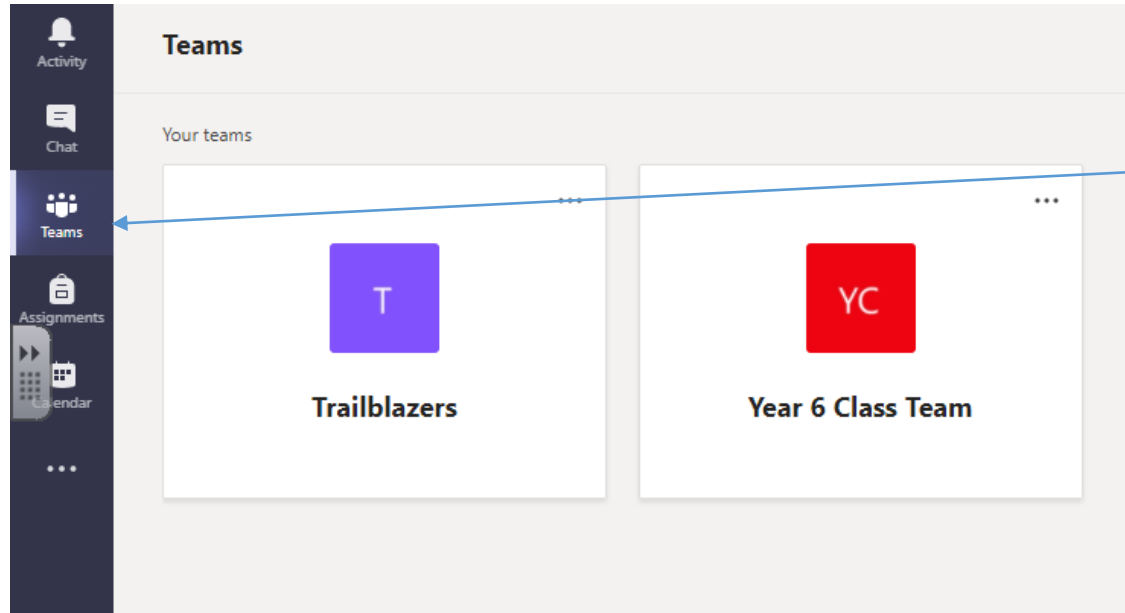


How to complete an assignment on Teams.

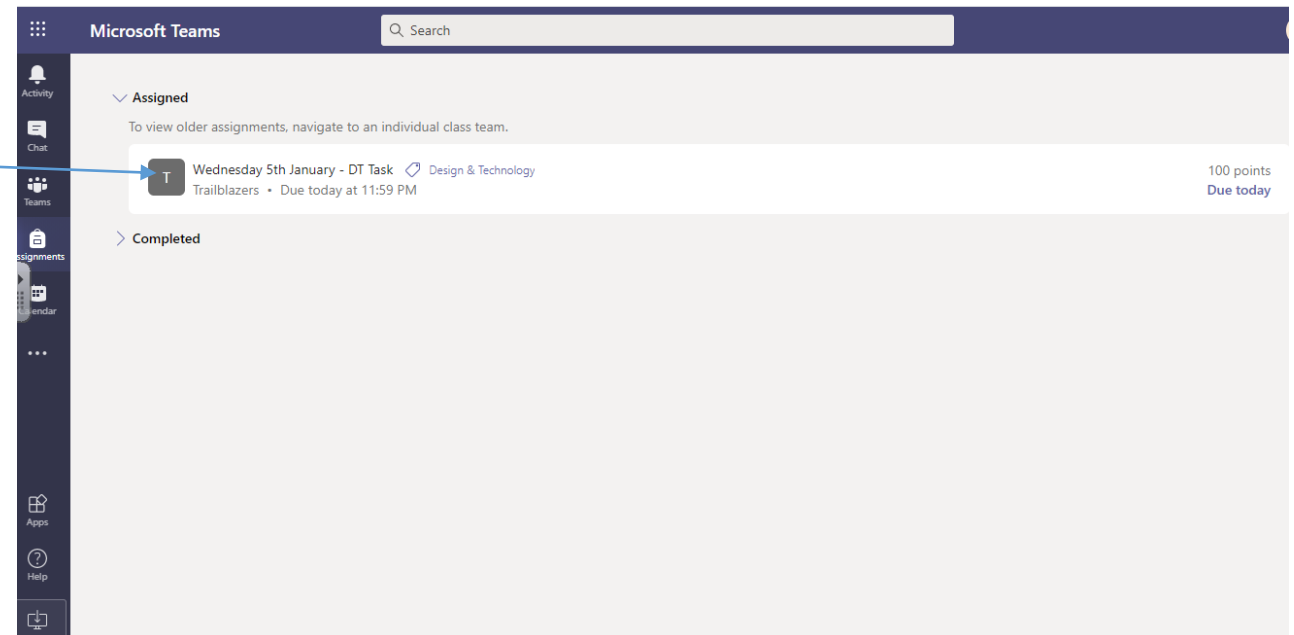


STEP 1:

Click on this button to access any assignments you may have.

STEP 2:

Any remaining tasks appear here. Click on it to open.



STEP 4:
Read the instructions
here.

The screenshot shows the Microsoft Teams interface. On the left is a dark blue sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, and other functions. The main area has a top header with the Microsoft Teams logo and a search bar. Below the header, there's a 'Back' button and a 'Turn in' button. The central content area displays the assignment details for 'Wednesday 5th January - DT Task' under the 'Design & Technology' subject. It shows the due time as 'Due today at 11:59 PM'. Under the 'Instructions' section, it says: 'Today you will explore 5 different foods that you have at home, and investigate where it has come from and how it could be used. You can use the attached document to complete this task - if you are using a laptop or tablet, you can type straight into the document and submit it. Don't forget to press hand in. There are also some assessment statements that I will use when you have handed in your work, and when I mark it.' Below this, there's a 'My work' section with a document titled 'Wednesday DT Task.docx'. To the right of the document, there's a 'Turn in' button. Below the document, there's an 'Add work' button. On the far right, there's a 'Points' section showing '100 points possible' and a 'Rubric' section showing 'DT Lesson 1'.

STEP 5:
Any tasks you can
type into are here.
Click on this and it
will open.

STEP 5:

Complete the tasks. You can type into the document. It automatically saves your work as you type.

Microsoft Teams

Wednesday DT Task.docx

File Home Insert Layout References Review View Help Tell me what you want to do Editing

Calibri (Body) 11 A⁺ A⁻ B I U

Wednesday 6th January 2021
I can explore foods and begin to understand food miles.

Ask someone at home for permission before completing this task!

You will need to pick 5 different ingredients (that do not need cooking first) from the kitchen for this task. You will need to also be able to try eating some to complete the work.

Look at each type of food. For each food, write a paragraph which tells me about the following things:

1. Can you name the ingredient – does it mean anything?
2. Where does it come from – how many places grow it, when is it grown?
3. How is it prepared when cooking – does it need boiling, cutting up...?
4. Does it always need to be cooked or can it be used as it is? Why?
5. What does it taste like?
6. How might you eat it? What with? – think about meals.

Food Name	Paragraph

163 words English (U.K.) Text Predictions: On 100% Give Feedback to Micro:

STEP 6:

When you have finished, press the close button.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Apps

Help

Back

Wednesday 5th January - DT Task

Design & Technology

Due today at 11:59 PM

Instructions

Today you will explore 5 different foods that you have at home, and investigate where it has come from and how it could be used. You can use the attached document to complete this task - if you are using a laptop or tablet, you can type straight into the document and submit it. Don't forget to press hand in. There are also some assessment statements that I will use when you have handed in your work, and when I mark it.

Points

100 points possible

Rubric

DT Lesson 1

My work

Wednesday DT Task.docx

Add work

Turn in

STEP 7:

You will return to this screen. To hand in your work press the 'hand in' or 'turn in' button at the top of the page. It is always blue!



Turned in Wed Jan 6, 2021 at 3:46 PM ✓

Undo turn in



STEP 8:

Once you've handed in your work, you will see an animation appear - like this one! It will also tell you when you turned your work in.