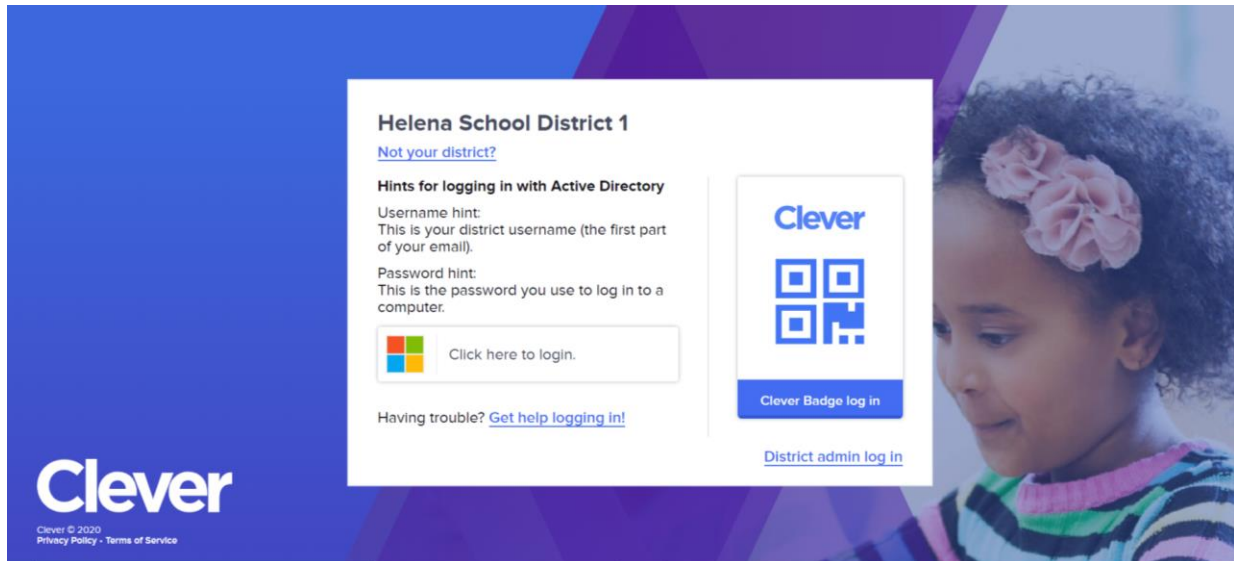


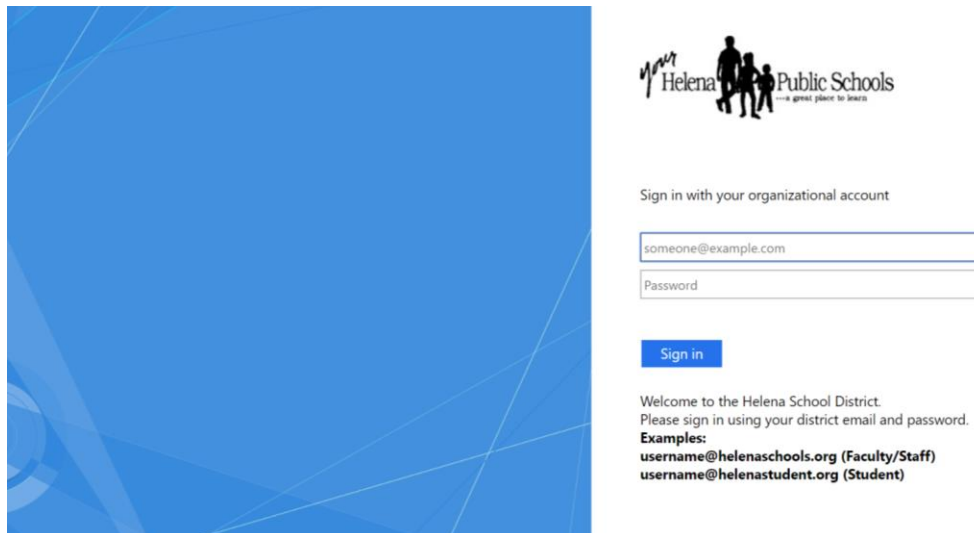
A student view of logging in with clever, going to Microsoft Teams, checking a class, viewing an assignment, completing an assignment, and reviewing other class options within Microsoft Teams

In 10, Easy Steps!!

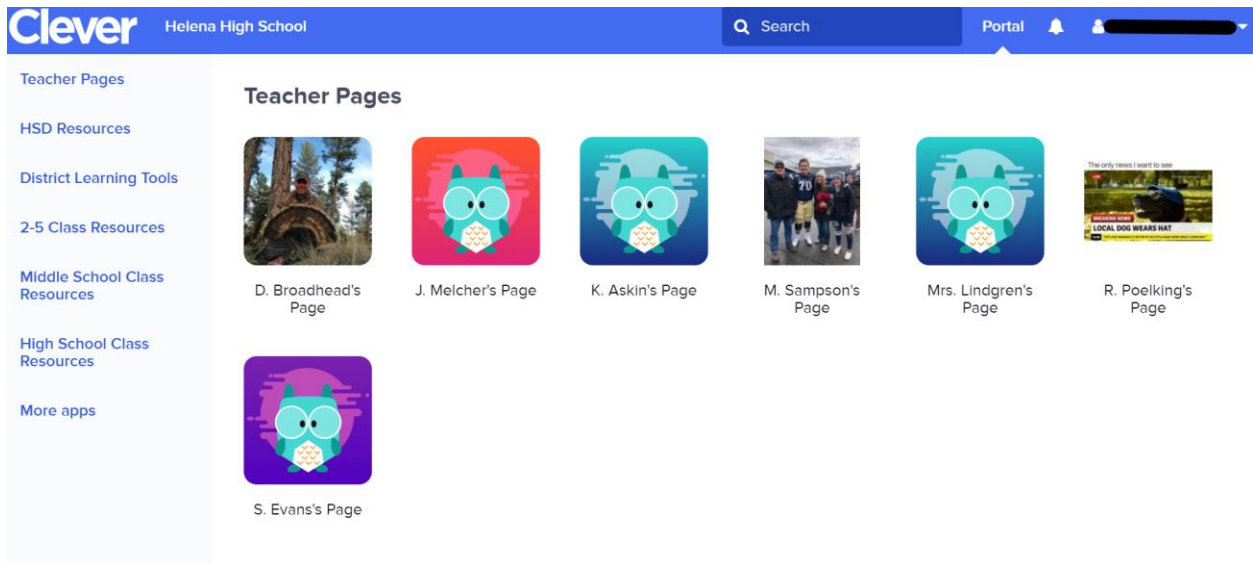
Step One- Log-in to Clever



Step 2- Enter your student ID and password



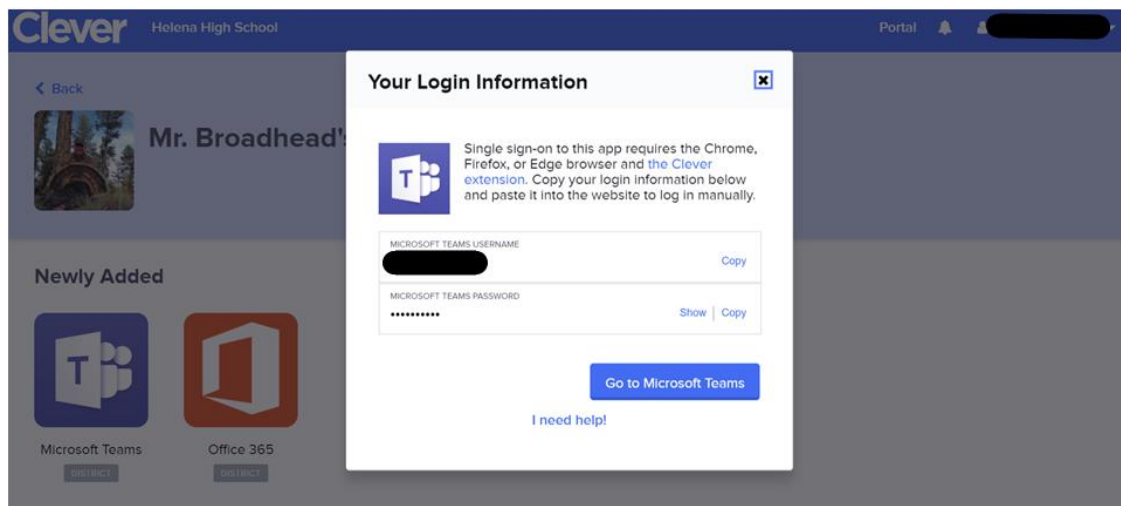
Step 3- View your teacher pages in Clever



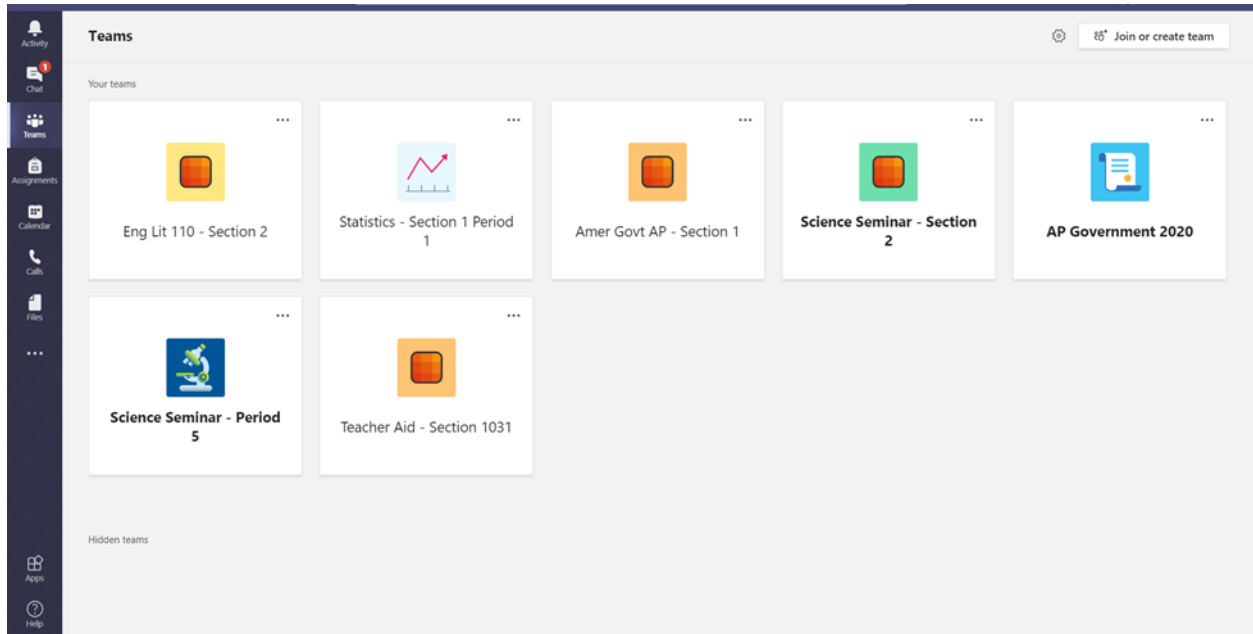
Step 4- Choose a teacher to see where they are posting class information



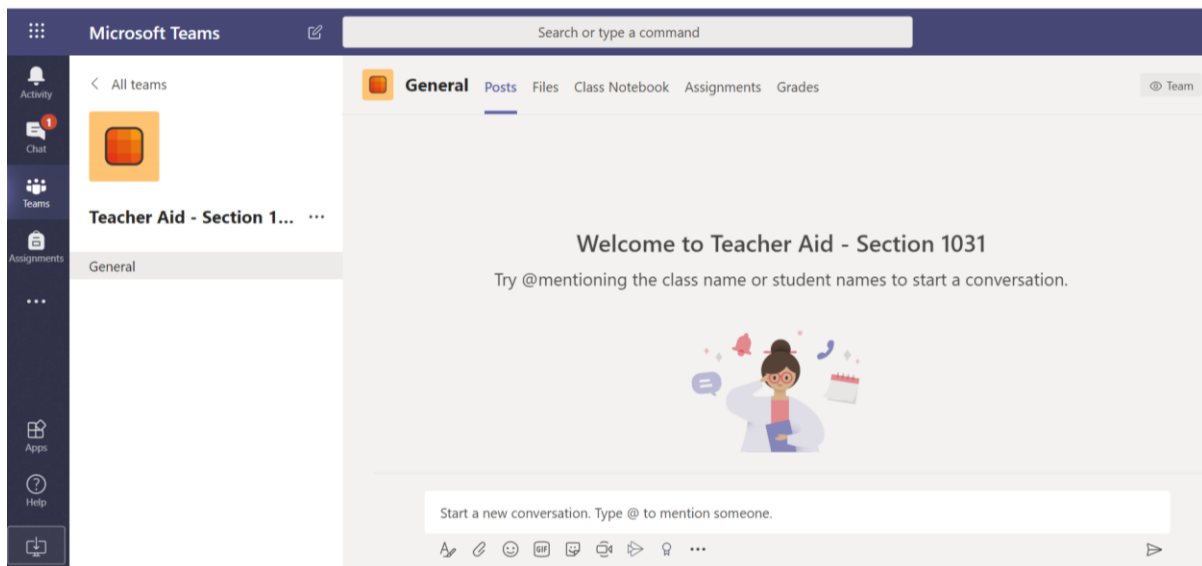
Clever will review your log-in information. Then click “go to microsoft teams”



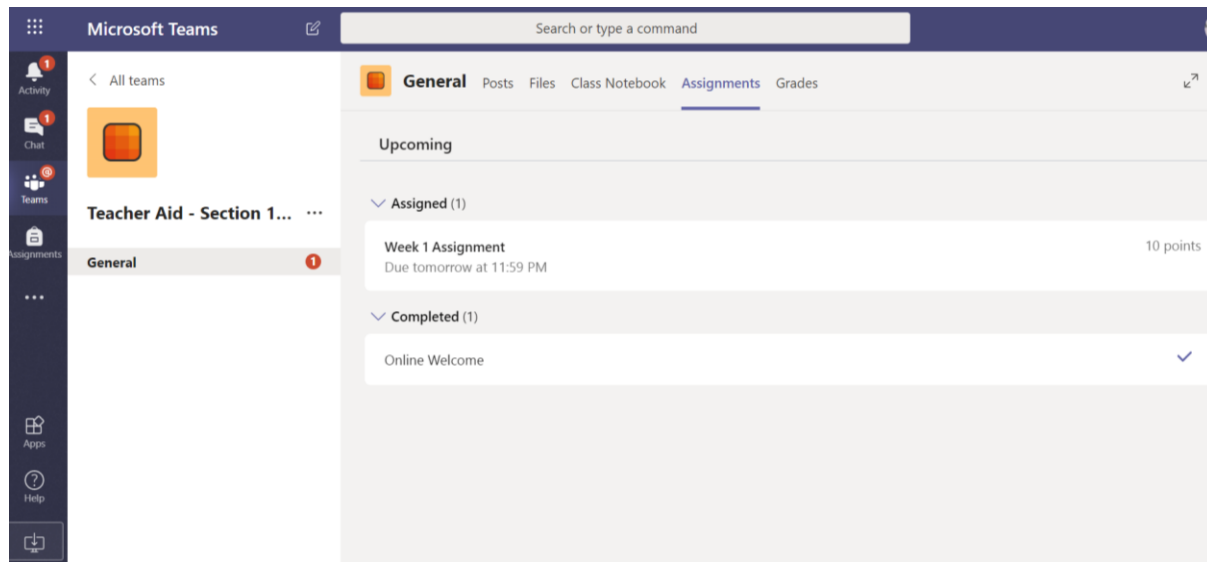
Step 5- Once in Teams, you can choose a class you want to view



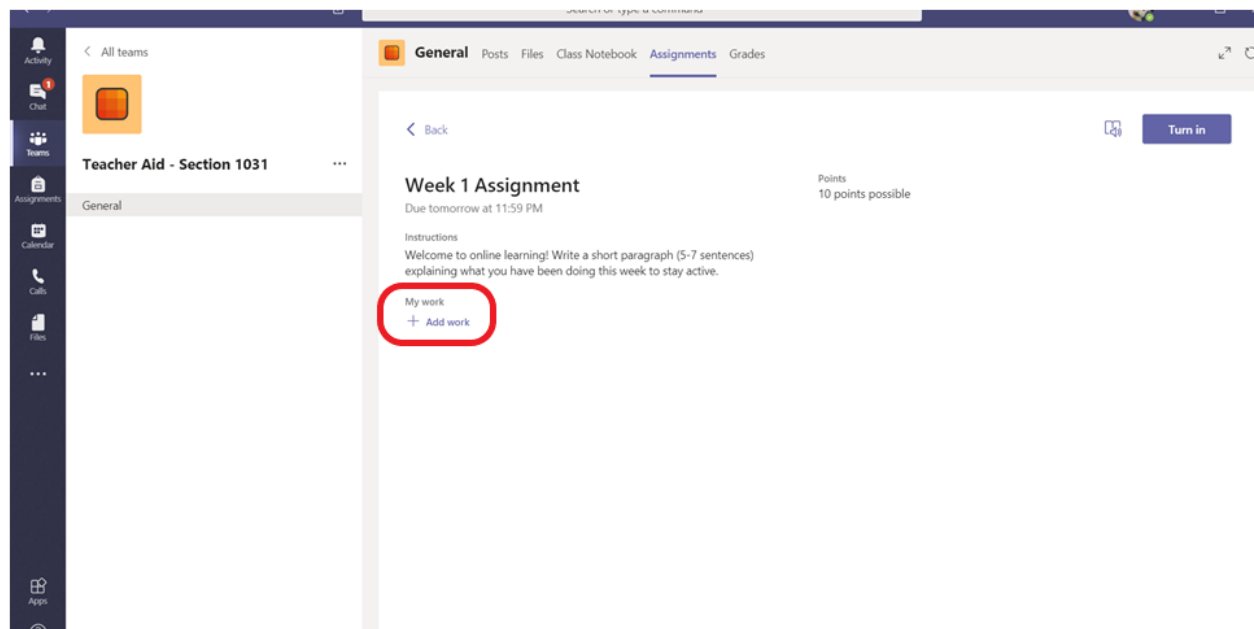
Step 6- Once you choose a class, you will be brought to the landing page



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

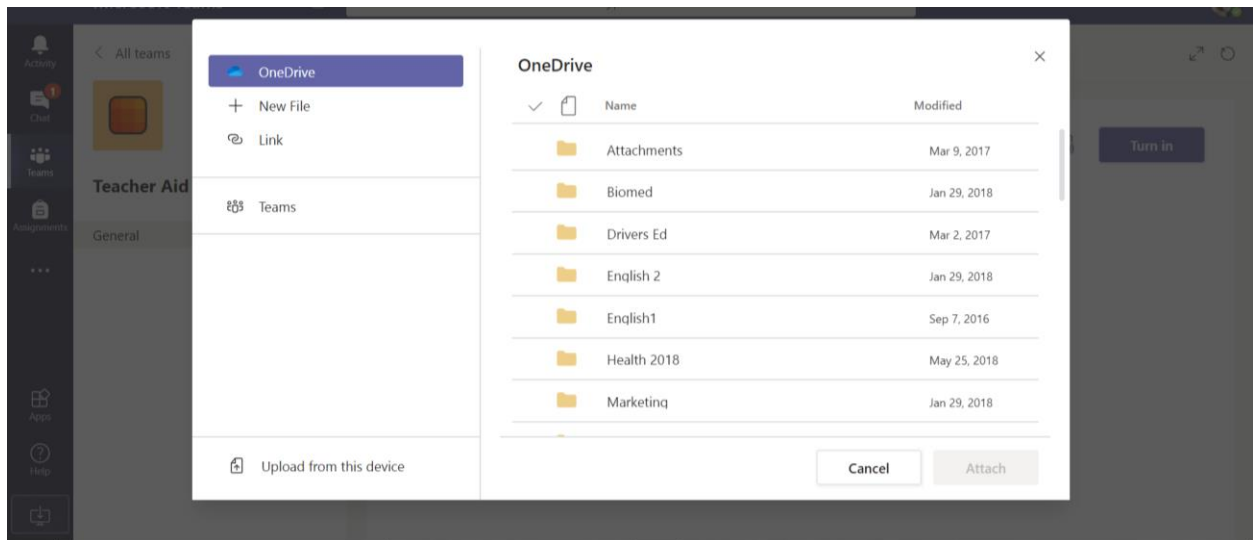


Step 8- Click the assignment in the “Assigned” tab. Any assignments you have already completed will be shown under the “Completed” tab. Students can complete work in their OneDrive “Office 365” a desktop version of word, or any preferred online document (Google, notes etc.)

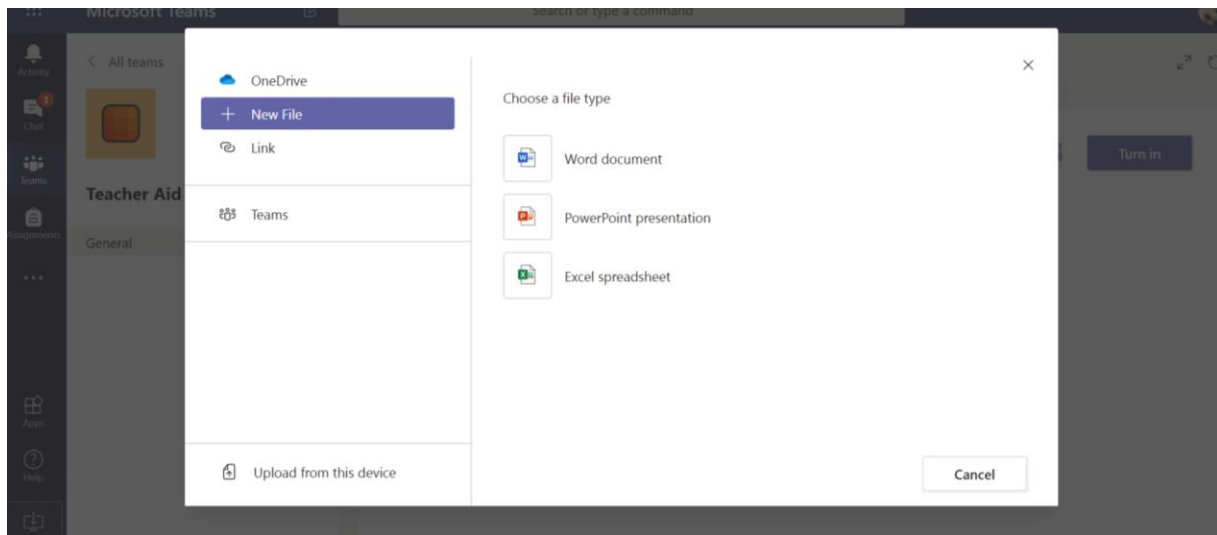


Step 9- When you are ready to submit the assignment, choose the “Add Work” option. From there, you have 3 options to turn in your work.

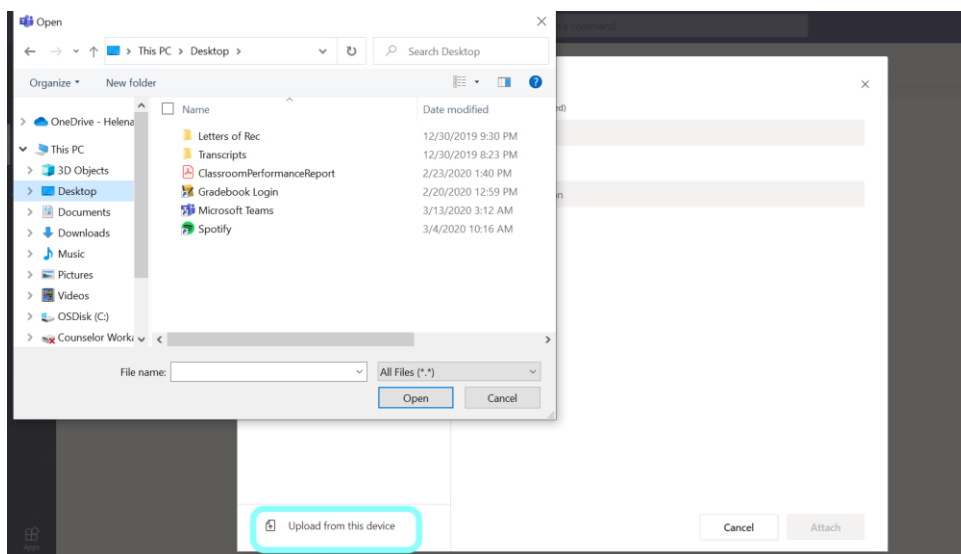
OPTION 1- OneDrive



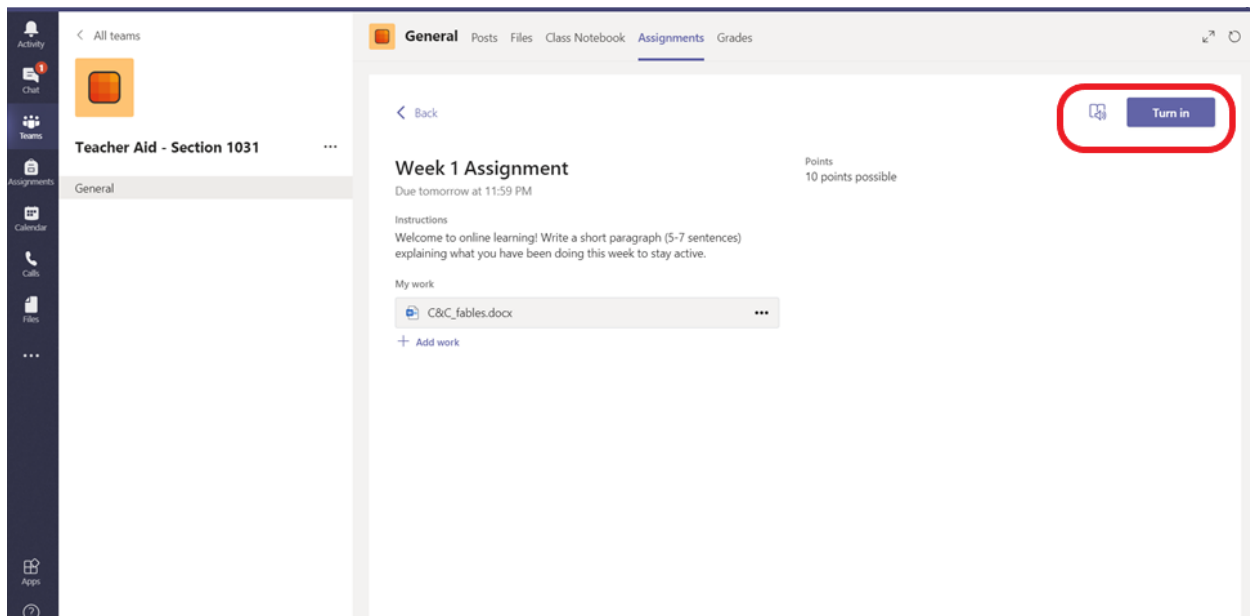
OPTION 2- Open a new document right in the assignment



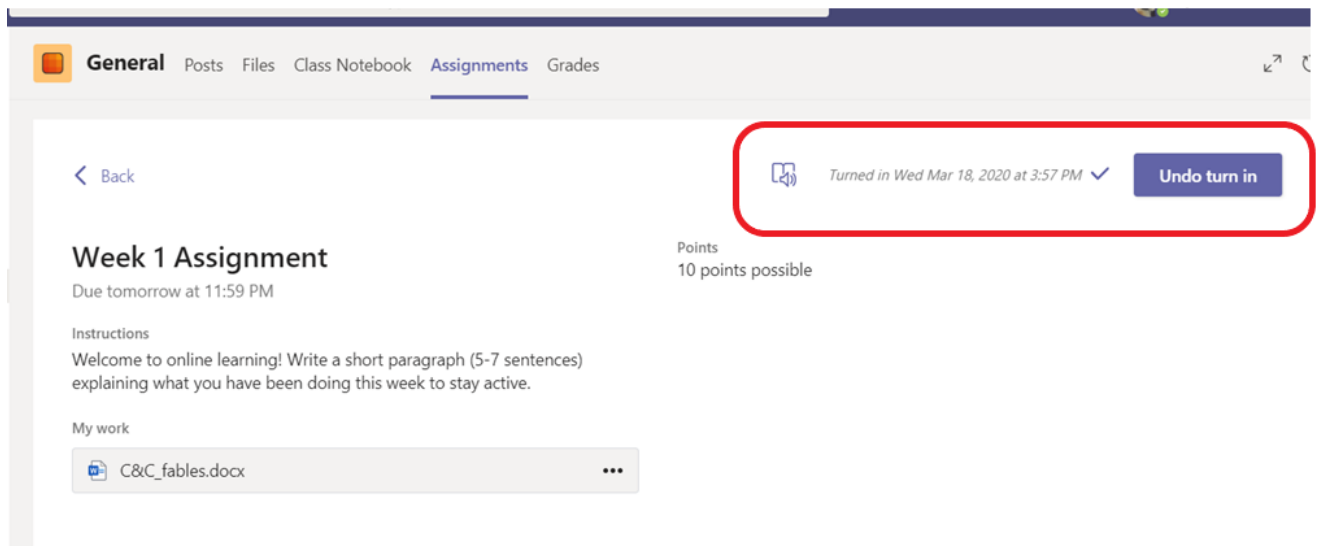
OPTION 3- Upload a document from your computer



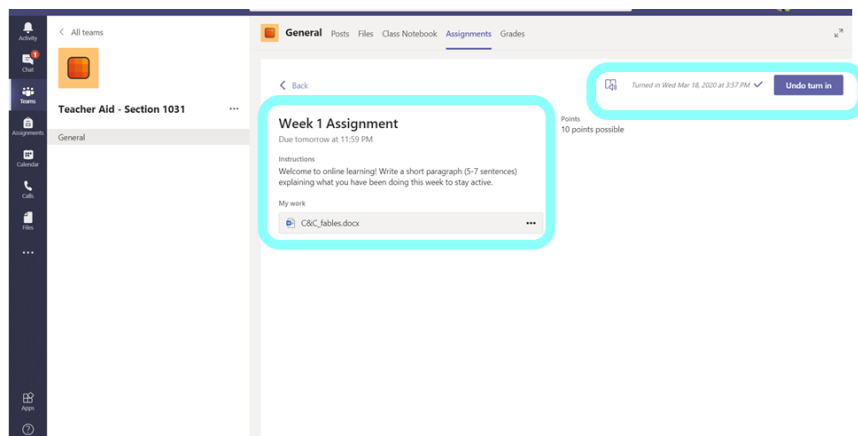
Step 10- When finished, turn in the assignment.



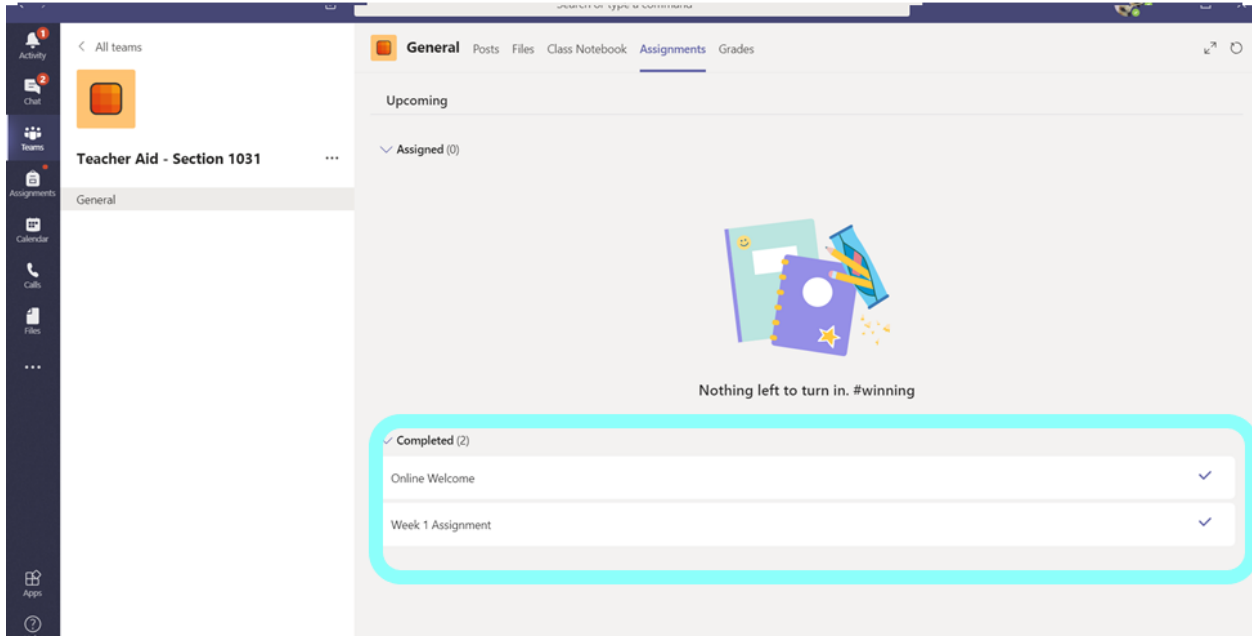
You should see a confirmation that the assignment was turned in on the screen, and in a notification in teams. When you turn in an assignment, the teacher will also be notified.



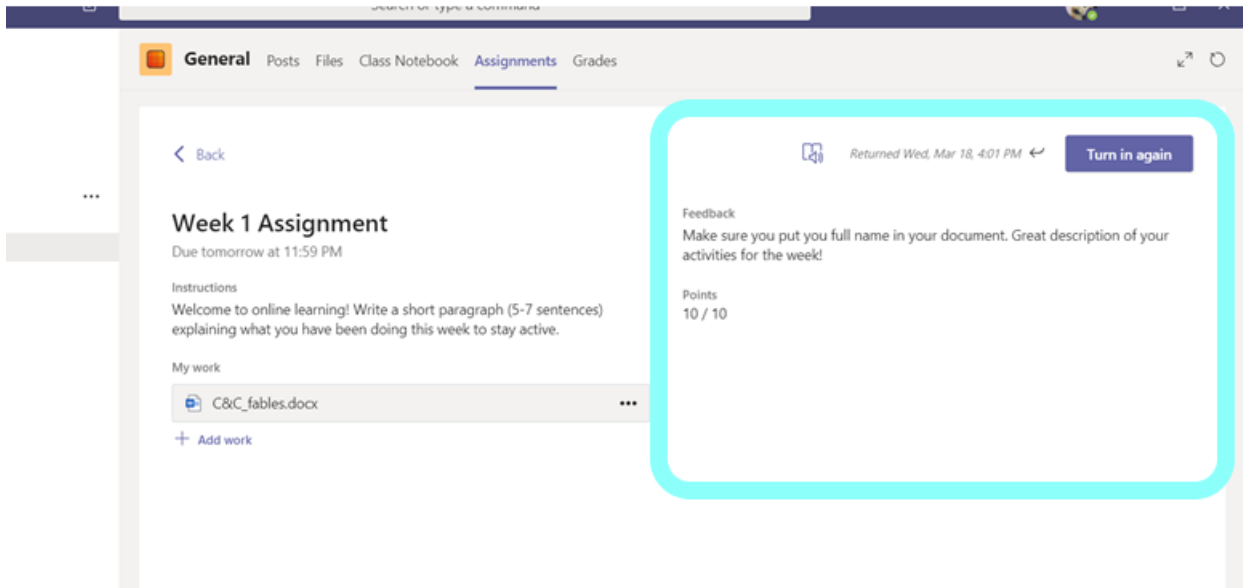
Students can still see that it was turned in, and what the document was they submitted.



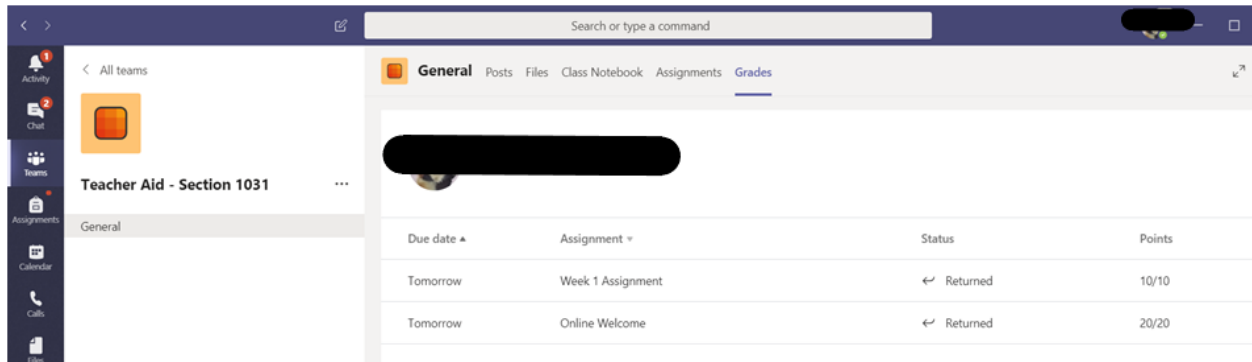
Your assignment will then show in the “Completed” assignment tab



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

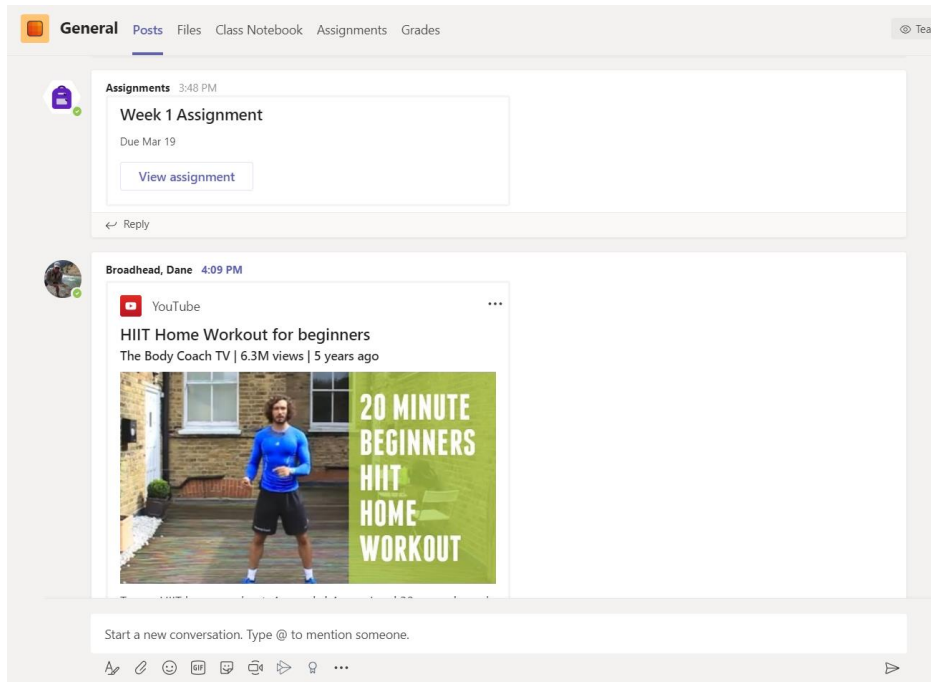


The student can also click the “Grades” tab to see all graded work to date.

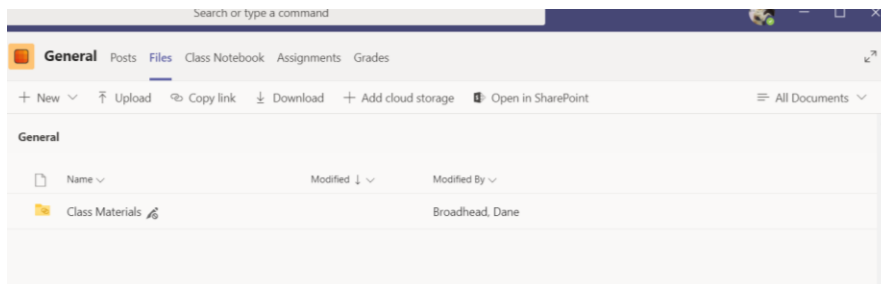


Other useful tabs in Microsoft Teams:

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.)



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

