

Family & Guardian Guide to Microsoft Teams

Everything your student needs to know to get started with online learning.

Dear families and guardians,

We hear you. Your involvement in your student's remote learning education is more important than ever. On top of juggling work and personal responsibilities and ensuring that your family stays safe and healthy, you're now assisting with remote learning. You have a lot on your plate.

We're here to help. This guide will cover how to set up and get started using Microsoft Teams so that your student can continue learning and connecting with their teacher and online class.

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Table of Contents

Chapter 1: Get Started with Teams

1. [Sign into Teams online](#)
2. [Download Teams on desktop](#)
3. [Download Teams on mobile device](#)

Chapter 2: How to help your student use Teams

1. [Join a class team](#)
2. [Attend a virtual class](#)
3. [Chat with teachers and classmates](#)

Chapter 3: Assignments and Class OneNote

1. [View and turn in assignments](#)

Chapter 4: FAQ & Troubleshooting

1. [My student's login isn't working.](#)
2. [My student's assignments are missing.](#)
3. [My student missed a class—what now?](#)
4. [What if I have more than one student using Teams?](#)
5. [What do I do if we have low internet bandwidth?](#)
6. [Audio troubleshooting](#)
7. [Additional resources](#)

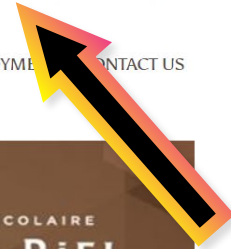


Chapter 1

Get started with Teams

1. **Sign into Teams online**
2. Download Teams on desktop
3. Download Teams on mobile device





Go to [LRSD Website](#) and click **Sign In**.

LRSD's First-Ever Town Hall Live Event a Success
Watch LRSD's Town Hall Live Event.
[READ MORE >](#)



Navigating the 2020-2021 School Year
[Read More >](#)



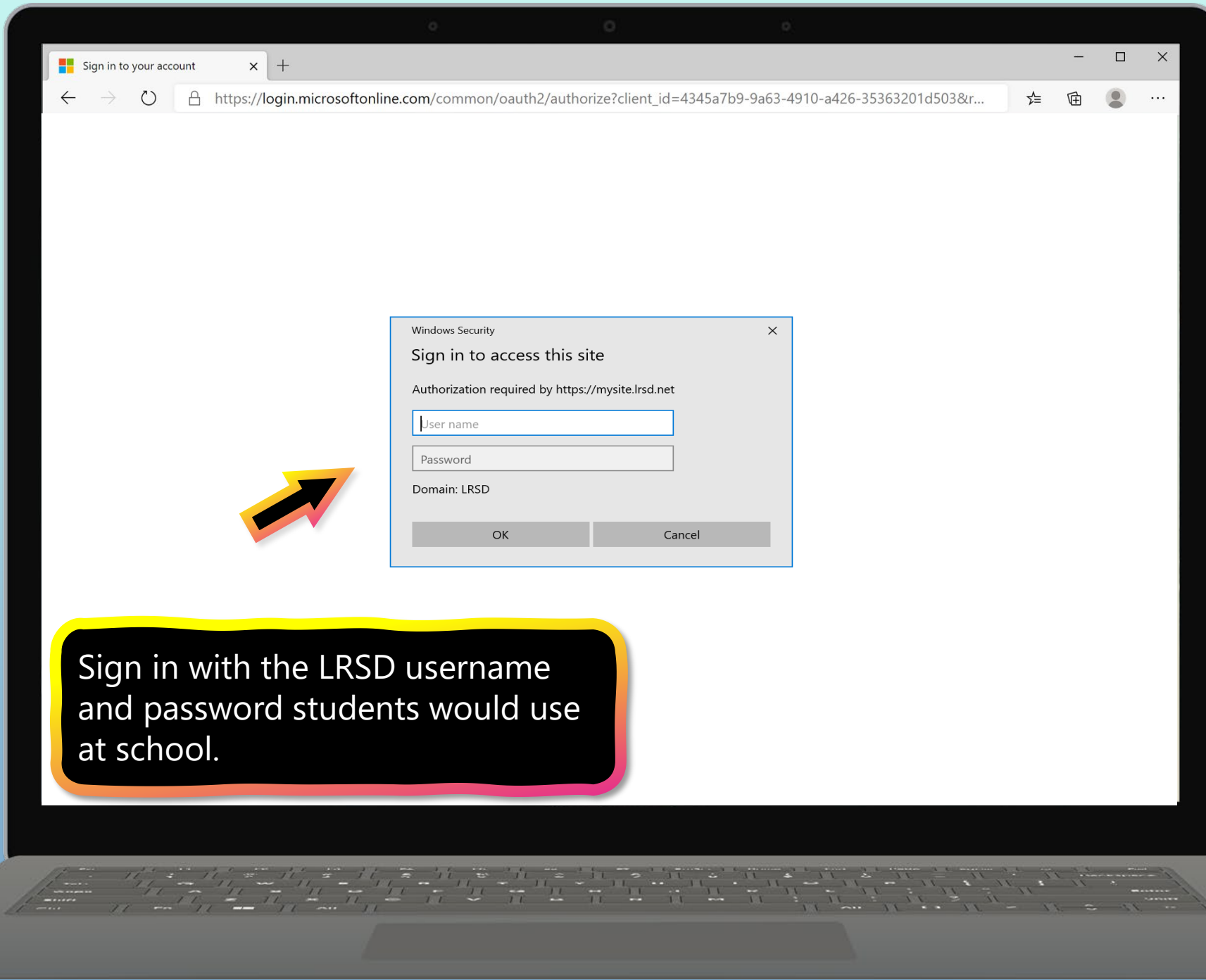
Annual Report to the Community
[Read More >](#)



Multi-Year Strategic Plan
[Read More >](#)



Let's Get Social!
[Read More >](#)



Sign in with the LRSD username and password students would use at school.

LRSD's First-Ever Town Hall Live Event a Success new

Thu. September. 3, 2020 | Board Office

Watch LRSD's Town Hall Live Event.

[Read Full Story](#)

Welcoming

Wed. September. 2, 2020 | Board Office

Welcoming Board of Trustee Changes in Louis Riel School Division

[Read Full Story >](#)

Relocation of LRSD Students

Sat. August. 29, 2020 | Board Office

Details on the minimal relocation of LRSD students.

[Read Full Story >](#)

Updates to School Plans

Fri. August. 28, 2020 | Board Office

Updates to school plans for K-12 students in LRSD.

[Read Full Story >](#)

Voluntary Student Accident Insurance

Wed. August. 26, 2020 | Board Office

Information on Voluntary Student Accident Insurance

[Read Full Story >](#)

HS Paul News Season 3 Polar Bears and Royalwood Forest Woodcarver Murray Watson

Calendar Event Items are posted here. There are no current Calendar Event items to view. Click on "Calendar View" to view past Calendar Event items.

^ v [Calendar View](#)

I Need To

Select Task... ▶

Applications

Select Task... ▶

Search everything 🔍

Useful Links

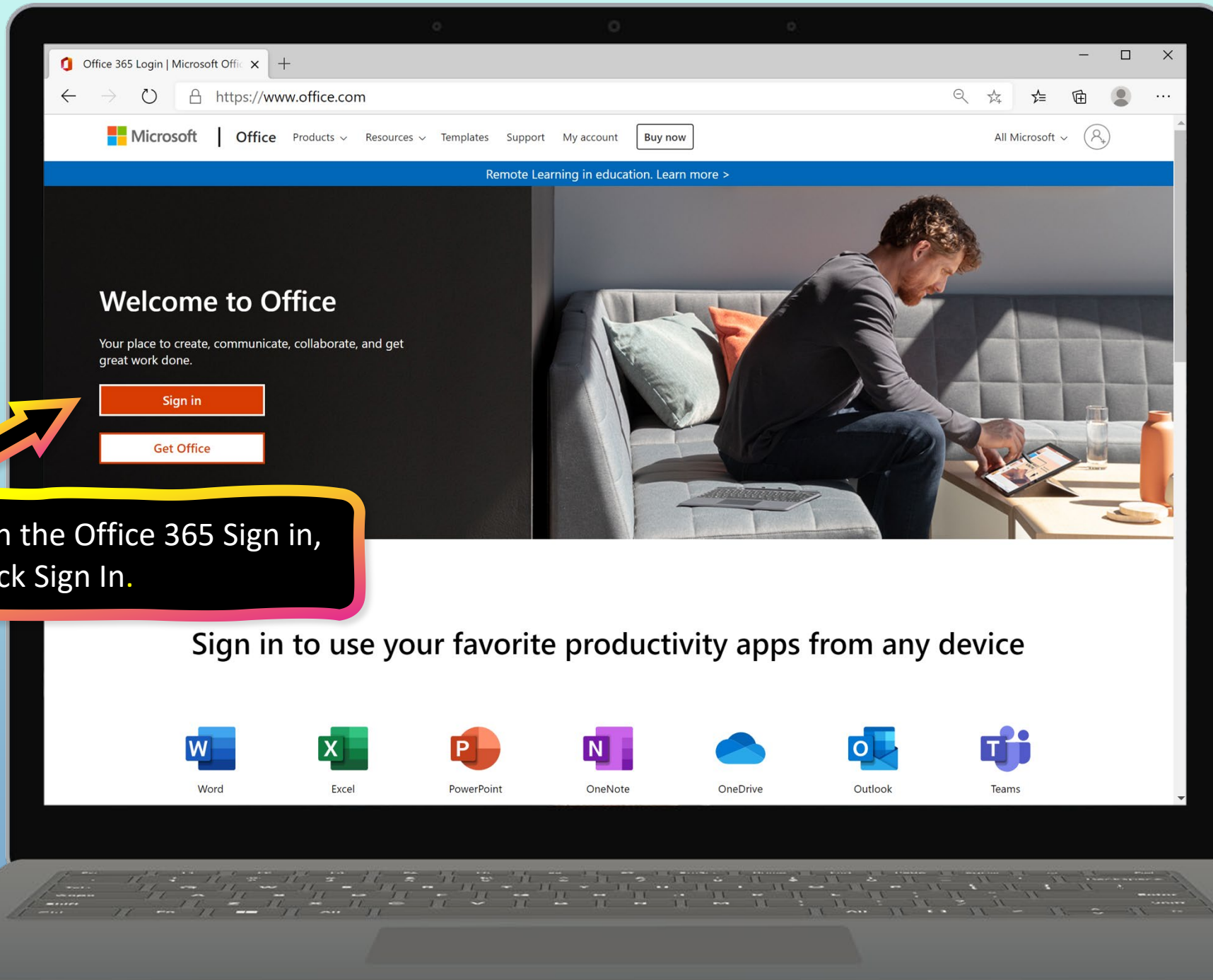
- 📄 LRSD Internet Site
- 📄 Archwood School Public Site
- 📄 Archwood School Portal

H. S. Paul School

- 📄 My Child In School Website
- 📄 Code of Conduct
- 📄 School Handbook
- 📄 PAC Constitution
- 📄 PAC Meeting Minutes
- 📄 2018-19 Report to our Community

On the LRSD Portal click Office 365





If prompted with the Office 365 Sign in, click Sign In.

Sign in to use your favorite productivity apps from any device



Word



Excel



PowerPoint



OneNote



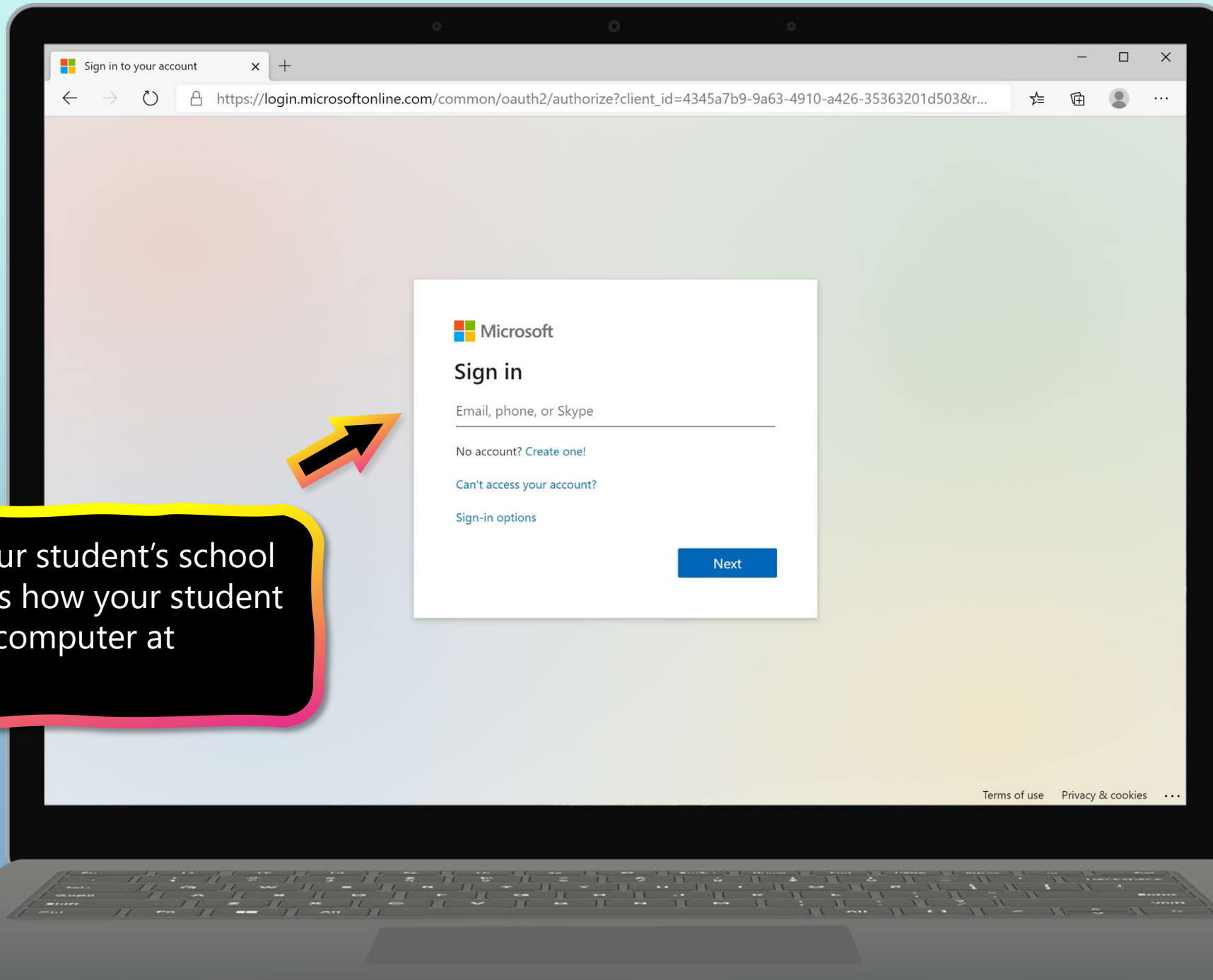
OneDrive



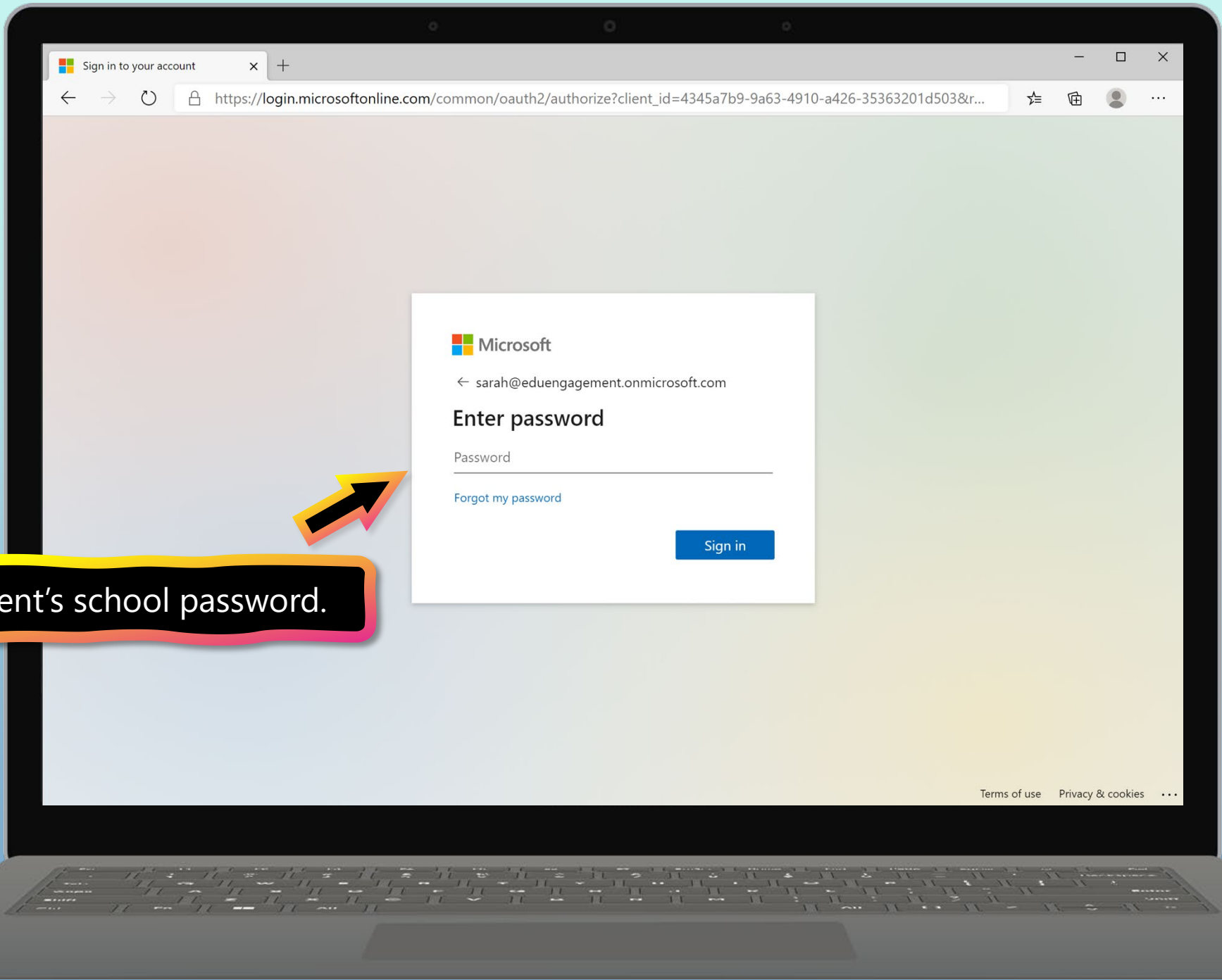
Outlook



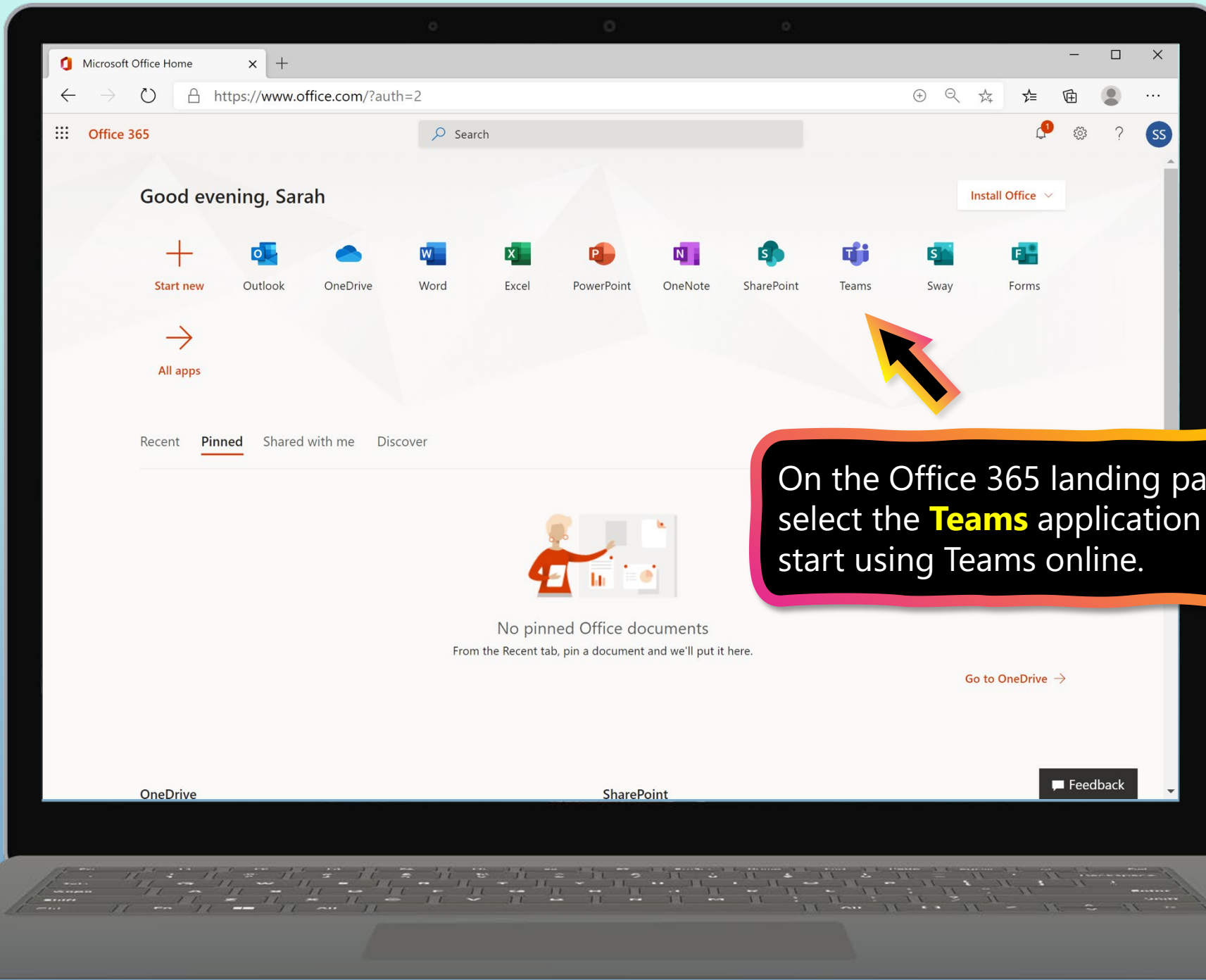
Teams



Sign in with your student's school account. (This is how your student logs into their computer at school.)



Enter your student's school password.



Good evening, Sarah

Install Office



Start new



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



Forms



All apps

Recent

Pinned

Shared with me

Discover



No pinned Office documents

From the Recent tab, pin a document and we'll put it here.

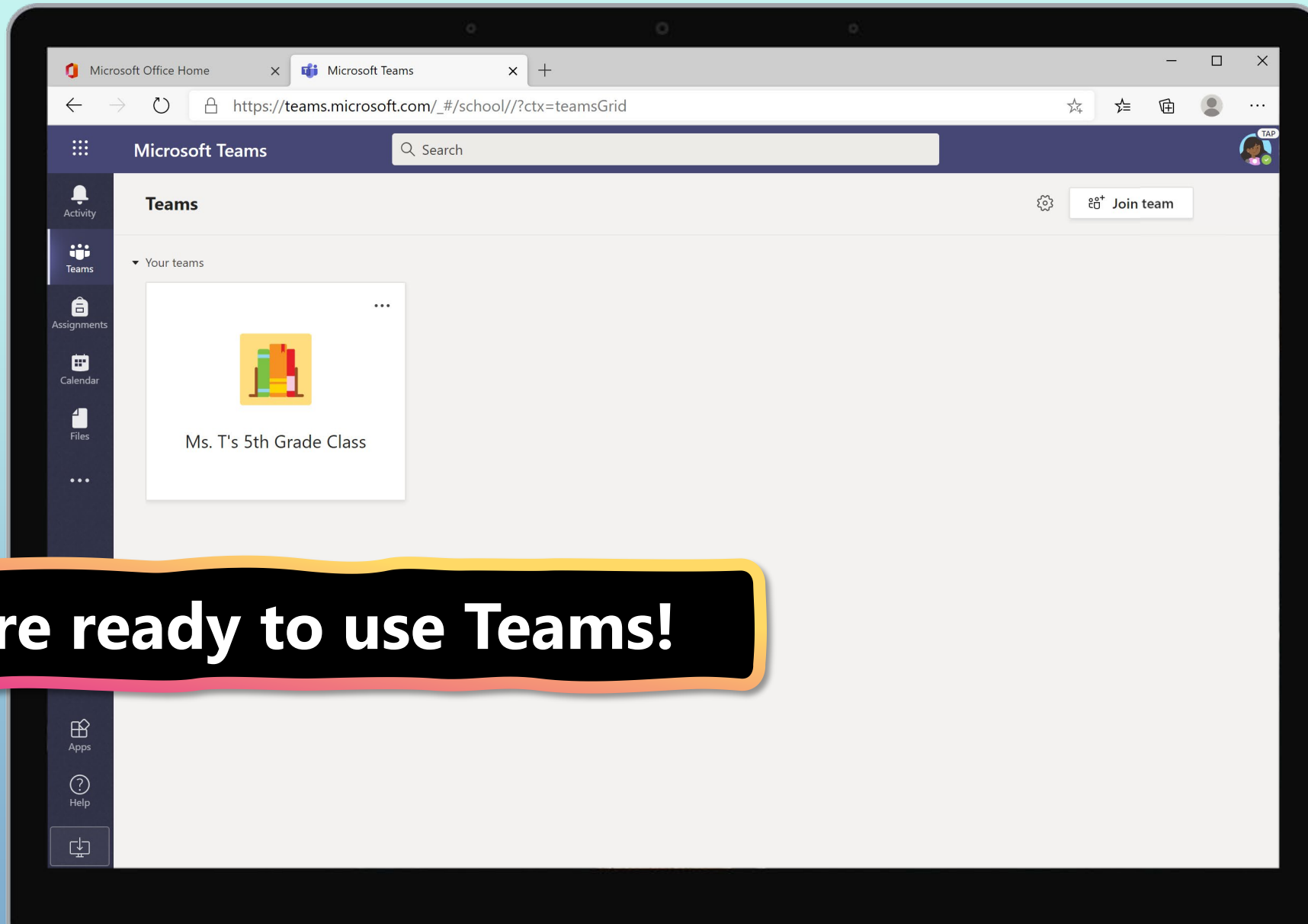
[Go to OneDrive](#)

[OneDrive](#)

[SharePoint](#)

[Feedback](#)

On the Office 365 landing page, select the **Teams** application to start using Teams online.



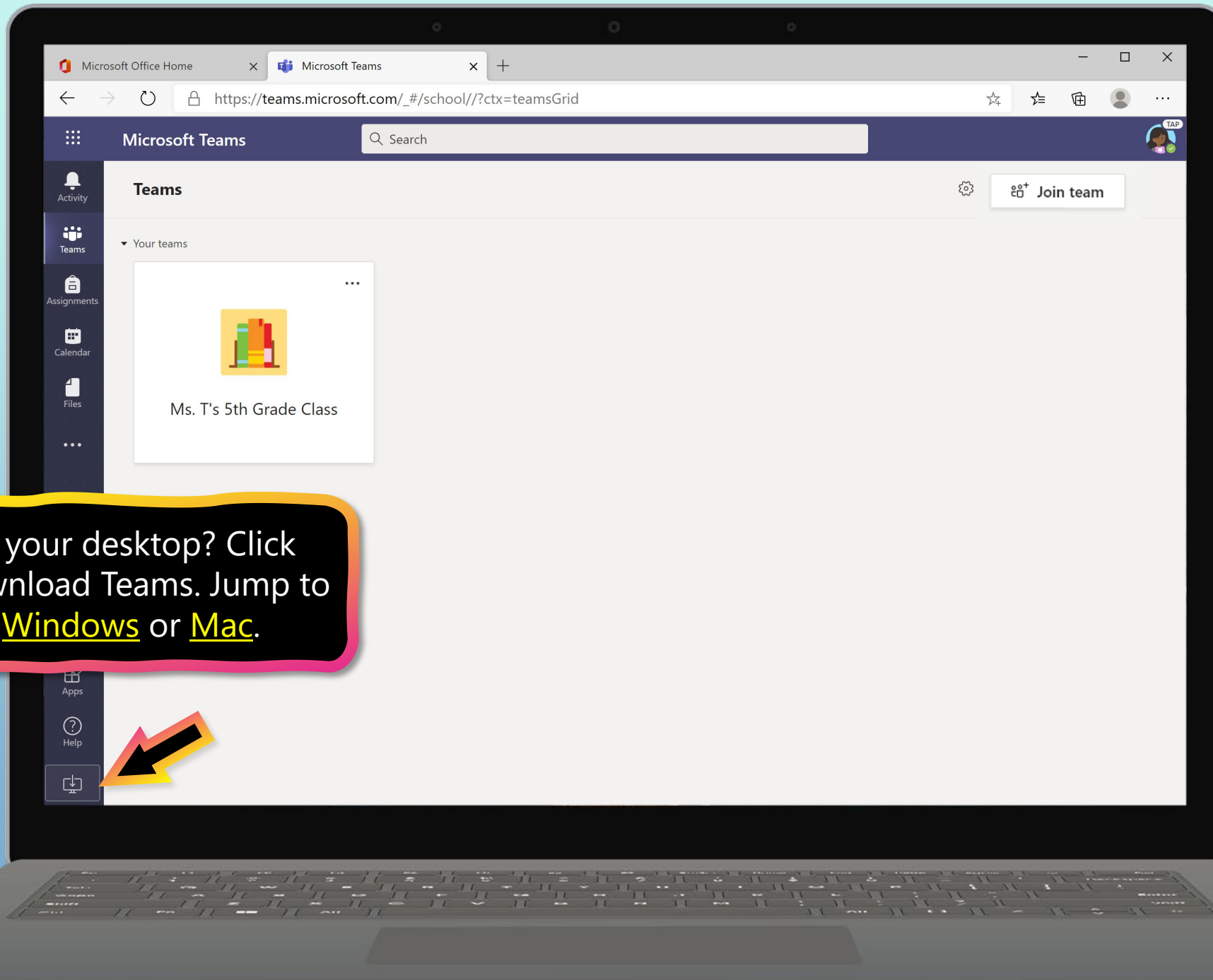
You're ready to use Teams!

Chapter 1

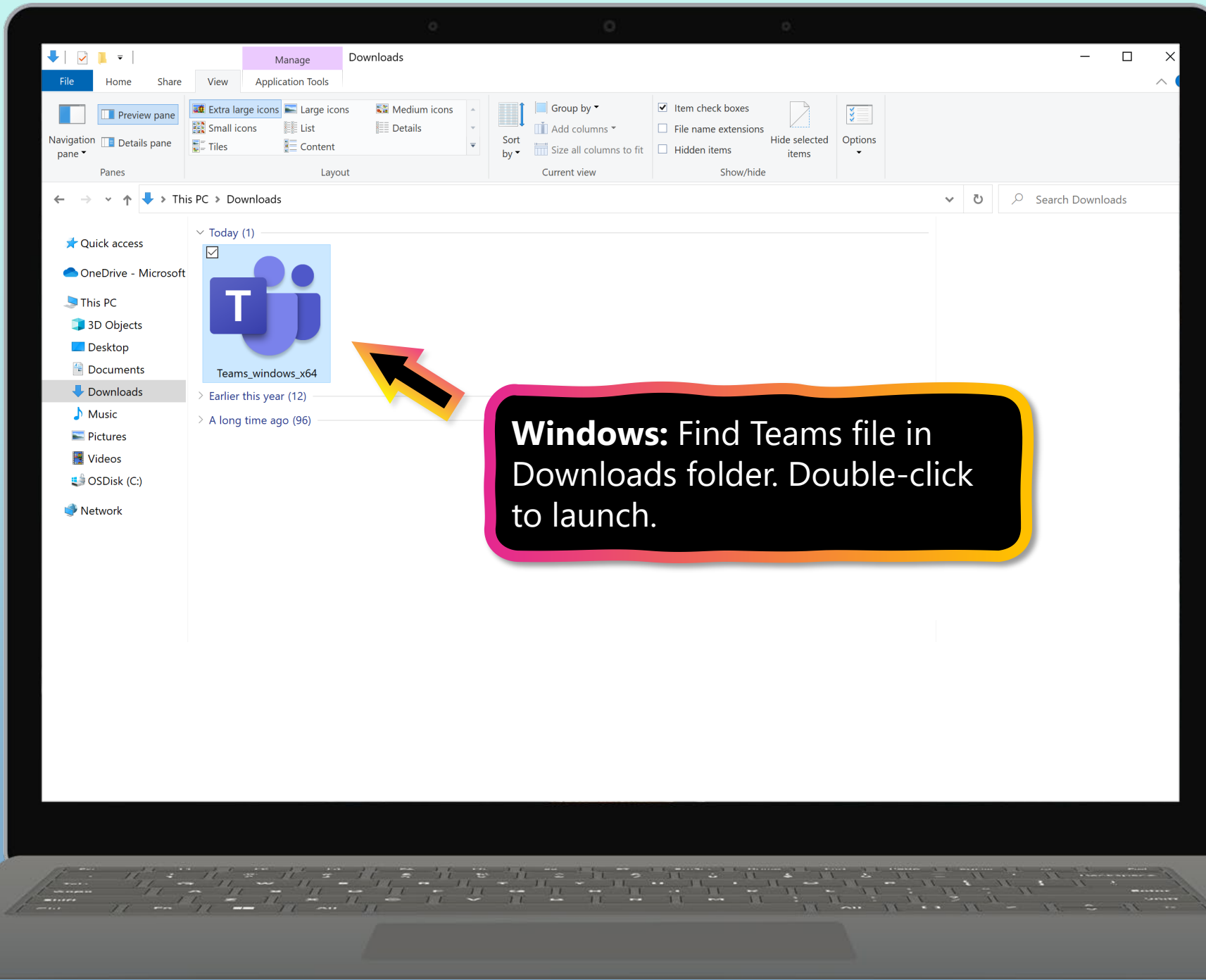
Get started with Teams

1. Sign into Teams online
2. **Download Teams on desktop**
3. Download Teams on mobile device

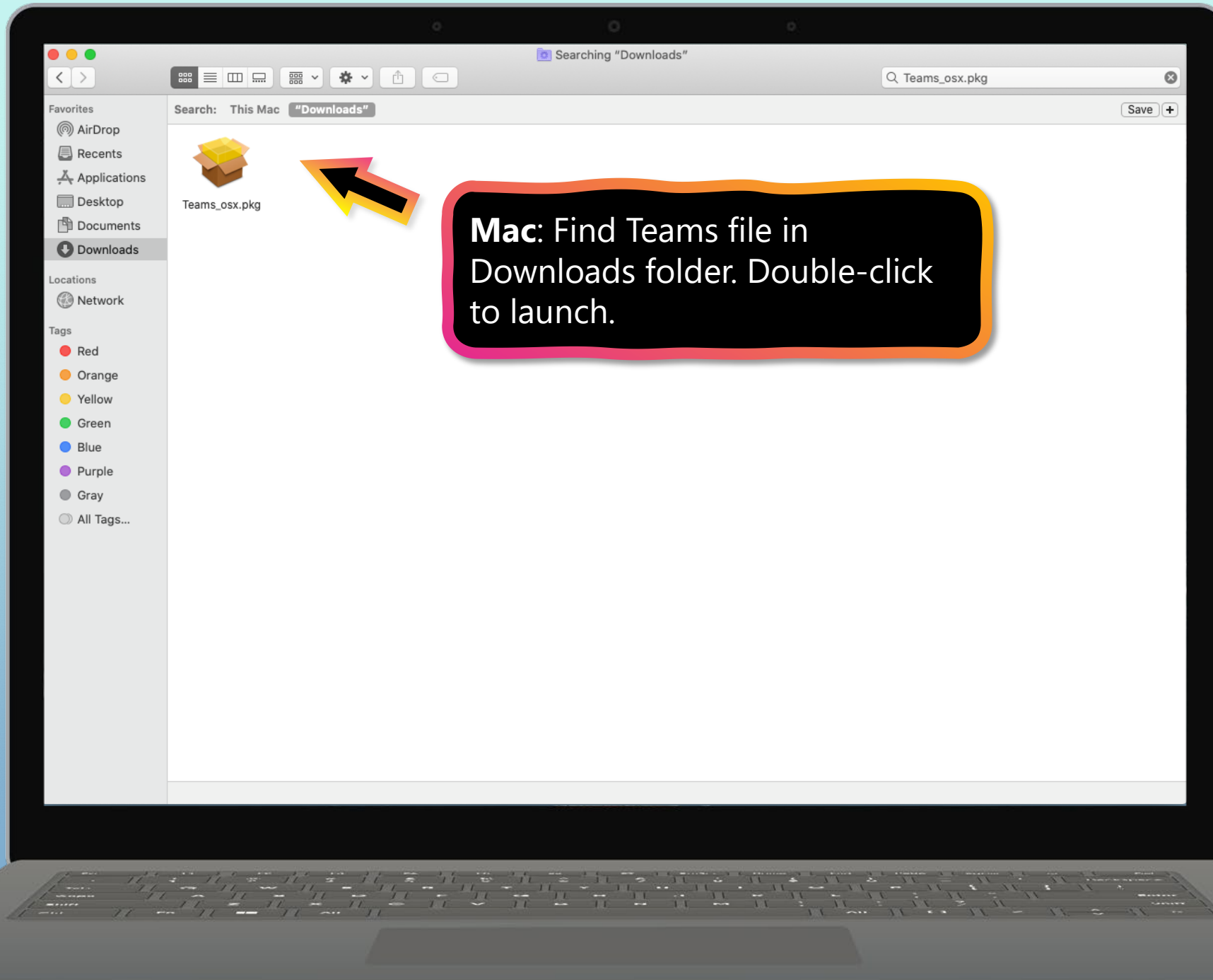




Rather work on your desktop? Click this icon to download Teams. Jump to instructions for [Windows](#) or [Mac](#).



Windows: Find Teams file in Downloads folder. Double-click to launch.



Mac: Find Teams file in Downloads folder. Double-click to launch.

Chapter 1

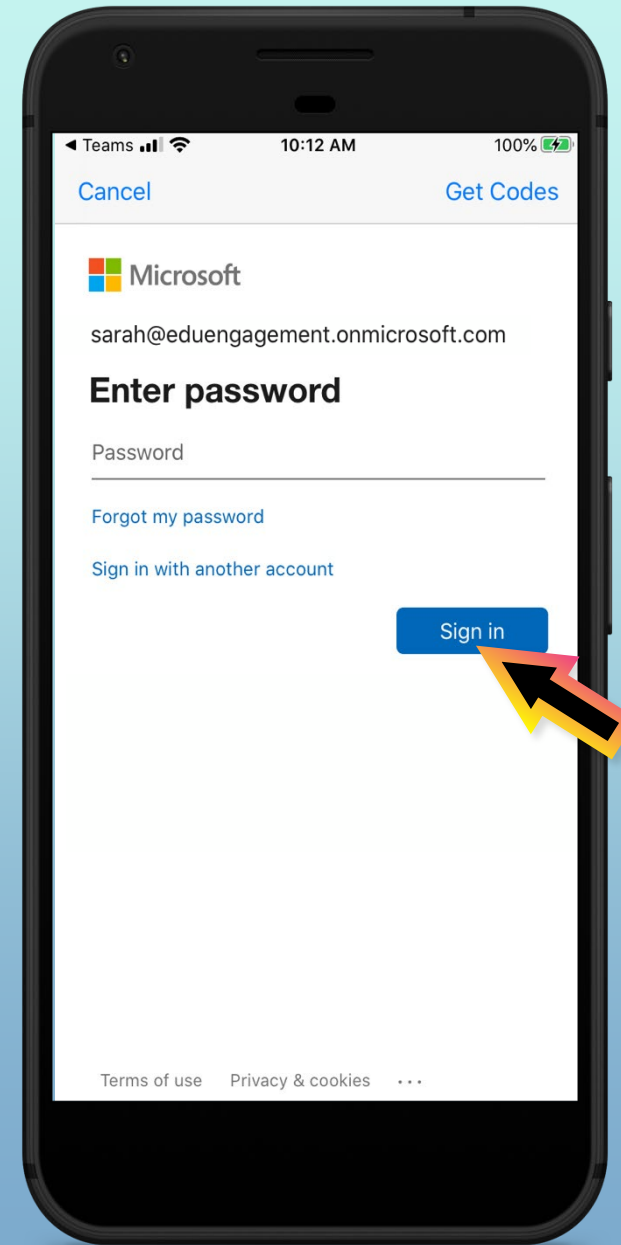
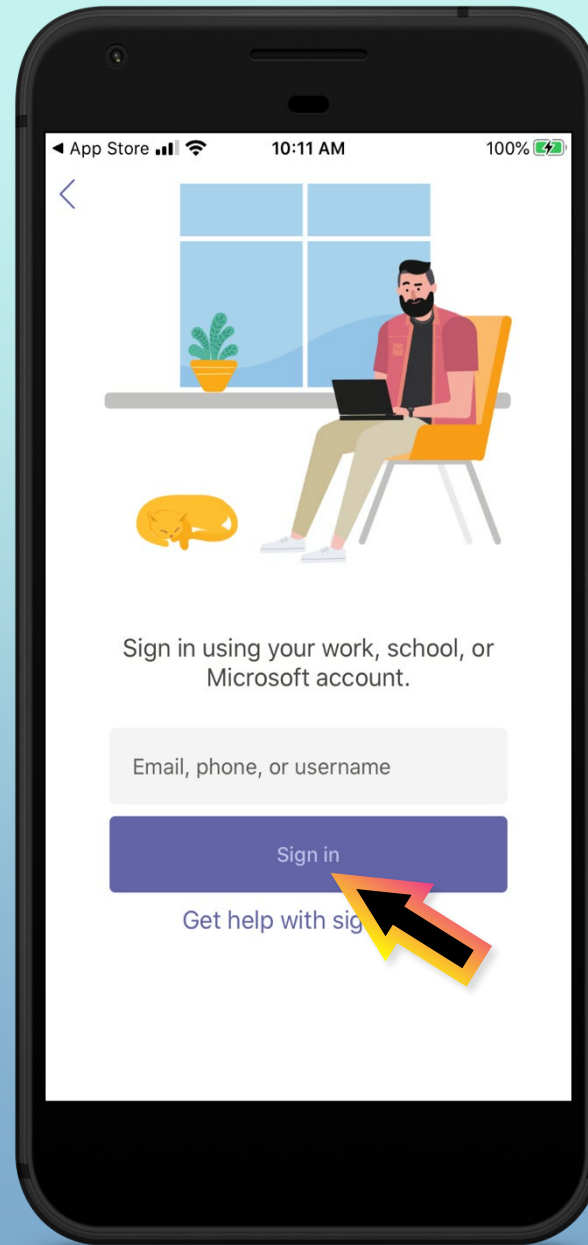
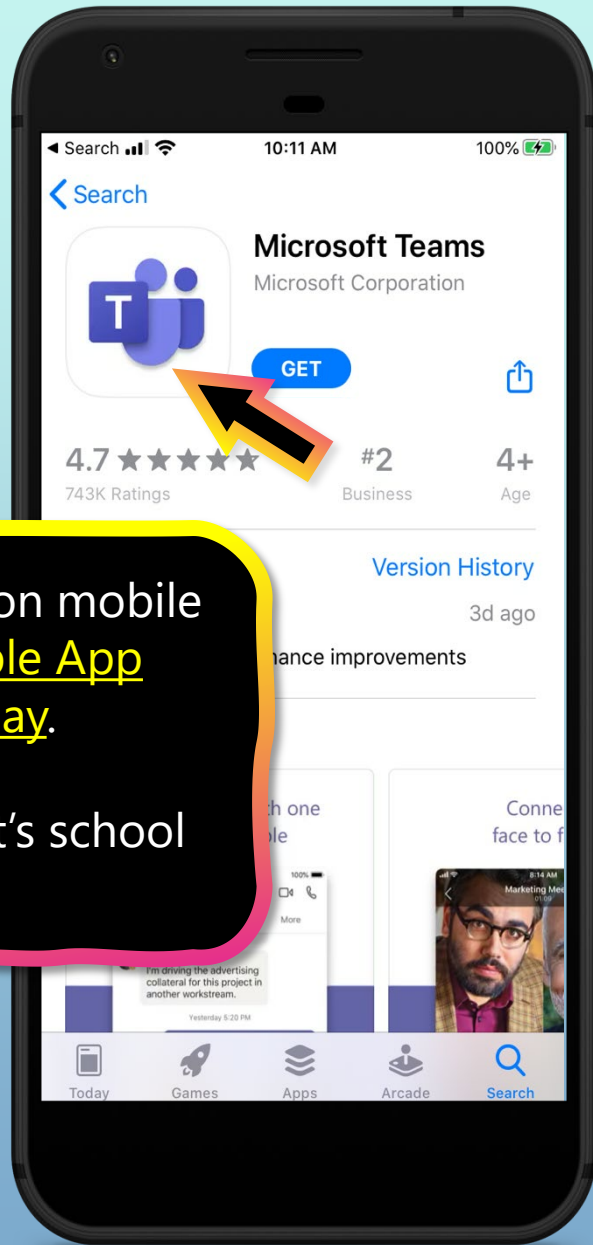
Get started with Teams

1. Sign into Teams online
2. Download Teams on desktop
3. **Download Teams on mobile device**



Download Teams on mobile device via the [Apple App Store](#) or [Google Play](#).

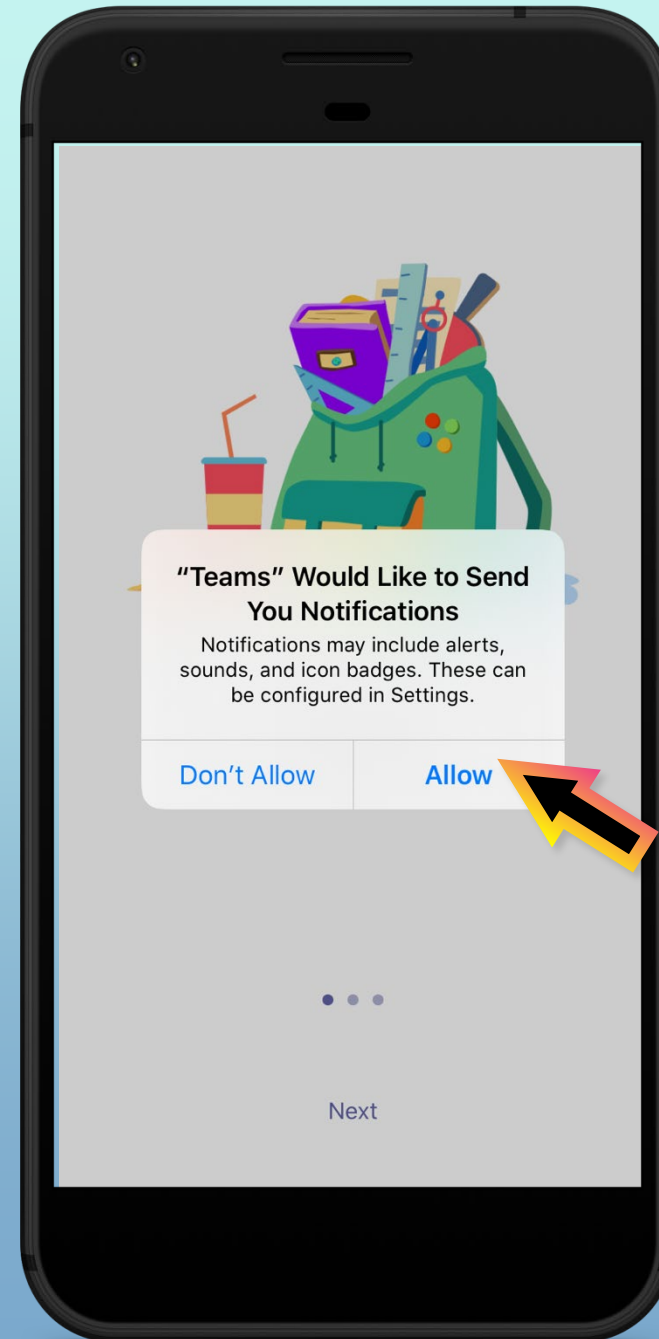
Enter your student's school account.



The app will ask you to allow notifications. Click **Allow**.

Notifications will send an alert to your mobile device when something important is going on in your student's class, like a class meeting, new assignments, or important announcement.

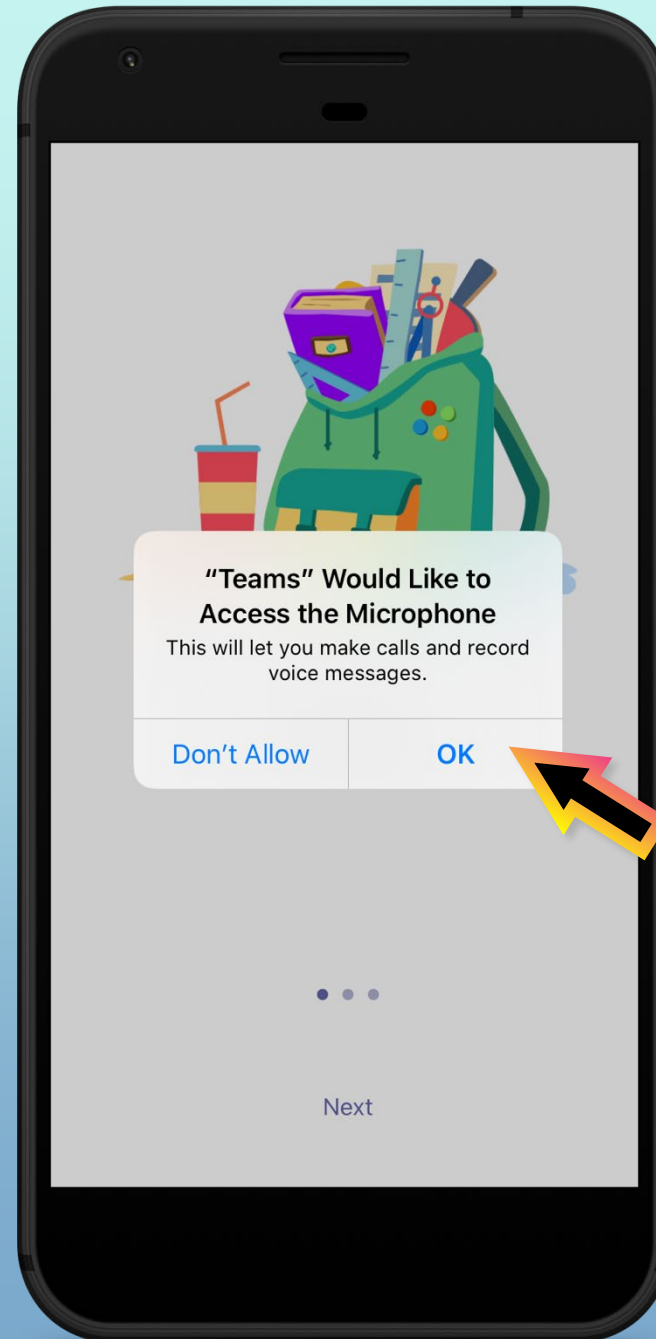
You can adjust this in **Settings**.



The app will also ask you to allow microphone access. Click **OK**.

Microphone access may enable your student to participate in class discussions with the mobile device.

You can adjust this in **Settings**.





Stay on top of the important stuff.



Next



Get homework done anywhere.



Next



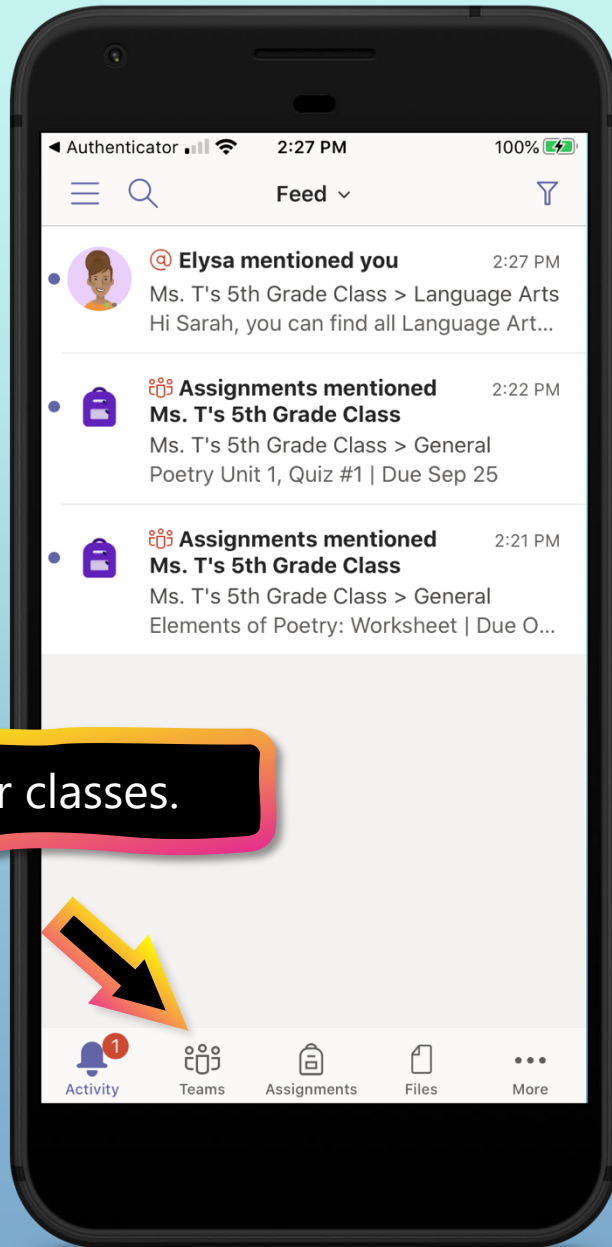
Speak up. Share out.
Soar on.



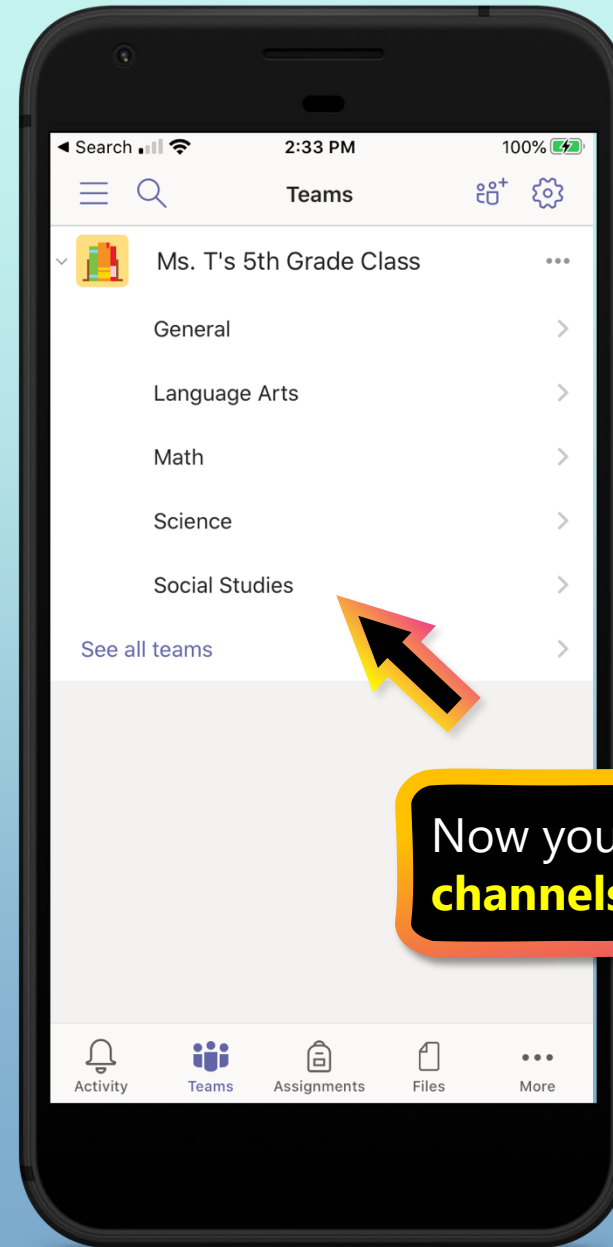
Got it

Review welcome screens and click **Got it**.





Click on **Teams** to see your classes.



Now you can view the **channels** within your class.

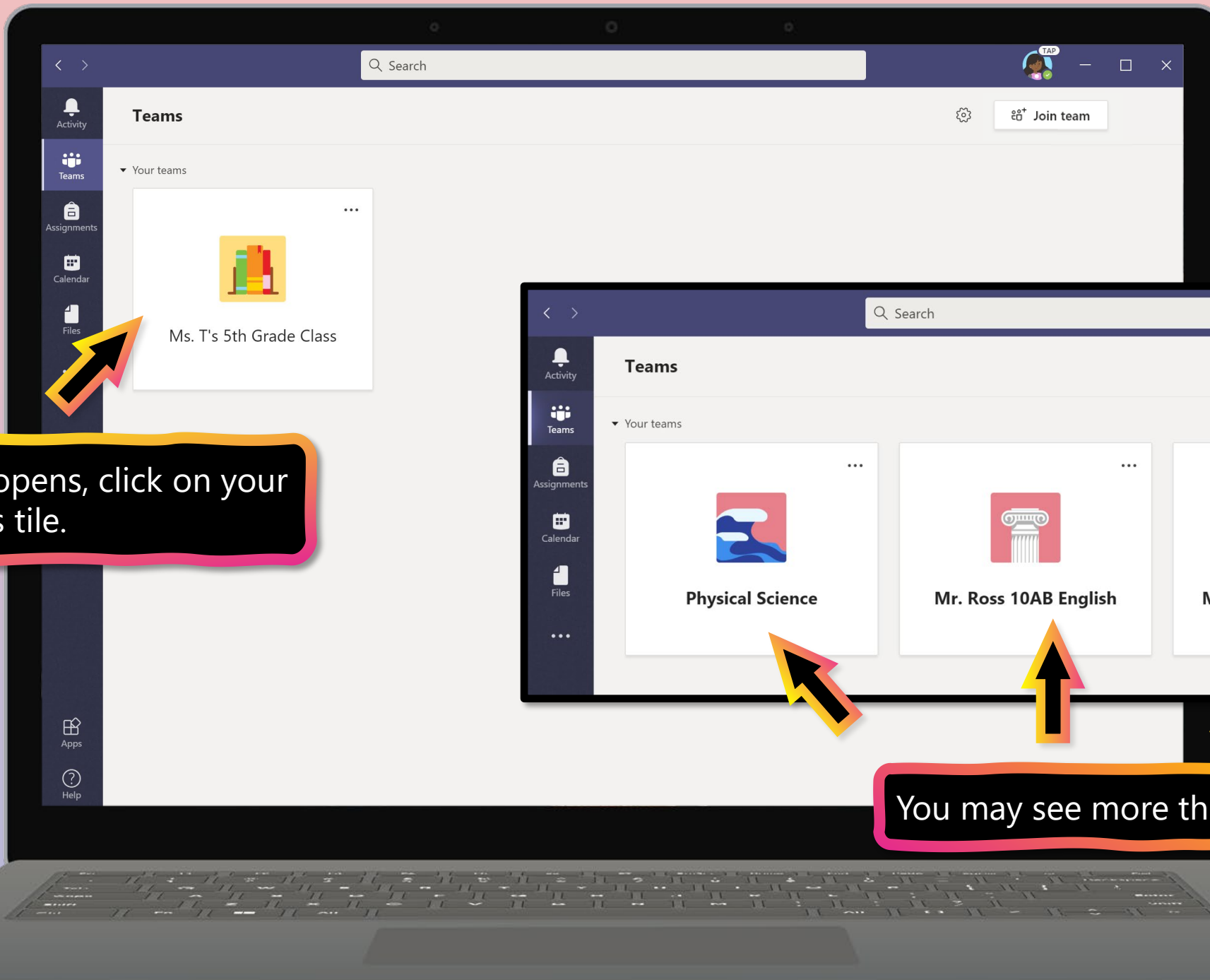


Chapter 2

How to help your student use Teams

1. **Join a class team**
2. Attend a virtual class
3. Chat with teachers and classmates

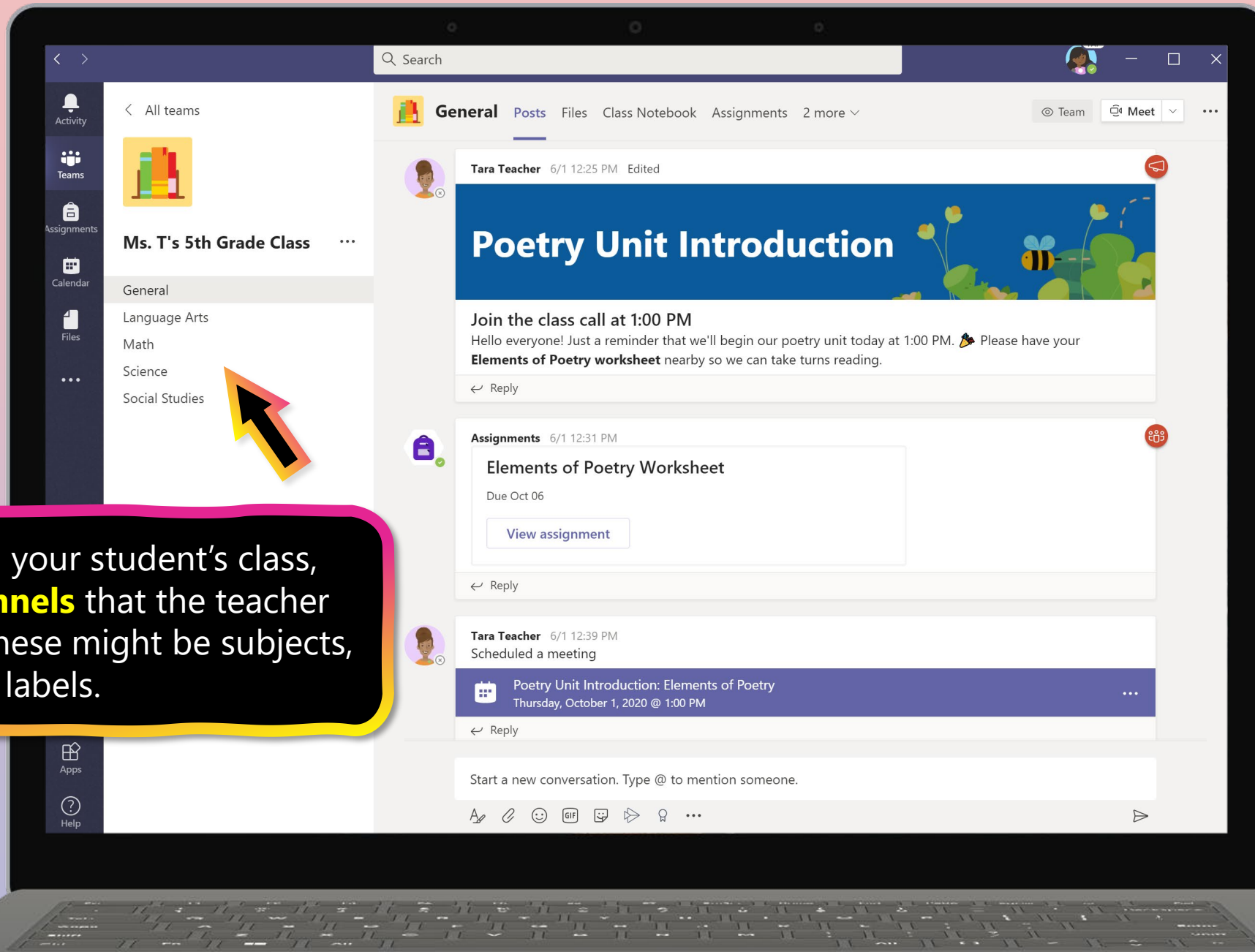




When Teams opens, click on your student's class tile.



You may see more than one class.



After selecting your student's class, you'll see **channels** that the teacher has created. These might be subjects, units, or other labels.

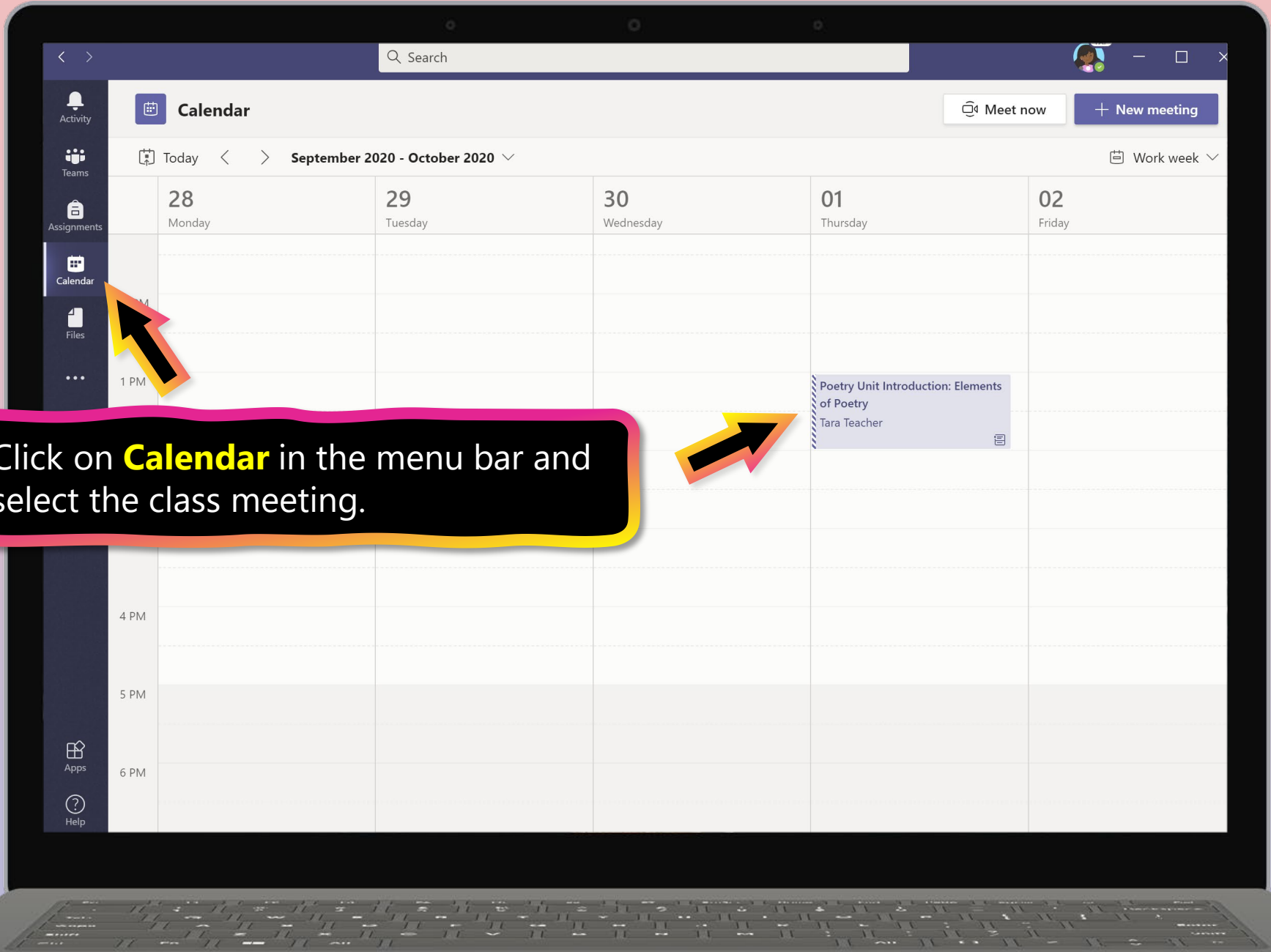
Chapter 2

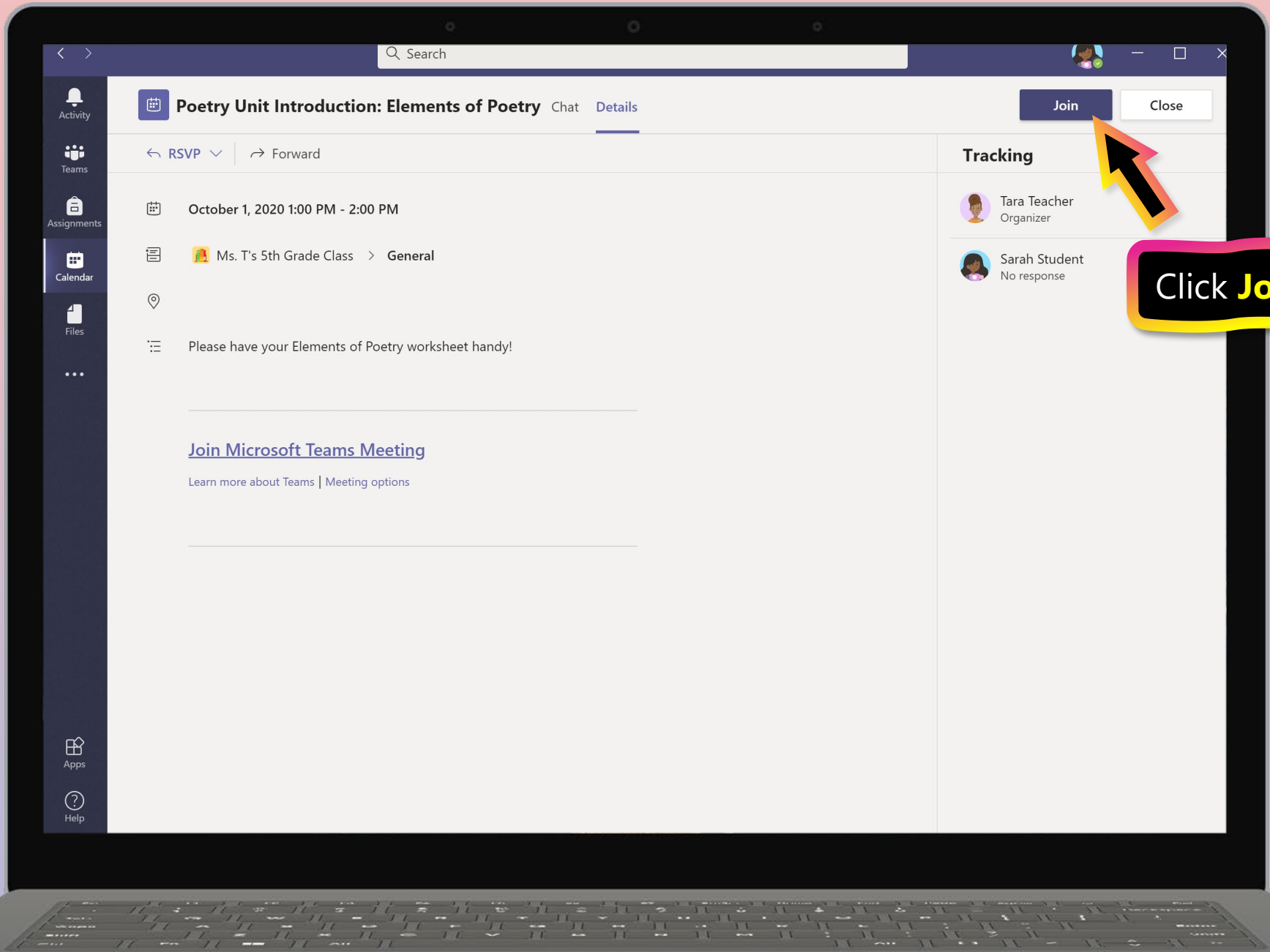
How to help your student use Teams

1. Join a class team
2. Attend a virtual class
3. Chat with teachers and classmates



Click on **Calendar** in the menu bar and select the class meeting.





Poetry Unit Introduction: Elements of Poetry Chat Details

Join

Close

← RSVP | → Forward

October 1, 2020 1:00 PM - 2:00 PM

Ms. T's 5th Grade Class > General



Please have your Elements of Poetry worksheet handy!

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

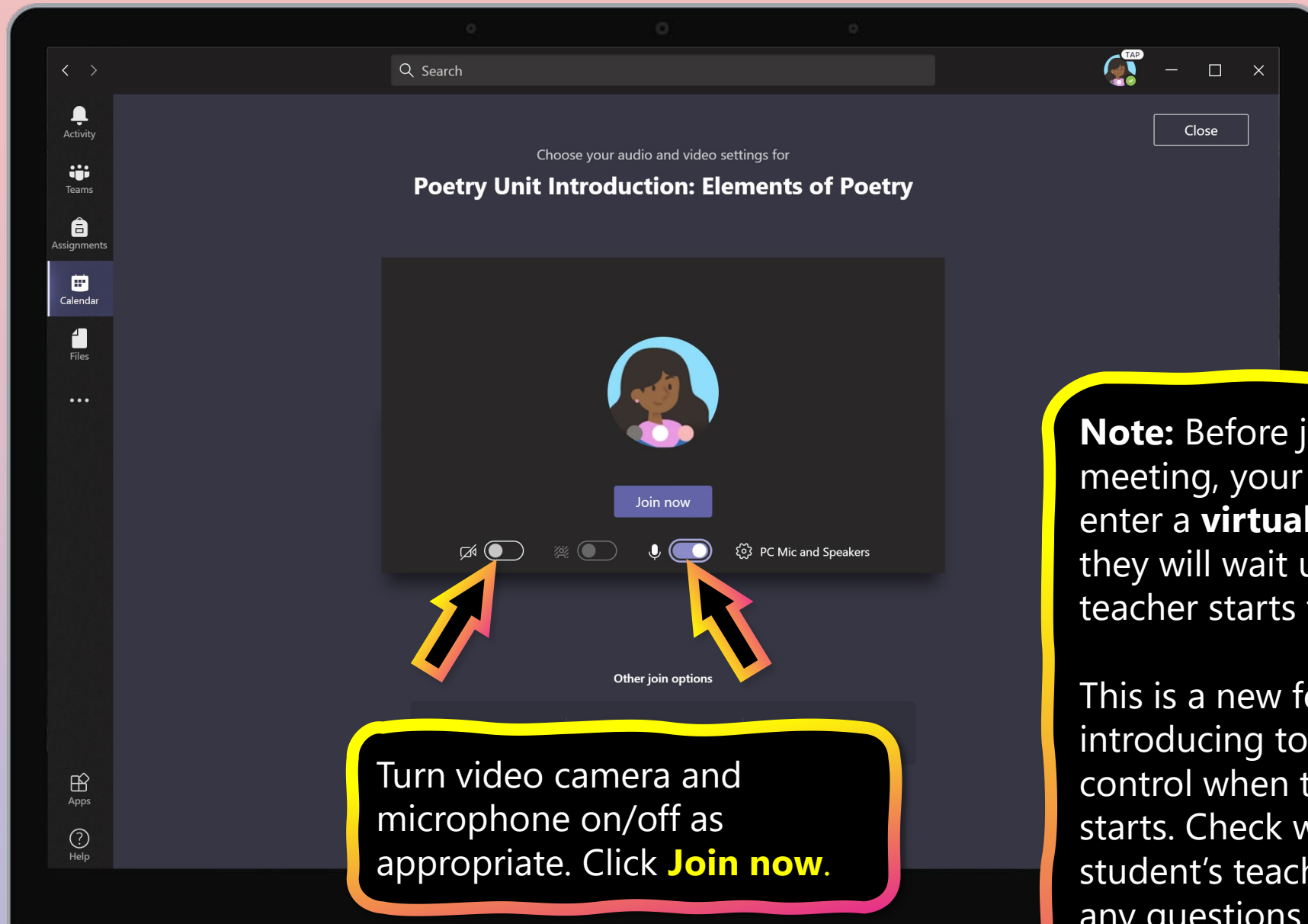
Tracking

Tara Teacher Organizer

Sarah Student No response

Click **Join.**

**Your student can attend class and
customize their virtual experience with
video & microphone settings.**



Turn video camera and microphone on/off as appropriate. Click **Join now**.

Note: Before joining the meeting, your student might enter a **virtual lobby** where they will wait until the teacher starts the meeting.

This is a new feature we're introducing to help teachers control when the meeting starts. Check with your student's teacher if you have any questions.

Chapter 2

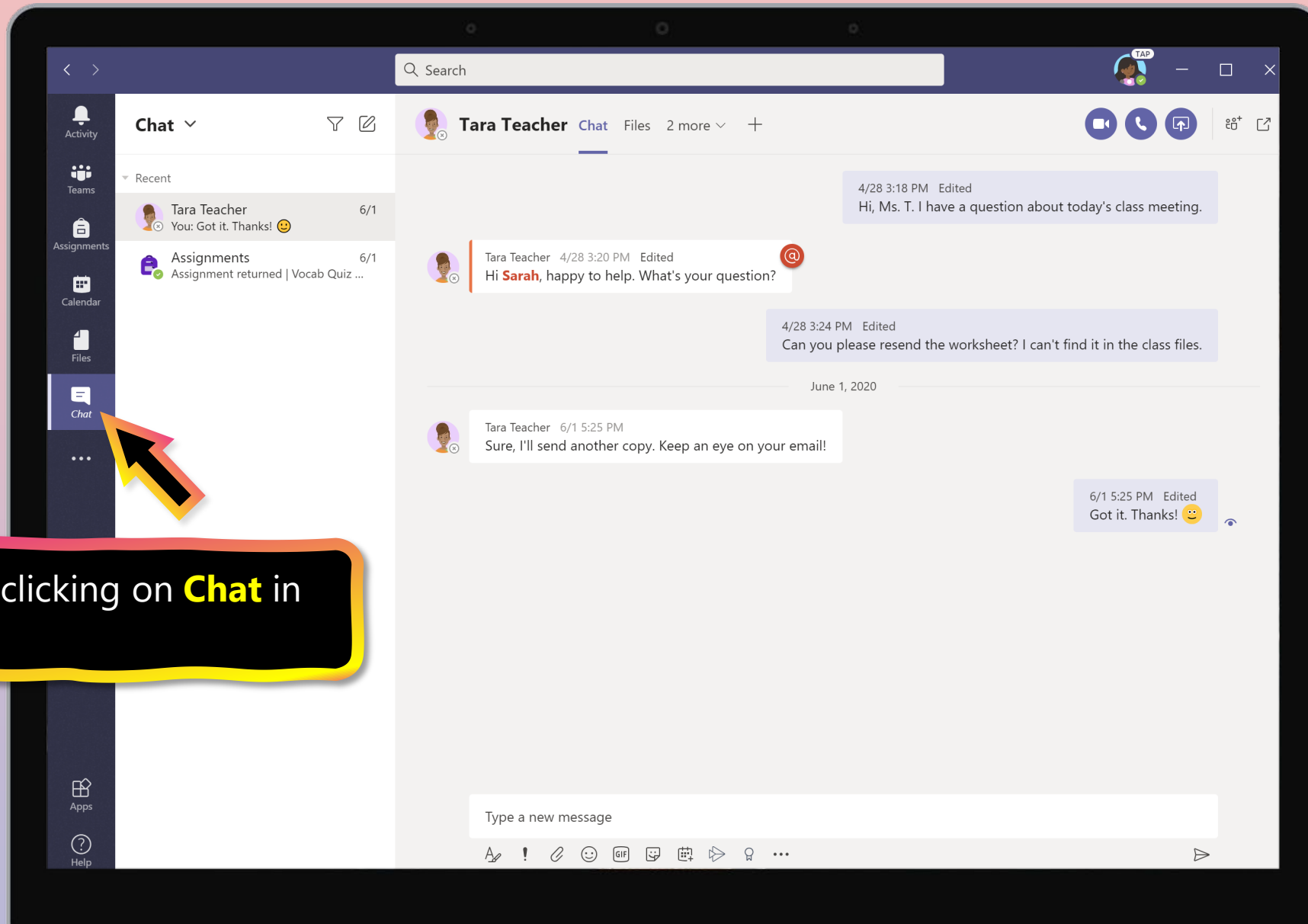
How to help your student use Teams

1. Join a class team
2. Attend a virtual class
3. **Chat with teachers and classmates**

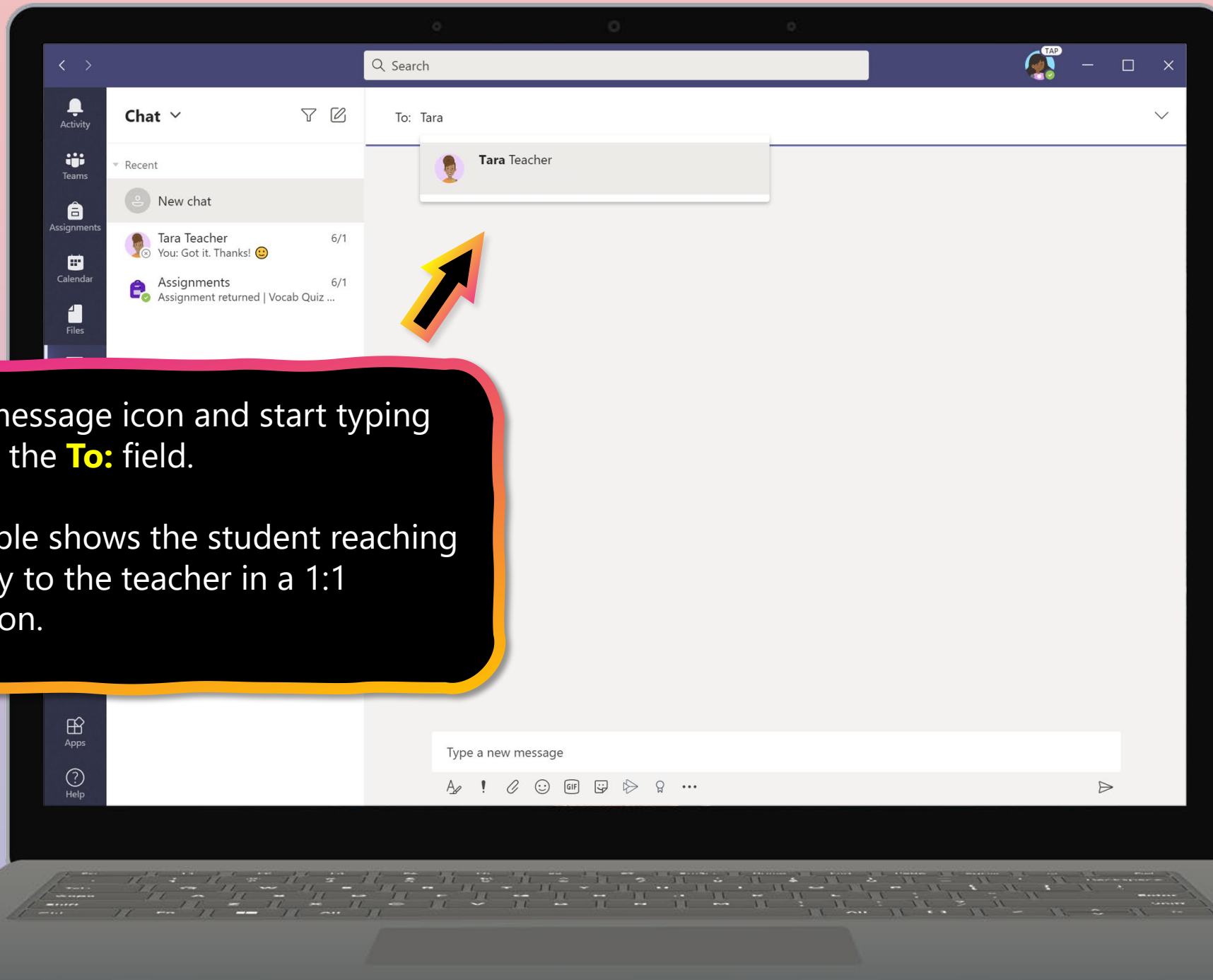


Your student can [chat](#) 1-on-1 with the teacher or collaborate with a small group.

Please check with your student's teacher if you have questions.

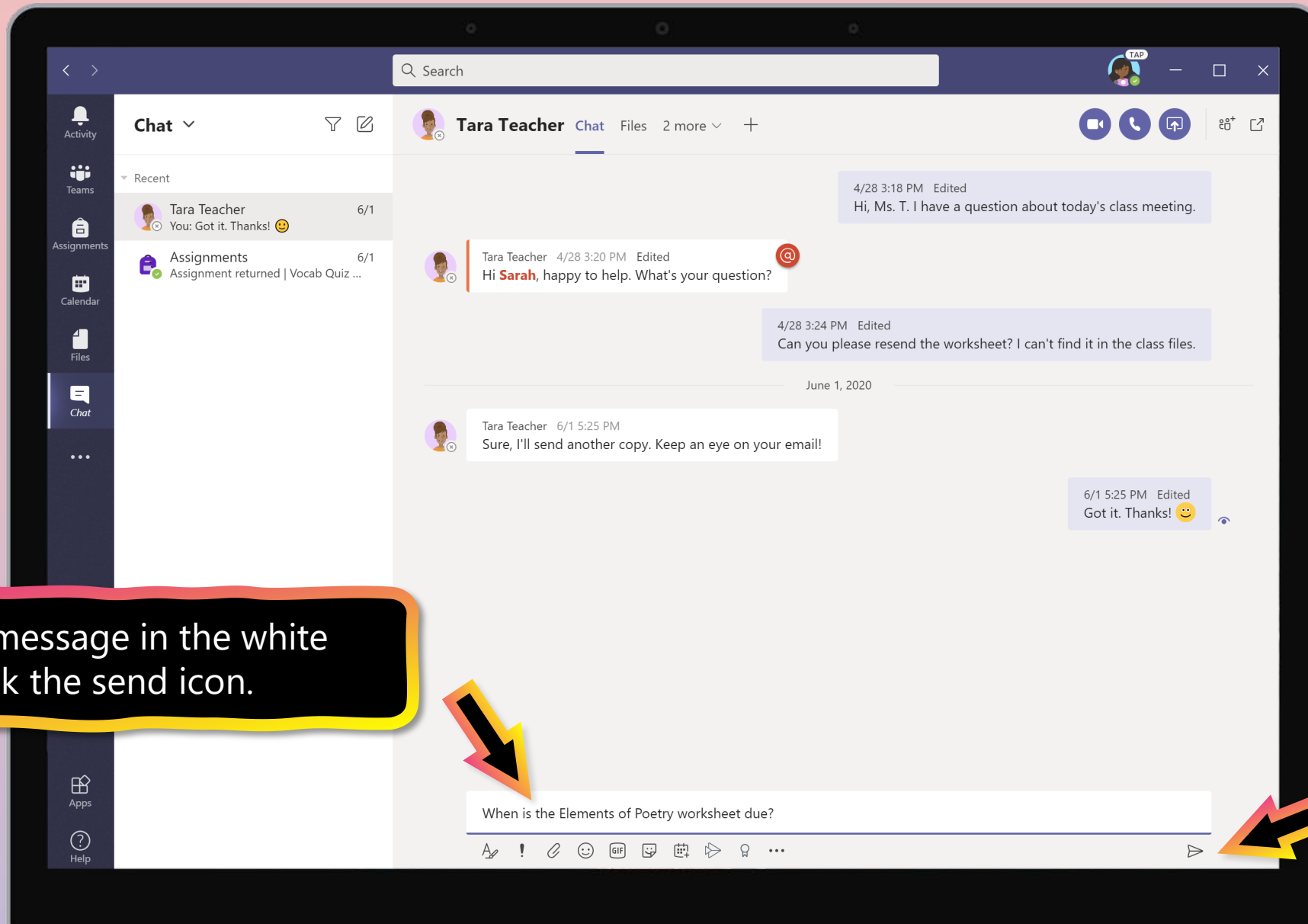


Start a chat by clicking on **Chat** in the left panel.



Click the message icon and start typing name(s) in the **To:** field.

This example shows the student reaching out directly to the teacher in a 1:1 conversation.



Write your message in the white box and click the send icon.

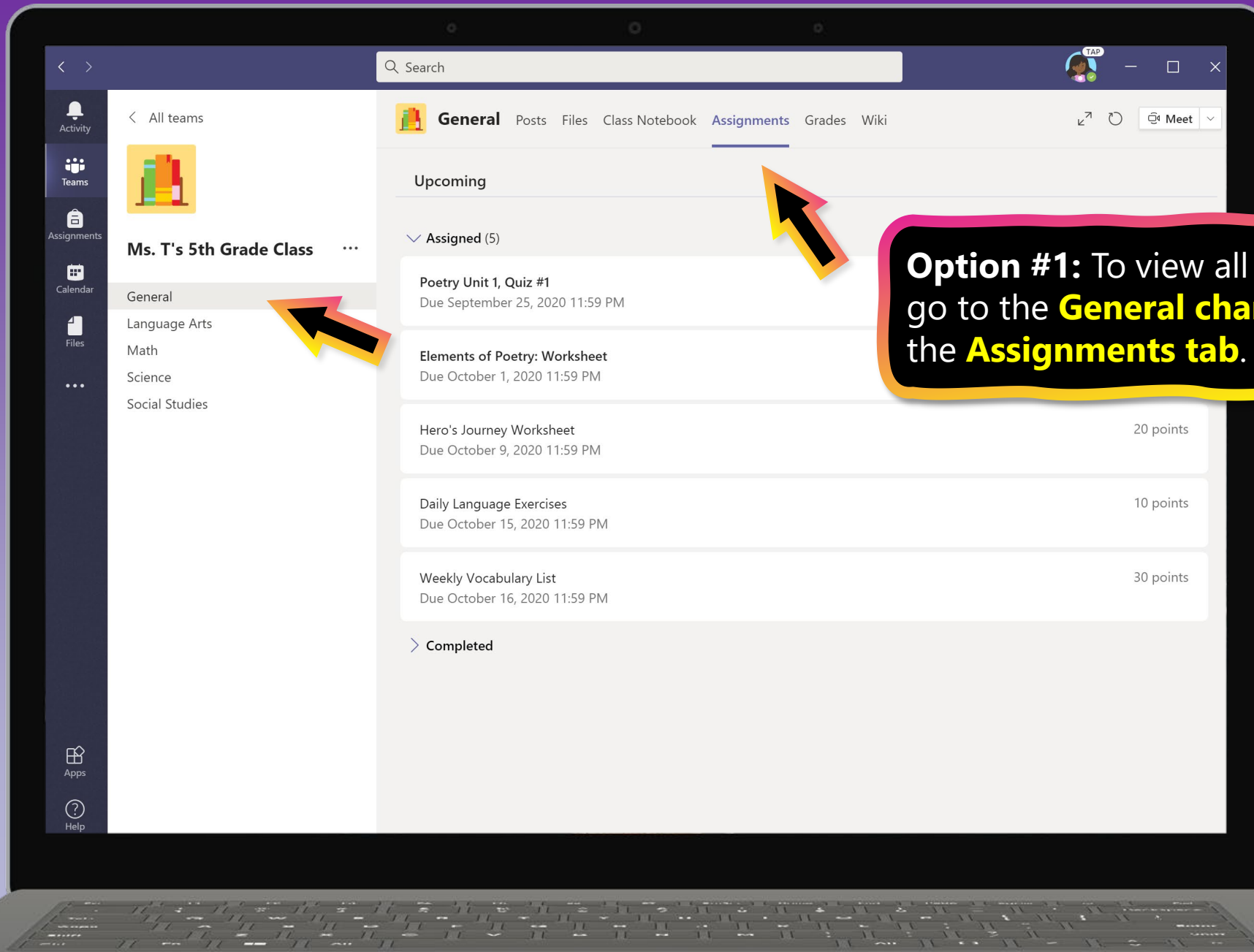
Chapter 3

How to help your student use Teams

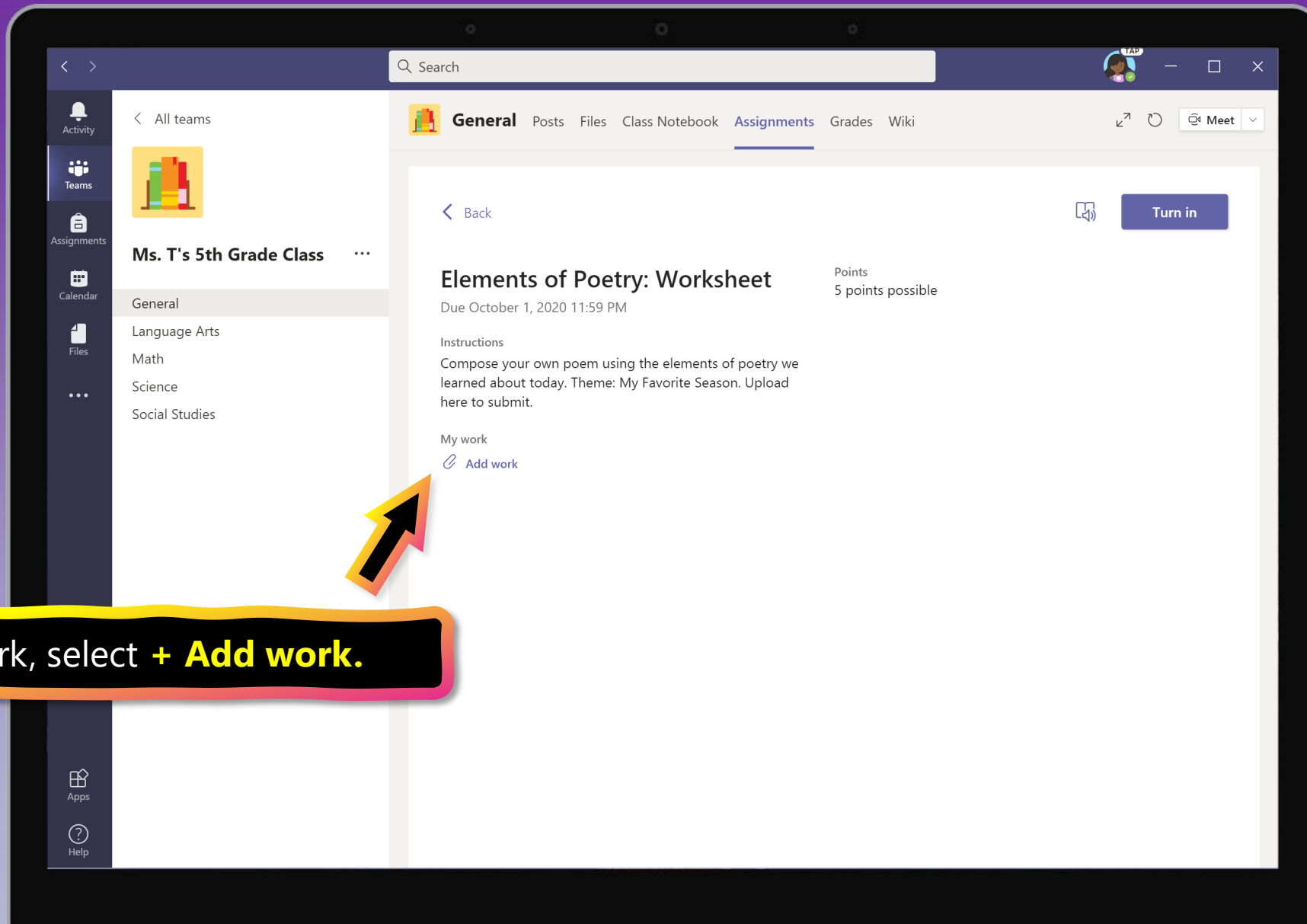
1. [View and turn in assignments](#)



Assignments can be viewed and submitted many ways on Teams. Here are some common options.

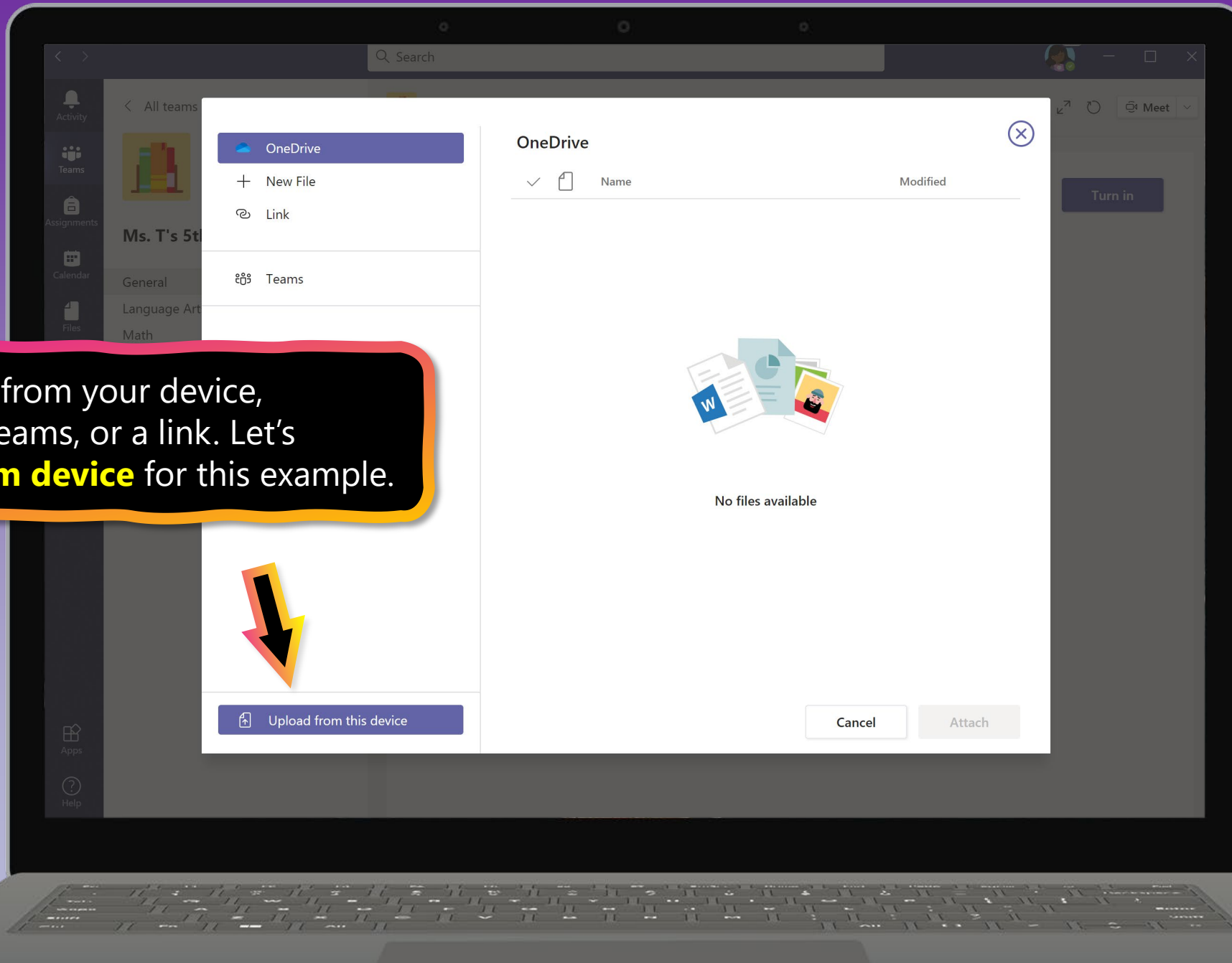


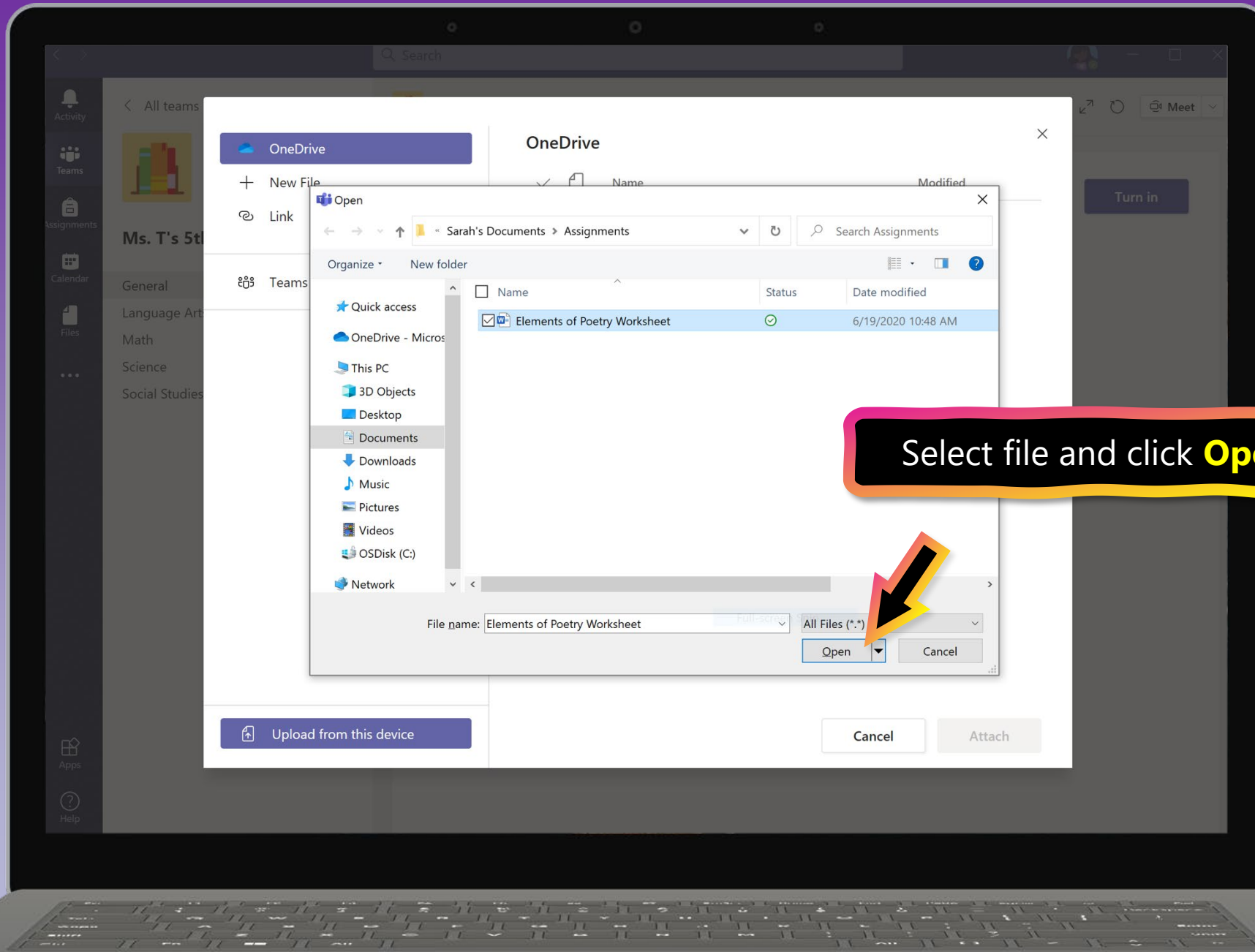
Option #1: To view all assignments, go to the **General channel** & select the **Assignments tab**.



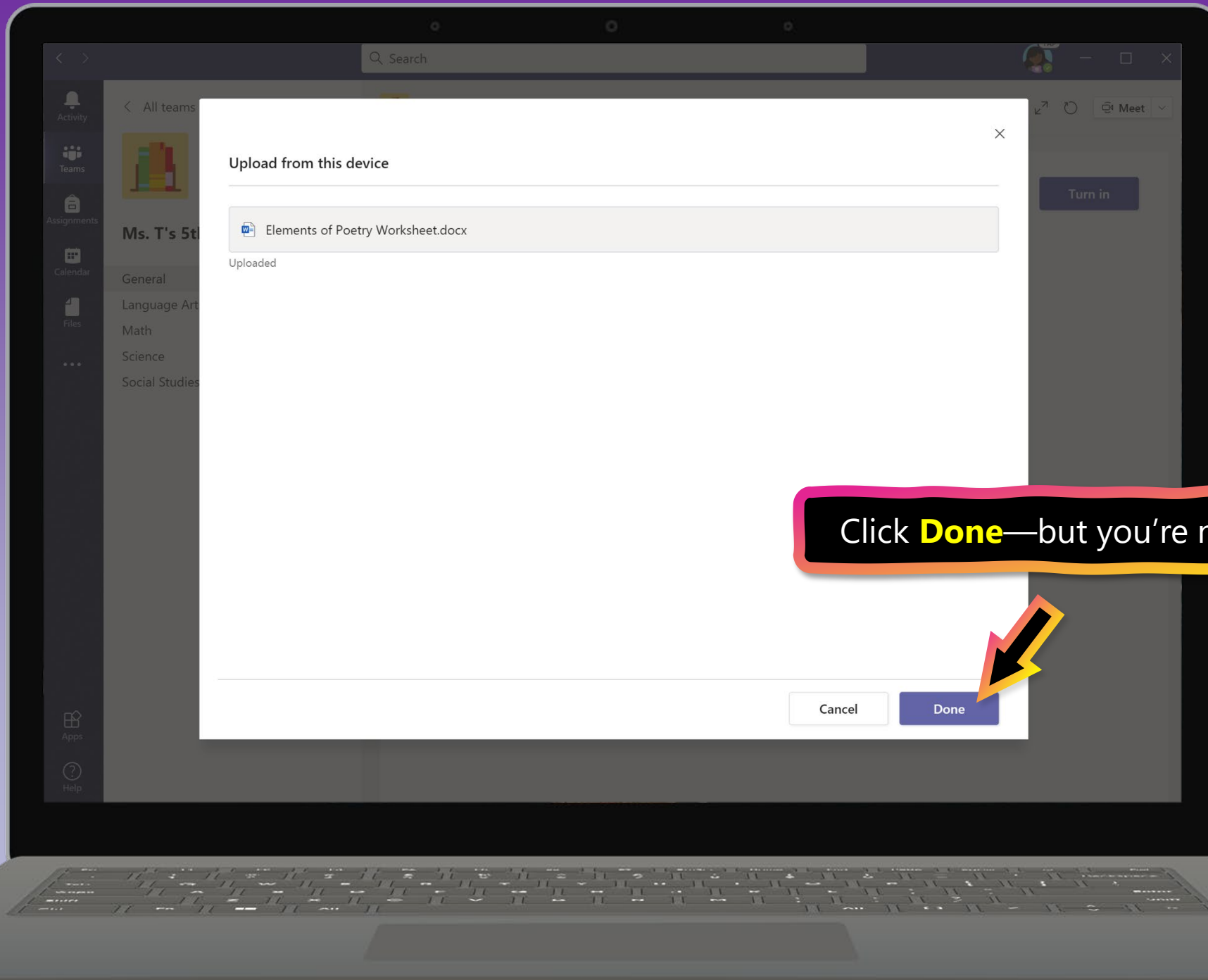
To upload work, select + **Add work**.

Upload file from your device, OneDrive, Teams, or a link. Let's **upload from device** for this example.

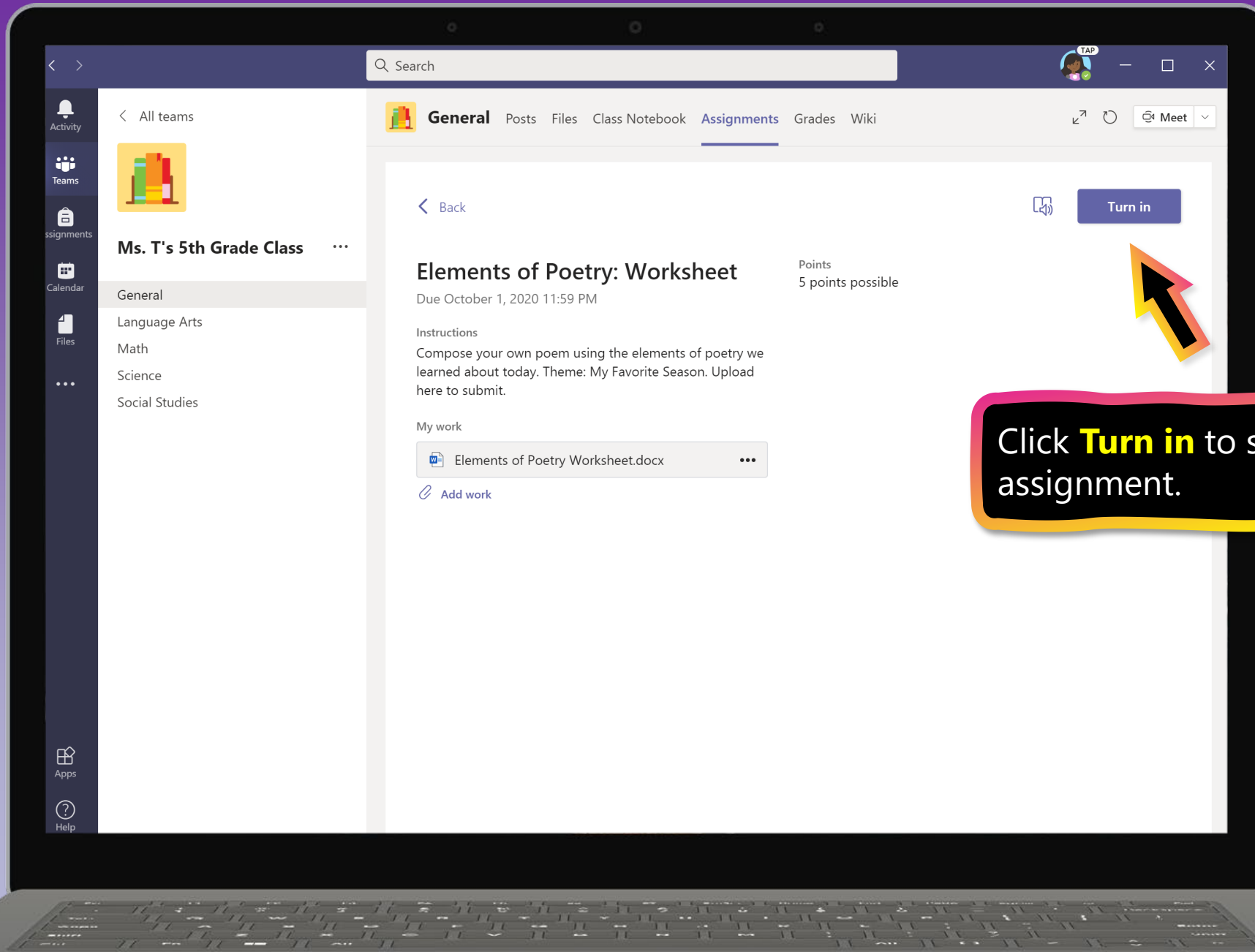




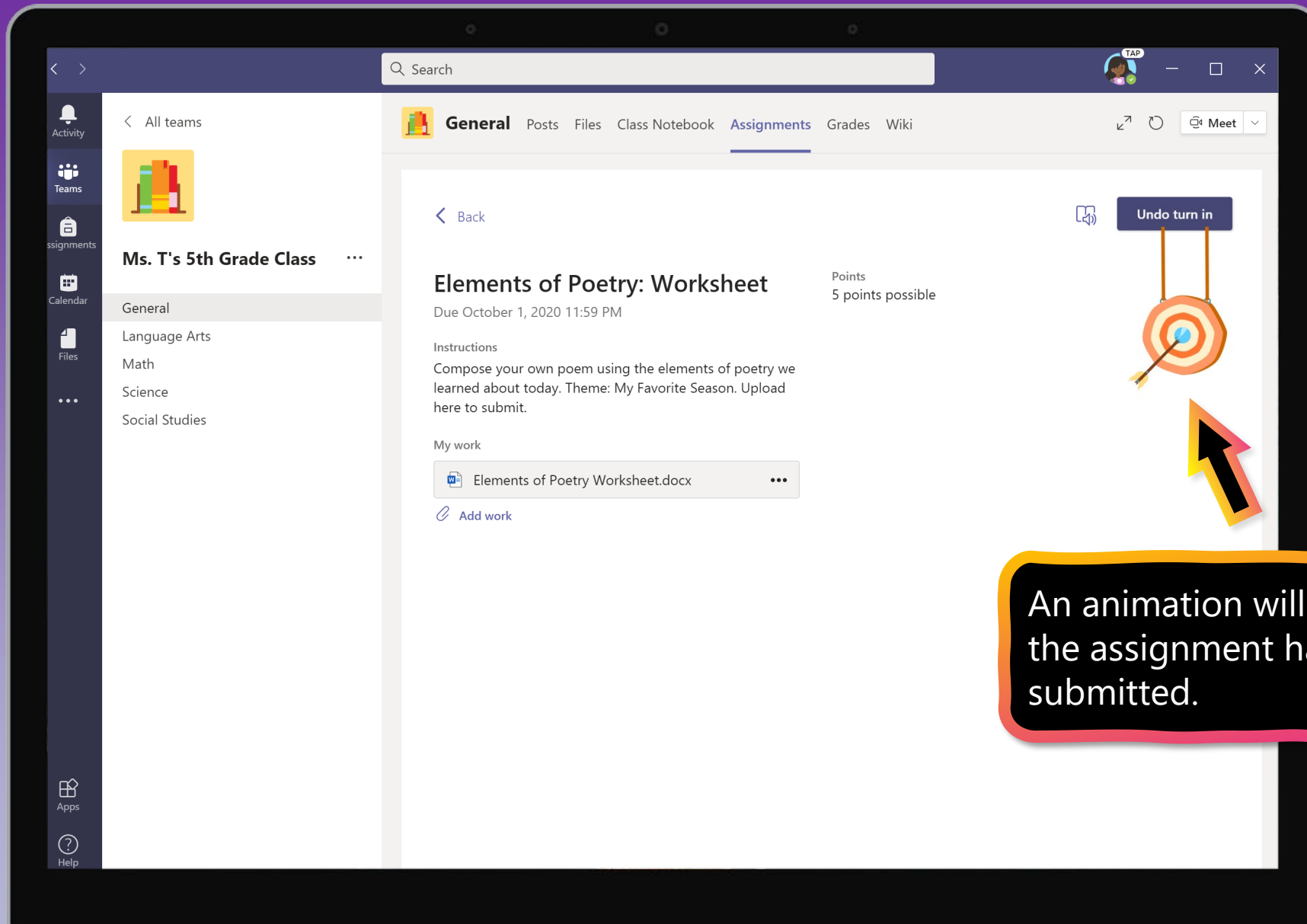
Select file and click **Open**.



Click **Done**—but you're not done yet.

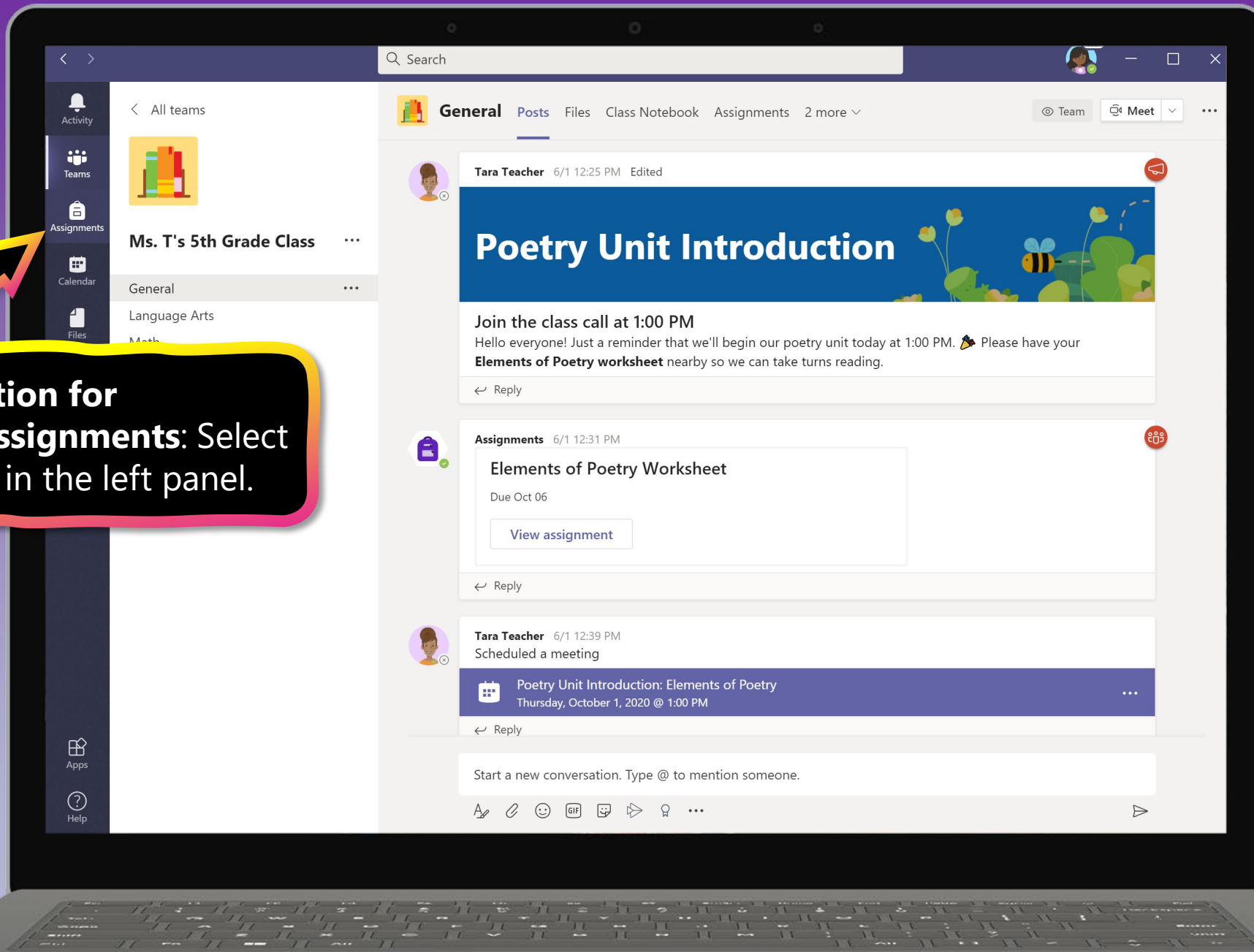


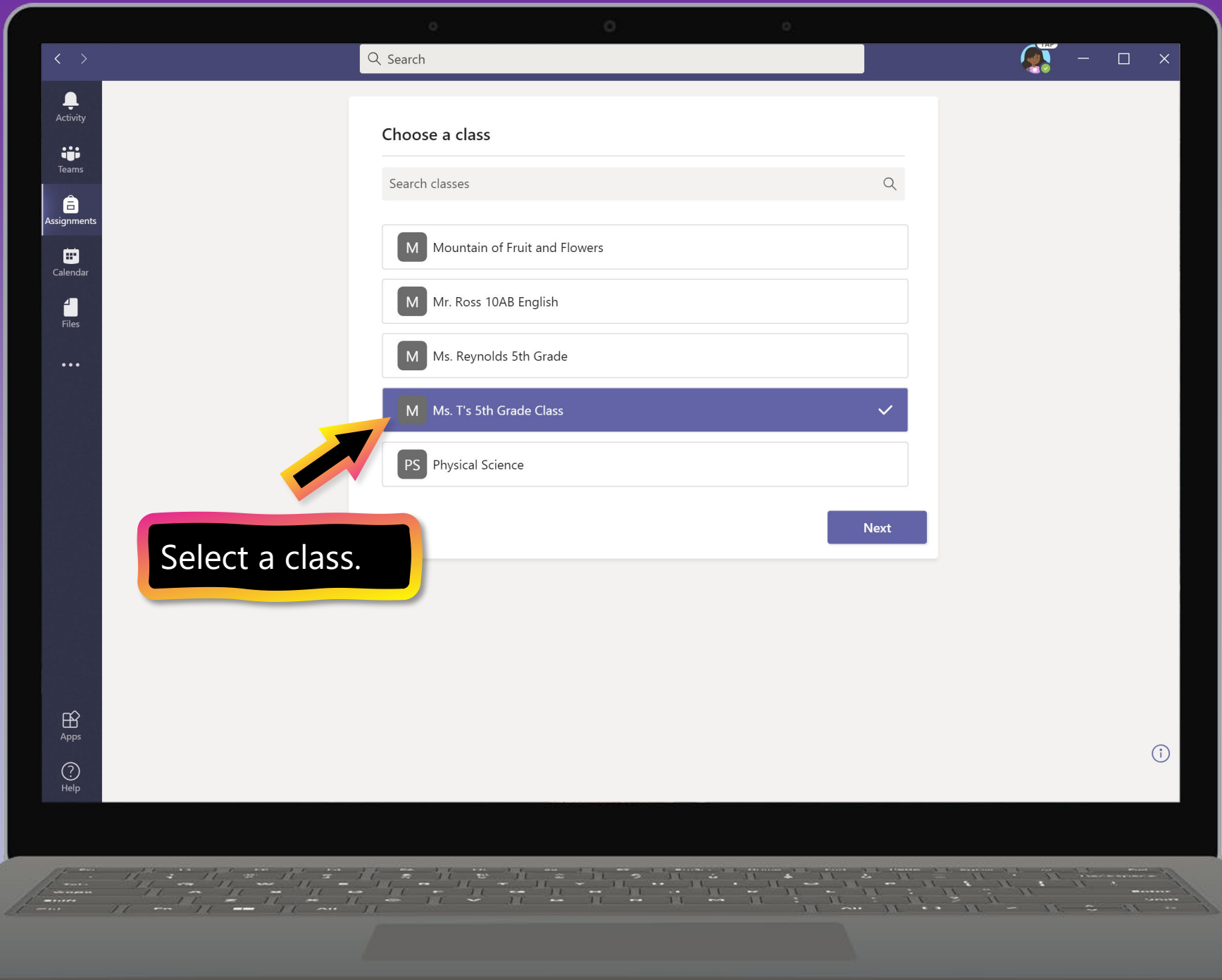
Click **Turn in** to submit assignment.



An animation will signal that the assignment has been submitted.

Alternate option for submitting assignments: Select **Assignments** in the left panel.





Choose a class

Search classes

M Mountain of Fruit and Flowers

M Mr. Ross 10AB English

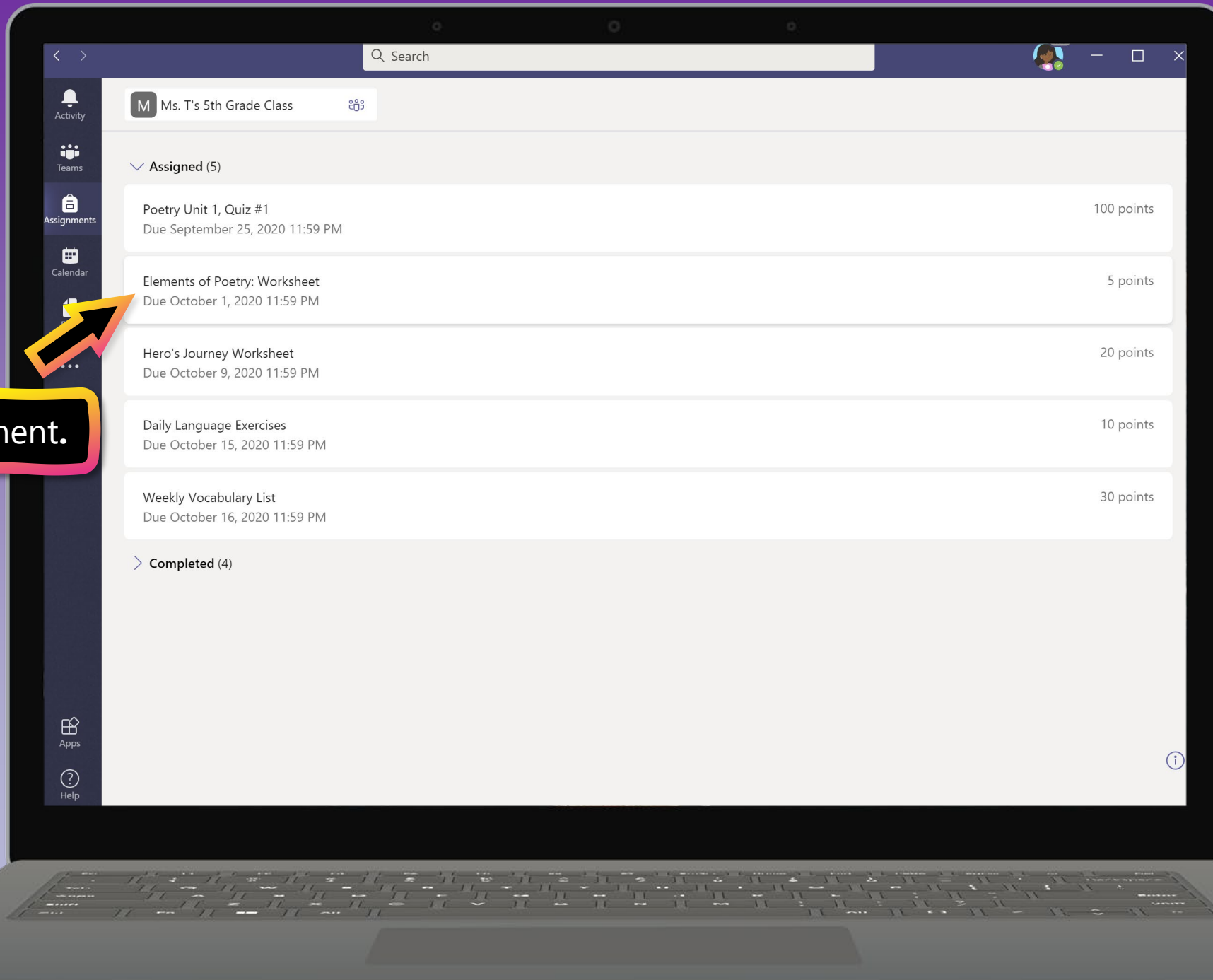
M Ms. Reynolds 5th Grade

M Ms. T's 5th Grade Class ✓

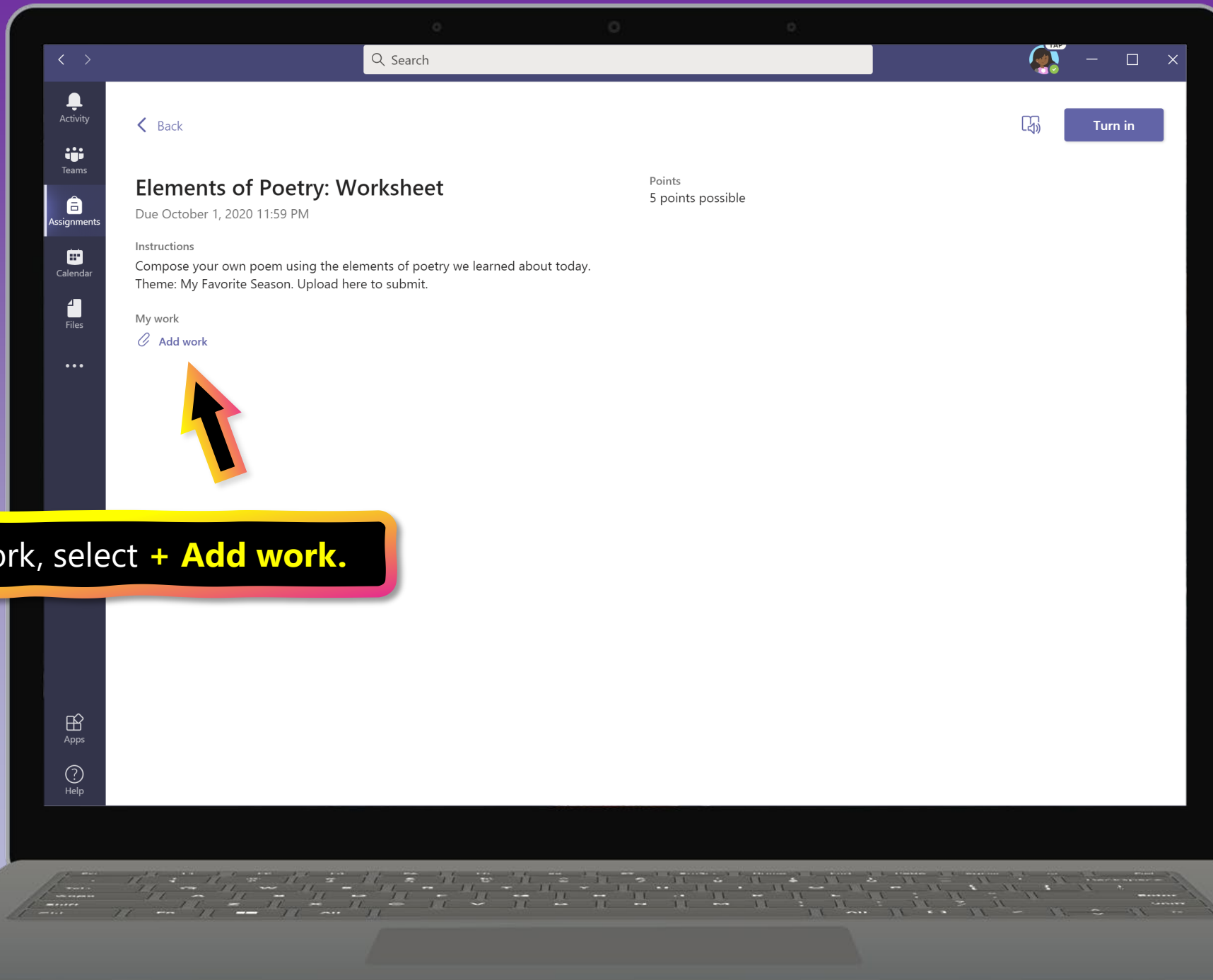
PS Physical Science

Next

Select a class.

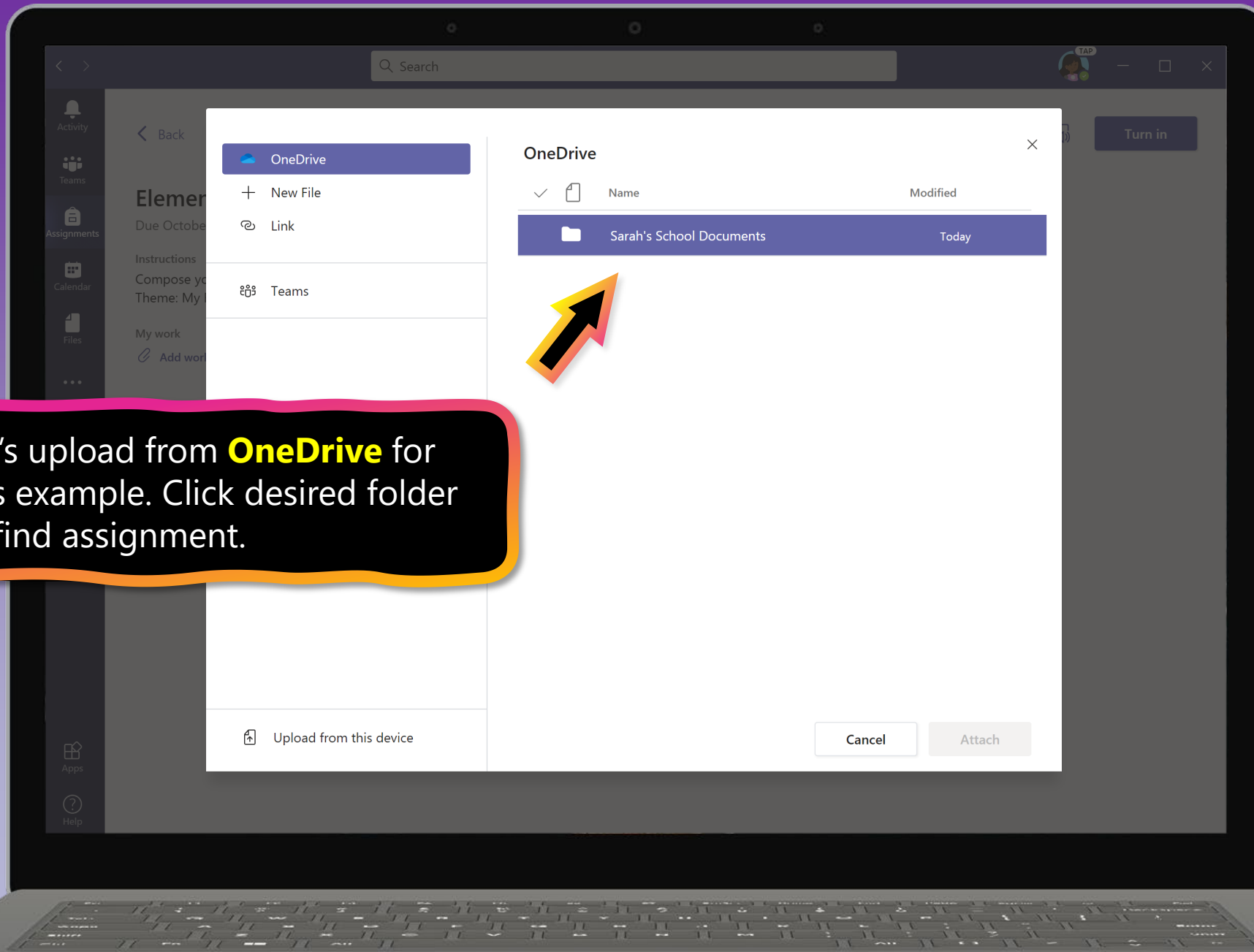


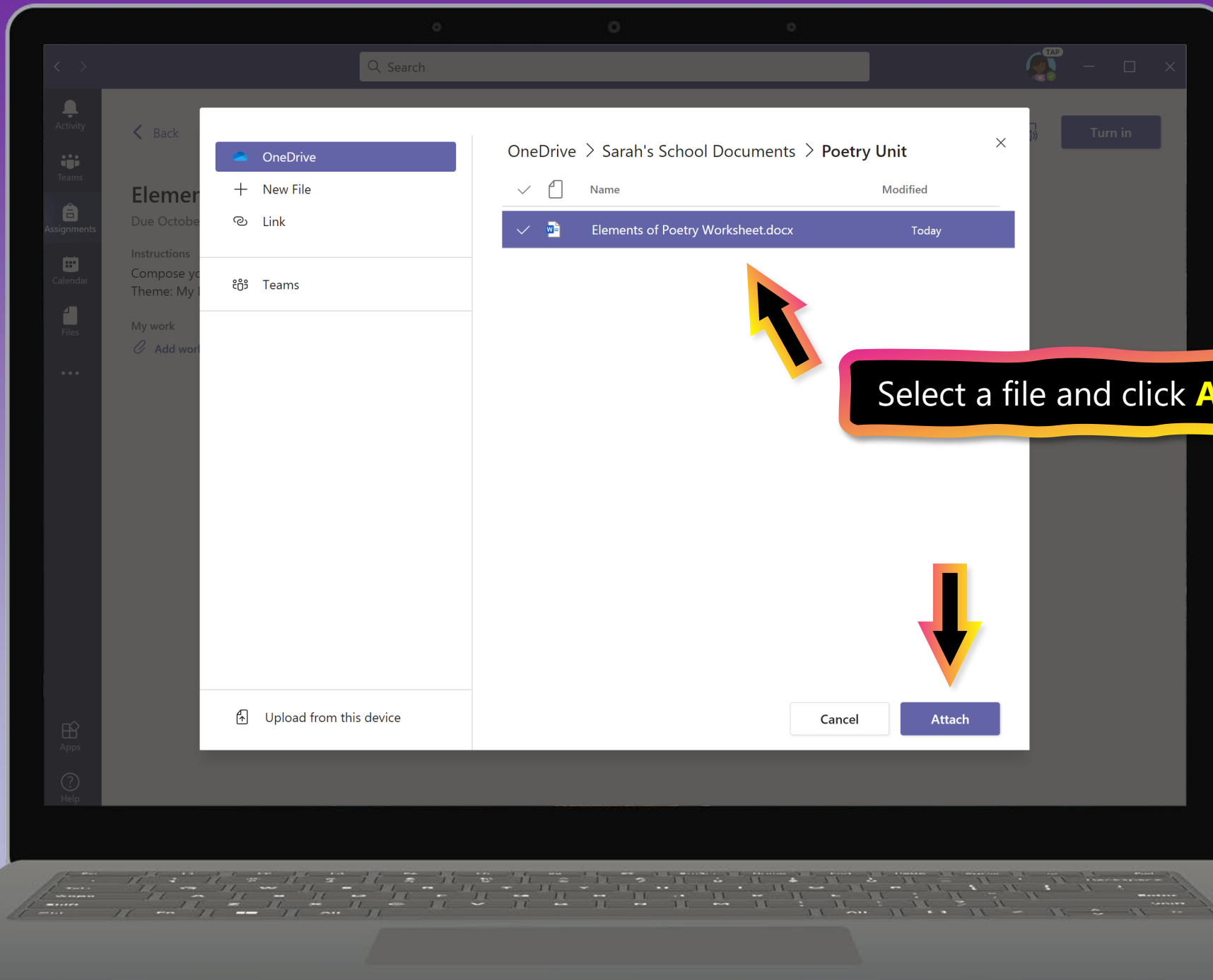
Select assignment.



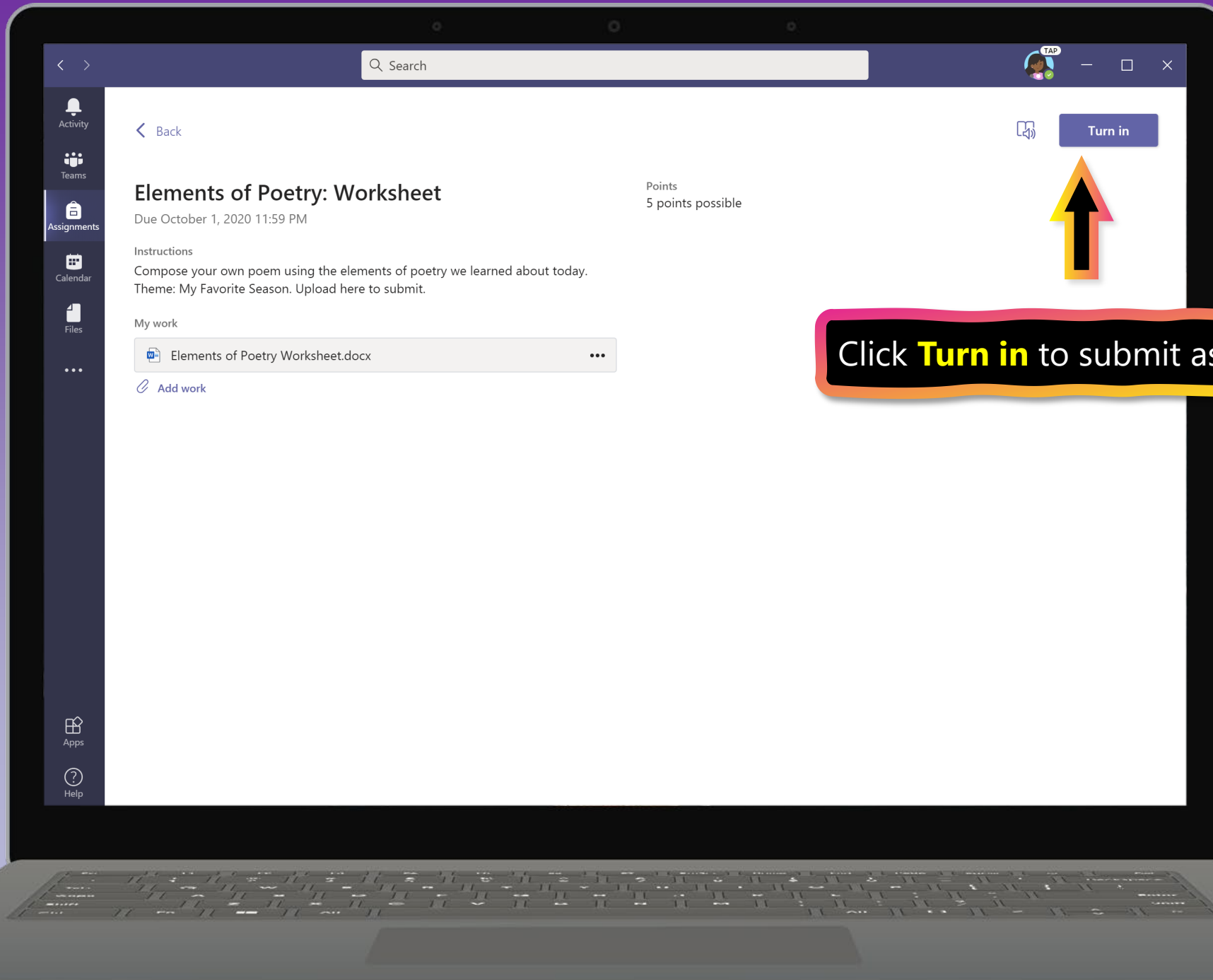
To upload work, select **+ Add work.**

Let's upload from **OneDrive** for this example. Click desired folder to find assignment.





Select a file and click **Attach**.



- Activity
- Teams
- Assignments
- Calendar
- Files
- ...
- Apps
- Help

< Back



Turn in

Elements of Poetry: Worksheet

Points
5 points possible

Due October 1, 2020 11:59 PM

Instructions

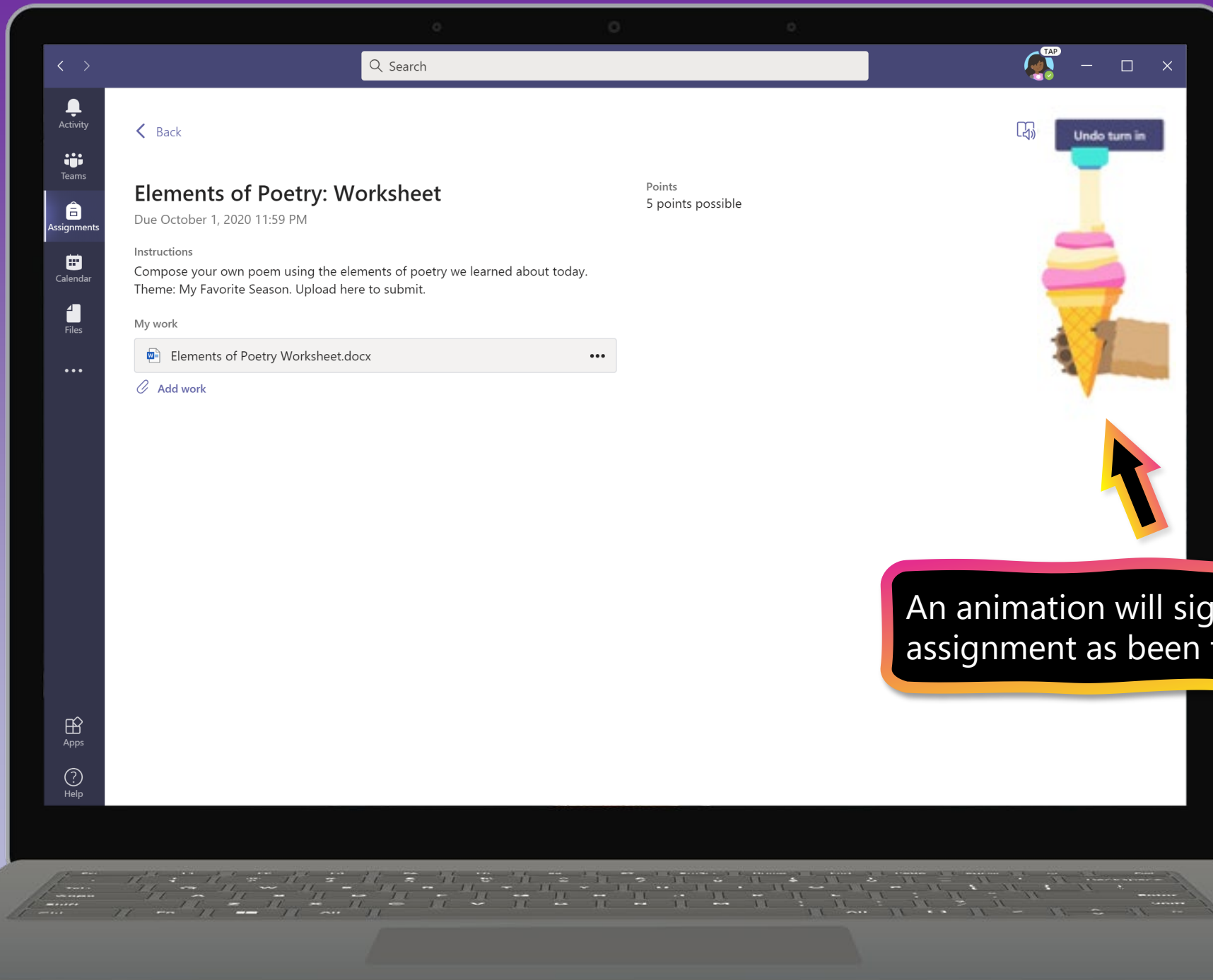
Compose your own poem using the elements of poetry we learned about today.
Theme: My Favorite Season. Upload here to submit.

My work

Elements of Poetry Worksheet.docx

Add work

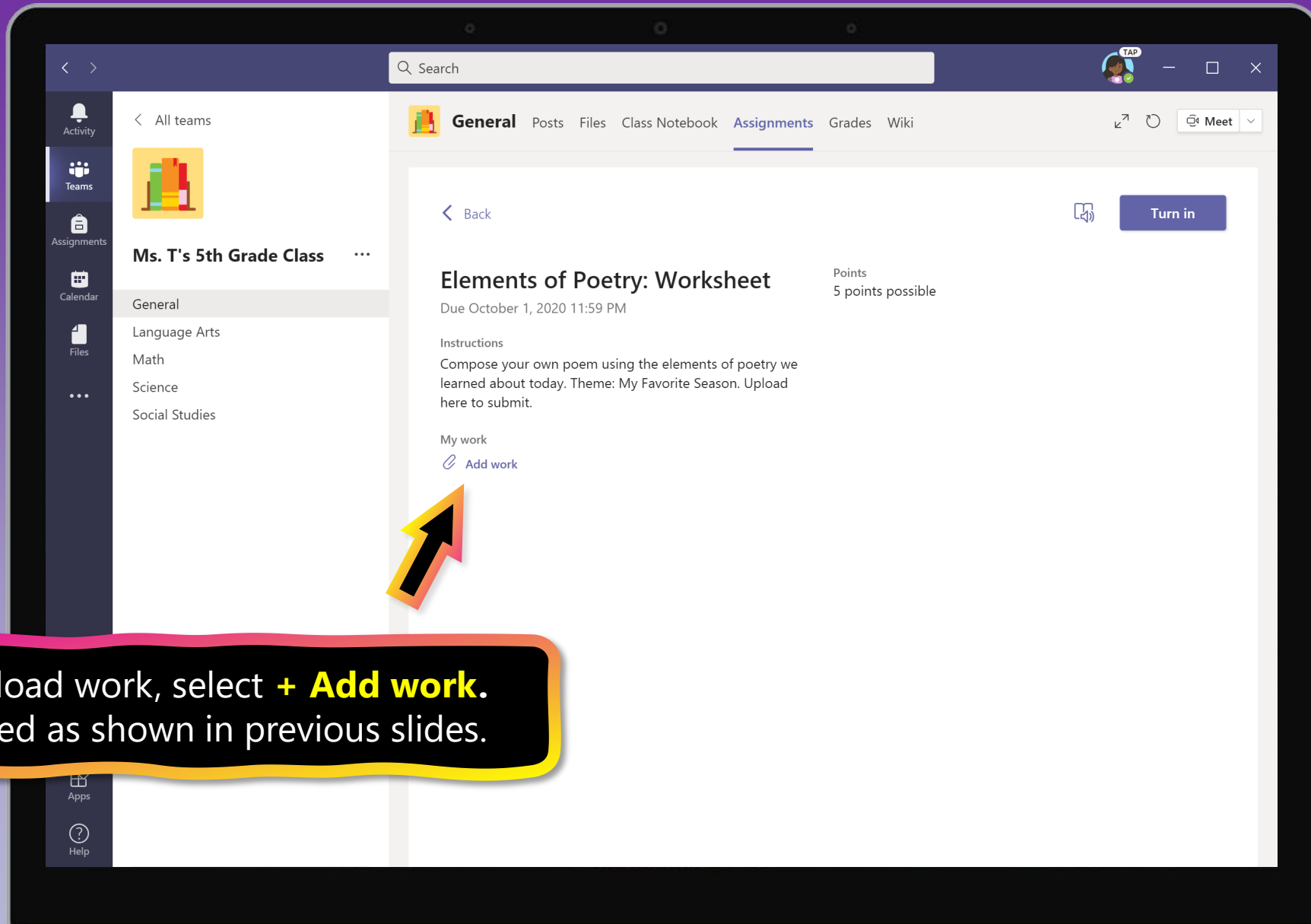
Click **Turn in** to submit assignment.



An animation will signal that the assignment as been turned in.

Another option for turning in assignments: View assignments from the **Posts** tab in the **General** channel.

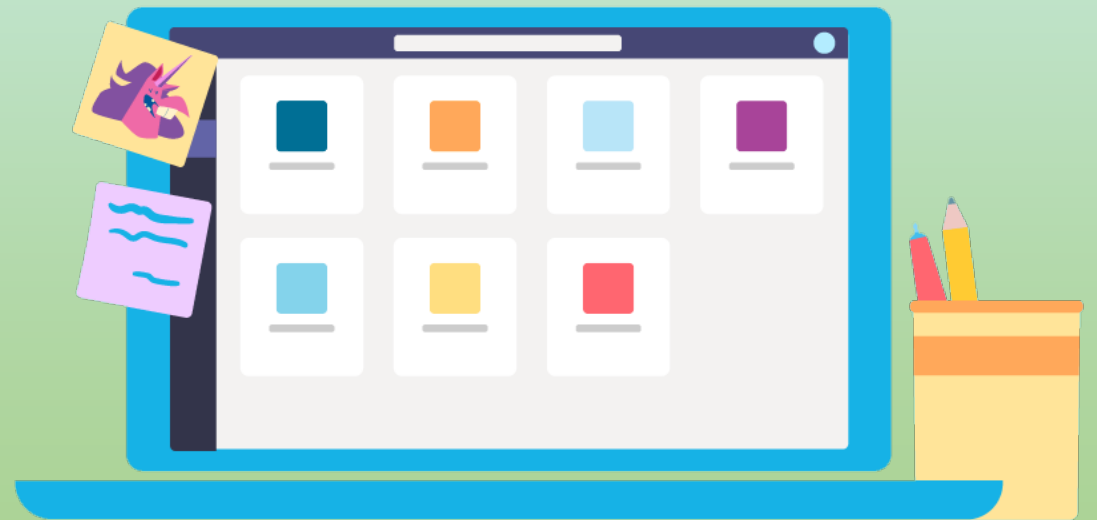
The screenshot displays a Microsoft Teams chat window for a team named "Ms. T's 5th Grade Class". The interface is in the "General" channel, with the "Posts" tab selected. A post from "Tara Teacher" dated 6/1 12:25 PM is titled "Poetry Unit Introduction". The post content includes a call to action: "Join the class call at 1:00 PM" and a reminder: "Hello everyone! Just a reminder that we'll begin our poetry unit today at 1:00 PM. Please have your Elements of Poetry worksheet nearby so we can take turns reading." Below the post, there is an "Assignments" section for "Elements of Poetry Worksheet" due on Oct 06, with a "View assignment" button. A meeting card is also visible, titled "Poetry Unit Introduction: Elements of Poetry" scheduled for Thursday, October 1, 2020 @ 1:00 PM. The left sidebar shows navigation options: Activity, Teams, Assignments, Calendar, and Files. The bottom of the chat window has a text input field and a toolbar with icons for text, link, emoji, GIF, video, voice, and more options.



To upload work, select **+ Add work**. Proceed as shown in previous slides.

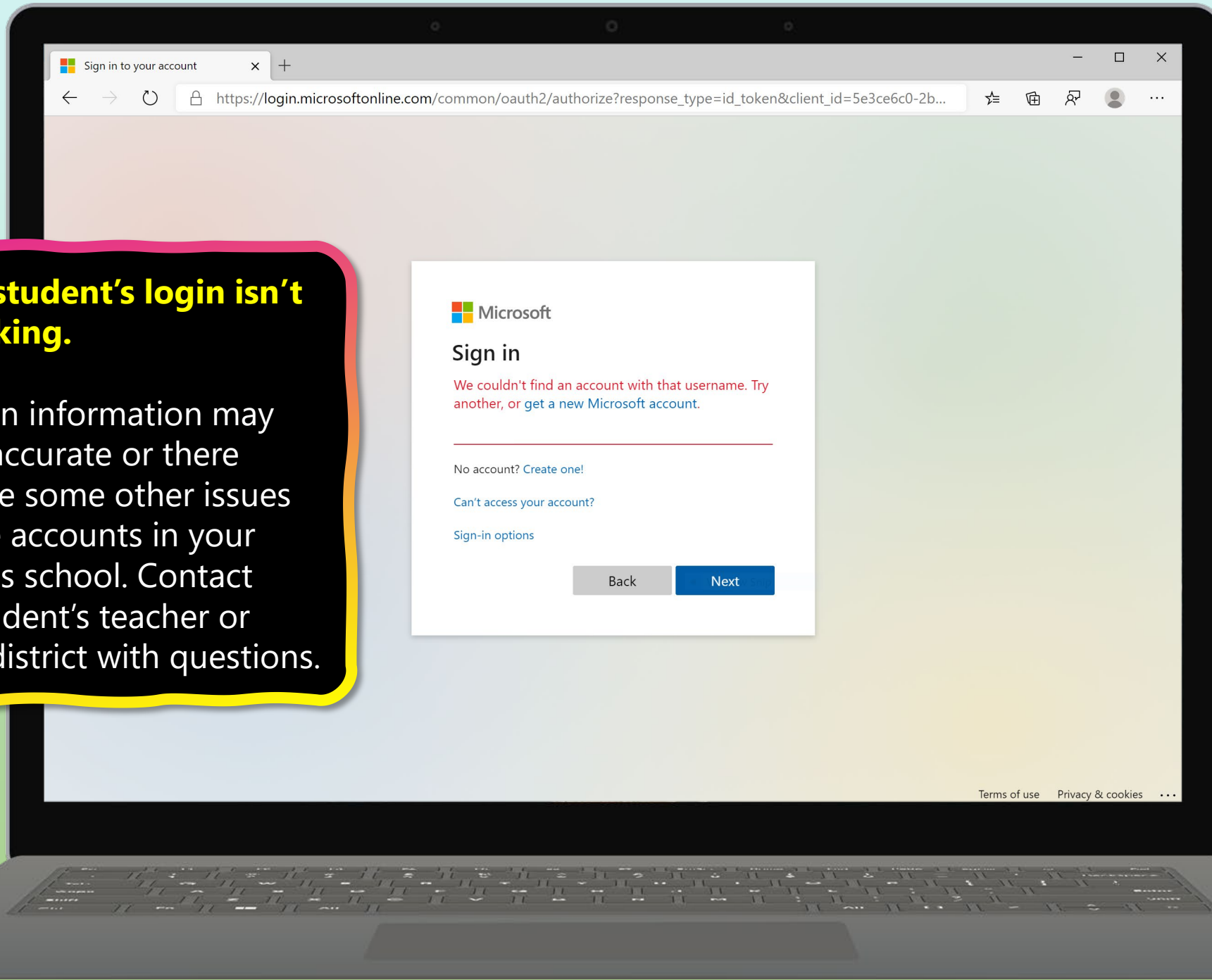
FAQ & Troubleshooting

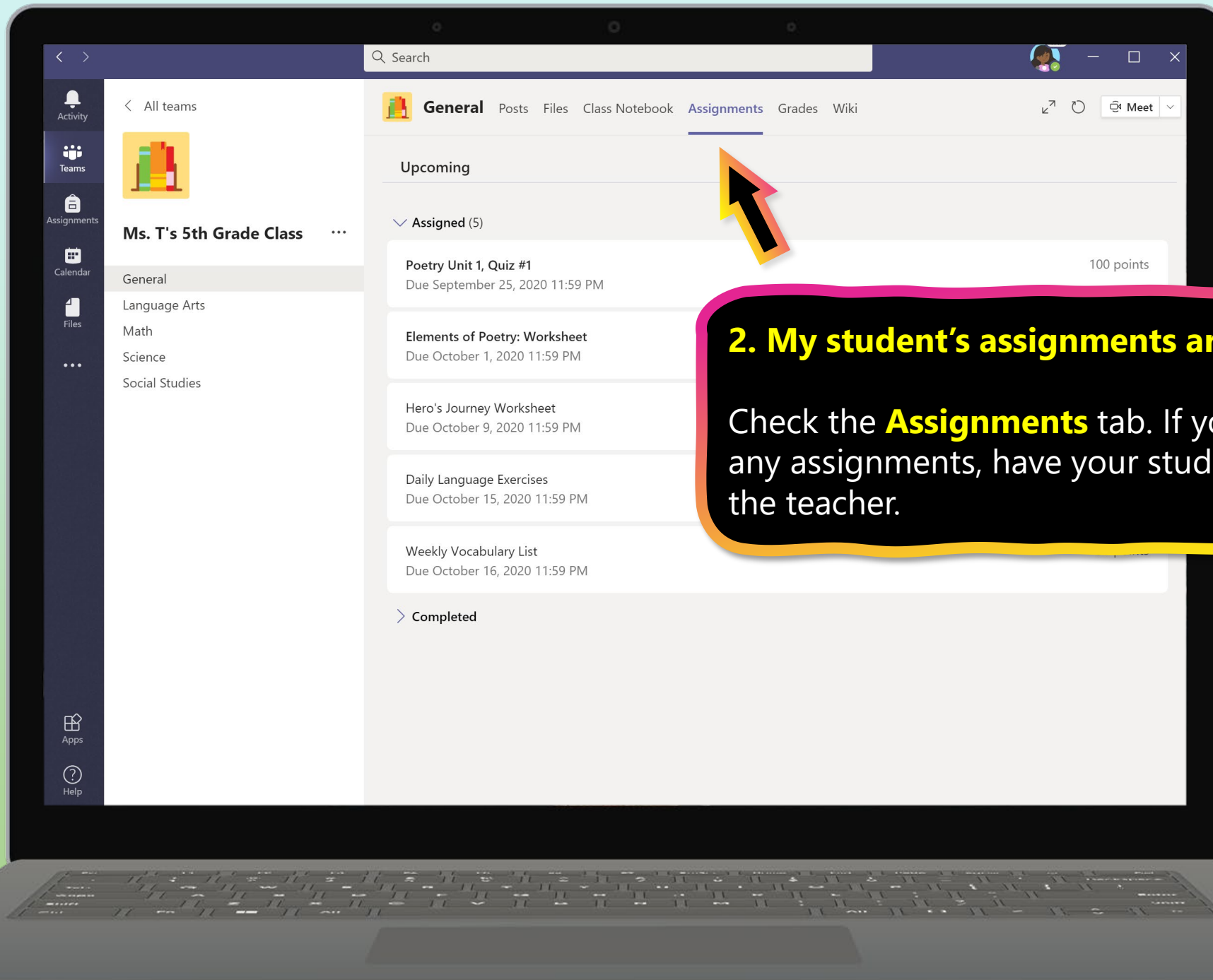
1. My student's login isn't working.
2. My student's assignments are missing.
3. My student missed a class—what now?
4. What if I have more than one student using Teams on one device?
5. What do I do if we have low internet bandwidth?
6. Audio troubleshooting
7. Additional resources



1. My student's login isn't working.

The login information may not be accurate or there might be some other issues with the accounts in your student's school. Contact your student's teacher or school district with questions.



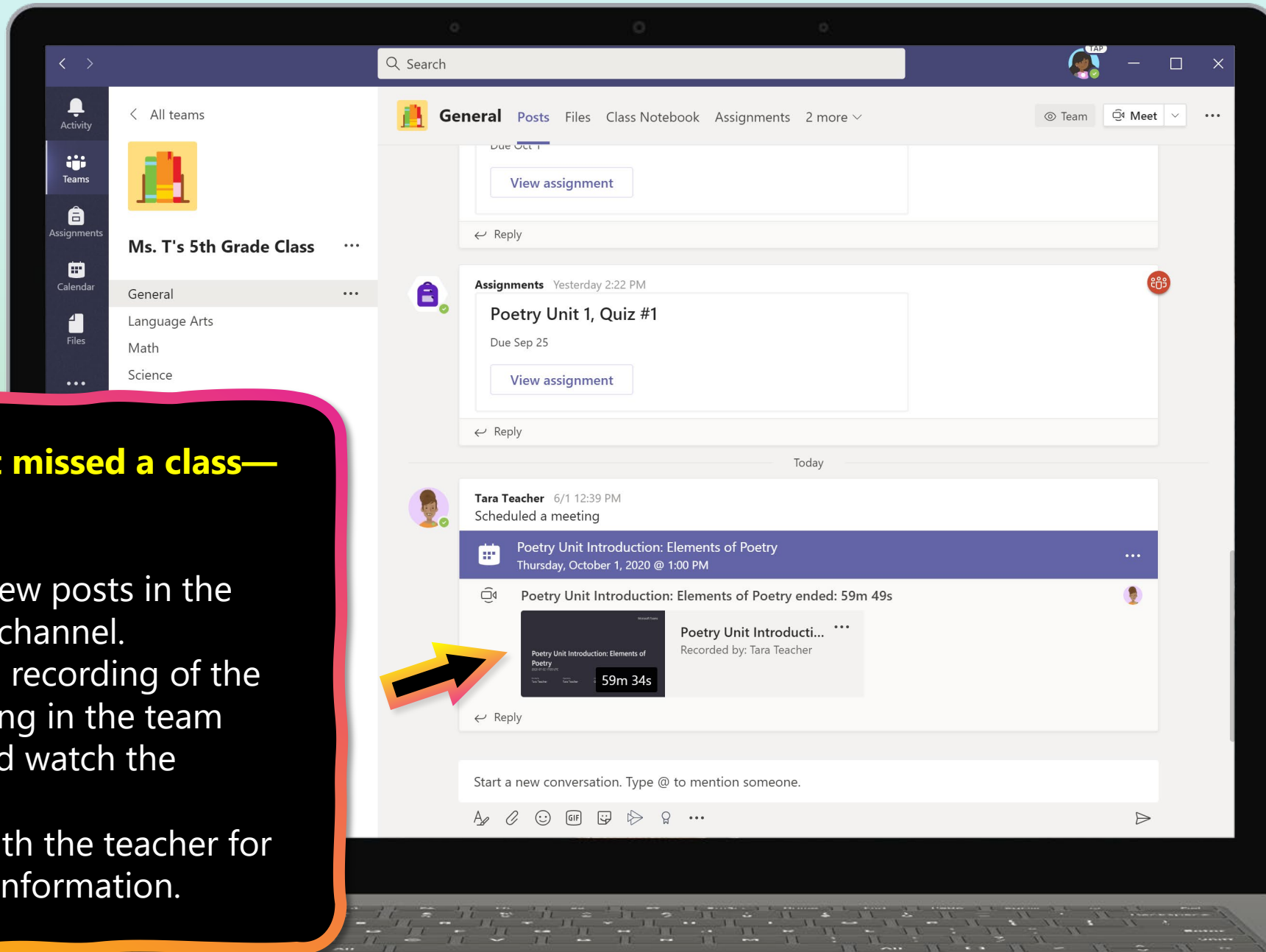


2. My student's assignments are missing.

Check the **Assignments** tab. If you don't see any assignments, have your student email the teacher.

3. My student missed a class— what now?

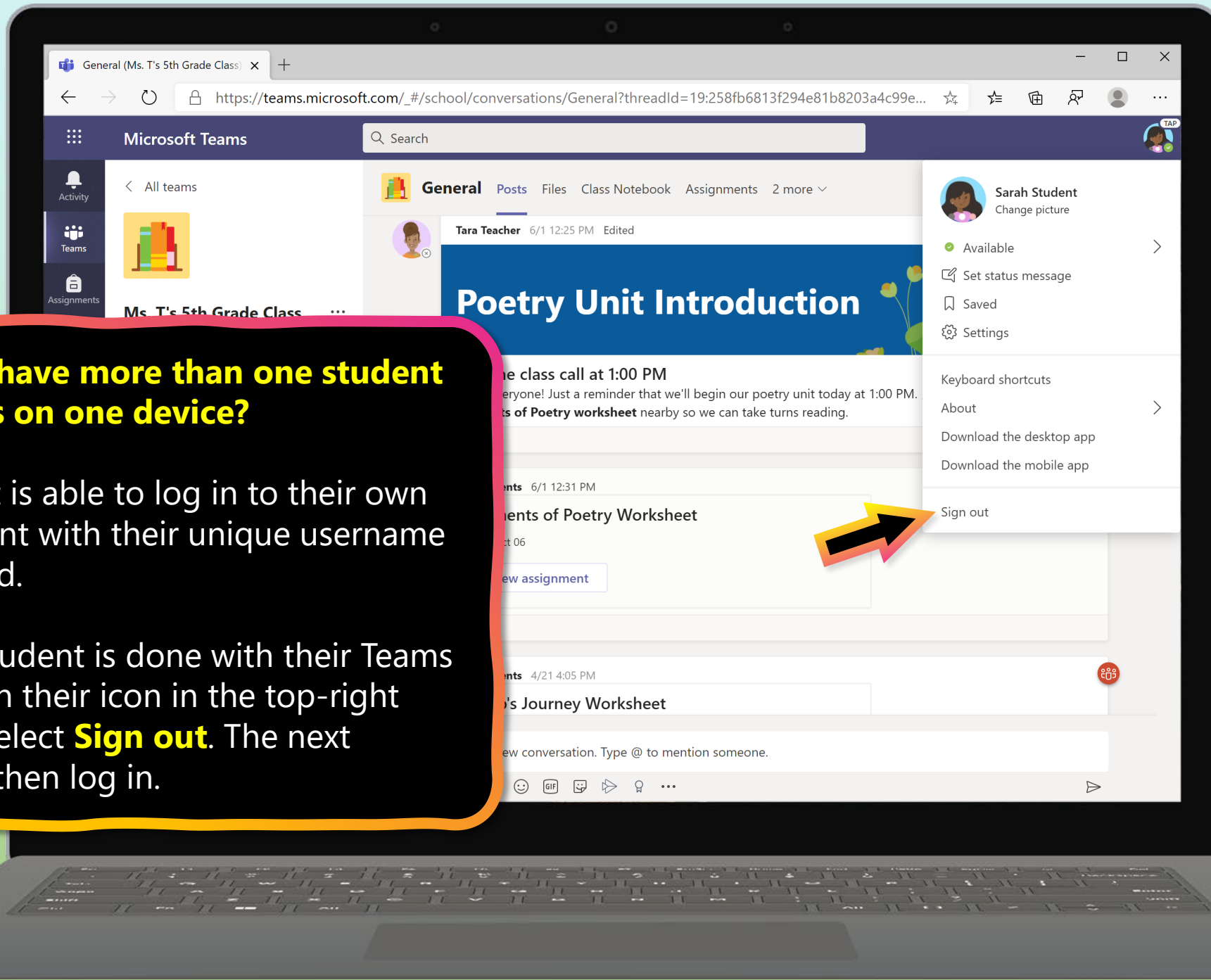
1. Read any new posts in the class team channel.
2. Check for a recording of the class meeting in the team channel and watch the meeting.
3. Check in with the teacher for additional information.

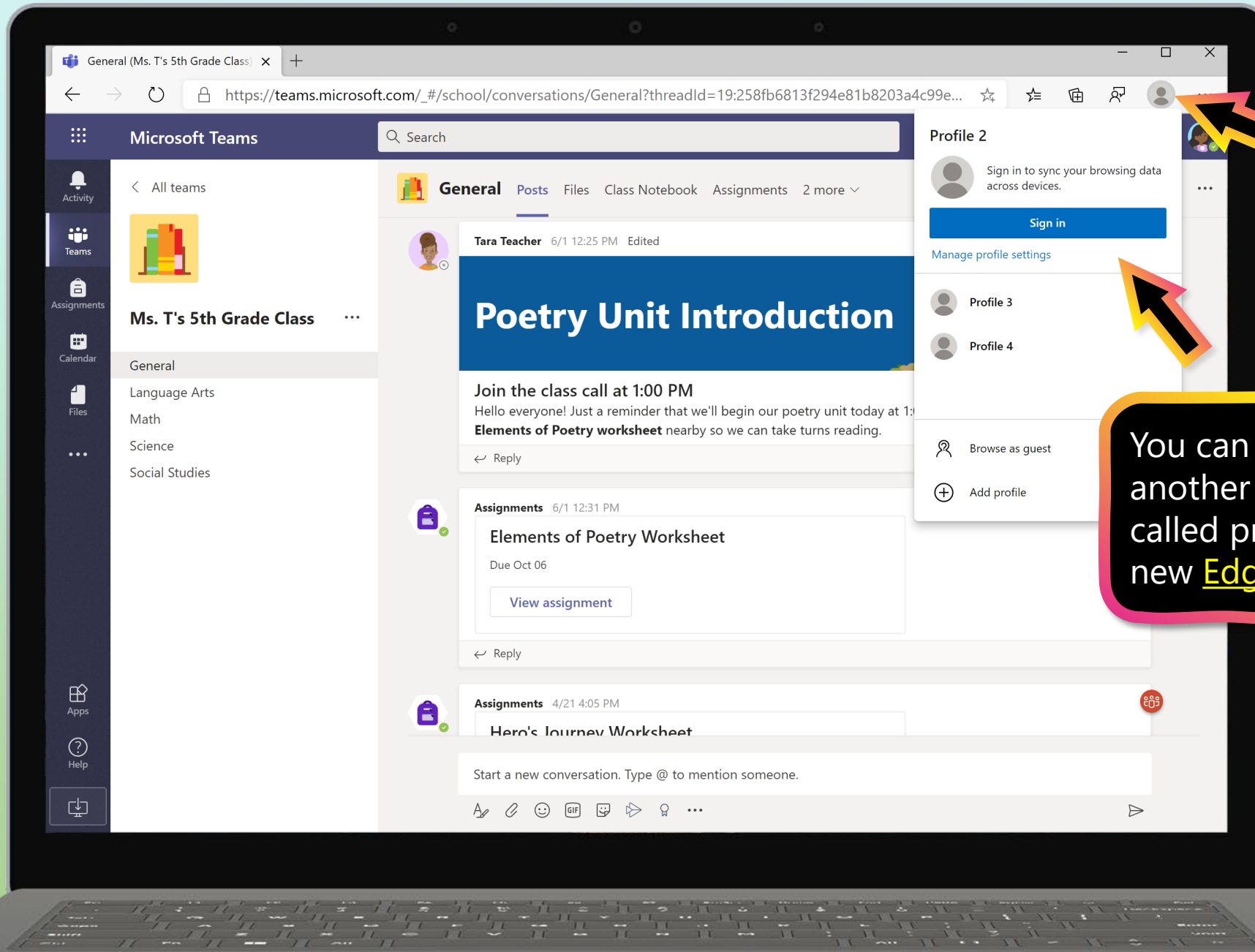


4. What if I have more than one student using Teams on one device?

Each student is able to log in to their own Teams account with their unique username and password.

When one student is done with their Teams work, click on their icon in the top-right corner and select **Sign out**. The next student can then log in.



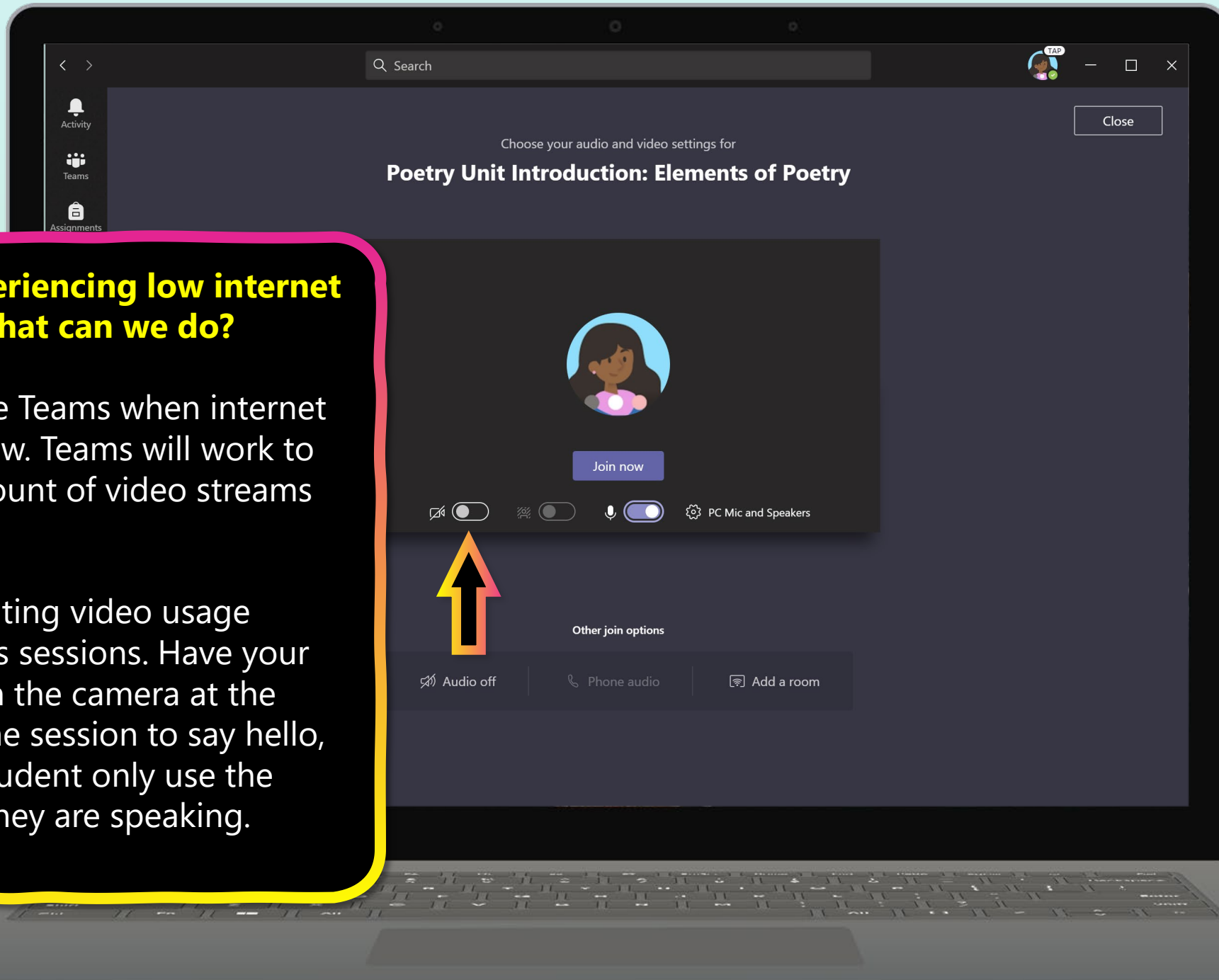


You can sign in using another account (also called profiles) in the new Edge browser.

5. We are experiencing low internet bandwidth. What can we do?

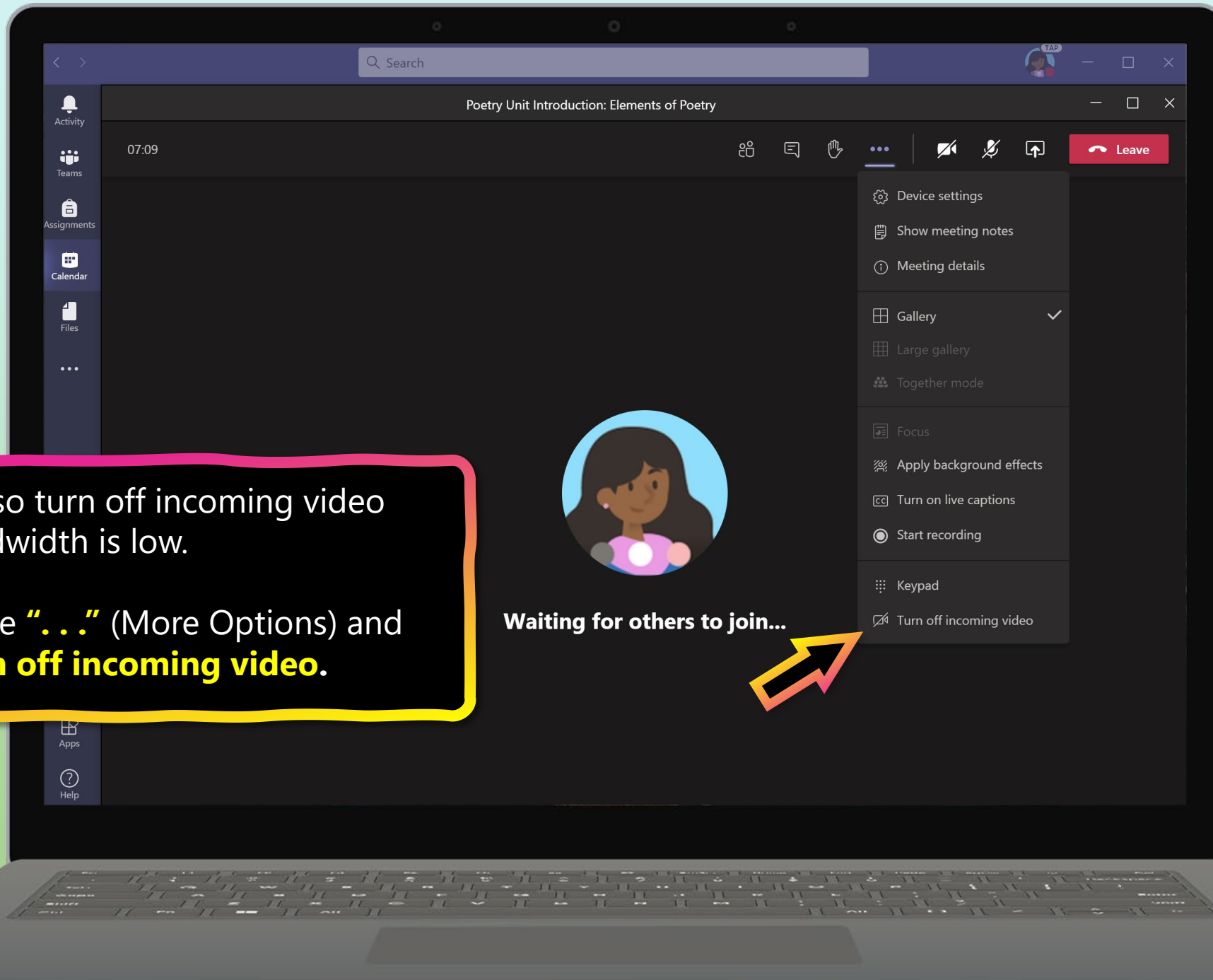
You can still use Teams when internet bandwidth is low. Teams will work to reduce the amount of video streams automatically.

You can try limiting video usage during live class sessions. Have your student turn on the camera at the beginning of the session to say hello, or have your student only use the camera when they are speaking.



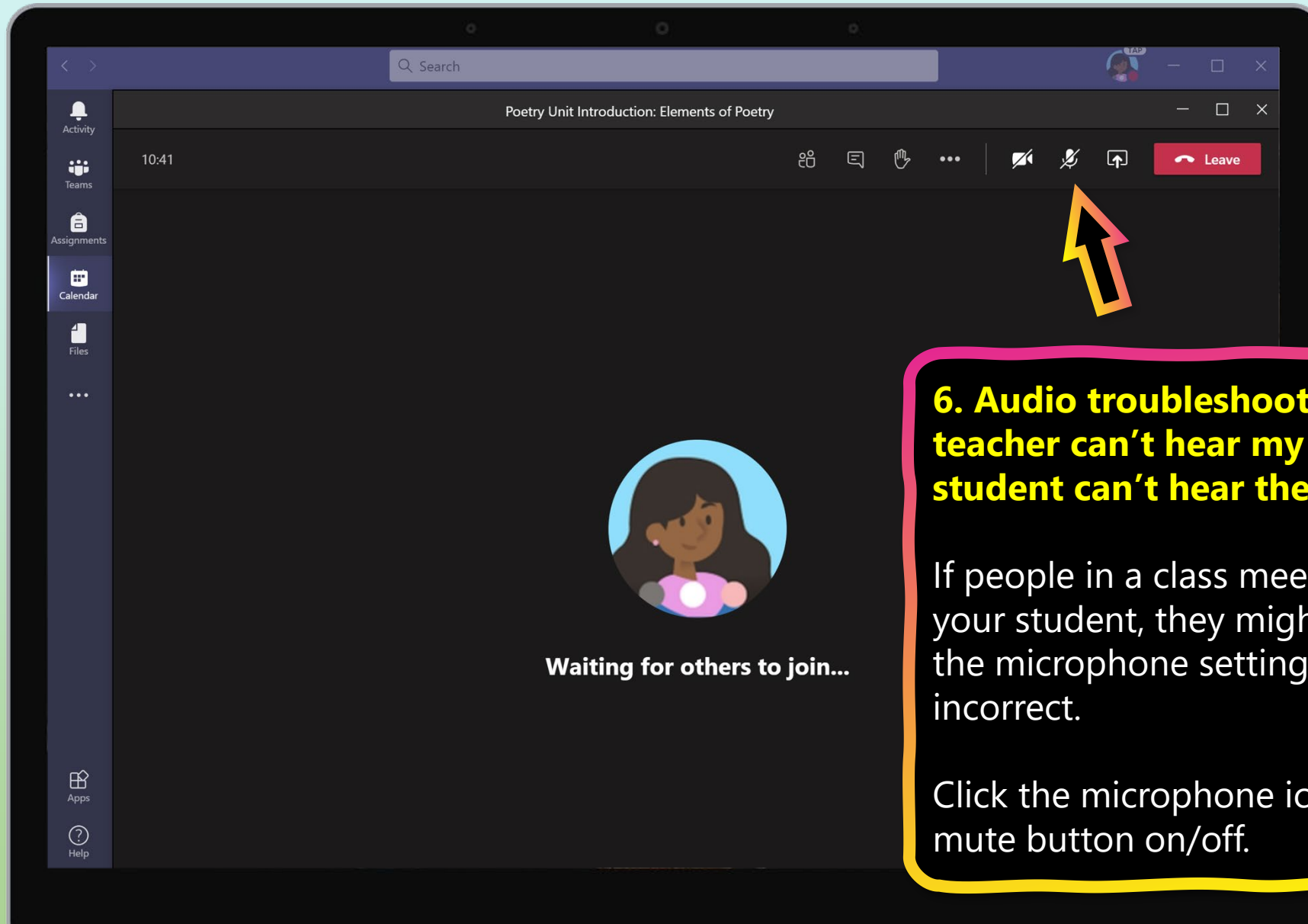
You can also turn off incoming video when bandwidth is low.

Click on the "... " (More Options) and select **Turn off incoming video**.



Waiting for others to join...

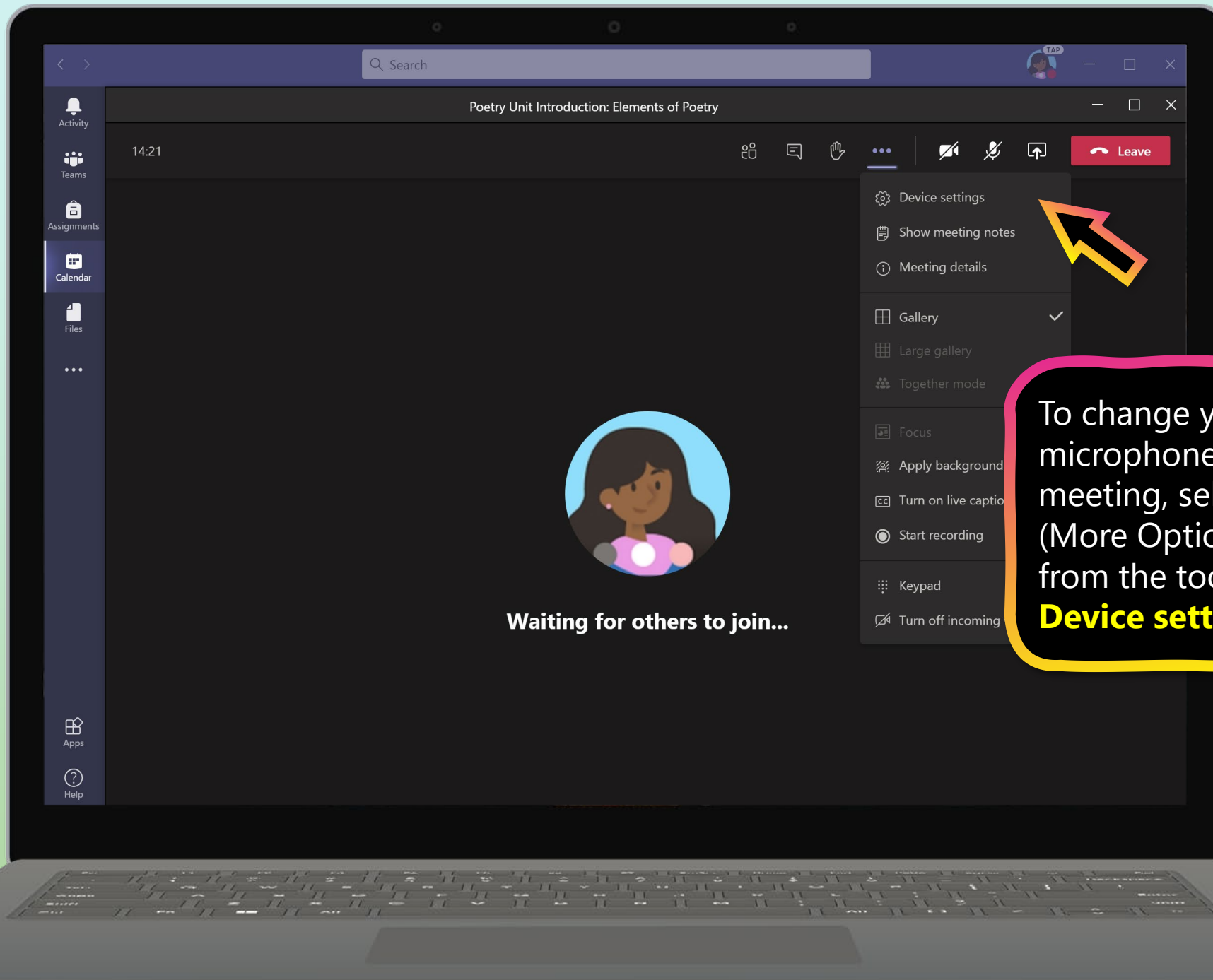
Turn off incoming video



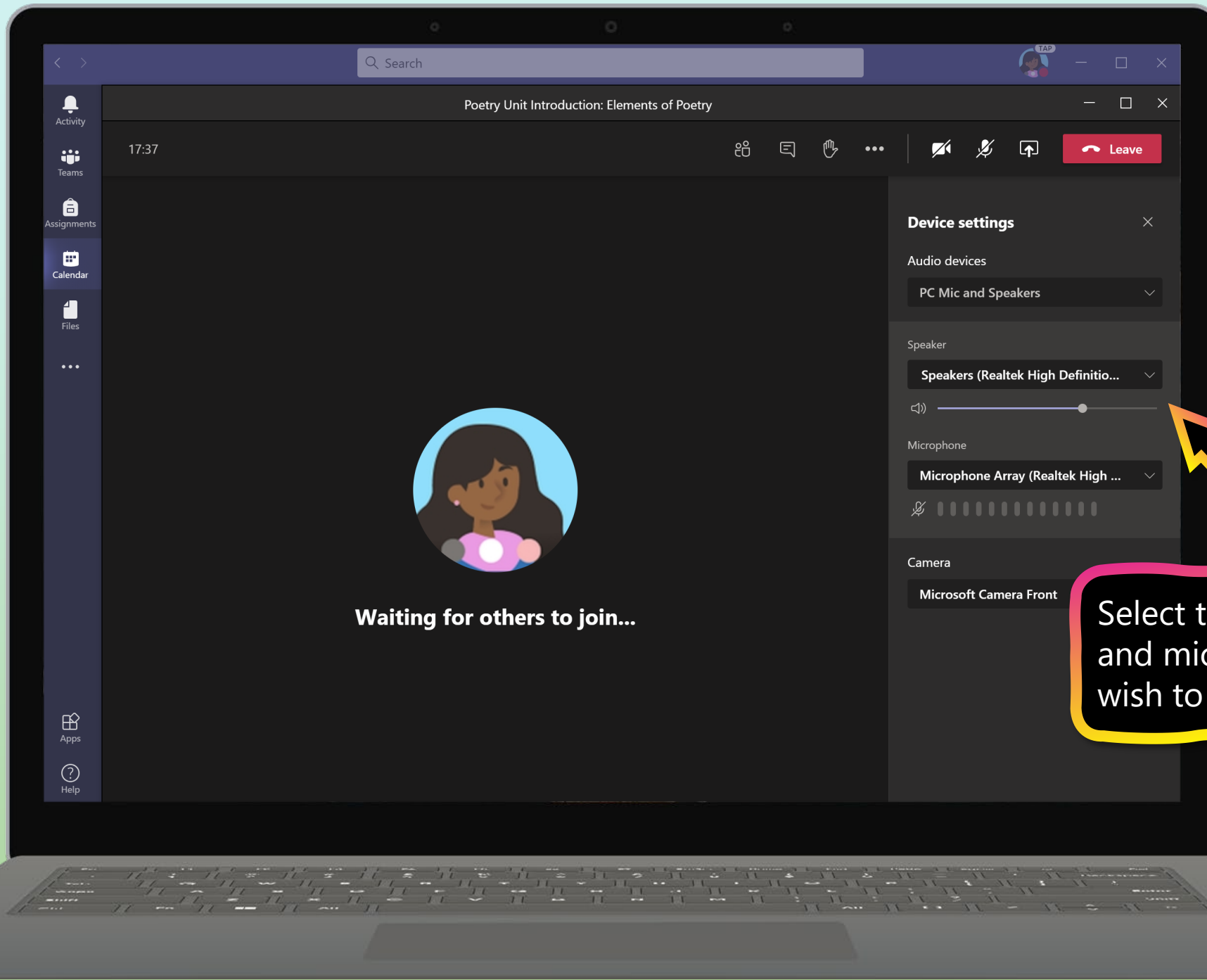
6. Audio troubleshooting: The teacher can't hear my student, or my student can't hear the teacher.

If people in a class meeting can't hear your student, they might be muted or the microphone setting might be incorrect.

Click the microphone icon to turn the mute button on/off.



To change your speaker or microphone settings in a meeting, select the "..." (More Options) button from the toolbar. Click **Device settings**.



Waiting for others to join...

Device settings

Audio devices

PC Mic and Speakers

Speaker

Speakers (Realtek High Definitio...



Microphone

Microphone Array (Realtek High ...



Camera

Microsoft Camera Front

Select the speakers and microphone you wish to use.

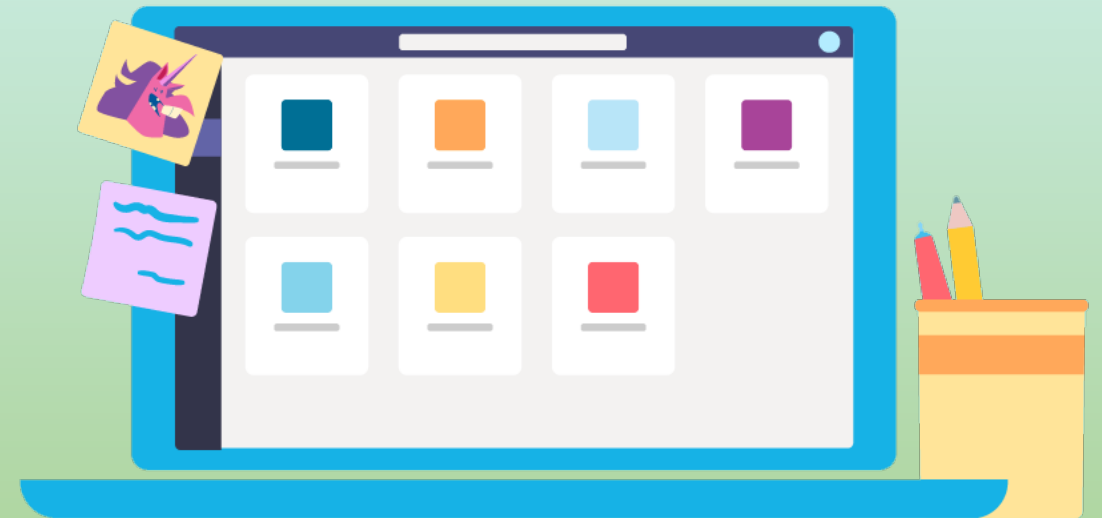
Additional resources

Help your student successfully navigate online learning through time management, communication, study habits, and motivation best practices:

[Tips for successful online learning](#)

Find support articles and troubleshooting assistance:

[Microsoft Teams support center](#)





DIVISION SCOLAIRE
LOUIS RIEL
SCHOOL DIVISION