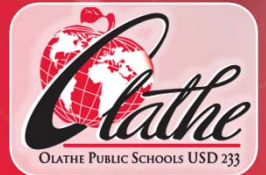


Substitute Training

# Microsoft Teams

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*Students prepared for their future.*



# What is Microsoft Teams?

- An all-in-one digital hub that collects student's digital and physical work in one place.
- Microsoft Teams is an online platform that is available both as an APP and a Website.
- A space for teachers to grade assignments and provide feedback to students.

# How are teachers using Microsoft Teams?

- Microsoft Teams is an optional tech tool. Some classroom teachers are using Microsoft Teams and some are not.
- Teachers can assign work for students to submit digitally.
- If the classroom teacher uses Microsoft Teams, they should add you as a co-teacher to their Class Teams within Microsoft Teams.

# How are students using Microsoft Teams?

- Students may use Microsoft Teams to turn in assignments, such as Word documents, PowerPoint presentations, videos, pictures, and PDF documents.
- Students can see feedback and their assignments graded by their teachers all within Microsoft Teams.

# Account Set Up: Teachers

- The district will provide teachers with their Office 365 account.
- Teachers can access Microsoft Teams by going to [www.office.com](http://www.office.com) and selecting Teams OR by downloading the Microsoft Teams desktop application.
  - Teachers log in by using the following information:
    - NetworkID@olatheschools.org
    - Network Password
- If a teacher would like you to use Microsoft Teams as the substitute, they must add you as a co-teacher to their Class Teams.

# Account Set Up: Students

- Most likely, students will have accessed Microsoft Teams before you arrive to sub in their classroom. There are two ways students can sign in:
  - The Microsoft Teams desktop application
  - Through the website: [www.office.com](http://www.office.com), select Teams
- Students can click on their classroom and begin to submit assignments as required by their teacher.

# What will YOU do with Microsoft Teams as a Long-Term Sub?

- Once the teacher adds you as a co-teacher to their Class Teams, you can sign in using the Microsoft Teams desktop application or via [www.office.com](http://www.office.com).
- Grade assignments as they are submitted by each student and provide feedback if needed.
- You will still need to enter these grades into Synergy Gradebook.

# Microsoft Teams Video Tutorial

This video will show you how to:

- Sign into Microsoft Teams
- Share Files
- Create Assignments
- Grade & Provide Feedback

To view this video in full screen mode: click or copy & paste this URL in a web browser window:

<https://bit.ly/2FT9yfe>





# Additional Resources

- Microsoft Teams for Educators Handbook:

<https://bit.ly/33QLiSR>

- Microsoft Teams for Long-Term Substitutes Video Tutorial:

<https://bit.ly/2FT9yfe>

# Questions?

If you have questions about Microsoft Teams or need assistance, please contact the Help Desk at  
913-780-8058

or

[helpdesk@olatheschools.org](mailto:helpdesk@olatheschools.org)

Thank you!! 😊