



# Microsoft Teams for SD71 students

## Quick Start Guide

**Move around in Teams**  
Use these buttons to switch between Activity, Chat, your teams, Assignments, Calendar & Files.

**View and Organize Teams**  
Select to see your teams. In the teams list, drag a team name to reorder it.

**See Your Assignments**  
Select to see your assignments for ALL of your classes.

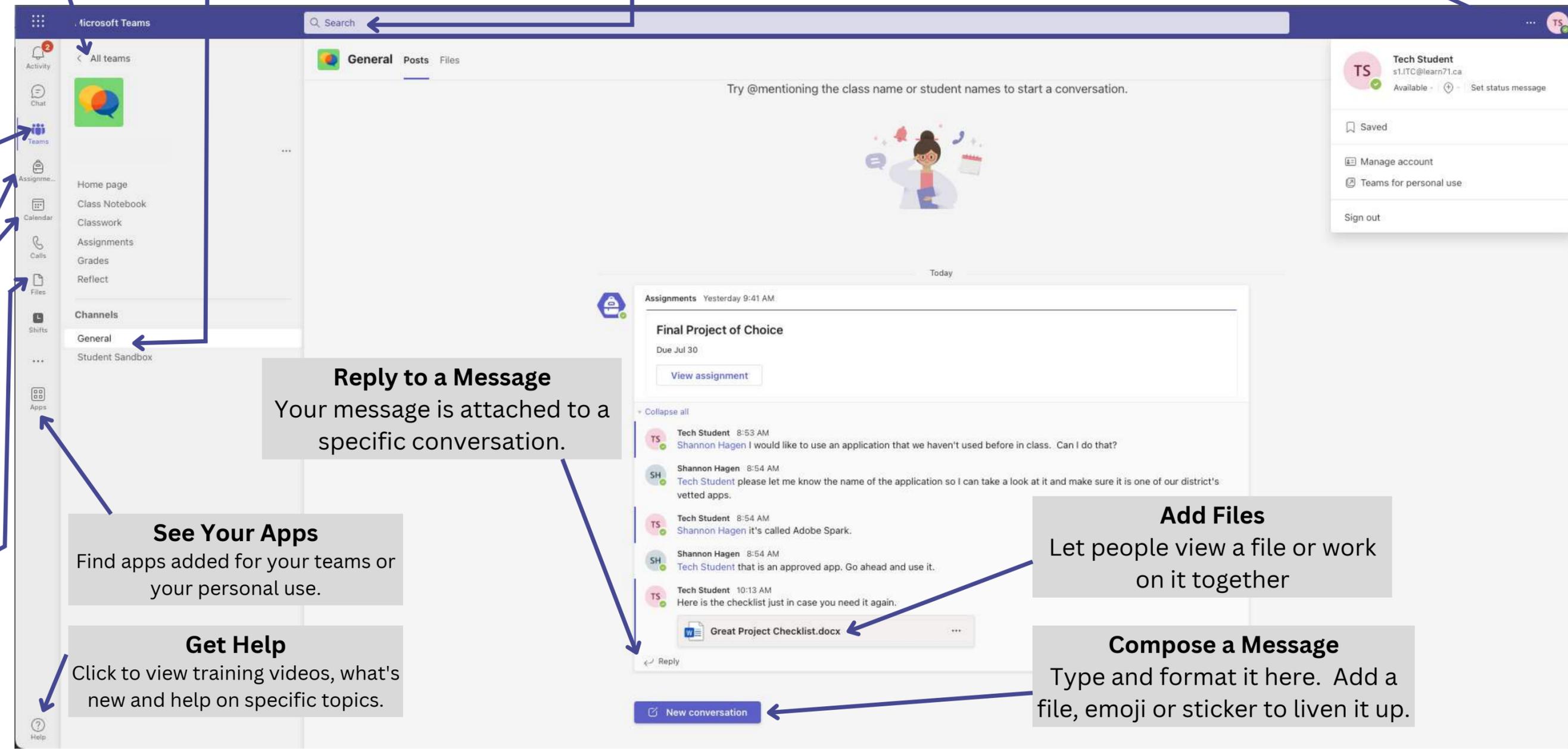
**See Your Calendar**  
Select to see your calendar.

**View Your OneDrive Files**  
Click to see your *personal* files located in your OneDrive.

**Use Channels in Every Team**  
Select one to see the files and conversations about that topic, department or project.

**Use the Search Box**  
Search for specific items or people, take quick actions and launch apps.

**Manage Profile Settings**  
Change app settings, change your pic or download the app.



**Reply to a Message**  
Your message is attached to a specific conversation.

**See Your Apps**  
Find apps added for your teams or your personal use.

**Get Help**  
Click to view training videos, what's new and help on specific topics.

**Add Files**  
Let people view a file or work on it together

**Compose a Message**  
Type and format it here. Add a file, emoji or sticker to liven it up.



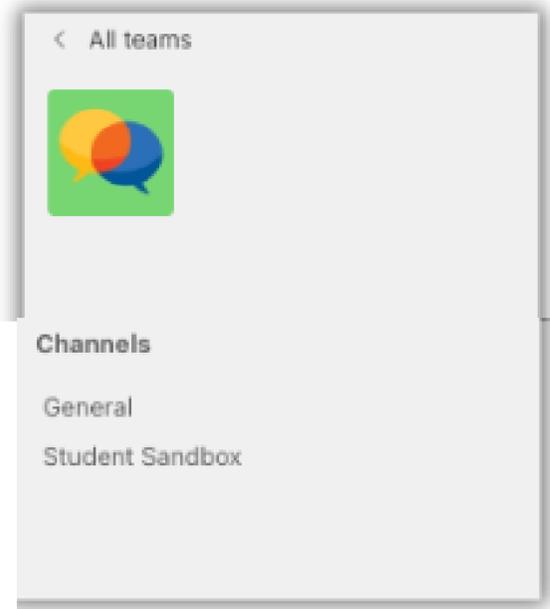
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## Sign In

Go to Teams/Office.com. Sign in using SD71 login credentials.  
On Mobile app, tap Teams icon.  
Login using SD71 login credentials.

## Pick a team and channel

A TEAM is a collection of people, conversations, files and tools. A channel is dedicated to a specific topic or project.



## Start a Conversation

With the **whole team** . . . Select Teams pick a team and channel, write your message and select Send. 



## Reply to a Post

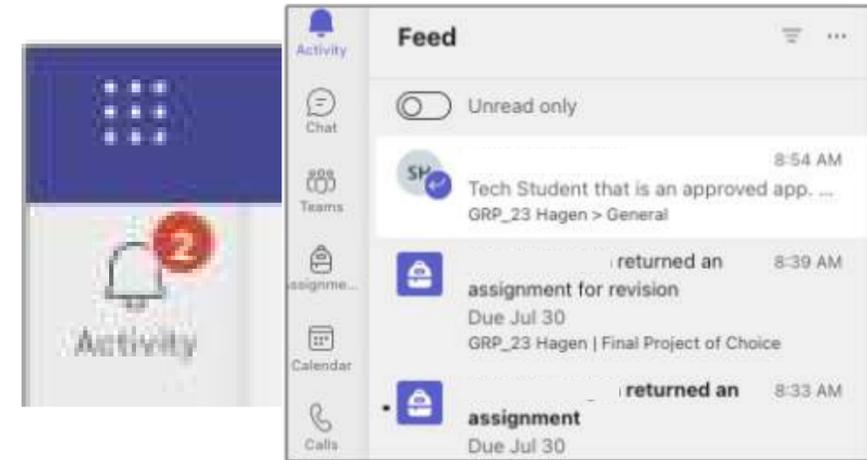
Channel posts are organized by date and then threaded. Find the thread you want to reply to, then select **Reply**. Once done writing, choose **Send**. 



## Stay on Top of Things

Select **Activity** on the left. The **Feed** shows you all your notifications. To set up notifications for a channel, choose '...' next to the channel name then, **Channel Notifications**.

*This will allow you to see when assignments have been assigned and returned and if someone is posting on the discussion board.*

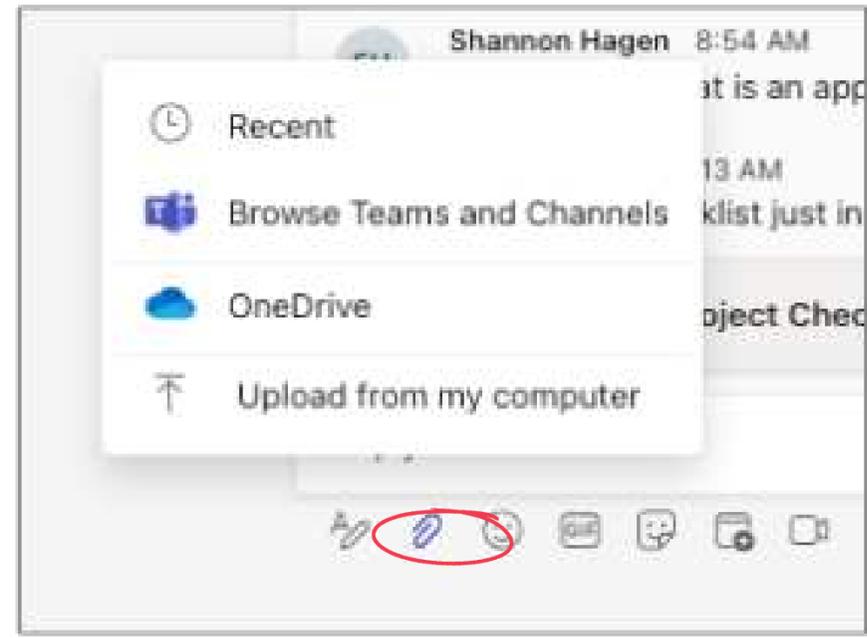




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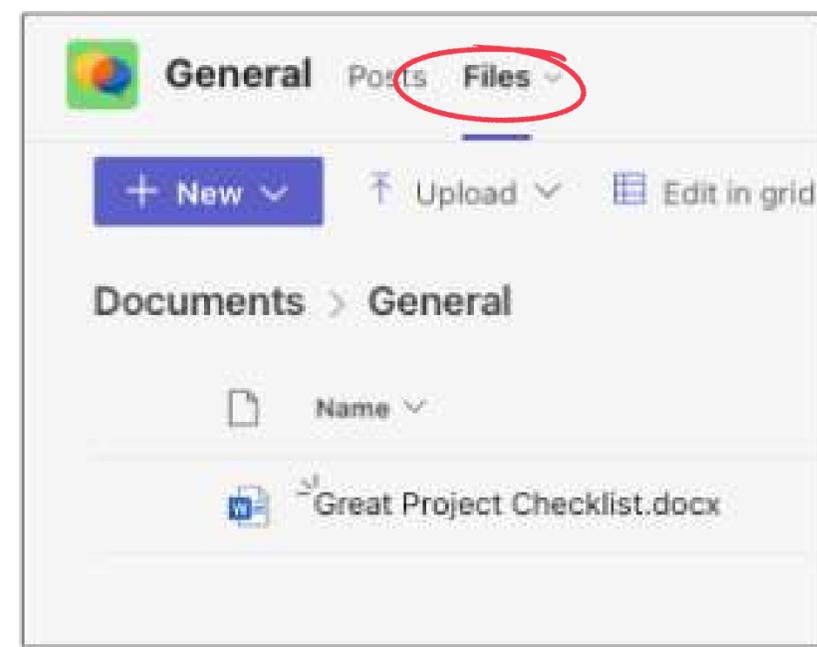
## Share a file

Select **Attach** under the box where you type messages, select the file location then the file you want. Depending on the location, you'll get options for uploading a copy, sharing a link or other ways to share.



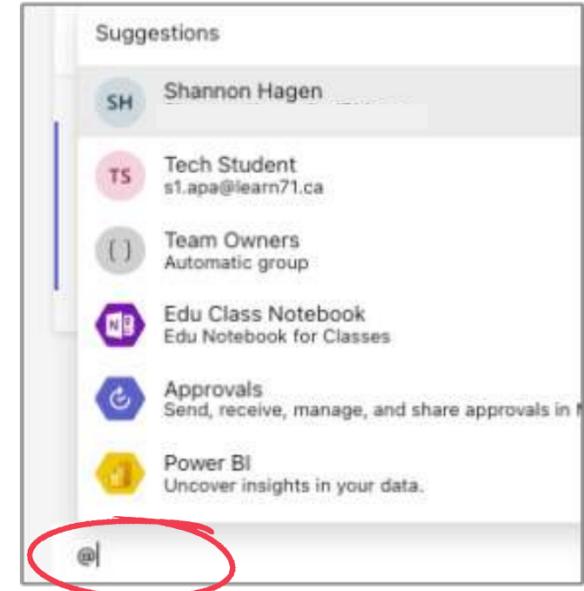
## Work With Files

Select **Files** on the top the channel to see all files shared in that channel. Click on '...' to display options of what you can do with this file.



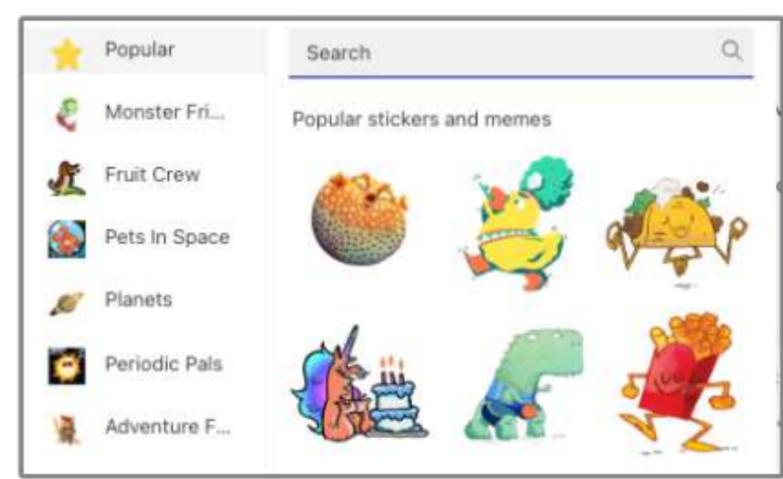
## @Mention Someone

To get someone's attention, type @ then their name. Type **@team** to message everyone in the team or **@channel** for the channel members.



## Add an emoji, sticker or GIF

Select Sticker under the box where you type your message then pick a sticker from the selection. There are also buttons for adding an emoji or GIF.

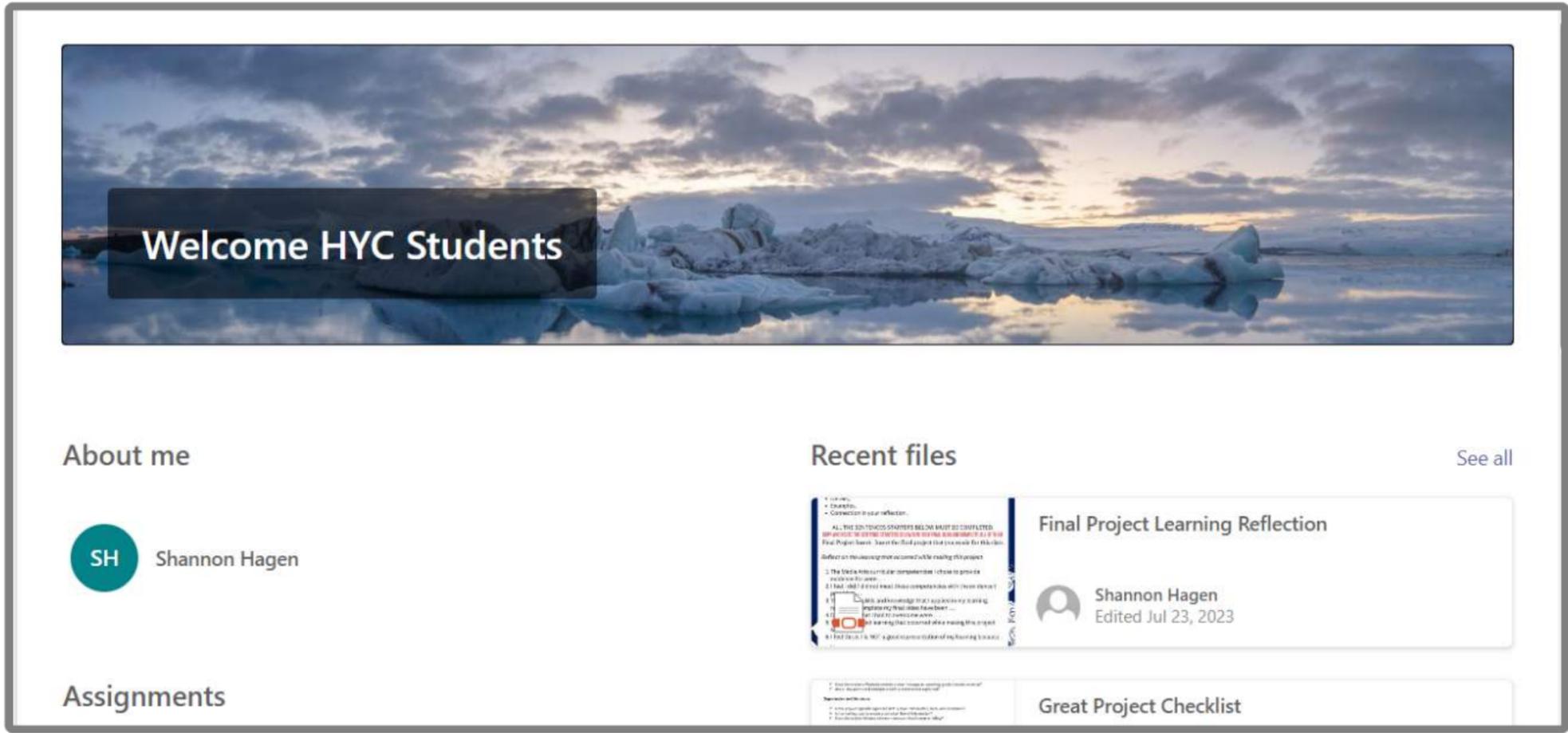
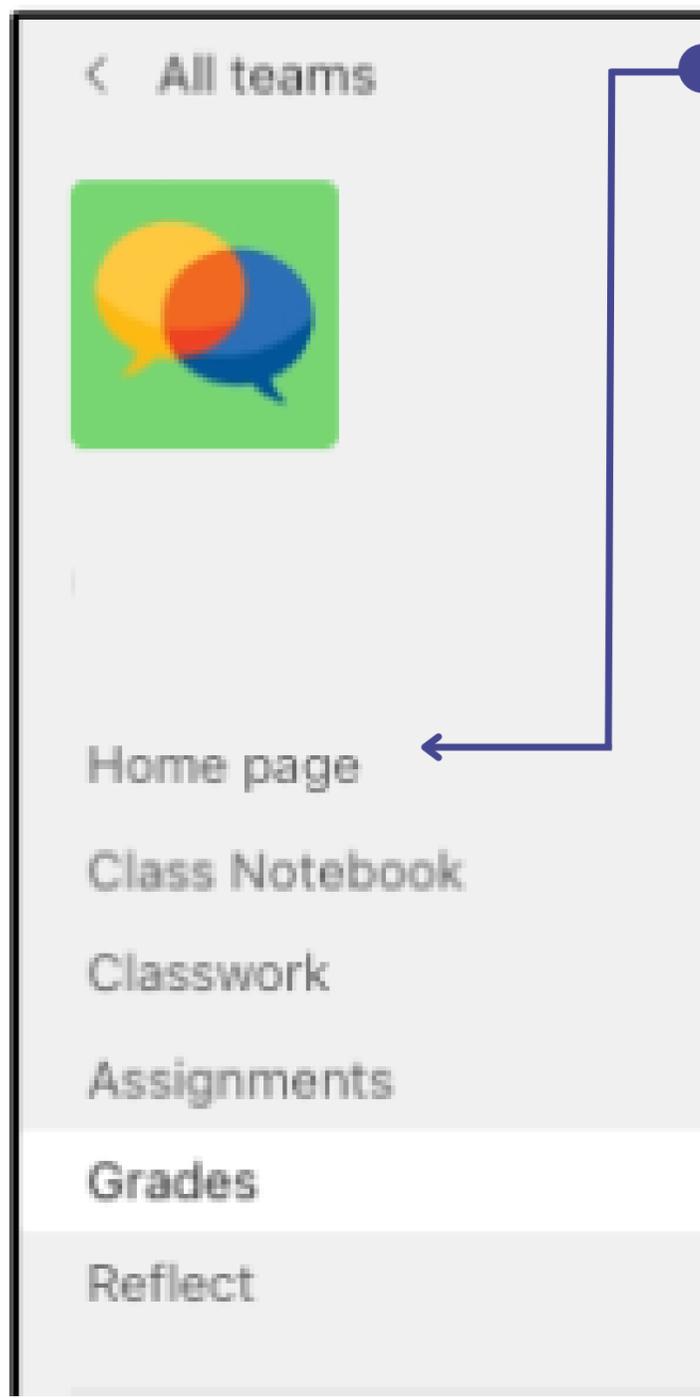




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## Home Page

The Home Page is a customized central landing destination to check the latest announcements, pinned class resources, upcoming assignments, recently edited files and more. What you see will depend on what your teacher has added.

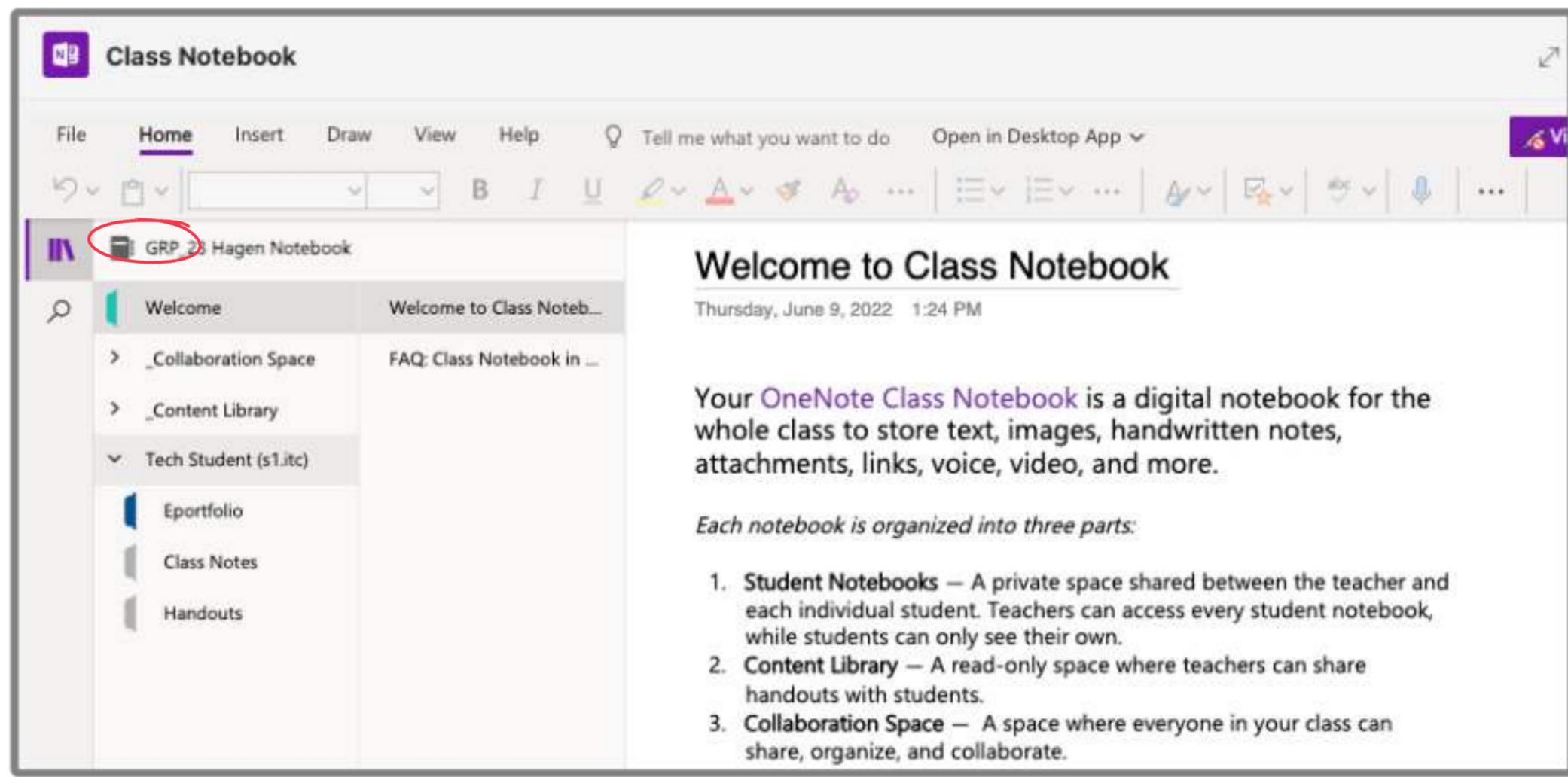
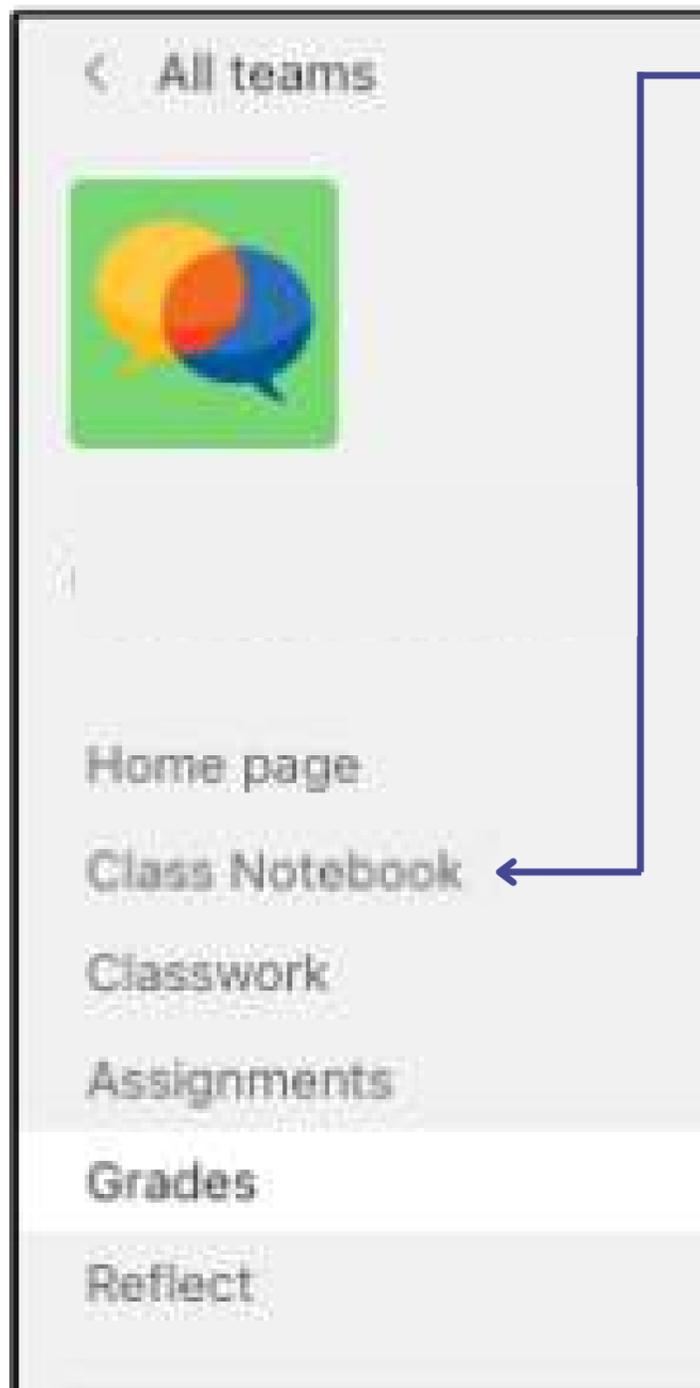




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## Class Notebook

Class Notebook provides every student a place to take notes and collaborate with the class. Access your own space within Class Notebook by clicking on the Class Notebook in the sidebar and **Show Navigation** to see all of the sections.



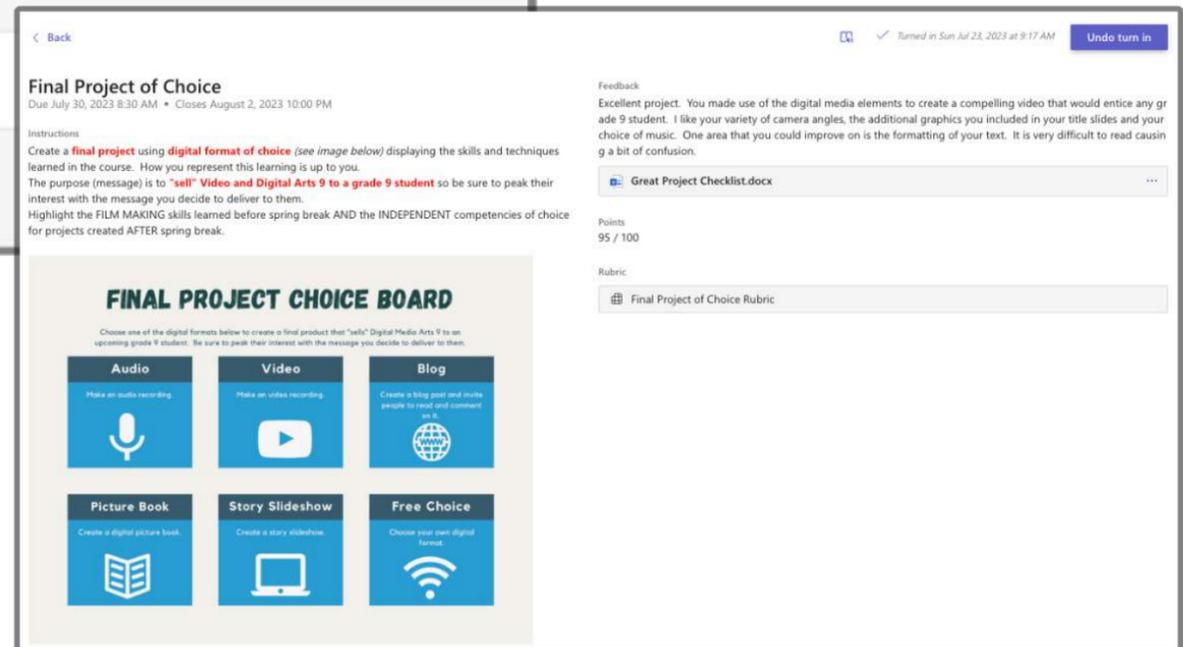
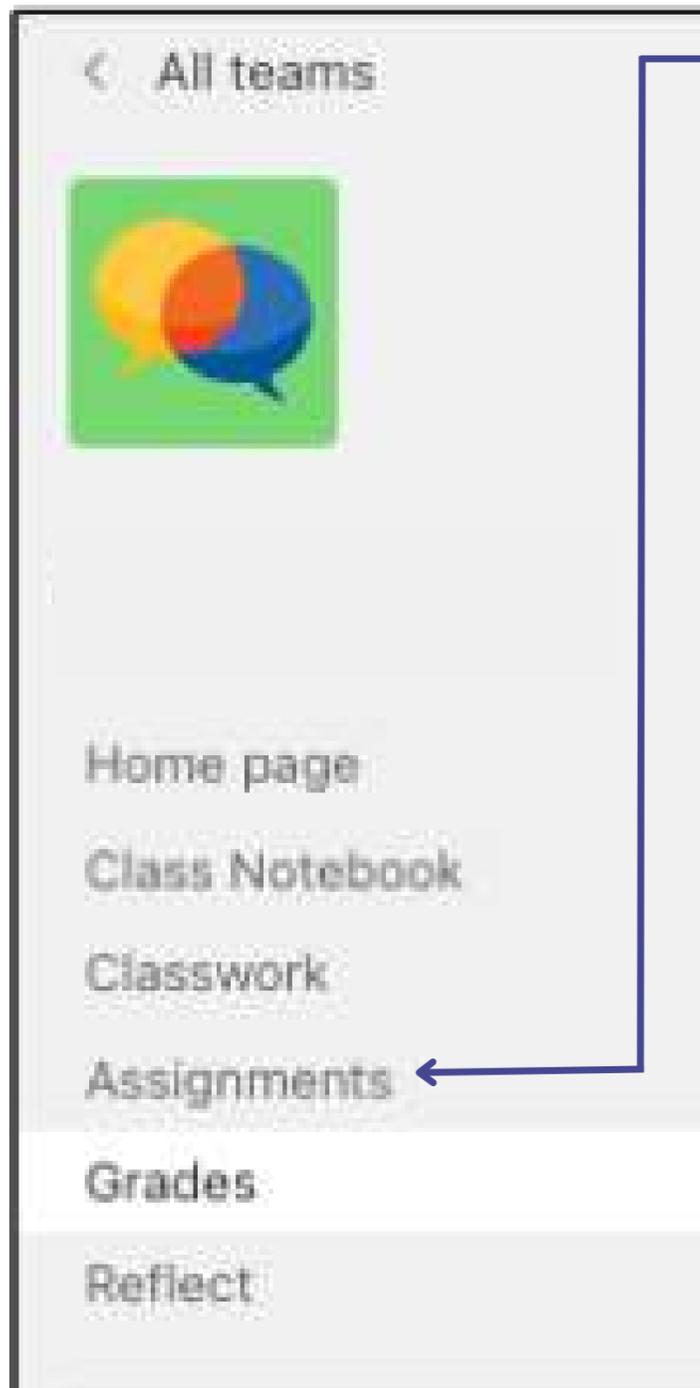


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## Assignments

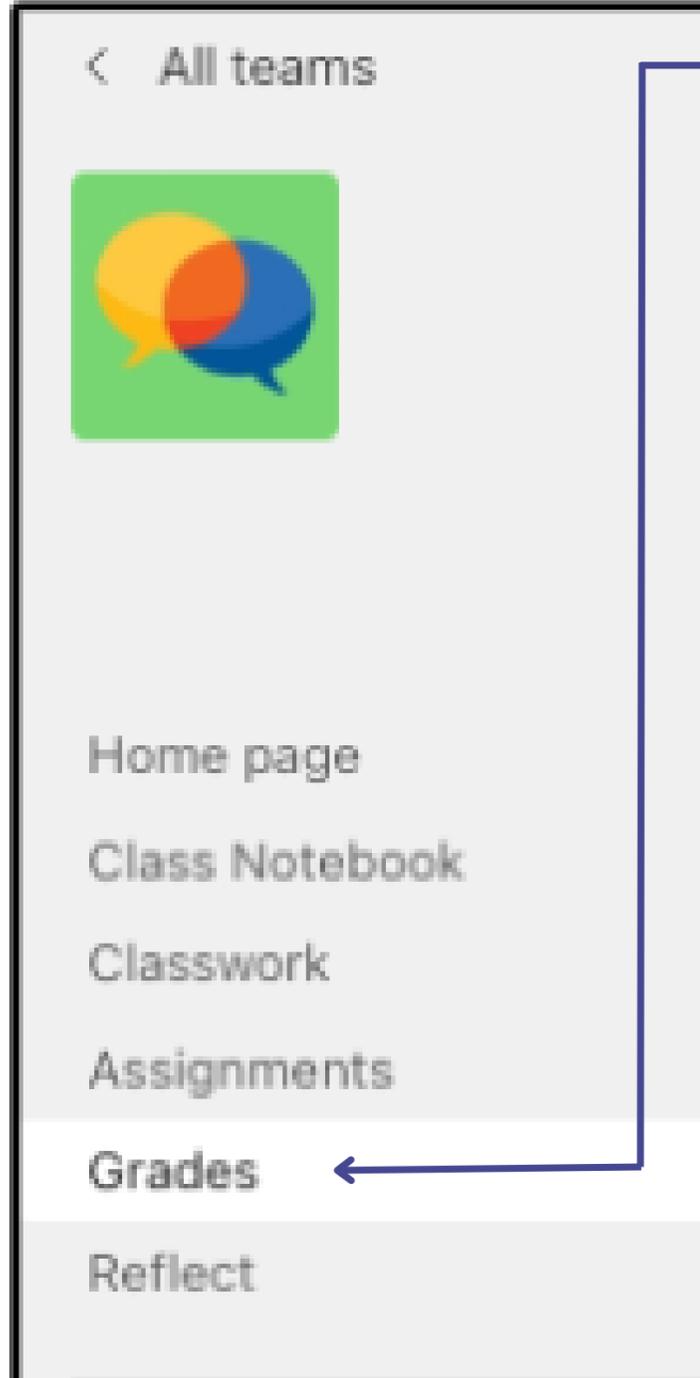
Navigate to the Assignments tab to view assignment details, access resources attached to the project, submit assignments using the "Turn In" button, resubmit returned assignments and view any feedback or rubrics attached to returned assignments.

Assignments will be located in one of three sections: **Upcoming, Past Due, Completed.** Due dates are displayed within the main body of assignment window as well as the list.





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## Grades

Selecting the **Grades** tab will allow you to view all of the **assignments** completed in this course with the nearest due date at the top. View the status of each assignment as well as points received on graded work. Assignments without points will show as **Returned** when handed back. Use the arrows next to the **Due date** and **Assignment** to sort your assignments.

Due date	Assignment	Status	Feedback	Points
Jul 30th	Final Project of Choice	✓ Turned in again		95/100

**Status** ▾

↶ Needs revision

**Feedback**

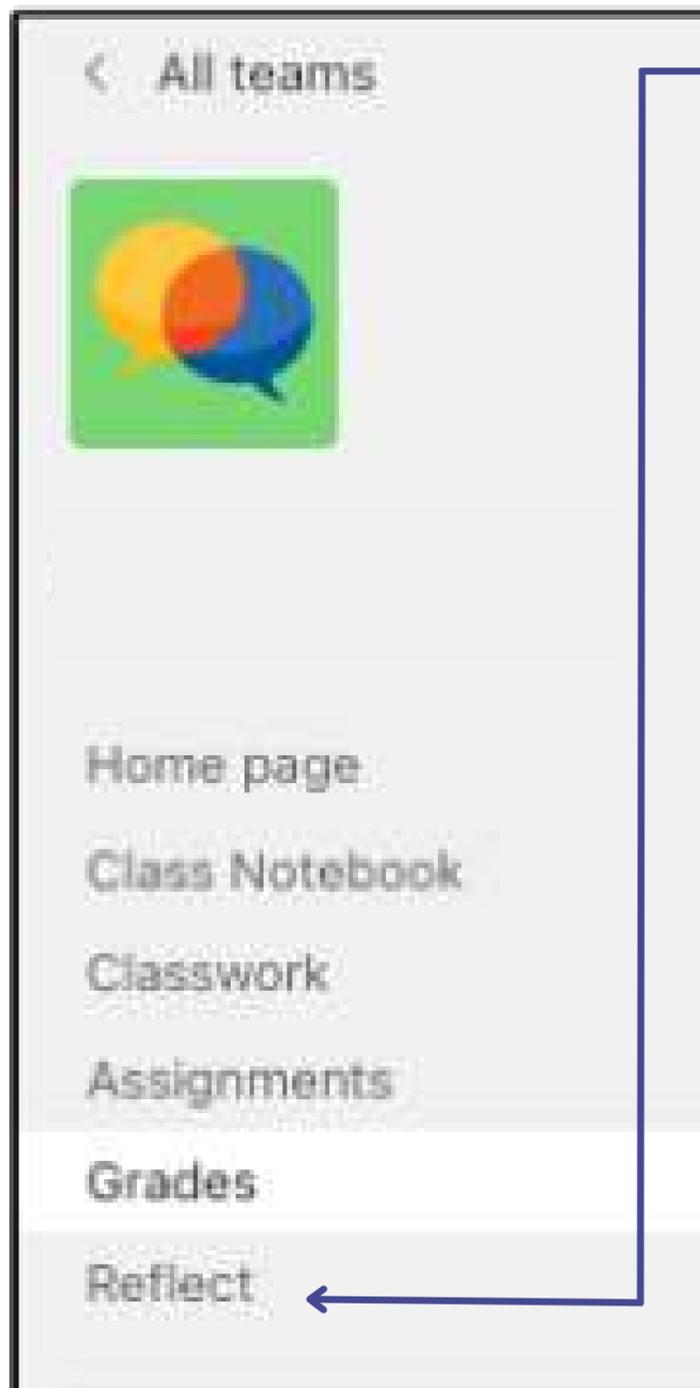
Excellent project. You made use of the digital media elements to create a compelling video that would entice any grade 9 student. I like your variety of camera angles, the additional graphics you included in your title slides and your choice of music. One area that you could improve on is the formatting of your text. It is very difficult to read causing a bit of confusion.

**Points** ▾

95/100



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## ● Reflect

This is a space where you can be provided an opportunity to check in with your emotions.

When the teacher assigns a Reflect check-in, it will be seen in the class channel. Complete the check-in by selecting the best emoji AND emotion word that fits with how you are feeling. Teachers will be able to see the responses attached to each student. Students will NOT be able to see responses unless the teacher provides that option BUT ONLY the responses - NOT the student's name.

