

Family Guide **to Microsoft Teams**

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

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 class.

Students will be required to use their official school (gboe.org) email address for access. Please contact GBOE Tech Support if your student does not have current access to email.



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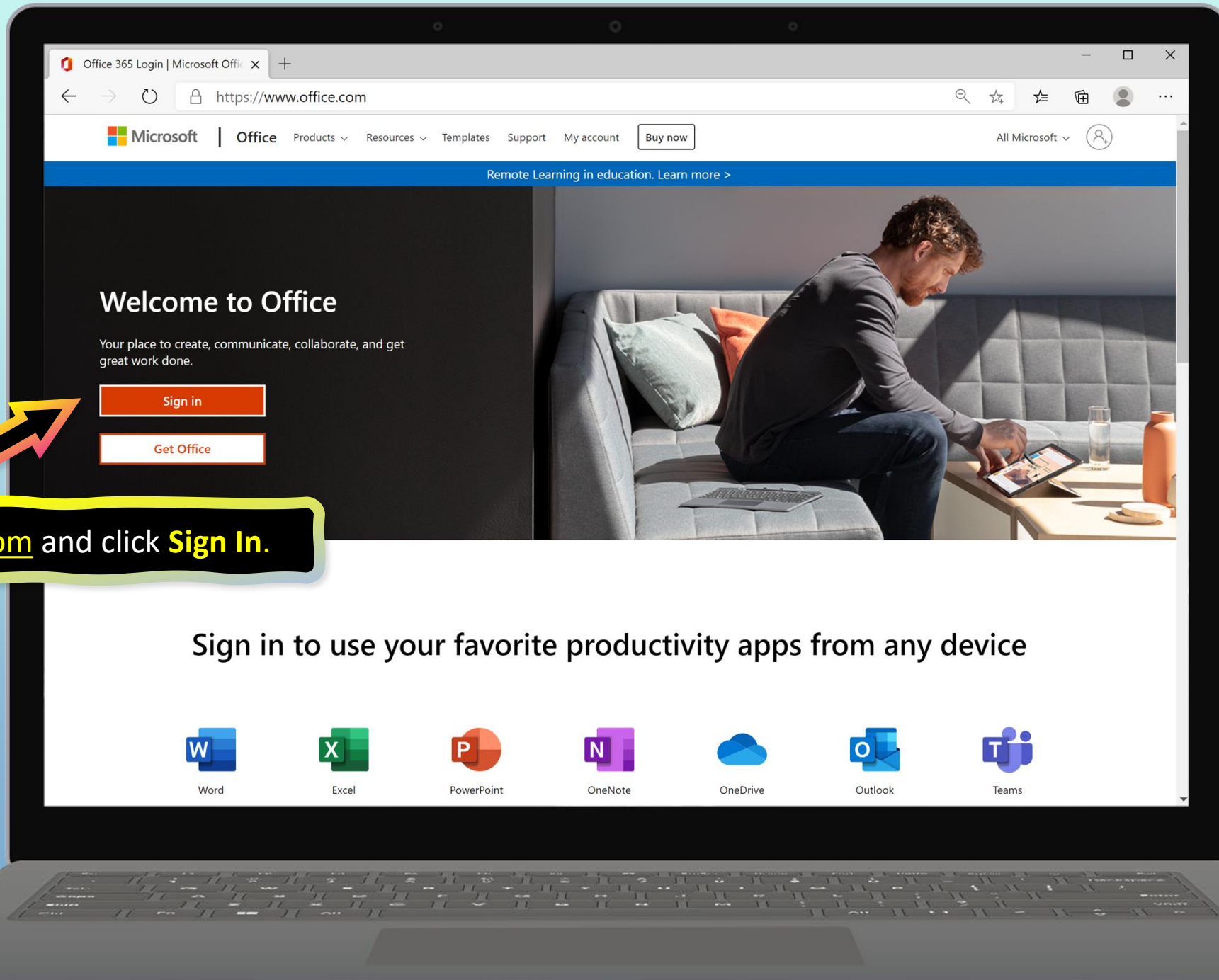


Chapter 1

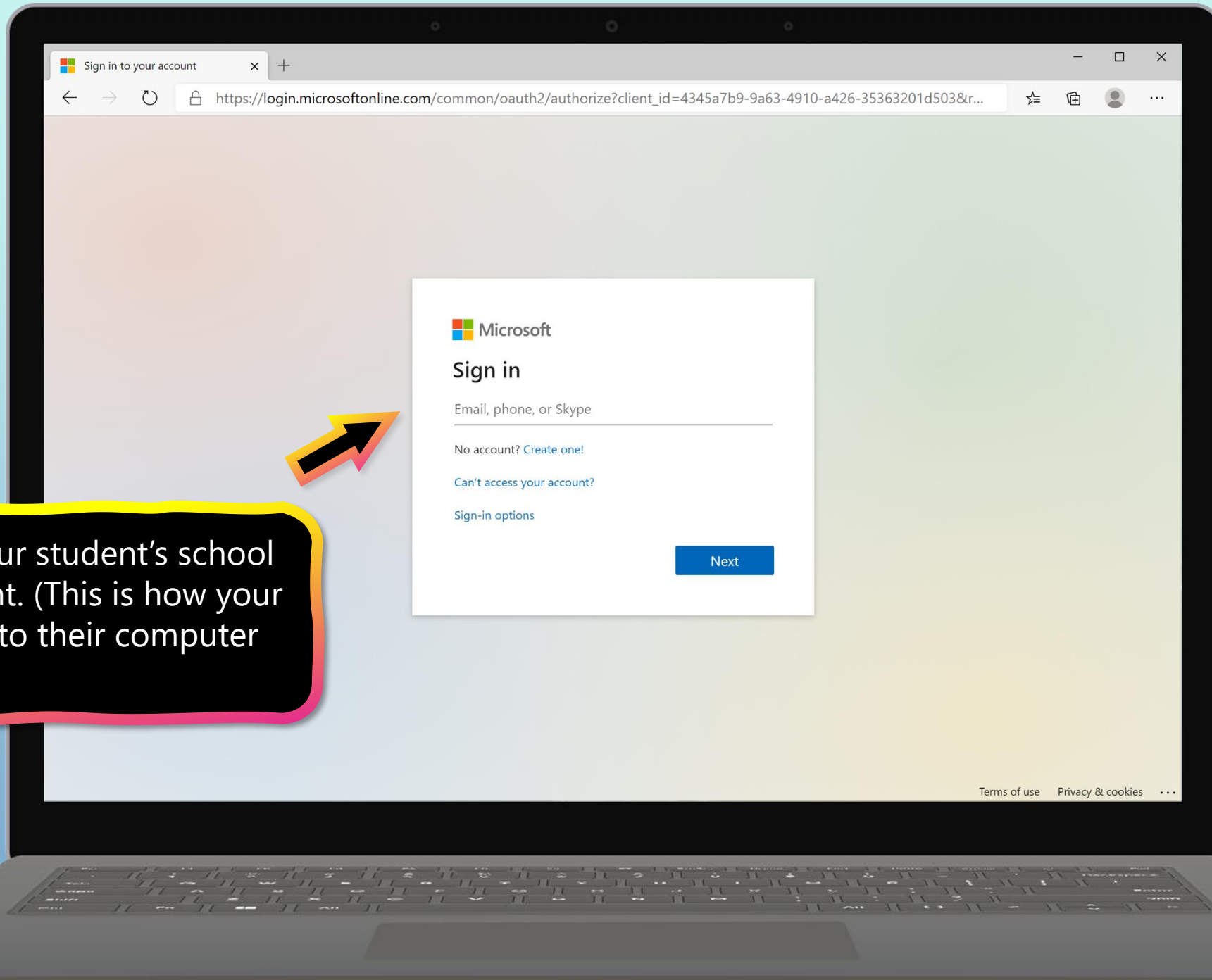
Get started with Teams

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

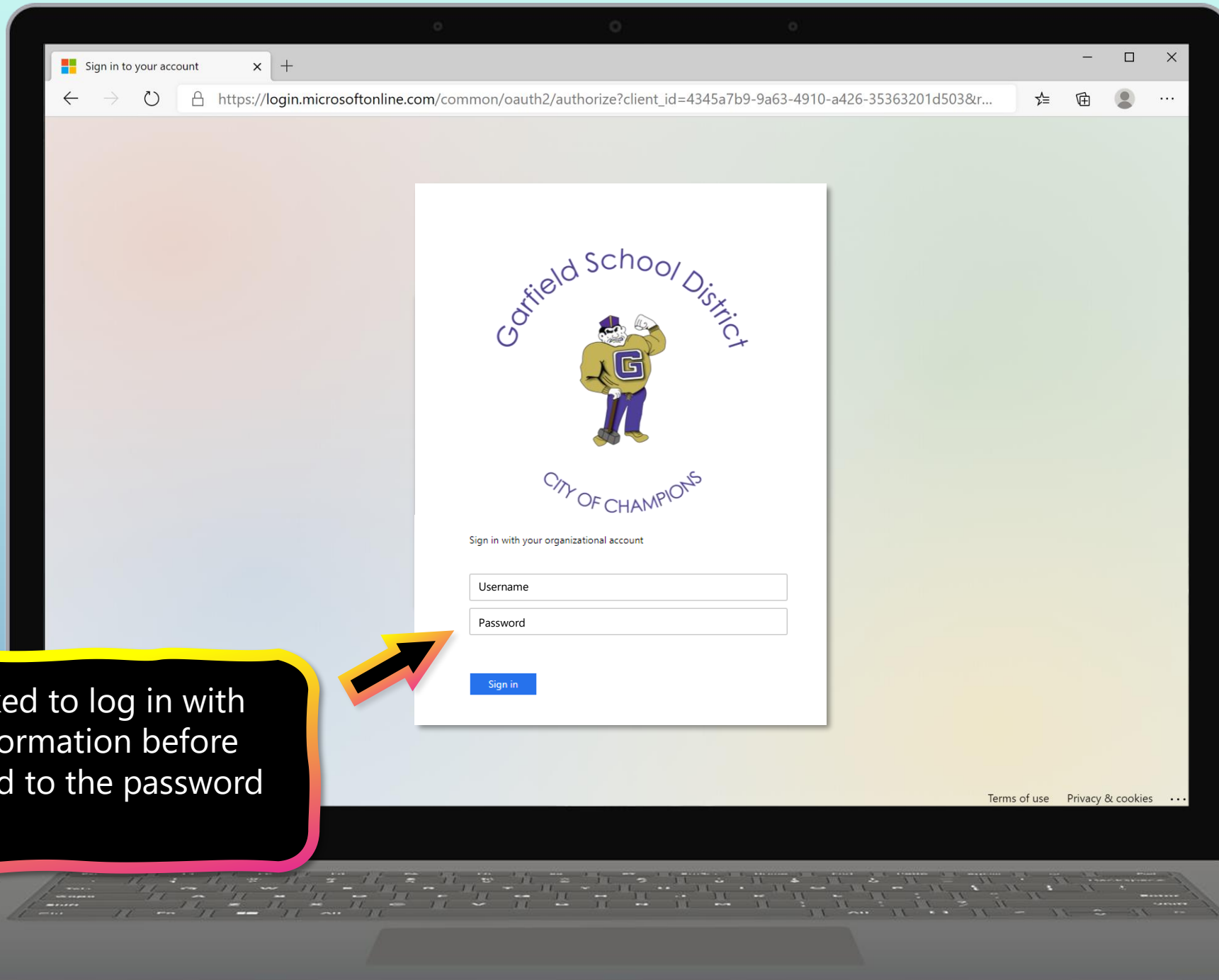




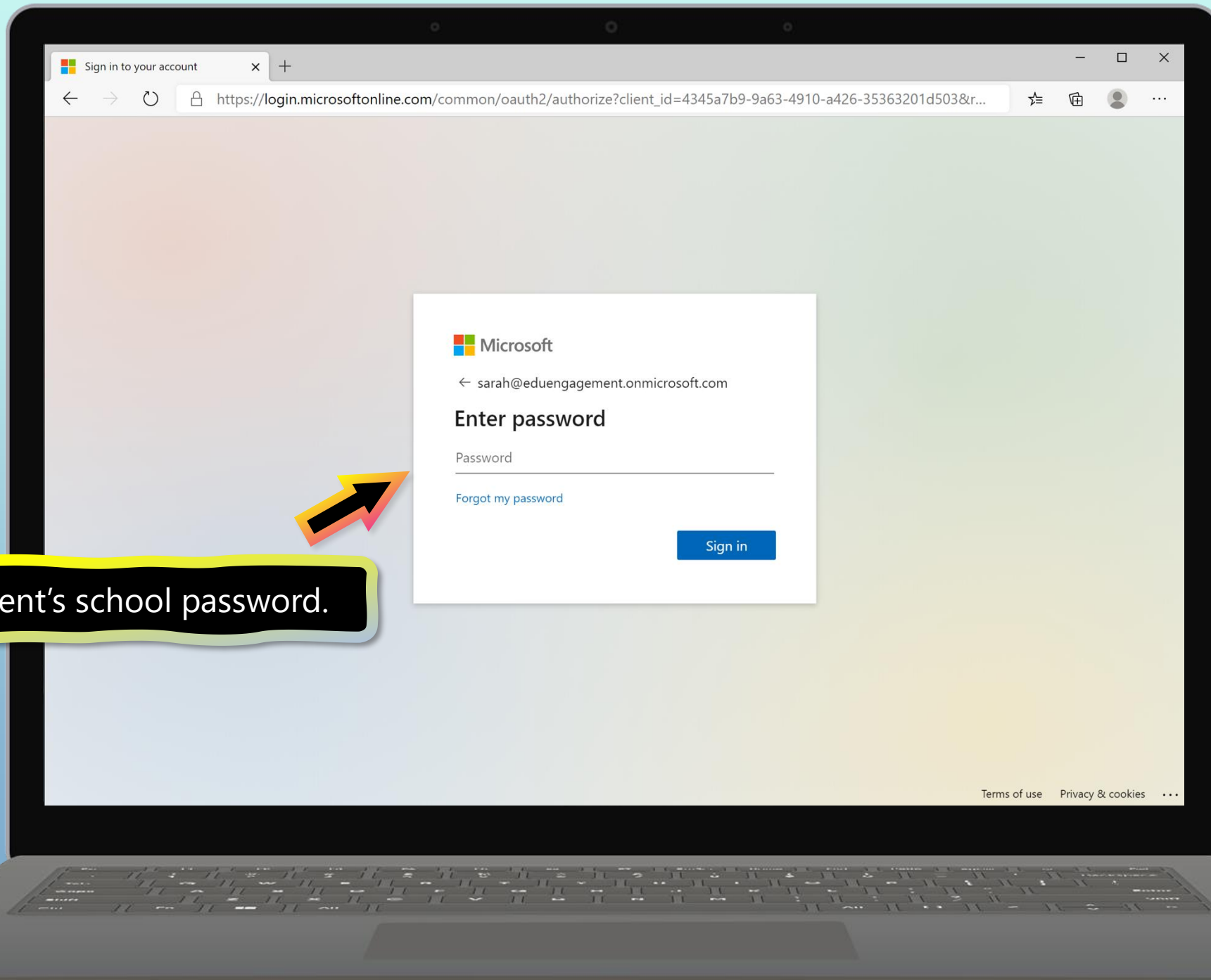
Go to [Office.com](https://www.office.com) and click **Sign In**.



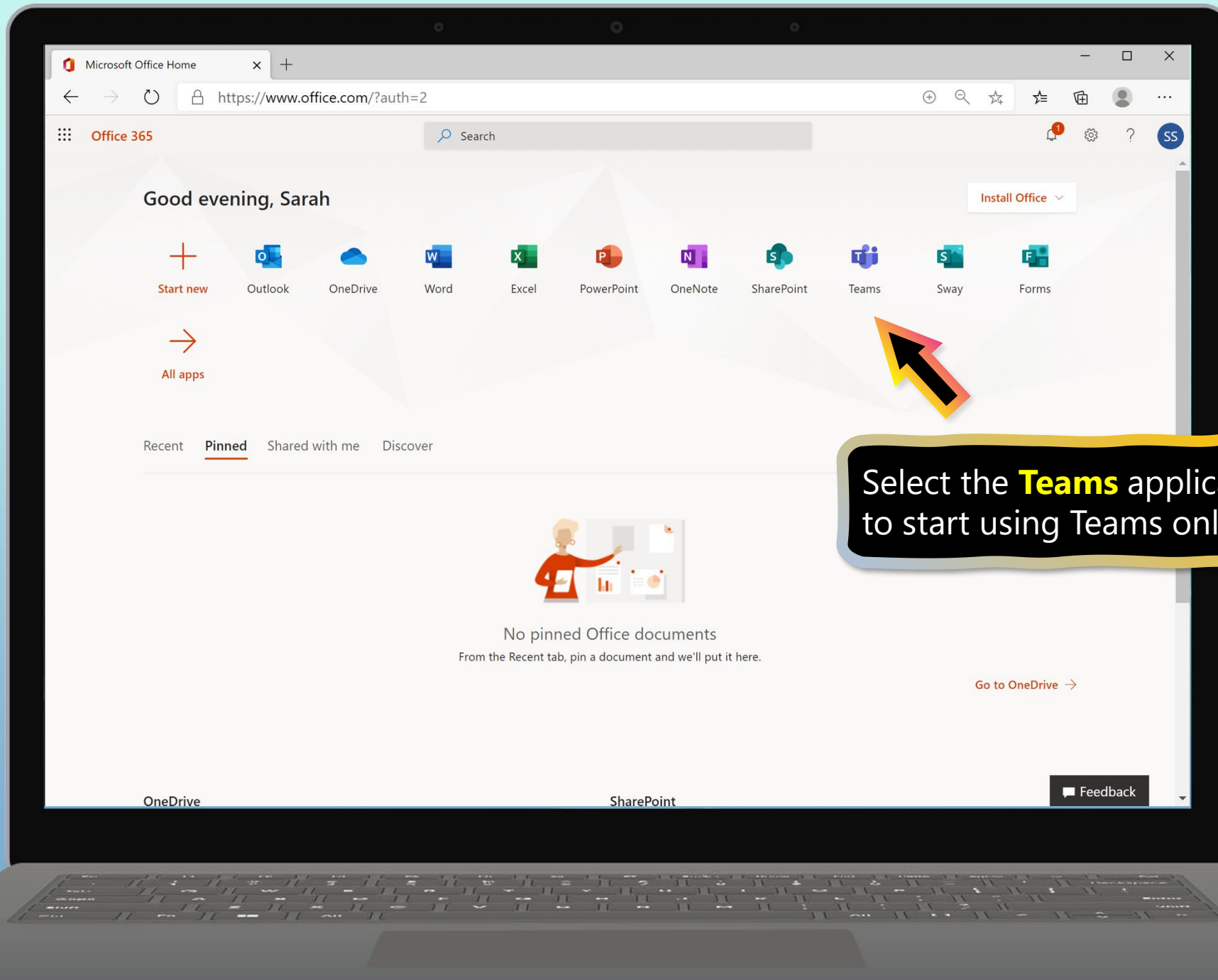
Sign in with your student's school or work account. (This is how your student logs into their computer at school.)



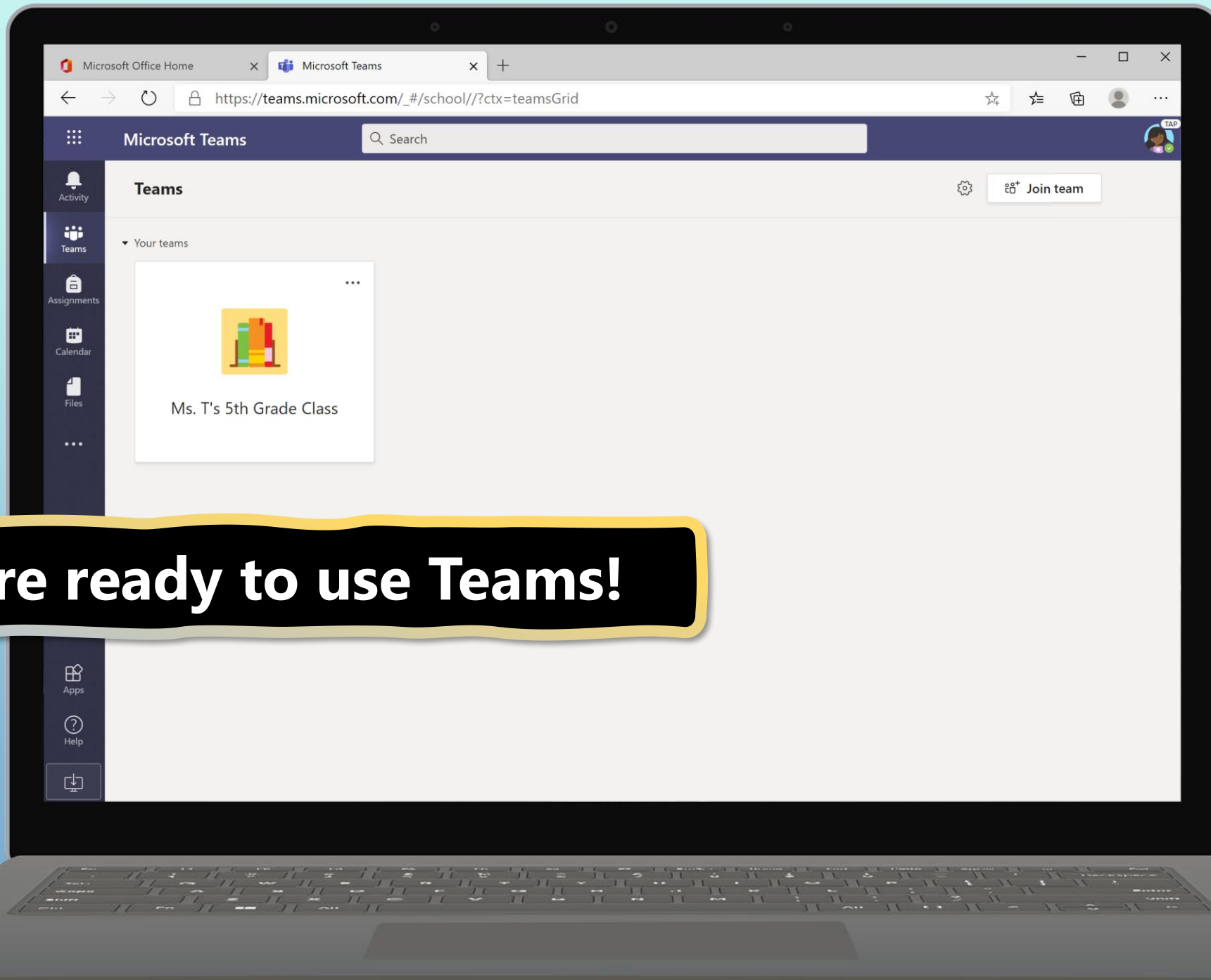
You may be asked to log in with your district information before being redirected to the password prompt.



Enter your student's school password.



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



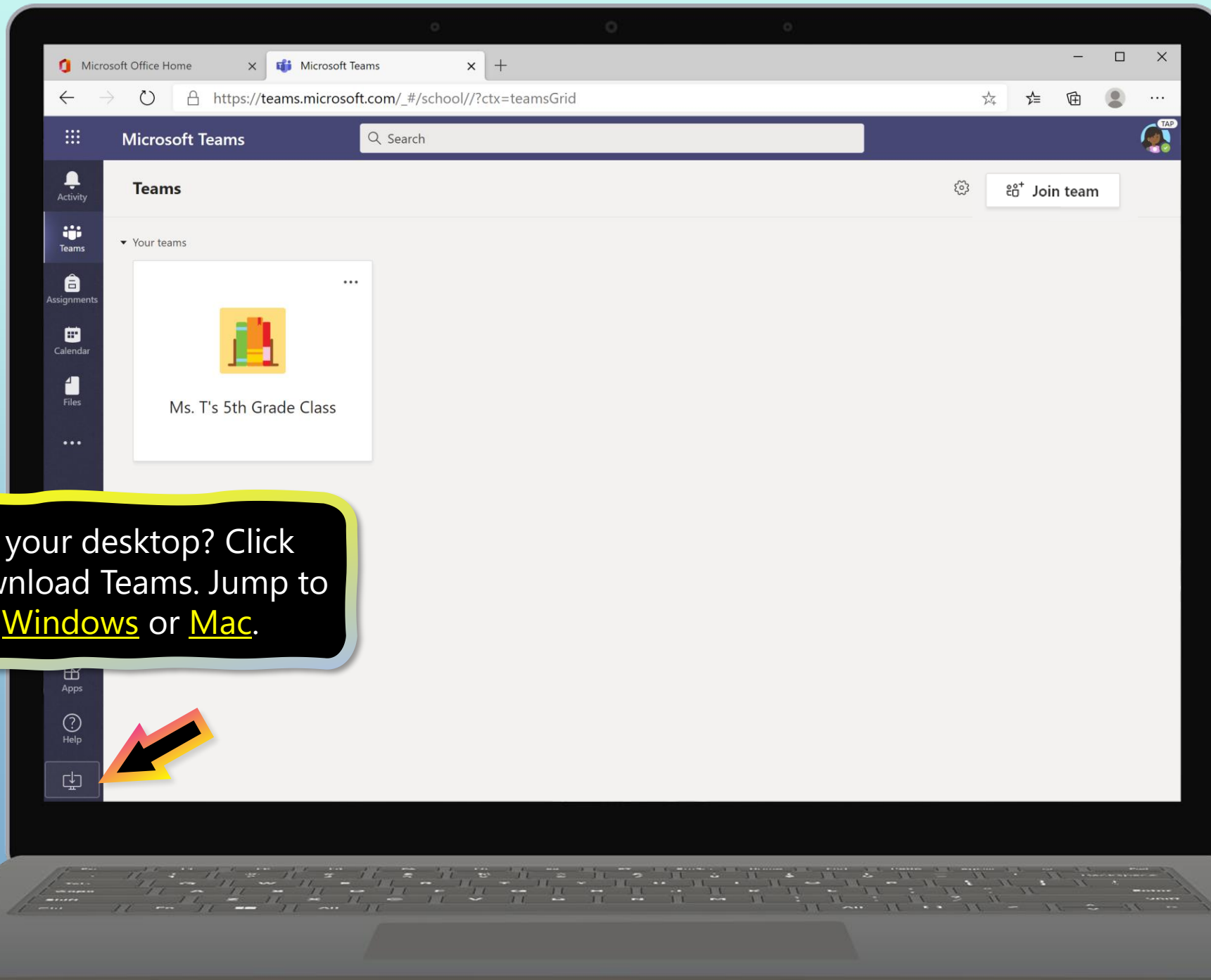
You're ready to use Teams!

Chapter 1

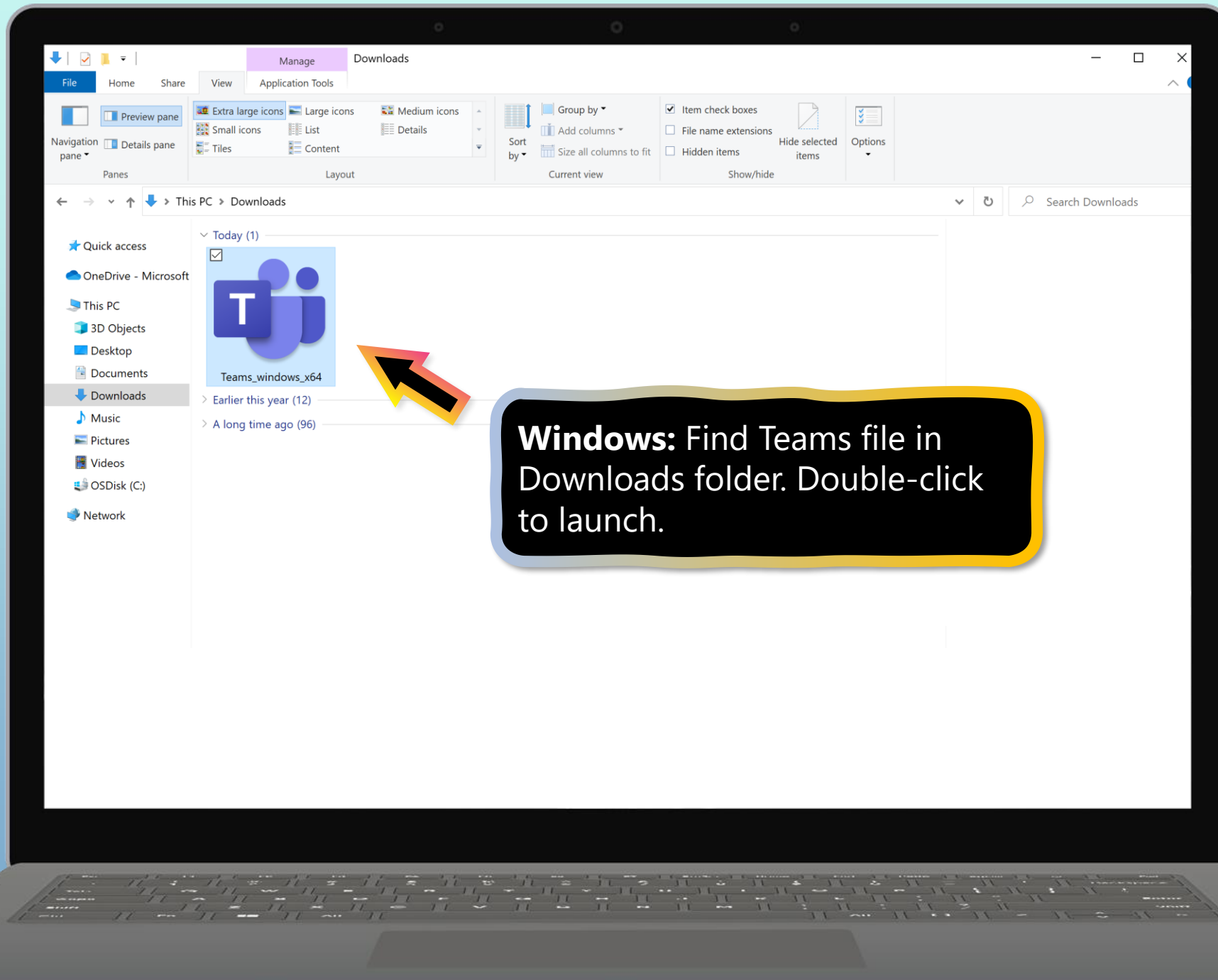
Get started with Teams

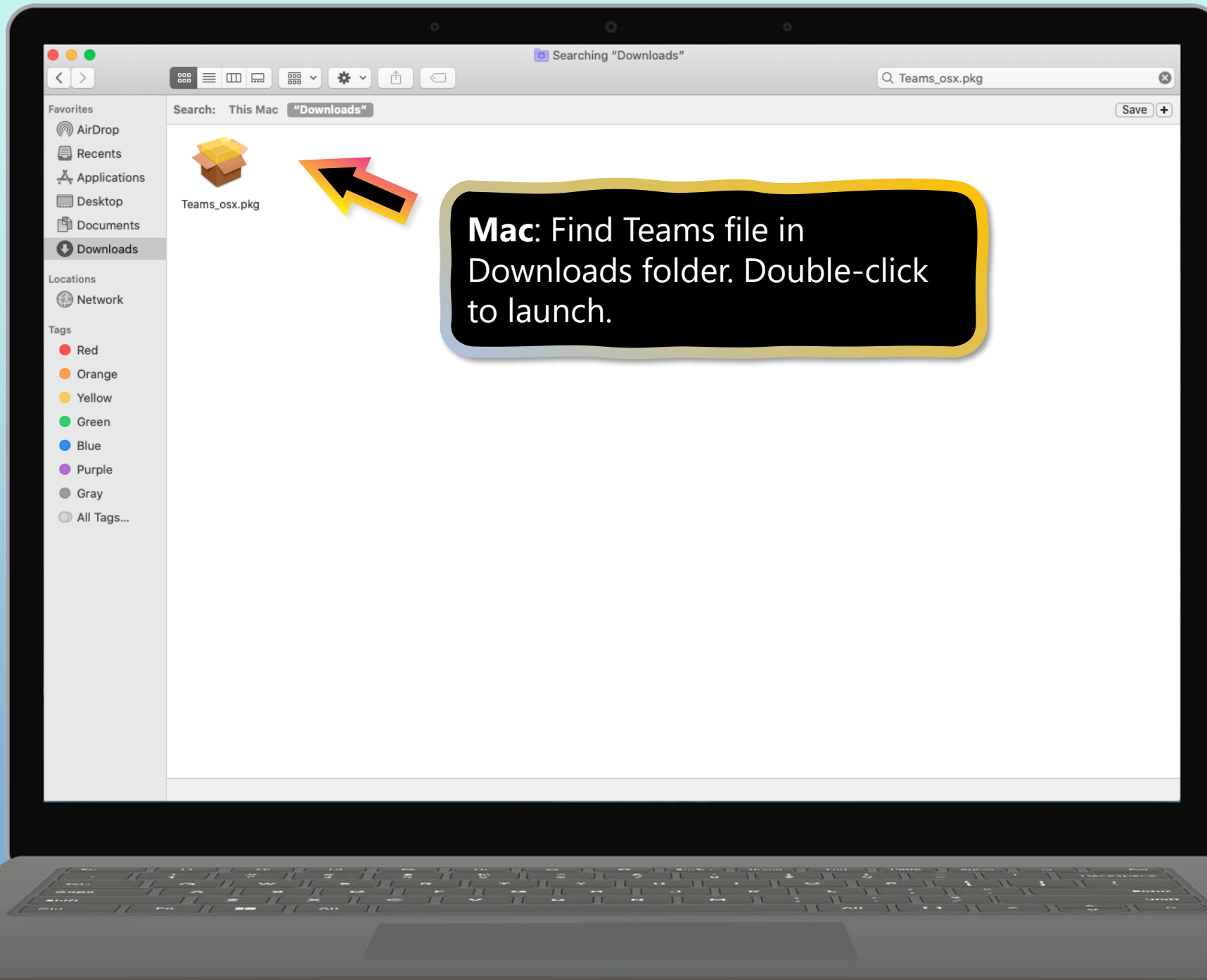
1. Sign into Teams online
2. **Download Teams on desktop**
3. Download Teams on mobile device





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





Chapter 1

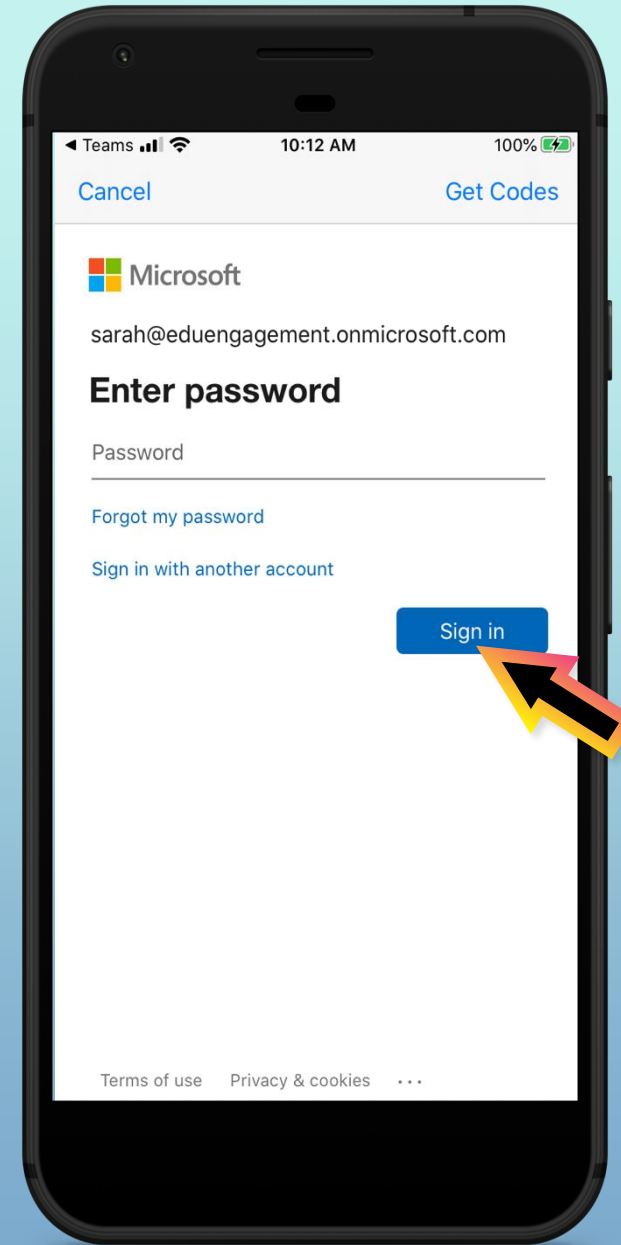
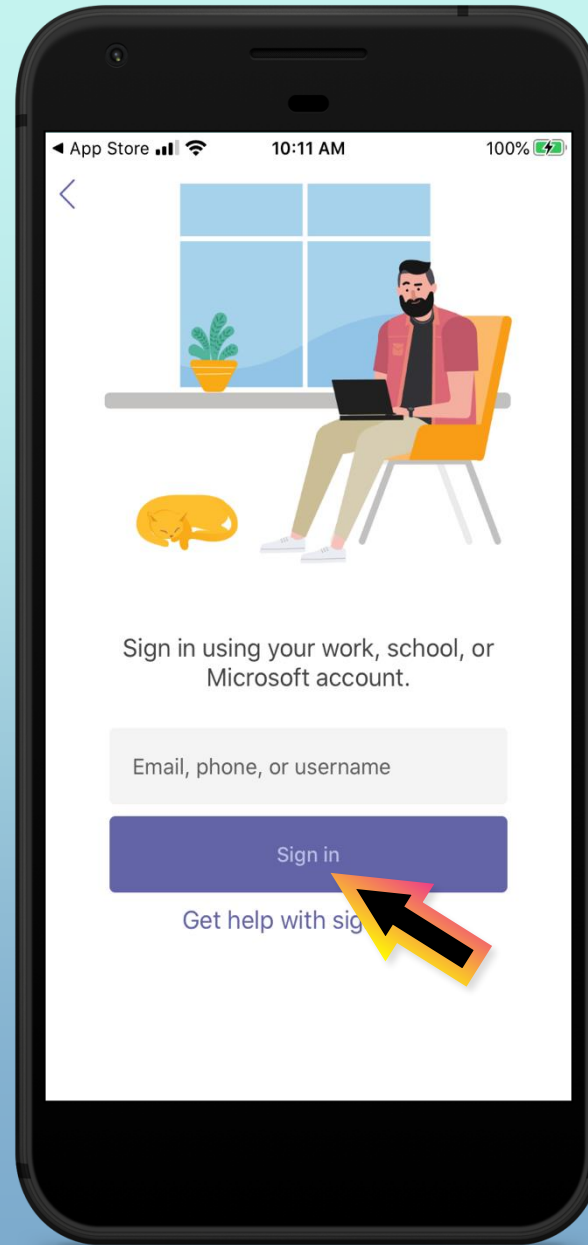
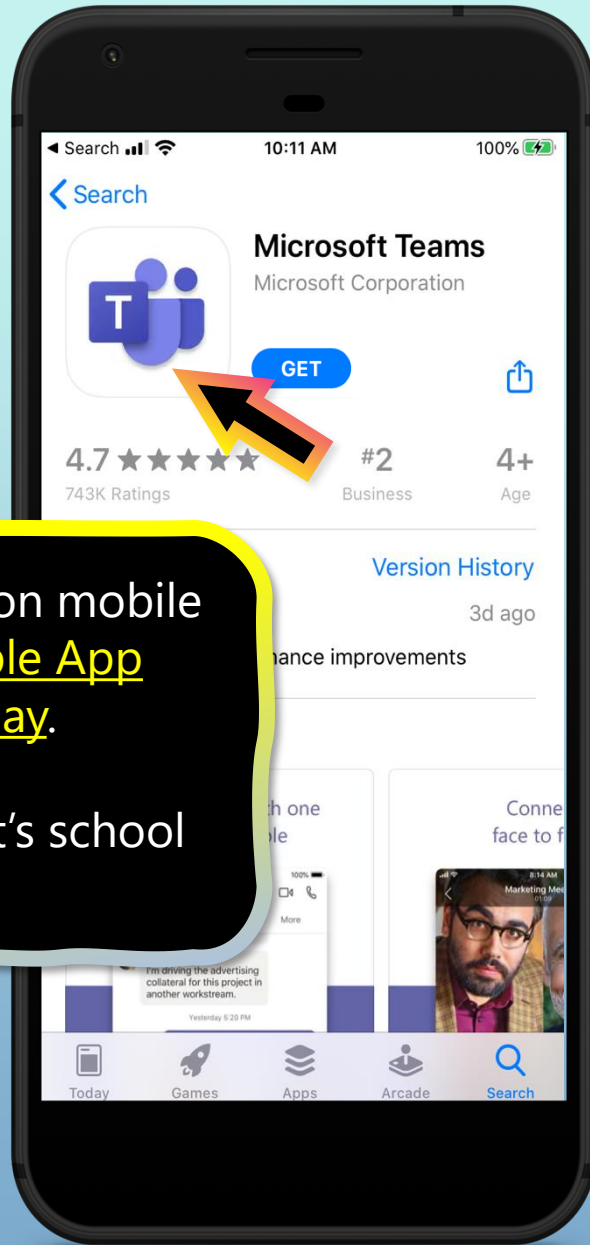
Get started with Teams

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](#).

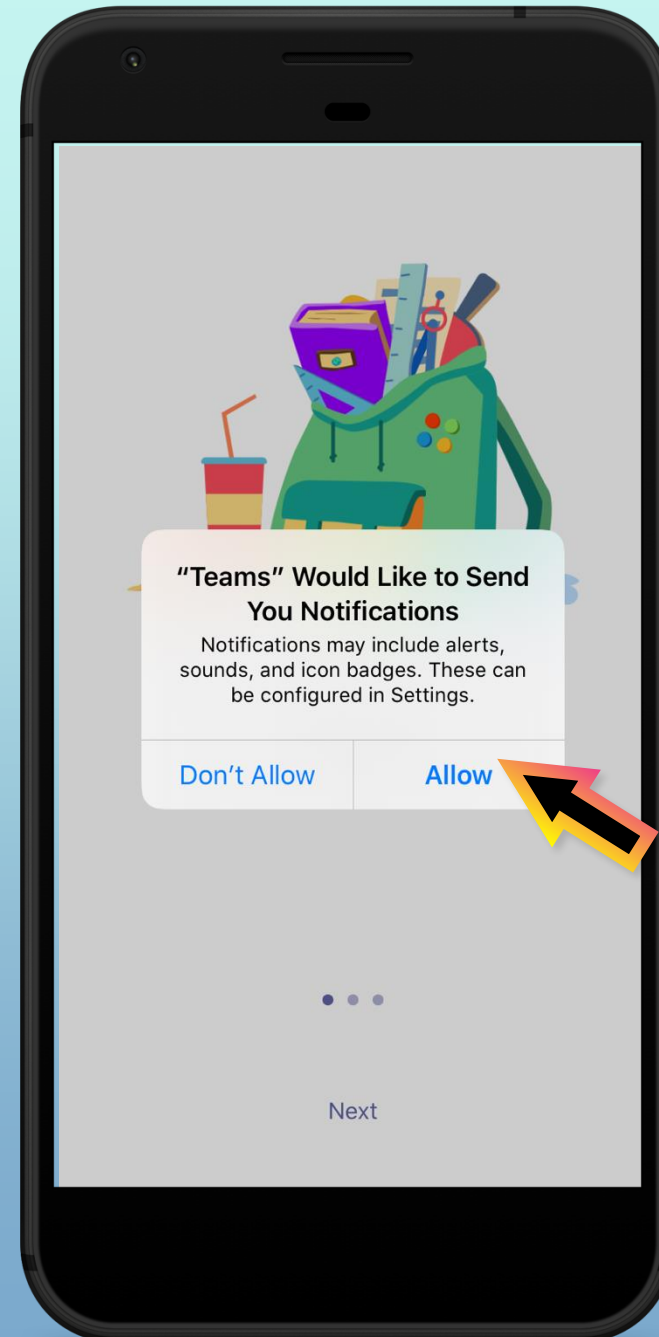
Enter your student's school or work account.



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.

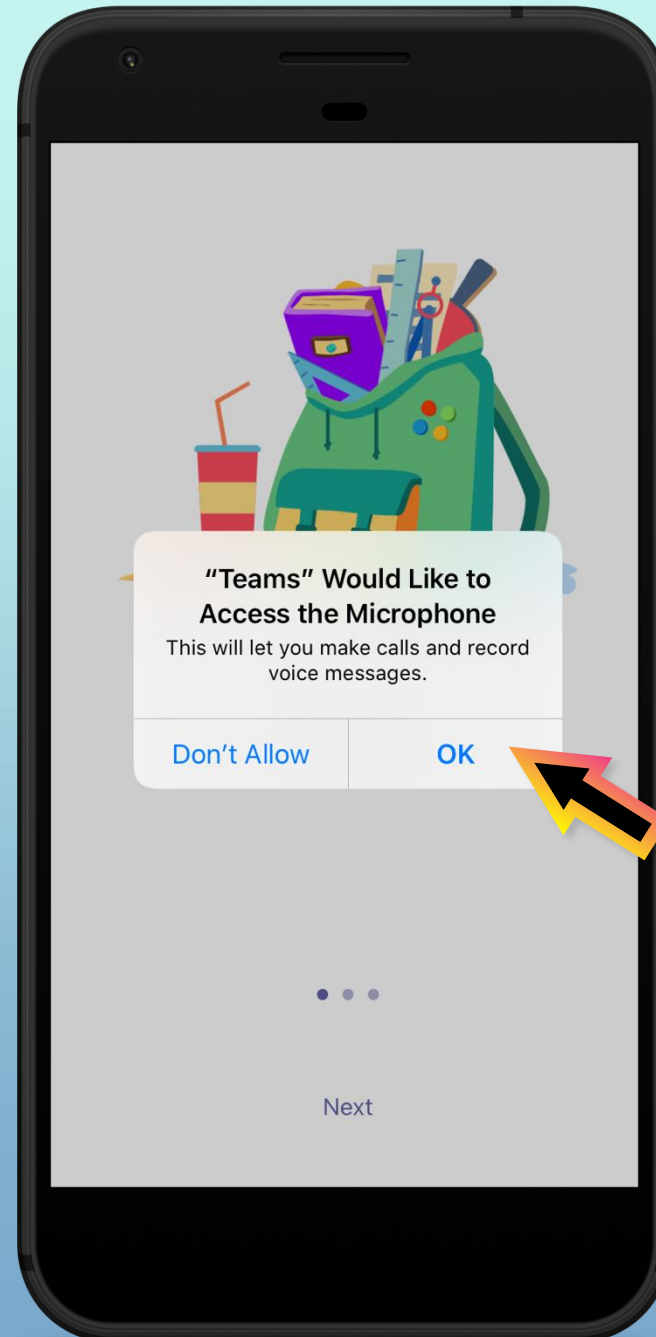
You can adjust this in **Settings**.



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



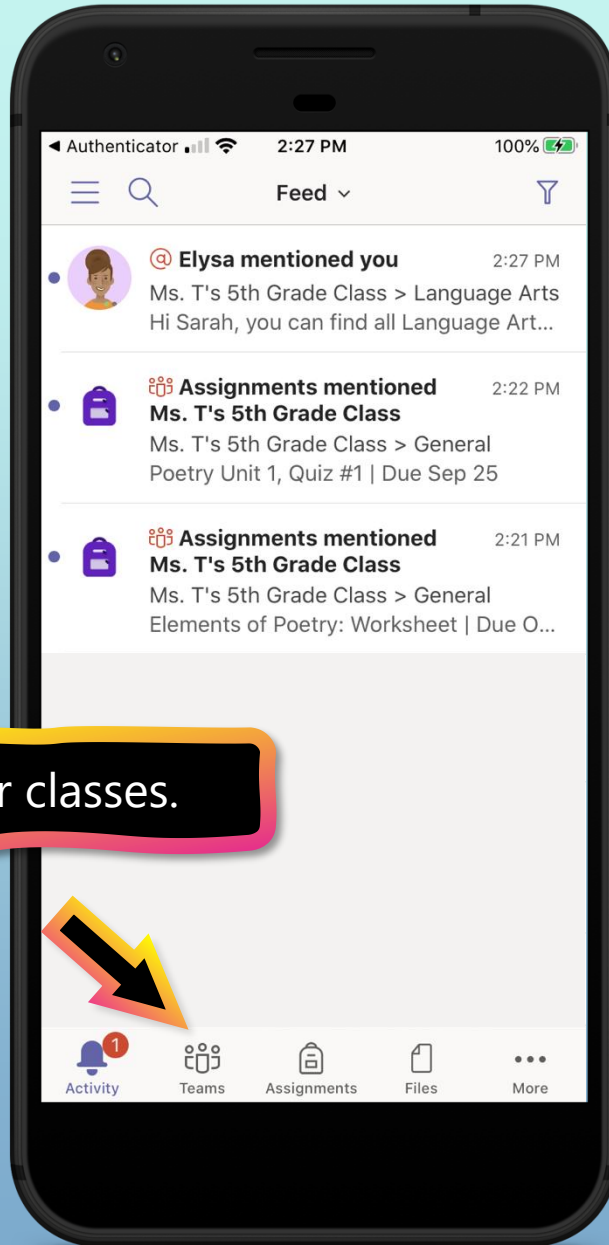
Speak up. Share out.
Soar on.



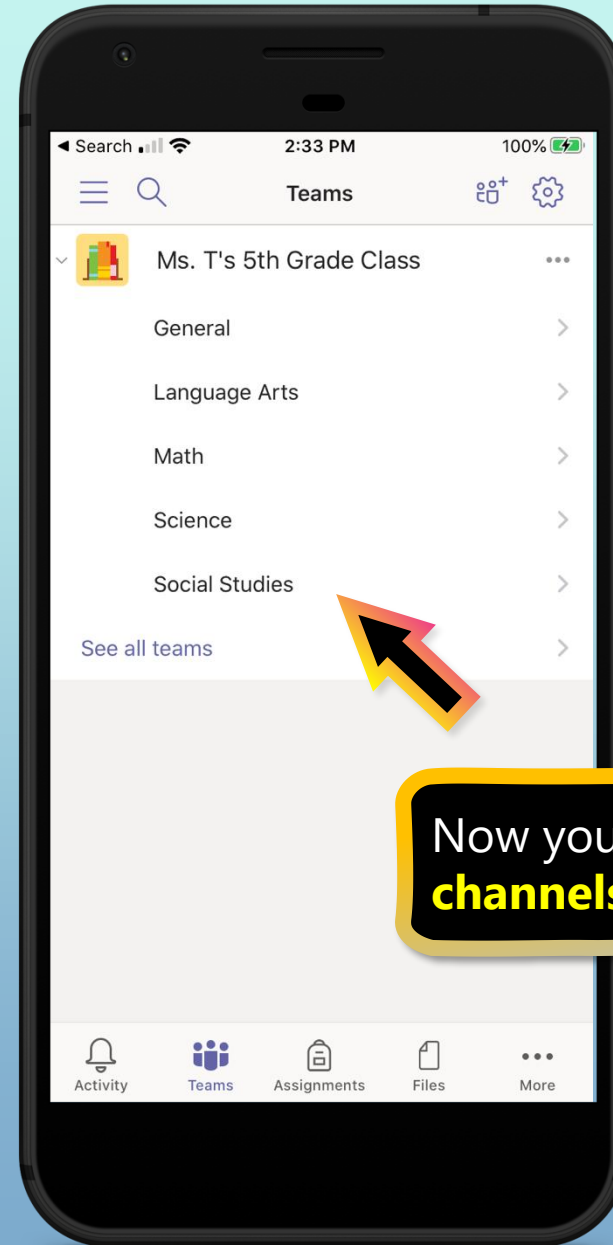
Got it

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





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



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

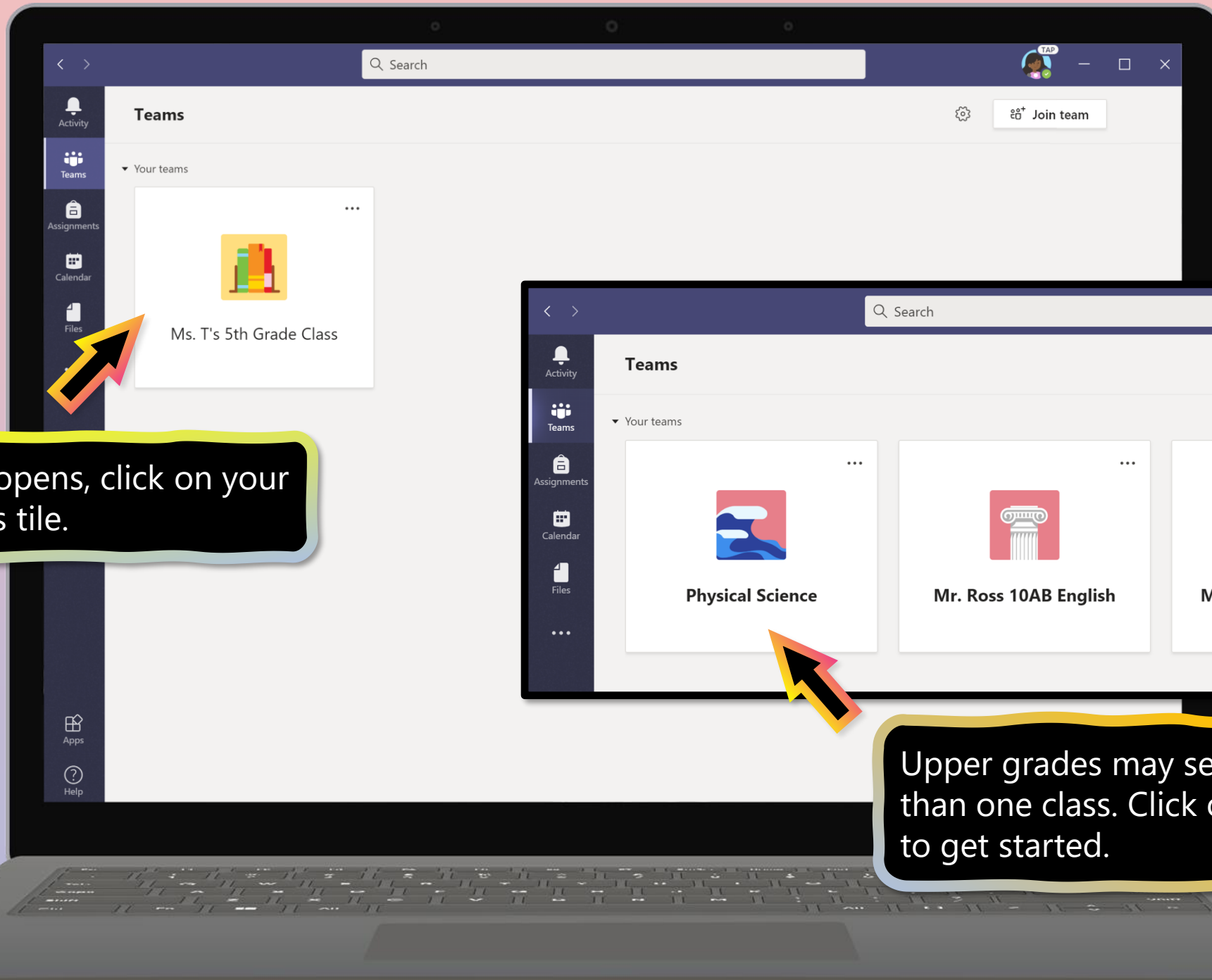


Chapter 2

How to help your student use Teams

1. **Join a class team**
2. View and turn in assignments
3. Attend a virtual class
4. Find grades
5. Chat with teachers and classmates

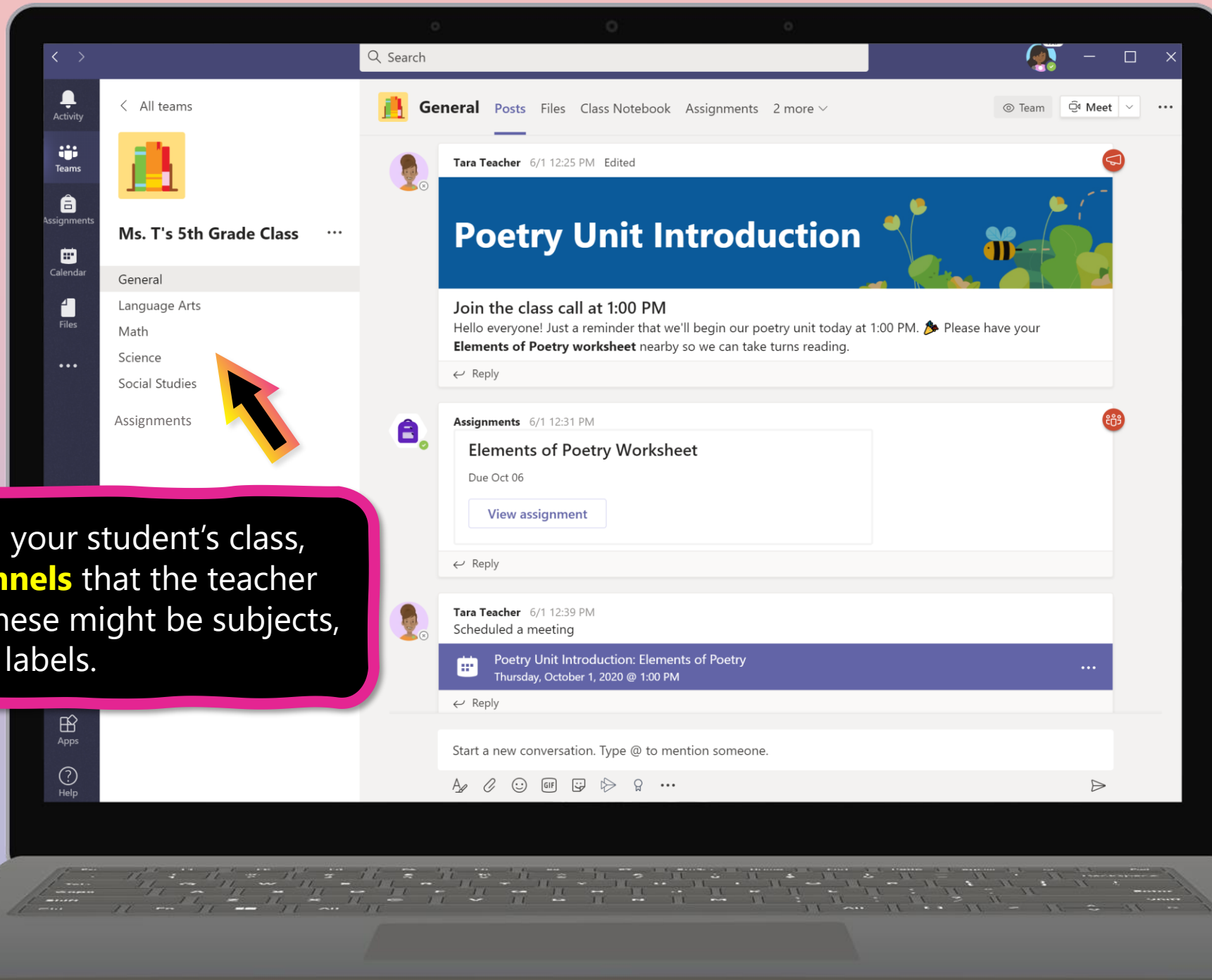




When Teams opens, click on your student's class tile.

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.



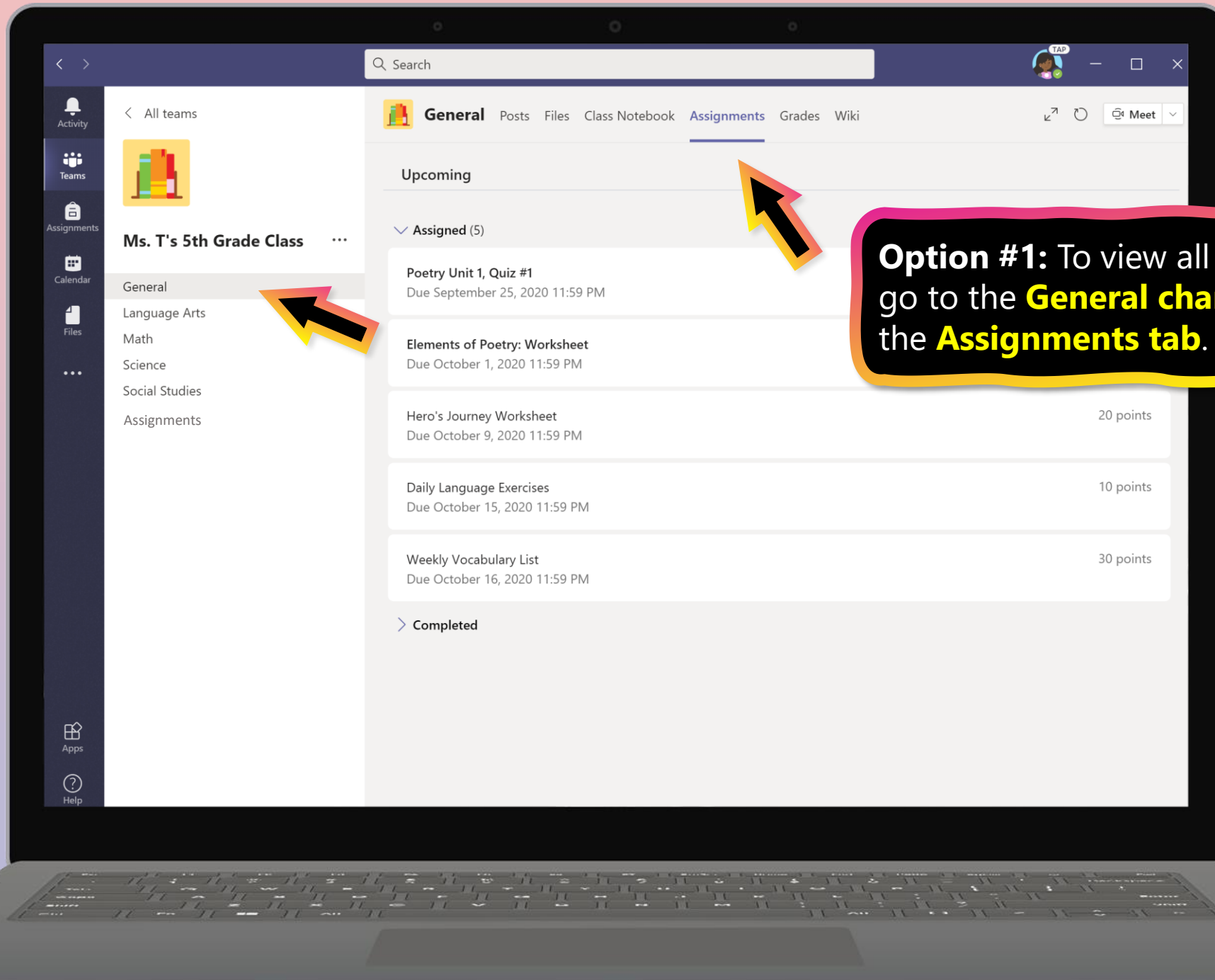
Chapter 2

How to help your student use Teams

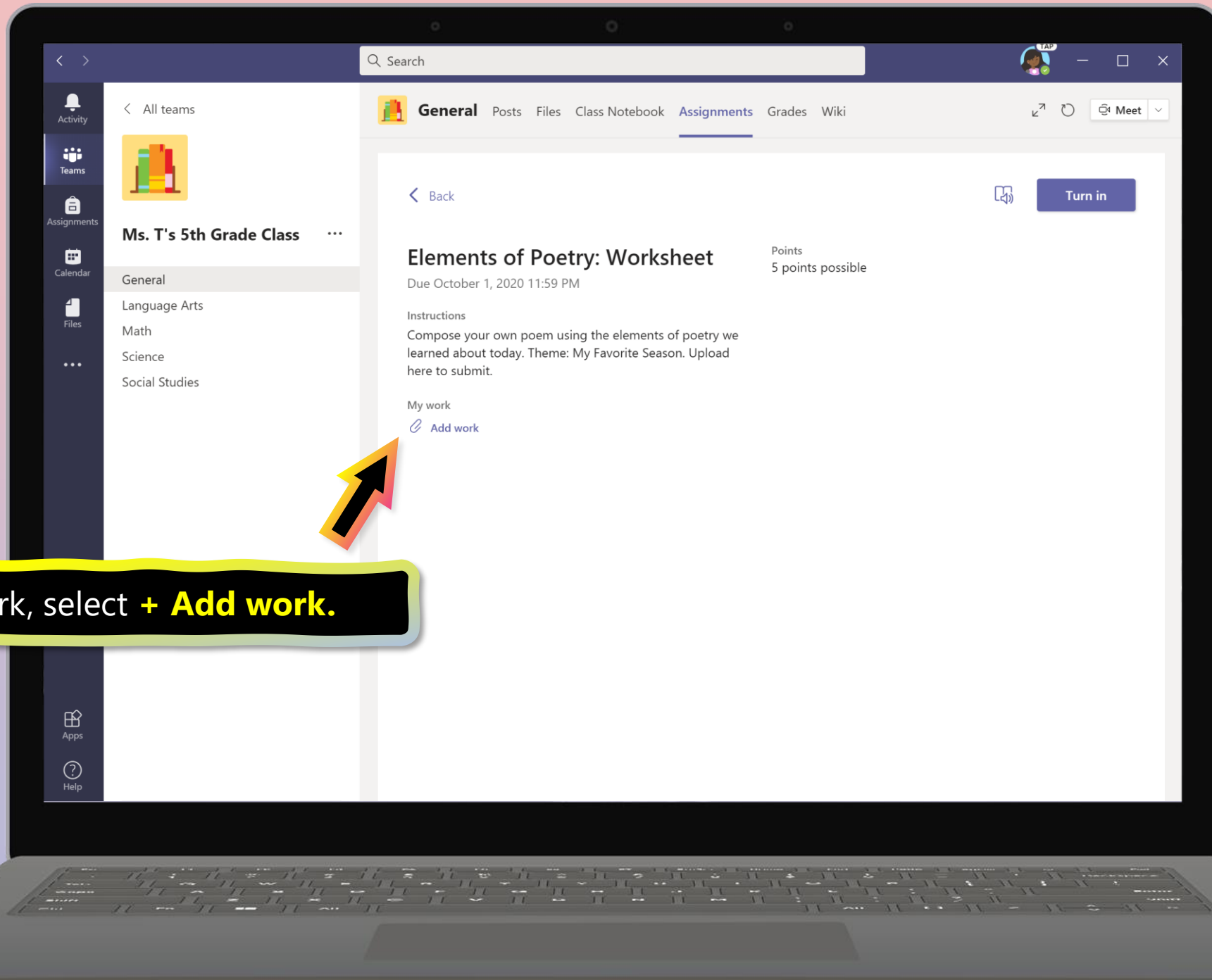
1. Join a class team
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Assignments can be viewed and submitted many ways on Teams. Here are some common options.

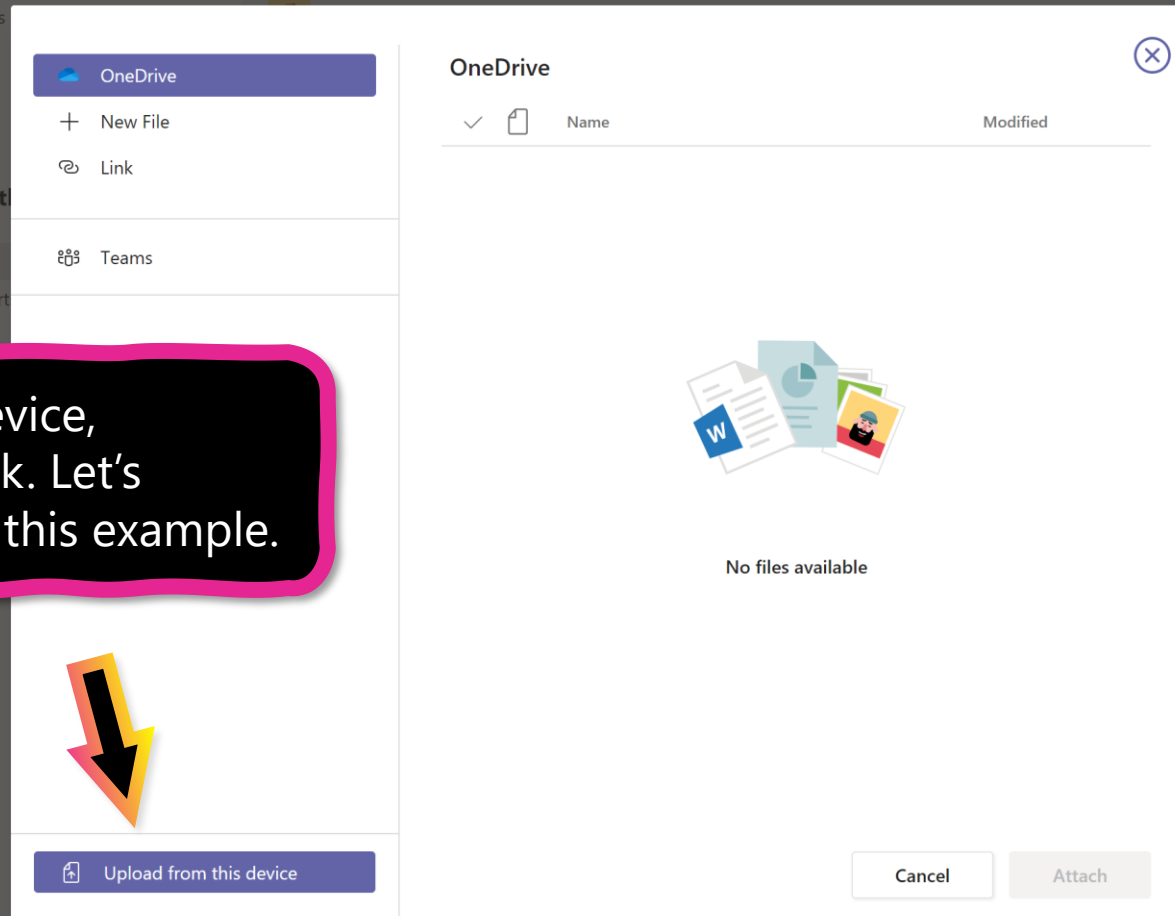


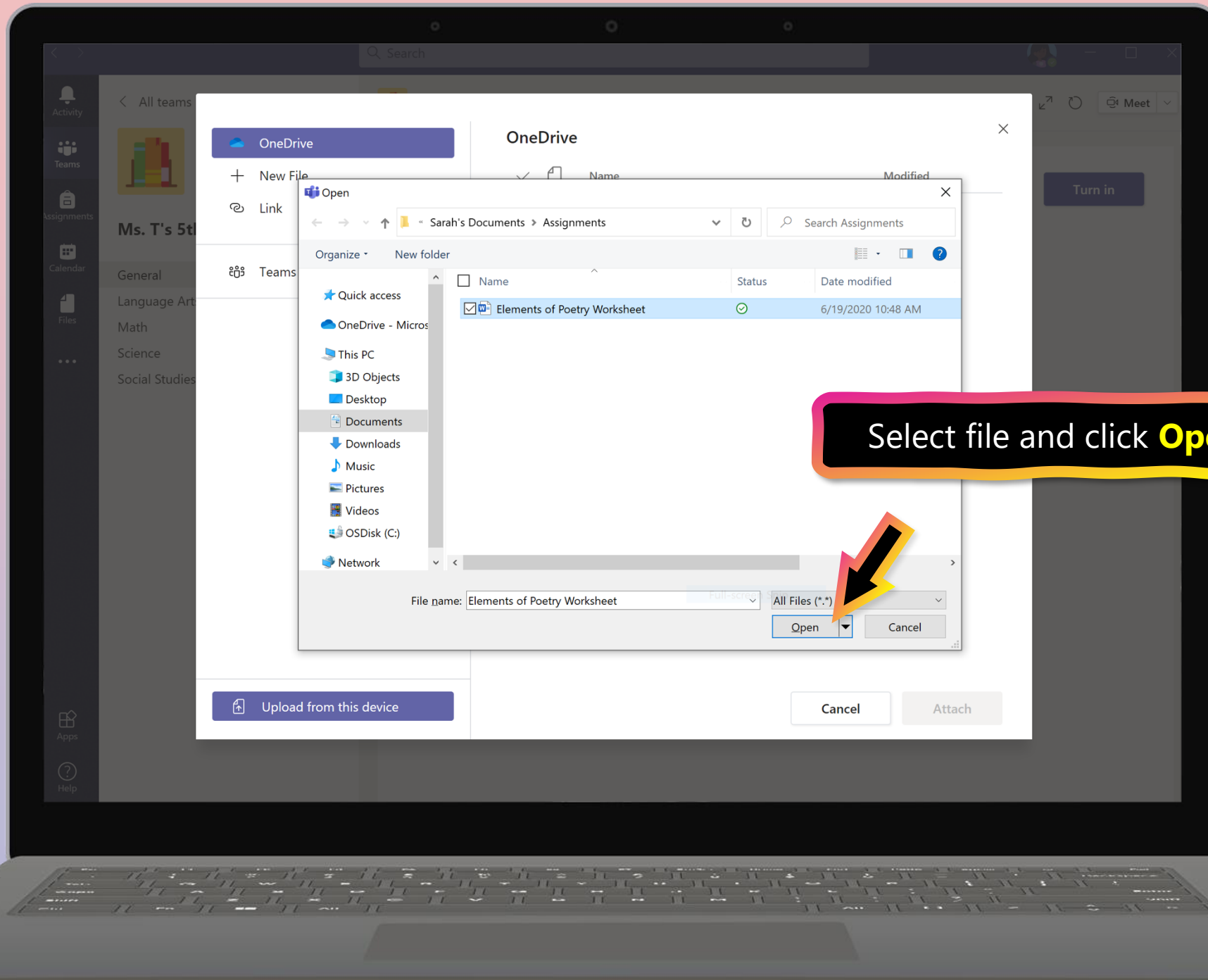
Option #1: To view all assignments, go to the **General channel** & select the **Assignments tab**.

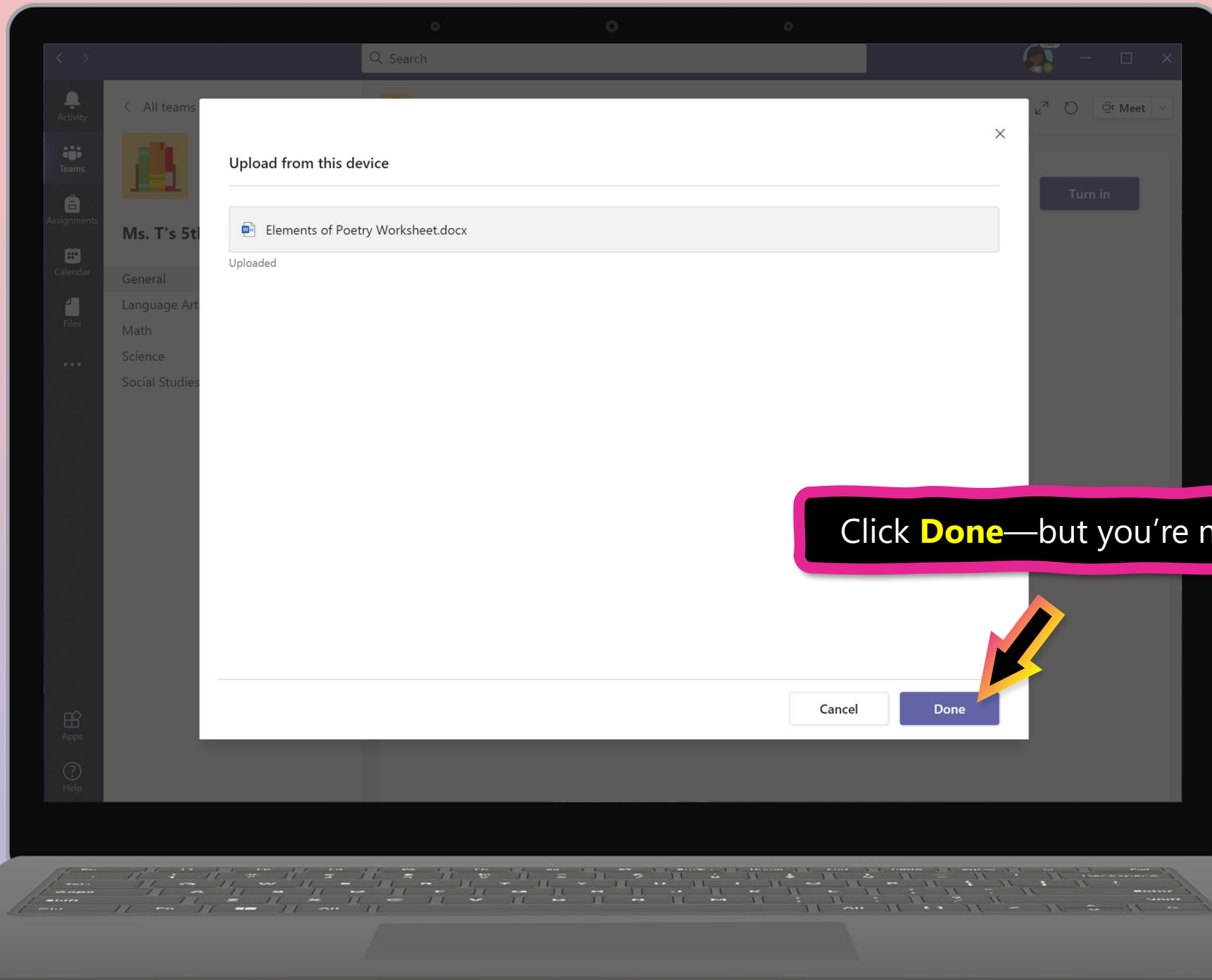


To **upload** work, select + **Add work**.

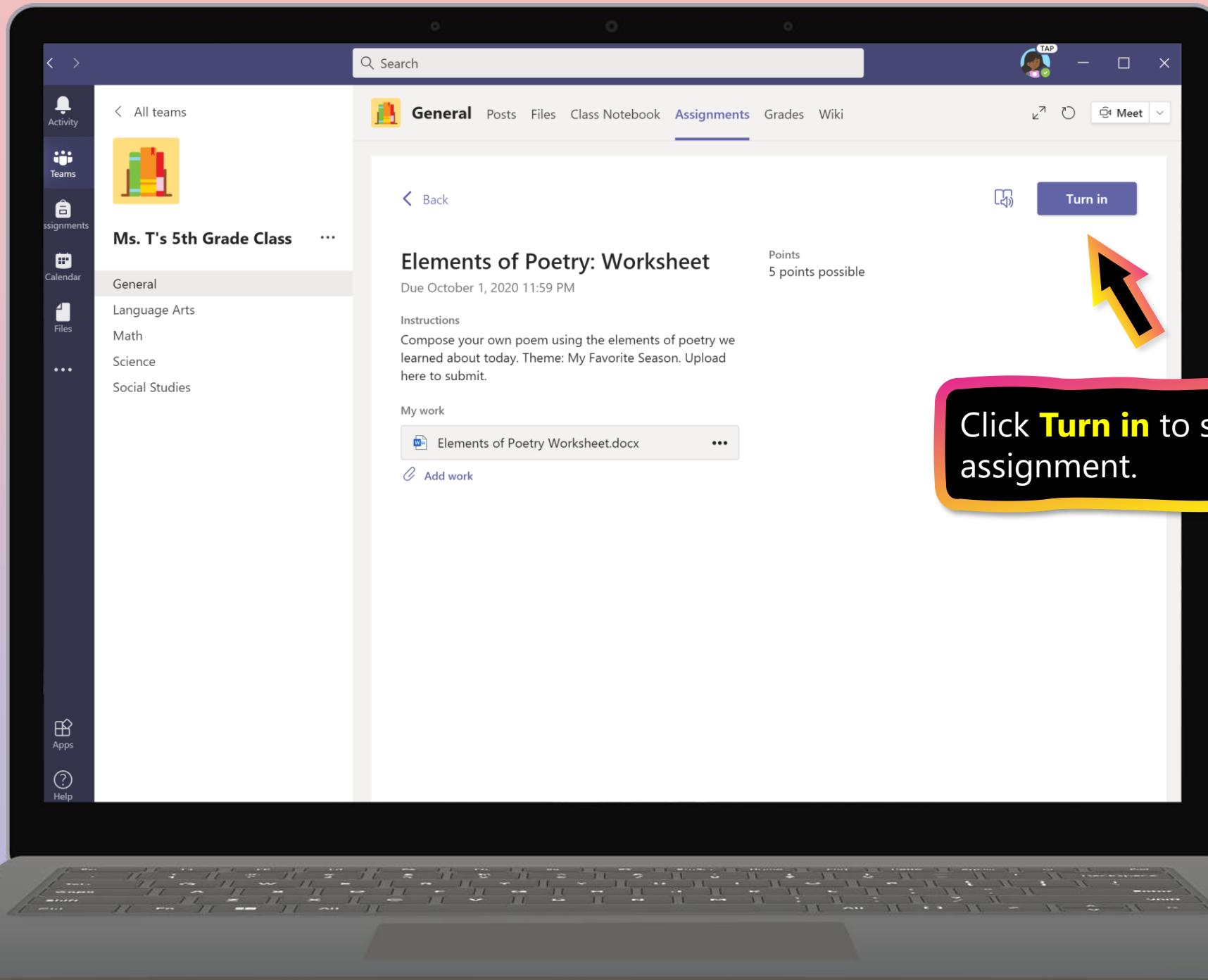
Upload file from your device,
OneDrive, Teams, or a link. Let's
upload from device for this example.



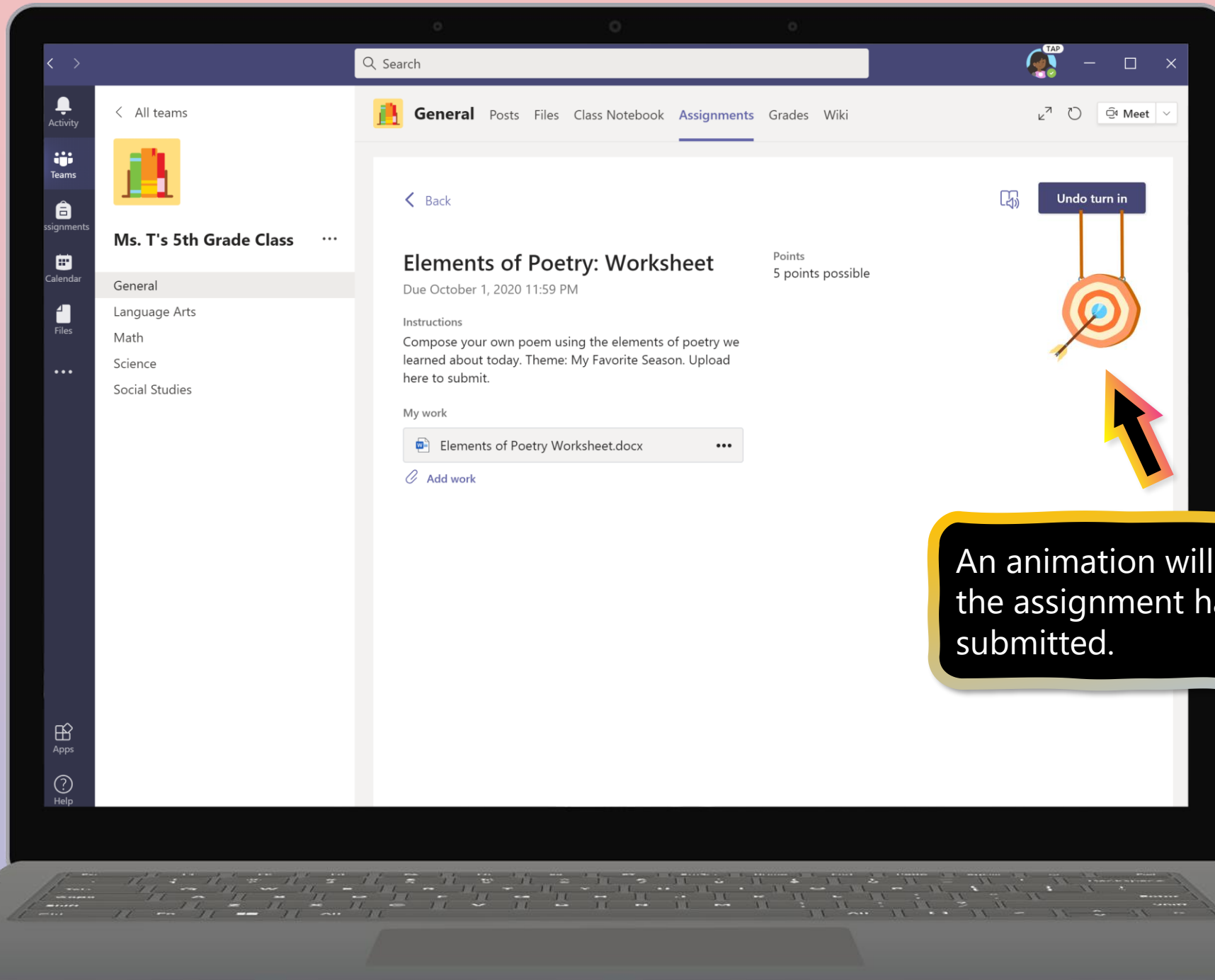




Click **Done**—but you're not done yet.



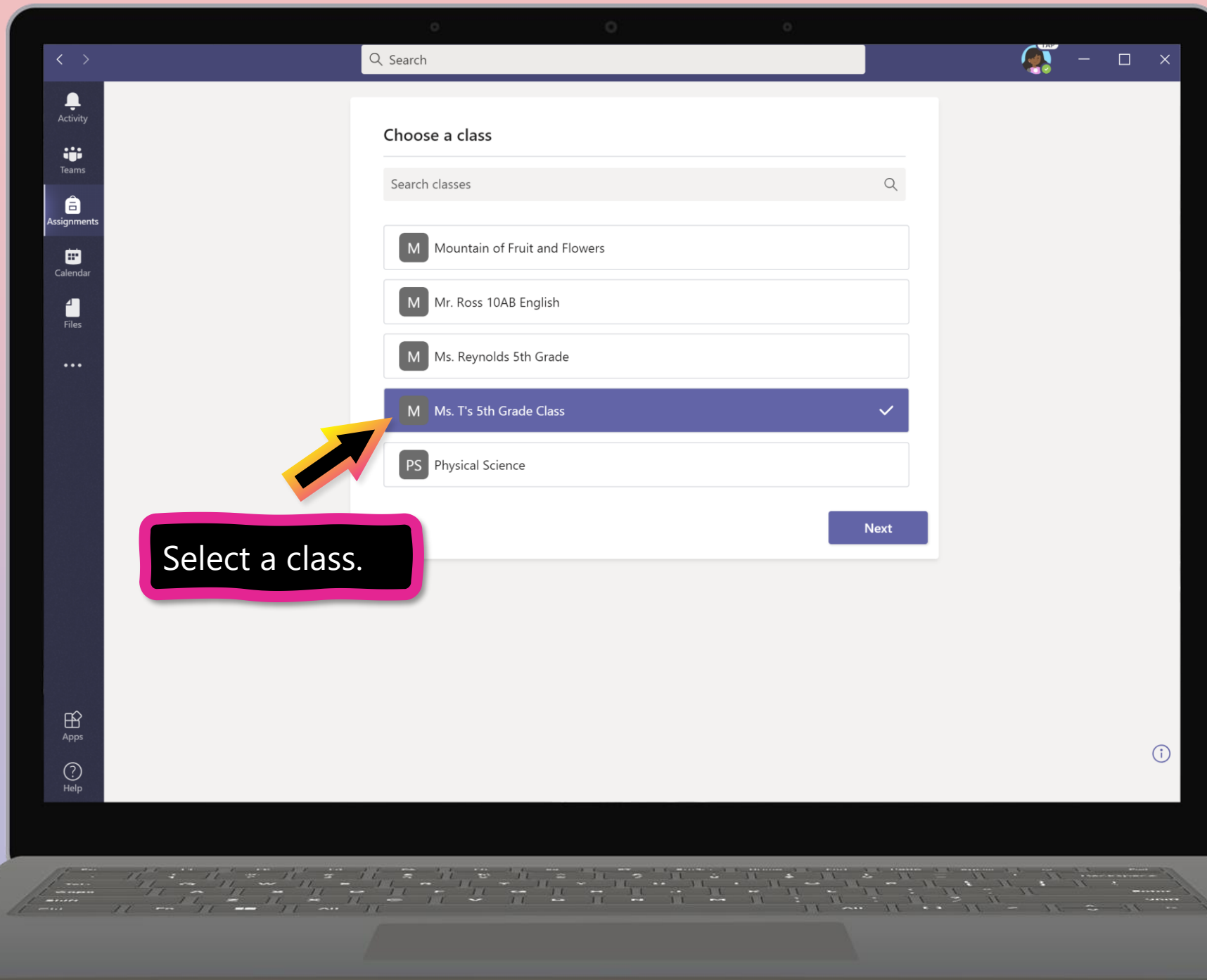
Click **Turn in** to submit assignment.



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 application interface on a laptop. The left-hand navigation pane is visible, with the 'Assignments' icon highlighted by a yellow arrow. The main content area shows a chat window for 'Ms. T's 5th Grade Class'. The chat history includes 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' card for 'Elements of Poetry Worksheet' due Oct 06, with a 'View assignment' button. At the bottom, there is a meeting card for 'Poetry Unit Introduction: Elements of Poetry' on Thursday, October 1, 2020 at 1:00 PM. The bottom of the screen shows a laptop keyboard.



Choose a class

Search classes

M Mountain of Fruit and Flowers

M Mr. Ross 10AB English

M Ms. Reynolds 5th Grade

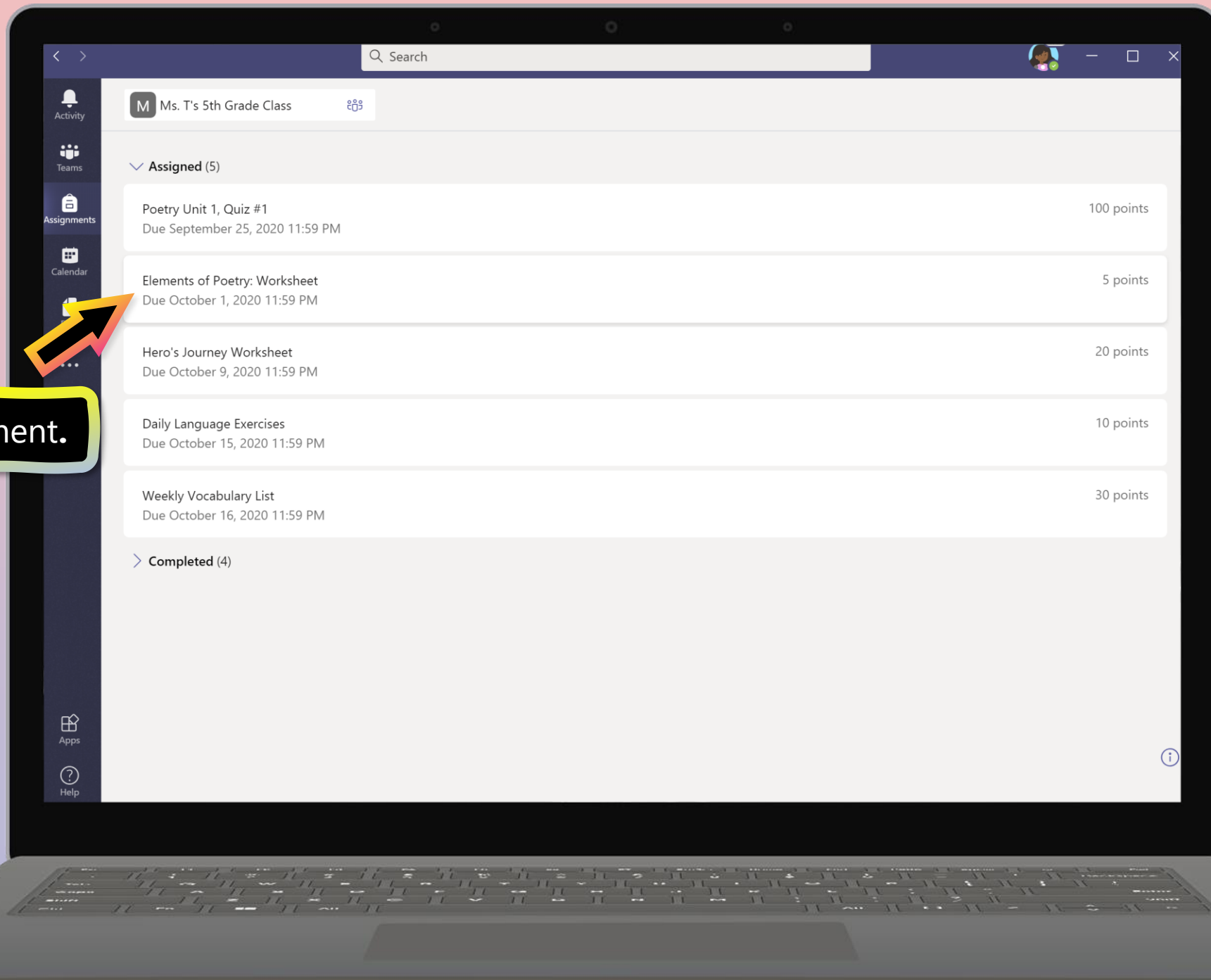
M Ms. T's 5th Grade Class

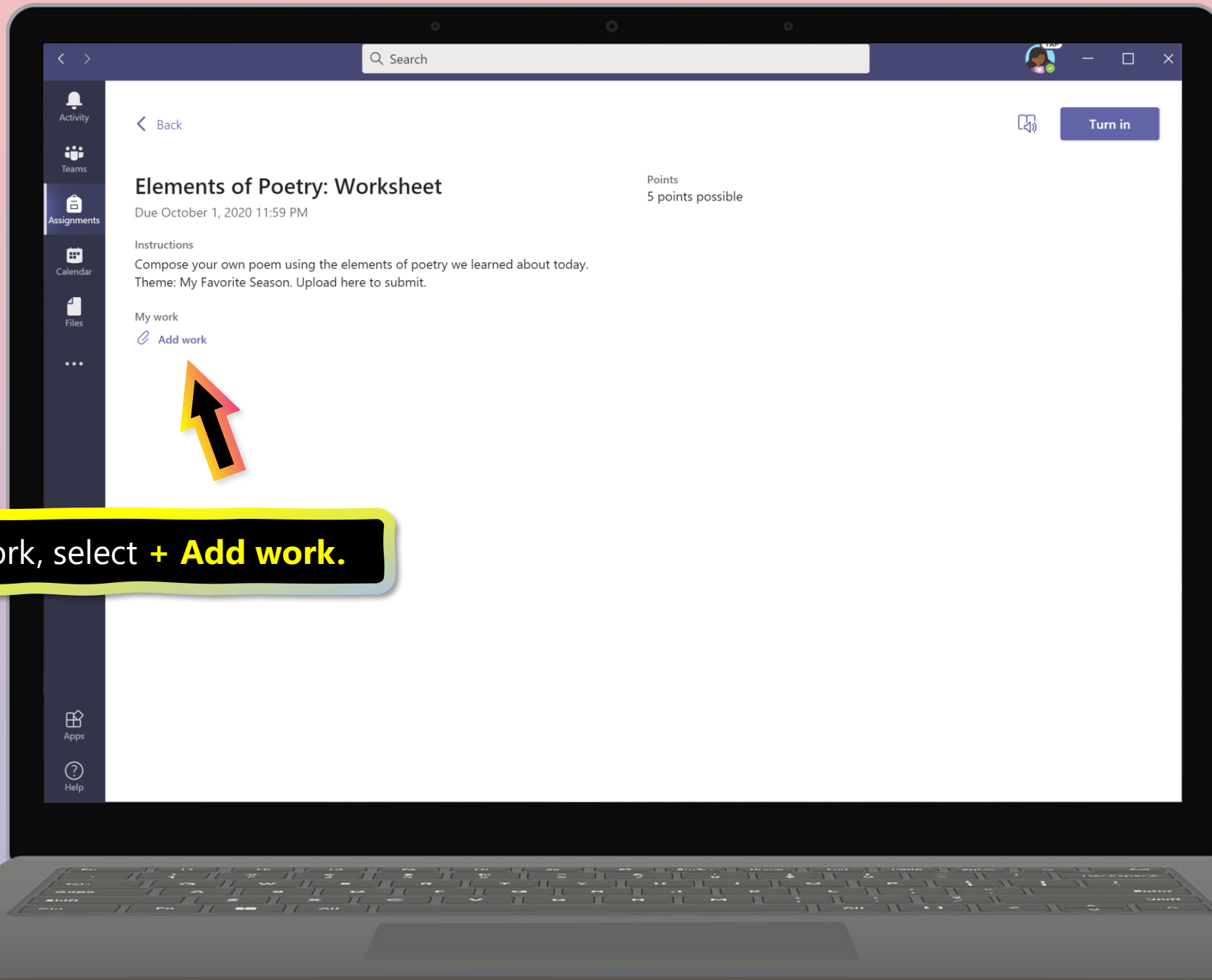
PS Physical Science

Next

Select a class.

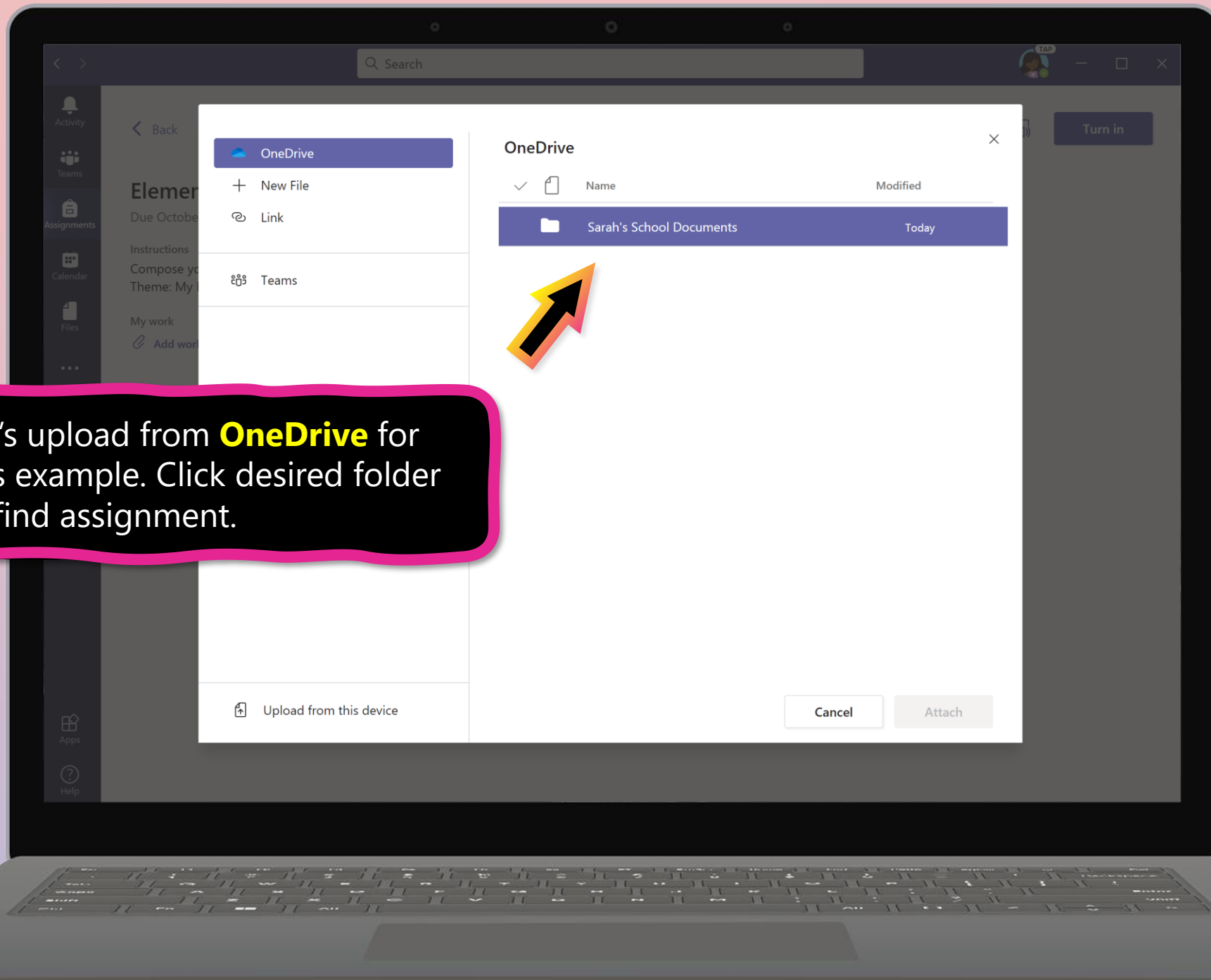
Select assignment.

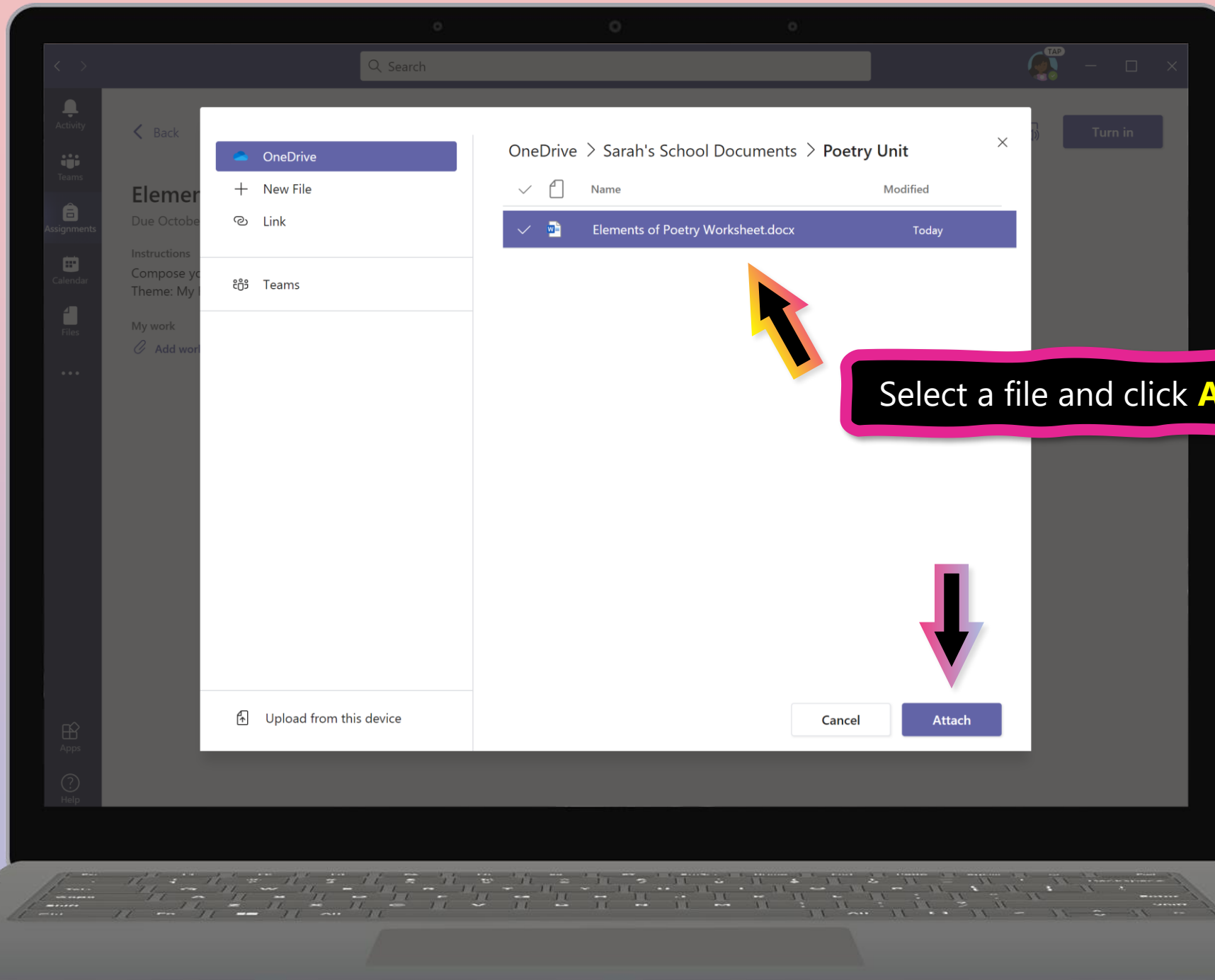




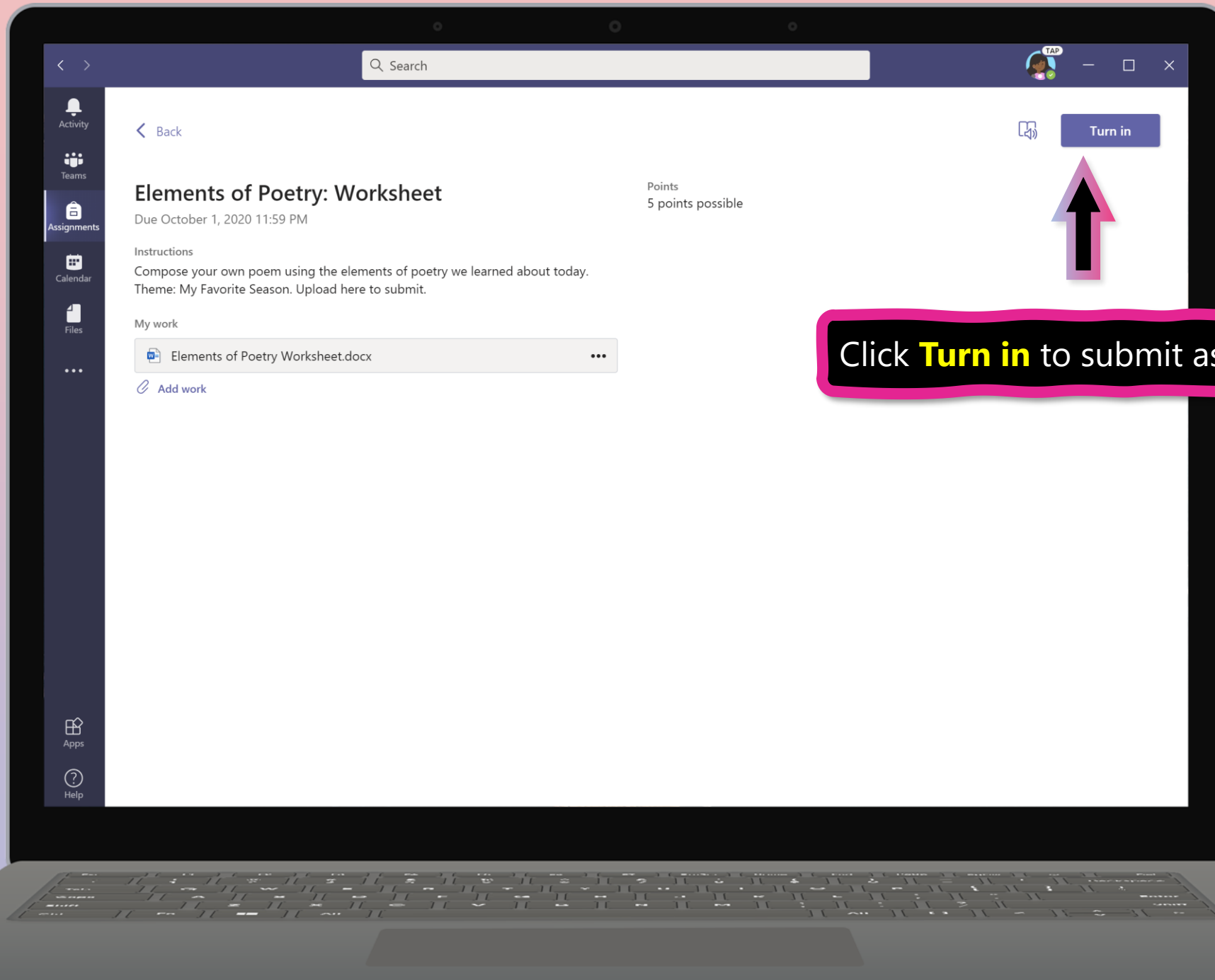
To upload work, select + **Add work**.

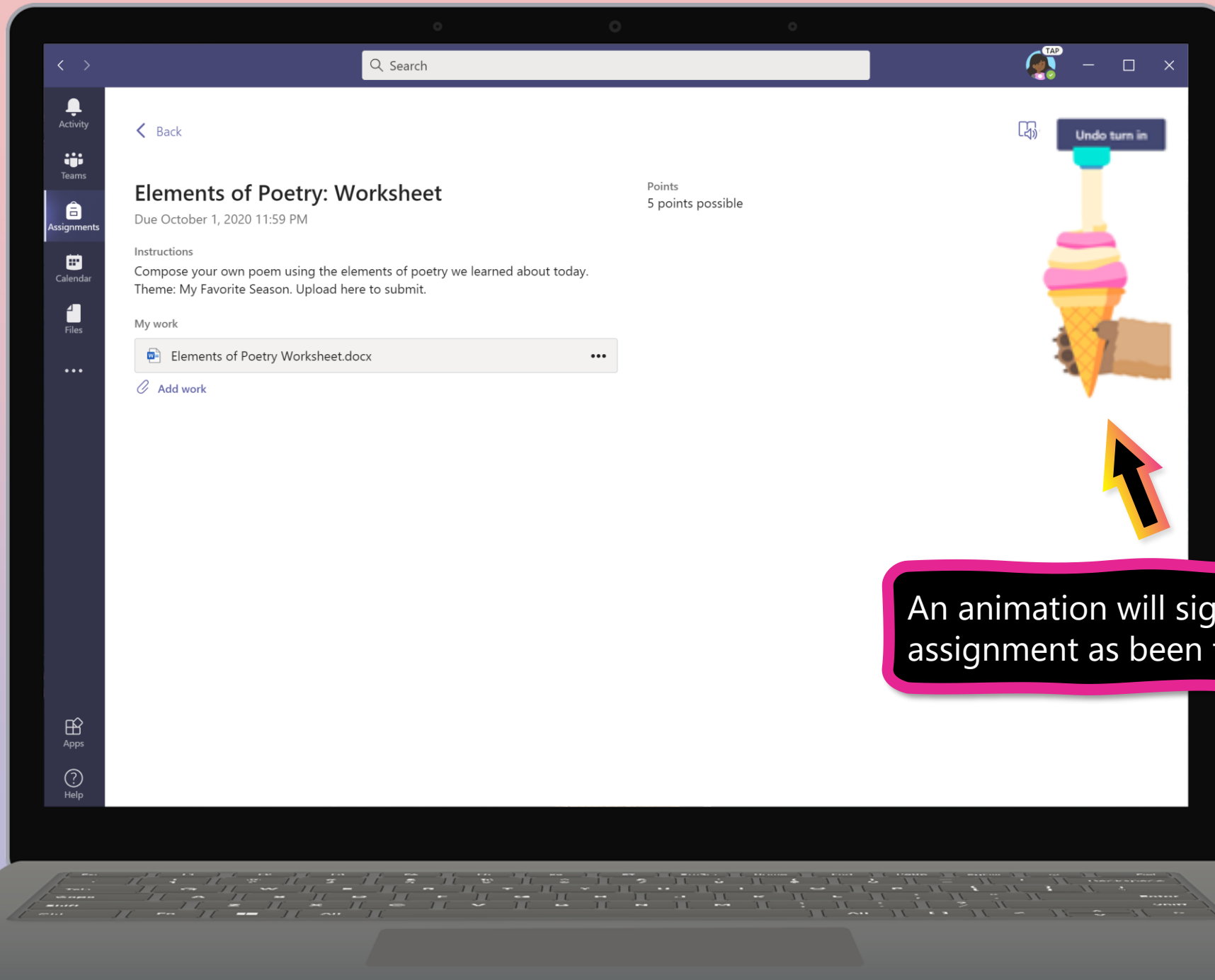
Let's upload from **OneDrive** for this example. Click desired folder to find assignment.





Select a file and click **Attach**.

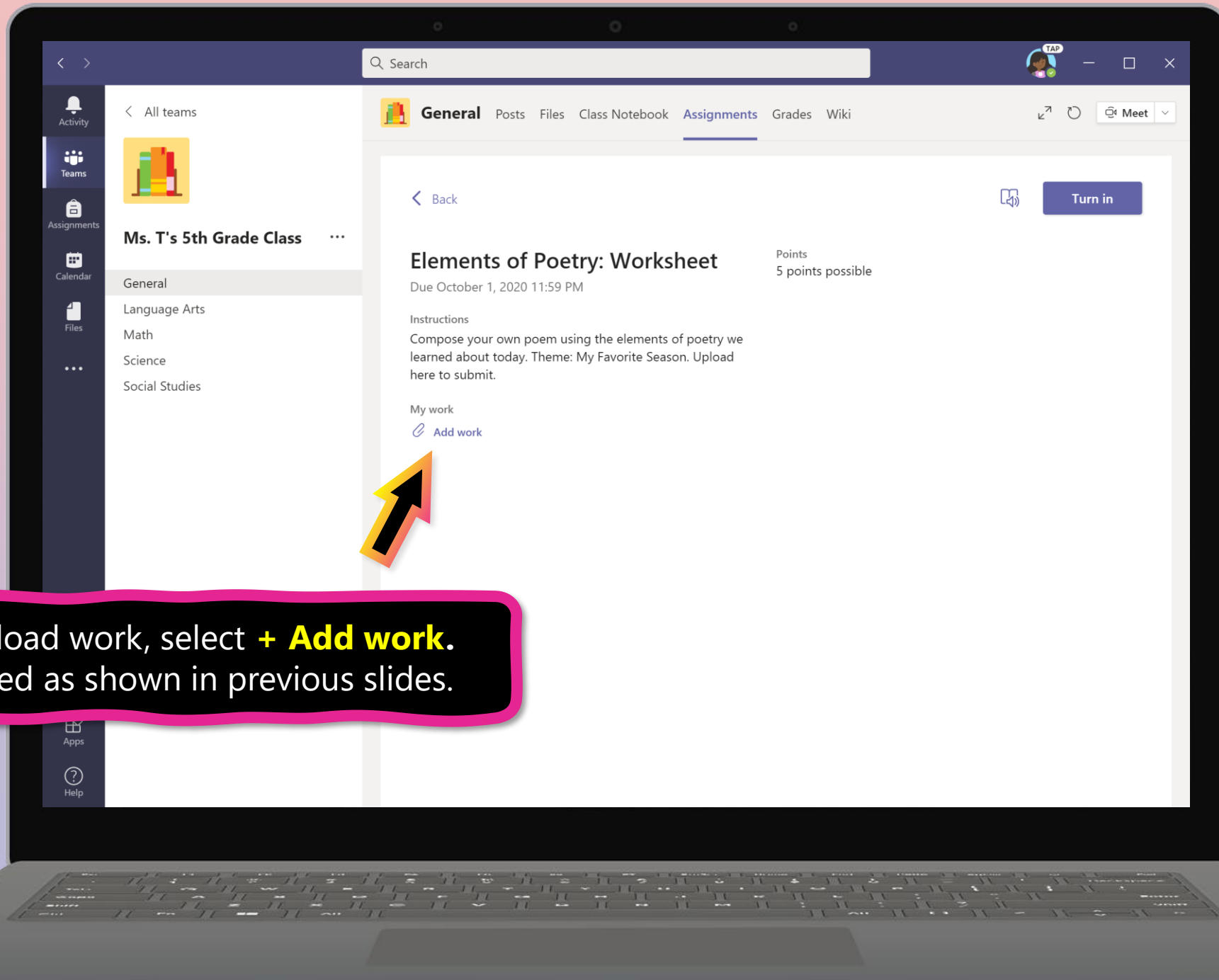




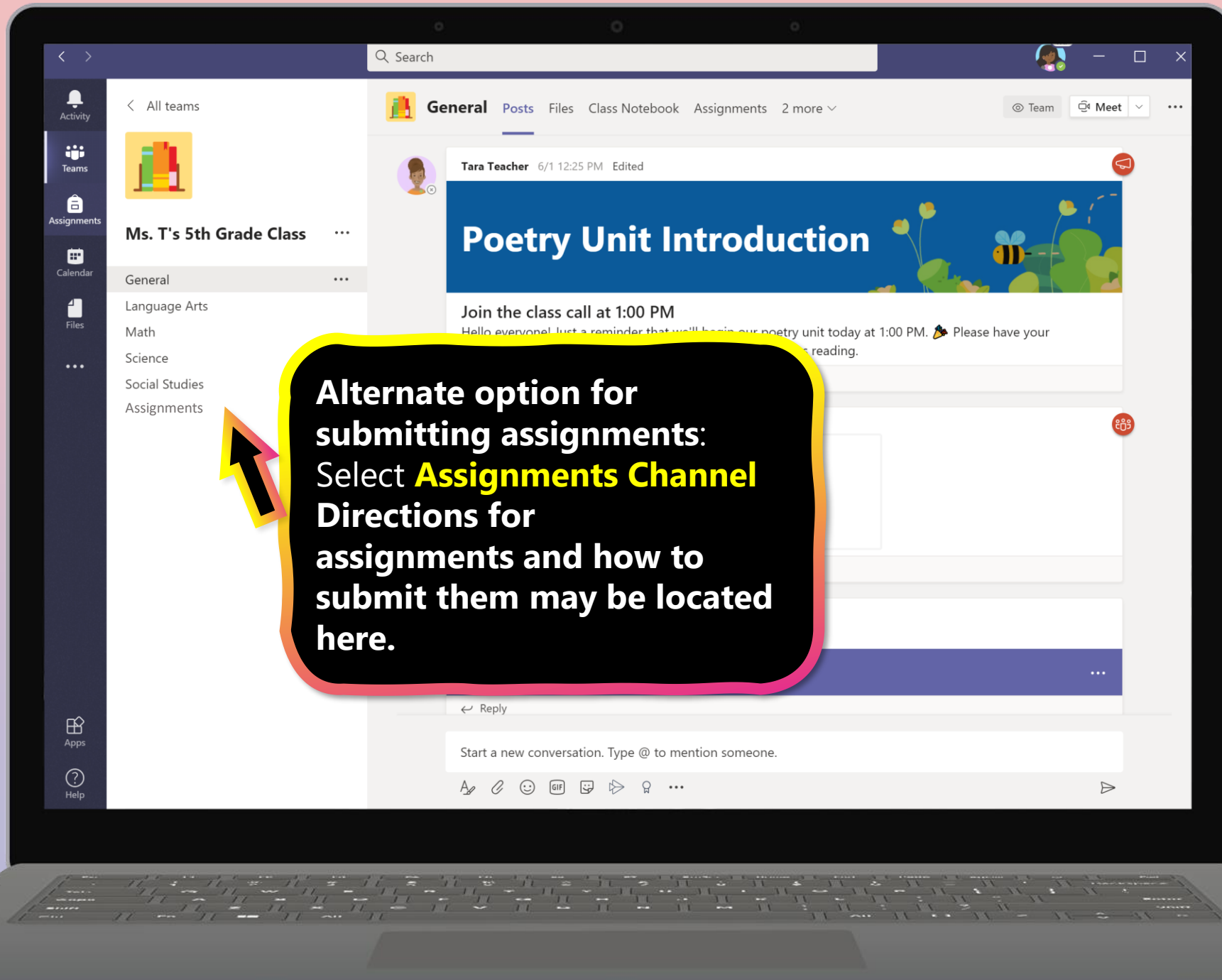
An animation will signal that the assignment as been turned in.

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 is divided into tabs: General, Posts, Files, Class Notebook, Assignments, and 2 more. The "General" tab is selected, and the "Posts" sub-tab is active. A post by "Tara Teacher" titled "Poetry Unit Introduction" is visible, with a blue header and a reminder to join a class call at 1:00 PM. Below this post, an assignment card titled "Elements of Poetry Worksheet" is shown, due on Oct 06, with a "View assignment" button. A second post by "Tara Teacher" titled "Scheduled a meeting" is also visible, with a meeting card for "Poetry Unit Introduction: Elements of Poetry" on Thursday, October 1, 2020, at 1:00 PM. The bottom of the screen shows a chat input area with a prompt to "Start a new conversation. Type @ to mention someone." and various icons for adding content like text, images, GIFs, and links.



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



Alternate option for submitting assignments: Select **Assignments Channel** Directions for assignments and how to submit them may be located here.

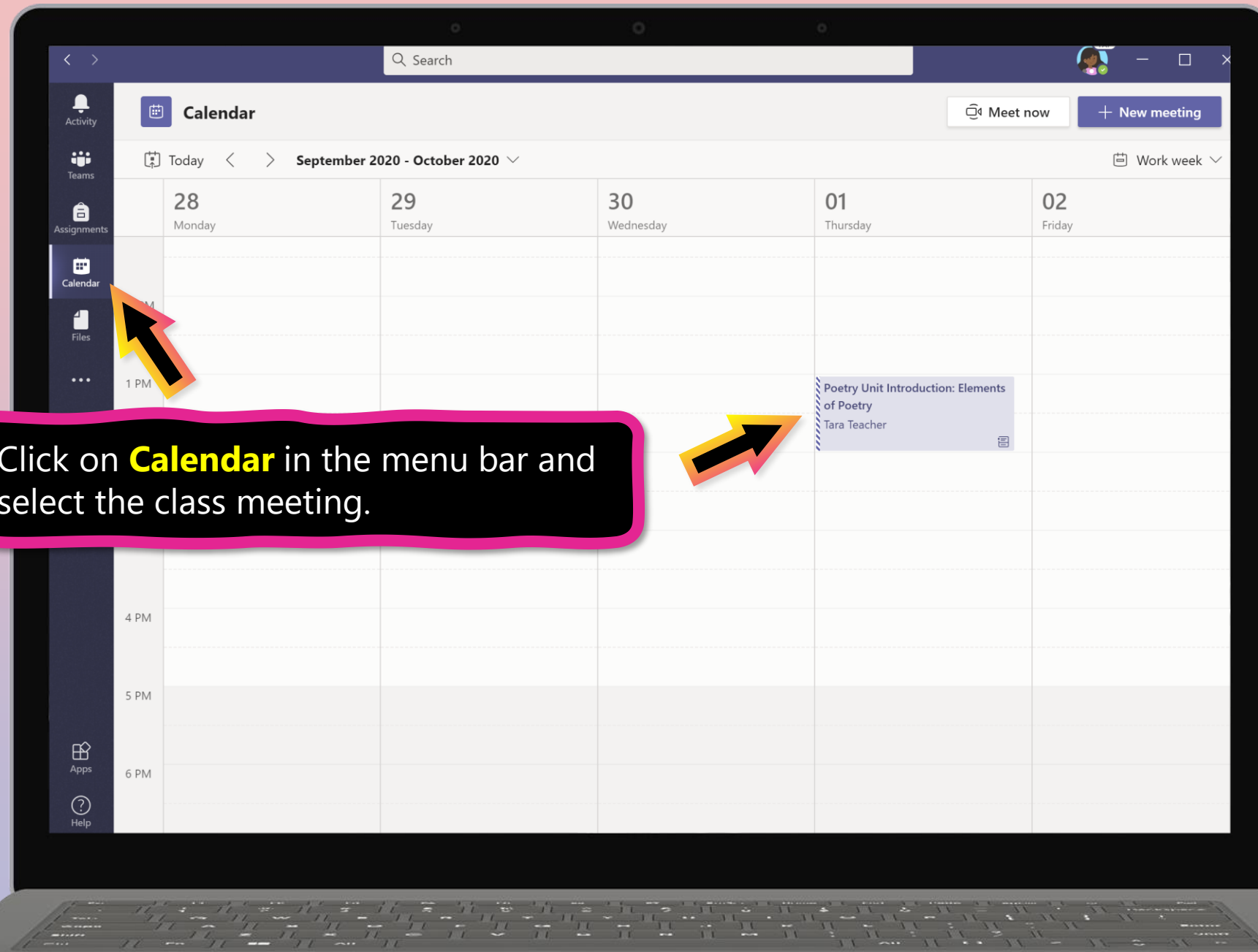
Chapter 2

How to help your student use Teams

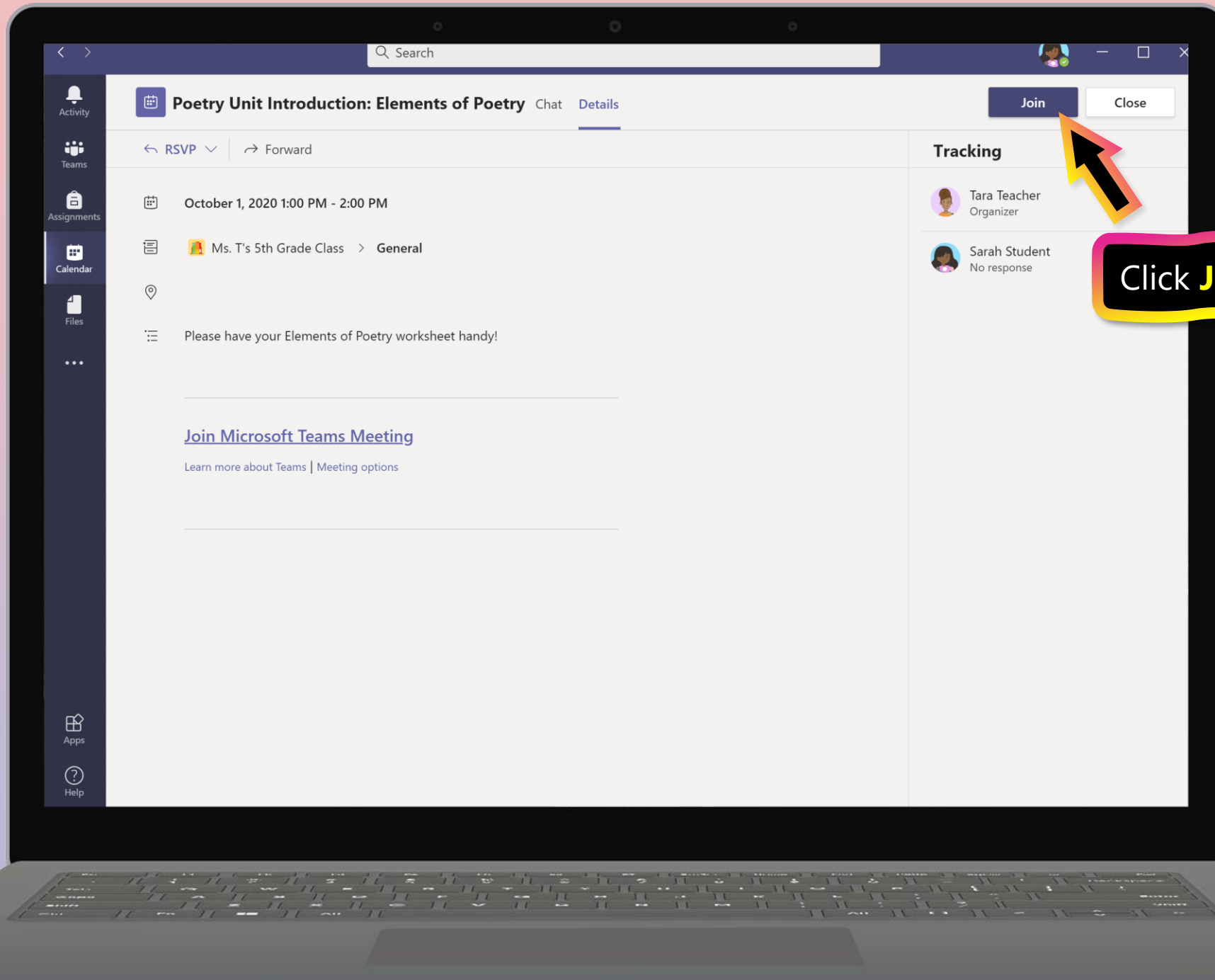
1. Join a class team
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**Your student can attend class and
customize their virtual experience with
video & microphone settings.**

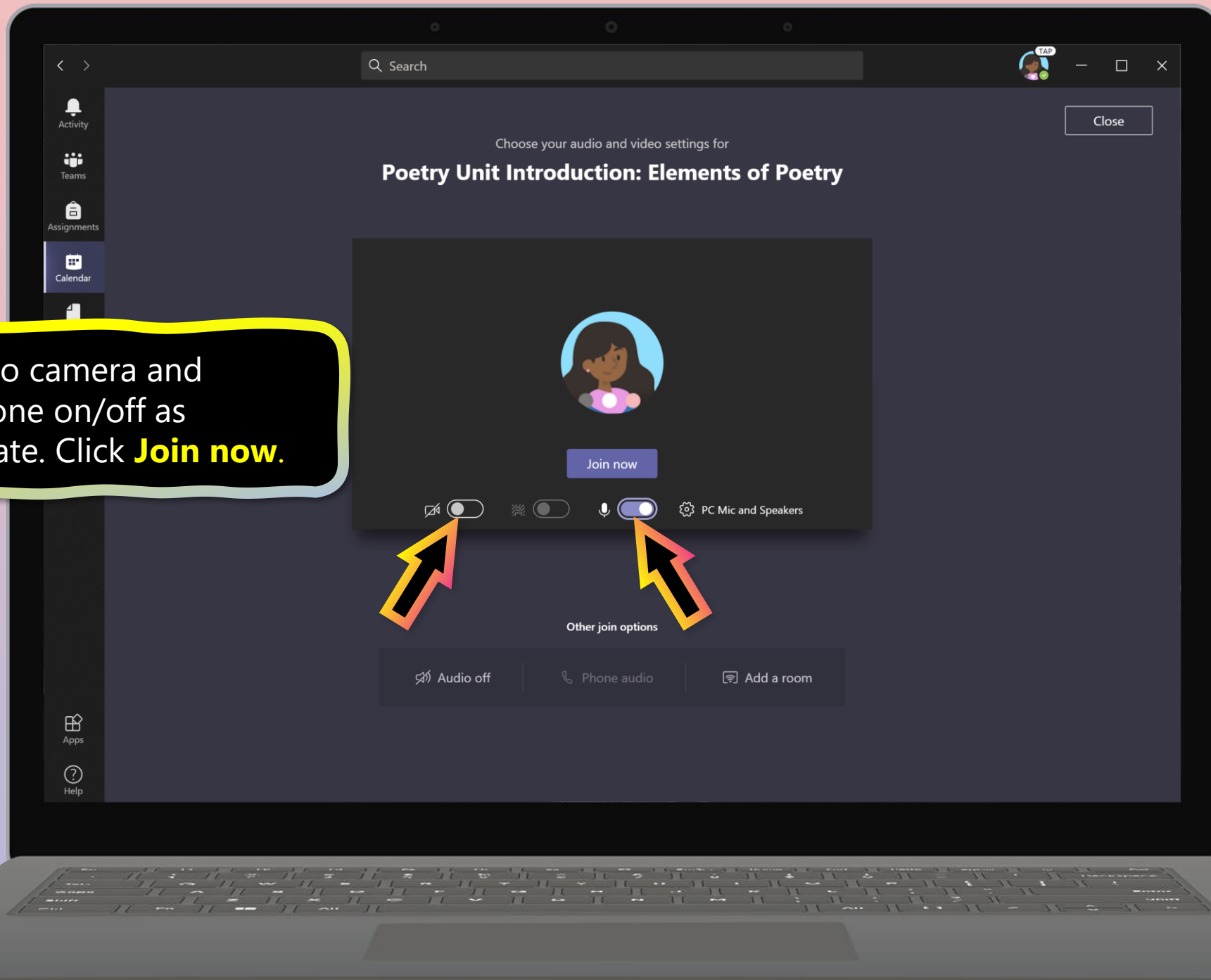


Click on **Calendar** in the menu bar and select the class meeting.



Click **Join**.

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



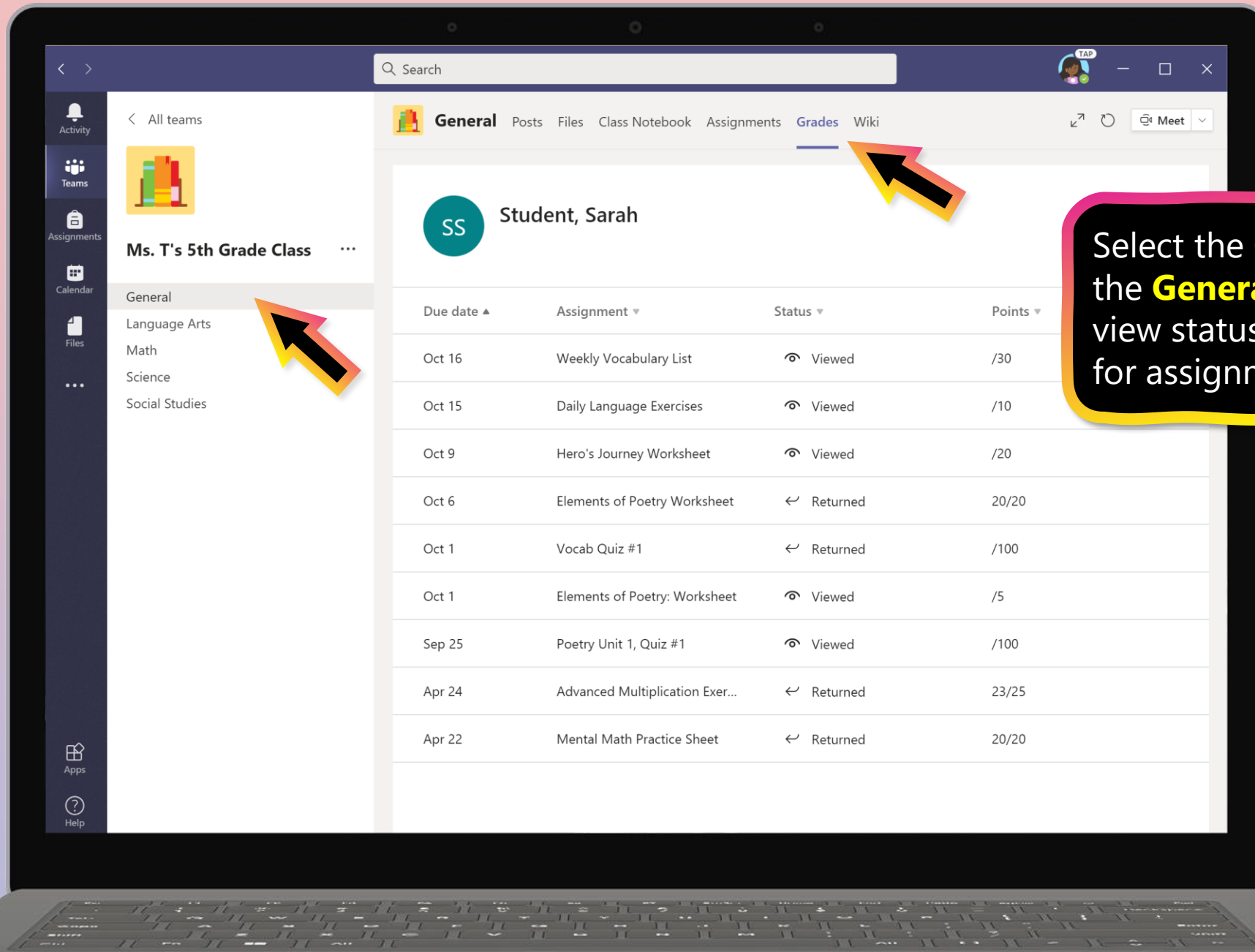
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You and your student can use Teams to keep tabs on assignment status and easily find [grades](#) in this quick-view list.



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

Chapter 2

How to help your student use Teams

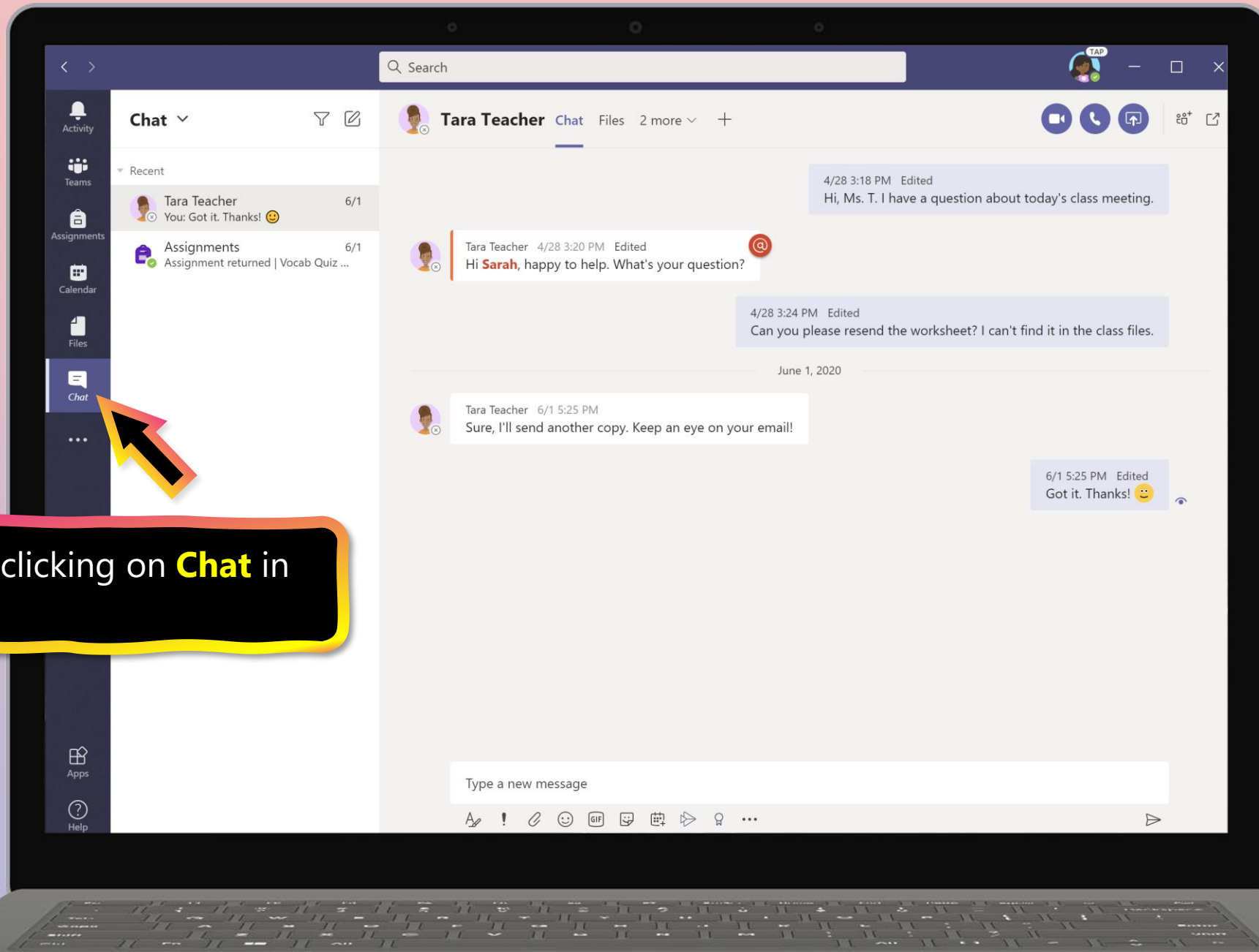
1. Join a class team
2. View and turn in assignments
3. Attend a virtual class
4. Find grades
5. **Chat with teachers and classmates**



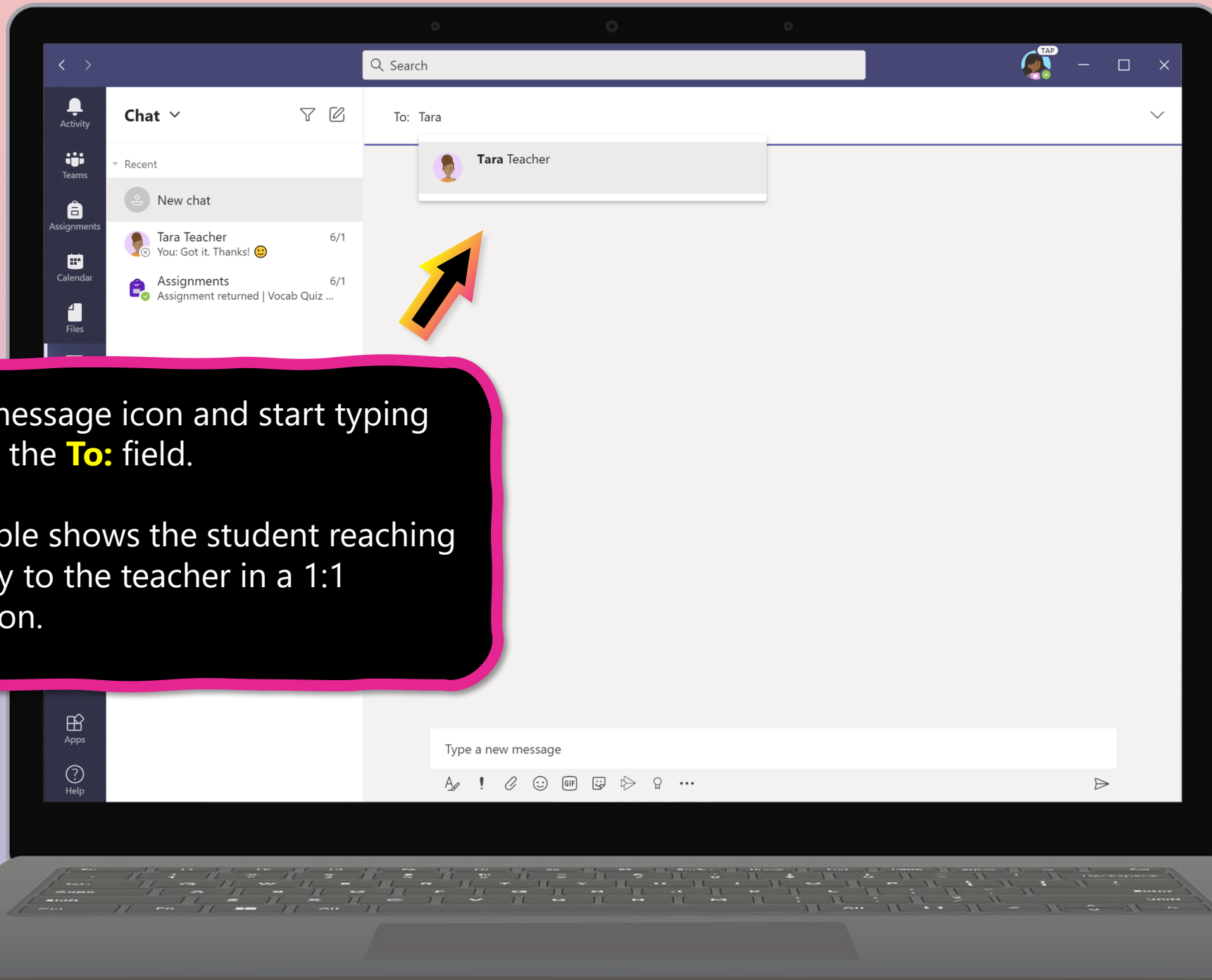
If your school implements [Chat](#), your student can chat 1-on-1 or collaborate with a small group.

**Chat availability varies by school district.
Not all schools make it available.**

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

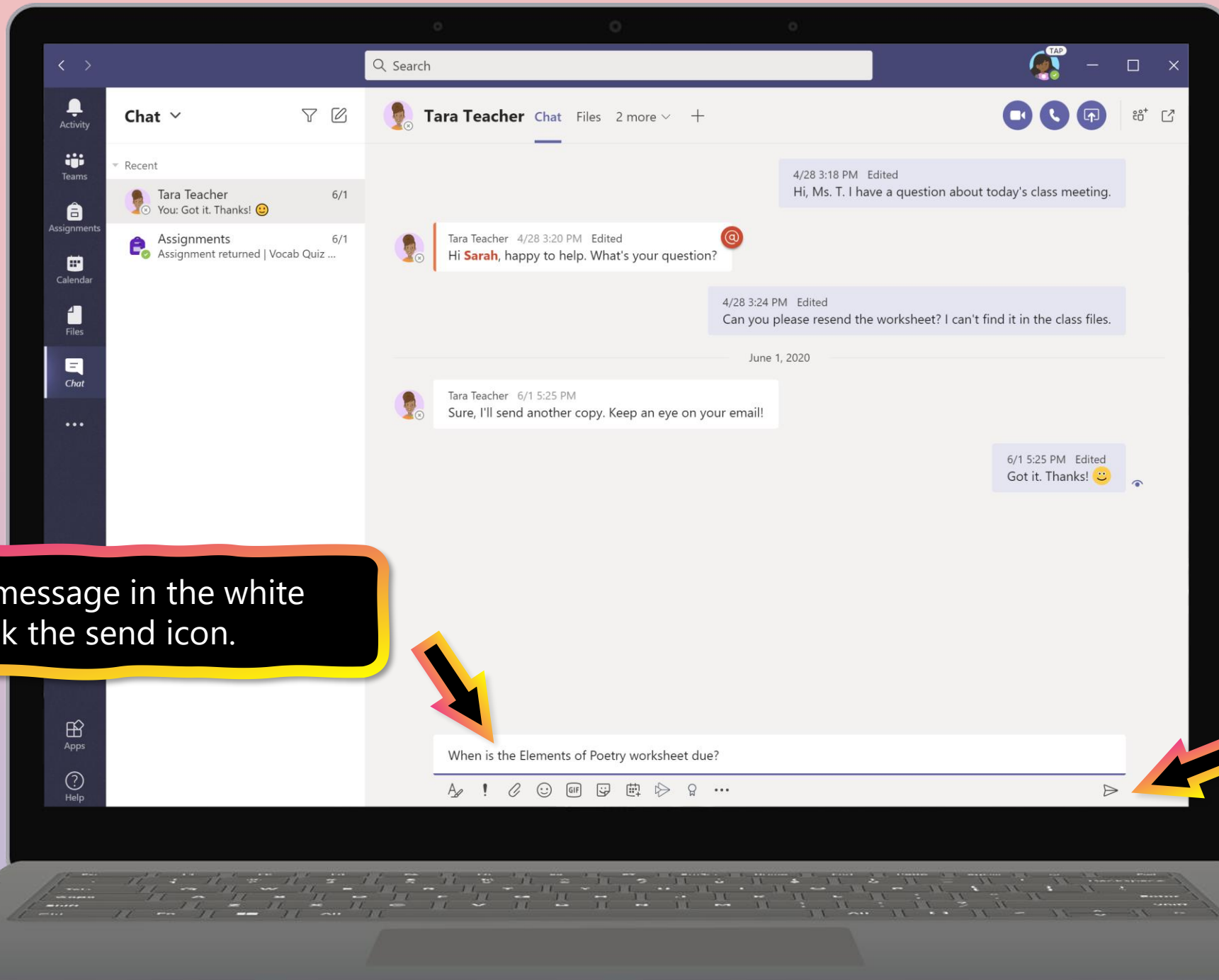


Start a chat by clicking on **Chat** in the left panel.



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

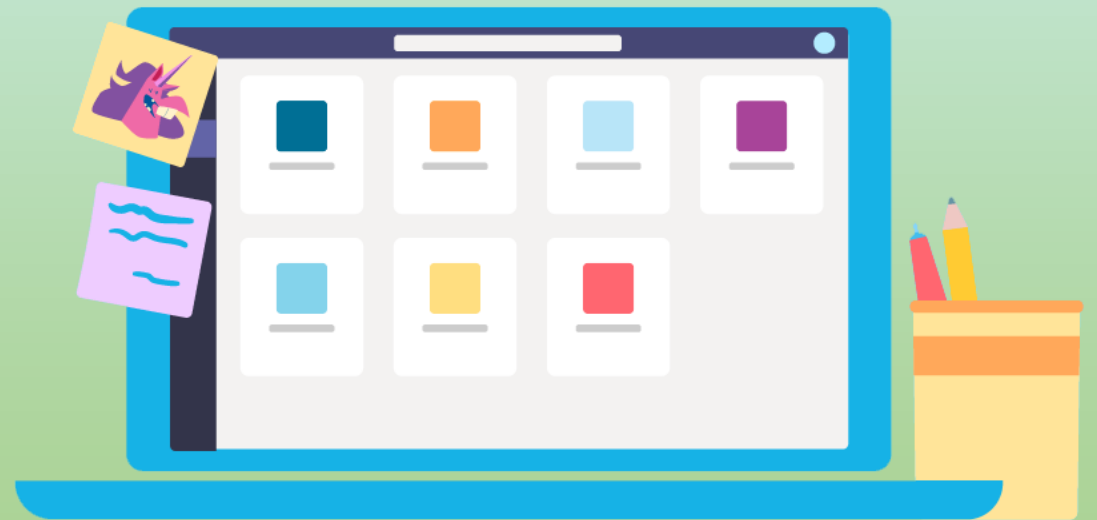
This example shows the student reaching out directly to the teacher in a 1:1 conversation.



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

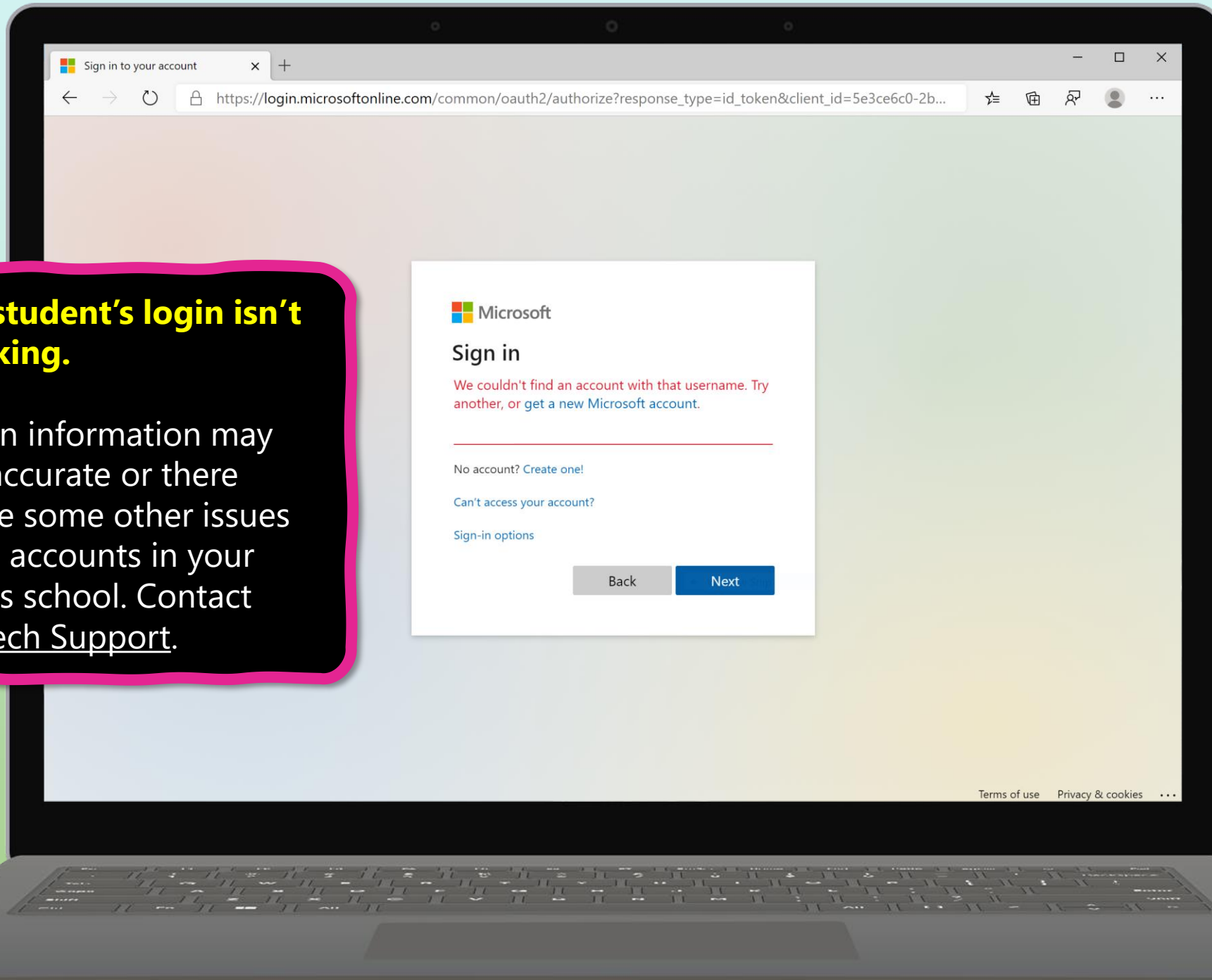
FAQ & Troubleshooting

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. Audio troubleshooting
7. Additional resources



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

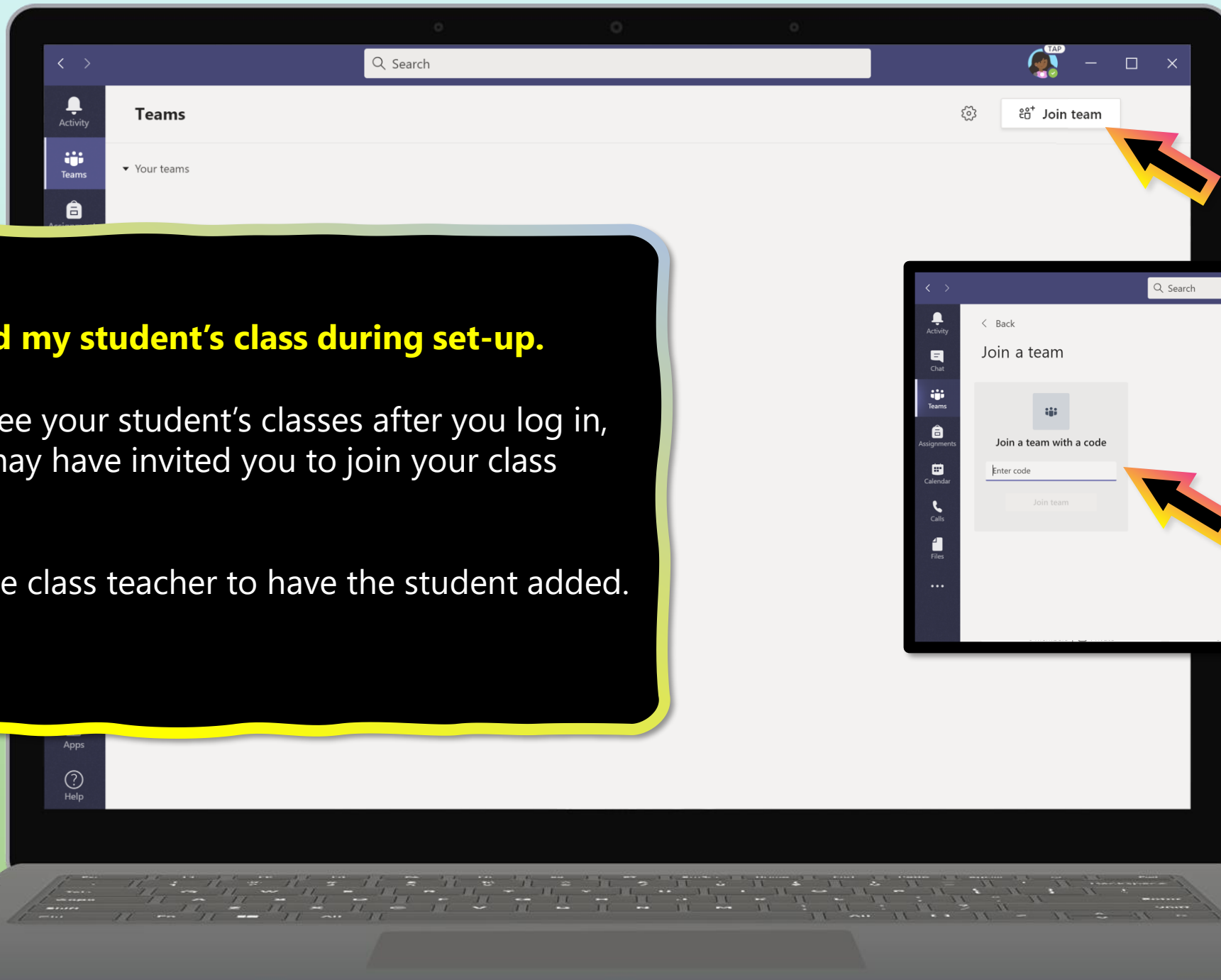
The login information may not be accurate or there might be some other issues with the accounts in your student's school. Contact [GBOE Tech Support](#).

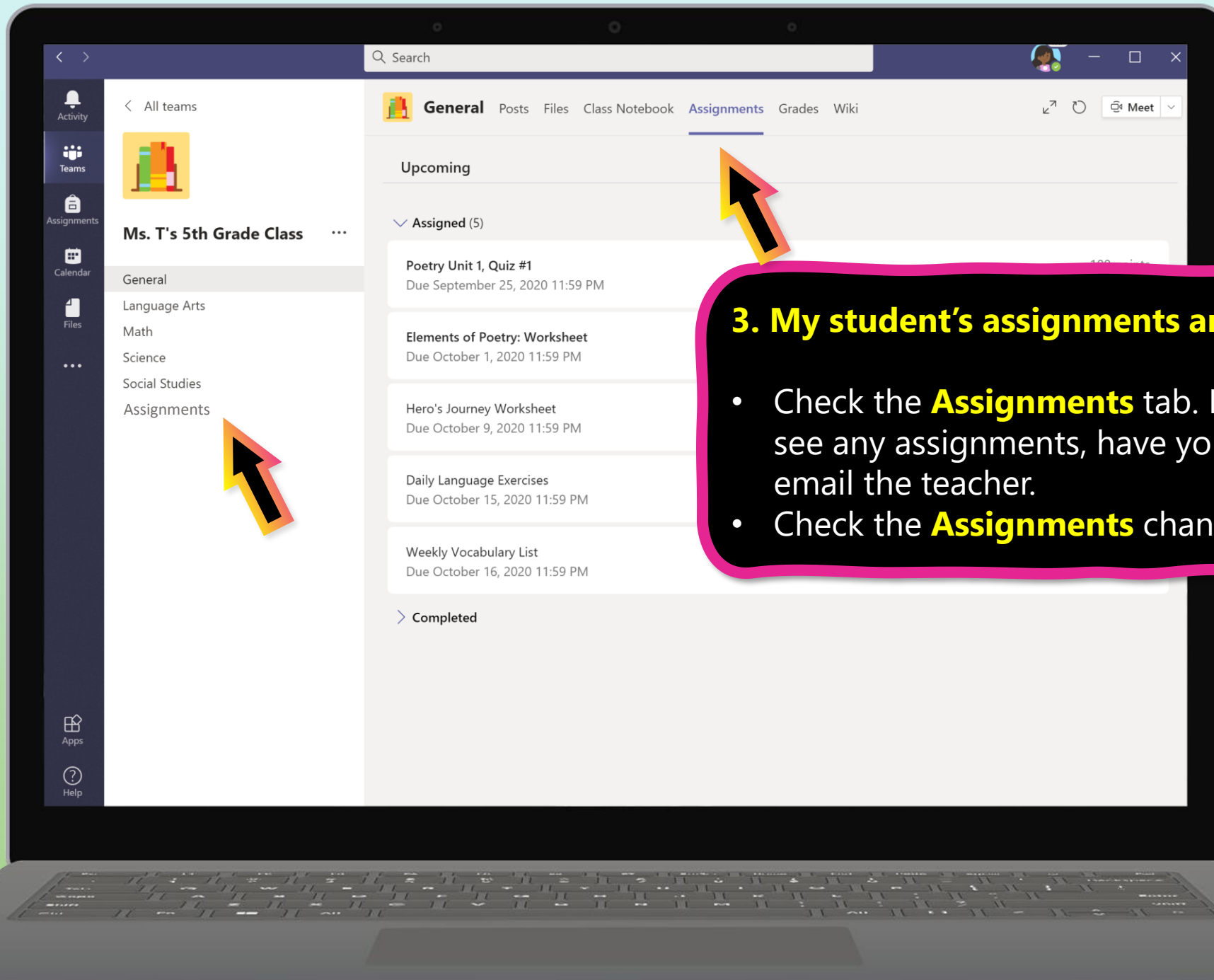


2. I can't find my student's class during set-up.

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:

- Contact the class teacher to have the student added.



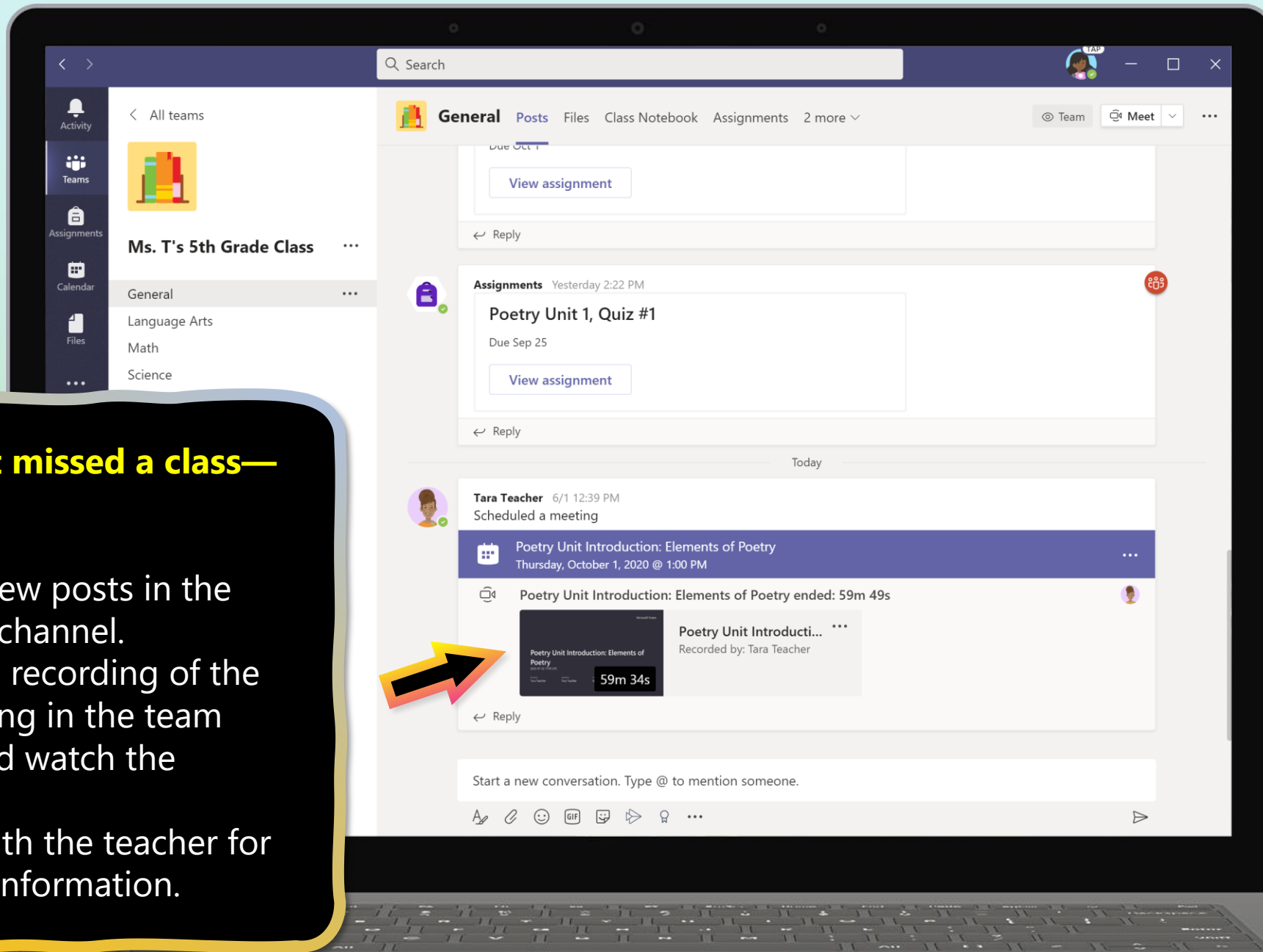


3. My student's assignments are missing.

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

4. My student missed a class— what now?

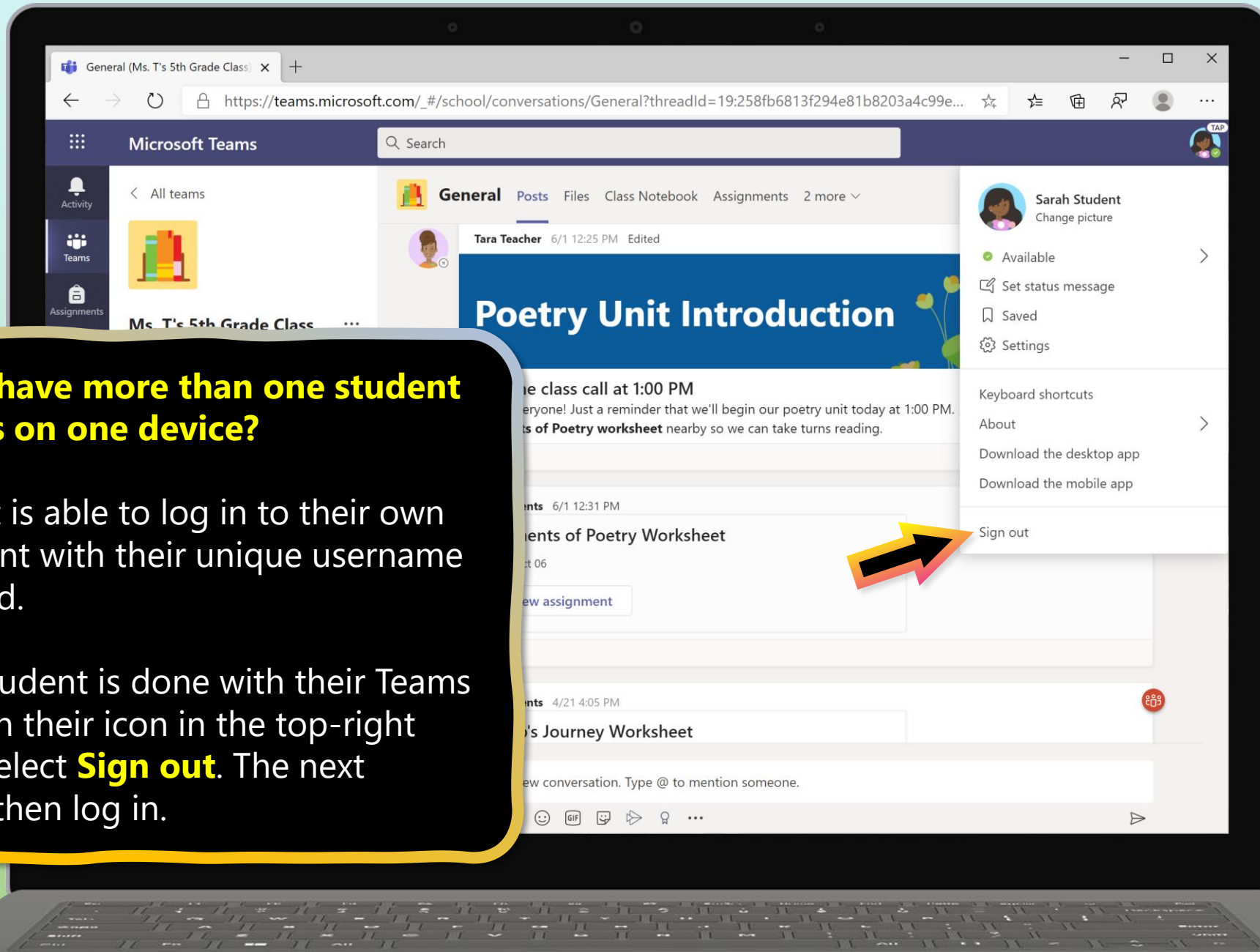
1. Read any new posts in the class team channel.
2. Check for a recording of the class meeting in the team channel and watch the meeting.
3. Check in with the teacher for additional information.

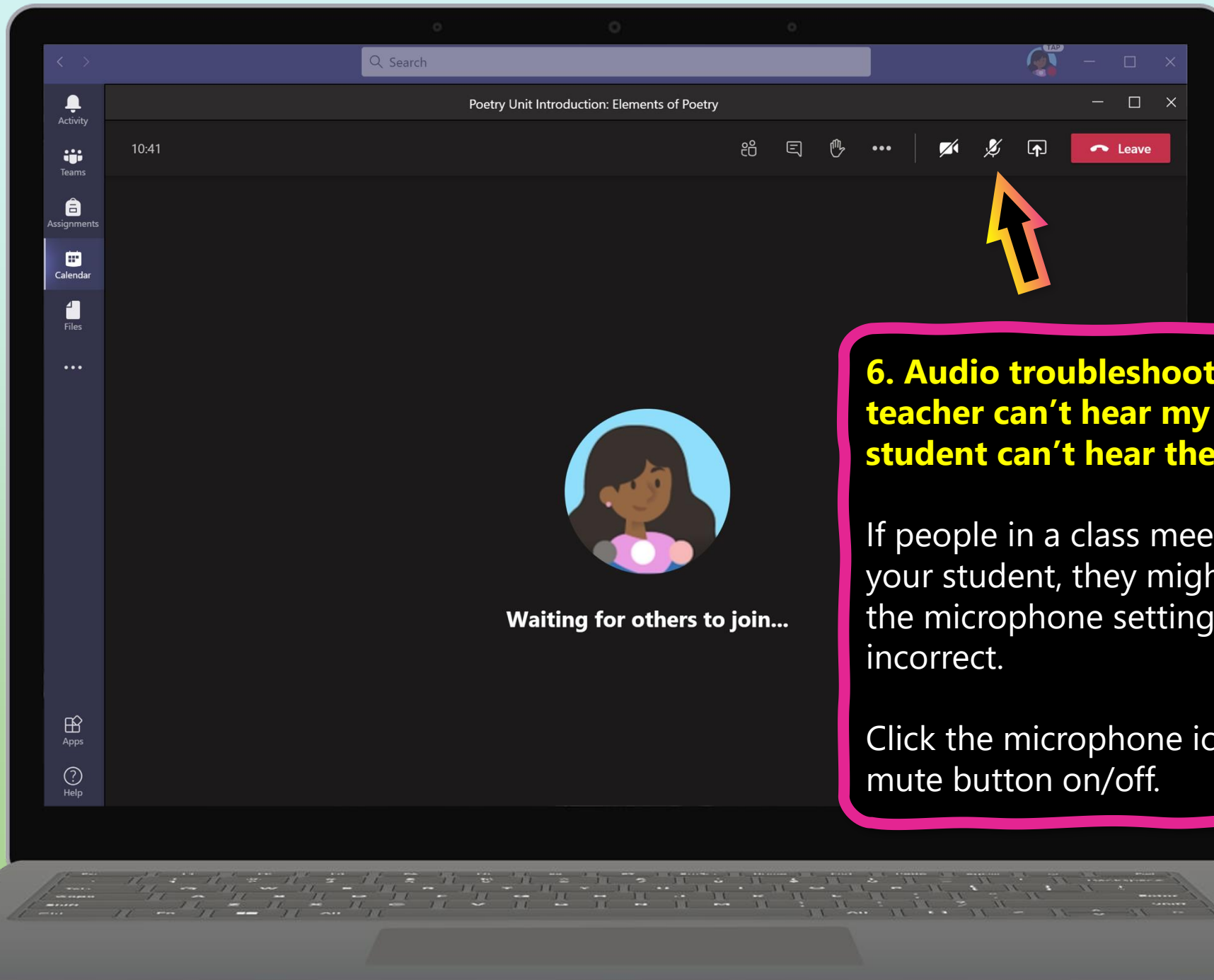


5. What if I have more than one student using Teams on one device?

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.

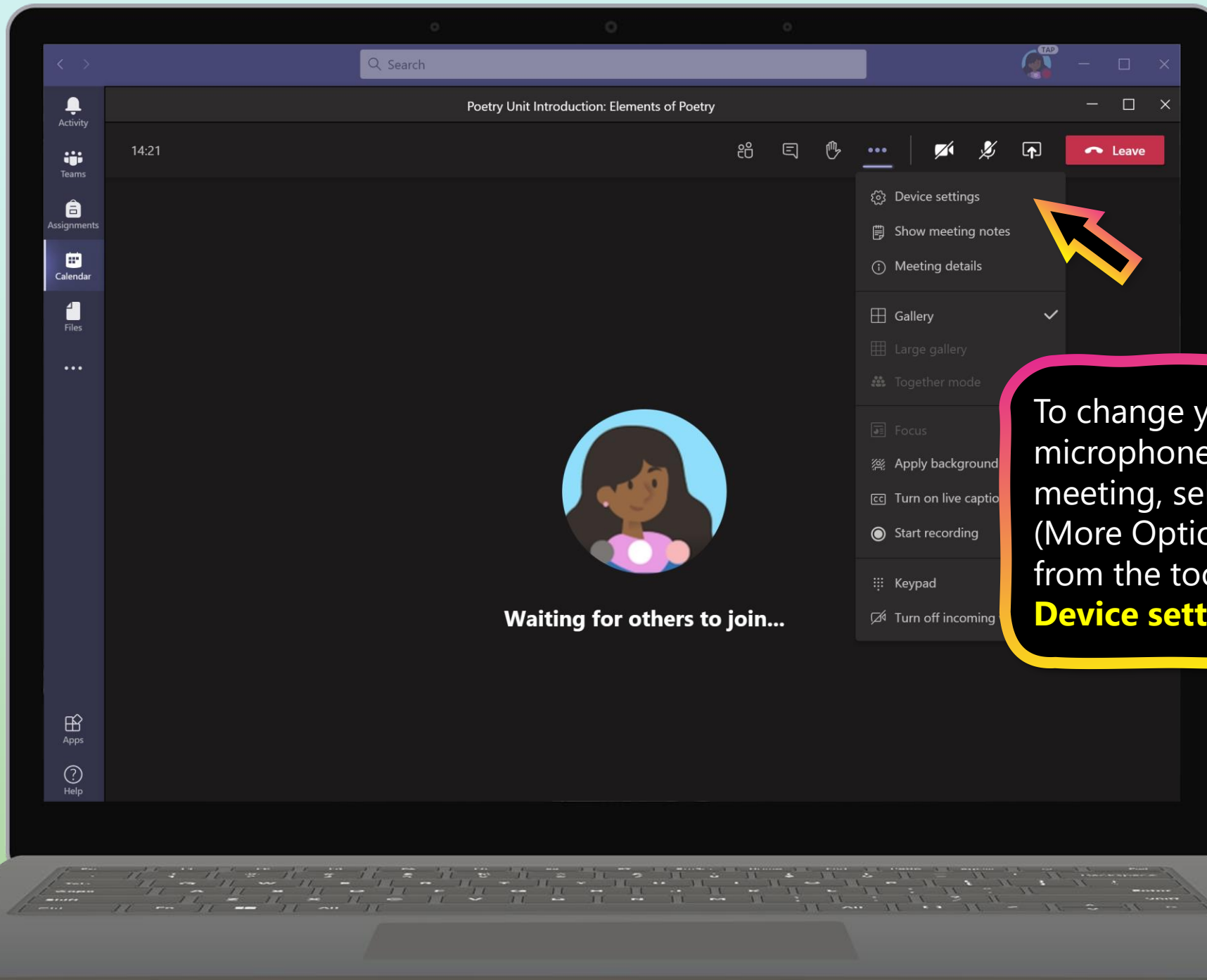




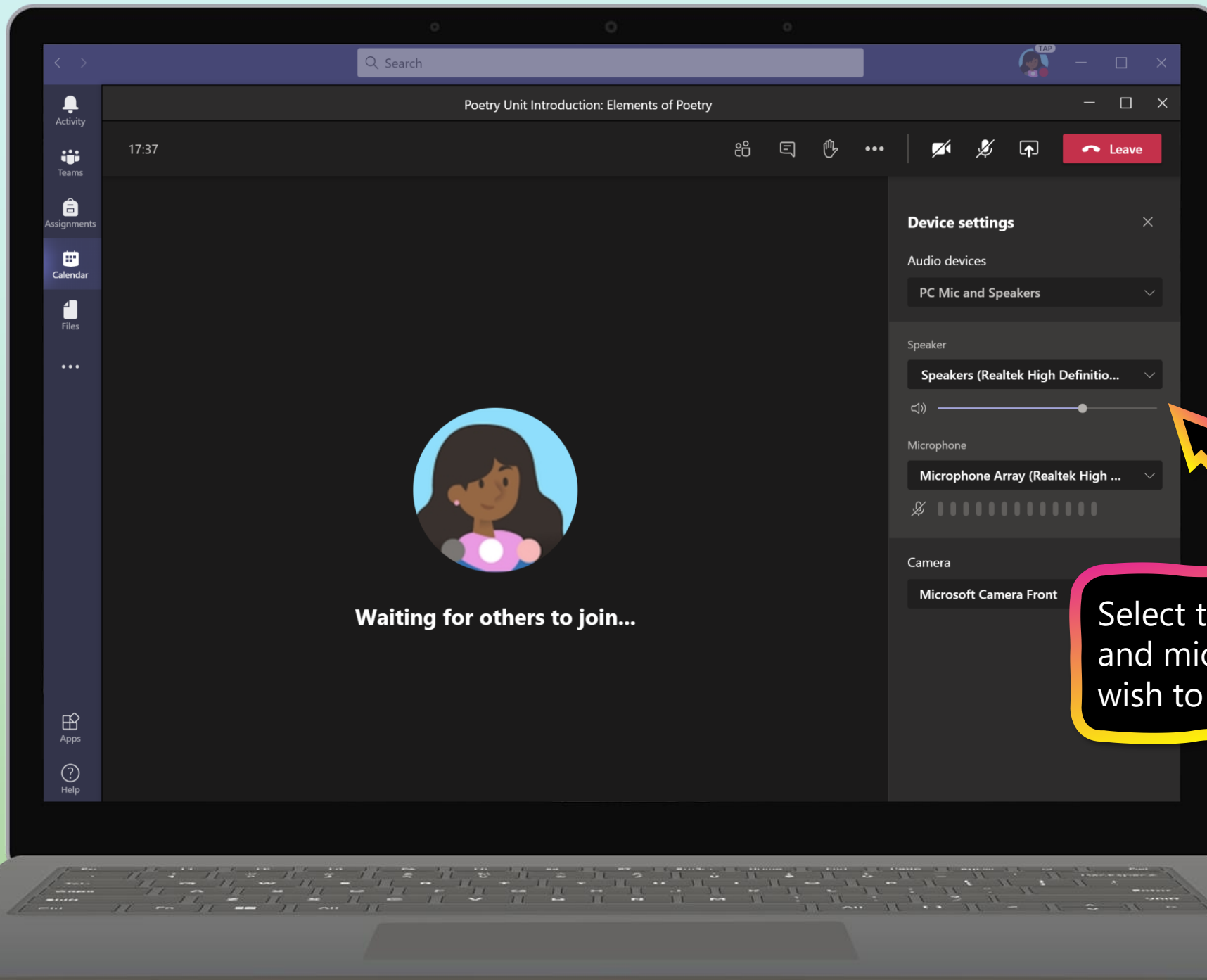
6. Audio troubleshooting: The teacher can't hear my student, or my student can't hear the teacher.

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](#)

