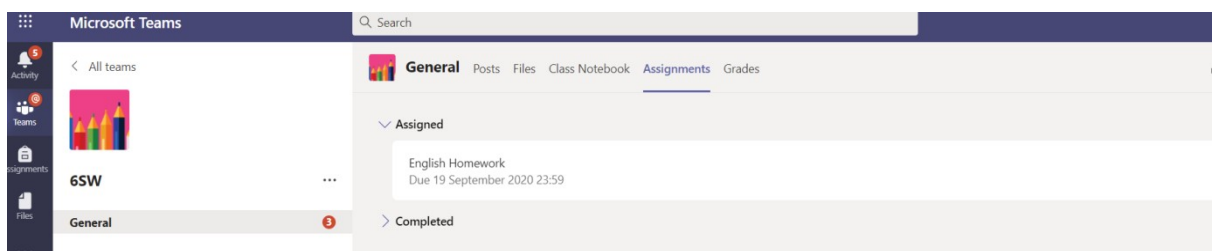


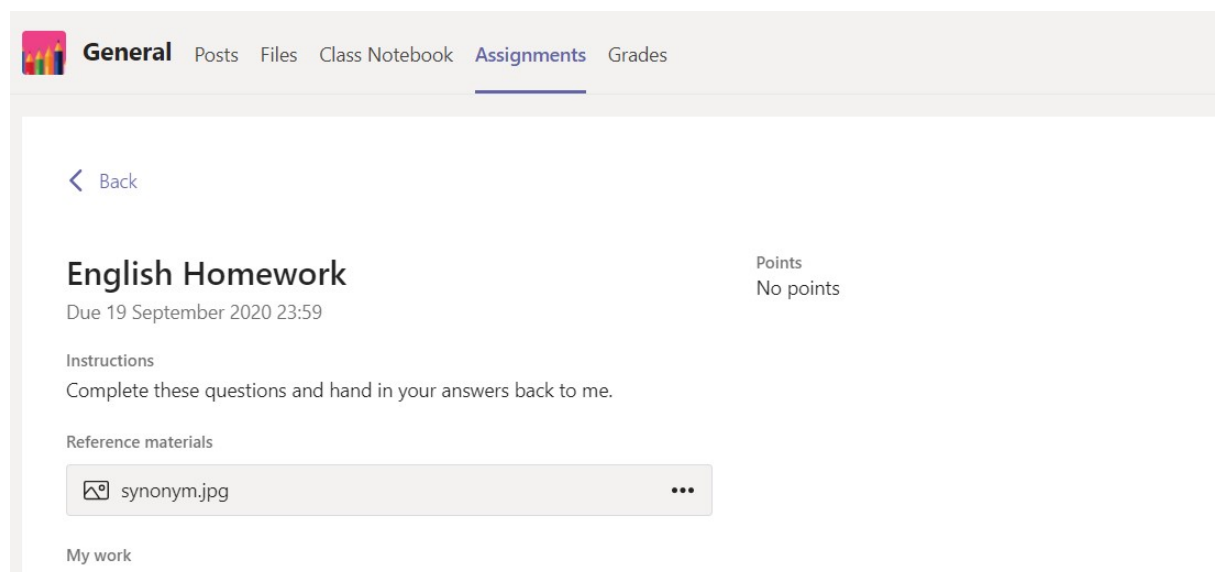
# CPS PUPIL SUPPORT SHEET

## COMPLETING A SIMPLE ASSIGNMENT AND HANDING IT IN TO YOUR TEACHER

- 1) Open and Login to MS Teams. Use the desktop version ideally but your assignments can be completed in the web browser and tablet versions of MS Teams.
- 2) Select the assignments Tab to view any existing assignments. Here you can see that there is a piece of English Homework due in on the 19<sup>th</sup> September. Assignments can also be seen in the posts area.

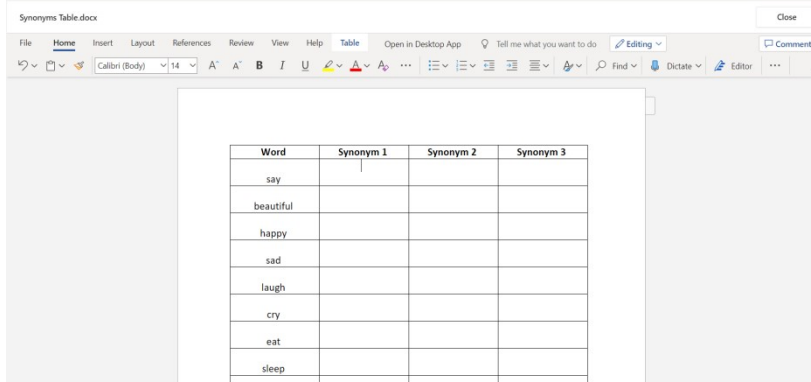


- 3) Click the Homework link to open it up and find out what you have to do. Here you can see that the teacher wants you to answer some questions. The teacher has provided a reference sheet to help you ( synonym.jpg) and a document for you to put your answers on. Sometimes you may be asked to upload your own file, or take a picture of your homework and upload that instead. The methods for doing this can vary slightly depending on your device and the teams platform that you are using e.g, ipad, laptop, android tablet or phone. You can use your Office 365 applications and your OneDrive area to help manage this process.



4. To complete the homework , click on the Homework Questions.docx

Your task can now be opened in Word ( this will depend on your device and which route into teams you have taken) and you will now see the task and be able to enter your answers. In the task below, there is already a table for you to enter your answers into.



Word	Synonym 1	Synonym 2	Synonym 3
say			
beautiful			
happy			
sad			
laugh			
cry			
eat			
sleep			

5. Once you have completed the task it will save automatically if you are Office 365. Press close and then press **Hand In**. You should see a funny animation to show that it has been successfully handed in. You can 'undo hand in' and hand in again if you wish to add further work or make changes.

6) You will get notification when your teacher has seen your work and it will be sent back to you.