Teams Instructions for Students

Log into Clever.com/in/pcs and click Microsoft Teams

Click the “Teams” button on the left rail and choose your class.

The **General Channel** is the home base for class, you will see all your teacher’s **Posts** here. That could be **announcements, assignments, or discussion** topics. You can tell where you are because it will be **highlighted**.

Make sure to click the **Assignments** tab to see all the assignments for this class. Follow your teacher’s instructions.
You can open work that your teacher has assigned (like *Reference Materials* or *Word documents*, in this example.) You can also upload your own files (like pictures of work you did on paper) by clicking the “Add Work” button. Complete your work, close the documents when you are finished, and turn the assignment in.

**Important:** Be sure to click **Turn in** when you are done! If you don’t click turn in your teacher won’t know to grade your work!