

Family & Guardian Guide to Microsoft Teams

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

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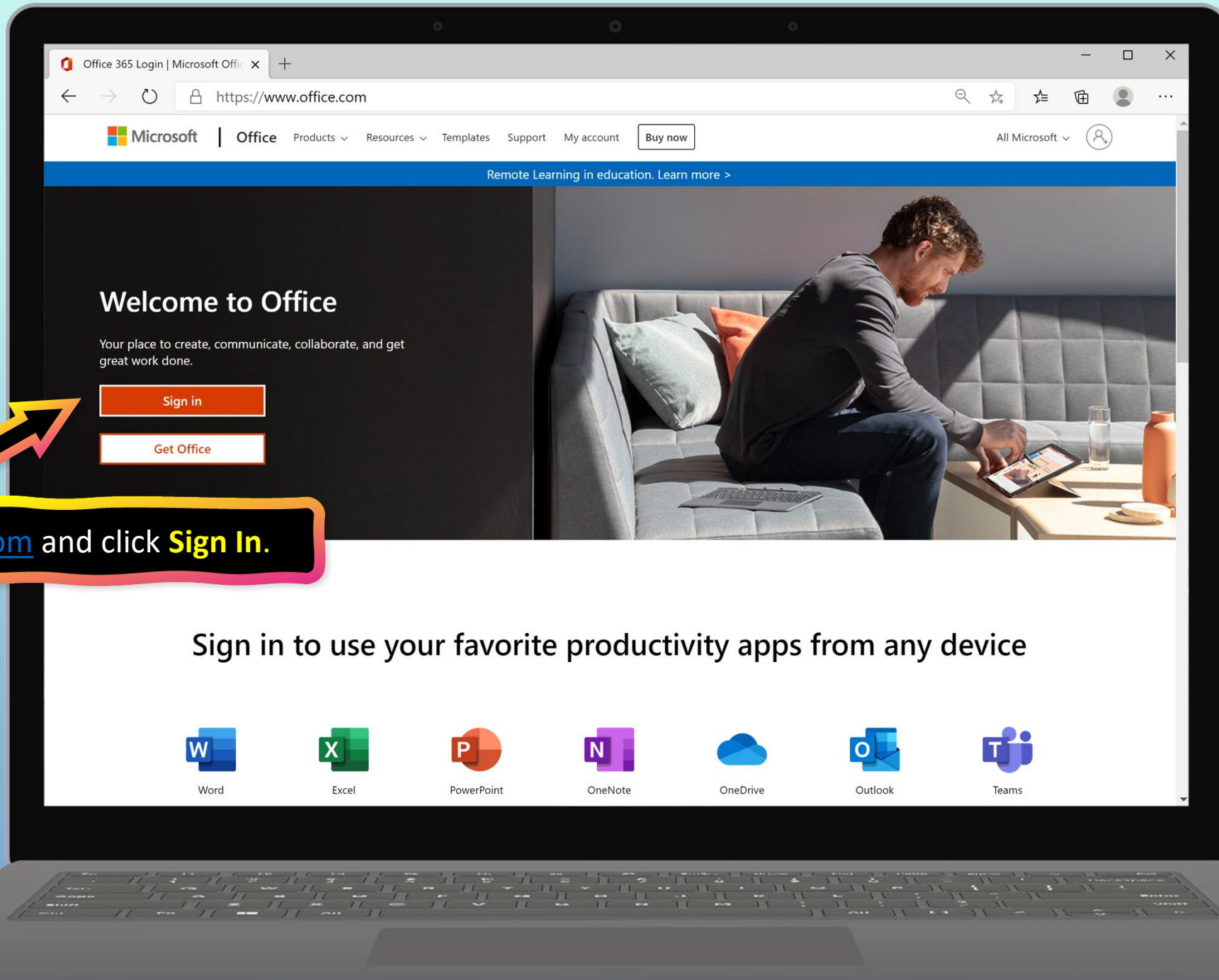


Chapter 1

Get started with Teams

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





Office 365 Login | Microsoft Office

https://www.office.com



Office

Products

Resources

Templates

Support

My account

Buy now

All Microsoft

Remote Learning in education. Learn more >

Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Sign in

Get Office

Go to [Office.com](https://www.office.com) and click **Sign In**.

Sign in to use your favorite productivity apps from any device



Word



Excel



PowerPoint



OneNote



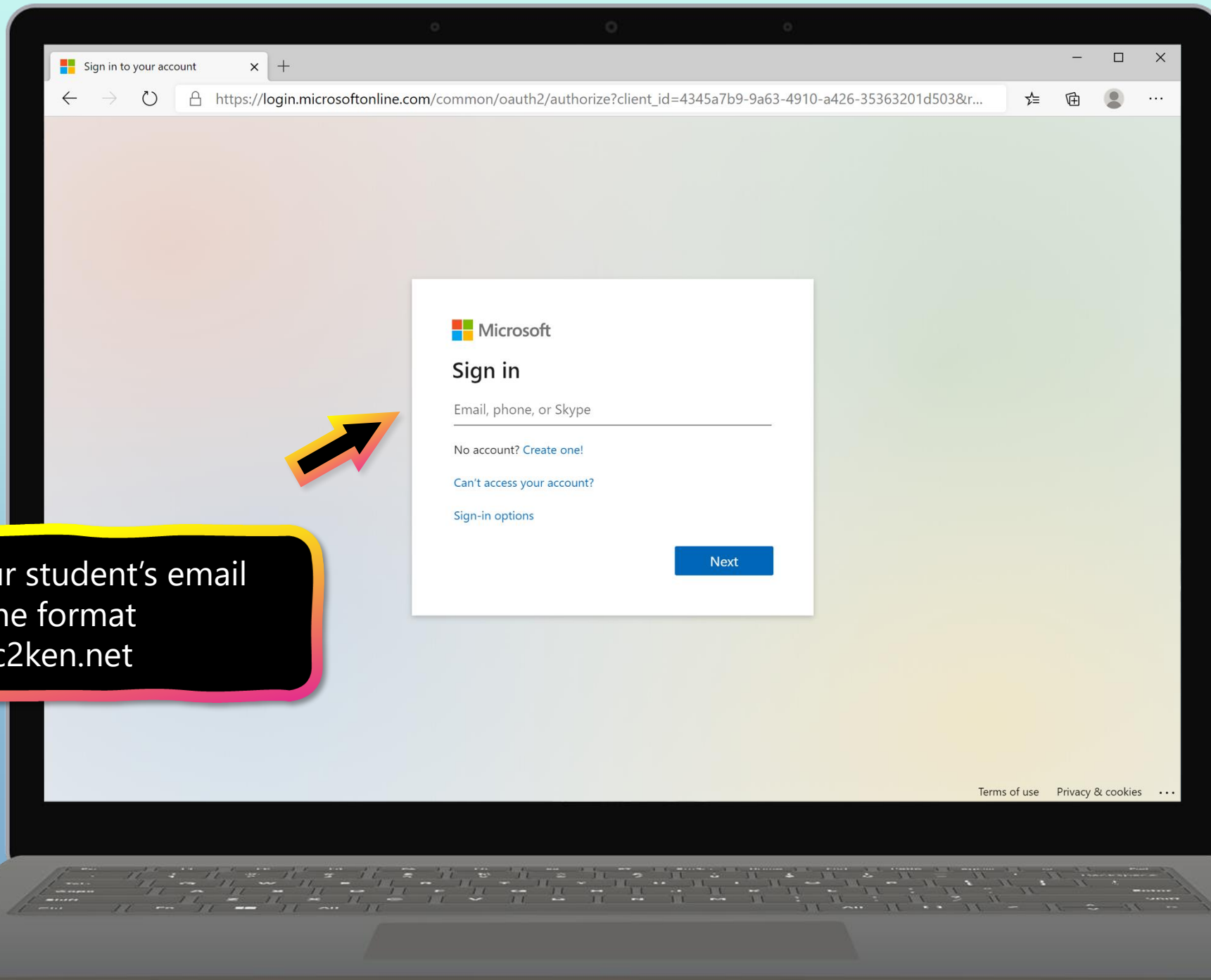
OneDrive



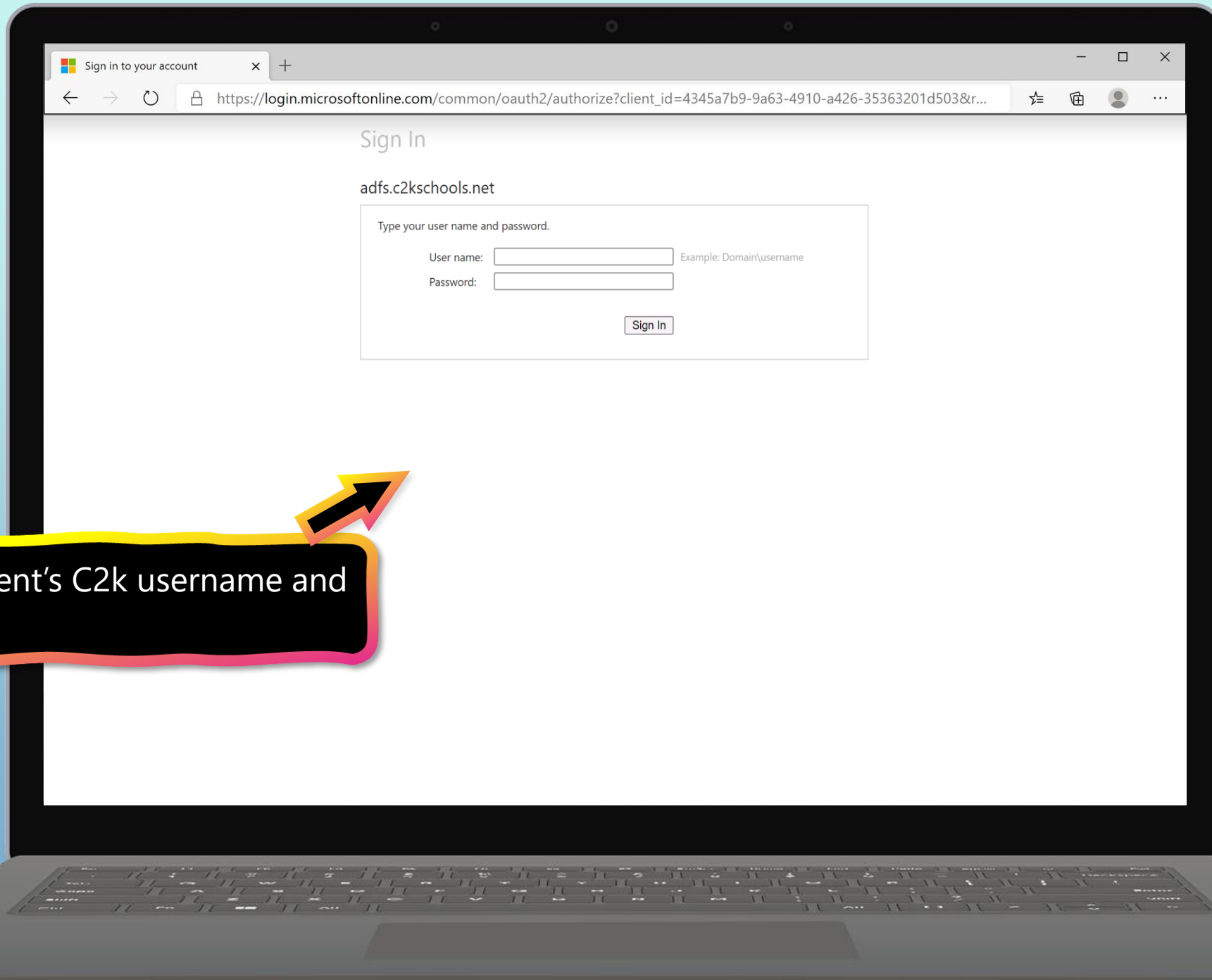
Outlook



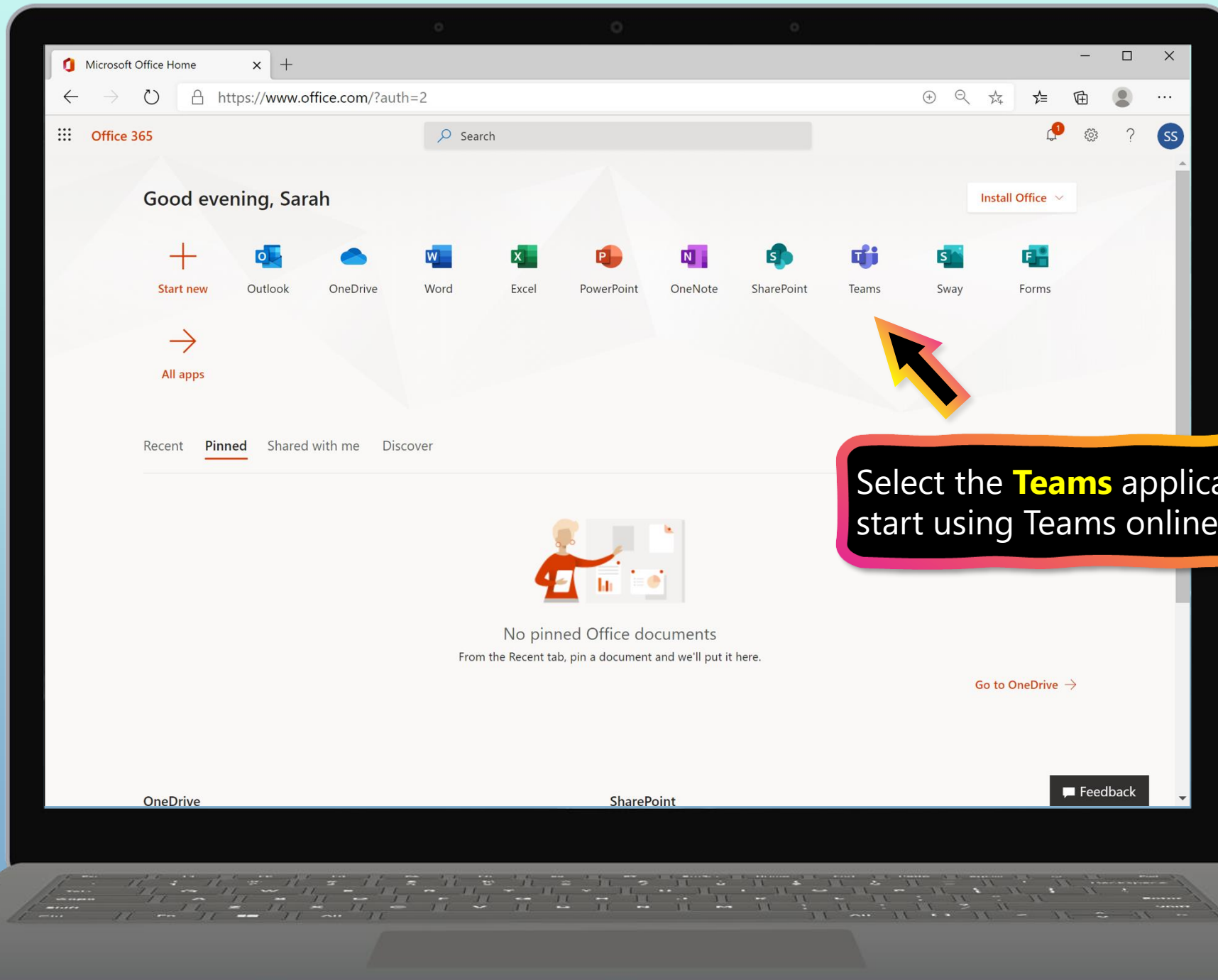
Teams



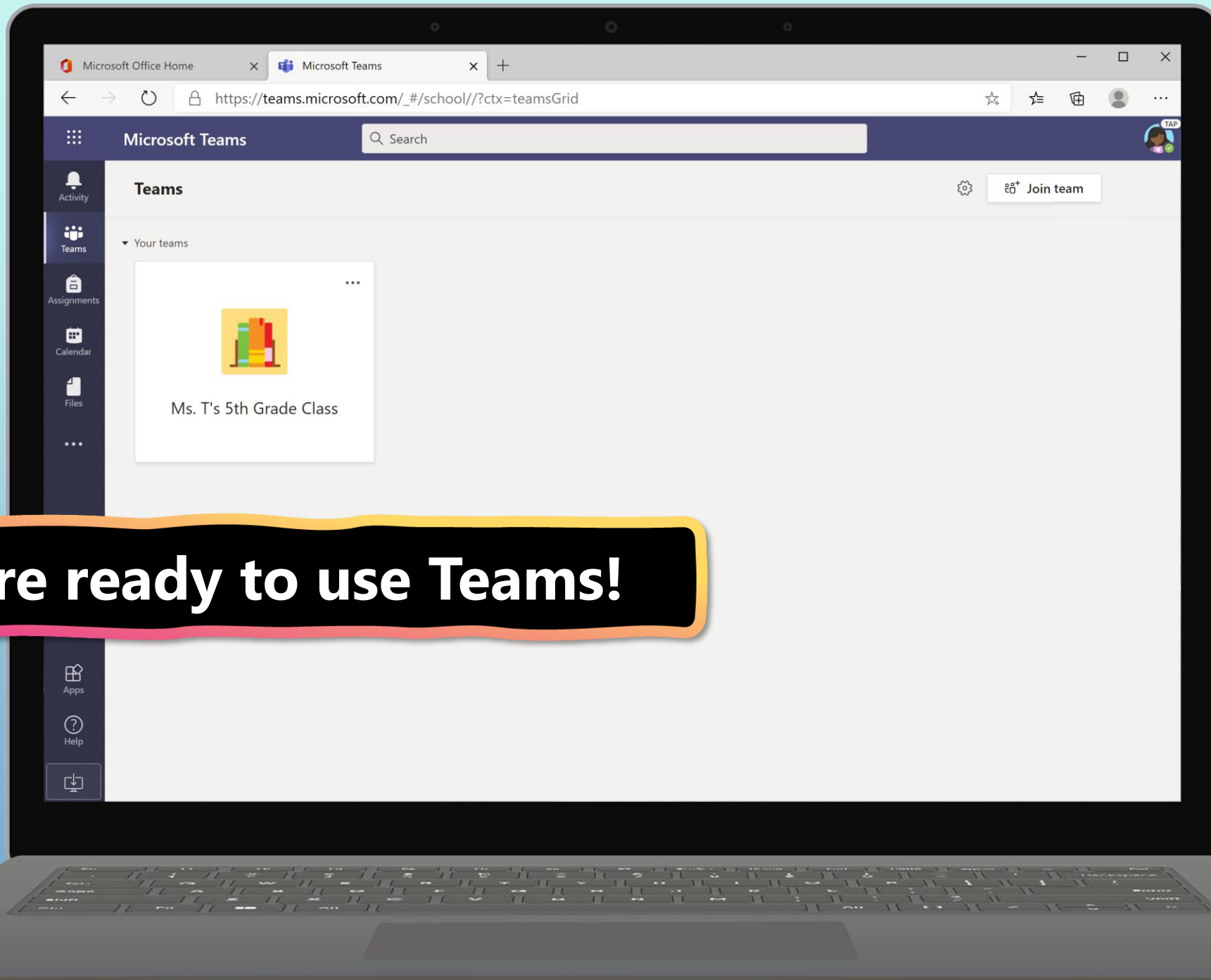
Sign in with your student's email address using the format <username>@c2ken.net



Enter your student's C2k username and password.



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



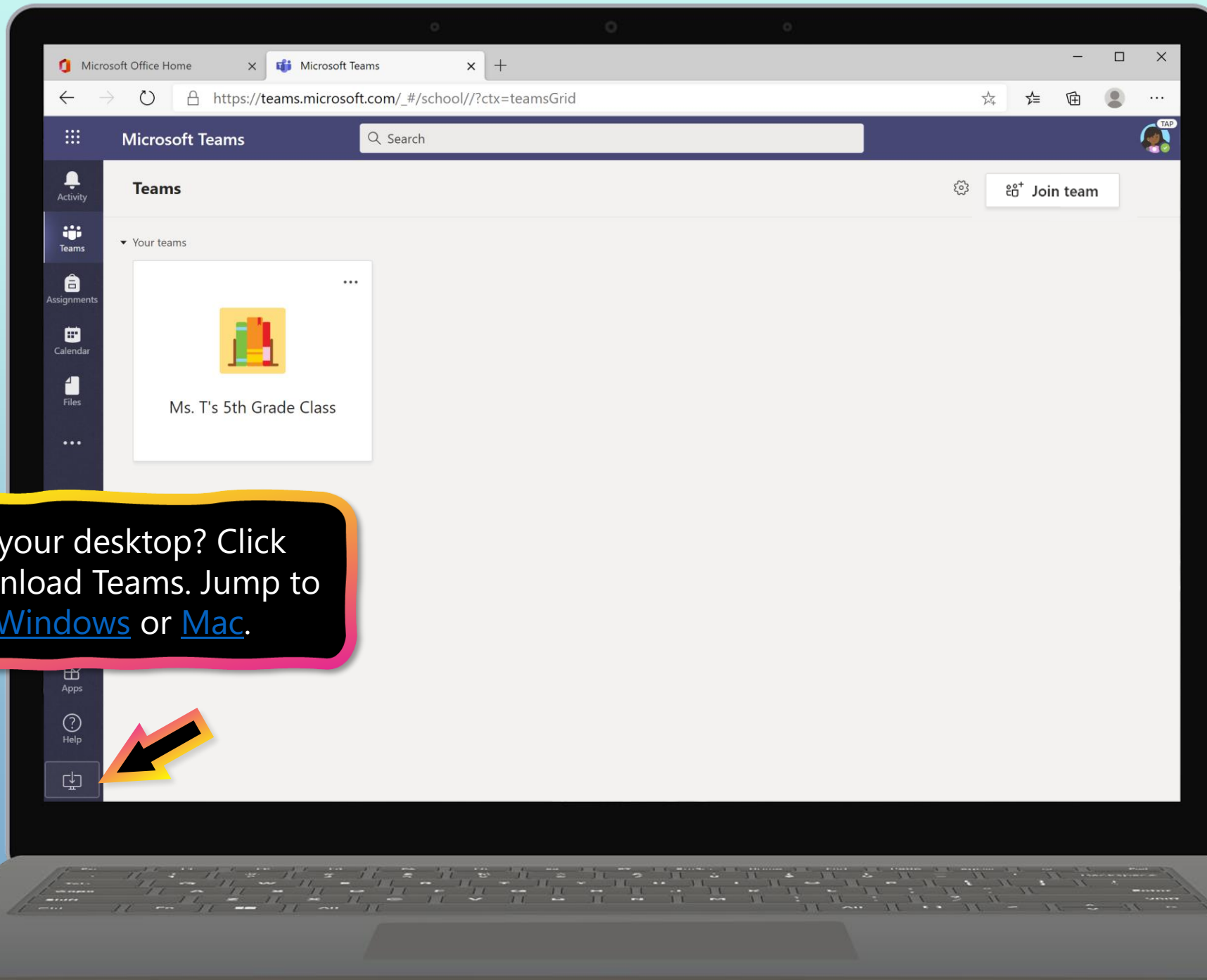
You're ready to use Teams!

Chapter 1

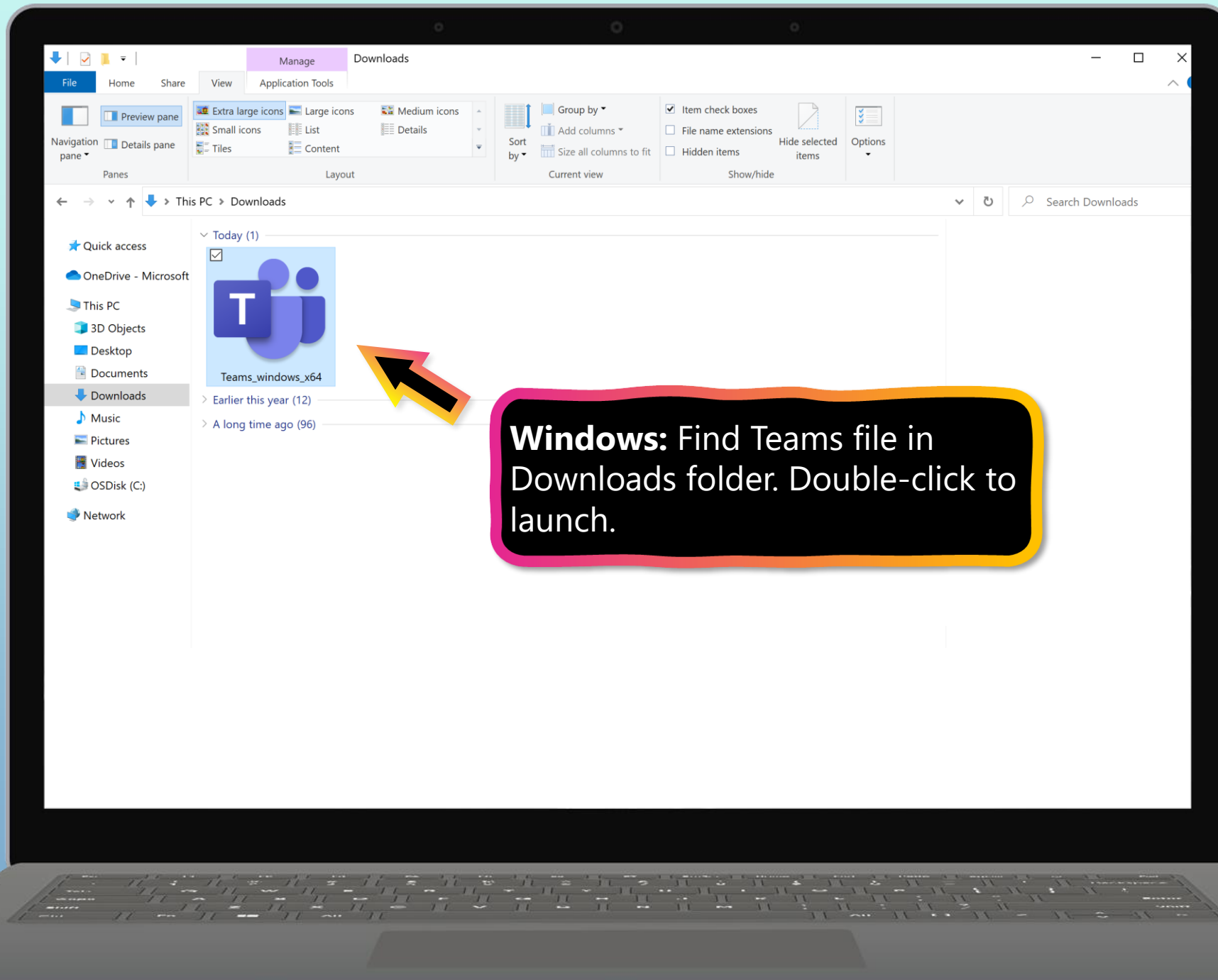
Get started with Teams

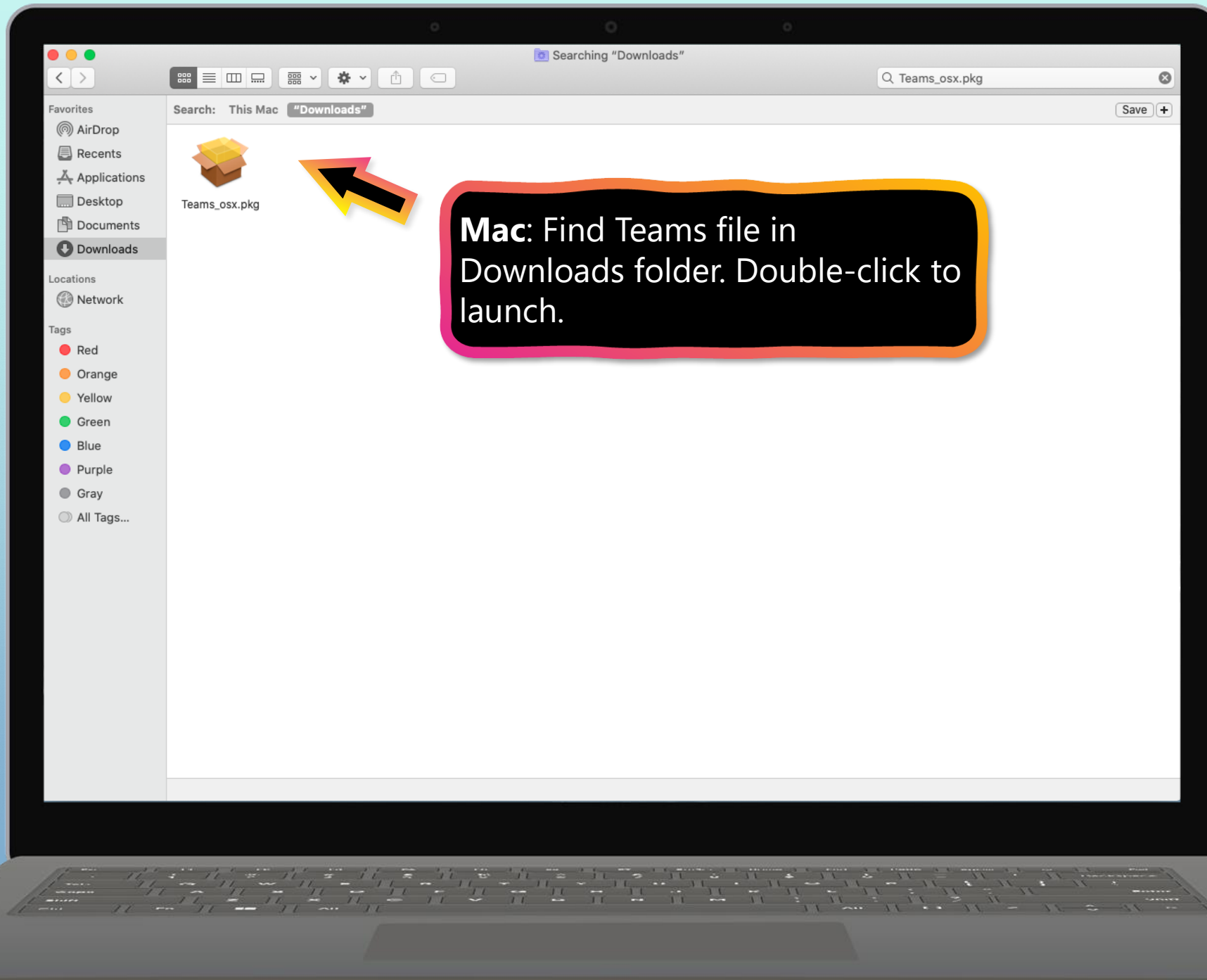
1. [Sign into Teams online](#)
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3. [Download Teams on mobile device](#)





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





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

Chapter 1

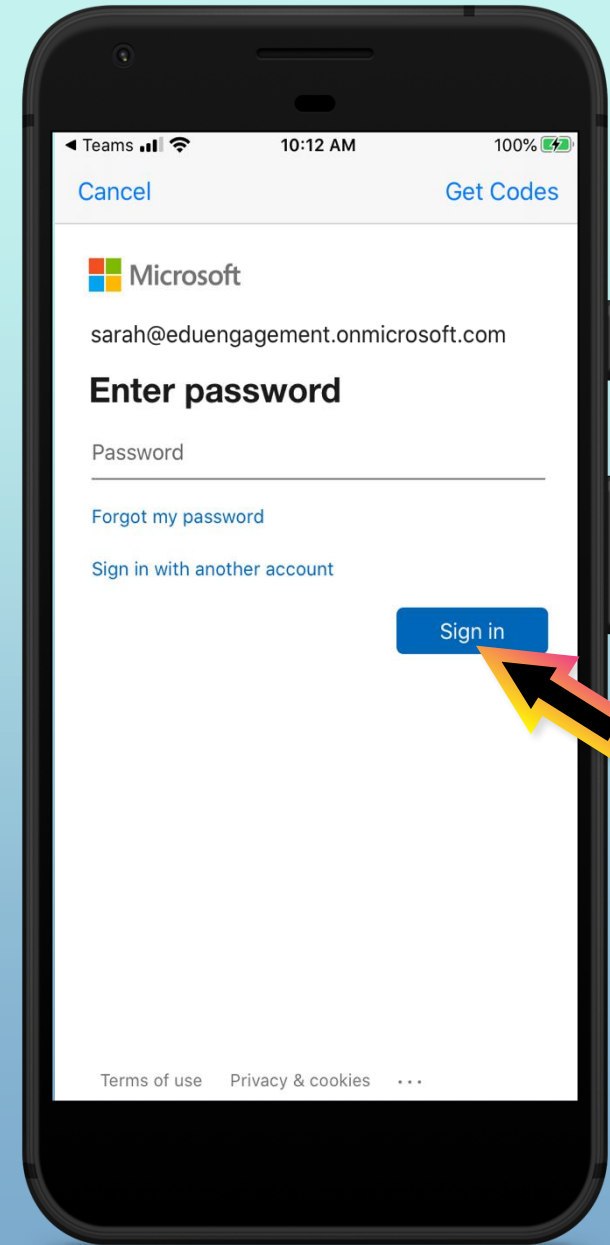
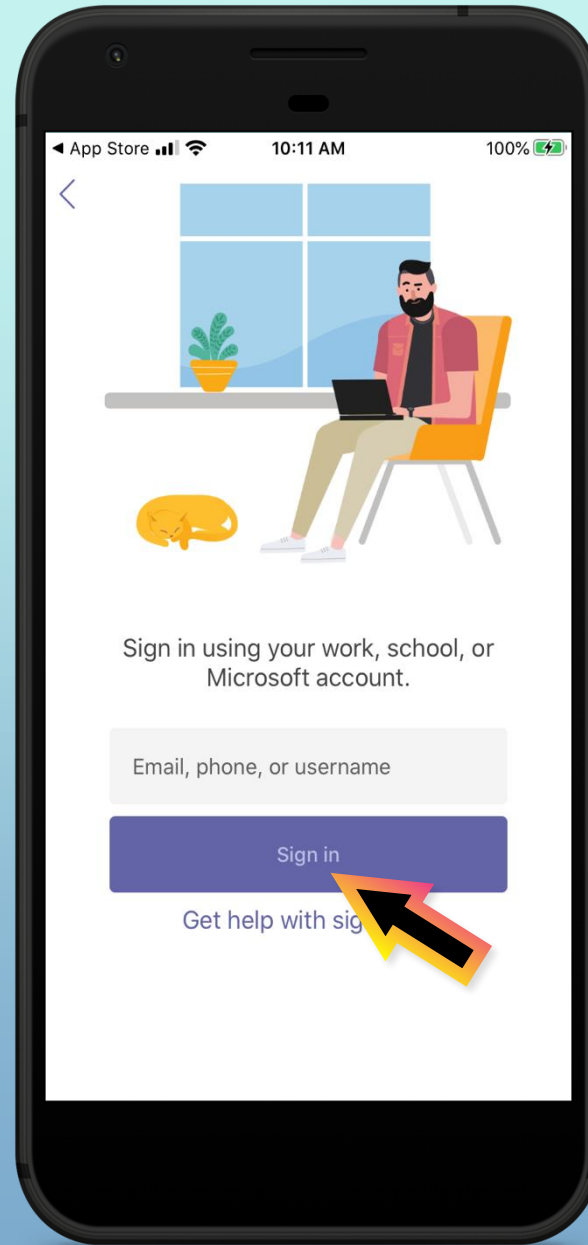
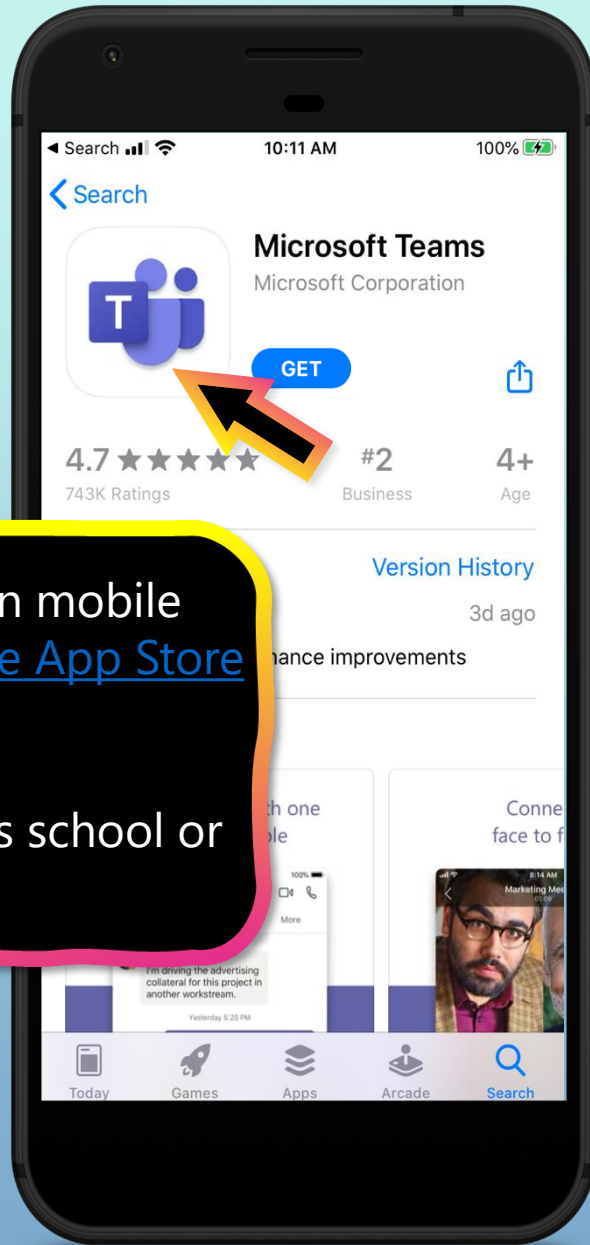
Get started with Teams

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](#).

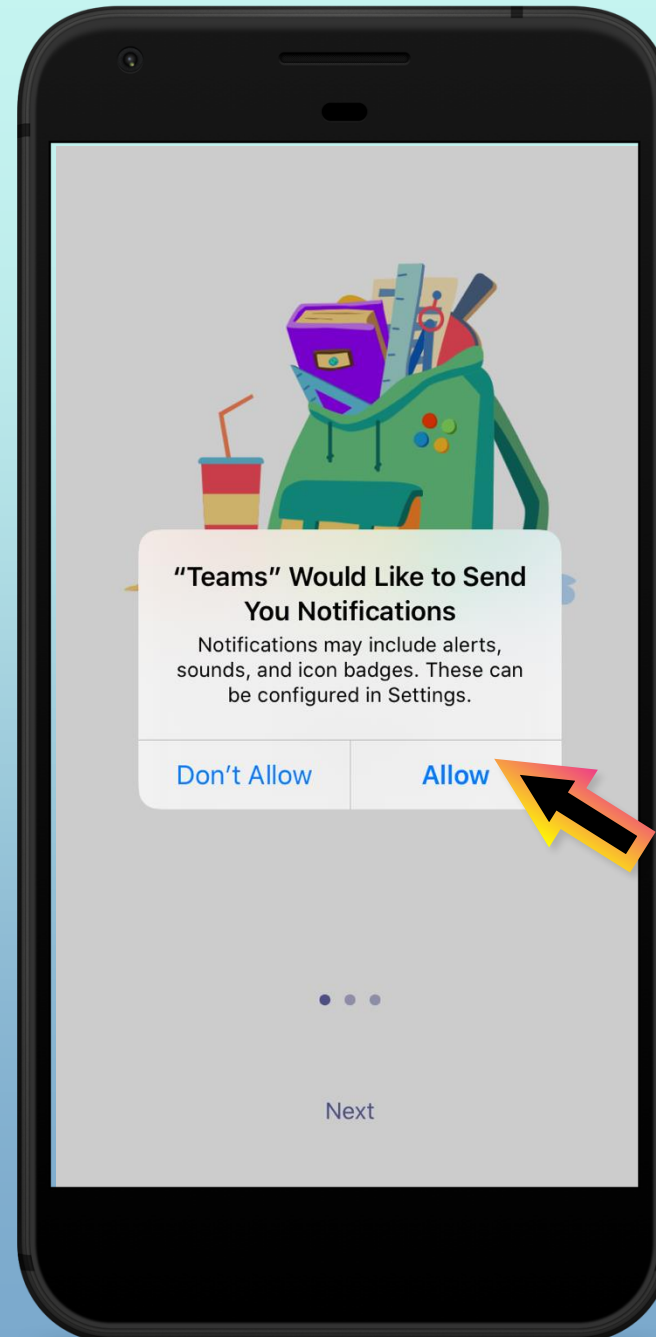
Enter your student's school or work account.



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.

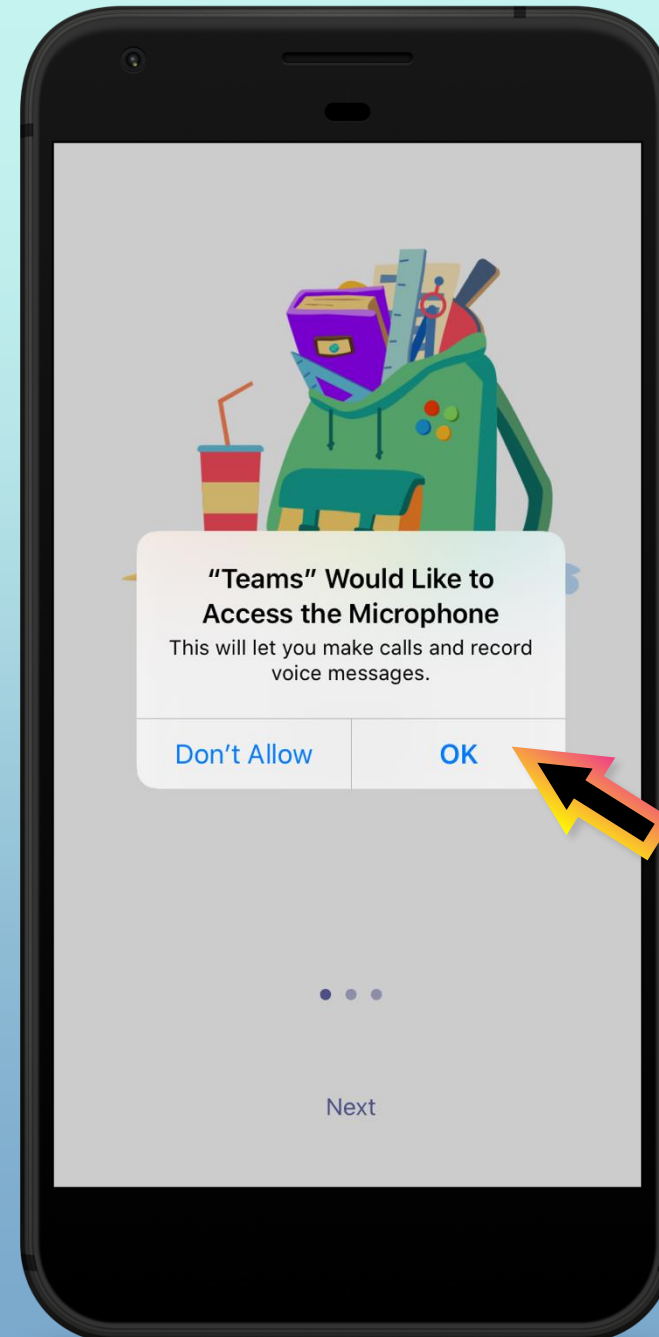
You can adjust this in **Settings**.



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



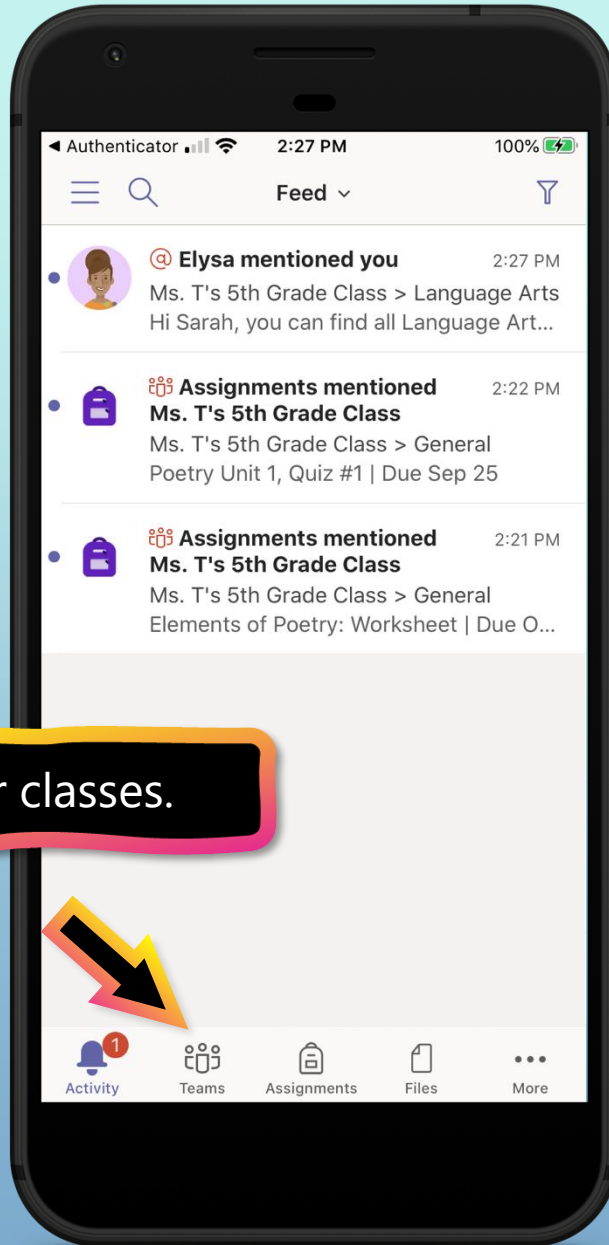
Speak up. Share out.
Soar on.



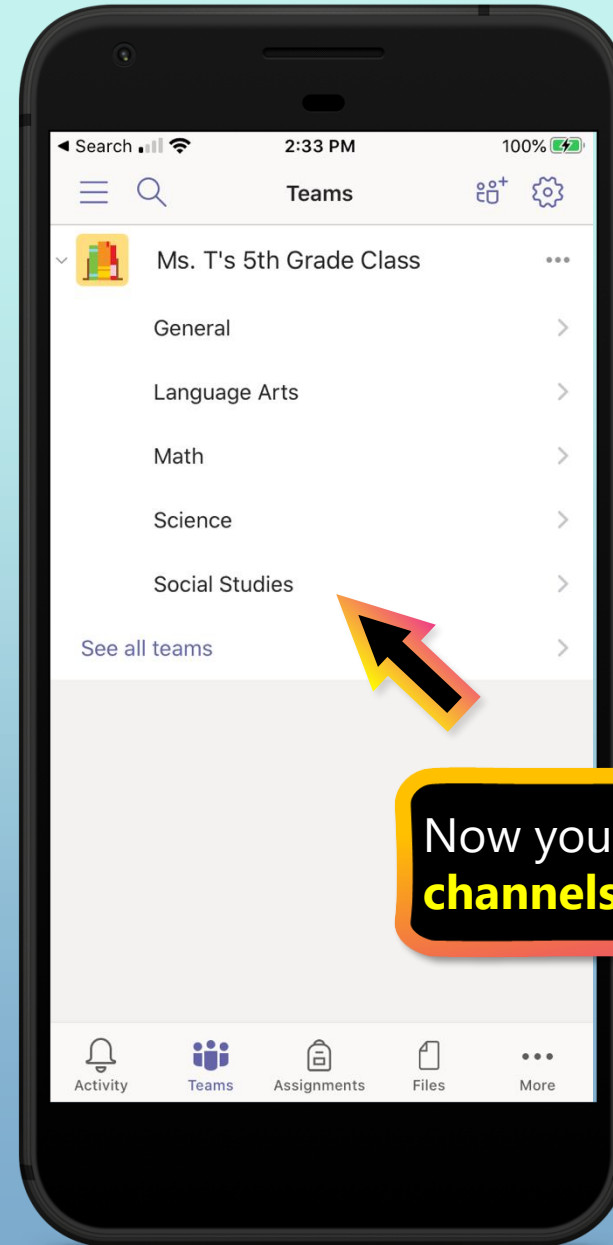
Got it

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





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



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

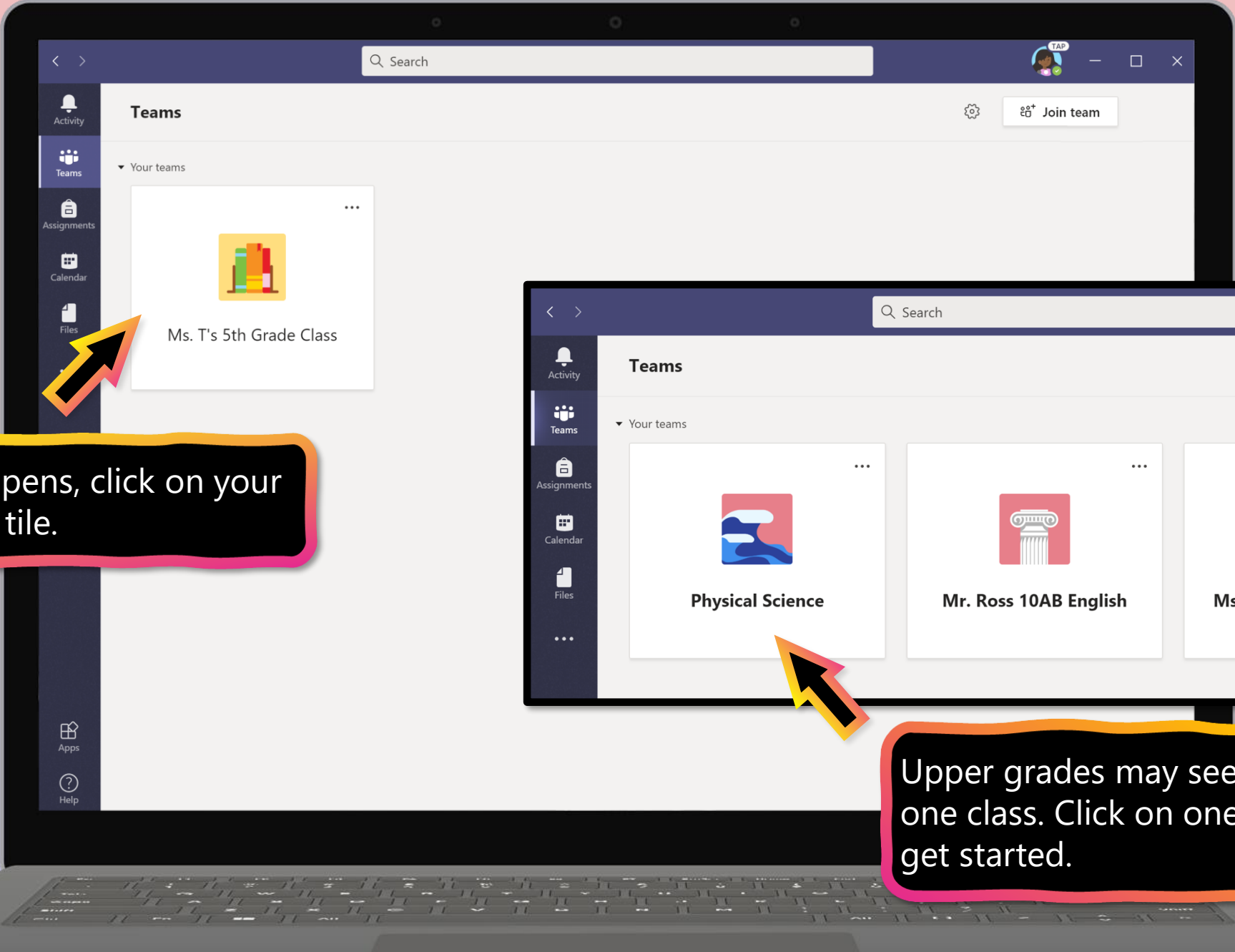


Chapter 2

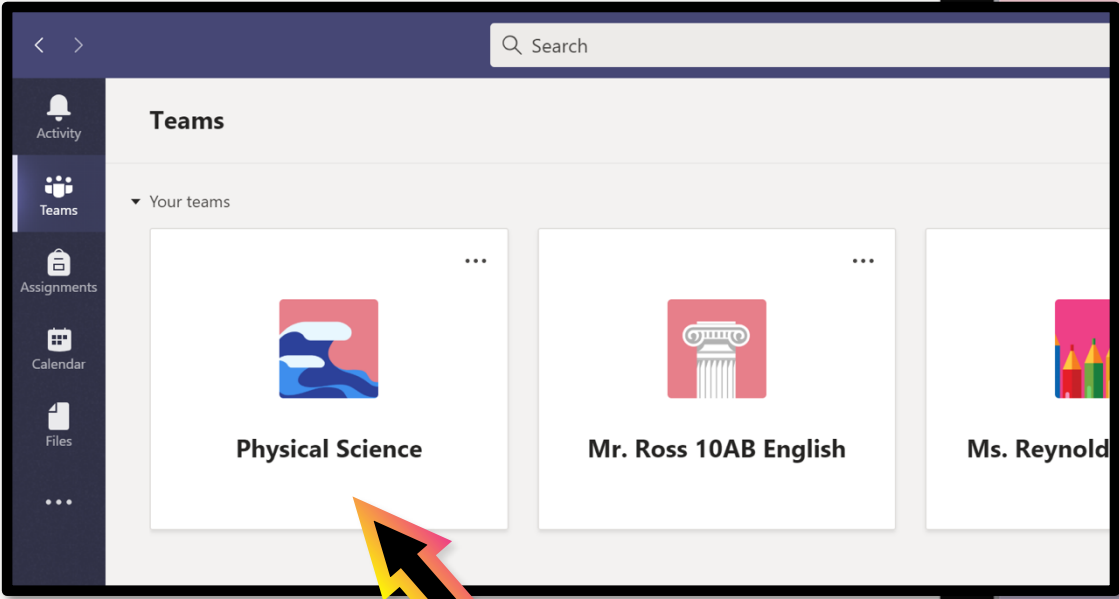
How to help your student use Teams

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2. [View and turn in assignments](#)
3. [Attend a virtual class](#)
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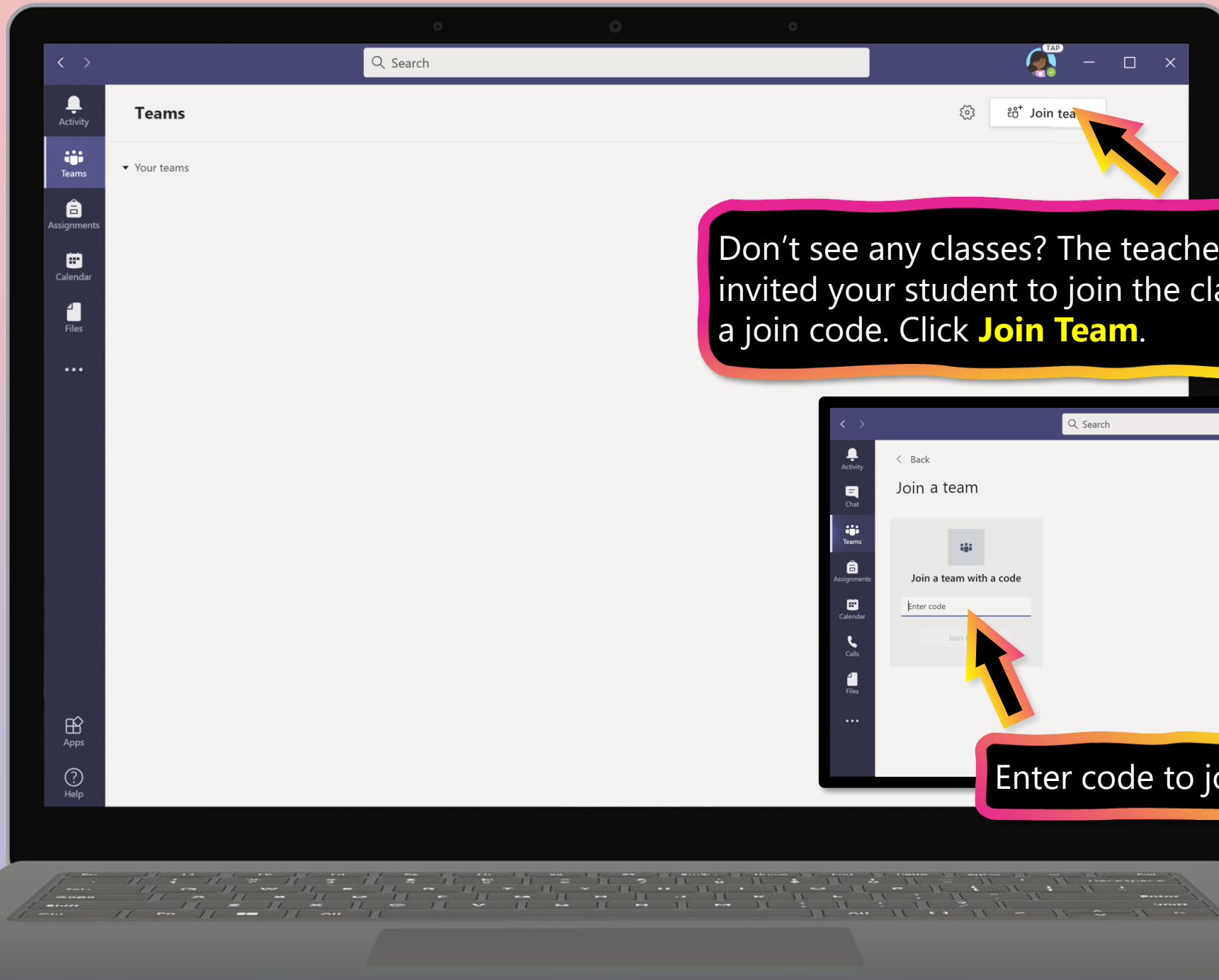




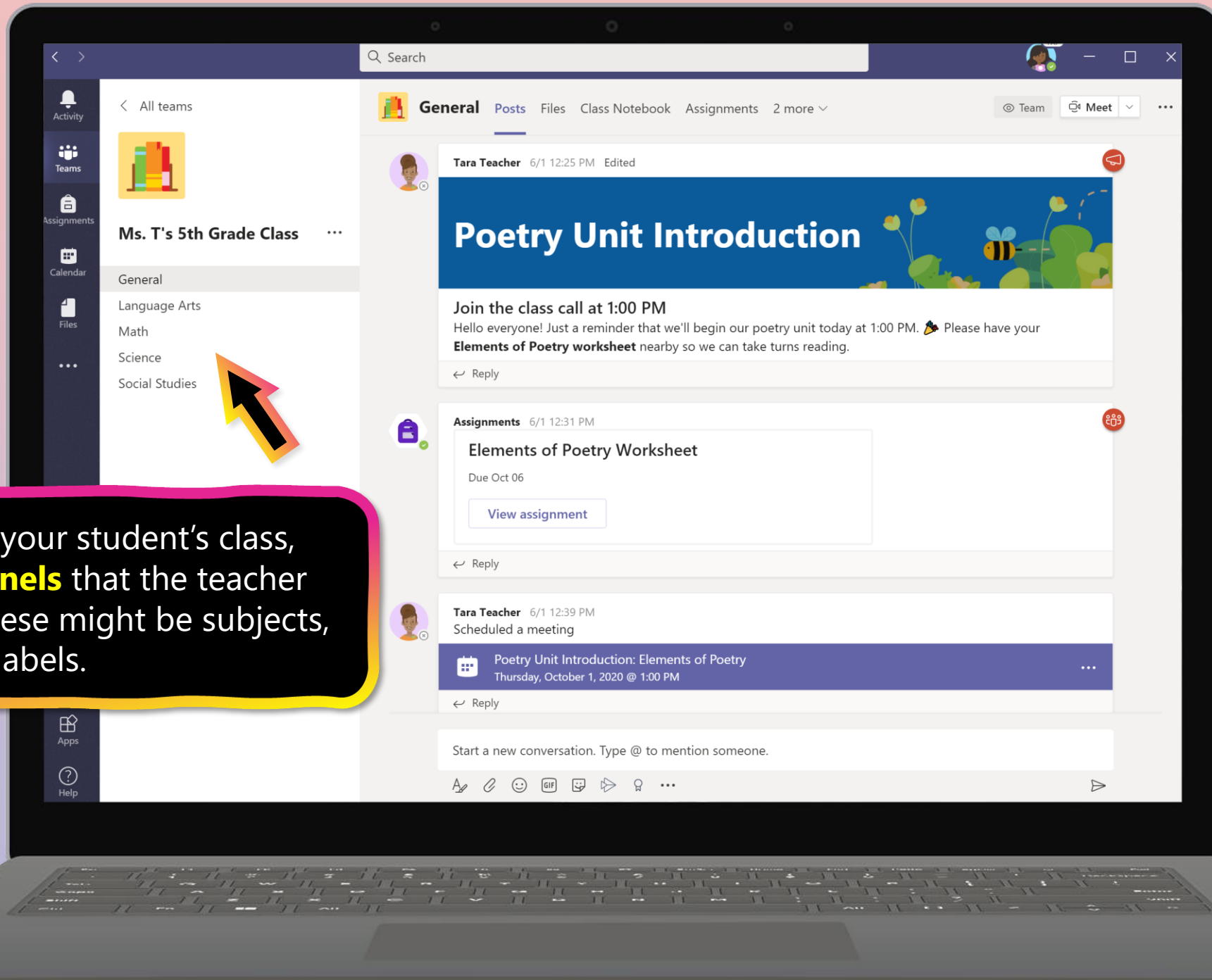
When Teams opens, click on your student's class tile.



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



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



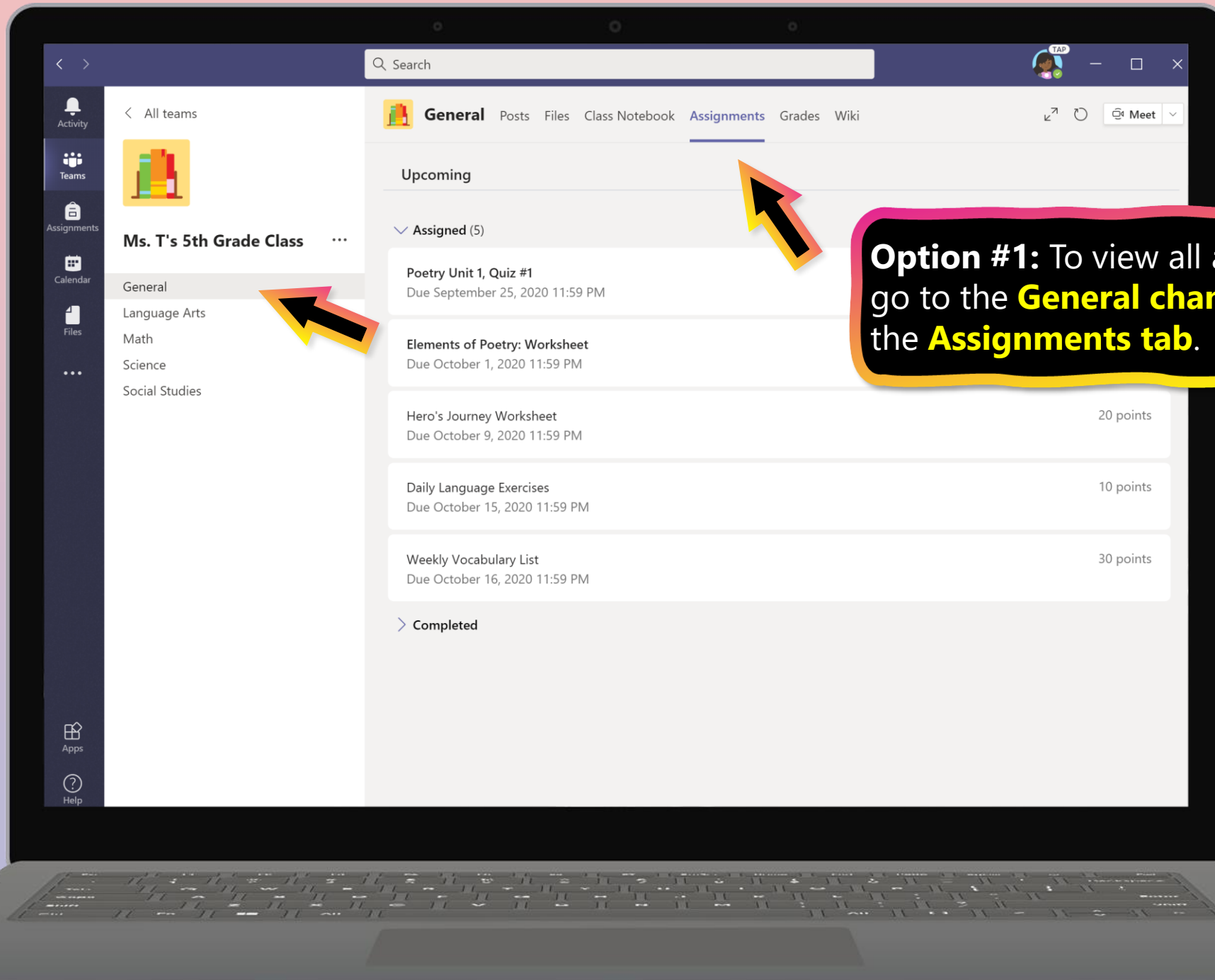
Chapter 2

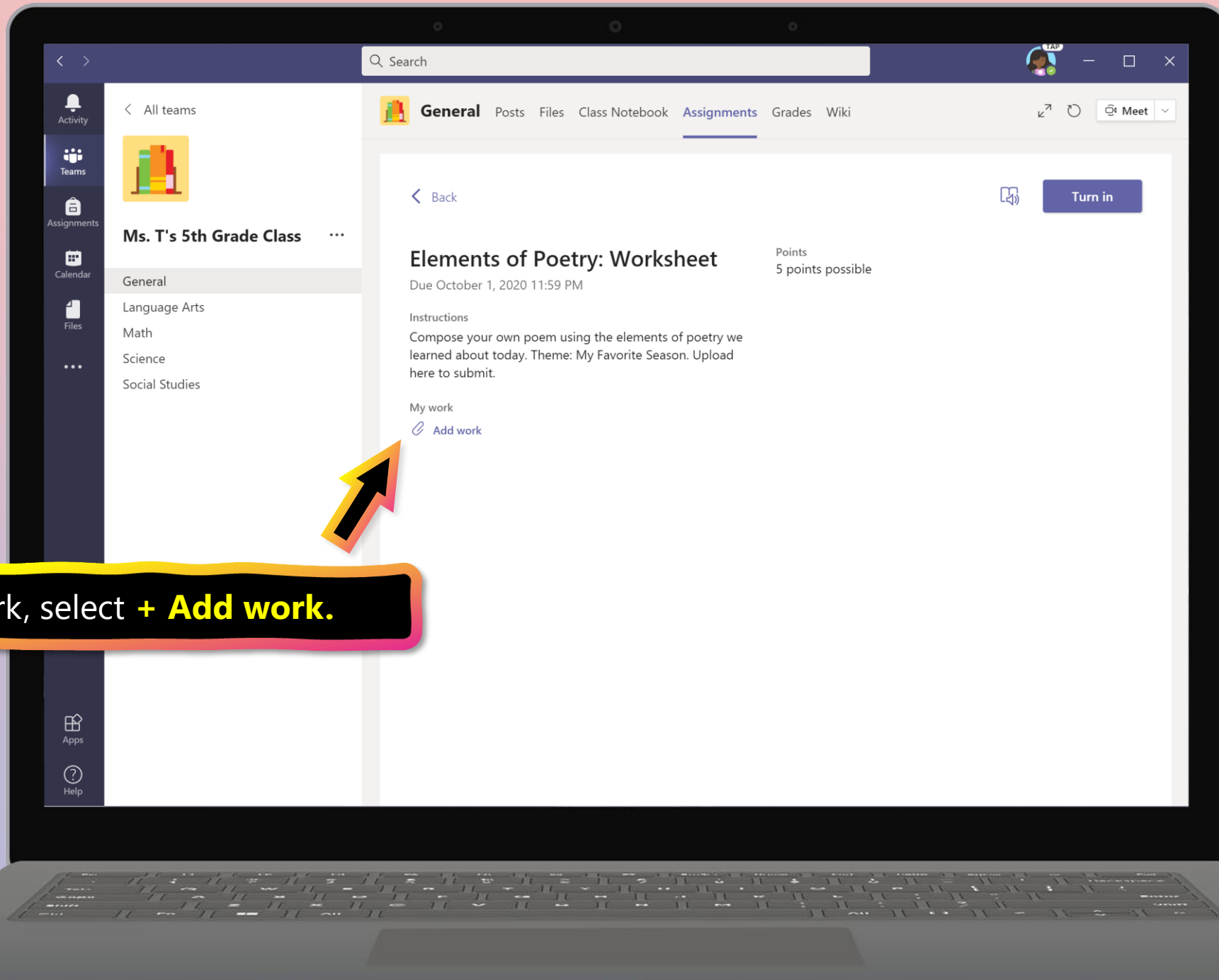
How to help your student use Teams

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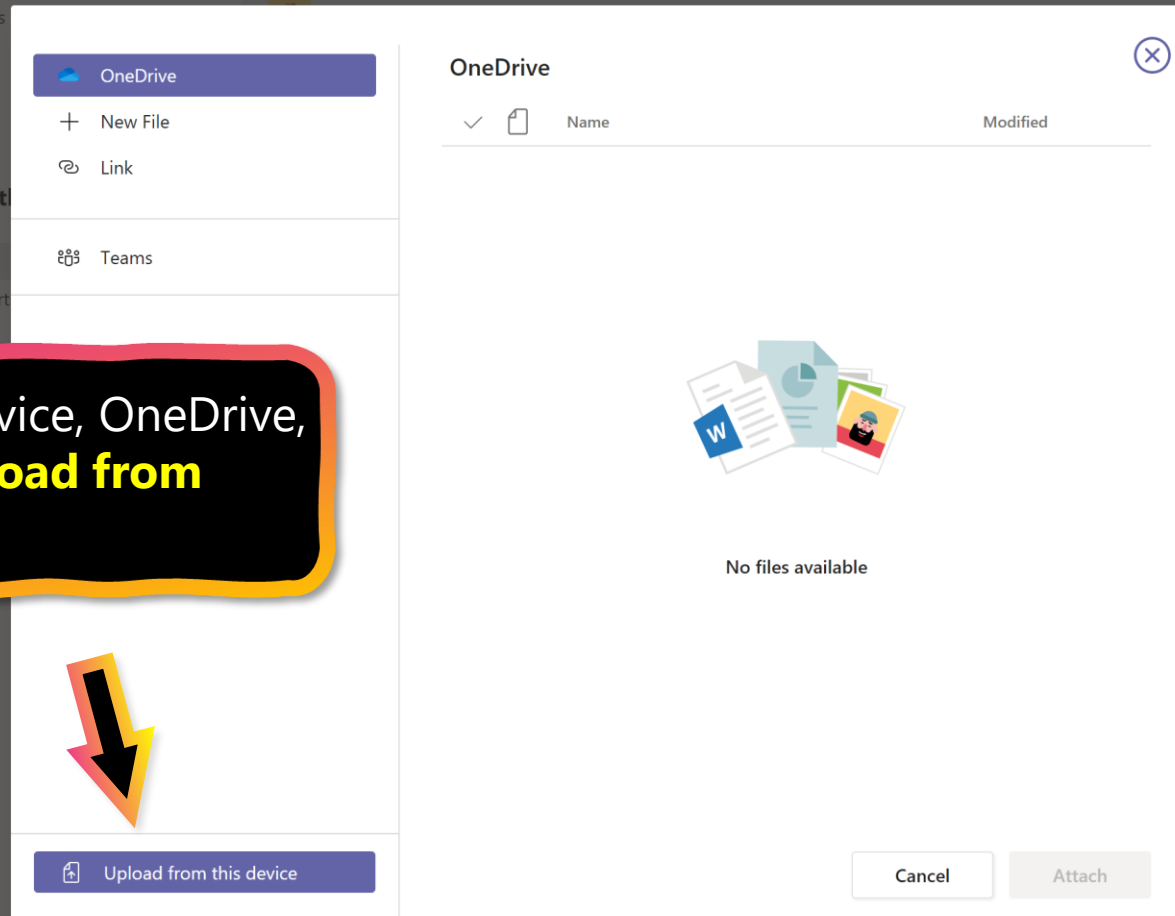
Assignments can be viewed and submitted many ways on Teams. Here are some common options.

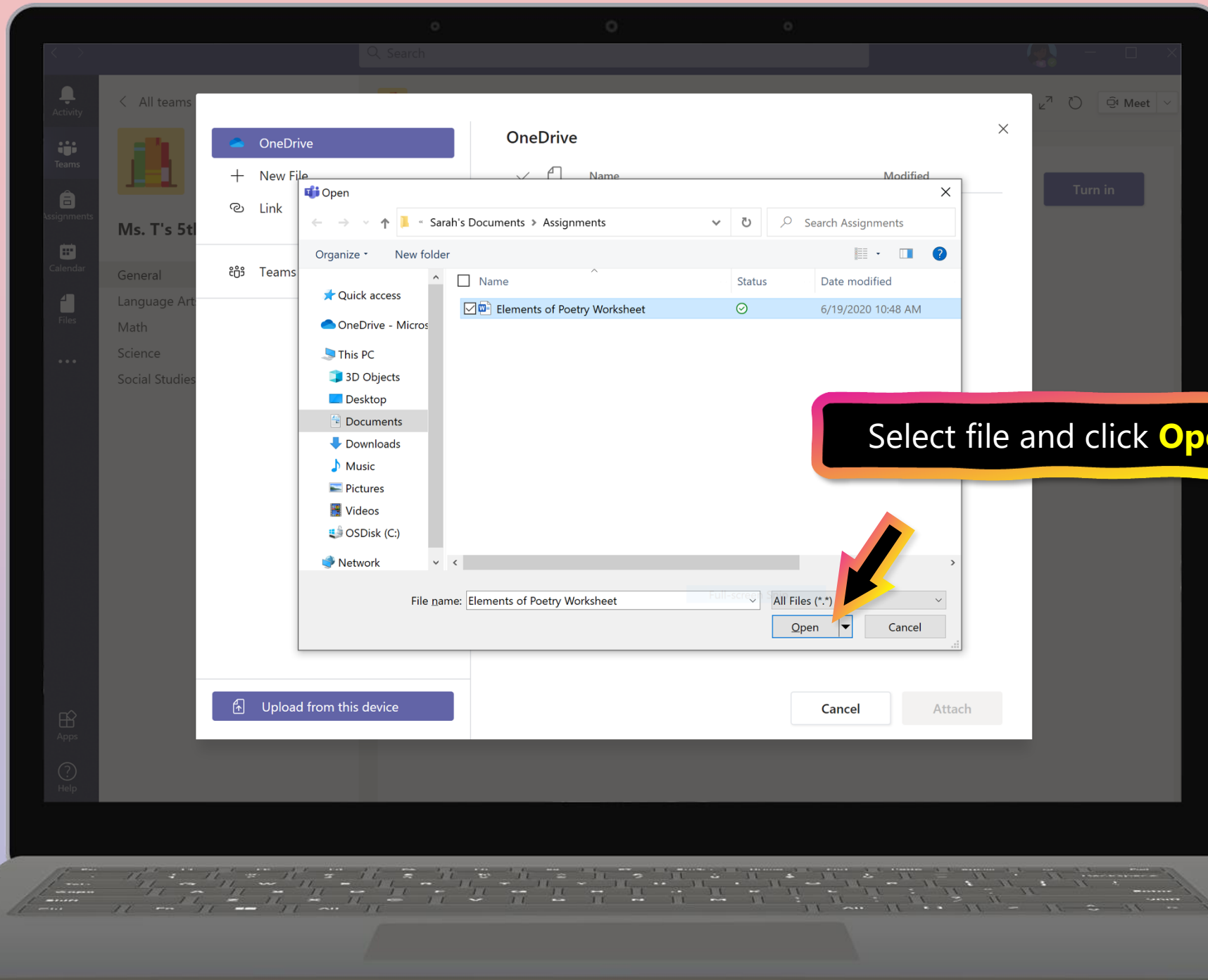


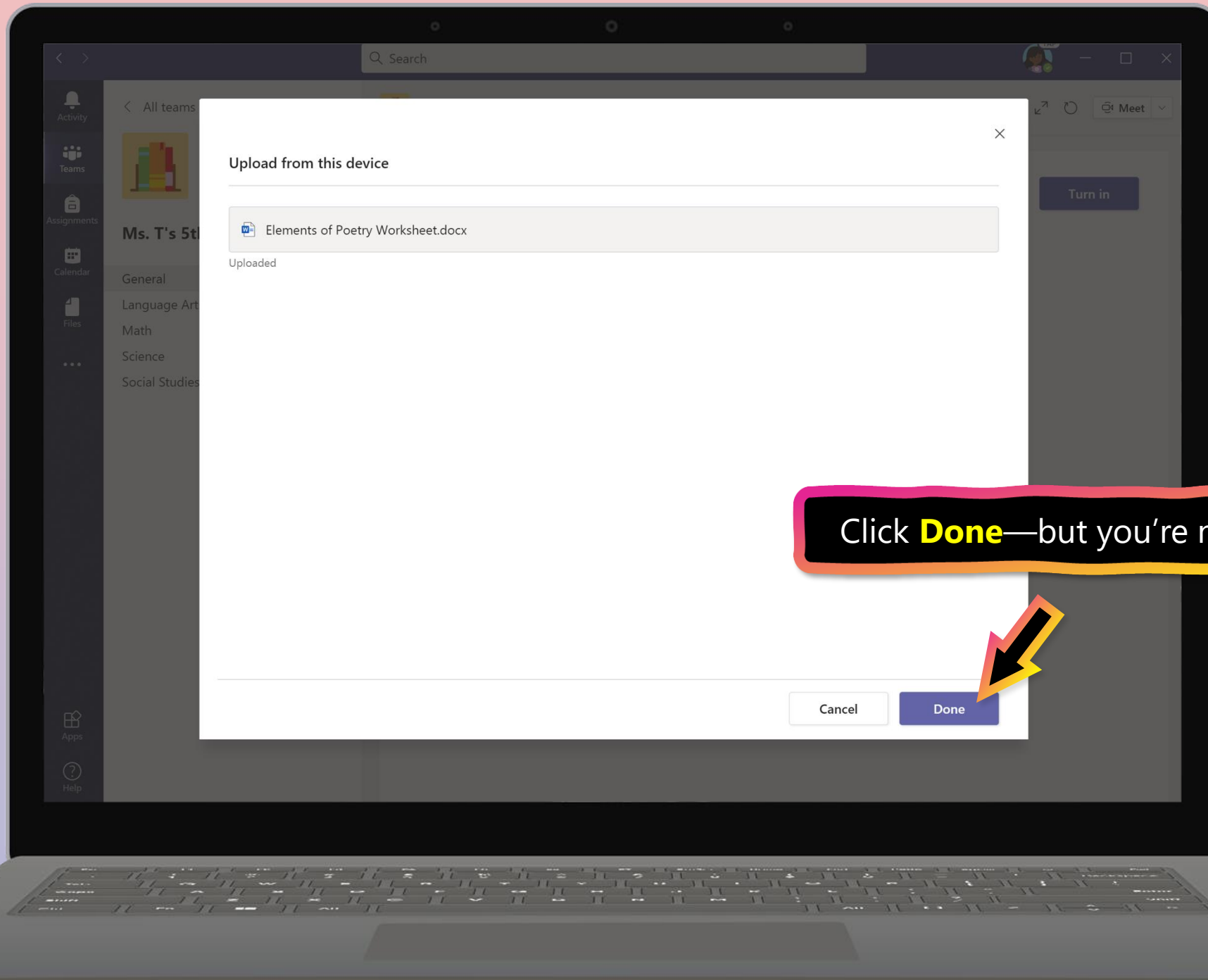


To **upload** work, select **+ Add work**.

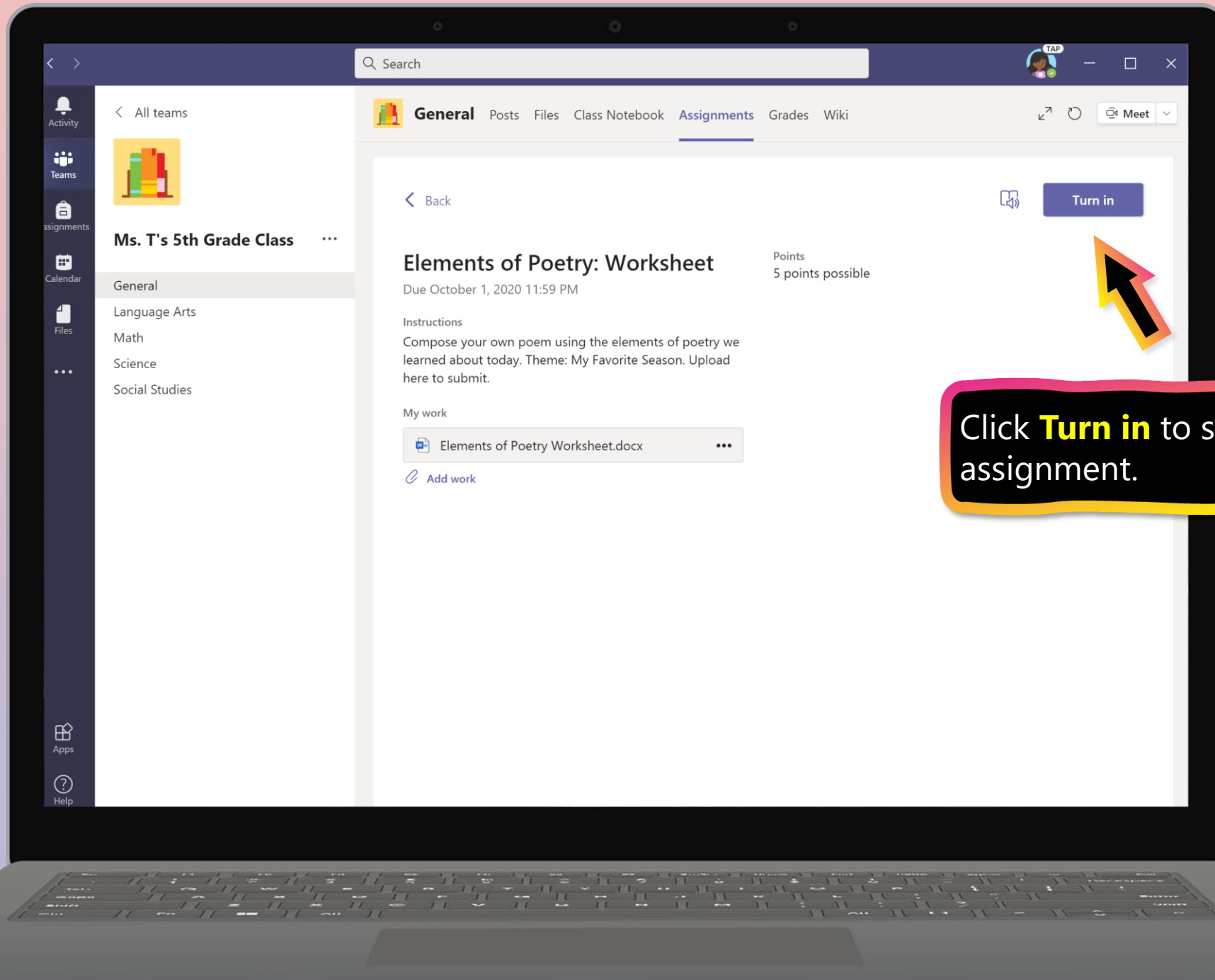
Upload file from your device, OneDrive, Teams, or a link. Let's **upload from device** for this example.



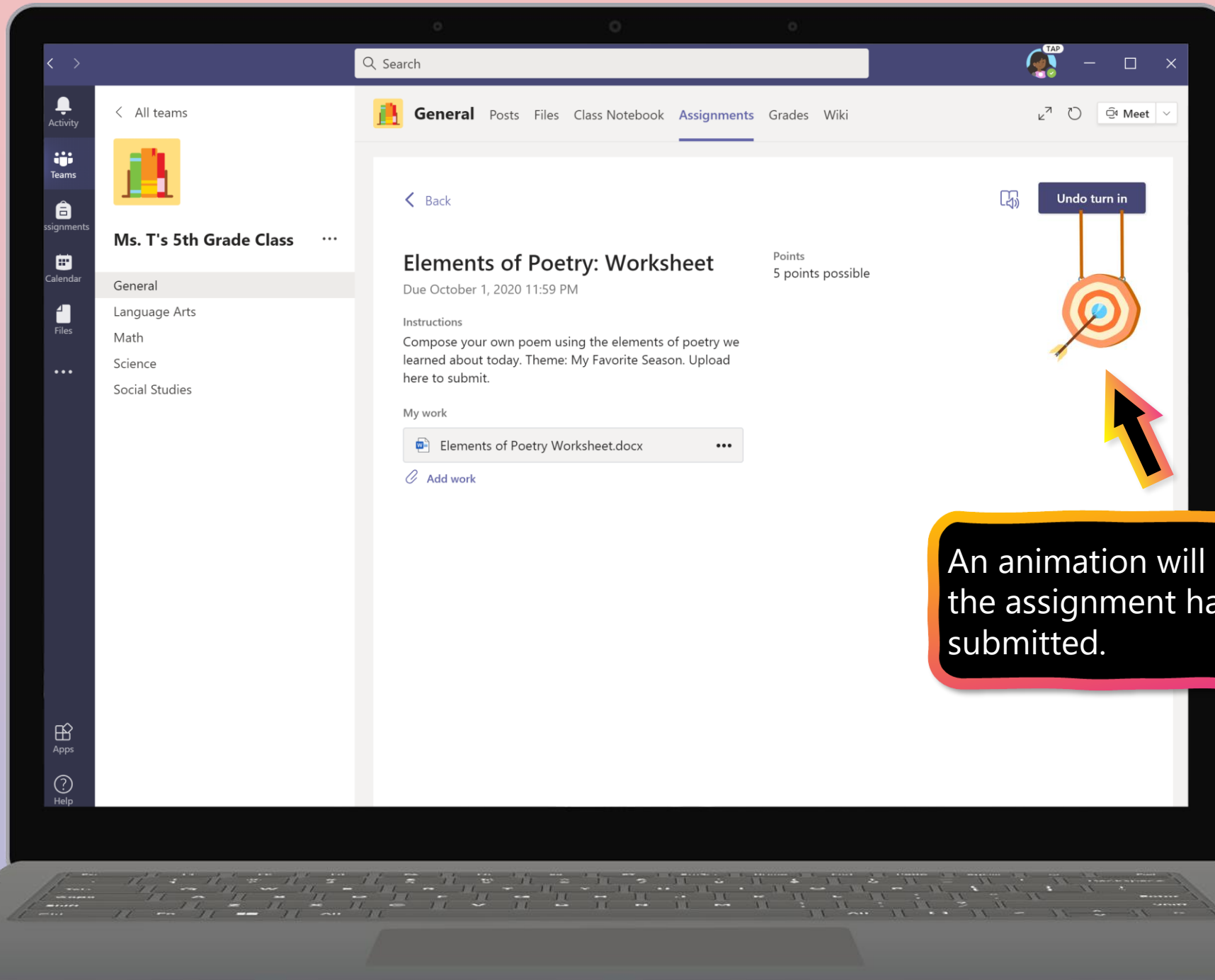




Click **Done**—but you're not done yet.



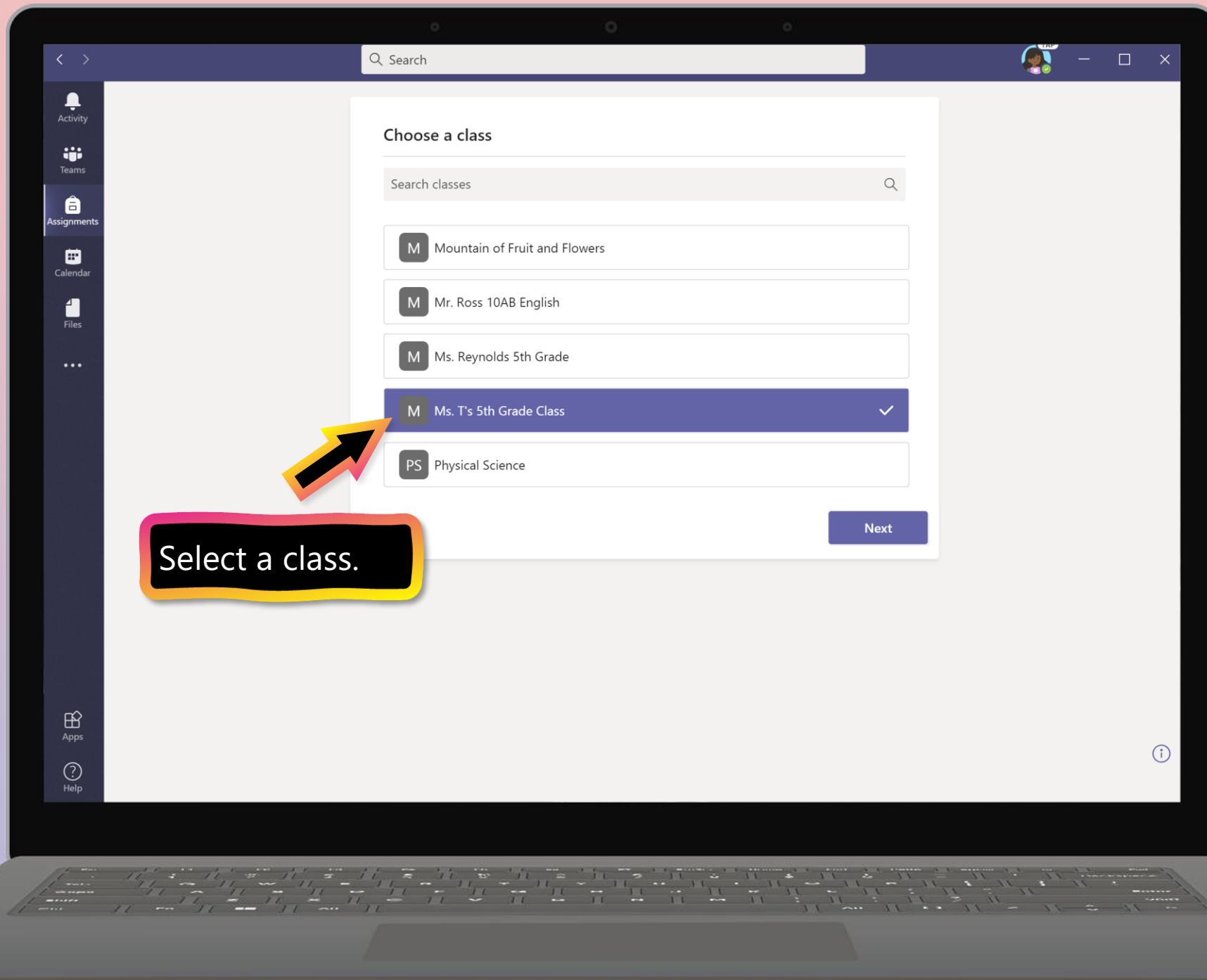
Click **Turn in** to submit assignment.



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 application interface on a laptop. The left-hand navigation pane includes icons for Activity, Teams, Assignments, Calendar, Files, Apps, and Help. A yellow arrow points to the 'Assignments' icon. The main workspace shows a chat window for 'Ms. T's 5th Grade Class'. At the top of the chat are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and '2 more'. The chat history contains a post from 'Tara Teacher' at 12:25 PM titled 'Poetry Unit Introduction', which includes a blue banner and a reminder to join a class call at 1:00 PM. Below this is an 'Assignments' card for 'Elements of Poetry Worksheet' due on October 6, with a 'View assignment' button. At the bottom of the chat history is a meeting card for 'Poetry Unit Introduction: Elements of Poetry' scheduled for Thursday, October 1, 2020 at 1:00 PM. The bottom of the screen shows a laptop keyboard.



Search

Activity

Teams

Assignments

Calendar

Files

...

Apps

Help

Choose a class

Search classes

M Mountain of Fruit and Flowers

M Mr. Ross 10AB English

M Ms. Reynolds 5th Grade

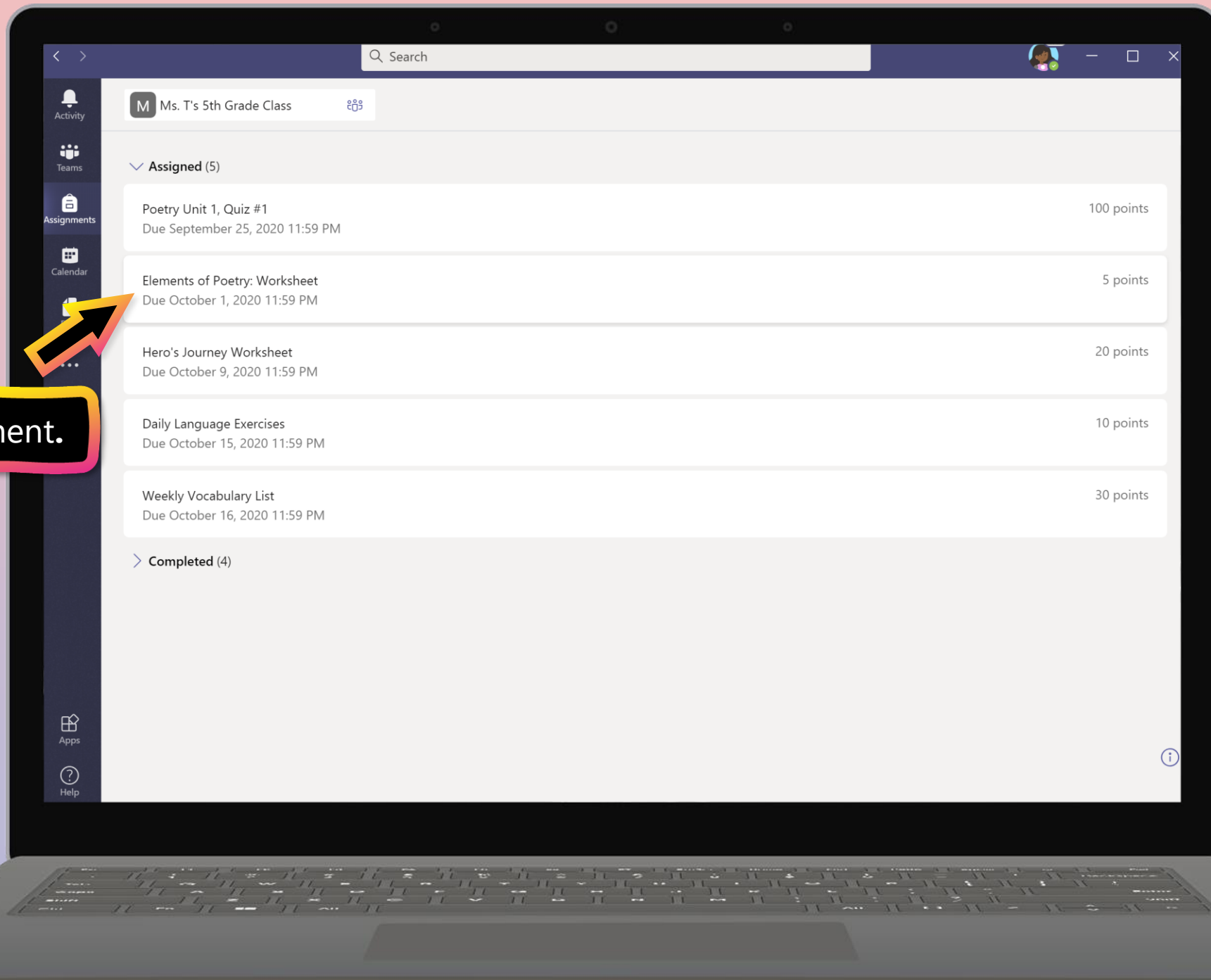
M Ms. T's 5th Grade Class

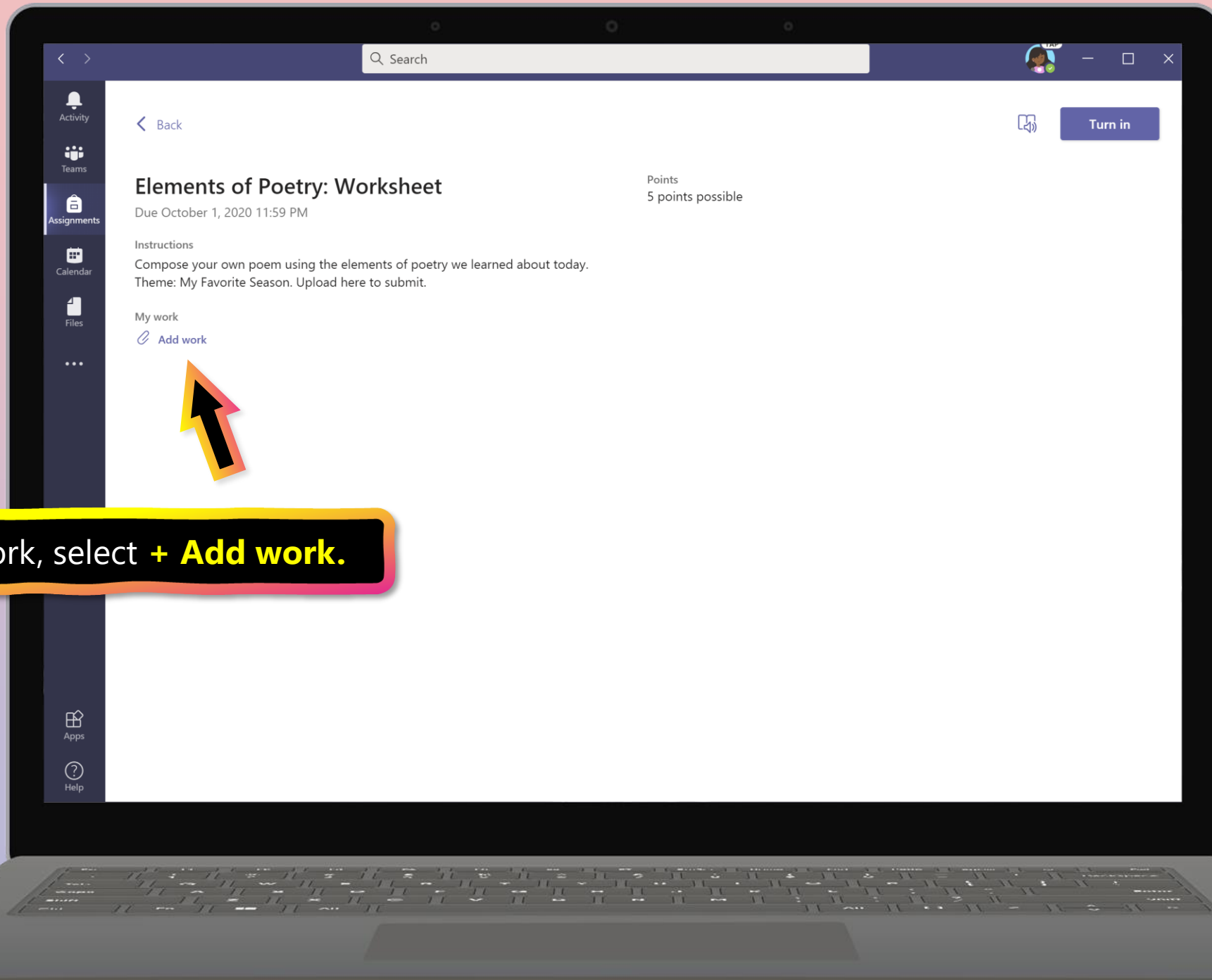
PS Physical Science

Next

Select a class.

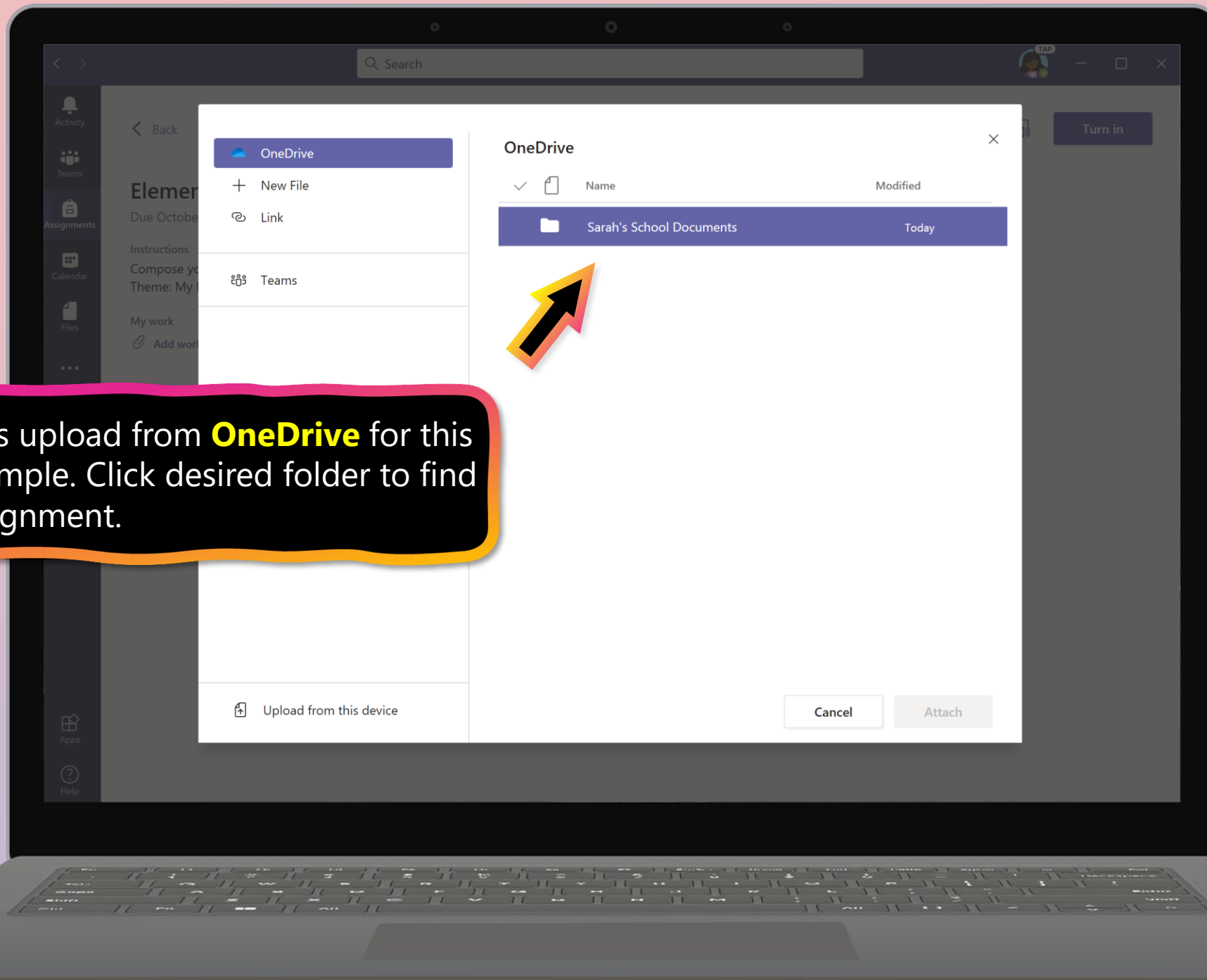
Select assignment.

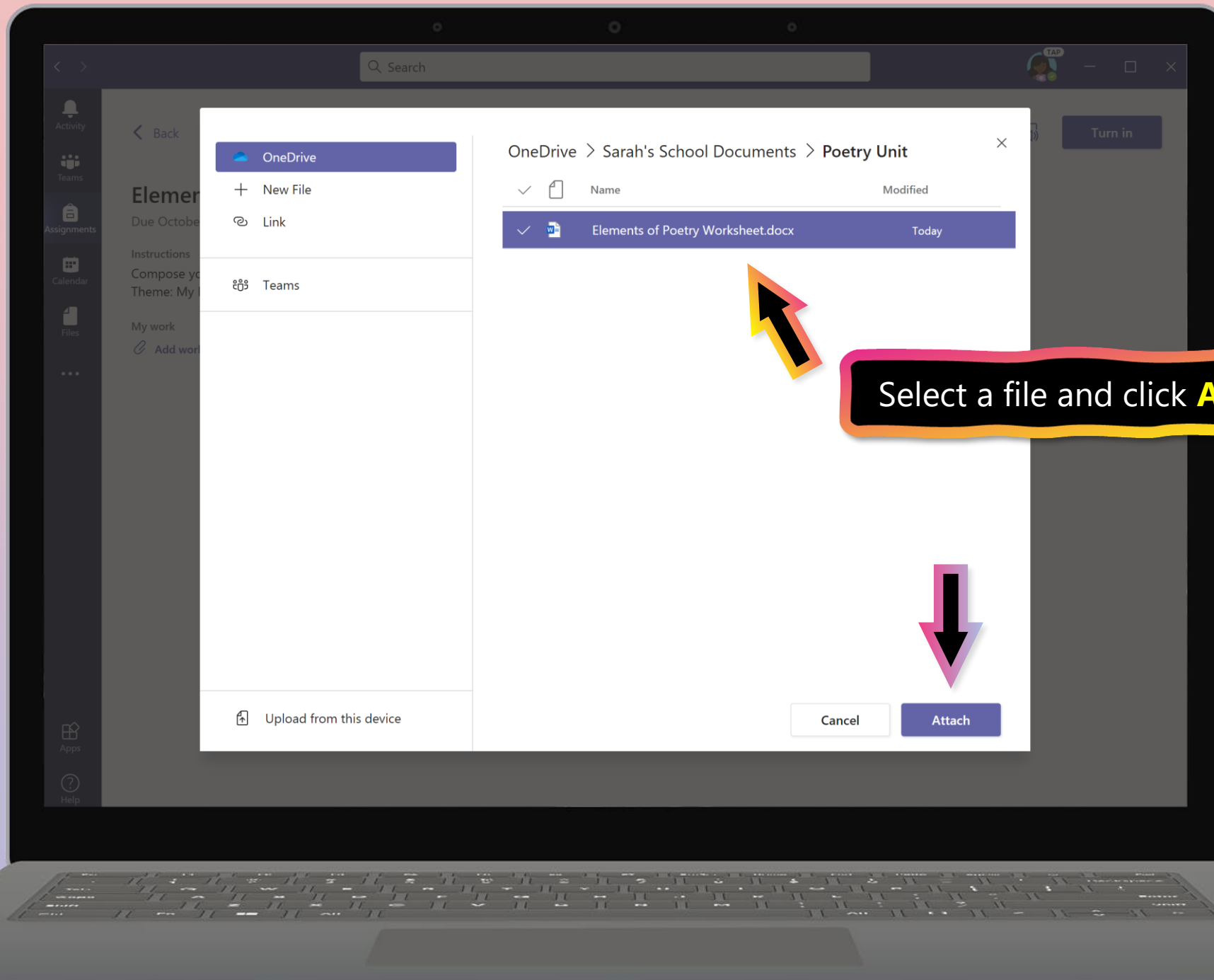




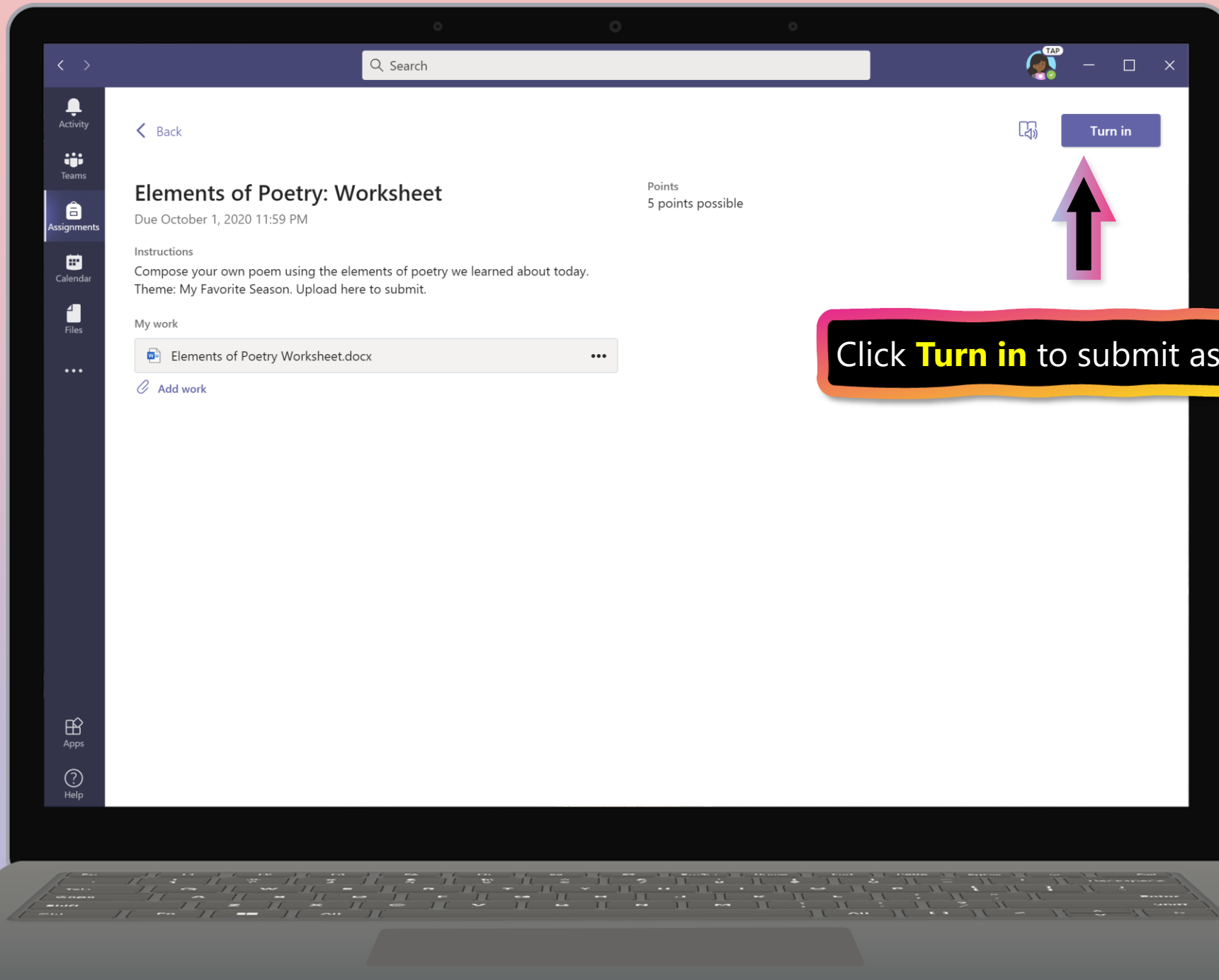
To upload work, select + **Add work**.

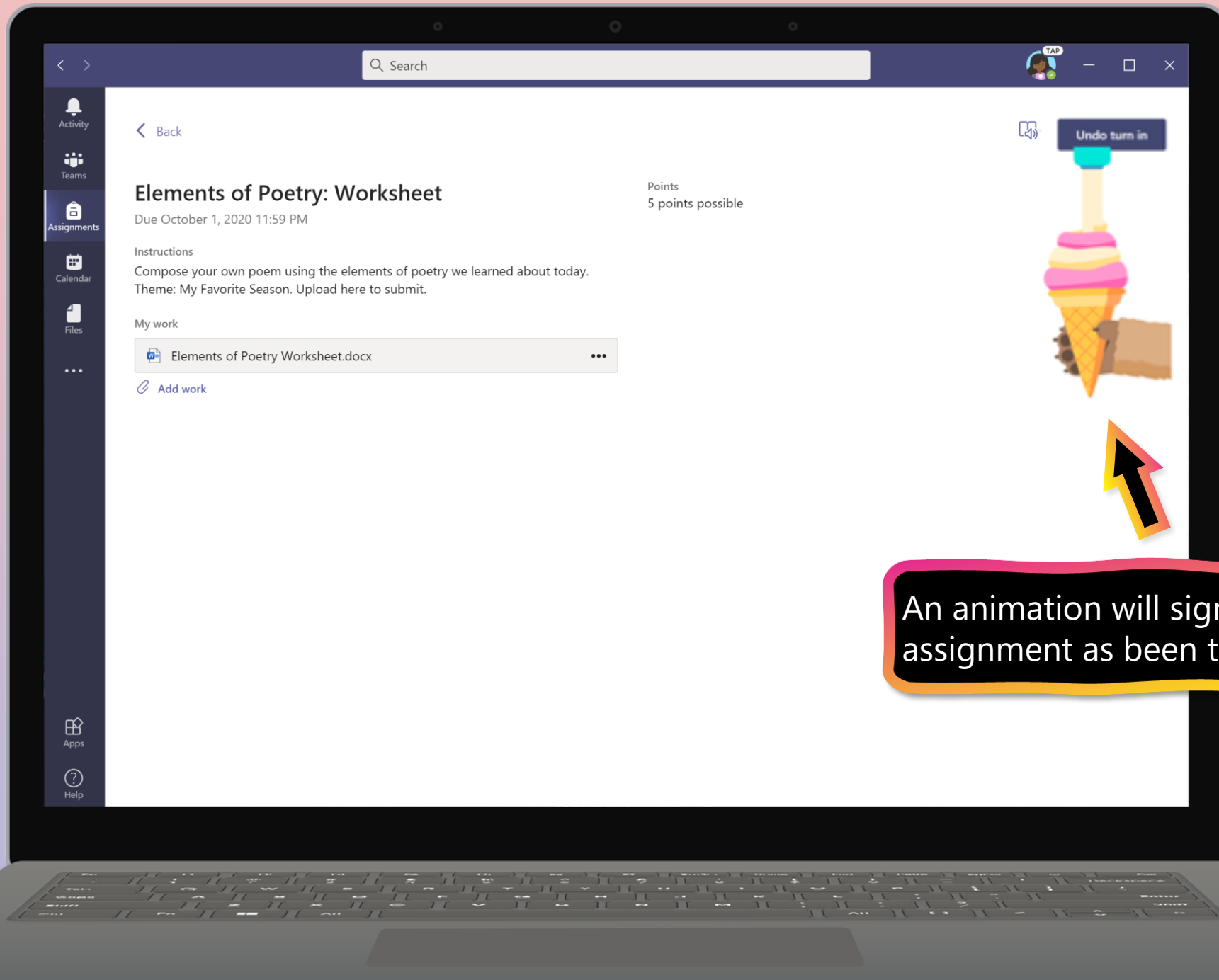
Let's upload from **OneDrive** for this example. Click desired folder to find assignment.





Select a file and click **Attach**.





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 the "Posts" tab selected. A post from "Tara Teacher" dated 6/1 12:25 PM is visible, titled "Poetry Unit Introduction". Below this, an assignment titled "Elements of Poetry Worksheet" is shown, 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

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

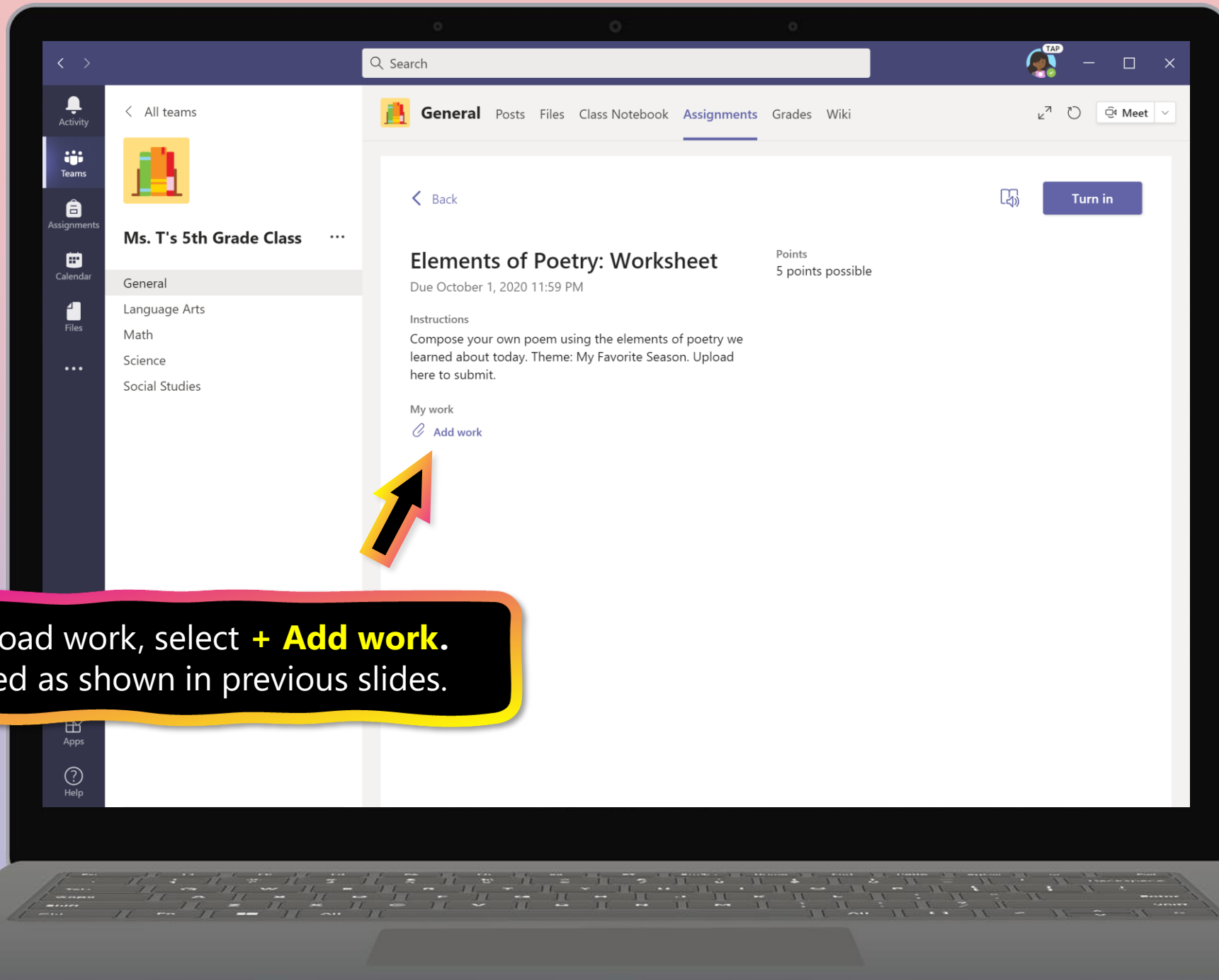
Scheduled a meeting

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.

Chapter 2

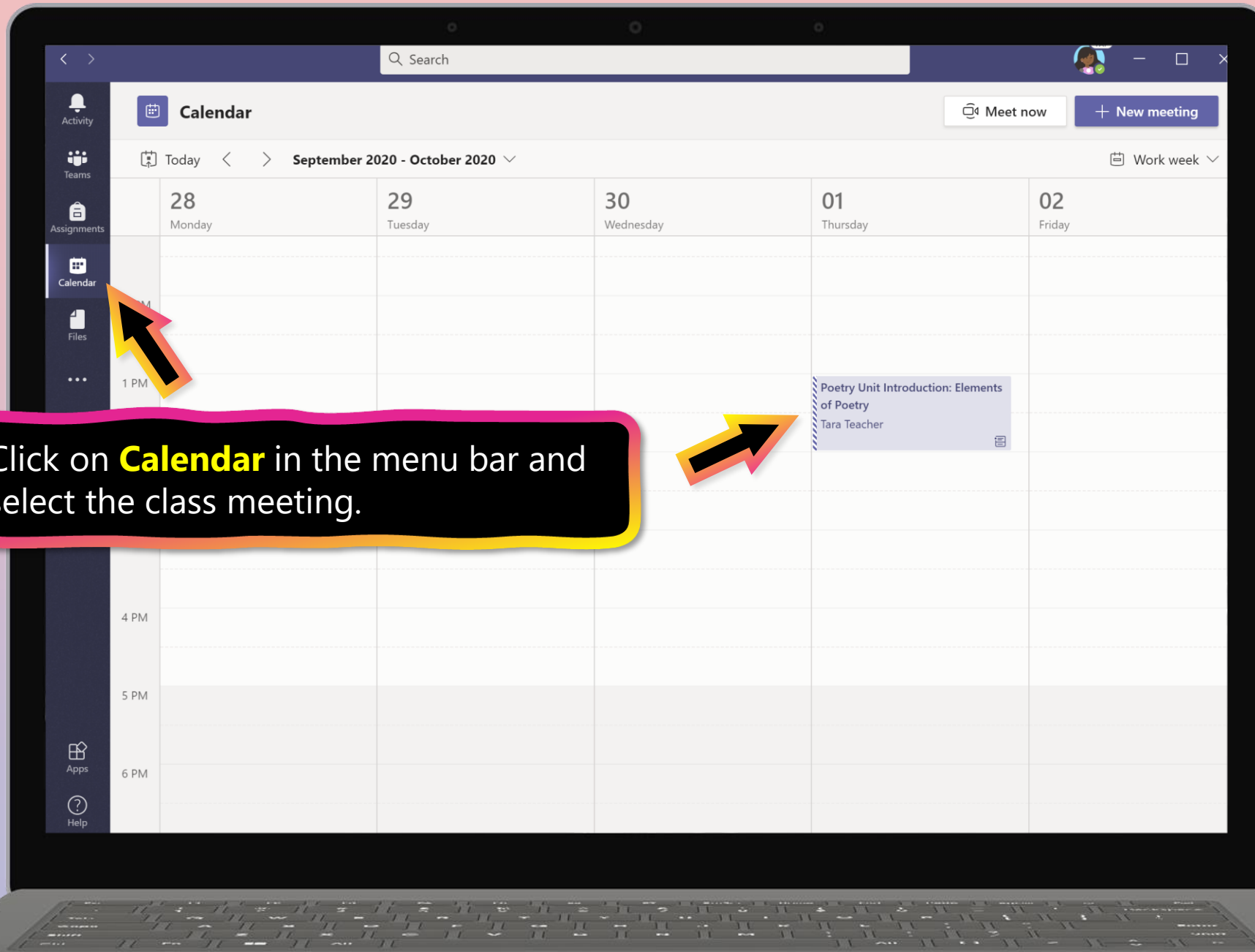
How to help your student use Teams

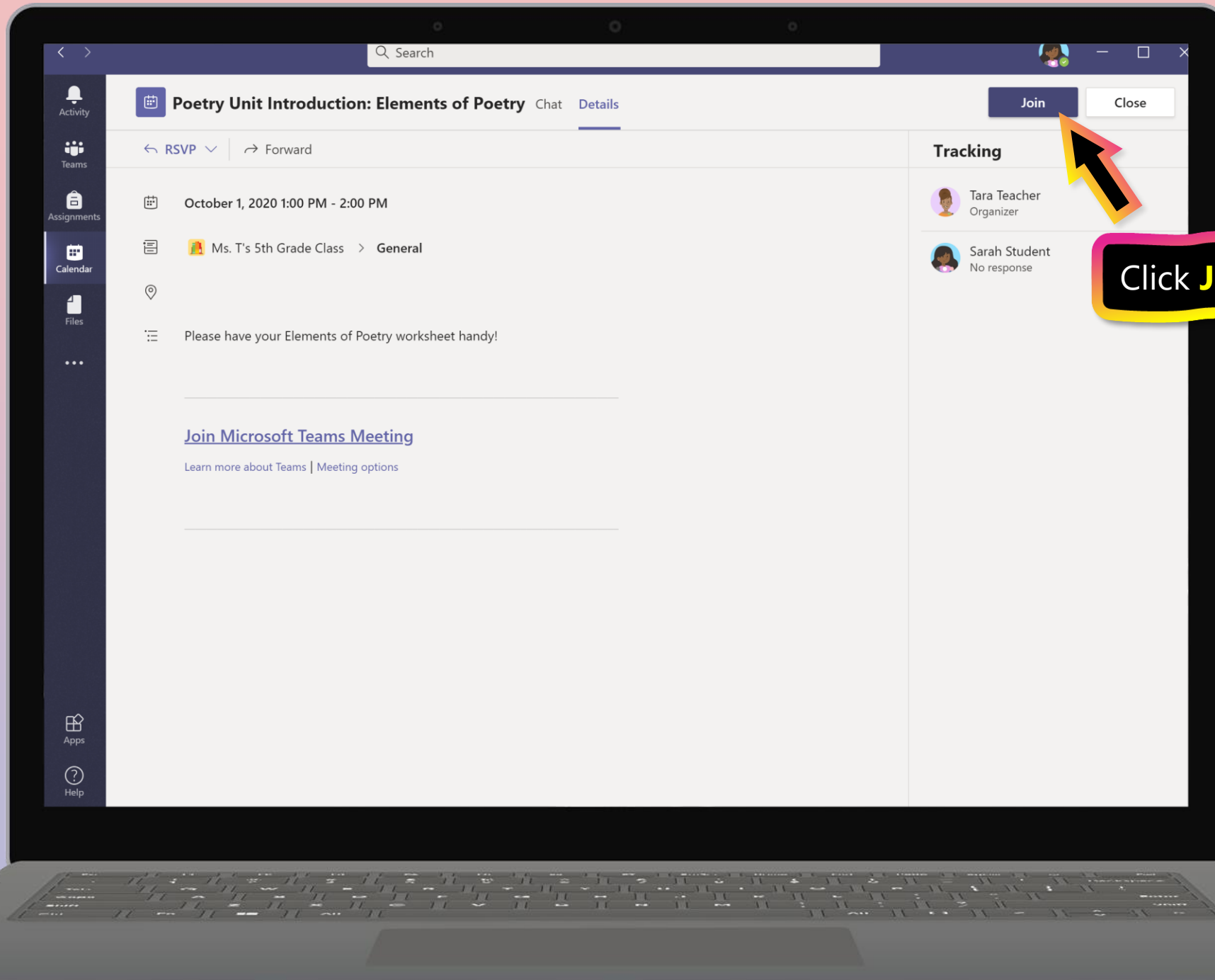
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**Your student can attend class and
customize their virtual experience with
video & microphone settings.**

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





Join

Close

Tracking

Tara Teacher
Organizer

Sarah Student
No response

Click **Join.**

Poetry Unit Introduction: Elements of Poetry

Chat

Details

← 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](#)

Activity

Teams

Assignments

Calendar

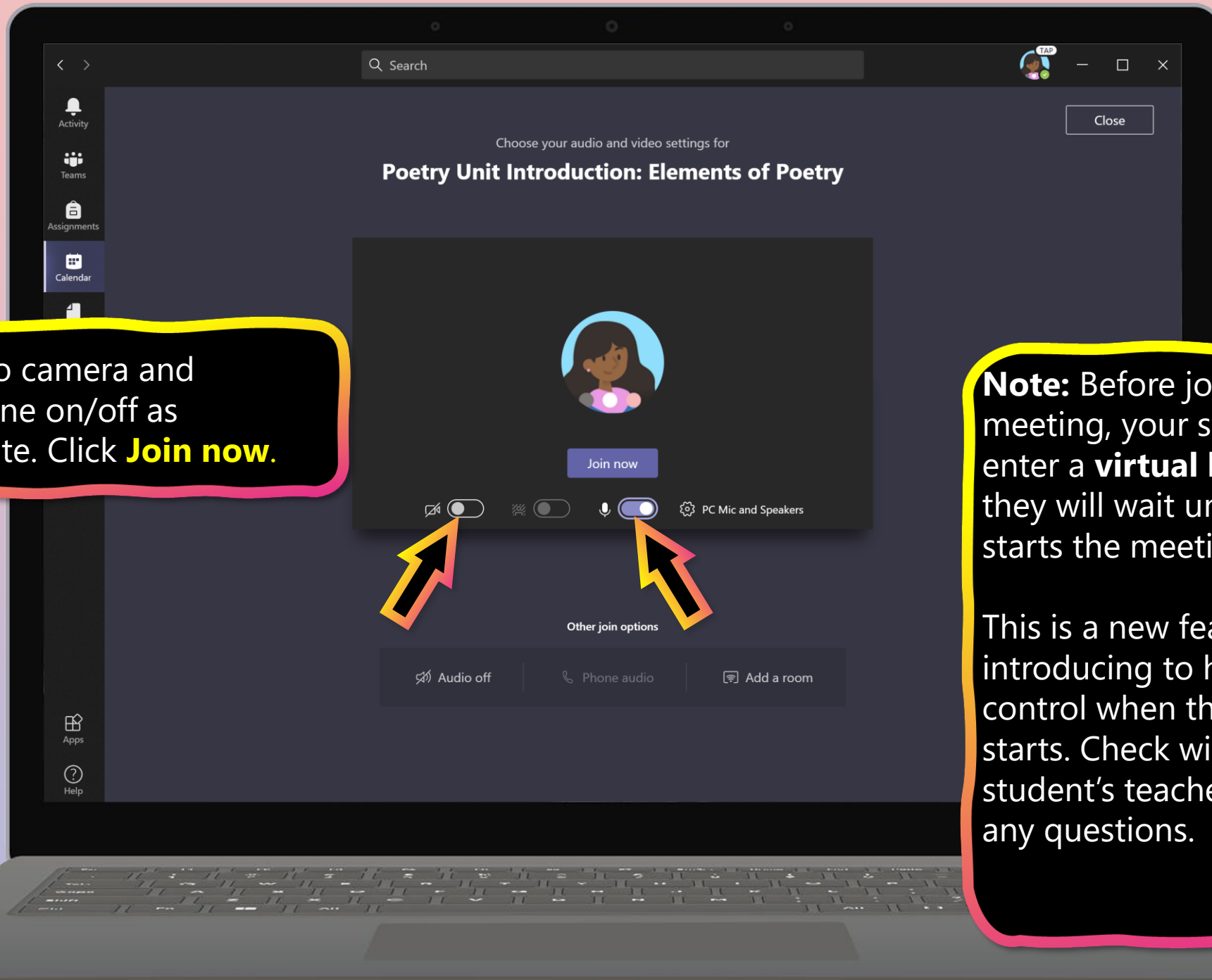
Files

...

Apps

Help

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.

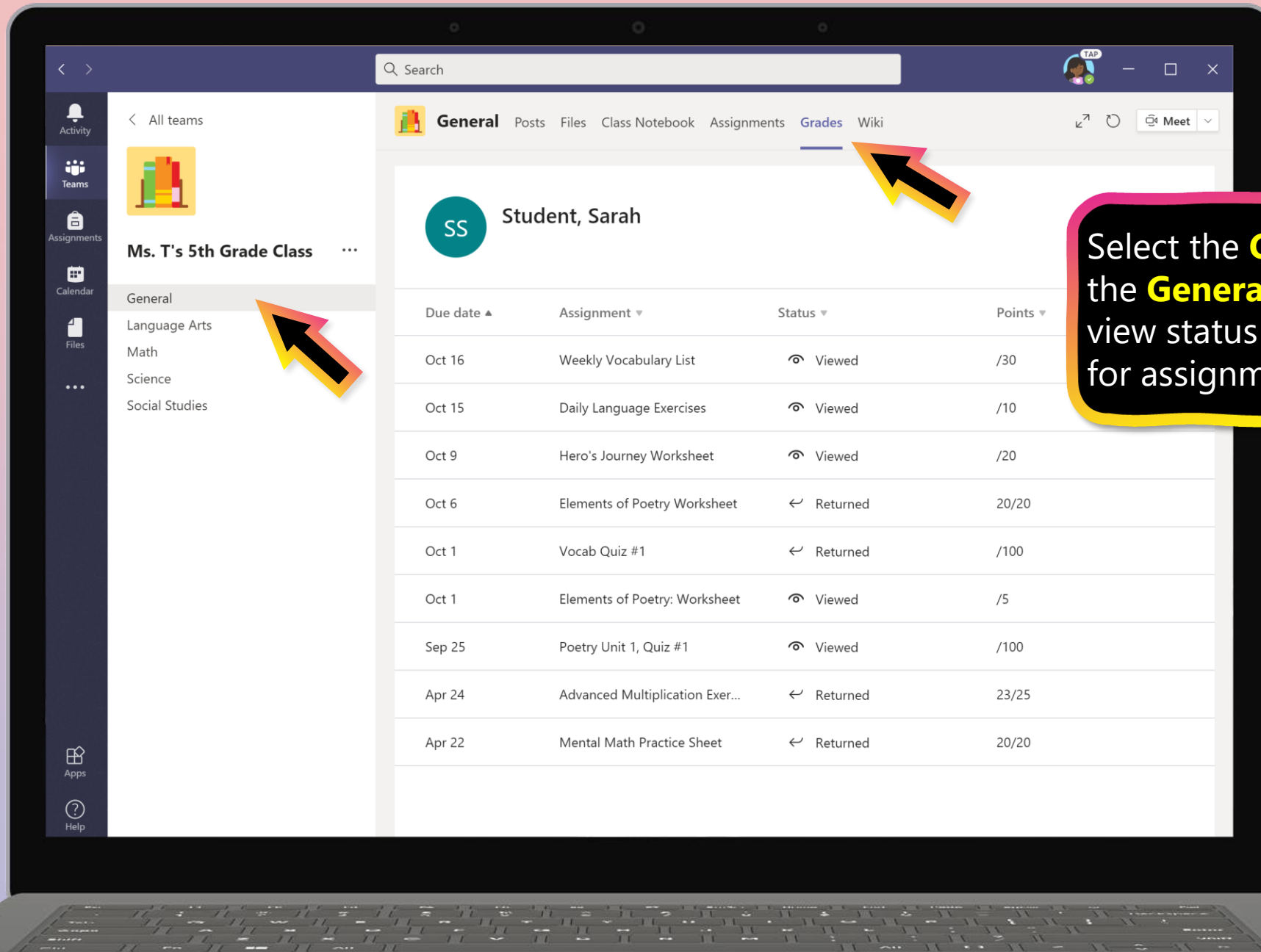
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How to help your student use Teams

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You and your student can use Teams to keep tabs on assignment status and easily find [grades](#) in this quick-view list.



Select the **Grades** tab in the **General** channel to view status and grades for assignments.

Chapter 2

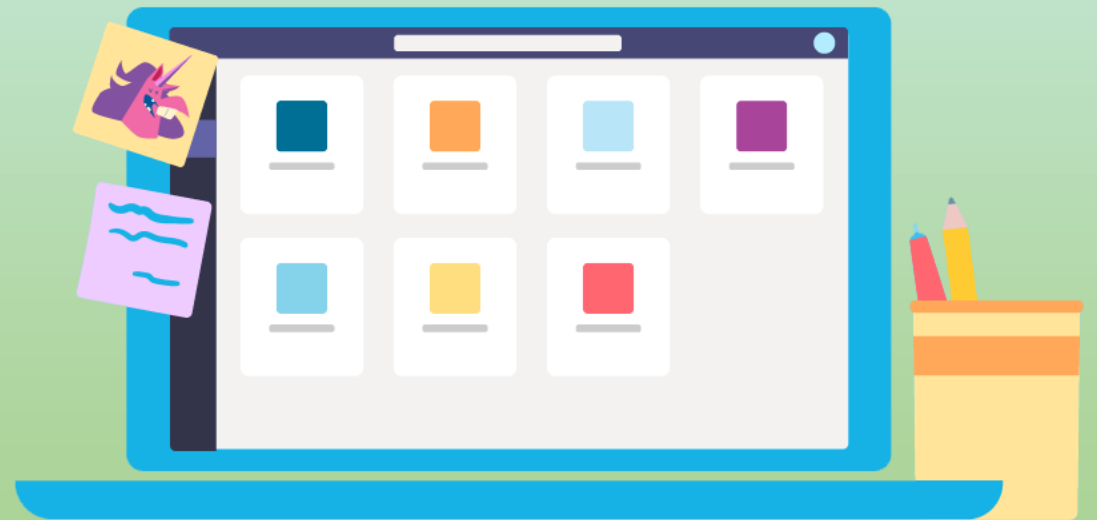
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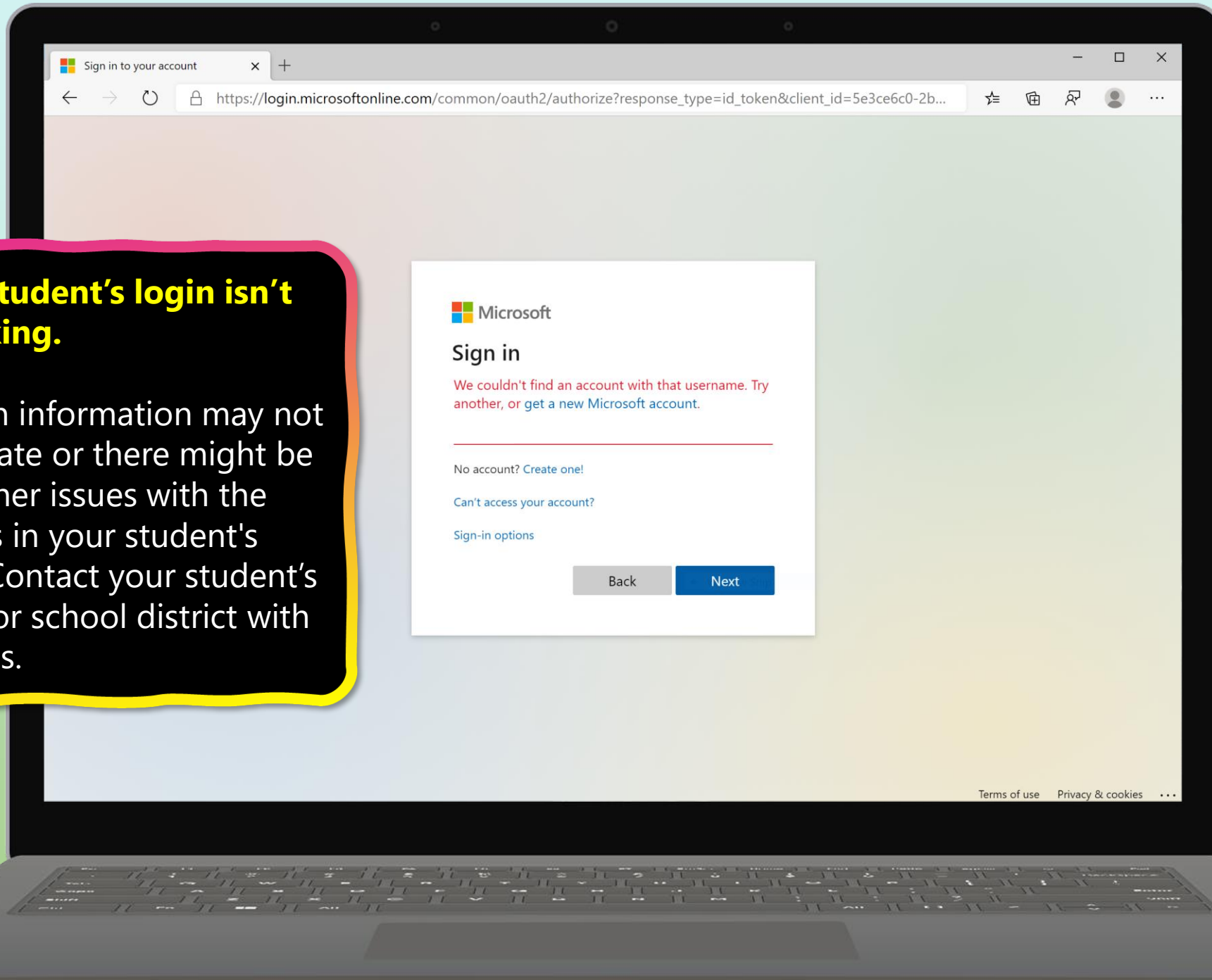
FAQ & Troubleshooting

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.

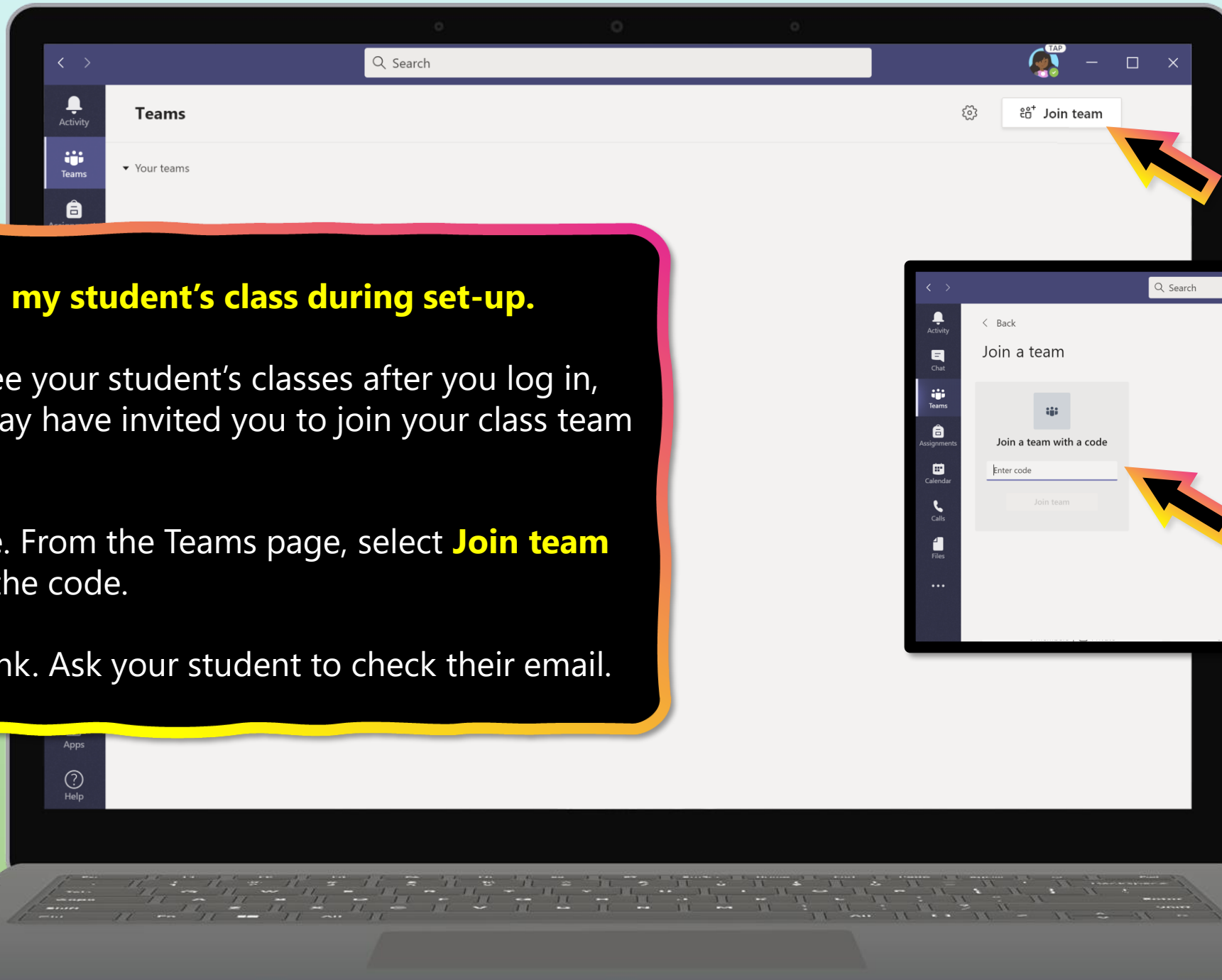
The login information may not be accurate or there might be some other issues with the accounts in your student's school. Contact your student's teacher or school district with questions.

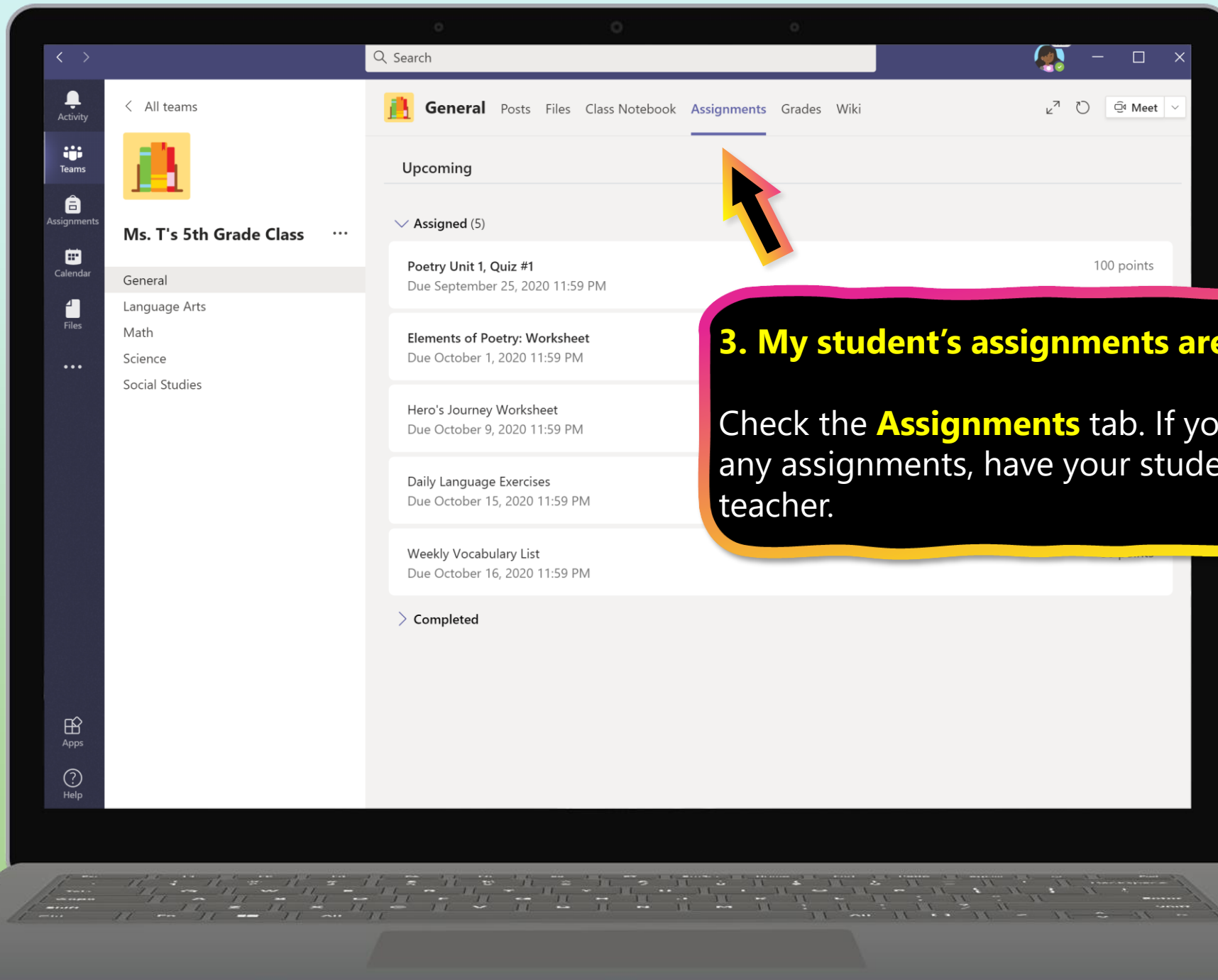


2. I can't find my student's class during set-up.

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.



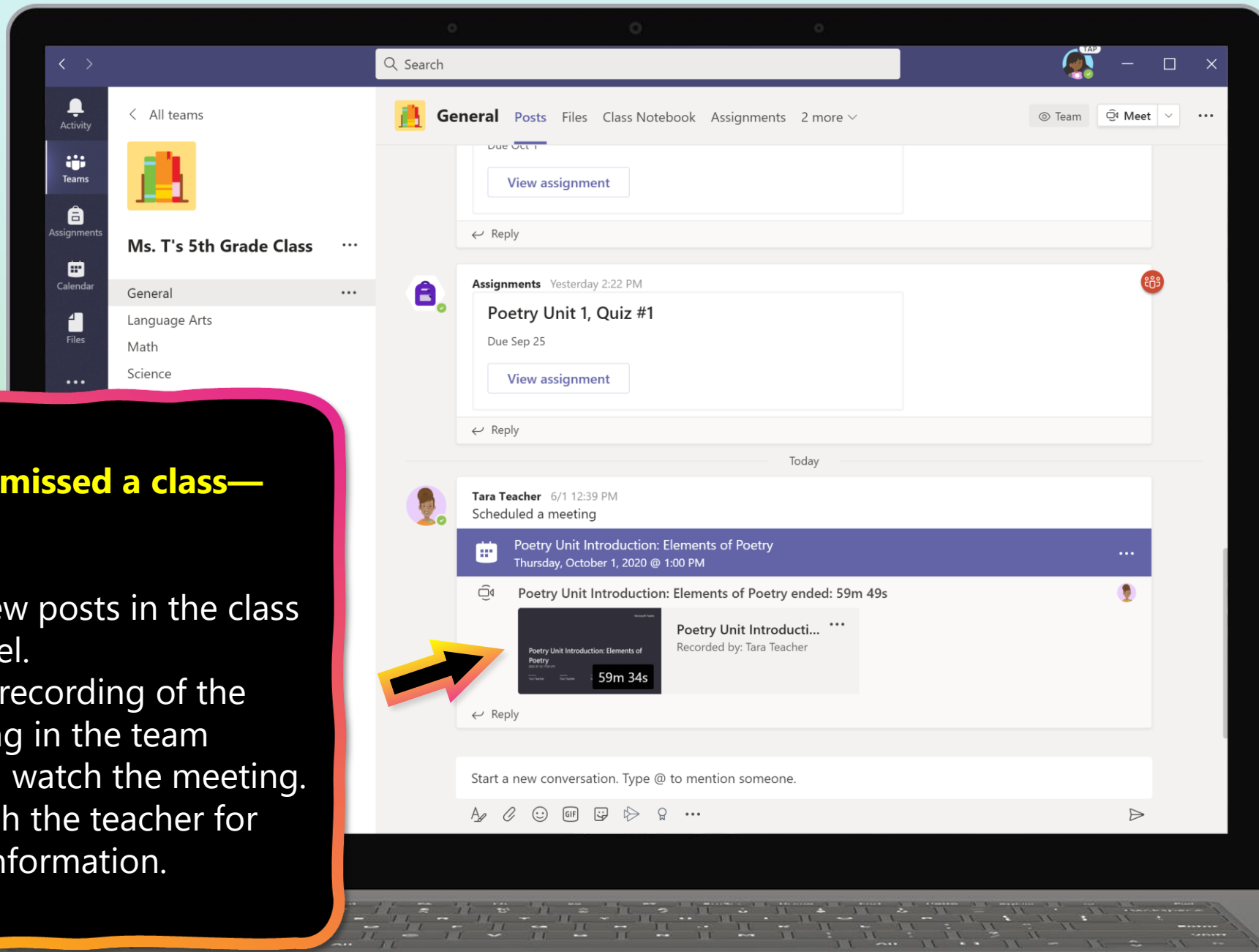


3. My student's assignments are missing.

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

4. My student missed a class— what now?

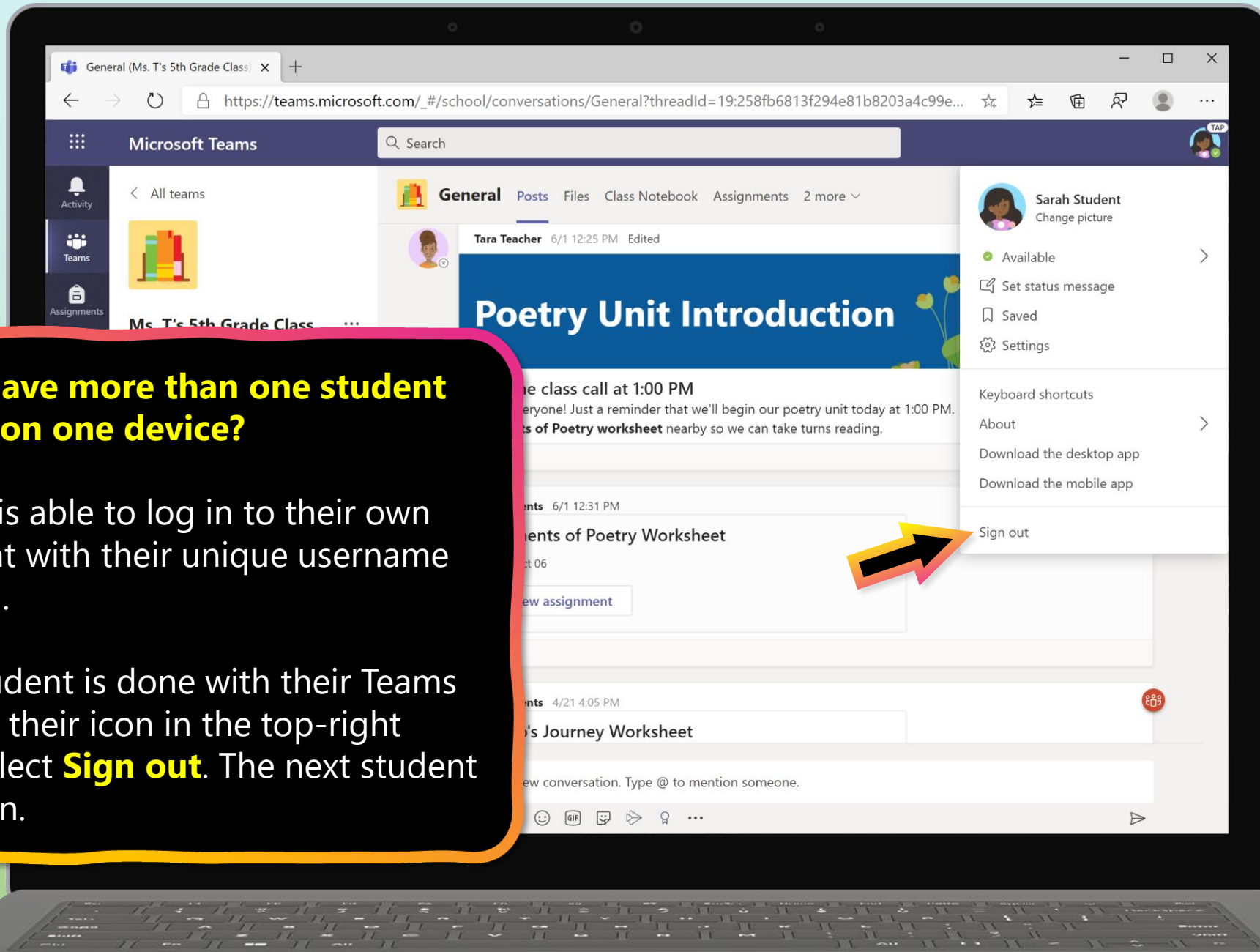
1. Read any new posts in the class team channel.
2. Check for a recording of the class meeting in the team channel and watch the meeting.
3. Check in with the teacher for additional information.

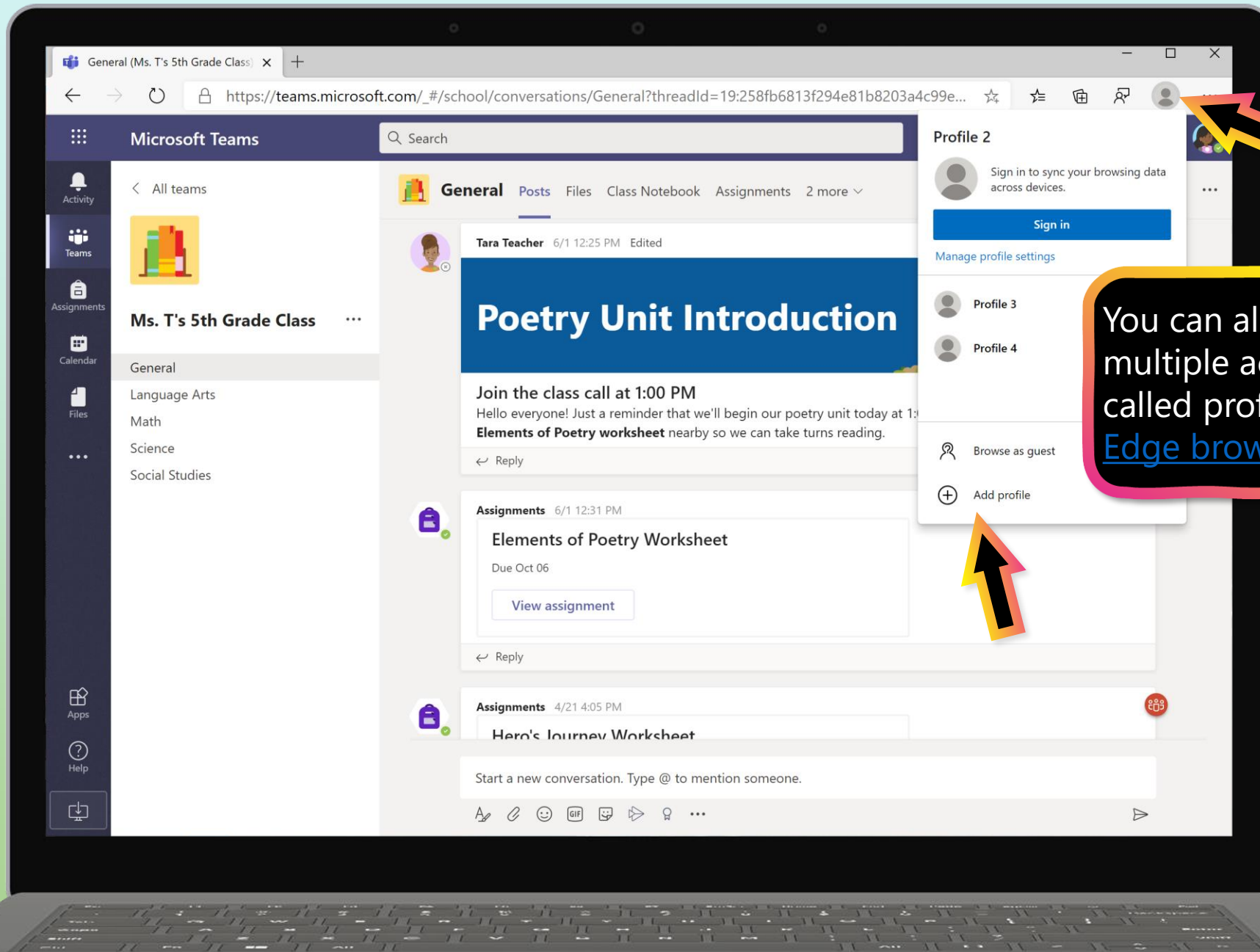


5. What if I have more than one student using Teams on one device?

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.



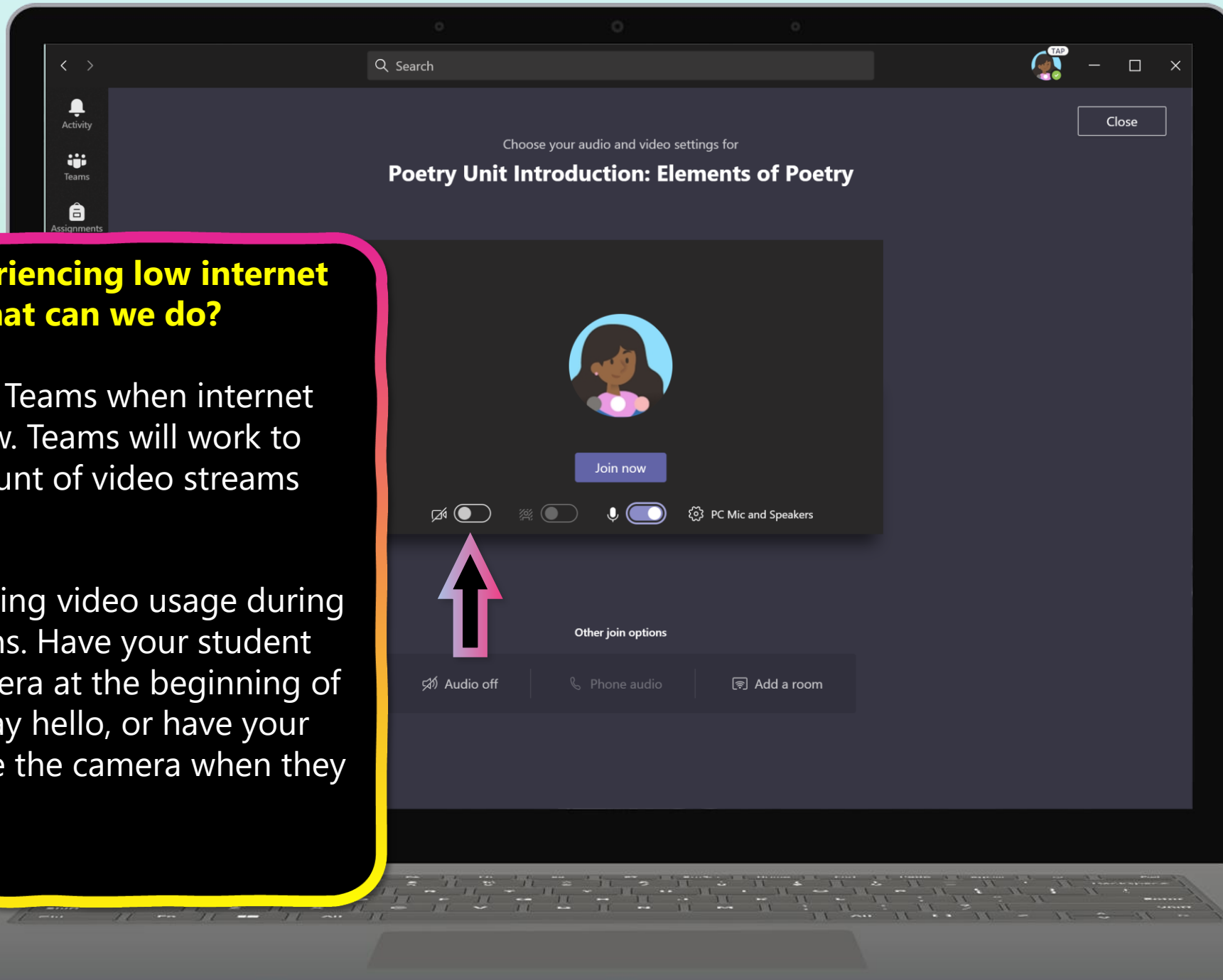


You can also create multiple accounts (also called profiles) in the new [Edge browser](#).

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

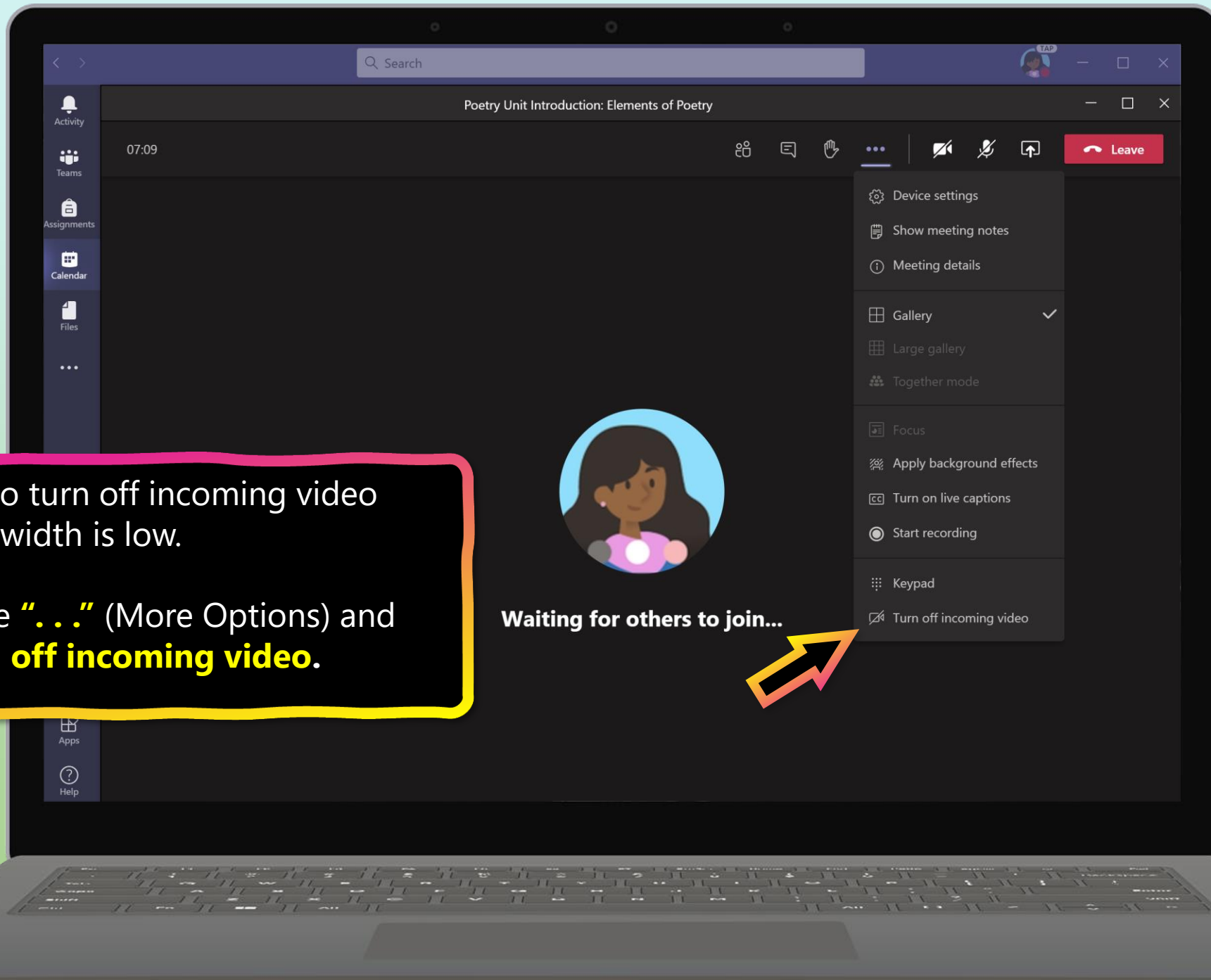
You can still use Teams when internet bandwidth is low. Teams will work to reduce the amount of video streams automatically.

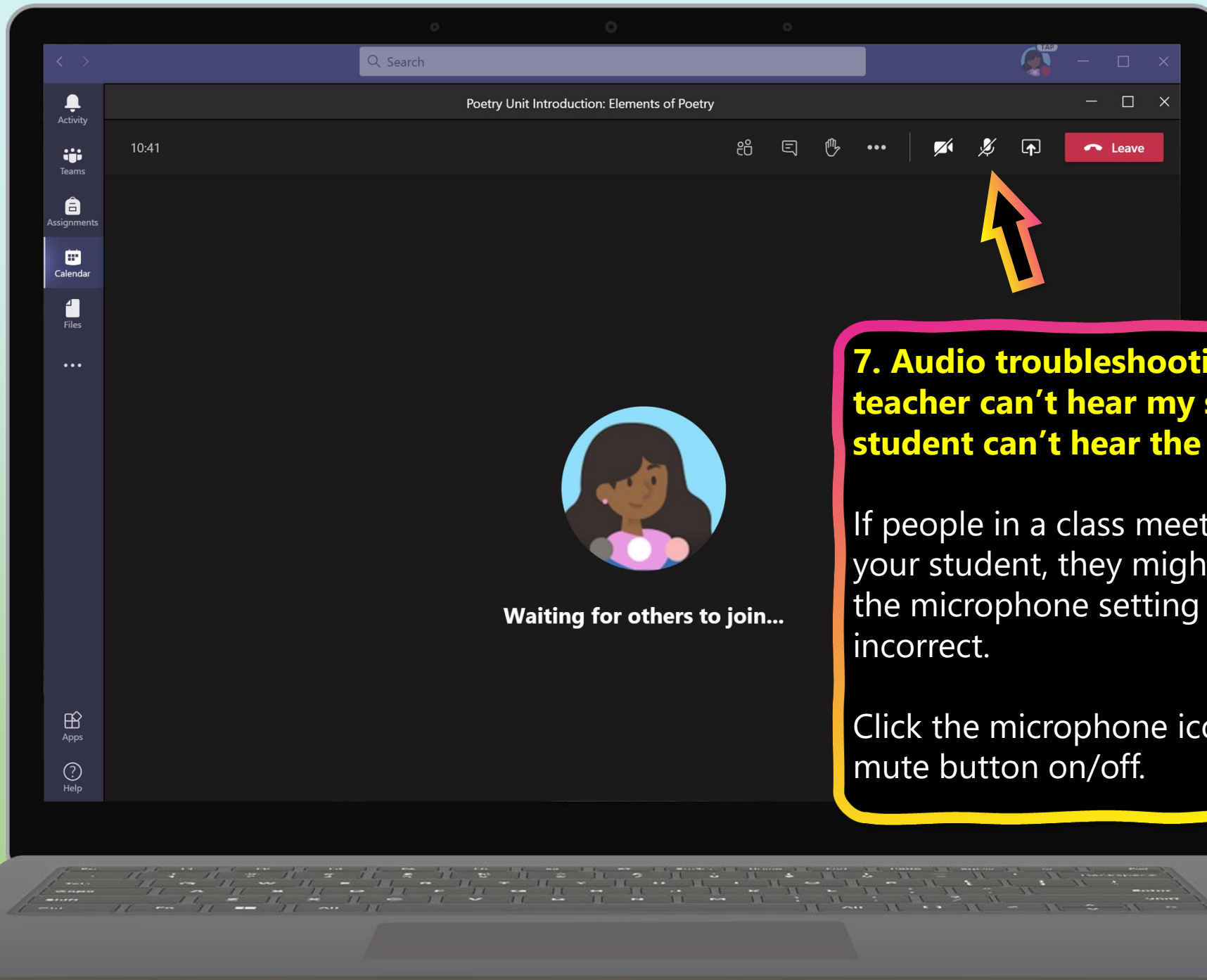
You can try limiting video usage during live class sessions. Have your student turn on the camera at the beginning of the session to say hello, or have your student only use the camera when they are speaking.



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

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

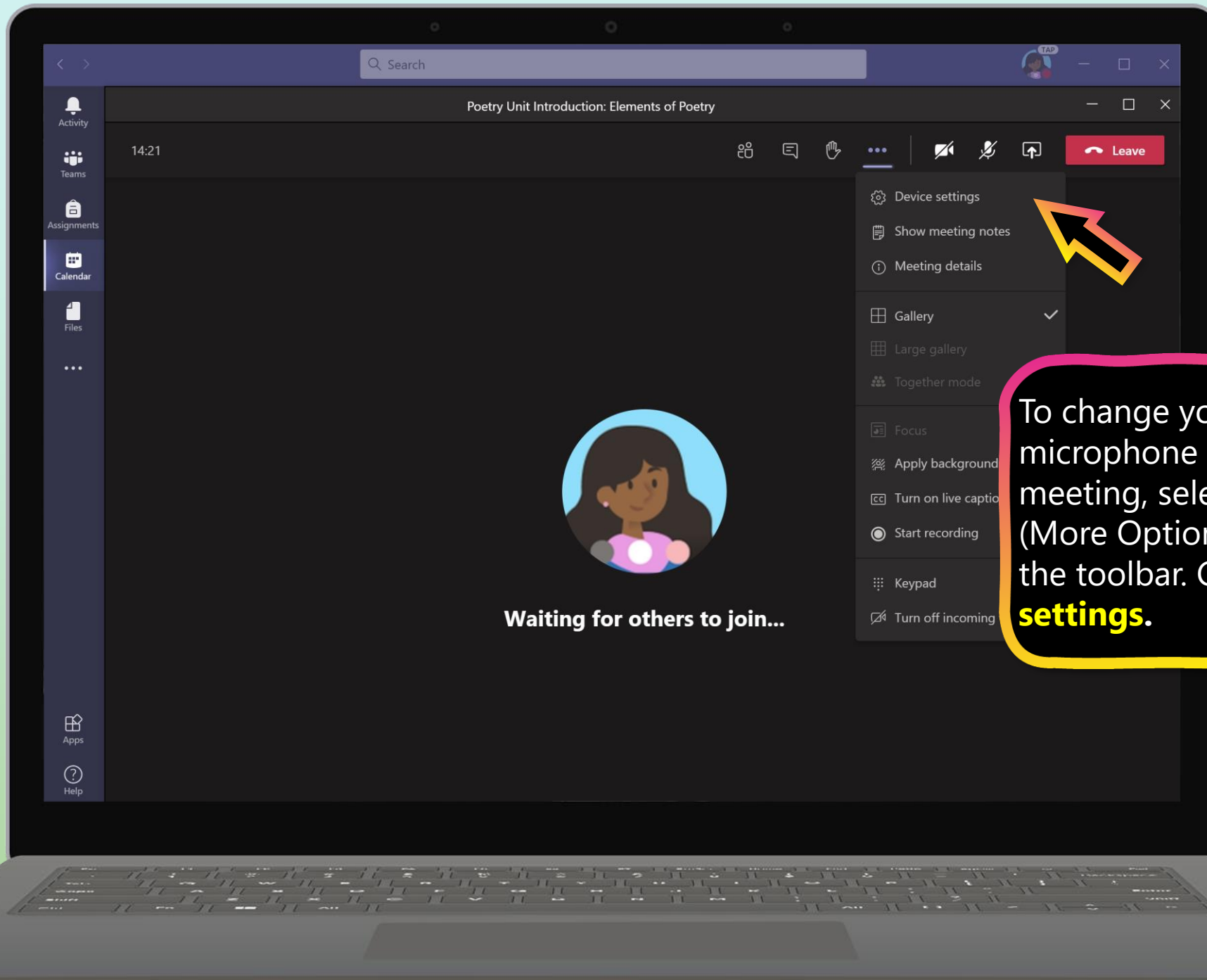




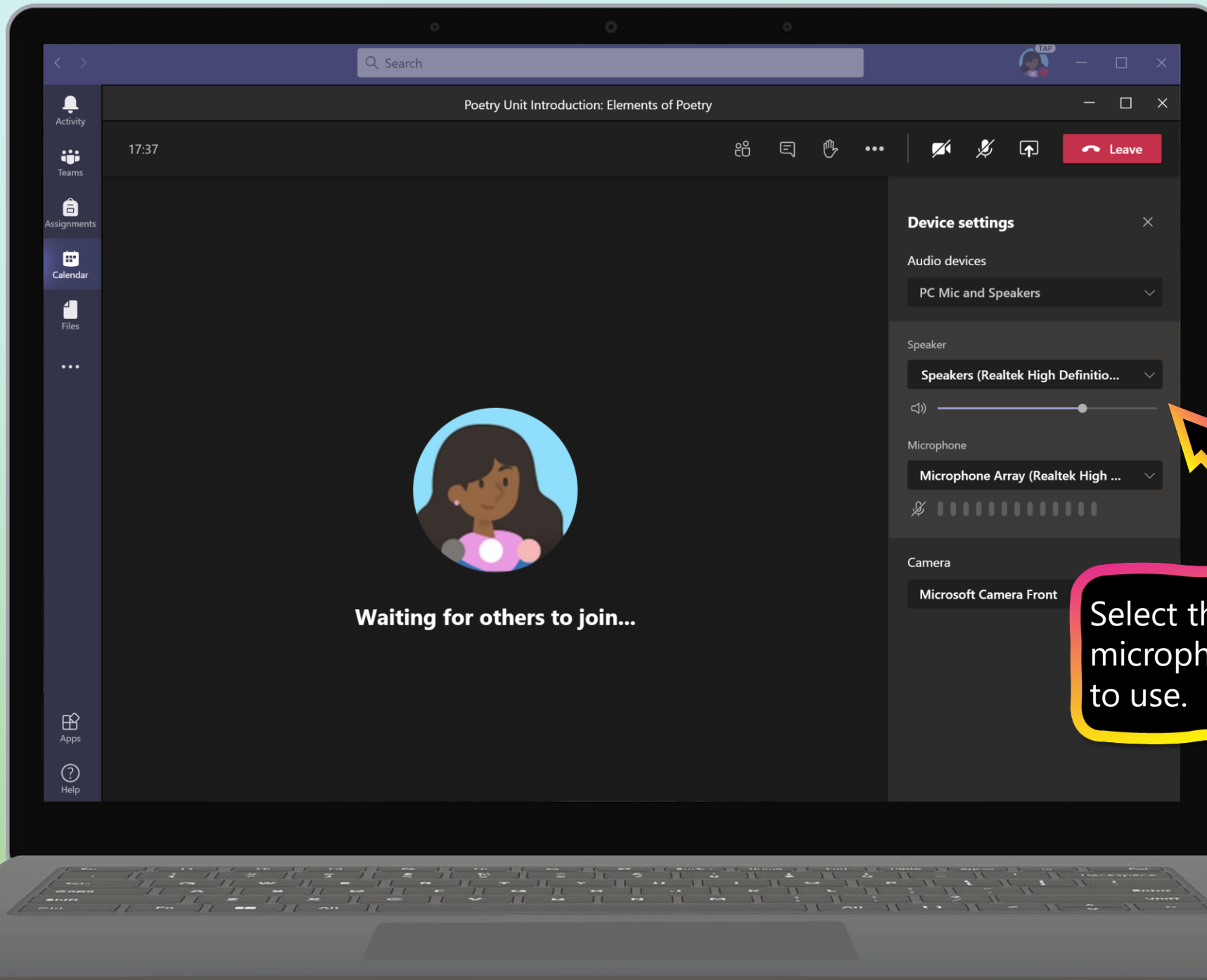
7. Audio troubleshooting: The teacher can't hear my student, or my student can't hear the teacher.

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](#)

