



# MICROSOFT CLASSROOM TEAMS PARENT/GUARDIAN GUIDE

## OVERVIEW

Microsoft Classroom Teams provides a consistent experience for staff and students across all buildings and levels. It creates equitable access to content for all students and leverages opportunities for inclusive practices that connect all students and families to the classroom and school community. Additionally, it allows interventions and supports to be coordinated and delivered across programs and buildings.

## GET STARTED WITH CLASSROOM TEAMS

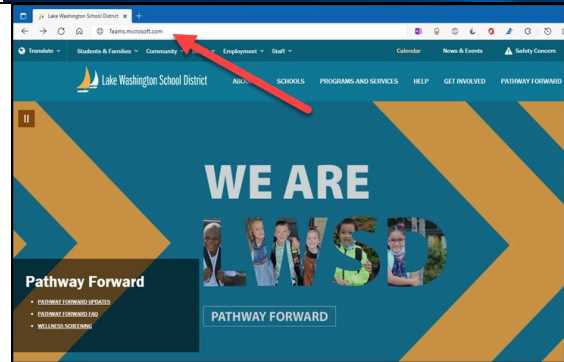
### Teams Desktop App

The Teams application is preinstalled on all LWSU student devices. Students double-click the Teams app icon on their desktop to open.



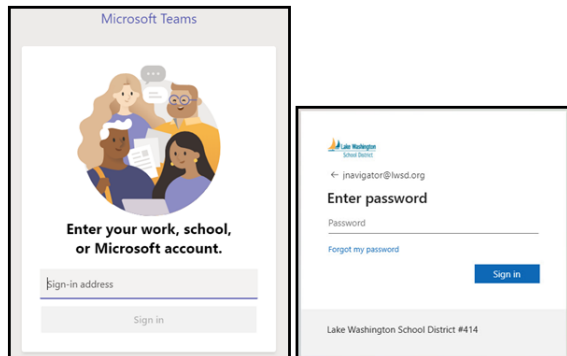
### Access Teams Online

Teams can also be accessed online through an internet browser at [www.teams.microsoft.com](http://www.teams.microsoft.com)



### Login Information

Students log in with their LWSU student email and password.

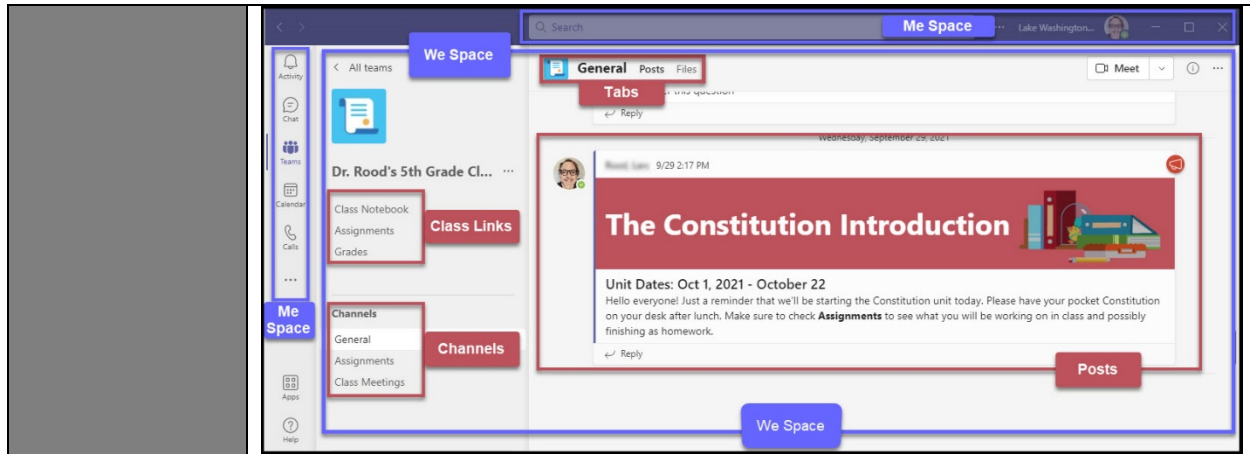


### Terms and Features

Classroom Teams is collaborative and has many areas for students to access information and engage with their teacher and other students.



# MICROSOFT CLASSROOM TEAMS PARENT/GUARDIAN GUIDE



Here are some common terms and features found in a Classroom Team.

**Me Space** - Along the left and top. This area is used by students to navigate within a Team.

**We Space** - Collaborative area in the middle of the Team window. Information and content here are generally **visible to everyone** that is part of the Team.

**Class Links** - Access Class Notebook, Assignments, Teams assignment Grades.

**Channel** - A way to organize different **Content** (Files, Posts, and teacher-created content) around a topic. Every Classroom Team includes a **General Channel**.

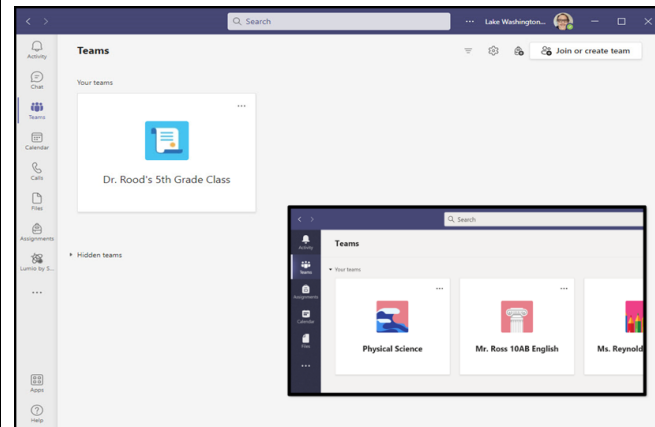
**Posts** - This is where teachers will post content that students and their teacher can interact with

## HOW TO HELP YOUR STUDENT USE TEAMS

### Accessing a Classroom Team

Once Teams opens, students will see their available Classroom Teams arranged as tiles. They can access any Classroom Team by simply clicking the tile associated with the class.

- Please note that the number of Teams may differ per student based upon their unique needs and/or grade level.

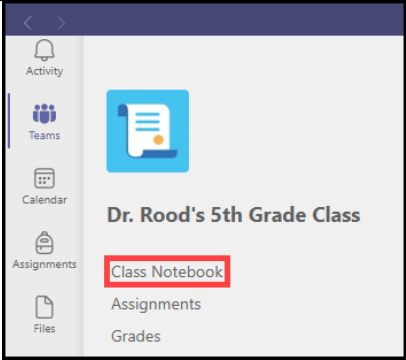
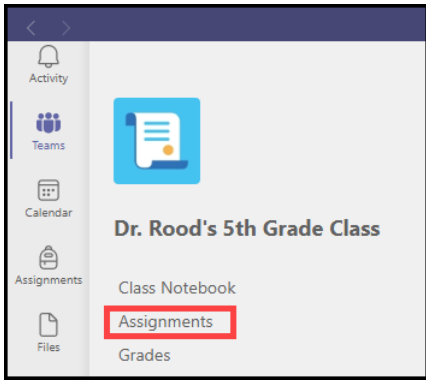
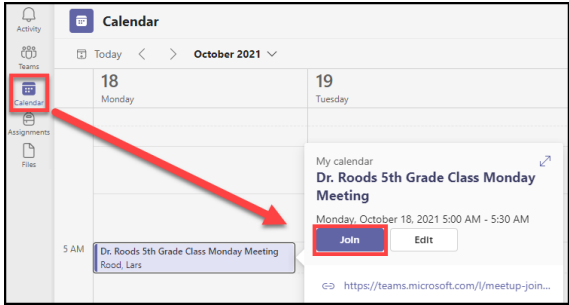
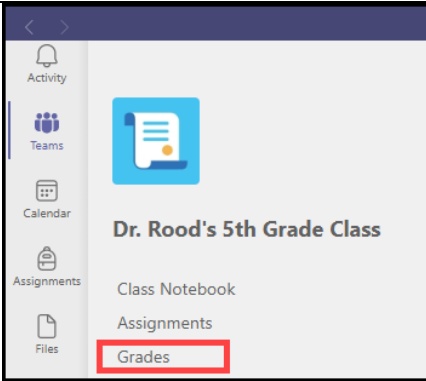


### Access the Class Notebook in Teams

In the navigation of every Classroom Team, there is a Class Notebook link where students will be able to access their class notebook and

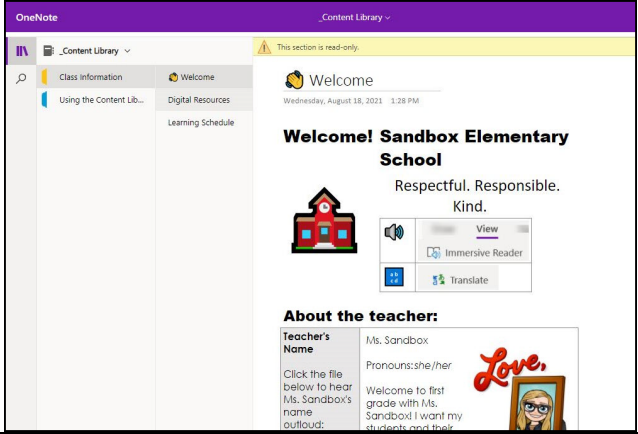


# MICROSOFT CLASSROOM TEAMS PARENT/GUARDIAN GUIDE

	<p>personalized section associated with that Classroom Team.</p>	
<p><b>View and turn in Assignments</b></p>	<p>To view all assignments for a Classroom Team, students can click on the Assignments link. From there, they can choose a specific assignment.</p>	
<p><b>Attend a Virtual Meeting</b></p>	<p>To join a meeting, students click on the Calendar icon to the left-hand side of the Teams window, select the scheduled meeting from the calendar, and click Join.</p>	
<p><b>View Team Assignment Grades</b></p>	<p>The Grades link is in class navigation. While the Grades tab does connect to assignments and may show points and scores, Skyward will still be the most accurate source for grade reporting for LWSD students and teachers.</p>	



# MICROSOFT CLASSROOM TEAMS PARENT/GUARDIAN GUIDE

FAMILY & GUARDIAN COMMUNICATION		
<b>Accessing Class information in OneNote Class Notebook</b>	<p>Families and guardians can access the Class Information section of the OneNote Class Notebook by clicking a special link shared by the teacher at the beginning of the term.</p> <ul style="list-style-type: none"> <li>Teachers will use the Class Information to provide up-to-date information and content related to their class.</li> </ul>	
FAQ & TROUBLESHOOTING		
<b>Student Privacy</b>	<p>Classroom Team sites are only for teacher-to-student interaction and contact. Parents should not interact with teachers or students through Classroom Teams. Parents and guardians should talk with their students about joining video meetings before they occur. Here are a few talking points:</p> <ul style="list-style-type: none"> <li>Discuss where students will be located while participating in a video meeting and who might be visible on camera.</li> <li>Remind students to wear school-appropriate attire.</li> <li>Remind students to turn off their camera and mute their microphone prior to joining meetings.</li> <li>Let your students know if you do not want them to turn on their camera.</li> </ul>	
<b>Additional Resources</b>	<p><b>LWSD Family Resources:</b></p> <ul style="list-style-type: none"> <li><a href="#">Classroom Teams Support</a></li> <li>Parent/Student Support email: <a href="mailto:ftaccess@lwsd.org">ftaccess@lwsd.org</a></li> <li>Parent/Student Support Helpline: (425)936-1322</li> </ul>	<p><b>Microsoft Resources:</b></p> <ul style="list-style-type: none"> <li><a href="#">Microsoft Teams Support Center</a></li> </ul>