

# How to Access Teams and Your Work

Online Learning Refresher



9GEO1

# 1. Log in to your Student Portal

**Log in with your DoE account**

User ID

  
Example: jane.citizen1

Password

  
Enter your password

**Log in**

[Forgot your password?](#)

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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

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

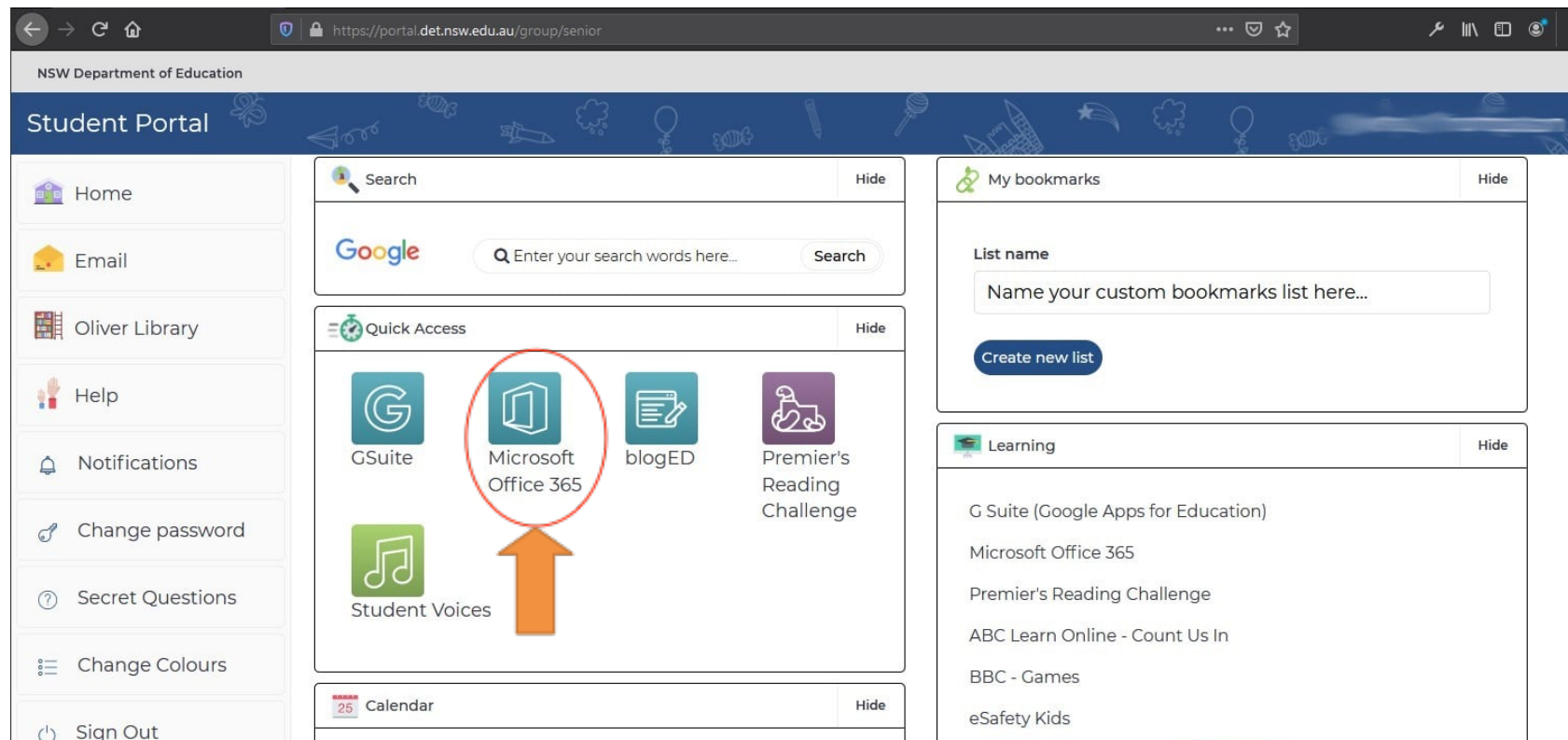
Premier's Reading Challenge

ABC Learn Online - Count Us In

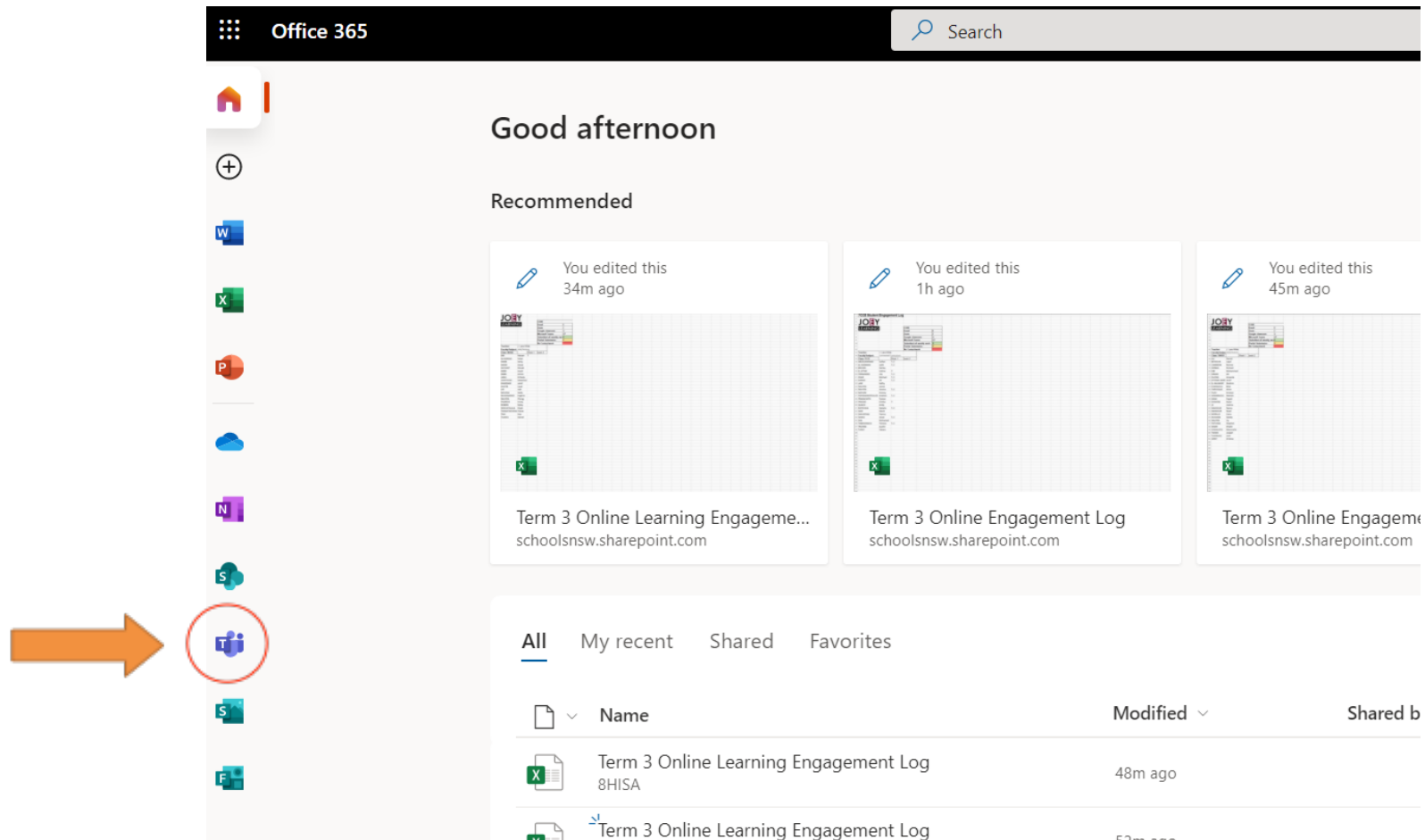
BBC - Games

eSafety Kids



## 2. Select 'Microsoft Office 365' App



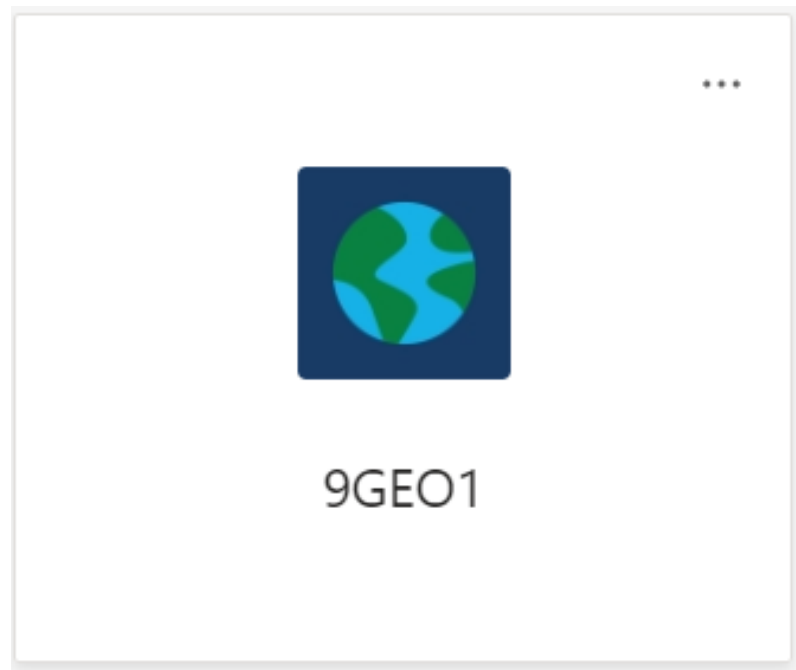
### 3. Select the 'Teams' Icon



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, Notes, 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. Below this is a tabbed interface with "All", "My recent", "Shared", and "Favorites" tabs. The "All" tab is active, showing a table of documents.

	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:

Click on 'Class Notebook'

Click on the 3 books symbol

Click on your name

Click on the right topic

Find the right page

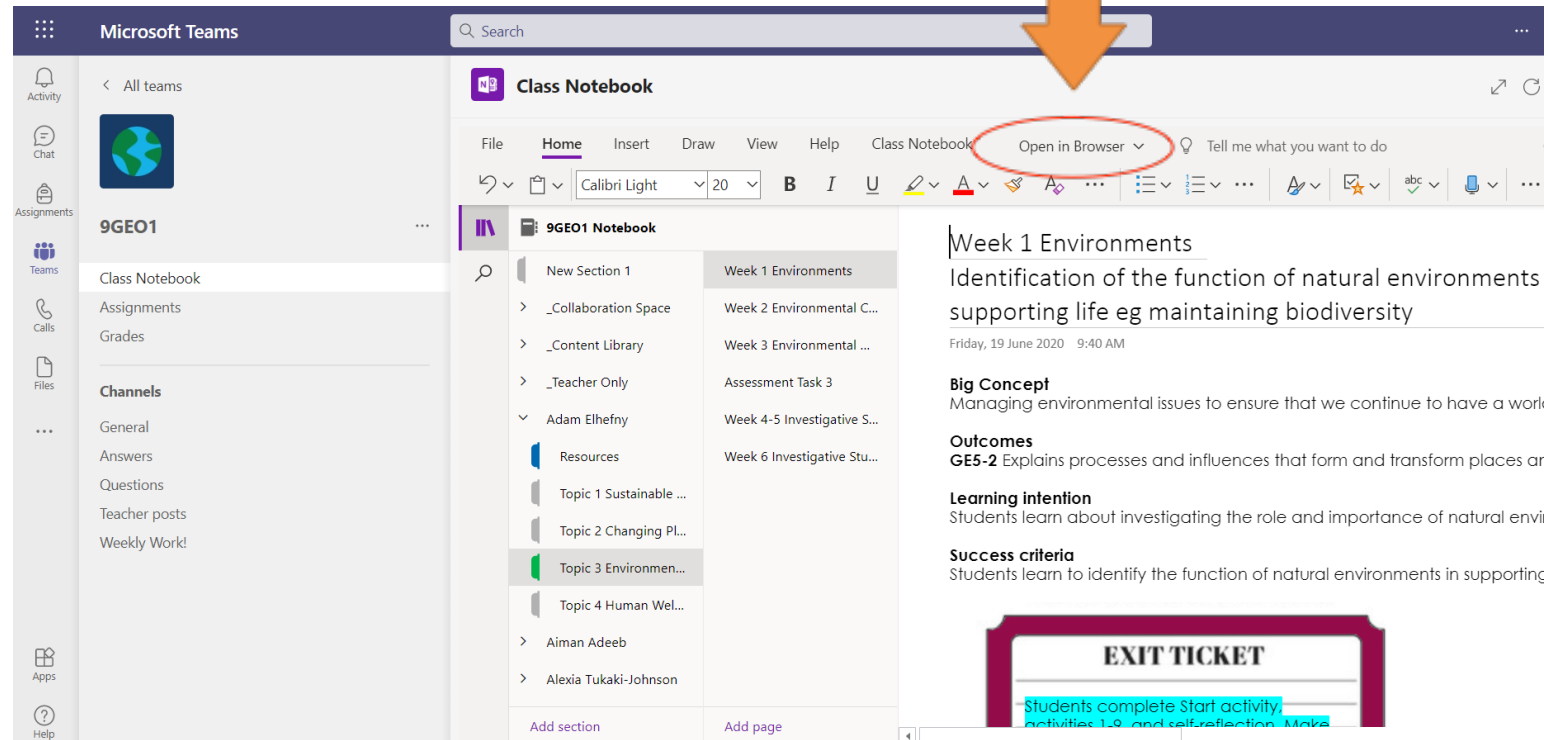
The screenshot displays the Microsoft Teams interface with the 'Class Notebook' application open. The interface is divided into three main sections: a left sidebar, a central navigation pane, and a right content pane.

- Left Sidebar:** Contains navigation icons for Activity, Chat, Assignments, Teams, Calls, Files, and Help. The 'Teams' icon is highlighted with a green circle and the number 1.
- Central Navigation Pane:** Shows the '9GEO1' team. Under 'Class Notebook', the '3 books' icon is highlighted with a red circle and the number 2. Below it, the user's name 'Adam Elhefny' is highlighted with a purple circle and the number 3. Further down, 'Topic 3 Environmen...' is highlighted with an orange circle and the number 4.
- Right Content Pane:** Displays the 'Week 1 Environments' page, which is highlighted with a blue circle and the number 5. The page content includes the title 'Week 1 Environments', a description 'Identification of the function of natural environments supporting life eg maintaining biodiversity', a date 'Friday, 19 June 2020 9:40 AM', and sections for 'Big Concept', 'Outcomes', 'Learning intention', and 'Success criteria'. At the bottom, there is an 'EXIT TICKET' section with a text box containing the instruction: 'Students complete Start activity, activities 1-8 and self-reflection. Make'.

## 6. 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 Microsoft Teams interface. On the left is the navigation pane with icons for Activity, Chat, Assignments, Teams, Calls, Files, and Help. The main area displays the 'Class Notebook' for a team named '9GEO1'. The notebook has a sidebar with sections like 'New Section 1', '\_Collaboration Space', '\_Content Library', '\_Teacher Only', and a list of topics including 'Topic 3 Environment...'. The main content area shows a page titled 'Week 1 Environments' with text about the function of natural environments, a date 'Friday, 19 June 2020 9:40 AM', and sections for 'Big Concept', 'Outcomes', 'Learning intention', and 'Success criteria'. At the bottom, there is an 'EXIT TICKET' section. A large orange arrow points to the 'Open in Browser' button in the top right corner of the notebook's toolbar.