Teams Instructions for Students

If it asks for an email, use your r2.d2@pcsb.org Log into Clever.com/in/pcsb 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.

	Microsoft Teams	Search or type a command					
Activity	Teams	7 General Posts Files Class Notebook Assignments Grades	o ru				
Teams		Upcoming					
assignments	General	V Assigned (2)					
Calendar		3-2-1 Reflection 🧷 Homework Due tomorrow at 11:59 PM	50 points				
Files		Functions Quiz 🖉 assessments Due March 13, 2020 11:59 PM	30 points				
		> Completed					

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.

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assignments	General		WHEN FINISH
Calendar		3-2-1 Reflection <i>C</i> Homework Due tomorrow at 11:59 PM	Points 50 points possible
Files		Instructions Today we are continuing to discuss ethical issues and problems associated	
		with computers and information systems (standard 01.05). The Internet of Things poses huge ethical questions relating to computers everywhere in our lives. To complete this assignment:	
		 Read the article in the link. Fill out the 3-2-1 reflection template. Be sure to use complete sentences. BE SURE TO CLICK TURN IN when you are finished. 	
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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!

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