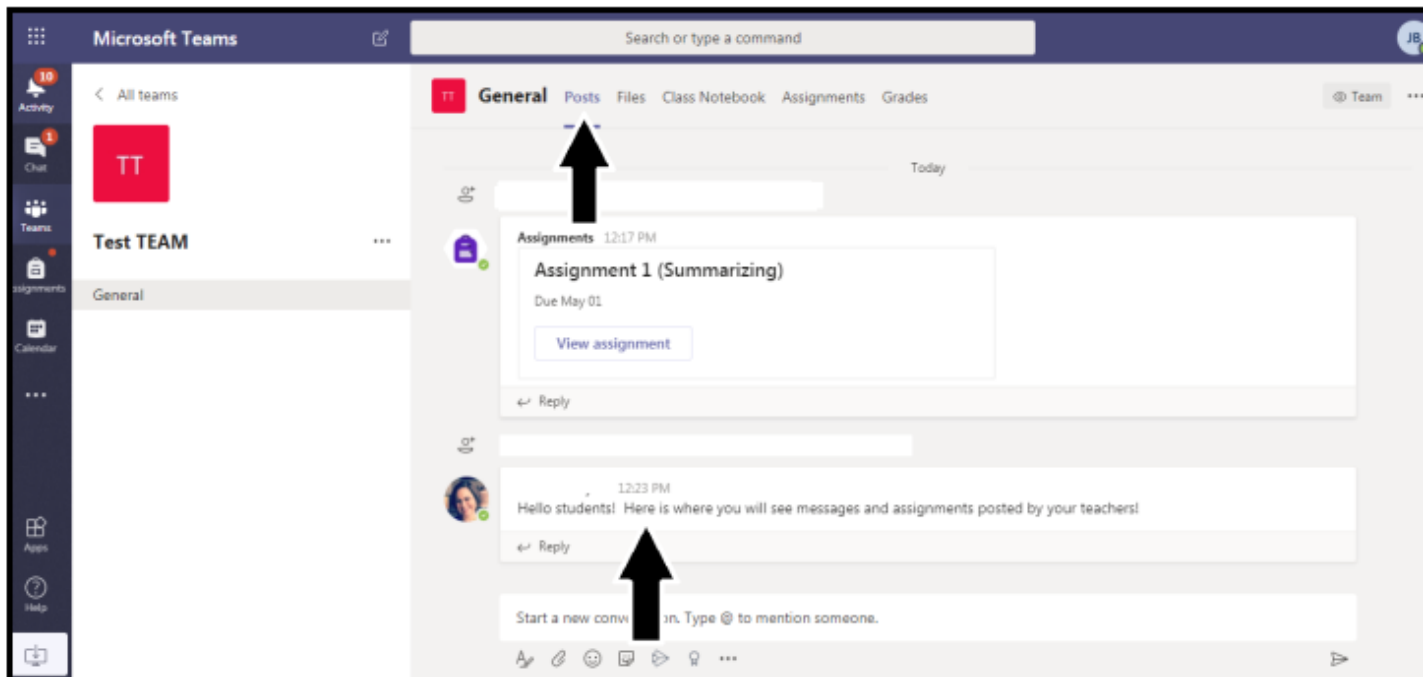
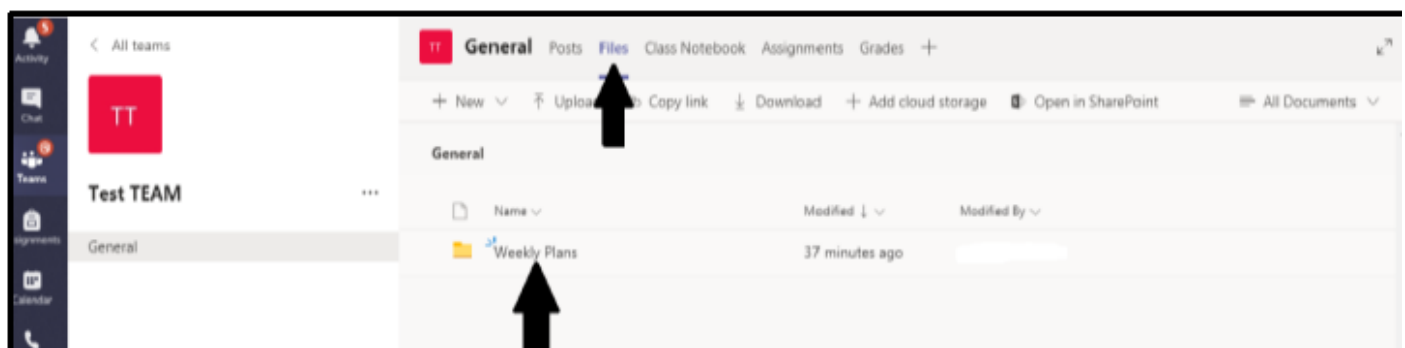


# A Student's Guide to Using TEAMS

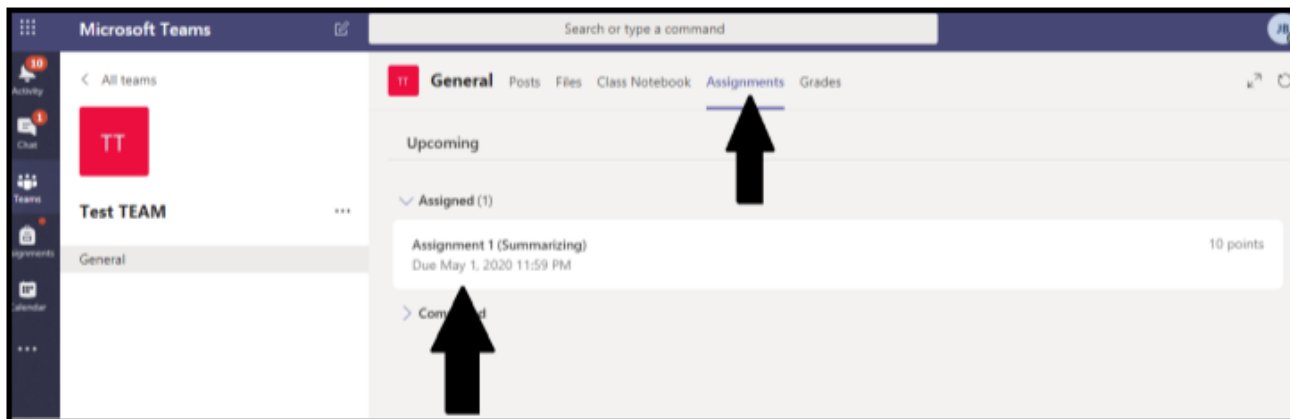
**Posts:** Here you will see messages from your teachers and assignments that he or she created.



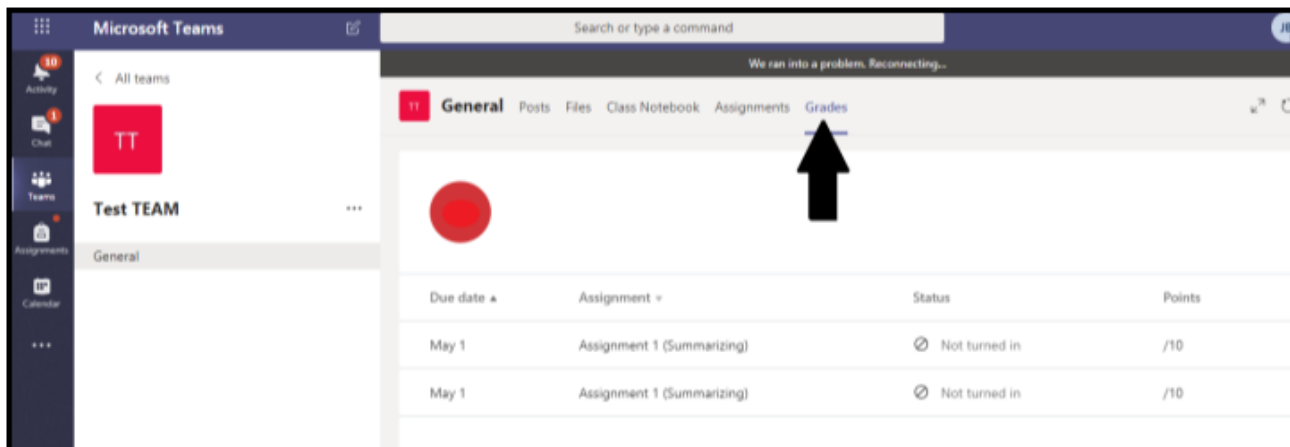
**Files:** Here you can find files that your teacher uploads along with the instructional plan for each week.



**Assignments:** Here you will see all of the assignments your teacher has given you along with any resources or instructional videos.

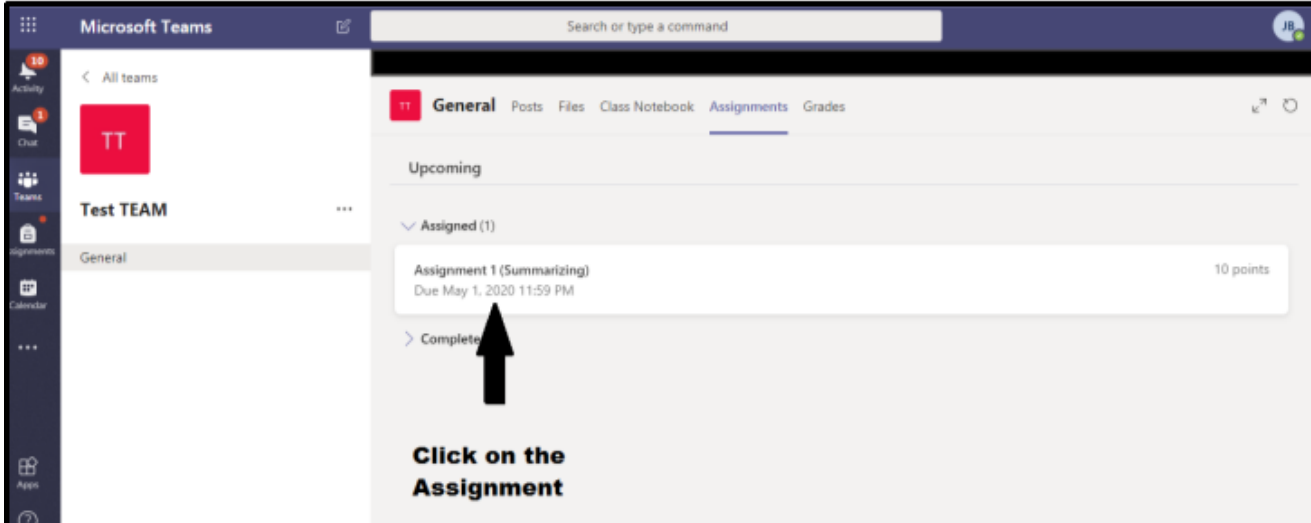


**Grades:** Here you will see all of your assignments along with the grades and teacher feedback.

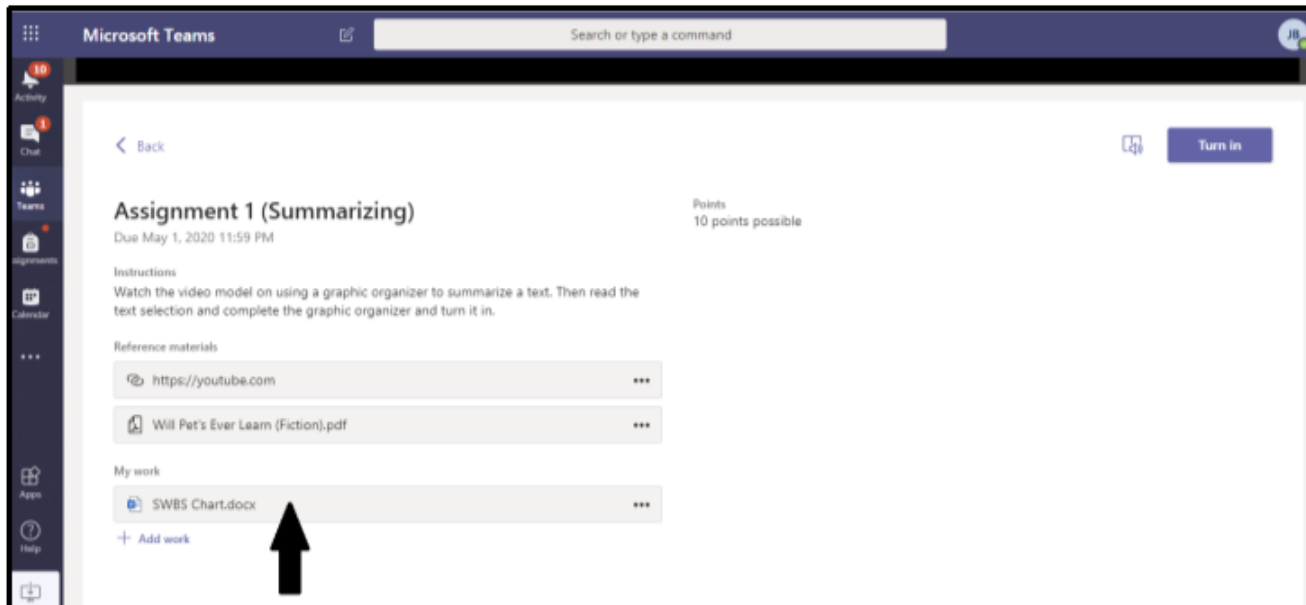


# How to Complete an Assignment

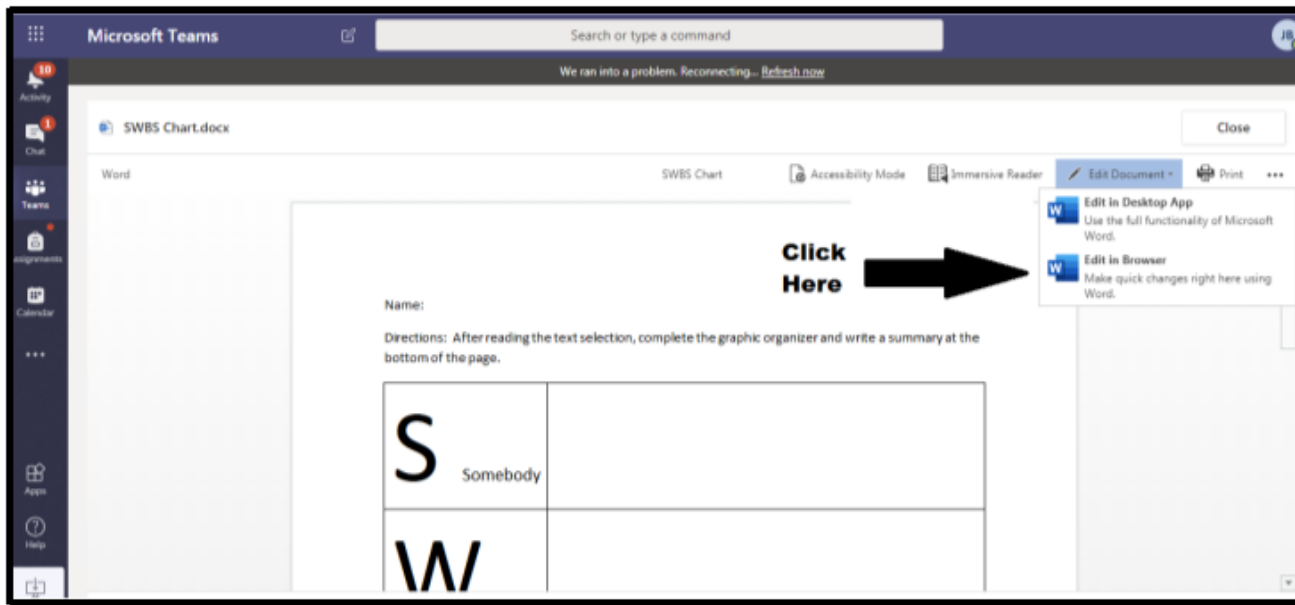
**Step 1:** Click on the assignment you want to complete.



**Step 2:** Click the assignment you want to complete.

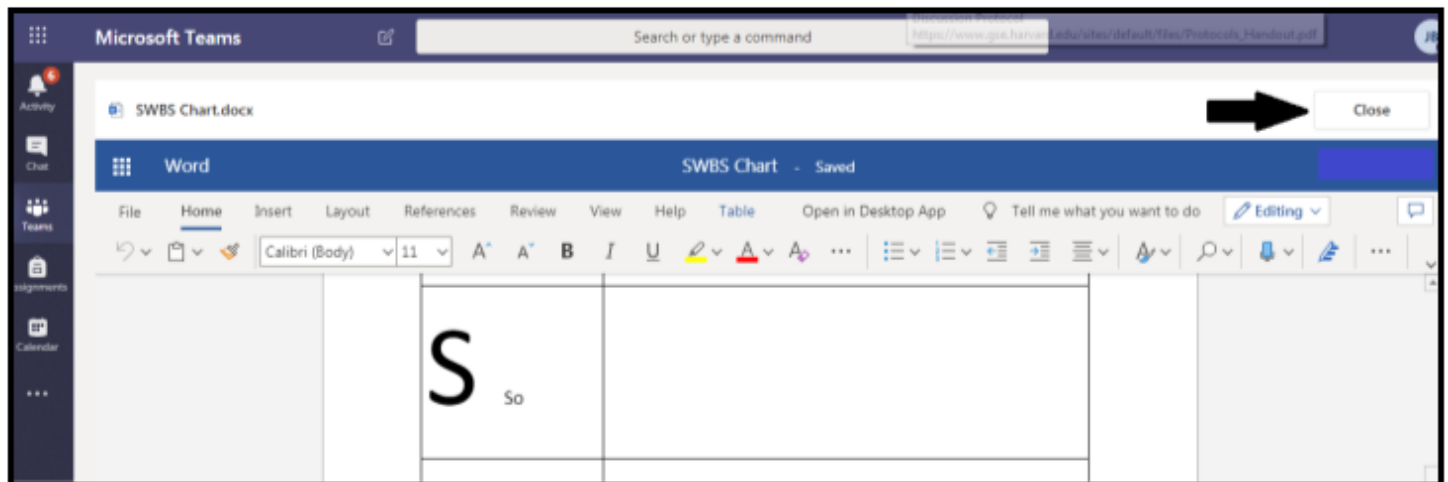


**Step 3:** Click “Edit Document” and select either option.

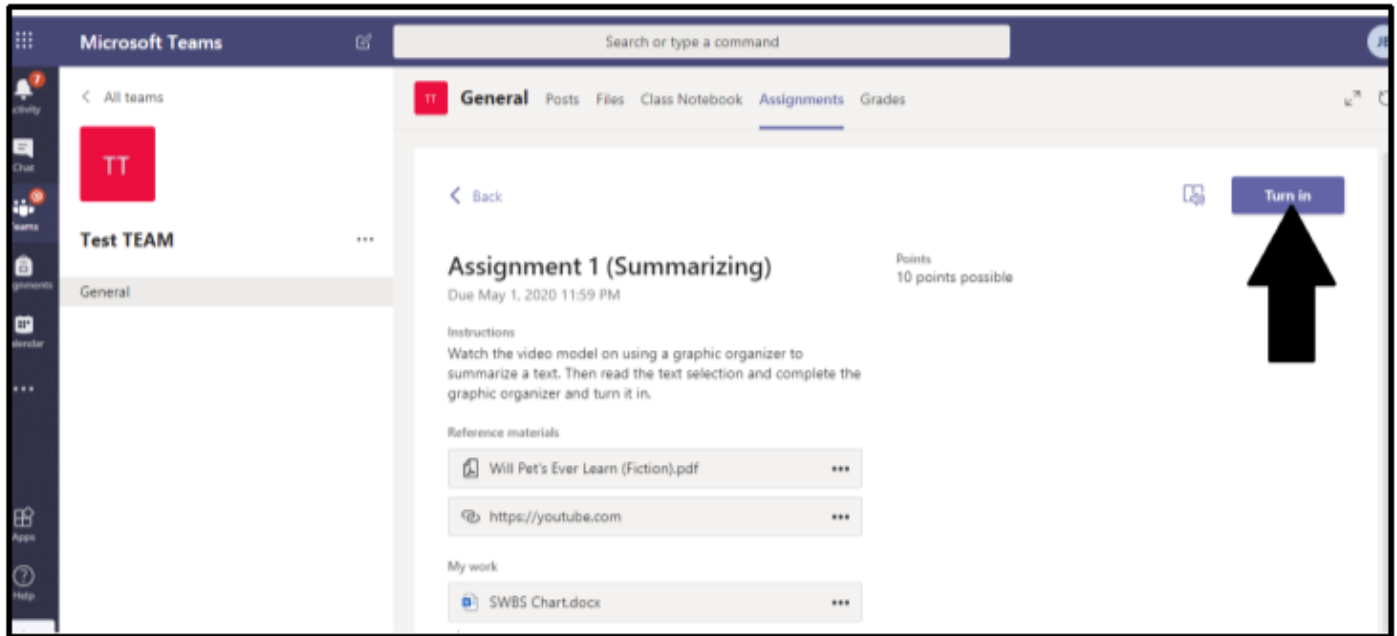


**Step 4:** Complete the work. The document will save automatically without the need to hit the “Save” button.

**Step 5:** Close the document when you have finished.



**Step 6:** Turn it in for your teacher to assess and give you feedback!



**Step 7:** Enjoy your virtual learning experience using TEAMS!