



Teams TIPS for Students

Want TEAMS and assignments to work a little better for you? Check out these tips for your teachers and other students!

- Make sure your work is saved before you close the tab or browser. If you are editing in Word Online, you can check this by looking up in the ribbon to make sure it says "saved".
- If you are working during busy hours (between 9:00 am – 6:00 pm) and run into trouble, make sure your work is "saved" and try submitting again later in the day.
- Mondays tend to be the busiest time for TEAMS. If you experience issues on a Monday, try again later or on a different day.
- Open Office 365 in a tab before you start your work in TEAMS. This will help prevent some log on issues.
- Don't forget your email address ID#@student.osceolaschools.net
- Watch for **bold** text. If a team or a channel name is bolded, it means there's something new.
- Make sure to check each part of your Teams for new content. Look in the channels, the posts, and the assignments for new information from your teachers.
- If you're turning in a late assignment, try to let your teacher know. An email or a message helps draw their attention to your work.
- To view your teachers' feedback on your assignments, just go back to your completed assignment and click on it again. You'll be able to see their comments and even open the attached work.
- Don't understand something or have a question, make sure you message your teacher in Teams to ask. They are here to help.