# MS 365: Guidance for pupils, parents and guardians

*Microsoft Teams for Education*

Your child's learning can happen anywhere with Microsoft 365 online. Get to know our tools made to support learners of all ages and abilities, and see how your child's core subjects and class discussions can happen with support from Microsoft Education.

Protecting your child's data is always Microsoft's top priority. Read more [here](#) about privacy in Microsoft 365 apps.

**Note:** The guidance below is meant to introduce some of the many possibilities for childs learning remotely using Microsoft 365. Your child's school may determine different app settings than those referenced below, and their teachers may use Microsoft 365 in different ways that work for that class.

# What does my child need to sign in to their Microsoft 365 account?

Pupils can log into their school accounts at Glow, where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base; your child can open Office apps in their web browser.

Microsoft Teams can be accessed online or downloaded to a home or mobile device. Explore this [quick-start guide](#) that enables your child to get going with Teams right away.

# What are the best devices for my child to use with Microsoft 365?

Explore [a range of versatile Windows devices](#) where your child can leverage Office 365 Education for their learning. You can also check out these tips to make sure your child's devices—from their [computers and tablets](#) to the [mouse and keyboard](#)—stay clean and safe!
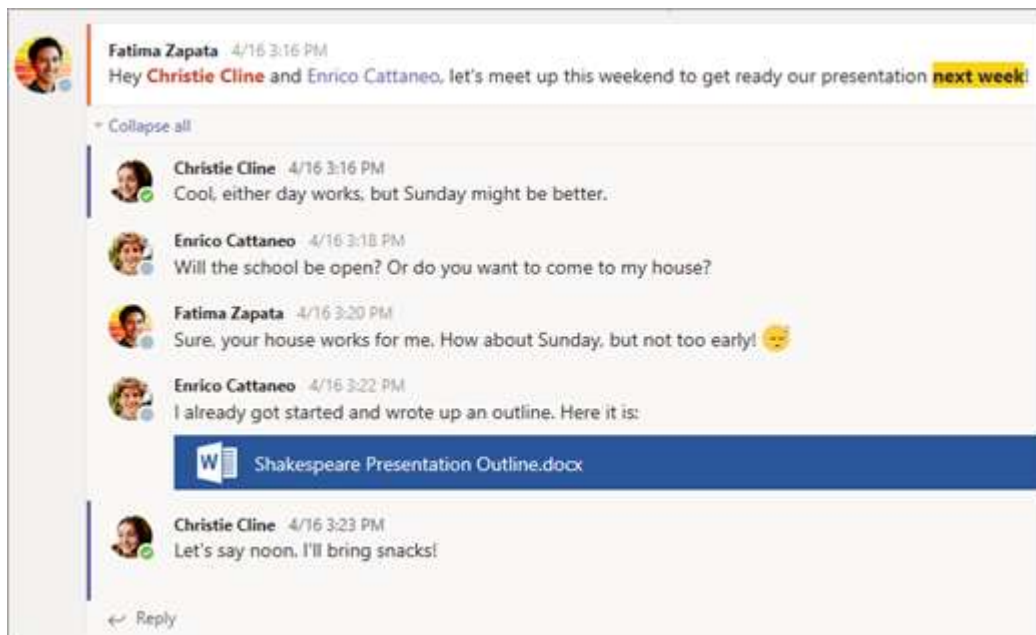
# What if our home has low internet bandwidth?

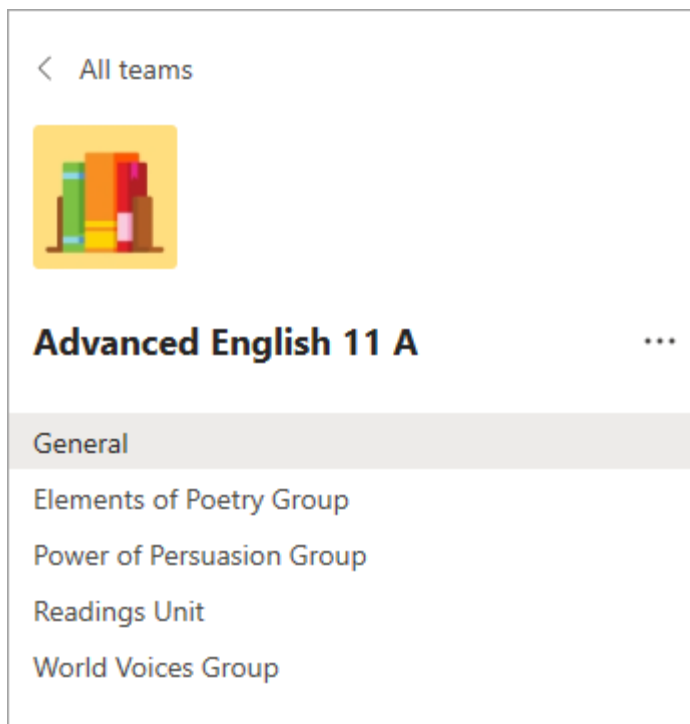[Try some tips, tricks, and best practices](#) for distance learning with low internet bandwidth.

# How will my child communicate with their teachers and classmates?

Using Teams! Teams is an online classroom hub, where your child can chat with their whole class, in groups with other pupils in their class. Your child cannot have a private conversation with another pupil or their teacher via Teams using the Glow education tenancy.

**Tip:** Read more with your child about [communicating in Teams.](#)



Each of your child's classes (if they have more than one) gets its own team, which is set up by a teacher.
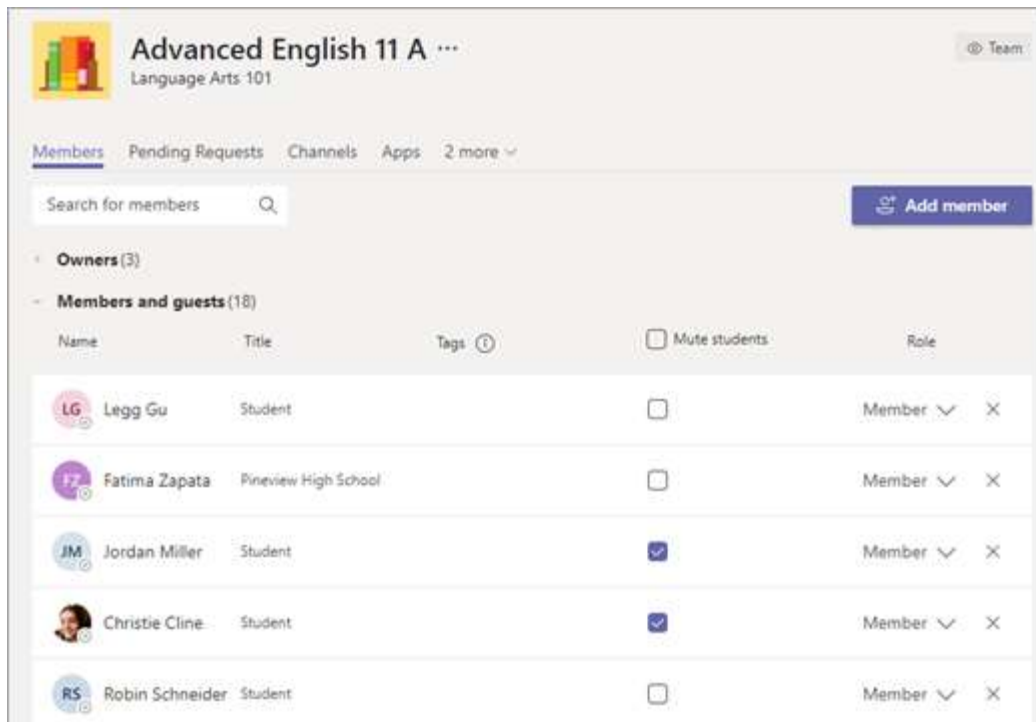
# How does my child join a team? How do they know if they're part of their class' team?

Different schools and teachers may manage the Teams setup process differently. To explore Teams and see the class teams they're in, your child can sign in to their school Office 365 account using Glow and select the Teams app. Pupils will also receive an email notification when they've been added to a team.

# How is my child'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 pupils who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.
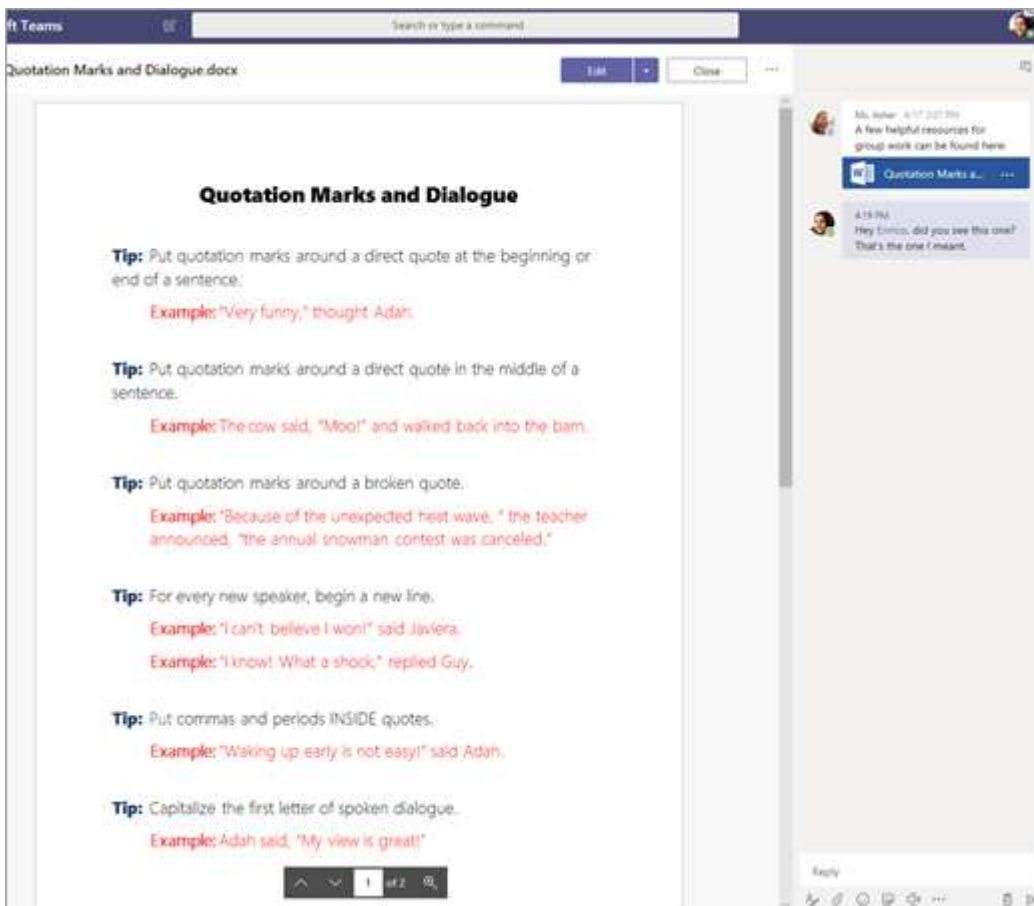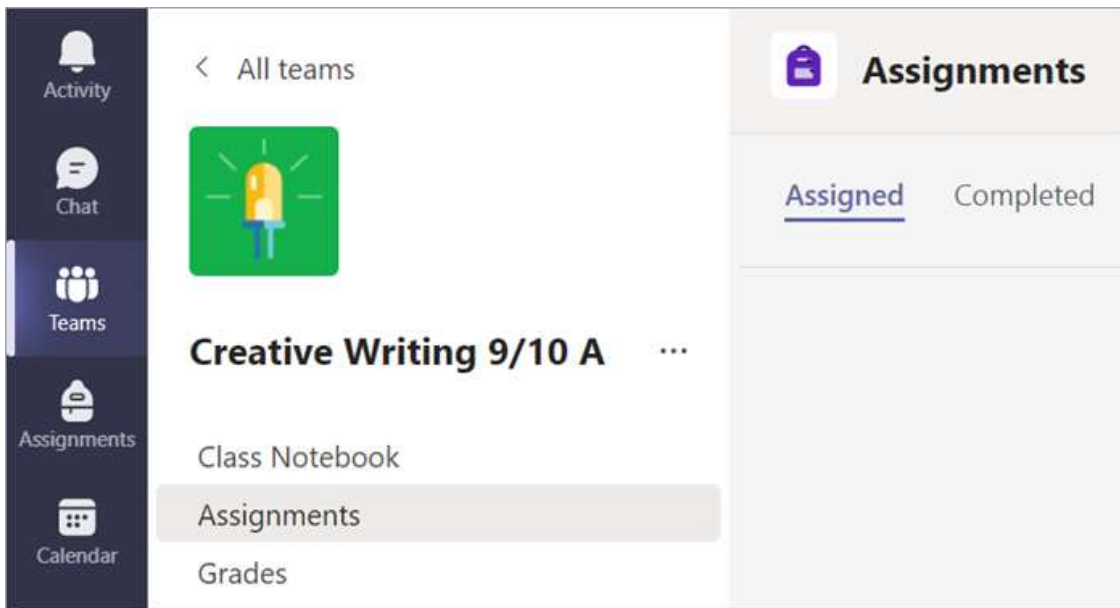
As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for pupils to build and practice digital citizenship alongside their academic learning.
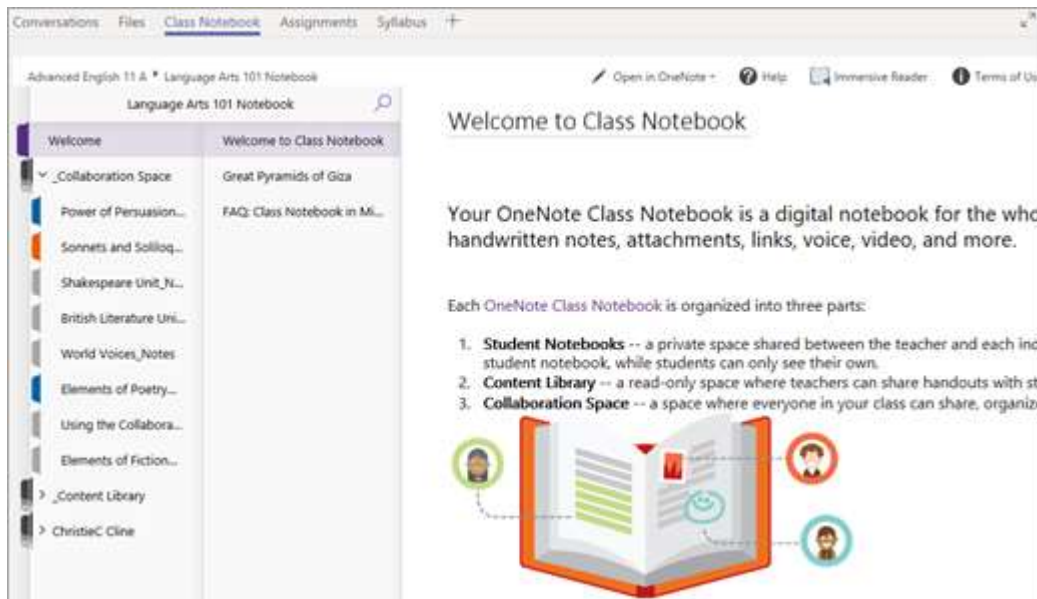
# Is Teams simply a chat app, or can my child study, work, and complete assessments there as well?

With the **Assignments** app built right into Teams, your child can see work their teachers have assigned them, submit that work, and see their grades and feedback.

**Tip:** Learn more with your child about [collaborating and creating great work in Teams](#).

For other ongoing work, every class team has a **Class Notebook**, where your child has their own private notebook space to take notes, reference resources, and even practice math equations!
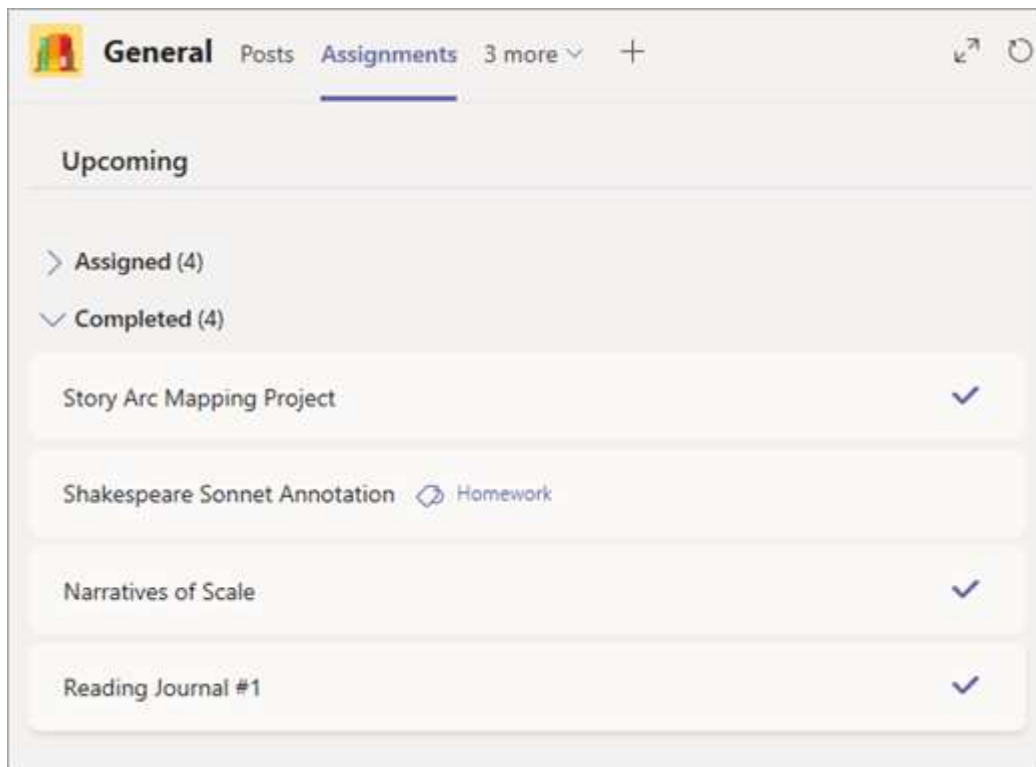
Pupils can find both **Assignments** and **Class Notebook** as tabs in the **General** channel of each of their class teams.
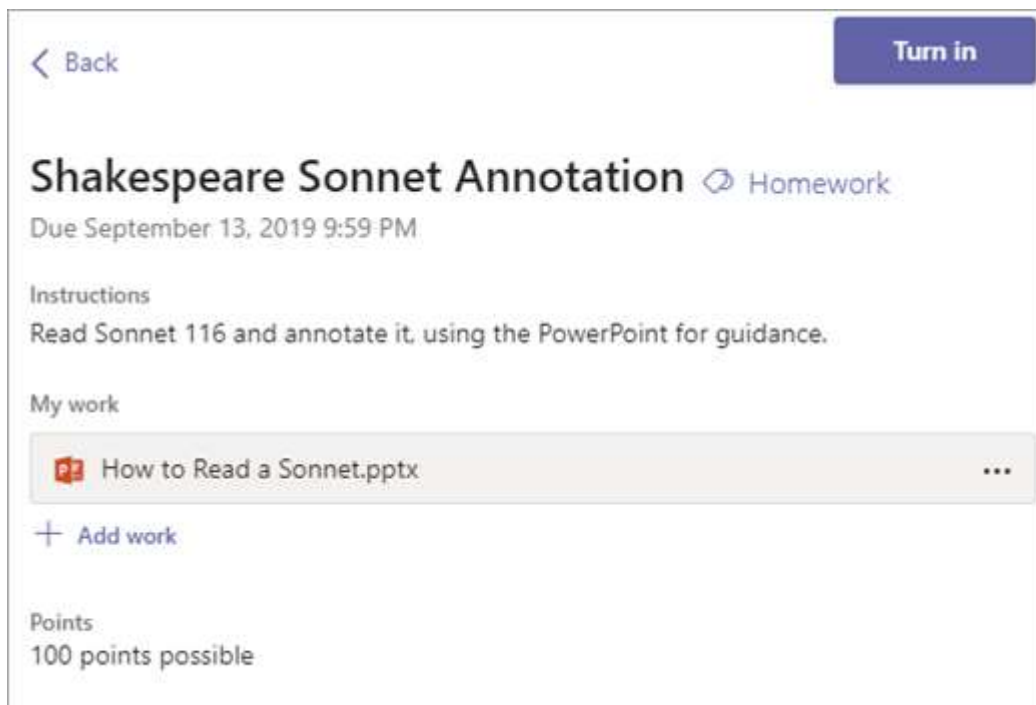
# How does my child turn in assignments using Teams? Can they check their grades in Teams?

Pupils 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**.

Pupils can read more [here](#) about keeping track of and turning in assignments.





Pupils can see grades for their assignments, too! In the same **General** channel where they'll find

their **Assignments** and other essential tabs, your child can select **Grades** to see their points on past work. [Read more](#) about how pupils can navigate their grades.

| Due date ▲ | Assignment ▾ | Status | Points |
|---|---|---|---|
| | **Garcia, Emma** 2 parents/guardians receive weekly summary. View | | |
| Jan 21 | Take Home Waves Quiz | Viewed | /30 |
| Jan 13 | Watch Waves and Frictio... | Returned | 5/5 |
| Jan 9 | Essay on space theory film | Returned | 28/30 |
| Jan 7 | Submit your project prog... | Returned | 33/40 |
| Jan 6 | Create a study guide for ... | Returned | 17/20 |
| Dec 20, 2019 | Begin EM Waves project | Returned | 39/30 *Extra credit!* |
| Dec 19, 2019 | Review of Wave introduct... | Returned | 26/30 |
| Dec 19, 2019 | Complete Wave Frequency | Returned | 16/20 |

# Where can my child access help on how to best use Microsoft Education tools?

Pupils have a help center made just for them! From covering the basics of using Teams all the way to project ideas, this [child help center](#) is all about showing pupils how they can leverage Office 365 for their learning, engagement, and creativity.



Student help center

Office 2019, Office 2016, Sway

Check it out.

We've pulled together support that can help spark your creativity and launch your best work yet. Whether you use these Microsoft tools already, or it's your first time diving in, we hope to see you – and your bright ideas – around again soon.