

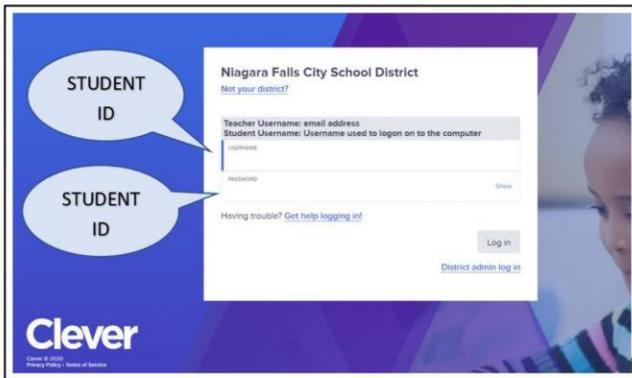
# Reference Guide for Students

## RGS#1 – Logging into Microsoft 365 (Computer)

### LOGGING INTO MICROSOFT 365 THROUGH CLEVER (Recommended for Grades K-8)

Clever is a personalized portal which gives students a single sign-on to all their digital resources

**Step 1:** Go to [www.clever.com](http://www.clever.com) and login using your student ID as your username AND password



**Step 2:** Find and click on the **Teams App**. The first time you click on Teams, it will ask for your credentials – the same credentials you use to get username and password for a school computer. After logging in the first time, Clever will remember your credentials for the future.



**Step 3:** The **Teams App** will allow you to view class assignments, talk with your teacher, meet as a class, and receive assistance.

**Step 4:** The remainder of online resources can be accessed the same way via Clever.

### LOGGING DIRECTLY INTO MICROSOFT 365 FROM ANY COMPUTER

**Step 1:** Open either browser:

Microsoft Edge  or Google Chrome 

Please do **NOT** use Internet Explorer 

**Step 2:** Search for [www.office.com](http://www.office.com)



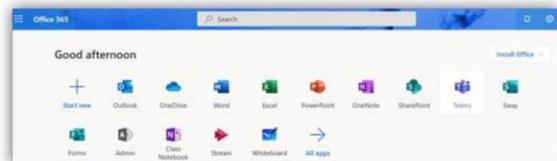
**Step 3:** Sign in with your school computer login and ADD @nfschools.net on the end – see below  
(Example [mpjones@nfschools.net](mailto:mpjones@nfschools.net))

Your password is your computer password you use at school.

If your username or password does not work, please reach out to: [mcacciatore@nfschools.net](mailto:mcacciatore@nfschools.net)



**Step 4:** Your screen should look like this



**Step 5:** Click on the **Teams App**. This will open your list of class Teams. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

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### RGS#2 – Logging into Microsoft 365 (Mobile)

#### How to Log-In to Your Microsoft 365 Account on an Android Phone or Tablet

**Step 1:** On your mobile device, go to Google Play

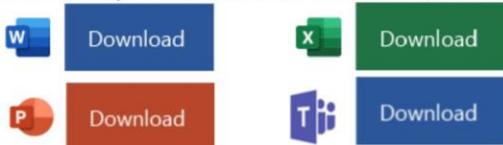


**Step 2:**

**Phone & Tablet Installation** - Install the new Office app that combines Word, Excel, and PowerPoint into a single app. Also, please install the Teams App as well.



**If Office App is not Available** - Please install the Office apps individually – Word, Excel, PowerPoint, and Teams



**Step 3:** Open the Teams App and sign in with your school computer login and ADD @nfschools.net on the end – see below

(Example [mpjones@nfschools.net](mailto:mpjones@nfschools.net))

Your password is your computer password you use at school.

If your username or password does not work, please reach out to: [mcacciatore@nfschools.net](mailto:mcacciatore@nfschools.net)

**Step 4:** The **Teams App** will open your list of Teams/Classes. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

#### How to Log-In to Your Microsoft 365 Account on an iPhone & iPad

**Step 1:** On your mobile device, go to the App Store



**Step 2:**

**iPhone Installation** - Install the new Office app that combines Word, Excel, and PowerPoint into a single app. Note that Office mobile app is currently available for iPhone (iPad will come later). Also, please install the Teams App as well.



**iPad Installation** - Please install the Office apps individually – Word, Excel, PowerPoint, and Teams



**Step 3:** Open the Teams App and sign in with your school computer login and ADD @nfschools.net on the end – see below

(Example [mpjones@nfschools.net](mailto:mpjones@nfschools.net))

Your password is your computer password you use at school.

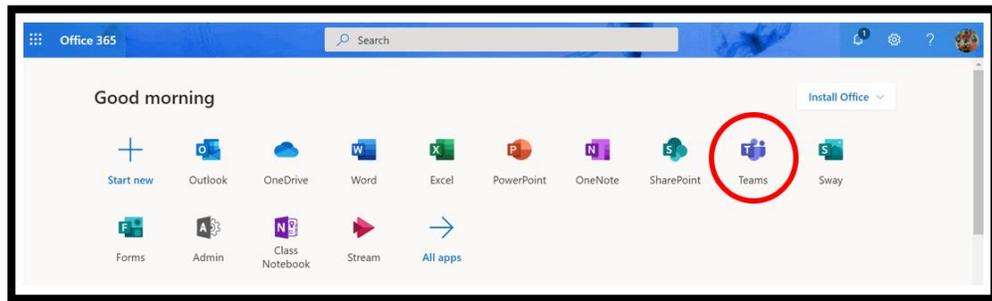
If your username or password does not work, please reach out to: [mcacciatore@nfschools.net](mailto:mcacciatore@nfschools.net)

**Step 4:** The **Teams App** will open your list of Teams/Classes. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

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### RGS#3 – Organization of Microsoft Teams (1 of 2)

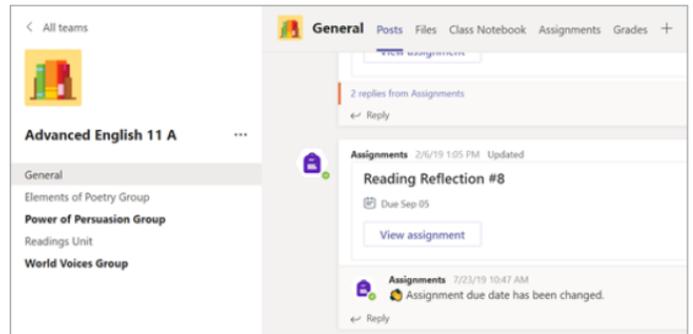
Using Microsoft Edge or the Google Chrome browser, log into your Office 365 account using your school computer login credentials. Then, select the Teams app - shown below



## Channels

Every class team has a main discussion area, the **General** channel. Under **General**, Your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.

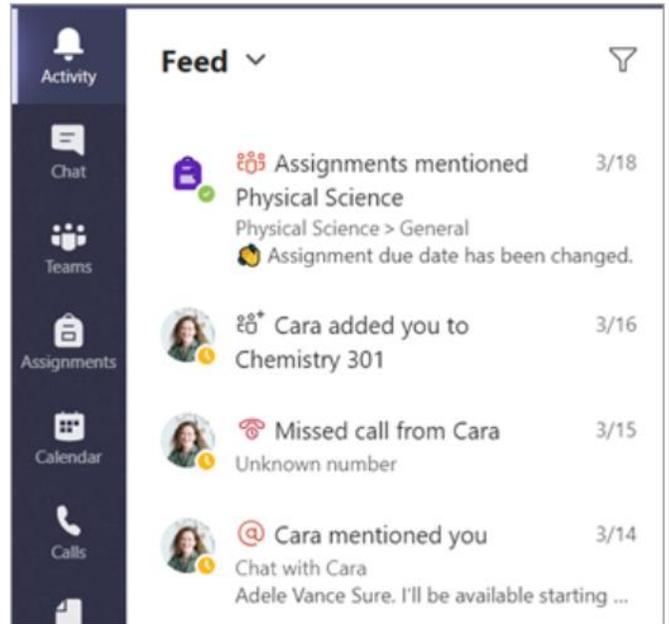


## Reference Guide for Students

### RGS#3 – Organization of Microsoft Teams Continued (2 of 2)

#### Notifications

Check the **Activity** feed to make sure you don't miss a new assignment or an @mention.

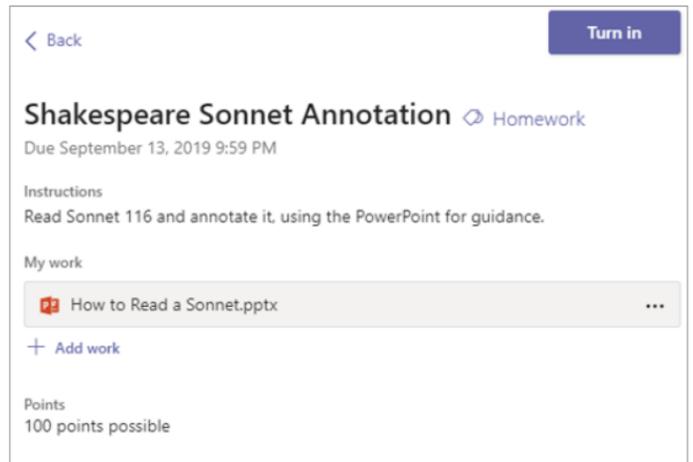
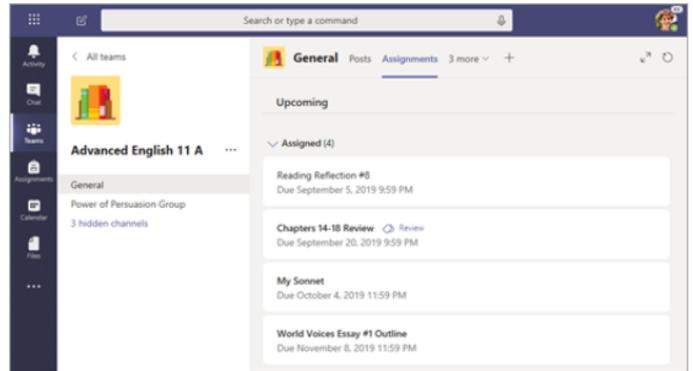


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## RGS#4 – Assignments in Microsoft Teams

### View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials, and select **Turn in**.



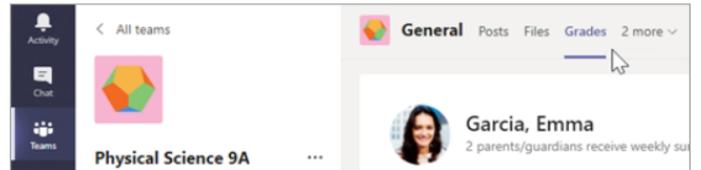
## Reference Guide for Students

### RGS#5 – Seeing your Grades in Microsoft Teams

#### See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

1. Select the **Grades** tab in the **General** channel.
2. All your assignments are listed here with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.
3. Use the arrows next to **Due date** and **Assignment** to sort your assignments.

A screenshot of the 'Grades' view for Emma Garcia. At the top, there is a profile picture and the name 'Garcia, Emma' with a note '2 parents/guardians receive weekly summary. View'. Below this is a table with the following columns: 'Due date', 'Assignment', 'Status', and 'Points'. The table contains several rows of assignment data.

Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

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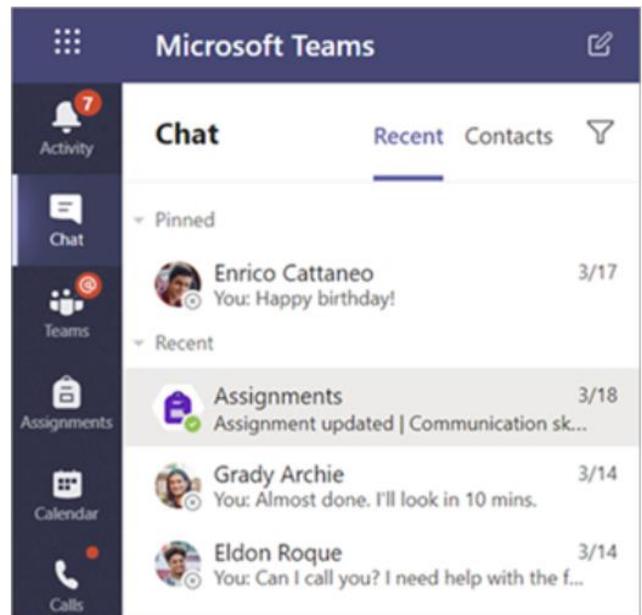
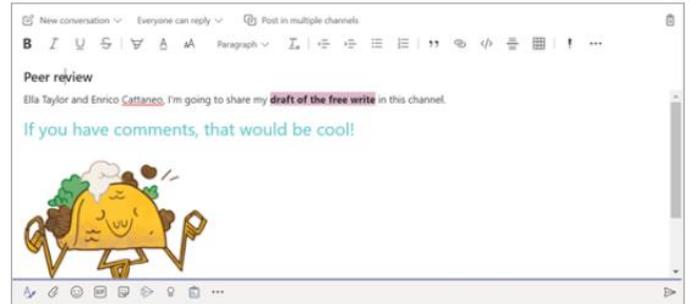
### RGS#6 – Communication in Microsoft Teams (1 of 2)

#### Create and send a message in a chat or channel

Click the compose box to create a message. You can type out a simple message, or add on.

- Attach an image, gif, sticker, or file
- Use rich text to make your message stand out
- Format your message with bullets or make a numbered list
- @mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select the **Chat** icon.



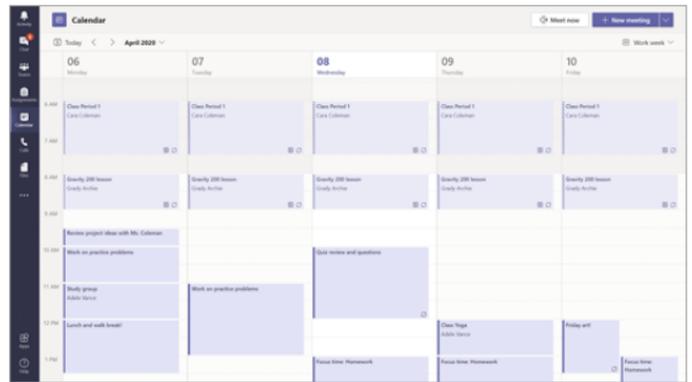
## Reference Guide for Students

### RGS#6 – Communication in Microsoft Teams Continued (2 of 2)

#### Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select Calendar  to see any meetings your teacher or classmates have added you to, or any you've created yourself. Click **Join** when it's time to meet.
2. Adjust your audio and video settings, then click **Join now**.



Use the toolbar during the meeting:

Turn your video on  and off .

Mute  and unmute  your microphone.

Share your screen or a document .

Participate in the meeting chat .

See who's in the meeting .

