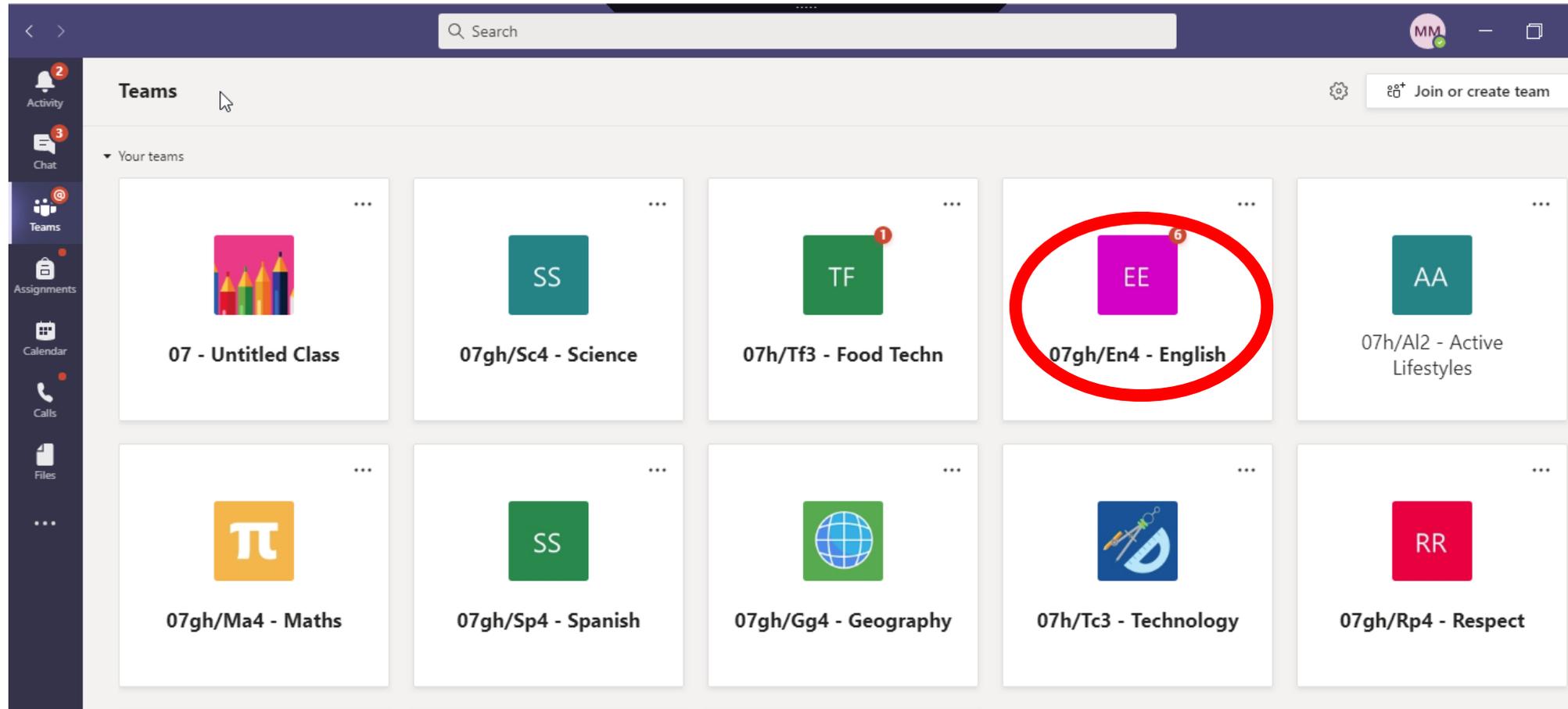
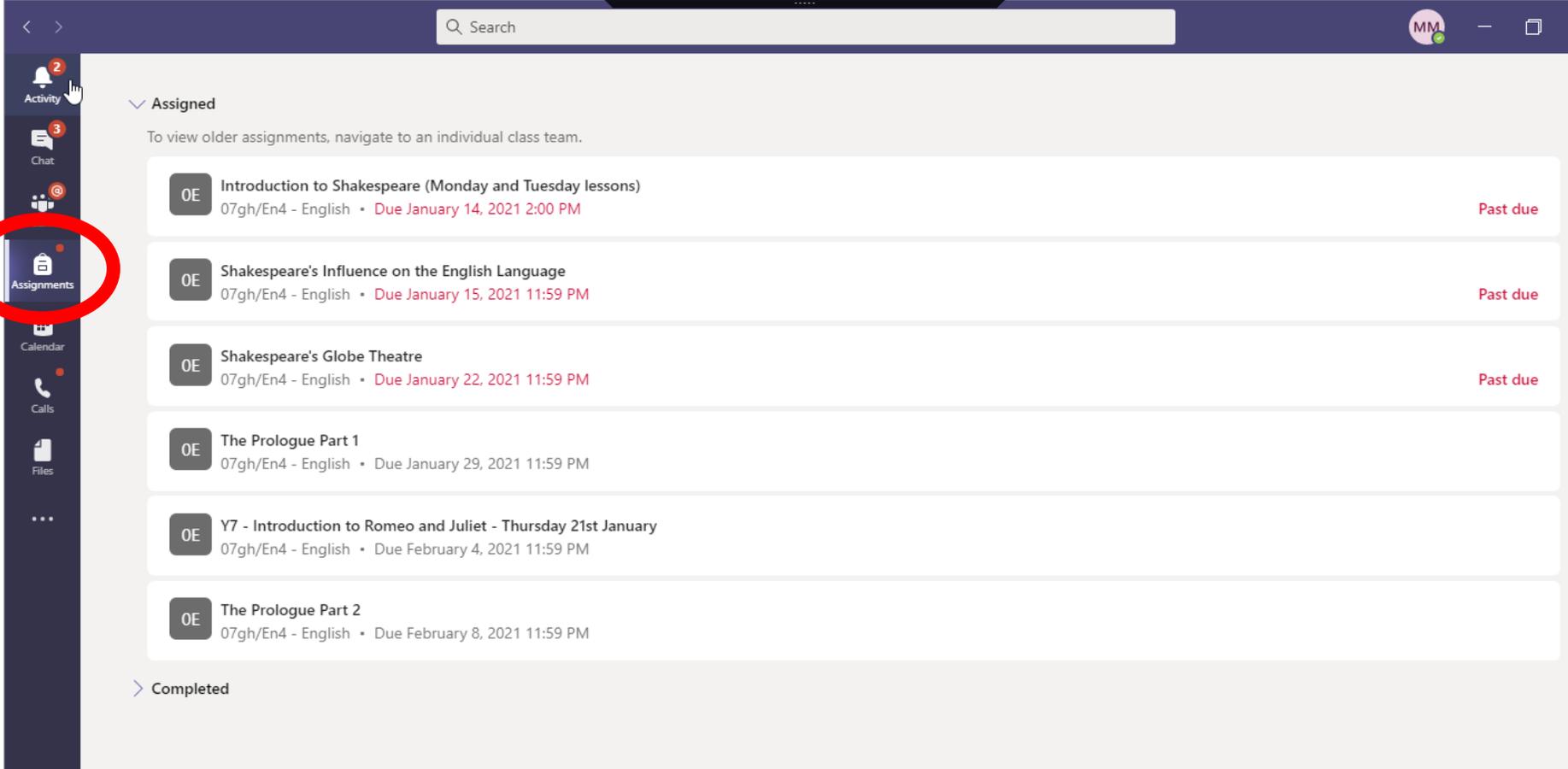


Open Teams up in the app or on the web browser and log on to your first subject for example, English



On the left hand side, click the Assignments tab to see work that has been set by your teachers. You will be able to clearly see when the work is due.



The screenshot shows a user interface for a learning management system. On the left is a dark sidebar with navigation icons: Activity (with a '2' notification), Chat (with a '3' notification), Assignments (circled in red), Calendar, Calls, and Files. The main content area is titled 'Assigned' and contains a list of assignments. Each assignment card includes a course code '0E', the assignment title, course details '07gh/En4 - English', and a due date. The first three assignments are marked as 'Past due'.

Assignment Title	Course	Due Date	Status
Introduction to Shakespeare (Monday and Tuesday lessons)	07gh/En4 - English	Due January 14, 2021 2:00 PM	Past due
Shakespeare's Influence on the English Language	07gh/En4 - English	Due January 15, 2021 11:59 PM	Past due
Shakespeare's Globe Theatre	07gh/En4 - English	Due January 22, 2021 11:59 PM	Past due
The Prologue Part 1	07gh/En4 - English	Due January 29, 2021 11:59 PM	
Y7 - Introduction to Romeo and Juliet - Thursday 21st January	07gh/En4 - English	Due February 4, 2021 11:59 PM	
The Prologue Part 2	07gh/En4 - English	Due February 8, 2021 11:59 PM	

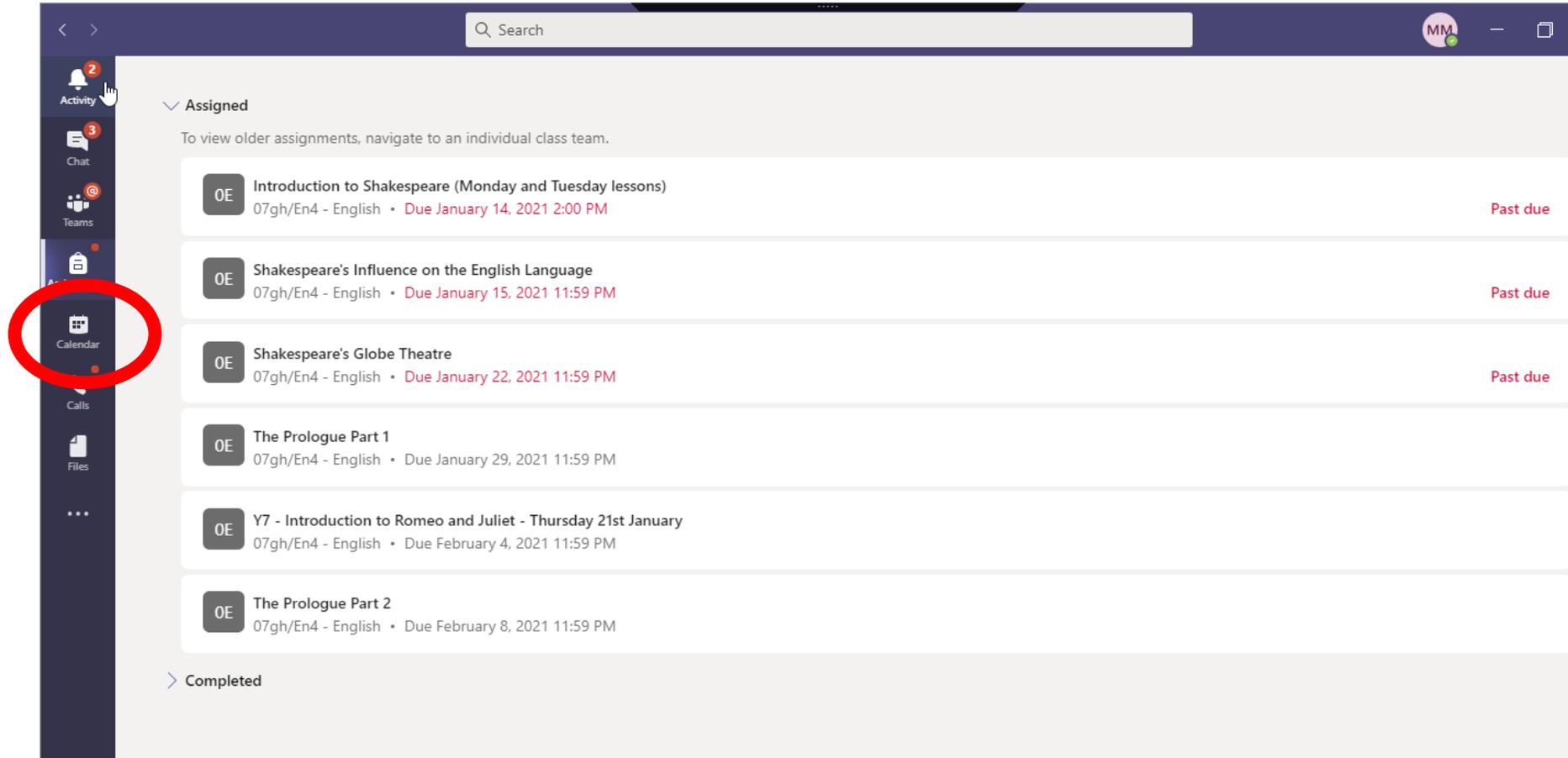
Clicking on an assignment will give you the instructions for the lesson and any documents that you will need.

When you have completed your work, you can click the add work paperclip at the bottom of the screen to add your work.

When you have attached it all click Turn In at the top.

The screenshot shows the Microsoft Teams interface for an assignment titled "The Prologue Part 1". The page includes a navigation sidebar on the left with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main content area displays the assignment details: "The Prologue Part 1", "Due January 29, 2021 11:59 PM", "Points: No points", and "Instructions: Happy Friday Year 7!". Below the instructions, there are reference materials including a YouTube link, a video file "The Prologue Part 1.mp4", and a document "The Prologue.docx". At the bottom of the page, there is a "My work" section with an "Add work" button. Two red circles highlight specific elements: one around the "Add work" button in the bottom left corner, and another around the "Turn in" button in the top right corner. The "Turn in" button is accompanied by a paperclip icon and a red number "2".

Live lessons are in the calendar – click here and they will be set as a meeting at the right time for your lesson.



The screenshot shows the Microsoft Teams interface. On the left-hand navigation bar, the 'Calendar' icon is circled in red. The main content area displays a list of assignments under the 'Assigned' tab. The assignments are:

- Introduction to Shakespeare (Monday and Tuesday lessons)**
07gh/En4 - English • Due January 14, 2021 2:00 PM Past due
- Shakespeare's Influence on the English Language**
07gh/En4 - English • Due January 15, 2021 11:59 PM Past due
- Shakespeare's Globe Theatre**
07gh/En4 - English • Due January 22, 2021 11:59 PM Past due
- The Prologue Part 1**
07gh/En4 - English • Due January 29, 2021 11:59 PM
- Y7 - Introduction to Romeo and Juliet - Thursday 21st January**
07gh/En4 - English • Due February 4, 2021 11:59 PM
- The Prologue Part 2**
07gh/En4 - English • Due February 8, 2021 11:59 PM

Below the assignments, there is a 'Completed' section with a right-pointing arrow.