Accessing Files and Assignments on TEAMS
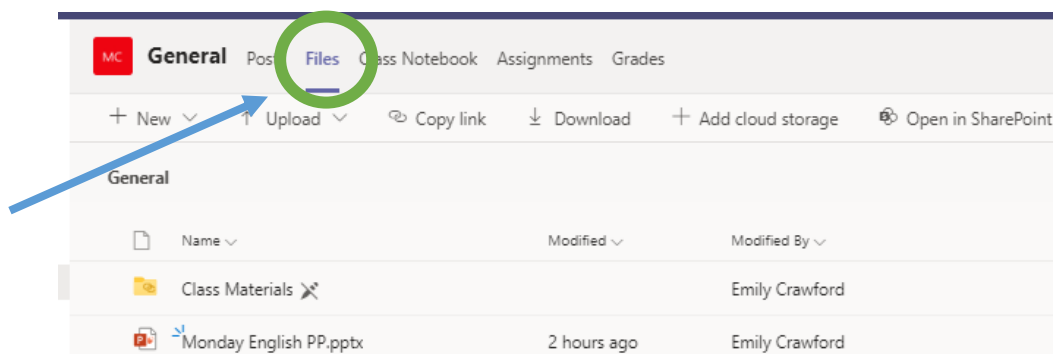
Accessing Files

Files: This is where PowerPoints and resources for each lesson will be stored. You can access these at any time so that if your child misses a live lesson, wants to access resources or re-cap a lesson, they are able to.

1. Access the Microsoft TEAMS app on your child's i-pad.

2. Click on the 'files' tab at the top of the screen next to 'posts' to access any power-points or up-loads that the teacher has made to the chat function or TEAM.

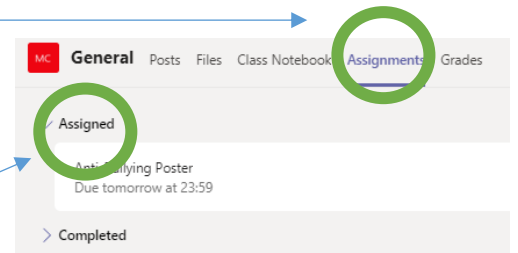3. Click on the file or power-point you want to view and it will down-load to your child's i-pad for instant use.

Accessing Assignments

Assignments: This is where your child can submit work if their teacher tells them they have an assignment to complete.

1. Access the Microsoft TEAMS app on your child's i-pad.

2. If the teacher sets your child an assignment. This will appear under the assignments tab also at the top of the screen. Your child's teacher will let the children know in the lesson if they have been set an assignment.

MC **General** Posts Files Class Notebook Assignments Grades

Assigned

Anti-bullying Poster
Due tomorrow at 23:59

> Completed

4. Click on the assignment to view the instructions.

5. When your child has completed the assignment, take a picture of their work and then attach it with the 'add work' link under the instructions.

My work

Add work

6. Once you/ your child has added their work, click 'hand in'. A little rocket will appear and your child's work will be sent to their teacher.

7. You will see comments by your child's assignments once it has been marked by the teacher under 'completed'.

8. If your child completes some amazing work but that work has not been set as an assignment, they can upload this learning to the chat function but please note that this may not be marked/commented on.