Microsoft Teams for Students

Instructions for Accessing Microsoft Teams

Microsoft Teams can be accessed through the MCPS Desktop:

1. Log into the MCPS Desktop.
2. Click on Office 365.
3. On Office 365 log in page, enter your school email address and your password.
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Instructions for Accessing Microsoft Teams

4. Click on the **Teams** icon.

5. When you click on the **Teams** icon, the Microsoft Teams web application will open.
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6. Click on the course to enter the Team site. Each student is added to the Team by their teacher. Each student may have more than one Team.
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**Navigate Teams**
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**View and Organize Teams**
Click to see your teams. Drag team tiles around to reorder them.

**Assignments**
Click to view and complete your assignments.

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

**Access Files, Class Notebook, and Assignments**
View and organize files, access class notebook, and assign tasks.
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Working on Assignments in Microsoft Teams

Click on Assignments
1. Select an assignment from the list.

- Story Arc Mapping Project
- Shakespeare Sonnet Annotation
- Narratives of Scale
- Reading Journal #1
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2. Read instructions
3. Work on the assignment
4. Turn your assignment in.

Shakespeare Sonnet Annotation
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

Points
100 points possible
If your teacher created a Class Notebook, you will be able to access your course materials and complete your school work using this class notebook.

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<th>Conversations</th>
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<td>Language Arts 101 Notebook</td>
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Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class, with handwritten notes, attachments, links, voice, video, and more.

Each OneNote Class Notebook is organized into three parts:

1. **Student Notebooks** -- a private space shared between the teacher and each individual student, where students can only see their own notes.
2. **Content Library** -- a read-only space where teachers can share handouts with students.
3. **Collaboration Space** -- a space where everyone in your class can share, organize, and comment on notes.
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Joining a Meeting:

1. Click on "Join" to enter video conference.
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2. Click on "Join now."
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In a virtual room, students can participate in a video chat.

Teacher can share virtual whiteboard and his/her screen.