

Your App Bar
The control center for Teams

- Notifications.
- Private messages
- Teams
- Calendar
- Files
- Assignments for class

Selecting one of these apps changes what you see on the

Start a quick chat by using the chat icon.

Use this command box to search Teams for anything. A conversation, file or assignment

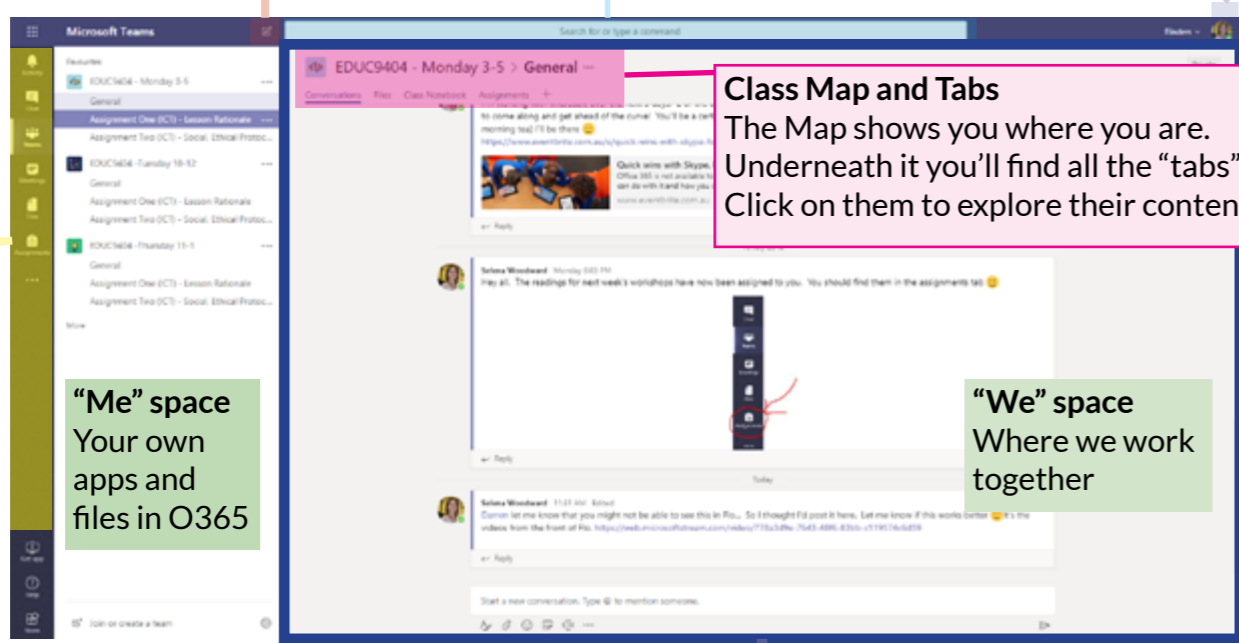
Open your profile to change your own settings.

Class Map and Tabs
The Map shows you where you are. Underneath it you'll find all the "tabs" for the "channels". Click on them to explore their content

"Me" space
Your own apps and files in O365

"We" space
Where we work together

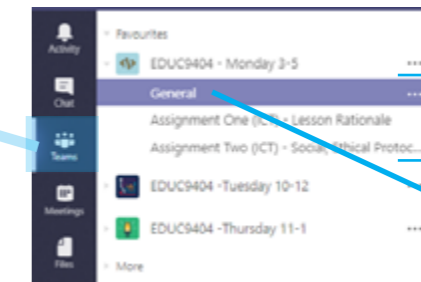
Your Canvas
This will change to reflect which app you have chosen. It's where you will do your work (both alone and with others). Use it to collaborate with others, view your private calendar, check your assignments and more



Teams and Channels

These are the spaces we will collaborate, communicate and learn together

Make sure that "Teams" is selected in the apps bar.



Teams are broken down into different groups or "Channels"

The **General Channel** is where information for everyone is seen. It is also the channel that contains your **Class Notebook** and other important apps.

Conversations...

Conversations In Channels

The conversations tab is found in all of the Channels of your Team. This lets us share files, assignments, reminders and announcements.



Add to the conversation using the message box at the bottom. The icons below let you add colour, attachments, emojis, stickers and videos.

Conversations In Chat

By selecting the Chat app in your app bar you can start group or one on one conversations with anyone in your Team. These chats are private

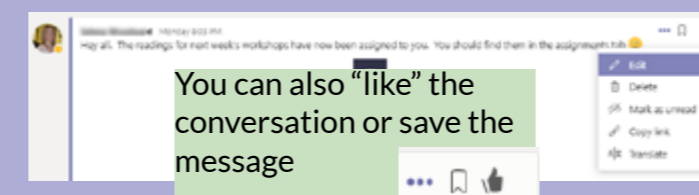
Start a chat.
Click here and type their name

Add people to your chat.



Editing your conversation, 'liking' and saving:

The conversations tab is found in all of the Channels of your Team. This lets us share files, assignments, reminders and announcements.



You can also "like" the conversation or save the message

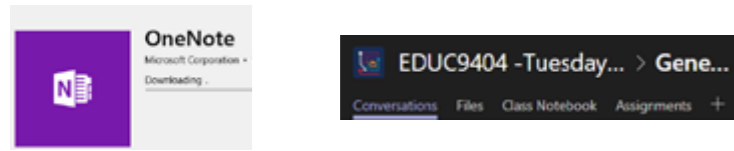
Use the ellipsis next to your message to edit, delete, copy or translate it.

Grabbing Attention:

- To notify one person in this public chat use an @mention. Type @ and their name. For example @Selena woodward
- To notify the whole team or channel add @general and all members will see your message
- You'll see a red @ sign by the side of a message if you've been mentioned
- If there's a green tick next to someone's name then they're online right now.

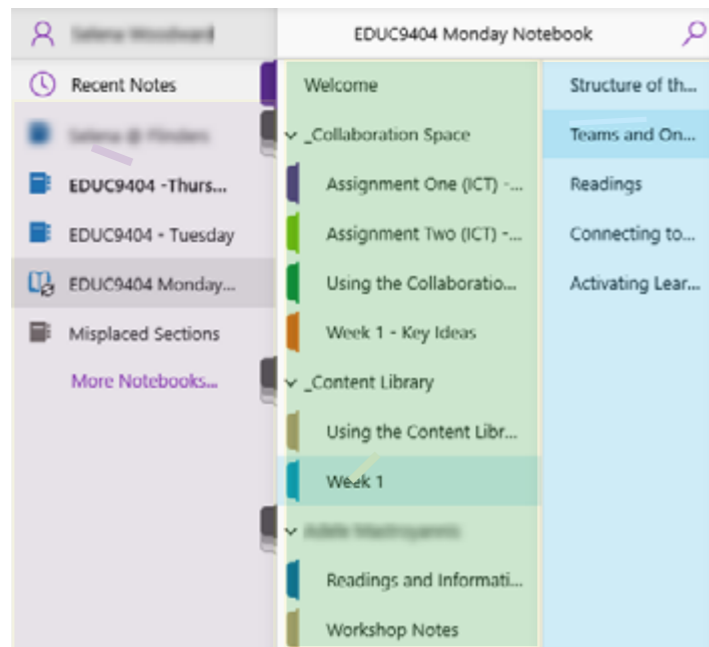
Accessing One Note

You can access One Note using the Windows 10 app or via Office 365 online. Your Class Notebook is also found in our Team in the General Channel. This guide is based on the Windows 10 app.



A One Note notebook is like a digital version of a lever arch folder or ring binder. It contains **Sections** and **Pages**. Imagine your sections are the parts in your lever arch folder that used to use different coloured dividers to separate content. The pages, represent the content that would fall inside each of those dividers.

My One Note, Note Books



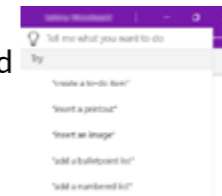
Each title here represents a metaphorical ring binder

The third column shows the "pages" in those sections

Each of these coloured tabs represents a divider in the ring binder. The second column contains "Sections" such as the "Content Library" and then "Sections" such as "Week 1"

Need Help?

Click the light bulb, found in the top right hand corner, to ask questions and get answers.



Content Library:

Each content section contains information that you can use in our workshops. You can copy and paste content from here into your own class notebook. You can't edit or ink in these spaces

Collaboration Space

In the Collaboration space you will find sections for each workshop/ assignment. Pages will be placed here for you to work in in groups. You can edit or ink in these spaces. This is a public space.

Your Space

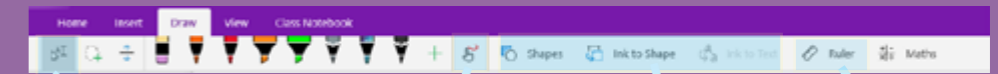
Each student has their own private section. This is where you can make notes about the workshop or readings. These notes can be read by your teacher/tutor and they can give you feedback.

Microsoft One Note Cheat sheet

Adding Content to my Notebook

Inking - Found in the Draw menu

Like most Office 365 tools, Notebook contains a draw tool bar. From here you can choose a pencil, pen, highlighter and much more and then use your stylus to write on your screen as if it were paper.



Tap here to return to type mode

Tap here to draw with your mouse or stylus

Experiment with the shapes and Ink to text and shape tools

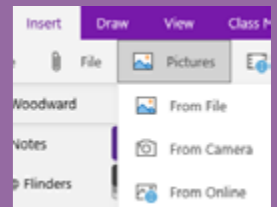
The ruler doubles as a protractor

Tap to Type

In One Note text and image appear in automatic text boxes. Simply tap with your left mouse button and then type! These text boxes can be dragged around

Insert Images / Insert Image from Web

Head to the Insert menu and choose "Pictures". From here you can select a photograph that's already on your machine, use your camera to take a new shot or search Online images right from inside One Note



Just speak

Use the "Dictate" Feature in the Home Menu to simply speak content into your page.



Leave an Audio Recording

Record your group discussion or your own thoughts using the Audio Recorder found in the insert menu

