

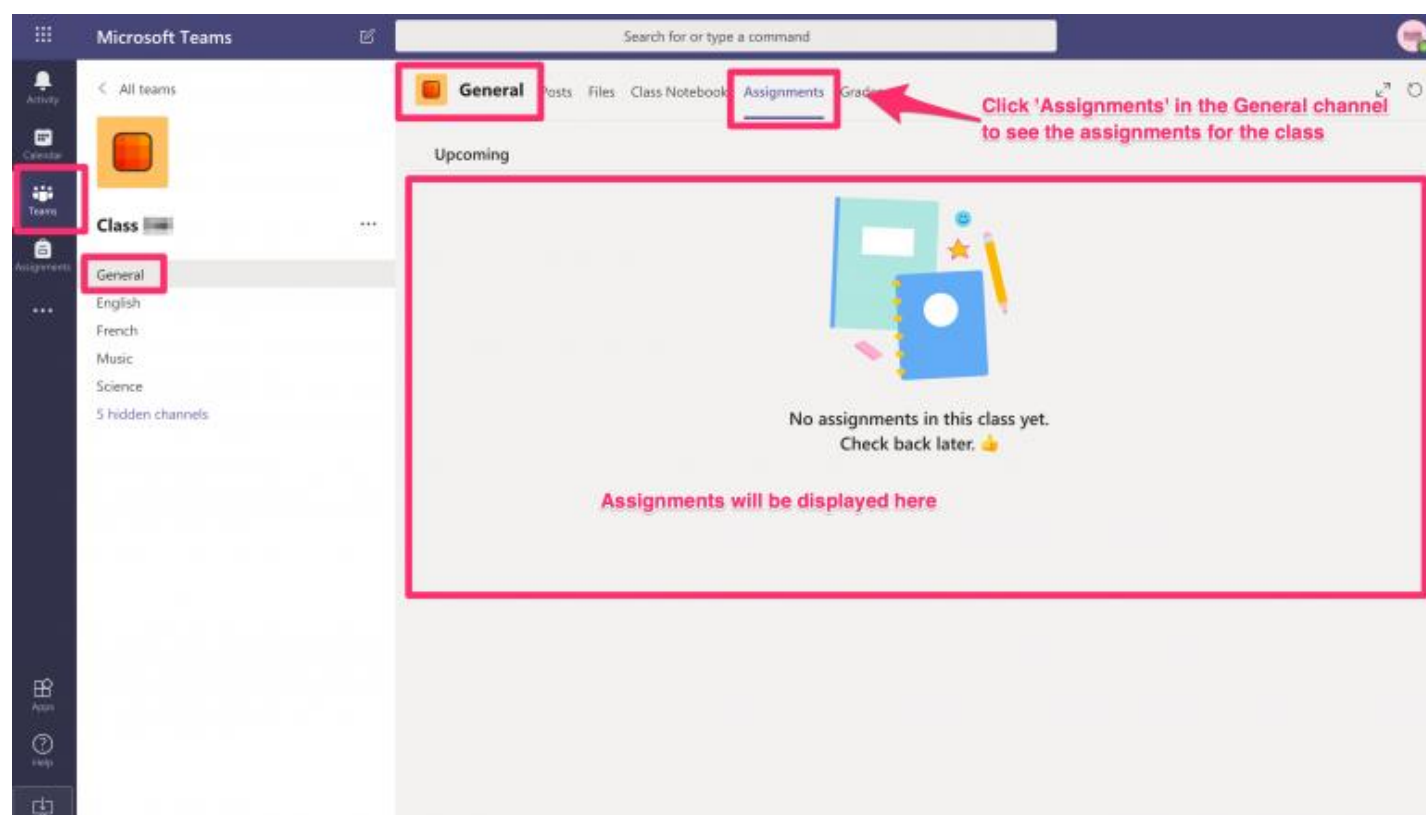
## 03. – Moving forward with Assignments in Teams

### More about Assignments

Well done for getting this far, this is a new adventure for all of us

Hopefully this part of the guide will shed further light on how to use Assignments

You might remember from the last guide that there is an '**Assignments**' button on the left hand side and in the General channel of Teams (they are both links to the same area):



A lot of the detail in this guide covers year groups who will be using Assignments. Early Years plan to use Assignments as well but may end up using them slightly differently so they are more age appropriate.

Don't worry – just read the instructions.

# Viewing Assignments

Years 1 to 6 plan to put up assignments per subject as needed. Assignments (this is a microsoft term, we would usually call them exercises) will usually be accompanied by an explanation.

There are two ways to get to Assignments. If your child clicks '**Assignments**' on the left they will see the class selector; they should then click on the relevant class:



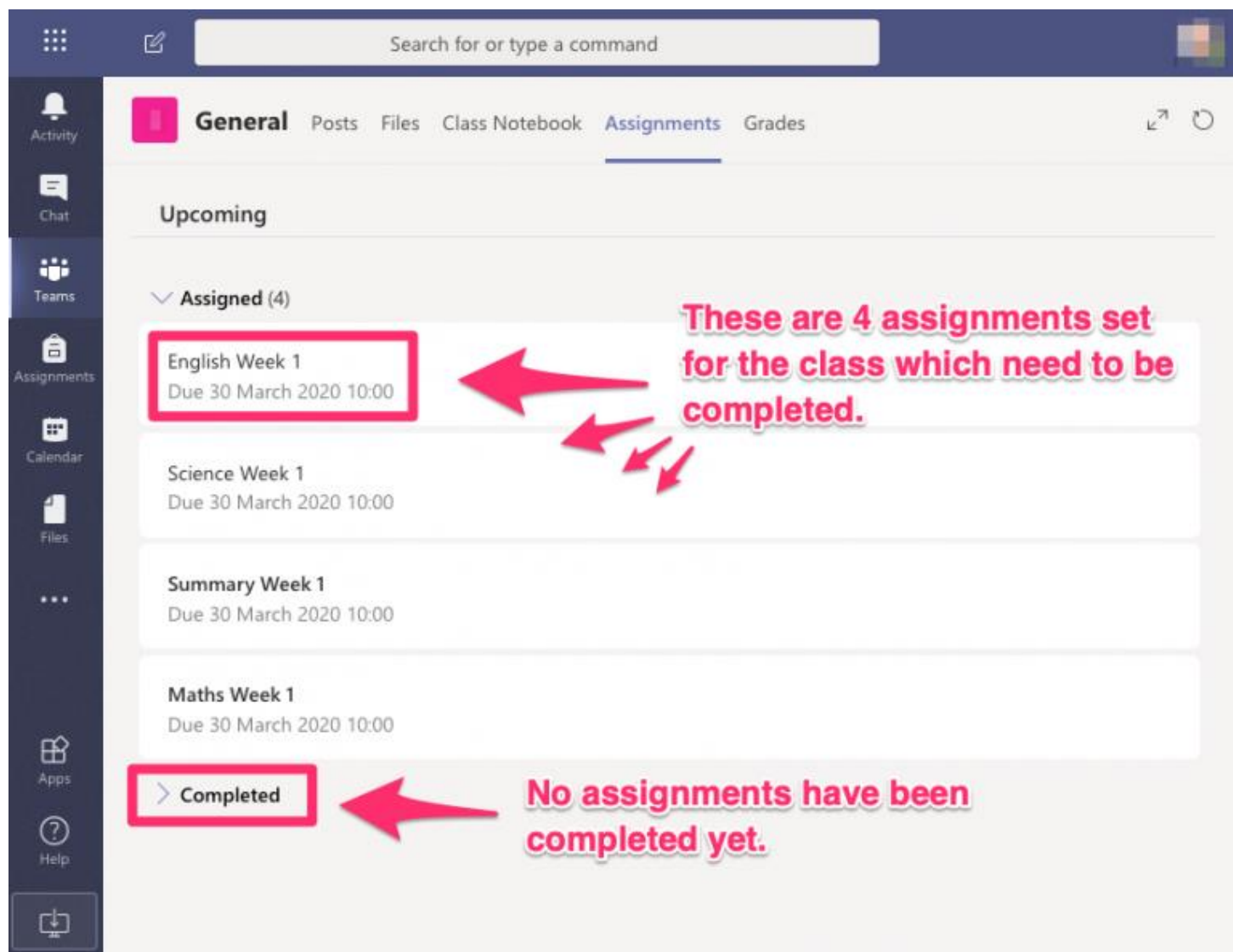
(If your child chooses Assignments from the top menu from within their Class Team, they do not see this screen.)

Once your child has found the Assignments area, your child will see any assignments sent to your child's class:

- Assignments will be clearly titled, for example '**Maths week 1**'.
- A range of subjects will be set each week depending on the class; there won't necessarily be an assignment for every subject every week.
- Assignments will begin gently in the first two weeks and build up.

- If your child wants to ask a question about an assignment, they should do this in the relevant subject channel in Teams (see the previous guide on Finding your way around MS Teams).
- Failing that, they can always use their email address, as mentioned in the last guide.

In the following example there are 4 different assignments available. No assignments have been completed yet:



Any of the assignments can be viewed by clicking on them, this then shows all the information about the assignment. There are several parts to this area: The picture below is an example, there may not be any assignments in your child's class yet.

The screenshot shows a Microsoft Teams interface with a sidebar on the left containing icons for Activity, Chat, Teams, Assignments, Calendar, Files, and Apps. The top navigation bar includes a search bar and tabs for General, Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is active, displaying an assignment titled 'English Week 1' due on 30 March 2020 at 10:00. A 'Hand in' button is in the top right. The 'Instructions' section is highlighted with a red box and an annotation: 'These are the instructions for the assignment, they tell you what to do and what needs to be handed in'. The 'Reference materials' section is also highlighted with a red box and an annotation: 'The teacher has provided some resources for this assignment. Your child can open or download them to their computer'. Below this, two PDF files are listed: 'English Instructions Week 1 Activity 1.pdf' and 'English Resources Week 1 Activity 1.pdf'. The 'My work' section at the bottom is highlighted with a red box and an annotation: 'This lets your child upload their work', showing an 'Add work' button.

Search for or type a command

General Posts Files Class Notebook Assignments Grades

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English Week 1

Due 30 March 2020 10:00

Hand in

Instructions

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

English Instructions Week 1 Activity 1.pdf

English Resources Week 1 Activity 1.pdf

My work

+ Add work

## Notes

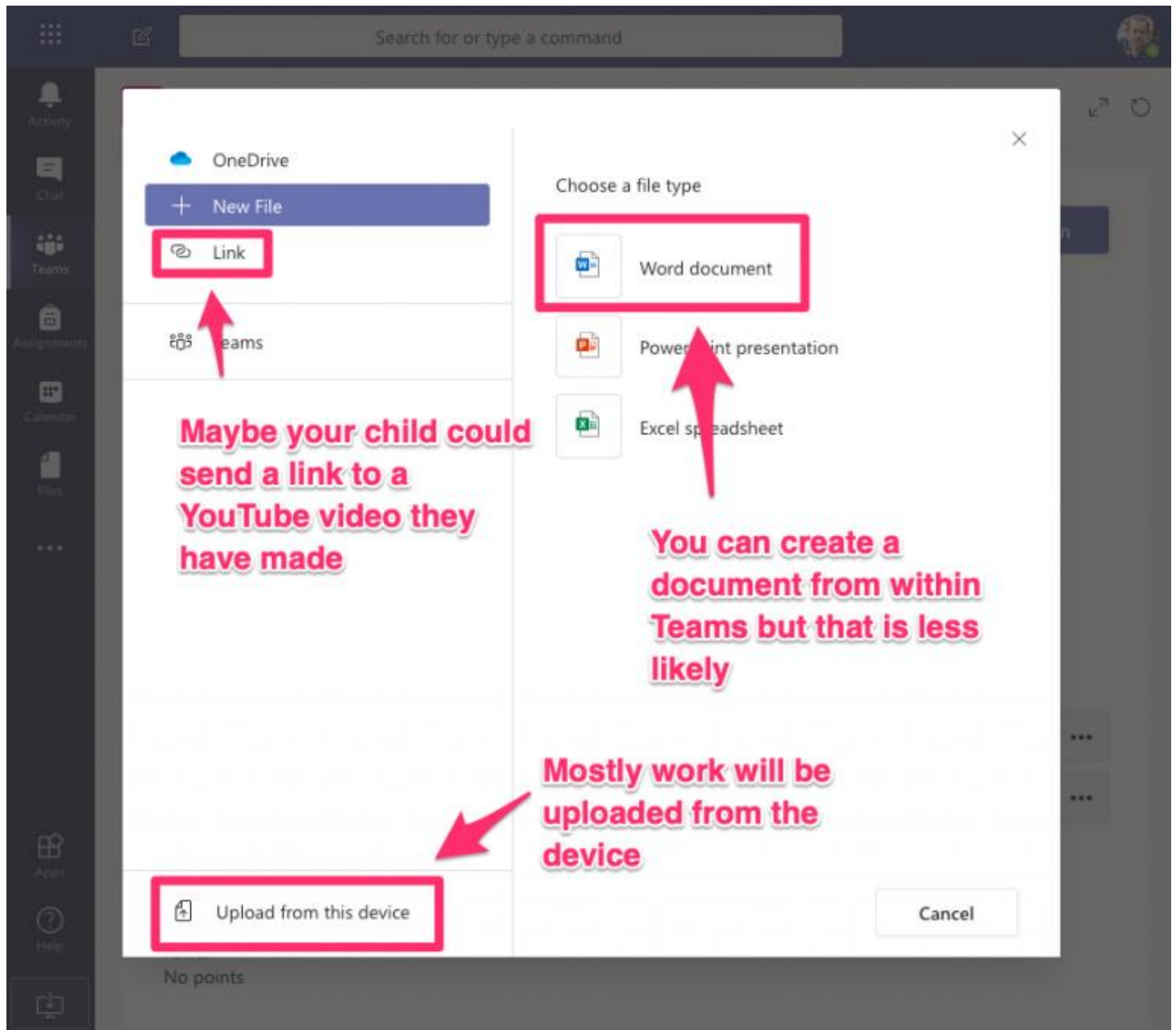
- Read the 'Assignment Instructions' carefully, this is where the teacher will tell you what needs to be done and what needs to be handed in
- The 'Reference Materials' section gives any documents that are needed to complete the work
- The 'My Work' section is where your child's work will be shown when you have uploaded it
- The 'Points' section is not used by Windlesham School

Follow the instructions the teacher has set. If the teacher has asked for work to be handed in, then click the '+' icon and upload the work.

This could be a photo of the work, a completed work sheet, a word document of an essay ... basically any document or picture.

You will see the different options for uploading work:

- Attaching a document you have on your device
- Adding a URL to something on the internet
- Creating a document from within Teams (probably less likely to do this)



## 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. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Files, and more. The top bar has a search field and a user profile. The main content area is titled 'General' and shows an assignment named 'English Week 1' due on 30 March 2020 at 10:00. The assignment instructions state that no work needs to be handed in. Under 'Reference materials', two PDF files are listed. In the 'My work' section, a document titled 'My amazing work.docx' is shown as uploaded. A red box highlights the 'Hand in' button in the top right, with a red arrow pointing to it and a text annotation: 'Once all the work that is needed has been added click 'Hand in' (or 'Turn in')'. Another red box highlights the 'My amazing work.docx' file, with a red arrow pointing to it and a text annotation: '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

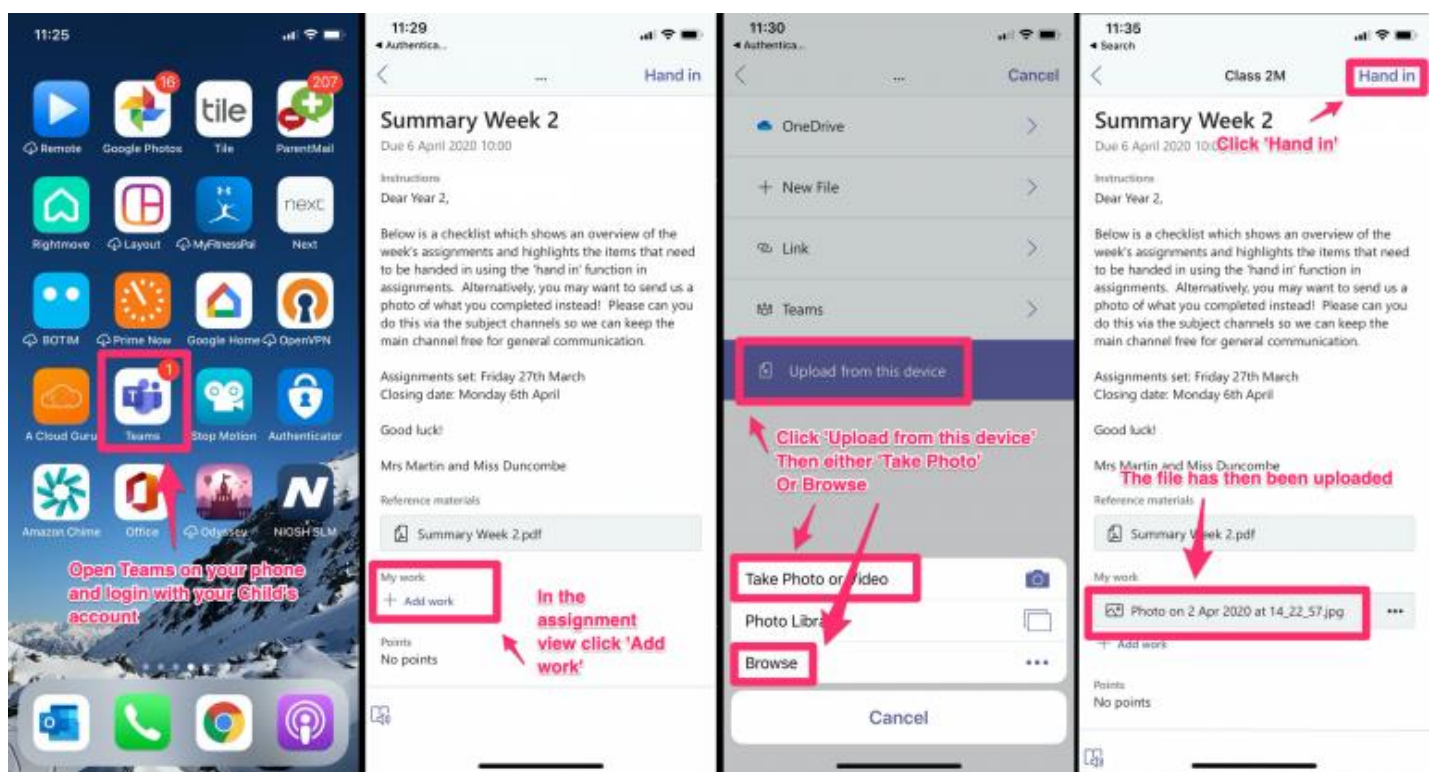


# Uploading photos of your child's work using a smart phone

Often the easiest way to hand work in with Teams is just to take a picture of it with your phone and then add the picture as '**My Work**'.

This can be tricky so here is a guide to getting it to work. The simplest option is if you don't already have Teams on your phone, you can download it then login with your child's account, take pictures with the phone camera and upload them directly into Teams:

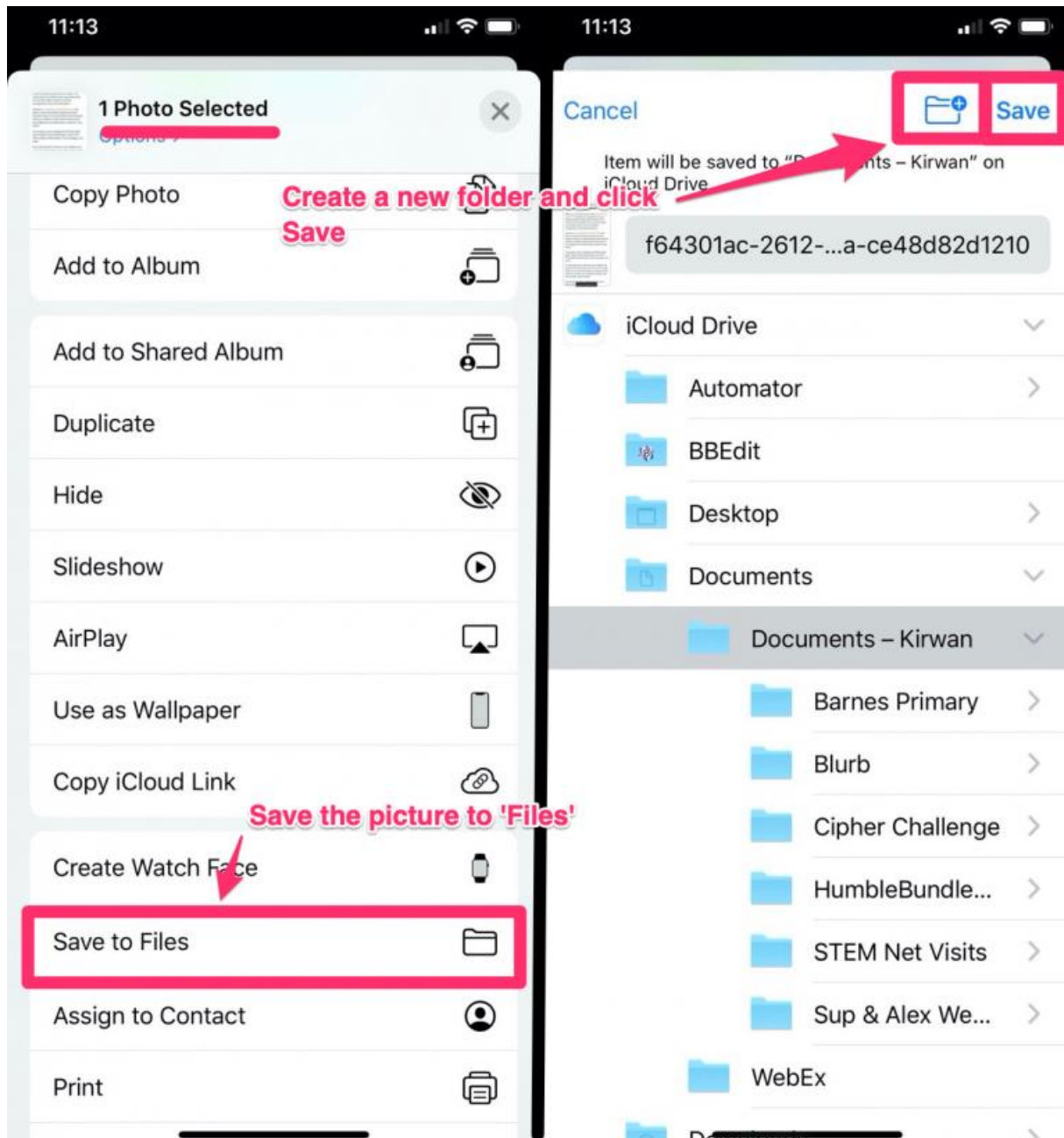
1. Download the Teams app onto your phone (from either GooglePlay or Apple App Store. Log in using the pupil's @windleshamschool.co.uk account
2. Once in your class you can select Assignments (across the bottom of your screen).
3. Within the assignment you can 'Add work'
4. You can upload a photo from your phone
5. You can see the image attached within the assignment. You can then either go out of the assignment ('<') where your image will be automatically saved or if your assignment is completed, 'Hand in'



If, like me, you use Teams for work and you don't want to be logging in and out all the time then you need some kind of cloud storage service which is supported by the device your child is using to access Teams.

A good choice if you have Apple devices is just to use the free iCloud storage.

1. Take a picture of the work from your phone
2. Looking at the picture click the 'share button' (its a little box with an arrow pointing up)
3. Scroll down to 'Save to Files'
4. Create a new folder in your iCloud Drive if you like
5. Click Save
6. Now go to Teams and follow the steps above to add work, on any Apple device you'll be able to select 'Browse', 'Files' and 'iCloud' and find the file you just saved.





# When assignments will appear, and when to hand them in

Ok this bit is a tad complicated, so hang on in there with me!

**Firstly, what week is it?** For the purposes of numbering assignments the school is starting at '**Week 1**' commencing **Tuesday 21st April** (i.e. the first week children commence the new remote learning strategy):

- Week 1 – starting Tuesday 21st April
- Week 2 – starting Monday 27th April
- Week 3 – starting Monday 4th May
- Week 4 – starting Monday 11th May .... and so on ...

**Normally:** Assignments will be assigned over the course of the week. This is to ensure that children (and parents) are not overwhelmed with tasks on the first day of the week

The children will then complete the work in specified time period – this will often be a week, but may 'Hand in' their work at any time before the due date.

They must remember to click '**Hand in**' to tell the teacher they have done it.

## Problem: Assignments aren't showing up in the Assignments section of the iPad version of Teams

These are apparently some problems reported in forums:

At the bottom of the iPad app if you click the **Assignments** button in some cases the list of assignments doesn't show up. They can still be seen in the General Posts section and can be accessed.

This is easily fixed:

- Click Assignments at the bottom of the app
- Click the class name at the top
- Reselect the class
- Click 'Next'
- The assignments will then appear in this list as well

Problem: In Teams when I click on an attachment to an assignment it shows up as black rather than the PDF (it used to work)

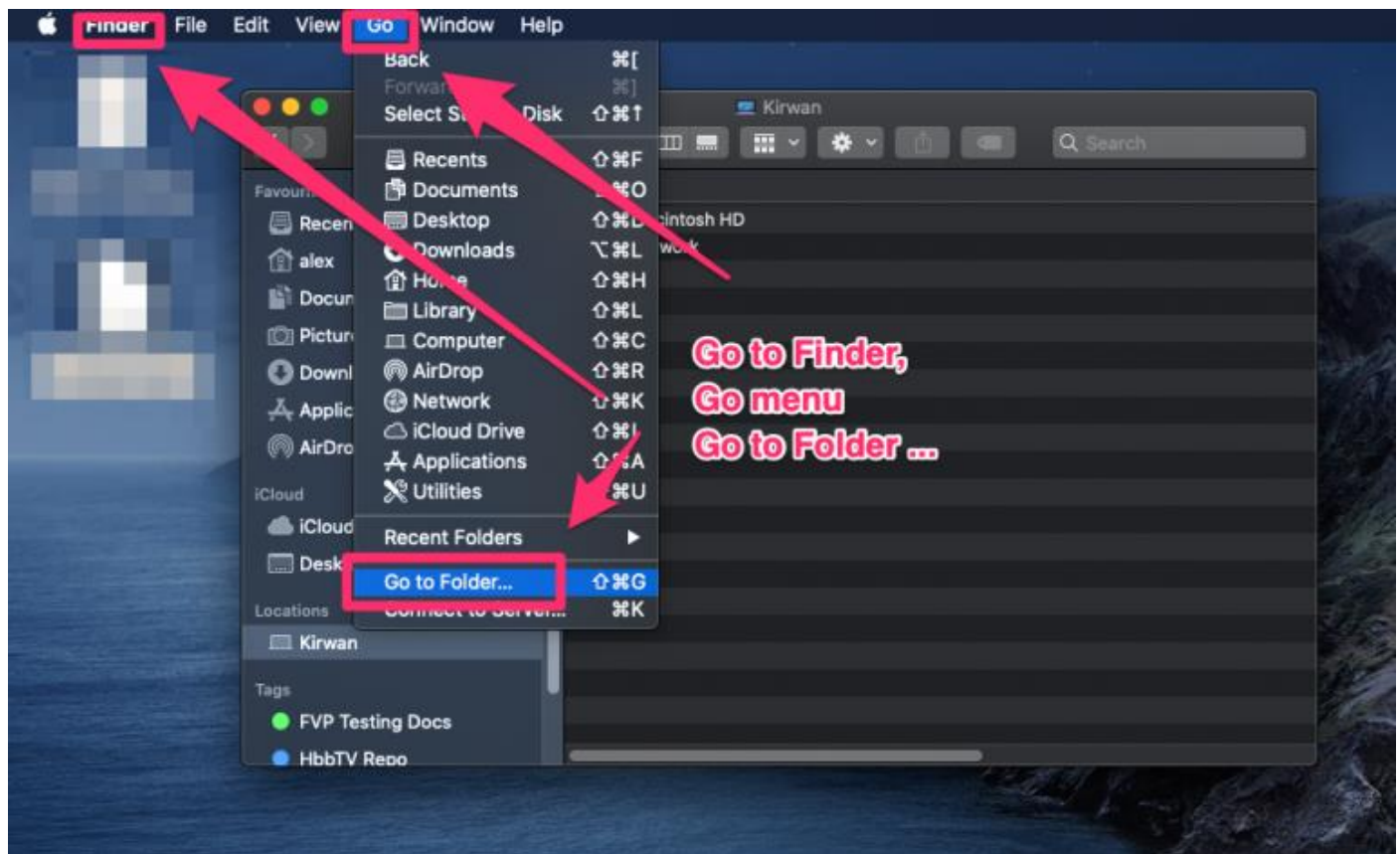
This is a known problem with Teams it seems. People have reported this mainly using a Mac, using the Teams app but according to the internet it can also happen on Windows.

The problem, according to users on the internet, is that when you open an attachment to an Assignment in the Teams app, you briefly see the attachment but then it is immediately replaced by a black screen.

The suggested solution is to delete the settings.json file which have become corrupted.

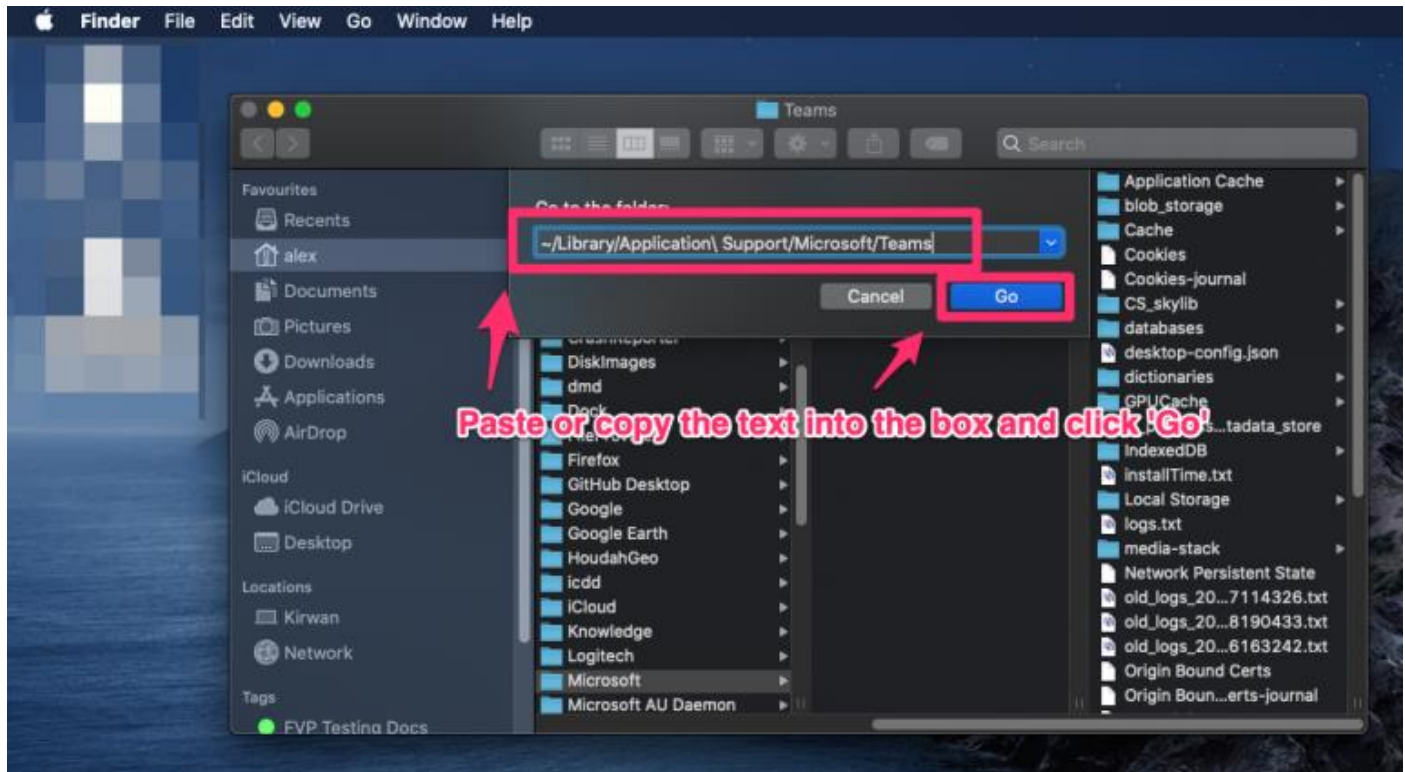
On a Mac:

- Close Teams
- Open Finder
- On the top Menu bar select Go, then Go to Folder



Copy the following text into the box:

~/Library/Application\ Support/Microsoft/Teams



- Look for the file called 'settings.json' and delete it.
- I also deleted the Cache and Application Cache folders from this directory as well but I'm not sure if that was necessary.
- Restart Teams and try again ... hopefully it should display properly now!
- All the above items you deleted are recreated when Teams restarts.

On a Windows machine the **settings.json** file is in:

c:/<your user name>/appdata/roaming/microsoft/teams

For those wanting to get much more into the detail here is a long and detailed discussion about it with the answer above, there is no clarity on why this happens, or how often:

<https://techcommunity.microsoft.com/t5/microsoft-teams/microsoft-teams-file-preview-shows-black-screen/m-p/214797>