



Lee Brigg Infant & Nursery School

Executive Headteacher: Miss Sarah Gordon

Head of School: Miss Laurabeth Kilkenny

Chair of Governors: Mr Andrew Emms

Lee Brigg, Altofts, Wakefield WF6 2LN Telephone: 01924 893829

www.leebrigg.wakefield.sch.uk Email: sgordon@watertonacademytrust.org

kilkenny@watertonacademytrust.org

Microsoft Teams – Viewing Assignments and ‘Turning In’ Work

Viewing Assignments

When you click on the **assignment** notification / tab, you will be taken to the assignment. **Instructions** for the assignment and any files required to participate and complete the assignment will be shown. Click on the attachments / videos (**reference materials**) to open them.

Attaching Work To Assignments

Once the assignment is completed, you can upload a copy of your work (or any photos / videos). To do this click on the **‘add work’** icon under ‘my work’.

You can then choose to add a file from your device and this will be added to this section.

Once completed – don’t forget to ‘Turn in’ your work using the button (top right). Your teacher will then be able to provide feedback.

The screenshot shows the Microsoft Teams interface for an assignment. At the top, the 'Assignments' tab is selected. A 'Turn in' button is visible in the top right corner. The assignment title is 'Test Assignment 1 - Lee Brigg Staff' with a due date of 'Due November 19, 2020 11:59 PM'. The 'Points' section shows 'No points'. Under 'Instructions', it says 'O'clock - Please watch the BBC Bitesize resources and answer the questions. You can either do this using the word document (questions) attached or by using paper and pen'. Under 'Reference materials', there are two items: 'O'Clock.docx' and 'O'clock Resources', both with three-dot menu icons. At the bottom, under 'My work', there is an 'Add work' button.



We're working towards Artsmark
Awarded by Arts Council England



Designated Safeguarding Lead: Miss S Gordon - Deputy DSL: Miss L Kilkenny - Safeguarding Governor: Mr A Emms
If you are worried a child is at risk of harm please contact either of the above or **Social Care Direct on 01924 303456.**

Copies of the Safeguarding and Child Protection policy can be obtained from the school office free of charge or downloaded from the website.