

Handing in work (if the teacher has asked for it)

Depending on the assignment and the class, the teacher might request work is handed in. Once you have added any work that is necessary, it will be shown in the 'My Work' section.

Your child can then click 'Hand in' to send it to the teacher.

The screenshot shows a Microsoft Teams interface for an assignment titled "English Week 1". The assignment is due on 30 March 2020 at 10:00. The instructions state: "These are the recommended English activities for Thursday 26th March and Friday 27th March. Please also build in time for daily reading and comprehension questions. Each activity below has instructions. Some will also include resources for you to refer to. We do not need any work handed in. If you have any photos to share or want to ask any questions, please use the English channel." Reference materials include "English Instructions Week 1 Activity 1.pdf" and "English Resources Week 1 Activity 1.pdf". In the "My work" section, a file named "My amazing work.docx" is listed. A "Hand in" button is located in the top right corner. Red annotations highlight the "Hand in" button and the "My work" section, with arrows pointing to them. Text annotations state: "Once all the work that is needed has been added click 'Hand in' (or 'Turn in!')" and "This is the work that has been uploaded for the teacher to.. review."

Notes:

- In this example the instructions say 'We do not need any work handed in' but I have attached some just for demonstration purposes
- Whether or not the assignment needs work to be handed in, your child should click the 'Hand in' button to show that they have completed the assignment
- Once the 'Hand in' button has been clicked, it changes to say 'Undo hand in'; your child can click this if you need to change the work or if your child has made a mistake. This can be done even after the teacher has reviewed it; maybe they might ask for more work or point out a mistake or other problem
- The class teacher will be able to see that the assignment has been completed and might mark it and give feedback.
- Your child will receive a notification when an assignment is handed back from the teacher