TEAMS - Assignments

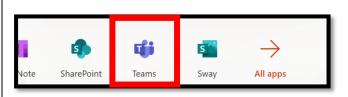
Office 365
Sign in to Office 365
with your CBSD email address and password
Sign-in

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

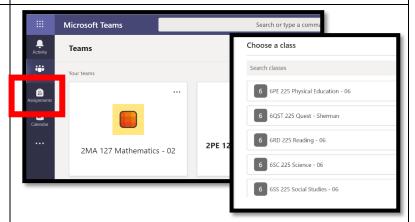
Directions:

- 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.



