

Microsoft Teams

Overview of the Window

If I looked at the Teams Window what would I see:

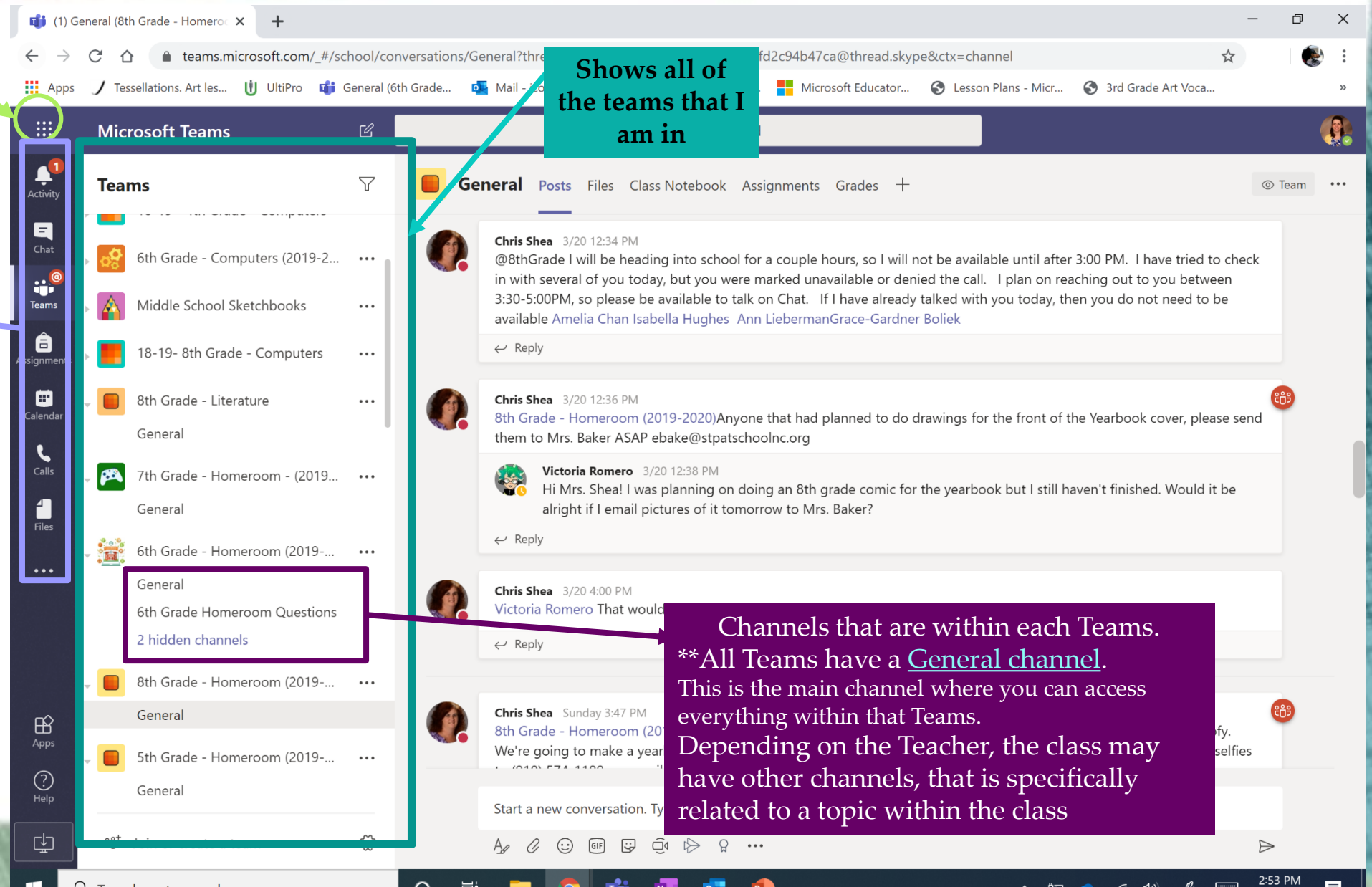
How I can get back to my email or other apps

Navigation Column: that will get you to:

- **Activity**: see what notification or has been happening in Teams
- **Chat**: Where you may chat with classmates/teachers about school related assignments
- **Teams**: List the teams you are in/ can be also changed to a block view
- **Assignments**: If teacher is using assignment feature – posted assignments can be viewed here. Current and Completed Assignments
- **Calendar**: Look at upcoming class meetings. Can join a meeting through the calendar.
- **Calls**: Where you can make video calls to other classmates/teachers
- **Files**: Where you can look for files that are uploaded from Teachers/other students and you.

Shows all of the teams that I am in

Channels that are within each Teams.
**All Teams have a General channel. This is the main channel where you can access everything within that Teams. Depending on the Teacher, the class may have other channels, that is specifically related to a topic within the class



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The screenshot shows the Microsoft Teams web interface. On the left is a sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and a 'Join or create a team' button. The main area displays a list of teams, including '6th Grade - Computers (2019-2020)', 'Middle School Sketchbooks', '18-19- 8th Grade - Computers', '8th Grade - Literature', '7th Grade - Homerom - (2019-2020)', '6th Grade - Homerom (2019-2020)', '8th Grade - Homerom (2019-2020)', and '5th Grade - Homerom (2019-2020)'. The '8th Grade - Homerom (2019-2020)' team is selected, and its 'General' channel is open. At the top of the chat window, a navigation bar contains tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A green box highlights this navigation bar. The chat messages are displayed below, with a red box highlighting the messages. The messages are from Chris Shea and Victoria Romero, discussing school availability and yearbook projects. A date separator for 'March 22, 2020' is visible. At the bottom, there is a text input field and a toolbar with icons for text, images, GIFs, and other features.

More Navigation within ONE Teams (but only find on the General Channel of the Teams):

Posts: - where Teachers can post announcements, discussion questions. Students are able to post and answer within section

Files: where students/teachers can upload/view files

Class Notebook: the class OneNote Notebook, where all directions, assignments, and student's digital notebook can be located at.

Assignments: section only used if Teacher for this teams is using the Assignment function. Students/teacher can view assignments that are up coming or completed.

Grade: can view grades on assignments that were posted/created on Teams for that specific class. (only used if Teacher is using the assignment function in

Posting on the General channel by teacher/student:

-teachers may ask questions like a discussion board here, where students have to answer back or teachers will only use it for announcements