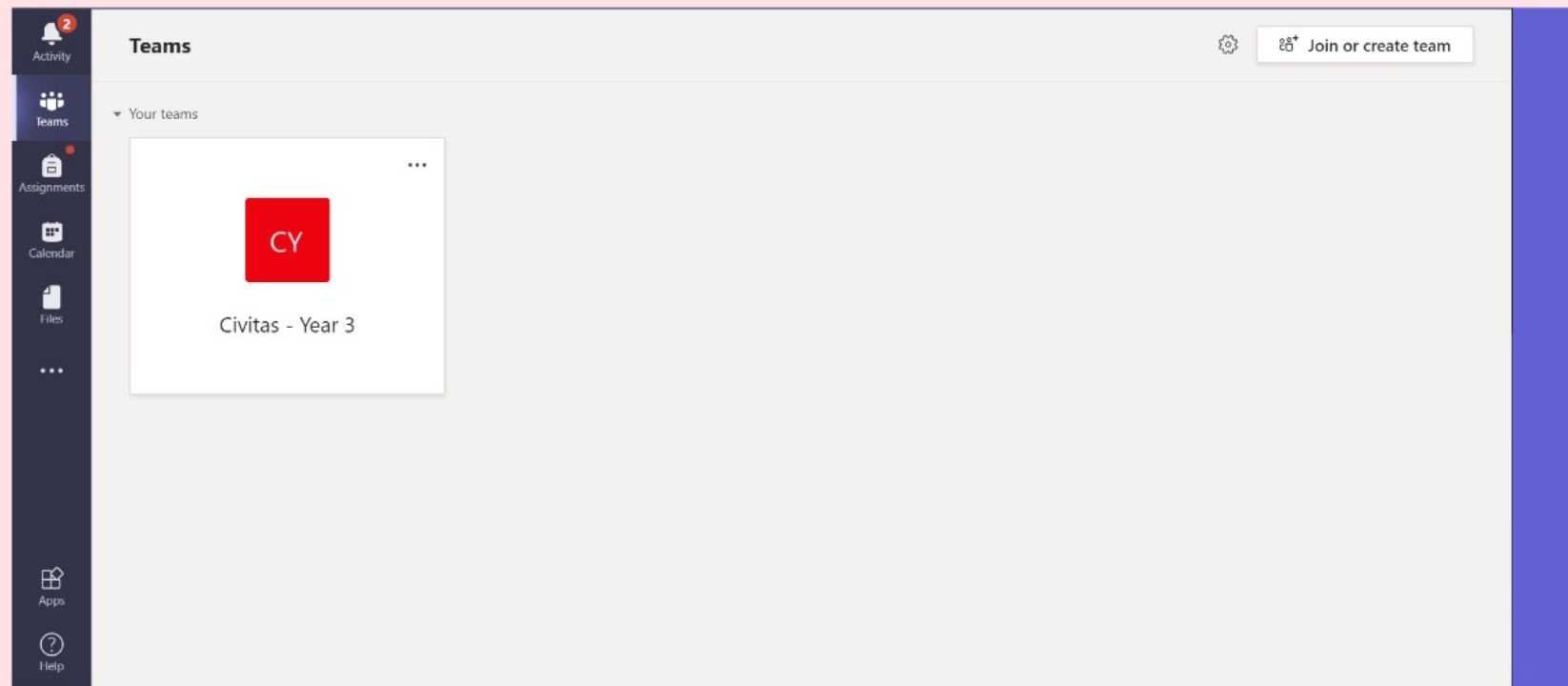


How to return assignments on Microsoft Teams.

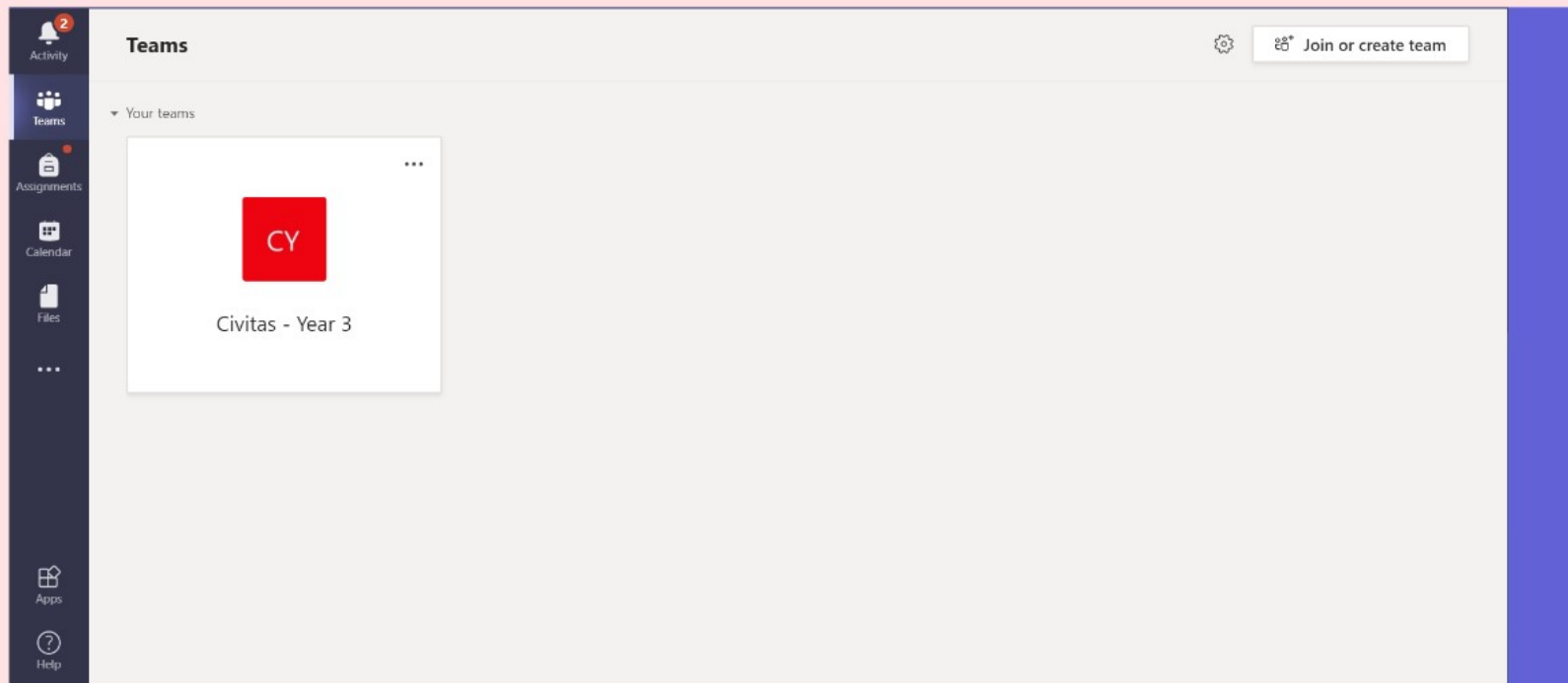


Assignments are the work set by the school that you will complete and show to your teacher.

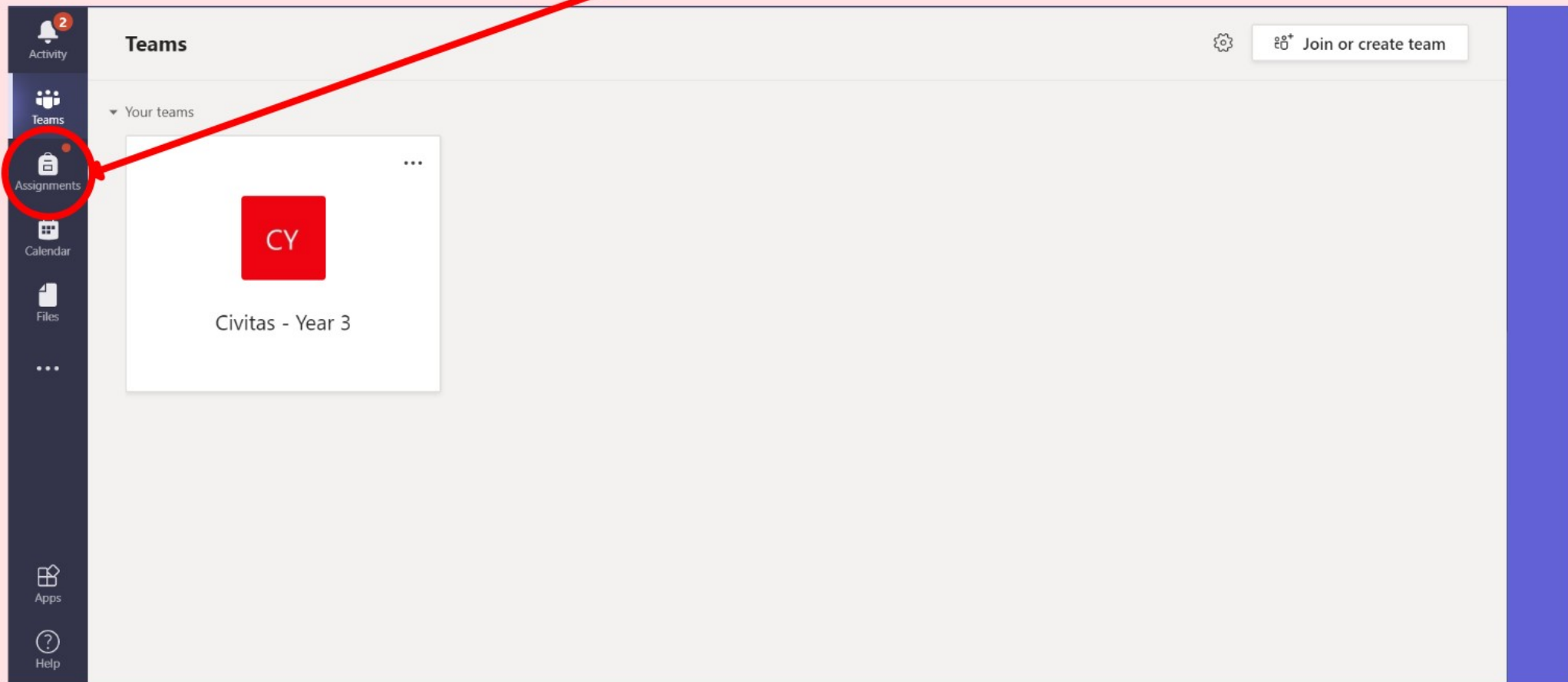
This is how to find your assignments and show them to your teacher.

Returning assignments using a computer.

Step 1: Log into Microsoft teams.



Step 2: Click on assignments.



Assignments
that you need
to complete.

Step 3: Click on your assignment.

The screenshot shows the Microsoft Teams interface. On the left is a dark blue sidebar with icons for Activity (with a red notification badge showing '2'), Teams, Assignments, Calendar, and Files. The main area is light gray. At the top, there's a header bar with a dropdown menu set to 'Assigned'. Below this, a message says 'to view older assignments, navigate to an individual class team.' The main content area shows a list of assignments. The first assignment is highlighted with a blue oval and is titled 'Friday 28th English Lesson' with a 'C3' icon. Below the title, it says 'Civitas - Year 3 • Due tomorrow at 3:30 PM'. A yellow line underlines the due date. Below the assignment list, there's a link '> Completed'. Annotations include a red circle around the 'Assigned' dropdown with an arrow pointing to it from the text 'Assignments that you need to complete.', a blue arrow pointing from the text 'Step 3: Click on your assignment.' to the assignment card, and a yellow arrow pointing from the text 'Date that the assignment is due.' to the underlined due date.

Activity 2

Teams

Assignments

Calendar

Files

...

Assigned

to view older assignments, navigate to an individual class team.

C3 Friday 28th English Lesson

Civitas - Year 3 • Due tomorrow at 3:30 PM

> Completed

Date that the assignment is due.

Step 4: Complete your assignment.

The screenshot shows the Microsoft Teams interface for an assignment titled "Friday 28th English Lesson". The left sidebar contains navigation icons for Activity, Teams, Assignments, Calendar, Files, and a menu. The main content area includes a "Back" button, a "Turn in" button, and a "Points" section indicating "No points". The assignment details show it is "Due tomorrow at 3:30 PM". The "Instructions" section states: "Please complete the writing activity after the lesson. When you have finished, please upload a picture of your writing and return the assignment." The "Reference materials" section lists two files: "Friday 29th Lesson.pdf" and "Comic Strip Template.pdf", each with a download icon. The "My work" section has an "Add work" button. Three callout boxes provide guidance: a green box points to the due date, a cyan box points to the instructions, and an orange box points to the reference materials.

Activity 2

Teams

Assignments

Calendar

Files

...

< Back

Friday 28th English Lesson

Due tomorrow at 3:30 PM

Points
No points

Turn in

Instructions

Please complete the writing activity after the lesson.
When you have finished, please upload a picture of your writing and return the assignment.

Reference materials

Friday 29th Lesson.pdf ...

Comic Strip Template.pdf ...

My work

Add work

Check when the assignment is due by

Read the instructions on how to complete your assignment.

Use the reference materials, click on them to download.

Step 5: Return your assignment.

The screenshot shows the Microsoft Teams interface for an assignment titled "Friday 28th English Lesson". The left sidebar contains navigation icons for Activity, Teams, Assignments, Calendar, Files, and a menu. The main content area includes a "Back" link, a "Turn in" button, and assignment details such as the due time and point value. Instructions and reference materials are listed below. At the bottom, a "My work" section contains an "Add work" button, which is highlighted by a red box and an orange arrow pointing from a text box on the right.

Activity 2

Teams

Assignments

Calendar

Files

...

< Back

Turn in

Friday 28th English Lesson

Due tomorrow at 3:30 PM

Points
No points

Instructions

Please complete the writing activity after the lesson.
When you have finished, please upload a picture of your writing and return the assignment.

Reference materials

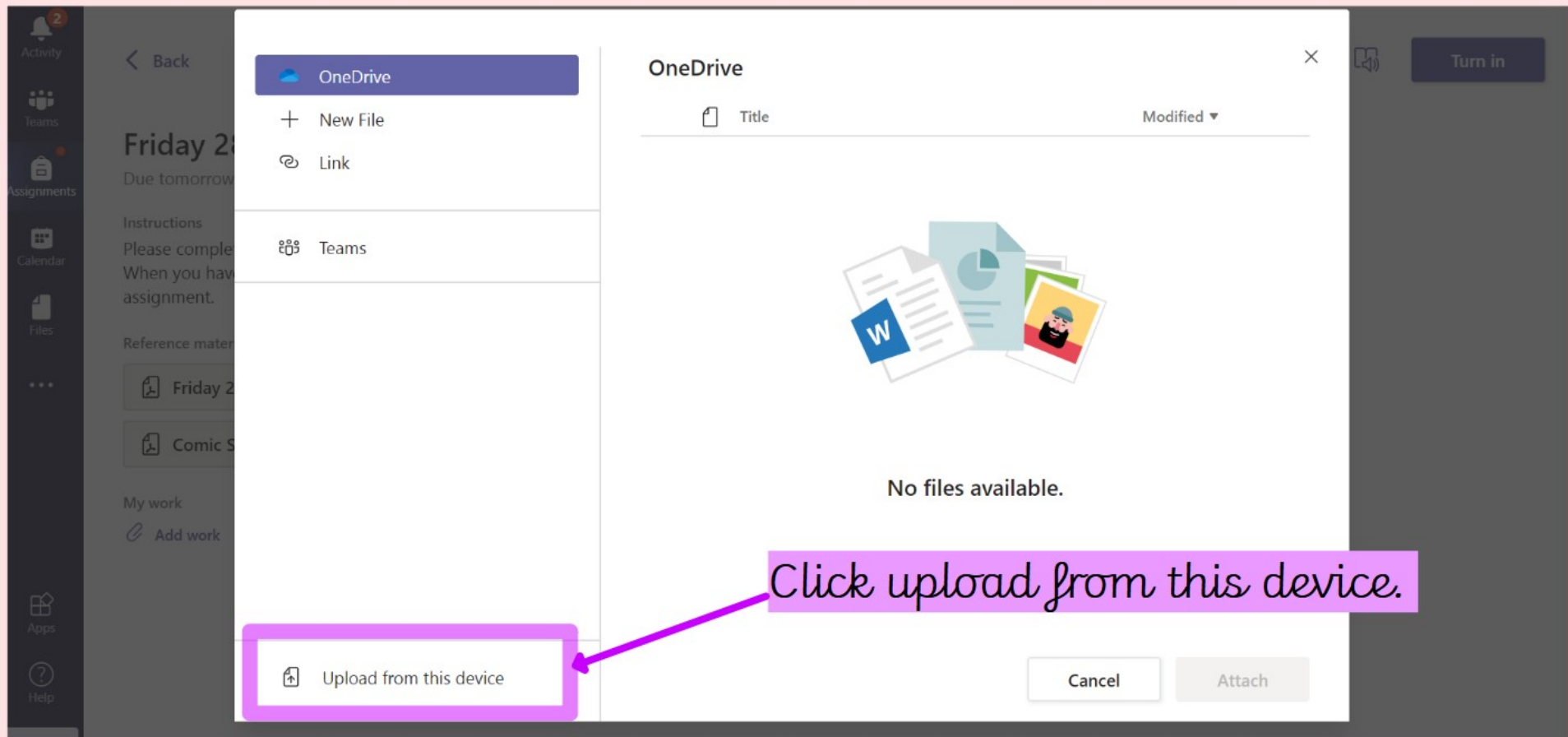
- Friday 29th Lesson.pdf
- Comic Strip Template.pdf

My work

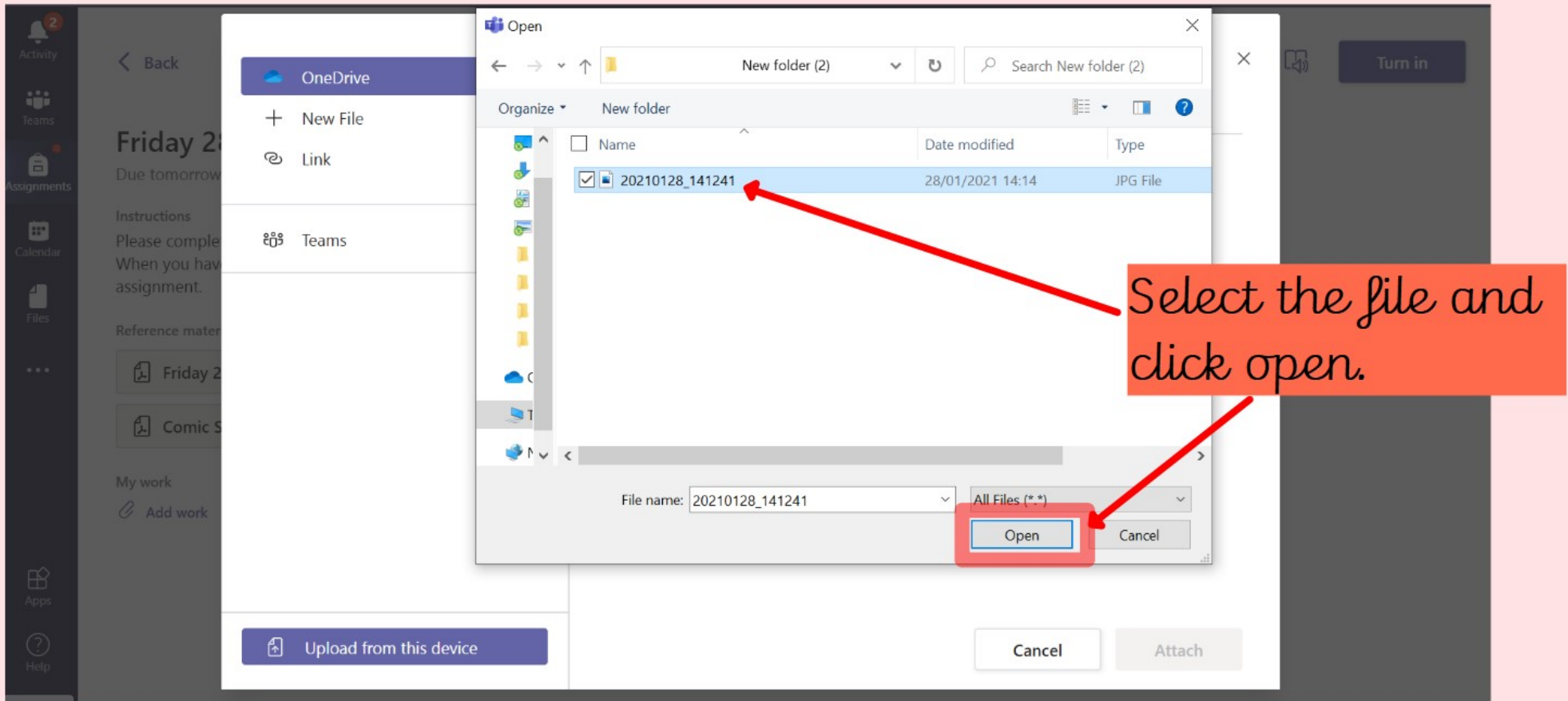
Add work

Click on add work to upload your work.

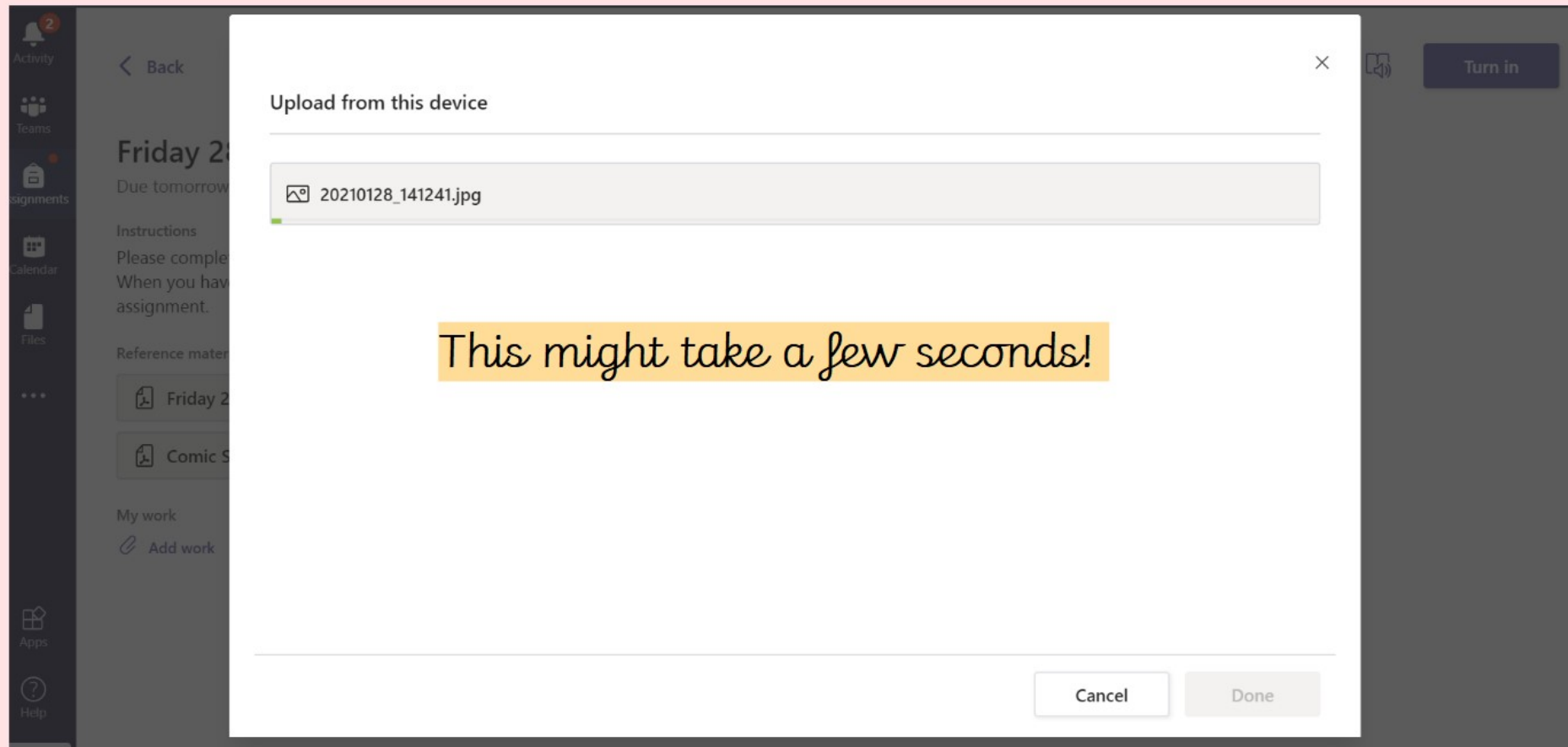
Step 6: Upload your work.



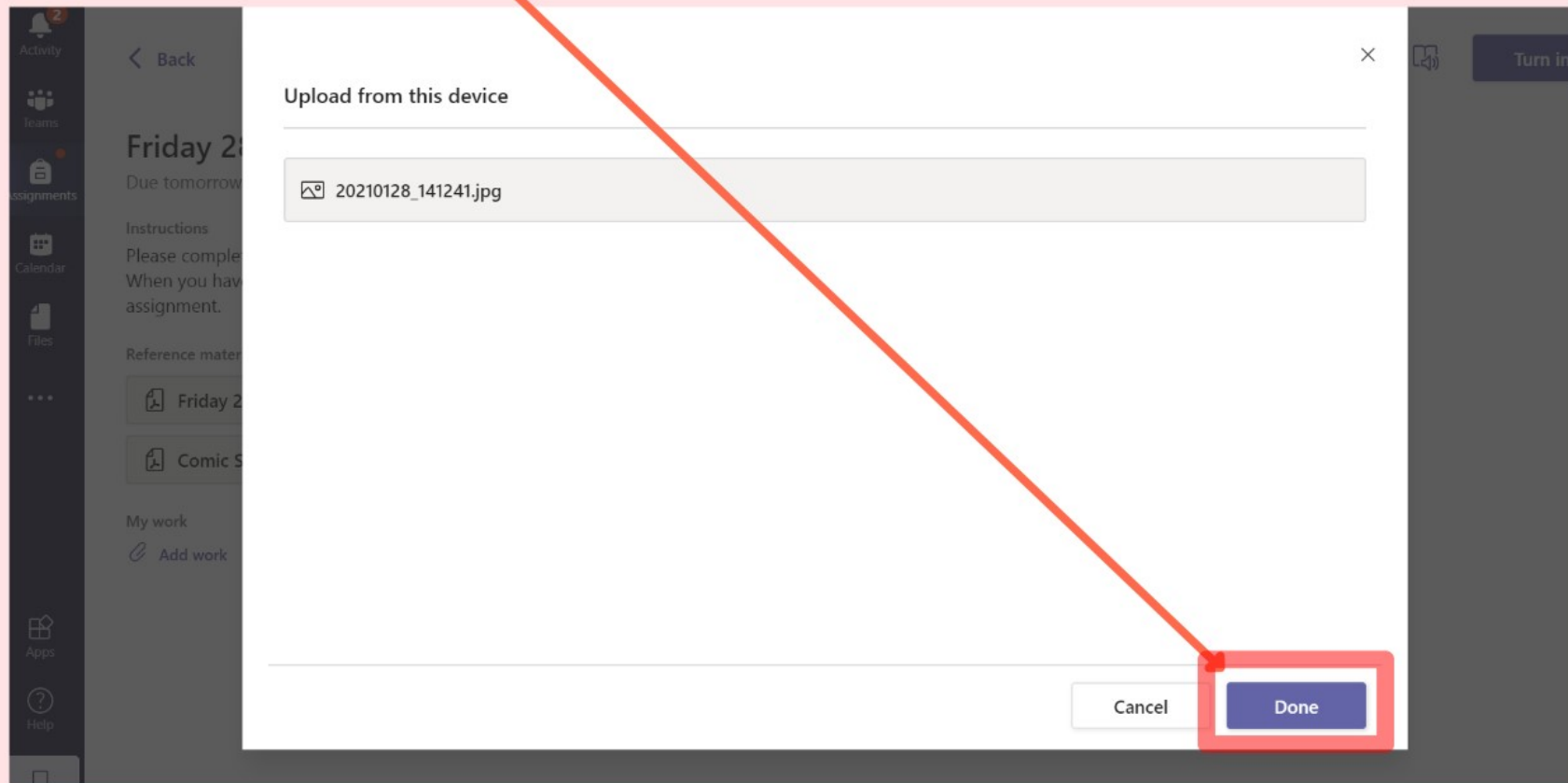
Step 6: Choose the file you want to upload.



Step 7: Wait for the file to upload.



Step 8: Click done.



Step 9: Click turn in.

The screenshot shows the Microsoft Teams interface for an assignment titled "Friday 28th English Lesson". The left sidebar contains navigation icons for Activity, Teams, Assignments, Calendar, Files, and Apps. The main content area shows the assignment details, including instructions, reference materials, and a section for "My work" where a file named "20210128_141241.jpg" has been uploaded. A "Turn in" button is located in the top right corner of the assignment page. A pink box at the top of the image contains the text "Step 9: Click turn in." with a purple arrow pointing to the "Turn in" button. The button itself is highlighted with a purple box. A purple box at the bottom right of the image contains the text "You can see your work uploaded here." pointing to the "My work" section.

Friday 28th English Lesson
Due tomorrow at 3:30 PM

Points
No points

Instructions
Please complete the writing activity after the lesson.
When you have finished, please upload a picture of your writing and return the assignment.

Reference materials

- Friday 29th Lesson.pdf
- Comic Strip Template.pdf

My work

- 20210128_141241.jpg

[Add work](#)

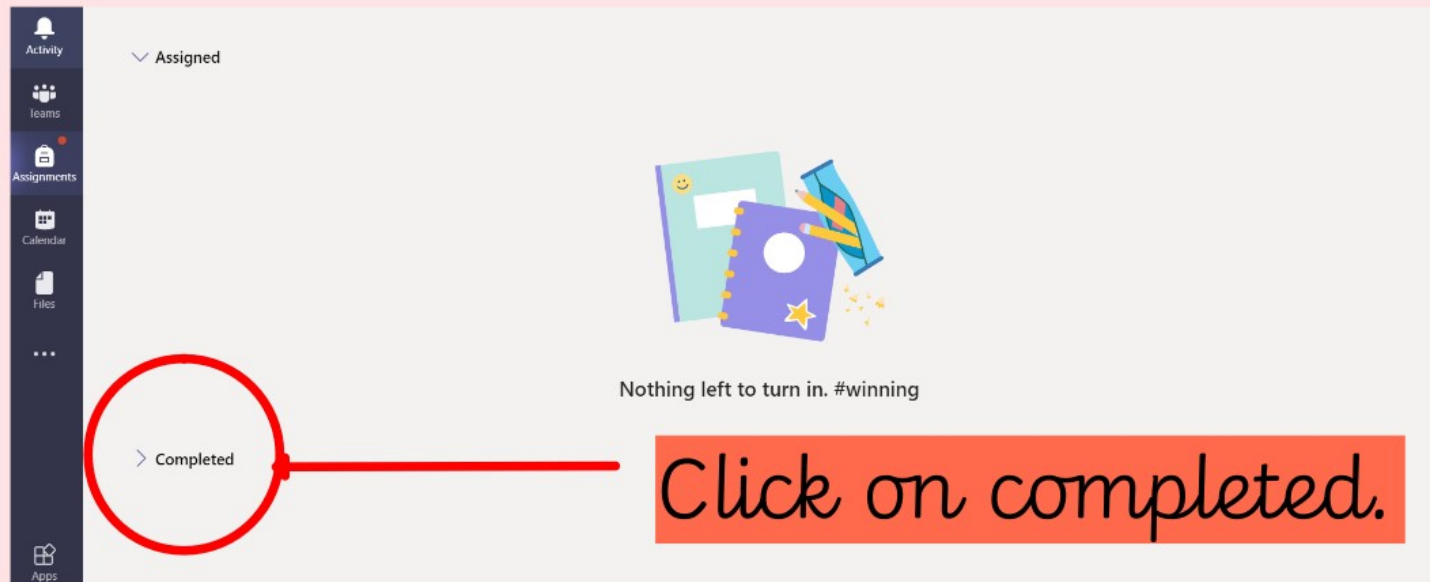
Turn in

You can see your work uploaded here.

Step 10: Check back for feedback.

There are two ways to check for feedback.

First way:



Click on the assignment you submitted to see the feedback.

Activity

Teams

Assignments

Calendar

Files

...

Apps

Help

Nothing left to turn in. #winning

▼ Completed

To view older assignments, navigate to an individual class team.

C3	Year 3 - Wednesday 27th January 2021 Civitas - Year 3	Not turned in
C3	Friday 28th English Lesson Civitas - Year 3	
C3	Friday 29th January English Civitas - Year 3	

Read your feedback.

Activity

Teams

Assignments

Calendar

Files

...

< Back

Friday 28th English Lesson

Due tomorrow at 3:30 PM

Instructions

Please complete the writing activity after the lesson.
When you have finished, please upload a picture of your writing and return the assignment.

Reference materials

Friday 29th Lesson.pdf

Comic Strip Template.pdf

My work

20210128_141241.jpg

Add work

Returned Thu, Jan 28, 2:26 PM

Turn in again

Feedback

Thank you for submitting your work!

Well done for using exclamation marks at the end of your sentences. I can see that you have used an adverb to describe how the doorbell rang.
Make sure you focus on your handwriting and keep all of your letters on the line.

Points

No points

Second way:

Click on activity when you get a notification.

The screenshot shows the Microsoft Teams interface. On the left is a dark sidebar with icons for Activity, Teams, Assignments, Calendar, Files, and Help. The 'Activity' icon is highlighted with a red box. A red arrow points from this box to a notification in the 'Feed' section. The notification is from 'Civitas - Year 3' and says 'Assignment returned | Friday 28th...'. Another red arrow points from this notification to a red box containing the text 'Click on the notification and read the feedback.'.

The main area shows the 'Assignments' page for 'Civitas - Year 3'. The assignment is titled 'Friday 28th English Lesson' and is due tomorrow at 3:30 PM. It includes instructions to complete a writing activity and upload a picture. Reference materials include 'Friday 29th Lesson.pdf' and 'Comic Strip Template.pdf'. The 'My work' section shows a file named '20210128_141241.jpg'. On the right, a 'Feedback' box is highlighted with a red border, containing the text: 'Thank you for submitting your work! Well done for using exclamation marks at the end of your sentences. I can see that you have used an adverb to describe how the doorbell rang. Make sure you focus on your handwriting and keep all of your letters on the line.' Below the feedback is a 'Points' section showing 'No points'. A 'Turn in again' button is visible at the top right of the assignment details.