

STUDENT QUICK GUIDE GET STARTED IN YOUR CLASS TEAM, MICROSOFT TEAMS FOR EDUCATION

Abstract

Access your online classroom right away in Office 365 Education and Microsoft Teams. Grab your device and your school sign-in information and head into class at Office.com.

This information is obtained from Microsoft Site.
m. yaşar özden

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Get started in your class team, *Microsoft Teams for Education*

Access your online classroom right away in Office 365 Education and Microsoft Teams. Grab your device and your school sign-in information and head into class at Office.com.

WEB address: <https://support.office.com/en-us/article/get-started-in-your-class-team-6b5fd708-35b9-4caf-b66e-d8f2468e4fd5#ID0EBBAAA=Students>

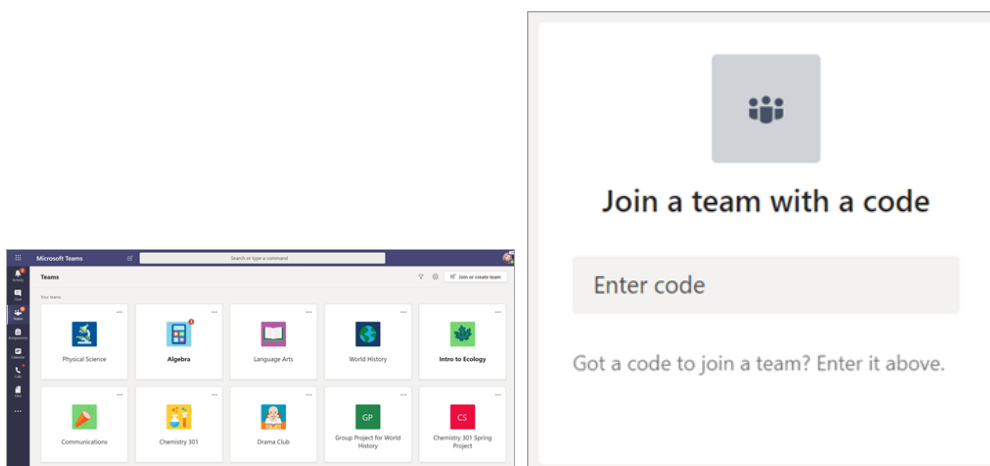
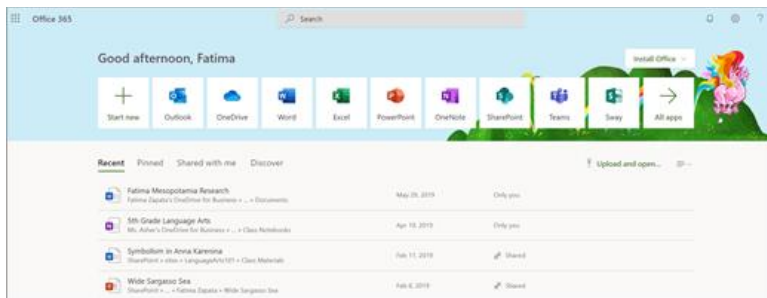
Sign in to Teams

1. Open [Office.com](https://office.com) and sign in with your school email and password.
2. From your Office.com homepage, click on the **Teams** app to open right in your browser.
3. Select **Teams**  in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

Notes: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create a team** and enter the code)
- A link (check your email!)

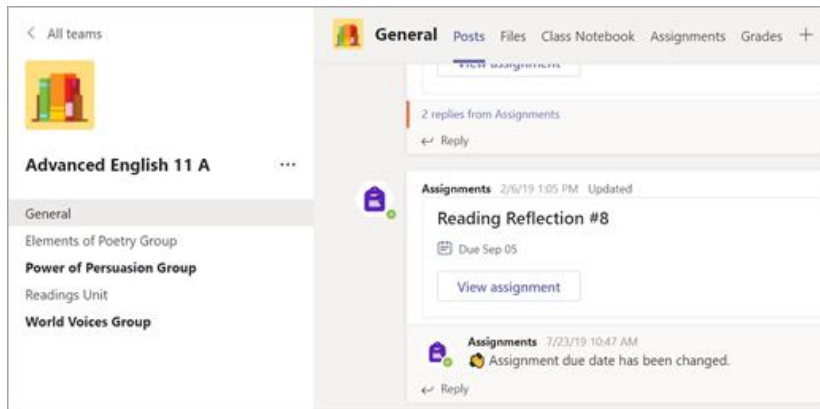
When you see your class tiles, click on one to start connecting with your teacher and classmates!



Channels

Every class team has a main discussion area, the **General** channel. Under **General**, Your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.

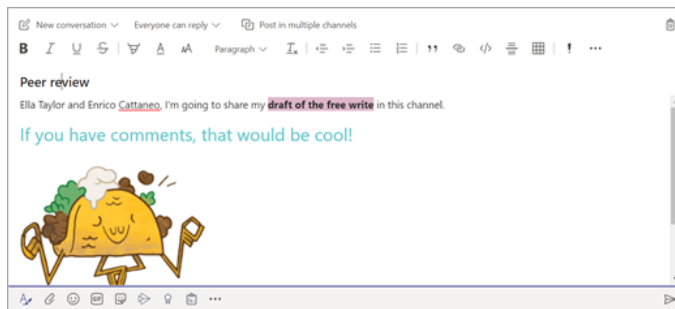


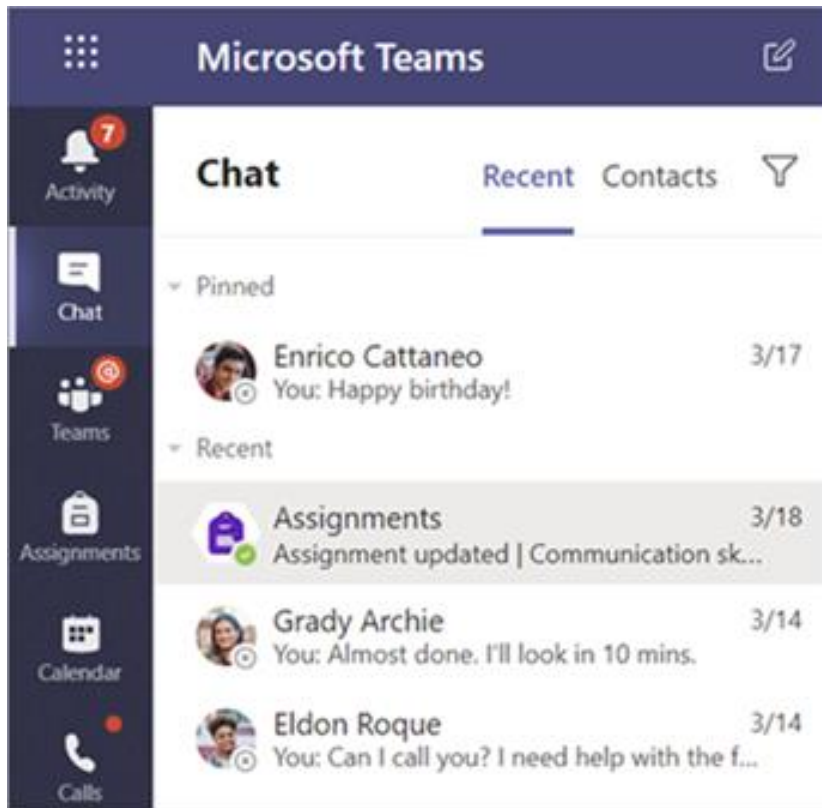
Create and send a message in a chat or channel

Click the compose box to create a message. You can type out a simple message, or add on.



- Attach an image, gif, sticker, or file
- Use rich text to make your message stand out
- Format your message with bullets or make a numbered list
- @mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select the **Chat** icon.





Share a file in a channel or chat

1. Click **Attach**  .
2. Choose a file you'd like you share.
3. Include a message if you want, then click **Send**  .

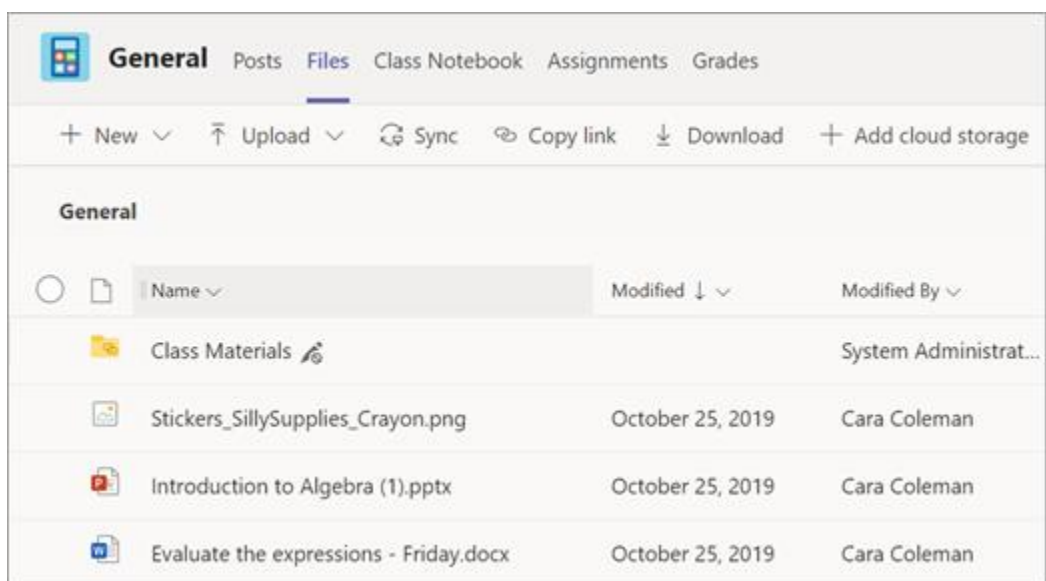
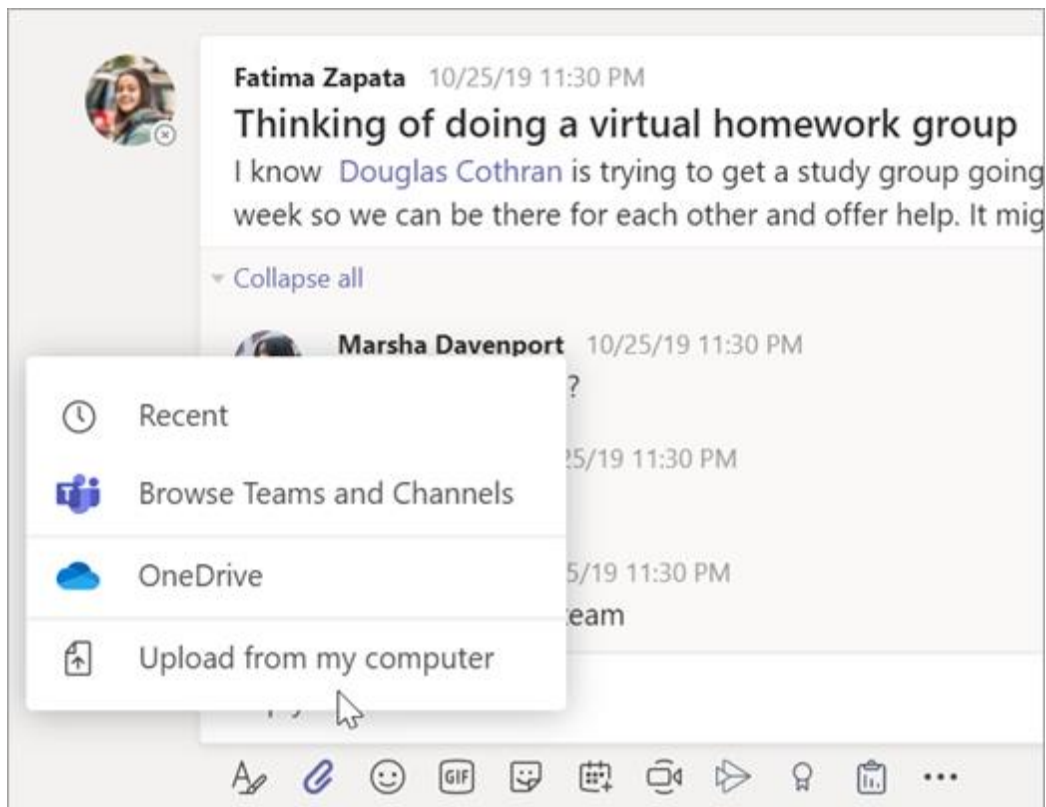
Find or create a file

See the files that you, your classmates, and teacher have shared in one of your team's channels by selecting the **Files** tab.



While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

Class Materials

In the **Files** tab, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.



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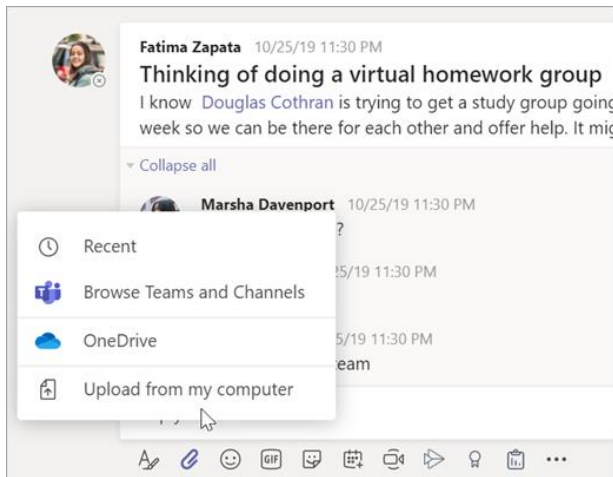
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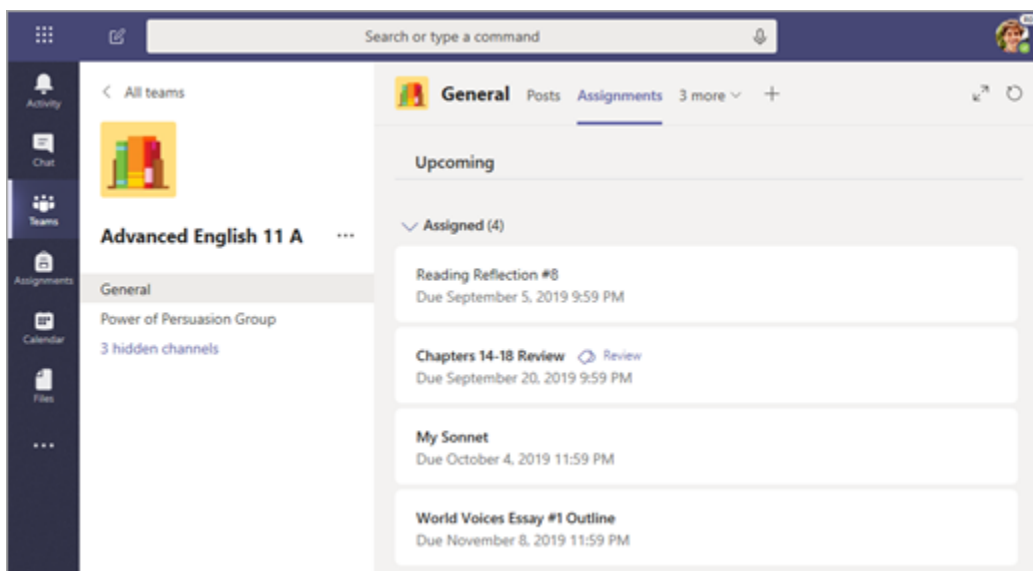
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View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials, and select **Turn in**.




[← Back](#) **Turn in**

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 ⋮

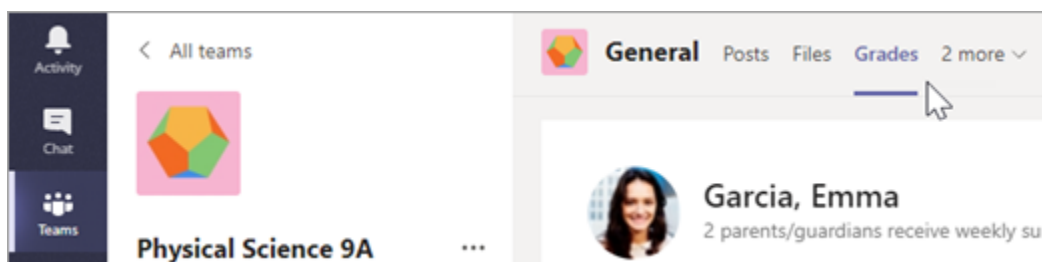
[+ Add work](#)

Points
100 points possible

[See your grades](#)

To see grades for assignments your teacher has reviewed and sent back to you:

1. Select the **Grades** tab in the **General** channel.
2. All your assignments are listed here with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.
3. Use the arrows next to **Due date** and **Assignment** to sort your assignments.



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with 'Activity', 'Chat', and 'Teams' options. The main area shows a team named 'Physical Science 9A'. At the top of the team view, there are tabs for 'General', 'Posts', 'Files', 'Grades', and '2 more'. The 'Grades' tab is selected and highlighted with a blue underline and a mouse cursor. Below the tabs, a user profile for 'Garcia, Emma' is displayed, including a profile picture and the text '2 parents/guardians receive weekly su'.



Garcia, Emma


2 parents/guardians receive weekly summary. [View](#)

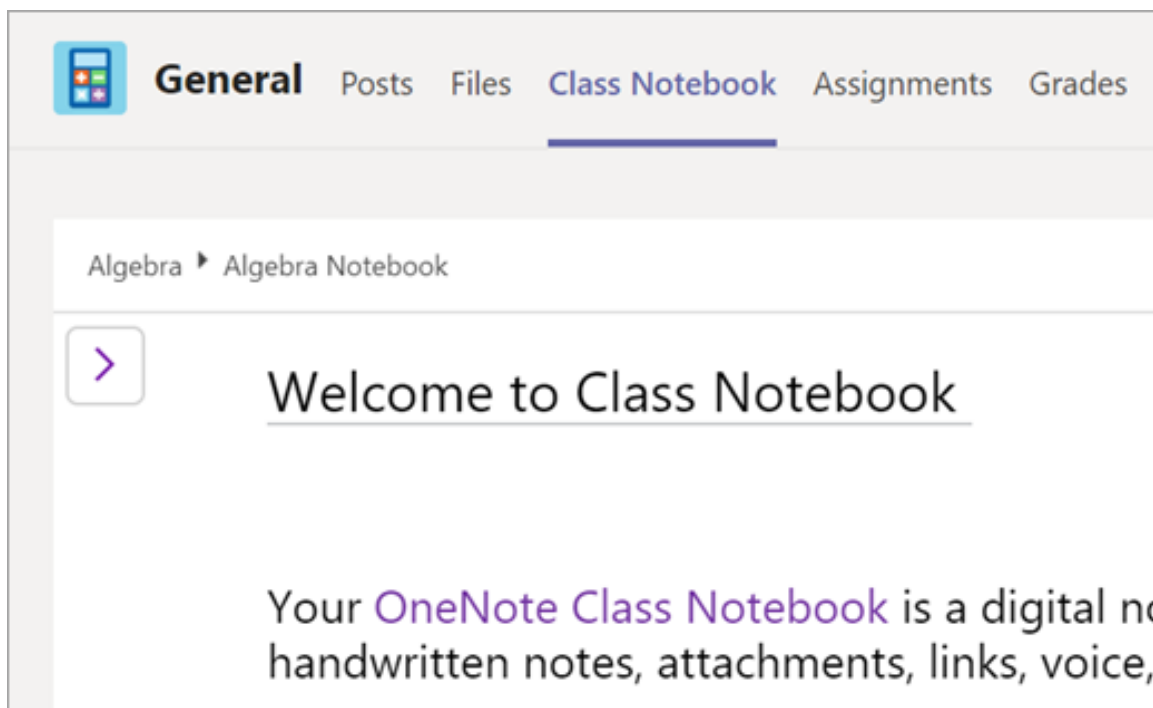
| Due date ▲ | Assignment ▼ | Status | Points |
|--------------|------------------------------|----------|-------------------------------|
| Jan 21 | Take Home Waves Quiz | Viewed | /30 |
| Jan 13 | Watch Waves and Frictio... | Returned | 5/5 |
| Jan 9 | Essay on space theory film | Returned | 28/30 |
| 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 |

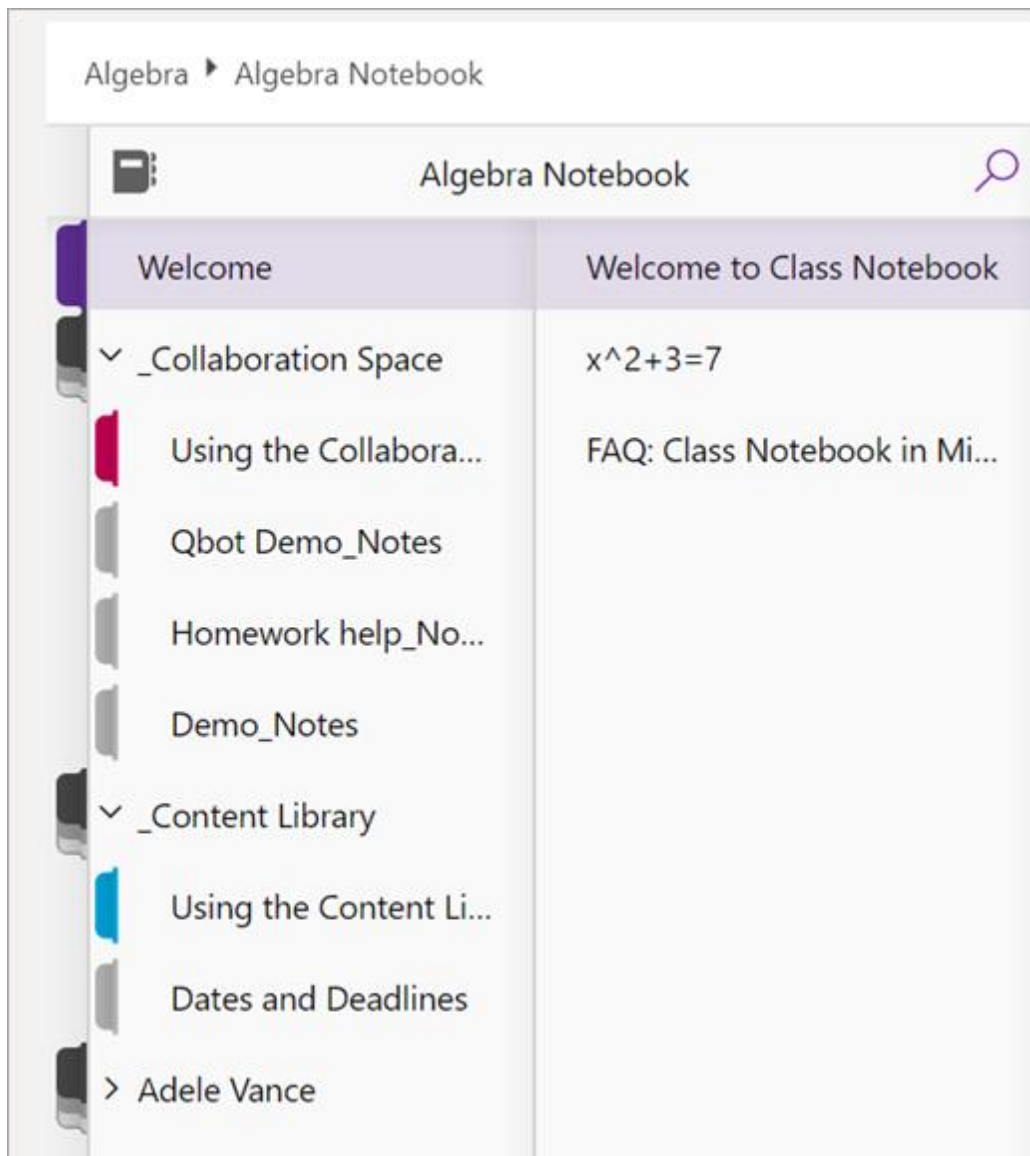
| General Posts Files Class Notebook Assignments Grades | | | |
|--|--|------------------|-----------------------|
| + New ▼ ↑ Upload ▼ ↻ Sync 🔗 Copy link ↓ Download + Add cloud storage | | | |
| General | | | |
| | Name ▼ | Modified ↓ ▼ | Modified By ▼ |
| | Class Materials | | System Administrat... |
| | Stickers_SillySupplies_Crayon.png | October 25, 2019 | Cara Coleman |
| | Introduction to Algebra (1).pptx | October 25, 2019 | Cara Coleman |
| | Evaluate the expressions - Friday.docx | October 25, 2019 | Cara Coleman |

Use Class Notebook in Teams

Need to take private notes or brainstorm with classmates? The **Class Notebook** tab lives in your class team's **General** channel. If your teacher has set up the notebook and directed the class to use it, click the tab and explore.

1. Select  to expand the notebook and see all your sections: a **Collaboration Space** for developing ideas and projects with classmates, a **Content Library** where your teacher can save important resources, and a private notebook section that's just for your work.
2. Note the section at that bottom with your name—that's your private notebook! Only you and your teacher can see it.





Download: [A visual guide to your day of learning in Teams and Office 365.](#)

Follow this [printable resource](#) through a sample day of distance learning. See how you can establish your school-away-from-school routine and stay connected to your teacher, classmates, and those who help you learn best.

[Keep learning](#)

Check out the [Student help center](#) to see how Teams and other apps in Office 365 can inspire your next project, help with your homework, and keep you connected to your teacher and classmates, whether you're in the classroom or online.