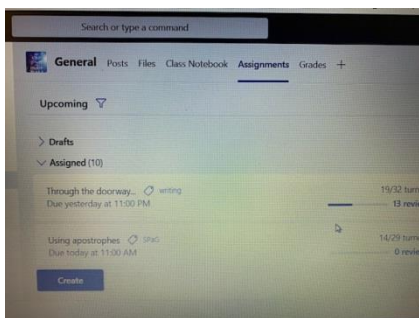
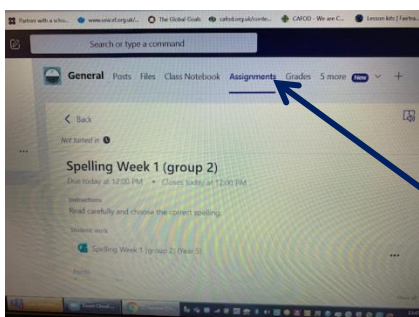
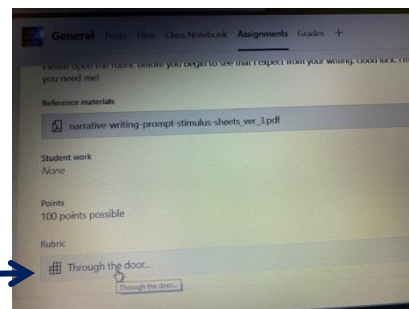


Supporting your child using Microsoft Teams



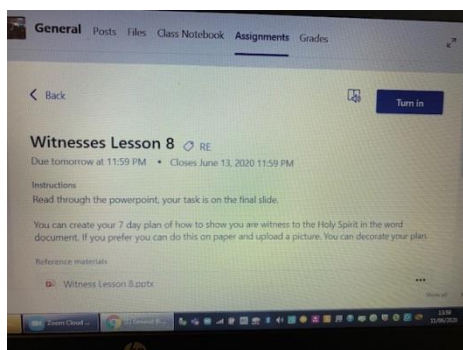
The work that is set for the child appears in **assignments**. It can also be seen in posts, but the assignment tab is easier to navigate around their work.

If they move down the page, there is a **rubric**. This often tells the child some more expectations when completing their work and is what the teacher will use to mark the completed work.



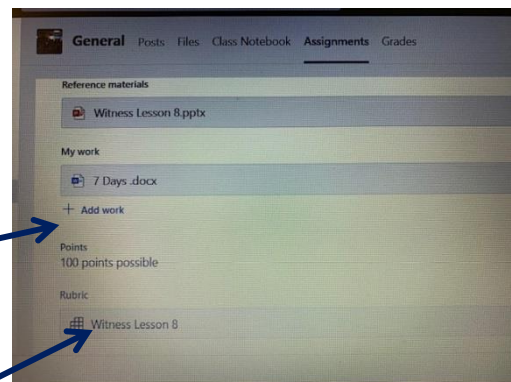
When the work is **returned**, you can click it to open it up. With a form, you can open and see any comments that might have been made by the teacher about the completed task.

To access and complete assignments, this can be done through posts or in assignments. (Assignments is the best place to find these.)



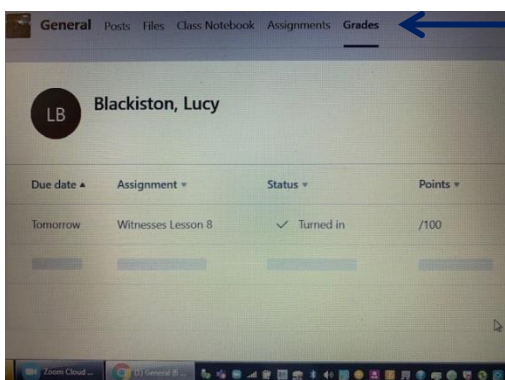
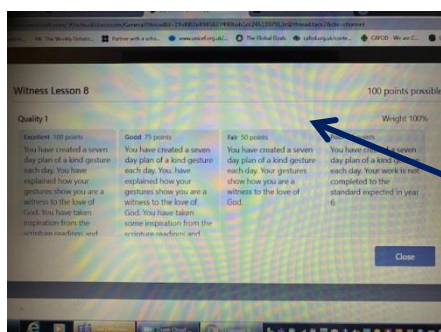
The child opens, reads and completes the work.

They can upload an electronic piece of work, or take a photograph of their work or learning and click the add work button to upload their evidence of learning.

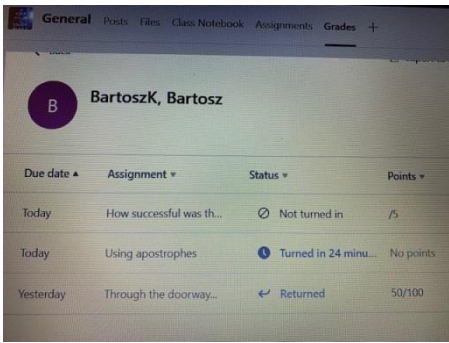


Before completing a task, the child should check the rubric.

This will often give them guidance about how to complete the work successfully. You might also find this useful if you are helping and supporting their learning. The teacher will use this to mark their work.



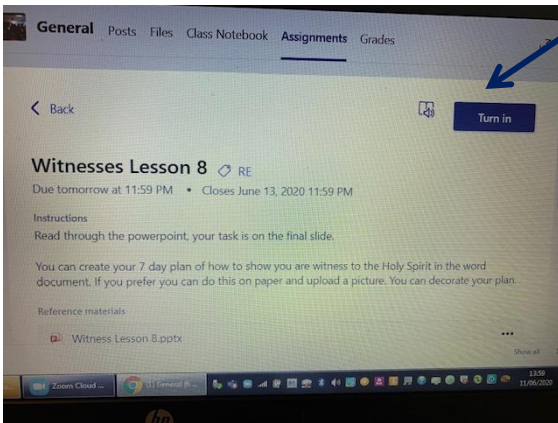
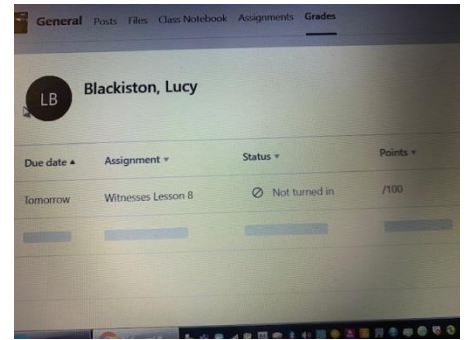
In the Grades tab, it clearly shows what the child has been doing. Here you can see that an assignment has been handed that was due tomorrow. **'Turned in'** means it has been handed into the teacher so that they can check completed work.



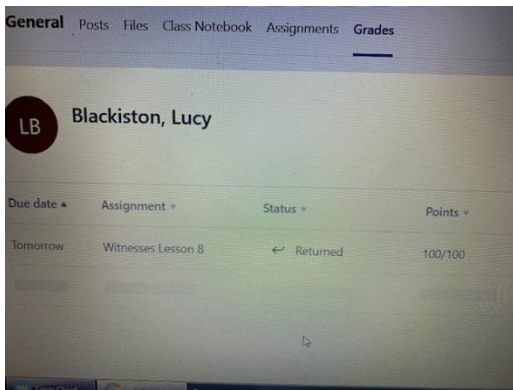
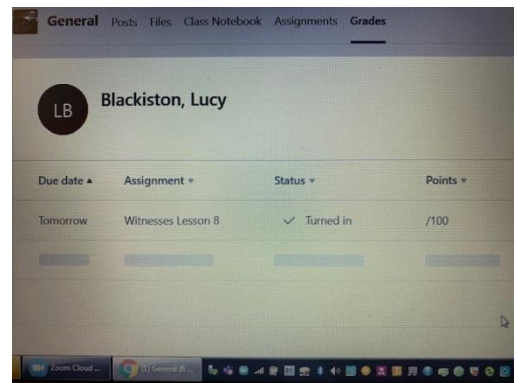
In the **Grades** tab, the teacher can see all of the child's completed work. It shows what has been turned in, returned (seen by the teacher), not been completed or assignments looked at but completed by the child.

The teacher and children both have a **Grades** tab. This shows the work that has been set and what is completed in the same way for both the teacher and the child.

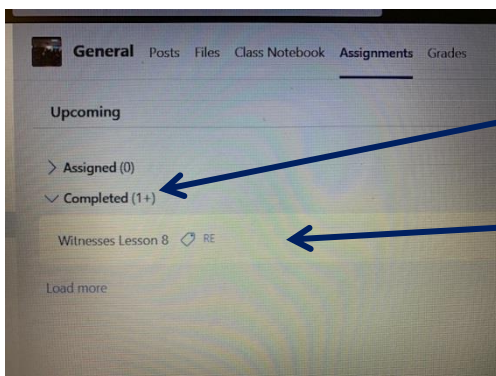
It is advisable for parents to check this page to see their child's learning.



When the work has been completed and evidence of learning has been uploaded to the assignment, the child clicks **Turn in**. Their work is then sent to the teacher for checking. Back in Grades it will show that the child had turned in the work.



Once the teacher has marked the work, it will show in Grades as **Returned**.



To see the teacher's feedback, go back to the assignment area. Click the assigned button and you will be completed. In here you open and can see the child's completed work and also the feedback from the teacher. Click the assignment and it will open.

If you open the rubric you will see their awarded grading.

