

Parents' Guide



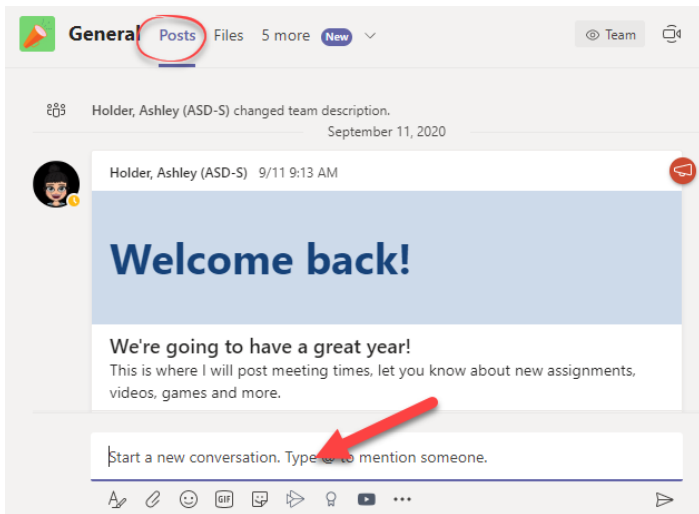
Basic Teams help when using a computer.

Open your Internet browser and go to portal.office.com

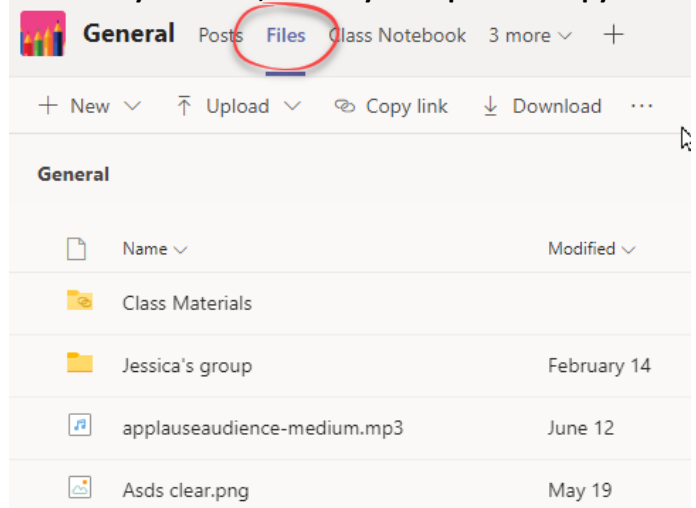
Log in using student email address and password. The email address is you child's school computer username followed by @nbss.nbed.nb.ca. The password will be provided by the school. (example: MikJon1234@nbss.nbed.nb.ca)

This email and password can be used to access any Office 365 service or app.

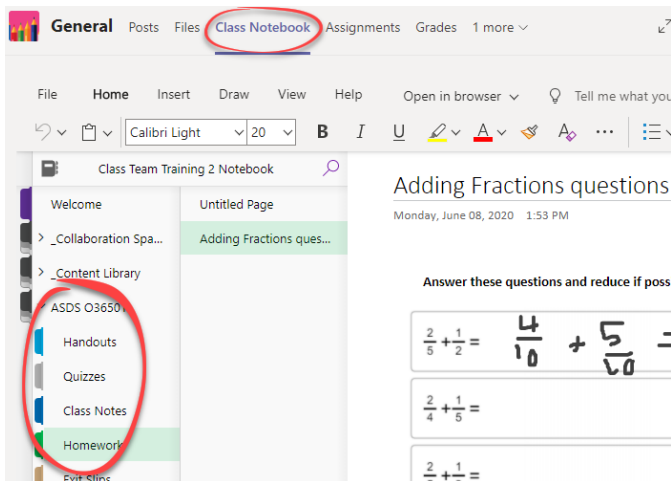
Posts: On this page, teacher and students can post messages for all classmates to see and reply to.



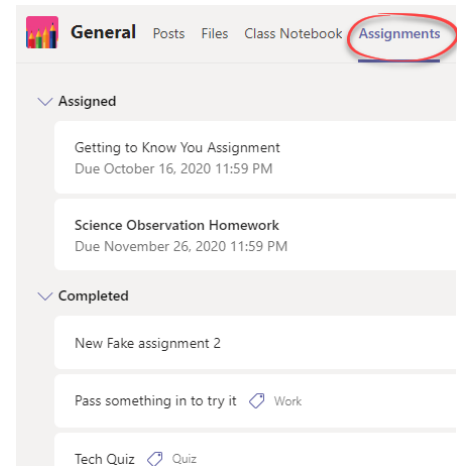
Files: On this page, teacher and students can add and download files. Students can work together on files here simultaneously. Files in the Class Materials folder can't be edited by students, but they can open and copy them.



Class Notebook: On this page, teacher and students work in a collaborative digital notebook. Everyone has their own private notebook, divided into sections and pages, to use for schoolwork.

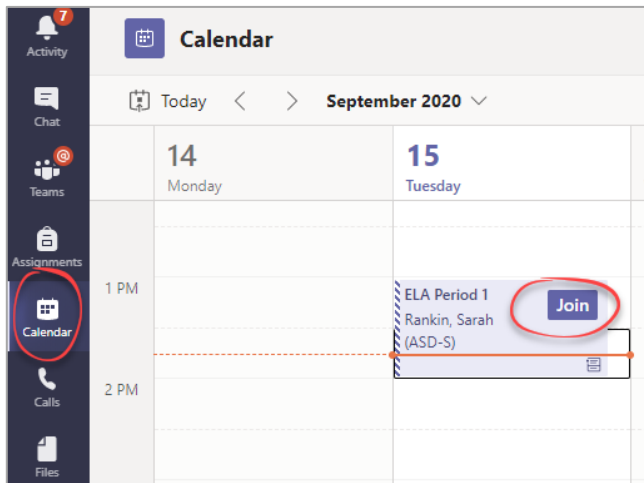


Assignments: On this page, students work on assignments and quizzes. Students easily attach digital files to the assignments. A visual record of due, late, and completed assignments is given. Teachers assess the assignments and students view the feedback.

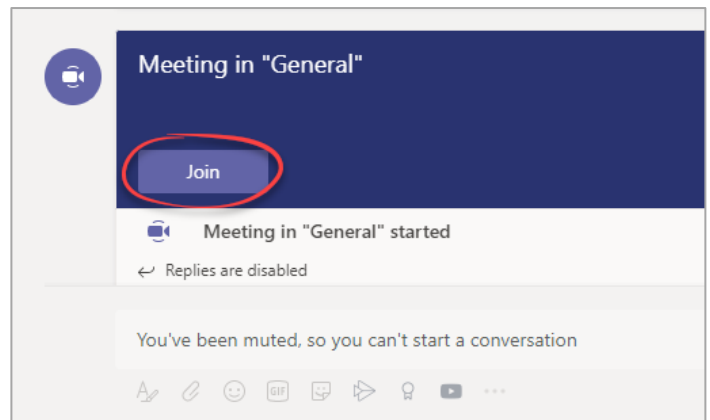


Teams meetings are a great way to connect with students when not in the school. In meetings, members can talk, see, and listen to each other. Computer screens can be shared to everyone and the meeting can be recorded to be viewed later. In a meeting, students can “raise their hand” to ask a question without interrupting the teacher.

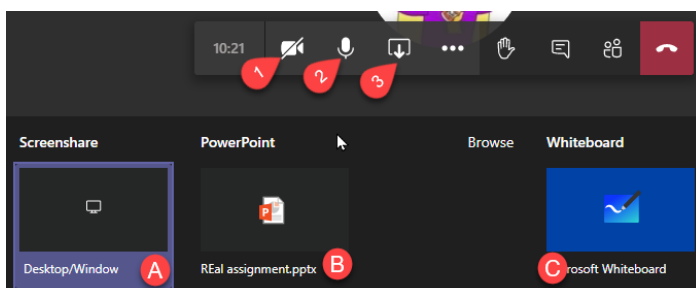
Calendar: If a meeting has been scheduled, it can be found and joined from the calendar. Click Calendar on the left of the screen to find the meeting. Click Join to enter the meeting.



Meet Now: If a meeting is started without scheduling, you can find a Join button on the Posts page.



Tool bar: On the tool bar, you can (1) turn your web cam on or off, (2) mute or unmute your mic, and (3) share your screen with the meeting. You can share your (A) computer screen, a (B) PowerPoint presentation, or start a (C) Whiteboard with virtual markers.



Tool bar: There are also buttons to (1) raise your hand to show the teacher that you have a question, (2) open the text chat side window, (3) open the participants side window, and (4) leave the meeting. The three dots will show other options including device settings.

