How to open and complete assignments and read feedback

Step 1: Click on 'General' channel to find assignments.

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Step 2: Select 'Assignments' button on the top bar.

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Step 3: Any tasks set for you child for that day can be found here. Click on the one you want to complete.



Step 4: Once selected, instructions for the task will appear. Click on the Assignment tile to open it up. An online version of word should appear.





Step 5: Complete the assignment using online 'Microsoft word'.

Step 6: Once completed, 'close' the assignment and select 'Hand in'. This will send the assignment to your child's class teacher.

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Step 7: You can select the 'Undo hand-in' button to make changes.



Step 8: Children will receive feedback on their assignments either as feedback (see below) or within the word document directly (see next step).

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Step 9: Children can see teacher's feedback in the word document (see below) and make changes as needed.

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		Circle the adverbs i	n these sente	ences.						
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ch		4. The dog <mark>barke</mark> d	loudly. <mark>N (lo</mark>	ook again)						
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