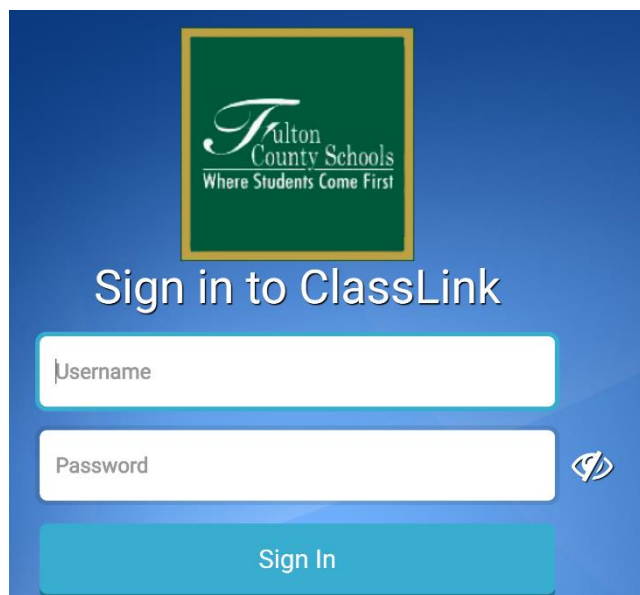


Microsoft Teams Student Guide

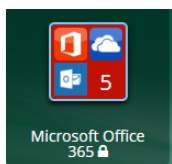
Microsoft Teams is an online classroom management space. Students may use Microsoft Teams to access documents and assignments, participate in class discussions, and engage in video meetings with a teacher.

Accessing Teams on a Computer

1. go to <https://launchpad.classlink.com/fcs>



2. Enter your FCS username and password. The ClassLink password is the same password used to login to a computer.
3. Once logged into Classlink click the Office 365 folder.



4. Select Teams
5. If prompted with message "ClassLink Browser Extension not installed", click Continue to website.
6. Students may be prompted to enter another username and password.
 - username is their Fulton email address which is studentid#@fcstu.org This will look something like this: 12345678@fcstu.org
 - password is their Fulton password (see info above)
7. Select Teams

Other Options for Logging into Teams on a Computer:

- You may login to Teams by going to office.com directly. Use your Fulton email and password to login.
- Another option is to go to <https://tinyurl.com/downloadteams> and install the Teams desktop app. Once installed you will be prompted to login with your FCS email address and password.

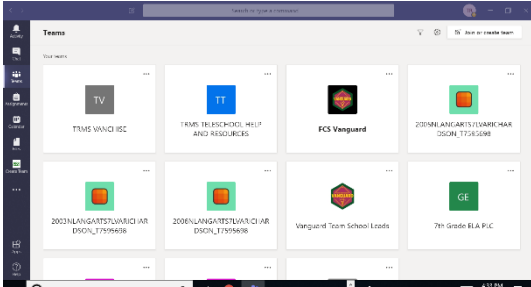
Accessing Microsoft Teams on a Mobile Device

1. Download the Teams app from the Google Play or Apple App Store.
2. Login with your FCS email address (studentid#@fcstu.org) and your Fulton password.

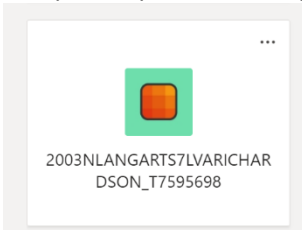
Navigating Microsoft Teams

View Teams & Toggle Between Teams

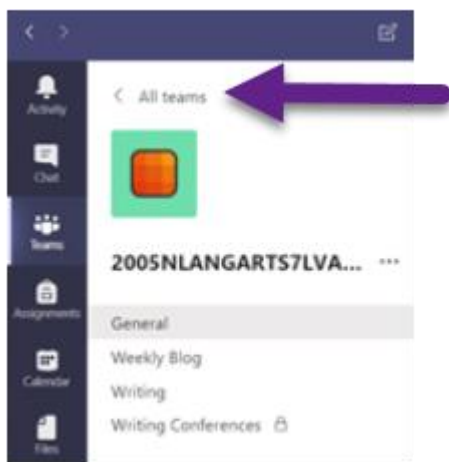
1. Once inside, any teams you are a member of will be listed.



2. To open a specific team, put your mouse on the team and click.

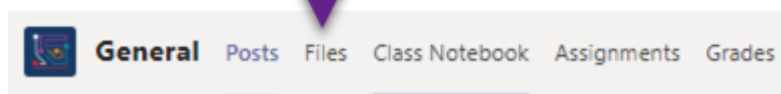


3. To switch to a different team, look for **All Teams** on the top of the screen and click. This will take you back to the team grid.



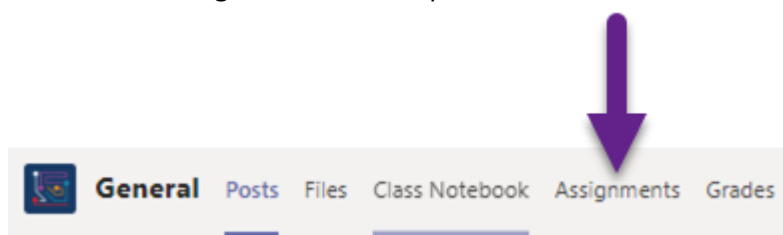
Access Files Posted by Teacher

1. Select the name of your class from the Teams Dashboard.
2. Click **Files** at the top of the screen.

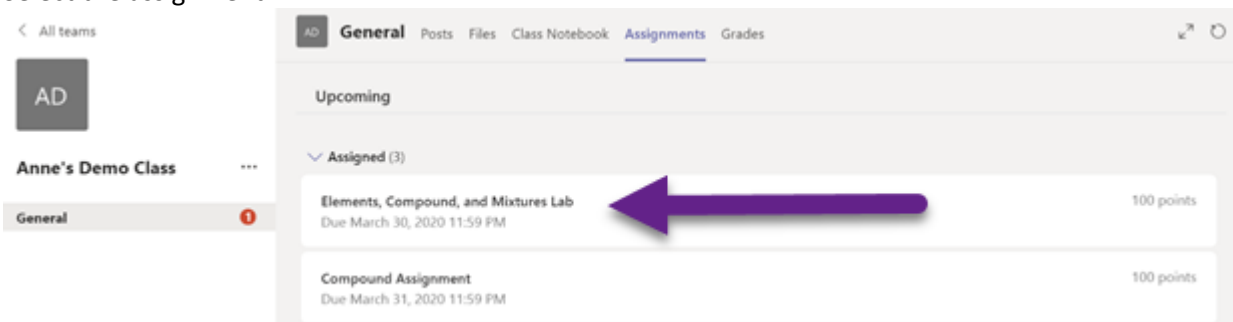


Access and Complete Assignments

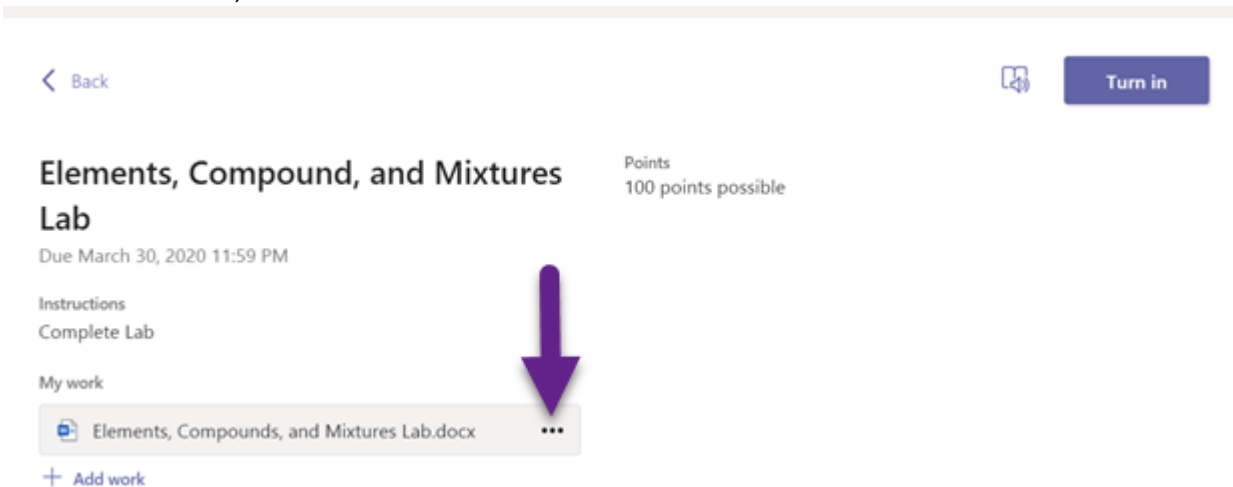
1. Select the name of your class from the Teams Dashboard.
2. Click **Assignments** at the top of the screen



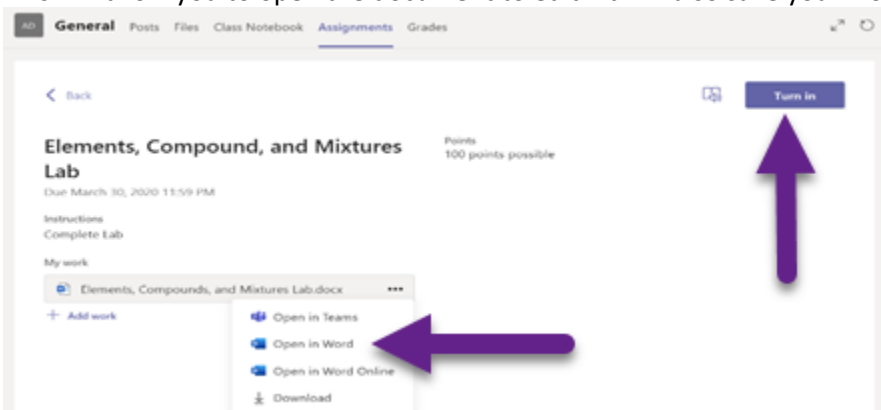
3. Select the assignment



4. Follow the teacher instructions shown for the assignment.
5. To edit a document, click the three dots next to the document name

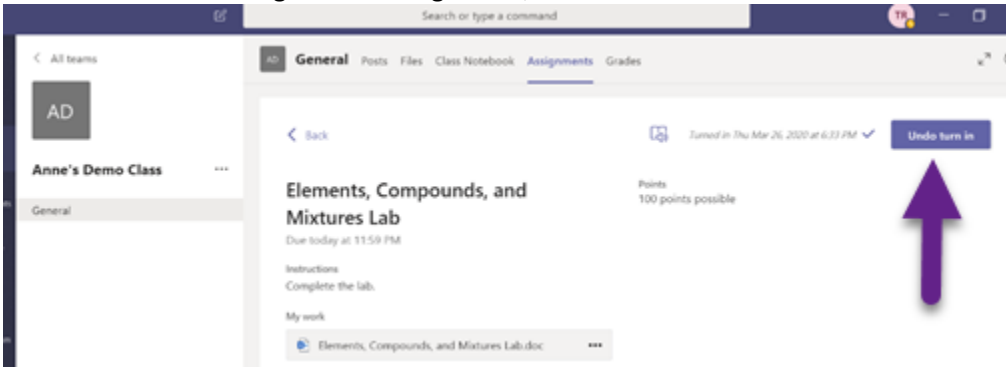


6. This will allow you to open the document to edit. It will also save your work in the document.



7. Once you have finished, click the blue **Turn in** button at the top right corner.

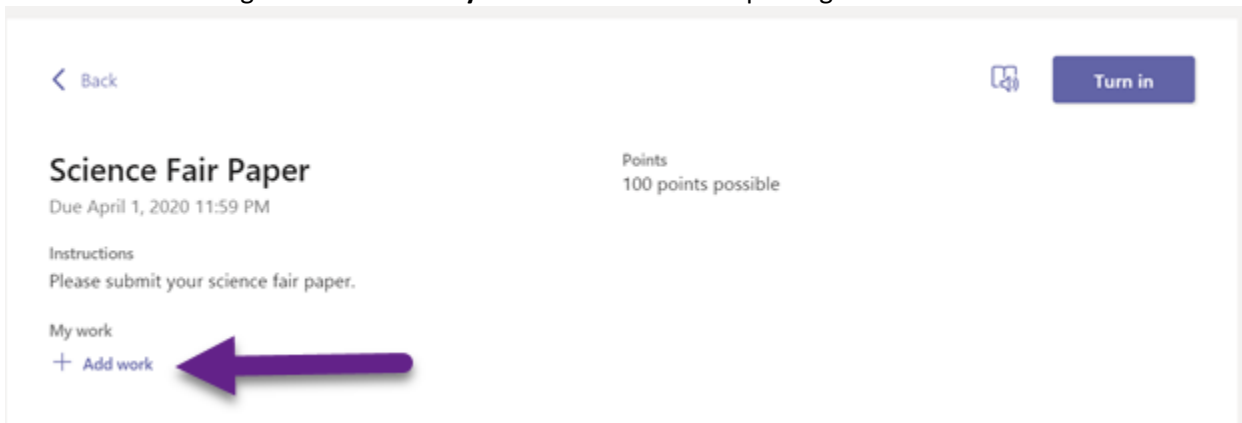
8. To edit and make changes to an assignment, click the **Undo Turn In**.



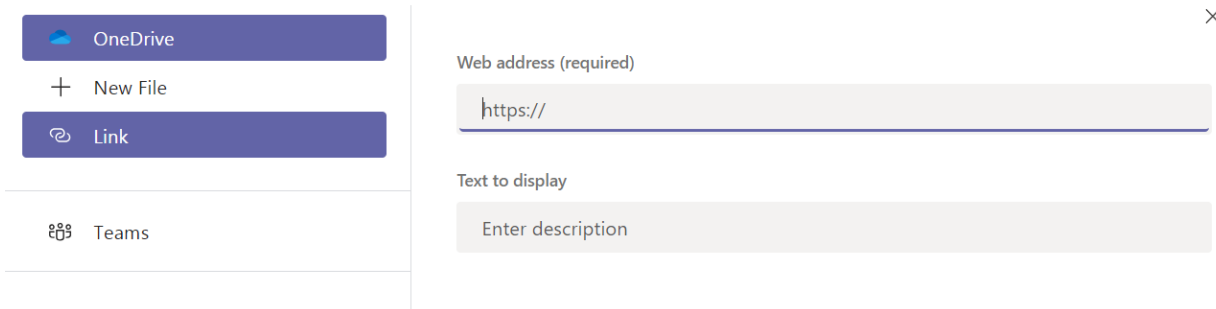
9. Make changes to the assignment and then click **Turn in**.

Add Work to an Assignment

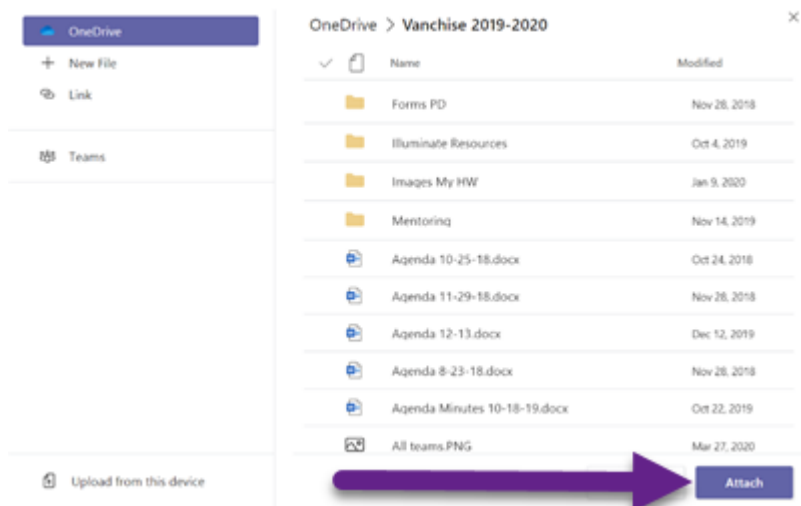
1. Once inside the assignment look for **My work** . Then click the plus sign to **Add work**.



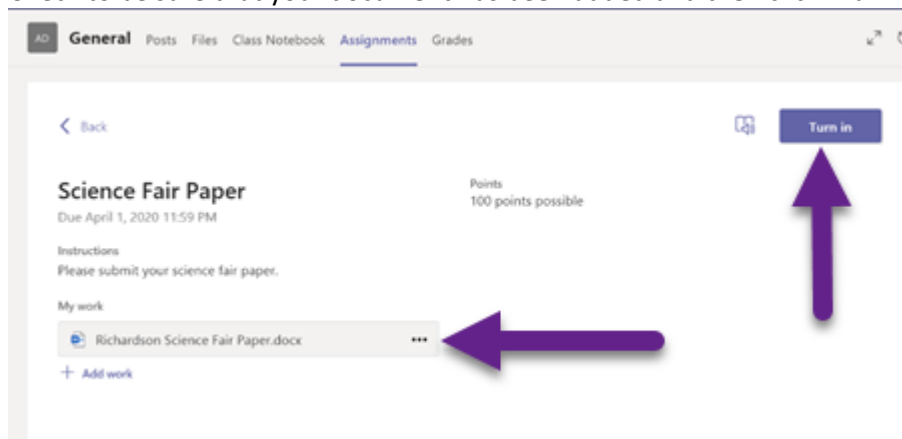
2. There are three options: **OneDrive**, **New File**, or **Link**.



3. Once you have located the document, click **“Attach”**. The document will be added to the assignment.

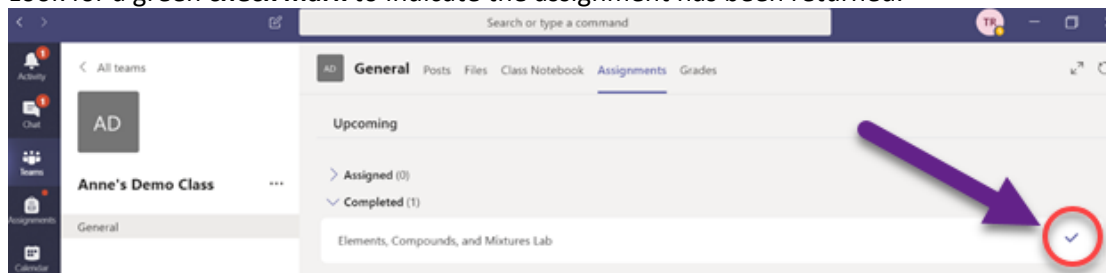


4. Check to be sure that your document has been added and then click **“Turn In.”**

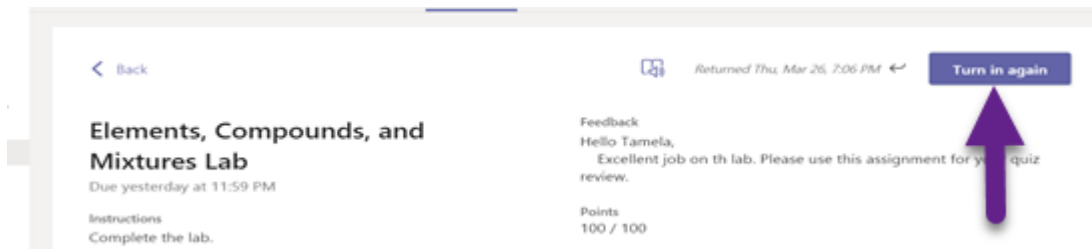


View Teacher Feedback and Grades

1. To view teacher feedback and grade, locate the **assignment** in the assignment tab.
2. Look for a green **check mark** to indicate the assignment has been returned.



3. Click on the assignment to see the teacher **feedback and grade**.
4. If changes are needed, edit the assignment and click **turn in again** to resubmit the assignment.



Keep Track of Assignments

1. Go to the assignments tab.



2. There are three sections: Upcoming, Assigned, and Completed
 - a. **Upcoming** the assignments are in two categories:
 - i. **Assigned**- these are assignments that need to be completed
 - ii. **Completed**- these are assignments that have been turned in
3. Click the drop-down arrow to see the assignments listed under each category.