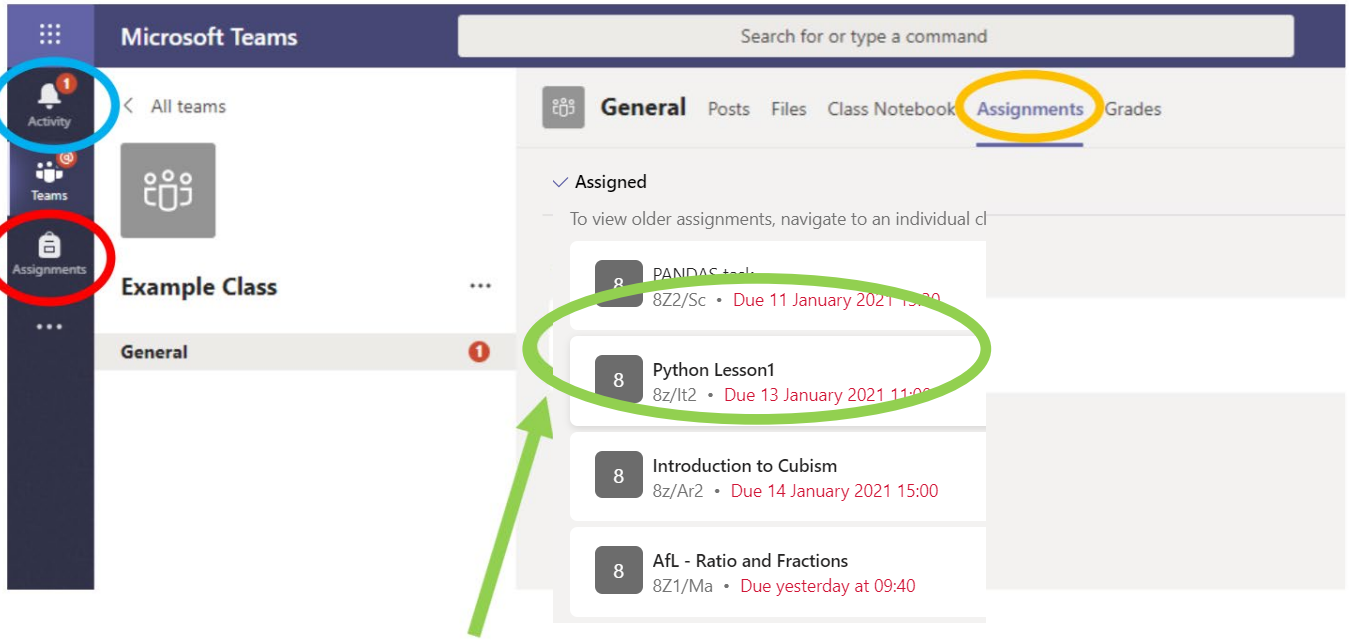
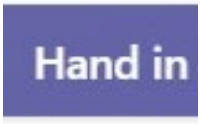
Students: Using Assignments and Viewing Feedback

If you are set an assignment on Teams there are a number of ways you can access it. You will receive a notification on Teams (blue oval) which you can click directly on. You can also go directly to the class which you have been set an assignment for and click on **Assignments** from the menu at the top of that page (yellow oval).



To view all your assignments in one place click on **Assignments** from the menu on the left in Teams (red oval). This will bring up a list of all the assignments you still need to do (**Assigned**) and all the ones that you have handed in (**Completed**). You can see the name of each assignment and the date and time it is due (green oval).

Select the assignment you are going to work on to see the instructions for that task. Each assignment will be different and you will need to read the instructions carefully, see below for examples. Whatever the assignment you must click **Hand in** when you are ready.

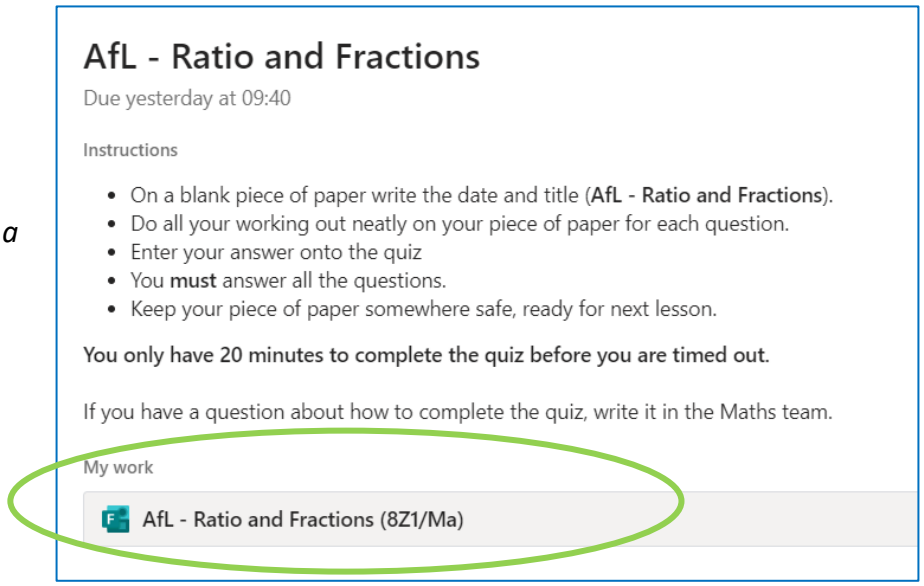


Assignments might involve:

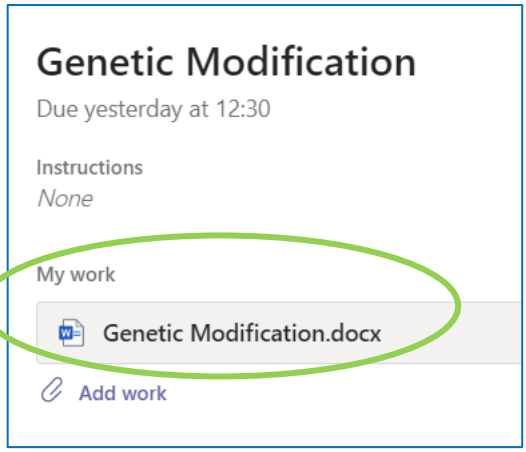
- Completing a quiz online
- Answering questions on a word document provided
- Completing work on a computer and then uploading the finished file
- Completing written work and uploading a picture of it

Examples:

*This assignment will take you to a quiz to complete when you click on the form where it says **My work***

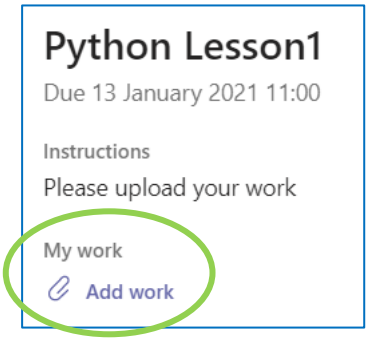


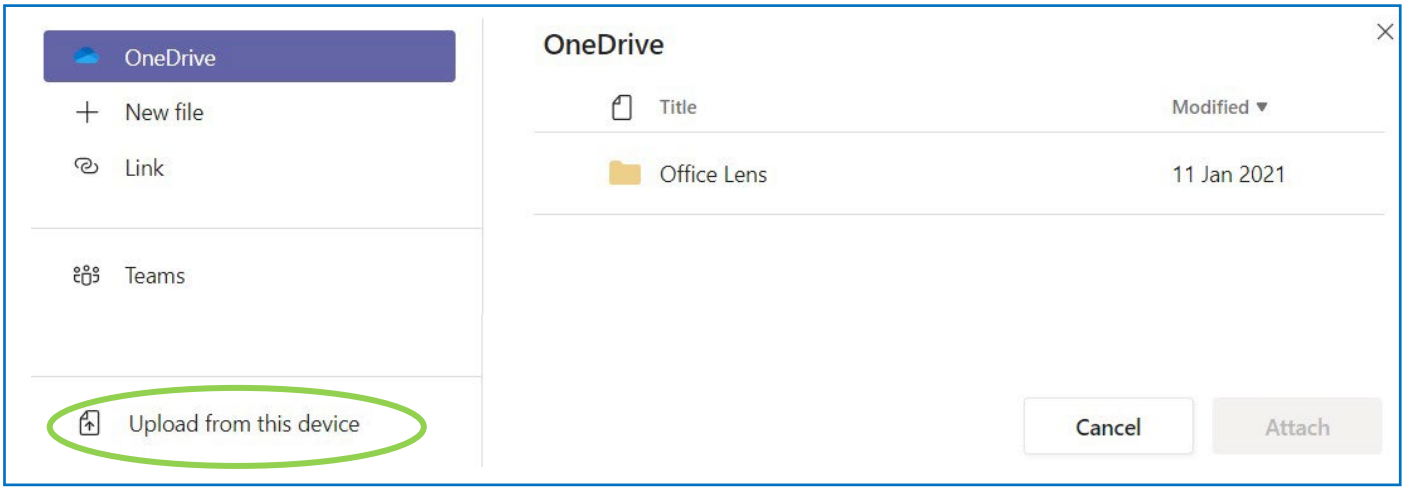
*This assignment requires you to click on the word document where it says **My work** and type directly in there. Your work will save as you go along.*



This assignment requires you to complete work on your computer and then upload it when you have finished. Make sure you save your work on your device and you know where to find it.

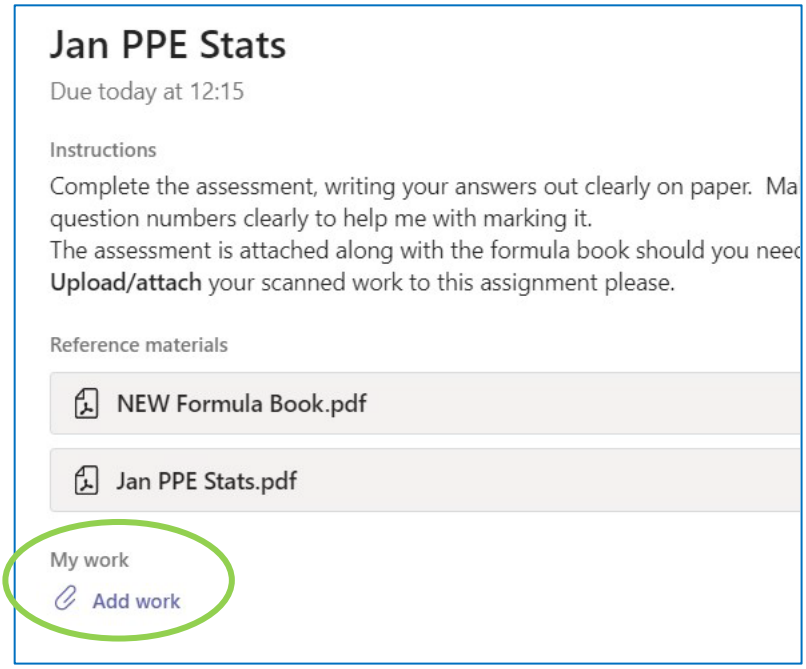
*To upload your work click on **Add work**. The box below will come up, choose **Upload from this device** and the navigate to your saved work.*





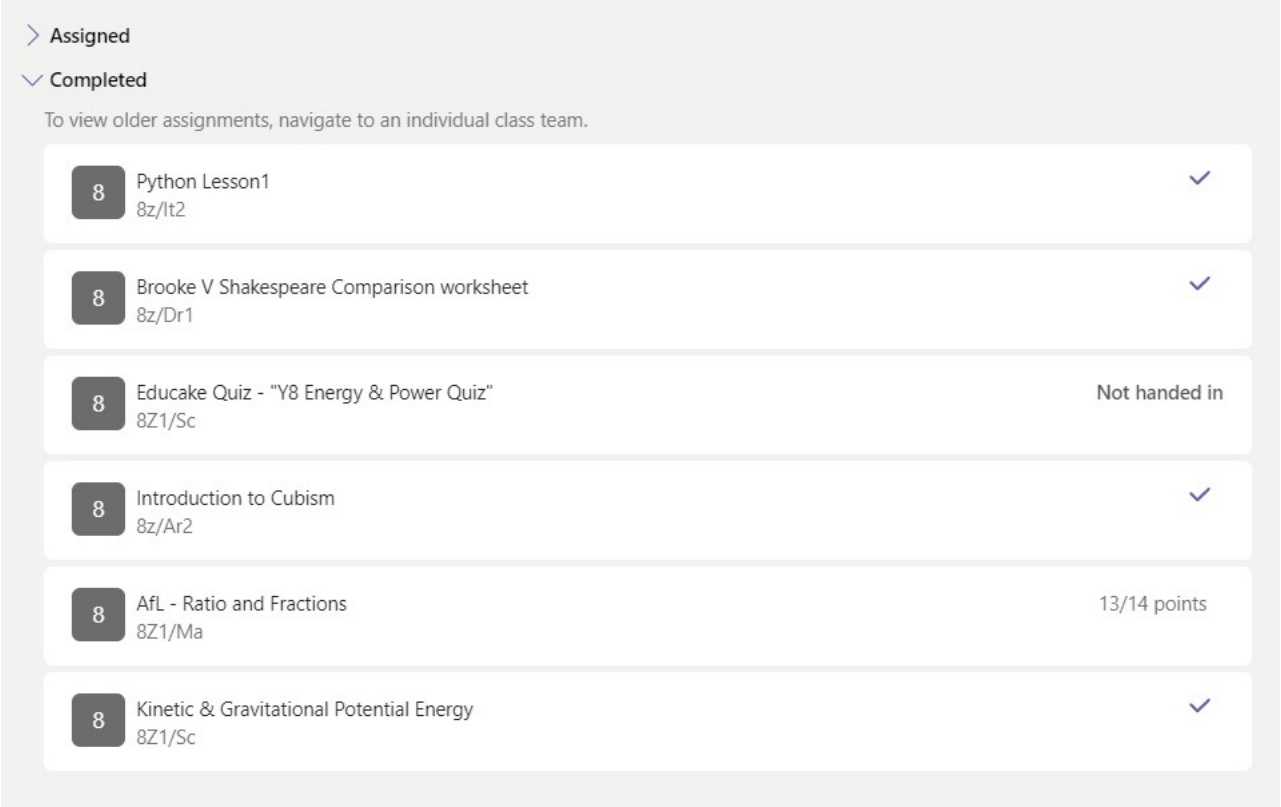
*This assignment requires you to complete written work then take a photo of it and upload it. If you are uploading written work you can download **Office Lens** for free which will allow you to scan your work on a phone or tablet, save it as a pdf and make the image clearer to see.*

*This is easiest to do from a phone or tablet. Download the Teams app and then you can upload your work directly from that device. Otherwise you might need to transfer the image to your laptop before uploading it via **Add work**.*

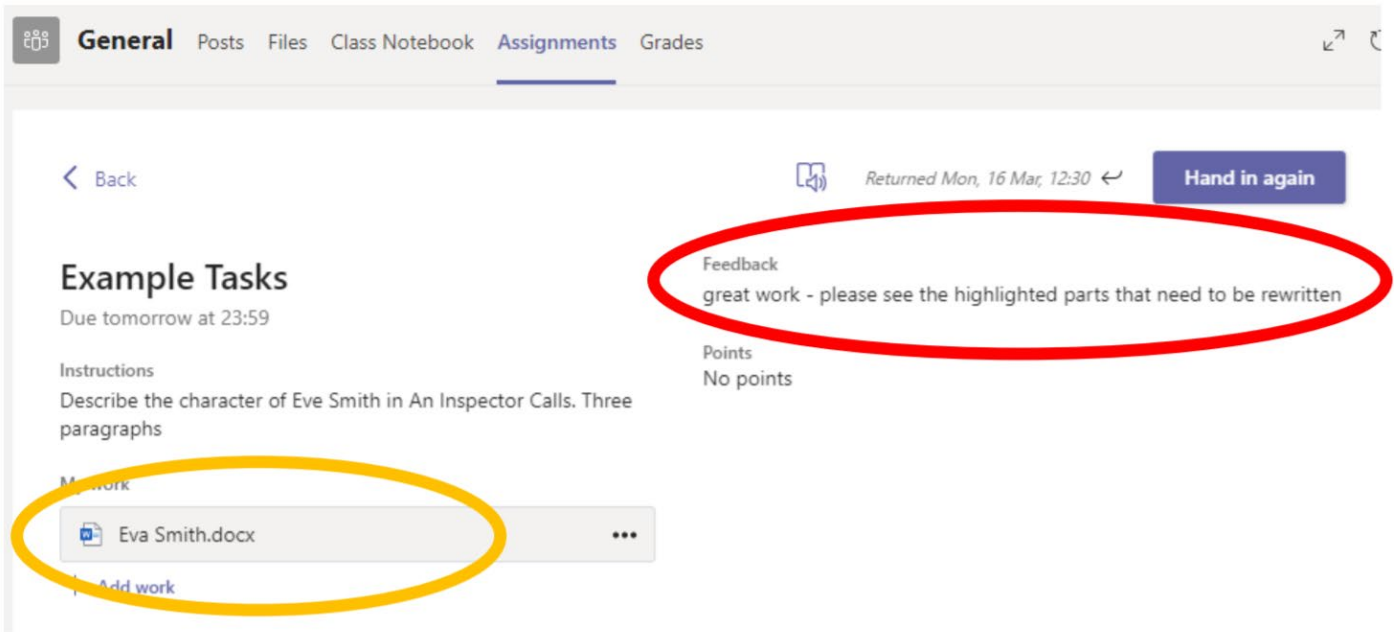
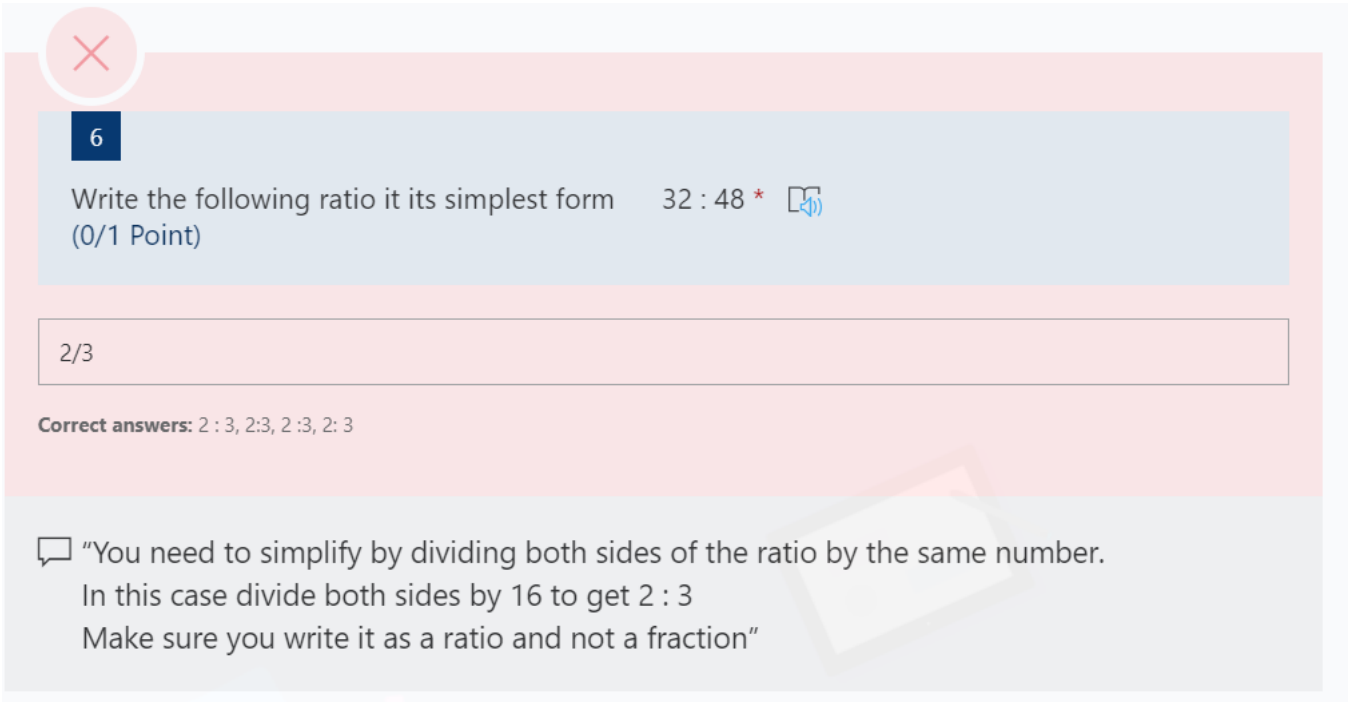


Viewing Feedback

After your teacher has looked at your work they may return this to you with some feedback. You will receive a notification in Teams which you can click directly on or you can go back to the assignment and click on it again to view your feedback. If the assignment had a score then you will be able to see this here.



If your teacher has returned your work and left you feedback you will then be able to read it here (red oval). You might be asked to act on this feedback by reopening the document, amending it and then clicking on **Hand in again**.



If your assignment was in a quiz then you can click back into the activity to see how you got on and view any feedback (see example below).