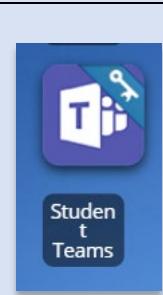
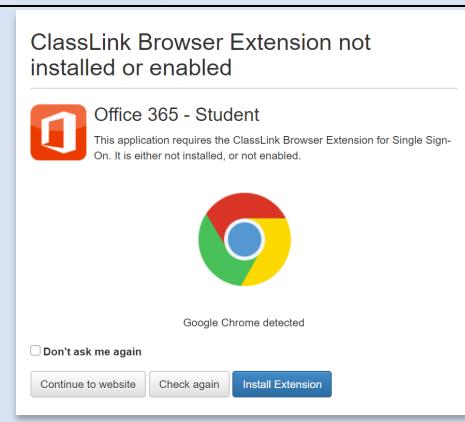
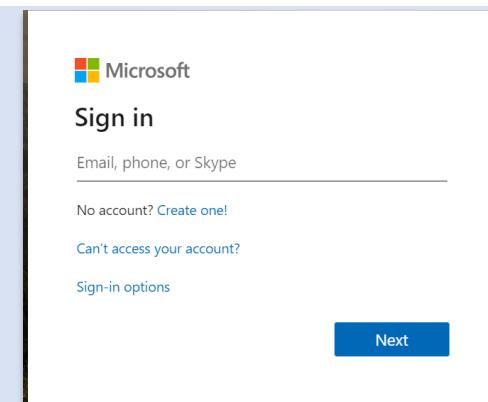


How to access Teams for Students

	<p>Access ClassLink through the icon on your school's homepage.</p> <p>Or use the following link: https://launchpad.classlink.com/osceola</p>
	<p>Click on the button to sign in.</p>
	<p>Enter your student id as your username.</p> <p>Enter the password that you use to log into the computer at school.</p>
	<p>Once you are in class link Click on new Teams Icon.</p>
	<p>Some browsers may ask to install the ClassLink Chrome extension.</p> <p>Using this extension will make sign into Office 365 easier, but it is not necessary.</p>

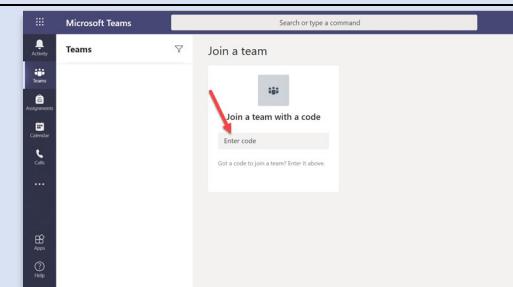


If you choose not to install the extension you will be asked to sign into Microsoft.

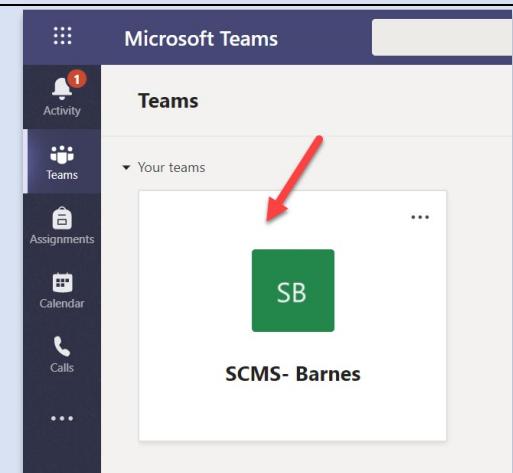
Your email is your student
id number @student.Osceolaschools.net

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

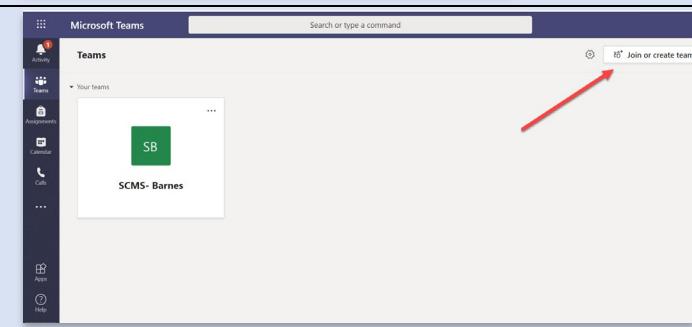
NOTE: To access Microsoft products on mobile devices use the same email address.



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

A screenshot of the Microsoft Teams interface. The top navigation bar shows 'Microsoft Teams' and a search bar. Below the bar, there are icons for Activity, Teams, Assignments, Calendar, and Calls. On the left, a sidebar lists 'All teams' with 'SCMS- Barnes' selected. The main area shows the 'General' channel with tabs for General, Posts, Files, Class Notebook, Assignments (which is highlighted in blue), and Grades. Under the 'Assignments' tab, the 'Upcoming' section is empty. The 'Assigned' section shows one assignment titled 'Editing Assignment' due April 3, 2020 at 11:59 PM. A red arrow points to the 'Assignments' tab.

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.

A screenshot of the Microsoft Teams interface, similar to the first one but with a different view. It shows the 'General' channel with the 'Assignments' tab selected. The 'Upcoming' section is empty. The 'Assigned' section shows one assignment titled 'Editing Assignment' due April 3, 2020 at 11:59 PM. A red arrow points to the 'Assigned' section.

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

A screenshot of the 'Editing Assignment' page. At the top, it says 'Editing Assignment' and 'Due April 3, 2020 11:59 PM'. Below that is an 'Instructions' section with the text 'Please complete and return the assignment.' To the right, it says 'Points 100 points possible'. In the center, there's a 'My work' section with a file named 'Editing sentences.docx' (indicated by a red arrow). Below that is a '+ Add work' button. At the top right, there are 'Turn in' and 'View' buttons.

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

A screenshot of a Microsoft Word document titled 'Editing sentences.docx'. The document contains the following text:
Word bank
Your you're there their they're its it's
1. Please give the dog ____ bone.
2. ____ dad will be home soon.
3. ____ time to get out your writing books.

The assignment opens within the Teams platform. Students can enter their answers by typing them directly onto the Word Document.

Editing sentences

Word bank
Your you're there their they're its it's

1. Please give the dog its bone.
2. Your dad will be home soon.

When finished, click **Close** on the top right hand corner.

General Posts Files Class Notebook Assignments Grades

SCMS - Barnes General

Editing Assignment Due April 3, 2020 11:59 PM Points 100 points possible

Instructions Please complete and return the assignment.

My work Editing sentences.docx ...

+ Add work

Turn in

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.

General Posts Files Class Notebook Assignments Grades

Upcoming

Nothing left to turn in. #winning

✓ Completed (1)

Editing Assignment

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

Back

Editing Assignment Due April 3, 2020 11:59 PM

Instructions Please complete and return the assignment.

My work Editing sentences.docx ...

+ Add work

Returned Wed, Mar 18, 3:57 PM

Turn in again

Feedback Great work!

Points 90 / 100

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