

Niagara Falls City School District



Preparatory Distance Learning Handbook

630 66th Street
Niagara Falls, NY 14304
(716) 286-4211

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Philosophy

Learning For All ... Whatever It Takes

Vision

The vision of the Niagara Falls City School District is to be a world-class quality organization educating all students for life

Mission

The mission of the Niagara Falls Board of Education is to guarantee educational excellence by creating strategic goals which we will monitor, analyze, assess and evaluate utilizing the quality process and ensuring customer satisfaction

Schools Contact Information

School	Principal	Phone
79th Street Elementar	Sheila Smith	716-278-7900
Harry F. Abate Elementary	Lynne Tompkins	716-278-7960
Cataract Elementary	Stanley Wojton	716-278-9120
Hyde Park Elementary	Gerald Orfano	716-278-7980
Henry J. Kalfas Elementary	Carrie Buchman	716-278-9180
Geraldine J. Mann Elementary	Italo J. Baldassarre	716-278-7940
Maple Avenue Elementary	Jeffrey Showers	716-278-9140
Niagara Street Elementary	Rocco Merino	716-278-5860
Gaskill Preparatory School	Derek Zimmerman	716-278-5820
LaSalle Preparatory School	Kathleen Urban	716-278-5880
Niagara Falls High School	Cynthia Jones	716-278-5800

Attendance Recording – Preparatory

Hybrid Learning Model

Attendance is taken by teachers in traditional manner when students are in school (assigned days of the week)

Wednesdays (synchronous instruction):

- **Period Attendance:** Students who participate in the live virtual sessions are considered present for the class. Those students who do not log in to the class are marked absent. If a student is present, but does not participate fully (logs on late, logs off early, etc.), the teacher should insert the code **PLP – Present, Lacking Participation*** in PowerTeacher for the student's period attendance.
- **Daily Attendance:** During the attendance reconciliation time block, homebase teachers will review students' period attendance to record homebase (daily) attendance. If a student attends at least one class, he/she is considered present for the day.
- Teachers should use the procedure established by the school principal for reporting students who are frequently absent, either from school or classes.

Asynchronous instructional days (Mon./Tues. or Thurs./Fri.) –

- Students learning asynchronously from home are marked present in PowerTeacher on their designated days (default setting).
- Teachers will reconcile **period attendance** on Wednesdays for both hybrid instructional group for the previous week before 2pm. If no asynchronous assignments from at home learning days were returned/completed by the end of the reconciliation day, the teacher should update the student record in PowerTeacher to record the student as absent for the class. **The PLP* code may be used for period attendance on Asynchronous days.**
- During the **daily attendance** reconciliation time block, homebase teachers will review students' period attendance for each day to record homebase attendance. If students attend at least one class on a given day, they will be considered present for the day.

**PLP denotes that the student has met the minimum State requirement for daily attendance, but his/her participation is poor and could lead to poor achievement*

Remote Academy and Full Distance Learning Model*

****Full Distance Learning pupils would be those learning remotely on a temporary basis due to a short term school or District closure***

Monday - Friday (synchronous instruction which follows the typical school day schedule, periods 2 - 8):

- **Period Attendance:** Students who participate in the live virtual sessions are considered present for the class. Those students who do not log in to the class are marked absent. If a student is present, but does not participate fully (logs on late, logs off early, etc.), the teacher should insert the code **PLP – Present, Lacking Participation*** in PowerTeacher for the student's period attendance.
- **Daily Attendance:** During homebase on the following day, teachers will review students' period attendance to record homebase (daily) attendance. If a student attends at least one class, he/she is considered present for the day.
- Teachers should use the procedure established by the school principal for reporting students who are frequently absent, either from school or classes.

**PLP denotes that the student has met the minimum State requirement for daily attendance, but his/her participation is poor and could lead to poor achievement*

Attendance Teams

School Attendance teams will work daily to identify students that are not attending school/participating in remote learning and will make phone calls home to encourage attendance and address distance learning needs of students and families. Each school principal and START Team will develop a process for collecting student participation data and is responsible for providing interventions as needed.

Methods of Instruction

Synchronous Instruction	Asynchronous Instruction
<ul style="list-style-type: none">• Students will meet <i>virtually</i> with teachers who will provide real-time instruction.• Students and teachers meet at a specific time, based on the academic schedule provided.• Teachers will utilize the <i>Meet Now</i> function in Microsoft Teams to provide instruction to students.• Students are always expected to be present and engaging with the teacher throughout the lesson and complete all assignments, assessments, and/or exit slips as directed	<ul style="list-style-type: none">• Teachers will post lessons/resources for students to access and complete on their own time• All lessons/resources will be posted on the teachers Microsoft Team for that course• Students will be given a time frame during which they need to complete the assigned work• Students must complete exit slips or other assigned work for each lesson to show that they have completed the lesson, student work will be utilized for verifying student attendance.

It is recommended that teachers record and post all live lessons for students and parents to review and reference as need. Doing so should result in fewer parent and student inquiries regarding missed content.

All teachers are expected to use **Microsoft Office Teams** to deliver synchronous and asynchronous instruction. Teachers may continue to maintain a webpage for the following:

- Teacher contact information and regular Office Hours
- Reminders and miscellaneous messages
- Directions for accessing Microsoft Teams and similarly helpful documents
- Guidance for messaging teachers and reasonable response times
- District Technology Help resources, Forms, videos, etc.

Expectations for asynchronous instruction:

- All asynchronous instruction and assignments should be provided through Microsoft Teams (NOT paper packets/worksheets)
- Teachers shall create a combination of prerecorded lessons and assignments/projects for students to access on asynchronous learning days
 - Prerecorded lessons may be introduction to new content or review, and prepared using a variety of technology tools including Nearpod, Microsoft Stream, PowerPoint, etc.
 - For some courses digital text resources allow teachers to create and assign lessons to students
- ***PLEASE NOTE:*** In order to verify asynchronous attendance, teachers need to embed an exit ticket and/or assignment that students will return to the teacher for EACH lesson

Online Learning Platform

The Niagara Falls City School district has adopted the **Microsoft 365** online platform to manage remote student learning, teacher workflow, and increase communication throughout the community. For information on how to access and work within the platform please see the Reference Pages at the end of the handbook

Approved Online Resources

To best serve our customers, parents and students, remote online resources should be kept to a minimum. This ensures that adequate technology support and training can be provided to students, families, and teachers, resulting in equitable access to instruction.

TECHNOLOGY RESOURCES FOR GRADES 6-8																
		REQUIRED CORE RESOURCES FOR SYNCHRONOUS INSTRUCTION					ADDITIONAL RESOURCES									
GRADE	SUBJECT	MICROSOFT TEAMS	Nearpod	Reach (Special Education Classes Only)	Amplify ELA	MY HRW	Class Dojo (Class Management & Communication Tool)	Remind (Phone App for Communication)	FlipGrid	Reading Plus - ELA AIS	Brain Pop/ Brain Pop Jr	Symbaloo	Digital Textbook Resources	Moby Max	Achieve 3000 KidBiz or TeenBiz	Castle Learning
6TH GRADE	ELA	X	X	X	X		X	X	X		X	X	X	X	X	X
	MATH	X	X			X			X		X			X		X
	SCIENCE	X	X						X		X			X		X
	SOCIAL STUDIES	X	X						X		X			X		X
7TH GRADE	ELA	X	X		X		X	X	X	X	X	X	X	X	X	X
	MATH	X	X			X			X		X			X		X
	SCIENCE	X	X						X		X			X		X
	SOCIAL STUDIES	X	X						X		X			X		X
8TH GRADE	ELA	X	X		X		X	X	X	X	X	X	X	X	X	X
	MATH	X	X						X		X			X		X
	SCIENCE	X	X						X		X			X		X
	SOCIAL STUDIES	X	X						X		X			X		X

Academic Schedules

Hybrid Schedules

The NFCSD Hybrid Instructional Model promotes social distancing by limiting the number of students in a school building to 50% of total capacity each day and provides time to ensure that school buildings can be deep cleaned between cohorts. The model divides students into two groups (i.e. Blue and Gold) with approximately 50% of enrolled students in each group. Blue will report to school for in-person instruction on Monday and Tuesday, receive live, virtual instruction on Wednesday, and complete prepared lessons and assignments online Thursday and Friday. Gold will complete prepared lessons and assignments online Monday and Tuesday, receive live, virtual instruction on Wednesday, and report to school for in-person instruction on Thursday and Friday. No students will be in school buildings on Wednesdays, to allow for deep cleaning between student groups. On Wednesday teachers will provide live, synchronous instruction to **all** students utilizing a predetermined schedule which includes office hours for assisting individual or small groups of students. Hybrid learning schedules can be found on pages: 17-21.

Full Distance Learning

If the NFCSD is required to pause in person student and staff attendance due to Covid-19, instruction will pivot to a full, five day a week Distance Learning Model. In the Full Distance Learning model, students receive a combination of live, synchronous instruction and asynchronous instruction. Distance Learning Schedules have been developed for each grade level and can be found on pages 22-33.

Remote Learning Academy Schedules

The Remote Academy is comprised of students whose families have opted to have them receive fully remote instruction. These students have been previously enrolled in the program and are required to attend synchronous instruction daily. Remote Academy Schedules have been developed for each grade level and can be found on pages 34-48.

Students with Disabilities & English Language Learners

Students with Disabilities: Co-teaching

The CSDCNF has moved to a co-teaching delivery model, wherein a general education teacher and special educator collaborate to provide differentiated instruction of grade level curriculum. Special educators follow District guidelines and processes for SDI (Specially Designed Instruction) and will continue to do so whether engaged in in-person or distance learning settings.

Expectations for Remote Instruction

ENL teachers and consultant special education teachers will, in both hybrid and fully remote learning models, be responsible for delivery of students' instructional services in accordance with IEP goals and mandated minutes in Commissioner's regulations. To accomplish this, ENL teachers and special educators will: (See Figure 1 next page)

- Join the general educator's instructional Microsoft Team and participate in live, synchronous instruction to the fullest extent possible
 - Co-present if planned (one teach/one support)
 - Monitor the student chat box, answer questions, repeat directions in type, and/or provide feedback while the general education teacher leads the lesson
- Create, within the general education teacher's Microsoft Team, a private channel for his/her students only. There, she/he will:
 - Modify assignments and provide other support documents
 - Video conference with students using **Meet Now** as needed for content review and support
 - Provide extra assistance/lesson support via the chat box
- Schedule consistent Office Hours during which students may contact the teacher for extra assistance

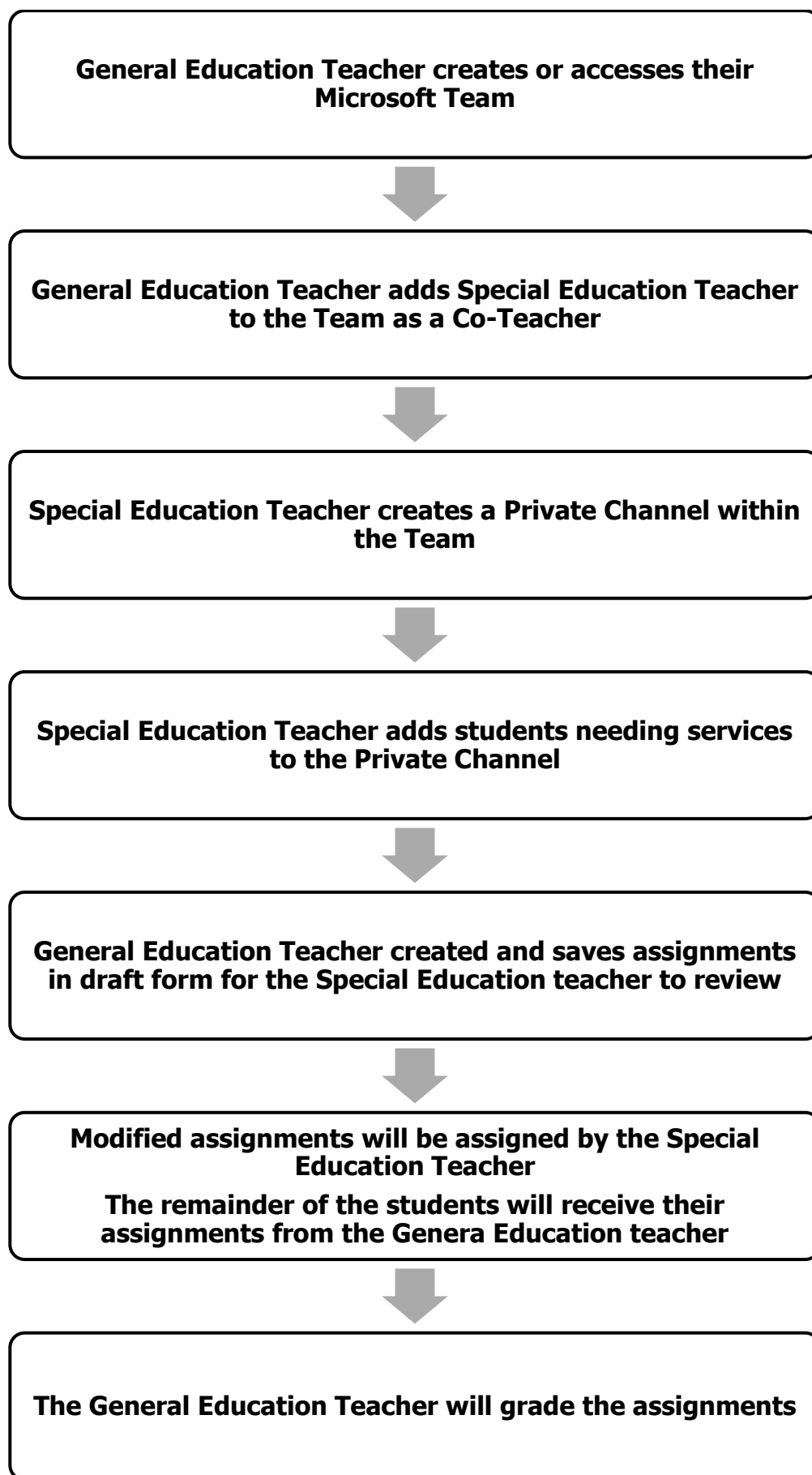
Special Considerations

- At the elementary level: Teachers should consult school principals who will create specific schedules for consultant and ENL teachers based on their caseloads and the classes in which they co-teach in
- CT teachers should ensure that progress monitoring is completed with applicable technology tools or available software, using office hours if needed
- CT teachers and classroom teachers may move in and out of the 6 models of co-teaching and adjust their use of technology to match each model.

Related Services

School psychologists, the central office Committee on Special Education, and therapists will reach out to families to schedule sessions.

Figure 1 – General Education-Special Education Teacher Workflow



The Arts

Due to the hands-on nature of Arts instruction, the development of instructional methods and topics for visual arts and music in a Distance Learning Model is a unique challenge. Teachers should consider what students learned in the prior grade level or course, and design enrichment experiences that require no materials, or simple items that can be found in most households. In the event the District must implement a full Distance Learning Schedule, Art and Music teachers in grades 7 and up will follow the leveled schedules and teach within their assigned periods. At the elementary level, art and music teachers will be assigned daily time periods during which to deliver synchronous instruction by grade level. Each daily lesson will be repeated three times to ensure all students on the teacher's roster can access it (see below).

Physical Education

Participation in physical activity is crucial for students' health and well-being, both physical and mental. Students should be participating in physical education under the direction of a certified physical education teacher regardless of the instructional model in play (Attendance at full capacity/Hybrid/Full Distance Learning). In the event the District must implement a full Distance Learning Schedule, PE teachers in grades 7 and up will follow the leveled schedules and teach within their assigned periods. At the elementary level, PE teachers will be assigned daily time periods during which to deliver synchronous instruction by grade level. Each daily lesson will be repeated three times to ensure all students on the teacher's roster can access it (see below).

Understanding that remote learning limits the menu of learning activities for students to engage in, PE teachers should use the District's technology platform (Microsoft Teams) to plan activities that may be done at home with no equipment or with items available in most households.

Mental Health Resources

Crisis Services 24-Hour Crisis Hotline
716-285-3519

National Suicide Prevention Lifeline
1-800-273-8255

Crisis Text Line
Text HOME to 741741

Kid's Helpline
716-834-1144
1-877-KIDS-400

The Trevor Project-a lifeline for LGBTQ youth under the age of 25
1-866-488-7386
Text START to 678678

NYS Domestic and Sexual Violence Hotline
1-800-942-6906

Hybrid Learning Schedules – Preparatory

LaSalle Preparatory School

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Blue</u> At school for in person instruction	<u>Blue</u> At school for in person instruction	ASP/Office Hours: (7:30-7:50)	<u>Blue</u> At home logging onto computer for asynchronous instruction	<u>Blue</u> At home logging onto computer for asynchronous instruction
		Period 2: (8:00-8:20)		
		Period 3: (8:30-8:50)		
		Period 4: (9:00-9:20)		
		Period 5/6: (9:30-9:50)		
<u>Gold</u> At home logging onto computer for asynchronous instruction	<u>Gold</u> At home logging onto computer for asynchronous instruction	Period 7: (10:00-10:20)	<u>Gold</u> At school for in person instruction	<u>Gold</u> At school for in person instruction
		Period 8: (10:30-10:50)		
		Lunch: (11:00-11:30)		
		Planning/ASP Meetings: (11:30-2:00)		
		Attendance Reconciliation (2:00-2:30)		

Hybrid Learning Schedules – Preparatory

Gaskill Preparatory School

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Blue</u> At school for in person instruction	<u>Blue</u> At school for in person instruction	ASP/Office Hours: (7:30-7:50)	<u>Blue</u> At home logging onto computer for asynchronous instruction	<u>Blue</u> At home logging onto computer for asynchronous instruction
		Period 2: (8:00-8:20)		
		Period 3: (8:30-8:50)		
		Period 4: (9:00-9:20)		
		Period 5/6: (9:30-9:50)		
<u>Gold</u> At home logging onto computer for asynchronous instruction	<u>Gold</u> At home logging onto computer for asynchronous instruction	Period 7: (10:00-10:20)	<u>Gold</u> At school for in person instruction	<u>Gold</u> At school for in person instruction
		Period 8: (10:30-10:50)		
		Lunch: (11:00-11:30)		
		Planning/ASP Meetings: (11:30-2:00)		
		Attendance Reconciliation (2:00-2:30)		

Full Distance Learning Schedule – Gaskill Preparatory (Grades 7 & 8)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Synchronous Learning:

Students and teachers meet at the assigned times

If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.

MONDAY, TUESDAY, THURSDAY, FRIDAY						WEDNESDAY
Schedule A		Schedule B		Schedule C		ASP/Office Hours: (7:30-7:50)
7:40-7:47	Homebase	7:40-7:47	Homebase	7:40-7:47	Homebase	Period 2: (8:00-8:20)
7:50-8:38	Period 1	7:50-8:38	Period 1	7:50-8:38	Period 1	Period 3: (8:30-8:50)
8:42-9:30	Period 2	8:42-9:30	Period 2	8:42-9:30	Period 2	Period 4: (9:00-9:20)
9:34-10:22	Period 3	9:34-10:22	Period 3	9:34-10:22	Period 3	Period 5/6: (9:30-9:50)
10:26-10:56	Lunch A	10:26-11:14	Period 4	10:26-11:14	Period 4	Period 7: (10:00-10:20)
11:00-11:48	Period 4	11:18-11:48	Lunch B	11:18-12:06	Period 5	Period 8: (10:30-10:50)
11:52-12:40	Period 5	11:52-12:40	Period 5	12:10-12:40	Lunch C	Lunch: (11:00-11:30)
12:44-1:32	Period 6	12:44-1:32	Period 6	12:44-1:32	Period 6	Planning/ASP Meetings: (11:30-2:00)
1:36-2:25	Period 7	1:36-2:25	Period 7	1:36-2:25	Period 7	Attendance Reconciliation: (2:00-2:30)

Full Distance Learning Schedule – LaSalle Preparatory (Grades 7 & 8)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Synchronous Learning:

Students and teachers meet at the assigned times

If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.

MONDAY, TUESDAY, THURSDAY, FRIDAY				WEDNESDAY	
7th Grade		8th Grade			
7:40-7:47	Homebase	7:40-7:47	Homebase	ASP/Office Hours: (7:30-7:50)	
7:50-8:34	ASP/ Office Hours	7:50-8:34	ASP/ Office Hours	Period 2: (8:00-8:20)	
8:37-9:27	Period 2	8:37-9:27	Period 2	Period 3: (8:30-8:50)	
9:30- 10:20	Period 3	9:30- 10:20	Period 3	Period 4: (9:00-9:20)	
10:23-11:13	Period 4	10:23-11:13	Period 4	Period 5/6: (9:30-9:50)	
11:16-11:46	Period 5	11:16-12:06	Period 5	Period 7: (10:00-10:20)	
11:49-12:39	Period 6	12:09-12:39	Period 6	Period 8: (10:30-10:50)	
12:42-1:32	Period 7	12:42-1:32	Period 7	Lunch: (11:00-11:30)	
1:35- 2:25	Period 8	1:35- 2:25	Period 8	Planning/ASP Meetings: (11:30-2:00)	
				Attendance Reconciliation: (2:00-2:30)	

REMOTE ACADEMY Learning Schedule – Gaskill Preparatory (Grades 7 & 8)

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Synchronous Learning:

Students and teachers meet at the assigned times

If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.

MONDAY, TUESDAY, THURSDAY, FRIDAY						WEDNESDAY
Schedule A		Schedule B		Schedule C		ASP/Office Hours: (7:30-7:50)
7:40-7:47	Homebase	7:40-7:47	Homebase	7:40-7:47	Homebase	Period 2: (8:00-8:20)
7:50-8:38	Period 1	7:50-8:38	Period 1	7:50-8:38	Period 1	Period 3: (8:30-8:50)
8:42-9:30	Period 2	8:42-9:30	Period 2	8:42-9:30	Period 2	Period 4: (9:00-9:20)
9:34-10:22	Period 3	9:34-10:22	Period 3	9:34-10:22	Period 3	Period 5/6: (9:30-9:50)
10:26-10:56	Lunch A	10:26-11:14	Period 4	10:26-11:14	Period 4	Period 7: (10:00-10:20)
11:00-11:48	Period 4	11:18-11:48	Lunch B	11:18-12:06	Period 5	Period 8: (10:30-10:50)
11:52-12:40	Period 5	11:52-12:40	Period 5	12:10-12:40	Lunch C	Lunch: (11:00-11:30)
12:44-1:32	Period 6	12:44-1:32	Period 6	12:44-1:32	Period 6	Planning/ASP Meetings: (11:30-2:00)
1:36-2:25	Period 7	1:36-2:25	Period 7	1:36-2:25	Period 7	Attendance Reconciliation: (2:00-2:30)

REMOTE ACADEMY Learning Schedule – LaSalle Preparatory (Grades 7 & 8)

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Synchronous Learning:

Students and teachers meet at the assigned times

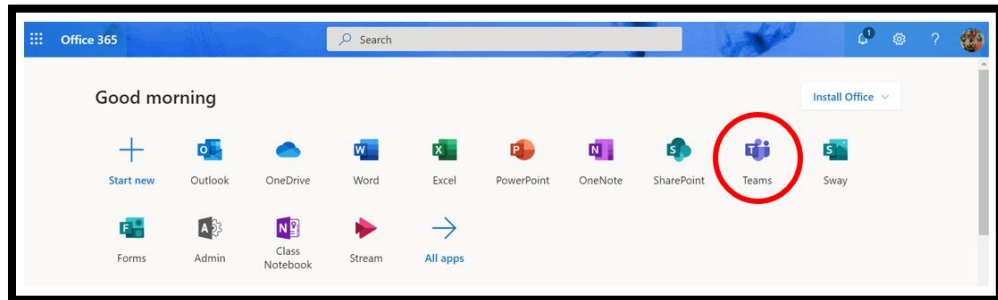
If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.

MONDAY, TUESDAY, THURSDAY, FRIDAY				WEDNESDAY	
7th Grade		8th Grade			
7:40-7:47	Homebase	7:40-7:47	Homebase	ASP/Office Hours: (7:30-7:50)	
7:50-8:34	ASP/ Office Hours	7:50-8:34	ASP/ Office Hours	Period 2: (8:00-8:20)	
8:37-9:27	Period 2	8:37-9:27	Period 2	Period 3: (8:30-8:50)	
9:30- 10:20	Period 3	9:30- 10:20	Period 3	Period 4: (9:00-9:20)	
10:23-11:13	Period 4	10:23-11:13	Period 4	Period 5/6: (9:30-9:50)	
11:16-11:46	Period 5	11:16-12:06	Period 5	Period 7: (10:00-10:20)	
11:49-12:39	Period 6	12:09-12:39	Period 6	Period 8: (10:30-10:50)	
12:42-1:32	Period 7	12:42-1:32	Period 7	Lunch: (11:00-11:30)	
1:35- 2:25	Period 8	1:35- 2:25	Period 8	Planning/ASP Meetings: (11:30-2:00)	
				Attendance Reconciliation: (2:00-2:30)	

Reference Guide for Teachers

RGT#1 – Organization of Microsoft Teams (1 of 3)

Using Microsoft Edge or the Google Chrome browser, log into your Office 365 account using your school computer login credentials. Then, select the Teams app - shown below

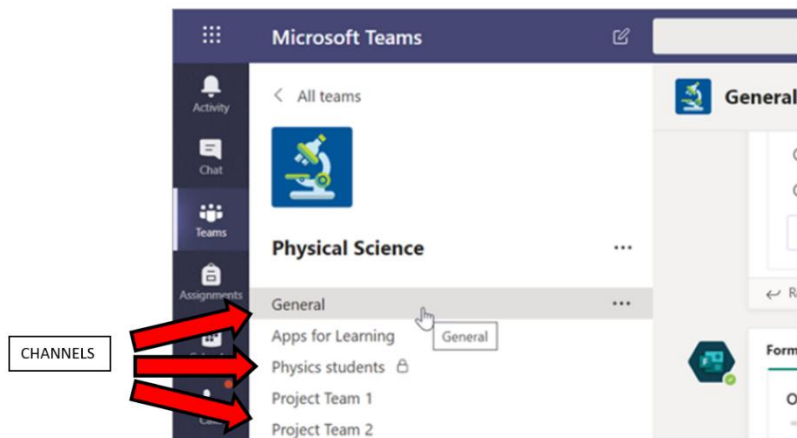
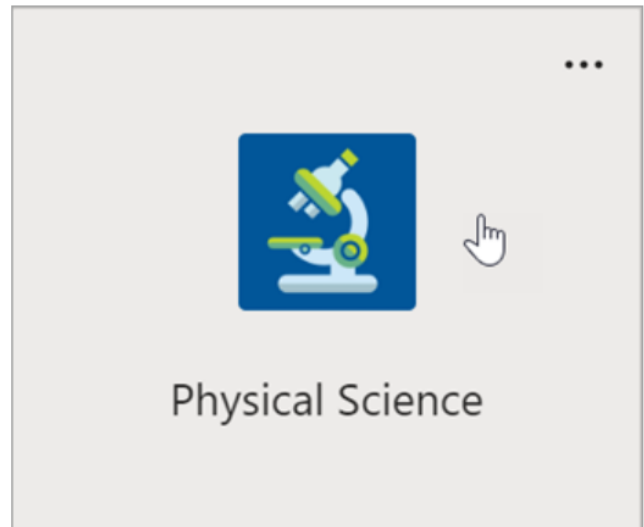


Click on the tile for your class team to see your channels.

Channels

Every class team comes with a **General** channel.

Channels organize all the files, conversations, and apps for a topic in one place. Channels can be created for group work, topics, units, and more.

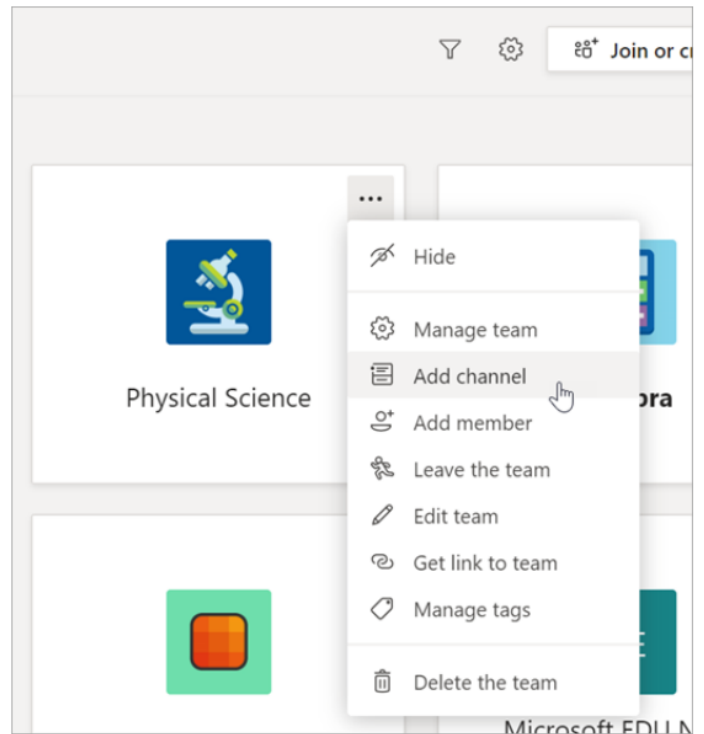


Reference Guide for Teachers

RGT#1 – Organization of Microsoft Teams Continued (2 of 3)

Add channels

1. To add a channel, select **More options** next to your class team's name, then **Add a channel**.
2. Enter a **Name** and an optional **Description** for your channel.
3. Choose whether you'd like your channel to be Standard or Private. Standard channels will be available to everyone. Private channels will only be available to students you choose.
4. **Check the box** to automatically show this channel in everyone's channel list.
5. Click **Add**.



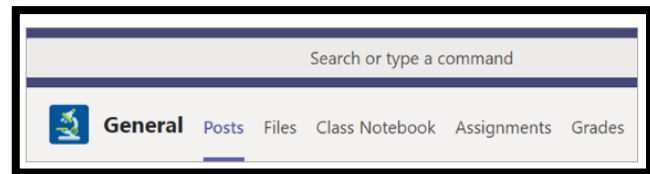
Reference Guide for Teachers

RGT#1 – Organization of Microsoft Teams Continued (3 of 3)

Tabs

Every channel has tabs. The General channel has these tabs:

- The Posts tab for all the messages in this channel.
- The Files tab to store all the files shared in this channel.
- The Class Notebook tab.
- The Assignments tab for creating assignments.
- The Grades tab for tracking student progress and grading.



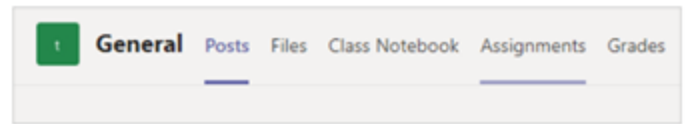
Tip: Add a tab to any channel by selecting **Add a tab** + .

Reference Guide for Teachers

RGT#2 - Creating an Assignment in Teams (1 of 2)

Create an assignment

1. Navigate to the **General** channel in your class team and select the **Assignments** tab.
2. Select **Create > Assignment**.



Add details to your assignment

The only thing your assignment requires to be saved is a title. All other fields are optional.

- Title (required)
- Choose [multiple classes](#) or [individual students](#) in one class to assign to.
- Add additional instructions
- Add resources. (See below.)
- Select a due date and time. (See below.)
- Points available
- Add a [grading rubric](#).
- Add a [category](#).

When you are finished, select **Assign**. To save this assignment as a draft, select Save.

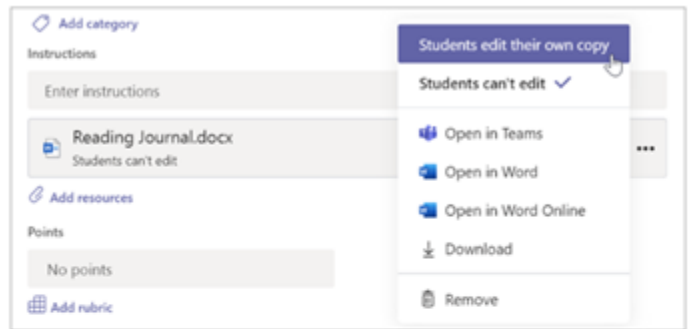
A screenshot of the 'New assignment' form in Microsoft Teams. The form has a title field with 'Reading Journal' entered. Below the title is an 'Add category' link. The 'Instructions' section has a text area with 'Enter instructions'. Below that is an 'Add resources' link. The 'Points' section has a 'No points' button and an 'Add rubric' link. The 'Assign to' section shows 'Ecology SA' and 'All students'. Below this is a note: 'Don't assign to students added to this class in the future. [Edit](#)'. The 'Date due' section shows 'Tue, Jun 2, 2020' and the 'Time due' section shows '11:59 PM'. At the bottom, it says 'Assignment will post immediately with late turn-ins allowed. [Edit](#)'. At the top right of the form are buttons for 'Discard', 'Save', and 'Assign'.

Reference Guide for Teachers

RGT#2 - Creating an Assignment in Teams Continued (2 of 2)

More on adding resources

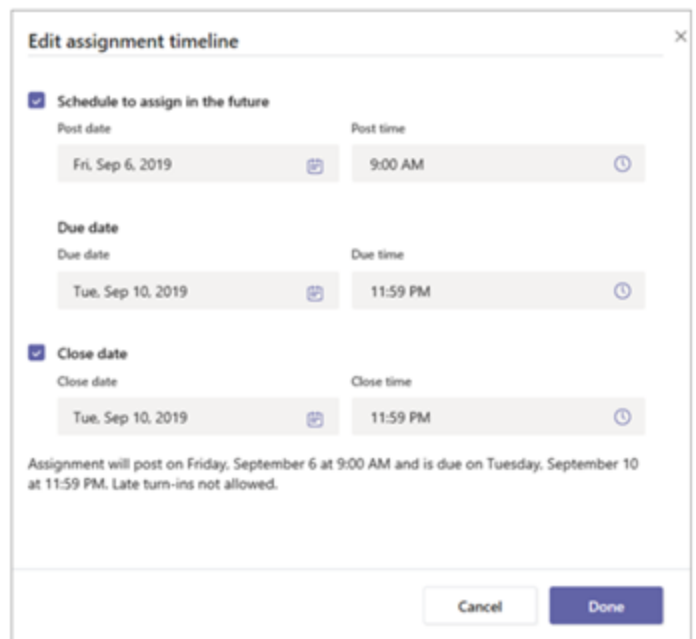
1. Select **Add resources** to choose an existing file or create a blank Office 365 document to assign to each student.
2. Select **Attach**.
 - The default for the file will be **Students can't edit**, which means the document is read-only. This is a great option for reference materials.
 - Select **More options** **...** > **Students edit their own copy** to distribute an identical document to each student to edit and turn in.



Choose assignment timeline

1. To adjust when an assignment is sent out or whether you'll accept late assignments, select **Edit** underneath the due date field.
2. Make your selections and click **Done**.

Note: By default, no close date will be selected, which allows students to turn in assignments late.



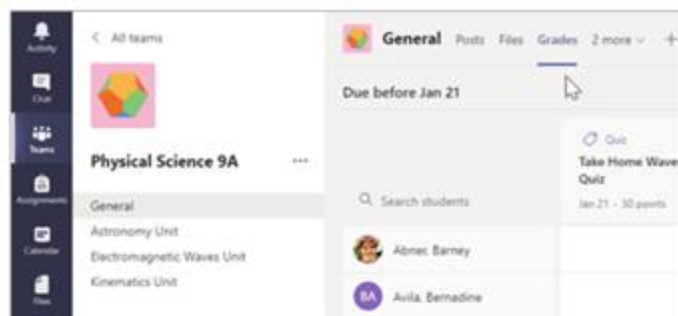
Reference Guide for Teachers

RGT#3 – Grading Assignments in Teams (1 of 3)

View grades

Track student progress and access grades in the Grades tab.

1. Navigate to **General** channel of your class team and select the **Grades** tab.



Assignments appear in rows and your students in a column. Assignments are ordered by due date, with the nearest date at the beginning. Scroll down or across to continue viewing assignments.

Your students' work will have different statuses:

Search students	Take Home Waves Quiz	Submit your project proposal	Create a study guide for Waves	Submit your project proposal
Abner Barney	0	33	33	33
Avila, Bernadine	0	33	37	37
Garcia, Berna	0	33	33	33
Hernandez, Evangelina	0	33	33	33
Jefferson, Diaz	0	37	37	37
Mendi, Raul	0	33	33	33
Morrison, Carlos	0	33	37	37
Noel, Ana	0	33	33	33
Remy, Dargen	0	33	33	33
Smith, Ryan	0	37	37	37
Taylor, Lindsey	0	33	33	33
Wiley, Carlos	0	33	33	33

- **Viewed** - The student has opened and viewed the assignment.
- **Turned in** - The student has turned in the assignment and work is ready to grade.
- **Returned or points** - When you've graded student work, the points assigned will show. You'll see Returned if the assignment doesn't have points.
- **Blank** - No action has been taken on the assignment yet.

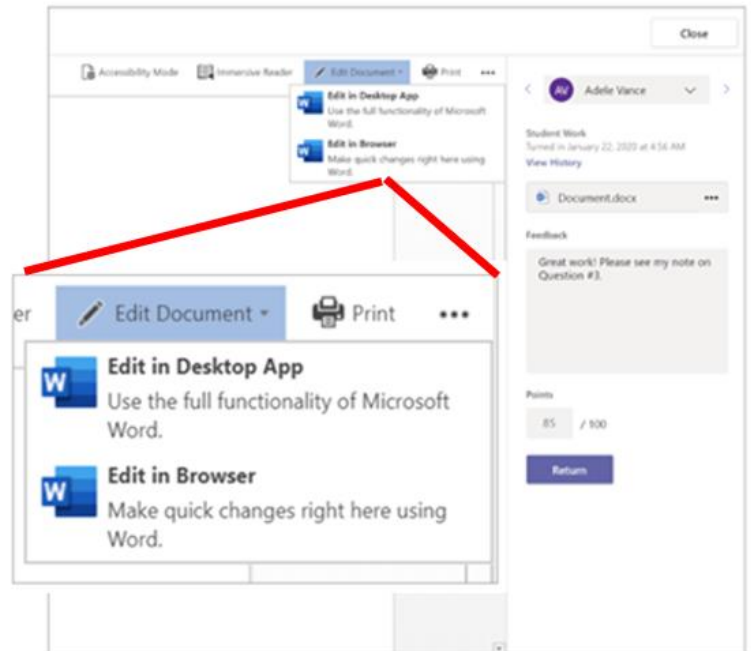
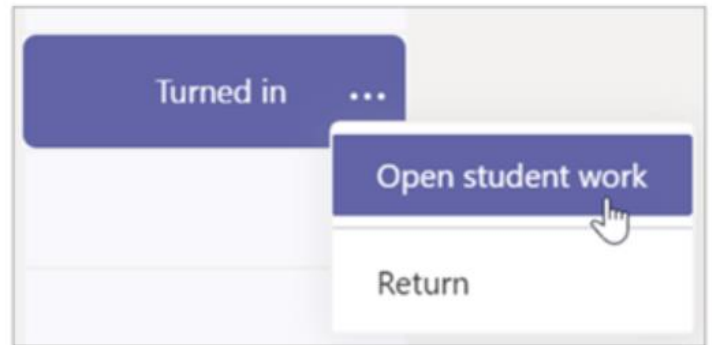
Reference Guide for Teachers

RGT#3 – Grading Assignment in Teams Continued (2 of 3)

Start grading

You can click on any cell in the Grades tab to edit it.

1. To begin grading, select **More options** ... on a cell, then **Open student work**.
2. This will open your student's assignment with a **Feedback** and **Points** field you can fill in.
3. To write comments on the document itself, select **Edit Document**, and then either choose to edit in the desktop app or your web browser.
4. Click the arrows next to the student's name to move between student assignments.
5. Select **Return** when you are done grading and want to return an assignment to a student. This means they will be notified and can see your feedback.



Reference Guide for Teachers

RGT#3 – Grading Assignments in Teams Continued (3 of 3)

Return multiple grades at once

1. To return more than one student grade at the once, click on the **Assignments** tab.
2. Select an assignment.
3. You can enter feedback and points here without opening student work.
4. Use the check-boxes to select which student work to return, or if you'd like to select all.
5. Click **Return**.

The screenshot shows the Canvas LMS interface for an assignment titled "Shakespeare Sonnet Annotation". The assignment is categorized as "Homework" and is due on September 13, 2019, at 9:59 PM. The interface includes a "Return" button in the top right corner. Below the assignment title, there are tabs for "To grade (17)" and "Graded (0)". A search bar for students is also present. The main table lists students with checkboxes for selection, status indicators, feedback links, and a points column.

	Name	Status	Feedback	/ 100
<input type="checkbox"/>	EA Atkins, Eleanor	Not turned in	Feedback	
<input type="checkbox"/>	Cattaneo, Enrico	Not turned in	Feedback	
<input type="checkbox"/>	Cline, Christie	Not turned in	Feedback	
<input type="checkbox"/>	Fredrickson, Al	Not turned in	Feedback	
<input type="checkbox"/>	Garner, Cheryl	Not turned in	Feedback	



Reference Guide for Teachers

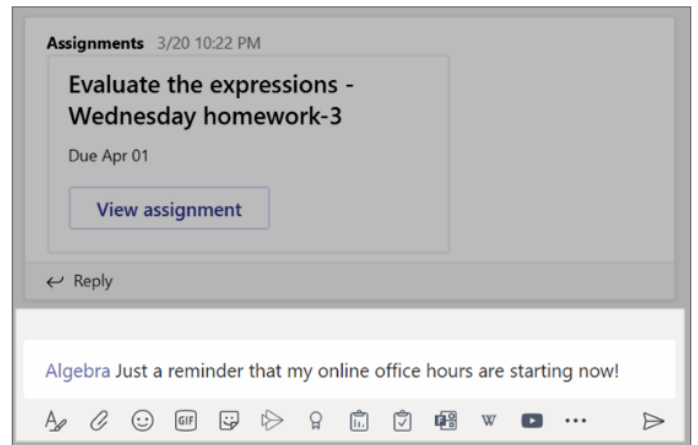
RGT#4 – Communicate in your Class Team (1 of 4)

Create and respond to messages in Teams.



Educators

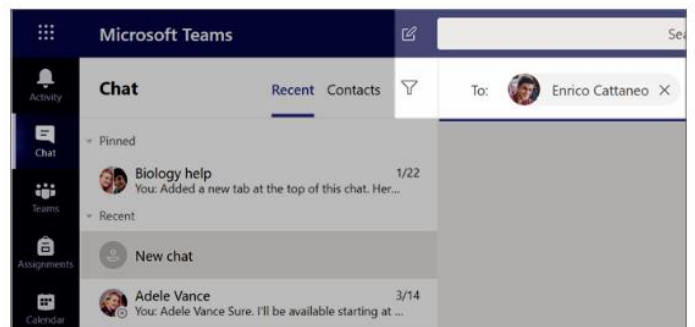
Message your class

1. To create a message for your whole class, click **Teams** , then pick a class team and a channel.
2. Select the **Posts** tab.
3. Click the compose box, type your message, and click **Send** .
4. Use @ and the name of your class to notify everyone of your post. **Example:** @Algebra.



Start a conversation with one student or a group of students

1. At the top of the app, click **New chat** .
2. In the **To** field, type the name of the student(s) you'd like to message.
3. Type your message in the compose box and select **Send** .



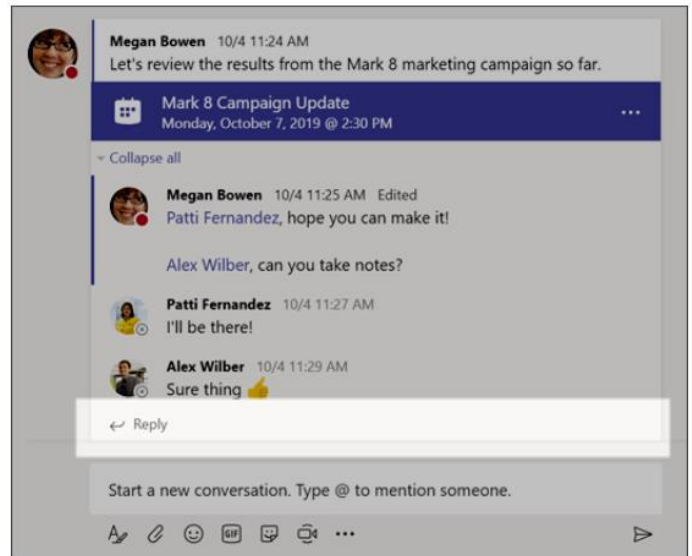
Reference Guide for Teachers

RGT#4 – Communicate in your Class Team Continued (2 of 4)

Reply to a conversation


Posts in channels are threaded like social media posts. Reply under the original post to keep all the messages in a conversation organized together.

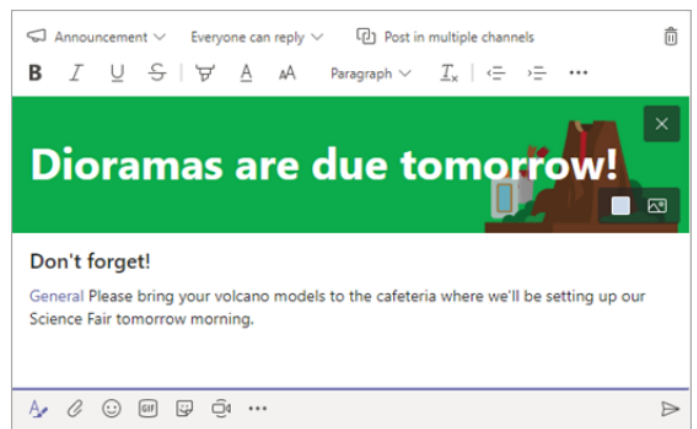
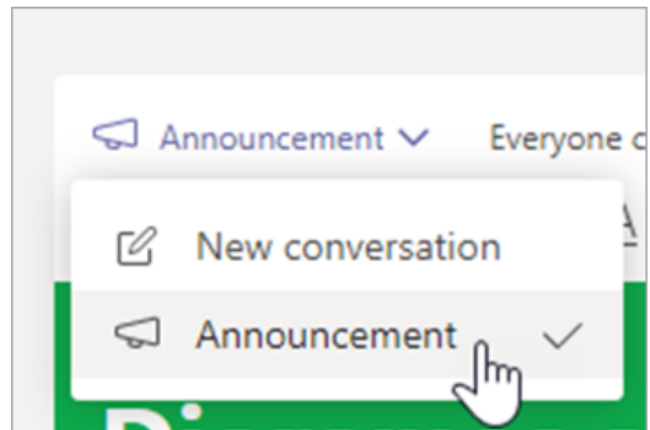
1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** ➤.



Announcements

Use the Announcements feature to draw your students' attention to important posts.

1. Select **Format**  to expand the Compose box.
2. Choose **Announcement** and **Select a background color** to customize an important post.





Reference Guide for Teachers

RGT#4 – Communicate in your Class Team Continued (3 of 4)

Schedule a virtual meeting for your class

Use meetings in Teams to schedule virtual presentations and discussions for your whole class.

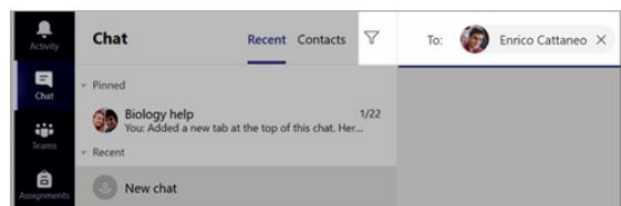
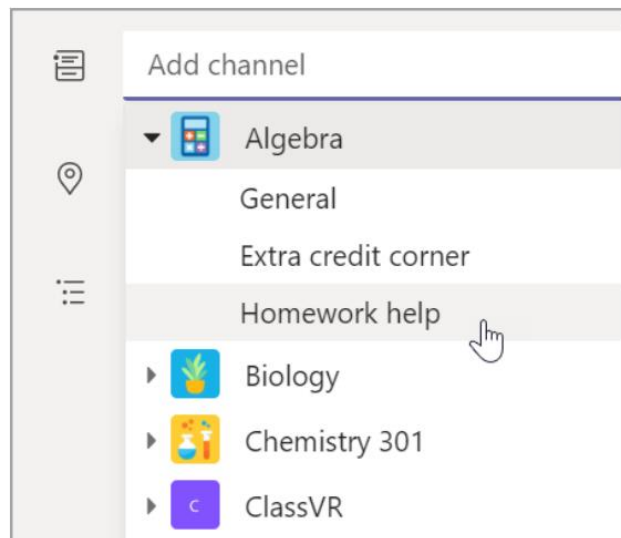
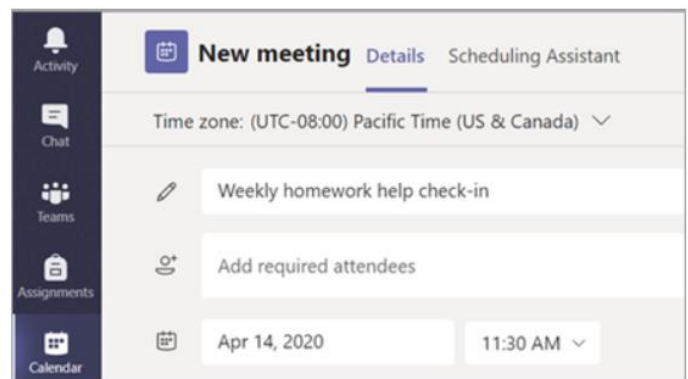
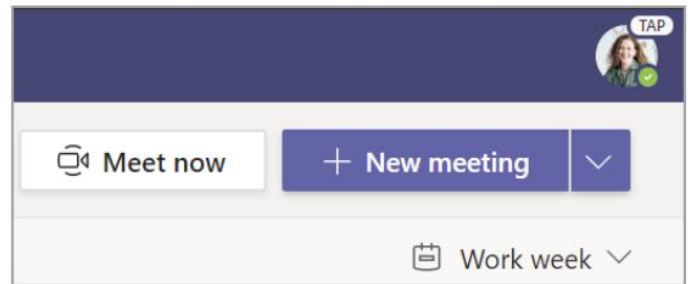
1. Select **Teams** , then select **Calendar** .
2. Select **+ New meeting**.
3. Give your new meeting a title. Decide on a date and time. Add any additional details.
4. Select **Add channel** to see a list of your class teams and their channels, then choose a channel to meet in.

Tip: You can set any meeting to repeat on a daily, weekly, monthly, yearly, or even a custom cadence.

Note: When you select a channel in a class team to host a meeting, all students with access to the channel are able to join the meeting. Also, all resources shared and any recordings taken during the meeting are saved in the channel.

5. Take a moment to review your meeting details. When you're done, select **Send**. This adds your meeting to your calendar and your students' calendars.

Tip: Learn more about [best practices for running class meetings](#) and [maintaining safety during meetings with students](#).






Reference Guide for Teachers



RGT#4 – Communicate in your Class Team Continued (4 of 4)

Meet with your students using video or audio calls

Use video or audio chatting in Teams to meet with your students in groups or one-on-one.

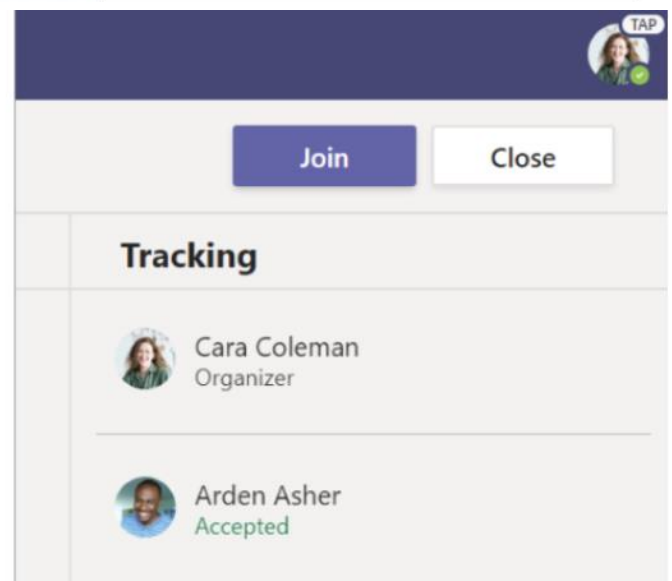
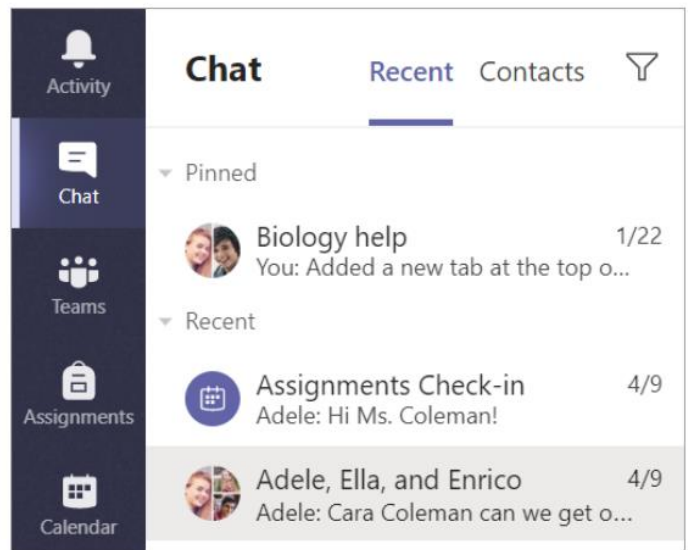
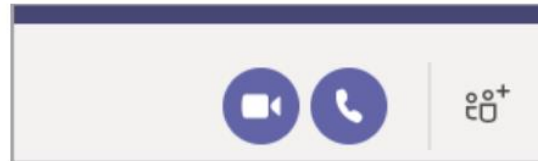
1. Select **New Chat** . In the **To** box, enter one or more students' names.
2. Select **Video call**  to meet using video or **Audio call**  if you prefer to use audio only.

You can also meet live with students in an existing chat.

1. Select **Chat** from the app bar, then choose the chat you'd like to meet from.
2. Select **Video call**  or **Audio call**  to start a meeting with a student or group of students.

Tip: To schedule a meeting in advance, select **Calendar > + New meeting**.

Note: Get in-depth guidance [on meeting with students](#) and [meeting safety](#).



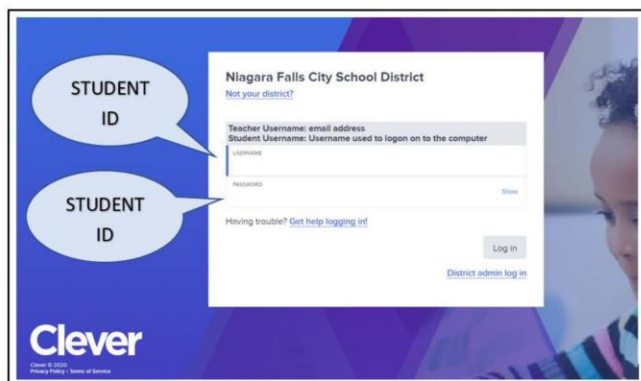
Reference Guide for Students

RGS#1 – Logging into Microsoft 365 (Computer)

LOGGING INTO MICROSOFT 365 THROUGH CLEVER (Recommended for Grades K-8)

Clever is a personalized portal which gives students a single sign-on to all their digital resources

Step 1: Go to www.clever.com and login using your student ID as your username AND password



Step 2: Find and click on the **Teams App**. The first time you click on Teams, it will ask for your credentials – the same credentials you use to get username and password for a school computer. After logging in the first time, Clever will remember your credentials for the future.



Step 3: The **Teams App** will allow you to view class assignments, talk with your teacher, meet as a class, and receive assistance.

Step 4: The remainder of online resources can be accessed the same way via Clever.

LOGGING DIRECTLY INTO MICROSOFT 365 FROM ANY COMPUTER

Step 1: Open either browser:

Microsoft Edge  or Google Chrome 
Please do **NOT** use Internet Explorer 

Step 2: Search for www.office.com



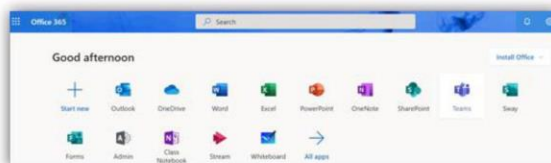
Step 3: Sign in with your school computer login and ADD @nfschools.net on the end – see below
(Example mpjones@nfschools.net)

Your password is your computer password you use at school.

If your username or password does not work, please reach out to: mcacciatore@nfschools.net



Step 4: Your screen should look like this



Step 5: Click on the **Teams App**. This will open your list of class Teams. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

Reference Guide for Students

RGS#2 – Logging into Microsoft 365 (Mobile)

How to Log-In to Your Microsoft 365 Account on an Android Phone or Tablet

Step 1: On your mobile device, go to Google Play



Step 2:

Phone & Tablet Installation - Install the new Office app that combines Word, Excel, and PowerPoint into a single app. Also, please install the Teams App as well.



Download



Download

If Office App is not Available - Please install the Office apps individually – Word, Excel, PowerPoint, and Teams



Download



Download



Download



Download

Step 3: Open the Teams App and sign in with your school computer login and ADD @nfschools.net on the end – see below

(Example mpjones@nfschools.net)

Your password is your computer password you use at school.

If your username or password does not work, please reach out to: mcacciatore@nfschools.net

Step 4: The **Teams App** will open your list of Teams/Classes. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

How to Log-In to Your Microsoft 365 Account on an iPhone & iPad

Step 1: On your mobile device, go to the App Store



Step 2:

iPhone Installation - Install the new Office app that combines Word, Excel, and PowerPoint into a single app. Note that Office mobile app is currently available for iPhone (iPad will come later). Also, please install the Teams App as well.



Download



Download

iPad Installation - Please install the Office apps individually – Word, Excel, PowerPoint, and Teams



Download



Download



Download



Download

Step 3: Open the Teams App and sign in with your school computer login and ADD @nfschools.net on the end – see below

(Example mpjones@nfschools.net)

Your password is your computer password you use at school.

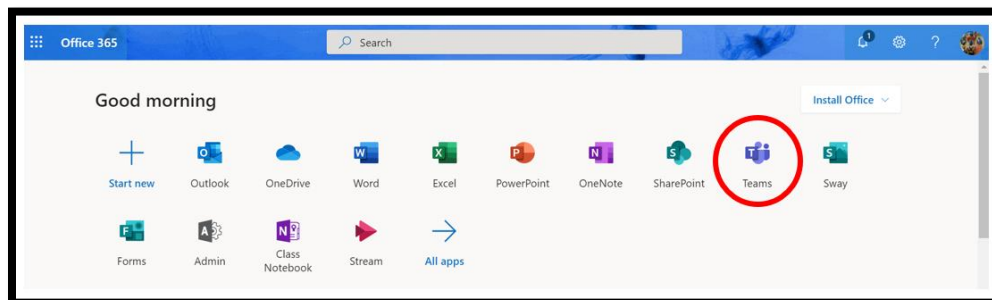
If your username or password does not work, please reach out to: mcacciatore@nfschools.net

Step 4: The **Teams App** will open your list of Teams/Classes. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

Reference Guide for Students

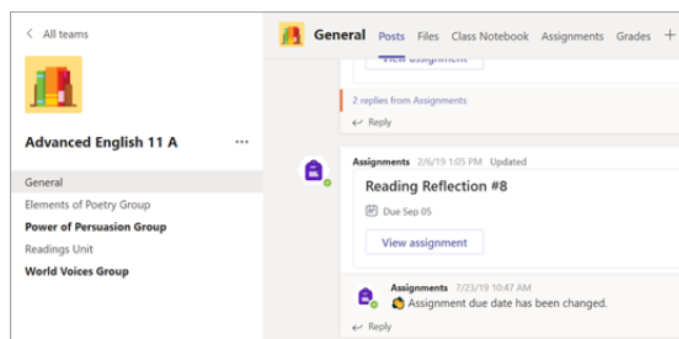
RGS#3 – Organization of Microsoft Teams (1 of 2)

Using Microsoft Edge or the Google Chrome browser, log into your Office 365 account using your school computer login credentials. Then, select the Teams app - shown below



Channels

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



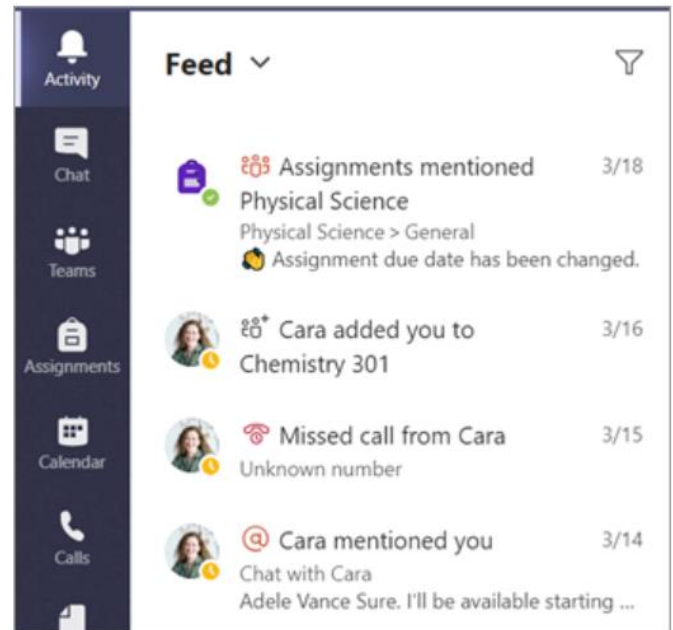
- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.

Reference Guide for Students

RGS#3 – Organization of Microsoft Teams Continued (2 of 2)

Notifications

Check the **Activity** feed to make sure you don't miss a new assignment or an @mention.

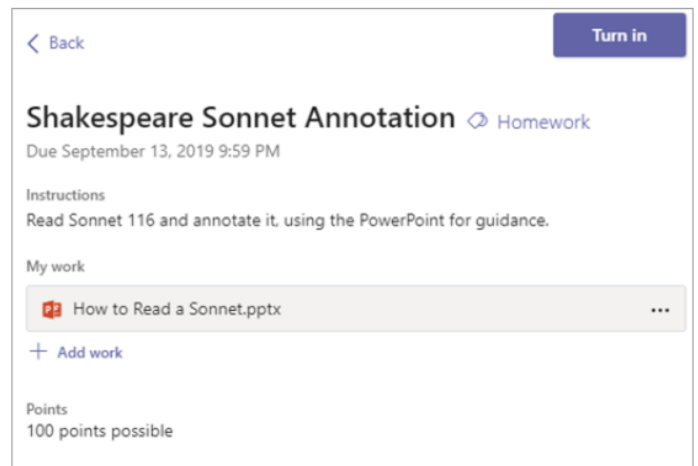
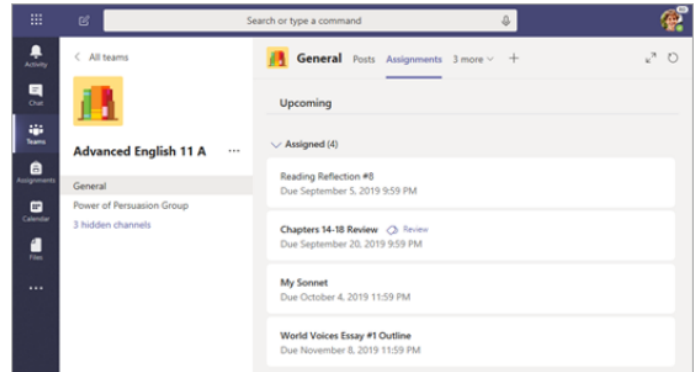


Reference Guide for Students

RGS#4 – Assignments in Microsoft Teams

View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials, and select **Turn in**.



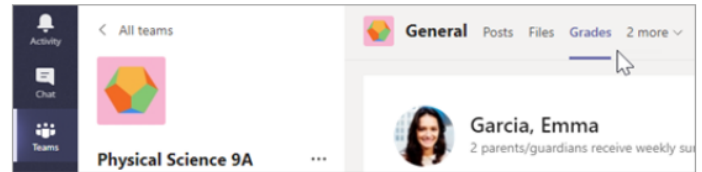
Reference Guide for Students


RGS#5 – Seeing your Grades in Microsoft Teams

See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

1. Select the **Grades** tab in the **General** channel.
2. All your assignments are listed here with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.
3. Use the arrows next to **Due date** and **Assignment** to sort your assignments.



 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

Reference Guide for Students

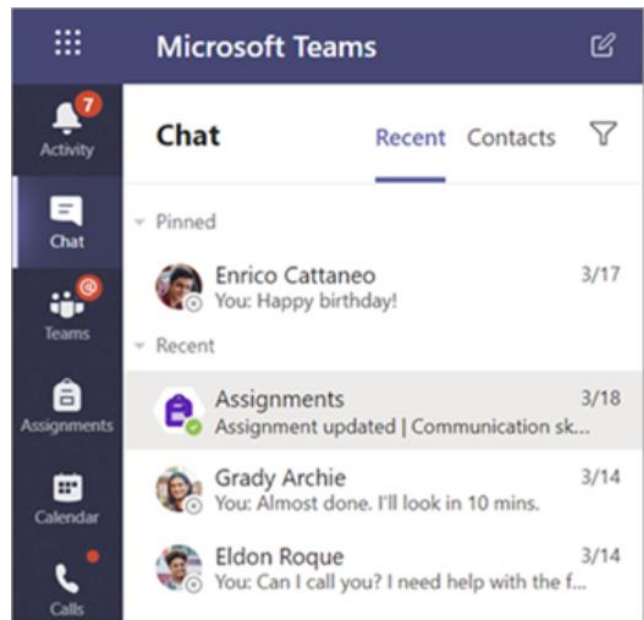
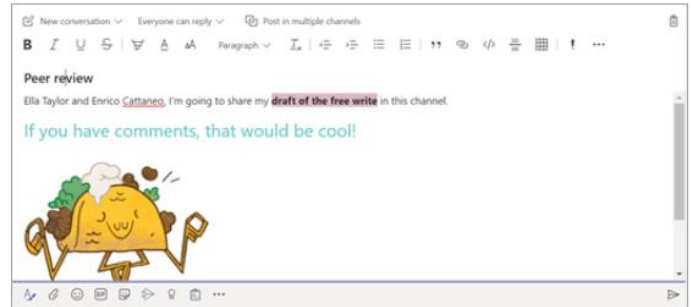
RGS#6 – Communication in Microsoft Teams (1 of 2)

Create and send a message in a chat or channel

Click the compose box to create a message. You can type out a simple message, or add on.

- Attach an image, gif, sticker, or file
- Use rich text to make your message stand out
- Format your message with bullets or make a numbered list
- @mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select the **Chat** icon.




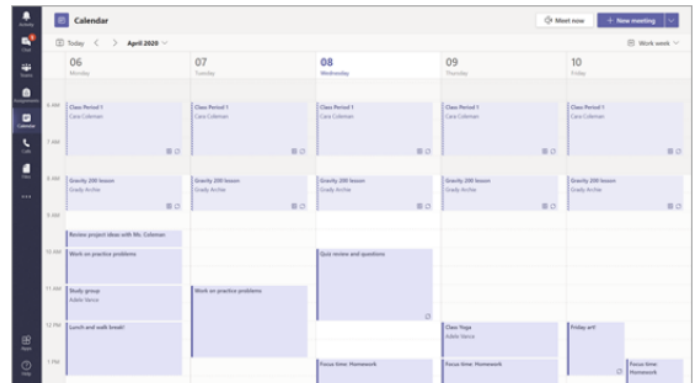
Reference Guide for Students

RGS#6 – Communication in Microsoft Teams Continued (2 of 2)

Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select Calendar  to see any meetings your teacher or classmates have added you to, or any you've created yourself. Click **Join** when it's time to meet.
2. Adjust your audio and video settings, then click **Join now**.







Essay peer review


Adele Vance


Join


Use the toolbar during the meeting:

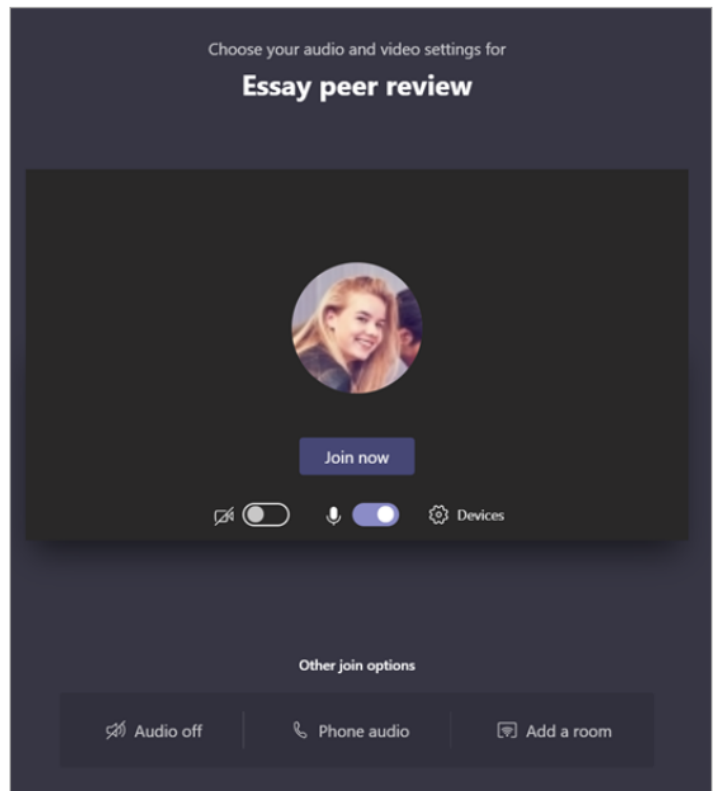
Turn your video on  and off .

Mute  and unmute  your microphone.

Share your screen or a document .

Participate in the meeting chat .

See who's in the meeting .




Reference Guide for Parents

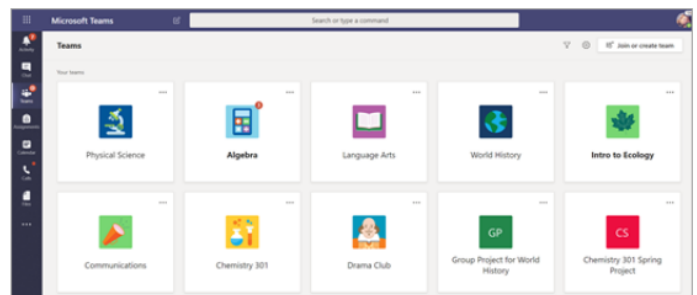
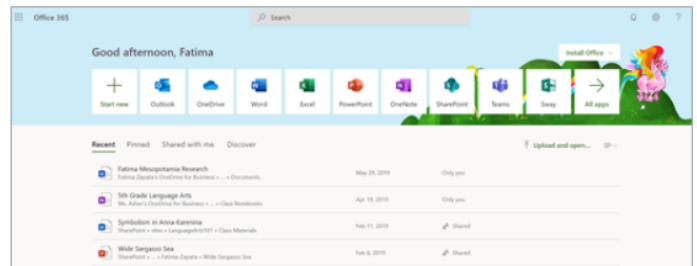
RGP#1 – What does my student need to sign in to Office 365?

Your student's learning can happen anywhere with our Office 365 online platform. Your child's core subjects and class discussions will happen within this platform. The guidance below is meant to introduce some of the many possibilities for remote student learning using Office 365.



Sign in to Teams

1. Open [Office.com](https://office.com) and sign in with your school email and password.
2. From your Office.com homepage, click on the **Teams** app to open right in your browser.
3. Select **Teams**  in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.
4. When you see your class tile, click on one to start connecting with your teacher and classmates.



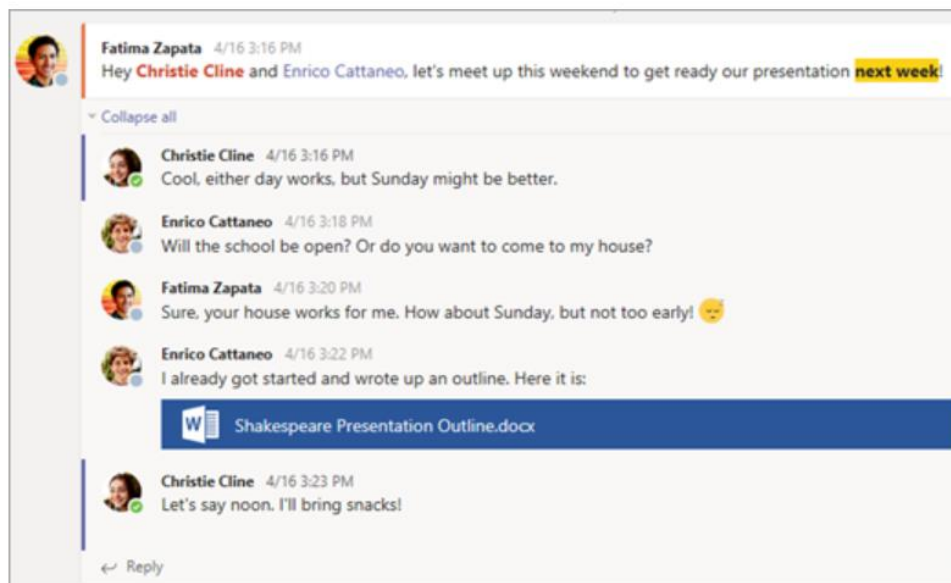
Please go to <https://bit.ly/officeintro> to watch a 2 minute overview video of Teams

Reference Guide for Parents

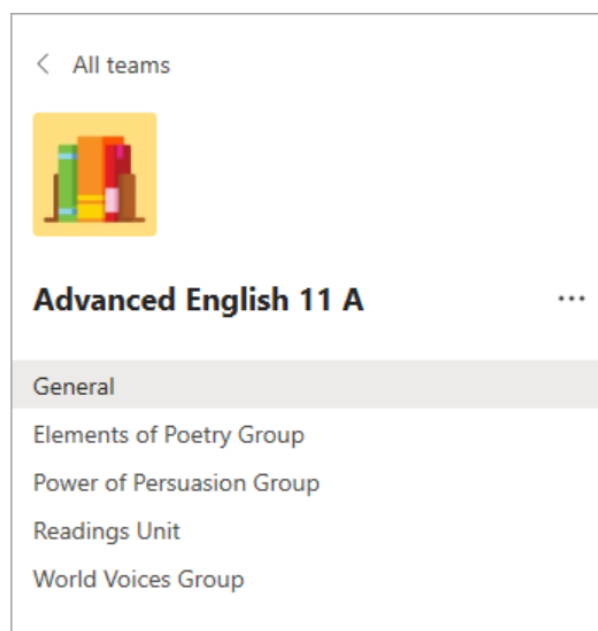
RGP#2 – How will my student communicate with their teachers and classmates?

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.

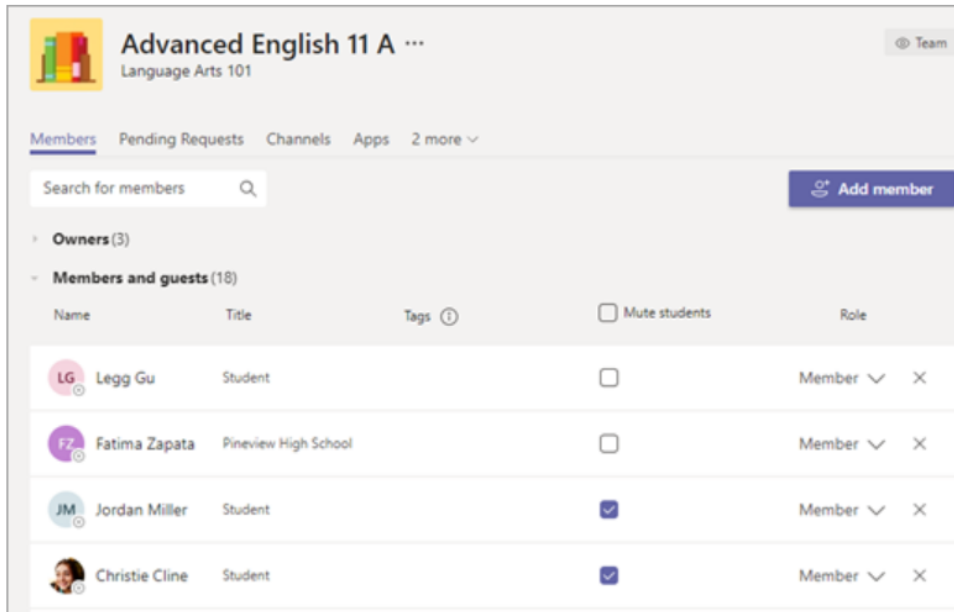


Reference Guide for Parents

RGP#3 – 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.







Advanced English 11 A ...
Language Arts 101

Members Pending Requests Channels Apps 2 more ▾

Search for members 🔍 [Add member](#)

Owners (3)

Members and guests (18)

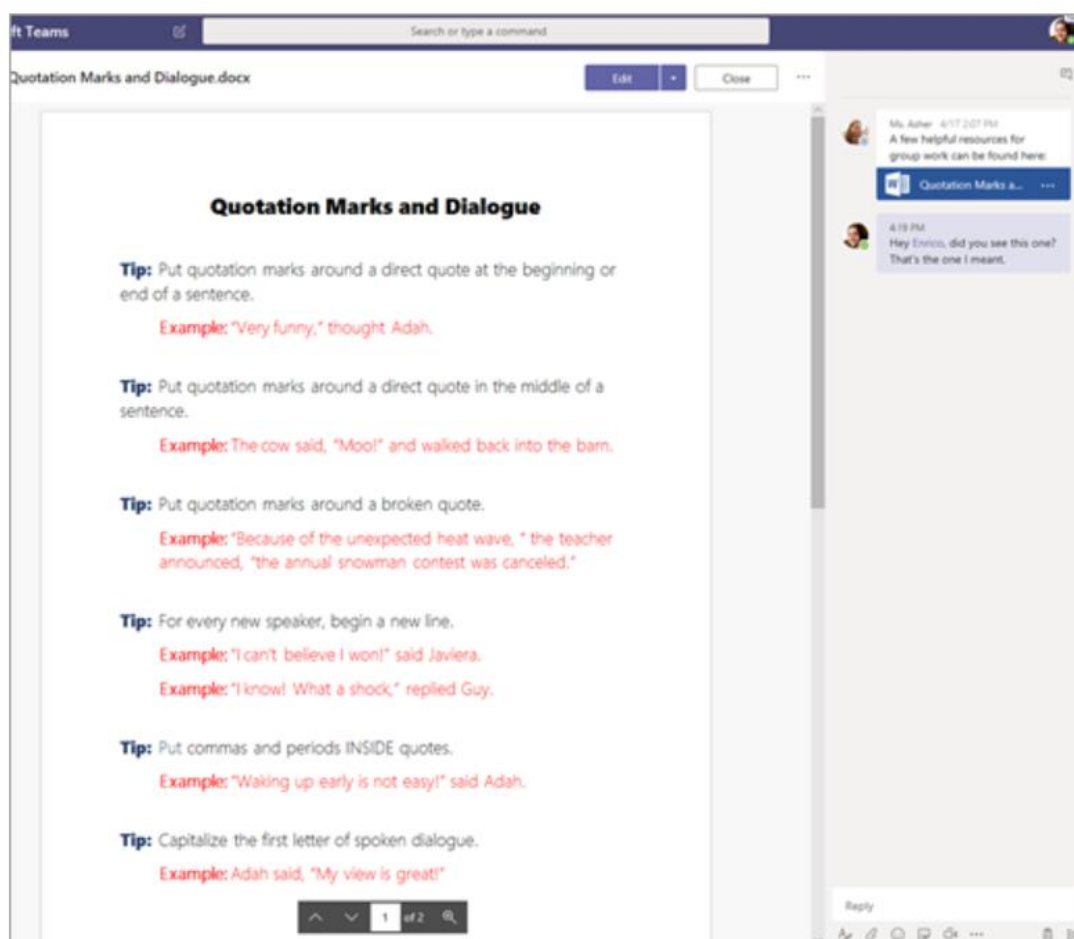
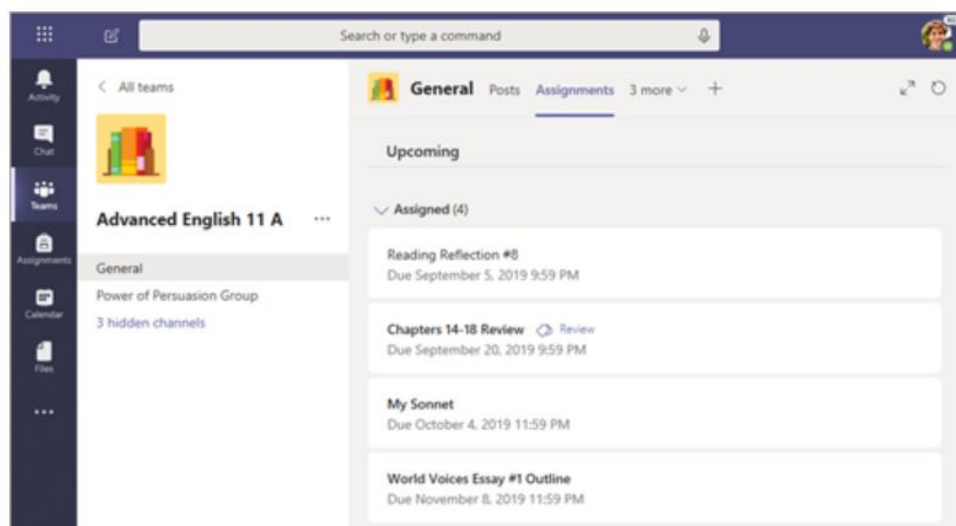
Name	Title	Tags ⓘ	<input type="checkbox"/> Mute students	Role
 Legg Gu	Student		<input type="checkbox"/>	Member ▾ ×
 Fatima Zapata	Pineview High School		<input type="checkbox"/>	Member ▾ ×
 Jordan Miller	Student		<input checked="" type="checkbox"/>	Member ▾ ×
 Christie Cline	Student		<input checked="" type="checkbox"/>	Member ▾ ×

Reference Guide for Parents

RGP#4 – Is Teams simply a chat app, or can my student study, work, and complete assessments there as well? (1 of 2)

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.

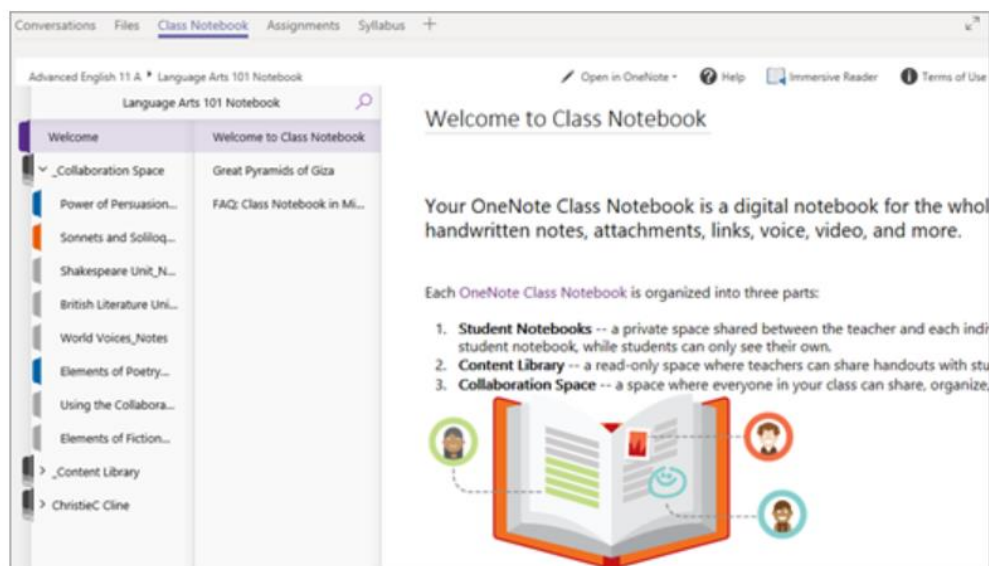
Tip: Learn more with your student about [collaborating and creating great work in Teams](#).



Reference Guide for Parents

RGP#4 – Is Teams simply a chat app, or can my student study, work, and complete assessments there as well? (2 of 2)

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!



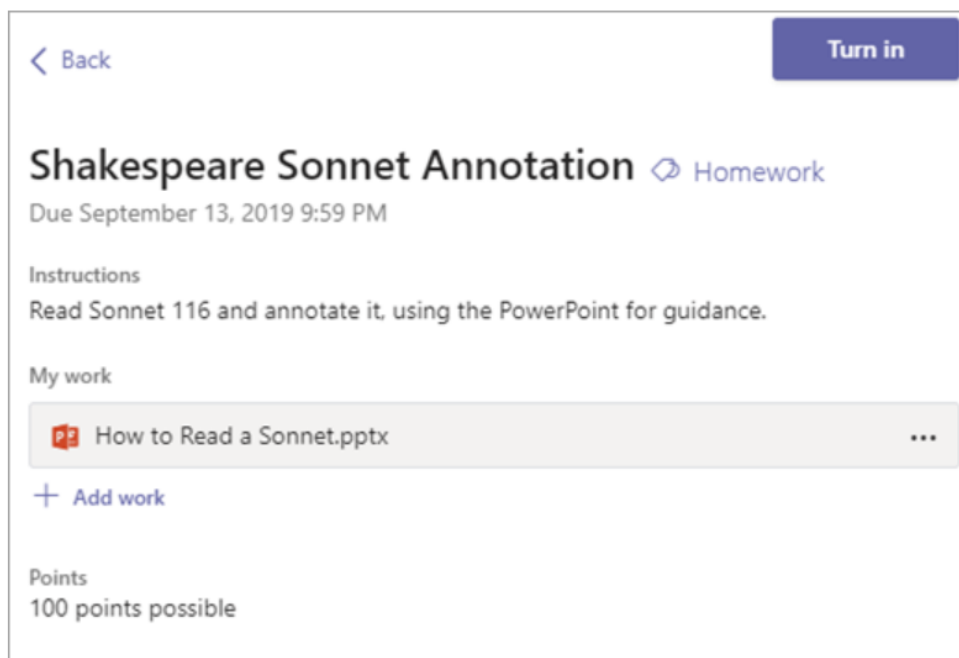
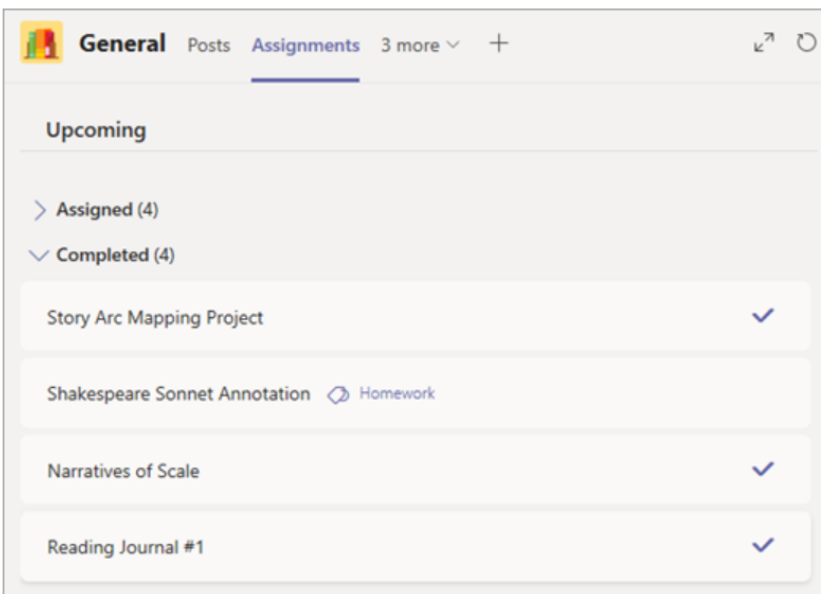
Students can find both **Assignments** and **Class Notebook** as tabs in the **General** channel of each of their class teams.

Reference Guide for Parents

RGP#5 – How does my student turn in assignments using 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.



Reference Guide for Parents

RGP#6 – Can they check their grades in Teams?

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.

<div><div>Garcia, Emma 2 parents/guardians receive weekly summary. View</div></div>			
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>