## How to access Teams for Students

Access ClassLink through the icon on your school’s homepage.

Or use the following link: [https://launchpad.classlink.com/osceola](https://launchpad.classlink.com/osceola)

Click on the button to sign in.

Enter your student id as your username.

Enter the password that you use to log into the computer at school.

Once you are in class link Click on new Teams Icon.

Some browsers may ask to install the ClassLink Chrome extension. Using this extension will make sign into Office 365 easier, but it is not necessary.
If you choose not to install the extension you will be asked to sign into Microsoft.

Your email is your student id number @student.Osceolaschools.net

Your password is the same that you have used to log into class link and your computer in the morning.

NOTE: To access Microsoft products on mobile devices use the same email address.

Once Teams opens students may have the option to join a Team using a class code provided by their teacher.

If a teacher has already added the student to a team it will appear under **Your teams**.

If students need to join another team, the button on the top right-hand corner allows the use of a join code.
How to Complete an Assignment in Teams

Across the top of the Team, you will see the Assignment tab.

Note: If your Team has multiple channels be sure that you are in the General channel.

The teacher has given this student an assignment. Students can click on it to view and complete the assignment.

On this assignment you can see that the teacher attached a word document. Students can open the Word document to complete the assignment.

The assignment opens within the Teams platform. Students can enter their answers by typing them directly onto the Word Document.
When finished, click **Close** on the top right hand corner.

From this screen students have the option to
1) Turn in their work by clicking on the blue **Turn in** button.
2) Edit their work at another time and turn in when finished.

When the teacher has finished grading their work, students can check their score by clicking on the assignment.

Students can see their grade and any feedback their teacher has to share.