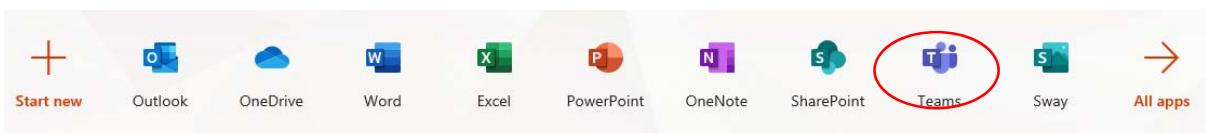
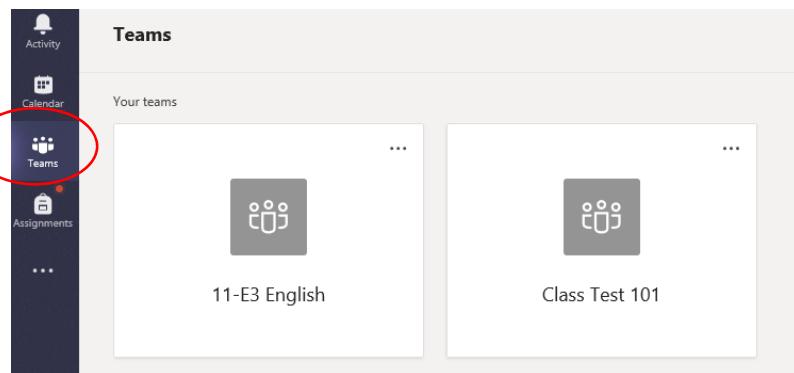


Accessing Teams

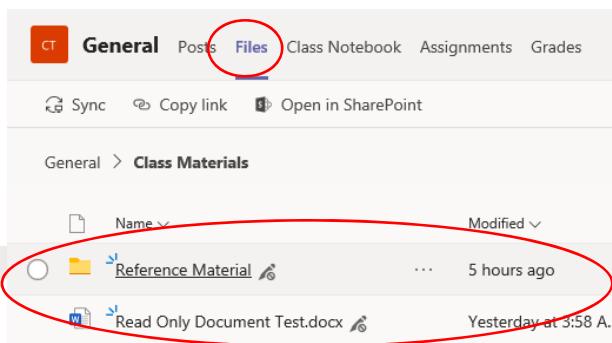
You can either download the Teams app from or log into Office365 and select **Teams**



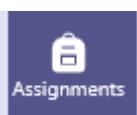
Select the **Teams** App from the left toolbar to view all of your current teams



Each team will contain resource files available to you. To access these, open a team and select **Files** from the menu. You can then browse through any class materials



Selecting the **Assignments** App from the toolbar will give you access to your current and previous assignments.



Select a class from the list



Open an assigned assignment to view the details, including Instructions, due date and available points. To hand in an assignment attach your file via the **Add work** option

The screenshot shows a 'Student Test Assignment' page. At the top right is a blue 'Hand in' button. Below it, the assignment title 'Student Test Assignment' and due date 'Due tomorrow at 23:59' are displayed. A section titled 'Instructions' contains the task 'Complete Test Essay'. Under 'My work', there is a red circle around the 'Test Student Upload.docx' file, which is highlighted with a red oval. Below the file is a '+ Add work' link.

Then press the **Hand in** button to submit your work to the teacher.

The screenshot shows the same assignment page after submission. The 'Hand in' button is now highlighted with a red oval. The status bar at the bottom left says 'Handed in on Tue 31 Mar 2020 at 16:20 ✓'. The 'Points' section shows '10 points possible'.

Once this completes the **Hand in** will update and you will be given the option to **Undo hand in**

The screenshot shows the assignment page after handing in. A blue 'Undo hand-in' button is visible on the right side of the screen. The status bar at the bottom left indicates the work was handed in on Tuesday, March 31, 2020, at 16:20.

Once the teacher has graded your work, it will appear in your completed assignments, show points, and any feedback where applicable.

The screenshot shows the student's dashboard. Under 'Assigned (1)', the 'Student Test Assignment' is listed with a due date of 'Due tomorrow at 23:59'. Under 'Completed (1)', the 'Test Assignment' is listed with a red oval around it, and a red oval highlights the 'Test' link next to it. The assignment details are shown again at the bottom, including instructions, a file upload area with 'Test Student Upload.docx', and a 'Points' section showing '5 / 10'. A red oval highlights the 'Feedback' section, which says 'More details required for section A'.