NMIS/NMMS

TEAMS Manual of How To's

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Digital Etiquette for the Online Classroom

1. **Be respectful.**
   a. While it is easier to say hurtful or disrespectful things without standing face-to-face with someone, it is important to remember that your classmates and teachers are real people who are affected by the words you say and write. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. ***If you wouldn't say it to someone's face, don't say it online either.***

2. **Be aware of strong language, all caps, and exclamation points.**
   a. It is easy for written text to be misread and misunderstood. Have you ever sent a text message with good intent but your recipient thought you were being rude? If so, then you've experienced this firsthand. By being cognizant of strong language, you can identify potential confusions before sending messages. ***Tip: Read everything out loud before you send it.***

3. **Be careful with humor and sarcasm.**
   a. Certainly, you shouldn't avoid being funny. We love to see your personality shine through in online classes. Many of our teachers are exceptionally funny too. But like mentioned in Rule #2, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humor or sarcasm so that it is read correctly. Just remember to keep the smiley faces away from academic papers.

4. **Yes, grammar and spelling matter.**
   a. While texting, textspeak can b gr8 4 ur friends. In an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect proper writing style. Save written shortcuts and less than stellar grammar for Snapchat if you must, but follow grammar rules for school.

5. **Cite your sources.**
   a. Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source. This applies to discussion forums too. If you read a great thought in your text, share it, but be sure you let your audience know where you saw it first.

6. **Don't post or share (even privately) inappropriate material.**
   a. Enough said there. Nothing is truly private online. The Technology Coordinators are monitoring everything you do on the school issued laptops and the platforms you are using (yes, even your email).

7. **Be forgiving.**
   a. Remember that not everyone will know these rules before posting. Try to be understanding of others when they struggle with written communication. It is very different than simply talking to a person face-to-face.

Citation:
   "7 Rules for Online Etiquette." *Achieve Virtual Education Academy*, 7 Feb. 2019, achievevirtual.org/7-rules-for-online-etiquette/.

North Mac Student Emails

Every student is given a North Mac email account. It is up to the student to continuously check the account for any updates/meetings/etc. from teachers/administrators. This is <u>not</u> a personal account, but a school account; which means, everything you send is monitored by the Technology Coordinator(s). Students are required to follow the Acceptable Use Policy outlined in the Student Handbook. A general rule of thumb would be to check your email at least once every hour while school is "in session." Use the email account for school related communication. The following are guidelines of Do's and Don'ts:

- Always use proper English; do <u>not</u> type an email as you would text message.
- Always spell check before sending.
- Use a polite tone in your emails.
- Use the email for school-related purposes only.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
    - If you are unsure of the sender, do NOT open it and do not click on any links within the message; delete the message right away.
- DO NOT SHOUT (typing in All Caps is considered shouting).
- Do not use your school email to register at websites.
- Do not email your teachers for casual conversation.

To access your student email account, go to the North Mac webpage at www.northmacschools.org. Click on Office 365 in the black bar at the top:
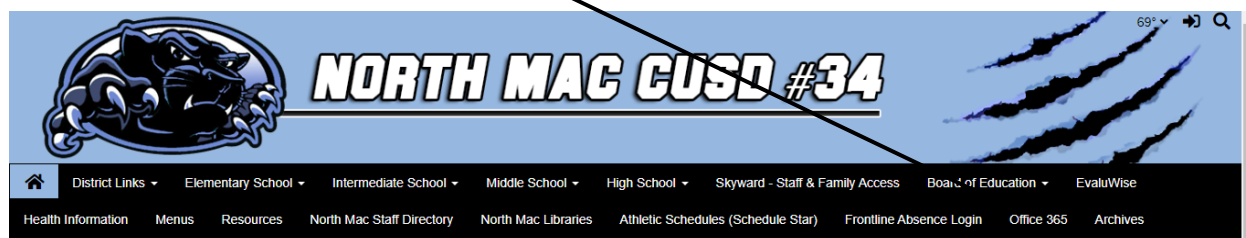

You will need to sign in for the first time with your email account, which is first.last@nmpanthers.org (example: john.doe@nmpanthers.org).
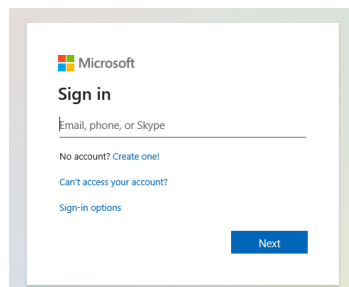
The next screen will be your password screen. Your password is the month and day you were born followed by your initials (example: 0319da). You MUST have four numbers for the birthdate. January through September will have a zero in front of the month (example: January would be 01). If your date is 1-9, you must also put a zero in front of the date (example: if you were born on the 5th of the month it would be 05). Then click "Sign In."
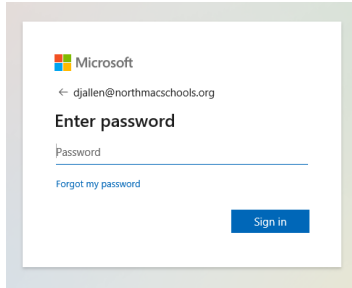
Choose the option "Yes" to stay signed in to reduce the number of times you are asked to sign in.
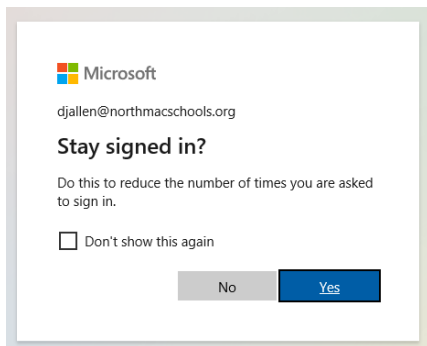
You are now in your Office 365 where you will have access to all of the Office products including our email, which is called "Outlook"
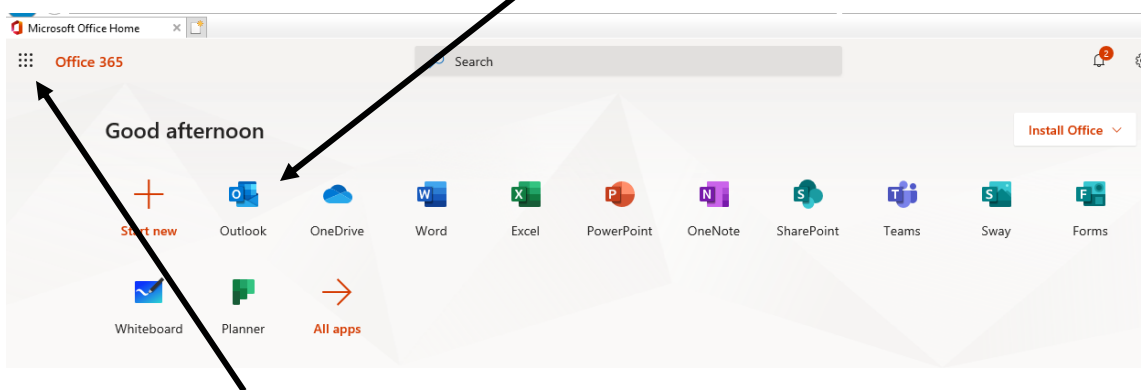
Use the App Launcher in the top corner to navigate between apps when you are in the different applications.

TEAMS Breakdown

When you are looking at TEAMS, there is a lot to take in. This How To will break down what to expect in each location.

Activity **:** This location provides a feed notifying about the things happening in your Teams that you may find interesting. It is a log to view what has been happening since you last logged on.

Chat **:** The Chat location is for personal and group chats. This is different than a Channel where you discuss a particular topic.

**Teams** **:** To view all of the Teams (Classes) that you are associated with, you will click the Teams icon twice. One click will typically show you the general page for the Team that you were last actively in. This button will be your "go to" button for all general activity within a Team. Within a specific Team, you will have access to Posts, Files, Class Notebook, and Grades.

Calendar **:** This icon will store information on when you have class meetings. Your meetings will be scheduled using the Webex platform.

Files **:** This icon is connected to your OneDrive. You will be able to save and share digital files. If it is hidden, click the ellipses under the last icon that you can see on the left .

Channels: When you are within a Team, your teacher will post a discussion question within the

Posts . In order to respond to the discussion question(s), you will need to click

"Reply" in order to stay in the same thread. If you begin typing in the box at the bottom of the screen, you will be creating an entirely new Channel/Conversation.
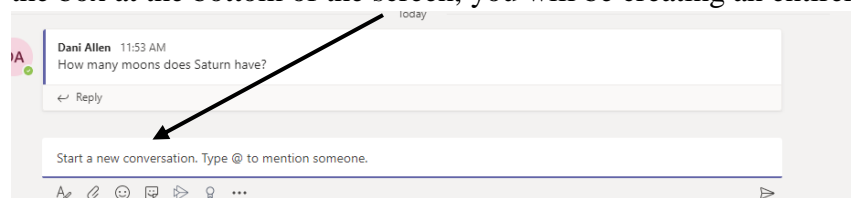
This could adversely affect your grade if you are creating a new conversation and not responding

to the initial post as instructed. If you have a question about a topic that is separate from the teacher's post, you would need to create a new Channel using the bottom line on the screen. If it is a general question, you type the question in the field. If the question is specific to one person, use the "@" sign followed by the person's name, so the question is directed to that individual. For example, I did not understand a part of the assignment, I would type in the bottom field "@Dani" and it would find the name of the person I am directing the question too. I then must click the generated name of the person I am asking so that it is addressed correctly and begin typing my question.

Citation:
Withee, Rosemarie. *Microsoft Teams*. John Wiley & Son, Inc., 2020.

Creating a WebEx Account and Interfacing in TEAMS

The video conferencing that we will be using is WebEx. All of your "in person" instruction will go through this app. The first thing that you will need to do is create your personal room in WebEx.
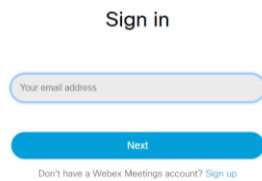
1. Go to www.webex.com
2. Click sign in at the top right
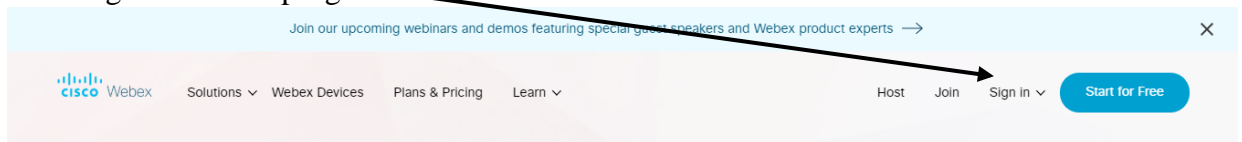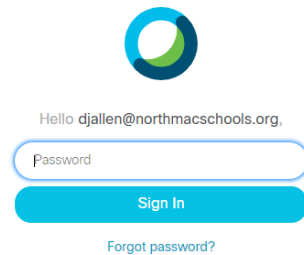
3. Click WebEx Meetings on the left

4. Sign in with your North Mac email address and click Next

5. Enter your password in the next field and Sign In.

Interfacing in TEAMS
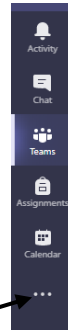
1. Go to Teams and click the Ellipses on the left bar
2. On the "Find an app" line, type WebEx and select "Cisco WebEx Meetings"
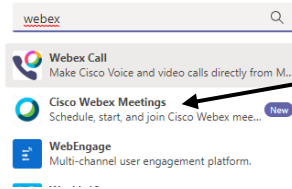
3. Click Add
4. After WebEx has been added, click on "Chat" at the top
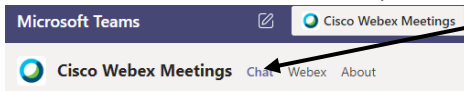
5. In the bottom chat field type: site northmacschools.webex.com
6. You should get a message in return that your default WebEx site is set.
7. Click on Webex at the top to verify that it is your personal page.
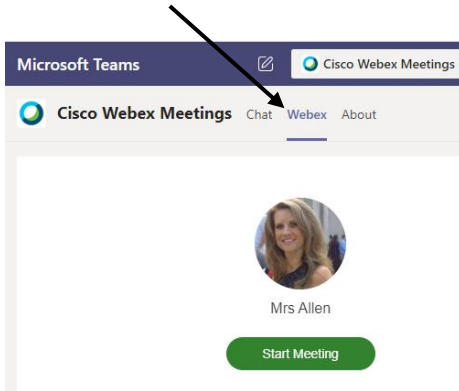
8. On this page, you will be able to see any scheduled meetings and/or join.

Keyboard Shortcuts

Cut……………. Ctrl + X

Copy……………. Ctrl + C

Paste……………. Ctrl + V

Undo an action ……………. Ctrl + Z

Redo an action……………. Ctrl + Y

Select All……………. Ctrl + A

Switch between open tabs……………. Alt + Tab

Refresh the active window……………. F5

Snap Windows (view two pages side-by-side)……………. Win + Left/Right Arrow

Edit a PDF

1. Locate the PDF in your Teams Assignments
2. Click on the ellipses (three dots) on the right
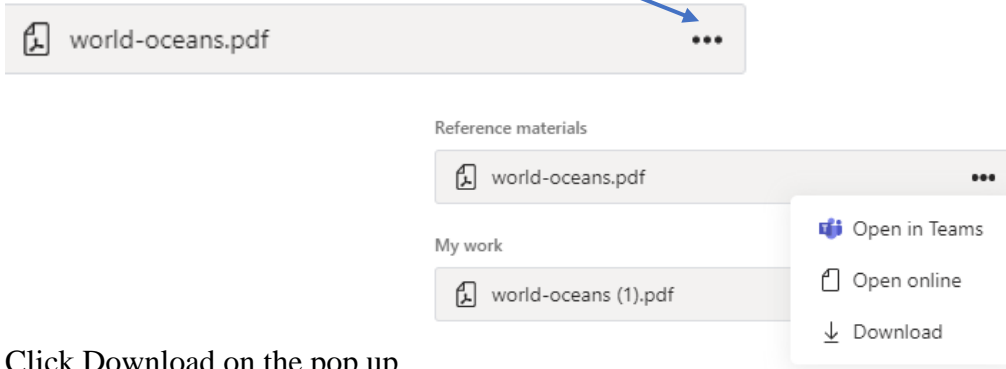
3. Click Download on the pop up
   a. The download will appear at the bottom left of the screen.
   b. Click the ellipses (three dots) on the download and click "Open With" in the pop-up options. On the slide out options, select Adobe Acrobat Reader.
   c. It may give the option to "Always Open PDF's with Adobe," select "Yes" if it does.
4. Click the actual file name at the bottom left that has downloaded and it will open up in Adobe Reader.
5. In Adobe Reader, select "**Home**" at the top left

6. Select **Fill & Sign**
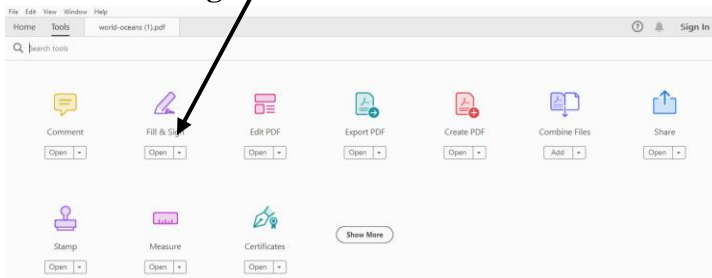
7.
   a. Select **Fill & Sign** again on next screen
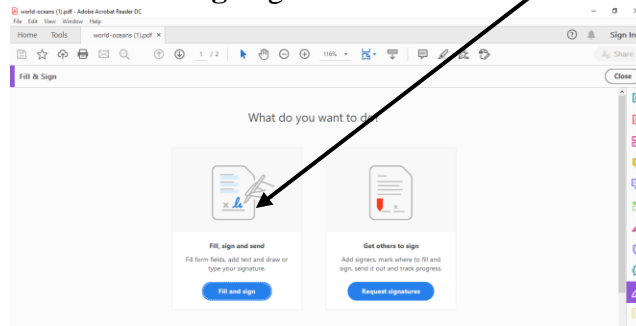
8. Click **Ab** in the middle of the screen in order to type
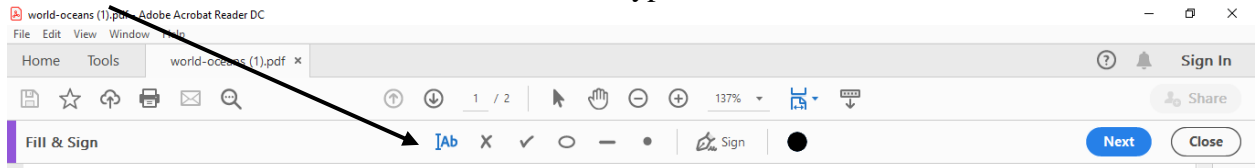
   a. Answers MUST BE typed
9. Double click on a field and type your answer
10. After completing sheet, click **File** at the top left
   a. Click **Save As**
   b. Click **Add Account** (You will only have to add the account the first time. After this, it will show up in the list of places to save to)
      i. Put in your email address: first.last@nmpanthers.org
      ii. Put in your password
   c. Click **One Drive**
   d. Keep the file name the same
   e. Click **Save**
11. Go back to the Team account that assigned the worksheet
12. Go to **Assignment**
13. Click **Add Work**
   a. Locate in your OneDrive the File Name and click
   b. Click **Attach**
14. Click **Turn In**

Locating a Shared Document

If a teacher or fellow student Shares a document with you, it will be located in your OneDrive. There is a Screencast on my website to view: https://rb.gy/rixsek. Follow these steps to locate where this file is stored:

1. Click on OneDrive in your Office 365

2. On the left in the gray bar, click on "   Shared"
3. Locate the file in the "Shared With You"

Saving a Copy of a Shared File

Occasionally a teacher will share one document with the entire class that each individual is supposed to edit and send back. If everyone begins editing on this document, it becomes confusing and people delete what others have begun. To avoid this situation, a copy needs to be made that will be saved to each person's OneDrive. There is a Screencast on my website to view: https://rb.gy/rixsek

1. Open the shared file
2. Click File at the top left of the screen
3. Click Save As in the blue
4. Click "Save As - Save a copy online" in the white slide out
5. Click in front of the file and add your name in the pop up
6. Click Save

Using the Phone with Teams

There are a few apps that you will need to have downloaded on your phone before you will be able to submit homework. Download the following apps:

- Microsoft Teams
- Microsoft OneNote
- Microsoft OneDrive
- Adobe Fill & Sign Form Filler

Make sure you sign into the Microsoft apps with your school email address and password.

When you open your Teams app, you will see all of the apps that you are associated with. The setup is identical to the web application. Tap "General" under the Team name to view that classes Posts, Files, and More.

Your class assignments will be located in the "More" tab.
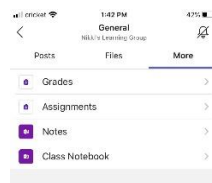
You will see "Assigned" and "Completed."
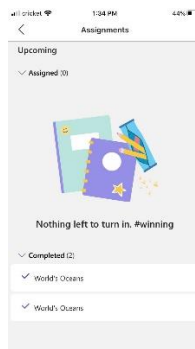
If you click on the assigned lesson, it will open up giving you instructions, any reference materials that are needed, allow you to add work, and inform you how many points the assignment is worth. At the top right corner, you will see the "Turn in" button. If it reads "Turn in late," you will know that you have missed the assigned deadline and your grade may be affected.

If the assignment comes in PDF format, open the document and then select the square with the upward pointing arrow at the bottom left of your phone screen.
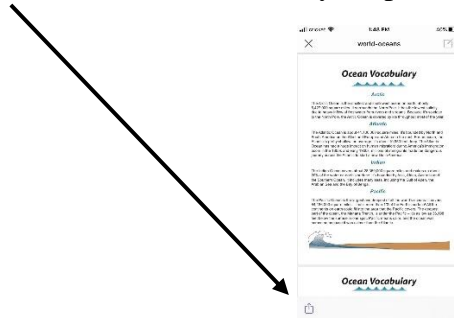
Slide your apps listed to "More" and select "Copy to Adobe Fill & Sign." It will open in Adobe where you can begin reading and answering any questions. If there is a line to input an answer, tap on that line and a text box will appear where you can type. Make sure you are typing your answers and <u>not</u> using the pen feature.

Once the assignment is complete, you will upload to your OneDrive before you turn it in. Click the upload button at the bottom right
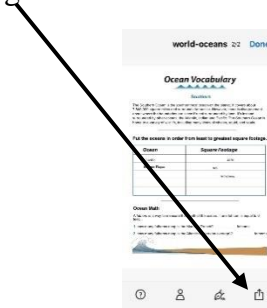
Select "More" in your listed apps and locate OneDrive
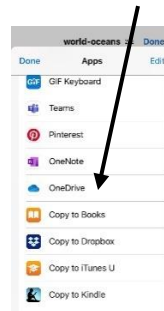
Go back to your Teams app and "Add Work" from OneDrive, locate the file you are adding and select that file. Before you Turn in, click on what you have added to make sure the file is correct. Then select "Turn In" at the top right of your screen.

Setting up Email on iPhone

1. Go to your **Settings**
2. Tap on **Mail, Contacts, Calendars**
3. Tap on **Add Account**
4. You will see the screen shot below
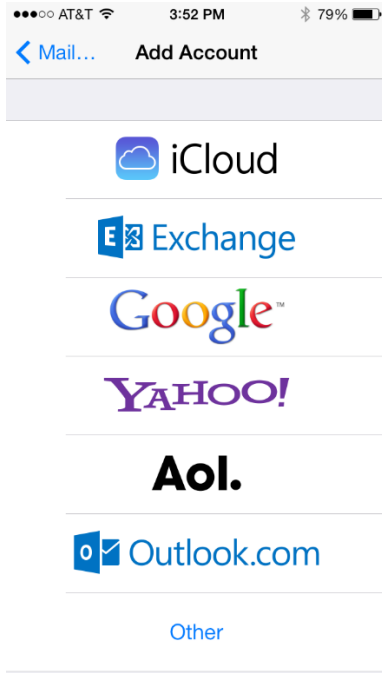
5. Tap on **Exchange**

6. You will see the screen shot below
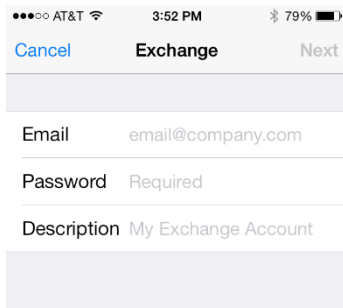
7. Type your full email address
8. Type your email password
9. Type a description (this is just what will show up as the name of your email, it can be anything)
10. Now tap **NEXT** in top right corner
11. After it verifies your information it will take you to the next screen.
12. The next screen is below

●●●○○ AT&T 🔓	3:54 PM	⚡ 79% ▮▮

Cancel   Next

Email   moneal@northmacschools....

Server   Optional

Domain   Optional

Username   Required

Password   ●●●●●●●●

Description Exchange

13. The server is **mail.northmacschools.org**
14. The domain is **nms**
15. The username is what comes before the @ in your email address. (For me jonl@northmacschools.org, so my username is **jonl**)
16. Once you are finished, tap **Next** in top right corner
17. It will bring up a screen that asks what items you want to sync, just turn on **MAIL.** You can change this setting later if you want to add more.
18. After you have done this, exit out to your HOME screen and then go back to **SETTINGS > MAIL, CONTACTS, CALENDARS**

Then tap on the new email you created and at the bottom of the screen you will see a setting for
MAIL DAYS TO SYNC
Select the one you want. I choose **NO LIMIT**

Setting up Email on Android

1. From the Home screen, touch **Applications** > **Settings** > **Accounts and sync** > **Add account**.

2. Touch **Microsoft Exchange ActiveSync**.
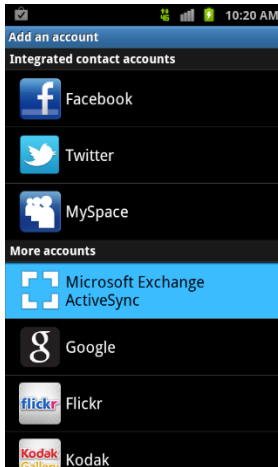
3. Enter your email address in the first box, then touch the **Password** box and enter your password. Touch **Next**.

Type your Full Email Address and Password

4. Review the message screen that is displayed. You can uncheck the **Always show** option, and then touch **OK** or **Yes**, to continue with the account set up.

5. Your device will attempt to automatically find the additional details needed to set up your account. If it is successful, you will skip to Step 9. If it cannot automatically find the additional details needed, you will see the following screen.
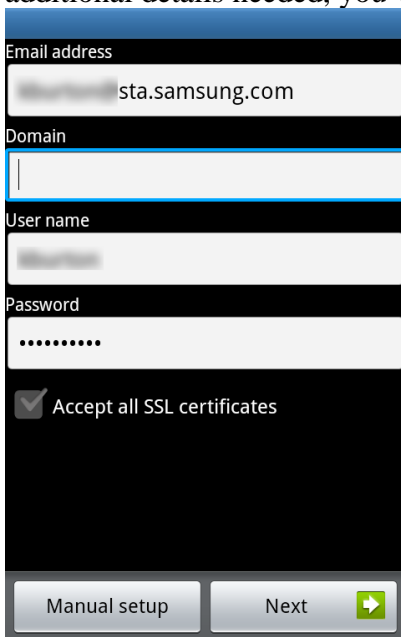
Domain is **nms**

Username is same as computer login name (or what is in front of email @ symbol

6. Enter your **Domain**. Some Exchange servers do not use a domain name; if yours does not, leave the domain information blank.

7. Touch the **Manual Setup** box and edit the Exchange server name if necessary. Touch the **Back** ⬑ key to see the additional options available.

Exchange server settings

Domain\user name

sta_dallas

Password

•••••••••

Exchange server

mail.samsungtelecom.com

✅ Use secure connection (SSL)

✅ Accept all SSL certificates

Domain\User is
NMS\username

SERVER is
mail.northmacschools.org

Next

8. Mark any additional options that your Exchange server may require and touch **Next**.

9. The **Account options** screen allows you to select the following ActiveSync options:

- **Peak schedule**: Choose how often your device should connect to the Exchange server to get email during peak business hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.

- **Off-peak schedule**: Choose how often your device should connect to the Exchange server to get email during off-peak business hours. Choose**Push** to have email delivered to your device as soon as it arrives on the server.

- **Amount to synchronize**: Choose the time period that your device should keep in sync.

- **Emails retrieval size**: Set an email size limit. Your device will only download the headers for emails that exceed this limit. When you open the message you will be able to download the entire message.

- **Period to sync Calendar**: Choose the time period that your device should keep in sync.

- **Notify me when email arrives**: Mark this option to have your device notify you that you have new email messages.

- **Sync contacts**: Mark this option to synchronize your contacts to your device.

- **Sync calendar**: Mark this option to synchronize your calendar to your device.

10. Touch **Next**.

Account options

Peak schedule

15 minutes ⌄

Off-peak schedule

1 hour ⌄

Amount to synchronize

3 days ⌄

Emails retrieval size

2 KB ⌄

Period to sync Calendar

2 weeks ⌄

✔ Notify me when email arrives

✔ Sync Contacts

✔ Sync Calendar

11. Enter a name for the account. This will help you easily identify this account if you add additional email accounts to your device. Then touch **Done**.

Set up email

Your account is set up, and email is on its way!

Give this account a name (Optional)

|

Done

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M ⌫
?123 🎤 ␣ . ⚙ Done
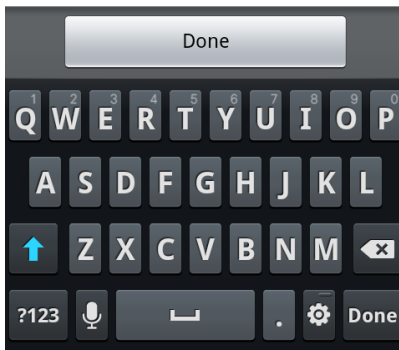
You will be taken back to the **Add account** screen. If you have additional accounts, you add them now; if not, touch the **Back** key to return to the **Accounts and sync** screen.

21

Authorization for Electronic Network Access-Student (Student Manual Copy)

*Each **student** and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.

Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

    a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
    b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
    c. Downloading copyrighted material for other than personal use;
    d. Using the network for private financial or commercial gain;
    e. Wastefully using resources, such as file space;
    f. Hacking or gaining unauthorized access to files, resources or entities;
    g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
    h. Using another user's account or password;
    i. Posting material authored or created by another without his/her consent;
    j. Posting anonymous messages;
    k. Using the network for commercial or private advertising;
    l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
    m. Using the network while access privileges are suspended or revoked.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

    a. Be polite. Do not become abusive in your messages to others.

    b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
    c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
    d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization*.

Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Use of Electronic Mail - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

**In addition to this *Authorization for Electronic Network Access* form students accept and will abide by all Technology Policies in the District Student Handbook which is posted on the District's website.

Authorization for Electronic Network Access Signature Form

Submit this form to the Building Secretary after reading the Authorization for Electronic Network Access document.

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

_____

Student Name (*please print*)

_____   _____

Student Signature   Date

* Students are required to have a parent/guardian read and agree to the following:

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

_____

Parent/Guardian Name (*please print*)

_____   _____

Parent/Guardian Signature   Date

****This copy to stay in manual. Do <u>not</u> sign and return.**

**AUP can be found on the North Mac Schools webpage.