

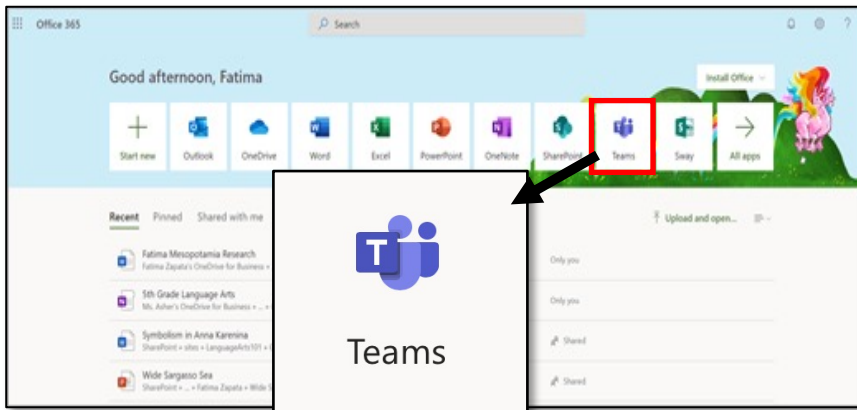
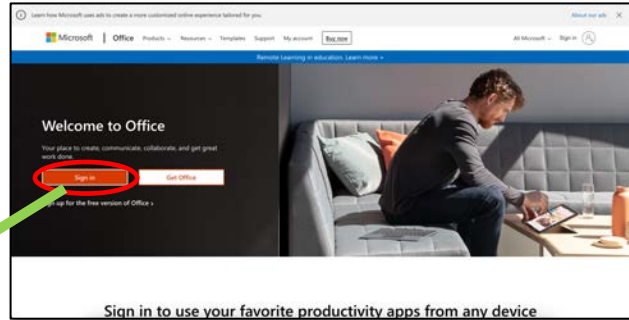
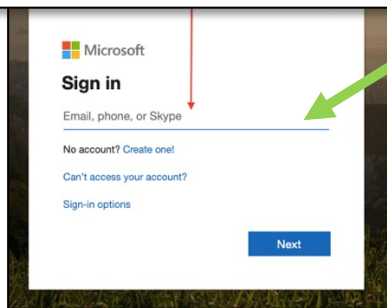
For Students and Parents: Join Teams

OFFICE 365 DESKTOP

(viewed in your Internet Browser)

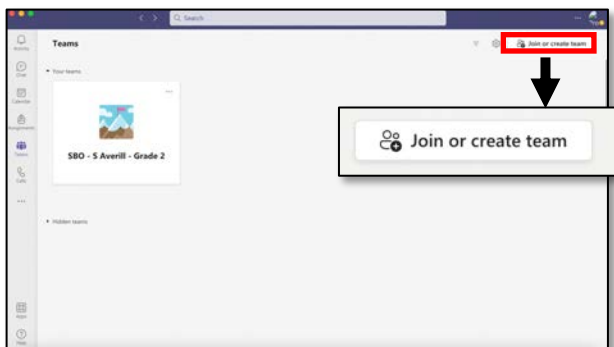
1. Sign in to your Class Team on any device at office.com using your schools ID and password.

First initial last name last 4 digits of
PUPIL # @langleyschools.ca

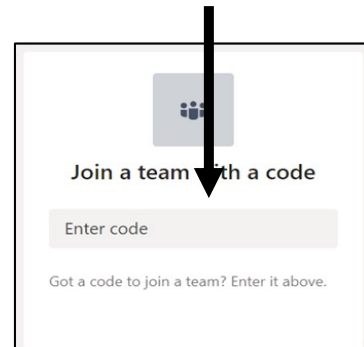


2. From your office.com homepage, click on the **Teams** icon.

3. In the upper right corner, click on the Join or create team button



4. Your teacher will send you a code to join the Class Team. Enter the code here.



For Students and Parents: Join Teams

MICROSOFT TEAMS DESKTOP

Your child may have more than one Team. Each Team will all appear as squares on the Teams list.

Available Teams will display with an icon and Teams name. Click on the name to open a Team

Team Tiles: Each square = a Class Team

On the left menu bar, click Teams to access the Teams list.

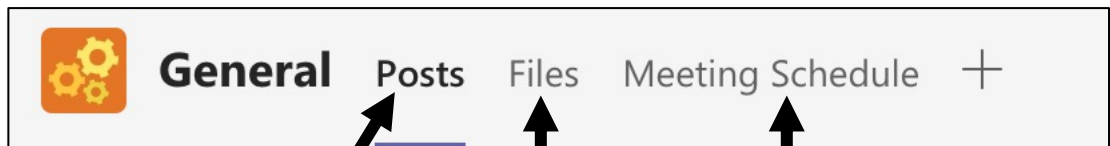
The screenshot shows the Microsoft Teams desktop application. The left sidebar contains icons for Activity, Chat, and Teams (highlighted with a red box). The main area displays a grid of team tiles, each with an icon and a name: Physical Science, Algebra, Language Arts, World History, Intro to Ecology, Communications, Chemistry 301, Drama Club, Group Project for World History, and Chemistry 301 Spring Project. A red dashed arrow points from the Teams icon in the sidebar to a separate Teams icon and name. A black arrow points from the 'Chemistry 301 Spring Project' tile to a text box explaining that each square represents a class team.

For Students and Parents: Communicating in Teams

CHANNEL MENU BAR

(Located above the canvas inside a Team)

Every class has a main discussion area, the **General** channel. Your teacher will create more channels to organize projects, topics, and more.



Start and reply to all conversations.
Everyone in the Team sees

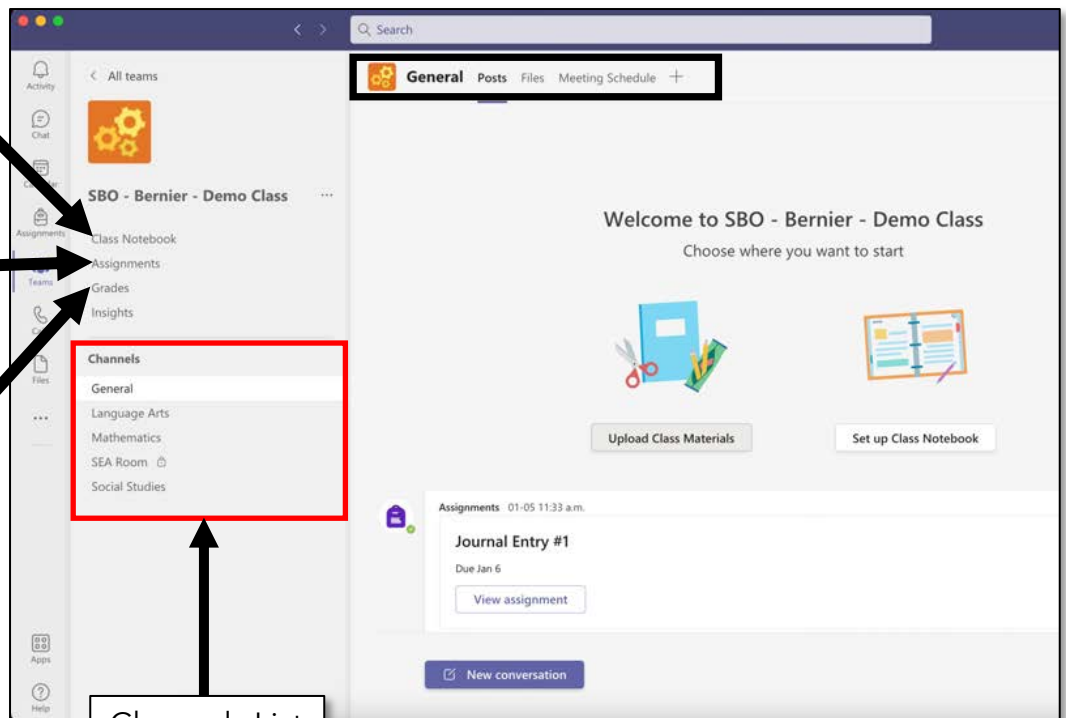
Shared documents and files for projects

Class calendar (teacher enables based on class need)

Collaboration and notetaking space (teacher uses depending on class need)

View and turn in assignments ((teacher uses depending on class need)

Get your Grades (teacher uses depending on class need)



Channels List

For Students and Parents: Navigating in Teams

TEAMS MENU BAR

(Located on the left side of the Teams desktop)

Click the ACTIVITY icon to see your FEED

The ACTIVITY Feed will show you your:

1. @mentions in Chat
2. Team Notifications
3. Assignment status (if applicable)

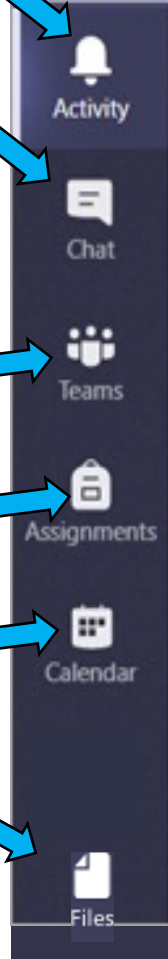
Click to switch between channel and CHAT with specific people. **! NOTE:** Chats cannot be deleted and are archived. Remember this is your classroom, speak respectfully to others! **!**

Click to see all your TEAMS

View ASSIGNMENTS (not all classes will use this function)

View your CALENDAR for due dates and class events

View your recent and OneDrive FILES



Feed



- Assignments mentioned** 3/18
 Physical Science
 Physical Science > General
 Assignment due date has been changed.
- Cara added you to** 3/16
 Chemistry 301
- Missed call from Cara** 3/15
 Unknown number
- @ Cara mentioned you** 3/14
 Chat with Cara
 Adele Vance Sure. I'll be available starting ...

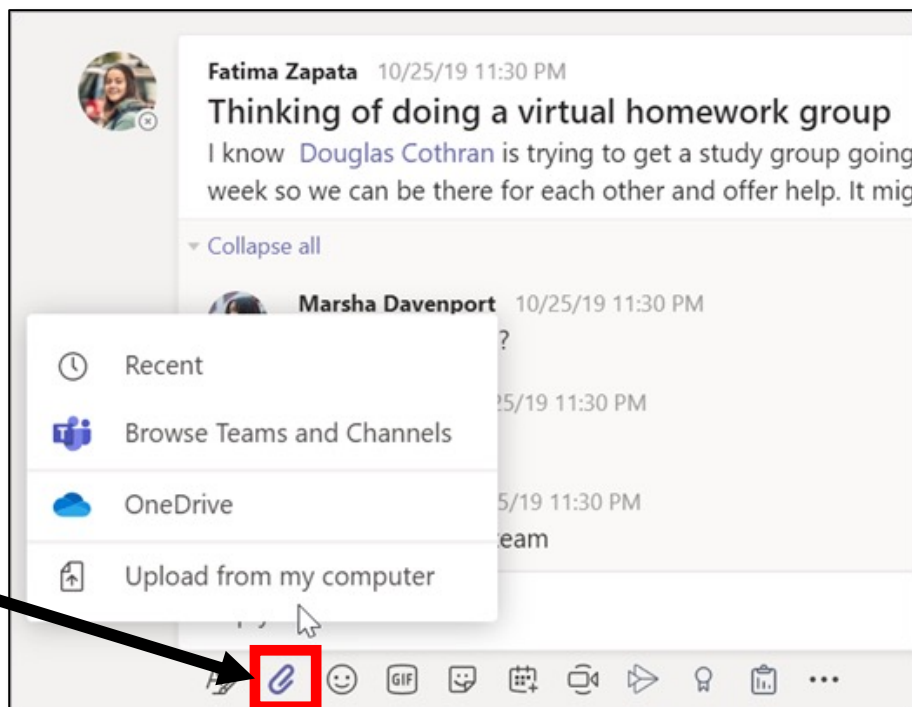


WORKING WITH FILES

To share a File in a Channel POST or CHAT

To Attach a File:

1. Click .
2. Choose the File you'd like to share.
3. Include a message if you want, then click .



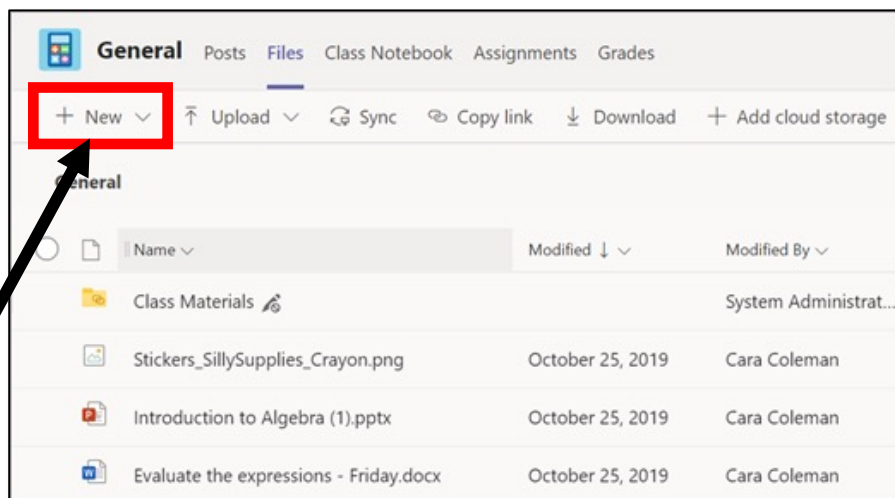
Find or create Files

See all files that you, your teacher, and your classmates have shared in the channel. Your teacher may add read-only material to supplement assignments.

In Files, you can create new

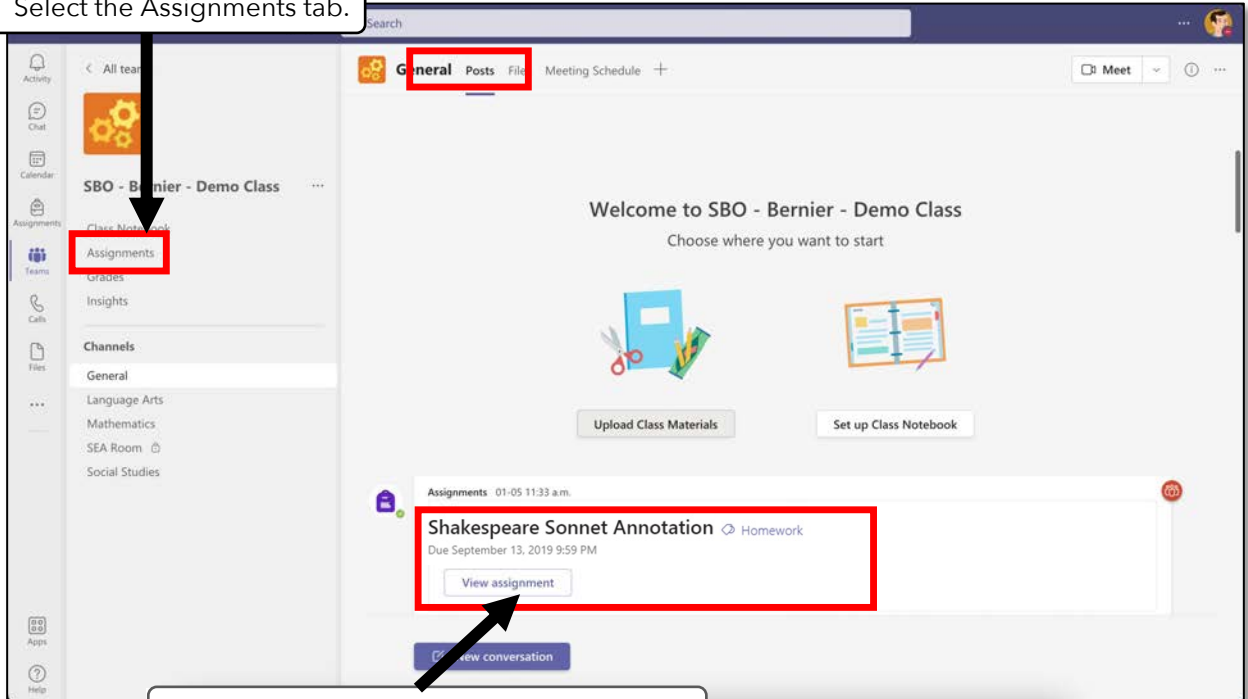


by clicking

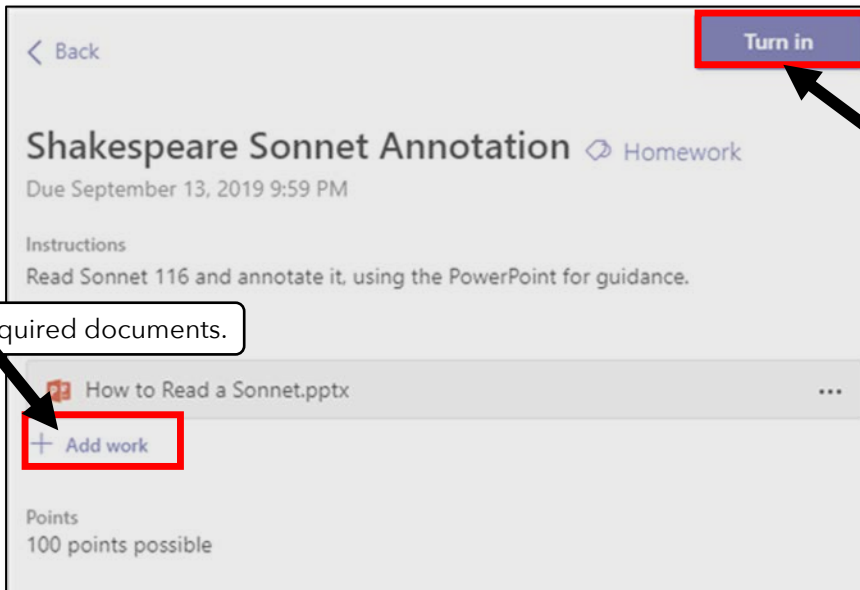


HAND IN COMPLETED ASSIGNMENTS

1. Select the Assignments tab.



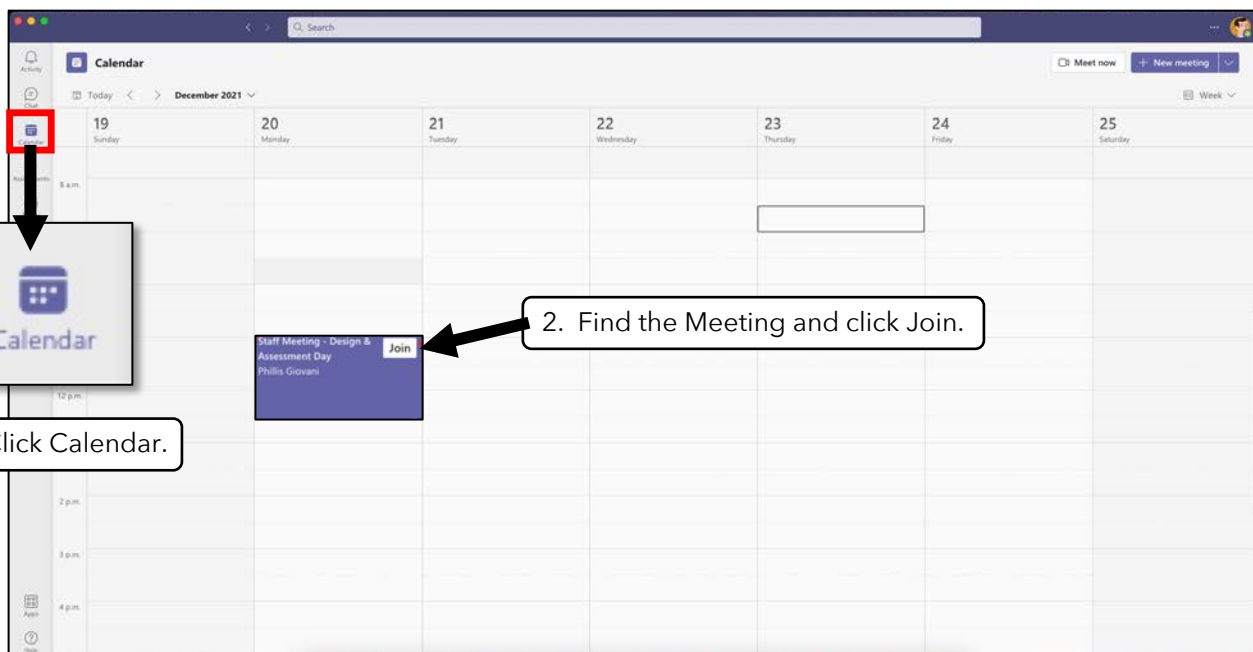
2. Select View Assignment to view details.



3. Attach any required documents.

4. Click Turn in.

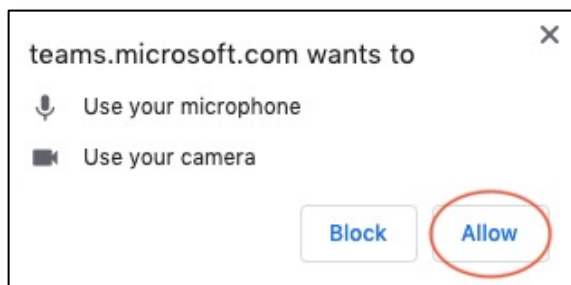
JOIN A CALENDAR MEETING



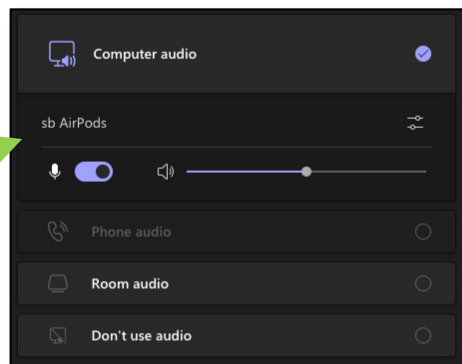
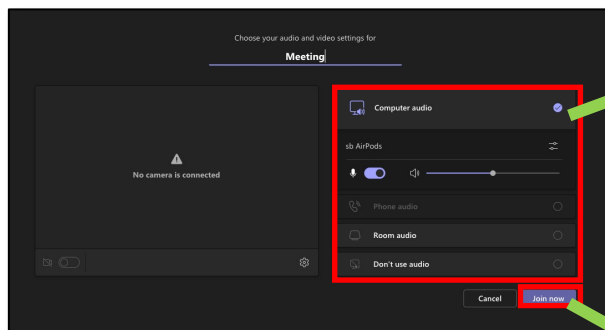
1. Click Calendar.

2. Find the Meeting and click Join.

3. Click Allow



4. Make adjustments to audio before joining. The teacher may have muted your mic and turned off video before you enter the room.



Join now

5. Tap Join Now to enter the meeting.