



## Remote Learning for Students FAQ

### How do I login to access my classes?

You will be connecting with your teachers through Microsoft Teams. To access TEAMS, go to [office.com](https://office.com) and login with your student email address and password. If you forgot your student email address, follow the directions to find your information in StudentVue ([click here](#)).

[Get logged in to TEAMS for the first time](#) (video)

[Check out this short video from Microsoft to get started in TEAMS](#) (video)

### PXU Digital Learning 3-Step Student Guide

- 1

Go to **[www.office.com](https://www.office.com)** and **Sign in**

Email:        **@student.phoenixunion.org** (find yours in StudentVue)

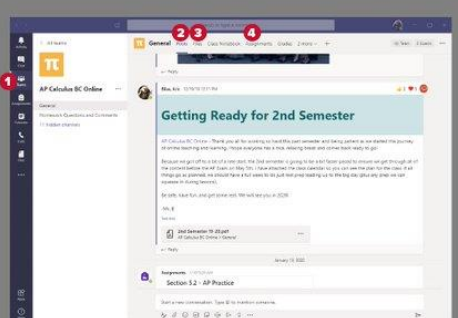
Password: **1Pu**        (this is your normal school login password)
- 2

Click on to access your **Classes, Assignments, Conversations, etc.**
- 3

Click on to **Store Files Online & Create New Documents**

### Teams Quick Guide

1. Access all of your class Teams
2. Access class conversations
3. Access files that you and your classmates can work on together
4. Look at and submit your class assignments




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Don't remember your email? Follow these steps.

1. Visit [www.phoenixunion.org](https://www.phoenixunion.org)
2. Click **StudentVue** under the **'Students'** tab
3. Click Link to **ParentVue/StudentVue**
4. Once there, click **'Student Info'** tab
5. Locate your email on right side under **'Email'**


2



4



5



### How can I communicate with Teachers and classmates in TEAMS?

[Send or Rely to a Teams Message](#)

[Start a Private Chat with a Person or Group](#)

## How do I turn in work digitally?

### Using the Assignments Tab in Teams

The screenshot shows the 'Turn in' button circled in red on the left side of the interface. On the right, a 'Choose a file type' dialog is open, listing options: Word document, PowerPoint presentation, and Excel spreadsheet. Below this dialog is an 'Upload from this device' button and a 'Cancel' button.

## How do I join a TEAMS Meeting?

### Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings

The screenshot shows a Teams channel with a meeting invitation from Cara Coleman for 'Physical Science Lab' on Wednesday, March 4, 2020, at 1:00 PM. Below the invitation is a calendar view for March 2020, showing the meeting scheduled for Wednesday, March 4th, from 1:00 PM to 2:00 PM.

Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.

The screenshot shows the 'Join now' dialog in a Teams meeting. It displays the meeting title 'Meeting with Cara Coleman' and a 'Join now' button. Below the button are icons for video, microphone, and camera. At the bottom, there are 'Other join options' including 'Audio off' and 'Phone audio'.

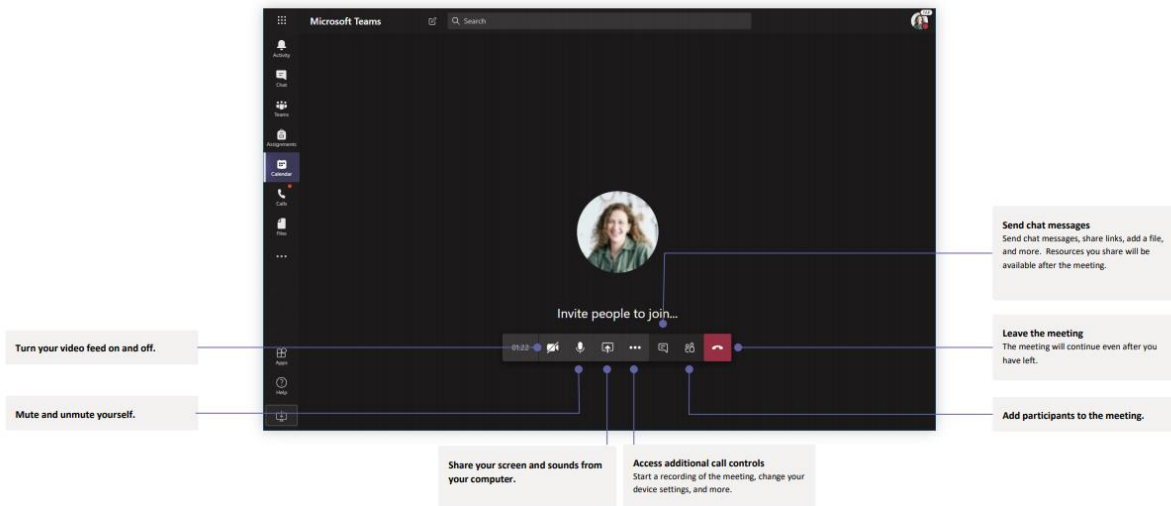
Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

## Tips for Participating in a TEAMS Meeting:

[How to meet with your Classmates](#) (video)

### Participate in a meeting

Share video, voice, or your screen during the online call.



## How do I make my screen easier to read?

[Use Immersive Reader](#)

[Immersive Reader in Teams Video](#)

## How do I manage notifications?

[Channel Notifications](#)

To customize your notifications for the entire Teams platform, click on **Profile Picture** -> **Settings** -> **Notifications**

