

Where can I Find the Daily Lessons and Assignments?

Step 1- Log into Teams (via Office365) and click on the Homeroom channel. Click on **Files**. Look for Today's Agenda. The agenda lists the day's lessons and assignments. See which subjects you have so that you can plan your day.

Step 2- Stay in the Homeroom channel and click on **Assignments**.

Step 3- In **Assignments**, you will see a Sway for each subject that you have that day.

Step 4- Click on the 3 dots to the right of the assignment's name. Open the Sway and scroll through your lessons and assignments. Read carefully and follow all directions.

Which subject should I do first?

You may do the subjects in any order.

How can I turn in assignments?

When asked to put your answers in a Form, type all your responses and then hit SUBMIT at the bottom of the form. Your answers will go directly to me.

When asked to type something in Office365, open a new document and when you are finished, hit Share & share with Niemeyer-Schorpp, Holly. The document will go directly to me.

When you are finished all the assignments in a Sway, click on Assignments, find the sway that you finished and click TURN IN.

How do I join a Teams meeting?

Look for the calendar icon on left side of page. Open your calendar and look for today's date and time of meeting. Click on Join. Don't forget to mute your microphone unless you are sharing. You can choose to have your camera on or off.