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1. Download Applications

Students will need to download the following free apps:

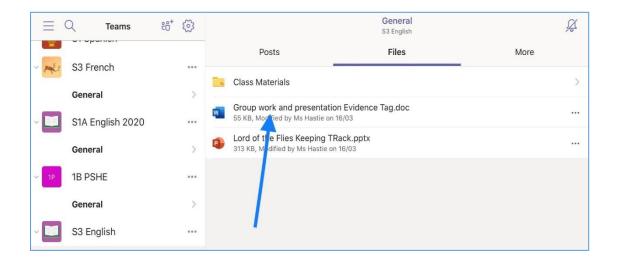
- Teams
- Word
- PowerPoint
- OneDrive
- Excel



2. Selecting Classwork

- 1. Within "Teams", select the classwork which needs completed by clicking on a subject area
- 2. Choose 'Files' to browse documents.
- 3. Select Classwork file

In the example below, "S3 English" and "Group Work and Presentation Evidence" have been used



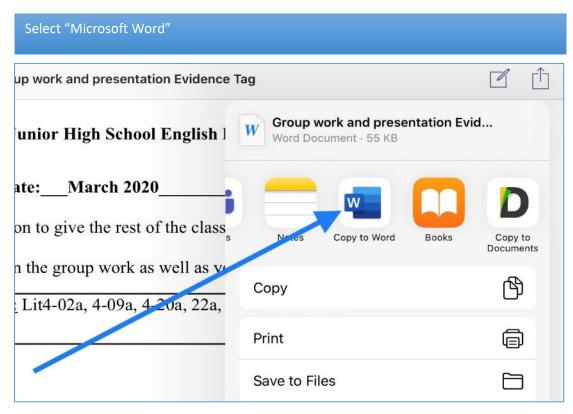
3. Enable Editing for Students on Documents

To enable Students to "edit" documents, follow the set of instructions below

3.1

Select the "Share" icon (located in the top right-hand corner of the document)

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		TEACHER:
Name:	Date: March 2020	
Type: Group work and pre	sentation	
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You will be assessed on part	icipation in the group work as well as your presentation.	
Experiences and Outcome	<u>s covered:</u> Lit4-02a, 4-09a, <u>4</u> 20a, 22a, 23a, 24a, 25a, 26	5a, 28a
Eng 4-12a, 4-14a, 4-19a,		



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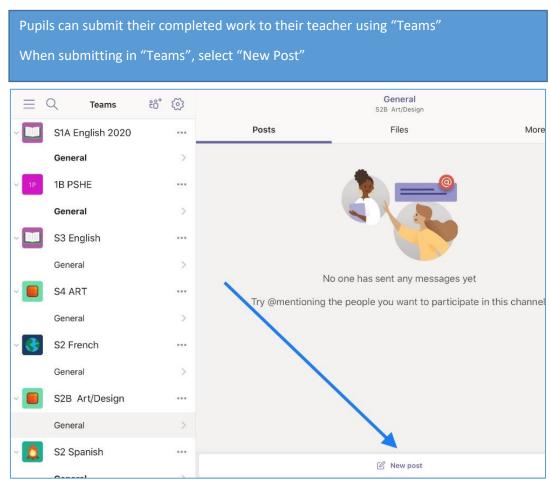
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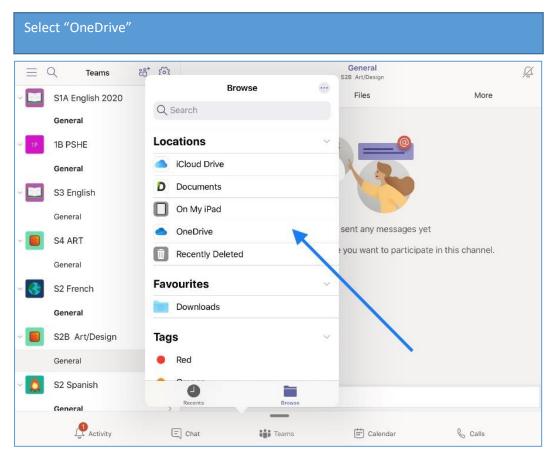
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Name: Joe Bloggs	Date: 17 th March 2020 TEACHER:	
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4. How students submit work using "Teams"

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