

STUDENT TEAMS CHECKLIST

Self-Assessment	Help	Almost there	Got it	I can show others
I can log on to teams				
I can download and install the app				
ME SPACE				
I know how to check to see what activity has happened in my teams				
I know how to find my calendar and use this to join a call				
I know how to locate my files and sync it to my OneDrive				
I can locate the teams icon to see what teams I am in or to join a team				
I know how to join a team using a code				
Within a Team				
I know how to make an announcement				
I know how to create a post or reply to a post				
I know how to post a conversation				
I know how to give an emoji response to a post				
I know how to insert a sticker/emoji or GIF				
I know where to locate the class materials folder				
I know how to upload work to an assignment				
I know how to see the feedback from my assignment				
I know how to see the grade I got for my assignment				

In a Call				
I know how to turn my mic on/off	Red	Orange	Green	Blue
I know how to turn my camera on/off	Red	Orange	Green	Blue
i know How to use the hands up feature	Red	Orange	Green	Blue
I know how to share my screen	Red	Orange	Green	Blue
I know how to use messaging chat in a call	Red	Orange	Green	Blue