



## MS Teams for Families

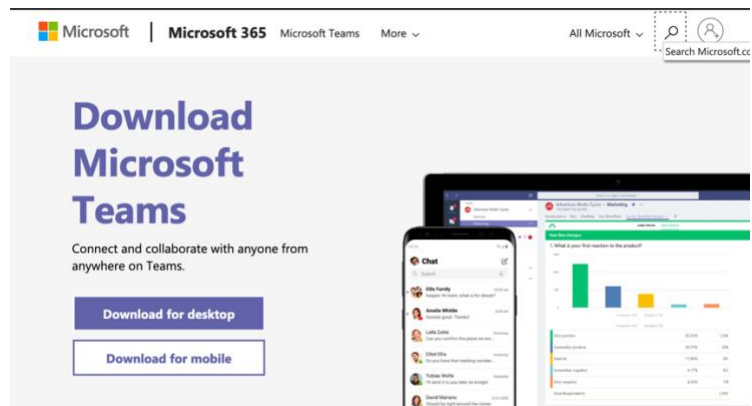
This information is designed to help you support your child to use Microsoft Teams online.

You will need your child's HWDSB login information. If they don't have this information, your child's teacher is able to locate and reset this on their behalf. Please reach out to the teacher for assistance.

### Step 1: Downloading The MS Teams Application

Teams is best experienced by logging into the downloaded version of the software, either on a desktop or laptop, or through an app on a tablet.

You can find the different versions of the software located at the following [Microsoft Link](#).



Download Teams: <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>

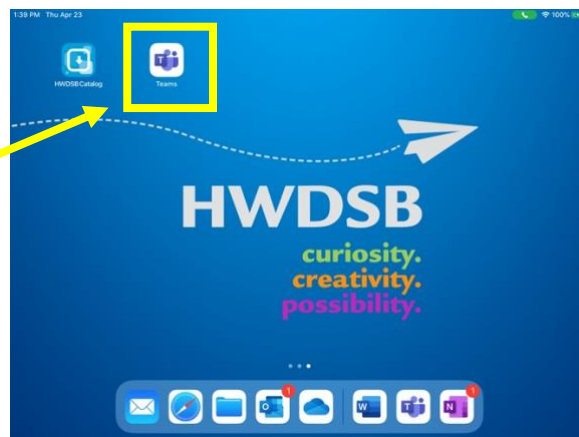
#### iPad/ Tablet Users

You will need to download the Application through the app store or google play store.

**\*If you are on an HWDSB iPad, the app has been pre-installed.**

When you launch the app you will be prompted to sign in.

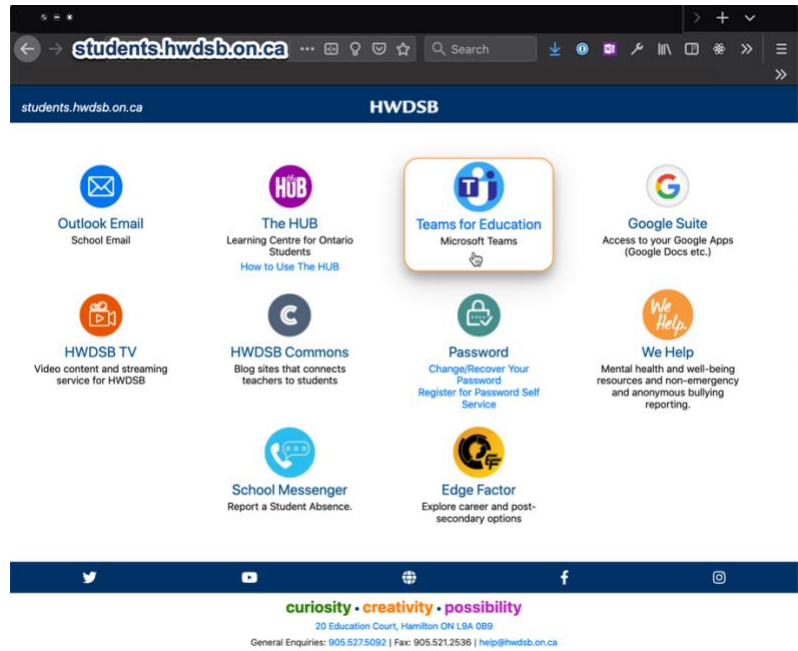
**Sign in with your child's username and password.**





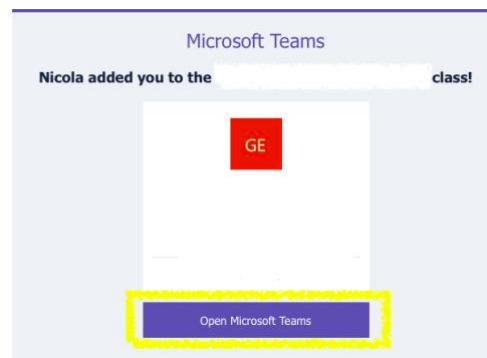
Alternatively, you can access Teams by visiting <https://students.hwdsb.on.ca> and clicking the Microsoft Teams button on that page. This will redirect them to a log in page. Your child should use their username and password to log in.

This will take you to a collaboration space containing chat and group conversation functionality.

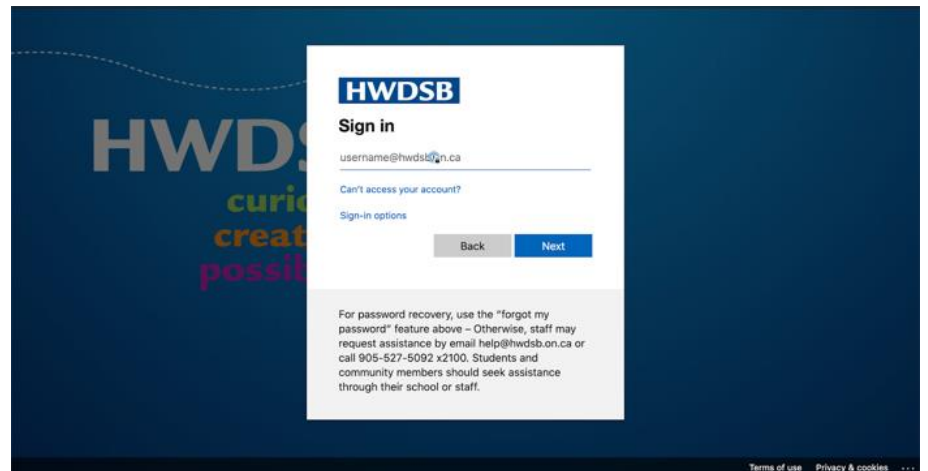


## Step 2: Accessing Classes Within Teams

When students have been added to a class, they will receive an email to access that class. If they are already in teams, it will show within Teams



Direct links to a Team, shared by your child's teacher will take you to the HWDSB Sign-In page. Your child can use their username and password to log in.

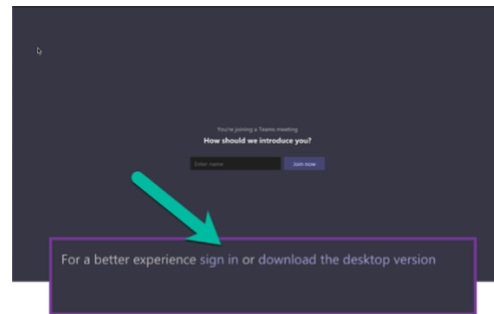
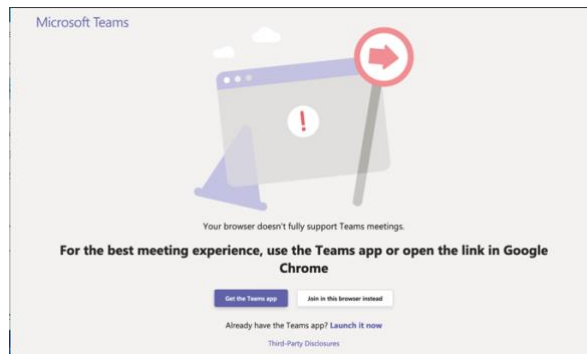




If you have the software installed, the link will automatically launch the application, or the tablet app.

If you haven't downloaded the software, join the meeting using Google Chrome or Microsoft Edge for best results.

If you are taken to a purple sign in page, be sure to click the "Sign In" at the bottom of the screen and sign-in with your child's board email and password!



## Step 3: Joining A Teams Meeting

Clicking a meeting link shared by your teacher will take you directly to join the meeting!

[Join Microsoft Teams Meeting](#)

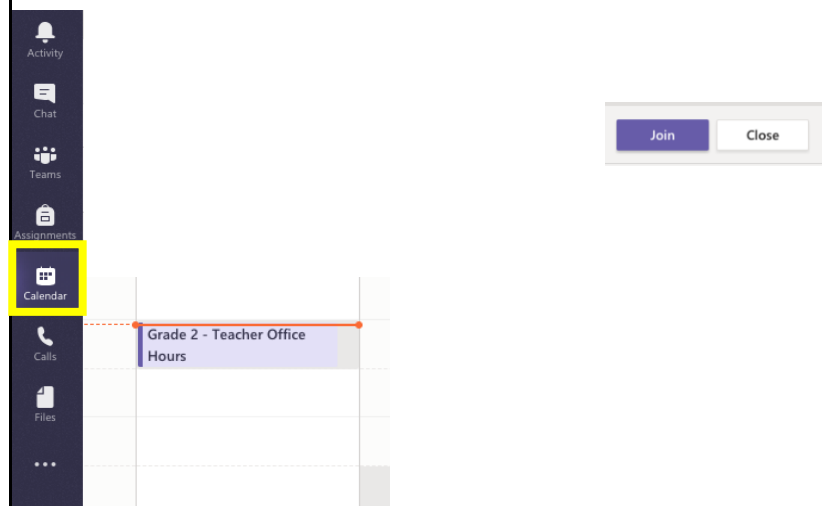
+1 647-749-9281 Canada, Toronto (Toll)

Conference ID [REDACTED]

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

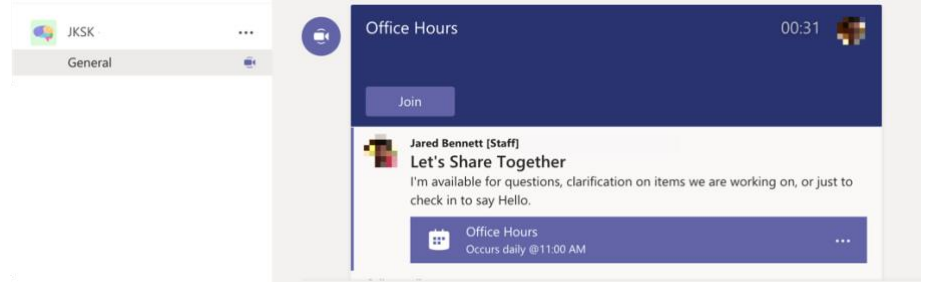
# HWDSB

From Within Teams, click the "Calendar" on the left-hand side of the screen and then select the meeting you want to join. Double click on the meeting and then click "Join" in the top right-hand corner of the meeting details

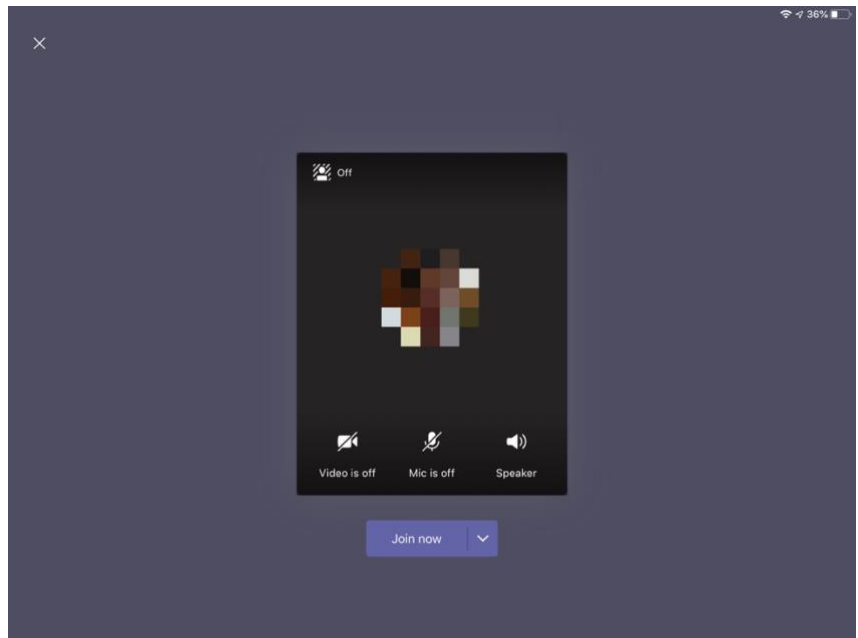




Your teacher may post an invitation to a meeting directly into a channel within the team. You can join these meetings by clicking the Join button that appears once the teacher is present.



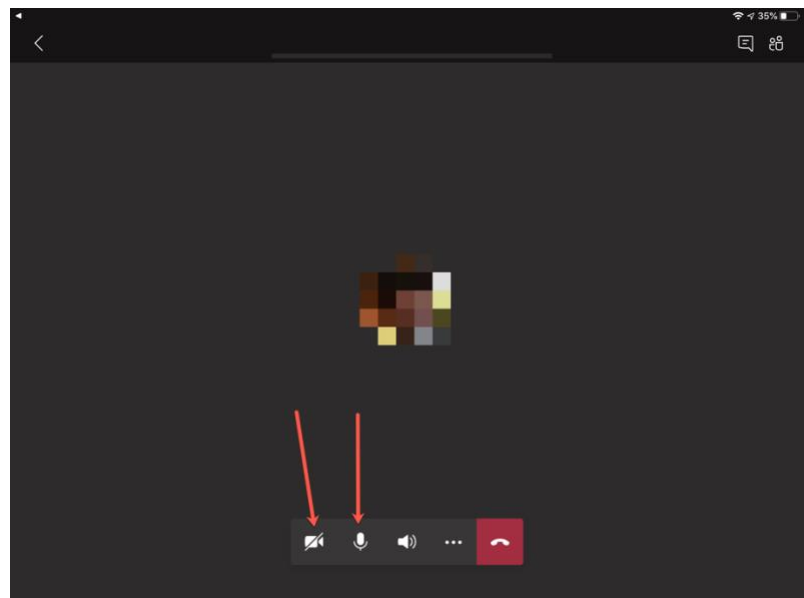
Before clicking the “Join Now” button to join the meeting, you can toggle your camera and microphone on or off.



Once you have joined the meeting, you should notice some tools at the bottom of the display. This is where you can:

- turn on your camera and microphone
- turn up the volume of the meeting
- access the More Actions menu

or disconnect from the meeting

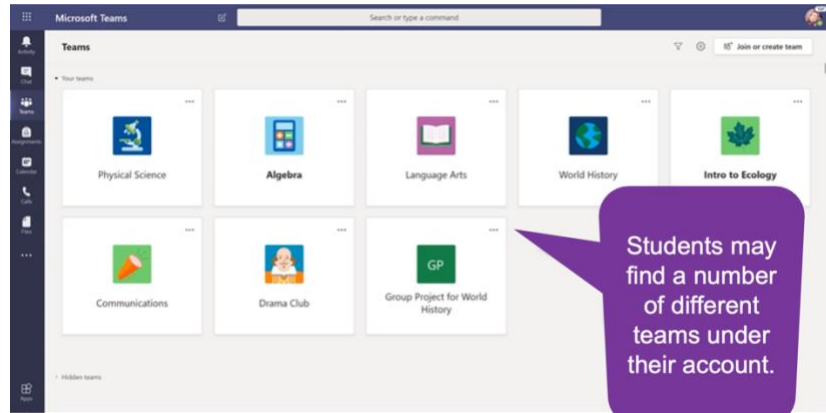




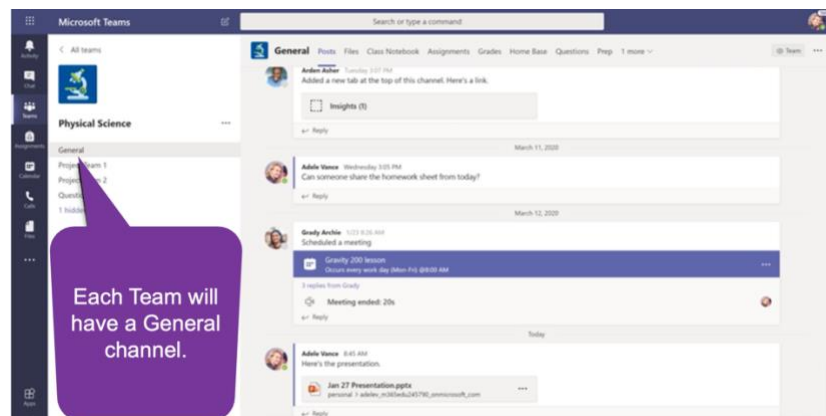
## Basic Navigation In Teams

Check Out The [MS Teams QuickStart Guide!](#)

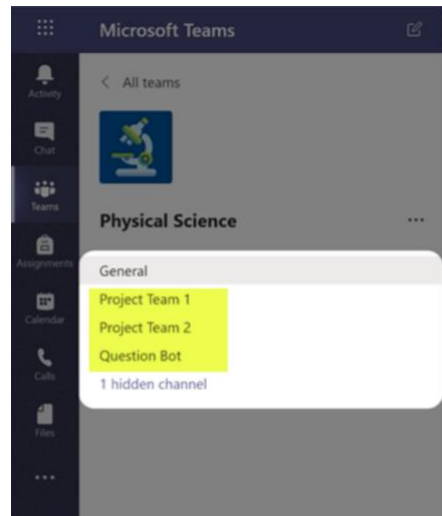
Once your child logs in using their HWDSB username and password, they may find a variety of different teams, based on their grade level, or the subjects they are taught.



Click on a team to select it. You will notice a conversation space in the main "General" channel, where the teacher may be posting Meeting invitations, class news, or conversation topics.

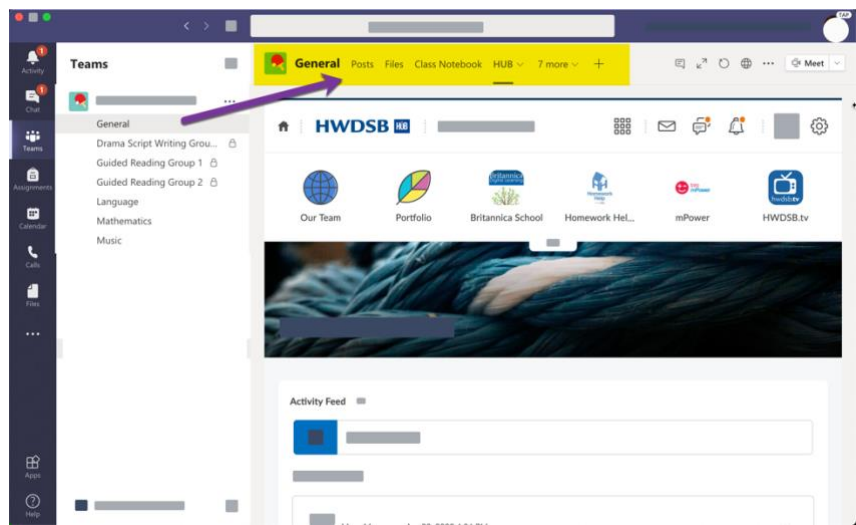


Depending on how the teacher plans on using the Team, you may notice additional channels separating out different topics, different school subjects, or small group instructional spaces.

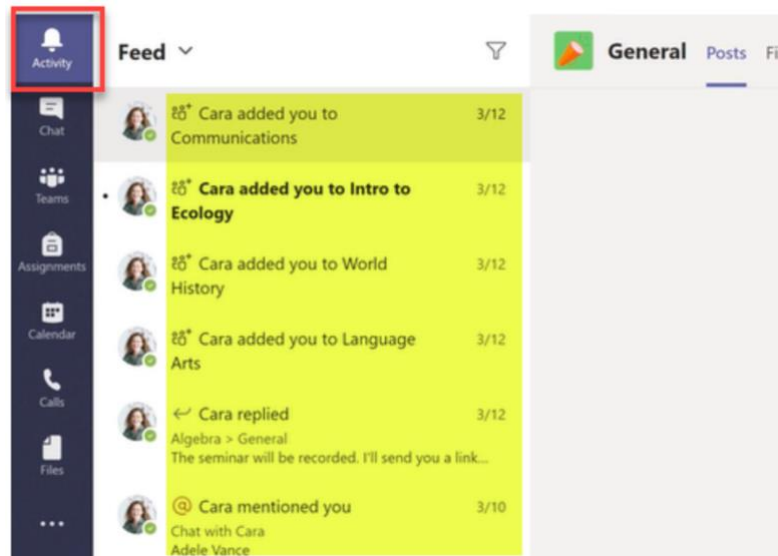




They may also be using the tabs along the top of the channel to organize Files, or to create links to other HWDSB Online tools like the HUB.

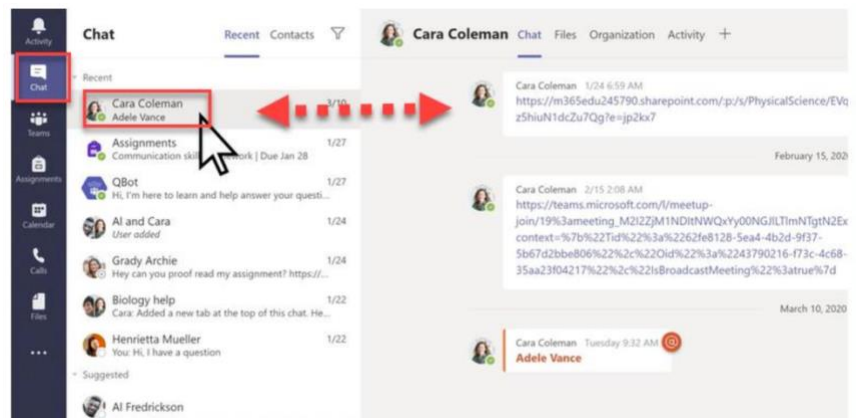


'Activity', in the top left, will allow your child to view everything that's happening across the various Teams they are a member of:



'Chat' will allow your child to communicate one-on-one with classmates and the teacher.

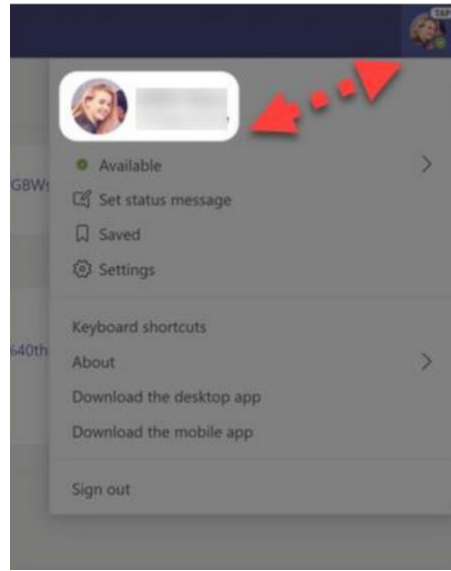
Your child can converse in 'groups' through channels created and monitored by the teacher.



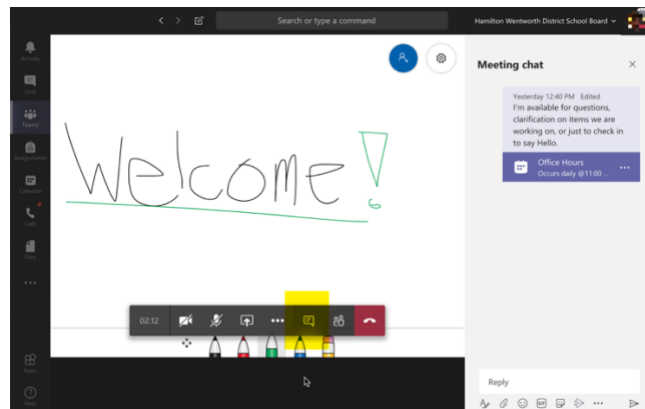


Selecting the profile icon in the top right allows students to personalize Teams with their own photo. Click “change picture” to change to a photo of your child so their teacher might recognize them more clearly.

Remember they should ensure the image they use is appropriate.

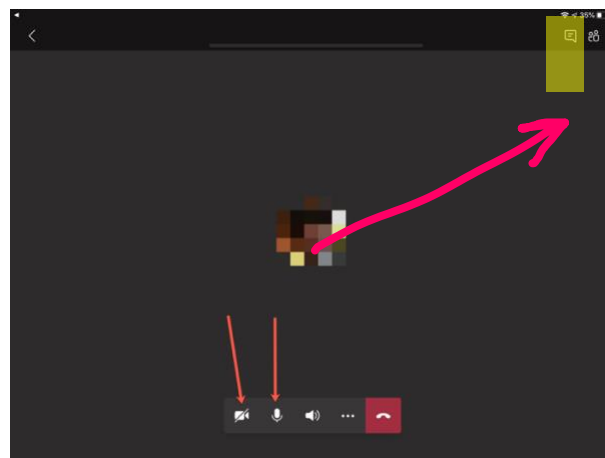


Once you have joined the meeting, click the chat icon at the bottom of the page to open the chat.



If you are on an iPad or Tablet, the chat button is in the top right-hand corner of your screen.

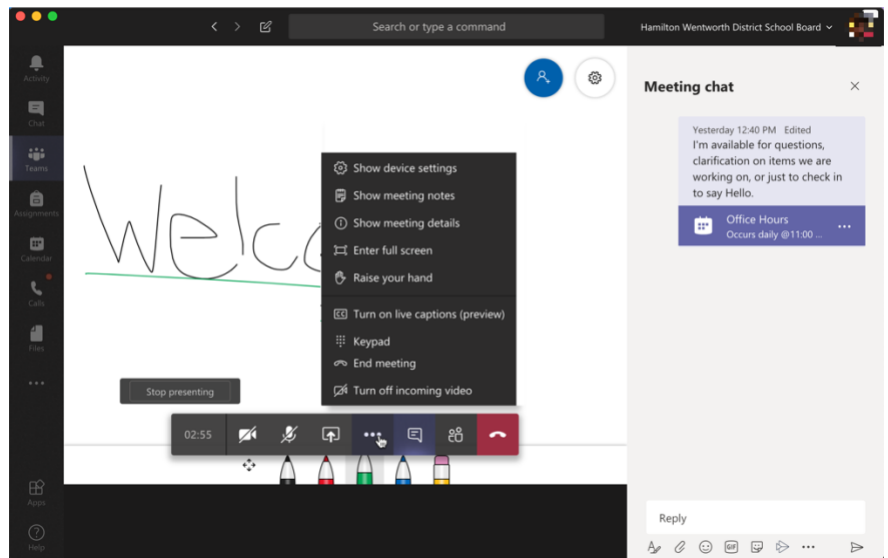
You can turn your microphone and camera on using the toolbar at the bottom.





Click the three dots in the tool bar to access additional features:

- Having trouble with audio or video? Click Show Device Settings to check your output and input devices.
- Turn on live captions to see what everyone is saying in text
- Can't see the video? Make sure you have incoming video turned on.



## Additional Resources

Your child's teacher can assist you further with information regarding how they are using Teams with the class, and how it may fit with other established communication and collaboration tools they are using.

## COVID-19 Resources

The HWDSB website contains a variety of helpful tutorials, additional learning resources, and information about the supports available during these unprecedented times: <https://www.hwdsb.on.ca/blog/novel-coronavirus/>

Your child's teacher may also be utilizing The HUB as an alternate/additional space to learn. Resources for parents can be found at this link: <https://www.hwdsb.on.ca/student-learning-resources/instructions-for-the-hub/>

The HWDSB Learning Services team continues to curate digital resources parents can utilize with their children. You can find that list here, separated by subject and grade: <https://www.hwdsb.on.ca/student-learning-resources/>