

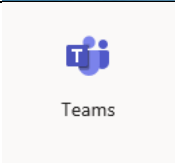
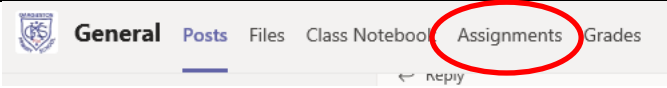
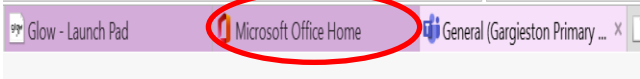
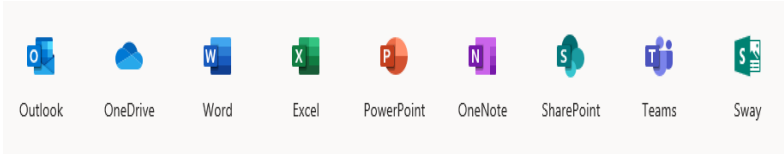
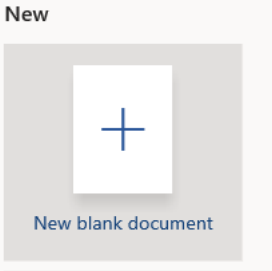
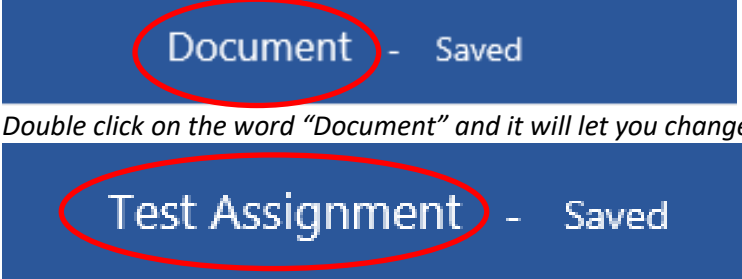
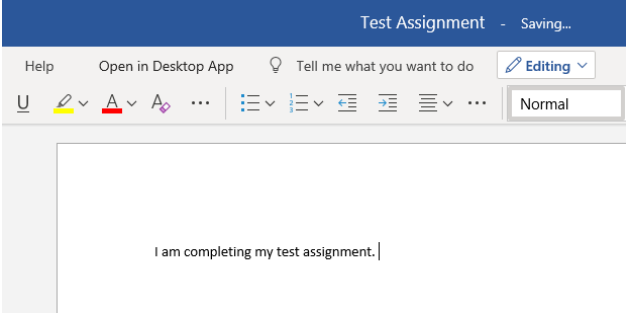
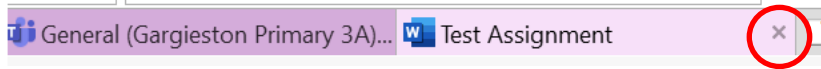
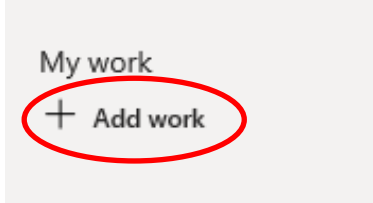
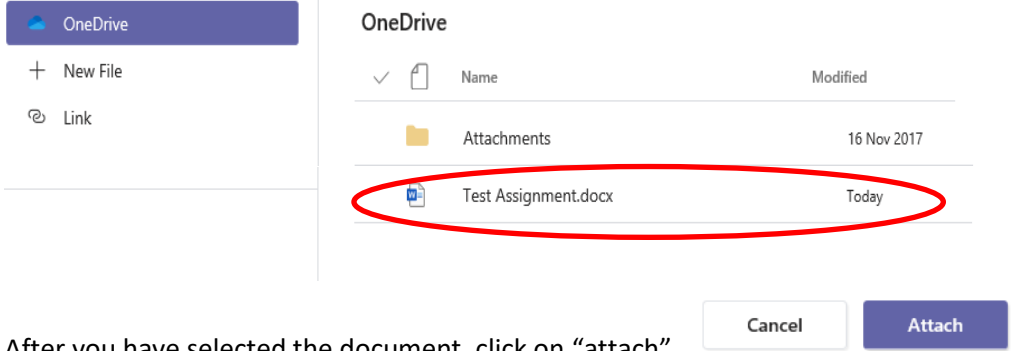
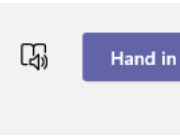


How to complete an assignment on Microsoft Teams

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| 1. | Log onto Glow | Username and passwords have been provided. |
| 2. | Click on the East Ayrshire Tab (Court building picture at left hand side of screen.) |  |
| 3. | Click on the "Office 365 Home" Tab This will open in a new tab. |  |
| 4. | Click on "Microsoft Team" This will open in a new tab |  |
| 5. | Click on your class team. This will bring up the class team where you will see all comments, conversations and any assignments due. | |
| 6. | To find out if you have any tasks due, click on the "Assignments" tab at the top of the screen. |  <p>This will bring up a list of any current or completed tasks.</p> |
| 7. | Click on the task that you want to complete. This will then bring up the instructions for the task. | |
| 8. | If you have been required to do this on a word document or PowerPoint etc, click back onto the "Microsoft Office Home" tab at the top of the screen. |  |
| 9. | Click on the app that you wish you use. For this example I am going to use a Word Document. |  |

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| <p>10.</p> | <p>Click on “New blank document”</p> <p>This will open up a new document in a new tab.</p> |  |
| <p>11.</p> | <p>First, name the new document using the title of the assignment.</p> |  <p><i>Double click on the word “Document” and it will let you change the name.</i></p> <p>This will ensure that you know which document to upload. It also saves it automatically as you type in it.</p> |
| <p>12.</p> | <p>Complete your work in the document, whether it be Word, PowerPoint etc...</p> |  <p>You will see it saves the document as you type.</p> |
| <p>13.</p> | <p>Close the tab you are working on.</p> |  |
| <p>14.</p> | <p>This should now take you back onto the assignment page on Microsoft Teams. To upload your document, click “Add Work”</p> |  |
| <p>15.</p> | <p>This will then bring up a pop up with the option to upload from your one drive. You will see that the document you saved should be sitting there.</p> |  <p>After you have selected the document, click on “attach”</p> |

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| 16. | <p>Press Hand In</p> <p>This will then alter the class teacher that you have submitted your task.</p>  A screenshot of a user interface showing a grey button with a document icon and the text "Hand in" in white. |
| 17. | <p>Your feedback will appear on the assignment page.</p> <p>Feedback Well done. Thank you for completing the test assignment. 😊</p> <p>Points No points</p> |