

## Microsoft Teams Classrooms

### Directions for Families to Join Teams Classroom

#### Download Microsoft teams onto a Cell Phone / Table / Mobile device:

1. Go to Google Play store (Android) or the App store (iPhone/iPad).
2. Type in Microsoft Teams in the "Search" section.

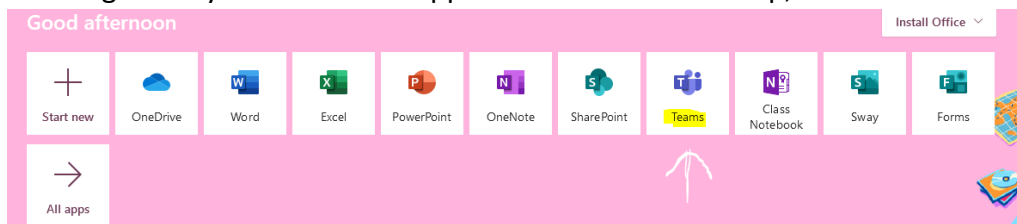


3. Tap Install
4. Tap Open
5. Tap Sign in – then enter the username you were given ([XXXX@adsschool.org](mailto:XXXX@adsschool.org)), and tap sign in again.
6. Enter the password you were provided.
7. You are now logged into Teams and will see the classrooms and assignments for your student.

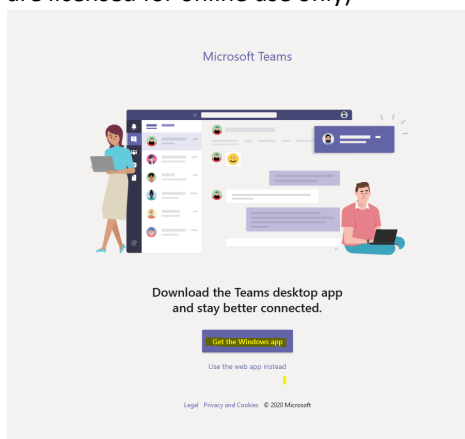
OR

#### Accessing Microsoft Teams from a laptop/computer (Web browser)

1. From your computers web browser (see note below) go to Teams.Office.com
2. Sign in with the username you were given ([XXXX@adsschool.org](mailto:XXXX@adsschool.org)), and password you were provided.
3. Once signed in you will see the applications listed at the top, Click on Teams.



4. Next you can choose to download the Windows Desktop App (recommended) or use the Web App.  
(Note: Students can use the other Microsoft apps shown here online, but cannot download the others to a computer, these are licensed for online use only)

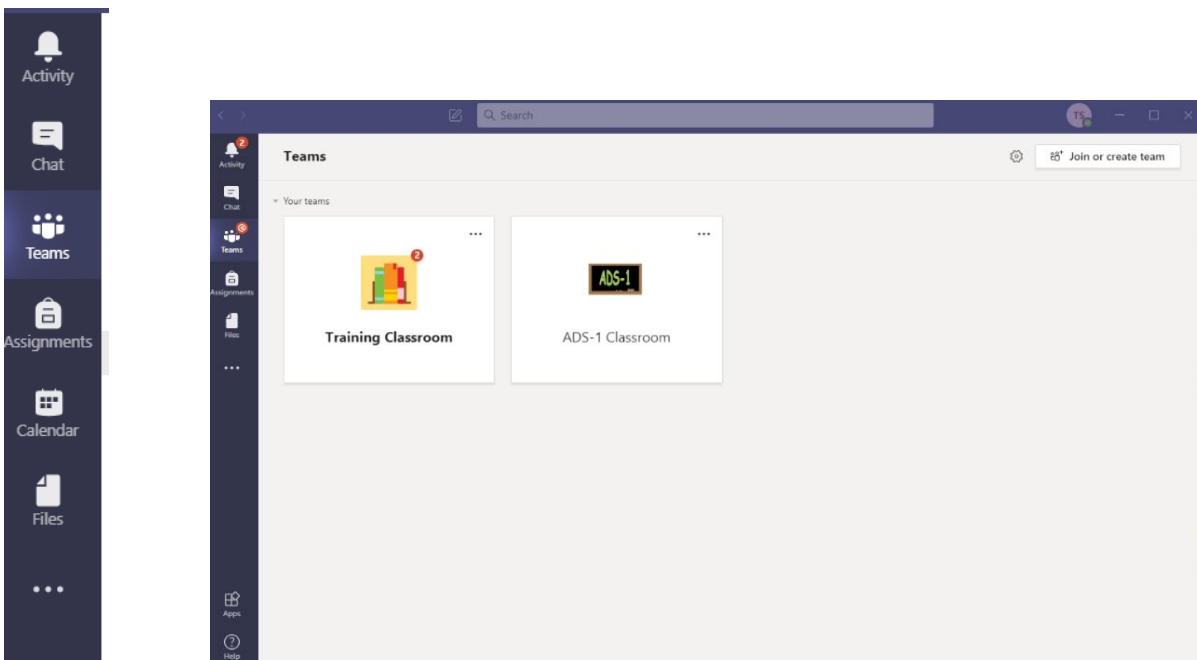


5. If you download the desktop app, launch it then sign in again using the same credentials as above. (ADS recommends downloading the desktop app if possible for the best experience)
6. You are now signed into teams and will see your student's classrooms and assignments!

## Getting started using Teams Classrooms

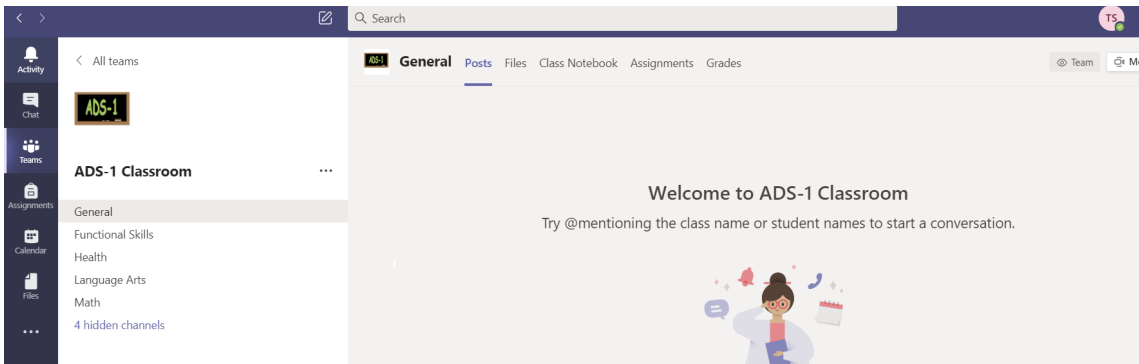
### Getting started using Teams Classrooms (Desktop app)

1. The icons on the left side of the window, are for your student, these will lead to information that the student has access to. Click Teams and see all their classrooms.

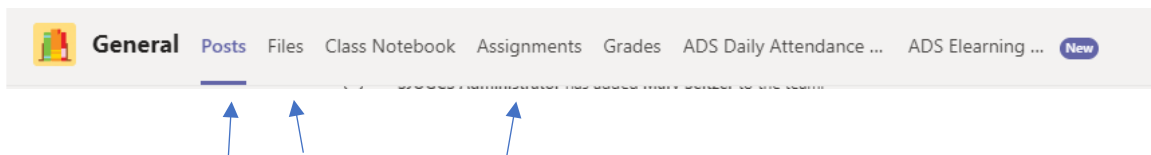


- Activity will show ALL Teams activities that the student has access to or is included in.
- Chat will show all previous Chats including the student, and allow you to start a new chat.
- Assignments will show all assignments for any classes the student is in.
- Likewise, Files here will show all files from any Classes or teams that the student has access to.
- Calendar will have any meetings or other events scheduled.
- '...' always means there's more options.

Now if we click into the Classroom from the TEAMS tab:

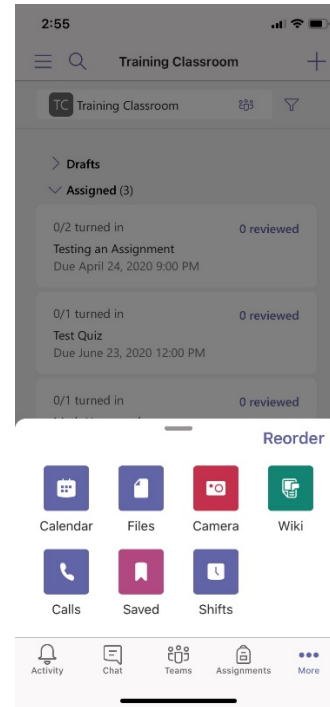
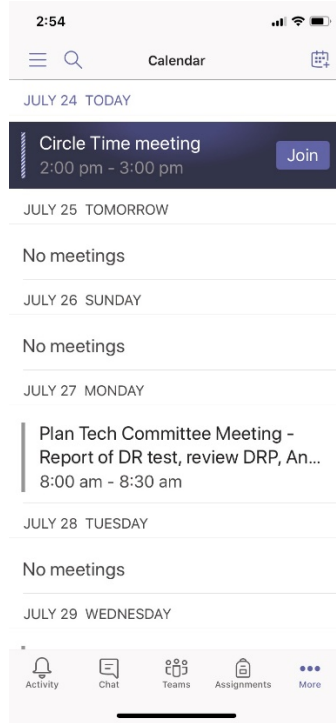
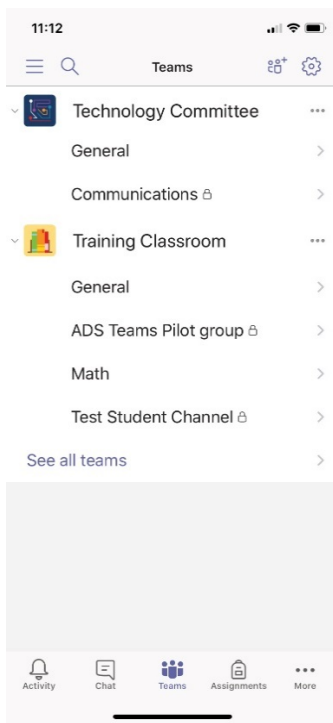


- Once in the Class Team, you will see a list on the left, starting with General. These are channels within the class. General is always first and always has the most information.
  - Other channels may contain specific information by topic, or be for limited members of the team. You will only see channels the student has access to. Other students will not see a channel that is private!

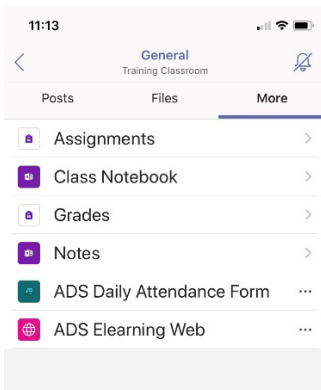


- Now note the tabs along the top, these are items specific to the Channel we have clicked on the left. Here in General, we have the most options:
  - Posts is the main board, think of it like the chalk board or bulletin board
  - Files is where and shared files for this channel will go.
  - Assignments is where all of the Class assignments will be posted
  - Lots of additional tabs can be added for easy access to lots of information!

## Using the Mobile App



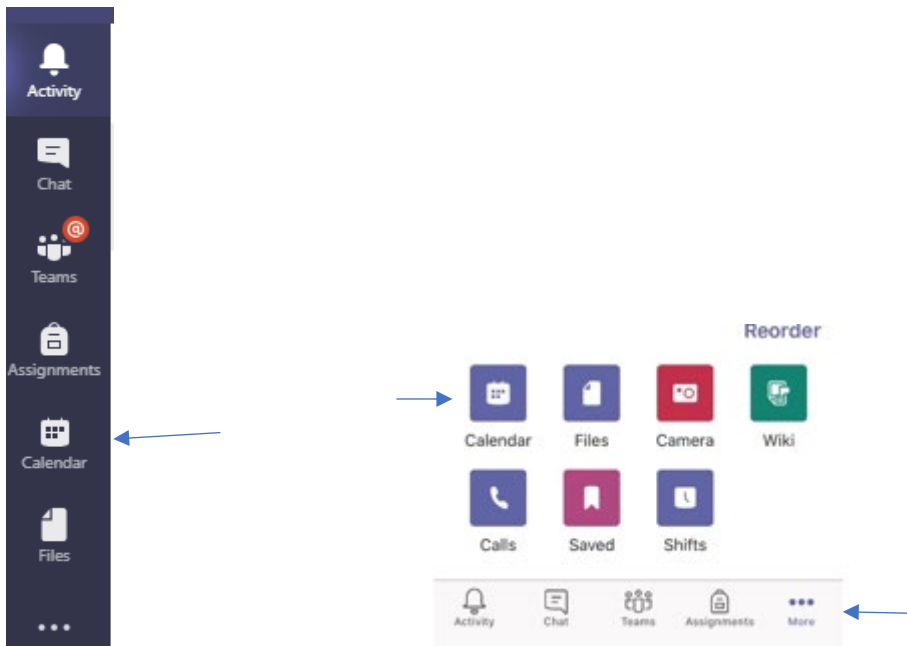
In the mobile app, the same icons for student info can be found across the bottom, tap one and see the students classrooms, activity, chats, and assignments. Tap the ... and find more options, like Calendar and files.



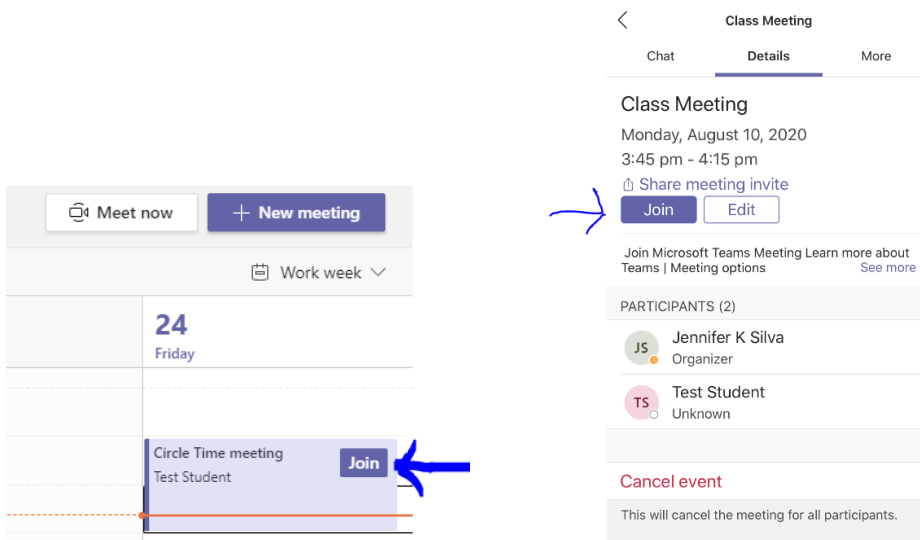
Once in a Classroom you'll see Post, files and more across the top. Tap each to see what is there.

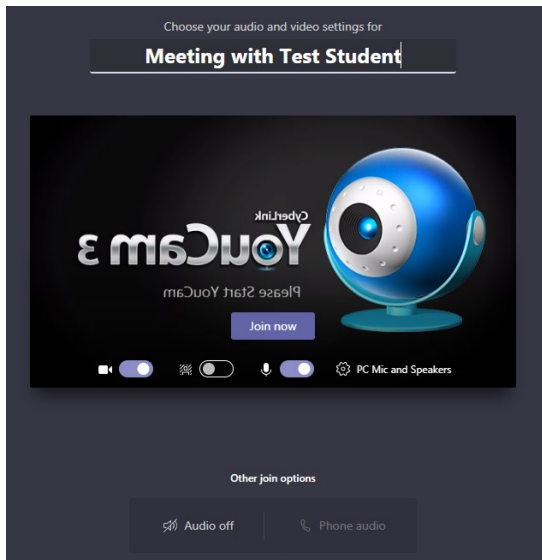
## Joining a Class Meeting



There are several ways to join a Class meeting in Teams, the easiest is from the Calendar in the Teams app (desktop or mobile).



From the calendar view, an appointment will appear at the date and time of the Class meeting. Simply click or tap Join, to join the meeting!

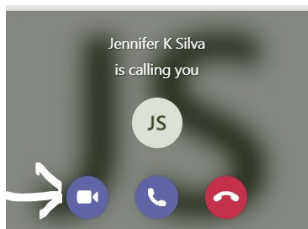




You should see a screen similar to above, make sure camera  and microphone  are turned on. You can see a preview of your video that others will see, when ready

Click .

Alternately a Teacher or Therapist may set up a time and simply “call “ you. For this you just need to be logged in to the Teams app and click the video icon when the call appears on your screen!



A teacher may also post a meeting link in an assignment. Open the assignment, in the Instructions section, click the link. The link will lead to a webpage where you can select to use the app to join.

### Class meeting

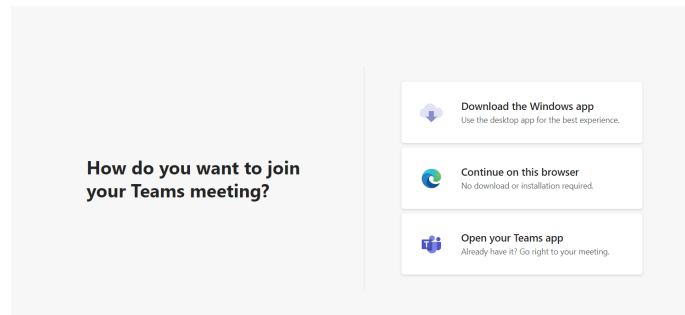
Due July 24, 2020 2:00 PM

#### Instructions

[Join Microsoft Teams Meeting](#)  
[Learn more about Teams | Meeting options](#)

#### My work

[Add work](#)



Please know there are many Microsoft Teams Training videos on the internet both YouTube and the Microsoft Website are great resources, if you have specific questions or just want a little more instruction.