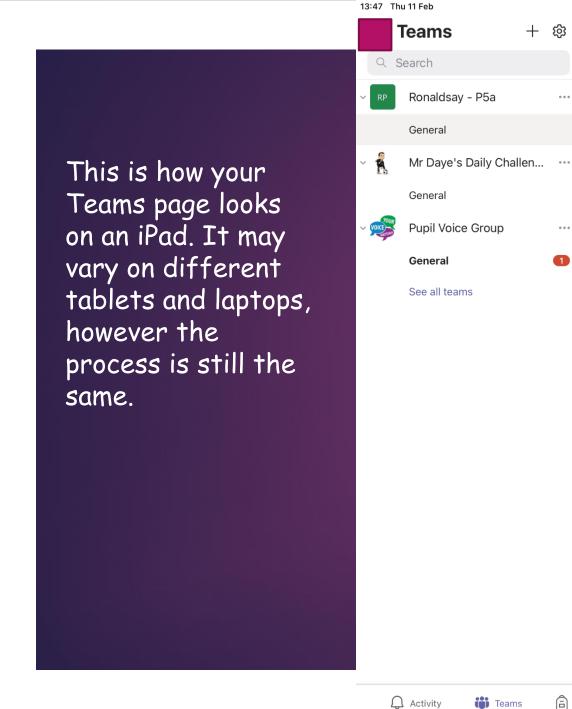
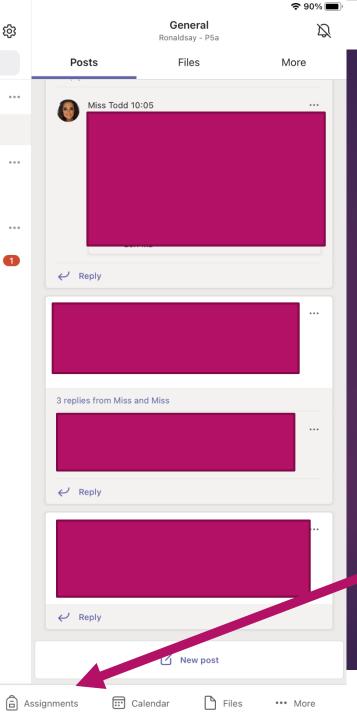
How to hand in work using Assignments

All work should now be accessed and returned via Assignments on Teams. This makes it a lot easier for you to find your work, to return it to your teacher and for your teacher to mark your work.

Any work not handed in this way may not be marked.





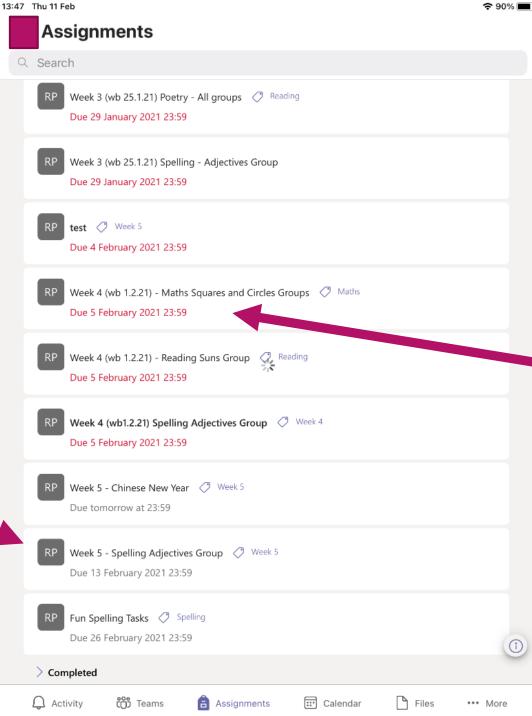
Click on the assignments tab. This is how you will access all of your work.



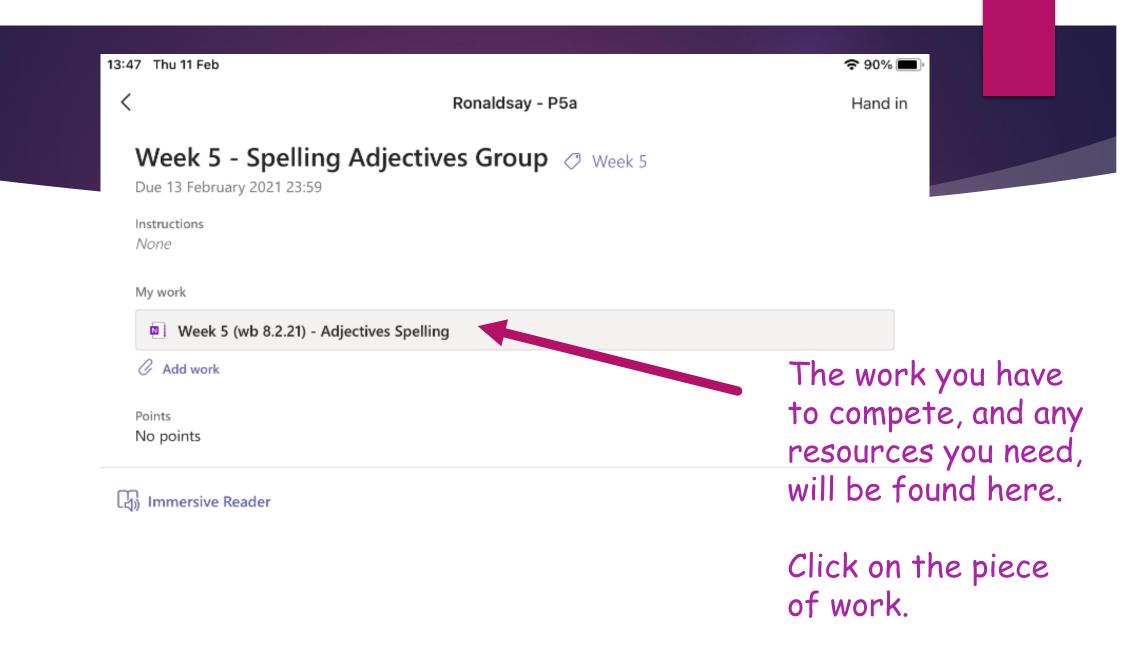
All work set for you will be found in Assignments.

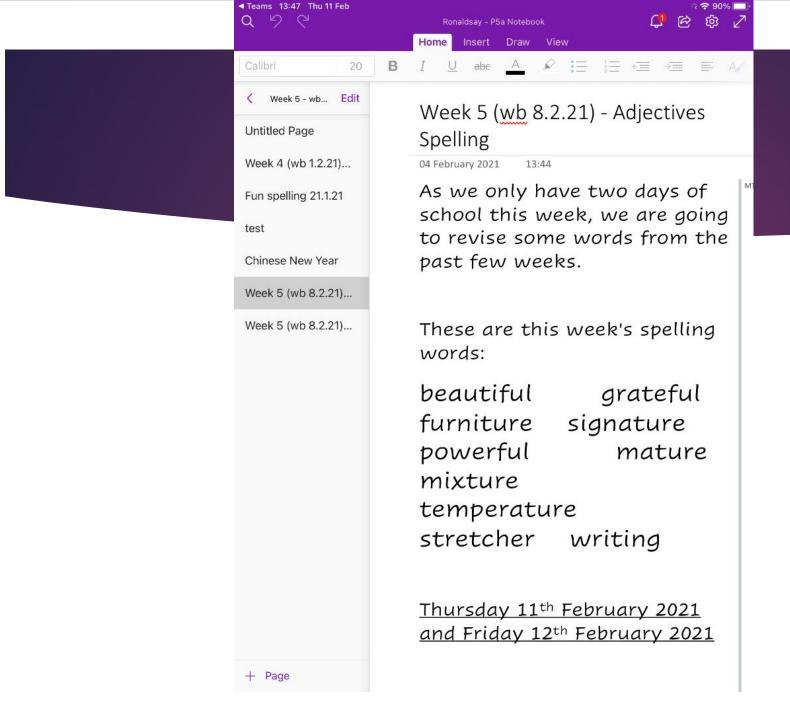
You will need to scroll to the bottom to find the most recent work.

Click on the piece of work.

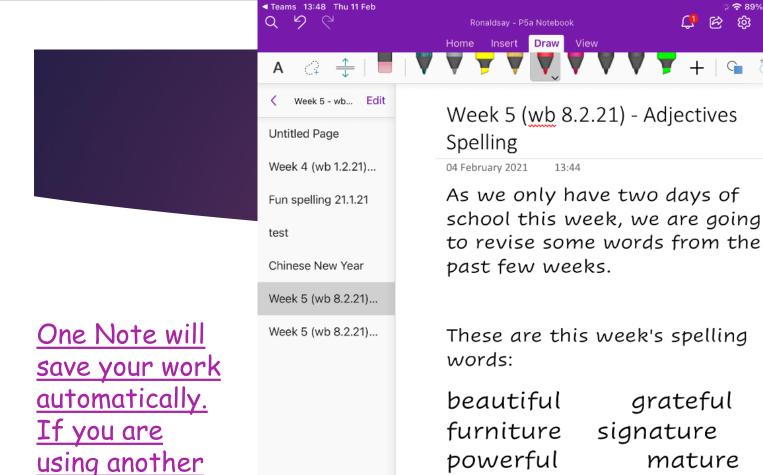


Work with a red date shows that it was due to be handed in previously.





Your work will open up in the format that your teacher has set, for example, One Note, Word, PDF etc.



Page

format, please

save your work!

remember to

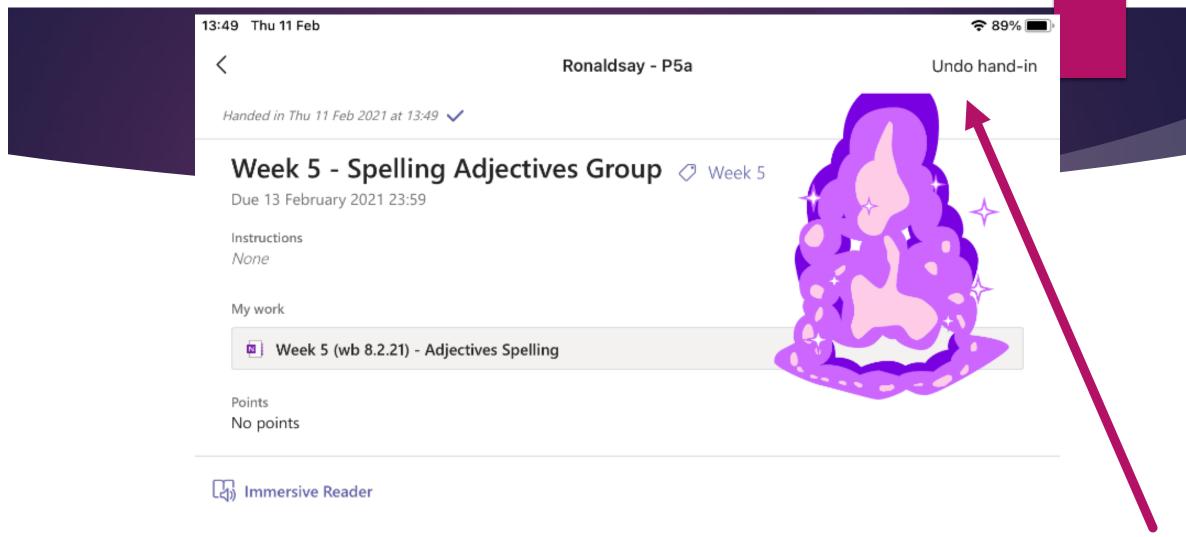
Complete your work as instructed. If, for example, your work is on One Note, you can use the 'Draw' tool to write directly on to the document. If it is a Word document you can type to edit.

mixture
temperature
stretcher writing
beautiful grateful
Thursday 11th February 2021
and Friday 12th February 2021

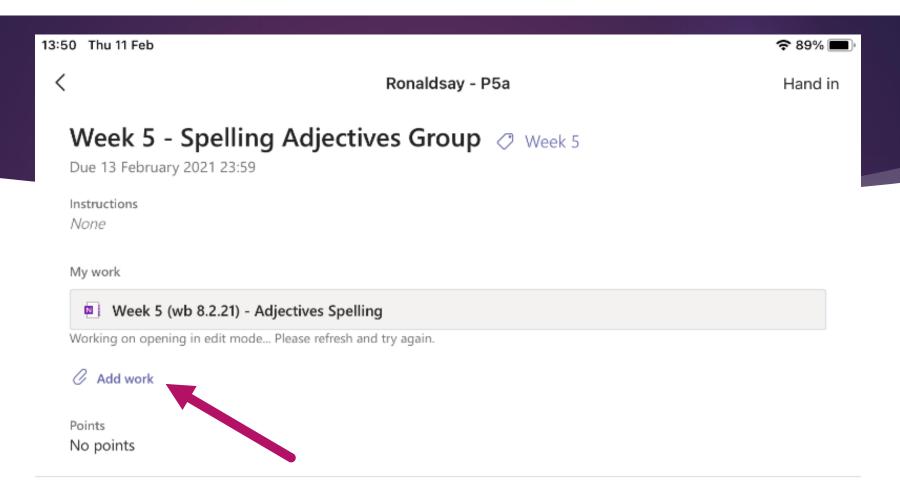


Immersive Reader

Once you have completed your task, go back to your Teams page. Click on the 'Hand-in' button at the top right. You must make sure you do this to hand in your work or else it may not be marked. Work must be handed in through Assignments.

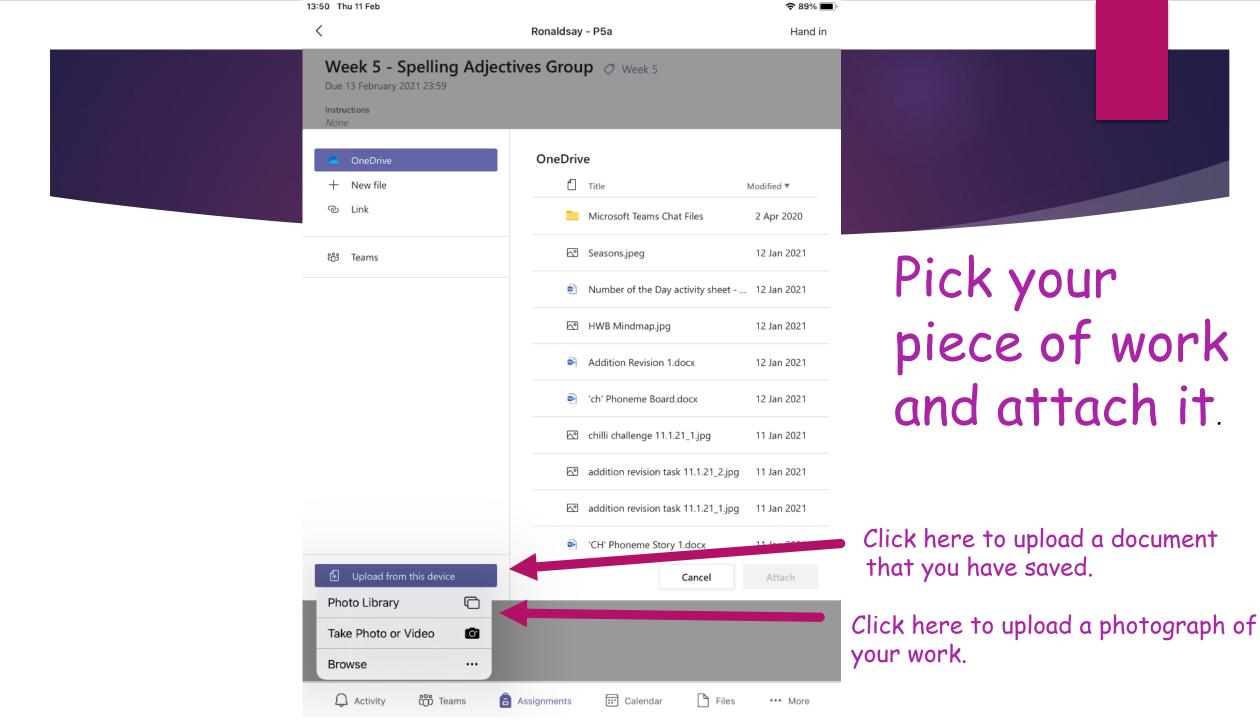


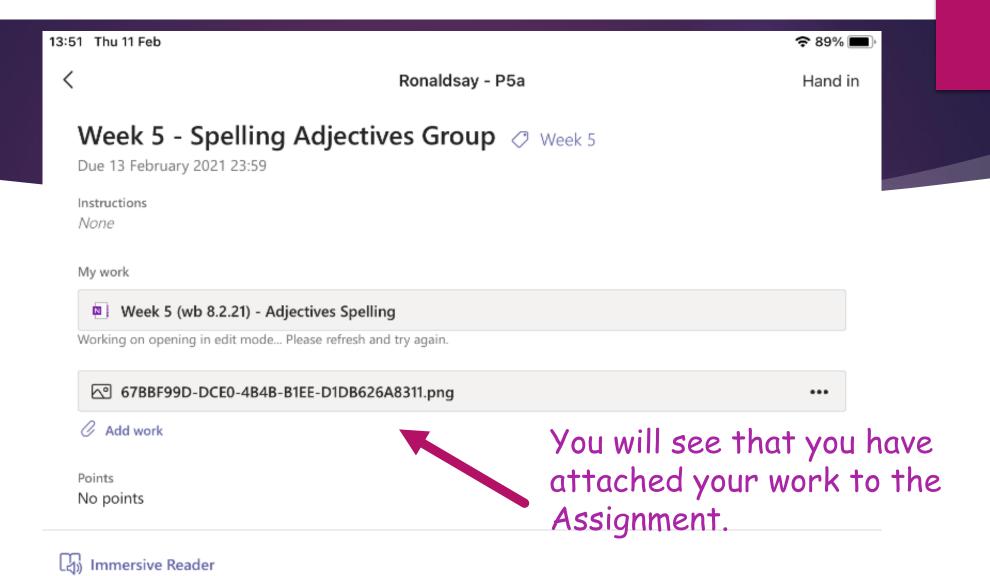
An animation will pop up and let you know you have handed your work back to me. The 'Hand-in' button will now say, 'Undo hand-in'.



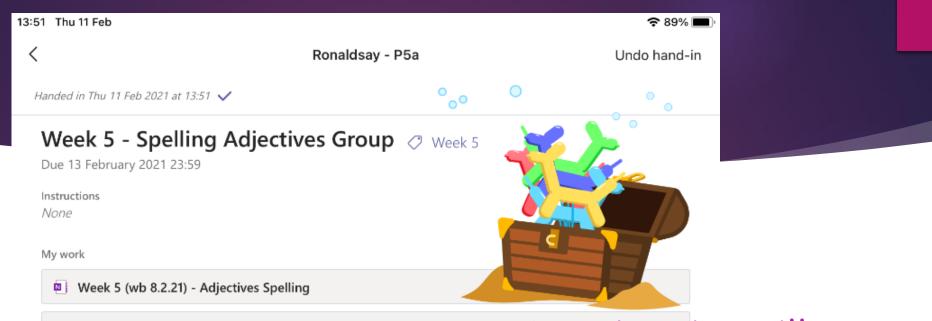
Immersive Reader

If you completed your task on Word, PDF etc you will need to attach it. You can also take a photograph of your work and attach it here.





Now click 'Hand in' and it will be sent to your teacher.



67BBF99D-DCE0-4B4B-B1EE-D1DB626A8311.png

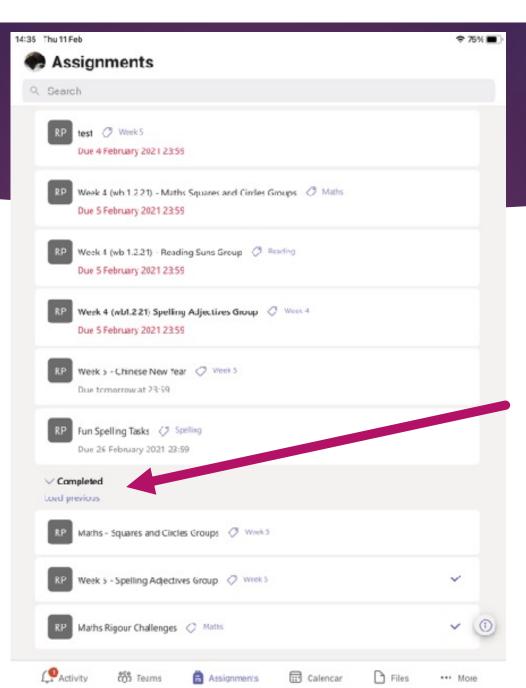
Points No points

Immersive Reader

An animation will pop up and let you know you have handed your work back to me. The 'Hand-in' button will now say, 'Undo hand-in'.

And that is you finished!

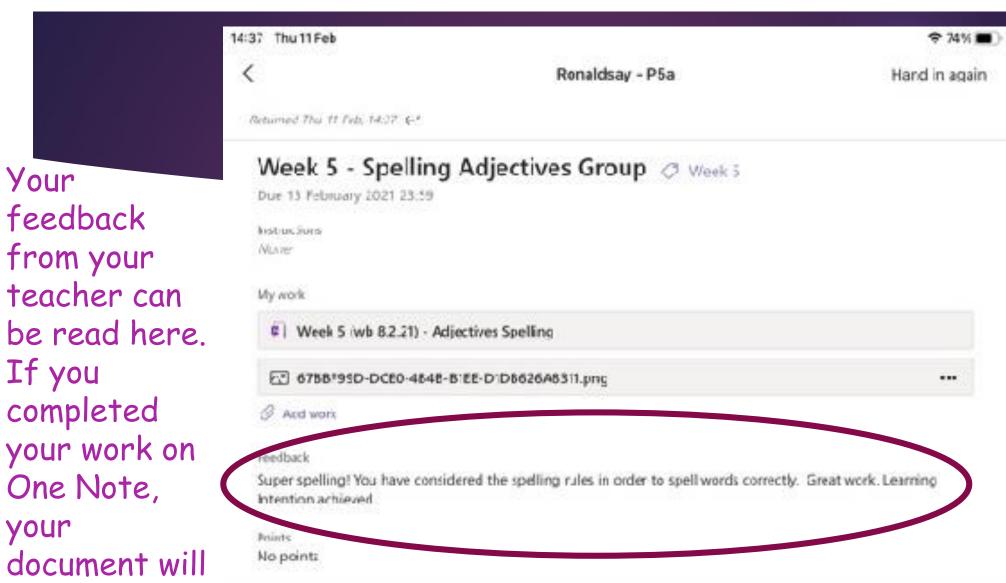
Getting Feedback



You will receive a notification when your work has been marked.

To see your feedback, go back to Assignments and scroll down to 'Completed'. This will list the tasks you have handed in.

Click on your piece of work.

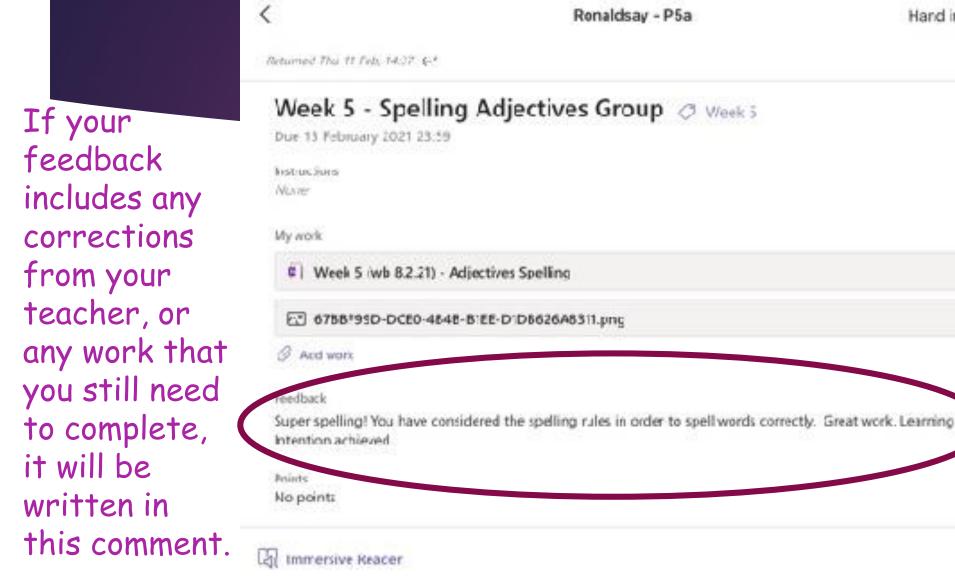


have been

marked too.

Immersive Reacer

If you handed your work in as a photograph, it is not possible for your teacher to write on the photo, however it will be opened and then feedback left under your work, like in the picture.



14:37 Thu 11 Feb

You can go back to your document and edit it to make the changes your teacher has asked for. Once you have done this, attach the new work again in the way explained and click the 'Hand in again' button. This sends your new work with the corrections back to your teacher.

Hand in again