HISD | Instructional Technology
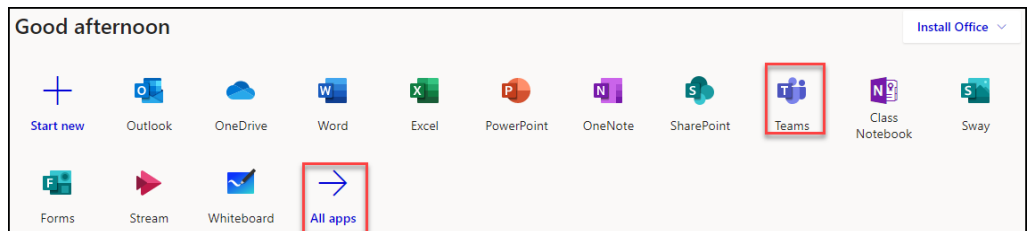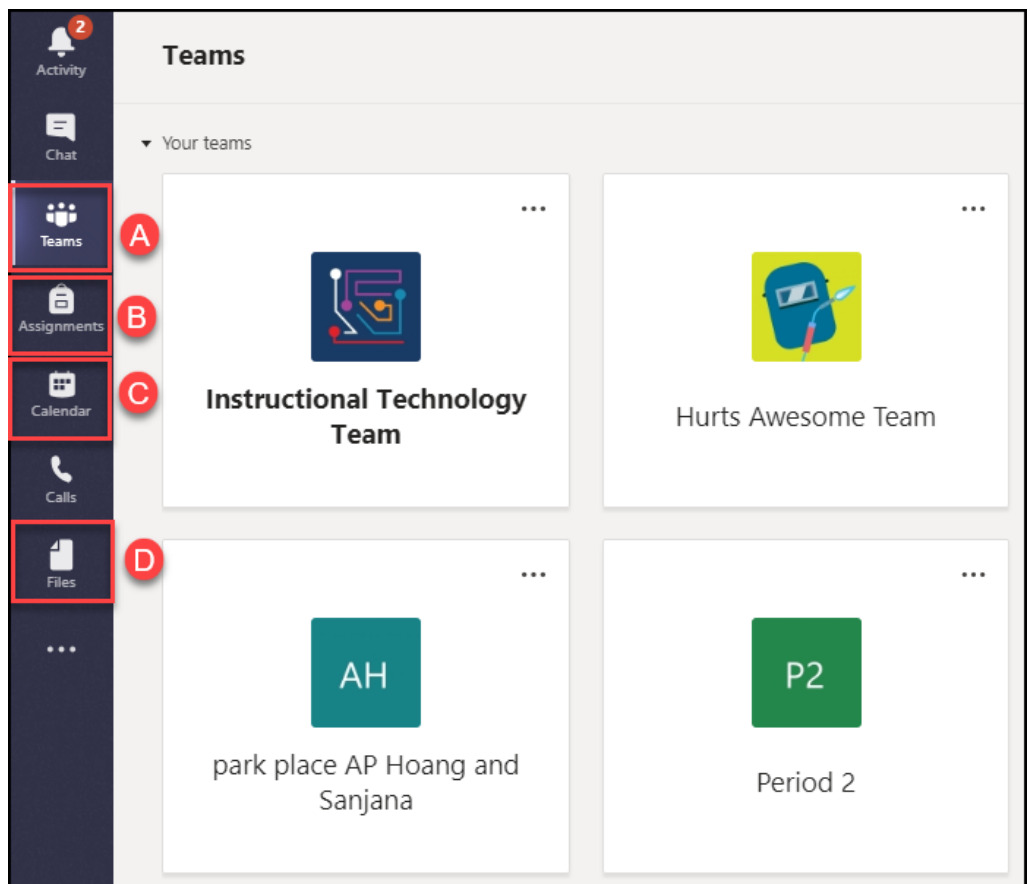**EMPOWERING EDUCATION EVERY DAY**

ACCESSING TEAMS AS A STUDENT

1) Go to office365.houstonisd.org and select **Teams**.

If you do not see the TEAMS icon click **All app** to find it.

2) Click on **Teams** on the left panel to see your classes.

A. **Teams** will give you access to your courses.

B. **Assignments** lets your check work assigned to you in all classes.

C. **Calendar** lets you find dates and meeting links to join virtual class meetings.

D. **Files** gives you access to resources uploaded in all your classes.

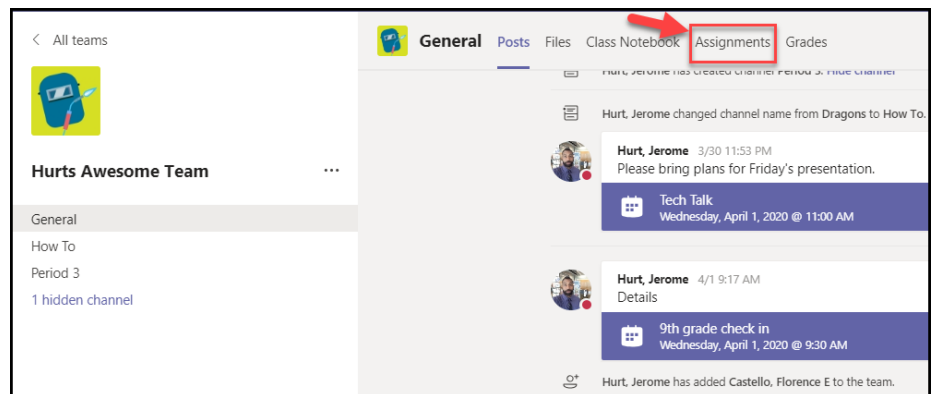HOUSTON INDEPENDENT SCHOOL DISTRICT

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TURNING IN ASSIGNMENTS ON TEAMS

1) Go to the class that you have an assignment to submit.
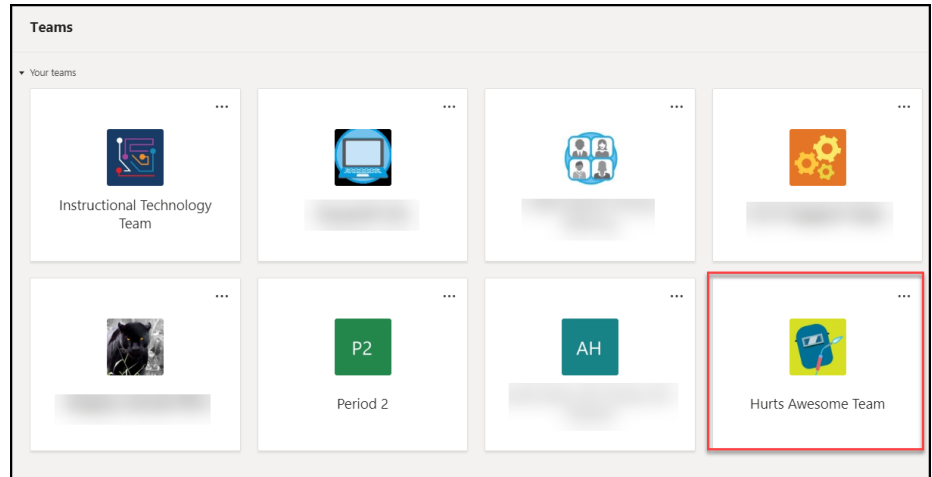
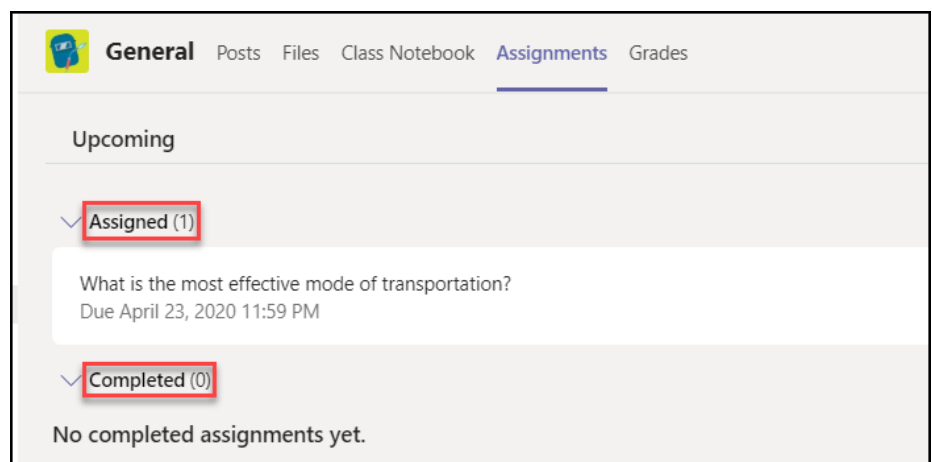**2)** Choose the **Assignment** tab on the center panel.

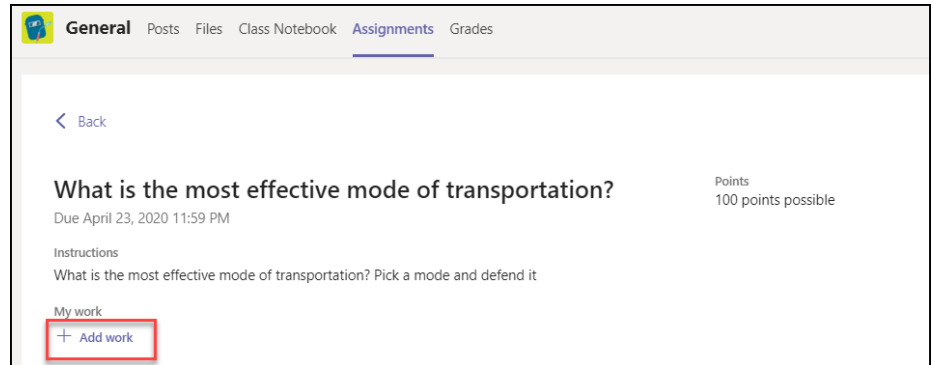**3)** The **Assigned** tab shows the assingment that needs to be completed.

Completed tab allows you to see the turned in assingments.

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TURNING IN ASSIGNMENTS ON TEAMS

4) Click on the title of the assignment and choose **Add Work**.

General   Posts   Files   Class Notebook   **Assignments**   Grades

‹ Back

What is the most effective mode of transportation?
Due April 23, 2020 11:59 PM

Points
100 points possible

Instructions
What is the most effective mode of transportation? Pick a mode and defend it
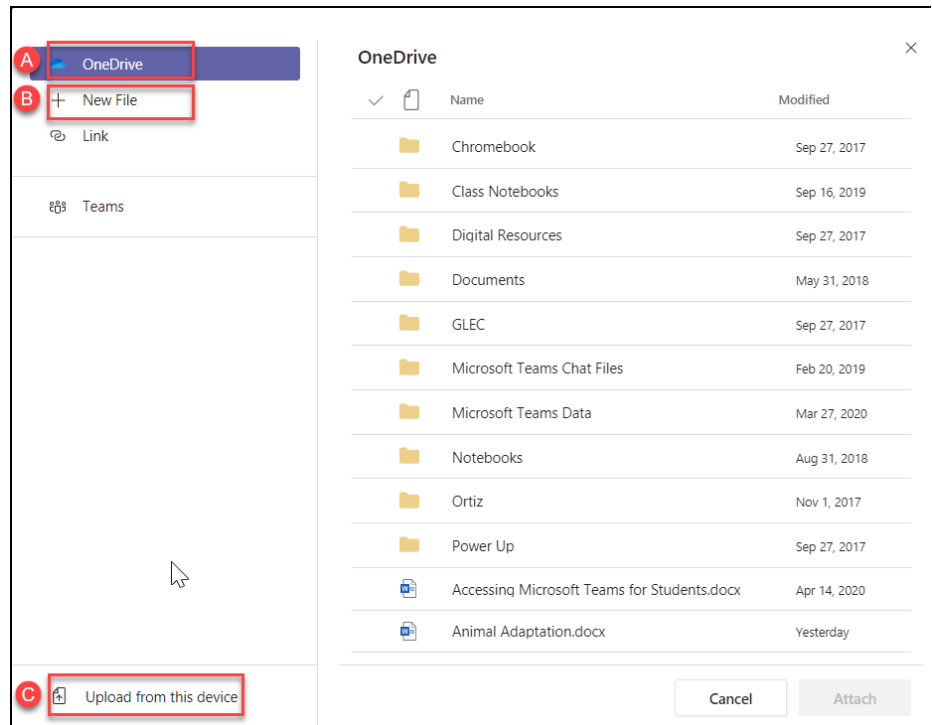
My work

+ Add work

5) You have 3 options to turn in your work.

A. Upload a file saved in your **One Drive**.

B. Create a **New File** by adding a Word, Powerpoint or Excel file.

C. **Upload a file** from your computer.

A   OneDrive
B   + New File
    Link

Teams

C   Upload from this device

OneDrive   ✕

	Name	Modified
📁	Chromebook	Sep 27, 2017
📁	Class Notebooks	Sep 16, 2019
📁	Digital Resources	Sep 27, 2017
📁	Documents	May 31, 2018
📁	GLEC	Sep 27, 2017
📁	Microsoft Teams Chat Files	Feb 20, 2019
📁	Microsoft Teams Data	Mar 27, 2020
📁	Notebooks	Aug 31, 2018
📁	Ortiz	Nov 1, 2017
📁	Power Up	Sep 27, 2017
📄	Accessing Microsoft Teams for Students.docx	Apr 14, 2020
📄	Animal Adaptation.docx	Yesterday

Cancel   Attach

6) Turn in your work.

‹ Back

Turn in

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