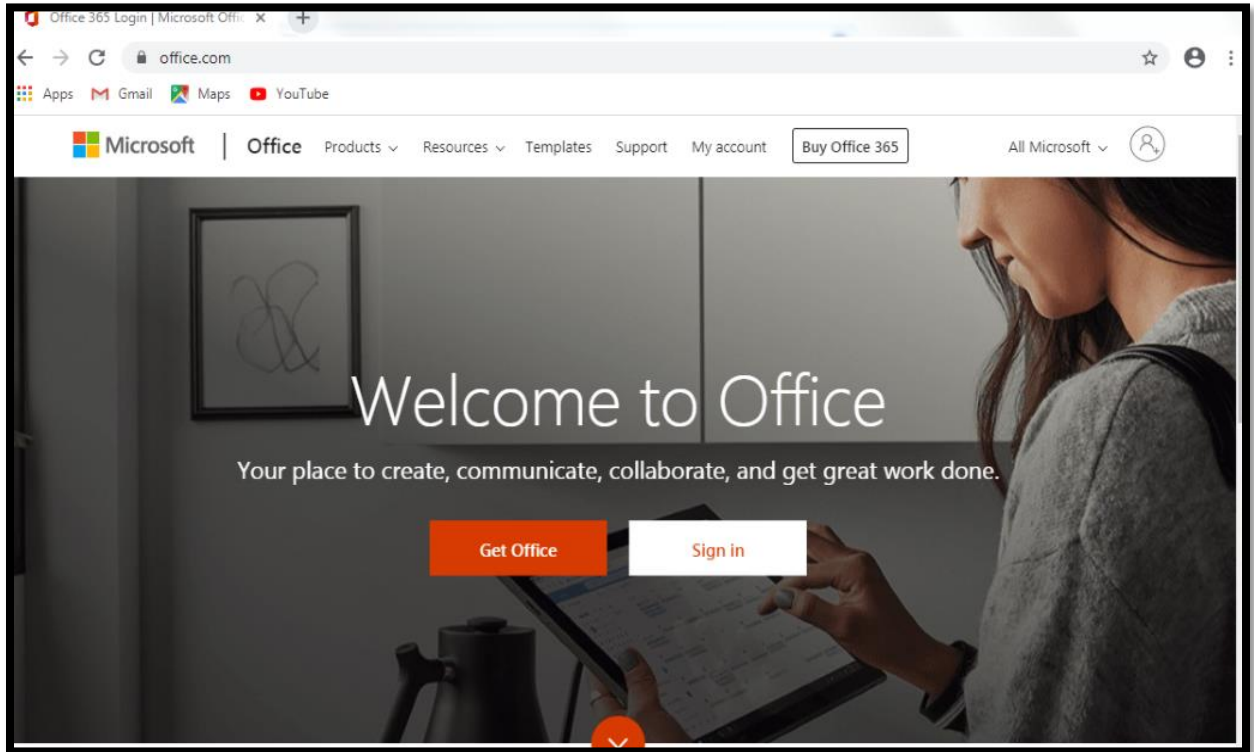


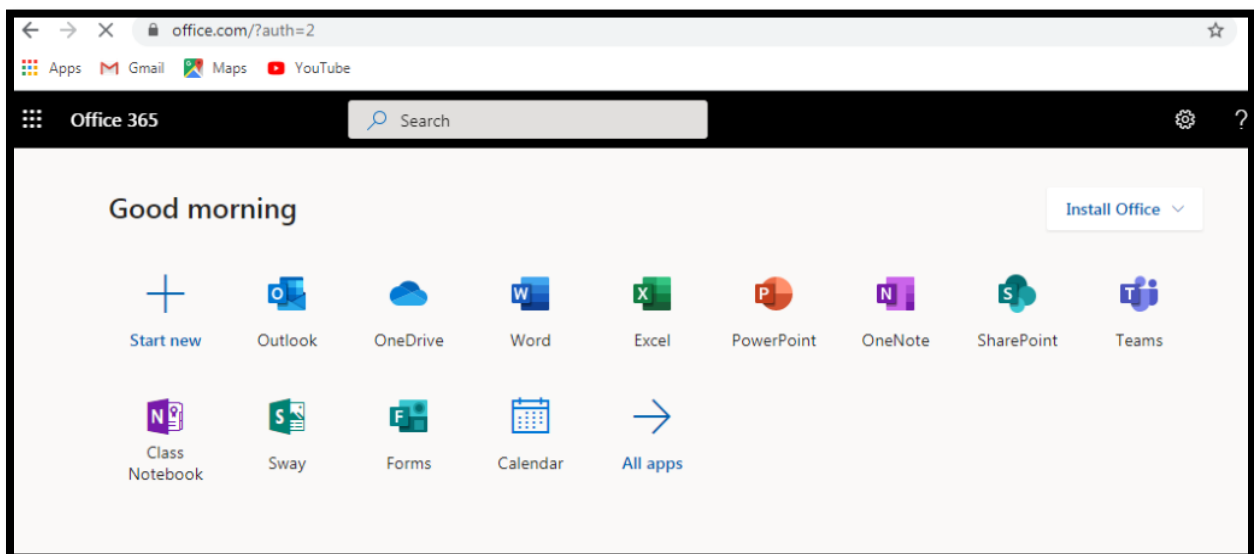
## Microsoft Teams for Student

### How to start Microsoft Teams?

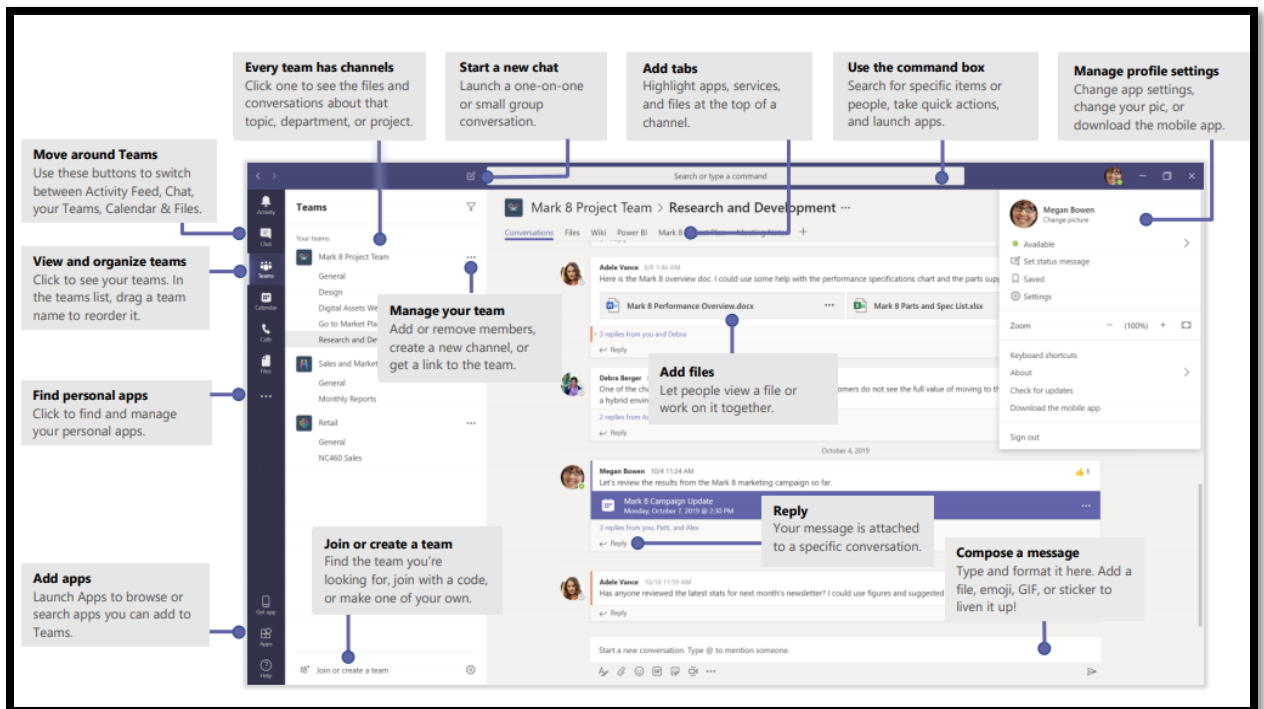
1. Go to [office.com](https://office.com). For students, login using your [@student.tsu.edu.ph](mailto:@student.tsu.edu.ph) account.



2. Choose **Teams** from the list of applications.

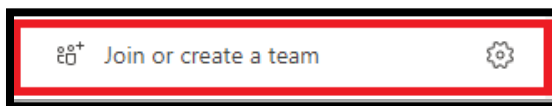


3. This will be the workspace in MS Teams.

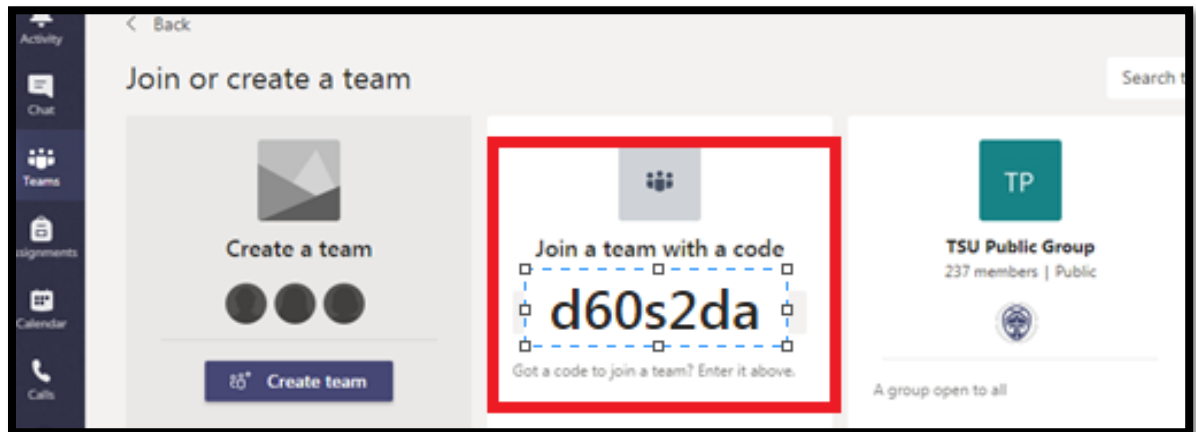


### How to Join Team in Microsoft Teams?

1. Go to **Teams** tab from the workspace and look for “**Join or create a team**”.

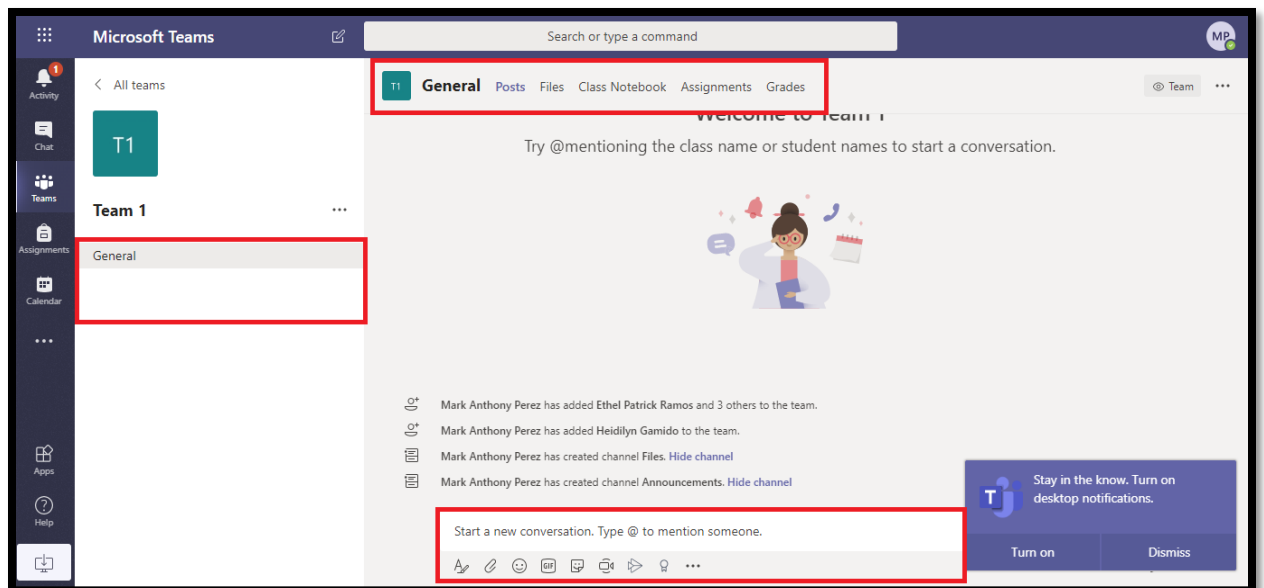


2. If you have not joined the team yet, you can join the team by entering the generated team code provided by the teacher or professor.

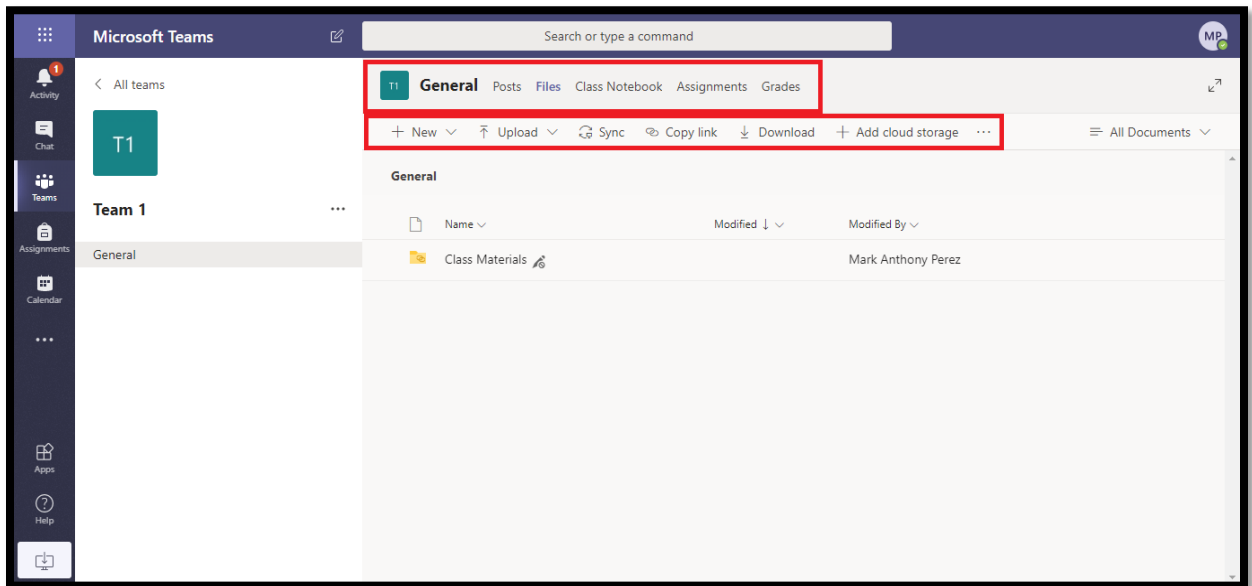


3. This will be your working area. **General** channel is your default channel. As you can see there are Five Tabs in the General Channel. **Posts, Files, Class Notebook, Assignments, Grades.**

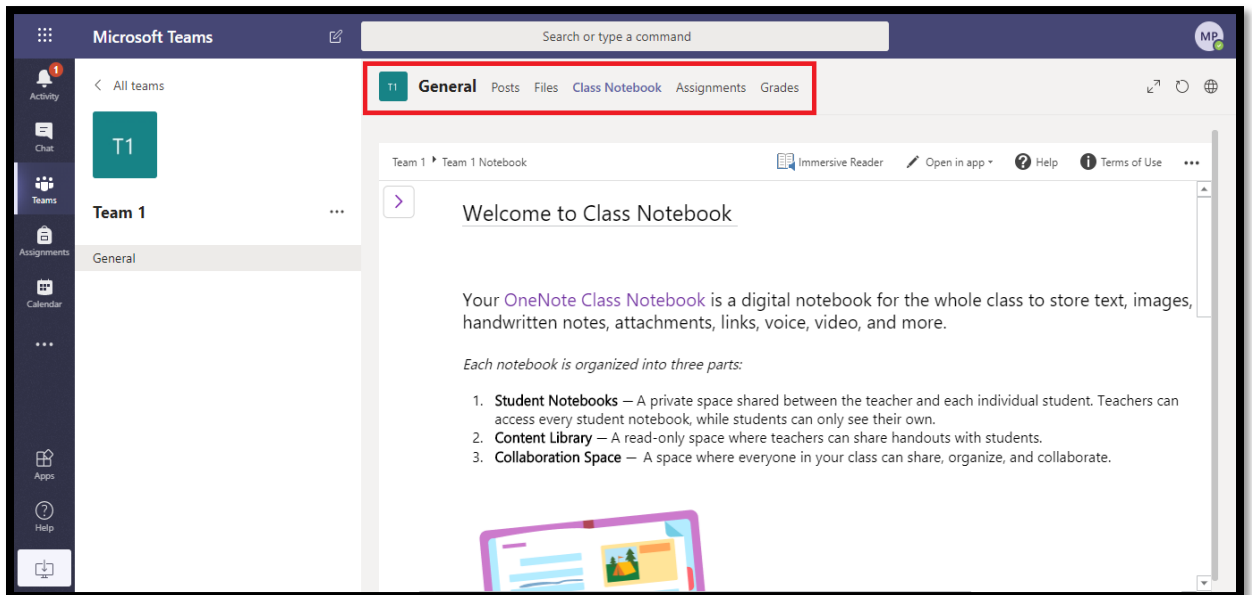
Go to Channel **Posts** tab, to start a conversation or video call. You may also post picture, video, file, and link on this tab.



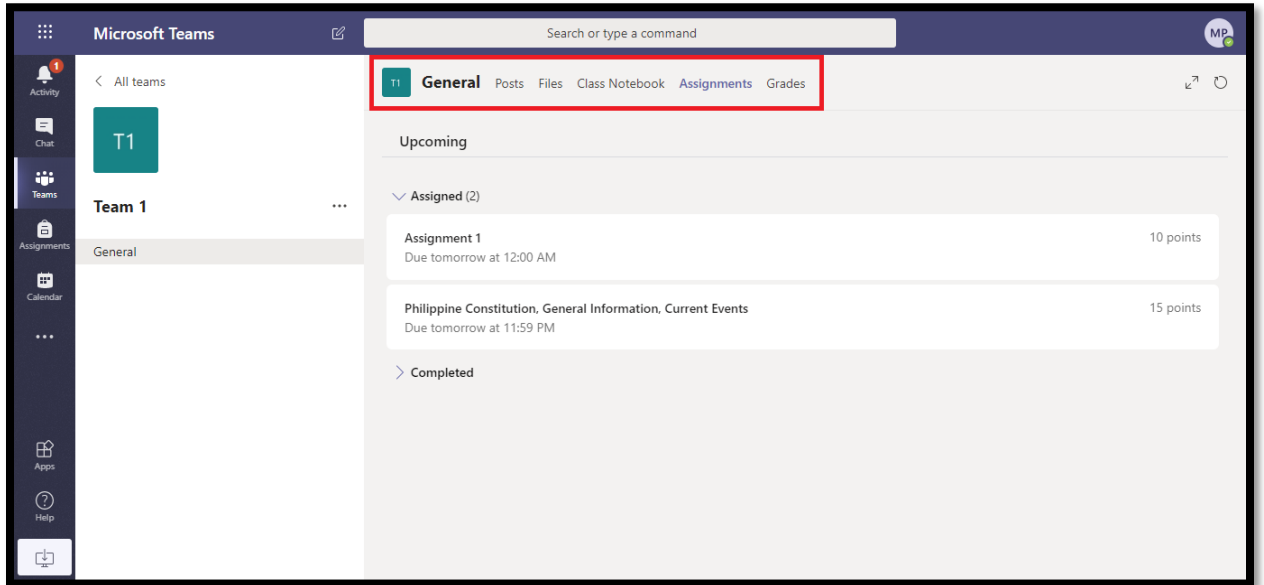
4. Go to Channel **Files** tab, to upload (download) or share files (word, pdf, powerpoint). Files that you share in a channel will automatically save here.



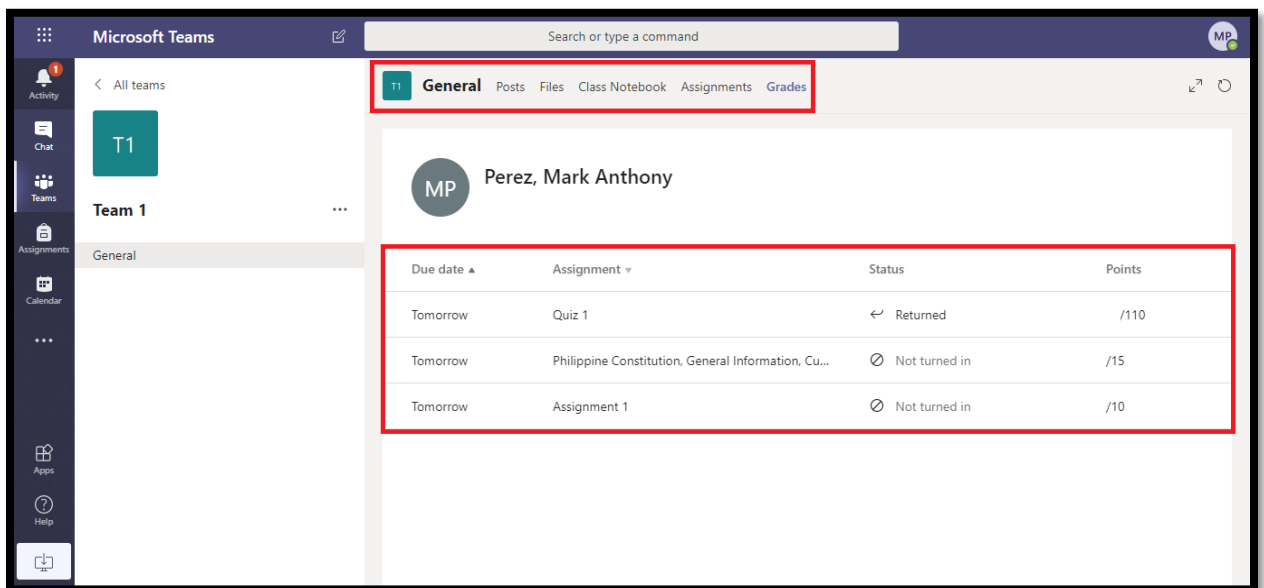
5. Go to Channel **Class Notebook** tab, **Class Notebook** is the central location for viewing and interacting with the Content Library, Collaboration Space, and each student's private space.



6. Go to Channel **Assignments** tab, to view your assignments and quizzes created by your teacher or professor.

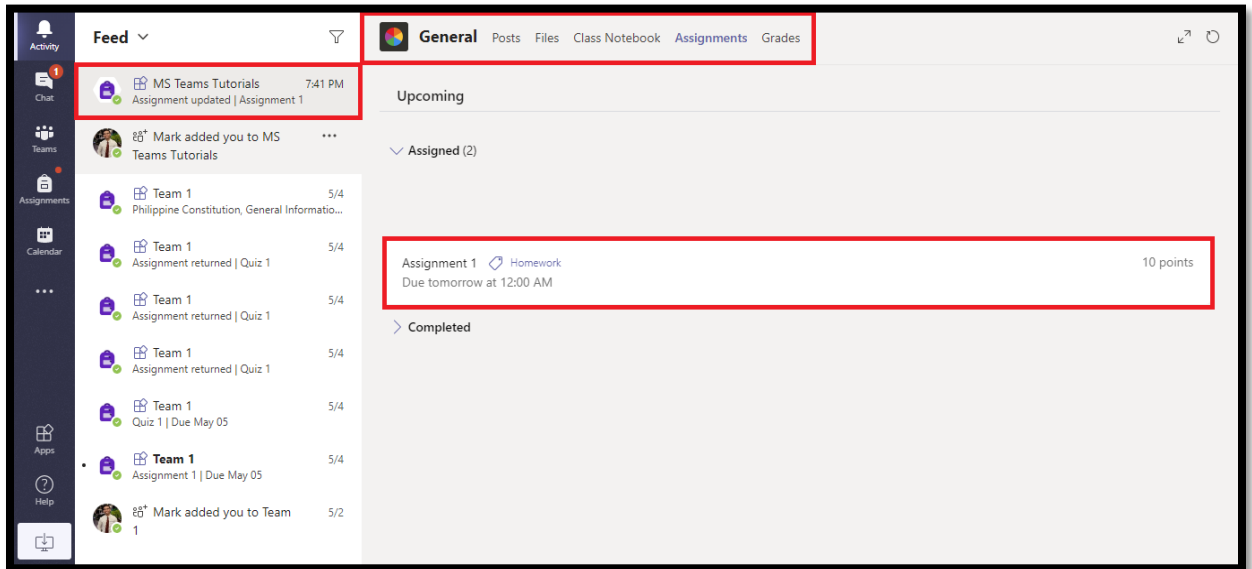


7. Go to Channel **Grades** tab, to view your graded assignments and quizzes.

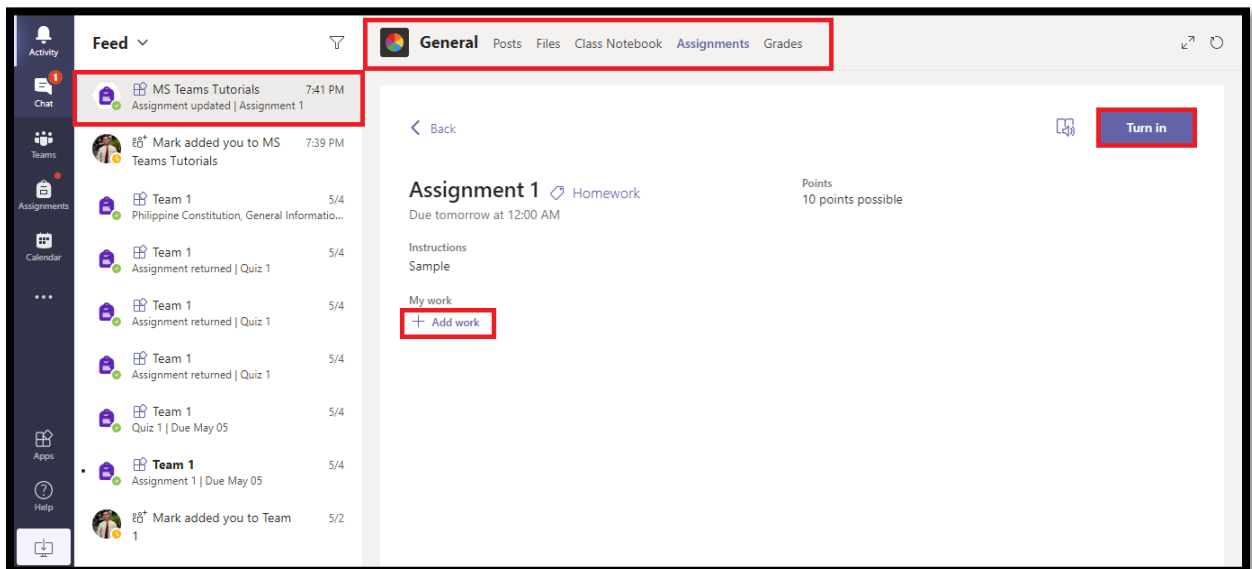


## How to submit Assignment in Microsoft Teams?

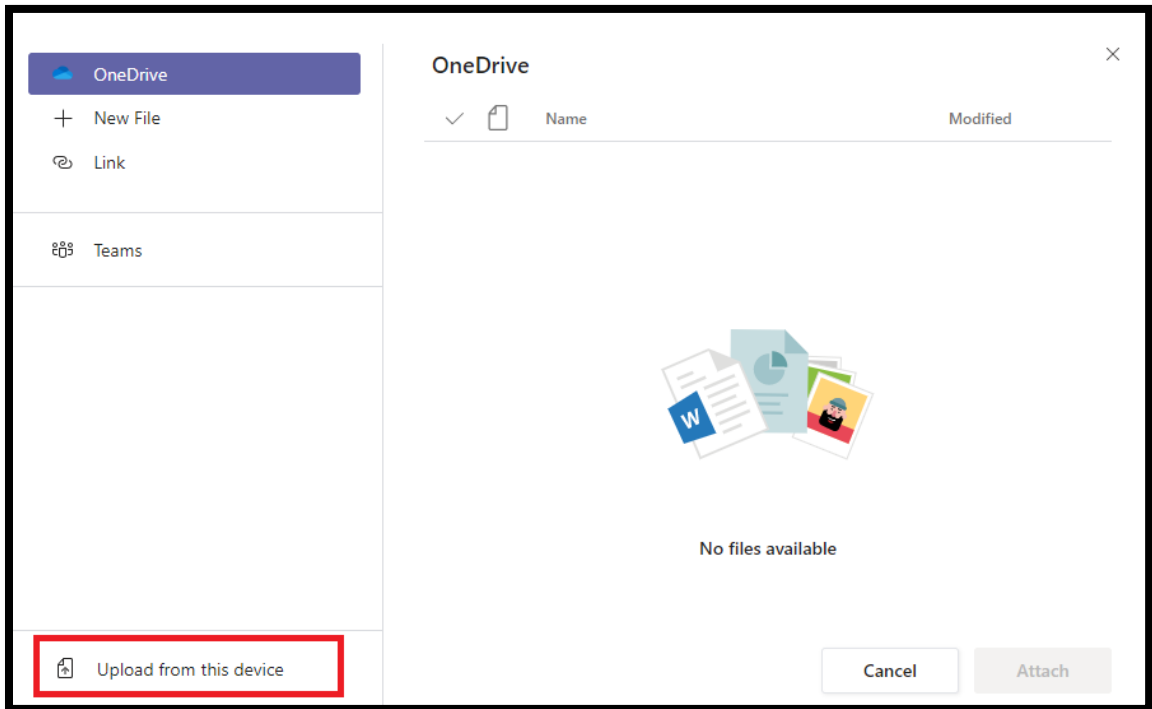
1. To take your assignment, just go to **Assignment** tab then click the assignment created by your professor.



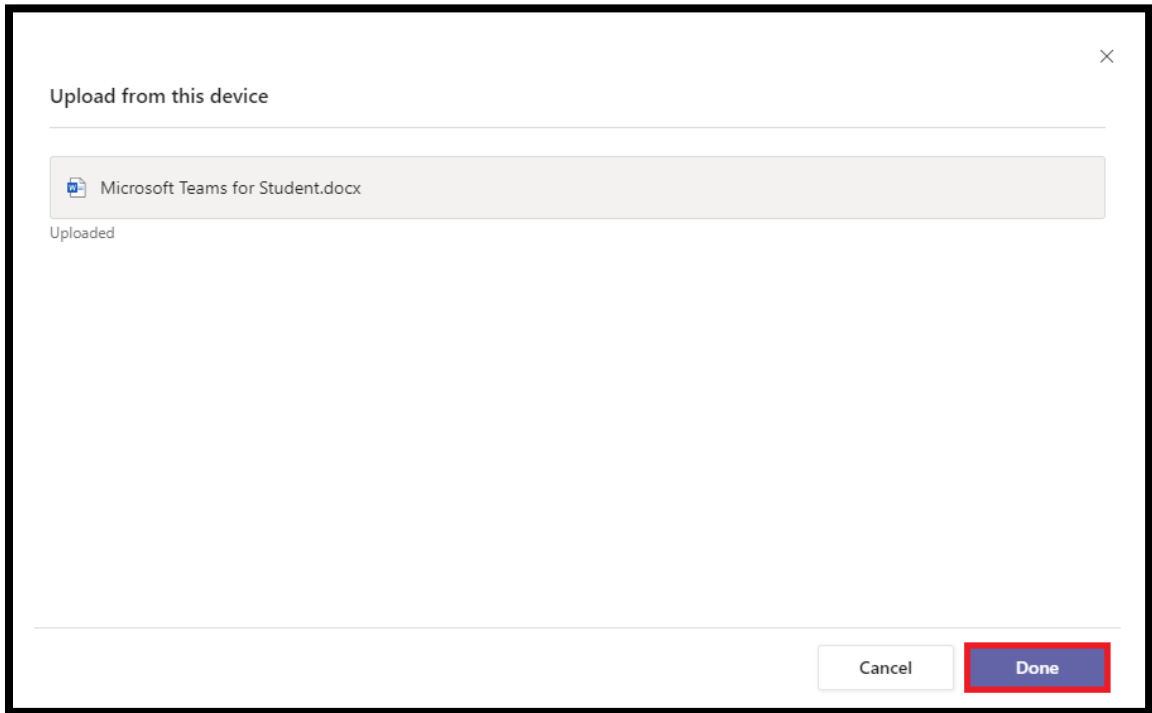
2. Then click the **+ Add work** button to upload your homework.



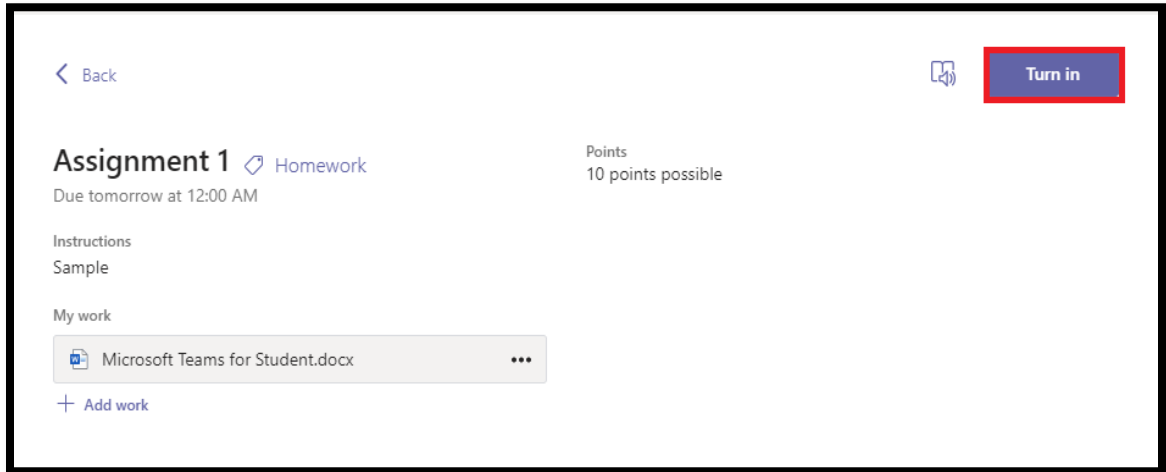
3. Click the **Upload from this device** button to upload your homework. You can also upload homework using OneDrive, Link and File from Teams.



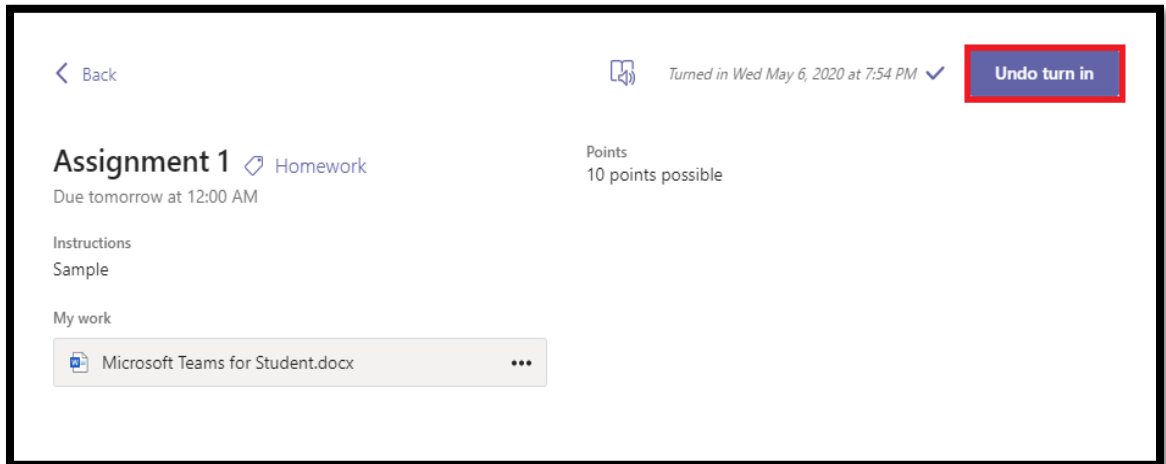
4. When your file is uploaded, click the **Done** button.



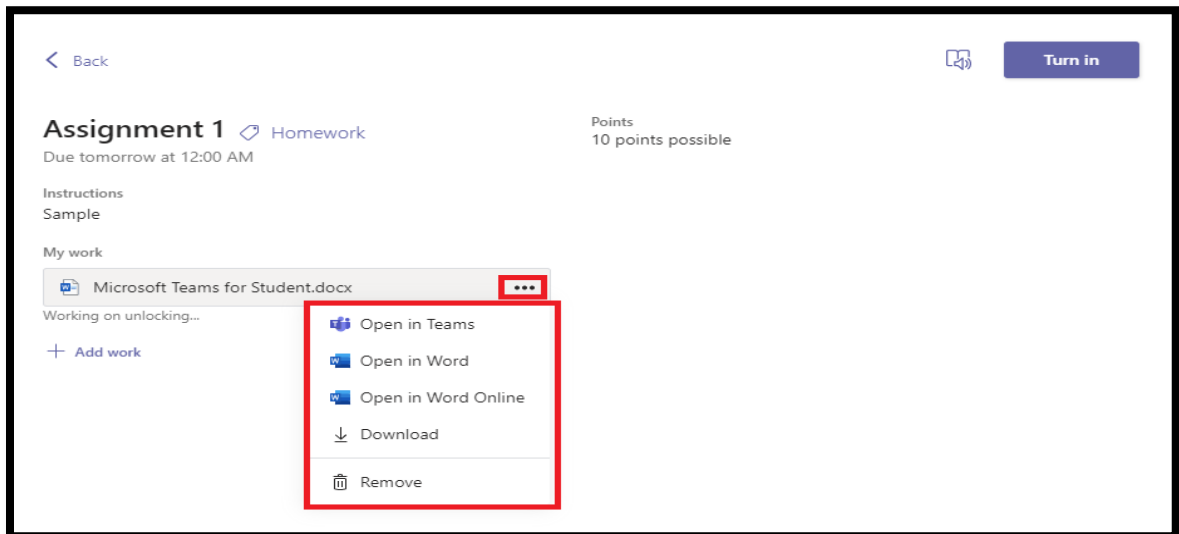
5. Now click the **Turn in** button to submit your homework. Go to **Grades** tab to view your graded assignment.



6. You can also Undo your submission by clicking the **Undo turn in** button.



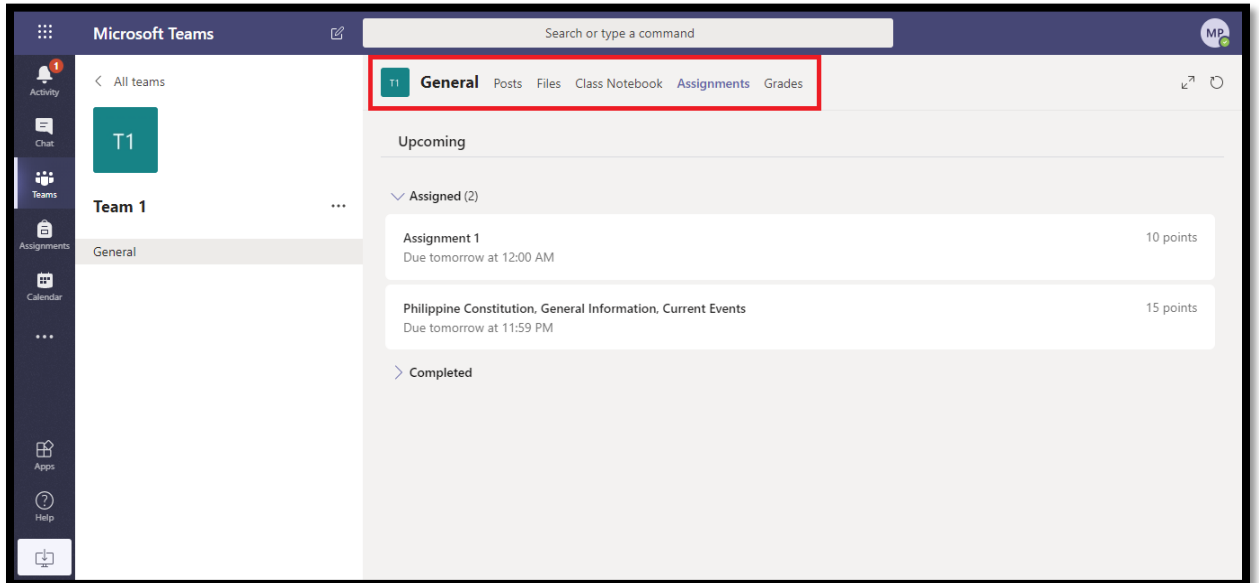
7. You can also remove or download your file here:



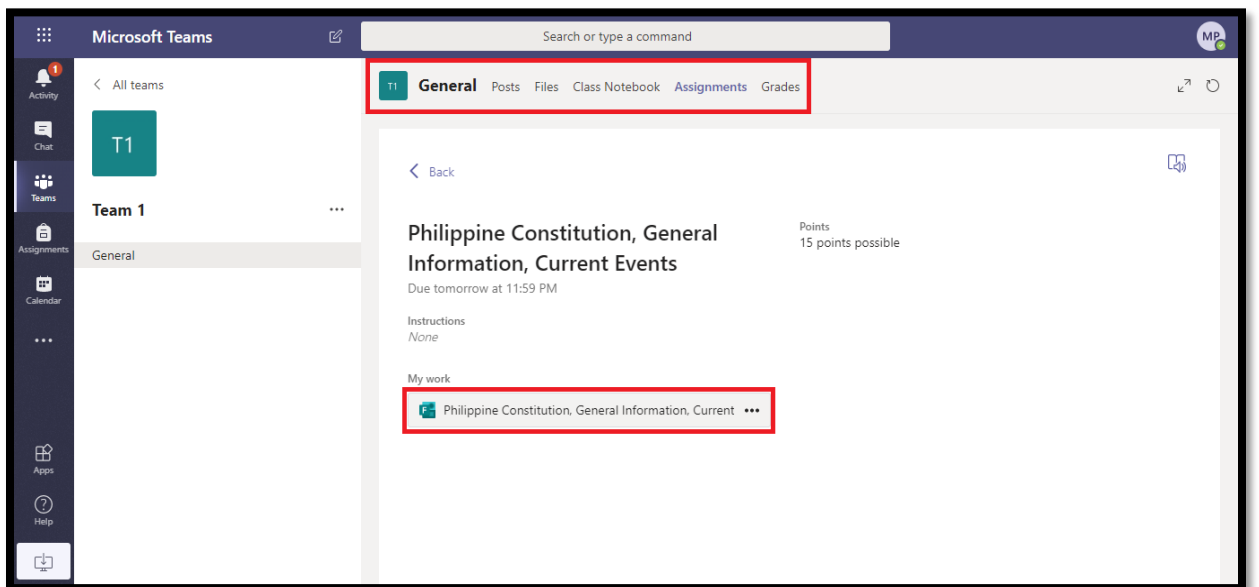


## How to take Quiz in Microsoft Teams?

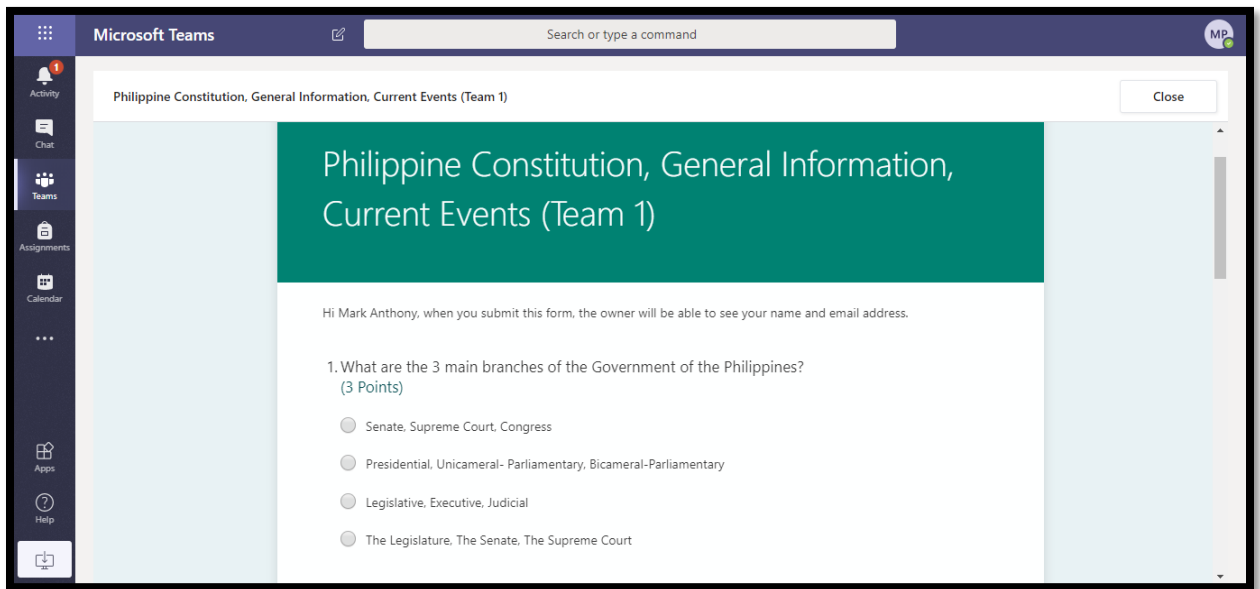
1. To take your quiz, just go to **Assignment** tab then click the quiz created by your professor.



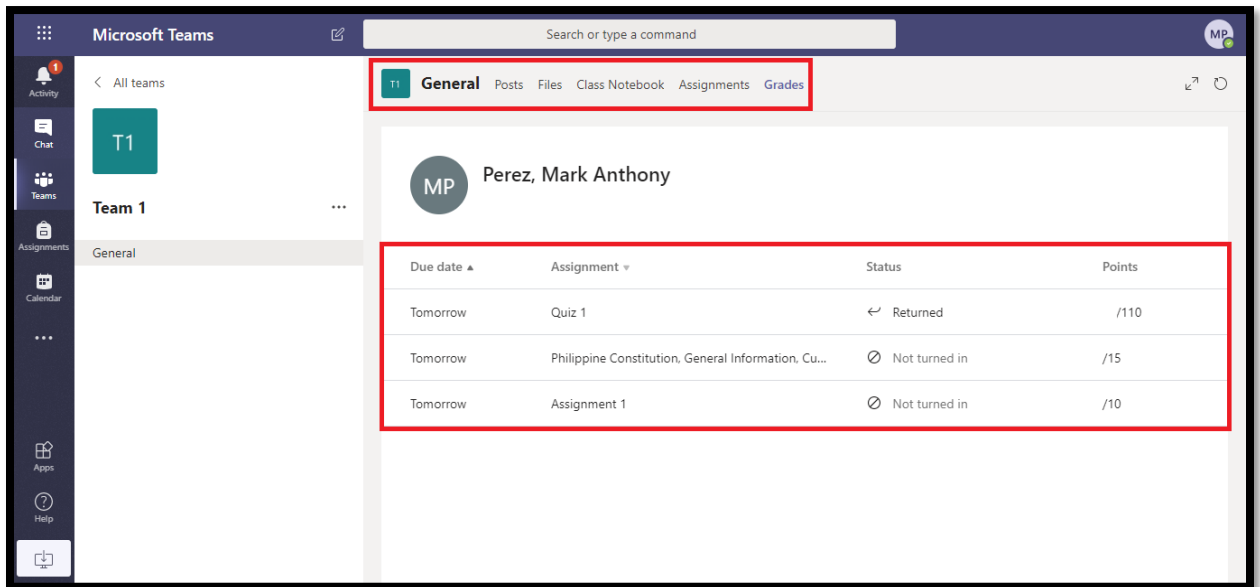
2. Now click one of the assigned quizzes. In this case, I choose to take the **Philippine Constitution, General Information, Current Events** Quiz.



3. Now answer the following questions then submit it when you're done. Once submitted, your grade will be calculated automatically but your score is not yet final. Your professor will double check your answers. Final score will be displayed on the **Grades** tab.

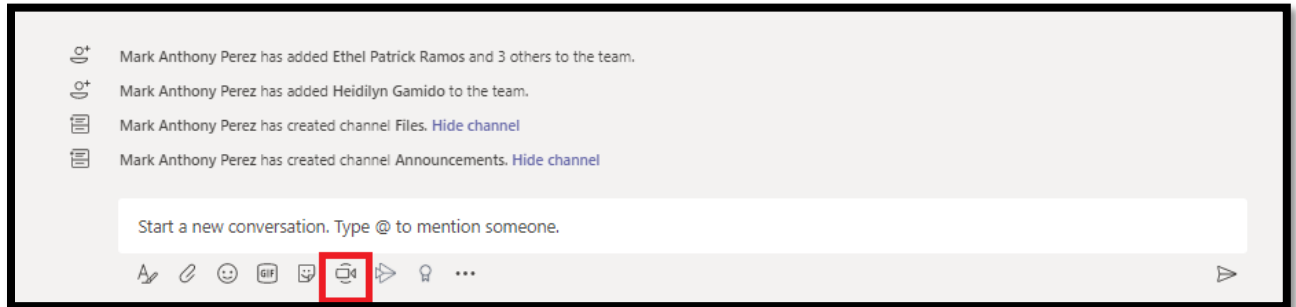




4. You can view your final score here.

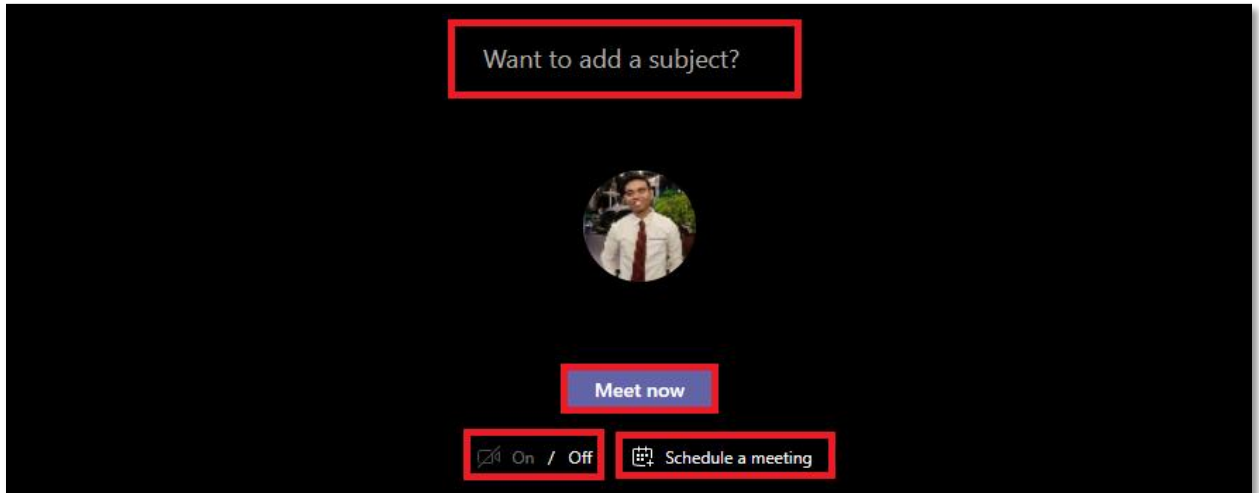


## How to Start a Channel Meeting in Microsoft Teams?

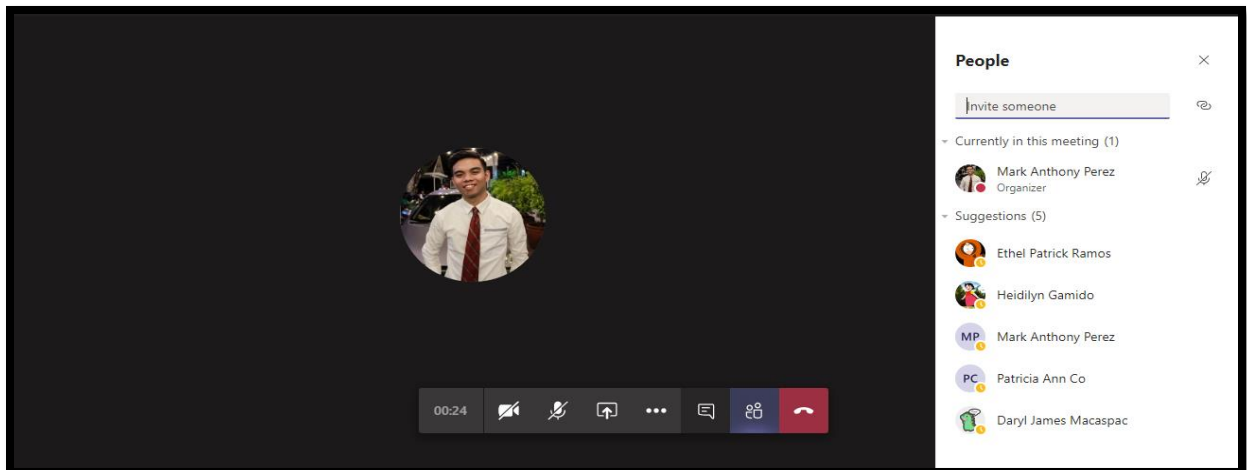
1. To start a meeting, do one of the following:




- Select  in a new conversation.
  - Select  in an existing conversation to keep all that conversation's context.
2. In your video preview, enter a name for the meeting, and select **Meet now**.




3. Select the names of the team members you want to invite to the meeting. You can also type a phone number, a good way to add people outside your organization that aren't using Teams.

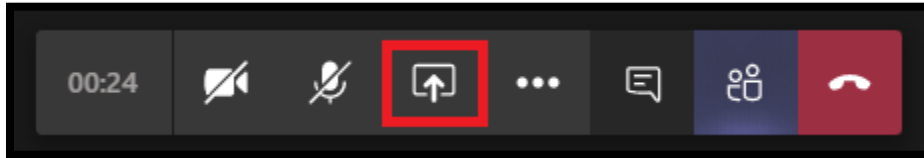



## Join a meeting

1. Look for the meeting notification icon  in a conversation to find a meeting.
2. Select **Jump In** to participate in the meeting.


## Share

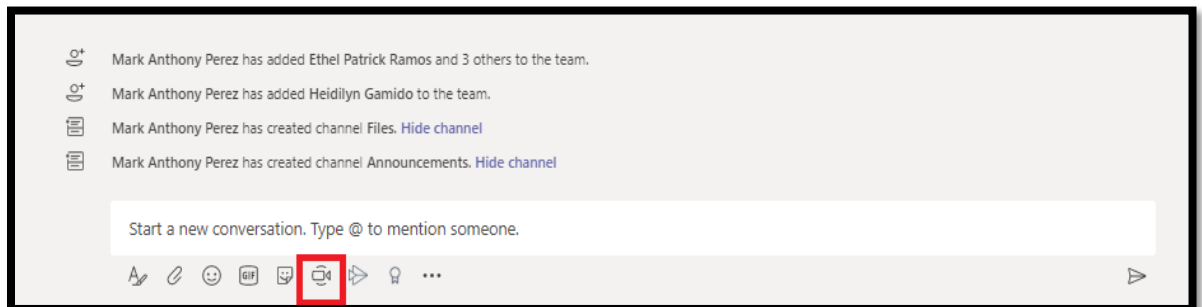
1. Select the share screen icon  to show your screen to the other people in the meeting.



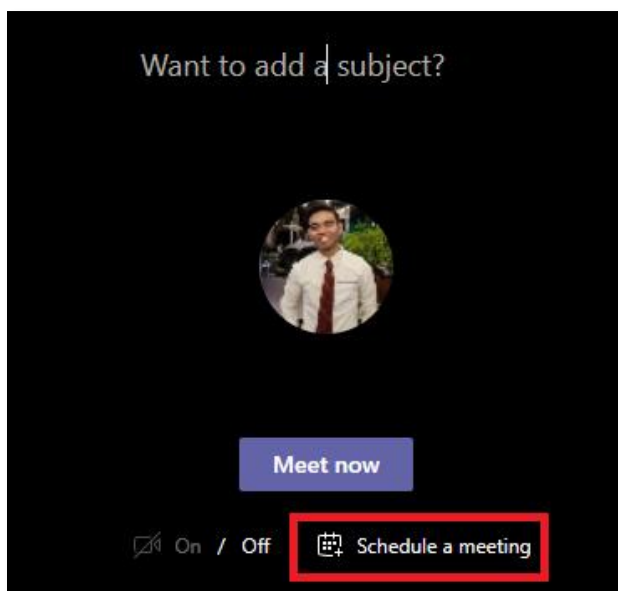
2. Select more options icon  to record the meeting. You'll be emailed when the video is ready so you can view, edit, and share with others.

## How to Schedule Meeting in Microsoft Teams?

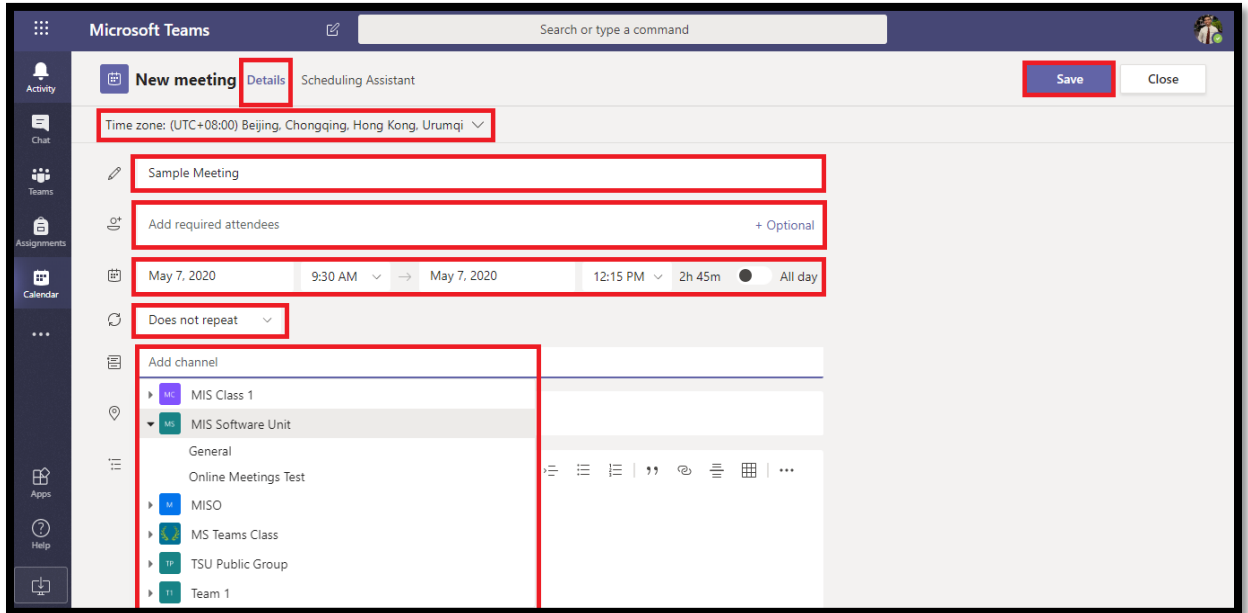
1. To schedule a meeting, click this  icon.



2. Then select **Schedule a meeting** button.



3. Enter the **Title** of the meeting, invite attendees in the **Add required attendees** field. External attendees can be invited by typing in their email address. Click on the search result or hit ENTER on your keyboard to add a person to the list of attendees and continue adding additional attendees as needed. Fill up the needed information then click the **Save** button.



4. Use the **Scheduling Assistant** to find a time during which everyone is available.

