Student Startup Guide to using TeamWork.com

(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).

2. Login the site

3. Only ONE student per team needs to create the team project
4. Use your team name as your project name, in this format “Course Name(Section) – Team Name”. You may change your team name later.

5. Click More(Tab) -> Category -> Semester(Fall2014) -> School or GT4823(depending on your major/section)
6. You may create a task list now (refer #7) or invite your team members to the group and add the tasks later
   a. Invite team members from the “People” tab

   ![Image of the PEOPLE tab in a project management tool]

   b. You can search for students from the class and add them directly. Repeat until all your team members are added. Also, add your instructor to your project as well!

   ![Image of searching and adding people to a project]

3 of 14
7. 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
8. 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
9. **OPTIONAL – Document your notebooks (individual and/or team)**

   a. Add text or pictures/sketches on the notebook
b. Faculty mentors/instructors can provide comments/suggestions
10. 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)