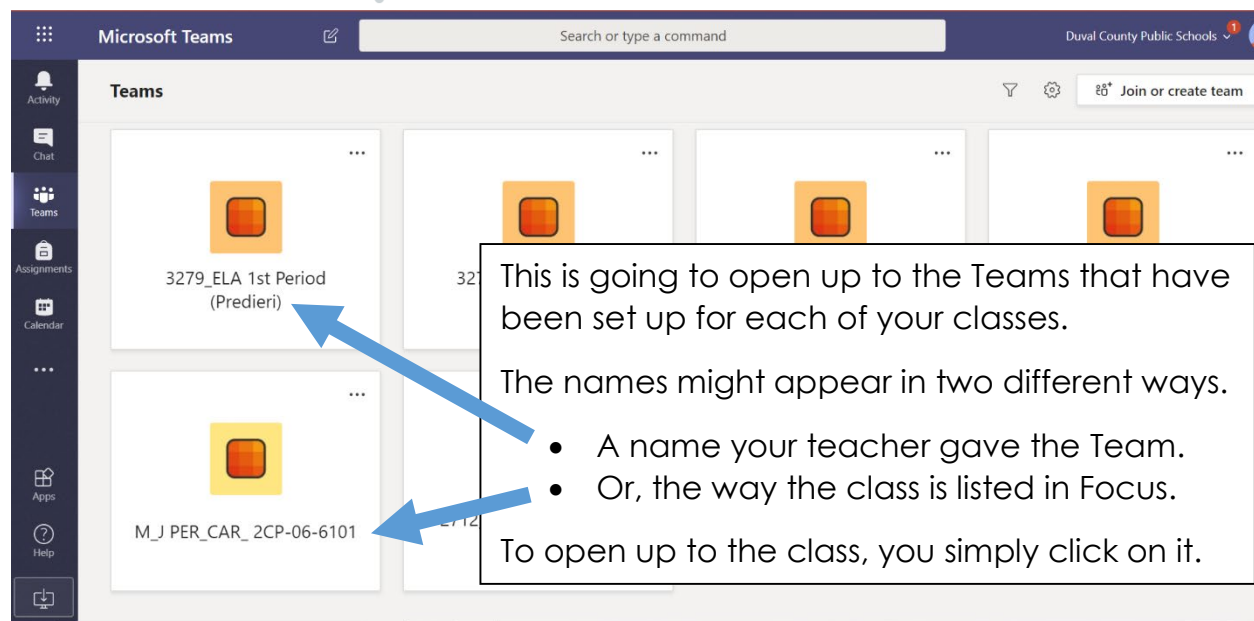
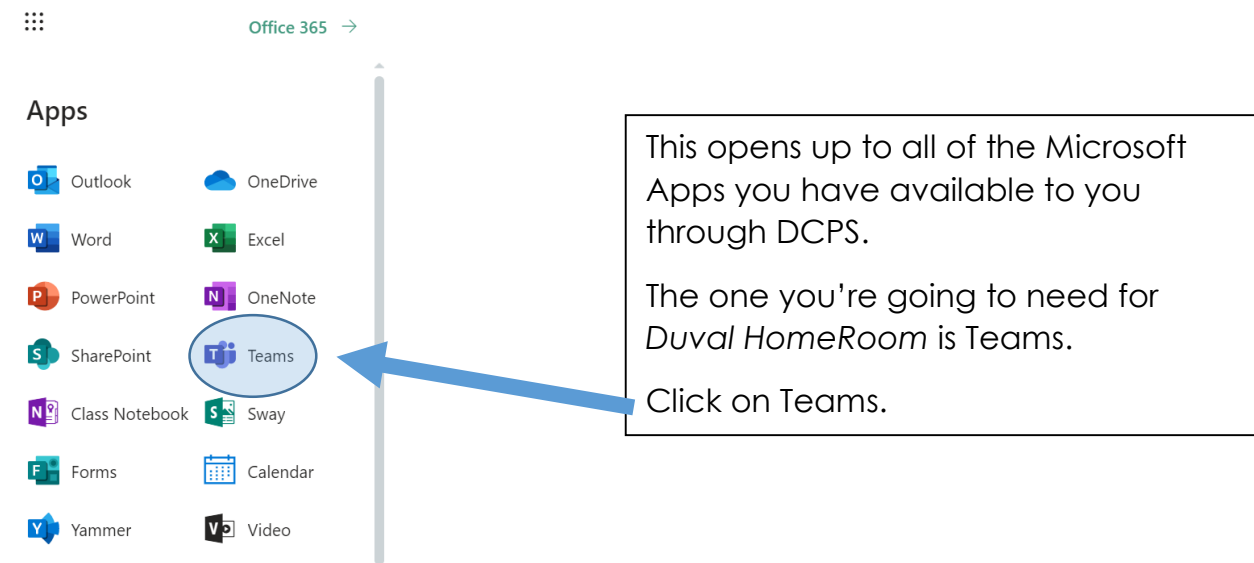
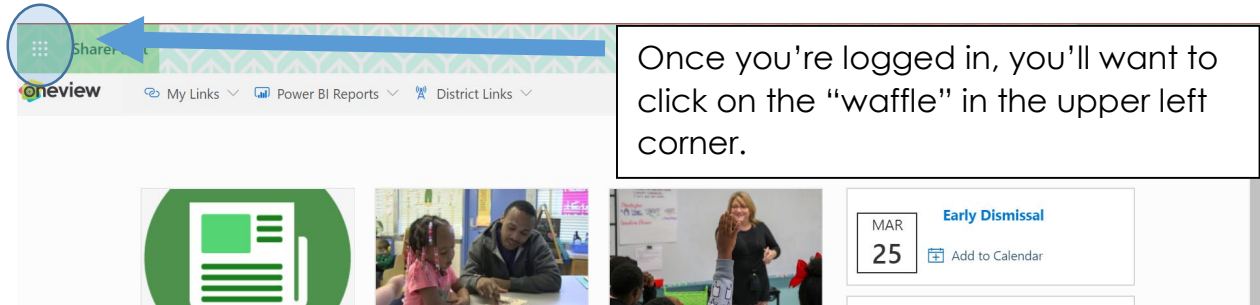


Student Guide for Microsoft Teams

Go to: oneview.duvalschools.org and log in with your Student Id and Password (the same ones you use to login to the computers at school).



Once in the class this is what you'll see. Each class will open up to "General Posts." This is where you'll see new assignments and announcements from your teacher.

The screenshot shows the Microsoft Teams interface for a class. The top navigation bar includes tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'DCPS'. The main content area displays an assignment titled 'Grapes' due on March 19, with a 'View assignment' button. Below the assignment, there is a post from 'Pauls, John L.' with a link to a new tab. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a 'Reply' button. Blue arrows point from the text boxes to these specific elements.

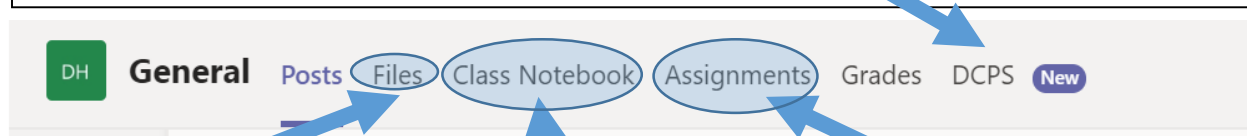
Your teacher may open the ability for you to post here.

Reply to a specific task or announcement.

Start a new conversation (this is a great way to ask a question.)

Important: always use academic/appropriate language for posts.

Along the top of your Team page you'll have various tabs. Your teacher may add more, so be sure to pay attention to this area.



The Files tab is where your teacher may upload class documents. These documents will be read only, but you can open and download a copy if you would need to.

The Class Notebook will open up to your class OneNote. If your teacher chooses to use this for notes or assignments, they'll give specific directions regarding that.

The Assignments tab is where you will be able to see all the assignments that have been assigned to you. We're going to dig in to the assignments feature a little more.

Once you click on "Assignments" this is what you'll see.

- What has been assigned.
- When it's due.
- What you've already completed.

It's going to be really important for you to pay attention to due dates so you don't fall behind.

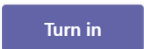
Once you open an assignment, this is what you'll see.

If the teacher has provided specific instructions, they will show here.

If there are any documents or resources needed for the assignment, they will be here. Click to open and edit them.

If the teacher wants you to upload a new document, click on "+ Add work"

Your teacher will be able to view and check your progress on an assignment even if you do not turn it in, so if you're stuck or you're not sure if you're doing something correctly, you can ask them to take a look and provide help. 😊

IMPORTANT: in order for your teacher to know that you are completed with an assignment, you must push 

Extra tips and tricks:

- Download the Teams app on your phone and have access to all your classes there. This will also allow you to get notifications when you have a new assignment available.
- Remember, your DCPS email address is your Student ID # followed by @students.duvalschools.org (Ex. S1234567@students.duvalschools.org)
- Stay on top of your assignments and due dates by checking in daily.
- Remember, to get in contact with your teacher via email or posting a question in Teams if you have any questions or problems.