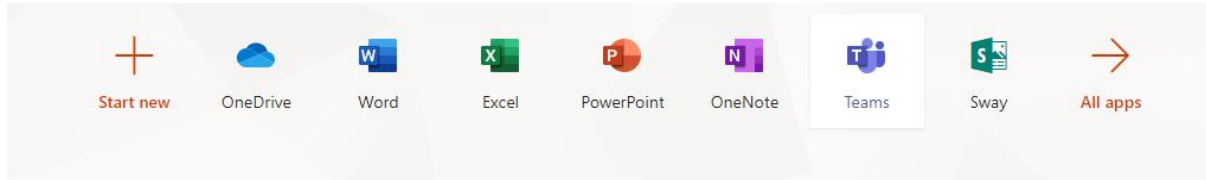


How to Complete an Assignment in Microsoft Teams

Logging in

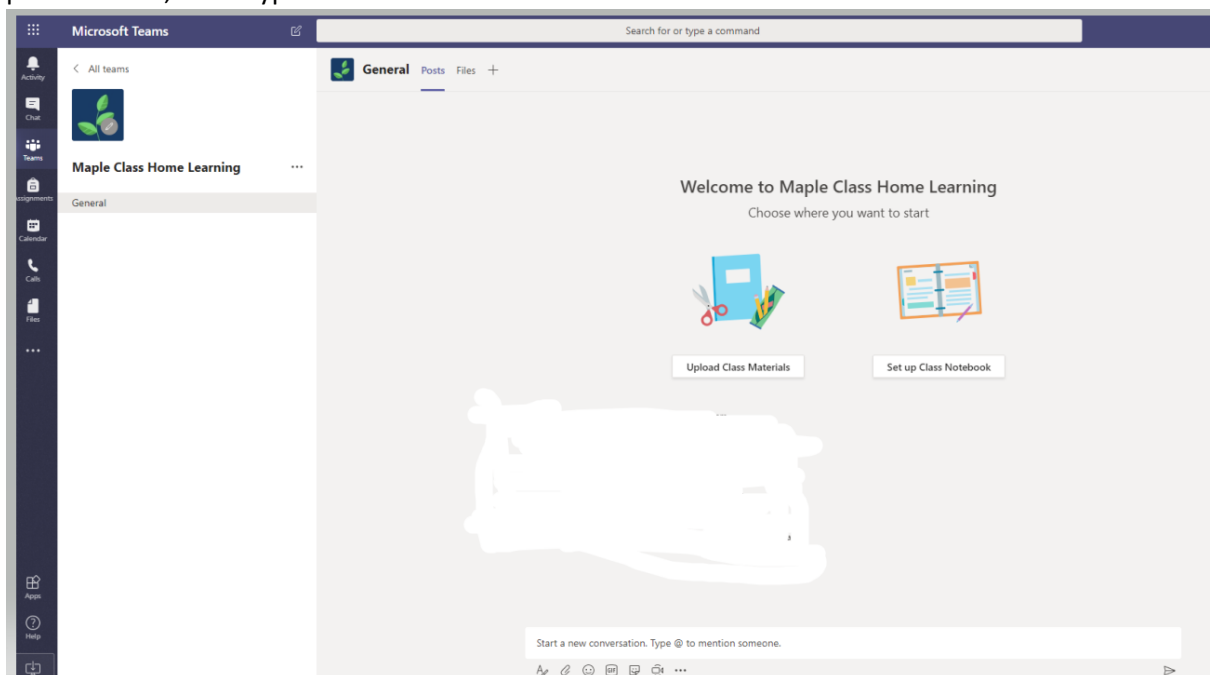
1. Using the internet go to <https://www.office.com/>
2. Login in using your username and password.
3. A list of applications will open in the browser (see image below).



4. Click on Microsoft Teams

Posts/ Chat

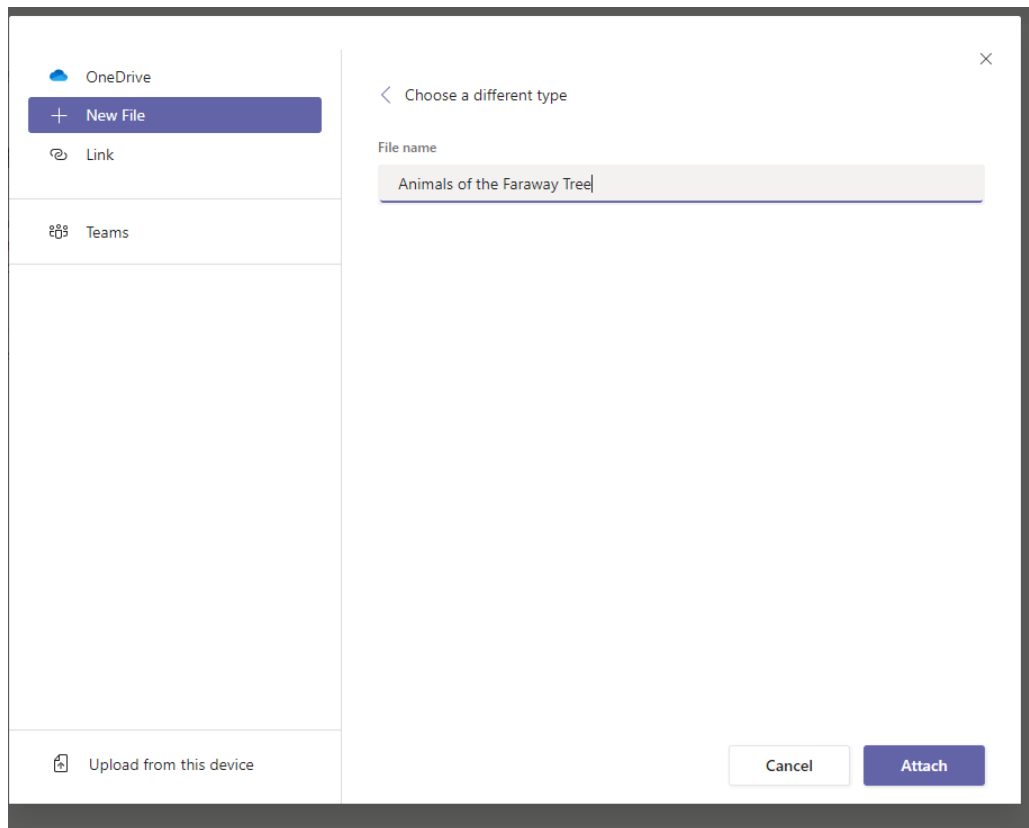
5. From this 'Posts' page you will be able to send messages that can be seen by your class and your teacher. It will also alert you when new work is set.
6. You will also be able to send a message to the class or to your teacher. Please only use this to ask sensible questions or to add kind messages – remember if you won't say it to a person's face, don't type it!



Assignments/ Tasks

7. Click on the 'assignments' tab on the left of the screen. Here you can see the work which has been set for you. You will be able to download resources your teacher has put on here to help you and create a file to complete your work on. Once you have clicked 'Attach' you will be able to click on the file, work on it and it automatically saves itself.
8. Alternatively, you can work outside of Teams and upload the file to here once you have completed it by clicking on the 'upload from this device' button at the bottom of the screen.

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9. Remember to click on 'Hand in' your work once you have finished.
10. Your teacher will be able to mark your work and give you feedback once it has been handed in.

Tip: Use the immersive reader button (pictured below) to make the writing bigger or to read the task to you.

