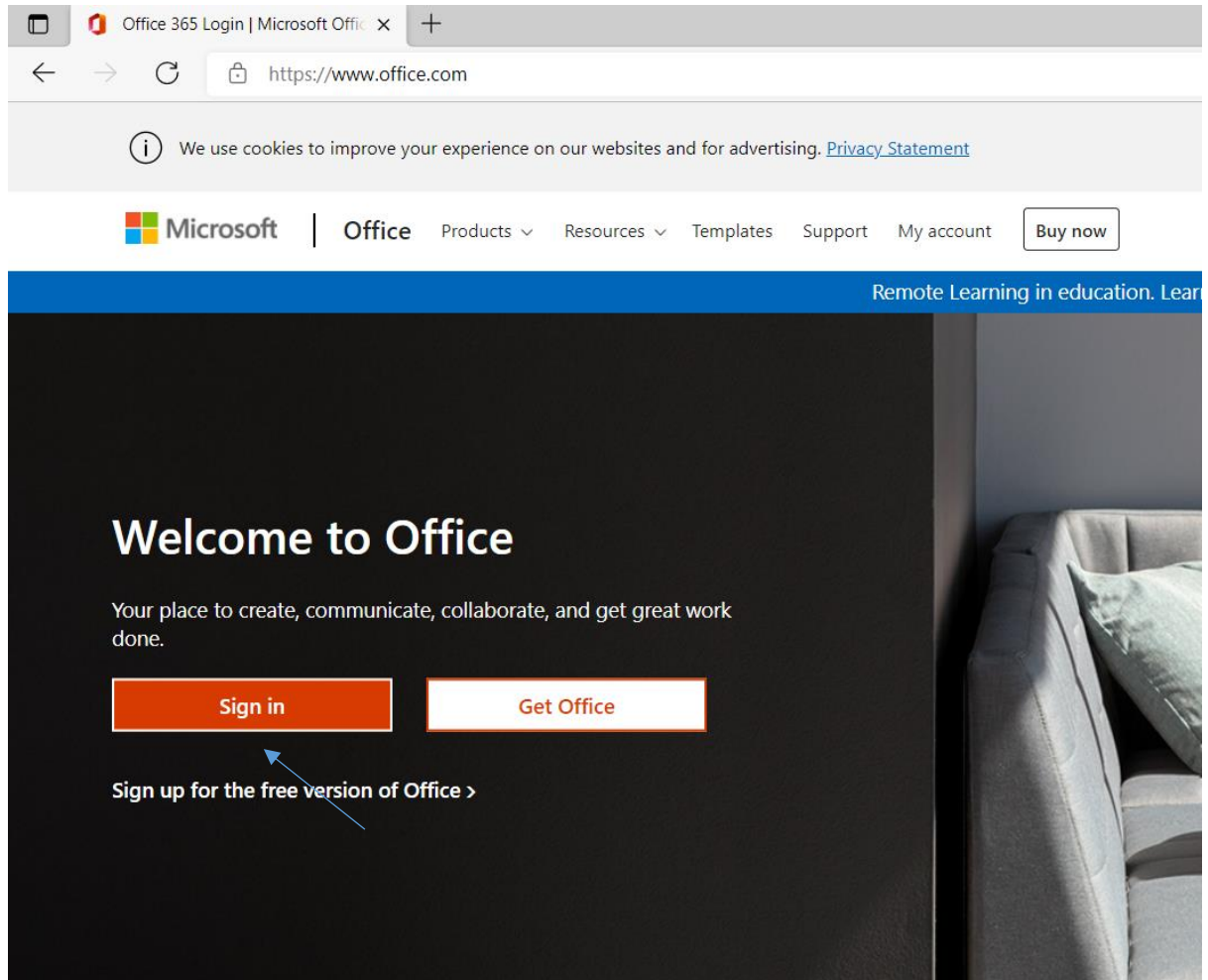
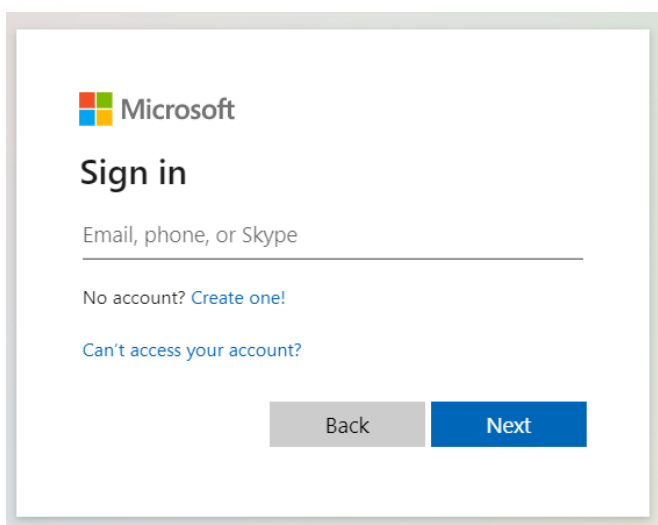


Home Learning in the event of self-isolation or other school absence

1) Login in to Office: www.office.com and click Sign In

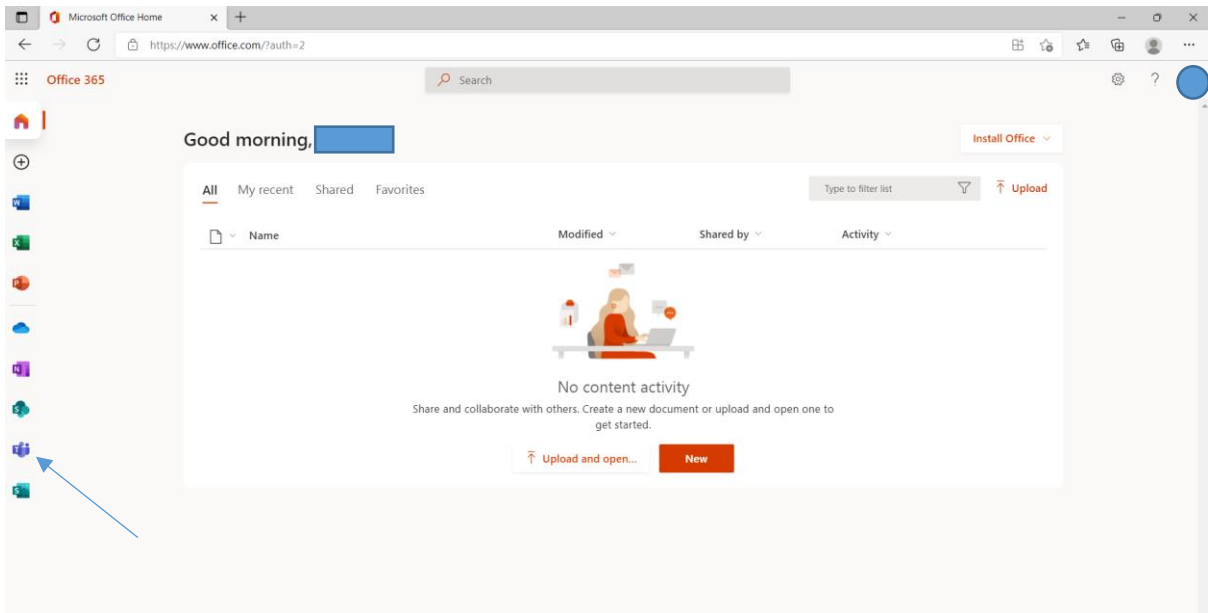



2) Enter your school email address and password

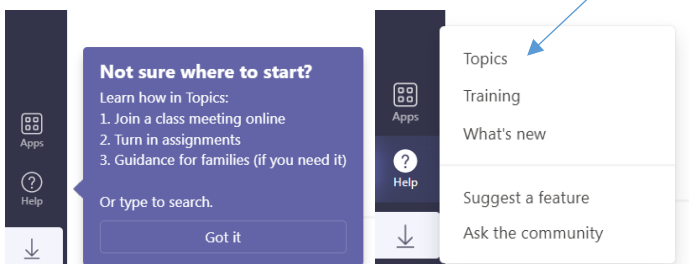
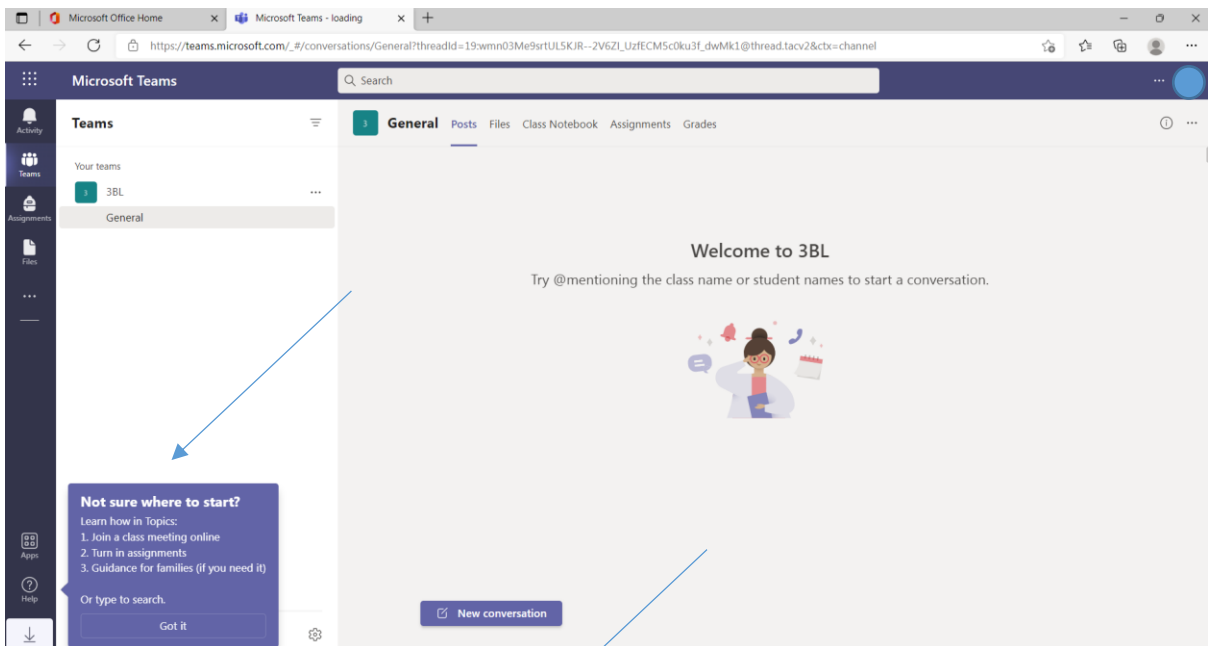


3) This will be the welcome page that you see – Good Morning, (YOUR NAME)

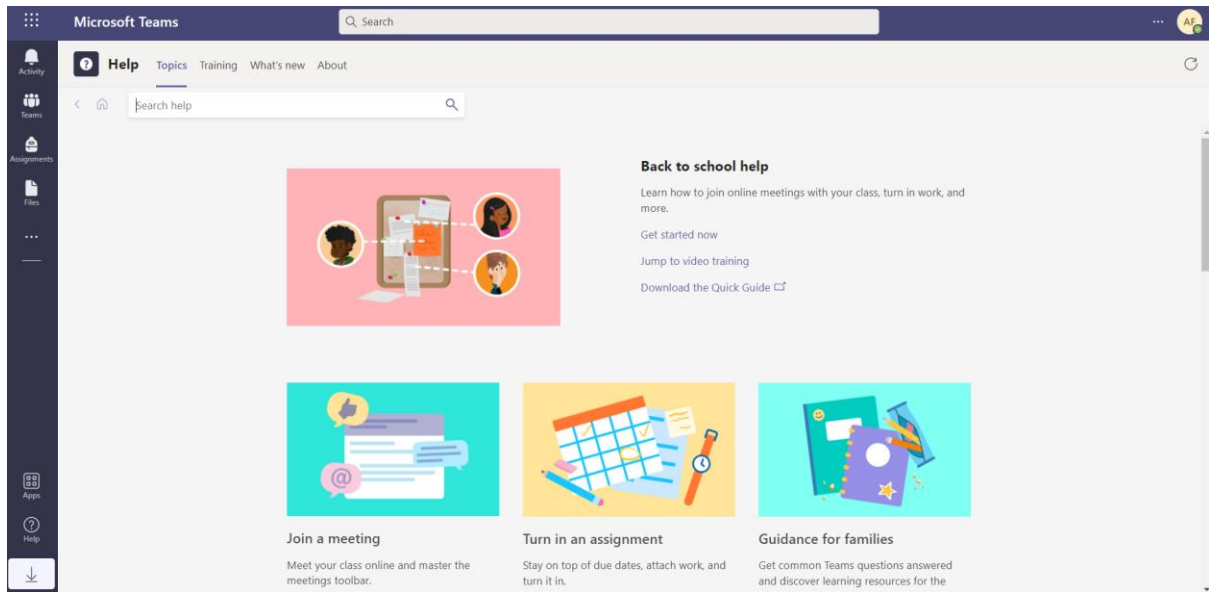
4) Please click the TEAMS  icon on the left-hand side



5) This will take you to your CLASS TEAM – if you need HELP ICON  at anytime click help below. Click TOPICS and then this will be your HELP DASHBOARD:




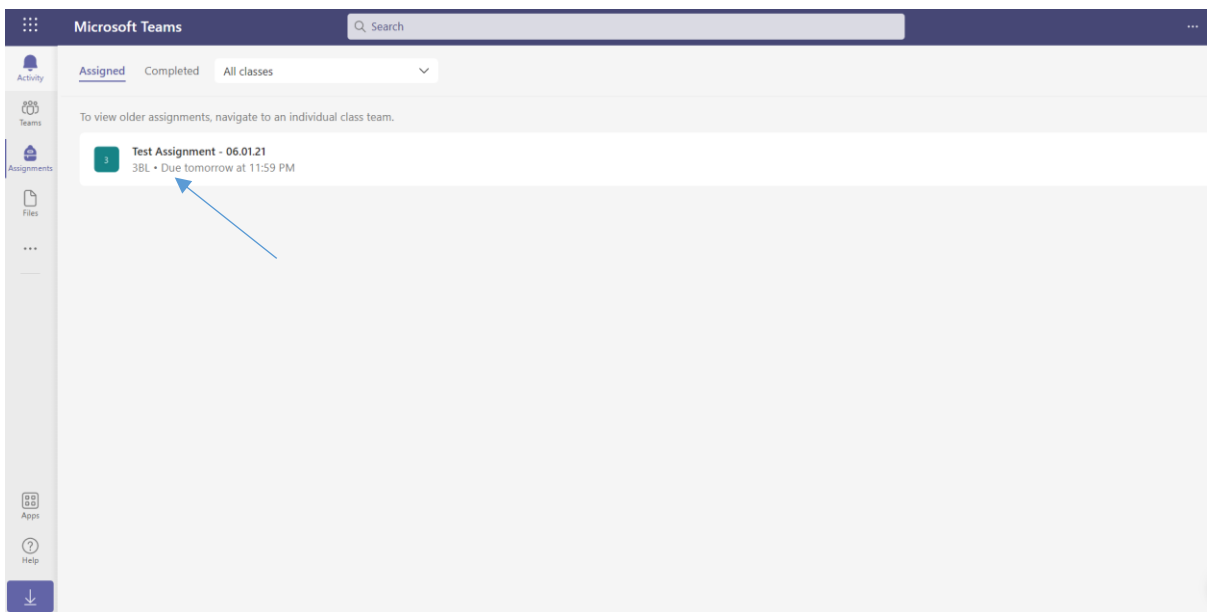
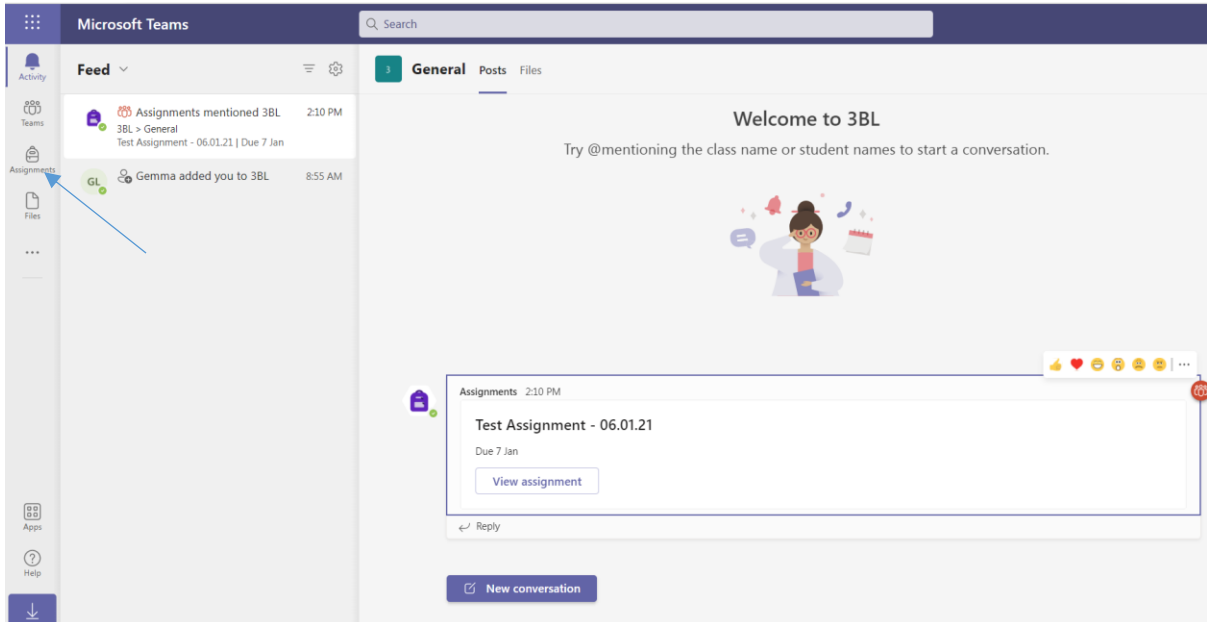
6) This is the HELP DASHBOARD which is your quick resource to help you Join a Meeting, Turn in an Assignment or just general Guidance for your family.



We will now focus on where to find tasks set and return them through Microsoft Teams

TURN IN AN ASSIGNMENT / TURN IN WORK

1) Click ASSIGNMENTS  - choose the relevant ASSIGNMENT and click on it

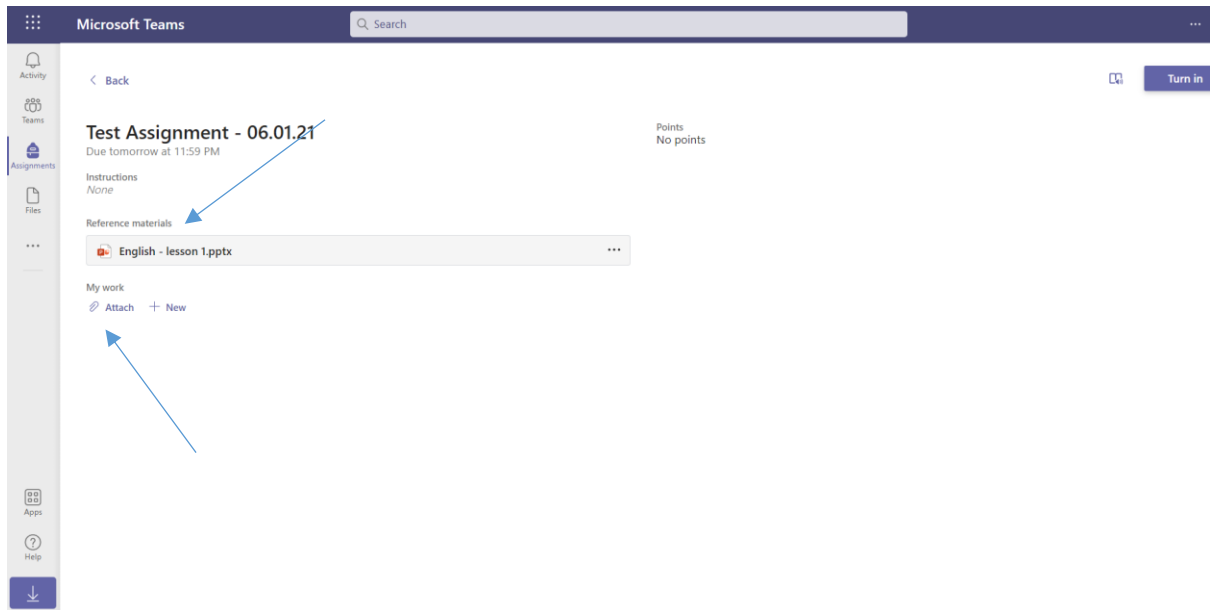


2) In the Reference Materials there is a PowerPoint of the lesson

3) At the bottom there is a MY WORK section, click ATTACH paperclip icon

My work

 Attach



The ways to submit appear

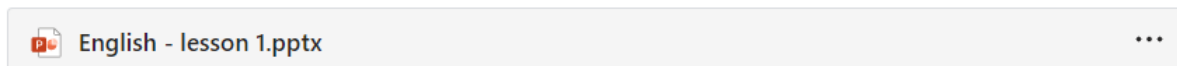
UPLOAD FROM THIS DEVICE please click that at the bottom

Test Assignment - 06.01.21

Due tomorrow at 11:59 PM

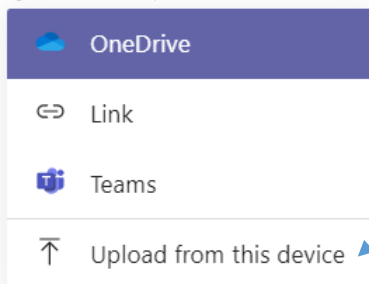
Instructions
None

Reference materials

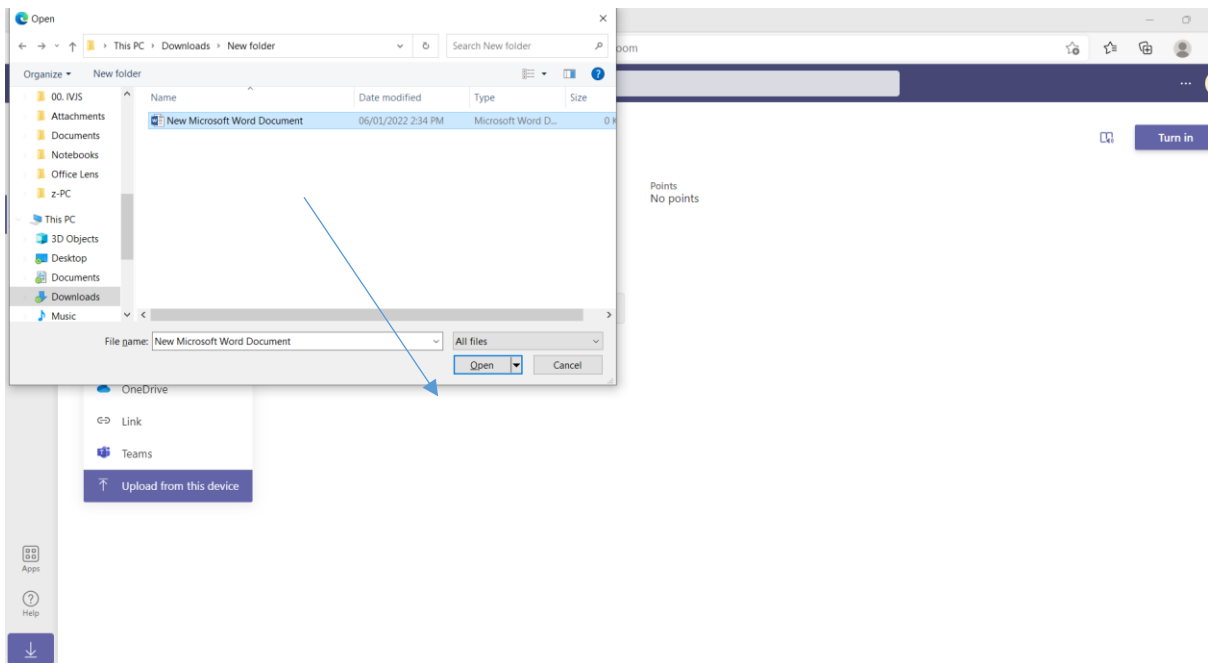


My work

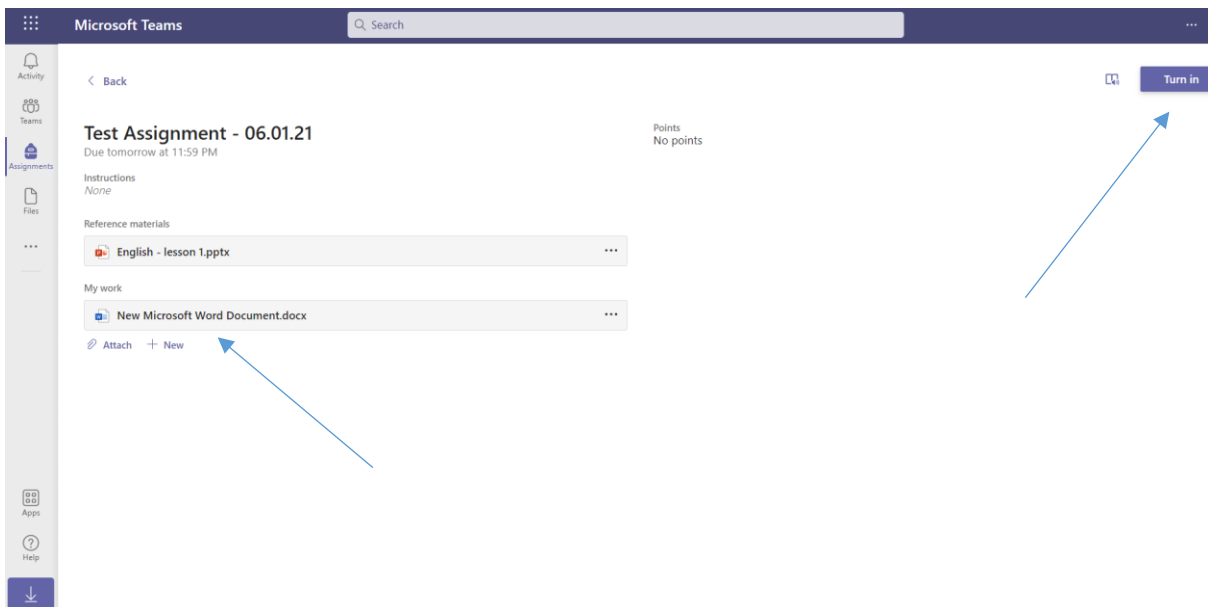
 Attach + New



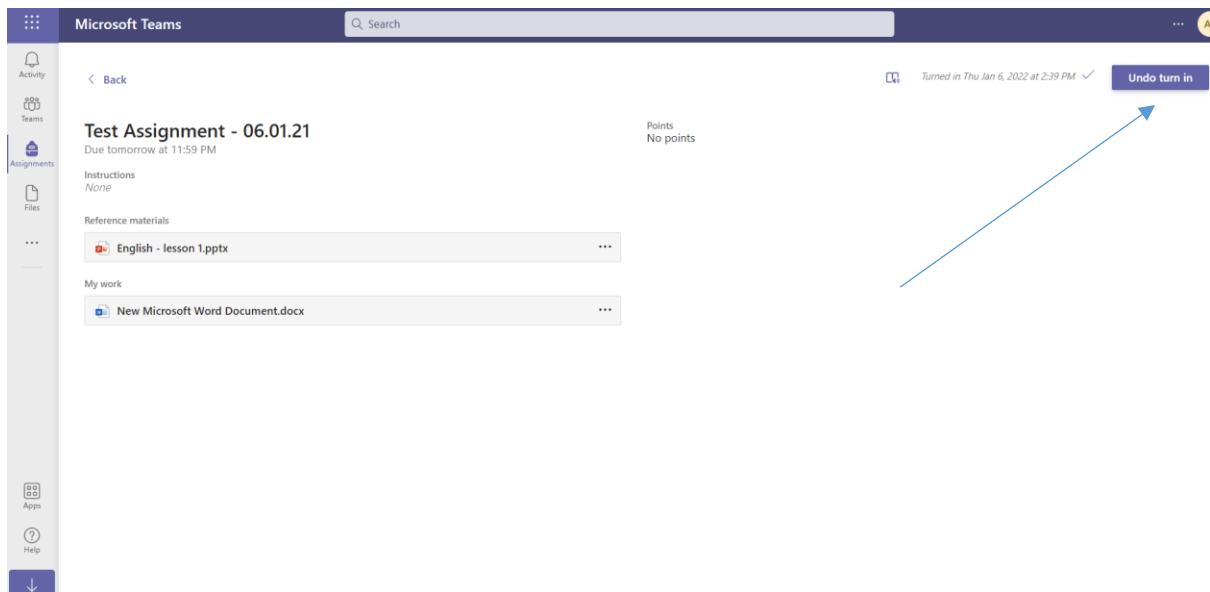
Choose the file and click OPEN



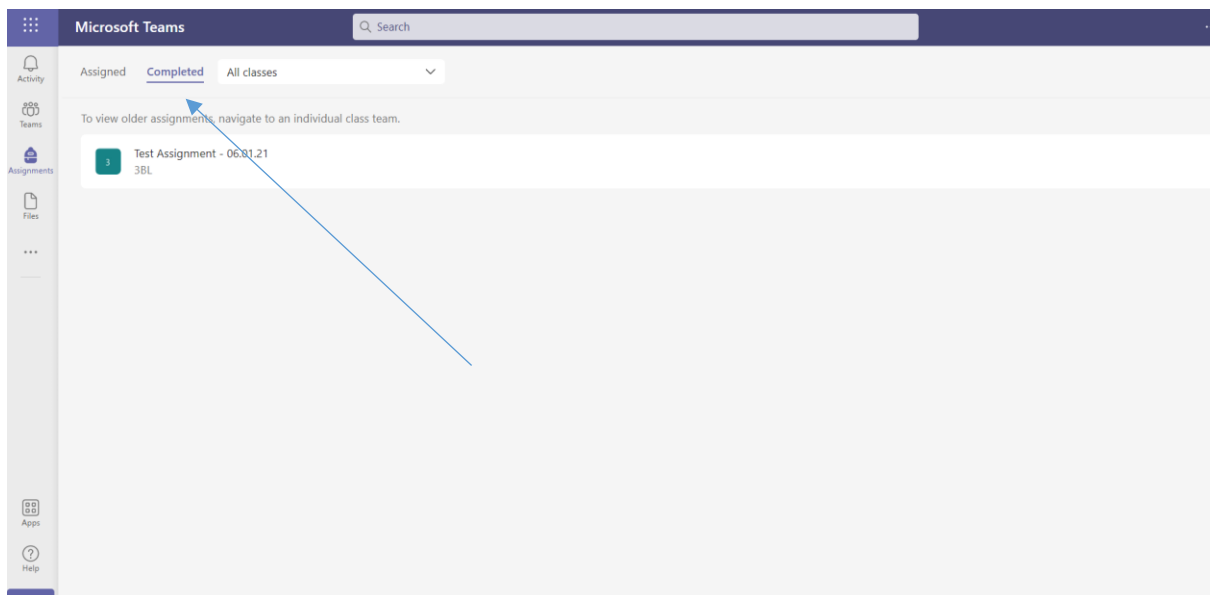
It will begin to UPLOAD automatically and It will then appear in the list of MY WORK click TURN IN



Then click TURN IN button in the top right – the button will change to UNDO HAND IN



Await feedback from the teacher and you need to go back into the Assignment to read the feedback. ALL COMPLETED homework will appear in the list below under the tab COMPLETED



Click this again to see the teacher feedback once they have completed it.

The screenshot shows the Microsoft Teams interface for a 'Test Assignment - 06.01.21'. The assignment is due tomorrow at 11:59 PM. The instructions are 'None'. Under 'Reference materials', there is a file named 'English - lesson 1.pptx'. Under 'My work', there is a file named 'New Microsoft Word Document.docx'. A feedback message is displayed: 'Feedback: Brilliant work, Mr Clifford! Well done.' Below the feedback, it says 'Points: No points'. A blue arrow points from the bottom right towards the 'Points' section. The top of the interface shows the Microsoft Teams logo, a search bar, and a 'Turn in again' button. The left sidebar contains navigation options: Activity, Teams, Assignments, Files, Apps, and Help.

6th January 2022 (PC)