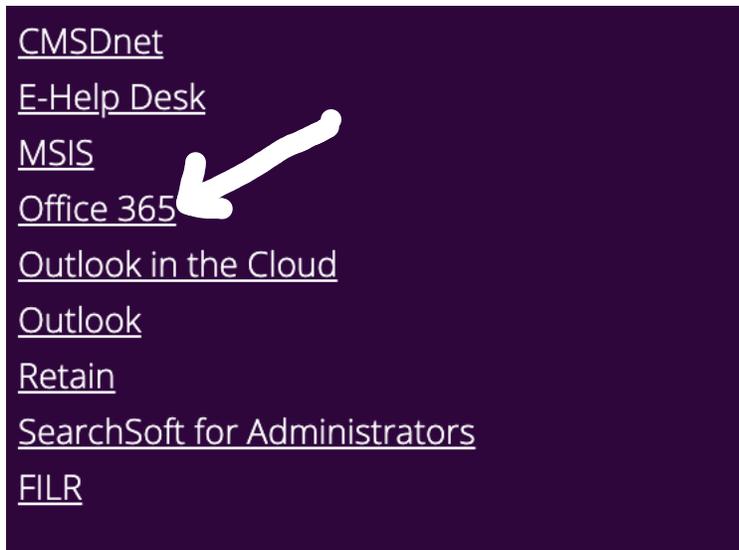


How to Open Teams, Find Assignments, Upload Assignments, and Turn in Assignments

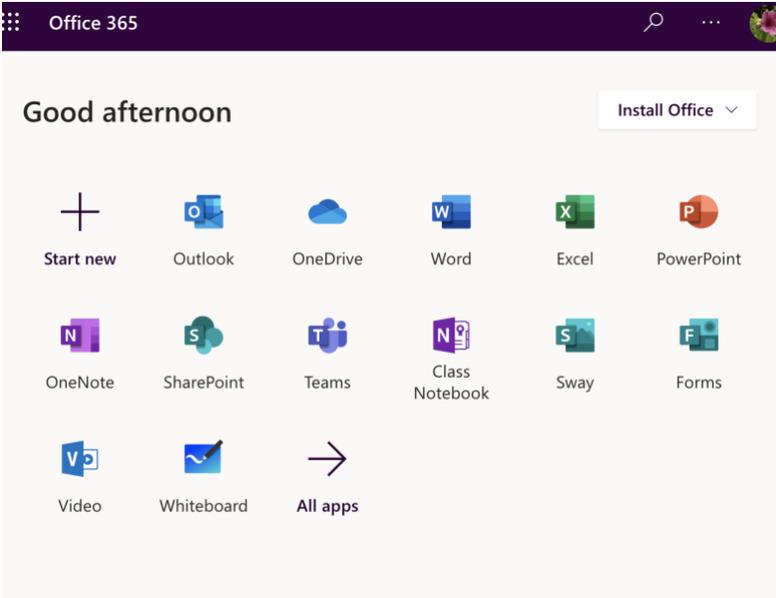
Step 1: Go to www.columbuscityschools.org

Step 2: Scroll to the bottom of the website page and look for Office 365.

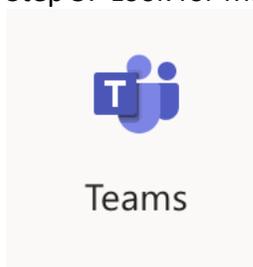


Step 3: Click on Office 365. Enter your snumber@columbuscityschools.org for your username
And your birthday for your password 5/7/2009 or 12/23/2009.

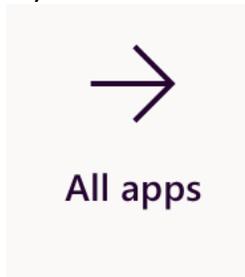
Step 4: You will see this screen.



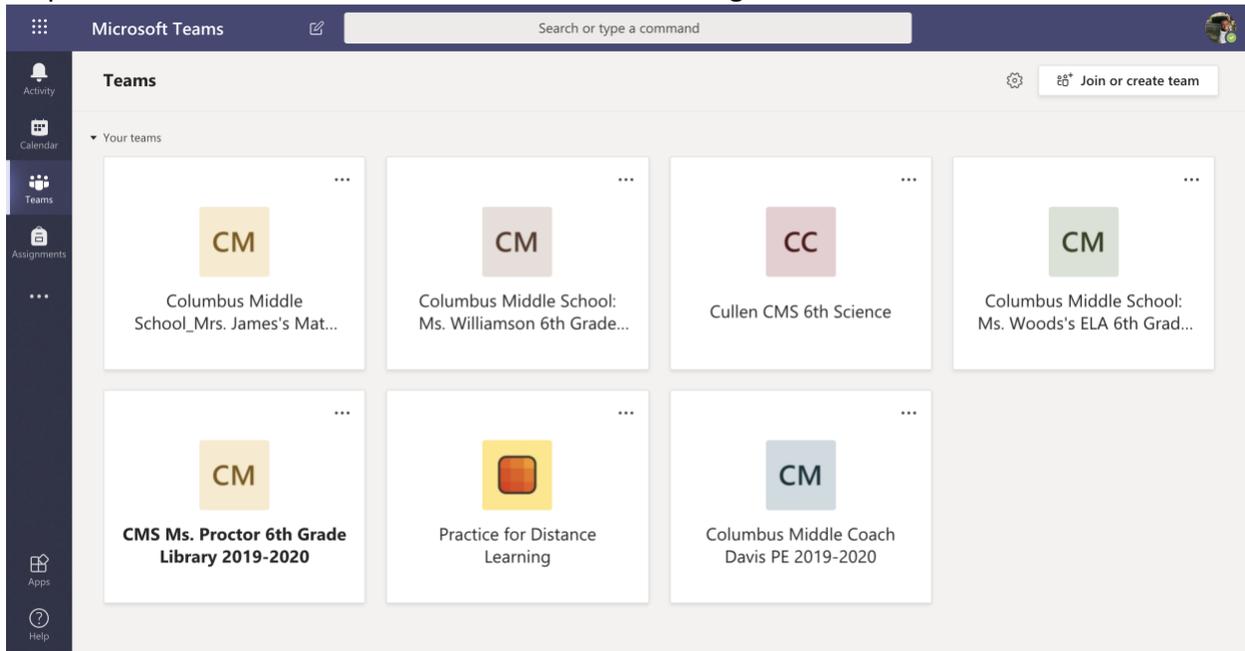
Step 5: Look for Microsoft Teams and click on Teams.



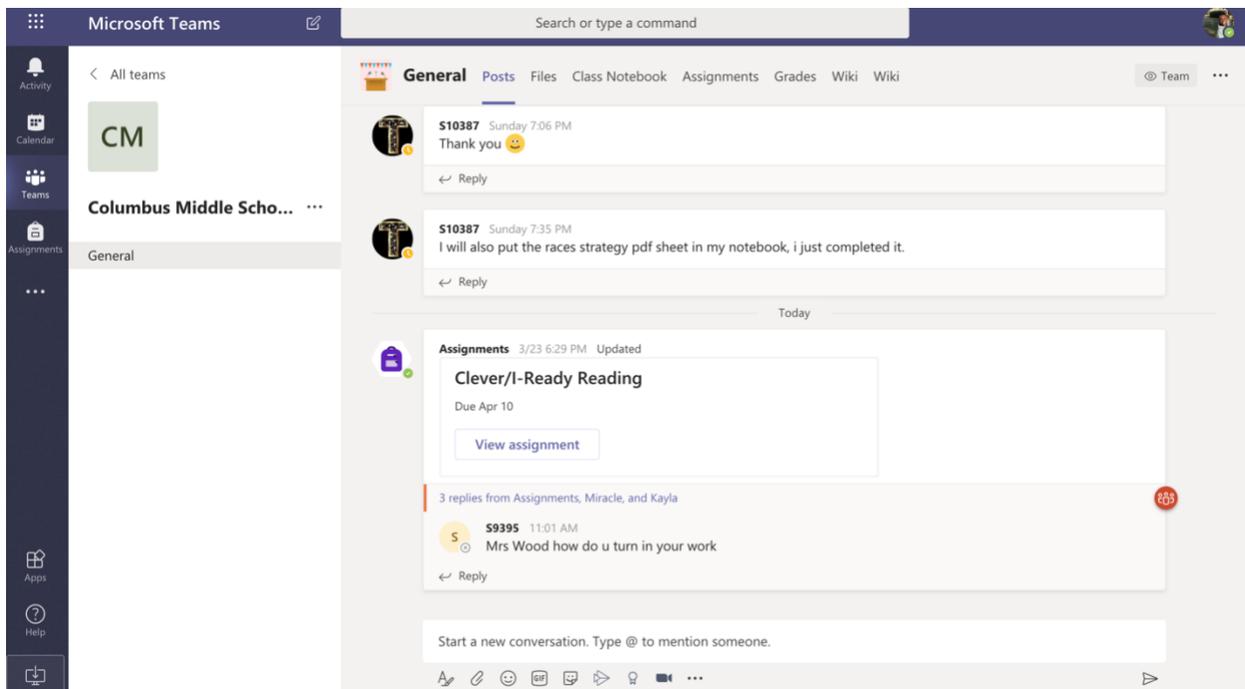
If you do not see TEAMS, click on All Apps and search Teams there.



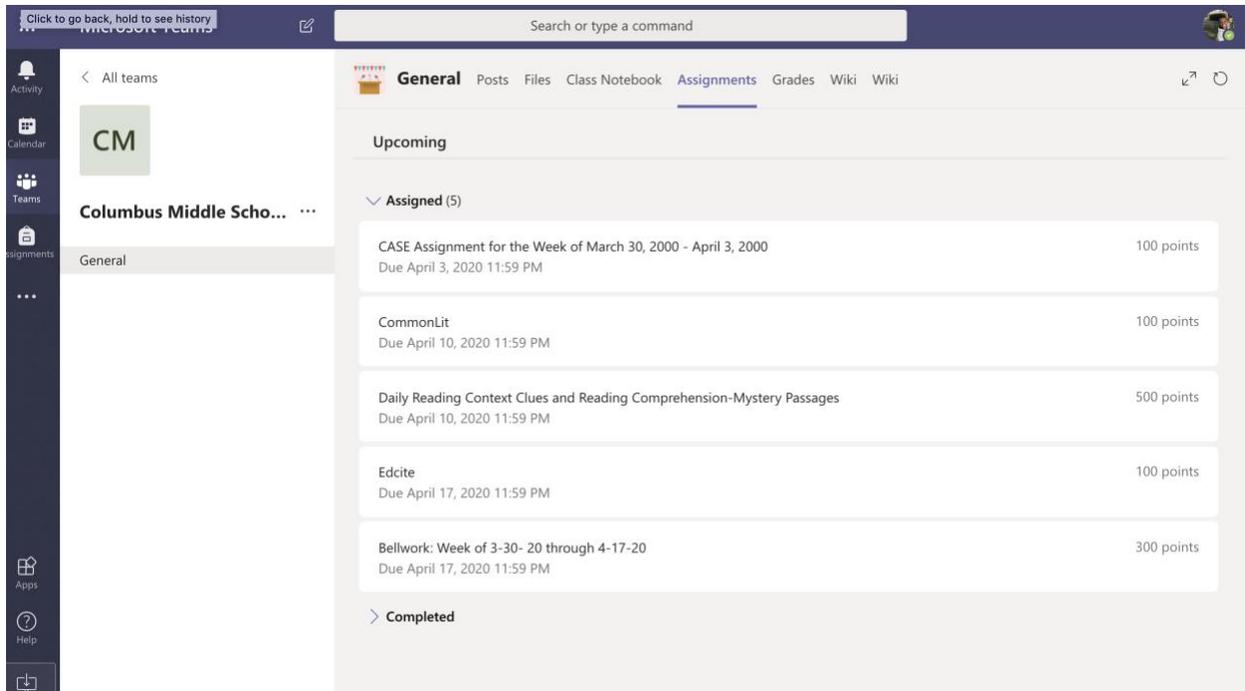
Step 6: Click on the Icon of one of the Teams to find assignments.



Step 7: Look on the General Chat page for messages from your teacher. You will need to scroll up to see all of the messages there.

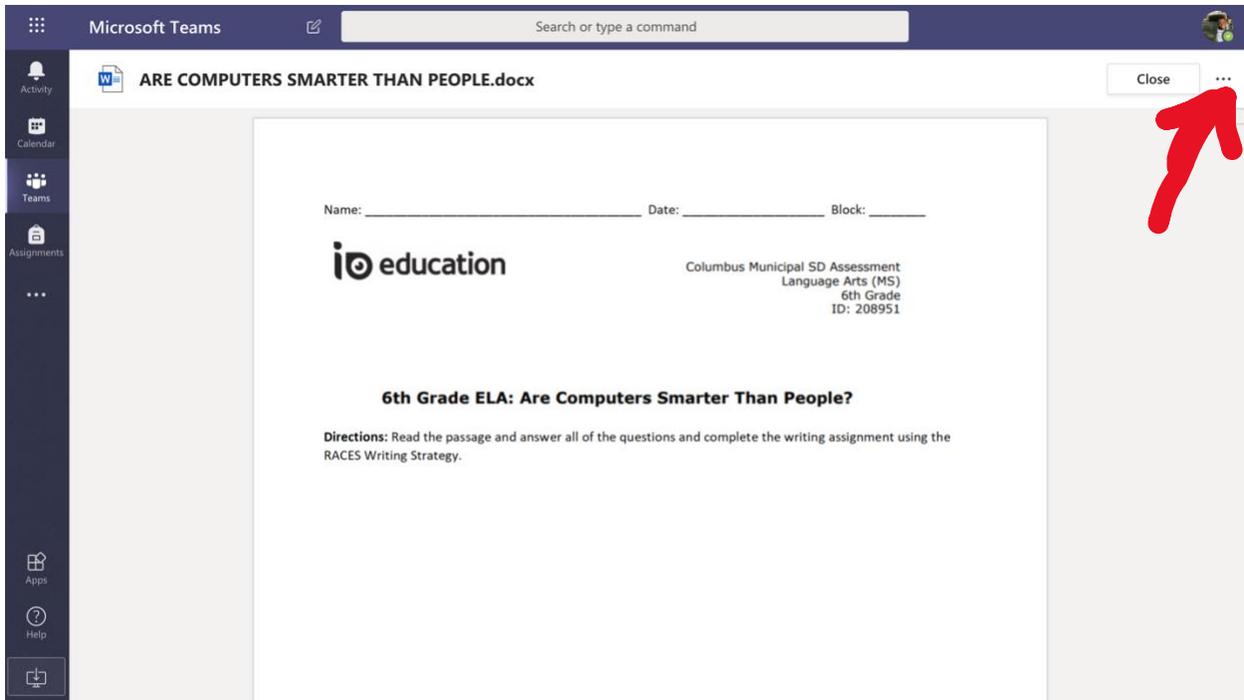


Step 8: Click on Assignments and you will see every assignment your teacher has posted.



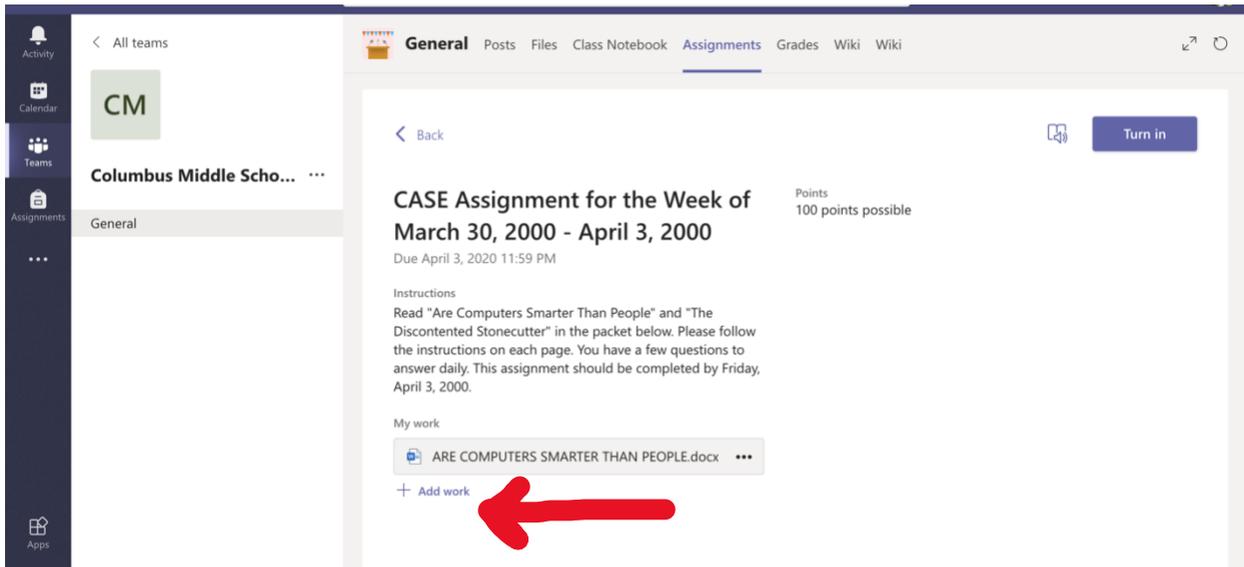
Step 9: Click on one of the assignments to open it. Here you should see some instructions on how to complete the assignments. If the assignment is a word document and the teacher has given permission to edit, you can type into the document.

Click on the assignment to open the assignment. Look in the right corner for three dots. Click on the dots and open WORD in the desktop app or browser. This will depend on the type of device you are using. Chose whichever one allows you to open the document.

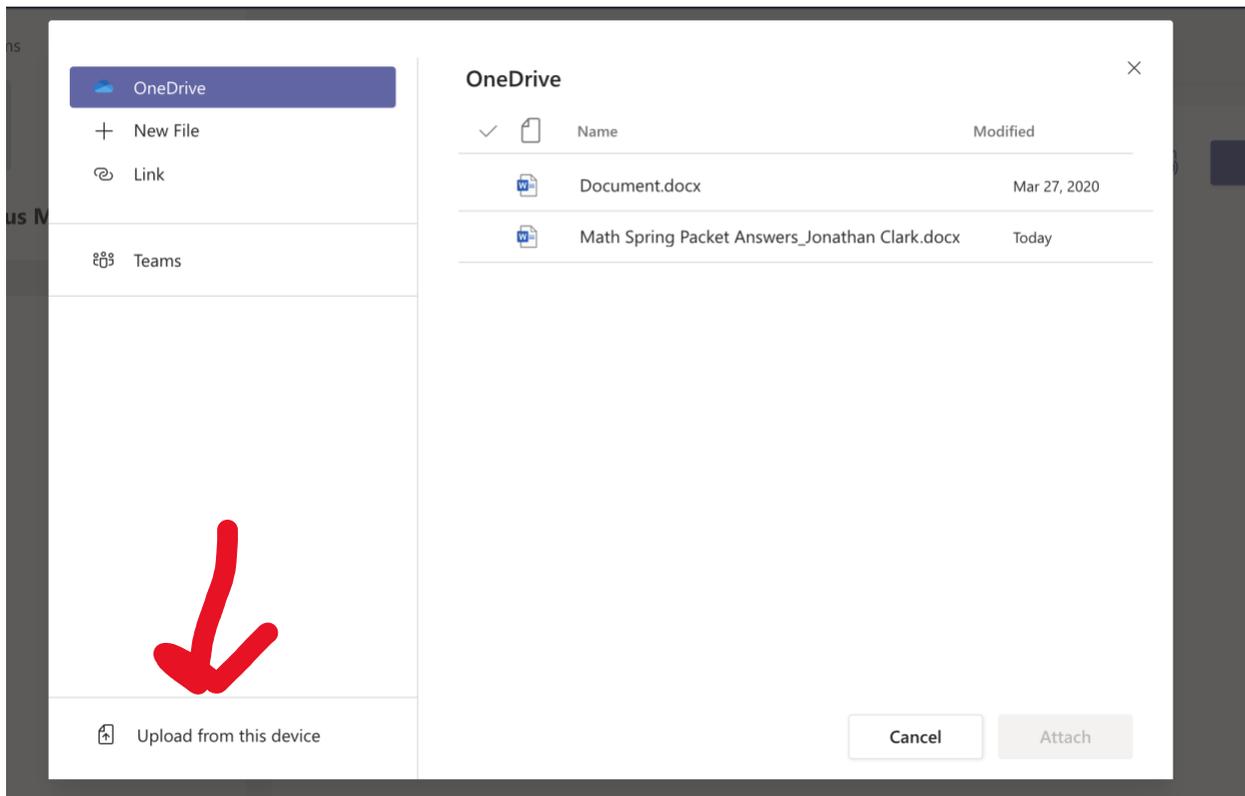


The document will open in an editable WORD format. Type your responses to each question. The document will automatically save your work. Once you have finished entering your responses close word and go back to the original assignment. Click on TURN IN and you are finished if it is a word document.

Step 10: If the document is not a word document, you will need to save your answers in the form of a picture or a word document to your device before continuing. Click on the ADD MY WORK button. The box below will open.



Click on the 'upload from this device' button, locate where you saved your assignment, and open the assignment. Click done when it is uploaded. After the assignment has been uploaded, make sure you click on TURN IN.



Microsoft Teams

Search or type a command

All teams

CM

Columbus Middle Scho... ..

General

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Turn in

CASE Assignment for the Week of March 30, 2000 - April 3, 2000

Points
100 points possible

Due April 3, 2020 11:59 PM

Instructions
Read "Are Computers Smarter Than People" and "The Discontented Stonecutter" in the packet below. Please follow the instructions on each page. You have a few questions to answer daily. This assignment should be completed by Friday, April 3, 2000.

My work

ARE COMPUTERS SMARTER THAN PEOPLE.docx ...

+ Add work

