



First of all, where do I go for what?

This is most definitely not a typical school year. And as we've started, the intention has been to share as much communication through as many channels as possible. But we are now at a place where the goal is to streamline!

Here are the communication channels for the TCS 2020-21 school year:

Schoology <i>School Work</i>	Teams <i>Classrooms & Community</i>	Outlook / Email <i>Official Correspondence</i>	Remind / School Messenger (Robocalls) <i>Important Announcements outside of School Time</i>	TCS Website / Dragon's Fire Newsletter <i>General news & reinforcement of announcements to the wider community</i>	Facebook / Instagram / Social Media <i>Other ways to connect</i>
<p>This is where parents and students go to see assignments, teacher announcements, learning-specific and classroom-management items</p>	<p>This is where virtual community is built. Students, teachers, and staff can interact. Clubs happen here and this is also the place for general school news and socializing.</p> <p>Also, students can see a consolidated calendar here.</p> <p>If the conversation, activity, or interaction would normally happen during the school day and/or on campus, it will happen here.</p>	<p>Parents can email teachers and staff, and students are encouraged to email more formal correspondence or to include (cc) their parents</p> <p>(See how to integrate Teams and email content later in this document.)</p>	<p>Dr. Casey and TCS will use these tools to provide time-sensitive or other critical announcements. Remind will use text messages and email to distribute information, and School Messenger will use phone calls (robocalls) and email.</p> <p>Note: All TCS families are automatically on the distribution for School Messenger; you must proactively sign up for Remind</p>	<p>The school uses the website to provide general information about events, news, etc. The DF Newsletter is a CSCA-run reinforcement tool for anything on the website, and other announcements and information.</p> <p>Note: Anyone can access the TCS website via the internet; you must proactively sign up to receive the DF.</p>	<p>There is a TCS Parent Facebook Group that community members are welcome to join. It is an optional/additional communication tool. Some TCS teachers and clubs have Instagram accounts and other ways of connecting.</p> <p>Note: Students are not required to have social media accounts to receive school information or participate in school activities.</p>

Okay ... now onto Teams!

Download the Desktop App –

This will give you the full functionality of MS Teams. It will also automatically open once you log in to your computer. Having it running in the background means you can easily get to it to ask questions, engage in discussions, or provide answers. The Web Browser version can also be used for Teams (especially if you're logging in from a different computer), but the Desktop App version is recommended as a best practice. You can download the Desktop App from the student's O365 account or from the Web Browser version

(Note: The Teams App for iPhone and Android is also available and can be helpful for staying "in the know" when you're away from your computer.)

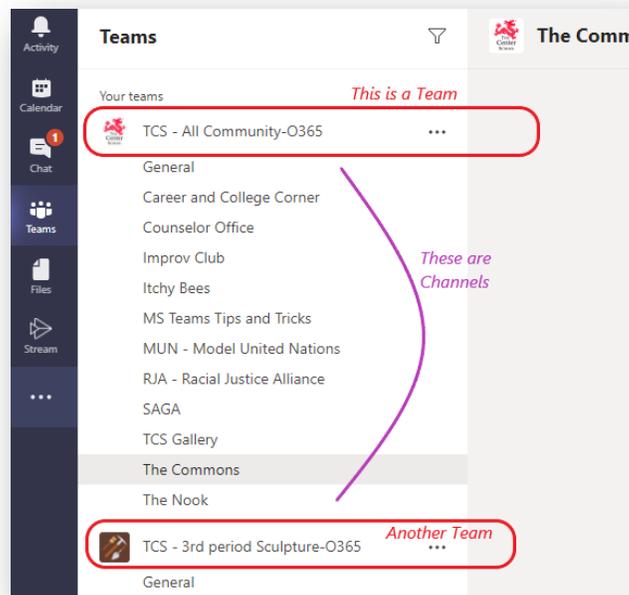
What's in Teams? –

Once you've logged into Teams, students will see the **Teams** they have access to.

- **TCS – All Community-O365.** This is our TCS virtual community! This is where the school can gather outside of classrooms for discussions, announcements, and other engagement. (Note: If you do not see this Team, click "Join or create a team" and where prompted, enter the code **c1fhhh0** to request access.)
- **Classroom Teams.** Students will be added to the specific classrooms they are scheduled in. This is where their class meetings will happen, and classroom conversations occur. (Note: These Teams are still in the process of being created, so your student may not see all of them yet.)

Within each Team there are **Channels**. Channels are sub-groups where meetings and conversations happen. These are topic-specific, or conversation-specific.

Chats are how you communicate in Teams. Chats occur in Channels, but there is also a section in Teams just for Chats. These can be individual or small group conversations outside of Channel Chats. Chats (outside of Channels) are great ways to have conversations between students and teachers/staff in a one-on-one fashion. Basically, any conversation that would typically happen at the school are now Chats. Group chats are also a way to have conversations with a few people without needing to create a channel.



There is also a **Calendar** function in Teams. We'll talk more about that later.

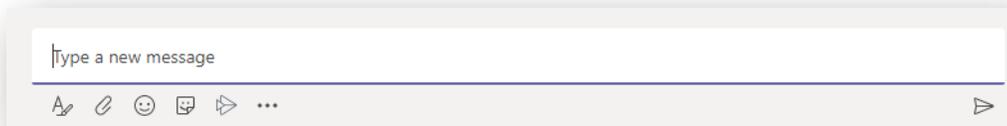
How to Post

All you need to do to create a post is type what you want to say in a Chat or a Channel, using the entry field at the bottom of the screen:

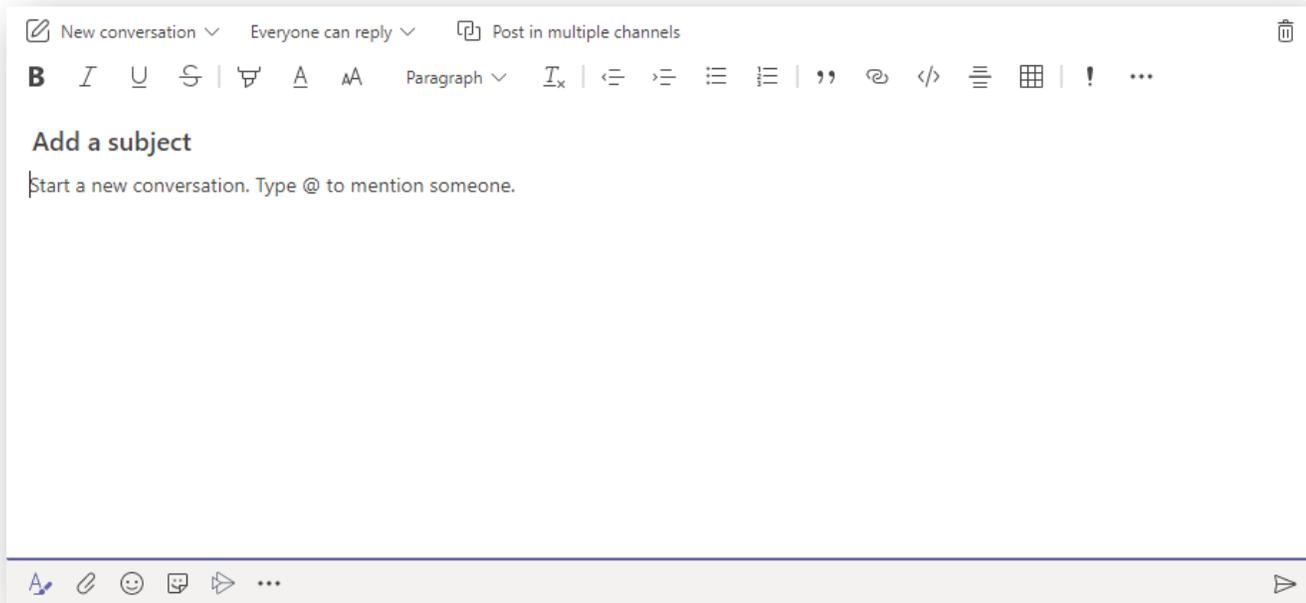
To post in a Channel, just go to the bottom of the main screen:



To post a Chat, select an existing Chat, or create a new one by selecting  at the top of the Chat column or by entering the name in the Search bar. Then, go to the bottom of the main screen:



If you want to be fancy, however, you can also apply special formatting to your post. Click  at the bottom of the text entry field. This provides you all kinds of formatting features, from Titles, to font colors, tables, bullet points, etc.



You can also include emojis, attachments and stickers to any post.

And you can react to any post by hovering at the top right of the post:



Set your preferences for Notifications –

To personalize your Microsoft Teams notifications, click on your profile picture in the upper right-hand part of the Teams screen to access the account settings. (Figure 1)

From here you can access “Settings” and then you can click on “Notifications.” Once there, you can customize if/how you’d like to get notified when someone @mentions you, there’s activity in a channel or chat, or other notifications. You can choose to have a banner message appear (a small window pop-up in the lower right corner of the screen), receive an email, both or neither. (Figure 2)

You can go in and change these at any time.

(Note: You can also adjust notifications for specific Chats or Channels by clicking on the ellipsis to the right of the Chat or Channel and choosing “Mute” for Chats and “Channel Notifications” for Channels)

Figure 1: Account Profile

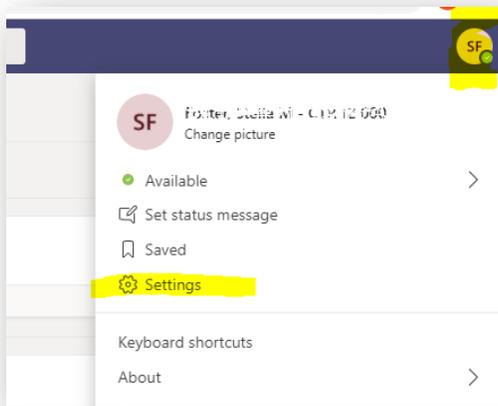
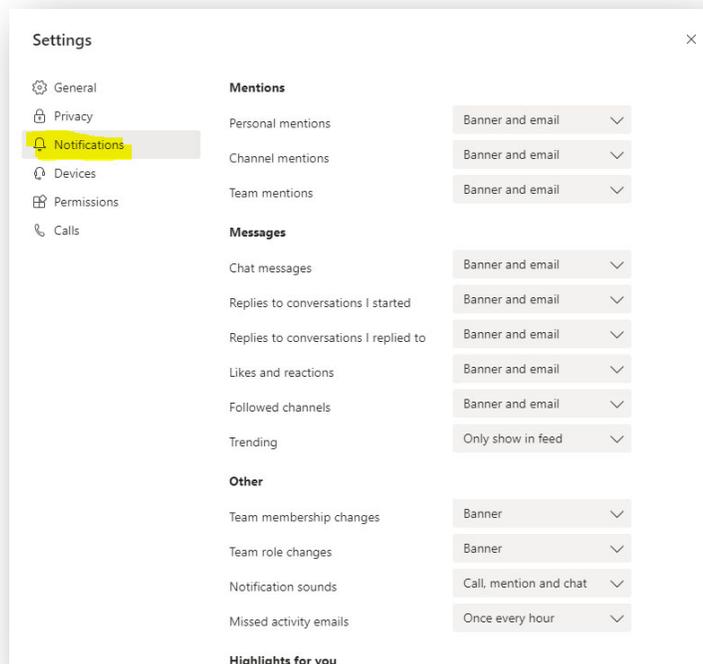


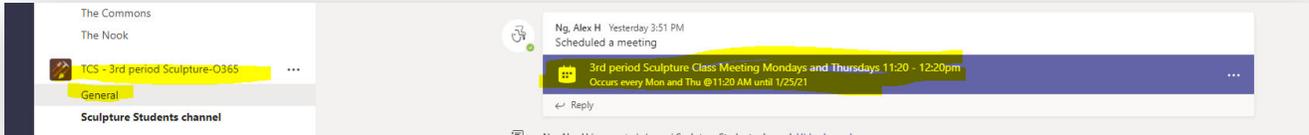
Figure 2: Settings > Notifications



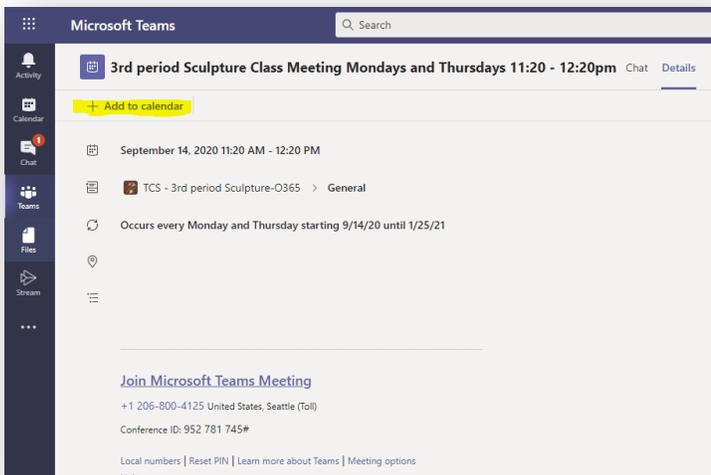
Class Meetings and Calendars:

Here's an easy way for students to have a consolidated calendar for all their class meetings (rather than hunting for separate links).

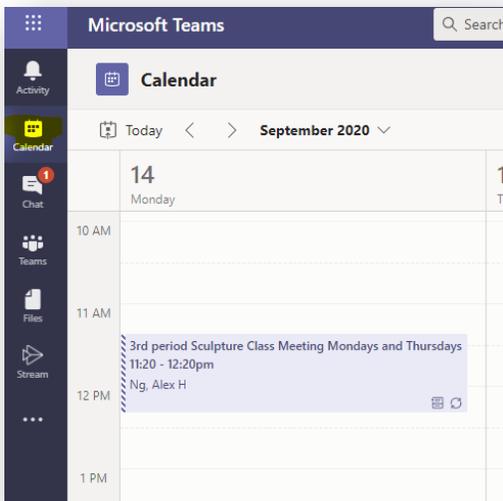
If a teacher schedules the recurring meeting via the Teams calendar and designates a Channel, it will be visible to students. (The link can also be copy/pasted into Schoology):



Even before the meeting begins, the student can click on the meeting, and choose "Add to Calendar":



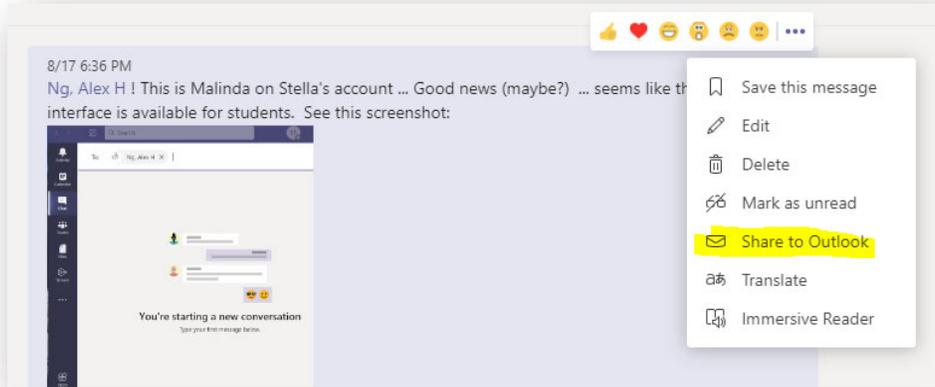
Once they've done that, the recurring meeting will be accessible via their Calendar in Teams. All class meetings – all in one place!



MS Teams and Email – Going Back and Forth

If you make a post in Teams that you would also like to send via Outlook email ... easy!

Click on the ellipsis next to the post and choose “Share to Outlook”. A new window will pop up and you can enter the email addresses you want to send to.



If you're sending an email and you would also like the message to post in Teams ... easy!

Click on the ellipsis to the right of the Channel name you'd like to send to and choose “Get email address”. A new window will pop up with an email address you can copy into your email message. You can use this same email address for future messages, too.

