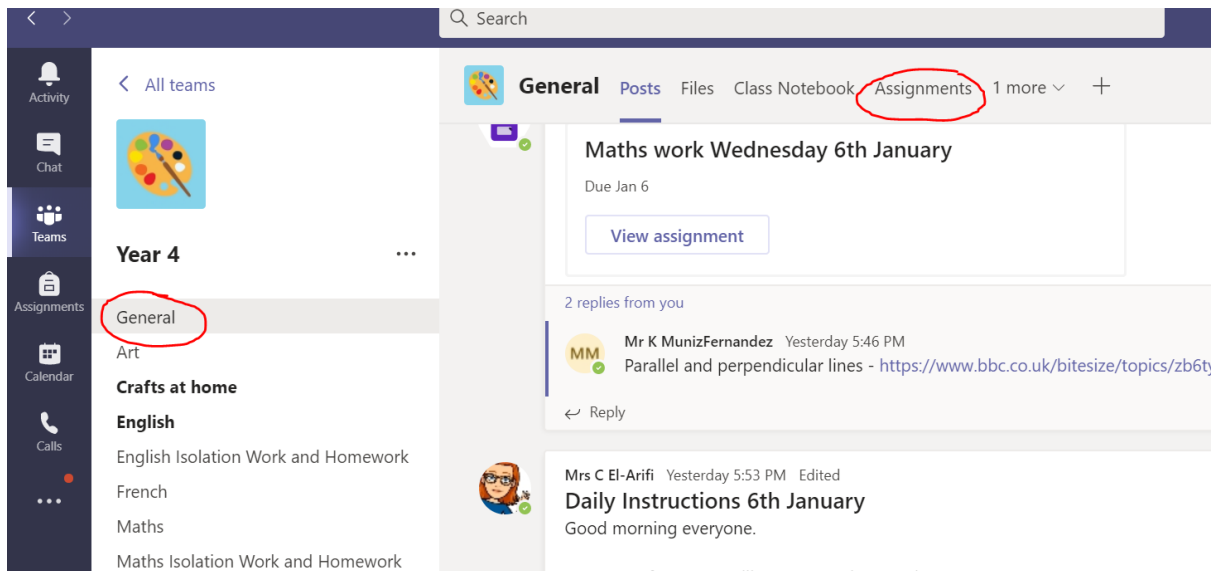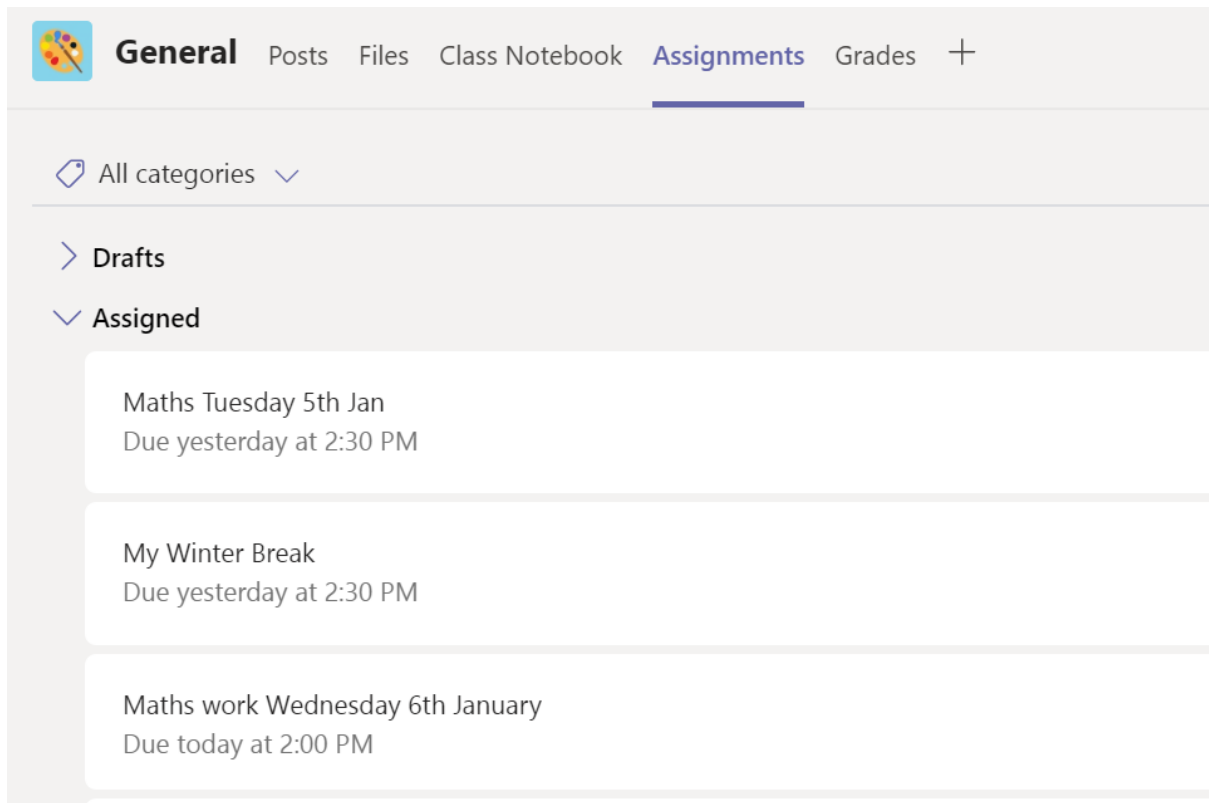**<u>Instructions to hand in assignments on Microsoft Teams</u>**

1. Find your year group team (Year 4). Assignments can **only** be posted on the 'General' channel of the team. Click 'General', then click on 'Assignments' tab at the top of the screen.

2. You will then see all your assignments. Click on the one you want to view.

3. An assignment might have several resources for you to use, as well as your work:

Maths work Wednesday 6th January
Due today at 14:00

Points
No points

Hand in

Instructions
Instructions are inside the Word document. The other links will help you with the task.

Reference materials

Parallel and perpendicular lines

Triangles

Angles

Reference materials: helpful links and videos to help you with your task.

My work

Geometry in flags investigation.docx
Working on opening in edit mode... Please refresh and try again.

Add work

Immersive Reader

My work: This is the document you will have to open to complete your work.

4. Work on your document. You can close it and come back later to it as many times you need before you 'Hand in'. Your work saves automatically so you do not need to save it, you can just close it. Be careful! Closing your document **DOES NOT** mean you have handed it in to your teacher!

MM

Close

Search

Student Work
Viewed January 5, 2021 at 8:38 PM
View History

Geometry in flags investiga ...

Feedback

Enter feedback

les at the top. They are

gles are the same. It Has

angles are **isosceles**,

o white lines making a

el lines, nor

No points

#

5. Once your work is finished, **close the document** you were working on and go back to the assignment. You should see the option of 'handing in' the assignment on the top right.
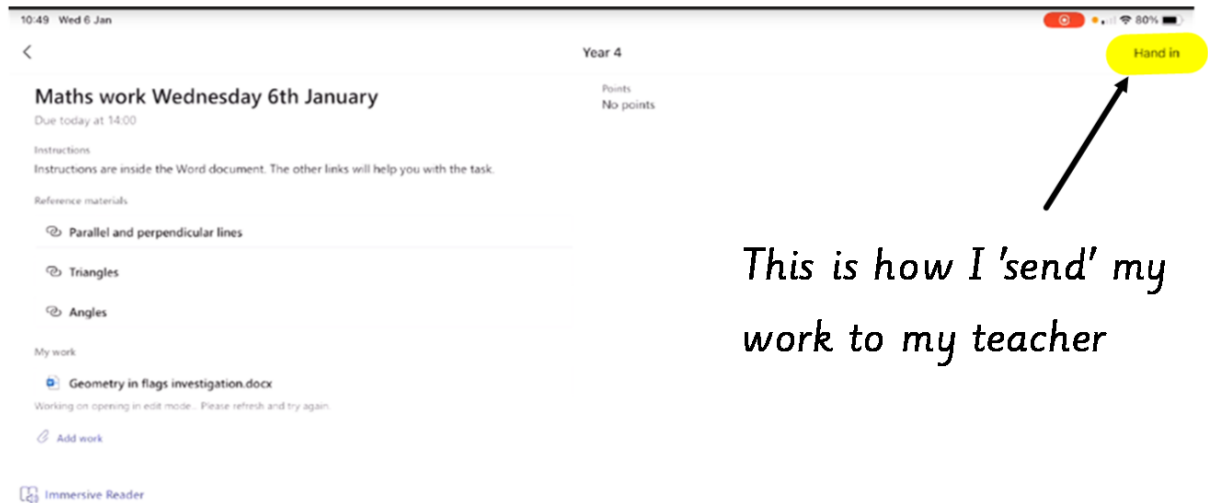
This is how I 'send' my work to my teacher

6. If you have done your work on paper instead of the computer, you can upload a picture of your work. Please remember to click **'Hand in'** when you have uploaded your work!
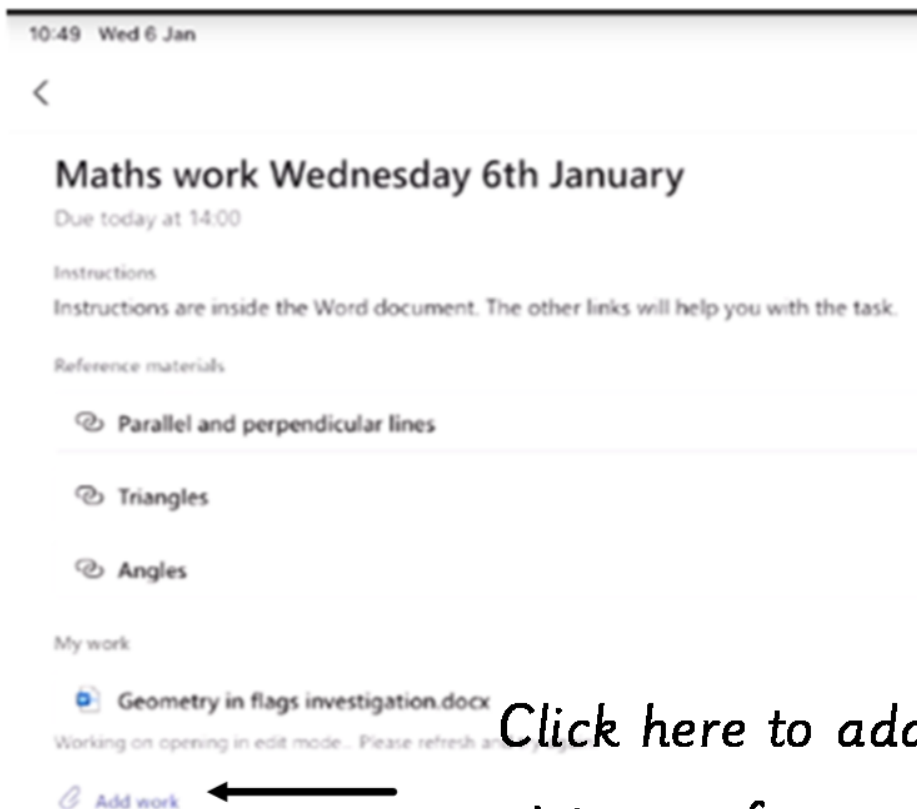
Click here to add pictures of your work.

7. Your assignment will be sent when you click '**Hand in**'. If you wish to make some changes, you can go back to the assignment and click **'Undo hand in'**. You will be allowed to make changes in your work again and hand it back in when you have finished.

8. The hand in button will change depending on the status:
- **Hand in again**: if you are editing an assignment you have already turned in and need to submit work again.
- **Hand in late:** if you are turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not handed in:** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo hand in**: if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.