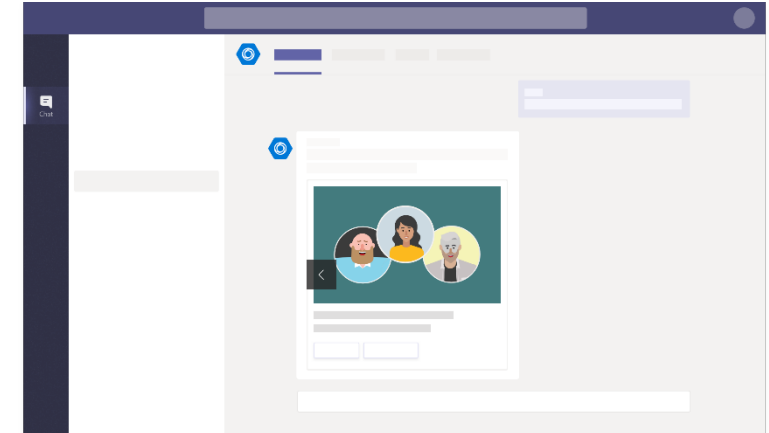
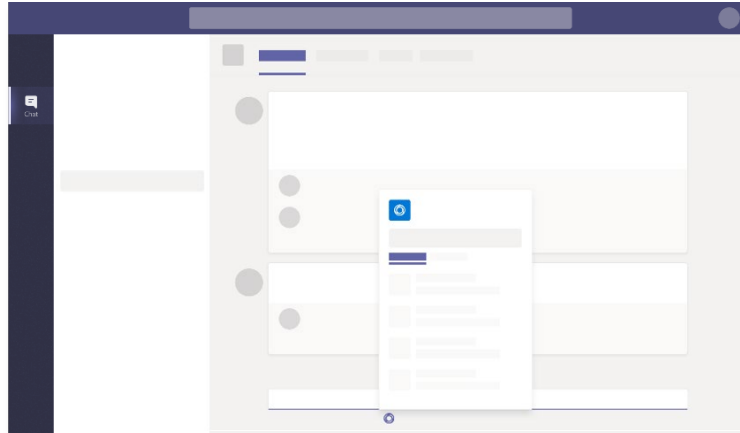
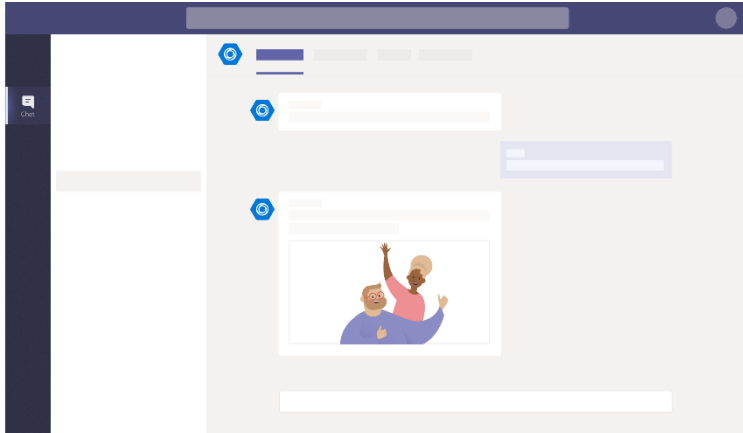


# Microsoft Teams for Education


Guide for Parents and Students






## 1-on-1 Chats

1-on-1 chats are an easy way to communicate with a single individual.

- 1) Select **Chat**.
- 2) Select New Chat  at the top of the chat list, and enter the person's name. Next, compose your message in the box, and select **Send** to start the chat.
- 3) Once in a chat, you'll be able to send messages that include files, links, emojis, stickers, and GIFs—whatever you need to get your point across!

## Group Chats

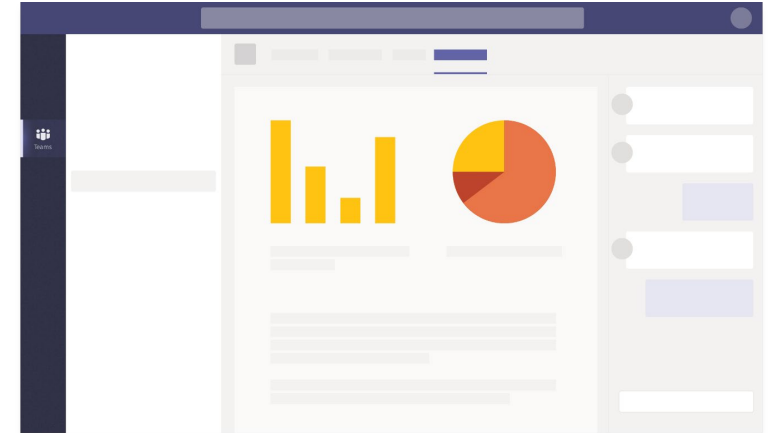
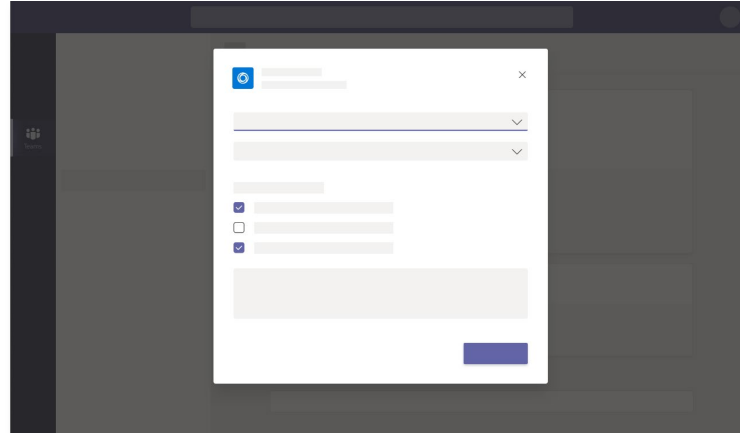
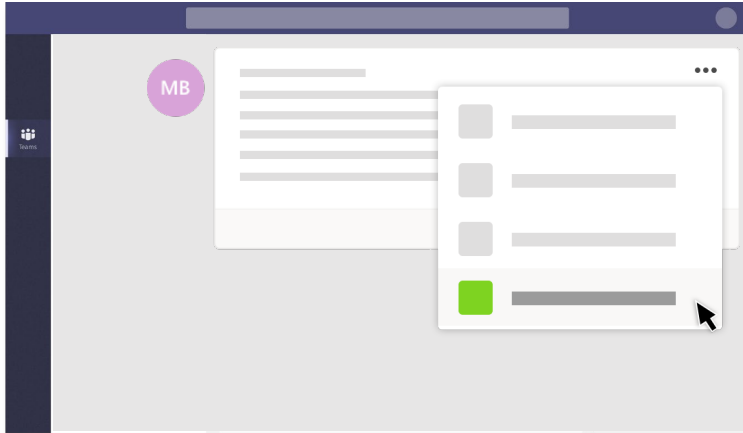
Use a group chat when you need to talk to a small group of people.

- 1) Select **Chat**.
- 2) Select New Chat . Select the down arrow to the far right of the **To:** field, and type a name for the chat in the Group name field. Next, type the names of the people you'd like to add in the **To:** field.
- 3) Once in a chat, you'll be able to send messages that include files, links, emojis, stickers, and GIFs—whatever you need to get your point across!

## Chats in Channels

When you go to any channel in Teams, the very first tab is Posts. Think of Posts as one big group chat. Everyone who has access to the channel can see the messages on the Posts tab.

- 1) Select **Teams**.
- 2) Select a channel.
- 3) Compose your message in the box, and select **Send**.
- 4) Be sure to use the little **Reply** link underneath the message to reply.



## Class Notebooks

Every class team comes with its own linked OneNote Class Notebook. Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

- 1) Select **Teams**.
- 2) Navigate to the **General** channel under the desired classroom.
- 3) At the top of the page select the **Class Notebook** tab.

## Assignments

In Microsoft Teams, teachers can create assignments for students, manage assignment timelines, add instructions, and more.

- 1) Select **Assignments**.
- 2) Choose a class and select **Next**.

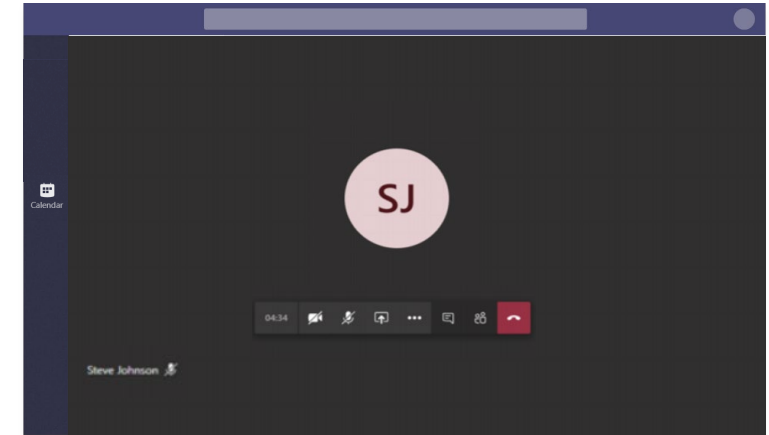
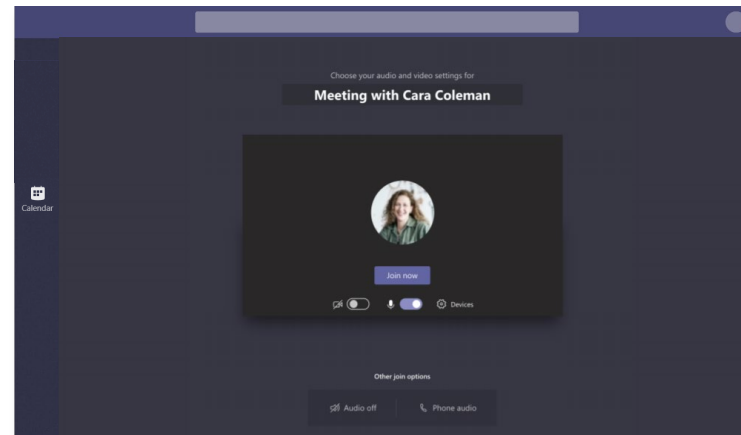
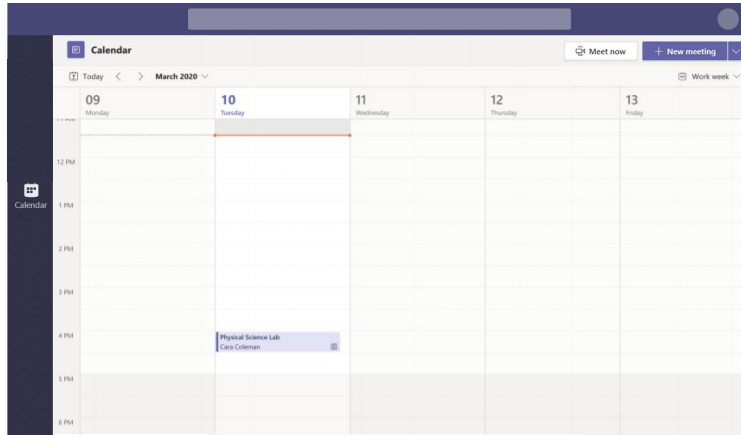
### Alternative Path

- 1) Select **Teams**.
- 2) Navigate to the **General** channel under the desired classroom.
- 3) At the top of the page select the **Assignments** tab.

## Grades

Each of your class teams has a Grades tab where you can view completed assignments. From the Grades tab your teachers can see an overview of the class, access data quickly, open, and return student work.

- 1) Select **Teams**.
- 2) Navigate to the **General** channel of your desired class team and select **Grades**.
- 3) Each student's assignments are listed with the nearest due date at the top by default. Here you can view the assignment's title, its status, and how many points have been awarded so far.



## Join a Meeting/Attending Class

Teams meetings are best when you join them from the Teams app or Teams on the web.

- 1) Select **Calendar** to view your appointments and meetings for the day or week.
- 2) Select a meeting invite to see what the meeting's about, who's attending, and to respond to the meeting.
- 3) When it's time for the meeting/class, select **Join**.

## Participate with Audio

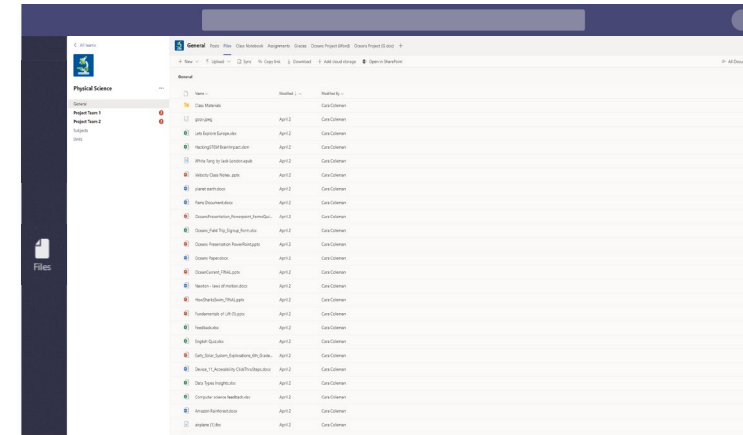
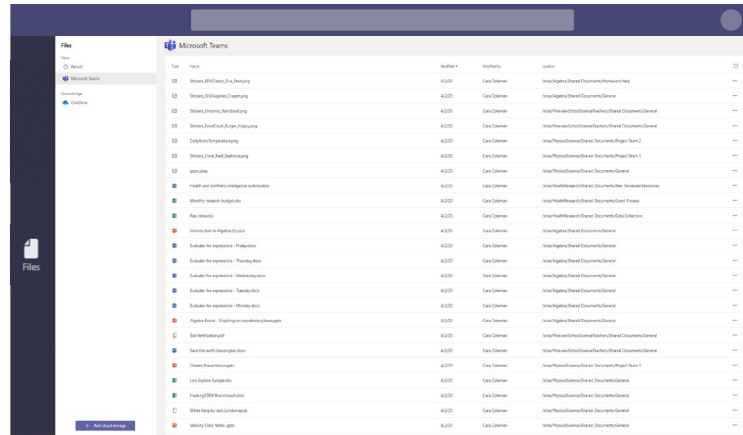
Microsoft Teams uses the microphone in your device to communicate on calls and meetings/classes.

- 1) When joining a meeting, select **Audio**.
- 2) Select **Mute** when not speaking to reduce unwanted noise.
- 3) Select **Unmute** for meeting attendees to hear you.

## Participate with Video

Teams meetings with video can be more engaging.

- 1) When joining a meeting, select **Video**.
- 2) Teams will provide a video preview.
- 3) Have a distracting background? Choose **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.
- 4) Select **Video** to turn off video.



## Create a File

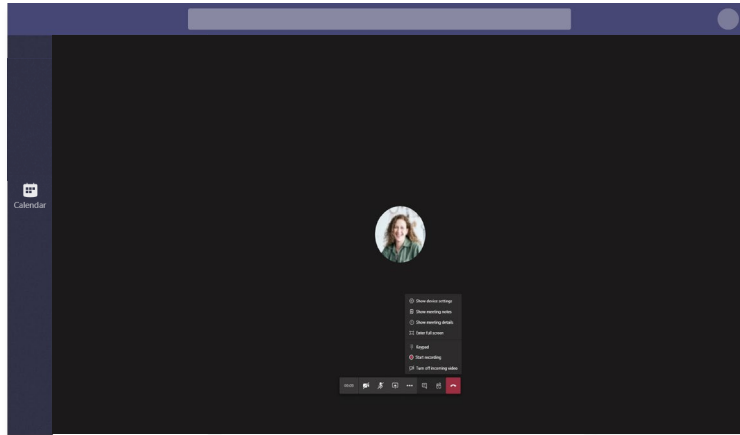
With Teams you can easily create new documents for yourself or a team.

- 1) Select **Teams**.
- 2) Navigate to the channel under the desired classroom.
- 3) Select **Files** at the top of the chat.
- 4) Select **+ New**.
- 5) Select the kind of file you'd like to create.

## Share a File

As your team works together, you'll have files that you'll want to share and collaborate on. Teams makes it easy to share files and work on them together.

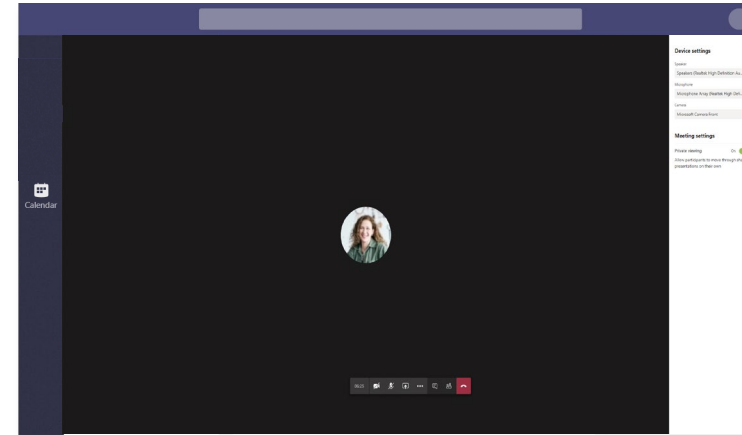
- 1) Navigate to 1:1, group chat, or channel discussion.
- 2) Select **Attach** under the box where you type messages.
- 3) Select the file location and then the file you want.
- 4) Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.
- 5) Compose your message, then select **Send**.



## Fix Microphone

To change your speaker and microphone settings when you're on a call or in a meeting:

- 1) Select the ellipsis for more actions.
- 2) Select **Show device settings**.
- 3) Select the **Speaker** and **Microphone** options.



## Fix Camera

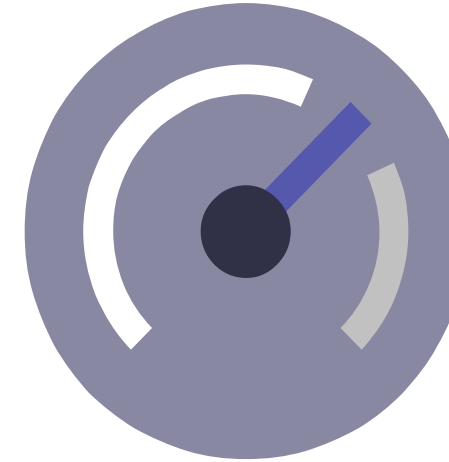
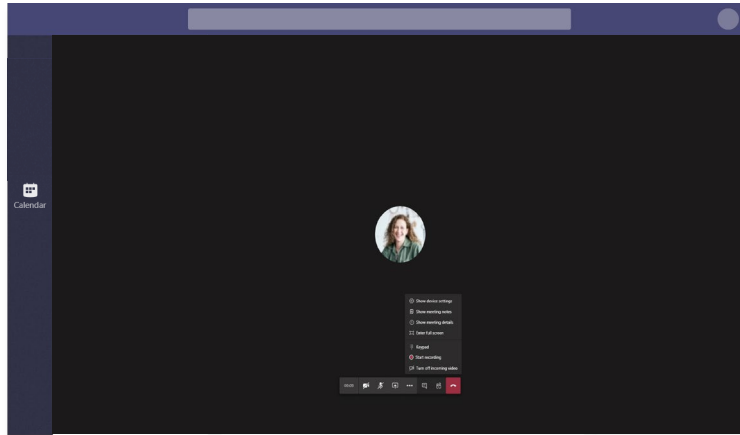
To change your camera settings when you're on a call or in a meeting:

- 1) Select the ellipsis for more actions.
- 2) Select **Show device settings**.
- 3) Select the **Camera** options you want.



## Pro Tip

Microsoft Teams needs to be allowed to use Microphone and Camera settings in Windows or Mac privacy settings.



## Turn off Incoming Video

Streaming video uses more bandwidth than any other feature in a video call. If you are having performance issues such as distorted or choppy audio, try turning off all incoming video to maximize performance.

- 1) Select the ellipsis for more actions.
- 2) Select **Turn off incoming video**.

## Maximizing Internet Bandwidth

If you are experiencing issues with your connection, here are some common scenarios that may affect your home network quality during business and school hours:

- **Work and learning schedules** – Other members of your household may have bandwidth requirements for work or school during this time. Take this into consideration when scheduling critical meetings.
- **Entertainment** – Keeping kids (and adults!) entertained when they are not in school can be a challenge. But many online entertainment services like Netflix, Hulu, Sling, YouTube, or gaming compete for network bandwidth while you are working online. Think about setting hours for learning and working versus entertainment.
- **Rebooting isn't just for PCs** – Try rebooting your home router if you are experiencing network performance issues or unexpectedly lose your internet connection. Sometimes routers need a little care too.