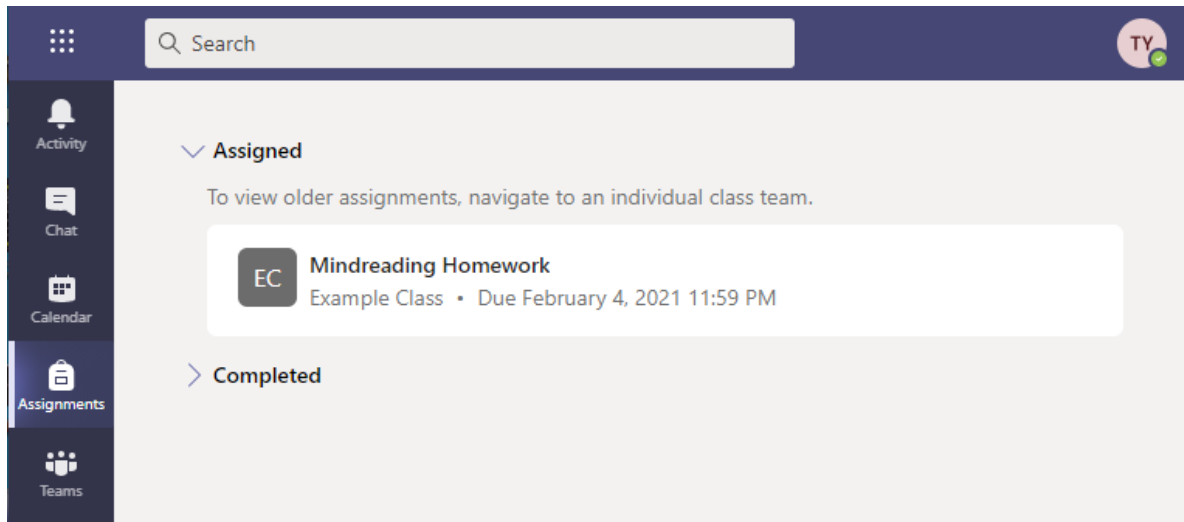


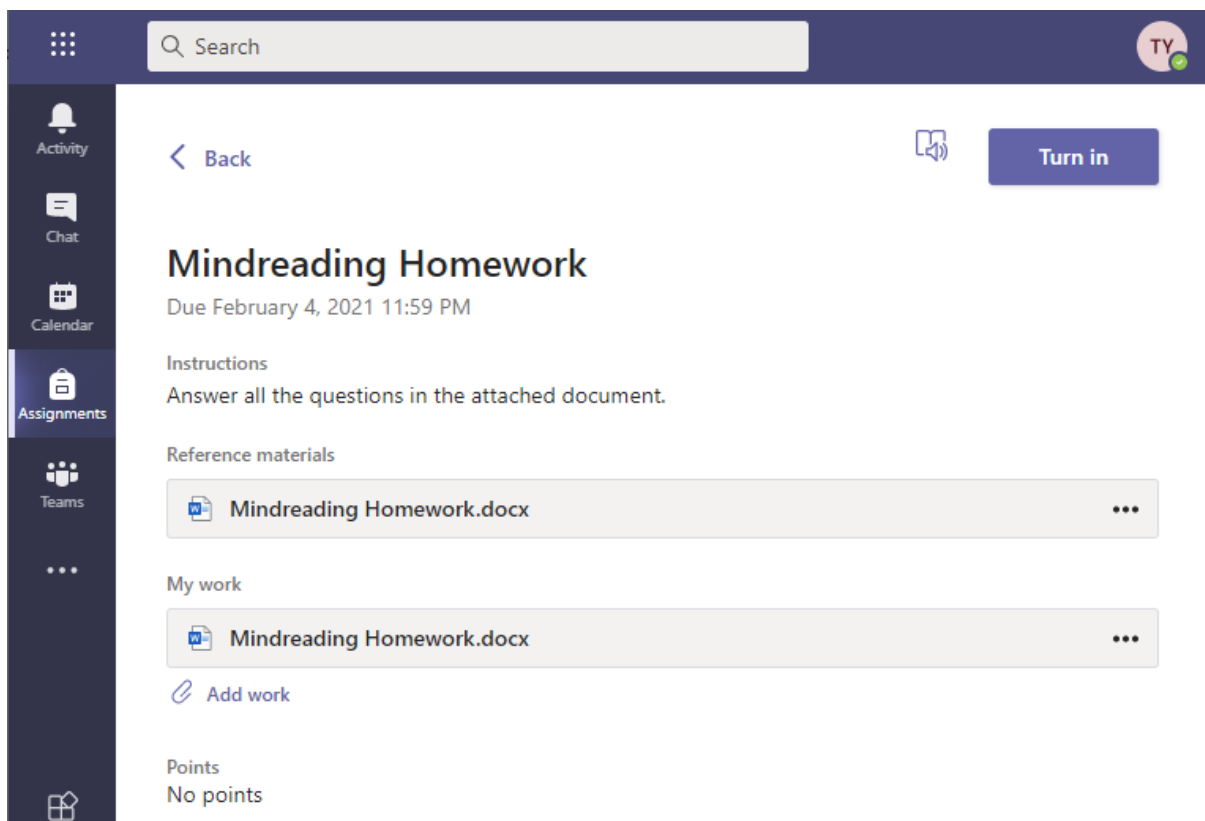
Using Teams – Assignments Student Guide

Login to Teams in the normal way

Once in Teams, select the Assignments button from the right of the screen, this will show you all the assignments you have waiting to be completed.

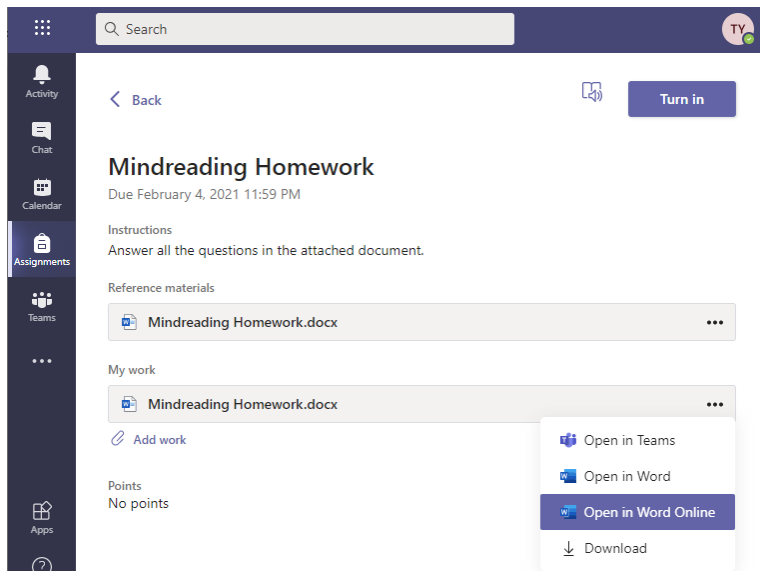


Click on the Assignment to see more, the instructions text provided by your teacher will inform you what you need to do. If your teacher has provided a worksheet this will appear in the 'Reference Materials' section (as below)

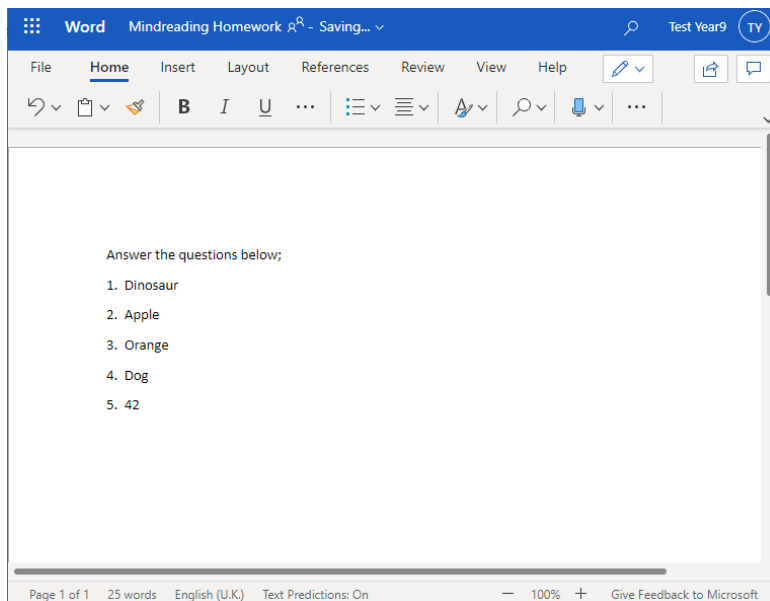


To read the Reference Material, simply click the file to load it,

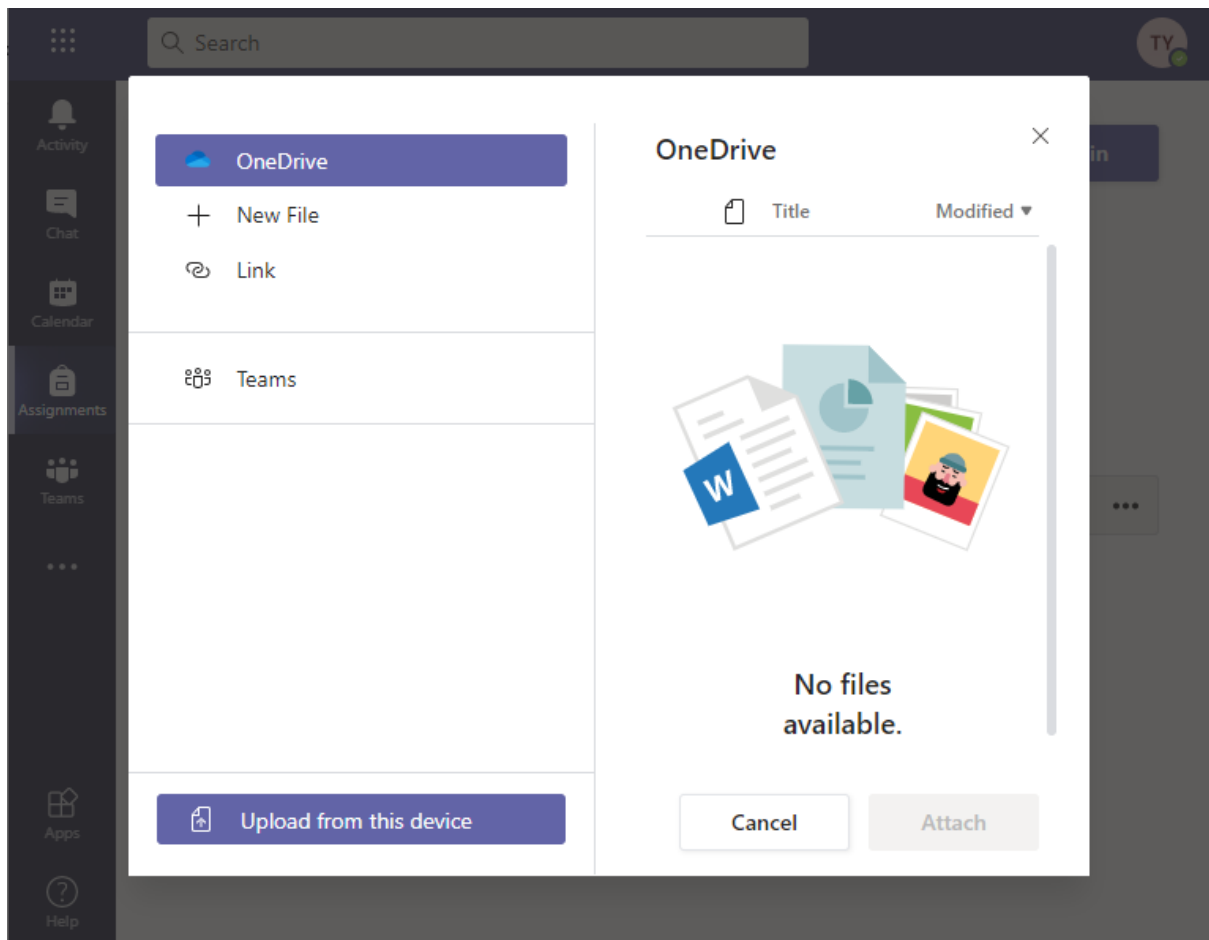
To edit the document in My Work (if available from your teacher), click on the on the 3 dots by the file and select Open in Word Online and the document will load up the online version of Word in a new tab.



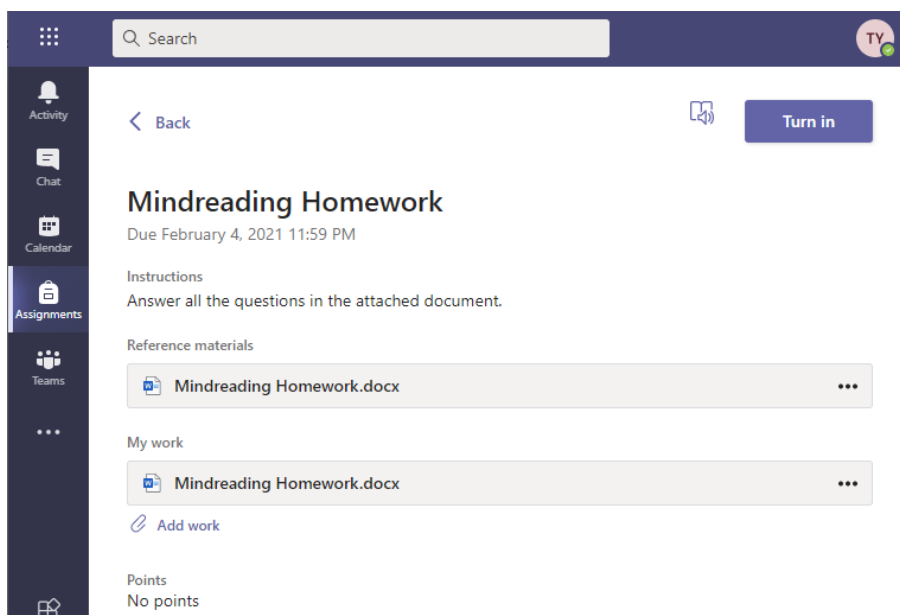
The document will automatically save as you type, when done close the Word tab. You can go back to this as required before handing it in to your teacher.



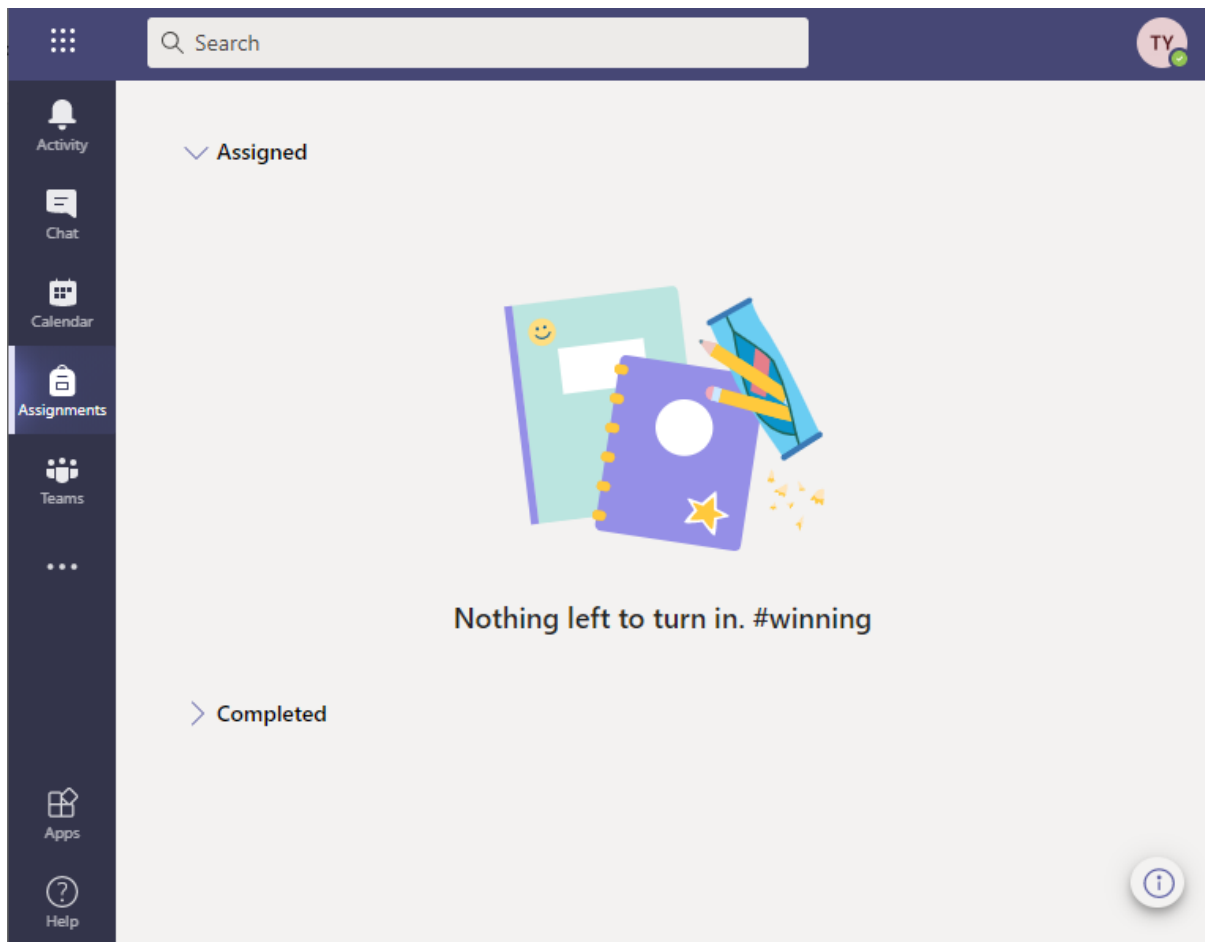
You can also work on your own new document from your computer and upload this by clicking the 'Add Work' button and selecting your document. If it is saved in OneDrive it will appear on the right, if it is saved on your own computer, click the 'Upload from this device' button and select the file you wish to send to your teacher.



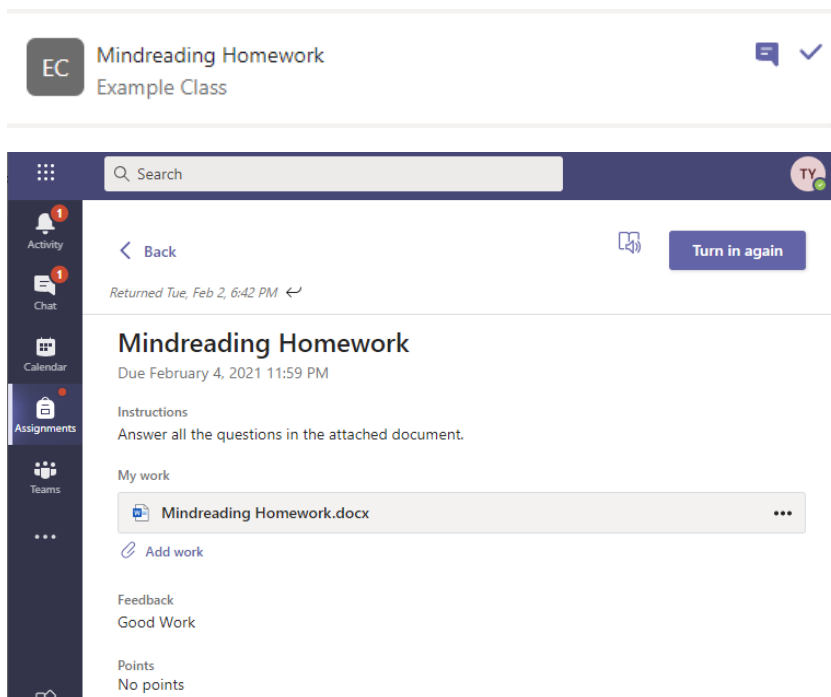
When you are happy with the work and ready to hand it in to your teacher, select the Turn in button on the top right of the Assignment and the work will be sent to your teacher automatically to review.



If you have no Assignments to work on the Assignments page will show this.



Your teacher can return the assignment to you with feedback which Teams will notify you of, this can be found in the Completed section of the Assignments page.



The Teacher returned Assignment will have a tick to the right, click on the returned Assignment to view the feedback and to look at the document to see if it has any comments/highlights etc.