

Family and Guardian Guide to Microsoft Teams

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



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Dear families and guardians,

We need to work with you

Your involvement in your student'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.

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 class.



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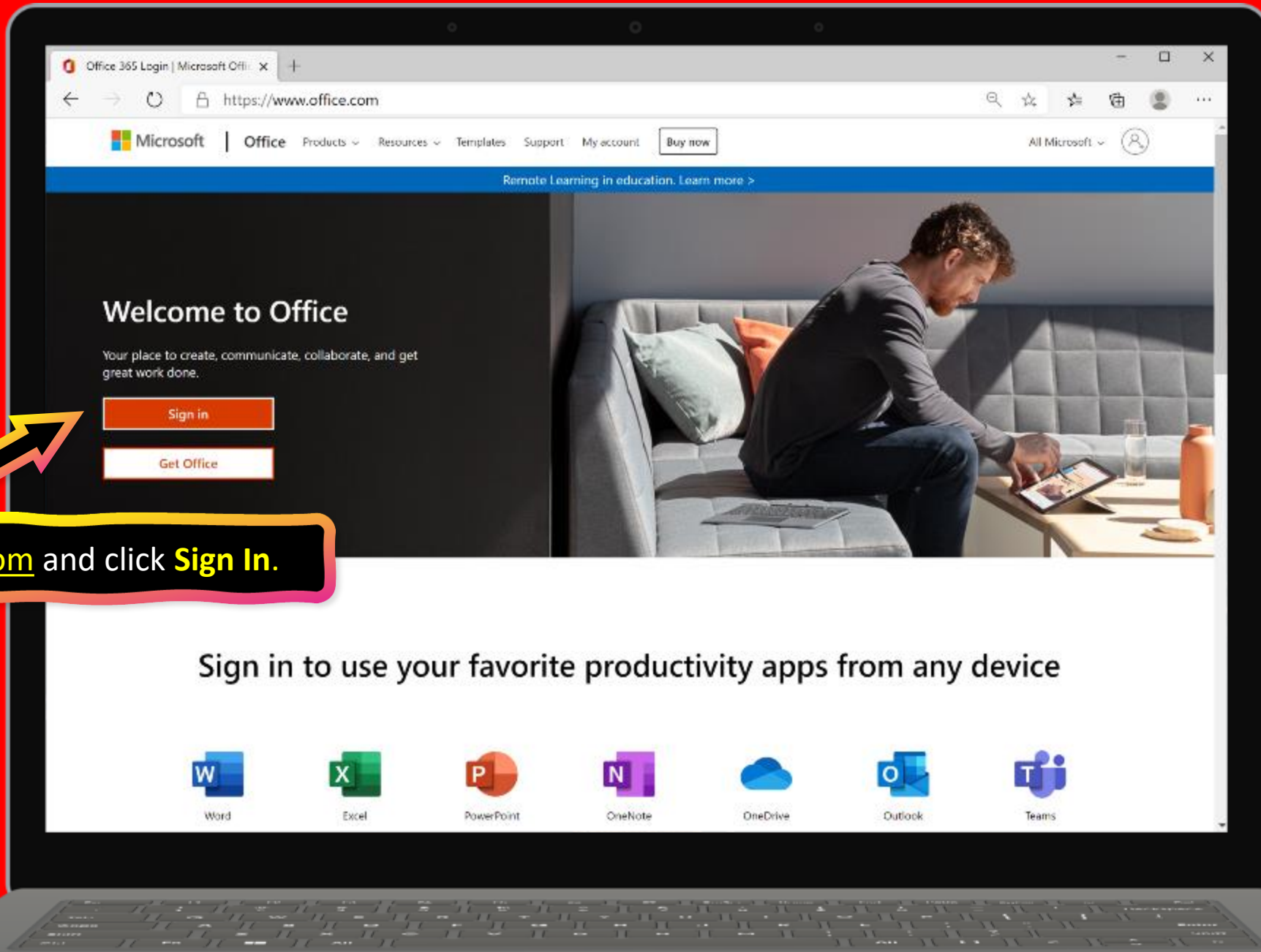
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Chapter 1

Get started with Teams

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



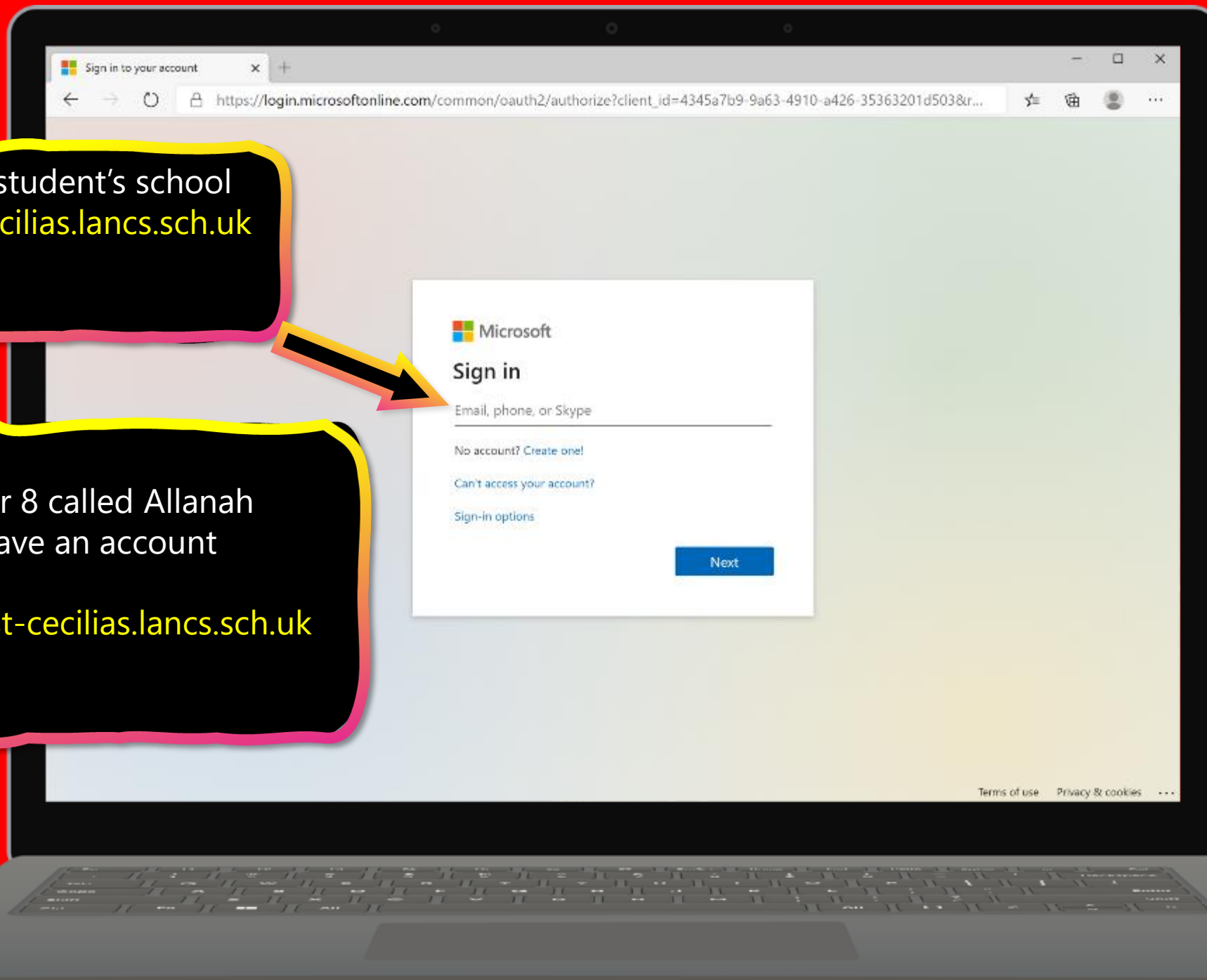


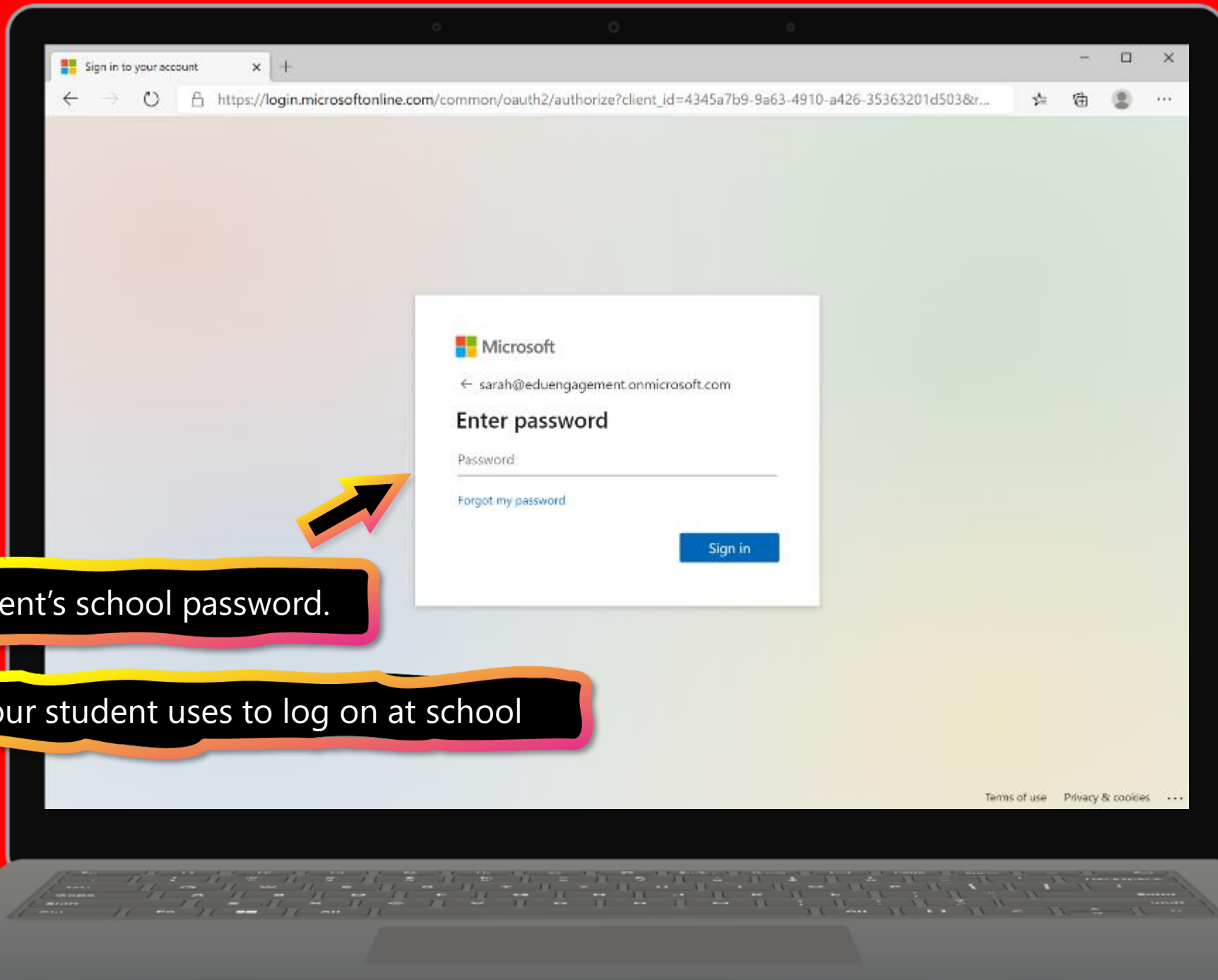
Go to [Office.com](https://www.office.com) and click **Sign In**.

Sign in with your student's school account + @st-cecilias.lancs.sch.uk

For example
A student in year 8 called Allannah Stanley would have an account

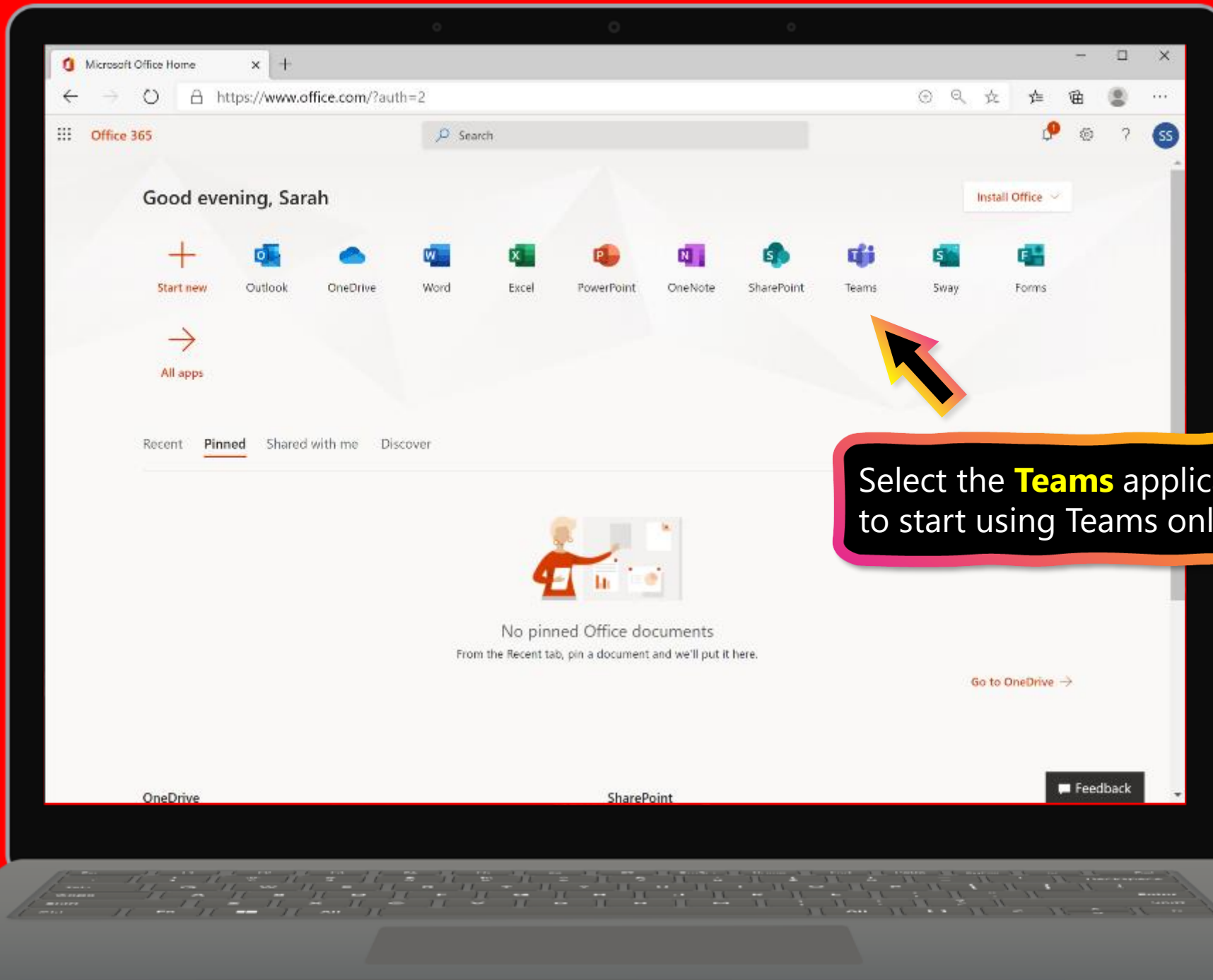
19stanleya@st-cecilias.lancs.sch.uk



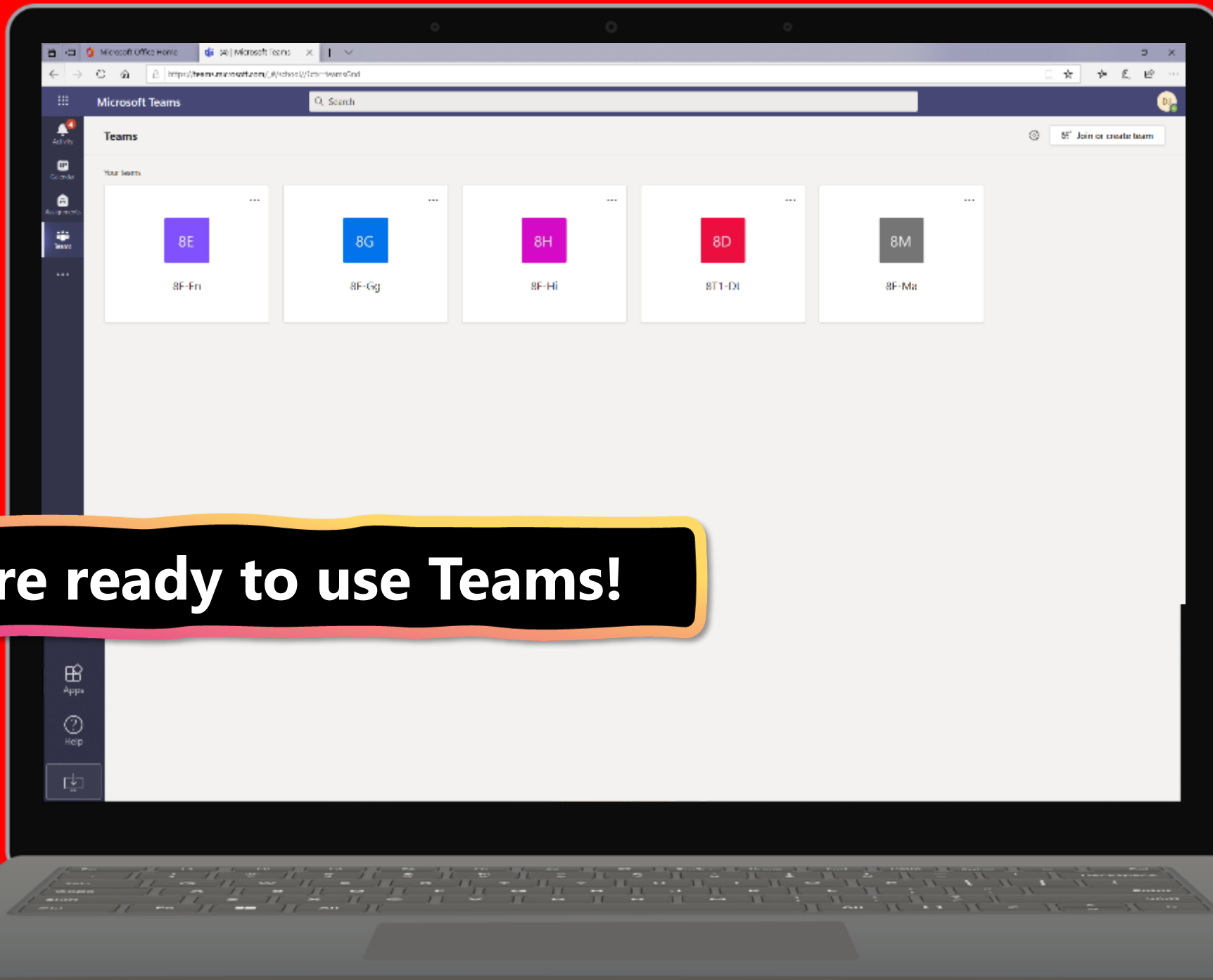


Enter your student's school password.

The password your student uses to log on at school



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



You're ready to use Teams!

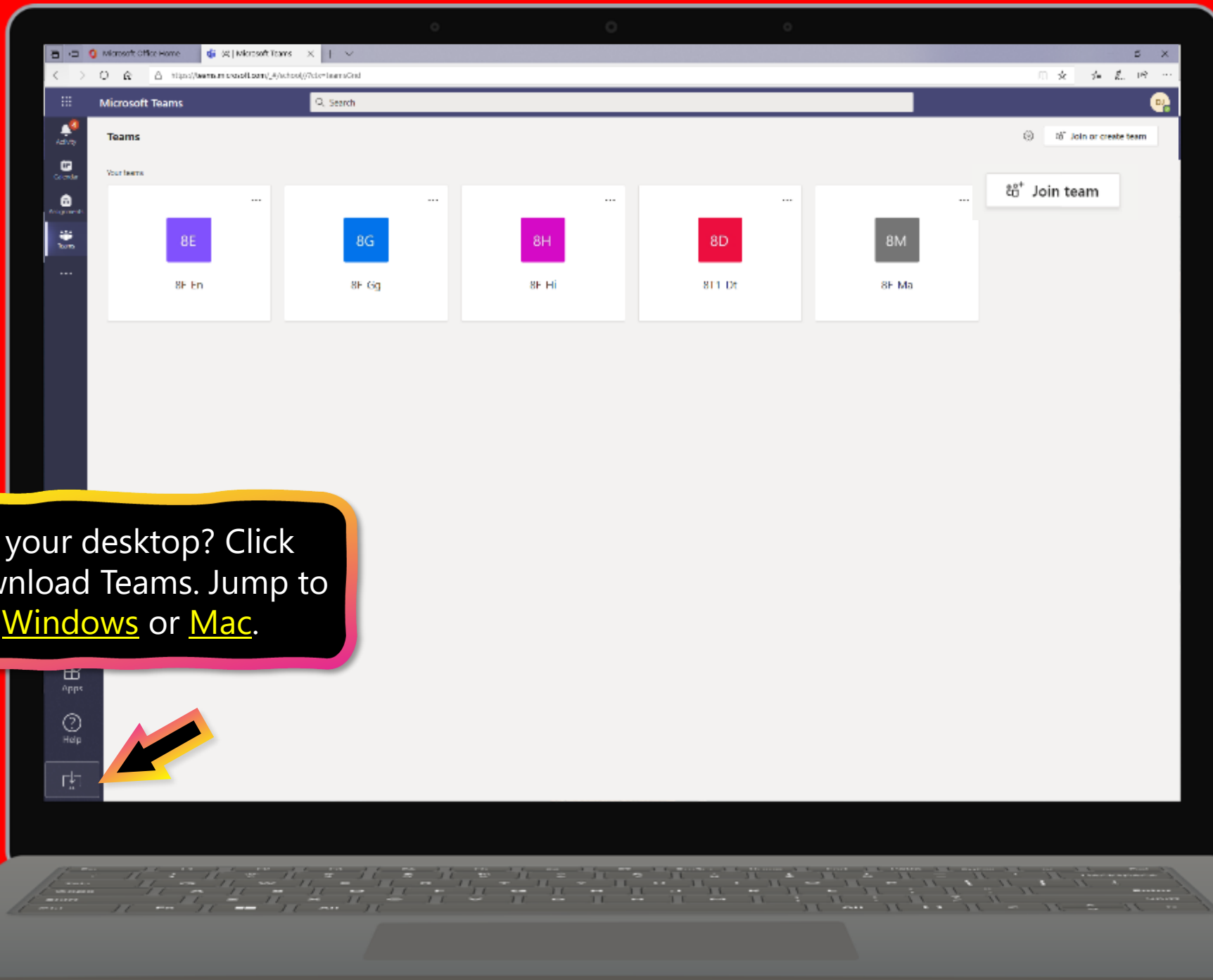
Chapter 1

Get started with Teams

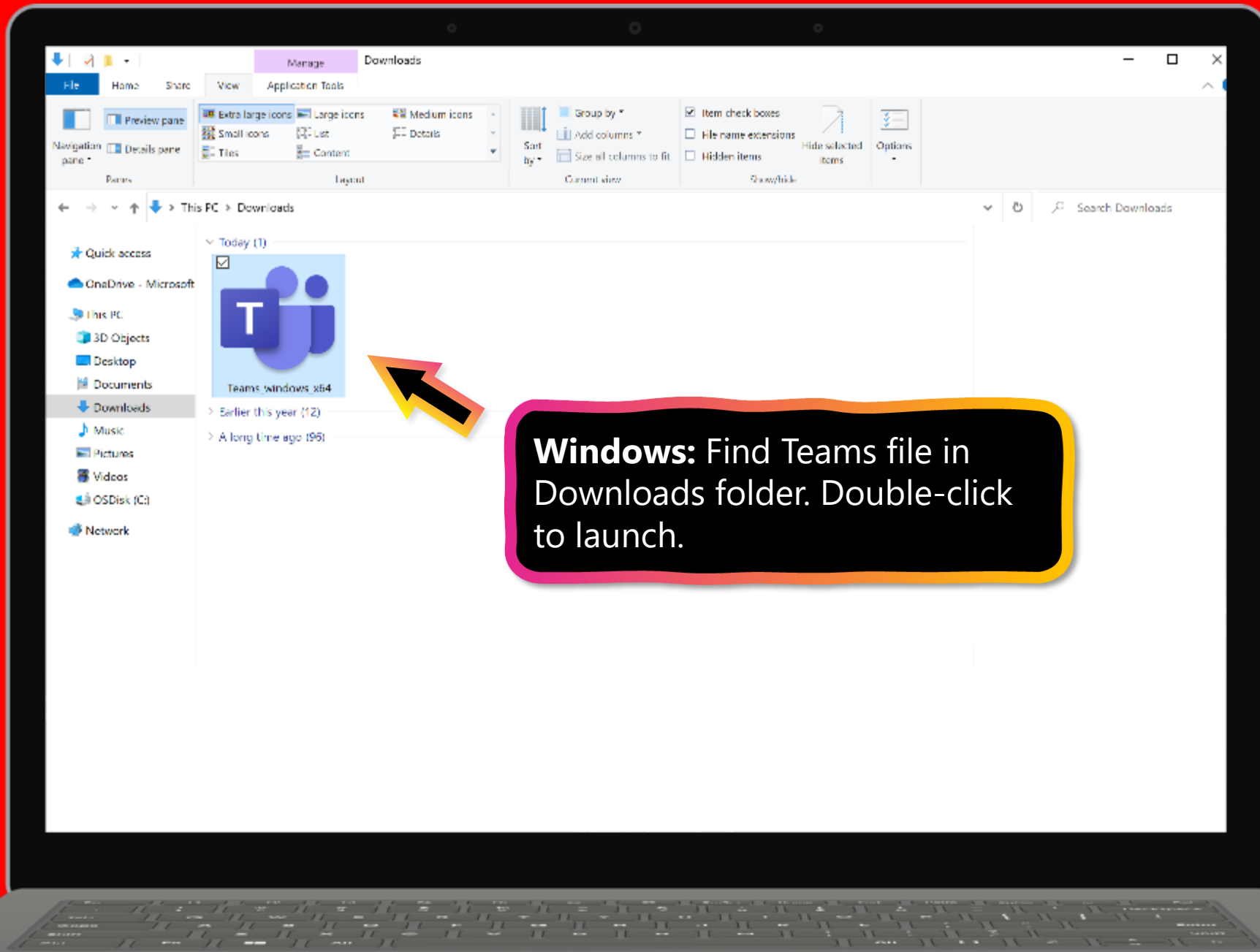
1. Sign into Teams online
2. **Download Teams on desktop**
3. Download Teams on mobile device



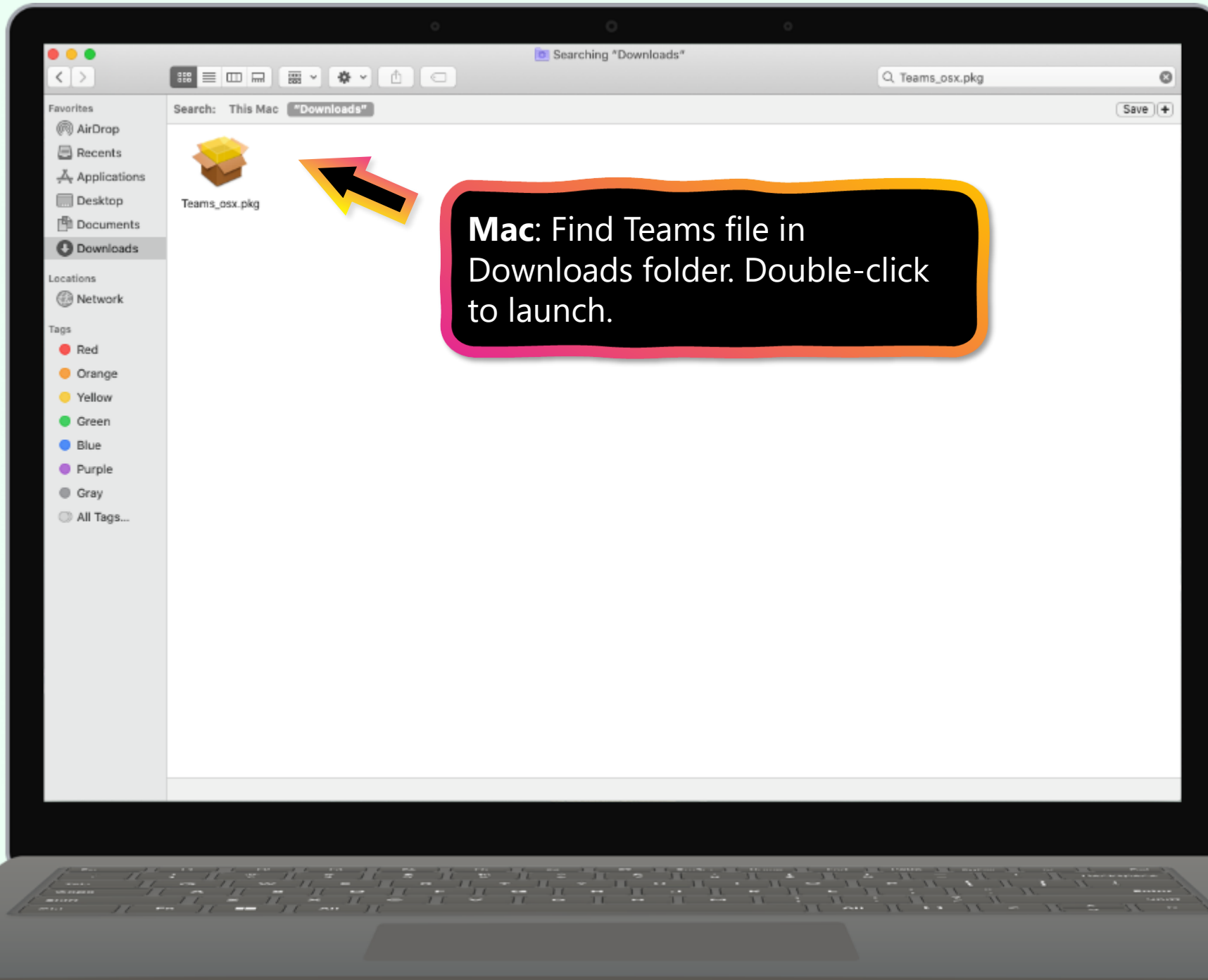
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Rather work on your desktop? Click this icon to download Teams. Jump to instructions for [Windows](#) or [Mac](#).



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

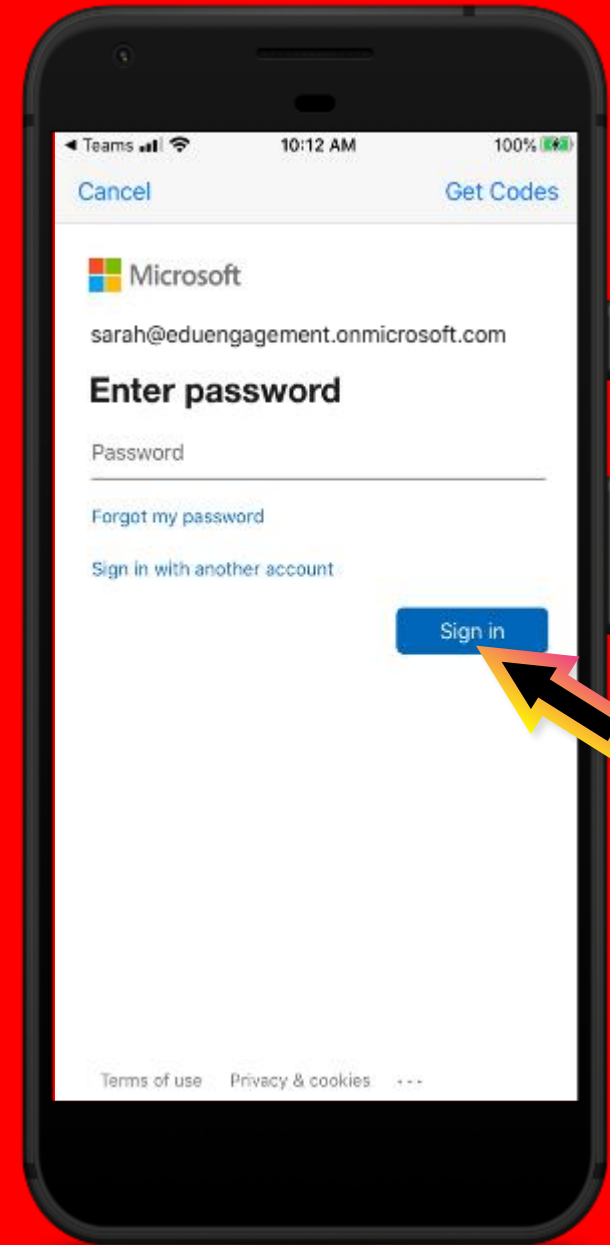
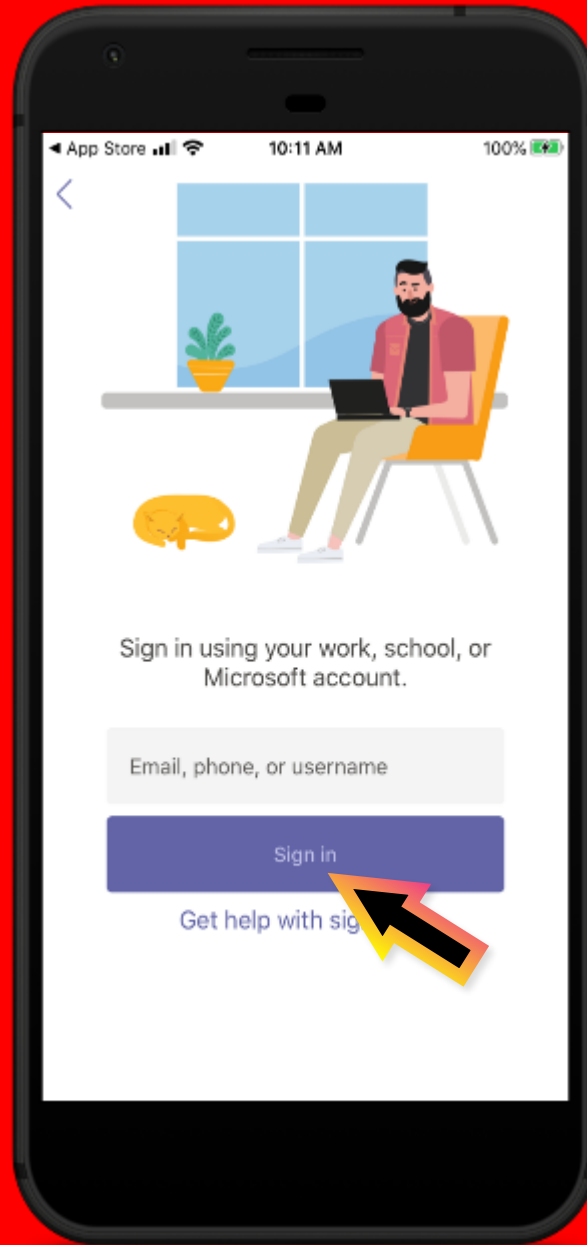
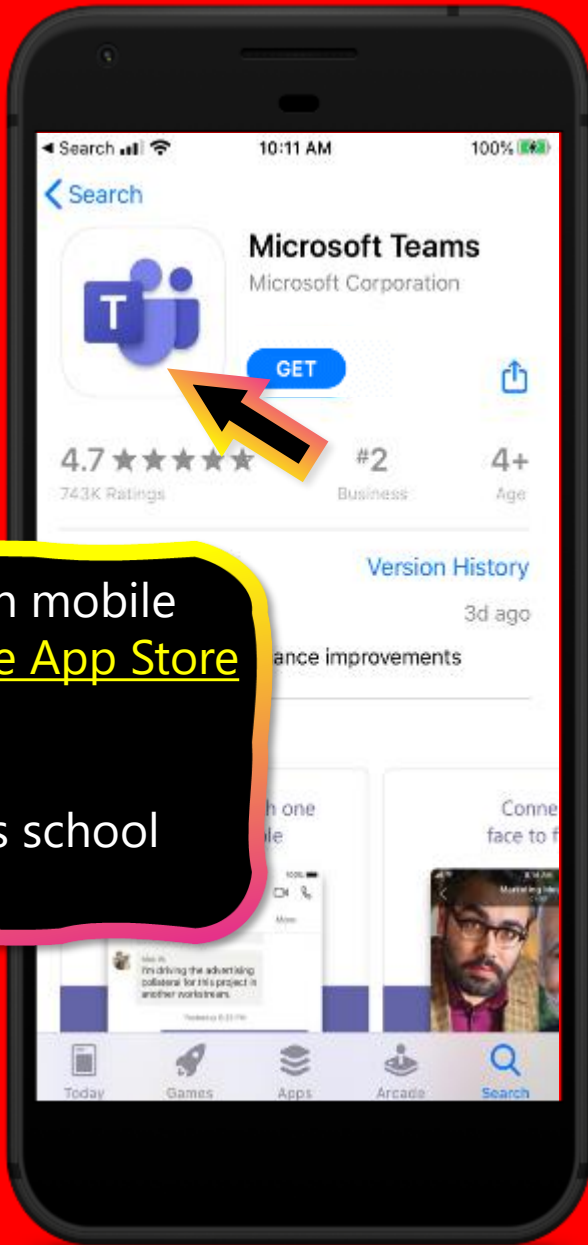
1. [Sign into Teams online](#)
2. [Download Teams on desktop](#)
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Download Teams on mobile device via the [Apple App Store](#) or [Google Play](#).

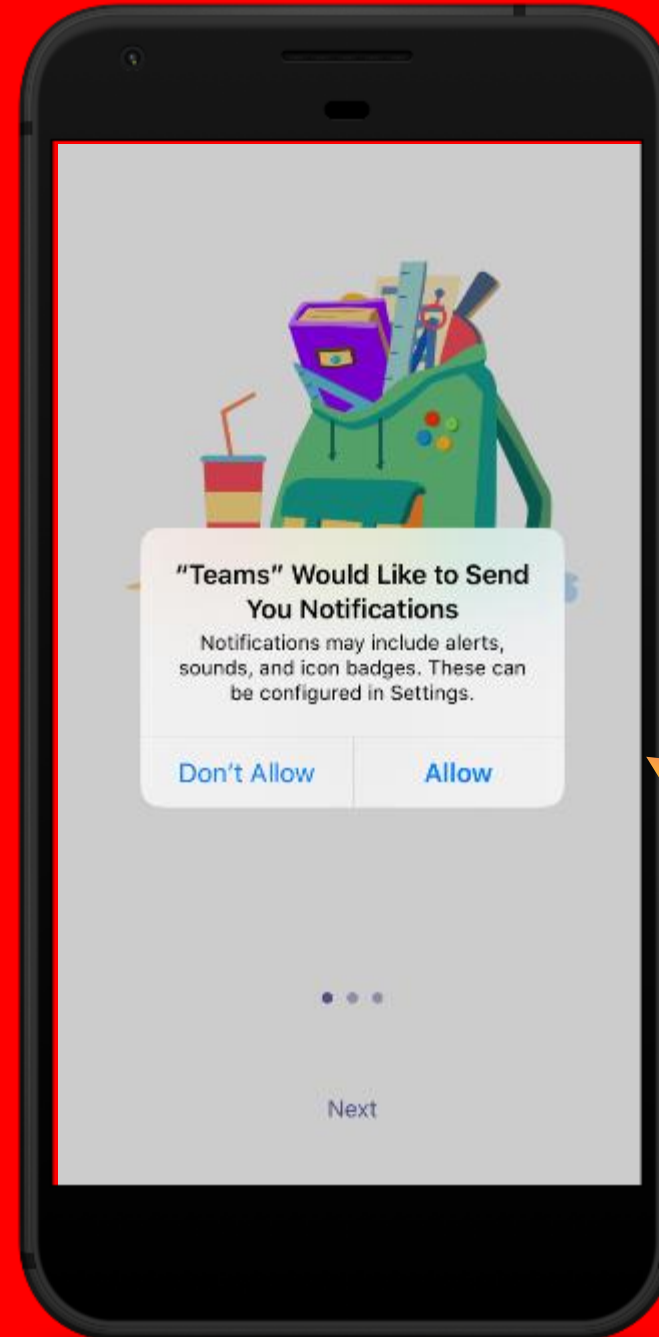
Enter your student's school account.



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**.

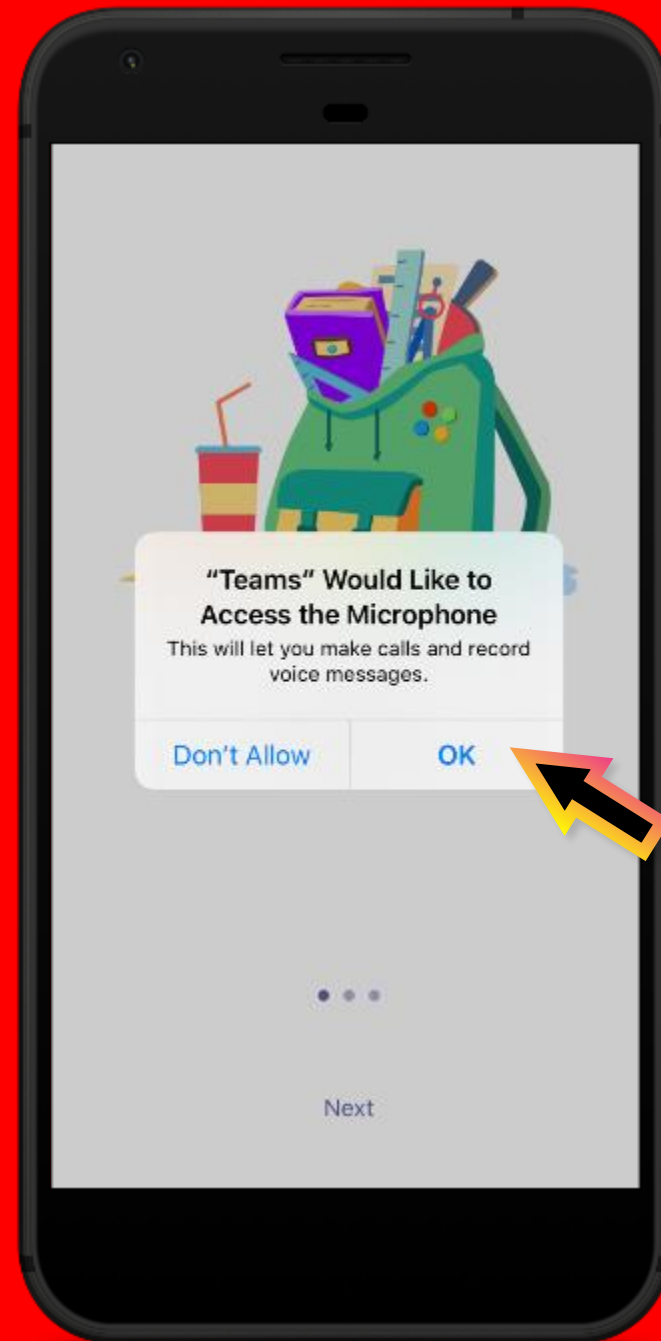


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The app will also ask you to allow microphone access. Click **OK**.

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

You can adjust this in **Settings**.



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Stay on top of the important stuff.



Next



Get homework done anywhere.



Next



Speak up. Share out.
Soar on.

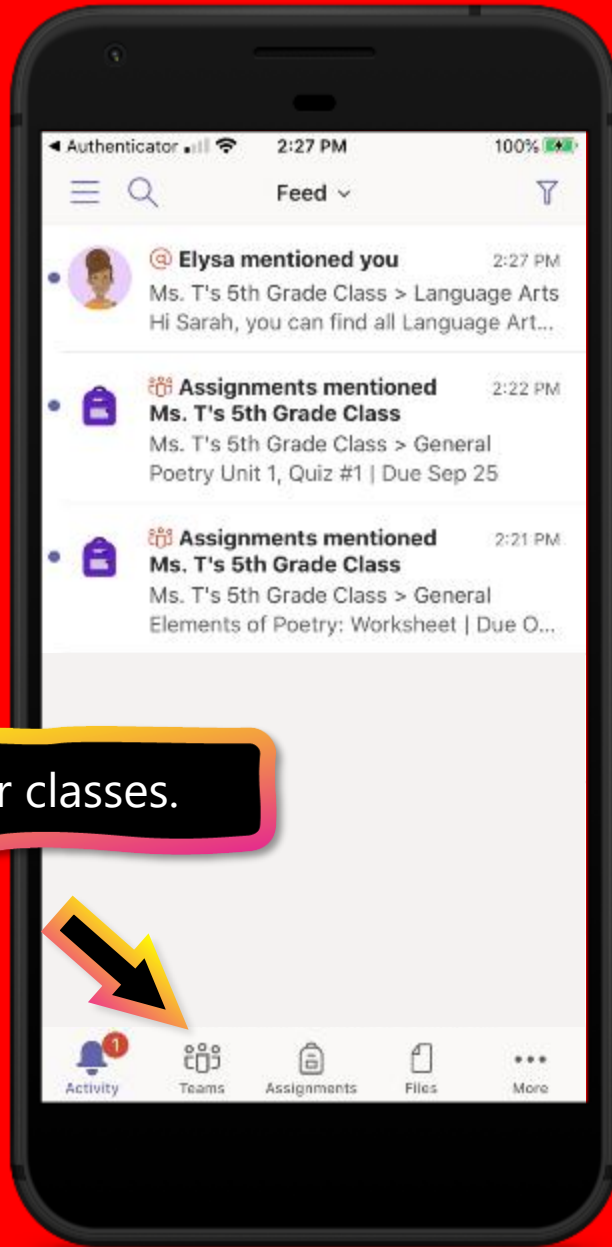


Got it

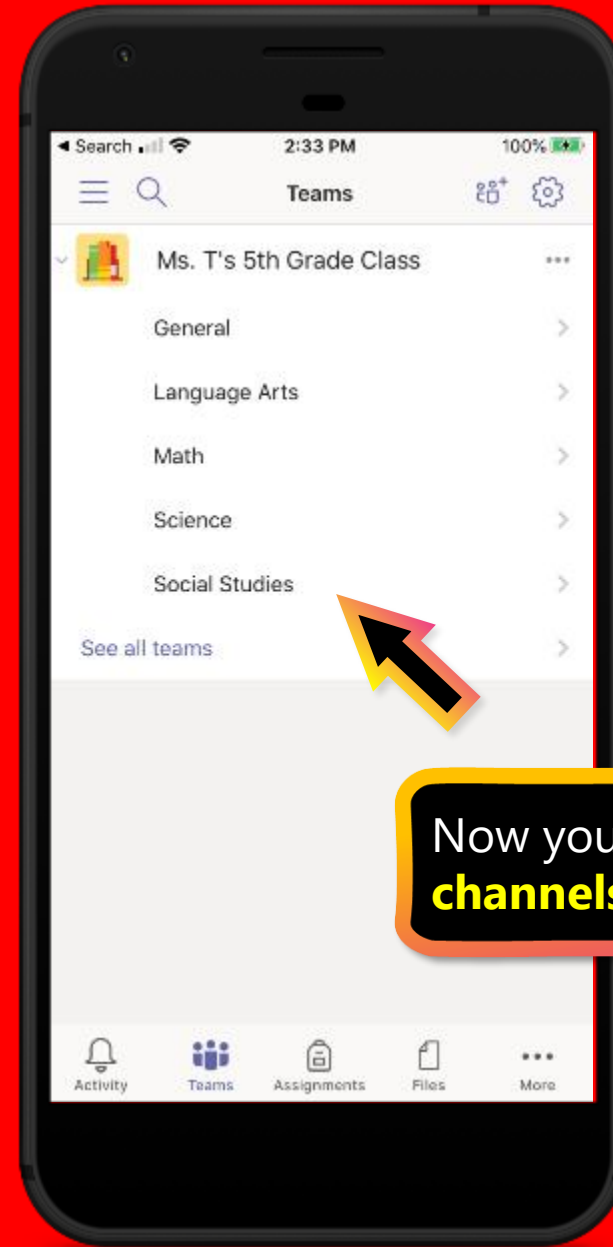
Review welcome screens and click **Got it**.



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



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



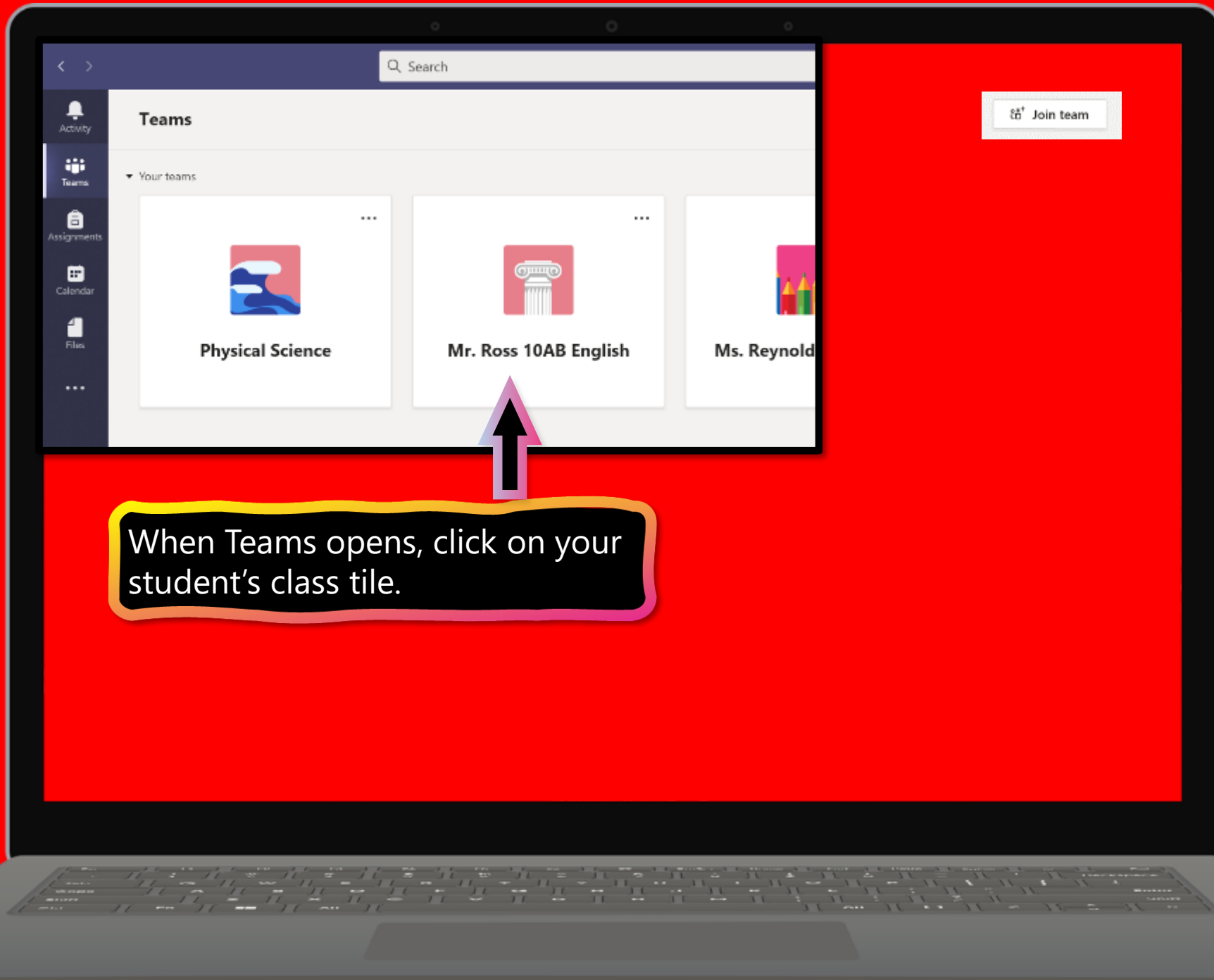
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Chapter 2

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.

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

The screenshot displays the Microsoft Teams interface for a class named "Ms. T's 5th Grade Class". The left sidebar shows a list of channels: "General", "Language Arts", "Math", "Science", and "Social Studies". A yellow arrow points to the "Science" channel. The main content area shows the "General" channel with a post from "Tara Teacher" titled "Poetry Unit Introduction" and an assignment titled "Elements of Poetry Worksheet".

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.

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

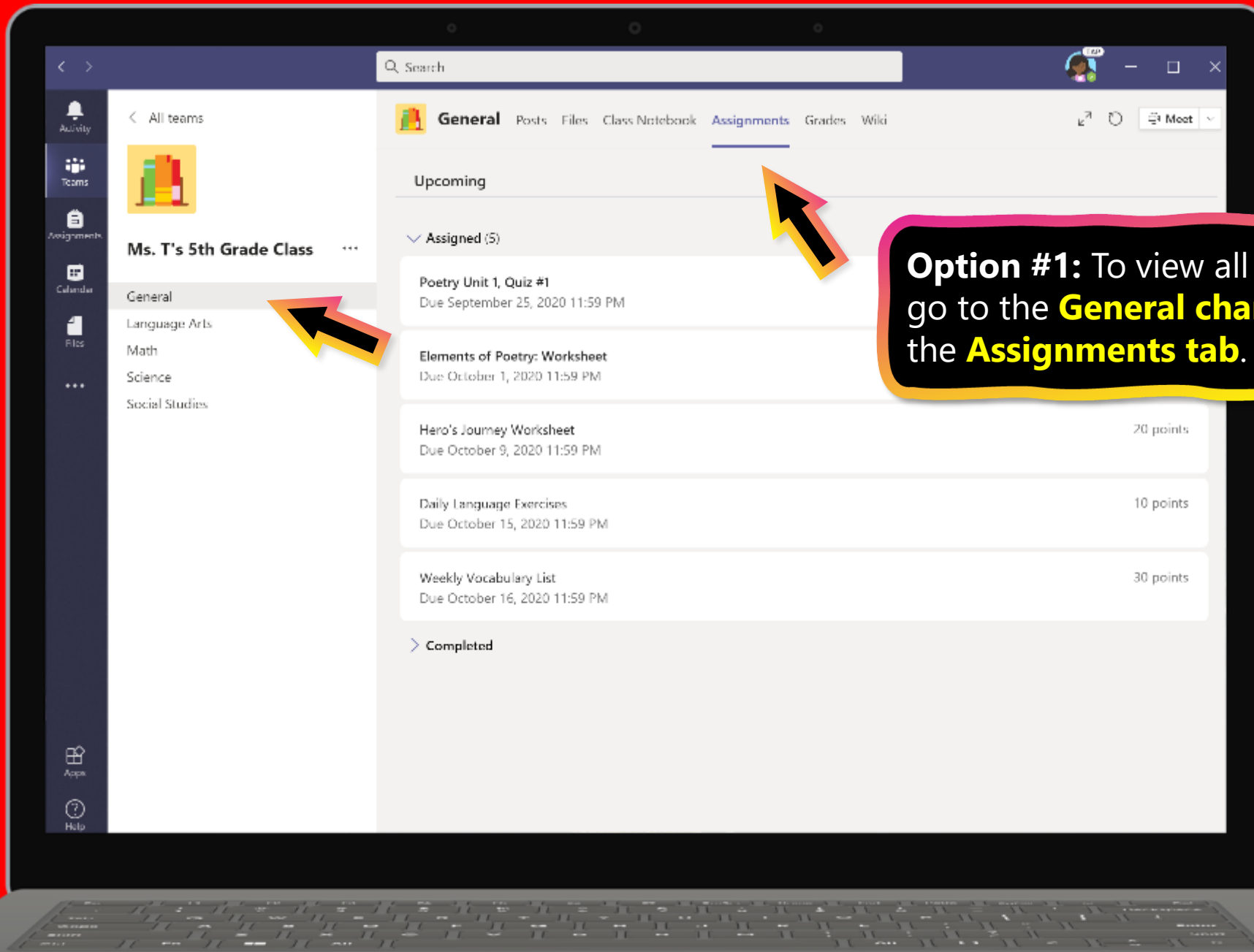


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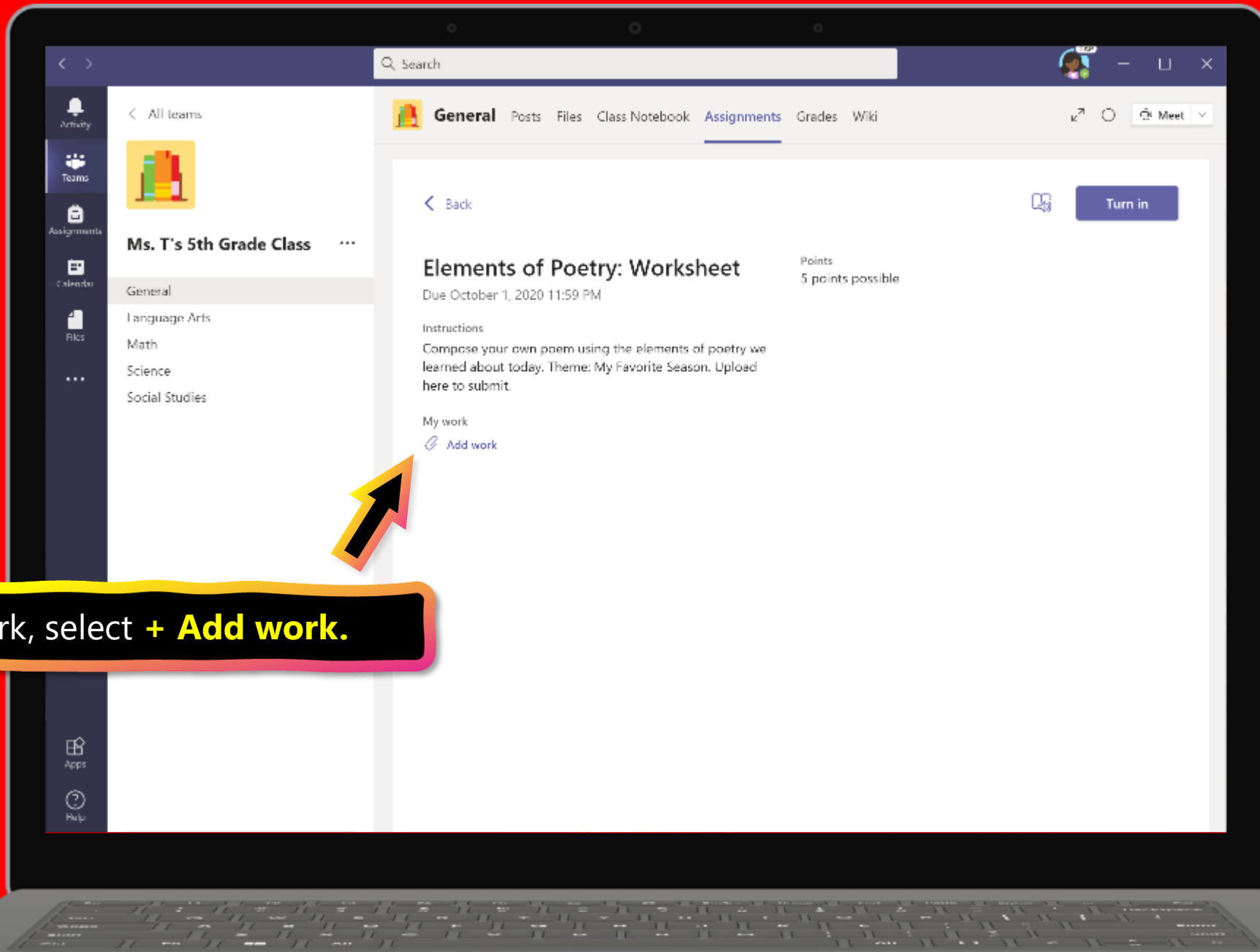
Assignments can be viewed and submitted many ways on Teams. Here are some common options.



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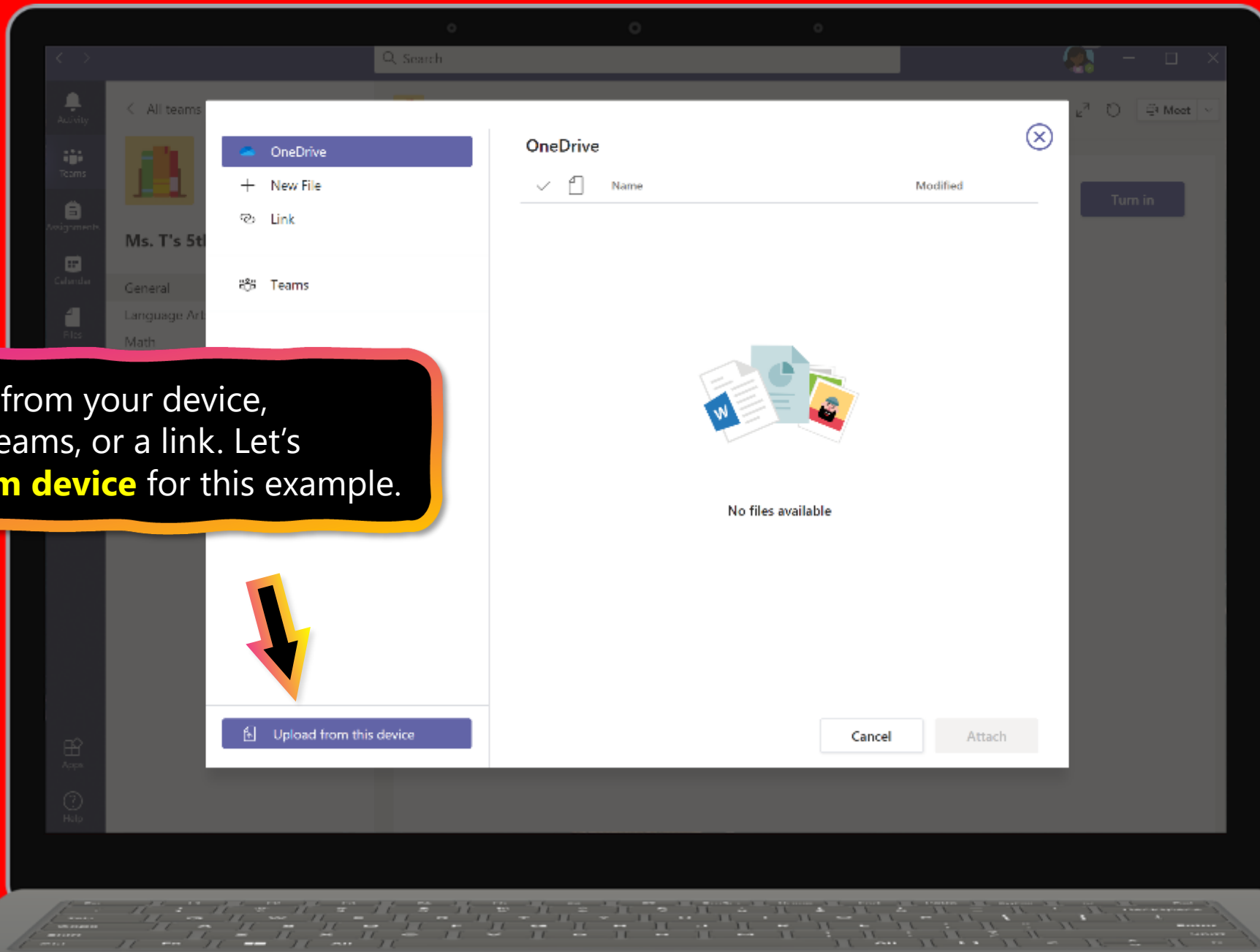


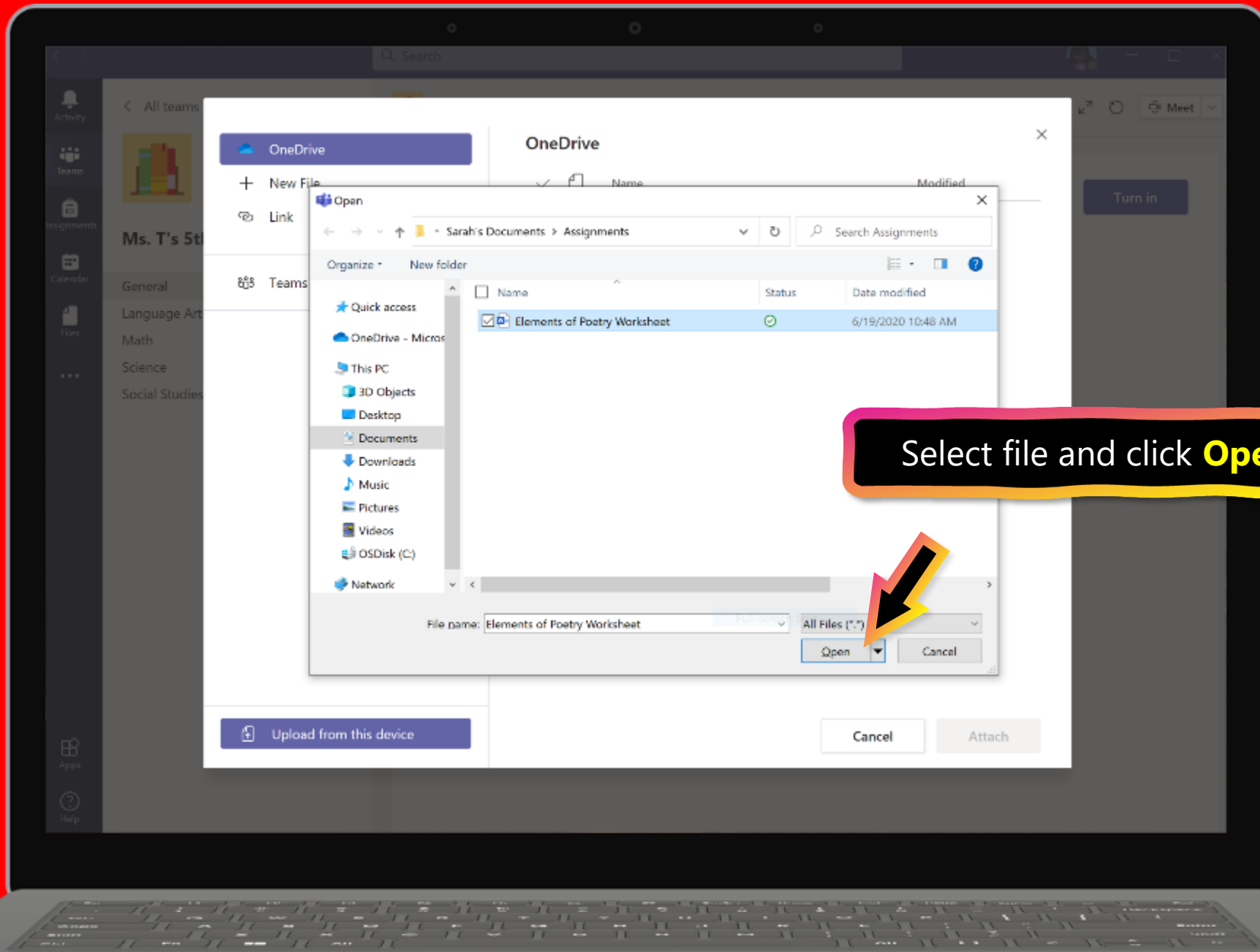
Option #1: To view all assignments, go to the **General channel** & select the **Assignments tab**.



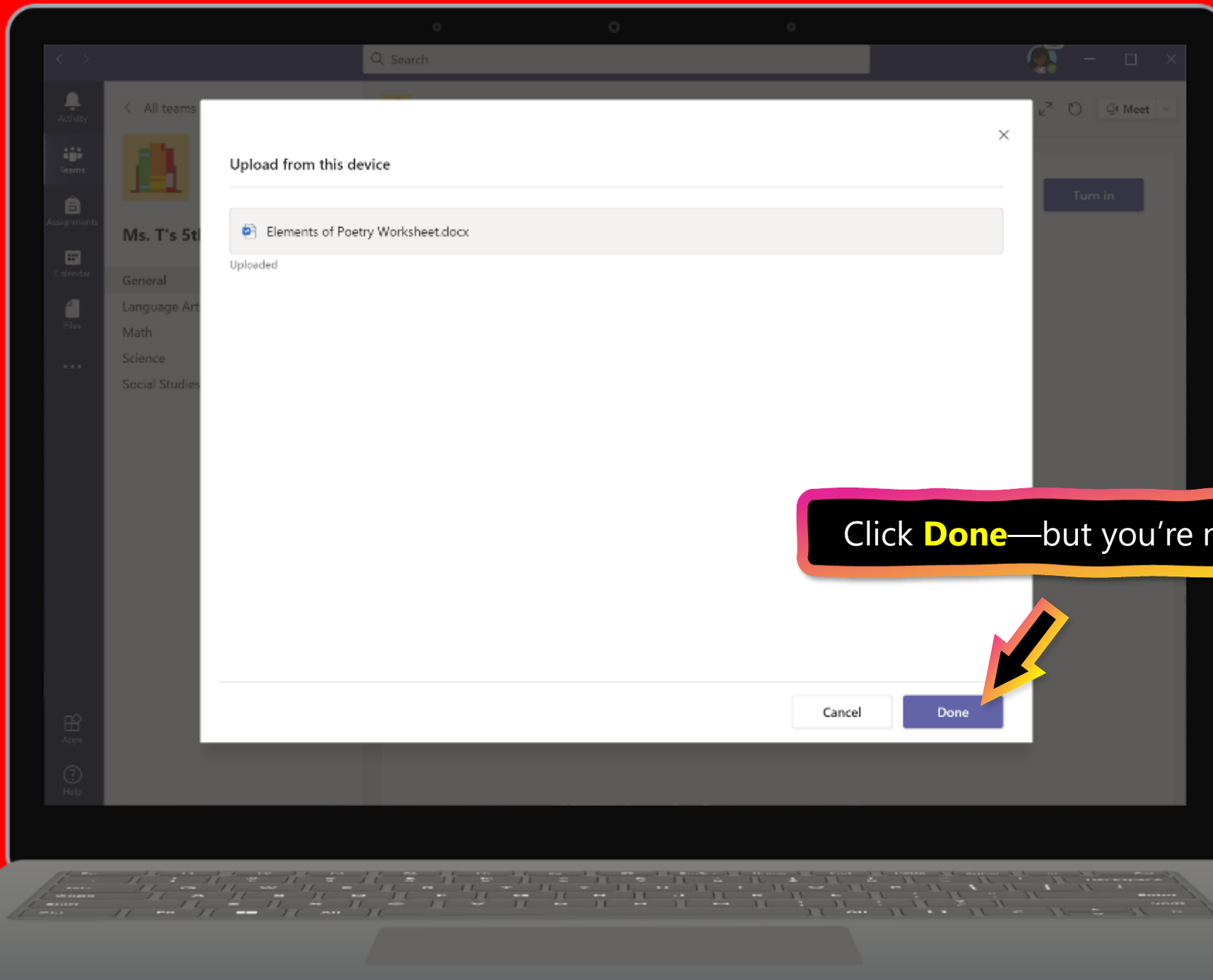
To upload work, select + **Add work**.

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

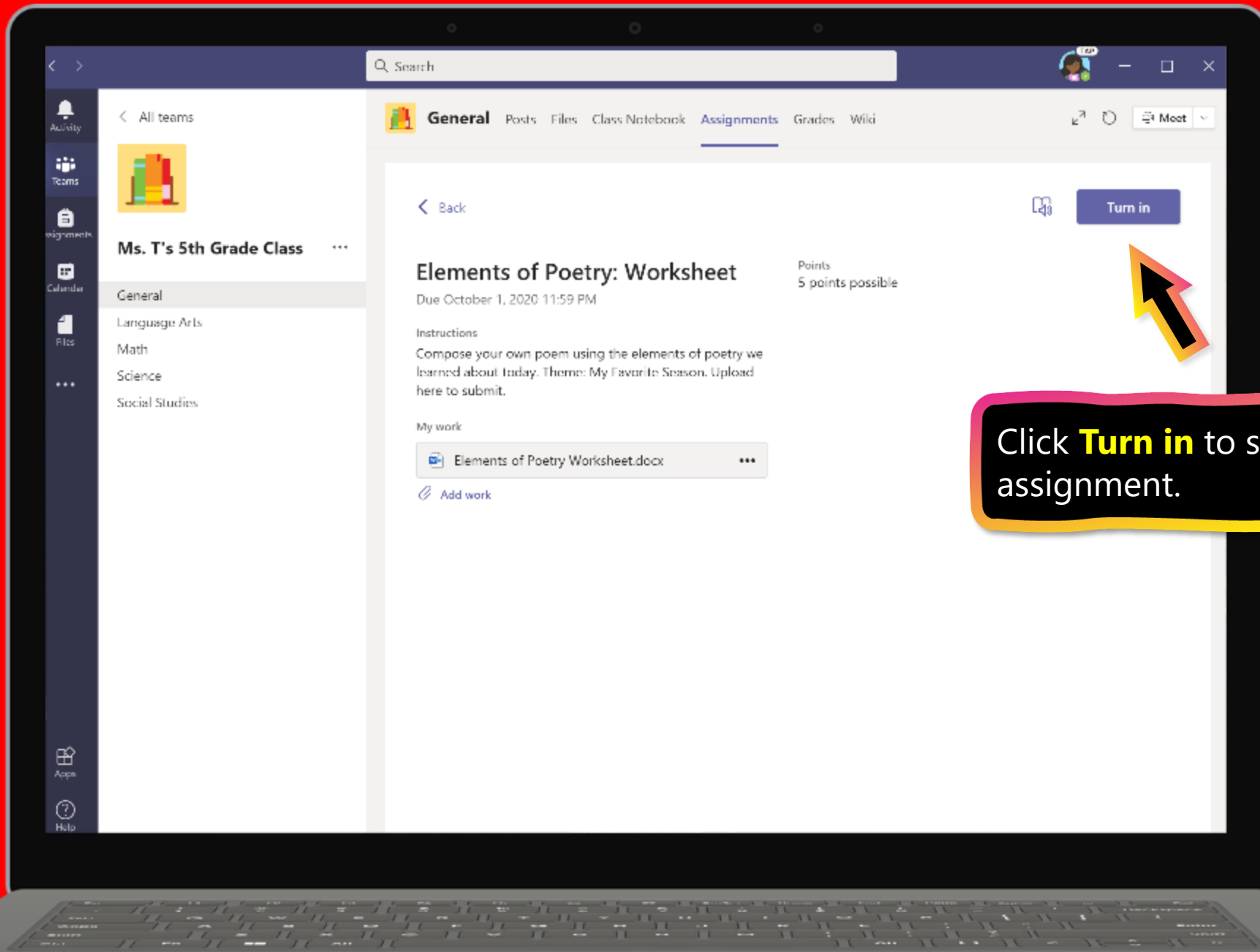




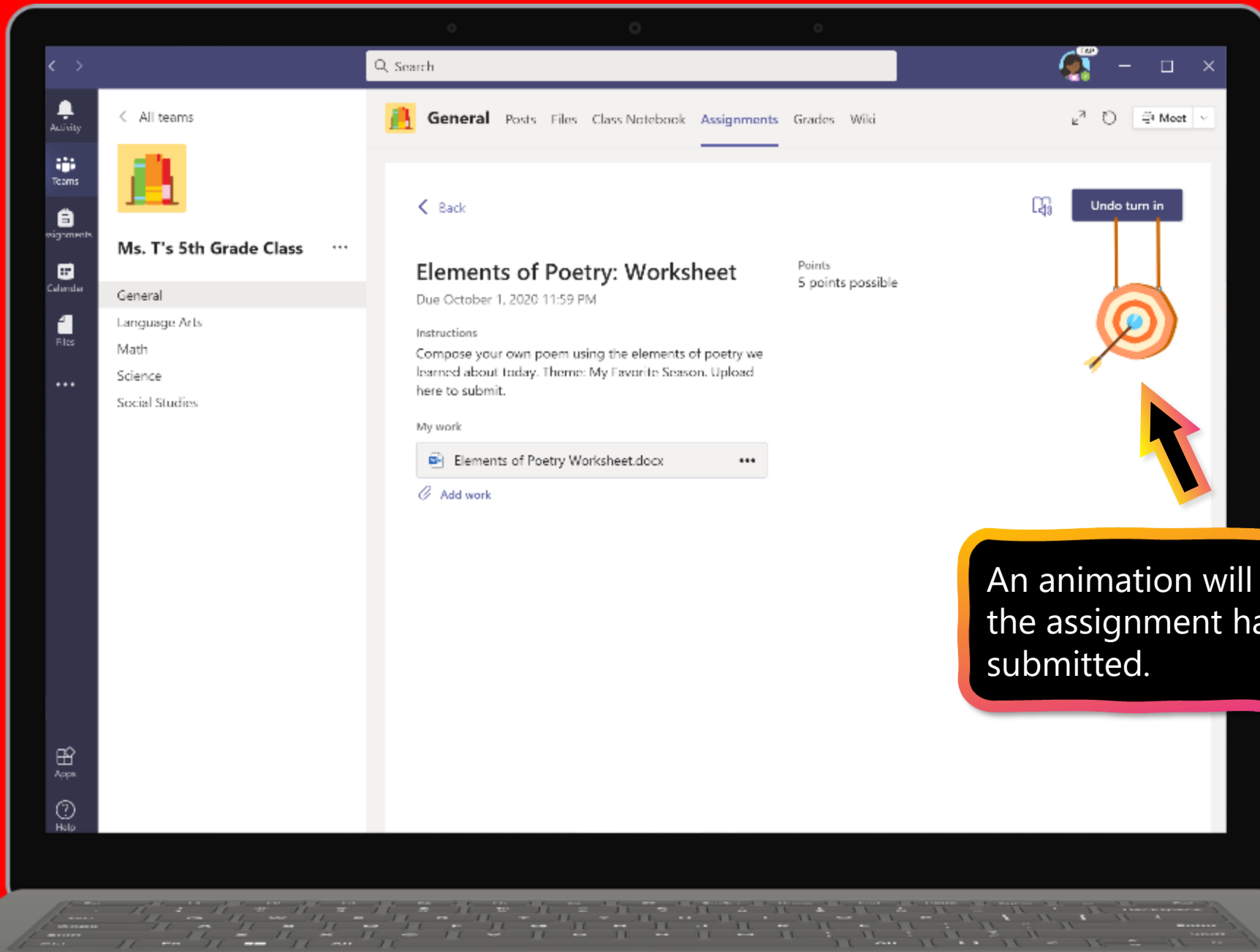
Select file and click **Open**.



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



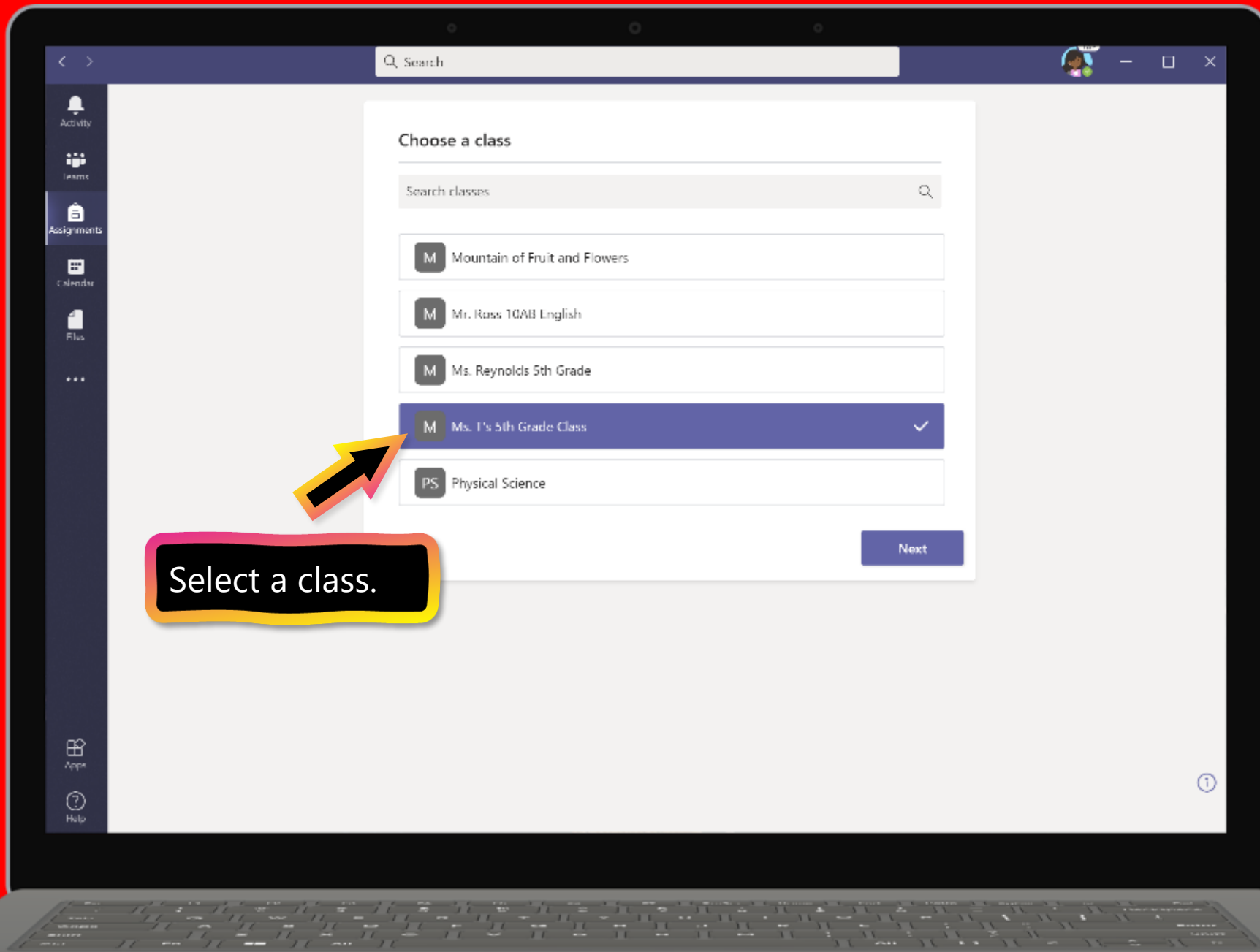
Click **Turn in** to submit assignment.



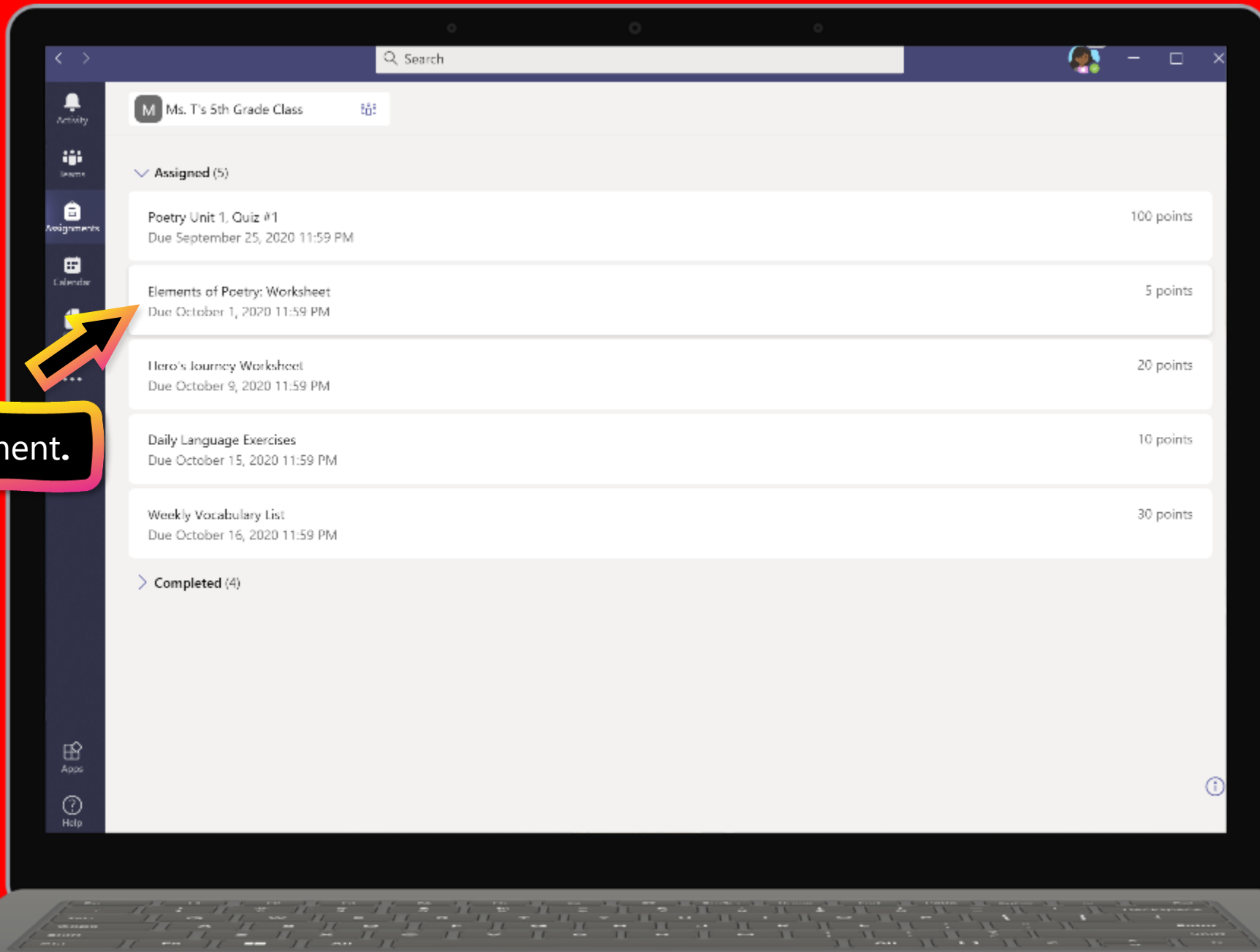
An animation will signal that the assignment has been submitted.

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

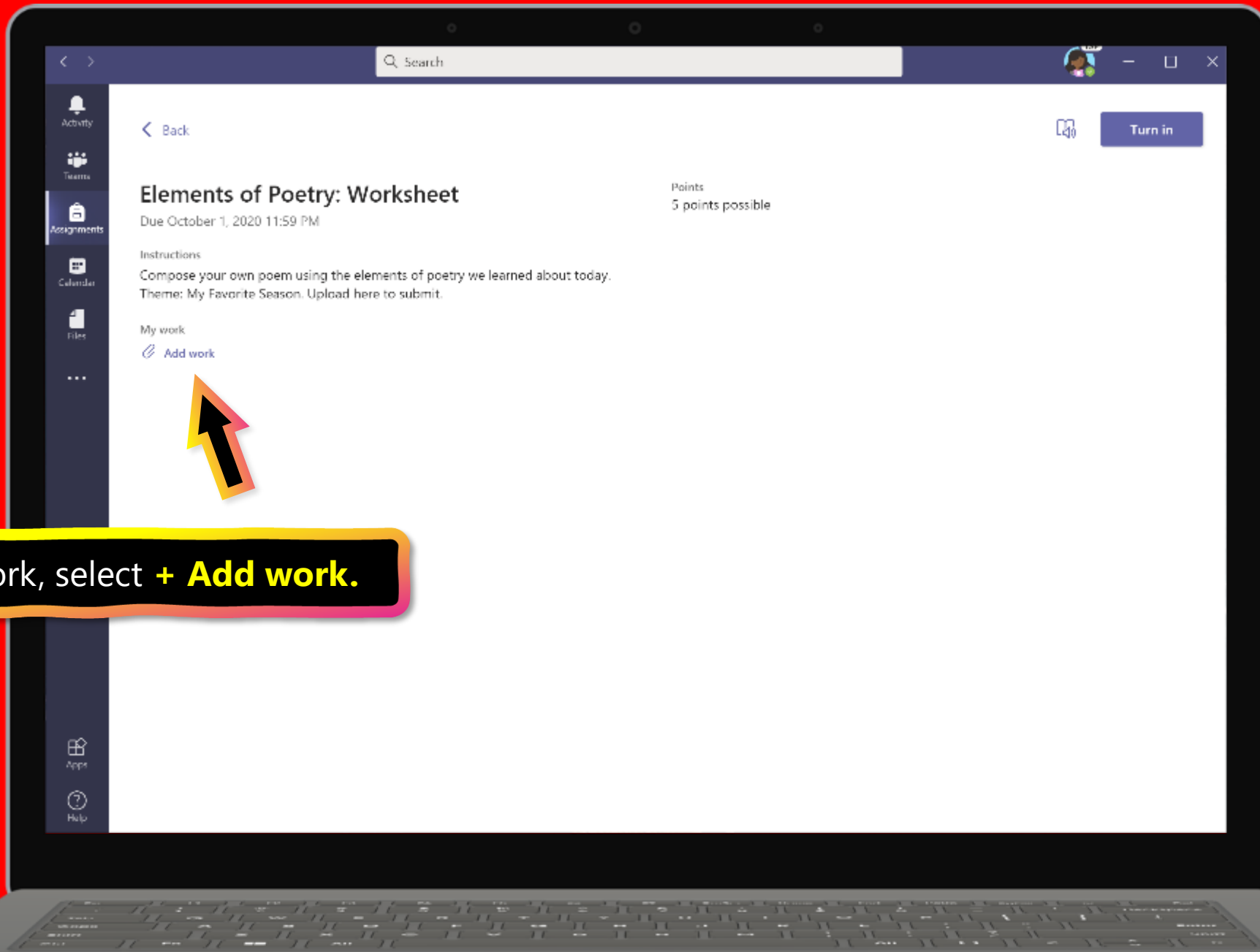
The screenshot shows a Microsoft Teams interface. On the left, a navigation pane lists 'All teams' with 'Ms. T's 5th Grade Class' selected. Below it are 'General', 'Language Arts', and 'Meetings'. A yellow arrow points to the 'Assignments' icon in the left sidebar. The main chat area shows a post from 'Tara Teacher' at 12:25 PM titled 'Poetry Unit Introduction'. The post includes a blue banner with the title and a call to action: 'Join the class call at 1:00 PM'. Below the banner is a message: '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 this is an 'Assignments' section for 'Elements of Poetry Worksheet' due on Oct 06, with a 'View assignment' button. At the bottom, a meeting card is visible: 'Poetry Unit Introduction: Elements of Poetry' on Thursday, October 1, 2020 at 1:00 PM.



Select a class.

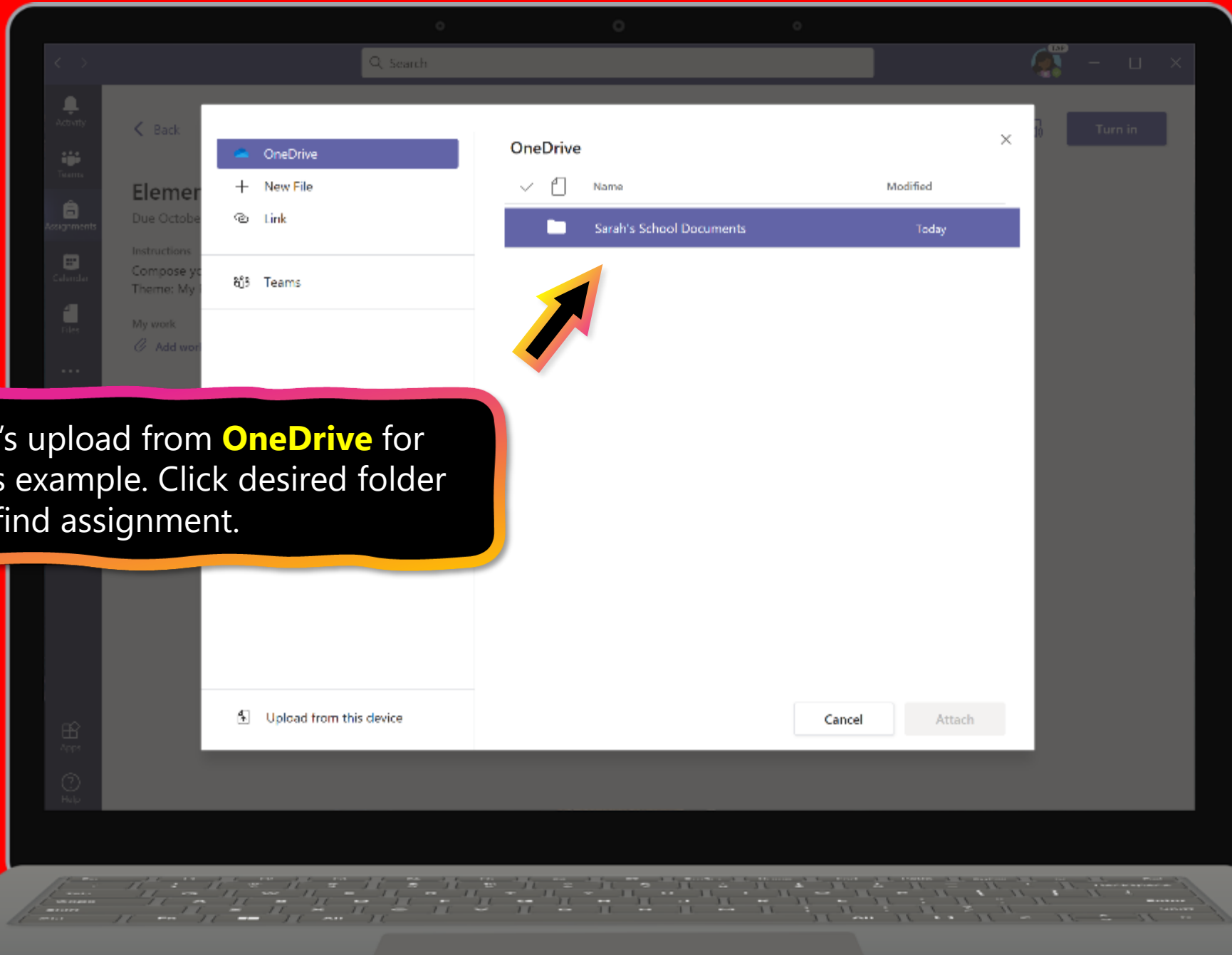


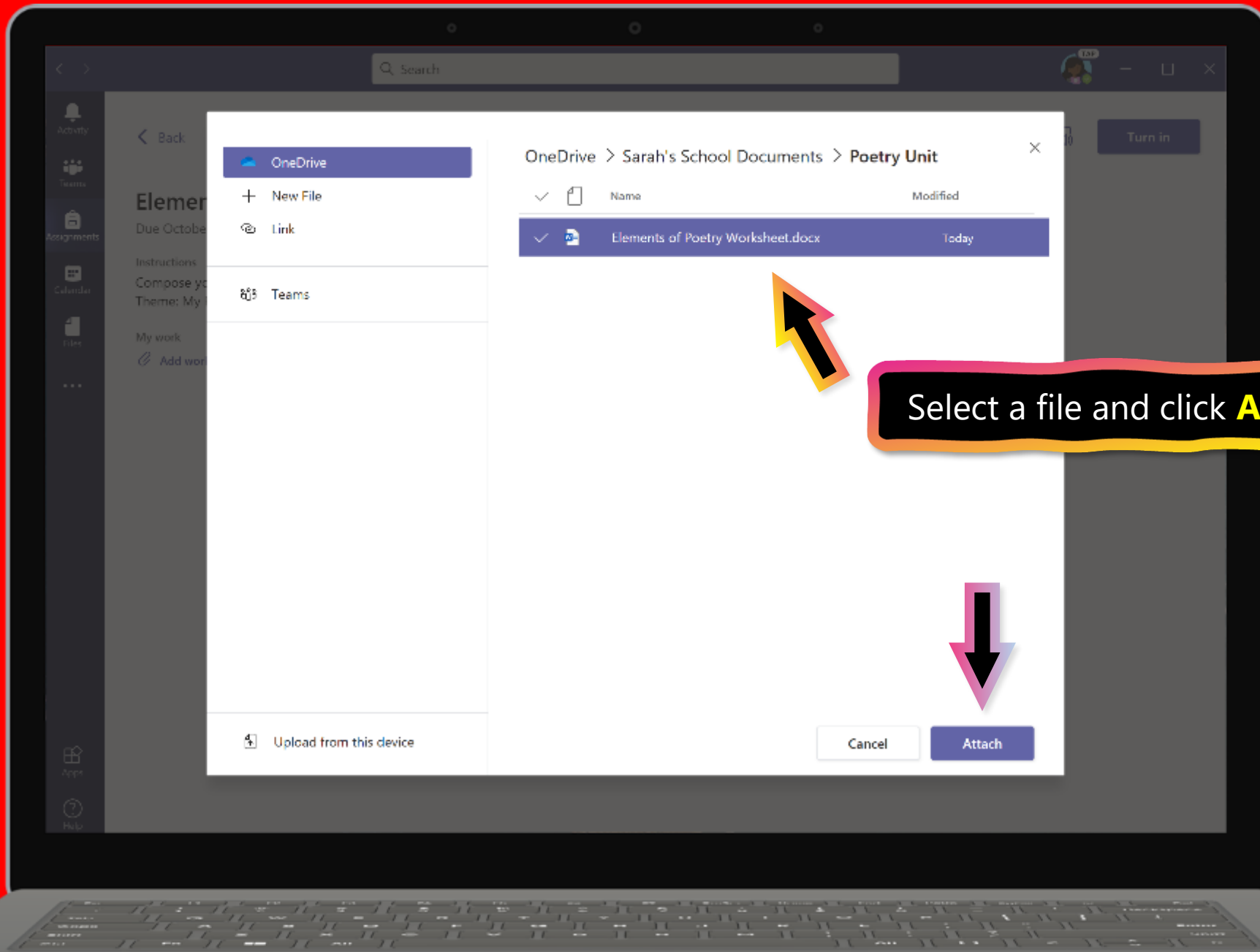
Select assignment.



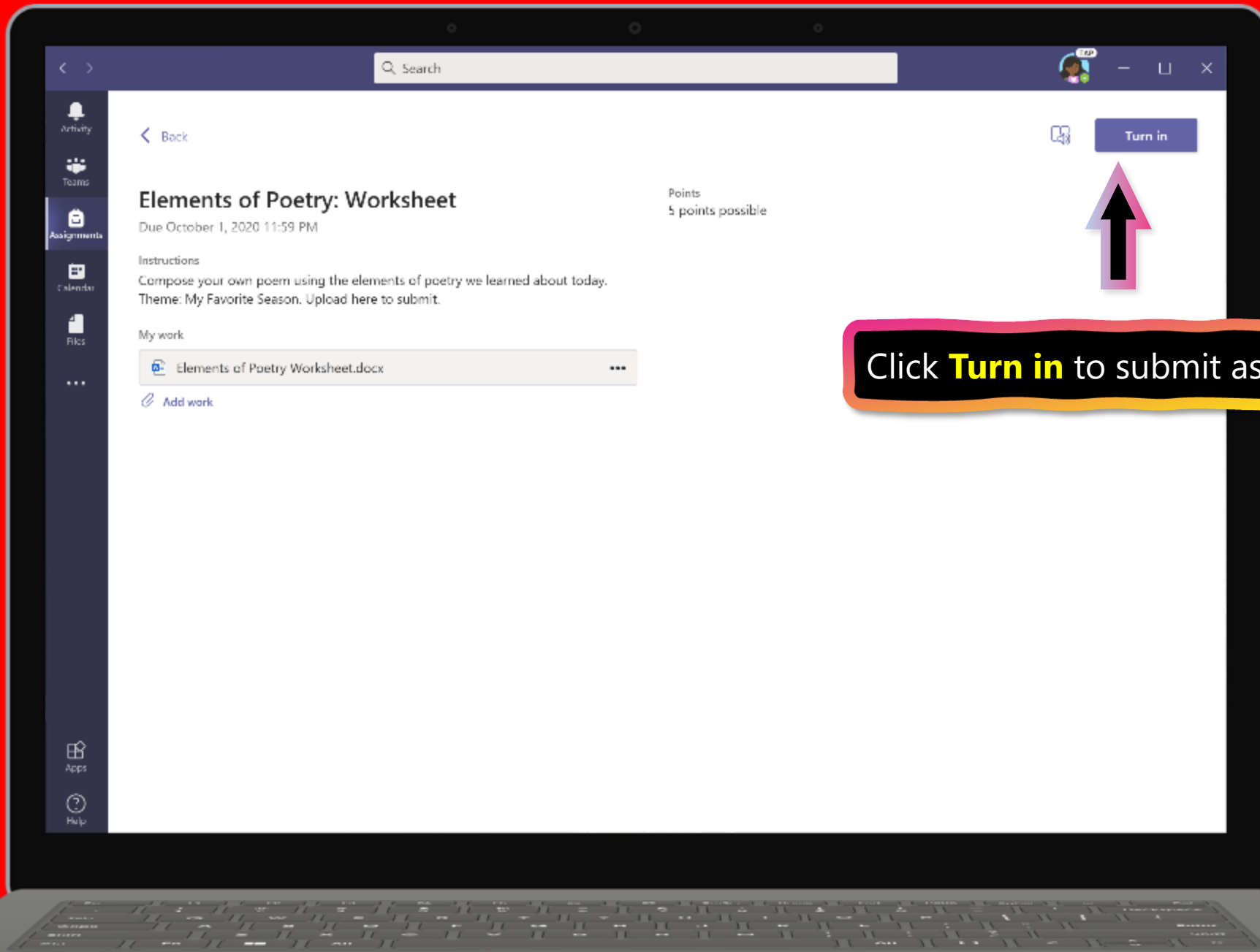
To upload work, select **+ Add work**.

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

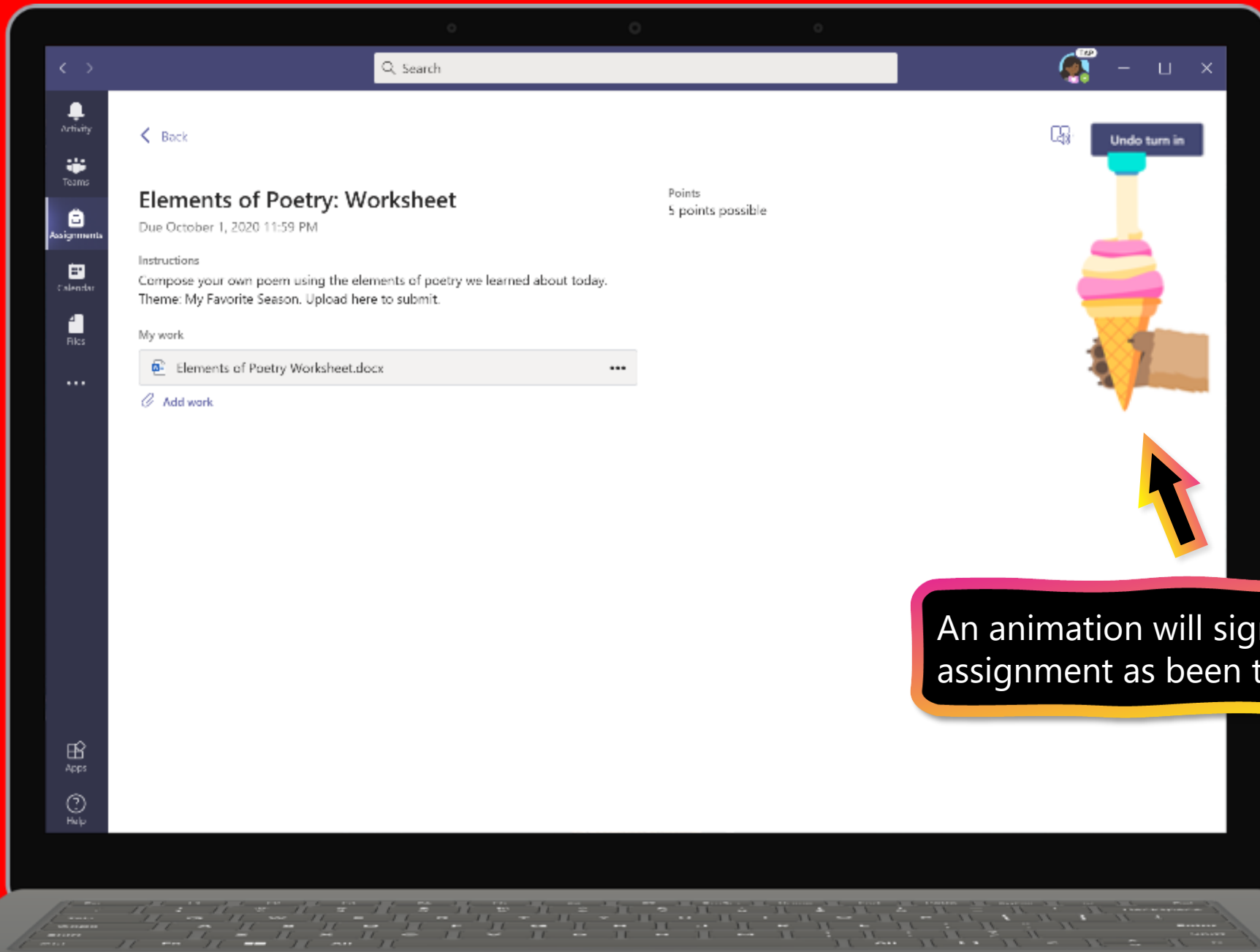




Select a file and click **Attach**.



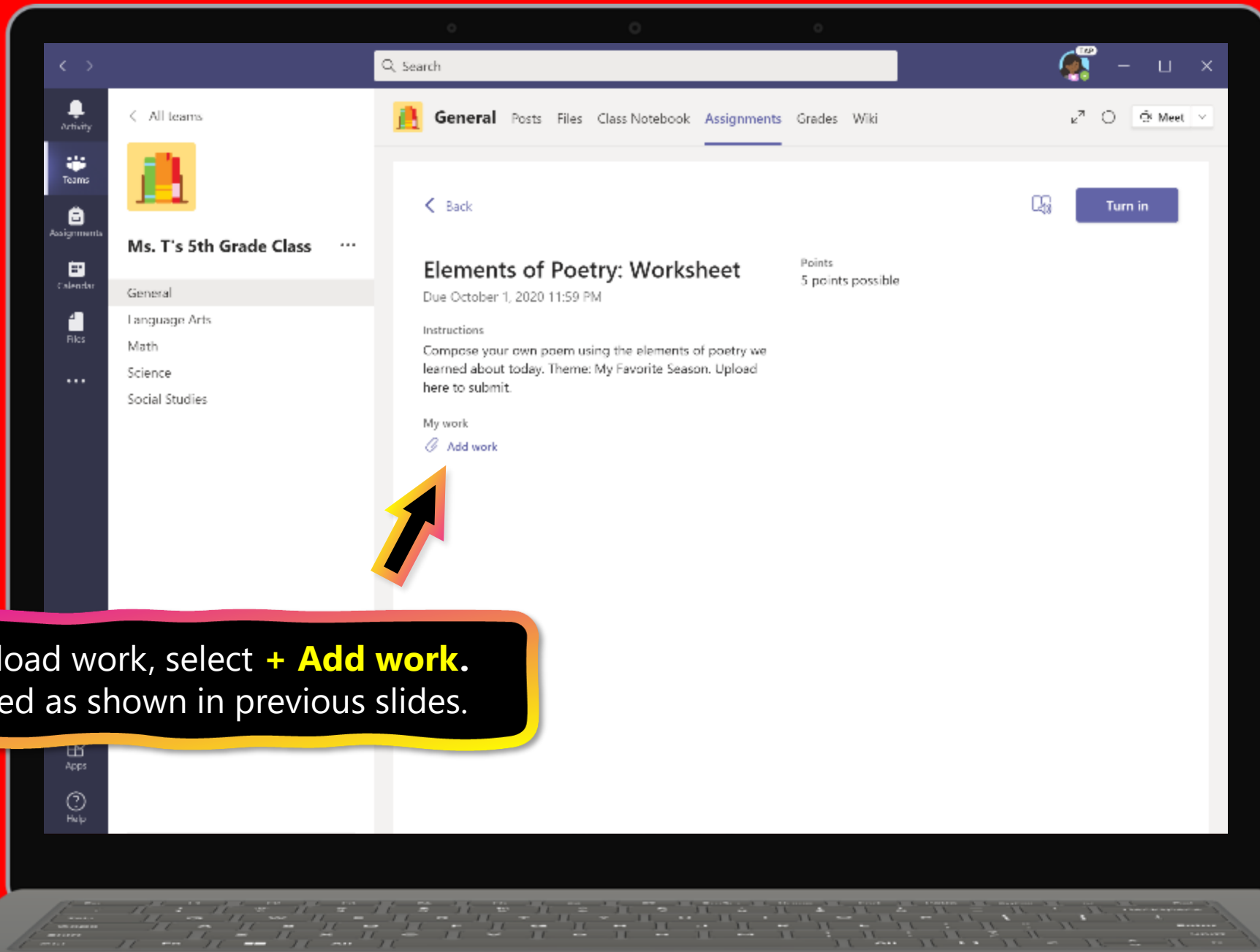
Click **Turn in** to submit assignment.



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 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 content area is the "General" channel, with tabs for "Posts", "Files", "Class Notebook", "Assignments", and "2 more". A post from "Tara Teacher" at 6/1 12:25 PM is titled "Poetry Unit Introduction" and includes a blue banner with a bee illustration. The post text says: "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." Below the post is a "View assignment" button. A second post from "Tara Teacher" at 6/1 12:31 PM is titled "Elements of Poetry Worksheet" and also includes a "View assignment" button. A third post from "Tara Teacher" at 6/1 12:39 PM is titled "Scheduled a meeting" and includes a meeting card for "Poetry Unit Introduction: Elements of Poetry" on Thursday, October 1, 2020 at 1:00 PM. A yellow callout box with a black border and a yellow-to-pink gradient shadow is overlaid on the left side of the screen, containing the text: "Another option for turning in assignments: View assignments from the **Posts** tab in the **General** channel." Two yellow arrows with black outlines point from the callout box to the "Posts" tab and the "View assignment" button in the assignment post.



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

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**

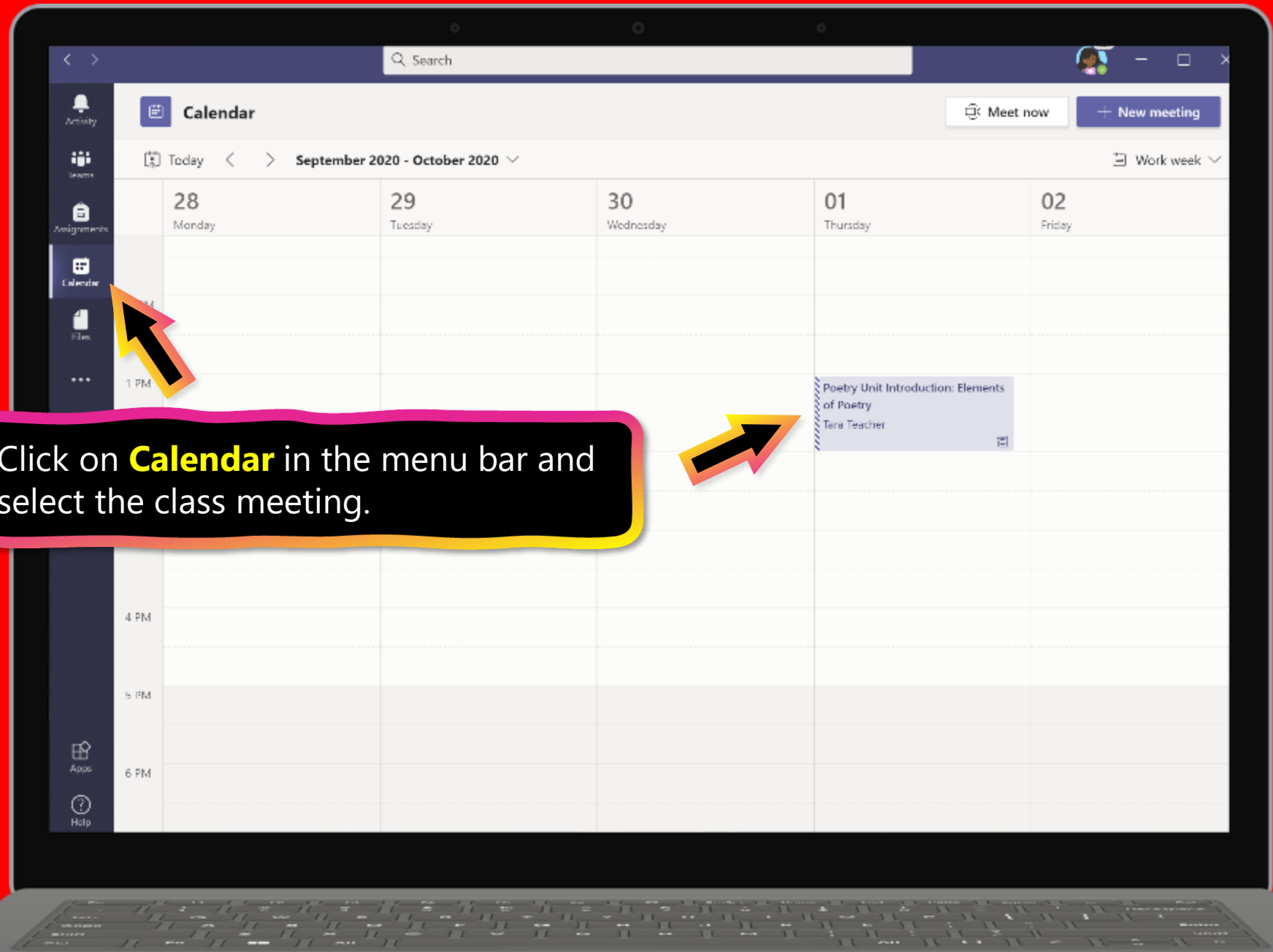


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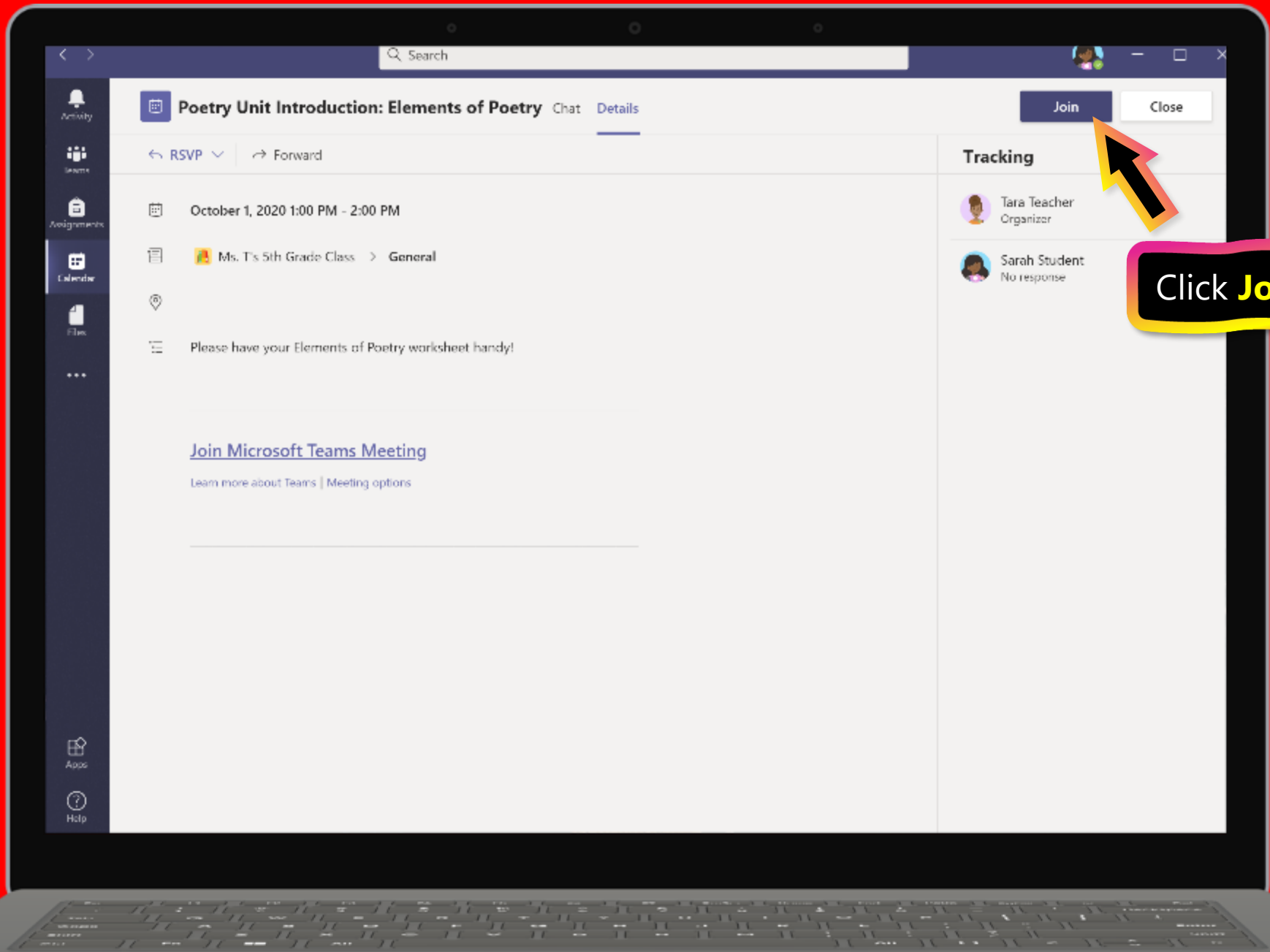
**Your student can attend class and customize
their virtual experience with **video &
microphone** settings.**



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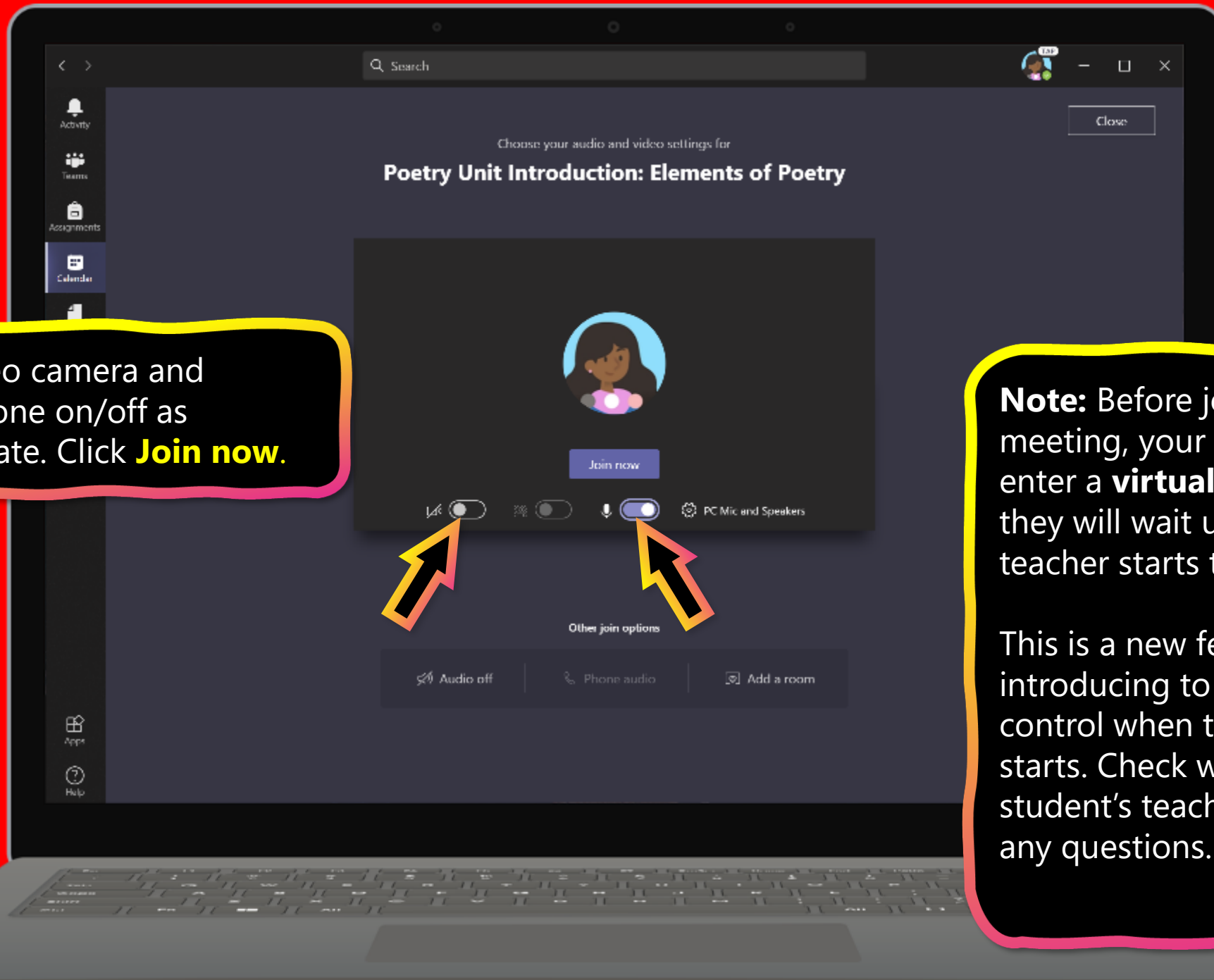


Click on **Calendar** in the menu bar and select the class meeting.



Click **Join.**

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



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.

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](#)



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