CPS PUPIL SUPPORT SHEET
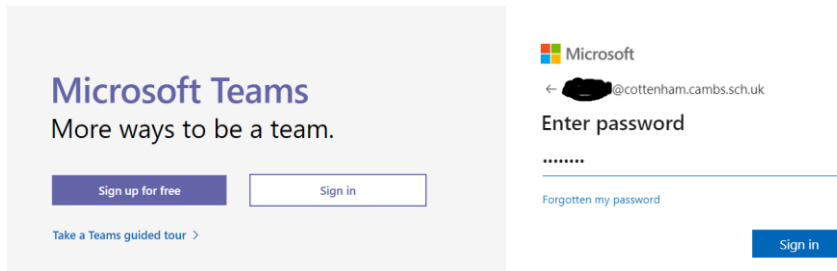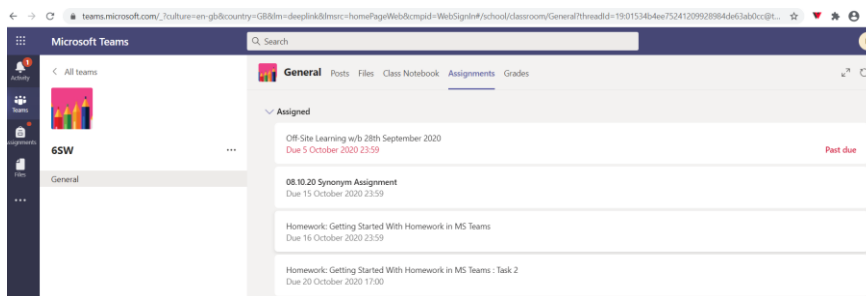
COMPLETING A PIECE OF HOMEWORK IN YOUR CLASS NOTEBOOK

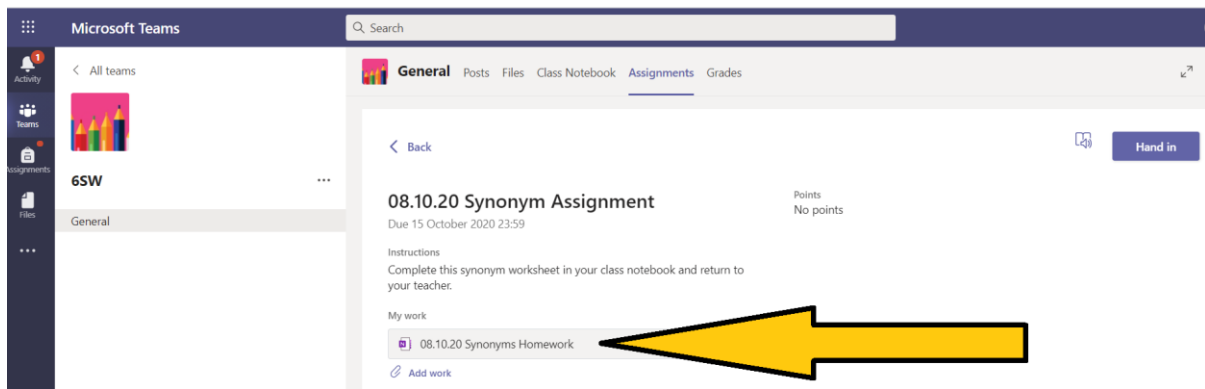1) Sign into MS Teams using your username and password.

2) Enter your class team and select the assignment tab in the general channel. Here you can see any currently assigned homework.
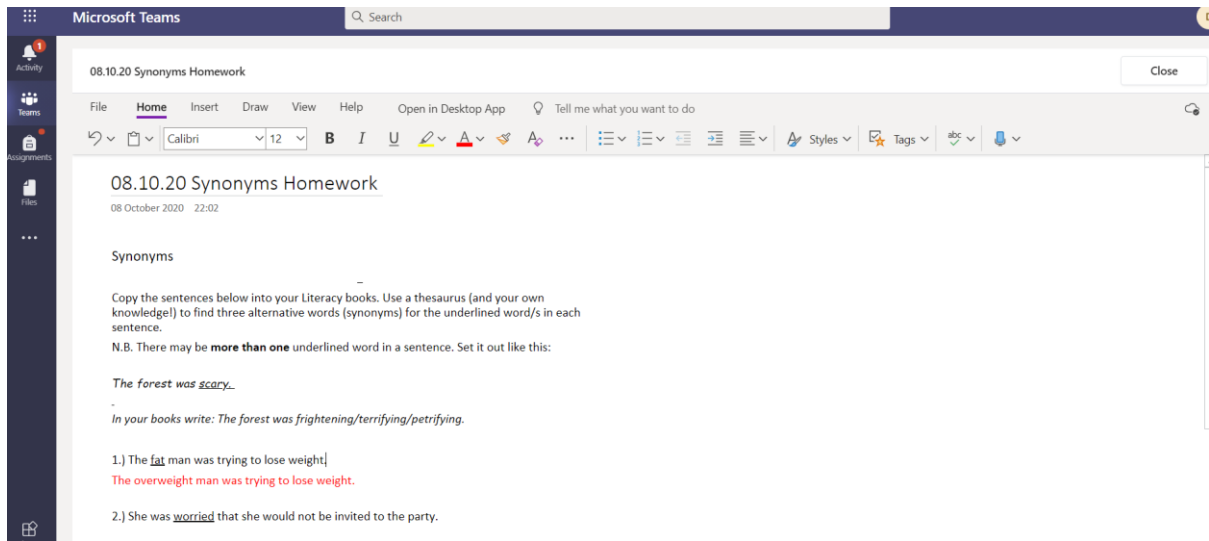
In this example I am going to select **08.10.20 Synonym Assignment**

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.

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.