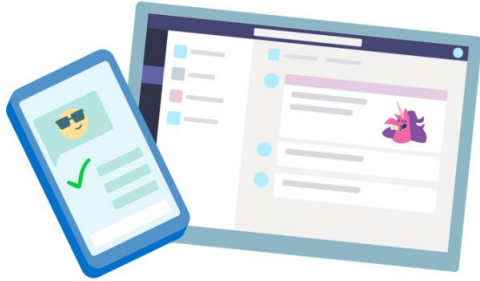
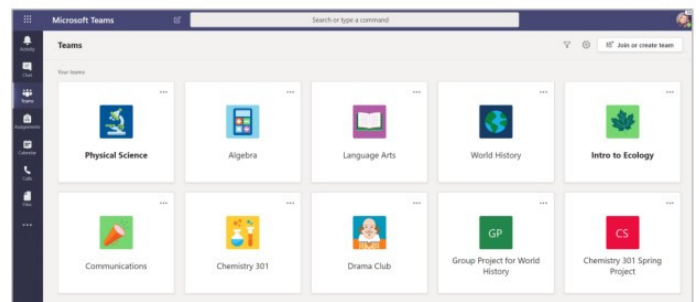
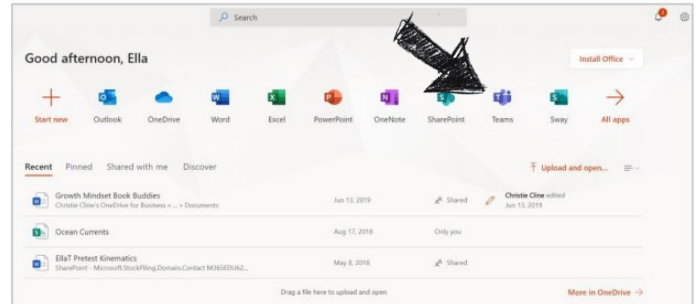


MICROSOFT TEAMS



GETTING STARTED ON TEAMS:

1. FROM CLASSLINK, CLICK ON THE OFFICE 365 APP
2. FROM THE OFFICE 365 HOMEPAGE, CLICK ON THE **TEAMS** APP TO OPEN IT RIGHT IN YOUR BROWSER
3. WHEN YOU SEE YOUR CLASS TILES, CLICK ON ONE TO START CONNECTING WITH YOUR TEACHERS AND CLASSMATES!



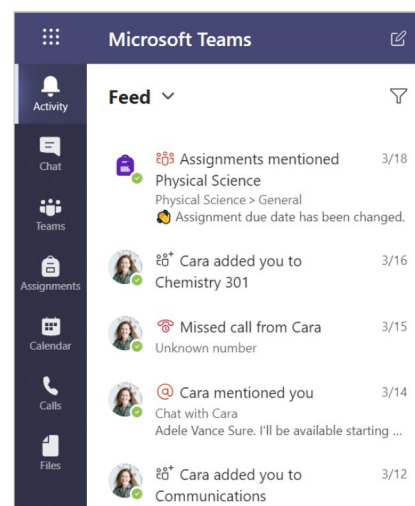
CHANNELS:

- EVERY CLASS TILE HAS A MAIN PAGE, THE **GENERAL** CHANNEL. UNDER **GENERAL**, THE TEACHER MAY CREATE MORE CHANNELS TO ORGANIZE TOPICS, PROJECTS, AND MORE.
- ALL CHANNELS INCLUDE **POSTS, FILES, CLASS NOTEBOOK, ASSIGNMENTS, AND GRADES TABS.**

NOTIFICATIONS:

CHECK THE **ACTIVITY** FEED TO MAKE SURE YOU DON'T MISS A NEW ASSIGNMENT OR MESSAGE.

TEAMS CAN HELP YOU STAY UP TO DATE ON WORK EVEN WHEN YOU ARE ABSENT! REACH OUT TO A TEACHER THROUGH CHAT OR LOOK FOR ASSIGNMENTS YOU MAY HAVE MISSED.

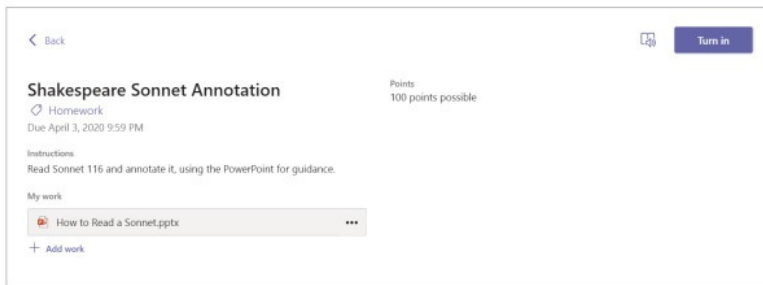
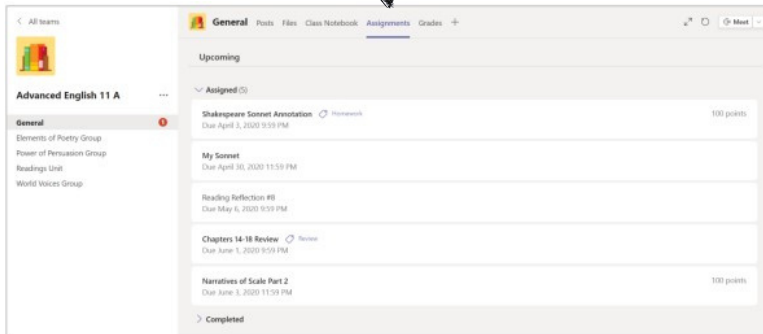
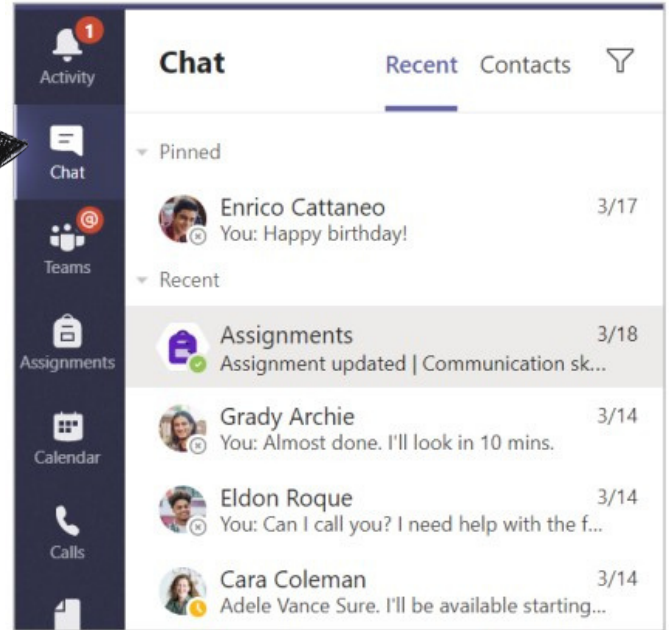


MICROSOFT TEAMS



COMMUNICATE:

USE THE **CHAT** FEATURE TO CONNECT WITH TEACHERS IF YOU HAVE QUESTIONS OR NEED ASSISTANCE WITH AN ASSIGNMENT.



VIEW AND TURN IN ASSIGNMENTS:

1. HEAD TO A CLASS TILE AND THE GENERAL CHANNEL--SELECT THE ASSIGNMENTS TAB
2. TO VIEW THE ASSIGNMENT DETAILS AND TURN IN WORK, SELECT THE ASSIGNMENT.
3. ATTACH ANY REQUIRED MATERIALS BY CLICKING **+ADD WORK**.
4. CLICK **TURN IN**

*BE MINDFUL OF TURNING IN BLANK DOCUMENTS. AT TIMES, AN ASSIGNMENT MAY BE MARKED **'TURNED IN'**, EVEN IF A STUDENT SUBMITS UNFINISHED WORK.
ALWAYS DOUBLE CHECK



OTHER TIPS:



EXPLORE THE STUDENT HELP CENTER FOR HELP USING OFFICE 365.

VISIT:

[HTTPS://BCS1.ORG/DIGITAL_RESOURCES](https://BCS1.ORG/DIGITAL_RESOURCES) FOR MORE SUPPORT IN USING MICROSOFT TEAMS



MICROSOFT TEAMS DOES NOT OFFER A SEPARATE PARENT LOGIN OPTION. CONSIDER DOWNLOADING THE **TEAMS** APP ON YOUR PHONE. HAVE YOUR CHILD LOGIN USING THEIR CREDENTIALS FOR EASY ACCESS TO THEIR ASSIGNMENTS AND COURSE UPDATES.