

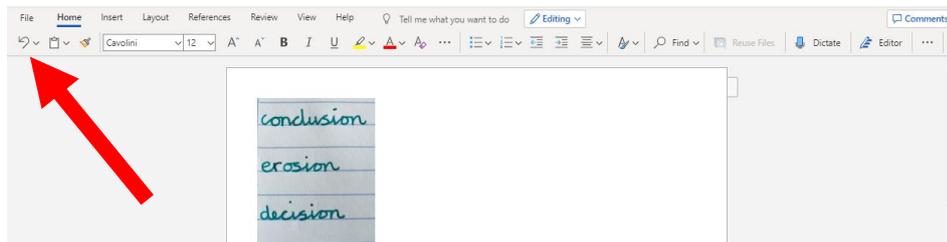
## Friday 29<sup>th</sup> January Assistance with Teams

Well done on navigating your first week with Teams! I know it's been tricky and there's been lots that everyone (pupils, teachers and parents) have learnt. Please try not to get too frustrated, remember this is a new system for us so there are always some technical difficulties and we are all in the same boat!

Here are a couple of things I've learnt which I think could help you with your work.

### Deleting work

If you accidentally change or delete part of your work you can click the "undo" button at the top and it should return it to how it was before.



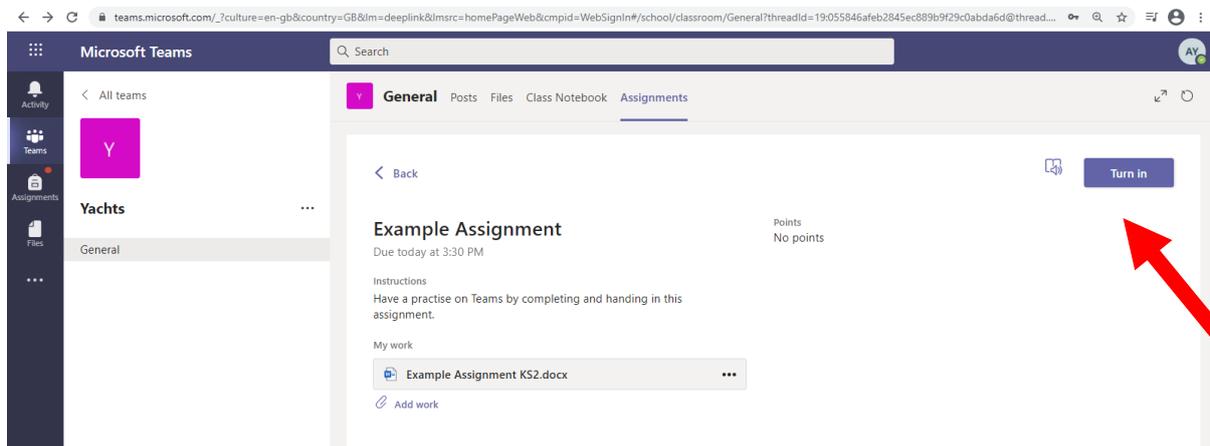
One of my favourite buttons!

### Turning in your assignment

I apologise that the guidance given with the laptops differed slightly.

Once you have completed your assignment, click "close" at the top. I know this feels wrong when you haven't pressed save but I promise you your work will still be there!

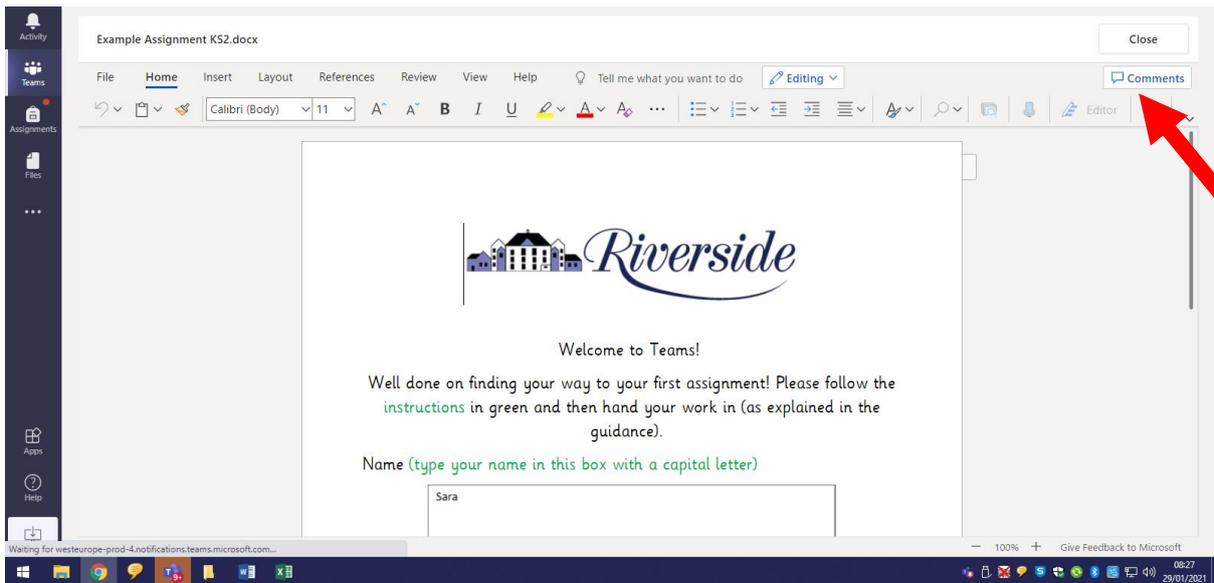
You should then see this screen and click the blue "Turn in" button to send it to the teacher.



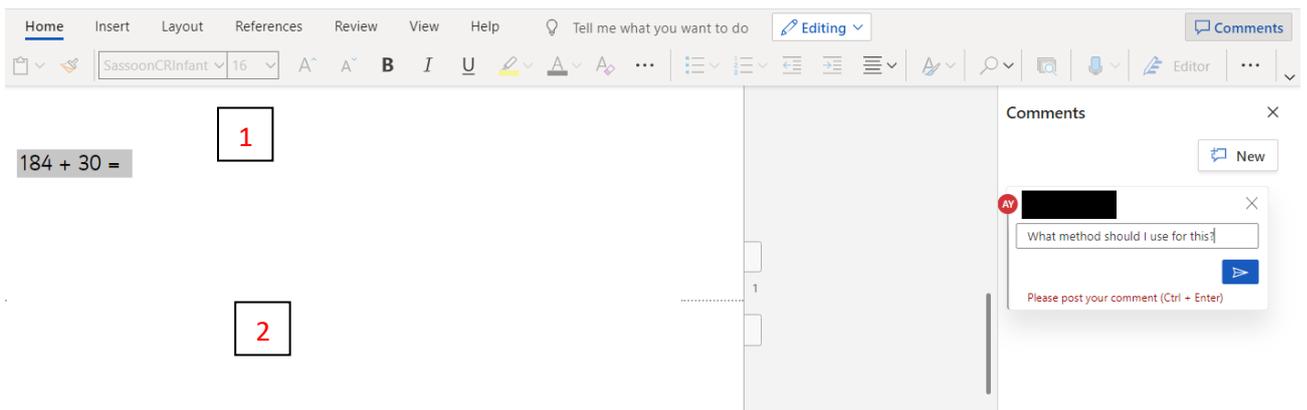
### Comments

To speak to the teacher we have now disabled chat and you can use the button in your assignments. You can find this at the top once you have opened it:





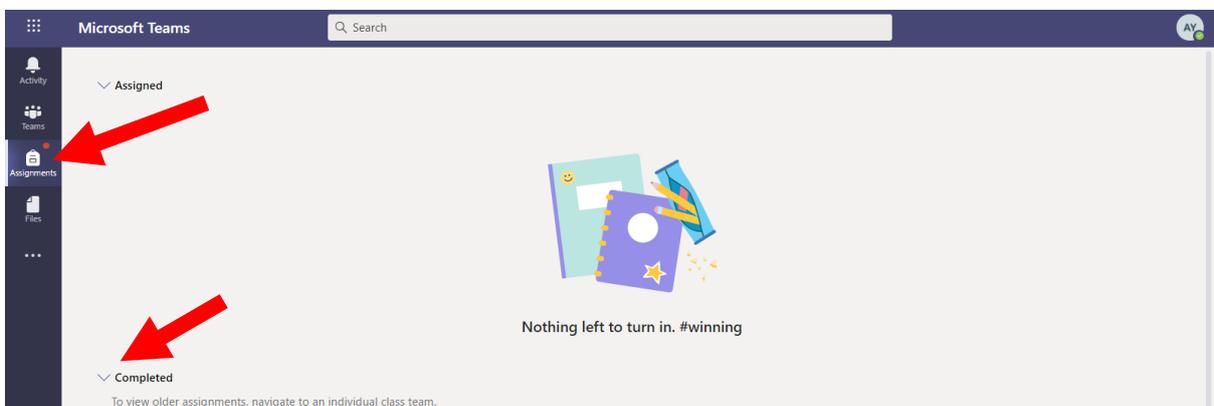
Click on the “New” button with the + sign. This will bring up a box so you can ask a question directly to your teacher. The teacher will reply so don’t turn this piece of work in. Check back to see their reply.



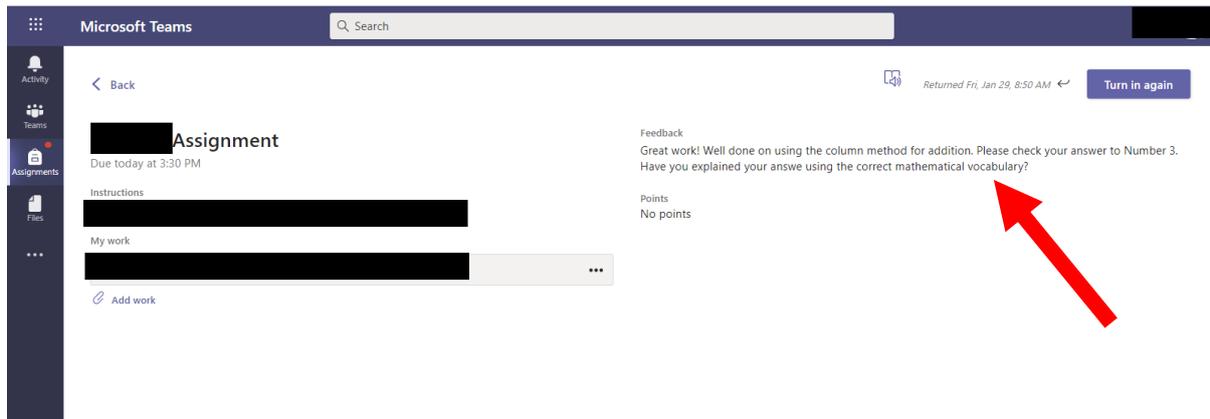
## Feedback

When your teacher has given you this feedback you can see this by following these steps.

Open “completed” assignments here (click on “assignments” to the left (1) and then “completed” at the bottom (2)).



When you click on the assignment that you want to see feedback for it should look like this:



This means that now I should go in and look at question 3 again, correct my answer and press “Turn in again”.