



Using Microsoft TEAMS

Dear Parents,

Microsoft TEAMS is the learning management system that will be used for the 2020-2021 school year. Students will work closely with their teachers and peers to communicate and work on assignments online.

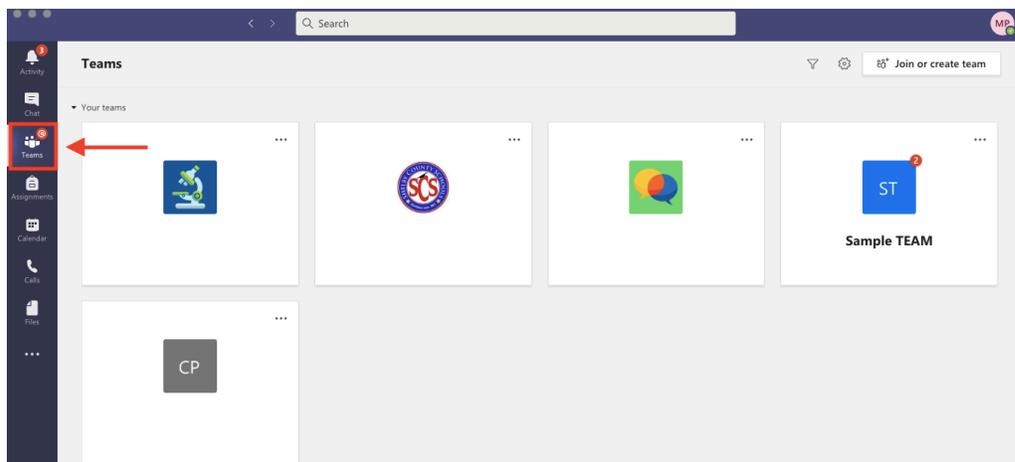
How to Access TEAMS

TEAMS has been downloaded on your child's SCS laptop.

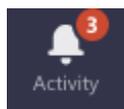
1. Students will use their SCS CLEVER login to sign into the computer. The username is their 6digit ID number. The password is the students' birthday, MMDDYYYY (ex: 08052001).



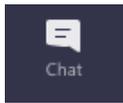
2. Click the icon on the desktop.
3. Once you are logged in, TEAMS will load the dashboard showing your child's classes. It will look something like the image below.



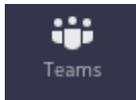
Quick Navigation



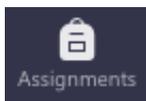
Activity is the notification center in TEAMS. This button allows students to switch between Activity Feed, Chat, Assignments, Calendar, and Files.



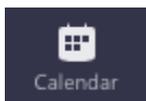
Chat is where students can chat with the teacher about the assignments and/or activities. (**Note: For your child's safety, these chats are recorded.**)



TEAMS is where the most activity takes place. This is where all your child's classes are located. There will be a TEAM for each subject, including exploratory classes. In TEAMS, students and teachers can communicate through messages, shared files, conduct video meetings and many other things.



Assignments are where your child's assignments will be posted. It is only used if the teacher has posted actual assignments. The teacher will be responsible for communicating assignments that have been posted.



Calendar is where your child's daily schedule is located. Students can find posted events as well as assignment due dates.

Connect with Video

Your teacher will schedule meetings in TEAMS. Your child will join their teacher and classmates in online classes, study groups, presentations, and instruction face to face.

1. Select **Calendar** to see any meetings your teacher has added. Click **join** when it is time to meet.