CPS PUPIL SUPPORT SHEET

COMPLETING A PIECE OF HOMEWORK IN YOUR CLASS NOTEBOOK

1) Sign into MS Teams using your username and password.

Microsoft Teams More ways to be a team.	Microsoft ← @@@cottenham.cambs.sch.uk Enter password	
Sign up for free Sign in Take a Teams guided tour >	Forgotten my password	
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2) Enter your class team and select the assignment tab in the general channel. Here you can see any currently assigned homework.

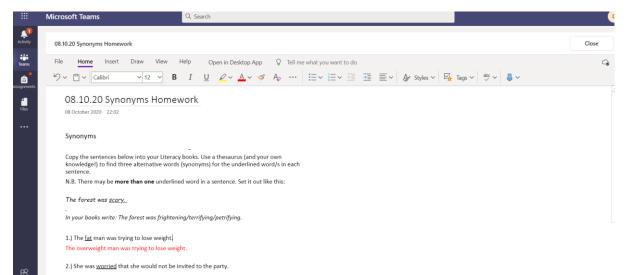
In this example I am going to select 08.10.20 Synonym Assignment

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Activity	< All teams	-	General Posts Files Class Notebook Assignments Grades	⊾" Õ
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isyments 4	6SW		Off-Site Learning w/b 28th September 2020 Due 5 October 2020 23:59	Past due
Files	General		08.10.20 Synonym Assignment Due 15 October 2020 2159	
			Homework: Getting Started With Homework in MS Teams Due 16 October 2020 23:59	
			Homework: Getting Started With Homework in MS Teams : Task 2 Due 20 October 2020 17:00	

3) Click on the assignment to see the work set as below. Open the link under the My Work heading. This will open your homework in your class notebook.

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Activity	< All teams	General Posts Files Class Notebook Assignments Grades	× ^۲ ک
Teams	65W	< Back	Hand in
files	General	08.10.20 Synonym Assignment Points Due 15 October 2020 23:59 No points	
		Instructions Complete this synonym worksheet in your class notebook and return to your teacher. My work ① 08.10.20 Synonyms Homework ② Add work	

4) Your homework sheet will open in your class notebook. This uses a built-in app called OneNote. Below you can see that I have started to complete the homework and add my own sentence in red. My work will autosave. When you have finished click on **CLOSE**.



5) When you are ready, click on HAND IN. This will send your homework to your teacher.

