

Distance learning with Office 365: Guidance for parents and guardians

From Microsoft Teams for Education

What does my student need to sign in to their Office 365 account?

- 1) go to www.office.com
- 2) sign in with their e-mail and a password
- 3) select “Teams” to see which class teams they’re in.

Microsoft Teams can be accessed online or downloaded to a home or mobile device. Explore this [quick-start guide](#) that enables your student to get going with Teams right away.

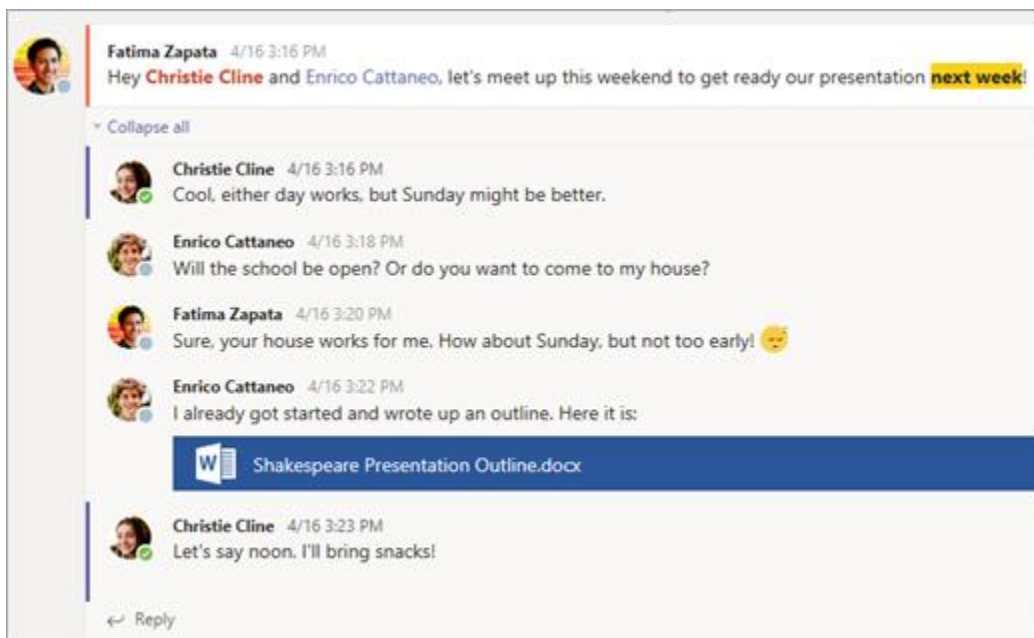
What if our home has low internet bandwidth?

[some tips, tricks, and best practices](#) for distance learning with low internet bandwidth.

[Try](#)

How will my student communicate with their teachers and classmates?

Using Teams! Teams is an online classroom hub, where your student can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, your student can also make video calls. It will look like the screen below:



Each of your student’s classes (if they have more than one) gets its own team, which is set up by a teacher or an IT Admin.

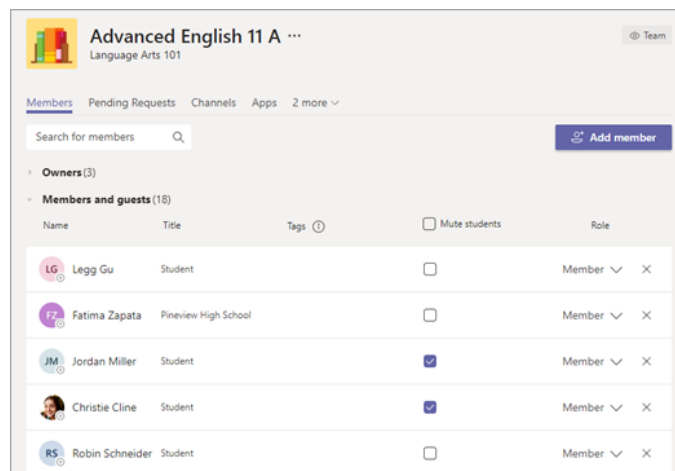
How does my student join a team? How do they know if they’re part of their class’ team?

Different schools and teachers may manage the Teams setup process differently. To explore Teams and see the class teams they're in, your student can sign in to their school Office 365 account

at [Office.com](https://www.office.com) and select the Teams app. Students will also receive an email notification when they've been added to a team.

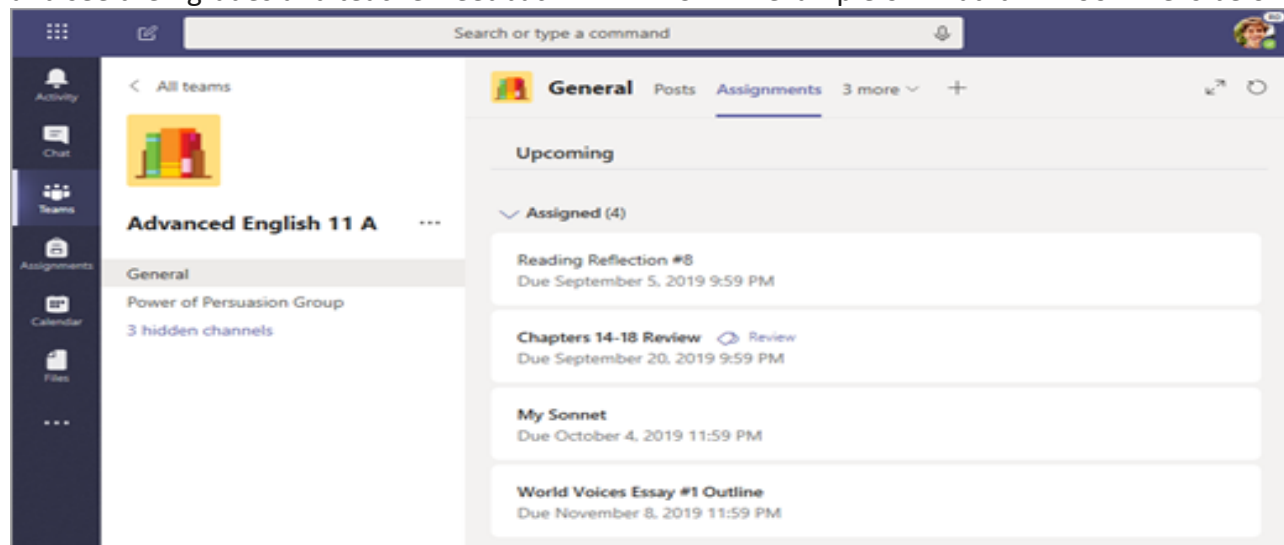
How is my student's communication and activity monitored in Teams?

Your child's teacher will monitor communications. An example of what it will look like is below:



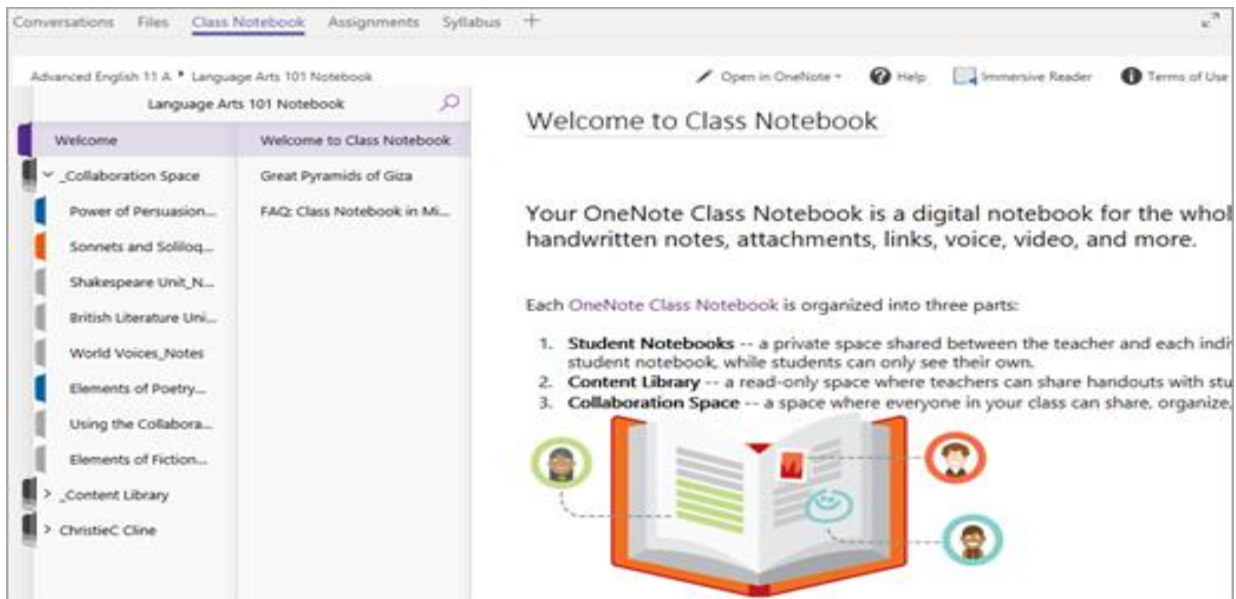
Does my student complete his/her assignments in TEAMS?

Yes – students will see the assignments their teachers have posted, and they can submit their work, and see their grades and teacher feedback in TEAMS. An example of what it will look like is below:



Can my student find extra resources and take notes in TEAMS?

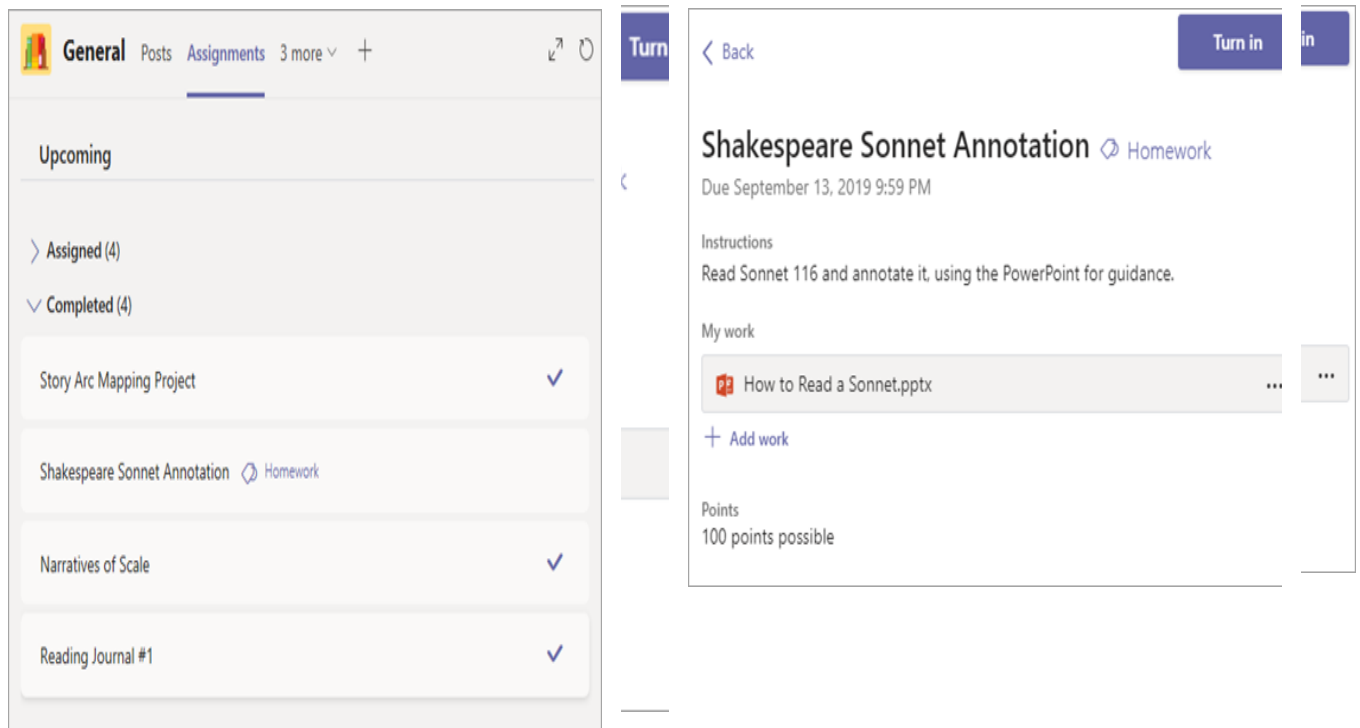
Yes – every class team has a **Class Notebook**, where your student has their own private notebook space. An example of what it looks like is below:



Students can find both **Assignments** and **Class Notebook** as tabs in the **General** channel of each of their class teams.


How does my student turn in assignments using Teams? Can they check their grades in Teams?

Students can turn in their assignments by going to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**. An example of what it will look like is below:



Where can my student see their graded assignments?

In the same **General** channel where they'll find their **Assignments** and other essential tabs, your student can select **Grades** to see their points on past work. [Read more](#) about how students can view their grades. An example of what it will look like is below.

 Garcia, Emma 2 parents/guardians receive weekly summary. View			
Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

Can I use TEAMS to get updates on my student's class activity?

Yes – your student's teachers can set up Teams to send emails with a weekly status on assignments. An example of what it will look like is to the right:

Weekly Assignment Summary November 8, 2019	
Here's a summary of assignment updates for Lilly from last week and a peek at upcoming due dates.	
Previous week: Nov 2 – Nov 8	
Turned in ✓ 4	Not turned in ! 2
Physical Science 9A Shai Pinhas	
Unit 1 Lab Turned in • Due November 6	✓
Art 1B Giovanni Madrid	
Surface Explorations Project Not turned in • Due November 5	!
Glaze final project Turned in • Due November 6	✓
15 minute speed sketch Turned in • Due November 7	✓
Physical Education Haasini Madhupantula	
Dietary Journal: Log nutrients for 3 meals Not turned in • Due November 5	!