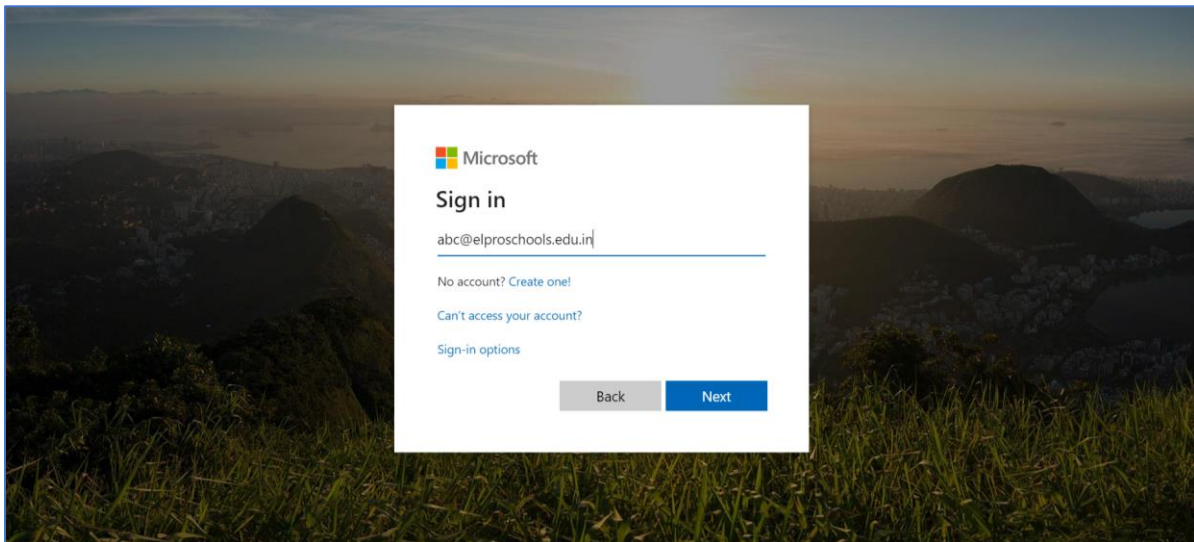


MICROSOFT 365 USER MANUAL FOR STUDENTS

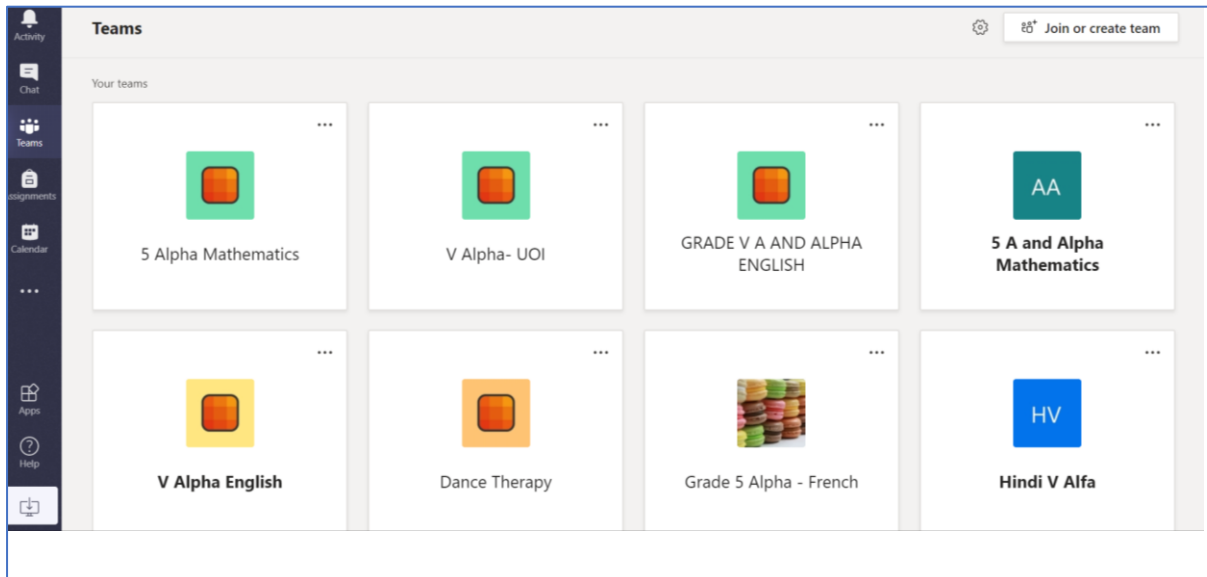
STEP 1: Login the account

- Login to www.office.com and enter the user ID and password shared by the school.

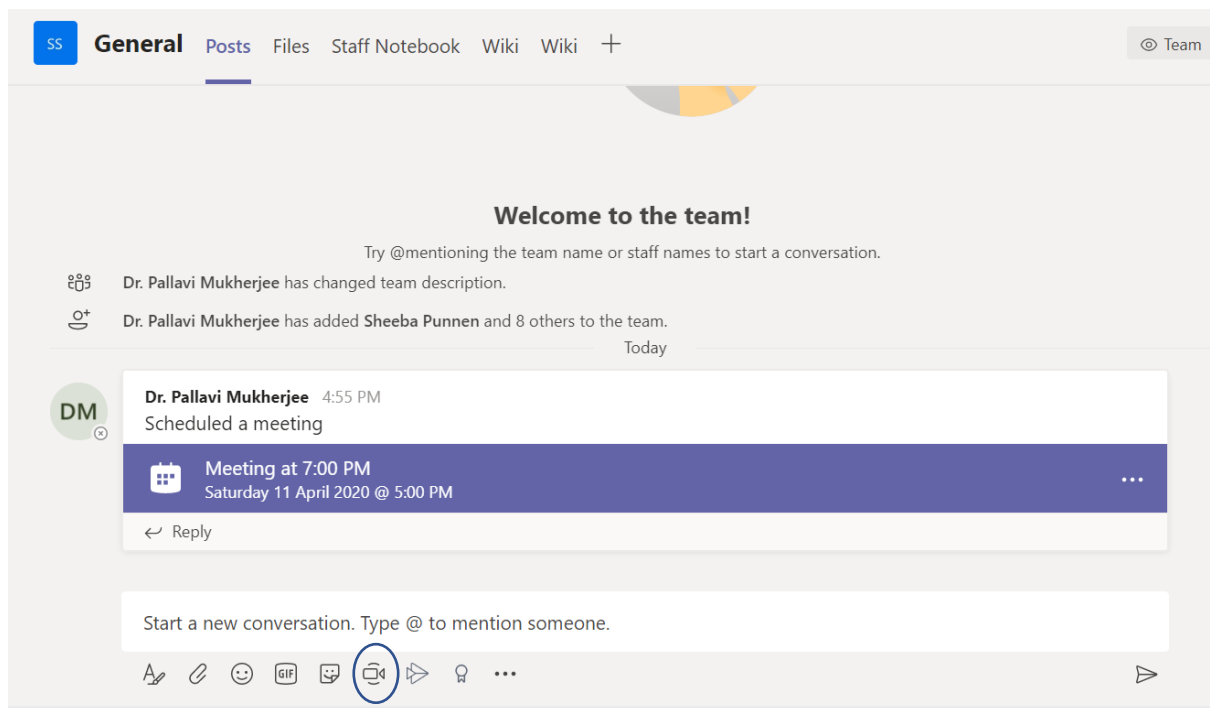


STEP 2: Join “Teams”

- Students will see themselves as team members for the classes scheduled by their teachers.

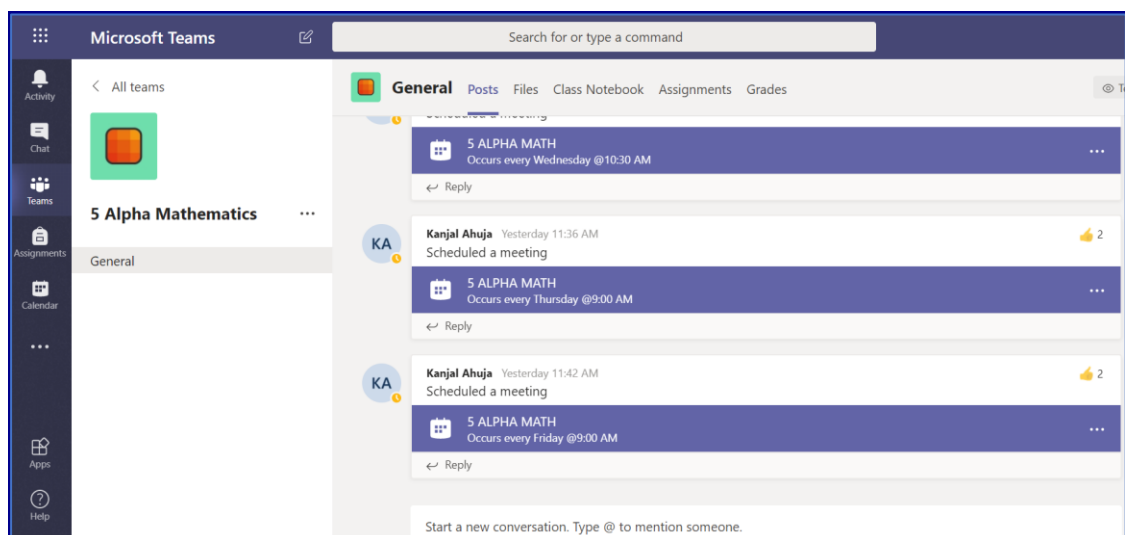


- Student needs to go to the required team as per the time table schedule (shared by the school) and join the meeting to attend virtual classroom for each subject. These classes would be conducted using the video call option given in teams.



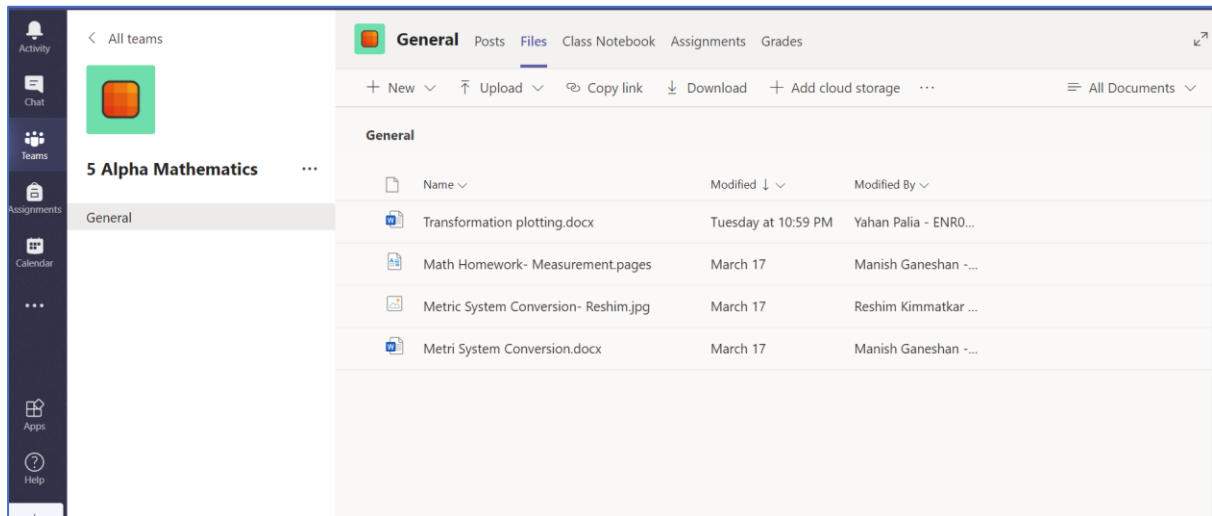
FEATURE 1: POSTS

- Each team would enable the students to see the posts that are uploaded by their teachers to support learning. It is an interactive platform wherein the students can freely communicate with their teachers.



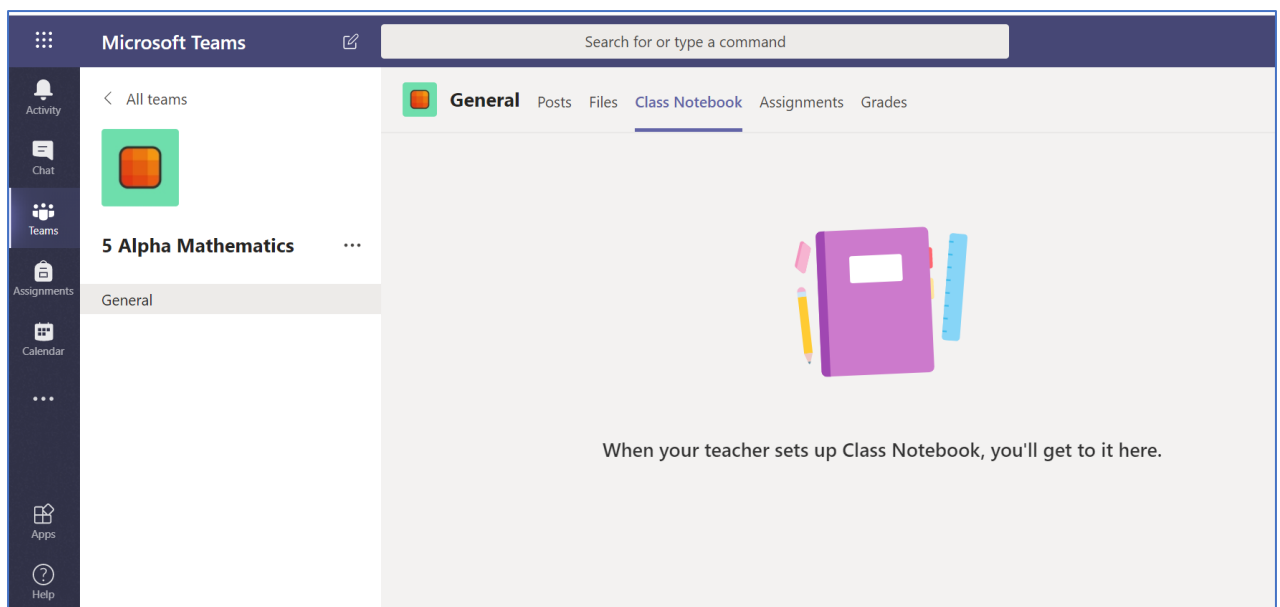
FEATURE 2: FILES

- Students have a complete access to the files uploaded by their subject teachers to enhance learning. Students also have an option to showcase their work.



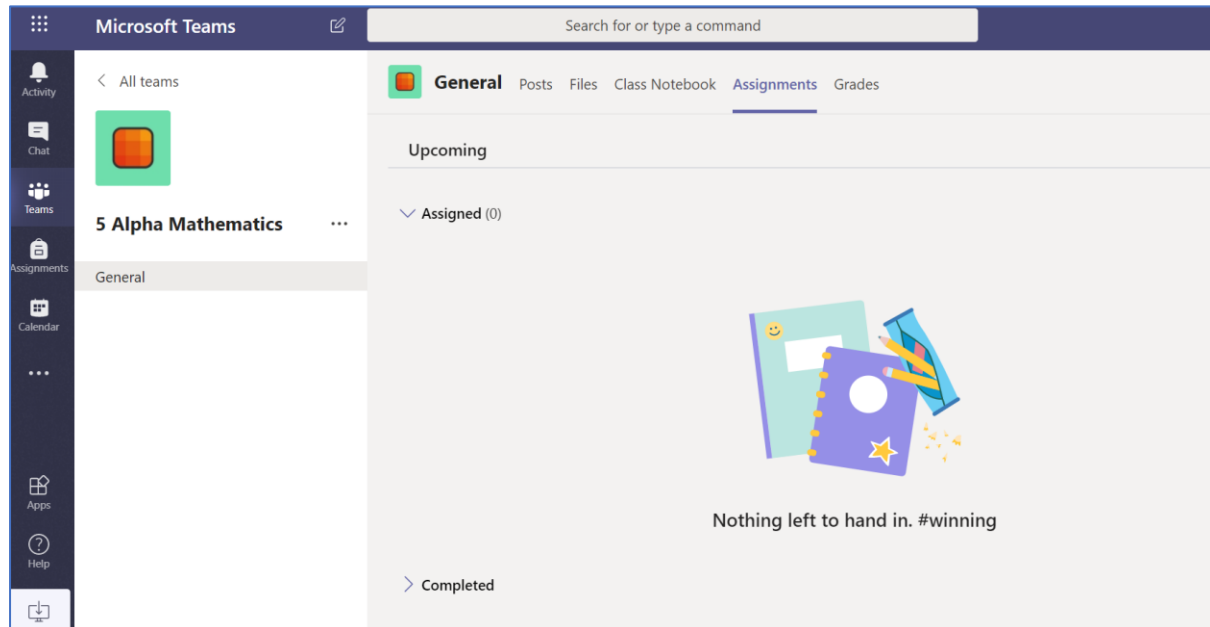
FEATURE 3: CLASS NOTEBOOK

- The digital class notebook helps the teacher putting up the important key words for the students while teaching. Notes so created are auto saved on cloud and can be referred back at any point of time by the students. Class notebook can also be used for collaborative learning by students. For example – group studies / group project work.



FEATURE 4: ASSIGNMENT

- This feature helps assigning interactive assignments to the students that can be graded online by the teachers. The students would have an option to submit it back here to the teacher.



FEATURE 5: GRADES

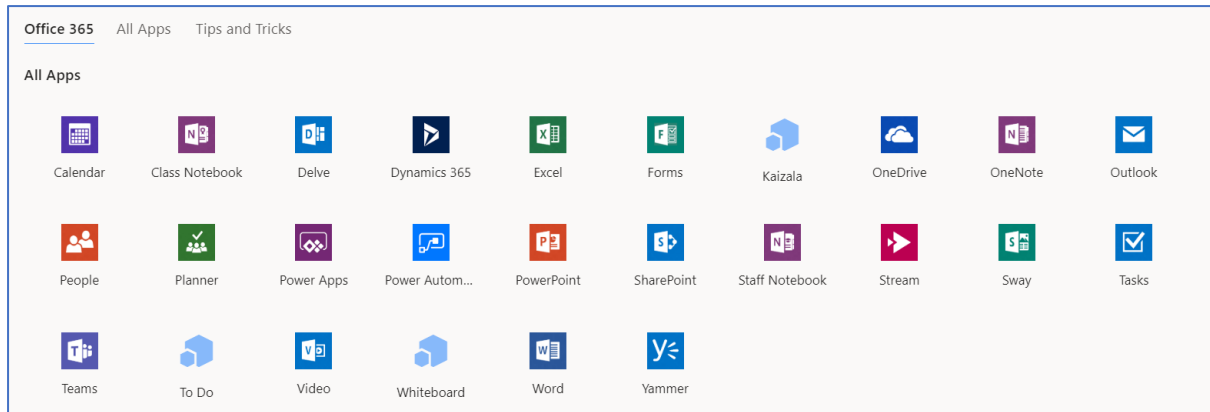
- The assignments submitted by students will be suitably graded by the teachers. This caters to the needs of standardised online assessments.

The screenshot shows the Microsoft Teams interface with the 'Grades' tab selected. The table below represents the data shown in the 'Grades' section.

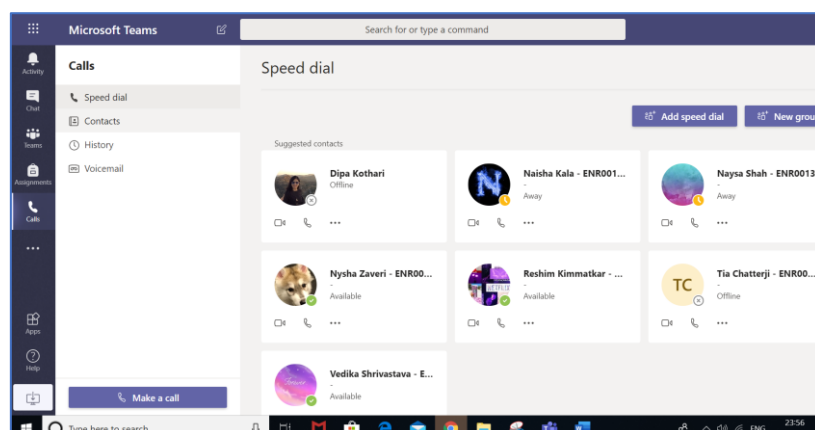
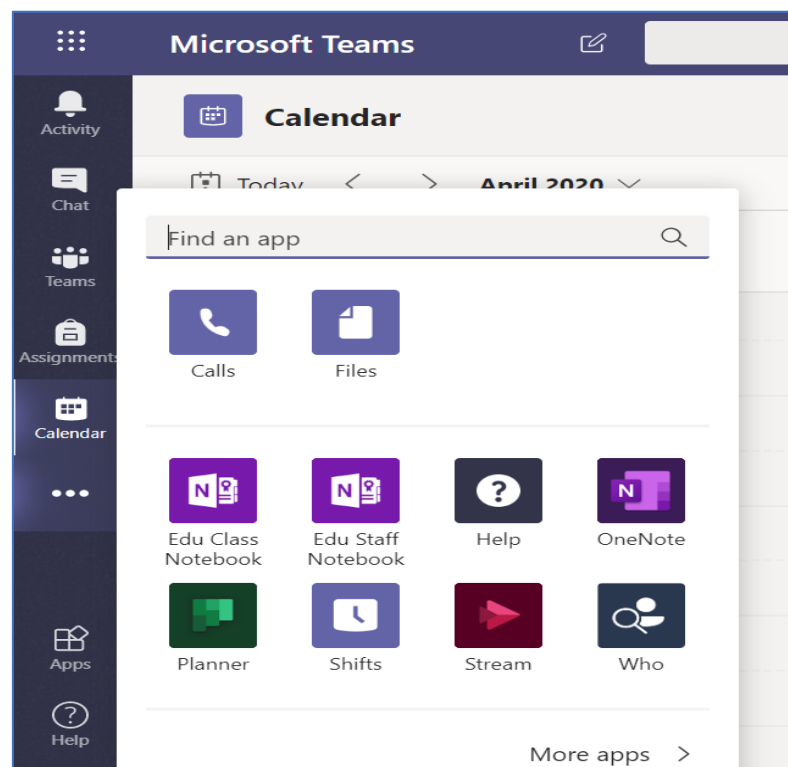
Date	Assignment Name	Status	Points
Apr 13	Plotting Coordinates - Geography Integration	✓ Handed in	No points
Apr 7	TRANSFORMATIONS TASK LIST	🕒 Handed in 9 hours...	No points
Apr 7	TASK 1: TRANSFORMATIONS QUIZ	✓ Handed in	/10
Apr 2	ANGLES IN POLYGONS	🕒 Handed in 4 days L...	No points
Mar 31	QUADRILATERALS	✓ Handed in	/10
Mar 30	Quadrilateral - Note - Flip Class	🕒 Handed in 9 hours...	No points
Mar 27	Polygon - Diagonal Challenge	🕒 Handed in 6 days L...	No points
Mar 26	Polygons - Task 1 - Prior Knowledge	✓ Handed in	/0
Mar 26	Polygon	✓ Handed in	No points
Mar 25	Geometry - Using a Protractor	✓ Handed in	No points

FEATURE 6: APPS

- Microsoft 365 brings in the following apps for our students to use them as per their needs.

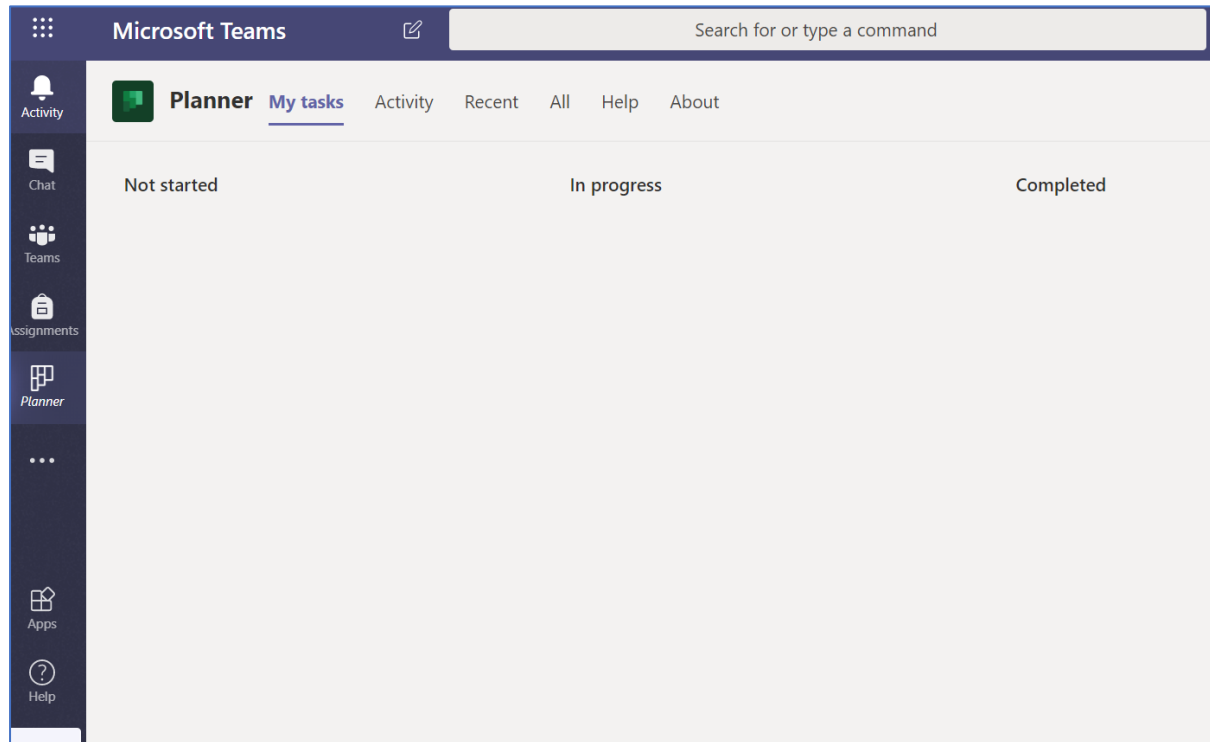


- Microsoft 365 also facilitates audio and video calling to support virtual learning



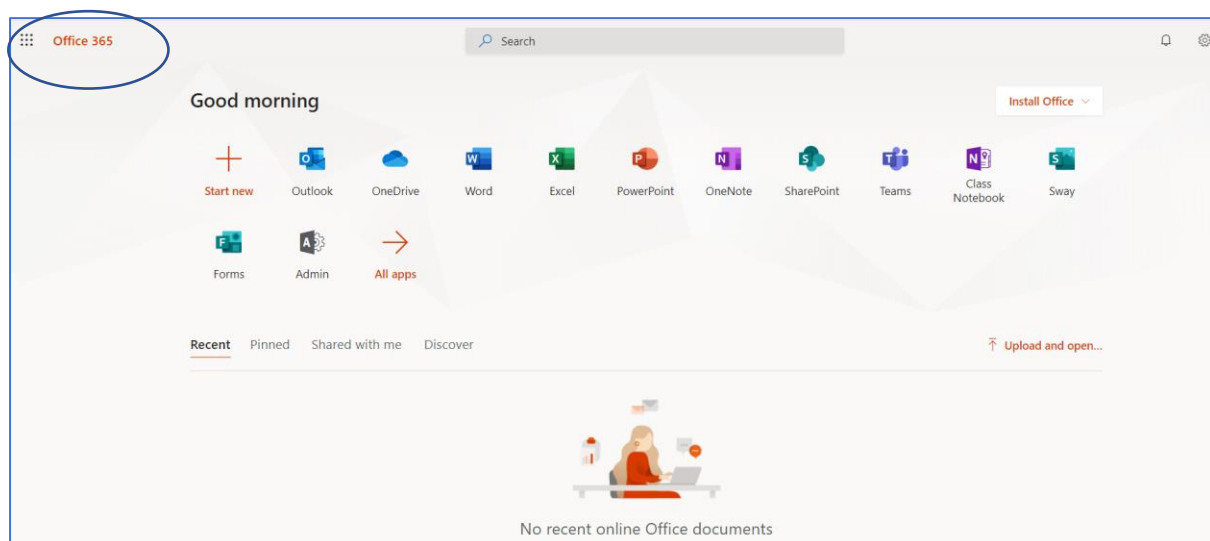
FEATURE 7: PLANNER

- Planner helps in creating effective study plans for students to help them take up time management more enthusiastically

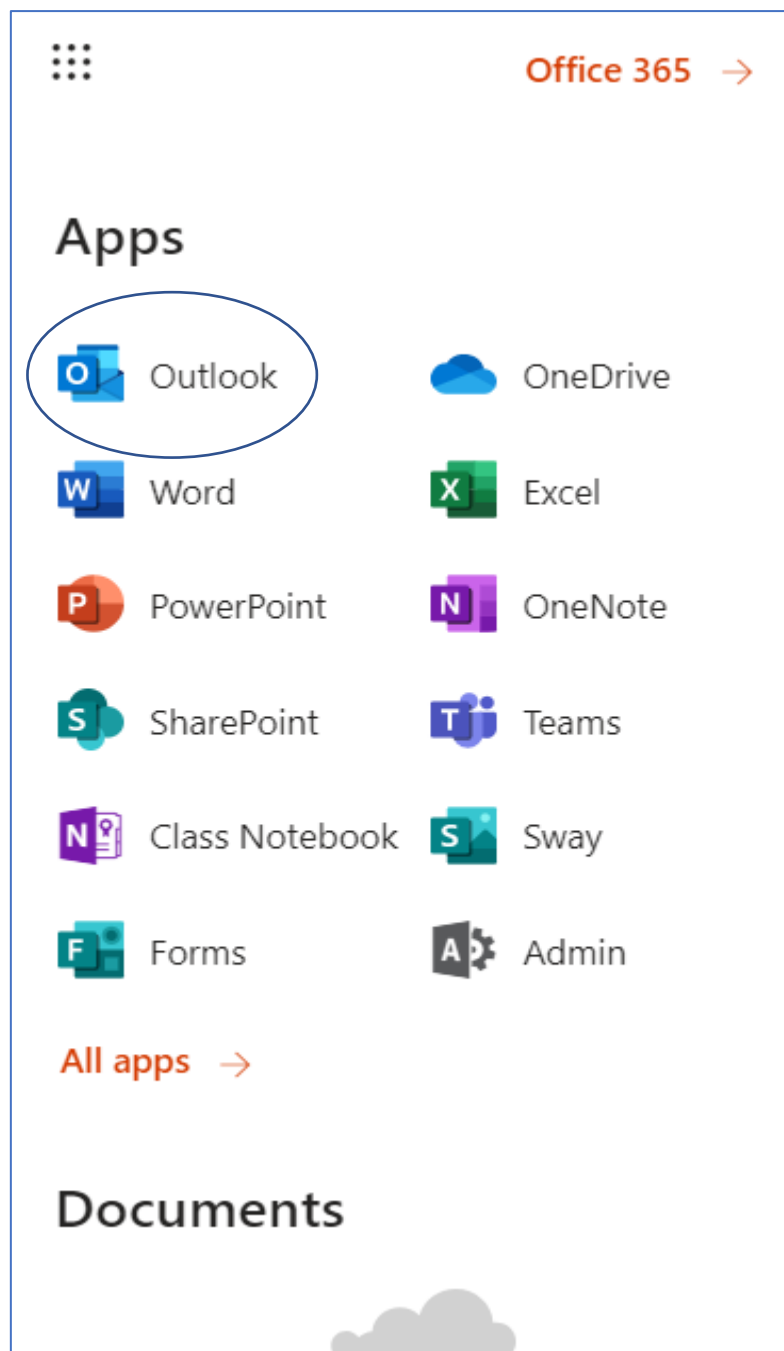


FEATURE 8: OUTLOOK (TO BE USED FOR MAILING)

- Login to your account with the given credentials and click on the icon reflected besides "Office 365"



- Click on "Outlook" from the Apps



- You would be directed to the mailbox which can be conveniently used to write back to anyone within the school.



Outlook



New message



Favorites



Inbox

14



Sent Items



Drafts

1

Add favorite



Folders



Inbox

14



Drafts

1