

Student guide to completing an assignment

Accessing your Team

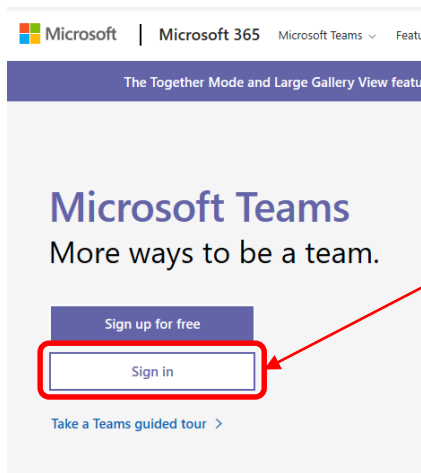
To access your Class Team, go to eME and select the Microsoft Teams box from the front page.



If you are outside of the college, you can use the link -

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>

You will be prompted to sign up or sign in – **you should sign in as you already have an account.**

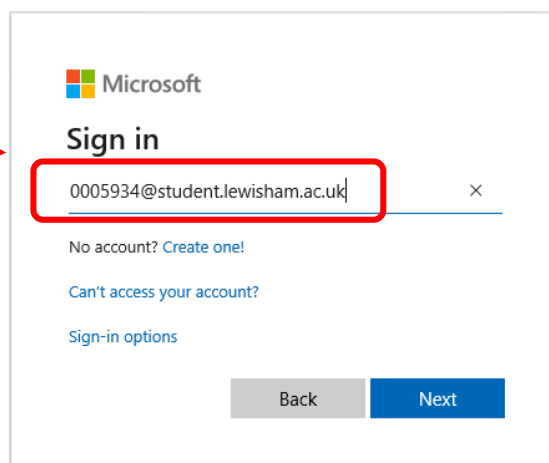


Sign in to Microsoft Teams.

You already have an account – this is your student gmail address

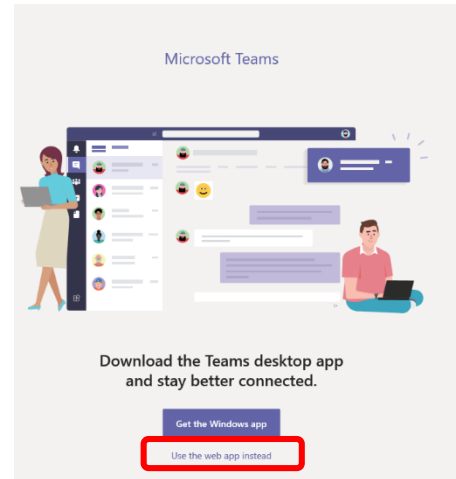
Your username is your student gmail address.

When you click next you will enter your password - this is your student password.



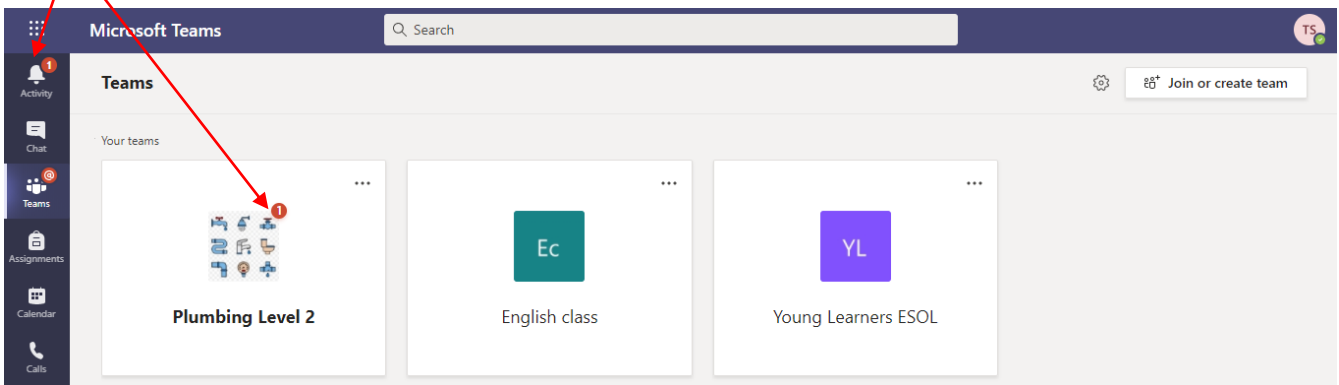
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If you are not using a college computer and you are outside of the college, you do not need to get the Windows app, just choose the option to **Use the web app instead**

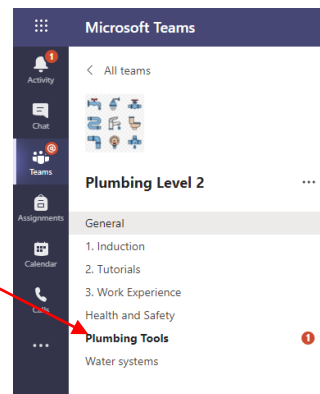


Once logged in you will see the Class Teams to which you have been added.

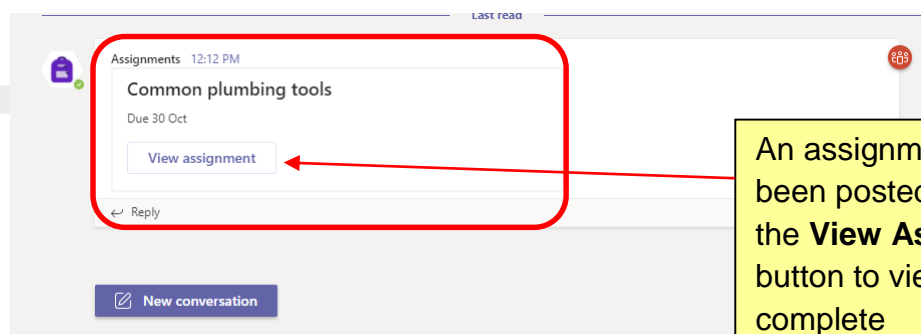
In this example, you have notifications that tell you that something has been posted in your class team



Click on your Class and you will see the channel which has the notification



- 2. Tutorials
- 3. Work Experience
- Health and Safety
- Plumbing Tools
- Water systems



An assignment has been posted – click on the **View Assignment** button to view and complete

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Viewing the assignment

This is when the assignment is due

Points
7 points possible

If this is a graded assignment - this tells you how many marks you can get

Click on the document to open

Common plumbing tools
Due tomorrow at 11:59 PM

Instructions
Open the worksheet and fill in the names of the tools shown.
When you have finished, 'Turn in' your work for marking.

My work
Common plumbing tools worksheet.docx

Add work

Turn in

Completing the Assignment

The document will open and you will be able to edit directly in the document. As you type in your answers, it will save your work.

When you have finished typing in your answers, you can **Close** the document and it will save.

Microsoft Teams



Common plumbing tools worksheet.docx

Close

File Home Insert Layout References Review View Help Table Open in Desktop App Tell me what you want to do Editing

Common plumbing tools worksheet.

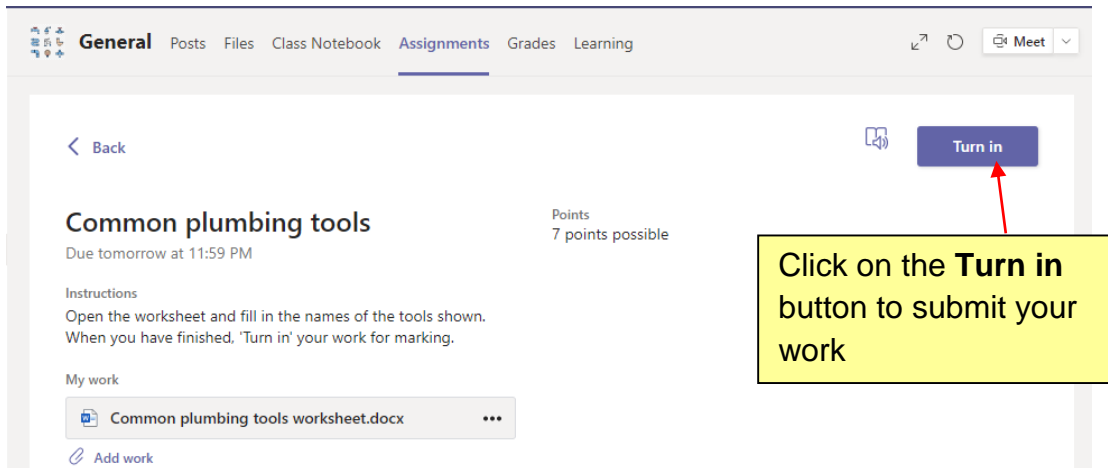
Fill in the name of the tool in this column

	Deburring tool
	Hacksaw

When you are satisfied that you have completed the work, you can submit your work for marking.

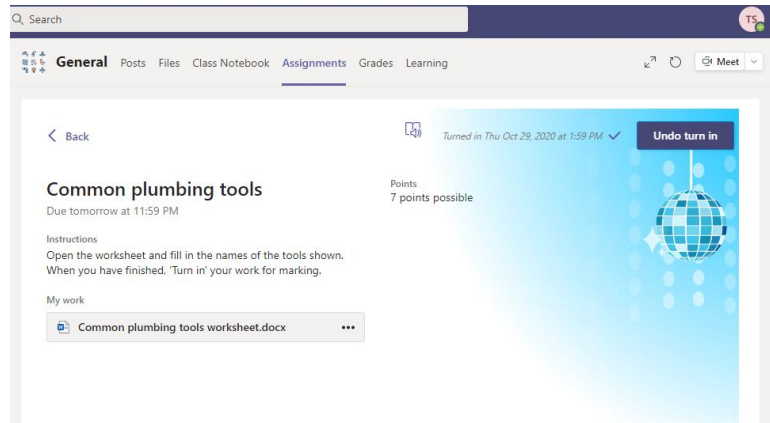
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Submitting the assignment

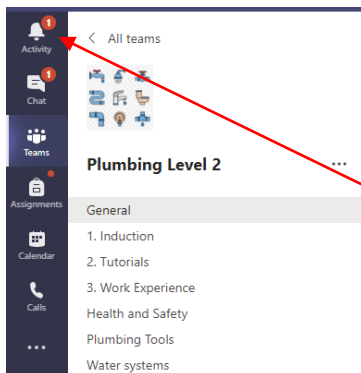


You will see an animated notification telling you that you have submitted your work.

Note - If the due date hasn't yet passed, you can Undo Turn in and update the document, otherwise your tutor will mark your work and give you feedback



When your tutor has marked and returned your work, you will see a notification in the Teams window



Click on the Activity icon and it will take you to your assignment feedback

You can now see the mark you have been given and any feedback

