

Step by Step Guide to Microsoft Teams - Assignments



What is Assignments?

Assignments is part of Microsoft Teams and is a place where staff will be uploading homework and weekly planning for children to complete.

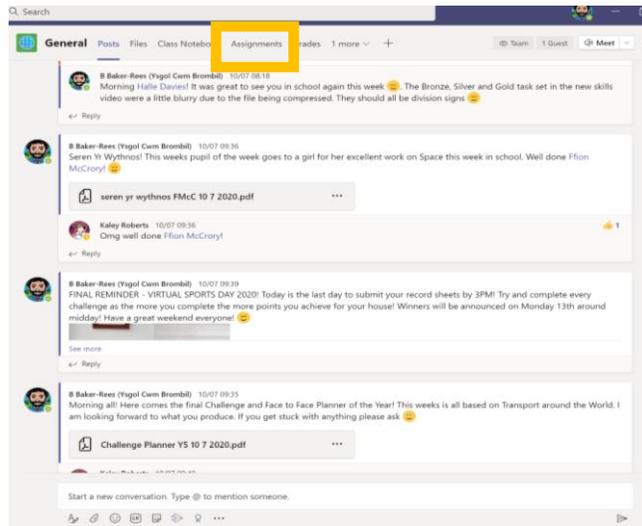
Children will have to submit their work back to their teacher on assignments.

What should I do if I get stuck?

Its ok to be stuck, remember everyone must make mistakes to learn! If you do then this is what you need to do...

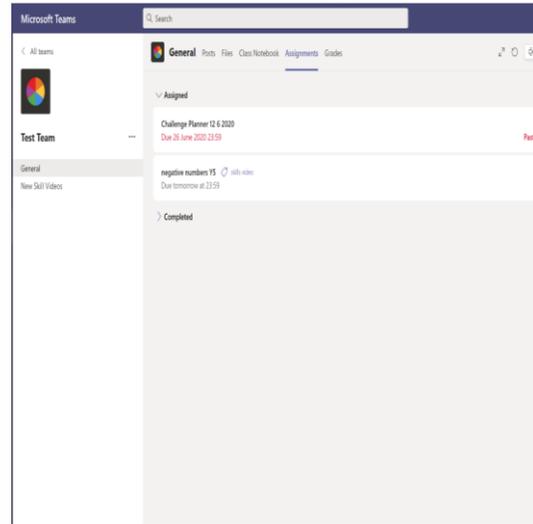
- Message on Teams in the 'Posts' comment box.
- Your teacher will message you back as soon as they can.

Step 1



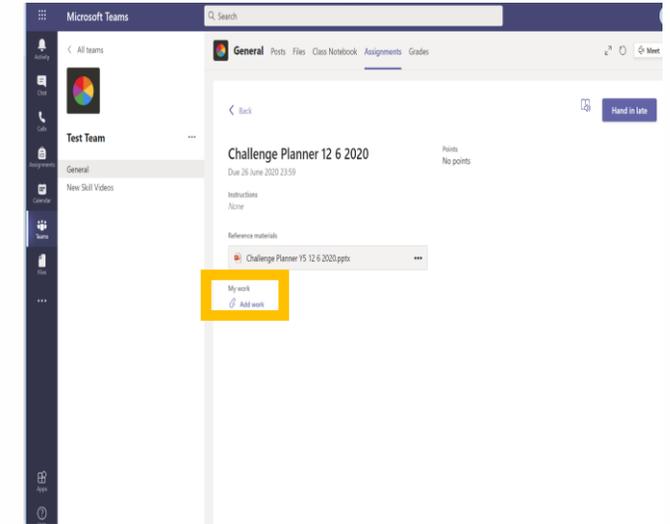
After logging in to Microsoft Teams, click on the 'Assignments' tab at the top of the page.

Step 2



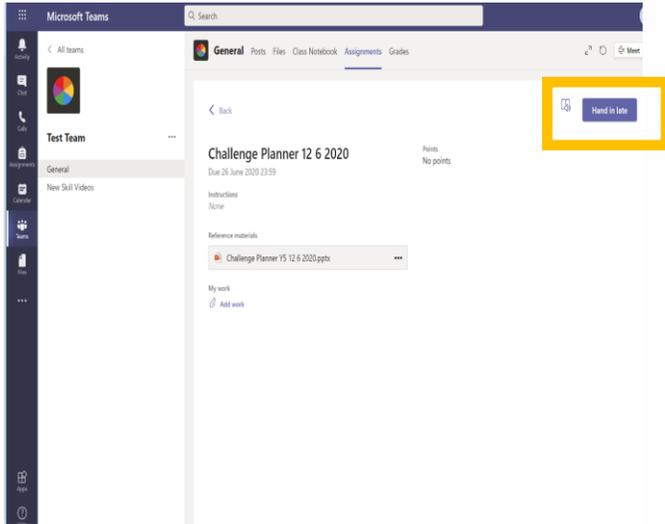
Once on the Assignments tab, you will be able to view all of the assignments set and completed. Click on an assignment to complete it.

Step 3



After selecting the assignment you want to complete, you can view any supporting materials and add work.

Step 4



Once you have finished attaching your work, click 'hand in' to submit it.

If you have any problems accessing an assignment set by your teacher, please message them on Teams for any help!