# Student Guide for Microsoft Teams
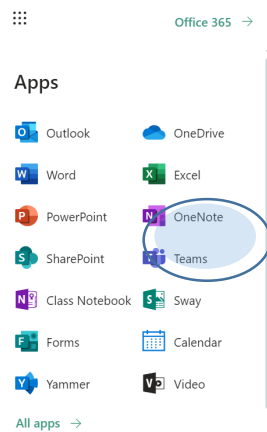
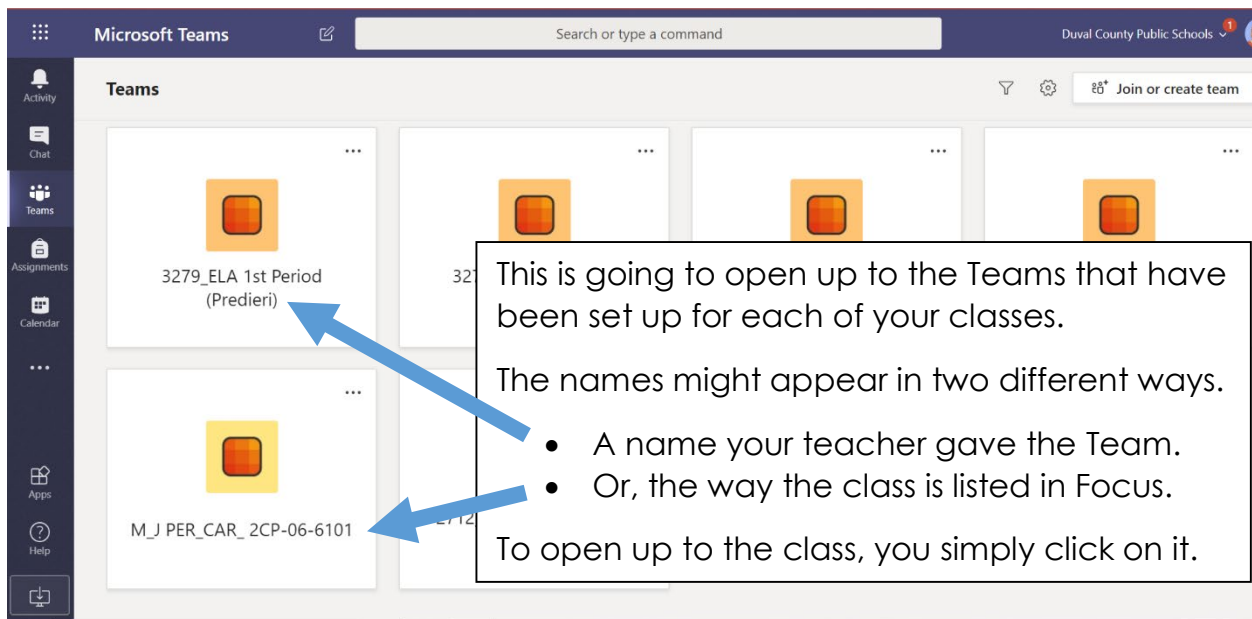Go to: oneview.duvalschools.org and log in with your Student Id and Password
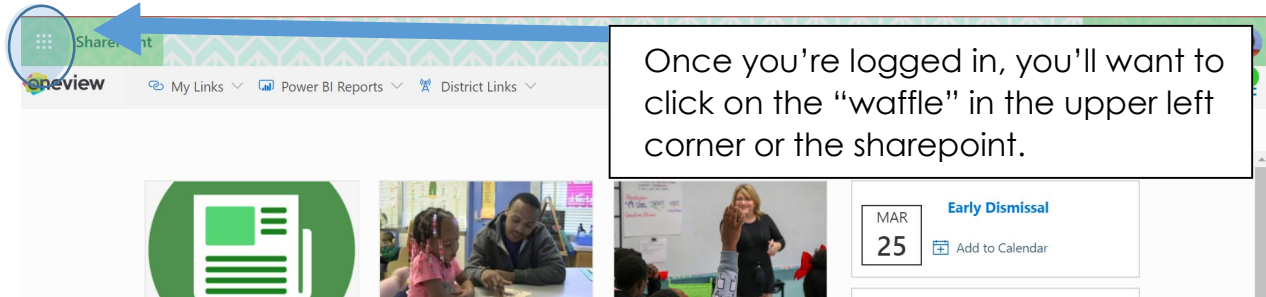
Once you're logged in, you'll want to click on the "waffle" in the upper left corner or the sharepoint.

This opens up to all of the Microsoft Apps you have available to you through DCPS.

The one you're going to need for *Duval HomeRoom* is Teams.

Click on Teams.

This is going to open up to the Teams that have been set up for each of your classes.

The names might appear in two different ways.

- A name your teacher gave the Team.
- Or, the way the class is listed in Focus.

To open up to the class, you simply click on it.

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

**Microsoft Teams** — Search or type a command — Duval County Public Schools

< All teams

DH

2712_Duval Home Roo... ...

General
1 hidden channel

**General** Posts Files Class Notebook Assignments Grades DCPS (New) — Team

↩ Reply

Assignments 7:37 AM
**Grapes**
Due Mar 19

[ View assignment ]

↩ Reply

Pauls, John L. 7:41 AM
Added a new tab at the top of this channel. Here's a link.

🌐 DCPS

↩ Reply

Start a new conversation. Type @ to mention someone.

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.

DH **General** Posts (Files) (Class Notebook) (Assignments) Grades DCPS (New)

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.

Your teachers will not be accepting assignments here. All assignments will be uploaded onto **FOCUS.**

## Student Usernames & Passwords

To access the **DCPS HomeRoom** Resources, students need to log in with their DCPS username/password.

**Username for a DCPS device:** s +8-digit student number (no spaces)
Example: s12345678
**Username for personal device:** s + 8-digit student number@students.duvalschools.org
Example: s12345678@students.duvalschools.org

**Password:** first letter of the student's legal name upper case (John Smith =J), the second digit birthday (01-09), the first letter of the last name lower case (John Smith=s), and the last 4 digits of the student's social security number (2345).* Example: J09s2345

*If no social security number was provided, use the last 4 digits of the student number.

## Students:
Accessing my DCPS Email Account from Home

1. Launch a Google Chrome web browser.
2. In the address bar, type in the following web address: oneview.duvalschools.org.
3. On the DCPS Login page, click DCPS Login. Type in your username and password.
4. Once on the OneView landing page, go to the upper left-hand corner and click the 9 dots.
5. Several office 365 applications will appear. Click "outlook."
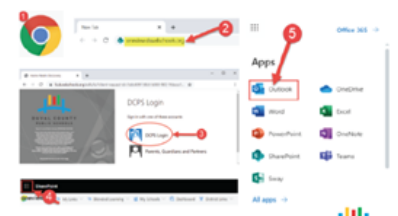
**You are now in your DCPS email account**