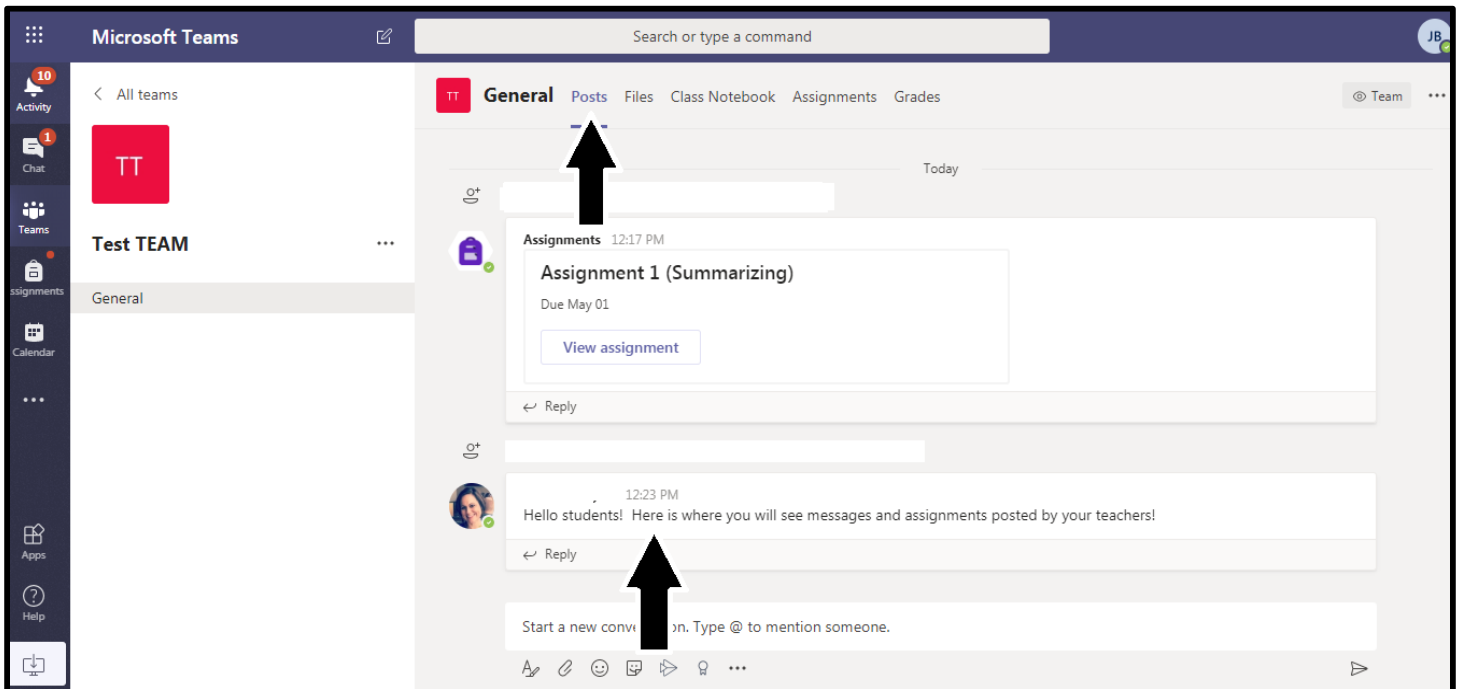
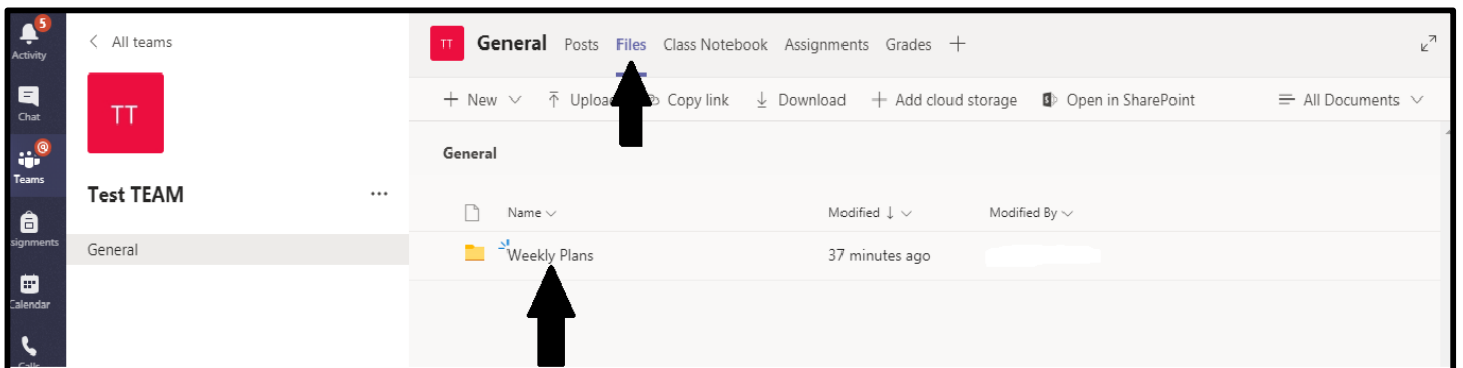


# A Student's Guide to Using TEAMS

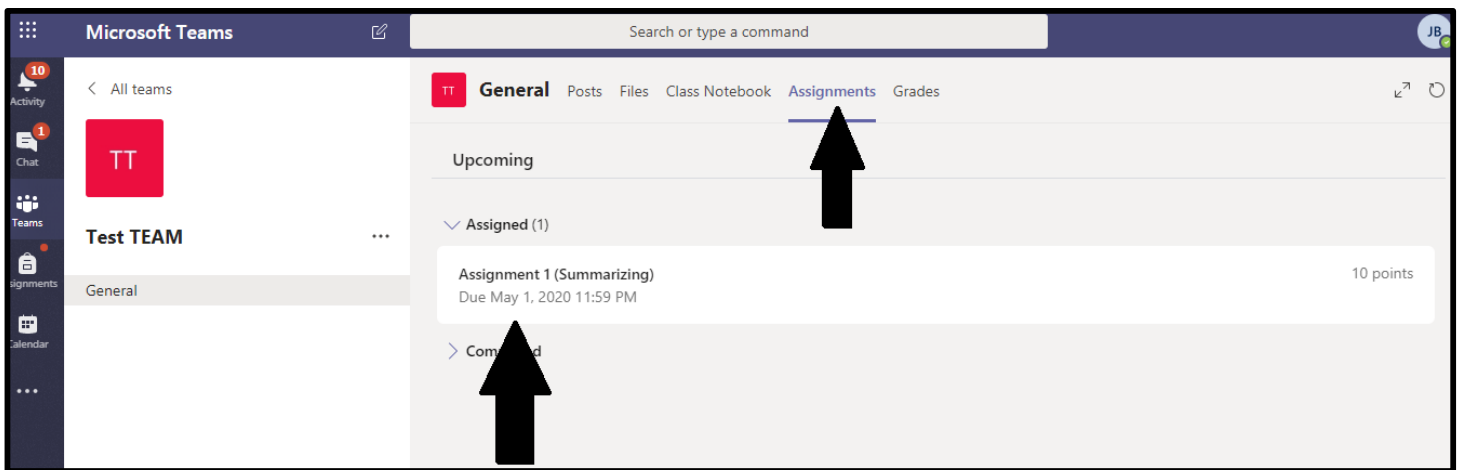
**Posts:** Here you will see messages from your teachers and assignments that he or she created.



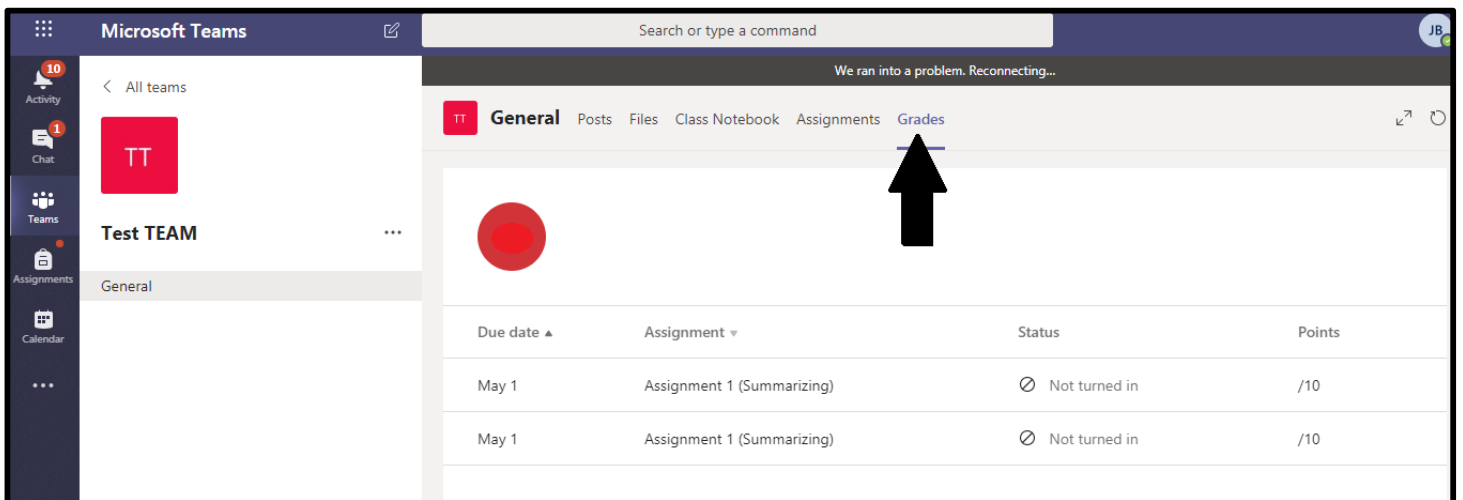
**Files:** Here you can find files that your teacher uploads.



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

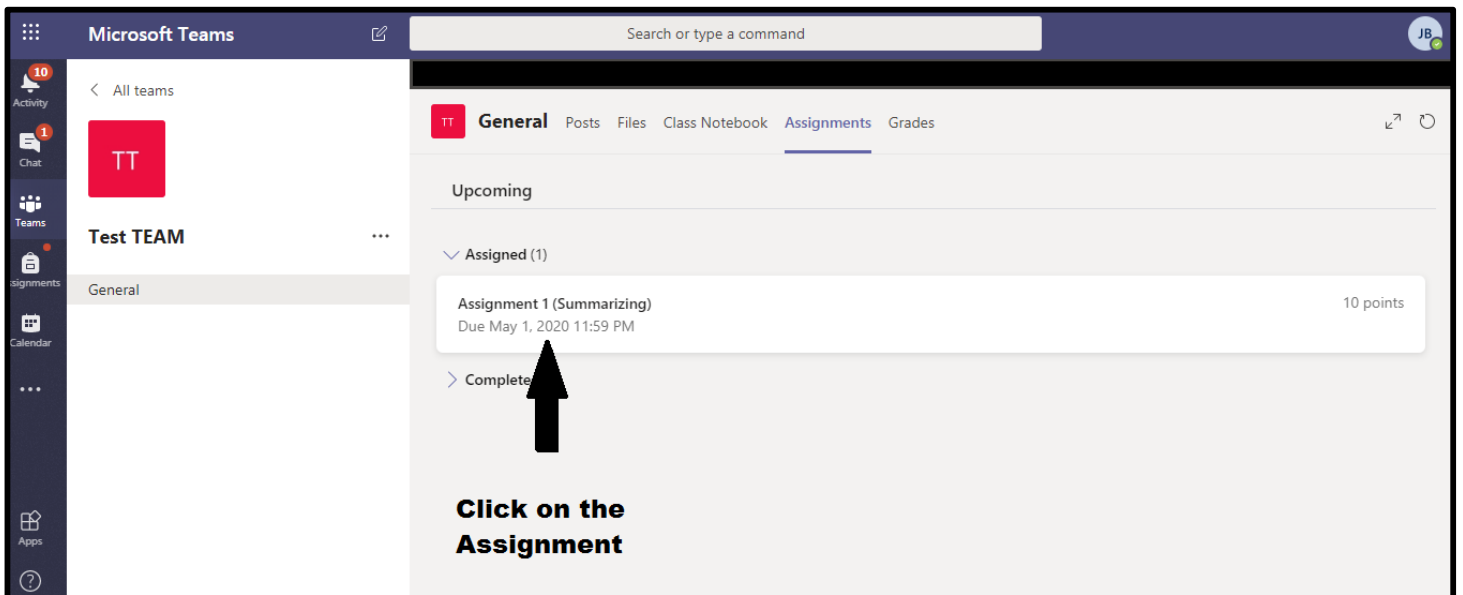


**Grades:** Here you will see all of your assignments along with the grades and teacher feedback.

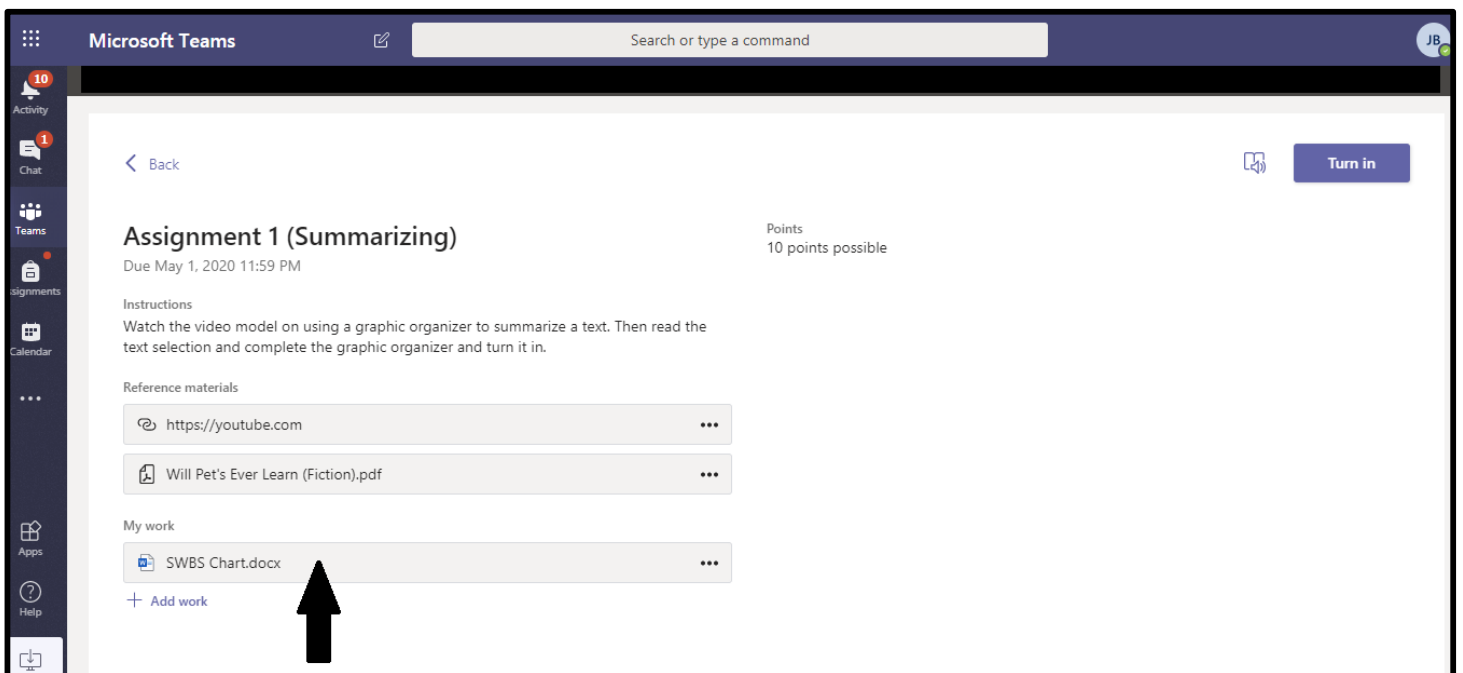


# How to Complete an Assignment from a Desktop Computer

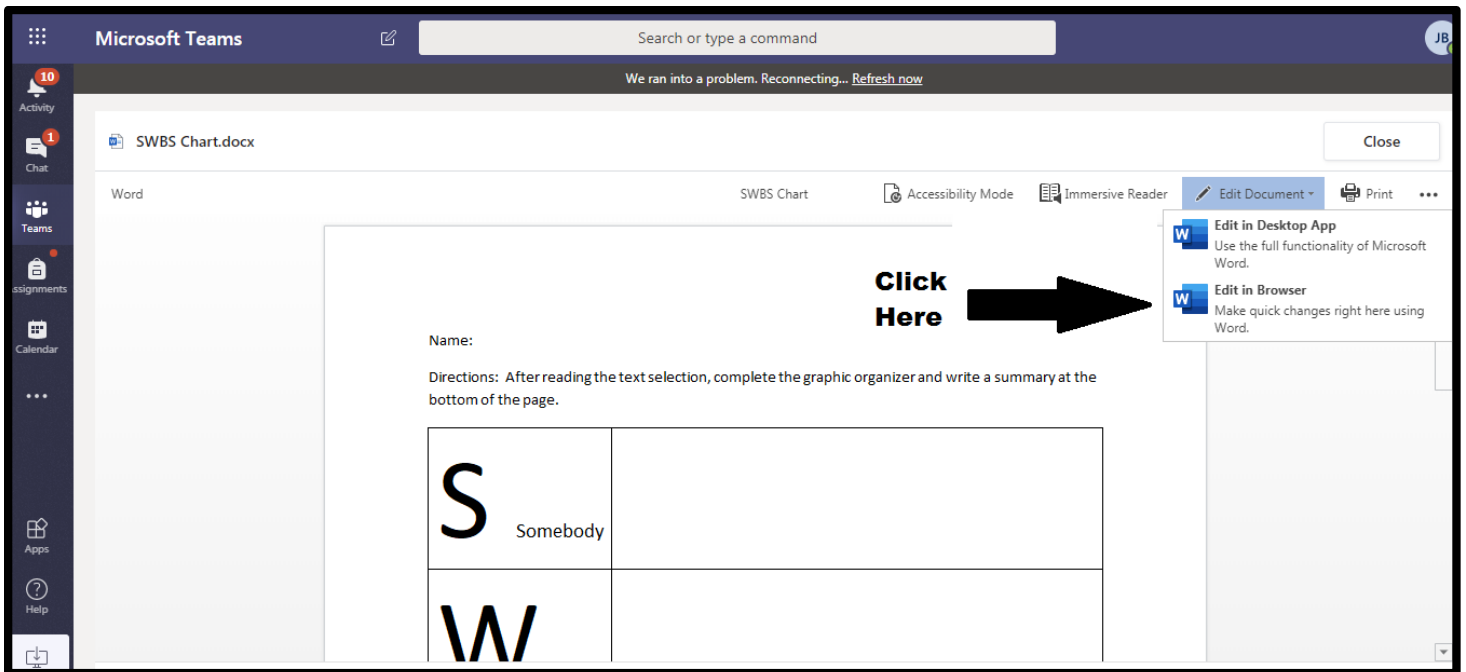
**Step 1:** Click on the assignment you want to complete.



**Step 2:** Click the assignment under “My Work.”

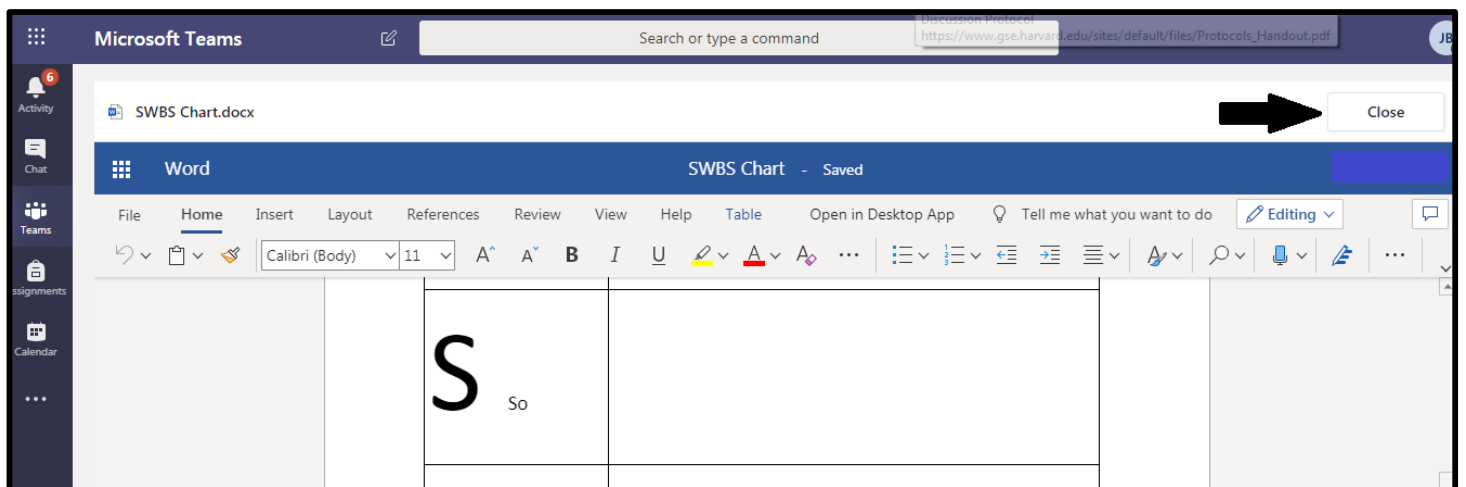


**Step 3:** Click “Edit Document” and select either option.

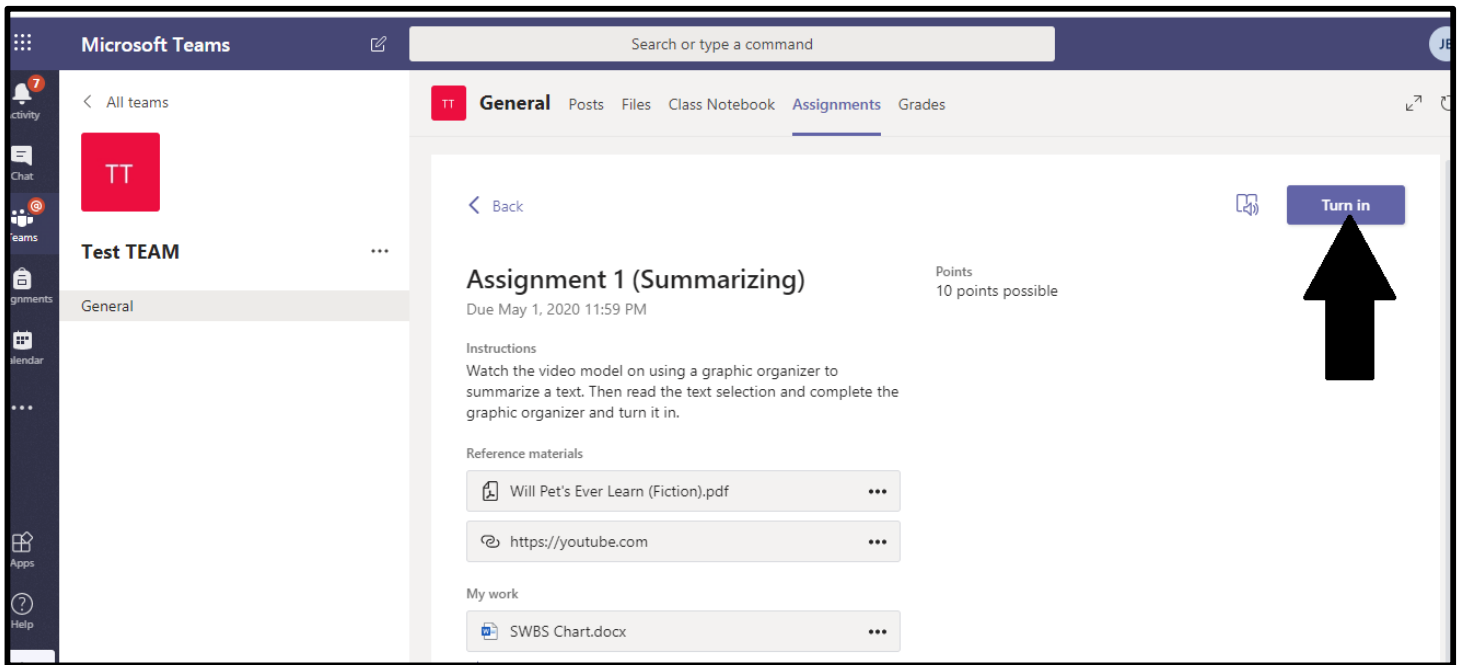


**Step 4:** Complete the work. The document will save automatically without the need to hit the “Save” button.

**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!

## How to Complete an Assignment from a Mobile Device

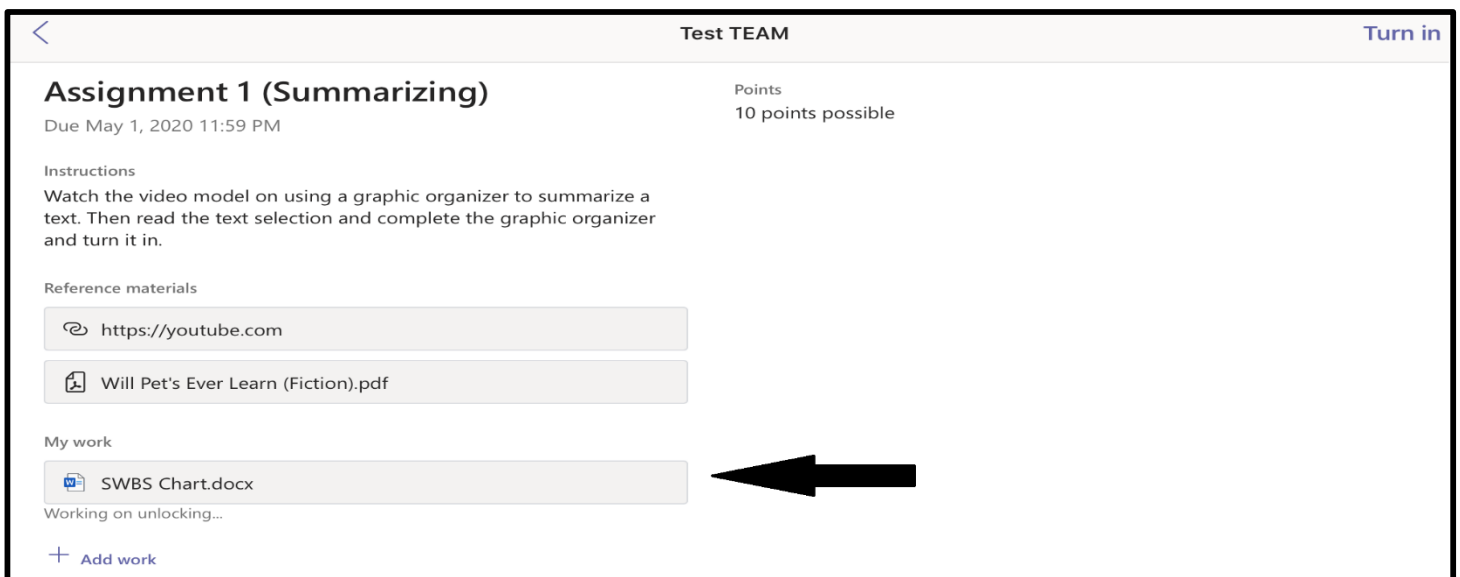
**Step 1:** Download the TEAMS app onto your mobile device, and log in using your district log-in information provided by your teacher.

**Step 2:** Download the Microsoft Word app onto your mobile device. This is where you will complete your assignments.

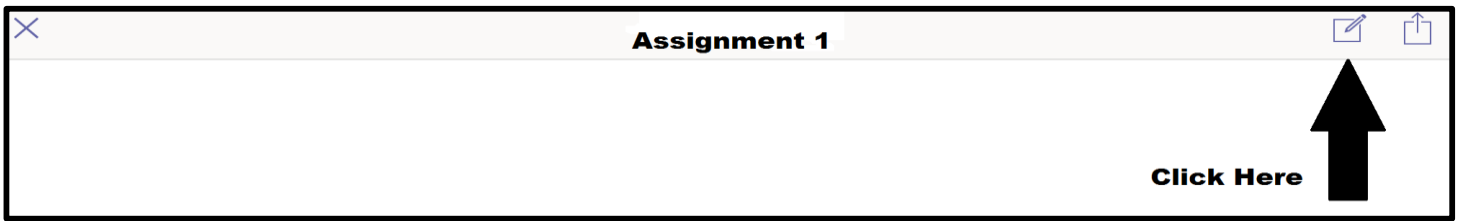
**Step 3:** Click on the assignment you want to view.



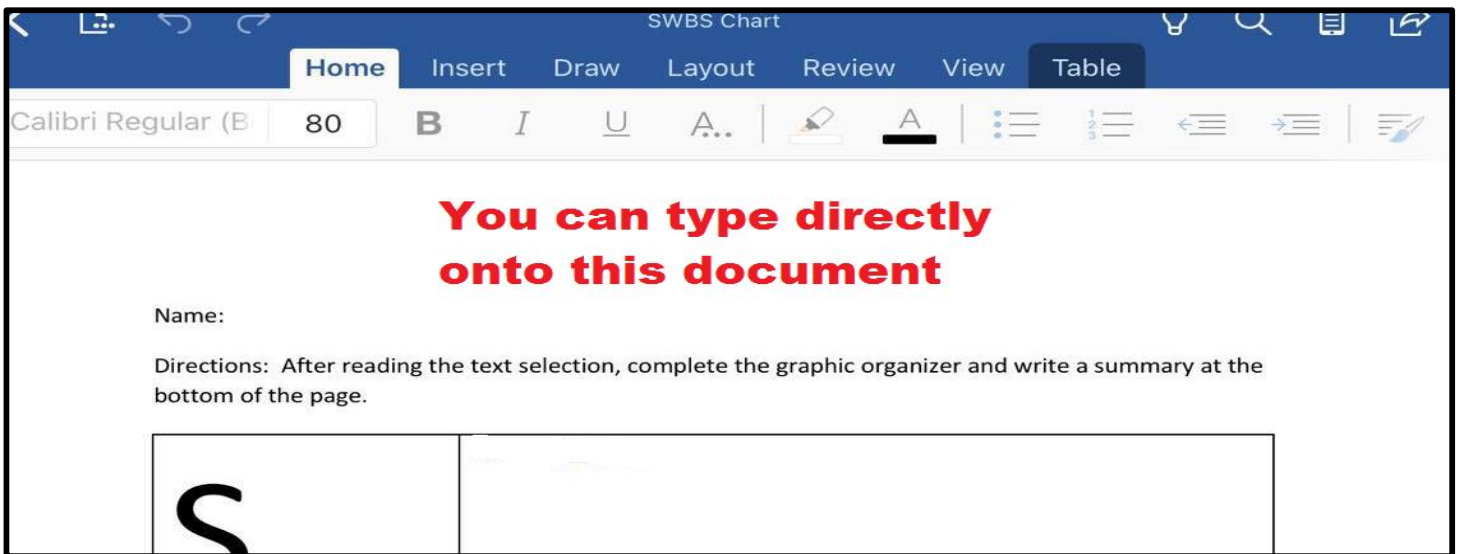
**Step 4:** Select the assignment to be completed under "My Work."



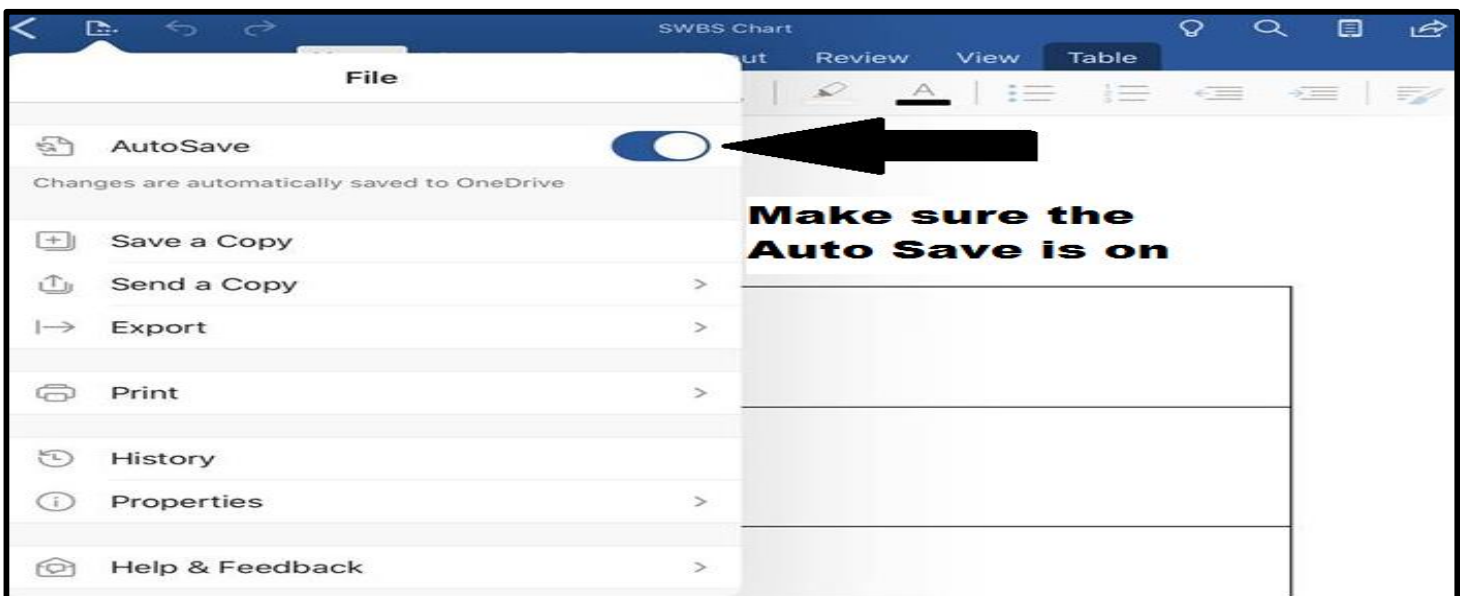
**Step 5:** Click the icon at the top right of the assignment.



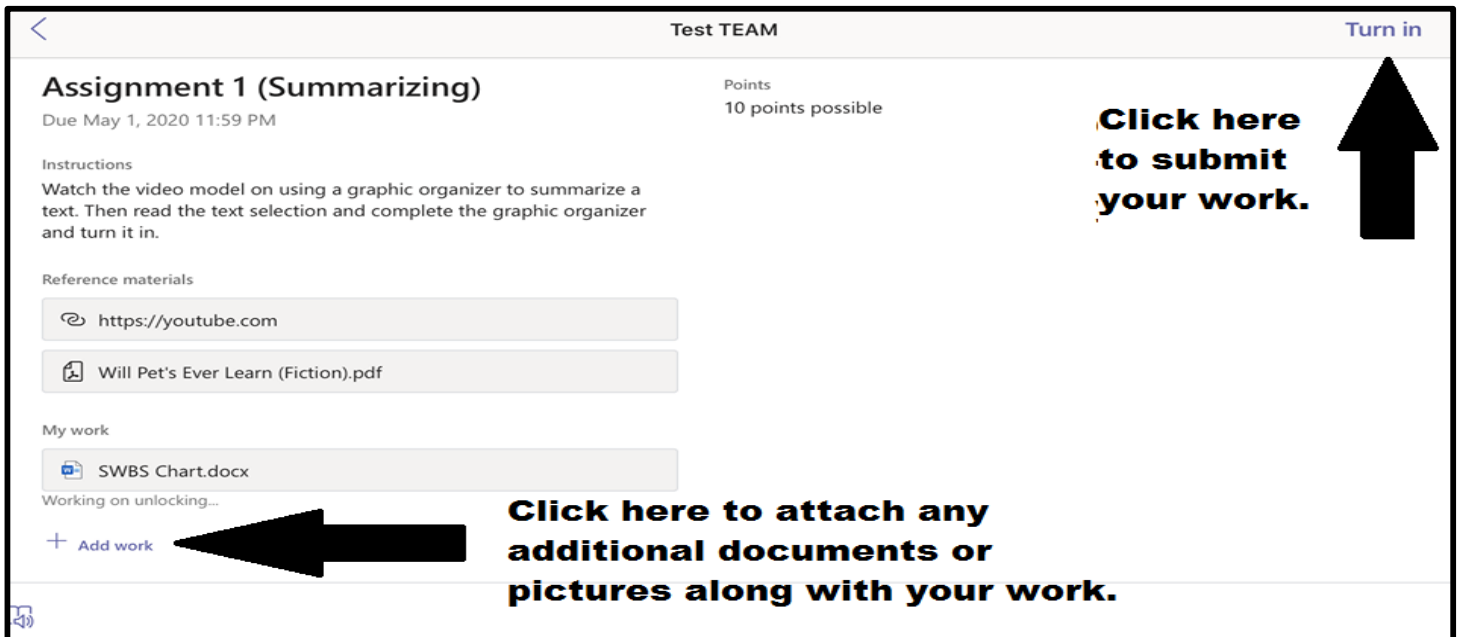
**Step 6:** Microsoft Office will open your document. You will type directly onto the document.



**Step 7:** Complete the work. The document will save automatically without the need to hit the "Save" button. Just make sure the AutoSave button is on.



**Step 8:** Turn it in for your teacher to assess and give you feedback. You can also attach other documents and pictures to the assignment you are turning in by clicking, “Add Work.”



The screenshot shows a mobile application interface for an assignment submission. At the top, there is a navigation bar with a back arrow on the left, the text "Test TEAM" in the center, and a "Turn in" button on the right. Below the navigation bar, the assignment title "Assignment 1 (Summarizing)" is displayed in bold, followed by the due date "Due May 1, 2020 11:59 PM". To the right of the title, it says "Points 10 points possible".

Under the "Instructions" section, the text reads: "Watch the video model on using a graphic organizer to summarize a text. Then read the text selection and complete the graphic organizer and turn it in." Below this, there is a "Reference materials" section with two items: a link to "https://youtube.com" and a PDF file named "Will Pet's Ever Learn (Fiction).pdf".

The "My work" section shows a document titled "SWBS Chart.docx" with the status "Working on unlocking...". Below this, there is a blue plus sign icon followed by the text "Add work".

Two large black arrows are overlaid on the screenshot. One arrow points upwards from the bottom right towards the "Turn in" button, with the text "Click here to submit your work." next to it. The other arrow points left from the right side towards the "Add work" button, with the text "Click here to attach any additional documents or pictures along with your work." next to it.

**Step 9:** Enjoy your virtual learning experience using TEAMS on your mobile device!