

HOW TO ACCESS THE SUNSET HILLS OPEN HOUSE TEAMS CHANNELS

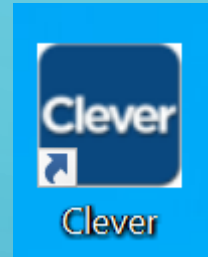


SUNSET HILLS OPEN HOUSE TEAMS CHANNELS

- Sunset Hills will use TEAMS for our 2020-21 Open House experience on October 15.
- Please follow these directions to access your child's TEAMS Open House Session and Resources
- You will need to use your child's PCSB Username and Password to access this site. (*You will need to log in separately for each child.*)
- Complete these steps before October 15 to ensure you can successfully access the site.

GO TO CLEVER

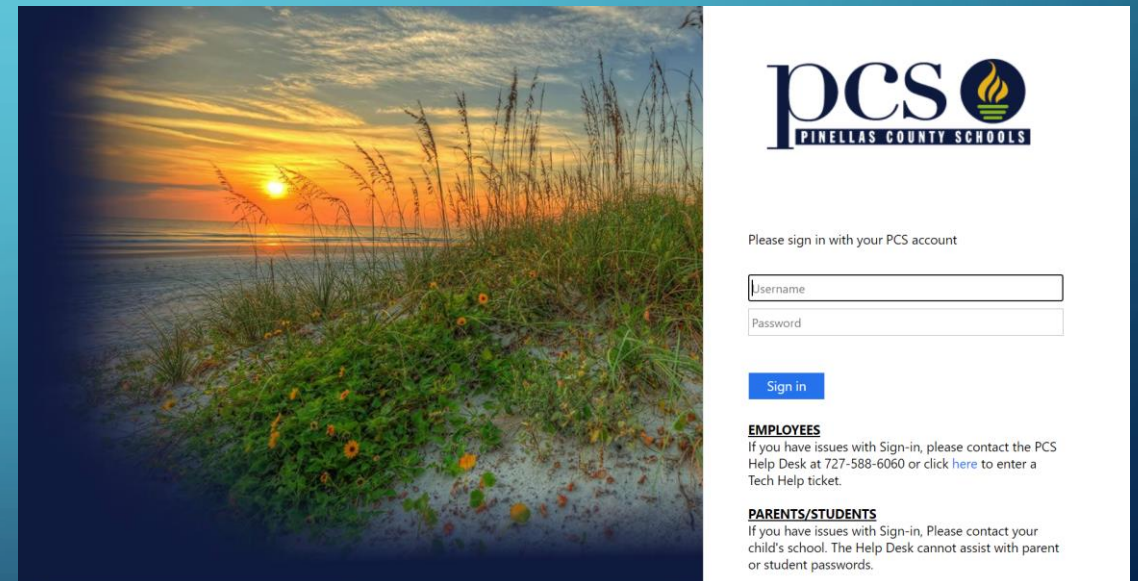
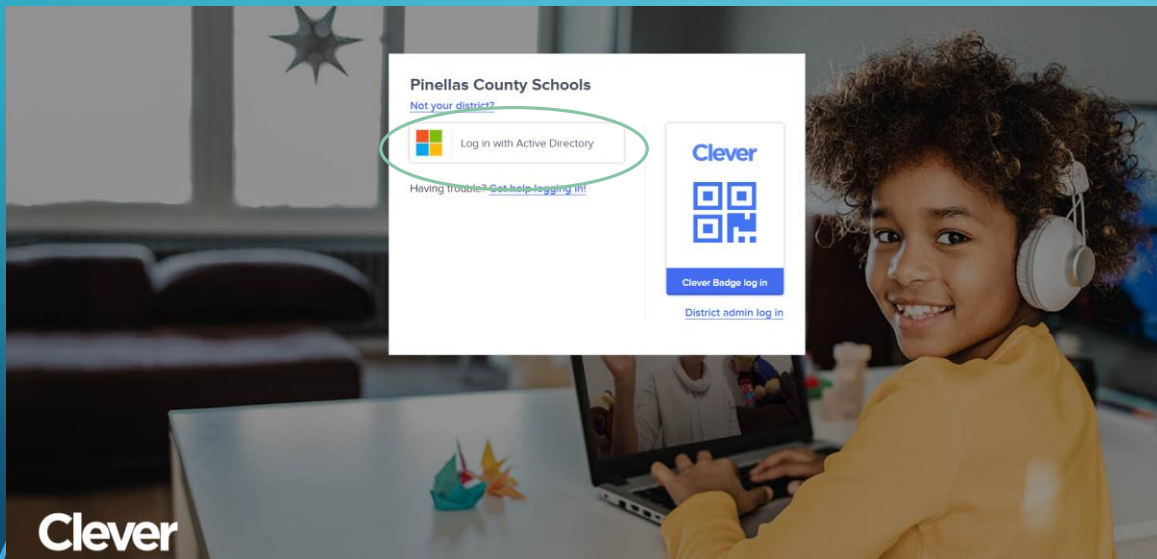
- Use desktop computer shortcut



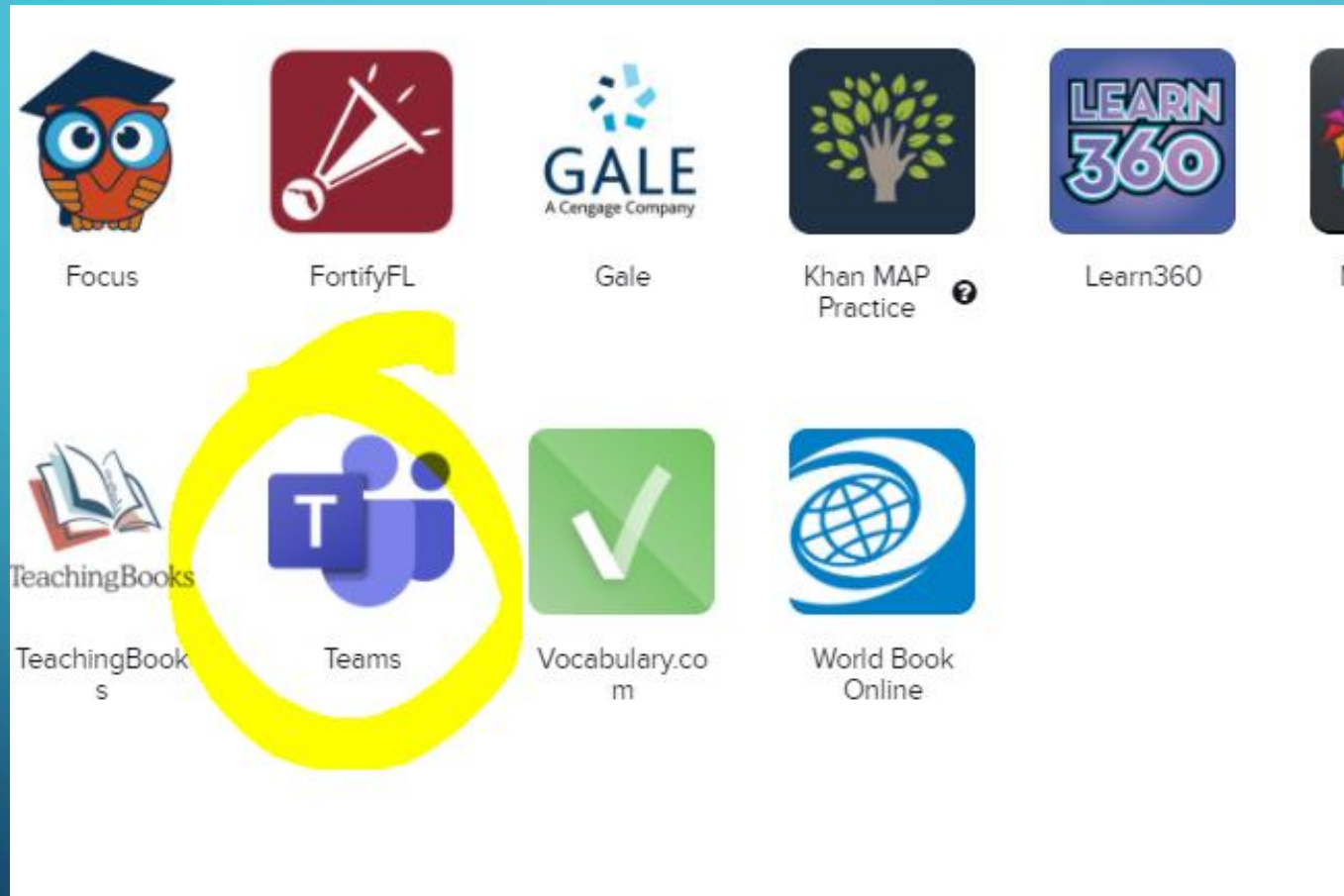
- Or PCSB County Link: <https://clever.com/in/pcsb>

SIGN INTO CLEVER WITH YOUR CHILD/S PCSB CREDENTIALS

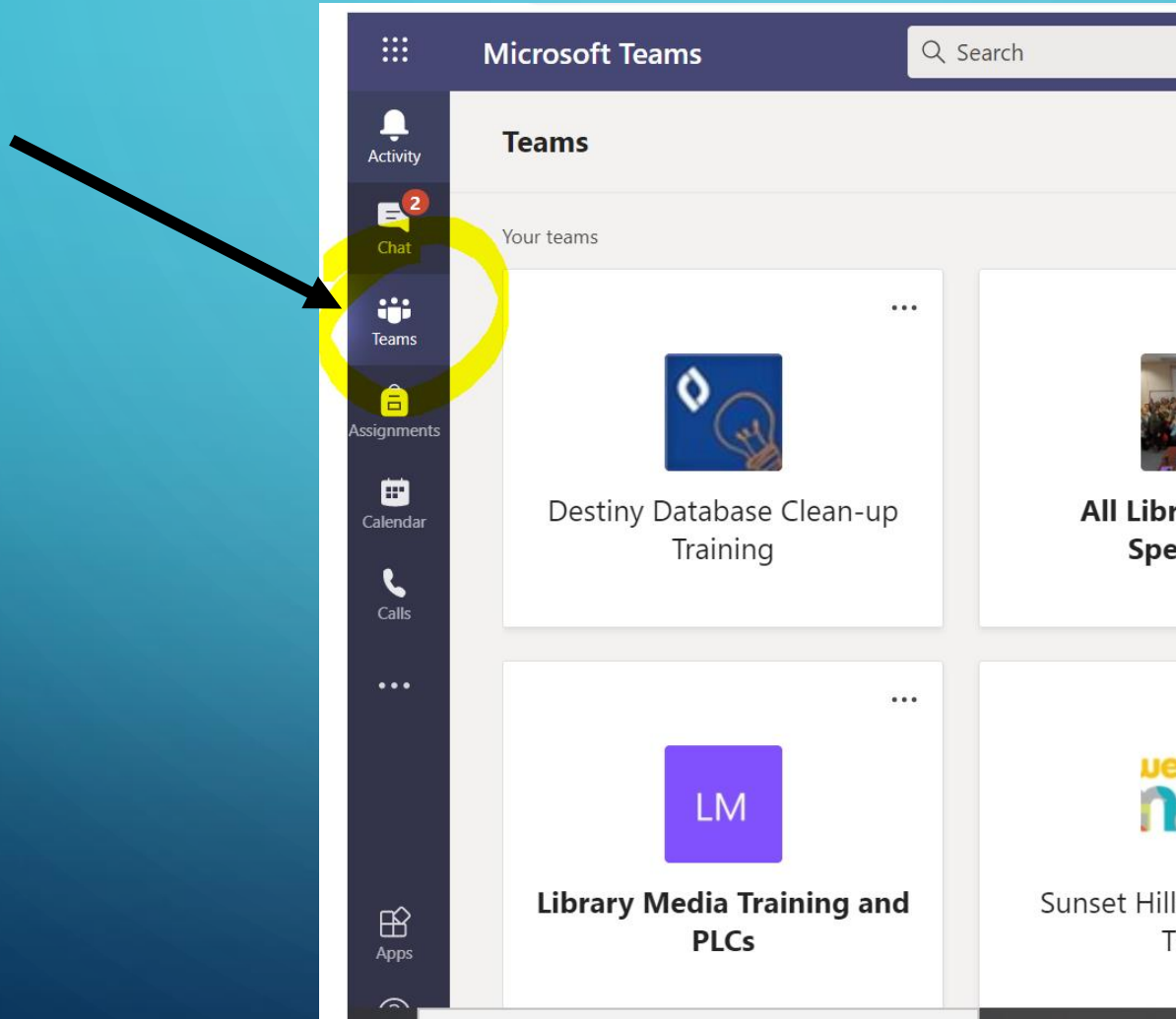
- Sign in with our child/s R2.D2 PCSB Log-in and Password



ONCE IN CLEVER, LOOK FOR TEAMS ICON



WHEN IN TEAMS, GO TO THE MAIN TEAMS HOST SITE



Filter icon Settings icon [Join or create team](#)

County Schools
cators

00 YR HOMEROOM-01
SELF CONTAINED...

Sunset Hills Elementary
Library...

Click Join
or Create
Team

Join or create a team

Create a team

Join a team with a code

Enter code

Got a code to join a team? Enter it above.

VPK Sharing TEAM

156 members | Public

VPK Sharing

First Grade

22 members | Public

A QUARANteam for first grade share ideas, lessons, and re

Enter code: Teacher Provided Code or on School Webpage:
<https://www.pcsb.org/Page/34528>

General Posts Files + Org Me

Let's get the conversation started
Try @mentioning a student or teacher to begin sharing ideas.

Esposito Kristen 10:39 AM

Welcome to our Library Open House

2020-21 Open House
We are hosting an Open House on Thursday, Oct. 15. We will have a LIVE TEAMS meeting session starting promptly at 6:15pm. Please join us on this page to be ready for the meeting to begin.

← Reply

Esposito Kristen 10:41 AM

Mr. Crawford Welcome You!!
Mr. Crawford Welcome Video Message.

Stream

Microsoft Stream
View this video on Microsoft Stream.

← Reply

Esposito Kristen 10:42 AM

LIVE OPEN HOUSE Meeting starting at 6:15pm

LIVE MEETING

CHANNEL LAYOUT

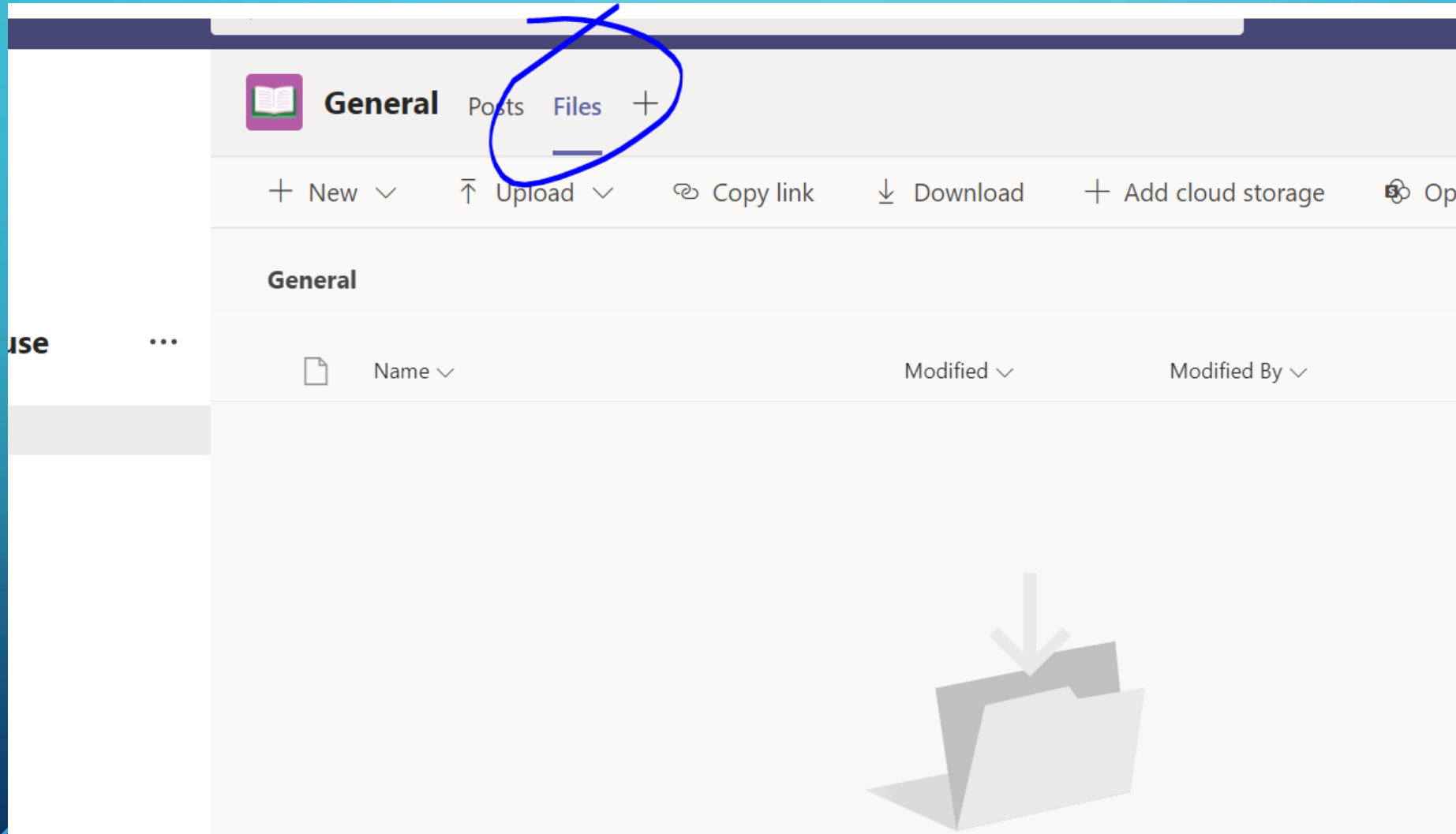
- The following slides provide an sample overview of a TEAMS channel's layout.

- **EXAMPLE GENERAL PAGE:** This is the MAIN page where you will view any posted videos, resources and join live meeting links *(if offered)*

The screenshot displays a Microsoft Teams interface for a channel named 'General'. At the top, there are tabs for 'General', 'Posts', and 'Files'. Below the tabs, a header reads 'Let's get the conversation started' with a sub-header 'Try @mentioning a student or teacher to begin sharing in this channel'. Two posts are visible:

- Post 1:** Posted by Esposito Kristen at 10:39 AM. It features a green banner with the text 'Welcome to our Library Open H...'. Below the banner is the title '2020-21 Open House' and the text 'We are hosting an Open House on Thursday, Oct. 15. We will have a LIVE TEAMS meeting on this page to be ready for the meeting to begin.' A 'Reply' button is located below the post.
- Post 2:** Posted by Esposito Kristen at 10:41 AM. The title is 'Mr. Crawford Welcome You!!' and the text is 'Mr. Crawford Welcome Video Message.'. It includes a Microsoft Stream video player with a red play button icon and the text 'View this video on Microsoft Stream.'.

FILES AREA: Shortcut to any files posted on general page



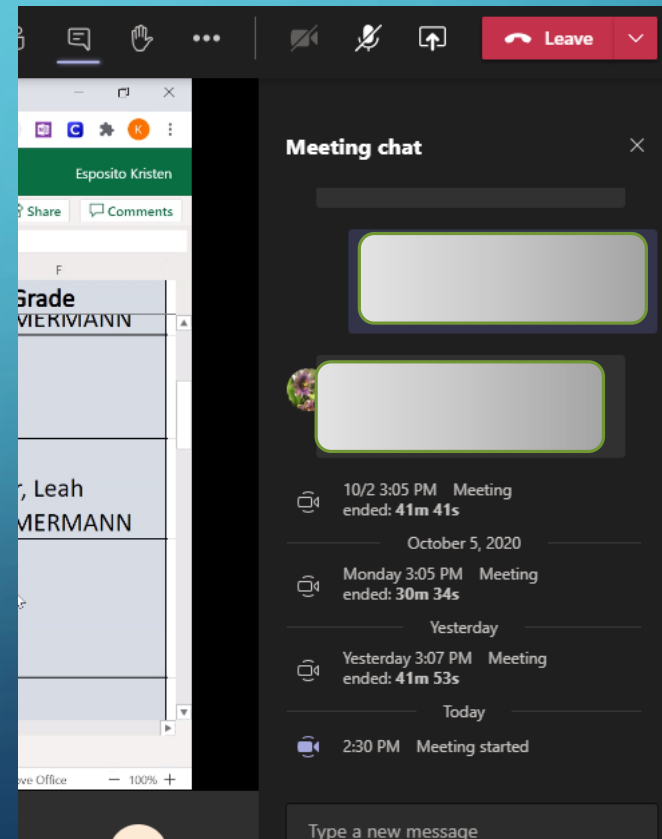
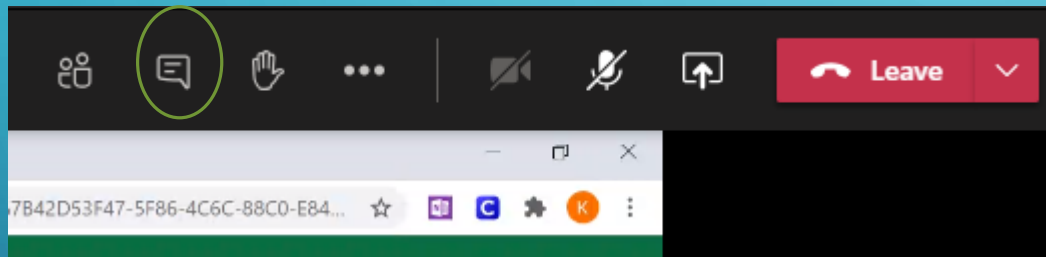
CHAT SITE

- Teachers may set up a Q & A Chat channel for Open House Questions and Answers (*most likely, these will be utilized by non-live sessions*)

The screenshot displays the Microsoft Teams interface. On the left, the 'Library Open House' team is shown with two channels: 'General' and 'Parent Q and A'. The 'Parent Q and A' channel is highlighted with a yellow circle. On the right, the 'Parent Q and A' channel view is shown, featuring a post from 'Esposito Kristen' at 10:44 AM. The post content includes the title 'Parent Q&A' and the text 'When asking questions Oct. 15 I will monitor this site to answer questions.' A 'Reply' button is visible at the bottom of the post.

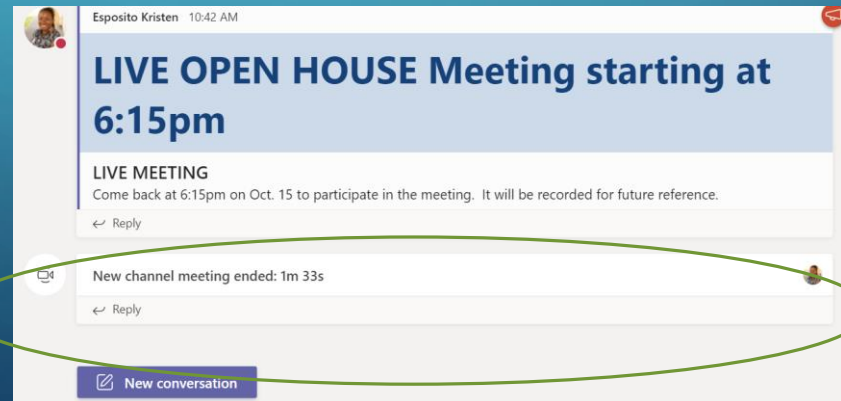
LIVE CHAT WINDOW

- Click on this icon to participate in LIVE CHATS during LIVE Open House sessions. (NOTE: Not all teachers will host a LIVE session)



LIVE SESSION RECORDINGS

- We are asking any teacher who hosts a LIVE TEAMS meeting session to record the meeting for later viewing.
- These recordings will appear on the **GENERAL PAGE** of the Open House TEAMS site.



QUESTIONS?

PLEASE EMAIL TECH SUPPORT Q'S: KRISTEN ESPOSITO @
ESPOSITOK@PCSB.ORG

CONTACT YOUR CHILD'S TEACHER FOR CONTENT RELATED
QUESTIONS