

Office 365 Teams

Student Guide

Accessing Your Class Team

1. Sign into your **Office 365** account using your district email address and password
Email: **username@student.pusd11.net**

From the Student Portal page click the orange **Office 365** Cloud.

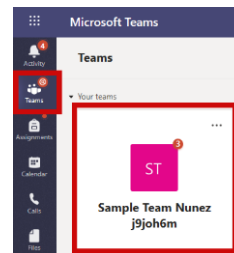
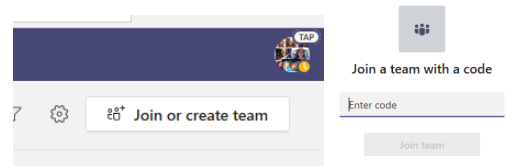
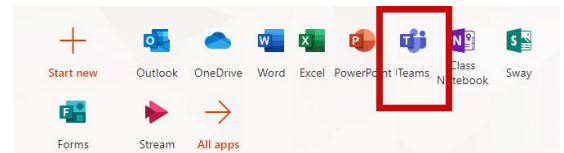
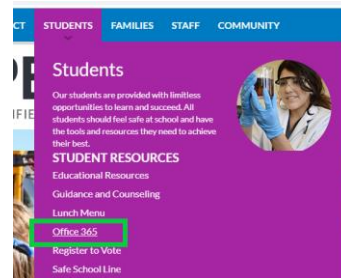
From peoriaunified.org, hover over the **Student** tab and select **Office 365**.

*If using a mobile device, download the Teams app. As with all mobile devices the user interface might be different.

2. Click the **Teams** tile.

3. *If your teacher gave you a join code, click **Join or create team** in the upper-right corner. Then enter the **join code**.*

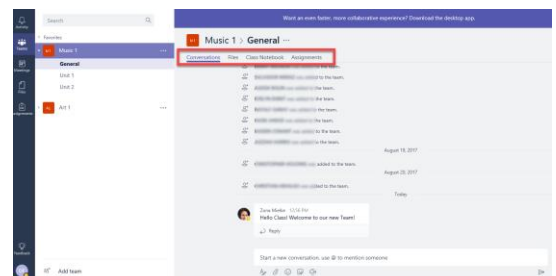
*If you are returning to a team that you have previously joined, click **Teams** tab in the left menu then select the **Team** you prefer.*



The Team's General Channel

Each of your class teams will have a General channel. The General channel holds the general pages for the class team.

After opening the General channel, use the links at the top to open the pages that are within the General channel. Continue reading below to learn more about the pages found in the General channel.

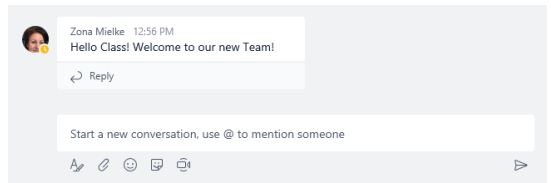


Post

1. **General > Post:** Use the *General > Post* page to read and post *general* messages to your teacher and classmates. Messages posted will be viewable by all members of your team.

TIP: Files attached to a message will also be saved in the channel's Files library.

WARNING: Messages posted must relate to a class topic and should **not** be used to conduct personal conversations. **Only teachers can delete messages posted by students.**

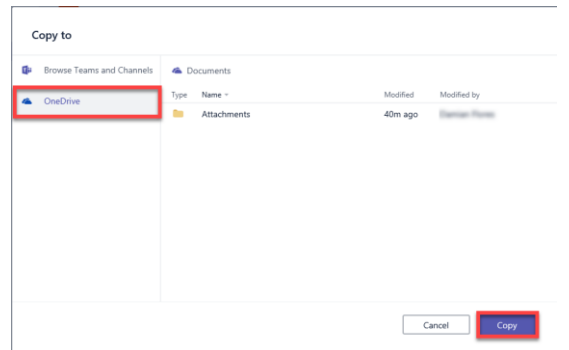
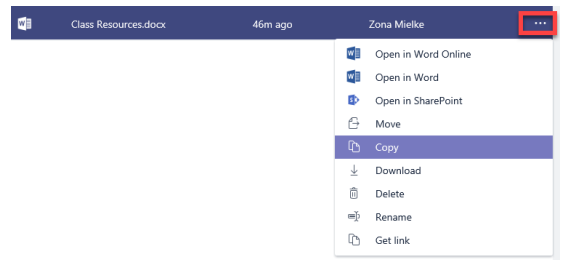
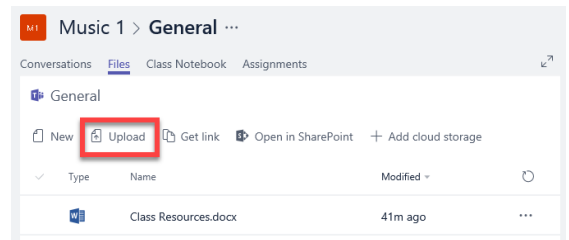


Files

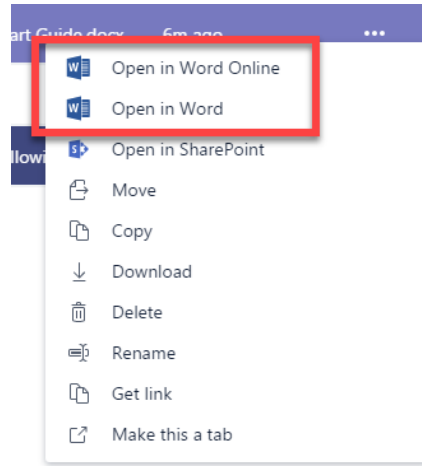
1. **General > Files:** Use the *General > Files* library to upload and open files that your class team is collaborating on or reviewing as a resource. The Class Materials folder is where your teacher will upload documents.

2. To save a copy of a file that your teacher or another member has uploaded, click the **ellipses** located to the right of the file name and select **Copy**.

3. Click the link to open your **OneDrive** and click the **Copy** button.

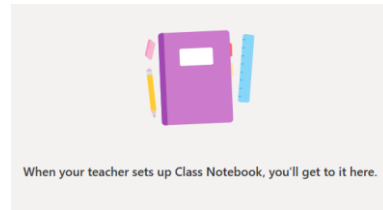



- To open a file for editing, click the ellipses located to the right of the file name and select to **Open in Word Online** or if your computer has the Word program, select to **Open in Word**.

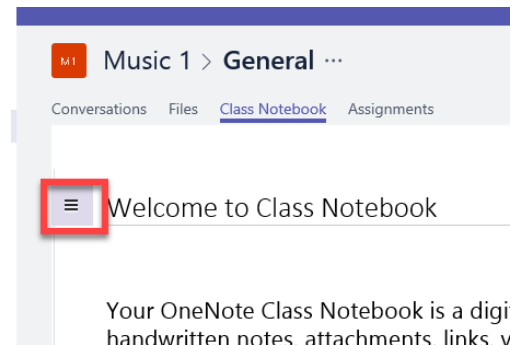


Class Notebook

Not all teachers will use Class Notebook. If your teacher has not set up a class notebook or does not wish to use a class notebook. You will see the image to the right.

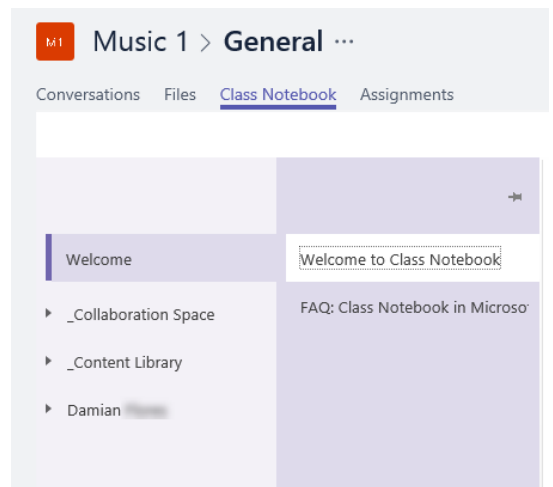


- General > Class Notebook:** Use the *Class Notebook* link to open your class notebook for viewing and sharing information with your teacher and classmates. After opening the Class Notebook, click the **menu** button  to navigate to other areas within your Class Notebook.



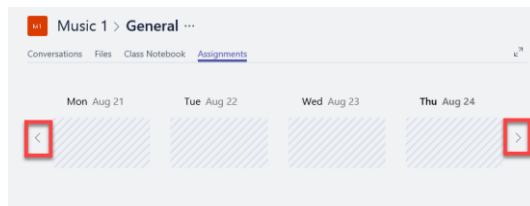
- In the menu's left column you will see the notebook sections. Click on a section title to view the pages within the section. Links to the section's pages will appear in the menu's right column. Click on a page name to open it.

NOTE: You will be able to read, but will not be able to add content to pages in the *Welcome* and *Content Library* sections. Only your teacher can add content to these sections. However, you will be able to add content into the *Collaboration Space* section and into the section that has your name as the title. Information added into the *Collaboration Space* section can be viewed by your teacher and classmates. Information added into the section that has your name can only be viewed by you and your teacher.

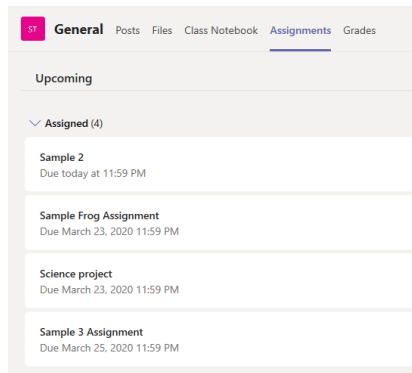


Assignments

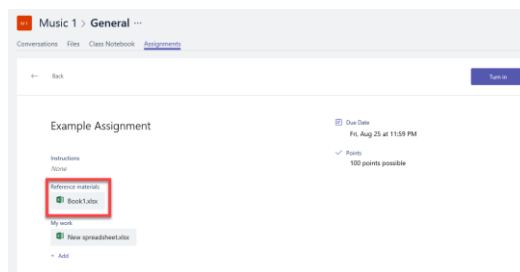
1. **General > Assignments:** In the Assignments area you will find a link to each assignment your teacher has assigned. The assignment link will be attached to the assignment's due date on the calendar bar. Use the arrows located to the left and the right of the calendar bar to navigate to dates not in view.



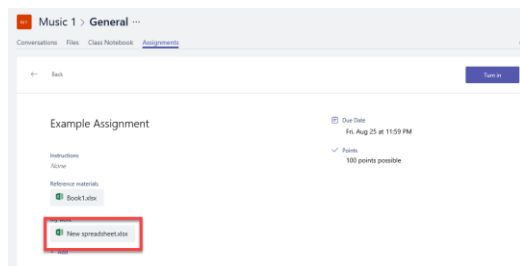
2. Click on an assignment to open.



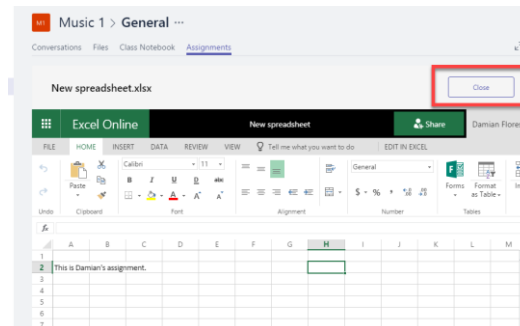
3. For some assignments, your teacher may have uploaded reference documents for you to review before completing the assignment. Reference documents will be located in the **Reference Materials** section on the Assignment page.



4. Your teacher may also upload a template for you to use to complete your assignment. In this case, you will see a link to the template in the **My Work** section. Click the link to open and edit the file.



5. Your work will be saved automatically to your OneDrive. Click the **Close** button to return to the assignment's main page.

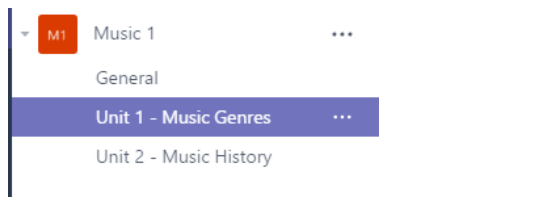
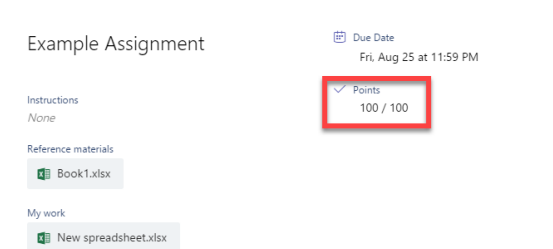
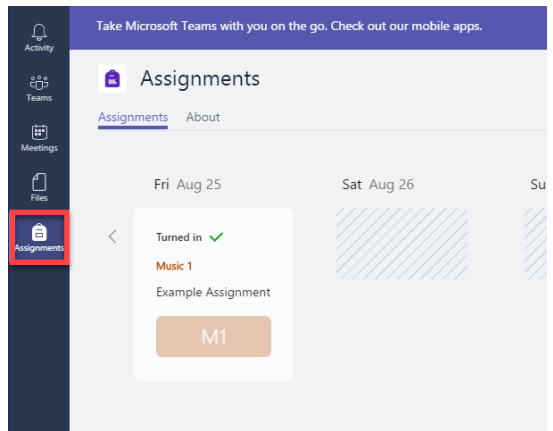
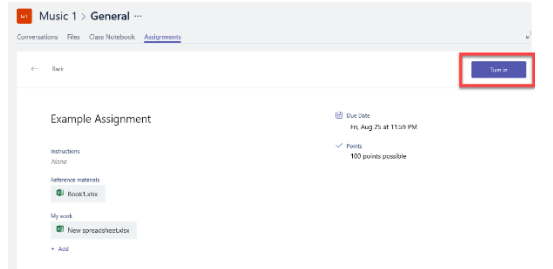
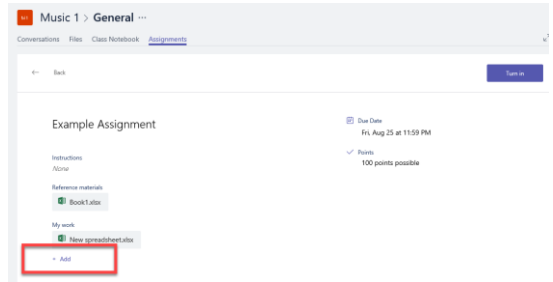


6. Other times your teacher may not provide you with a template and may instead want you to upload a file. In this case, click the **Add** link to go to your OneDrive and select the file you want to upload.

7. When you are ready to submit your assignment, click the **Turn In** button.

TIP: Use the Assignments tab, found in the left menu, to open an assignment calendar that displays links to assignments from all of your classes.

TIP: After your teacher has graded your assignment, you can return to the assignment to see your grade and any feedback that your teacher may have posted for you.



Additional Team Channels

To help organize your class Team site, your teacher may create additional channels to be used for specific learning topics or projects. New channels that your teacher has added will be located beneath the General channel and have their own Post, Files and Notes tab.