



مَرْكَزُ الدِّرَاسَاتِ الْإِسْلَامِيَّةِ وَالْعَرَبِيَّةِ بِوِلَايَةِ جُوهَرَ (مَرْسَاتَا)
KOLEJ PENGAJIAN ISLAM JOHOR (MARSAH)

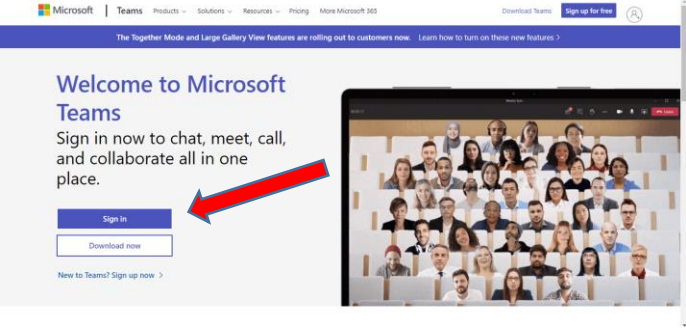

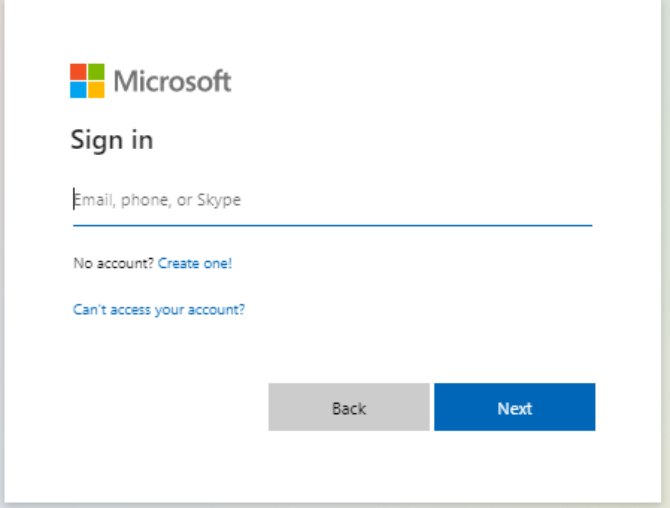
PANDUAN PENGGUNAAN MICROSOFT TEAMS (PELAJAR)

ISI KANDUNGAN


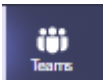
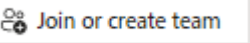
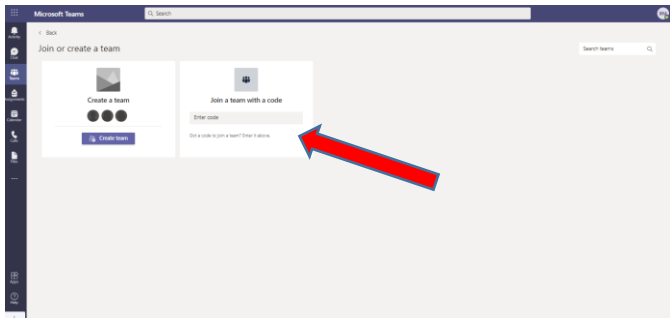

BIL	TAJUK	M/S
1.	Microsoft Teams (Pelajar)	
	➤ Log Masuk	3
	➤ Menyertai kelas	4
	➤ Menghantar tugas	5
	➤ Memuatturun nota	6
	➤ Menyertai kelas online	7
	➤ Log keluar	8

MICROSOFT TEAMS (PELAJAR)

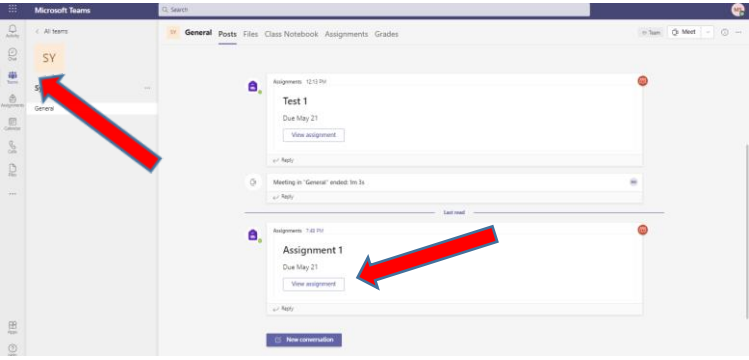
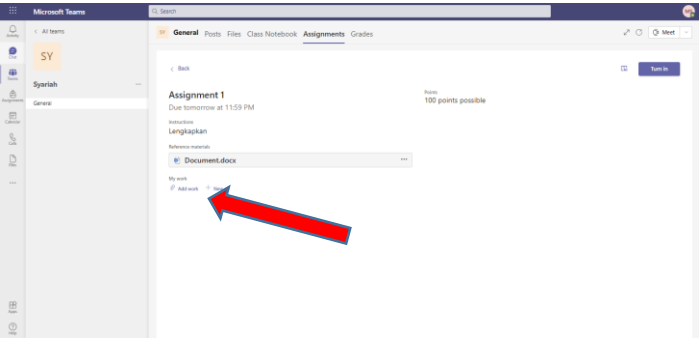
LOG MASUK

BIL	PAPARAN	PANDUAN
1		<p>Layari https://teams.microsoft.com/.</p> <p>Kemudian klik butang  untuk log masuk akaun.</p>
2		<p>Kemudian log masuk dengan alamat email MARSAH.</p> <p><nomatrik>@marsah.onmicrosoft.com</p> <p>Contoh:- Email : kidxxxxx@marsah.onmicrosoft.com</p> <p>Password Sementara: pelajar@marsah1234567890</p> <p>Nota: Sila tukar password dengan segera.</p>

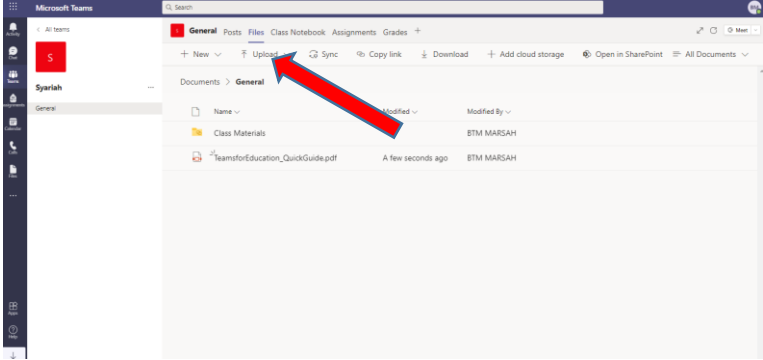
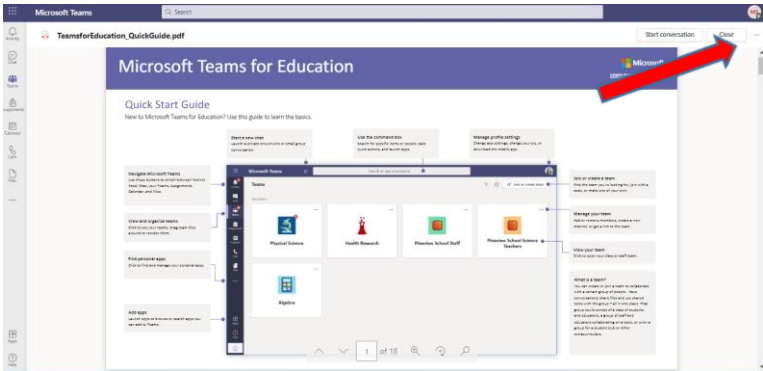
MENYERTAI KELAS

BIL	PAPARAN	PANDUAN
1		<p>Di bahagian , klik butang  untuk menambah kelas yang baru.</p>
2		<p>Masukkan kod kelas dan kemudian klik  untuk menyertai kelas.</p> <p>Atau</p> <p>Klik sahaja link yang diberikan oleh pensyarah.</p>

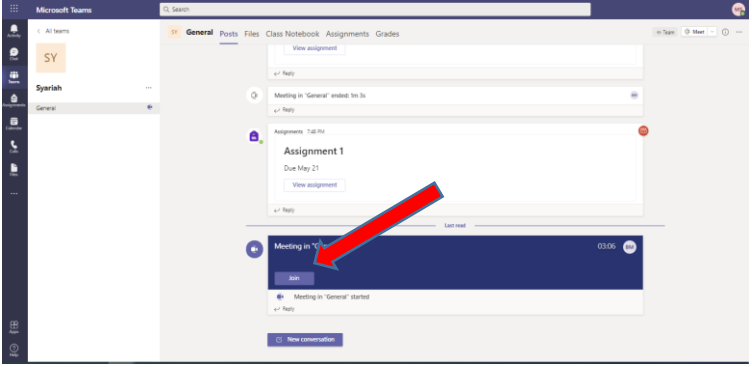

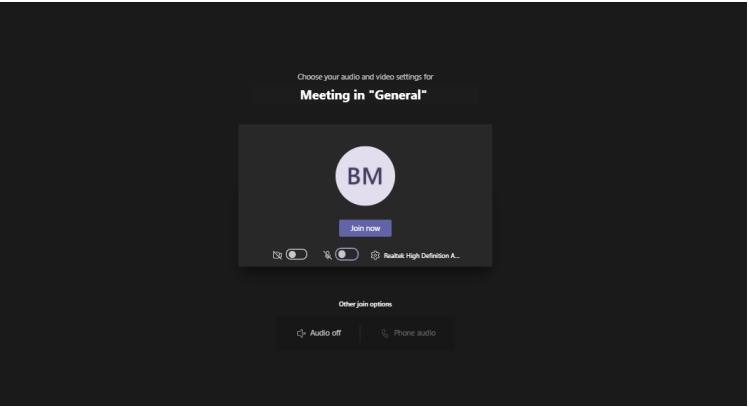

MENGHANTAR TUGASAN

BIL	PAPARAN	PANDUAN
1		<p>Di bahagian "Teams", klik butang View assignment</p>
2		<p>Kemudian lengkapkan butiran tugas yang diberikan. Klik butang Add work untuk menambah dokumen tugas.</p> <p>Setelah selesai memuat naik dokumen, klik butang Turn in</p> <p>Tugas telah berjaya dihantar.</p>

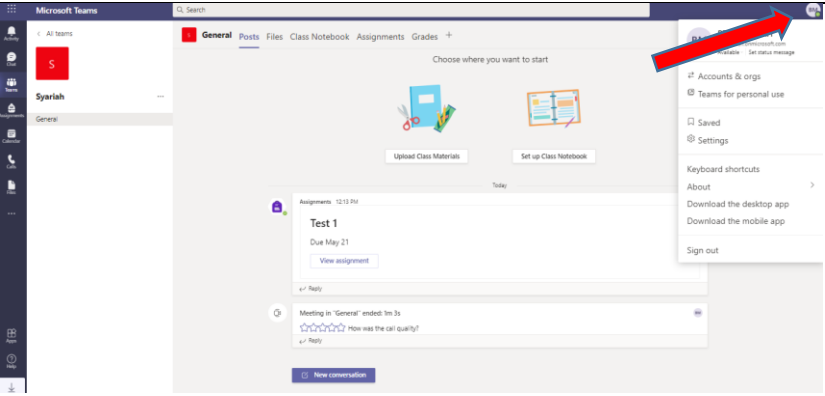

MEMUAT TURUN NOTA

BIL	PAPARAN	PANDUAN
1		<p>Di bahagian "Teams" dan tab Files, pilih & klik file yang diingini.</p>
2		<p>Klik butang Download dan klik</p>

MENYERTAI KELAS ONLINE

BIL	PAPARAN	PANDUAN
1	 A screenshot of the Microsoft Teams interface. The top navigation bar includes 'All teams', 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The left sidebar shows a team named 'SY' with a 'General' channel. The main content area displays a meeting card for 'Meeting in "General"' with a 'Join' button highlighted by a red arrow. Above the meeting card, there is an assignment card for 'Assignment 1' due on May 21.	<p>Di bahagian kelas, Klik butang .</p>
2	 A screenshot of the 'Join now' dialog box in Microsoft Teams. The dialog is titled 'Choose your audio and video settings for Meeting in "General"'. It features a central circular icon with the initials 'BM' and a 'Join now' button. Below the icon, there are toggle switches for 'Video' and 'Audio', and a dropdown menu for 'Speaker: Realtek High Definition A...'. At the bottom, there are options for 'Other join options' including 'Audio off' and 'Phone audio'.	<p>Kemudian klik butang .</p>

LOG KELUAR

BIL	PAPARAN	PANDUAN
1	 The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with a team named 'Syariah'. The main area shows a 'General' channel with tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A red arrow points to the 'Sign out' button in the top right corner of the interface. Below the arrow, a dropdown menu is visible with options: 'Accounts & orgs', 'Teams for personal use', 'Saved', 'Settings', 'Keyboard shortcuts', 'About', 'Download the desktop app', 'Download the mobile app', and 'Sign out'.	<p>Klik butang  . Kemudian klik Sign out untuk keluar.</p>