



WARREN COUNTY SCHOOL DISTRICT  
CENTRAL ADMINISTRATIVE OFFICES  
6820 MARKET STREET  
RUSSELL PA 16345-3406

AMY J. STEWART  
SUPERINTENDENT

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# Warren County School District Student Guide to Microsoft Teams

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The Warren County School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Mr. Gary Weber, Title IX/Section 504 Coordinator at 6820 Market Street, Russell, PA 16345 or (814) 723-6900.

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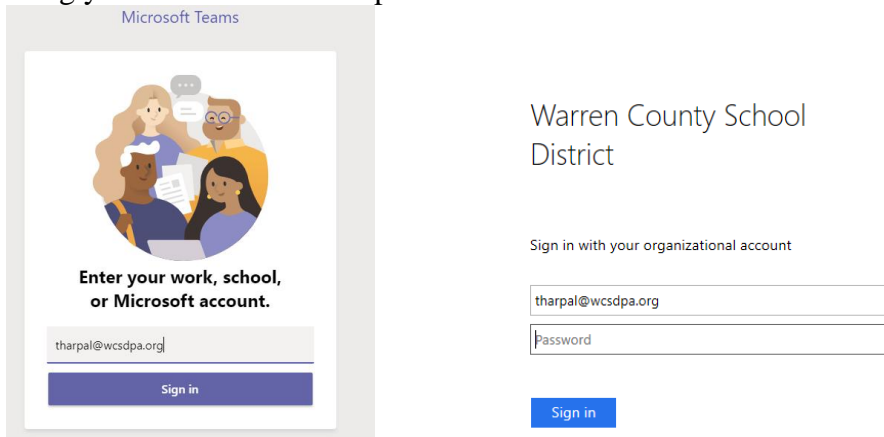
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# Log on to Teams

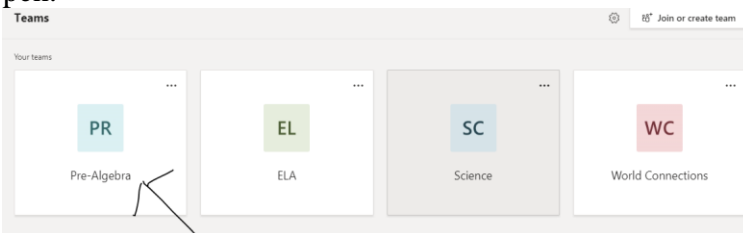
In order to learn remotely, you will need to complete the activities assigned to you. To complete these activities you will need to log on to Microsoft Teams.

Microsoft Teams is downloaded to your desktop. Double click on the Teams icon,  and sign into Teams using your school email and password.

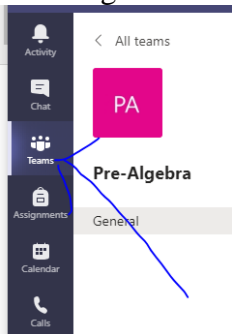


# Access a Team or Change between Teams

You will have multiple Teams. To access the Team you want to work in click on the title of the class you want to open.



To change to a different Team, select Teams on the left side and choose a different Team.

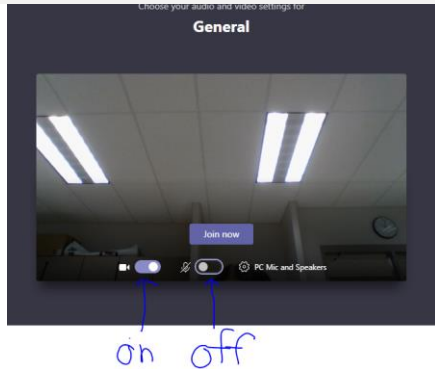
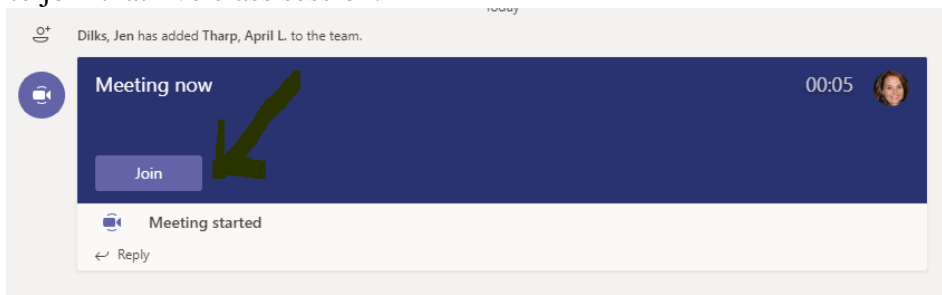


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# Joining a Meeting

When your teacher starts a live session with your class, the following will show up under the **Posts** tab. Click on **“Join”** to join that live class session.

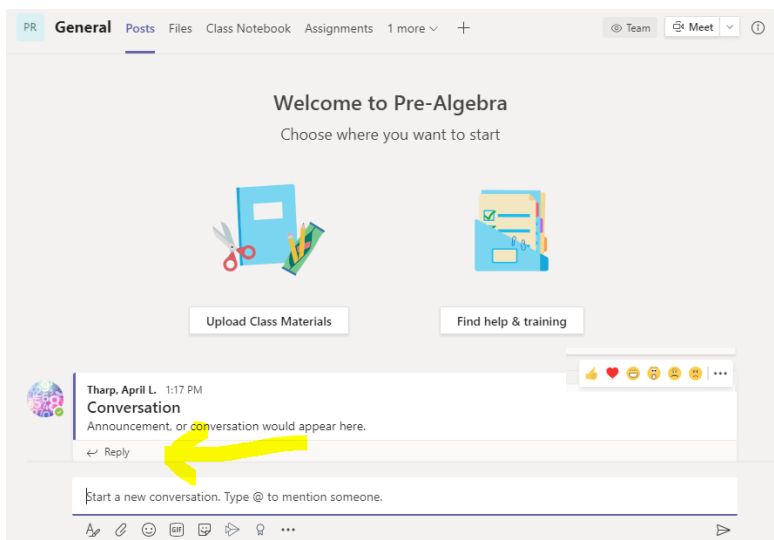


Make sure your video is on, but your microphone is off (see the picture to the left).

# Different Tabs in Teams

## Posts

When you first enter your Team, you are in the **Posts** Tab. Here, your teacher can post an announcement or start a conversation. Your teacher may ask you to react or reply to a conversation.



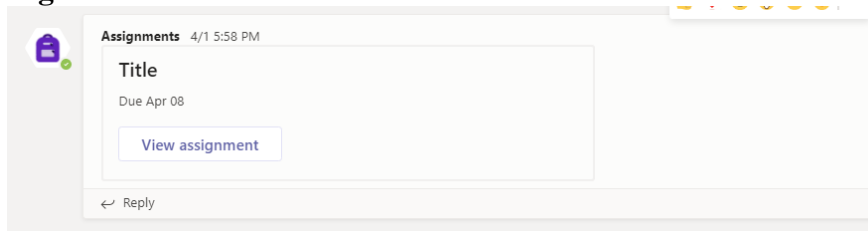
You can react by hovering over the conversation and selecting an emoji (see the picture at the right).

You can reply by clicking the **Reply** button (highlighted on the left) and then type your response.

**\*Note: When replying be careful not to Start a new conversation.**

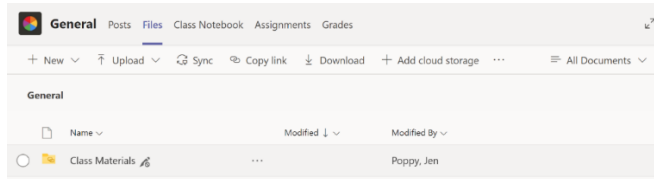
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**Assignments** will also show up in your **Posts**. You can access the assignment from your posts by clicking **View assignment**.



## Files

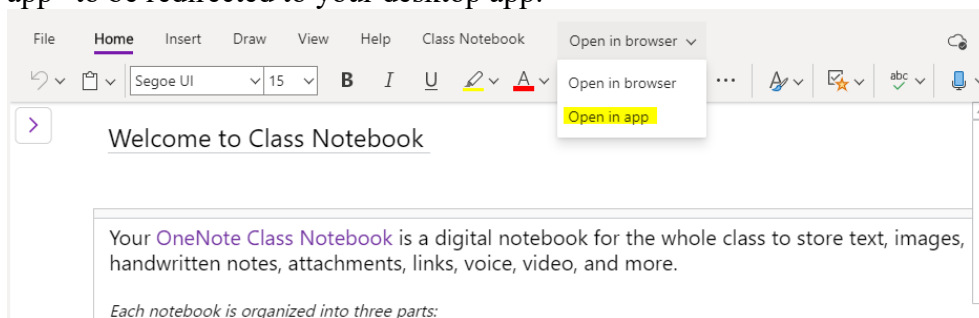
The **Files** Tab can be used to find resources that you teacher posted for you to view or the whole class to edit. Any files added to this section will be visible and editable by your teacher and all other students in your Team.



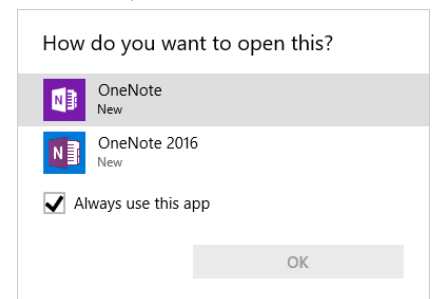
## Class Notebook

**\*Note: Your Class Notebook must be set up by your teacher before you can access it.**

Once you click on the tab for Class Notebook, select the arrow beside “Open in Brower” and choose “Open in app” to be redirected to your desktop app.



The first time you open a Class Notebook, the pop-up from the right may appear. Select “OneNote” (shown below) and select OK.



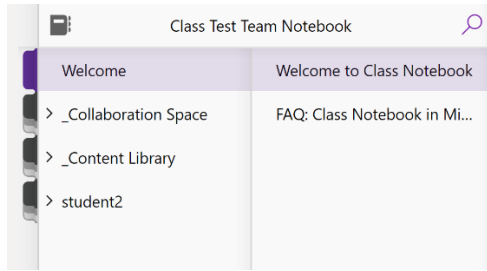
The OneNote **Class Notebook** is like a 3-ring binder with different tabs separating the sections.

One of the sections is the **Welcome** section that has information on what is included in the Class Notebook as well as an FAQ. Another section is the **Collaboration Space**, where you and your classmates can work on an assignment together. Anything edited in the **Collaboration Space** can be seen by your teacher as well as your classmates. Your classmates can edit the same pages you edit in the **Collaboration Space**. The **Content Library** is a place where your teacher can post resources for you to see. You cannot edit anything in the **Content Library**. Finally, you will see a section with your name. This is your **Student Notebook**. Only you

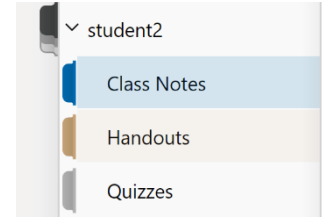
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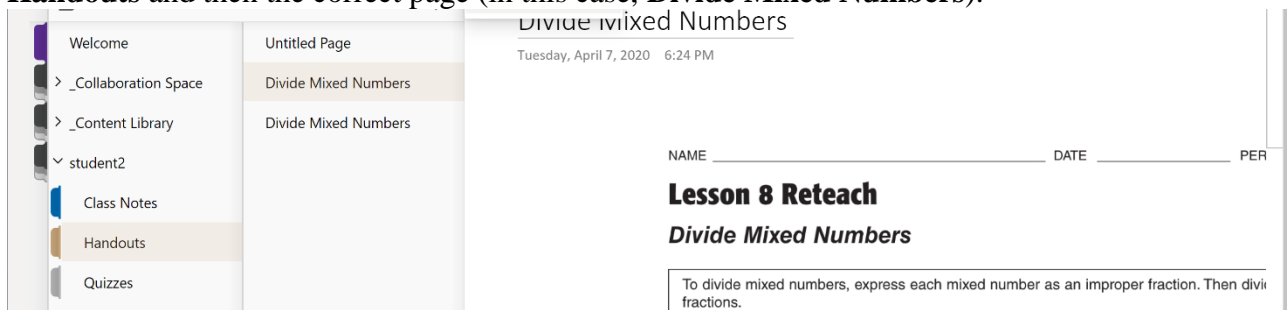
and your teacher can view anything in the **Student Notebook**. Your teacher may send an assignment to you in your **Class Notebook** that would show up in your **Student Notebook**.



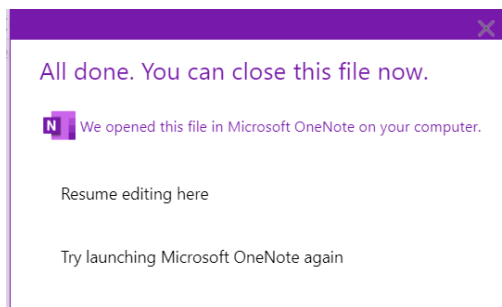
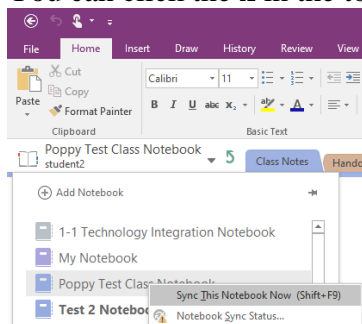
Your **Student Notebook** consists of different sections (these sections were created by your teacher). Work can be sent to you in any of those sections and you and your teacher are the only people who can view these sections.



In this **Class Notebook**, work was assigned in the **Handouts** section. The work can be viewed by clicking on **Handouts** and then the correct page (in this case, **Divide Mixed Numbers**).



You can select a location on the file and begin typing or click **Draw** and then select the **Pen** to begin drawing with a touch screen device or your mouse. In order to erase, you may need to click the **Pen** before selecting the **Eraser**. When you are finished working offline click on the picture of the notebook next to the class name and the right click on the class name and click **Sync This Notebook Now**. Then you can close the screen by clicking the **x** in the top right-hand corner. You will see a message that says **All done...** after closing the app. You can click the **x** in the top right corner of that message box.

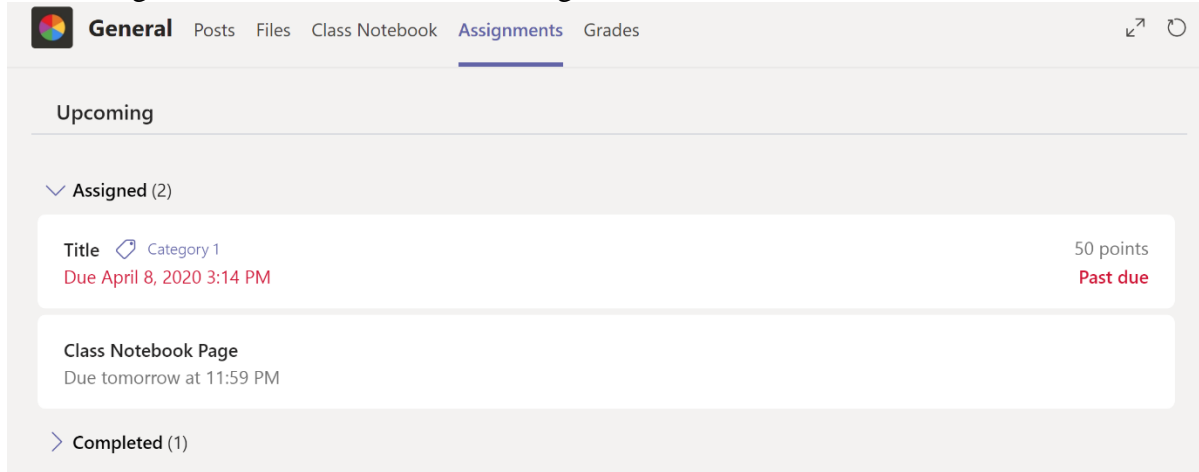


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# Assignments

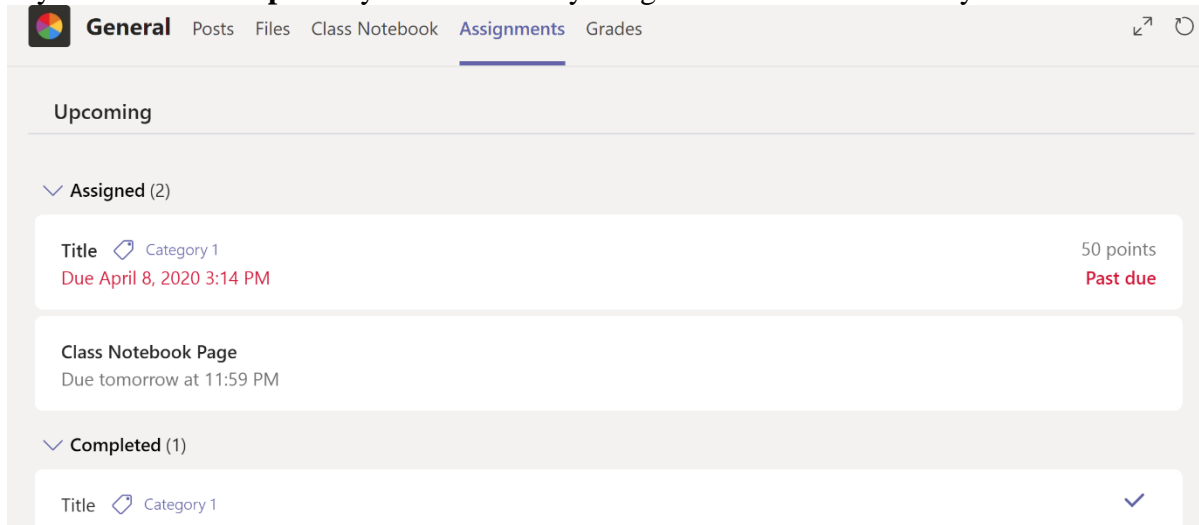
Another Tab in your Team is your **Assignments** Tab. Here you can access any assignments you have for this class. The assignments will also show up in your posts section (as mentioned in the **Posts** portion of this document). They will also show up under the **Assignments** Tab.

In **Assignments**, you can view anything **Assigned** to you as well as **Completed** assignments. Here you can see when assignments are due as well as if assignments are **Past due**.



The screenshot shows the 'Assignments' tab in a learning management system. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is selected. Below the navigation bar, there is a section for 'Upcoming' assignments. Underneath, there is a section for 'Assigned (2)' assignments. The first assignment is titled 'Title' with a category of 'Category 1', due on 'April 8, 2020 3:14 PM', and worth '50 points'. It is marked as 'Past due'. The second assignment is titled 'Class Notebook Page' and is due 'tomorrow at 11:59 PM'. At the bottom, there is a section for 'Completed (1)' assignment.

If you click on **Completed** you can view any assignments that have already been turned in.

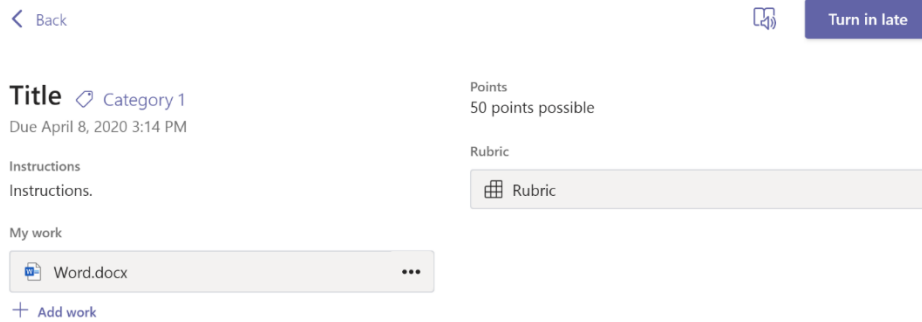


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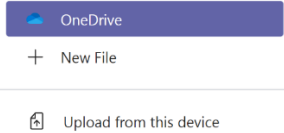
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If you click on the title of the assignment, it will bring you to the details of the assignment. Below where it says **My work** your teacher may have attached a file for you to work on. If not, you can click + **Add work** to attach your own file. See below to learn how to **Add work**. You can also view a rubric if there is one attached by clicking **Rubric**. If your teacher posted the **Points** you can view that here as well. Once you are finished with the assignment, click **Turn in** or **Turn in late** (if the assignment is past due).



If you are attaching your own work you can attach a number of different ways. You can upload work from your **OneDrive**, attach a **New File**, or **Upload from this device** to attach work saved on your device.



## Grades

Another Tab in Teams is the **Grades** Tab. In this tab, you will be able to see Assignments for this class along with the **Due date** for each assignment, the **Status**, and the **Points**. If your teacher graded your assignment, the **Points** would show your score out of the number of points.

Due date ▲	Assignment ▼	Status	Points
Tomorrow	Class Notebook Page	⊘ Not turned in	No points
Tomorrow	Title	✓ Turned in	/50
Apr 8	Title	👁 Viewed	/50

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