USING ORBITNOTE WITH TEAMS

Follow the icons below to open a Team class to access assignments for OrbitNote



Click on "Edge" Icon from Task Bar or Desktop



Click on "MyApps" icon.

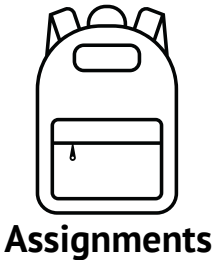


From the "Apps" tab, scroll down and click on "Teams" icon

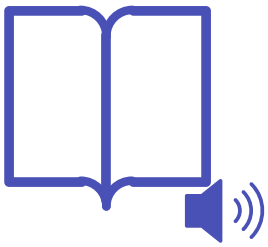


Locate the "Class Team" from the list of teams from the home page

OR



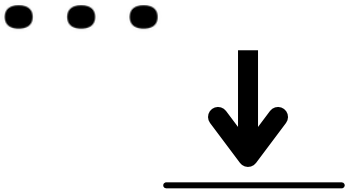
Click on the "Assignment" icon on the left sidebar. Click on the current assignment.



Use "Immersive Reader" to have the Assignment Details read aloud.



Scroll down to the bottom of the assignment description. Locate the PDF



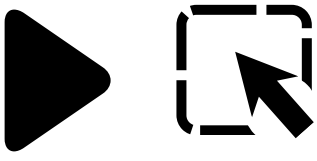
Click on "..." → "Download"



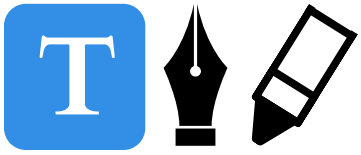
Go back to open Edge tab, click on "OrbitNote" icon in the extensions bar.



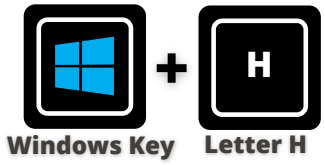
Click on "From Local System" and navigate to "Downloads" folder.
Double click on file to open in OrbitNote.



Use the "Text to Speech" tools to have the text read to you.
(Select the text with the mouse and click "Play".)



Use the "Annotation" tools to add text, mark up the document or highlight words or phrases.
Click on the tool to "activate" it. Click on it again when done.



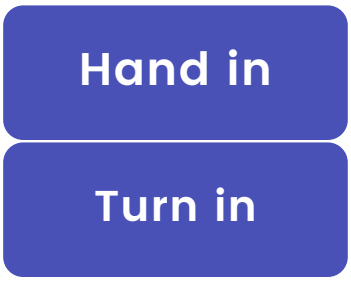
Use Windows Key + H to dictate responses in the text box.

When done, close the OrbitNote document. Navigate back to the Teams Assignment Tab along the top of the screen.

Scroll down to the bottom of the assignment. Under "My Work", click on the "Attach" icon → "Upload from this device"



Navigate to your "Downloads" folder. Double click on the completed downloaded file.



Use the "Hand In" (or "Turn In") button to turn in .

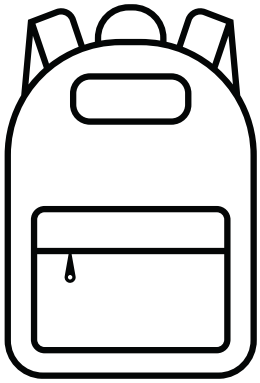
https://bit.ly/71orbitnoteteams

Use QR code or bit.ly to access video on this process.

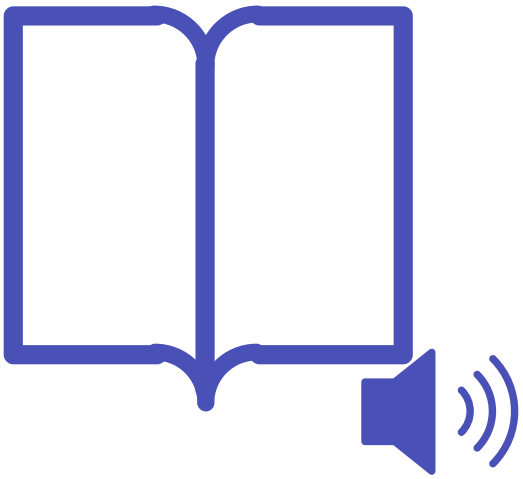






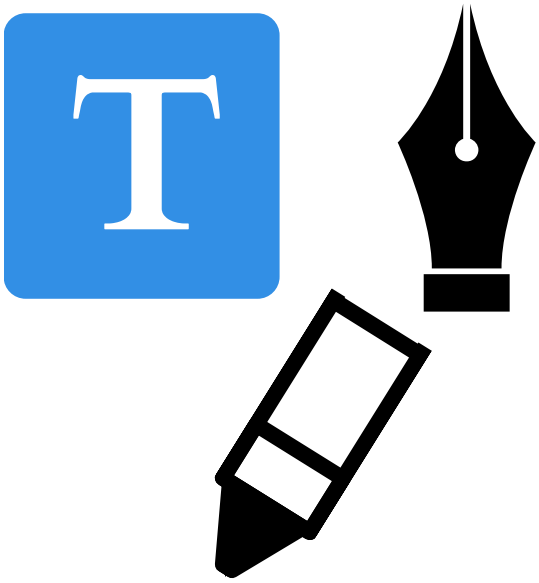


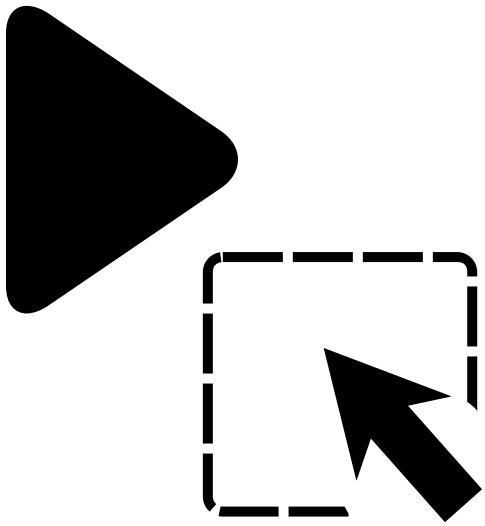
Assignments

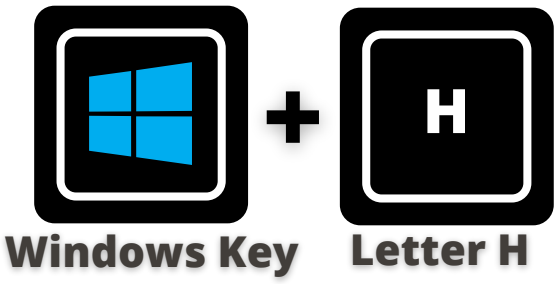






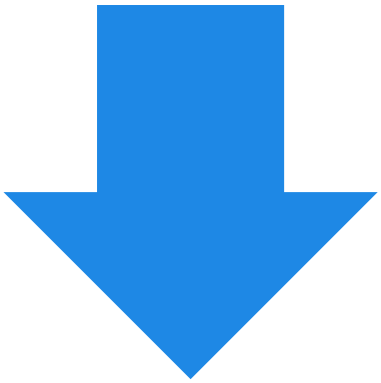












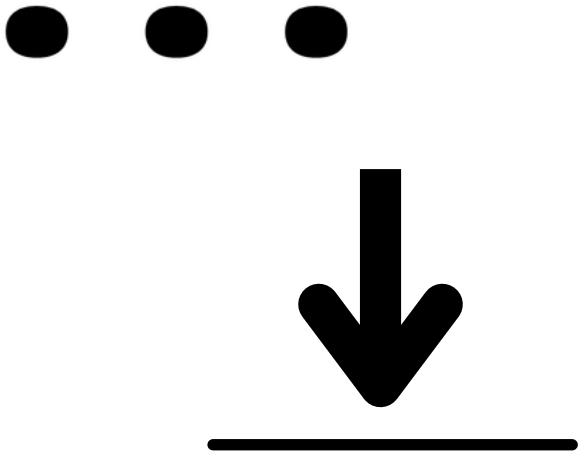
Downloads

Hand in

Turn in








Downloads

