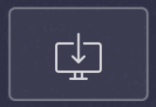




# MICROSOFT CLASSROOM TEAMS: PARENT/GUARDIAN GUIDE

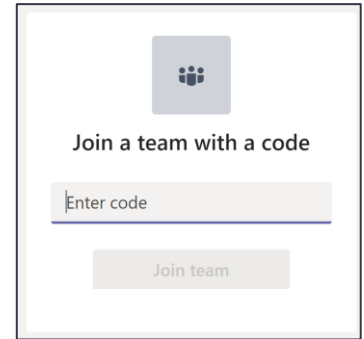
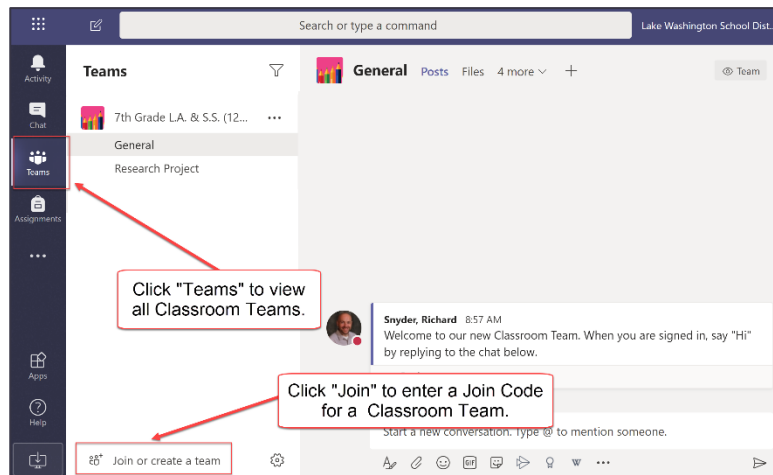
## OVERVIEW AND ACCESS

<p><b>Overview</b></p>	<p>Microsoft Classroom Teams is a <b>digital hub</b> for all Office 365 products and tools. Classroom Teams is one of the tools that teachers may use to share content, connect with students, or provide activities and resources for at-home learning.</p>
<p><b>Terms and Features</b></p>	<p>Classroom Teams is <b>collaborative</b> 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.</p> <ul style="list-style-type: none"> <li>• <b>Me Space</b> = Blue bar along the left and top. This area is used to navigate around Teams.</li> <li>• <b>We Space</b> = Collaborative area in the middle of the Teams window. Information and content here are generally <b>visible to everyone</b> that is part of the Team.</li> <li>• <b>Channel</b> = A way to organize different <b>Tabs</b> (Files, Posts, and teacher-created content) around a topic. Every Classroom Team includes a <b>General Channel</b>.</li> <li>• <b>Posts</b> = This is where students and their teacher have conversations that everyone can participate in.</li> </ul> 
<p><b>Online Access</b></p>	<p><b>Classroom Team sites are only for teacher-to-student interaction and contact.</b></p> <p>Students will access their Classroom Team with their Lake Washington School District <b>Office 365 account</b>. This is their school email address and school password.</p> <p>Students can get to their Classroom Team quickly by going to <a href="https://teams.microsoft.com">https://teams.microsoft.com</a></p> <p>When prompted students will login with their <b>LWSD email address</b> and <b>password</b>.</p> <div data-bbox="1130 1398 1503 1698" data-label="Image"></div> <p><i>Students may also download and install the Microsoft Teams app for their LWSD or personal device. A link is available from the main Teams page, located at the bottom of the "Me Space."</i></p> 

## 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 will receive an email** from their teacher with this information.

- After signing in to <https://teams.microsoft.com>, 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 only 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 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.

### Troubleshooting

If students are having trouble connecting, make sure students are:

- Using their correct email address and password.
- Accessing their Classroom Team through <https://teams.microsoft.com>.
- Connected to a network.

### Resources for Parents and Students

Click on each title below to go to a **Microsoft Office support page** with information. The case-sensitive short URL can also be clicked or keyed into a web browser from any device.

- [Distance Learning with Office 365: Guidance for Parents and Guardians](#)
  - Short URL: <https://bit.ly/TeamsParents>
- [Microsoft Teams for Education: Quick Start](#)
  - Short URL: <https://bit.ly/MSTeamsStudent>

**Please note that some of the features highlighted in the information from Microsoft, like Chat, are not utilized by Lake Washington School District at this time. Your student's teacher will provide instructions and information about how students will use Classroom Teams for remote learning.**