

TSLA guide to homework assignments on Microsoft Teams.

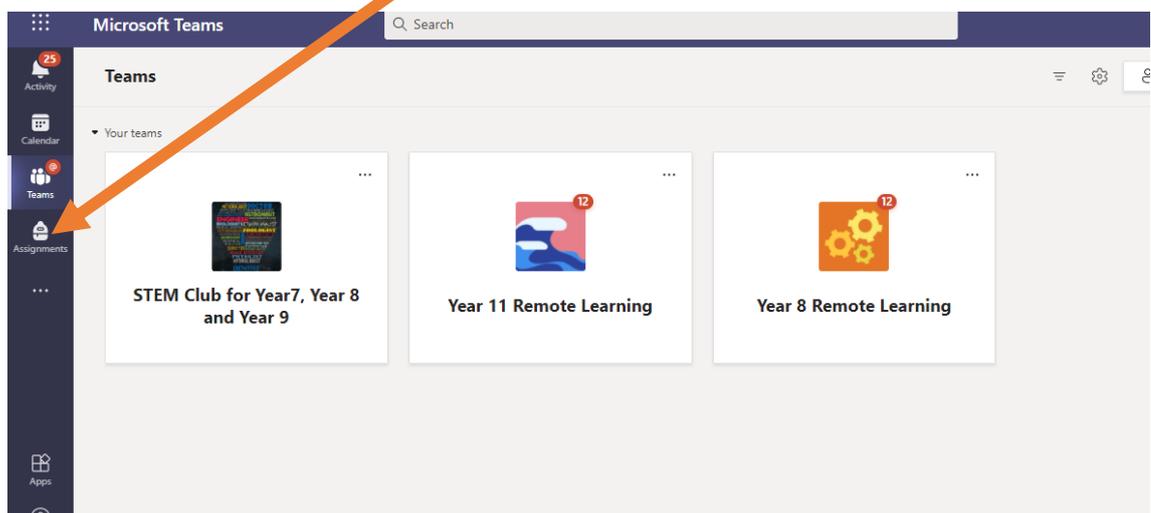
Your teachers will now set homework assignments for you to complete in Microsoft Teams, and will no longer use classcharts.

For a guide on how to log into Teams and find your classes follow this link

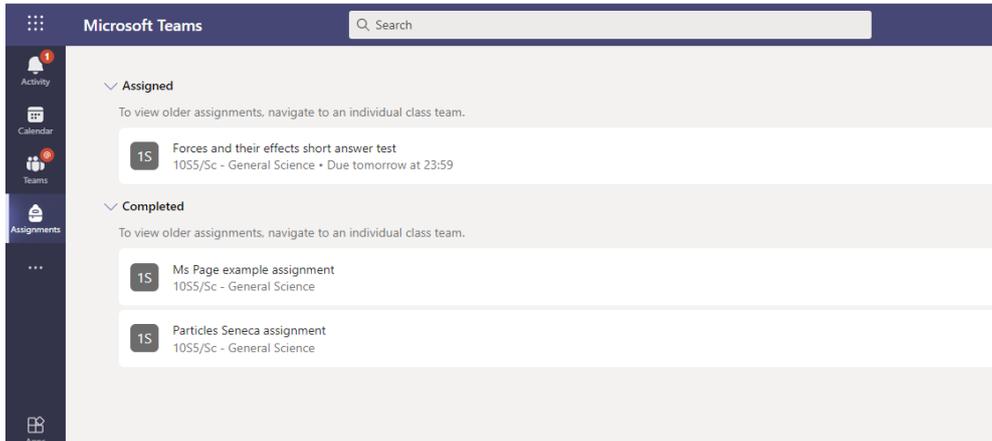
<https://www.thestleonardsacademy.org.uk/teaching-and-learning/remote-learning-information>

You can access these assignments in two different ways.

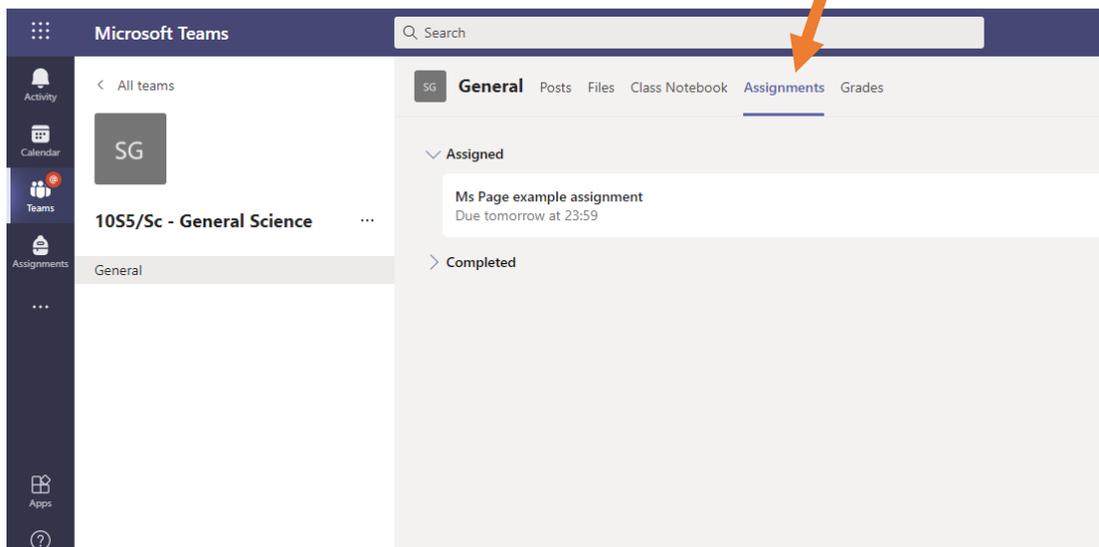
- You can click the assignments button in the left-hand menu in Teams to see all the different assignments set by your teachers

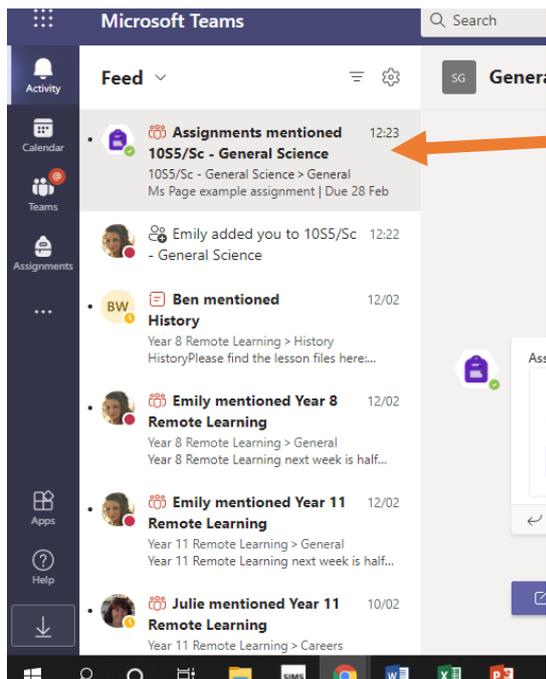


Here you will be able to see a list of your outstanding assignments, and the assignments you have already completed.



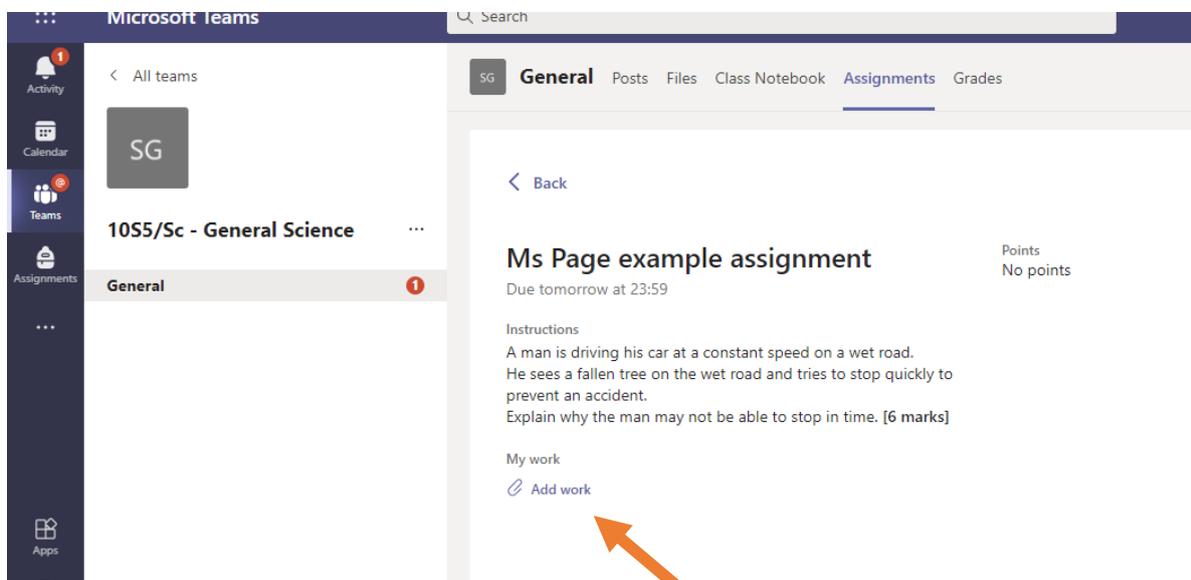
- Or you can access your assignments by clicking into your class and click on the assignments tab at the top of your class.



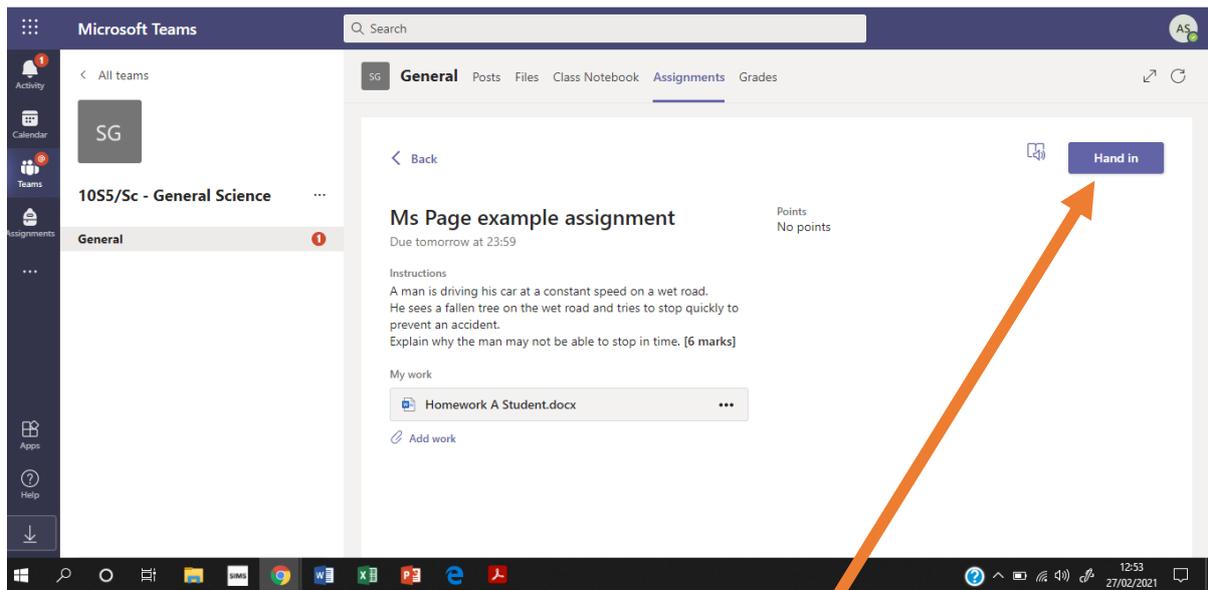


Your assignments will also appear as a notification on the day they are set. New notifications appear in bold.

When you are ready to complete the homework. Click on the assignment to access the task.

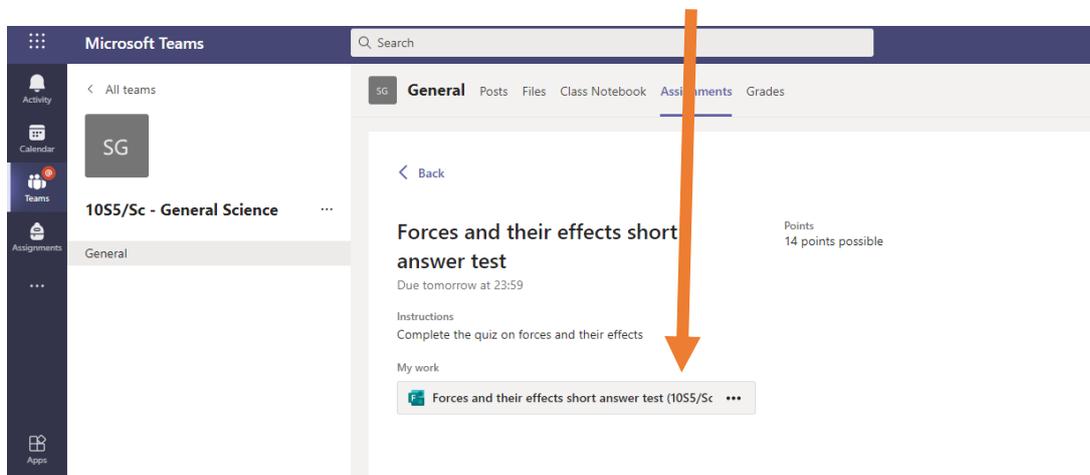


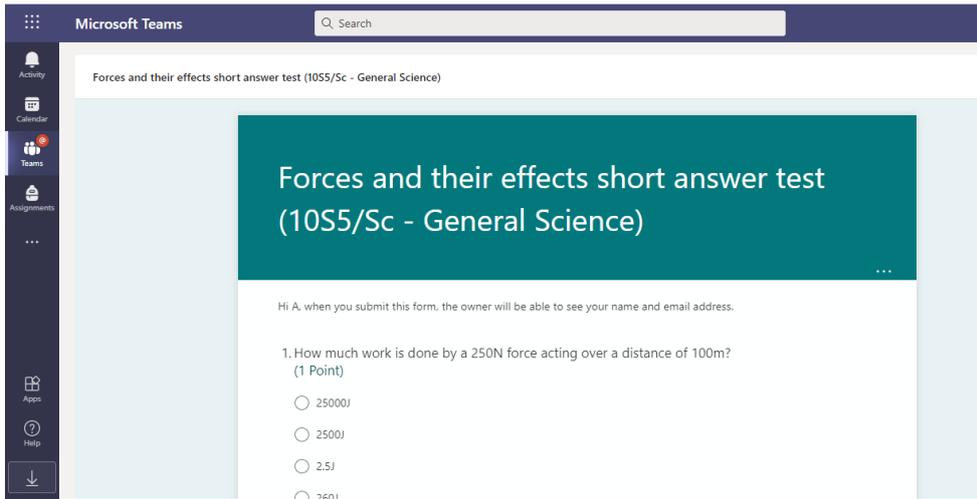
You can complete your homework using a programme like Microsoft word or PowerPoint which are included in your Microsoft 365 account. Click "add work" to upload the file with your homework in.



When you have finished, click the “Hand in” button.

Your homework could also be a quiz.





Or your homework could be to complete an assignment on Seneca or Nearpod. Your teacher will provide you with a link to click to complete the task.

