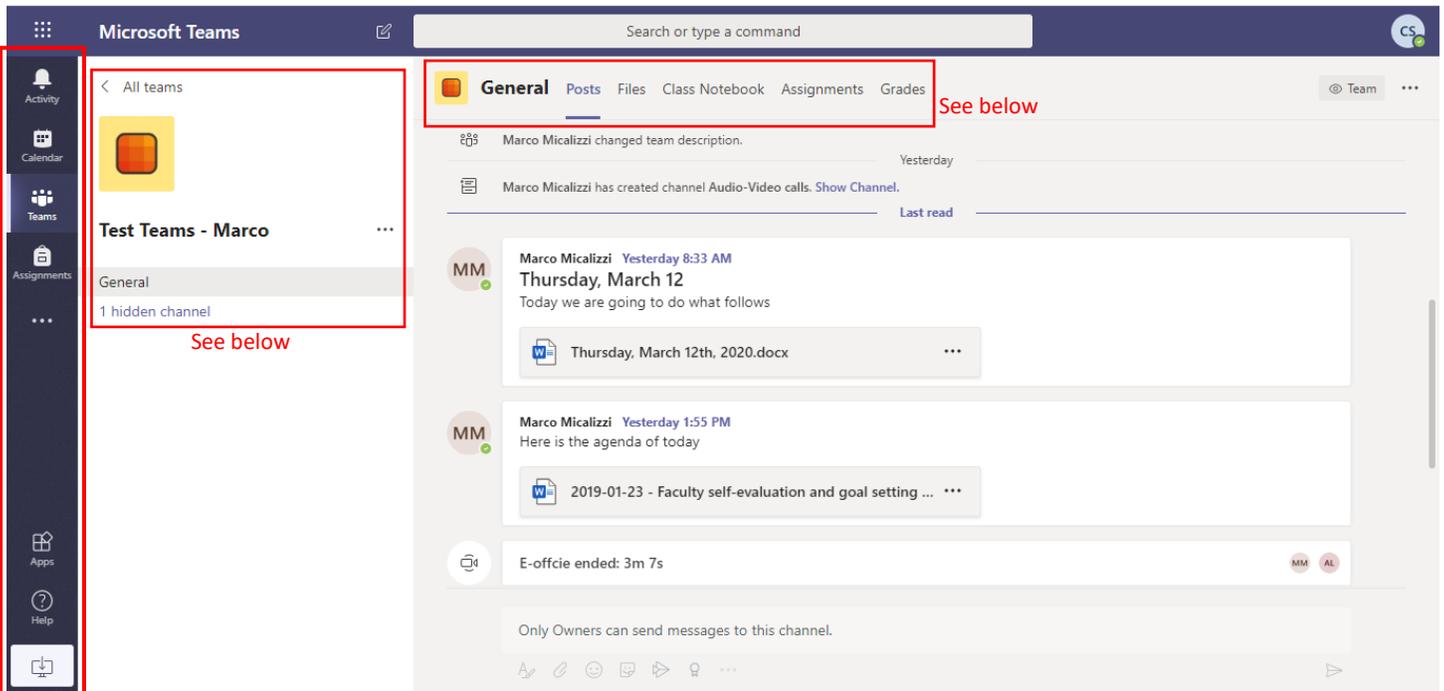


# Microsoft Teams™ in a Browser – Main features

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)

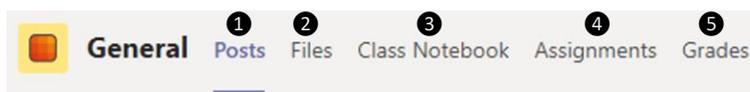
## Side bars and Upper ribbon



## 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.

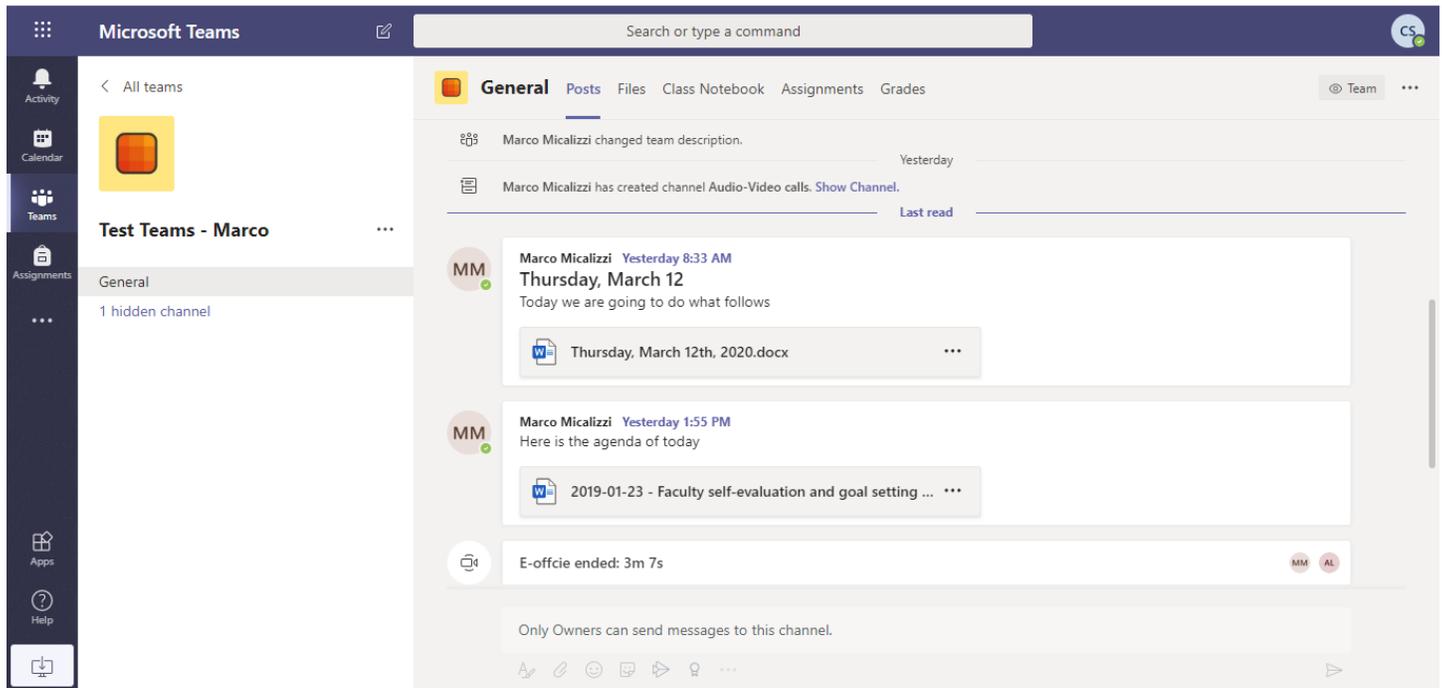
The image displays two screenshots of the Microsoft Teams interface. The top screenshot shows the 'General' channel with a dropdown menu open over the '1 hidden channel' link, highlighting the 'Audio-Video calls' option. The bottom screenshot shows the 'Audio-Video calls' channel with a 'Meeting now' banner and a 'Join' button.

## Main features



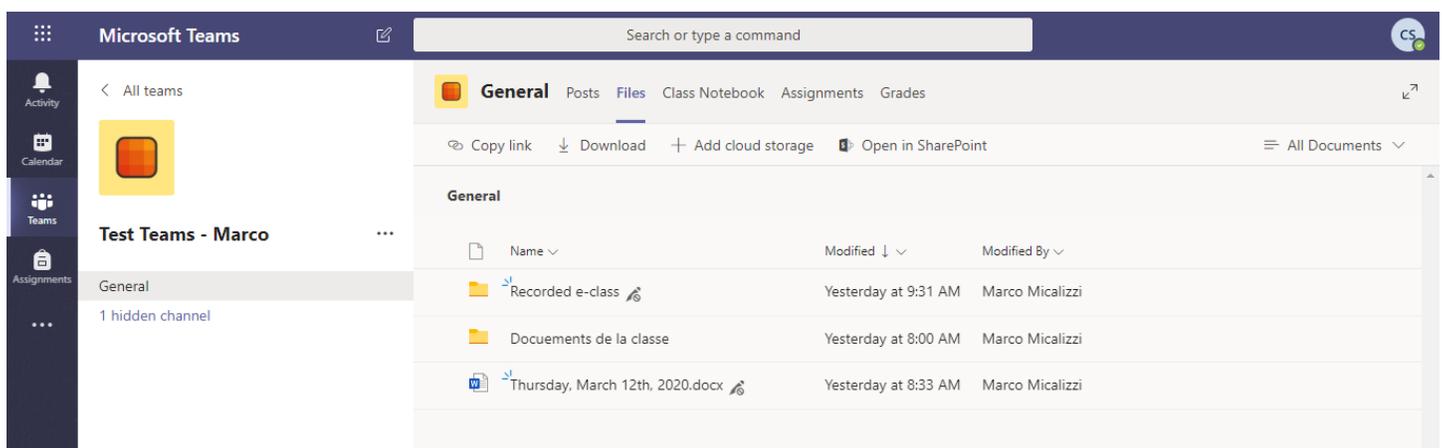
### 1 Posts

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.

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Calendar, Teams, Assignments, and Apps. The main area displays the 'General' channel of the 'Test Teams - Marco' team. The 'Class Notebook' tab is selected, showing a welcome message in French: 'Bienvenue dans notre Class Notebook sur OneNote. Pour accéder à d'autres sections et contenu, cliquez sur la flèche en haut à gauche.' Below this, there are instructions for shared sections ('\_Content Library' and '\_Collaboration Space') and a personal section. A red warning message at the bottom states: 'Welcome in our Class Notebook in OneNote. To access other sections or content, click on the arrow in the top left corner.'

### 4 Assignments

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

The screenshot shows the Microsoft Teams interface with the 'Assignments' tab selected. The 'Upcoming' section is empty, and the 'Assigned (1)' section shows one assignment: 'Writing - Persuasive essay' due tomorrow at 11:59 PM. The 'Completed' section is also empty.

The screenshot shows the details of the 'Writing - Persuasive essay' assignment. It includes a 'Back' button, a 'Turn in' button, and the due date 'Due tomorrow at 11:59 PM'. The instructions state: 'In this essay, You should respect the structure of a persuasive essay. Minimum 100 words.' Below the instructions, there is a 'My work' section with a file named 'Writing - Persuasive essay.docx' and an 'Add work' button.

## 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, there is a navigation pane with icons for Activity, Calendar, Teams, and Assignments. The main area is titled 'Microsoft Teams' and shows a search bar. Below the search bar, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Grades' tab is active, displaying a table for 'Student, Crash'.

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