## A Student's Guide to Using TEAMS

**Posts:** Here you will see messages from your teachers and assignments that he or she created.

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~				12:23 PM Hello students! Here is where you will see messages and assignments posted by your teachers!	
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Files: Here you can find files that your teacher uploads.

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**Assignments:** Here you will see all of the assignments your teacher has given you along with any resources or instructional videos.

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**Grades:** Here you will see all of your assignments along with the grades and teacher feedback.

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## How to Complete an Assignment



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**Step 2:** Click the assignment you want to complete.

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Step 3: Click "Edit Document" and select either option.

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**Step 4:** Complete the work. The document will save automatically without the need to hit the "Save" button.

**Step 5:** Close the document when you have finished.

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ssignments		S so			



Step 6: Turn it in for your teacher to assess and give you feedback!

Step 7: Enjoy your virtual learning experience using TEAMS!