Teams Instructions for Students

Log into Clever.com/in/pcsบ 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!