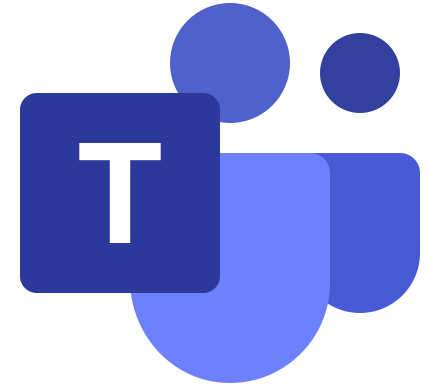


Viewing and using assignments during lessons- student guide



This guide is intended to help you:

1. Find an assignment for your lesson or for homework.
2. Share the work you are completing on your assignment during the lesson.
3. How to use a rubric to help you answer or assess your own work.
4. How to 'Turn in' your classwork or homework.

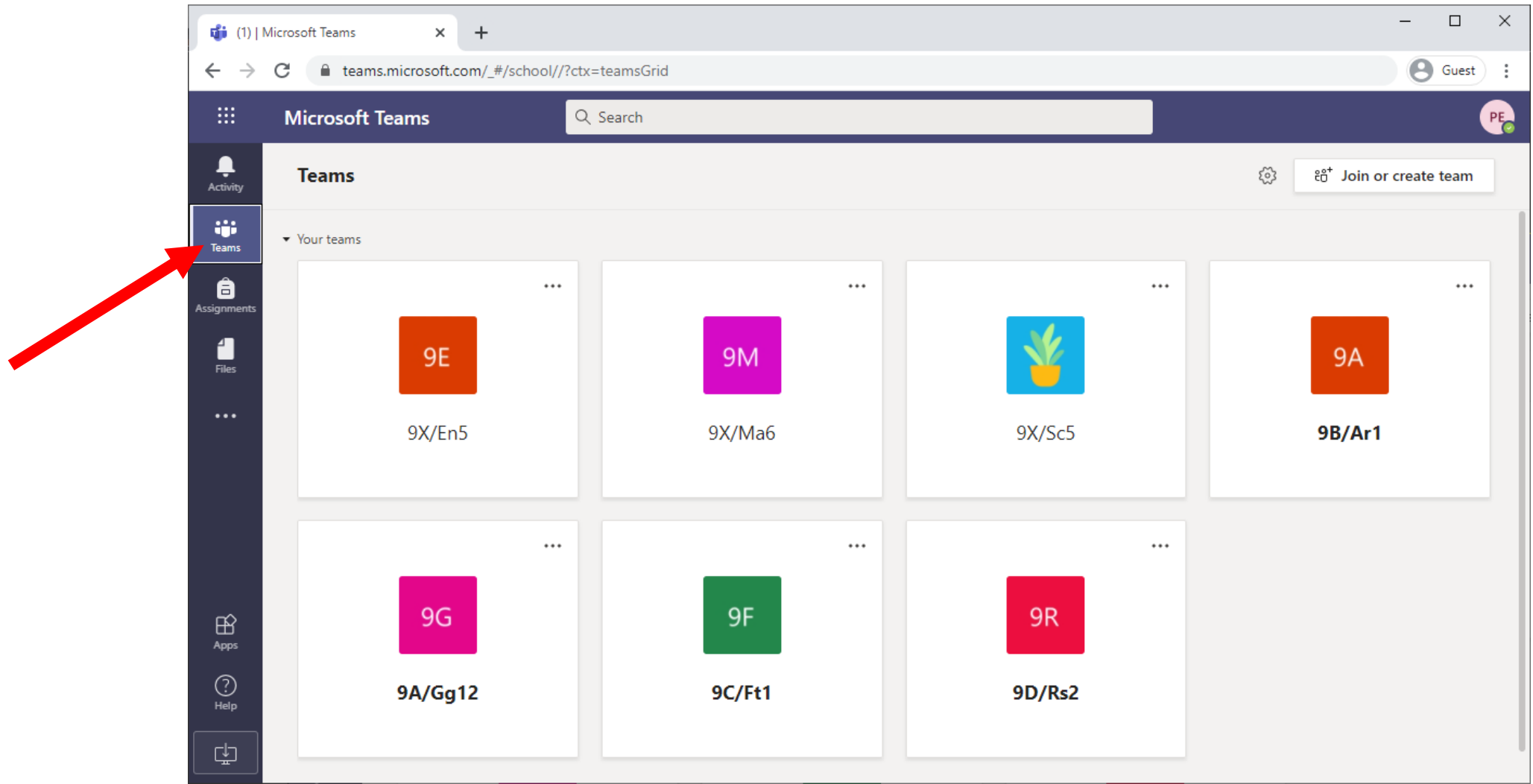


Using assignments – student guide



HOW DO I FIND ASSIGNMENTS?

1. Click on Teams. This is on the far-left of your screen.

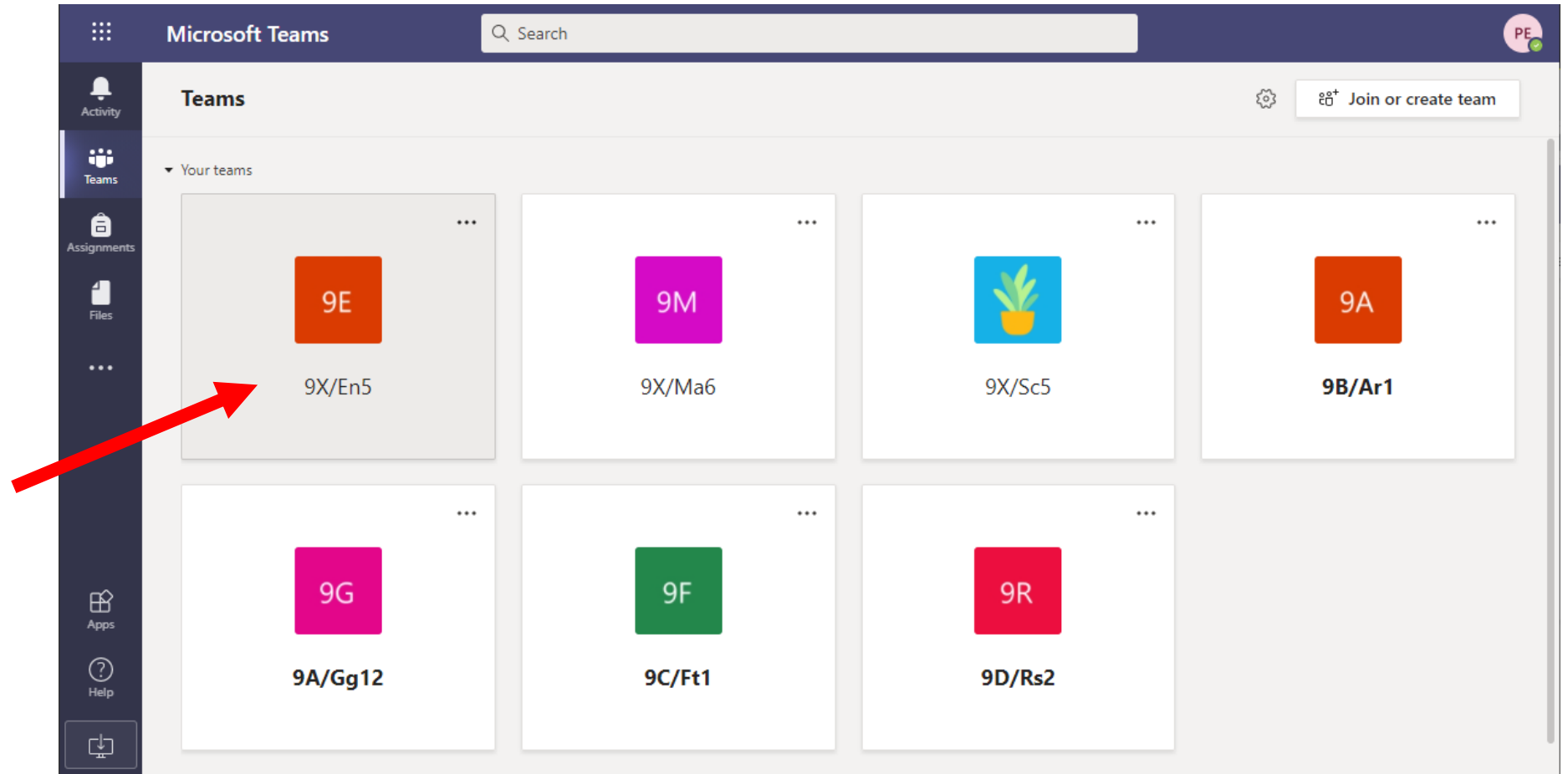


Using assignments – student guide



HOW DO I FIND ASSIGNMENTS?

2. Click on the Team for the class you wish to access. In this example, let's say you select the English Team '9X/En5'.

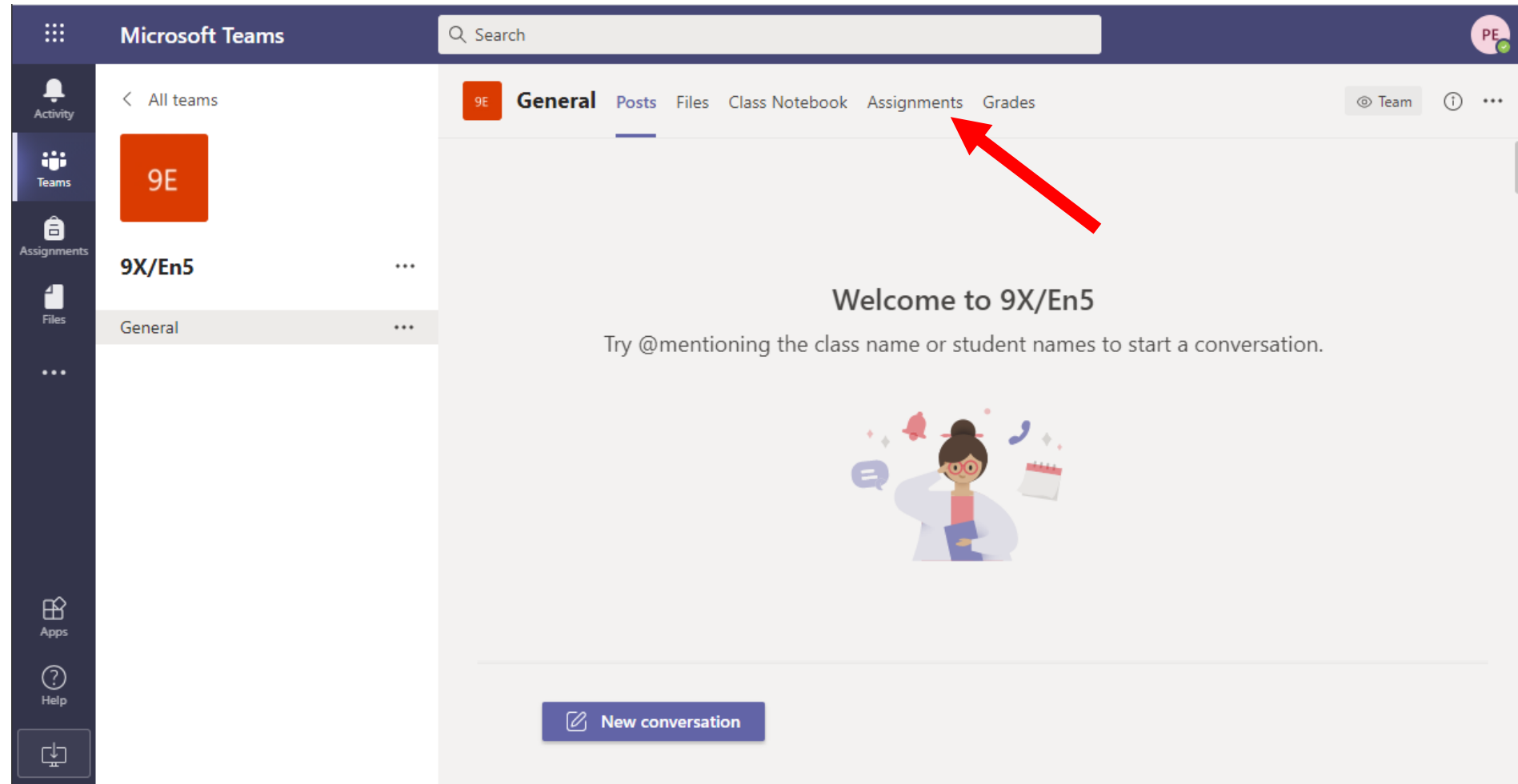


Using assignments – student guide



HOW DO I FIND ASSIGNMENTS?

3. Click on 'Assignments' towards the top of the screen.

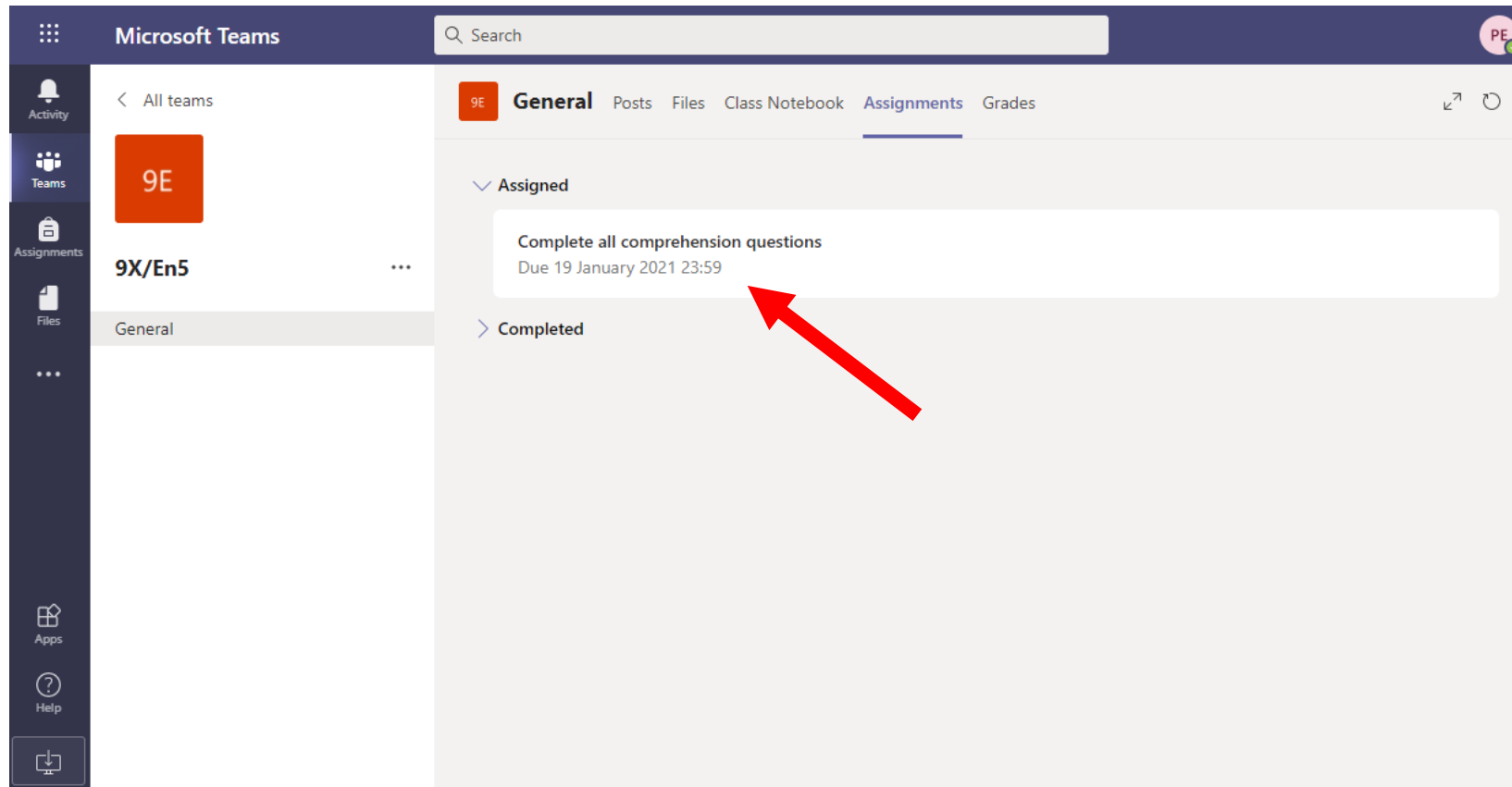


Using assignments – student guide



HOW DO I FIND MY ASSIGNMENTS?

4. You should now see a list of any assignments you have been set in this subject. If it is blank, this means you have not been set any assignments in this subject yet.



However, here there is an assignment. Let's click on it...



HOW DO I OPEN AN ASSIGNMENT?

5. You will now see some instructions that have been provided from your teacher. Read these carefully.

A screenshot of the Microsoft Teams interface. The top bar shows 'Microsoft Teams' and a search bar. The left sidebar has icons for Activity, Teams, Assignments, Files, Apps, and Help. The main area shows a team named '9E' with a 'General' channel. The 'Assignments' tab is active, displaying an assignment titled 'Complete all comprehension questions' due on 19 January 2021 at 23:59. The assignment has 'None' instructions and 'No points'. Under 'Reference materials', there is a file named 'Copy of Reading and Comprehension.pptx'. A context menu is open over this file, showing options: 'Open in Teams', 'Open in PowerPoint', 'Open in PowerPoint Online' (highlighted with a red arrow), and 'Download'. A 'Hand in' button is visible in the top right of the assignment view.

To open the assignment, click the ellipses (...) under Reference materials, then click 'Open in PowerPoint Online'.



HOW DO I COMPLETE THE ASSIGNMENT?

6. An internet browser will open (e.g. Google Chrome or Safari).

A screenshot of a Microsoft PowerPoint presentation displayed in a web browser. The browser address bar shows the URL: theappletonschool.org.sharepoint.com/p:/r/sites/Section_19166/_layouts/15/doc2.aspx?sourcedoc=%7B00383CBB-F2CA-4AE1-B696-27FB69AD7BC6%7D... The PowerPoint interface includes a ribbon with tabs for File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Review, View, and Help. The current slide is titled "DO IT NOW" and "Monday 11th January 2020 Romeo and Juliet" with a "5:00" timer. The slide content includes a "5 Minute Memory" section with instructions to place planners and equipment on desks and answer five questions. The questions are: 1. Name an example of a descriptive technique. 2. Name an example of a persuasive technique. 3. What is the purpose of the Prologue? 4. Where is the play set? 5. What is an 'ancient grudge'? The slide also includes a "5 Minute Memory" section with instructions to place planners and equipment on your desks and then answer the following questions. The questions are: 1. Name an example of a descriptive technique. 2. Name an example of a persuasive technique. 3. What is the purpose of the Prologue? 4. Where is the play set? 5. What is an 'ancient grudge'? The slide also includes a "5 Minute Memory" section with instructions to place planners and equipment on your desks and then answer the following questions. The questions are: 1. Name an example of a descriptive technique. 2. Name an example of a persuasive technique. 3. What is the purpose of the Prologue? 4. Where is the play set? 5. What is an 'ancient grudge'?

You can now begin completing the worksheet, as instructed by your teacher.



USING THE RUBRIC TO HELP YOU COMPLETE AN ASSIGNMENT

7. Depending on your task a rubric *may be* designed by your teacher to help you complete an activity or a set of questions. If required, to view the rubric, you click the tab under the heading 'Rubric'. Below is a Science example:

A screenshot of the Microsoft Teams interface. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main content area displays an assignment titled "11C Biology Topic 6 - Review lesson exam Q's" with a due date of "Due tomorrow at 23:59". The assignment details include instructions, reference materials (a PowerPoint file named "19. Review Worksheet.pptx"), and student work status (None). On the right side, under the "Rubric" section, there is a tab labeled "Biology Topic 6 Review questions" with a red arrow pointing to it. The top of the interface shows the search bar and the user's name, "Mark Hall Academy".

Using assignments – student guide



USING THE RUBRIC TO HELP YOU COMPLETE AN ASSIGNMENT

8. As you can see, the rubric is designed to give you some guidance as to how you can achieve each mark, for each question.

So, for Q1, I would achieve 1 mark by answer the first point, 2 marks for answering the first 2 points and so on.

The rubric is there to help you maximise the amount of marks you can achieve for each question.

Once you have finished with the rubric, click close in the bottom-right corner.

A screenshot of a Microsoft Teams assignment window titled "Biology Topic 6 Review questions" with a total of 13 points possible. The rubric is organized into three main questions, each with a weight and sub-points. Red arrows point to specific sub-points and the "Close" button.

Question	Weight	Sub-point	Marks	Criteria
1. Describe how natural selection has led to great white sharks having sharp teeth.	31%	1	1 point	What has happened to the DNA inside the shark? How has this influenced the shark's teeth?
		2	1 point	The shark having sharp teeth helps them to compete for...
		3	1 point	How does the shark having sharp teeth help them to survive?
		4	1 point	How does the shark having sharp teeth affect their ability to reproduce?
2. Suggest why the regular use of low doses of antibiotics may make this problem worse.	15%	1	1 point	If there is only a low dose of antibiotic, how this will effect both the least and most resistant bacteria?
		2	1 point	What will then happen to the most resistant bacteria over time?
		3	1 point	No criteria
		4	1 point	No criteria
3. Compare selective breeding with genetic engineering.	15%	1	1 point	How are genetic engineering and selective breeding different in terms of how they impact the organism's genome?
		2	1 point	How are both processes beneficial for crops?
		3	1 point	No criteria
		4	1 point	No criteria

At the bottom right of the rubric window, there is a "Download as .csv" link and a "Close" button. A red arrow points to the "Close" button.

Using assignments – student guide



HOW DO I FINISH/SAVE MY ASSIGNMENT?

9. PowerPoint Online simply saves your work automatically.

A screenshot of the PowerPoint Online interface. The browser address bar shows the URL: markhallacademy.sharepoint.com/... The PowerPoint ribbon is visible with tabs for File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Review, View, and Help. The 'Home' tab is active, showing options like 'New Slide' and a font size of 12. The main slide area displays a slide titled 'End of Topic Review' with the text 'Combined Science - Biology - Key Stage 4' and 'Mrs Gibbs'. A small 'OAK' logo is in the bottom right corner. On the left, a navigation pane shows four slides, with the first slide, 'End of Topic Review', highlighted with a red border. A red arrow points to the close button (X) on the browser tab for '19. Review Worksheet.pptx'.

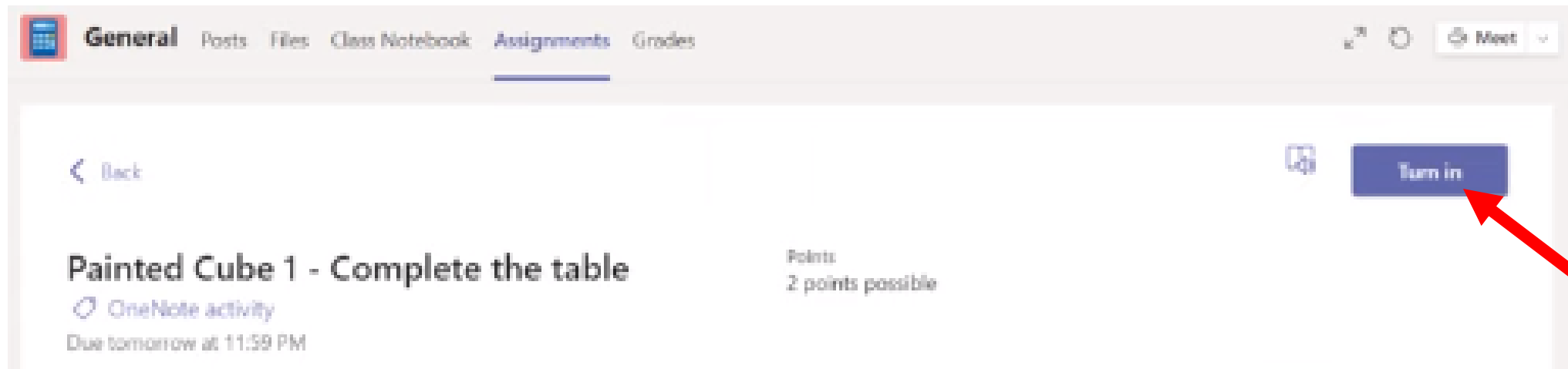
All you need to do is close (X) the tab at the top of the screen!

Using assignments – student guide



HOW DO I SUBMIT COMPLETED WORK TO MY TEACHER?

10. After you have closed the file, your work will be automatically saved. If you're sure it's finished, you are now ready to 'Turn in' the work.



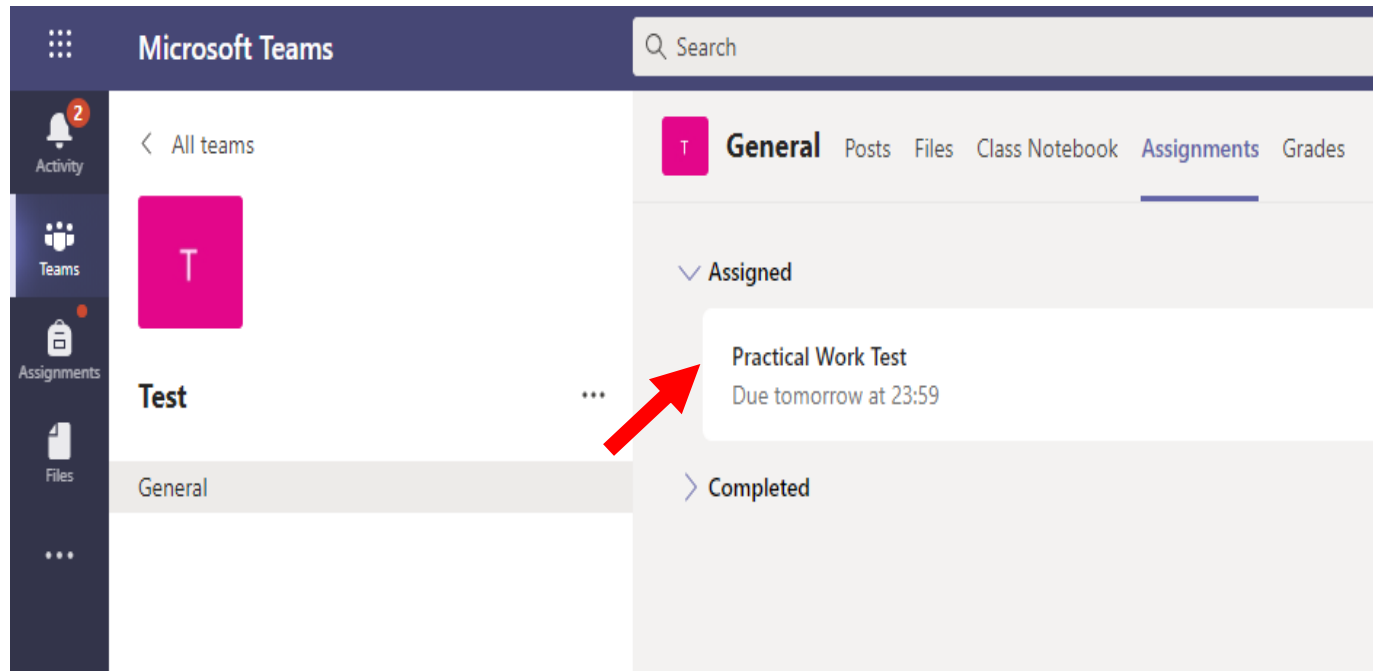
To do this, all you need to do is click the 'Turn in' button towards the top right-hand side of your screen. Your teacher can review this and provide feedback as is appropriate.

Uploading hand written or practical work in Teams



HOW DO I FIND THESE ASSIGNMENTS?

11. To find the work set by your teacher, click “Assignments” at the top of the page. You can see in the example below there is an open assignment called “Practical Work Test”

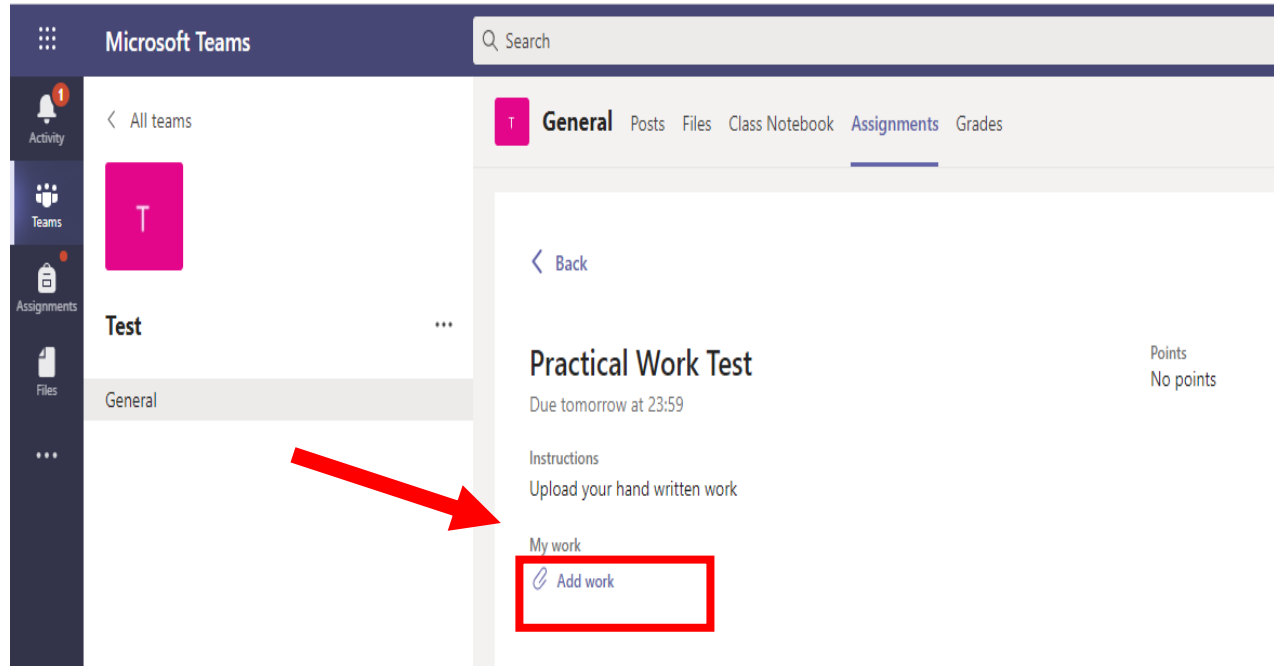




Uploading hand written or practical work in Teams

HOW DO I ADD IN A PHOTO/ IMAGE OF MY WORK?

12. When you open the assignment, there is an options called “Add Work”. This allows you to upload files to send in to the teacher. This could be a photo of practical or hand written work. If you’re using the mobile app, you can just select the photo from your phone and if you’re using a camera and PC, you will need to transfer the photos over first.

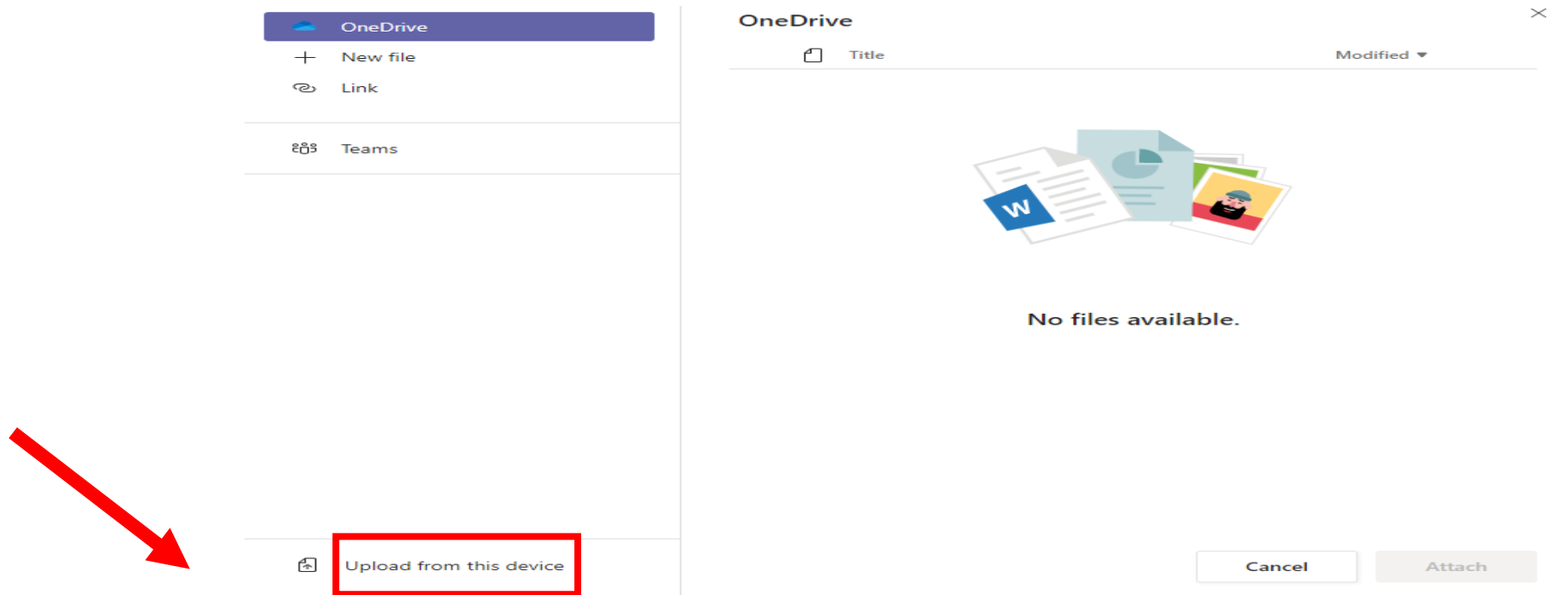




Uploading hand written or practical work in Teams

HOW DO I FIND UPLOAD MY WORK?

13. Once you hit the “Add work” button you’ll be asked where the photo or file is located. At the bottom, press “Upload from this device” and then browse to the folder you saved it in on your computer.

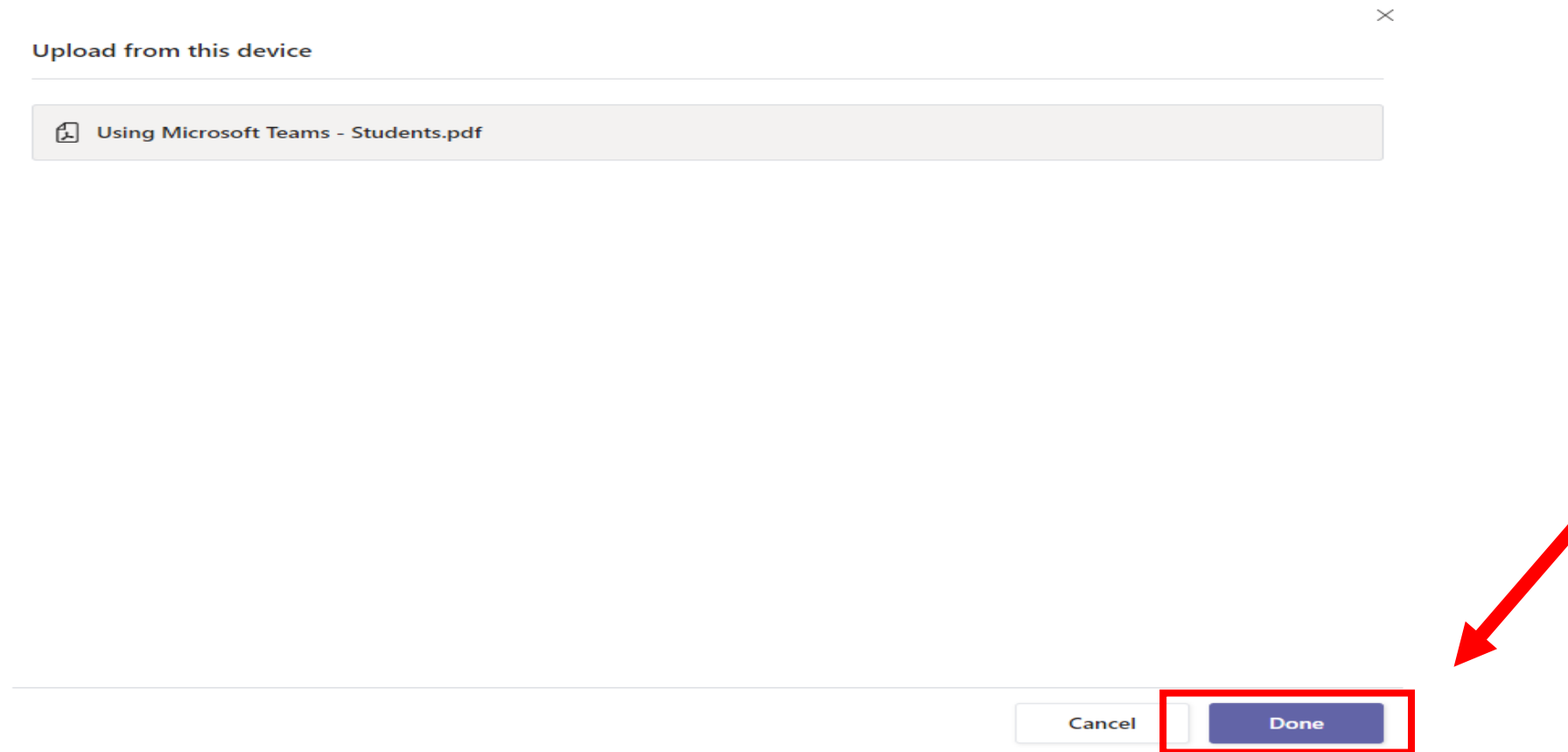




Uploading hand written or practical work in Teams

HOW DO I SUBMIT COMPLETED WORK TO MY TEACHER?

14. Once you've selected the file click "Done"





Uploading hand written or practical work in Teams

HOW DO I SUBMIT COMPLETED WORK TO MY TEACHER?

15. Finally, press “Hand-in” in the top right corner to submit your work to the teacher.

