

# How to Access Teams and Your Work

Online Learning Refresher



10HIS1

# 1. Log in to your Student Portal

**Log in with your DoE account**

User ID

Example: Jane.citizen1

Password

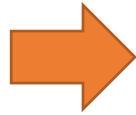
**Log in**

[Forgot your password?](#)

---

Have trouble logging in?

[Help for DoE/TAFE staff](#)   [Help for TAFE students](#)



NSW Department of Education

## Student Portal

Home

Email

Oliver Library

Help

Notifications

Change password

Secret Questions

Change Colours

Sign Out

Search

Google

Q Enter your search words here... Search

Quick Access

GSuite

Microsoft Office 365

blogED

Premier's Reading Challenge

Student Voices

Calendar

My bookmarks

List name

Name your custom bookmarks list here...

Create new list

Learning

G Suite (Google Apps for Education)

Microsoft Office 365

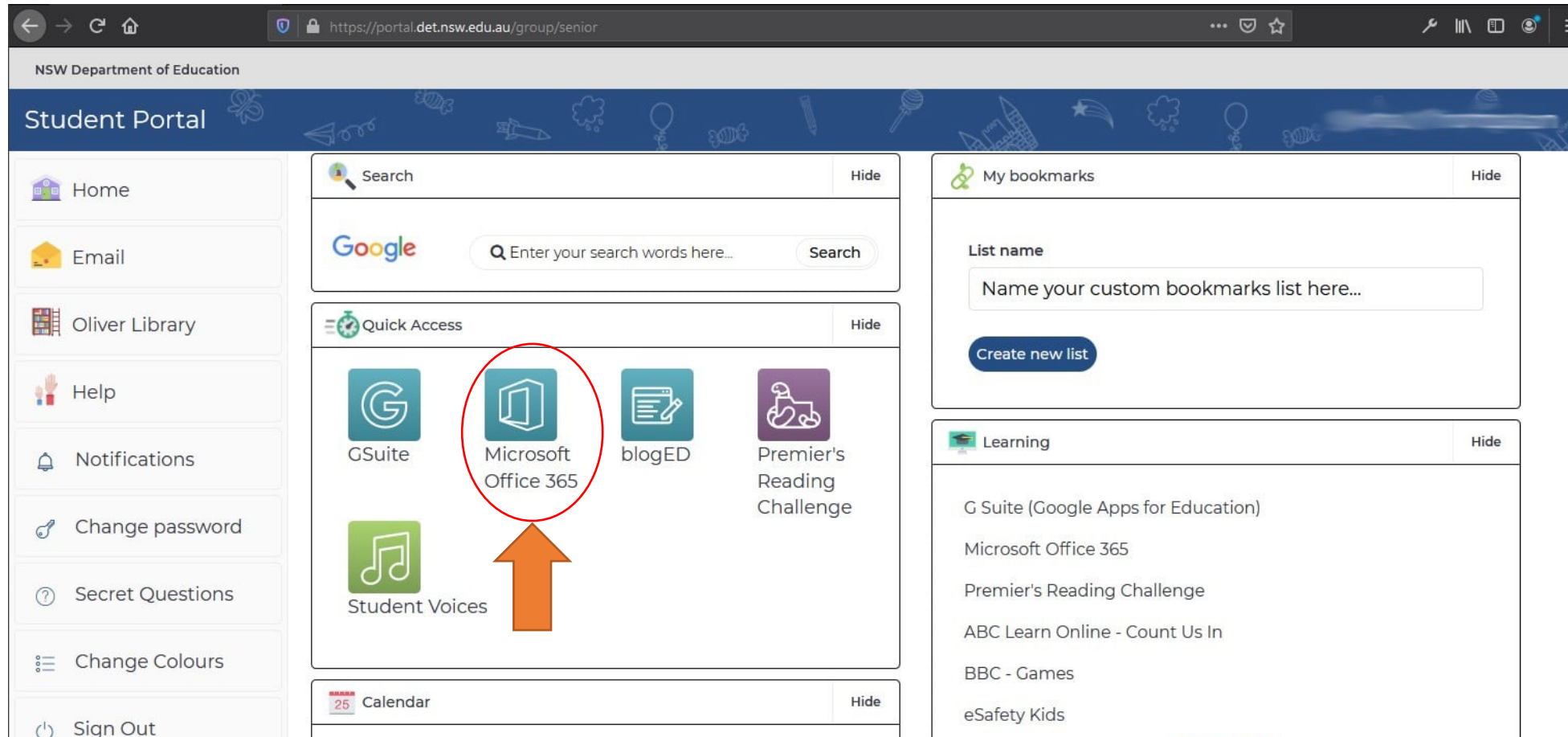
Premier's Reading Challenge

ABC Learn Online - Count Us In

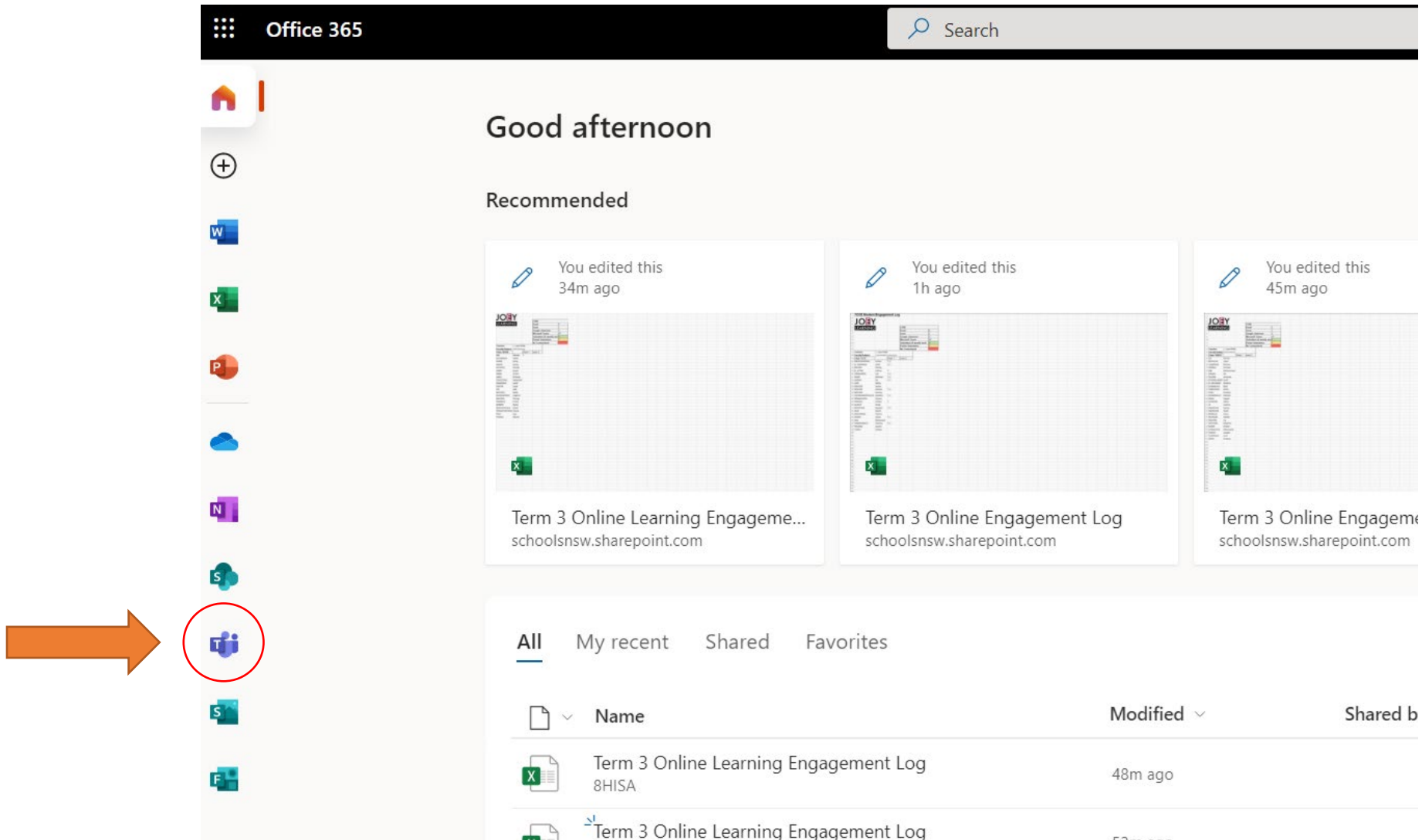
BBC - Games

eSafety Kids

## 2. Select 'Microsoft Office 365' App



### 3. Select the 'Teams' Icon



The screenshot shows the Office 365 home page. The top navigation bar includes the Office 365 logo and a search bar. The left sidebar contains icons for Home, Add, Word, Excel, PowerPoint, OneDrive, Outlook, Teams, SharePoint, and Forms. The Teams icon is circled in red, and a large orange arrow points to it from the left. The main content area displays a greeting "Good afternoon" and a "Recommended" section with three document thumbnails, each showing a preview of a spreadsheet and a note about recent editing. Below this is a section with tabs for "All", "My recent", "Shared", and "Favorites". The "All" tab is selected, showing a list of documents with columns for Name, Modified, and Shared by.

Office 365

Search

Good afternoon

Recommended

You edited this 34m ago

Term 3 Online Learning Engagem...

schooolsnsw.sharepoint.com

You edited this 1h ago

Term 3 Online Engagement Log

schooolsnsw.sharepoint.com

You edited this 45m ago

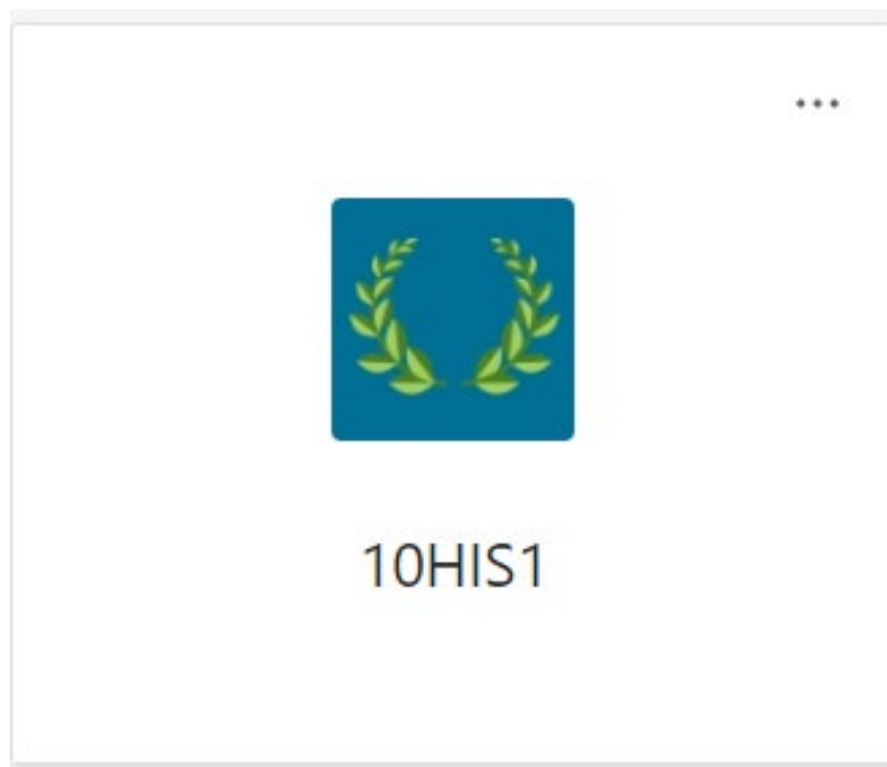
Term 3 Online Engagem...

schooolsnsw.sharepoint.com

All My recent Shared Favorites

Name	Modified	Shared b
Term 3 Online Learning Engagement Log 8HISA	48m ago	
Term 3 Online Learning Engagement Log	52m ago	

## 4. Select the right class



# 5. Find the work assigned on your cover sheet

## Make Sure You:

1. Click on 'General' channel
2. Click on the 3 books symbol
3. Click on your name
4. Click on the right topic
5. Find the right page

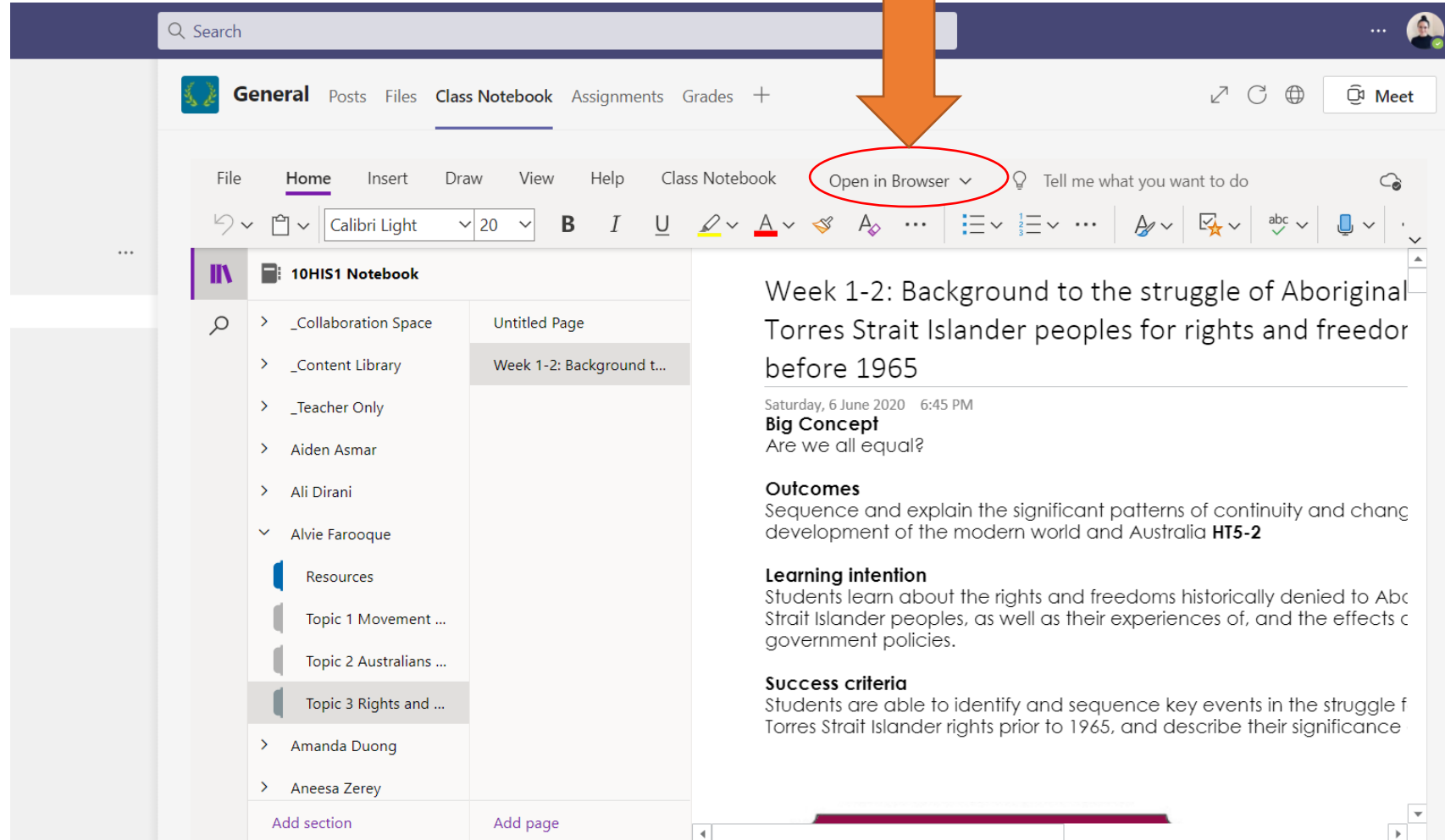
The screenshot shows the Microsoft Teams interface. On the left, the 'General' channel is selected for the '10HIS1' team. In the center, the 'Class Notebook' is open, showing a list of topics on the left and a page titled 'Week 1-2: Background to the struggle of Torres Strait Islander peoples for rights and freedoms before 1965' on the right. Annotations include:

- An orange arrow pointing to the 'Class Notebook' tab with the text: "Make sure you click on 'class notebook' once you are in the general channel".
- A red circle around the 'General' channel name with a red '1' next to it.
- A red circle around the '3 books' icon in the notebook sidebar with a red '2' next to it.
- A red circle around the user's name 'Alvie Farooque' in the sidebar with a red '3' next to it.
- A red circle around the 'Topic 3 Rights and ...' item in the sidebar with a red '4' next to it.
- A red circle around the 'Week 1-2: Background t...' page in the notebook with a red '5' next to it.
- An orange arrow pointing to the refresh icon in the top right corner of the notebook page with the text: "Click refresh if your pages aren't appearing. This might take a couple of minutes."

## 6. If you have a chromebook, click 'Open in Browser'


This makes it a bit easier to see your work, and you may need to do this if the new pages aren't appearing. You may also need to 'refresh' your browser once you have done this step.

Make sure you click '**edit**' in the top right of your page once you have opened in browser so you can complete your work.



The screenshot shows the Class Notebook interface. At the top, there is a search bar and a navigation bar with tabs: General, Posts, Files, Class Notebook (selected), Assignments, and Grades. Below the navigation bar is a toolbar with various icons. The 'Open in Browser' button is circled in red, and a large orange arrow points down to it from the text above. The main content area displays a notebook titled '10HIS1 Notebook' with a list of pages on the left: \_Collaboration Space, \_Content Library, \_Teacher Only, Aiden Asmar, Ali Dirani, Alvie Farooque, Resources, Topic 1 Movement ..., Topic 2 Australians ..., Topic 3 Rights and ..., Amanda Duong, and Aneesa Zerey. The right pane shows the content of the selected page, 'Week 1-2: Background to the struggle of Aboriginal Torres Strait Islander peoples for rights and freedom before 1965'. The content includes a date and time stamp (Saturday, 6 June 2020 6:45 PM), a 'Big Concept' (Are we all equal?), 'Outcomes' (Sequence and explain the significant patterns of continuity and change development of the modern world and Australia HT5-2), 'Learning intention' (Students learn about the rights and freedoms historically denied to Abc Strait Islander peoples, as well as their experiences of, and the effects c government policies.), and 'Success criteria' (Students are able to identify and sequence key events in the struggle f Torres Strait Islander rights prior to 1965, and describe their significance).

# 7. If you have a non-Chromebook, you have the option to click 'Open in Desktop App'

This makes it a bit easier to see your work as you are working in One Note on your computer. You should make sure your work is synced  before closing the program.

