

## HOW TO ACCESS ASSIGNMENTS

1. On VLE homepage, select the **Assignments** button.



2. This will open Teams in a new tab in your web browser.



If prompted use the Web Browser version of Teams.

Download the Teams desktop app  
and stay better connected.

Get the Windows app

Use the web app instead

3. You will automatically be taken to the Assignments page in Teams.  
Choose a **Class** from the list then select **Next**.

Choose a class

Search classes

- T THS-2020-7Y3-En
- T THS-2020-7Y3-Gg
- T THS-2020-7Y3-Hi
- T THS-2020-7Y3-It** ✓
- T THS-2020-7Y3-Mu
- T THS-2020-7Y3-Pe
- T THS-2020-7Y3-Rs
- T THS-2020-7Y3-Sb
- T THS-2020-7Y3-Sp
- T THS-2020-7Y3-Te

**Next**

4. Select the Assignment you have not completed.

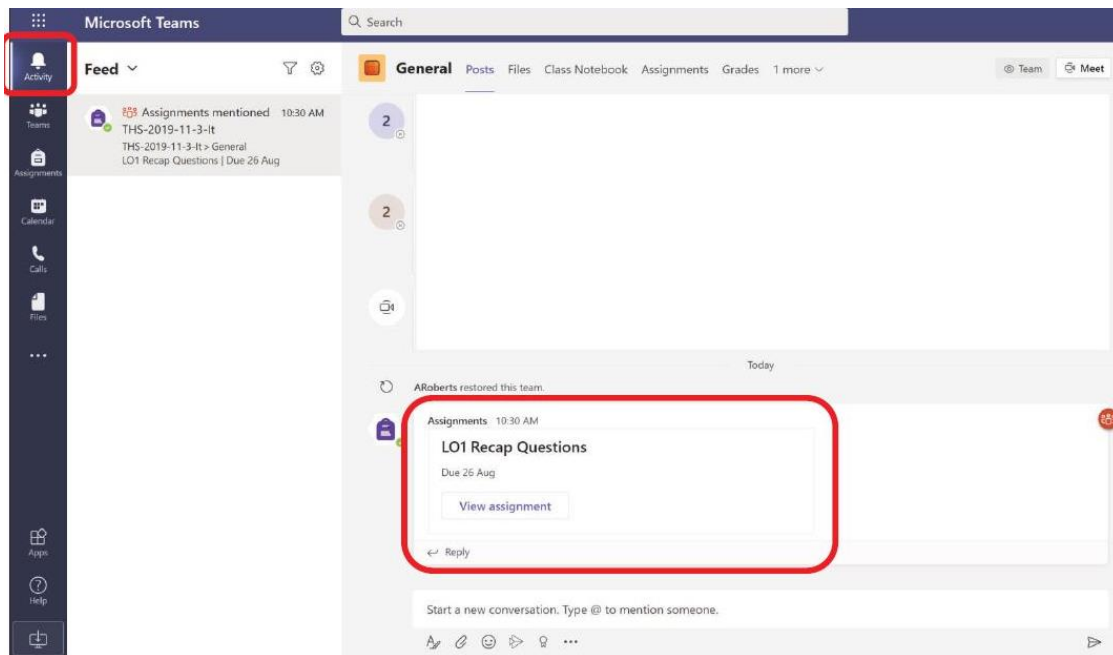
Assigned

**Introduction to Computer Systems**  
Due yesterday at 15:00

5. The Assignment will then be displayed, you will see the instructions from your teacher along with the hand in date and any resources that have been uploaded.

**Introduction to Computer Systems**  
Due 15 September 2020 15:00  
Instructions

If you are unsure what Assignments you have, you will have notifications in the Activity tab of Teams.



## ADDING WORK TO YOUR ASSIGNMENTS

With your Assignments you may be required to submit work, please follow the below steps depending on the device you are using.

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### UPLOADING WORK FROM A DESKTOP COMPUTER

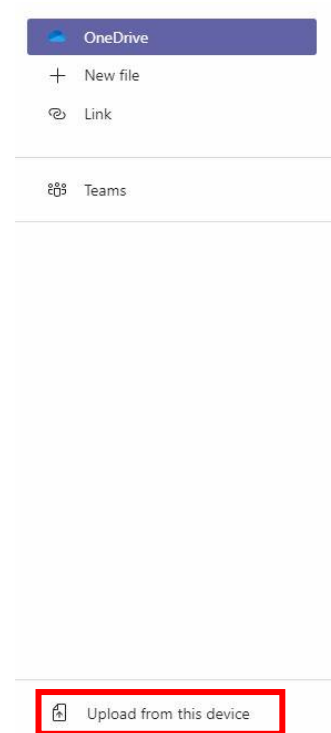
1. In the Assignment you are working on, at the bottom of the Assignment details is a button to Add Work. Select **Add work**.



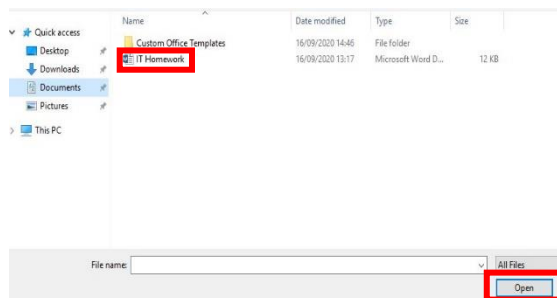
2. A pop-up box will appear, select the location of where the file (work) is saved.

Most of the time this will be 'Upload from this device', unless you have saved the work into your student OneDrive area.

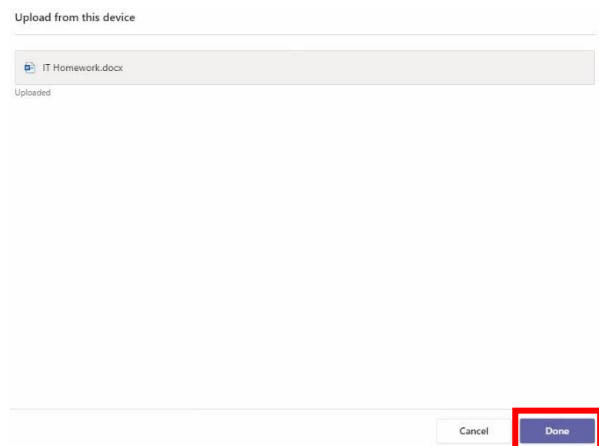
*Where possible, avoid selecting files from OneDrive as it creates a link for your teacher rather than uploading the file.*



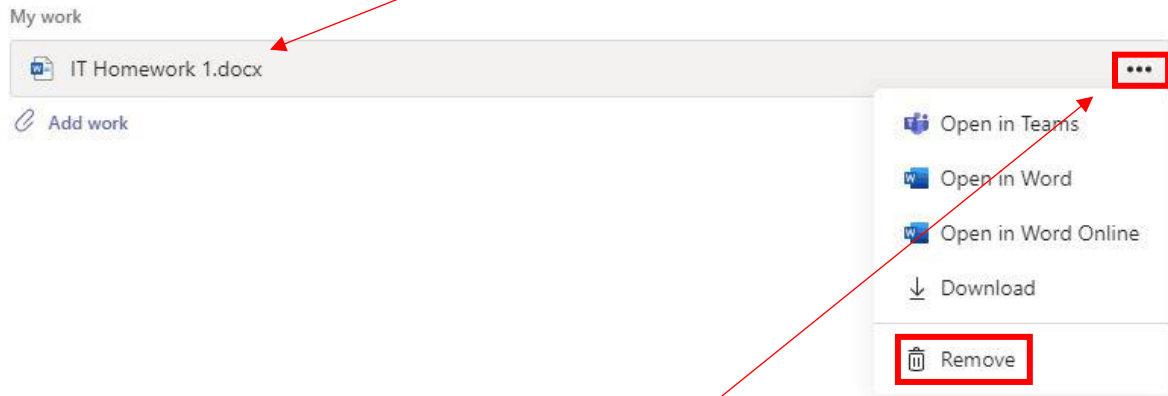
- If you select 'Upload from this device' a pop-up box will appear, this will be 'file explorer'. Use this to locate the file on your device. Once located and selected, select **Open**.



3. Once you have selected your file it will then upload. Select **Done** to finish the upload.



4. In your Assignment the file will then be attached.

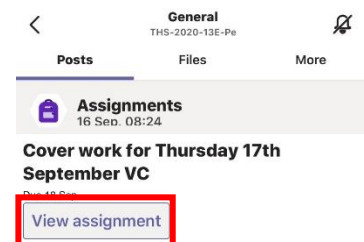


If you need to remove the file, select the 3-dot menu, then select **Remove**.

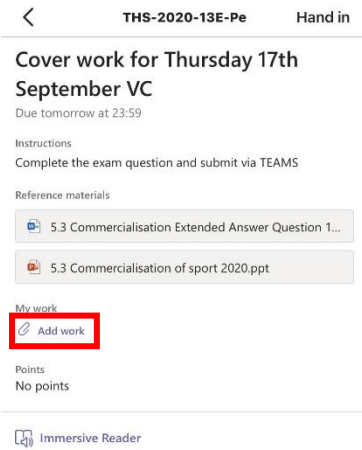
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## UPLOADING WORK FROM A MOBILE DEVICE

1. On your mobile device, locate the Assignment then select **View Assignment**.

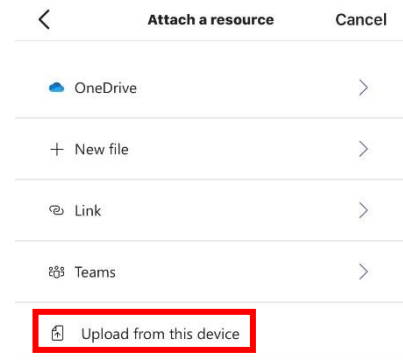


2. The Assignment will be shown, select **Add Work**.

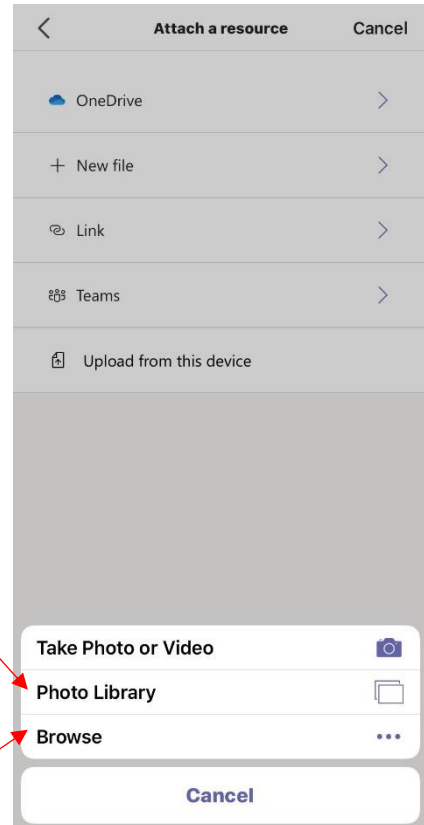


3. Select the location of where the file (work) is saved.

Most of the time this will be 'Upload from this device', unless you have saved the work into your student OneDrive area.



- Depending on your mobile device, you will be prompted on where to select the file from.



If you have a paper document you need to upload, take a picture on your device first then add via your **Photo Library**.

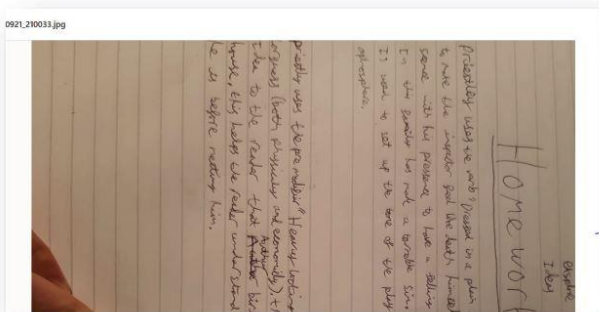
*If you use 'Take Photo or Video' the quality of the image is low and will not be suitable for submission.*

If your work is a document saved on your mobile select **Browse**.

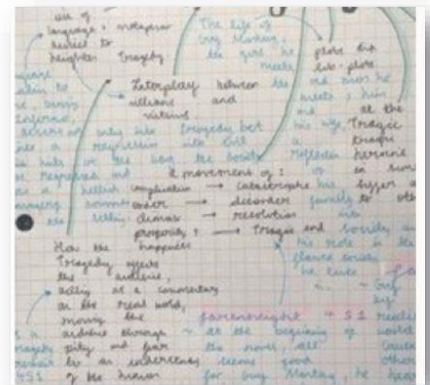
Your file will then be added to your Assignment.

## Some pointers about uploading images:

If you are uploading an image of your work – make sure it's the right way up **unlike this** – teachers can't flip the image once it's on Teams

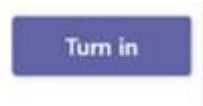


Make sure it's a good quality image and not blurry like this



When you have completed your Assignment and uploaded your work, you need to Turn In/Hand In your Assignment.

On the Assignment details there is a button in the top right-hand corner to **Turn In**.



If you are handing in work late, the option will be **Hand in Late**.

