### Student guide to completing an assignment

Microsoft Teams
Download the Teams desktop app and stay better connected.
Get the Windows app Use the web app instead

Once logged in you will see the Class Teams to which you have been added.

In this example, you have notifications that tell you that something has been posted in your class team



## Viewing the assignment

K Back	This is when the assignment is due		ିସ୍କ) Turn in
Common Due tomorrow	n plumbing tools	Points 7 points possibl	If this is a graded assignment - this tells you how many marks
Open the work When you hav	sheet and fill in the names of the tools e finished, 'Turn in' your work for mark	shown. ing.	you can get
My work			
🔁 Commo	n plumbing tools worksheet.docx	Click	con the
Add work		docu	iment to open

# **Completing the Assignment**

The document will open and you will be able to edit directly in the document. As you type in your answers, it will save your work.

When you have finished typing in your answers, you can **Close** the document and it will save.

Microsoft Teams	Q. Search
Common plumbing tools work	sheet.docx
File Home Insert	Layout References Review View Help Table Open in Desktop App 🔉 Tell me what you want to do 🖉 Editing 🗸 🗔
りゃ 🖆 × 🚿 🛛 Arial	▼11 ▼ A <sup>*</sup> A <sup>*</sup> B I U 2 × A × A ···   註 × 註 × Ξ Ξ Ξ × A × A / ··· ↓
	Common plumbing tools worksheet.
	Fill in the name of the tool in this column
	Deburring tool
	Hacksaw

When you are satisfied that you have completed the work, you can submit your work for marking.

## Submitting the assignment



You will see an animated notification telling you that you have submitted your work.

Note - If the due date hasn't yet passed, you can Undo Turn in and update the document, otherwise your tutor will mark your work and give you feedback

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Chat

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General

1. Induction

2. Tutorials
3. Work Experience

Health and Safety Plumbing Tools Water systems

Plumbing Level 2



When your tutor has marked and returned your work, you will see a notification in the Teams window

Click on the Activity icon and it will take you to your assignment feedback

#### You can now see the mark you have been given and any feedback

Due tomorrow at 11:59 PM Well done.   Instructions Points   Open the worksheet and fill in the names of the tools shown. Points   When you have finished, 'Turn in' your work for marking. 7 / 7	Common plumbing tools	Feedback All correct - you have shown a good knowledge of plumbing tool
Instructions Points Open the worksheet and fill in the names of the tools shown. 7 / 7 When you have finished, 'Turn in' your work for marking.	Due tomorrow at 11:59 PM	Well done.
Open the worksheet and fill in the names of the tools shown. 7 / 7 When you have finished, 'Turn in' your work for marking, My work	Instructions	Points
My work	Open the worksheet and fill in the names of the tools shown. When you have finished, 'Turn in' your work for marking.	7/7
	My work	