

Student Startup Guide to using TeamWork.com

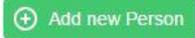
Step 1. How to sign in:

- Please follow the link provided on the invitation email to use Teamwork.com site. Use this online form to request an invitation: <http://goo.gl/ekpd99>

Step 2. How to create a project: (Only one student per team needs to create the team project)

- Once you log in, create your team project by clicking  icon
- Name your project in the following format “Course Name(Section) – Team Name” (e.g., “ME2110A – Koopa Killas”). You may change your team name later.
- Under “Category” tab, please select current semester and your major/section (e.g., “Spring 2016 – ME2110”)

Step 3. How to add team members:

- After creating the project, invite your team members from “People” tab by clicking  icon
- Search for your team members and add them individually by clicking  icon
- Also, add your instructor to your project

Step 4. How to create a task list:

- After adding your team members, you can add a task list from “Tasks” tab by clicking  icon
- Specify the name for the task list and click  to add the task list
- Optional: You can make your task list a part of the project milestones from “Milestone” tab
- Optional: You can also add sub-tasks for each task by clicking  icon under “Tasks” tab

Step 5. How to see/create a gantt chart:

- You can see an automatically created gantt chart based on the tasks under “Tasks” tab by clicking “Gantt chart” on the bottom left corner

Step 6. How to send messages to team members:

- You can send messages to entire team directly from the site using the “Messages” tab. This can help maintain common repository of email messages.

Step 7. How to document your notebooks (individual and/or team):

- You can create a notebook under “Notebooks” tab by clicking  icon to share your text or pictures/sketches.
- Faculty mentors/instructors can provide comments/suggestions on the notebook.

Step 8. Overview

- You can track your progress from the “Overview” tab. Faculty can view your progress through this tab if they are also added to the project