

# Students in Grades 6-12!

Starting this week (Monday, March 30<sup>th</sup> through Friday, April 3<sup>rd</sup>), every teacher will be implementing the following distance education plan:

All students will be required to check in to each of their classes through Microsoft Teams, an application within your Office 365 account, following this schedule:

|                             | Monday   | Tuesday                     | Wednesday                   | Thursday                    | Friday                      |
|-----------------------------|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 7:00 a.m.<br>to<br>7:00p.m. | -Students receive instructional materials from their teachers on Teams | Periods<br>1<br>3<br>5<br>7 | Periods<br>2<br>4<br>6<br>8 | Periods<br>1<br>3<br>5<br>7 | Periods<br>2<br>4<br>6<br>8 |

-To check in to your class, you must log in to Teams, go to the class' Team, and interact with your teacher's post in whichever way they direct (thumbs up, comment, answer a question, etc.) to check in.

**Your attendance will be tracked based on whether you checked in or not.**

For example: If you are in English 9, 5<sup>th</sup> hour, you need to check in to your English 9 Team on Tuesdays and Thursdays sometime between 7:00 a.m. and 7:00 p.m. in order to be counted as present for that class.

If you don't check in to each of your classes, you will be marked absent according to the normal attendance policy.

-Your teachers will assign a maximum of TWO assignments per week, so it's important that you check in to each class by following the schedule above. That way you can stay up to date with what you need to be working on and it will be easier for you to manage your time!

- Teachers will continue to track attendance and grades in PowerSchool just as they did before.

-There is a button at the top of the school website that says, "**Distance Learning.**" On this page, we will provide updates on the distance learning plan along with helpful links.

- If you are struggling with accessing teams, you will need to look at the **Student Help Guide for Microsoft Teams** that is located under "Helpful Links" on that page of the website.
- If you need more assistance with Microsoft Teams, you can use those links as a starting point for getting help.

Please reach out to your teachers if you are confused or need more assistance! Everyone will be willing to help you! We want to make this as smooth as possible!

TURN OVER FOR MORE INFO ON ACCESSING AND USING TEAMS >>>

## Steps to Access and Navigate Teams:

1. Log in to Office 365 (link under “Students” on the school website menu).
  - a. Use your username and password that has been provided to you on the outside of your packet.
2. Under the list of Apps, click “Teams”
  - a. You can view teams in the browser (Chrome generally works the best) OR you can download the app.
  - b. If you are on your school computer and want to download the App, use the administrative username “SPHS” and the password “HarleyCVO”
  - c. After downloading the app, you will have to login to your Office 365 account again.

\*Using the app does make it a lot smoother. You can get notifications on your computer and it also is a better setup for live video calls through Teams.

3. On the left-hand side, you have options to interact for any team you are added to.
  - a. **Activity**- is the notification center that lists any activity within all your Teams
  - b. **Chat**- you can send individual messages to your teacher or classmates in any Team
  - c. **Teams**- THIS IS WHAT YOU WILL NEED TO CHECK MOST. This is where all of the Teams you belong to are listed. You then click on the Team you want to enter and can view the class information, files, assignments, etc.
  - d. **Assignments**- Any assignments that have been assigned to you (in all of your classes) are listed on this tab.
  - e. **Calendar**- This will show you any upcoming meetings/calls you have scheduled. So, if your teacher wants to do a video meeting, they will add it to their Team and then you can view all upcoming calls in this section.
  - f. **Calls**- you can video or audio call your teacher or classmates.
  - g. **Files**- any files that your teachers have posted can all be viewed in this tab.
4. Once you are in the Teams section and then in a specific class’ Team, you will see tabs along the top that organize the assignments and files that are just for that class.
5. When a teacher assigns an Assignment or a Quiz, you can click on it to view the assignment details.
  - a. To turn in your assignment, you click “Add Work” and it will give you the option to upload a document from your Office 365 OneDrive or from your computer. Then, once you upload your work, you click the purple, TURN IN button.
  - b. If the assignment is a quiz, it will pull up a form for you to answer questions and submit to your teacher.