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NORTH LANARKSHIRE

How to complete and return an Assignment in Microsoft Teams

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North Lanarkshire Council Digital Guide

How to complete and return an Assignment in Microsoft Teams
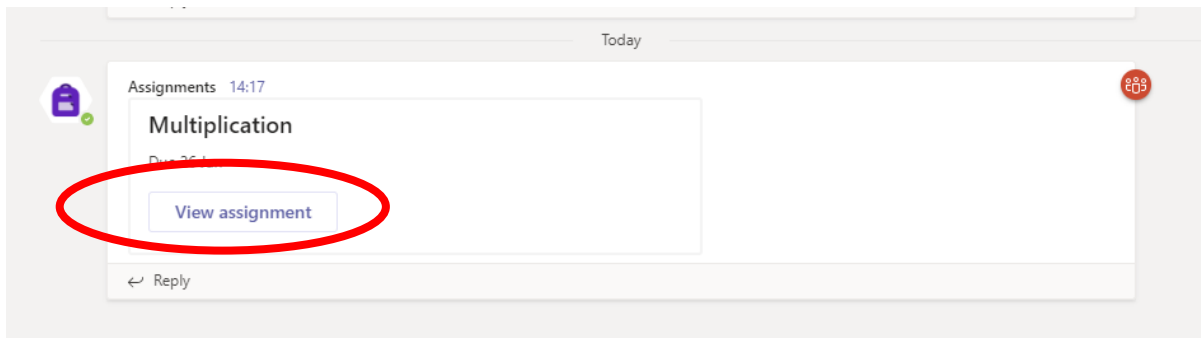
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Your teacher might send you some work via Assignments on Teams.

This guide will show you how to complete the Assignment and return it to your teacher.

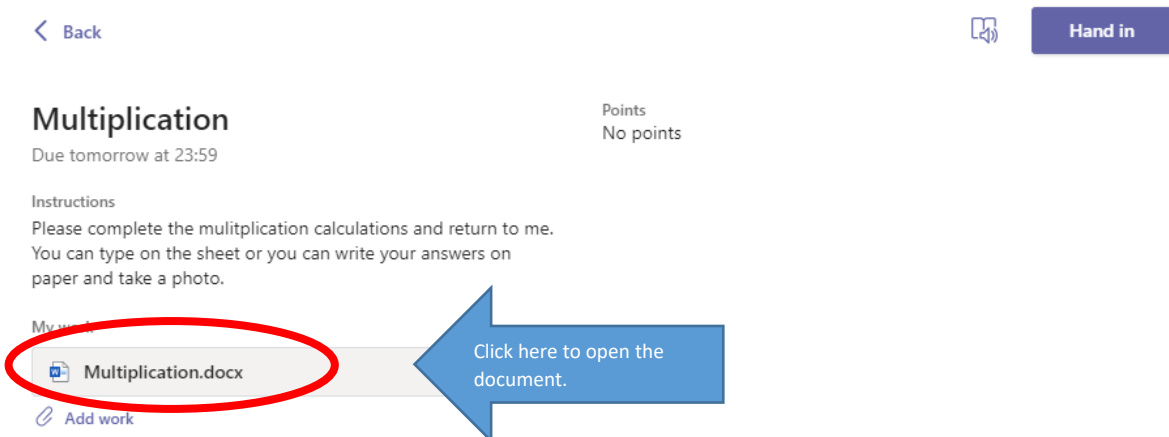When you login to Teams you will have a message alerting you to the assignment – like this.

Click on View Assignment.

Today

Assignments 14:17

Multiplication

View assignment

↩ Reply

Here you will see instructions from your teacher about the Assignment and information about when your teacher would like the Assignment to be completed and returned.

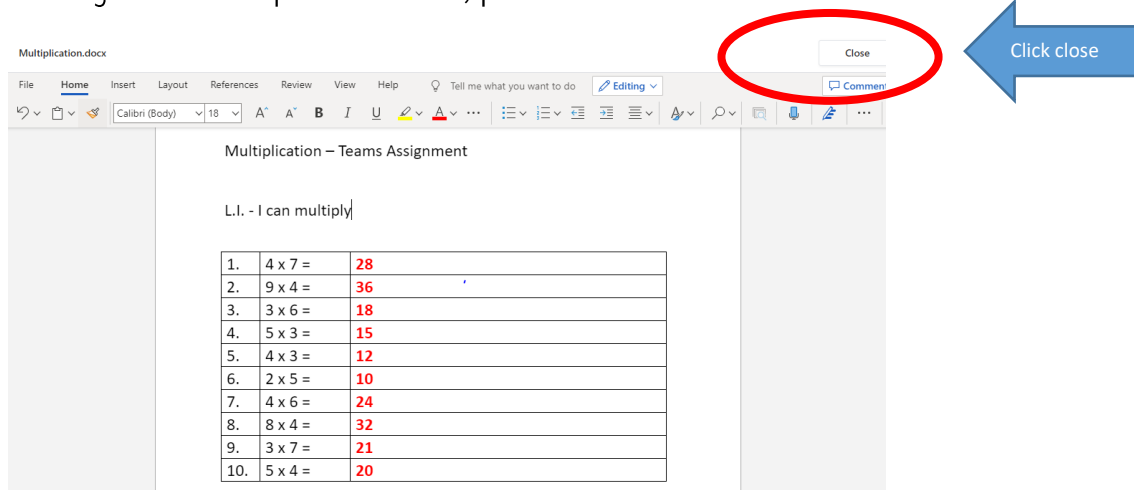Click on any documents your teacher has given you to open them and find out more about your task.

Some documents you can edit and others are read only.

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Hand in

Multiplication
Due tomorrow at 23:59

Points
No points

Instructions
Please complete the mulitplication calculations and return to me.
You can type on the sheet or you can write your answers on paper and take a photo.

My work

📄 Multiplication.docx

Click here to open the document.

🔗 Add work

This document allows the pupil to write/type the answers directly into the document.

The text in red (the answers) has been completed by the pupil.

When you have completed the task, press **close**.

Click close

Multiplication – Teams Assignment

L.I. - I can multiply

1.	4 x 7 =	28
2.	9 x 4 =	36
3.	3 x 6 =	18
4.	5 x 3 =	15
5.	4 x 3 =	12
6.	2 x 5 =	10
7.	4 x 6 =	24
8.	8 x 4 =	32
9.	3 x 7 =	21
10.	5 x 4 =	20

If your teacher has given you a document which cannot be edited then you can write your work on paper and take a photo to attach the work.

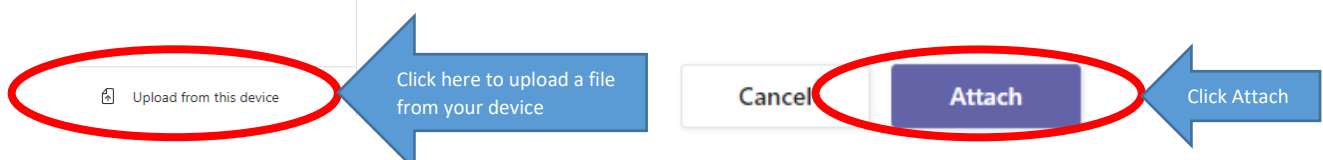To attach a photo of your work you click **Add work**.

Click Add work.
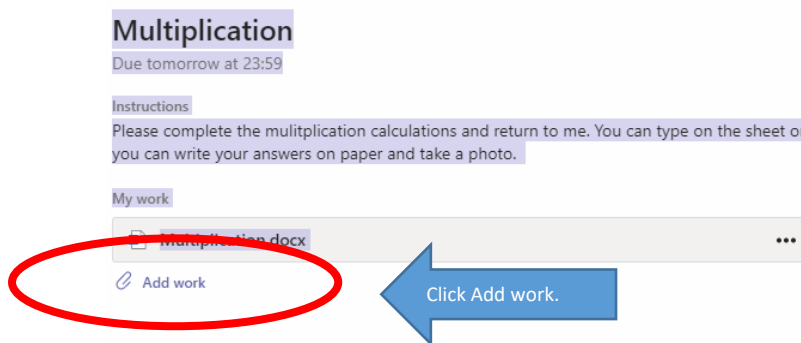
You can choose to upload a file from your One Drive, Teams or your own device.
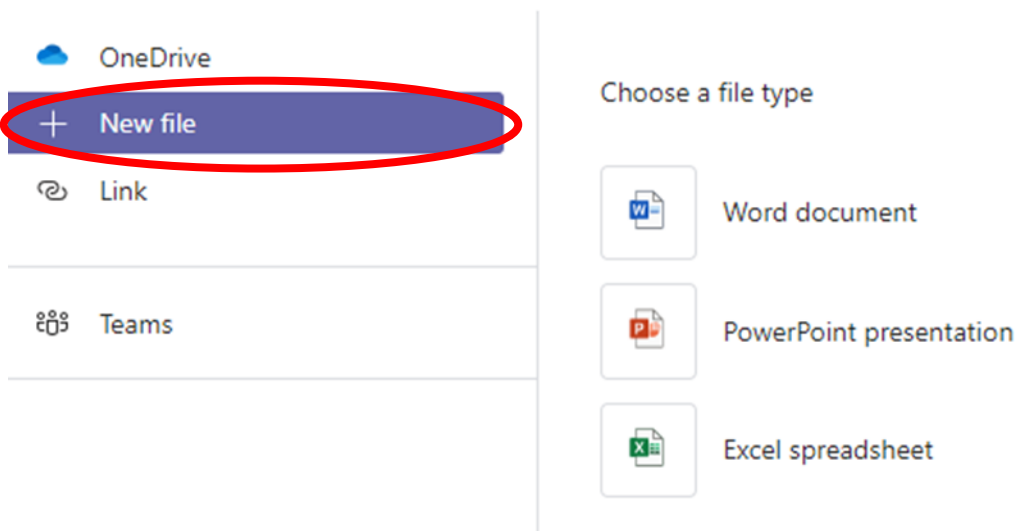
Choose your file from where you have stored it.

When you have selected your file then click **Attach**

Click here to choose a file from OneDrive or Teams

Click here to upload a file from your device
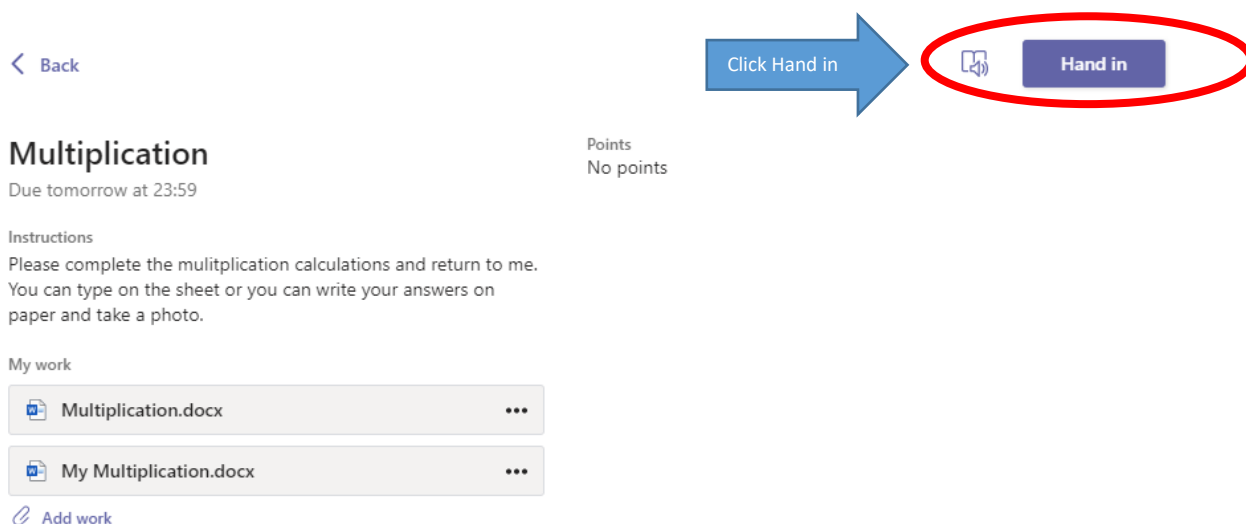
Click Attach

You can also choose to attach a new file.

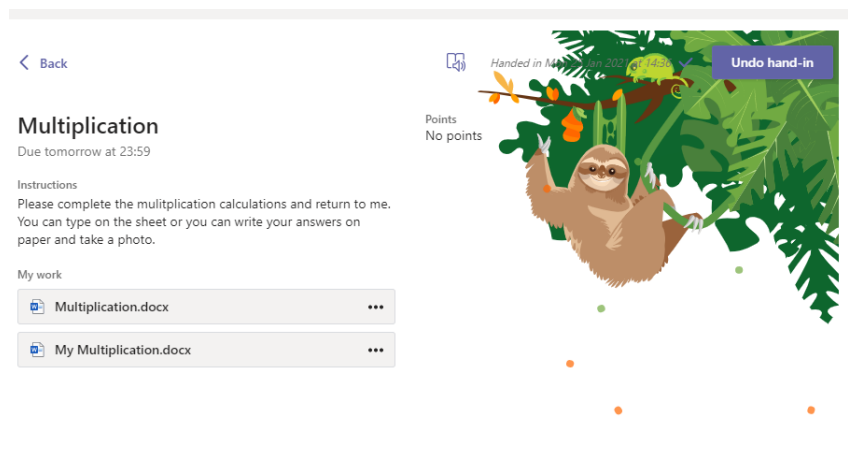You could create a new file to complete your Assignment.

Choose which file you would like to create from the list below.

When you have completed your work and attached it to the assignment you then press the purple **Hand In** button at the top right hand side of the screen.
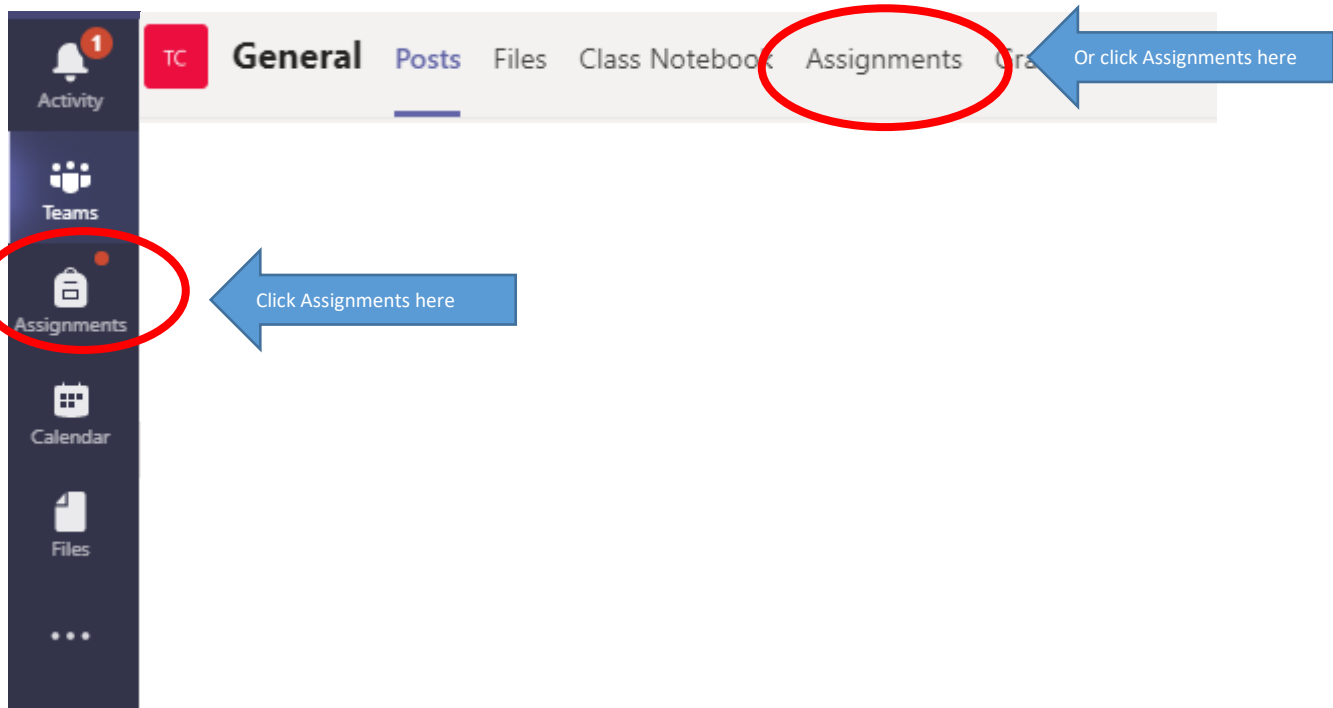

You will then see an animation to celebrate handing your Assignment in.

When your teacher has marked your assignment and returned it you will receive a notification and a red dot will appear on the Assignments tab on the left hand side.
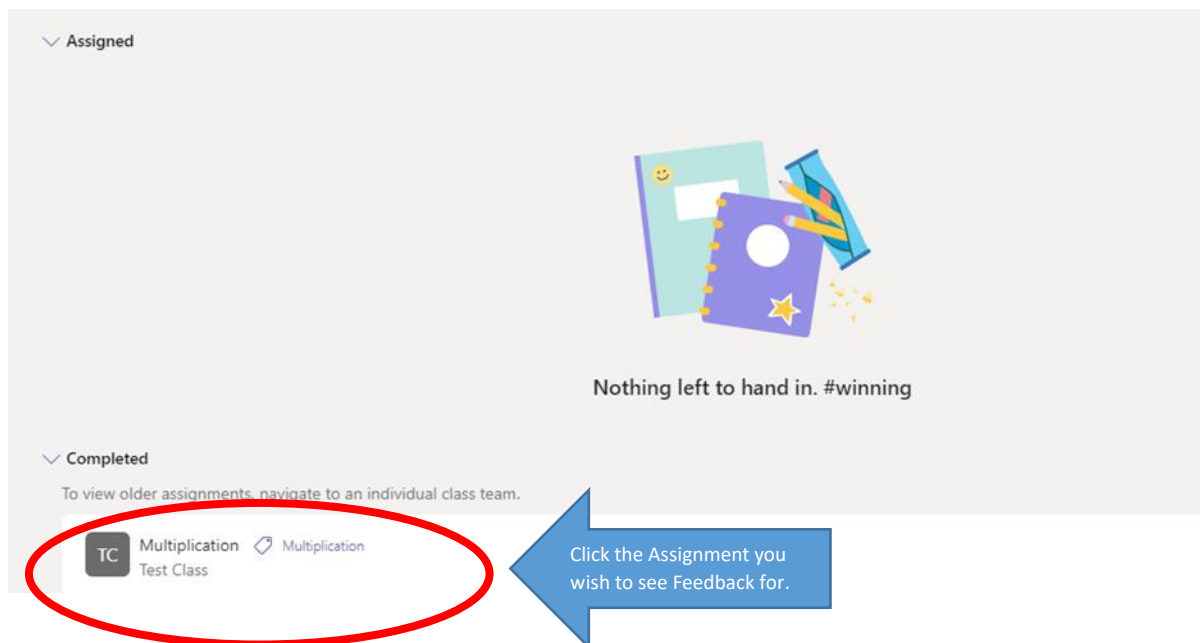
To see your feedback either click on **Assignments** on the left hand side or **Assignments** on the top menu.

To view your feedback click on **Completed Assignments**.

This will let you see all completed assignments.

Click on the Assignment you wish to see feedback for.

Your Feedback is shown on the right hand side. You can also click on your document to see if any comments have been added there.

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Multiplication
Due tomorrow at 23:59

Instructions
Please complete the mulitplication calculations and return to me. You can type on the sheet or you can write your answers on paper and take a photo.

My work
Multiplication.docx

Click on document to see any comments.

Returned Mon, 25 Jan, 14:40 ↵   Hand in again

Feedback
Well done you can multiply using your 3, 4 and 5 times tables facts to help.

Next - we will look at the 6 times tables facts.

Points
No points

Here is your teacher feedback. Read it carefully.

When you click on your document you can see if there are any teacher comments/ticks there.

The Assignment below has been ticked by the teacher.

Multiplication – Teams Assignment

L.I. - I can multiply

1.	4 x 7 =	28 ✓
2.	9 x 4 =	36 ✓
3.	3 x 6 =	18 ✓
4.	5 x 3 =	15 ✓
5.	4 x 3 =	12 ✓

Here is a link to a video which shows you how to return an assignment.

https://youtu.be/lJukj2sRGAQ