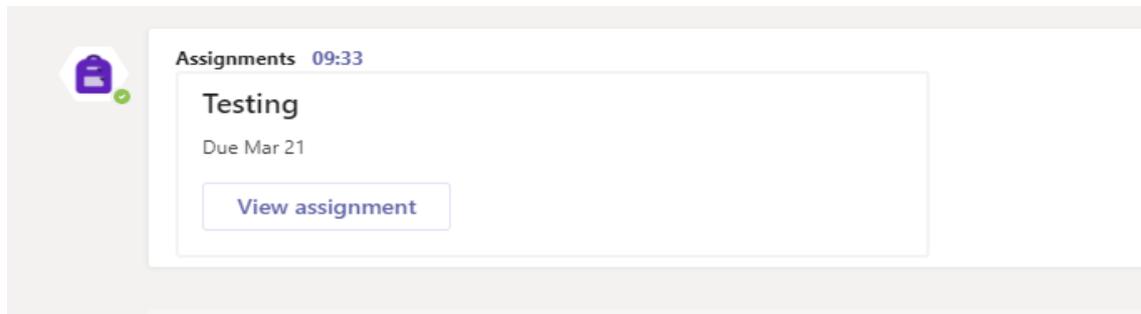
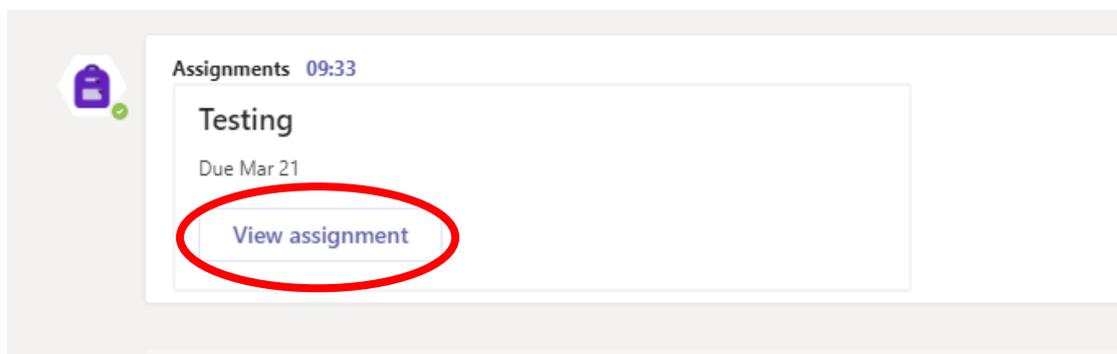


Assignment instructions for Students

- 1) When you are set an assignment it will appear in your 'teams' newsfeed and look like this:



- 2) To view the assignment, click "view assignment"

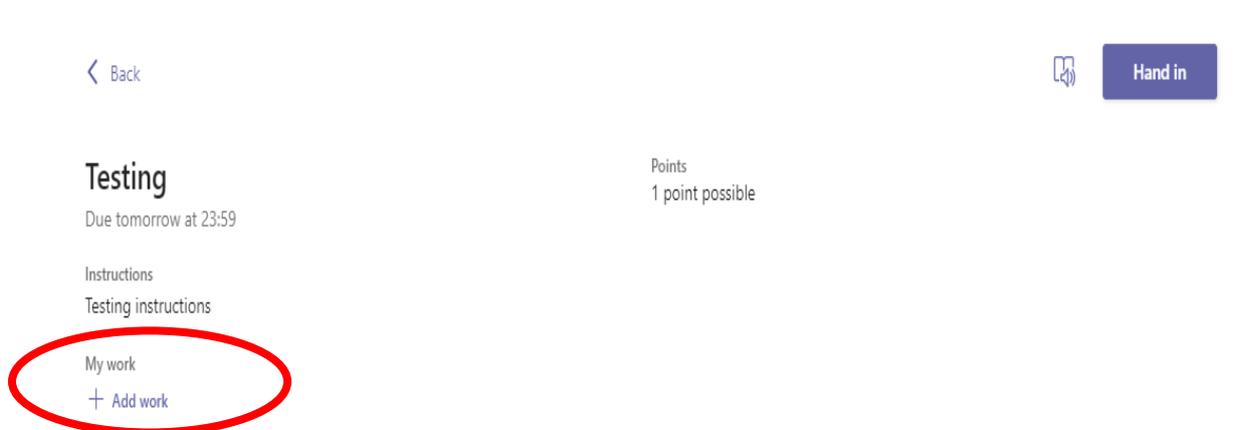


- 3) Once you have entered the assignment, you will be met with a layout as such:

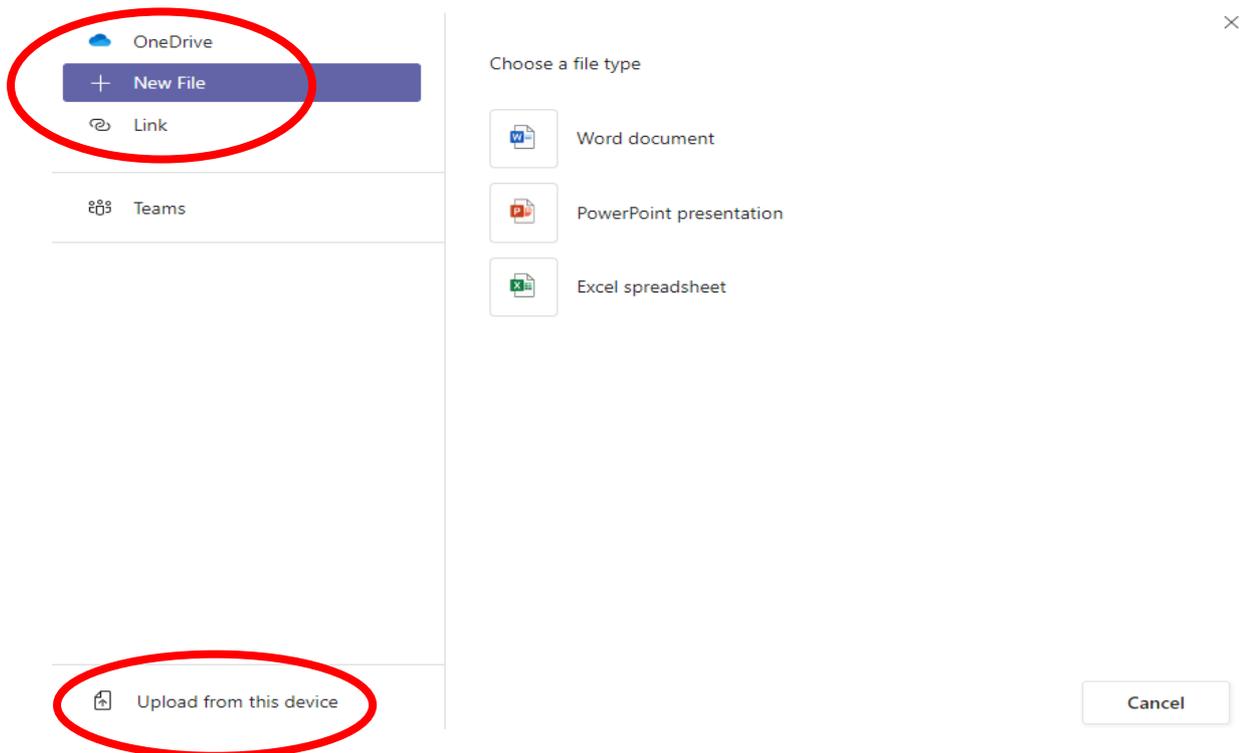


- As you can see, you have the name of the assignment '**Testing**' and a set of instructions will have been entered by your class teacher e.g. '**Testing instructions**' (this could include links to various websites or instructions to access **files and class material**)
- It also shows you when it is **due** and how many **points** are available for a successful hand in of your work (this can change depending on your assigned work).

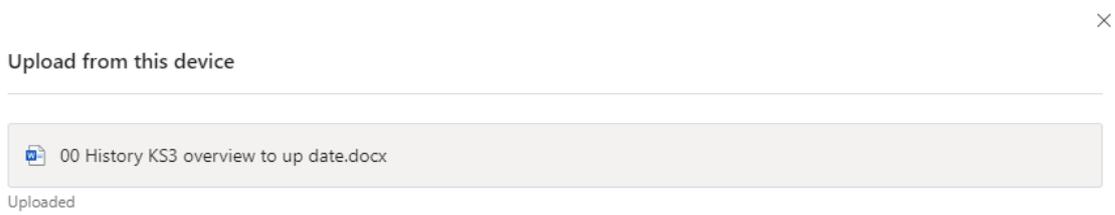
- 4) Once you have finished your assignment, return to the assignment uploading point. You will need to click **'+ Add work'**.



- 5) Once you have clicked **'+ Add work'** this screen will appear with options for you to upload your assignment. Options include to upload documents from: **'OneDrive'**, **'New file'** or **'Upload from this device.'**



6) Choose your document, and click 'done'



7) Your work will then appear on the upload screen and you simply need to press 'hand in'



8) Once you press 'hand in' your assignment has been successfully uploaded. However, if you have uploaded the wrong file or want to make changes simply click 'Undo hand-in'

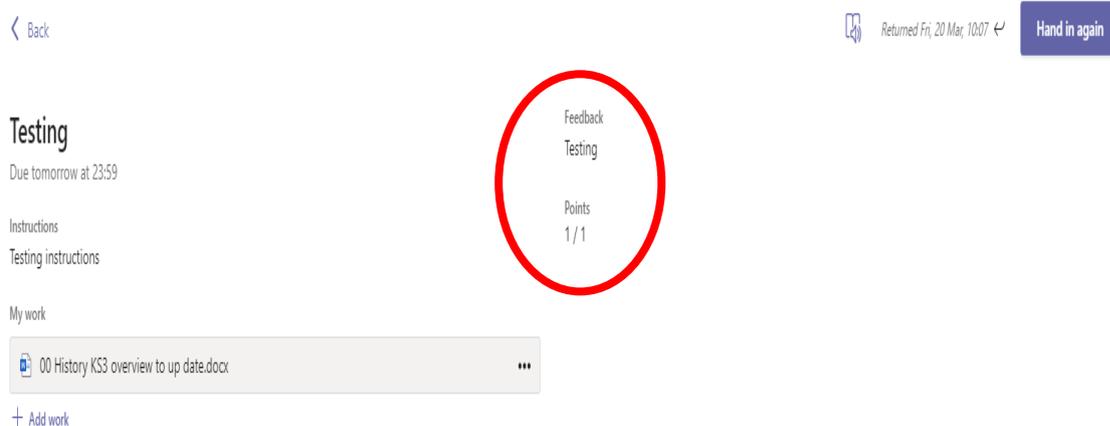


To view feedback from your assignments:

To view feedback from your submitted work to the assignment portal, simply click on **'assignments'** and there will be a drop down menu to see the ones who have **completed** or have **not completed**.

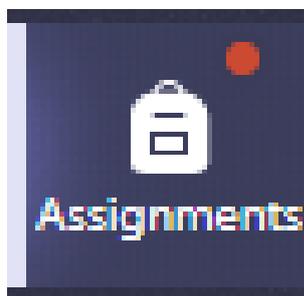


To view feedback, click on the **completed assignment** and it will open up to this:



- Here you can view your **feedback** and see how many **points** you have received.

To see all of your assignments from multiple teams, you can click the assignment tile on the left hand side of the screen and view a list of all your assignments that have either been **completed** or **need completing**.



Please email the **appropriate class teacher** if you have issues submitting your work.