

TEAMS - Assignments

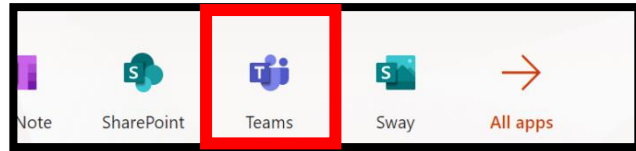


To access a notebook, go to cbsd.org/365 and click on the **Sign-in** box. You will use your district email address and password to log in.

To Open a Team

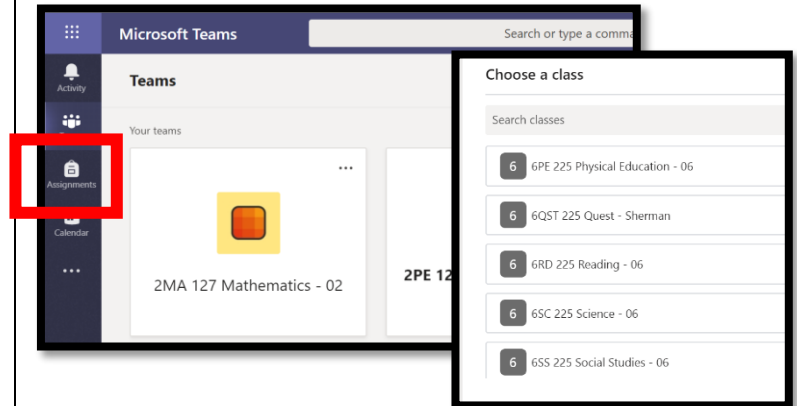
Directions:

- Click on **Teams**
- This will open to a page that shows a list of the teams, or classes, you are in.



Finding an Assignment

- Click on **Assignments** tab in your **Me Space** on the left side of the page.
- A list of your teams will appear.
- Click on the **team name** where there is an assignment and then choose **Next** at the bottom of the list
- Click on the assignment that you want to do



Completing the Assignment

Instructions:

- Read what your teacher wrote so that you can find out what you will need to do.

My Work

- **Attachments:** Click on the link that is under My work – this will make a copy for you to edit and revise. All changes are saved in the cloud.
- **+Add Work** – If the directions ask you to, you can click on this and then upload from your **OneDrive** or **Computer**.

To Turn In Your Completed Work:

- Click on the blue **Turn in** box at the top right of the page (see top image).
- When you see something appear (a pizza slice, ice cream cone, or fish pop up, etc.) you know that your teacher can see your assignment.

