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  
*Ex. If Aretha Franklin is a DPSCD student with a student ID of 018765 her username would be 018765@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: If Aretha Franklin’s birthday is March 25, 1998, her password and password would be Af039802.*

**How do I access Microsoft Teams?**

Students can access Microsoft Teams by downloading the Microsoft Teams app or visiting Clever.com.

- **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”

    ![Microsoft Teams icon]

  2. Login with your DPSCD credentials using the directions above

- **To access through Clever**  
  1. Login to [https://clever.com/in/dpscd](https://clever.com/in/dpscd) using the directions above
  2. Select the Microsoft Teams tile

    ![Microsoft Shorts icon]

  3. You may be prompted to log-in using your username and password one more time.
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.

DISCLAIMER: Parents are welcome to monitor student work but are asked not to log in as their student to complete activities or have conversations with other students.