Anglophone North
School District

TEAMS INTRO. FAQS

Microsoft TEAMs is a constantly evolving communication and collaboration platform. Teachers can share documents, create class assignments, assess students work, host virtual meetings, etc. Video tutorials introducing you to using Microsoft TEAMs can be found by clicking here.

Frequently Asked Questions

Q: How do students login to Microsoft TEAMs?

A: Students login by visiting www.office.com. They will use the same login and password credentials they use to login into a school based computer. In addition to their login name students must add @nbss.nbed.nb.ca (ex: jandoe55555@nbss.nbed.nb.ca).

Q: Can the entire class see feedback, marks, or comments in an assignment?

A: No. Feedback, grades and comments given in an assignment are only received by the individual student. Only the teacher and said student can see the feedback.

Q: Do students receive an email when the teacher assigns work?

A: Students do not receive an email but if they have the app downloaded on a PC or mobile device and have their notifications turned on, they will receive a notification. Otherwise, the student will have to login to TEAMs to receive the notification.

Q: Can I prevent students from using emojis, GIFs, etc. in "Posts".

A: Yes. Click here to be taken to a video tutorial.

Q: Why can I not access the "Chat" function with students?

A: The province of NB has disabled the "Chat" function for Teacher to Student "Chats". They are looking into the possibility of enabling this feature. (April, 2020)

Q: Where do I store files that I do not want students do be able to delete/edit?

A: When you create a TEAM, a "Class Materials" folder will automatically be generated in the "General Channel" in the "Files" tab. Any documents stored here cannot be edited or deleted by students. Files outside of this folder are collaborative.

Q: Can I "mute" a student who is not following protocol in the "Posts" section?

A: Yes. Click here to watch a video tutorial.

Q: Where can I learn more about TEAMs?

A: Microsoft offers several online courses. For beginner users, this hour long course is recommend. (Click here.)