



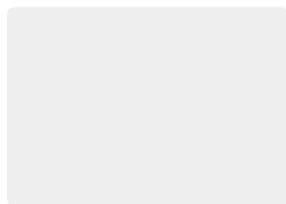
A collection of resources for students, parents, and guardians to learn how to use Microsoft Education tools for learning both at home and in the classroom.

Parents & guardians! Start here

The following steps can be used to self-troubleshoot Microsoft Teams if you are experiencing any difficulties:

- [Sign out of Microsoft Teams](#)
- Restart the device (computer or mobile device)
- Once restarted, open the program being used to access Teams (either desktop app, browser, or mobile app)
- When prompted, sign back into Teams using your WQSB email and password
- Reconnect to the meeting as needed

This will clear the cache in the program and reset the drivers for the device.



Microsoft Quick Start Guides

 microsoft.com

Access a wealth of educational research and empowering guides from Microsoft, designed to support educators and students in achieving their goals.

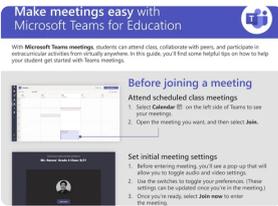
1-page summaries of the core functions of Microsoft Teams for Education:



Help your students get started with Microsoft Teams for Education

Azureedge

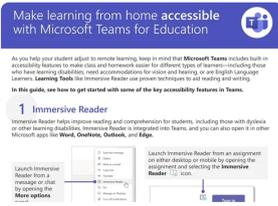
Microsoft Teams for Education brings conversations, content, assignments and video meetings together in a secure learning experience. With Teams, parents and guardians can help their students connect with



Make meetings easy with Microsoft Teams for Education

Azureedge

With Microsoft Teams meetings, students can attend class, collaborate with peers, and participate in extracurricular activities from virtually anywhere. In this guide, you'll find some helpful tips on how to help your



Make learning from home accessible with Microsoft Teams for Education

Azureedge

As you help your student adjust to remote learning, keep in mind that Microsoft Teams includes built-in accessibility features to make class and homework easier for different types of learners—including those who

An interactive demonstration of the student experience using Microsoft Teams:



Microsoft Teams interactive demo for students & parents/guardians

Windows

Learn how to navigate Microsoft Teams to support your learning.

Additional resources for parents & guardians:



Getting Started with Microsoft Teams summary for Parents and Guardians

Azureedge

Microsoft Teams for Education brings conversations, content, assignments and video meetings together in a secure learning experience. With Teams, parents and guardians can help their students connect with their teachers or learn anywhere. Use the information below to connect your student to their virtual classroom quickly. With Teams, parents and guardians can help their students connect with their teachers or learn anywhere. Use the information below to connect your student to their virtual classroom quickly.



Microsoft Teams download links

Microsoft

Get Microsoft Teams on all your devices. We have desktop apps for Windows, MacOS, and Linux, as well as mobile apps for iOS and Android



Microsoft 365 Glossary

undefined

Welcome to the world of Microsoft Education! As you support your child's learning—wherever it may happen—you can quickly learn which Microsoft tools do what using this glossary.



Watch on YouTube

How to join a Microsoft Teams meeting as a guest

YouTube

This Microsoft Teams tutorial will show you how to join and participate in meetings with both internal and external users.

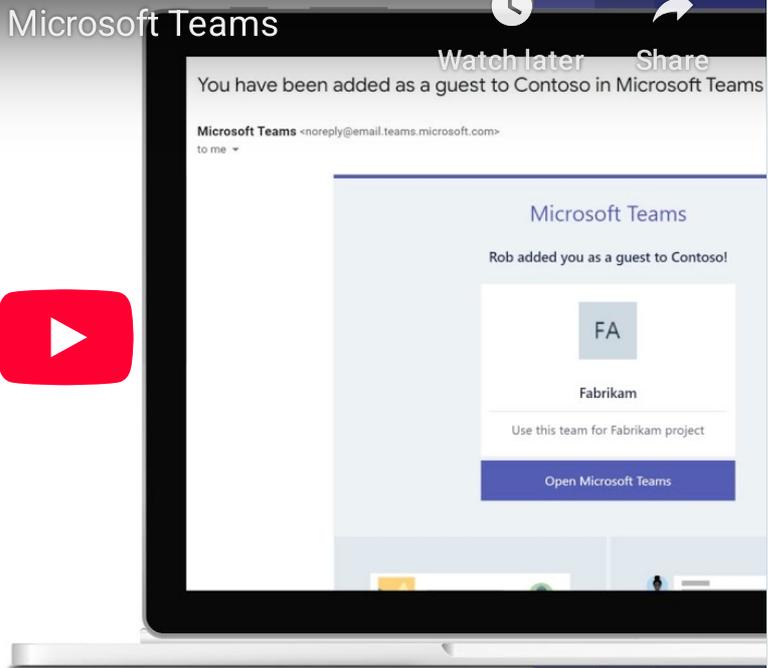


Watch later

Share

Microsoft Teams

Join a team as a guest



Watch on  YouTube

How to join a team as a guest in Microsoft Teams

 YouTube

If you receive a Microsoft Teams invitation to join a team, there are a couple steps you need to take to accept the invitation. In this Microsoft Teams 365 tutorial, you'll learn how to do so.

Students! Start here

Student expectations using Microsoft Teams:

- Microsoft Teams is the "digital hub" for your class. It is where you can connect with your class through two-way communication, attend virtual classes, access all of your course resources, and receive / complete / submit / get feedback on learning activities.
- Teams is a professional platform being used in the Western Quebec School Board for educational use. All behaviour on the platform must follow the terms students agreed to in the WQSB acceptable use policy for technology. It is not to be used as a personal instant messaging platform.
- If there are concerns related to inappropriate conduct on the platform, chat history can be retrieved as necessary.
- If your teacher has allowed you to post/reply to your Class Team or use the chat within a full class Teams meeting, understand that everyone in your class will see your message. If you have a question that you would prefer to only your teacher, use the "Chat" functionality on the left-hand side of the Teams interface.
- Join your virtual class at the scheduled time. You will not be able to use meeting links until your teacher has started the class. Joining 2-5 minutes early is recommended but not more than that.
- It is recommended to join meetings with your webcam and microphone "OFF" to begin and then you can enable them when ready.
- If joining a Teams meeting through the desktop or mobile app, you can use the ["Background blur" feature](#).
- See additional virtual class specific suggestions below  :

Student tips for successful **VIDEO CALLS**



1



Check in with your teacher. Gather your materials.

2



Be on time. Check in thru the chat when you arrive.

3



Stay engaged (nod or thumbs up) if others are talking.

4



Mute your mic if you're not speaking.

5



Use the chat or raise hand to share ?s/ideas.

6



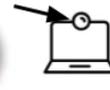
Wait for teacher to call on you or unmute your mic.

7



Take notes in a doc or on paper for reference.

8



If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @jmattmiller. Icons by The Noun Project.

Microsoft

Microsoft
Teams for Educat
Quick Start guide for students



Microsoft Teams for Education Quick Start guide for students

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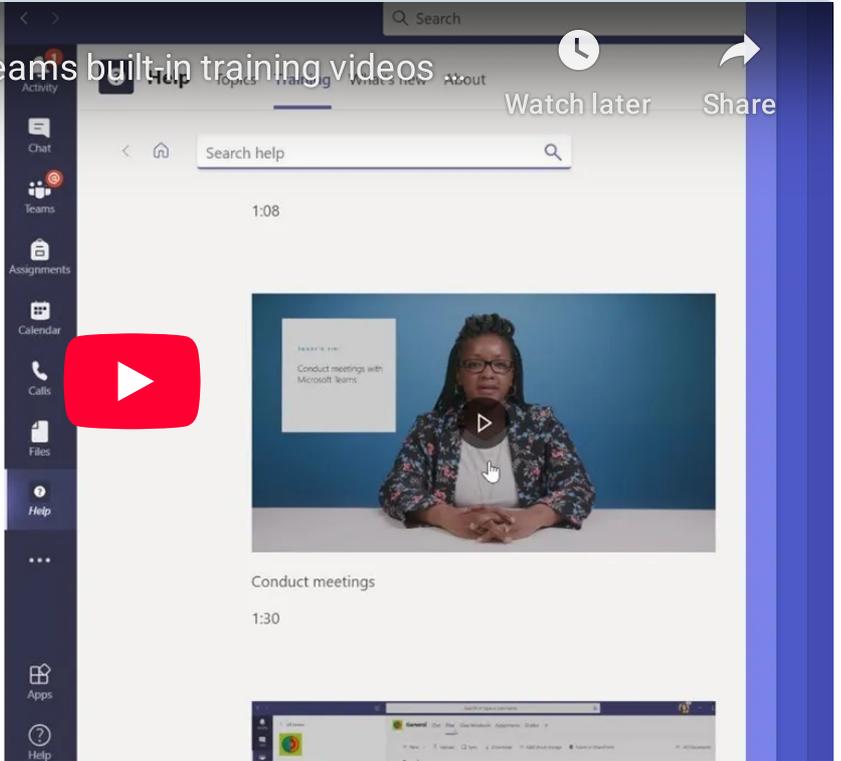
Get started. Get organized. Communicate. Share and organize files. Assignments and grades. Class Notebook in Teams. & More resources.



How to use the Microsoft Teams built-in training videos

Built-in Training

Watch on YouTube



How to use the Microsoft Teams built-in training videos and help content

YouTube

A quick tutorial on how to use the Microsoft Teams built-in training videos and help content. Training videos, how-tos, step-by-step guides, and great conten...



Download New Microsoft Edge Browser | Microsoft

Microsoft Edge

See what's new on the latest version of the Microsoft Edge browser. Explore features, rewards, and more before you download the new browser today.



Sign in and create multiple profiles in Microsoft Edge

Microsoft

With Edge Chromium, you can add multiple profiles. Profiles allow multiple users to operate in a shared environment while maintaining access to their personalized browser settings, bookmarks, and extensions.



Watch on  YouTube

Use browser profiles to keep student/parent browsing separate & stay signed in to Microsoft 365 & G Suite

 YouTube

A brief tutorial for WQSB students on how to use profiles in Google Chrome to keep their work separate from parents/guardians and to stay signed into Microsoft Office 365 and Google GSuite for Education. The steps outlined are done in Google Chrome, but the process is very similar in the

Ethical / Digital Citizenship

 Wakelet Collection

A collection of resources to help educators integrate the concepts of digital citizenship into daily practice.





Watch on  YouTube

Tips for Students

 YouTube

Enjoy the videos and music you love, upload original content and share it all with friends, family and the world on YouTube.



Students: Get started in your class team!

 Office

Access your online classroom right away in Office 365 Education and Microsoft Teams. Grab your device and your school sign-in information and head into class at Office.com. Sign in to Teams Open Office.com on



Remote learning with Office 365 for students

 Office

Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you.



Student help center

 Office

Learn how to use a variety of Microsoft products to help your education experience.



Keyboard shortcuts for Microsoft Teams

 Office

Many users find that using an external keyboard with keyboard shortcuts for Microsoft Teams on Windows helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier



Microsoft Teams help & learning

 Microsoft

Get help with your questions about Microsoft Teams from our how-to articles, tutorials, and support content.



Microsoft 365 Training

 Microsoft

Find training, tutorials, templates, quick starts, and cheat sheets for Microsoft 365, including Excel, Outlook, Word, SharePoint, Teams, OneDrive, OneNote and more!