

# Understanding Teams

## Student and Parent Quick Guide



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*All Students, All of the Time*

## What is Teams?

Each student has an Office 365 account that gives them access to different online apps they can use for school, like Word, PowerPoint, etc. Teams is one of these apps; **students use Teams to access all their classes online.**

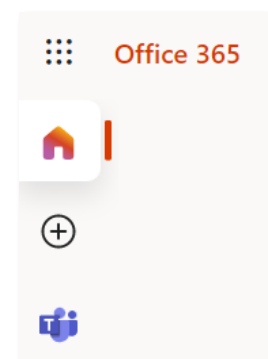
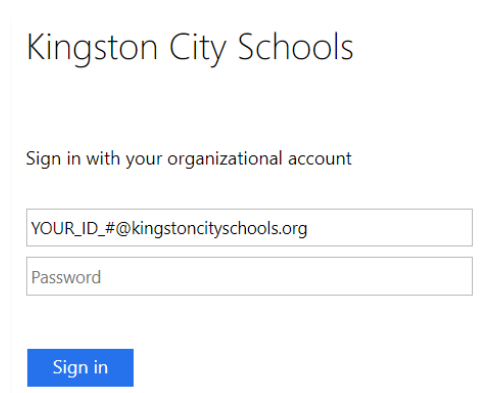
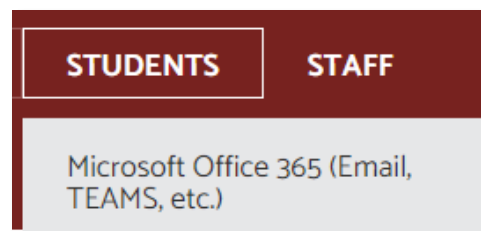
Every student has a Team for each one of their classes. Teachers post assignments, send messages, hold virtual class meetings, and host collaborative learning activities on each Team.

## How do I find my Team?

Students must log into their Office 365 school account on the KCSD website to find their Team.

### To login

1. Go to [www.kingstoncityschools.org](http://www.kingstoncityschools.org)
2. Click the Students button at the top of the site
3. Type your Kingston City Schools Email address and your password and click Sign in
  - a. Username -  
ID#@kingstoncityschools.org
  - b. Password – (what your student uses at school to login to a computer)
4. Click the Teams icon at the bottom left of the Office 365 page



You're logged in to Teams!

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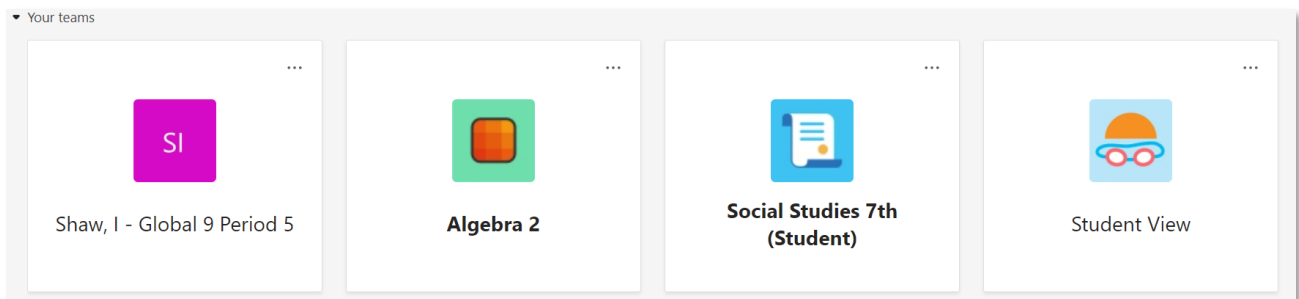
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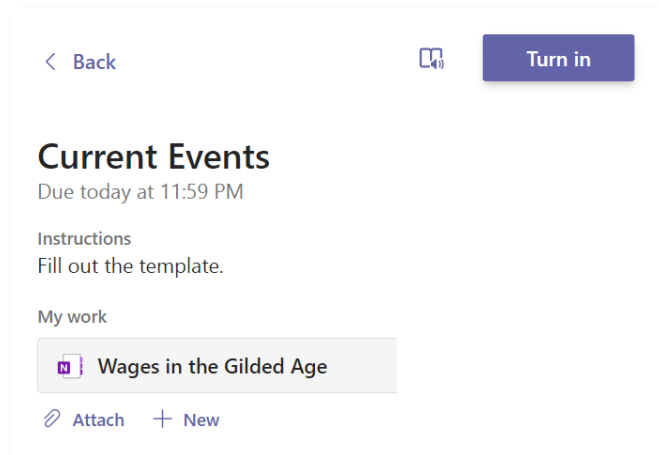
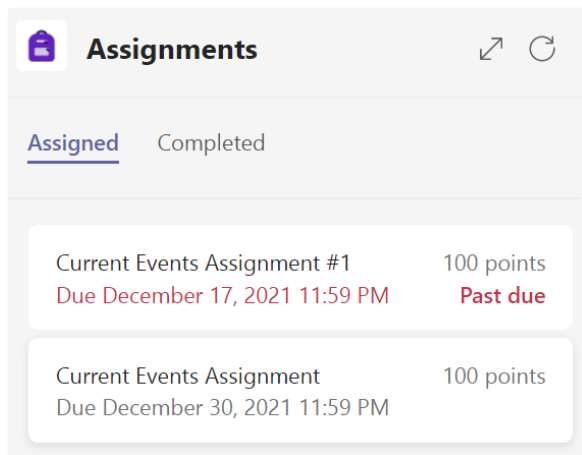
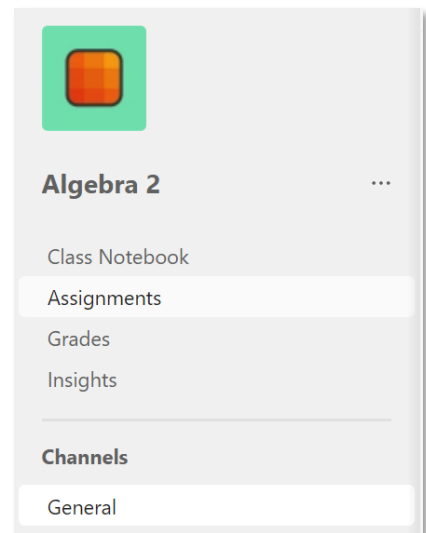
### How do I join a Team?

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 do I find and turn in assignments in Teams?

Students can turn in their assignments by clicking the Assignments link under the name of their Team, then selecting an assignment. They can attach work or create and edit new documents. Once they attach the work and/or close the document, they 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.



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## Completed assignment status

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

<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 the time and date of your most recent turn-in.
<b>Returned</b> or <b>Returned for revision</b>	You'll see the time and date 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.
<b>Undo turn in</b>	Your teacher hasn't returned your work yet and submissions are still open. Use this option if you want to update your work before turning it in again.

## 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.