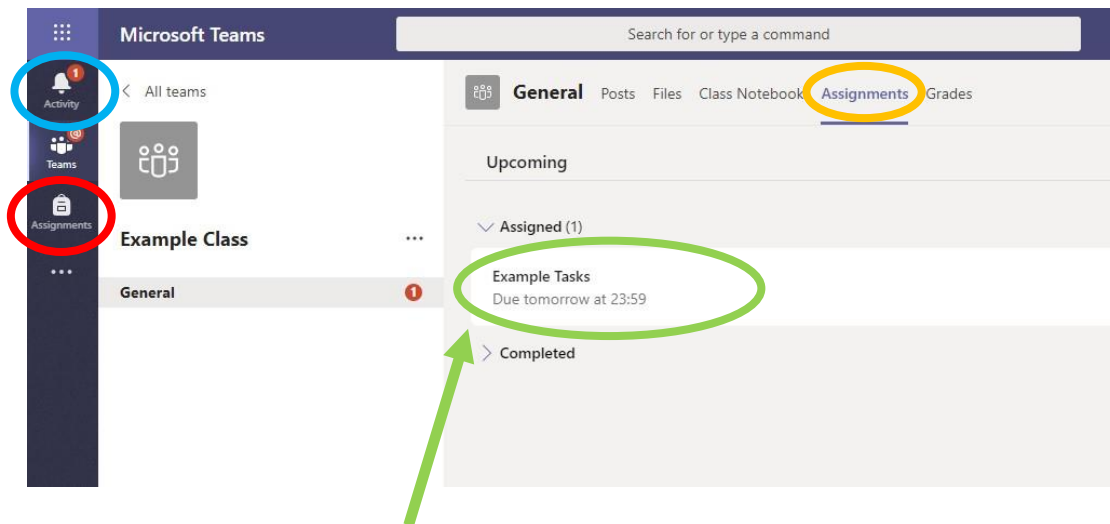


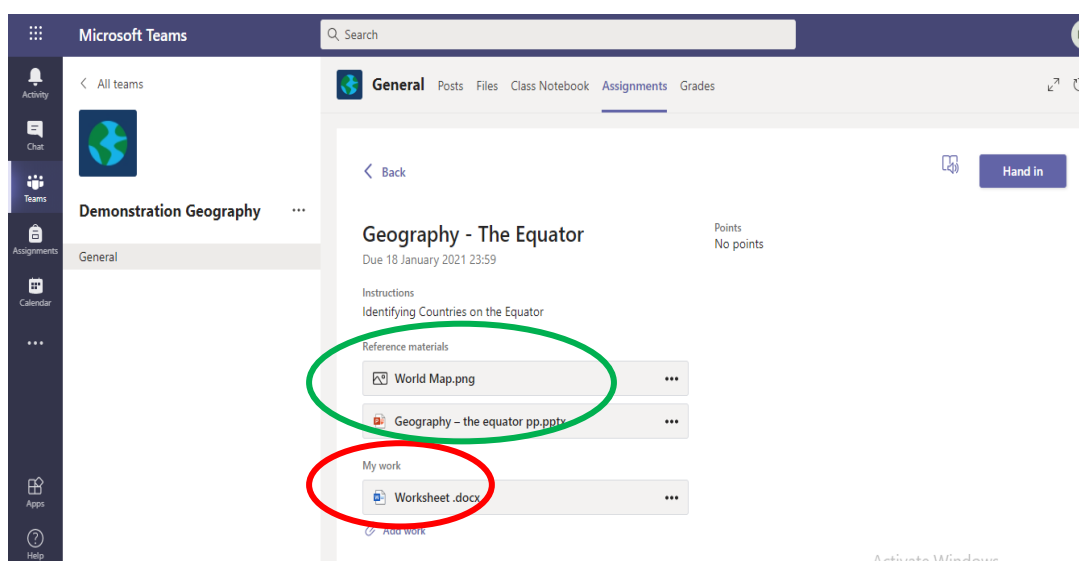
Using Assignments on Microsoft Teams

The teacher can set work for learners to complete under assignments. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By click on this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

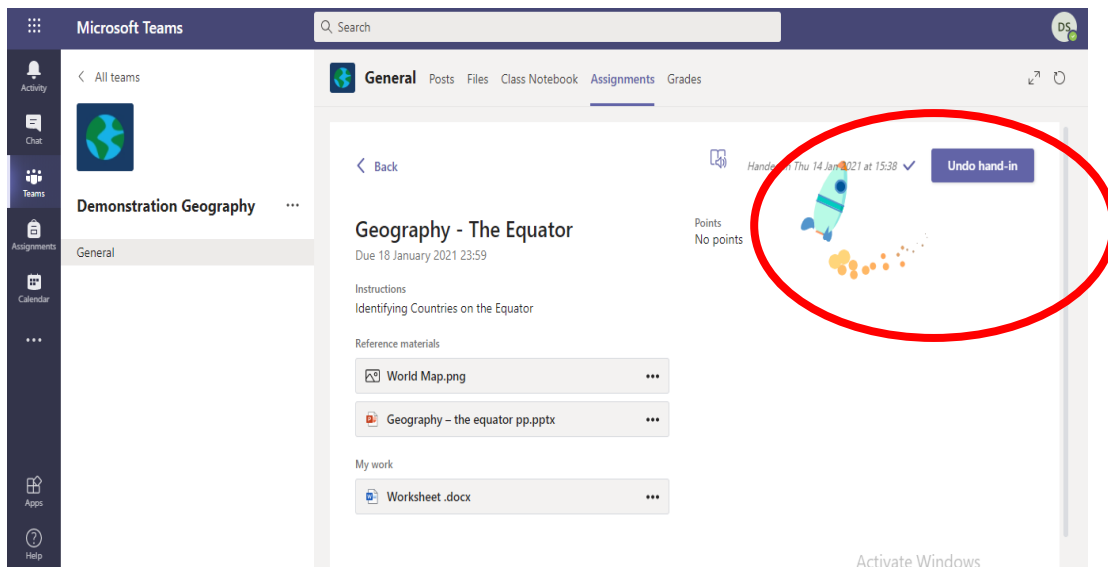


Once in the assignments section learners can access materials they need to complete the work, circled in green.

Learners can edit the document, (circled in red) under 'my work'. Here the learners can use this as their own worksheet to hand in. If they edit the document it will automatically save. This will stop the need to upload any work and renaming any document.



Once the learner has completed their work, they can click the hand in button (circled). A little animation will appear to tell the learner it has been handed in.



The teacher will mark the work and give some feedback. The learner will get a notification that the work has been returned. On the assignment it will change to say hand in again (circled). The learner can look at the feedback (red arrow) and then make the changes by clicking into their work. The learner will then have to hand the work in again.

