Microsoft
Learn more about Teams

Getting started with Teams

Step 1: Turn on your computer or device and login. *Teams App is also available for Apple and Android devices*.

Step 2: Select your desired web browser (Google Chrome, Microsoft Edge, Firefox) to access the internet.
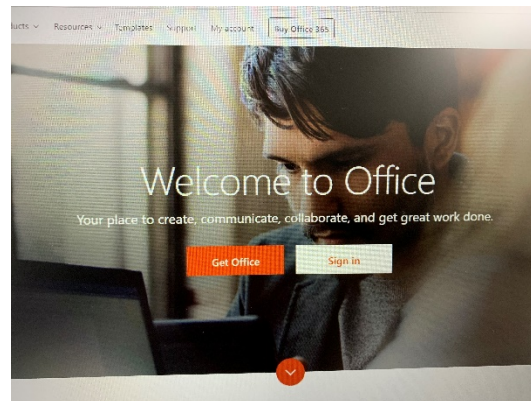
Step 3: Go to www.office.com

Step 4: Sign in using your SCA email address
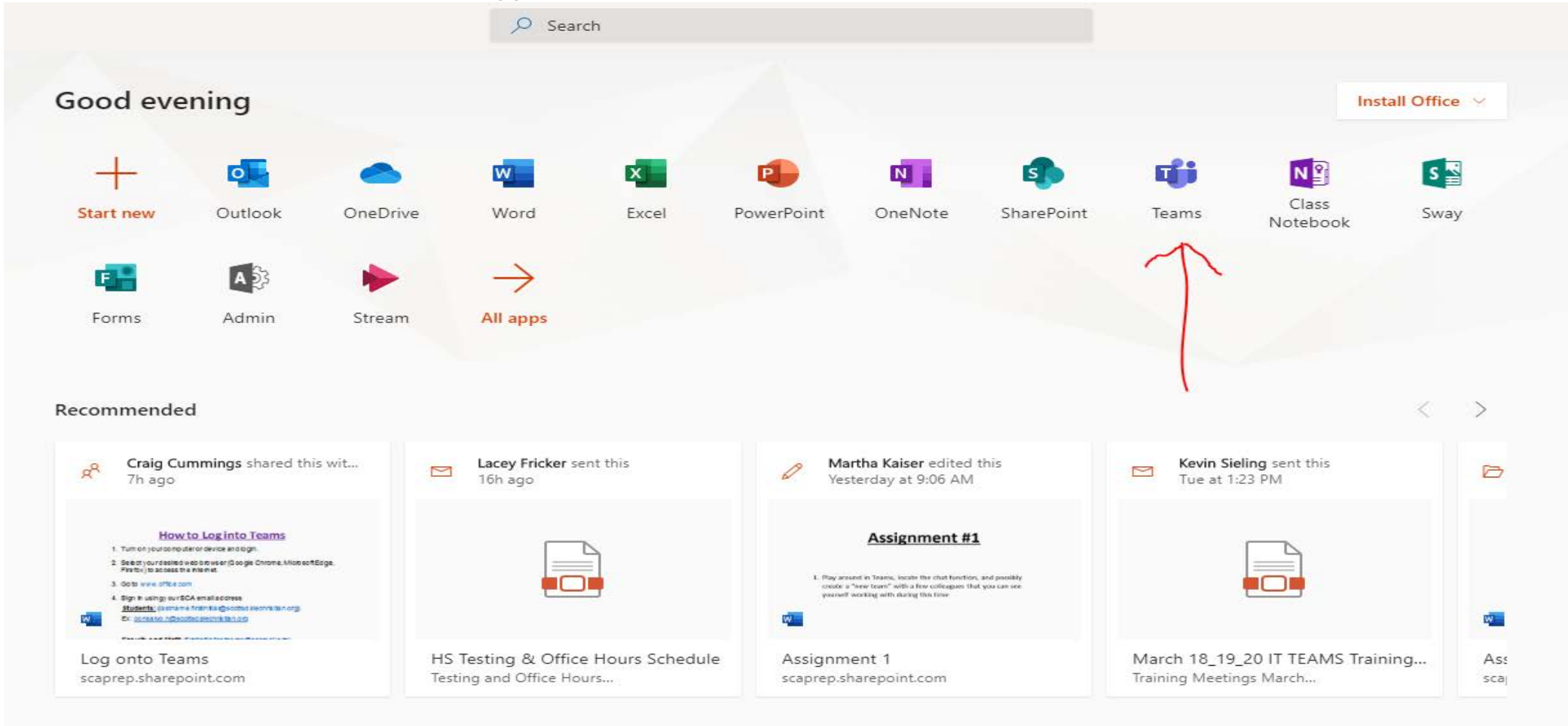   **Students:** (lastname.firstinitial@scottsdalechristian.org)*
    Ex: student.t@scottsdalechristian.org

*There are exceptions to this rule when there are families with the same last name and multiple students who have attended SCA. Email sca-helpdesk@scamail.org with the subject "Username verification" and include the students' first and last name and SCA IT will confirm and reply with the correct username if you need confirmation or cannot seem to login***

Step 5: Go to Teams Once you have logged in, you will look for the purple Teams icon and click it to open Teams.

Step 6: Check your Classes Now that you have opened Teams, you will now check to make sure you are in the "Teams" view and you will see all the Teams/Classes you are a part of. (*See the Quick Start Guide on the next page*)

Scottsdale Christian Academy- Student Teams Training

Microsoft

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

Start a new chat
Launch a private one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Navigate Microsoft Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize teams
Click to see your teams. Drag team tiles around to reorder them.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Microsoft Teams

Search or type a command

Teams

Your teams

Physical Science

Health Research

Pineview School Staff

Pineview School Science Teachers

Algebra

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps
Help

Join or create team

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

View your team
Click to open your class or staff team.

What is a team?
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

Step 7: Navigating your Class. As you click into one of your Teams, you will land on the General tab and the "posts" page, unless you left off elsewhere within the Team on a previous visit. You will see the latest posts/happenings here. Also see below for explanation of other areas of the page.

Navigating Class teams

Class teams provide special capabilities tailored for teaching and learning (*as a student, you may be limited to what you are able to do within a team*)

Add channels and manage your team
You can change team settings, add members to the class team and add channels .

Open Class Notebook
Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades
Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Add tabs
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Every team has channels
Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.
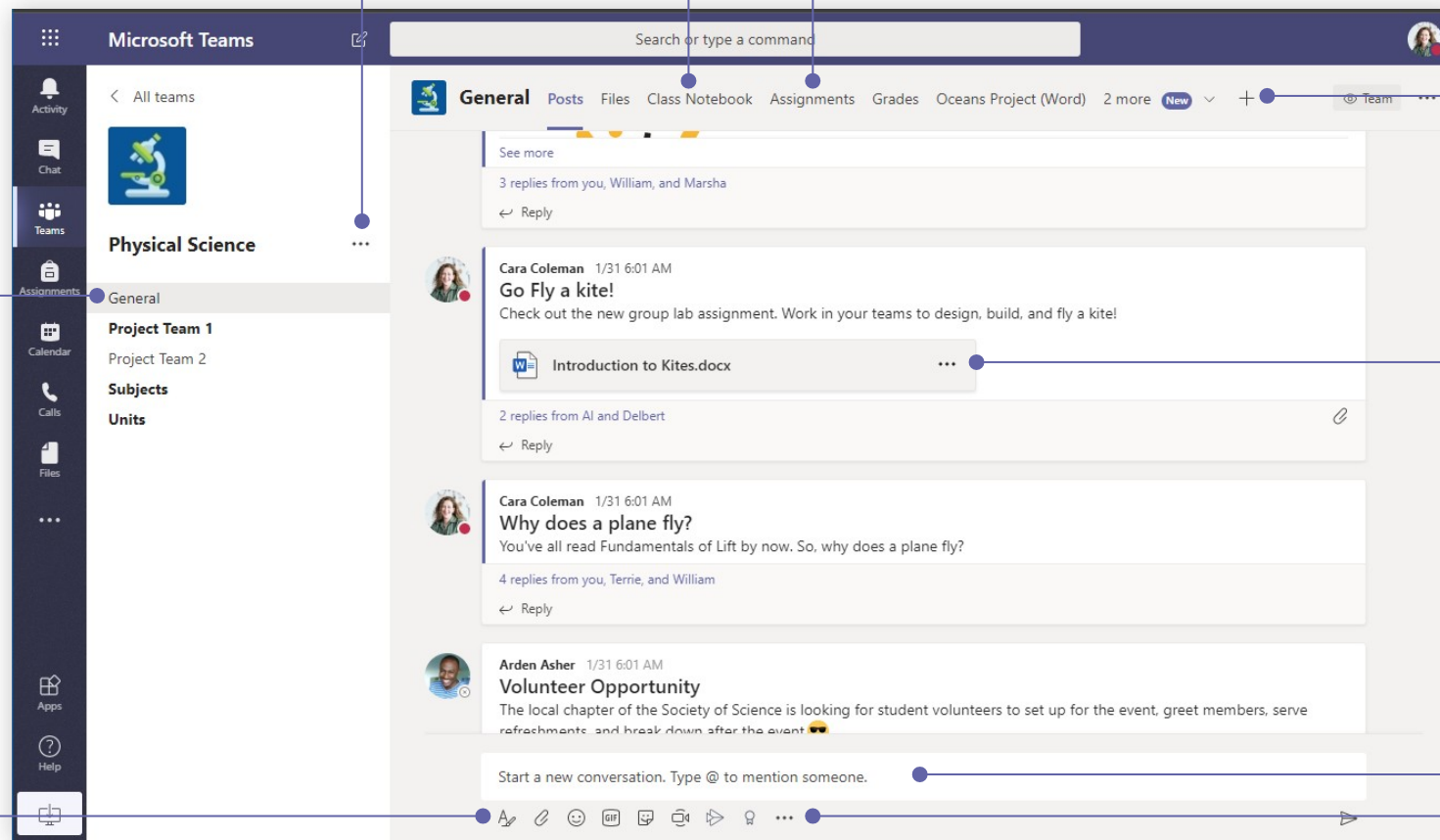
Share files
Let class members view a file or work on it together.

Start a discussion with the class
Type and format you message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Format your message
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add more messaging options
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

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For IT assistance, please email: sca-helpdesk@scamail.org