



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

AMY J. STEWART
SUPERINTENDENT

Warren County School District Teacher Guide to Microsoft Teams

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Contact Information for the Technology Department

We want to provide as much help as we can give, as quickly as possible. There are a few different outlets we can be reached by: In-house phone, email, and outside phone. The breakdown of building coverage, with their contact information, is as follows:

Technology Director <u>Jim Hazelett</u> Email: hazelettj@wcsdpa.org Extension: 1223	
Network & Systems Administrator <u>Roger Tubbs</u> Email: tubbsr@wcsdpa.org Extension: 1221	Technologist <u>Eric Young</u> Email: younge@wcsdpa.org Extension: 1205
Data Systems Specialist <u>Paul Leach</u> Email: leachp@wcsdpa.org Extension: 1219	Technologist <u>Josh Falconer</u> Email: falconerj@wcsdpa.org Extension: 1203
Systems Administrator <u>Randy Bussell</u> Email: bussellr@wcsdpa.org Extension: 1224	Technologist <u>Matt Smith</u> Email: smithm@wcsdpa.org Extension: 1206
Instructional Technology Coaches <u>Jennifer Dilks</u> Email: dilksj@wcsdpa.org <u>April Tharp</u> Email: tharpal@wcsdpa.org	Technologist <u>Anthony Brown</u> Email: brownaj@wcsdpa.org Extension: 1204

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Submit a Work Order

1. The simplest way to submit a work order is by sending an email to the following address: helpdesk@vartek.com with the title and message body detailing the nature of your problem and any information you want to provide us. A confirmation email will be sent to you letting you know the ticket was created.


It is important to note for proper routing of your ticket to the appropriate support person, the email needs to be sent via your district email account.

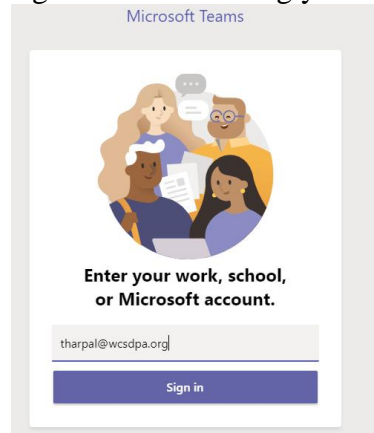
Getting Started on Microsoft Teams

Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. The video link below will provide educators with the necessary steps for getting up and running with Microsoft Teams.

[Microsoft Teams YouTube Channel](#)

Log on to Teams

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



Warren County School
District

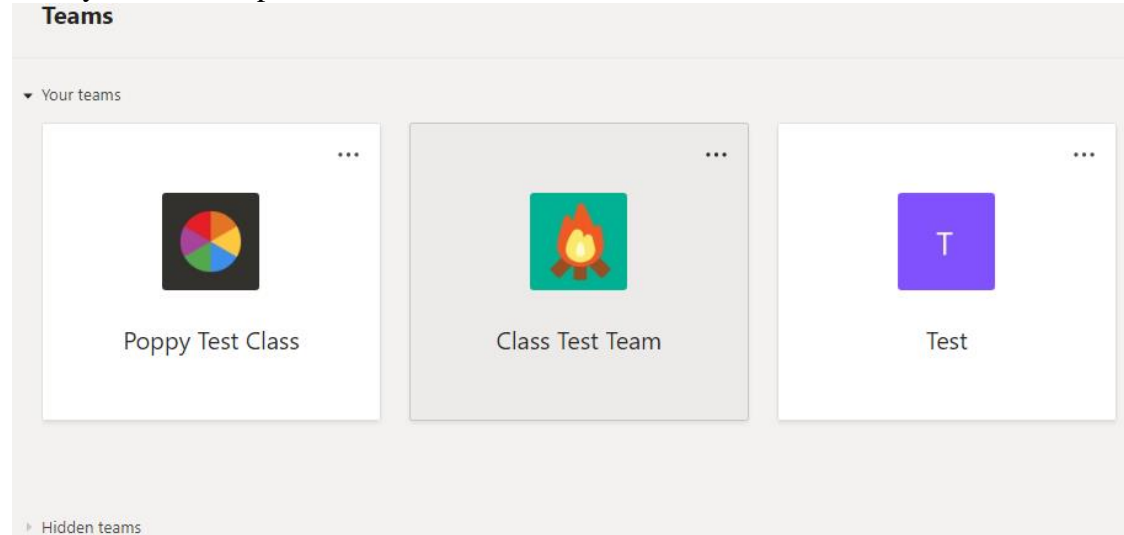
Sign in with your organizational account

Sign in

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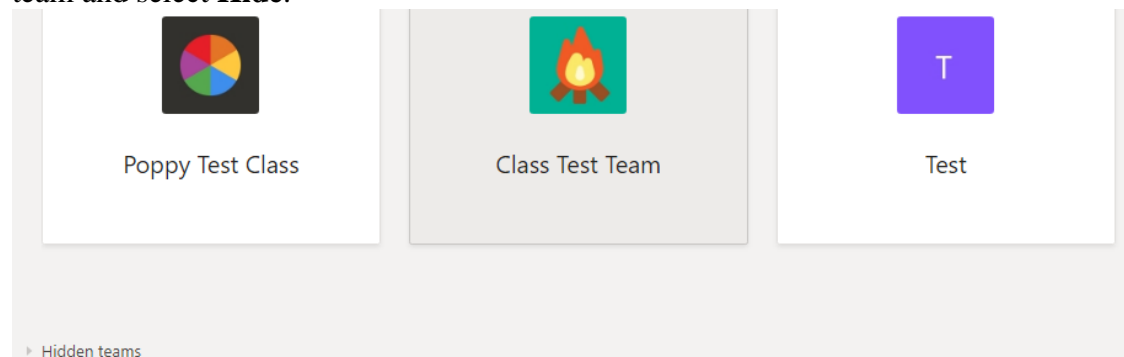
Access a Team

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.



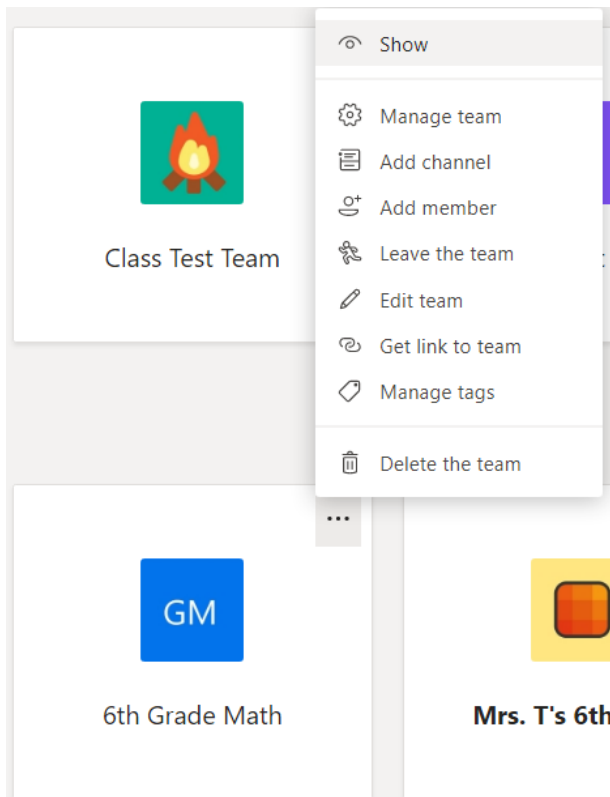
If you would like to delete a Team that you created, click on the three dots of the top right hand corner of the team and select **Delete the Team**. A pop up will appear to be sure you would like to delete it.

You cannot delete a team unless you are the owner. If you would like to **Hide** a Team that you are a member of and not an owner of, click on the three dots of the top right hand corner of the team and select **Hide**.



In order to view Teams that you have hidden, select Hidden Teams at the bottom of that page. If you would like to be able to view that Team, select the three dots to the right of the Team name and click Show.

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After this, the Team will appear with the other Teams under **Your Teams**. You can then click on that Team.

***Note:** All of your Teams should have been created using your rosters from eSchool. If you do not see any Teams, give it some time and refresh your page. If you are split between schools, you may have some of your Teams, but not all of them. If that is the case, you will need to create those Teams and add students as members of the Teams.

If you need assistance restoring a Team that has been archived, you can watch the YouTube video **How to Restore (Unarchive) and Archive a Team:** [Archive and Restore Teams](#)

If you had to create a Team, you will have to add your students as members in your Team. To add members watch the YouTube video **How to Add Members:** [Add Members to Team](#)

Different Tabs in Teams

Posts

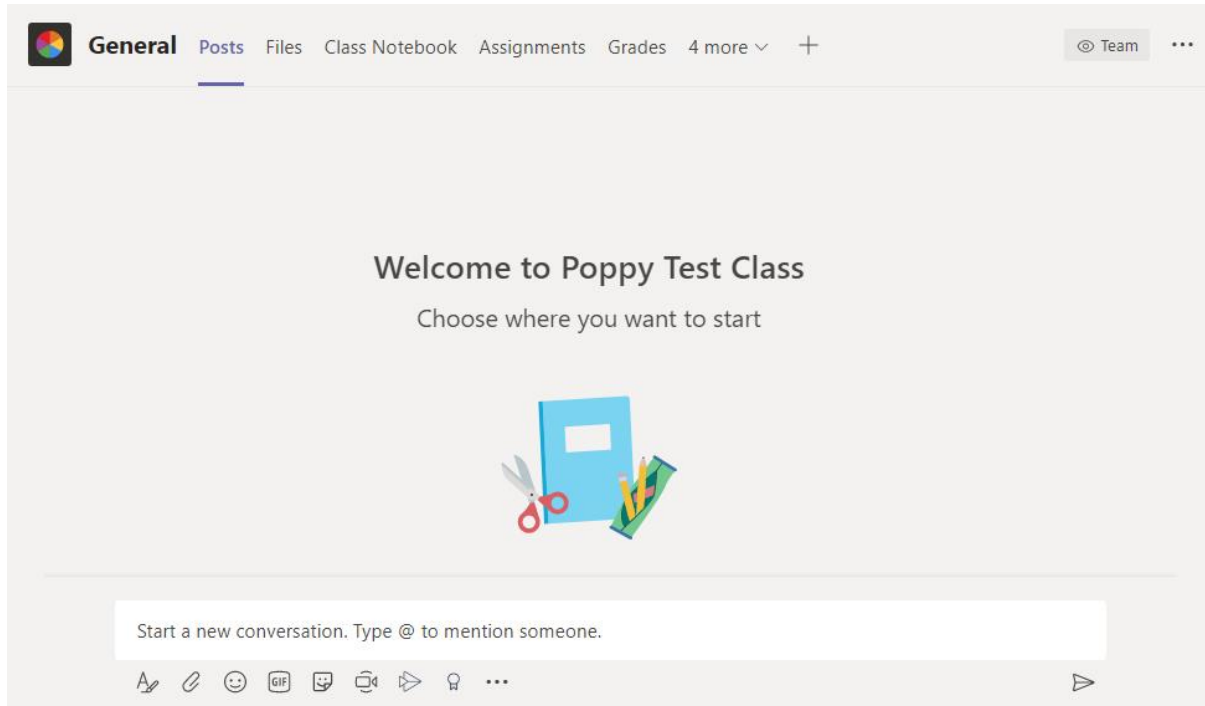
When you first enter your Team, you are in the **Posts** Tab. Here, you can post an announcement or start a conversation. You may ask your students to react or reply to a conversation. You can also use @ before typing a student's name to mention that student, before a channel name to mention a channel, or before the Team name to mention the Team. Mentioning someone, or a

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group, sends out a notification to that person or group so they know there is something important to review.

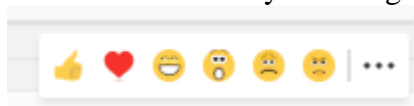
***Note: Typing @ does not make the post private. It is still public for anyone in that Team to see; it just gives a specific student or specific group of students a notification.**

For a video on how to create a **Post**, go to [Create and Format Posts](#)



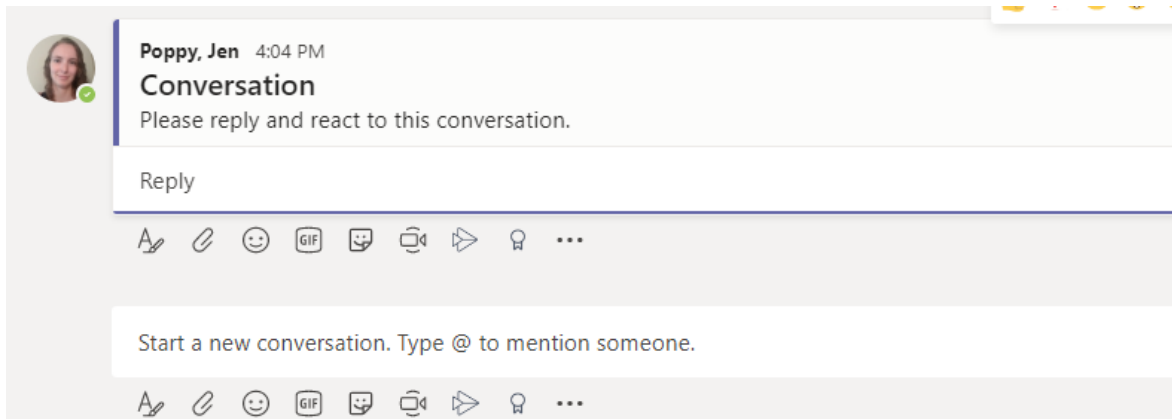
You can watch the video **How to React and Reply to a Post in Teams** on YouTube: [Conversations](#) or follow the directions below.

Students can react by hovering over the conversation and selecting an emoji.

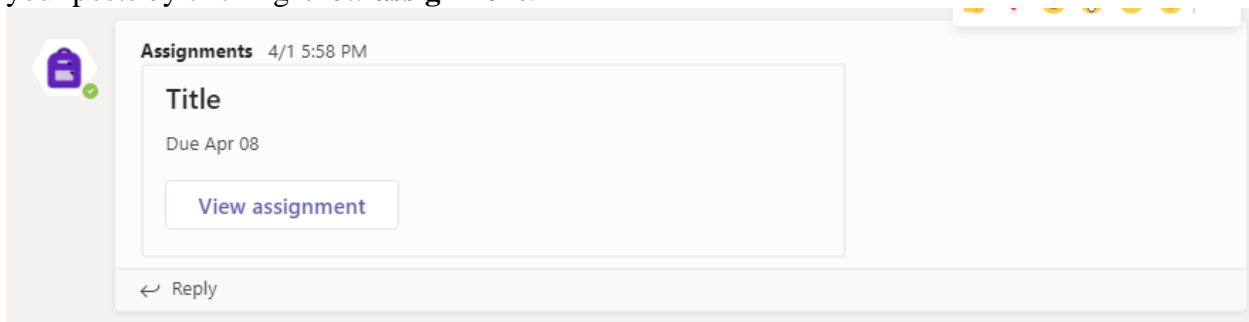


Students can reply by clicking the **Reply** button and then type your response. You can also reply by clicking **Reply**.

***Note: When replying be careful not to Start a new conversation. Starting a new conversation is for a new thought.**



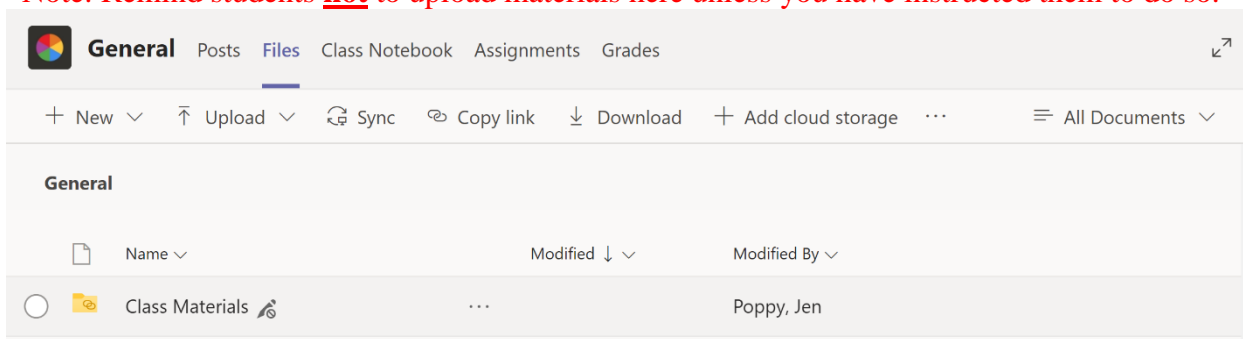
Assignments will also show up in your **Posts**. Your students can access the assignment from your posts by clicking **View assignment**.



Files

The **Files** Tab can be used to find post resources for your students to view or the whole class to edit. Any files added to this section will be visible and editable by everyone in your class. The materials folder is the only folder that students cannot edit within **Files**. Your students can also post in this tab.

***Note: Remind students not to upload materials here unless you have instructed them to do so.**

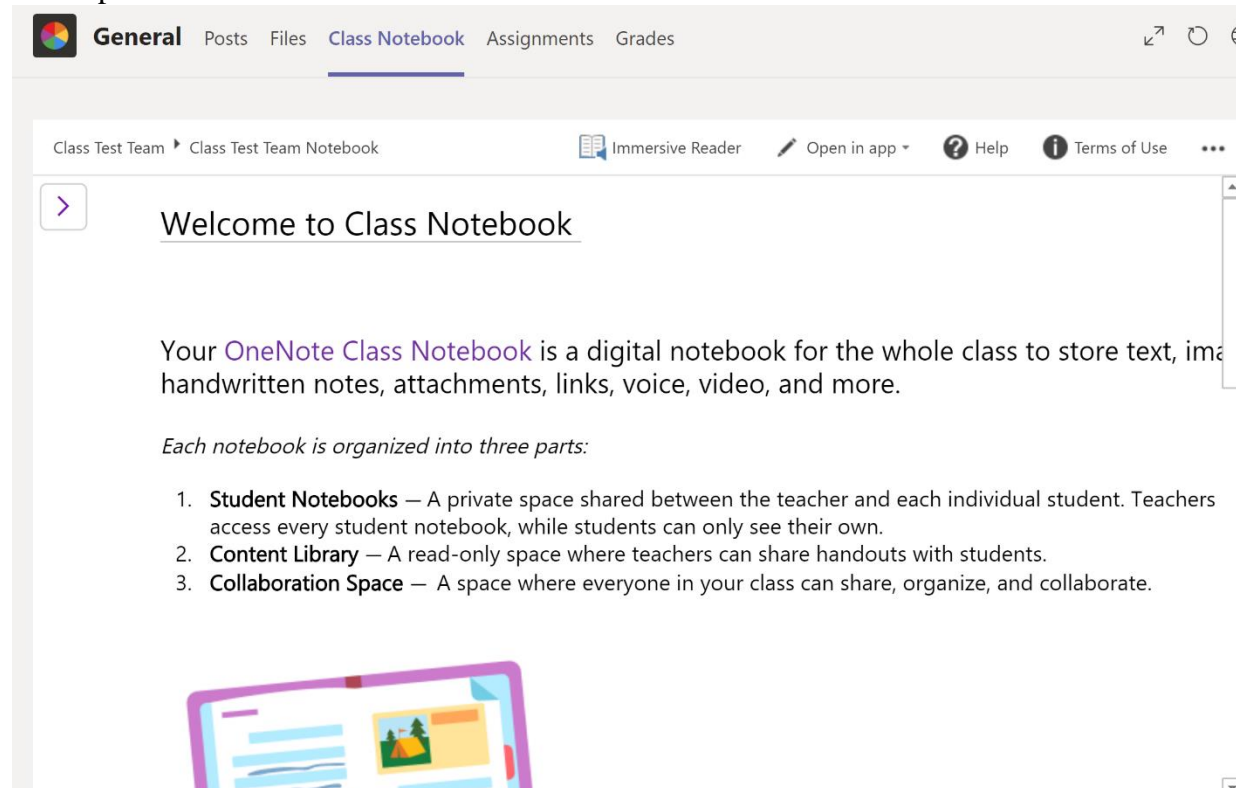


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Class Notebook

The OneNote **Class Notebook** is like a 3-ring binder with different tabs separating the sections. You will need to set up the Class Notebook for each of your Teams. Watch the YouTube video: [Set Up Class Notebook in Teams](#)

To view the different sections click on the > to the left of **Welcome to Class Notebook**. If you click on the arrows in the top right-hand corner that face opposite directions, it will give you more space to work.



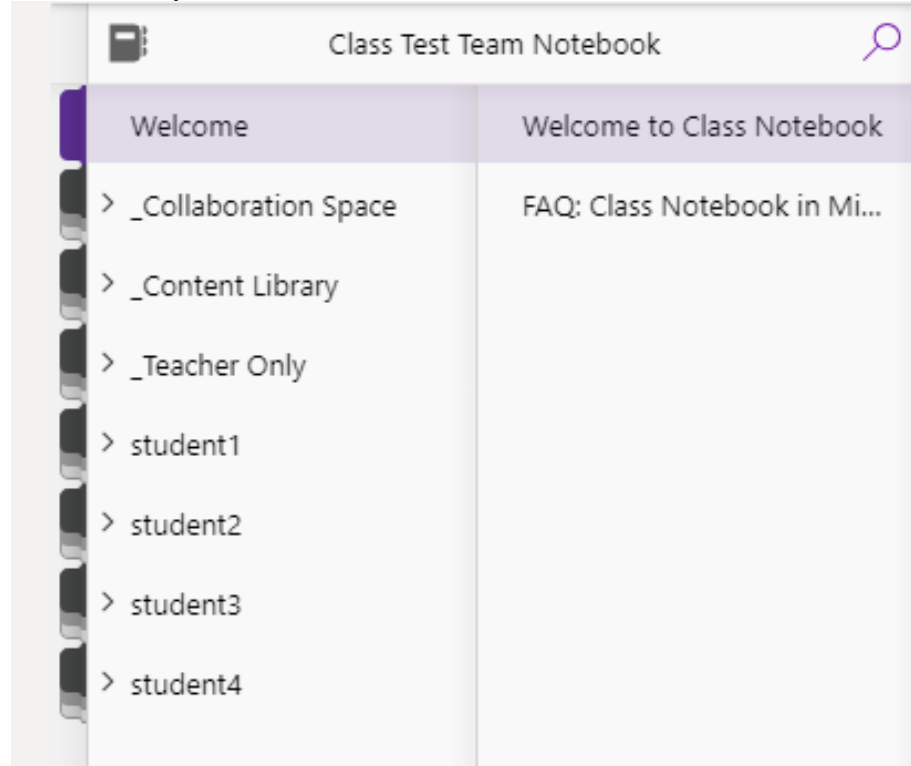
The screenshot shows the OneNote interface for a Class Notebook. At the top, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. Below the tabs, the page title is 'Class Test Team > Class Test Team Notebook'. The main content area features a large blue arrow icon on the left, followed by the heading 'Welcome to Class Notebook'. Below the heading, there is a paragraph explaining that the OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more. This is followed by a sub-heading 'Each notebook is organized into three parts:' and a numbered list:

1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

At the bottom of the page, there is a colorful illustration of a tablet displaying a notebook page with a tree icon.

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Below is an example of sections you will see in your OneNote Class Notebook. Use this for reference as you read about the different sections of the Class Notebook.



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 your students can work on an assignment collaboratively. Anything edited in the **Collaboration Space** can be seen by you as well as all of the students in that Team. Students can edit the same pages as each other in the **Collaboration Space**.

The **Content Library** is a place where you can post resources for your students to see. Students cannot edit anything in the **Content Library**.

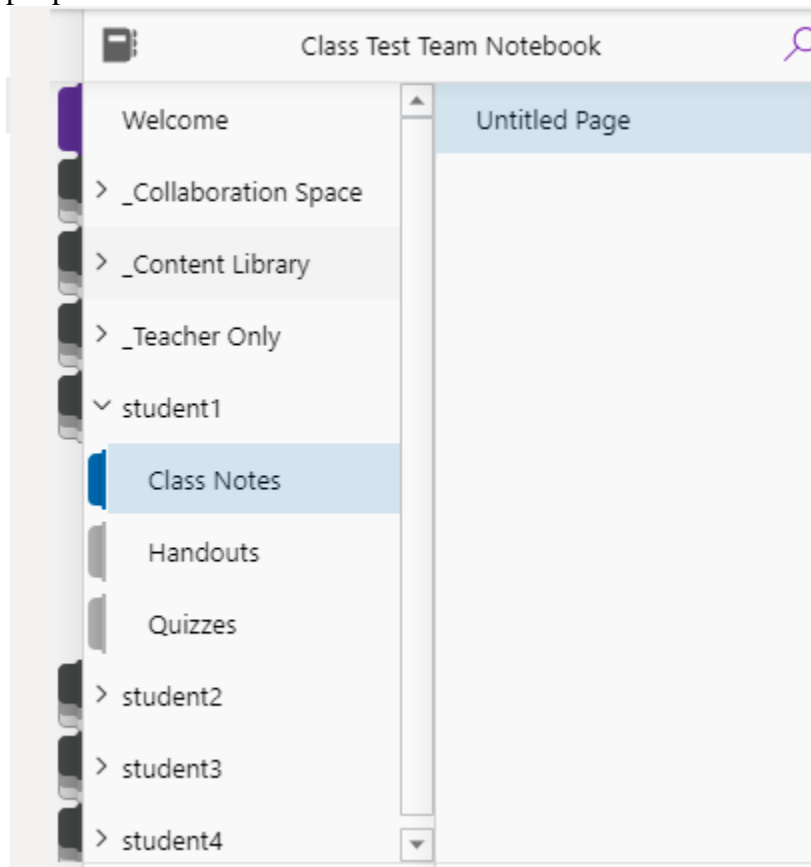
If you added a **Teacher Only** section as mentioned in the YouTube video: [Creating Teacher Only Section in Class Notebook](#) you will see that here as well. It does exactly as the title suggests; it is for resources for you, and only you. This is a good place to put pages before distributing them to your students.

For information on distributing OneNote pages to students watch the YouTube video [Distribute Pages to Students in Class Notebook](#)

Finally, you will see sections with each student's name. This is their **Student Notebook**. Only you and that student can view anything in the **Student Notebook**. You may send an assignment to your students in the **Class Notebook** that would show up in each student's **Student Notebook**.

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The **Student Notebook** consists of different sections (these sections are created by you when you create the OneNote Class Notebook). Each student will have the same sections. Work can be sent to students in any of those sections and you and that individual student 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**).

The Class Notebook can also be edited offline (working offline allows different features to work and typically functions better) by selecting Open in app after clicking Open in browser.

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File Home Insert Draw View Help Class Notebook Open in browser

Calibri Light 20 B I U

Class Test Team Notebook

- Welcome
- Untitled Page
- > _Collaboration Space
- Divide Mixed Numbers
- > _Content Library
- Divide Mixed Numbers
- > _Teacher Only
- > student1
- Class Notes
- Handouts
- Quizzes
- > student2
- > student3
- > student4

Divide Mixed Numbers

Tuesday, April 7, 2020 6:24 PM

NAME _____ DATE _____ PE _____

Lesson 8 Reteach

Divide Mixed Numbers

To divide mixed numbers, express each mixed number as an improper fraction. Then divide fractions.

Example 1

Find $1\frac{2}{3} \div \frac{3}{4}$

$$1\frac{2}{3} \div \frac{3}{4} = \frac{5}{3} \div \frac{3}{4}$$

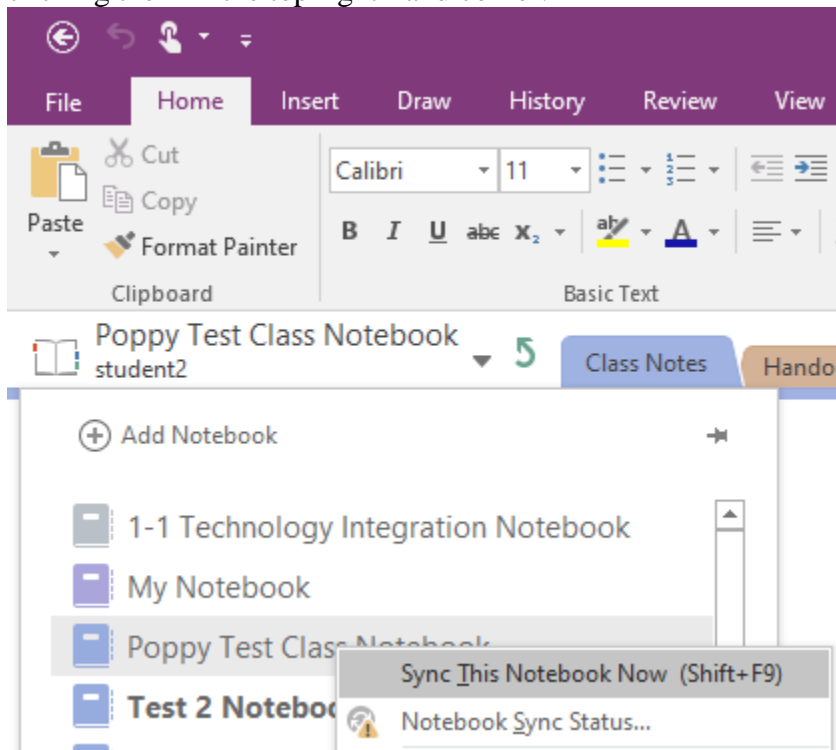
$$= \frac{5}{3} \times \frac{4}{3}$$

Write the mixed number as an improper fraction.

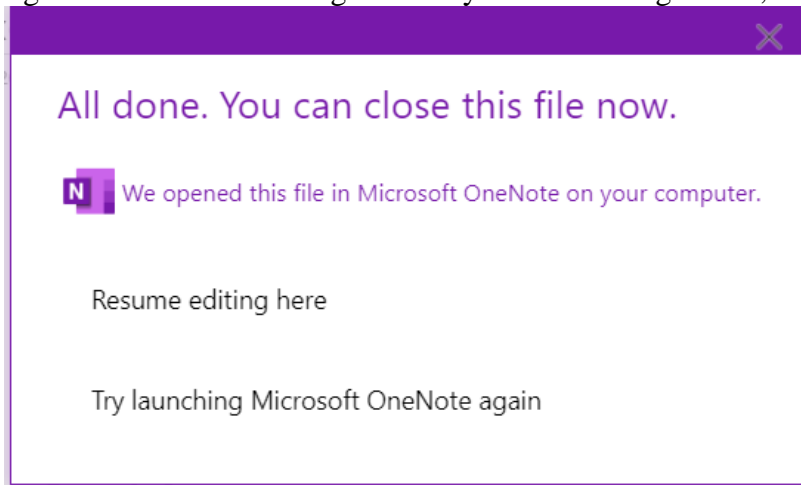
Multiply by the reciprocal.

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In either the online or the offline version, you can select a location on the file and begin typing or click **Draw** and the 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. If you are working online, it saves automatically.



Assignments

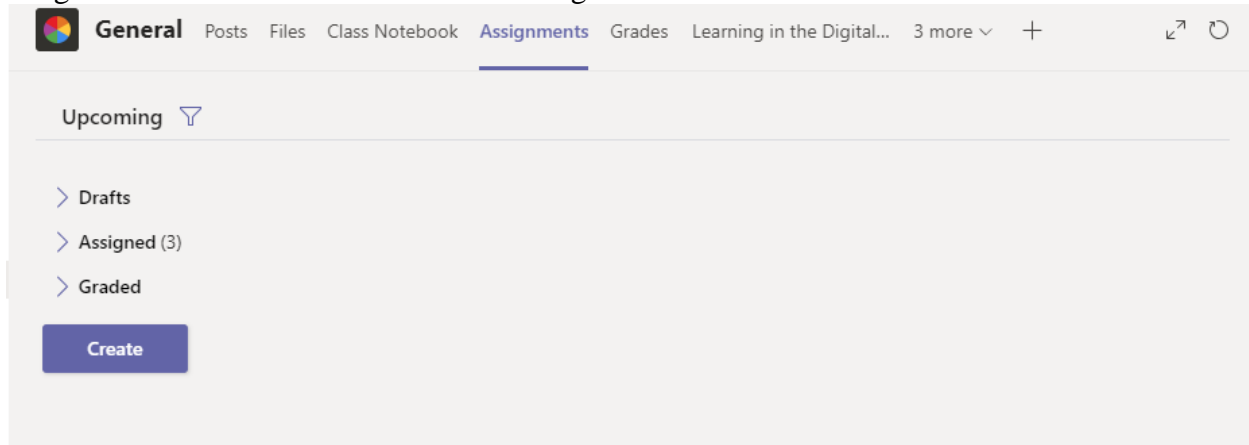
Another Tab in your Team is your **Assignments** Tab. Here you can create and access any assignments you have for this class. The assignments will also show up in your posts section (as

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mentioned in the **Posts** portion of this document). They will also show up under the **Assignments** Tab.

To create **Assignments** watch the YouTube video: [Create Assignments in Teams](#)

In **Assignments**, you can view anything you have **Assigned** as well as **Drafts** and **Graded** assignments. You can also **Create** new assignments here.



Click on **Drafts** to view any saved assignments that have not been assigned or scheduled. Click on **Assigned** to view any assigned or scheduled assignments. Click on **Graded** to view assignments after they have been graded.

If you click on the title of the assignment, it will bring you to the details of the assignment. This is where you can make any additional edits to an assignment, assign it, or schedule it. If it has already been assigned and you are making an adjustment, it will say **Update** as opposed to **Assign** or **Schedule**.

A screenshot of the 'Edit assignment' form in Microsoft Teams. At the top right, there are three buttons: 'Cancel', 'Delete', and 'Update'. The form has several sections: 'Title (required)' with a text input field containing the word 'Title'; 'Category' with a dropdown menu showing 'Category 1'; 'Instructions' with a text area containing the text 'Instructions.'; and 'Resources' with a file attachment 'Word.docx' and the description 'Students edit their own copy'. At the bottom left, there is a link that says 'Add resources'.

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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** for each student, and the possible **Points** for each assignment. If you have graded the assignment, the **Points** will show in the box under the assignment title and to the right of the student's name. If you have not graded it yet, the status will appear there.

Due before Apr 22 Export to Excel

Search students	Class Notebook Page	Category 1 Title	Category 1 Title
A, student1	Apr 22	Apr 22 · 50 points	Apr 8 · 50 points
student2	Viewed	Turned in	45
student3			
student4			

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