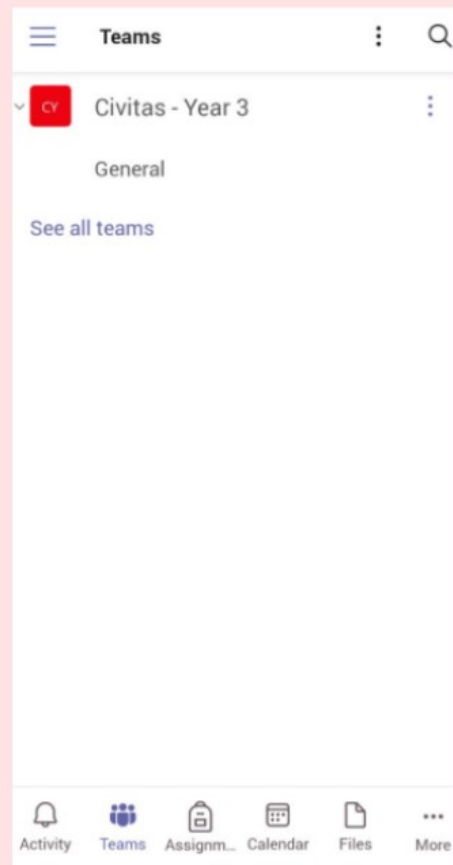


How to return assignments on Microsoft Teams.

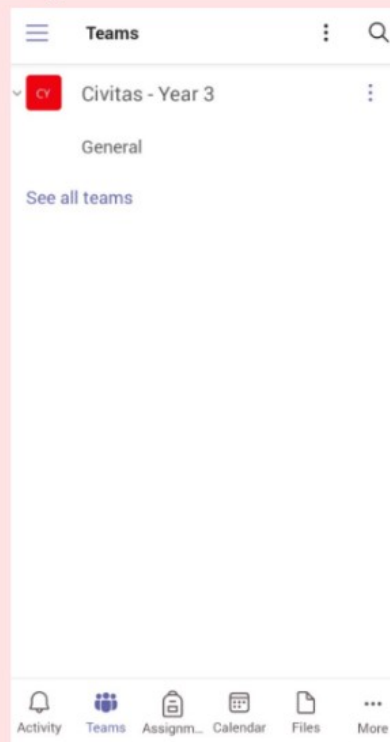


Assignments are the work set by the school that you will complete and show to your teacher.

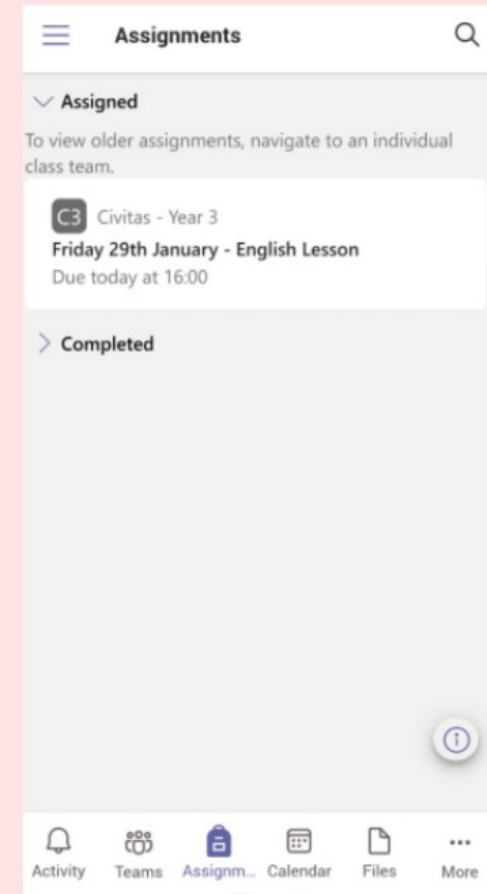
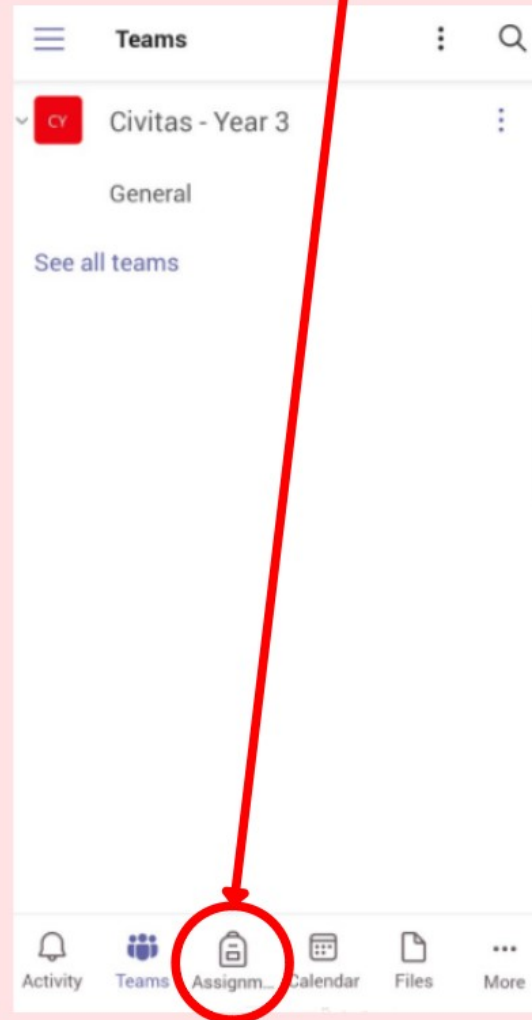
This is how to find your assignments and show them to your teacher.

Returning assignments using a phone/tablet.

Step 1: Log into Microsoft teams.

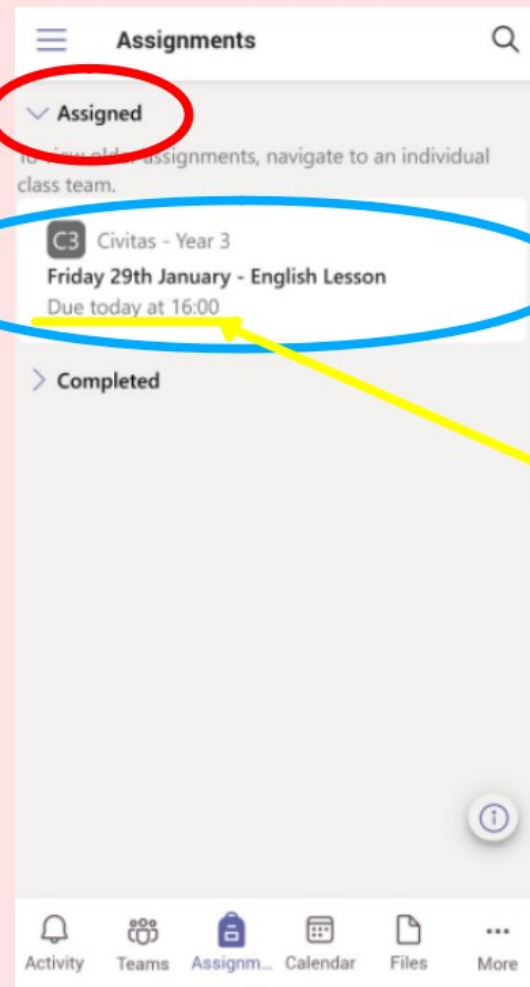


Step 2: Click on assignments.



Assignments
that you need
to complete.

Step 3: Click on your assignment.



Date that the
assignment
is due.

Step 4: Complete your assignment.

The screenshot shows a mobile application interface for 'Civitas - Year 3'. At the top, there is a back arrow, the title 'Civitas - Year 3', and a 'HAND IN' button. Below this is the assignment title 'Friday 29th January - English Lesson' and a due date 'Due today at 16:00' with a green progress bar. A green arrow points from a text box to this due date. The 'Instructions' section, highlighted in cyan, asks the user to complete a comic strip using lesson slides and to upload a picture of their work. Below this is a 'Reference materials' section, highlighted in orange, which lists three files: 'Friday 29th Lesson.pdf', 'Comic Strip Template.pub', and 'Comic Strip Template.pdf'. At the bottom, there is a 'My work' section with an 'Add work' button and a 'Points' section showing 'No points'.

← Civitas - Year 3 HAND IN

Friday 29th January - English Lesson

Due today at 16:00

Instructions

Please complete your Romulus and Remus comic strip.

Use the lesson slides below to help you.

When you have completed your learning, please upload a picture of your work and click turn in.

Have a great day!

Reference materials

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

My work

Add work

Points

No points

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.

← Civitas - Year 3 HAND IN

Friday 29th January - English Lesson

Due today at 16:00

Instructions

Please complete your Romulus and Remus comic strip.
Use the lesson slides below to help you.
When you have completed your learning, please **upload a picture of your work** and click turn in.
Have a great day!


Reference materials

Friday 29th Lesson.pdf

Comic Strip Template.pub

Comic Strip Template.pdf

My work

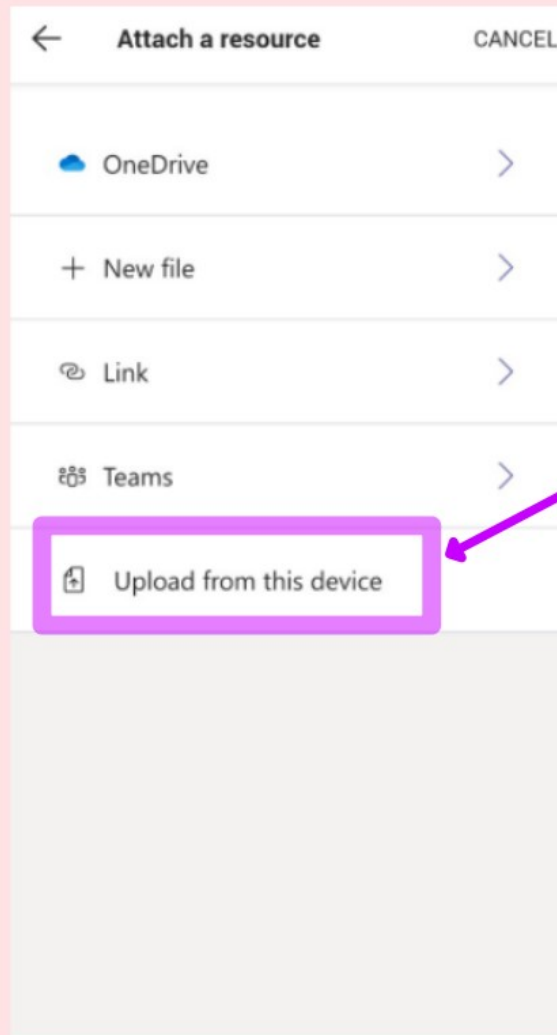
 Add work

Points

No points

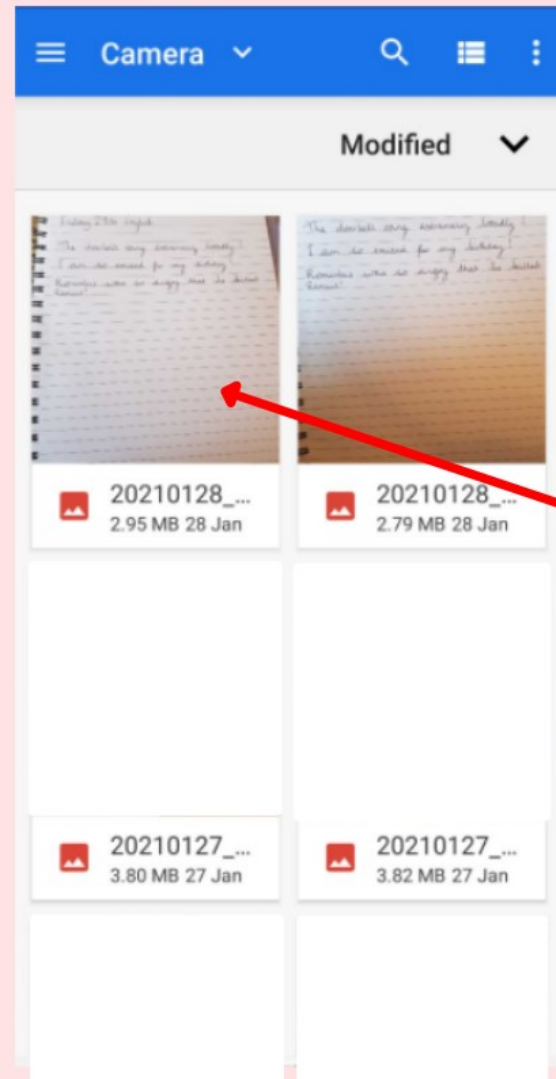
Click on add work to
upload your work.

Step 6: Upload your work.




Click upload from this device.

Step 7: Choose the file you want to upload.



Select the file and click on it.

Step 8: Wait for the file to upload.

 Civitas - Year 3 HAND IN

Friday 29th January - English Lesson

Due today at 16:00

Instructions


Please complete your Romulus and Remus comic strip.


Use the lesson slides below to help you.


When you have completed your learning, please **upload a picture of your work** and click turn in.

Have a great day!


Reference materials


 Friday 29th Lesson.pdf

 Comic Strip Template.pub

 Comic Strip Template.pdf

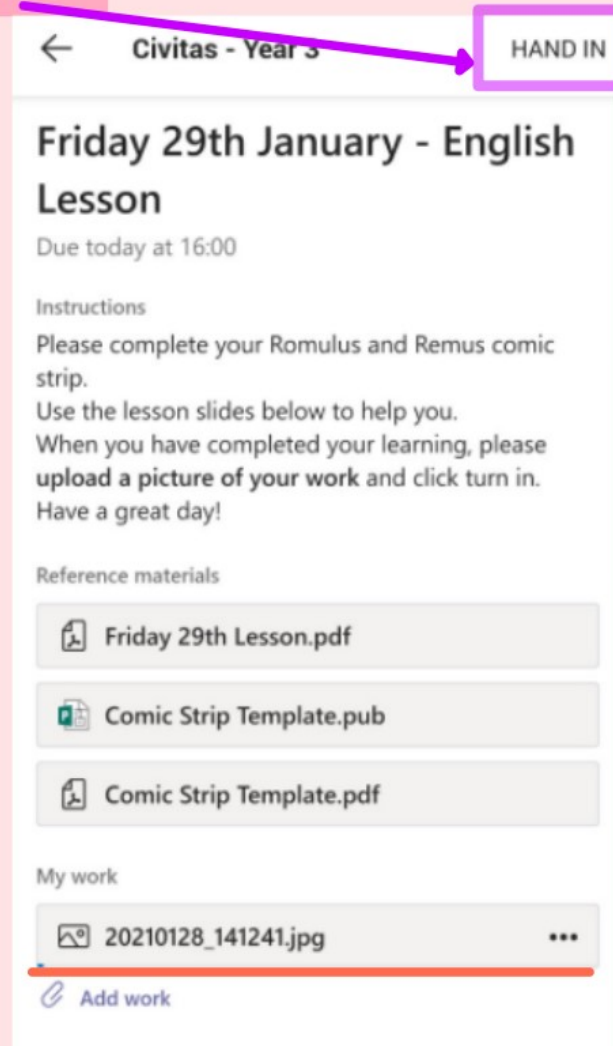
My work

 20210128_141241.jpg ...

 [Add work](#)

This might take a few seconds!

Step 9: Click hand in.



The screenshot shows a mobile app interface for a lesson submission. At the top, there is a navigation bar with a back arrow and the text 'Civitas - Year 5'. To the right of the navigation bar is a button labeled 'HAND IN', which is highlighted with a purple box. A purple arrow points from the 'HAND IN' button to the text 'Step 9: Click hand in.' in the top left corner. Below the navigation bar, the main content area has a title 'Friday 29th January - English Lesson' and a subtitle 'Due today at 16:00'. Under the 'Instructions' section, it says: 'Please complete your Romulus and Remus comic strip. Use the lesson slides below to help you. When you have completed your learning, please upload a picture of your work and click turn in. Have a great day!'. The 'Reference materials' section lists three items: 'Friday 29th Lesson.pdf', 'Comic Strip Template.pub', and 'Comic Strip Template.pdf'. The 'My work' section shows a list of uploaded files, with '20210128_141241.jpg' highlighted by a red line. Below the list is a button labeled 'Add work'.

← Civitas - Year 5 HAND IN

Friday 29th January - English Lesson

Due today at 16:00

Instructions

Please complete your Romulus and Remus comic strip.

Use the lesson slides below to help you.

When you have completed your learning, please upload a picture of your work and click turn in.

Have a great day!

Reference materials

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

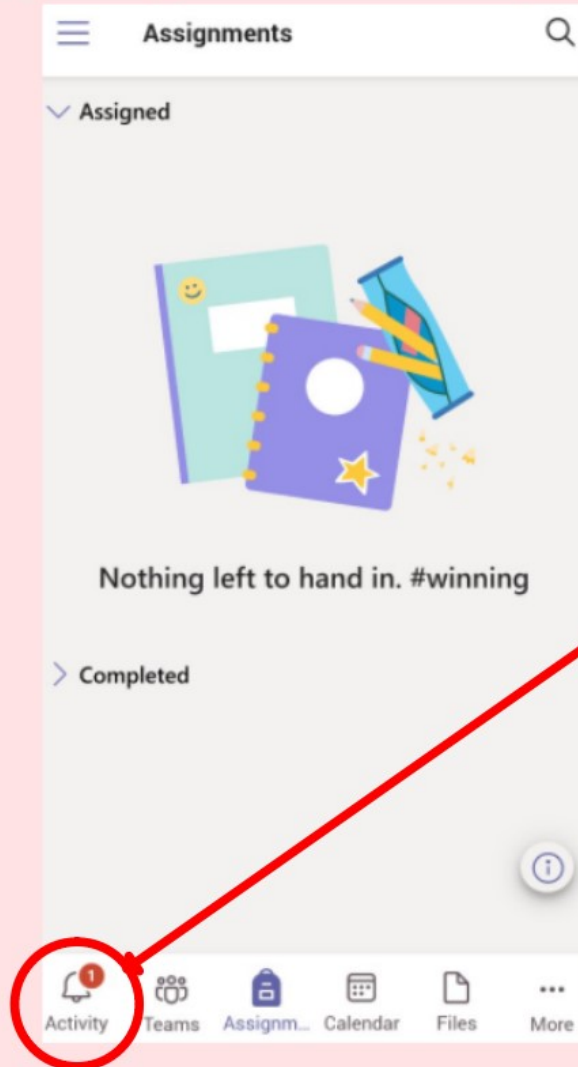
My work

- 20210128_141241.jpg

Add work

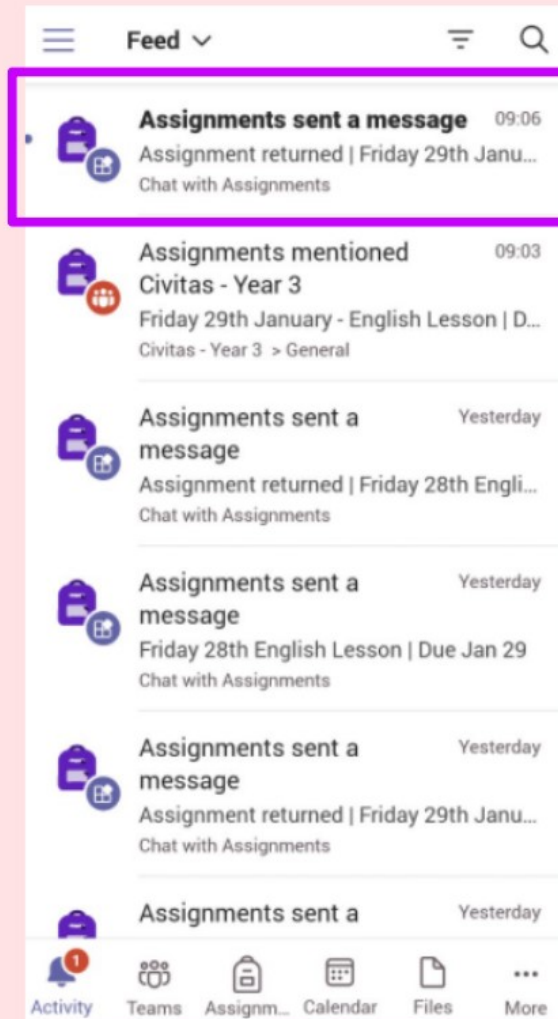
You can see your work uploaded here.

Step 10: Check back for feedback.

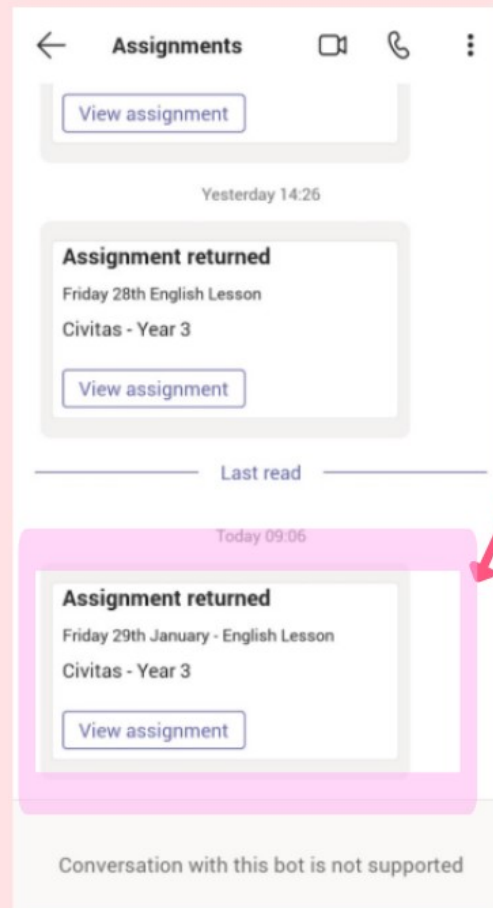


Look for the activity section to have a notification.

Step 11: Click on the new notification.



Step 12: Click on the assignment you submitted to see the feedback.



Step 13: Read your feedback.

