This guide is intended to help you:

1. Find an assignment for your lesson or for homework.
2. Share the work you are completing on your assignment during the lesson.
3. How to use a rubric to help you answer or assess your own work.
4. How to ‘Turn in’ your classwork or homework.
HOW DO I FIND ASSIGNMENTS?

1. Click on Teams. This is on the far-left of your screen.
HOW DO I FIND ASSIGNMENTS?
2. Click on the Team for the class you wish to access. In this example, let’s say you select the English Team ‘9X/En5’.
HOW DO I FIND ASSIGNMENTS?
3. Click on ‘Assignments’ towards the top of the screen.
HOW DO I FIND MY ASSIGNMENTS?

4. You should now see a list of any assignments you have been set in this subject. If it is blank, this means you have not been set any assignments in this subject yet. However, here there is an assignment. Let’s click on it...
HOW DO I OPEN AN ASSIGNMENT?

5. You will now see some instructions that have been provided from your teacher. Read these carefully.

To open the assignment, click the ellipses (…) under Reference materials, then click ‘Open in PowerPoint Online’.
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HOW DO I COMPLETE THE ASSIGNMENT?

6. An internet browser will open (e.g. Google Chrome or Safari).

You can now begin completing the worksheet, as instructed by your teacher.
7. Depending on your task, a rubric *may be* designed by your teacher to help you complete an activity or a set of questions. If required, to view the rubric, you click the tab under the heading ‘Rubric’. Below is a Science example:
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USING THE RUBRIC TO HELP YOU COMPLETE AN ASSIGNMENT

8. As you can see, the rubric is designed to give you some guidance as to how you can achieve each mark, for each question.

So, for Q1, I would achieve 1 mark by answering the first point, 2 marks for answering the first 2 points and so on.

The rubric is there to help you maximise the amount of marks you can achieve for each question.

Once you have finished with the rubric, click close in the bottom-right corner.
HOW DO I FINISH/SAVE MY ASSIGNMENT?

9. PowerPoint Online simply saves your work automatically.

All you need to do is close (X) the tab at the top of the screen!
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HOW DO I SUBMIT COMPLETED WORK TO MY TEACHER?
10. After you have closed the file, your work will be automatically saved. If you’re sure it’s finished, you are now ready to ‘Turn in’ the work.

To do this, all you need to do is click the ‘Turn in’ button towards the top right-hand side of your screen. Your teacher can review this and provide feedback as is appropriate.
Uploading hand written or practical work in Teams

HOW DO I FIND THESE ASSIGNMENTS?

11. To find the work set by your teacher, click “Assignments” at the top of the page. You can see in the example below there is an open assignment called “Practical Work Test”
Uploading hand written or practical work in Teams

HOW DO I ADD IN A PHOTO/ IMAGE OF MY WORK?

12. When you open the assignment, there is an options called “Add Work”. This allows you to upload files to send in to the teacher. This could be a photo of practical or hand written work. If you’re using the mobile app, you can just select the photo from your phone and if you’re using a camera and PC, you will need to transfer the photos over first.
Uploading hand written or practical work in Teams

HOW DO I FIND UPLOAD MY WORK?

13. Once you hit the “Add work” button you’ll be asked where the photo or file is located. At the bottom, press “Upload from this device” and then browse to the folder you saved it in on your computer.
Uploading hand written or practical work in Teams

HOW DO I SUBMIT COMPLETED WORK TO MY TEACHER?

14. Once you’ve selected the file click “Done”
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HOW DO I SUBMIT COMPLETED WORK TO MY TEACHER?

15. Finally, press “Hand-in” in the top right corner to submit your work to the teacher.