



St. Mogues College

Family & Guardian Guide to Microsoft Teams

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

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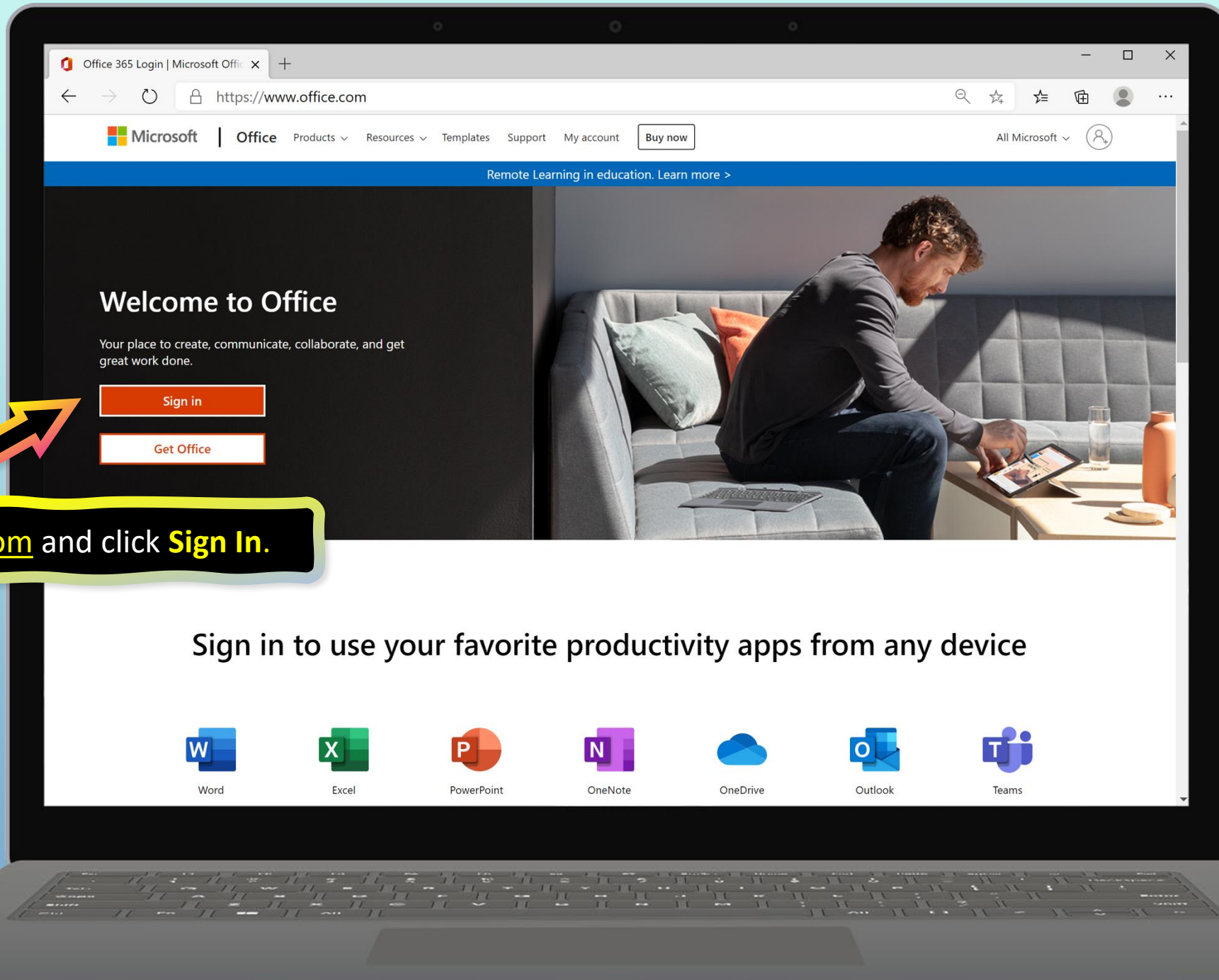


Chapter 1

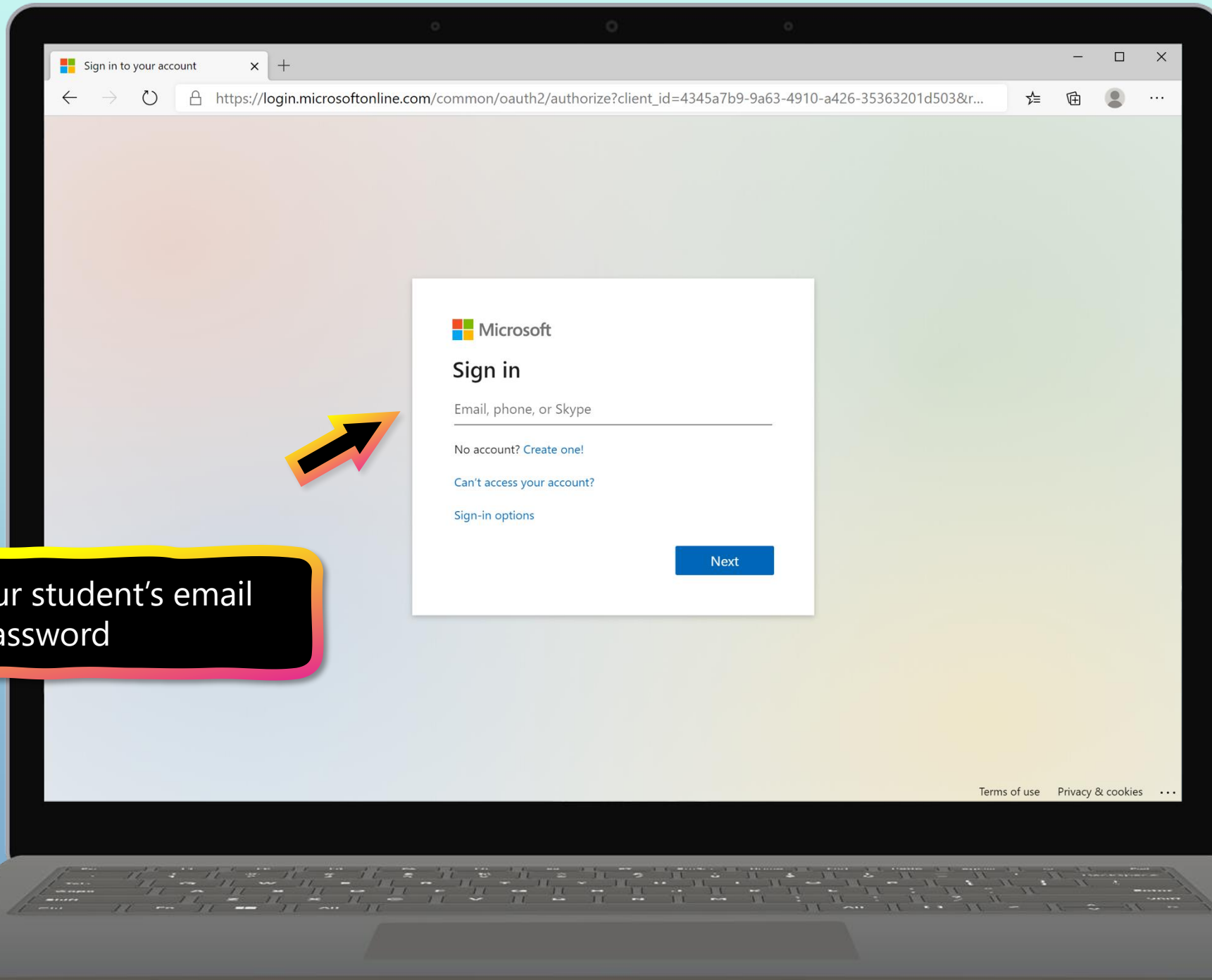
Get started with Teams

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

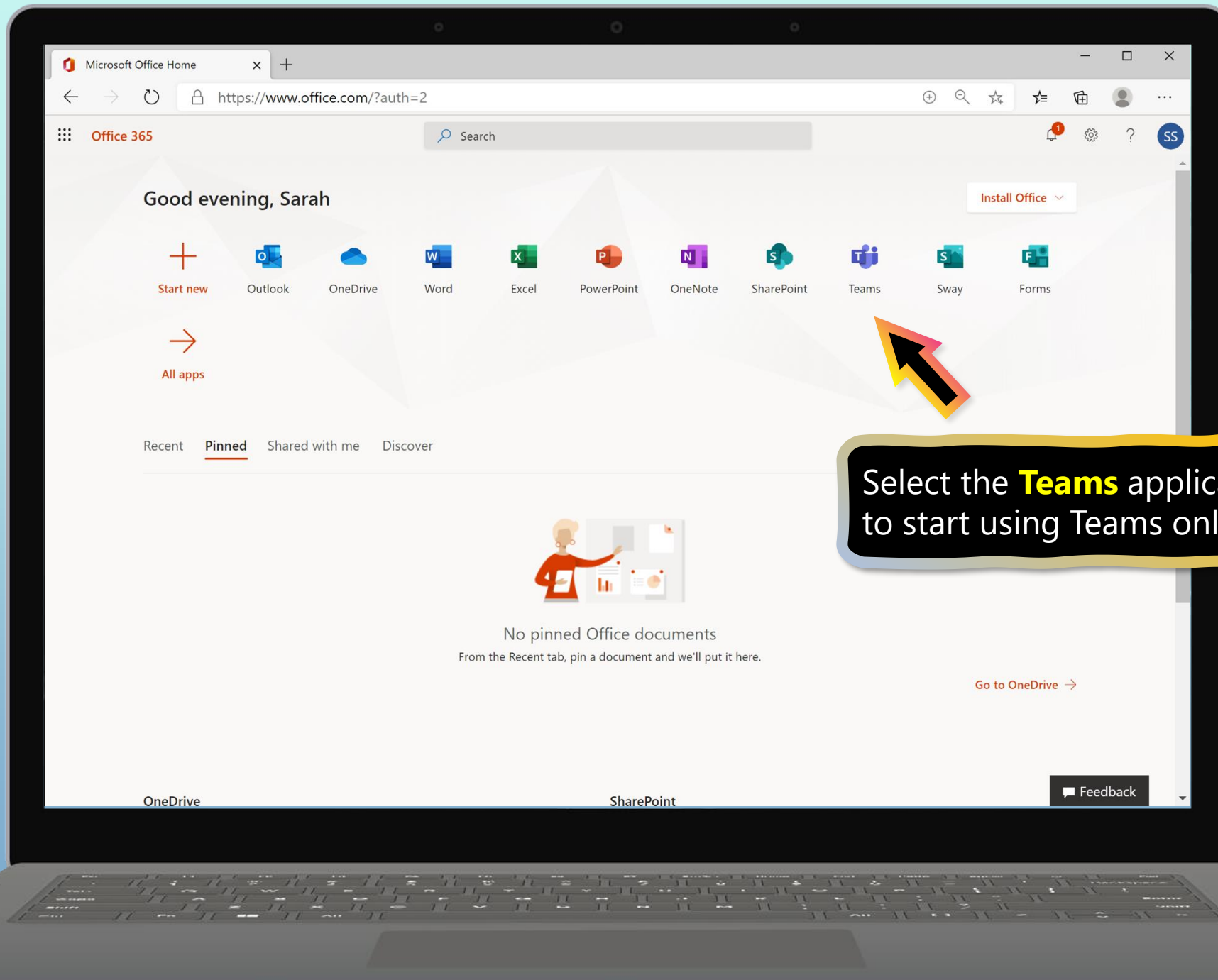




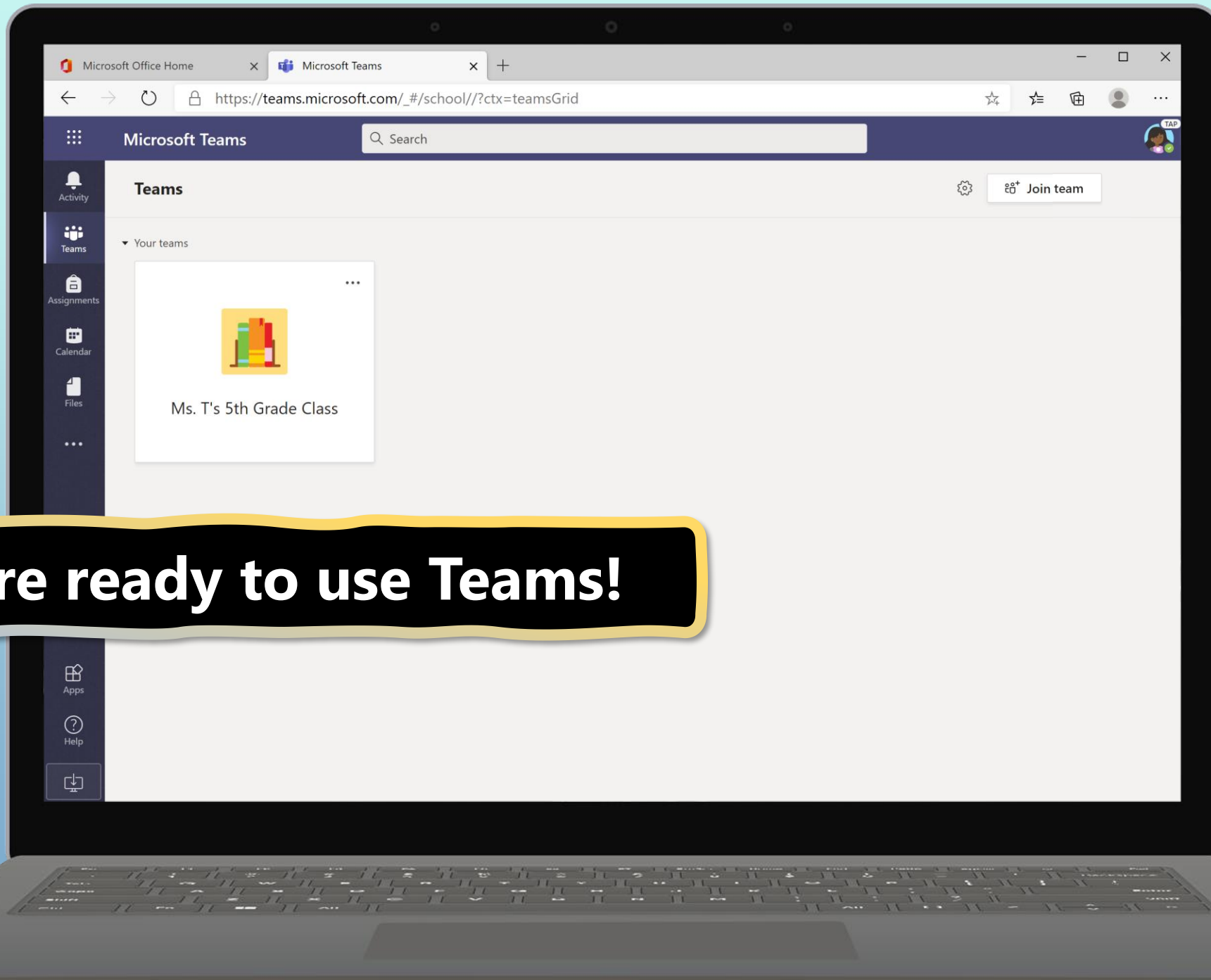
Go to [Office.com](https://www.office.com) and click **Sign In**.



Sign in with your student's email address and password



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



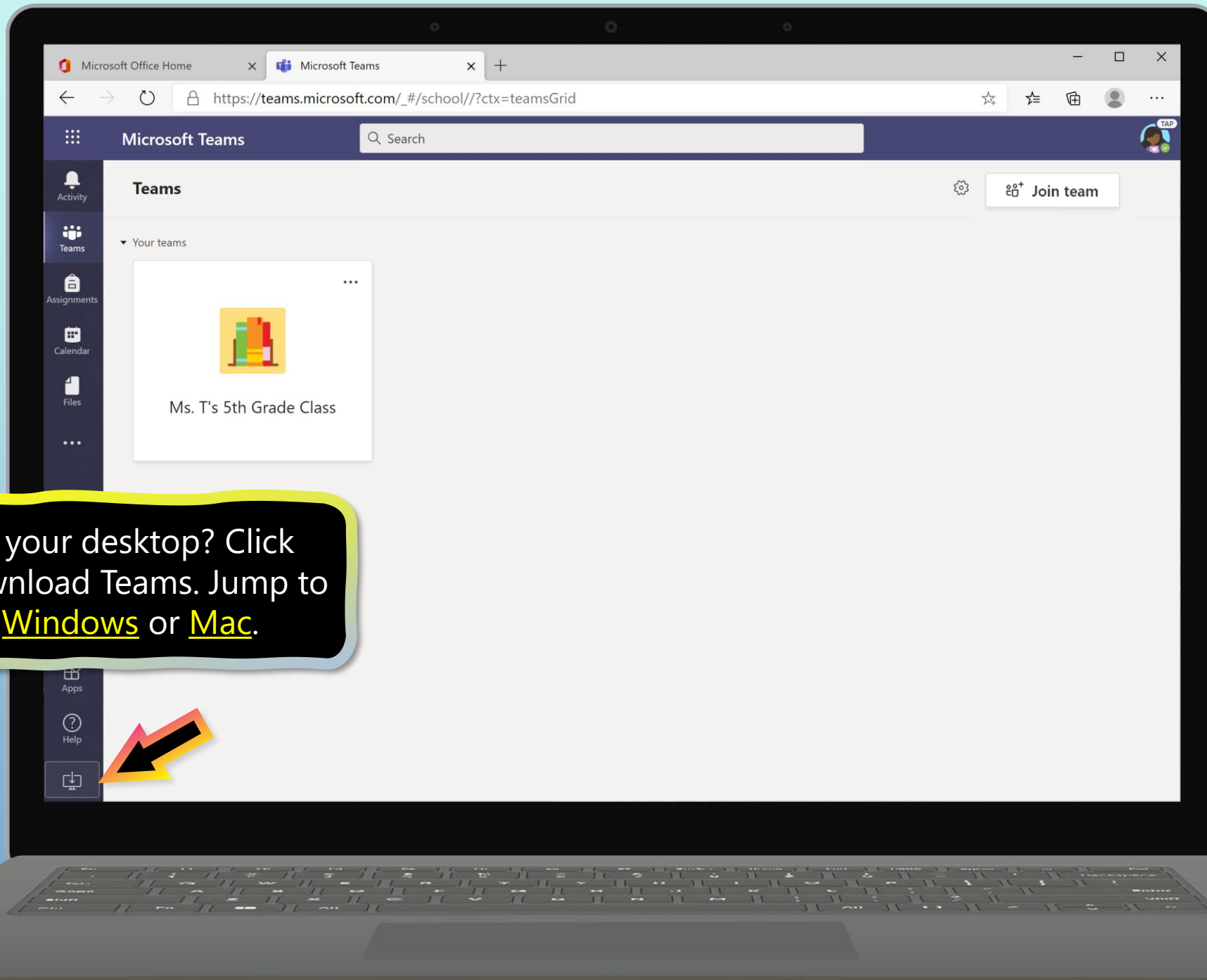
You're ready to use Teams!

Chapter 1

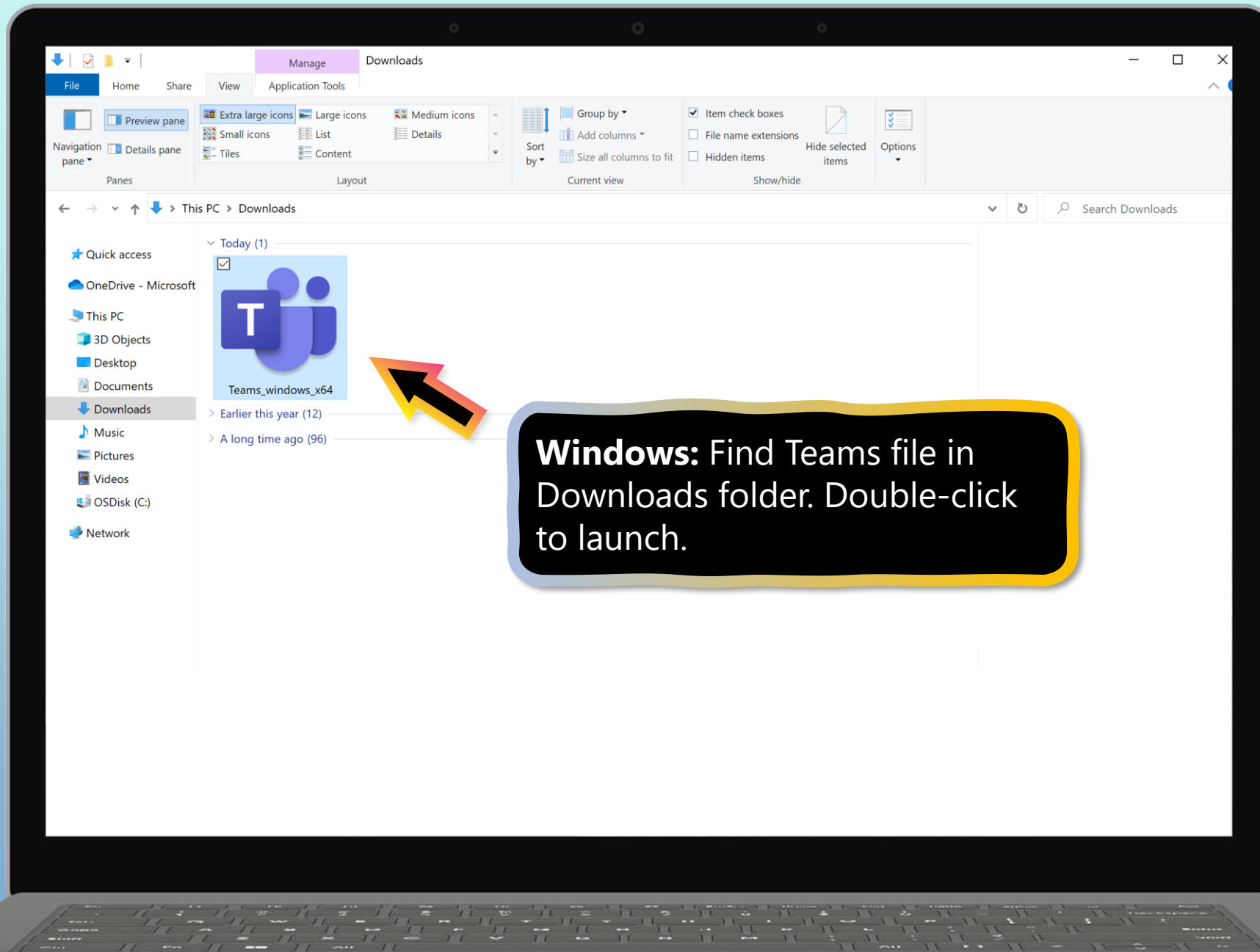
Get started with Teams

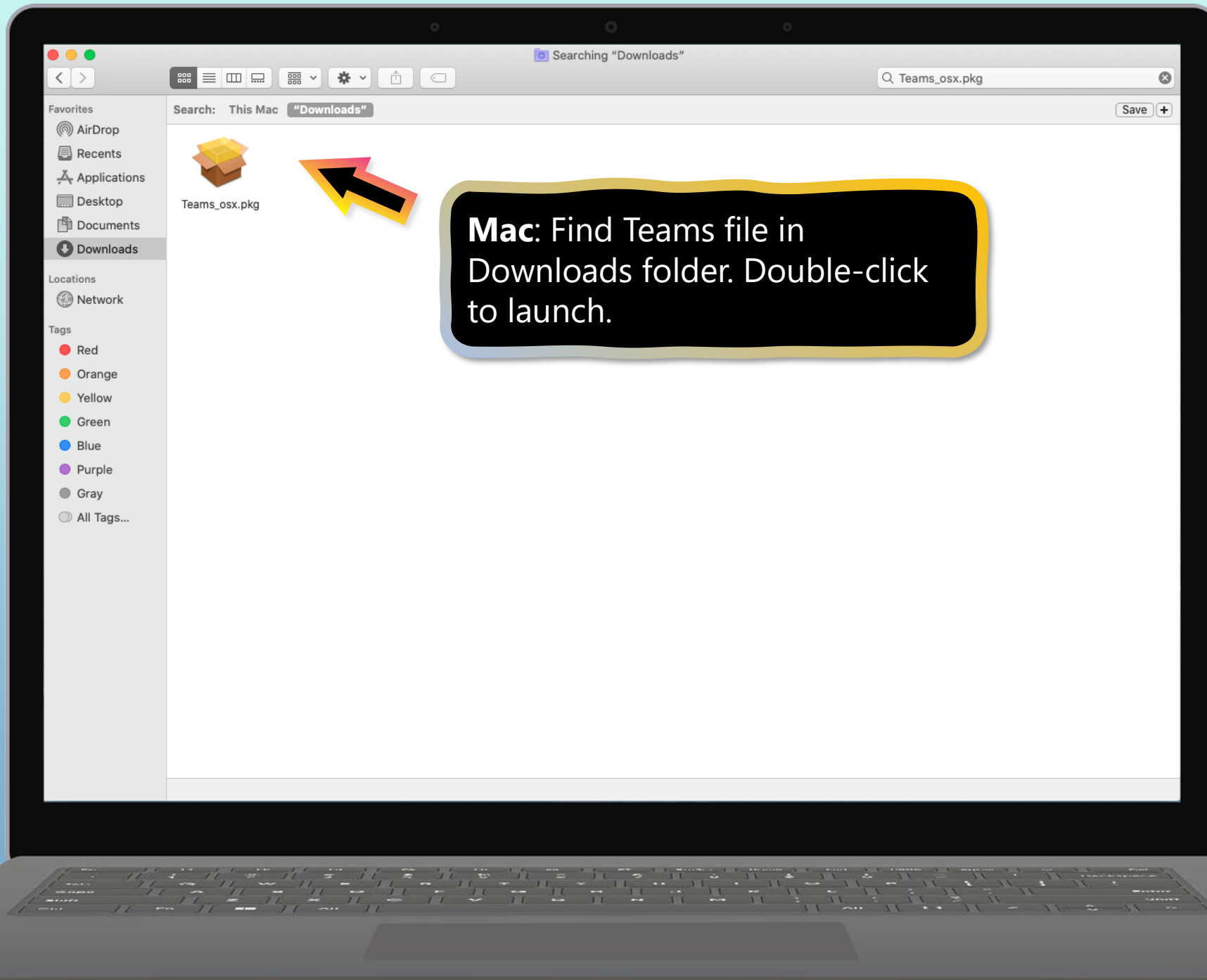
1. Sign into Teams online
2. **Download Teams on desktop**
3. Download Teams on mobile device





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





Chapter 1

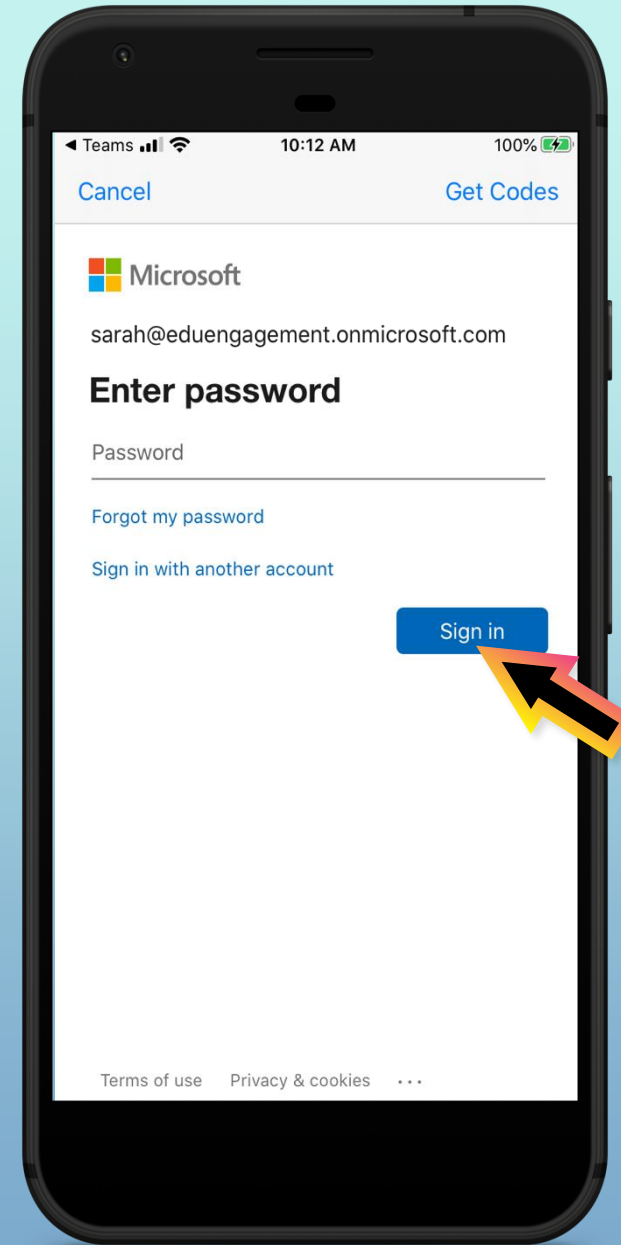
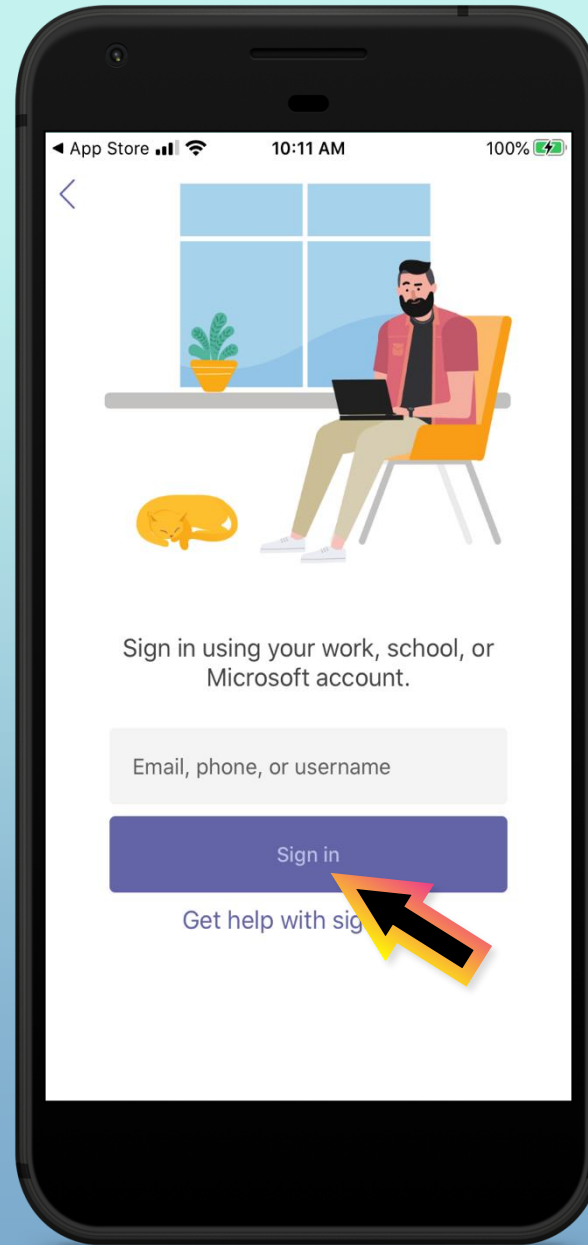
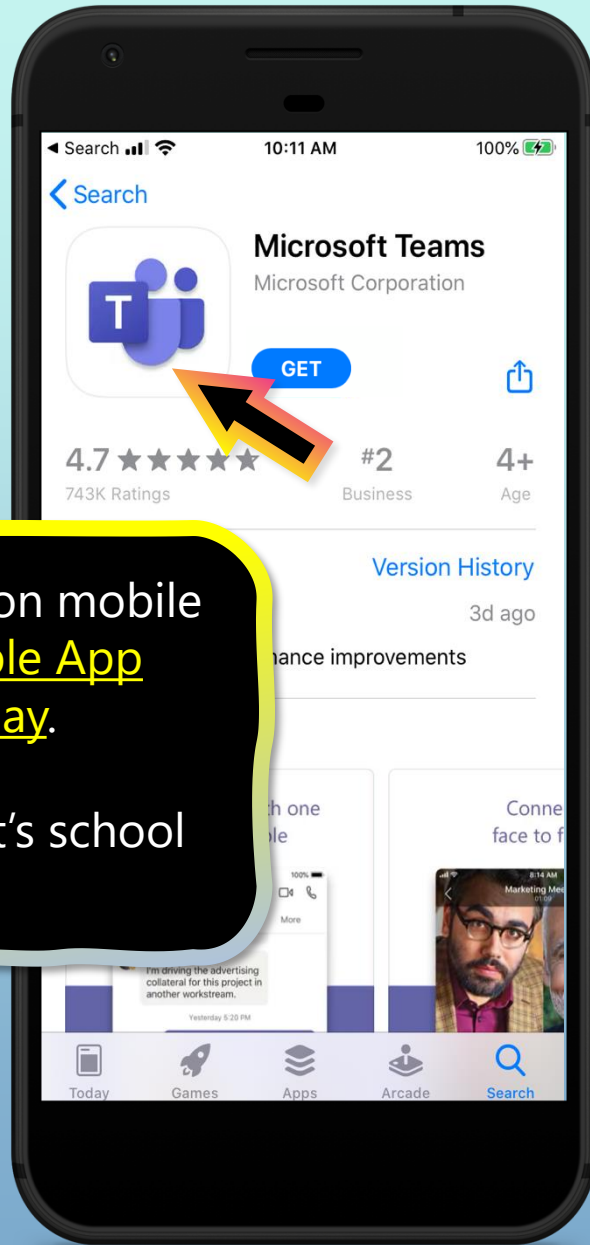
Get started with Teams

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](#).

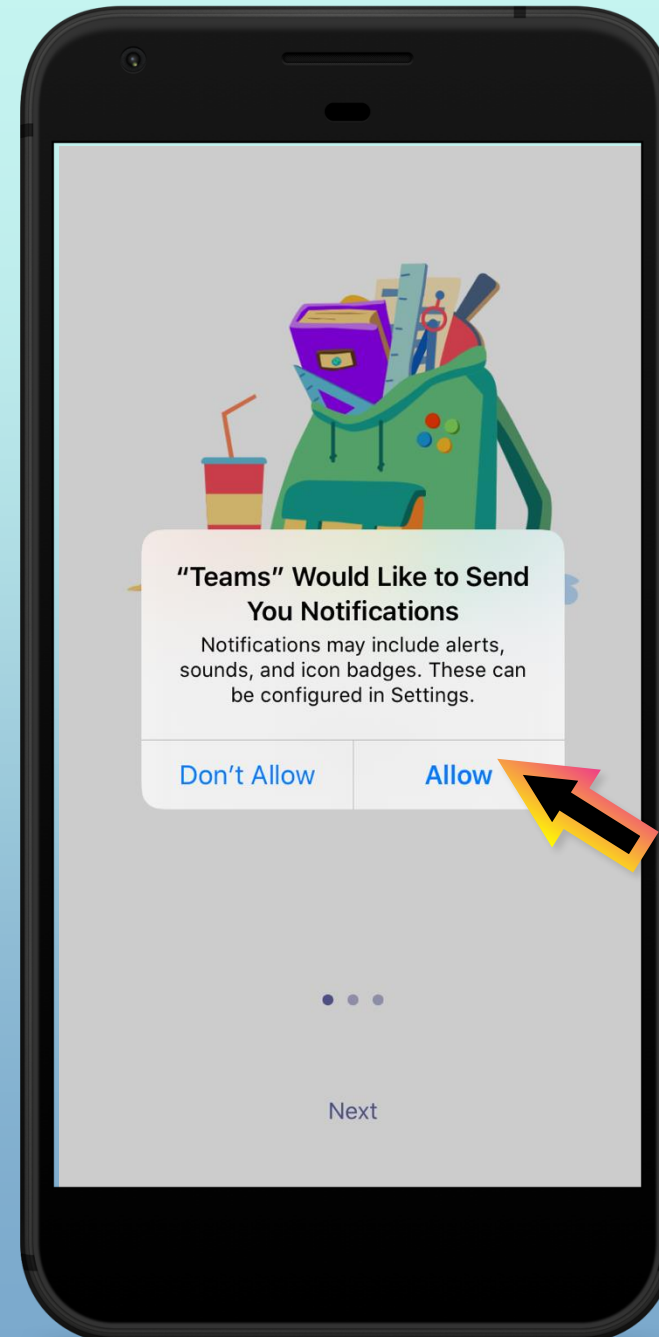
Enter your student's school or work account.



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.

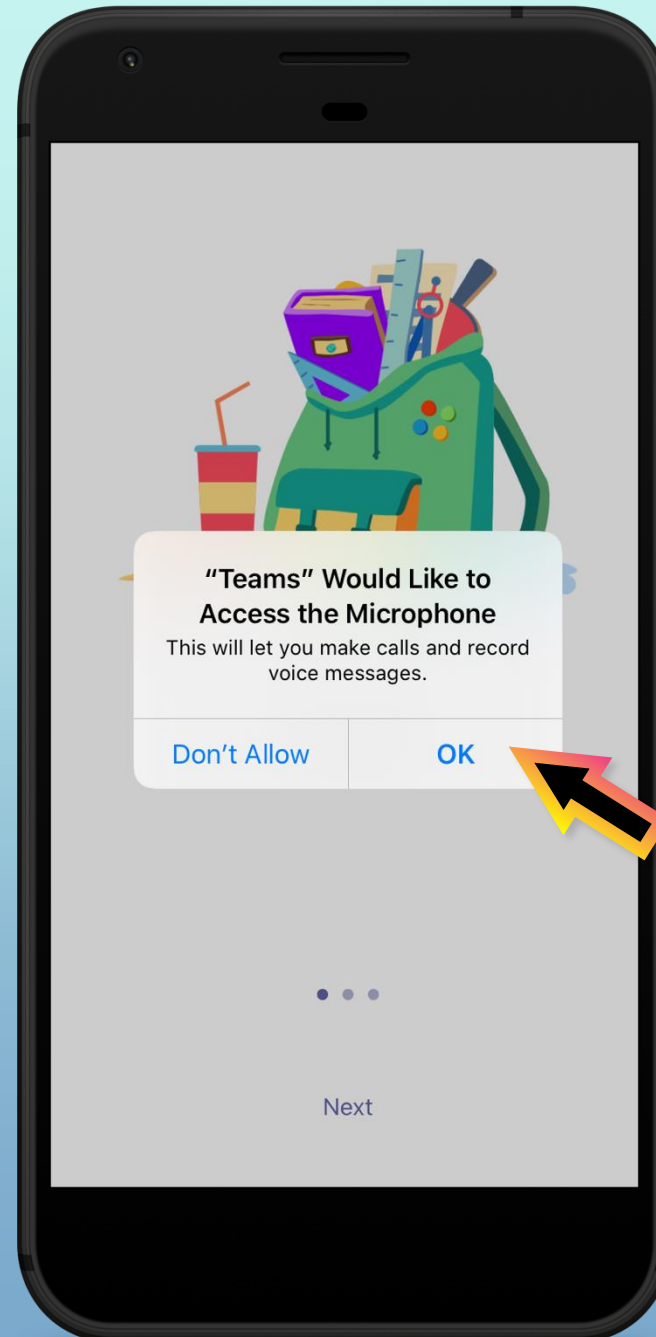
You can adjust this in **Settings**.

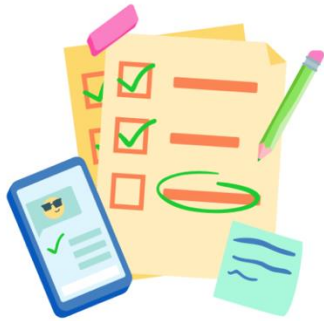


The app will also ask you to allow microphone access. Click **OK**.

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



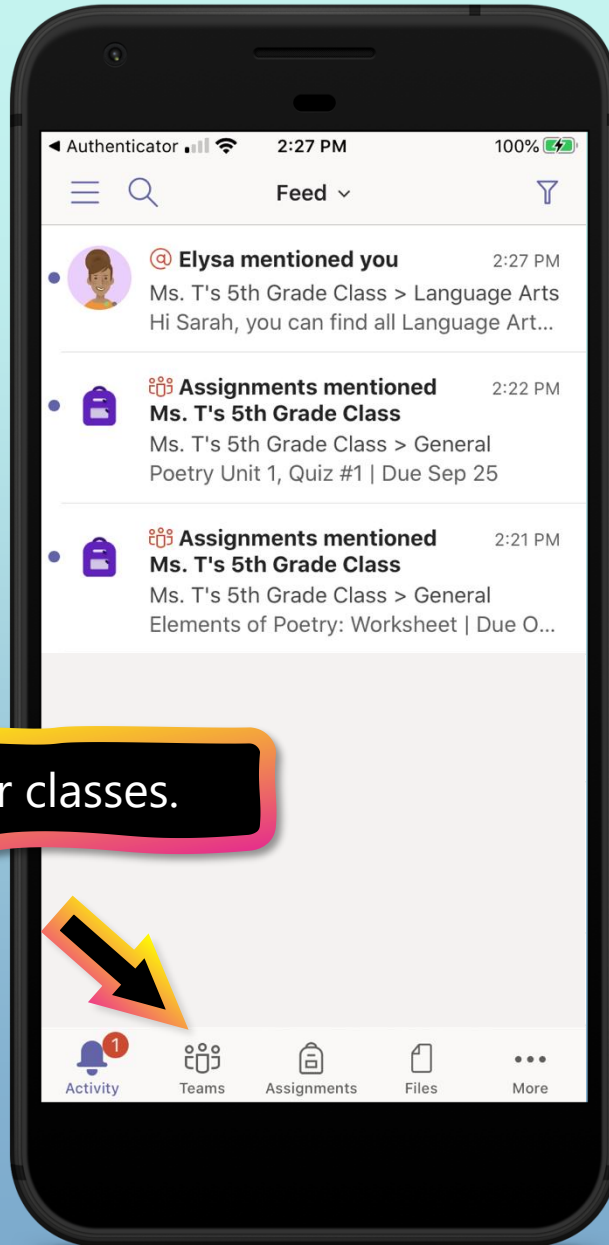
Speak up. Share out.
Soar on.



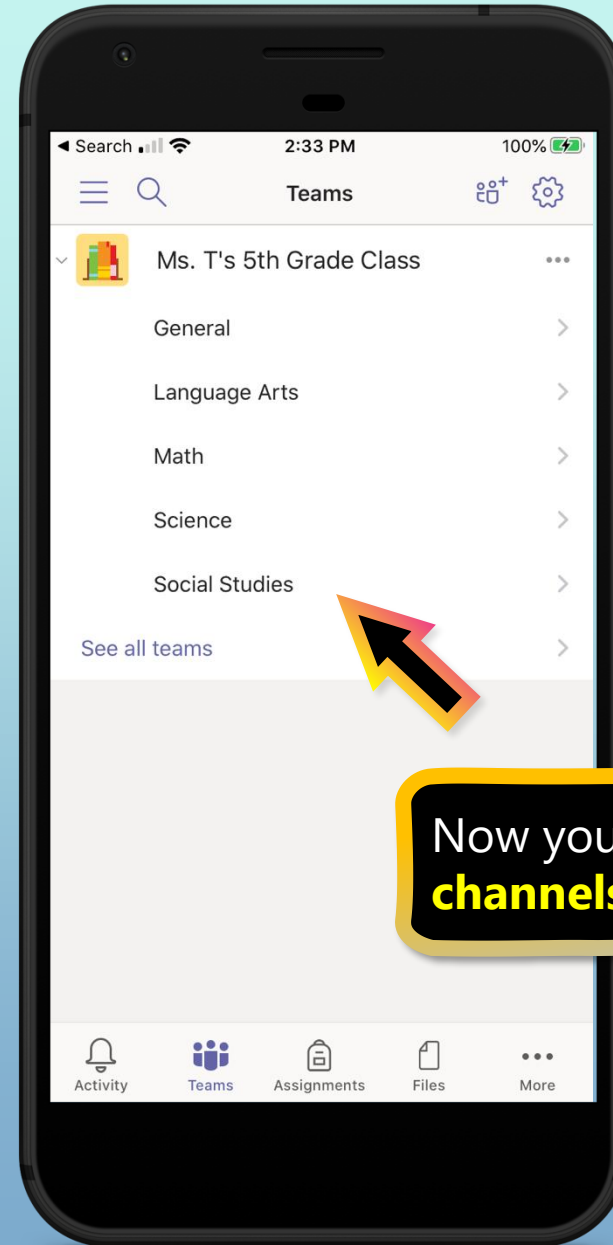
Got it

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





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



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

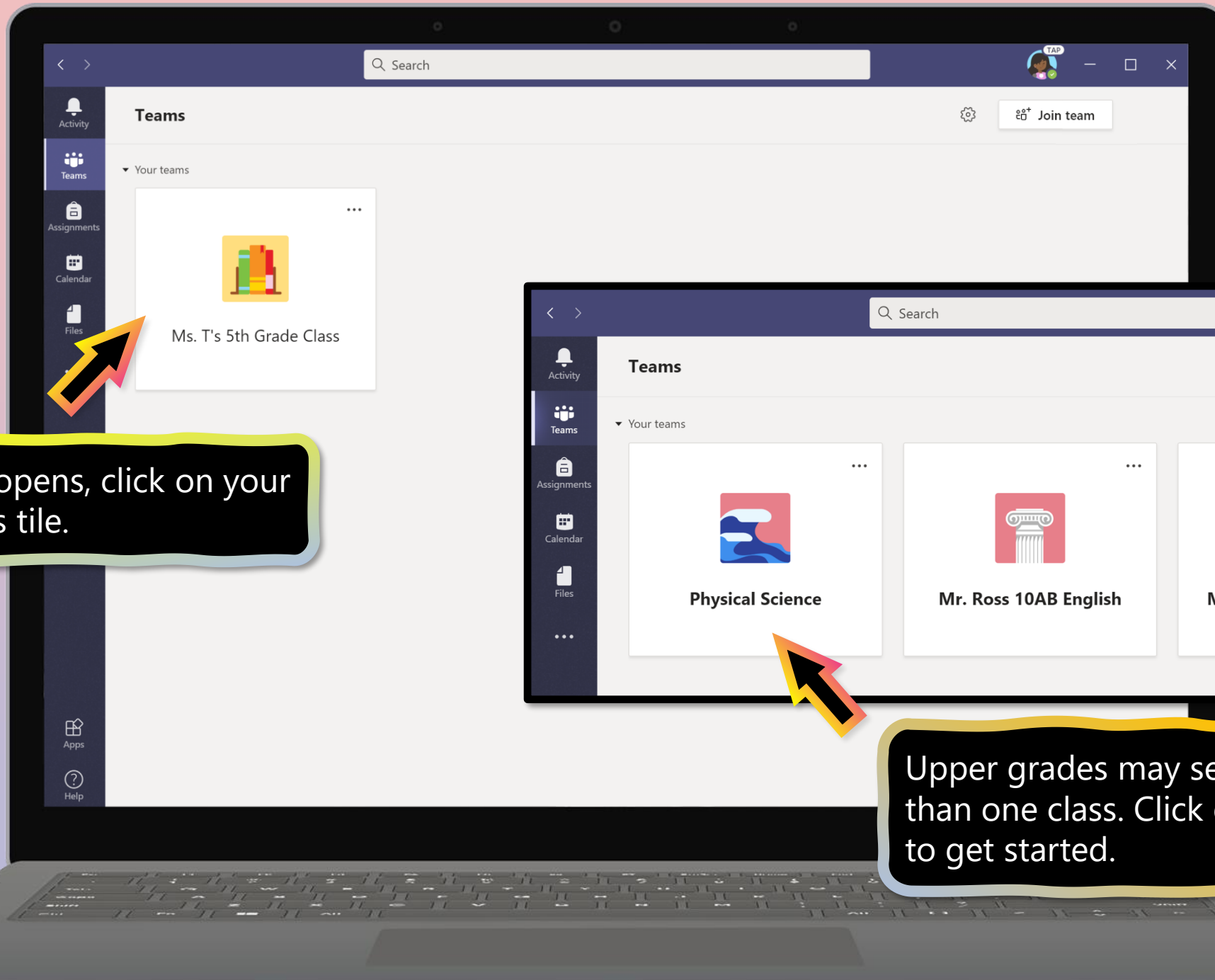


Chapter 2

How to help your student use Teams

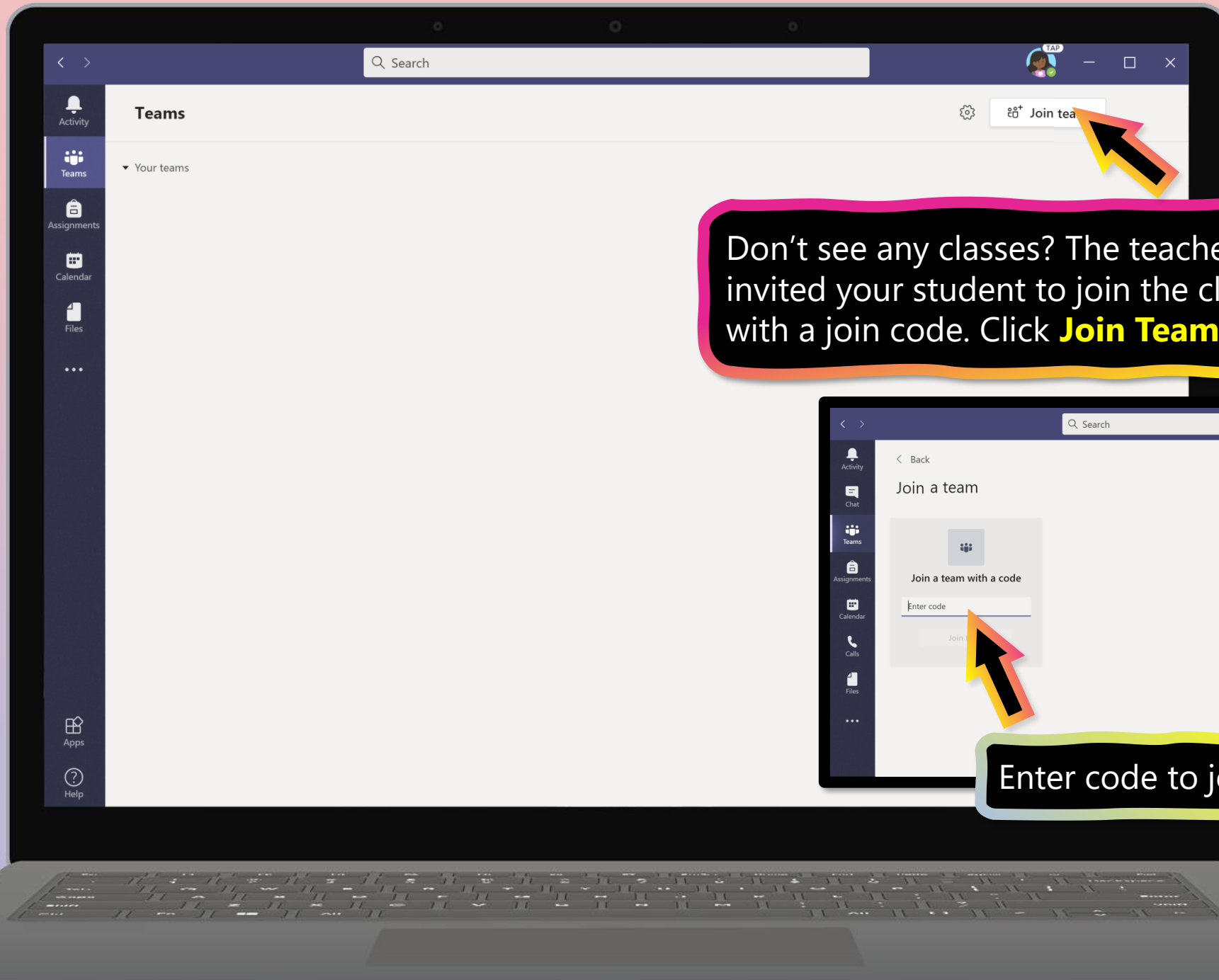
1. **Join a class team**
2. View and turn in assignments
3. Attend a virtual class
4. Find grades
5. Chat with teachers and classmates



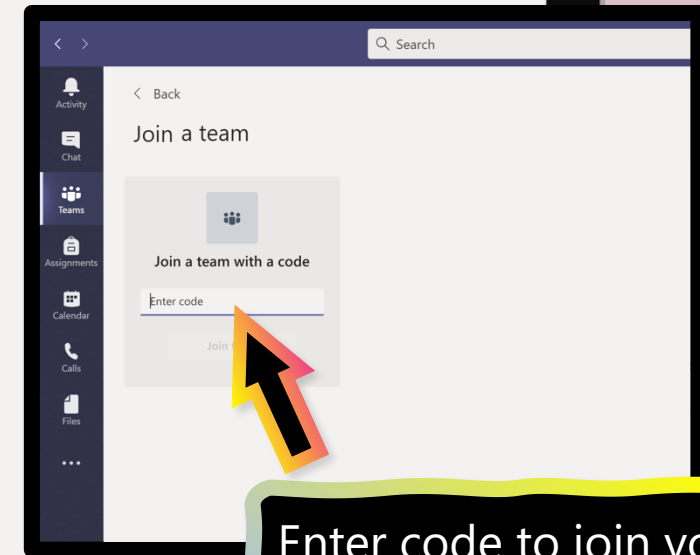


When Teams opens, click on your student's class tile.

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

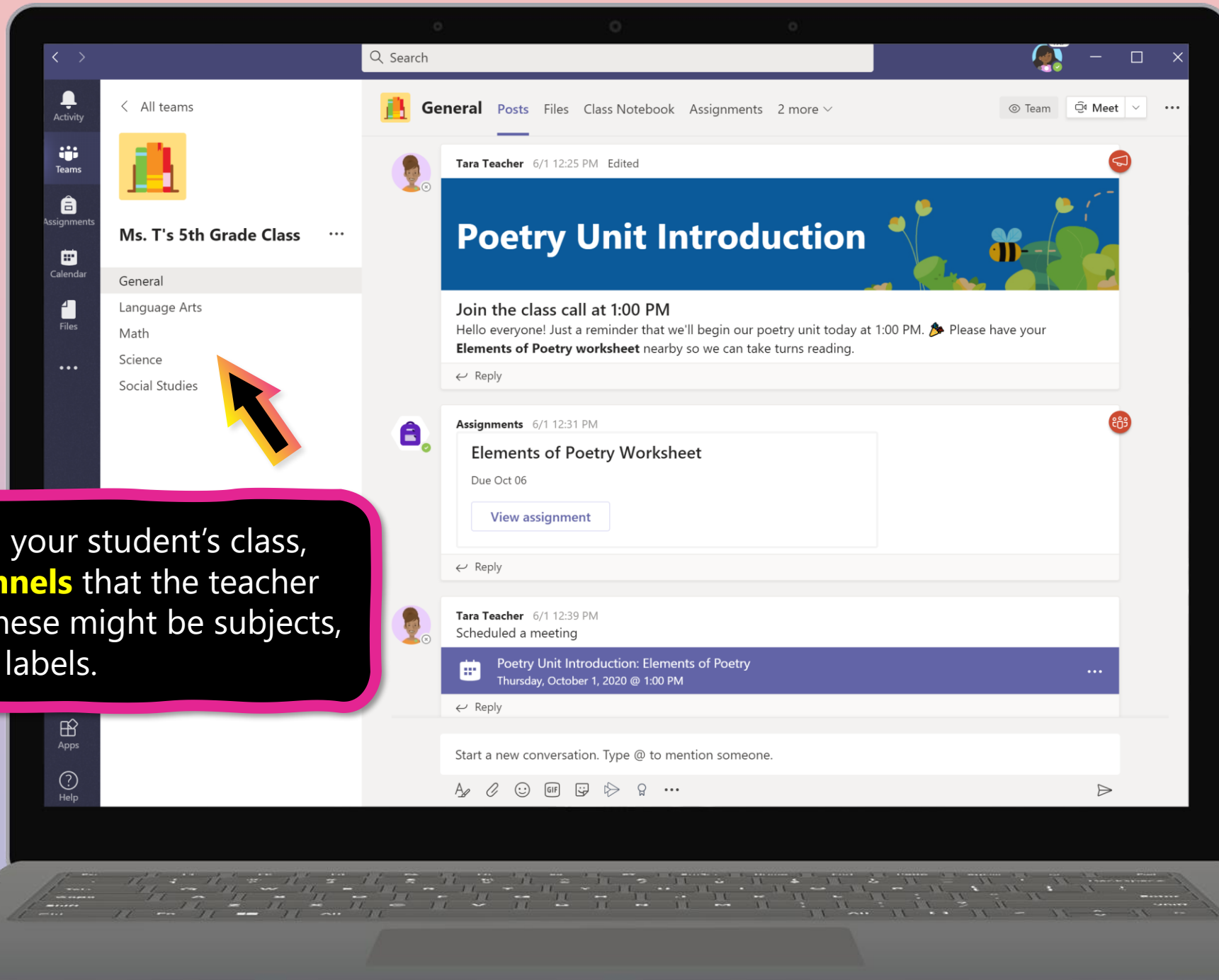


Don't see any classes? The teacher may have invited your student to join the class team with a join code. Click **Join Team**.



Enter code to join your team.

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



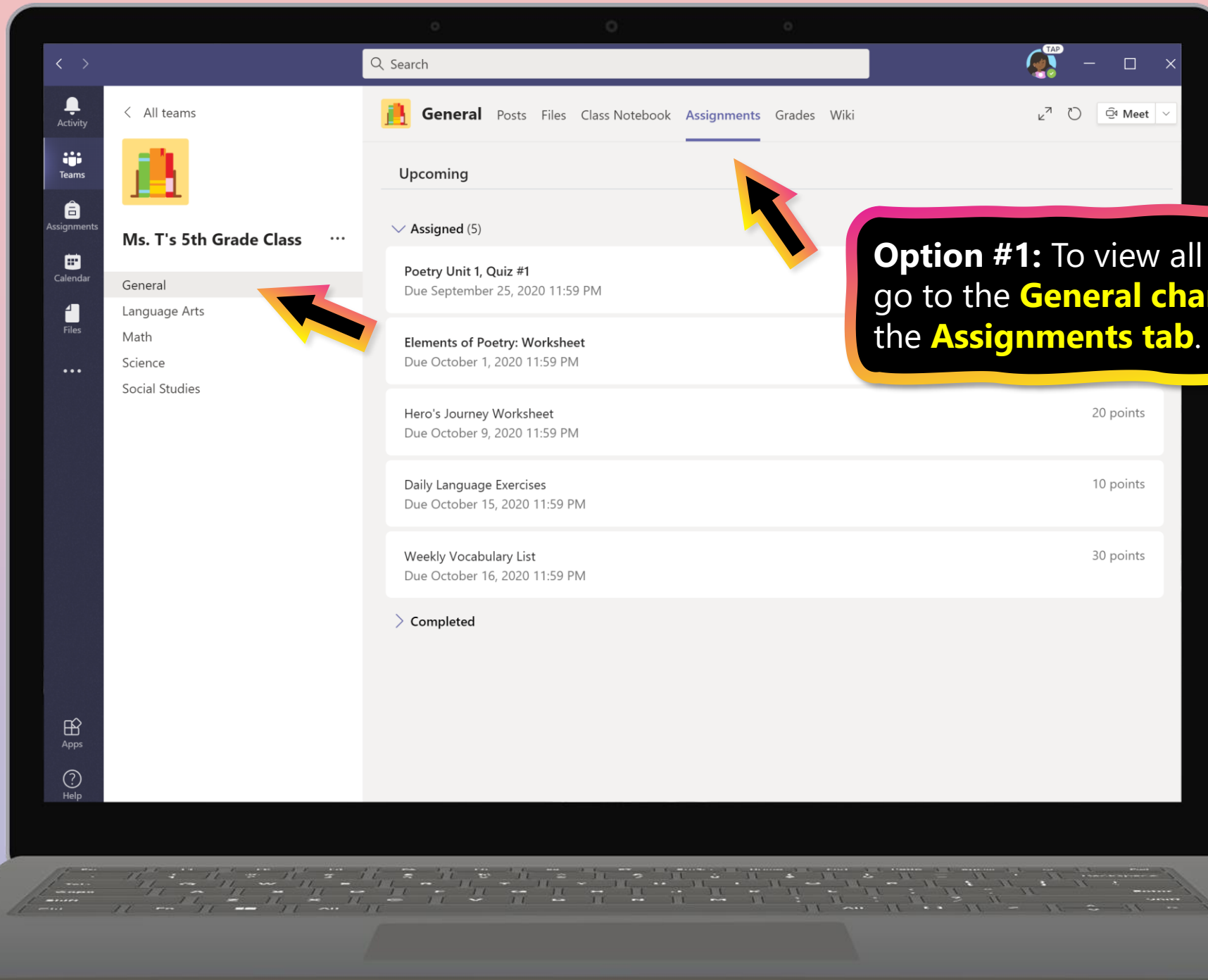
Chapter 2

How to help your student use Teams

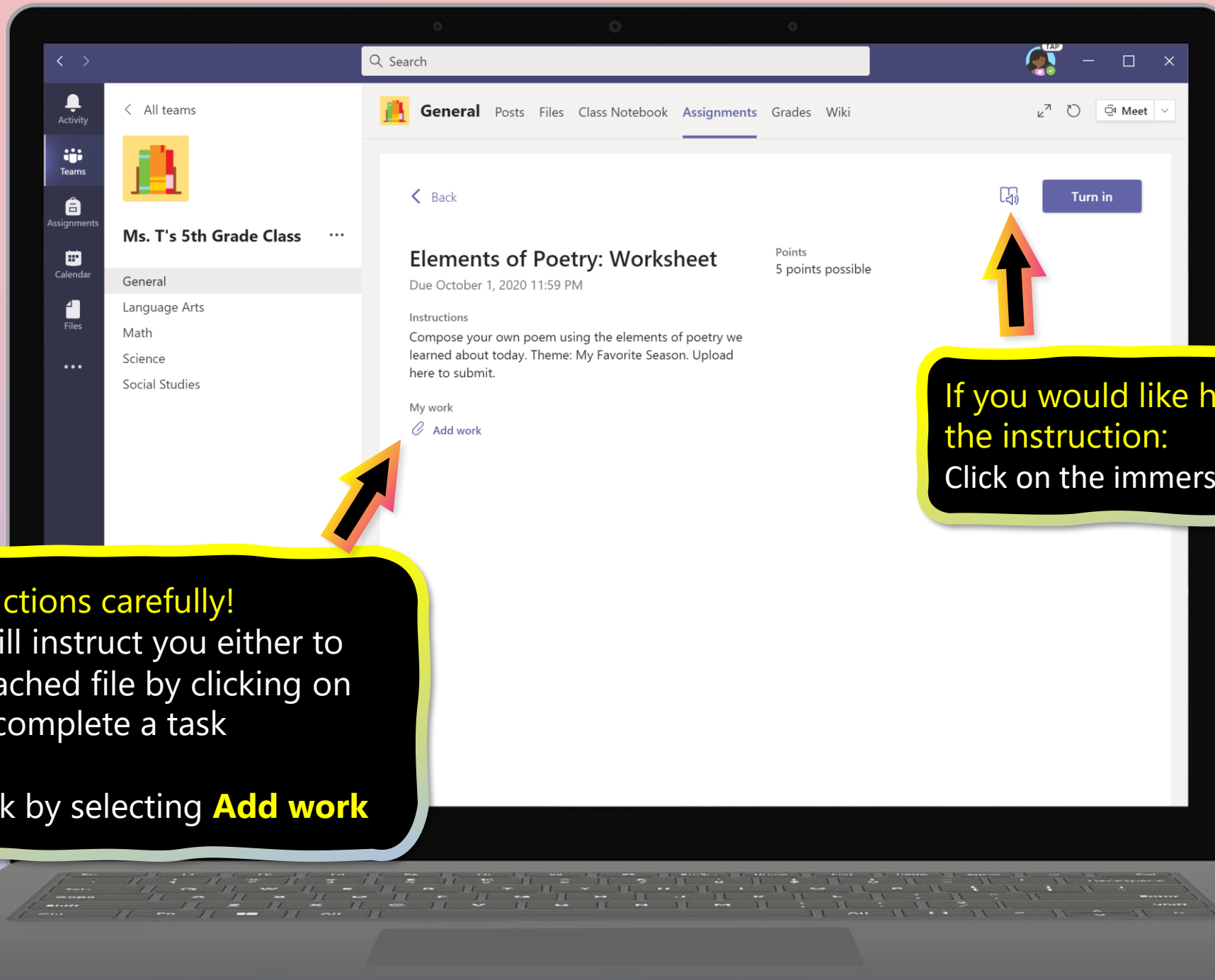
1. Join a class team
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Assignments can be viewed and submitted many ways on Teams. Here are some common options.



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



Read the instructions carefully!

Your teacher will instruct you either to

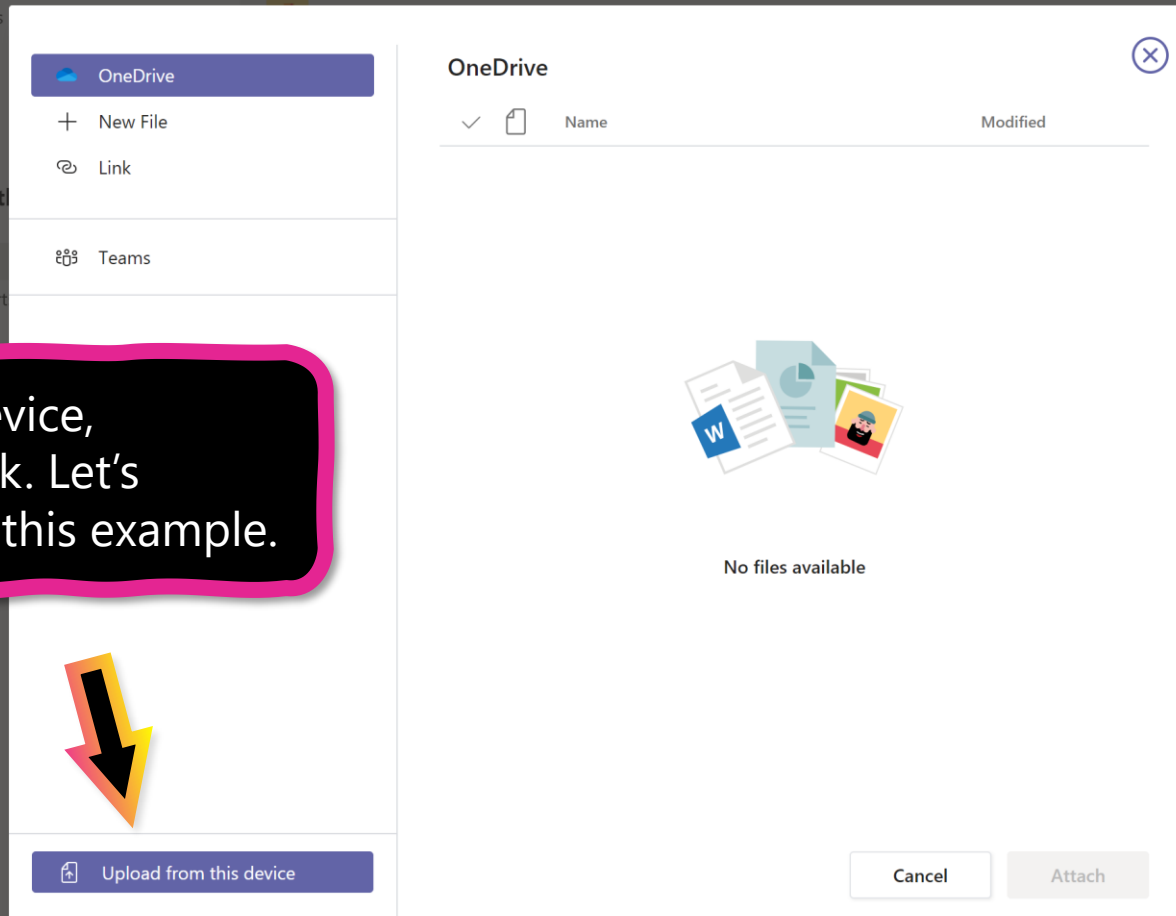
- open an attached file by clicking on it and then complete a task

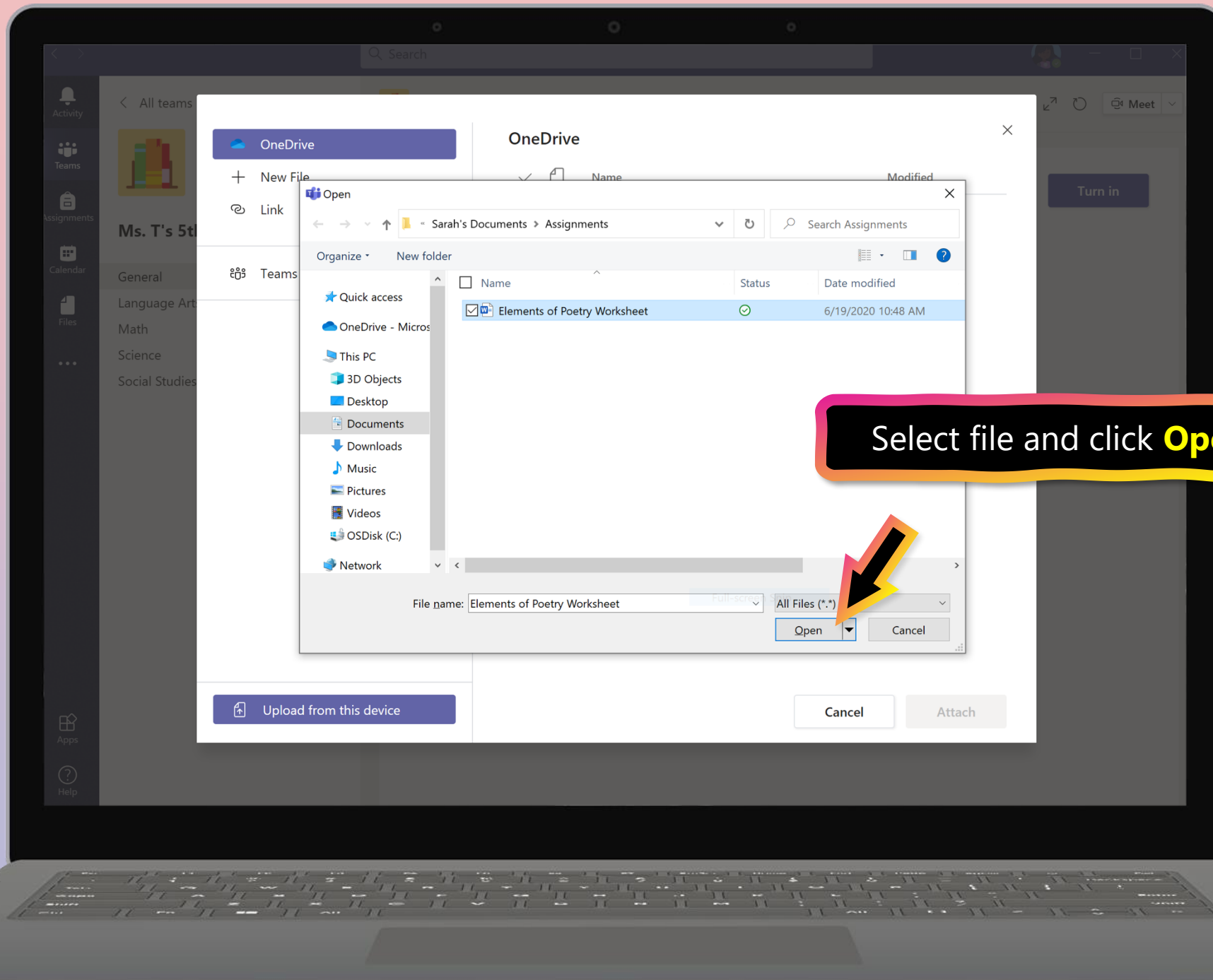
or

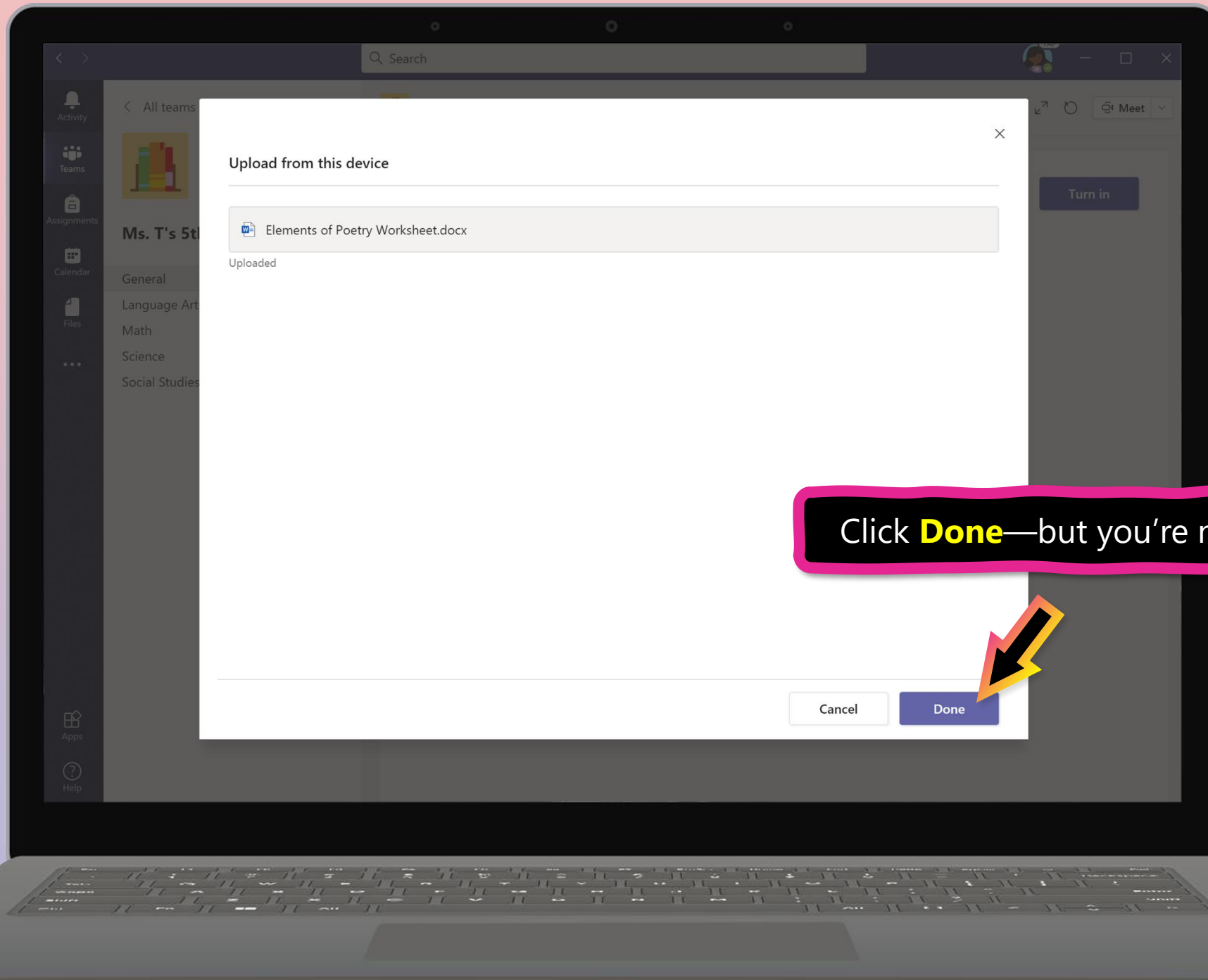
- upload work by selecting **Add work**

If you would like help to read the instruction:
Click on the immersive reader icon

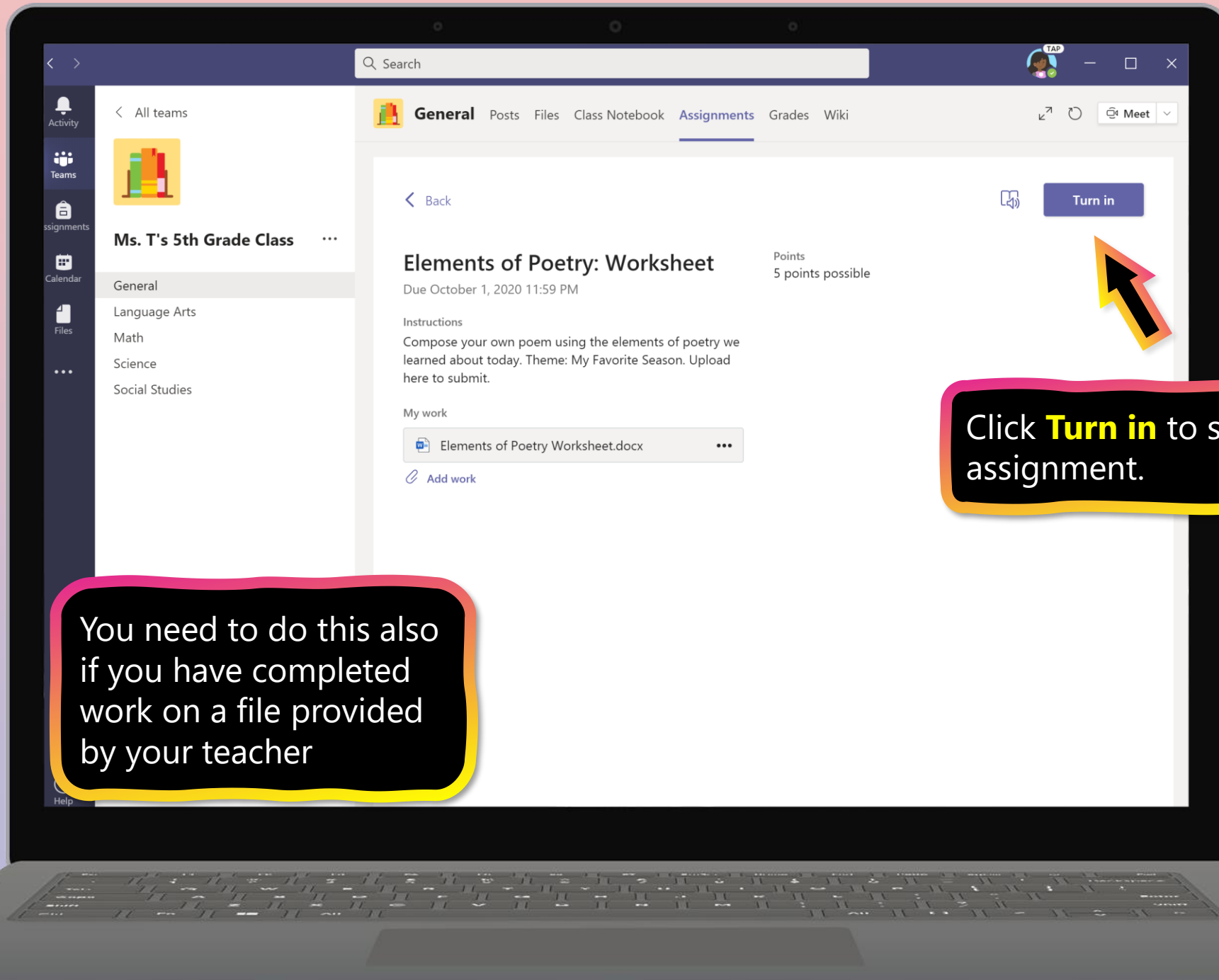
Upload file from your device,
OneDrive, Teams, or a link. Let's
upload from device for this example.





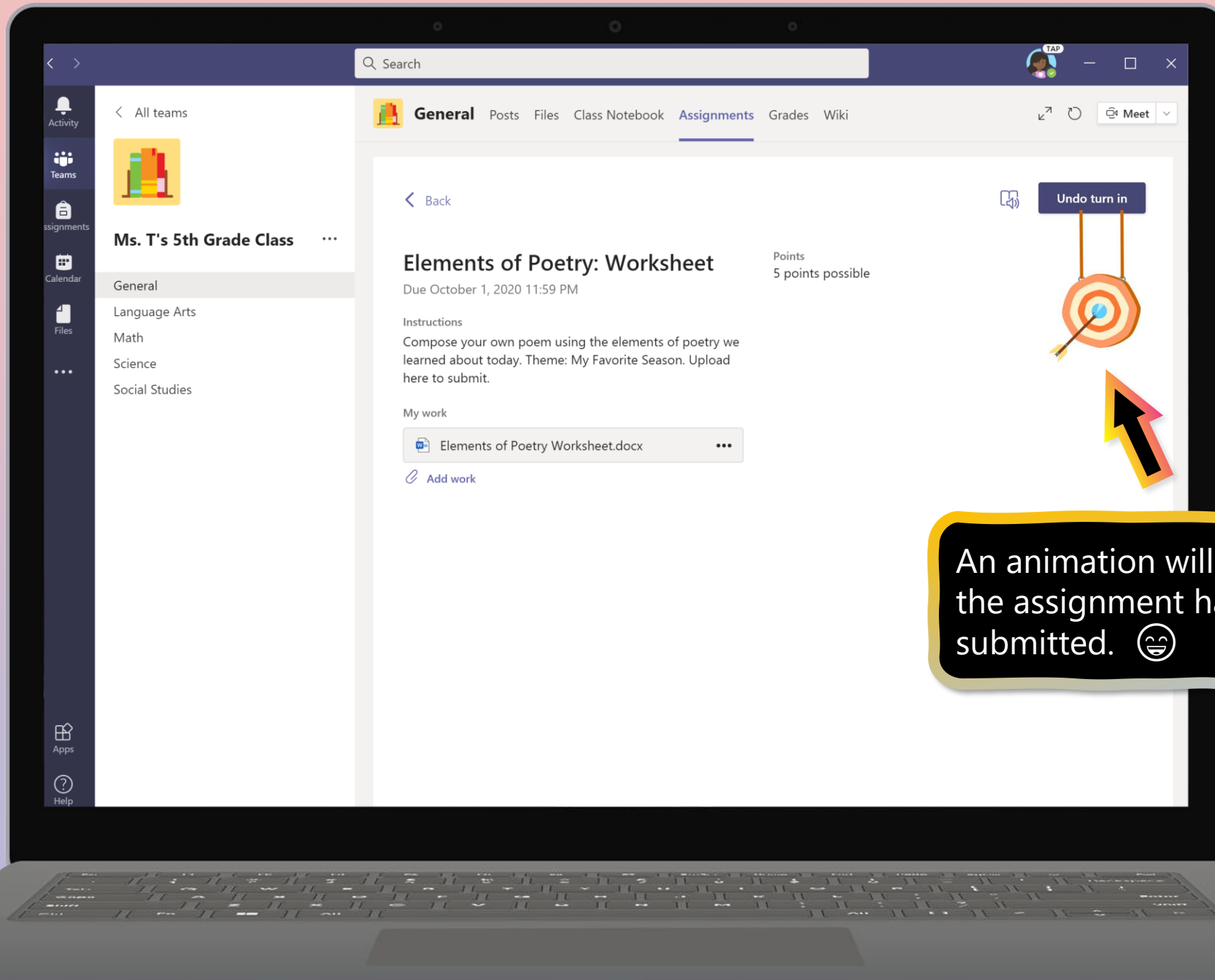


Click **Done**—but you're not done yet.



Click **Turn in** to submit assignment.

You need to do this also if you have completed work on a file provided by your teacher

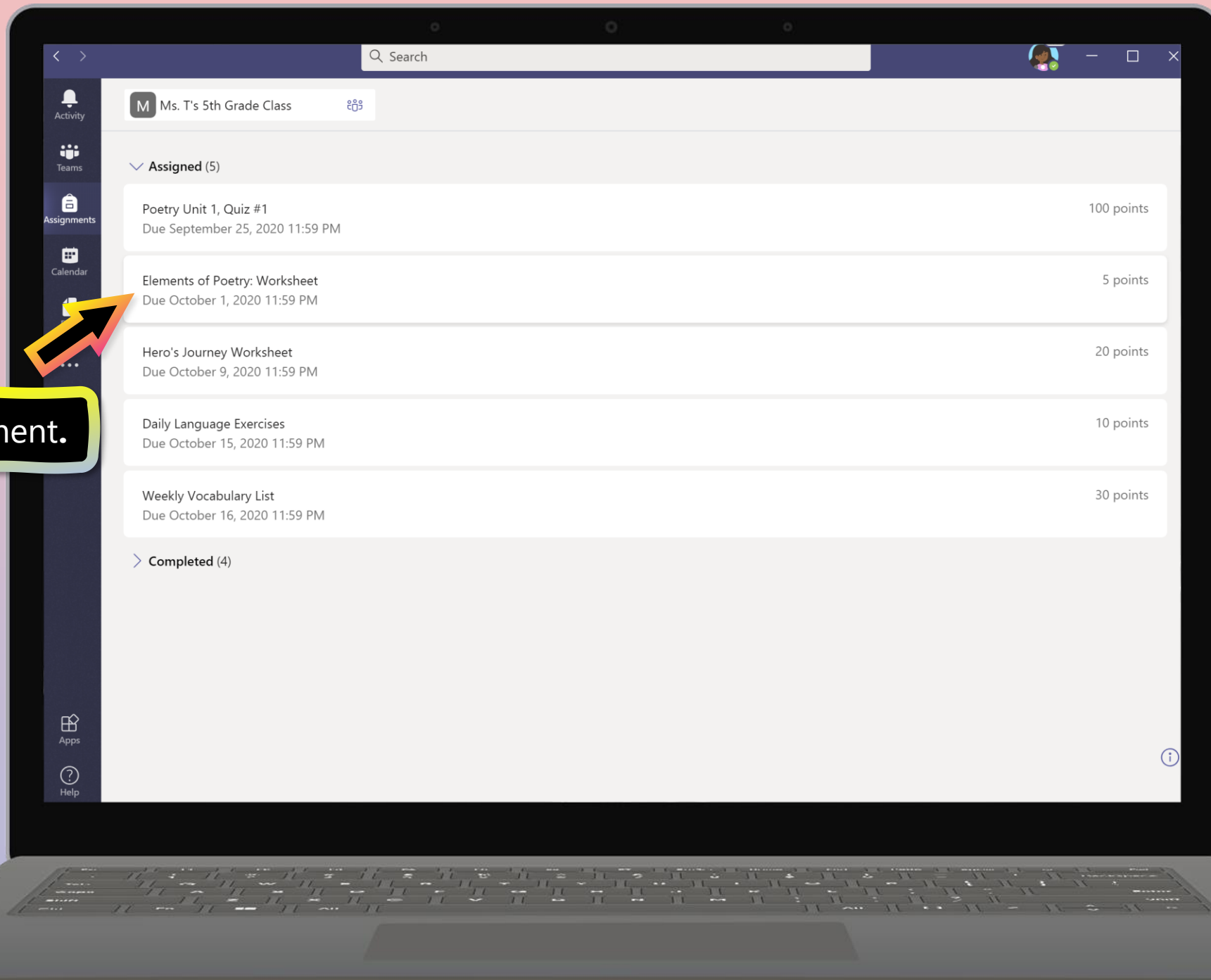


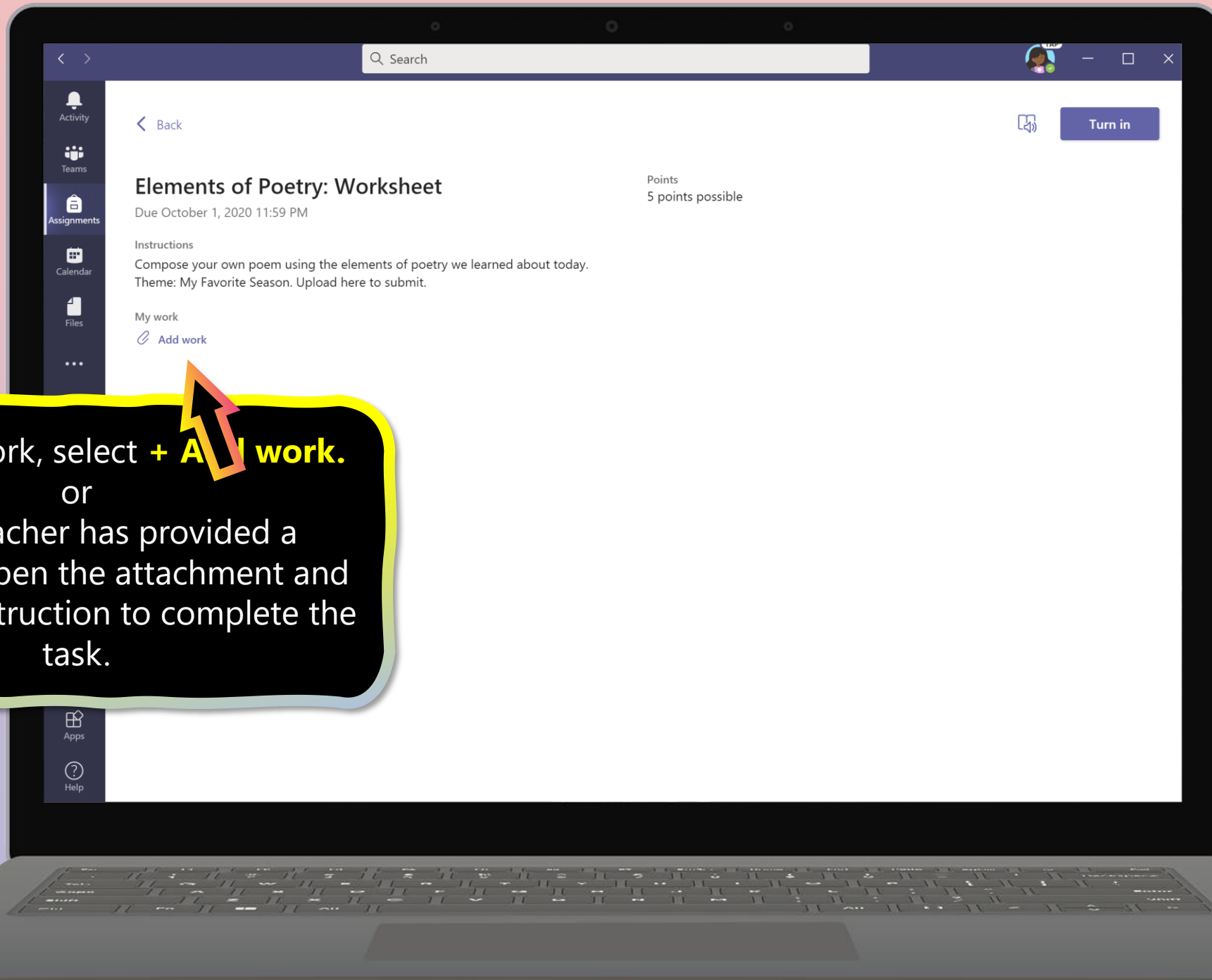
An animation will signal that the assignment has been submitted. 😊

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 features several icons: a bell for 'Activity', a group of people for 'Teams', a briefcase for 'Assignments' (which is pointed to by a yellow arrow), a calendar for 'Calendar', a document for 'Files', and a puzzle piece for 'Apps'. The main workspace shows a chat window for the 'Ms. T's 5th Grade Class' team. At the top of the chat, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and '2 more'. The chat history includes a post from 'Tara Teacher' dated 6/1 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 Oct 06, with a 'View assignment' button. At the bottom of the chat, there 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.

Select assignment.

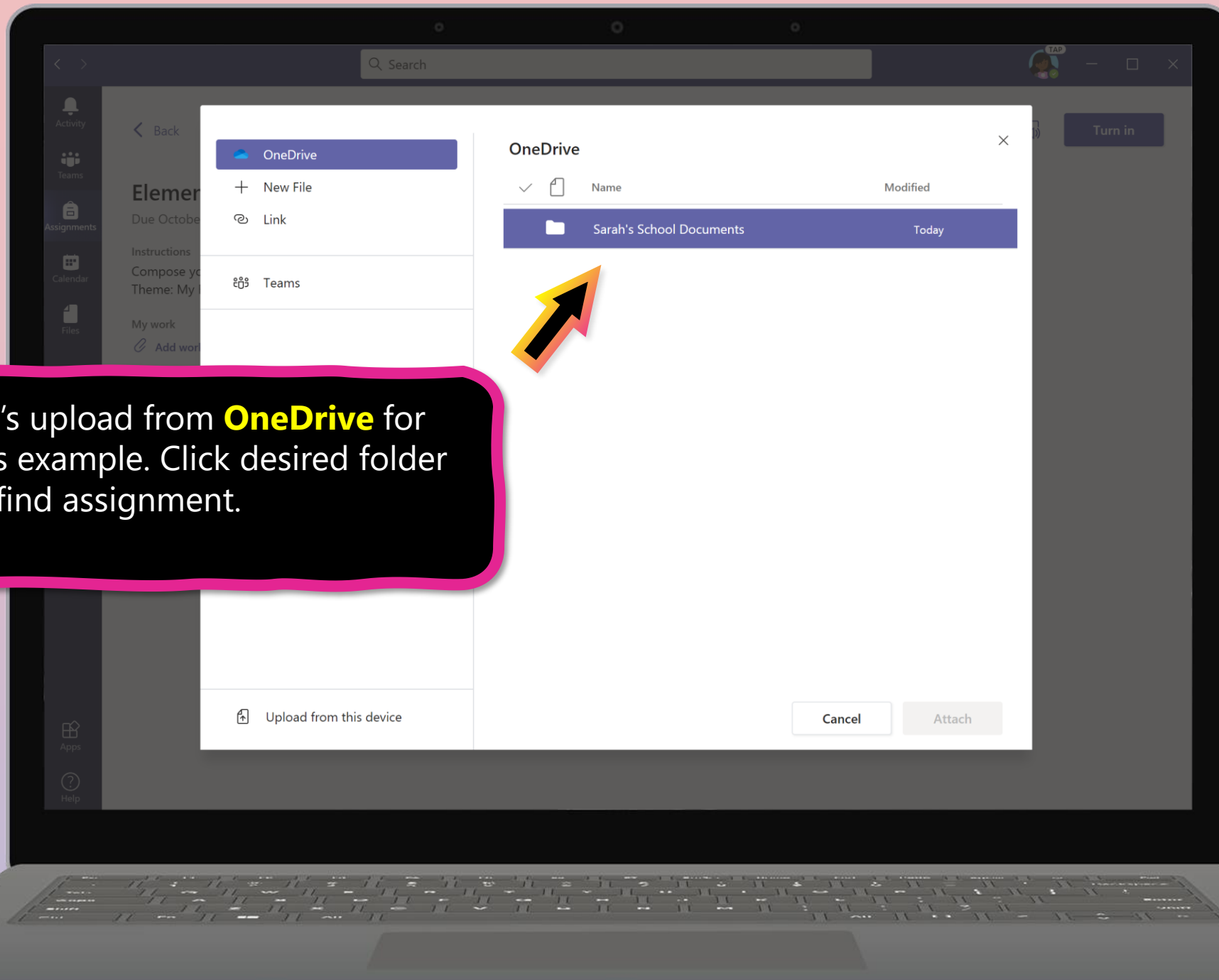


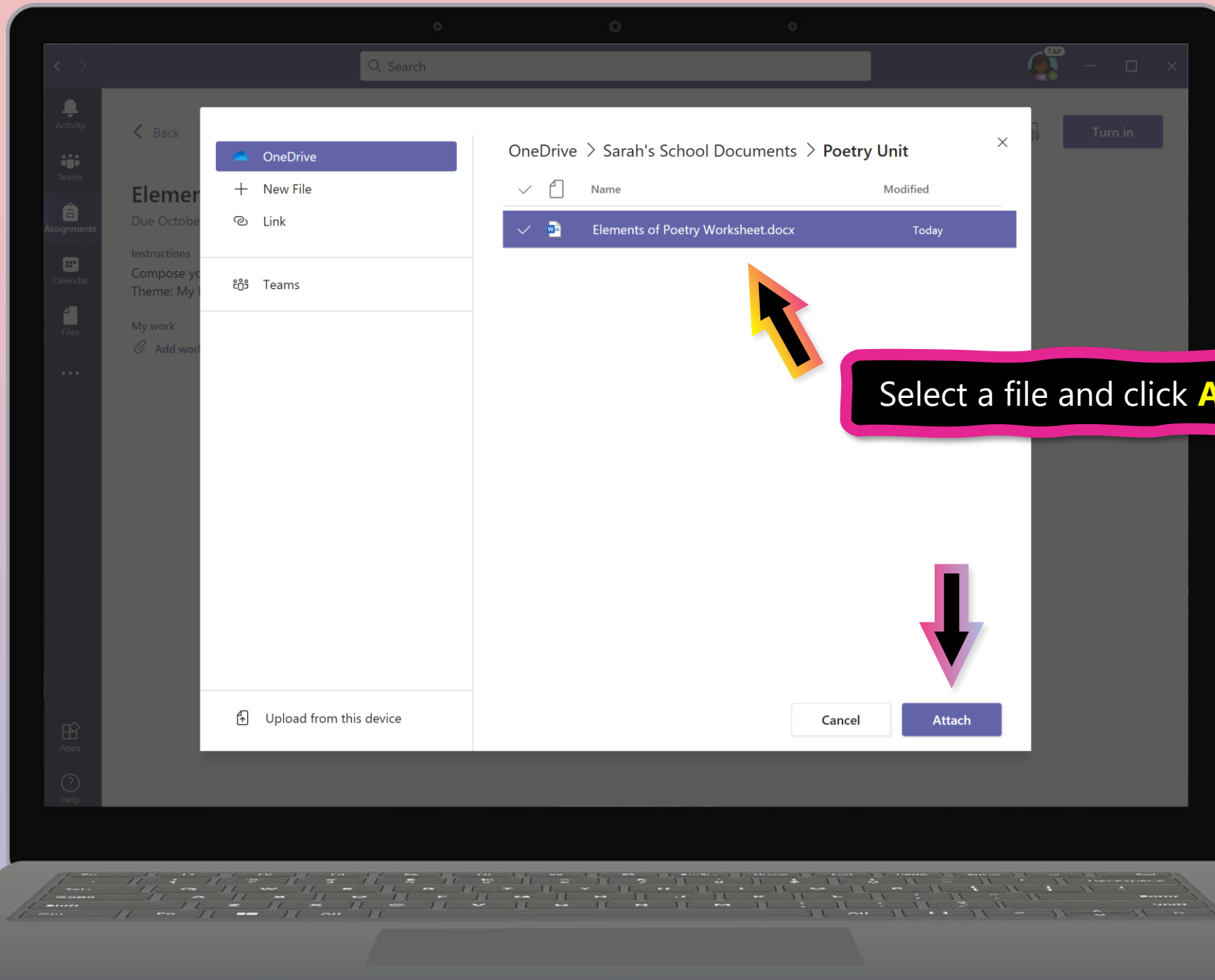


To upload work, select **+ Add work.**
or

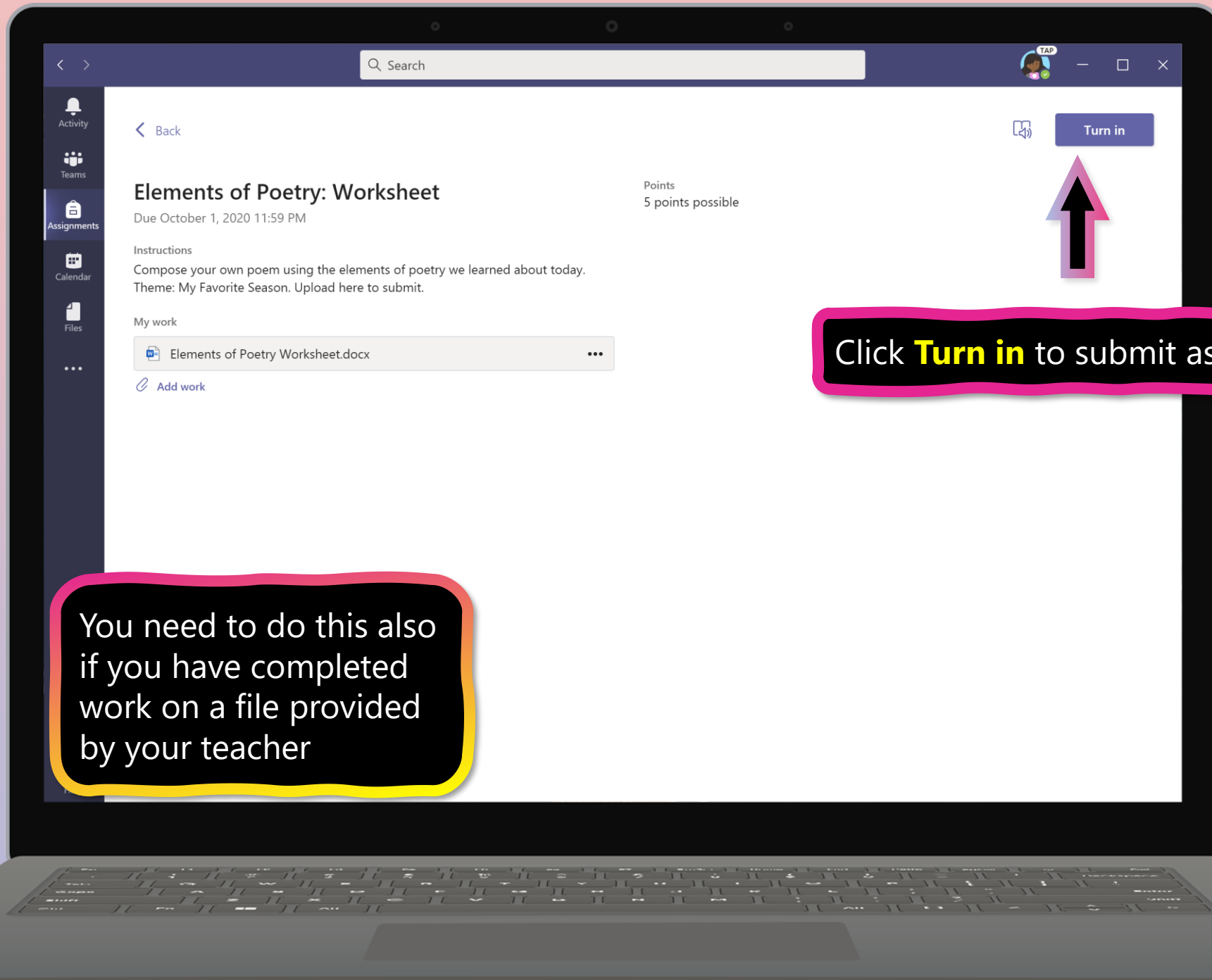
If your teacher has provided a worksheet, open the attachment and follow the instruction to complete the task.

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



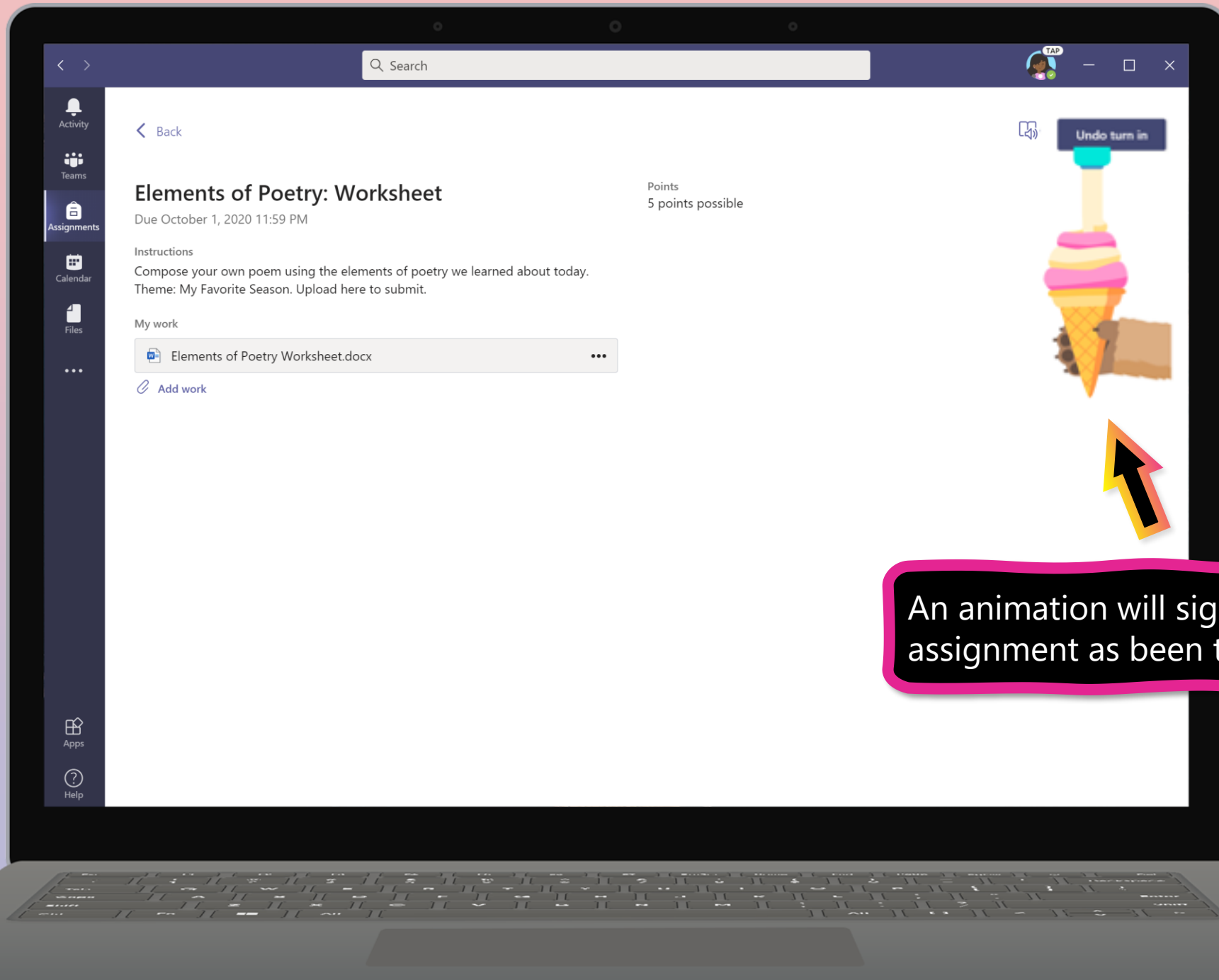


Select a file and click **Attach**.



Click **Turn in** to submit assignment.

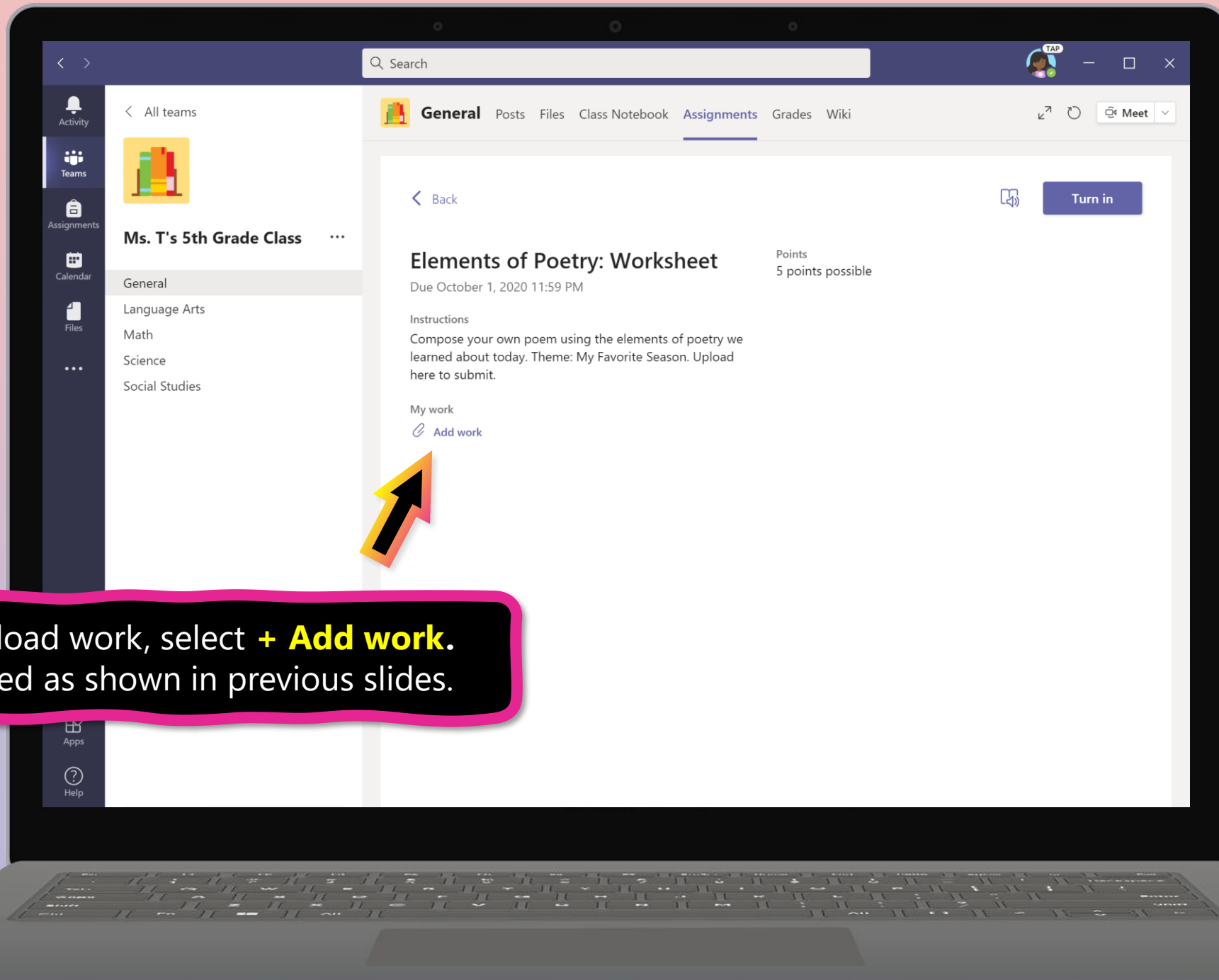
You need to do this also
if you have completed
work on a file provided
by your teacher



An animation will signal that the assignment has 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 from "Tara Teacher" dated 6/1 12:25 PM is visible, titled "Poetry Unit Introduction". Below this post, an assignment titled "Elements of Poetry Worksheet" is shown, due on Oct 06, with a "View assignment" button. A meeting card for "Poetry Unit Introduction: Elements of Poetry" is also displayed, scheduled for Thursday, October 1, 2020 @ 1:00 PM. The bottom of the screen shows a text input field for starting a new conversation and a row of icons for adding content (text, link, emoji, GIF, video, etc.).



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

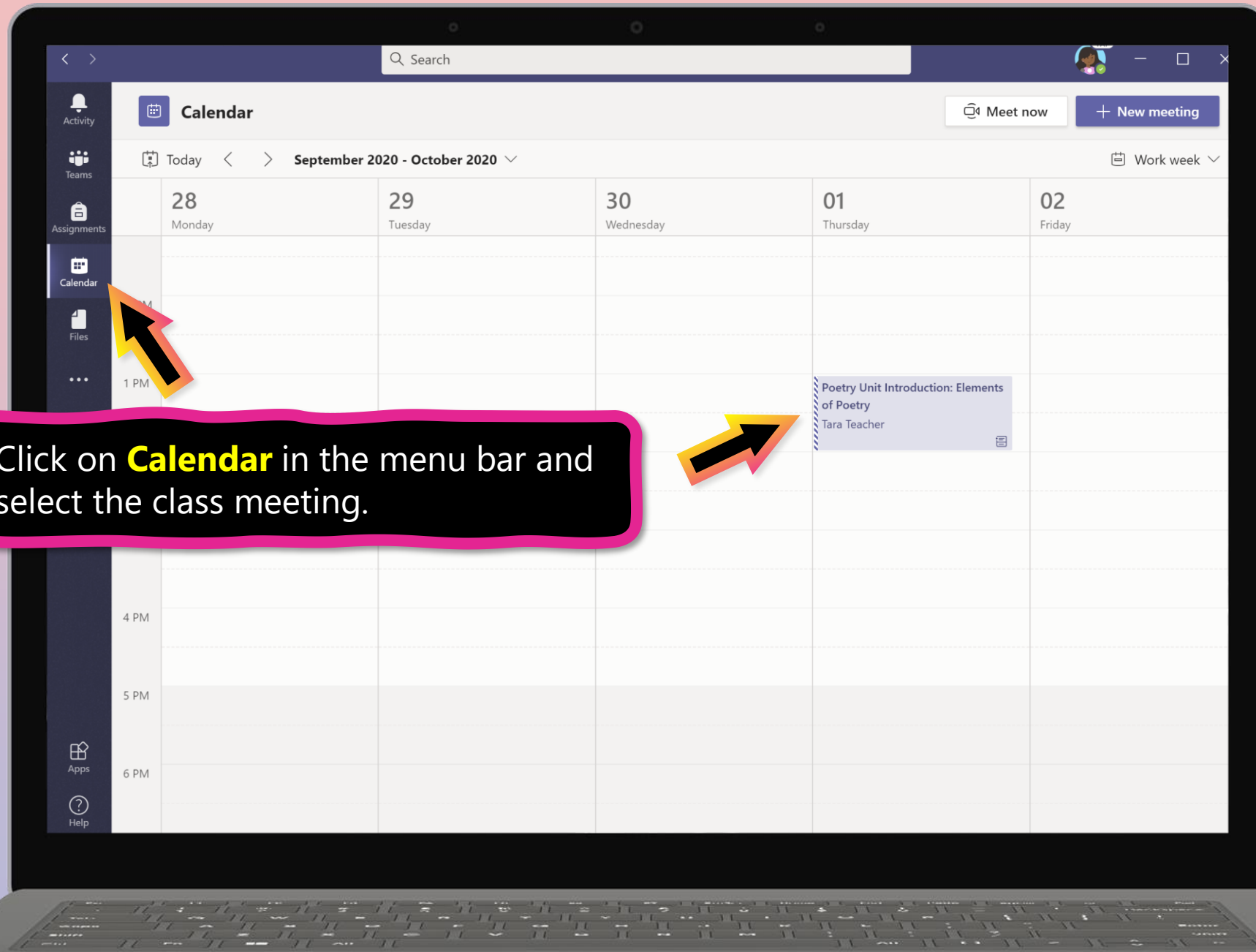
Chapter 2

How to help your student use Teams

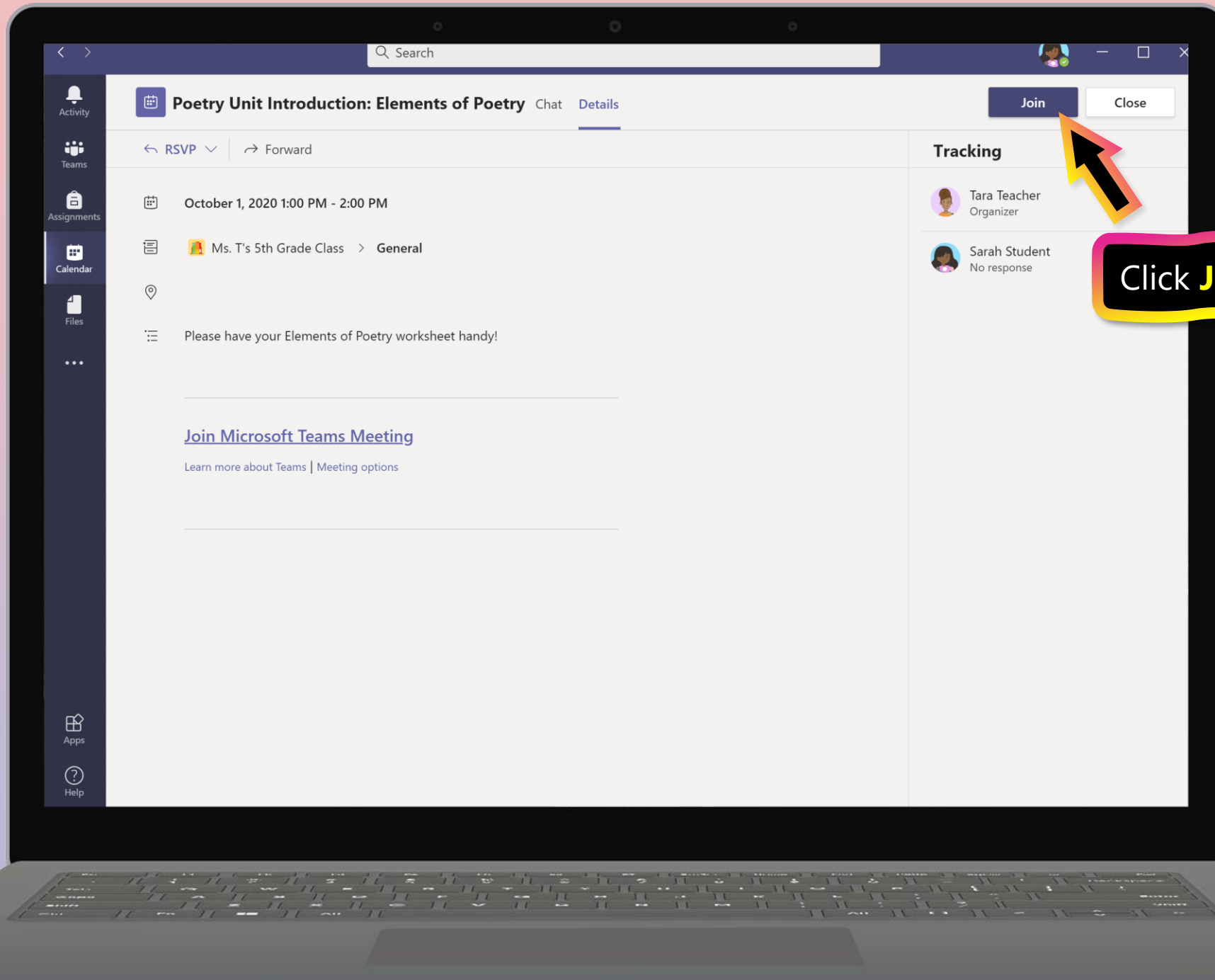
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**Your student can attend class and
customize their virtual experience with
video & microphone settings.**



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

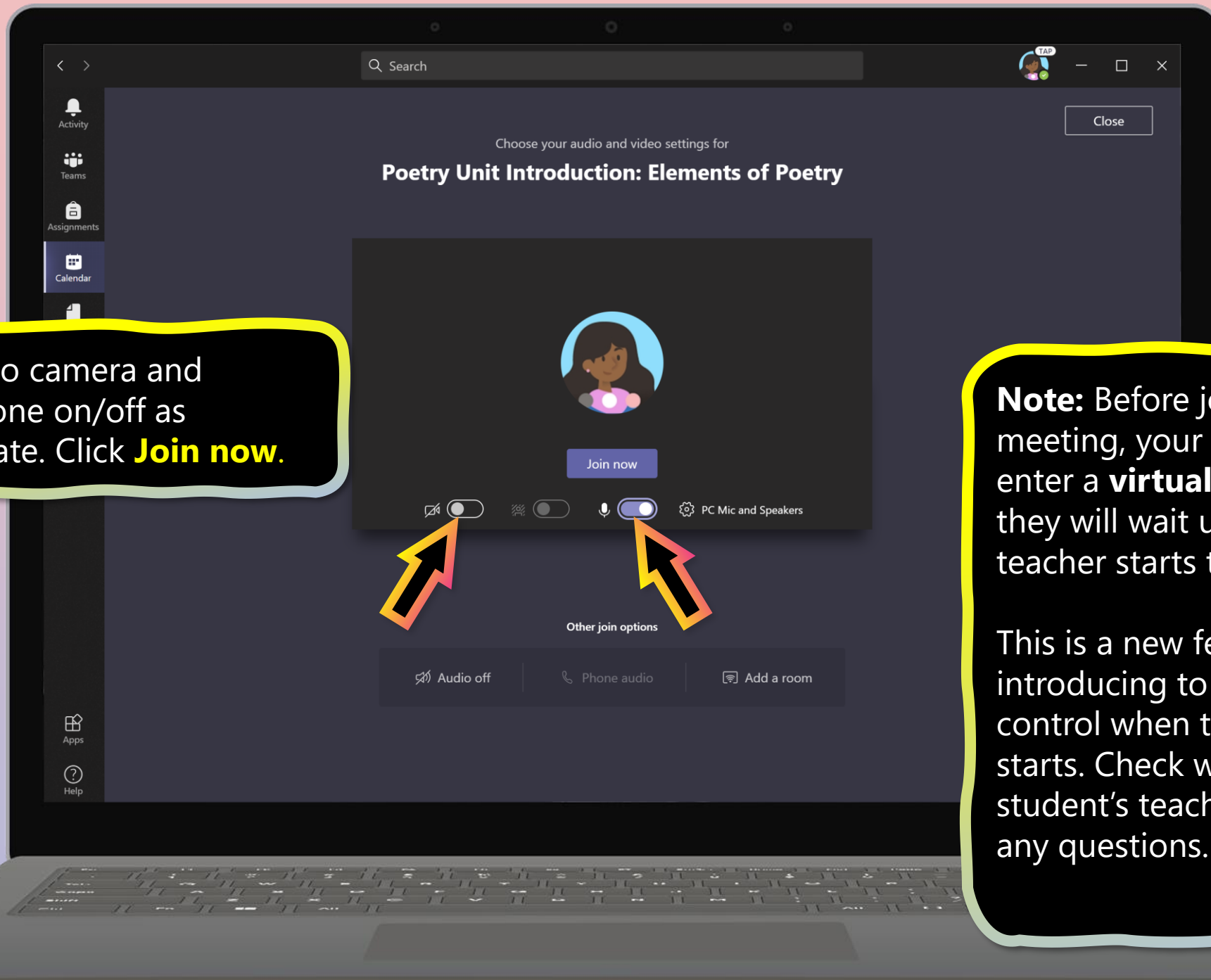
Files

...

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.

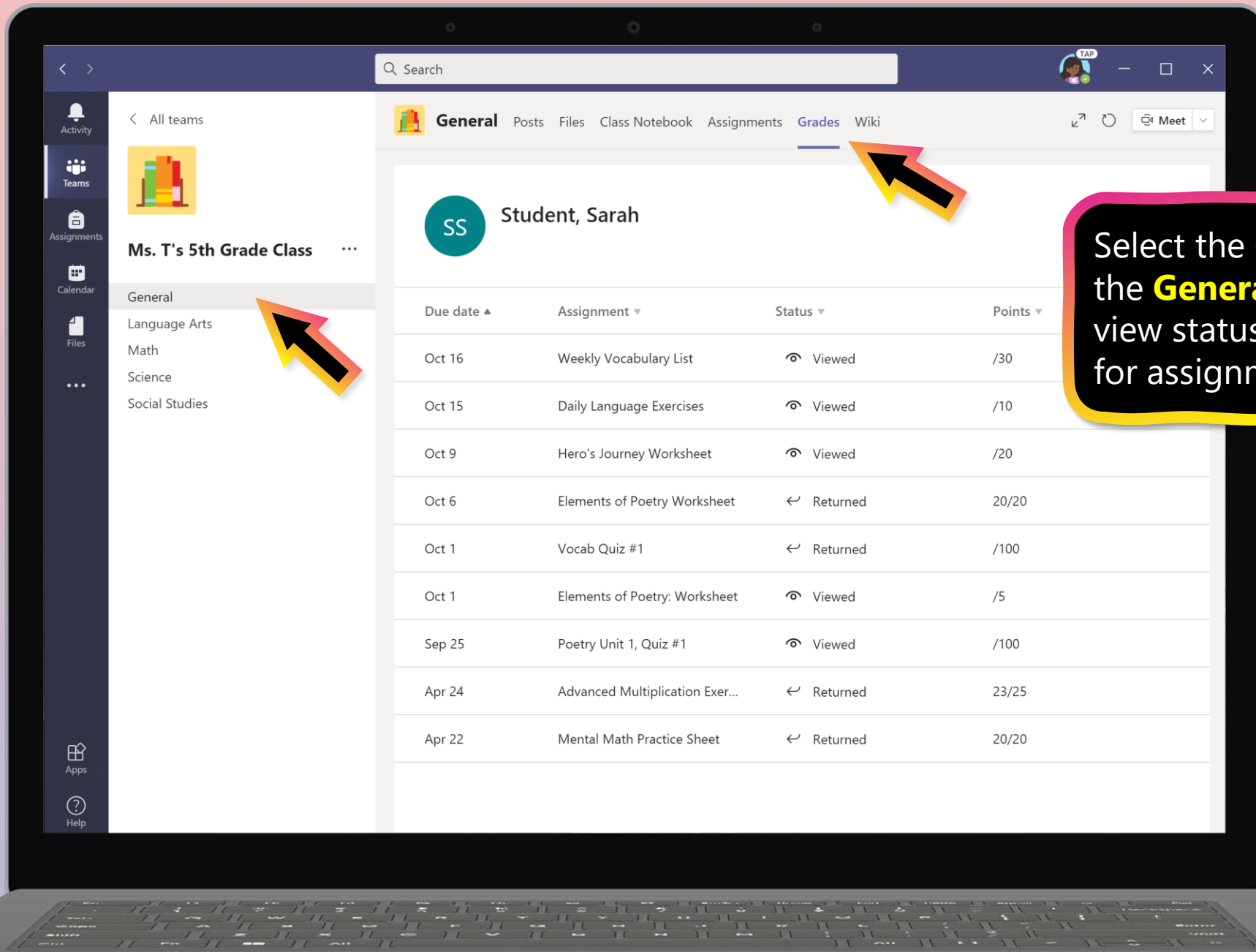
Chapter 2

How to help your student use Teams

1. Join a class team
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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

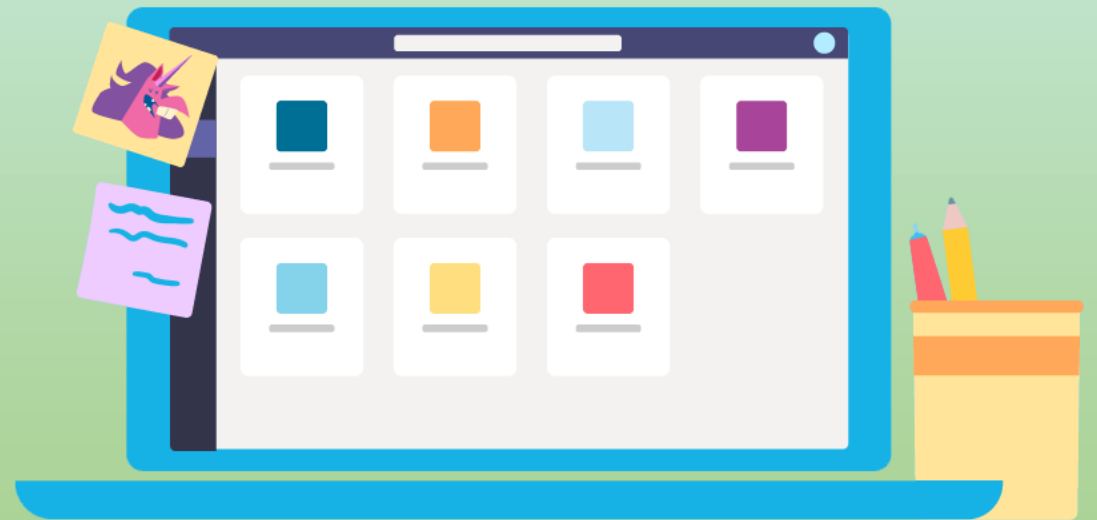
How to help your student use Teams

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



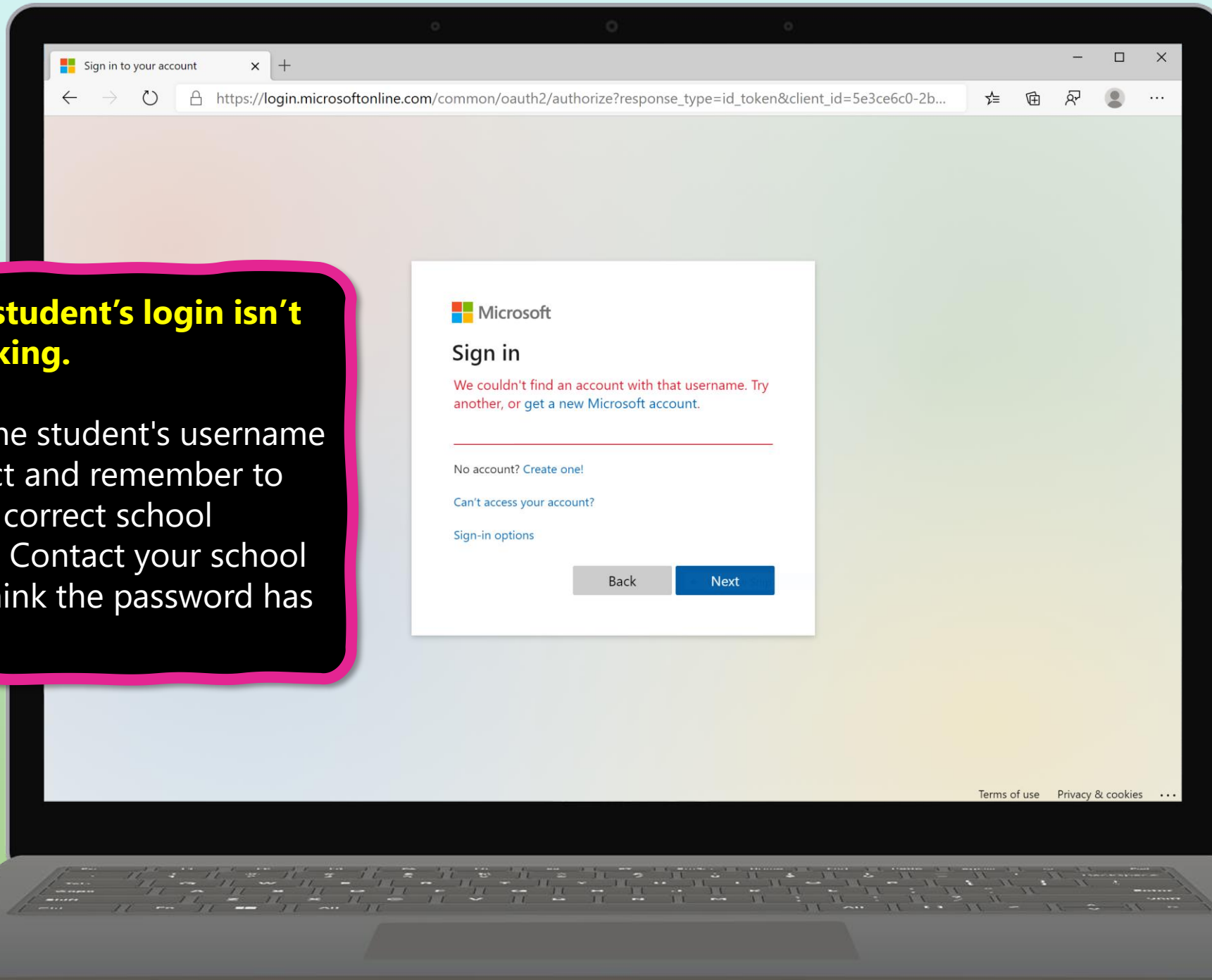
FAQ & Troubleshooting

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.

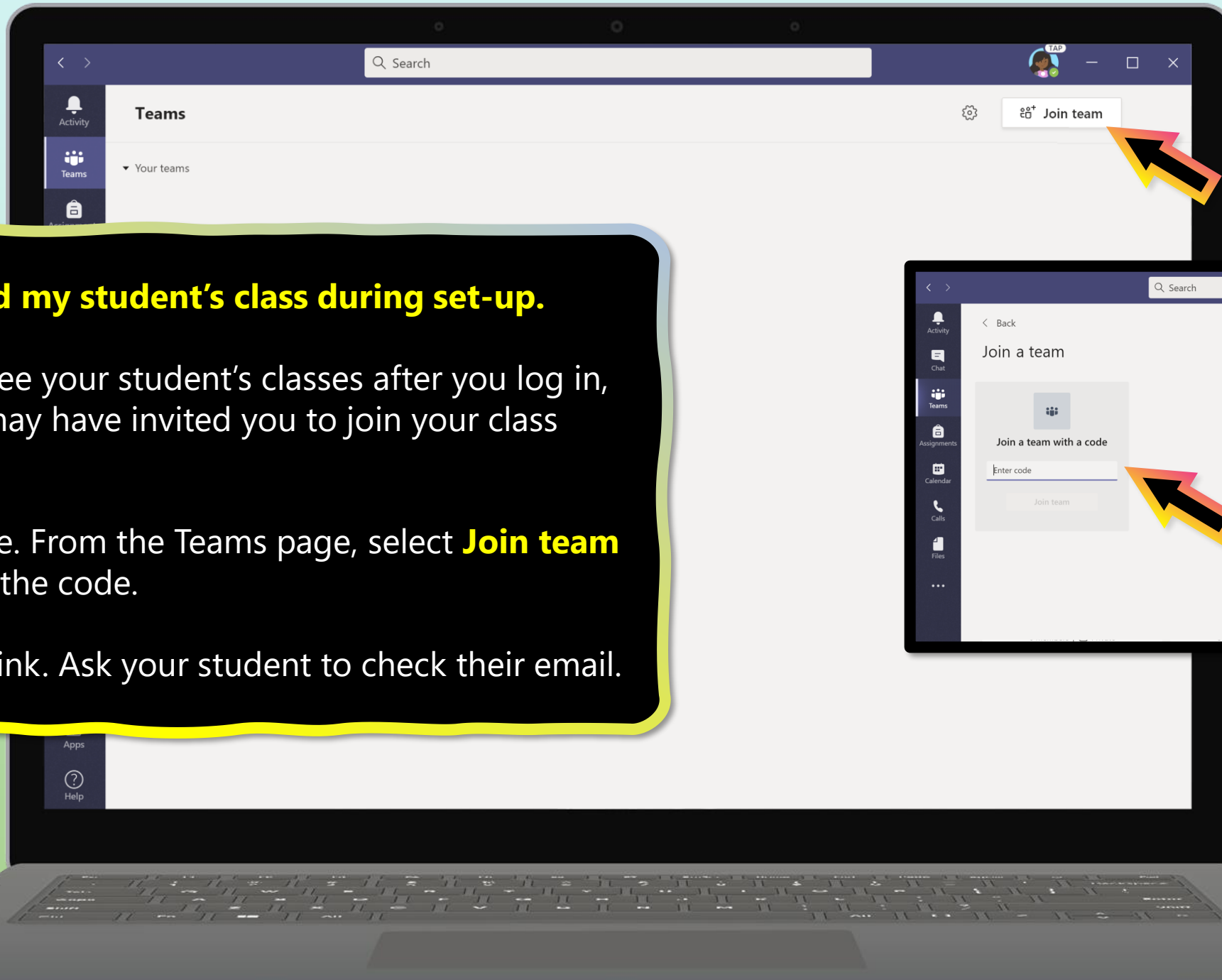
Check the student's username is correct and remember to add the correct school domain. Contact your school if you think the password has expired.

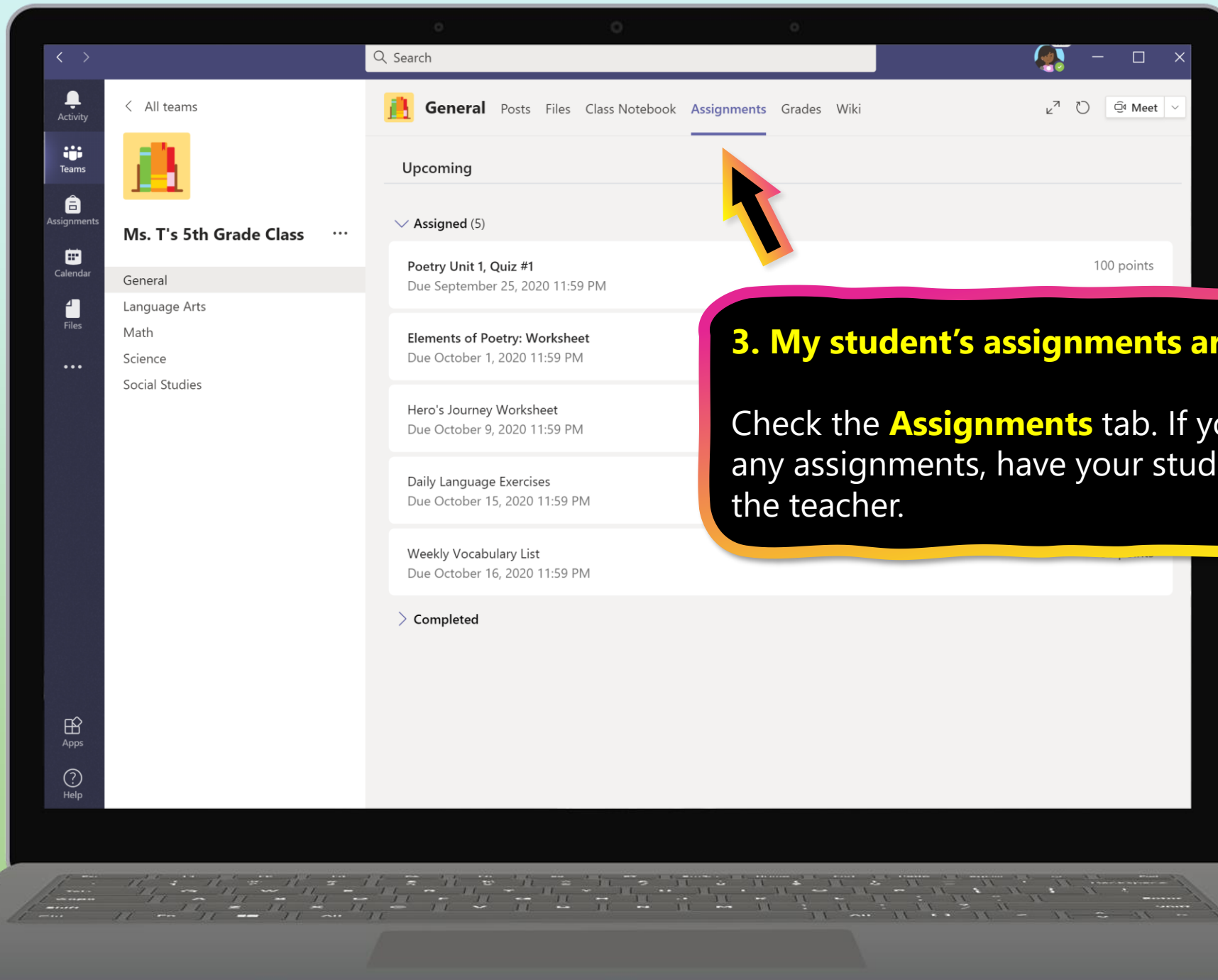


2. I can't find my student's class during set-up.

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.



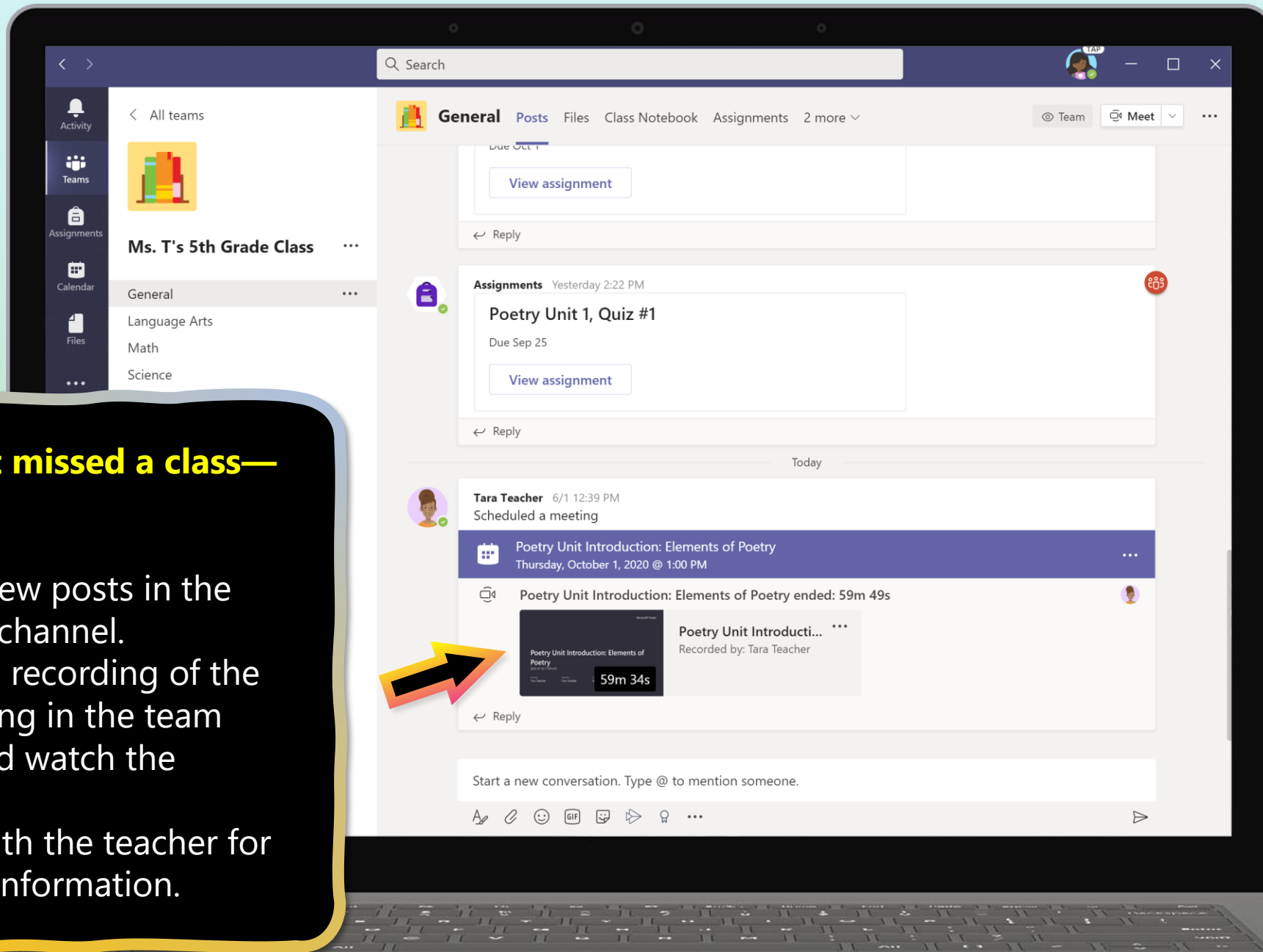


3. My student's assignments are missing.

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?

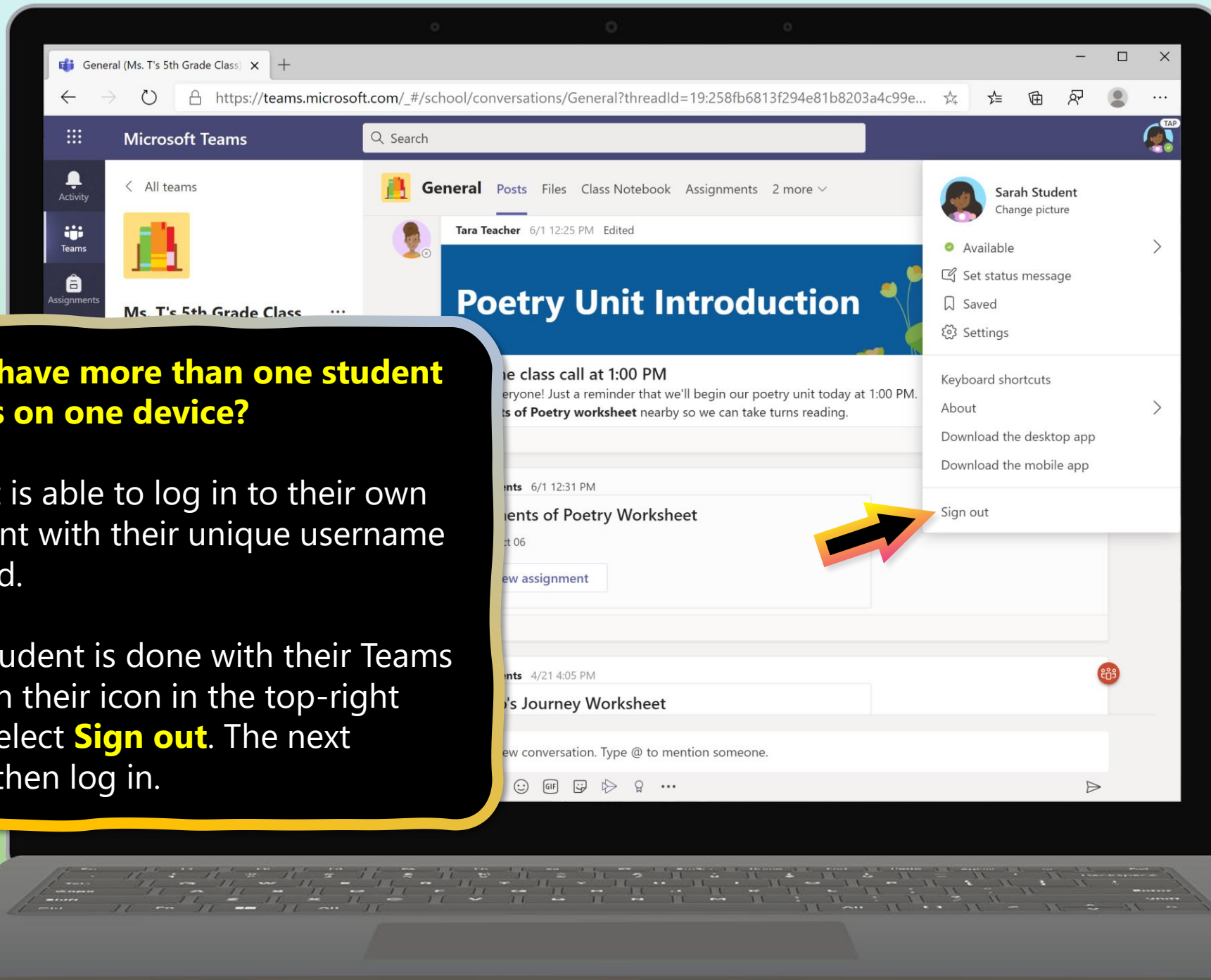
1. Read any new posts in the class team channel.
2. Check for a recording of the class meeting in the team channel and watch the meeting.
3. Check in with the teacher for additional information.

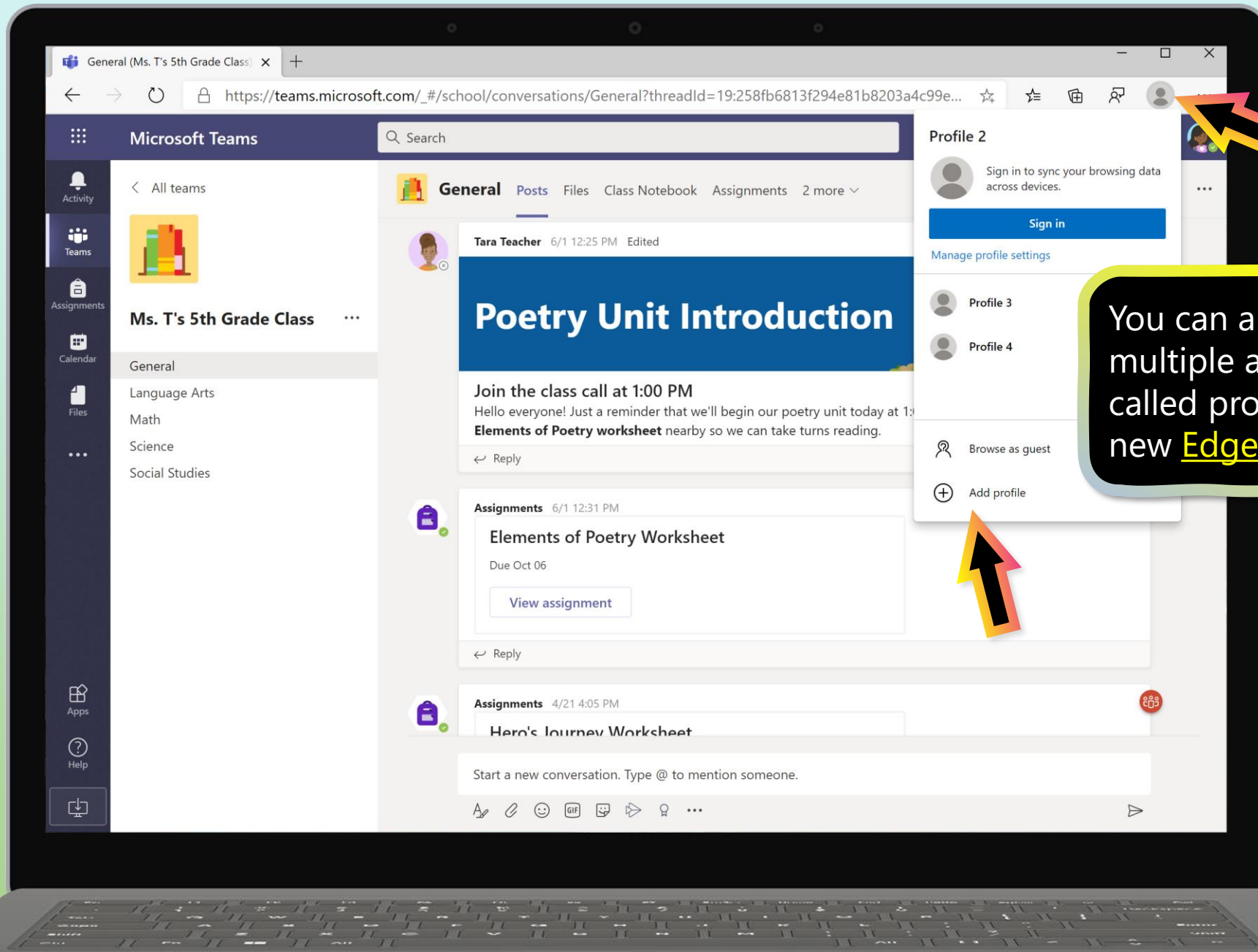


5. What if I have more than one student using Teams on one device?

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.



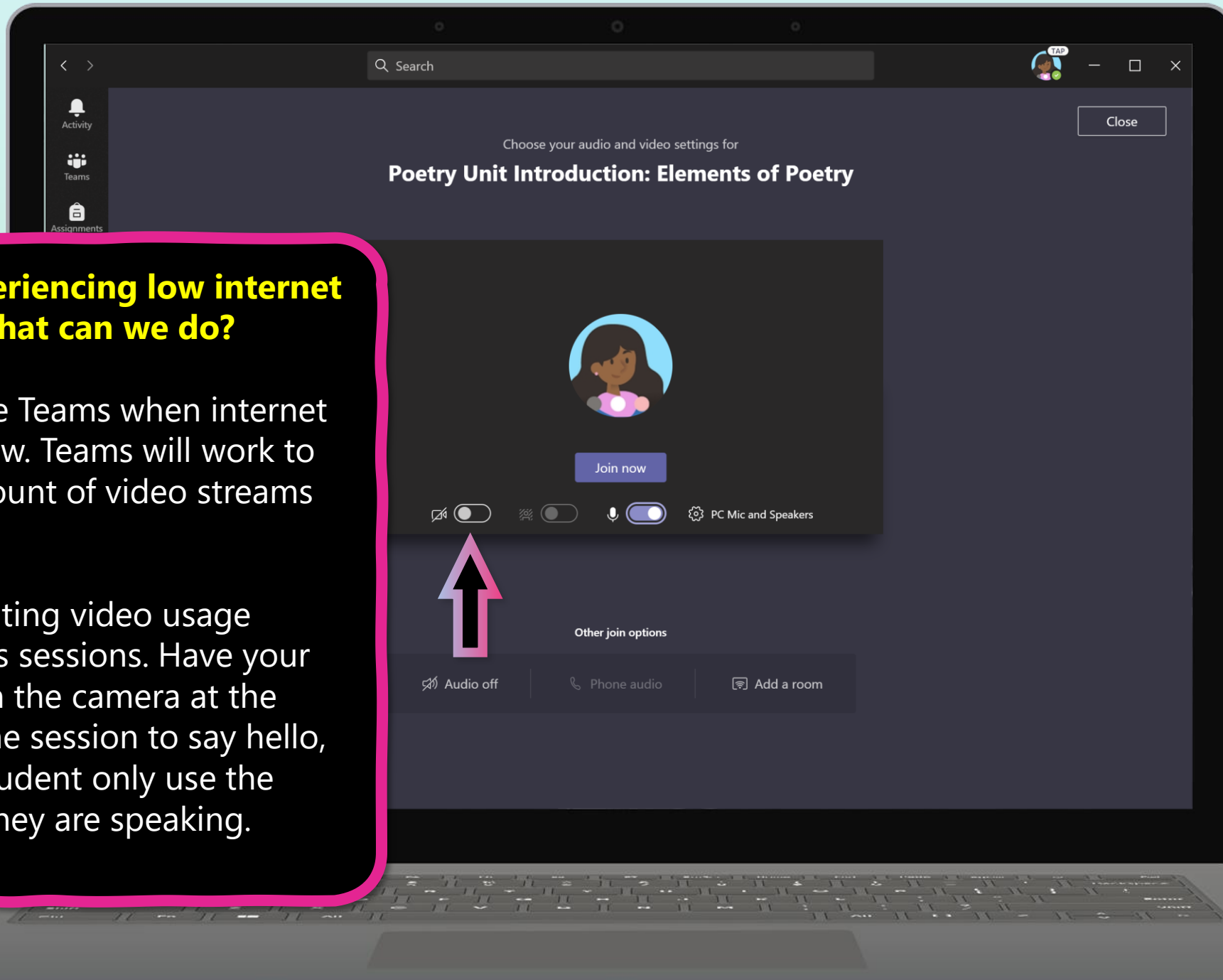


You can also create multiple accounts (also called profiles) in the new Edge browser.

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

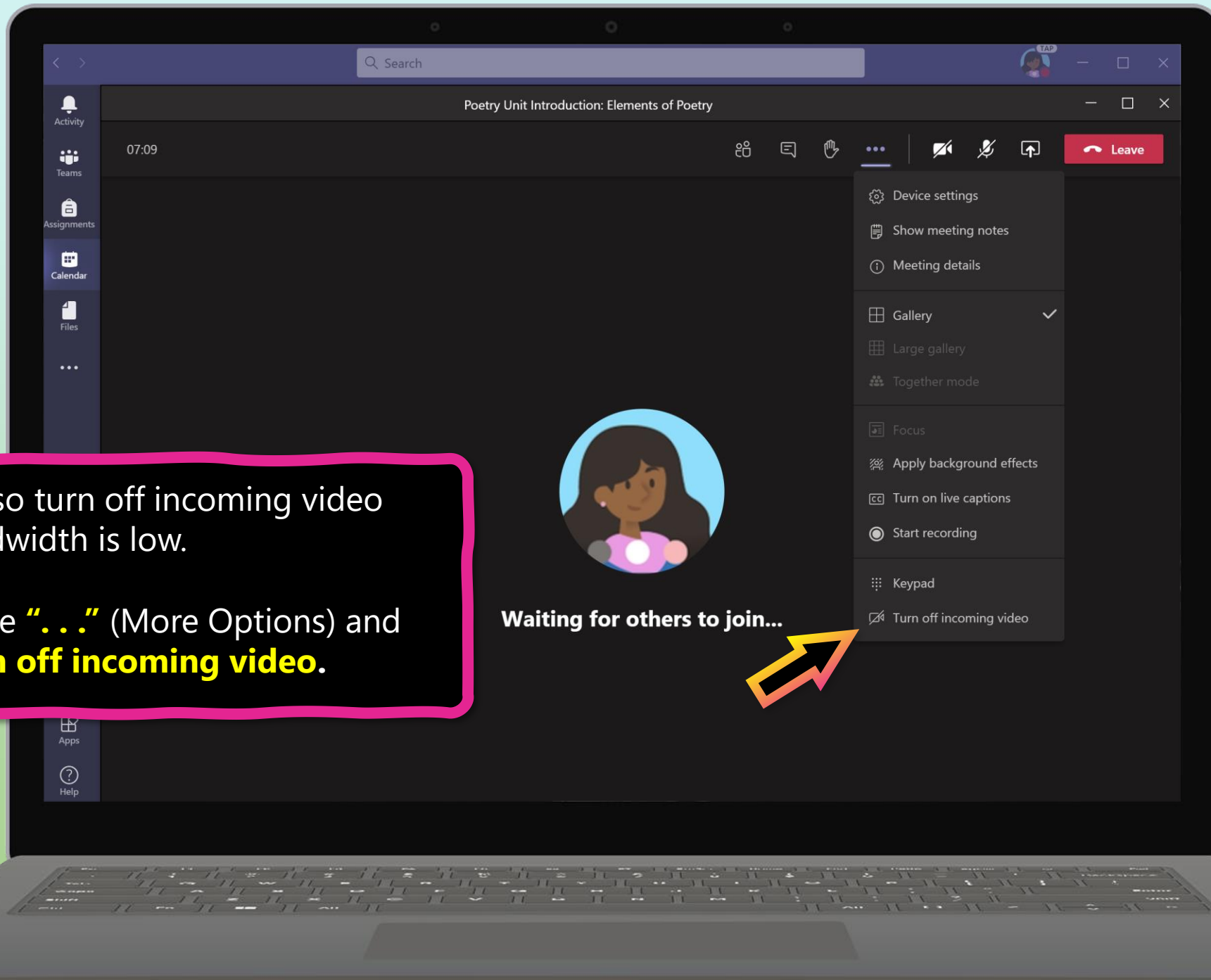
You can still use Teams when internet bandwidth is low. Teams will work to reduce the amount of video streams automatically.

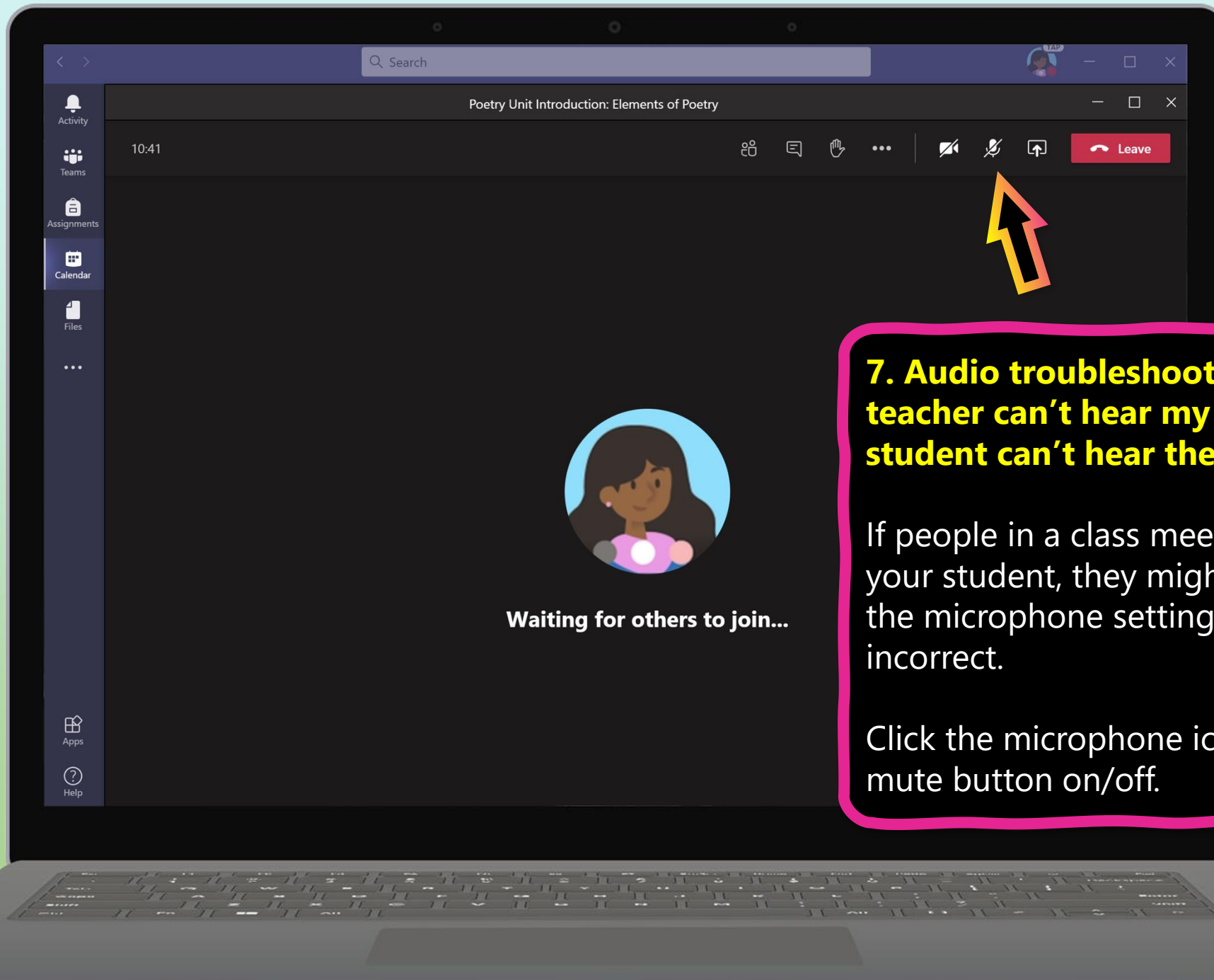
You can try limiting video usage during live class sessions. Have your student turn on the camera at the beginning of the session to say hello, or have your student only use the camera when they are speaking.



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

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

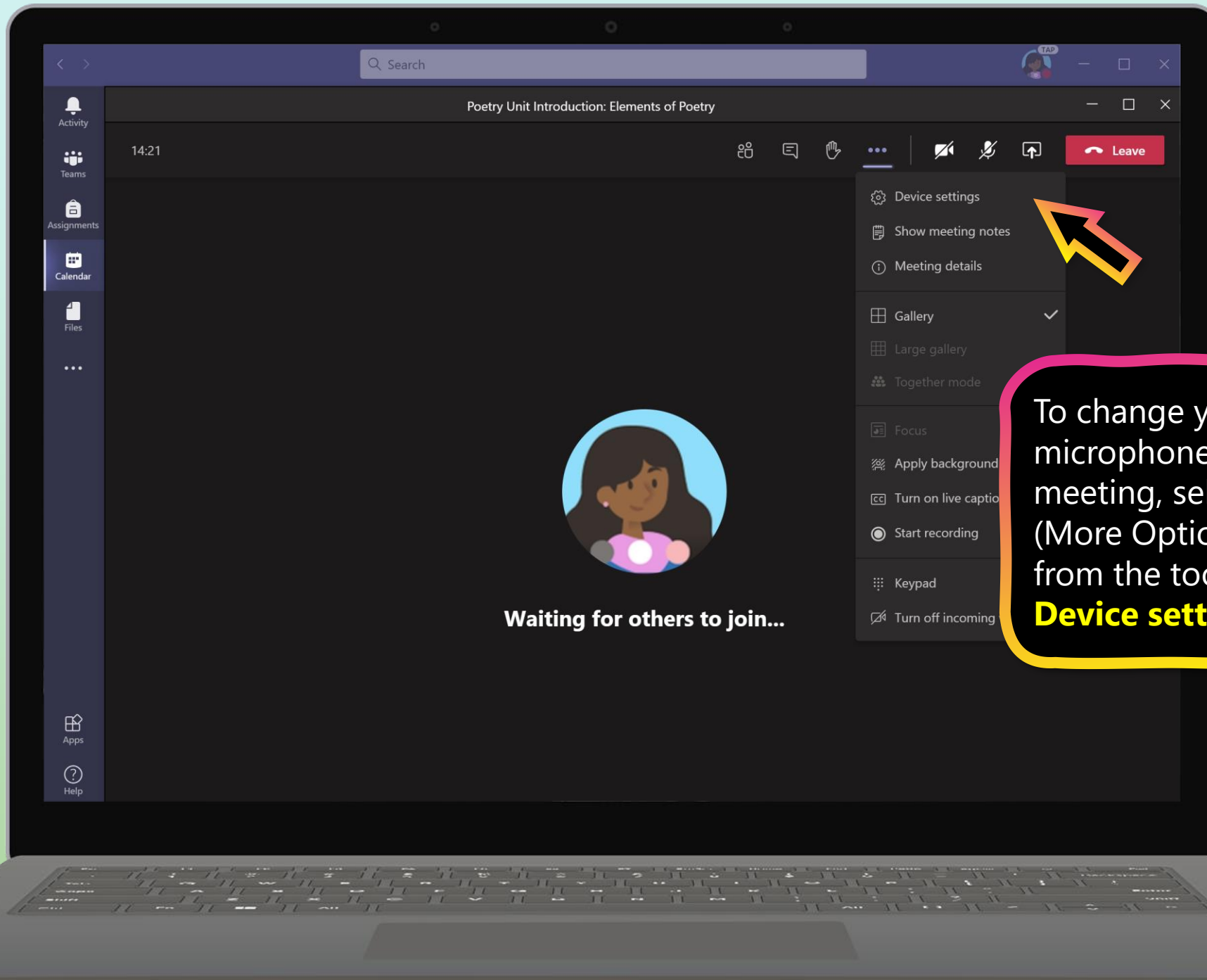




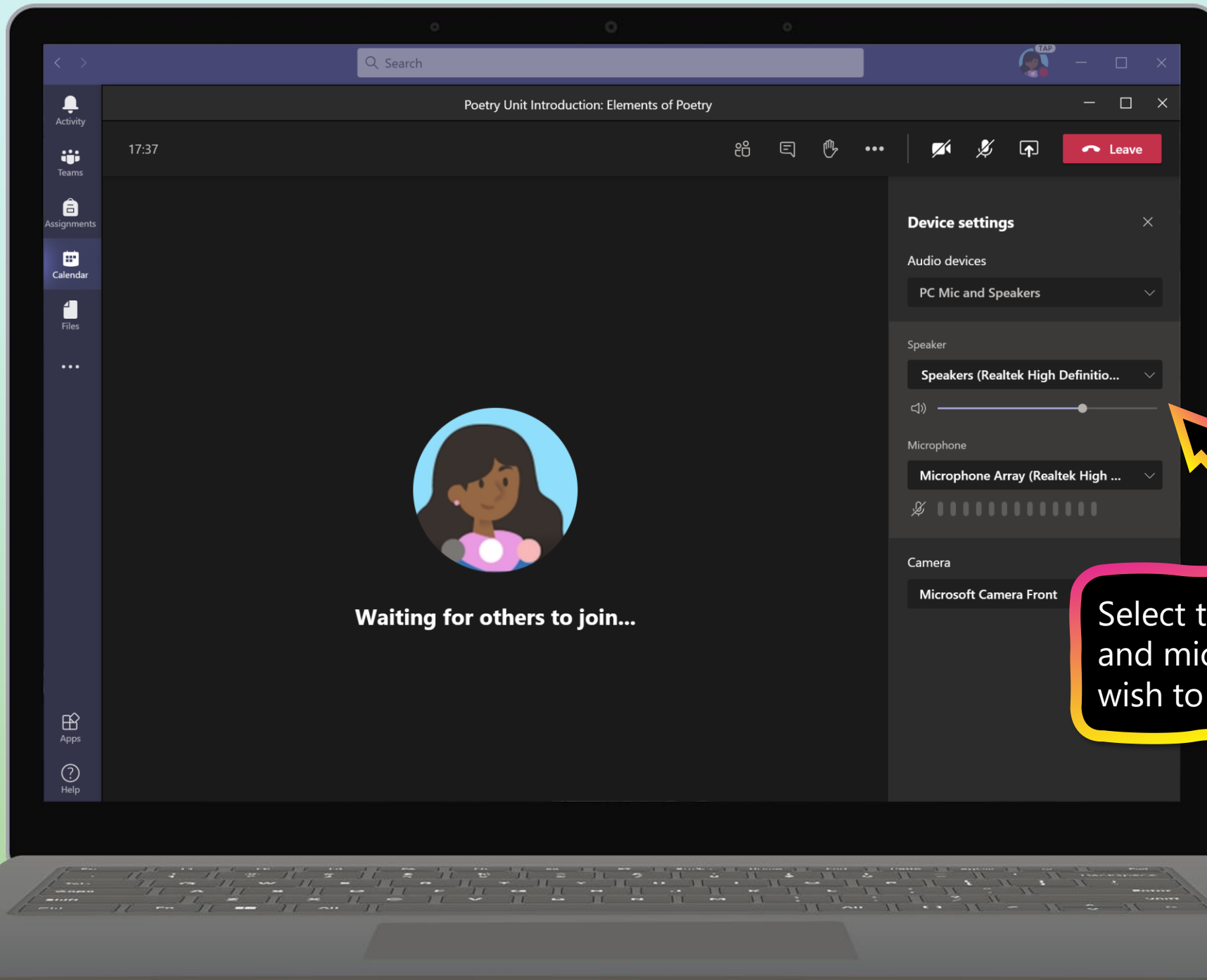
7. Audio troubleshooting: The teacher can't hear my student, or my student can't hear the teacher.

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](#)

