3-2. Microsoft Teams

Microsoft Teams is used for class announcements and sharing materials.

Teams Login Procedure

In order to login to Teams, you need to log in to Office365 at https://www.office.com/

On the login page, enter your GRIPS ID (in lower-case letters) followed by @grips.ac.jp and enter your GRIPS password.

How to Join Teams for Each of Your Classes

The Teams code are included in the timetable at the beginning of each term, to enable you to join the Teams for your classes. We recommend that you join the Teams for each of your classes as soon as possible since all necessary information will be posted there (e.g., lecture materials, information on class cancellations, and URLs for online lectures).

Note: Course registration must be completed separately via G-way, as described in *"3-1. G-way (GRIPS Gateway)"*

Registration Procedure

1. Please access the timetable on GRIPS website to check the Teams code.

    Term Dates, Timetable, List of Courses and Instructors | National Graduate Institute for Policy Studies (GRIPS)

| 時間割情報 TimeTable Information				科目情報 Course Information							
時間割区分 TimeTable for	曜日 Day	時限 Period	週2回以上開講 Multiple Classes in a Week	科目番号 Course No.	科目名 Course Name	科目開講学期 Term	単位数 Credit	担当教員 Instructor	講義室 Lecture Room	Teamsコード Teams Code
3. 夏学期 Summer	1. 月 Mon	3	○	GOV3910J	政治過程・政策過程分析のフロンティア演習	Summer through Fall	2	TAKENAKA Harukata	D	e33gdjp
3. 夏学期 Summer	1. 月 Mon	3	○	PAD3120J	まちづくり政策事例特論	Summer through Fall	2	TSUJITA Masahiro, MURAKAWA Soushi	F	7jic2u2
3. 夏学期 Summer	1. 月 Mon	4	○	GOV3910J	政治過程・政策過程分析のフロンティア演習	Summer through Fall	2	TAKENAKA Harukata	D	e33gdjp
3. 夏学期 Summer	1. 月 Mon	4	○	PAD3120J	まちづくり政策事例特論	Summer through Fall	2	TSUJITA Masahiro, MURAKAWA Soushi	F	7jic2u2
3. 夏学期 Summer	2. 火 Tue	3	○	ECO3890E	Development Econometrics	Summer	2	TAKAHASHI Kazushi	A	7mlj771
3. 夏学期 Summer	2. 火 Tue	6		ECO9010E	Advanced Research Methods in Macroeconomics	Spring(Session Ⅰ) through Fall	2	BRAUN Richard Anton	H	nk3f3im
3. 夏学期 Summer	3. 水 Wed	2	○	ECO2630J	ESGと地域金融	Summer	2	TAKEGAHARA Keisuke	J	7ngh9ia
3. 夏学期 Summer	3. 水 Wed	3	○	ECO2630J	ESGと地域金融	Summer	2	TAKEGAHARA Keisuke	J	7ngh9ia
3. 夏学期 Summer	3. 水 Wed	4	○	DEV2500E	Nature Management and Infrastructure	Summer	2	CHIBANA Takeyoshi	D	1y7zws6
3. 夏学期 Summer	3. 水 Wed	4	○	DEV7501E	Nature Management and Infrastructure (Advanced)	Summer	2	CHIBANA Takeyoshi	D	1y7zws6
3. 夏学期 Summer	3. 水 Wed	5		CUL1020J	日本文化資源論	Spring through Summer	2	ASHIWA Yoshiko	F	
3. 夏学期 Summer	3. 水 Wed	5	○	DEV2500E	Nature Management and Infrastructure	Summer	2	CHIBANA Takeyoshi	D	1y7zws6
3. 夏学期 Summer	3. 水 Wed	5	○	DEV7501E	Nature Management and Infrastructure (Advanced)	Summer	2	CHIBANA Takeyoshi	D	1y7zws6
3. 夏学期 Summer	3. 水 Wed	7:30PM-9:00PM		GLD3200J	国際経済法	Summer	1	KOMETANI Kazumochi	E	xp3sud4
3. 夏学期 Summer	4. 木 Thu	2	○	ECO3700J	計量経済学の応用と実践	Summer	2	GOTO Jun	E	pidzx6n
3. 夏学期 Summer	4. 木 Thu	3	○	ECO3700J	計量経済学の応用と実践	Summer	2	GOTO Jun	E	pidzx6n
								TAKEGAHARA Keisuke		

2. 2-0 Access to Teams.

    2-1. Select "Teams" from the sidebar on the left.

    2-2. Click "Join or create team" on the upper right.

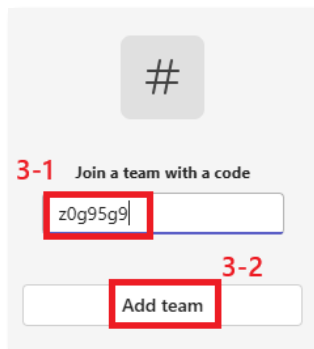   2-3. Select "Join team."

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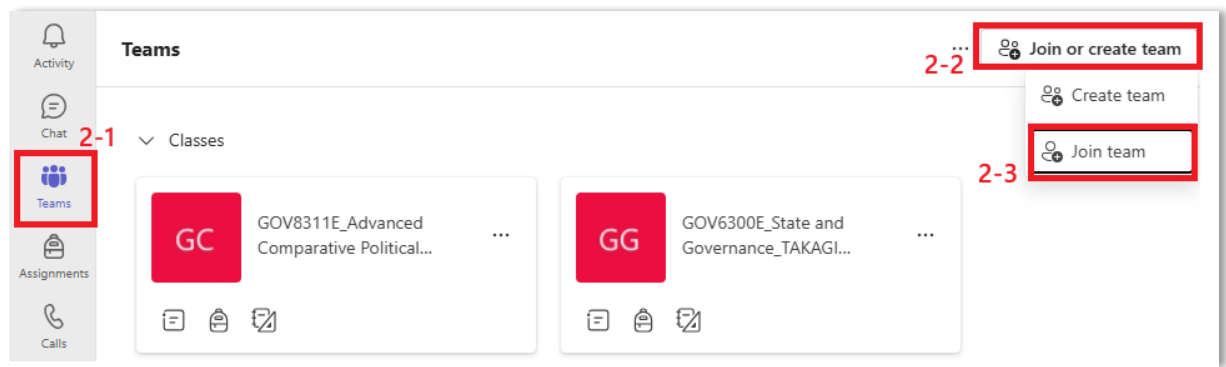
3.   3-1 Enter join code. (Refer to the timetable for join codes.)

3-2:Click on "Add team."

*Once you have joined a team, you cannot remove yourself from the Team. Except in special cases, students who have not registered for a course are removed from the Team for that course after course registrations have been confirmed.
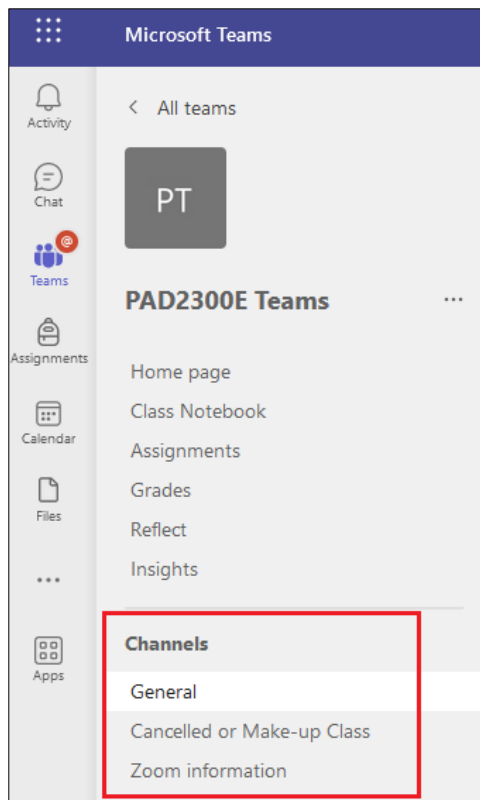
4.   The following screen will appear when you join a team.
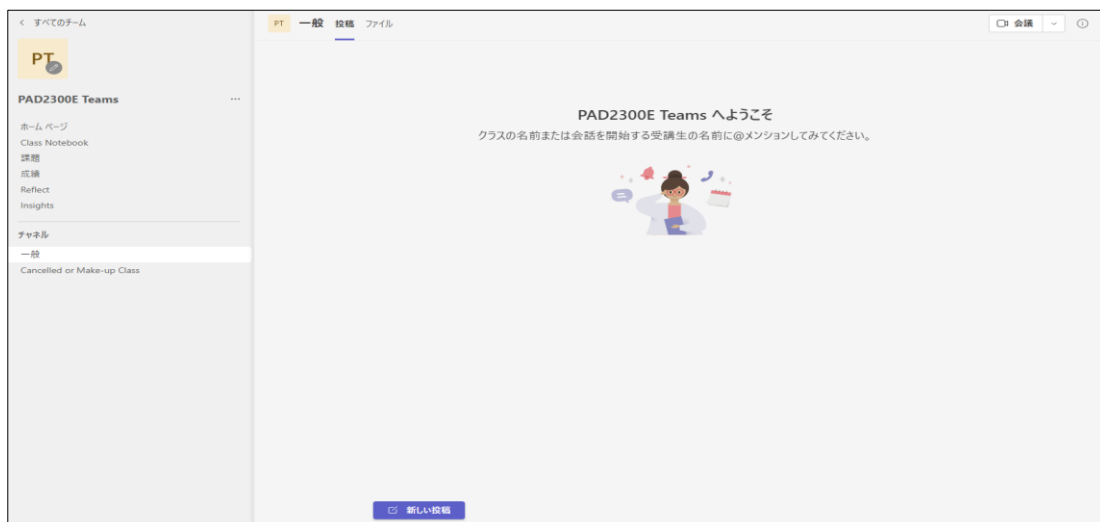
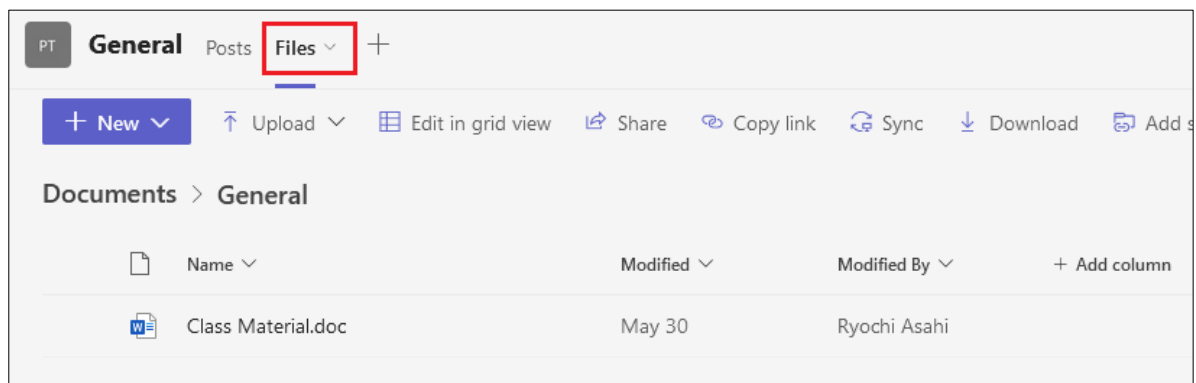**Checking Class Announcements**

Please check "General" channel to check for postings from instructors. Click to switch channels when instructors post to other channels.

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Checking Lecture Materials

Click "Files" on the right side of the channel name to view uploaded lecture materials.
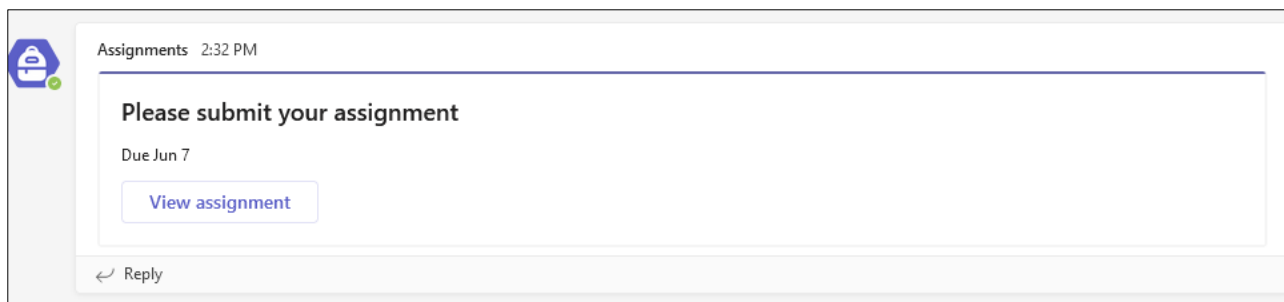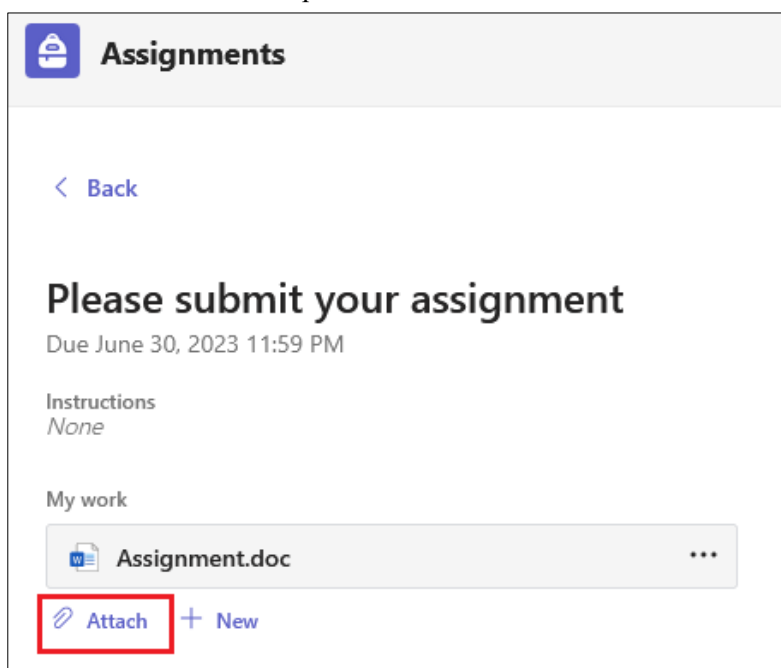

Submitting Assignments

If your instructor asks you to submit an assignment, please follow the steps below.

1. When an assignment is created, the following message will appear in the "General" channel. Click on "View Assignment."

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2. Click on "Attach" to upload the file.

3. Click the "Turn in" button at the top right of the screen to complete your submission.