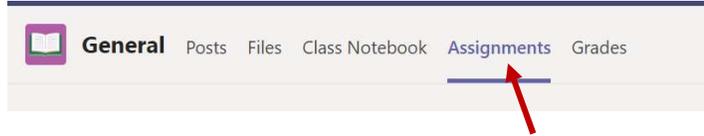


Completing Assignments/Submitting Work

How to Access your Assignments:

- When you are assigned an Assignment, first you need to login to Teams.
- From Teams, click on your class.
- Then, you will see a row of tabs at the top of your Teams page, click "Assignments".

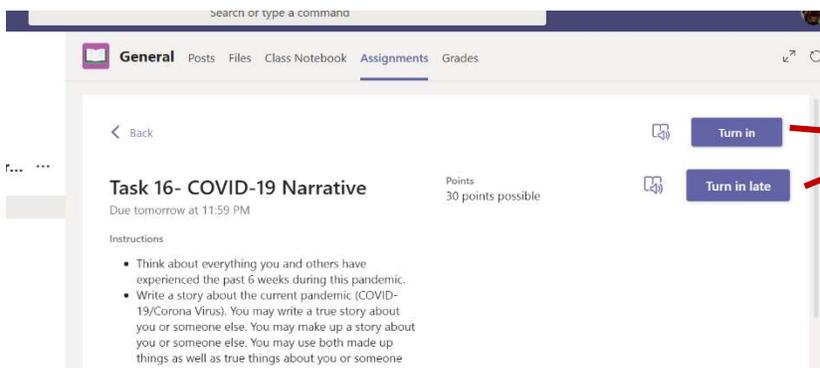


Hint: Do **NOT** try to find assignments in the "Posts" section. This will take way too much time!

- From there, you will see a list of assignments, click the assignment that you'd like to work on.
- Once you click on the individual assignment, you will see the Instructions.
- READ THESE INSTRUCTIONS CAREFULLY AND COMPLETELY!
- Next, you may have to open a document to read or to type your response. Documents you need to read will be located below the Instruction part, and below where it says "**Reference Materials**". Documents where you need to type your responses will be located below the Instruction part, and will be where it says, "**Student Work**".
- To use these documents, click on them.
- **To type a response, click "Edit Document" Or "Edit Notebook"**.
- When you are finished, click "close". This will save automatically.

To Submit the Assignment to be Graded:

- After you close all documents, you will be directed back to the original page that shows the individual assignment and the instructions.
- **From there, you will see a "Turn In" button or a "Turn In Late" button. Click this to submit.**



You will see one of these, not both. Push this to submit

To create your own document to submit:

- Click "+ Add Work" (located below these instructions)
- Click "+ New File" (on the left)
- Click "Word Document"
- File name- Please name this file "Task 12- Assignment Title- your first name" **example:** Task 12- Letter-Bobby"
- This document will show up under the instructions under "My Work". Click the document.
- Next, click "Edit Document" in the top right corner.
- Then, click "Edit in Browser"
- Type there.
- Close this- it saves automatically.
- Then click "Turn in" or "Turn in late" to submit.

What does it look like for Mrs. Sargent when she goes to grade papers?

Well, it looks like this (see below).

***Mrs. Sargent only pays attention to the “Status” of each assignment. If it has been “Turned In” Mrs. Sargent can grade it, but if it shows as “Viewed” or “Not Turned In” Mrs. Sargent will not and cannot grade it until it has been successfully submitted.**

Don't see a grade? That means you have not pushed “Turn in” or “Turn in late”.

Please follow all directions and submit each assignment as it states. Please do not “share” items with me, and just submit on Teams.

Statuses:

- **Viewed:** This means that the student has looked at the assignment but is not finished.
- **Not Turned In:** This means that the student has not logged on to look at the assignment, nor have them attempted the assignment.
- **Turned In:** This means the student has successfully submitted their assignment and it is ready to be graded.

To grade (32) Graded (0)

<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 30
<input type="checkbox"/>	MG Student Name	⊘ Not turned in	<input data-bbox="1031 1102 1052 1129" type="button" value="+"/>	<input type="text" value=""/>
<input type="checkbox"/>	VG Student Name	✓ Turned in	<input data-bbox="1031 1171 1052 1199" type="button" value="+"/>	<input type="text" value=""/>
<input type="checkbox"/>	NG Student Name	⊘ Not turned in	<input data-bbox="1031 1241 1052 1268" type="button" value="+"/>	<input type="text" value=""/>
<input type="checkbox"/>	AG Student Name	👁 Viewed	<input data-bbox="1031 1310 1052 1337" type="button" value="+"/>	<input type="text" value=""/>
<input type="checkbox"/>	KG Student Name	✓ Turned in	<input data-bbox="1031 1379 1052 1407" type="button" value="+"/>	<input type="text" value=""/>
<input type="checkbox"/>	IH Student Name	✓ Turned in	<input data-bbox="1031 1449 1052 1476" type="button" value="+"/>	<input type="text" value=""/>
<input type="checkbox"/>	KK Student Name	⊘ Not turned in	<input data-bbox="1031 1518 1052 1545" type="button" value="+"/>	<input type="text" value=""/>
<input type="checkbox"/>	RL Student Name	✓ Turned in	<input data-bbox="1031 1587 1052 1614" type="button" value="+"/>	<input type="text" value=""/>
<input type="checkbox"/>	JL Student Name	👁 Viewed	<input data-bbox="1031 1656 1052 1684" type="button" value="+"/>	<input type="text" value=""/>