

CHA Teams Guide for Incoming Parents (Guests)



Sign in

To log in to our CHA Parents Team please go to <https://bit.ly/3aZ1ByJ> if you are a new parent, and log in with the account we have on file for you. Current parents will see a new team in their existing list. If you prefer to use your work Teams account (it is easy to flip flop between two tenants) email support@chestnuthillacademy.com.

If you do not have Teams, you can download the free version [here](#). You will need to set up a Microsoft account to access Teams, usually you can use a Gmail, Yahoo email address etc. to do this. If it is not the same email address, we have on file for you, let us know because we have to

Configure your notifications if you don't want to miss out on Teams activity or want to minimize the distraction that too many notifications can bring. Click on your profile picture in the top right of the app, then select Settings / Notifications. Use dropdown menus to turn on, off, or change the type of notifications you want in Microsoft Teams.

If you want to keep notifications in the app - Select Only show in feed. This means all notifications will be sent to your activity feed, which you can find at the top left corner of Teams. The app will still show notifications on your desktop taskbar, but no pop-up will show.

If you want to get notified in app and on desktop - Select Banner and feed and you'll receive notifications as both a desktop notification and as an alert in your activity feed.

Turn off notifications for specific conversations - Go to the beginning of a conversation in a channel, then go to the top right corner of the message and select More options button > Turn off notifications. You'll still receive notifications if someone directly mentions you. Turn off notifications to mute a channel conversation.

Choose your channel notifications - Go to a channel that shows in your teams list and select More options > Channel notifications. From there, you can choose what activity you get notifications for, and where they show up. By default, channel mentions are turned off and all new posts will only show in Activity.

Having a conversation

With the whole team... Click on Teams icon, pick a team and channel, write your message, and click **Send**. Remember that everyone in the channel can see your message.

With a person or group... Click on Chat icon in left sidebar, choose **New chat**, type the name of the person or group in the To field, write your message, and click **Send**.

Click on the ellipsis in the corner of a message to **react**. Reactions (heart/smiley faces) are meant for sentiment. The thumbs-up is good for acknowledging a message.

Click on the ellipsis to **edit** or **delete** a message.

@mention individuals to get their attention and a response. @mention-ing is equivalent to placing someone in the To or CC field of an email. You can @ groups to save typing names e.g. @chateachers.

Press backspace/delete after inserting an @mention to remove surnames or extraneous information.

Give group chats a name to make them easy to find next time, by clicking on the dropdown arrow at the right end of the 'To' field. Use private chat for high-priority questions or just to ping friends.

Don't mix up **Start** a conversation with **Reply** to a conversation. These are different boxes and it's difficult to recover if you start a new conversation when you meant to reply to one.

Pay attention to your colleagues' availability status. A red status can mean busy, in a meeting, or do not disturb. Message accordingly.

Each Channel has an email address – right click on the channel to find it.

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Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

Start a new chat

Launch a private one-on-one or small group conversation.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Navigate Microsoft Teams

Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files. If you have the free version, you may not see all these options.

View and organize teams

Click to see your teams. Drag team tiles around to reorder them.

Find personal apps

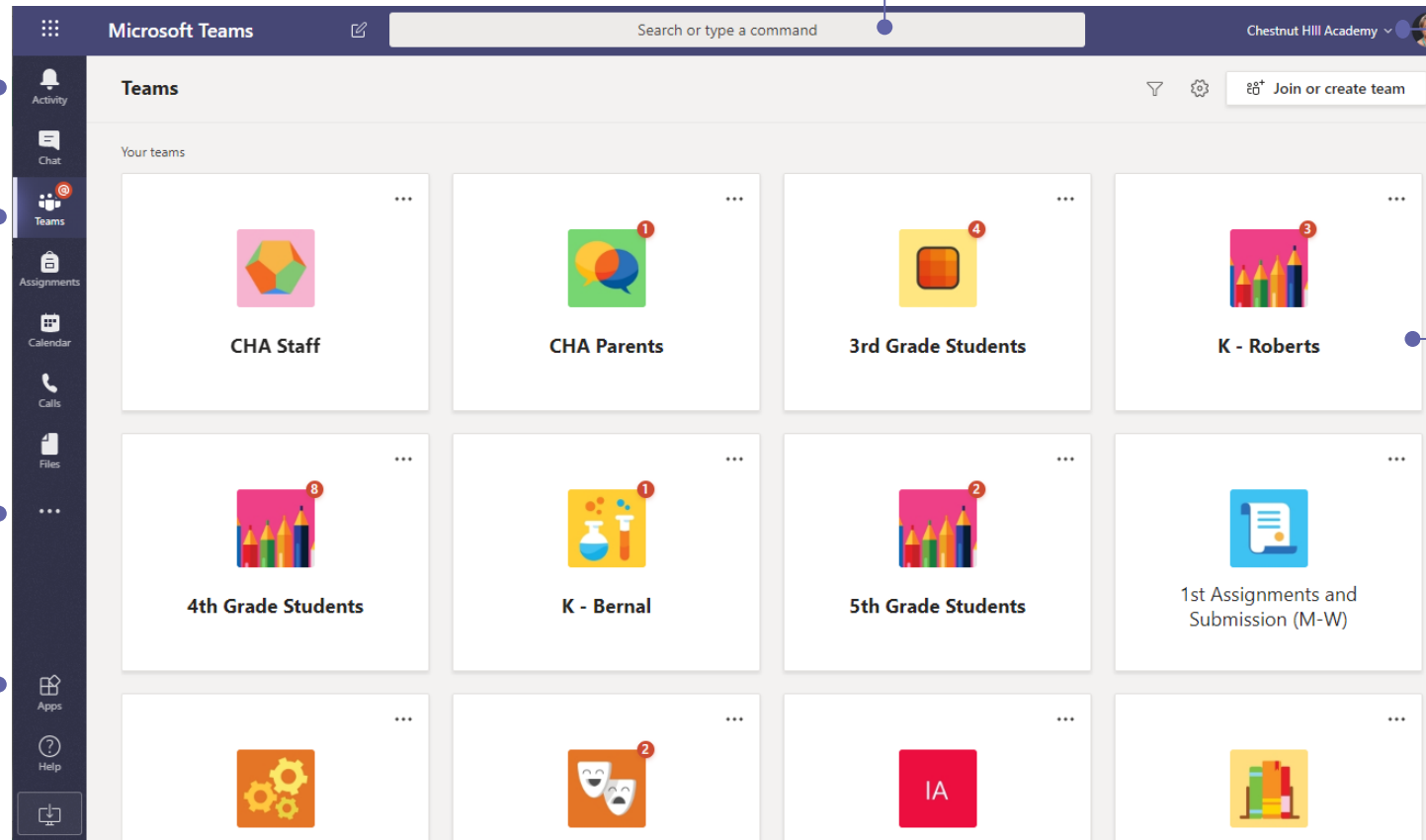
Click to find and manage your personal apps.

Switching Teams

If you use Teams in another organization, you can switch between tenants using this arrow

View your team

Click to open the teams you have been invited to.



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CHA teams

Students in K through 5th have their own Office 365 accounts and are members of class teams. Parents are guests who belong to CHA Parents Team, and in the younger grades the student teams as well if required for support.

Open Class Notebook

Class Notebook is a digital binder students use to take notes, access content shared by their teachers & collaborate with peers.

Open Assignments and Grades

Assignments allows teachers to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Teachers can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too. Used in 2nd – 5th

Files Tab

The Files section is where we will store files that you need access to.

Every team has channels

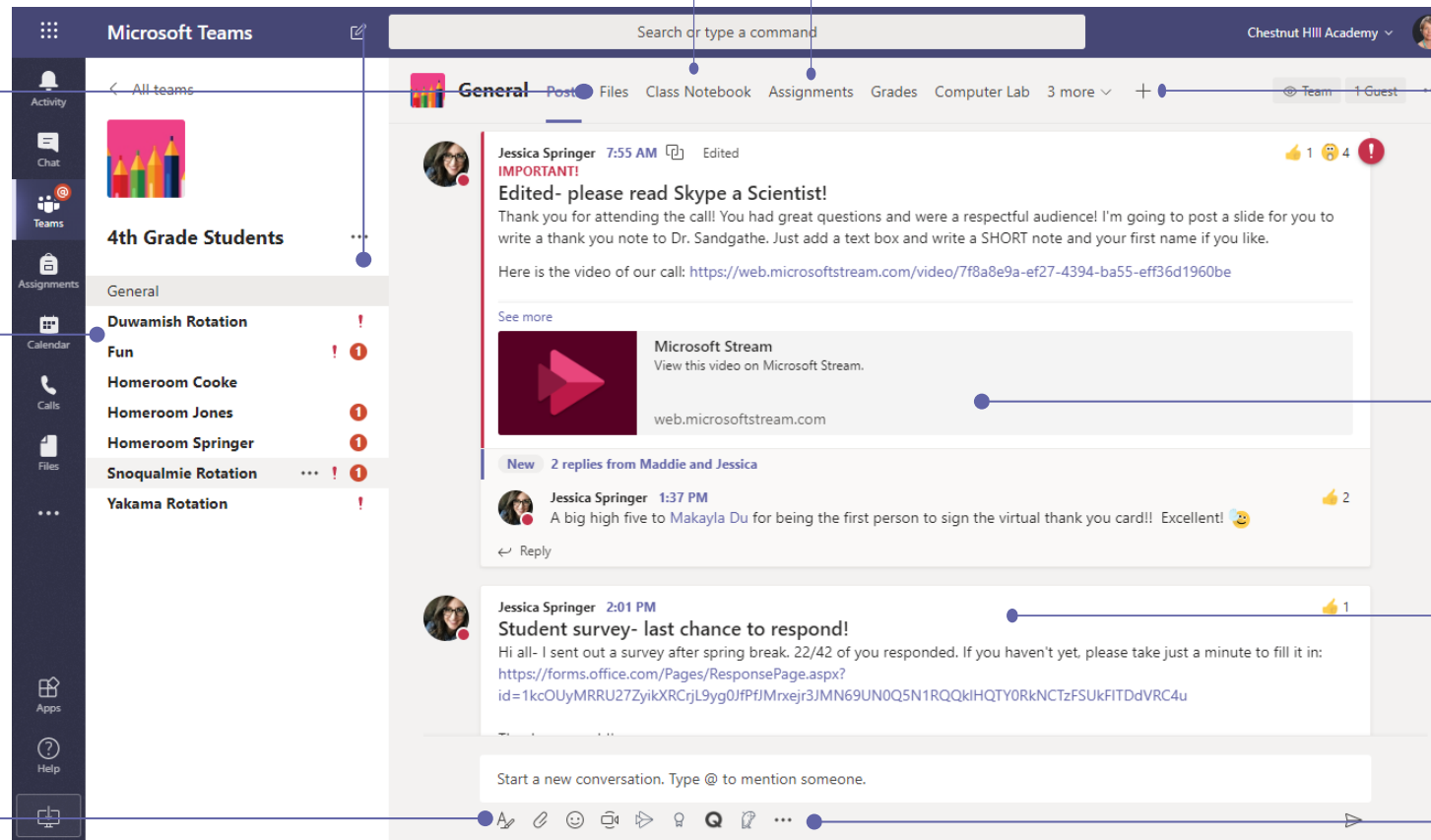
Click one to see the files and conversations about that topic.

Files Icon

The 'Files' icon here will show you all the files you have access to in this team.

Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.



Tabs

Tabs are pinned here when we want to share tools and resources, e.g. the School website.

Share files

Let members view a file or resource.

Start a discussion with the team

Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options

Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

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The Calendar

Free accounts do not have this feature. This information is included so that you can support your student who will have a calendar on their own account.

Start a meeting right away

Add participants directly to a meeting that starts right away. Teachers can't 'control' attendees. Private channels must Meet Now – you can't schedule a meeting in a private channel.

Add new meeting

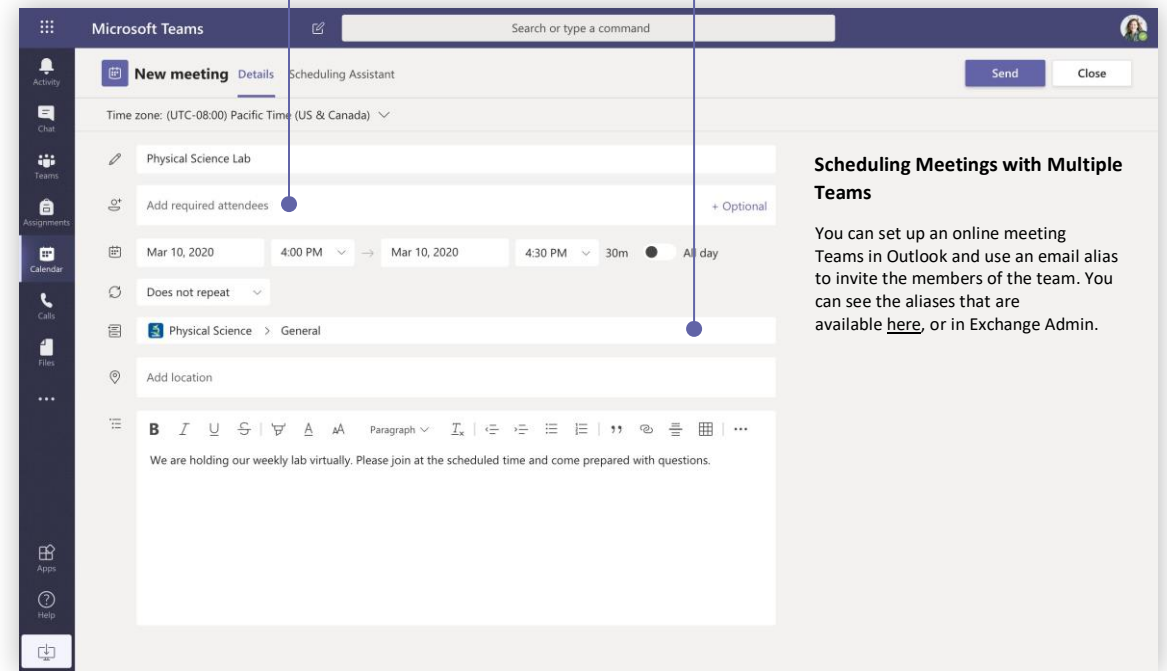
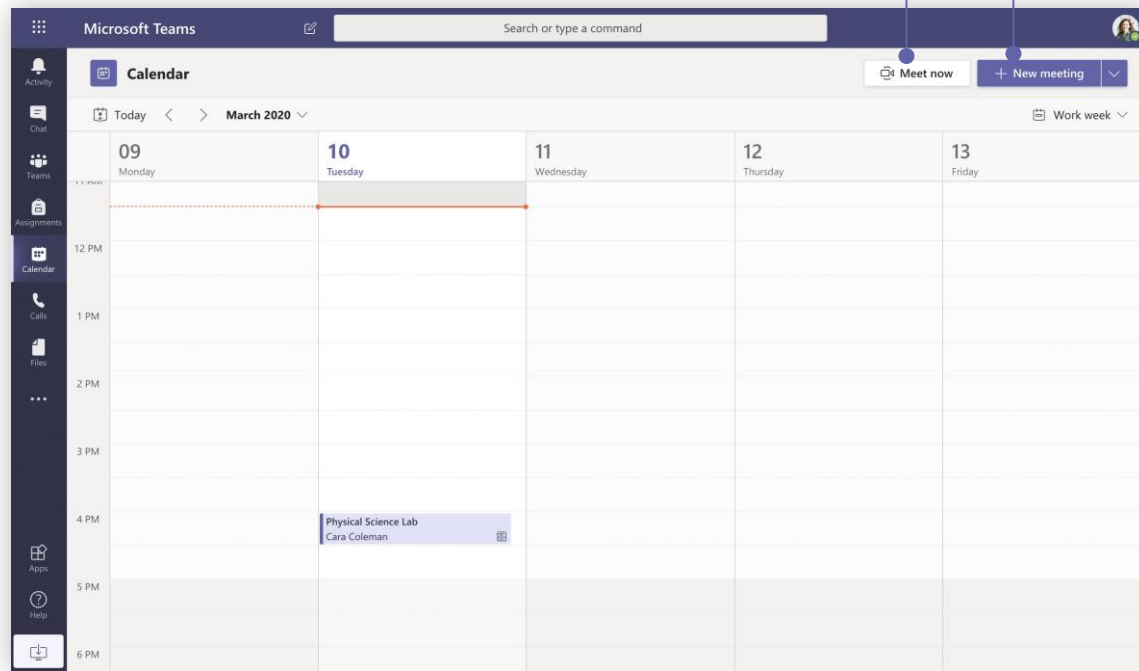
Schedule a new meeting for live discussion with up to 250 people.

Invite individuals to a meeting

Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in you Chat view.

Invite a channel to a meeting

Invite your whole team to a meeting by selecting a channel to host the meeting. Only works in public channels, and you can only add one channel. Meeting recordings & resources will be shared in the channel. Guests cannot access Stream video unless permission granted.






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Join a meeting or class

Free accounts do not have the calendar. This information is included so that you can support your student who will have a calendar on their own account.

 **Ilene Gorski** 4/19 3:44 PM  3
Join me every Monday for a live Computer Science class. If you miss the class or would like to re-watch, each class will be recorded and accessible in 2 - Specialists > Computer Science > Files > Class Materials.

 **Computer Science LIVE**
Occurs every Monday @2:00 PM until 6/13/20

Calendar Meet now + New meeting

Today < > **April 2020 - May 2020** Work week

	27 Monday	28 Tuesday	29 Wednesday	30 Thursday	01 Friday
9 AM	Ad Soc, East Math, North Live, South Social, West Social	SM - Admi, South - Live LA, West Social	Nor Mat, Wes Soci, South - Live LA, Lisa Duffina, I, Supp, Wec	North Math, West Social, South - Li	Admin Meeting, Microsoft Teams Meeting Ad, Fun Friday Morning Meeting, Chelsea Roberts
10 AM	East Math, North Live, South Social, West Social	East Math, Live North, South - Social	East Math, Live North, South Social, West Social	East Math, Live North, South Social, West Social	Live Office Hours with Mrs. Shamsen (optional), Jeena Shamsen
11 AM	East - I, Nor - Mat, Sour - Mat, Wes - I, Reak	East/V - Micro, North - Math, South - Math, Live - CF	East/V - Micro, North - Math, South - Math, Live - Di	East/West - Microsof, North - Social, South - Math	5th Grade PE, Jack Sturgess, 3rd Grade: Spanish Live Class, Vanessa Suarez
12 PM	Lunchtime Storytime with Se	Lunchtime Storytime with Se	Lunchtime Storytime with Se		

test Chat Details Scheduling Assistant Join Close

Cancel meeting Time zone: (UTC-08:00) Pacific Time (US & Canada) Meeting options

test



















Add required attendees + Optional

Apr 9, 2020 3:30 PM → Apr 9, 2020 4:00 PM 30m All day

Does not repeat


New Name Class for SM > General

Add location

B *I* U    Paragraph               

[Join Microsoft Teams Meeting](#)
[Learn more about Teams](#) | [Meeting options](#)

Tracking

 Sarah Morlidge
Organizer

Find the meeting invitation in the channel of your team or on your Teams calendar. Open the meeting and click Join to join the meeting. Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select 'Join Now' to enter the meeting.

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The Call Tool Bar

How to manage your settings during a meeting

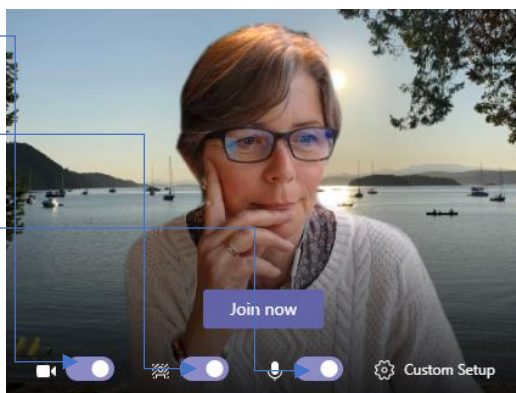
To make a test call, select your profile picture in the top right corner of the screen, then Settings > Devices from the dropdown. Choose 'Make a test call' under Audio devices. In a test call, you'll see how your mic, speaker, and camera are working. Make sure camera and microphone are not muted. Follow the instructions from Test Call Bot and record a short message. The message will playback for you. After that, you'll get a summary of the test call to show you what's working.

Turn Video On or Off

Turn Background Effects On or Off

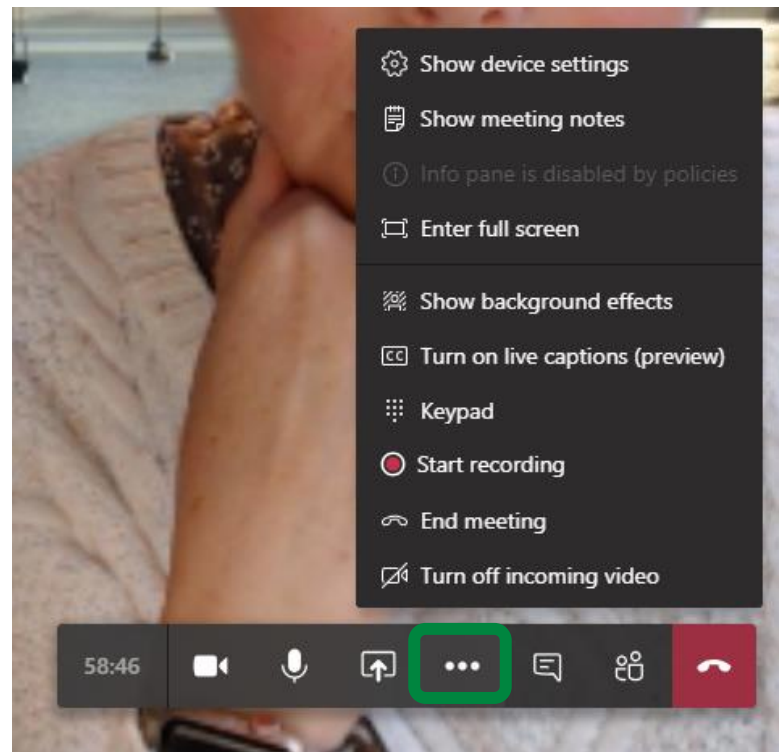
Turn Mic On or Off

Custom Setup - Choose which Mic or camera to use



Sharing your Desktop - Click on the Up Arrow and Select what you want to share:

- Desktop lets you show everything on your screen
- Window lets you show a specific app
- PowerPoint lets you show a presentation
- Browse lets you find the file you want to show
- If what you are sharing needs sound, check the box to 'Include System Audio'
- What is being shared will have a red line around it.
- When you are finished sharing, click on the arrow again.



The ellipsis opens this menu which lets you start and stop recording, change background effects and show notes.

It is very important that you end the call rather than hanging up so that do you do not leave the students in the room by themselves.

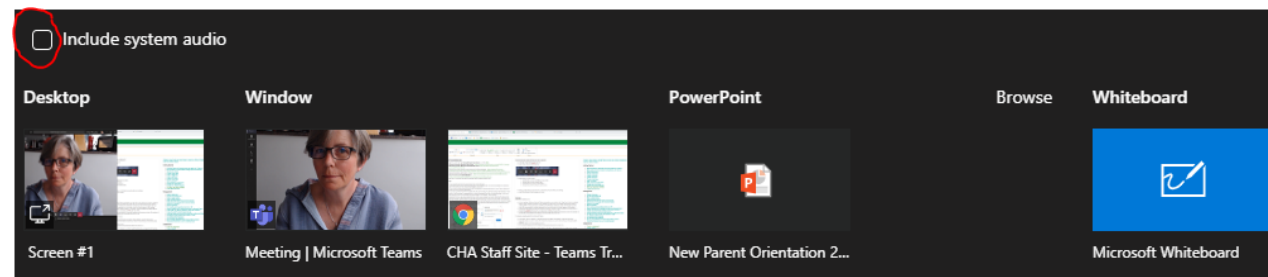
The speech bubble opens a chat window.

The bobble heads open the list of participants. You can remove a student here.

The up arrow shares your desktop.

Ask students to pin your video at the start of the call.

Raise hand and 9 video feeds is coming soon!



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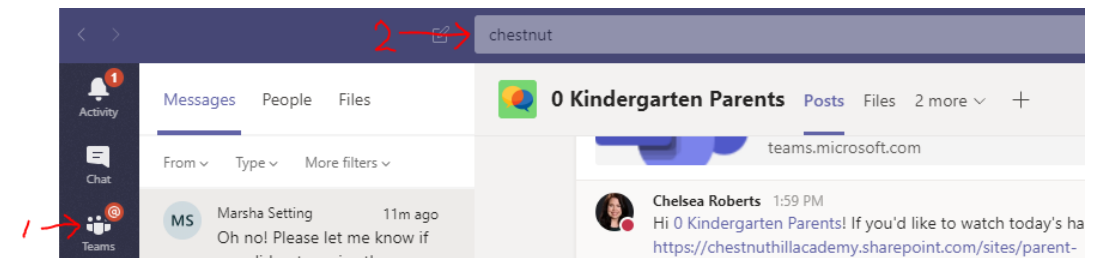
Etiquette

- Please download the Teams app to your computer and phone.
- Be advised that if you are using the free version of Teams you may not have all the functionality e.g. the call and calendar icons. All CHA Students will have their own Teams accounts which you can use during Reach to access these features.
- Configure your notifications so that you don't miss out on Teams activity.
- The like (thumbs up) button isn't for sentiment. Give a thumbs-up as an equivalent for "got it," "sounds good," and "okay." This saves multiple unnecessary and annoying "I acknowledge" responses.
- Reactions (heart/smiley faces) are meant for sentiment. The thumbs-up is good for acknowledging a message, which can help keep work on task.
- Make your out-of-office response Teams-friendly. Your Outlook out-of-office response displays in Teams as well. Say "Thanks for your message," rather than, "Thanks for your email."
- Send links to documents rather than attachments. One of the advantages of Office 365 is the ability to co-edit documents—take advantage of it.
- @mention individuals to get their attention and a response. @mention-ing is equivalent to placing someone in the To or CC field of an email.
- Press backspace/delete after inserting an @mention to remove surnames or extraneous information.
- Urgency in conversations is comparable to urgency of an email. Don't expect an immediate response even if you @mention someone in a conversation.
- Use subject lines when starting new conversations - they make conversations easier to find.
- Give group chats a name to make them easy to find next time.
- Don't mix up Start a conversation with Reply to a conversation. These are different boxes and it's difficult to recover if you start a new conversation when you meant to reply to one.
- Try to keep messages short and concise. Keep things on point.
- Use private chat for high-priority questions or just to ping friends. You can have multiple people on a private chat but keep member count low. If you have a lot of people in a private chat, it probably justifies a Team.
- If you privately message someone, you're implying a higher urgency than if you @mention them in a conversation. Use @mention in chat to give that extra nudge in their activity feed.
- Adding participants to a chat gives you the option to see prior discussions in that chat. Before adding anyone to an existing private chat, be sure about whether you want them to see what was discussed previously.
- You can name private chat groups. A topic- or group-specific name can make the chat easier to find and keep everyone on topic.
- Do not assume you have privacy. Chats can be audited by the IT administrators.

Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.

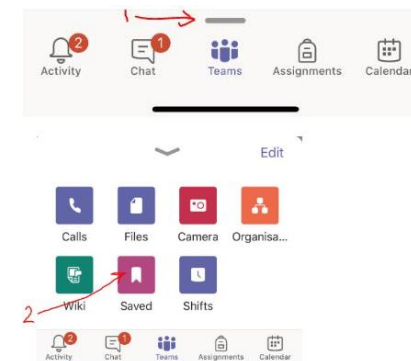
You can filter chats using the little funnel at the top of your list of chats when you need to find a message about something, or from someone. Just search using a name or key word.



Save stuff

If you are using a Windows device, click the "..." that appears when you hover on the message you want to save, then click save. To view your saved messages, click your icon picture at the top of the Teams window and click where it says "Saved."

If you are using an iOS device, click on the ellipsis at the top right corner of the message and choose 'Save'. To retrieve saved posts, click on the bar at the bottom of the screen, above 'Teams', which opens the 'drawer' where you will find a 'Saved' option.



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Scans

Many people don't have printers these days, so teachers will not create assignments that require students to print stuff out.

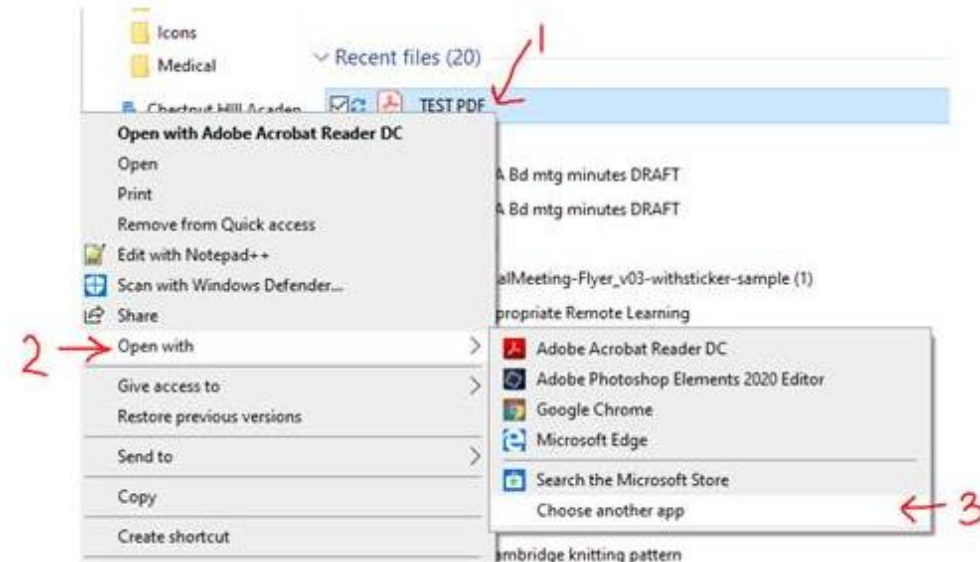
If you need to scan a page from a textbook to share with a teacher, Genius Scan (for smart phones) works well. Parents can upload the scan from their phone to their child's Teams account using the Teams mobile app.

How Can Students/Parents Edit a PDF send by a teacher?

You can't make a PDF scan editable, but there are options depending on what the content of the scan is (lots of graphics, or just text), whether you are sending it as a PDF or an image (JPEG, PNG) and what type of device the student is using. Here are a couple of scenarios based on using a Windows 10 device.

If you are sent a PDF, the student can download the file to their device, right-click on the file in its location (1) and choose 'Open with' (2), 'Choose another App' (3), and scroll down till you find Word. Select Word. This will convert the PDF to a Word doc that the student can type answers on. Then the student can save the file & send it to their teacher or private channel for grading. This option works best where there is mainly text.

If you are sent a scan as an image, the student can draw their answers instead. The student can download the file to their device, right-click on the file in its location (1) and choose 'Open with Paint'. Then the student can draw answers on using mouse, finger or stylus (depending on the device), save the file & send it to their teacher or private channel for grading. This option works best where there are more graphics.



Advice for Mac Users

We do not use Macs at school, but parents have found the following helpful:

- Use Chrome with the Teams browser app rather than Safari.
- Hold the ctrl key down when you click on links.
- If you are having trouble opening a PDF file, take the option to download it first.
- For REACH, iPads are not the best device to use with Teams. We have some student laptops available to loan to current families.

Microsoft has a Teams Support Site where you will find answers to many common problems - <https://support.office.com/en-us/teams>