

# What is Assignments?

- Assignments is a function within TEAMS to set students work.
- Teachers will use this to monitor your engagement with work and your progress. We expect **100%** engagement with work being set.
- Your child need to be looking at your assignments tab **EVERY** day to keep an eye on what work is set and when it is due back! All subjects are now using this as much as possible to set work and keep it all in one place.

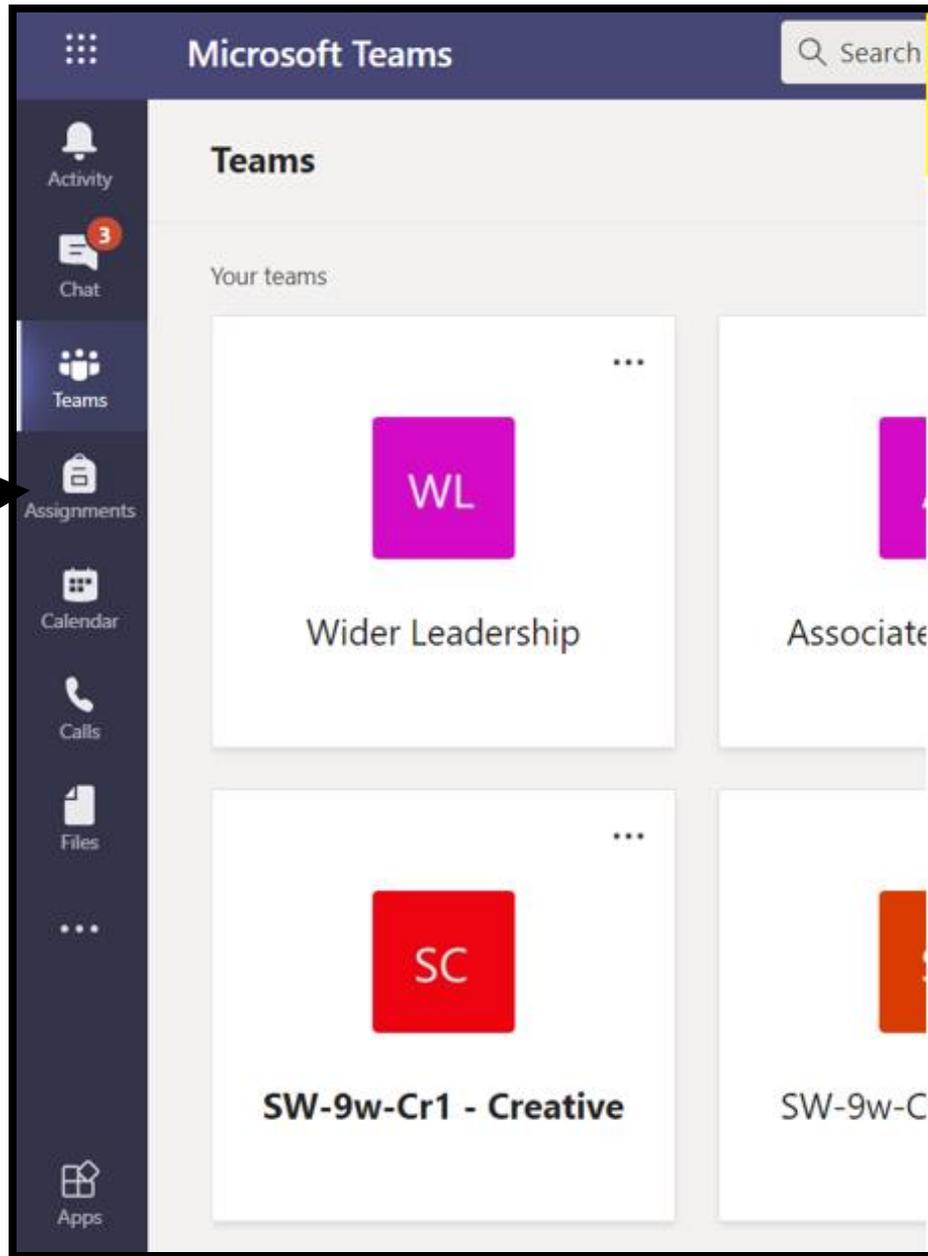
*Maths and Spanish will continue to use MyMaths and Dr frost and Active Learn whilst we are teaching remotely. Again please make sure you are checking work that has been set on here by your teachers.*

- Assignments can be accesses via a phone, tablet or PC/Laptop.

# How to use assignments on Teams

## Step 1 (laptop/PC)

Log into TEAMS as normal and click the 'Assignments' tab.



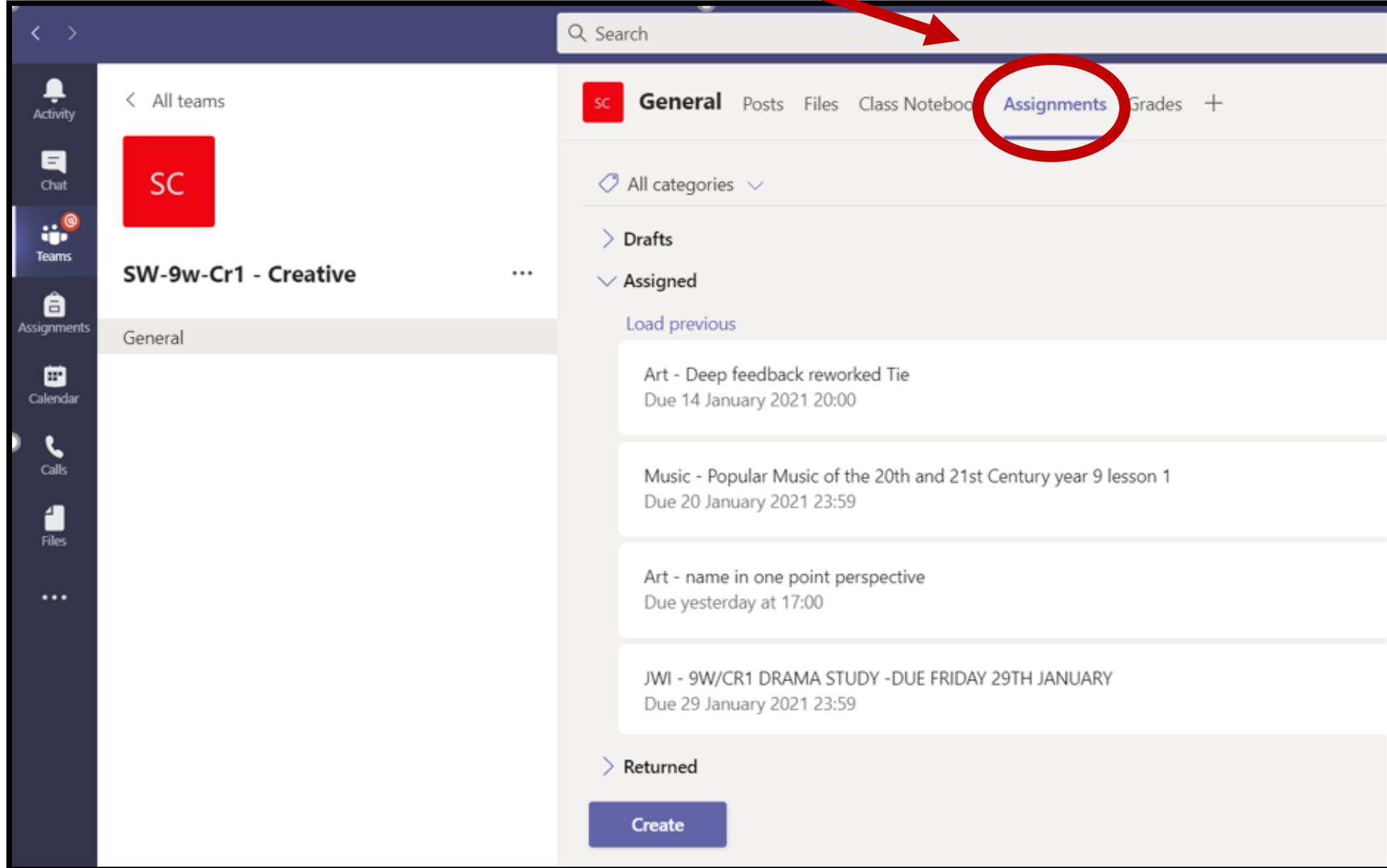
There will be a list of Assignments that have been set for you by their teachers. Example below.

**G** Geography - HRH - 2020/2021 - 7Z  
AMAZING PLACES PROJECT (ONGOING)  
Due 8 December 2020 12:00

**A** Art KWC 2020-21 7Z  
Food Wrapper Shaded Drawing.  
Due 7 January 2021 09:00

> Completed

Your child can also access their assignments directly from the class TEAM.



The screenshot displays the Microsoft Teams interface for a class team. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area shows the 'All teams' list with a team named 'SW-9w-Cr1 - Creative'. The 'General' channel is selected, and the 'Assignments' tab is highlighted with a red circle. A red arrow points from the text above to the 'Assignments' tab. The 'Assigned' section lists several assignments with their due dates and times.

Search

All teams

SC

SW-9w-Cr1 - Creative

General

General

Posts Files Class Notebooks **Assignments** Grades +

All categories

Drafts

Assigned

Load previous

Art - Deep feedback reworked Tie  
Due 14 January 2021 20:00

Music - Popular Music of the 20th and 21st Century year 9 lesson 1  
Due 20 January 2021 23:59

Art - name in one point perspective  
Due yesterday at 17:00

JWI - 9W/CR1 DRAMA STUDY -DUE FRIDAY 29TH JANUARY  
Due 29 January 2021 23:59

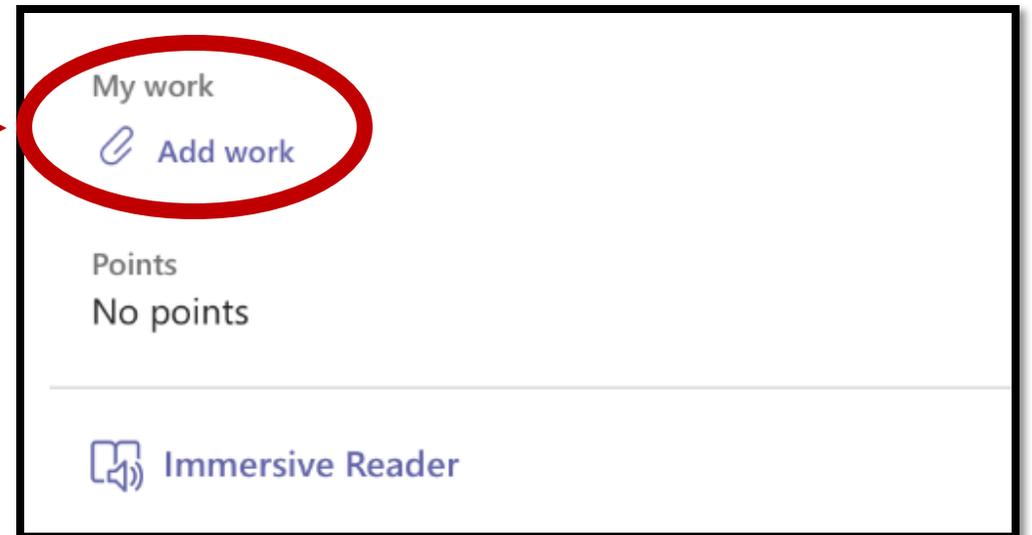
Returned

Create

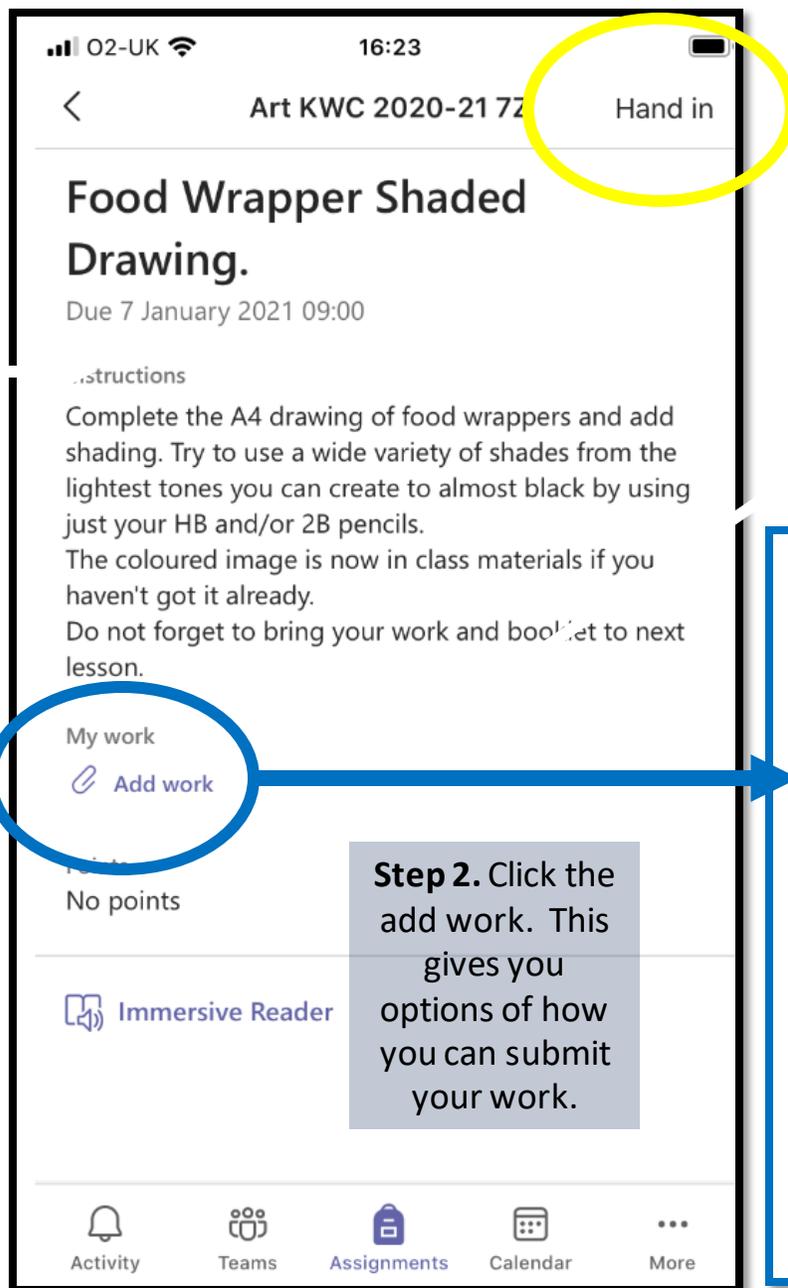
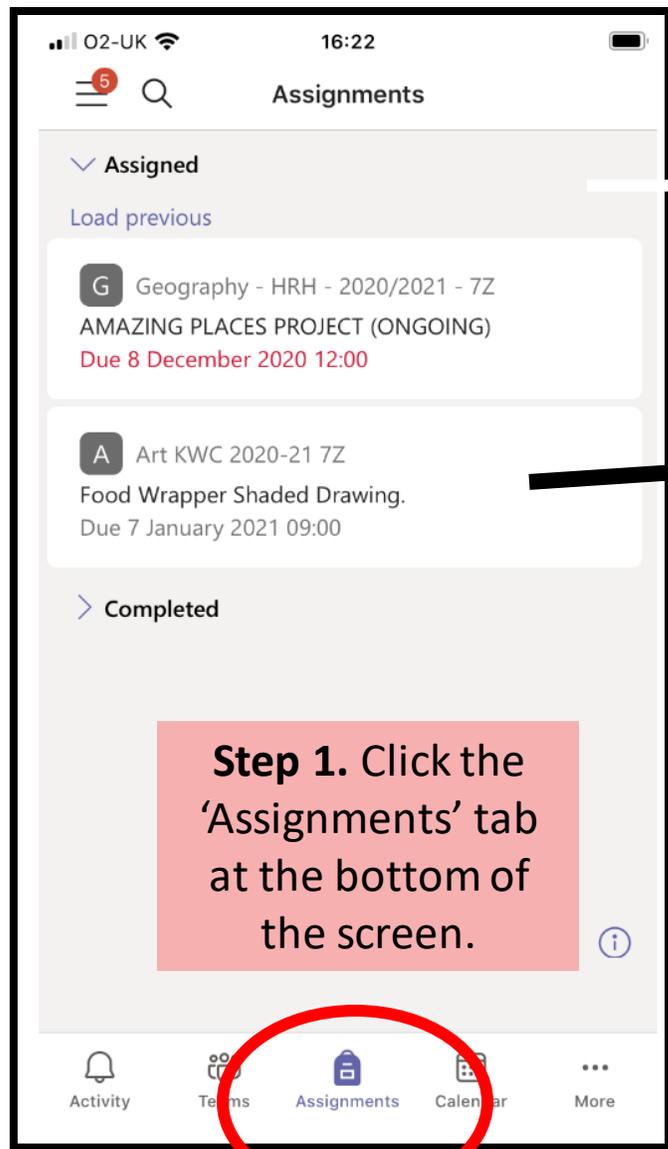
## You can send work back to teachers in many ways, examples are:

1. Write work on paper and take a photo of it.
2. Print the worksheet if able, write on it and either take a photo or using an app scan it and attach it on the assignment to send back to their teacher.
3. Take a photo of work eg. artwork and attach and send back.
4. Complete work in 'word' or another programme, save it and attach it back when you are handing in your assignment.

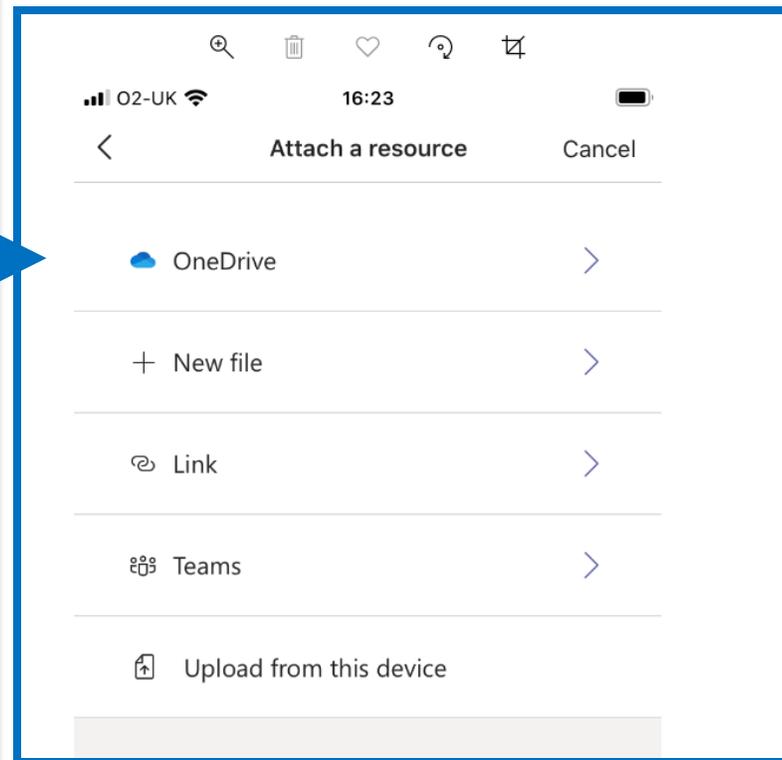
Always remember to click the paper clip to 'add your work' to the assignment before clicking the hand in button!



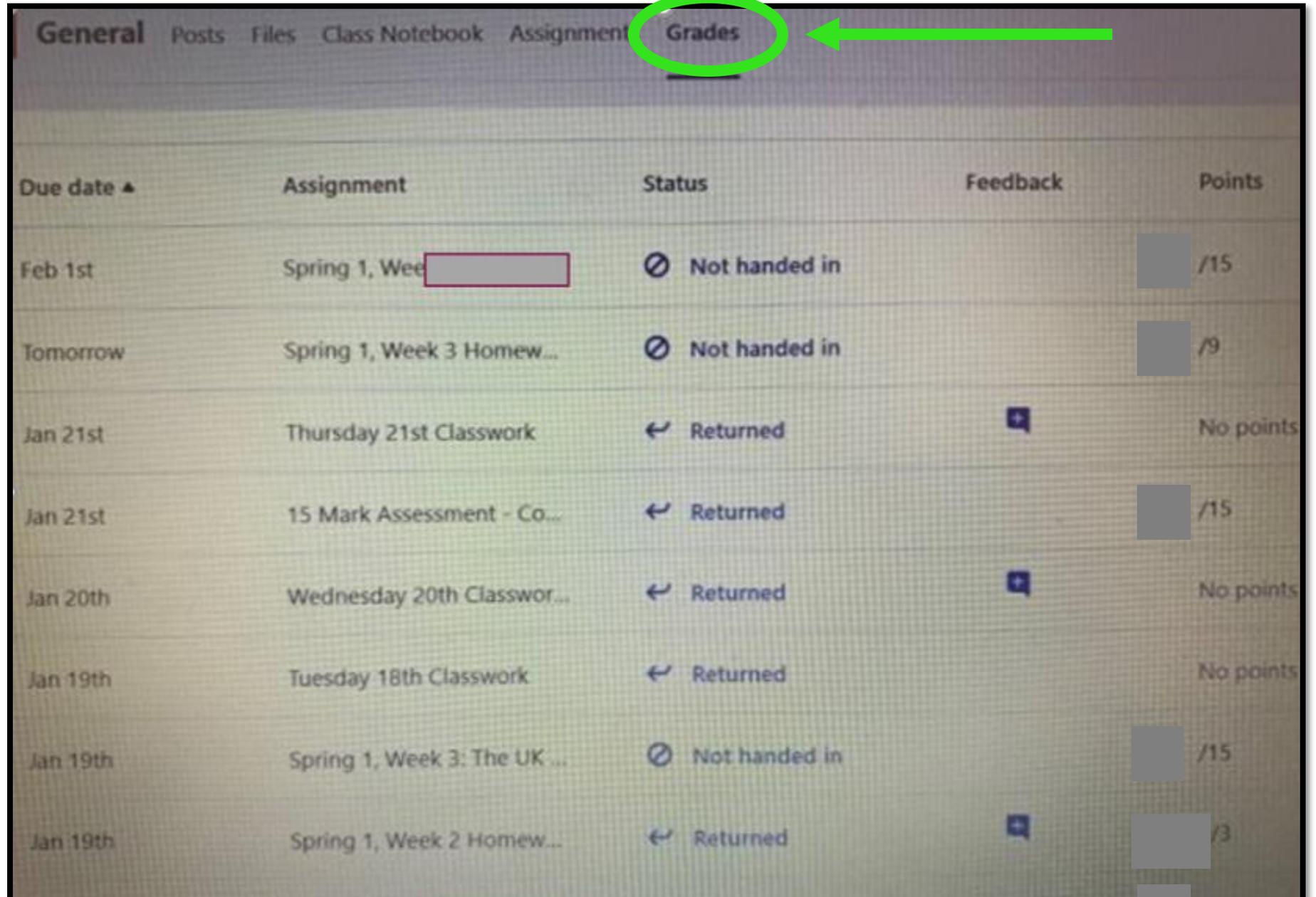
**How to upload your work using the mobile app and the Assignments function.**



**Step 3.**  
Once you have uploaded your photo, click Hand in. See yellow circle left.



How can you track your marks yourself? – answer in your class TEAM in the grades tab.



The screenshot shows a navigation bar at the top with the following tabs: General, Posts, Files, Class Notebook, Assignment, and Grades. The 'Grades' tab is circled in red, and a red arrow points to it from the right. Below the navigation bar is a table with the following columns: Due date ▲, Assignment, Status, Feedback, and Points.

Due date ▲	Assignment	Status	Feedback	Points
Feb 1st	Spring 1, Wee [redacted]	⊘ Not handed in		[redacted] /15
Tomorrow	Spring 1, Week 3 Homew...	⊘ Not handed in		[redacted] /9
Jan 21st	Thursday 21st Classwork	← Returned	📌	No points
Jan 21st	15 Mark Assessment - Co...	← Returned		[redacted] /15
Jan 20th	Wednesday 20th Classwor...	← Returned	📌	No points
Jan 19th	Tuesday 18th Classwork	← Returned		No points
Jan 19th	Spring 1, Week 3: The UK ...	⊘ Not handed in		[redacted] /15
Jan 19th	Spring 1, Week 2 Homew...	← Returned	📌	[redacted] /3

## What will marks look like from teachers in Assignments moving forward?

Feedback to years 7 – 9 will use a numerical key:

3 = work submitted meets all the criteria as set by the teacher,

2 = work submitted meets most of the criteria,

1 = work submitted only meets some of the criteria.

No mark – work was not submitted.

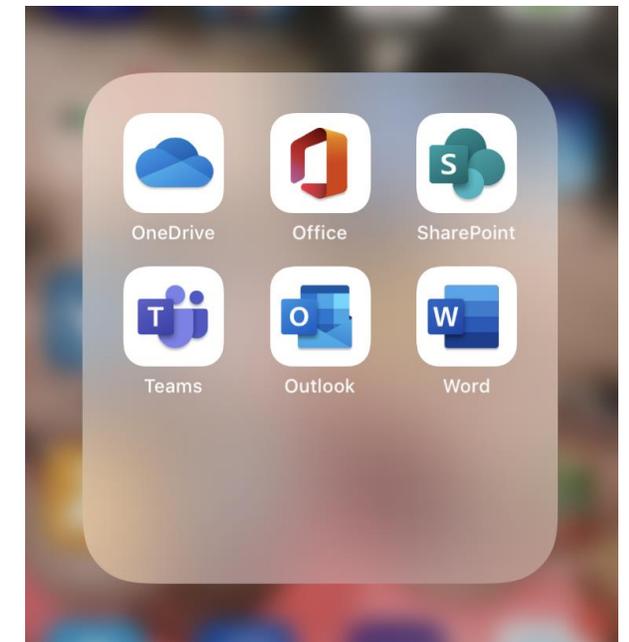
**Year 10** – as above **plus** staff may also choose when setting exam questions to increase the value of an Assignment to match GCSE criteria for their course eg. out of 10 if a 10 mark question was set.

As **Year 11** are already proficient in several ways of submitting and receiving work with their teachers, staff will continue to use these for the remainder of the academic year.

If they receive a '1' for feedback, teachers they will also support this with a comment in the assignment on its return. Look at the 'grades' tab in your class TEAMS for this feedback.

# How to navigate office 365.

- Your child has FULL access to the suite office 365 on the web.
- On a laptop/PC click the **waffle** button (top left corner) 
- On a phone you need to download the various apps individually or the Office 365 app. 



**Go to website.**

Then sign in with school email address and password.

Good afternoon

Recommended

You edited this  
Mon at 23:47



Assignments staff 26th January 2021  
fairfaxmat.sharepoint.com

You edited this  
Mon at 23:47



Assignments staff 26th January 2021  
fairfaxmat-my.sharepoint...

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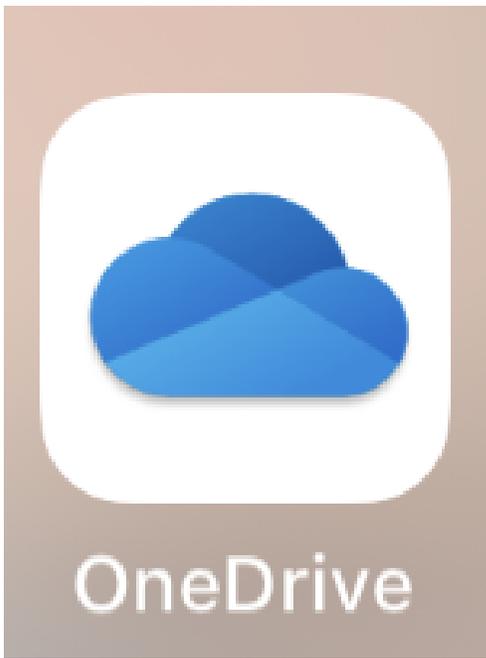
Recent Pinned Shared with me Discover

Upload and open...



No pinned Office documents

From the Recent tab, pin a document and we'll put it here.



This is your child's personal storage area.

They can save all their work to here and then if they need to **send it** to teachers in an **assignment** all they need to do is click the 'add work' paperclip in the assignment to attach it.

