

Mrs. Thomas' English 9 class has started using the Microsoft Teams platform to support student learning. You can see the steps to access that resource in the shared attachment. This class will continue using the resources at www.quill.org and www.commonlit.org, and those will be updated weekly. Mrs. Thomas is available for video conferencing on Teams daily at 3:00, and regular class meetings with new content are scheduled for Monday, Wednesday, and Friday at 3:00. If parents or students need support with optional learning opportunities in any way (accessing content, signing into platforms, understanding content, etc.) they are welcome to email Mrs. Thomas at thomasn3@scsk12.org.



Microsoft Teams Cheat Sheet

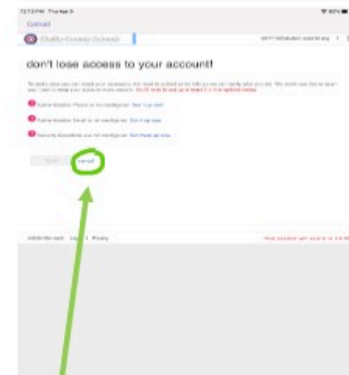
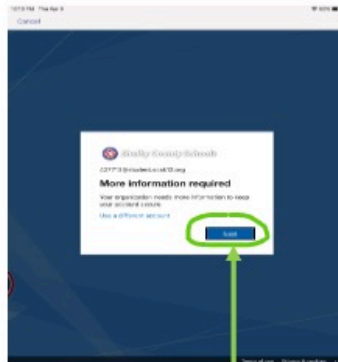
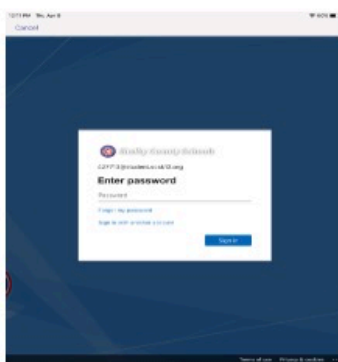
1. Download the app

- The Microsoft Teams app can be downloaded on any device from any app store.
- "Microsoft Teams- Hub for teamwork"



2. Sign-in

- Sign-in address is your student ID number (the six-digit number used for Clever) plus @student.scsk12.org
- **Example:** 456849@student.scsk12.org
- Once you type your student email address in and click sign-in, you should be auto-directed to the blue SCS screen where you enter your password. Your password is the same Clever password that you use. It is your birthday (MMDDYYYY)
- **Example:** If your birthday is July 20, 2015, your password is 07202014



- Click through these screens "Next" and "Cancel"
- "Microsoft Teams- Hub for teamwork"

3. Find your team

- Click the Teams button of the app to see what teams you are on and navigate through the app to see the different ways you can communicate.