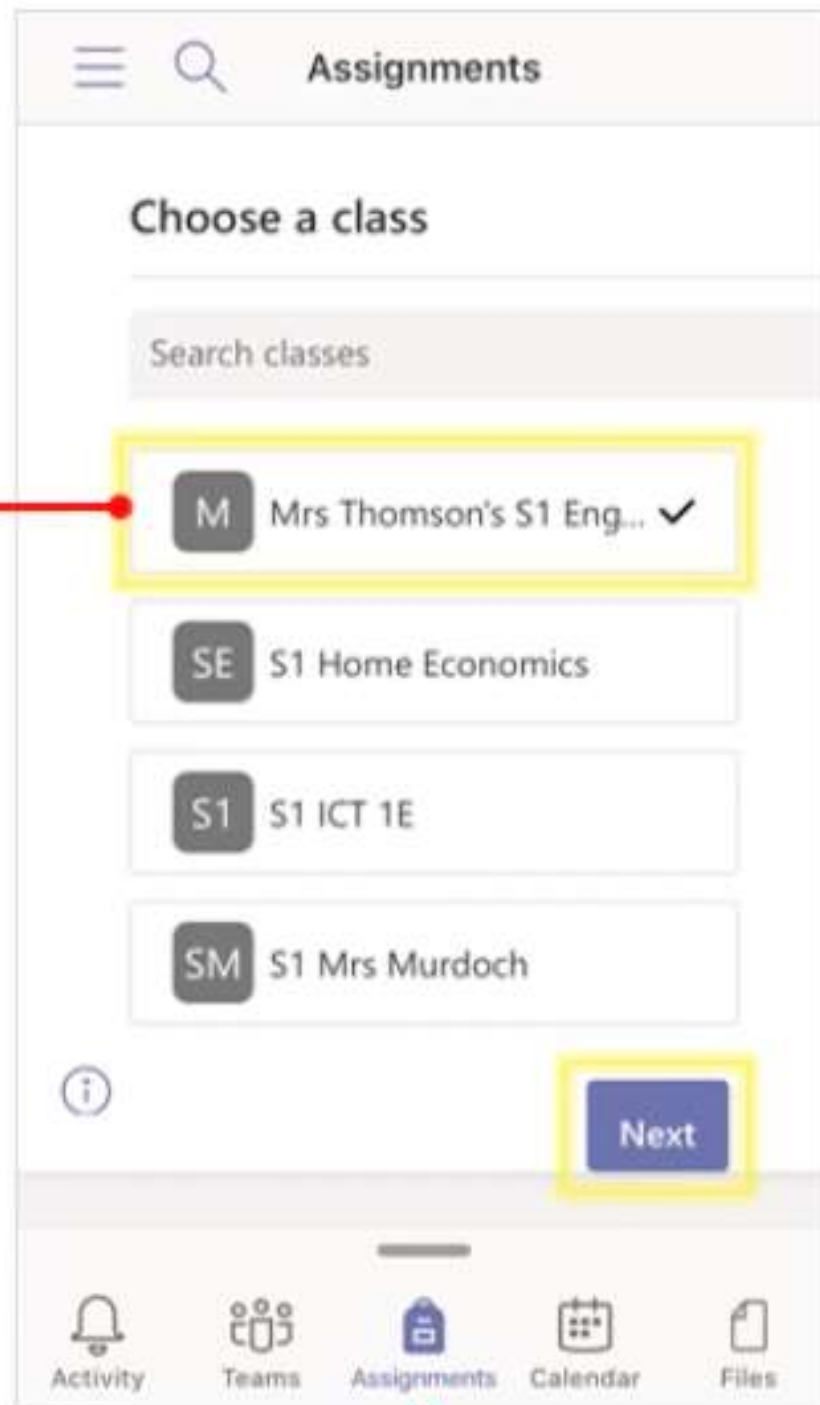# How to submit assignments
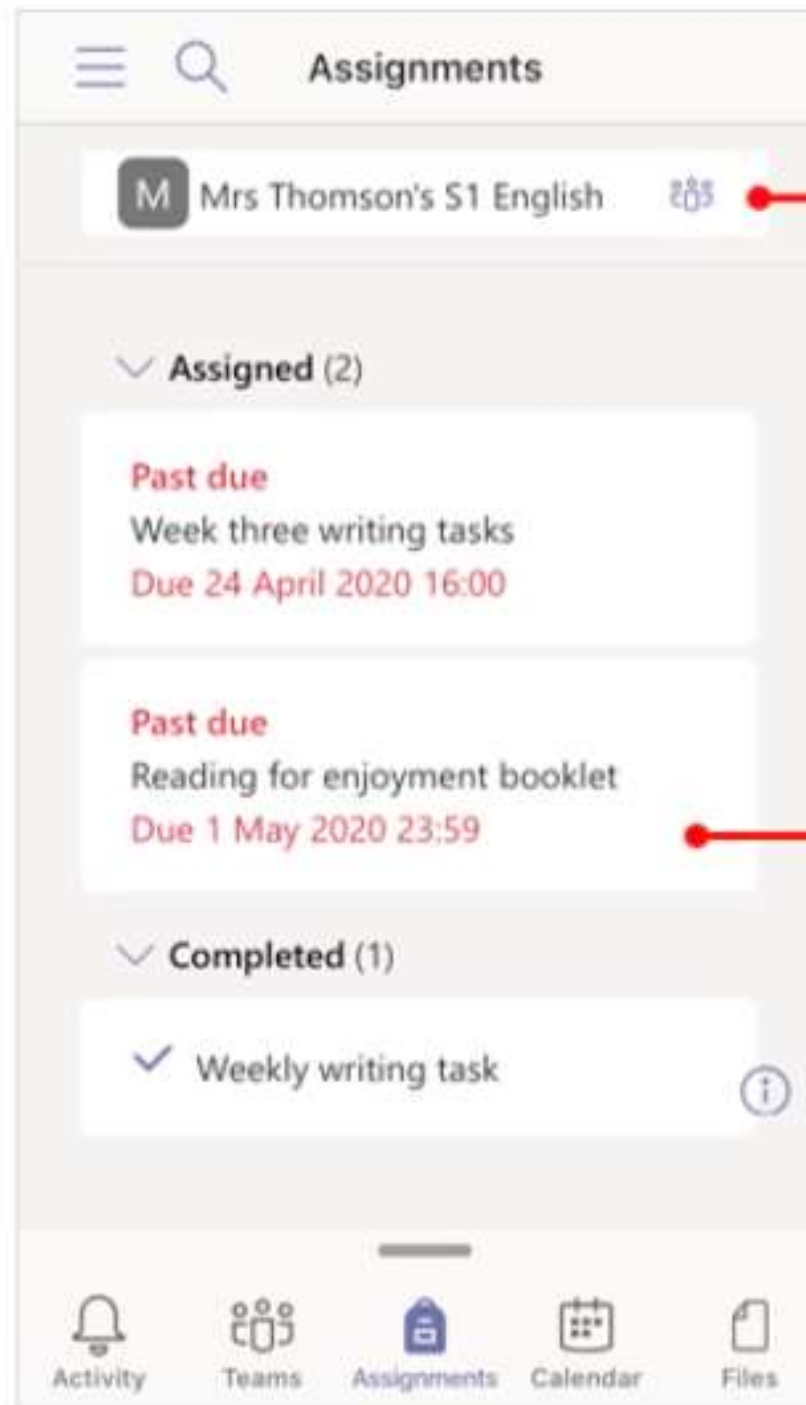
How to view your Assignments

Select the **Class Team** then click **Next**.
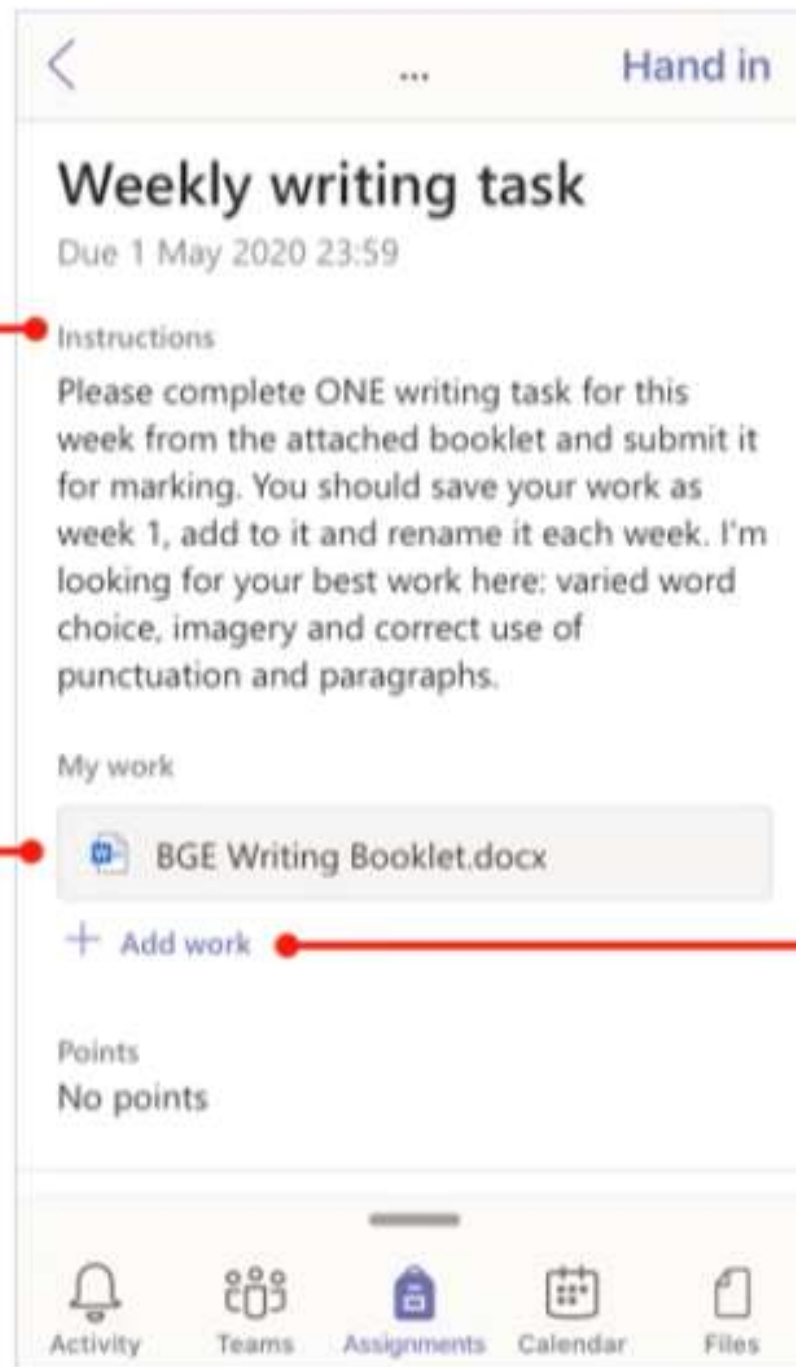
Click on **Assignments**.

Quickly **filter** to another class.

View **assigned**, **late** and **completed** assignments by class.

How to open, edit and submit Assignments

You can easily **view** the details for the assignment.

Your teacher may have included a worksheet or template for you to complete and return.

Weekly writing task
Due 1 May 2020 23:59

Hand in

Instructions
Please complete ONE writing task for this week from the attached booklet and submit it for marking. You should save your work as week 1, add to it and rename it each week. I'm looking for your best work here: varied word choice, imagery and correct use of punctuation and paragraphs.

My work

📘 BGE Writing Booklet.docx

+ Add work

Points
No points

Activity   Teams   Assignments   Calendar   Files

When you have completed the tasks, you should click **Hand in**. Your teacher can then review your work and return feedback to you.

By opening the worksheet, you may or may not be able to edit the document from your mobile device.

If you have pre-installed Office 365 on your mobile device, you should be able to edit and your work should save automatically as you go.

You can also click **Add work** to upload your own copy, then **Hand in** as normal if you've had problems saving.

Look for the **Immersive Reader** icon to read aloud and customise your reading preferences.

Handing in Work

1
17:48   75%
Feed ~

- Assignments mentioned EGS - 11/Ma1   17:47
  EGS - 11/Ma1 > General
  Percentages revision | Due Mar 20

- Assignments sent a message   Yesterday
  Chat with Assignments
  Assignment 1 CS | Due Mar 19

- Assignments mentioned   Yesterday
  EGS - Year 11 2019/2020
  EGS - Year 11 2019/2020 > General
  Test | Due Mar 19

- SA Salma Axmed reacted to   Yesterday
  your message
  EGS - 11/Sc2 > Physics
  Ashruf Amod Sir can you please chang...

- SA Salma Axmed + 1 reacted to   Yesterday
  your message
  EGS - 11/Sc2 > Biology
  The mark schemedoesn't seem to matc...

Activity Teams Assignments Camera

2
17:48   75%
Assignments

TL EGS - 11/Ma1

~ Assigned (1)

Percentages revision
Due tomorrow at 23:59

> Completed

Tap on the assignment to open it

Activity Teams Assignments Camera

3
17:48   75%
...   Hand in

Percentages revision
Due tomorrow at 23:59

Instructions
Complete the attached questions into your book showing all the working out required

Reference materials
4c Percentages (1).pdf

My work
+ Add work

Points
No points

Press on add work to add a picture

Activity Teams Assignments Camera

4
Press on upload from this device and then take photo or video

OneDrive

+ New File

Link

Teams

Upload from this device

Take Photo or Video

Photo Library

Browse

Cancel

5
17:49   74%
EGS - 11/Ma1   Hand in

Percentages revision
Due tomorrow at 23:59

Instructions
Complete the attached questions into your book showing all the working out required

Reference materials
4c Percentages (1).pdf

My work
image.jpg   ...

+ Add work

Points

Take the photo and attach it, making sure it is attached to your work and press hand in

Activity Teams Assignments Camera

6
17:49   74%
EGS - 11/Ma1   Undo hand-in

Handed in on Thu 19 Mar 2020 at 17:49 ✓

Percentages revision
Due tomorrow at 23:59

Instructions
Complete the attached questions into y showing all the working out required

Reference materials
4c Percentages (1).pdf

My work
image.jpg

Po
N

Make sure you see the animation that confirms you have handed your work in

Activity Teams Assignments Camera