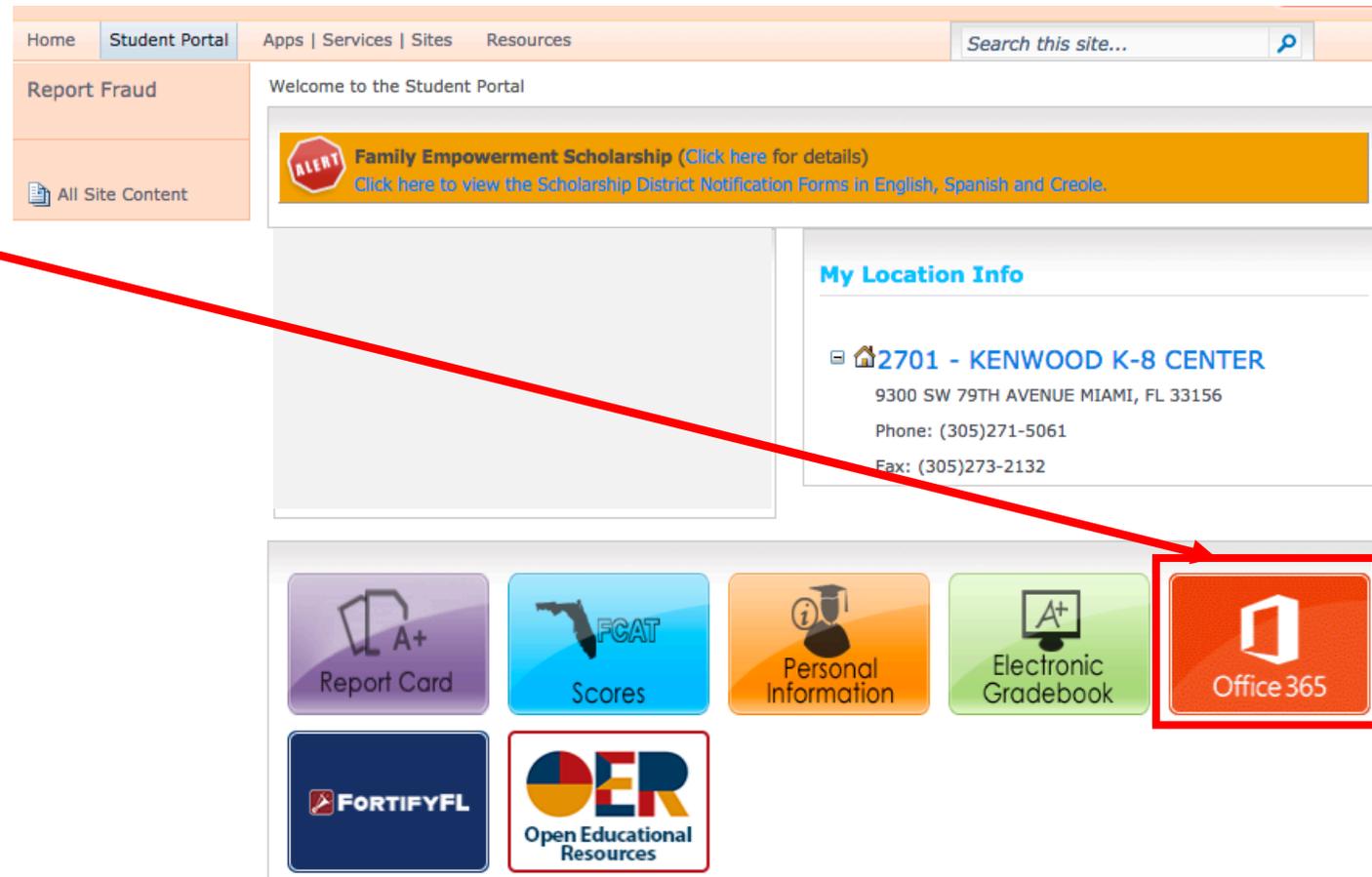


Instructions for Accessing Microsoft Teams

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

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



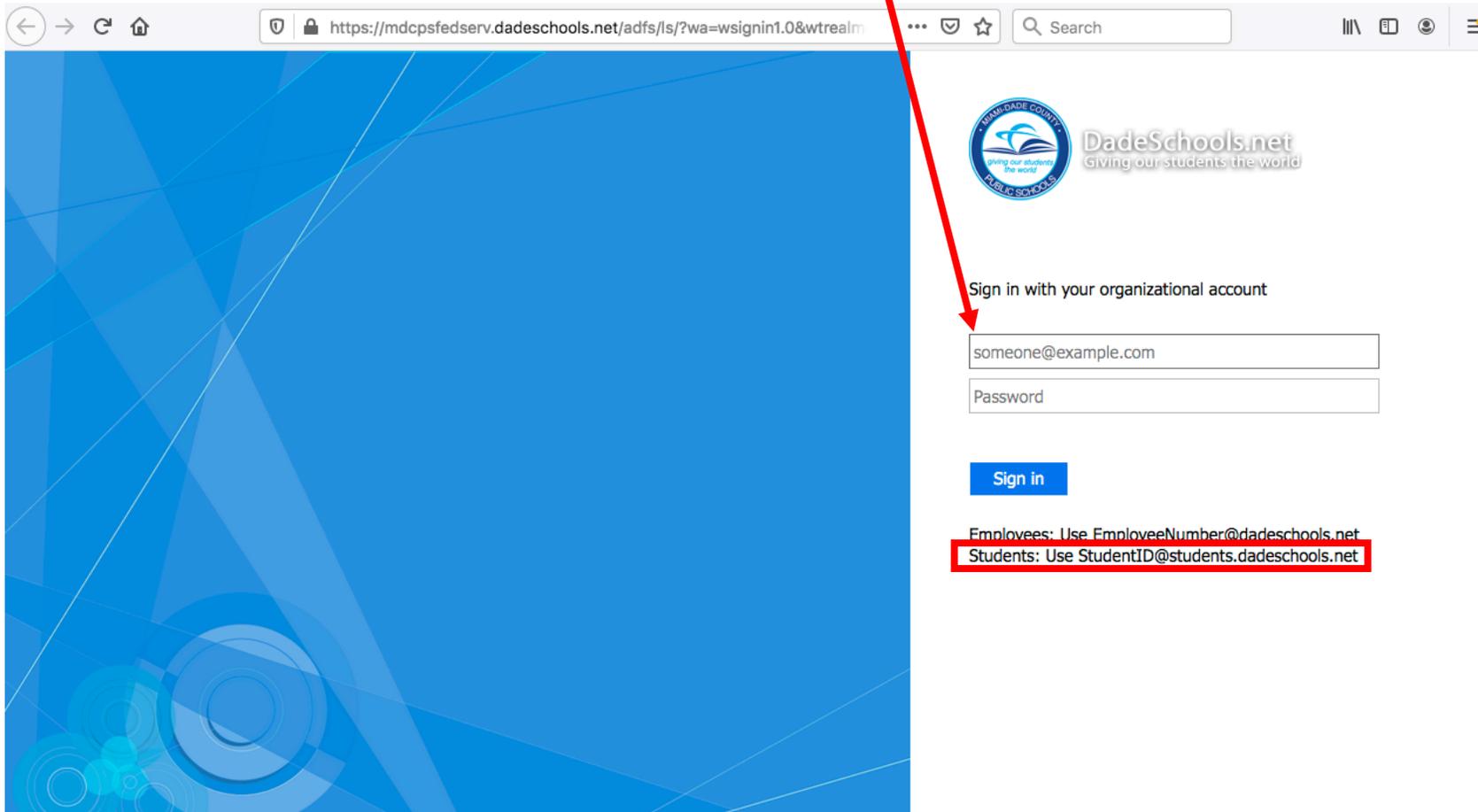
The screenshot shows the M-DCPS Student Portal interface. At the top, there is a navigation bar with links for Home, Student Portal, Apps | Services | Sites, and Resources. A search bar is located on the right. Below the navigation bar, there is a "Report Fraud" link and an "All Site Content" link. The main content area features a "Welcome to the Student Portal" message, a "Family Empowerment Scholarship" alert, and a "My Location Info" section for 2701 - KENWOOD K-8 CENTER. At the bottom, there is a grid of application icons: Report Card, FCAT Scores, Personal Information, Electronic Gradebook, Office 365, FORTIFYFL, and Open Educational Resources. The Office 365 icon is highlighted with a red box, and a red arrow points from the second instruction in the list to it.

Microsoft Teams for Students



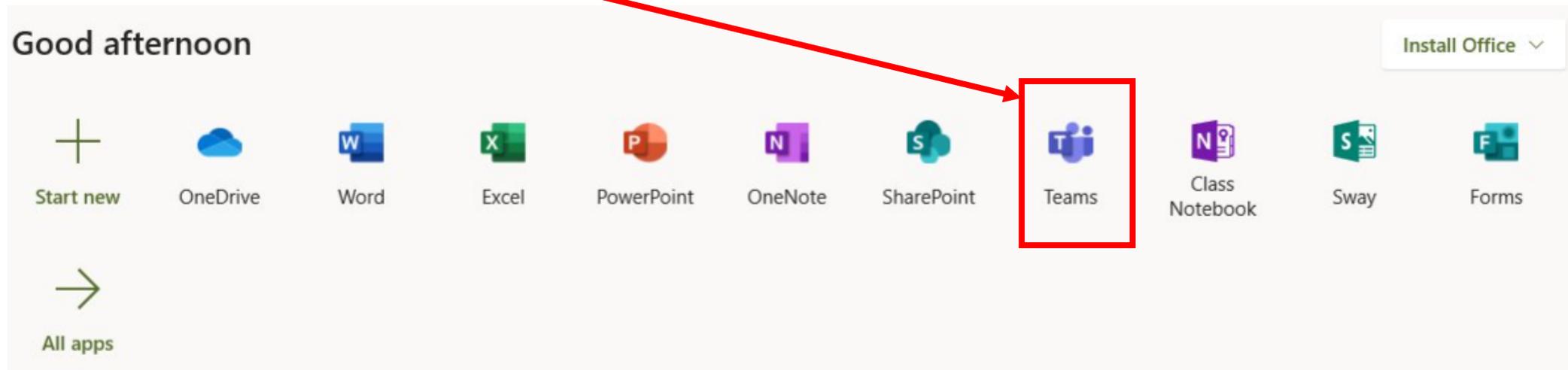
[Learn more about Teams](#)

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 features the DadeSchools.net logo and the tagline "Giving our students the world". Below the logo, there is a sign-in section with the heading "Sign in with your organizational account". This section contains two input fields: one for the email address, which is filled with "someone@example.com", and one for the password. A blue "Sign in" button is positioned below the input fields. At the bottom of the sign-in section, there are two lines of text: "Employees: Use EmployeeNumber@dadeschools.net" and "Students: Use StudentID@students.dadeschools.net", which are enclosed in a red rectangular box. A red arrow points from the text above to the "Sign in with your organizational account" heading.

Instructions for Accessing Microsoft Teams

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



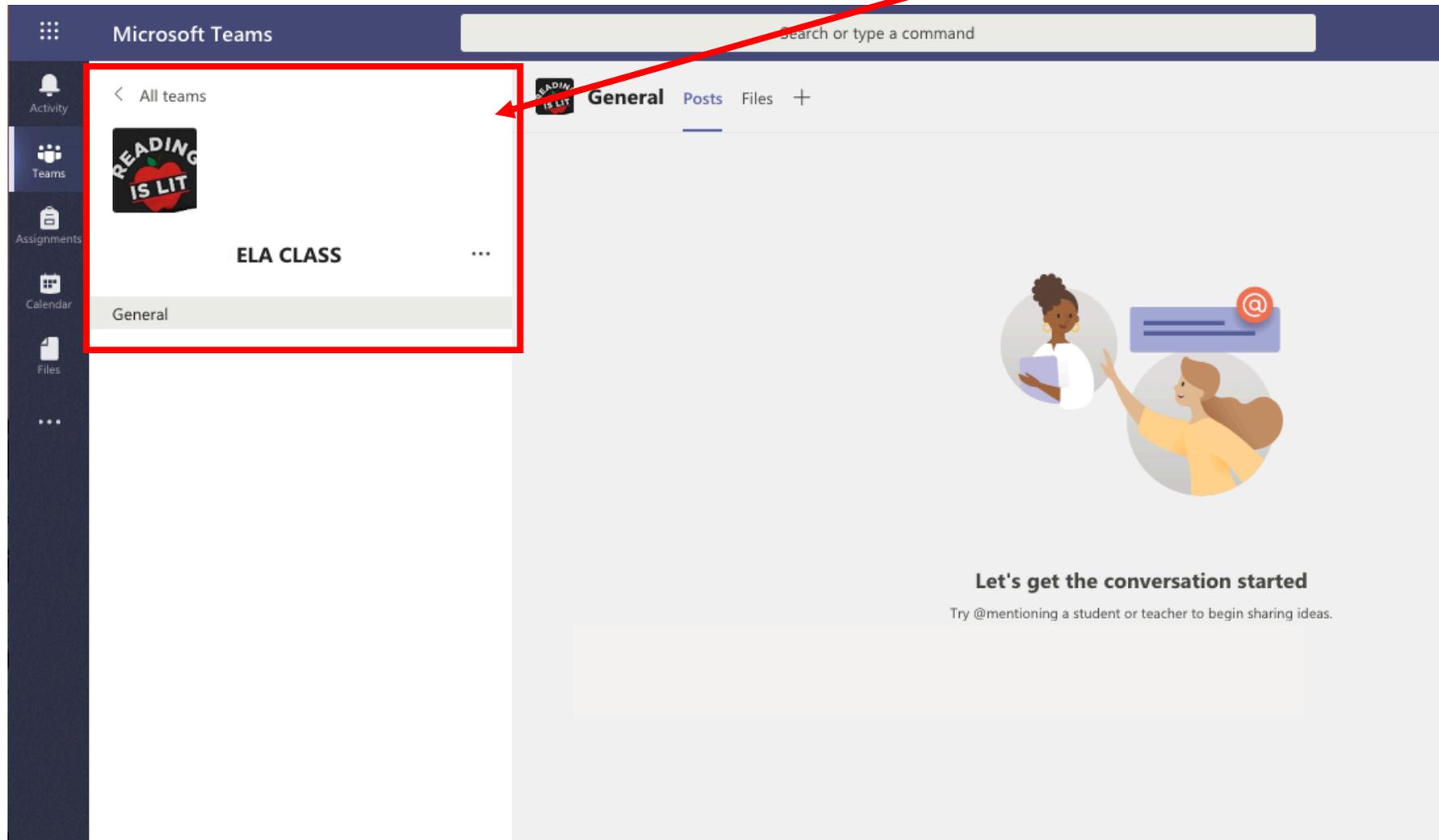
5. When you click on the **Teams** icon, the Microsoft Teams web application will open.

Microsoft Teams for Students



[Learn more about Teams](#)

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



Microsoft Teams for Students



[Learn more about Teams](#)

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.

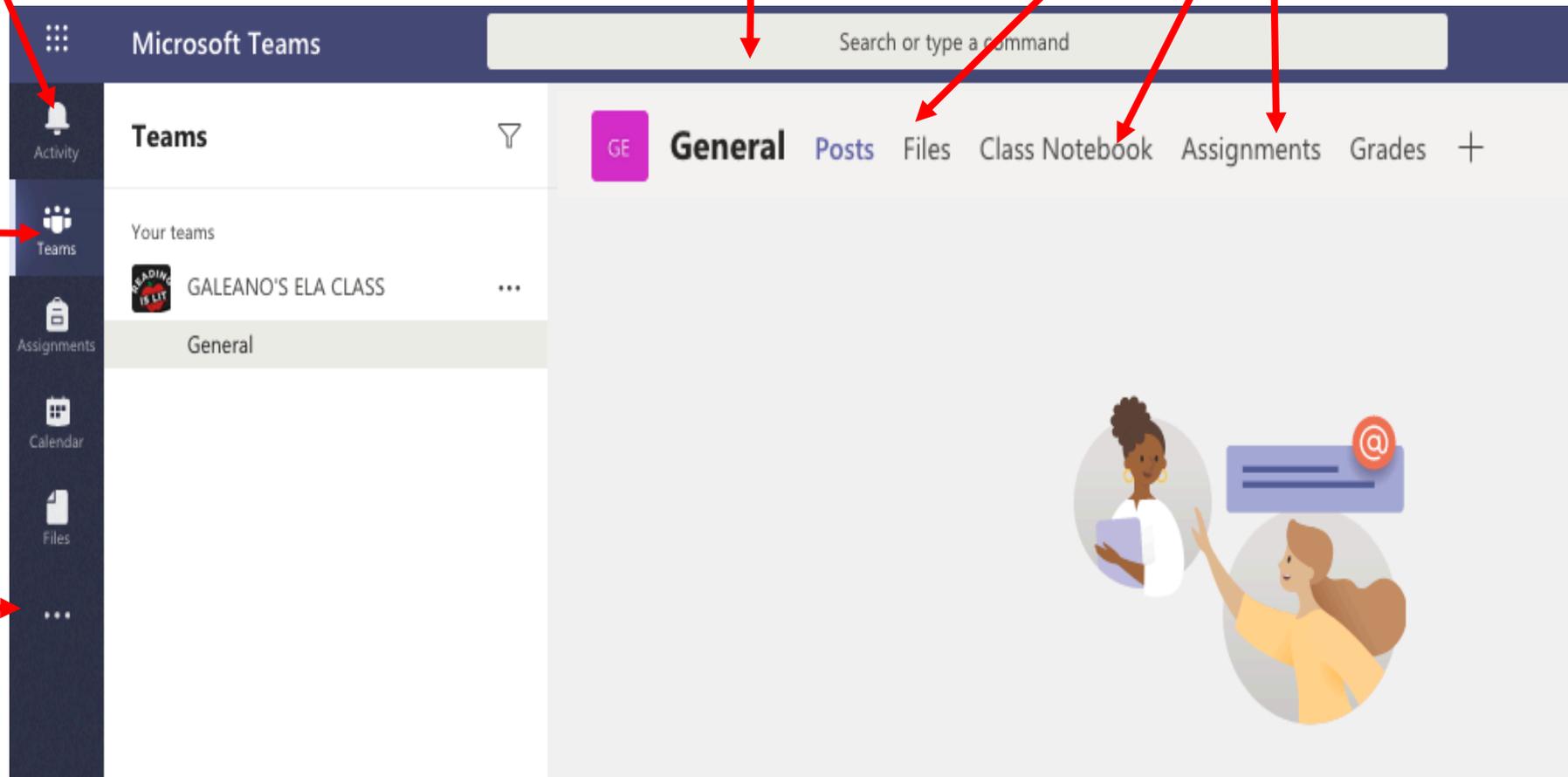
Find Personal Apps

Click to find and manage your personal apps.

Use the Command Box

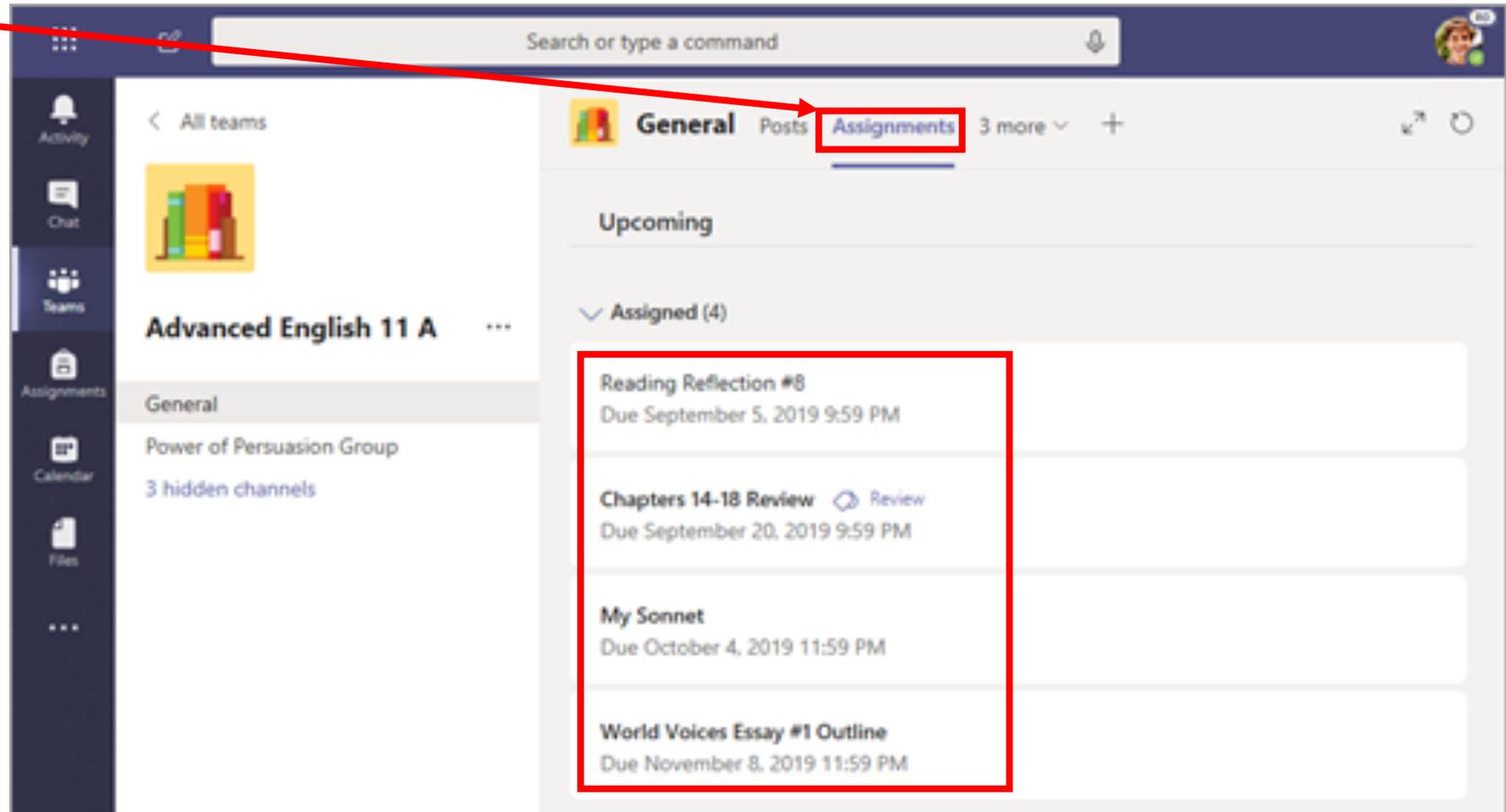
Search for specific items or people, take quick actions, and launch apps.

Access Files, Class Notebook, and Assignments



Working on Assignments in Microsoft Teams

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



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, and Files. The main area shows a team named "Advanced English 11 A". At the top of the main area, there are tabs for "General", "Posts", "Assignments", and "3 more". The "Assignments" tab is selected and highlighted with a red box. Below the tabs, there is a section titled "Upcoming" and a dropdown menu for "Assigned (4)". A red box highlights the list of assignments under "Assigned (4)":

- Reading Reflection #8
Due September 5, 2019 9:59 PM
- Chapters 14-18 Review [Review](#)
Due September 20, 2019 9:59 PM
- My Sonnet
Due October 4, 2019 11:59 PM
- World Voices Essay #1 Outline
Due November 8, 2019 11:59 PM

Microsoft Teams for Students



[Learn more about Teams](#)

1. Select an assignment from the list.

A screenshot of the Microsoft Teams interface showing the "Assignments" tab. The top navigation bar includes "General", "Posts", "Assignments", and "3 more". Below the navigation bar, there are sections for "Upcoming", "Assigned (4)", and "Completed (4)". A list of assignments is displayed, including "Story Arc Mapping Project", "Shakespeare Sonnet Annotation" (marked as Homework), "Narratives of Scale", and "Reading Journal #1". A red arrow points from the text "Select an assignment from the list." to the "Shakespeare Sonnet Annotation" assignment card.

General Posts **Assignments** 3 more +

Upcoming

> Assigned (4)

✓ Completed (4)

Story Arc Mapping Project ✓

Shakespeare Sonnet Annotation Homework

Narratives of Scale ✓

Reading Journal #1 ✓

Microsoft Teams for Students



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" followed by a lock icon and the word "Homework". Below the title is the due date and time: "Due September 13, 2019 9:59 PM". Underneath is the "Instructions" section, which reads: "Read Sonnet 116 and annotate it, using the PowerPoint for guidance." Below the instructions is the "My work" section, which contains a file named "How to Read a Sonnet.pptx" with a PowerPoint icon and a three-dot menu. Below the file is a blue plus sign and the text "Add work". At the bottom, it says "Points" and "100 points possible". Three red arrows point from the text on the left to the "Instructions", the "How to Read a Sonnet.pptx" file, and the "Turn in" button.

Microsoft Teams for Students



[Learn more about Teams](#)

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 a Microsoft OneNote Class Notebook interface. The top navigation bar includes "Conversations", "Files", "Class Notebook" (selected), "Assignments", and "Syllabus". The main content area displays a "Welcome to Class Notebook" message. 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 contains the following text:

Advanced English 11 A • Language Arts 101 Notebook

Language Arts 101 Notebook

Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class. It includes 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 notebook, while students can only see their own.
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 collaborate.

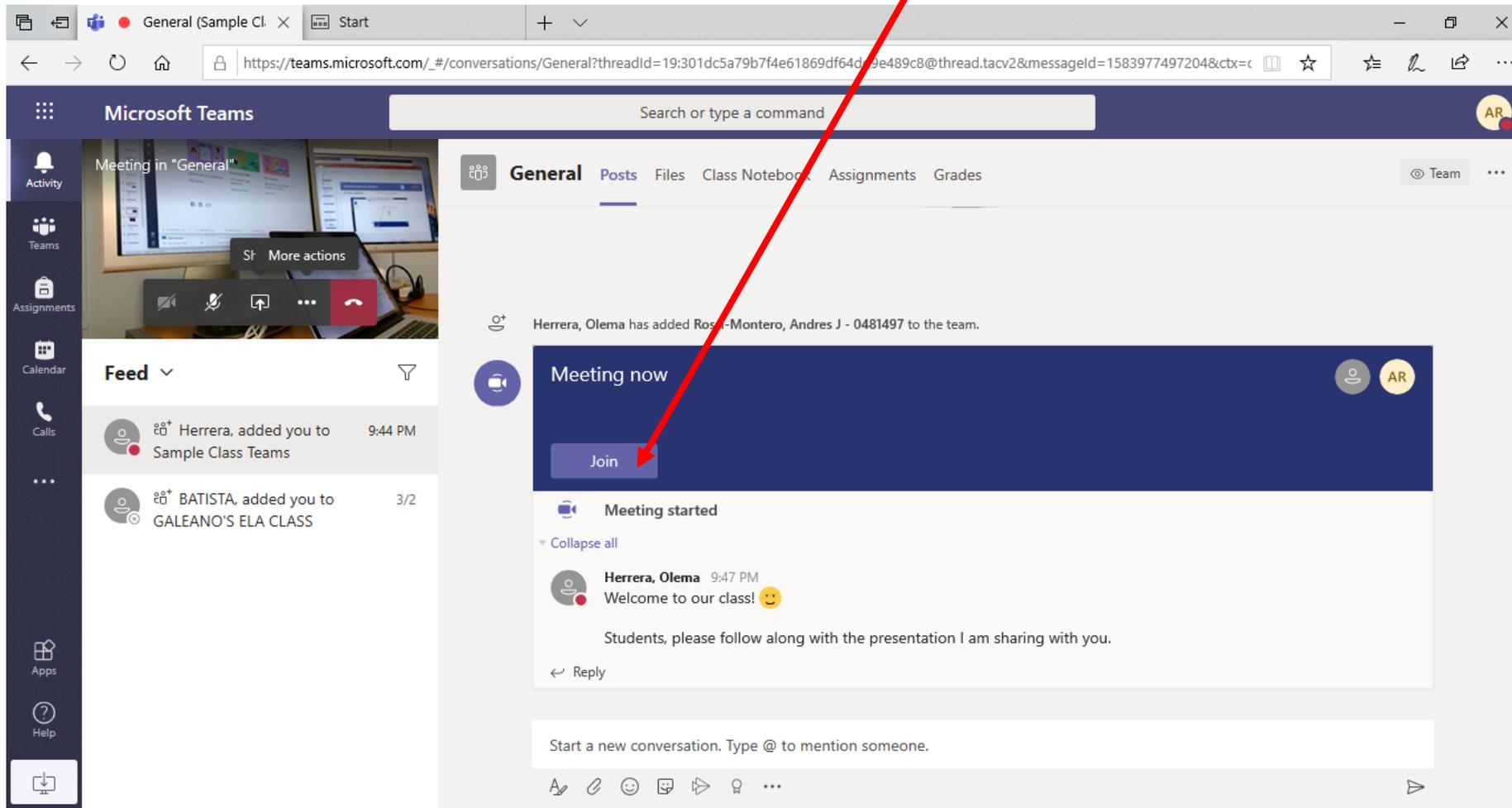
An illustration of an open notebook with three student avatars (a woman, a man, and a woman) connected to the notebook by dashed lines, representing the three parts of a Class Notebook.

Microsoft Teams for Students



Joining a Meeting:

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

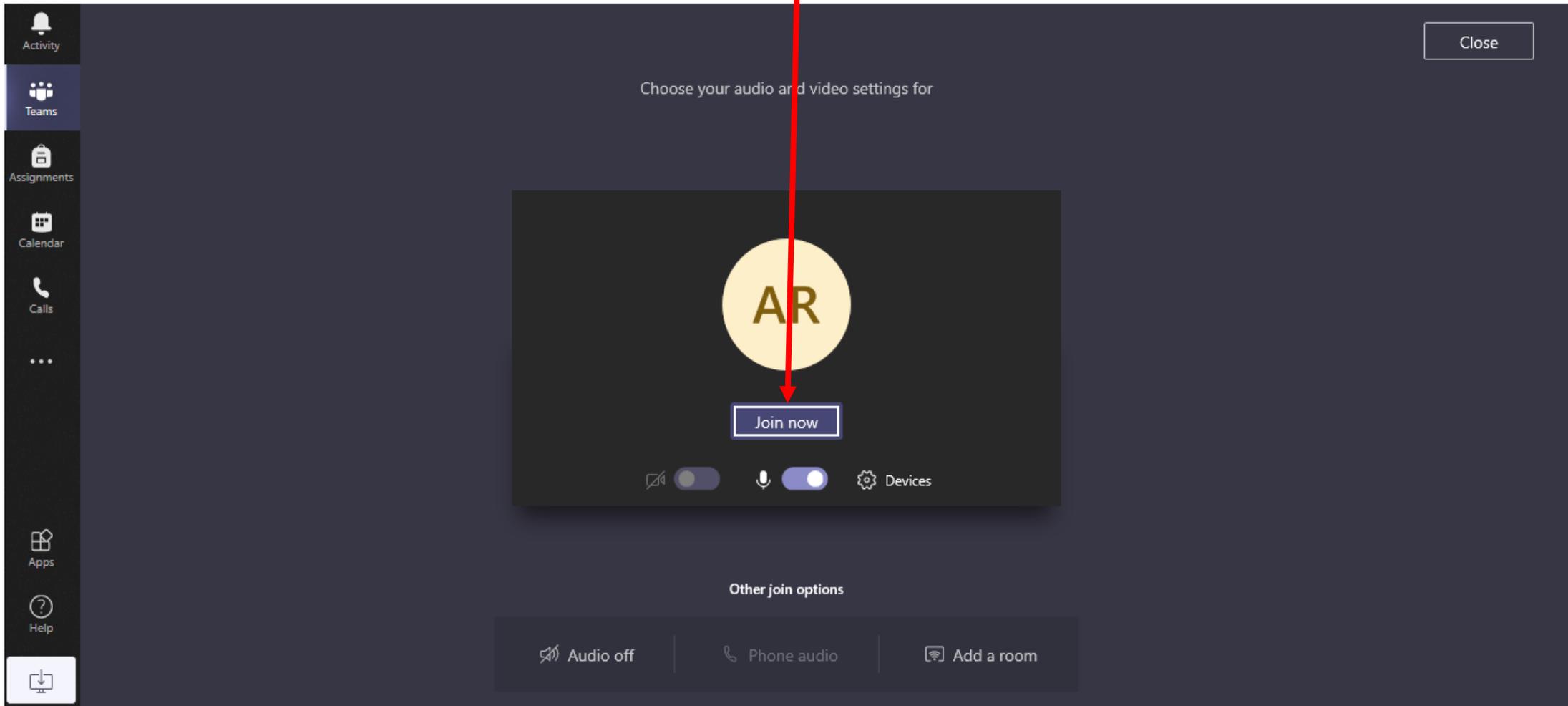


Microsoft Teams for Students



[Learn more about Teams](#)

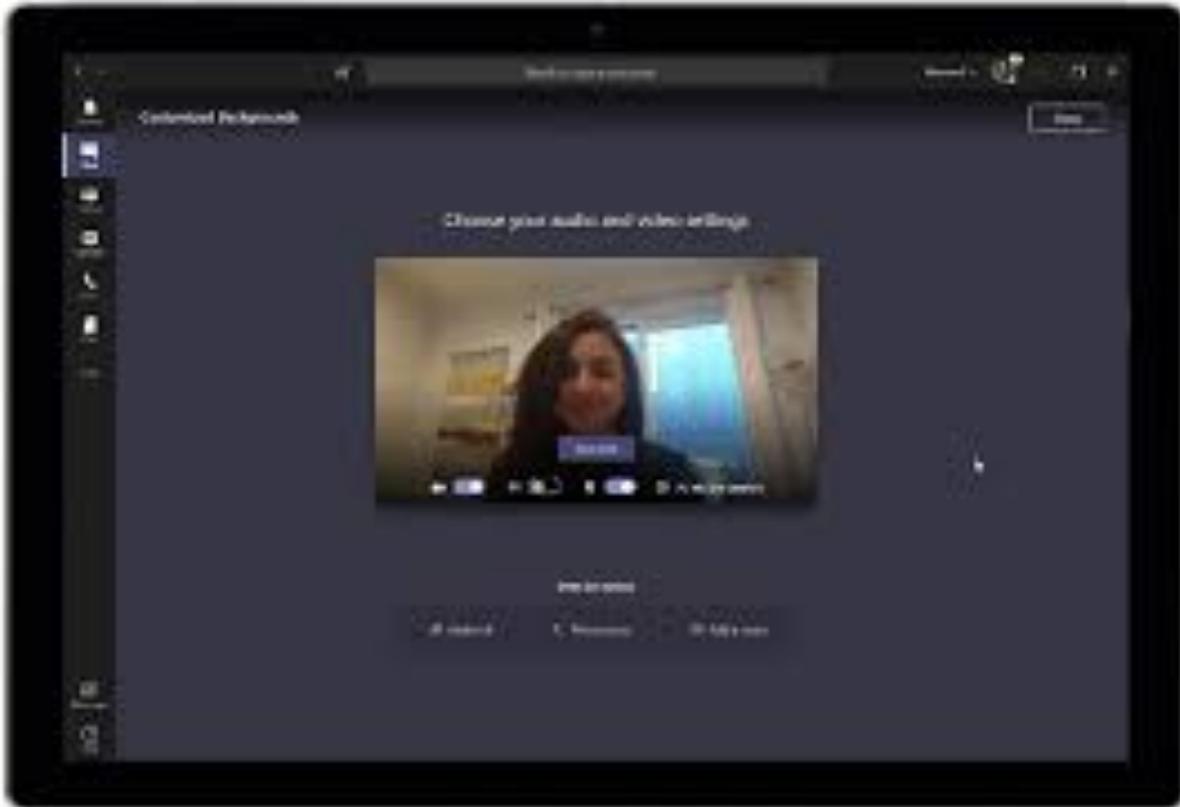
2. Click on "Join now."



Microsoft Teams for Students



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



Teacher can share virtual whiteboard and his/her screen.

