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 3655 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 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.
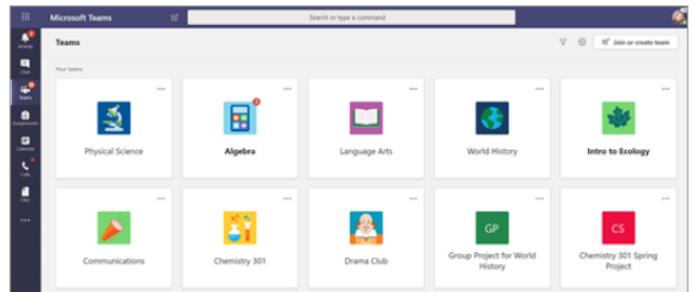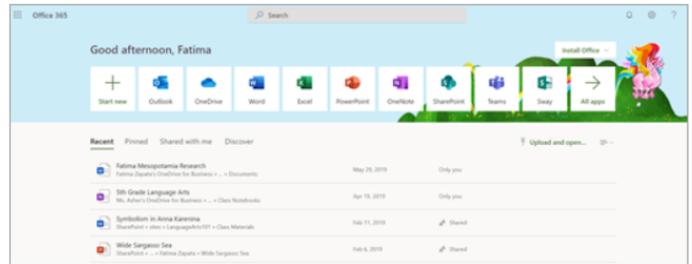
Please go to https://bit.ly/officeintro to watch a 2 minute overview video of Teams

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.
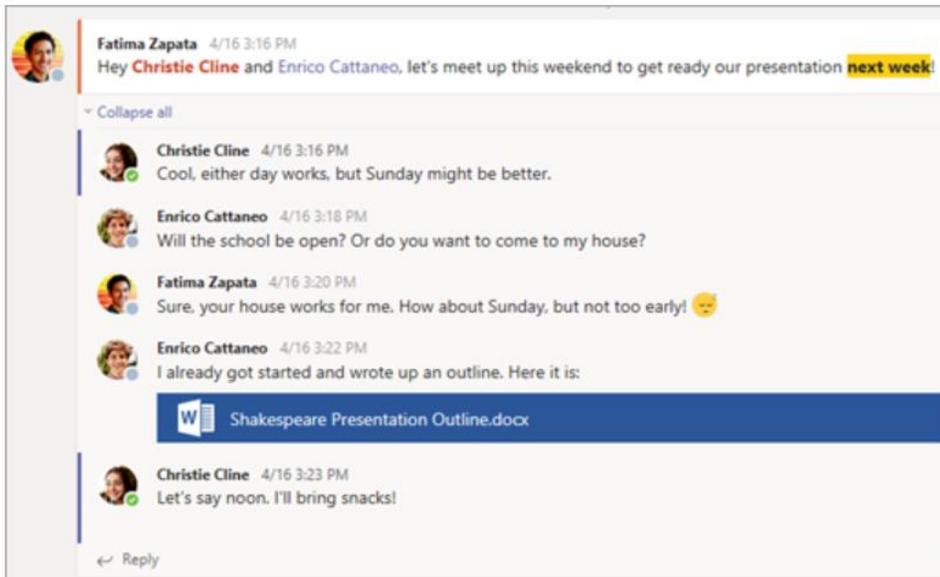
Each of your student's classes (if they have more than one) gets its own team, which is set up by a teacher or an IT Admin.
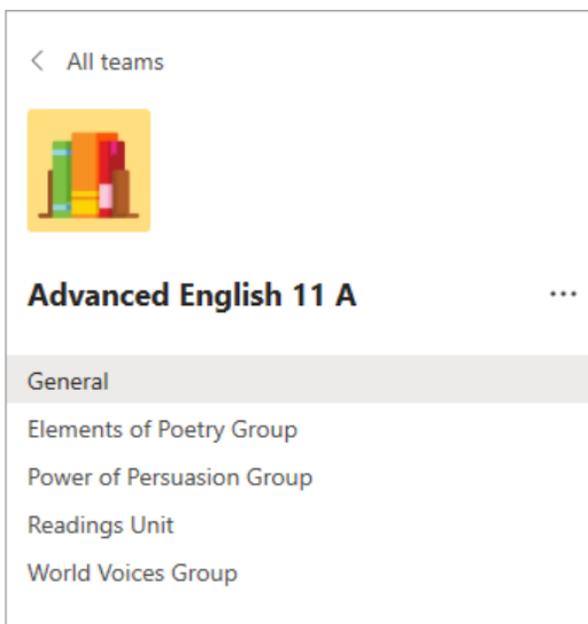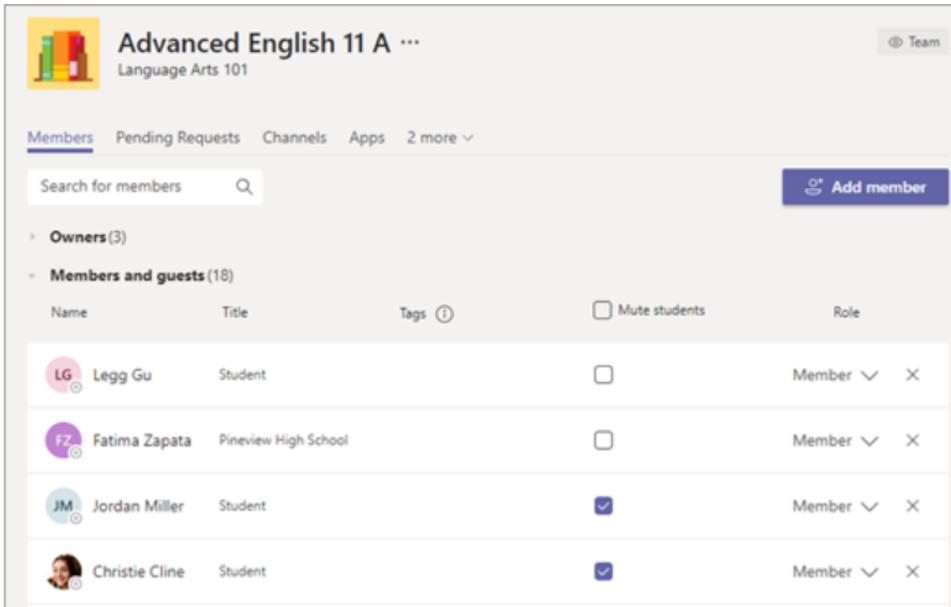
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RGP#3 – How is my student's communication and activity monitored in Teams?

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.
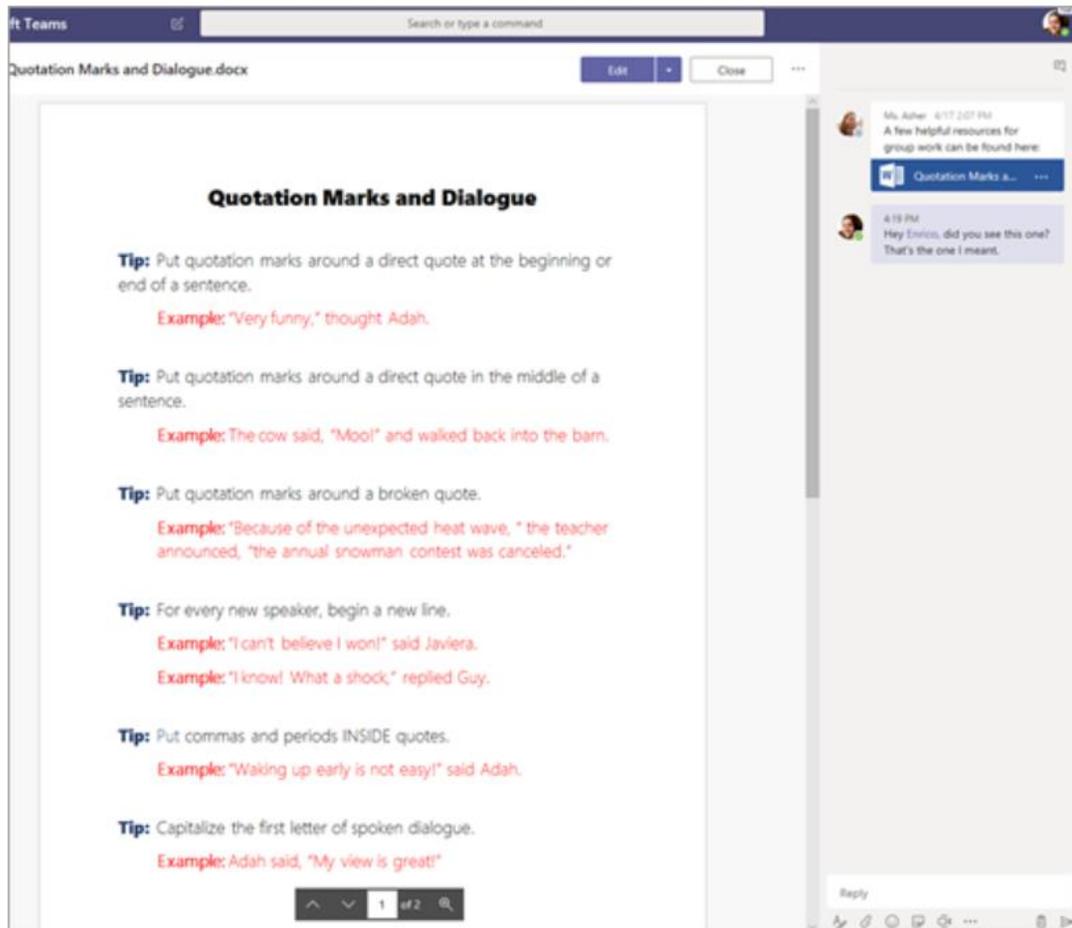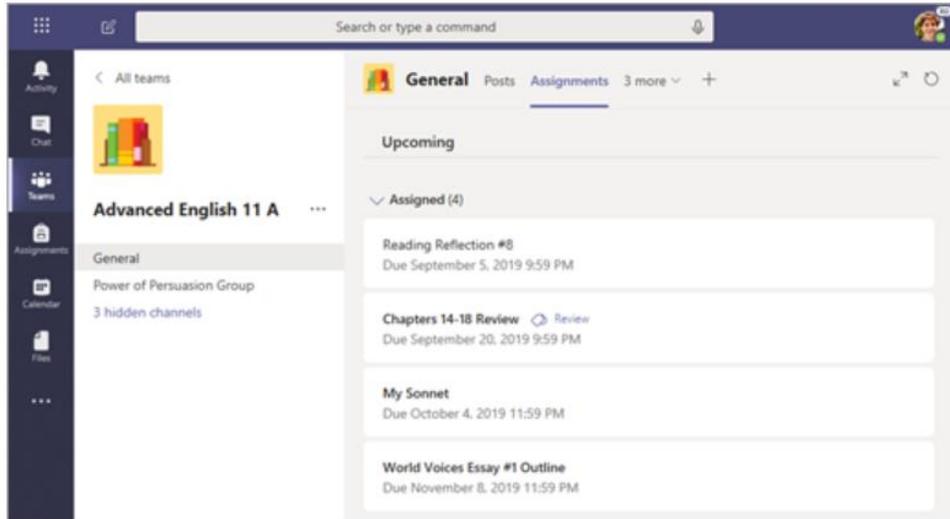
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With the **Assignments** app built right into Teams, your student can see work their teachers have assigned them, submit that work, and see their grades and feedback.
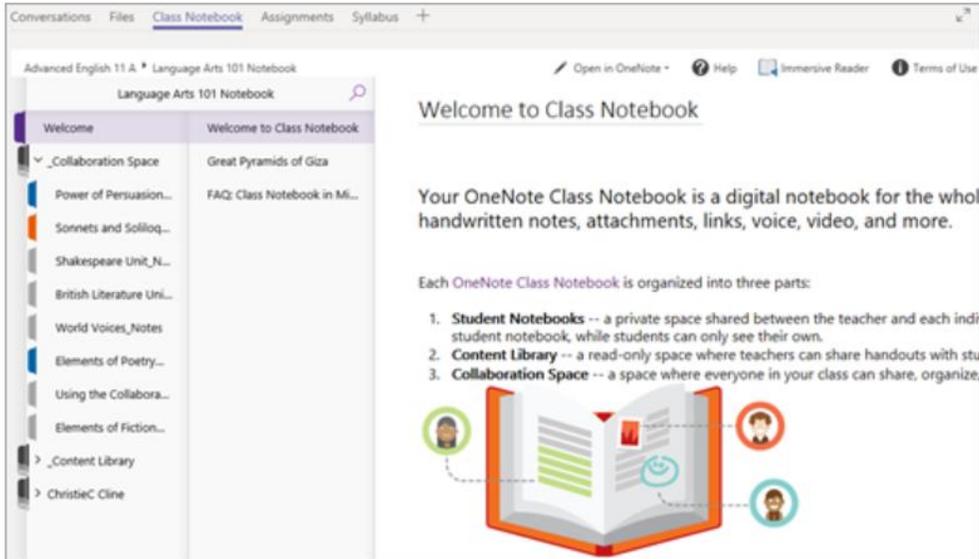
> **Tip:** Learn more with your student about collaborating and creating great work in Teams.

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!
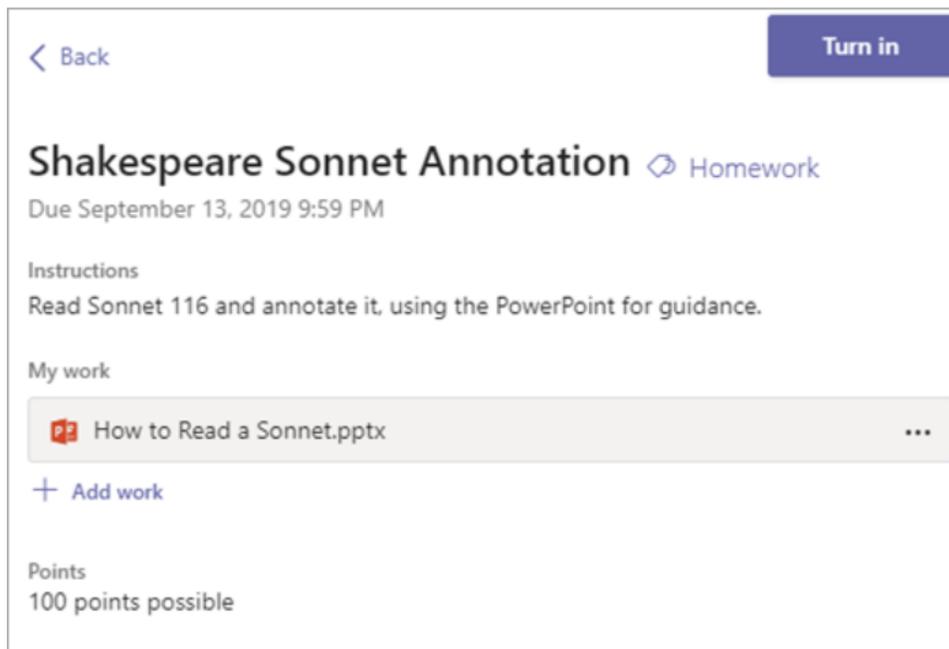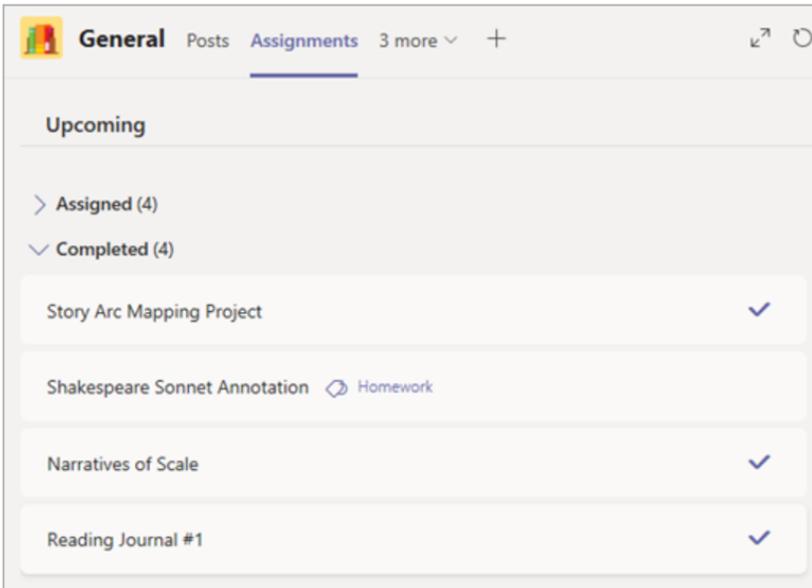

Students can find both **Assignments** and **Class Notebook** as tabs in the **General** channel of each of their class teams.

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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.

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 *Extra credit!*