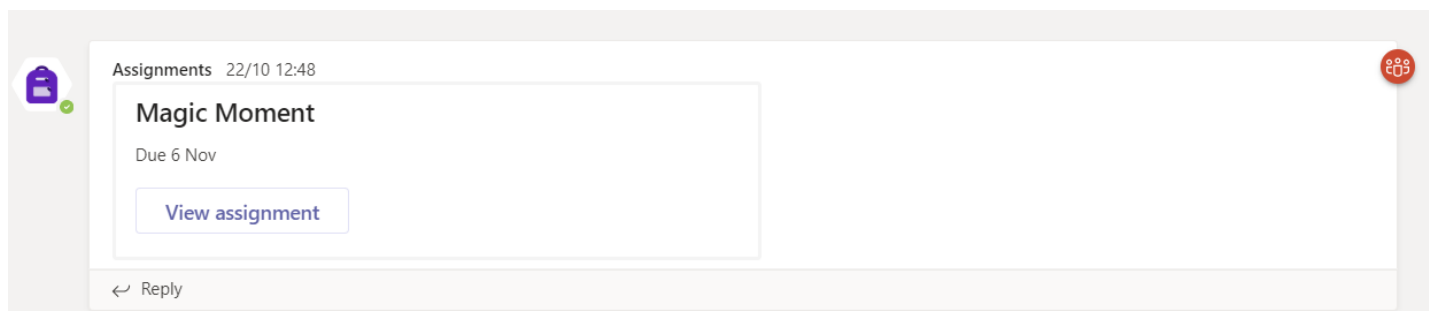


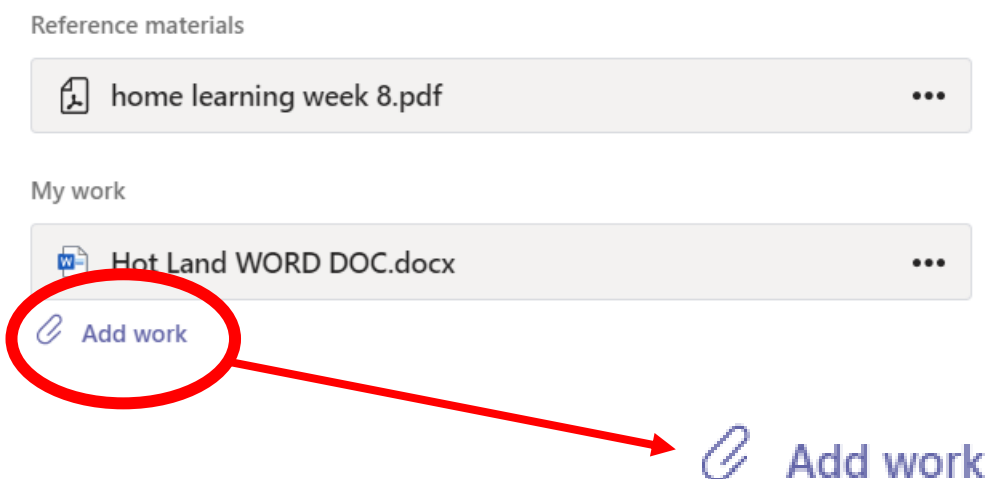
How to submit work on Microsoft Teams

(Instructions apply to phone or tablet as well as laptop)

1.) Click on 'View Assignment'

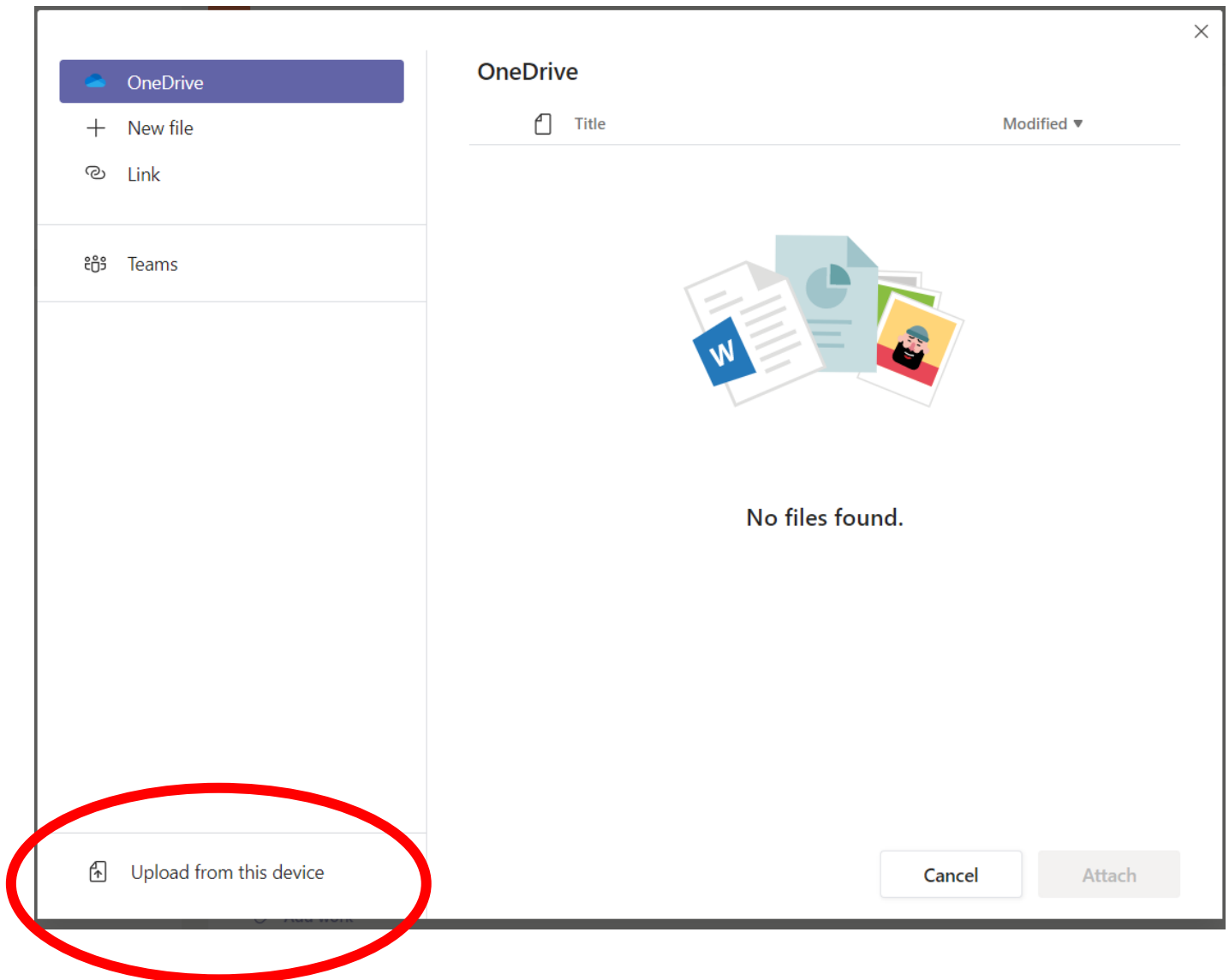


2.) Download the assignments and complete your work.



3.) When ready to submit, click on 'Add Work'. You can add documents or photos. For the younger children a photo of them doing the activity will in most cases be enough.

4.) A box will appear. Click on 'Upload from this device' in the bottom left hand corner. Then upload your work or photos. Click 'Attach'.



5.) Click 'Hand In' in the top right hand corner of the assignments page. An animation will congratulate you on completing your work.



6.) Teachers will give individual feedback only if needed. General feedback will be given in the posts section. Teachers will be available during set times for questions.