

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**

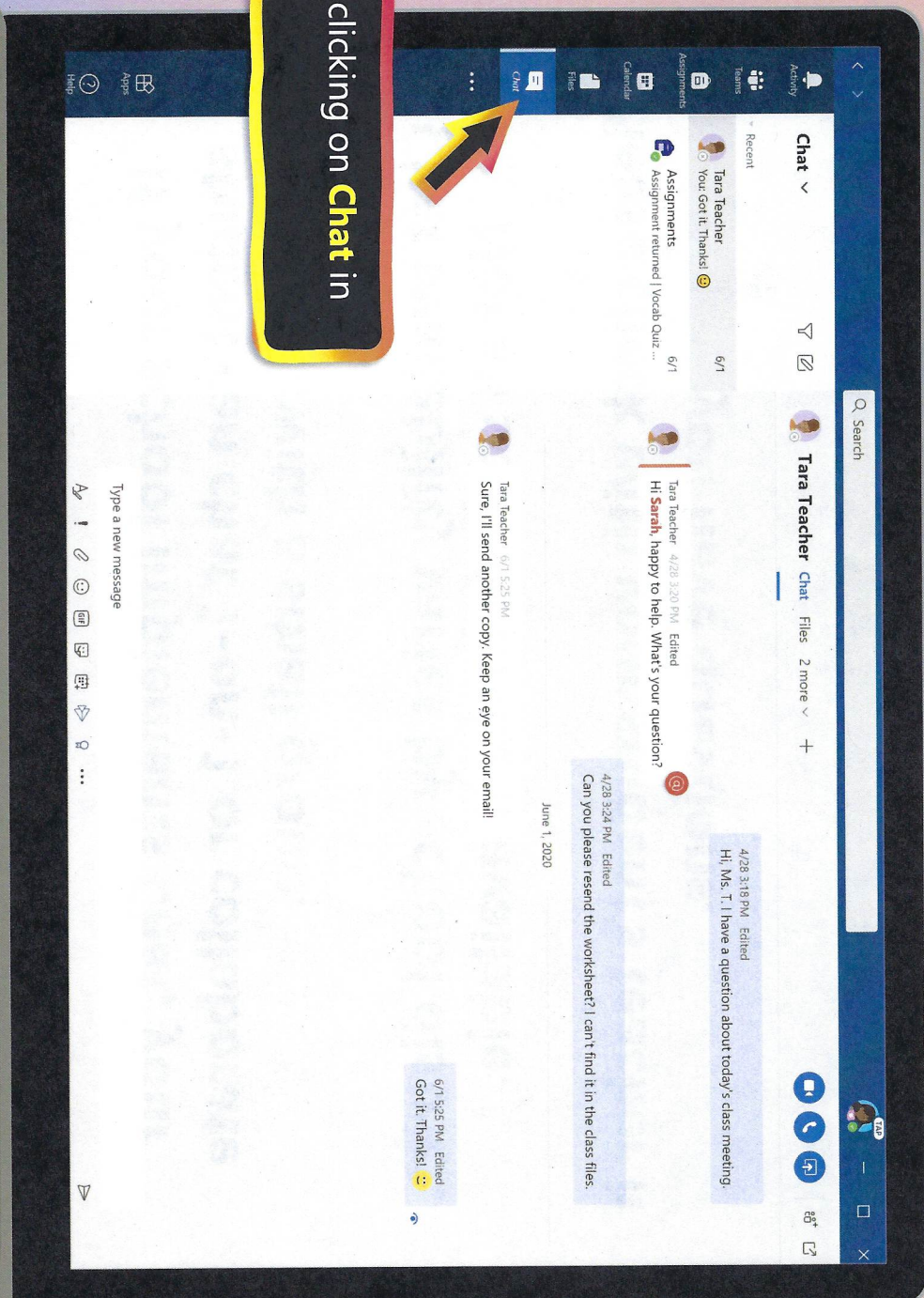


If your school implements **Chat, your student can chat 1-on-1 or collaborate with a small group.**

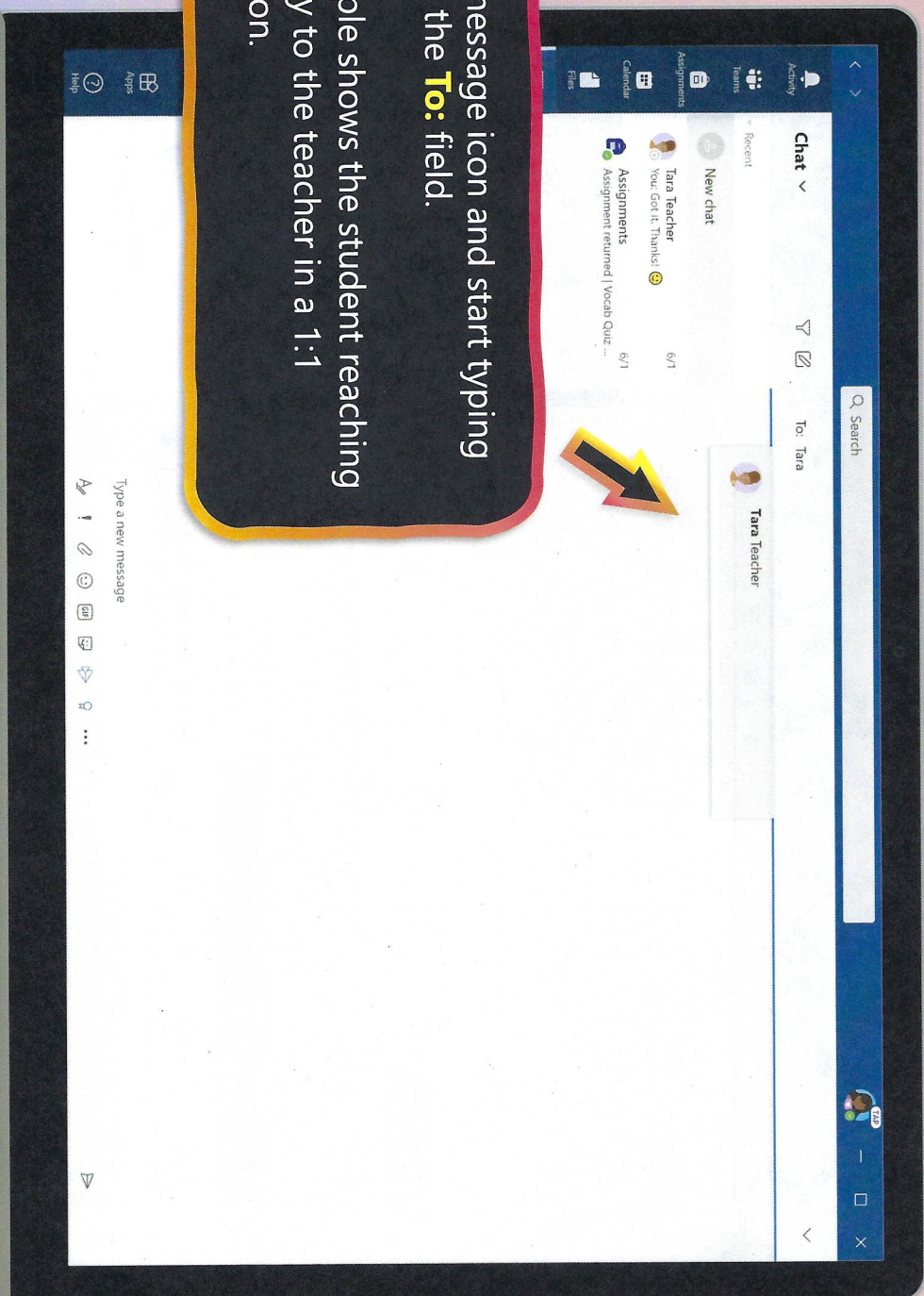
**Chat availability varies by school district.
Not all schools make it available.**

Please check with your student's teacher if you have questions.

Start a chat by clicking on **Chat** in the left panel.



Click the message icon and start typing name(s) in the **To:** field.
This example shows the student reaching out directly to the teacher in a 1:1 conversation.



Write your message in the white box and click the send icon.

The screenshot shows a Microsoft Teams chat interface. At the top, there's a search bar and a header with icons for Activity, Teams, Assignments, Calendar, Files, Chat, and Help. The chat is titled "Tara Teacher Chat" and shows a list of recent messages. The main chat area displays a conversation with Tara Teacher. The messages are as follows:

- Tara Teacher: 4/28 3:18 PM Edited
Hi, Ms. T. I have a question about today's class meeting.
- Tara Teacher: 4/28 3:24 PM Edited
Can you please resend the worksheet? I can't find it in the class files.
- June 1, 2020
- Tara Teacher: 6/1 5:25 PM
Sure, I'll send another copy. Keep an eye on your email!
- 6/1 5:25 PM Edited
Got it. Thanks! 😊

At the bottom of the chat window, there is a text input box with the placeholder text "When is the Elements of Poetry worksheet due?". To the right of the input box is a send icon (a paper plane). A yellow arrow points to the input box, and another yellow arrow points to the send icon.