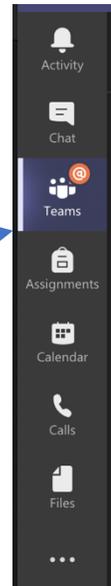Good morning
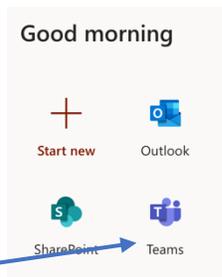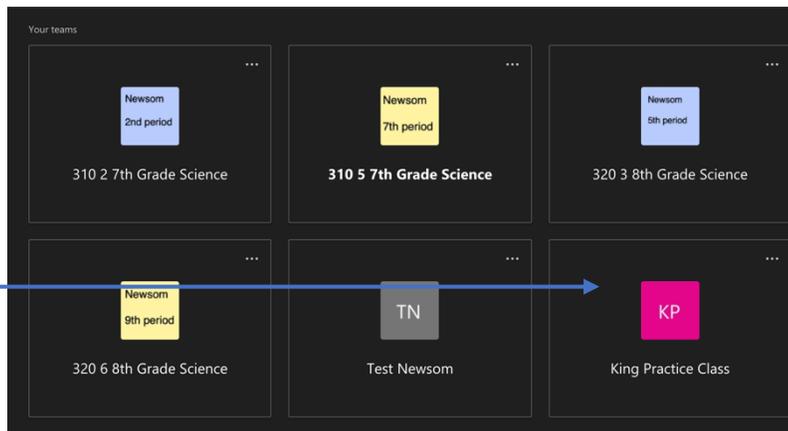
Start new   Outlook

SharePoint   Teams

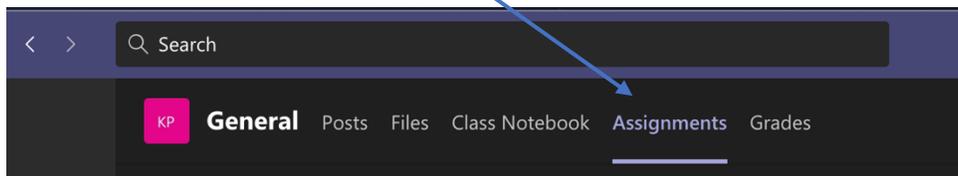**Assignments 101:**

To view your assignments in a class:

1. Open Teams

2. Make sure your "Teams" is selected on the left side bar

3. Then click on the class you want to work on

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
...

Your teams

Newsom 2nd period	Newsom 7th period	Newsom 5th period
310 2 7th Grade Science	310 5 7th Grade Science	320 3 8th Grade Science

Newsom 9th period	TN	KP
320 6 8th Grade Science	Test Newsom	King Practice Class

Here are all my teams. Right now I want to work in Mrs. King's practice class.

4. Then select **assignments** from the top menu bar

Search

KP **General** Posts Files Class Notebook **Assignments** Grades

5. Let's orient ourselves to the assignments tab!

∨ Assigned

| Safety Quiz | 5 points |
| Due August 28, 2020 11:59 PM | Past due |

| Safety Quiz | 5 points |
| Due August 29, 2020 11:59 PM | Past due |

∨ Completed

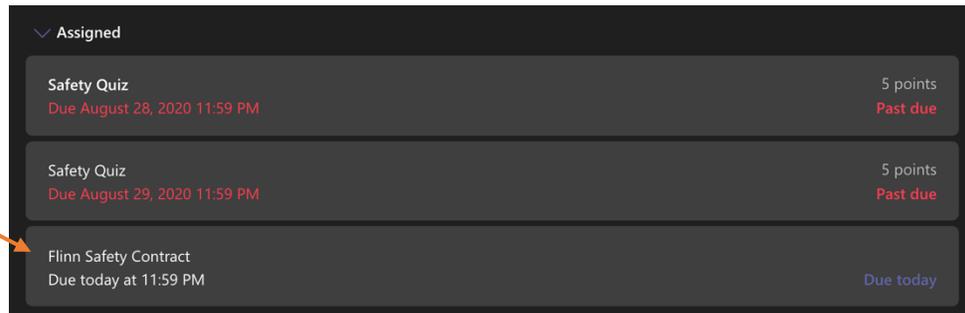| All About Me | ✓ |

| Flinn Safety Contract | ✓ |

These are the assignments I have NOT turned in.

These are the assignments I have completed and can view feedback/grades for.
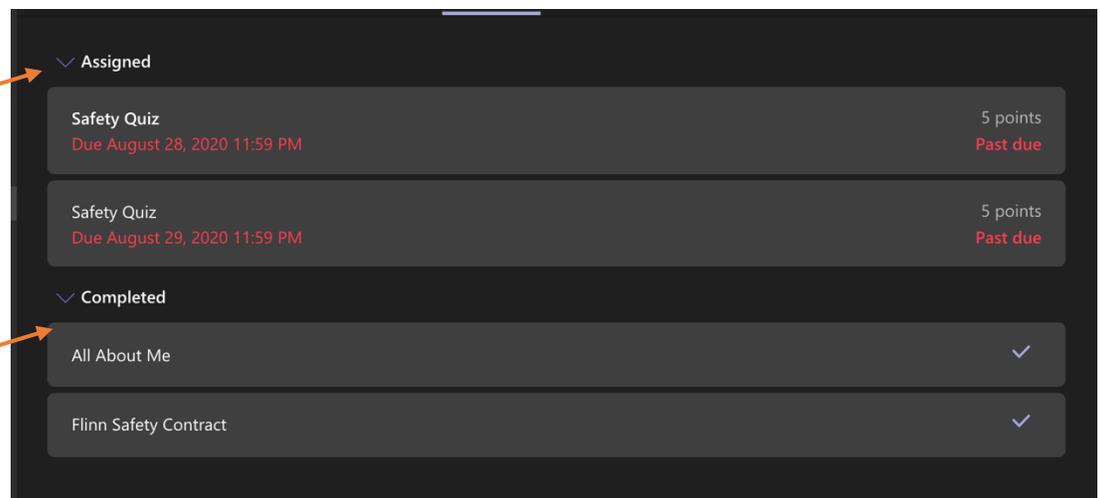
To complete an assignment:

1. Click on the assignment

2. Let's take a look at the assignment details!

Here are the instructions from my teacher.

Here is where I need to add my work. Read the directions carefully to see if attached work is required.

< Back

Flinn Safety Contract
Due today at 11:59 PM

Points
No points

Instructions
Attach a copy of your signed safety contract to this assignment. Be sure to fill out all the questions and add an emergency phone number.

My work

N   Flinn Safety Contract   ...

🔗 Add work

This assignment is worth no points.

In this assignment, I am asked to attach work. To see how to complete an assignment in class notebook, view the next page.

3. Now I have added my work (see how to attach a document to an assignment for help with this). It's time to turn in!

< Back   🔊   Turn in

Flinn Safety Contract
Due today at 11:59 PM

Points
No points

Instructions
Attach a copy of your signed safety contract to this assignment. Be sure to fill out all the questions and add an emergency phone number.

My work

N   Flinn Safety Contract   ...
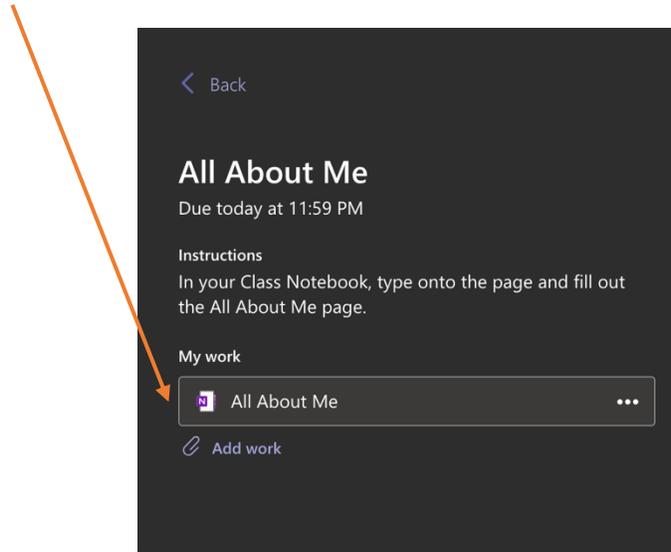
📄   Flinn Safety Contract_Newsom 1.PDF   ...

🔗 Add work
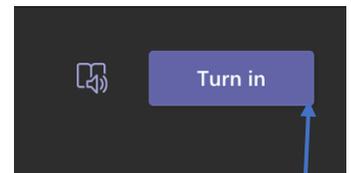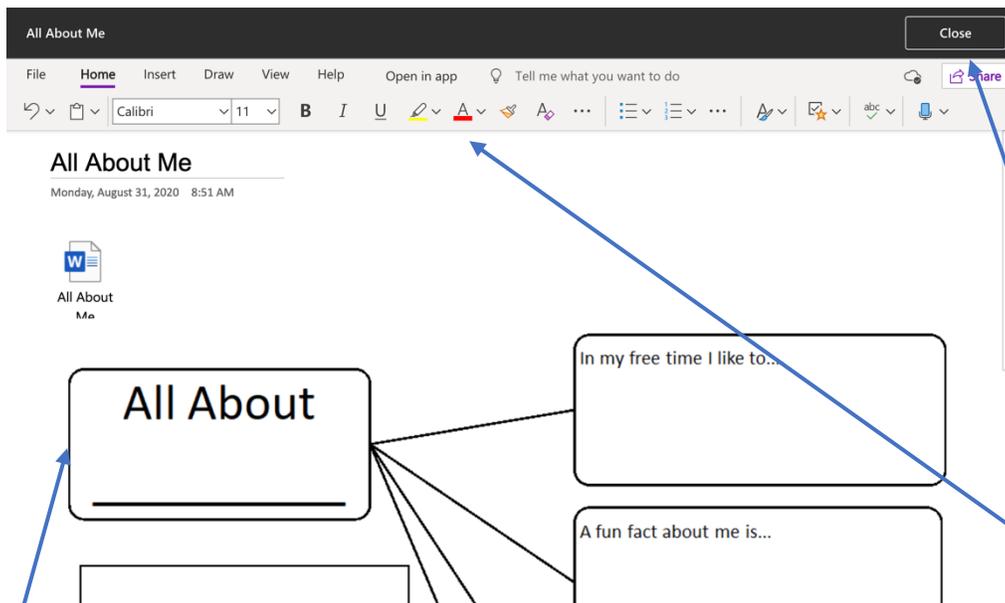
Here is where I can see my work attached.

Click the turn in button to submit the assignment.

To complete an assignment in Class Notebook (OneNote):

1. Open up the assignment to read the directions.
2. Then, click on the Class Notebook page to open the assignment in Class Notebook.

< Back

All About Me
Due today at 11:59 PM

Instructions
In your Class Notebook, type onto the page and fill out the All About Me page.

My work

All About Me   ...

Add work

3. This is what an assignment looks like in Class Notebook. Let's get familiar with Class Notebook!

Turn in

All About Me   Close

File   Home   Insert   Draw   View   Help   Open in app   Tell me what you want to do   Share

Calibri   11   B   I   U

All About Me
Monday, August 31, 2020   8:51 AM

All About Me

All About
_____

In my free time I like to...

A fun fact about me is...

4. Remember to click TURN IN on your **teams** assignment page!

3. When I am finished, I will hit close.

2. Here is my tool bar for changing text etc.

1. Here is my worksheet that I need to fill out.

To type in the boxes, I can click where I want to type and a text box (like this) will show up for me to type in.

In my free time I like to....