

On-line tutorials and support for parents and guardians:
Microsoft Office 365 and Google
Microsoft Office 365

[*Interactive Teams tutorial for Parents, Guardians, and Students*](#)

- How to sign into Office 365
- Find the Teams app
- Join a Class Team with code
- Navigate between Teams
- View and reply to posts
- Access calendar
- Join a Teams meeting
 - Interact during meeting
 - Mute/unmute
 - Chat function
 - Raise hand
- Assignments
 - View assignments
 - View assignment rubric
 - Listen to assignment instructions with Immersive Reader
 - Attach work to an assignment
 - Turn in assignments
- Class Notebook

Ctrl – click to access
the website links

[Step-by-step PDF introduction to Teams for Parents and Guardians](#)

**For students: [Video introductions to Microsoft Teams for Students](#)
[Microsoft Teams for Education Student support page](#)**

If you require support:

please email wqsbhelpdesk@wqsb.qc.ca and include in your email the following:

- student's name
- grade level
- school
- best phone number to contact you as a follow-up (if necessary)
- issue/problem clearly described

If you do not have access to email, and require support on connecting the student's device or support in logging into O365, please call **819-777-9650** between 8:00 AM - 4:30 PM Monday to Friday.

Friendly reminder: avoid using email accounts outside the WQSB system. Student accounts can only receive and send email within our WQSB context. For Kinder to Cycle 1 families, and families with special needs students, passwords will require a prefix ([Wqsb](#)) for the numeric password, for example: [Wqsb1234](#).

On-line tutorials and support for parents and guardians:
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Google

Google resources for parents/guardians:

[Google for Education Tech Toolkit for Families](#)

Ctrl – click to access
the website links

- This toolkit is for educators and allows them to share resources to learn more about Google's technology with Families and Guardians

[When parents become teachers: tools to help students at home](#)

- Google for Education Blog Post

http://services.google.com/fh/files/misc/techtoolkit_familiesandguardians.pdf
services.google.com

[Google Junior Training series](#)

- 2minute videos, breaking down regular tasks students are asked to perform in GSuite
- Key videos (4 of 70)**
- Chromebook: Taking Care of a Chromebook
 - G Suite: Signing in
 - G Suite: Managing Multiple Google Accounts
 - G Suite: Switching Accounts on a Shared Device

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