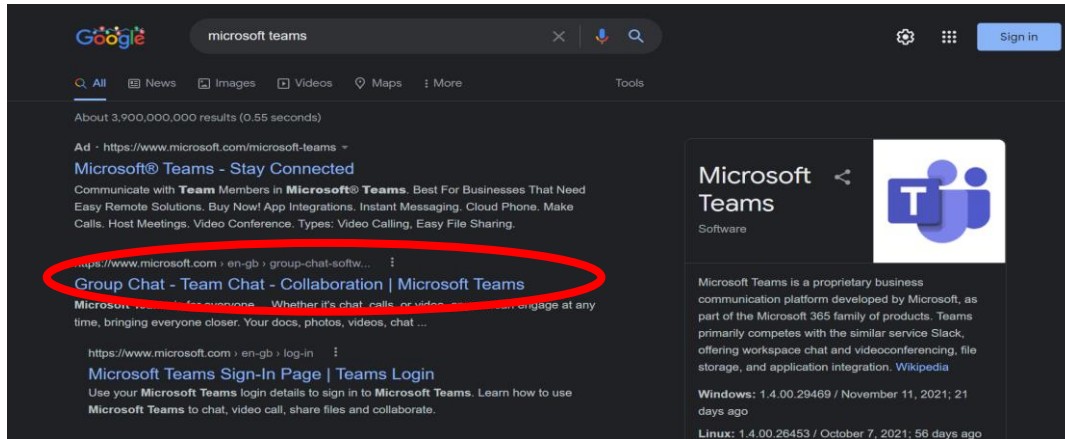
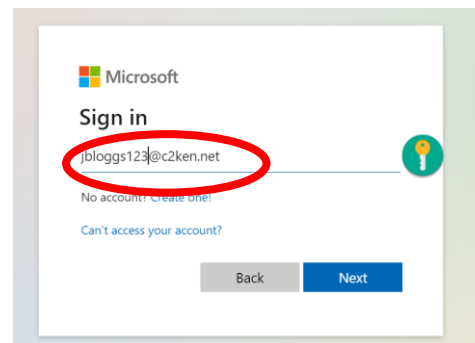
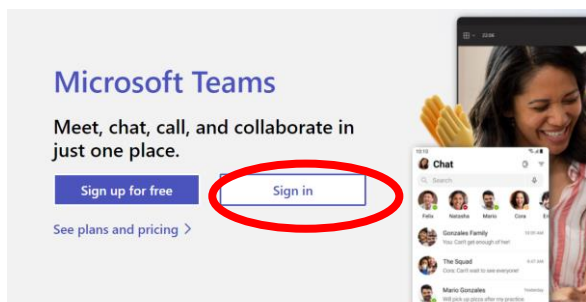


1. Access Microsoft Teams by searching for Microsoft Teams on a search engine of your choice. Click on the link to open to the website. If on an iPad/tablet download the app from your app store.

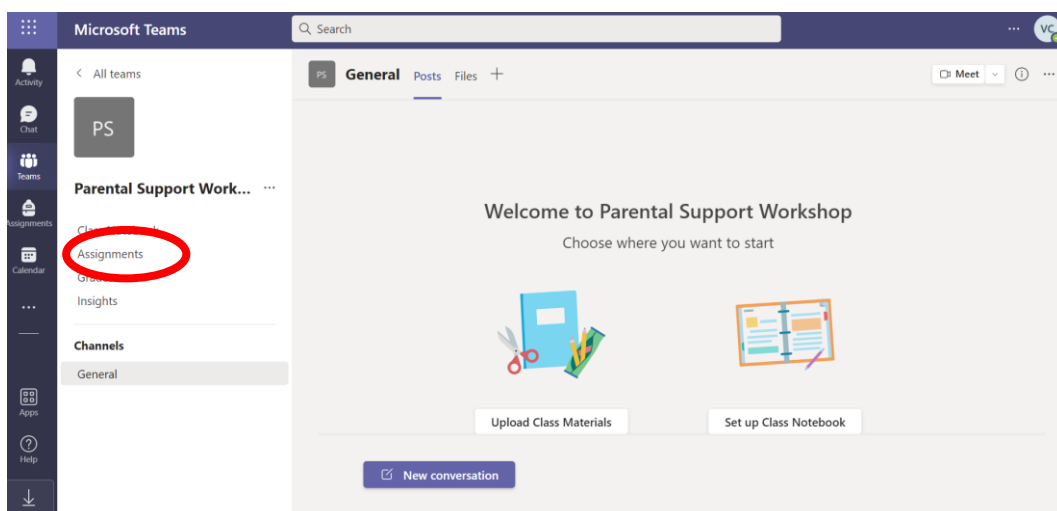


2. Click sign in and sign in using your c2k log in details. Remember to use @c2ken.net to make it an email address. You will be redirected to another window to put in your password.

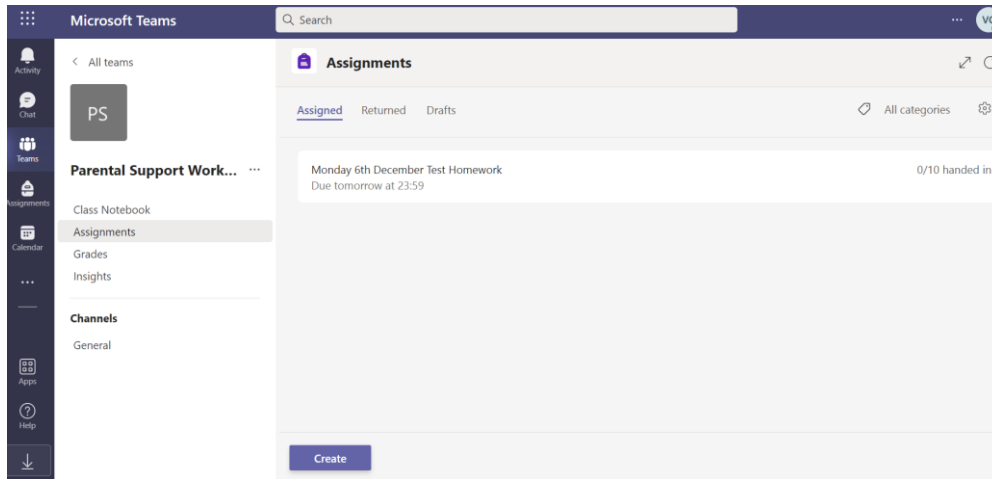


3. You will then see all the classrooms that you are a member of, select the appropriate classroom.

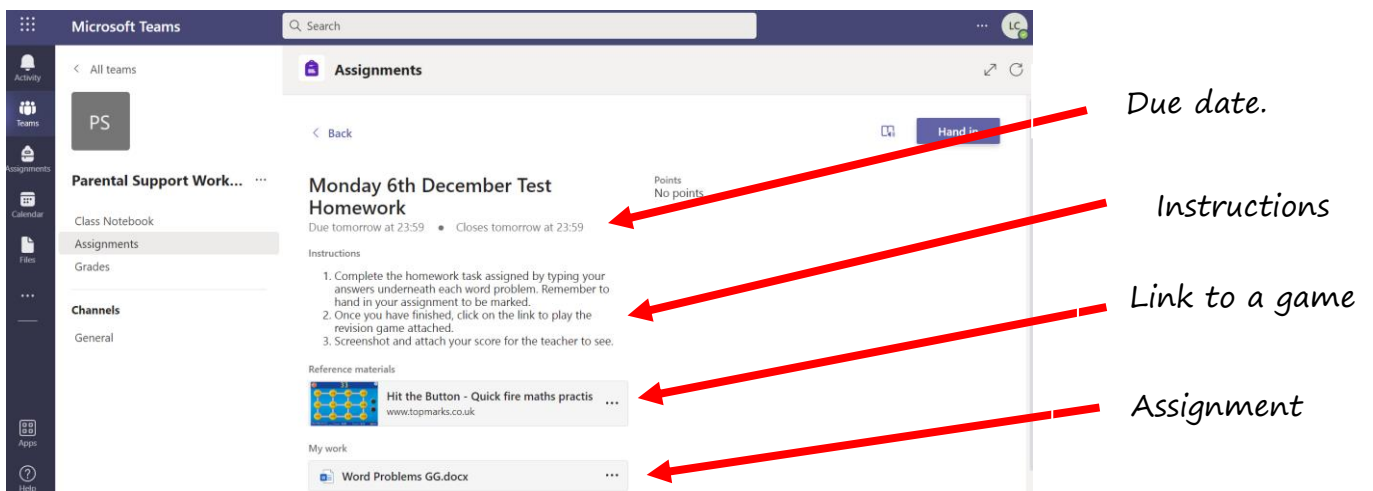
4. To access your assignment, click on the assignments tab on the left side of the screen.



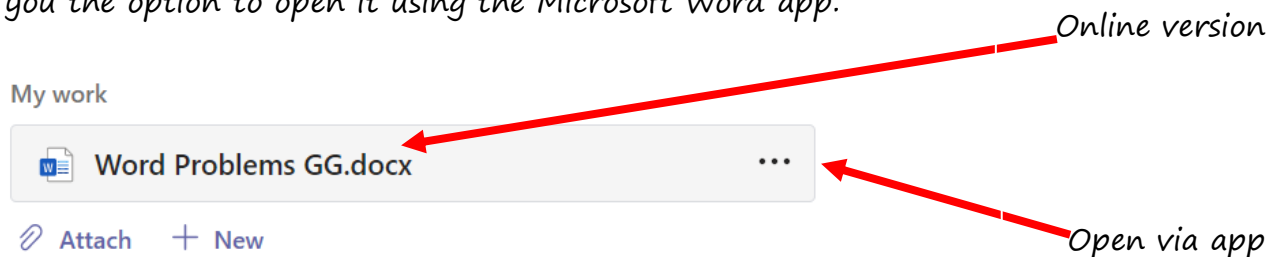
5. You will see a list of work assigned to you. Select the appropriate one to get started.



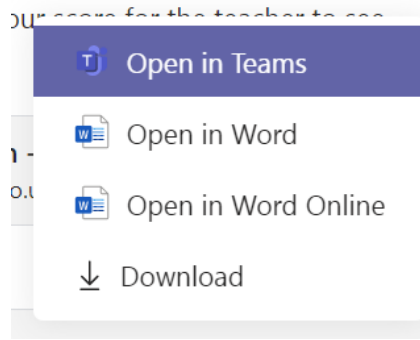
6. Your assignment instructions from your teacher will be visible and you can access the support material or links that they have given you. Look closely at when your assignment is due as you will not be able to submit after the closing date & time.



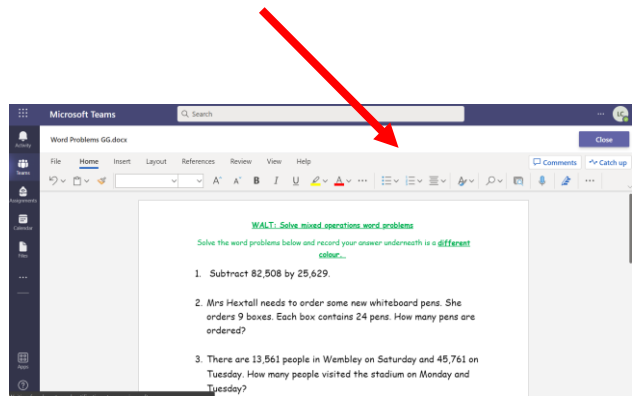
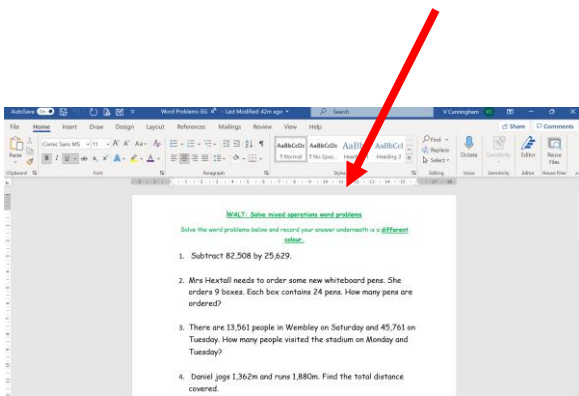
7. Click on the assignment to open it. There are several different options. Clicking on the words will open it using an online version of Microsoft Word. Clicking on the ... will give you the option to open it using the Microsoft Word app.



8. Open in Word

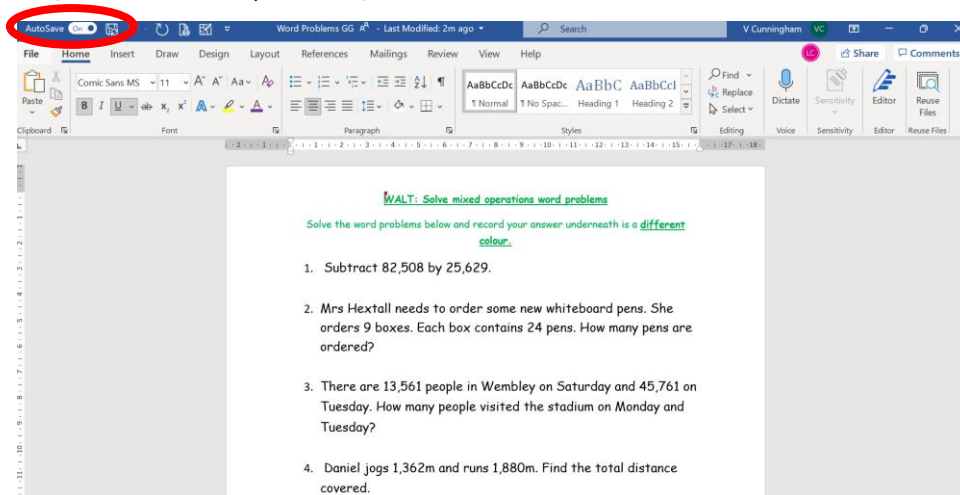


9. If opened in the Microsoft App it will look like this, online version will look like this.



10. Follow the instructions given by your teacher to complete the assignment. You can type, change the font or colour, add shapes and use the full functionality of Microsoft Word.

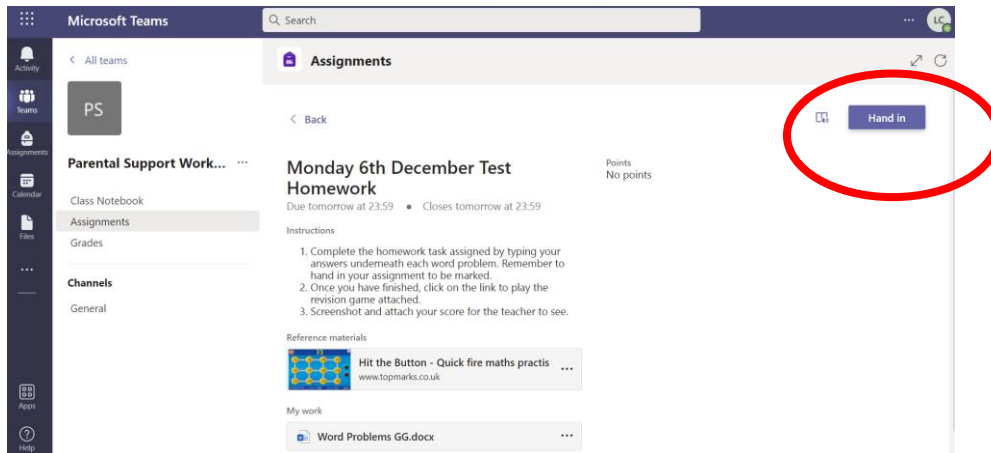
11. When you have completed your work, save it.



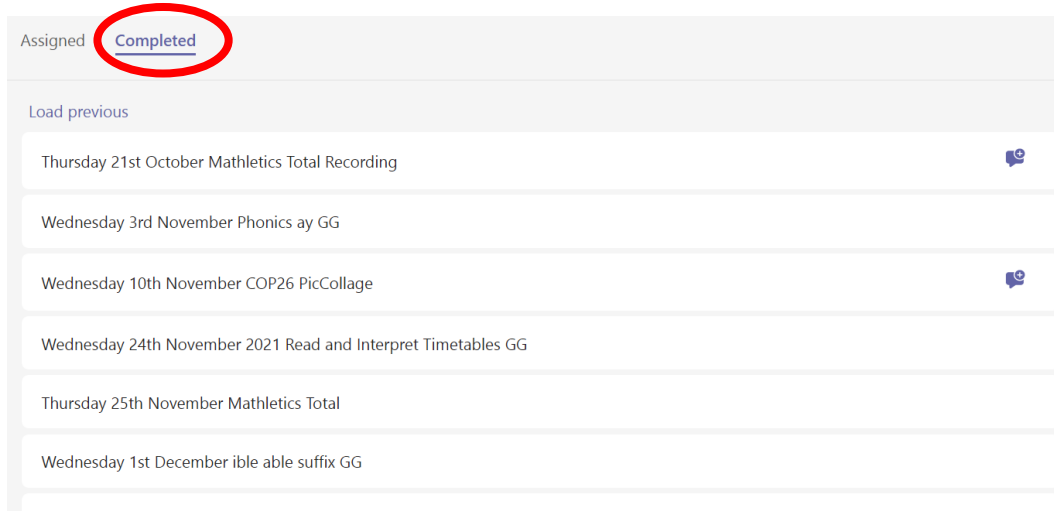
12. If you have been asked to attach a picture, click on 'attach', then select your picture or file from the location it is saved in.



13. Once you are sure that your assignment is ready to be handed in, tap hand in. Your work will then be sent to your teacher to be marked.



14. To see your feedback and comments, click on completed and select the assignment of your choice.



15. You will then be able to read the feedback given by your teacher to help you improve next time.

