

Accessing Microsoft Teams: For Students



Microsoft Teams is a virtual learning platform where students can communicate with teachers, turn in assignments, and collaborate with peers. Students can engage with their teachers directly on Microsoft Teams. The application allows class discussion boards, class notebooks, video conferencing, and virtual class meetings. Microsoft Teams is accessible on both computers and mobile devices.

What are my username and password for Microsoft Teams?

Students access Microsoft Teams using their DPSCD login credentials. Usernames and passwords for Microsoft Teams follow the same structure as Clever:

Username: studentID@thedps.org

For example: A student with student ID 12345678 would have the username 12345678@thedps.org.

Password:

First letter of first name in upper case

First letter of last name in lower case

2 digit month of birth

2 digit year of birth

01 (male) or 02 (female)

For example: Jane Doe's birthday is May 13, 2004. Her password is Jd050402.

How do I access Microsoft Teams?

Students can access Microsoft Teams by downloading the Microsoft Teams app, logging in on a Windows or Mac computer, or visiting Clever.

- **To access with a cell phone**

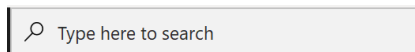
1. Download the Microsoft Teams app if you don't already have it on your cell phone. Visit the App store or Play Store and search "Microsoft Teams"



2. Login with your DPSCD credentials using the directions above

- **To access with a Windows Computer**

1. Search "Microsoft Teams" in the Windows search bar in the lower left section of the computer screen



2. Open up the Microsoft Teams app
3. Login with your DPSCD credentials using the directions above

- **To access with a Mac Computer**

1. Visit <https://products.office.com/en-us/microsoft-teams/download-app> to download the Microsoft Teams app for Mac. Make sure you're using Google Chrome.
2. Download the Microsoft Teams app
3. Login with your DPSCD credentials using the directions above

Students Rise. We All Rise.

Accessing Microsoft Teams: For Students



- To access through **Clever**
 1. Login to <https://clever.com/in/dpscd> using the directions above
 2. Click on the Office 365 button to open your district Outlook E-mail



Microsoft Office 365

3. Once in your Office 365 E-mail, click on the waffle icon in the upper left-hand corner.

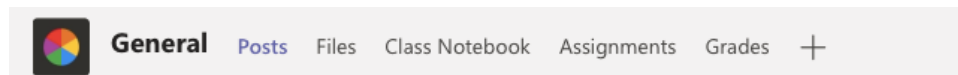


4. Select Microsoft Teams



How is Microsoft Teams organized?

Each class section is organized into Posts, Files, Class Notebook, Assignments, and Grades as shown here:



Teachers may add additional tabs for student use. A description of each tab can be found here:

- A. Posts
This is where the teacher posts class announcements and updates. Students can also respond to the teacher's posts.
- B. Files
This is where class materials are housed. Students can access and download materials here.
- C. Class Notebook
The class notebook is where students can record their thoughts and some assignments. To use Class Notebook on a mobile device, students must have One Note downloaded.
- D. Assignments
The teacher posts assignments and due dates in this tab.
- E. Grades
Students can check grades for assignments on the grades tab.

Students Rise. We All Rise.