

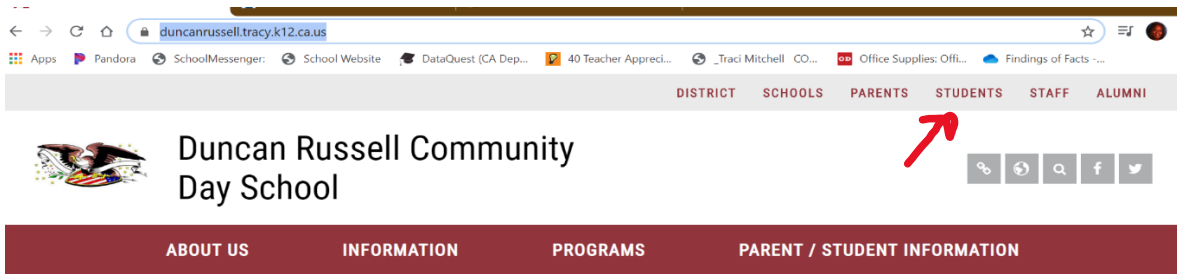


Procedures for Microsoft Teams Virtual Class

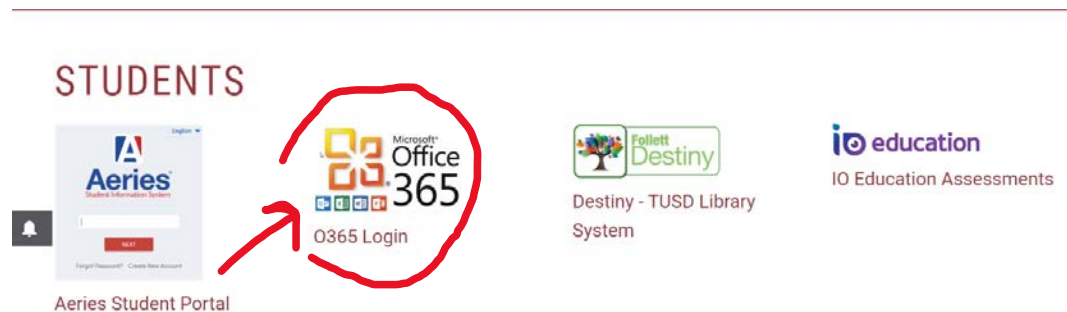
Step 1: Log onto Office 365 to find your class team

1. Log onto the Duncan Russell School home page:
<https://duncanrussell.tracy.k12.ca.us/> or Stein High School home page:
<https://steinhigh.tracy.k12.ca.us/>

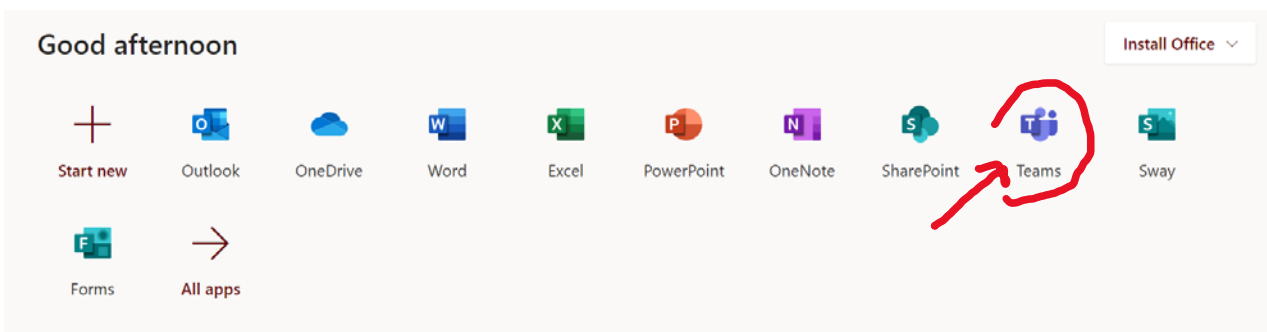
2. Click on **Students tab** (upper right corner).



3. Select **Office 365 login tab**.



4. Enter your TUSD email, which is:
 - **ID number@student.tusd.net** (12345678 @student.tusd.net)
 - Your ID number can be found in aeries or on your ID card
5. Enter password
Note: All passwords is your birthdate.
Example: MMDDYYYY 08112020 if you were born on August 11, 2020.
6. Now, you will find your office **365 applications**.



7. Click on the **Teams option** and find your teacher's Team site.
(You can download the Teams app and pin it to your task bar if you like)

Step 2: Understanding Teams

1. Under the Teams class logo you will see the word **General**. General is like your home page. All info for the class will be in the **General posts**.
2. Across the top, you will notice tabs (**Posts, Files, Class notebook, Assignments, and Grades**).
3. On the sidebar to the left you will see more tabs (**activity, chats, teams, assignments, and calendars**).
4. Any time a Teacher schedules a class meeting, assign homework, or give directions, you will see it in the **General post** section.

Step 3: FaceTime Class Team Meetings (similar to zoom)

1. **Class team meetings** will be scheduled during the hour of our class period designated:

Monday and Thursday periods 0, 1, 2, 3

Period	Team Meeting
0	8:00 – 8:30
1	8:30 – 9:30
2	9:30 – 10:30
3	10:30 – 11:30

Tuesday and Friday periods 4, 5, 6, 7

Period	Team Meeting
7	8:00 – 8:30
4	8:30 – 9:30
5	9:30 – 10:30
6	10:30 – 11:30

Wednesday ALL Periods

Period	Team Meeting
0	8:00 – 8:30
1	8:30 – 8:55
2	8:55 – 9:20
3	9:20 – 9:45
4	9:45 – 10:10
5	10:10 – 10:35
6	10:35 – 11:00
7	11:00 – 11:25

2. Check the general posts, calendar, or activity bell alerts for dates and time to **“join Microsoft teams meeting”** (similar to zoom).
3. Once in the meeting, the Teacher will be able to **share her screen** with you and give class lessons, answer questions, and **support you**.

Step 4: Assignments, Turning in Work, and Grades

1. To find assignments and attachments, click on the **assignments tab**. Assignments will also be shared in **general posts**.
2. Once you click into the **assignments**, you will see the title of the assignment, due date, point value, and reference materials.
3. After you have completed and saved your work to your computer click the **add work button**.
4. Select the file you want to upload and then click the **attach button**.
5. You should see your file uploaded to reference materials. Then you can click on the **Turn in button**.
6. your work will be sent to your teacher and you can check to see if it has been graded under the **Grades tab**.

Please feel free to watch this introduction to Teams video:

<https://www.microsoft.com/en-us/videooplayer/embed/RE4rrKE?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>

This video is also found on the district home page.

