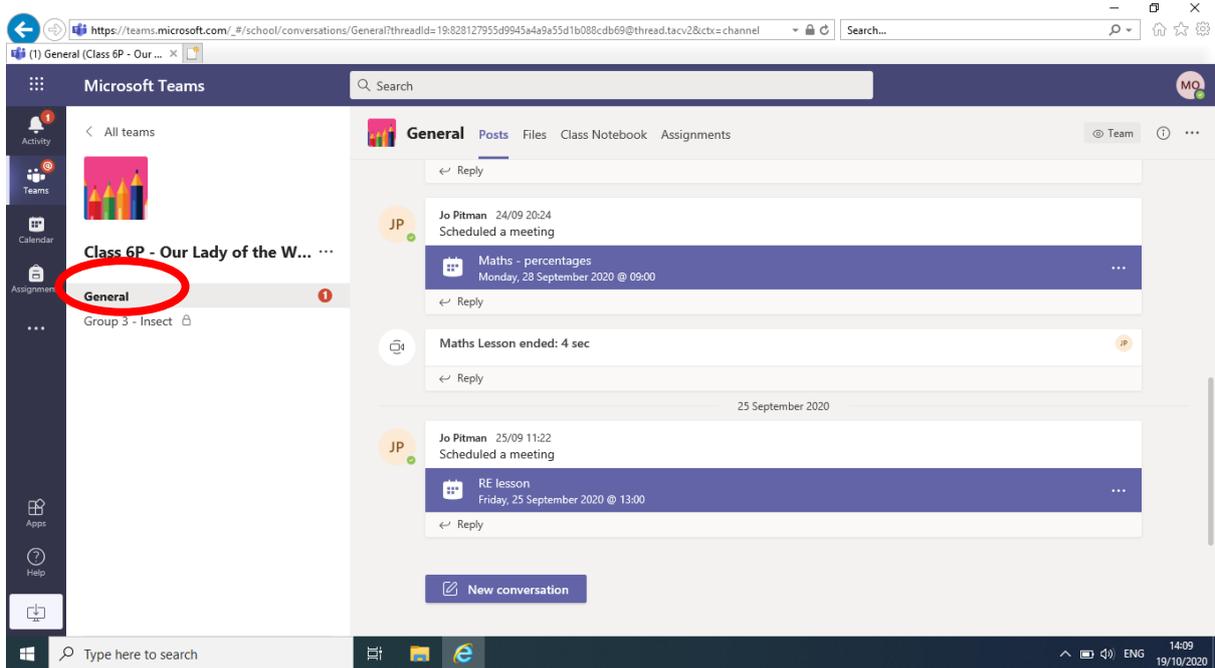


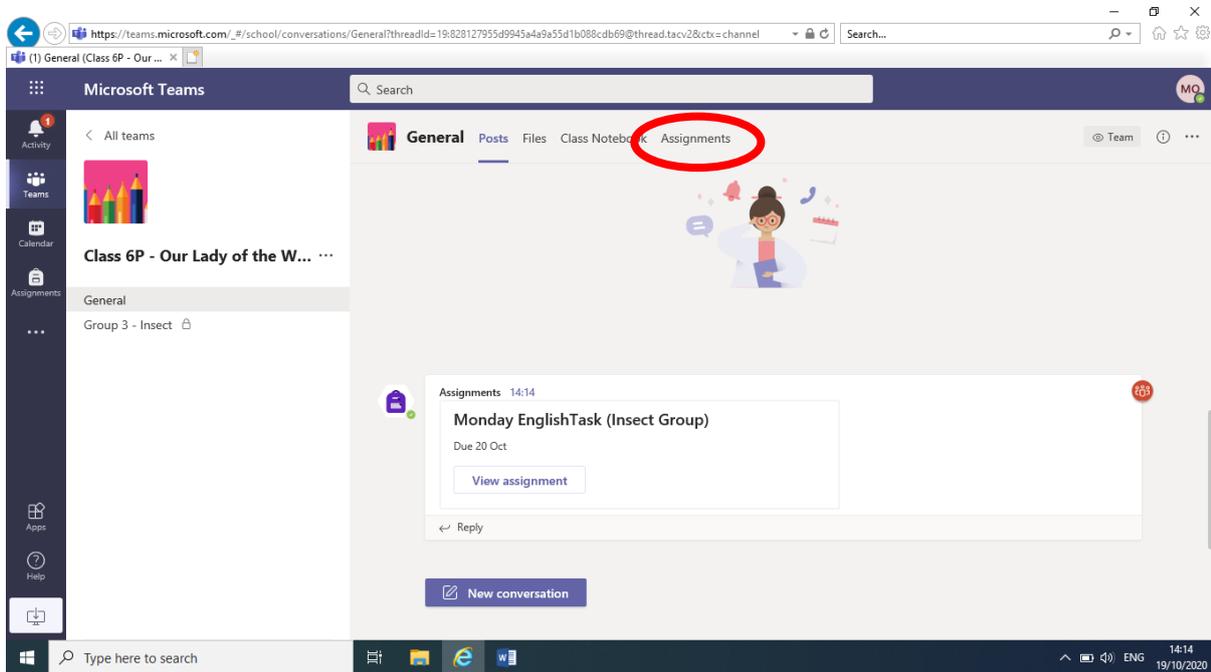
## Assignment Guide for parents.

How to open and complete assignments and read feedback

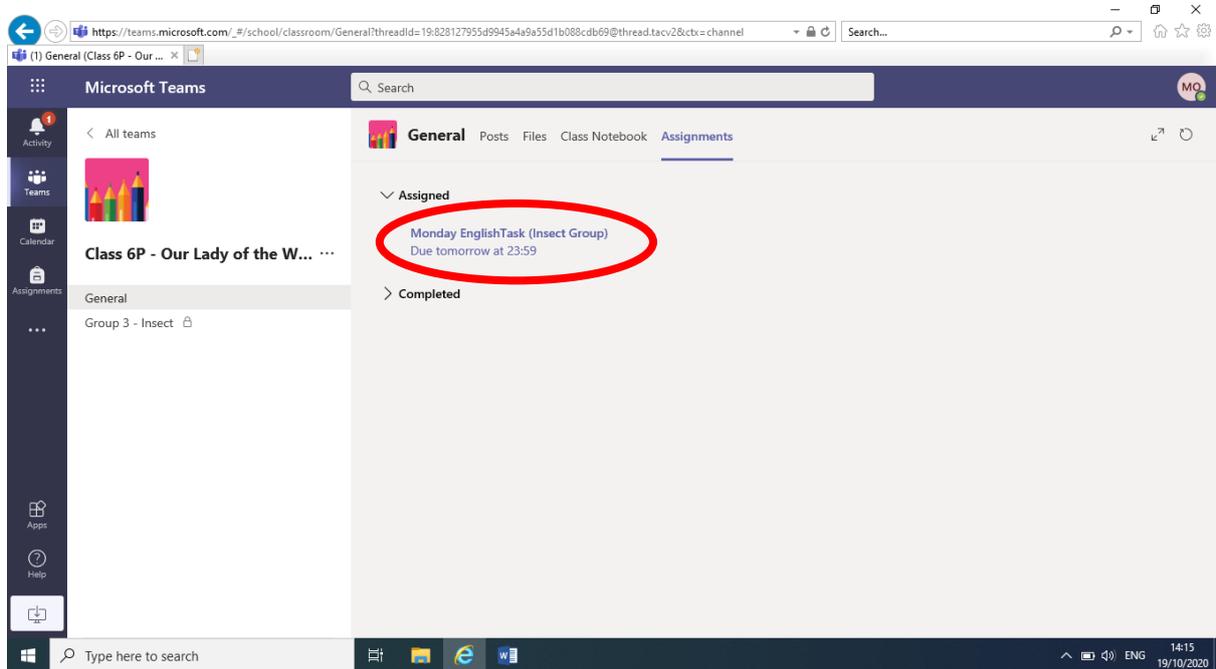
**Step 1:** Click on 'General' channel to find assignments.



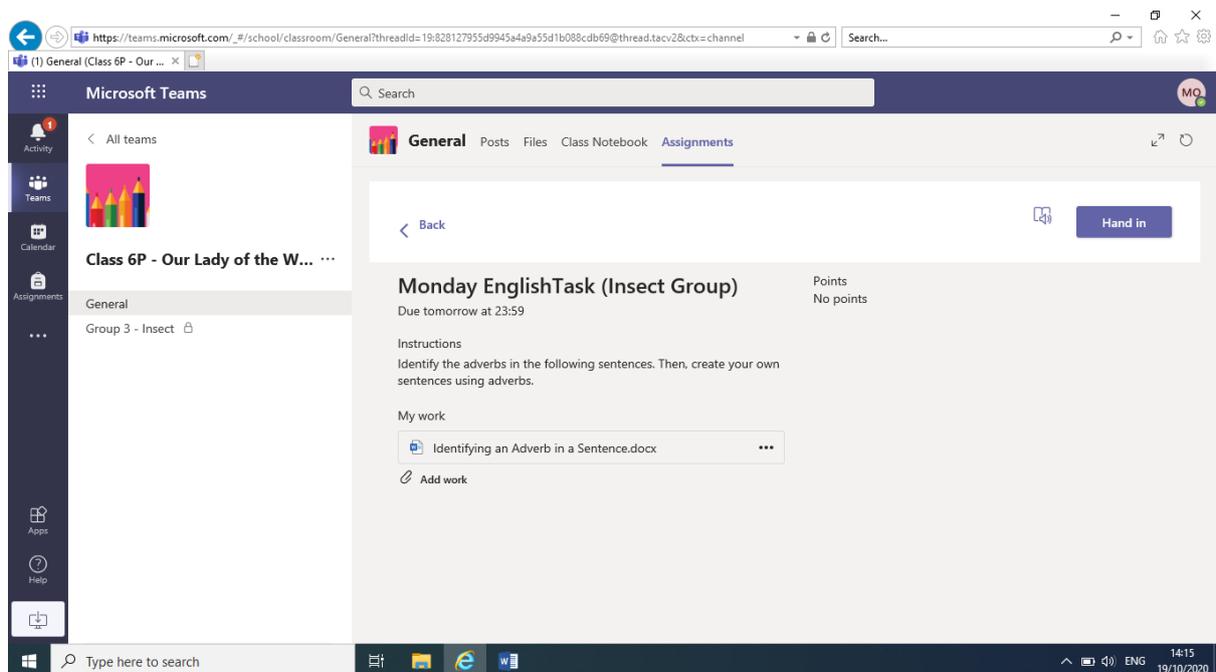
**Step 2:** Select 'Assignments' button on the top bar.



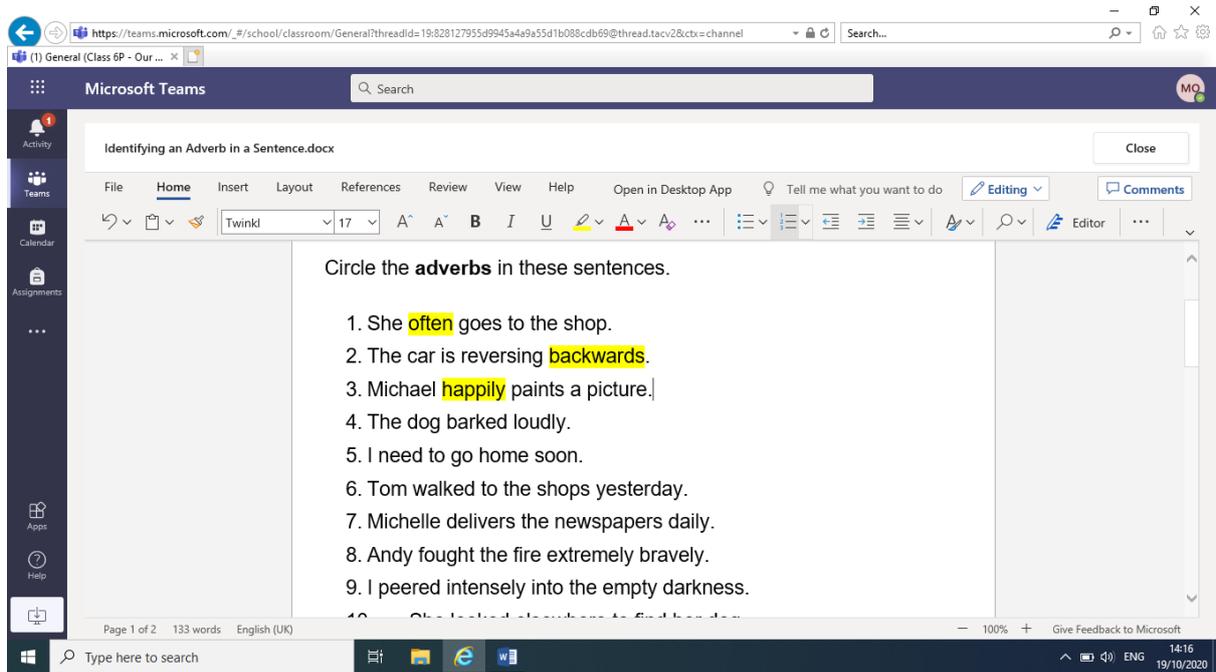
**Step 3:** Any tasks set for you child for that day can be found here. Click on the one you want to complete.



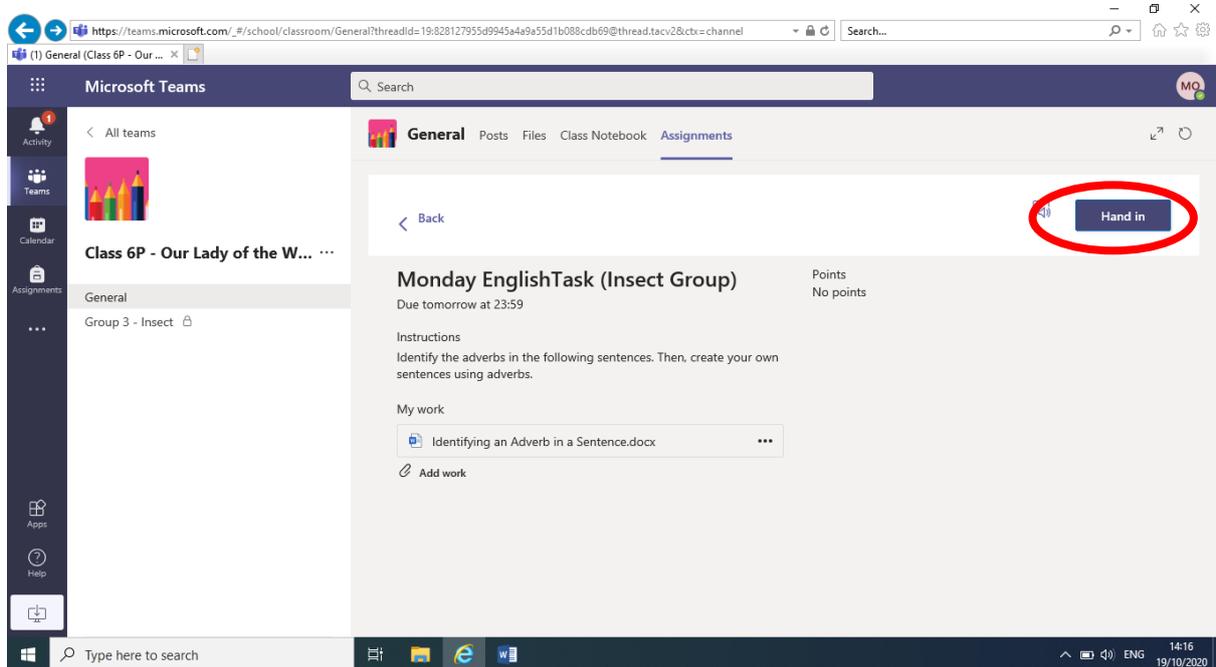
**Step 4:** Once selected, instructions for the task will appear. Click on the Assignment tile to open it up. An online version of word should appear.



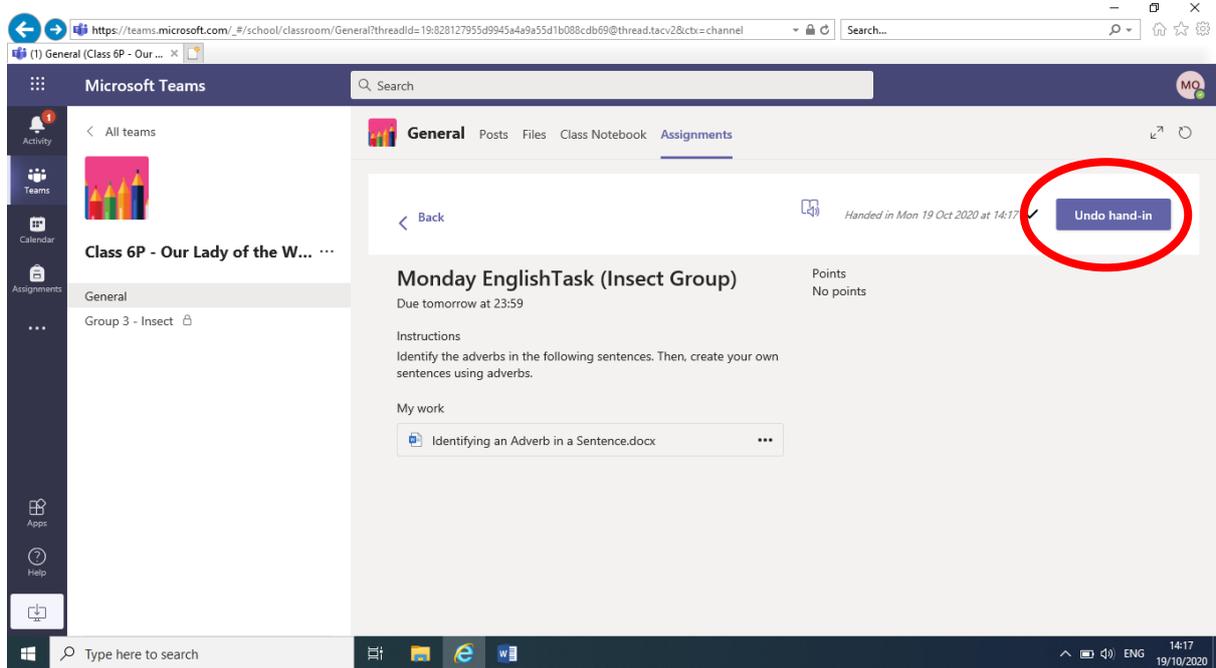
**Step 5: Complete the assignment using online 'Microsoft word'.**



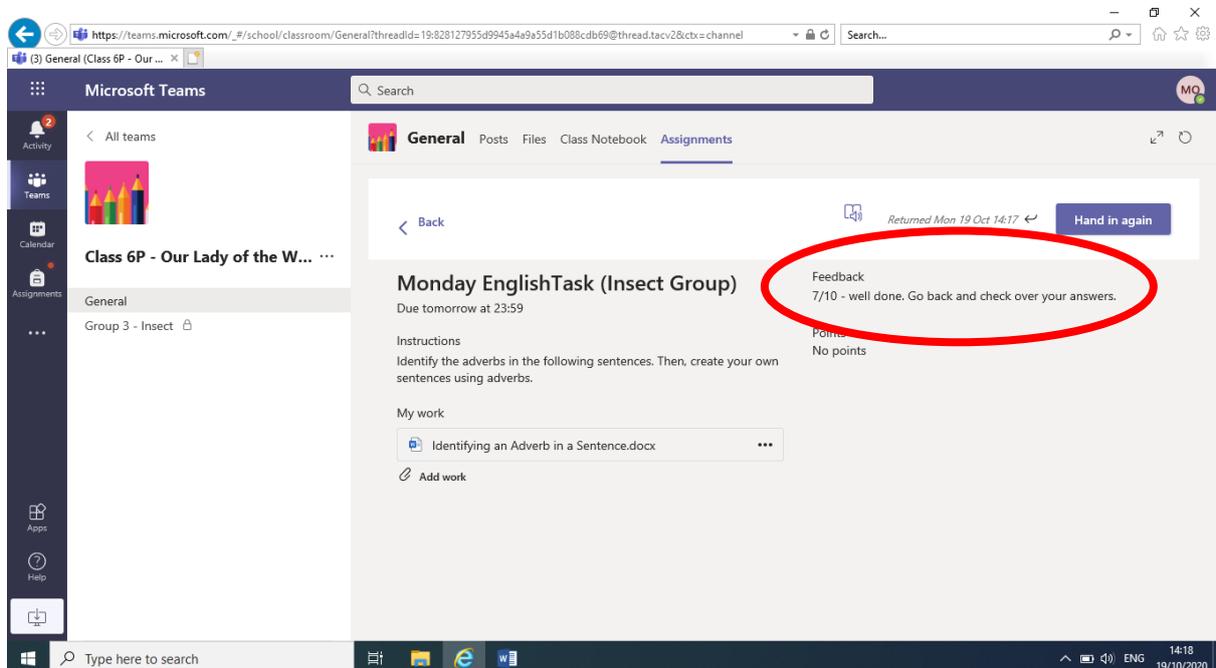
**Step 6: Once completed, 'close' the assignment and select 'Hand in'. This will send the assignment to your child's class teacher.**



**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).



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

The screenshot shows a Microsoft Teams meeting window with a Word document open. The document title is "Identifying an Adverb in a Sentence.docx". The ribbon shows the "Home" tab with various editing options. The document content is as follows:

**Identifying an Adverb in a Sentence**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Circle the **adverbs** in these sentences.

1. She **often** goes to the shop. Y
2. The car is reversing **backwards**. Y
3. Michael **happily** paints a picture. Y
4. The dog **barked** loudly. N (look again)

The interface includes a search bar at the top, a left-hand navigation pane with icons for Activity, Teams, Calendar, Assignments, and Apps, and a Windows taskbar at the bottom showing the search bar and system tray with the time 14:22 on 19/10/2020.