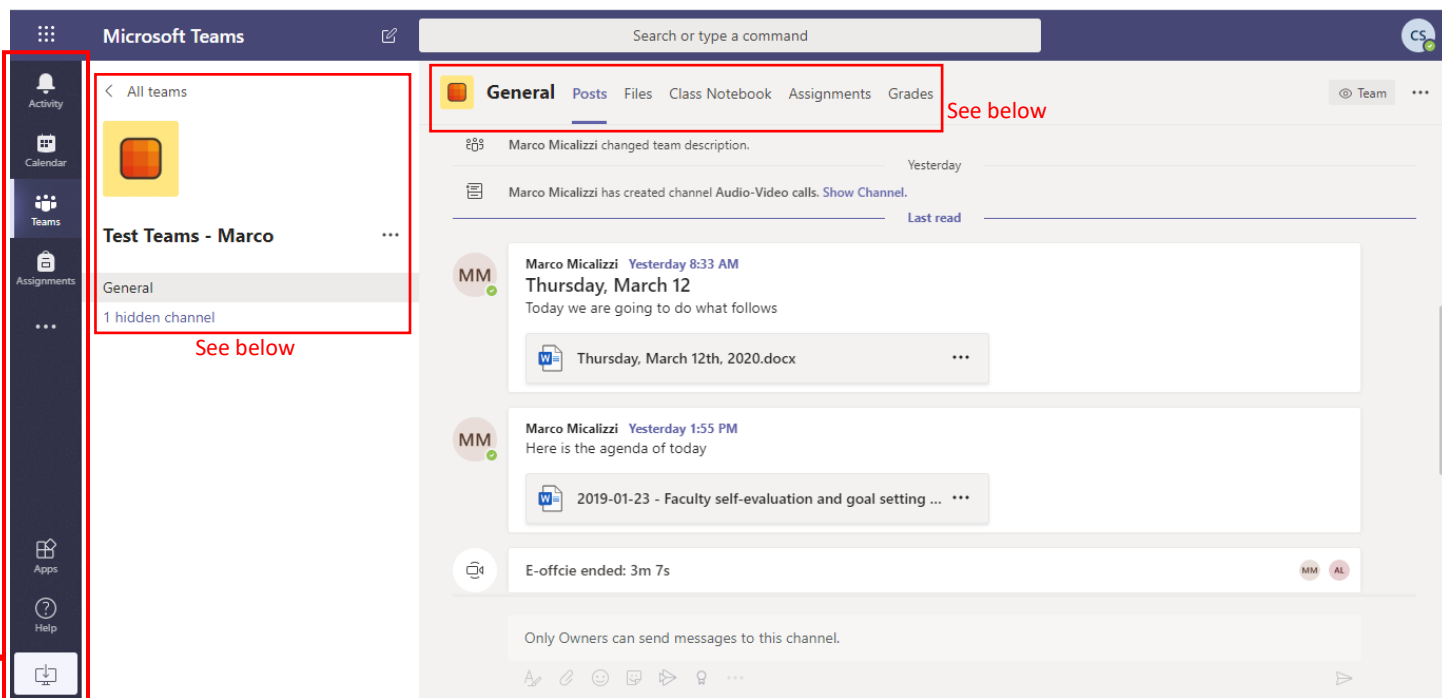


# Microsoft Teams™ in a Browser – Main features

The screenshots have been taken from a Chrome browser. What you see might be slightly different if you use different browser. Functionality and layout is slightly different in the Microsoft Teams™ application (app)

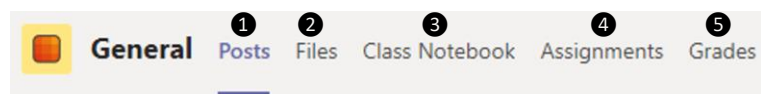
## Side bars and Upper ribbon



## Activity Bar

- **Notification Center:** you can see what happened when you were away.
- **Student Calendar:** here, you will find group or individual audio/video conferences scheduled with your teacher
- **Student Teams:** you can see all of the teams your student is part of and switch from one to the other
- **Assignments:** if your teacher uses digital assignments, your student can find/complete them here
- **More apps:** we won't use any of them
- **Integrated apps "store":** we won't use any of them, please do not install any
- **Help:** Help provided by Microsoft, you can find our tutorials on our website <https://www.fisw.org/elearning>
- **Link to software/app:** Click here to install the app version of Microsoft Teams

## Upper Ribbon



- 1 **Posts:** main page, where the teacher can make an announcement or share files
- 2 **Files:** "data center" of your Teams, it is where your teacher can share documents, picture, videos...
- 3 **Class Notebook:** it is where you will find the OneNote of your class (if your class has one)
- 4 **Assignments:** place to find digital assignments, to complete, turn in, correct the student's work (not necessarily used)
- 5 **Grades:** place to see turned in assignments and grades (if it is a graded assignment)

## Team Selection Bar

← All teams → All teams: to go back and switch teams



Test Teams - Marco



General

→ General: main channel, where all resources and material are.

1 hidden channel

→ 1 hidden channel or Audio-Video calls: Click here to switch channel and enter the channel where all audio/video conferences will happen (e-class, e-office...)

## Audio-Video calls channel

In this channel, you (if you are a parent from Petits to Grands – Preschool to Kindergarten), or your student can connect with their teacher during their e-office time. Remember that during e-office time you or your student should only join if you have a question. Otherwise, your student works autonomously.

The image displays two screenshots of the Microsoft Teams interface, illustrating the navigation between channels within a team.

**Top Screenshot (General Channel):** The interface shows the 'Test Teams - Marco' team selected in the left sidebar. The main area displays the 'General' channel. A message titled '2019-01-23 - Faculty self-evaluation and goal setting ...' is visible. Below the message, a notification states 'E-office ended: 3m 7s'. A small pop-up menu is open, showing the 'Audio-Video calls' channel option.

**Bottom Screenshot (Audio-Video calls Channel):** The interface shows the 'Test Teams - Marco' team selected in the left sidebar. The main area displays the 'Audio-Video calls' channel. A message titled 'E-class - Geometry ended: 2m 39s' is visible. Below the message, a notification states 'E-office - March 13 ended: 39s'. A 'Meeting now' section is visible, showing a 'Join' button and a notification 'e-Office - March 13 started'.

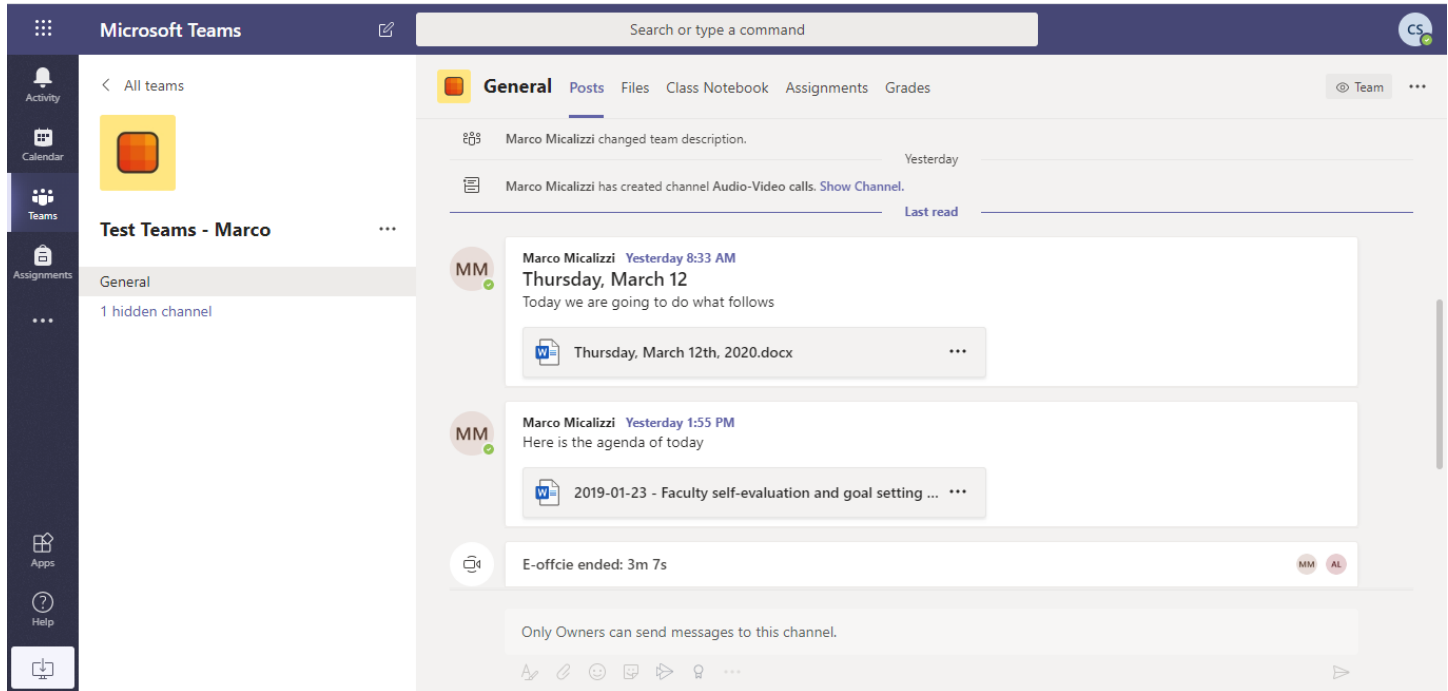
Arrows indicate the navigation path from the 'General' channel to the 'Audio-Video calls' channel.

## Main features




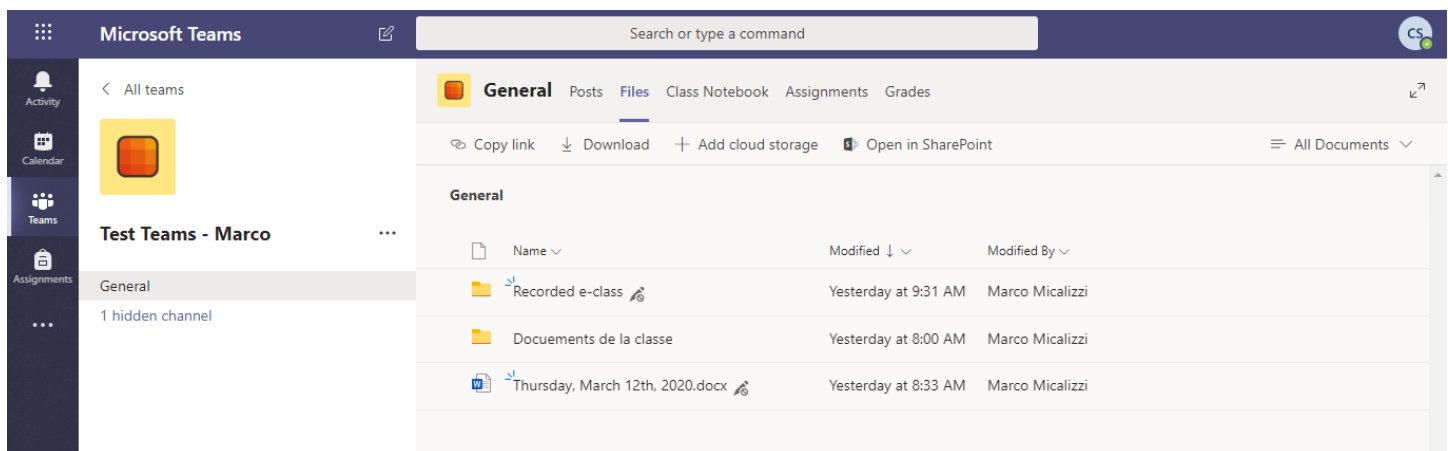
### 1 Posts

This is where your teacher makes announcement, share daily schedule or files.



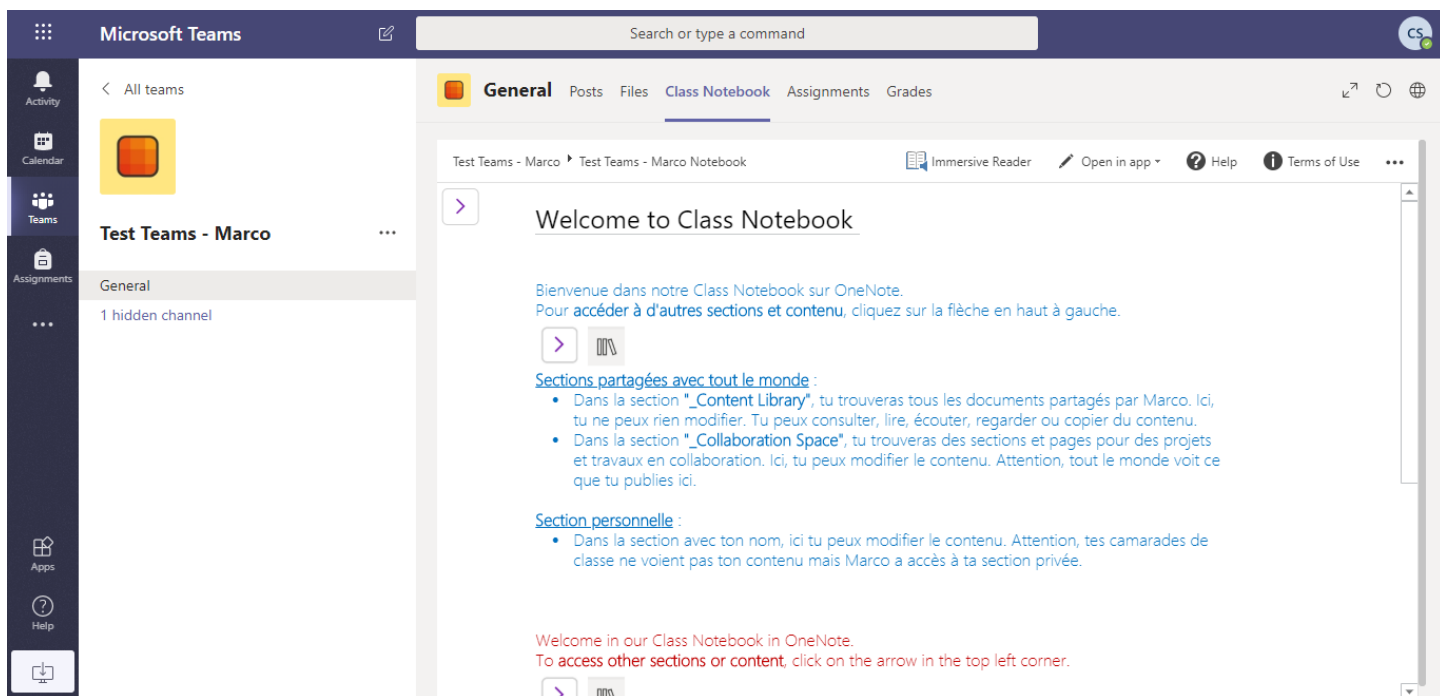
### 2 Files

This is where documents, pictures, videos can be shared by your teacher. If there is a  next to the folder or file, it means you cannot edit it.



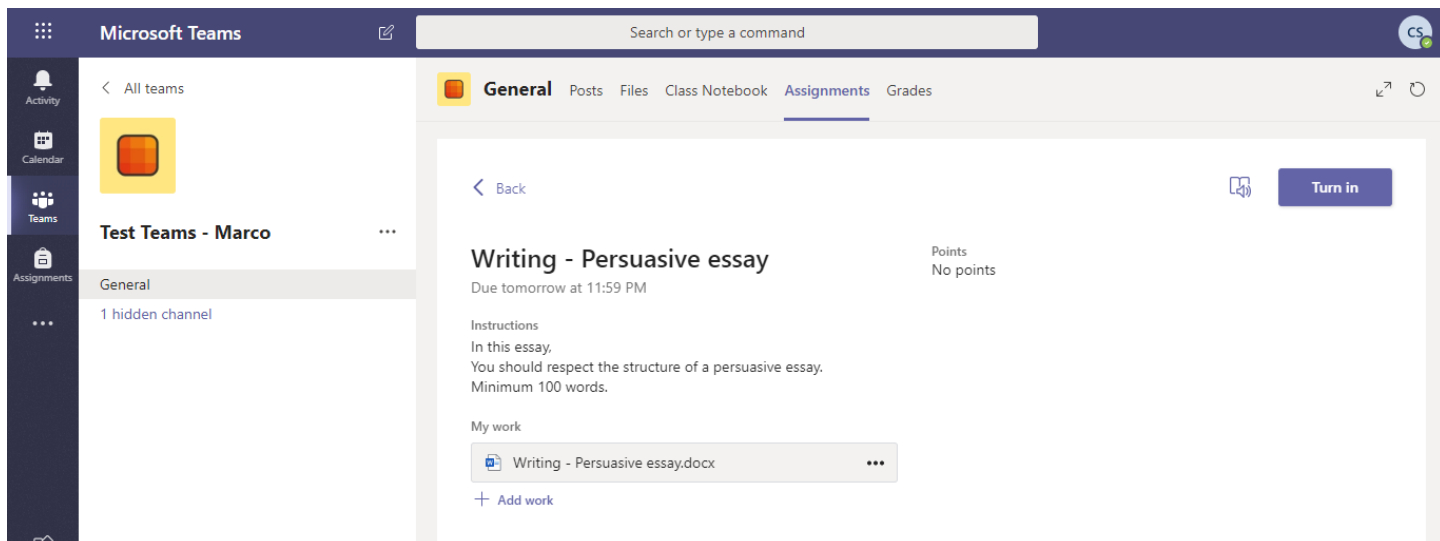
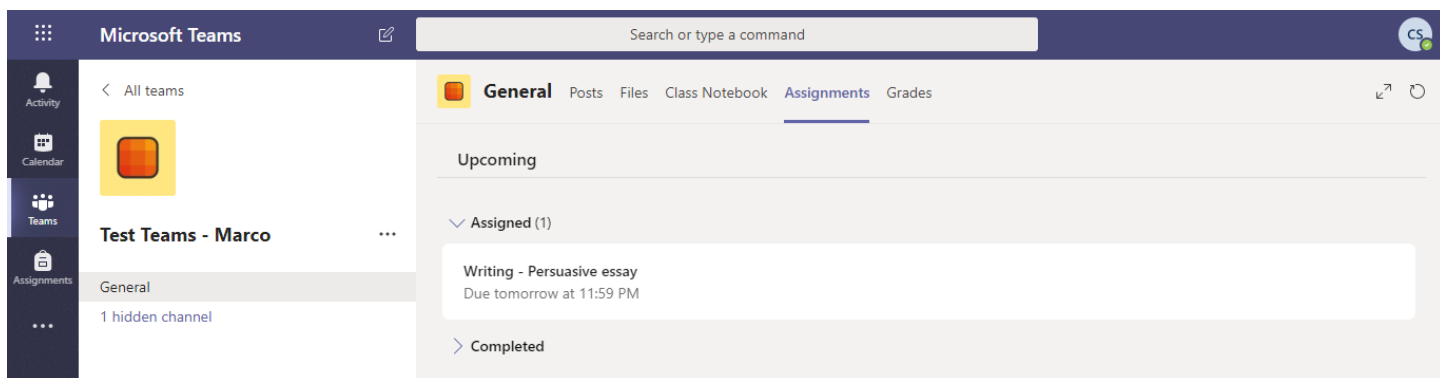
### 3 Class Notebook

If your class has one, it is where you can find your class OneNote.



### 4 Assignments

If your teacher uses digital assignments, this is where you can open them, read instructions, complete them.



## 5 Grades

If an assignment was graded it is where you would see your student points. In our example, the assignment wasn't graded.

The screenshot shows the Microsoft Teams interface. On the left is a sidebar with navigation icons for Activity, Calendar, Teams, and Assignments. The main area is titled 'Microsoft Teams' and contains a search bar. Below the search bar, there's a section for 'All teams' with a list of teams. One team, 'Test Teams - Marco', is selected. The 'General' channel is active. The 'Grades' tab is selected, showing a table of grades for the student 'Crash'.

Due date ▲	Assignment ▼	Status	Points
Tomorrow	Writing - Persuasive essay	← Returned	No points