Assignments in Teams



In order to access Assignments click on the 'Assignments' button on the left in Teams.

< >	Search or type a command		
 Activity	Choose a class		
E Chat	Search classes	Q	
Teams	-		
assignments	S SPS-2019-7ACm3		
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4 Files	S SPS-2019-9AMa2	~	
	I	Next	
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This will list all of your classes. Choose the class you wish to complete an assignment for and click 'Next'.

< >		Ľ	Search or type a command	
L. Activity	S SPS-2019-9AMa2	ະຕິອ		
Chat	V Assigned (1)			
Teams	Worksheet Due tomorrow at 11:59 PM			
Assignments E Calendar	> Completed			
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Once you have selected your class then all available assignments will show up with the Due Date shown. Click on the assignment you want to complete, for this example I only have one.

$\langle \rangle$	C Search or typ	e a command		- 0	×
L. Activity	K Back		L?»	Turn in	
Chat Teams	Worksheet Due tomorrow at 11:59 PM Instructions Students of 9A2; you do not have to complete this assignment unless you want to. We are	Points No points			
Calendar	practising how to upload assignments and are using your class to do so. My work Number revision mat.pptx				
Calls Files	+ Add work				
Apps					

Once opened you can see everything that the teacher has uploaded for you to do. I have been given a worksheet on PowerPoint to fill in.



When you click the three dots next to an attachment you get some options on how to open the attachment. I have chosen to 'Open in PowerPoint Online'.

PowerPoint SPS-2019-9AMa2 > Worksheet		Number revision mat - Saved	1	-	Simplified Ribbon T Woodha
ilie <u>Home</u> Insert Draw Design Transitions ⊃ ♥ 🗅 ♥ 🥩 X │ 📩 New Slide 🗈 🖉	Animations Slide Show Review Vie	ew Help Open in Desktop		odo │ ॏऀv 益 < ं ∠	Image: Book of the second
	Number Revision Mat Place Value 1) Write the number 4021 in words 2) What is the number 72 308 in words 3) What is the value of 4 in 642? 4) What is the value of 4 in 642? 5) Calculate 670 + 100 6) Calculate 2.78 x 10	Types of Numbers 1) List the first Smultples of 8. 2) List the first Smultples of 14. 3) List all the factors of 32. 4) List all the factors of 48. 5) What is the 6° prime number? 8) Explain why 20 is not a square number.	Directed Numbers 1) Pot these numbers in assending order: 1, 3, -5, -7 2) Pot these numbers in assending order: -8, -3, -9, -7, -6 3) S = -11 = 4) -8 + -3 = 5) -2x, -8 = 0) -8, -7 = 7) 5x, -6 = 8) -9 = -8 9) -9 = -9 = 9) -2 = 4 = 10) 16 = 22 +	Indices) y' x y' 2) a'x a' x a' 3) b' + b' 3) b' + b' 5) a'x x a' 6) g' x x^2 c'' c'' 7) <u>A''</u> <u>b''</u> <u>b''</u> 8) g' + b'' <u>b''</u> <u>b''</u> 9) g'' x x^2 c''' <u>b'''</u> 10) g''' x b'' <u>b''''</u> <u>b''''''</u> 10) g''''''''''''''''''''''''''''''''''''	
×	BIDMAS 1) Calculate: 2 + 3 × 5 - 4 2) Pauls says that 2 × 3 - 2 × 5 - 4 Silves says that a ranker is 10 Who is right and why? 3) 10 - 3? = 4) (15 - 3 × 2)? =	HCF and ICM 1) Calculate the highest common factor 2) Calculate the lowest common multip 3) Calculate the lowest common multip 4) Calculate the highest common factor	ple of 6 and 14. ple of 12 and 15.	 A Indicate Control and the set of the means that the set of the means that the set of the set of	

The PowerPoint has now opened in my Google Chrome window and you can see in the screenshot the worksheet I have been given. For the purpose of this demonstration the attachment is very difficult to fill in on the sheet so I have decided to create a new Word document for this.



I have Word installed on my laptop so I have just started a new document and using the PowerPoint I am typing my answers on that document. I am not typing all of the question as the worksheet is still attached to the assignment. I could even have added a new slide to the PowerPoint if I wanted to keep the answers in the same document.

Save As		×
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Desktop	No items match your search.	
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File name: Number Revision Mat		~
Save as type: Word Document		~
Authors: Tony W	Tags: Add a tag	ľ
Save Thumbnail		
∧ Hide Folders	Tools 👻 Save Cancel	

Once finished I saved the document to my computer.

< >	Ľ	Search or type a command	- 0 ×
 Activity	Back		La Turn in
Chat Teams	Worksheet Due tomorrow at 11:59 PM	Points No points	
Assignments	Instructions Students of 9A2: you do not have to complete this assignment unless you practising how to upload assignments and are using your class to do so.	want to. We are	
Calendar	My work		
Calls Files	Number revision mat.pptx Add work		
•••			

Back on the Assignment page in Teams I now need to add the Answer document I have created. To do this I clicked on 'Add work'.

OneDrive	OneDrive	×
+ New File	V 🗍 Name	Modified
ତ Link	Alert Scripts	Jan 13, 2020
ະິບຳ Teams	Attachments	Feb 23, 2018
	Attendance	Jan 14, 2020
	Avaya	Jan 13, 2020
	Behaviour	Jan 13, 2020
	Bromcom	Jan 13, 2020
	Business Studies	Feb 12, 2020
	СР	Jan 13, 2020
	Cartridges	Jan 13, 2020
	ChildCare Work	Jan 13, 2020
Upload from this device		Cancel Attach

Now I need to choose the file. I could have saved my document to One Drive which would keep it in Office 365 and allow me to choose it from this window however because I saved it on My Computer I need to select 'Upload from this device'.

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Downloads	Name Behaviour Pathways Setup Google Chrome Microsoft Edge Microsoft Teams Microsoft Teams Number Revision Mat Tales of Zestiria Skills	Date modified 27/03/2020 14:59 26/03/2020 11:42 01/02/2019 17:52 25/03/2020 09:45 03/04/2020 15:29 24/03/2020 22:44	Type Application Refe Shortcut Shortcut Microsoft Word Microsoft Excel
Network File	< name: Number Revision Mat	 ✓ All Files (*.*) Open 	> Cancel

Then I just need to browse to the saved document and click 'Open'.

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🖻 Number Revision	n Mat.docx			
lploaded				

Once it has finished uploading click on 'Done'.



Under 'My Work' you can see I now have both the PowerPoint Worksheet and the new Word document with my answers. Once you are happy your documents are uploaded you can hand this work in by clicking 'Turn in' at the top of the page.

< >	ピ Search or ty	pe a command	- 0 ×
 Activity	K Back	L.	Turned in Fri Apr 3, 2020 at 3:33 PM 🗸 Undo turn in
Chat Teams	Worksheet Due tomorrow at 11:59 PM	Points No points	
Assignments	Instructions Students of 9A2: you do not have to complete this assignment unless you want to. We are practising how to upload assignments and are using your class to do so.		
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e	Number revision mat.pptx	•	
Calls	Number Revision Mat.docx		
files			
Apps			
? Help			

The work has now been handed in and it tells you the time you submitted your work. If you realise that something was wrong or you need to add to the work you can click 'Undo turn in' to go back to the previous screen.



Now all available Assignments for this class have been completed.



When something happens with your Assignments you will see a notification under 'Activity'.



You can click on the 'Activity' button to see the notification and in this instance the Assignment I just completed has been handed back to me. I can work on it from here however for the purpose of the demonstration I will go back to the Assignment through 'Assignments' as before.

< >	ピ Search or type	e a command
, Activity ⊑	< Back	Returned Fri, Apr 3, 344 PM 🛩 Turn in ag. 1
Chat Teams	Worksheet Due tomorrow at 11:59 PM	Feedback The first few questions you have answered correctly, well done. Unfortunatly, the rest of the task is missing - could you complete the rest as well, please?
Assignments	Instructions Students of 9A2; you do not have to complete this assignment unless you want to. /e are practising how to upload assignments and are using your class to do so.	Points No points
Calendar	My work	
e	Number Revision Mat.docx	
Calls	Number revision mat.pptx	
Files	+ Add work	
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The teacher has seen my work and has given me some feedback informing me that I did not complete all of the tasks.

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↓ Activity =	K Back		Returned Fri, Apr 3, 344 PM \leftrightarrow Turn in again
Chat Iteams	Worksheet Due tomorrow at 11:59 PM		Feedback The first few questions you have answered correctly, well done. Unfortunatly, the rest of the task is missing - could you complete the rest as well, please?
Assignments	Instructions Students of 9A2: you do not have to complete this assignmen practising how to upload assignments and are using your clas		Points No points
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Calls	Number revision mat.pptx	📫 Open in Teams	
Files	+ Add work	🐖 Open in Word	
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I need to continue work on the document however because I have already uploaded it to the assignment I can edit it from this page. To do this I clicked on the three dots for my Word document and then selected 'Open in Word Online'.



This has opened the Word document in my Google Chrome browser and I can edit it here. You will see at the top of the page that it saves as you type.



I have now completed ore of the Assignment and once I know that the work is saved (indicated at the top) I can close the document. As I opened this from the assignment page it is saving directly to my assignment.

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As I edited the document from here I do not need to upload again as this is already the latest version (you could use the three dots to download the document and check if you want to be certain). Once you are happy you simply click 'Turn in again' to send the assignment back to the teacher.

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Chat Teams	Worksheet Due tomorrow at 11:59 PM	Points No points				
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Calendar	My work					
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Again it will tell you what time you submitted your work and give you the option to 'Undo turn in' in case you need to make some adjustments. Your teacher is then able to give you more feedback if they need to and this cycle continues until you and your teacher are happy with your work.