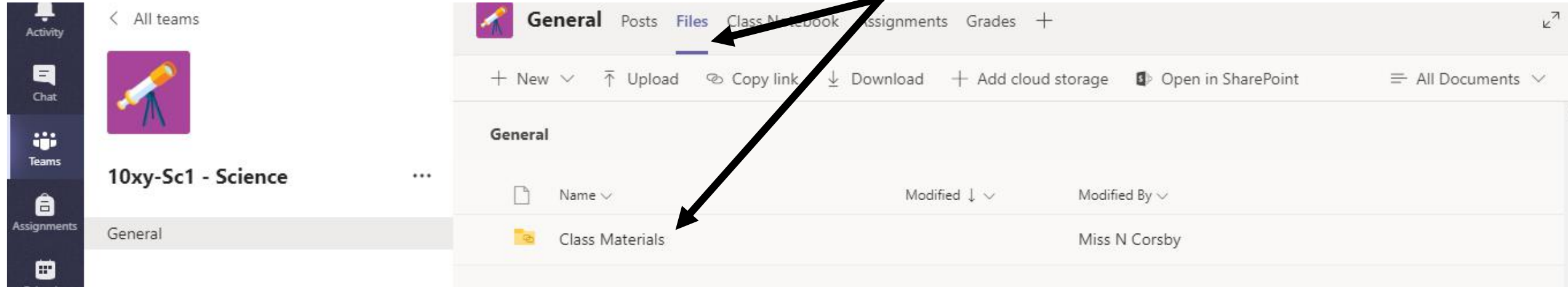


Assignments on Teams

Pupil Guide

Class Files

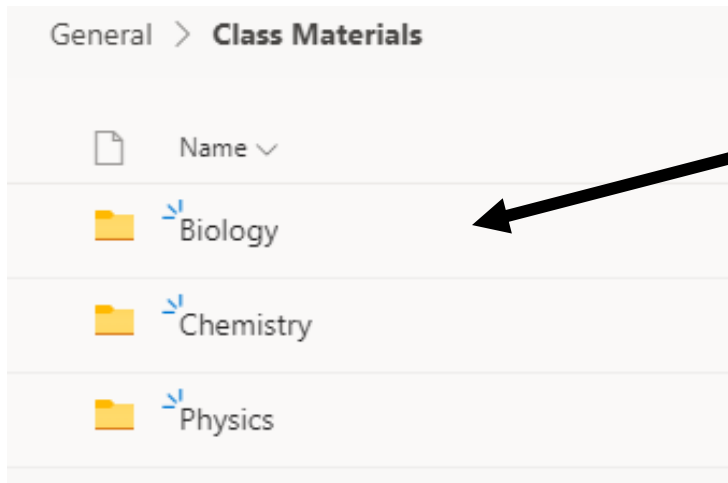
Step 1 - Click files on the tabs at the top and go in to class materials



The screenshot shows the Microsoft Teams interface. On the left, there is a navigation pane with icons for Activity, Chat, Teams, and Assignments. The main area shows a team named "10xy-Sc1 - Science" with a "General" channel selected. At the top of the channel, there are tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "Files" tab is active. Below the tabs, there is a toolbar with options: "+ New", "Upload", "Copy link", "Download", "Add cloud storage", and "Open in SharePoint". The main content area shows a list of files and folders. The "Class Materials" folder is highlighted. The list has columns for "Name", "Modified", and "Modified By".

Name	Modified	Modified By
Class Materials		Miss N Corsby

Step 2 - The resources for each lesson will be in the correct folder - your teacher will tell you the specifics for each lesson.



The screenshot shows the "Class Materials" folder in Microsoft Teams. The breadcrumb path is "General > Class Materials". The folder contains three sub-folders: "Biology", "Chemistry", and "Physics".

Name
Biology
Chemistry
Physics

Assignments - Downloading

Step 1 - Click on the Assignments tab

These are the assignments (or lessons!) that you need to complete

Communicable Diseases - Day 1

Due today at 23:59

Instructions

Please complete and upload the attached work that is on Show My Homework.

My work

CD - Day 1.docx

+ Add work

Points
No points

Step 2 - Click on the name of the assignment and press the three dots

My work

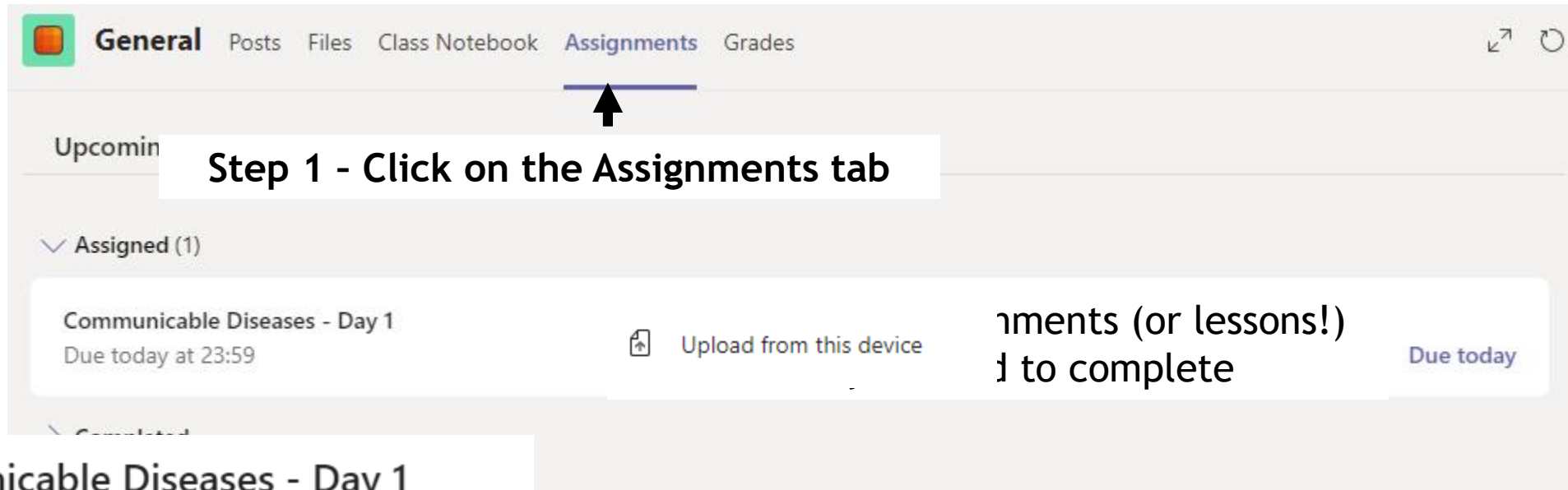
CD - Day 1.docx

+ Add work

- Open in Teams
- Open in Word
- Open in Word Online
- Download

Step 3 - Select how you want to open and complete the work. It can be done online or normally through your computer.

Assignments - Handing in



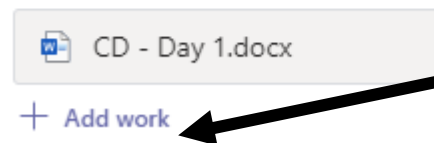
Communicable Diseases - Day 1

Due today at 23:59

Instructions

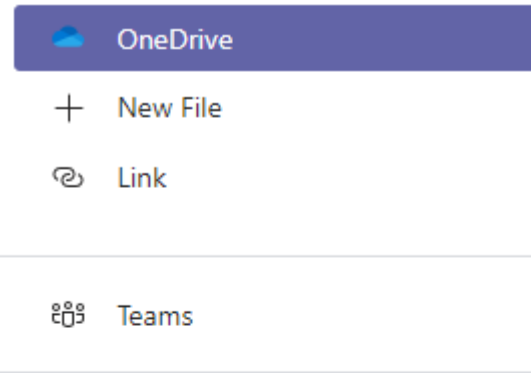
Please complete and upload the attached work. This is the same work that is on Show My Homework.

My work



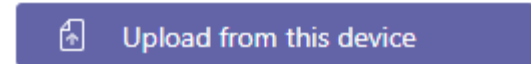
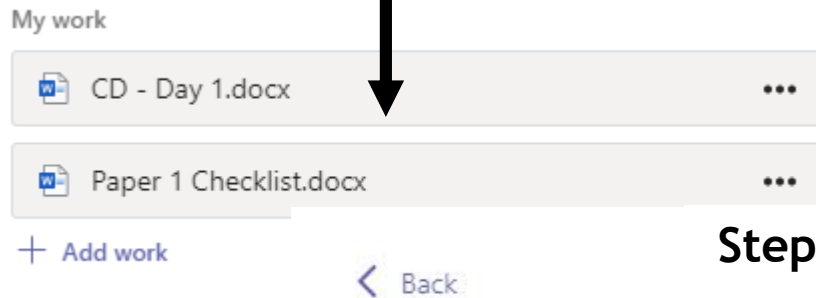
Step 2 - Click on the name of the assignment and press the add work button

Assignments - Handing in



Step 3 - Select the upload from this device button.

Step 4 - Find the work you want to submit and press done. It should now appear under my work



Step 5 - press the hand in button. You're now done!



Communicable Diseases - Day 1

Points
No points