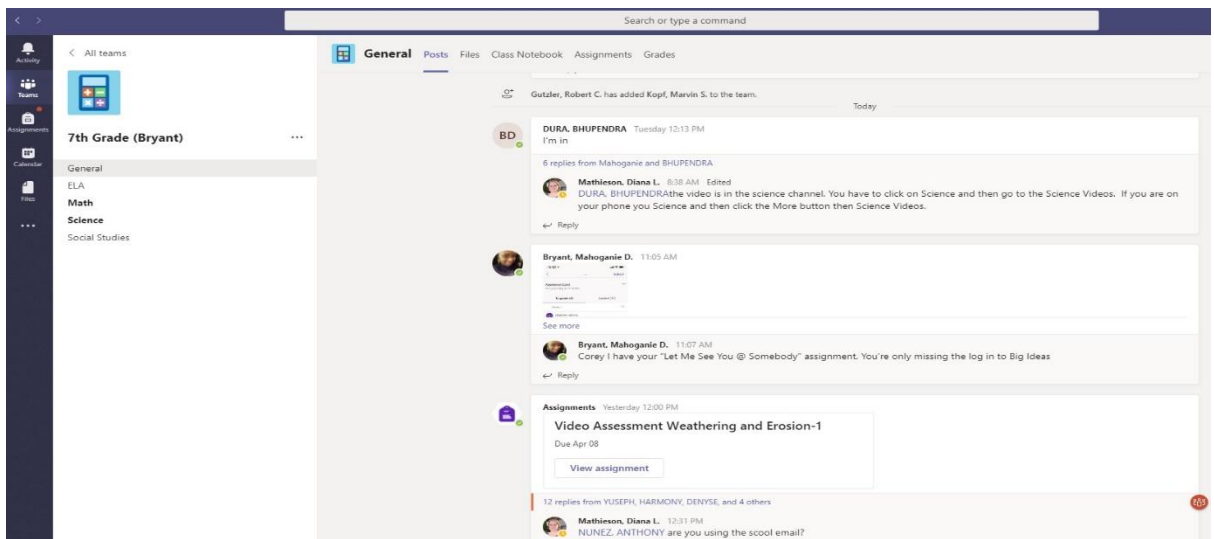


## Navigating Teams for Students on Desktops and Laptops

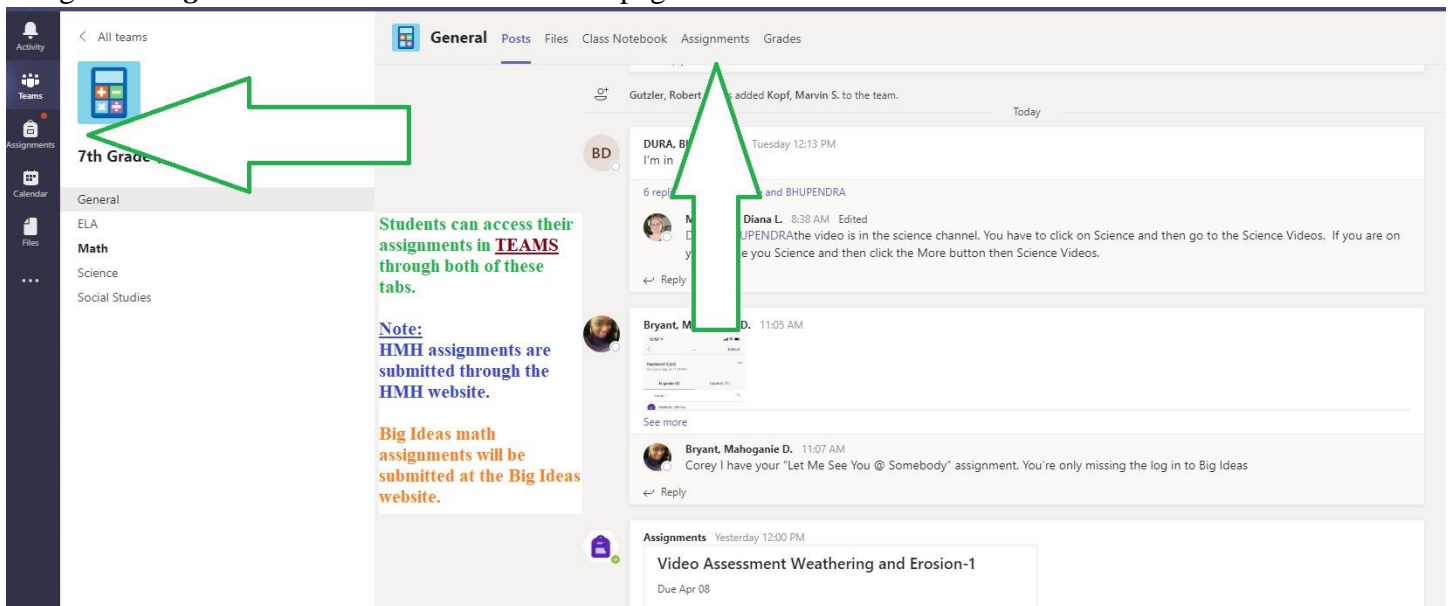
1. Below is what your webpage looks like on the computer. Click on your Team Icon.



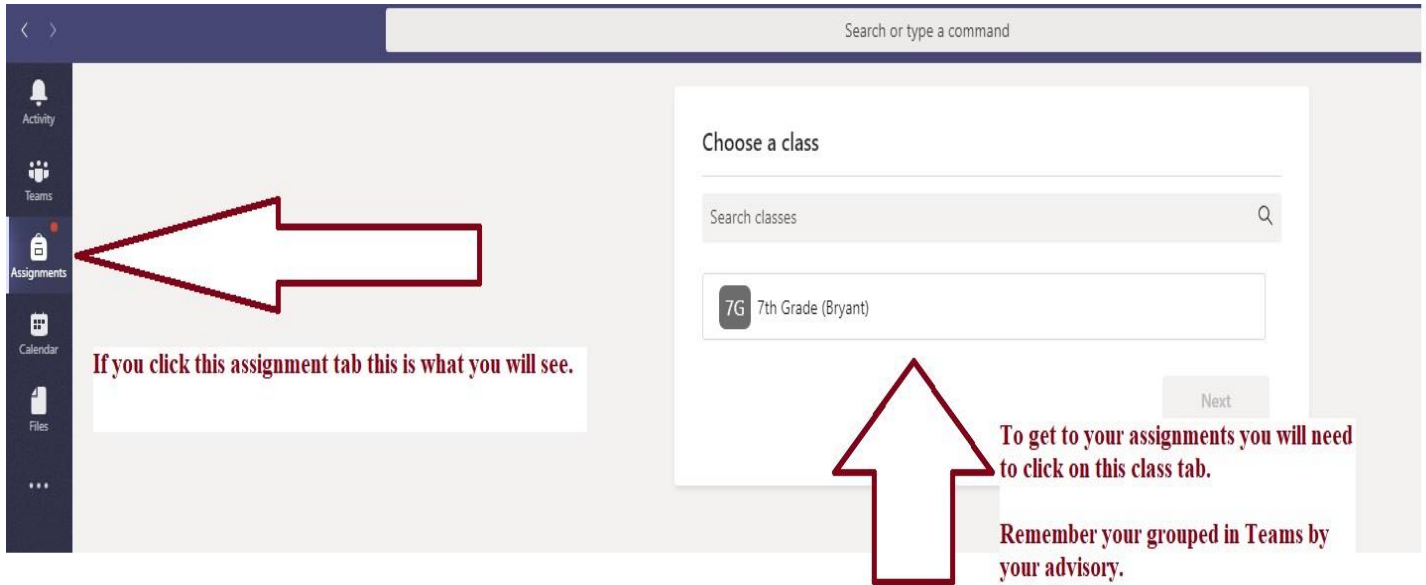
2. When the page opens you are on the General Channel in your Team. This is the Teams General Activity Feed.



3. Assignments can be accessed two ways by either using the **Assignment** icon on the left menu bar or by using the **Assignments** tab on the General homepage.



4. **Left Assignment icon:** Click on Assignments to see student's class. In this example, the class listed is (7G) 7<sup>th</sup> Grade Bryant. Click the class, then click Next .



Search or type a command

Activity

Teams

Assignments

Calendar

Files

...

Choose a class

Search classes

7G 7th Grade (Bryant)

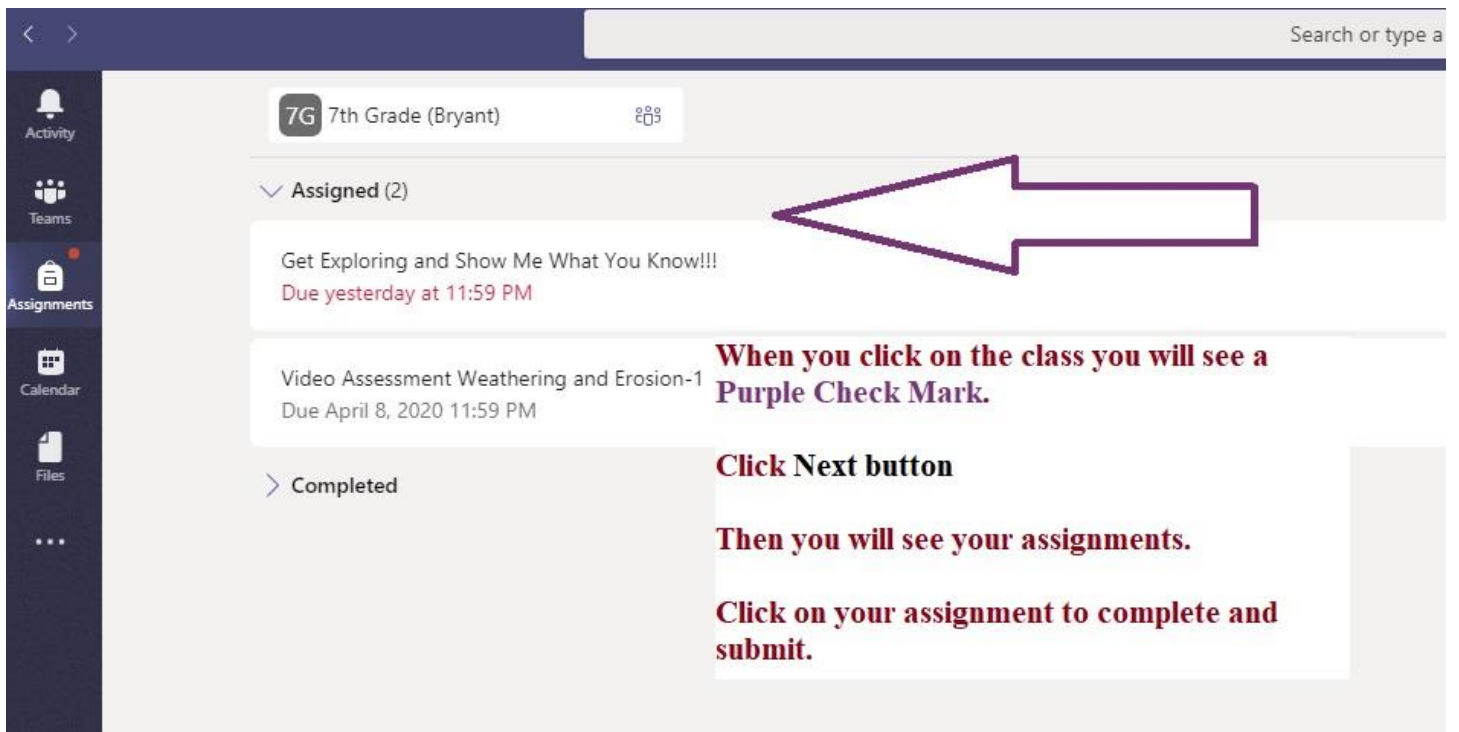
Next

If you click this assignment tab this is what you will see.

To get to your assignments you will need to click on this class tab.

Remember your grouped in Teams by your advisory.

5. When the student clicks on the **Class** the student's assigned work is listed for all content classes. Any work the student has submitted for feedback is under **Complete**.



Search or type a

Activity

Teams

Assignments

Calendar

Files

...

7G 7th Grade (Bryant)

Assigned (2)

Get Exploring and Show Me What You Know!!!  
Due yesterday at 11:59 PM

Video Assessment Weathering and Erosion-1  
Due April 8, 2020 11:59 PM

Completed

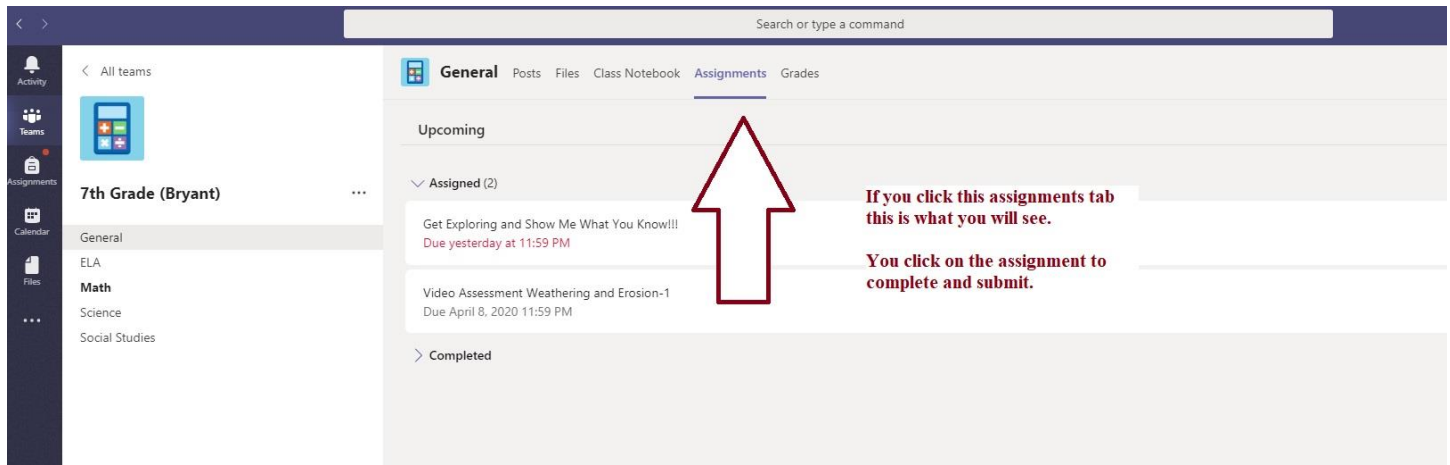
When you click on the class you will see a Purple Check Mark.

Click Next button

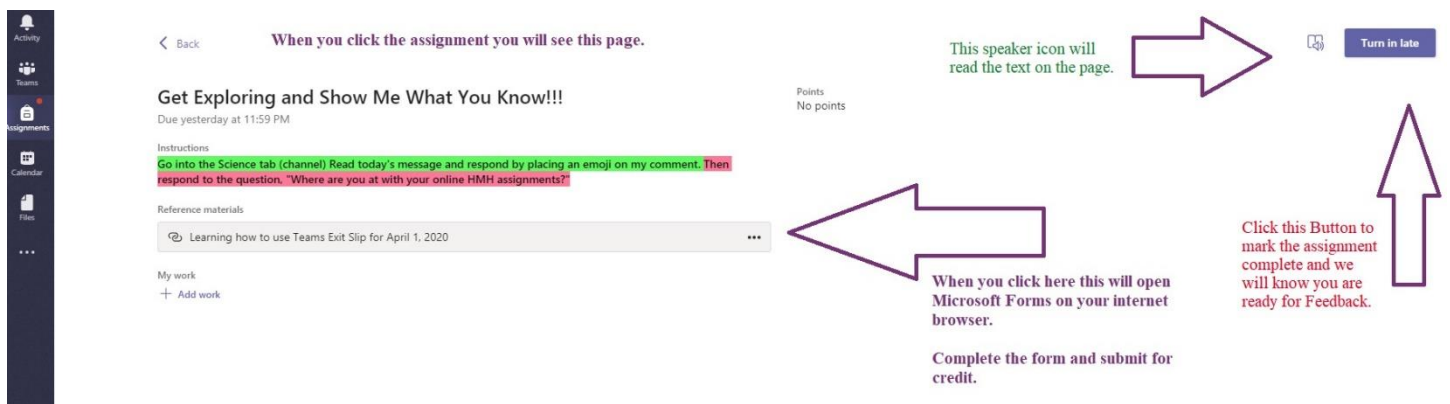
Then you will see your assignments.

Click on your assignment to complete and submit.

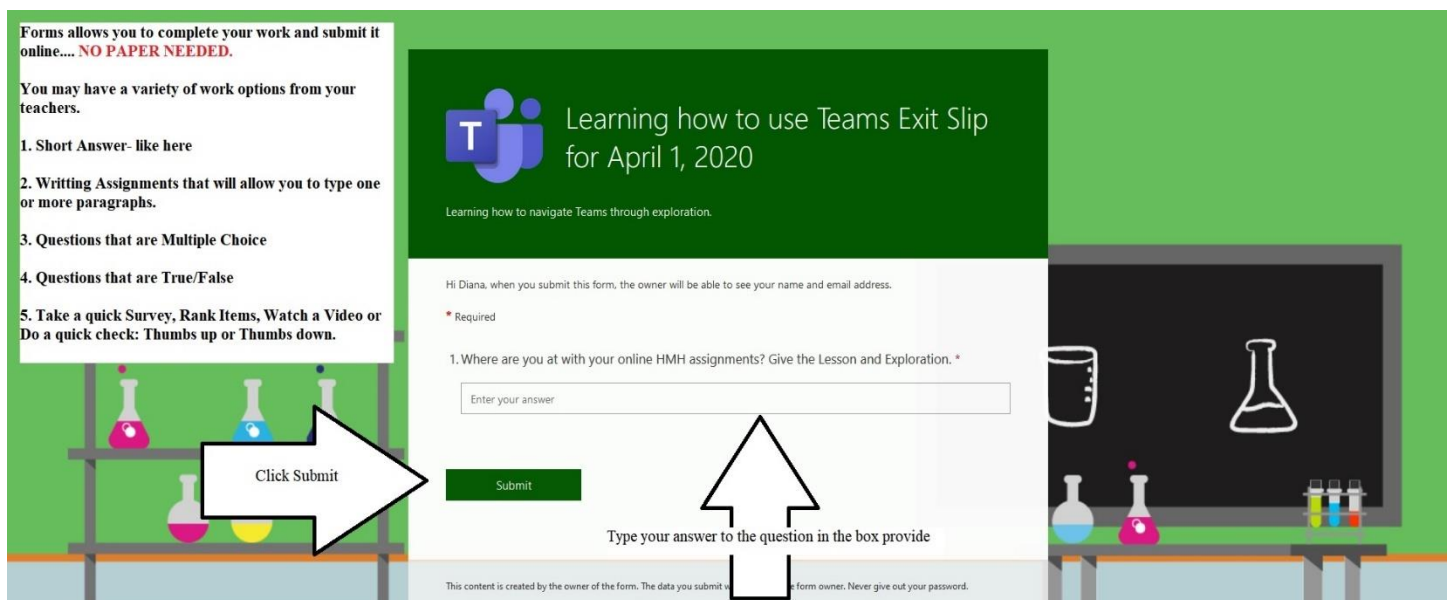
6. **Assignments tab on the General homepage:** Click on Assignments to view list of all students' assignments. Then, click on an assignment to access work.



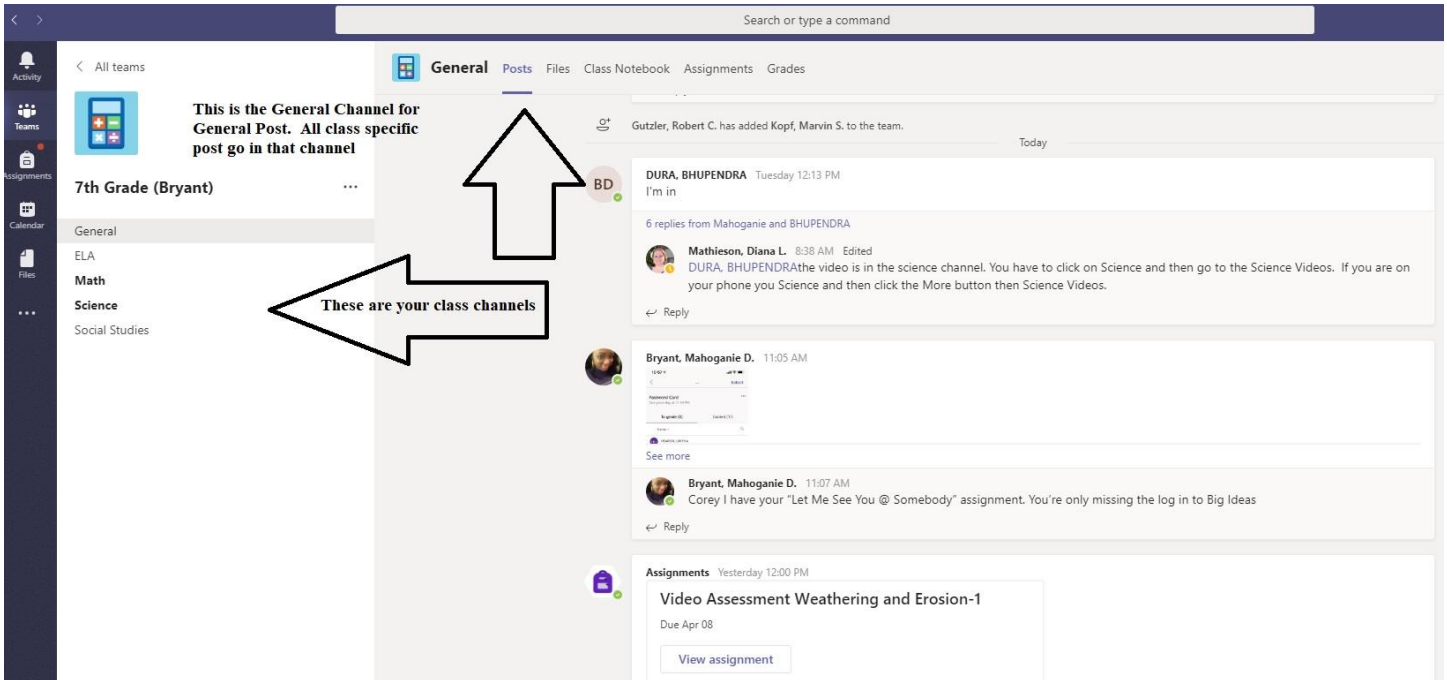
**Example of a Students Assignment**



7. Student will complete exit slips, video assessments and quick check-ins for HMH using Microsoft Forms. Below is an example of an Exit Slip assigned to students.



8. **Navigating in Teams to the Science Channel.** On Posts Feed of the General Channel, students will see a list of *Content Channels*. Find the Science Channel in the list and Click.



9. **Navigating the Science Channel.** The Science Channel opens to the science **Posts** activity feed. **All** science related questions and discussions should be posted here. Additionally, students can take notes under the **Notes** tab, upload work in the **Files** tab, access science resource/material in OneNote from the **Science Notebook** tab, stream science content videos from the **Science Video** tab, and access STEM/STEAM videos on the **4 Real Science Tab**.

