# **Njiai** UNIVERSITY

# MS TEAMS @ NILAI UNIVERSITY

# **USER MANUAL: STUDENT**

**VERSION 1.0** 



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# TEAMS @ NILAI UNIVERSITY

## ✤ LOGIN

#### Step 1:

Open browser, and enter the URL – <u>http://office.com</u>. Click "Sign-in".



#### Step 2:

For first time login, you need to key in your ID and default password. Click 'Log in' when finish.

Example:-

Username: n00011054@students.nilai.edu.my

Password: student@123



#### Step 3:

After login, user will be directed to main page. Click on Teams icon. User also can download Teams app for desktop.

pps										nstall Office
D	•	w	x	2	N	4	Tiji (	N	5	F
Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway	Forms
RR	N						$\sim$			
People	Staff Notebook	Calendar								

User now able to see Teams that has been assign by lecturer based on student's enrollment summary.

Microsoft Teams	Q Search				
Teams					资 約 <sup>+</sup> Join or create team
Your teams					
- E		Ь	MP		
IT1001		ba2001	MPU2313		NU-BM3303-OCT'20
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	Teams Your teams	Teams Your teams	Teams Your teams	Teams Your teams I I I I I I I I I I I I I I I I I I I	Teams Your teams



## UPLOAD ASSIGNMENT

Step 1:

Open assignment.

OPTION 1 - Student can check their notification icon if there is any new assignment setup by the lecturer. By click on this notification, you will be brought to the assignments page.

OPTION 2 - Student also can click the assignments button in the left-hand menu to see all the different assignments create by the lecturer

OPTION 3 - Click into your class and click on the assignments refer Figure 2.



Figure 2: Assignment Tab



#### Step 2:

Click on the assignment to access the task.

All categories	
> Drafts	
V Assigned	
IT1001 Due May 9, 2020 11:59 PM	1/1 turned in 0 returned
Quiz 2 Due May 10, 2020 11:59 PM	1/1 turned in 0 returned
Testing Due tomorrow at 11:59 PM	
Figure 4: Select Assignment Step 3: Add your file to submit. Click "Add work".	
K Back	Points
Testing	No points
Due tomorrow at 11:59 PM	
Instructions None	
My work	
C Add work	



#### Step 4:

Select how you want to submit your file.

OPTION 1 – Select file from your OneDrive.

OPTION 2 – Create New File. User can directly write answer inside this file.

OPTION 3 – Upload file from your device.





✤ OPTION 2 – Create New File.

#### Step 1:

User select the file type. Enter the file name.

OneDrive	Choose a file type	
+ New File	Choose a me type	
ତ Link	Word document	
ະດິ <sup>3</sup> Teams	PowerPoint presentation	
	Excel spreadsheet	
Choose a different type		
File name (required)		
New document		
Step 2:		
Click on the assignment to start ed	it the file.	
My work           My work           Assignment 1.docx		
🖉 Add work		

Start typing your answer and click "Close" when done.

Assignment 1.docx	Close
File Home Insert	Layout References Review View Help Open in Desktop App 🔉 Tell me what you want to do 🖉 Editing 🗸 🔲 Comments
り 🕆 🗸 Calibri (	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
	Type your answer here



Kindly ensure your work is attach and click "Turn in".

User will see an animation if they have successfully submit the assignment.

🗸 Back	
Testing Due tomorrow at 11:59 PM	Points No points
Instructions None	
My work	
Assignment 1.docx •••	
Working on opening in edit mode Please refresh and try again.	
🖉 Add work	
< Back	Gy Turned in Fri Nov 13, 2020 at 11:00 AM ✓ Undguturn in
Testing	Points No points
Due tomorrow at 11:59 PM	
Instructions	
None	
My work	
Assignment 1.docx •••	



### ✤ JOIN MEETING

#### Step 1:

Lecturer will schedule online meeting for the teams. Click "Join". User also can check their schedule meeting in calendar.

	View assignment	
	← Reply	
Û	testing	00:06 A
	Join	
	<pre></pre>	
Step 2:		
Setup yo	our audio and video. Click "Join now" when you are ready.	
	Choose your audio and video settings for Meeting now	
	NZ	
	🔎 🔘 🌒 🏁 😳 PC Mic and Sp Join now	
	Other join options	
	디× Audio off & Phone audio (무) Add a room	



#### ✤ Meeting Toolbar



- 1 See who's in the meeting
- 2 Participate in the meeting chat.
- 3 Raise hand
- 4 Turn your video on and off.
- 5 Mute and unmute your microphone.
- 6 Share your screen or a document.
- 7 Leave the meeting.