

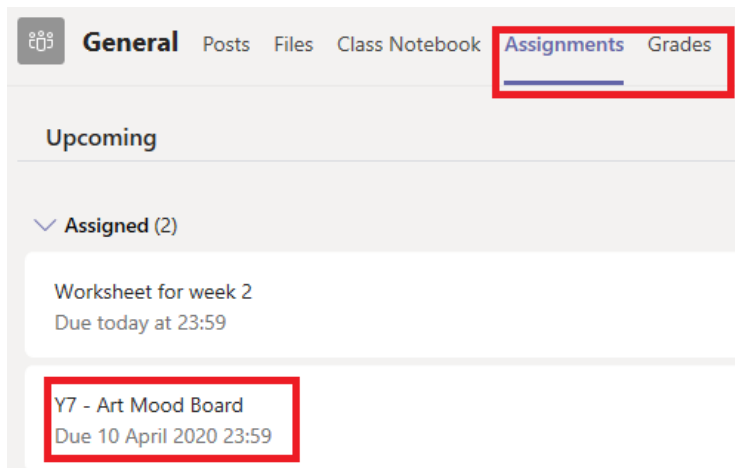
Microsoft Teams Student Assignment Instructions

Microsoft Teams is an online tool that allows your teachers to run online lessons and set assignments. This instruction pack gives you information on how to use Teams to continue learning during school closures. Students will be expected to follow their standard timetabled lessons using resources that have been uploaded into Teams.

1. Submitting assignments

To find assignments that your teacher may have assigned, please click on the 'Assignments' option at the top of the **General** lesson in your class (see below). Clicking on the **Assignment** menu will show you the instructions and any lesson materials required (e.g. worksheets). The **Grades** menu will also show you feedback for assignments already completed.

If your assignment does not have a document to complete – see point 2 below on using Office, OneDrive and submitting work.



Clicking on the assignment will show you any further instructions and your teacher may have attached a document for you to work on as below:

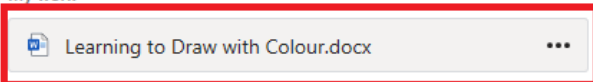
Y7 - Art Mood Board

Due 10 April 2020 23:59

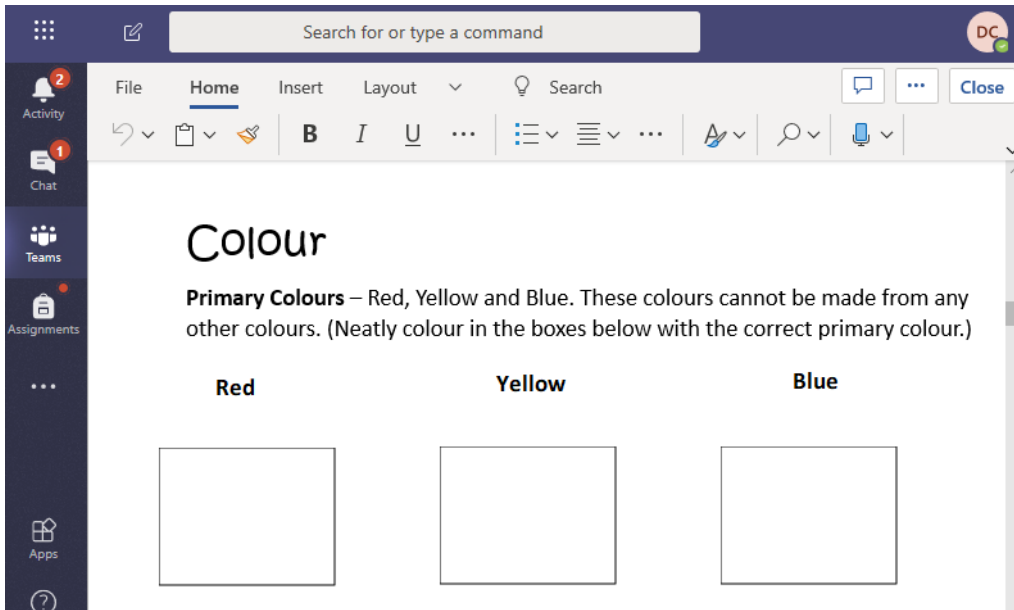
Instructions

Spend one hour per week working through the Learning to Draw booklet.

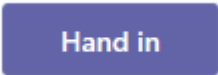
My work



Clicking on the document will allow to edit the file and answer any questions in your browser. This works in exactly the same way as Word but without you having to download any files. The file will save automatically as you type.



Once complete press the 'Close' button then 'Hand In' so your teacher can mark your work.

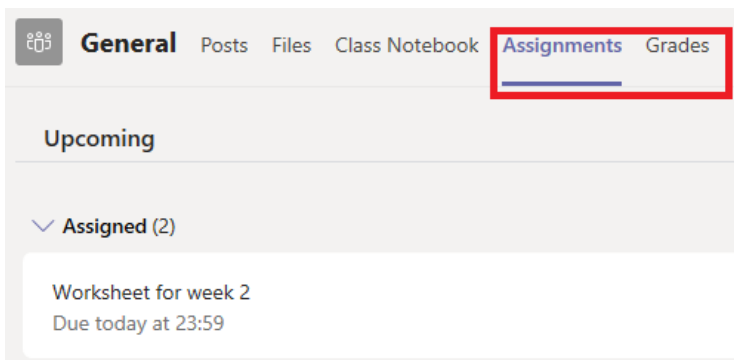


Remember It may not be possible for your teacher to allocate all your tasks in this way. If this happens please follow the instructions set out for you year group in section 3 above.

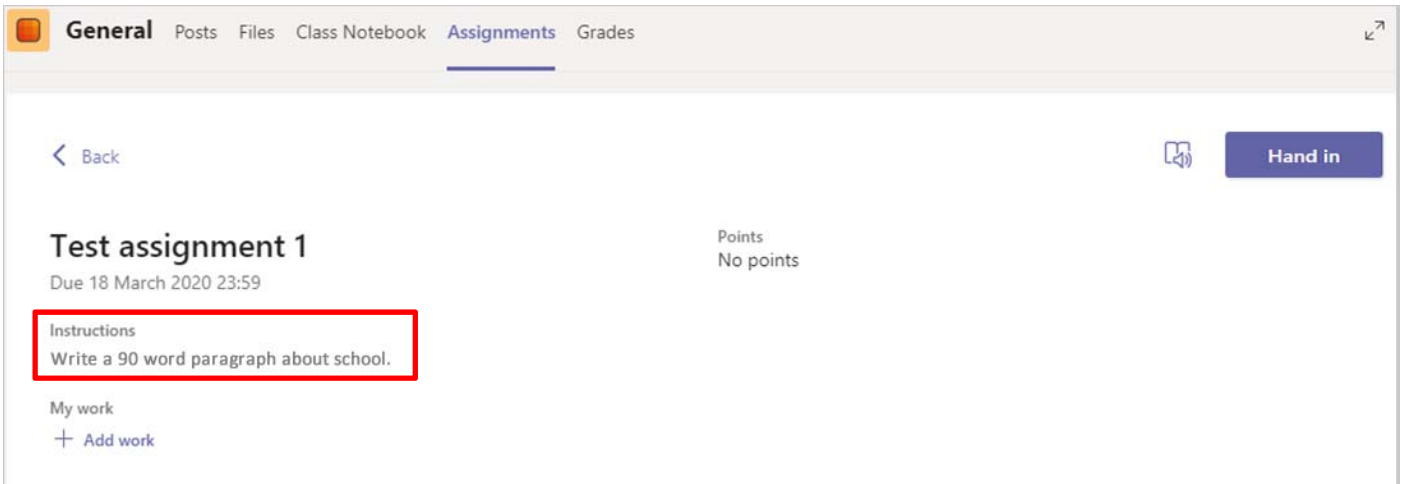
2. Submitting assignments – if there is no document to complete attached (see above)

If your teacher has set an assignment and there are only instructions then you may need to use Office 365 (Word, PowerPoint, etc.) to complete your work, save it to your OneDrive and then upload and hand in to your teacher. An example of this is explained below:

To find assignments that your teacher may have assigned, please click on the 'Assignments' option at the top of the **General** lesson in your class (see below). Clicking on the **Assignment** menu will show you the instructions and any lesson materials required (e.g. worksheets). The **Grades** menu will also show you feedback for assignments already completed.

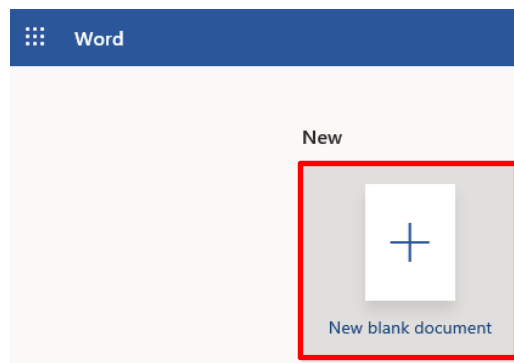
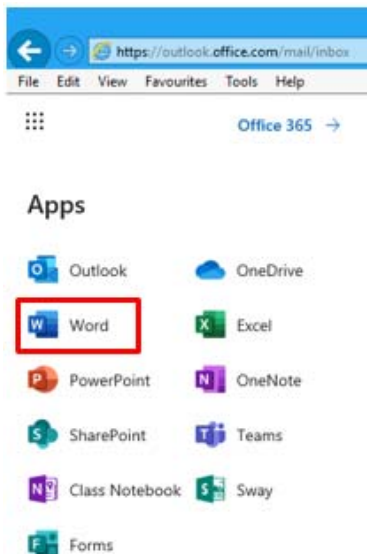
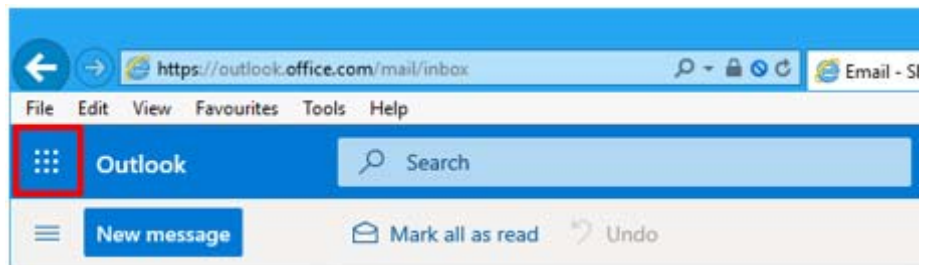


Clicking on the assignment will show you any further instructions and your teacher may have attached a document for you to work on as below:



Here you can see that the teacher has requested you to complete a 90-word paragraph. To do this you could use Microsoft Word and save the completed paragraph to your OneDrive for access in school and at home.

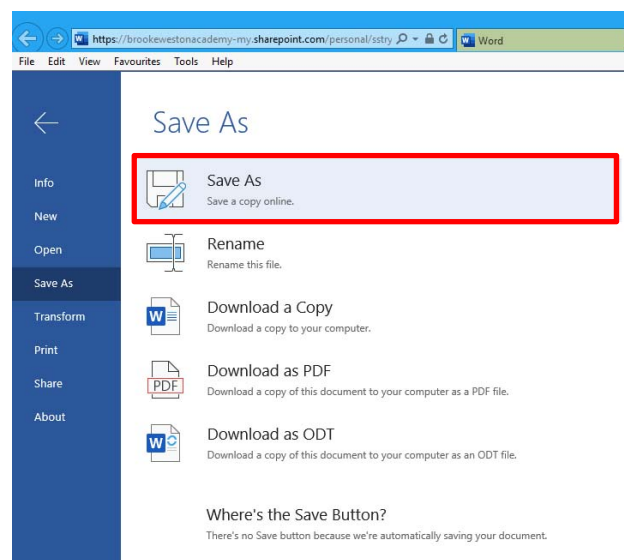
To access Word, PowerPoint, etc. you can use the Office 365 apps built into Teams and Office 365. To do this click on the tiles on the top left of your web based Office 365.



Then select the Microsoft application that you would like to use, e.g. Word.

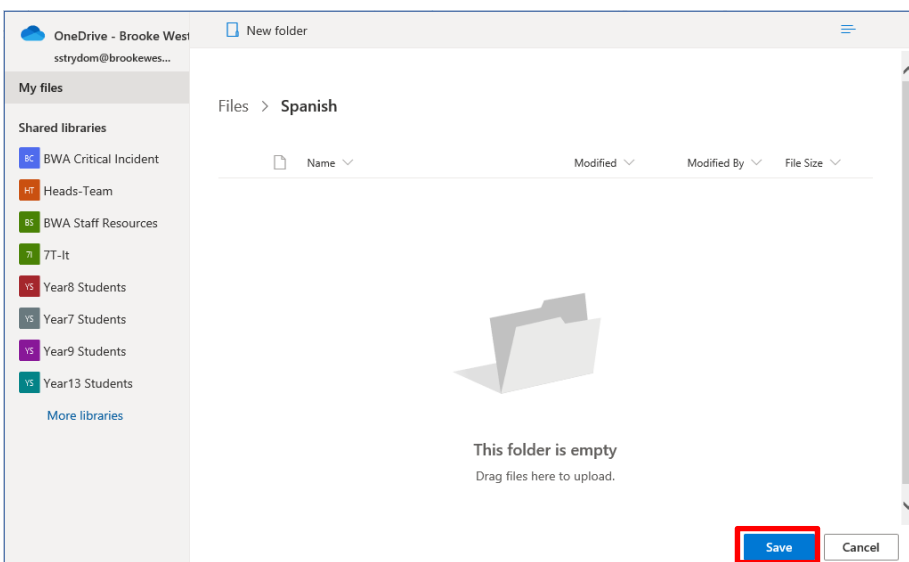
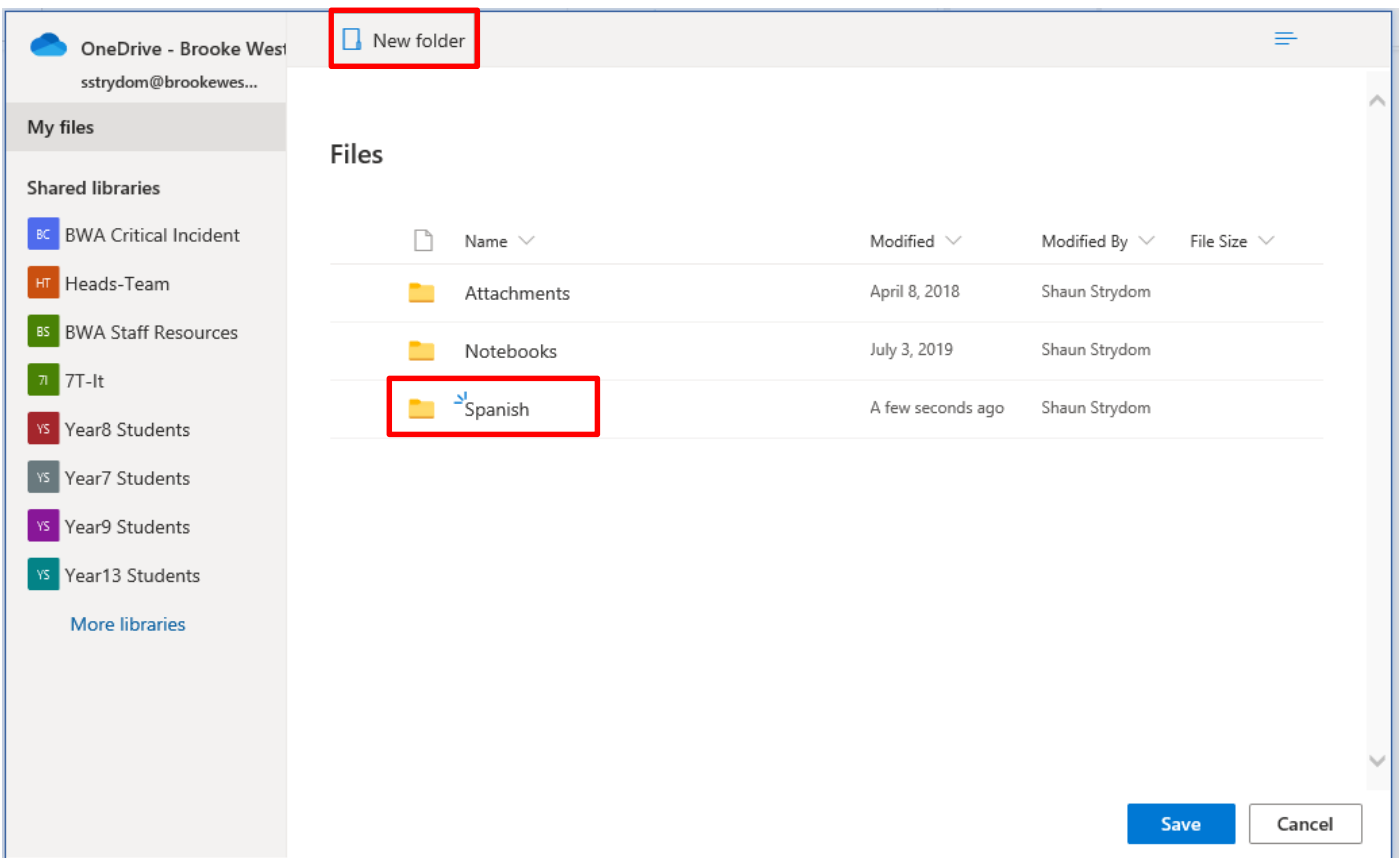
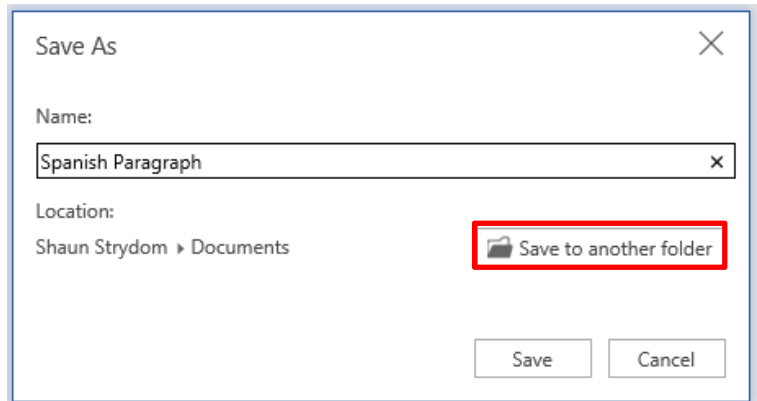
Once word is open, select a blank document in order to do the activity that you are required to do as seen on the left.

Once the task is complete, save the Word document to your **OneDrive**, in an **appropriate folder** as seen on the right using **"Save As"**.



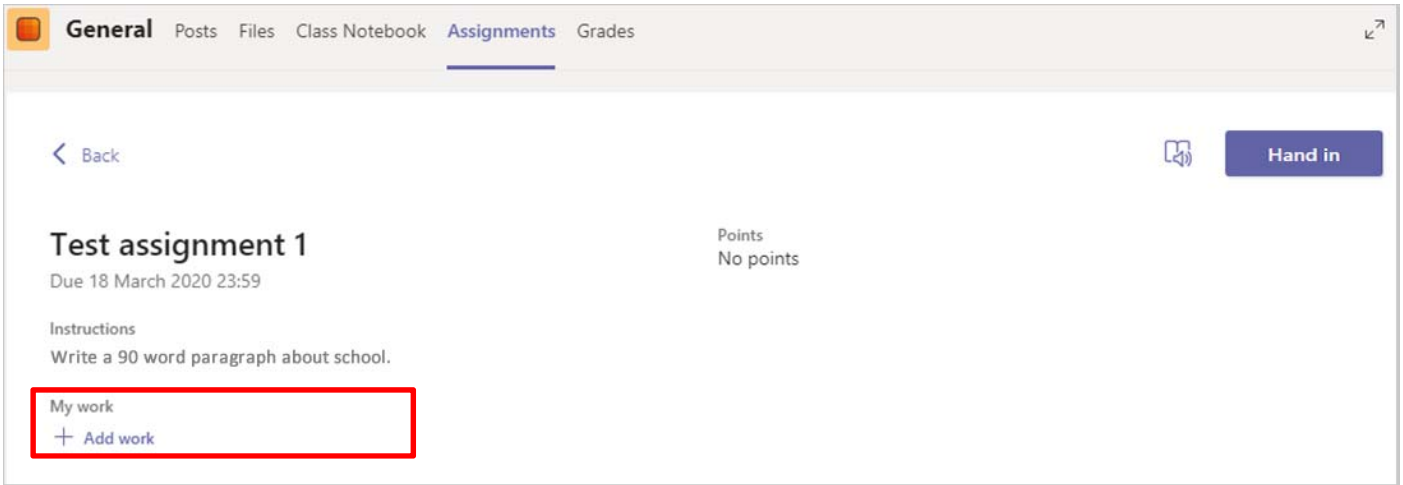
Make sure that you select the **“Save to another folder”** option and save with an **appropriate** name.

Use the **“New Folder”** button to create an **appropriate** folder – e.g. **“Spanish”**.

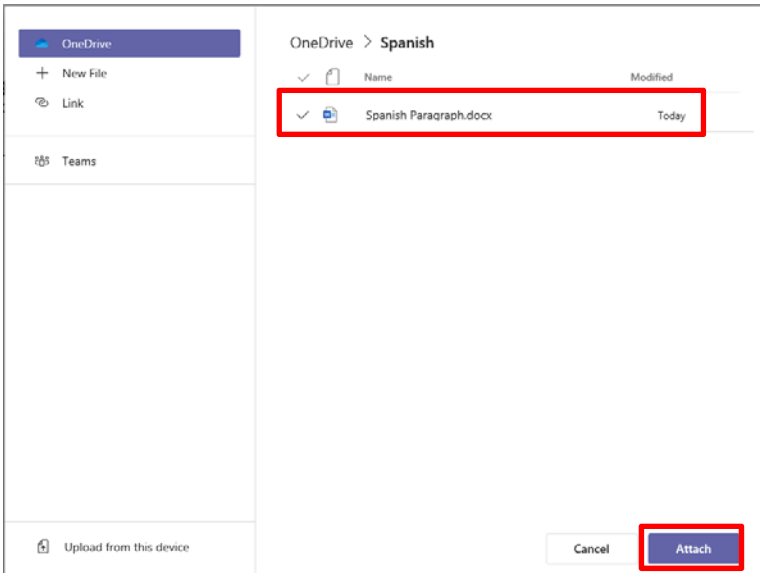


Then **“Save”** the file to your **OneDrive**.

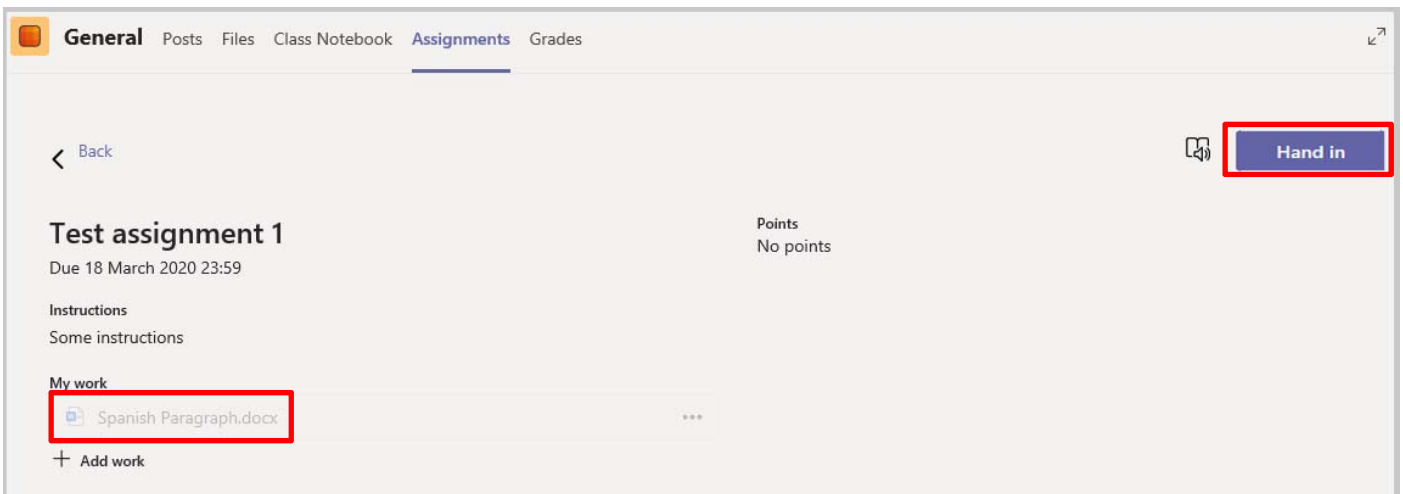
Now go back to your assignment and select **“Add work”** in order to send the **“Spanish Paragraph”** to your teacher.



Find the work in your **OneDrive** and **Attach** the file.

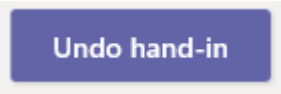


Now that the work is attached in **“My work”** you can **“Hand in”** the assignment completed.





You can “**undo hand in**” if you need to edit the document or resend.



Once complete you will be able to see this in assignments.

The screenshot shows the Microsoft Teams interface with the 'Assignments' tab selected. The 'Upcoming' section is empty. The 'Assigned (1)' section contains one item: 'CPU task 1' with a due date of 'Due 18 March 2020 23:59'. The 'Completed (1)' section is highlighted with a red box and contains one item: 'Test assignment 1'.

You will be able to **monitor** your assignments and feedback under “**Grades**”.

The screenshot shows the Microsoft Teams interface with the 'Grades' tab selected. The user profile for 'Strydom, Shaun' is visible. A table displays the following data:

Due date ▲	Assignment ▼	Status	Points
Mar 18	Test assignment 1	Progress bar	Progress bar
Mar 18	CPU task 1	Progress bar	Progress bar