

Microsoft Teams Cheat Sheet

Student Version: I-Pad

How to turn on I-pad: Push Button on top right side of device or round home screen button.

Enter Lock-screen: Login to device using issues device password

What is Microsoft Teams: The Learning Management System you will use to complete classwork when you are in the classroom and in a virtual/remote setting.

What is OneDrive: The location in which you will save all your documents for your classwork

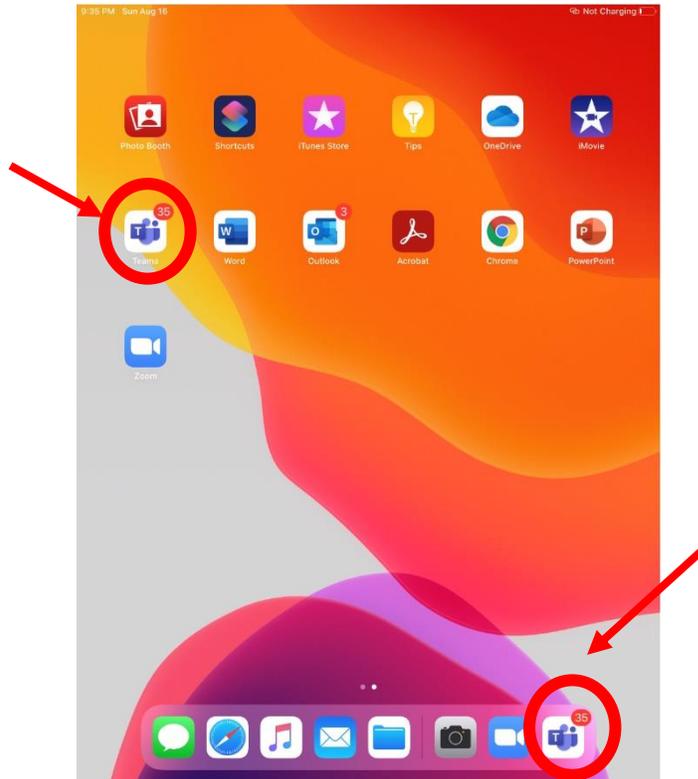
- It is recommended that you save your documents to your one drive account, as you cannot save them to the iPad itself for each access.
- I would recommend setting up folders to correspond with your instructor channels. This will help you locate files quickly and easily for uploading for submission

In the following pages you will find step by step instructions on how to complete certain functions in Microsoft Teams using your iPad.

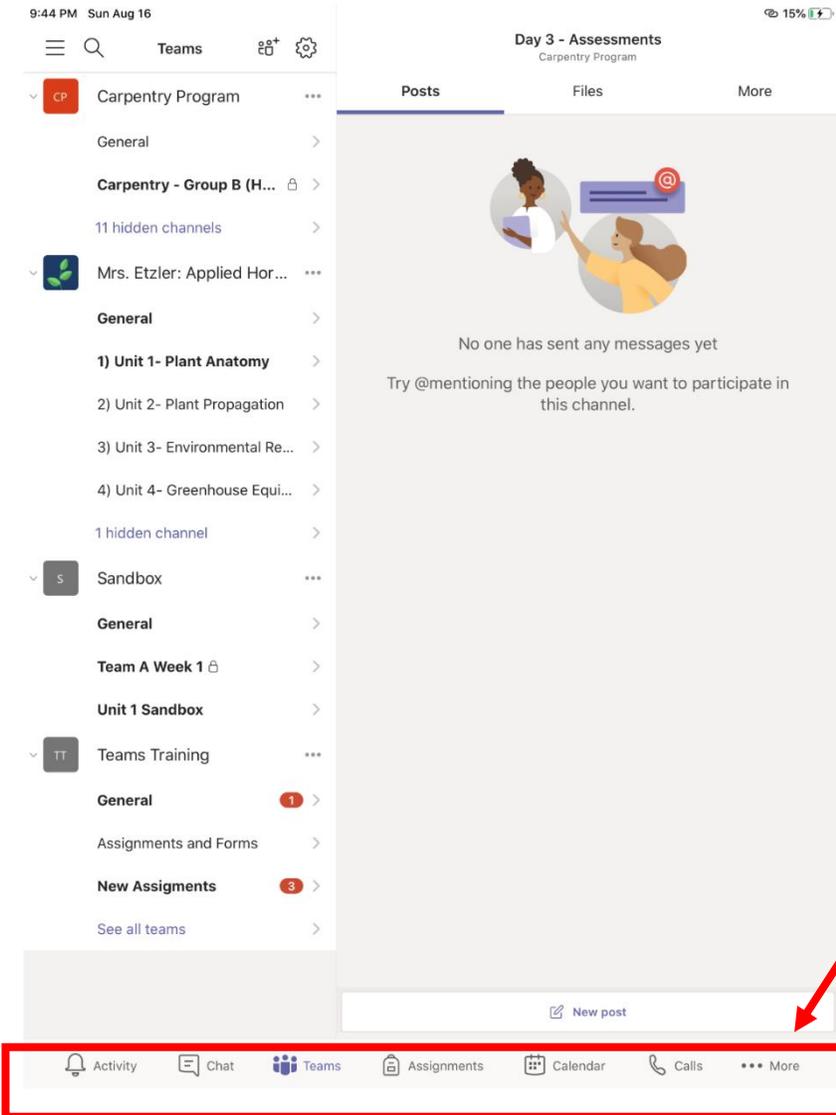
Accessing Microsoft Teams

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.

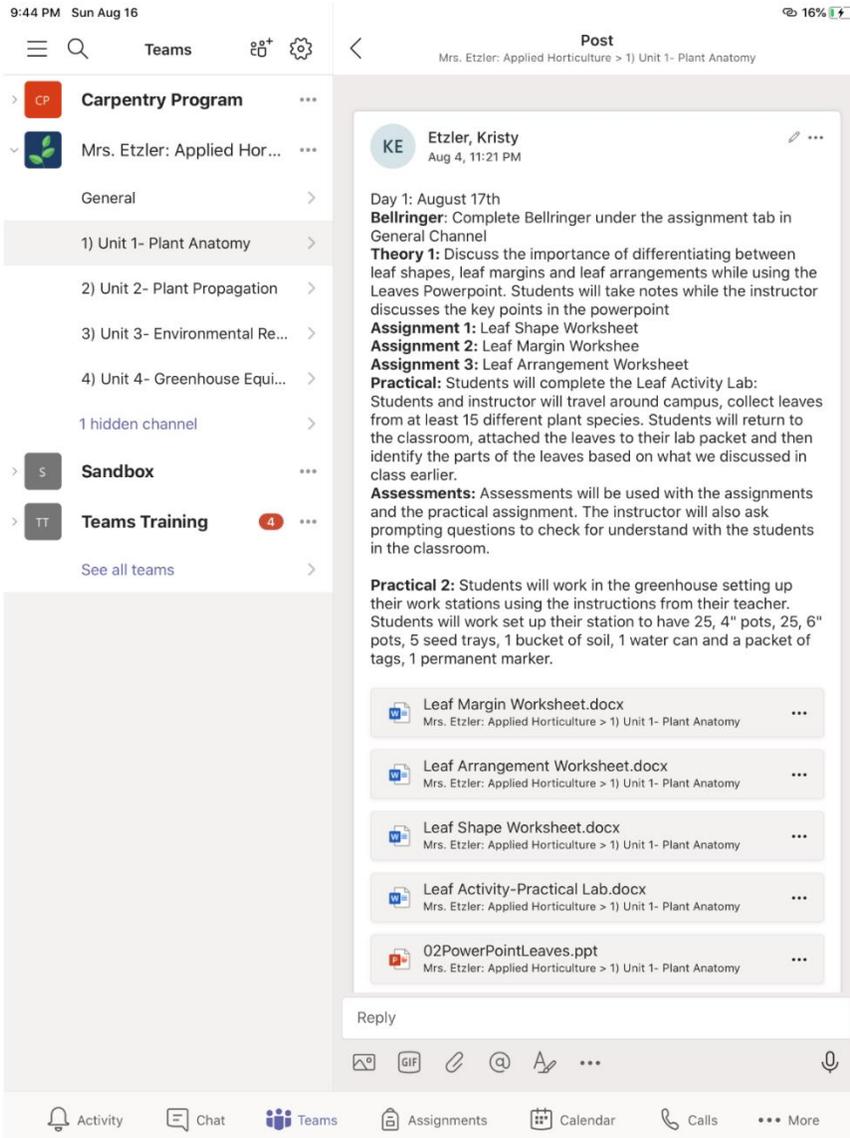


a. Here you can see this is what the layout will look like.

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

- i. You may eventually be part of more than one team, which will cause your screen to look like the left of mine.
- ii. Click on the little arrows beside the team name to eliminate all the options.
- iii. Select the Team you want to work with.
- iv. Once in your team, you can toggle across the bottom 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**

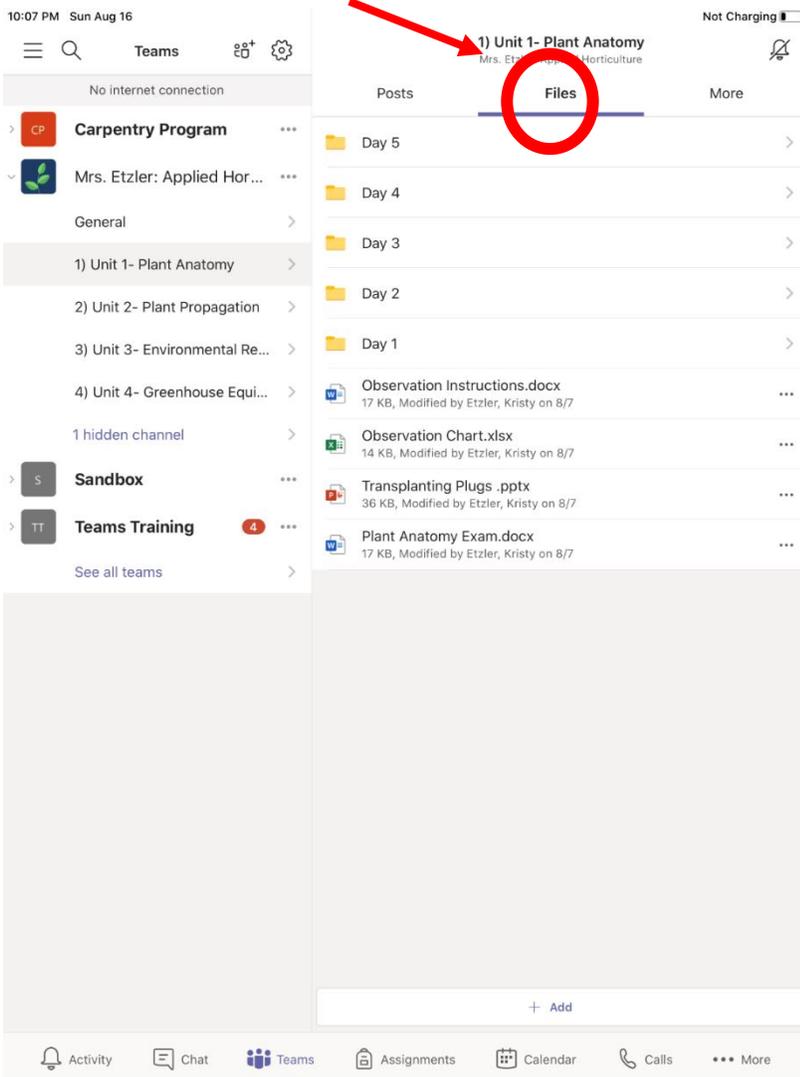


- i. When you select your Channel you should see your class materials show up.
- ii. Here I have selected 1)Unit 1
- iii. Now I can see the daily agenda here with what I am expected to complete today.
- iv. **You can *reply* to the instructors agenda post if you have any questions or want to engage in 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

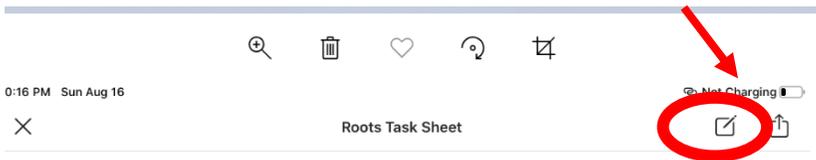
to access that your instructor has uploaded for their course. If they have assigned the file to a specific channel, be sure you are in the correct channel when looking for the file

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



5. Opening a file to modify & save

a. Select the Edit Icon on the top right.

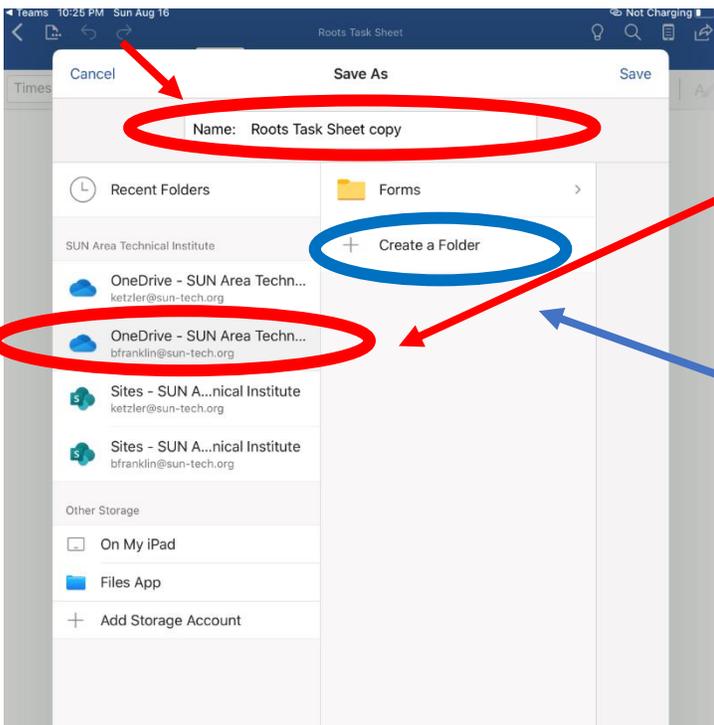
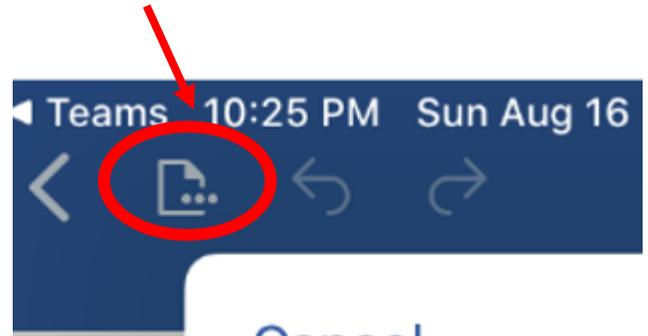


Once you have selected this button, it will allow you to begin editing the document.

- Before beginning to edit, **save a copy of the document**
- When saving a copy select this icon

PLANT PARTS AND FUNCTIONS Part Three: Roots, Flowers, and Fruit
Part One - Roots
In each row, only one word bears any relationship to roots. In the blank, enter the first letter of the correct response.

- ___ Sepal Node Cap
- ___ Mobilize Anchor Elevate
- ___ Radish Ginger Asparagus
- ___ Tendril Radicle Chlorophyll
- ___ Celery Kohlrabi Oysterroot
- ___ Tip Bud Anther
- ___ Potato Carrot Onion
- ___ Evaporate Perspire Absorb
- ___ He (Helium) U (Uranium) K (Potassium)
- ___ Ascend Elongate Photosynthesize



- Once you select **save a copy icon** you will be directed to this screen.
- Be sure your own personal OneDrive is selected (You can see one for Ketzler and one for BFranklin)
- In this case, I have selected BFranklin because that is the account I am using as the student today
- Create a folder
 - I would label my folder "Assignments" if I am keeping assignments in it.
 - "Readings" if I am storing Readings there.
 - You choose what works for you or what your instructor suggests 😊

Once you have created the folder, given your document a name, select **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.



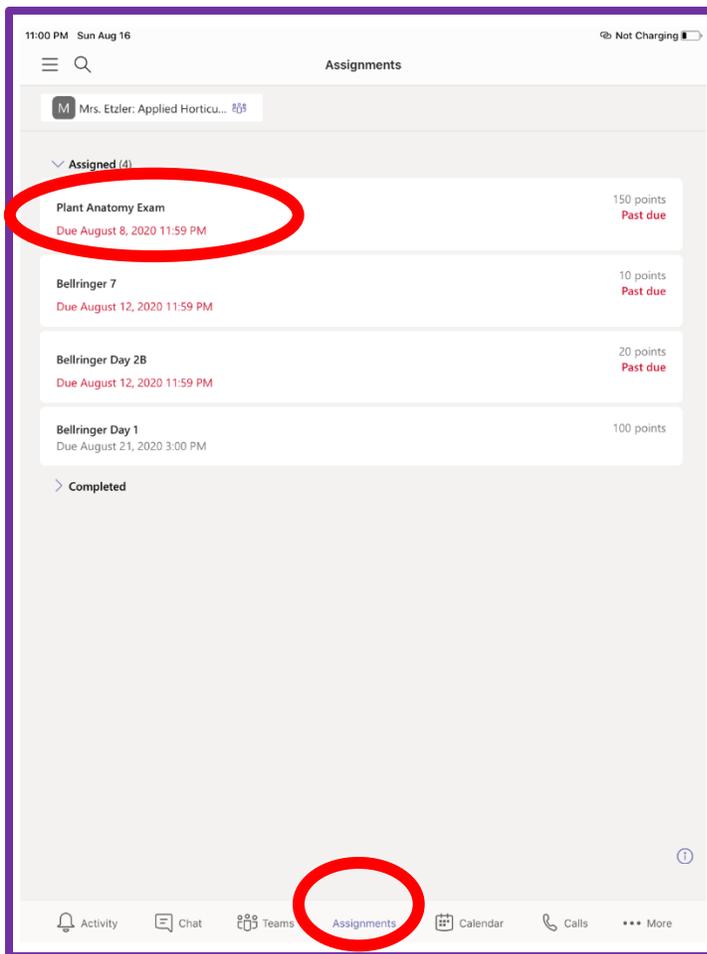
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- One Drive will automatically save. You can save it again just to be safe.

7. You will now need to go back to teams to upload your assignment
 **Double click your home button (round middle button on i-Pad) to see your recent apps. Microsoft Teams should show up here. Select Microsoft Teams.

Now you can edit this document but now you will need to save to submit.....



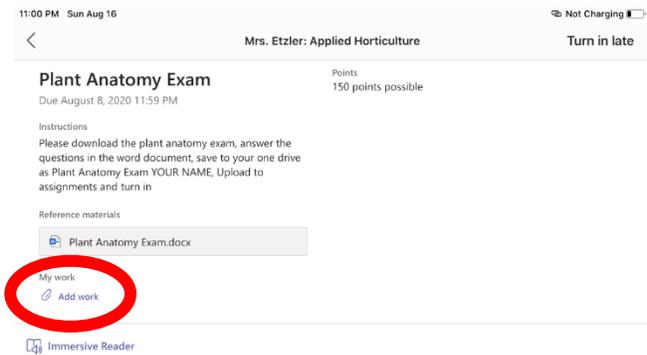
8. Select Assignments from Bottom of teams screen (I-Pad) left of teams screen for laptop.

9. Select the assignment you are turning in

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

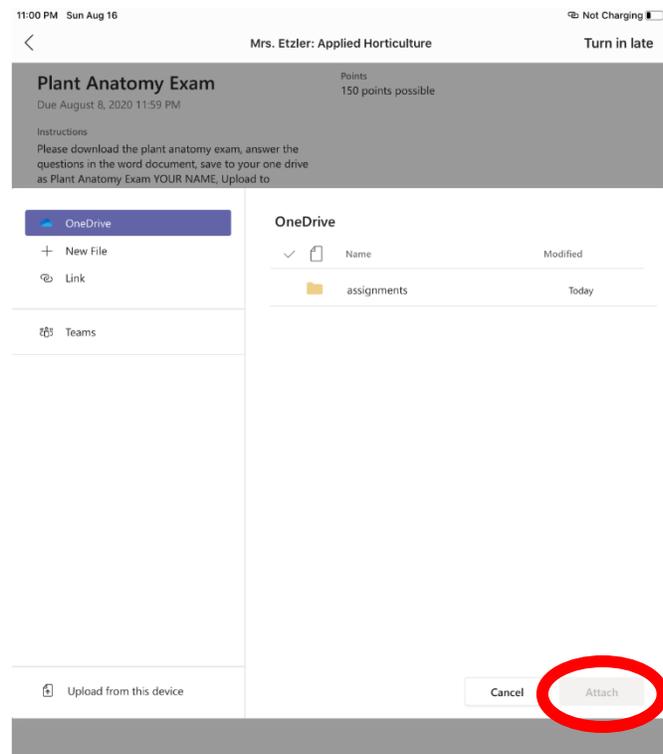
-If your assignment is late, it will tell you so here. Some instructors may allow late submissions and others may not. Know your instructor's preference.

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