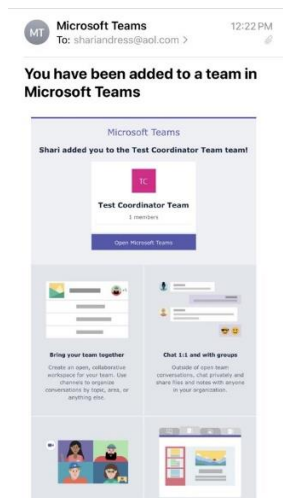


Basic Microsoft Teams Information for Parents In One-on-One Tutoring Programs

All parents/caregivers with loved ones participating in the GiGi's Playhouse one-on-one tutoring programs will be asked to join the Math or Literacy Team on Microsoft teams. This is where information for your student will be held and available for you and your tutor. If you are registered for virtual tutoring, your virtual tutoring sessions will also take place in Teams.

Joining the Team



Open the email invitation and select **Open Microsoft Teams**.

1. All email types (gmail, yahoo, etc) can be used to join our Microsoft team.
2. If your email address has been previously used to create a Microsoft account, please enter your email and password and sign in.
3. If your email address has not previously been used to create a Microsoft account, you'll need to create one.
 - a. This is as easy as creating a password and verifying it through your email.

This video demonstrates how to join your team on Microsoft Teams:

<https://support.office.com/en-us/article/join-a-team-as-a-guest-928d1eef-61e2-49ec-b754-c2fe86b34824?ui=en-US&rs=en-US&ad=US>

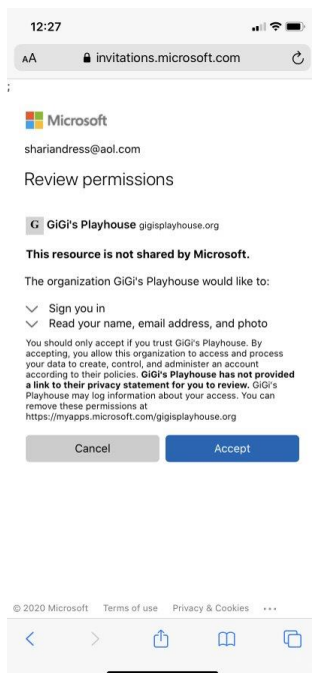
If you receive a Microsoft Teams invitation to join a team, there are a couple of steps to accept the invitation.

1. Open the email invitation and select **Open Microsoft Teams**. If you don't see the invitation, check your junk or spam folder.
 - a. If your email address has not previously been used to create a Microsoft account, you'll need to create one. On the **Create account** dialog, select **Next**, create a password, and select **Next**.
 - b. To verify your email address, open the verification email, and copy the security code.
 - c. Enter your security code in the **Verify email** dialog, select **Next**, enter the CAPTCHA in the **Enter the characters you see** line, select **Next**, then **Accept**.

2. If you don't want to download the Microsoft Teams app, select **Use the web app instead**.
3. In the Teams web app you can view or reply to posts, or create your own posts, and select **Files** tab to view or edit team documents.

If you already use the Teams app in your organization joining a team as a guest is a lot simpler.

1. Just open Microsoft Teams app and choose **Yes** to switch to the team you are invited to. Now you can collaborate on the project in Teams.
2. To switch back to your company's team, select it from the **Organization** drop-down.

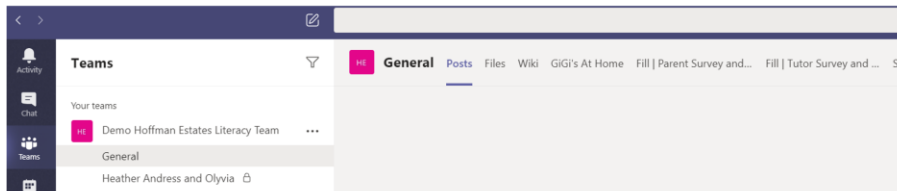


- Choosing Accept here gives you access to the GiGi's Playhouse Team you have been invited to
- You can use Teams in a Browser Mode
 - If you choose this option, please bookmark your Teams link
- Teams works best if you download the app
 - Every time you open it you will have access to your GiGi's Team
- You can use Teams on your phone – but you must download the app

Teams Overview

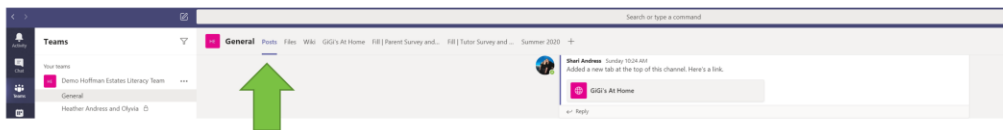
Overview of Teams

- General Channel
 - All members of the Team have access to this channel
- Student/Tutor Channel
 - Only Tutor, student and coordinator have access to this channel



Each Channel has Posts

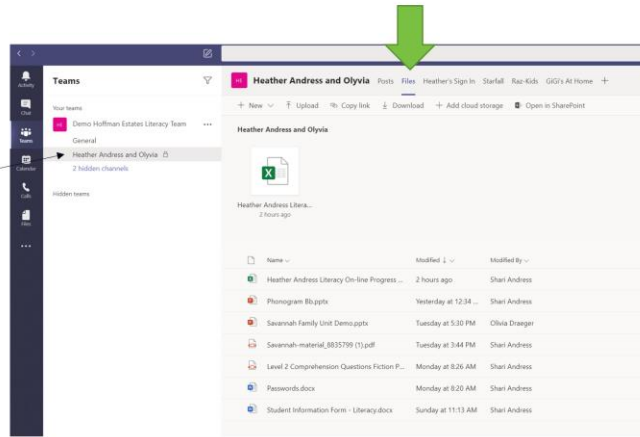
- Posts
 - Allows users to post and chat, respond and reply
- General Channel
 - Only coordinator will post
- Student/Tutor Channel
 - Student and family and tutor can use to share ideas



Each Channel has Files

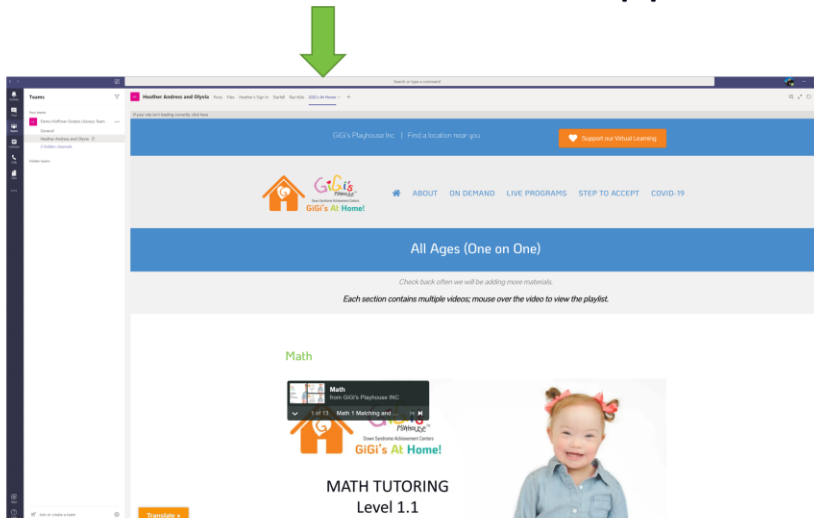
- Files
 - Everyone with access to that channel can view the files here

This highlight tells me I am in the Student/Tutor Channel



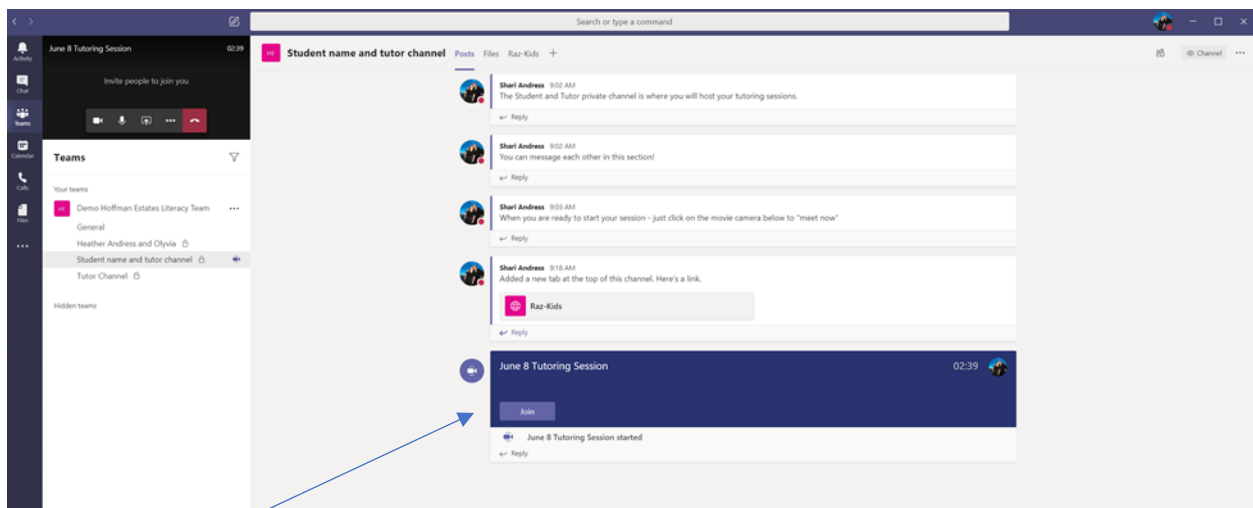
5

Each channel has Links and Apps



Virtual Tutoring in Teams

- If possible, please download Teams to your computer. It is a free download.
- You will meet with your tutor and coordinator prior to the first session to discuss the best way to make virtual tutoring a success for your student.
 - A parent or caregiver should always be present and assisting during virtual tutoring.
 - We will use the interests and inspirations of your student to plan engaging lessons
 - We will provide hard copy materials and/or ask you to collect items from your home so we can continue to provide multi-sensory instruction even with virtual tutoring
 - Your student will be allowed to take movement breaks, in fact, they will be encouraged! So please don't worry about
 - If you have agreed to print or gather any materials for the session, please try to have that ready prior to the start of the session.
- When it is time for your tutoring session, you will want to open Teams and go to your student/tutor channel.
- Your tutor will call you and all you do to connect is answer by clicking on the “answer” button.



- You can show your video, mute, and unmute and share a keyboard with your tutor. Don't worry, the tutor and coordinator will show you all these things during your initial meeting.
- When your session is over – just hit the red phone button to hang up.

Please let your math or literacy coordinator know if you need any additional assistance!