Startup Guide to using TeamWork.com for students

(The following is an illustrative example only. Task planning and naming used in the example below is merely for the sake of showing a sample example and by no means suggested or recommended for the course. Please consult your faculty instructor for guidance on project planning.)

1. Check the welcome email (You must have been added you to the TeamWork.com site. If not, please inform your TA or faculty instructor).

![Welcome email screenshot]

2. Login the site

![Login page screenshot]

3. Only ONE administrator per team needs to create a project

![Dashboard page screenshot]
4. a. Specify project basics (You may specify start and end dates of the project and change other settings from other tabs)

b. Click More(Tab) -> Category -> Semester(Fall2014) -> School or GT4823(depending on your major/section)
5. You may create a task list now (refer #6) or simply invite your team members to the group and add the tasks later
   a. Invite team members from the “People” tab

   b. You can search for students from the class and invite them directly. Repeat until all your team members are
      added. Also, add your instructor to your project as well!
c. OPTIONAL - Invite your project sponsor or external mentor to your group by clicking on “Add new person” (You may ask your mentor for the preferred user login name, if they are interested to have access to your group page on TeamWork.com)

6. You may create a task list now
a. Specify name for the task list

b. Make your task list a part of the project milestones
c. Add tasks to the task list
d. You can add sub-tasks for each task.
e. View your tasks on automatically created Gantt Chart
7. You can send messages to entire team directly from the site using the “Messages” tab. This can help maintain common repository of email messages

a. Choose if you want to send messages to entire team or only few members of the team:
b. Team members can respond directly via their email clients
c. Messages from team members become a part of the team conversation
8. Document your notebooks (individual and/or team)

   a. Add text or pictures/sketches on the notebook
b. Faculty mentors/instructors can provide comments/suggestions
9. Track your progress from the “Overview” tab. Faculty can view your progress through this tab as well!
FAQ:

1. How to change the dates when reminders are sent?
   - Click on “Add Reminder” next to the task name.
   - Set the date, time and the mode of reminders (email or SMS)