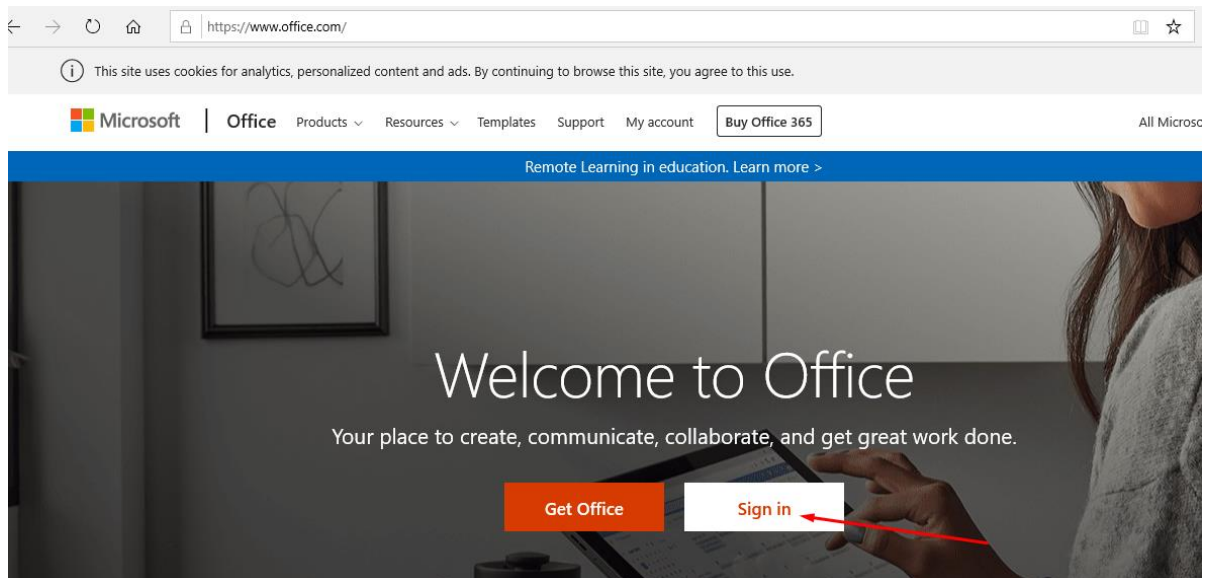


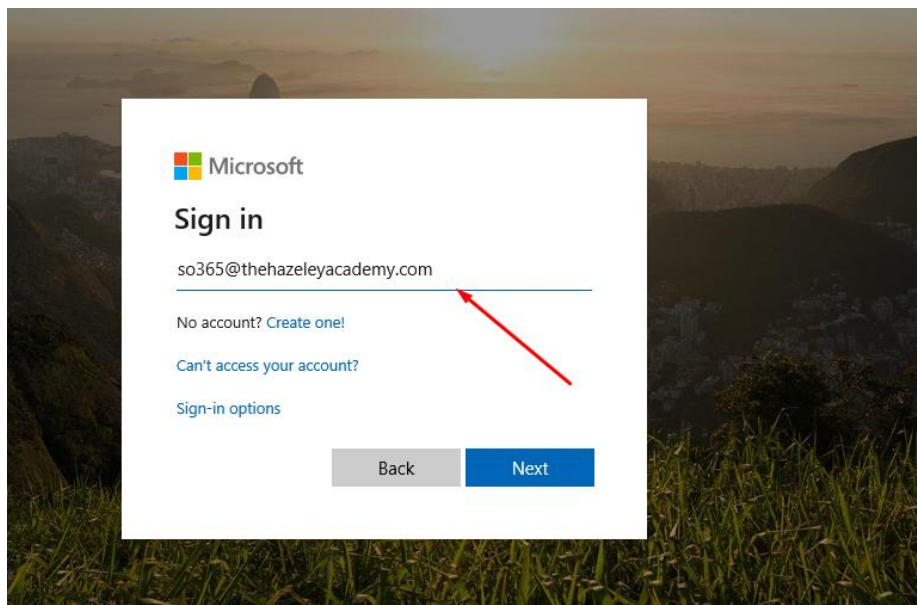
# Microsoft Teams Class:

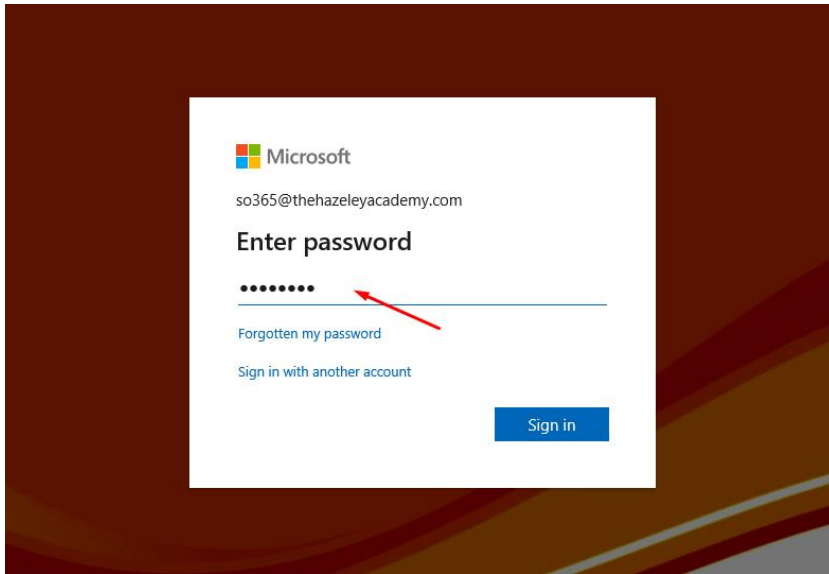
## [Getting started](#)

Sign into Office 365 <https://www.office.com>

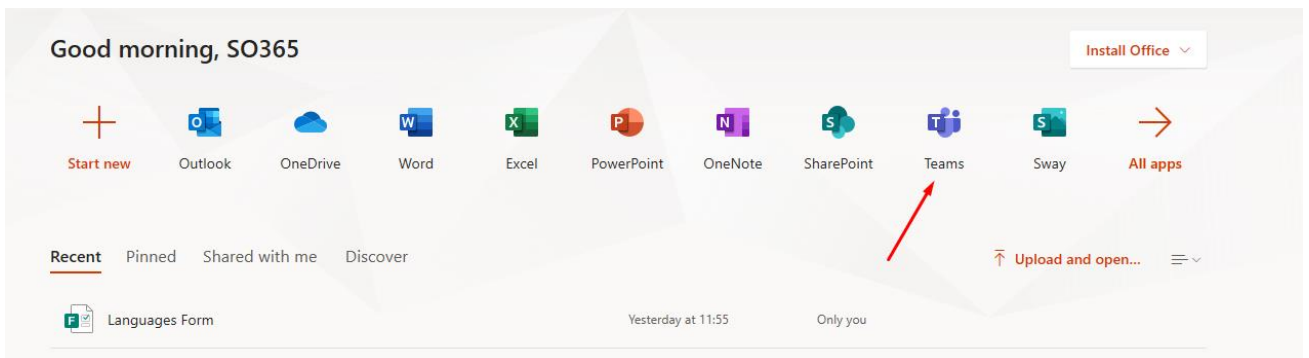


Sign in using your School email address and password.



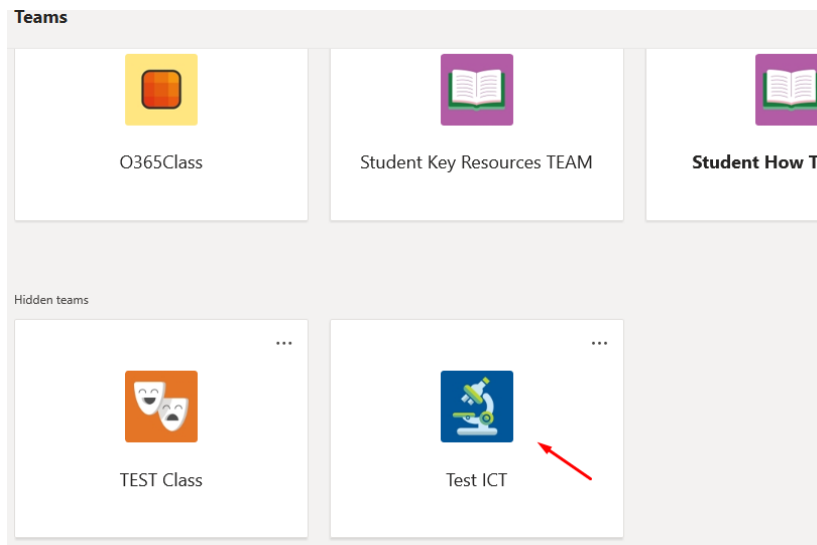


Once signed in select **“Teams”** (see below image).



You will find the class which you have been assigned the work in the following screen, Click on the tile.

### Example: Test ICT

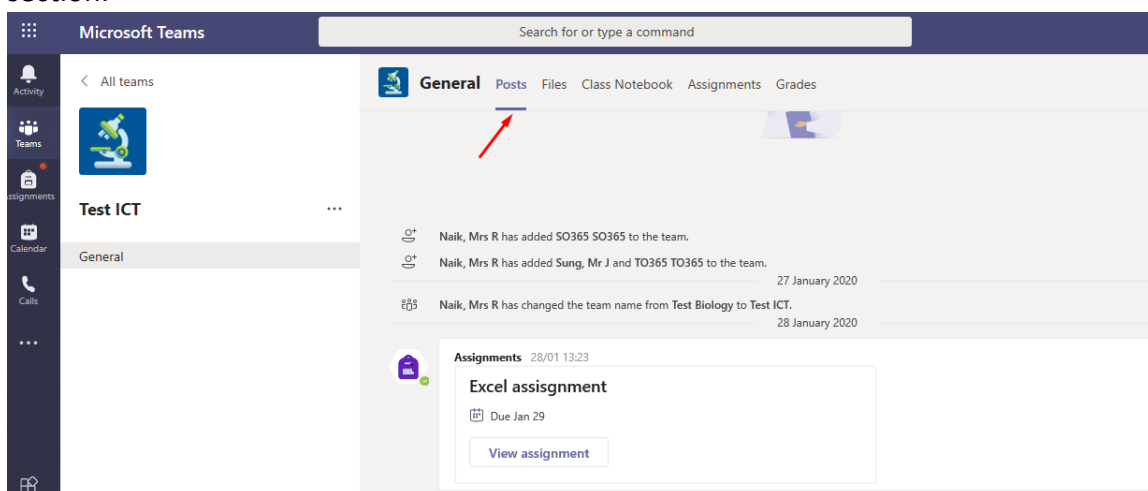


There will be sections like “Posts”, “Files”, “Class Notebook”, “Assignments”, “Grades”.

Sometimes You can only see Files, Assignment section. It depends on the teacher requirement.

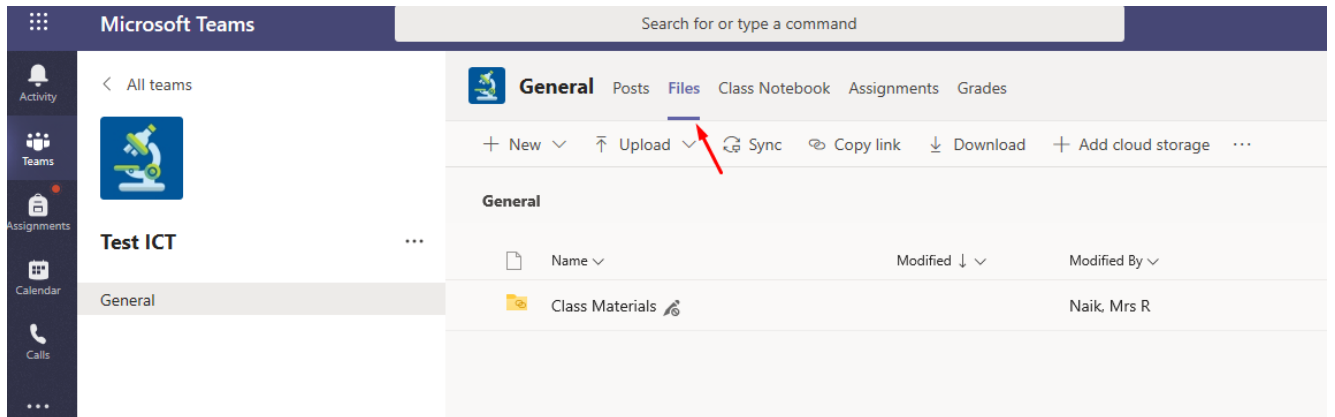
### Click on Posts

The “Posts” tab is a section for having conversations, you will find the homework / assignments which is assigned to you. Click on view Assignment or click on **Assignment** section.

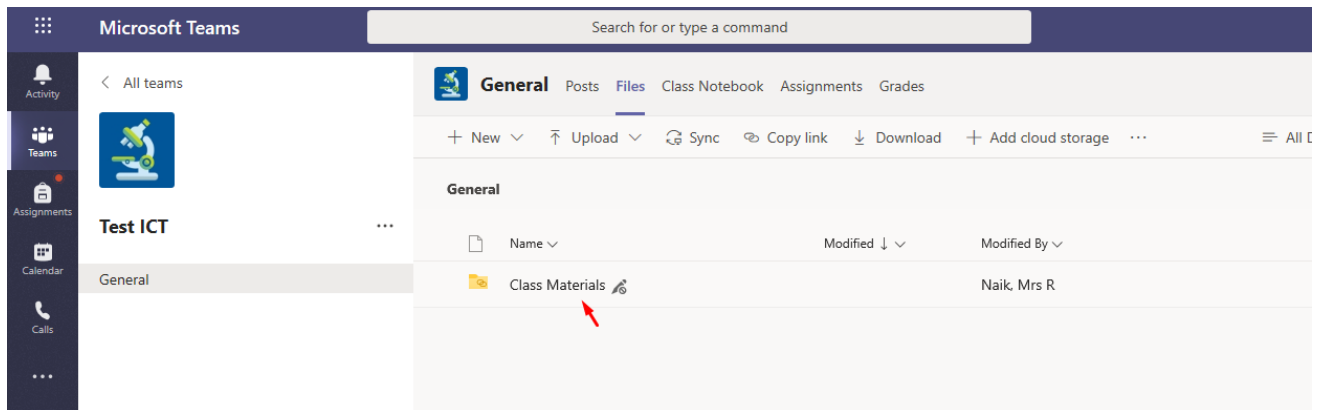


## Files

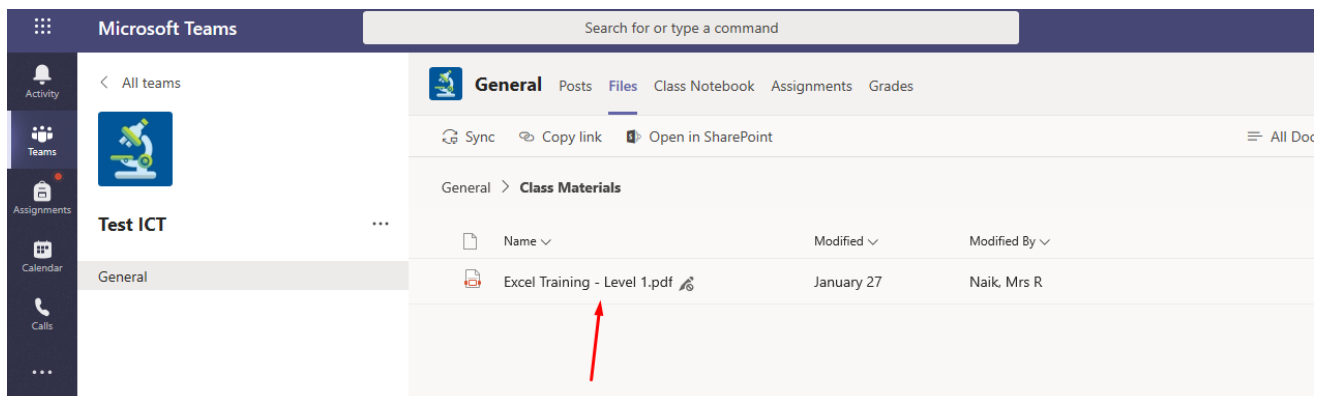
When you click on files you will find a folder called **Class Material**



When you Open the folder, you will find the documents to view.

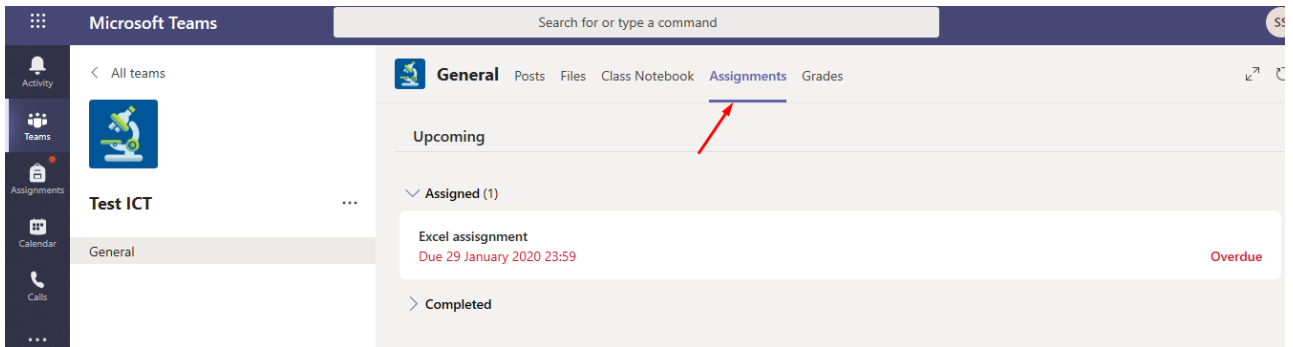


Example: Excel Training pdf.

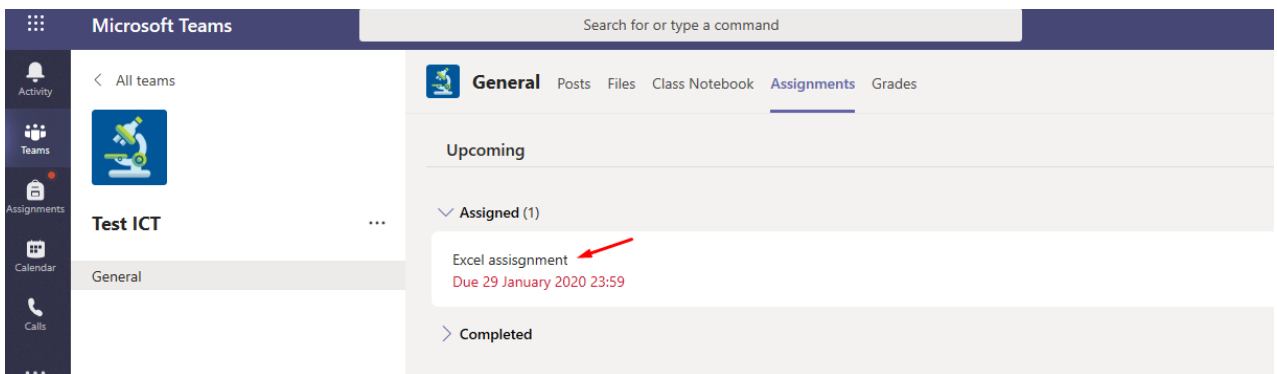


## Assignment

All assignment tasks which have been created will appear in this section.

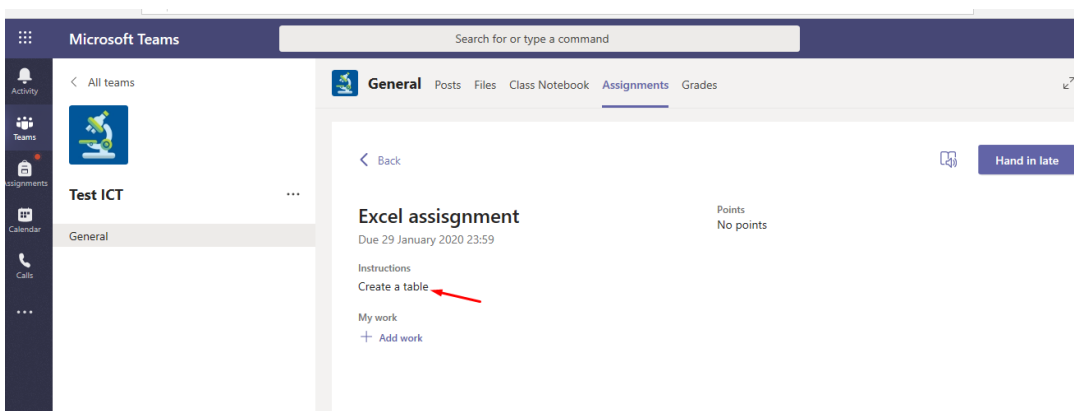


## Example: Excel Assignment

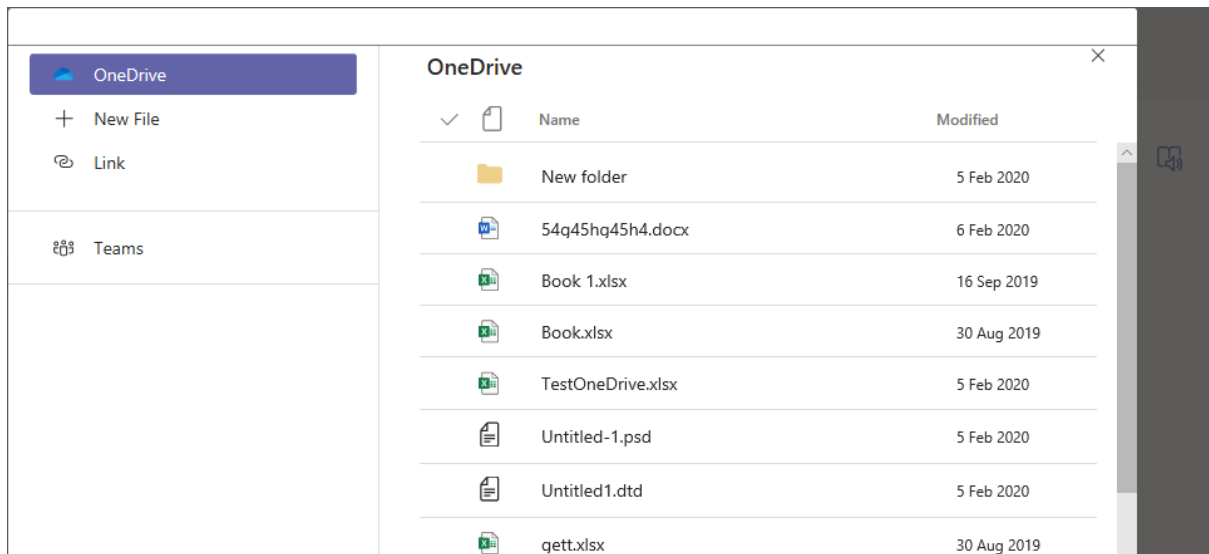


When you click and open the assignment, you will find the instruction section. Where you find the homework instructions.

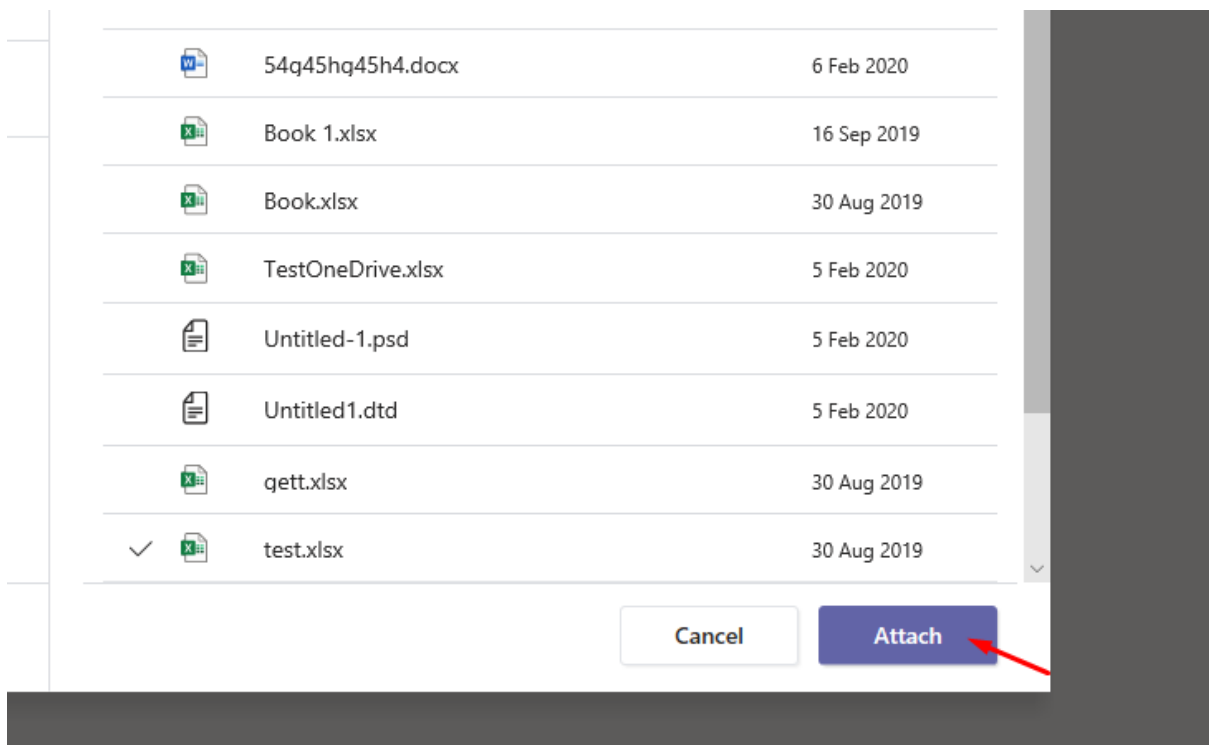
Example create a table.



Click on Add Work, it will give you an option to upload your work from OneDrive.



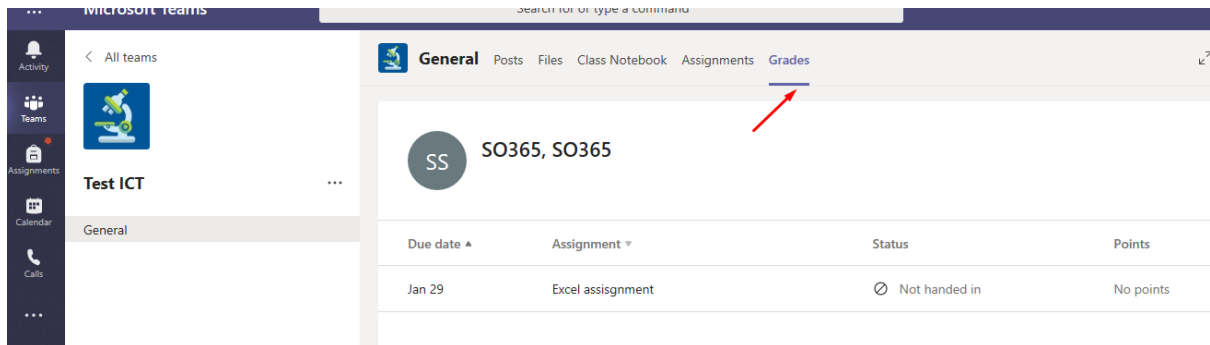
Select the document and click on Attach,



Your document is available on Class Team.

## Grade

It displays what mark the Teacher has graded the task with if the work has been marked. It will also display whether the Student has handed in/viewed the task or not.



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Teams, Assignments, Calendar, and Calls. The main area displays the 'Test ICT' team. At the top of the main area, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A red arrow points to the 'Grades' tab. Below the tabs, there is a header for the 'Grades' section with a circular icon containing 'SS' and the text 'SO365, SO365'. Below this is a table with the following data:

Due date ▲	Assignment ▼	Status	Points
Jan 29	Excel assignment	⊘ Not handed in	No points