

# 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. Email the course TA, Chimin Kim (ckim334@gatech.edu) if you did not receive the email invitation.

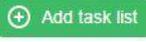
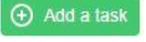
## Step 2. How to create a project: (Only one student per team needs to create the team project)

- 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., “Fall 2015 – ME”)

## 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 as well!

## 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 as well!