## Lab Instructions:

* During this class we will be using Microsoft Teams. This will be used for all classes whether it be online or Virtual.
* For virtual classes this is the software we will use to meet for each class.
* This software will allow you to chat with the professor or share your computer screen. The hope is that it will save some trips to campus and increase the professor's availability.
* You can communicate with the entire class or start private chats and invite other members.
* Please treat this environment like you are in the class. Do not use profanity, inappropriate pictures/comments/videos, etc. in the chat. If choose to ignore this request, there will be consequences to your grade, and I will kick you from the Team. The goal would be to keep the chat related to class work and PG rated. Please note what is considered appropriate is up to the instructor.
* Please see the video tutorial below, the video shows examples of how to use the software.

## Introduction to Microsoft Teams:

* **In the Class Introductions channel, left, introduce yourself to the class. Once you have completed the introduction click “Turn In” on the Introduction to Microsoft Teams lab.**
* **You do not need to submit your introduction to the Introduction to Microsoft Teams lab. Just introduce yourself on the Class Introductions channel.**
  + Name
  + Major
  + Future Plans
  + Hobbies
* Anything else you want us to know. Please make sure your complete introduction this how I will take attendance for the class. If you do not respond, you will be marked as stopped attending and removed from the class.
* You will be graded on this activity, and it will be used to take attendance in the class. Failure to be marked attending in the class could impact your Financial Aid.

## Submission Instructions:

* Click “Turn In” on assignment on Teams (fail to do this step will result in a grade deduction).

## Tutorial Videos:

* [Introduction to Microsoft Teams](https://web.microsoftstream.com/video/679e0d0a-c938-4c49-9b04-e457e89ef197)

### Grading Policy:

Please pay close attention to all due dates. Late work will be accepted up to 2 days after the due date of a project or quiz. However, each day will result in a letter grade deduction from the project or quiz grade. After 2 days, I will not accept the work and you will receive a "0" for the assignment.

### Grading Policy Exception:

The final project and P2P grades have firm due dates. After this date these grades will become a “0”. No extension will be offered for the final project or P2P.