



## Getting Started with Teams LX

### A Quick Guide for Students


To access the site, visit: <https://blackboard.stonybrook.edu>

If you have never logged into Stony Brook's Blackboard site, you will need your NetID information. This information can be obtained by logging into the SOLAR system: <http://www.stonybrook.edu/solarsystem> Once you have logged into SOLAR, you should see the Net ID Information area to the right of your screen.

If you need help logging into Blackboard, please visit: <http://www.sinc.sunysb.edu/helpdesk/> or call 631-632-9602 or e-mail: [helpme@ic.sunysb.edu](mailto:helpme@ic.sunysb.edu) or visit a SINC Site for assistance.

### ACCESSING YOUR TEAMS SITE

Once you are in your Blackboard site, click on the area that contains the link to your team's site

Click the  "View" link for the teams site that lists your name.

### QUICK OVERVIEW OF OPTIONS ONCE YOU ARE IN YOUR TEAMS SITE:

Once you open your Teams site, you will see a screen with the following options located on the right side:

<b>privacy</b> This wiki is viewable by o students.
<b>page</b> <a href="#">edit</a> <a href="#">new</a> <a href="#">delete</a> <a href="#">history</a> <a href="#">print (w/ comments)</a>
<b>search</b> <a href="#">search</a>
<b>site navigation</b> <a href="#">home</a>
<b>toolbox</b> <a href="#">page list</a> <a href="#">export site</a>

#### The following is a brief explanation of these options:

**privacy:** Although it states that this wiki is viewable by all other students, it is not true. Wiki's assume that more than one person works on a site (a group). There is only one person in your group and that is you (Try clicking on someone else's portfolio to see if you can see their information)

**edit** lets you edit the page you are currently viewing. When you edit a page, a toolbar appears (that is similar to word). The third row of the toolbar lets you add links, images, tables, etc.

**new:** This will let you create a new page.

**history:** This is a feature that is very helpful. It will allow you to see all the revision made to your site. It will tell who made the changes, what was changed and if needed, allow you to revert back to a previous version.

**page list:** Gives you information on every page created for a site.

**Export site:** Allows you to save your site as a website to your computer and/or storage Media (CD, Jumpdrive, etc.).

## STARTING YOUR TEAMS SITE

Initially your site will be blank.

### Step 1: Create your Main Page (Index Page)

First you will need to create a main page, we will call this your Index page. Think of it as your Table of Contents for your teams site

- Click Edit Page
- In the Name field enter the name of your page
- Then click in the Text box


The screenshot shows a web editor interface. At the top left, there is a 'quick links' section. The page title is 'Diana Voss - Educational Leadership Portfolio'. Below the title is a rich text toolbar with various icons for text formatting, alignment, and insertion. The main content area contains the text 'Diana Voss' and 'Educational Leadership Portfolio'. Below this, there is a section titled '1. Steward a School or District Vision' which is highlighted in black.


- Add your content as if you were editing a document in Word:
- The tool bar is similar to Word :




The third row of the toolbar lets you add links, images, tables, etc.

### ❑ **Linking to Documents:**

If you would like to link to a document that reside on your computer or links to other websites, you can, but you need to type something in the box, then highlight the words you would like to be the link, then click the Insert Link icon which is located in the third row of the toolbar : 

To remove a link, select the text that is linked and click the “unlink” icon : 

### ❑ **Add Image:**

To add an image, click in the text box where you would like the image to appear, and then click the Insert Image icon :  , the Insert Image wizard will start up, follow the directions on the screen.

❑ Once you are done, you must click the SAVE button at the bottom for the page to save.

Repeat this process for each page.

### **Reminders:**

Remember! You can always see what pages you have saved by clicking the Page List button.

There is version tracking built in, click **history** to see how your pages have evolved. Click on the page that you want to check and then click the **history** option on the right side.