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 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).

Check out this short video from Microsoft to get started in TEAMS

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**PXU Digital Learning 3-Step Student Guide**

1. Go to [www.office.com](http://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 Teams to access your Classes, Assignments, Conversations, etc.

3. Click on One Drive to Store Files Online & Create New Documents

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**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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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

Assignment 6 - Reflection on Personal Growth
Due tomorrow at 11:59 PM

Instructions:
Please submit a reflection of at least 1 paragraph reflecting on your personal growth in regards to Microsoft tools over the course of this class. Please include:
- changes in mindset
- changes in practice
- comments or questions that you still have

How do I join a TEAMs Meeting?

Join a meeting
Hold classes, staff collaboration meetings, or trainings over online meetings.

Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select Join.
Tips for Participating in a TEAMs Meeting:

**How to meet with your Classmates**

**Participate in a meeting**

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

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**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**.