Pupils Guide to Submitting Work

This guide covers the three methods that teachers may ask pupils use when completing and submitting work.

- Assignments via Teams
- Uploading work during a Chat
- Sharing a file via Office 365 apps

Assignments

Your teachers may set you **assignments** via Teams.

You can view all of your assignments from all of your subjects by clicking on the assignments icon.
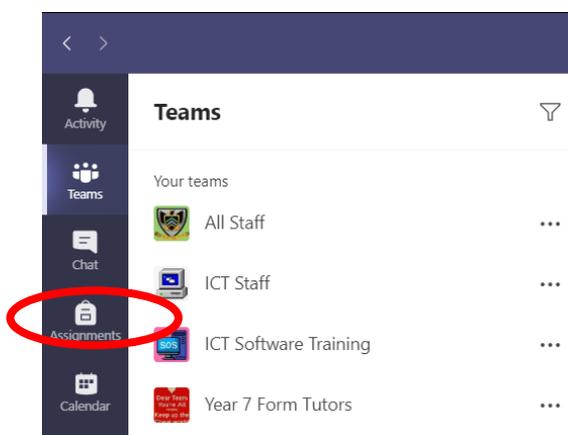
You can view assignments by subject by clicking the assignments tab inside a Team.
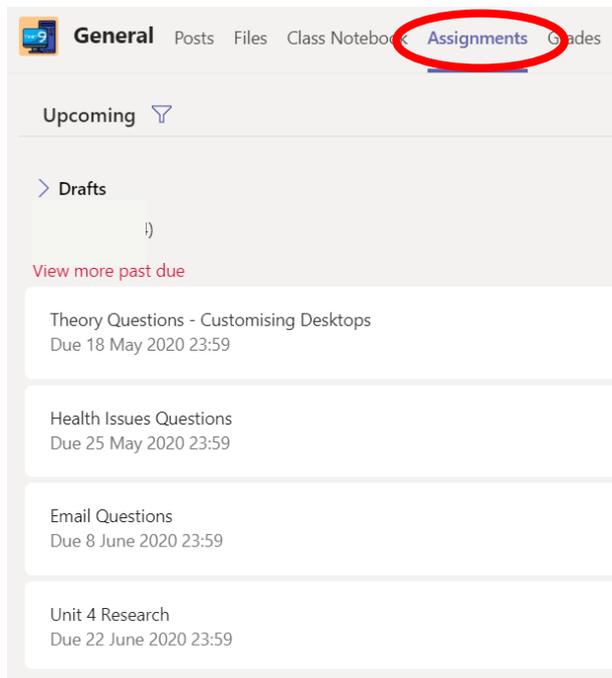
Select an assignment by clicking on it.

You will see the hand-in date and some instructions.

Your teacher may leave you a document for you to edit (under student work) or ask you to upload your work from your OneDrive.

Your teacher may also leave some resources, which you **cannot edit.**

Charity Fundraising Event - Research
Due 8 January 2021 23:59

Instructions

A charity wants to raise awareness of its work and to raise funds. The charity is organising a fundraising day and wishes to advertise the event and get sponsorship from local organisations. The organisation which gives the most money will be given free tickets. The organisers want to develop an ICT based system to help them manage all aspects of the charity fundraising day.

Your first task is to research a charity and to choose an event. You also need ideas for maximising the amount of money you make.

Please watch Mrs Allinson's video before starting the task. You will find this in Posts.

You need to edit the document attached to this assignment. It will save automatically as you do it and I can also view it once it is finished and handed in :)

Reference materials

📄 Charity Fundraising Event Task Sheet.pdf ...

Student work

📄 Charity Event Research - Pupil Copy.docx ...

> You should use this file for reference but it cannot be edited.

> This is the file you should use for your work

< Back   **Turn in**

Shakespeare Sonnet Annotation ⊘ Homework
Due September 13, 2019 9:59 PM

Instructions
Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

Student work

📄 How to Read a Sonnet.pptx ...

+ Add work

Points
100 points possible

> Remember to click Turn In when you finish an assignment!

Quizzes

Your teachers will set quizzes for you to complete.

You simply click on the Microsoft Forms link in the assignment to access it:

The quiz should then open.
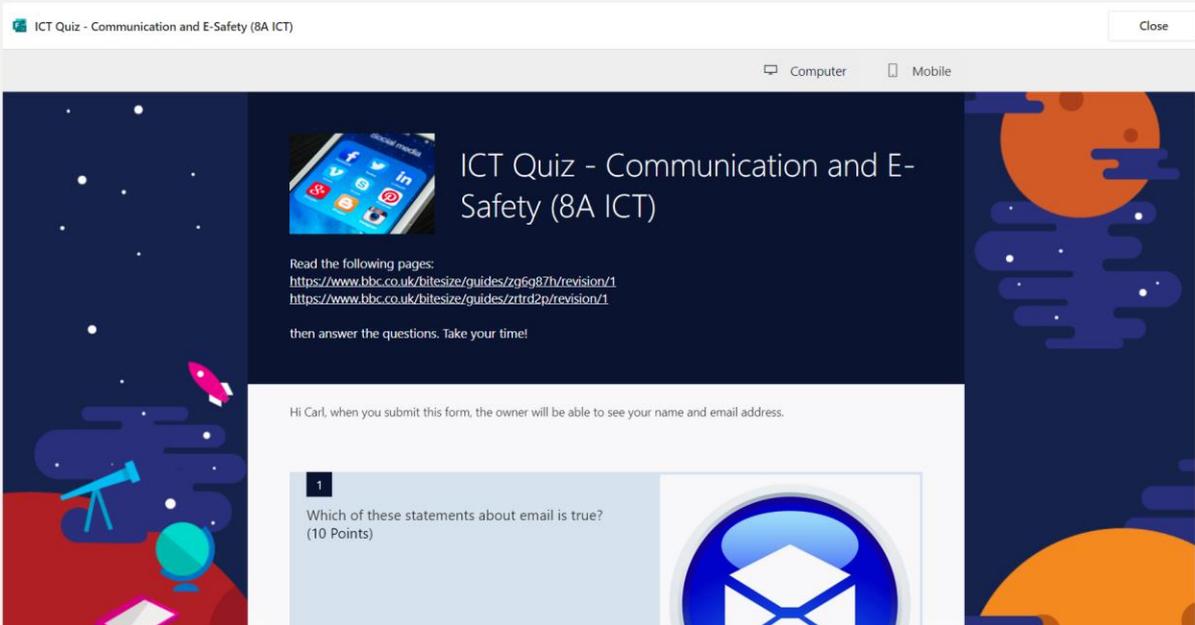
Sometimes your teacher will set up a quiz that will mark itself and provide feedback. For quizzes that require some longer answers, you will have to wait for your teacher to provide a mark and return it to you.

Chat to contact other pupils or teachers

To start a quick chat first select the chat option on the toolbar

New Chat
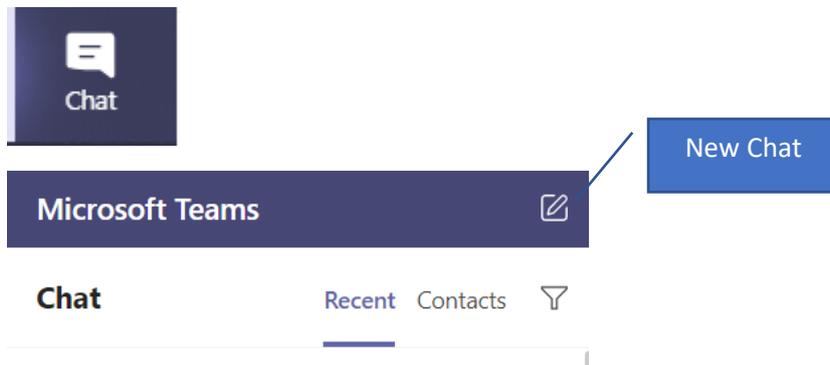
Search for a contact:
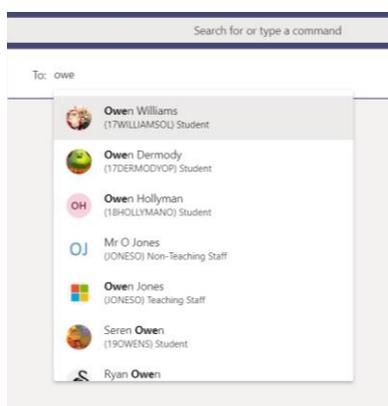
You can add more than one person to a conversation to start a group chat.

Sending a file over chat

If a teacher asks you to send a file over chat, you can do this by clicking the paperclip icon.
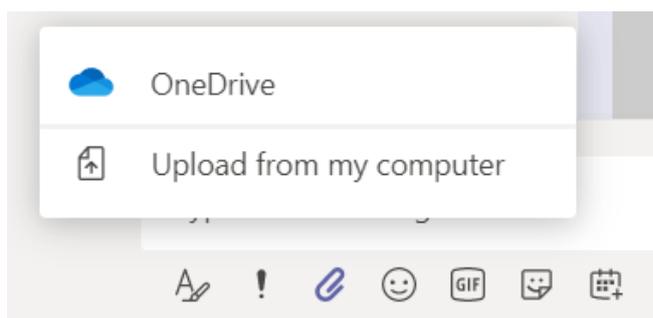
You will have the option of uploading work from OneDrive if you have done work in Office 365 or upload a file from your computer files.

Sharing work via Office 365

Share your presentation with another pupil for group/pair work or with your teacher by using the "Share" option.
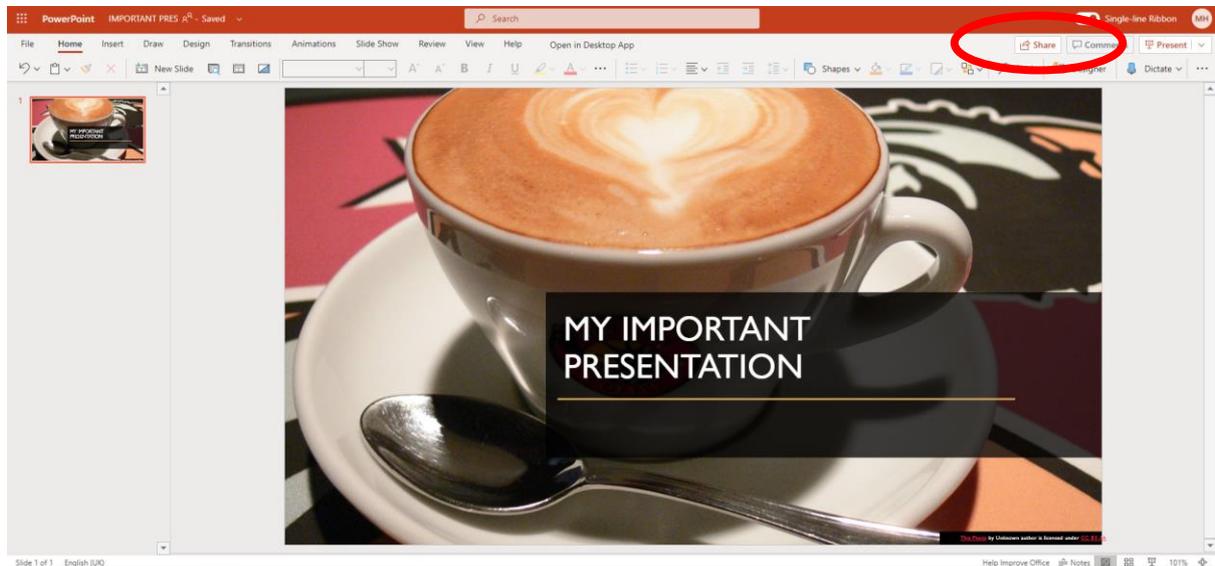
Simply type in a name of the person you are sharing the work with and suggestions will appear.
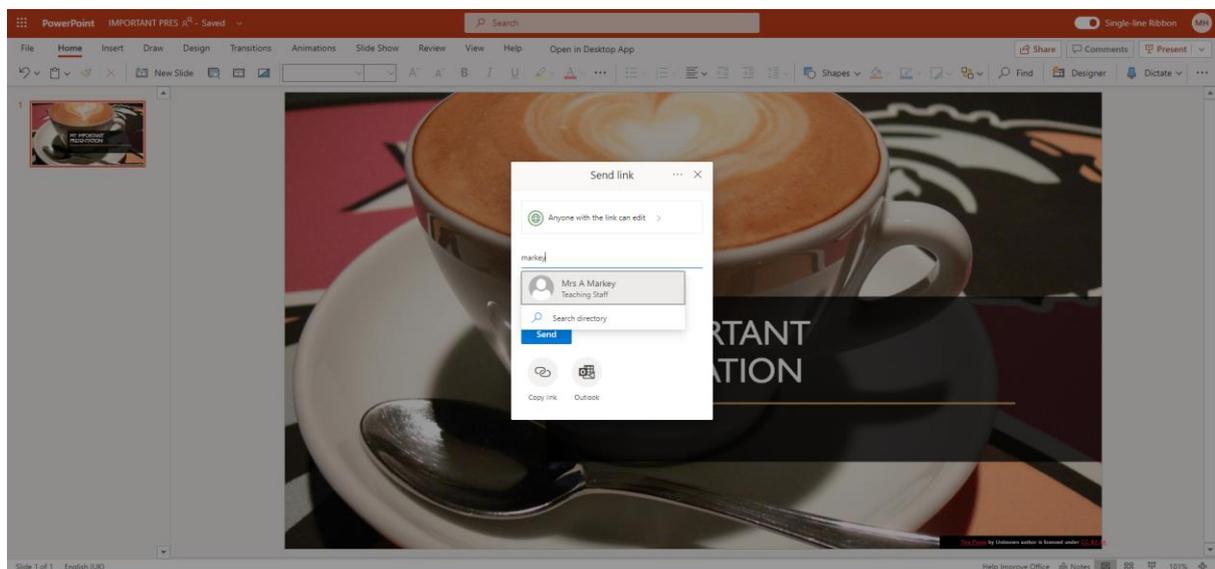
Click the send button once you have selected the person/people and the recipients will be able to see the shared document in their OneDrive under "Shared".

::: **OneDrive**

Mr C Harris

📁 My files

🕘 Recent

👥 **Shared**

🗑 Recycle bin

Shared with you   Shared by you

Popular around you