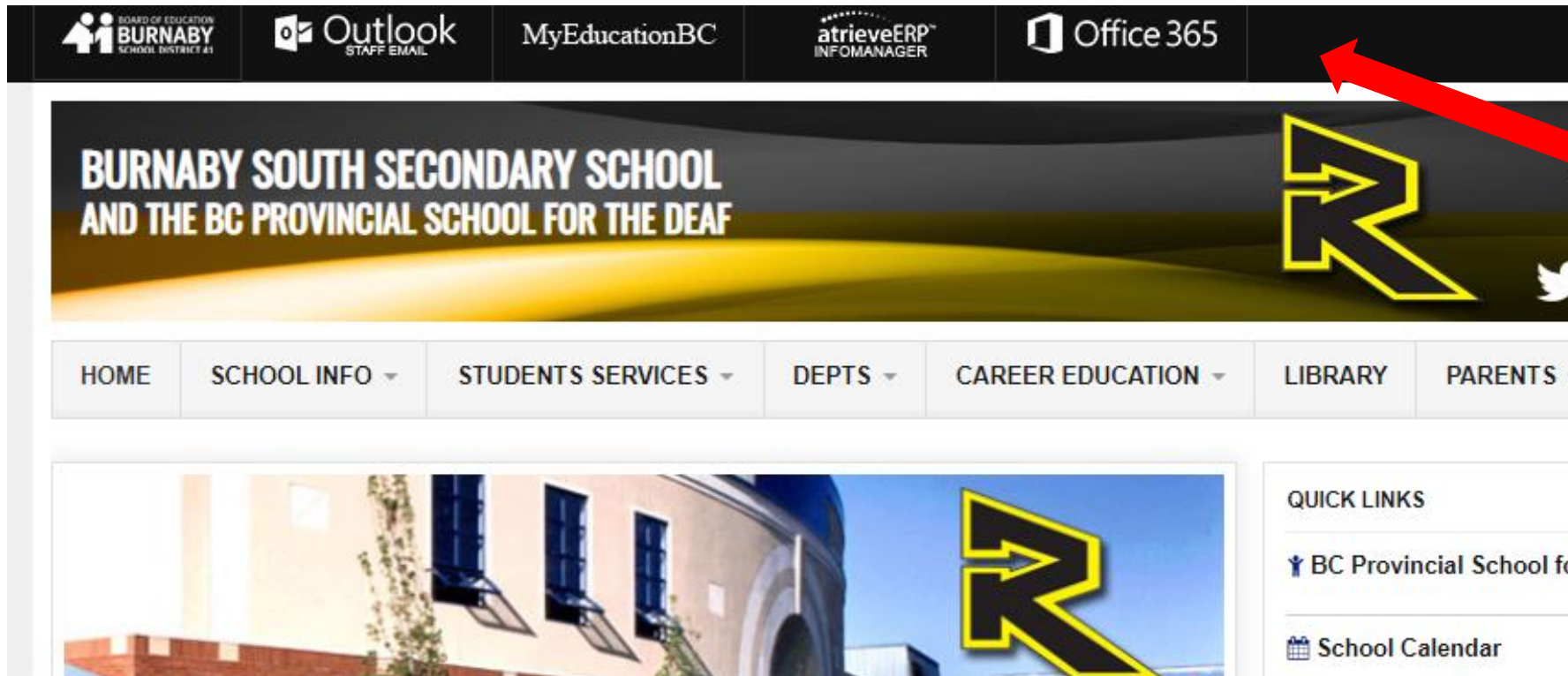


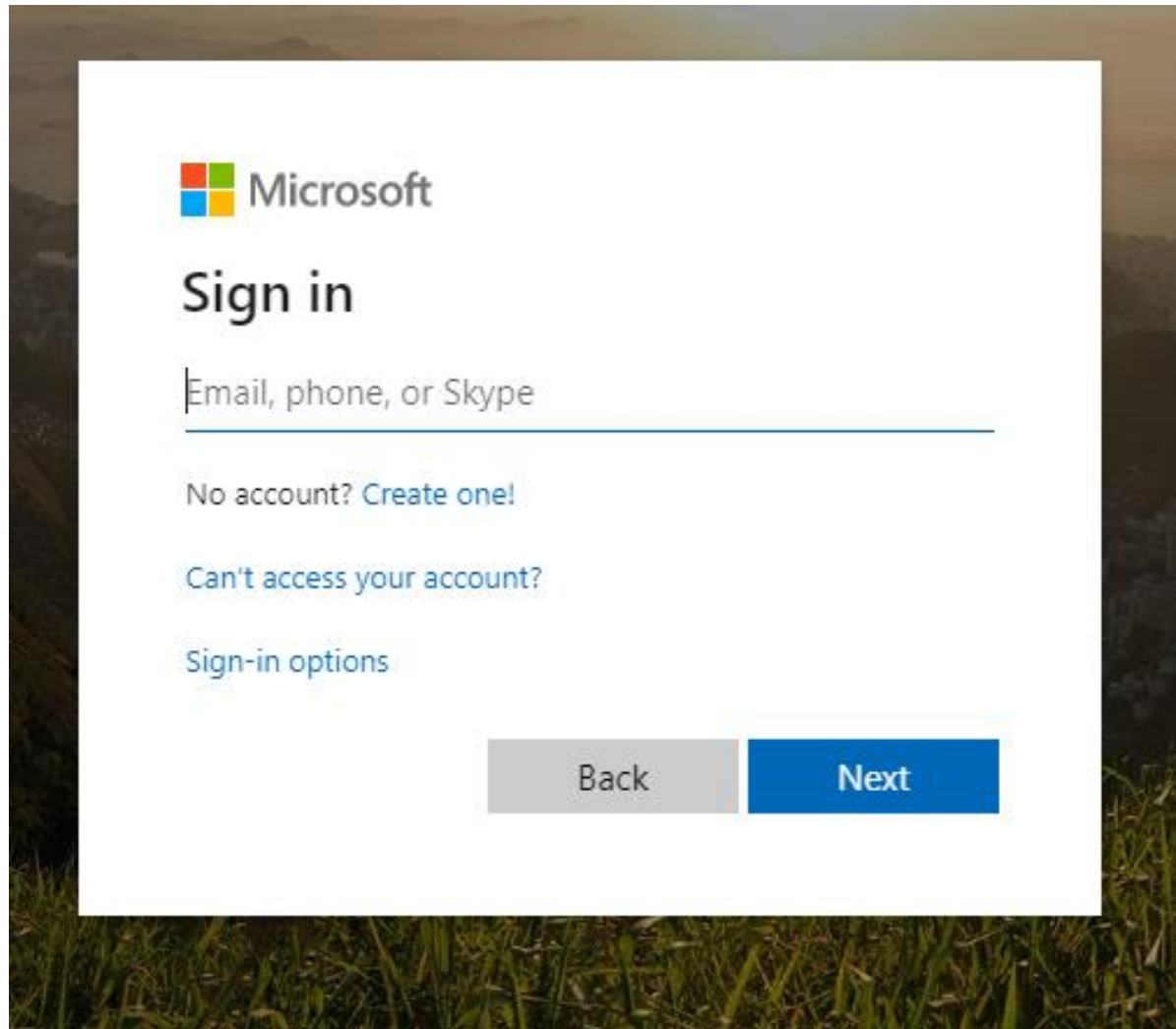
How to Access & Use Office 365 Teams

1. Go to the Burnaby South school website:

<https://south.burnabyschools.ca/>



2. Click on **“Office365”** located on the top menu bar.



3. Sign in to Office365 using your school email:

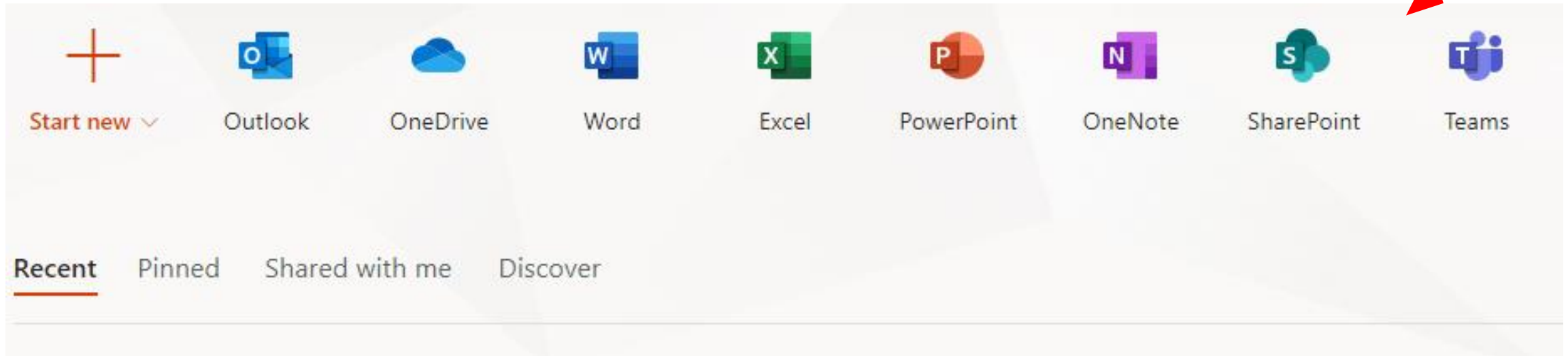
pupil#@edu.burnabyschools.ca

Example:

123456@edu.burnabyschools.ca

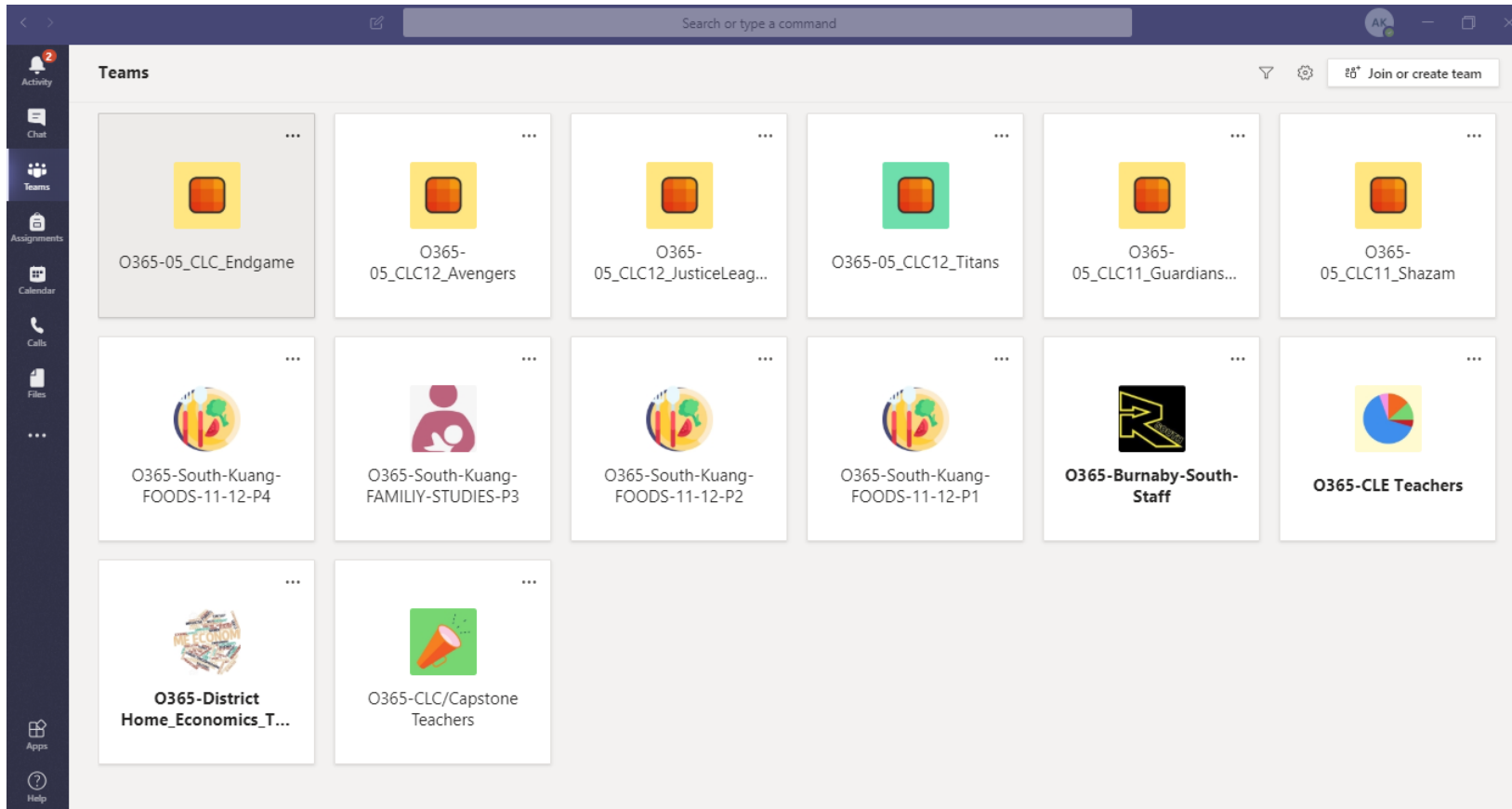
Your **password** is the same as the school computer login.

4. Once you are signed in, click on the “**Teams**” icon.



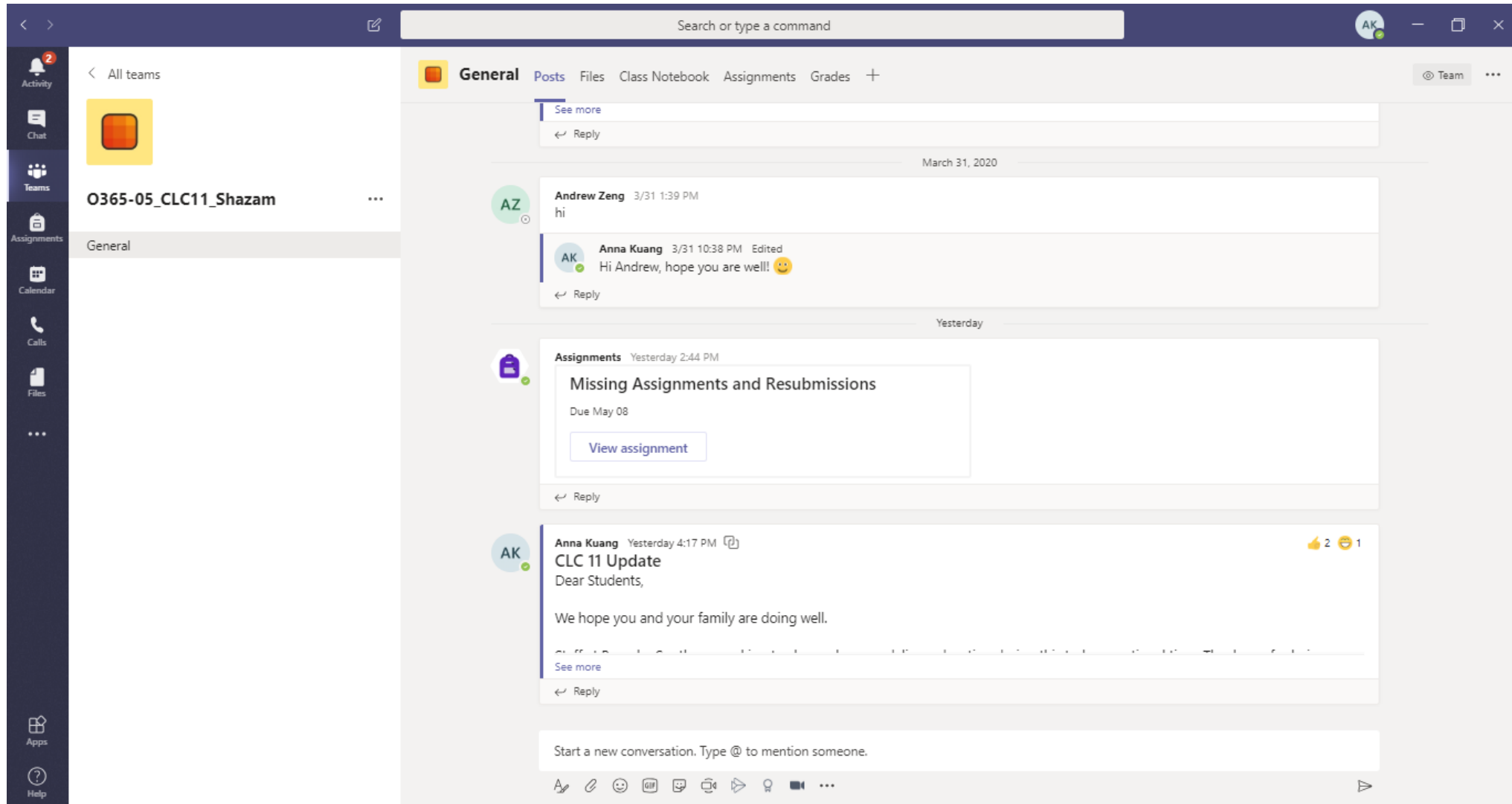
This is your “**Home**” page.

You will see all the Teams (classes) you are enrolled in.

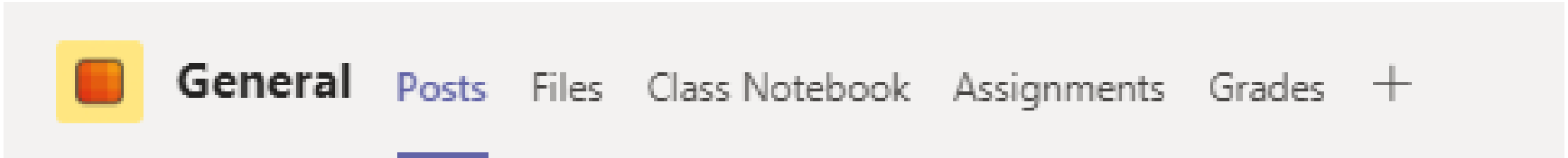


5. From here, click on the Team you would like to access.

Once you enter a Team, it looks like this:

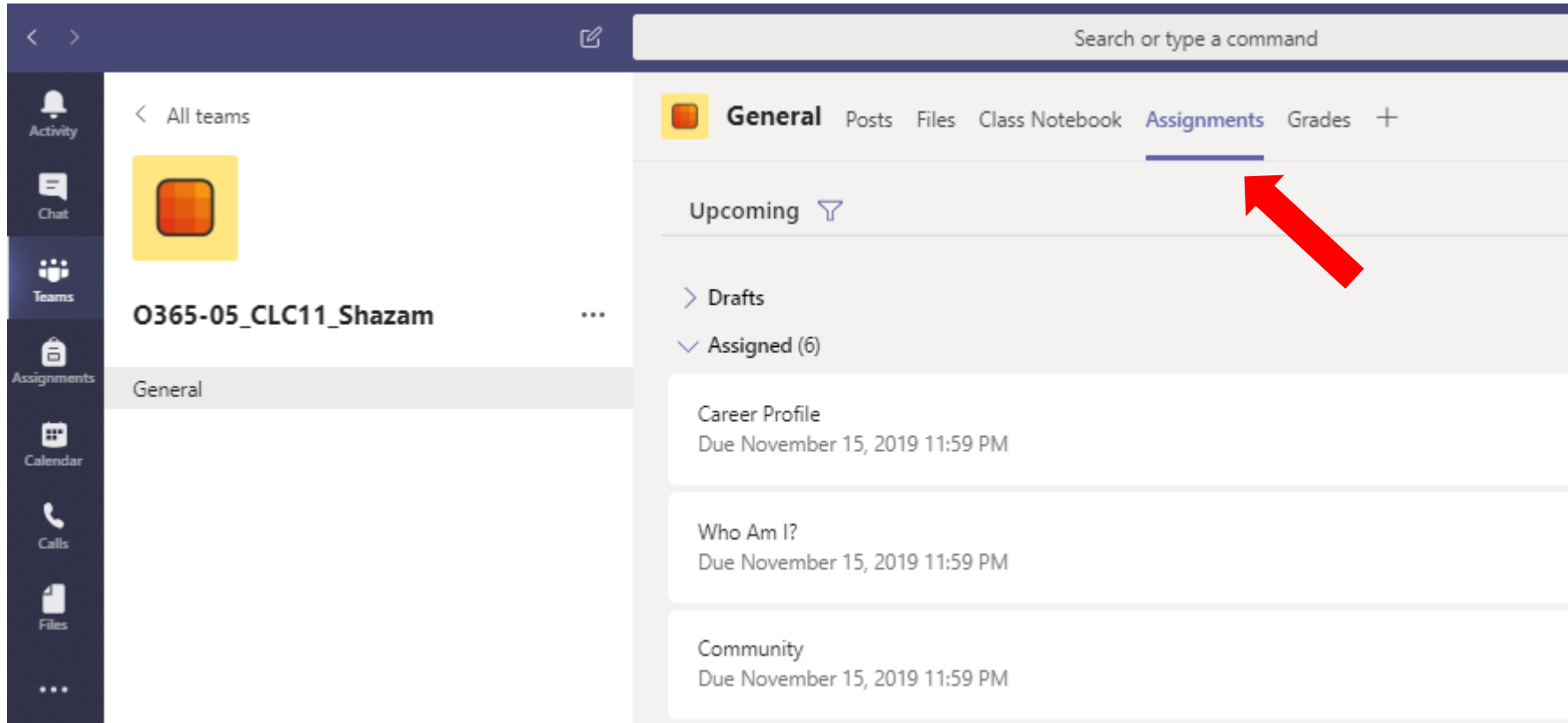


At the top, you will see a menu bar:



- **Posts:** class discussion board.
- **Files:** files shared by your teacher.
- **Class Notebook:** your teacher may provide you with a digital class notebook. It's a place to find lesson notes and materials, and a private space for you to write your own notes.
- **Assignments:** you can obtain and submit your assignments here.
- **Grades:** marks from your assignments.

How do I find my assignments?



1. Click on **“Assignments”**.

Assignments will show in order of due date.

2. Select any assignment to open it.

The screenshot shows a Canvas LMS interface. At the top, there is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is selected. Below the navigation bar, there is a 'Back' button and a 'Turn In' button with a red arrow pointing to it. The main content area displays the assignment details for 'Career Profile'. It includes the due date 'Due November 15, 2019 11:59 PM', the closing date 'Closes March 31, 2020 11:59 PM', and the points 'Points 10 points possible'. The instructions section reads: 'Choose a career that interests you. Use print and online resources, as well as interviews with working adults, to create an in-dept profile of that career.' Under 'Reference materials', there is a file 'Career Clusters Powerpoint.pdf'. Under 'Student work', there is a file 'CLC 11 - Career Profile.docx' with a red arrow pointing to it.

4. One you have completed your assignment, click **“Turn In”** to submit.

3. You can choose to edit the **“Student Work”** document from your browser or download it as a word document to edit.

- If you choose to download a copy of the student work, you will need to click on **“Add Work”** to upload your document for submission.