

Microsoft 365 - Teams



1. Open Chrome
2. In address bar type - office.com
3. Sign in - Your Student ID (as indicated below in screenshot) followed by @tootps.vic.edu.au
4. password – Student name with first letter capitalised
e.g. MOR0012@tootps.vic.edu.au PW - Billy
5. Open teams click use the web app instead
Go to teams at left of screen then click your grade



Note: Teams and OneNote are also apps that can be downloaded on all devices.



To be in readiness for Term 2, please login to Office 365 and Teams to make sure your home internet service is capable of using the program.

Distance learning with Office 365: Guidance for parents and guardians

Your student's learning can happen anywhere with Office 365 online. Get to know our tools made to support learners of all ages and abilities, and see how your child's core subjects and class discussions can happen with support from Microsoft Education.

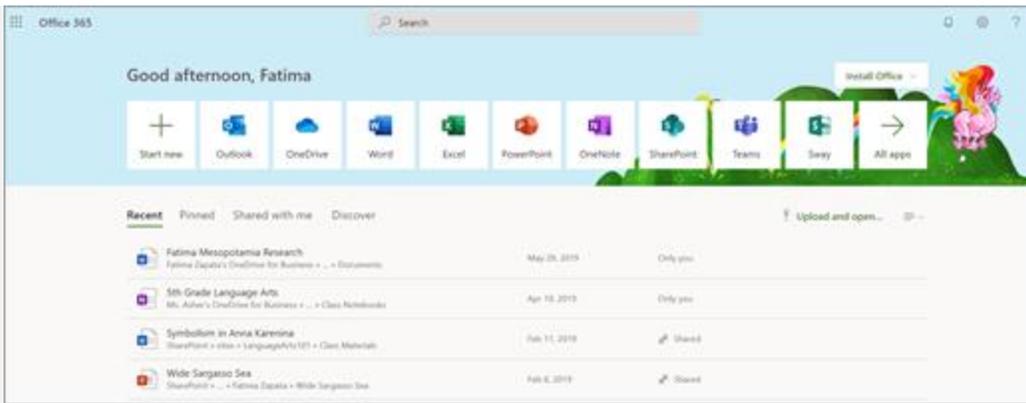
Protecting your student's data is always Microsoft's top priority. Read more [here](#) about privacy in Office 365 apps.



Note: The guidance below is meant to introduce some of the many possibilities for students learning remotely using Office 365. Your student's school may determine different app settings than those referenced below, and their teachers may use Office 365 in different ways that work for their class.

What does my student need to sign in to their Office 365 account?

Any student with an eligible school email can access Office 365 for free. Students can log into their school accounts at Office.com, where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser, or select **Install Office** to download the desktop versions to their device (download capability may vary depending on the device your child is using).



What are the best devices for my student to use with Office 365?

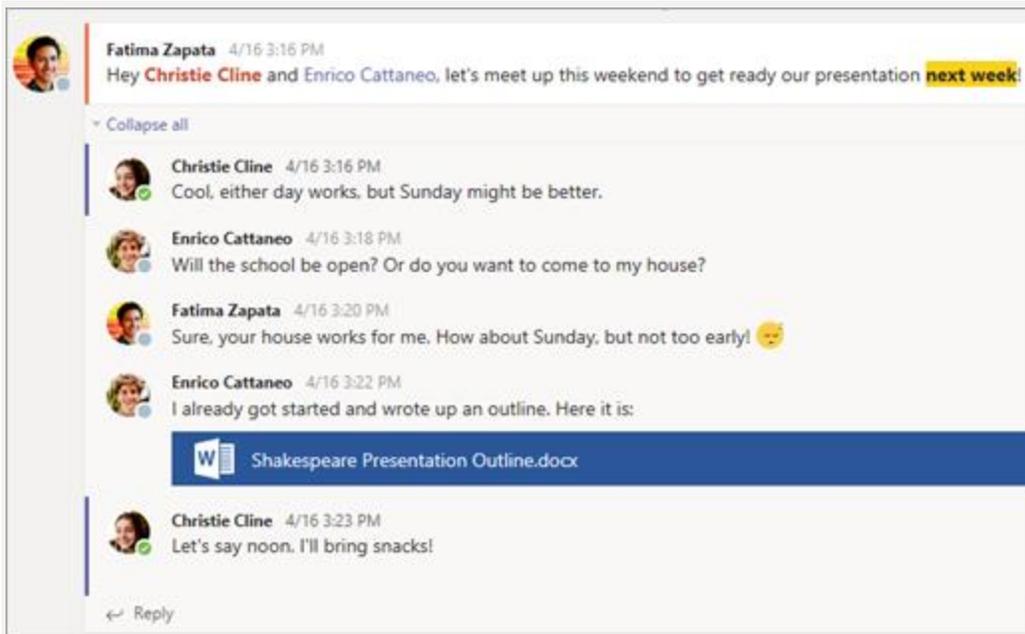
Explore [a range of versatile Windows devices](#) where your student can leverage Office 365 Education for their learning. You can also check out these tips to make sure your student's devices—from their [computers and tablets](#) to the [mouse and keyboard](#)—stay clean and safe!



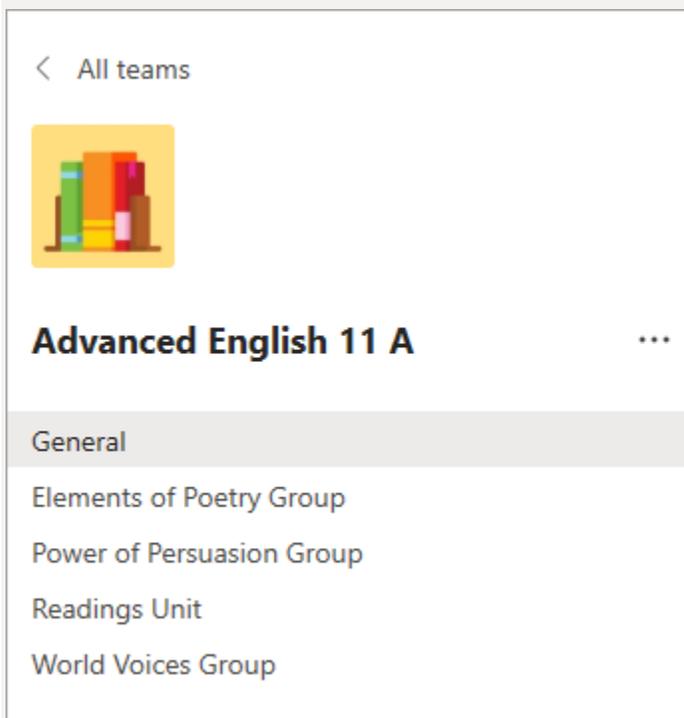
How will my student communicate with their teachers and classmates?

Using Teams! Teams is an online classroom hub, where your student can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, your student can also make video calls.

Tip: Read more with your student about [communicating in Teams](#).



Each of your student's classes (if they have more than one) gets its own team, which is set up by a teacher or an IT Admin.



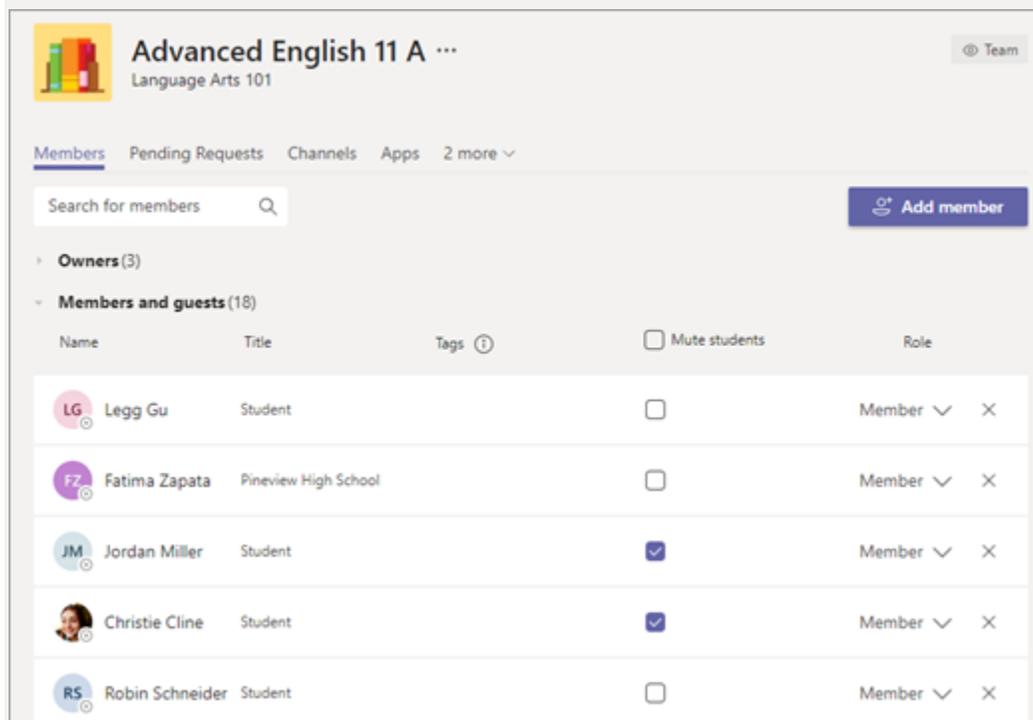
How does my student join a team? How do they know if they're part of their class' team?

Different schools and teachers may manage the Teams setup process differently. To explore Teams and see the class teams they're in, your student can sign in to their school Office 365 account at [Office.com](https://office.com) and select the Teams app. Students will also receive an email notification when they've been added to a team.

How is my student's communication and activity monitored in Teams?

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for students to build and practice digital citizenship alongside their academic learning.



The screenshot shows the 'Members' tab of a Microsoft Teams channel named 'Advanced English 11 A'. The channel is categorized as 'Language Arts 101'. Below the search bar, there are two sections: 'Owners (3)' and 'Members and guests (18)'. A table lists the members with columns for Name, Title, Tags, Mute students, and Role. The 'Mute students' column has checkboxes, with Jordan Miller and Christie Cline checked. The 'Role' column shows 'Member' for all listed members, with a dropdown arrow and a close button (X) next to each name.

Name	Title	Tags	Mute students	Role
LG Legg Gu	Student		<input type="checkbox"/>	Member
FZ Fatima Zapata	Pineview High School		<input type="checkbox"/>	Member
JM Jordan Miller	Student		<input checked="" type="checkbox"/>	Member
Christie Cline	Student		<input checked="" type="checkbox"/>	Member
RS Robin Schneider	Student		<input type="checkbox"/>	Member

Is Teams simply a chat app, or can my student study, work, and complete assessments there as well?

With the **Assignments** app built right into Teams, your student can see work their teachers have assigned them, submit that work, and see their grades and feedback.

Tip: Learn more with your student about [collaborating and creating great work in Teams](#).

Search or type a command

All teams

Advanced English 11 A

General

Power of Persuasion Group

3 hidden channels

General

Posts Assignments 3 more +

Upcoming

Assigned (4)

- Reading Reflection #8
Due September 5, 2019 9:59 PM
- Chapters 14-18 Review [Review](#)
Due September 20, 2019 9:59 PM
- My Sonnet
Due October 4, 2019 11:59 PM
- World Voices Essay #1 Outline
Due November 8, 2019 11:59 PM

ft Teams

Search or type a command

Quotation Marks and Dialogue.docx

Edit Close

Quotation Marks and Dialogue

Tip: Put quotation marks around a direct quote at the beginning or end of a sentence.
Example: "Very funny," thought Adah.

Tip: Put quotation marks around a direct quote in the middle of a sentence.
Example: The cow said, "Moo!" and walked back into the barn.

Tip: Put quotation marks around a broken quote.
Example: "Because of the unexpected heat wave," the teacher announced, "the annual snowman contest was canceled."

Tip: For every new speaker, begin a new line.
Example: "I can't believe I won!" said Javiera.
Example: "I know! What a shock," replied Guy.

Tip: Put commas and periods INSIDE quotes.
Example: "Waking up early is not easy!" said Adah.

Tip: Capitalize the first letter of spoken dialogue.
Example: Adah said, "My view is great!"

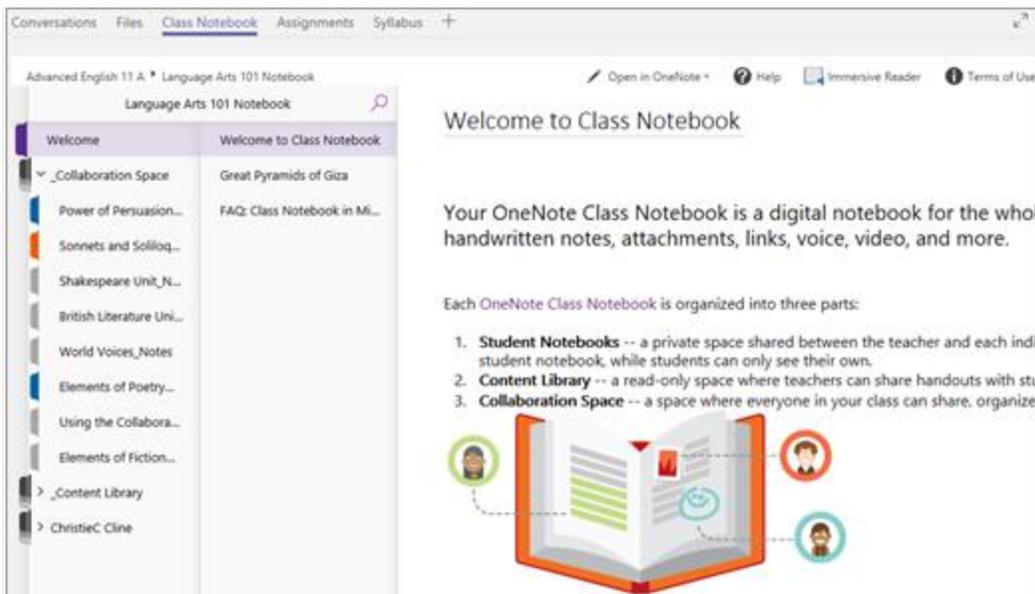
1 of 2

Ms. Asher 4:17 2017 PM
A few helpful resources for group work can be found here:
[Quotation Marks a...](#)

4:19 PM
Hey Enrico, did you see this one?
That's the one I meant.

Reply

For other ongoing work, every class team has a **Class Notebook**, where your student has their own private notebook space to take notes, reference resources, and even practice math equations!

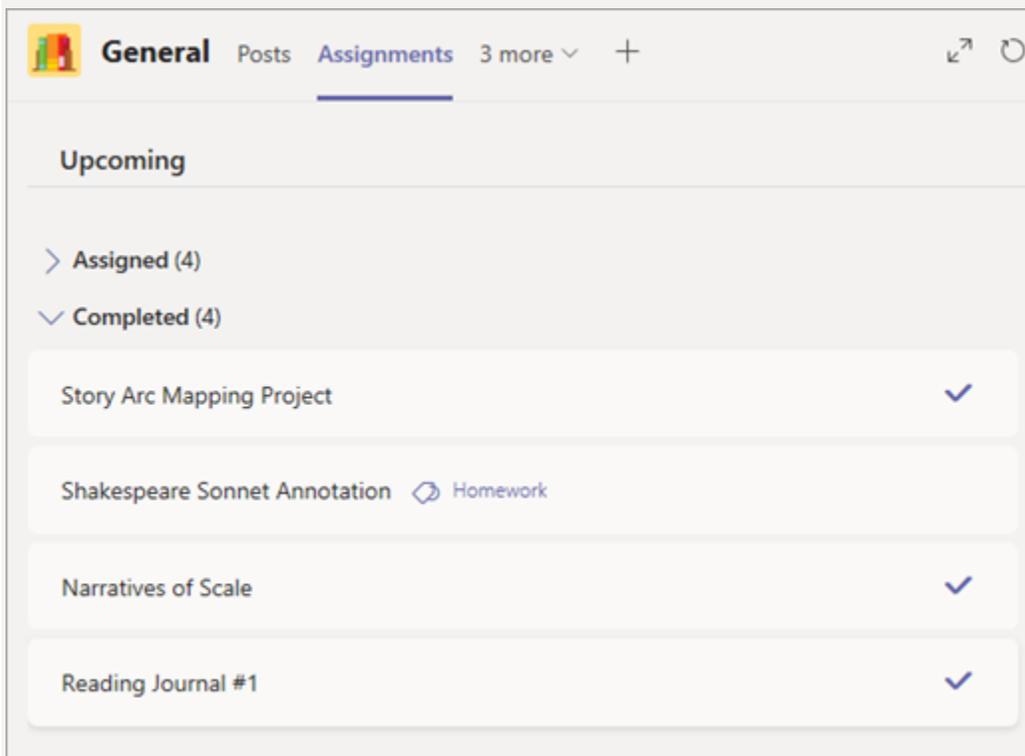


Students can find both **Assignments** and **Class Notebook** as tabs in the **General** channel of each of their class teams.

How does my student turn in assignments using Teams? Can they check their grades in Teams?

Students can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**.

Students can read more [here](#) about keeping track of and turning in assignments.



[← Back](#)
Turn in

Shakespeare Sonnet Annotation ↻ Homework

Due September 13, 2019 9:59 PM

Instructions
 Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

My work

PP How to Read a Sonnet.pptx ⋮

[+ Add work](#)

Points
 100 points possible

Students can see grades for their assignments, too! In the same **General** channel where they'll find their **Assignments** and other essential tabs, your student can select **Grades** to see their points on past work. [Read more](#) about how students can navigate their grades.

Garcia, Emma

2 parents/guardians receive weekly summary. [View](#)

Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

Where can my student access help on how to best use Microsoft Education tools?

Students have a help center made just for them! From covering the basics of using Teams all the way to project ideas, this [student help center](#) is all about showing students how they can leverage Office 365 for their learning, engagement, and creativity.

Student help center

Office 2019, Office 2016, Sway



Check it out.

We've pulled together support that can help spark your creativity and launch your best work yet. Whether you use these Microsoft tools already, or it's your first time diving in, we hope to see you – and your bright ideas – around again soon.

Other than communicating with my student's teachers, how can I get updates on my student's class activity?

Your student's teachers can set up Teams to send weekly emails to be sent to you covering the status of their assignments that week.

Weekly Assignment Summary

November 8, 2019

Here's a summary of assignment updates for Lilly from last week and a peek at upcoming due dates.

Previous week: Nov 2 – Nov 8

Turned in  4 Not turned in  2

Physical Science 9A

Shai Pinhas

Unit 1 Lab

Turned in • Due November 6



Art 1B

Giovanni Madrid

Surface Explorations Project

Not turned in • Due November 5



Glaze final project

Turned in • Due November 6



15 minute speed sketch

Turned in • Due November 7



Physical Education

Haasini Madhunapantula

Dietary Journal: Log nutrients for 3 meals

Not turned in • Due November 5

