

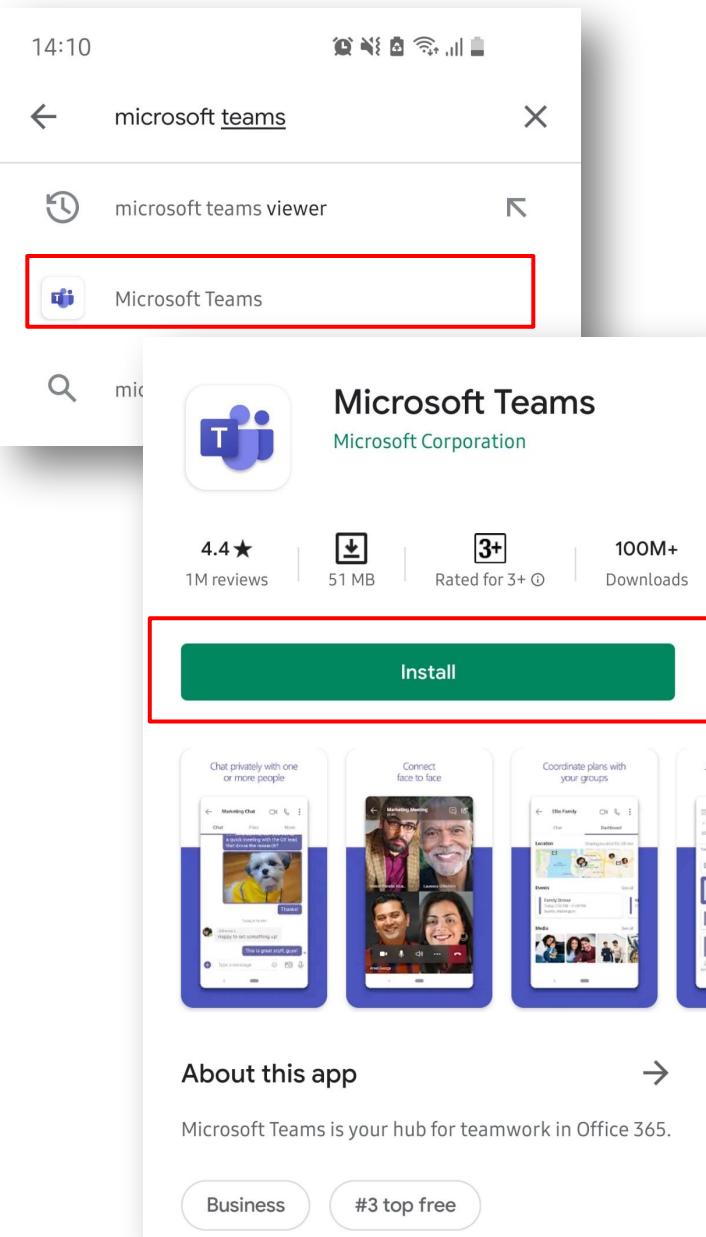
MS Teams 101

Gabay para sa mga Trainees

Talaan ng Nilalaman

- ▶ Pag-download ng MS Teams sa Android device
- ▶ Pagsa-sign-up sa MS Teams
- ▶ First log-in on MS Teams
- ▶ Pag-join ng Classroom sa MS Teams
- ▶ Pag-access ng Classroom
- ▶ Pakikipag-ugnayan sa Classroom (Classroom Interface)
- ▶ Announcements
- ▶ Pag-join sa isang synchronous session
- ▶ Synchronous session
- ▶ Synchronous session - Whiteboard
- ▶ Synchronous session - Chat
- ▶ Synchronous session: Recording
- ▶ Pag-submit ng Home tasks at progress report
- ▶ Pag-check kung successful ang iyong submission
- ▶ Pagtanggap ng Feedback at Grades

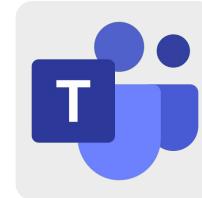
Pag-download ng MS Teams sa Android device



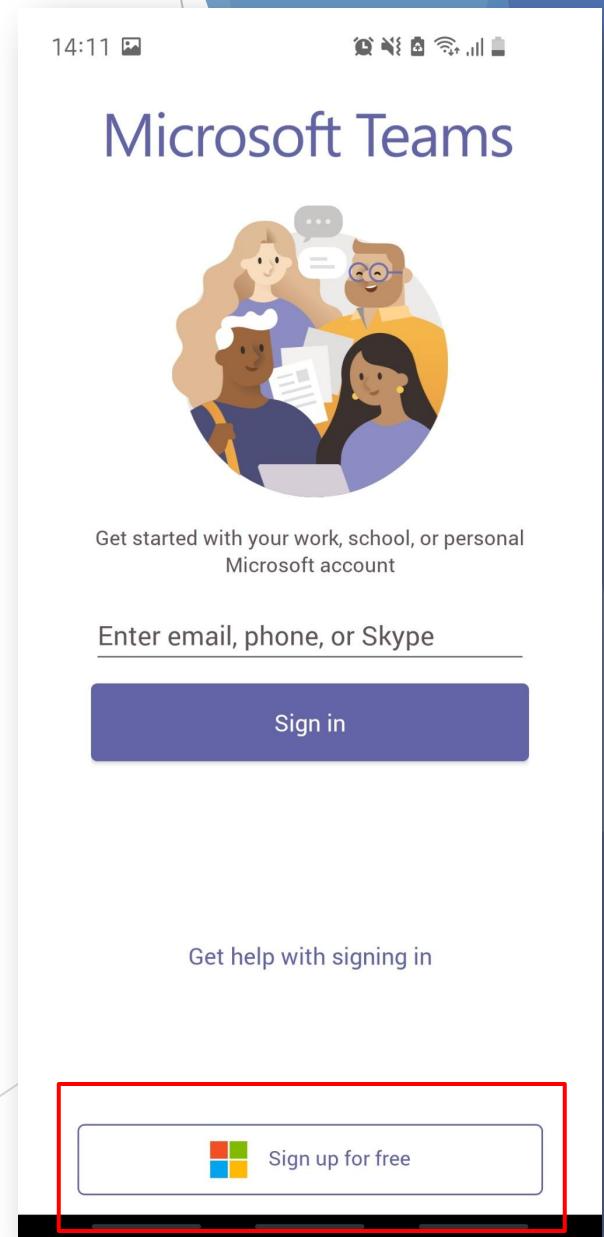
Step 1: Sa Play store,
i-search at i-install ang
Microsoft Teams



Pagkatapos ma-install ang
app, makikita mo ang icon na ito sa
iyong app tray:



I-tap o buksan ang app. Dito ka
magsa-sign-up para magkaroon ng isang
account.



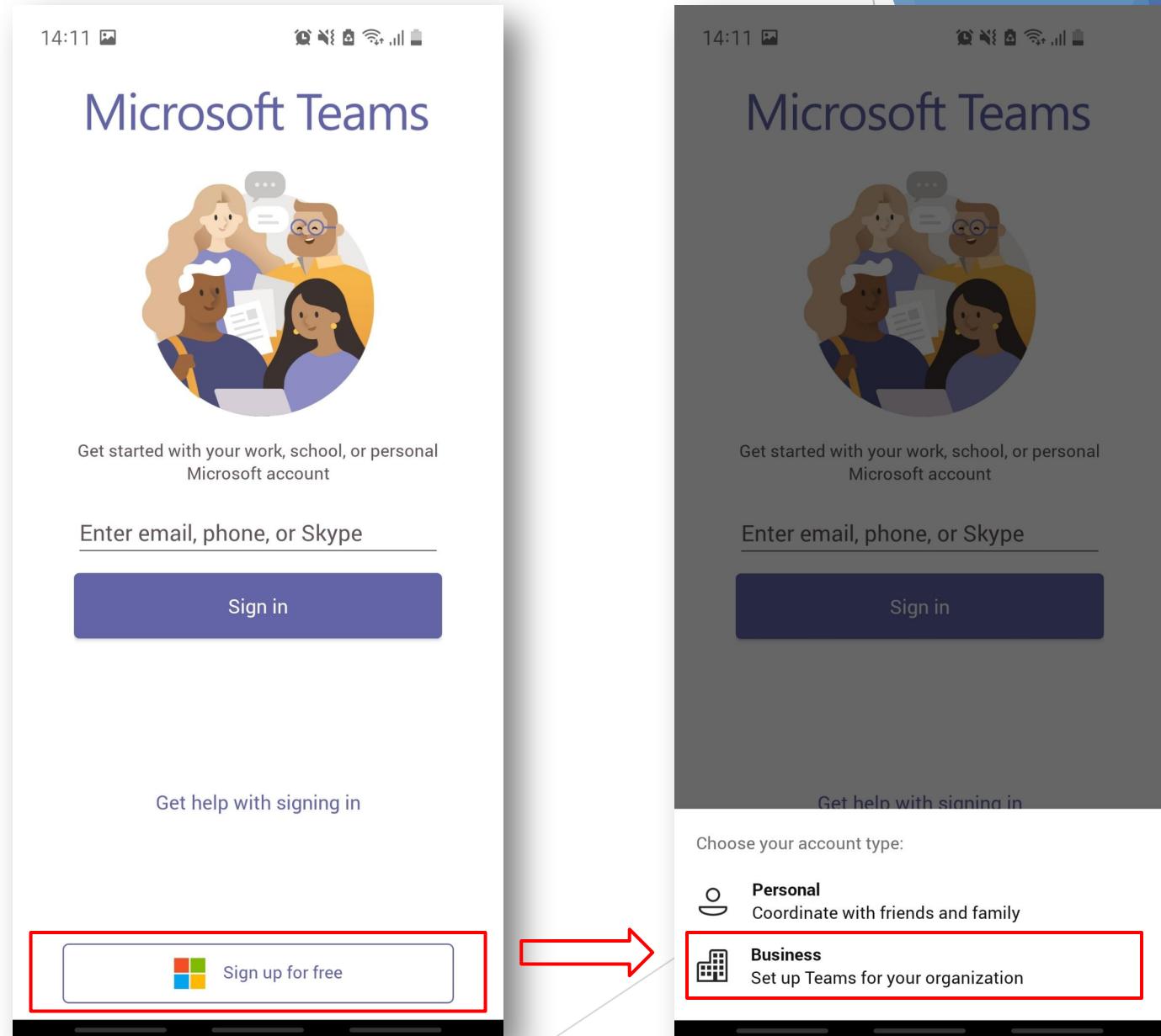
Pagsa-sign-up sa MS Teams

Step 2:

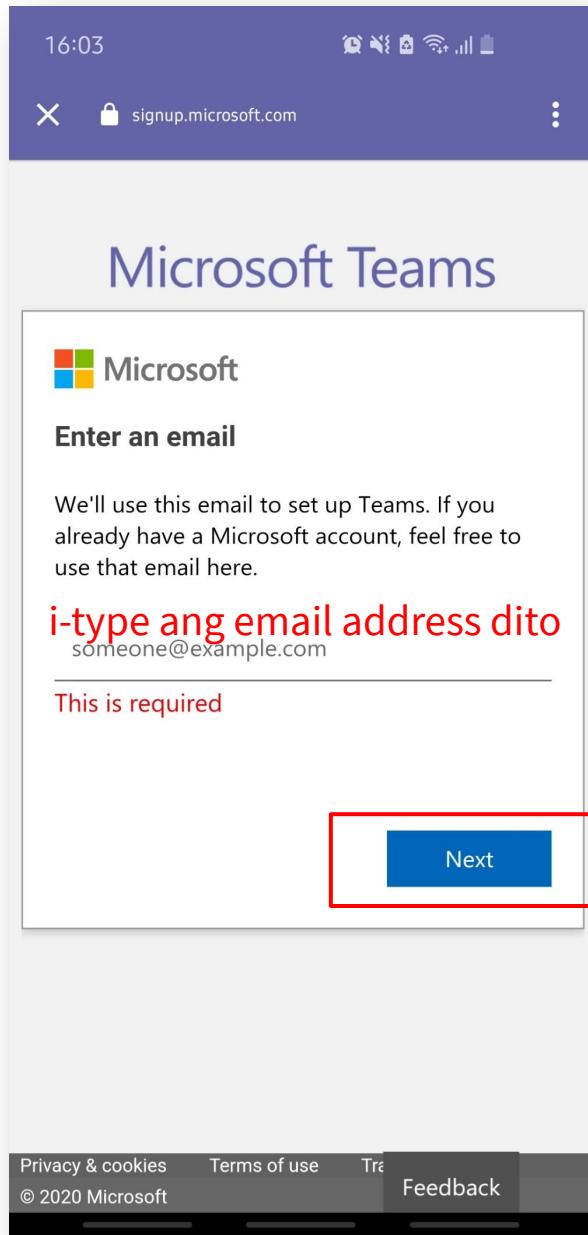
Itap ang **Sign up for free** sa ibaba. Pagkatapos, may makikita kang papiliin: Personal o Business.

Piliin at i-tap ang **Business**

Paalala:
Business at hindi **Personal**



Pagsa-sign-up sa MS Teams

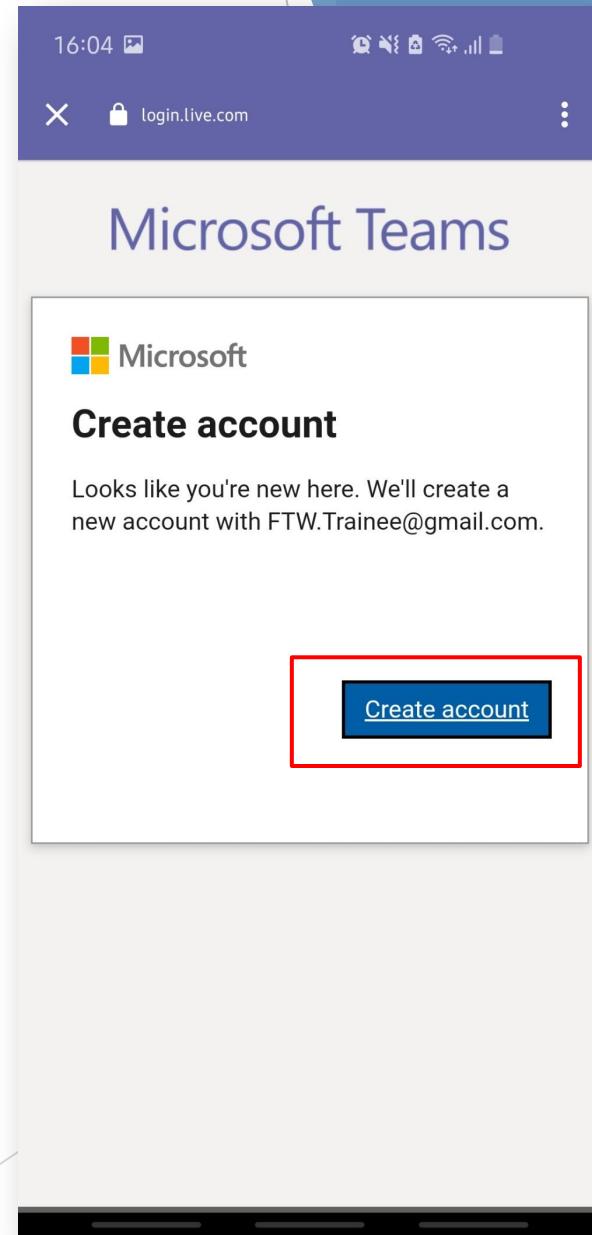


Step 3:

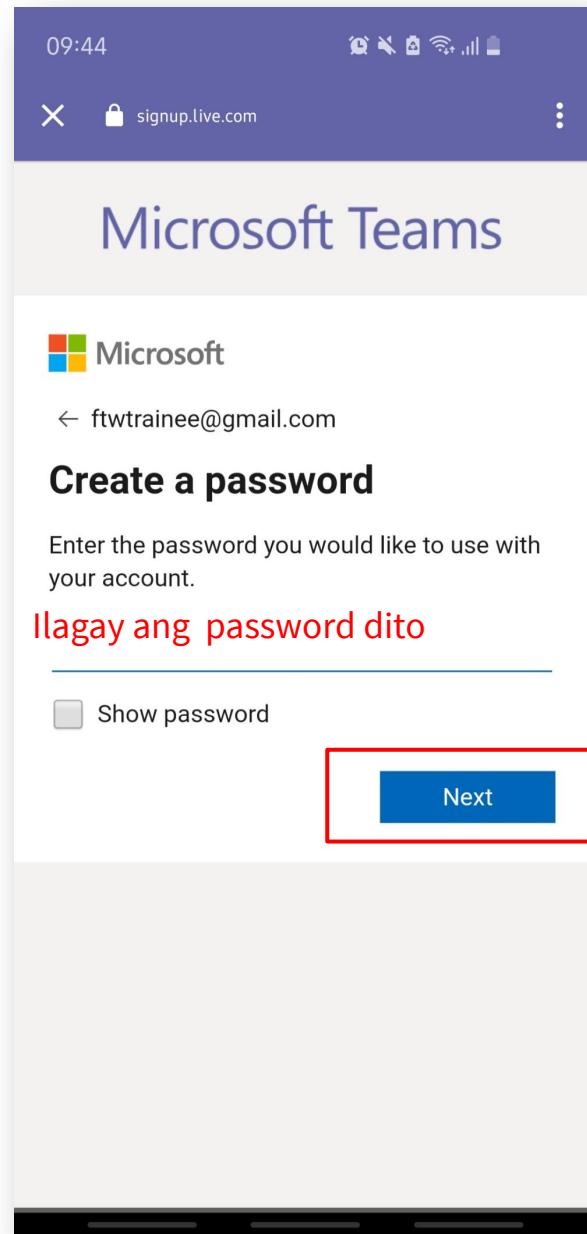
I-enter o i-type ang iyong email address

Pagkatapos, i-tap ang **Next**.

Susunod, i-tap ang **Create account**



Pagsa-sign-up sa MS Teams



Step 4: Gumawa ng **password**.

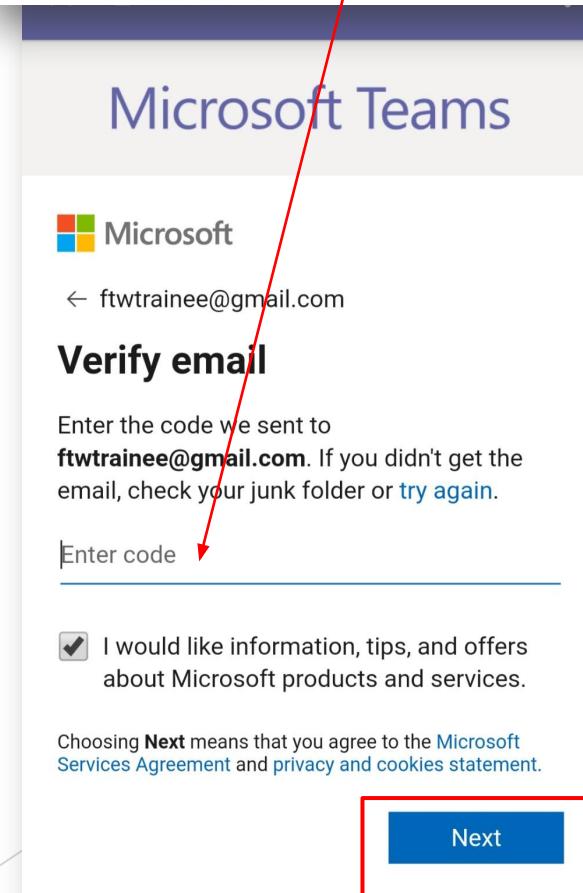
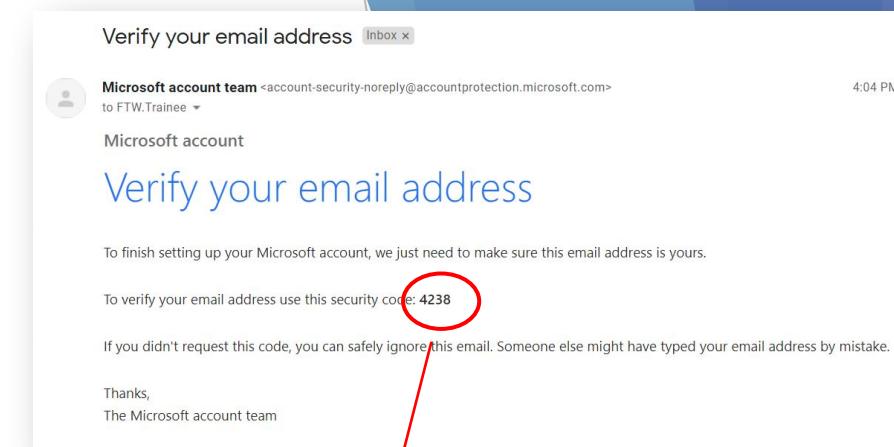
Tandaan, ang malakas na password ay pinagsama-samang malalaki at maliliit na letra, numero at mga simbolo.

I-click ang **Next**.

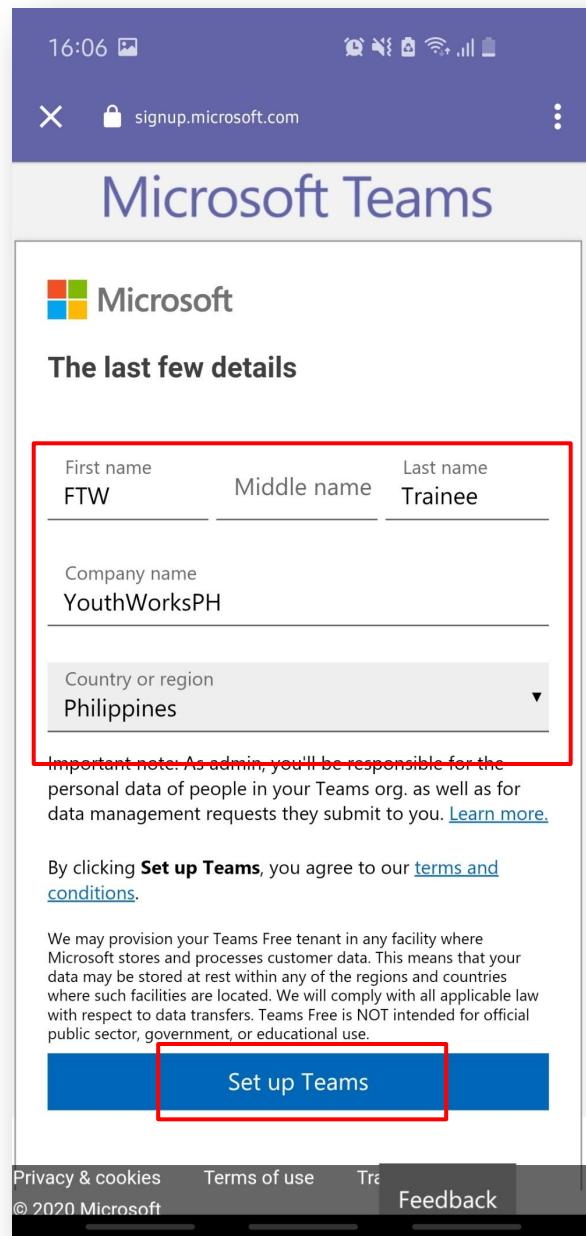
Step 5: Sa bahaging ito, I-**check ang iyong email account**.

Nagpadala si Microsoft sa iyong email ng isang **4-digit code** para i-verify ang email address na iyong ginamit sa pag-sign-up.

Bumalik sa MS Teams App, I-**enter ang code**, at i-click ang **Next**.



Pagsa-sign-up sa MS Teams



Step 6: I-type ang iba pang detalye tulad ng:

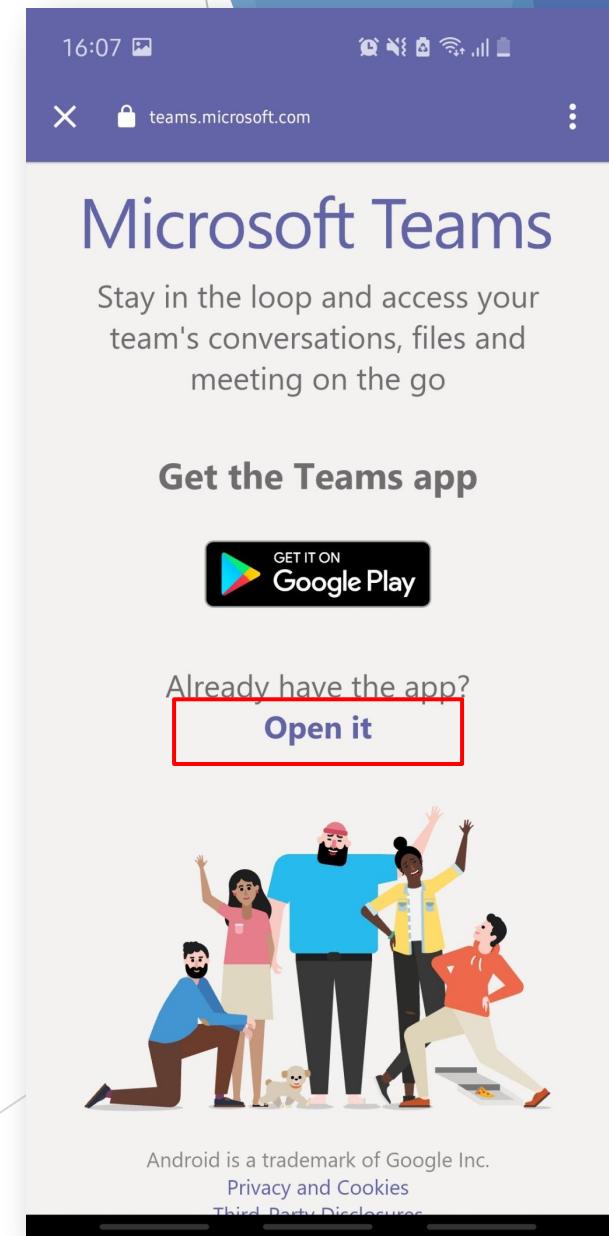
- **Pangalan at apelido**
- **Pangalan ng kumpanya (I-type YouthWorks PH)**
- **Bansa**

Pagkatapos, itap ang **Set up Teams**

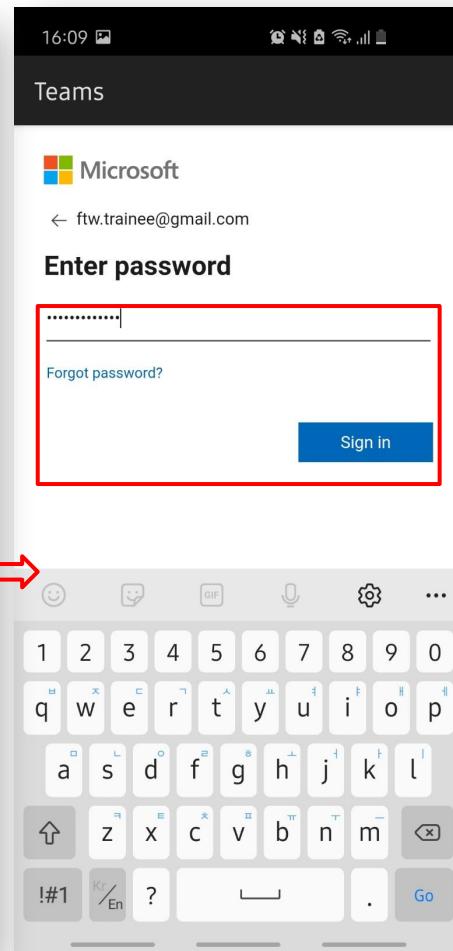
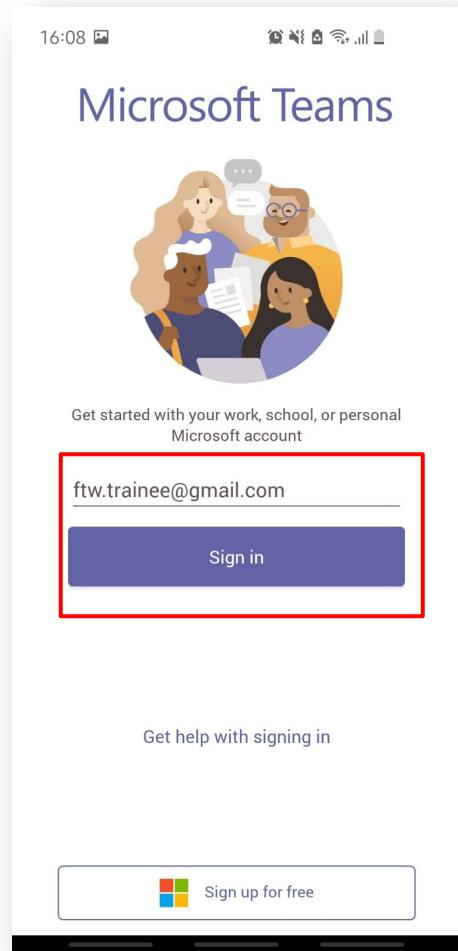
Mahusay! Mayroon ka ng MS Teams account.

Step 5: Pagkatapos ma-set-up ang iyong MS Teams account, makikita mo ang **page na ito**

Maaalalang nai-download na natin ang app sa simula pa lamang kaya maaaring i-tap ang **Open it**



First log-in on MS Teams

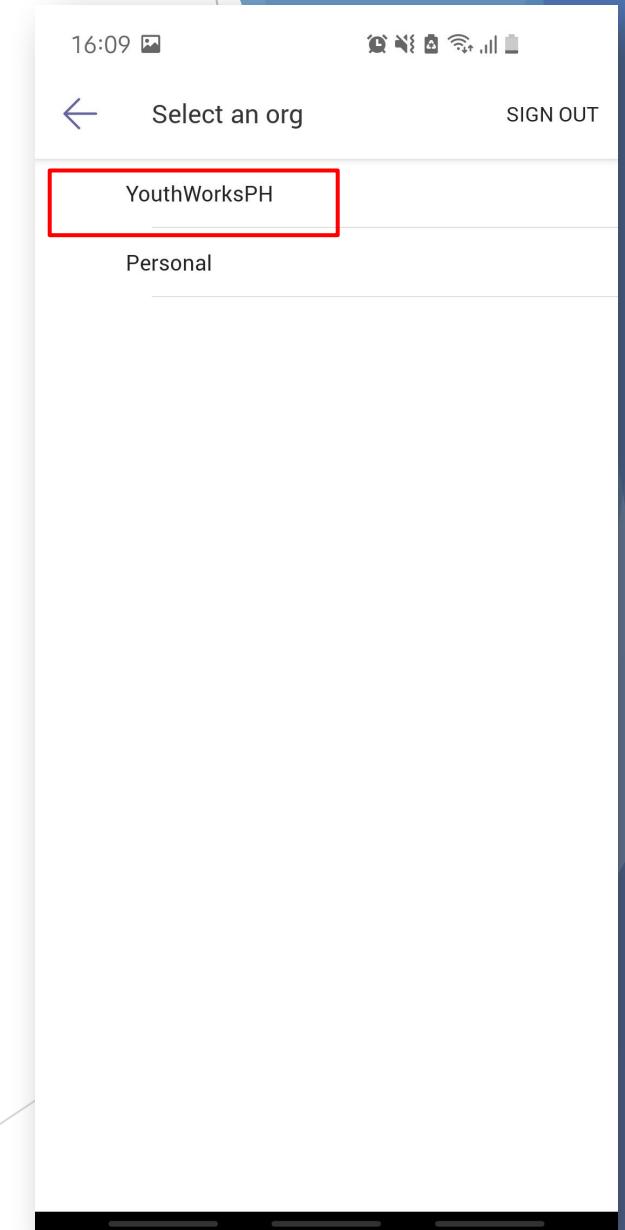


I-type ang iyong:

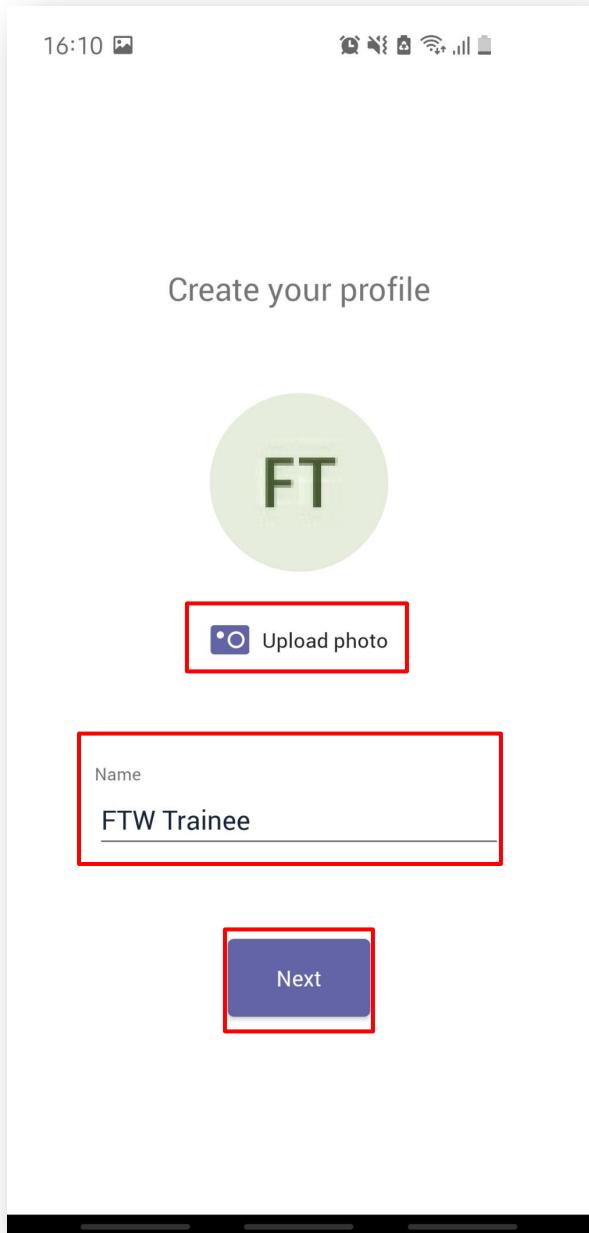
- **Verified email address**
- **Password**

I-tap ang **Sign in**

Piliin ang **YouthWorks PH**
Bilang iyong organization.



First log-in on MS Teams

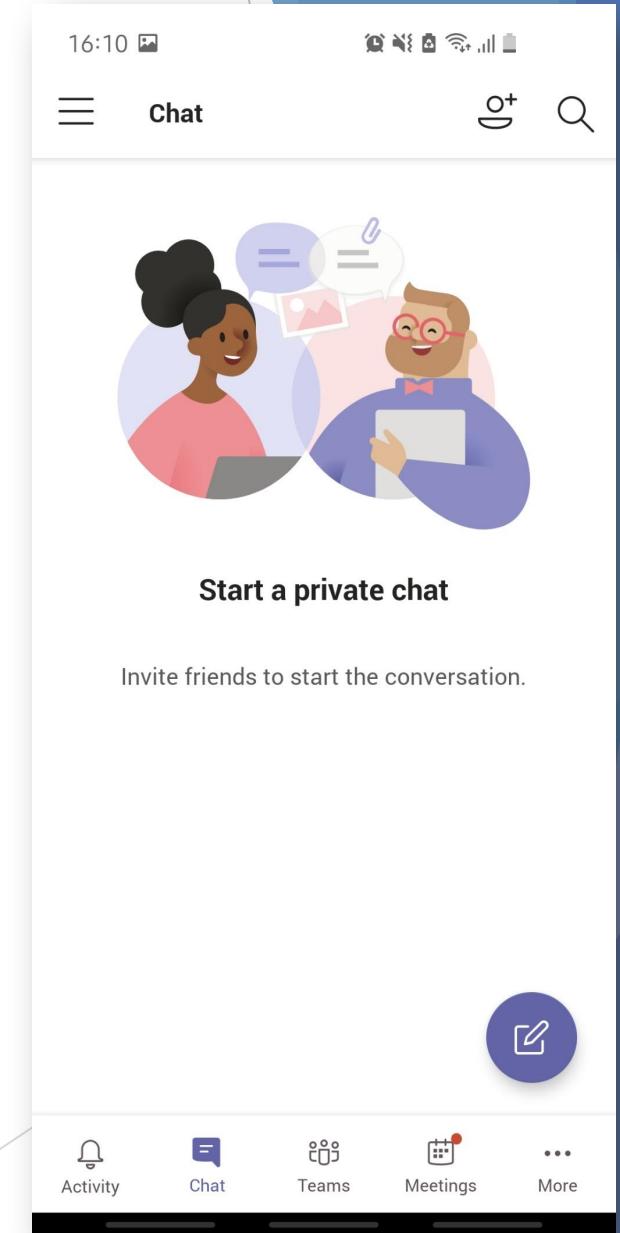


I-set-up ang iyong profile.

Maaaring baguhin ang iyong pangalan (**name**) o maglagay ng iyong **profile photo**.

Ganito ang magiging itsura ng iyong MS Teams dashboard □

Maaari ka nang magchat sa iyong co-trainees at mentor, magpost sa discussion, magjoin sa synchronous sessions at magpasa ng assignments (Hometasks) atpb



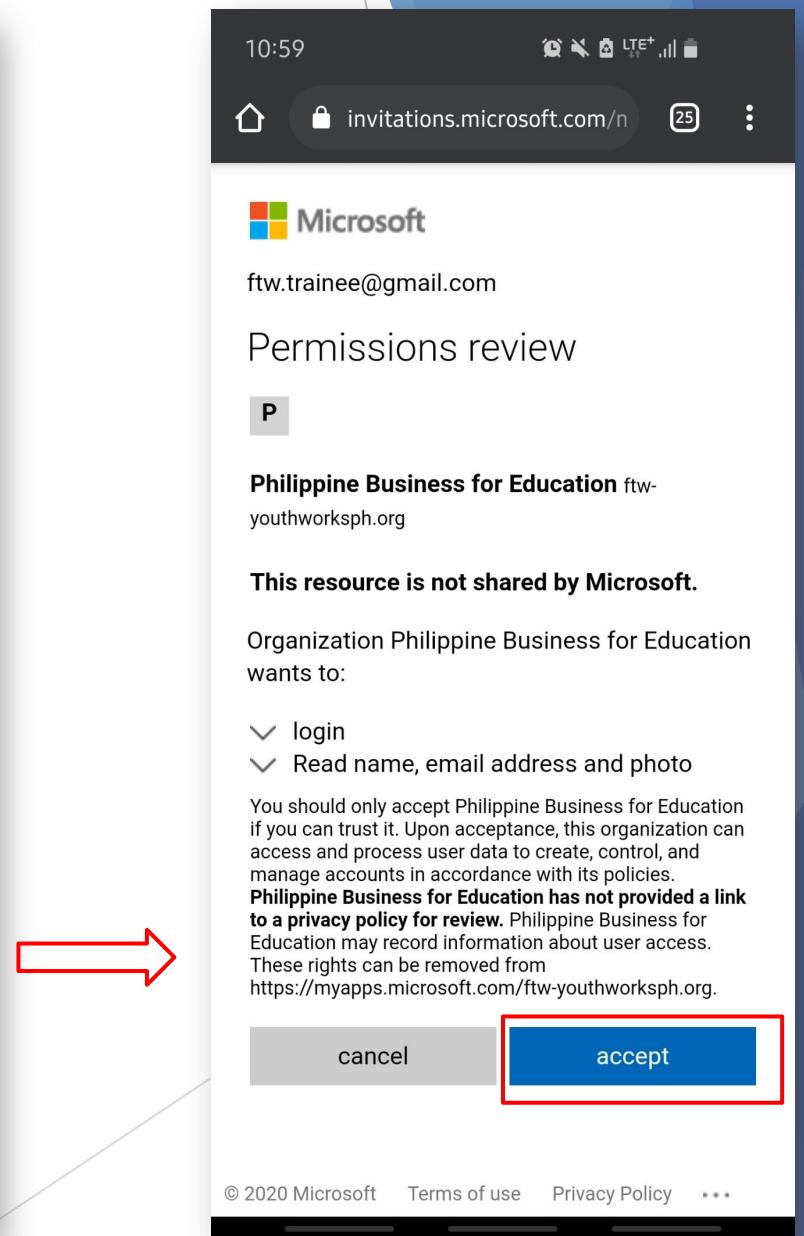
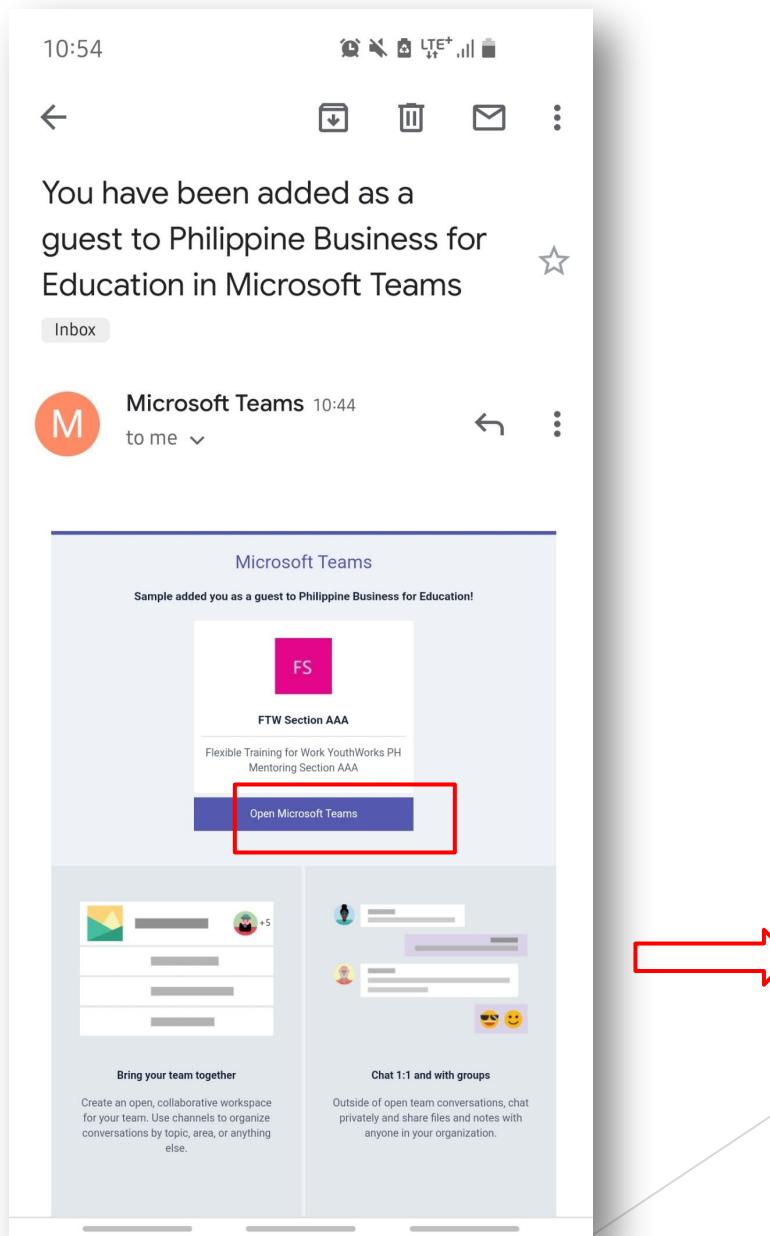
Pag-join ng Classroom sa MS Teams

Step 1: I-check ang iyong Gmail account para sa Mentor's classroom invite.

I-tap ang **Open Microsoft Teams.**

Mapupunta kayo sa Permission Review para ma-access at ma-manage ng Philippine Business for Education ang inyong account. Kailangan ito upang makuha ang inyong "consent" at mai-add kayo sa MS Teams classroom.

I-tap ang **Accept**



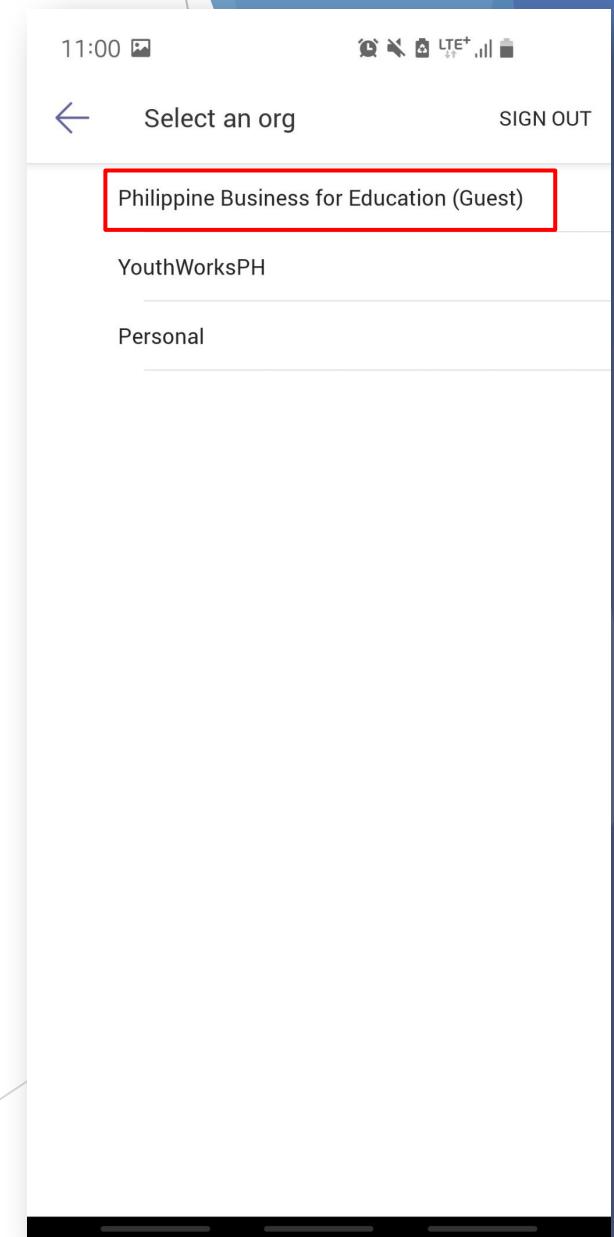
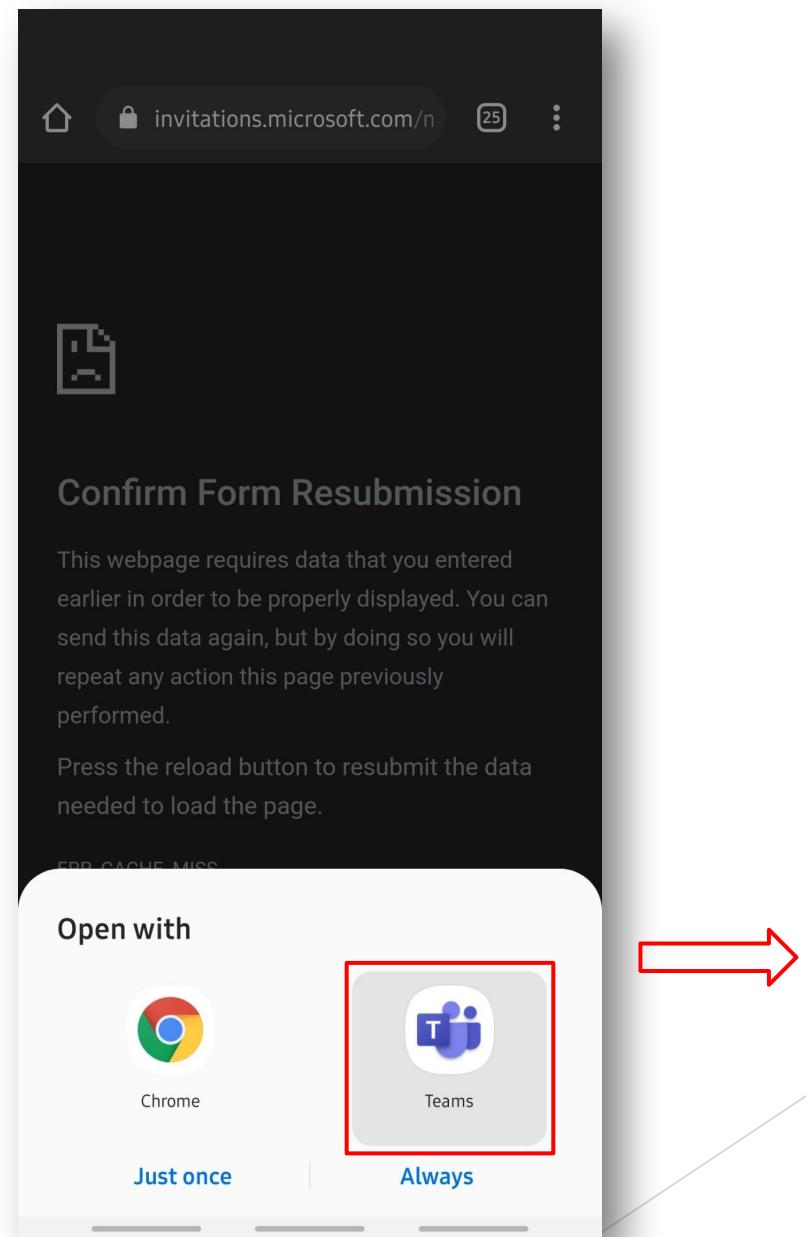
Pag-join ng Classroom sa MS Teams

Step 2: Papiliin ka kung Chrome o Teams ang gagamitin sa pag-open ng Teams.

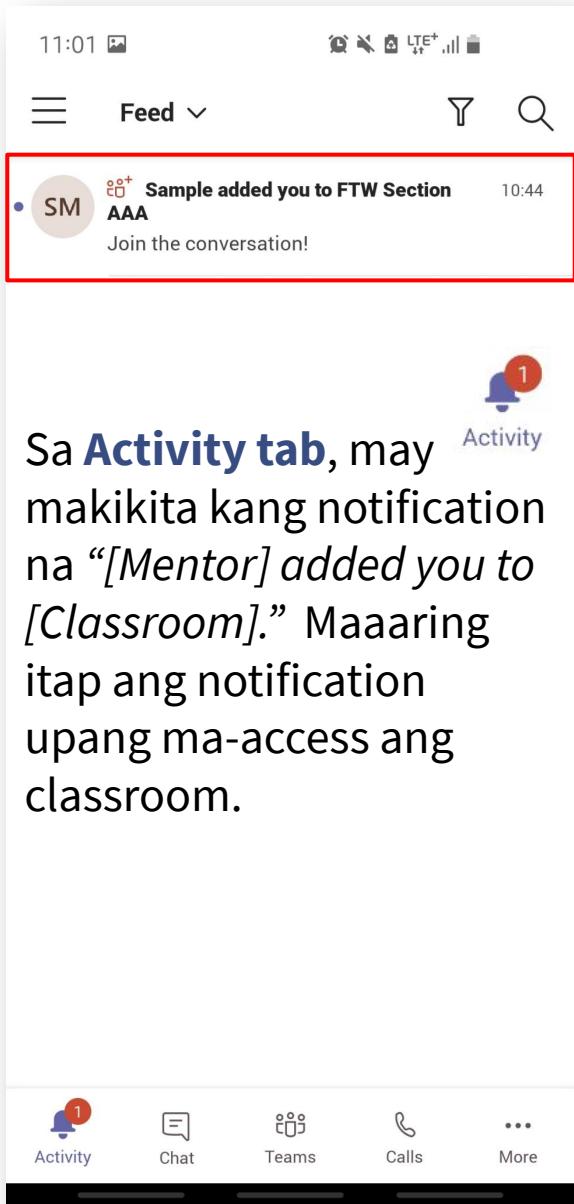
Piliin at i-tap ang **Teams**.

Step 3: Sa Teams, papilin ka ng organization.

Hanapin at i-tap ang **Philippine Business for Education**.



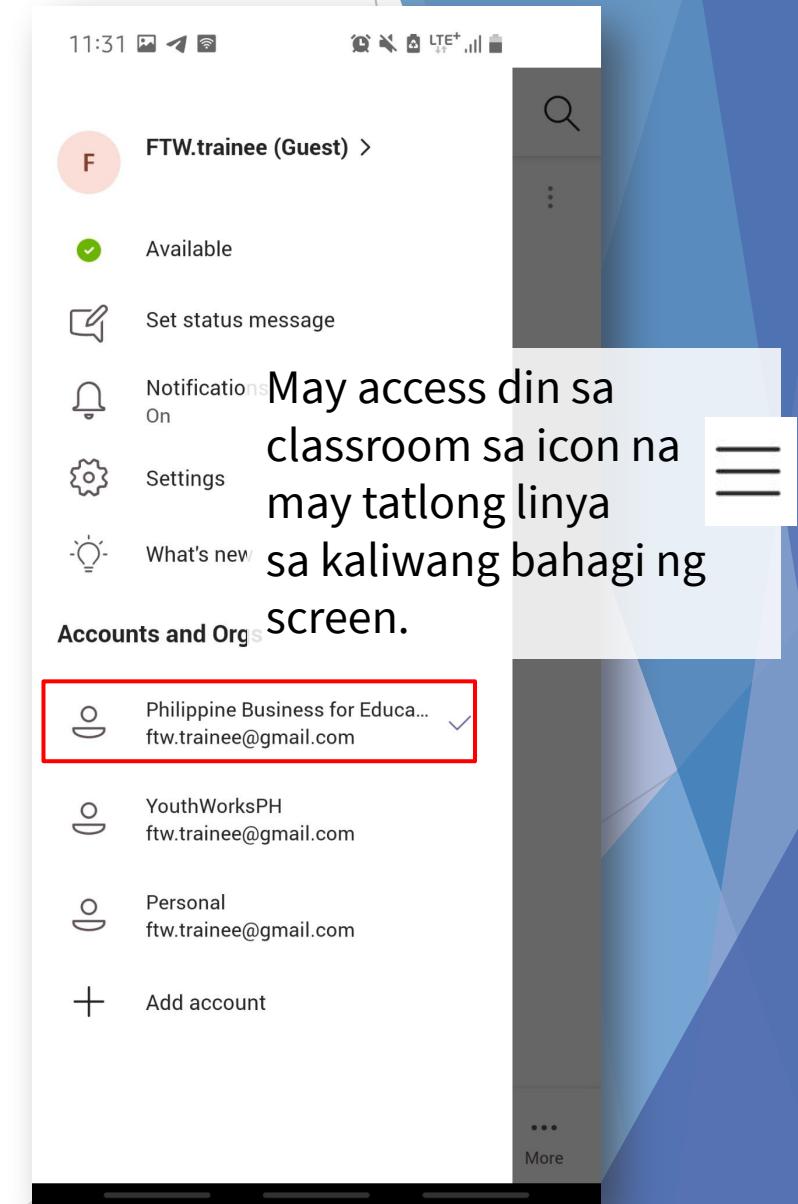
Pag-access ng Classroom



Sa **Activity tab**, may makikita kang notification na “[Mentor] added you to [Classroom].” Maaaring itap ang notification upang ma-access ang classroom.



Maaari mo ring ma-access ang classroom sa **Teams tab**.

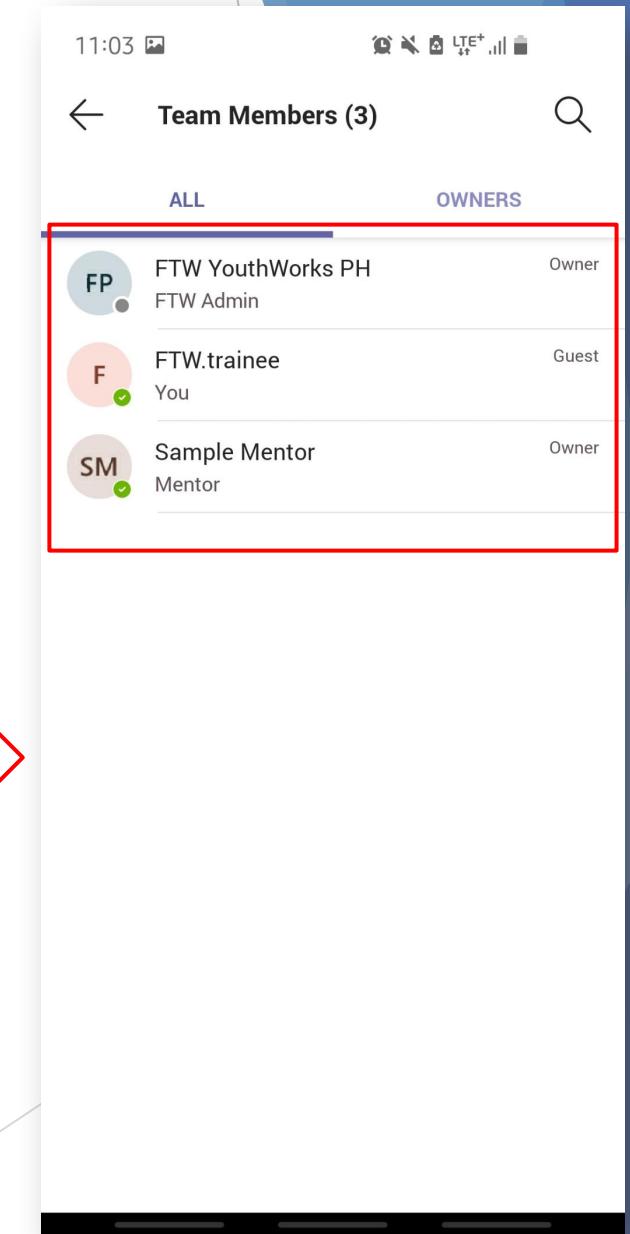
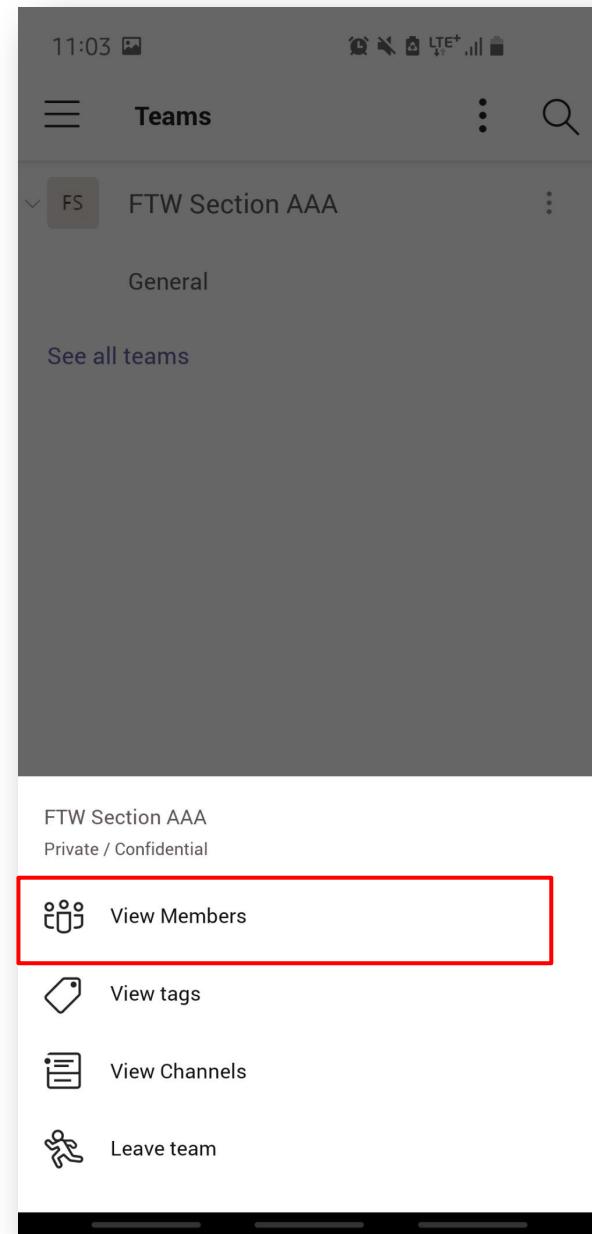
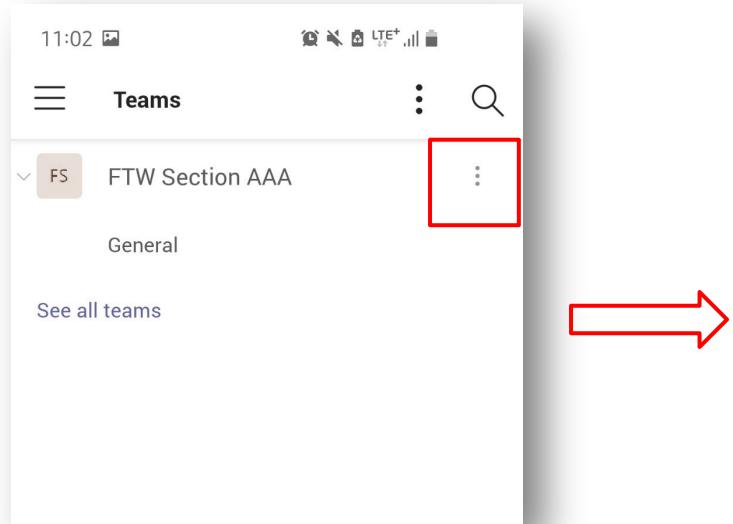


- Philippine Business for Educa... ftw.trainee@gmail.com ✓
- YouthWorksPH ftw.trainee@gmail.com
- Personal ftw.trainee@gmail.com
- Add account

Pag-access ng Classroom

Kung nais mong Makita ang mga co-trainees mo, i-tap ang three dots icon sa kanan bahagi ng pangalan ng classroom.

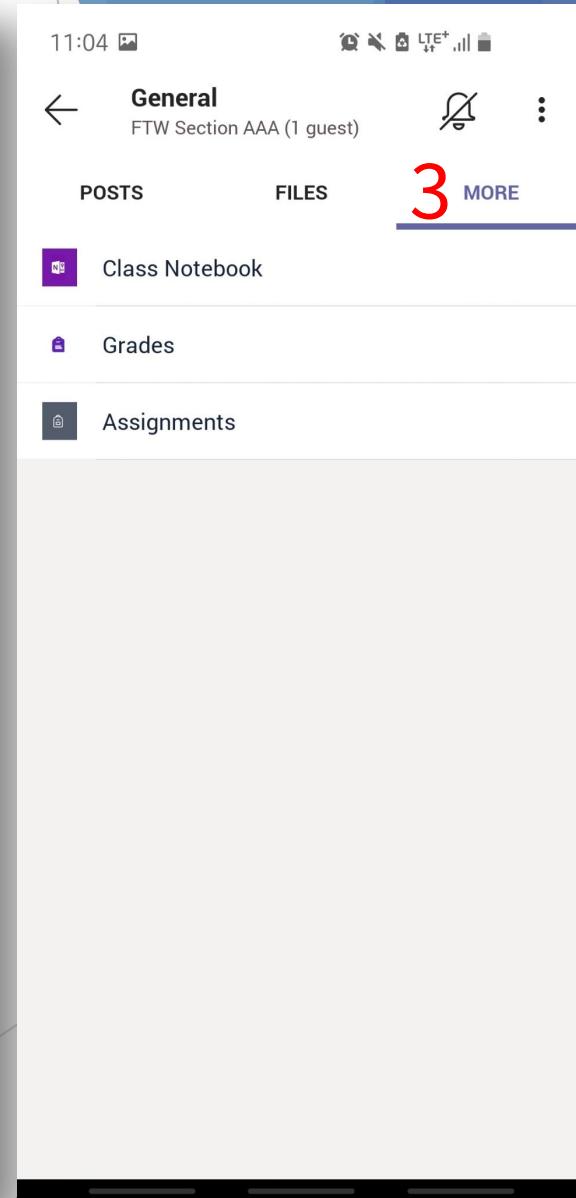
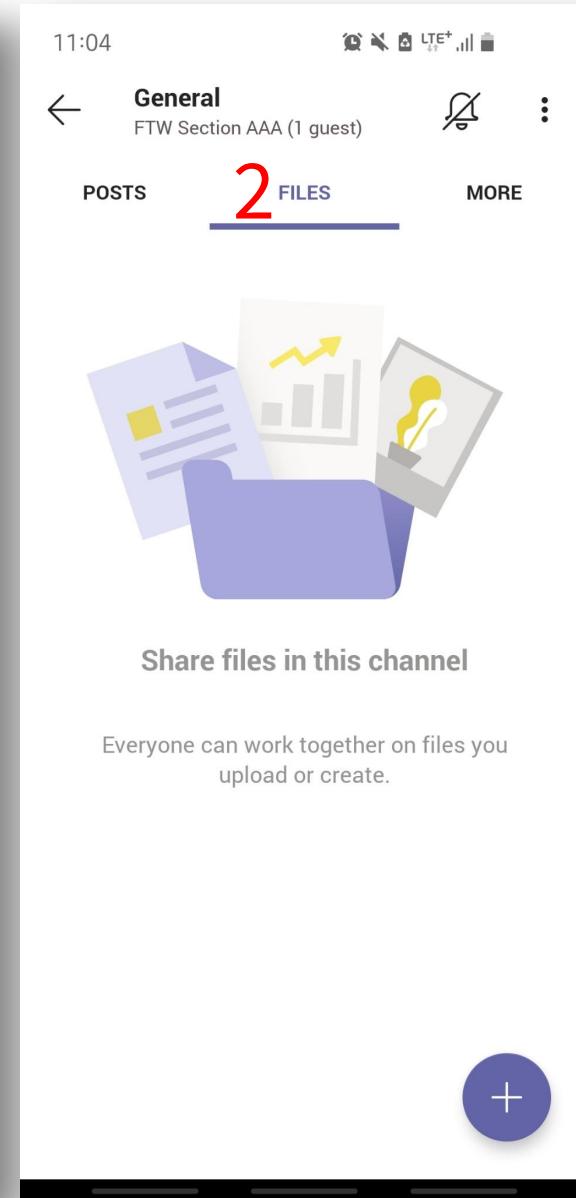
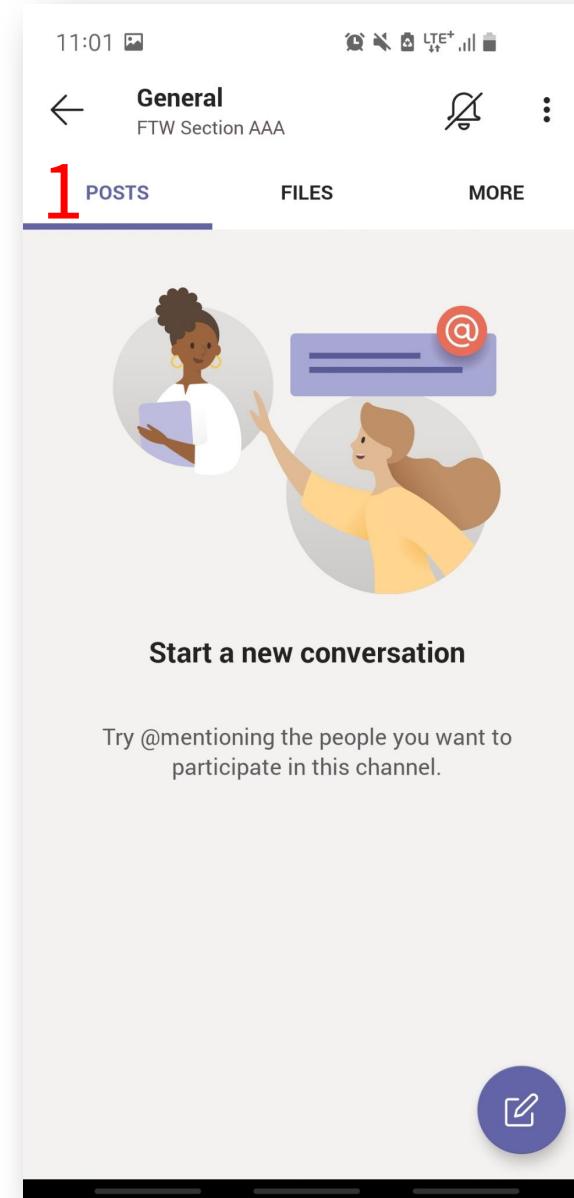
Pagkatapos, i-tap ang **View Members**



Pakikipag-ugnayan sa Classroom (Classroom Interface)

1) POSTS

- Dito ka makaka-access sa mga class announcements, Home tasks, at Links ng synchronous session
- Pagpopost sa discussions
- Pakikihalubilo sa iba pang members.



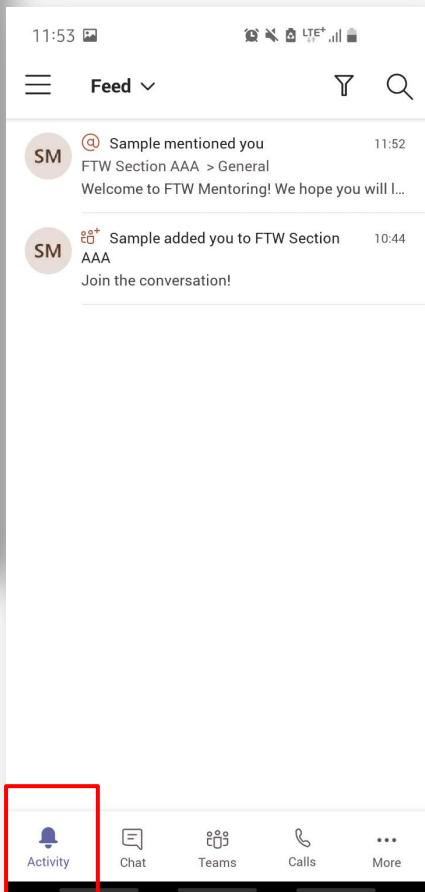
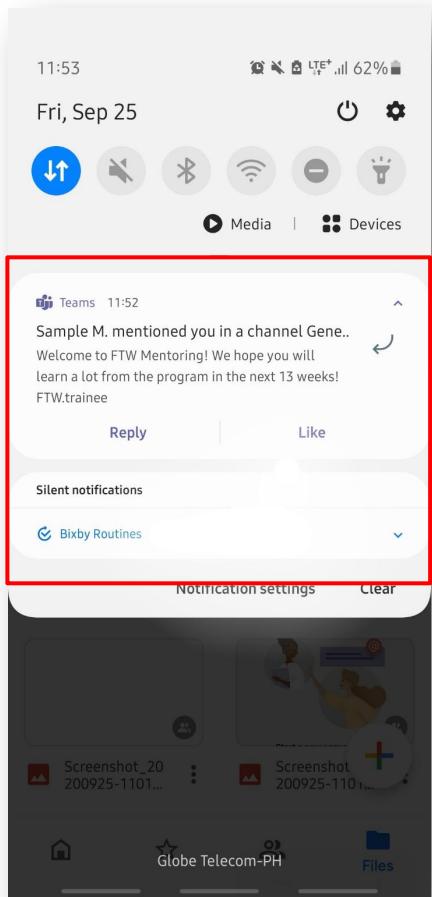
2) FILES

- Dito mo makikita at maa-access ang mga files na may kinalaman sa program.

3) MORE

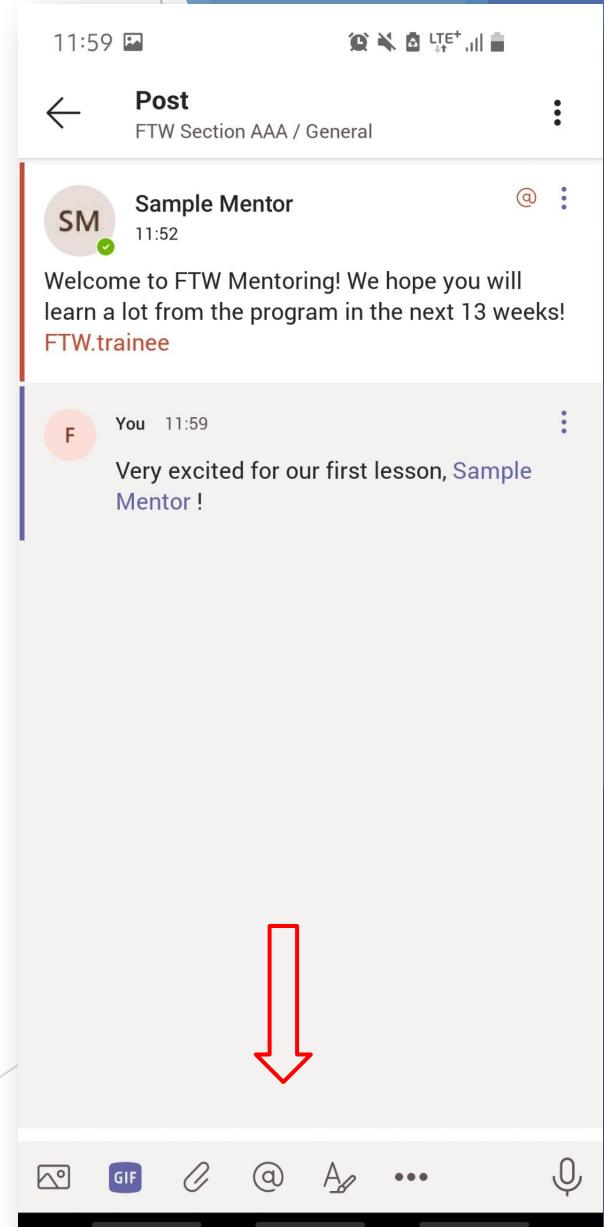
- Mayroon ditong access sa class notebook (if gamitin ni Mentor)
- Makita ang iyong grades
- I-Check ang sinabmit mong home task at mentor feedback

Announcements



Makatatanggap ka ng mga **notifications** kung may mga bagong announcement sa iyong classroom.

Maaari mo ring makita ang mga announcement na ito sa **Activity** Tab ng Teams App.



Maaari kang mag-**comment** sa mga announcements tulad sa mga social media app.

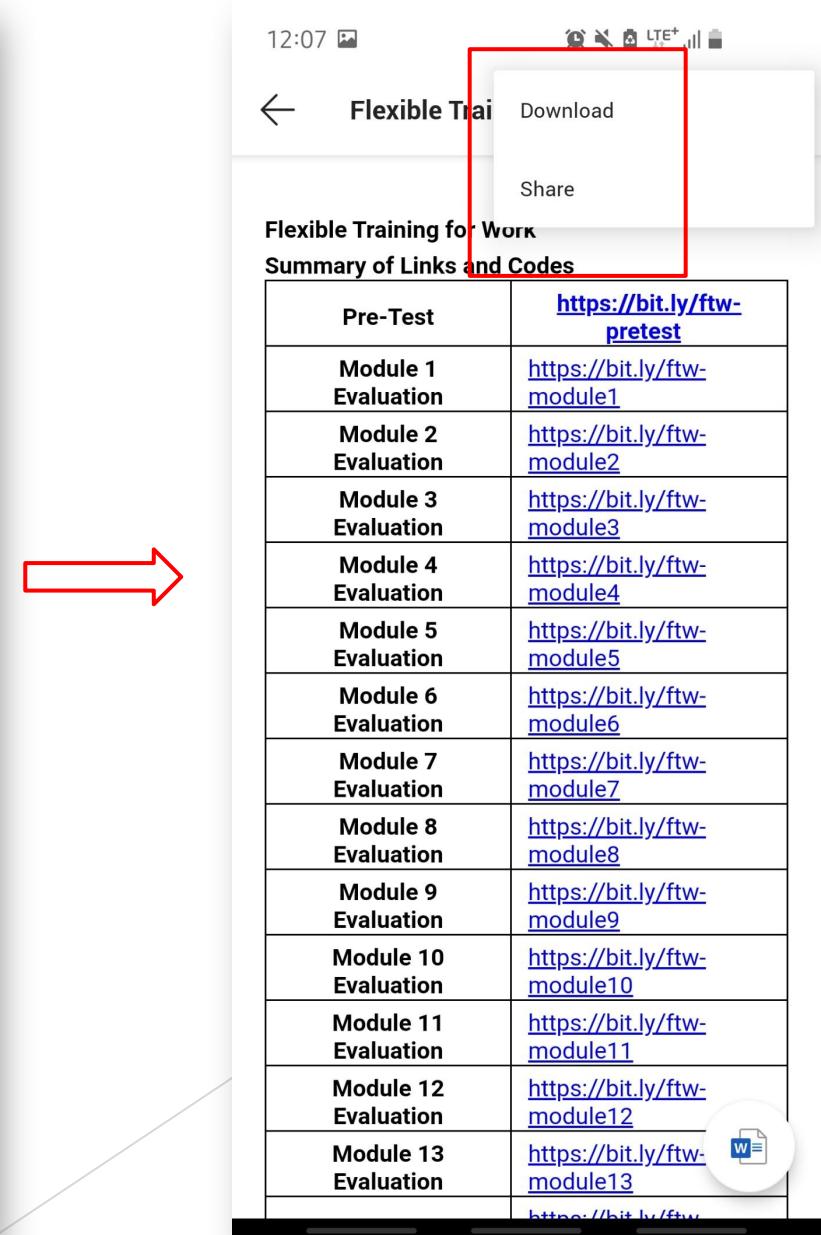
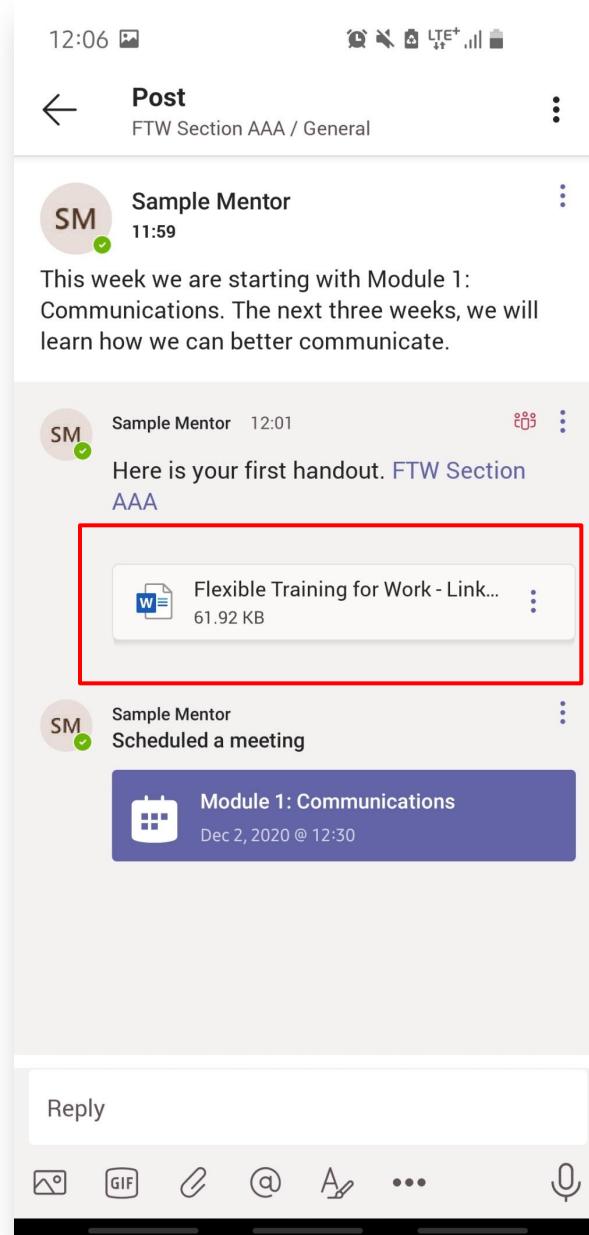
Maaari ka ring mag-attach ng photo, GIF, file, at voice recording; mag-mention ng member, magdrawing; at kahit magsend ng mga papuri.

Announcements

Upang Makita ang mga attachment,
Maaaring i-tap ang mismong
document o file.

Sa Teams na mismo ito bubukas.
Hindi mo na kailangang mag-install
o bukas ng ibang app.

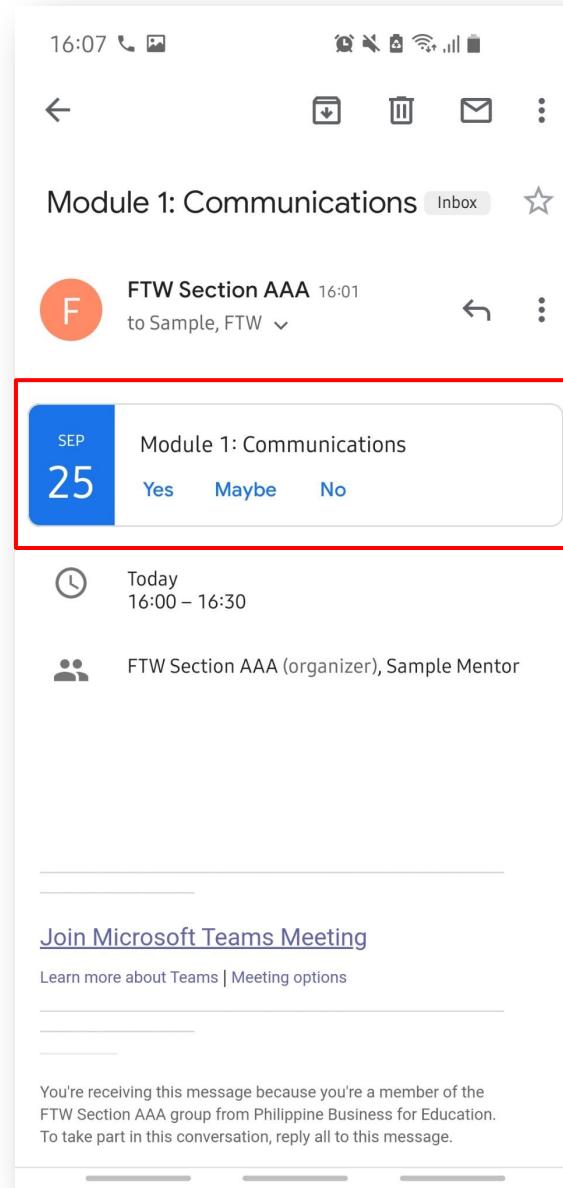
Maaari mo ring i-download o i-share
ang document/file sa pag click ng
tatlong (3) tulodok na icon sa kanang
bahagi.



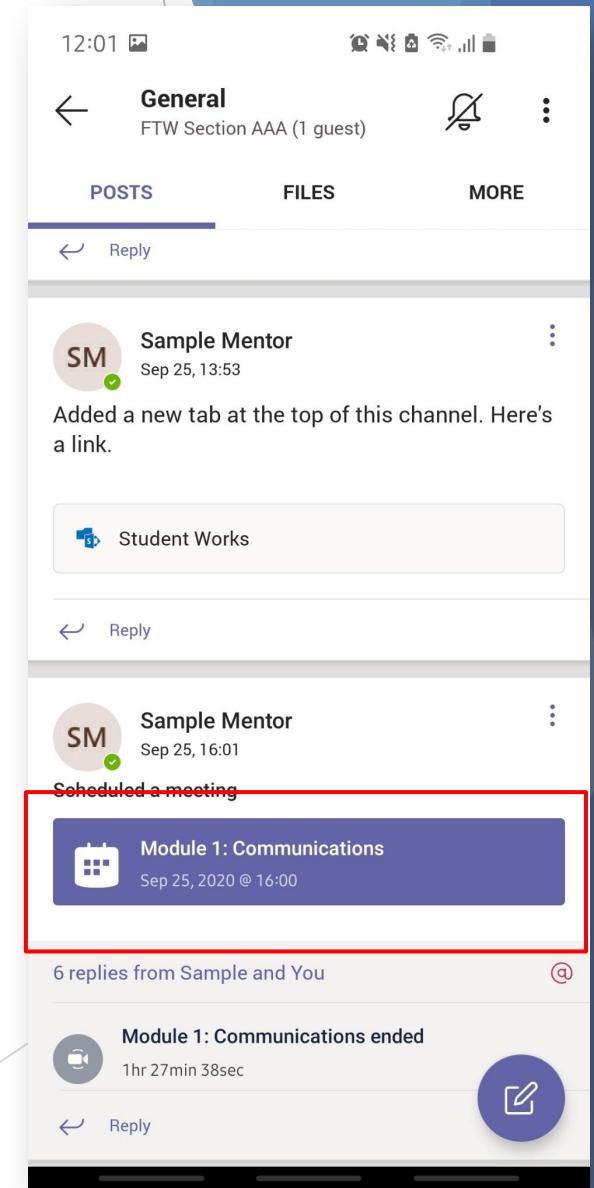
Pag-join sa isang synchronous session

Kapag nakapag-schedule na ang iyong Mentor ng inyong synchronous session, makatatanggap ka ng isang email sa iyong gmail account.

Maaari kang mag-**YES**, **MAYBE**, or **NO** upang maipaalam sa iyong mentor and iyong kalagayan.



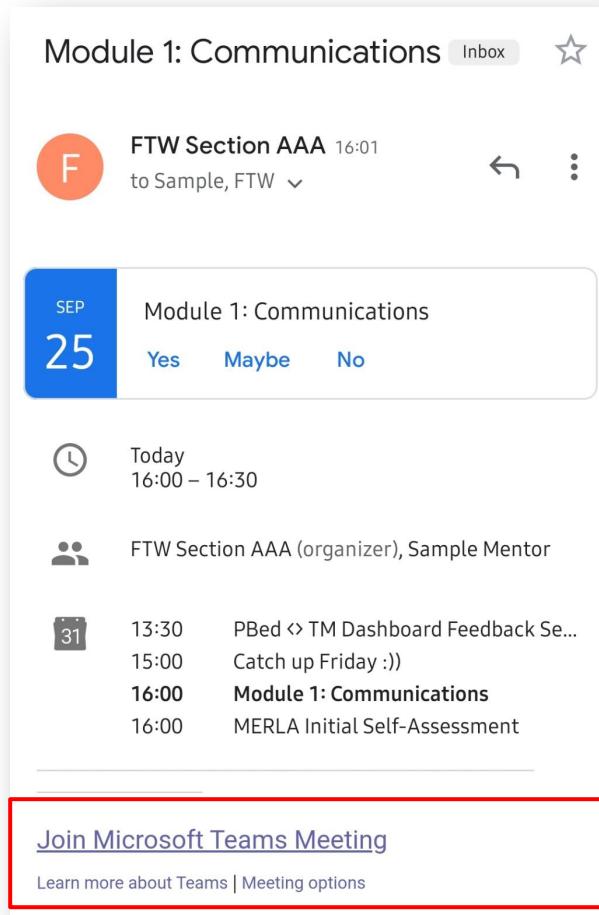
Gayundin naman, maaari mong makita ang scheduled synchronous session sa Team's **Post tab**.



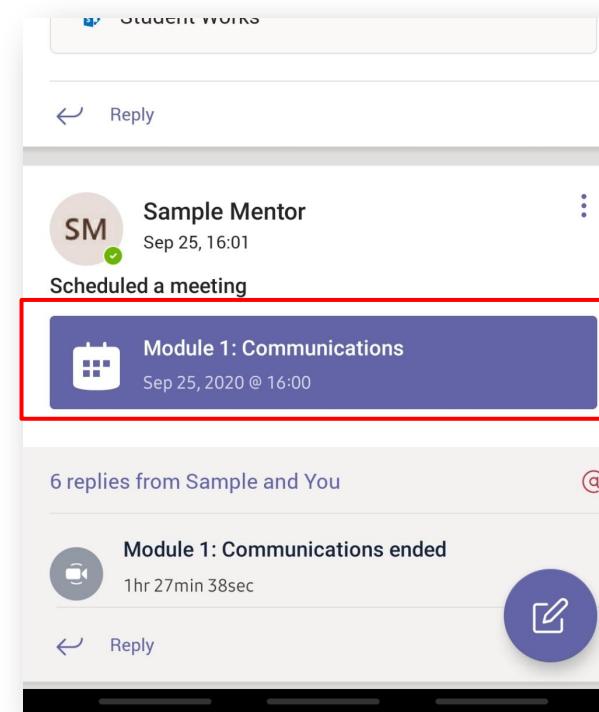
Pag-join sa isang synchronous session

Sa mismong araw at oras ng inyong synchronous session, makaka-join ka sa session sa pamamagitan ng :

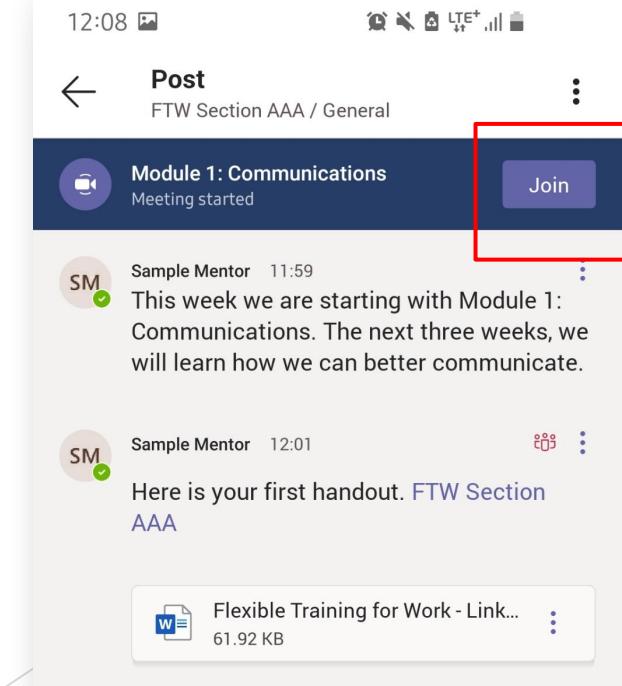
- 1) Pag-tap ng **Join Microsoft Meetings** sa Gmail invitation, o



- 2) Pag-tap ng **blue na calendar attachment**, o



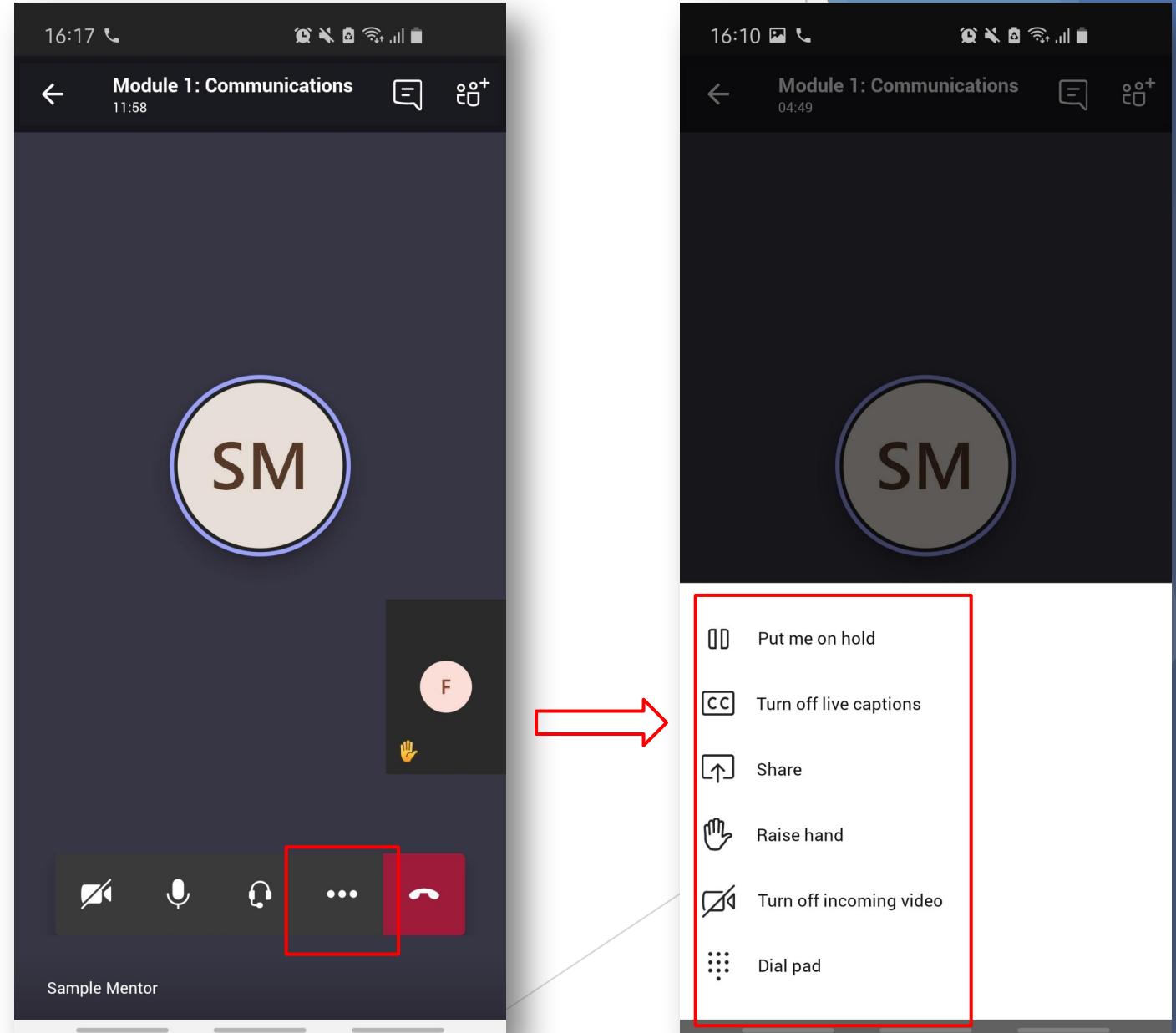
- 3) Pag-tap ng **Join** na banner sa itaas na bahagi ng anumang page sa Teams.



Synchronous session

Marami kang pwedeng gawin habang nasa synchronous session, tulad ng: pagtaas ng virtual na kamay.

Itap lamang ang tatlong (3) tuldok na icon upang masubukan mo ang mga ito.

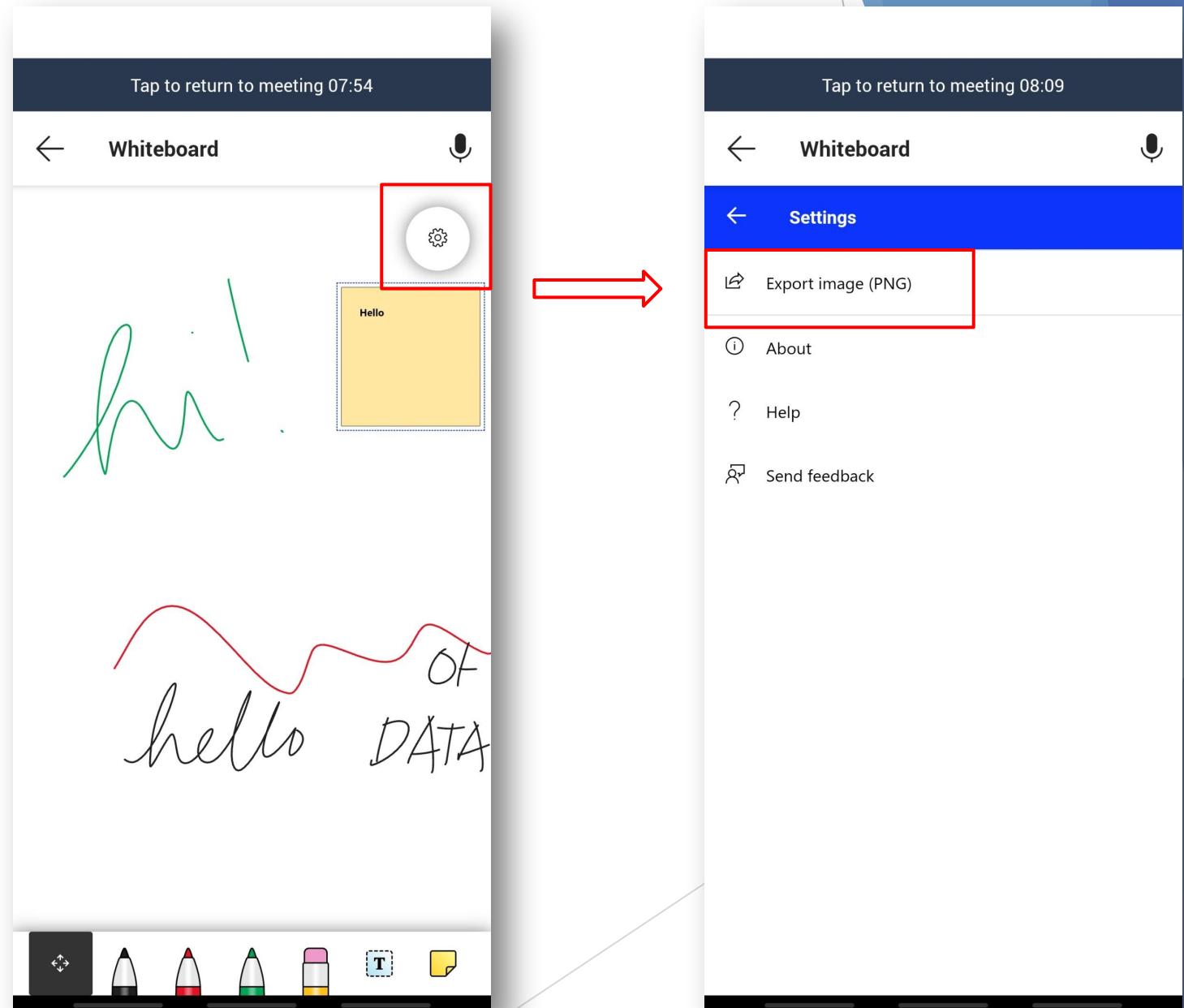


Synchronous session - Whiteboard

Maaring simulang Mentor ang **Whiteboard** kung saan ay maaaring magsulat ang mga nasa session para sa brainstorming discussion o ibang pang learning activities.

Maaari kang mag-scribble o gumamit ng sticky note sa Whiteboard

Maaari mong itong i-save sa pag-tap ng **Gear icon** at pagpili at tap ng **Export image (PNG)**

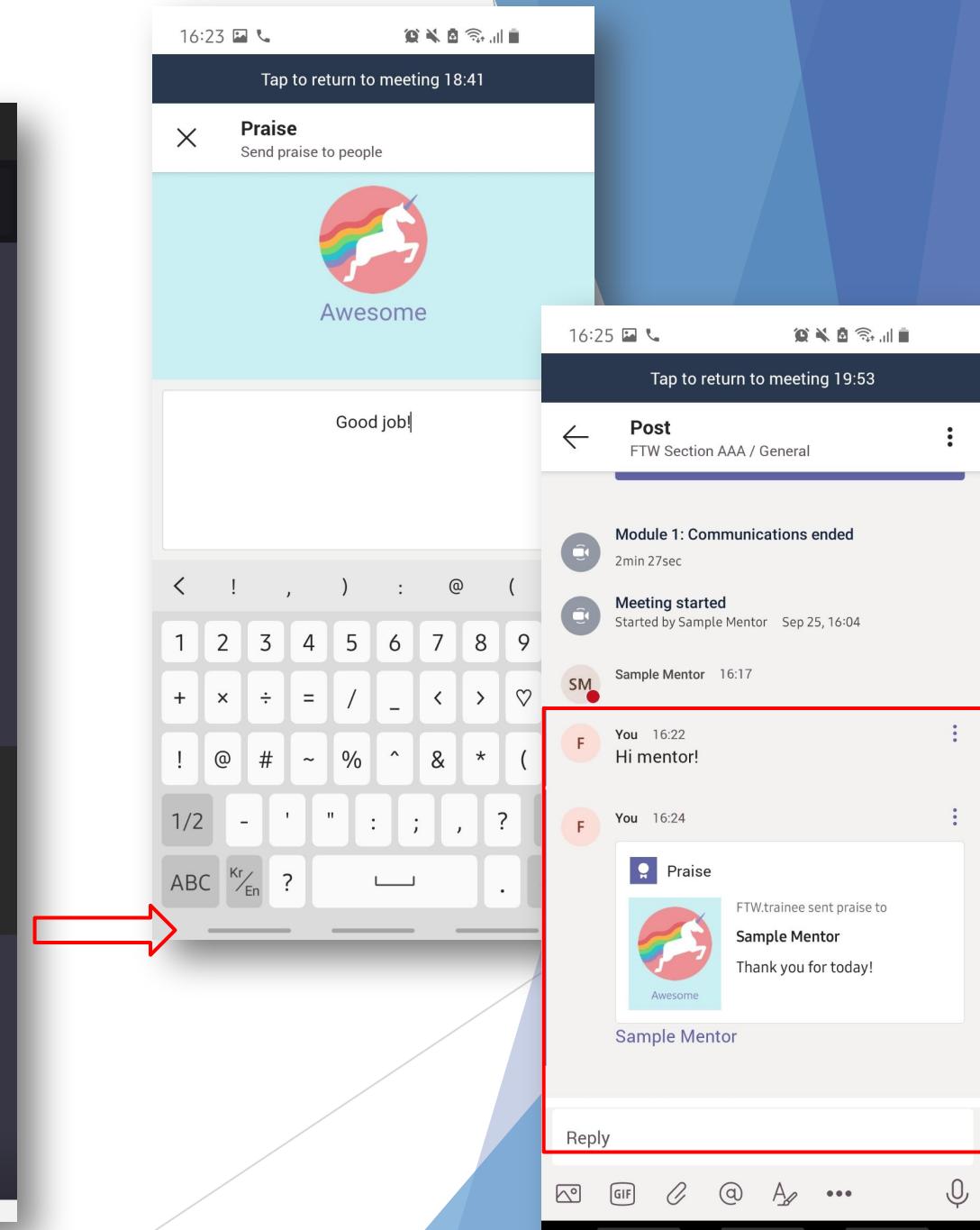
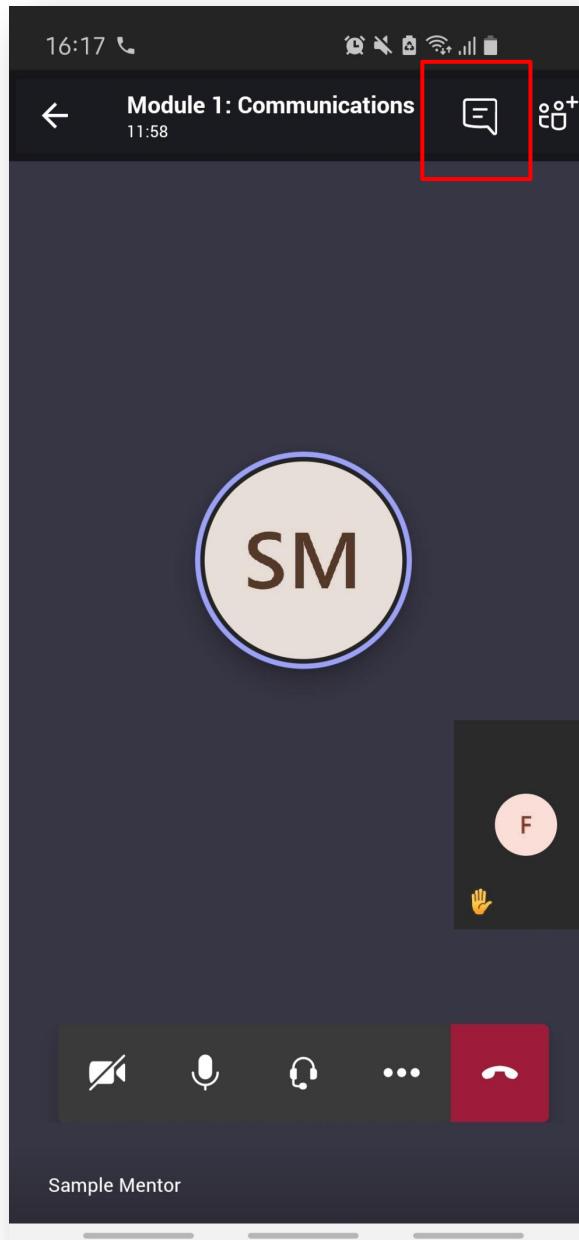


Synchronous session - Chat

Habang nasa session, maaari kang makapagchat sa pag-tap ng **message bubble** na makikita sa kanang bahagi sa itaas ng screen.

Mayroon itong katulad na mga feature sa comment section. Maaari kang mag-attach ng photo, GIF, file, o voice recording; mag-mention ng member; na nasa session, magdrawing ng doodle; o kaya magsend ng praises (sample photo).

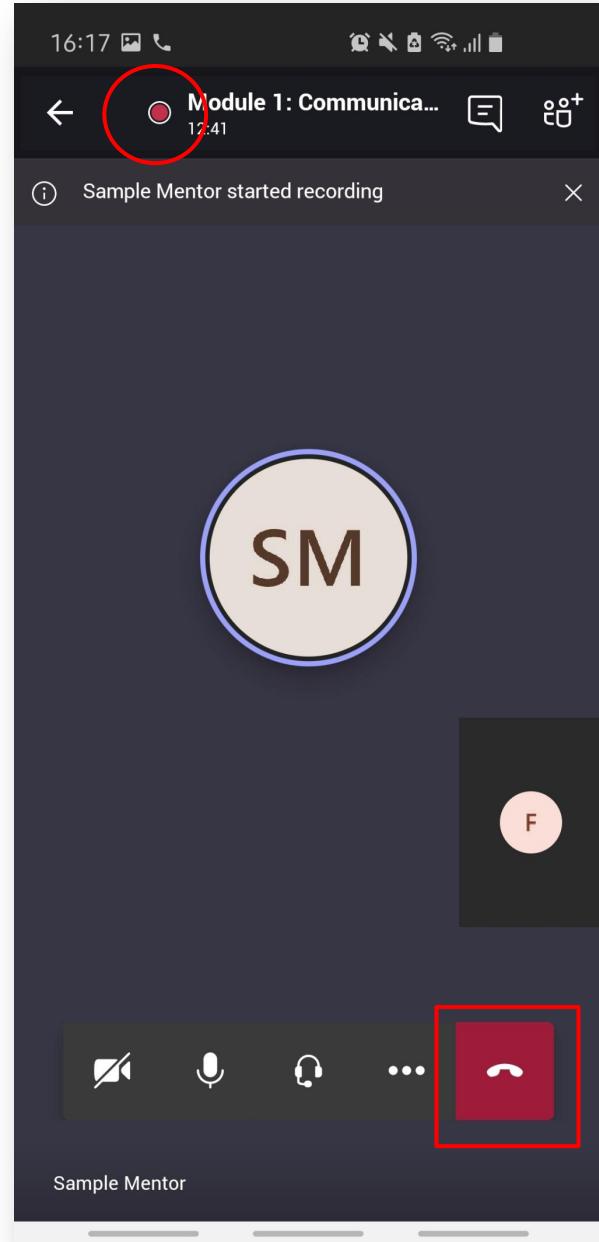
Makikita mo ang Chats at mga conversation ninyo sa chat box. Maaari mo itong balik-balikan kahit tapos na ang session. Matatagpuan mo ito sa post ng Mentor tungkol sa synch. Session ninyo.



Synchronous session: Recording

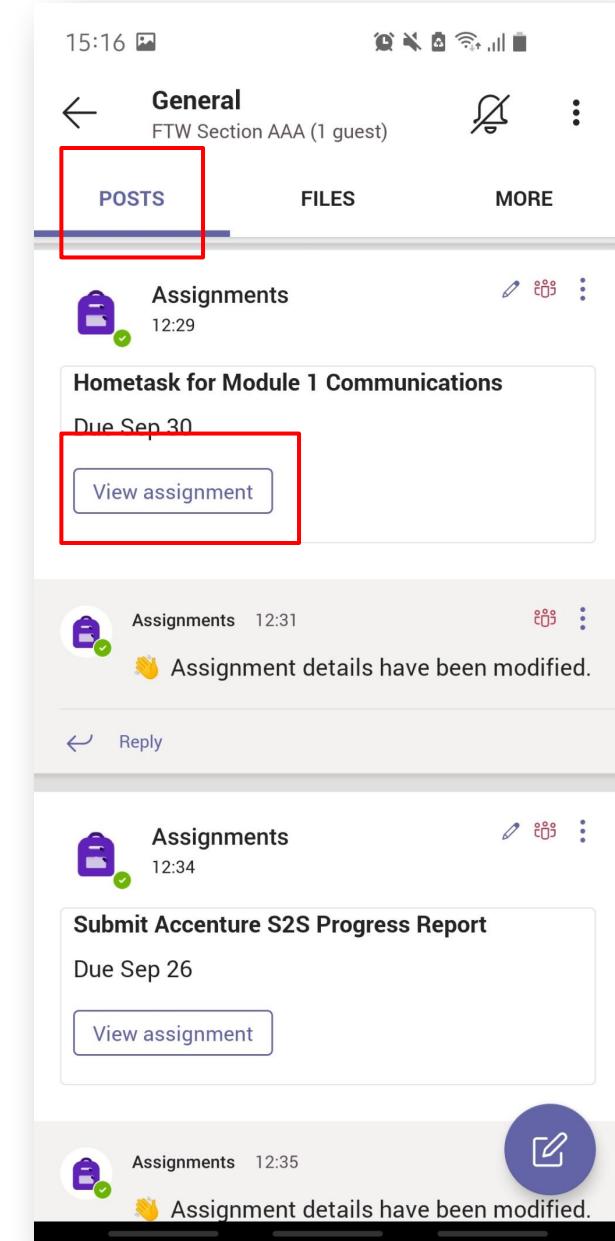
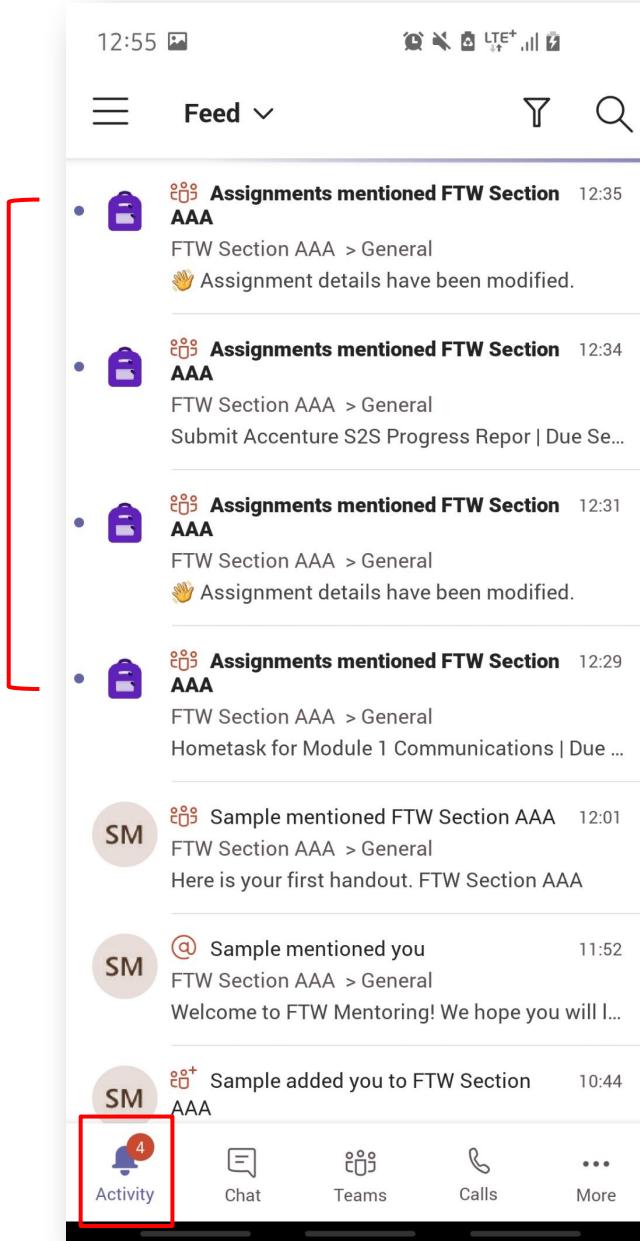
May makikita kang **red dot** sa taas ng iyong screen kapag nirerecord na ng Mentorang inyong session.

Kung nais mo nang lumabas sa session, i-tap lang ang **red phone icon** sa ibaba ng iyong screen.



Pag-submit ng Home tasks at progress report

Matatagpuan m rin ang mga notifications tungkol sa Home tasks at progress reports sa **Activity tab**.



Maaari mo rin itong Makita sa **Posts tab**.

I-tap ang **View Assignment** upang malaman ang mga panuto, reference materials, at grading system na gagamitin sa Home task.

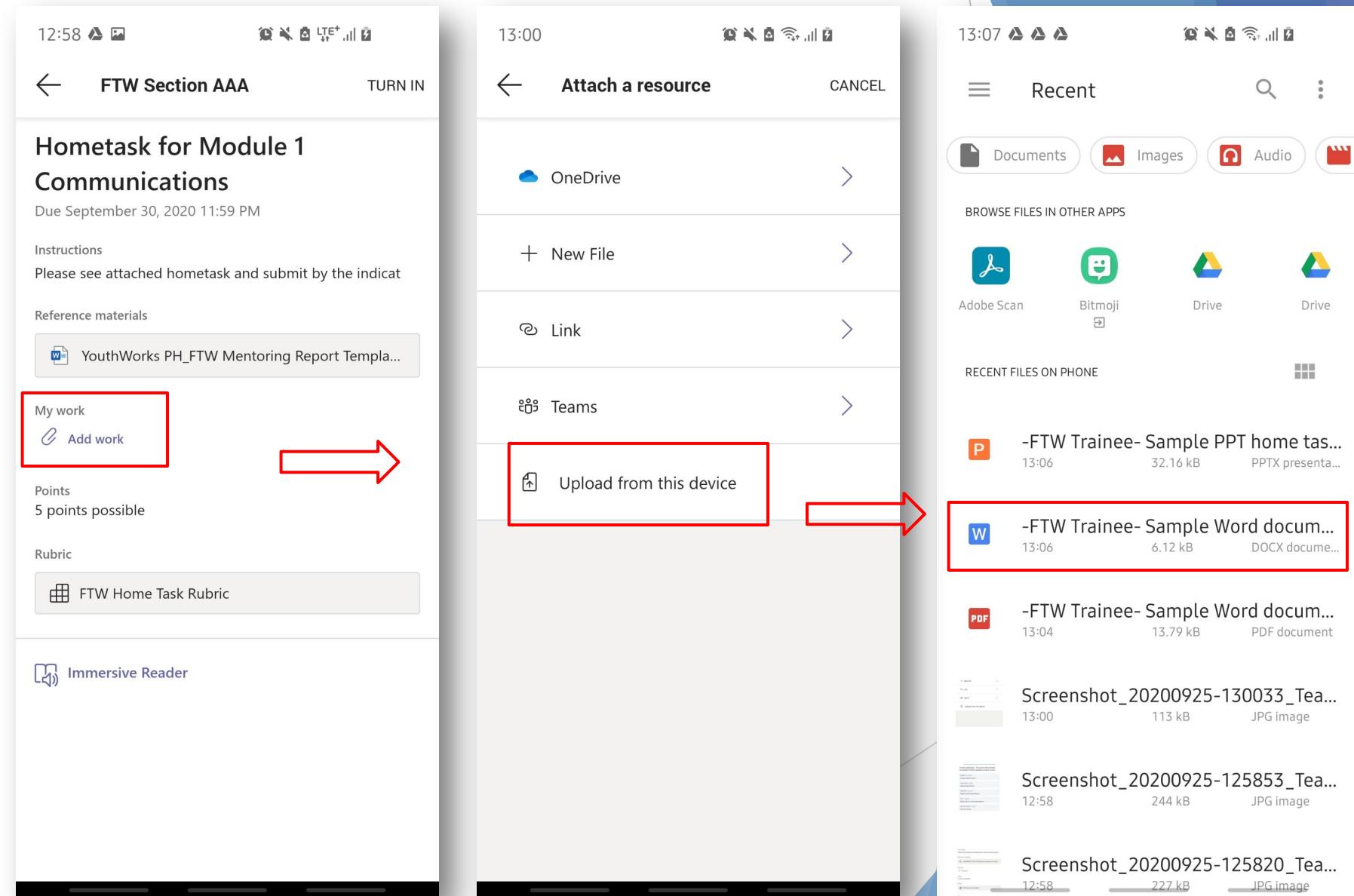
Pag-submit ng Home tasks at progress report

Pagkatapos mabasa at maisagawa ang Home tasks, maaari mo na itong isubmit.

Step 1: Itap ang post ng Hometask na nais mong ipapasa at itap ang **Add Work** na makikita sa loob ng Home task post.

Step 2: Attach a resource, I-tap ang **Upload from this device**

Step 3: Mula sa listahan ng files sa iyong device, piliin ang tamang file na iyong ipapasa.



Pag-submit ng Home tasks at progress report

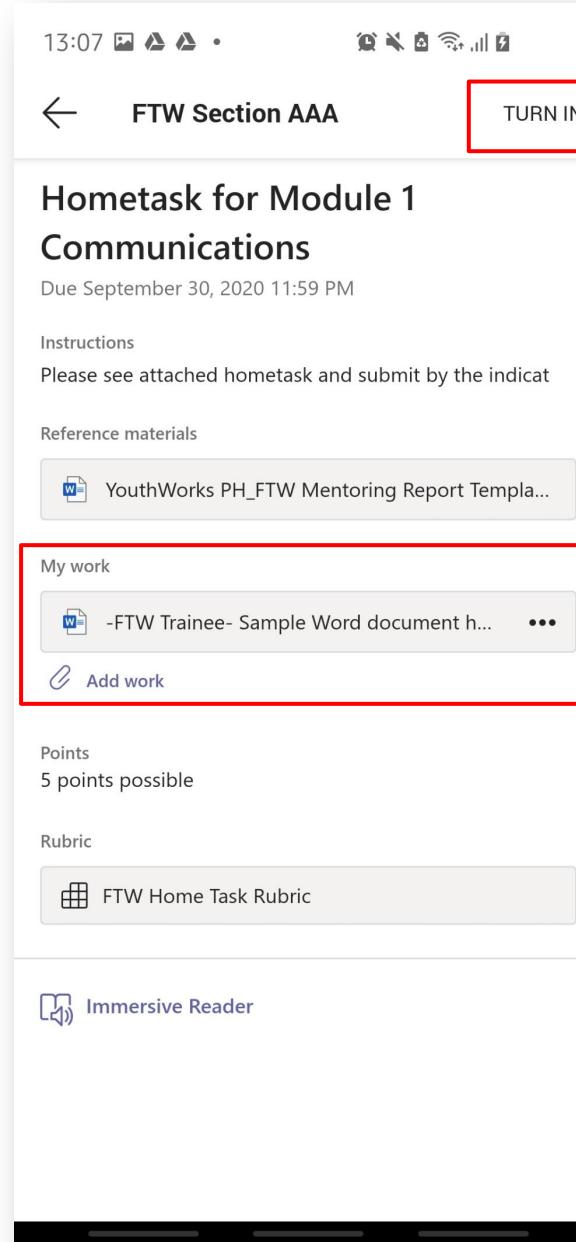
Step 4: Hintayin at siuraduhing na-upload ng matagumpay ang file.

Masasabing matagumpay na na-upload ang file kung ito makikita mo sa My Work na bahagi assignment post.

Muli siguraduhing tama ang file na nai-upload.

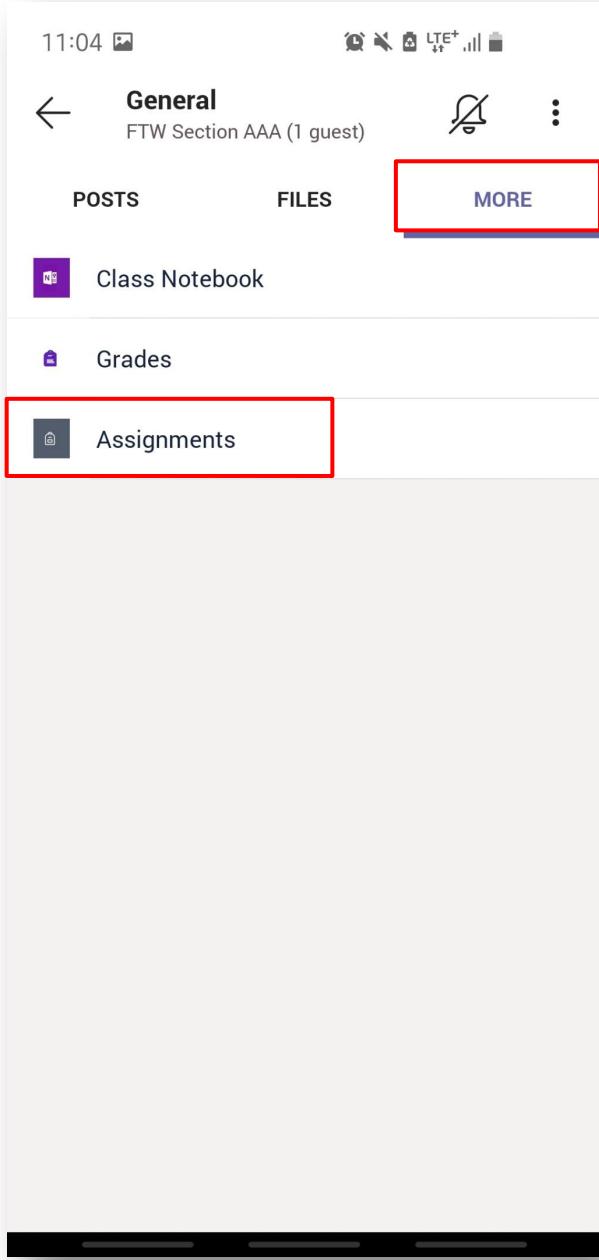
Step 5: Kung maayos na ang lahat, itap ang **Turn In** na makikita sa itaas na bahagi ng screen.

*May surpresa kayong makikita pagkatapos ninyong makapagturn-in ng isang hometask o progress report. 😊 *



Maaari mong burahin at palitan ang nai-upload na file sa pagtap ng tatlong (3) tuldok na icon.

Pag-check kung successful ang iyong submission



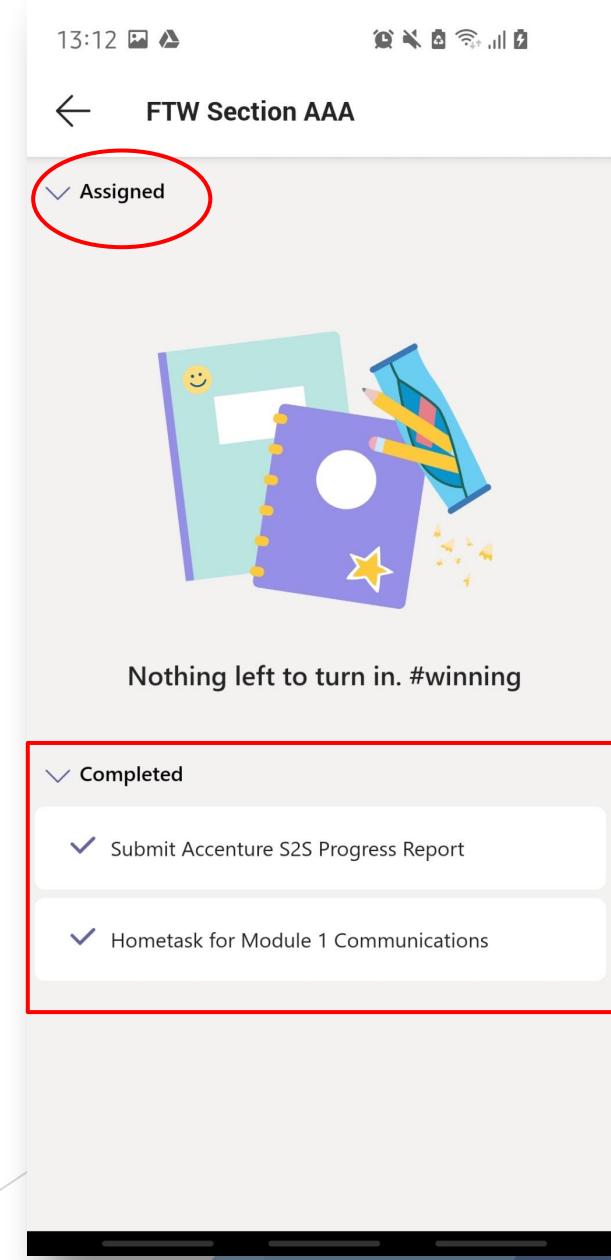
Upang masiguradong matagumpay na nai-submit ang iyong file:

Pumunta sa tab na **More**

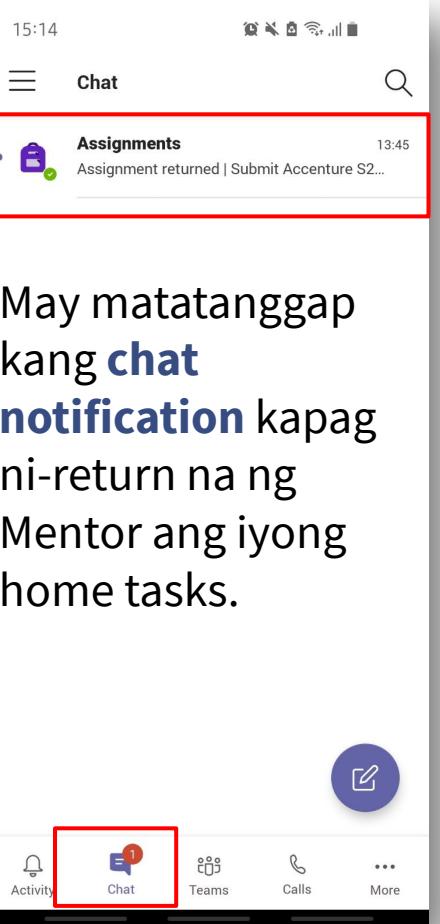
Pagkatapos, itap ang **Assignments**

Ang iyong mga submitted home tasks ay dapat na nasa **Completed portion**.

Ang mga hindi matagumpay na nasubmit ay nasa **Assigned** portion.

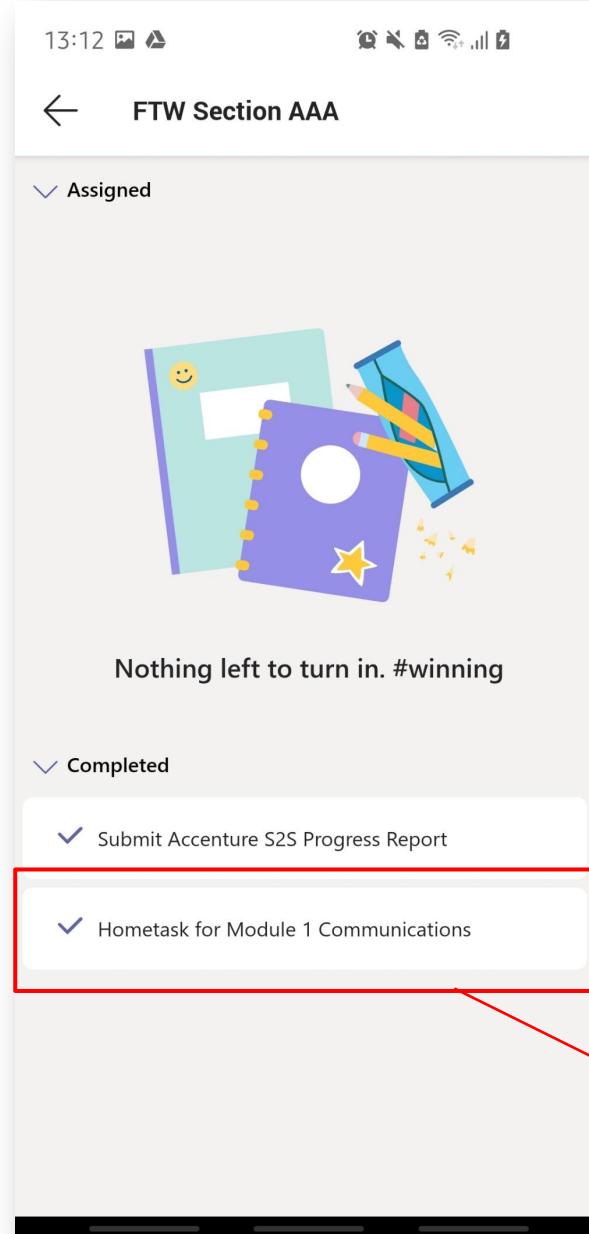
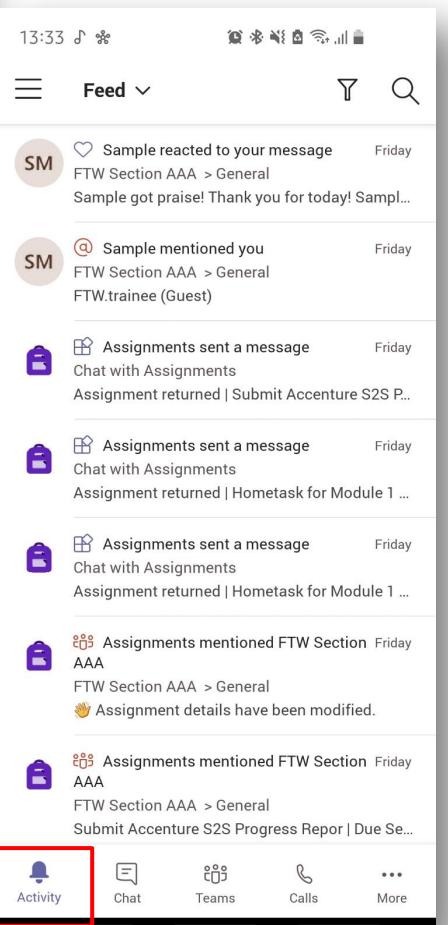


Pagtanggap ng Feedback at Grades



May matatanggap kang **chat notification** kapag ni-return na ng Mentor ang iyong home tasks.

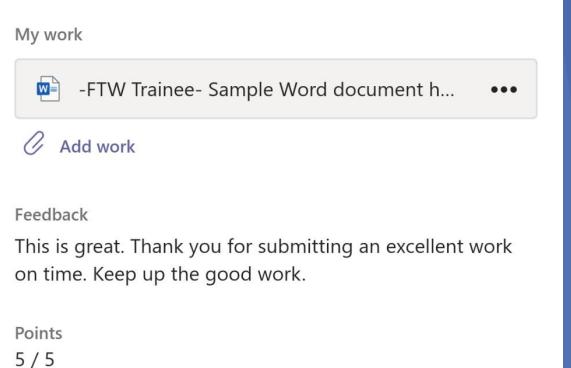
Makikita mo rin ito sa **Activity tab**.



Para Makita at mabasa ang feedback at grade ng Mentor:

I-tap ang **specific home task** na naireturn ni Mentor.

Makikita mo ang feedback at grade sa iyong submitted file.



Pagtanggap ng Feedback at Grades

Maaari mo ring ma-check ang kabuuan ng iyong grades.

Pumunta sa **More**

At piliin at i-tap ang **Grades**

