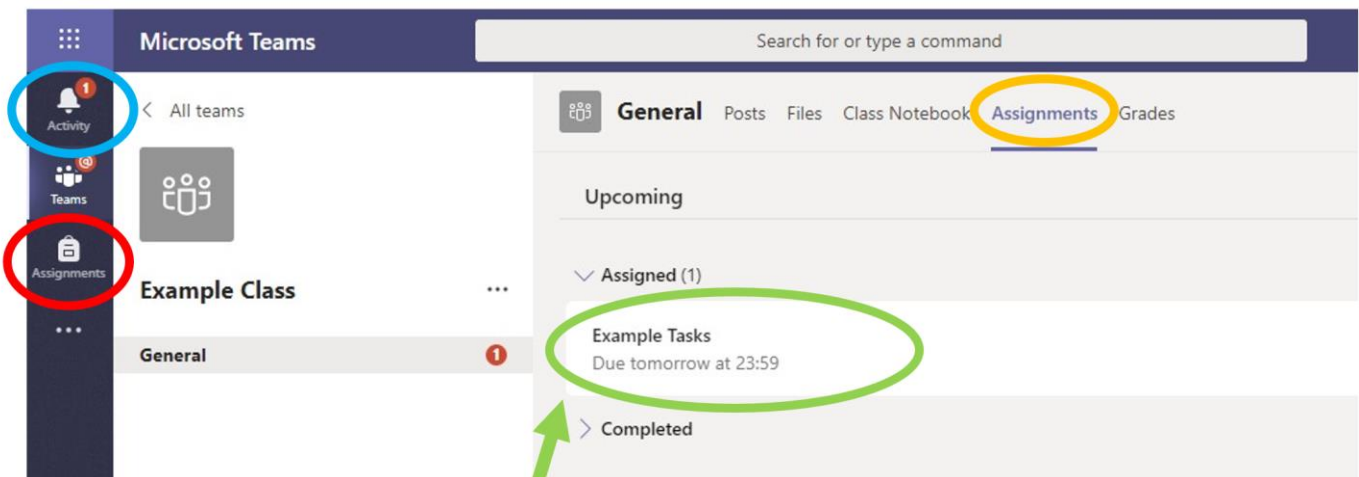


A Guide to your Class Teams' Assignments

* Visual Guide Pages for Class Team Assignment begin here: [Class Assignments](#)

Three ways to Access my Class Teams' Assignments.

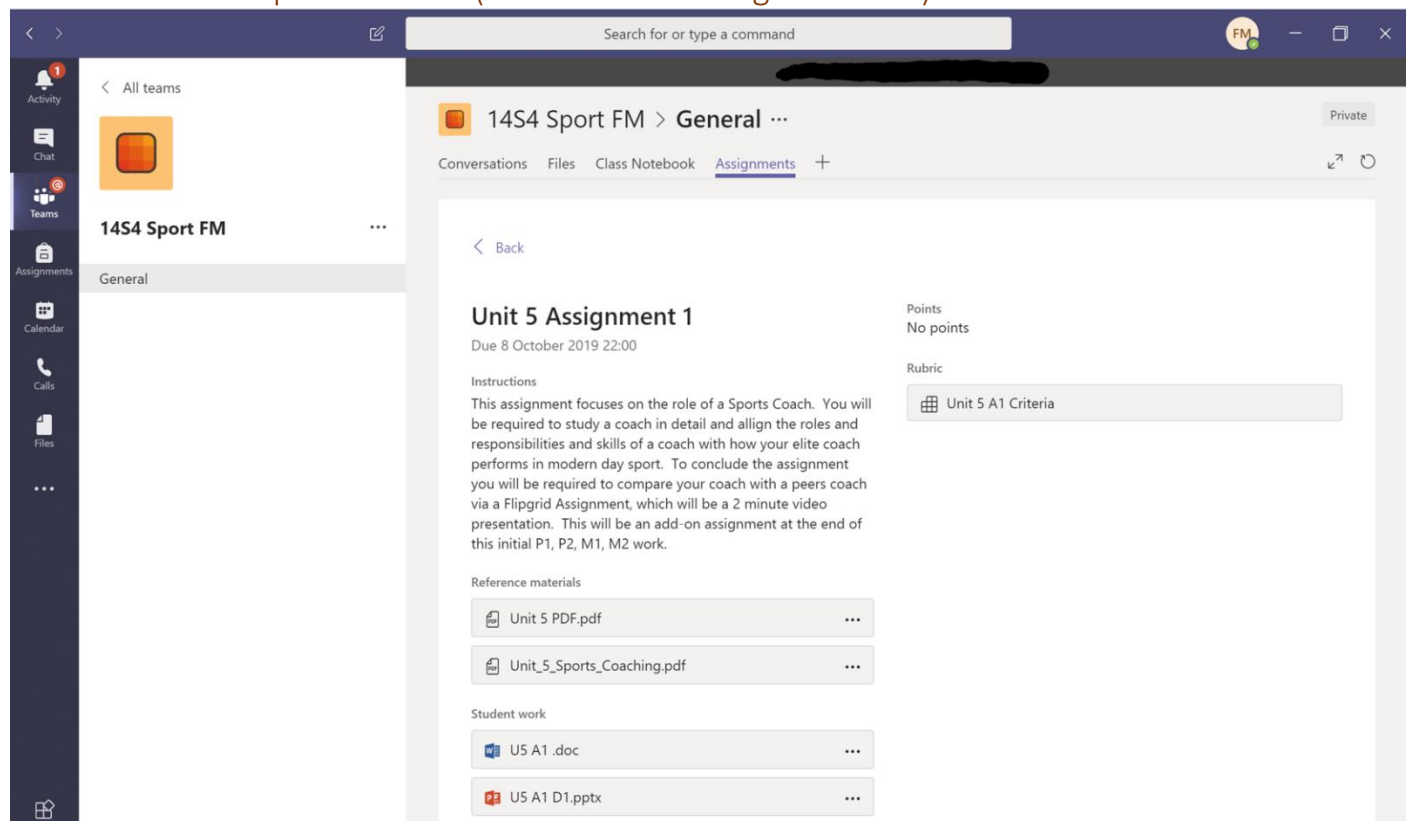
1. **Notification** - Received every time your teacher sets a new assignment for you, which is circled in blue. Notifications will also appear in the **Teams' General Channel 'Posts'** - Click it to be brought to the assignment.
2. Click the **'Assignments Button'** in the left-hand menu to see all the different assignments set by your teacher,
3. You can click into your class and click on the **'Assignments Tab'** circled in yellow.




Click on the assignment to access the task.

Student Views

On Teams Desktop or Browser (use Chrome or Edge browser)



Assignments View on Teams App on a Mobile Device

Not handed in  HAND IN **OR** HAND IN LATE

Unit 5 Assignment 1

Due 11 October 2019 22:00 •
Closes 11 October 2019 22:00

Instructions

This assignment focuses on the role of a Sports Coach. You will be required to study a coach in detail and align the roles and responsibilities and skills of a coach with how your elite coach performs in modern day sport. To conclude the assignment you will be required to compare your coach with a peers coach via a Flipgrid Assignment, which will be a 2 minute video presentation. This will be an add-on assignment at the end of this initial P1, P2, M1, M2 work.

Reference materials

- Unit 5 PDF.pdf
- Unit_5_Sports_Coaching.pdf

My work

- U5 A1 .doc
- U5 A1 D1.pptx

+ Add work


Rubric

- Unit 5 A1 Criteria

Reference Materials – Read Only
My Work – editable workbook or Template – once opened it creates a unique copy for you shared with only your teacher

Add Work – Upload your own document or typically, pictures of your own handwritten/drawn/created work
Hand-in - Click when completed (late if allowed)

N.B. 'My Work' automatically is viewable by teacher but 'Added Work' needs you to click Hand-in after adding for teacher to see added content. You can 'Undo Hand-in' if you forgot to add something and resubmit it then

09:45  97%

Attach a resource CANCEL

- OneDrive >
- + New File >
- Link >
- Teams >
- Upload from this device

Reference materials (Read Only Materials)

- These are Read Only Materials and non-editable

Student Work

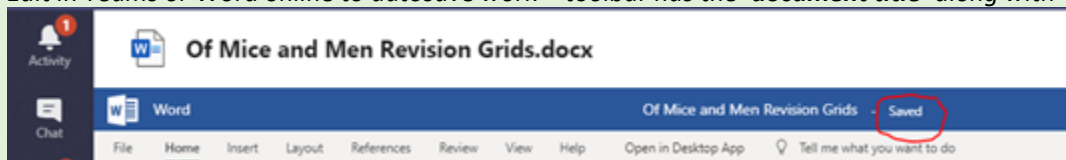
* **Saving my Assignment 'Student work' Video** - <https://tinyurl.com/cbsjustsave>

- Only each student and the teacher can see a live version of each student's version from now on!
 - Editing a Template added by the teacher** – Once this is clicked, it creates a student's own unique copy
- Students can also upload their own files at any time** - Select '+ Add Work' (A variety of formats can be submitted)

Student Tip – Access your Assignment Work's Latest Version

Students keep accessing their personal version by clicking the original '**Student Work**' link in the Team's Assignment Section.

- This will always open their individual Assignment copy's latest version - Only you and your teacher can view this.
- Edit in Teams or Word online to autosave work - toolbar has the '**document title**' along with '**Saved**' or '**Saving**'



Students should '**Hand In**' for marking/receive feedback for their deadline though **a Teacher has a live view at all times!**

Assignment Resources

English Language Unit 3 - Writing
Controlled Assessment Plan

Points
100 points possible

GCSE English Unit 3
Due 5 April 2020 23:59

Instructions

English Controlled Assessment Plan - to have completed this week

Title: Analyse Steinbeck's presentation of relationship of George and Lennie as loyal friends.

- While it is for English Language Controlled Assessment, this is based on 'Of Mice and Men'
- We had started it already with reading and planning from samples in your OneNote.
- It is based on how Steinbeck, as a writer, presents George and Lennie's friendship

Complete the 'G and L's Loyal Friendship Plan' Document below - this is your own copy.

- Notes and samples are in your English Unit 3 CA OneNote Section. See [2021 CA Title](#) or Click here - (Web view)
- Also use your 'Of Mice and Men' Literature section notes. See [A- Of Mice and Men](#) or Click here - (Web view)

Remember the focus is on the effective use of writer's language techniques, not what happened or simple character analysis

- How did Steinbeck do it?
- Also attached are exemplars and Exam Mark Schemes for ideas - these are the same ones which we were using before the break and are already in your English OneNote

When the Plan is marked by me as completed to a standard, I'll arrange for writing a draft for me to mark

Reference materials

Mark Scheme 2 for Ideas.pdf

Student work

George and Lennie's Loyal Friendship Plan.docx

Open in Teams

Open in Word ✓

Open in Word Online ✓

Download ✗

Adding Your Own Work

To add other work (your own documents or pictures of handwritten work), we can either upload /attach a document or picture

1. You can most typically **'Attach'** your document from:

- Your **'OneDrive'**
- Choose **'Upload from your device'** – a document or a picture of work

Attaching a picture or document can only be viewed by your teacher once you **'Hand in'**

2. Or we may first need to create a new document, then complete our work in it.

- Click **'+ New File'**
- You will have now created your document under **'Student Work'**
- To start your work, click on the document name.

OneDrive

+ New File

Link

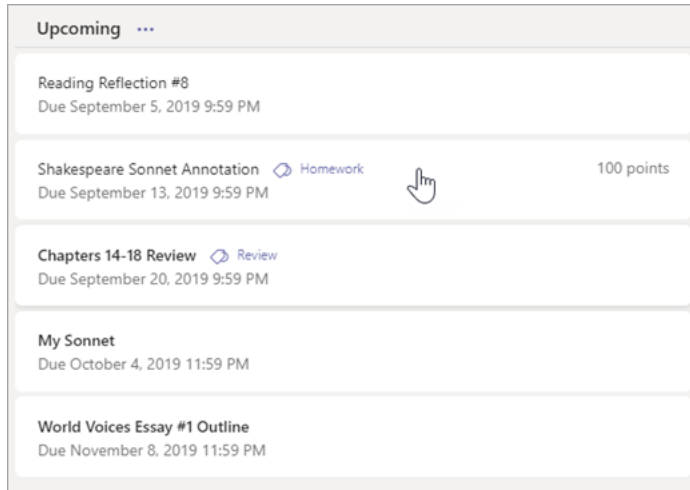
Teams

Upload from this device

Turn in Assignments

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

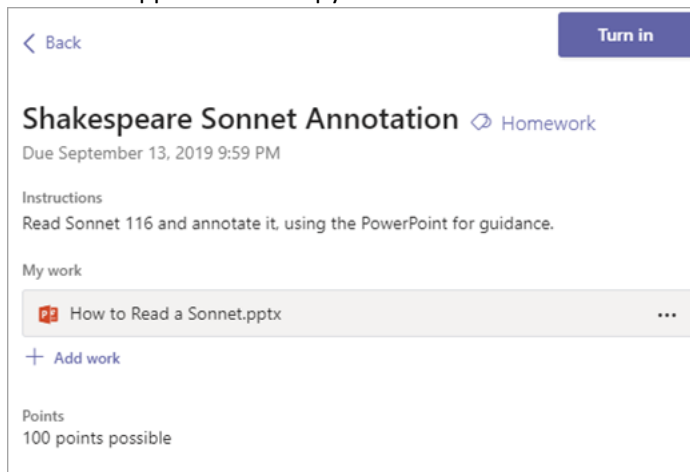
1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.



Tip: Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

1. If your teacher specified a document for you to turn in, click to open that and it should autosave for you as you work on it **OR**
 2. You may have other files to attach to this assignment, so select **+Add work** and upload your file (office document/picture of work etc).
- **Note:** You can attach a file up to 50 mb in size.

Tip: You can work on Office files associated with this assignment under '@My Work' right from here—no need to leave the app. Older files with .doc, .xls, and .ppt file extensions can only be edited in the desktop versions of those apps. You can copy content into a new file created in Teams to make them editable again.

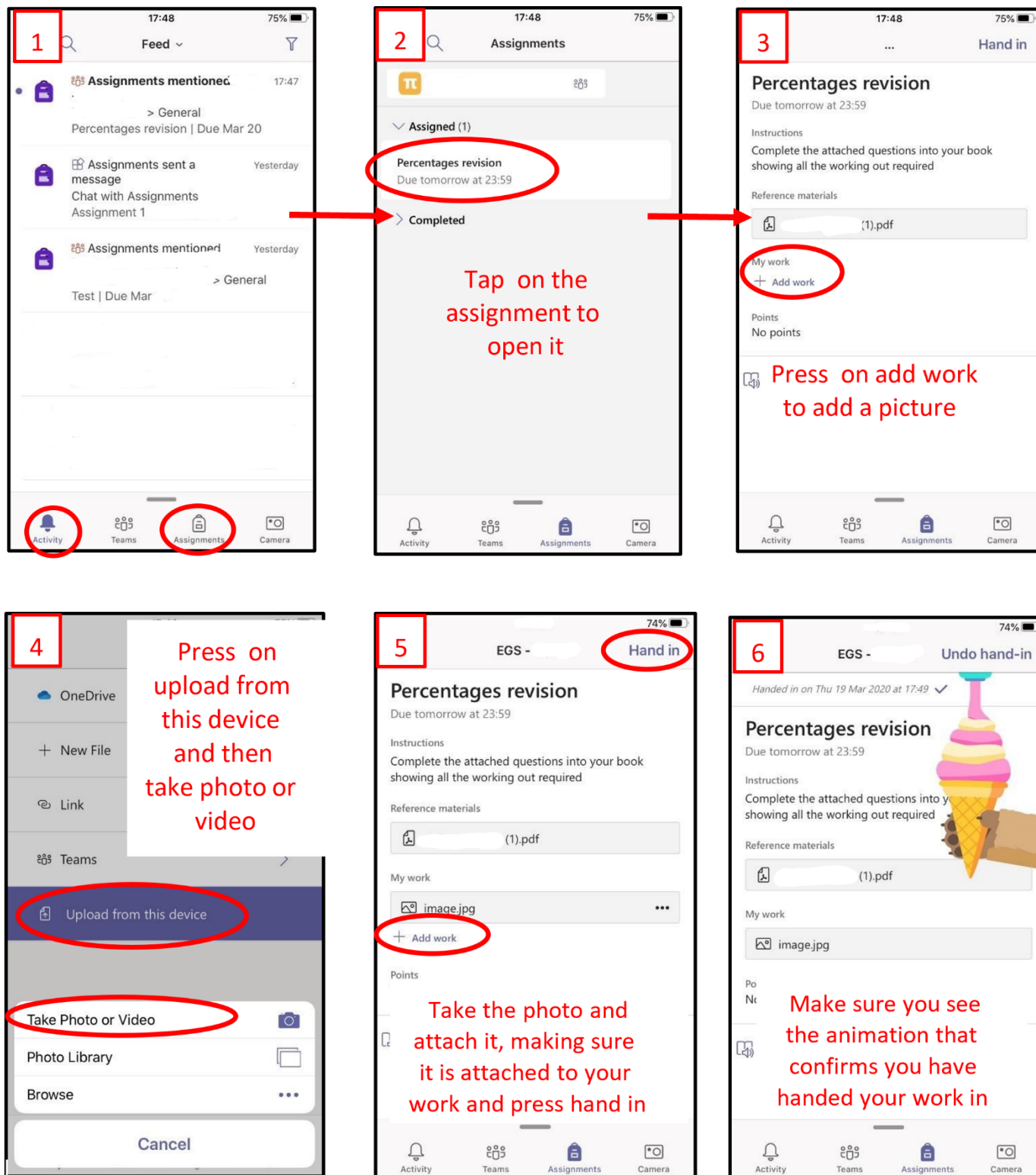


3. Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:
 - **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
 - **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
 - **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
 - **Undo turn 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.

Uploading a Teams' Assignment on a Mobile/Personal Device

* Upload an Assignment picture / Add Resources **Video** - <https://tinyurl.com/cbsjustupload>

If you are uploading a document, follow the guide above as uploading a document from a phone or tablet is the same process. However, if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work.



Adding Pictures of your work to a *Class Notebook Page*

*including within an Assignment's attached Notebook Page

Guide – OneNote App link: [Upload Pictures](#) OR for Online click [Web view](#)

You can either insert a picture into a distributed OneNote Page or Upload as a separate resource

Inserting Pictures in your OneNote Pages

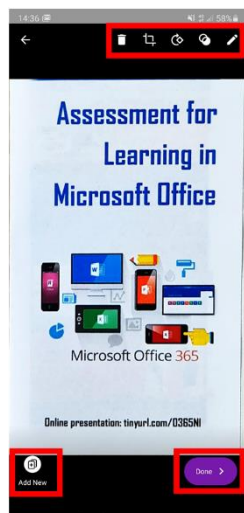
Insert a picture from within your OneNote Mobile App

OneNote Mobile has '**Office Lens**' built in as the camera function -

- Click on the page to insert a picture of your work
- Select the camera icon at the top of the opened keyboard

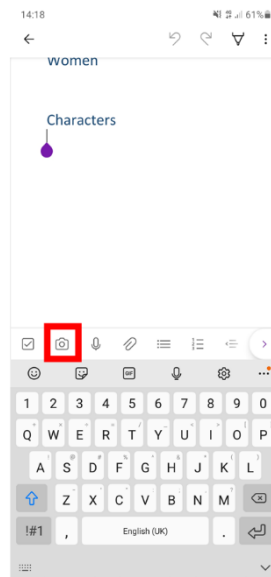
Now select '**Document**' option which will correctly detect the doc. shape, allowing from the side shots to avoid shadowing etc

- You can also select from previous pictures by selecting the gallery icon to the left of the shutter button



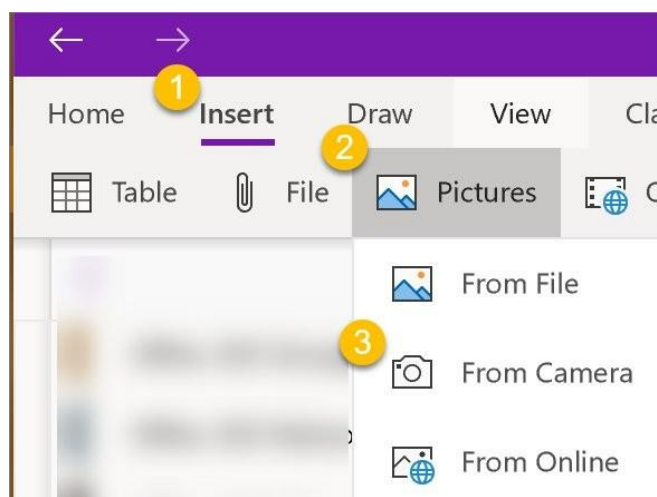
You can then:

- Use the top '**Edit toolbar**' options:
 - Delete,
 - Crop,
 - Rotate,
 - Enhance or
 - Ink
- '**Add New**' to add more pictures to be inserted
- When finished, Click '**Done**' to insert the picture(s) directly into the page



OR Insert a picture from your computer

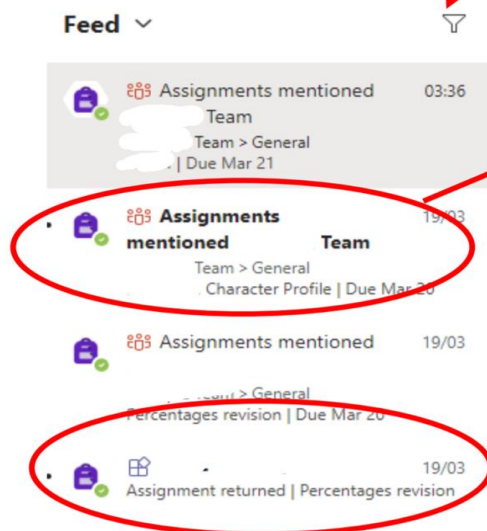
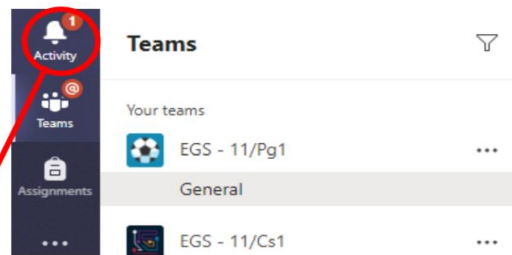
1. Click '**Insert**' on the toolbar
2. Choose '**Pictures**'
3. Select from
 - File
 - Camera
 - From Online



Teams – Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

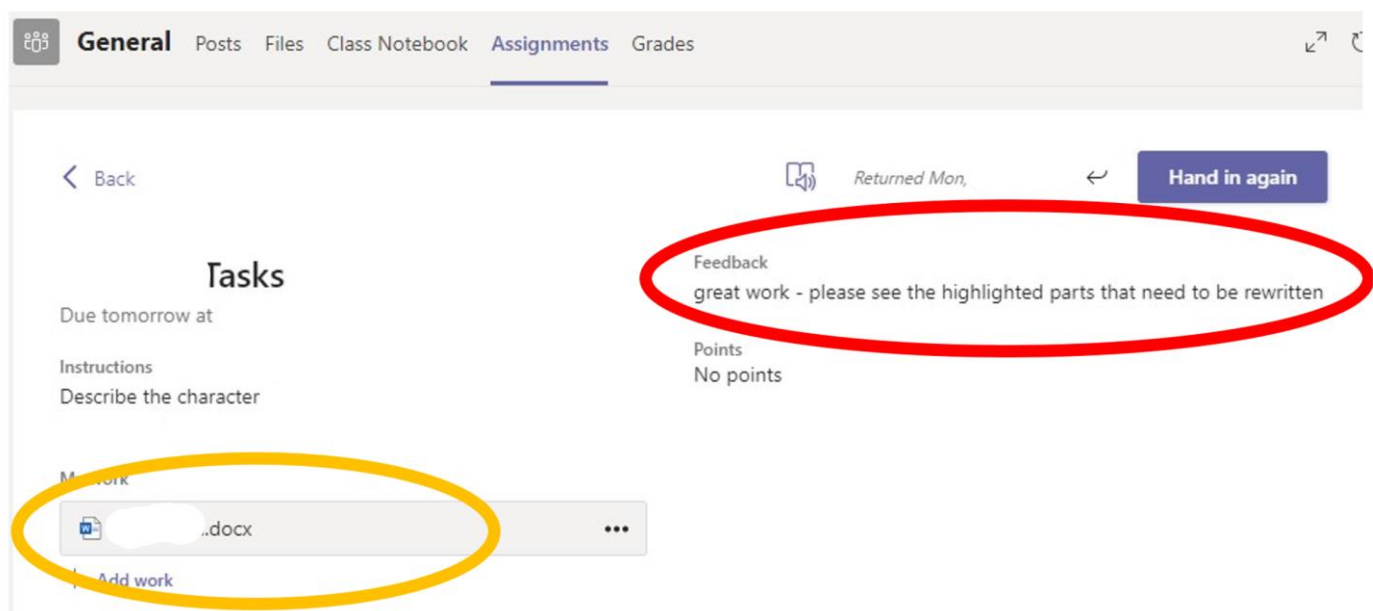
Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read



This is a notification to say that there is a new assignment in the Example Class that you need to complete

This is a message to say that work has been returned in this student's Team - to see the feedback, click on the notification

This piece of work has been looked at by this student's teacher and been given some feedback circled in red.



You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.