



The Students' Guide to Microsoft Teams



Getting Started with Office 365 at home

 **Login to the Chrome Browser**
Click on ECSD Bookmarks



To access your Outlook email on the web go to:
<https://outlook.ecsd.net>



To access your personal files in OneDrive go to:
<https://onedrive.ecsd.net>



To access Microsoft Teams on the web go to:
<https://teams.microsoft.com>



To access MyECSD (Edmonton Catholic Schools Portal Site) at home go to:

<https://myecsd.net>



Login to Office 365 with your ECSD email & password

xxxxxxx@school.ecsd.net

Unique Password

Access all Office 365 apps by going to:

<https://www.office.com/>

Here you can click **"Install Office"** to install Microsoft Office 365 Pro Plus for Win 10 or for Mac (*choose other install options*)

Don't forget you can install Office 365 apps (including Teams, OneDrive & Outlook) for FREE on your Android / iOS mobile device - Just login with your ECSD email & password!

Student Expectations for Successful Video Meetings

- 1 Be prepared with any materials requested by your teacher and join the meeting on time.
- 2 Turn off video and mute your microphone before joining a video meeting.
- 3 Keep your microphone muted and video off until you are asked to speak.
- 4 Use the Chat to ask questions or make comments. Use appropriate language, emojis or GIFs and ensure all posts are respectful.
- 5 If you use video, remember you are in class, please behave appropriately. When speaking, look into the camera of your device.
- 6 Actively participate in the video meeting. Use emojis such as thumbs up in the chat, or nod when others are talking.



Digital Citizenship Reminders



- Remember! Behind every profile picture or avatar is a real person with real feelings, who should be treated with dignity and respect
- **THINK** before you post! Whether participating in a video meeting or a private chat consider your comments; are they **TRUE, HELPFUL, INSPIRING, NECESSARY, & KIND?**
- Build a positive Digital Footprint, remember that your posts, including content you share and comments you make, as well as replies, and likes leave behind a trail forming your online reputation
- Be an **UPSTANDER**, do not respond to, and report any inappropriate comments or posts to your parent / guardian and Teacher

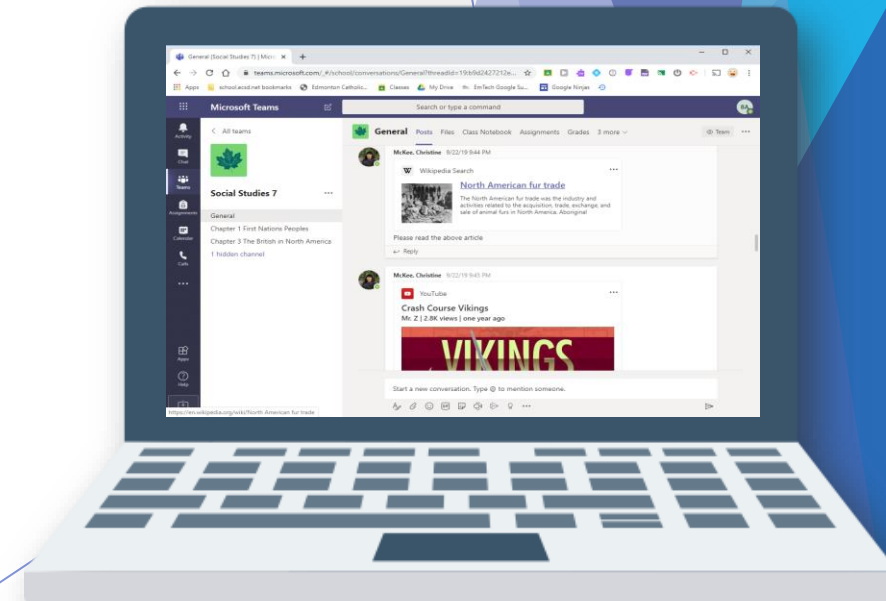
Resources & Tips for Parents of Digitally Empowered Children
bit.ly/dc-empowered-parents



EDMONTON
CATHOLIC SCHOOLS



Step 1: Login to the Chrome Browser (or Your Chromebook)



Accessing MS Teams

To access MS Teams as a student, first login to the Chrome browser on your computer with your ECSD email and password:

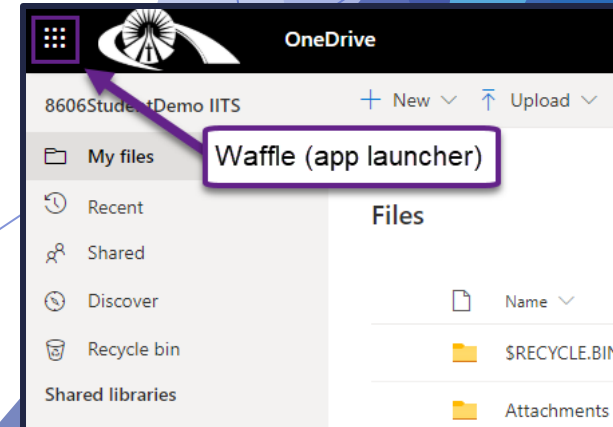
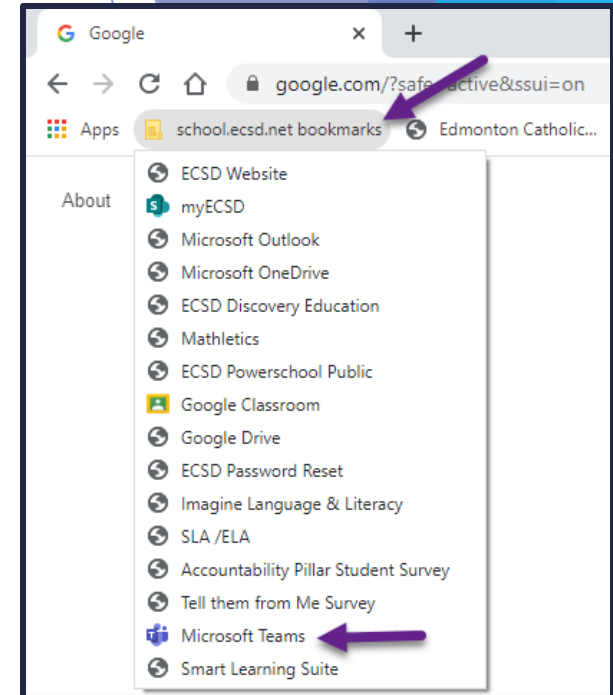
xxxxxxx@school.ecsd.net

Unique password

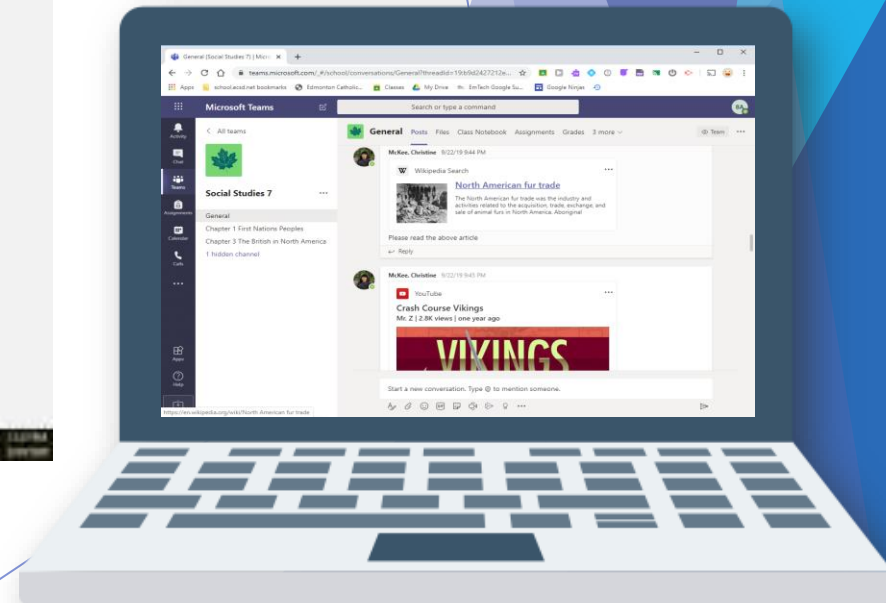
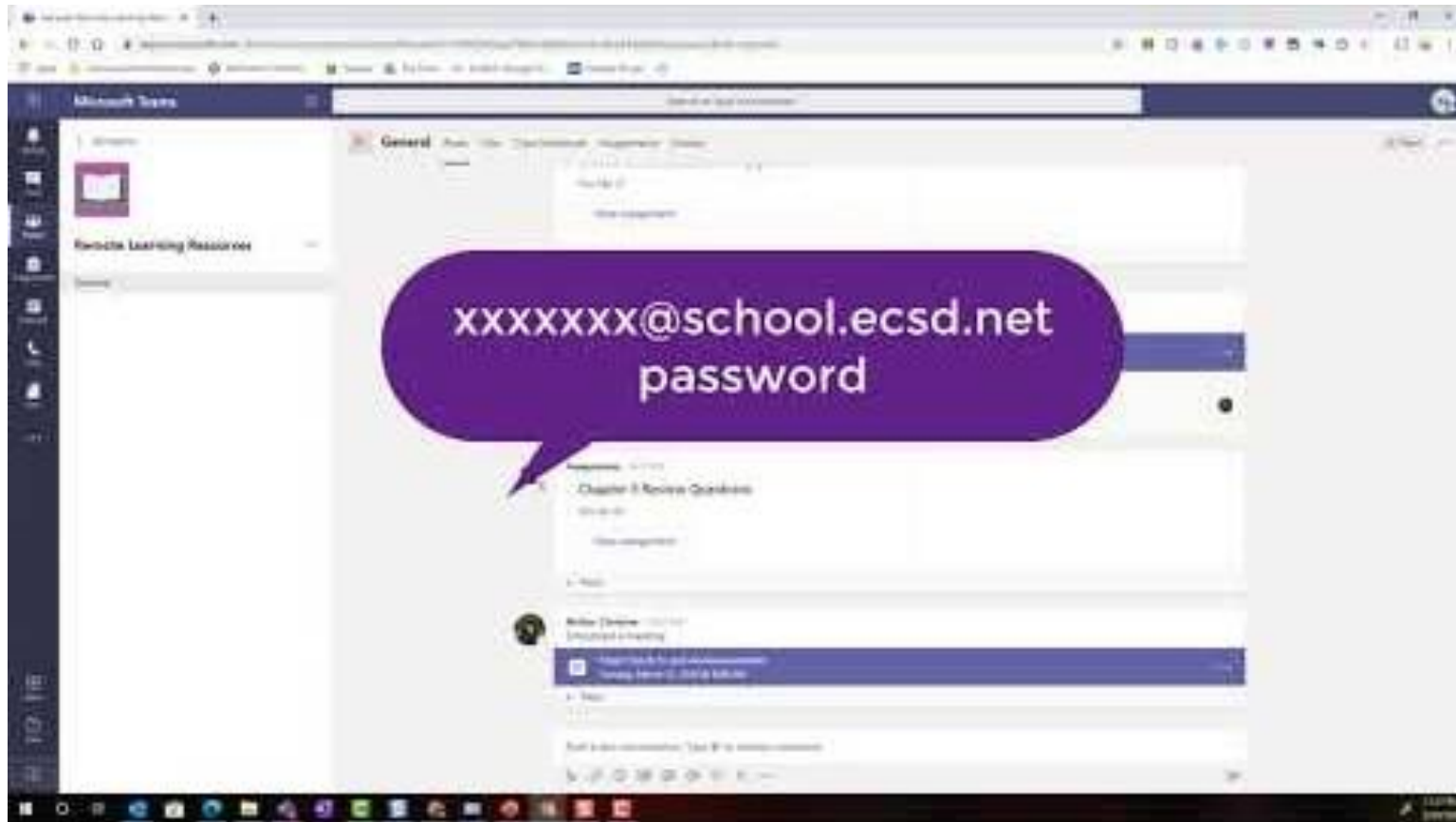
Click on ECSD Bookmarks bar and navigate to Microsoft Teams.

-OR-

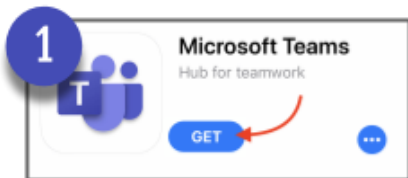
If you are in an Office 365 app (Outlook or OneDrive), click on the waffle (app launcher) in the top left corner and navigate to Microsoft Teams



Step 2: Accessing MS Teams



Student Guide Accessing Teams on an iPad



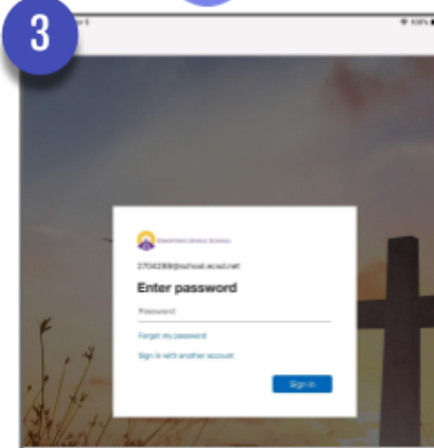
Install the Microsoft Teams app from the App Store on your iPad.

Click on the app on your homescreen to launch.

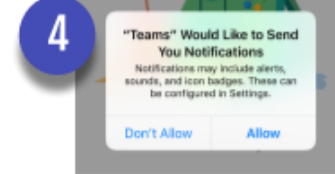


Enter your student email address and tap Sign-In.

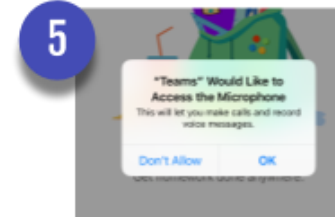
Your student email address will be your 7digit ID#
@school.ecsd.net
Ex. 1234567@school.ecsd.net



You will be redirected to this screen and asked to enter your Password. Enter your school password and click "Sign In".



Make sure you Tap "Allow" to be Notified for Updates.



Make sure you Tap "Allow" to allow Teams to use your Microphone.

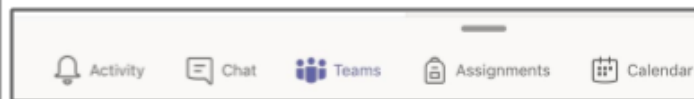


Tap "Next" to move through the introduction. Tap "Got It" to launch Teams.



Use the bottom navigation bar to access Teams and view Calendar.

Teams Menu bar



Activity: here you will be able to see any missed chats or notifications.

Chat: here you can start a chat conversation with your Teacher to ask questions.

Teams: click to view your class Teams

Assignments: click to access and / or work on any assignments assigned in Teams.

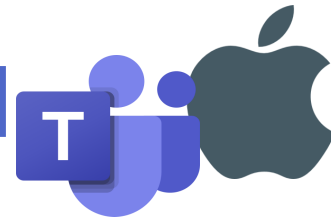
Calendar: Click to view your schedule including any meetings that your teacher has invited you to inside of Teams.

Video Tutorial



Accessing Teams on an iPad

Student Video Tutorial

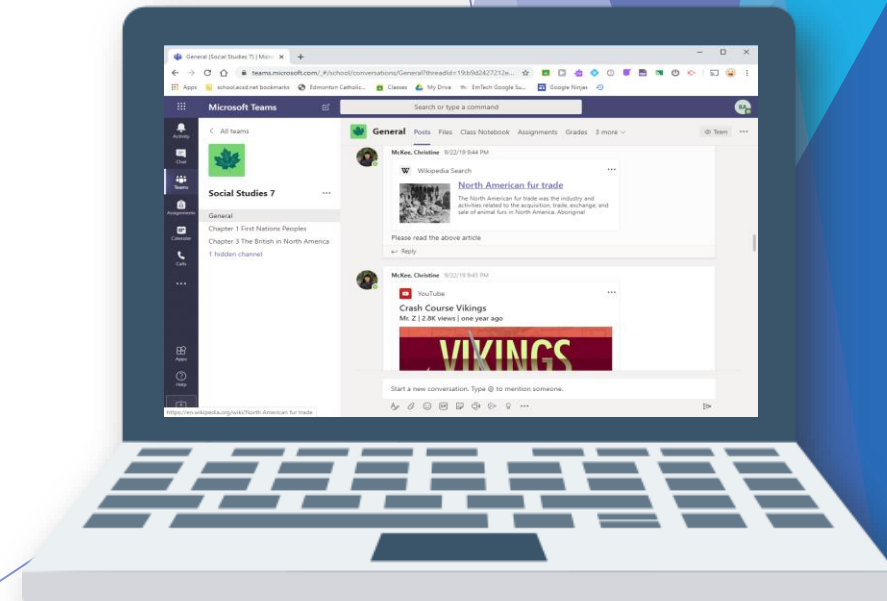


What is Microsoft Teams?

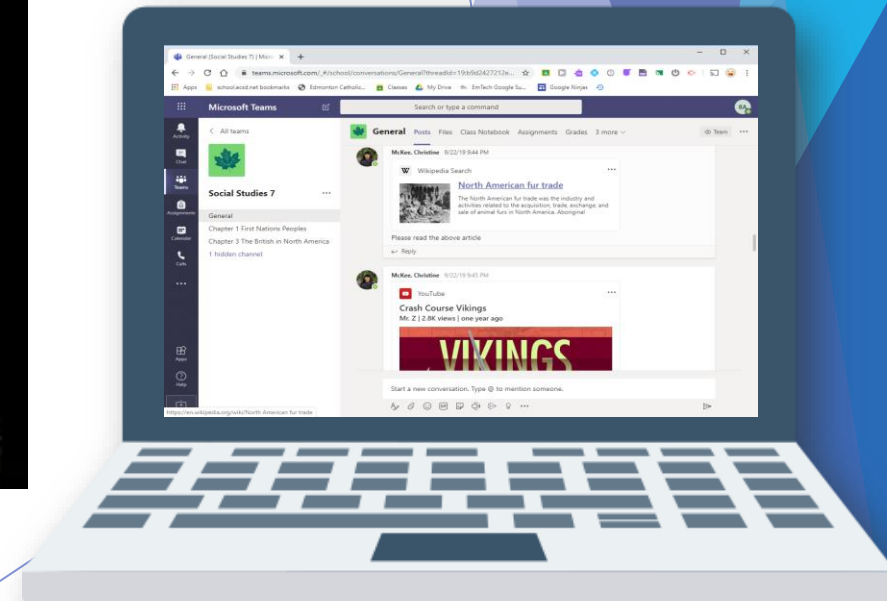
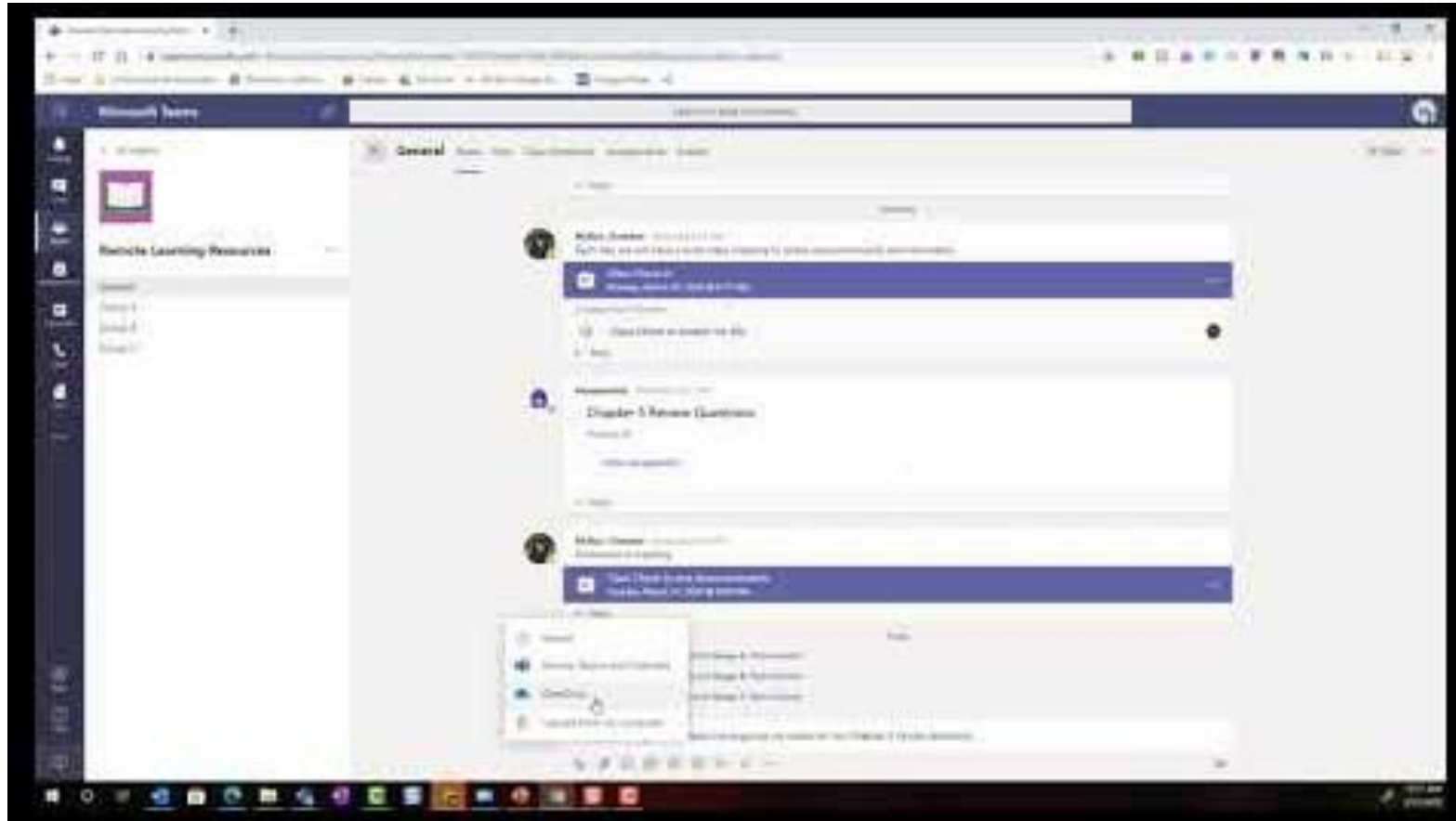


Microsoft Teams (MS Teams) is your child's digital center for learning.

Teachers use MS Teams to share assignments, homework, post announcements, host class discussions, interact with students through video conferencing, and possibly communicate with parents.

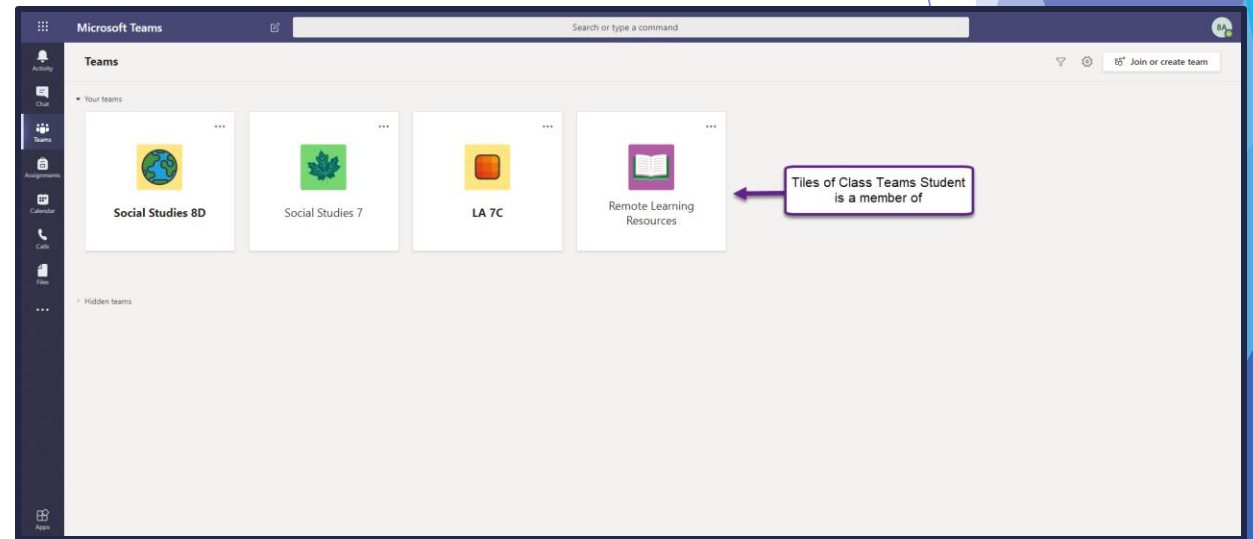
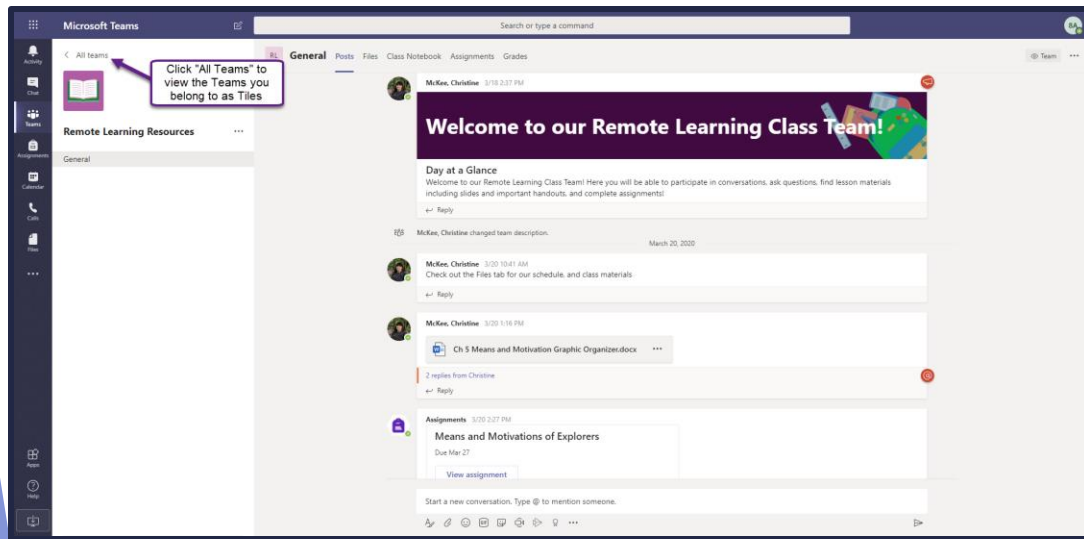


Overview of MS Teams for Students and Parents



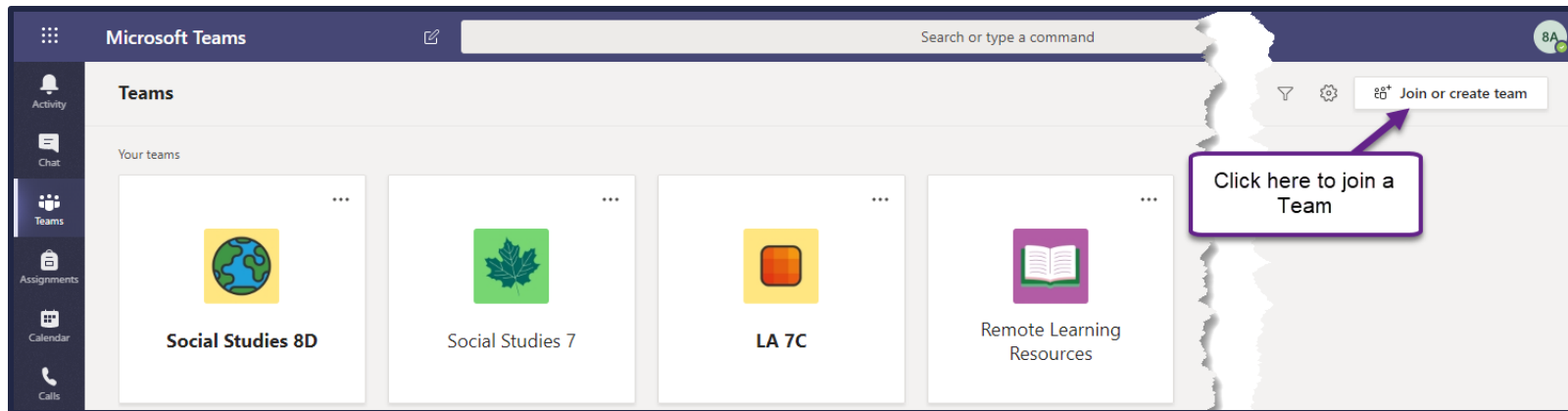
Accessing a Class Team You are a Member of...

If your Teacher is using the Class Team(s) that you have already been added to as a member, you will see the class Team tile(s) in your view of all Teams. Click on the class Team you wish to work in.

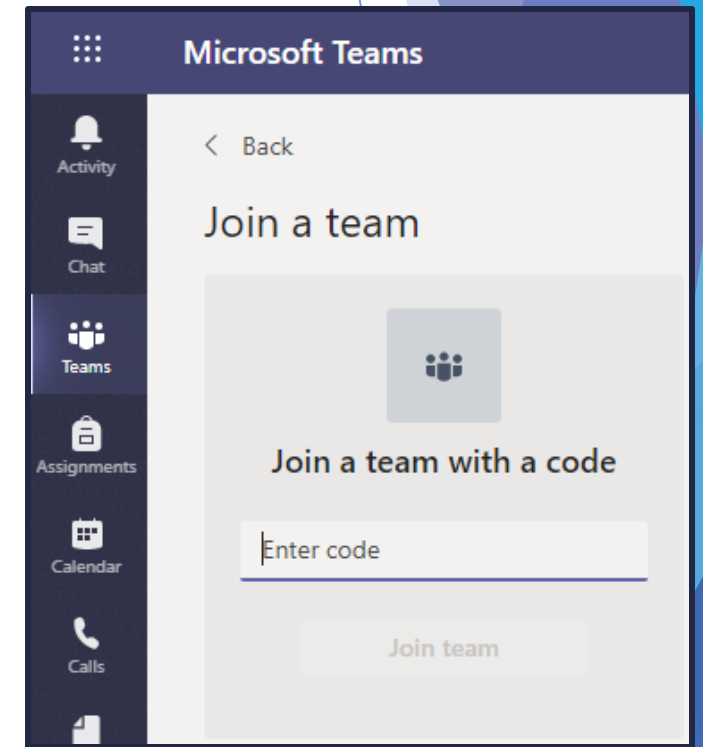


Joining a Class Team with a Code...

Your teacher may invite you into a class Team with a Join Code. To join a Team, make sure you are in “All Teams,” view and click the “Join or Create Team” button.



Enter the join code your teacher has shared with you.



Inside a Class Team: Working in the Posts Tab

Microsoft Teams

Search or type a command

< All teams

RL **General** **Posts** Files Class Notebook Assignments Grades

Team

Remote Learning Resources

General

Channel(s)
General Channel is where you will be able to view and work on assignments.

Teacher may create more channels to organize the conversations and files of the Team.

Posts Tab
Space for Announcements, Questions, Class Discussions

Tabs

Welcome to Remote Learning Resources

Try @mentioning the class name or student names to start a conversation.

McKee, Christine has added 8606StudentDemo IITS Account to the team.

McKee, Christine 3/18 2:37 PM

Welcome to our Remote Learning Class Team!

Day at a Glance
Welcome to our Remote Learning Class Team! Here you will be able to participate in conversations, ask questions, find lesson materials including slides and important handouts, and complete assignments!

← Reply

Start a new conversation. Type @ to mention someone.

Students can also add emojis, GIFs and stickers to their comments or question posts.

Click on the paper clip to attach a file to share with classmates (all students will be able to edit the file)

New text message box. Start a new conversation or ask a question by typing a message to post here (inside this channel). Posts can be seen by all members of the Team.

Inside a Class Team: Accessing and Sharing Content Inside the Files Tab

The screenshot displays the Microsoft Teams interface for a team named 'Remote Learning Resources'. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area is divided into tabs: General, Posts, Files, Class Notebook, Assignments, and Grades. The 'Files' tab is selected, showing a list of files and folders. Annotations with arrows point to specific elements:

- Files Tab:** Points to the 'Files' tab in the top navigation bar.
- Channel:** Points to the 'General' channel in the left sidebar.
- Create New or upload files to share with your classmates:** Points to the 'New' and 'Upload' buttons in the top bar of the Files tab.
- Class Materials Folder (only found in the General Channel) This is where your teacher may upload class notes and presentations - you will only be able to view these materials:** Points to the 'Class Materials' folder in the file list.
- Any files that students share in the Posts Tab will also be stored here. You and your classmates can edit these files together!:** Points to the 'Get Started with Google at Home 2020.pdf' file in the list.

Name	Modified	Modified By
Class Materials		
Social 7 Demo		
Unit C Notes	March 18	McKee, Christine
Get Started with Office 365 at Home 2020 (...)	March 18	McKee, Christine
Get Started with Google at Home 2020.pdf	March 18	McKee, Christine

Inside a Class Team: Viewing Assignments

This screenshot shows the Microsoft Teams interface for a class team. The left sidebar contains navigation icons for Activity, Chat, Teams, Remote Learning Resources, Assignments, Calendar, Calls, and Files. The main area displays the 'General' channel with tabs for Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is active, showing a list of assignments. Annotations include:

- Assignments Tab (only found in the General Channel)**: Points to the 'Assignments' tab in the top navigation bar.
- Click to open assignment details and to start working on assignment.**: Points to the 'Chapter 5 Review Questions' assignment card.
- View completed assignments including any feedback, attached rubrics and scores.**: Points to the 'Means and Motivations of Explorers' assignment card.

Viewing the details of an assignment (2)

This screenshot shows the detailed view of the 'Chapter 5 Review Questions' assignment. The left sidebar is the same as the previous screenshot. The main area displays the assignment details. Annotations include:

- Inside the detailed student view of the Assignment**: Points to the top of the assignment detail page.
- How many points assignment is out of**: Points to the 'Points 35 points possible' text.
- Assignment Instructions & Due Date**: Points to the 'Instructions' and 'Due April 2, 2020 11:59 PM' text.
- Attached Files, Links, or other materials**: Points to the 'Reference materials' section, which includes 'Chapter 5 Review Notes.docx'.
- My work**: Points to the 'My work' section, which includes 'Ch5 Review Questions.docx'.
- Student can click here to attach work completed outside of Teams (from OneDrive, the device, a link)**: Points to the '+ Add work' button.
- Immersive Reader (accessibility tool will read instructions out loud to student)**: Points to the 'Turn in' button.
- Click to turn in completed work.**: Points to the 'Turn in' button.

Inside a Class Team: Viewing Assignments

This screenshot shows the Microsoft Teams interface for a class team. The left sidebar contains navigation icons for Activity, Chat, Teams, Remote Learning Resources, Assignments, Calendar, Calls, and Files. The main area displays the 'General' channel with tabs for Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is active, showing a list of assignments. Annotations include:

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Viewing the details of an assignment

This screenshot shows the detailed view of the 'Chapter 5 Review Questions' assignment. The interface includes a 'Back' button, the assignment title, due date, and instructions. Annotations include:

- Inside the detailed student view of the Assignment**: Points to the top section of the assignment details.
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- Immersive Reader (accessibility tool will read instructions out loud to student)**: Points to the 'Turn in' button.
- Click to turn in completed work.**: Points to the 'Turn in' button.

Access MS Teams ANYTIME, ANYWHERE



You can also get the Microsoft Teams app for your iOS or Android device (phone or tablet) from the App Store or Google Play Store for FREE.

Once you install the app on your device, login to the MS Teams app with your ECSD email and password:

xxxxxxx@school.ecsd.net

Unique password





REMOTE LEARNING : TIPS FOR FAMILIES

1

Routine is important.

- Routine is comforting for children and teens. In uncertain times, it helps them know and understand what to expect.
- A clear schedule and space for learning will help define your child's day.
- Minimizing distractions will be important. Noise canceling headphones, apps that limit access to games or social media, or separating children with a physical or visual barrier (even a cardboard separation between kids can work!) can all assist you in creating a calm learning environment.

2

Communication is key.

- Check your school's website for learning information.
- Learn how your child's teacher would like to communicate with you. Sign up for updates as communicated by your child's teacher, on platforms such as Google Classroom or Microsoft Teams.
- Share any concerns through private communications with the school, such as phone calls or emails.
- If your child requires specialized supports, please contact your child's teacher to discuss his/her learning needs.

3

Be positive.

- While you are not responsible for teaching the content of the lesson, you can assist teachers in ensuring that learning remains a priority at home.
- Your enthusiasm for learning will set the tone for your child as to how he/she responds to remote opportunities.
- Don't become overwhelmed! Many online companies and social media posts are flooding parents' newsfeeds with "at home" learning opportunities. While you can explore these if you wish, the only necessary activities are the ones your school and teachers provide.
- You can reinforce learning by playing games, watching movies, or reading books together. Engaging in family activities also increases feelings of connection and togetherness.

4

Your family's well-being is important.

- Time for family prayer and reflection encourages spiritual connection and comfort.
- It is ok to limit screen time.
- It is important to provide opportunities for play.
- Talk to your child about this change in their routine and seek out social connection with families or friends in ways other than face-to-face contact.
- Reach out to community supports or school staff if you feel overwhelmed. Many schools have social workers, psychologists, or other support staff who can assist you during this time. Contact your administrator to see if these supports are available through your school.

