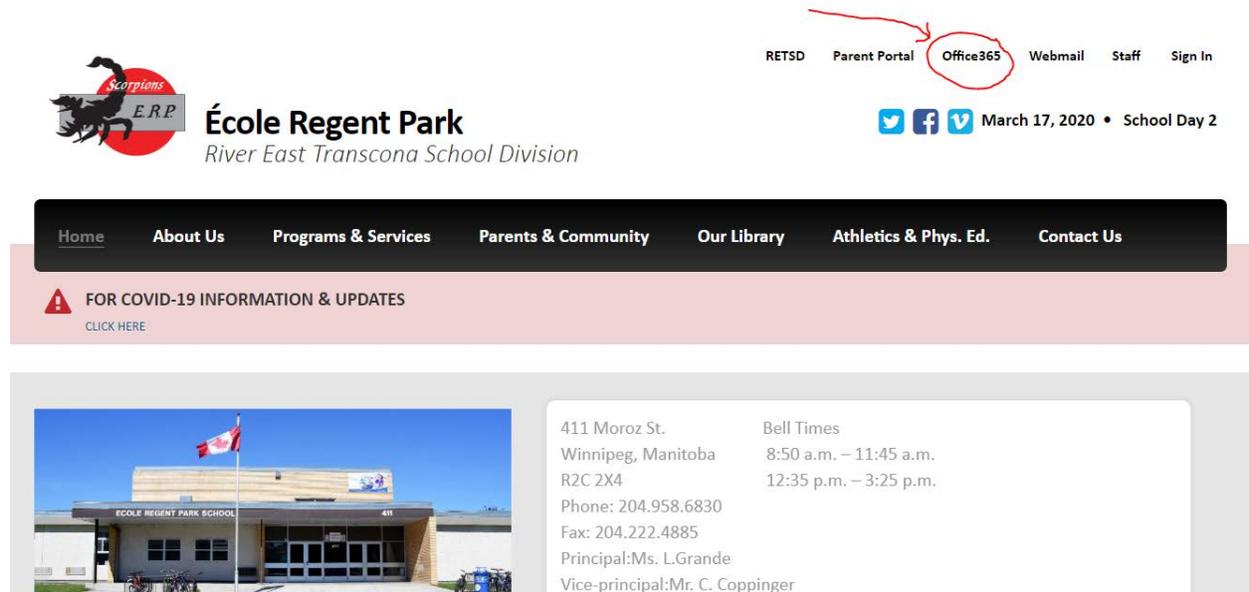


Microsoft Teams- How to Guide for Students and Families

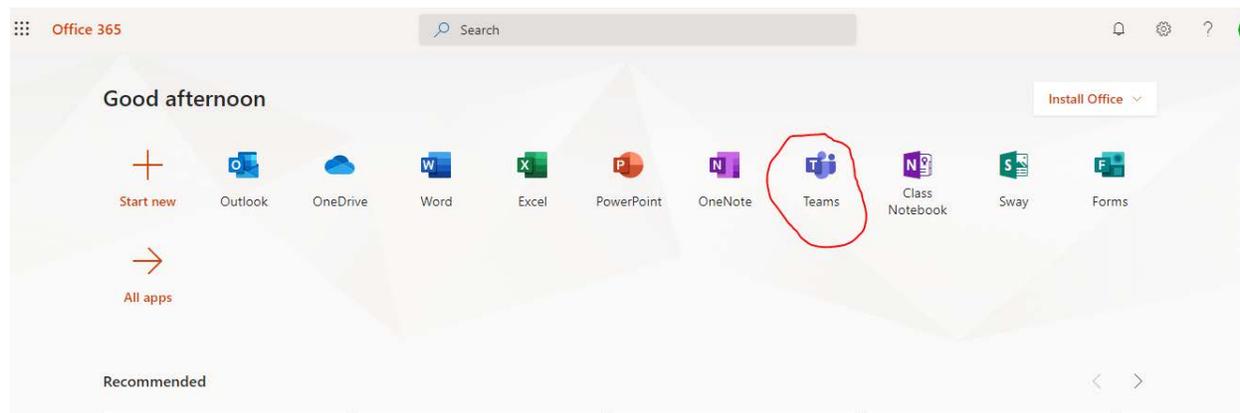
École Regent Park has created an online guide to help support you. If you have any questions or concerns during this process, please feel free to e-mail teachers or the school directly. This is the computer desktop version, not the mobile version. Please note that the mobile version may look slightly different.

1. Students can access Teams by going to the school website, and clicking the Office 365 Tab at the top of the page. <https://www.retsd.mb.ca/school/erp/Pages/default.aspx#/=>



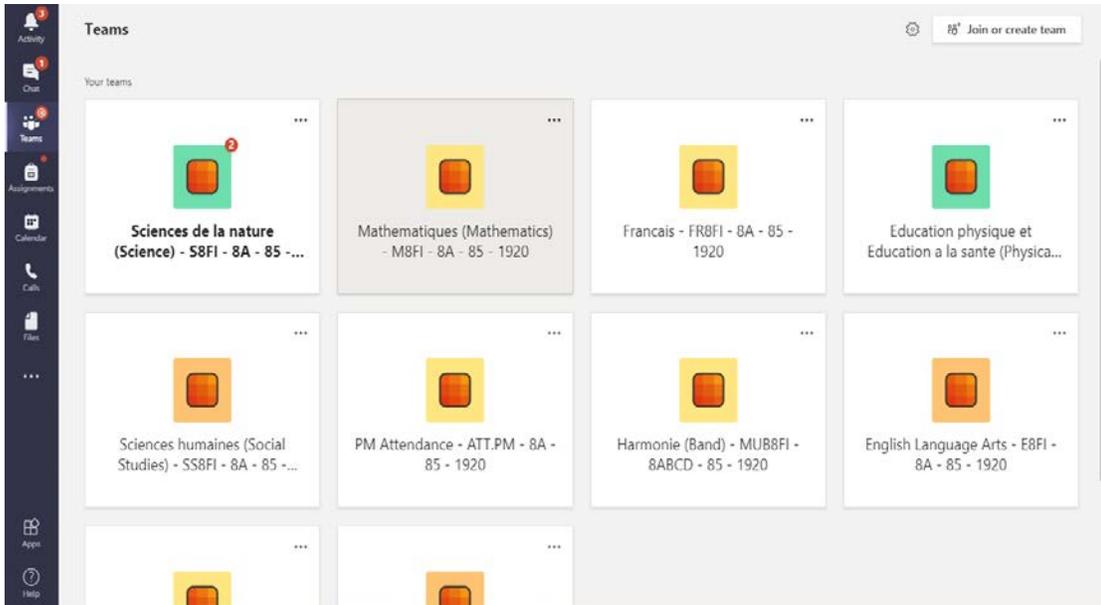
The screenshot shows the website for École Regent Park, River East Transcona School Division. At the top right, there is a navigation menu with links for RETSD, Parent Portal, Office365 (circled in red with an arrow pointing to it), Webmail, Staff, and Sign In. Below the navigation menu, there are social media icons for Twitter, Facebook, and YouTube, along with the date March 17, 2020 and the text "School Day 2". The main navigation bar includes links for Home, About Us, Programs & Services, Parents & Community, Our Library, Athletics & Phys. Ed., and Contact Us. A red warning icon and text indicate "FOR COVID-19 INFORMATION & UPDATES" with a "CLICK HERE" link. Below this, there is a photo of the school building and contact information: 411 Moroz St., Winnipeg, Manitoba, R2C 2X4, Phone: 204.958.6830, Fax: 204.222.4885, Principal: Ms. L. Grande, and Vice-principal: Mr. C. Coppinger. Bell Times are listed as 8:50 a.m. – 11:45 a.m. and 12:35 p.m. – 3:25 p.m.

2. Click Office 365:

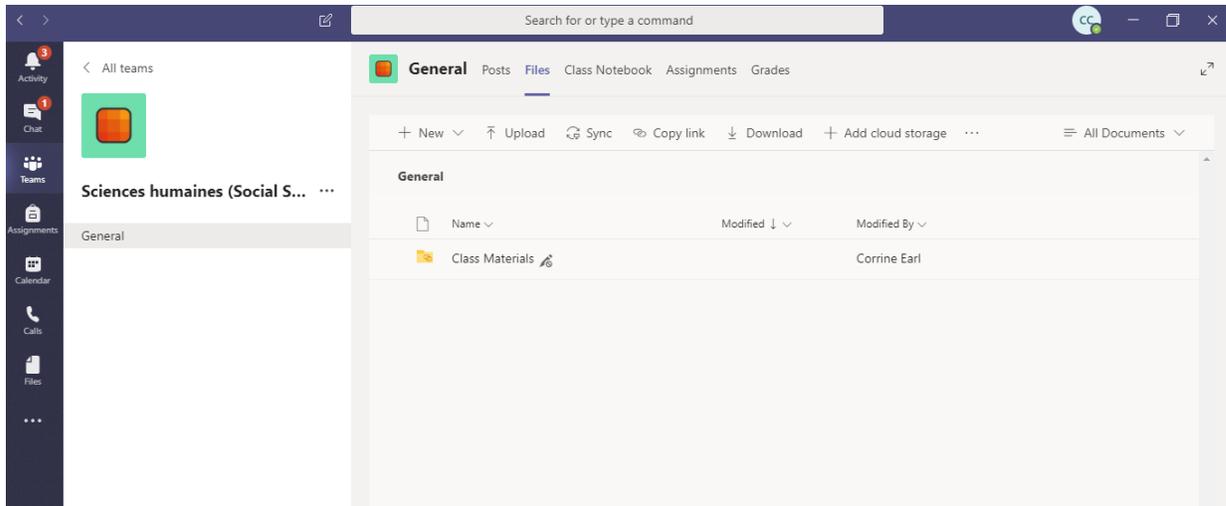


The screenshot shows the Office 365 application dashboard. At the top, there is a search bar and a notification bell icon. The main area displays a "Good afternoon" greeting and a row of application icons: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams (circled in red), Class Notebook, Sway, and Forms. Below this row, there is an "All apps" link and a "Recommended" section with navigation arrows.

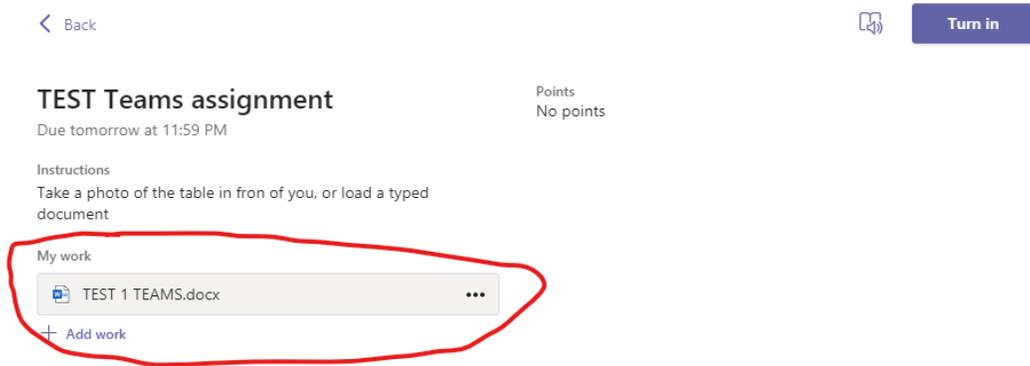
- For Mobile devices, Download both Microsoft **TEAMS** and Word Apps.
- Students can then login to TEAMS using their school login credentials.
- In TEAMS they will see a list of all their courses.



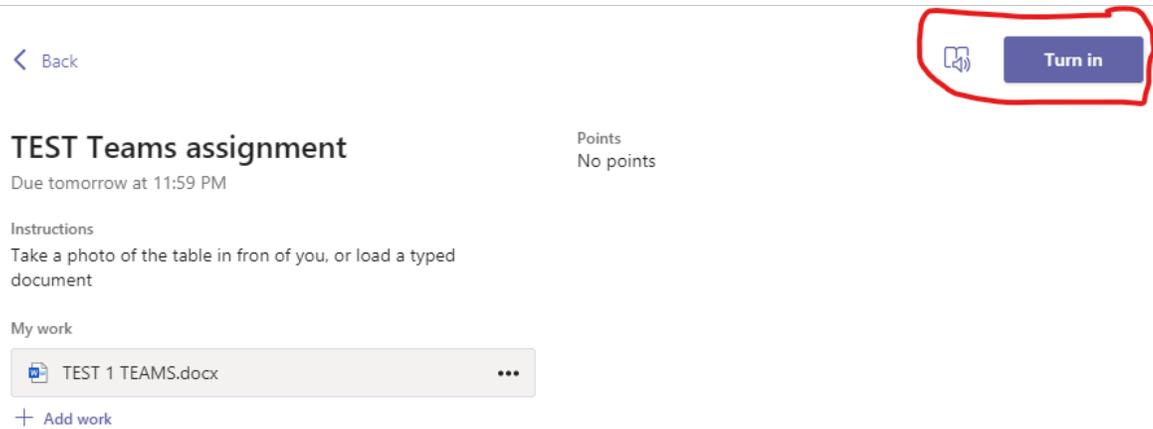
- Click on class subject icon.
- Within each class subject, they will find essential tabs at the top; Posts, Files and **Assignments**.



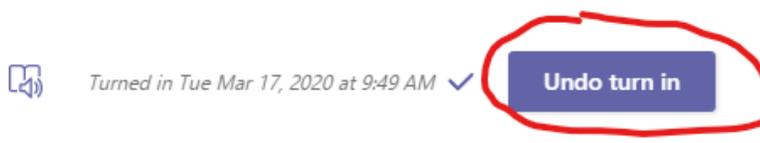
6. Students will be able to 'pick-up' an assignment in the **Assignment** tab. When they open a Word document, they can respond directly on this document. When they close the document, it is automatically saved. (Students will also require Microsoft Word on their device)



- a. Please have them test this with a few words, then close and re-open the document.
7. When an assignment is complete, the students should **'Turn in'** the assignment. If they **Turn in** too early -



they can click the same button which will now read **'undo Turn in'**.



8. Anytime a student is required to attach a photo or other document, there is an **+ Add Work** button on the specific assignment page. Click this and upload document, photo from gallery or use camera directly. Any document loaded through this function will attach to this specific assignment and to this specific student. (please note that the **+Add work** button will not appear the assignment has been Turned in – students must Undo turn in for the **+Add work** to be visible)

[← Back](#)

TEST Teams assignment

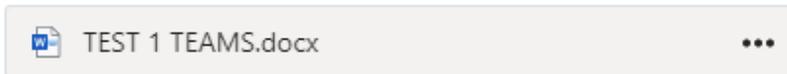
Points
No points

Due tomorrow at 11:59 PM

Instructions

Take a photo of the table in front of you, or load a typed document

My work



9. In addition, there are numerous videos on YouTube that can help with specific problems and questions, as well as the help function in the App itself. Here are 2 Microsoft guides with screenshots that may help:
- Teams on desktop App Microsoft guide - <https://support.office.com/en-us/article/view-and-navigate-your-assignments-student-a206bde9-8bb3-4e38-a745-0f9a6f9eb6ce>
 - Teams on mobile Microsoft guide - <https://support.office.com/en-us/article/manage-assignments-on-a-mobile-device-7d6846bf-6673-43fc-af24-b5fae31578aa>