

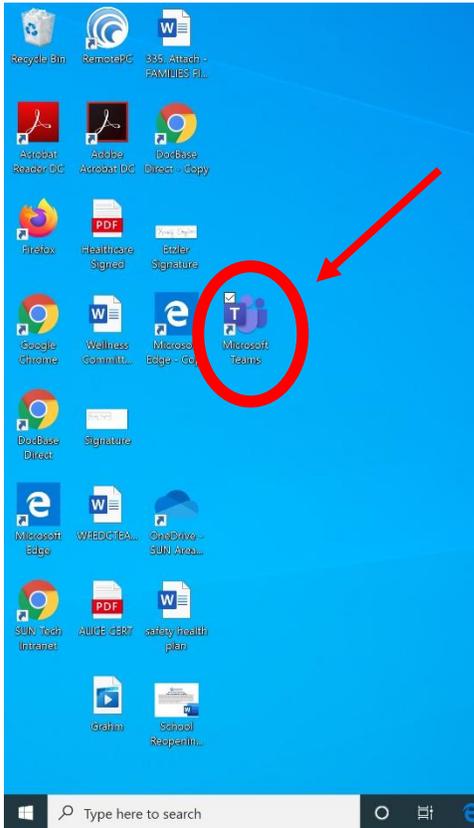
# Microsoft Teams Cheat Sheet

Student Version: PC

## Accessing Microsoft Teams

1. Typically, Microsoft Teams should automatically open when your device starts up. If it does not, Select the Microsoft Teams App.

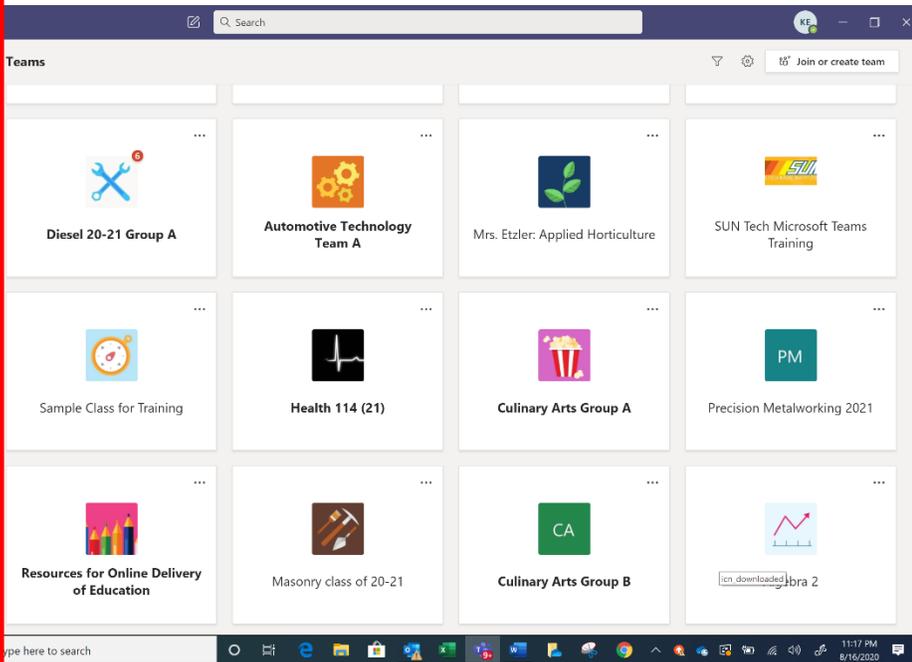
- The location of your App may vary from what I am showing on my image below.



2. Once in your Microsoft Teams Account- you will need to find your “team”. Your “Team” is the program you are enrolled in. For this example, I will be working in Mrs. Etzler Applied Horticulture Team.

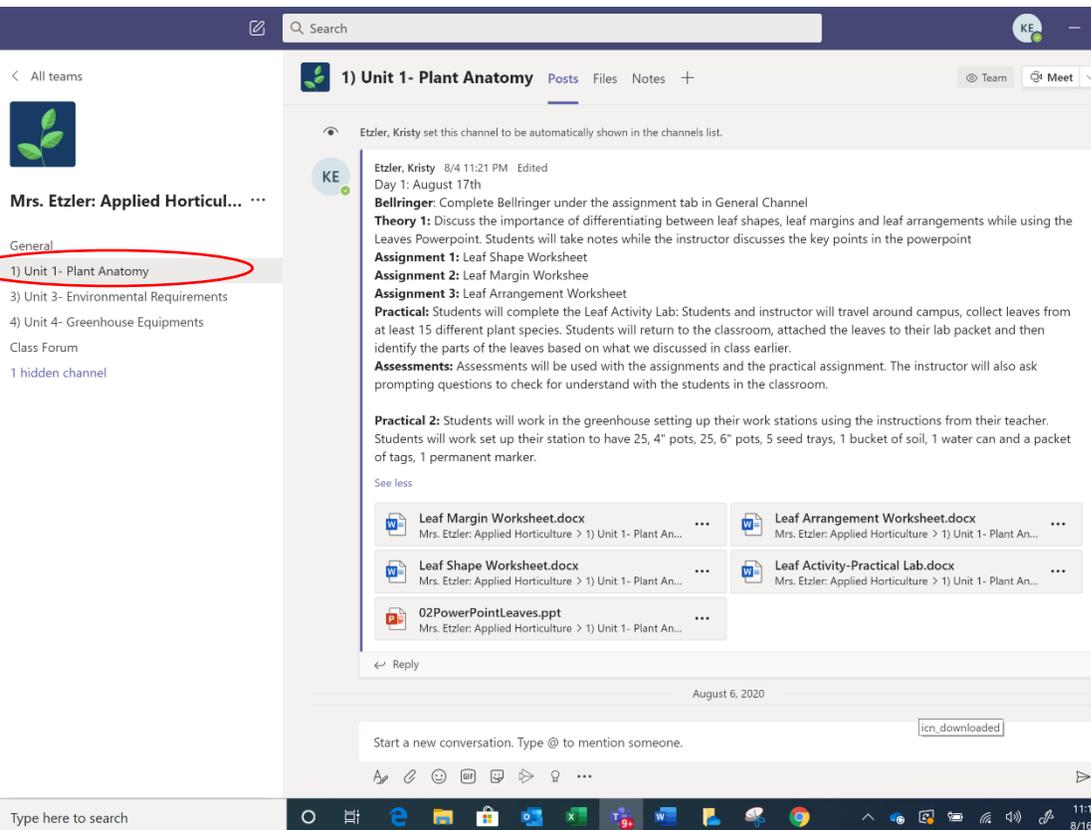
a. Here you can see this is what the layout will look like.

b.To select an area in teams- look at the left of the screen.



- i. You may eventually be part of more than one team, which will cause your screen to look like mine
- ii. Click on the three small dots on the corner of a team to hide it.
- iii. Select the Team you want to work with.
- iv. Once in your team, you can toggle across the left to see your **Activity, Chat, Teams, Assignments, Calendar, Calls and more.**

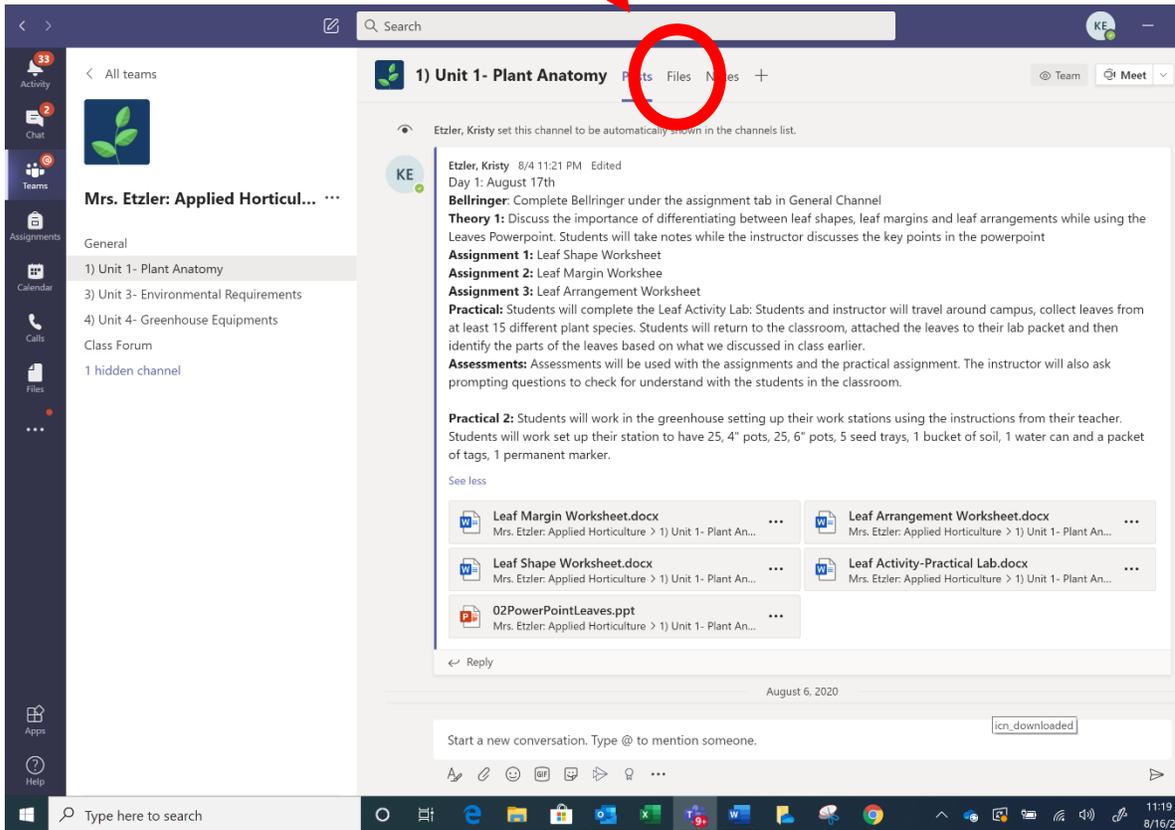
3. Once you select your team, you will need to determine which **Channel** to select.
  - a. **The channel is the Unit, Day or Week your instructor is working on. They will explain daily, which channel you should be working in.**
  - b. **For this example, I will be working in 1. Unit 1**



- i. When you select your Channel you should see your class materials show up.
- ii. Here I have selected 1)Unit 1
- iii. Now I can see the daily agenda here with what I am expected to complete today.
- iv. **You can *reply* to the instructors agenda post if you have any questions or want to engage in a classroom discussion about the topics at hand. (Please be mindful of your instructors rules)**
- v. Some instructors may include your worksheets here, others may post them in your files.
- vi. This will look different depending on your program but will be accessed the same.
- vii. If your instructor does not link your assignments, you can find them in ***files***

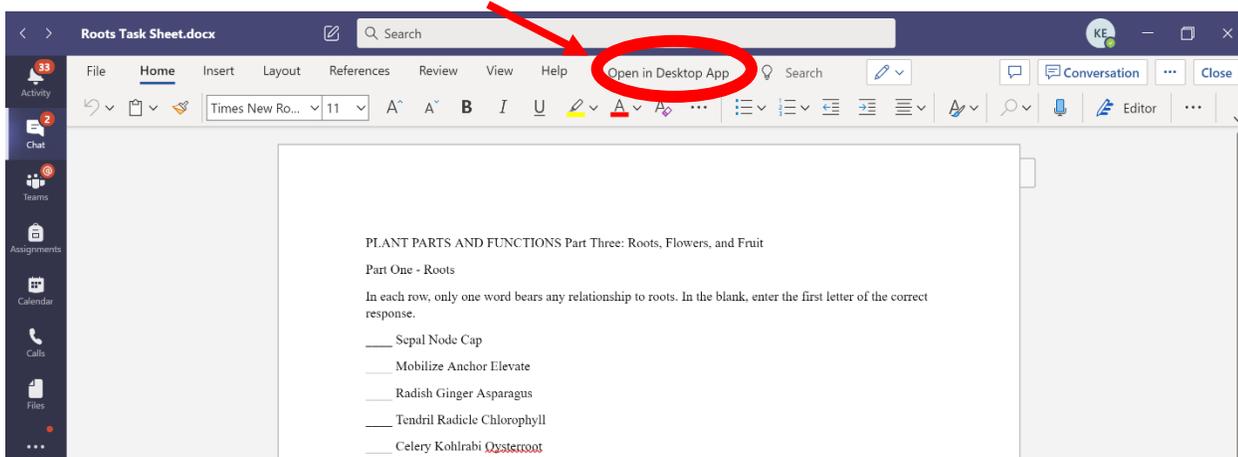
4. Accessing **Files** is on the top of your Microsoft teams. Here you can select any file you wish to access that your instructor has uploaded for their course. If they have assigned the file to a specific channel, be sure you are in the correct channel when looking for the file

i. When you open a file that you must modify. Please follow the steps below.



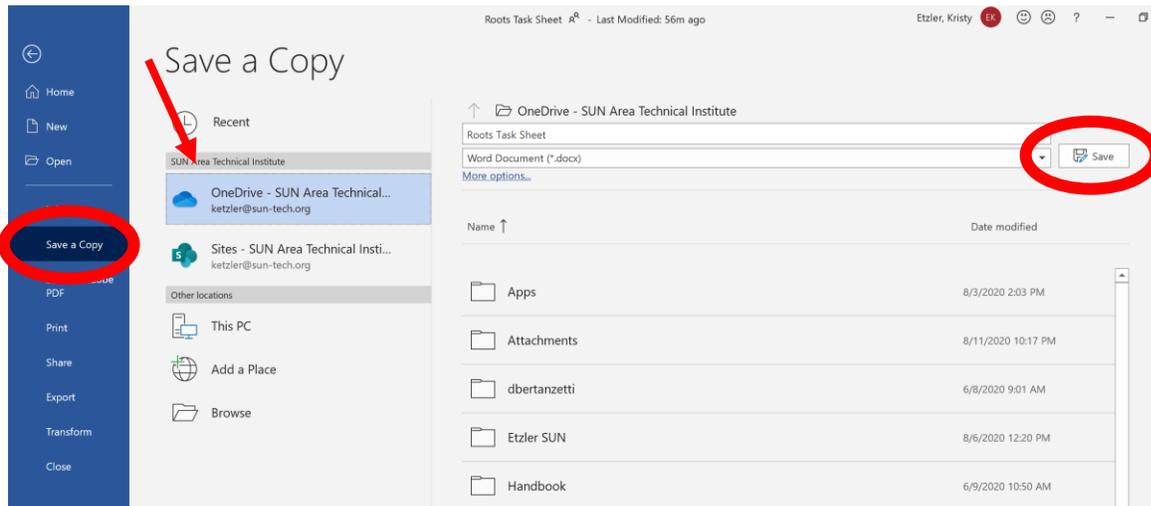
## 5. Opening a file to modify & save

a. Select Open in Desktop app at top of page.



Once you have selected this, it will allow you to begin editing the document.

- **Before beginning to edit, save a copy of the document**
- **When saving a copy select File → Save A Copy**
- **Select ONEDRIVE**
- **Name your document and then hit save!**



6. **Once you have saved the copy of your document, you will be able to modify the document so that you can complete the assignment, save your changes and submit it for a grade.**
  - a. **Be sure to modify the document in the DESKTOP APP and not on teams.**
- One Drive will automatically save. You can save it again just to be safe.

**7. You will now need to go back to teams to upload your assignment**

**- Select teams from your task bar at the bottom of the computer.**

**- Since you have saved your work on One Drive- click on assignments at the left of your teams page.**

**8. Select Assignments from top of teams screen.**

**9. Select the assignment you are turning in**

**\*I am going to submit mine as the plant anatomy exam for example purposes online.**

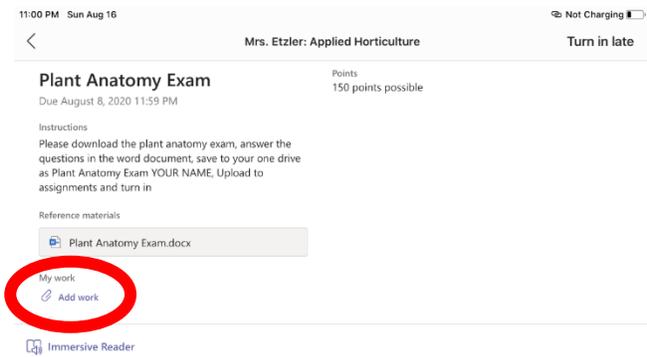
-If your assignment is late, it will tell you so here. Some instructors may allow late submissions and others may not. Know your instructor's preference.

The screenshot displays the Microsoft Teams desktop application interface. The left-hand navigation pane shows the 'Assignments' tab selected. The main content area is titled 'Mrs. Etzler: Applied Horticultural...' and shows the 'Assignments' tab. Under the 'Assigned (4)' section, there are four assignments listed:

Assignment Name	Points	Due Date/Time	Status
Plant Anatomy Exam	150 points	Due August 8, 2020 11:59 PM	Past due
Bellringer 7	10 points	Due August 12, 2020 11:59 PM	Past due
Bellringer Day 2B	20 points	Due August 12, 2020 11:59 PM	Past due
Bellringer Day 1	100 points	Due August 21, 2020 3:00 PM	

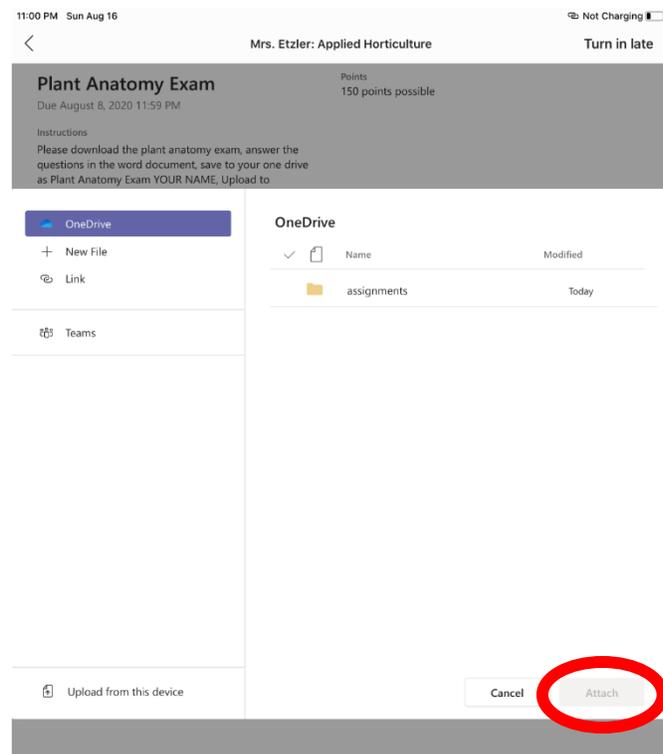
Below the 'Assigned' section, there is a 'Completed (1)' section, which is currently empty.

**10. After selecting the assignment, you will select add work.**



**11. This will take you to your one drive, where you can select the assignment, from the folder you placed it in.**

**-Once you select the correct document, select ATTACH**



**12. After attaching the file and selecting attach, you will be ready to submit your assignment.**

11:00 PM Sun Aug 16

Not Charging 



Mrs. Etzler: Applied Horticulture

Turn in late

## Plant Anatomy Exam

Points  
150 points possible

Due August 8, 2020 11:59 PM

### Instructions

Please download the plant anatomy exam, answer the questions in the word document, save to your one drive as Plant Anatomy Exam YOUR NAME, Upload to assignments and turn in

### Reference materials

 Plant Anatomy Exam.docx

### My work

 Roots Task Sheet BFranklin.docx



 Add work

If your assignment is ON TIME, this will only say Turn In. For this particular example, the student did not turn in the assignment on time



Note this is where the work attached to submit the assignment.

 Immersive Reader