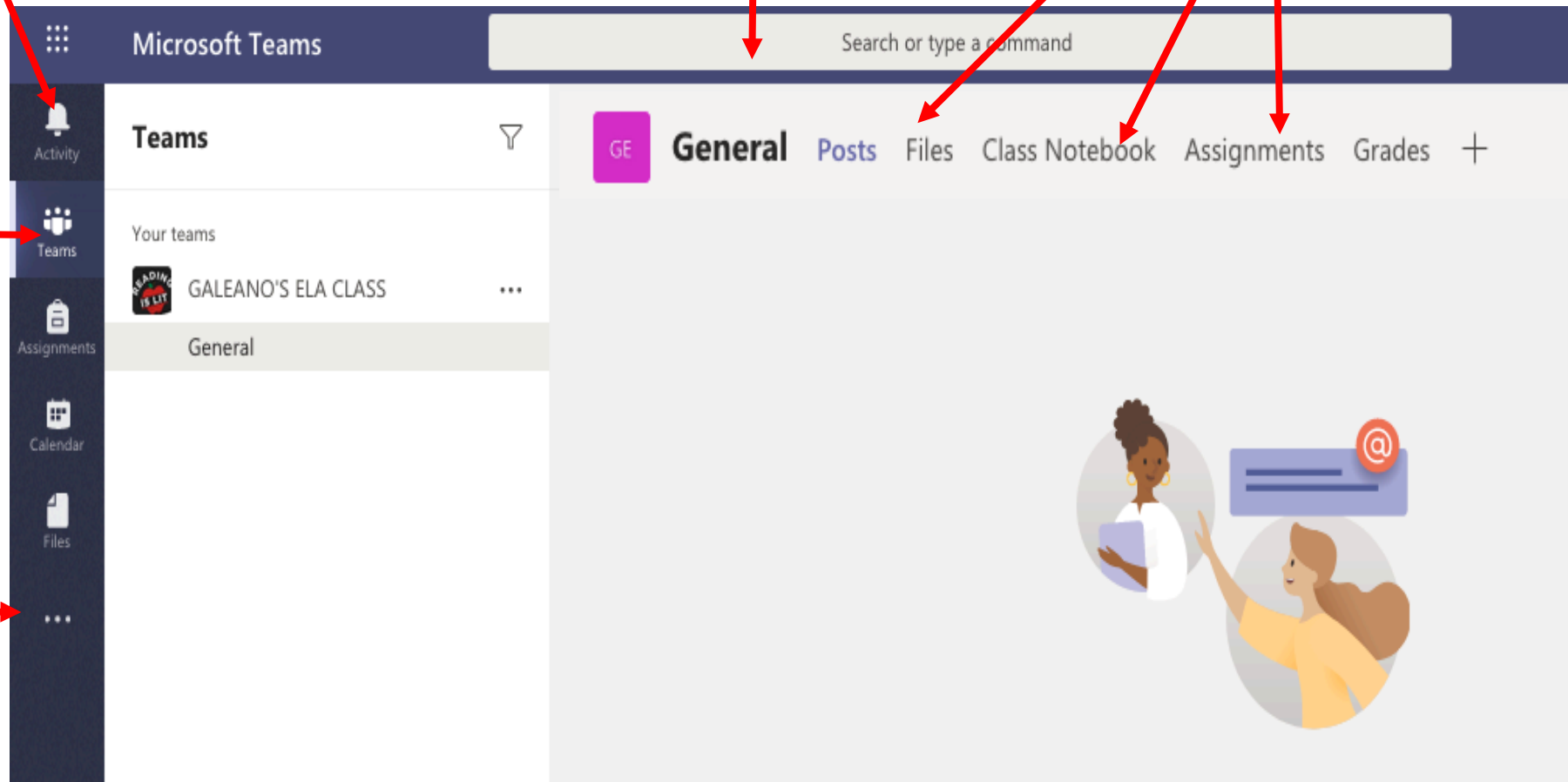
## Find Personal Apps

Click to find and manage your personal apps.

## Use the Command Box

Search for specific items or people, take quick actions, and launch apps.

## Access Files, Class Notebook, and Assignments



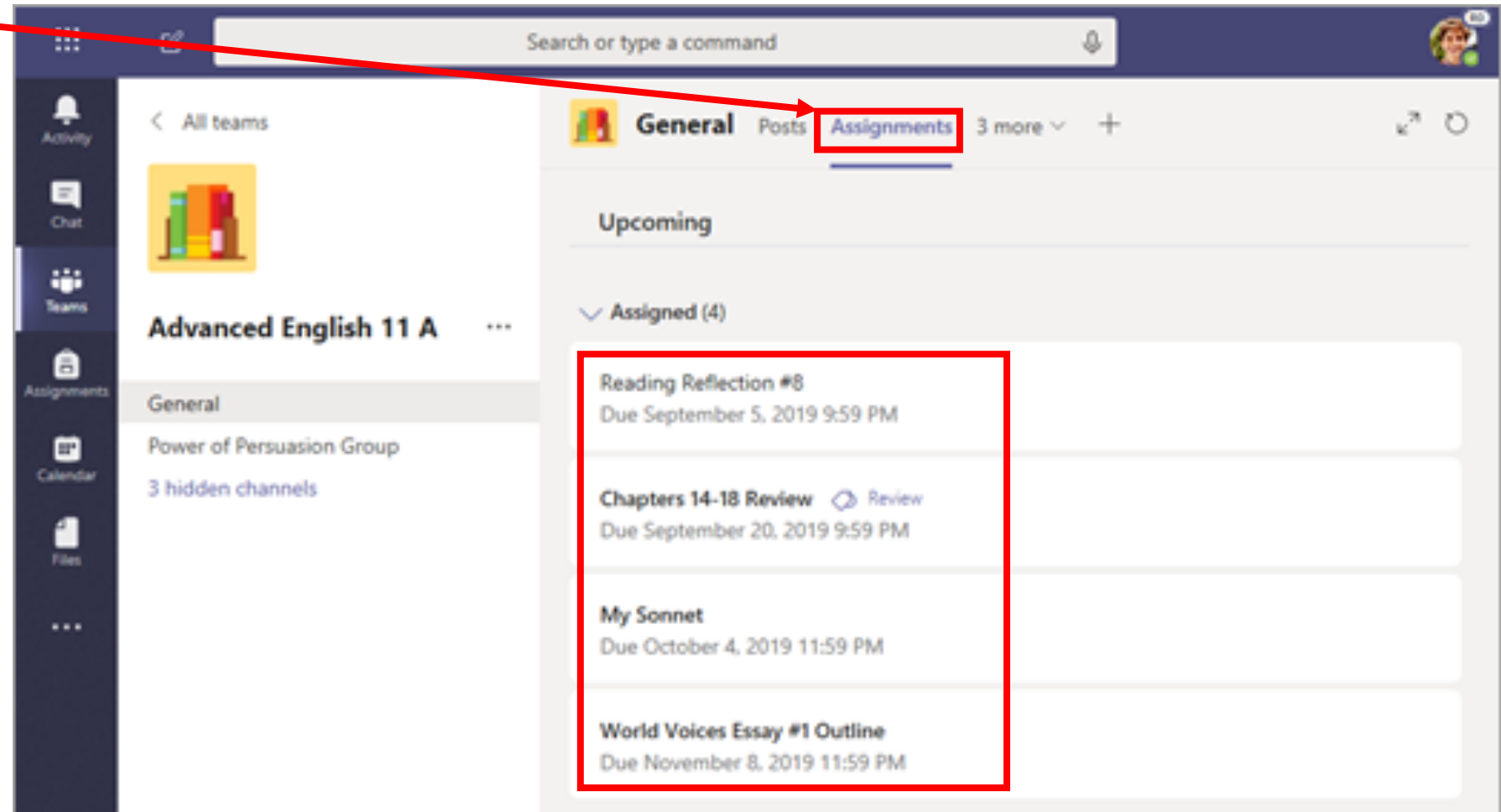
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## Working on Assignments in Microsoft Teams

1. Click on Assignments
2. Select an assignment from the list.

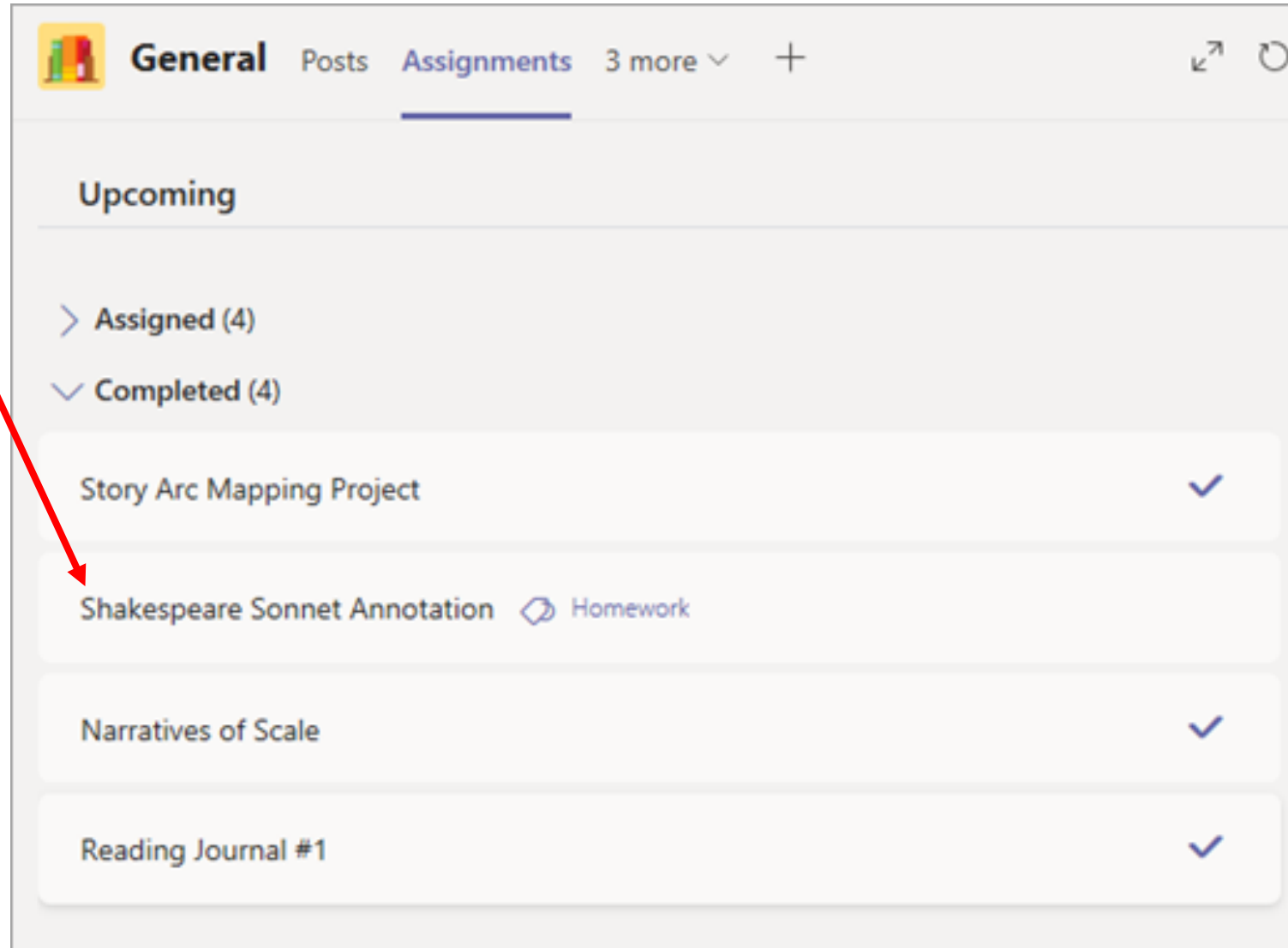


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1. Select an assignment from the list.



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2. Read instructions

3. Work on the assignment

4. Turn your assignment in.

A screenshot of a Microsoft Teams assignment page. At the top left is a blue arrow and the word "Back". At the top right is a blue button labeled "Turn in". The main title is "Shakespeare Sonnet Annotation" in bold black text, followed by a blue icon and the word "Homework". Below the title is the due date and time: "Due September 13, 2019 9:59 PM". Under the heading "Instructions", the text reads: "Read Sonnet 116 and annotate it, using the PowerPoint for guidance." Below this is the heading "My work". Under "My work", there is a grey bar containing a PowerPoint icon, the text "How to Read a Sonnet.pptx", and three dots. Below the grey bar is a blue plus sign and the text "Add work". At the bottom, under the heading "Points", it says "100 points possible".

< Back

**Shakespeare Sonnet Annotation** Homework

Due September 13, 2019 9:59 PM

Instructions

Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

My work

How to Read a Sonnet.pptx

+ Add work

Points

100 points possible



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If your teacher created a Class Notebook, you will be able to access your course materials and complete your school work using this class notebook.

A screenshot of the Microsoft OneNote Class Notebook interface. The top navigation bar includes "Conversations", "Files", "Class Notebook" (selected), "Assignments", and "Syllabus". The main content area is titled "Welcome to Class Notebook" and contains a welcome message and a list of three parts: Student Notebooks, Content Library, and Collaboration Space. On the left, a sidebar shows a tree view of the notebook's structure, including sections like "Welcome", "\_Collaboration Space", "Power of Persuasion...", "Sonnets and Soliloq...", "Shakespeare Unit\_N...", "British Literature Uni...", "World Voices\_Notes", "Elements of Poetry...", "Using the Collabora...", "Elements of Fiction...", "\_Content Library", and "ChristieC Cline".

Conversations Files **Class Notebook** Assignments Syllabus +

Advanced English 11 A • Language Arts 101 Notebook

Language Arts 101 Notebook

Welcome Welcome to Class Notebook

Great Pyramids of Giza

FAQ: Class Notebook in Mi...

Power of Persuasion...

Sonnets and Soliloq...

Shakespeare Unit\_N...

British Literature Uni...

World Voices\_Notes

Elements of Poetry...

Using the Collabora...

Elements of Fiction...

> \_Content Library

> ChristieC Cline

Open in OneNote • Help Immersive Reader Terms of Use

## Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class. It includes handwritten notes, attachments, links, voice, video, and more.

Each OneNote Class Notebook is organized into three parts:

1. **Student Notebooks** -- a private space shared between the teacher and each individual student notebook, while students can only see their own.
2. **Content Library** -- a read-only space where teachers can share handouts with students.
3. **Collaboration Space** -- a space where everyone in your class can share, organize, and collaborate.

An illustration of an open notebook with three icons connected to it by dashed lines: a person icon (representing Student Notebooks), a book icon (representing Content Library), and a group of people icon (representing Collaboration Space).

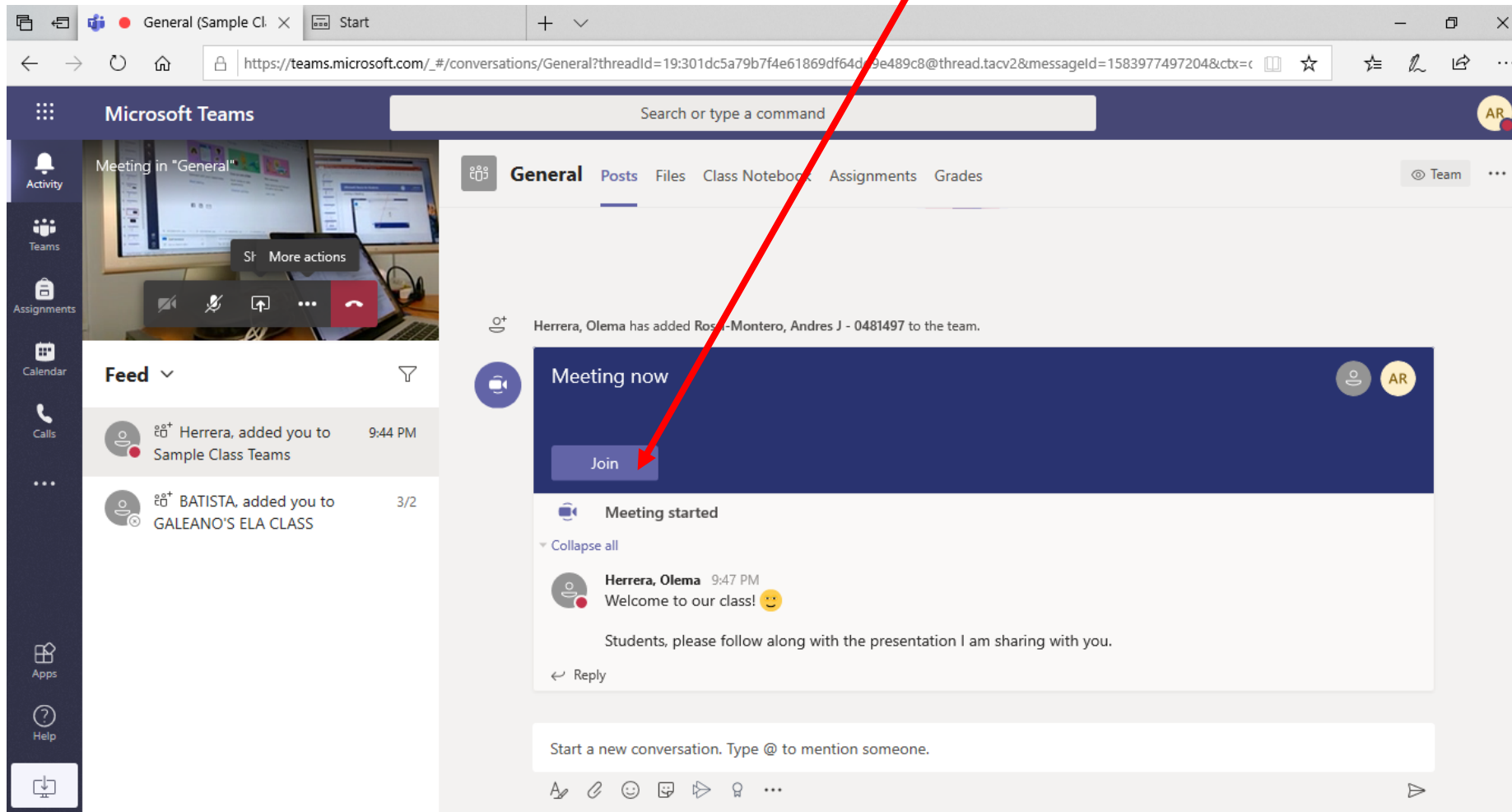
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## Joining a Meeting:

1. Click on "Join" to enter video conference.

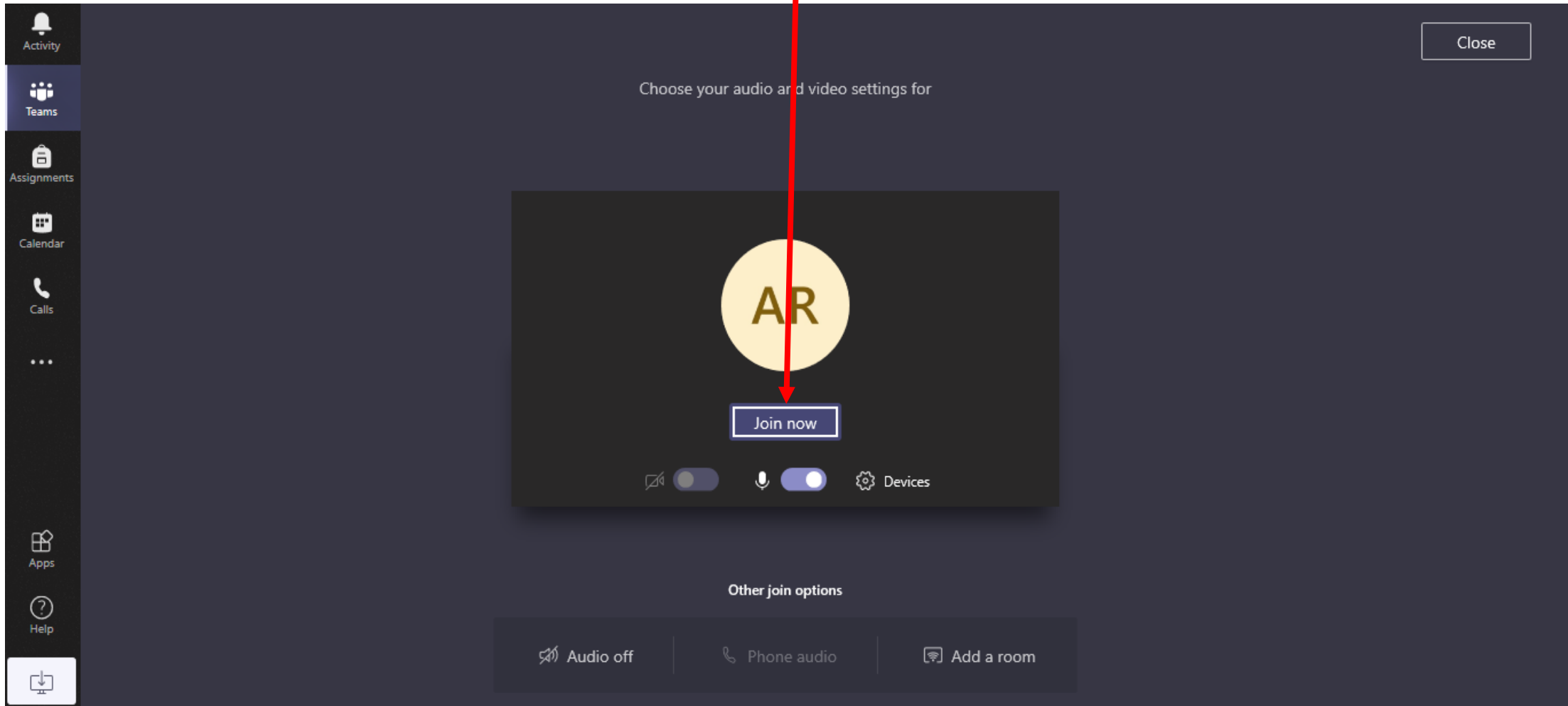


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2. Click on "Join now."

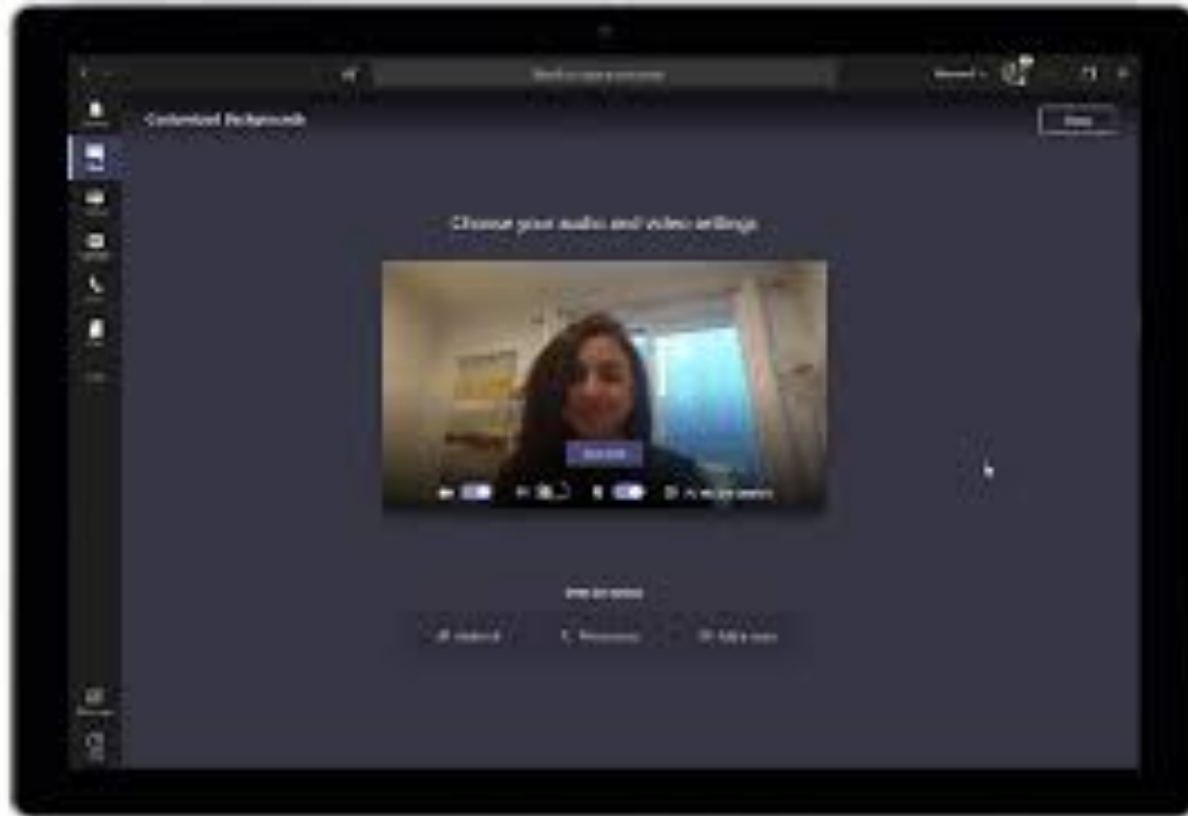


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In a virtual room, students can participate in a video chat.



Teacher can share virtual whiteboard and his/her screen.

