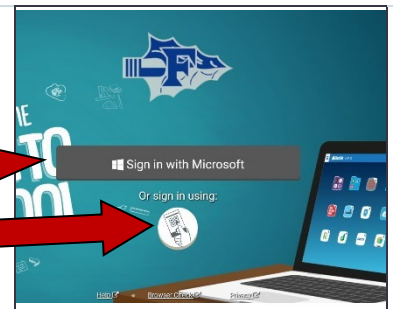# MICROSOFT TEAMS:
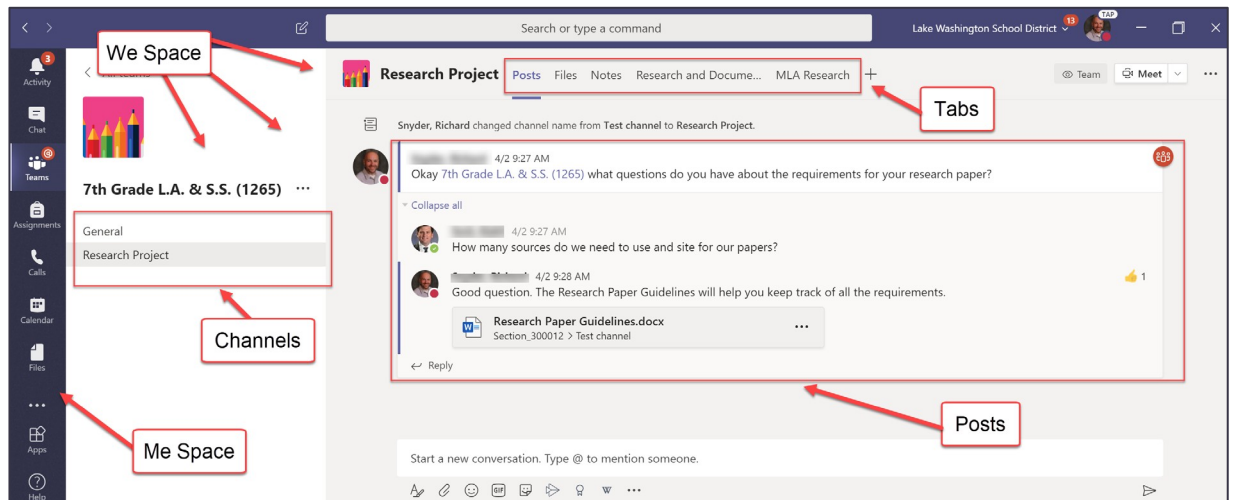# PARENT/GUARDIAN GUIDE
www.frankstonisd.net → Online Learning for more information and resources.

OVERVIEW AND ACCESS
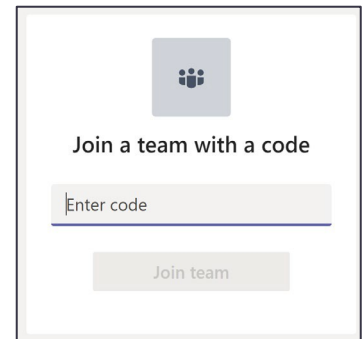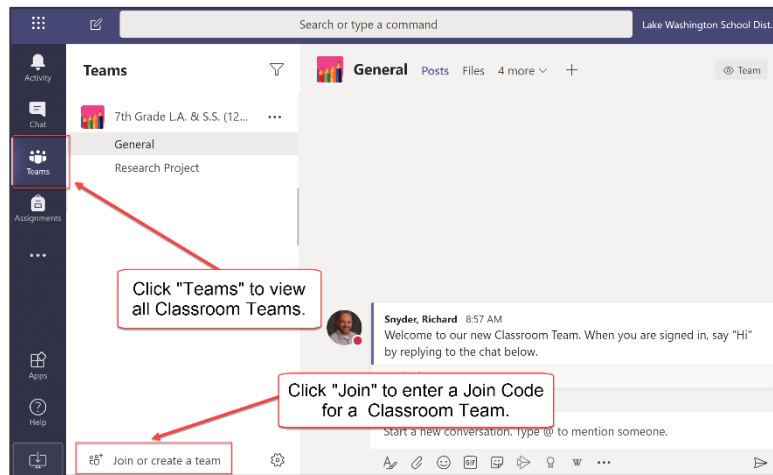
Overview	Microsoft Classroom Teams is a **digital hub** for all Office 365 products and tools. Teams is one of the tools that teachers will use to share content, connect with students, give assignments, or provide activities and resources for student learning.
Terms and Features	Classroom Teams is **collaborative** and has many areas for students to access information and engage with their teacher and other students. Here are some common terms and features found in a Classroom Team. • **Me Space** = Blue bar along the left and top. This area is used to navigate around Teams. • **We Space** = Collaborative area in the middle of the Teams window. Information and content here are generally **visible to every**one that is part of the Team. • **Channel** = A way to organize different **Tabs** (Files, Posts, and teacher-created content) around a topic. Every Classroom Team includes a **General Channel**. • **Posts** = This is where students and their teacher have conversations that everyone can participate in.
Online Access	**Classroom Team sites are used for teacher-to-student interaction and contact.** Students will access their Teams content by logging into their ClassLink account at: launchpad.classlink.com/frankston Students in grades PreK – 3rd will be issued Scan Cards. Students can also access Teams through their FISD student email at: https://login.microsoftonline.com/ When prompted, students will login with their **FISD email address** and **password**. *Students may also download and install the Microsoft Teams app for their FISD or personal device. A link is available from the main Teams page, located at the bottom of the "Me Space."*

Joining or Viewing a Classroom Team	Students may be enrolled in a Classroom Team by their teacher, or they may need to self-enroll in a Classroom Team with a "Join Code" provided by their teacher. **Students may receive an email** from their teacher with this information. • After signing in students should click on "Teams" in the **Me Space** to view their Classroom Teams. If your student was sent a "Join Code," then they click on "Join" and then enter their code,

SUPPORTING YOUR STUDENT

Student Privacy	*Classroom Team sites are used for teacher-to-student interaction and contact. Parents should not interact with teachers or students through Classroom Teams.* Parents and guardians should **talk with their students about joining any video meetings** before they occur. Here are a few key points to talk about: • Discuss **where students will be located** while participating in a video meeting and who might be visible on the camera. • Remind students to wear **school-appropriate attire**. • Remind students to **turn off their camera and mute their microphone** prior to joining meetings. • Let your student know if you do not want them to turn on their camera.
Trouble-shooting	If students are having trouble connecting, make sure students are: • Using their correct email address and password. • Accessing their Classroom Team through: launchpad.classlink.com/frankston. • Connected to a network.

Resources for Parents and Students	Visit the links below to access a **Microsoft Office support page** with information. Enter the case-sensitive *short* URL in a web browser from any device.
	
	    • Distance Learning with Office 365: Guidance for Parents and Guardians
	        o Short URL: https://bit.ly/TeamsParents
	    • Microsoft Teams for Education: Quick Start
	        o Short URL: https://bit.ly/MSTeamsStudent
	
	Your student's teacher will provide instructions and information about how students will use Teams features for each individual class situation.
	For additional help email: help@frankstonisd.net