

# How to use Microsoft Teams



Parent Guide: Accessing Teams & Assignments

# Teams can be downloaded to Apple and Android Phones and tablets, not just laptops.



Microsoft Teams

Hub for teamwork

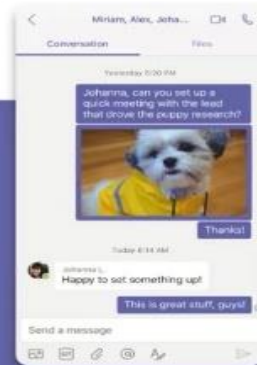
★★★★★ 67K

GET

One place for your team's conversations and content



Chat privately with one or more people



Connect face to face

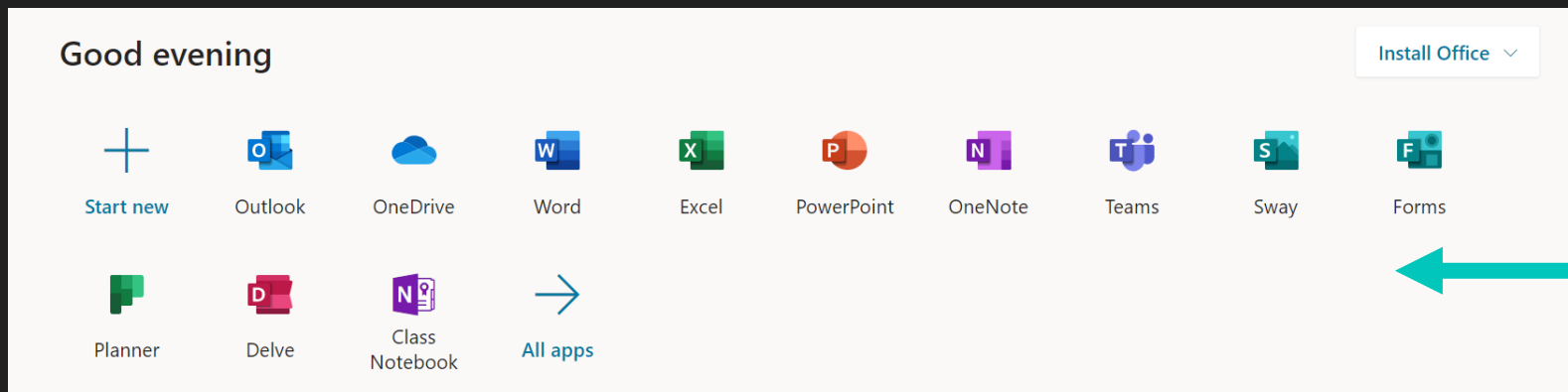
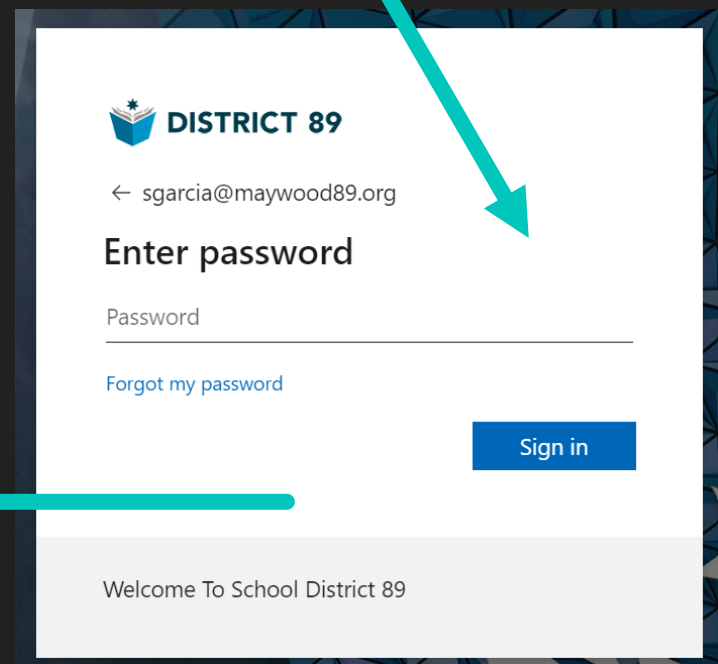
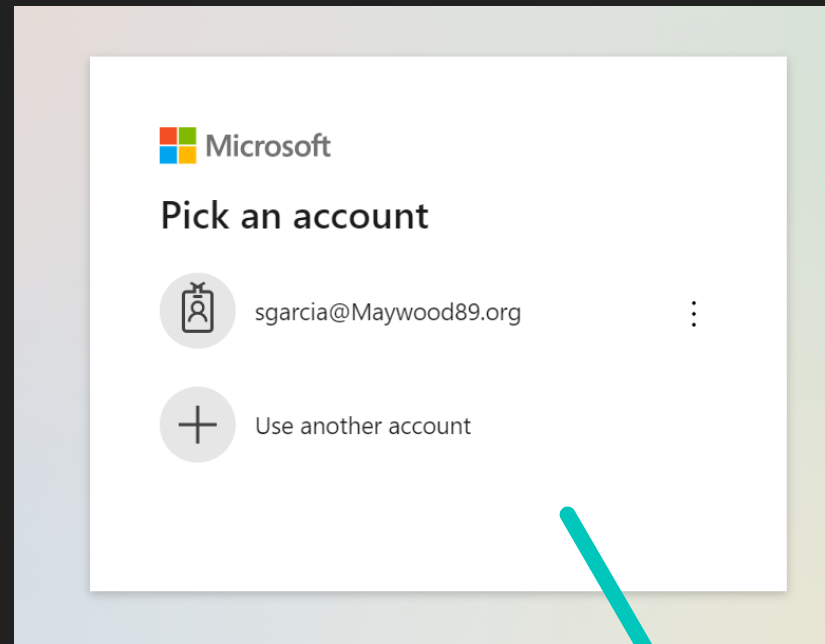


DEVELOPER

Microsoft Corporation

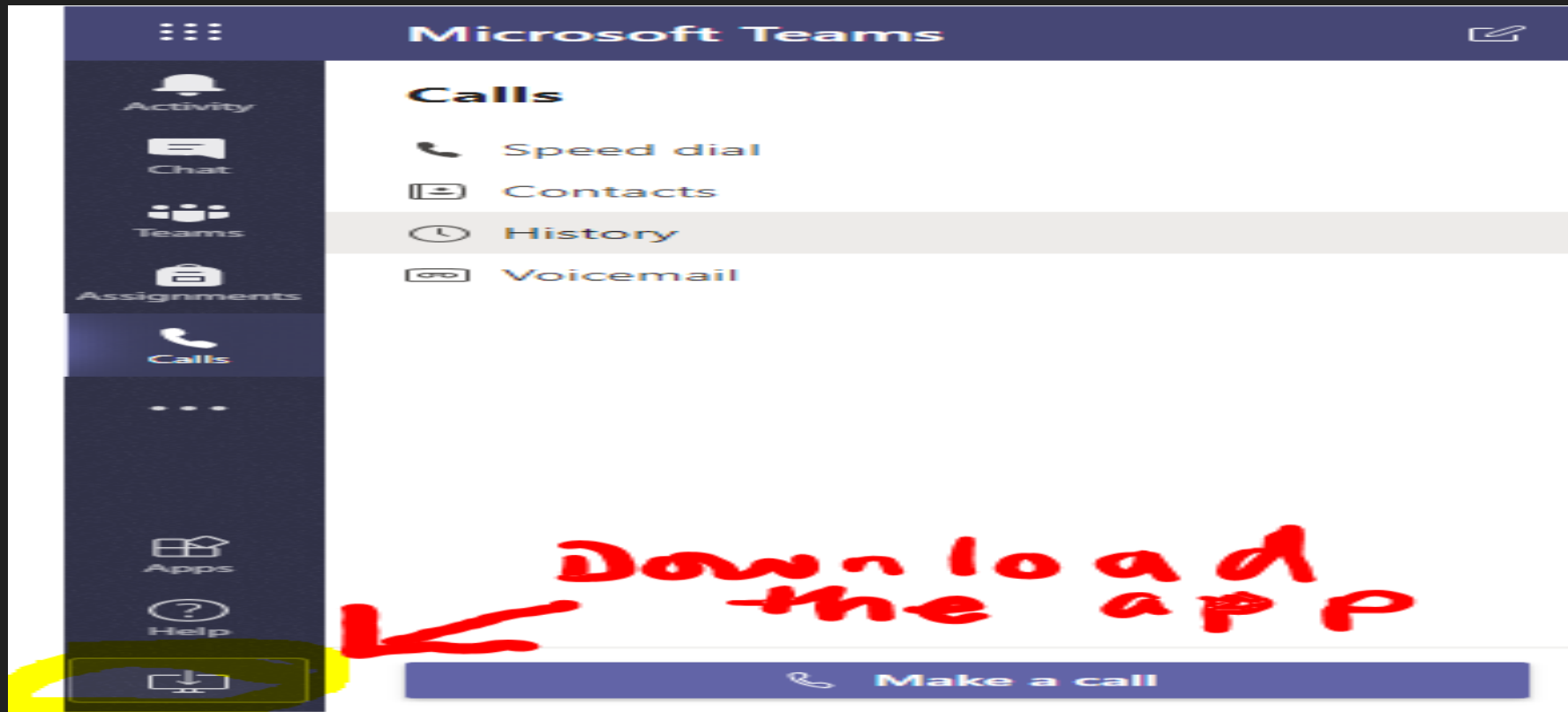
The easiest way to login to Teams is through Office.com

You will need to know your student's log in information: first.last@d89student.org and password



Once you are logged in, Click on Teams.

After the program loads, download the app onto your device like this:



After downloading, click on "Teams" in the bar on the left-hand side of the program. Then choose the 5<sup>th</sup> grade class you need.



5th Grade Math and Social  
Studies



5to Grado SLA y Ciencias

This is the General Channel. Here you will see posts and announcements.

The screenshot shows a Microsoft Teams channel interface. On the left is a navigation pane with a channel name and a list of tabs. The main area displays a post from 'Assignments' with a title, due date, and a 'View assignment' button. Below that is another 'Assignments' post with a notification icon and a 'Reply' button. A date separator indicates 'October 7, 2020'. The main post is from 'Garcia, Sarah' and features a purple banner with the text 'Welcome to Wednesday!' and an 'IMPORTANT!' announcement about independent work for Wednesday, October 7th. A PDF attachment titled 'Remote Learning Work for 10-7.pdf' is shown at the bottom.

**5th Grade Math and Social Studies** ...

General

- Daily Check In - Homeroom Only
- I need help!
- Math Resources
- Remote Learning Videos
- Social Studies Resources
- Virtual Classroom Expectations

**Assignments** Monday 10:01 AM Updated

**Lesson 6a Exit Slip (Participation Grade)**

Due Oct 6

[View assignment](#)

**Assignments** Tuesday 10:19 AM

Assignment due date has been changed.

← Reply

October 7, 2020

**Garcia, Sarah** Wednesday 7:25 AM Edited

**Welcome to Wednesday!**

**IMPORTANT!**

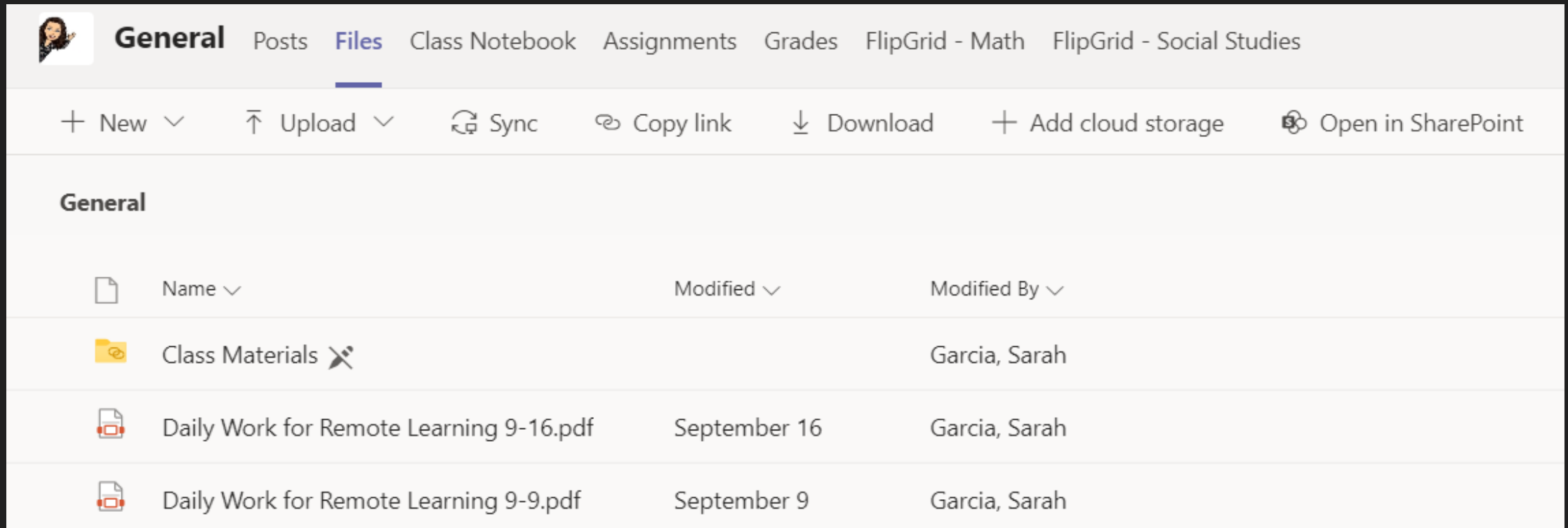
**Here is your Independent Work for Wednesday, October 7th.**

Please complete all assignments by the end of the day today.

**Remote Learning Work for 10-7.pdf** ...

5thGradeMathandSocialStudies > General

The "Files" tab holds anything that has been uploaded for the students.



The screenshot shows a Microsoft Teams interface with a navigation bar at the top. The 'Files' tab is selected and highlighted with a blue underline. Below the navigation bar is a toolbar with icons for '+ New', 'Upload', 'Sync', 'Copy link', 'Download', 'Add cloud storage', and 'Open in SharePoint'. The main content area is titled 'General' and displays a table of files. The table has columns for 'Name', 'Modified', and 'Modified By'. The first row is a folder named 'Class Materials' with a yellow folder icon and a lock icon. The second row is a PDF file named 'Daily Work for Remote Learning 9-16.pdf' with a red document icon, modified on September 16. The third row is another PDF file named 'Daily Work for Remote Learning 9-9.pdf' with a red document icon, modified on September 9. Both PDF files were modified by 'Garcia, Sarah'.

| Name                                    | Modified     | Modified By   |
|---|--------------|---------------|
| Class Materials                         |              | Garcia, Sarah |
| Daily Work for Remote Learning 9-16.pdf | September 16 | Garcia, Sarah |
| Daily Work for Remote Learning 9-9.pdf  | September 9  | Garcia, Sarah |

The Grades tab will show you all the assignments, the status of the assignment (not turned in, viewed, returned) and the grade given.

Status Meaning:

| Due date ▲ | Assignment ▼                              | Status ▼   | Points ▼ |
|------------|---|------------|----------|
| Yesterday  | Multiply Decimals by Whole Numbers ...    | ← Returned | 80/100   |
| Oct 8      | Good Morning, Sunshine! October 5 - 8     | ← Returned | 10/10    |
| Oct 7      | Lesson 6B - Lesson Check                  | ← Returned | 100/100  |
| Oct 6      | Lesson 6a Exit Slip (Participation Grade) | ← Returned | 10/10    |

### NOT TURNED IN:

Student has not looked at this assignment yet.

### VIEWED:

Student has opened the assignment, but has not turned it in.

### TURNED IN:

Student has clicked the "Turned In" button.

### RETURNED:

Assignment has been graded OR has been returned for the student to correct work.



I hope this quick introduction to Teams makes learning at home more manageable. Please feel free to contact me if you have questions.



Contact me at  
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