

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 child's 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.



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Chapter 1

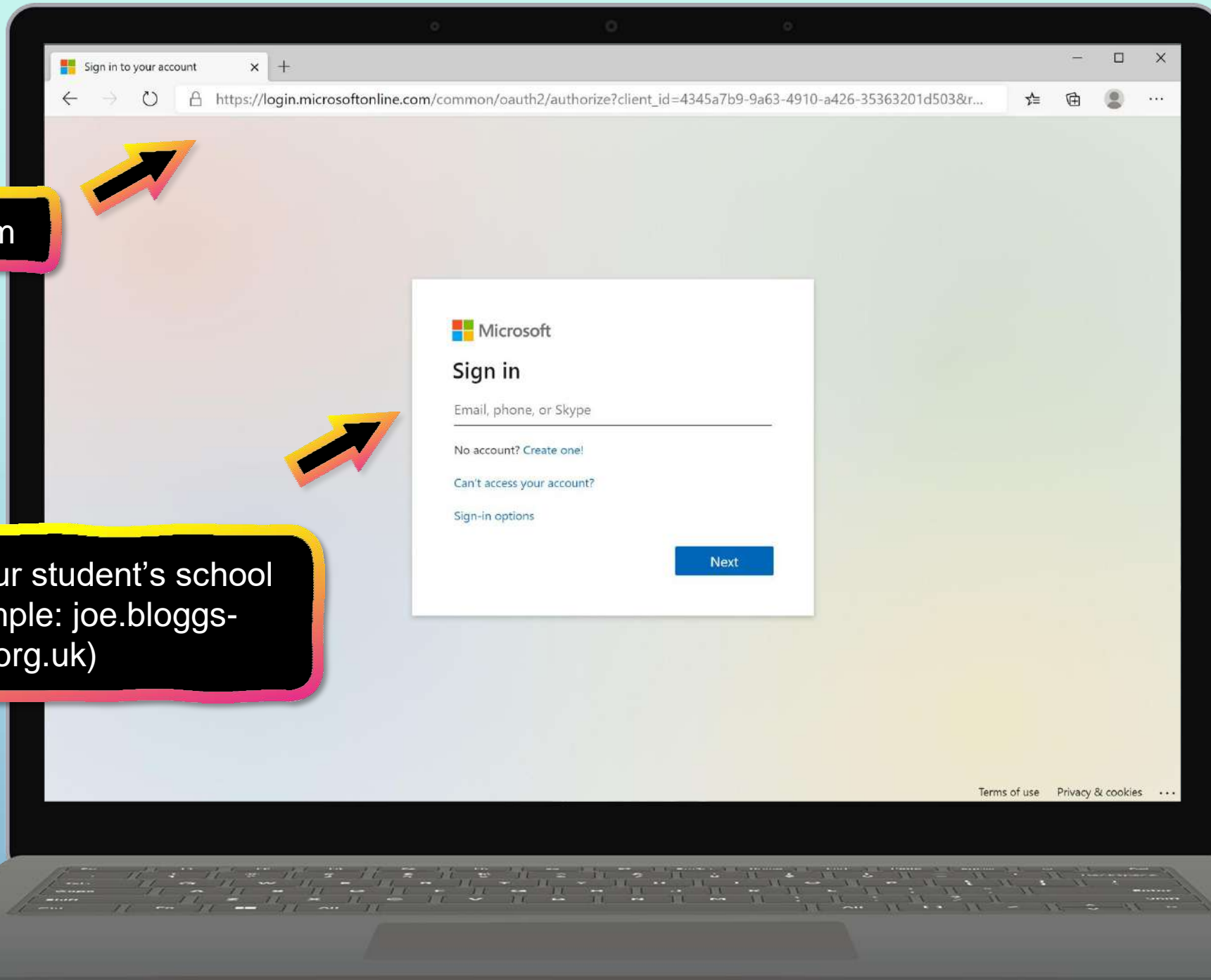
Get started with Teams

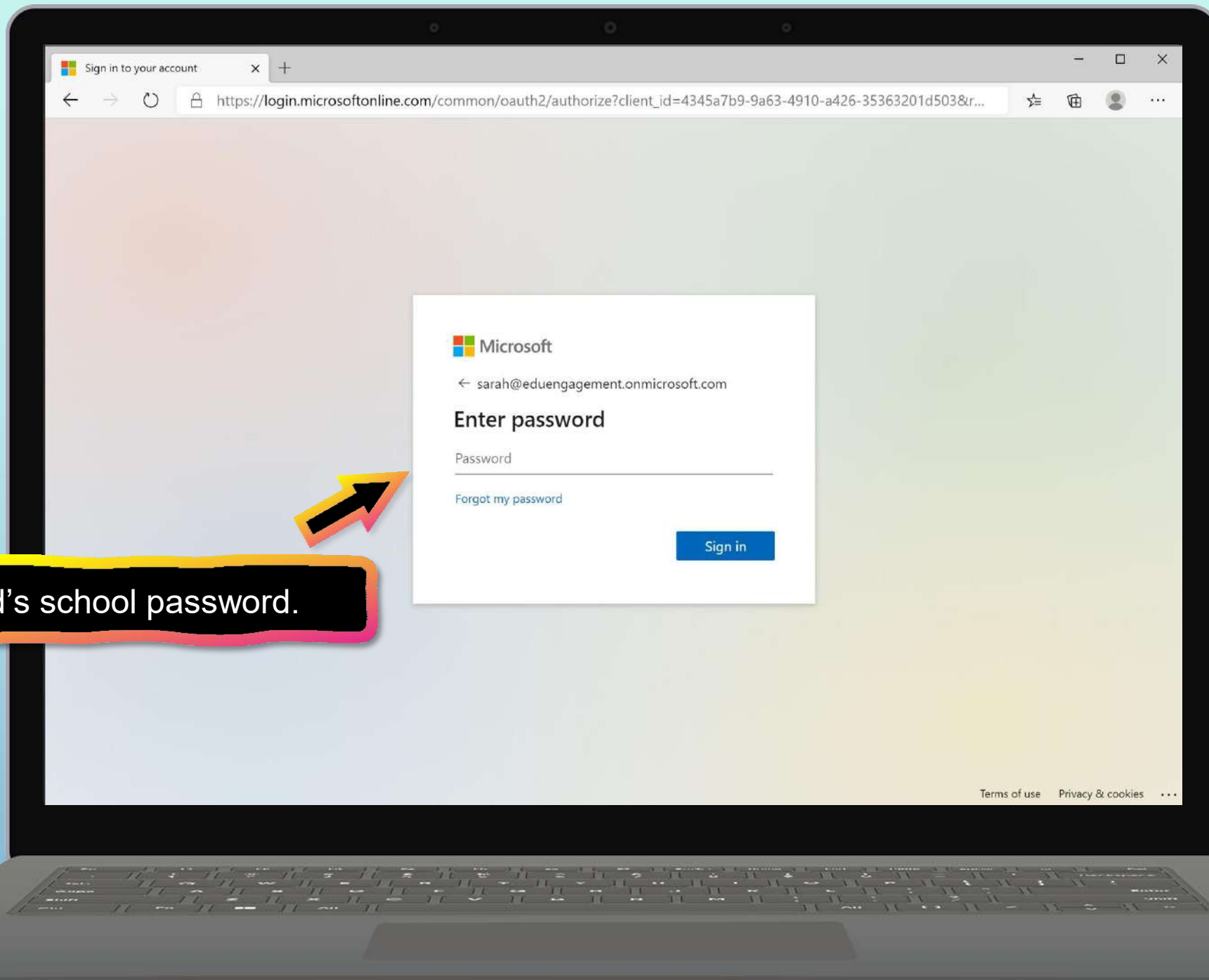
1. **Sign into Teams online**
2. Download Teams on desktop
3. Download Teams on mobile device



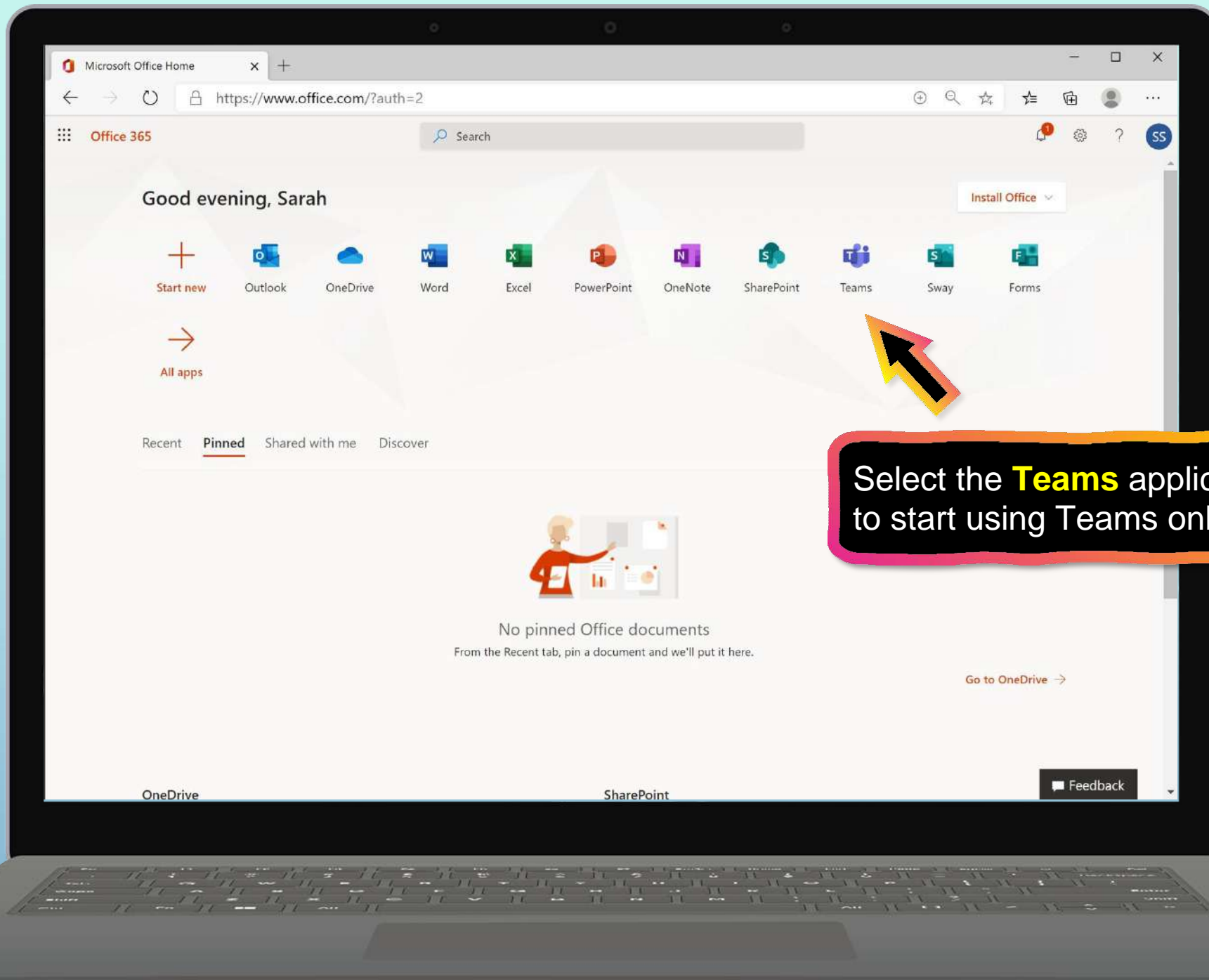
Go to office.com

Sign in with your student's school account. (Example: joe.bloggs-student@hcat.org.uk)

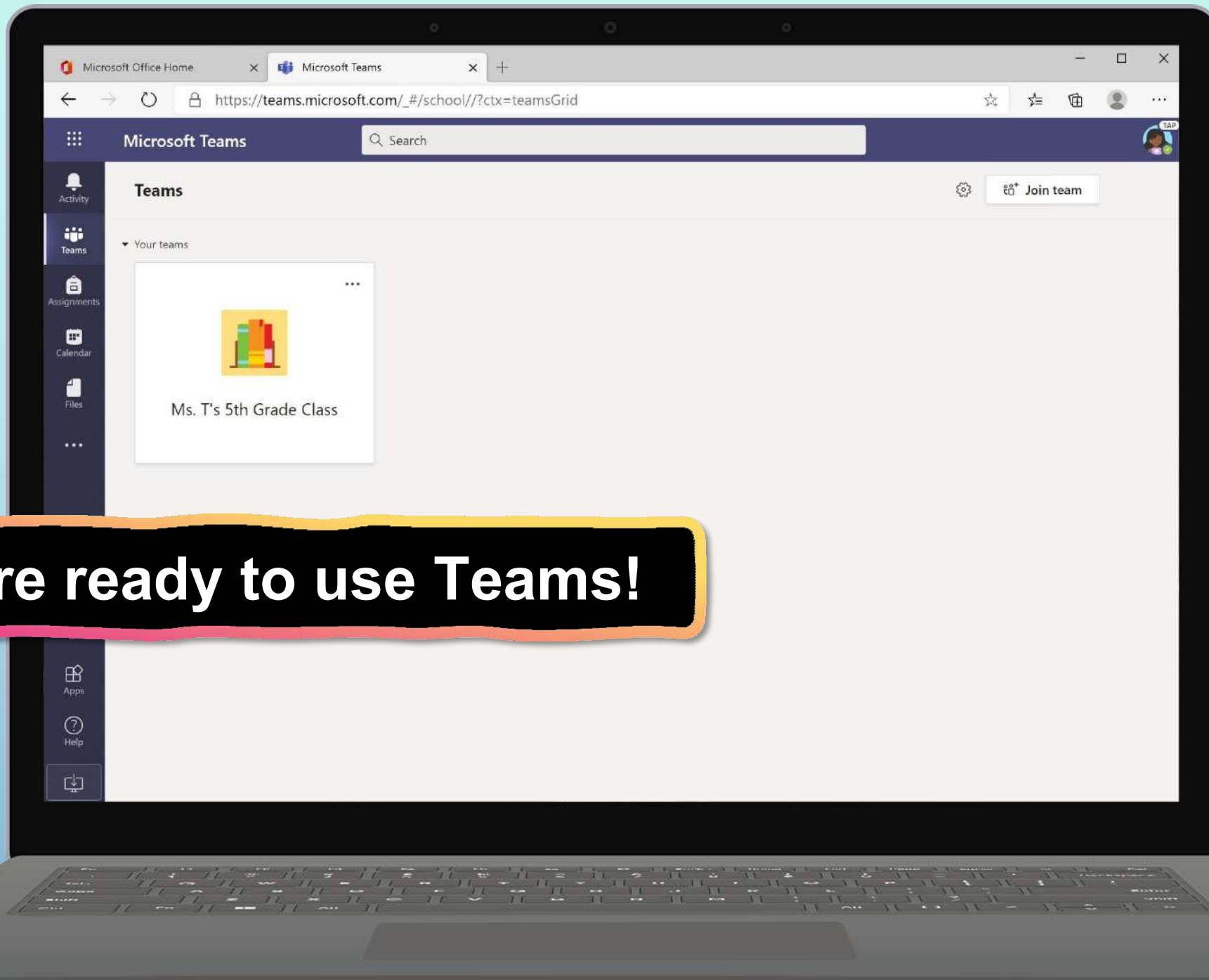




Enter your child's school password.



Select the **Teams** application to start using Teams online.



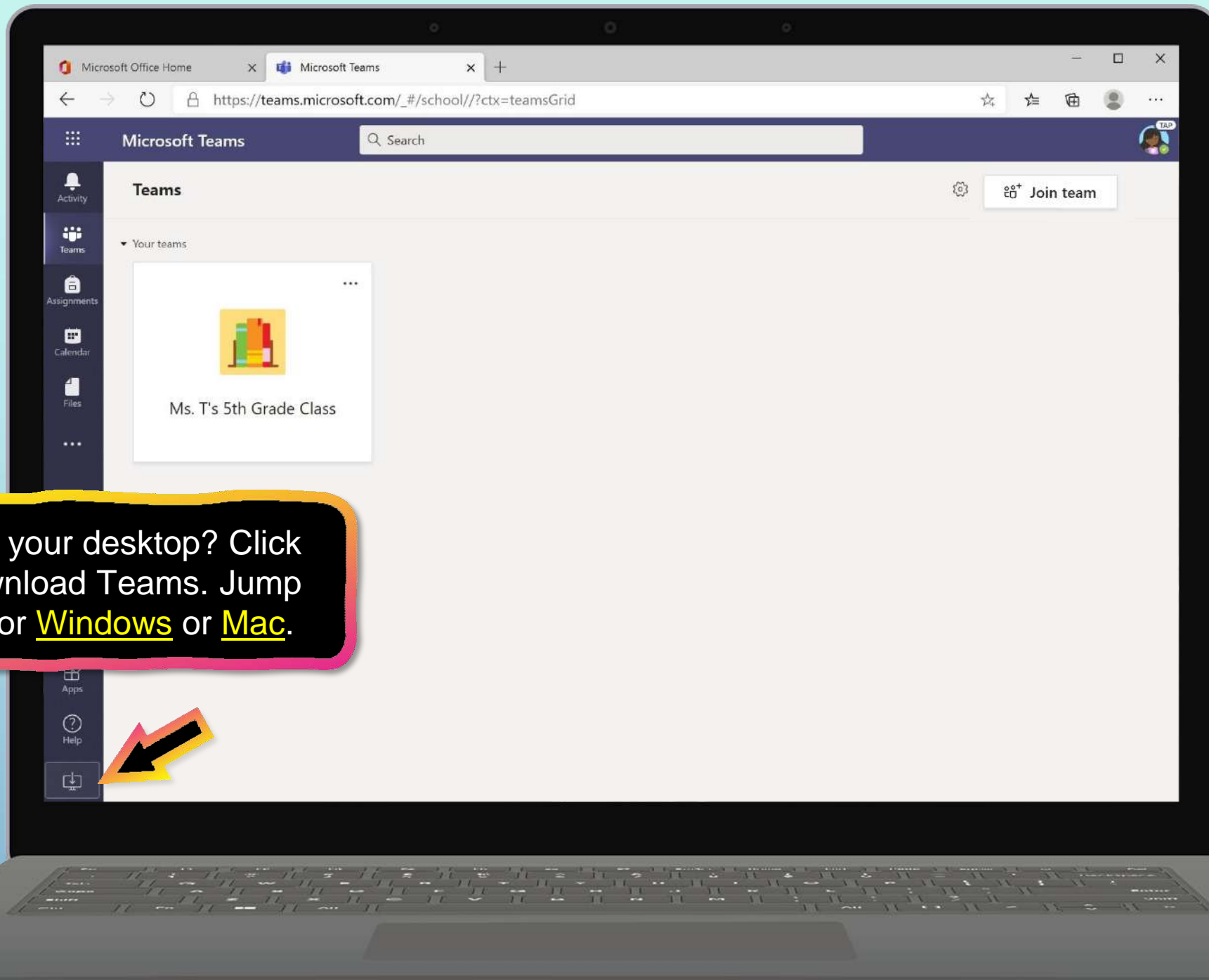
You're ready to use Teams!

Chapter 1

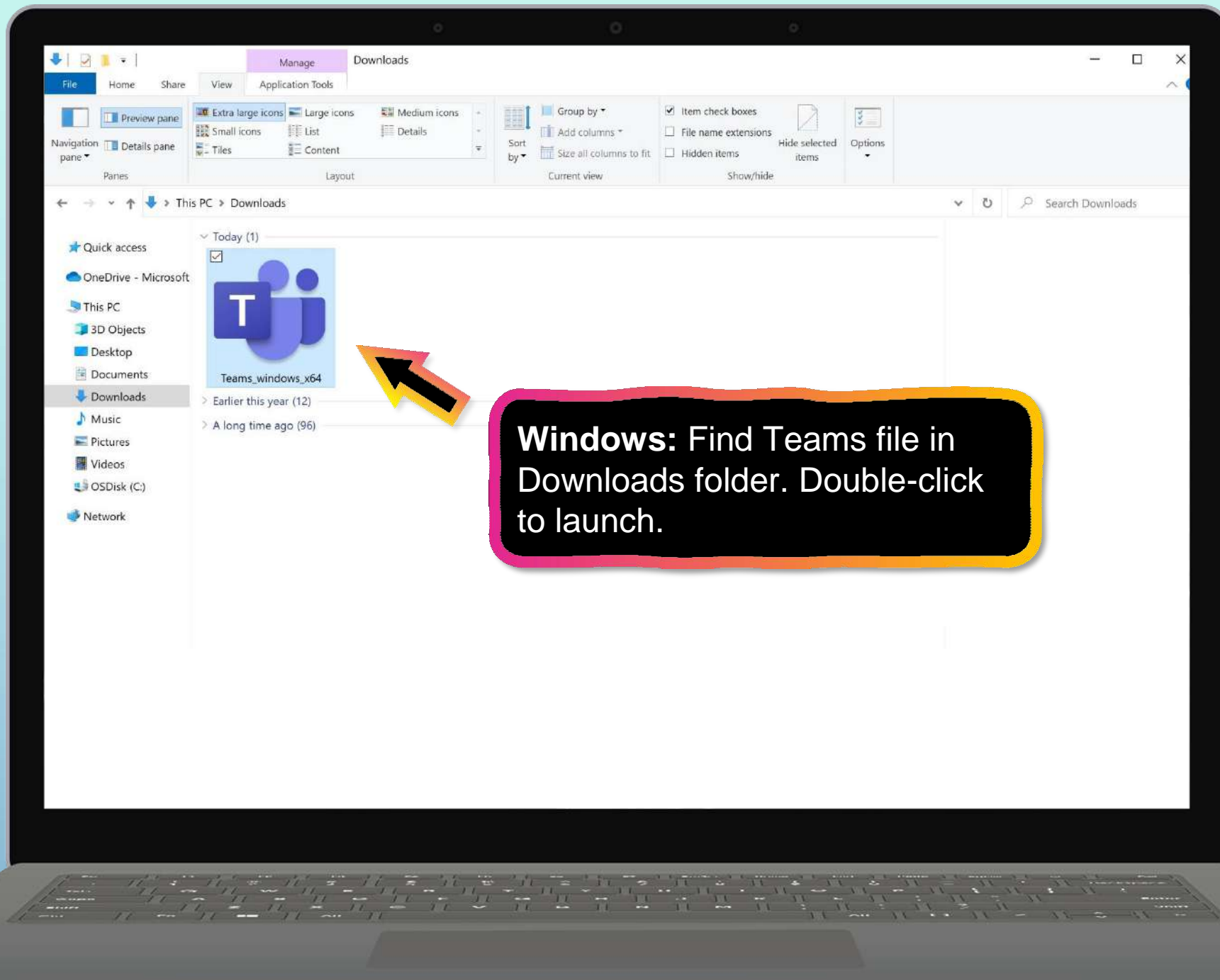
Get started with Teams

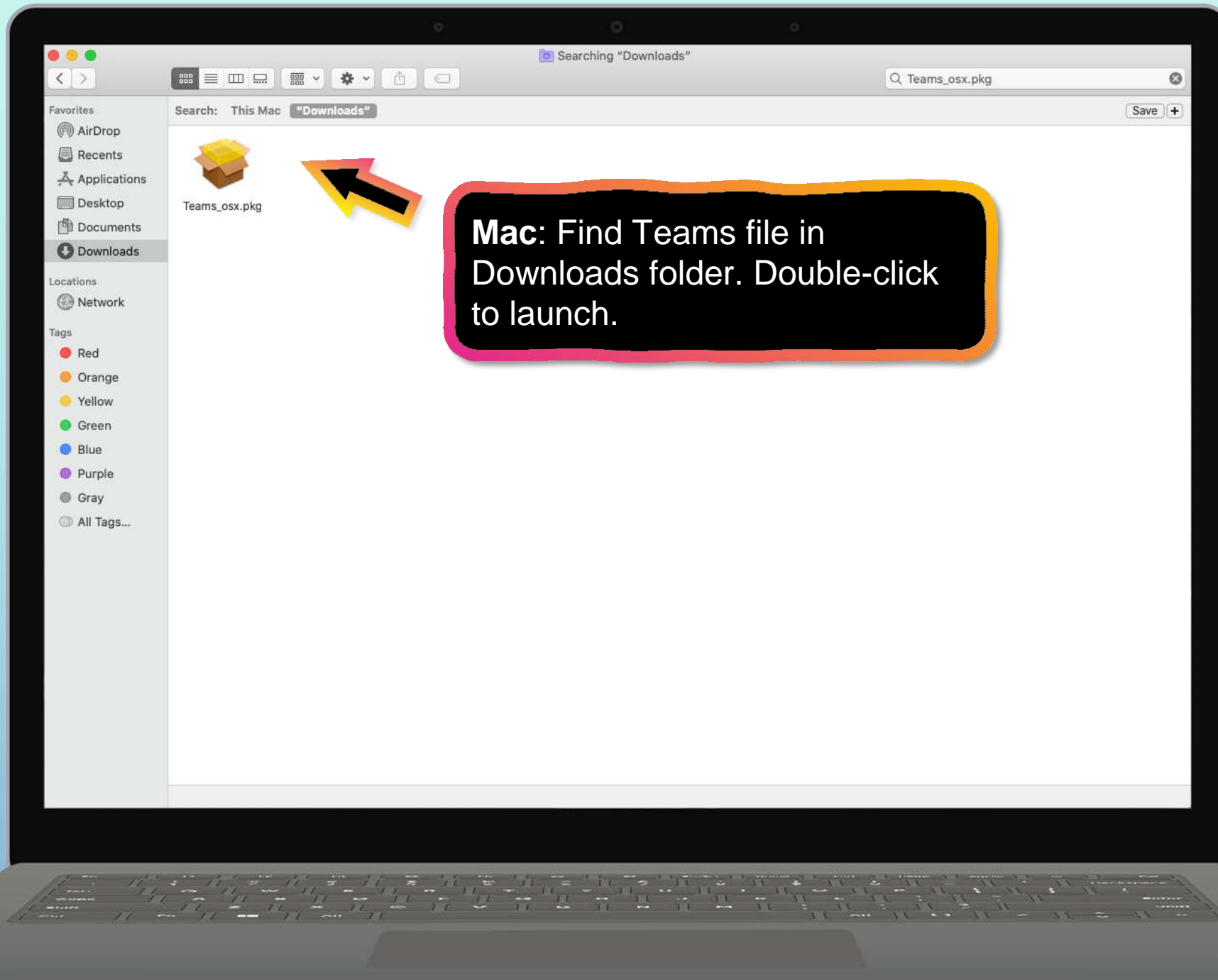
1. Sign into Teams online
2. **Download Teams on desktop**
3. Download Teams on mobile device





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





Chapter 1

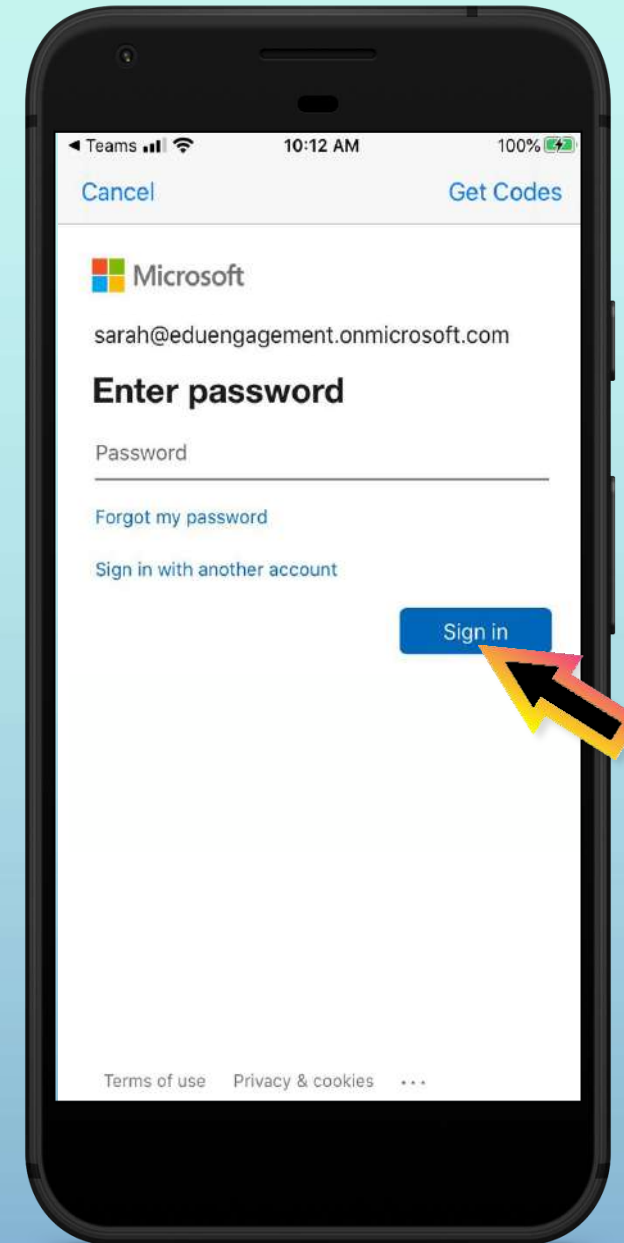
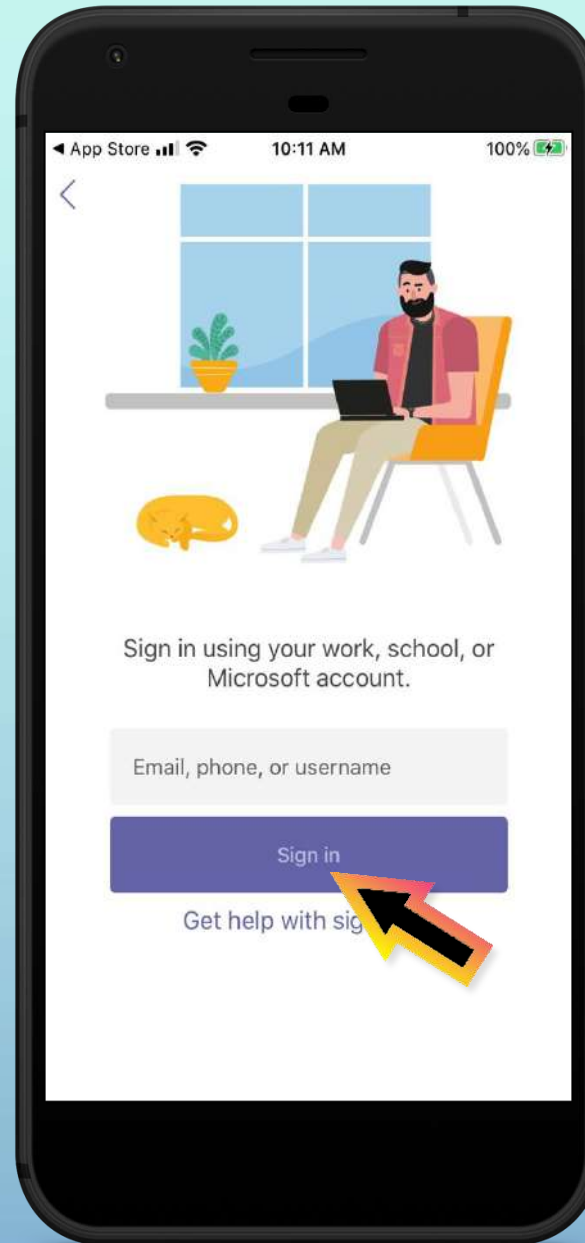
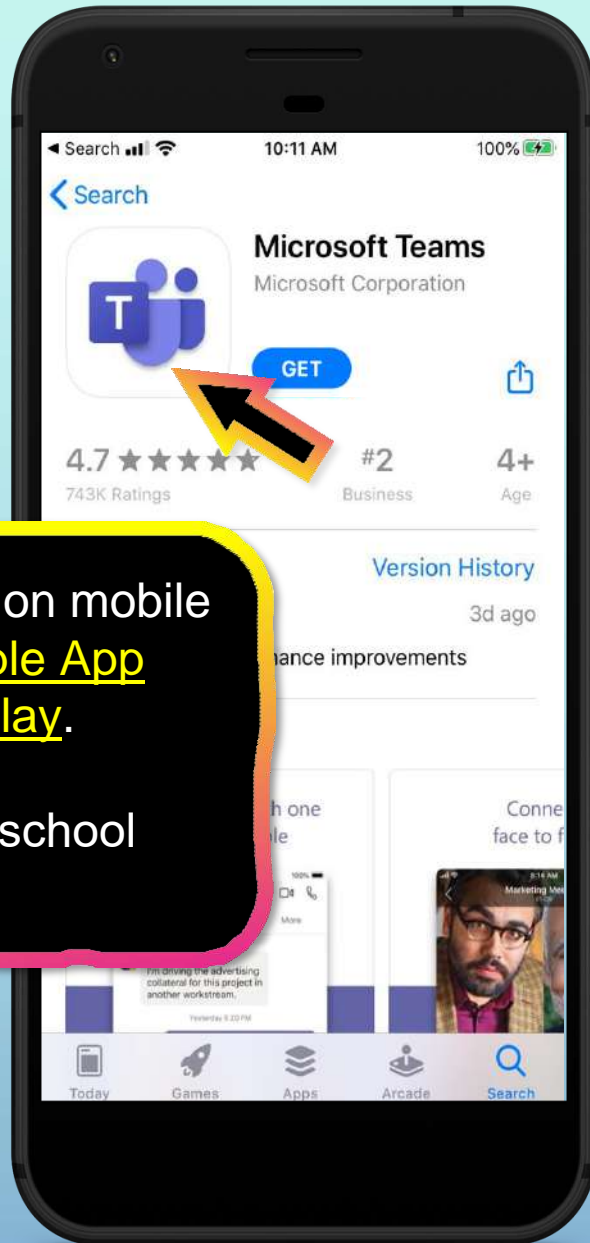
Get started with Teams

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](#).

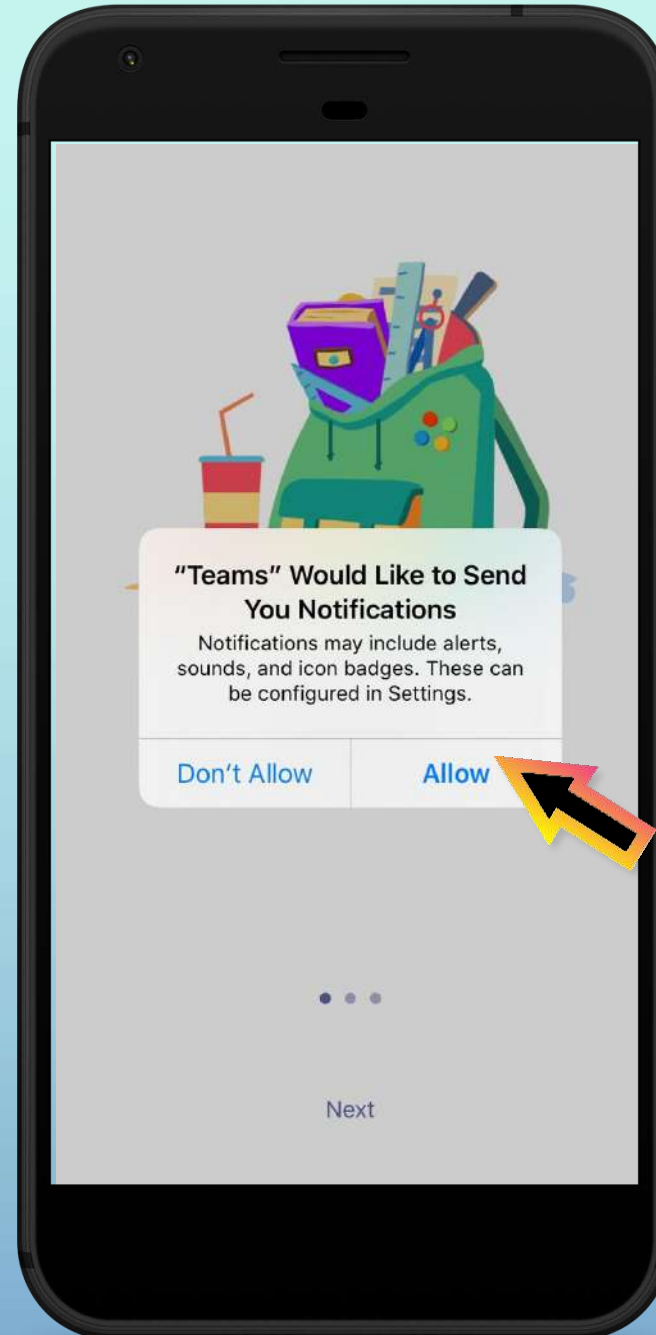
Enter your child's school account.



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 child's class, like a new assignment or important announcement.

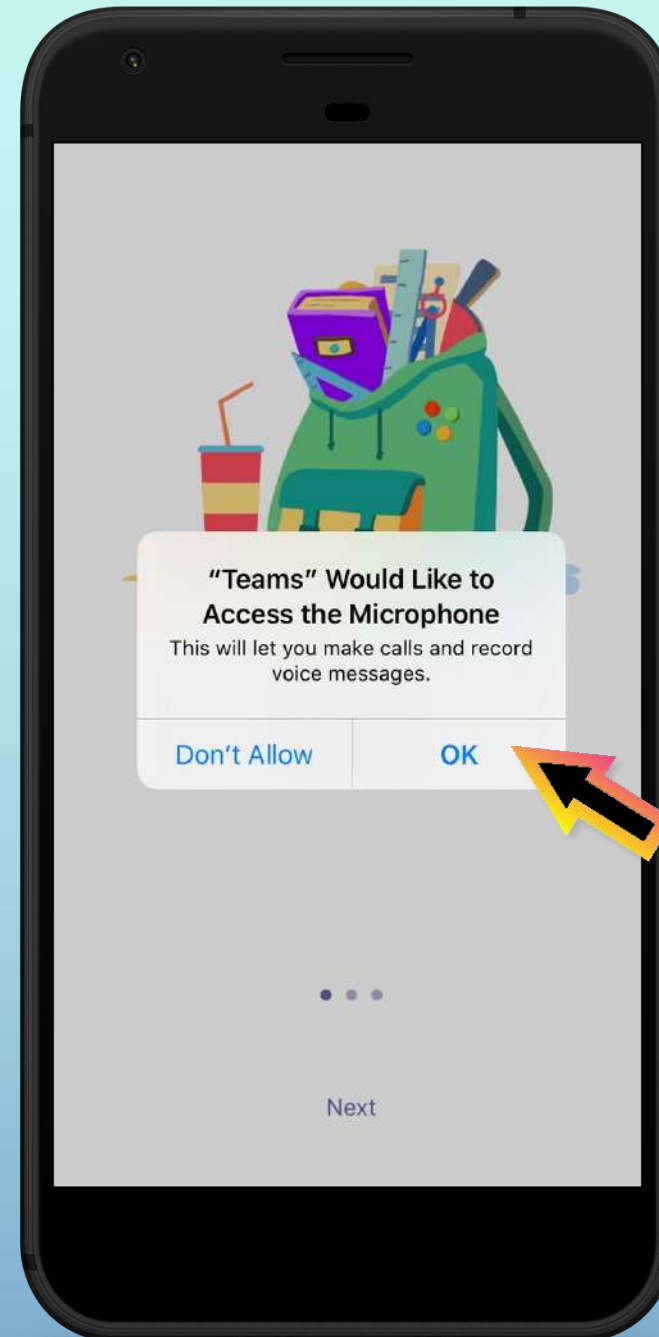
You can adjust this in **Settings**.



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



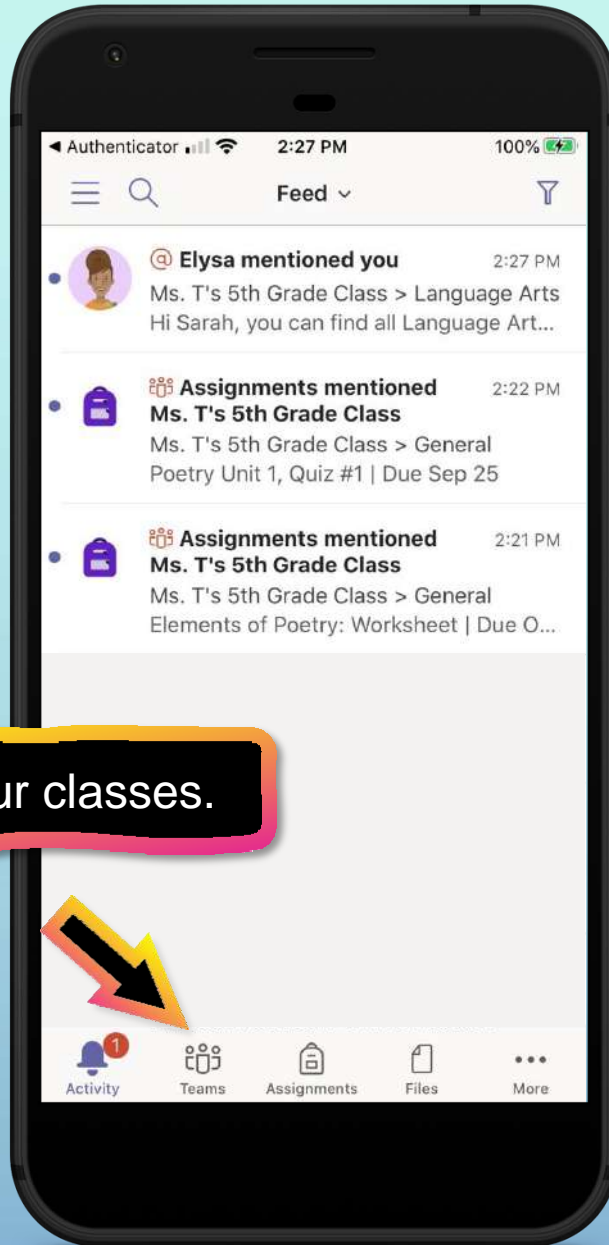
Speak up. Share out.
Soar on.



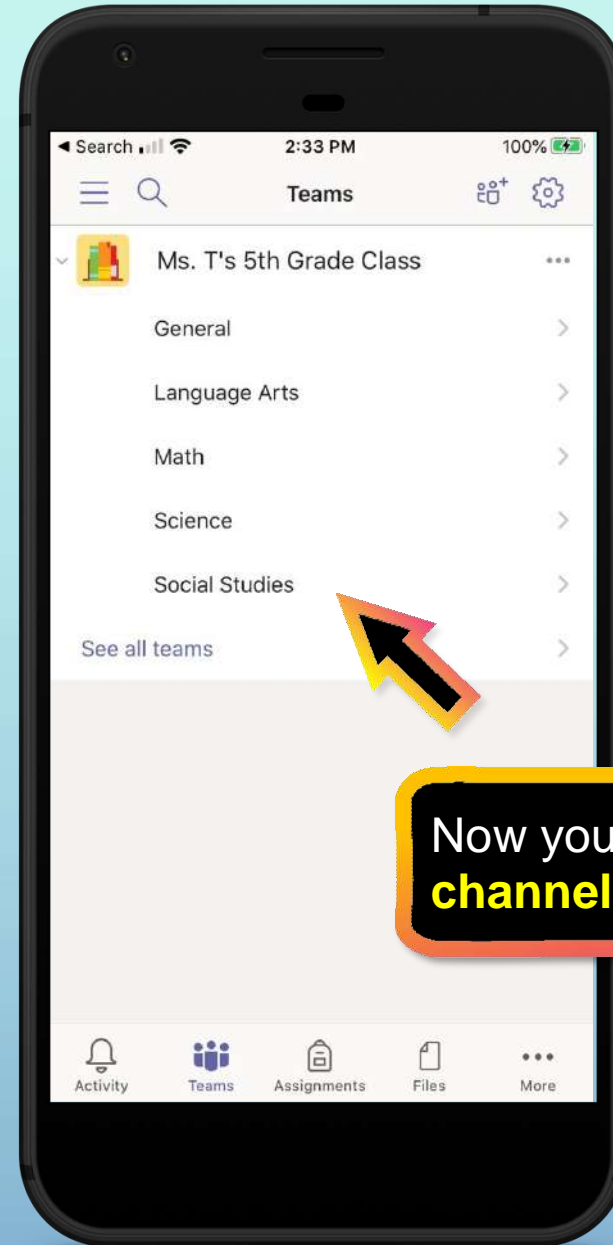
Got it

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





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



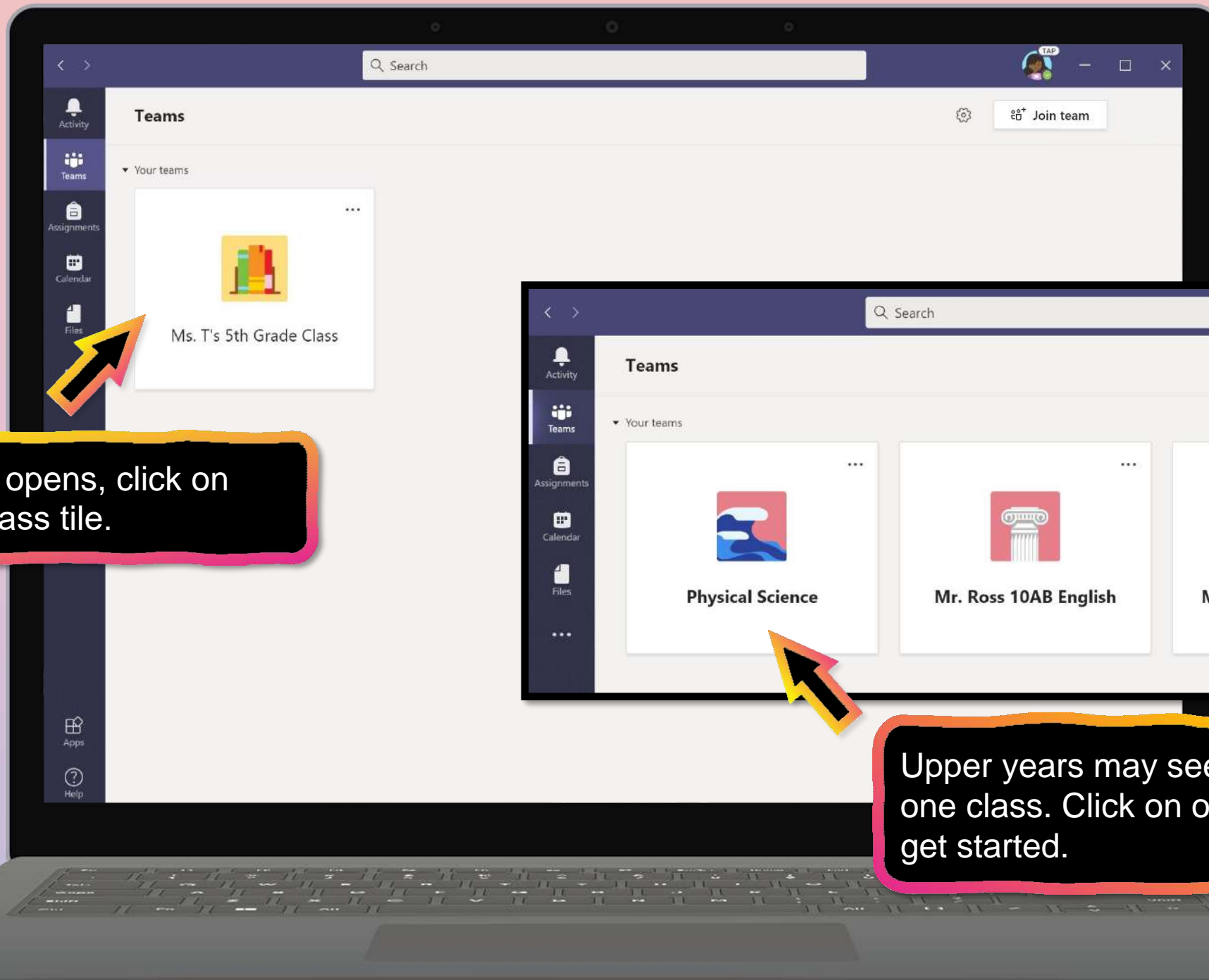
Now you can view the **channels** within your class.

Chapter 2

How to help your child use Teams

1. **Join a class team**
2. View and turn in assignments
3. Chat with teachers and classmates

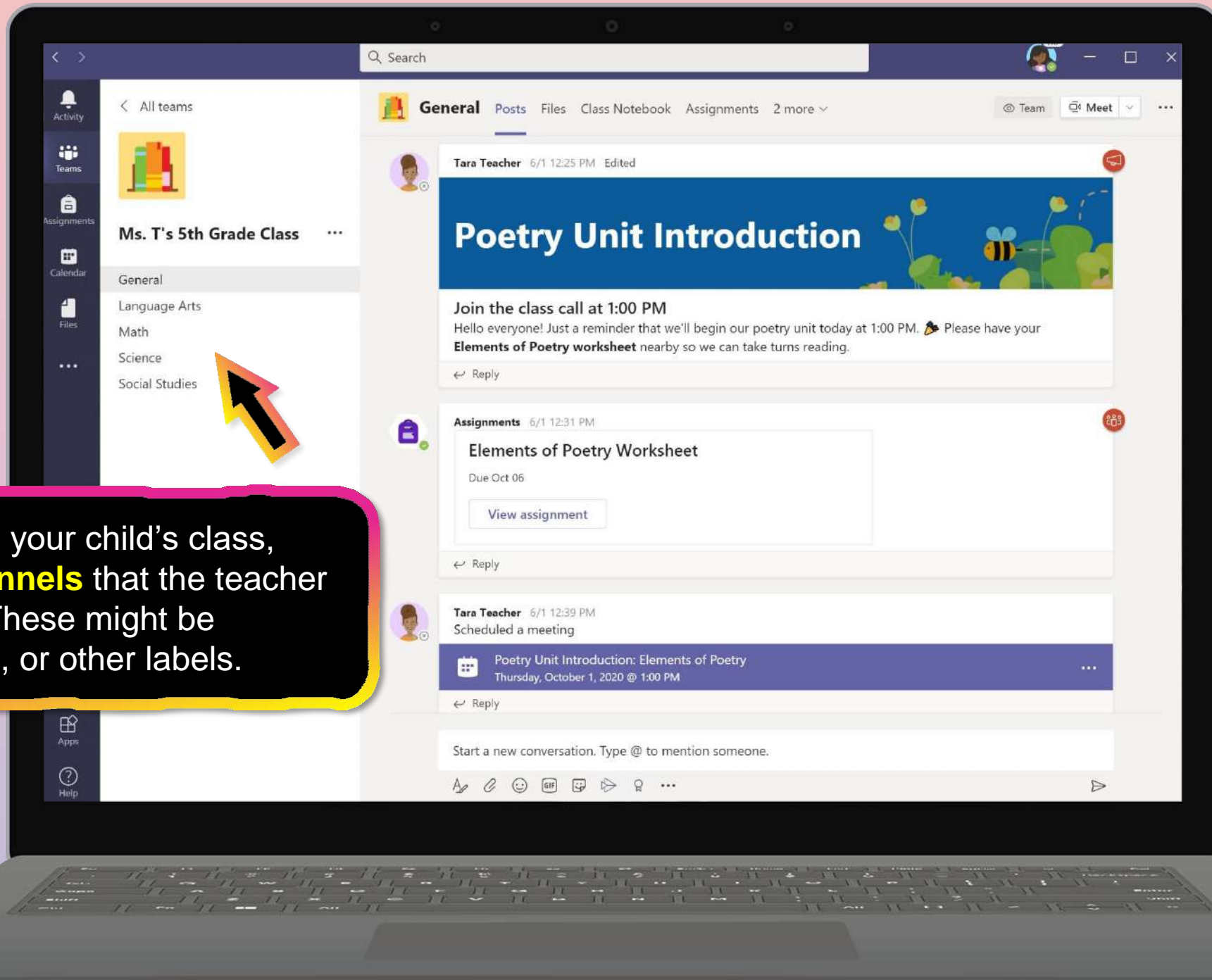




When Teams opens, click on your child's class tile.

Upper years may see more than one class. Click on one class to get started.

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



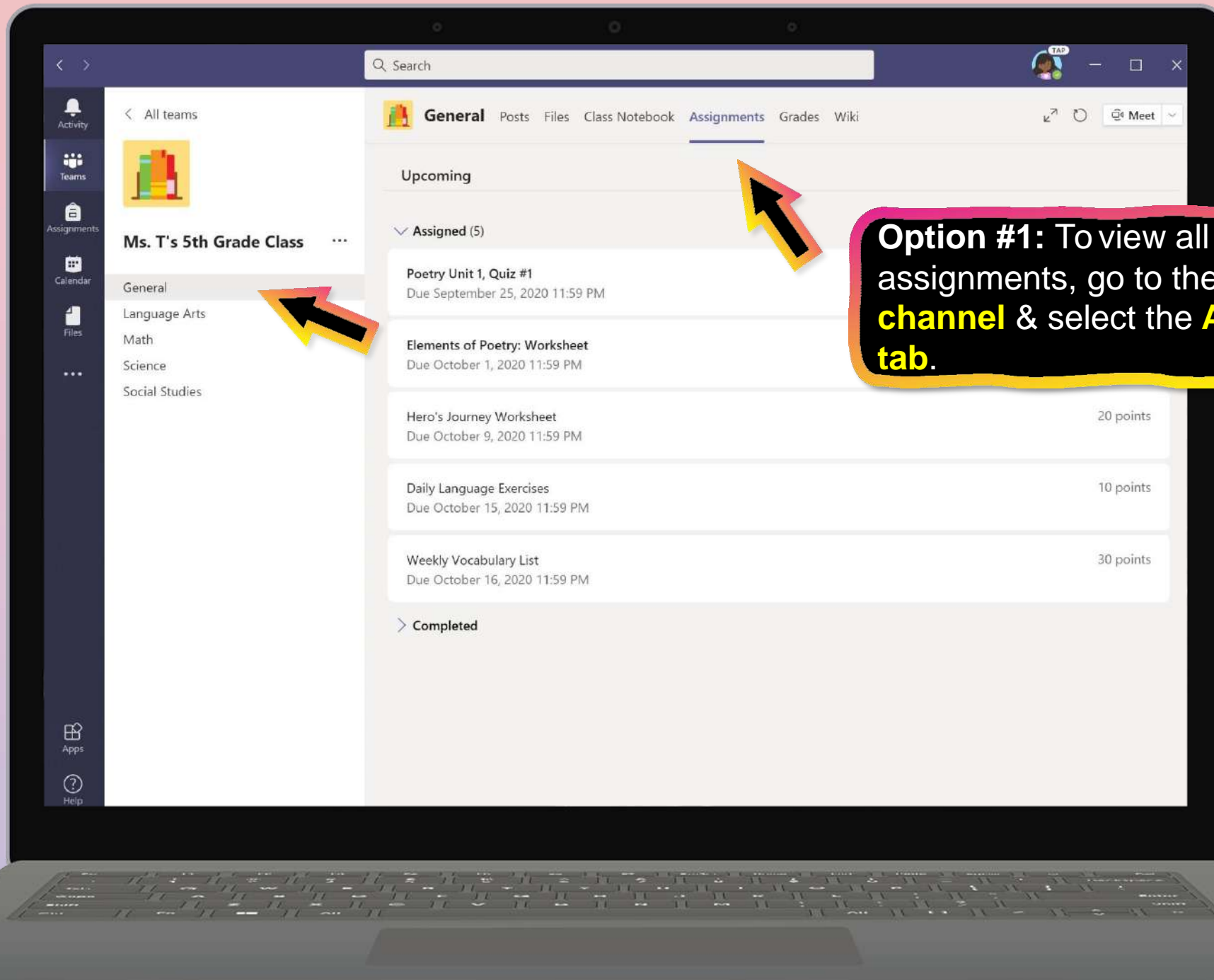
Chapter 2

How to help your student use Teams

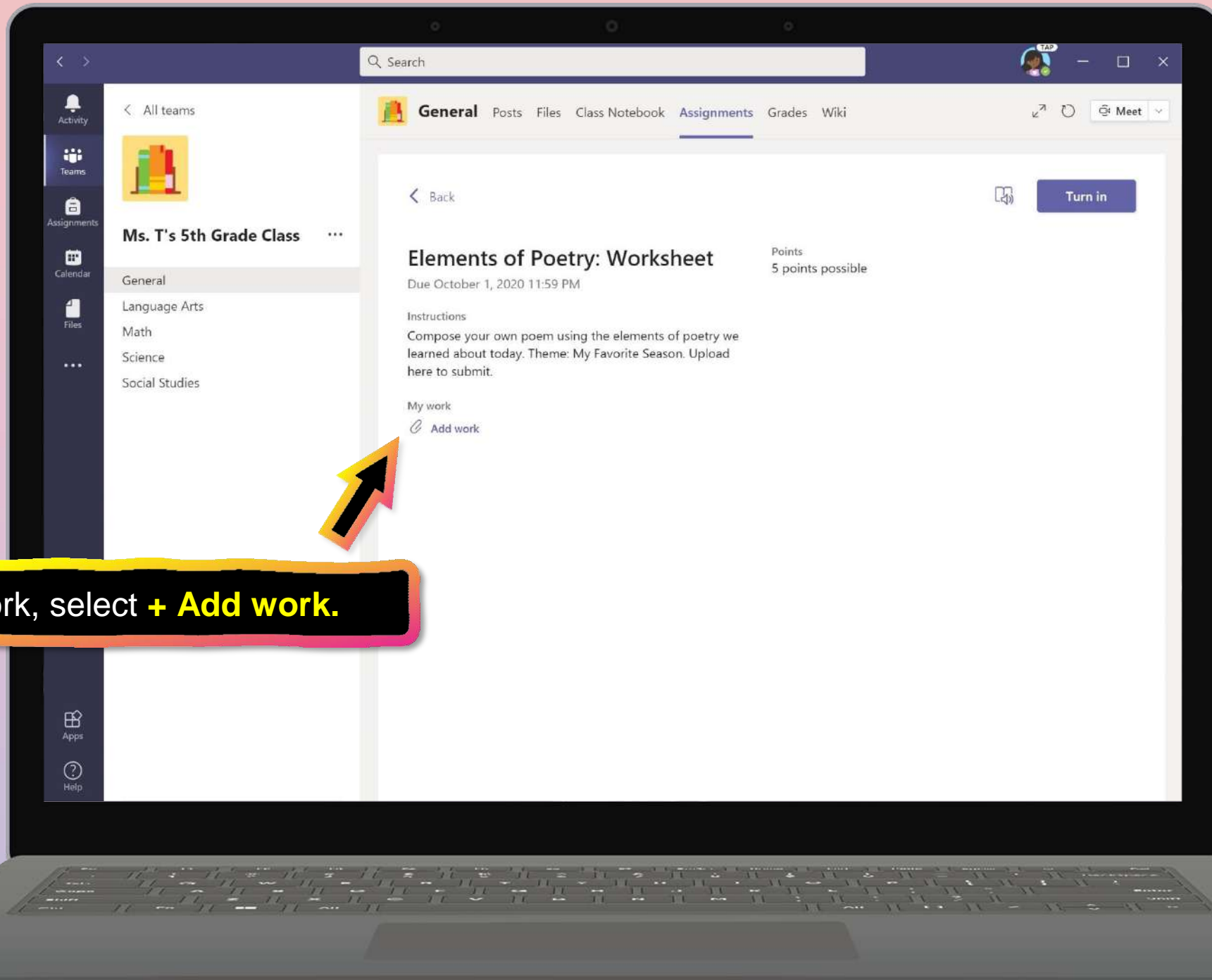
1. Join a class team
2. **View and turn in assignments**



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

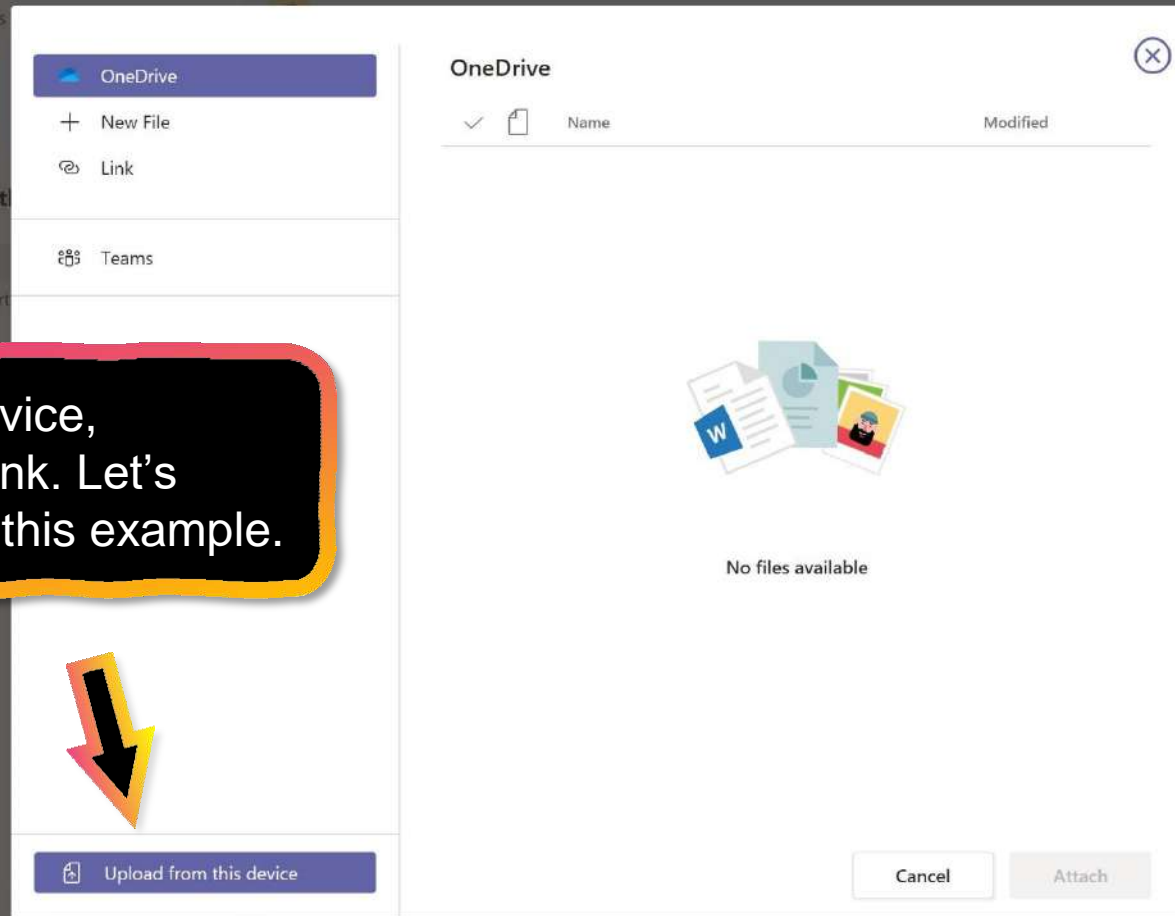


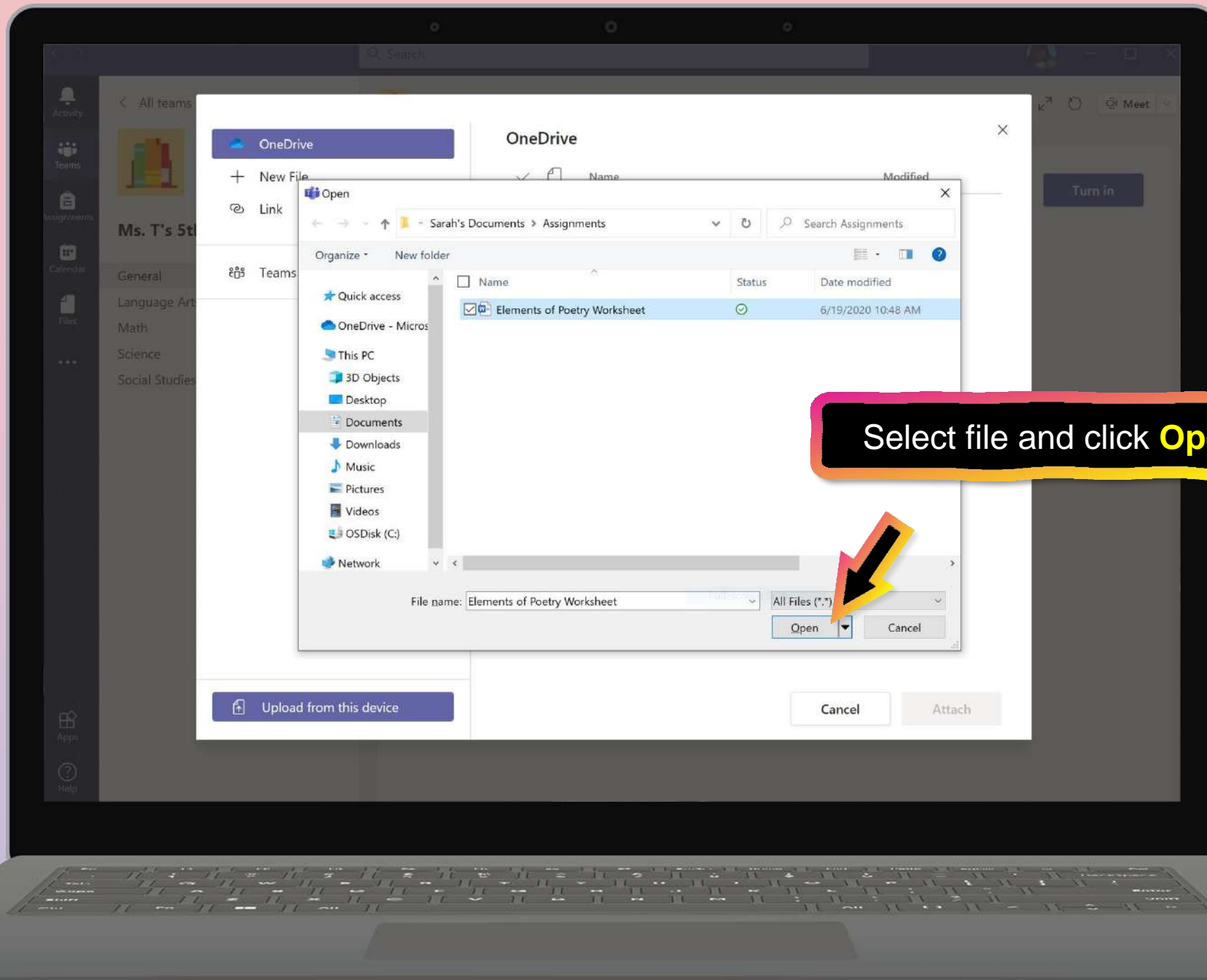
Option #1: To view all assignments, go to the **General channel** & select the **Assignments tab**.

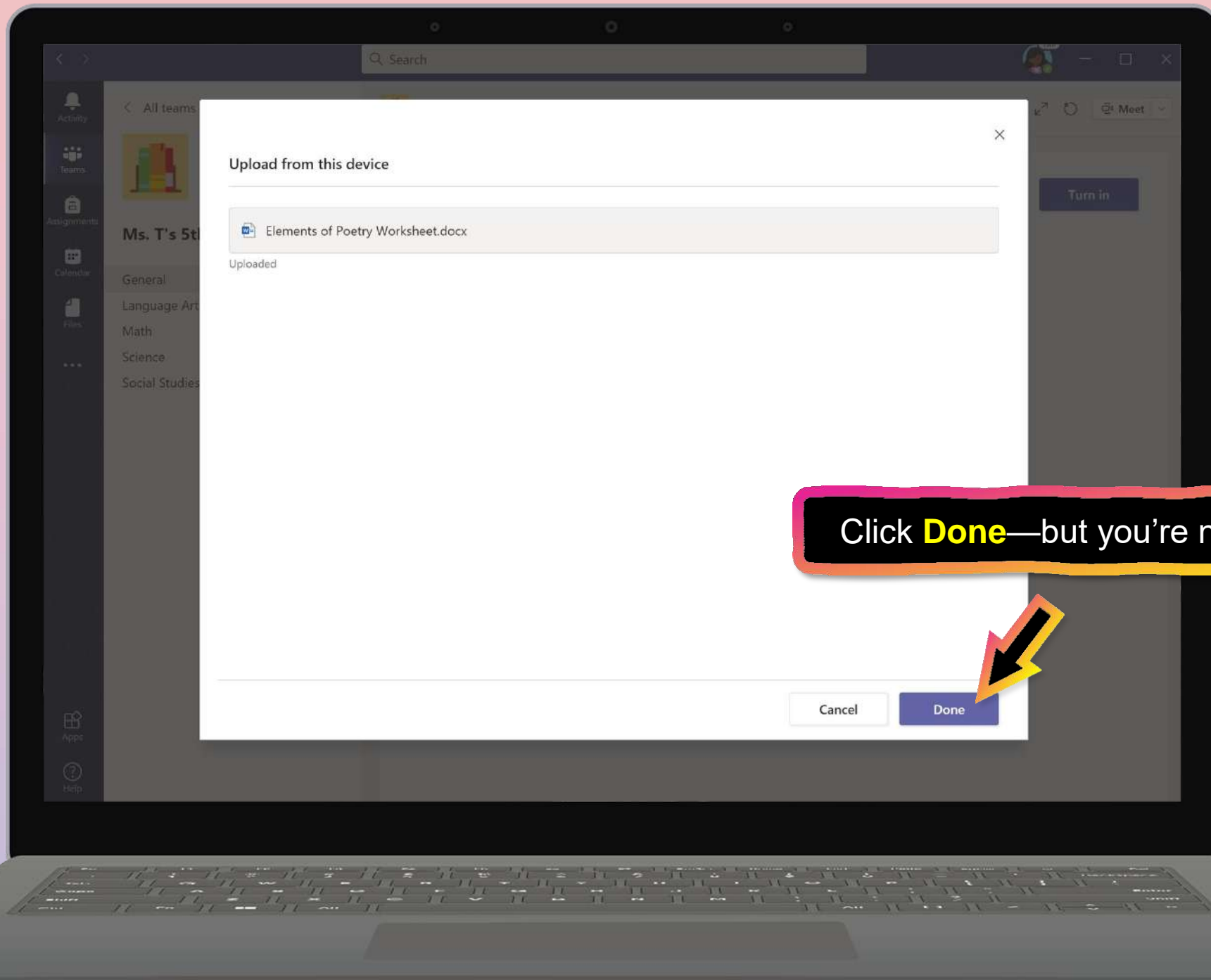


To upload work, select + Add work.

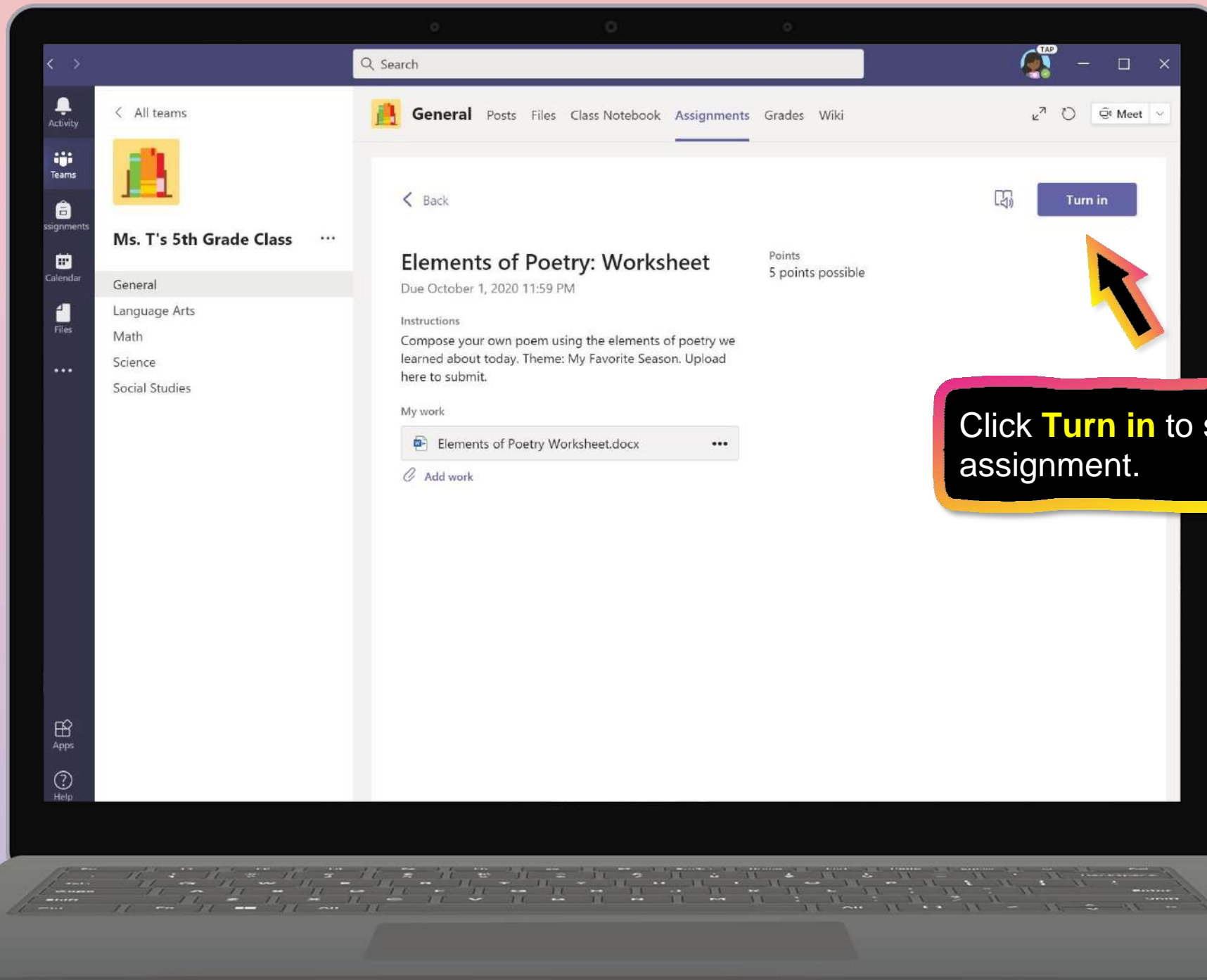
Upload file from your device,
OneDrive, Teams, or a link. Let's
upload from device for this example.



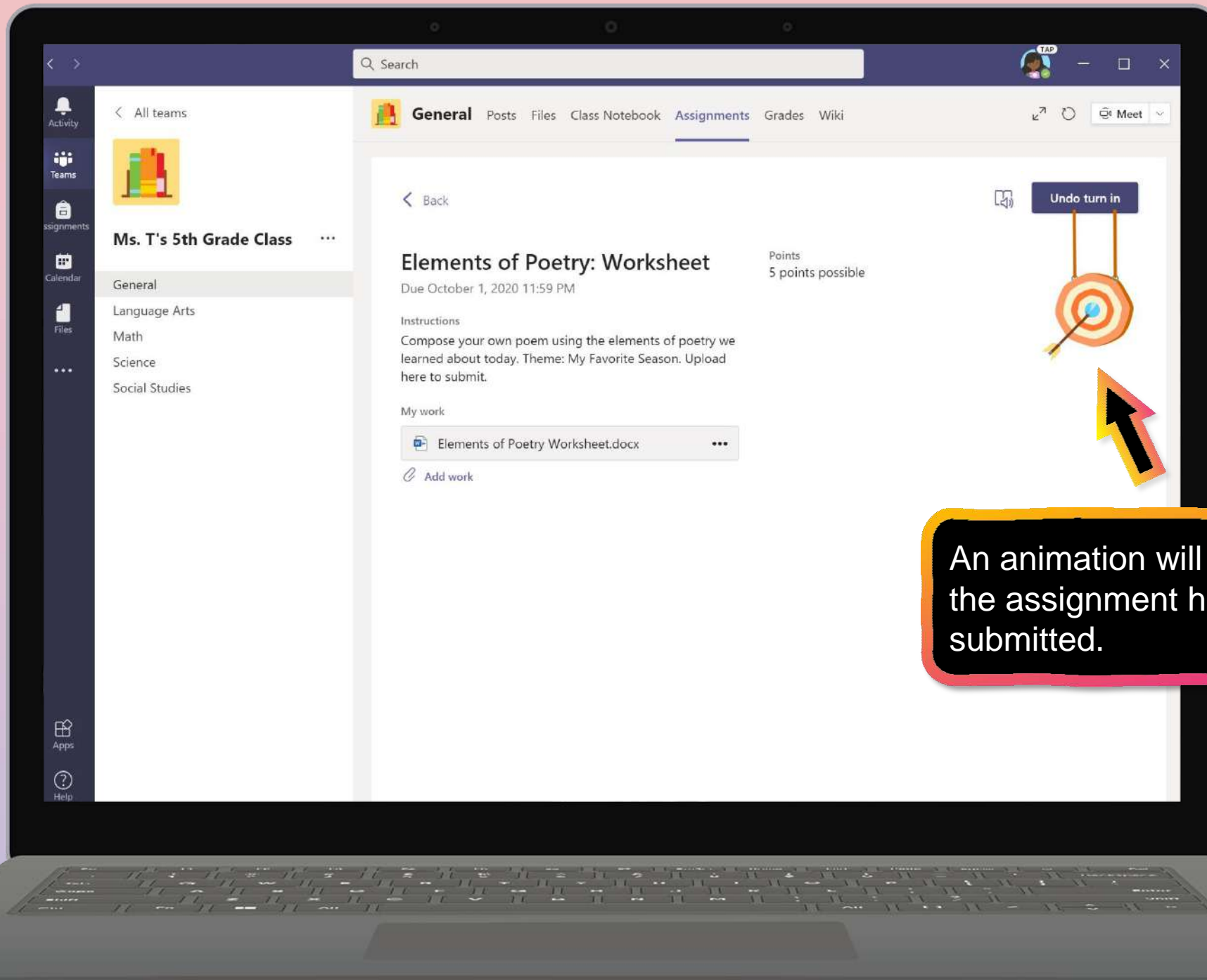




Click **Done**—but you're not done yet.



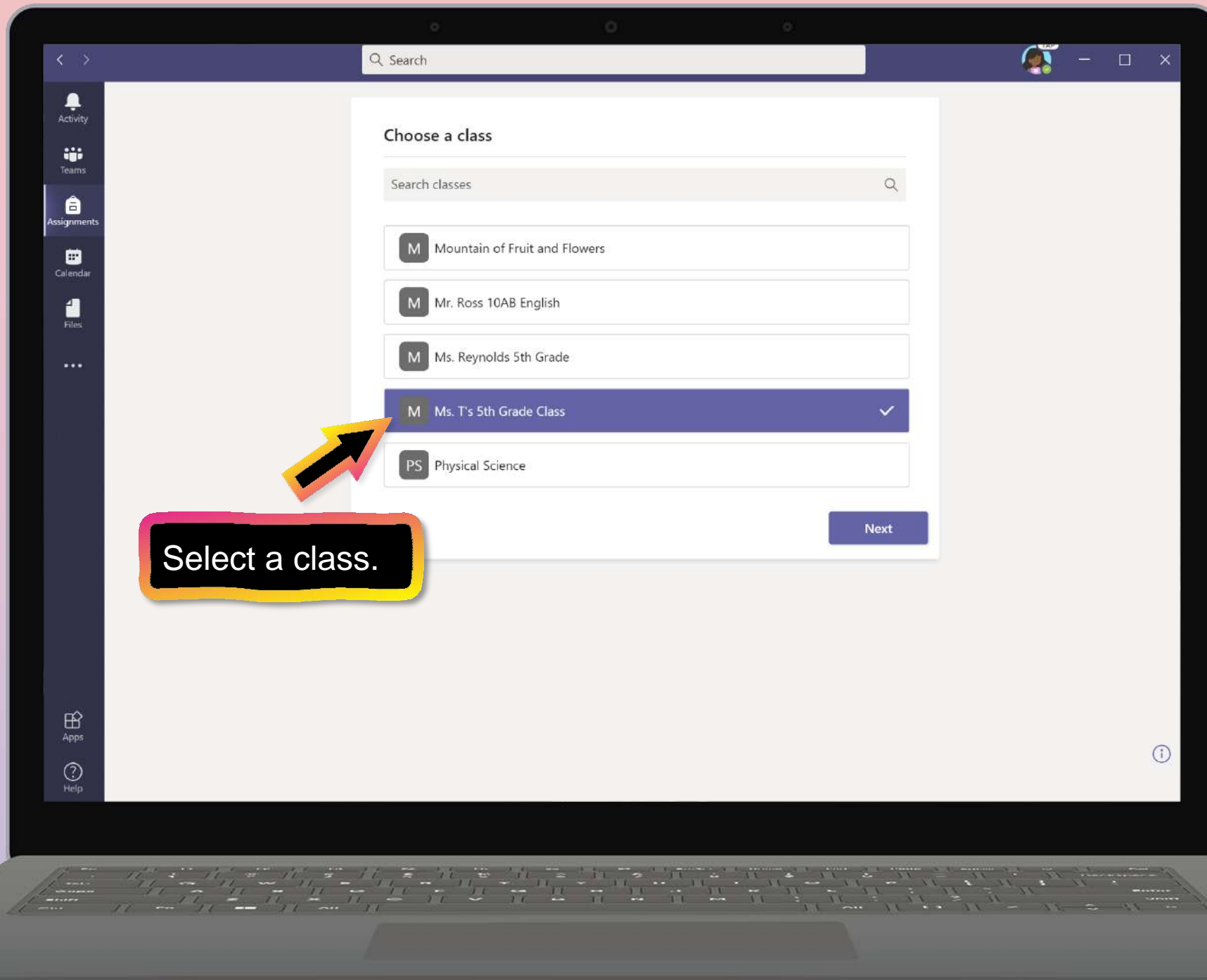
Click **Turn in** to submit assignment.



An animation will signal that the assignment has been submitted.

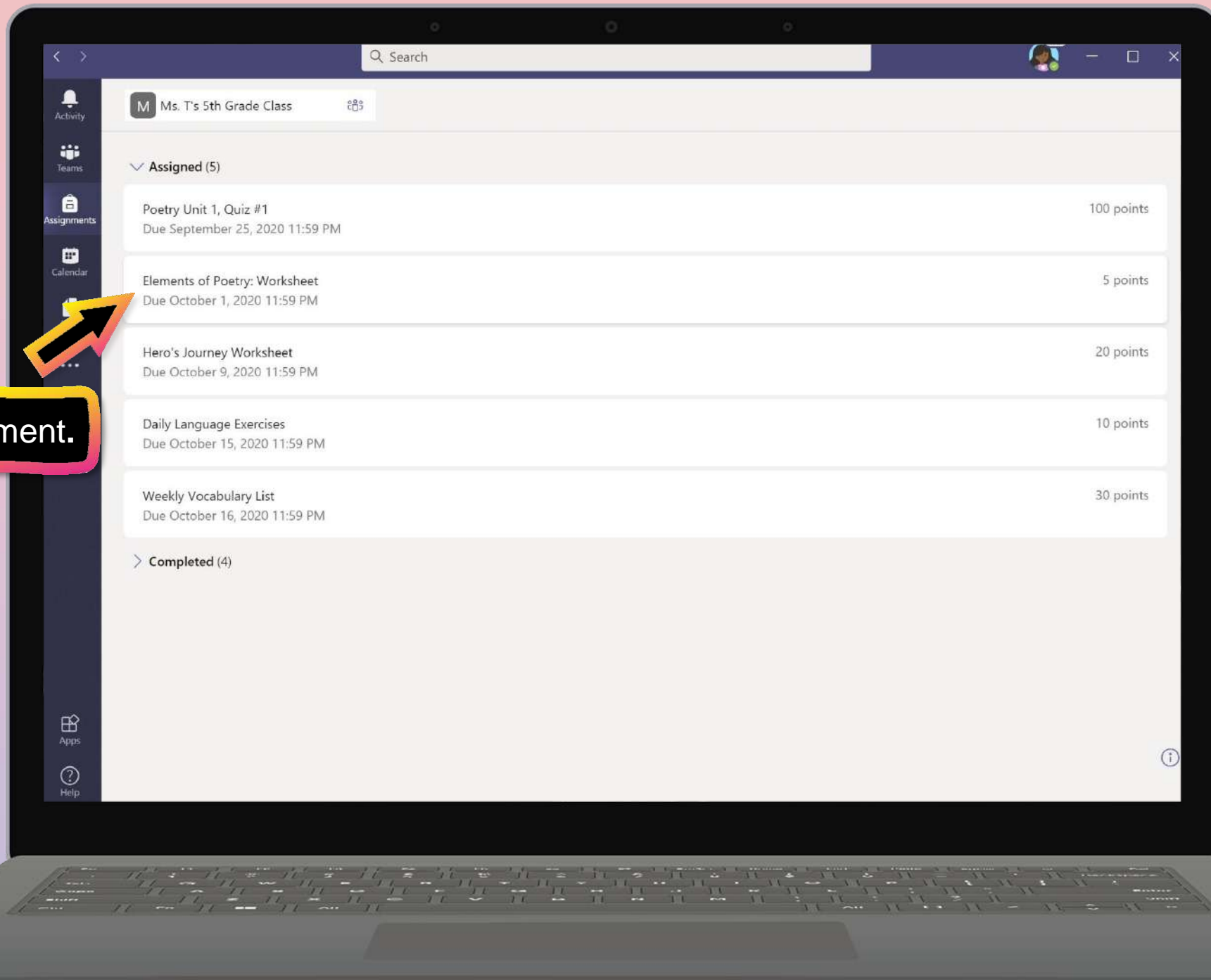
Alternate option for submitting assignments:
Select **Assignments** in the left panel.

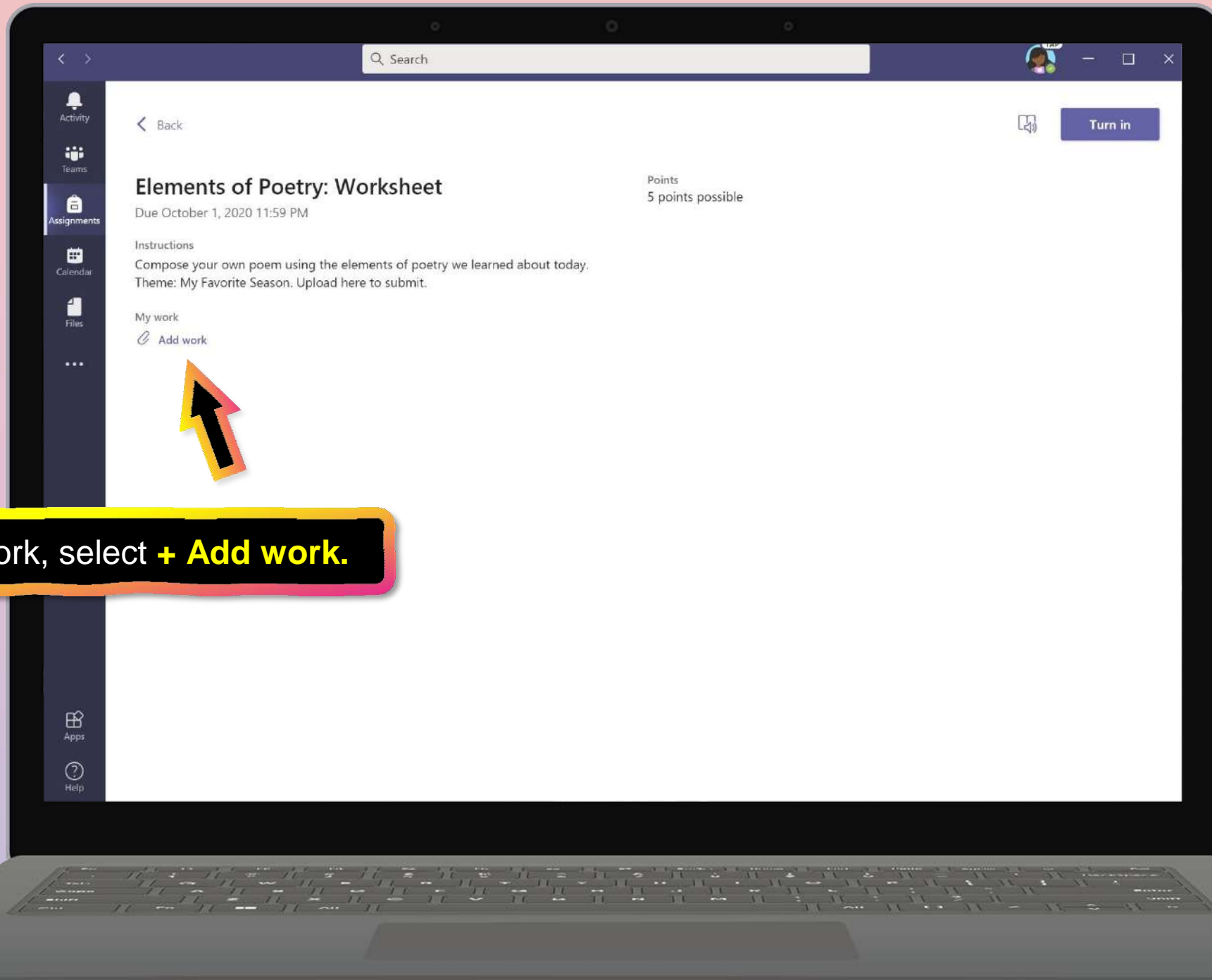
The screenshot displays the Microsoft Teams interface for a class named "Ms. T's 5th Grade Class". On the left sidebar, the "Assignments" icon is highlighted with a yellow arrow. The main chat area shows a post from "Tara Teacher" titled "Poetry Unit Introduction" with a blue header and a reminder to join a class call at 1:00 PM. Below this is an "Assignments" section titled "Elements of Poetry Worksheet" with a "View assignment" button. At the bottom, there is a meeting card for "Poetry Unit Introduction: Elements of Poetry" scheduled for Thursday, October 1, 2020 at 1:00 PM.



Select a class.

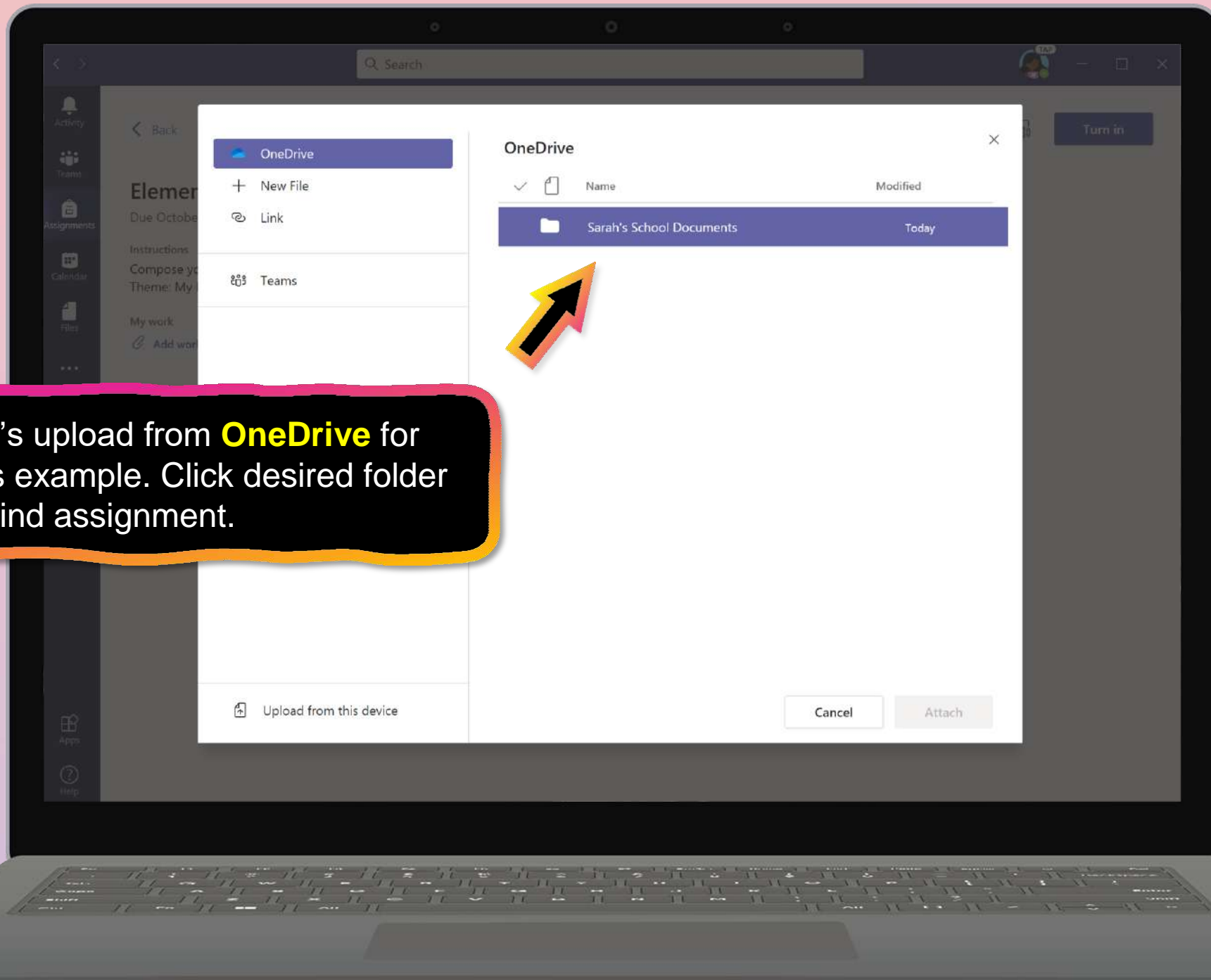
Select assignment.

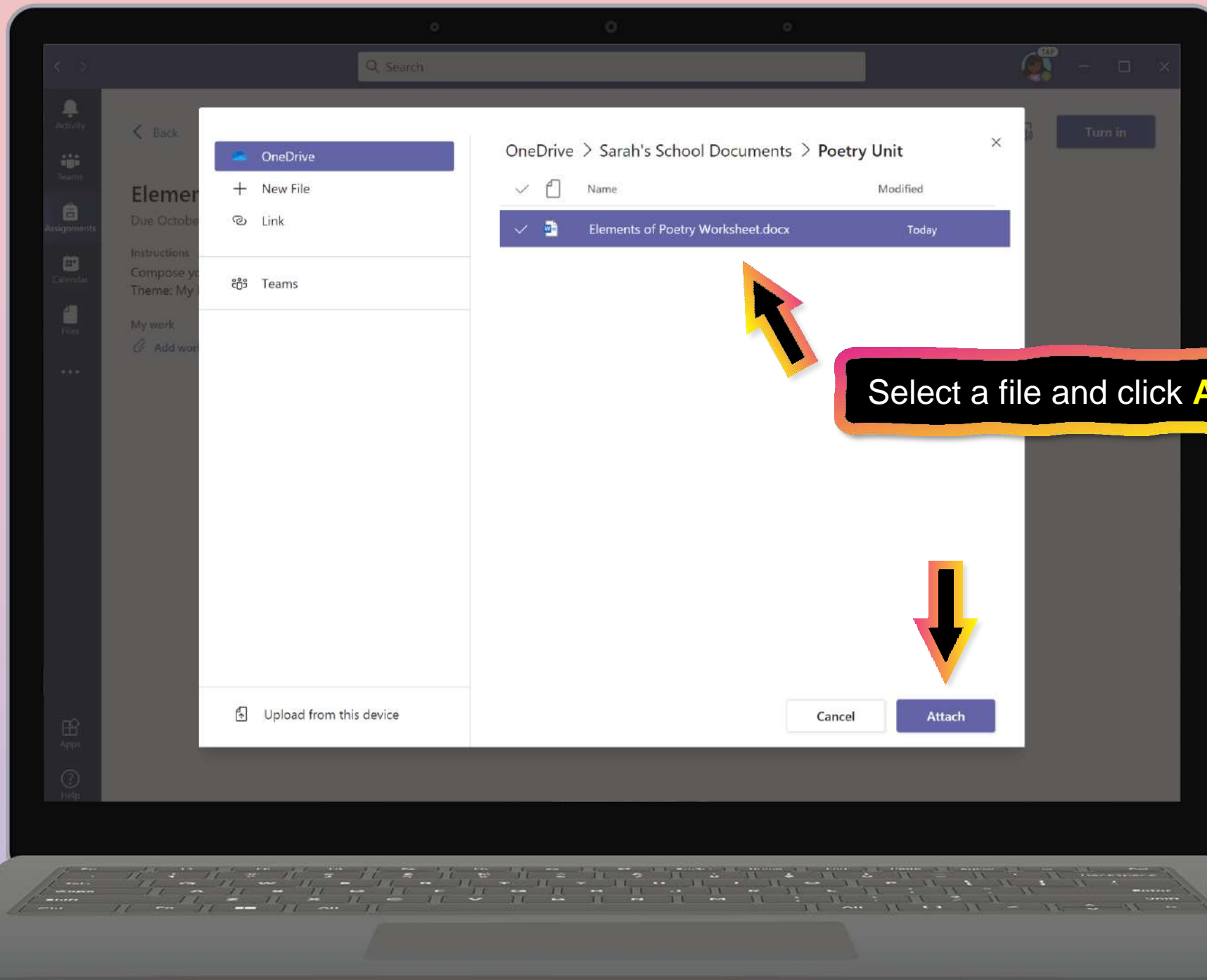


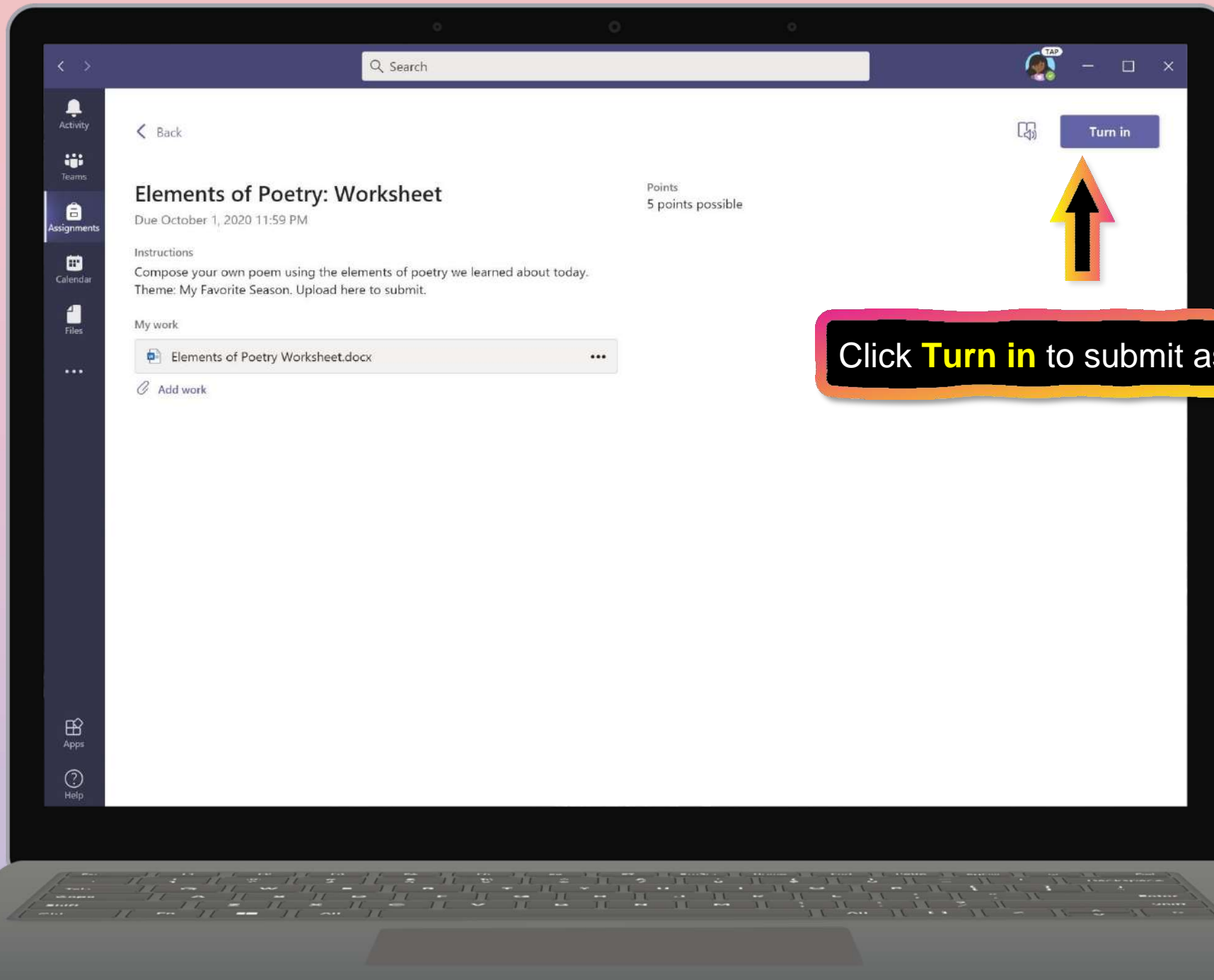


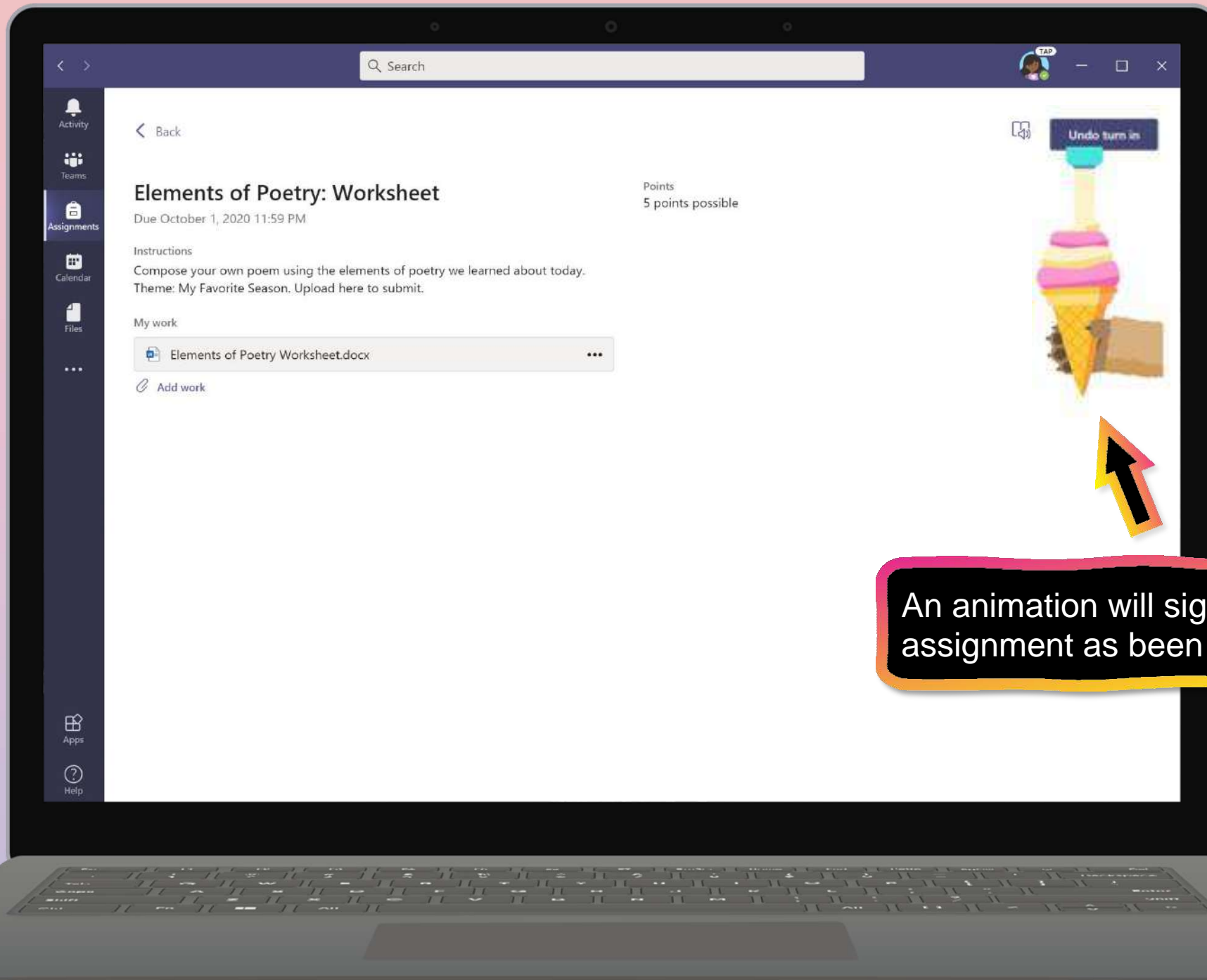
To upload work, select **+ Add work**.

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









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 the Microsoft Teams interface for a team named "Ms. T's 5th Grade Class". The left sidebar shows navigation options: Activity, Teams, Assignments, Calendar, and Files. The main area shows the "General" channel with tabs for Posts, Files, Class Notebook, Assignments, and 2 more. The "Posts" tab is active, showing a post from "Tara Teacher" dated 6/1 12:25 PM. The post title is "Poetry Unit Introduction" and it includes a call to action: "Join the class call at 1:00 PM". Below the post, there is an assignment titled "Elements of Poetry Worksheet" due on Oct 06, with a "View assignment" button. A callout box with a yellow border and black text points to the "Posts" tab and the assignment. The bottom of the screen shows a keyboard.

Search

All teams

Ms. T's 5th Grade Class

General

Language Arts

General

Posts

Files

Class Notebook

Assignments

2 more

Team

Meet

Tara Teacher 6/1 12:25 PM Edited

Poetry Unit Introduction

Join the class call at 1:00 PM

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.

Reply

Assignments 6/1 12:31 PM

Elements of Poetry Worksheet

Due Oct 06

View assignment

Reply

Tara Teacher 6/1 12:39 PM

Scheduled a meeting

Poetry Unit Introduction: Elements of Poetry

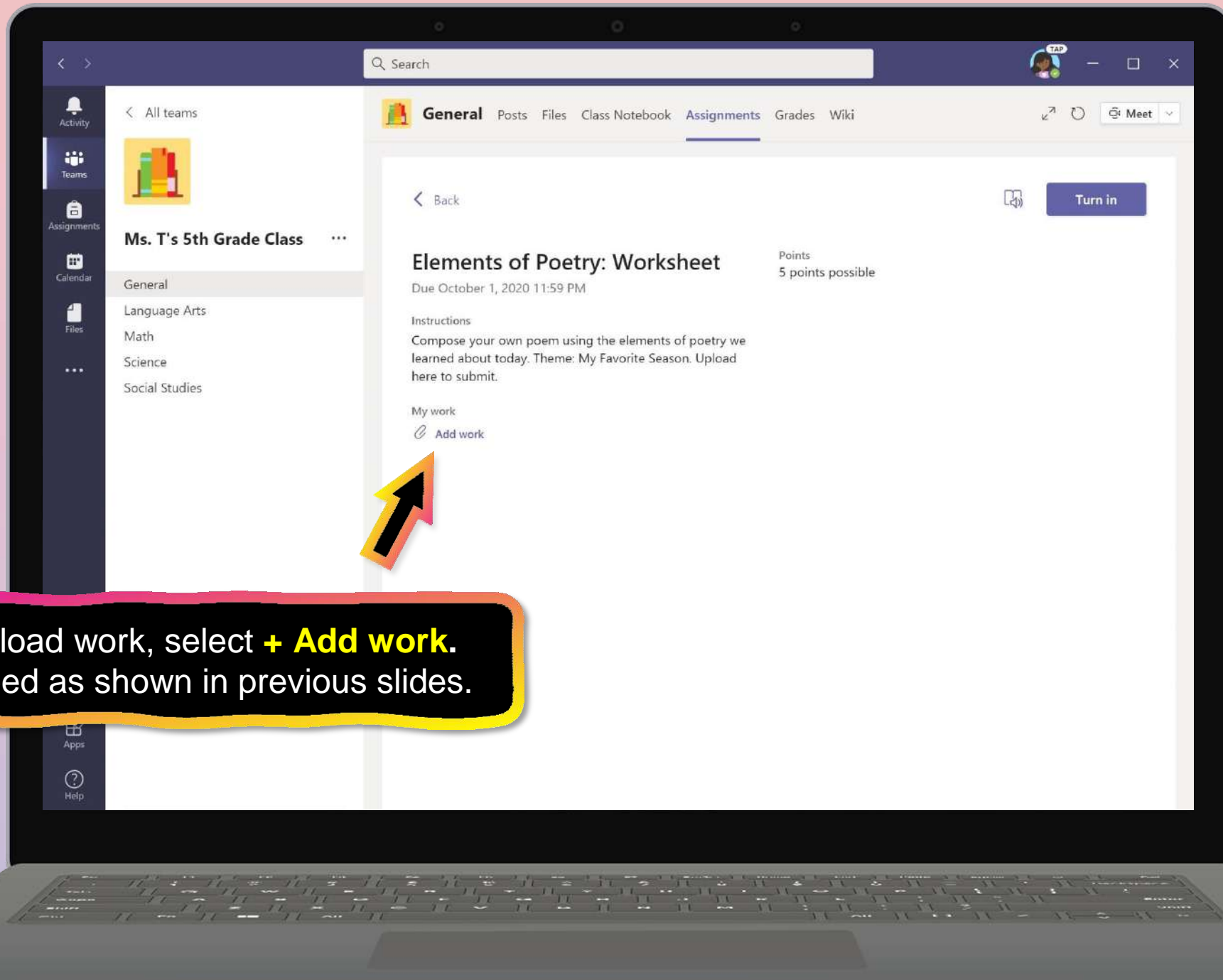
Thursday, October 1, 2020 @ 1:00 PM

Reply

Start a new conversation. Type @ to mention someone.

Apps

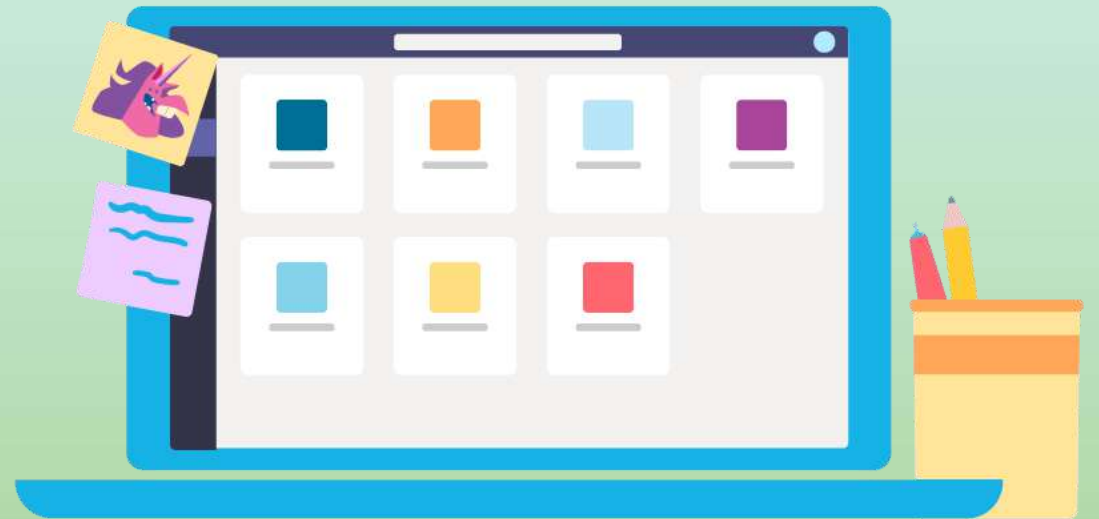
Help



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

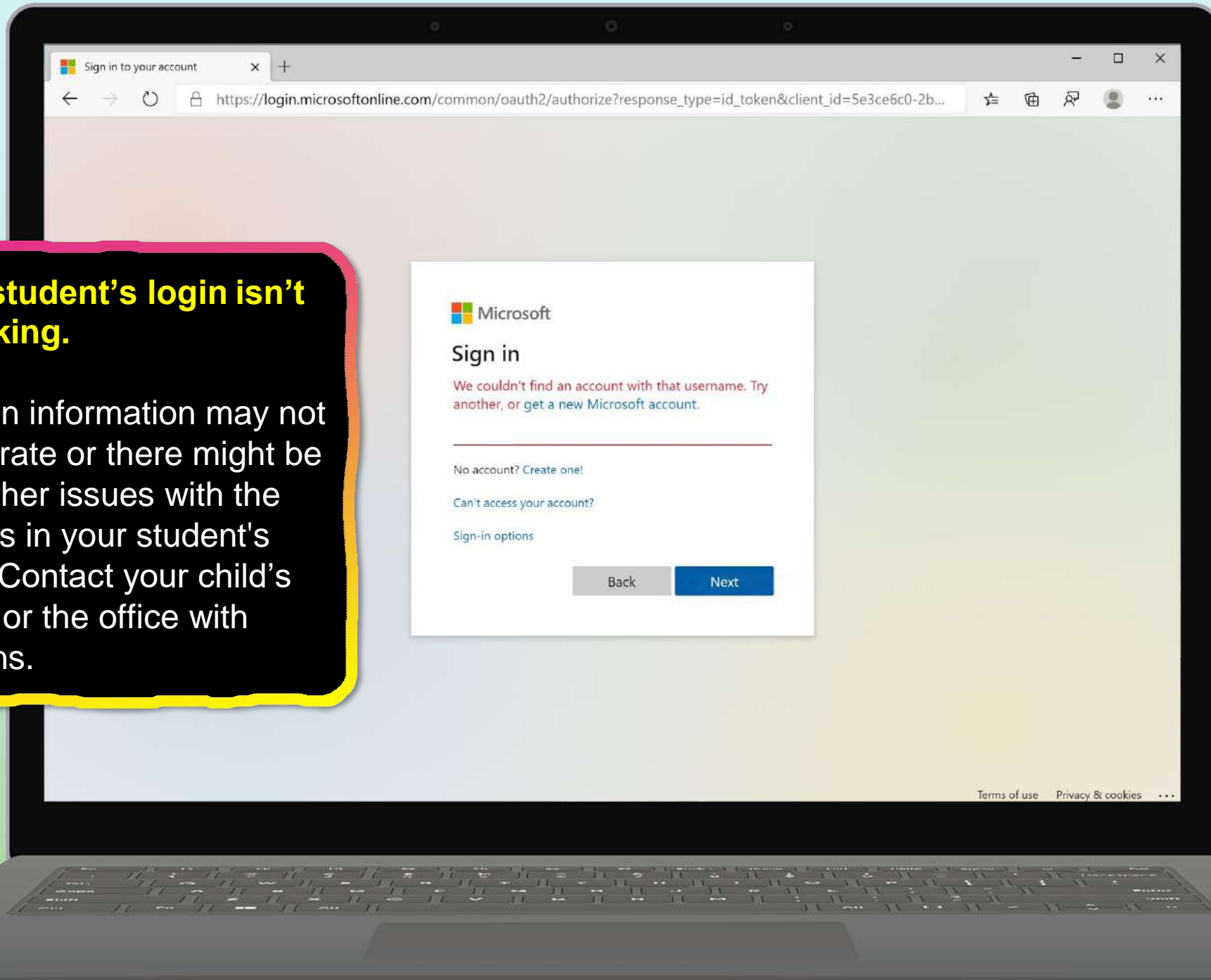
FAQ & Troubleshooting

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



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

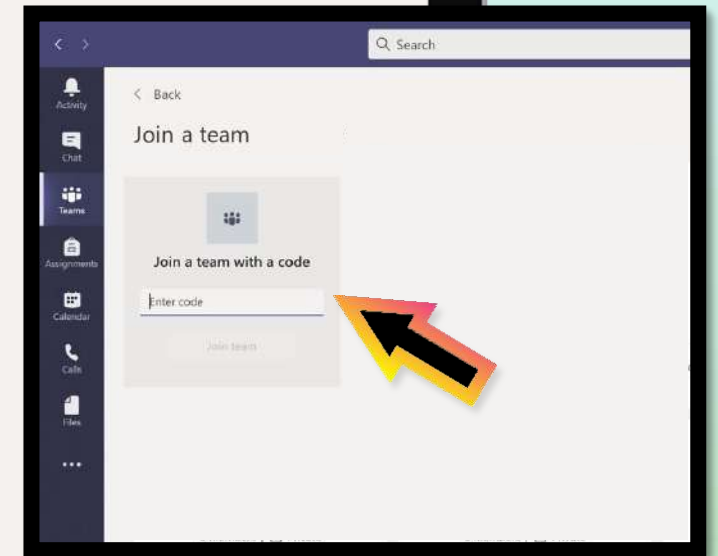
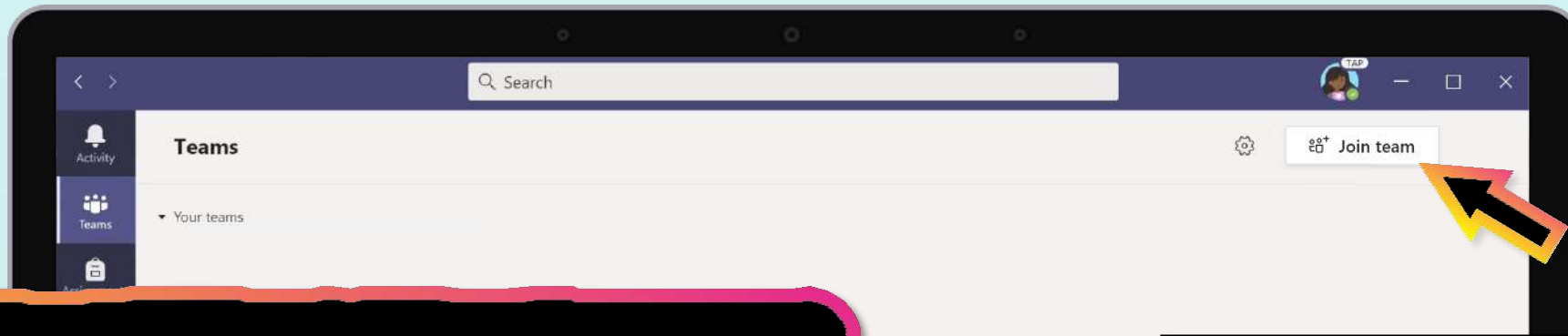
The login information may not be accurate or there might be some other issues with the accounts in your student's school. Contact your child's teacher or the office with questions.

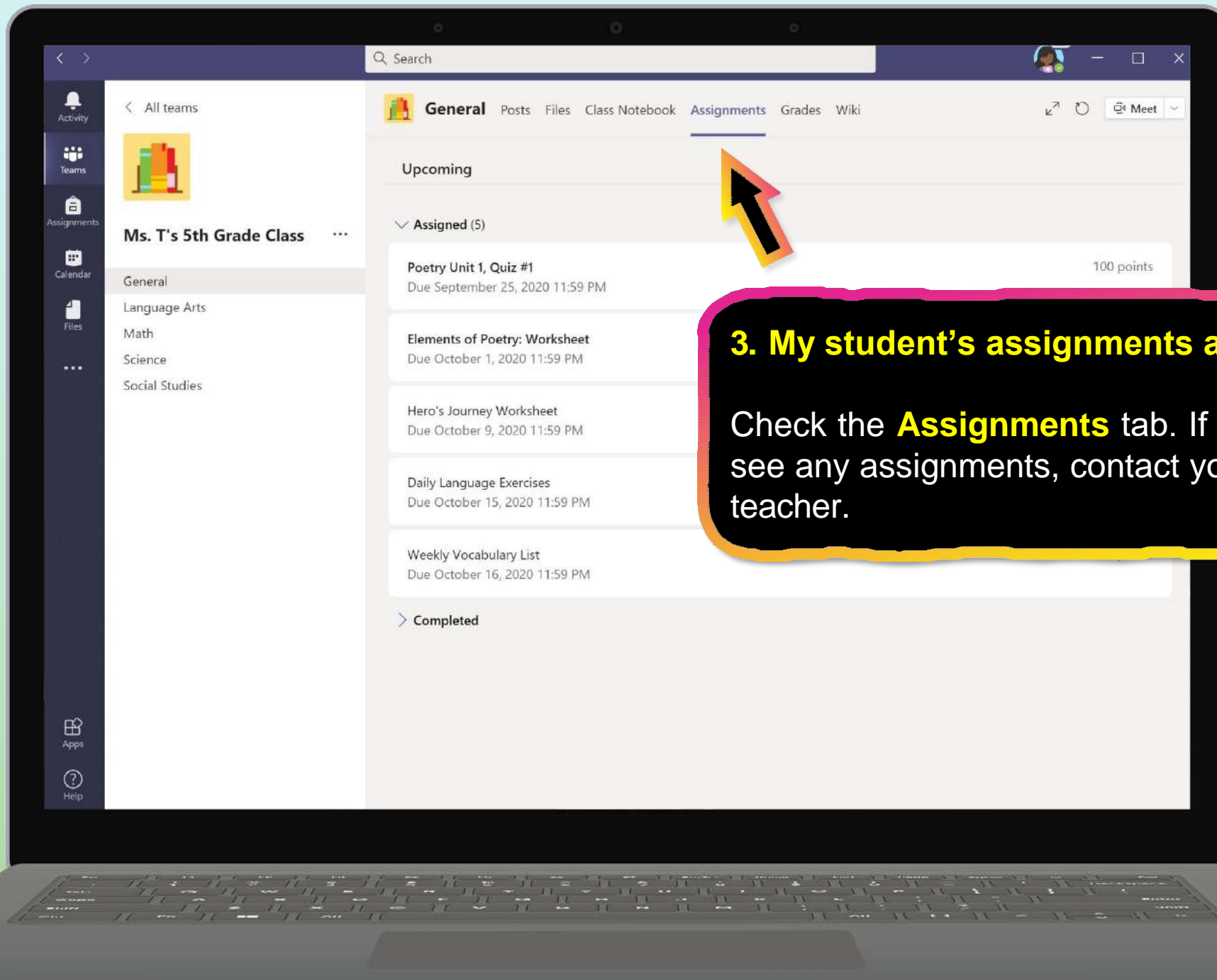


2. I can't find my student's class during set-up.

If you don't see your student's classes after you log in, the teacher may have invited you to join your class team with:

- A join code. From the Teams page, select **Join team** and enter the code.
- A unique link. Ask your student to check their email.





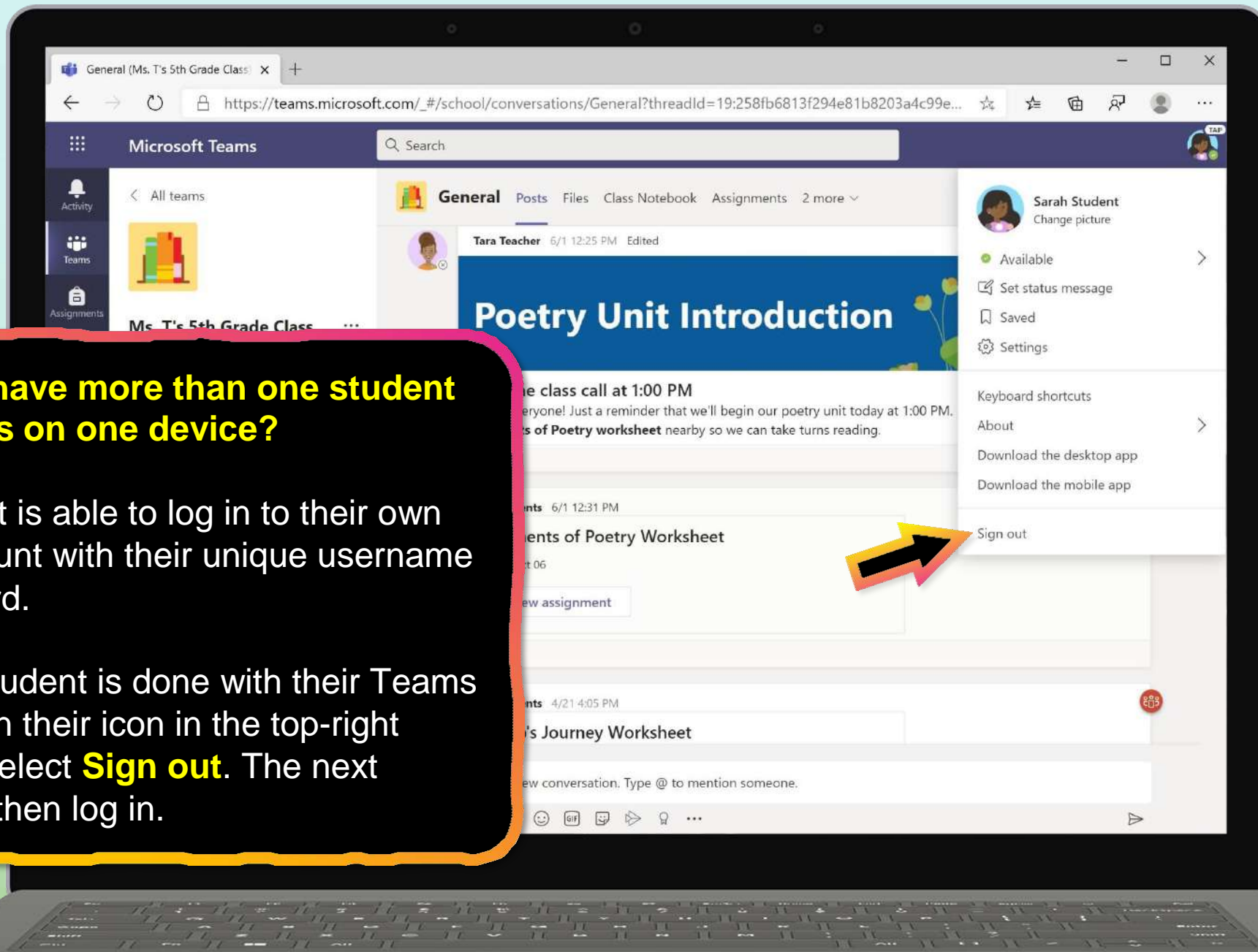
3. My student's assignments are missing.

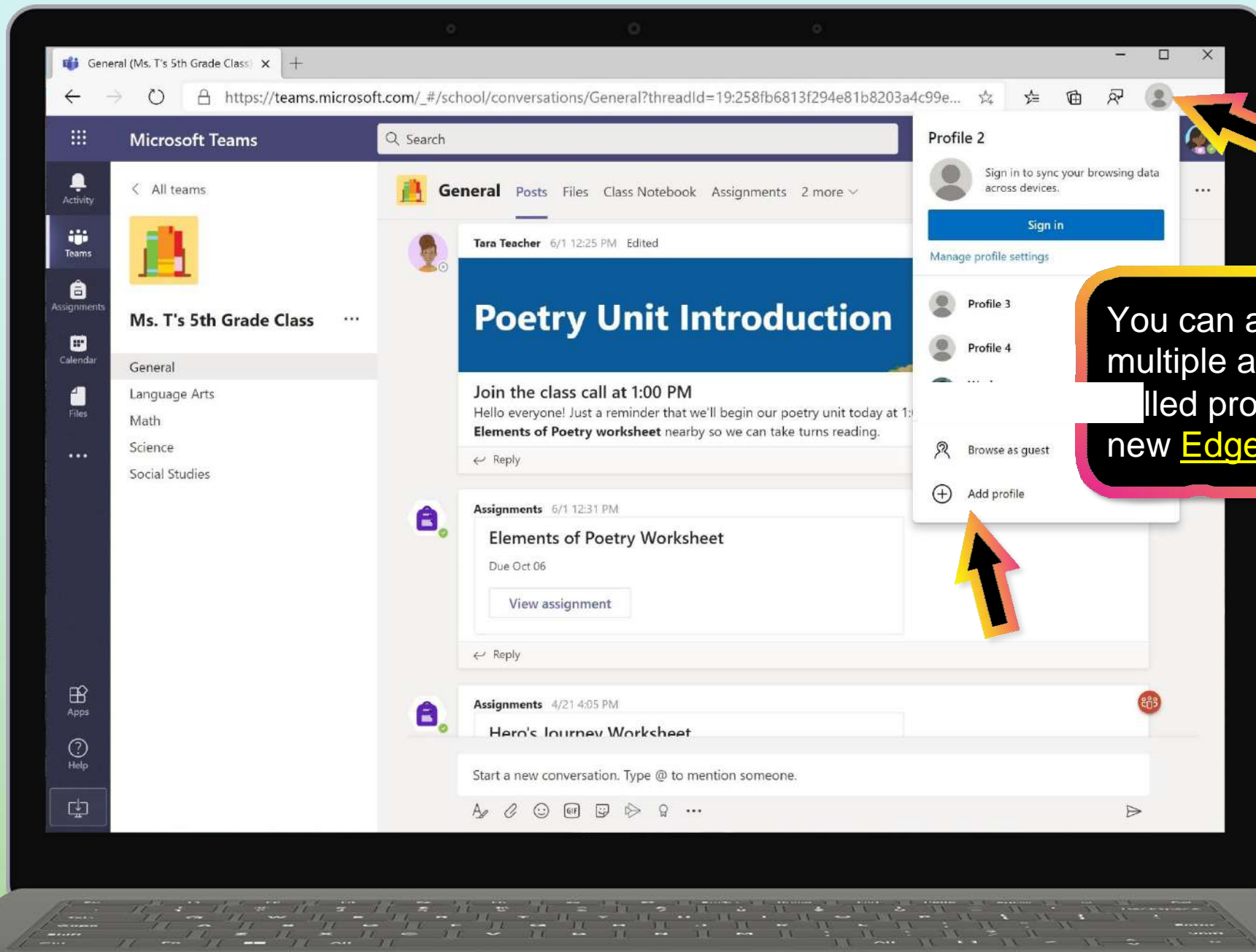
Check the **Assignments** tab. If you don't see any assignments, contact your child's teacher.

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 also create multiple accounts (also called profiles) in the new Edge browser.

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](#)

