



THE Vanguard School

# The Vanguard School

## Teams Reference Guide - Students and Families Edition

Fall 2021

This guide is a resource to support students and parents in the completion of academic work using the online platform Microsoft Teams during times of required distance learning.

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# **The Vanguard School Quarantine Support Program**

## **Purpose**

The Vanguard School will provide a virtual environment which will:

- provide access to instruction and interaction for students during times of required quarantine
- provide a platform through which teachers, students, and families can transition between in-person and distance learning postures due to quarantine requirements seamlessly and without interruption to academic instruction

## **Platform: Microsoft Office 365, specifically Microsoft Teams**

The Vanguard School Microsoft 365 Accounts

- All students and staff K-12 have their own Microsoft Office 365 accounts through The Vanguard School
- Teachers will be owners (teachers) of a separate Team for each of the classes and sections they teach
- Students will be members (students) of a different Team for each of the contents or classes in which they are enrolled
- Students will be added to Team Qs in the event they must participate virtually due to required quarantine

## **Different Levels of Quarantine**

The Vanguard School will continue to follow local, state, and national guidelines concerning COVID-19 safety protocols and contact tracing practices. In the event of an exposure, The Vanguard School community will operate on three different levels of quarantine which will each have specific distance learning requirements to ensure the continuity of academic instruction. The levels of quarantine are described below, and the Parent Quick Reference Sheet: Quarantines and Distance Learning outlines the academic expectations in the event of each.

- Level 1: Individual Student or Small Group Quarantine
- Level 2: Whole-Grade Posture Change (Five Days or Fewer)
- Level 3: Whole-Grade Posture Change (One Week or Longer)

## LEVEL 1: INDIVIDUAL STUDENT OR SMALL GROUP QUARANTINE

### First Day

- If your child is healthy, have your child **complete the next reading or literature lesson, or read the next chapter in the assigned novel** with the materials you have at home (questions about academic content should be directed to the reading or English teacher; plan to turn in the written work upon return to school).
- If your child is healthy, have your child **complete the next math homework** with the materials you have at home. As needed and depending upon grade level, teachers will reach out with further instructions on the next math lesson and/or homework.
- If your child is healthy, **log in to Infinite Campus** to “[check in](#)” no earlier than 12:00 P.M.; this records your child’s attendance for the day (required daily when student is working remotely). **Note:** *Per school policy, if your child is too sick to complete assignments, please call the Attendance Line to excuse your child’s absence and email your child’s teacher(s) to determine alternate due dates for assignments.*
- **Log in to the student’s Microsoft Teams account** no earlier than 12:00 P.M. provided for each student, and make sure you can see the appropriate “**Team Q**” to ensure account access for lesson material on Day Two. (There will be no online work assigned on Day One.)
  - Need instructions for logging in? Click here: [Logging in to Infinite Campus and Microsoft Teams](#)
  - Need technical support? Click here: [Account Support](#)
  - Need to check out a laptop? Click here: [Laptop Checkout](#)

### Second and Subsequent Days

- If your child is healthy, **log in to Infinite Campus** to “check in”; this records your child’s attendance for the day (required daily when students are working remotely). **Note:** *Per school policy, if your child is too sick to complete assignments, please call the Attendance Line to excuse your child’s absence and email your child’s teacher(s) to determine alternate due dates for assignments.*
- **Elementary Students:**
  - If your child is healthy, **complete daily work in reading and math:** Our general progression will be one reading/literature lesson per day and one math lesson per day without video content in Team Q. (Plan to turn in work upon return to school.)
  - If your child is healthy, **complete daily work in history, science, grammar, and writing** as assigned in **Team Q**. Video lessons may be available, and short written assignments may or may not be assigned, depending on the lesson (plan to turn in work upon return to school); if your child does not have the necessary worksheets, please feel free to use regular, lined paper to record answers (electronic copies of the worksheets will be available in Team Q for your reference or to print out, if you prefer).
- **Secondary Students:**
  - If your child is healthy, **complete daily work in English, math, science, history, and language classes** as assigned in the corresponding **Team Qs**. (Plan to turn in work upon return to school.)
- **Tests:** Generally, tests will be administered upon your child’s return to school. Please communicate with the teacher if an alternate plan is in your child’s best interests.

### Return to School

- Have your child **check in with the nurse or front office before going to class.**
- Have your child **arrive with all complete written assignments** and school-issued laptop, if applicable, (unless alternate due dates have been arranged in advance with the teacher).

## LEVEL 2: LARGE-SCALE, SHORT-TERM QUARANTINE

### First Day

- If your child is healthy, have your child **complete the next reading or literature lesson, or read the next chapter in the assigned novel** with the materials you have at home (questions about academic content should be directed to the reading or English teacher; plan to turn in the written work upon return to school).
- If your child is healthy, have your child **complete the next math homework** with the materials you have at home. As needed and depending upon grade level, teachers will reach out with further instructions on the next math lesson and/or homework.
- If your child is healthy, **log in to Infinite Campus** to “[check in](#)” no earlier than 12:00 P.M.; this records your child’s attendance for the day (required daily when student is working remotely). **Note:** *Per school policy, if your child is too sick to complete assignments, please call the Attendance Line to excuse your child’s absence and email your child’s teacher(s) to determine alternate due dates for assignments.*
  - Need instructions for logging in? Click here: [Logging in to Infinite Campus and Microsoft Teams](#)
  - Need technical support? Click here: [Account Support](#)

### Second and Subsequent Days

- If your child is healthy, **log in to Infinite Campus** to “check in”; this records your child’s attendance for the day (required daily when students are working remotely). **Note:** *Per school policy, if your child is too sick to complete assignments, please call the Attendance Line to excuse your child’s absence and email your child’s teacher(s) to determine alternate due dates for assignments.*
- **Elementary Students:**
  - If your child is healthy, **complete daily work in reading and math:** Our general progression will be one reading/literature lesson per day and one math lesson per day. (Plan to turn in work upon return to school.)
  - If your child is healthy, **complete other assigned work per teacher direction.** Teachers will be communicated assignments via email.
- **Secondary Students:**
  - If your child is healthy, **have them complete daily work in English, math, science, history, and language classes, communicated via email,** as assigned by their teachers. (Plan to turn in work upon return to school.)
- **Tests:** Generally, tests will be administered upon your child’s return to school. Please communicate with the teacher if an alternate plan is in your child’s best interests.

### Return to School


- Have your child **arrive with all complete written assignments** (unless alternate due dates have been arranged in advance with the teacher).

## LEVEL 3: LARGE-SCALE, LONG-TERM QUARANTINE/POSTURE SHIFT

### First Three Days

- If your child is healthy, have your child **complete the next *three* reading or literature lessons or read the next *three* chapters in the assigned novel** with the materials you have at home (questions about academic content should be directed to the reading or English teacher; plan to turn in the written work upon return to school).
- If your child is healthy, have your child **complete the next *three* math homeworks** with the materials you have at home. As needed and depending upon grade level, teachers will reach out with further instructions on the next math lesson and/or homework.
- If your child is healthy, **complete other assigned work per teacher direction.**
- If your child is healthy, **log in to Infinite Campus** to “[check in](#)” no earlier than 12:00 P.M.; this records your child’s attendance for the day (required daily when student is working remotely). **Note:** *Per school policy, please call the Attendance Line to excuse your child’s absence and email your child’s teacher(s) to determine alternate due dates for assignments.*
- **Log in to the student’s Microsoft Teams account** no earlier than 12:00 P.M. provided for each student, and make sure you can see your child’s teacher team(s) to ensure account access for lesson material on Day Four. (There will be no online work assigned on days one - three.)
  - Need instructions for logging in? Click here: [Logging in to Infinite Campus and Microsoft Teams](#)
  - Need technical support? Click here: [Account Support](#)
  - Need to check out a laptop? Click here: [Laptop Checkout](#)

### Fourth and Subsequent Days

- If your child is healthy, **log in to Infinite Campus** to “check in”; this records your child’s attendance for the day (required daily when students are working remotely). **Note:** *Per school policy, if your child is too sick to complete assignments, please call the Attendance Line to excuse your child’s absence and email your child’s teacher(s) to determine alternate due dates for assignments.*
- **If your child is healthy, log in to the student’s Microsoft Teams account**, provided for each student, and make sure you can see the appropriate teachers’ Teams to access lessons and assignments. If your child does not have the necessary worksheets, feel free to use regular, lined paper to record answers (electronic copies of the worksheets will be available in each teacher’s Team for your reference or to print out, if you prefer).
  - **Elementary (Three Teams per Student):**
    - **Homeroom Team:** Complete daily **history, science, grammar, and writing** lessons as assigned by your child’s homeroom teacher (upload work to turn in electronically as a PDF in Teams)
    - **Reading Team:** Complete daily work in reading/literature. Our general progression will be one lesson per day (upload work to turn in electronically as a PDF in Teams)
    - **Math Team:** Complete daily work in math. Our general progression will be one lesson per day (upload work to turn in electronically as a PDF in Teams)
  - **Secondary (One Team for Each Subject):**
    - **Complete daily work in English, math, science, history, language classes, and academic electives as assigned in the corresponding Teams.** (upload work to turn in electronically as a PDF in Teams)
-  Guidelines for submitting electronic assignments in Teams: [Submitting Assignments](#)
- **Tests:** Students will be assigned tests to be taken within a window of time designated by the teacher. Students should reference “Assignments” within their Teams for access to these tests.

### Return to School

- Have your child **arrive with only those complete written assignments that were not submitted online in Teams** (unless alternate due dates have been arranged in advance with the teacher).

# Accessing your Microsoft 365 and Infinite Campus Accounts

On behalf of the Information Technology Department, welcome to The Vanguard School! We are providing this information to help you utilize your student accounts in Microsoft and Infinite Campus.

## Infinite Campus

Infinite Campus is our student information system used for viewing student schedules, tracking attendance, and more! You may access your Infinite Campus Student Portal using the following link and credentials below:

**Website URL:** <https://thevanguardschool.infinitecampus.org/campus/portal/vanguard.jsp>

**Username:** [YourStudentNumberHere]

**Password:** **Fall2122** (case sensitive)

You will be required to reset this password upon login for security purposes. Please create a password containing at least one lowercase letter, one uppercase letter, and a special character. DO NOT share your credentials with anyone except your parents.

The link for the portal can also be found on our website under the parents tab > Infinite Campus Portal

## Microsoft

We provide every student with a Vanguard email address through Microsoft for communicating with teachers and, in some cases, submitting schoolwork online through Microsoft Teams. See the info below to login:

**Website URL:** [www.office.com](http://www.office.com)

**Username:** [YourStudentNumberHere]@TheVanguardSchool.com

**Password:** **Vanguard2122** (case sensitive)

You will be required to reset this password upon login for security purposes. Please create a password containing at least one lowercase letter, one uppercase letter, and a special character.

DO NOT share your credentials with anyone except your parents.

## Reporting Attendance in Infinite Campus

All students participating in distance learning (DL) due to a required posture switch are expected to attend school daily unless they are ill. If students are not healthy enough to participate, please notify the front office of the child's building to ensure they are marked absent excused. Students participating in (DL) evidence their attendance by checking into Infinite Campus daily and completing their work on the Teams platform. Further details outlining the attendance requirements for DL students is further discussed in the Vanguard IJNDAB – Distance Learning policy, which can be found [here](#).

**Described below are the steps for students reporting their attendance.**

1. Log into your student Infinite Campus Account.
2. In the Check-Ins section, click on the attendance for today.
3. Click on “Yes, I’m here”

**Parents can check in their children by following the steps below.**

1. Log into your parent Infinite Campus Account.
2. Click on the Today tab.
3. Select your child.
4. In the Check-Ins section, click on the attendance for today.
5. Click on “Yes, student is here.”
6. If needed, switch to next child to repeat attendance procedure for them.

### Participation

Students participating in DL are expected to participate and complete activities, as assigned by their teachers, daily.

### Absences

Students required to participate in DL due to quarantine are subject to the same expectations regarding attendance, as described in the *Vanguard JH – Student Absences and Excuses policy*, which can be accessed [here](#). If a student is ill or unable to participate in school for some other reason, the parent must contact the school, and we can report this as an excused absence.

Students have two school days for each day missed due to an ***excused absence*** to complete and turn in make-up work.



# Logging into Microsoft Office

1. Open a web browser on your device (Google Chrome, Firefox, Safari, Microsoft Edge, Internet Explorer, etc.)
2. Go to [www.office.com](http://www.office.com)
3. Log-in using your Vanguard username and password
  - a. Username: [YourStudentNumberHere@TheVanguardSchool.com](mailto:YourStudentNumberHere@TheVanguardSchool.com)
  - b. Password: Student.123 (if logging in for the first time)

The image shows a screenshot of the Microsoft Office 365 dashboard. At the top, there is a dark blue header with the 'Office 365' logo, a search bar, and a user profile icon labeled 'CN'. Below the header, the main area displays a 'Good morning' greeting and a grid of application icons. The icons for Outlook, OneDrive, and Teams are highlighted with yellow outlines. An 'Install Office' button is located in the top right corner of the main area. Several callout boxes with arrows point to specific elements: one points to the 'Waffle' icon (a grid of dots) in the top left; another points to the Outlook icon with the text 'Outlook = your Vanguard email'; a third points to the user profile icon with the text 'This is the user account you are logged into. Click this button if you want to log out/change users.'; a fourth points to the 'Install Office' button with the text 'Click here to download the office apps to your desktop.'; a fifth points to the Teams icon with the text 'Teams: where all your classes and assignments live. You must submit assignments through Teams (NOT Class Notebook)'; and a sixth points to the OneDrive icon with the text 'Your storage space for documents, photos, assignments etc.'.

"Waffle"  
use the waffle to navigate between office apps

Outlook = your Vanguard email

This is the user account you are logged into.  
Click this button if you want to log out/change users.

Click here to download the office apps to your desktop.

Teams: where all your classes and assignments live.  
You must submit assignments through Teams (NOT Class Notebook)

Your storage space for documents, photos, assignments etc.

Note. You can access all the office apps through either the **web version** (by clicking on the icons in yellow outline above) or the **desktop app version** (by downloading them to your desktop using the "install office" button).

# Microsoft Office Suite Applications

## Microsoft Outlook – Email

Each student has their own email account through The Vanguard School. Their teachers will use this email to communicate with students, and students are expected to use this account to communicate with their teachers. *We ask that students always Cc a parent on any email they send to their teacher, to ensure the most effective communication and partnership between the school and parents/guardians in support of student success.*

**Student email format: [YourStudentNumberHere]@TheVanguardSchool.com**

## OneDrive

Included in their accounts, each student has access to a personal OneDrive. OneDrive is an online document storage service which lets students save files in one place, share these files with their teachers, as well as access them from any device which will connect to the Internet.

OneDrive works seamlessly with Microsoft Teams, allowing students to save documents and assignments to their OneDrive, and then attach these documents to turn them in through Teams.

OneDrive is also available as an app on your phone, enabling students and parents to quickly upload pictures of assignments as pdfs to their OneDrive, and easily turn them in through Teams.

## Microsoft Teams

Microsoft Teams is the platform through which teachers can deliver instruction, assign, collect and grade assignments, and provide feedback should a student be required to participate in distance learning. Students are members of a separate Team for each of the contents or classes in which they are enrolled.

For example:

- Elementary (K-6): Homeroom, Math, Reading/Literature
- Secondary (7-12): Math, English, History, Science, Latin/Language, Electives

Students will access assignments through the Assignments link in Teams. After completing the assignment, students will submit their work through the assignments link, and their work will be graded.

## Microsoft Teams Calendar

To facilitate the opportunity for live interaction and tutorial sessions, teachers may send students invitations for meetings, which will populate on the students' Teams Calendar. Students can access and join these sessions by either clicking on the invitation in the Posts section of the Team or by clicking on the invitation in their Teams Calendar. These sessions are live, video sessions, and may be recorded.

## Microsoft Word, Power Point, Excel

Included in all student Microsoft accounts are numerous applications students may use to complete or facilitate schoolwork completion. Documents created in these applications can be saved to the student's OneDrive, and then attached when turning in assignments.

## Microsoft Forms

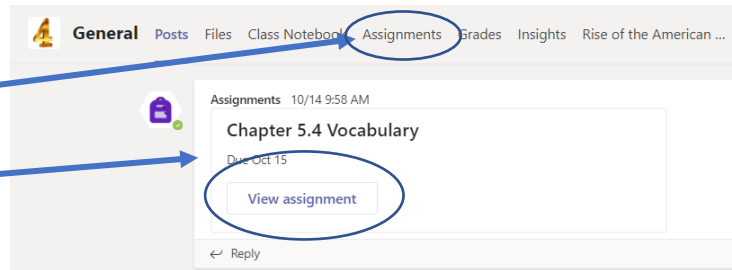
Teachers may assign assessments using Microsoft Forms. Forms allows teachers to create an online assessment document and assign to students through Teams Assignments. These assessments must be taken and submitted online through the Microsoft Forms application.

## Accessing Assignments in Teams

Students can access their assignments for each class individually or for all classes simultaneously. Follow the steps for each described below.

### Accessing Assignments for Individual Classes

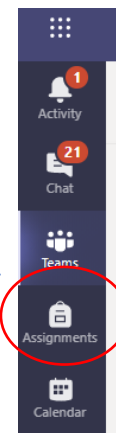
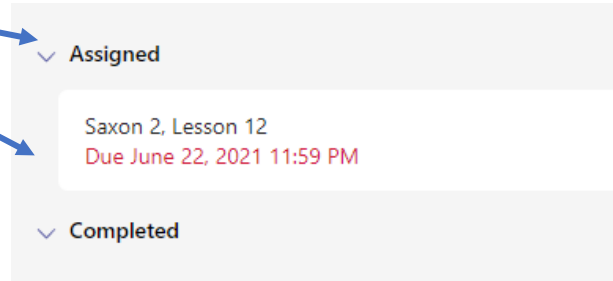
1. From your Teams dashboard, select the Team (class) for which you would like to access an assignment.
2. From that Team homepage, you can either:
  - a. Click on the **Assignments** menu along the top, or
  - b. Click on the assignment link in the Posts section



### Accessing a List of All Assignments (All Classes)

1. From your Teams dashboard, click on the **Assignments** icon on the left-hand toolbar
2. A list of all assignments from all classes will pop up. Select the assignment you wish to open.
3. The “Assigned” assignments still need to be turned in.

The “Completed” assignments have already been turned in, and can be reviewed for teacher feedback and grades.



To open and complete an assignment, click on the assignment you wish to complete

- a. Read the assignment instructions provided by your teacher
- b. Click on the resources. This might include PDF or word documents, videos, links, etc.

### Saxon 2, Lesson 12

Due June 22, 2021 11:59 PM

#### Instructions

Watch the instructional video, and then download and complete the Lesson 012 worksheet.

#### Reference materials

Saxon 2 Lesson 012 Worksheets.pdf

Sax2 L11,12 Video.mp4

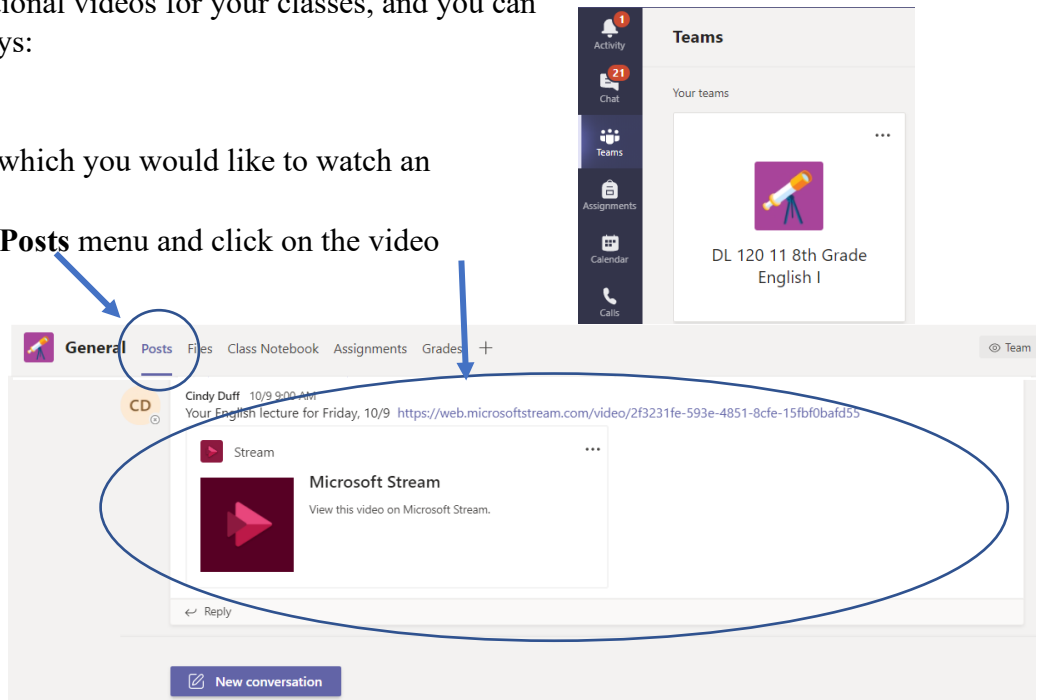
# Accessing Instructional Videos

You may have instructional videos for your classes, and you can access these videos in two ways:

## Through Teams Post

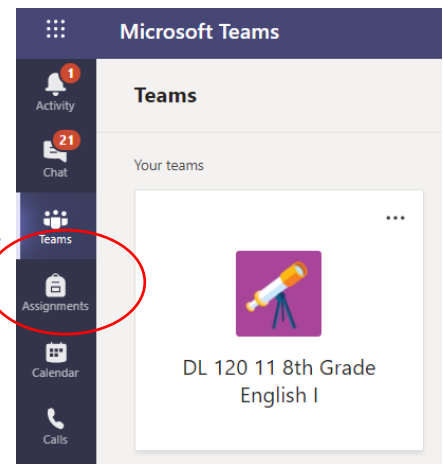
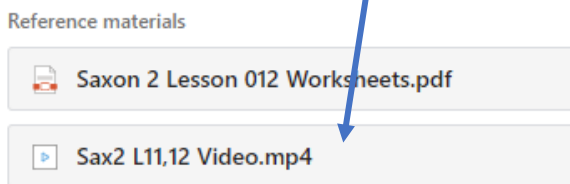
1. Go into the Team for which you would like to watch an instructional video.
2. Be sure you are in the **Posts** menu and click on the video available for viewing.

**\*\*Hint: click on the link if it does not open right away\*\***



## Through Assignments

1. Click on the **Assignments** icon in the left-hand toolbar.
2. **Select the assignment** you wish to complete from the pop up window.
3. Click on the **video button (.mp4)** or link provided to open the video.



# Homework Completion and Submission Options

After accessing and opening the assignment resources provided by the teacher, students can either complete their work electronically by editing the provided resource (word documents, ppts, etc.) or students can print a hard copy of the resource to be scanned and attached for turn in.

## Completing and Submitting Homework by Editing and Saving Resource Documents

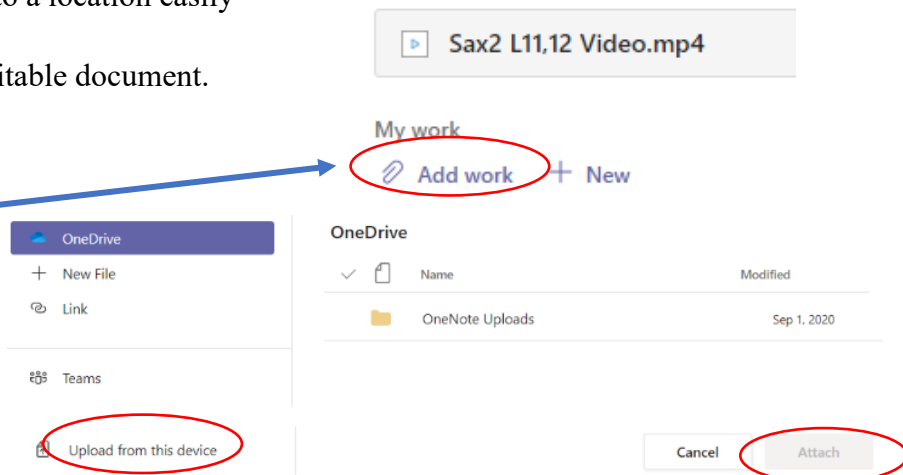
Resources provided as assignments may be editable, allowing students to type their work and save for submission. Follow the steps below for this option.

### Accessing and Completing

1. Open the editable resource (pdf documents are not editable and must be printed or copied).
2. Click on the document you wish to open.
3. Click “save-as” and save the document to a location easily accessed on your computer.
4. Complete your homework within the editable document.

### Attaching and Submitting Homework

5. Return to the assignment page.
6. Click **Add Work**.
7. Select **Upload from Device** from the bottom left of the pop-up window.
8. Navigate to and select the document you wish to attach.
9. Click **Attach**.
10. Click **Turn in** at top right of screen.



## Completing Homework by Printing and Uploading PDFs

All resources provided in assignments can be opened and printed to be completed by hand. Follow these steps below for this option. Assignments can be turned in using the OneNote and Teams App on your phone.

1. Open and print the resource document.
2. Complete the work with a dark writing utensil and be sure to write legibly.
3. Open the **OneDrive app** on your phone.
4. Select the **Camera** icon, and ensure you are on **DOCUMENT** along the bottom.
5. Hover over your homework so you can capture it as a picture.
6. If you have multiple pages, select “**Add**” in the bottom left corner, and take pictures of each page of your homework.
7. Click **Done**.
8. Under “Save As”, type in the name of the homework, and click **Save**.
9. Open the **Teams** app on your phone.
10. Navigate to the Team and Assignment you wish to turn in.
11. Click **Add Work**.
12. Select **OneDrive** and attach the homework PDF you just saved.
13. Click **Turn In**.

## Completing Forms Assessments

Periodically teachers may assign activities, quizzes, or tests in the Microsoft Forms application. These assessments are assigned to students as an assignment and can be accessed in the same way.

Forms assessments have a variety of question format options, including multiple choice, short answer, long answer, and ranking.

Students should answer each question by either selecting the letter for their desired answer or typing in a response for the short/long answer questions.

Students must click the **SUBMIT** button at the bottom of the assessment for the assignment to be turned in.

## Grades: Teams vs Infinite Campus

The Grades page in Teams reports how many points students earned on individual assignments assigned through the Teams application. It does not calculate in progress or cumulative grades.

To view a student's in-progress or cumulative grade percentage, log into Infinite Campus and view the students grades in each course.

## Expectations Regarding Assessments

Assessments will often have a specific open and close time during the school day in which they must be completed. This is done to ensure fairness among students and to reduce the opportunity for cheating. Students are expected to be available during school days to take these assessments.

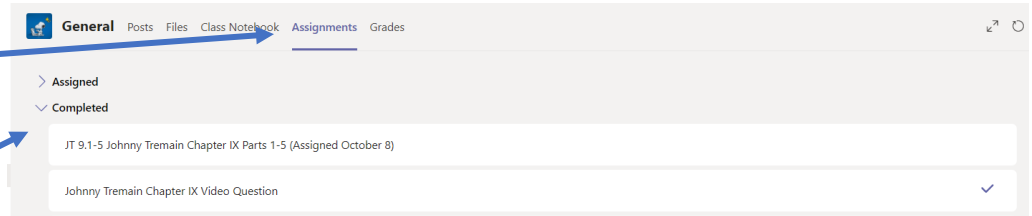
If a circumstance exists that prevents a student from taking an assessment at the assigned time, the student may coordinate with the teacher **in advance** to determine an alternate time to take the assessment. This should be an exception, not something done on a regular basis. In most cases, the accommodation will be to come to school to take the physical test in advance of the scheduled time. The school will ensure that assessments taken at school are administered in a socially distanced environment.

# Viewing Teacher Feedback and Returned Assignments

Students will only be turning in assignments via Teams if there is a Level 3 Posture Switch, during which teachers will be grading assignments and providing feedback to students through Teams. Please see below steps to access and view teacher comments and returned assignments.

## Accessing Returned Assignments and Feedback through Assignments

1. Click on the **Assignments** menu and select the assignment you would like to view from the **Completed** section.
2. Feedback and points earned will appear in the Assignment Page that pops up, as shown below.



### Johnny Tremain Chapter IX Video Question

Due October 12, 2020 11:59 PM

Instructions  
None

My work

#### Feedback

be sure to answer the right question, It's at the end of the video.

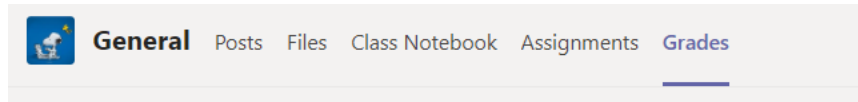
In regards to what it means to "stand up," I think you have an excellent perspective. We're willing to rescue that treasure.

#### Points

4 / 5

## Accessing Points Earned through Grades

1. Click on the Grades menu.
2. Scroll through the assignment names and view the points earned on the right.



Oct 12

Johnny Tremain Chapter IX Video Question

← Returned

4/5