# How to access Teams for Students
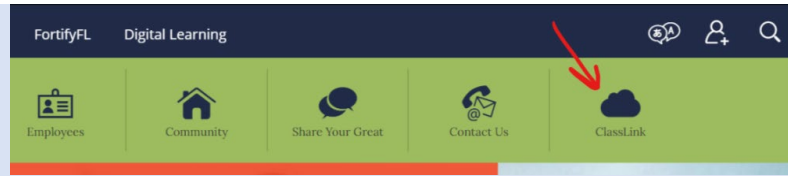
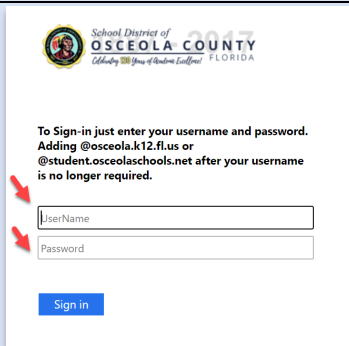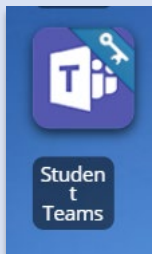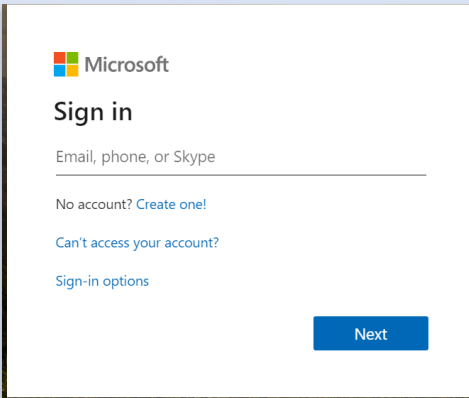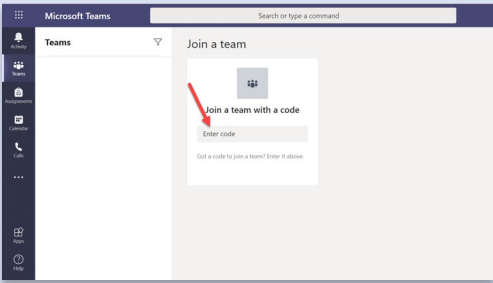| | |
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| **FortifyFL**   **Digital Learning** <br><br> Employees   Community   Share Your Great   Contact Us   ClassLink | Access ClassLink through the icon on your school's homepage. <br><br> Or use the following link: <br> https://launchpad.classlink.com/osceola |
| **SDOC ClassLink Portal** <br><br> ➔ Click Here to Sign In <br><br> Help, I forgot my password | Click on the button to sign in. |
| **School District of OSCEOLA COUNTY FLORIDA** <br> *Celebrating 100 Years of Academic Excellence!* <br><br> To Sign-in just enter your username and password. Adding @osceola.k12.fl.us or @student.osceolaschools.net after your username is no longer required. <br><br> UserName <br> Password <br><br> Sign in | Enter your student id as your username. <br><br> Enter the password that you use to log into the computer at school. |
| **T** (Student Teams icon) <br> Student Teams | Once you are in class link Click on new Teams Icon. |
| **ClassLink Browser Extension not installed or enabled** <br><br> Office 365 - Student <br> This application requires the ClassLink Browser Extension for Single Sign-On. It is either not installed, or not enabled. <br><br> (Google Chrome logo) <br><br> Google Chrome detected <br> ☐ Don't ask me again <br> Continue to website   Check again   Install Extension | Some browsers may ask to install the ClassLink Chrome extension. <br> Using this extension will make sign into Office 365 easier, but it is not necessary. |

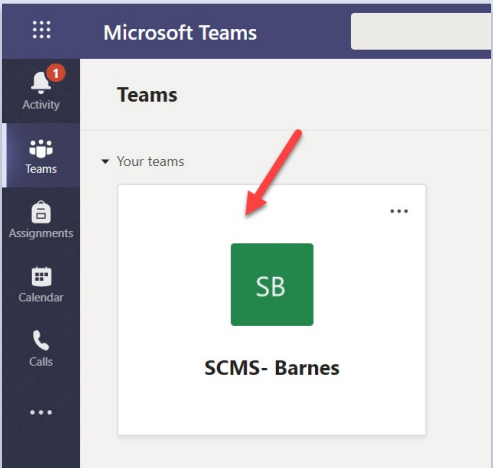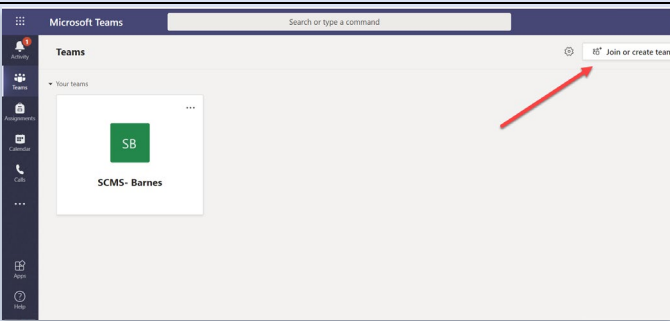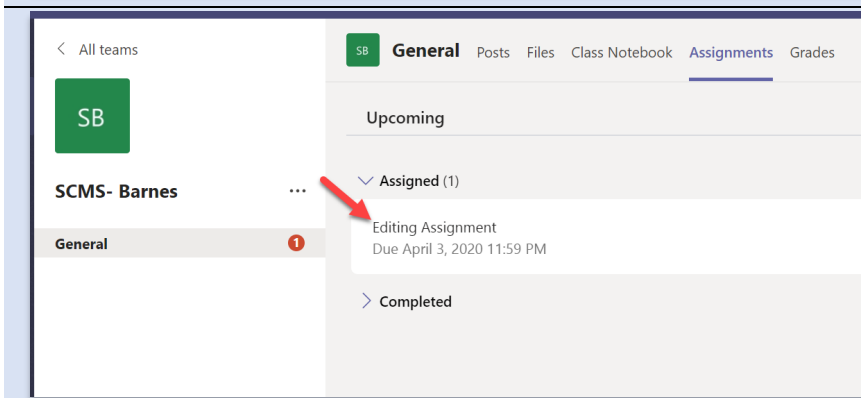| | |
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|  | If you choose not to install the extension you will be asked to sign into Microsoft.<br><br>Your email is your student **id number @student.Osceolaschools.net**<br><br>Your password is the same that you have used to log into class link and your computer in the morning.<br><br>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. |
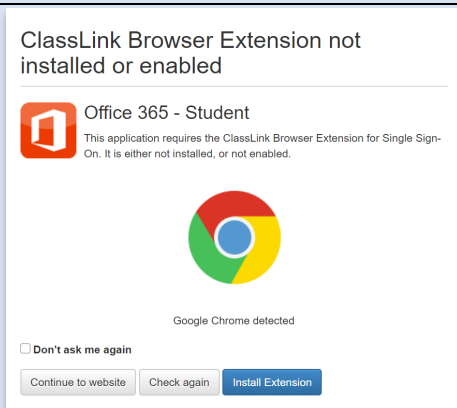
# How to Complete an Assignment in Teams
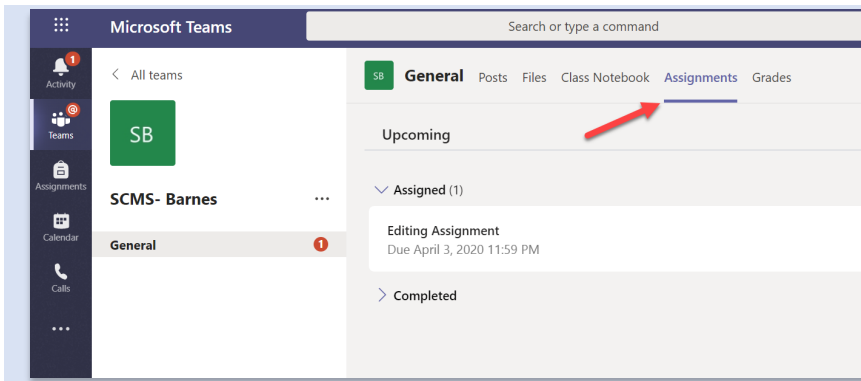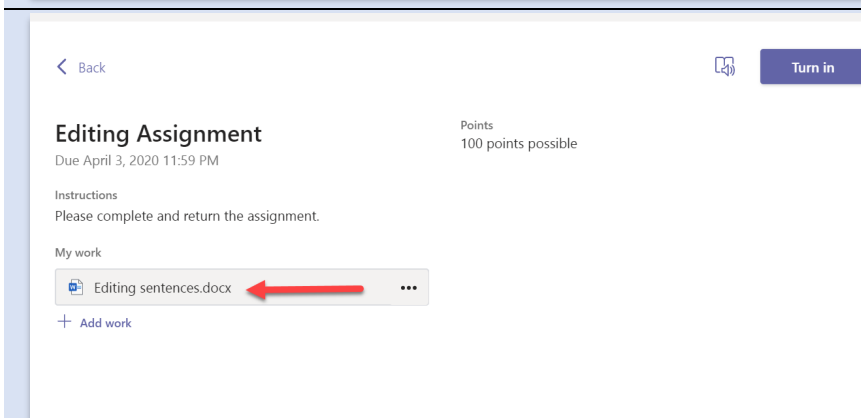
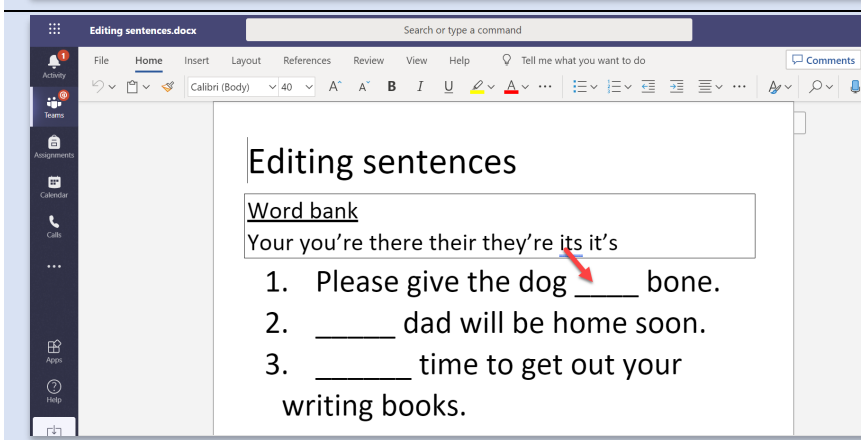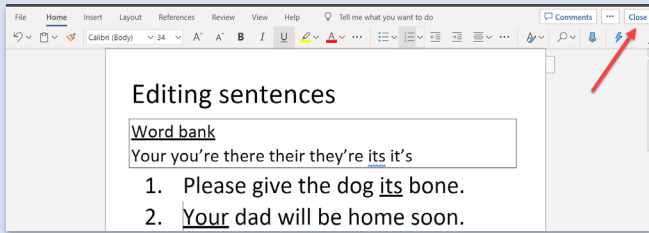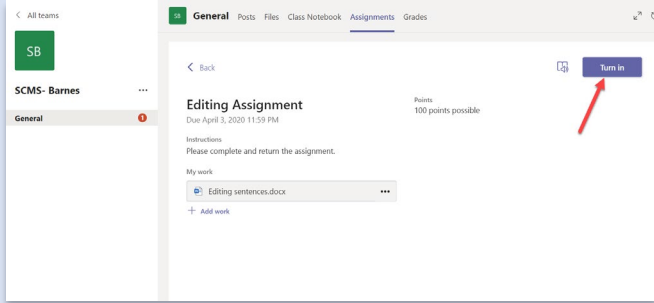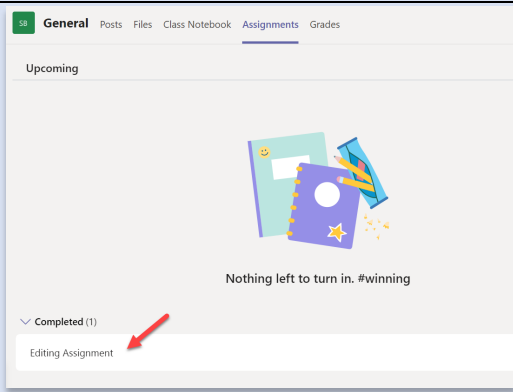| | |
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|  | Across the top of the Team, you will see the **Assignment** tab.<br><br>Note: If your Team has multiple channels be sure that you are in the **General** channel. |
|  | The teacher has given this student an assignment. Students can click 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. |

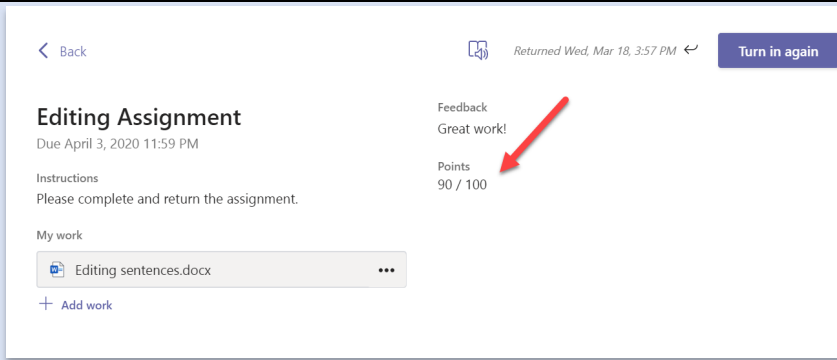| | |
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|  | When finished, click **Close** on the top right hand corner. |
|  | From this screen students have the option to<br>1) Turn in their work by clicking on the blue **Turn in** button.<br>2) Edit their work at another time and turn in when 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. |