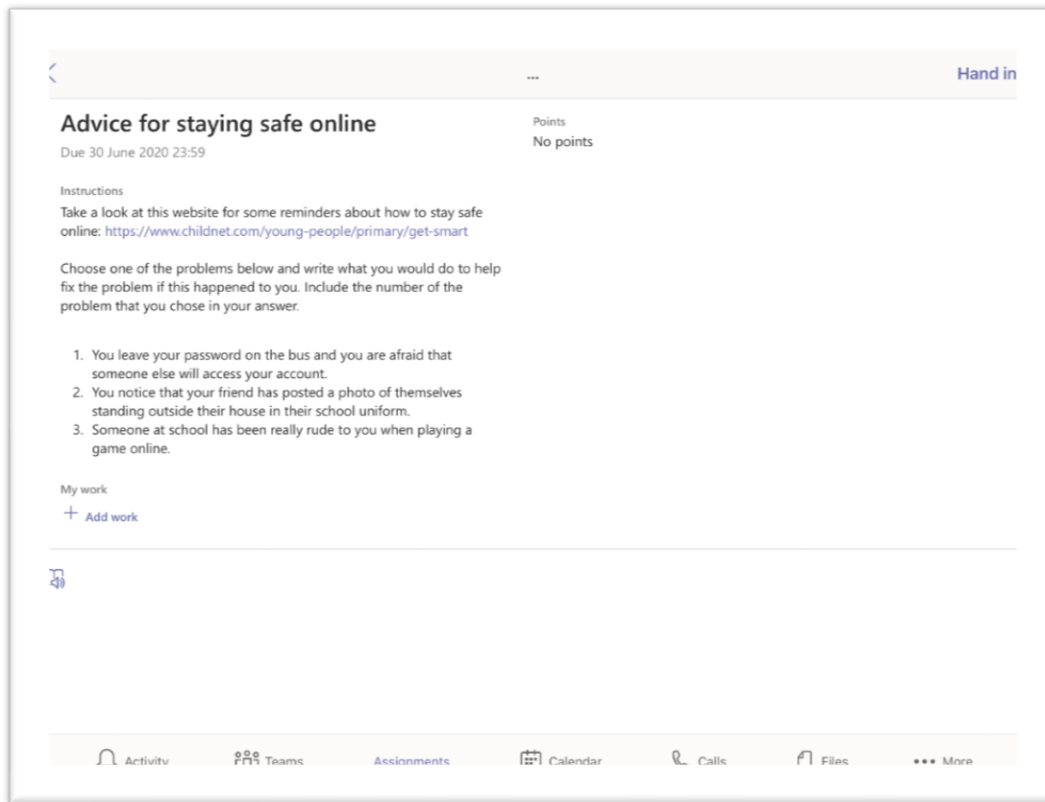


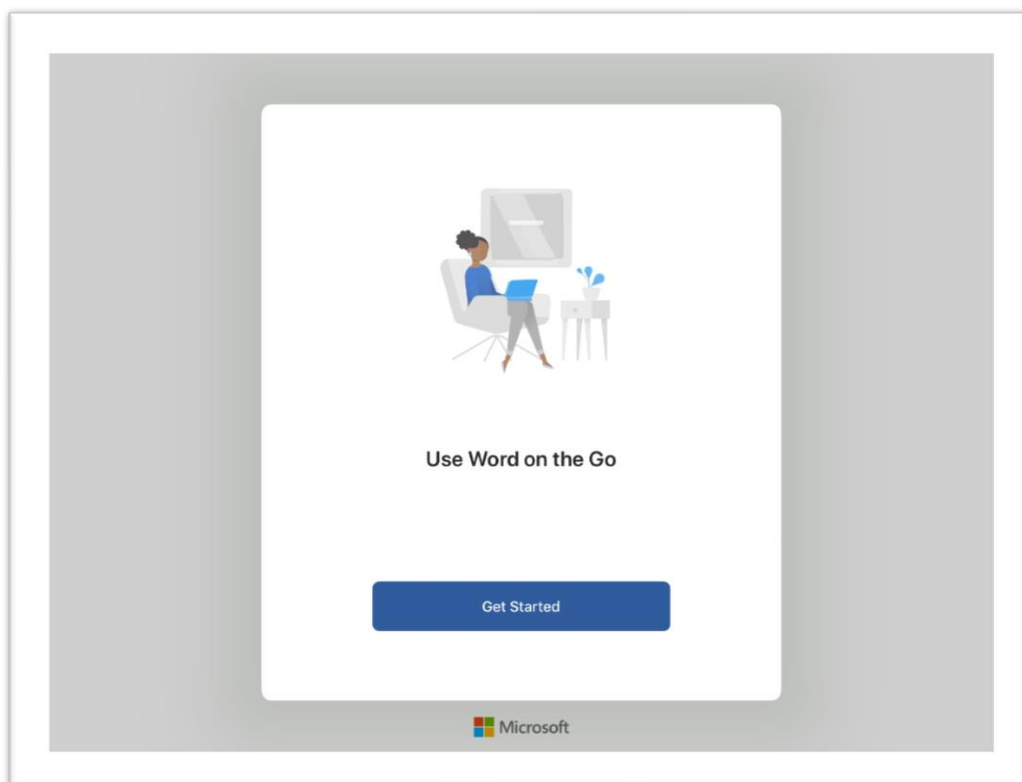
How to upload and submit a word document to a Teams assignment – iPad apps version

To use this guide you'll need to have the Microsoft Word and Microsoft Teams apps on your iPad

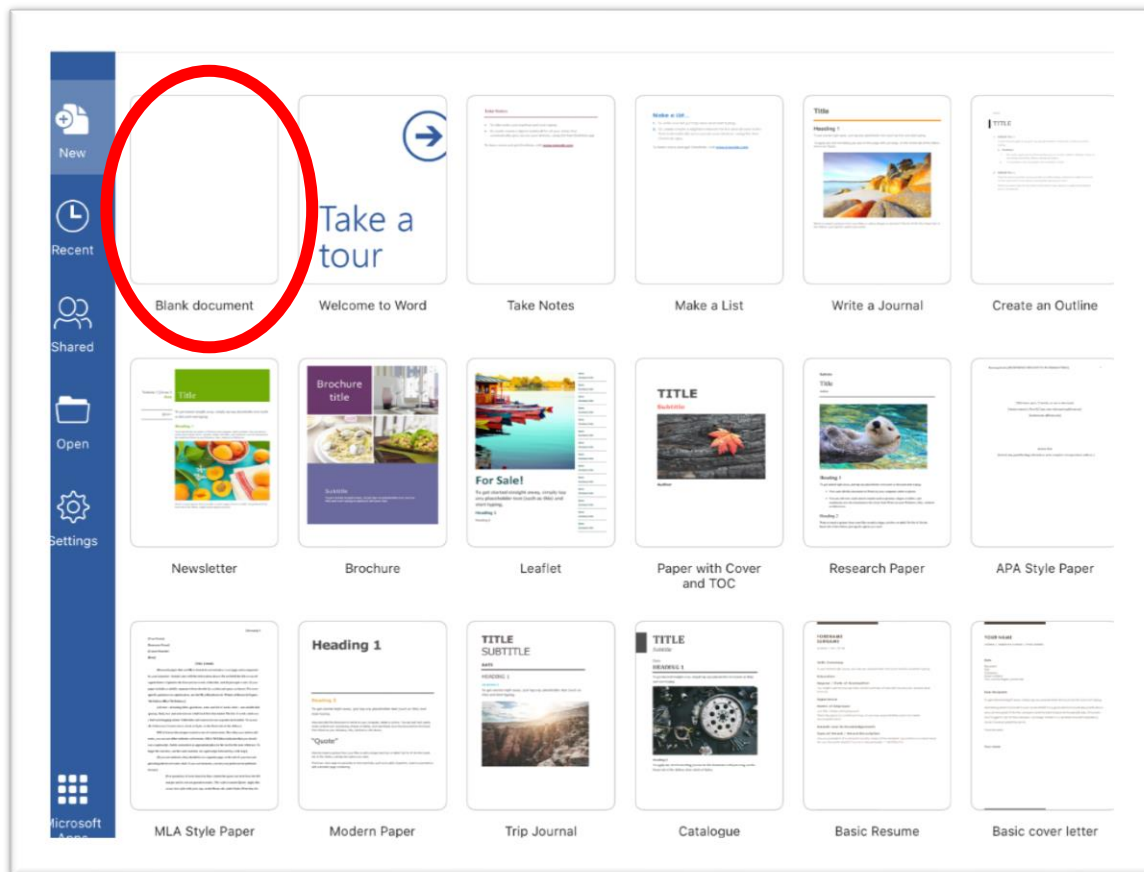
1. Open the Teams app and click on your assignment. Read the instructions carefully so you know what to do.



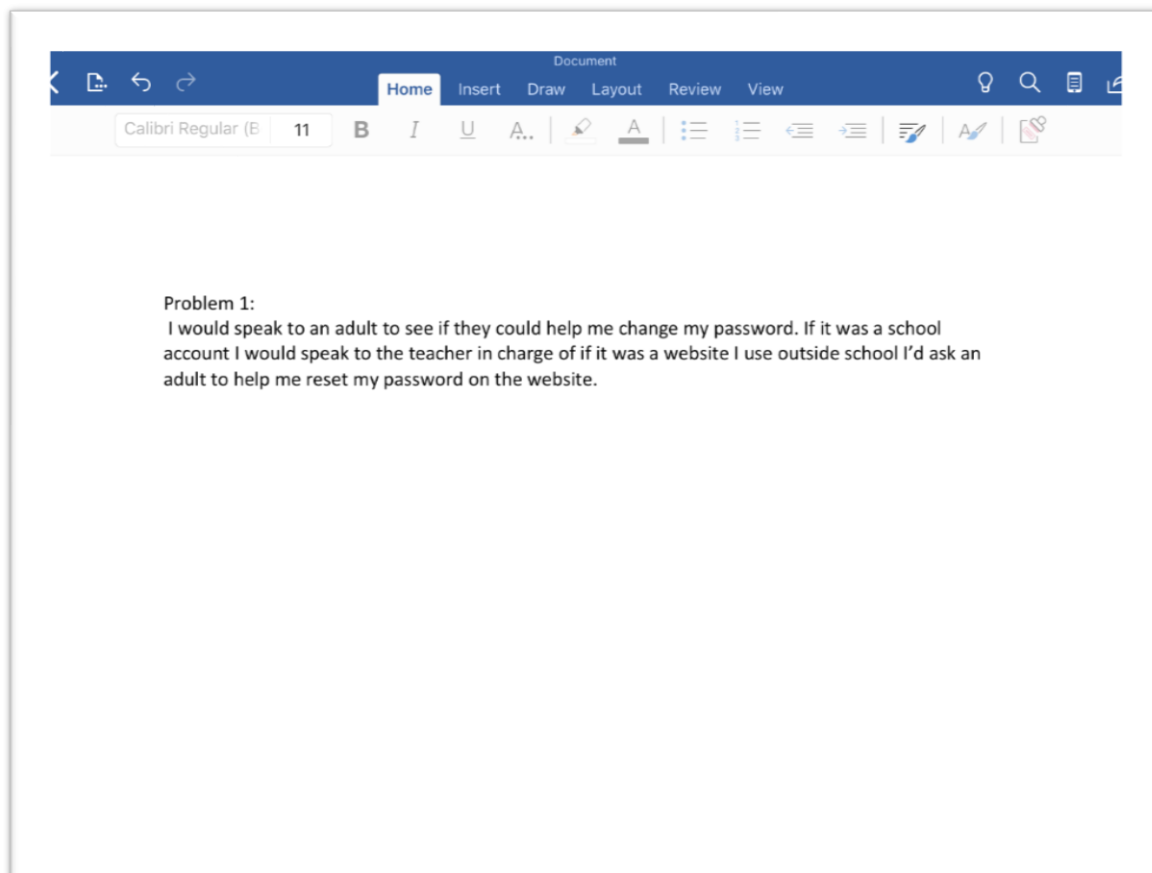
2. Go back to your home screen and open the Microsoft Word app. If you haven't used it before you may see this screen:



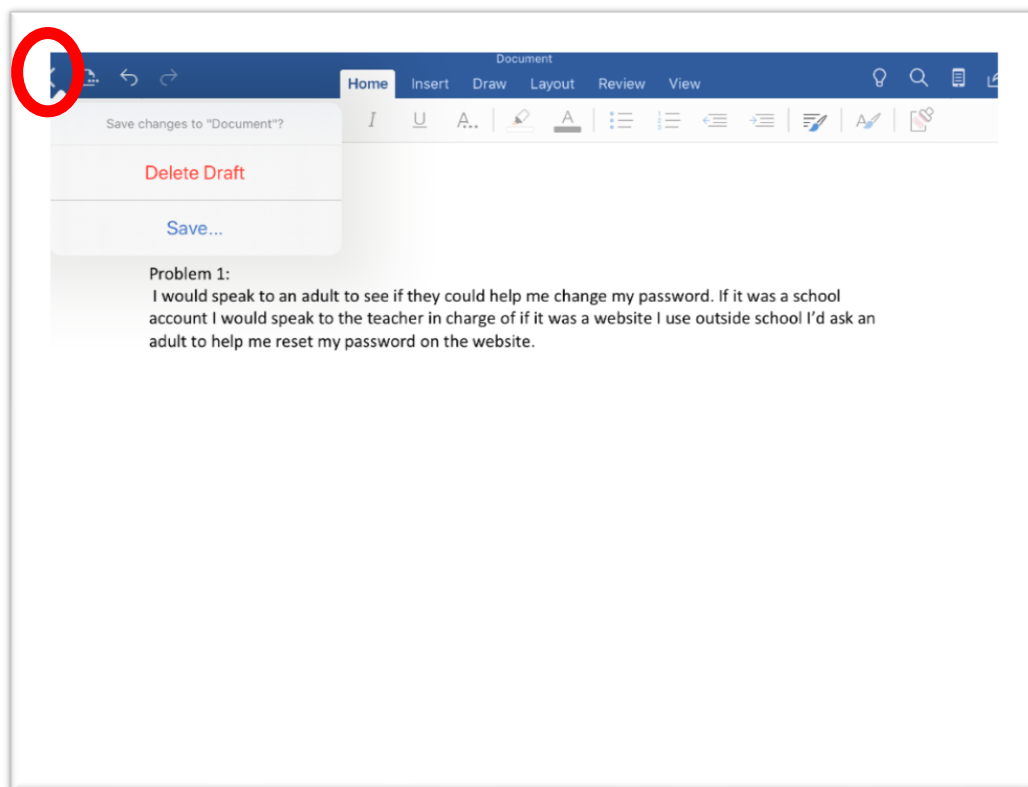
3. Click on Blank document.



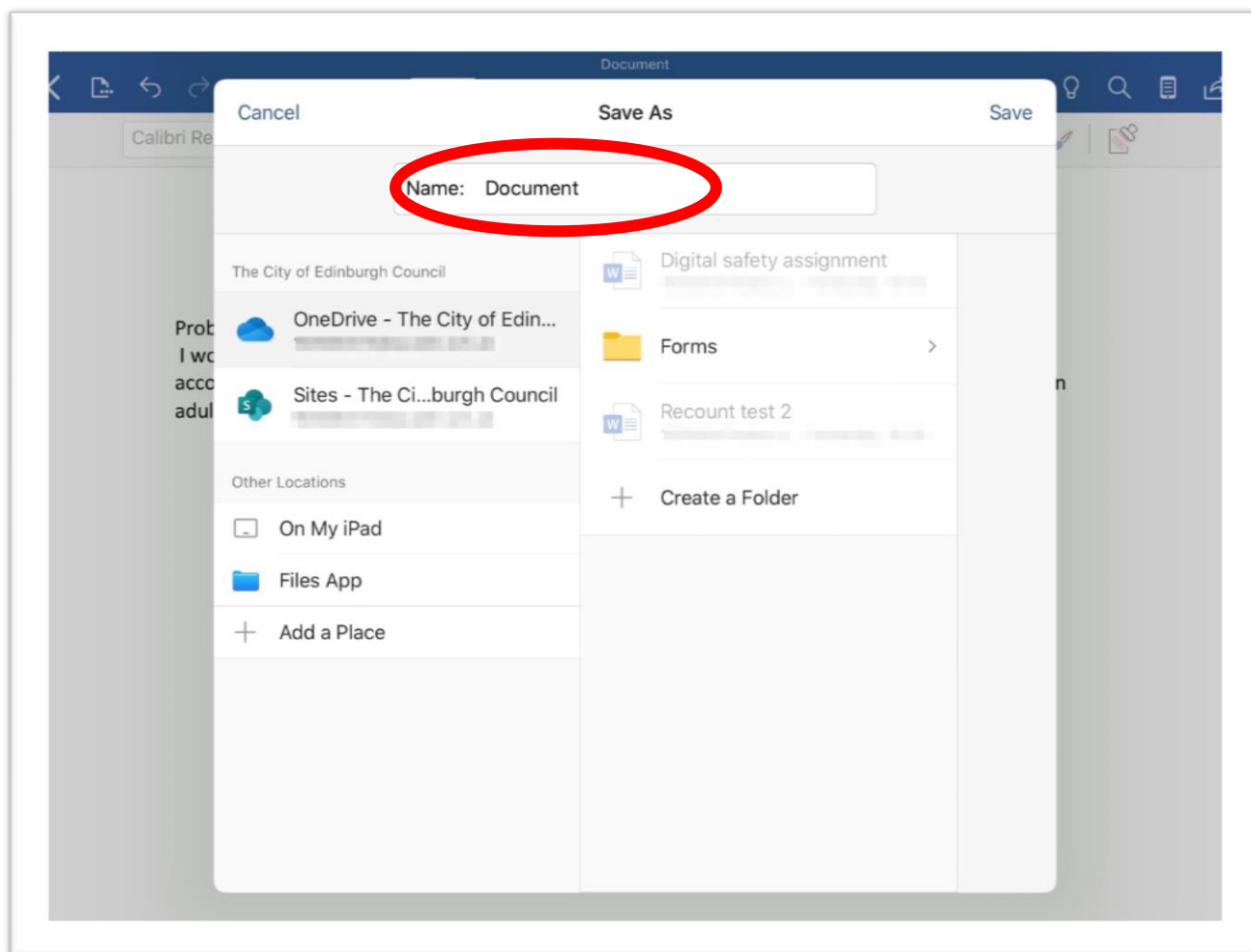
4. Type your piece of work in the document.



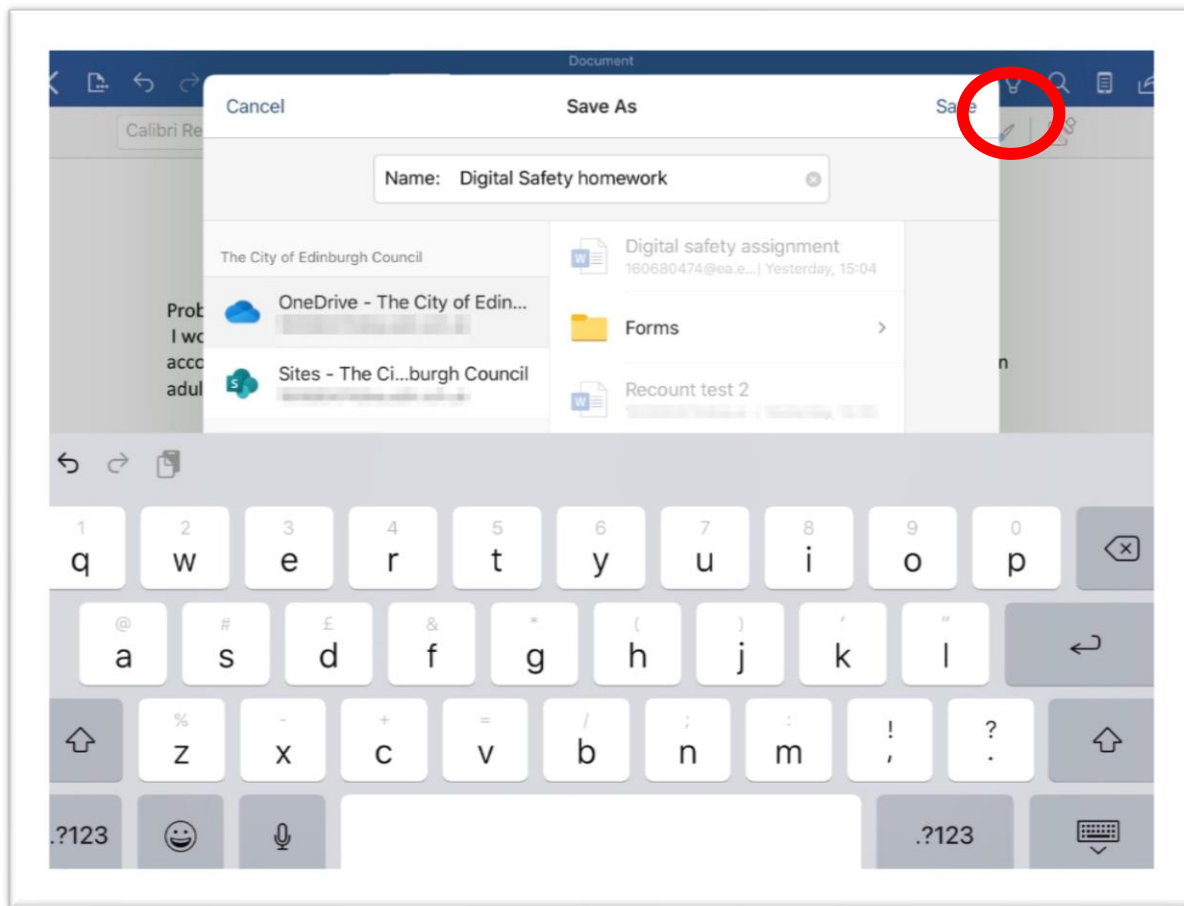
5. Click on the back arrow and press Save.



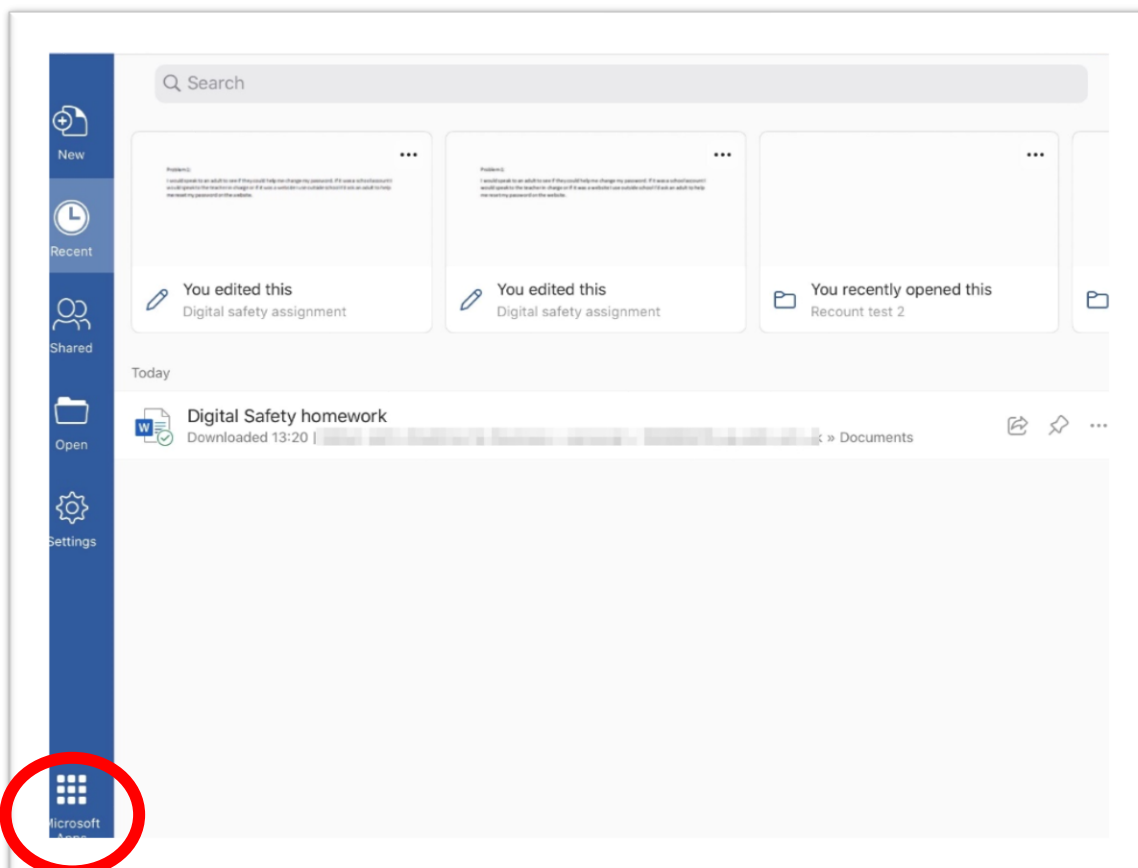
6. Type the title of your document.



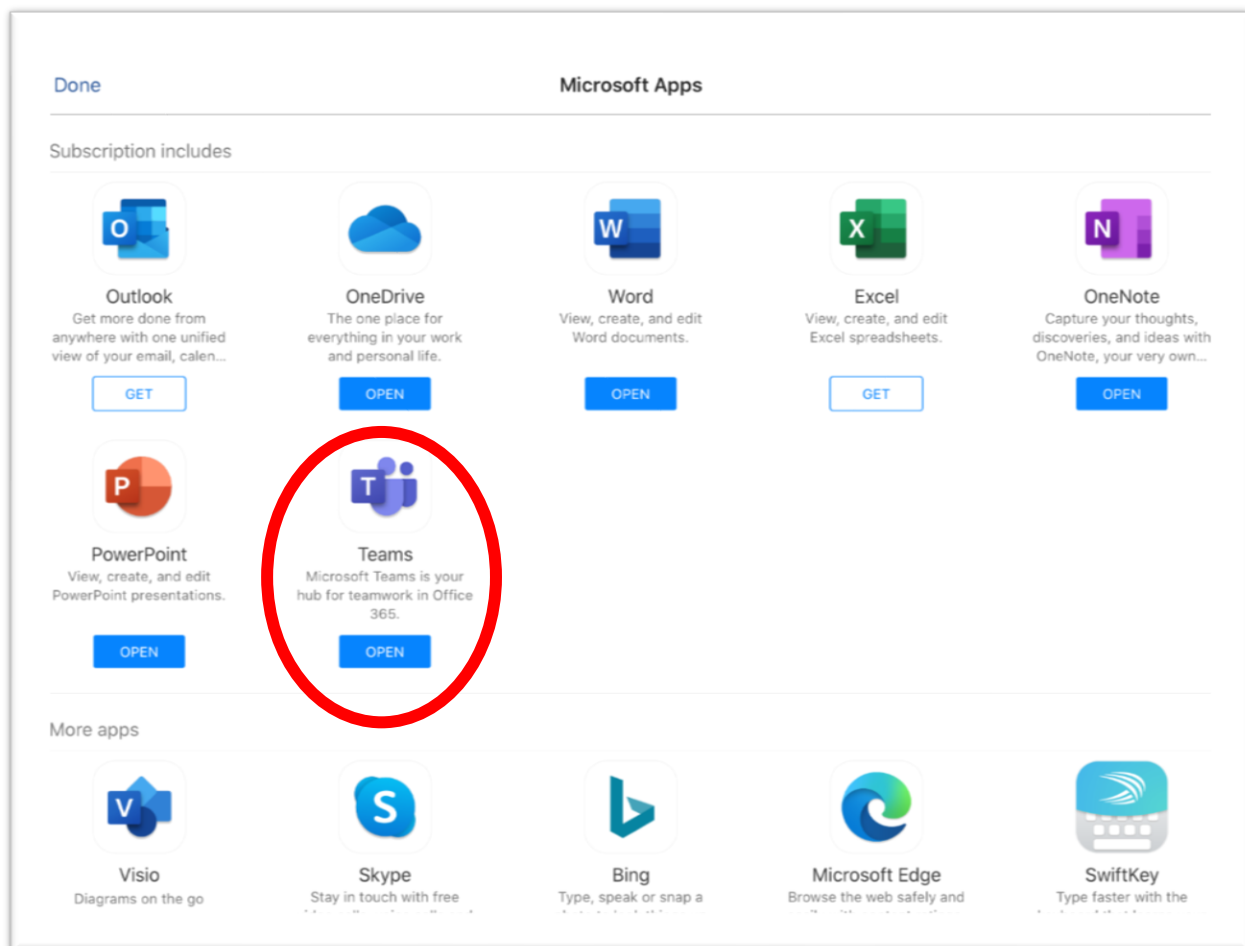
7. Click Save.



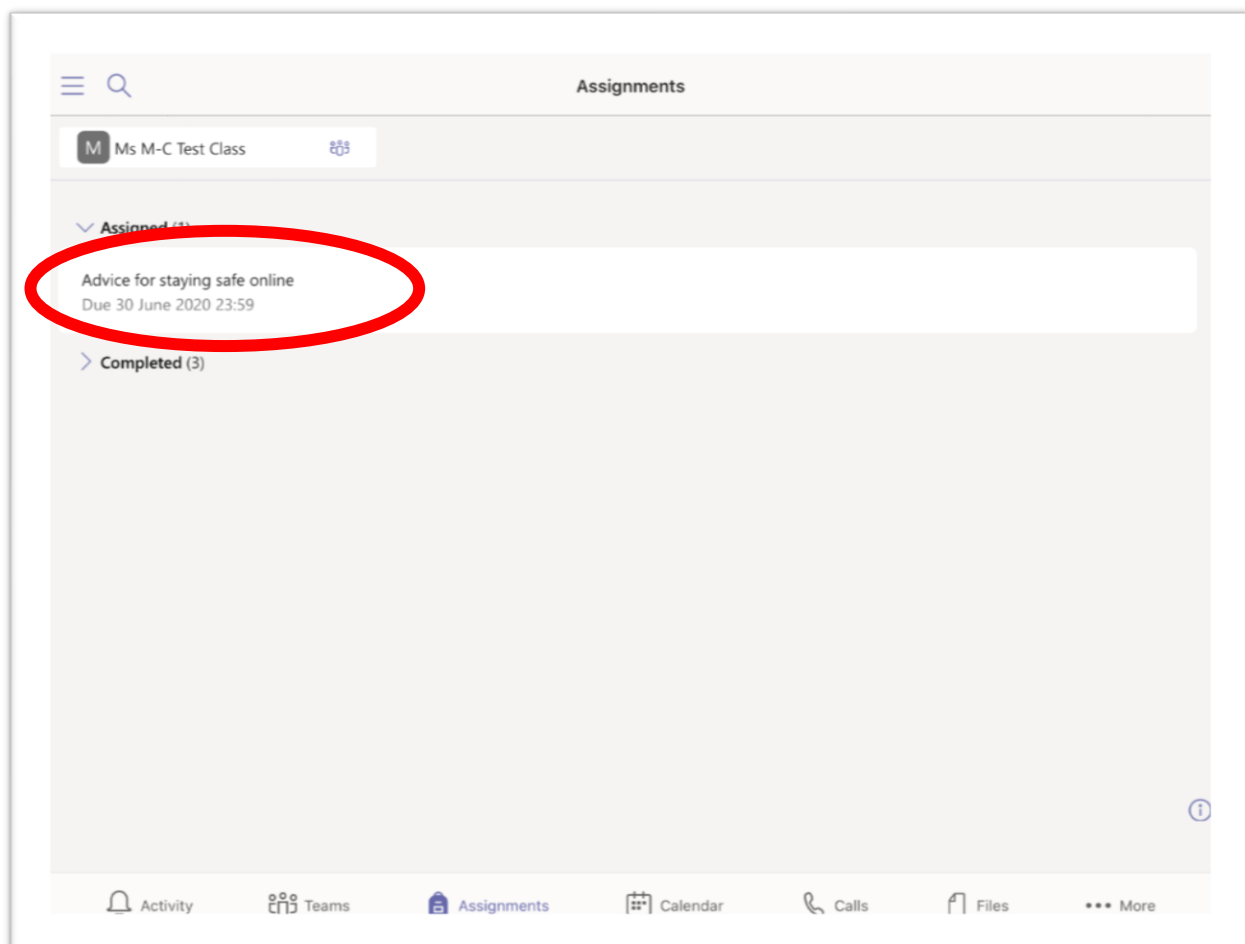
8. Click on Microsoft Apps. (Alternatively you could press your Home button and go back to Teams instead of doing steps 8 and 9)



9. Choose Teams.



10. Go back into your assignment.



11. Click on + Add work

<

...

Hand in

Advice for staying safe online

Due 30 June 2020 23:59

Points
No points

Instructions

Take a look at this website for some reminders about how to stay safe online: <https://www.childnet.com/young-people/primary/get-smart>

Choose one of the problems below and write what you would do to help fix the problem if this happened to you. Include the number of the problem that you chose in your answer.

1. You leave your password on the bus and you are afraid that someone else will access your account.
2. You notice that your friend has posted a photo of themselves standing outside their house in their school uniform.
3. Someone at school has been really rude to you when playing a game online.

My work

+ Add work

Activity

Teams

Assignments

Calendar

Calls

Files

More

12. You should now see your files stored in your One Drive storage area. This is where you saved your assignment.

<

...

Hand in

Ad

Due :

Instru

Take

onlin

Choo

fix th

probl

- 1.
- 2.
- 3.

My w

+ A

OneDrive

+ New file

Link

Teams

Upload from this device

OneDrive

✓	📄	Name	Modified
	📄	Digital Safety homework.docx	Today

Cancel

Attach

Activity

Teams

Assignments

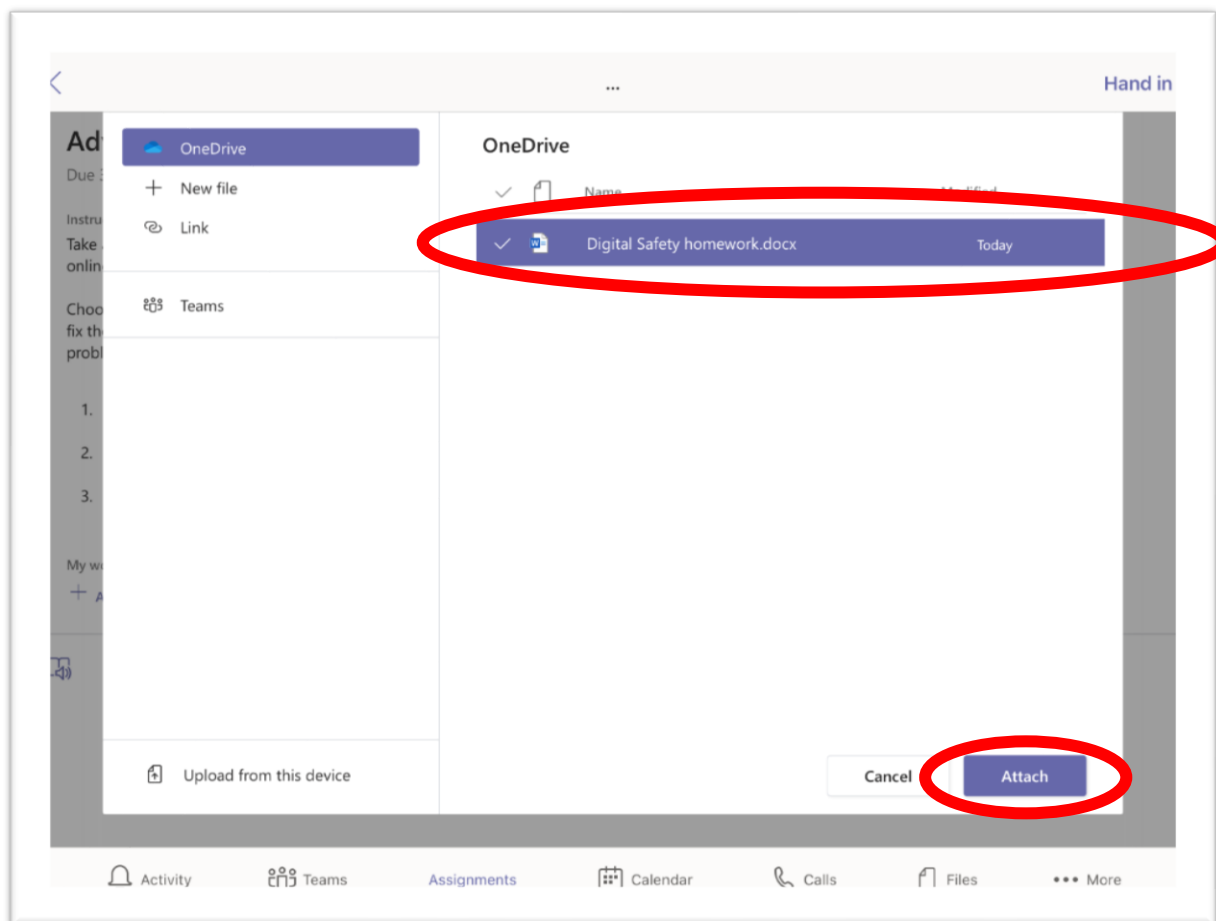
Calendar

Calls

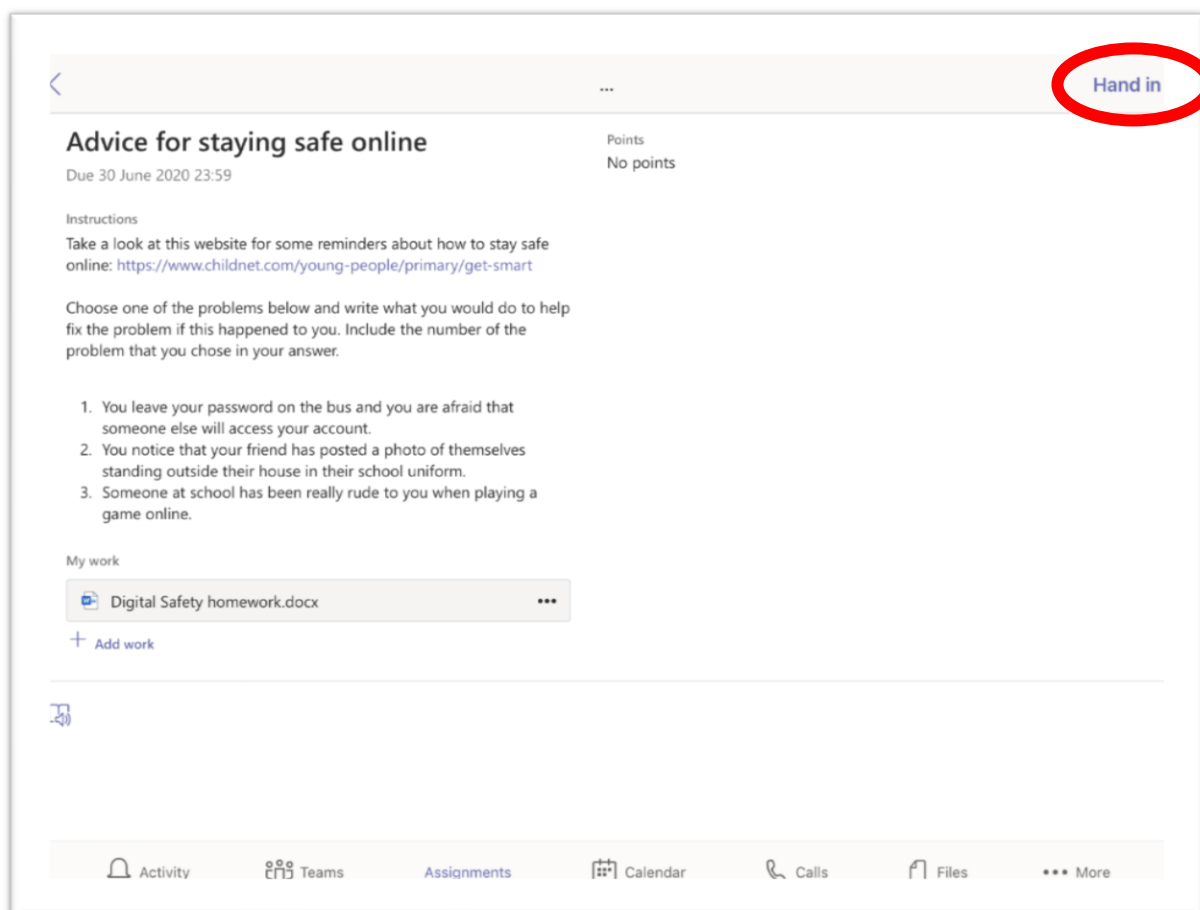
Files

More



13. Click on the file you want to upload. Press Attach.



14. When your work is uploaded, press Hand in.



15. Well done – you have submitted your work! (If there are any problems there is an Undo hand-in button here.)

...

Handed in Thu 28 May 2020 at 13:22 ✓

Advice for staying safe online

Due 30 June 2020 23:59

Points
No points


Instructions


Take a look at this website for some reminders about how to stay safe online: <https://www.childnet.com/young-people/primary/get-smart>


Choose one of the problems below and write what you would do to help fix the problem if this happened to you. Include the number of the problem that you chose in your answer.


1. You leave your password on the bus and you are afraid that someone else will access your account.
2. You notice that your friend has posted a photo of themselves standing outside their house in their school uniform.
3. Someone at school has been really rude to you when playing a game online.

My work


 Digital Safety homework.docx





 Activity

 Teams

Assignments

 Calendar

 Calls

 Files

... More