



# MICROSOFT TEAMS STUDENT GUIDE

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## WHAT IS MICROSOFT TEAMS?

Microsoft Teams is an online classroom space. Students may use Microsoft Teams to access documents and assignments, participate in class discussions, and engage in video meetings with a teacher.

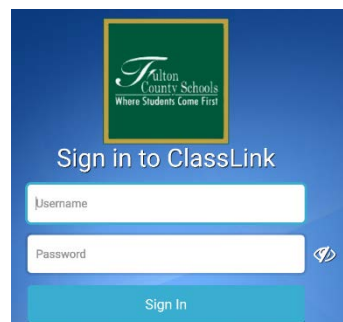
## ACCESSING MICROSOFT TEAMS ON A COMPUTER

There are **three methods** for accessing Microsoft Teams:

1. ClassLink (the single sign on dashboard for Fulton County Schools)
2. Office 365 Online ([www.office.com](http://www.office.com))
3. Microsoft Teams App (available for Windows, iOS and mobile devices)

### METHOD 1: CLASSLINK

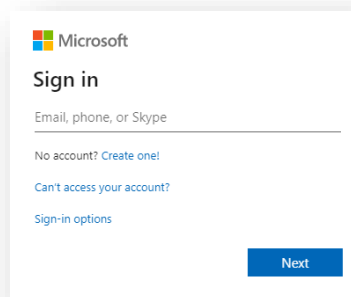
1. Go to <https://launchpad.classlink.com/fcs>
2. Enter your FCS username and password.
  - Username: Fulton Student ID #
  - Password: The default password is the student's date of birth without any special characters (mmddyyyy).
  - **NOTE:** Students may change their own password. If you do not know your password, please contact the Fulton County Schools IT Service Desk.



3. Once logged into ClassLink click the Office 365 folder.



4. Select **Teams**.
5. If prompted with message "*ClassLink Browser Extension not installed*", click **Continue to website**.
6. Students may be prompted to **Sign into** Microsoft. The Sign in is your Fulton email address. Students' email addresses are in this format: **studentid#@fcstu.org** (Ex: [12345678@fcstu.org](mailto:12345678@fcstu.org))
7. Click **Next**.
8. On the next screen enter your Fulton password (see info above).

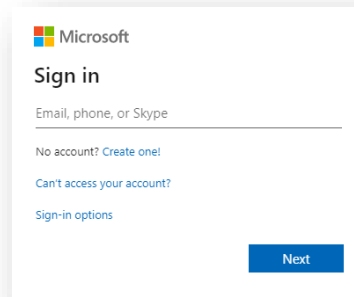


9. Select Teams

## METHOD 2: OFFICE 365 ONLINE

1. Go to [www.office.com](http://www.office.com)
2. Click **Sign in**
3. Enter your Fulton Email address. Student email addresses are in this format: [studentid#@fcstu.org](mailto:studentid#@fcstu.org) (Ex: [12345678@fcstu.org](mailto:12345678@fcstu.org))
4. Click **Next**
5. Enter your Fulton password.

**NOTE:** The default password is the student's date of birth without any special characters (mmddyyyy). However, students may change their own password. If you do not know your password, please contact the Fulton County Schools IT Service Desk.



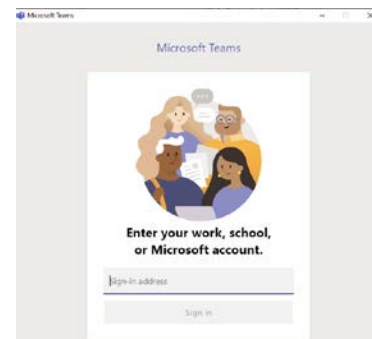
## METHOD 3: MICROSOFT TEAMS DESKTOP APP

### DOWNLOADING THE MICROSOFT TEAMS DESKTOP APP

1. If you do not have the Microsoft Teams desktop app on your computer, it may be downloaded here: <https://tinyurl.com/downloadteams>
2. Once installed, you will be prompted to login with your Fulton Email address and password.

### ACCESSING MICROSOFT TEAMS ON A FULTON COUNTY SCHOOLS COMPUTER

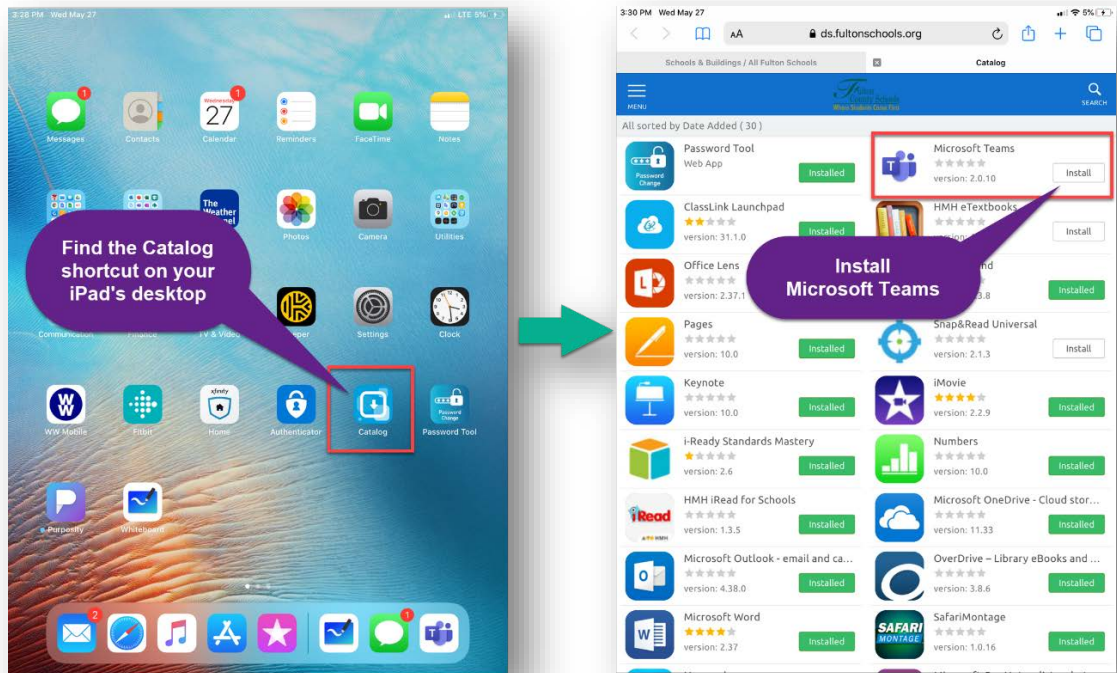
1. Click the Windows button in the bottom left corner of the taskbar.
2. Scroll down on the list of apps and click **Microsoft Teams**.
3. The first time you will need to sign in.
  - Sign-in address: [studentid#@fcstu.org](mailto:studentid#@fcstu.org)
  - Password is your Fulton password



## ACCESSING MICROSOFT TEAMS ON A MOBILE DEVICE

The Microsoft Teams mobile apps are available for Android and iOS.

1. Download the Teams app.
  - a. **Fulton iPad:** Download the Teams app from the District Catalog on the iPad's desktop.

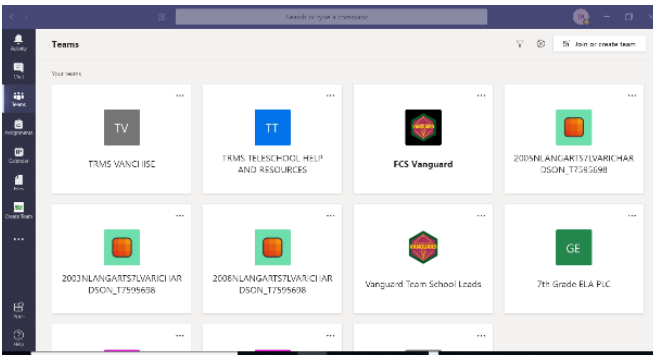


- b. **Personal Device:** Download the app from the Google Play or Apple App Store.
2. Launch the Microsoft Teams App
  3. Login with your Fulton Email address ([studentid#@fcstu.org](mailto:studentid#@fcstu.org)) and your Fulton password.

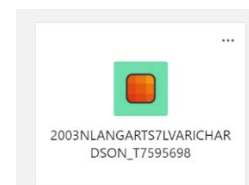
## NAVIGATING MICROSOFT TEAMS

### VIEWING TEAMS & TOGGING BETWEEN TEAMS

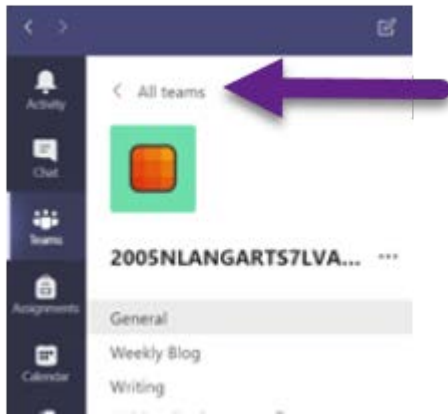
1. Any teams you are a member of will be listed on the first screen (the dashboard) you see after logging into Teams.



2. To open a specific team, put your mouse on the team and click.



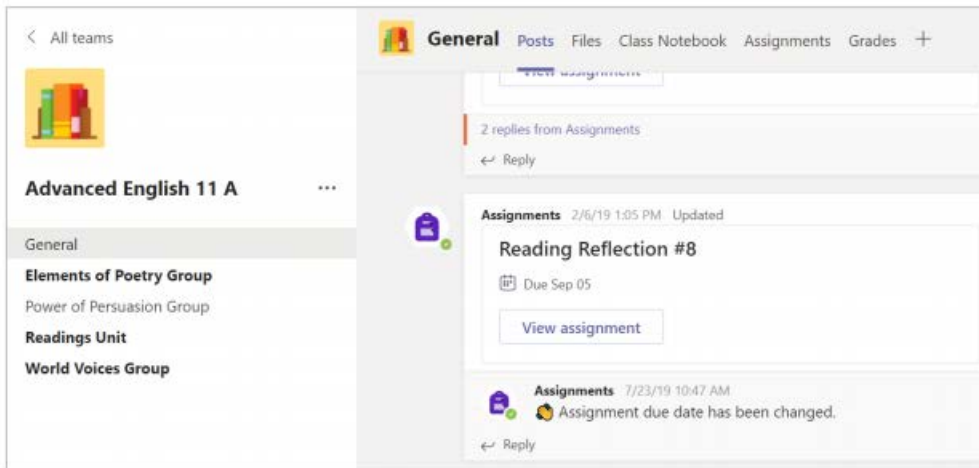
3. To switch to a different team, look for **All Teams** on the top of the screen and click. This will take you back to the team grid.



## 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.

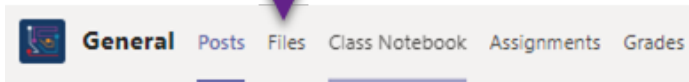
- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**,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



## SHARE AND ORGANIZE FILES



### ACCESSING FILES POSTED BY THE TEACHER

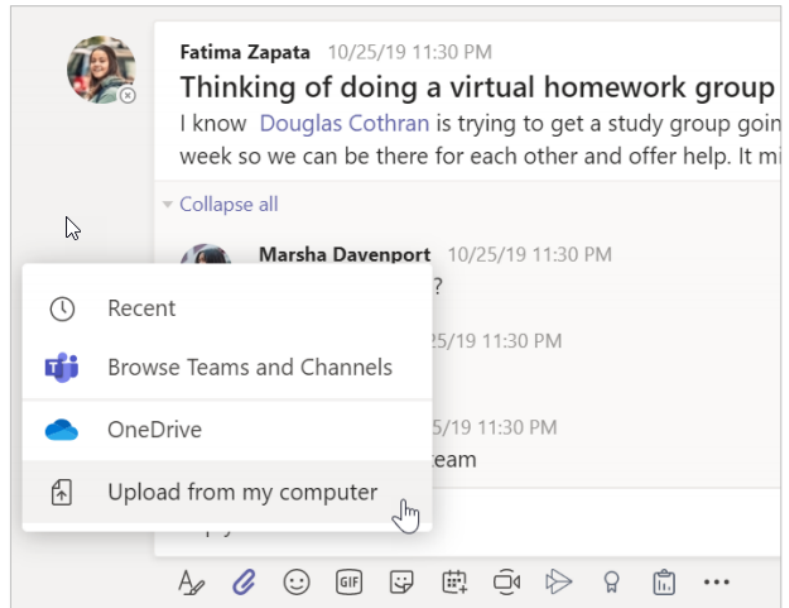
1. Select the name of your class from the Teams Dashboard.
2. Click **Files** at the top of the screen.



## SHARING FILES IN A CHANNEL

### Share a file in a channel

1. In a new message or reply, click **Attach** .
2. Choose a file you'd like to share.
3. Include a message if you want, then click **Send** .



## FIND OR CREATE A FILE & CLASS MATERIALS

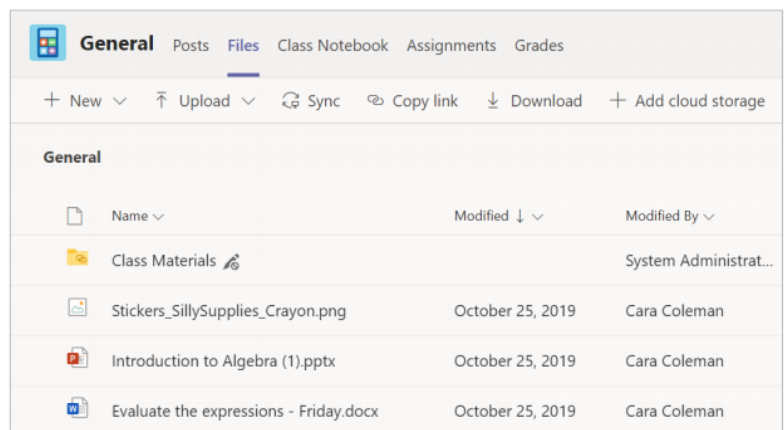
### Find or create a file

See the files that you, your classmates, and your teacher have shared in a chat or a channel 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

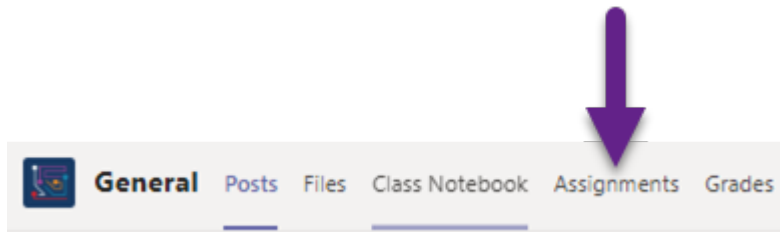
In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.



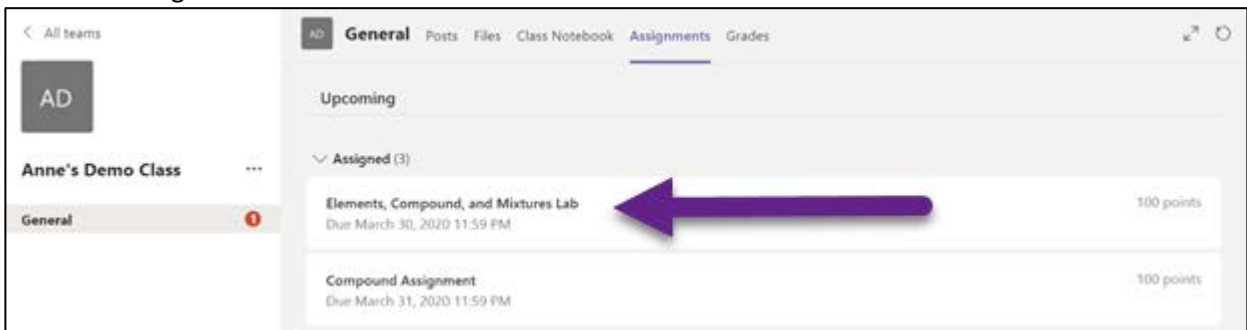
## ACCESSING AND COMPLETING ASSIGNMENTS

### Access and Complete Assignments

1. Select the name of your class from the Teams dashboard.
2. Click **Assignments** at the top of the screen



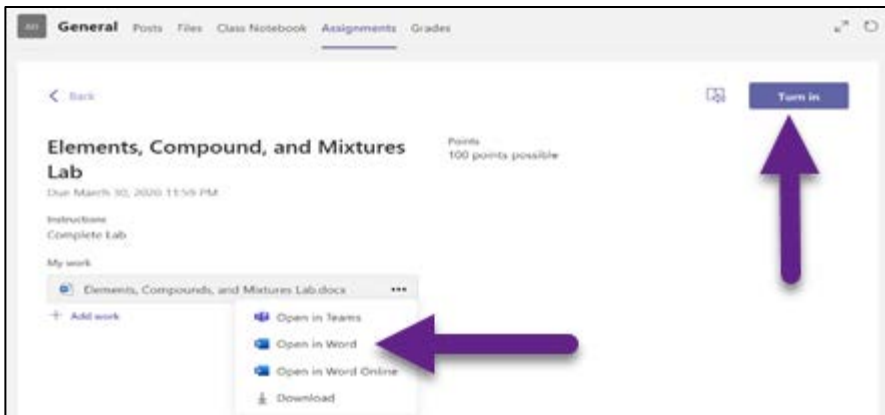
3. Select the assignment



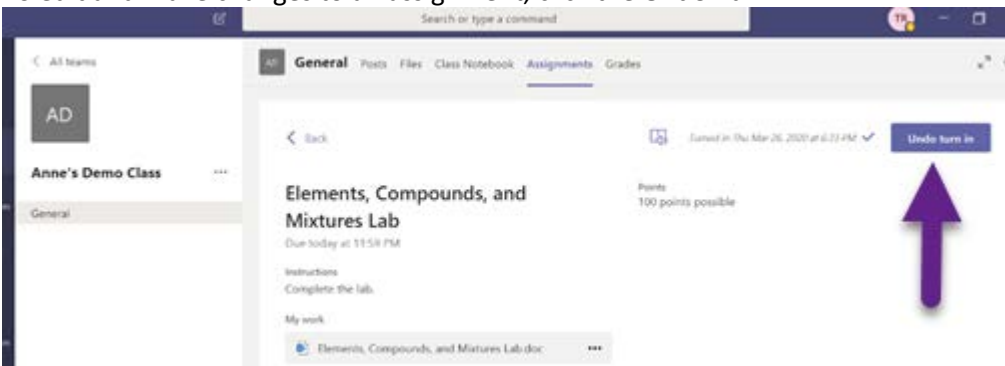
4. Follow the teacher instructions shown for the assignment.
5. To edit a document, click the three dots next to the document name



6. This will allow you to open the document to edit. It will also save your work in the document.



7. Once you have finished, click the blue **Turn in** button at the top right corner.
8. To edit and make changes to an assignment, click the **Undo Turn In**.



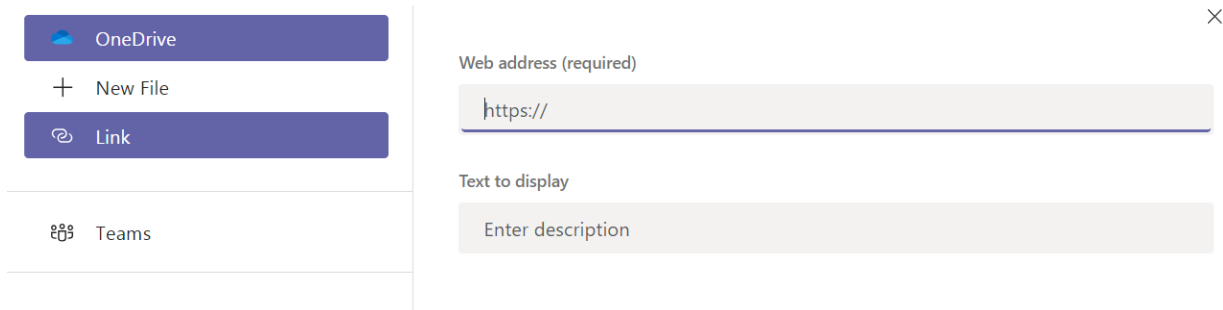
9. Make changes to the assignment and then click **Turn in**.

## ADDING WORK TO ASSIGNMENTS

1. Once inside the assignment look for **My work** . Then click the plus sign to **Add work**.

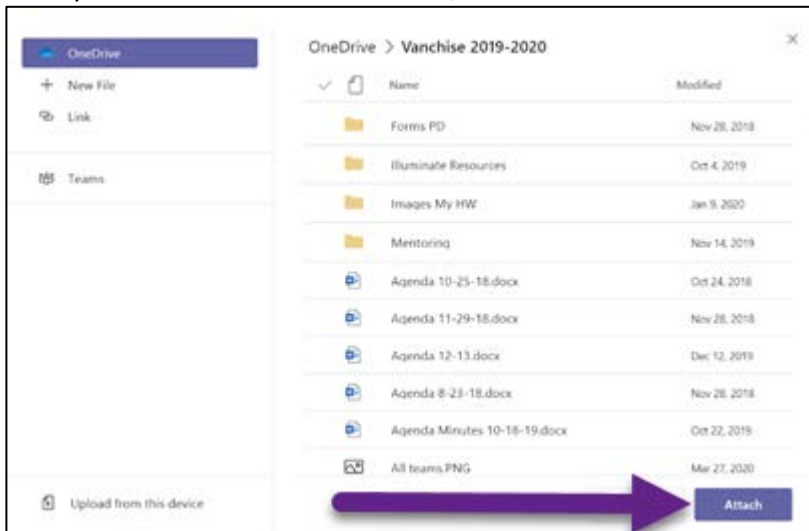


2. There are three options: **OneDrive**, **New File**, or **Link**.

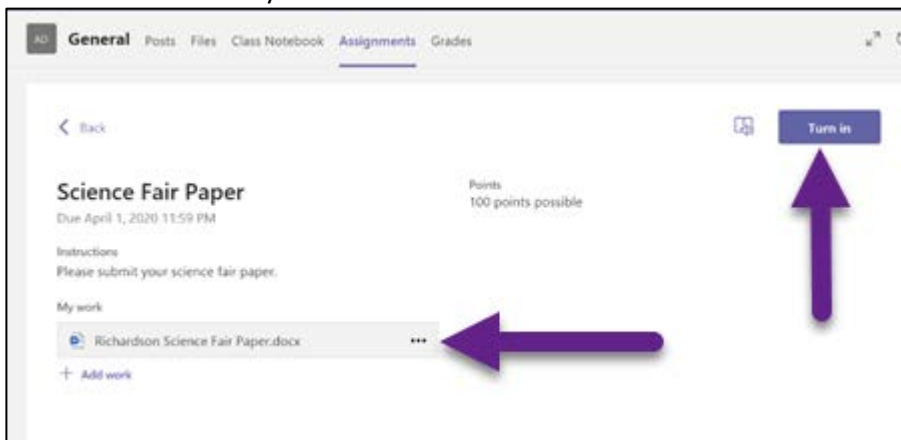




- Once you have located the document, click **“Attach”**. The document will be added to the assignment.



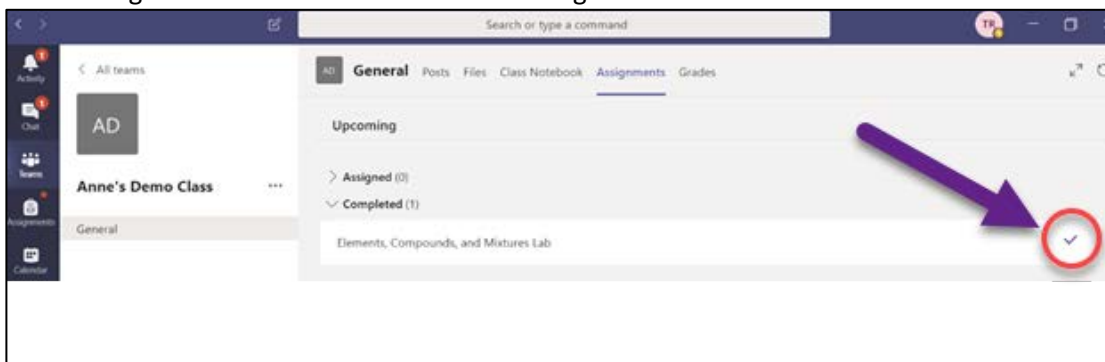
- Check to be sure that your document has been added and then click **“Turn In.”**



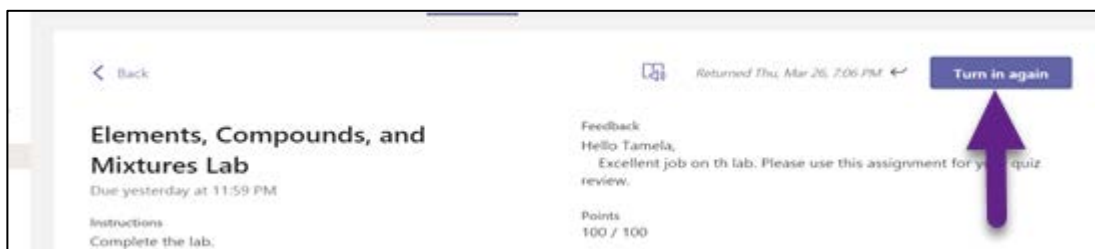
## VIEWING TEACHER FEEDBACK AND GRADES

### View Teacher Feedback and Grades

- To view teacher feedback and grade, locate the **assignment** in the assignment tab.
- Look for a green **check mark** to indicate the assignment has been returned.

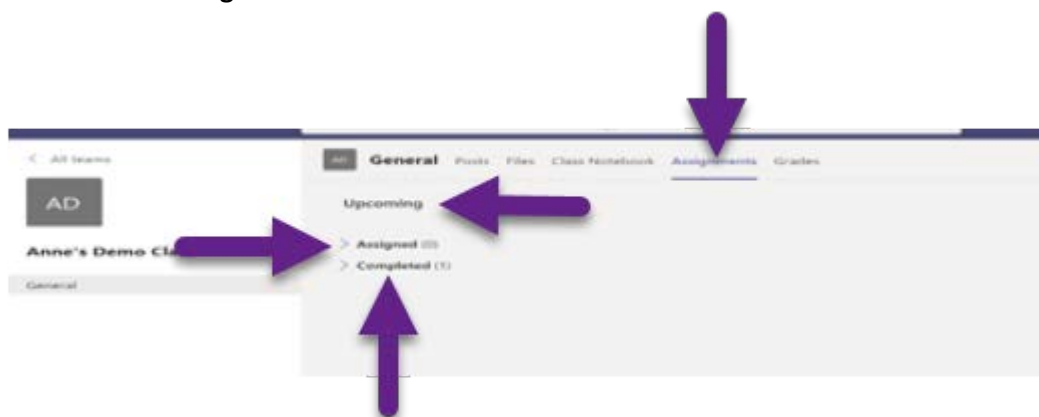


3. Click on the assignment to see the teacher **feedback and grade**.
4. If changes are needed, edit the assignment and click **turn in again** to resubmit the assignment.



## KEEPING TRACK OF ASSIGNMENTS

1. Go to the **Assignments** tab.



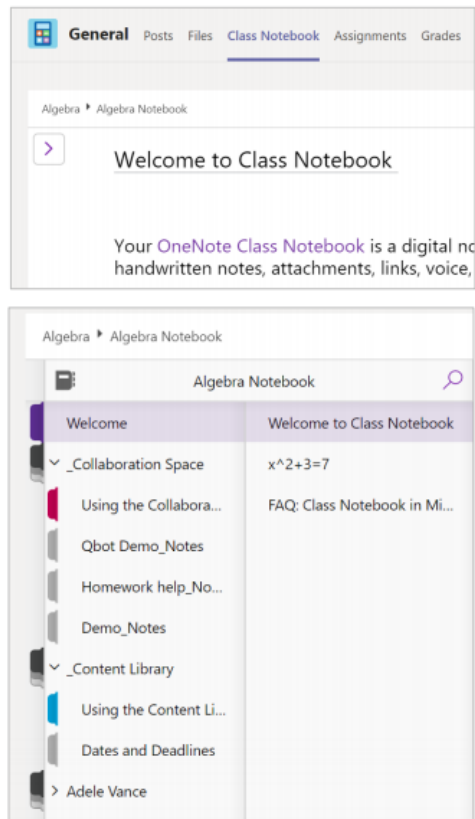
2. There are three sections: Upcoming, Assigned, and Completed
  - a. **Upcoming** the assignments are in two categories:
    - i. **Assigned**- these are assignments that need to be completed
    - ii. **Completed**- these are assignments that have been turned in
3. Click the drop-down arrow to see the assignments listed under each category.

## 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.

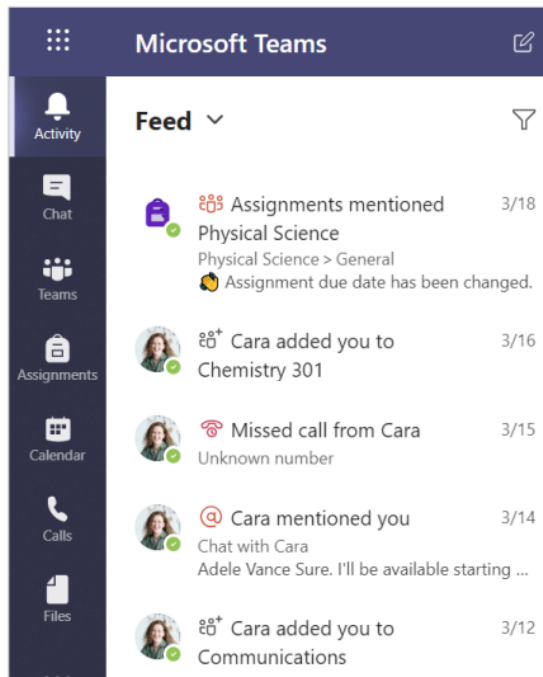
2. Note the section at that bottom with your name—that's your private notebook! Only you and your teacher can see it.



## NOTIFICATIONS

### Notifications


Check the **Activity** feed to make sure you don't miss a new assignment or an @mention.



## CREATE AND SEND A MESSAGE IN A CHANNEL

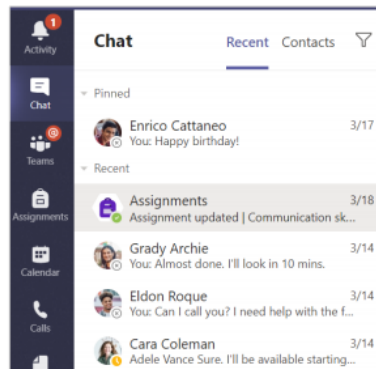
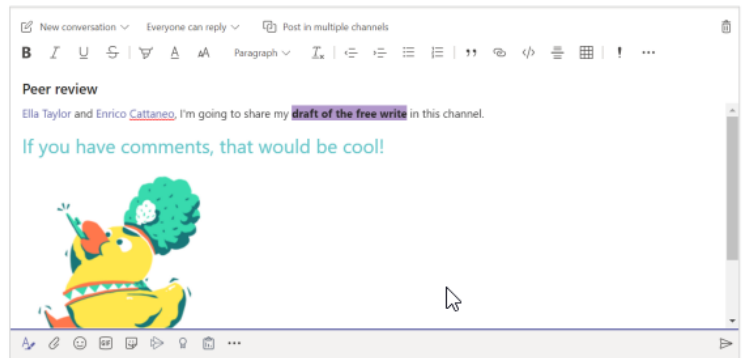
Click the compose box to create a message. You can type out a simple message or add on.

Attach an image, gif, sticker, or file.

Select **Format**  and 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.



## VIDEO MEETINGS IN MICROSOFT TEAMS

### JOINING A MEETING: MEET NOW OPTION

Your teacher may use the “Meet Now” option for class meetings. In this case, you will not have a scheduled meeting link to join. Your teacher will communicate to you the date and time for your class meeting. A few minutes before the start time:

1. Open your Class Team.
2. Once the teacher has started the meeting you will see a **Join** button in the **Posts** tab of the Team.

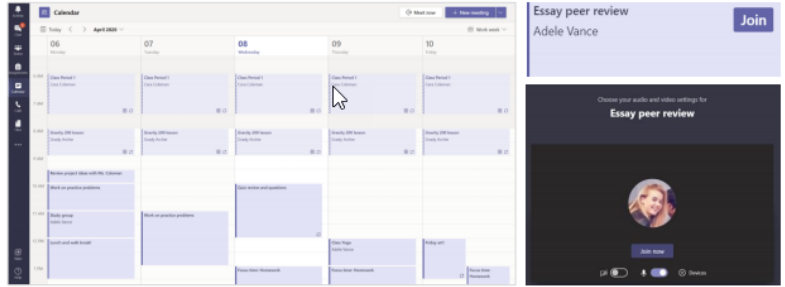


# JOINING A MEETING: SCHEDULED MEETING LINK OPTION

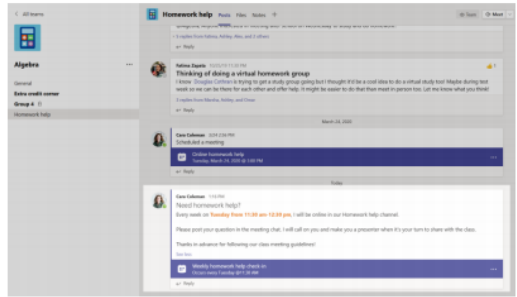
## Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select **Calendar** to see any meetings your teacher or classmates have added to, or any you've created yourself. Click **Join** when it's time to meet.
2. Adjust your audio and video settings, then click **Join now**.



**Note:** You can also see scheduled meetings in any of your class team channels.



# HOW TO USE THE TOOLBAR DURING THE MEETING

Turn your video on and off.

Mute and unmute your microphone.

Share your screen or a document.

Participate in the meeting chat.

Leave the meeting. The meeting will continue even after you've left.

See who's in the meeting.