

# How to use Microsoft Teams



Finding, completing, and turning in assignments.

Step 1: Go to the "Assignment" tab in the general channel of the class team.

The screenshot displays the Microsoft Teams interface for a class team. On the left sidebar, the 'General' channel is selected and highlighted with a green circle. The main content area shows the 'Assignments' tab, which is also circled in green. Below the tab, there are sections for 'Upcoming', 'Drafts', and 'Assigned (3)'. Two assignments are listed:

- Week 9-10 Social Studies Learning Opportunities** (Social Studies): Due May 29, 2020 11:59 PM. 3/30 turned in, 29 reviewed.
- Science Sway Project: Immunity** (Science): Due June 2, 2020 11:59 PM. 4/30 turned in, 0 reviewed.

Step 2: Open the Assignment you would like to work on.

Step 3: Look for any files that are included in the "reference materials". Click on these files to start the assignment.

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## The Salamander Room

Points

No points

Due May 1, 2020 11:59 PM

### Instructions

Listen the audio file and draw pictures of the beginning, middle and end that you make in your mind when listening to the story. Use a paper from home and upload it to this assignment.

### Reference materials



The Salamander Room.m4a



### Student work

None

Step 4: Look for "Student Work" section under the reference materials. This is where you can work on your assignment and turn it in when you are finished. Your work will save automatically!

## InstaLegends of the Harlem Renaissance

 Social Studies

Due February 8, 2020 11:59 PM

### Instructions

Follow the directions on the Instructions Page. Make sure to check the rubric as you are creating your Instagram page.

### Student work



Digital Instagram Template for Harlem Renaissan ...

### Points

100 points possible

### Rubric



InstaLegends of the Harlem Renaissance

Step 5: When you are finished with your work, you will click the “turn in” button at the top of the page.

