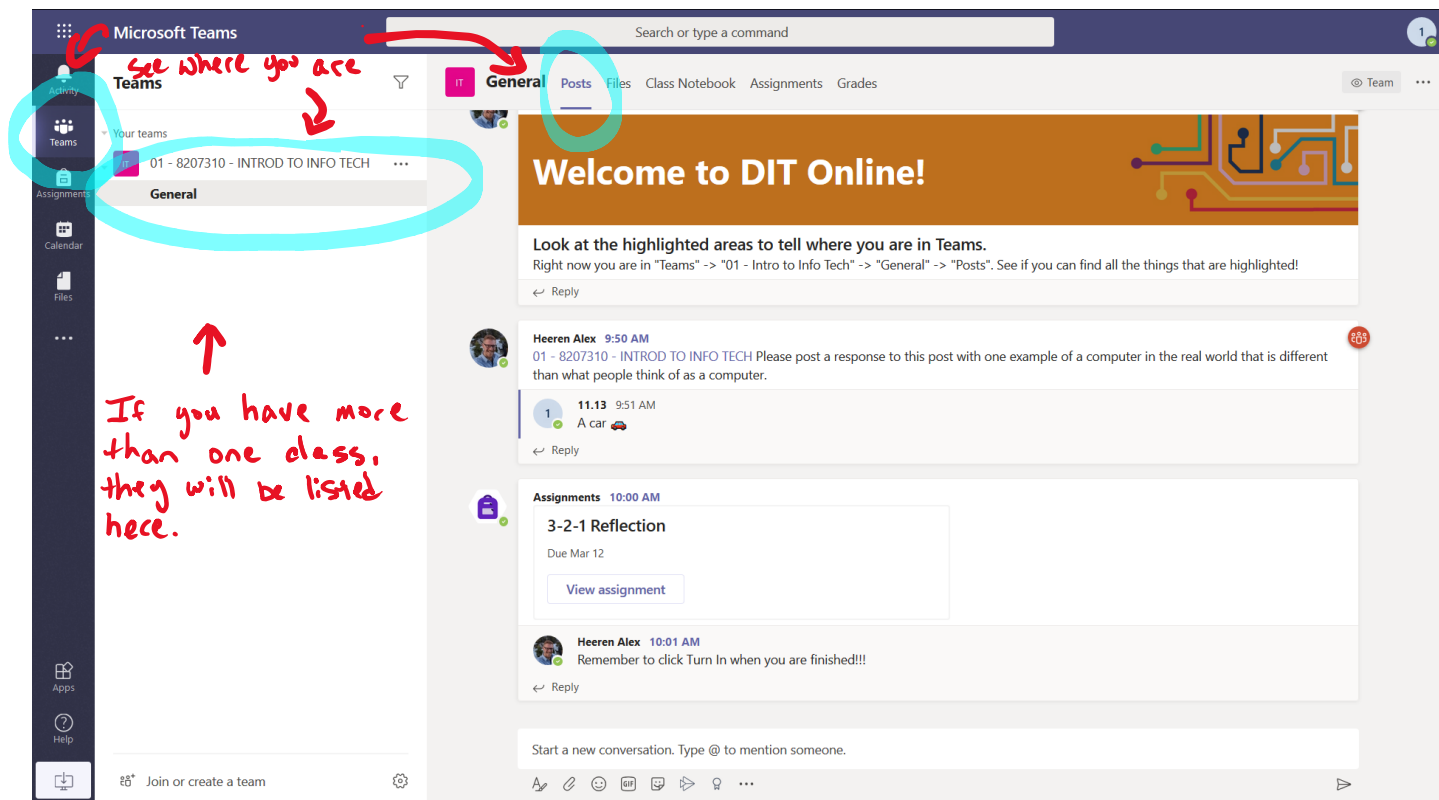


Teams Instructions for Students

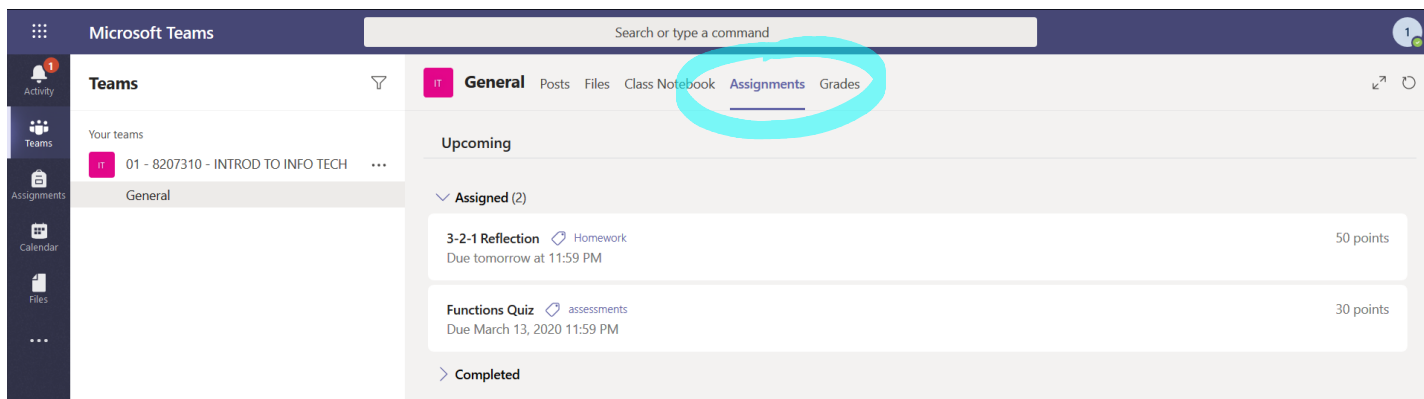
Log into [Clever.com/in/pcsb](https://clever.com/in/pcsb) and click **Microsoft Teams**

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

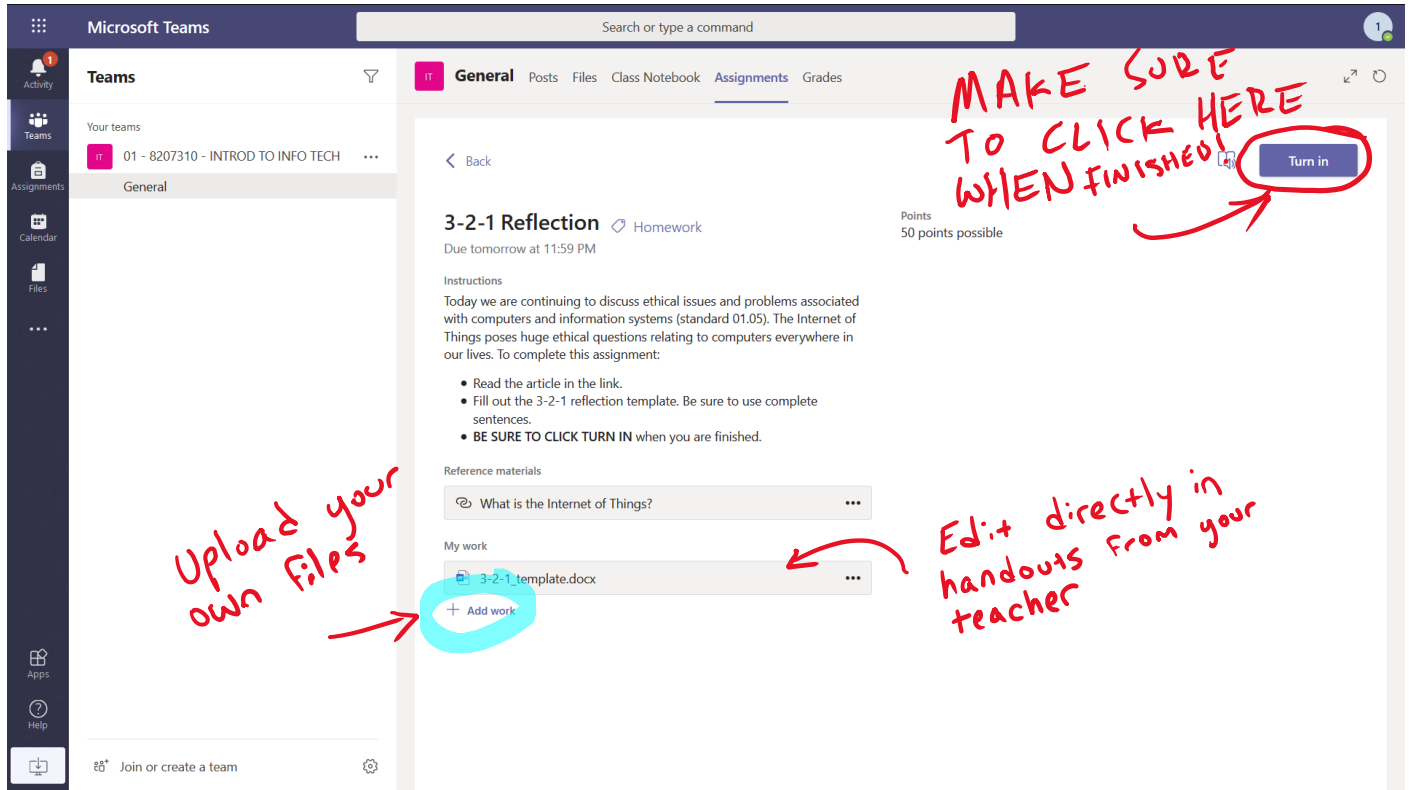
The **General Channel** is the home base for class, you will see all your teacher’s **Posts** here. That could be *announcements, assignments, or discussion* topics. You can tell where you are because it will be **highlighted**.



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.



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!

