

## Understanding Teams Student and Parent Quick Guide

### What is teams?

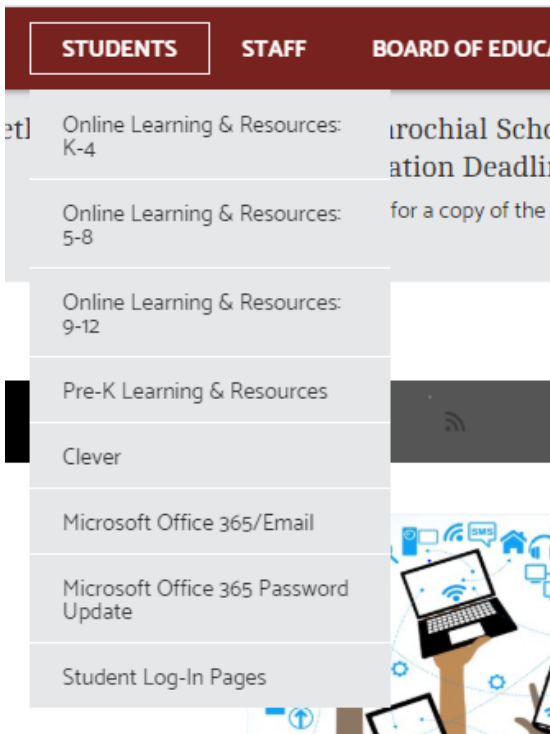
Teams is your child's digital portal into their classrooms. With teams your student's learning can happen anywhere with Office 365 online. Teachers will use this digital tool to communicate, issue assignments, and provide a collaborative working environment for our KCSD students.

### How do I access Teams/ Office 365?

Students can log into their school accounts at [www.kingstoncityschools.org](http://www.kingstoncityschools.org), where they will have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser. Microsoft Teams can be accessed online or downloaded to a home or mobile device.

### Login

1. Go to [www.kingstoncityschools.org](http://www.kingstoncityschools.org)
2. Hover your mouse over the student's area for the dropdown to appear
3. Click on Microsoft Office 365
4. Use your Kingston City Schools Email address and your password to login
  - a. Username - [ID#@kingstoncityschools.org](mailto:ID#@kingstoncityschools.org)
  - b. Password – (what your student uses at school to login to a computer)



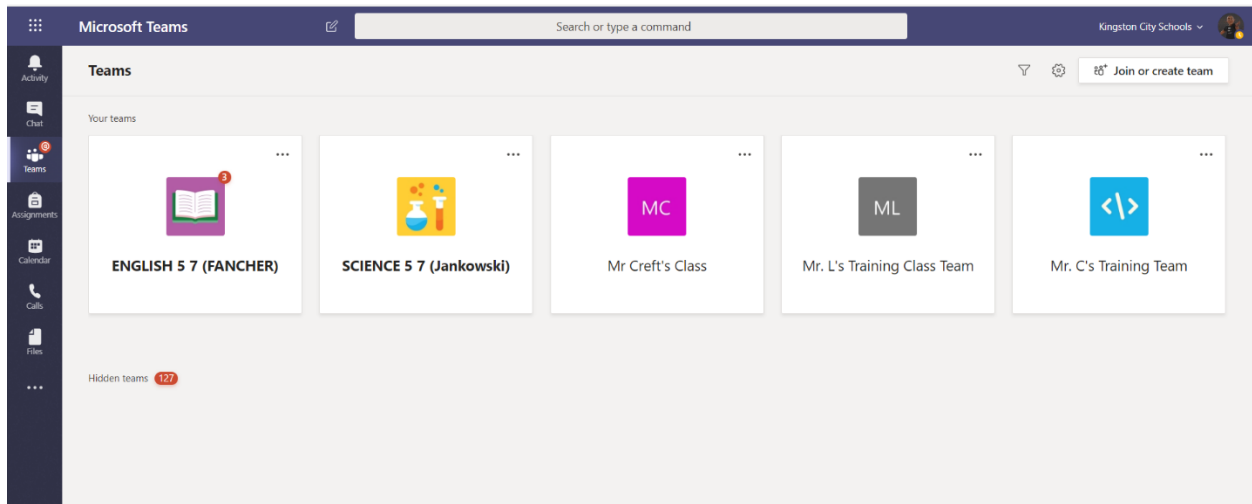
## Kingston City Schools

Sign in with your organizational account

Sign in

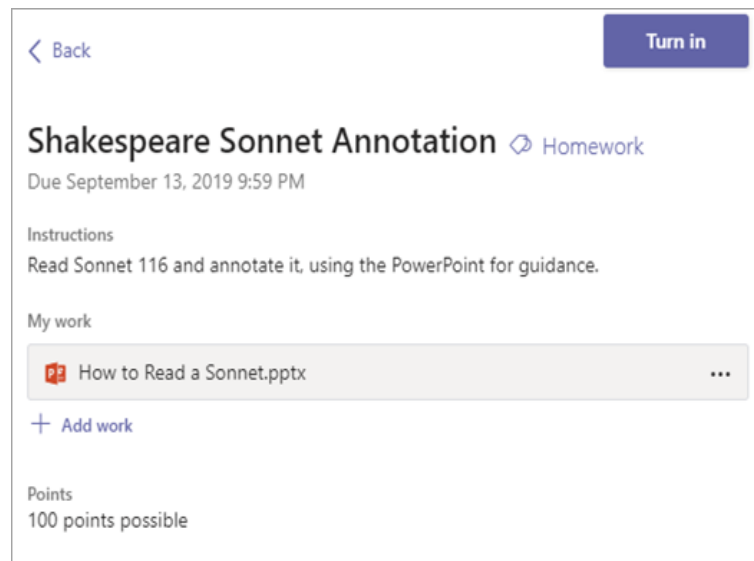
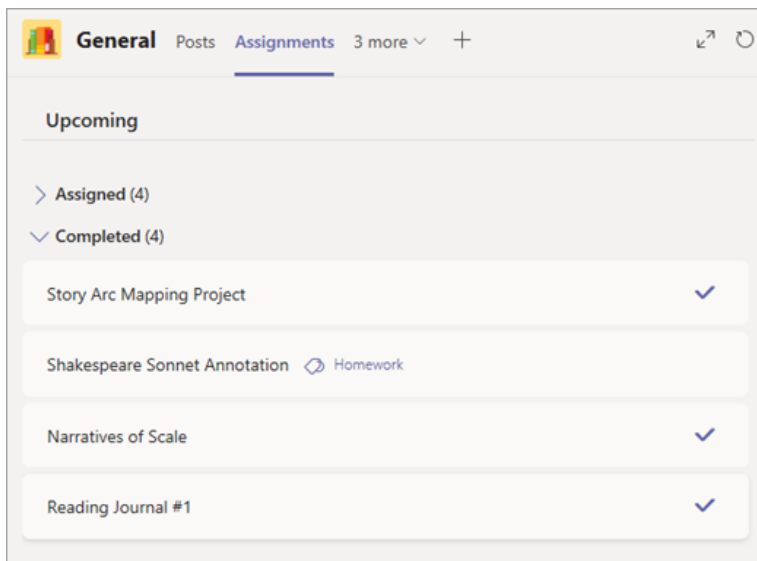
## How does my student join a team? How do they know if they're part of their class' team?

Students are automatically entered into their online classes. To explore Teams and see the class teams they're in, your student can sign into their school Office 365 account select the Teams app. Students will see a button for each class they are registered in.



## How does my student turn in assignments using Teams?

Students can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**. Assignments you've turned in will have a checkmark. Open one to view feedback and scores after your teacher has returned it. You can also select an attached rubric to review more details on your score.



## Completed assignment status

Open a completed assignment to view more details on its status.

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<b>Not turned in</b>	The due date for this assignment has passed and you can no longer turn it in.
<b>Turned in</b>	You'll see a time and date stamp of your most recent turn-in.
<b>Returned</b>	You'll see a time and date stamp of when your teacher returned the assignment to you.
<b>Turn in again</b>	You'll see this option when your teacher has returned an assignment to you but is still accepting submissions. This means you can submit any revisions your teacher has requested.
<b>Undo turn in</b>	Your teacher hasn't returned your work yet and submissions are still open. Use this option if you forgot to include something or want to update your work before turning it in again.

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## How is my student's communication and activity monitored in Teams?

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for students to build and practice digital citizenship alongside their academic learning.

We ask that as our students are home and using the chat features please monitor how they are utilizing the chat tool to ensure the conversations are academic in nature

## Need additional assistance

Please Call (845) 943 - 3020 Option 1