

## Using Microsoft assignments to see homework and home-learning when having to isolate

### **Step 1 – login**

Laptop/desktop computer – open a browser such as google chrome or Microsoft edge



Google chrome or



Microsoft edge

Type in a search for Office 365 log in:



(logos can change from time to time),

### **STEP 2 Select Teams**

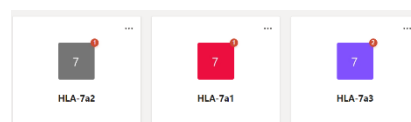


Once in office 365, there will be a menu on the left hand side of all the apps, you need to select TEAMS.

Once in Teams you will see a menu like this down the left hand side:



Select the Teams icon like this one. You will see all the Teams/ classes that you belong to like this:



At the top of the team page, is this bar of tabs for example:

< All teams



**General** Posts Files Class Notebook Assignments

By clicking on posts you see messages, files uploaded by staff, notebook is the online exercise book and assignments (where you can find your homework/home-learning)

On the left hand side you might see channels, like this:

< All teams



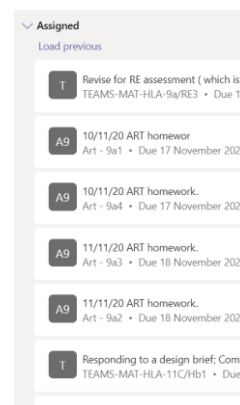
Channels are for organisation, posts for maths should be in maths channel, files specifically for maths will appear in the maths channel too and the same for the other subjects.

TEAM - MAT - H  
 General  
 English  
 Maths  
 1 hidden channel

### Step 3 – Selecting homework/ home-learning



Select assignments from the tab at the side

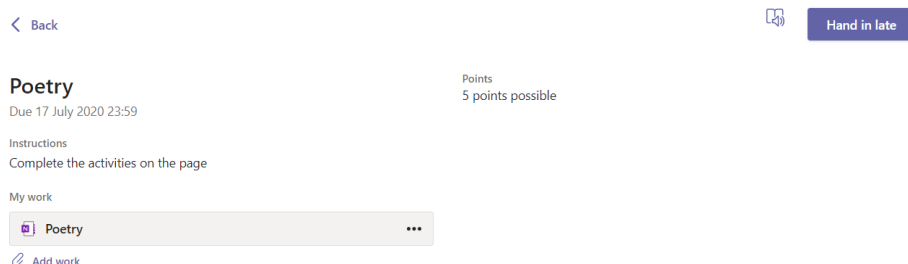


A list appears of all assignments that have been set to the class/ team and the due dates:

Click on the assignment to read what you have to do. Some will have a link to a quiz for you to complete and submit; some work will require you using a word/ excel/ power-point possibly to do a task. If using the office apps, then save your document to your One drive with a sensible clear label to find later.

### Step 4 – Uploading work

Example of what an assignment could look like:



The assignment details are found by clicking on the My work link. You can add your work by clicking on the paperclip to find a file of saved work in your one drive area, or a photograph of work produced by hand.

Sometimes you may see a hand in late button, but be careful sometimes there is no hand in late button and the deadline must be met.

For more help check out the Parent guide videos on the school website or use these links:-

[Basics of office 365](#)

[Basics of One note and class notebook](#)