

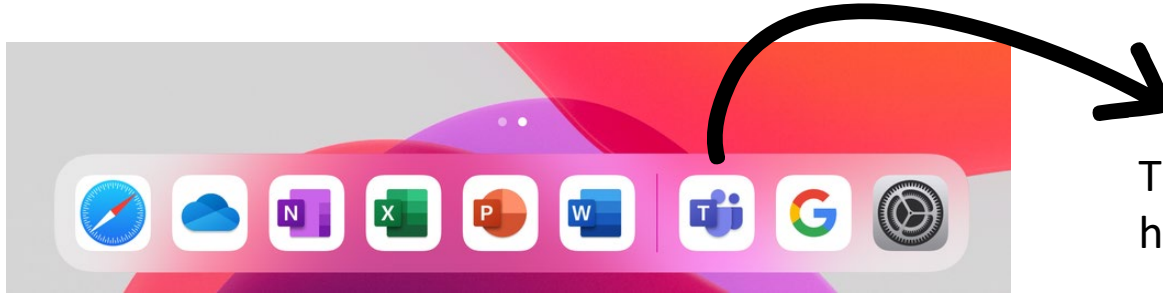
Microsoft Teams Students & Family Guide

Overview of what your students need to know about Microsoft TEAMS

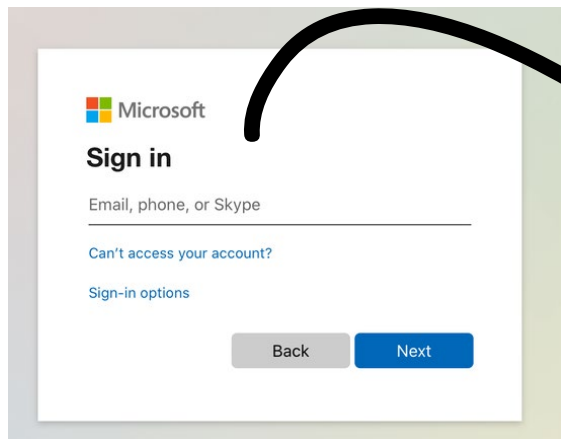
Getting Started with TEAMS

- Our students will be issued an iPad for this school year. The TEAMS app is already downloaded and ready to use.
- You can download the TEAMS app to any of your mobile devices
- You can also use TEAMS on a desktop. (This view is different than what you will see on an iPad or mobile device)

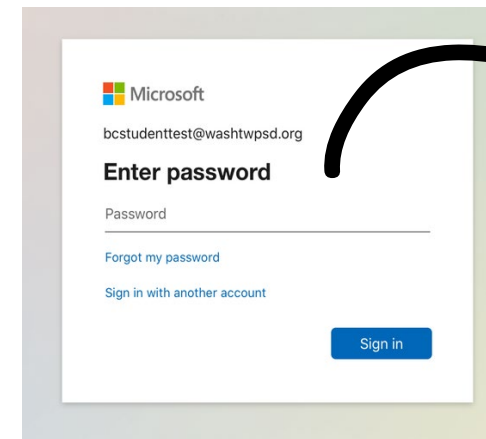
Working with TEAMS on an iPad



This is the Icon for Microsoft Teams located on the home row of the students iPad

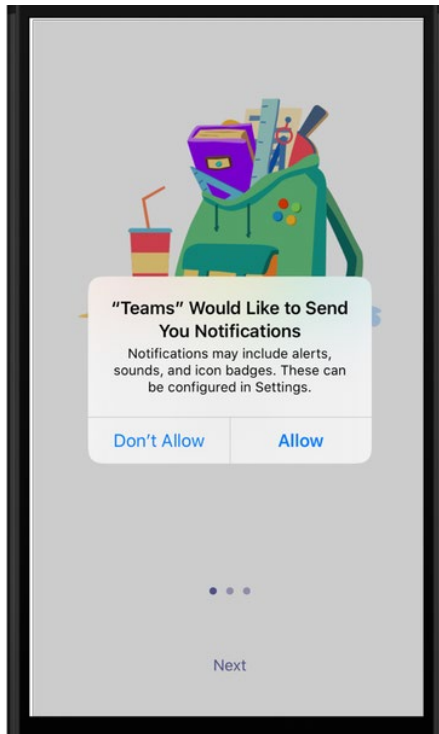
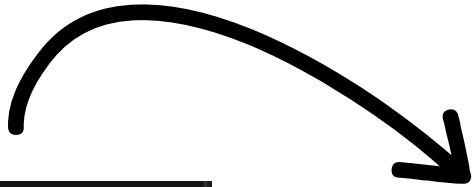


If you are not already signed into your account, you need to enter your student email that you were assigned.



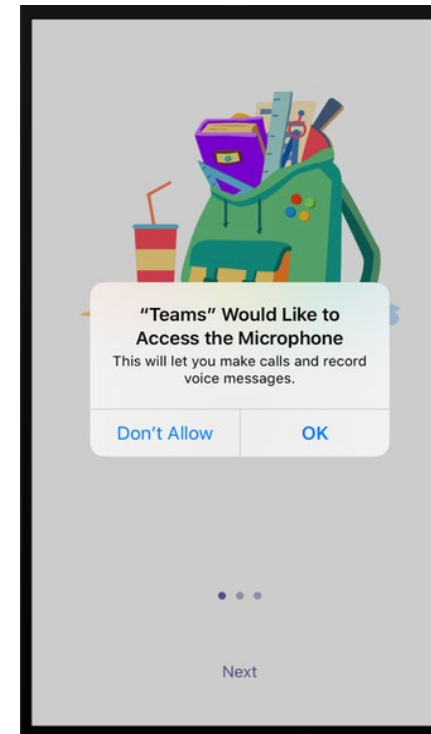
Enter your password and click Sign in

Notifications on TEAMS



The app will ask you to allow notifications. [Click Allow](#)

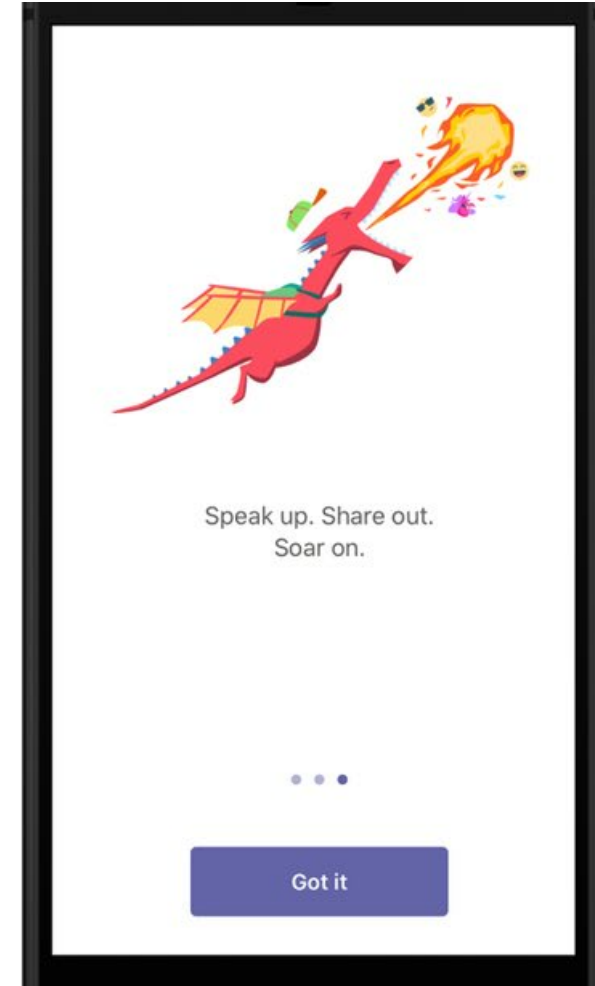
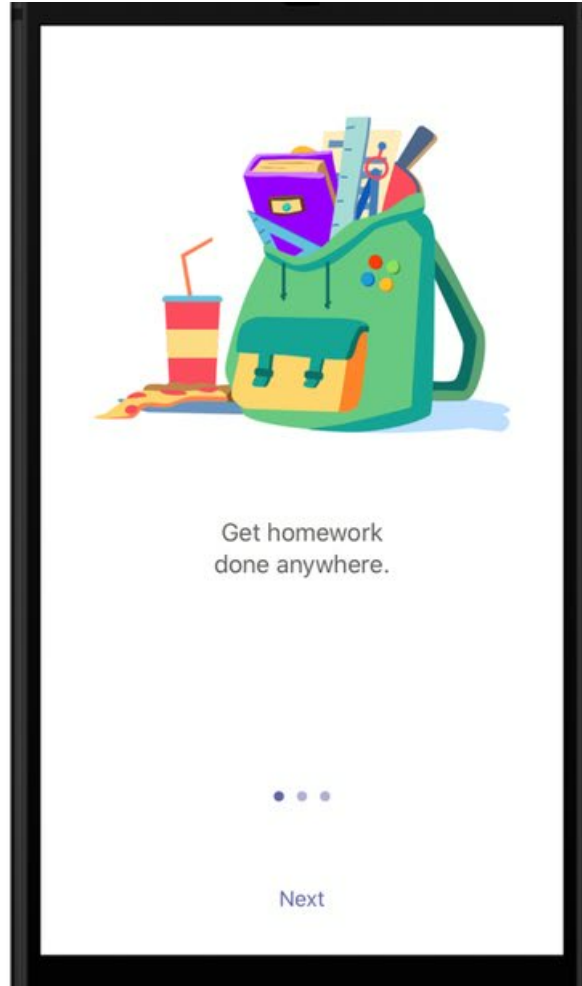
This will allow notifications to be sent and alert your iPad when something important is going on in one of your classes; class meeting, new assignment, or an important message.



The app will ask you to allow microphone access. [Click OK](#)

By allowing the microphone access you will be able to participate in TEAM chats and discussions

Review Welcome Screens ➡ and click **Got It.**

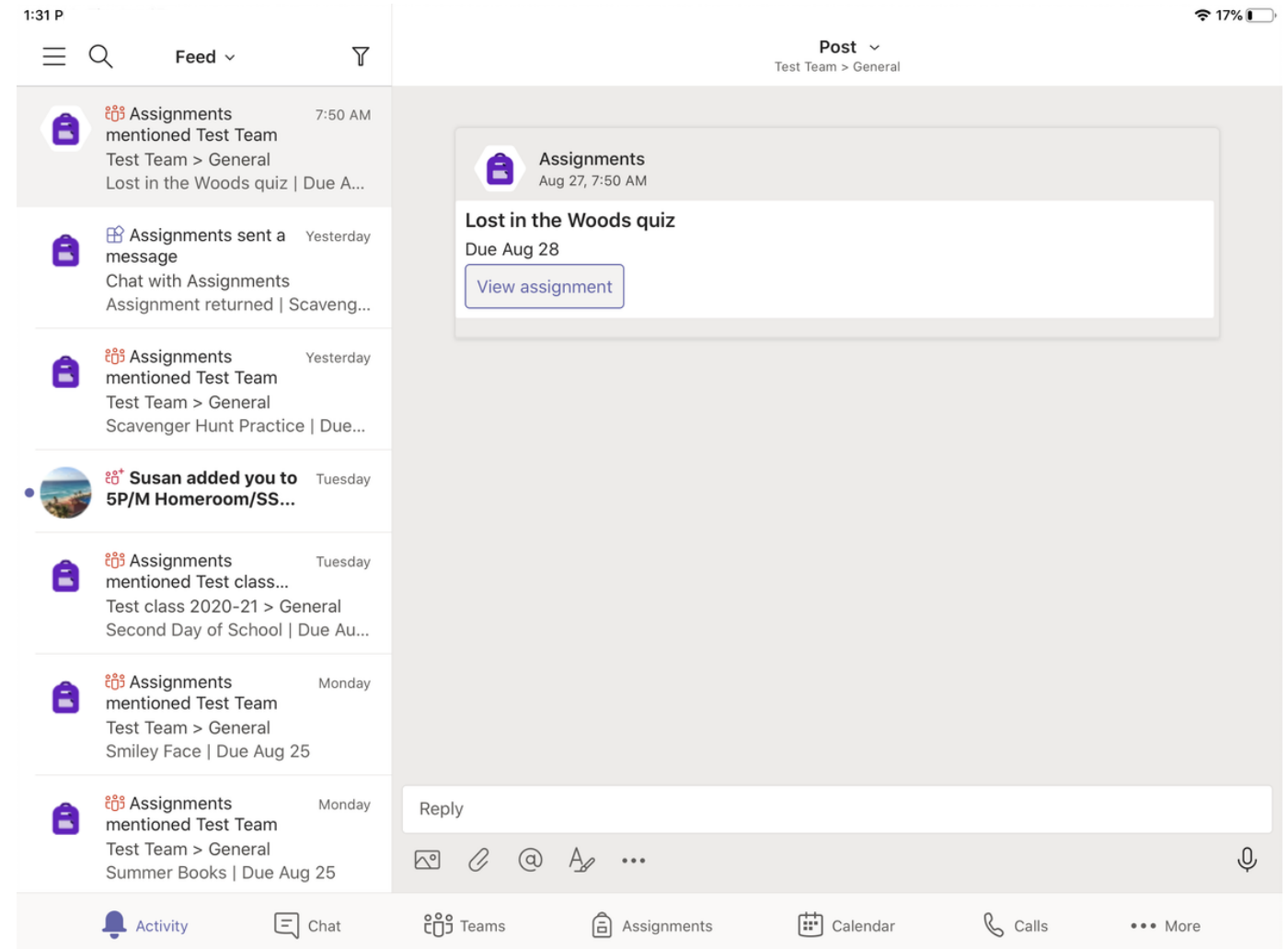


Navigating through TEAMS

When you sign in you will be brought to your Activity page. Here is where you will see all the activity that is going on in TEAMS.

You will be able to see:

- Teachers adding you to a class
- Assignments created
- Assignments returned
- Chats
- Scheduled TEAM meetings

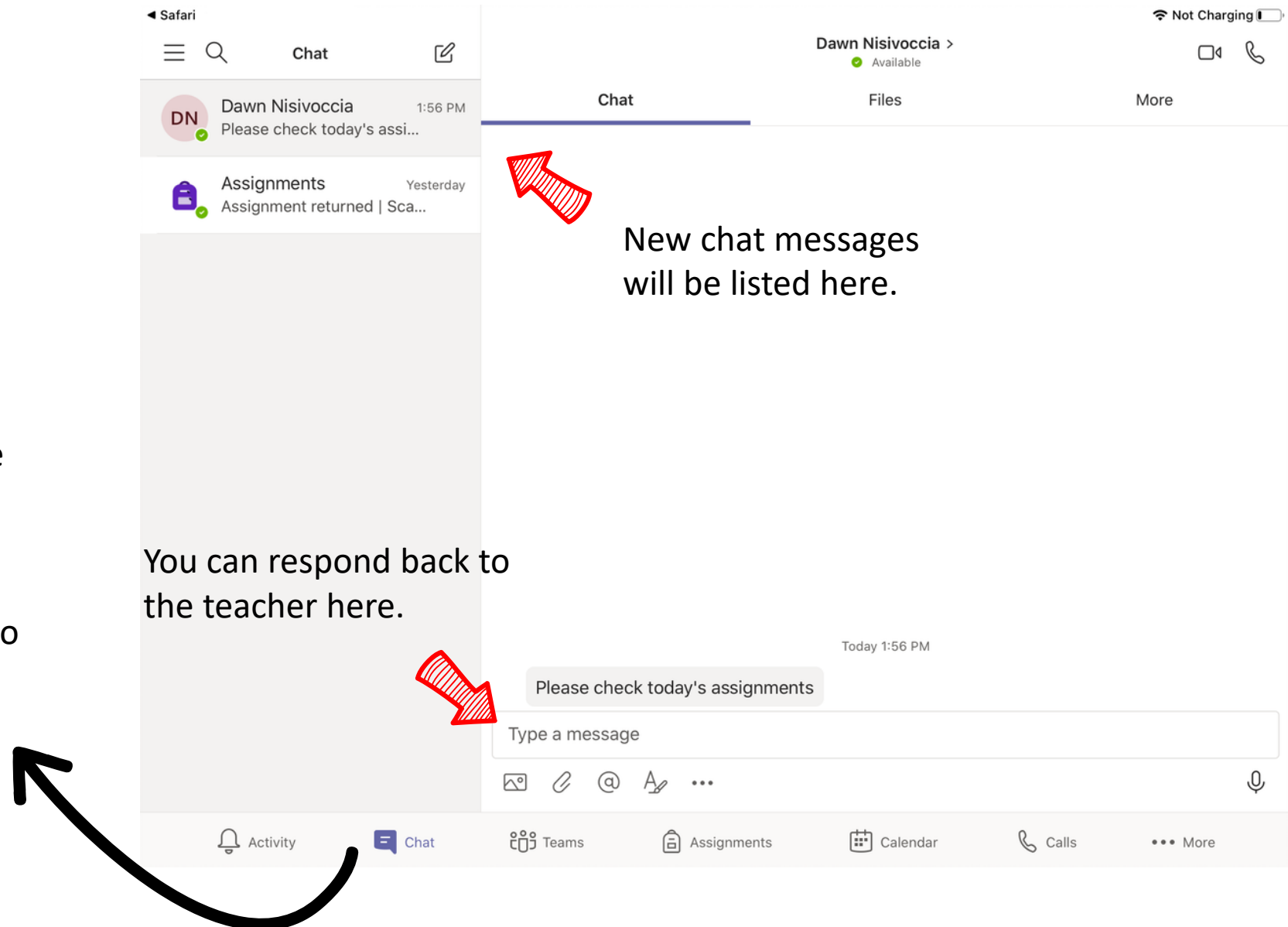


Navigating through TEAMS

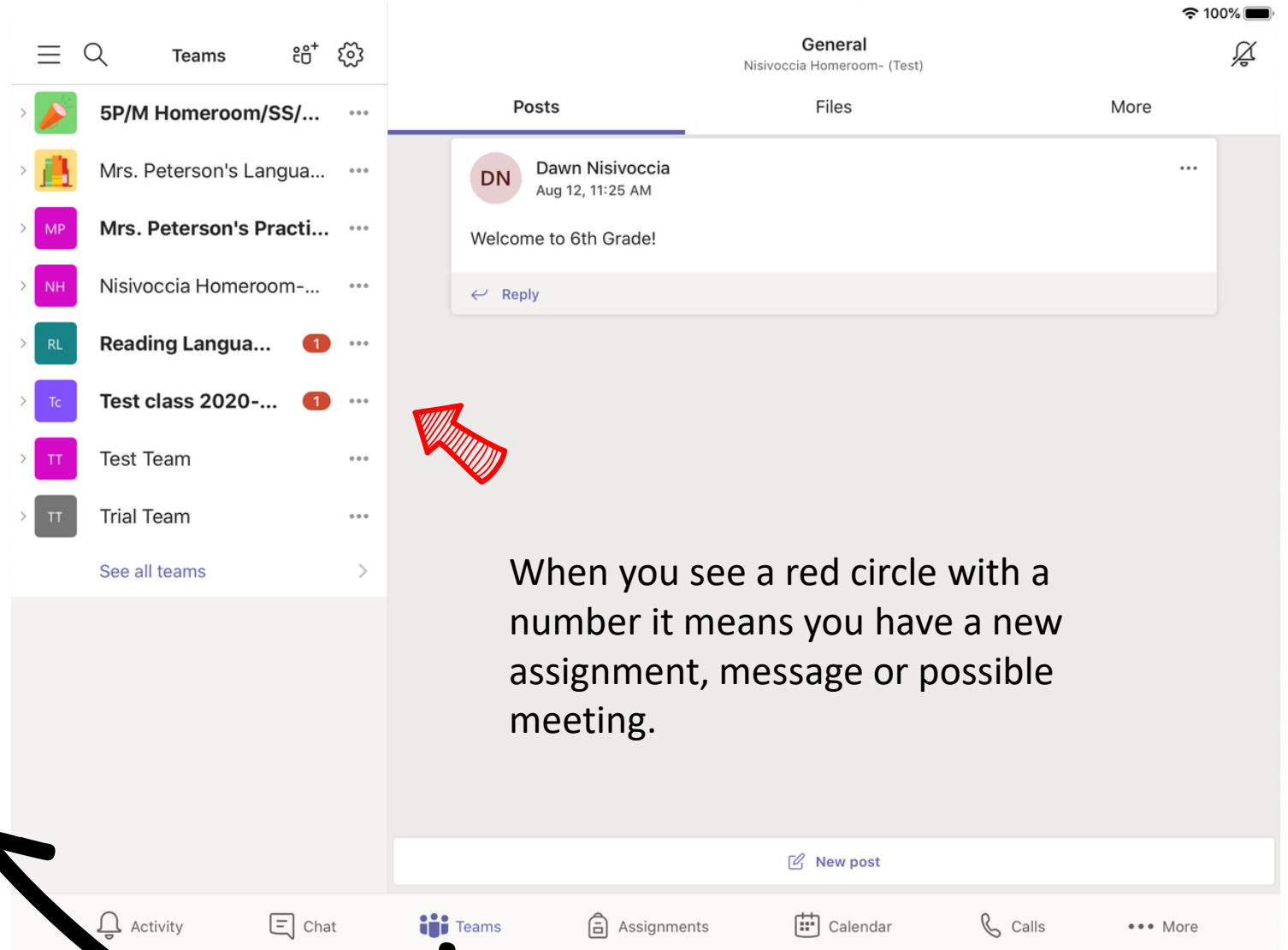
Chat Feature:

When you click on the Chat icon on the bottom it will list all the chats that are going on in all your classes.

Teachers will be able to communicate to the class as a whole or individual students within the chat feature.



Navigating through TEAMS

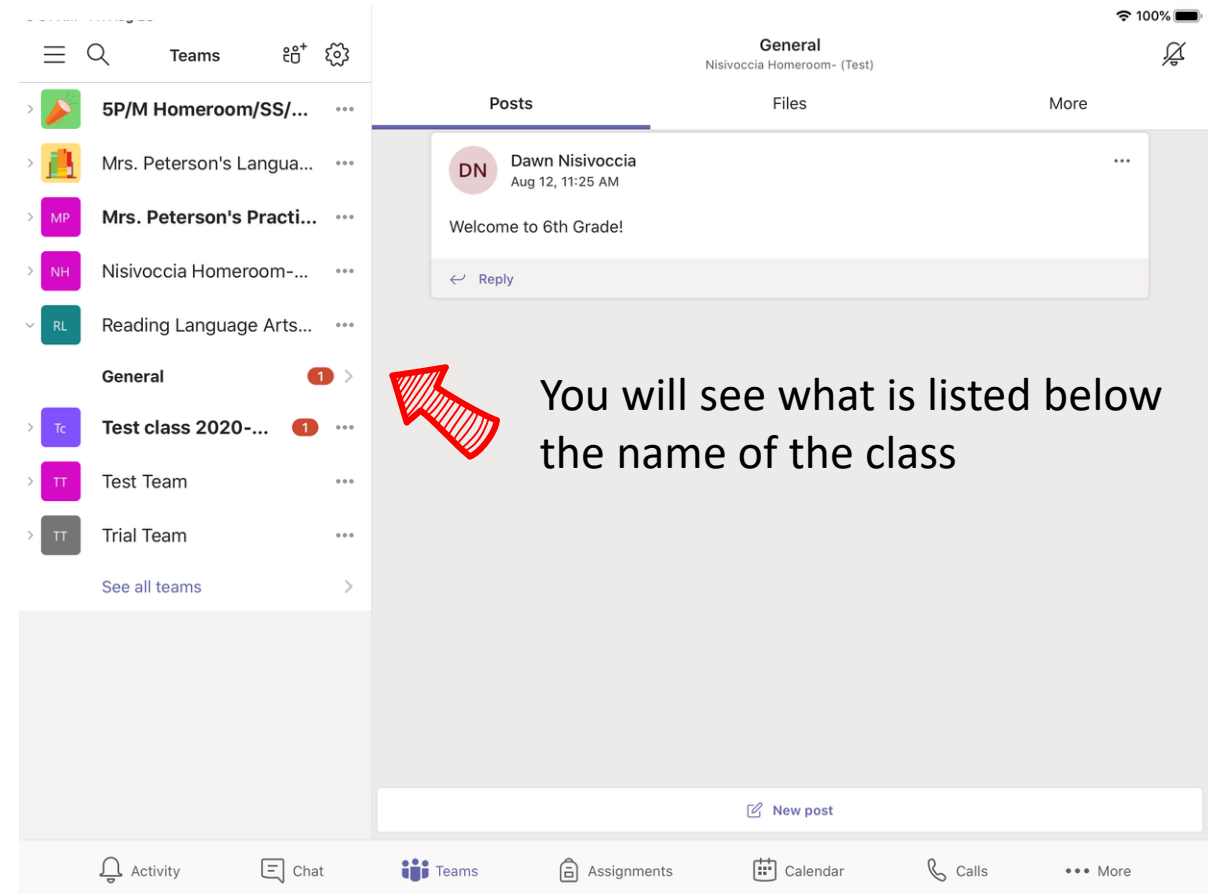
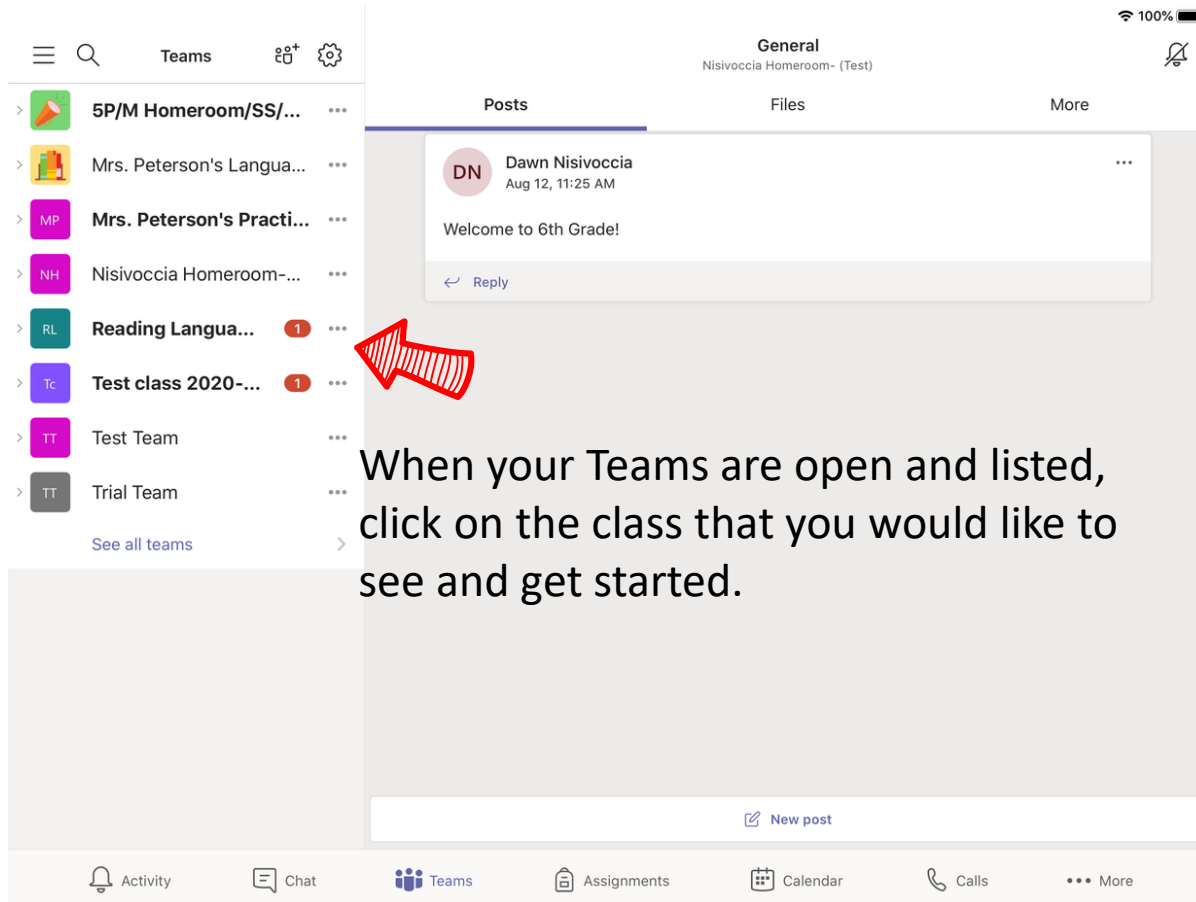


The Teams icon is where all your different classes will be listed.

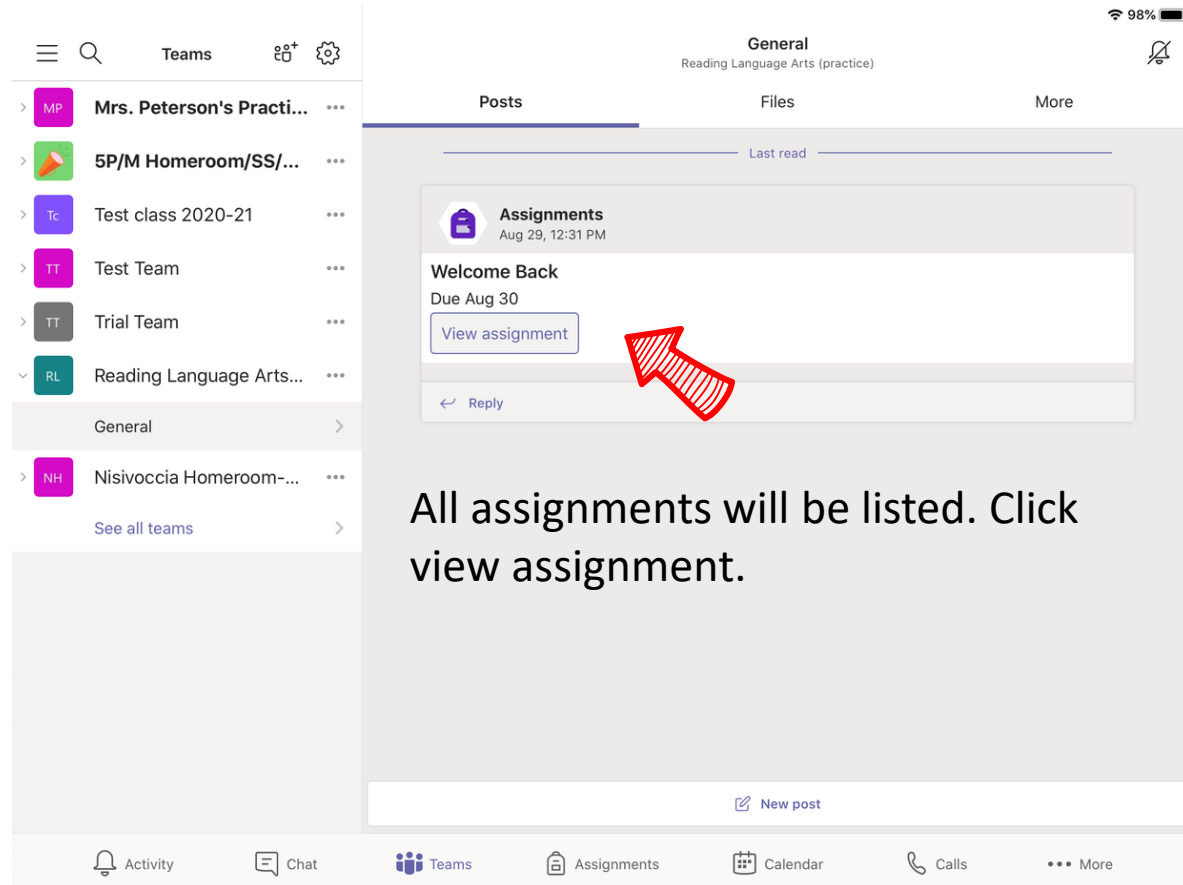
Your teacher will add you to a class and your assignments will be assigned here.

When you see a red circle with a number it means you have a new assignment, message or possible meeting.

Opening Assignments and Turning In



Opening Assignments and Turning In



Teams

General
Reading Language Arts (practice)

Posts Files More

Assignments
Aug 29, 12:31 PM

Welcome Back
Due Aug 30

View assignment

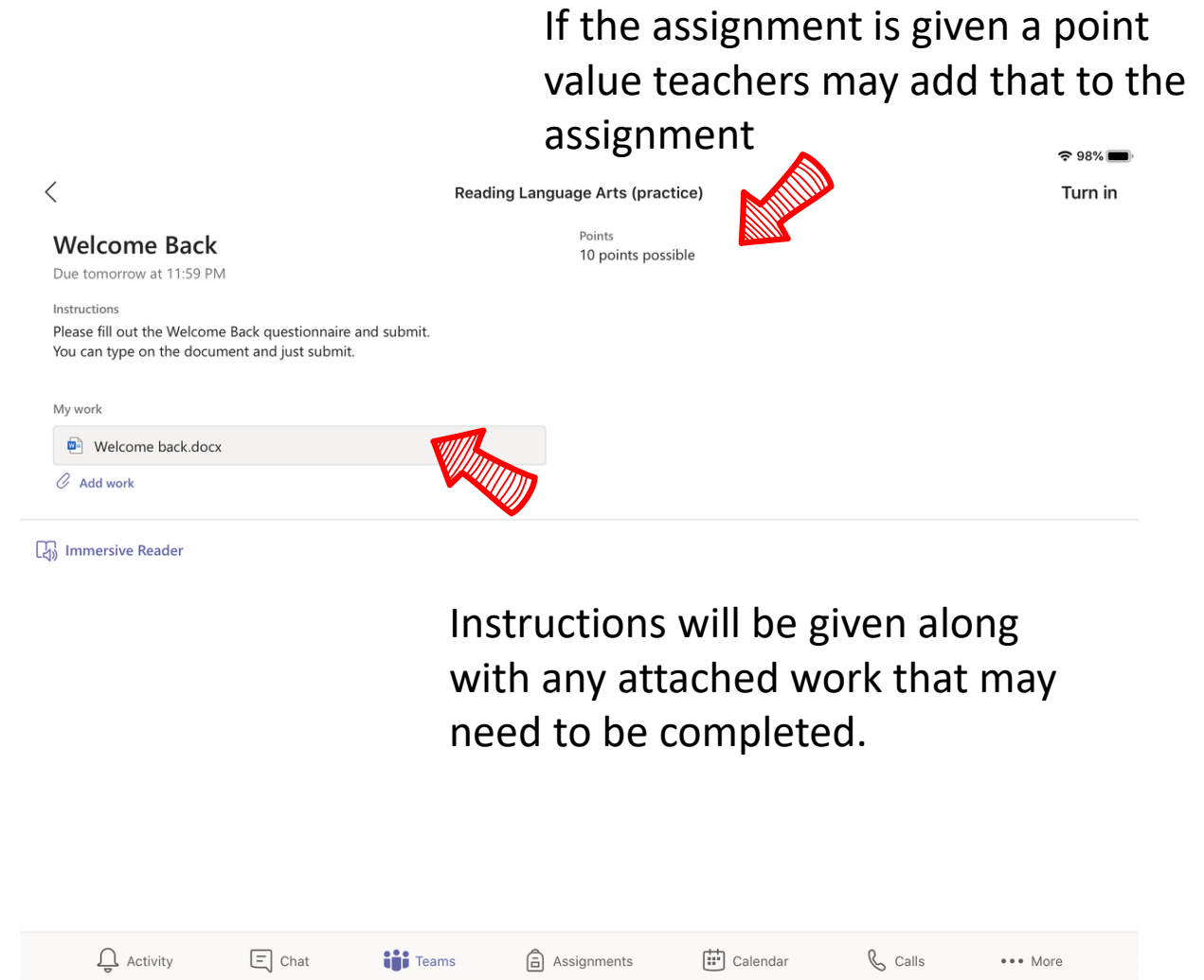
Reply

New post

Activity Chat Teams Assignments Calendar Calls More

All assignments will be listed. Click view assignment.

If the assignment is given a point value teachers may add that to the assignment



Reading Language Arts (practice)

Turn in

Welcome Back
Due tomorrow at 11:59 PM

Points
10 points possible

Instructions
Please fill out the Welcome Back questionnaire and submit. You can type on the document and just submit.

My work

Welcome back.docx

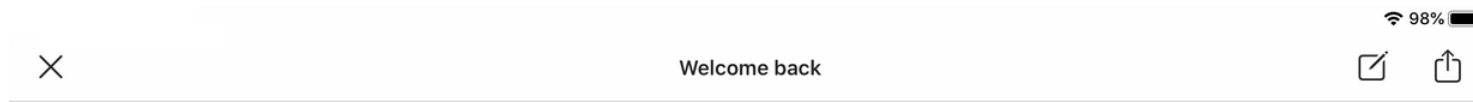
Add work

Immersive Reader

Activity Chat Teams Assignments Calendar Calls More

Instructions will be given along with any attached work that may need to be completed.

Opening Assignments and Turning In



Welcome Back

Name:

Birthday:


Favorite Color:

Favorite Activity:

Last book you read?

What are you looking forward to this year?

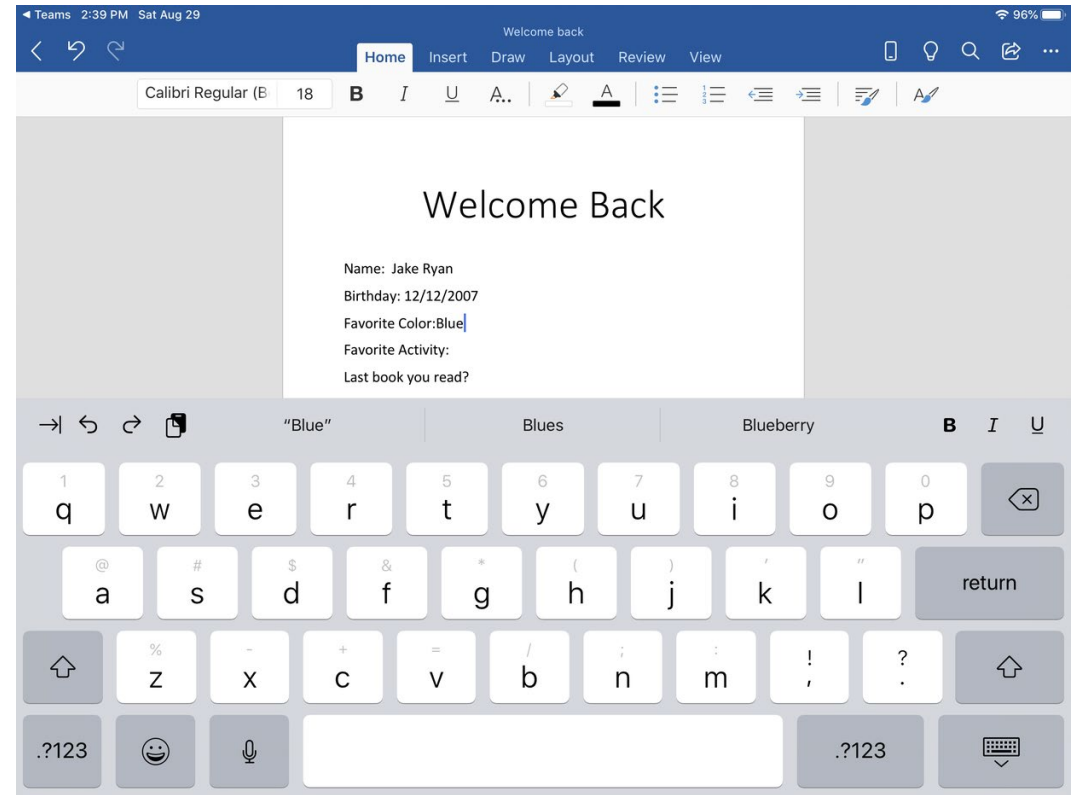
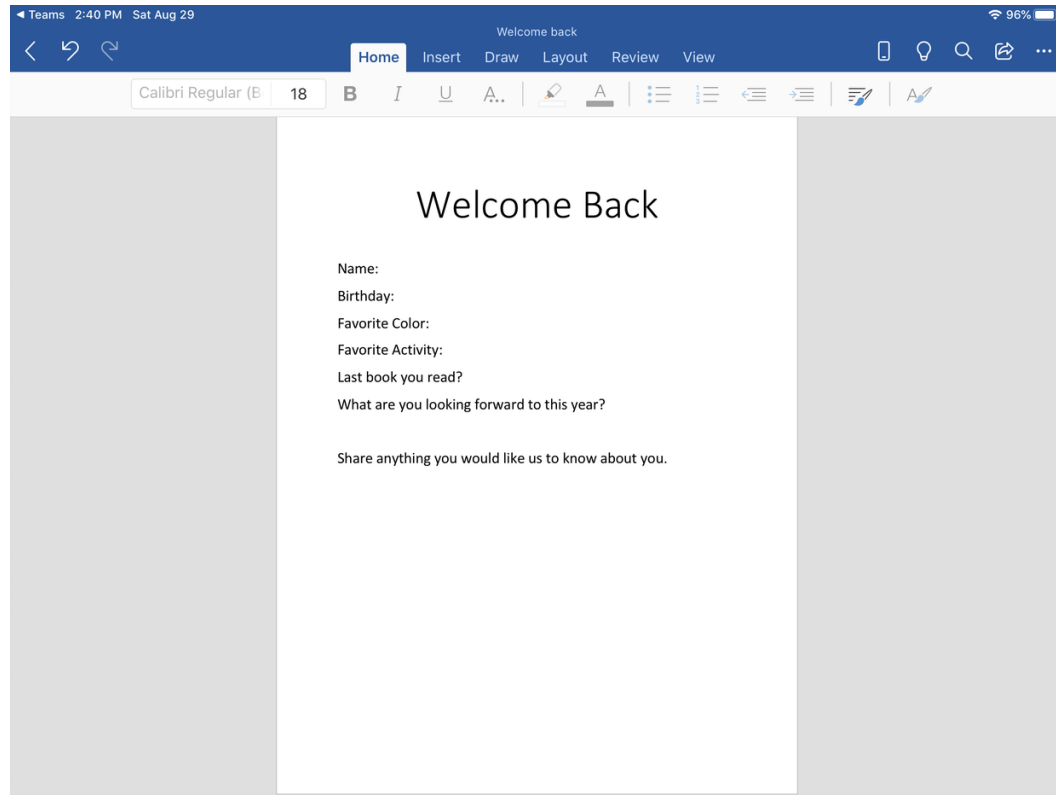
Share anything you would like us to know about you.

To complete the assignment you need to click on the square with pen icon 

This will now open your document in what ever program your teacher is using.

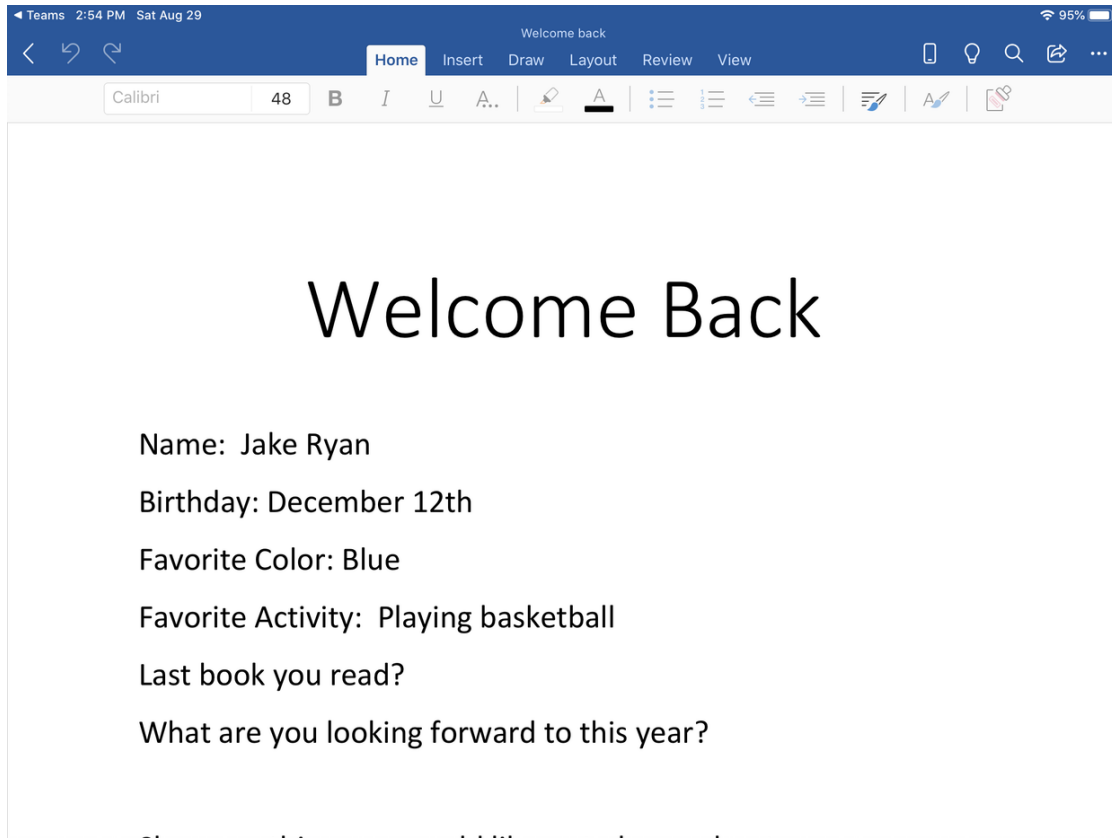
Opening Assignments and Turning In

Your document will open, and you may begin to complete your assignment.

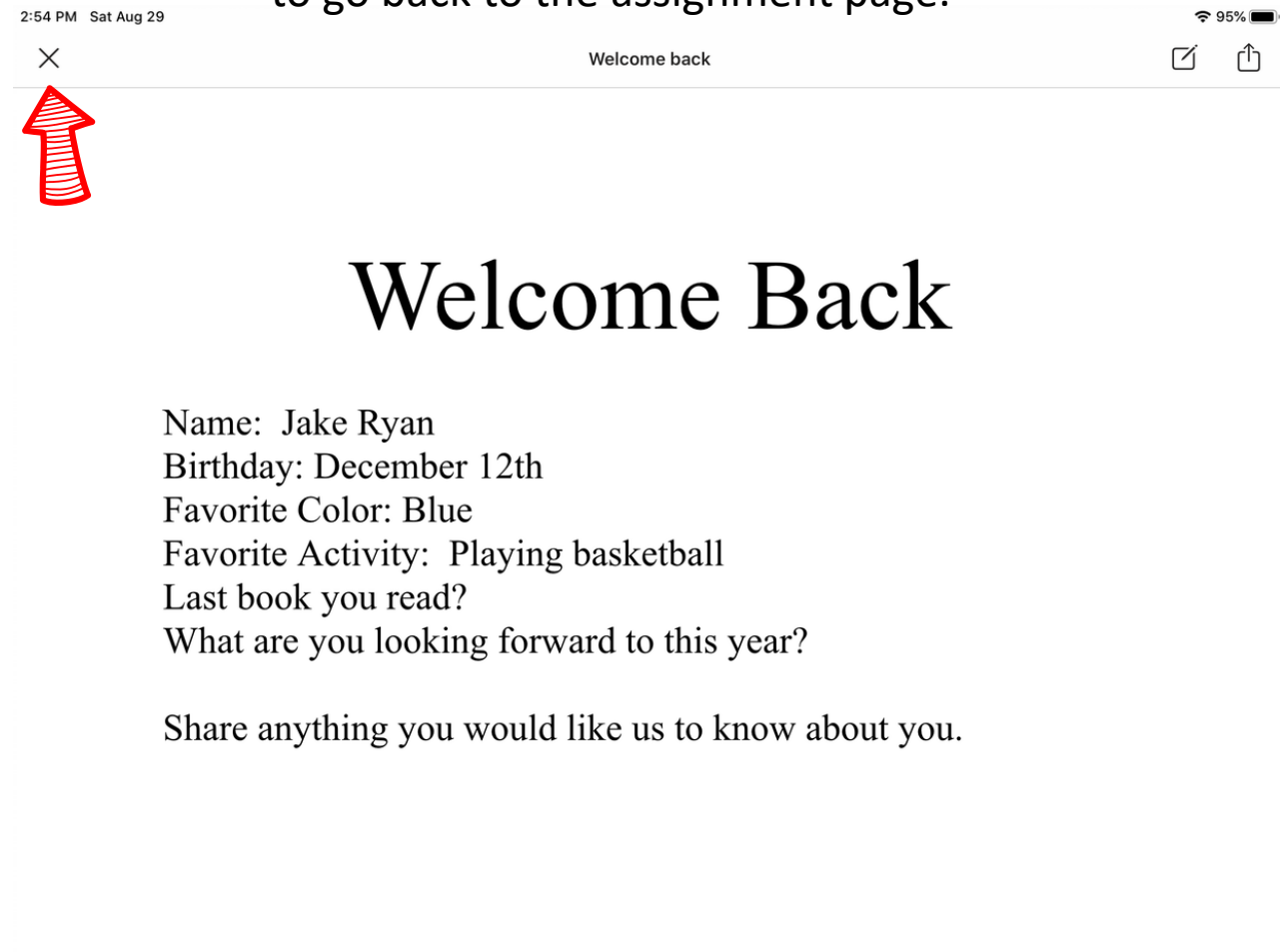


Opening Assignments and Turning In

When you are completed with your assignment you click the arrow that takes you back to Teams

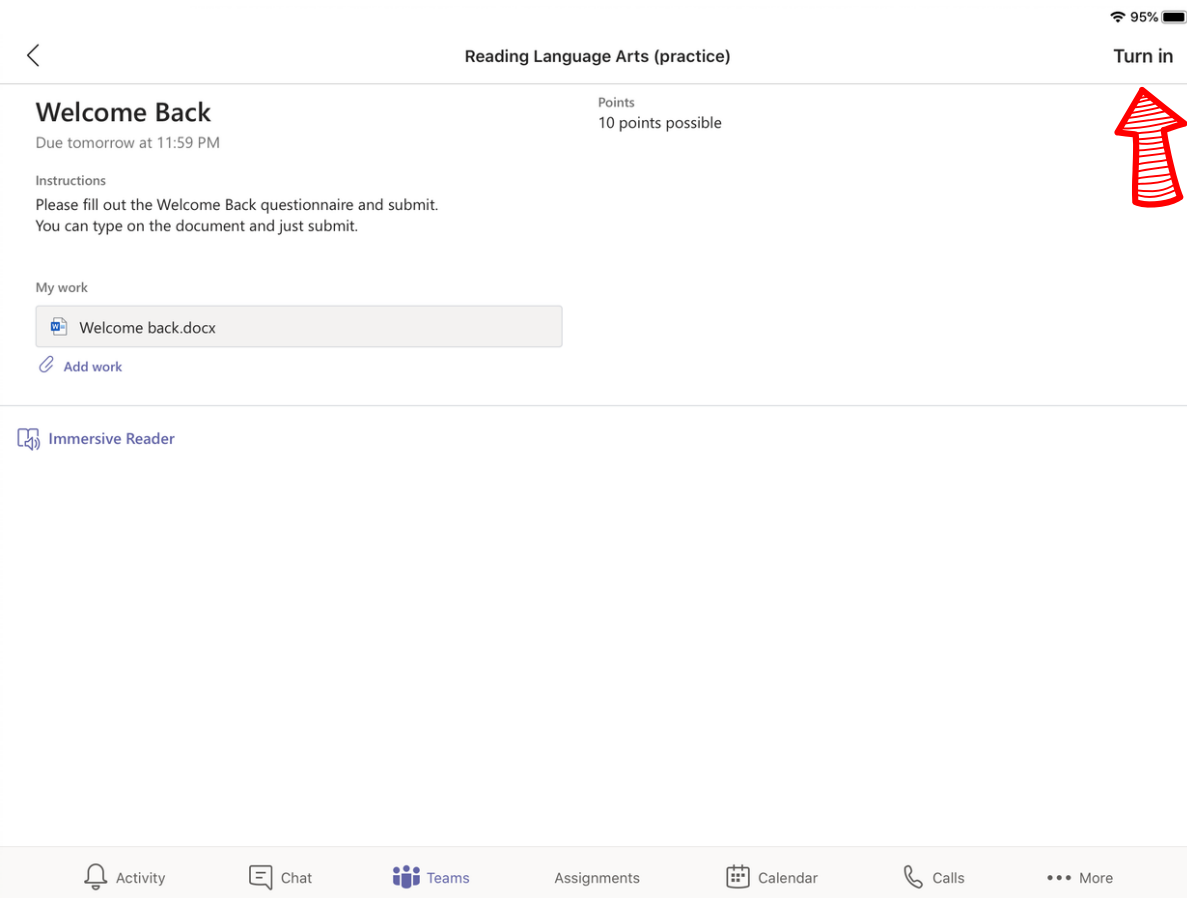


Your assignment will appear with your work and you can click the X to go back to the assignment page.



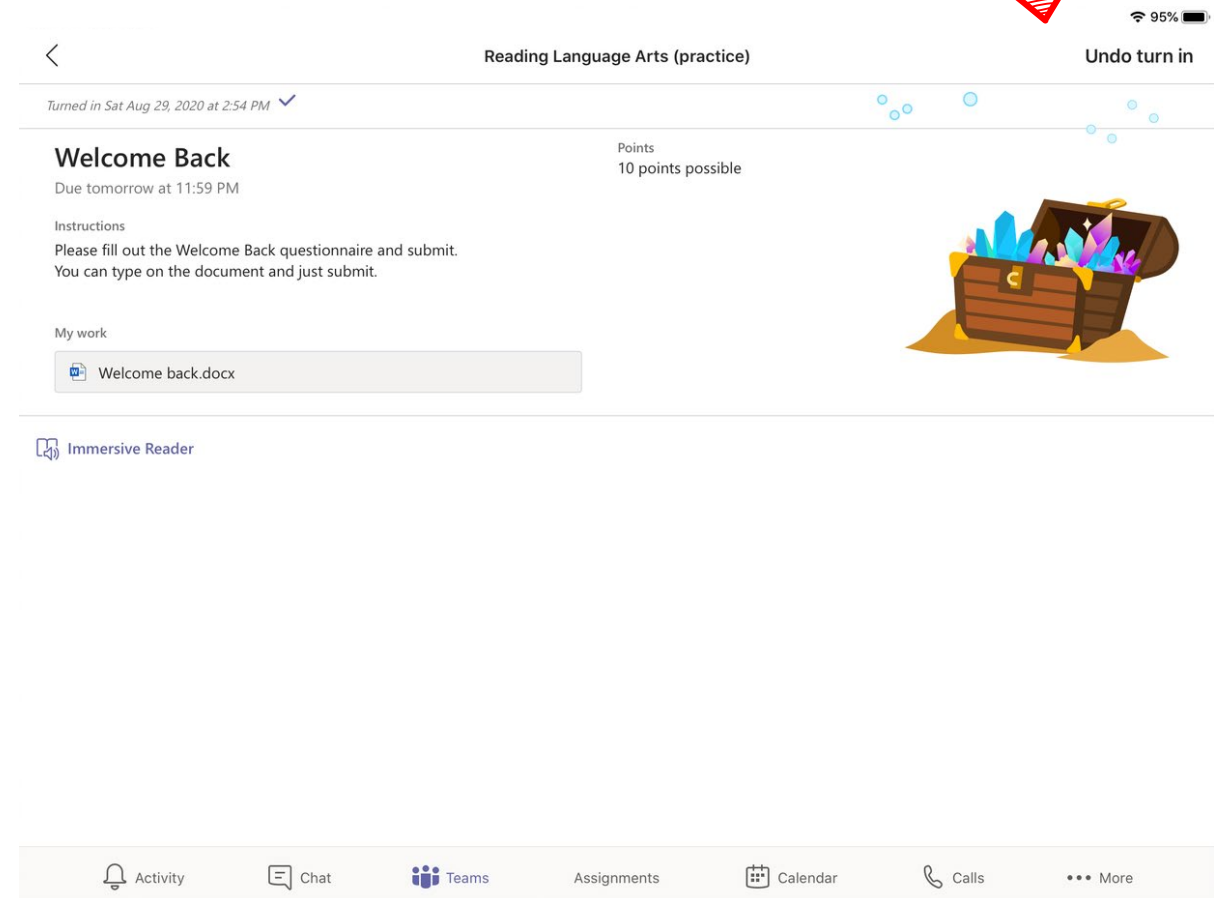
Opening Assignments and Turning In

You will be brought back to the assignment page.
Click Turn in



This screenshot shows the 'Welcome Back' assignment page in a mobile app. At the top, the title 'Reading Language Arts (practice)' is centered. On the right, there is a 'Turn in' button. A red arrow points to this button. The page content includes a 'Welcome Back' heading, a due date of 'Due tomorrow at 11:59 PM', and '10 points possible'. Below this, there are instructions: 'Please fill out the Welcome Back questionnaire and submit. You can type on the document and just submit.' Under the 'My work' section, a document titled 'Welcome back.docx' is listed. At the bottom, there is a navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and a More menu.

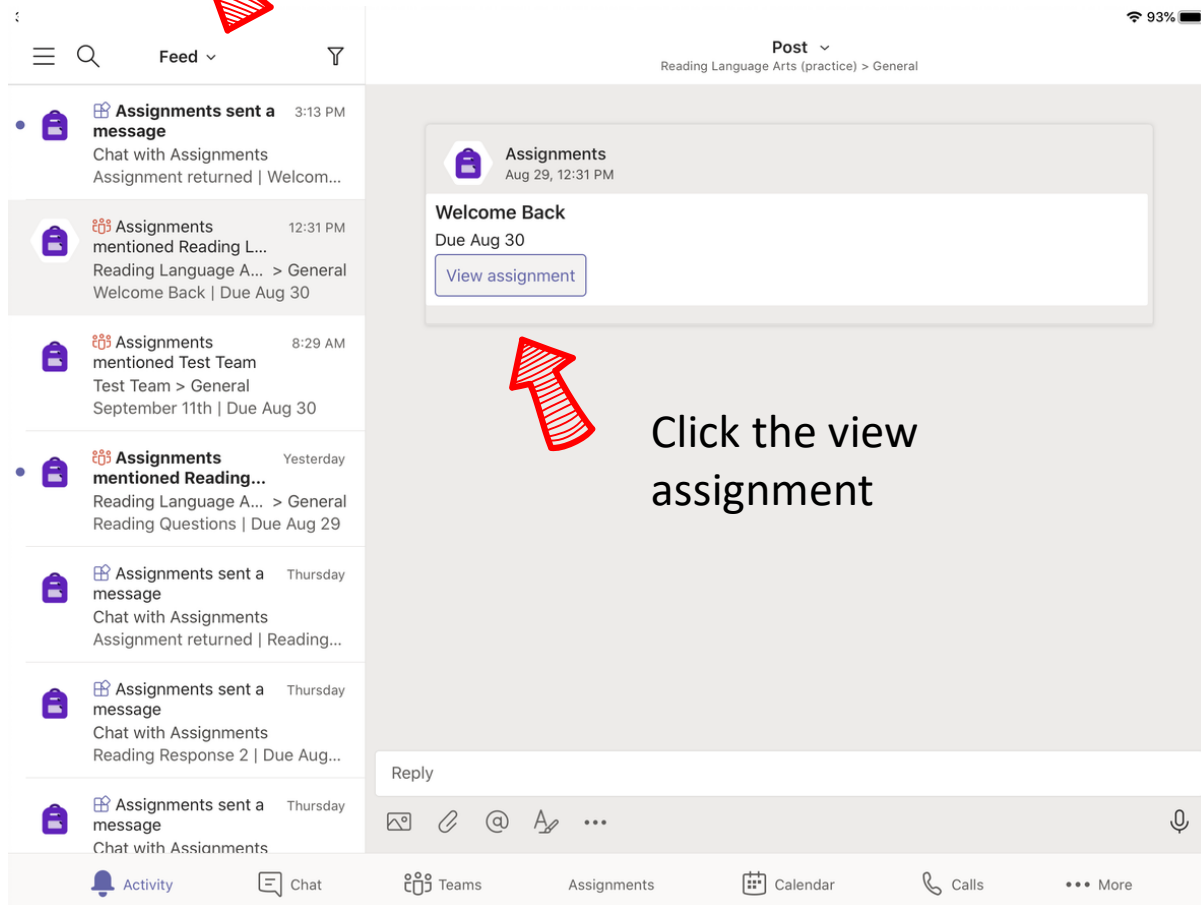
Once you Turn in your assignment, a fun character will appear, and you are done.



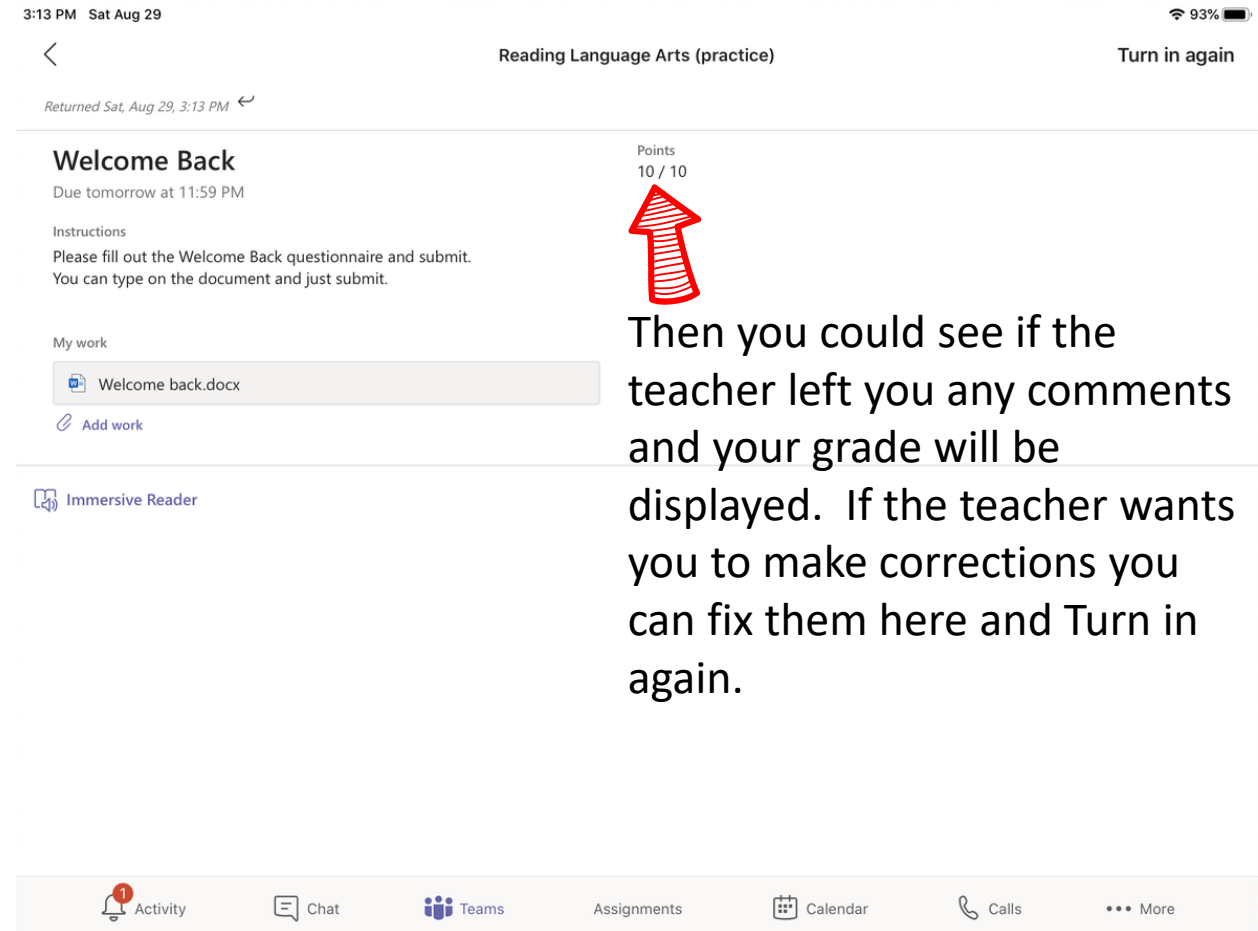
This screenshot shows the 'Welcome Back' assignment page after the assignment has been submitted. A red arrow points to the 'Undo turn in' button in the top right corner. The page now shows a confirmation message: 'Turned in Sat Aug 29, 2020 at 2:54 PM' with a checkmark. The 'Welcome Back' heading and due date remain the same. The instructions are identical. In the 'My work' section, the document 'Welcome back.docx' is still listed. A fun character, a treasure chest filled with colorful gems, appears on the right side of the page. The bottom navigation bar is the same as in the previous screenshot.

Checking Graded Assignments

Once an assignment has been graded a message will appear in your Activity Feed.



Click the view assignment



Then you could see if the teacher left you any comments and your grade will be displayed. If the teacher wants you to make corrections you can fix them here and Turn in again.