



# GEP Home Learning Guides

## Submitting an Assignment in Teams

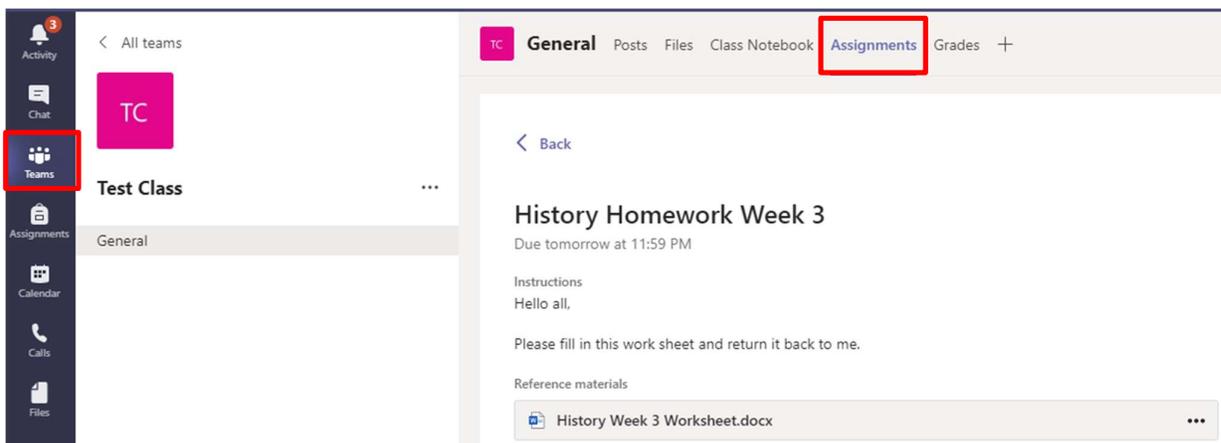
This guide will help you to view and complete an assignment in Microsoft Teams.

### Viewing Assignments

- 1) When a teacher sets you a new Assignment, a notification and message will be posted in your class Team. Click 'View assignment' to view more information



You can also view your assignments by click the 'Assignments' tab in a specific class, or by clicking the 'Assignments' button on the left hand side of the window



**If you have any issues, please contact Network Helpdesk on the following email:  
networkhelpdesk@gepacademies.com**



- 2) Here you will see the details of the assignment, as well as when it is due. Click any of the files under 'My work' to open them.

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### History Homework Week 3

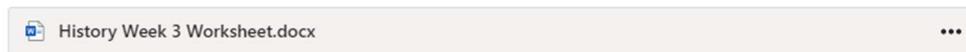
Due tomorrow at 11:59 PM

Instructions

Hello all,

Please fill in this work sheet and return it back to me.

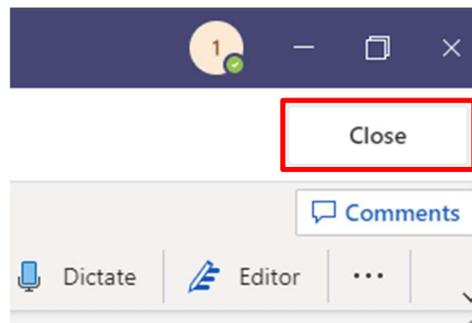
My work



[Add work](#)

This may include Word documents for you to edit and work from, or a link to a website.

- 3) The document opens directly within Teams and any changes you make will be saved automatically. Click 'Close' in the top right to return to the 'Assignment' page



## Turning in an Assignment

- 4) If you need to attach any additional work, click 'Add work'. Then click 'Upload from this device' to select a file from your computer

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### History Homework Week 3

Due tomorrow at 11:59 PM

#### Instructions

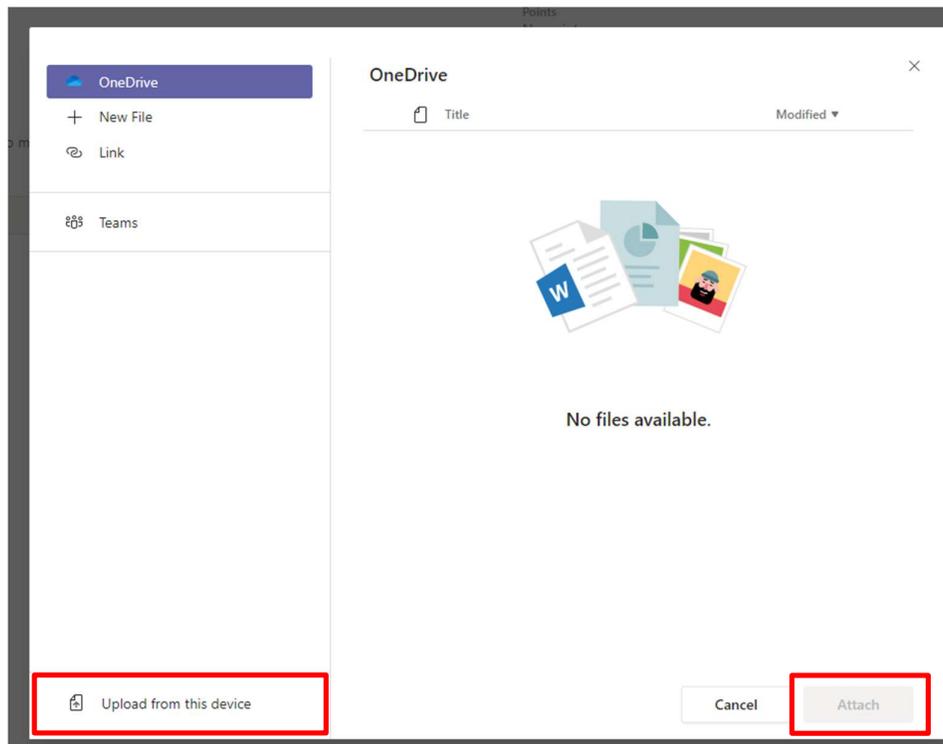
Hello all,

Please fill in this work sheet and return it back to me.

#### My work

History Week 3 Worksheet.docx

Add work



Select the file and click 'Attach' to upload it to your assignment.

- 5) When you have completed your work, click 'Turn in' in the top right of the assignment



Turn in



If you need to make any changes to your submission, click 'Undo turn in' in the same location.

Turned in Thu Jan 21, 2021 at 12:45 PM ✓

Undo turn in

6) You can view any feedback your teacher has given you by clicking your completed 'Assignments'

Assigned



Nothing left to turn in. #winning

Completed

To view older assignments, navigate to an individual class team.

TC History Homework Week 3  
Test Class

### History Homework Week 3

Due tomorrow at 11:59 PM

#### Instructions

Hello all,

Please fill in this work sheet and return it back to me.

#### My work

Creating Quizzes.pdf



History Week 3 Worksheet.docx



Add work

#### Feedback

Excellent work. All answers correct.

#### Points

No points

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