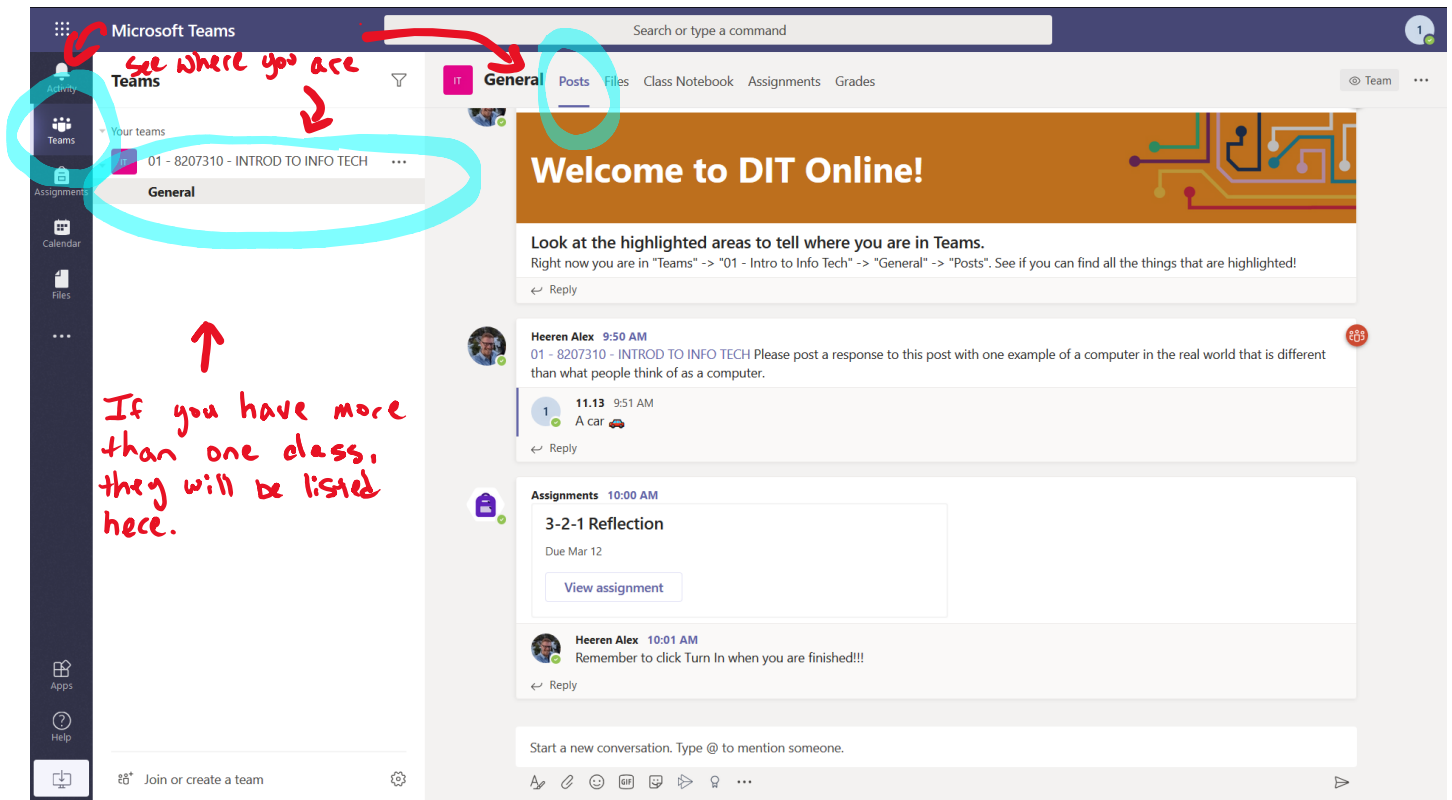


Teams Instructions for Students

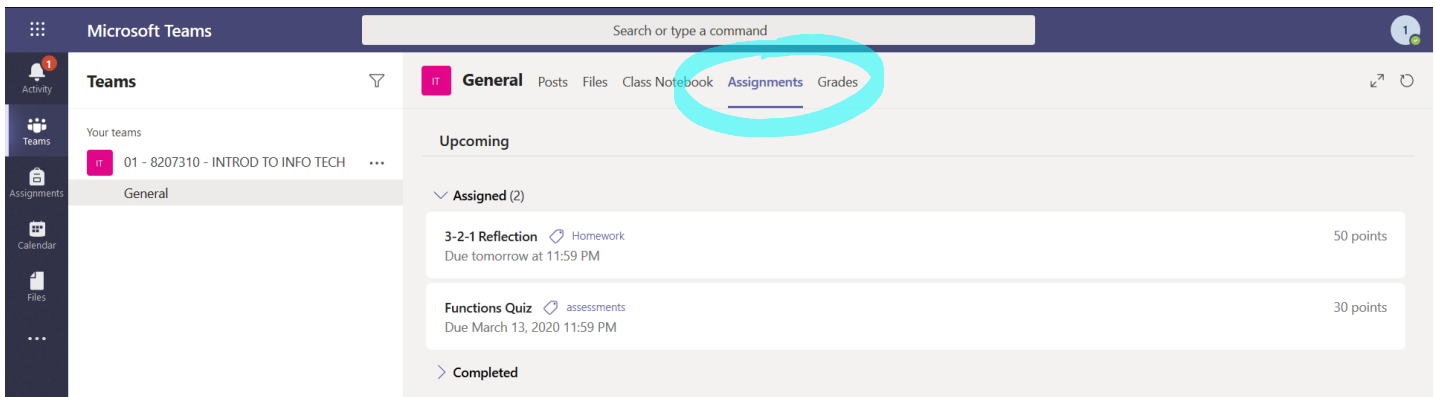
Log into [Clever.com/in/pcsb](https://clever.com/in/pcsb) and click **Microsoft Teams**

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.



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.

The screenshot shows the Microsoft Teams interface for an assignment titled "3-2-1 Reflection". The assignment is due tomorrow at 11:59 PM and is worth 50 points. The instructions include reading an article, filling out a template, and turning in the work. The "My work" section shows a file named "3-2-1_template.docx" and an "Add work" button. A "Turn in" button is visible in the top right corner. Handwritten red annotations include: "MAKE SURE TO CLICK HERE WHEN FINISHED!" pointing to the "Turn in" button; "Upload your own files" pointing to the "Add work" button; and "Edit directly in handouts from your teacher" pointing to the "3-2-1_template.docx" file.

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!

The screenshot shows a Microsoft Word document titled "3-2-1 Reflection". The document content includes the heading "3-2-1 Reflection" and the text "Three things you learned:" followed by a list item: "1. I learned that a refrigerator can be connected to the Internet". A "Close" button is visible in the top right corner of the document window. A handwritten red note says "IF working in a file your teacher uploaded, close it then click TURN IN" with an arrow pointing to the "Close" button.