



MICROSOFT CLASSROOM TEAMS: PARENT/GUARDIAN GUIDE

OVERVIEW AND ACCESS

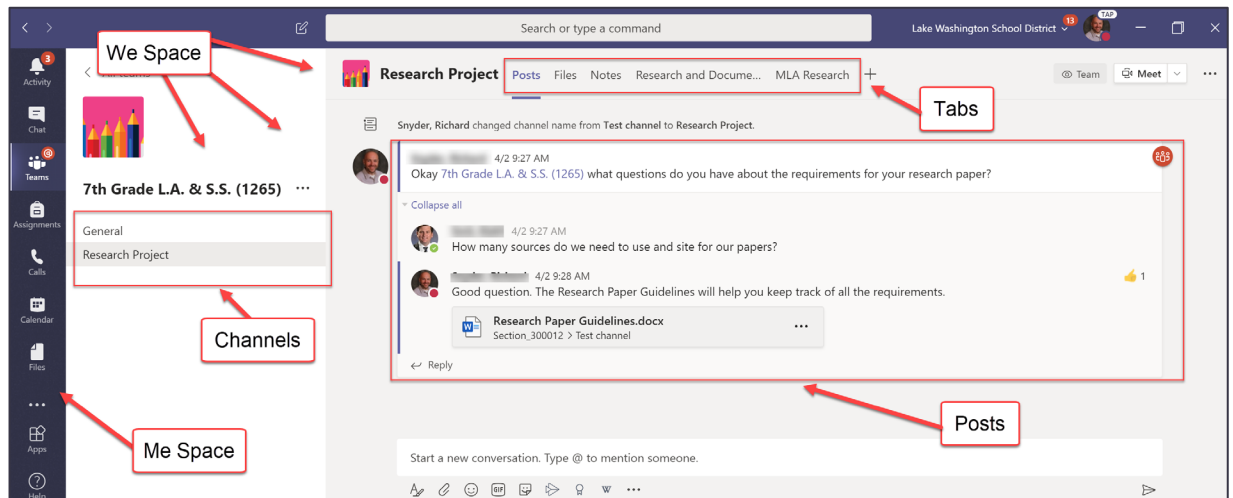
Overview

Microsoft Classroom Teams is a **digital hub** 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.

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 everyone** 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.

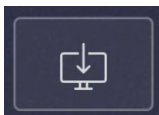
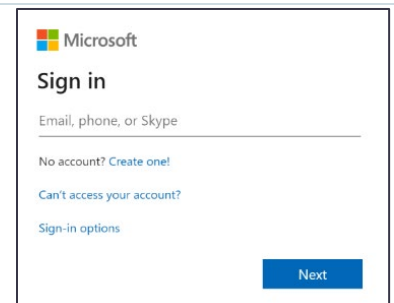


Online Access

Classroom Team sites are only for teacher-to-student interaction and contact.

Students will access their Classroom teams with their SLPS username (with @slps.org after it) and password.

Students can get to their Classroom Team quickly by going to <https://teams.microsoft.com>

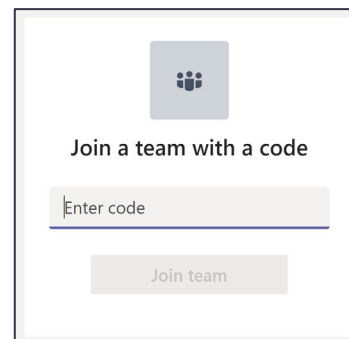
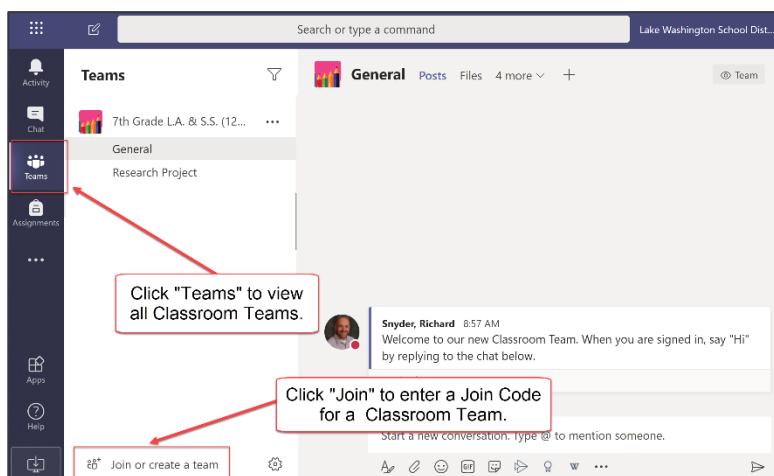


Students may also download and install the Microsoft Teams app for their personal device. A link is available from the main Teams page, located at the bottom of the “Me Space.”

Joining or Viewing a Classroom Team

Students will be enrolled in a Classroom Team by their teacher.

- After signing in to <https://teams.microsoft.com>, students should click on “Teams” in the **Me Space** to view their Classroom Teams.



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.

Trouble-shooting

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

- Using their correct username and password.
- Accessing their Classroom Team through <https://teams.microsoft.com> or the app.
- 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 St. Louis Public Schools at this time. Your student's teacher will provide instructions and information about how students will use Classroom Teams for remote learning.

Contact Mr. Herron at GatewayMiddleParentHelp@slps.org if you still cannot connect.