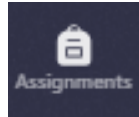
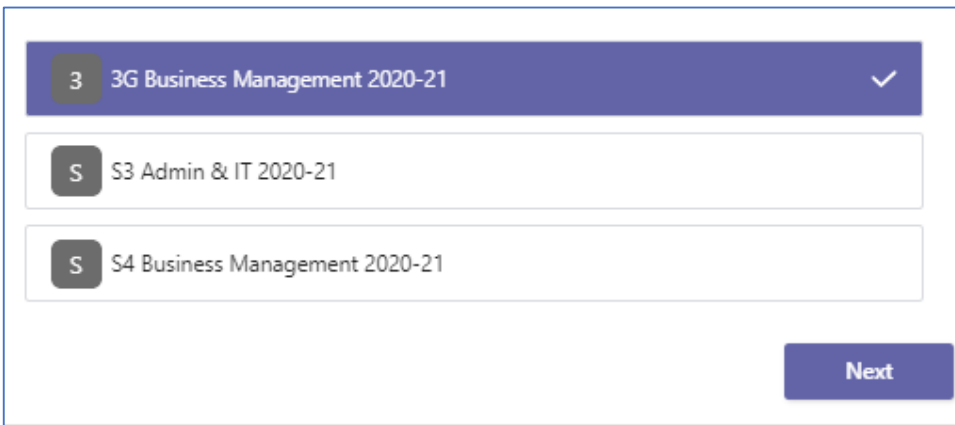


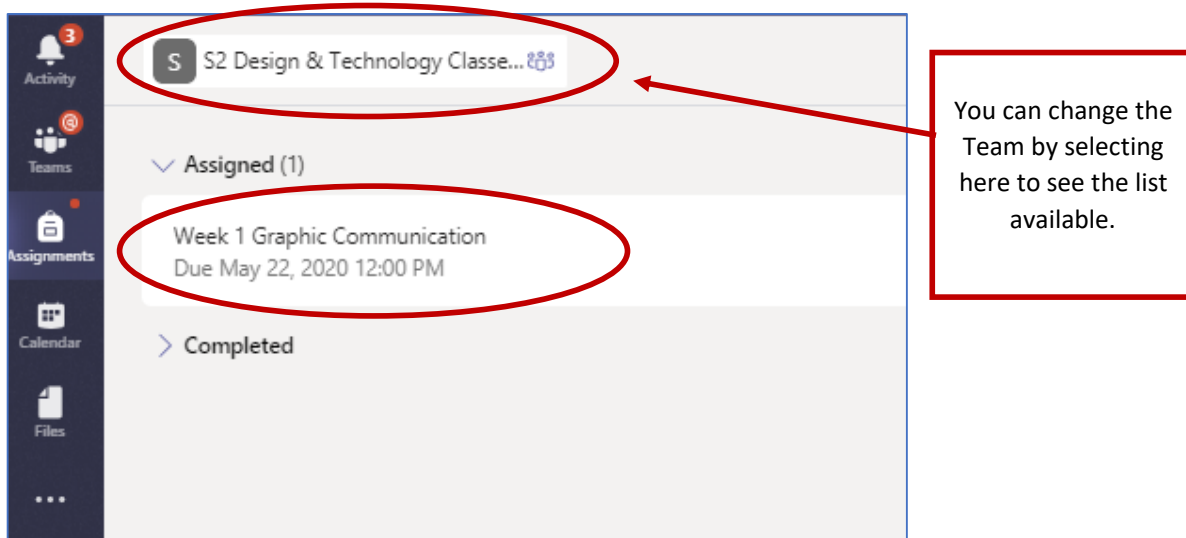
Teams – Pupil Helpsheet



1. To view your Assignments select
2. Choose the relevant Team from the list (eg 3G Business Management) and select Next



3. You can then view the Assignments which have been issued. It will look something like this:



4. Click onto the information shown (information circled above underneath 'Assigned').

5. You will then see a summary of your Assignment which has been set, including a description of the task you need to complete, documents which have been uploaded for reference and some for completion. It will look something like this:

Week 1 Graphic Communication

Due May 22, 2020 12:00 PM

Instructions
Follow the instructions on "lolly.pdf" and complete the 3 tasks if you are able to do this at home. If not don't worry.

An editable WORD document has also been added to make the lolly submission easier.... hopefully!! (we are all still learning!!)
If you can only manage Tasks 1&2 on the word document that is fine.

A Power point presentation, explaining colour, contrast and unity has been added to explain these concepts.

After you have looked at the Powerpoint please complete the quiz
Copy and paste the link below to access the quiz, I will also put a link in the chat.

https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4Wj0KVQTctawUzKc2XSFDmxYRIiXKr5m_KeXhUQVBDUDdRMkhSNUdYtZzWUENNMtFEQ1FBWC4u

The quiz is due for Friday 22nd at 12 noon and results will be posted in the afternoon.

Any queries please get in touch.

Reference materials

- lolly.pdf
- S2 Colour, Contrast and Unity - new.ppsx

My work

- TASKS 1-3.docx
- + Add work

6. To access the file you need to complete (within 'My work' above) simply click the document and it should open within Teams. It will look something like the screenshot below and it will give you option to 'Edit Document'. Choose either 'Edit in Desktop App' – you will need to 'Save As' the file to your device, complete the work, save and then '+ Add work' back to your Assignment (see above). Otherwise, choose 'Edit in Browser', click into document and complete (it automatically saves any changes) then select 'Close'. You can go back to it if you do not finish it in one sitting.

The screenshot shows the Microsoft Word interface. At the top right, there is a 'Close' button circled in red. Below it, the 'Edit Document' menu is open, with 'Edit in Desktop App' and 'Edit in Browser' options circled in red. The 'Edit in Desktop App' option includes the text 'Use the full functionality of Microsoft Word'. The 'Edit in Browser' option includes the text 'Make quick changes right here using Word'. Below the menu, a table is visible with the following content:

TASK 2 - Brand Name for Ice Lolly & Colour Scheme		
Name	Flavour	Colour

7. Once you finally complete your task in full, you are ready to 'Turn In' your Assignment to your teacher. There is a 'Turn In' or 'Hand in' button in the corner of the Assignment window for you to select. **Ensure you add any work before selecting 'Turn in' or 'Hand in'.** See below:

Week 1 Graphic Communication

Due May 22, 2020 12:00 PM

Points
No points

Instructions

Follow the instructions on "lolly.pdf" and complete the 3 tasks if you are able to do this at home. If not don't worry.

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The quiz is due for Friday 22nd at 12 noon and results will be posted in the afternoon.

Any queries please get in touch.

Reference materials

- lolly.pdf
- S2 Colour, Contrast and Unity - new.pptx

My work

- TASKS 1-3.docx

+ Add work

Remember to '+add work' if you need to

8. Once your teacher receives your completed work, they will be able to check it and give you feedback. Please go back into your Assignments (follow steps 1 to 4) to view any comments your teacher has left you.

Hope this helps! 😊