



FBISD *Reimagined*
INSPIRE • EQUIP • IMAGINE

Teams For Parents

Campus Name & Logo

Name of Contact person 1



Phone #

Email:

Name of Contact person 2



Phone #

Email:

How much do you know about using Microsoft Teams?

Excited



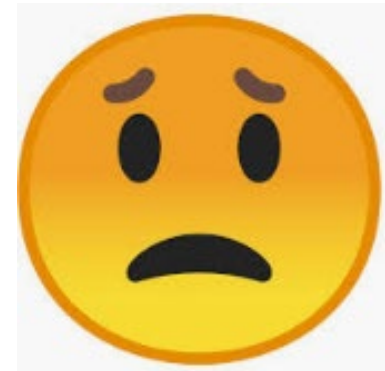
1

Unsure



2

concerned



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Learning Intentions:

- Learn about Teams as a learning and conferencing tool for students



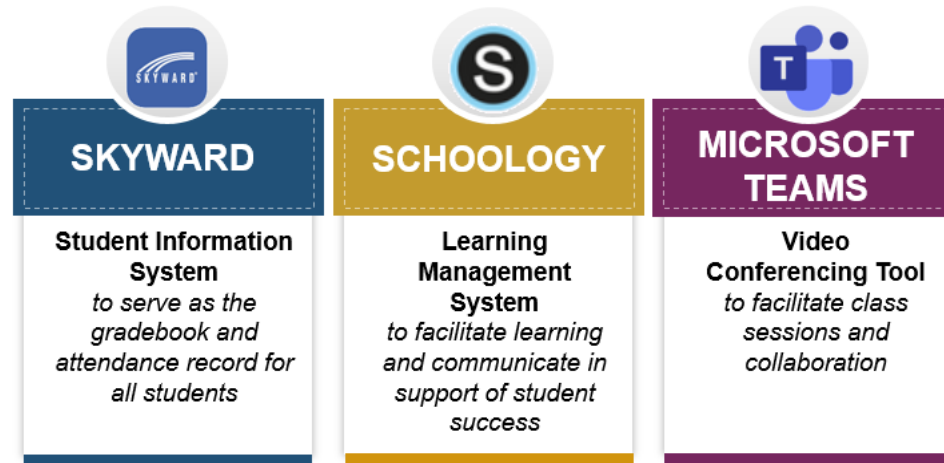
Microsoft Teams

Success Criteria:

- I can utilize Teams functions, such as:
 - turning on blurred background
 - accessing the Teams calendar
 - turning on Closed Captions during live meetings
 - Using the Immersive Reader function



shutterstock - 271824893



- **Microsoft Teams** for live, real time, synchronous instruction via videoconference
- **Schoology Learning Management System** for instructional delivery, communication, and progress monitoring
- **Skyward** is a student information system and includes schedules, the gradebook, the attendance record, etc.
- **FBISD 1Link** to support improved access through single sign-on and can provide data analytics on student engagement with learning
- **Respondus LockDown Browser** to secure assessments (inside Schoology)

What you need to know about Teams?

- FBISD defined platform for synchronous video conference opportunities for teacher/student collaboration
- Used to facilitate synchronous tiered learning experiences including intervention and small group instruction
- Replaces Zoom meetings, is integrated with Microsoft Office 365 and provides more secure access for students.



The Learning Framework

Teams will assist us in fulfilling the Learning Framework and provide students an engaging, high quality learning experience.



Teacher Expectations

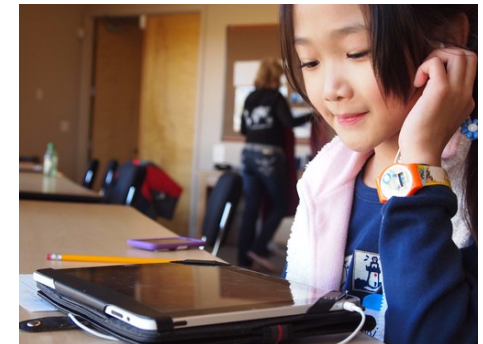
FBISD Teachers will:



- ✓ Utilize video conferencing to deliver synchronous learning experiences on identified content to support the FBISD instructional model
- ✓ Link content created within Teams (i.e. shared documents) in Schoology, Microsoft Office, etc.
- ✓ Create and implement virtual respect agreements to establish norms for an online learning community and provide synchronous check-ins
- ✓ Provide small group collaboration and conferring through the use of purposeful talk protocols to support learning and peer/teacher feedback
- ✓ Collect observational and anecdotal evidence of student understanding of content in order to make instructional decisions

Student Norms

- Students will log into their Teams account and participate in synchronous sessions scheduled by their teachers on a daily basis, and complete asynchronous work through Schoology.
- Best practices for students when on Teams:
 - Mute microphones, until you need to speak, so all can hear the instruction.
 - Take turns speaking.
 - Use the chat to ask questions/respond.
 - Blur the background to protect the home environment.
 - Use the learning tools/tips to assist with engagement in the lesson.
 - Be respectful of each other in the online learning environment.
(Student Code of Conduct applies.)



- Teams provides an opportunity for a more engaging learning experience.
- There are several tools that will assist you and your student in having a quality learning environment.
- We will share some of those tips with you now.

Invite to a Teams Meeting

Sample Teams Meeting » Inbox x



Joanne Klein
to me ▾

Mar
20
Fri

Sample Teams Meeting
[View on Google Calendar](#)

When Fri Mar 20, 2020 10am – 10:30am (CST)
Where Microsoft Teams Meeting
Who Joanne Klein*

**ACCEPT MEETING TO
YOUR OUTLOOK AND
TEAMS CALENDAR
THROUGH THIS LINK**

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

JOIN MEETING THROUGH THIS LINK


[invite.ics](#) [Download](#)

Calendar in Teams





The screenshot shows the Microsoft Teams interface with the calendar view active. The left sidebar contains navigation icons for Activity, Chat, Calendar (circled in red), Calls, Files, and Help. A red arrow points to the Calendar icon with the text "Calendar Icon". The main calendar area displays a weekly view for March 2020, with dates 17 (Tuesday), 18 (Wednesday), 19 (Thursday), and 20 (Friday). Meeting tiles are visible for various times, including "Weekly check-in with Engineers" at 2 PM, "Tailspin Toys Proposal Review + Lunch" at 3 PM, and "Project Teams deployment" at 4 PM. A red circle highlights the "Join" button on the "Project Teams deployment" tile. A red box on the right side of the calendar contains the text "JOIN button or open meeting and click on link".

Join Teams Meeting

Choose your audio and video settings for
Lockdown Browser Weekly Update



Join now

    Custom Setup

Other join options

Joining a Teams Meeting

How do you want to join your Teams meeting?



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open your Teams app

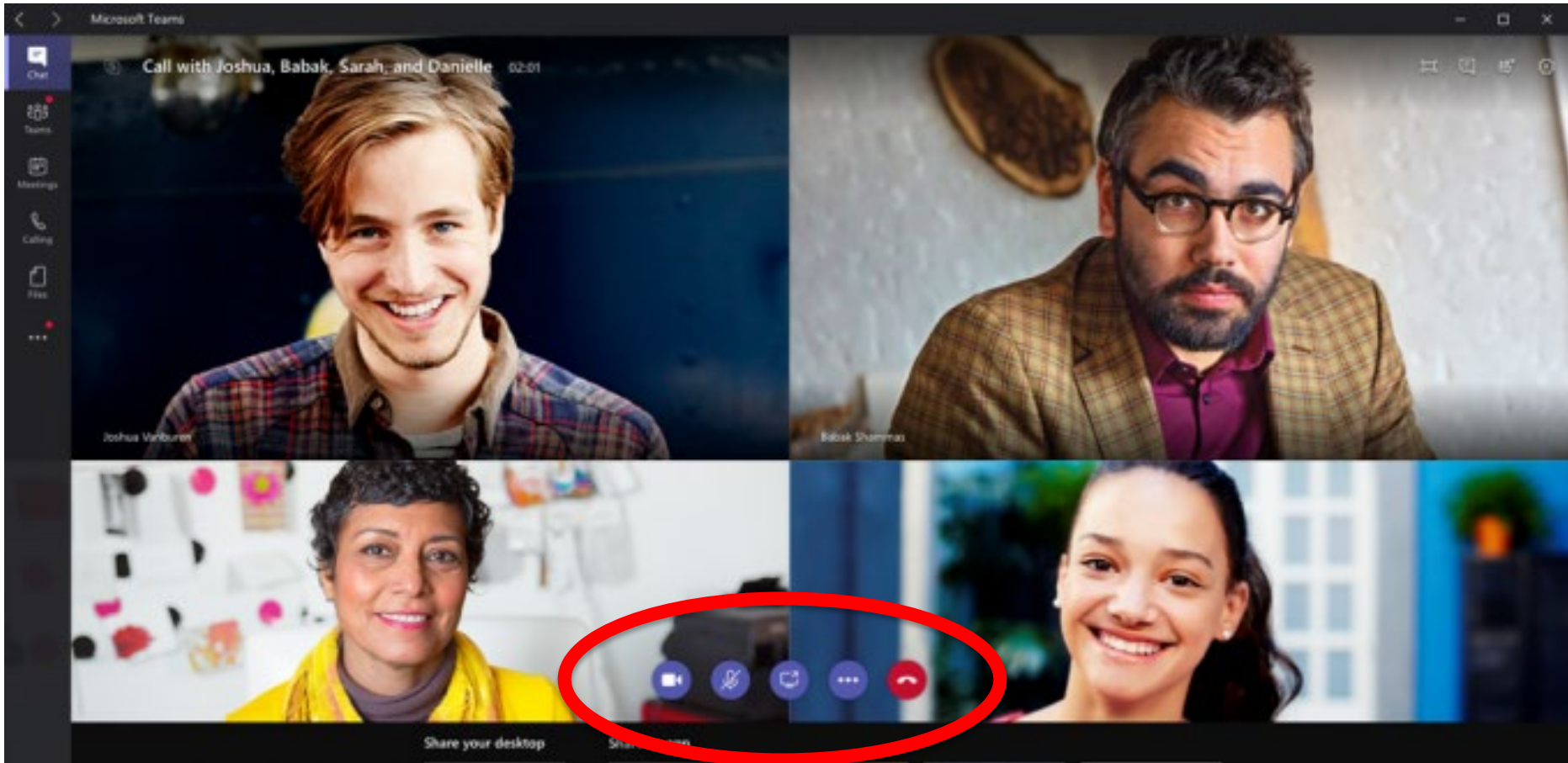
Already have it? Go right to your meeting.

Setting Microphone and Camera

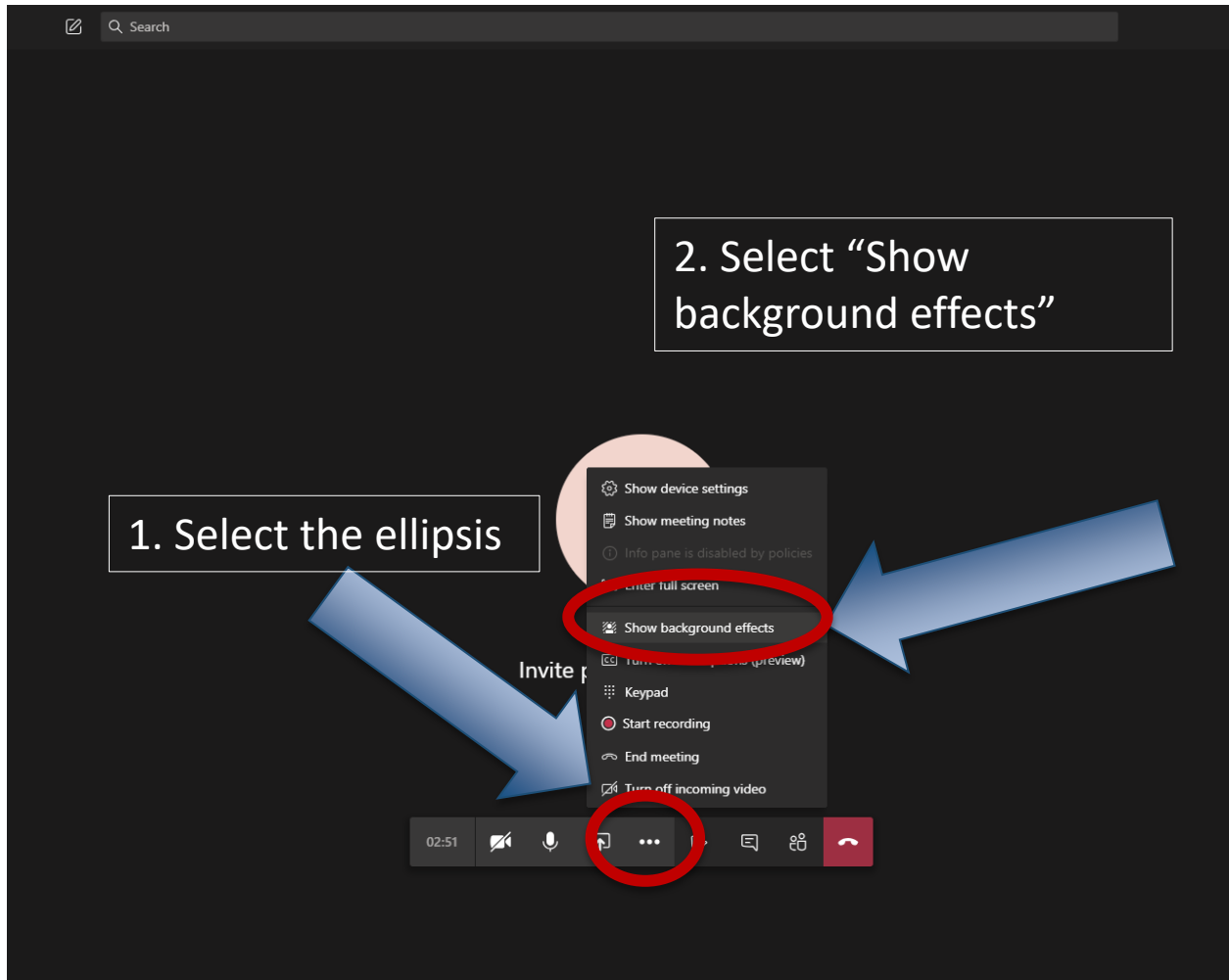
Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

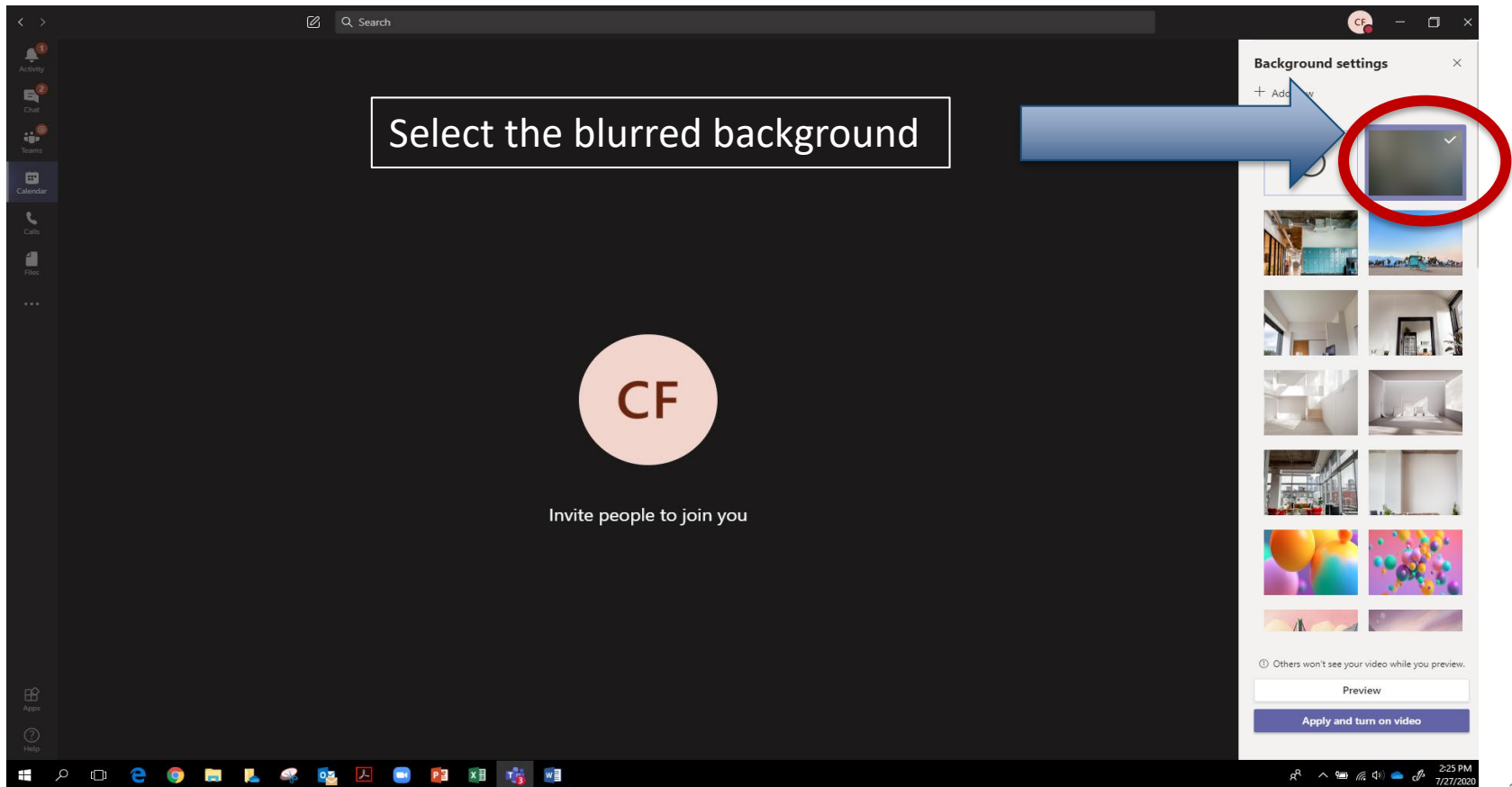
In a Teams Meeting



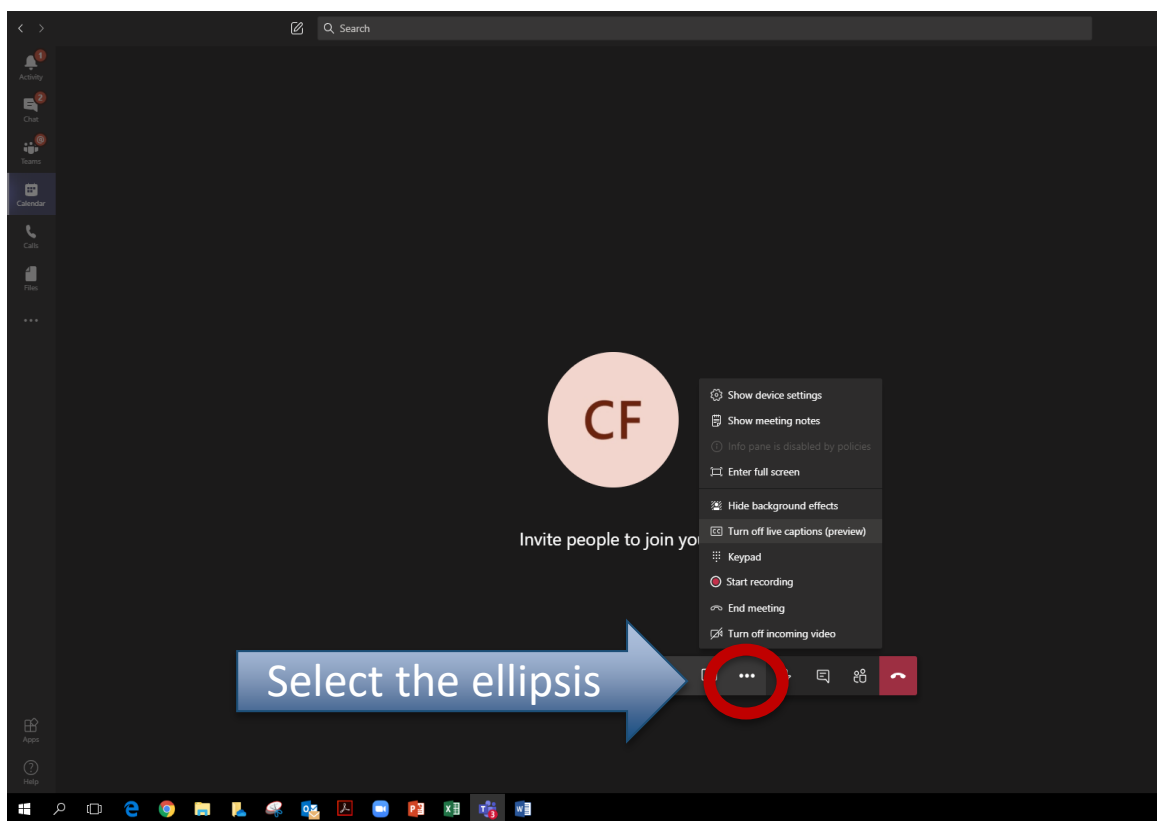
Adding a blurred background assists in protecting the privacy of your home and focuses students on the learning.



The option for a Blurred Background looks grey and fuzzy. Select this choice.



Closed Captions may be added to assist with reading the content.

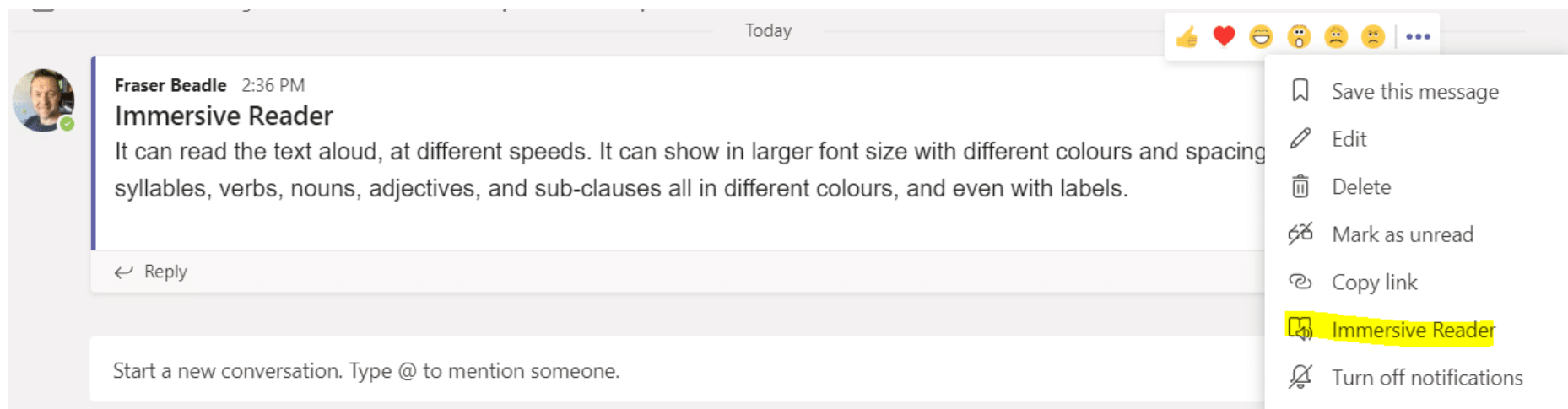


While in a meeting or synchronous class, students can use the ellipsis and select “Turn on live captions (preview).”

Captions/words will then show on screen.

Using the Immersive Reader in Teams

When in a Teams chat, you can access the Immersive Reader to translate a message to another language, access larger fonts and spacing or read text aloud.

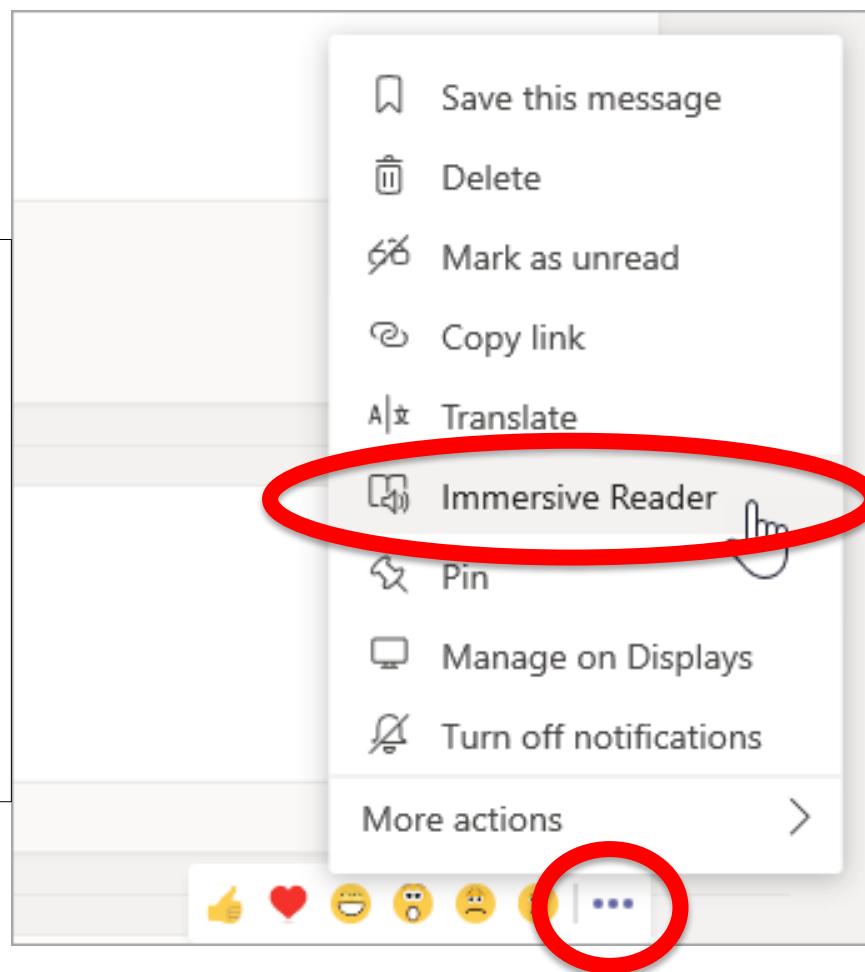


The screenshot shows a Microsoft Teams chat window. At the top, it says "Today". A message from Fraser Beadle at 2:36 PM is titled "Immersive Reader". The message text reads: "It can read the text aloud, at different speeds. It can show in larger font size with different colours and spacing syllables, verbs, nouns, adjectives, and sub-clauses all in different colours, and even with labels." Below the message is a "Reply" button. A context menu is open over the message, listing several actions: "Save this message", "Edit", "Delete", "Mark as unread", "Copy link", "Immersive Reader" (which is highlighted in yellow), and "Turn off notifications". The bottom of the chat window shows a text input field with the placeholder text "Start a new conversation. Type @ to mention someone."

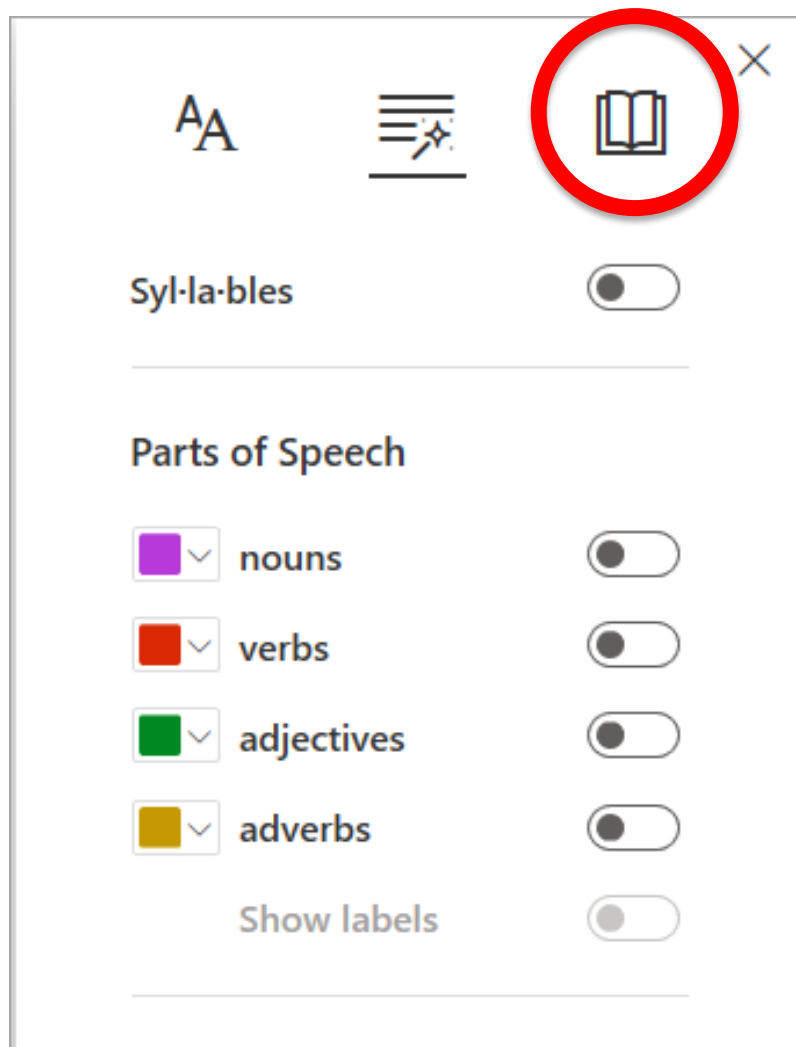
The Immersive Reader tool translates from English to another language.

First, hover over the message and click on the ellipsis (three dots) at the corner of the message

Then select “Immersive Reader” from the menu



After opening the Immersive Reader, click on the book icon at the top right corner to open the reader.



Last, click the small arrow on the bottom of the page in the center of the screen to have the text read.

迪基, 考特尼。

Original | Chinese Traditional



迪基, 考特尼在 2020年8月3日星期一 下午1:

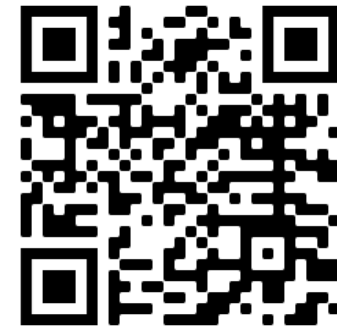
35。

你太棒了, 非常感謝!



Online Learning Support Page:

<https://www.fortbendisd.com/onlinelearningsupport>



Parent Resource Page:

<https://www.fortbendisd.com/Page/124794>



After the presentation, how are you feeling about using Microsoft Teams?

Excited



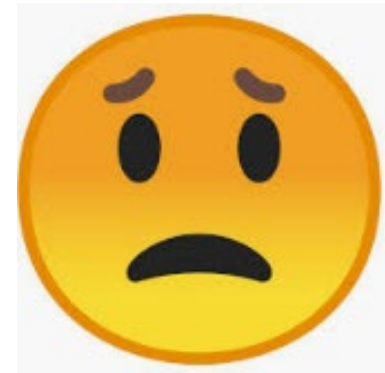
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Questions

