

Chapter 2

How to help your student use Teams

1. Join a class team
2. View and turn in assignments
3. **Attend a virtual class**
4. Find grades
5. Chat with teachers and classmates





**Your student can attend class and
customize their virtual experience with
video & microphone settings.**

Click on **Calendar** in the menu bar and select the class meeting.

The screenshot shows the Google Classroom interface. At the top, there is a menu bar with icons for Activity, Tools, Assignments, Calendar, Files, and Help. The 'Calendar' icon is highlighted with a red arrow. Below the menu bar, the 'Calendar' view is displayed, showing a week view for September 28 to October 2, 2020. The days are Monday (28), Tuesday (29), Wednesday (30), Thursday (01), and Friday (02). A meeting titled 'Poetry Unit Introduction: Elements of Poetry' by Tara Teacher is scheduled for Thursday, October 1st, from 1 PM to 2 PM. This meeting is highlighted with a red arrow. The bottom of the screen shows a 'Meet now' button and a '+ New meeting' button.

Today	28	29	30	01	02
Monday	Tuesday	Wednesday	Thursday	Friday	

Search

Poetry Unit Introduction: Elements of Poetry Chat Details

RSVP Forward

October 1, 2020 1:00 PM - 2:00 PM

Ms. T's 5th Grade Class > General

Please have your Elements of Poetry worksheet handy!

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting options

Tracking

Join Close

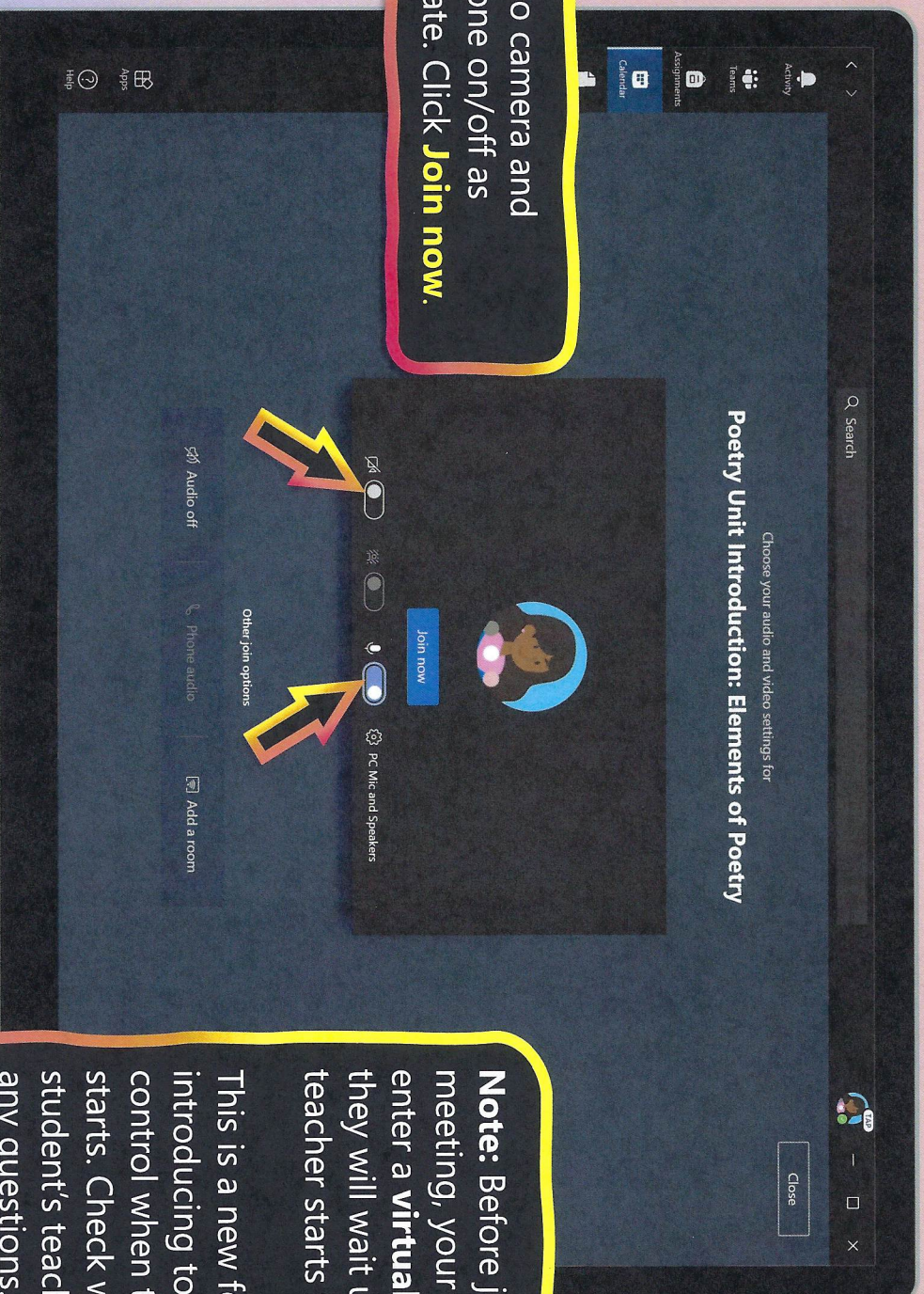
Tara Teacher Organizer

Sarah Student No response

Activity Teams Assignments Calendar Files Help

Click Join.

Turn video camera and microphone on/off as appropriate. Click **Join now**.



Note: Before joining the meeting, your student might enter a **virtual lobby** where they will wait until the teacher starts the meeting.

This is a new feature we're introducing to help teachers control when the meeting starts. Check with your student's teacher if you have any questions.