








- + • **HOW TO UPLOAD WORK IN MS TEAMS ASSIGNMENTS**

For Stage 3


 **General** Posts **Files** Class Notebook Assignments Grades


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General

Modified ↓ ▾	Name ▾	Modified By ▾
	Class Materials 	Henman, Kelly
	April 2 Uploads to Teams	Platt, Courtney
	March 25 Mathematics	Henman, Kelly

For all "Lessons", access all videos, Word docs or PowerPoints that have been created by teachers in the "Files" section.

 **General** Posts **Files** Class Notebook Assignments Grades

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	CAPA 	April 2	Henman, Kelly
	English 	April 2	Henman, Kelly
	HSIE 	April 2	Henman, Kelly
	Library 	April 2	Henman, Kelly
	Mathematics 	April 2	Henman, Kelly
	Miss Hennessy's Things 	April 7	Platt, Courtney
	Mr Bartlett's Things 	April 7	Platt, Courtney
	Mrs Richardson's things 	April 7	Platt, Courtney
	Online Learning 	April 2	Henman, Kelly

Click on "Class Materials" and it will open up to all of the subjects.



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Upcoming


Assigned (14)

T2 Wk1 Maths Task Elapsed Time (5.2)  Maths
Due April 29, 2020 11:59 PM


3 points

T2 Wk1 Maths Elapsed time in daily life (5.3)
Due April 30, 2020 11:59 PM

3 points

T2 Wk1 - English - Task - Get Sorted - Persuasive Writing Task  English
Due May 1, 2020 3:00 PM

100 points

T2 Wk1 - Religion - Yr5 - Task - Human Dignity  Religion - Year 5
Due May 1, 2020 3:00 PM

100 points

To complete all "Tasks" and "Assessments," click on the "Assignments" tab in Teams.

All "Tasks" and "Assessments" listed under "Assigned" are to be completed and turned in to the teacher.

Click on the activity you would like to complete.



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Turn in

Term 1 - Religion - Year 5 - W11 - Task Religion - Year 5

Due May 1, 2020 11:59 PM

Instructions

Watch the video in Teams > Files > Class Materials > Religion > Year 5 > T1W11 - Lesson - Holy Week in 3 Minutes.

Then answer the questions in this document to help you remember the main points. Remember to open the Word document by clicking on the three dots below, next to the name of the document. Click on Word app (not download). You can type in it and it will automatically save to your Assignment tab. When you are finished, close the Word doc and in the Assignment, click on the purple box in the top right corner that says "Turn In."

My work



Religion - Year 5 - T1W11 - Task.docx



Once you have opened the activity, it will have instructions for what you need to do to complete the activity.

Religion - Year 5 - T1W11 - Task

Due May 1, 2020 11:59 PM

Instructions

Watch the video in Teams > Files > Class Materials > Religion > Year 5 > T1W11 - Lesson - Holy Week in 3 Minutes.

Then answer the questions in this document to help you remember to open the Word document by clicking on the three dots below, document. Click on Word app (not download). You can type in it a your Assignment tab. When you are finished, close the Word doc the purple box in the top right corner that says "Turn In."

My work

Religion - Year 5 - T1W11 - Task.docx

+ Add work

- Open in Teams
- Open in Word
- Open in Word Online
- Download

To access the assignment, click the ellipses dots. It will give you the options as seen here. We recommend 'Download'

Your computer may prompt you as to where you would like to save it. If it doesn't prompt you, it is mostly likely automatically saved in your Downloads folder. Open up your Downloads folder (or wherever you saved it) and complete the document on your computer. You will need to rename it so that the name is slightly different than the original file name. In Word, click on File, Save As, then add your name or "- done" to the end of the file name.

Religion - Year 5 - T1W11 - Task

Due May 1, 2020 11:59 PM

Instructions

Watch the video in Teams > Files > Class Materials > Religion > Year 5 > T1W11 - Lesson - Holy Week in 3 Minutes.

Then answer the questions in this document to help you remember to open the Word document by clicking on the three dots below, document. Click on Word app (not download). You can type in it a your Assignment tab. When you are finished, close the Word doc, the purple box in the top right corner that says "Turn In."

- Open in Teams
- Open in Word
- Open in Word Online
- Download

My work

Religion - Year 5 - T1W11 - Task.docx

+ Add work

When you have completed your task or assessment, go back into the "Assignments" tab and open the one you would like to turn in.

Click on +Add work.

OneDrive

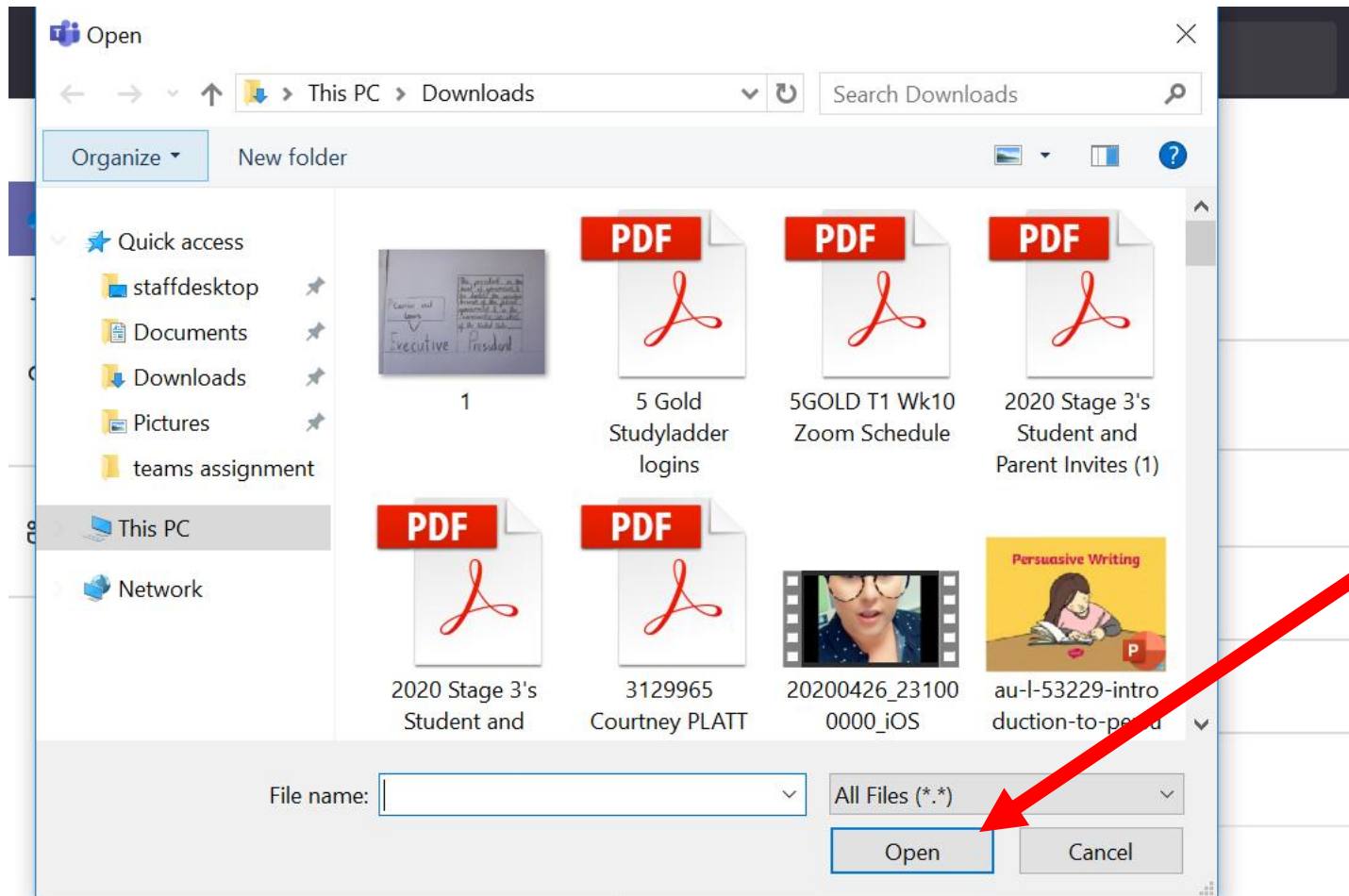
✓ Name Modified

✓	Name	Modified
	2020	Mar 23, 2020
	Attachments	Mar 5, 2018
	Presentation.pptx	Feb 6, 2020
	Presentation1.pptx	Apr 2, 2020
	Presentation7.pptx	Mar 23, 2020

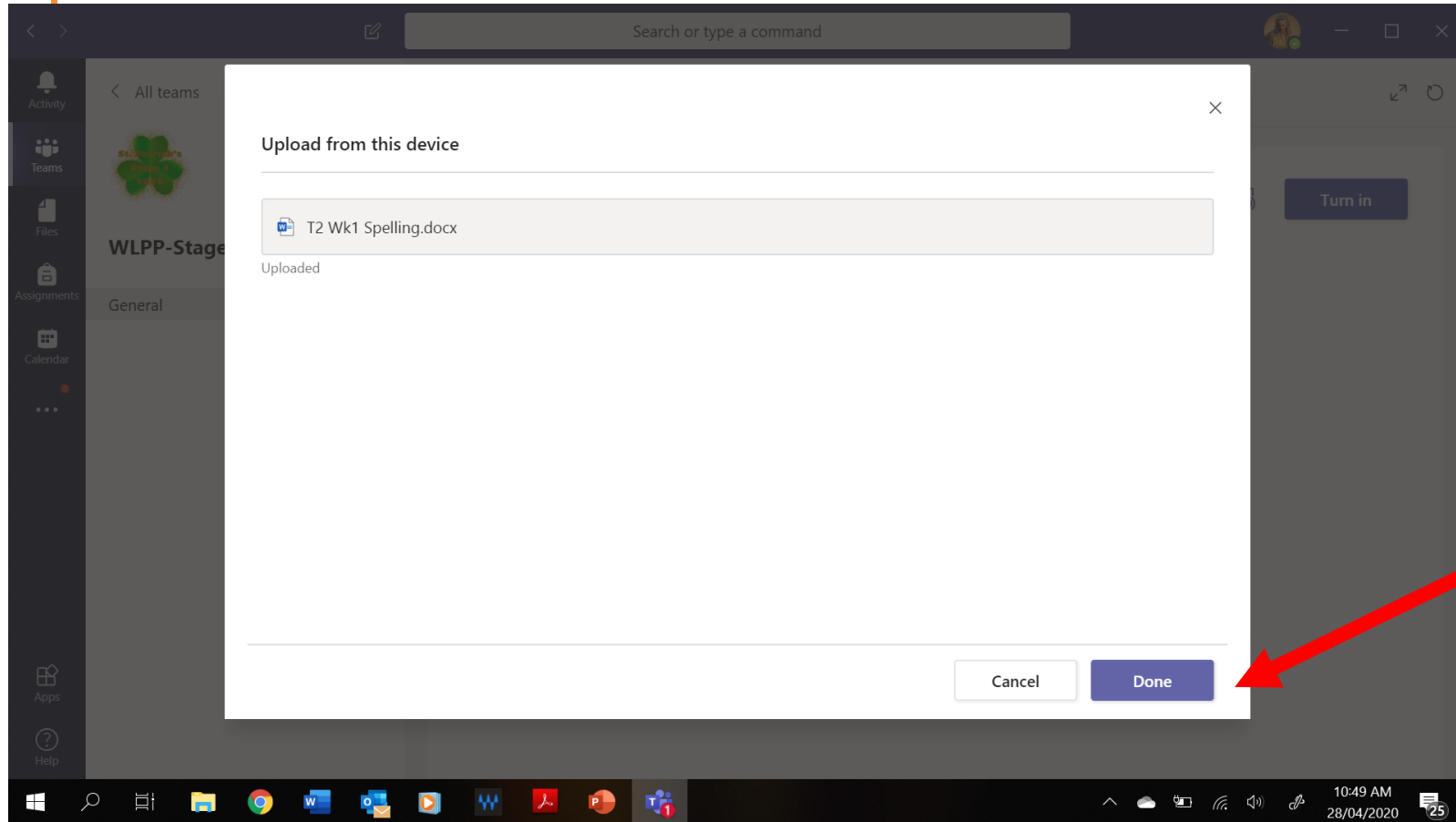
Upload from this device

Cancel Attach

Click "Upload from this device" to access your files on your computer.



Select the document or file you would like to upload and click "Open."



The file will begin to upload to Assignments. When it has finished, you can click "Done."

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Teams, Files, Assignments, Calendar, Apps, and Help. The main area displays a team named 'General' with tabs for Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is active, showing an assignment titled 'T2 Wk1 Spelling' in English, due today at 11:59 PM. The assignment instructions state: 'Watch the videos and complete the activities in the document. Make sure you upload it back here when you are finished.' Under the 'My work' section, two files are listed: 'T2 Wk1 Spelling.docx' and 'T2 Wk1 Spelling - done.docx'. A 'Turn in' button is located in the top right corner of the assignment card. The Windows taskbar at the bottom shows the time as 10:51 AM on 28/04/2020.

You should then see the original file and your new file you have just uploaded underneath.

Click 'Turn in' so that we can mark your work and give you feedback.



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Undo turn in

Turned in Mon Apr 27, 2020 at 2:47 PM ✓

Term 1 - Religion - Year 5 - W11 - Task 📁 Religion - Year 5

Due May 1, 2020 11:59 PM

Instructions

Watch the video in Teams > Files > Class Materials > Religion > Year 5 > T1W11 - Lesson - Holy Week in 3 Minutes.

Then answer the questions in this document to help you remember the main points. Remember to open the Word document by clicking on the three dots below, next to the name of the document. Click on Word app (not download). You can type in it and it will automatically save to your Assignment tab. When you are finished, close the Word doc and in the Assignment, click on the purple box in the top right corner that says "Turn In."


If you realise you have made a mistake or you want to add more to your work, you can "Undo turn in" and make changes before turning it back in for marking.


T2 Wk1-2 PE Sprint and Jump Logbook

Due May 6, 2020 9:00 PM

✓ Completed (3)

T2 Wk1 - Maths - Task (5.1)  Maths

HSIE Lesson 1 - Human Migration  HSIE

T2 Wk1 Spelling  English

At the bottom of the "Assignments" tab, you will find a "Completed" section. This is where you will find your work that has been submitted to the teachers.

If your work isn't here, you haven't "turned in" your work and the teacher can't see it.