

# DISTANCE LEARNING WITH OFFICE 365

## Guidance for Parents and Guardians

Learning can happen anywhere with Office 365 online. Get to know the tools made to support learners of all ages and abilities and see how core subjects and class discussions can happen with support from Microsoft Education.

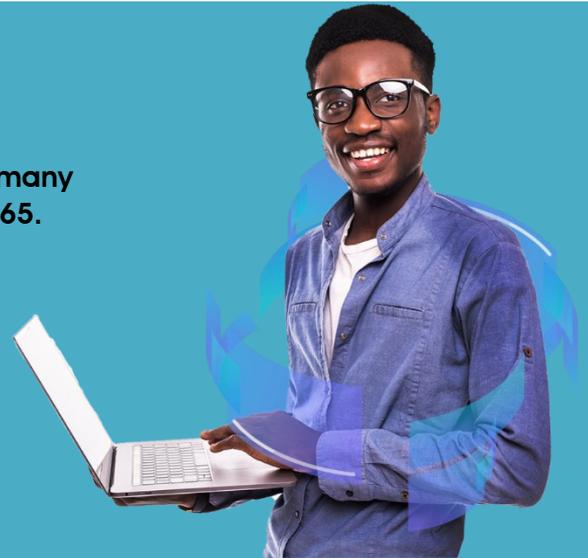
Protecting students' data is always Microsoft's top priority.

Read more about privacy in Office 365 apps [here](#).

## TAKE NOTE:

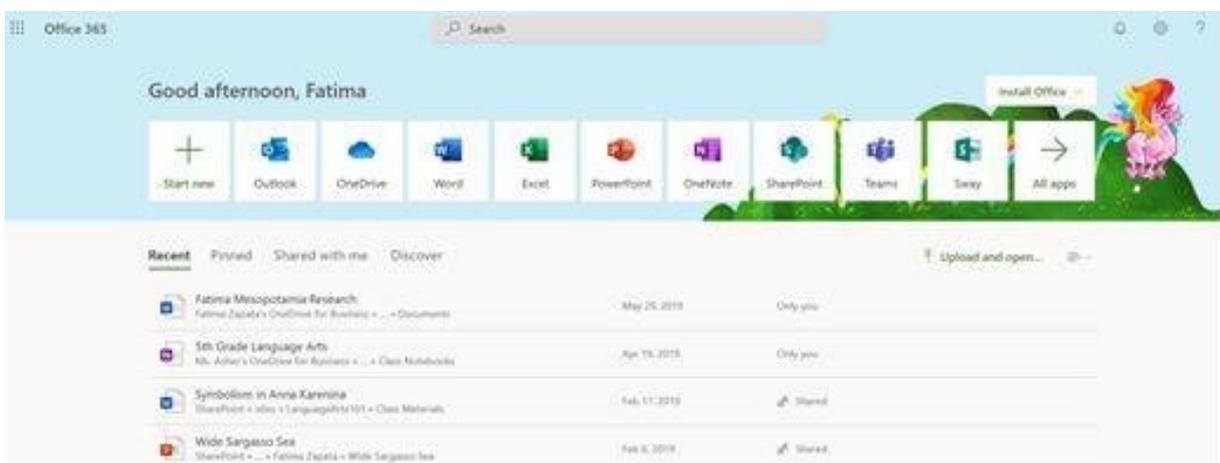
The guidance below is meant to introduce some of the many possibilities for students learning remotely using Office 365.

Students may determine different app settings than those referenced below, and their teachers may use Office 365 in different ways that work for their class.



## What do students need to sign in to their Office 365 account?

Any student with an eligible school email can access Office 365 for free. Students can log in to their school accounts at [Office.com](https://Office.com), where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser, or select **Install Office** to download the desktop versions to their device (download capability may vary depending on the device being used).



## What are the best devices for students to use with Office 365?

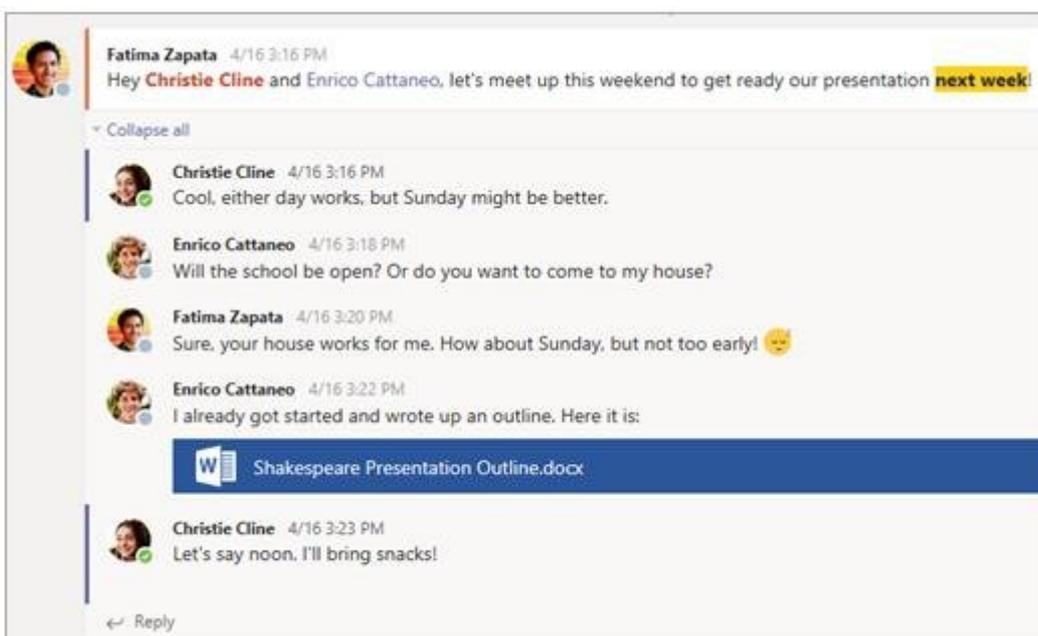
There are a [range of versatile Windows devices](#) that students can use to leverage Office 365 Education for their learning. Check out these tips for keeping your [computer](#), [tablet](#), [mouse](#) and [keyboard](#) clean and safe!



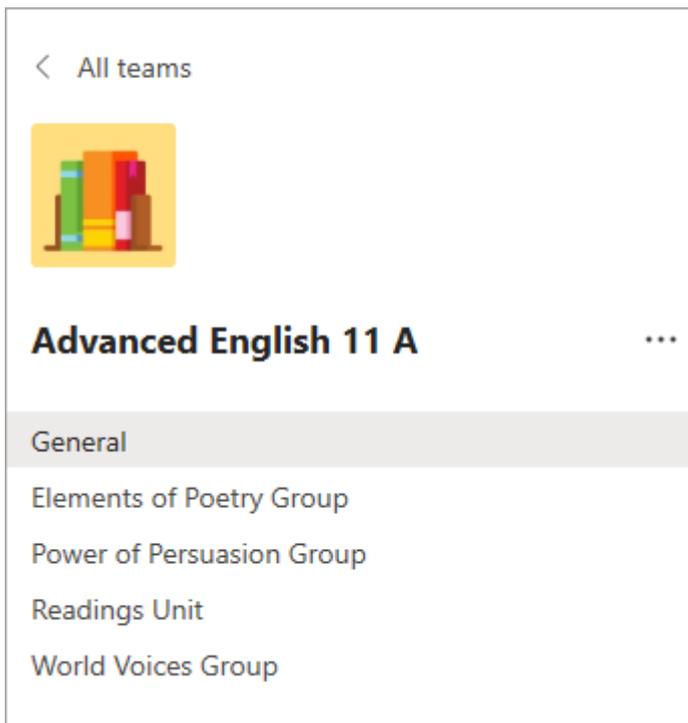
## How can students communicate with their teachers and classmates?

Using Teams! Teams is an online classroom hub where students can chat with their whole class, in groups with other students, and one-on-one with their teachers. Students can also make video calls through Teams.

**Tip:** [Read more about communicating in Teams.](#)



Each class gets its own team which is set up by a teacher/IT administrator.



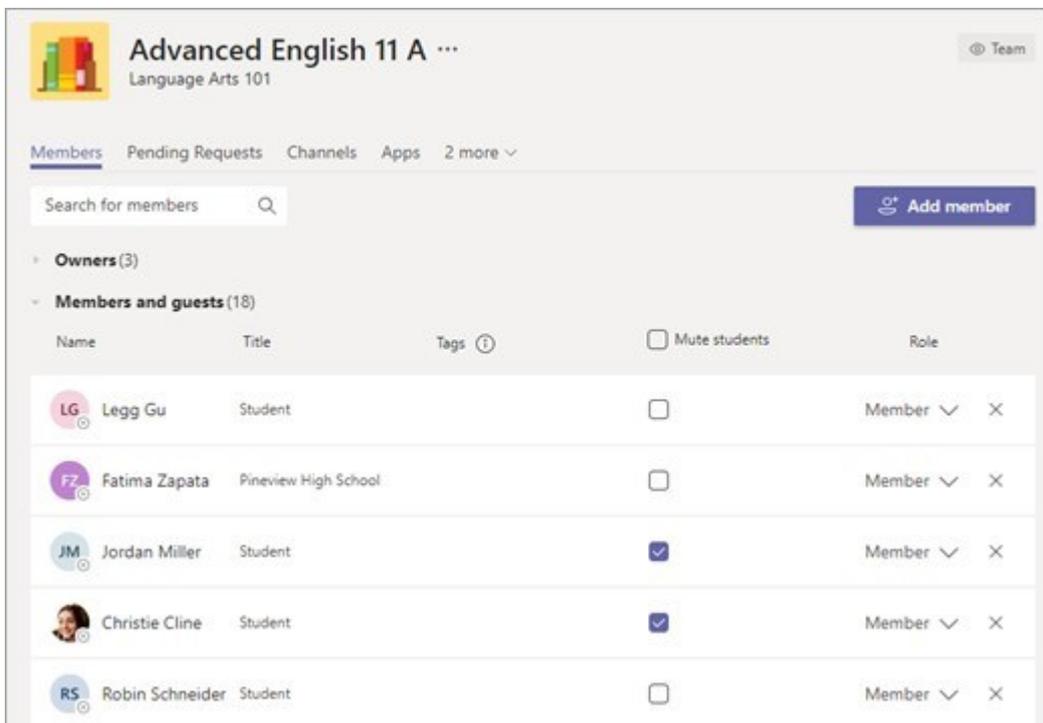
### **How do students join a team? How do they know if they're part of their class' team?**

Different schools and teachers may manage the Teams setup process differently. To explore Teams and view the class teams they're in, students can sign in to their school Office 365 account at [Office.com](https://www.office.com) and select the Teams app. Students will also receive an email notification when they've been added to a team.

### **How does Teams monitor the communication and activity of students?**

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute students who add distracting or inappropriate messages to group discussions, and delete these messages entirely.

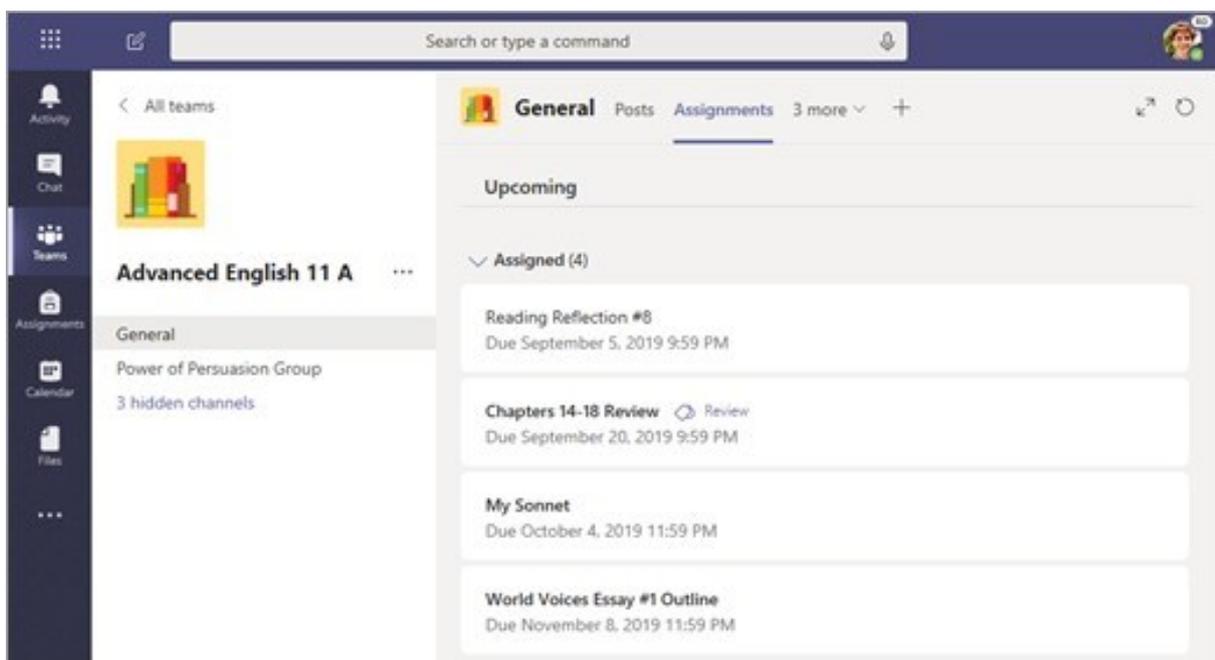
As a communication platform with specific features to support teaching and learning, Teams provides a great opportunity for students to build and practice digital citizenship alongside their academic learning.

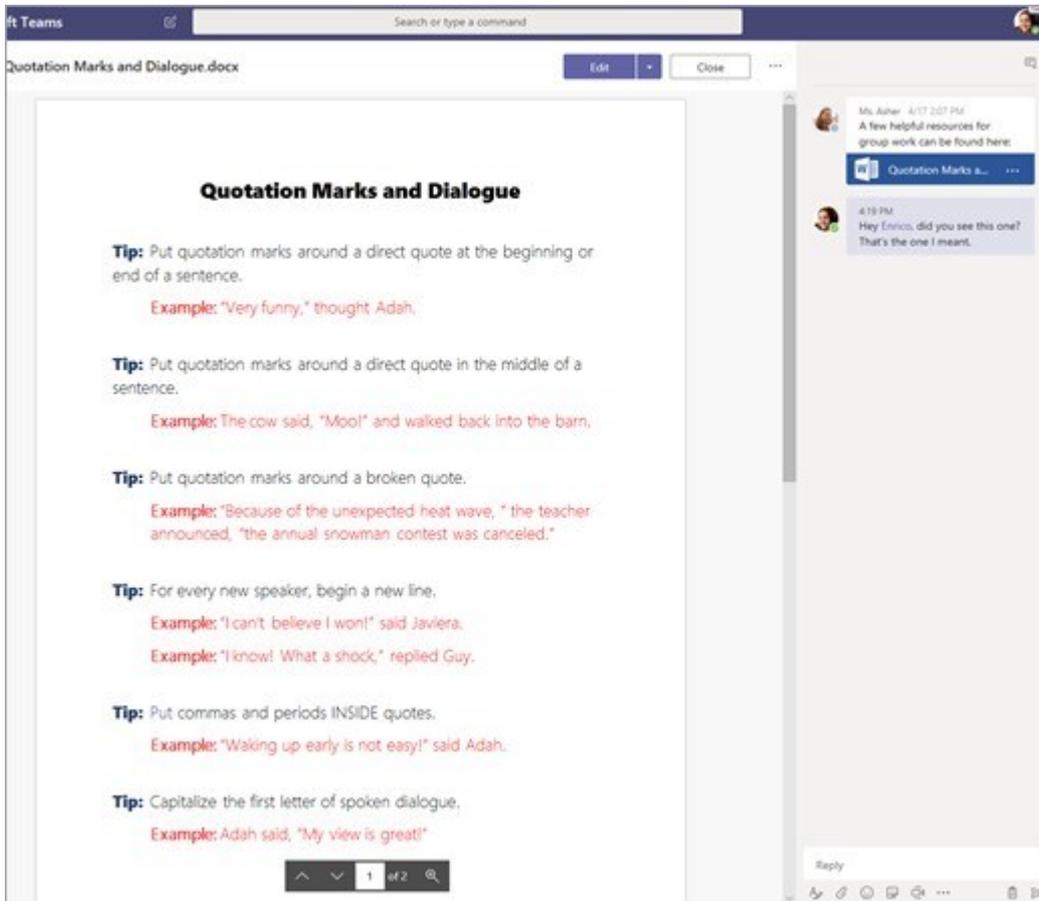


**Is Teams simply a chat app or can students study, work, and complete assessments on the platform as well?**

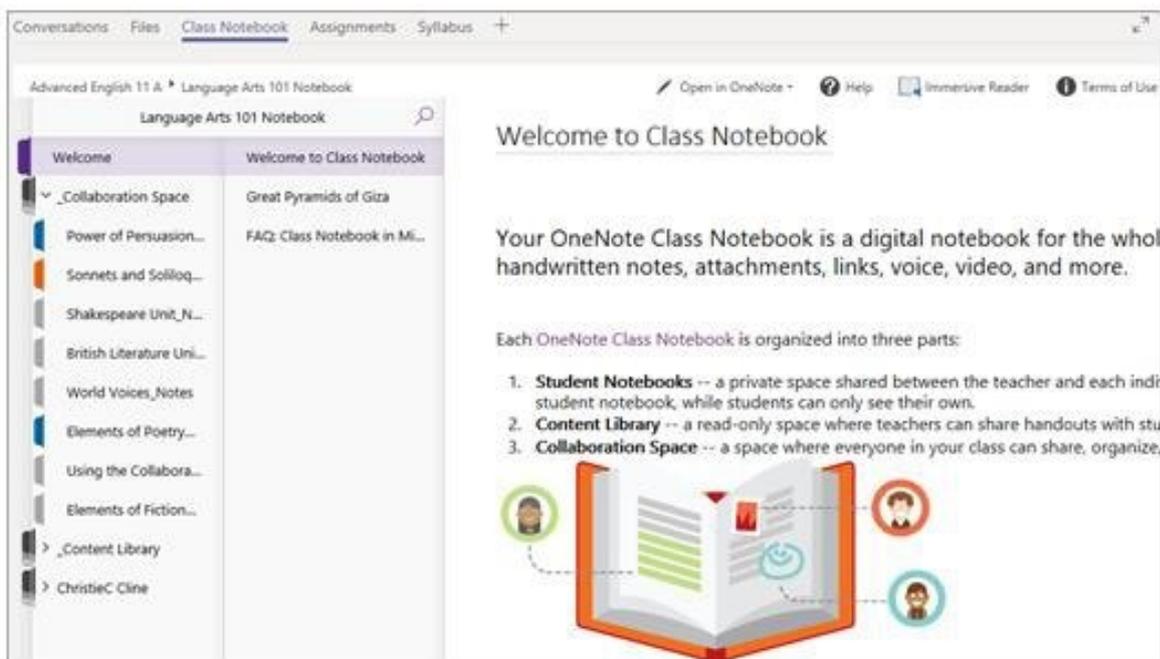
With the **Assignments** app built right into Teams, students can see work their teachers have assigned them, submit that work, and see their grades and feedback.

**Tip:** Learn more about [collaborating and creating great work with Teams](#).





For other ongoing work, every class team has a **Class Notebook** that serves as a private space where students can take notes, reference resources, and even practice math equations!

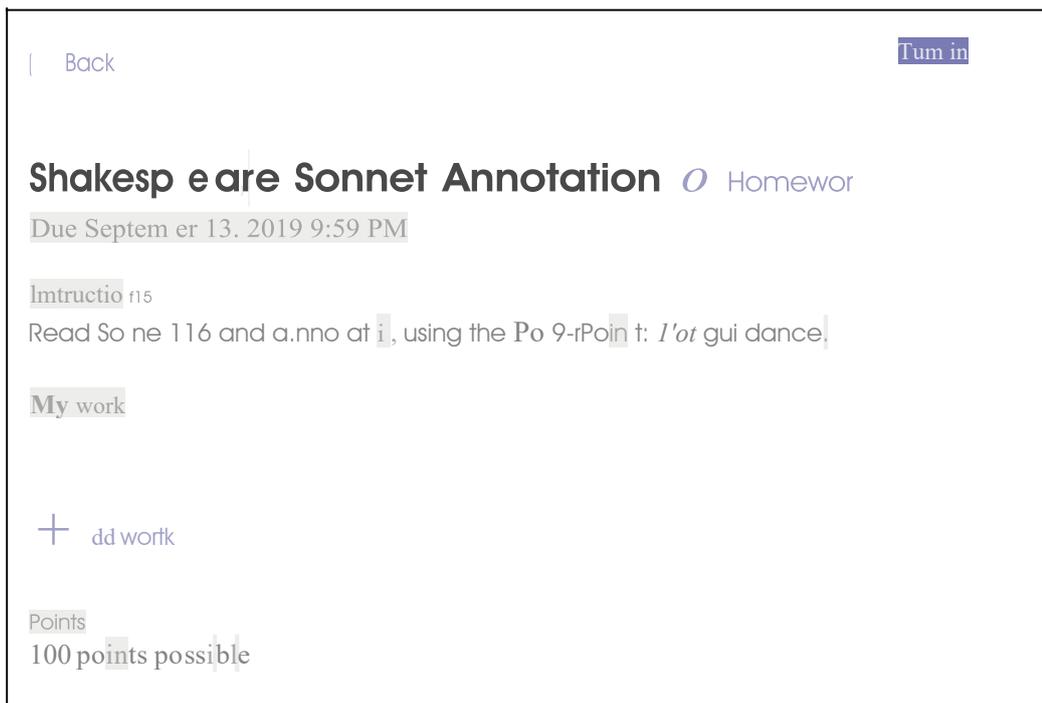
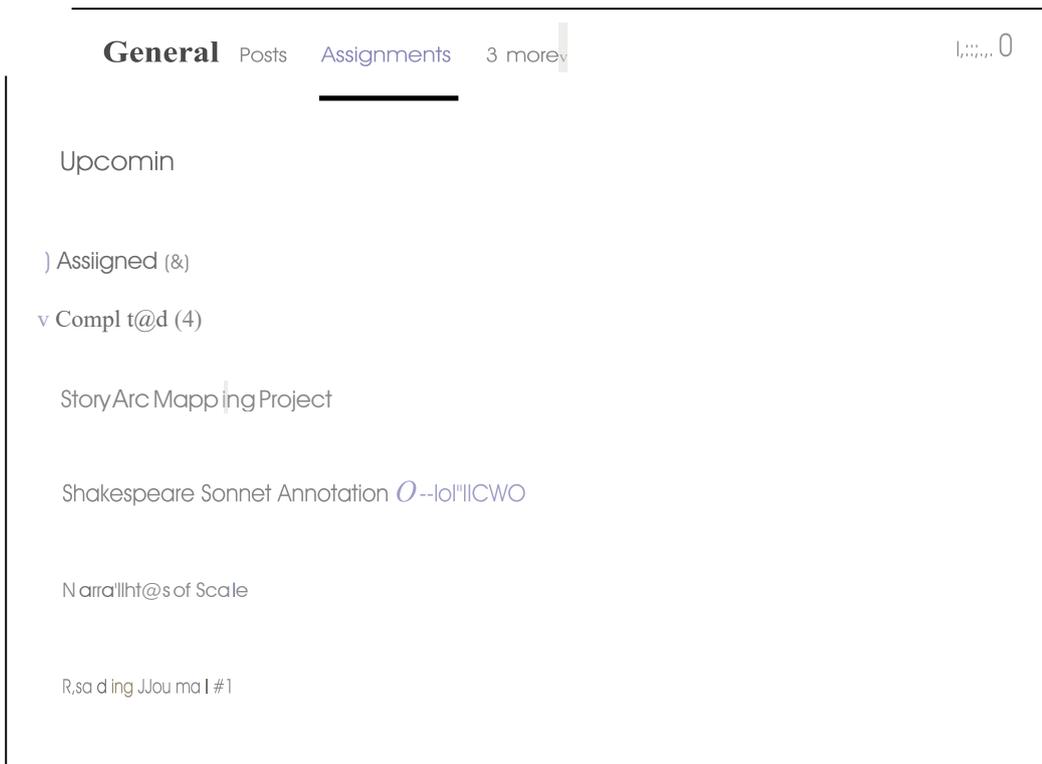


Students can find both the **Assignments** tab and the **Class Notebook** tab in the **General** channel of each of their class teams.

### How can students turn in assignments using Teams? Can they check their grades via Teams?

Students can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team. To submit an assignment, students must select the applicable assignment title, attach the appropriate work and select **Turn in**.

Read more about keeping track of and turning in assignments [here](#).



Students can view grades for assignments by selecting **Grades** under the same **General** channel where they find the **Assignments** tab. [Read more](#) about reviewing grades.

 <b>Garcia, Emma</b> 2 parents/guardians receive weekly summary. <a href="#">View</a>			
Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

### Where can students access help on how to best use Microsoft Education tools?

Students have a help center made just for them! From covering the basics of using Teams all the way to project ideas, this [student help center](#) is all about showing students how they can leverage Office 365 for their learning, engagement, and creativity.

# Student help center

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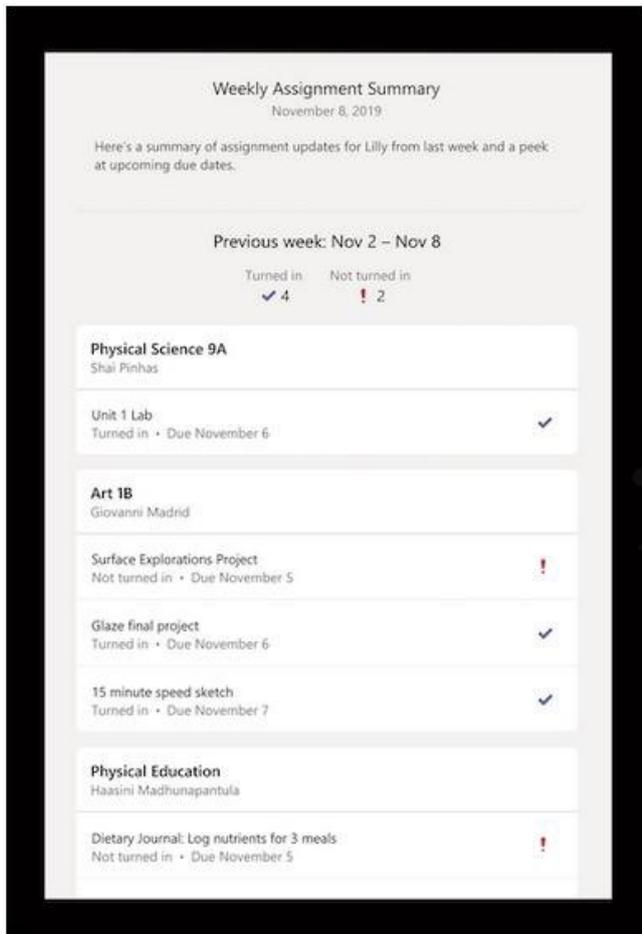


Check it out.

We've pulled together support that can help spark your creativity and launch your best work yet. Whether you use these Microsoft tools already, or it's your first time diving in, we hope to see you – and your bright ideas – around again soon.

## Other than communicating with teachers, how can I get updates on class activity?

Teachers can set Teams up to send weekly emails covering the status of all assignments.



Original article can be found here: <https://support.office.com/en-us/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-US&rs=en-US&ad=US>