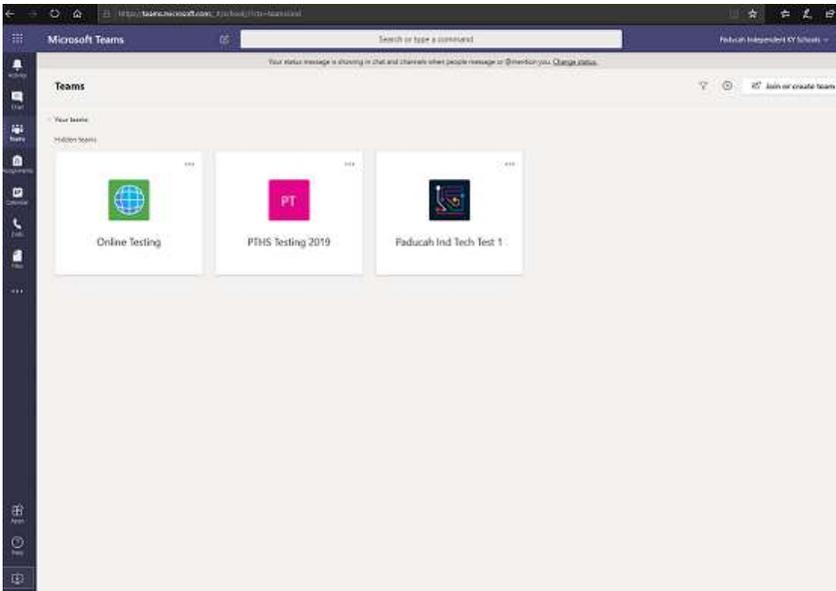


An Explanation of Microsoft Teams

What is Teams you ask? Microsoft Teams is a learning management system where students can work closely with teachers and fellow students to communicate and work on assignments online. From posting assignments to holding study sessions, Teams offers a host of features to enhance their education. While we are sad that this current situation is keeping students out of our buildings, we are happy to have such a powerful tool to keep our teachers and students (and parents) connected.

How to Access Teams

1. In your Internet browser of choice, type <http://teams.microsoft.com> in the address/URL bar and hit Enter. *(Note: If using an Apple computer, you will need to download the free app.)*
2. You should come to a sign in screen. Type your child's email address in and then click 'Next.' Your child's email should be formatted as follows:
firstname.lastname@stu.paducah.kyschools.us
3. Your child will know their password. They use it to logon to the computers daily at school. *(Note: If your child has forgotten their password, please contact their teacher.)*
4. Once you are logged in, Teams will load the dashboard showing your child's classes. It will look something like the image below.



Quick Navigation Tips

Teams can be a bit overwhelming if you are not used to it. Here are a few quick tips on navigating around the program. **PLEASE NOTE: You will be logged in as your child. Anything you do will be as if your student is doing it. They will be responsible for anything that happens in their profile.**

On the left side of the screen, you will see a column of icons. Here is what each icon represents:

-  Activity is the notification center in Teams. If your child was mentioned somewhere in Teams or if anything was done in a Team that they need to be aware of, it will show up here.
-  Chat is where students can chat privately between fellow students, teachers, or in a group chat. *(Note: For your child's safety, these chats are recorded.)*

-  Teams is where most activities take place. This is where all your child's classes (*or teams*) are located. There should be a team for each class your child is in. There may also be other teams for extra curriculars or sports your child is a part of. In Teams, students and teachers can communicate through messages, share files, have video meetings with the teacher and the rest of their class, and many other things.
-  Assignments is where your child's assignments are posted. It is only used if the teacher has posted actual assignments there. During NTI days, this is likely where your child's assignments will be unless the teacher has specified otherwise.
-  Calendar is where your child's calendar is located. This is only used if your child has added events to their school account calendar. Teachers may also post events and assignment due dates.
-  Teams has audio and video calls built into the application much the same as Skype, Facetime, Google Hangouts/Duo, etc. During office hours, a student can use this to call a teacher for assistance. There is also a history of calls recorded.
-  Files is where all files shared in Teams are located. They can also access their personal OneDrive (cloud storage) in this section as well.

For parents' computers or mobile devices, we recommend using online/web version of Teams. It will greatly reduce any unwanted notifications from the Teams application. These notifications are intended for your child. The online version and the app are nearly identical in layout and features.

Wrapping Up

If you have any questions, concerns, or trouble with the processes discussed in this document, please do not hesitate to contact your child's teacher.

Sincerely,

Paducah Independent Schools

Technology Department