

Using Teams for Students Tips & Tricks

How Do students sign in to their Office 365 account?

Students and educators at eligible institutions can sign up for Office 365 Education for free. Students can log into their school accounts at <http://portal.office.com> or Office.com, where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser. Microsoft Teams can be accessed online or downloaded to a home or mobile device.

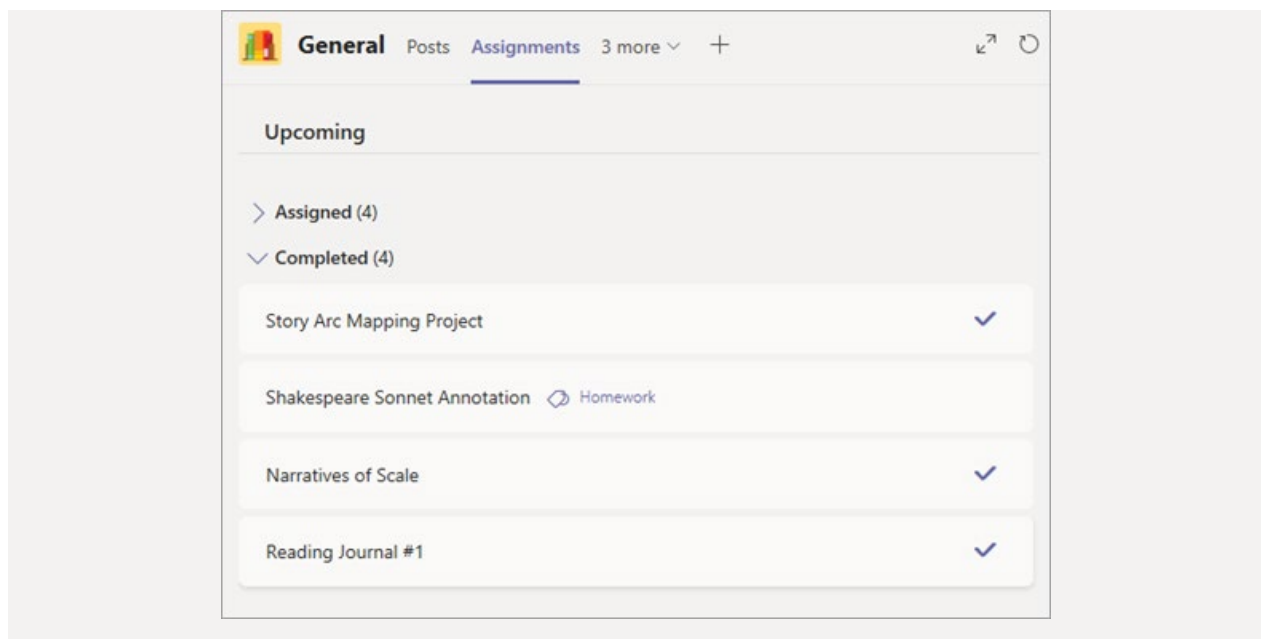
Watch this Video for an Introduction to Teams

<https://www.microsoft.com/en-us/videoplayer/embed/RE4rrKE?pid=ocpVideo0-innerdiv-oneplayer&postJsIIMsg=true&maskLevel=20&market=en-us>

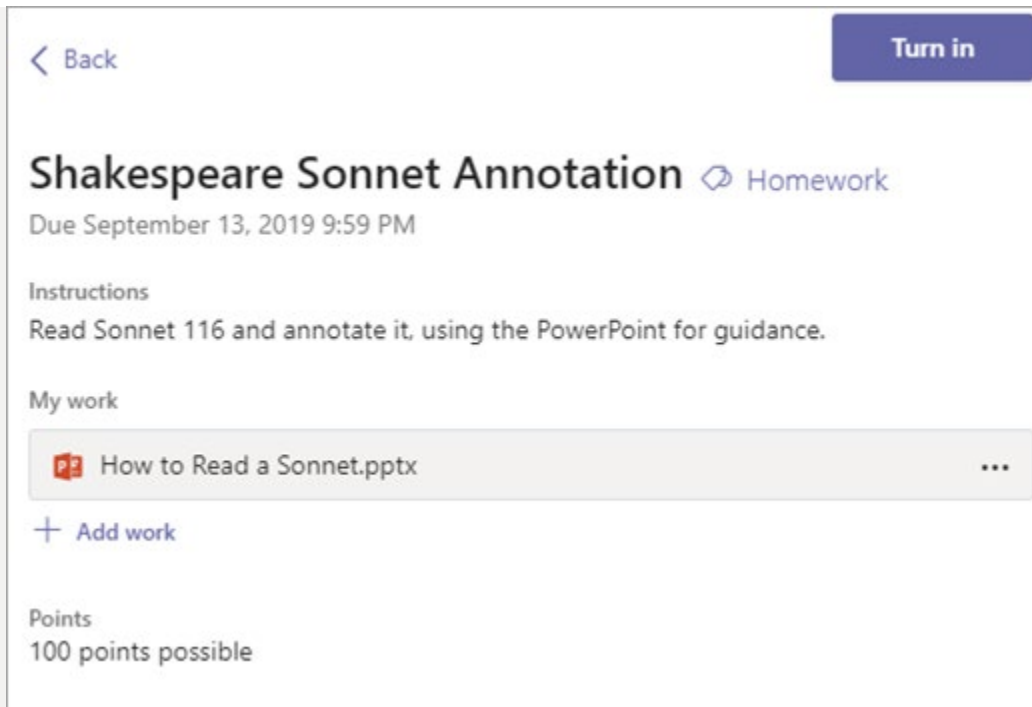
How does my student turn in assignments using Teams? Can they check their grades in Teams?

Students can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**.

Students can read more [here](#) about keeping track of and turning in assignments.



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The screenshot shows a Microsoft Teams assignment interface. At the top left is a back arrow and the word 'Back'. At the top right is a blue button labeled 'Turn in'. The main title is 'Shakespeare Sonnet Annotation' with a lock icon and the word 'Homework' next to it. 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 'My work' section, which contains a single item: a PowerPoint file named 'How to Read a Sonnet.pptx' with a red 'PPT' icon and a three-dot menu icon to its right. Below the work list is a blue plus sign followed by the text 'Add work'. At the bottom left, under the heading 'Points', it says '100 points possible'.

Students can see grades for their assignments, too! In the same **General** channel where they'll find their **Assignments** and other essential tabs, your student can select **Grades** to see their points on past work. [Read more](#) about how students can navigate their grades.

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Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

Where can my student access help on how to best use Microsoft Education tools?

Students have a help center made just for them! From covering the basics of using Teams all the way to project ideas, this [student help center](#) is all about showing students how they can leverage Office 365 for their learning, engagement, and creativity.

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Student help center

Office 2019, Office 2016, Sway



Check it out.

We've pulled together support that can help spark your creativity and launch your best work yet. Whether you use these Microsoft tools already, or it's your first time diving in, we hope to see you – and your bright ideas – around again soon.

Other than communicating with my student's teachers, how can I get updates on my student's class activity?

Your student's teachers can set up Teams to send weekly emails to be sent to you covering the status of their assignments that week.

Weekly Assignment Summary
November 8, 2019

Here's a summary of assignment updates for Lilly from last week and a peek at upcoming due dates.

Previous week: Nov 2 – Nov 8

Turned in	Not turned in
✓ 4	! 2

Physical Science 9A
Shai Pinhas

Unit 1 Lab
Turned in • Due November 6 ✓

Art 1B
Giovanni Madrid

Surface Explorations Project
Not turned in • Due November 5 !

Glaze final project
Turned in • Due November 6 ✓

15 minute speed sketch
Turned in • Due November 7 ✓

Physical Education
Haasini Madhunapantula

Dietary Journal: Log nutrients for 3 meals
Not turned in • Due November 5 !

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Remember to Go To Help In Teams to view Tutorials and Help Cheat Sheets

The screenshot shows the Microsoft Teams application interface. The browser address bar displays the URL: https://teams.microsoft.com/_/#/apps/5a0e35f9-d3c8-45b6-9dd9-963ab471b83/sections/help. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Call, Calendar, Files, and Help. A red arrow points to the Help icon, which has opened a dropdown menu with the following options: Topics, Training, What's new, Suggest a feature, Report a problem, Give feedback, and Ask the community. The main content area is titled "Help" and features a search bar, a "Tons of Teams training" section with an illustration of three people, and three columns of help topics: "General Teams help", "Create teams", and "Remote learning". A notification banner at the bottom right encourages turning on desktop notifications.