

In this document you will find information on how to:

- [Log on](#) to Microsoft Teams
- Microsoft Team [App](#)
 - [Logging in](#) to the app
- [Channels](#) – Where to find the groups/classes you are a part of
- [Posts](#) - How to post your learning join discussions
 - Sharing your learning
- [Files](#) - How to create and save documents
 - [Creating](#) a new document
 - [Uploading](#) a document from your computer
- [Class Notebook](#) - How to use the Class Notebook

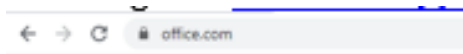
Logging on to Microsoft Teams

PC or internet browser on device - <https://clickv.ie/w/MnLm>

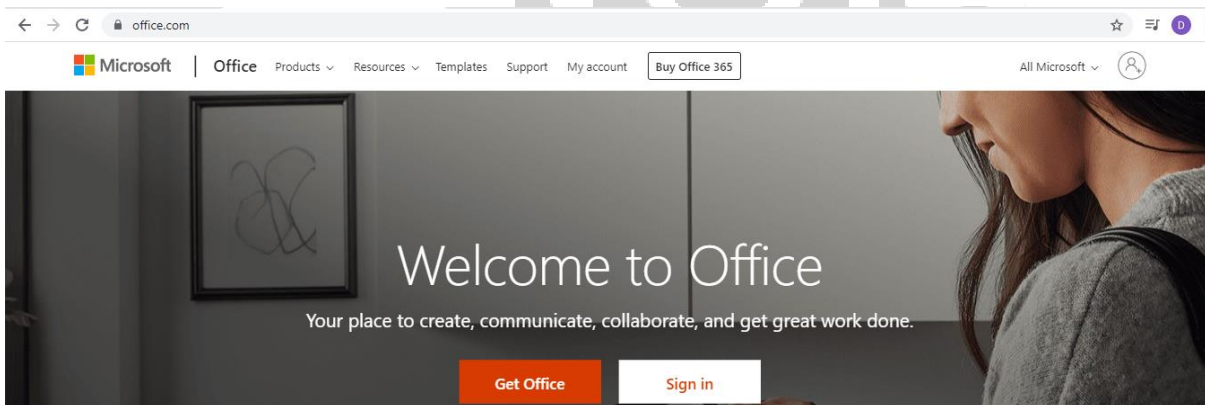
1. Go onto **Google Chrome**



2. Type **office.com** into the search bar

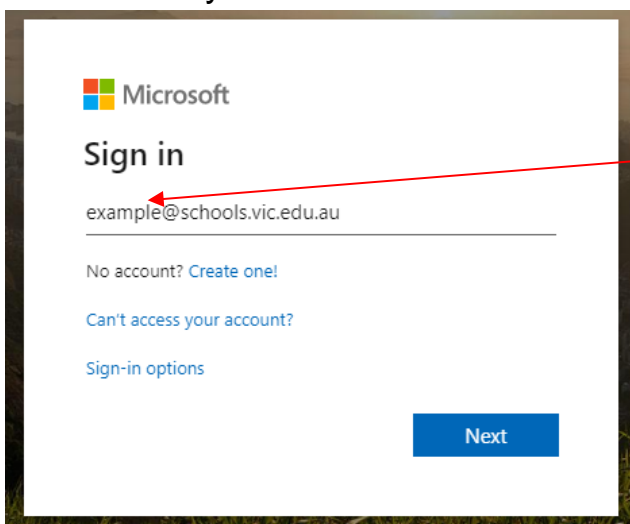







3. Click **sign in**



4. It will ask you for an email address. **The first part is your edustar username** (the same one you use for the school computers and ClickView)

Then put **@schools.vic.edu.au**



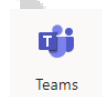
<p>Example Student EDUSTAR: EXAMP GRADE: 456A</p>		
<p>https://login.mathletics.com/ Username: Password:</p> 	<p>https://sso.readingeggs.com/login Username: Password:</p> 	
<p>https://app.kluwell.com/account/login Username: Password:</p> 	<p>https://www.office.com/ Username: Password:</p> 	

5. You then enter your **edustar username and password**. These are the same as when you log into the school laptops



The screenshot shows the eduPass login interface. At the top, it says 'VICTORIA Education and Training' and 'eduPass'. Below that, there's a 'Security (show explanation)' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. There are input fields for 'User ID:' (containing 'example') and 'Password:' (containing masked characters). Below the password field are links for 'Reset Forgotten Password' and 'Log in'. At the bottom, there are links for 'Copyright | Disclaimer | Privacy'.

6. Click onto Microsoft Teams



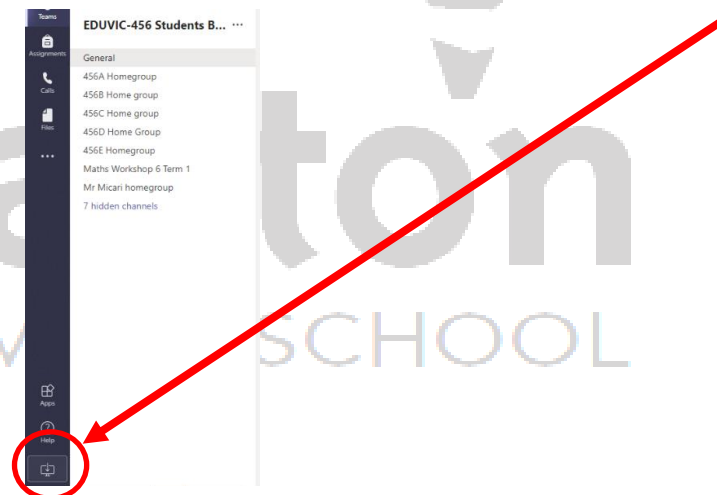
Microsoft Teams App

If you are using a mobile device such as an ipad or tablet you can use the internet browser and follow the steps above or download the app

Apple Store – <https://apps.apple.com/au/app/microsoft-teams/id1113153706>

Google Play - https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_AU

If you are using a desktop computer or laptop you can download the **desktop app** from teams in your web browser



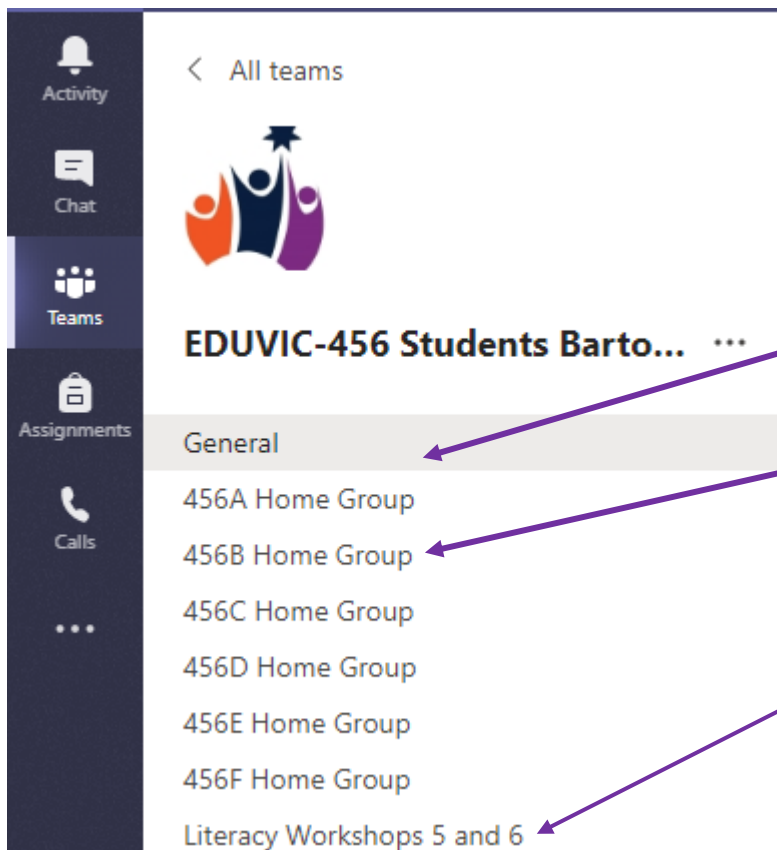
Logging in using the app

Follow the steps in this video - <https://clickv.ie/w/bGLm>

Features of Microsoft Teams

Channels

Channels are used for different groups to share and collaborate



Down the side you will find different **channels**.

The **General** channel is for the whole year level.

Each **home group** has its own channel

Different **workshops** also have different channels

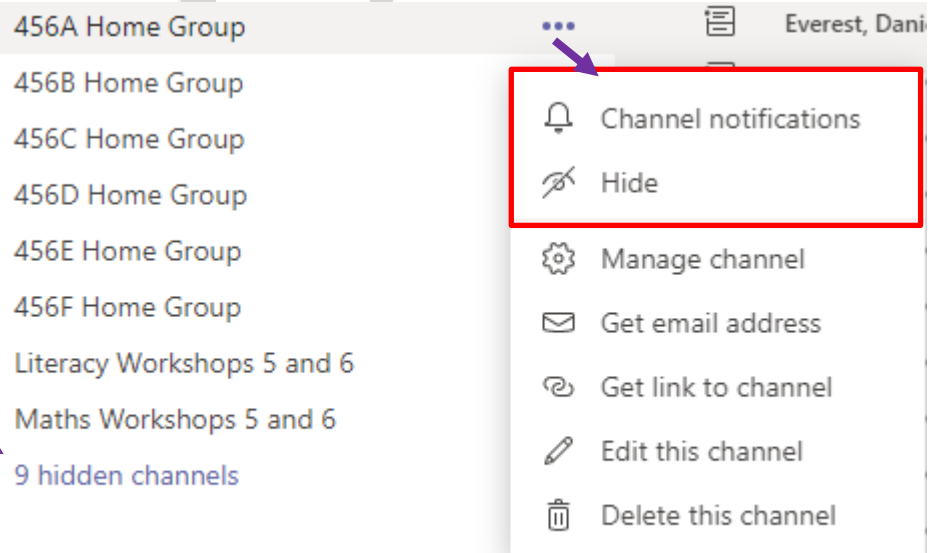
We may ask you to upload work into one of these channels in the posts section.

Channel notifications You can turn on the **Channel notifications** for the channels that you are a part of...

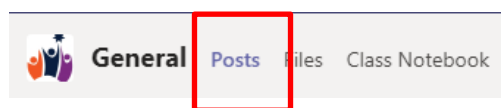
- Your Home Group
- Your Literacy Workshop
- Your Maths Workshop

Hide You can **Hide** all other channels but still see them by clicking here

Please **DO NOT** hide the General Channel



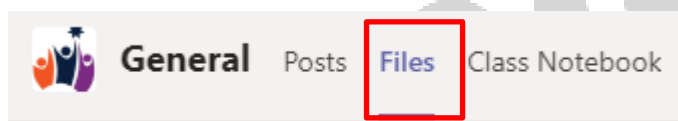
Posts



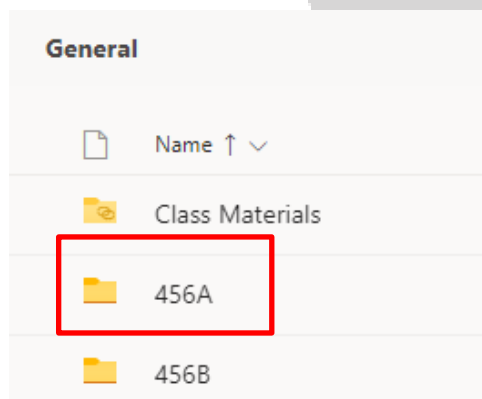
There is a posts section for each channel
Your teachers will post links in the post section.
You can also post questions to your classmates here – remember everyone can read these posts!
Posts is where you will share learning that you want all of your classmates to see.

Uploading and sharing work - If you are unsure of how to upload work into the post sections you can follow this tutorial here: <https://clickv.ie/w/11Km>

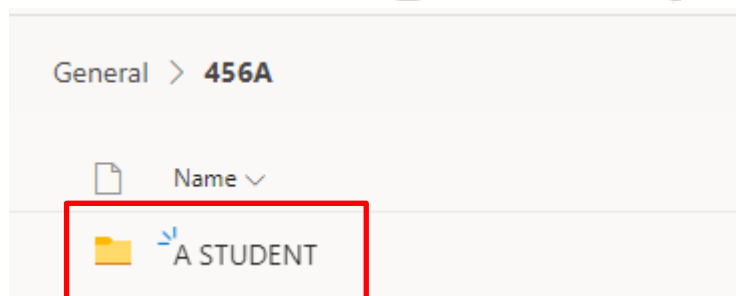
Files



In the **General channel** you will find a file for each Home Group.




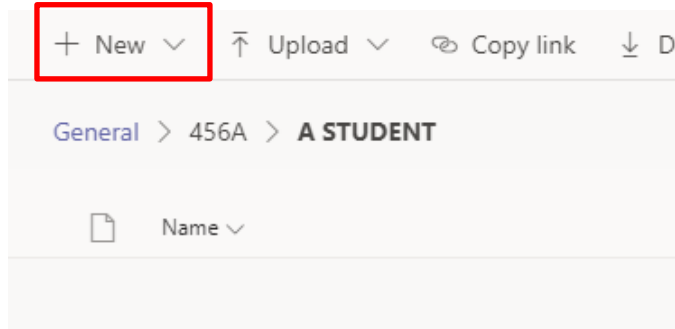
In your **Home Group** file you will find a file with **your name** on it



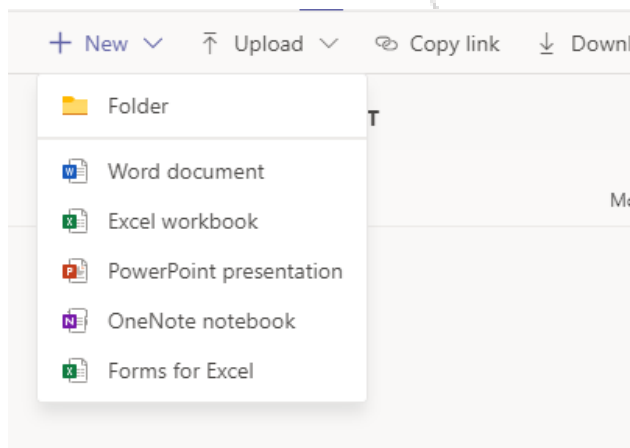
This is where you will **save and create documents**

Creating a document

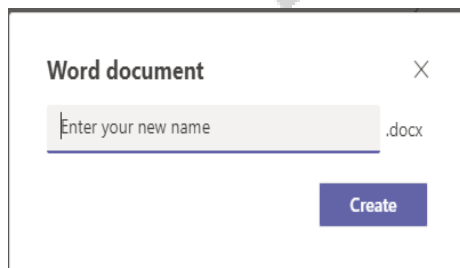
1. When you are in **YOUR FOLDER** you can press  to create a new document or presentation



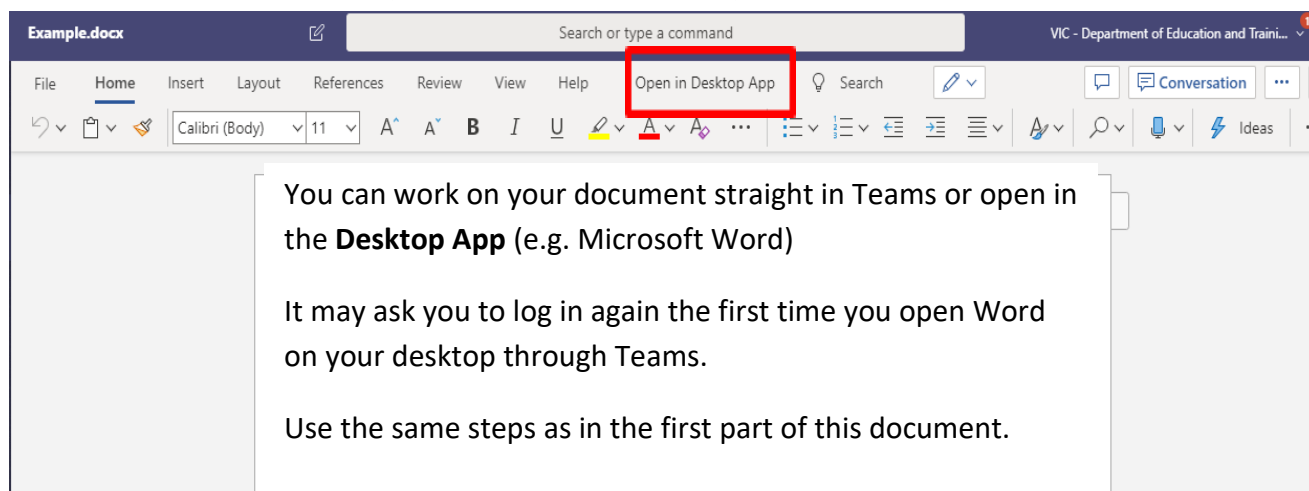
2. Click which type of file you would like to create



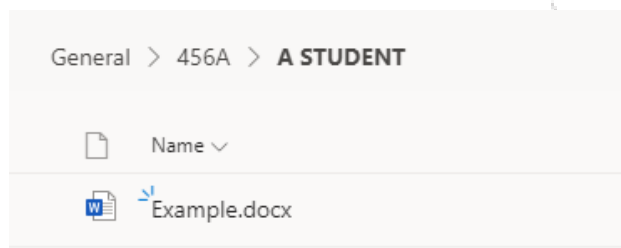
3. Give your document a **title** and then click **create**



4. Teams will now open the document for you to work on



5. Once you have finished you can close the window or document. The document will **sync and save automatically**. When you close it you can find it again in your file.

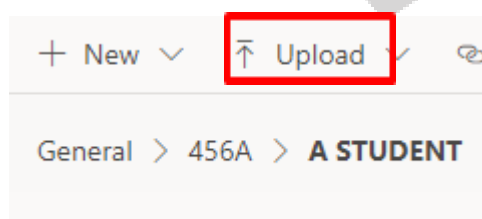


Uploading a document

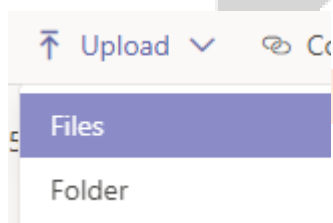
1. In your folder click



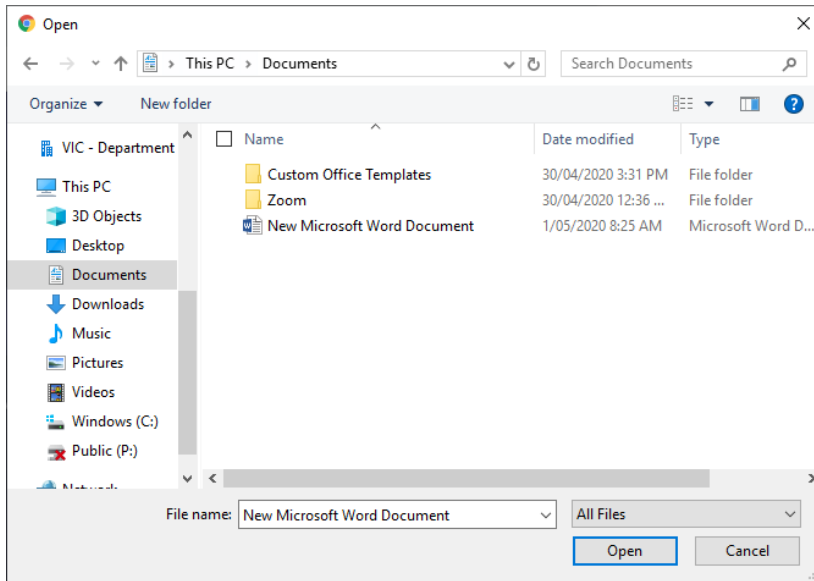
Upload



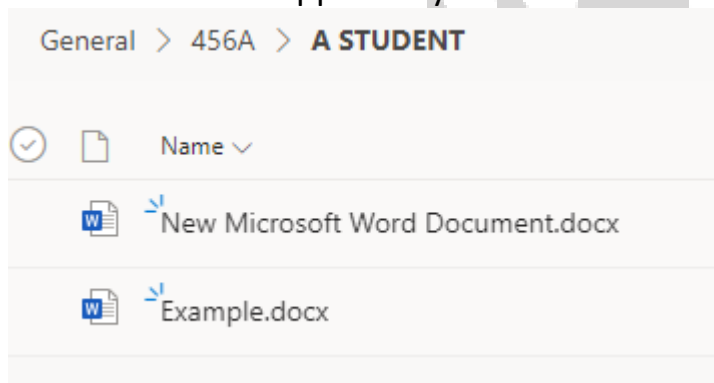
2. Then click **files**



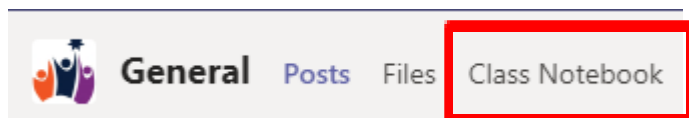
3. Choose the file from your computer and press **open**



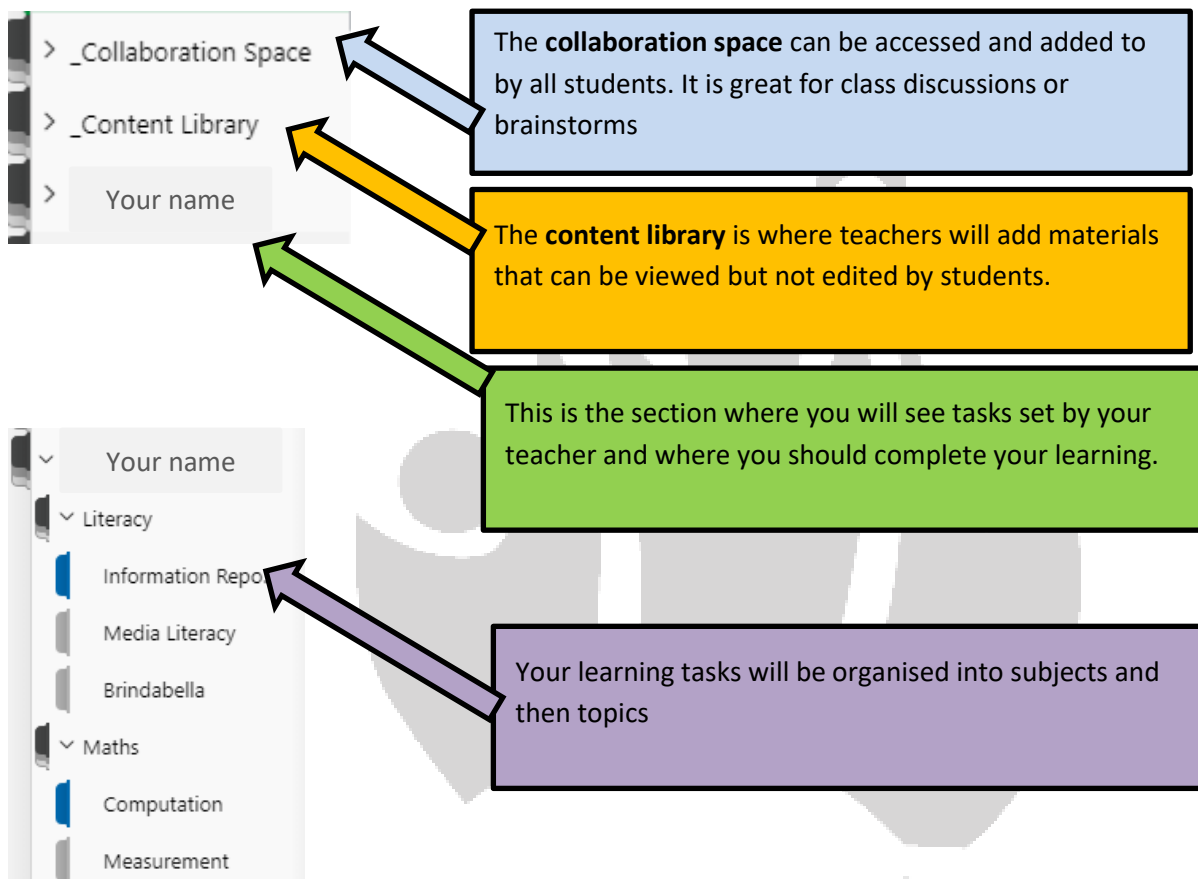
4. Your file will now appear in your folder on Teams



Class Notebook

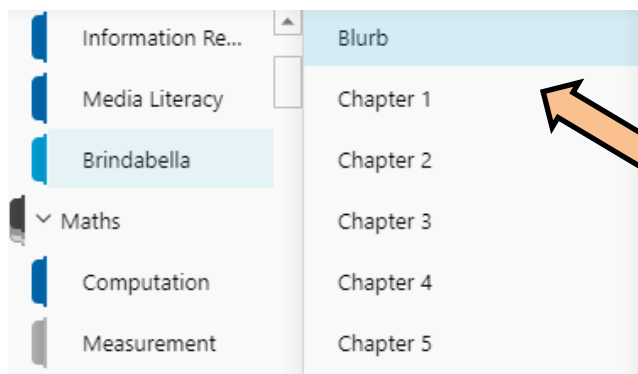


This is where you will find set learning activities and a space to complete these.

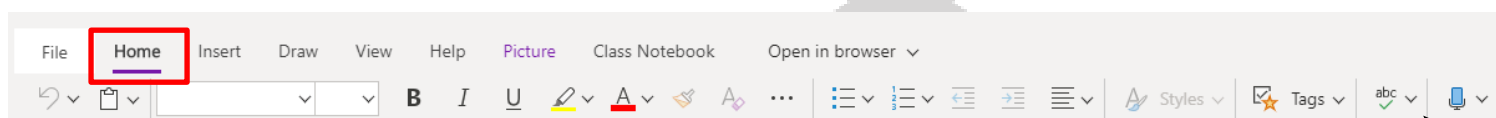


The screenshot shows the Microsoft Teams Class Notebook interface. It features a left-hand navigation pane with three main sections: '_ Collaboration Space', '_ Content Library', and 'Your name'. The 'Your name' section is expanded to show subject folders: 'Literacy' (with sub-items 'Information Repo', 'Media Literacy', and 'Brindabella'), 'Maths', 'Computation', and 'Measurement'. Four callout boxes with arrows point to specific elements:

- Blue callout:** Points to the '_ Collaboration Space' section. Text: "The **collaboration space** can be accessed and added to by all students. It is great for class discussions or brainstorms"
- Yellow callout:** Points to the '_ Content Library' section. Text: "The **content library** is where teachers will add materials that can be viewed but not edited by students."
- Green callout:** Points to the 'Your name' section. Text: "This is the section where you will see tasks set by your teacher and where you should complete your learning."
- Purple callout:** Points to the 'Literacy' subject folder. Text: "Your learning tasks will be organised into subjects and then topics"

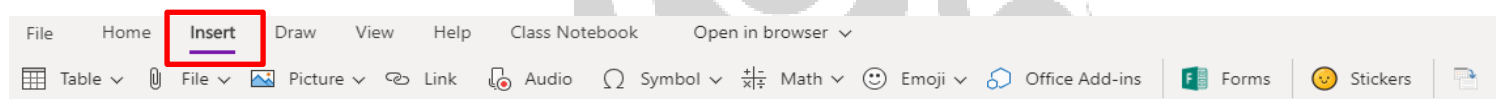


Each task will be on a page. You can also create your own pages to share your learning.

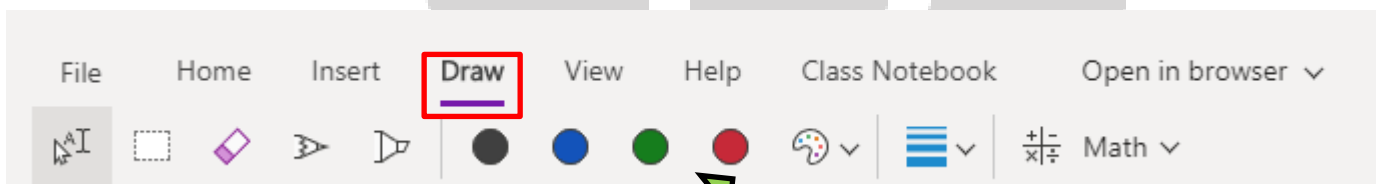


The **home tab** is for the general text tools similar to any Microsoft Office document.

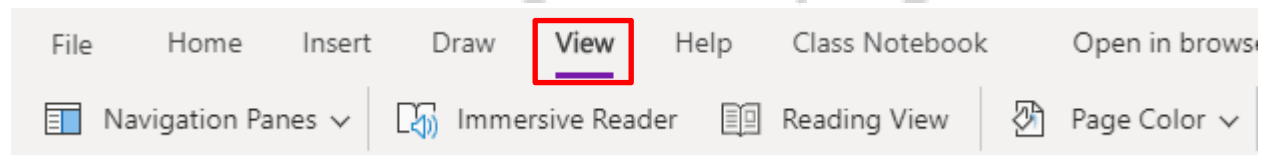
The **dictation tool** allows you to speak and it converts your speech to text.



You can insert many different features including audio recordings and pdf files.



You can use the draw features to highlight and annotate your work. Try using this to show your working out in maths and then change it to text and symbols!



In the view tab is where you will find the **immersive reader**. It can read aloud the text and you can use the different functions to make it easier for you to view and understand the information.