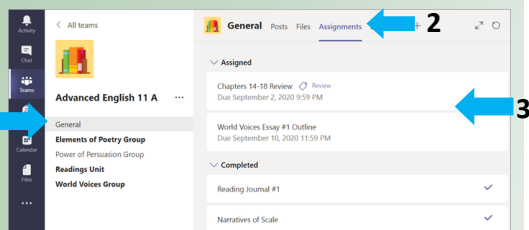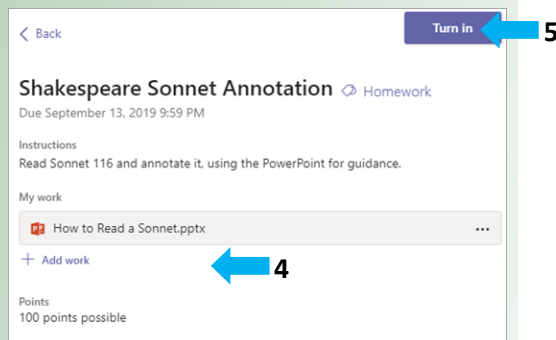## How to Turn in Homework

- Click on the General channel below the class's title. (1)
- Click on the assignments tab.(2)

- Click on a specific assignment (3) and a window similar to the one below will pop up.

- Read the instructions from your teacher and complete the assignment.
- If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** (4)and upload your file
- Click **Turn In** (5)
- Remember the **Turn In** button may say **Turn in late**, **undo turn in,** etc. depending on the status of your assignment.

Communication with teachers:

Your teacher is always interested in your success in and out of the classroom. If you have questions about your work, please contact your teacher in one of the following ways:

- "Chat" with your teacher by clicking on the icon on the left hand side of your teams page.
- Check out the "How to contact Me" on your Team page.
- Check out Posts on the General channel. Many teachers use this to relay updates, agendas and notices.
- Remember anything that you share on the general post can be read by the whole class.

Guidance Information:

Class of 2021 (Seniors)
Senediak: Last Names A-C & P-Z
Mizik: Last Names D-O

Class of 2022 (Juniors)
Senediak: Last Names A-C & P-Z
Mizik :Last Names D-O

Class of 2023 (Sophomores)
Vogler : All Students

Class of 2024 (Freshmen)
Vogler :Last Names A-F
Mizik : Last Names G-O
Senediak: Last Names P-Z

Remember: **Progress Book is** the official Gradebook of Warren G. Harding High School.

Progress Book Information:
Lisa Duncan (Extension 2488)

A Student's Guide to Office365 –101

Getting started with Microsoft Teams for Education

Warren City Schools

Warren G. Harding High School

For Tech Help:
 Go to WarrenCitySchools.org and fill out the Tech Support Form or Call (330)841-2316 and ask for Tech support.

Logging on:

At Warren G. Harding High School your **username** will be your district assigned email:
First initial last name last 4 digits of the student's ID @warren-raiders.org

Your **password** will be their entire student ID number. (You will find your student's ID on a report card or class schedule)

Example
Student: Joan Smith
Student ID: 123456
Student email and username:
JSmith3456@warren-raiders.org
Student password: 123456

My email and username:

_____

@warren-raiders.org

My student's password:

_____

Troubleshooting:
- If the app or icon isn't working log in at office.com
- Restart your laptop using the [Windows icon] mouse or trackpad. Click on the and then click the [power icon]
- Make sure you are logged off of any other Office 365 accounts.

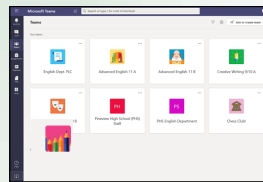## What assignments do I need to complete?

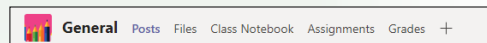1. Log onto Office.com and then click on Teams. [Teams icon]

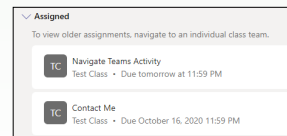2. Teams is located on the left hand side of the screen:
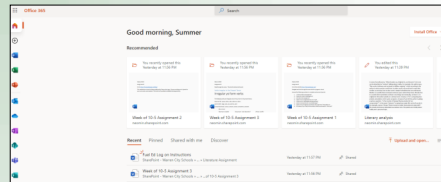
3. Choose the Team for the class in question.

4. Click on the **"Assignments" tab** at the top.

5. A list of incomplete assignments will appear along with their due dates. (Here there are 2 assignments)

You may also be able to click on "load more assignment" at the top and "completed assignments" at the bottom.

6. If all of the class's assignments have been completed a "Congratulations" or "Great Work" will appear.

7. If you would like to see what assignments have been completed already, click on the **"Grades" tab** at the top of the page.
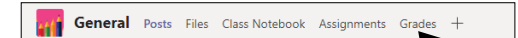
8. A list of every assignment, test, or quiz , the value of each assignment, and the status of each assignment can be seen on this tab.

Due date ▼	Assignment ▼	Status	Points
Feb 15	Anne Frank Read chapters 10-17 (pages 219-450)	⊘ Not turned in	No points
Feb 12	Essay 2 (including bibliography)	✓ Turned in	73/100
Feb 11	Write the first page of your essay, include your references.	⊘ Not turned in	/100
Feb 9	Finish your essay outline and bibliography	✓ Turned in	41/50

Tips:
- If an assignment was turned in late you will see this in the status column.
- If an assignments has been returned but no grade appears, then you may have been asked to fix or complete work turned in.
- Read the Feedback given about assignments!
- You can check your office.com account and see all of your automatically saved word documents.