

Students: How to get started working in Teams

Access Teams through either ClassLink or by starting the Windows 10 App.

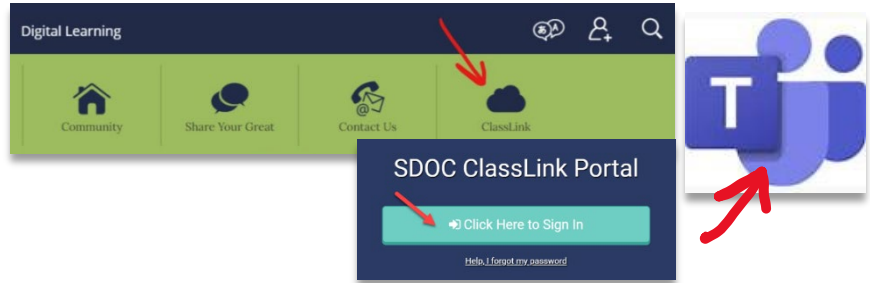
Or use this link:

<https://launchpad.classlink.com/osceola>

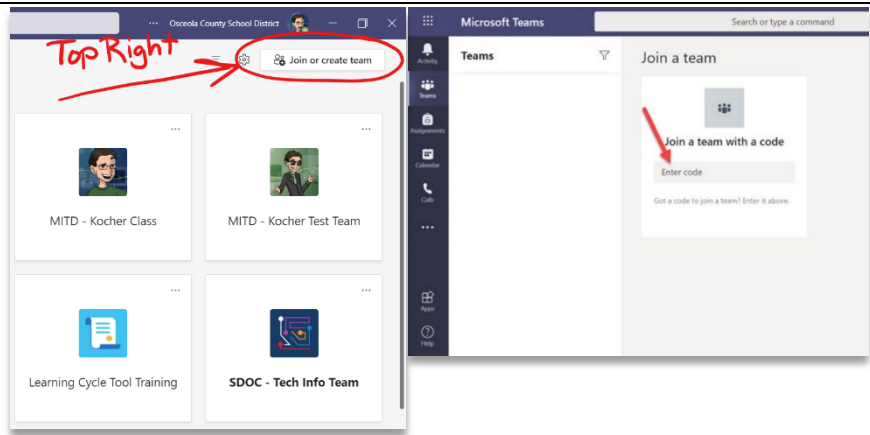
If a student needs to log in

Student Email:

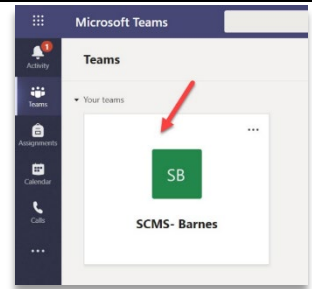
ID#@student.osceolaschools.net



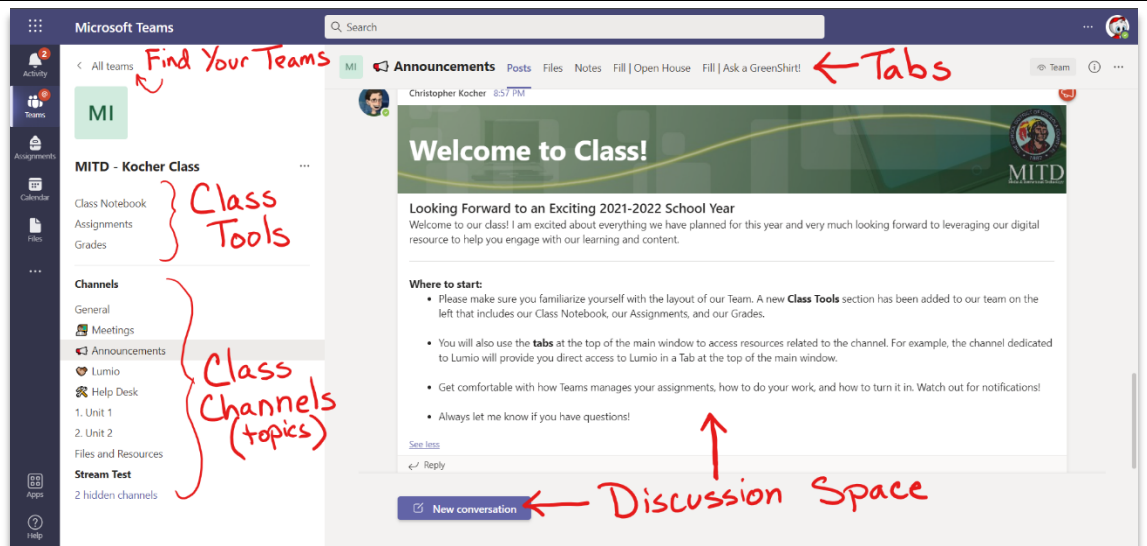
Once Teams is open, students may need to join their Class Team using a class code provided by their teacher(s).



If students are already added to a Class Team, it will appear under **Your Teams**. Click on one of the team tiles to enter the class team.



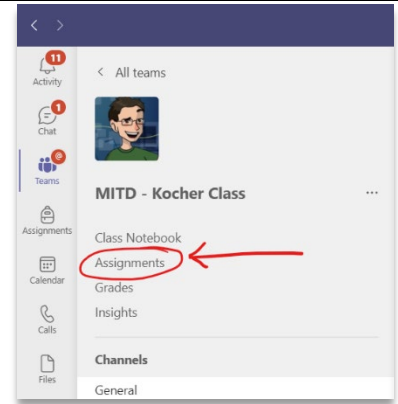
Once a student clicks on a Class Team, they will enter the main Teams workspace. Here is an overview:



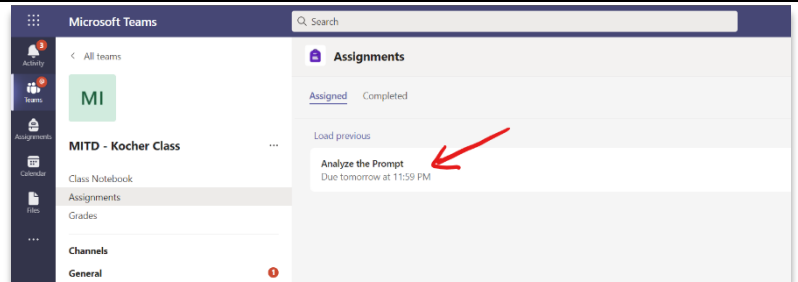
How to Complete an Assignment in Teams

On the left, you will see **Assignments** as part of the Class Tools.

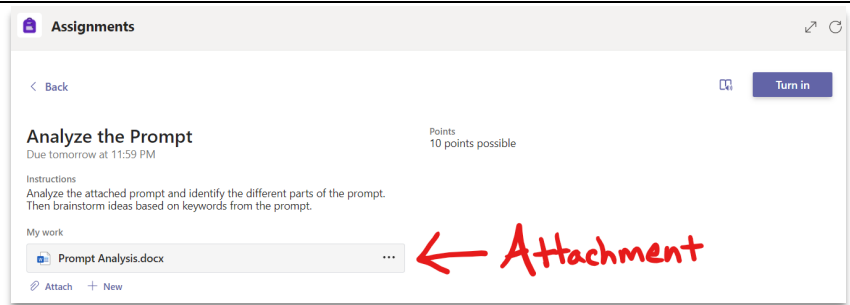
This will always be visible on the left below the class name and will be where students find their work.



The teacher has given this student an assignment. Students can click on the assignment to view and complete the assigned tasks.

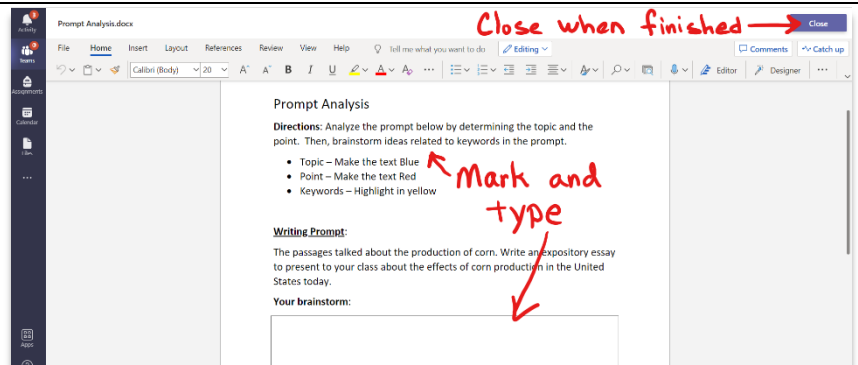


The teacher attached a Word document to this assignment. Students can open the document by clicking on it to complete the assignment.



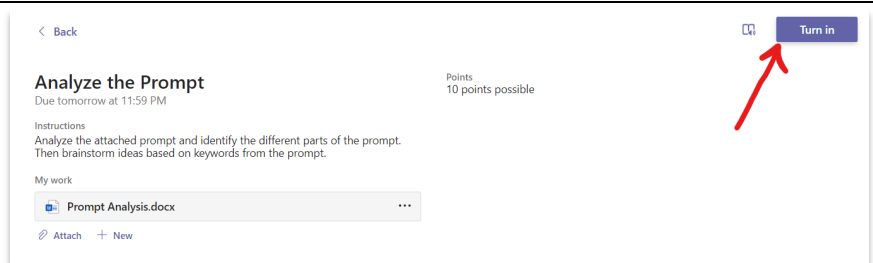
Word documents open within the Teams platform so students have easy access to editing. Students can now type in or mark their answers directly on the Word document.

The document auto-saves as the student works. When finished, click **close** on the top right-hand corner.

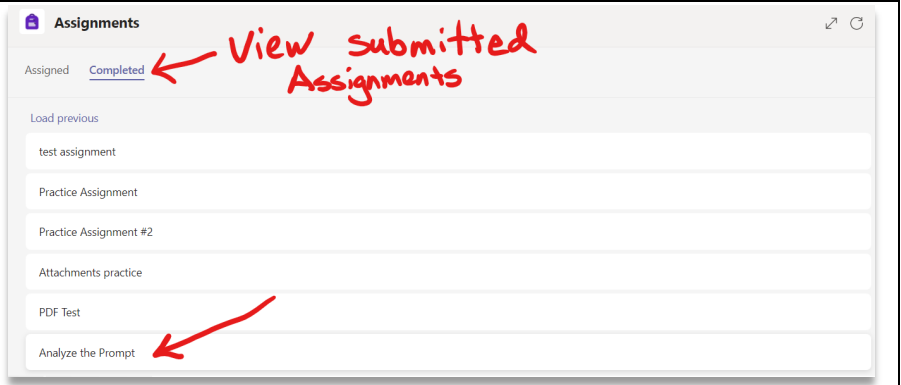


Back on the assignment screen, students have the option to:

1. Continue editing their work at another time.
2. Turn in their work by clicking on the purple **Turn In** button.



After the assignment has been graded, students can check their scores and feedback by selecting **Completed** and then clicking on the assignment.



Students can see their grade and any feedback the teacher had to share about their work.

If needed, a student can make additional changes to their work and turn it in again.

