

# Accessing files and assignments on TEAMS

January 2021

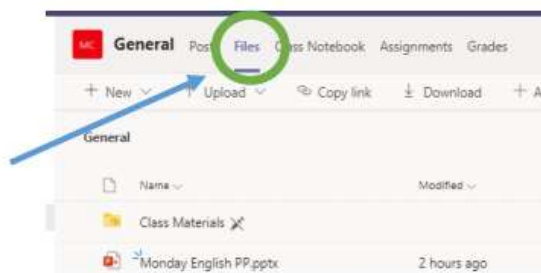
## Accessing files

**Files:** This is where resources for each lesson will be stored. You can access these at any time so that if your child misses a live lesson, wants to access resources or recap a lesson then they are able to

1. Access TEAMS on your child's iPad by clicking on here:



2. Click on the 'files' tab at the top of the screen next to 'posts' any files or resources required



3. Click on the file you want to look at and it will download to your child's iPad for them to use

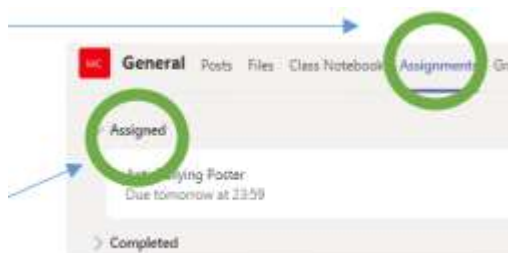
## Accessing assignments

**Assignments:** This is where your child can submit work if their teacher tells them they have an assignment to complete

1. Access the TEAMS app on your child's iPad



2. If your child's teacher sets an 'assignment', it will appear under the assignments tab at the top of the screen. The teacher will tell you in the lesson if there is an assignment to complete. Click on the assignment to view the instructions:



**Principal-Karen Sheppard**

Long Cross, Lawrence Weston, Bristol, BS11 0LP

T: 0117 9030333 <http://www.oasisacademylongcross.org/content/contact-us-94>

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3. When your child has completed the assignment, take a picture of their work and then attach it with the 'add work' link under the instructions

My work

 Add work

4. Once your child has added their work click on 'hand in'. A little rocket will appear and your child's work will be sent to their teacher
5. You will see comments by your child's assignments once it has been marked by the teacher under 'completed'
6. If your child completes some amazing work that has not been set as an assignment they can upload this to the chat function

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