

## Using Assignments in Microsoft Teams

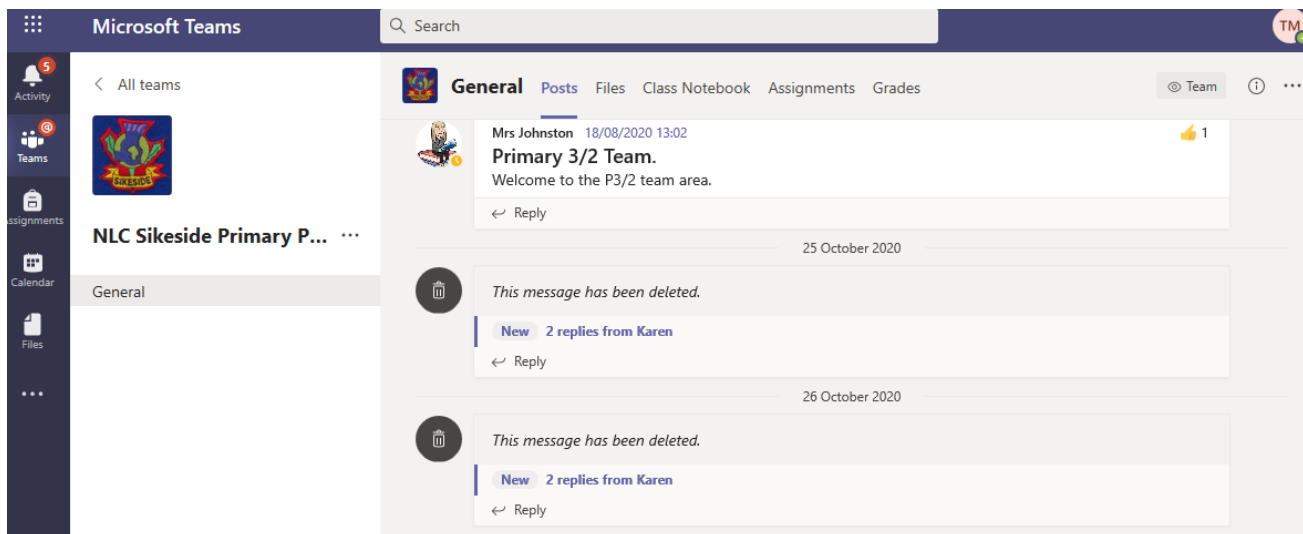
Log on to glow and select the **Teams** icon.



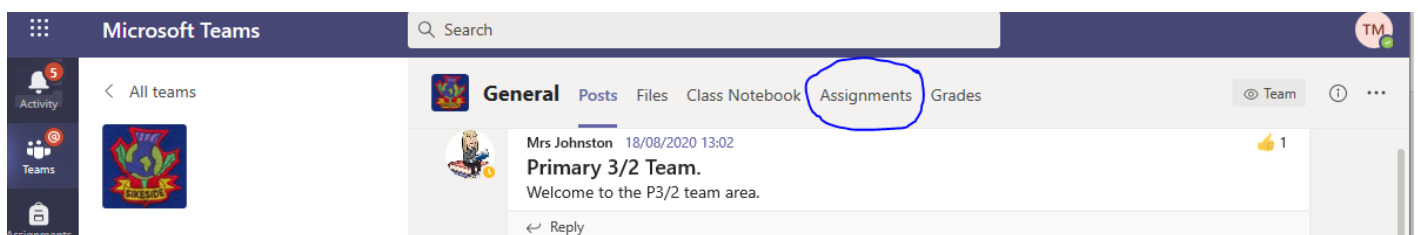
Select your child's **Class Team**



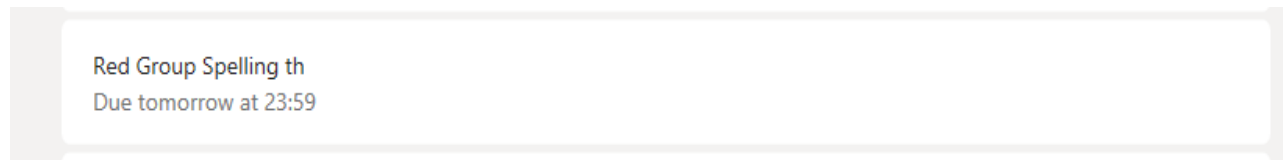
You will see a page similar to this.



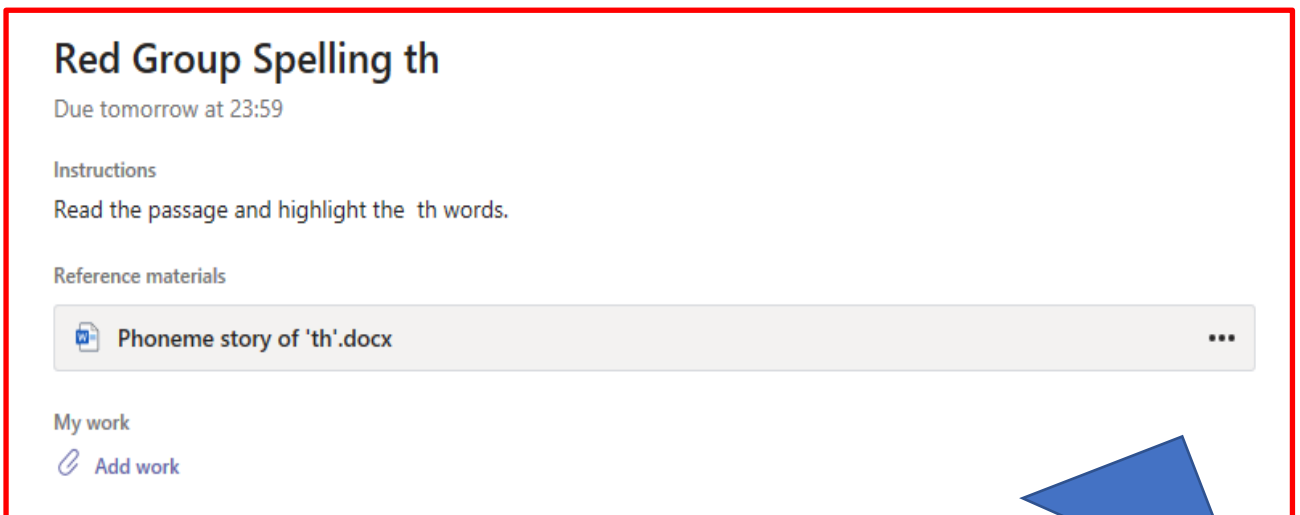
Click on **Assignments** to view the learning set by the class teacher.



You will see some tasks



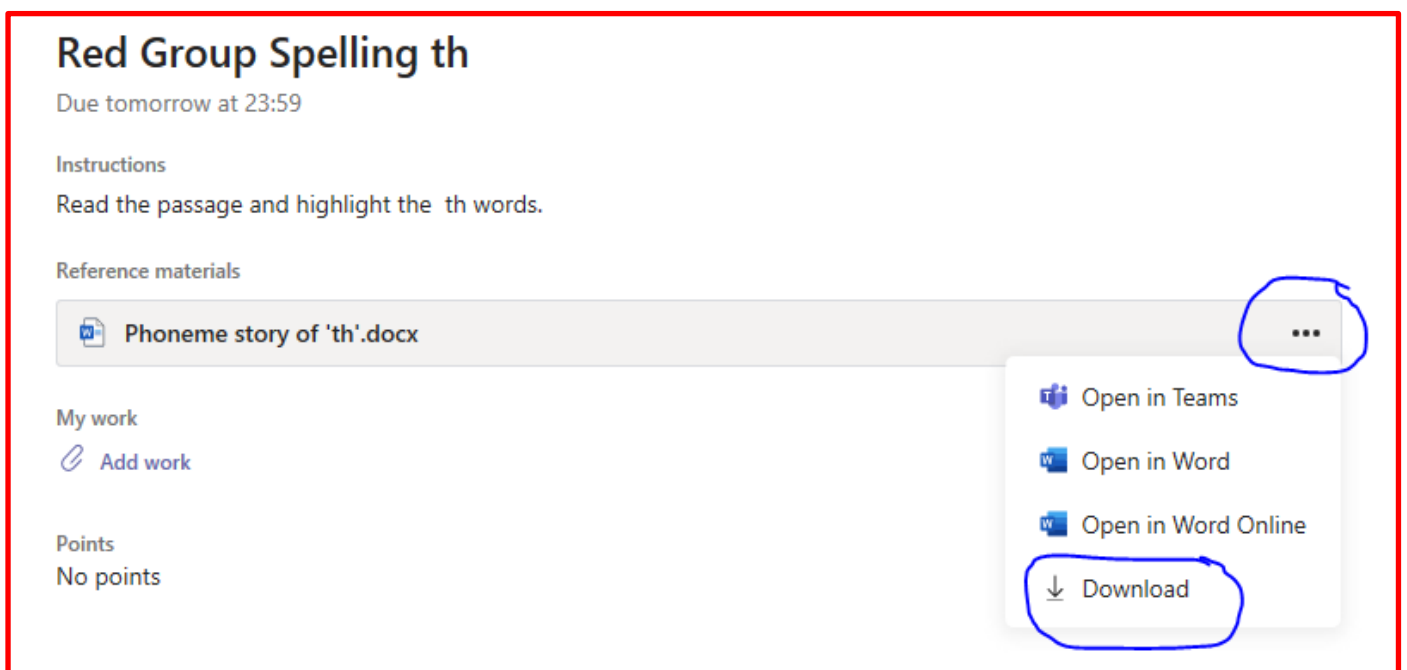
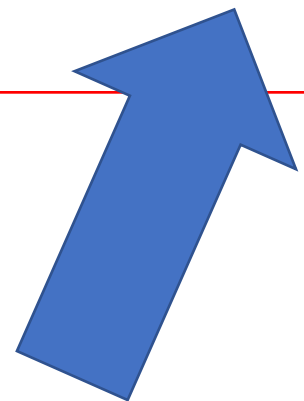
Click on the task you want to complete.  
You will see this:



You can download the task or simply view the task.

To edit a copy of the task, you must **download** the task first.

Click the **...** beside the task and select **download**.

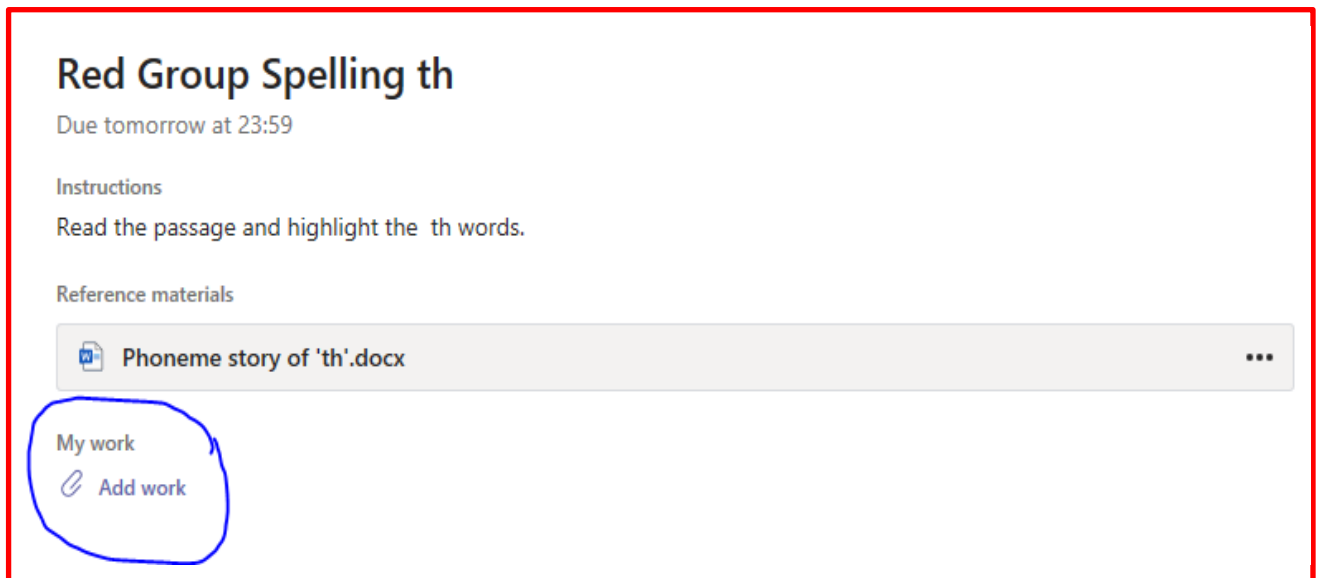


You can now work on your task.

To upload your task once it is completed click on **Assignments**.

Click on your task again.

Click '**Add Work**'.



**Red Group Spelling th**  
Due tomorrow at 23:59

Instructions  
Read the passage and highlight the th words.

Reference materials

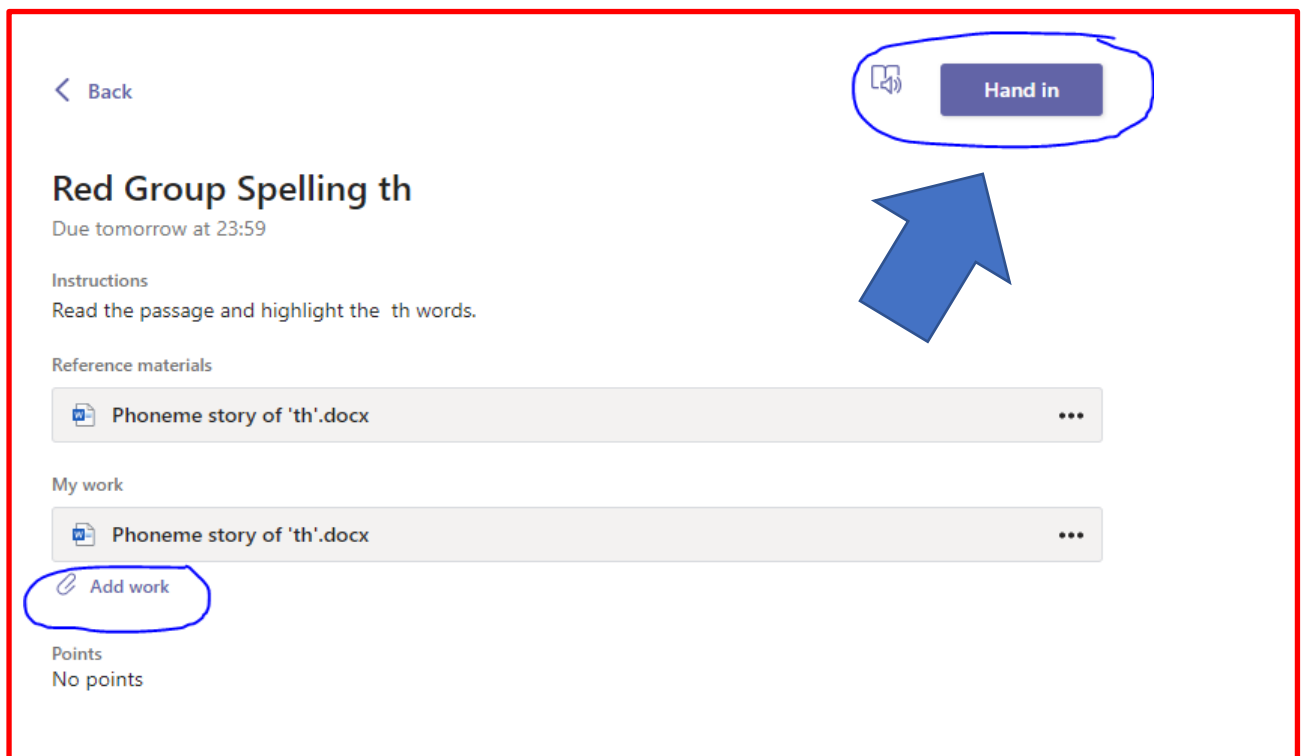
Phoneme story of 'th'.docx

My work  
Add work

Select the work you want to upload from your device.

Double click to upload.

Click '**Hand In**'.



< Back

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My work

Phoneme story of 'th'.docx

Add work

Points  
No points

Hand in

The teacher will assess your work, provide feedback and send it back to you.

