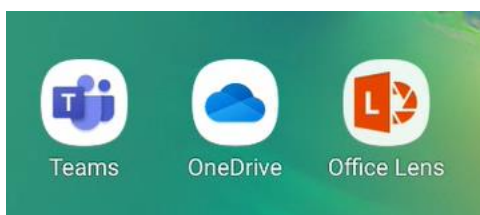
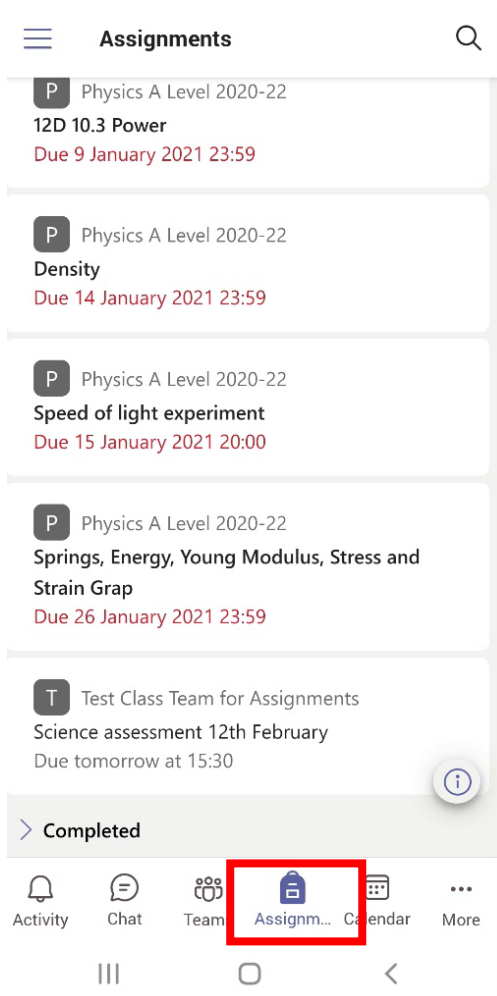


To access assignments, and scan and upload your handwritten assessments, you will need three apps on your phone or tablet: Teams, Office Lens (displayed here as Microsoft Lens) and OneDrive. All of these can be downloaded for free on android and apple devices, and you then log in using your school username and password.



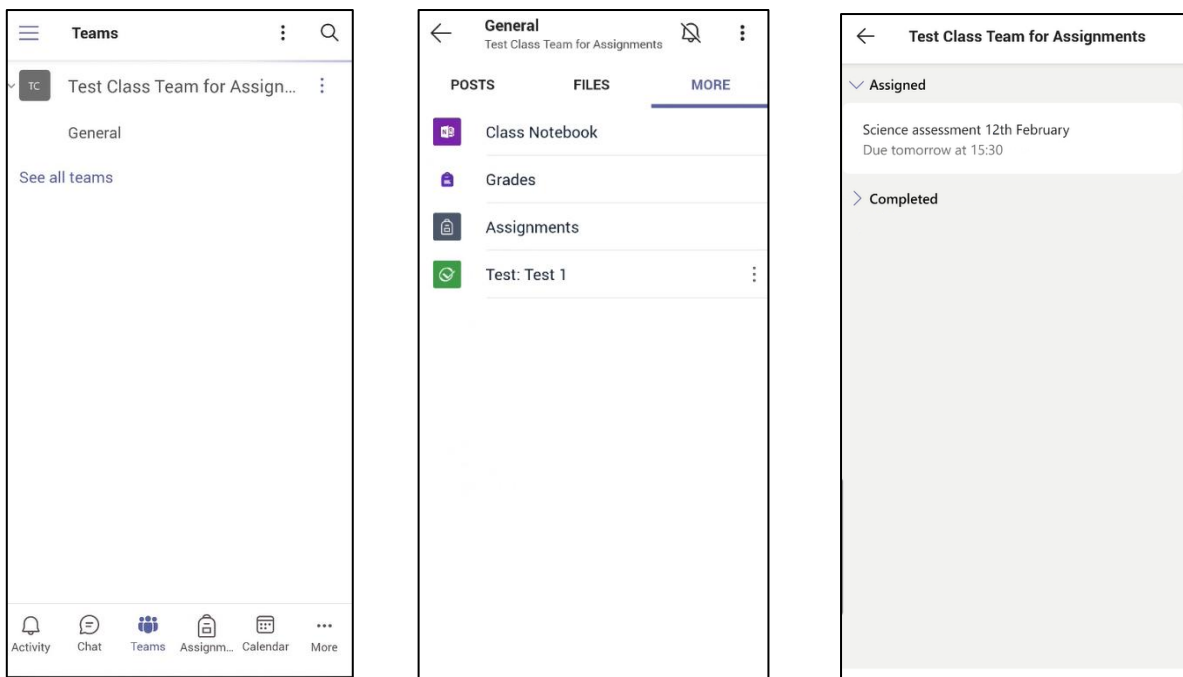
Start by opening Teams to find the assignment. Teams usually opens for the first time in 'Activity'. Click on assignments at the bottom to view all the assignments available:



You can also access your assignment by

- clicking on Teams
- select the Team where the assignment has been created
- click on assignments (you may need to click on 'More' first)

E.g. here, I click on the Team, then the general channel, then more, then assignments:



Now click on the assignment to have a look:

Read the instructions first

Then open the file to see the assessment

Make sure you read the instructions and then click on the file to view the questions.

Some assignments will include a link for a Microsoft Form for you to view the questions and add your answers.

← Test Class Team for Assign... HAND IN

Science assessment 12th February

Due tomorrow at 15:30

Instructions
make sure you read the instructions!

- Open the document to view the questions
- handwrite your answers
- scan and add your work,
- then 'hand in'

Reference materials

1 Atomic-Structure-summary no MS.pdf

My work
Add work

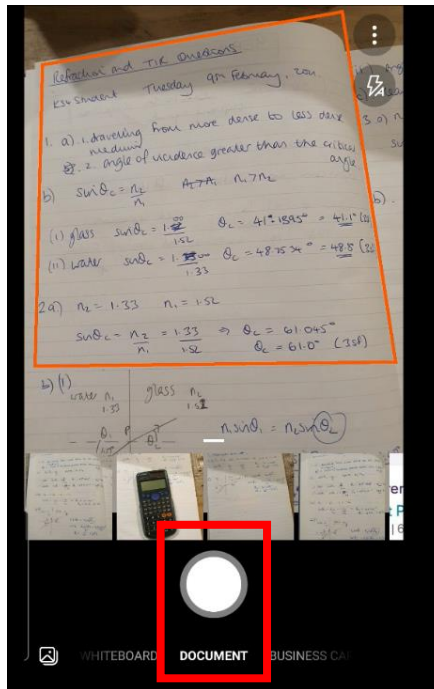
Points
No points

Immersive Reader

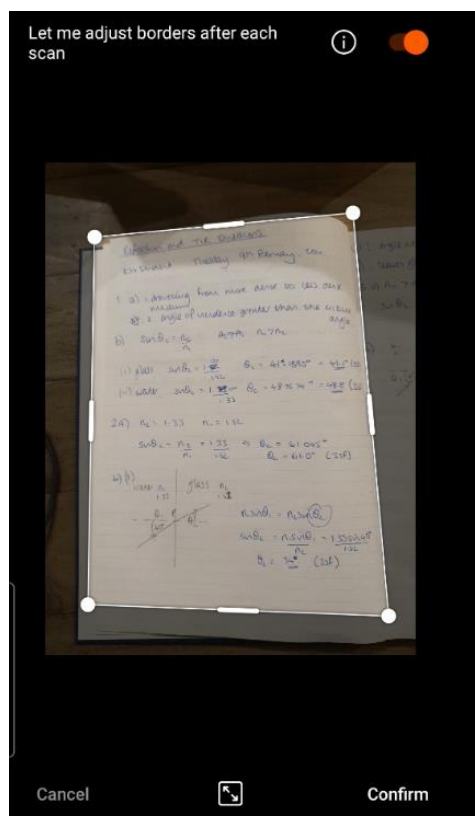
When you have finished your assessment, open the Office Lens app to scan your work to a pdf document. You are going to put all of your pages into one pdf document.



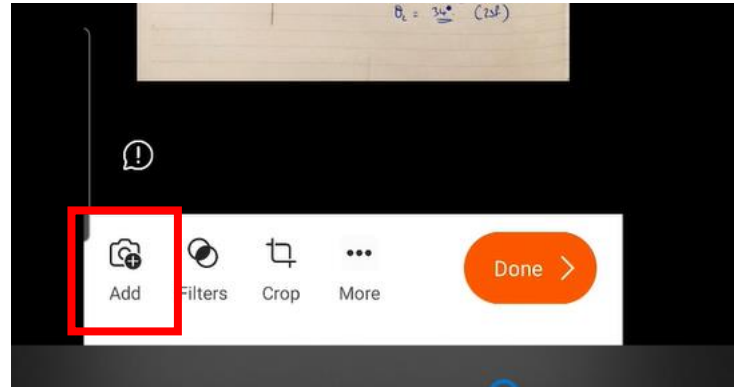
Make sure you have selected 'DOCUMENT' at the bottom, line your page up in the screen and click the large white button to take the first image. Don't worry too much about the red borders here as you can adjust them on the next screen



On the next page, adjust the borders so all of your work on that first page is included and click confirm.



Next click on add to do the same thing for the next page.

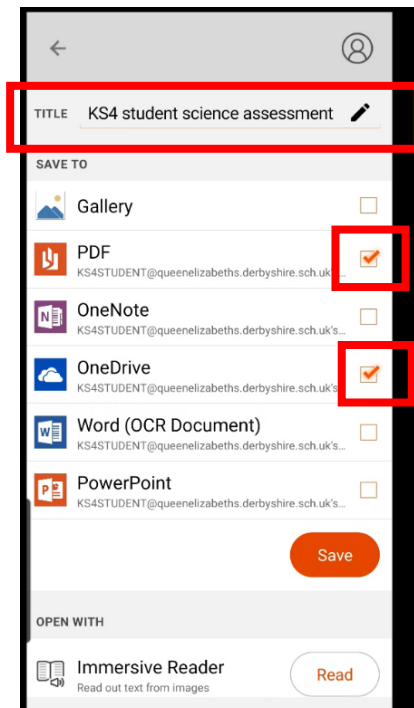


Once you have added all of your pages, click on the arrow and then done

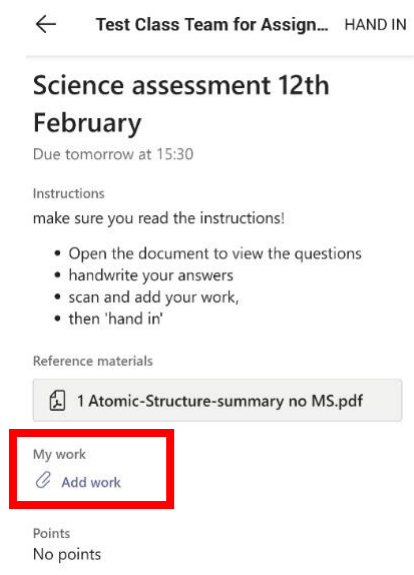


Change the name of your file to make it easy to find and tick the boxes for pdf and OneDrive.

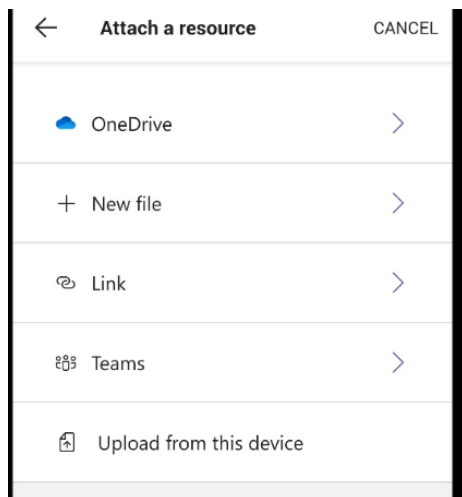
Click on 'Save and wait for the file to transfer.



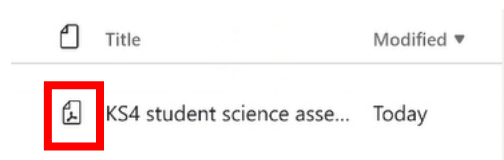
Now go back into your Teams assignment and click on Add work



Click on OneDrive, then the Office Lens folder

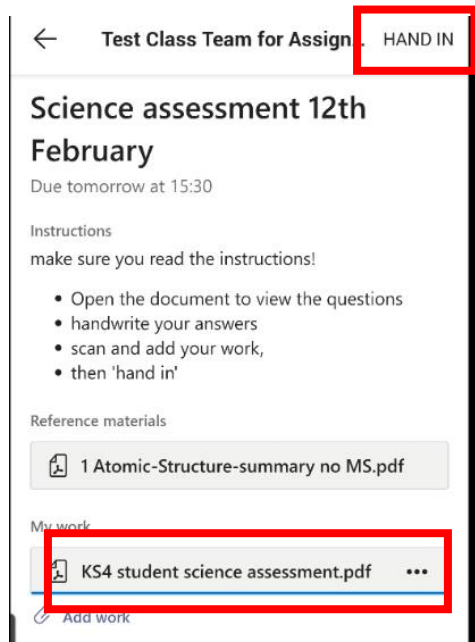


And pick the file you have just saved.



Make sure it has this little pdf symbol

Once the little blue bar is all the way across to show your work has finished uploading, click on HAND IN



You are done!

