

# Microsoft Teams for Students/Parents /Guardians



## Microsoft Teams



*Clonturk Community College 2026*

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# Teams Basics



# Teams Basics

| Tab                                                                                                    | Use                                                                                                                         |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <br>Activity          | <b>Activity</b><br>Shows notifications, alerts, and updates across all your Teams in one place.                             |
| <br>Chat              | <b>Chat</b><br>Used for direct messages and group conversations (not for posting homework).                                 |
| <br>Teams             | <b>Teams</b><br>Where your class Teams live — access channels, files, and the Assignments tab for each subject.             |
| <br>Assignments     | <b>Assignments</b><br>The <b>central homework hub</b> where students see <i>all homework from all subjects</i> in one list. |
| <br>Calendar        | <b>Calendar</b><br>Displays lessons, meetings, and <b>homework deadlines</b> automatically pulled from Assignments.         |
| <br>OneDrive        | <b>Files</b><br>Access and store documents linked to Teams and assignments via OneDrive.                                    |
| <br>Edu Staff No... | <b>OneNote</b><br>Links to Class Notebook for notes, resources, and longer-term work (not a homework journal).              |
| <br>Calls           | <b>Calls</b><br>Used to make or join audio and video calls or meetings with individuals or groups in Teams.                 |

# Get started

How to sign in

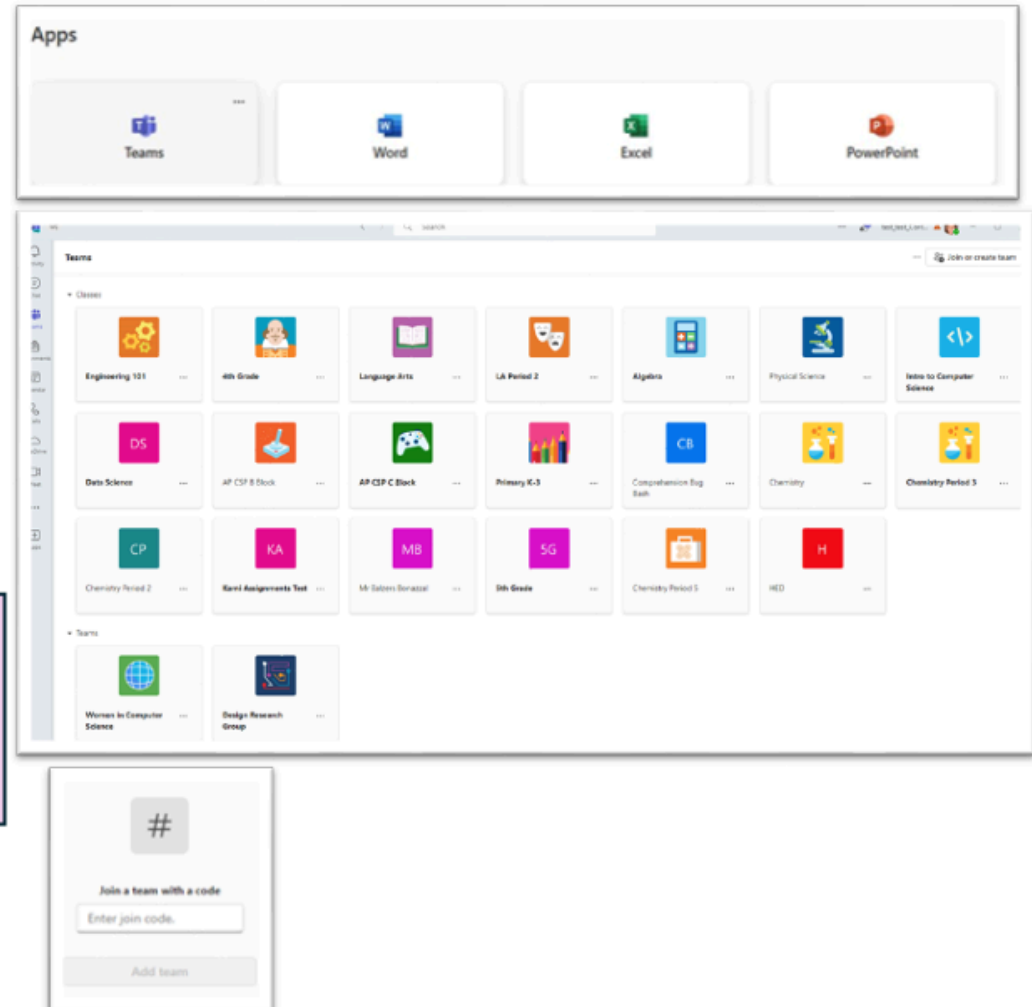
## Sign in to Teams

1. Go to Microsoft365.com on your web browser and sign in with your school email and password.
2. From your Microsoft365.com homepage, choose the **Teams** app to open it right in your browser.
3. Select **Teams** to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

**Note:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email!)

When you see your class tiles, choose one to start connecting with your teacher and classmates!



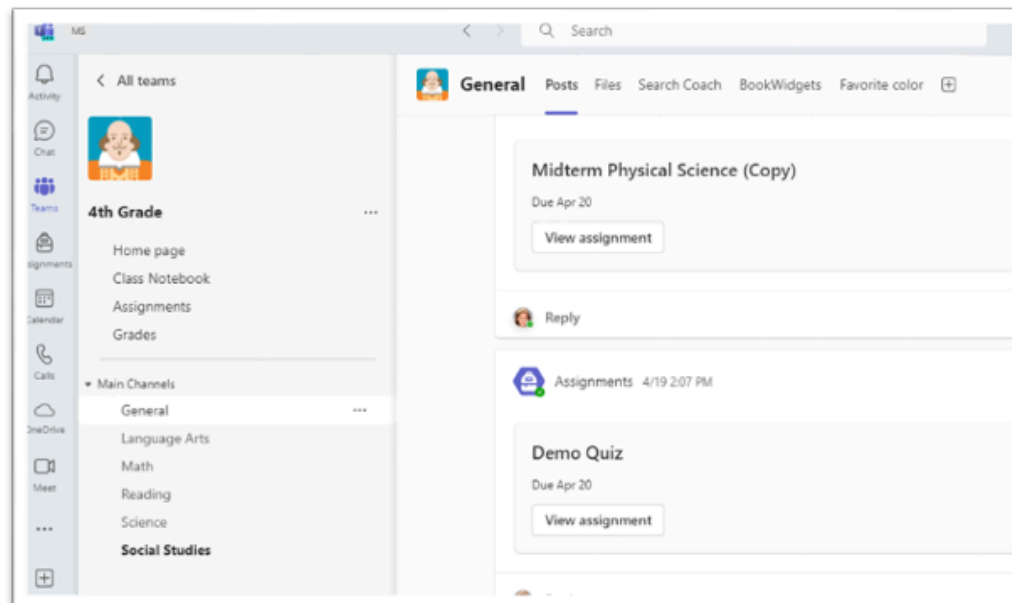
# Get organized

Find and organize conversations, files, assignments, and notes in your class teams

## 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.

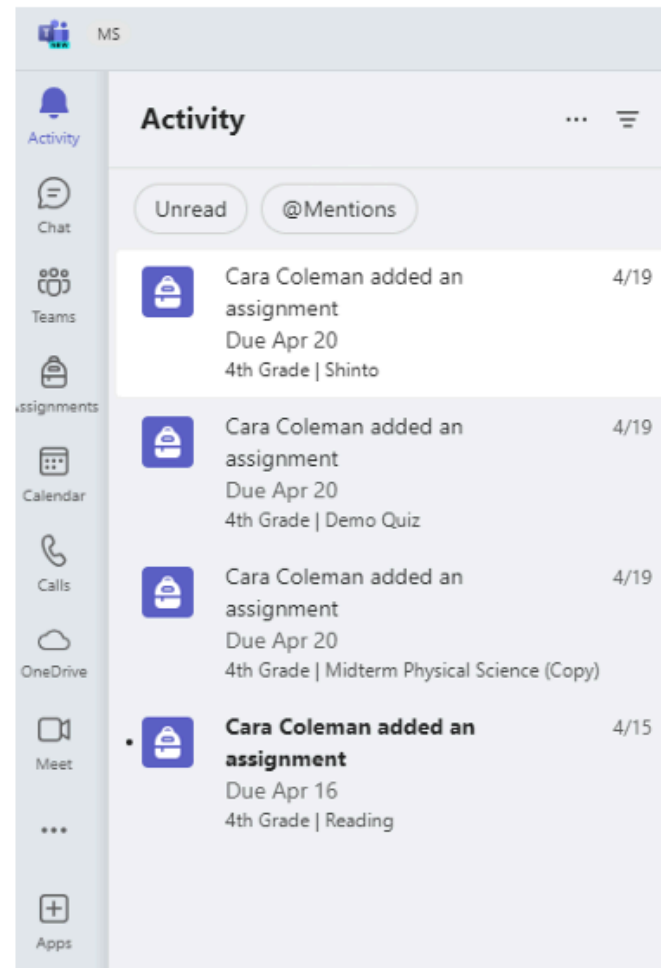
- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.

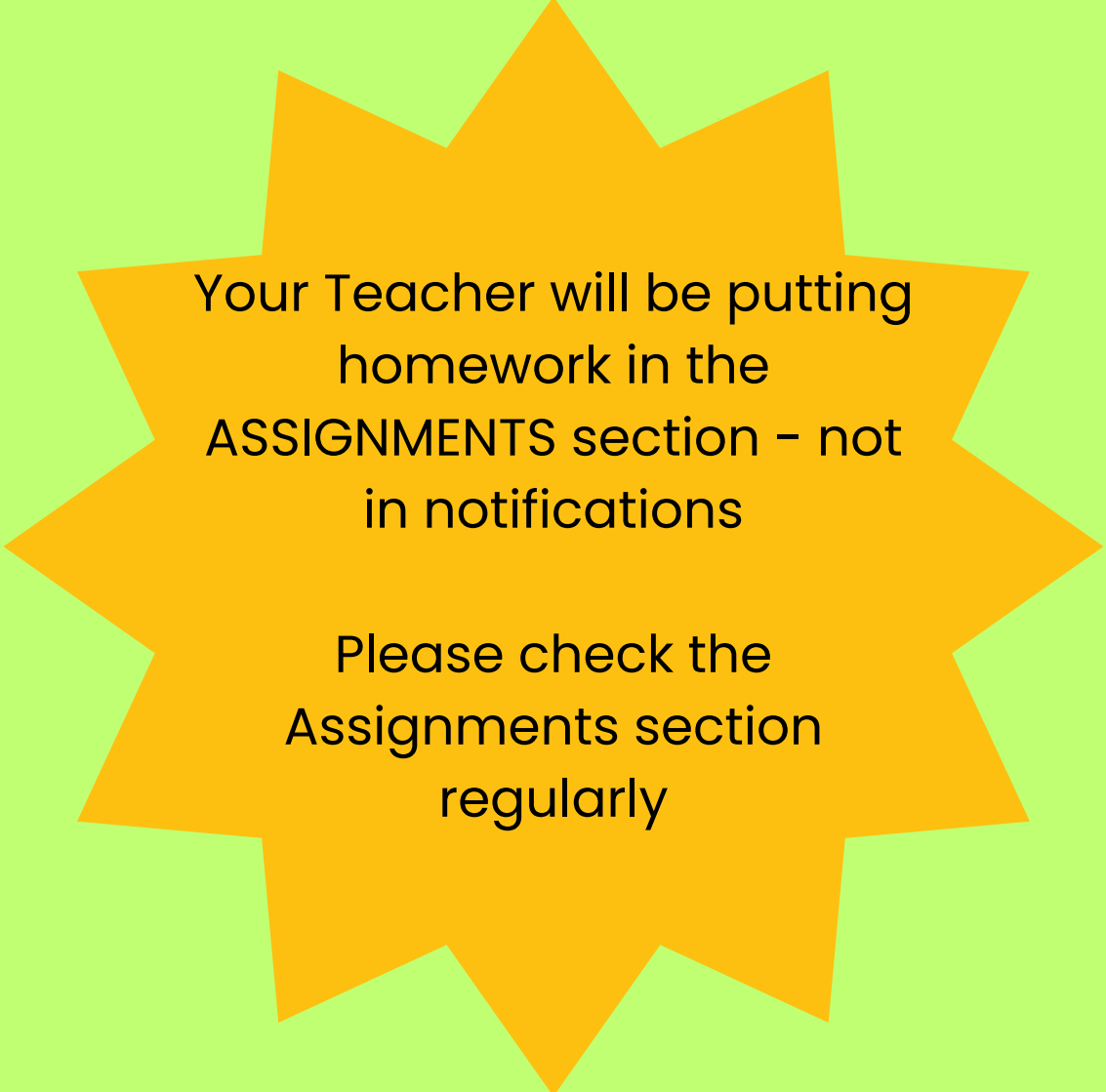




## Notifications

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





Your Teacher will be putting  
homework in the  
ASSIGNMENTS section – not  
in notifications

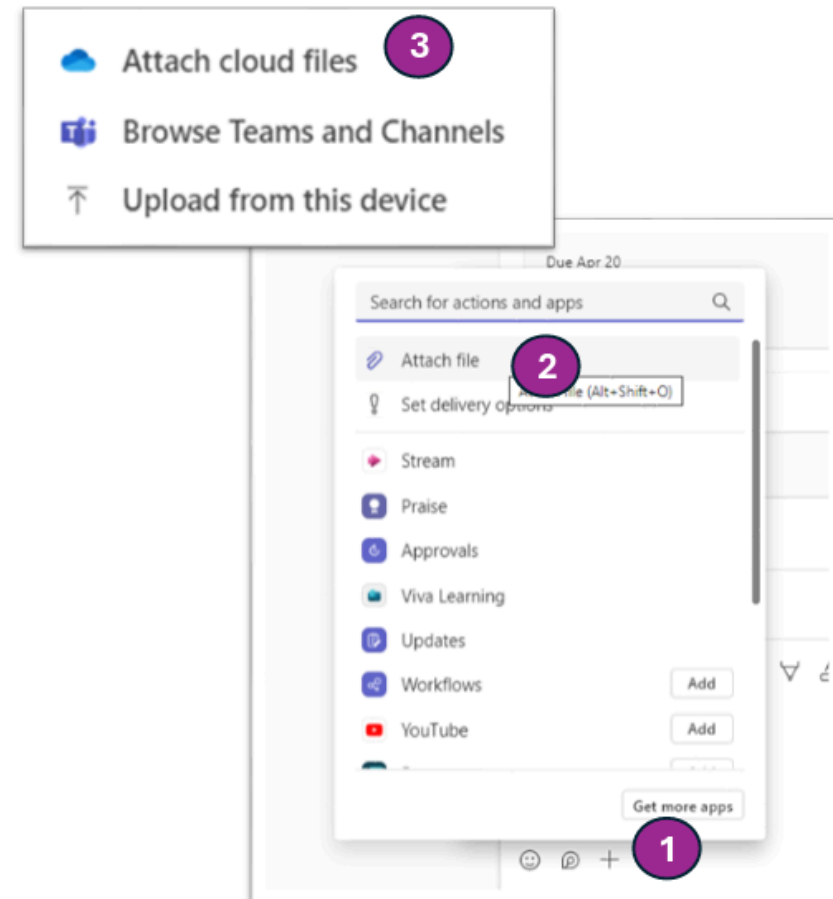
Please check the  
Assignments section  
regularly

# Share and organize files

Share files in conversations and use the Files tab to keep track of them.

## Share a file in a channel or chat

1. In a new message or reply, choose the **plus sign icon**. 
2. Choose **Attach file**.
3. Choose a file you'd like to share from the cloud, teams, or upload from your device.
4. Include a message if you want, then choose **Post**.



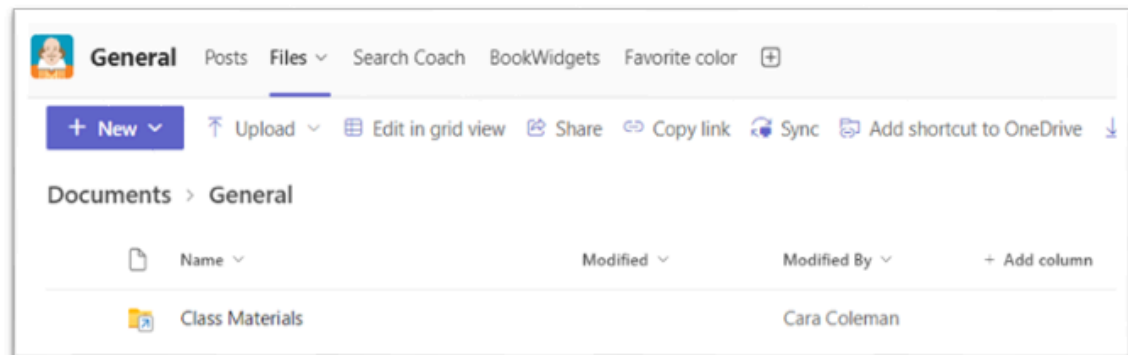
## Find or create a file

See the files that you, your classmates, and your teacher have shared in a chat or a channel by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

## Class Materials

In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.



# Assignments and grades

View and turn in your work. All from Teams.

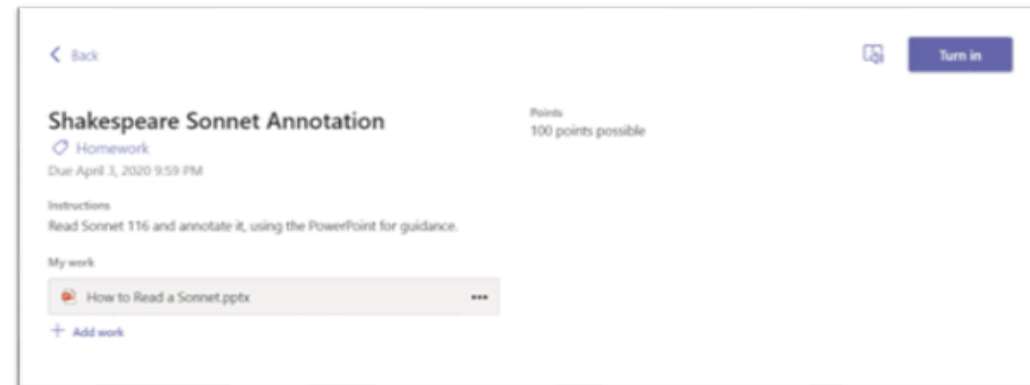
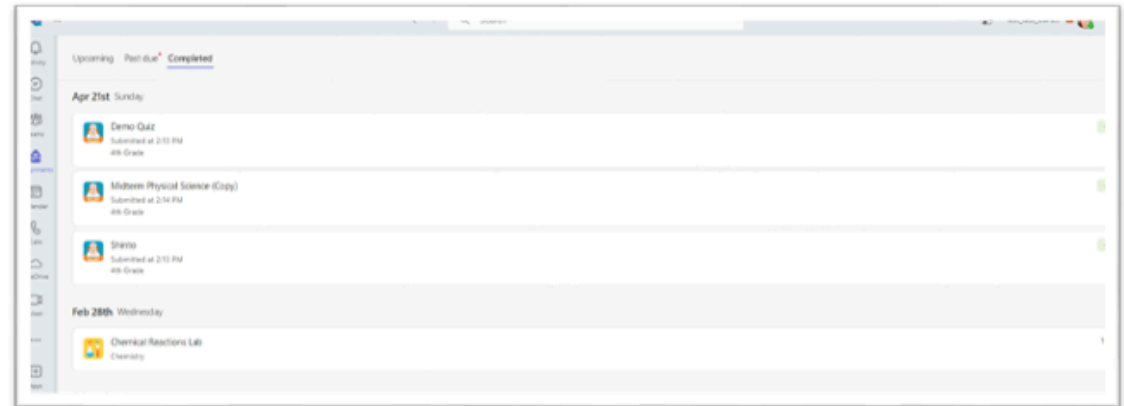
## View and turn in assignments

1. Select the **Assignments** tile .
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by choosing **Add work**.
4. Choose **Turn in**.

Most of the time the teacher won't want you to upload your homework and will check it in class

If they want you to submit a document they will explain that in class

The Assignment features works like a reminder/homework journal



## Important Points to Remember!

### Check the Assignments Daily

- Open Teams
- Look at the left side of the screen
- Click “Assignments”
- All Assignments will be visible there for all subjects

### Submission

- Teams is now your homework journal
- You won't always have to submit your homework on teams
- Your teacher will explain how they plan on checking it

### Login

- Keep your login details in 2 safe places in case you forget them