

Introduction to the Teams Tabs.

As versatile as Microsoft Teams is, its user must FULLY grasp the basic concepts and features that Teams incorporates in order to properly use the program.

Similar to how the home, search and activity bars work on Instagram, the various tabs that each specific Team has serve different purposes.

In *Figure 1*, Tabs are located on the top of the screen (red box). Simply click on the tab to open it.

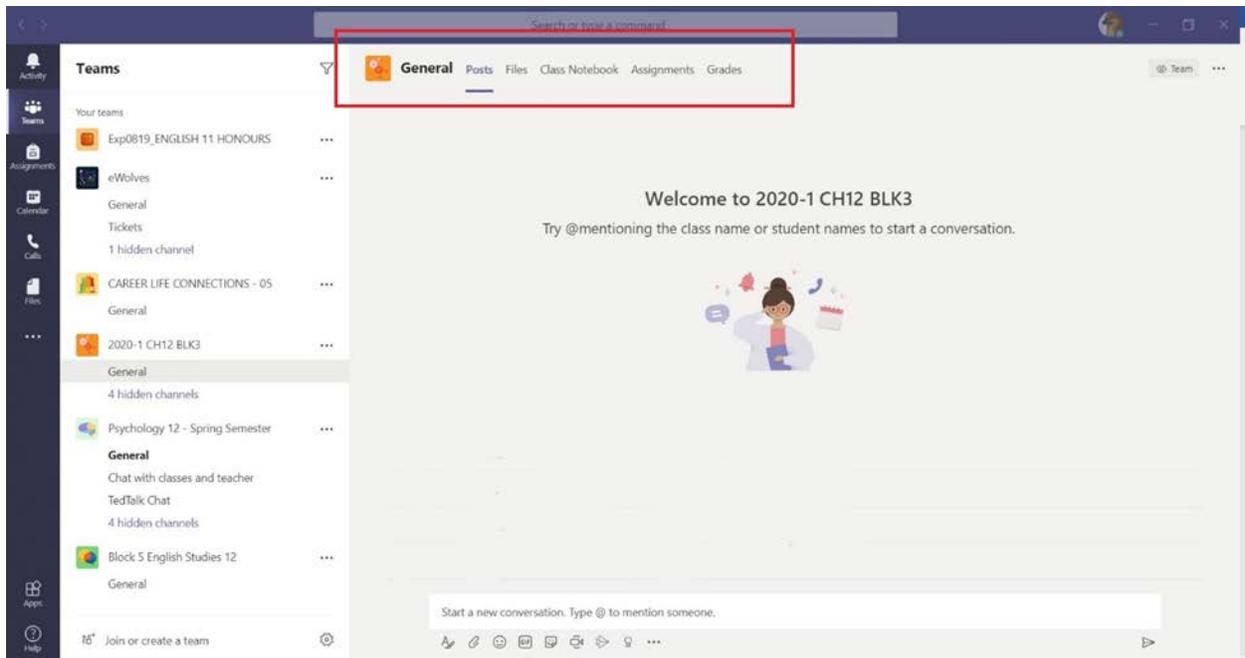


Figure 1.

Please keep in mind that while tabs may vary from class to class depending on teacher, the basics are still mostly the same.

Getting to know basic tabs.

POSTS *Figure 1*

By selecting "Posts", as shown in *Figure 1*, you will be directed to the front page of the Teams, where any chats or announcements can be seen. The example in *Figure 1* is empty, and if anything is sent in it, it will be shown.

FILES *Figure 2*

“Files” should be enabled by default in most Teams. As the name implies, Files simply contains all the files (such as documents, images and videos) that have been shared in the chat. New files can be uploaded and stored to this tab at anytime.

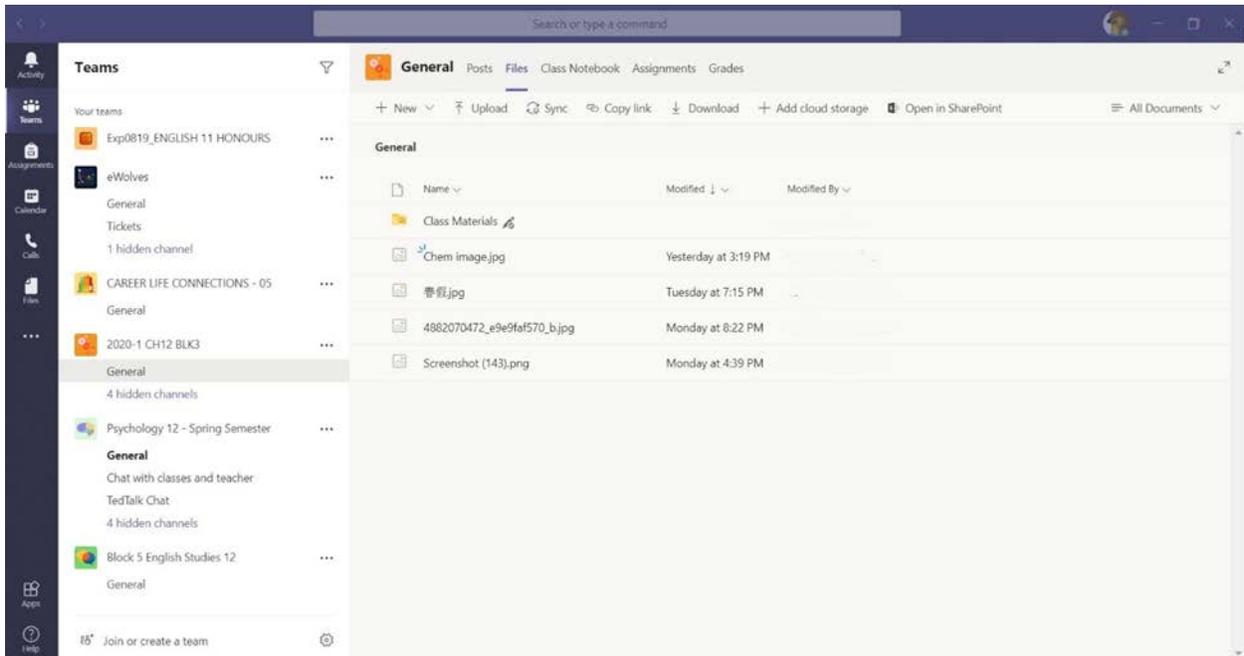


Figure 2

Class Notebook *Figure 3*

“Notebook” should be a link to the class OneNote. Teams will come with a miniature version of OneNote packed inside of it, and while it does work, using the actual desktop OneNote application instead is highly recommended. Your teacher may use OneNote to help teach lessons. OneNote can also be used as a digital notebook. However, keep in mind that if you’re using the class OneNote, the teacher can see everything that you write in it. Make sure to keep it appropriate!

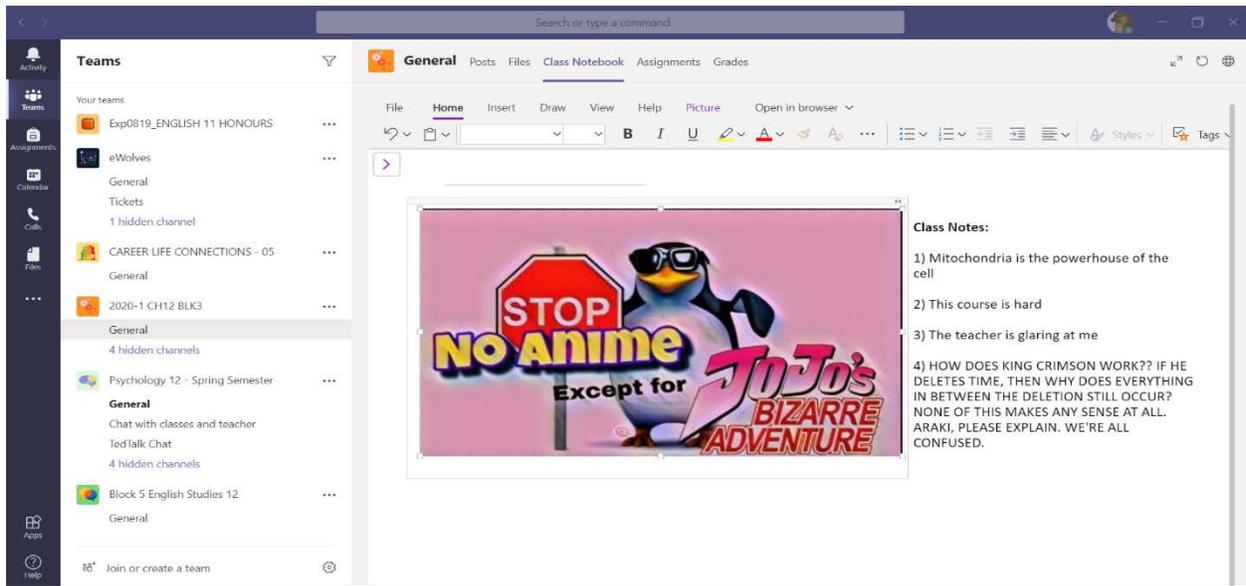


Figure 3

Assignments Figure 4

“Assignments” will be used by the teachers to post work that they want done and handed in by a certain time. Simply click on the link to submit your work. Make sure to do it on time! Your teacher can see the exact timestamp as to when you handed it in.

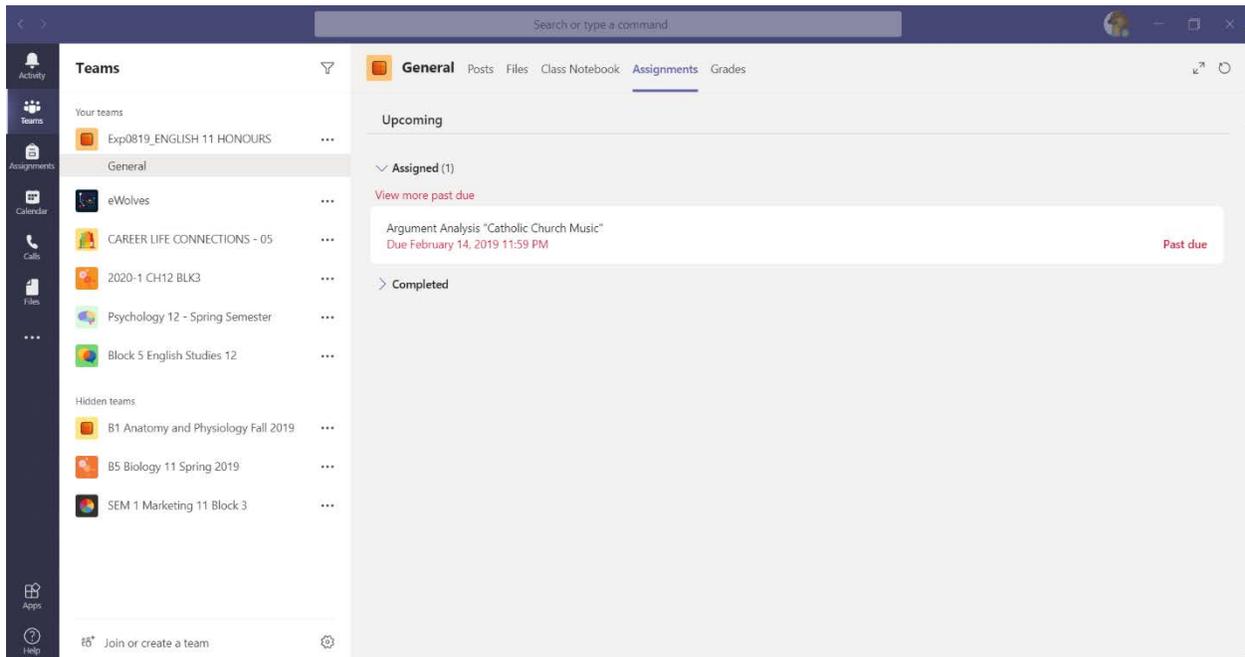
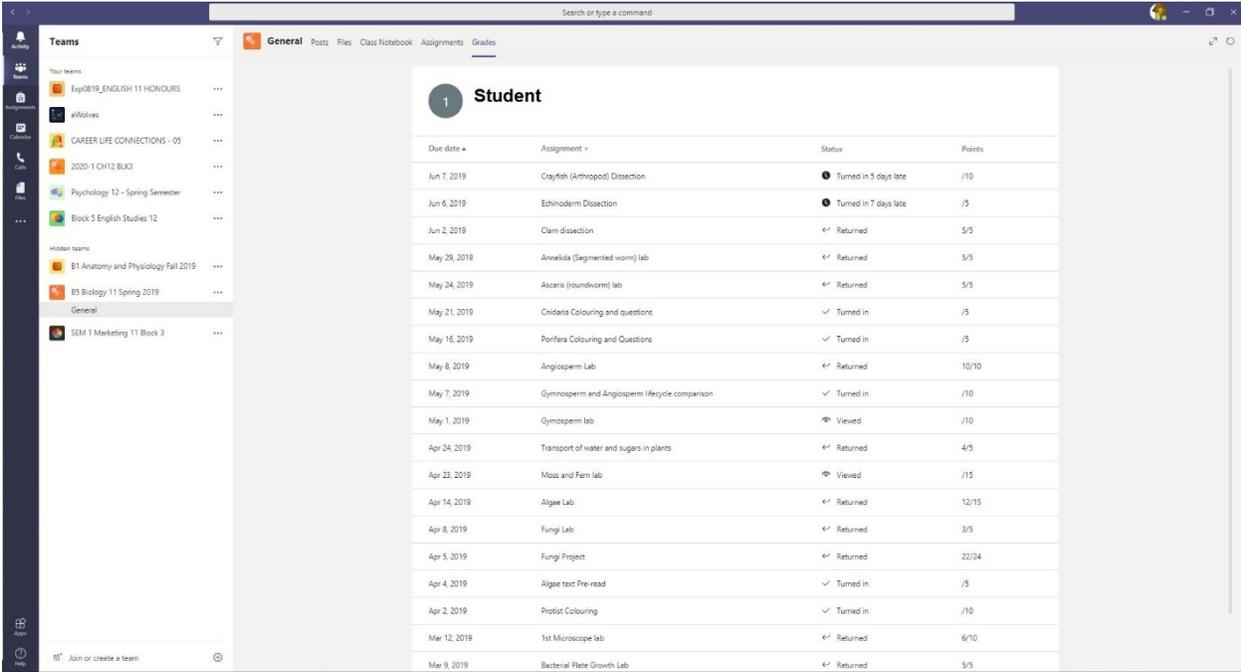


Figure 4

Grades Figure 5

The Grades tab is used to see how you're progressing within the course with the provided coursework.

Figure 5



The screenshot shows a Microsoft Teams window with the 'Grades' tab selected. The left sidebar lists various teams, including 'Exp0819_ENGLISH 11 HONOURS', 'wWolves', 'CAREER LIFE CONNECTIONS - 05', '2020-1 CH12 BLK3', 'Psychology 12 - Spring Semester', 'Block 5 English Studies 12', 'B1 Anatomy and Physiology Fall 2019', 'B5 Biology 11 Spring 2019', and 'SEM 1 Marketing 11 Block 3'. The main content area displays a table of assignments for a student.

Due date	Assignment	Status	Points
Jun 7, 2019	Crayfish (Arthropod) Dissection	Turned in 5 days late	/10
Jun 6, 2019	Echinoderm Dissection	Turned in 7 days late	/5
Jun 2, 2019	Clam dissection	Returned	5/5
May 29, 2019	Annelida (Segmented worm) lab	Returned	5/5
May 24, 2019	Ascaris (roundworm) lab	Returned	5/5
May 21, 2019	Cnidaria Colouring and questions	Turned in	/5
May 16, 2019	Porifera Colouring and Questions	Turned in	/5
May 8, 2019	Angiosperm Lab	Returned	10/10
May 7, 2019	Gymnosperm and Angiosperm lifecycle comparison	Turned in	/10
May 1, 2019	Gymnosperm lab	Viewed	/10
Apr 24, 2019	Transport of water and sugars in plants	Returned	4/5
Apr 23, 2019	Moss and Fern lab	Viewed	/15
Apr 14, 2019	Algae Lab	Returned	12/15
Apr 8, 2019	Fungi Lab	Returned	3/5
Apr 5, 2019	Fungi Project	Returned	22/24
Apr 4, 2019	Algae text Pre-read	Turned in	/5
Apr 2, 2019	Protist Colouring	Turned in	/10
Mar 12, 2019	1st Microscope lab	Returned	6/10
Mar 9, 2019	Bacterial Plate Growth Lab	Returned	5/5

Remember, your teacher may add new tabs to your team for different purposes!