A student view of logging in with clever, going to Microsoft Teams, checking a class, viewing an assignment, completing an assignment, and reviewing other class options within Microsoft Teams .....

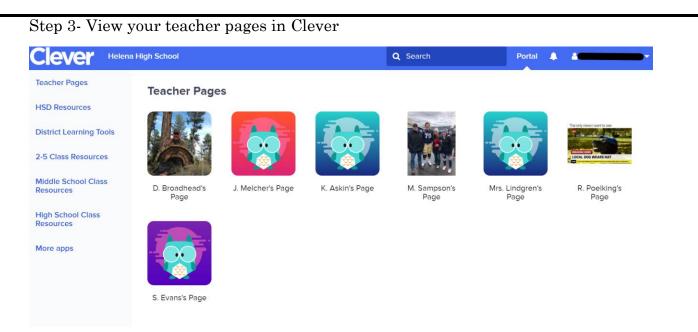
In 10, Easy Steps!!

Step One- Log-in to Clever

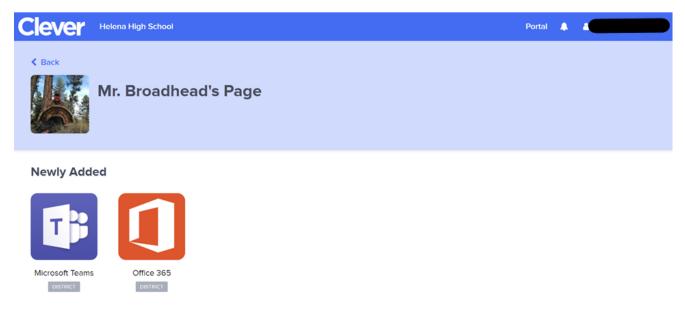
	Helena School District 1			-
	Hints for logging in with Active Directory Username hint: This is your district username (the first part of your email).	Clever		
	Password hint: This is the password you use to log in to a computer.		BB	and the
	Click here to login. Having trouble? Get help logging in!	Clever Badge log in	E P	
Clever		District admin log in	10-1	No.
Clever © 2020 Privacy Policy - Terms of Service				

### Step 2- Enter your student ID and password

Helena Public Schools
Sign in with your organizational account
someone@example.com
Password
Sign in Welcome to the Helena School District. Please sign in using your district email and password. Examples: username@helenaschools.org (Faculty/Staff) username@helenastudent.org (Student)



Step 4- Choose a teacher to see where they are posting class information

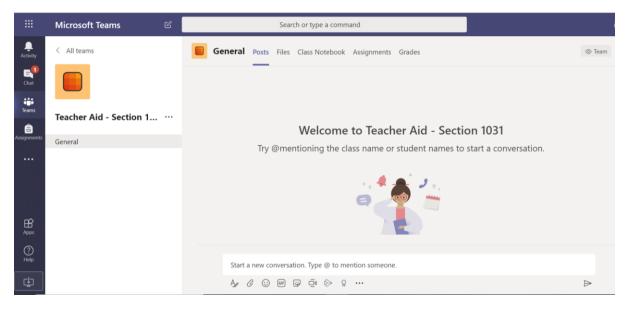


Clever will review your log-in information. Then click "go to microsoft teams"

Clever Helena High School		Portal 🌲 🛔
< Back	Your Login Information	
Mr. Broadhead's	Single sign-on to this app requires the Chrome, Firefox, or Edge browser and the Clever extension. Copy your login information below and paste it into the website to log in manually.	
Newly Added	MICROSOFT TEAMS USEBNAME	
	MICROSOFT TEAMS PASSWORD Show Copy	
Microsoft Teams Office 365	Go to Microsoft Teams	
antilier antilier		

Activity Teams ٢ tő\* Join or create team ent. Teams â E alerda Statistics - Section 1 Period Science Seminar - Section Eng Lit 110 - Section 2 Amer Govt AP - Section 1 AP Government 2020 2 د. aits 1 Science Seminar - Period Teacher Aid - Section 1031 5 dden team

Step 6- Once you choose a class, you will be brought to the landing page



Step 5- Once in Teams, you can choose a class you want to view

Step 7- To check on assignments, click the "Assignments" tab

	Microsoft Teams	Ľ	Search or type a command	ę
Activity	< All teams		General Posts Files Class Notebook Assignments Grades	لا <sup>م</sup>
E <sup>1</sup> Chat			Upcoming	
Teams	Teacher Aid - Section 1		✓ Assigned (1)	
Assignments	General	0	Week 1 Assignment Due tomorrow at 11:59 PM	10 points
			✓ Completed (1)	
			Online Welcome	~
H Apps				
? Help				
¢				

Step 8- Click the assignment in the "Assigned" tab. Any assignments you have already completed will be shown under the "Completed" tab. Students can complete work in their OneDrive "Office 365" a desktop version of word, or any preferred online document (Google, notes etc.)

· /	Dearch or type a communic	
All teams   Image: Section 1031   Image: Section 1031   Image: Section 1031   Image: Section 1031   Image: Section 1031	General Posts Files Class Notebook Assignments Grades     Seck     Week 1 Assignment     Due tomorrow at 11:59 PM     Instructions     Welcome to online learning! Write a short paragraph (5-7 sentences)     explaining what you have been doing this week to stay active.     My work	2ª C C C₁ Turn in
₩ Har Keps Mar	+ Add work	

Step 9- When you are ready to submit the assignment, choose the "Add Work" option. From there, you have 3 options to turn in your work.

# **OPTION 1- OneDrive**

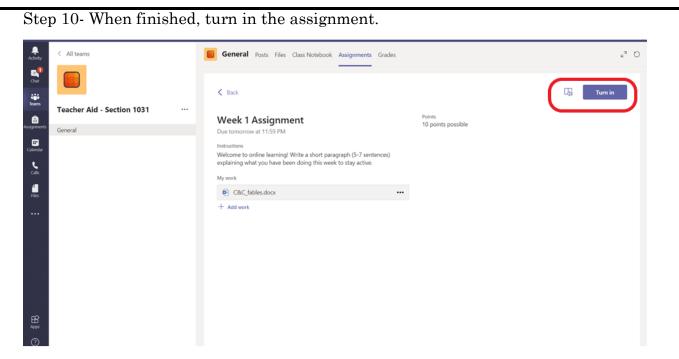
Activity	< All teams	<ul> <li>OneDrive</li> </ul>	OneDrive	×	20
Chat		+ New File	V 🗂 Name	Modified	
teans		© Link	Attachments	Mar 9, 2017	Turn in
â	Teacher Aid	දර්ෂ Teams	Biomed	Jan 29, 2018	
Assignments			Drivers Ed	Mar 2, 2017	
			English 2	Jan 29, 2018	
			English1	Sep 7, 2016	
			Health 2018	May 25, 2018	
⊞ Apps			Marketing	Jan 29, 2018	
(?) Help		Upload from this device		Cancel Attach	
1 1 1 1					

## **OPTION 2- Open a new document right in the assignment**

		ams	6		sea	rch or type a command		
Activity			OneDrive				×	<sub>2</sub> ≉ 0
6 Chat		1			Choose	a file type		
tiji Toams			Link		<b>6</b>	Word document		Turn in
<b>B</b> Assignments	Teacher Aid	දරි3	Teams			PowerPoint presentation		
						Excel spreadsheet		
EB Appro								
() Help		ß	Upload from this de	evice			Cancel	
¢.								

# **OPTION 3- Upload a document from your computer**

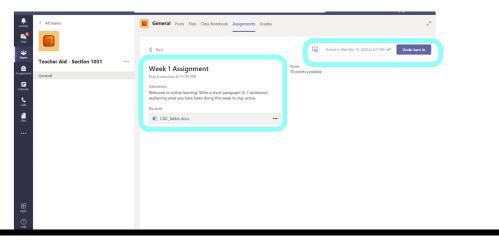
📫 Open	× a command	
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ > This PC > Desktop > $\checkmark$ $\circlearrowright$	Search Desktop	
Organize * New folder	)III · III 🕜	×
> OneDrive - Helene     □     Name       > ■ This PC     □     Letters of Rec       > ■ 3D Objects     □     ClassroomPerformanceReport       > ■ Documents     >     ③       > ■ Documents     >     ③       > ■ Documents     >     ③       > ■ Documents     >     ⑤       > ■ Documents     >     ⑤       > ■ Documents     >     ⑤       > ■ Occuments     >     ⑧       > ■ Occuments     >     ⑧       > ■ Occuments     >     ●       > ■ Occuments     ●     ●       > ■ Occuments     ● </th <th>Date modified         ≠0           12/30/2019 9:30 PM         12/30/2019 8:23 PM           2/23/2020 14/0 PM         2/20/2020 12:59 PM           3/13/2020 3:12 AM         3/4/2020 10:16 AM</th> <th></th>	Date modified         ≠0           12/30/2019 9:30 PM         12/30/2019 8:23 PM           2/23/2020 14/0 PM         2/20/2020 12:59 PM           3/13/2020 3:12 AM         3/4/2020 10:16 AM	
File name: V	All Files (*.*) ~ Open Cancel	
C Upload from this	device	Cancel Attach



You should see a confirmation that the assignment was turned in on the screen, and in a notification in teams. When you turn in an assignment, the teacher will also be notified.

General Posts Files Class Notebook Assignments Grades		
Back	Turned in Wed Mar 18, 2020 at 3:57 PM 🗸	Undo turn
Week 1 Assignment Due tomorrow at 11:59 PM	Points 10 points possible	
Instructions		
Welcome to online learning! Write a short paragraph (5-7 sentences) explaining what you have been doing this week to stay active.		
My work		

Students can still see that it was turned in, and what the document was they submitted.



Your assignment will then show in the "Completed" assignment tab

		<u>ت</u>	according to the continuum	 <u> </u>
Activity	< All teams		General Posts Files Class Notebook Assignments Grades	⊾ <sup>≈</sup> O
E <sup>2</sup> Chat			Upcoming	
Teams	Teacher Aid - Section 1031		V Assigned (0)	
Assignments				
	General			
Calendar Calendar Calls				
Files				
			Nothing left to turn in. #winning	
			Completed (2)	
			Online Welcome	~
			Week 1 Assignment	~
Apps				
0				

When graded, the student will see teacher feedback, and the grade they received.

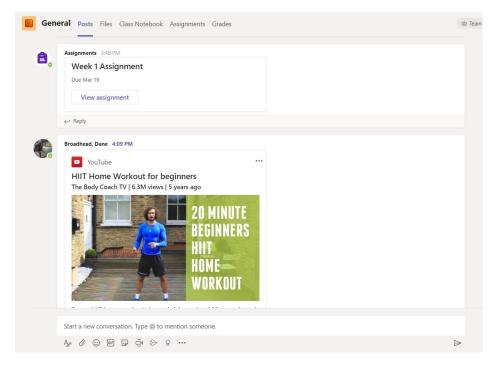
General Posts Files Class Notebook Assignments Grades	0 <sup>r</sup> s
< Back	🖓 Returned Wed, Mar 18, 4:01 PM 🛩 Turn in again
 Week 1 Assignment Due tomorrow at 11:59 PM Instructions Welcome to online learning! Write a short paragraph (5-7 sentences) explaining what you have been doing this week to stay active. My work My work C&C_fables.docx *** Add work	Feedback Make sure you put you full name in your document. Great description of your activities for the week Points 10 / 10

The student can also click the "Grades" tab to see all graded work to date.

< >			Search or type a command		<b>—</b> ———————————————————————————————————
Activity	< All teams	General Posts Fi	iles Class Notebook Assignments Grades		κ <sup>3</sup>
Chut Teams Acsignments	Teacher Aid - Section 1031				
	General	Due date 🔺	Assignment v	Status	Points
Calendar		Tomorrow	Week 1 Assignment	← Returned	10/10
<u>~</u>		Tomorrow	Online Welcome	← Returned	20/20
Files					

#### Other useful tabs in Microsoft Teams:

The "Posts" tab shows communications from the teacher and the rest of the class.



The "Files" tab shows any class documents the teacher has uploaded (syllabus, outlines, organizers, notes etc.)

Search or type a command			🐼 – L X
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+ New	v ∨ ⊼ Upload 👁 Cop	ny link $\pm$ Download $+$ Add cloud storage $~$ Den in SharePoint	$\equiv$ All Documents $ \smallsetminus $
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	Name $\checkmark$	Modified $\downarrow \lor$ Modified By $\lor$	
8	Class Materials 🔏	Broadhead, Dane	

The "Class Notebook" tab has different options for teachers, and students to store collaborative materials.

