

Southwestern Middle School

LEARN MICROSOFT TEAMS



Students can access TEAMS in a variety of ways:

- Desktop App
- Vportal → Office 365 → TEAMS
- Google Play or Apple Store
(free)

Welcome to
TEAMS!



TEAMS
Dashboard

Organize by
class period

Hide old
TEAMS

- Activity (9)
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

Teams

Join or create team

 Raynor Science Per 1 Qtr 1	 Fasold 2nd period PE	 Sra. Singh Spanish 1, 4th pd	 Tipitino Art 2D 1 (5th Period)	 Mrs. Hooker ELA period 5
 McBryde Pre-Algebra 6th period	 OLD Pena 7th period Civics			
▼ Hidden teams				

TEAMS Dashboard Ribbon



Activities



Chat



TEAMS-to return to Dashboard



Assignments-ALL Assignments from ALL classes (DO NOT ACCESS CLASS ASSIGNMENTS THIS WAY!)



Calendar-can access all class meetings but may miss new announcements posted on General page



Call



Files



Teams

Activity 9

Chat

Teams @

Assignments








Calendar

Calls

Files

Raynor Science Per 1 Qtr 1

McBryde Pre-Algebra 6th period

-  **Activities**
-  **Chat**
-  **TEAMS-to return to Dashboard**
-  **Assignments-ALL Assignments from ALL classes (DO NOT ACCESS CLASS ASSIGNMENTS THIS WAY!)**
-  **Calendar-can access all class meetings but may miss new announcements posted on General page**
-  **Call**
-  **Files**

Calendar



- General view of daily class schedule/meetings
- Can be organized by daily, weekly, work week views
- Class meetings can be joined from the calendar however, students may miss announcements/assignments posted on General TEAMS page



TEAM Tabs

- **Posts:** Announcements to class from teacher
- **Files:** PDF files. Might be organized by folders within the files.
- **Class Notebook:** Teacher-by-teacher basis. May not be used by some teachers.
- **Assignments:** Student access to daily materials/activities. May be able to be edited by the student (Open in TEAMS).
 - Students will submit work via blue 'Turn In' button. Documents can be attached to be submitted.
 - Students can resubmit work utilizing same button.

All teams



Mrs. Hooker ELA period 5

General

General Posts Files Class Notebook Assignments Grades +

Team Meet

Reply

October 20, 2020



Assignments 10/20 9:22 AM

Words Like Freedom Poem

Due Oct 21

View assignment

Reply



Meeting in "General" started

5 replies from Taylor and Pamela

Reply



Statkus, Taylor J. 10/20 4:12 PM

SORRY



Statkus, Taylor J. 10/20 4:13 PM

i meant to turn on the mic

Reply

October 21, 2020



Meeting in "General" ended: 7m 46s

Reply

New conversation



Start Here

- Students should begin each day on TEAMS Dashboard
- Click on 1st period TEAMS **General** Page
- Check for new posts/announcements
 - Assignments for the day will be posted here as well
- Log into class meeting from **General** page or **Calendar**
 - *Lobby Access will be granted by the teacher at the start of class
- Access **Files** or **Assignments** as directed by the teacher
- Return to TEAMS Dashboard before proceeding to 2nd period



Substitutes

- Students need to start each day on each subject's General TEAM page
- If a teacher is absent, daily announcements, classwork and assignments will be accessed through the General posts and individual tabs on each subject's TEAMS page.
- Substitutes will create their own TEAMS meeting for daily class time. Students DO NOT report to their regular scheduled calendar meeting.

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