




Student Guide to Microsoft Teams

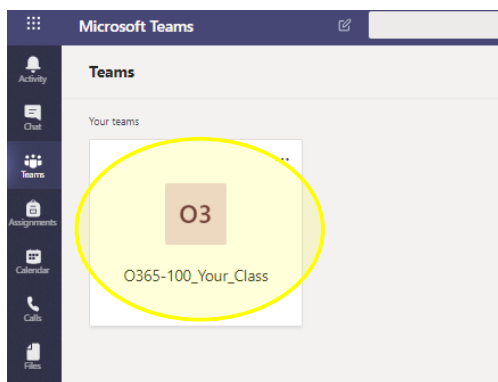
Accessing Your Class Team Online

1. Open a web browser and go to <https://portal.office.com>
2. Log in to your Office 365 account

Username: student#@edu.burnabyschools.ca

Password: Your regular network password (what you use to log in to school computers)

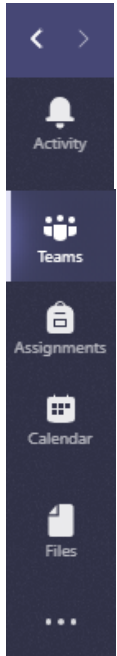
3. Click on the “Teams” app icon 
4. Click on your Class tile to open the Team



*You can download the Teams app for your desktop/laptop/tablet or mobile device by visiting: <https://teams.microsoft.com/downloads>

You're in! Now, let's take a tour of your Class Team!

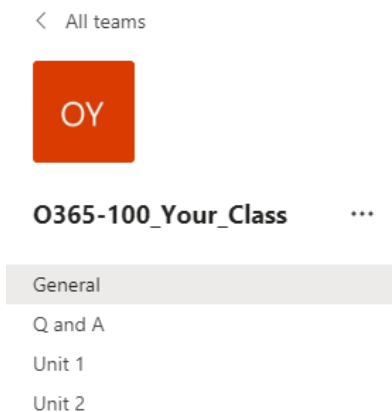
Teams Overview – What is Where?



The screenshot shows the left-hand navigation bar of the Microsoft Teams application. It features a dark blue background with white icons and text. From top to bottom, the items are: a back arrow and a forward arrow; a bell icon labeled 'Activity'; a group of people icon labeled 'Teams'; a briefcase icon labeled 'Assignments'; a calendar icon labeled 'Calendar'; a document icon labeled 'Files'; and a three-dot menu icon at the bottom.

Teams App Menu

- **Activity:** notifications for recent activity in your Teams can be found here. A red dot will appear over the bell icon when a new activity occurs.
- **Teams:** access to main Teams page to view all your Teams.
- **Assignments:** quick access to assignments posted in all your Teams.
- **Calendar:** displays assignment due dates and activities for all your Teams.
- **Files:** quick access to the files posted in each of your Teams, as well as your own OneDrive storage.



The screenshot shows the navigation pane for a specific Microsoft Teams channel. At the top, it says '< All teams'. Below that is an orange square icon with the letters 'OY' in white. Underneath the icon is the text 'O365-100_Your_Class' followed by three dots. A list of channels is shown below: 'General' (highlighted with a grey bar), 'Q and A', 'Unit 1', and 'Unit 2'.

Team Navigation

Your Class Team may be organized by topics, unit, or activity types.

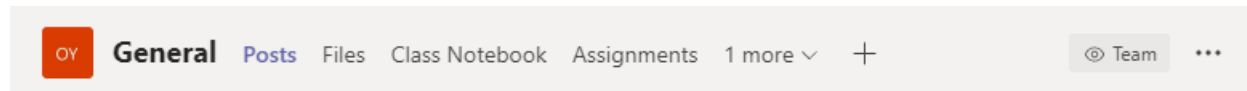
You can access different course content by clicking on the different “Channels” listed in the Team Navigation column.

Each “Channel” will have its own “Posts” and “Files” tab.

Assignments are only posted to the “General” channel.

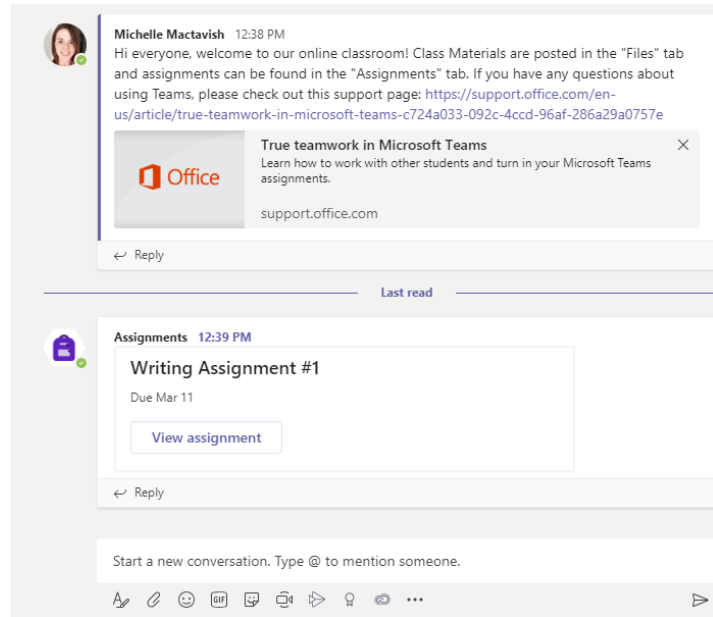
Workspace Tabs in Class Teams

The large, right-side section of your Team is the workspace. At the top of this section you will see a list of Tabs. Tabs organize different course content and tools:



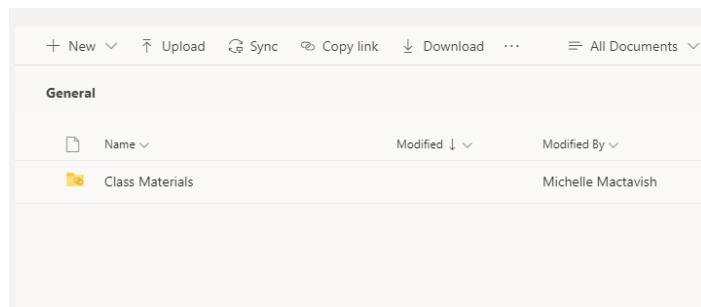
Posts

- A conversation space – like social media, you can make posts, reply to others, and @ mention someone to get their attention
- Assignment information is posted on the Posts tab on the General channel
- Each additional channel has its own Posts tab
- Your teacher may turn on/off your ability to post.



Files

- Shared file storage for the Team.
- Everyone in the team can see and edit anything uploaded to the Files tab.
- DO NOT POST YOUR ASSIGNMENTS HERE.
- Class Materials folder in the Files tab is "Read-Only". This means your teacher can post notes and information here that you can read but not edit.

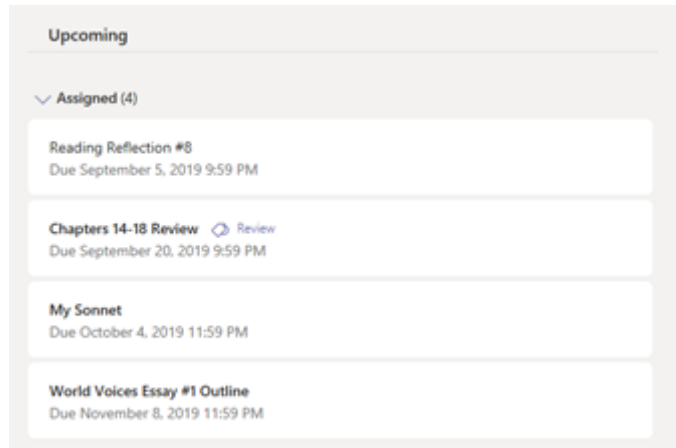


Class Notebook (Optional)

- a OneNote Class Notebook for your Team.
- Your teacher may or may not use this tool, so check with your teacher to find out.

Assignments

- This is where you will access assignment details and turn in your completed work for the Class Team you are currently viewing.
- Assignments will appear as “cards”
 - click on one to open the assignment details.
- You can view the assignments for all your courses by clicking the “Assignments” button in the left-side Teams Apps list.
- Assignments are grouped as Assigned (upcoming) and Completed
- Click on an assignment in the Completed section to view feedback and scores.



Grades

- Click on the Grades tab to view your scores on all your assignments for the Team you are currently viewing.

The screenshot shows a profile for Emma Garcia with a photo and the text "Garcia, Emma" and "2 parents/guardians receive weekly summary. [View](#)". Below this is a table of grades:

Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

Figure 1 from Track your progress in the Grades tab (student), Microsoft, 2020 <https://support.content.office.net/en-us/media/8c67b20f-fd80-4bf3-bf80-ed8785ef7506.png>

Completing Assignments in Teams

Immersive reader: read aloud assignment details or translate them to another language.

When you open an assignment you will see instructions, files you will need to complete the assignment, and assessment information (rubric and/or points value).

Some assignments will have a template document for you to fill out (My work) and others will require you to upload a file (+ Add work)

The screenshot shows a Microsoft Teams assignment page. At the top left is a '< Back' button. To the right is a 'Turn in' button. A callout box with an arrow points to an Immersive Reader icon (a square with a person and a book) in the top right corner. The assignment title is 'My Sonnet' with a 'Writing' category icon and a due date of 'Due March 31, 2020 11:59 PM'. Below the title are sections: 'Instructions' (Please read the attached PDF instructions and then complete your assignment using the Word document attached to this page. Do not submit any additional files.), 'Reference materials' (Write Your Own Sonnet.pdf), 'My work' (Your Sonnet.docx), '+ Add work', 'Points' (20 points possible), and 'Rubric' (Poetry).

If you are using a template, you can complete your assignment in Teams – no need to open another application. Just click on the file name to edit. When you are done editing click “Close” at the top right corner of the page.

You can also open the file in a desktop program by clicking the ellipsis button [...] next to the “Close” button at the top right corner of the page. Form the drop-down menu select “Open in Desktop App”.

The document is autosaved and stored in Teams so you can leave and come back as often as you need. Even if you open the document in the desktop app, the file will continue to be autosaved to Teams.

When you are finished editing your document and/or have uploaded all your work to the assignment page click the “Turn in” button to submit your work to your teacher.

Additional Resources

Support for Microsoft Teams: <https://support.office.com/en-us/article/true-teamwork-in-microsoft-teams-c724a033-092c-4ccd-96af-286a29a0757e>

Office 365 Student Support: <https://support.office.com/en-us/article/student-help-center-395ab230-55bf-44c6-b265-e832d729b694>