

# Microsoft Teams for Students

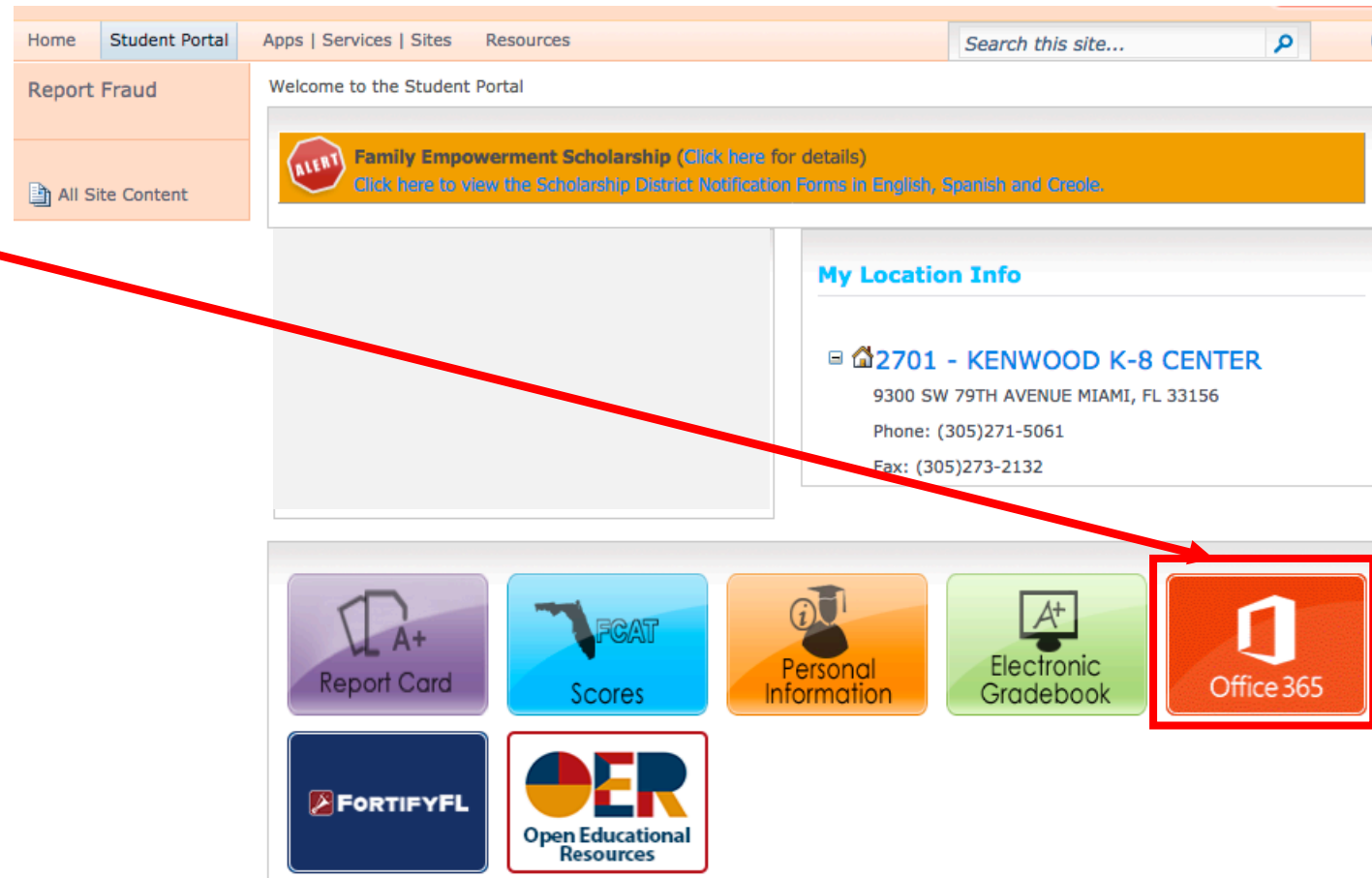


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## Instructions for Accessing Microsoft Teams

Microsoft Teams can be accessed through the M-DCPS portal:

1. Log into the student portal.
2. Click on Office 365.

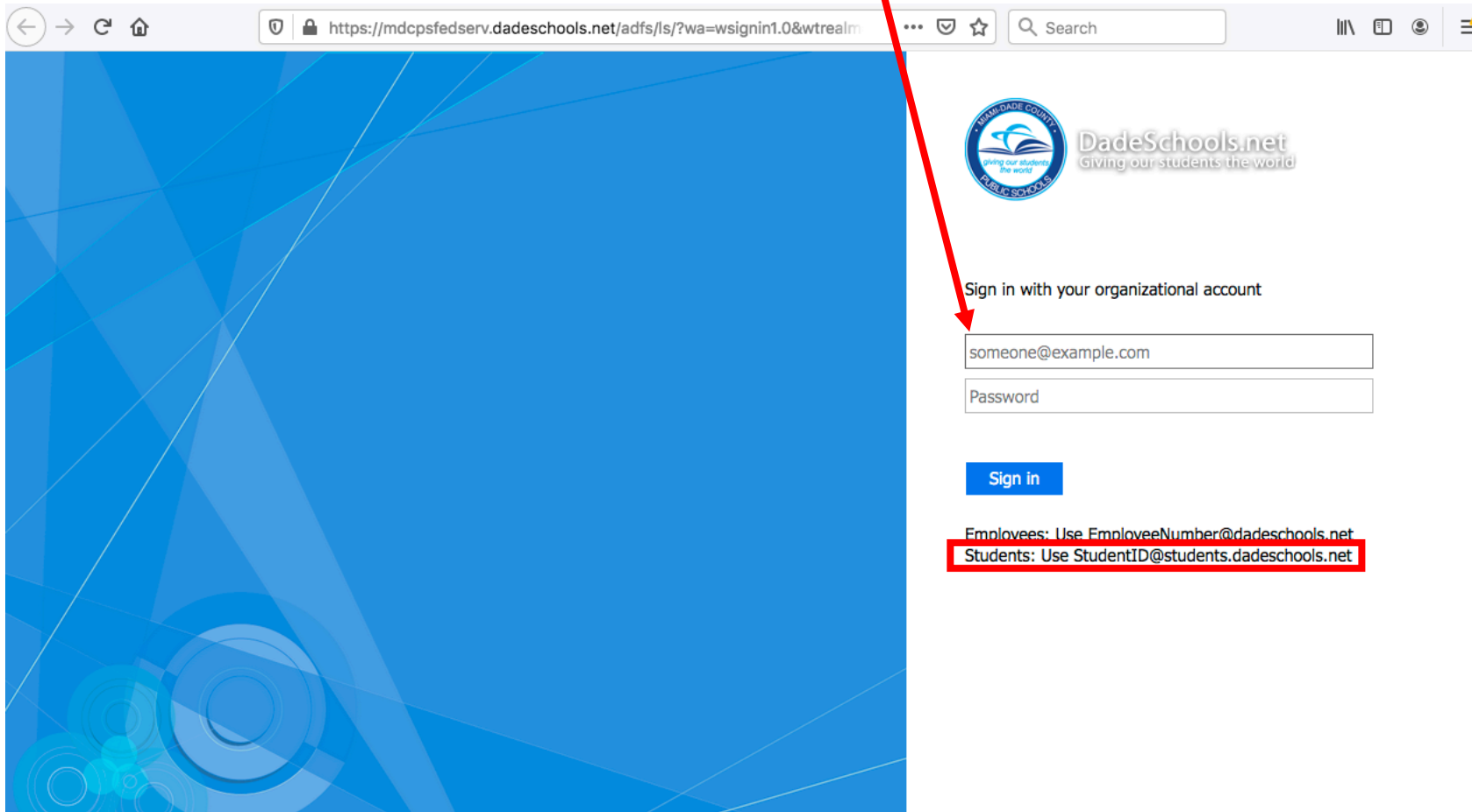


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3. On Office 365 log in page, enter your username and password:

A screenshot of a web browser showing the login page for DadeSchools.net. The browser's address bar shows the URL "https://mdcpsfedserv.dadeschools.net/adfs/ls/?wa=wsignin1.0&wtrealm". The page has a blue background with a geometric pattern. On the right side, there is a login form. A red arrow points from the instruction text above to the "Sign in with your organizational account" text. Below this text are two input fields: one for the email address (containing "someone@example.com") and one for the password (labeled "Password"). Below the input fields is a blue "Sign in" button. At the bottom of the page, there is a red-bordered box containing the following text: "Employees: Use EmployeeNumber@dadeschools.net" and "Students: Use StudentID@students.dadeschools.net".

https://mdcpsfedserv.dadeschools.net/adfs/ls/?wa=wsignin1.0&wtrealm

DadeSchools.net  
Giving our students the world

Sign in with your organizational account

someone@example.com

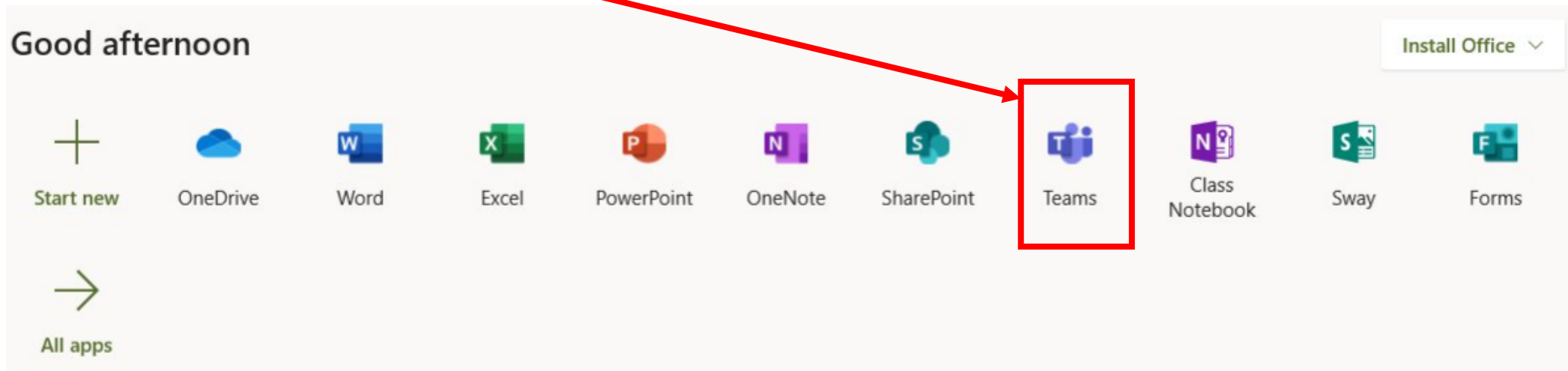
Password

Sign in

Employees: Use EmployeeNumber@dadeschools.net  
Students: Use StudentID@students.dadeschools.net

## Instructions for Accessing Microsoft Teams

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



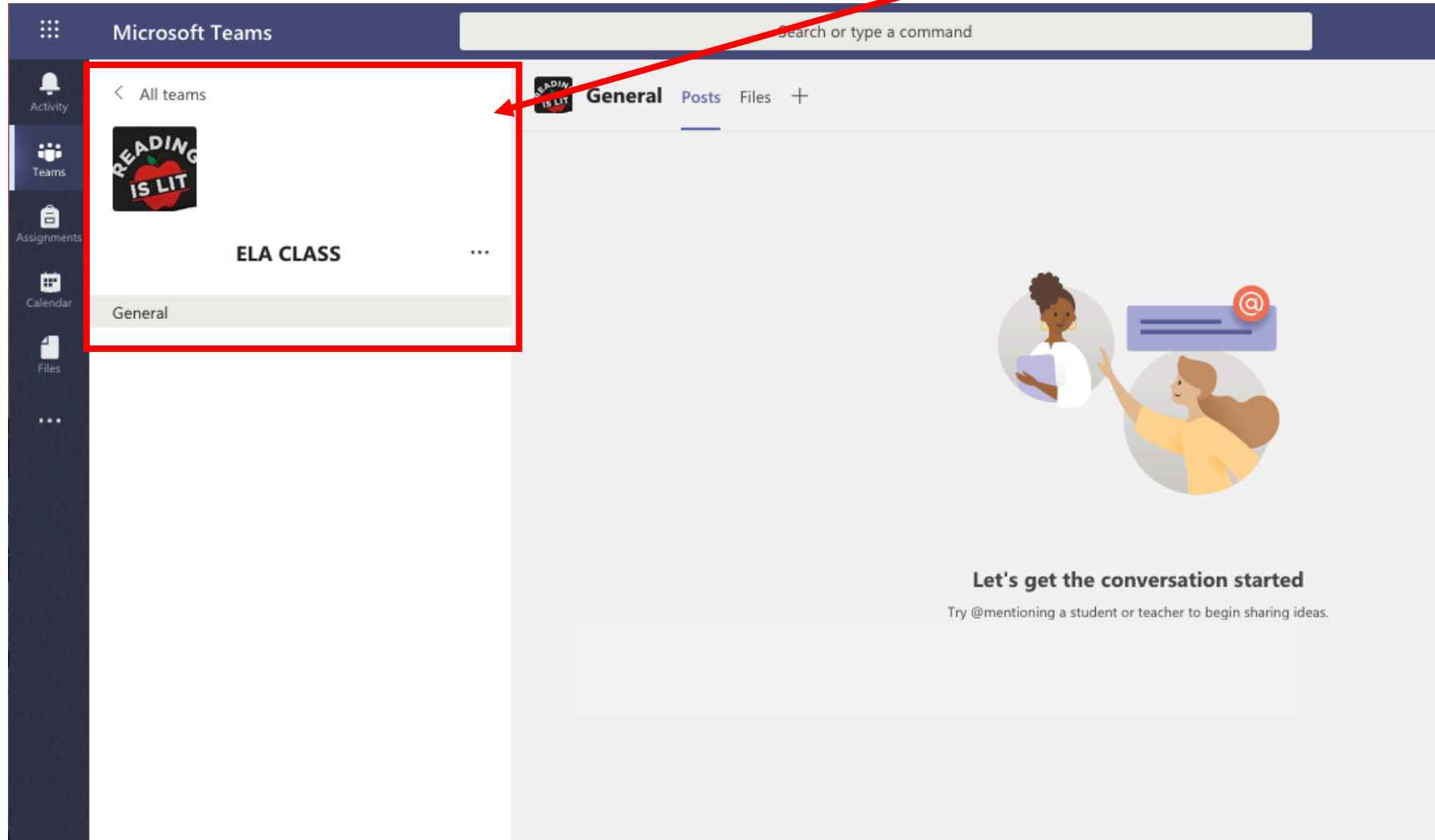
5. When you click on the **Teams** icon, the Microsoft Teams web application will open.

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Each student gets his/her own team set up by his/her teacher. Click on the course.



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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.

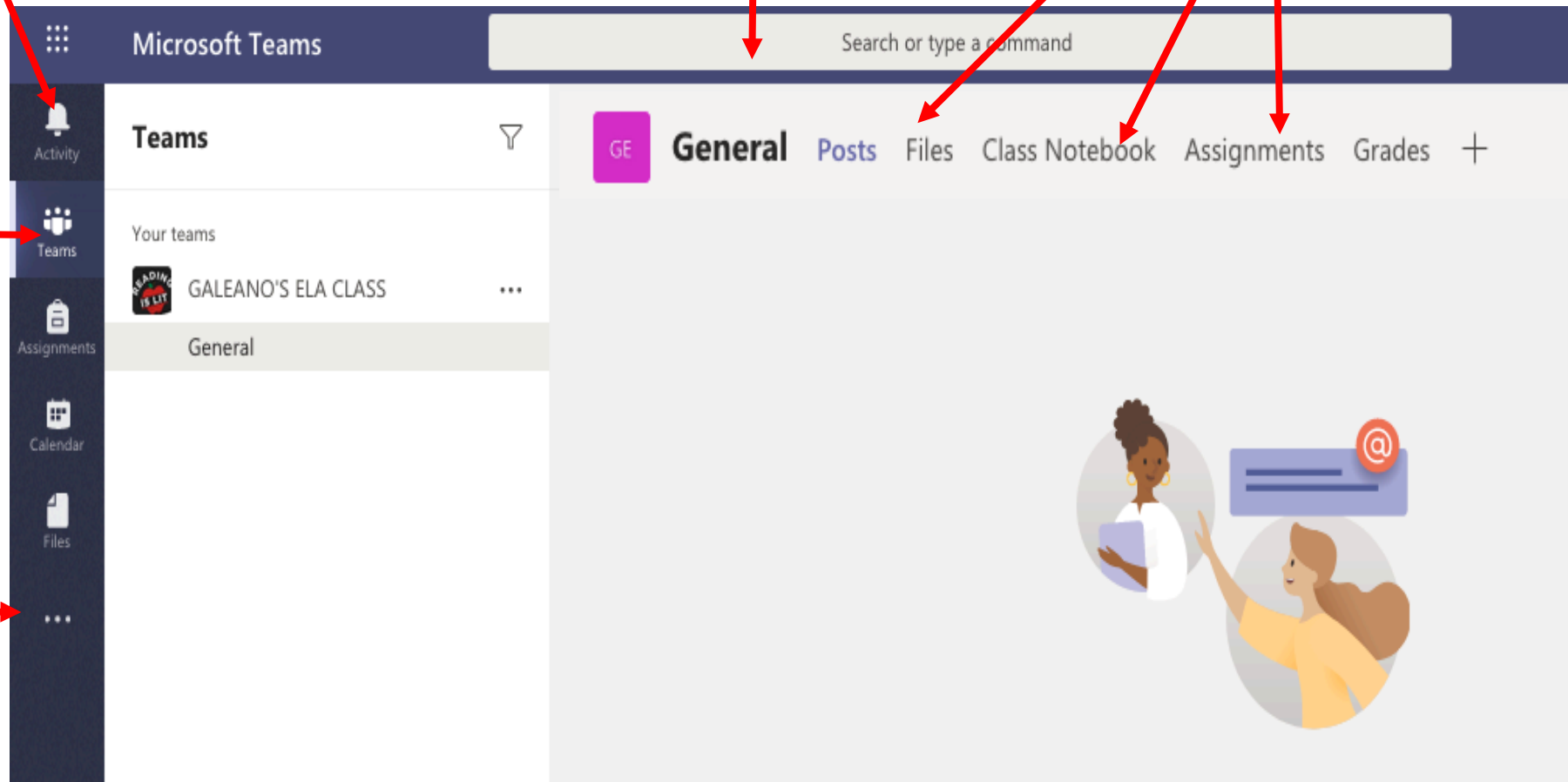
## Find Personal Apps

Click to find and manage your personal apps.

## Use the Command Box

Search for specific items or people, take quick actions, and launch apps.

## Access Files, Class Notebook, and Assignments



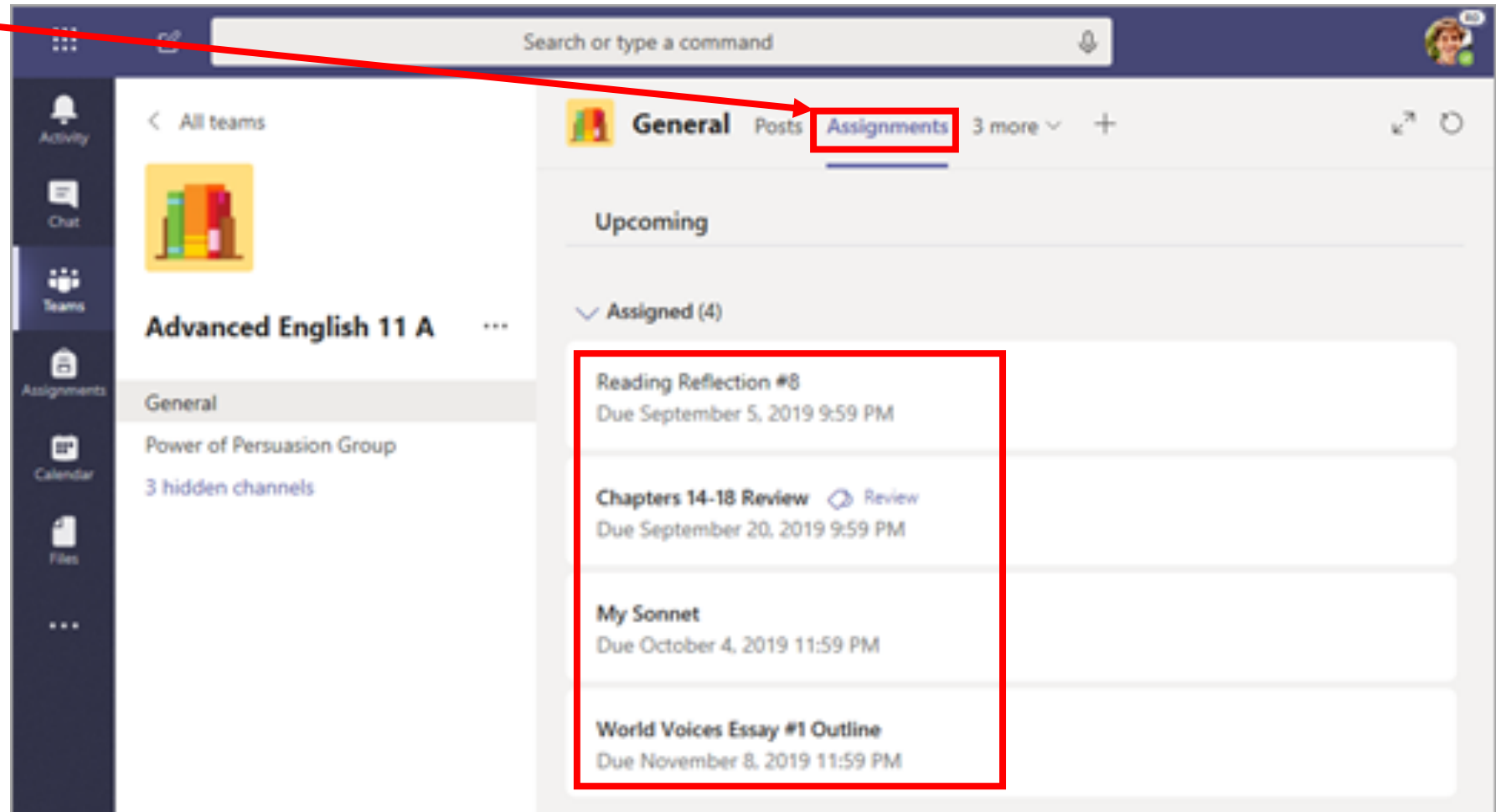
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## Working on Assignments in Microsoft Teams

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

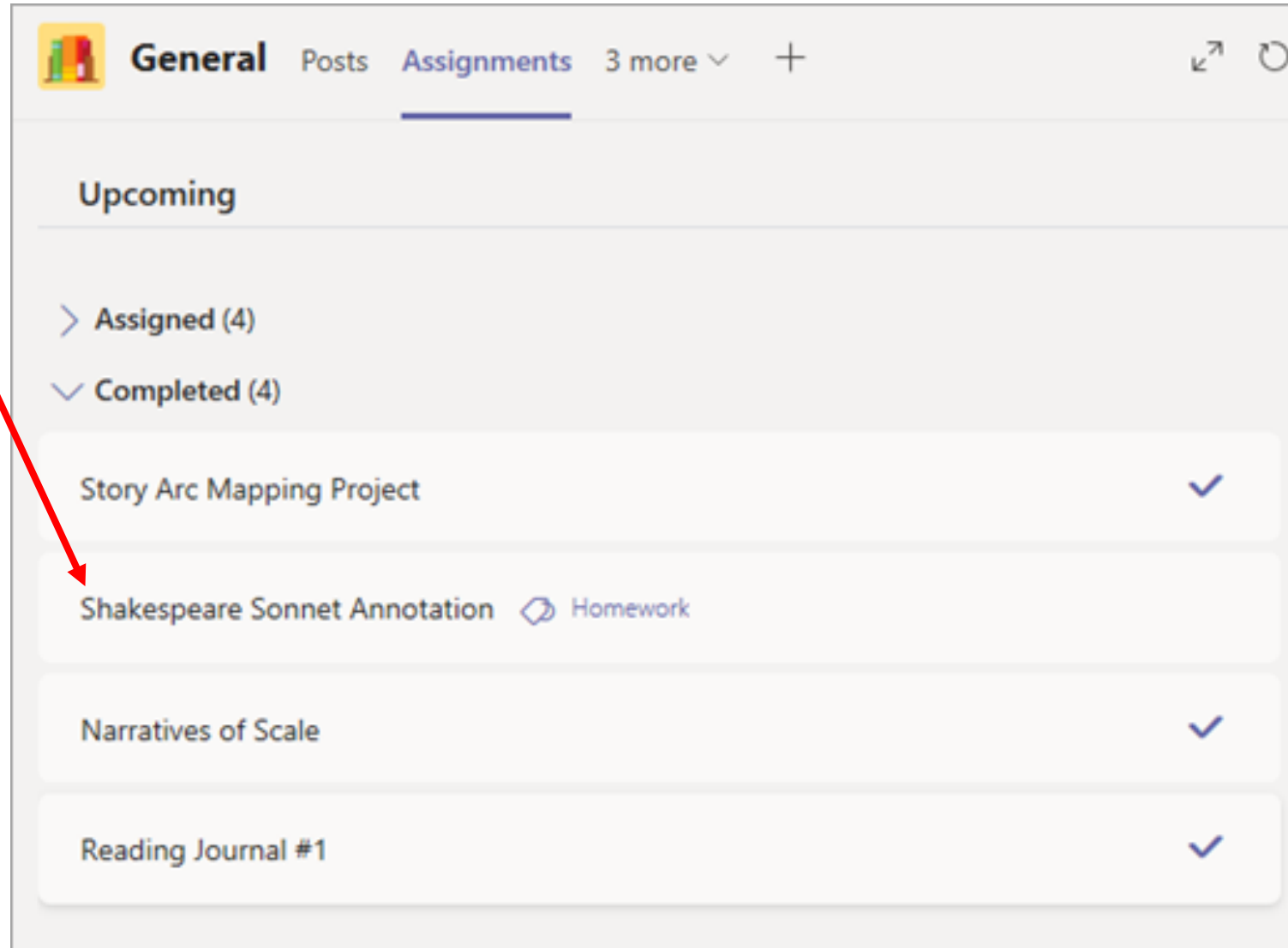


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1. Select an assignment from the list.



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2. Read instructions

3. Work on the assignment

4. Turn your assignment in.

A screenshot of a Microsoft Teams assignment page. At the top left is a blue arrow and the word "Back". At the top right is a blue button labeled "Turn in". The main title is "Shakespeare Sonnet Annotation" in bold, followed by a blue icon and the word "Homework". Below the title is the due date "Due September 13, 2019 9:59 PM". Under the heading "Instructions", the text reads "Read Sonnet 116 and annotate it, using the PowerPoint for guidance." Below this is the heading "My work". Under "My work", there is a grey bar containing a PowerPoint icon, the text "How to Read a Sonnet.pptx", and three dots. Below the grey bar is a blue plus sign and the text "Add work". At the bottom, under the heading "Points", it says "100 points possible".

< Back

**Shakespeare Sonnet Annotation** Homework

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

+ Add work

Points

100 points possible



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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.

A screenshot of the Microsoft OneNote Class Notebook interface. The top navigation bar includes tabs for "Conversations", "Files", "Class Notebook" (which is selected), "Assignments", and "Syllabus". Below the navigation bar, the left sidebar shows a tree view of the notebook's structure, including sections like "Welcome", "\_Collaboration Space", "Power of Persuasion...", "Sonnets and Soliloq...", "Shakespeare Unit\_N...", "British Literature Uni...", "World Voices\_Notes", "Elements of Poetry...", "Using the Collabora...", "Elements of Fiction...", "\_Content Library", and "ChristieC Cline". The main content area displays a "Welcome to Class Notebook" message. It explains that the OneNote Class Notebook is a digital notebook for the whole class, used for handwritten notes, attachments, links, voice, video, and more. It also states that each OneNote Class Notebook is organized into three parts: 1. Student Notebooks (a private space shared between the teacher and each individual student notebook, where students can only see their own), 2. Content Library (a read-only space where teachers can share handouts with students), and 3. Collaboration Space (a space where everyone in the class can share, organize, and collaborate). At the bottom of the main content area, there is an illustration of an open book with three circular icons (a person, a document, and a speech bubble) connected to it by dashed lines, representing the three parts of the notebook.

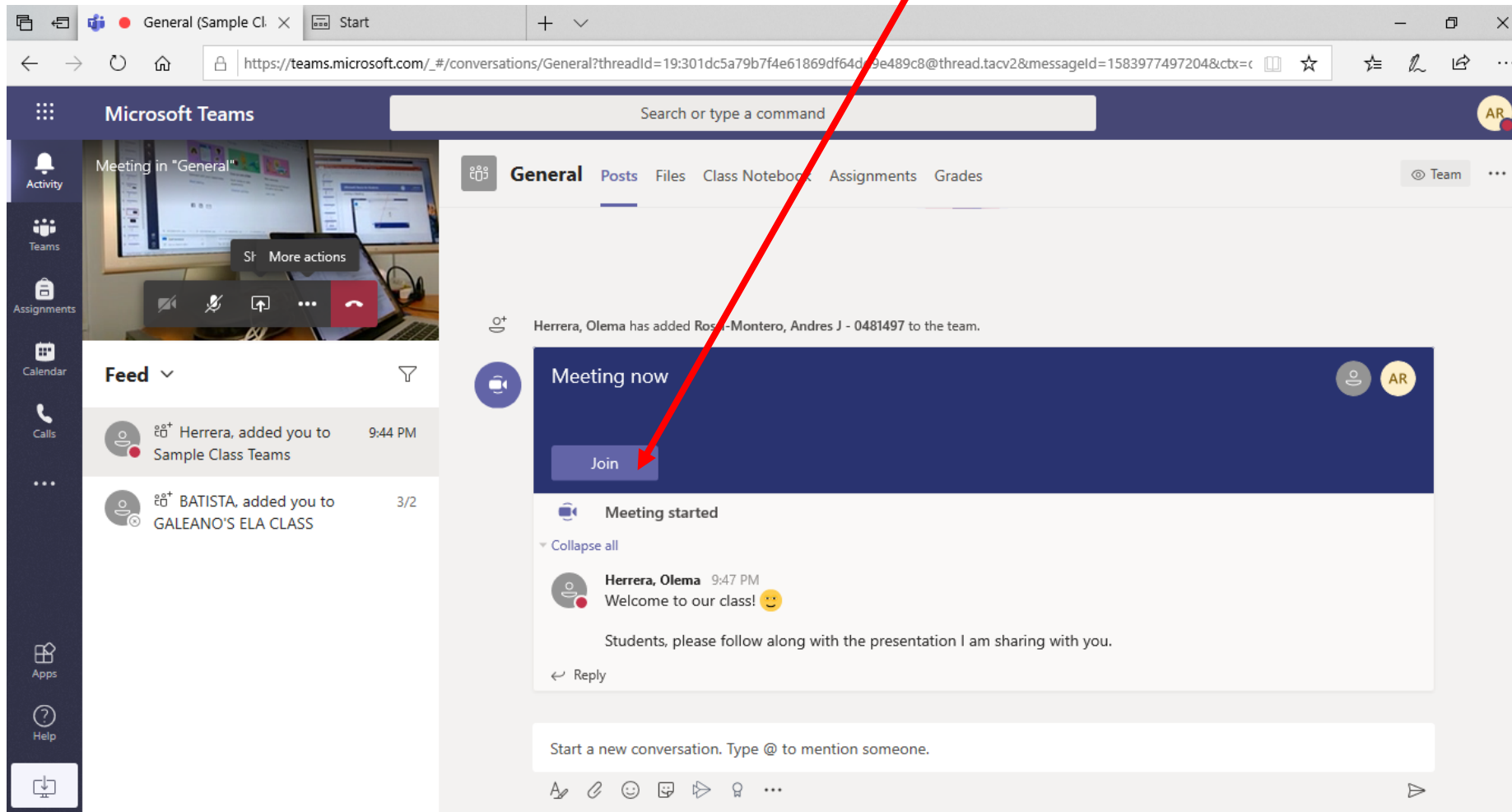
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## Joining a Meeting:

1. Click on "Join" to enter video conference.

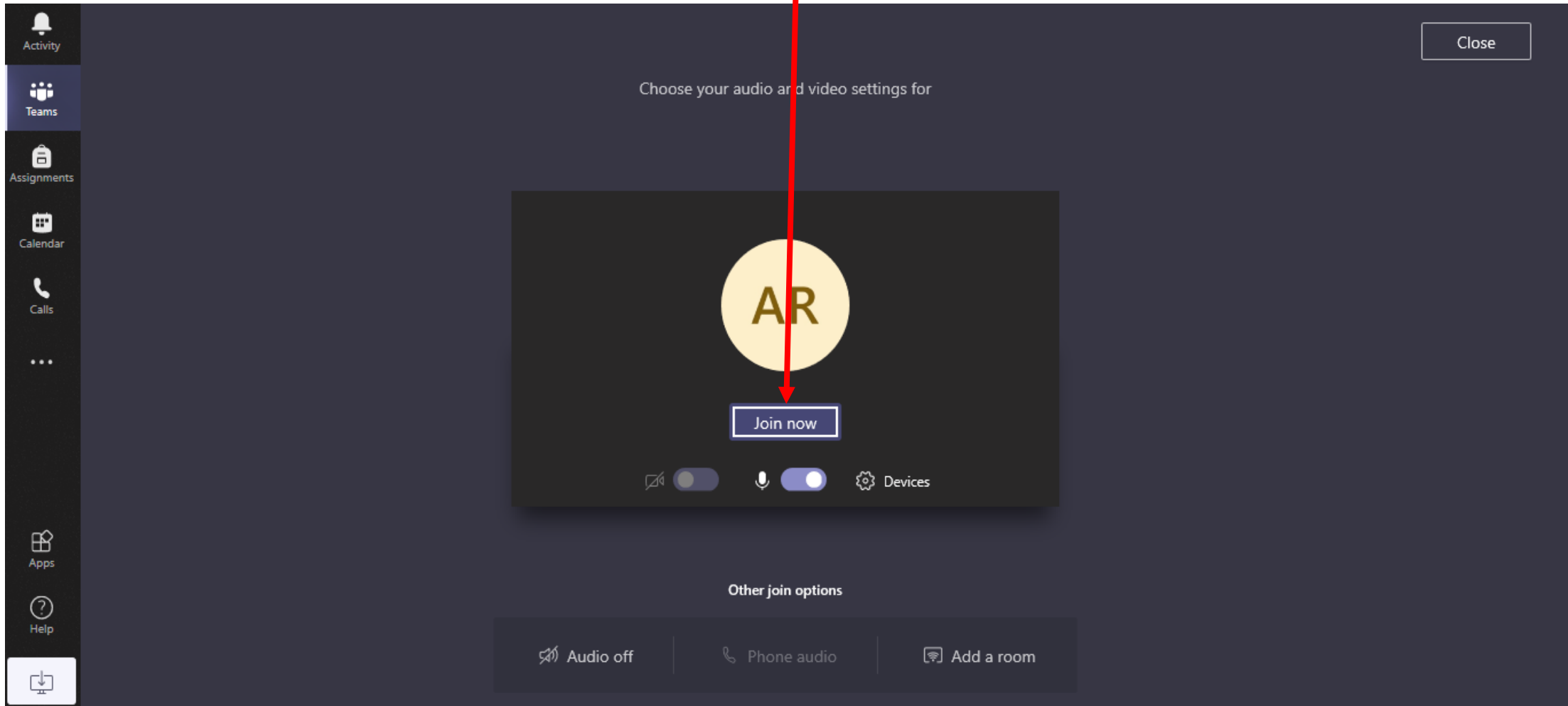


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2. Click on "Join now."

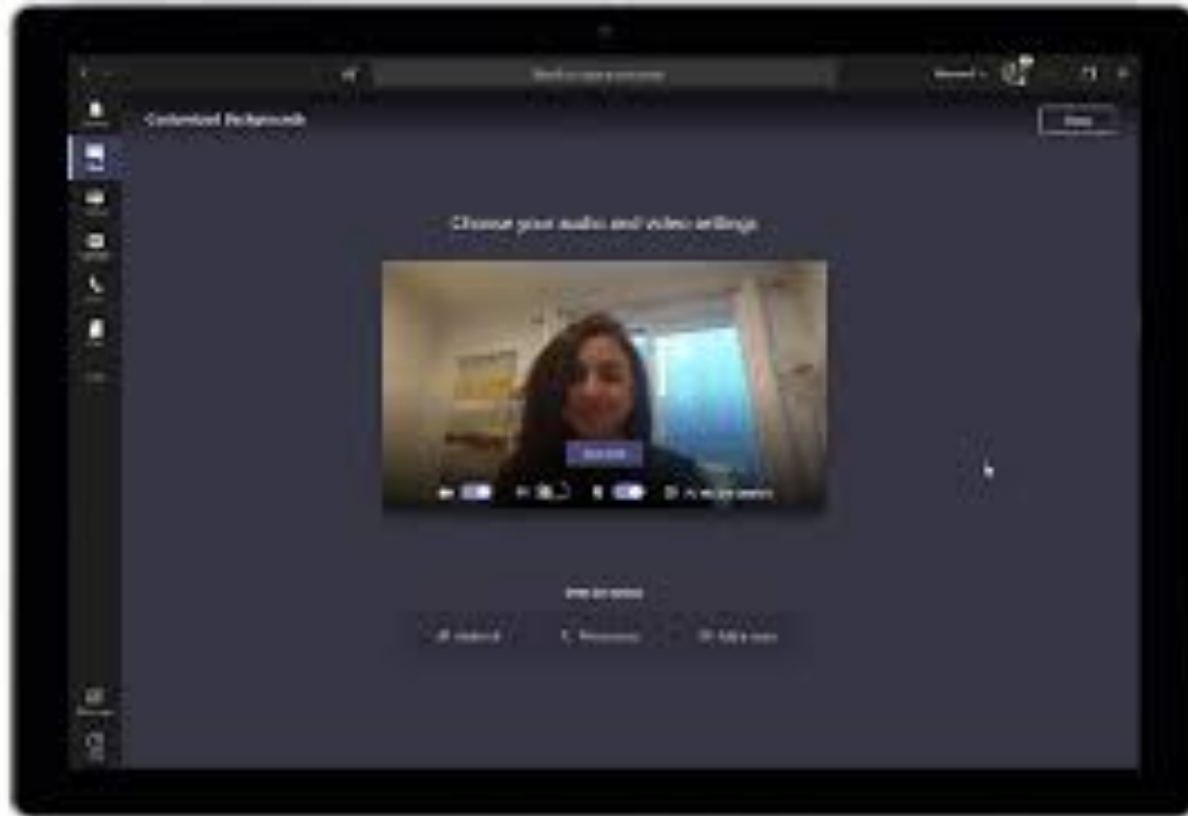


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In a virtual room, students can participate in a video chat.



Teacher can share virtual whiteboard and his/her screen.

