

Microsoft Teams

Using Assignments for Homework

Dear Parents,

Teachers will be creating ‘assignments’ on Microsoft Teams for children to submit their homework. These are simply private folders which will allow pupils to submit homework pictures directly to class teachers rather than them appearing on the public chat feed. Teachers will also be able to send feedback directly back to pupils on their work. I have attached some instruction steps below for submitting a picture of a piece of homework back to the teacher.

1. Once in the class Team, click on the assignments Tab at the top of the screen. This can also be accessed by clicking on the assignments for each homework task which are posted on the class feed.

2. Once in Assignments, choose whichever subject you wish to upload the photograph too. ie spelling, Numeracy etc

3. Once in the assignment, click on the 'add work / Upload' button.

4. Choose the image you wish to upload and then submit / hand in the assignment.

If you require any support with submitting homework or any other issues in using GLOW / Microsoft Teams then please contact me on the following email address.

[scotthenderson@oldmonkland.n-lanark.sch.uk](mailto:scotthenderson@oldmonkland.n-lanark.sch.uk)

We have also created a new digital learning folder on our school website. We will post all letters and user guides related to digital learning in here to allow parents to access these at any time.

Thank you for all of your support in helping the children follow the new routines and procedures across the school.

Mr Henderson