



Parent and carer guide to using 'Assignments' in Microsoft Teams

Dear Parents / Carers...and children,

We will be switching from sending documents via Parentmail to providing documents via the 'Assignments' section of Microsoft Teams. Please note that EYFS work will still be set via Tapestry and Teams will only be used for the twice weekly drop in/lessons.

Time frames

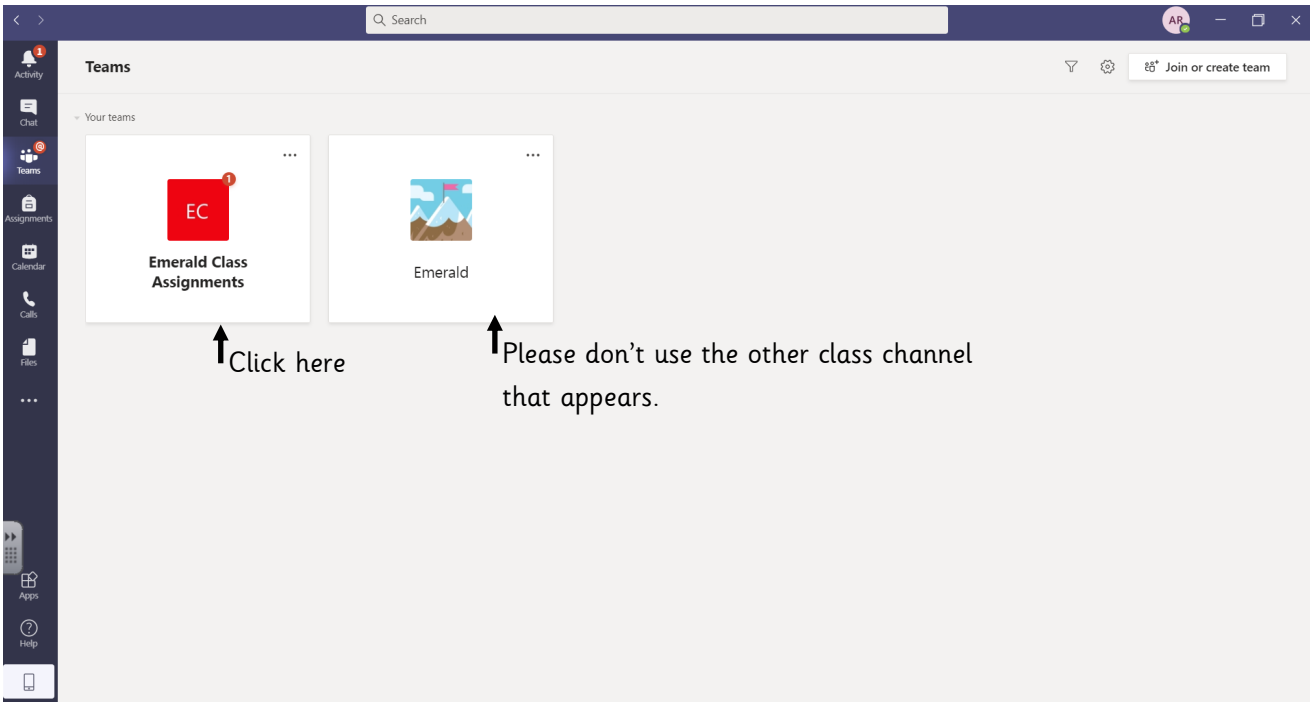
As soon as a teacher sets an assignment it is sent to the children. This is a Teams function that can't be changed. Sometimes, teachers might set the next day's work at the end of the 'school day'. We will try to include a date at the start of the file name to stop confusion. The deadlines for assignments will be set at least 2 days later to allow for flexibility. Ideally, work will be completed on the same day, but we know this isn't always the nature of lockdown home schooling.

Marking

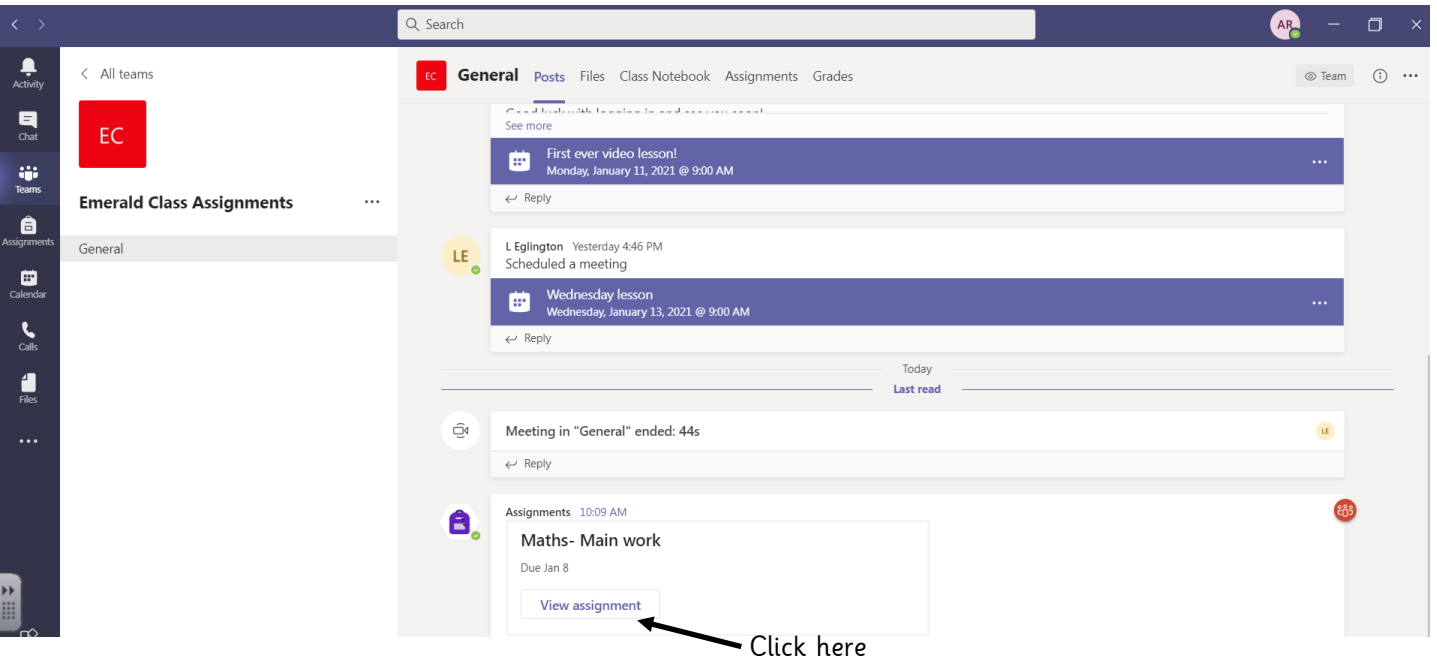
If an answer sheet or page is provided, the children can mark the work themselves. Further information about submitting assignments will come later in this document. Even if a child has marked the work themselves, submitting it will allow their teacher to respond.

Please use the following guide to learn how to access assignments.

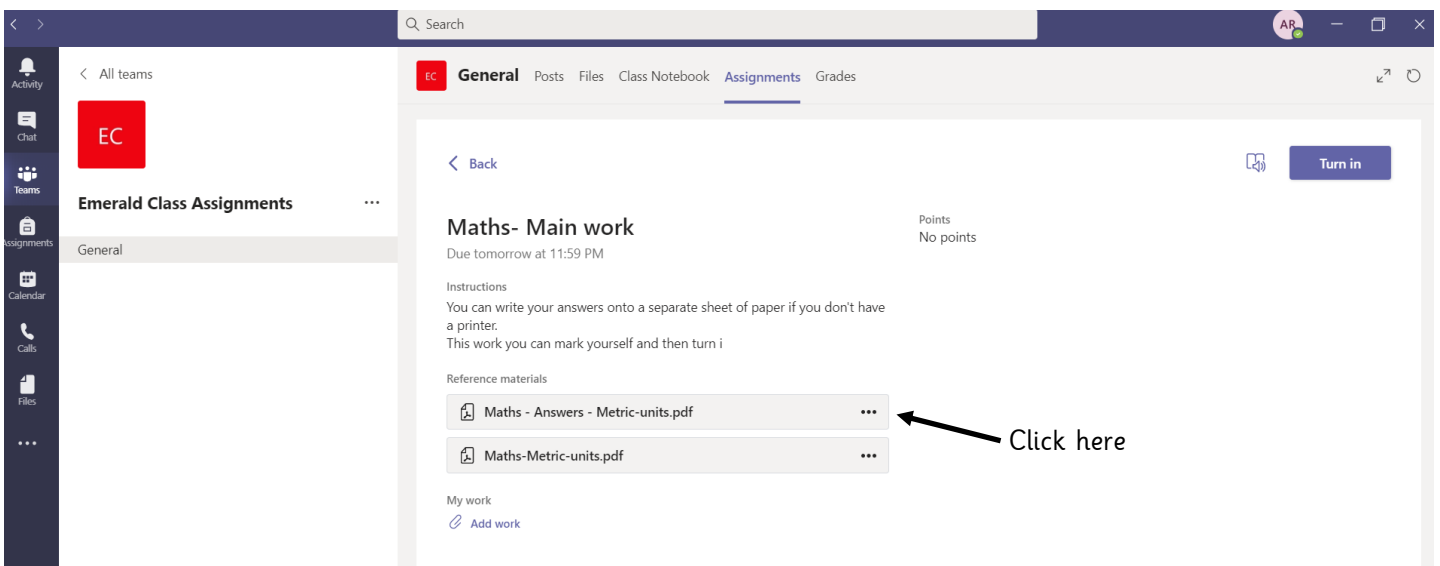
1) This is what your screen will look like as you log in. Click on the channel 'Emerald Class Assignments'. You can already see the little red circle showing a notification.



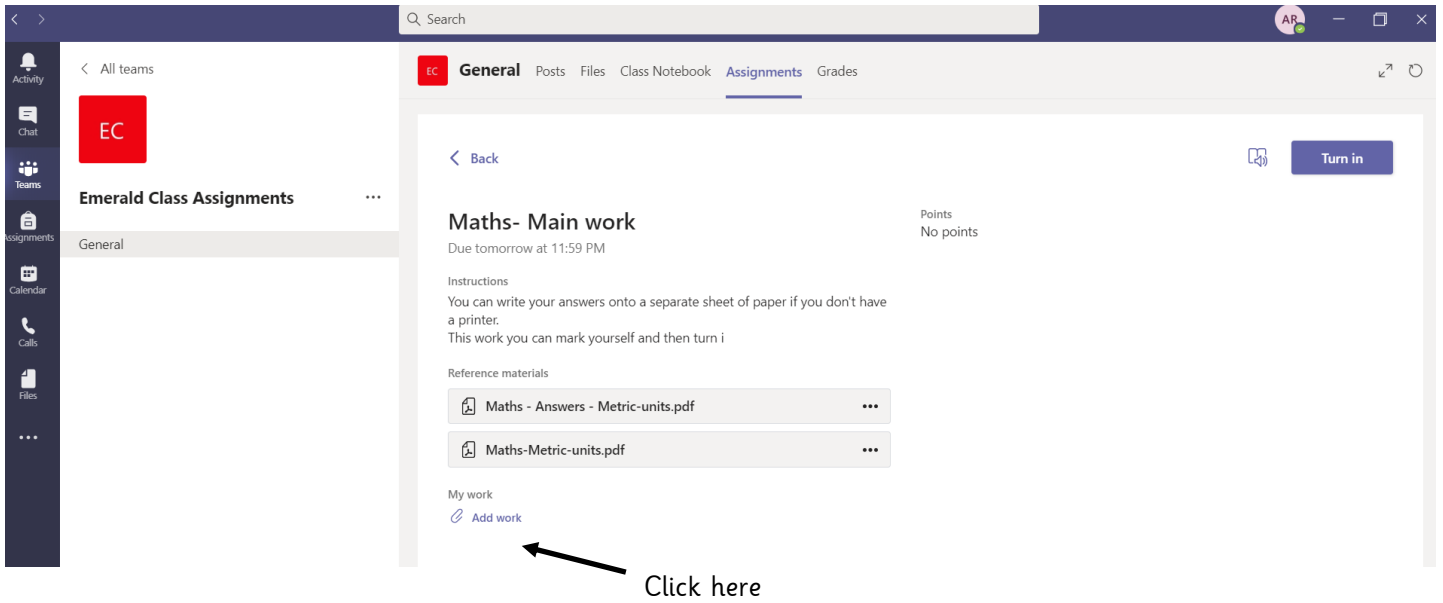
2) Your assignment is showing here. It will be in the assignments tab too.



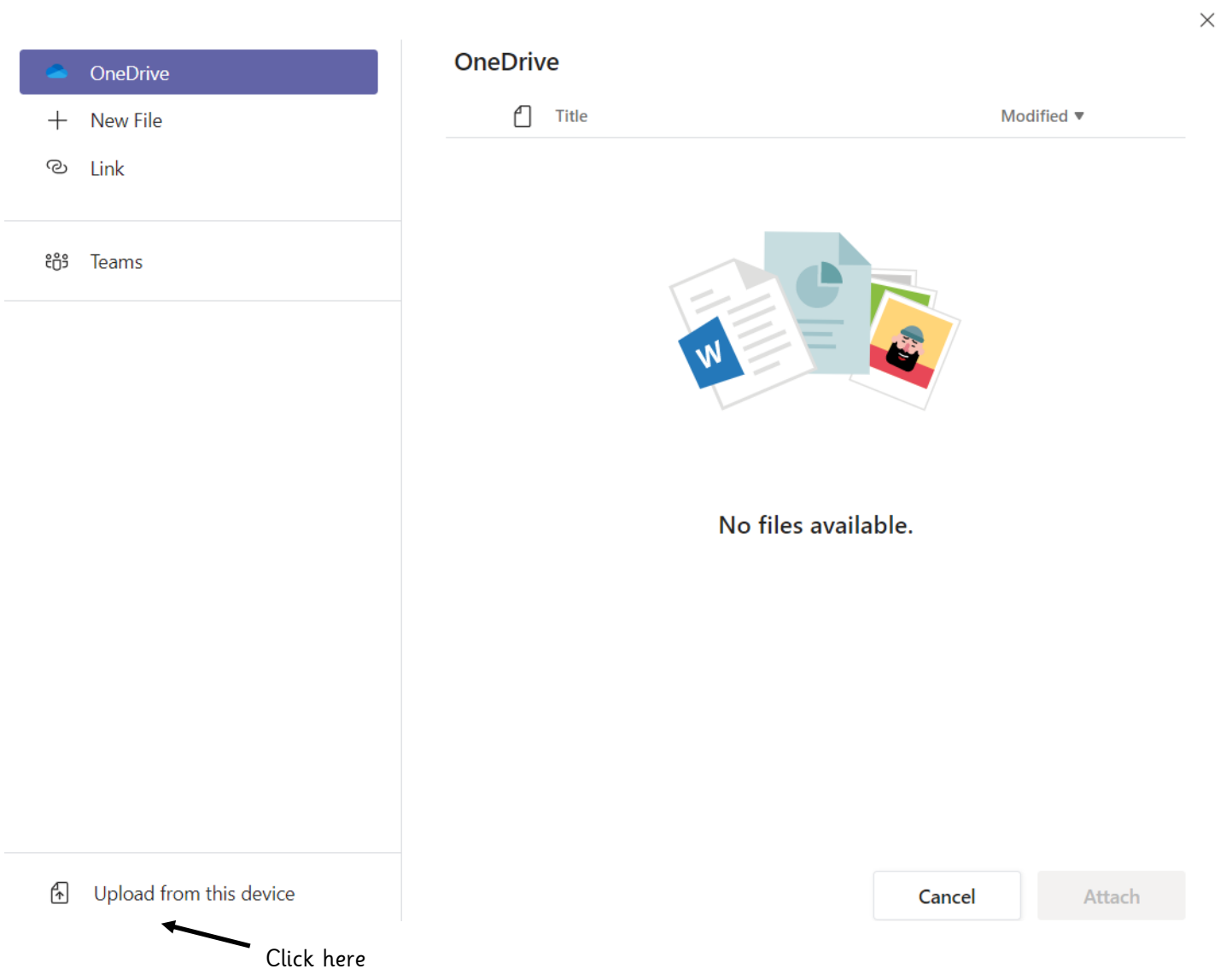
3) Read the instructions and open up your assignment.



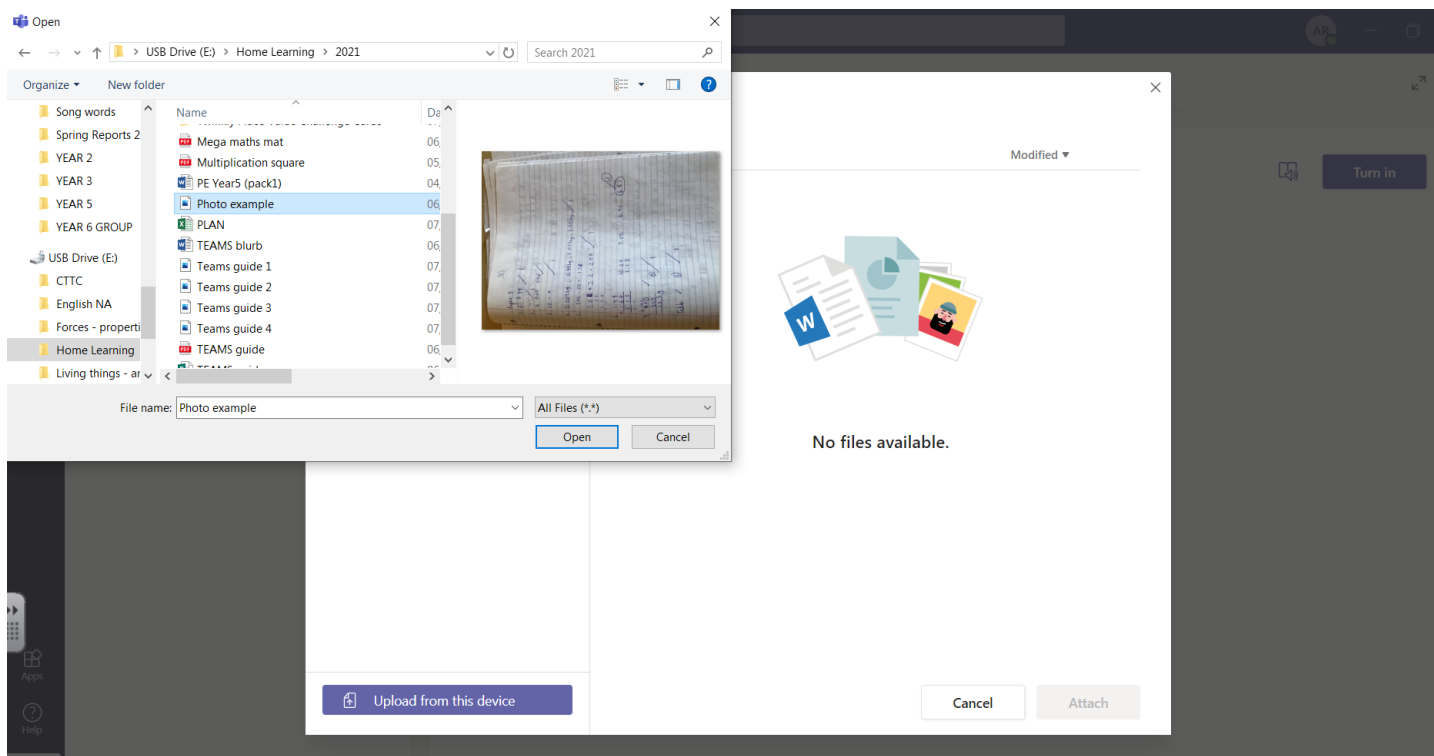
4) To submit your work click on 'Add work'. It may be a photograph of your work or a file.



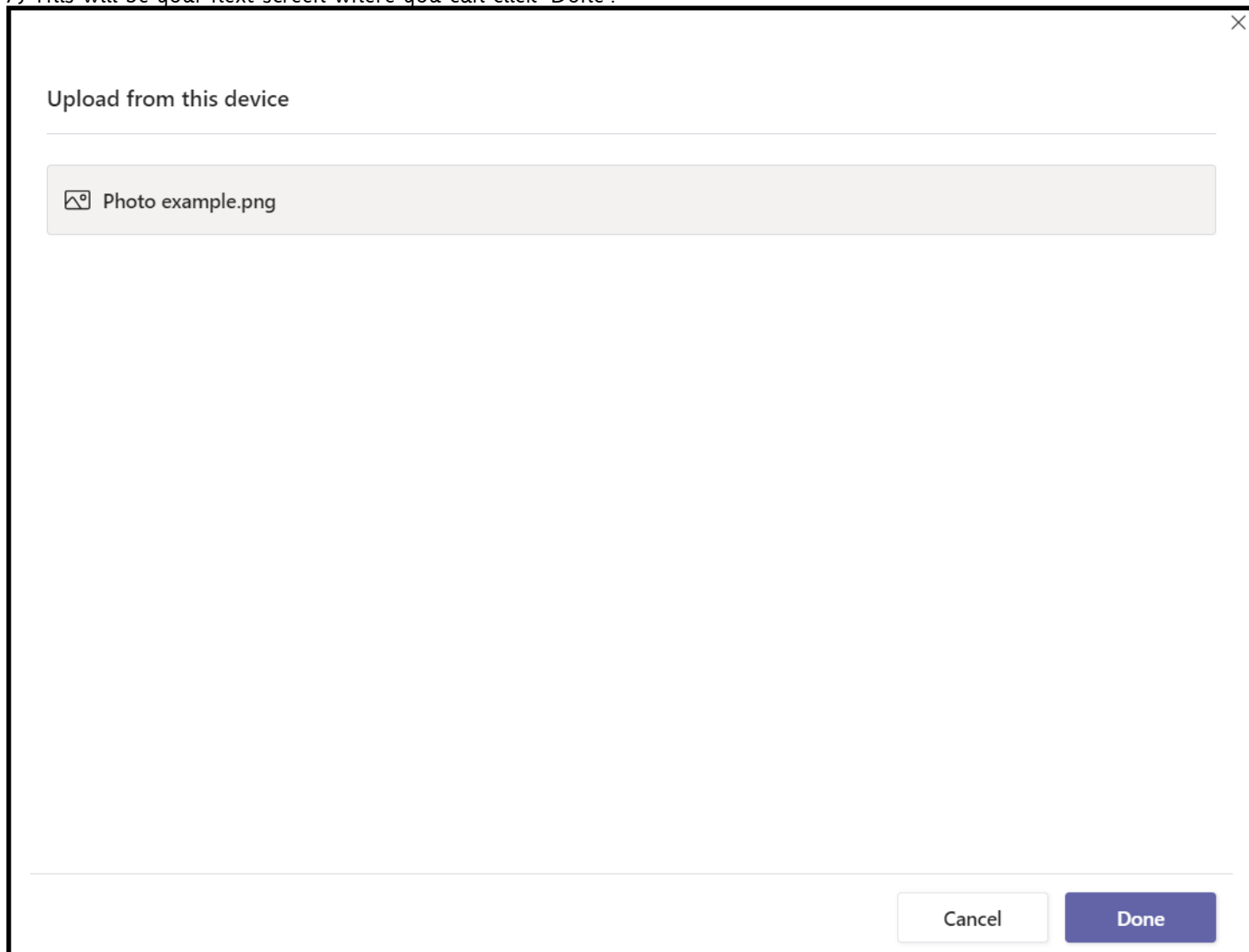
5) This will be your next screen.



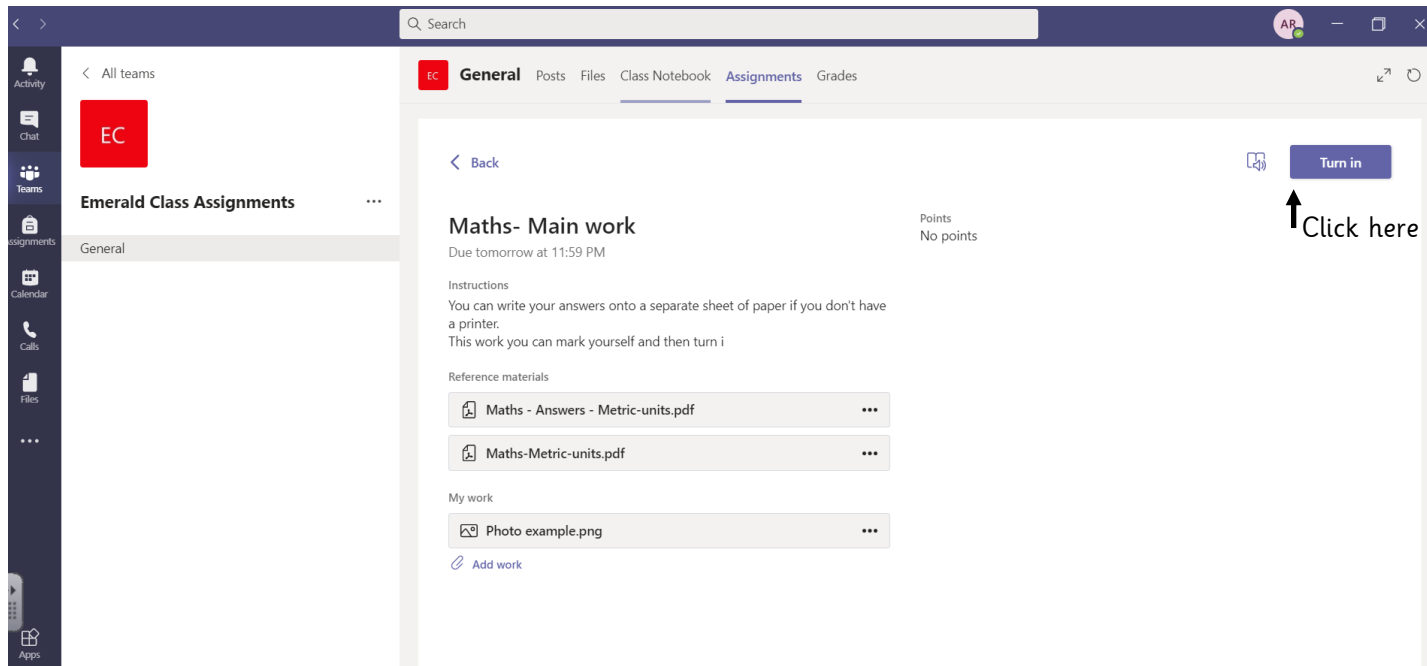
6) Select your work and then click 'Open'.



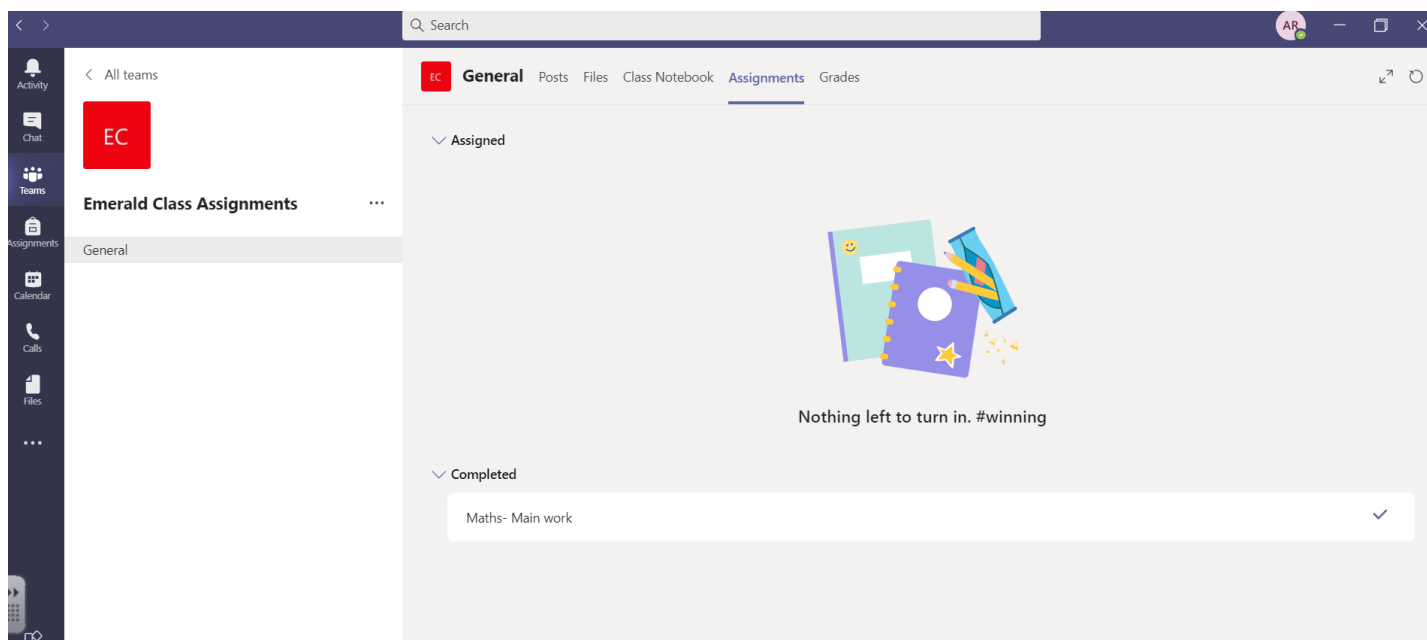
7) This will be your next screen where you can click 'Done'.



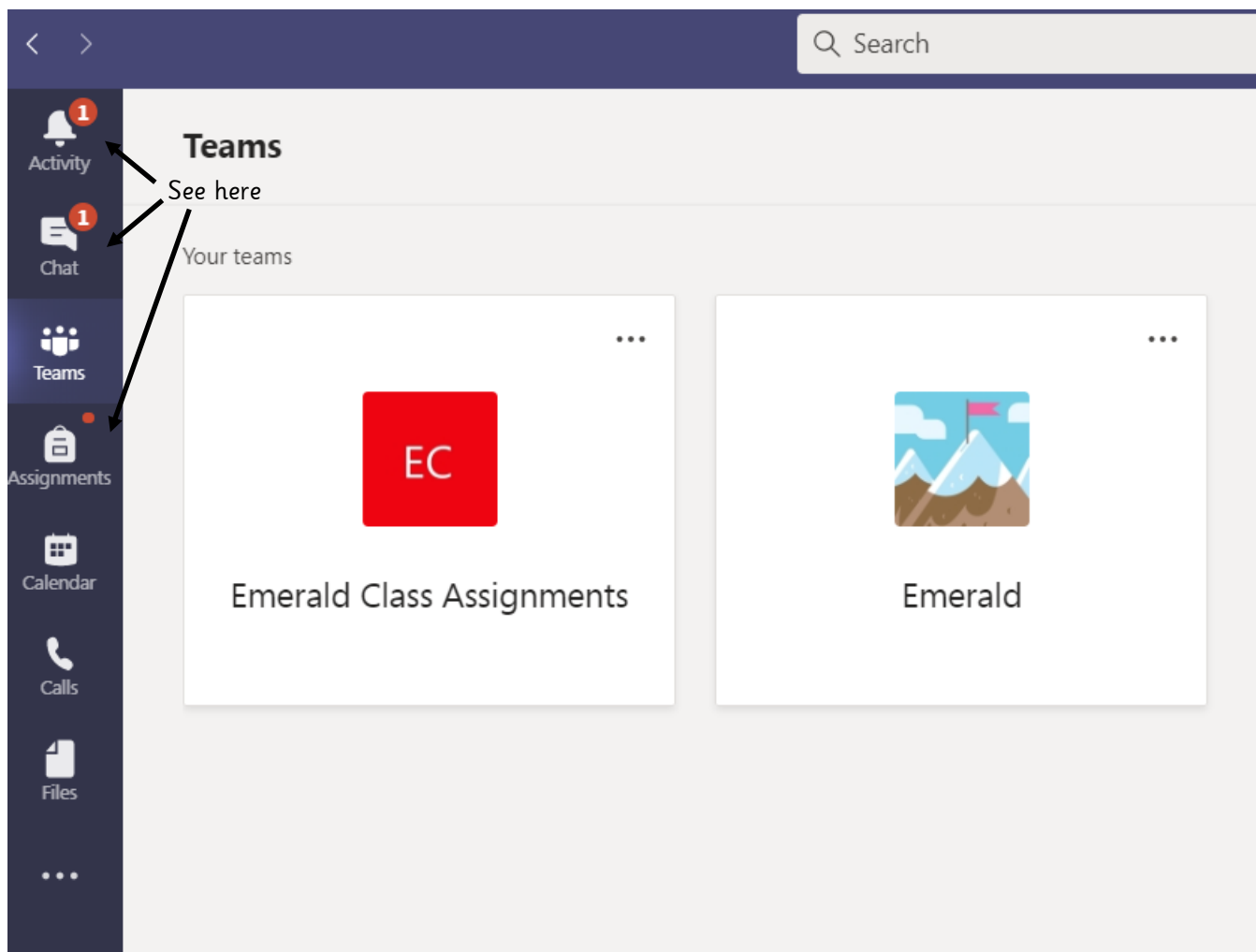
8) You can see that the work has been attached. It may be possible to attach more than one file or photo. Now click 'Turn in'.



9) Back in your channel, you can see under 'Assignments' that you have submitted and completed your work.



8) Once your teacher has commented on your work, you'll get a notification.



9) Here you can see your teacher's comment. The points system is unlikely to be used, so don't worry that it says 'No points'.

