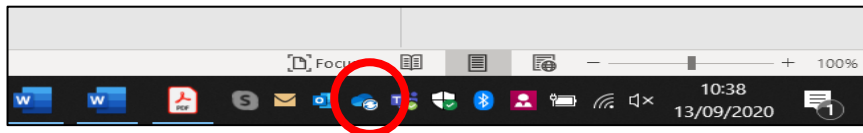


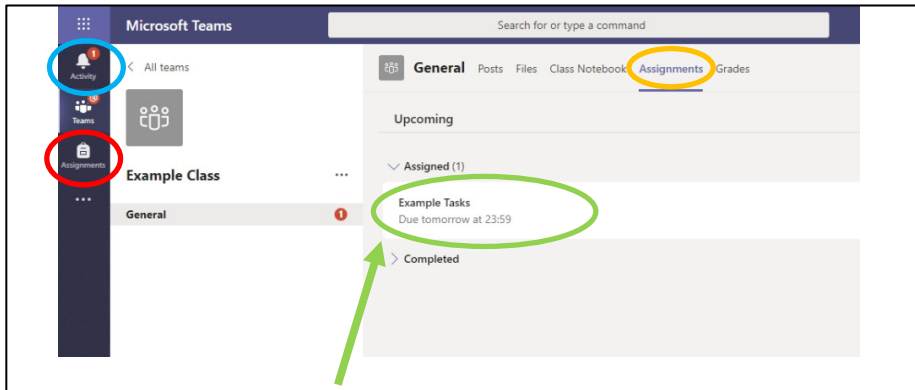
## Teams – Assignment how access/upload your work

**NOTE:** Always check you 'Blue Cloud' if BLUE you OK if Grey then you are not linked to your O365 account so check your WIFI connection



Your teacher can set assignment for you to complete.

- 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 (circled in red) 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.

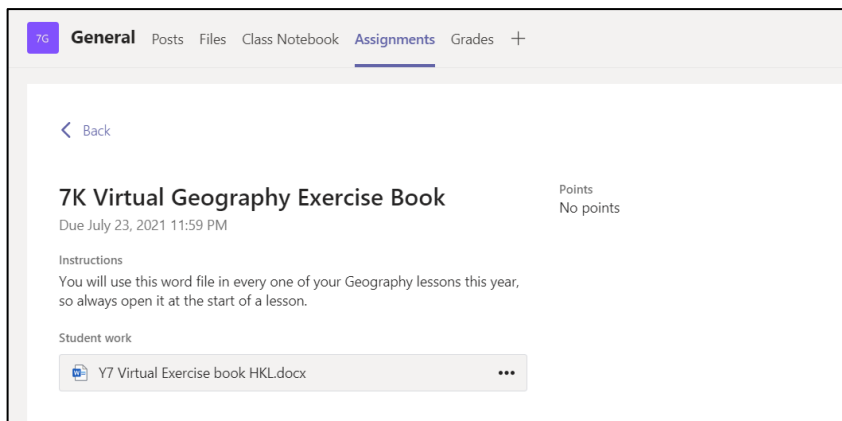


### **Assignment Type A:** If your teacher is using a VIRTUAL EXERCISE BOOK

If your teacher is using Teams to allow you to access a virtual exercise book, you do not need to attach a file.

**Step 1:** Open the file that the teacher has attached to the assignment and add you work to that file.

There is no need to save or download the virtual ex book file as its linked to the Teams and will automatically upload all new work.



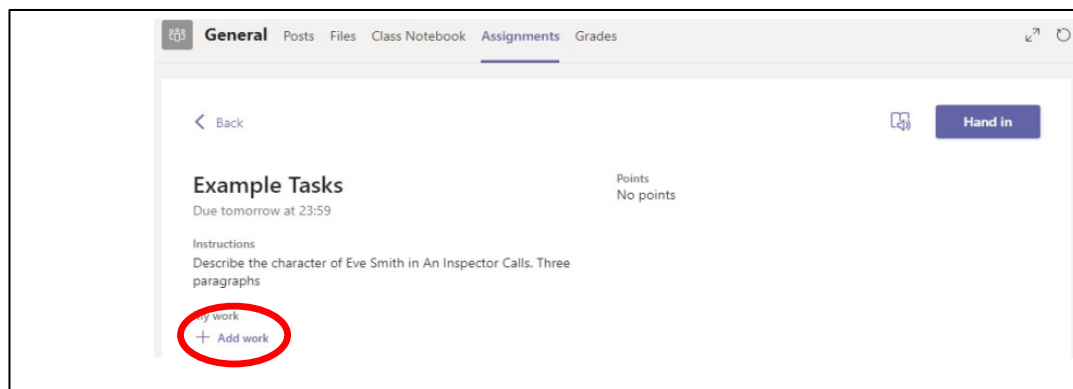
**Feedback:** You can click on the file to open

it and act on the feedback given to you by your teacher in your file use the Departments marking system, before handing it in again

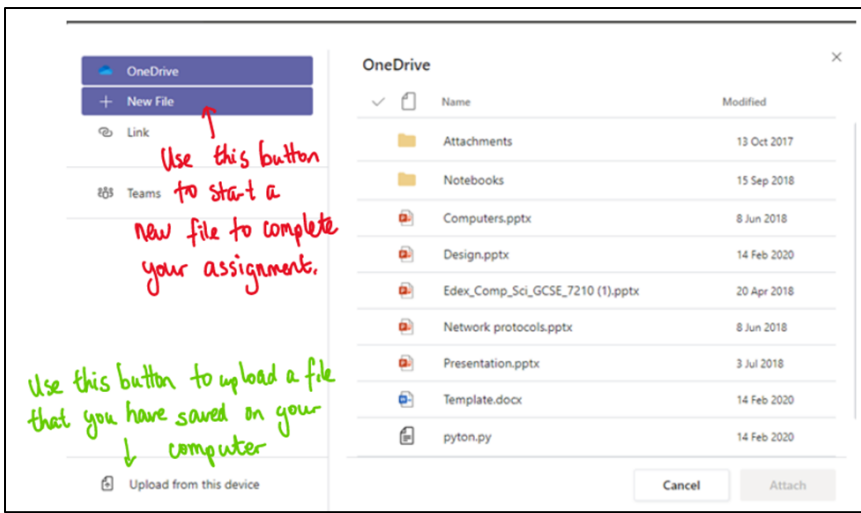
### **Assignment Type B:** If your teacher has asked you to UPLOAD YOUR OWN FILE(S) to the assignment

#### Step 1

- Click on the assignment to access the task.
- To add some work, we first need to create a new document, then complete our work in it.



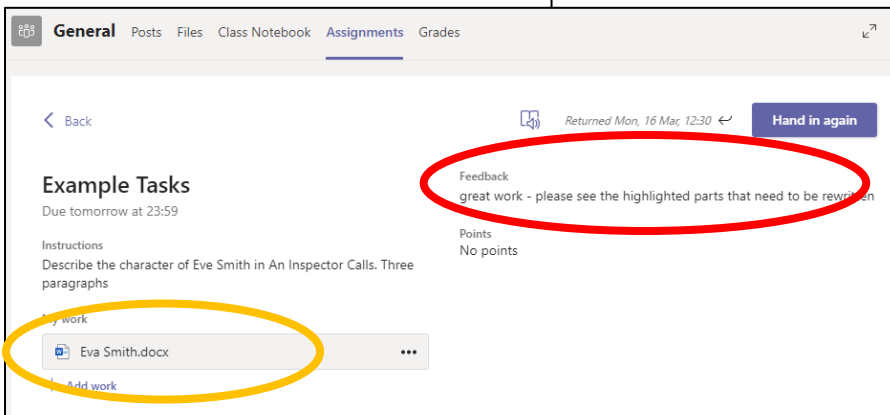
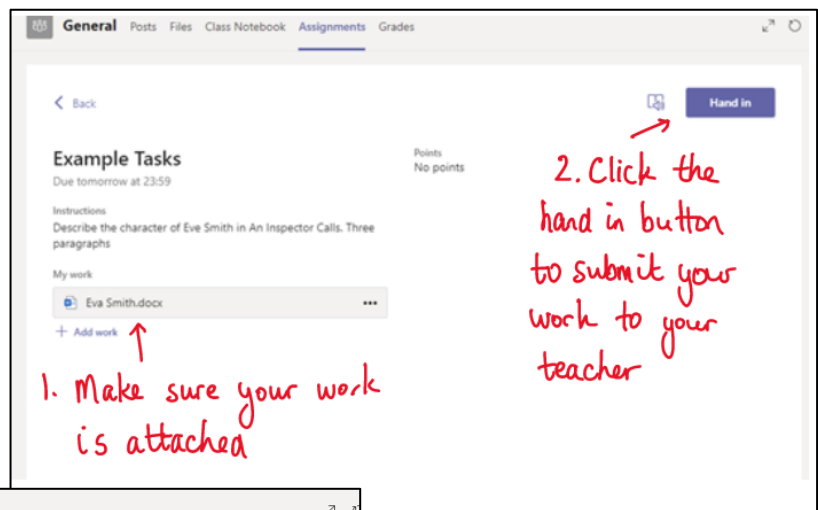
#### Step 2



### Step 3

Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required

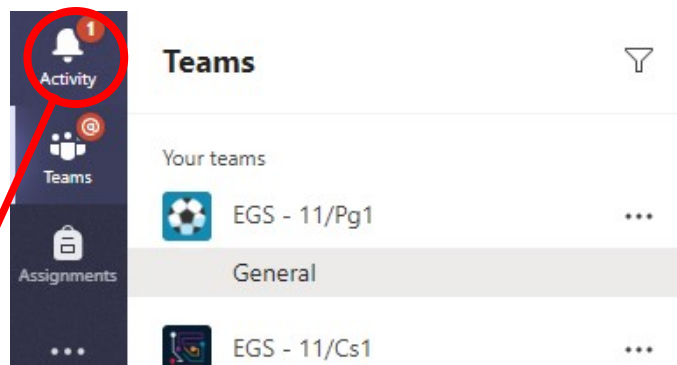
**Feedback:** This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



**Teams – How will you know feedback and responding to feedback**

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read



Feed ▾

Assignments mentioned 03:36  
Example Team  
Example Team > General  
sdfdsf | Due Mar 21

This is a notification to say that there is a new assignment in the Example Class that you need to complete

**Assignments mentioned Example Team** 19/03  
Example Team > General  
Eve Smith Character Profile | Due Mar 20

Assignments mentioned 19/03  
Example Team  
Example Team > General  
Percentages revision | Due Mar 20

This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

**EGS - 11/Ma1** 19/03  
Assignment returned | Percentages revision

**OR**

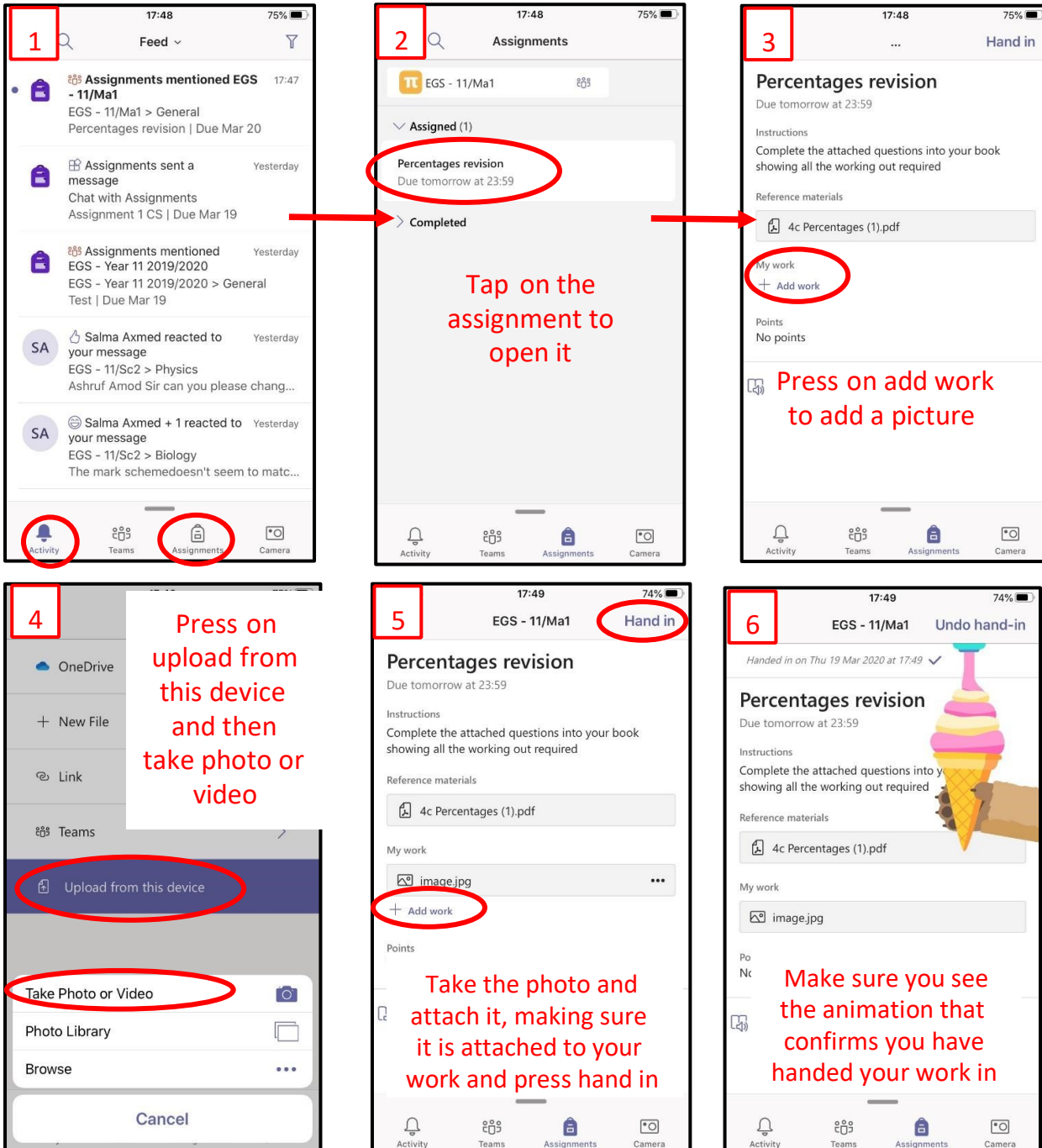
If your teacher is using a Virtual exercise book on Teams may have directly written in your file next to your work. So ensure you look in your virtual ex book as well

## Teams - Uploading an Assignment on mobile or tablet

If you are uploading a document, follow the guide that is on the previous pages as uploading a document from a phone or tablet is the same process.

However if you have piece of hand written work that you need to upload, you can use your tablet or phone to take a picture of your work.

You can find the assignment you have been set in two places - the activity feed and assignments - Start with picture 1 and follow through to photo 6.



### O365 Usernames and passwords

For Office 365 and Teams, you will log in with your school email address. This is usual your first initial and full surname followed by a two digit number (the year you joined Highfields school), **without spaces**. The first part of the email address is exactly the same as the username you log into the school computers with.

For example: Hannah Baker joined Eden girls in 2019, her school email address is

hbaker19@hswv.co.uk, and her computer username is hbaker19