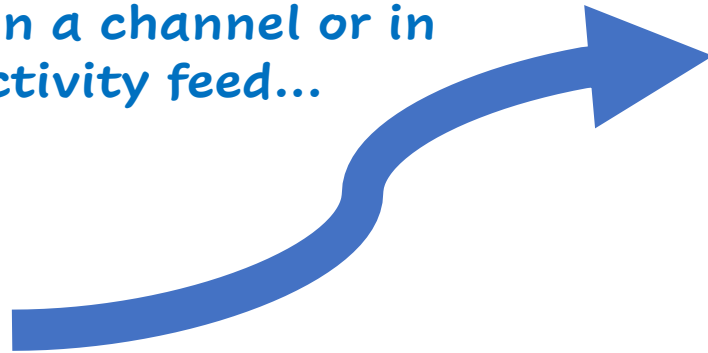


Where is my assignment?

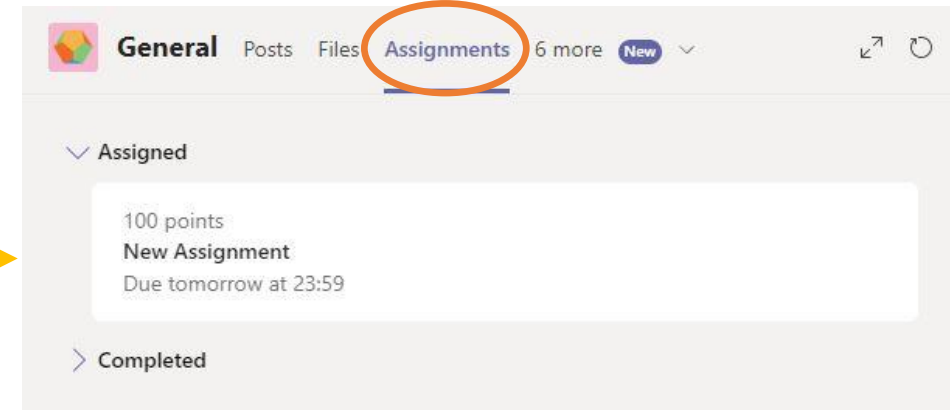
Look for it....



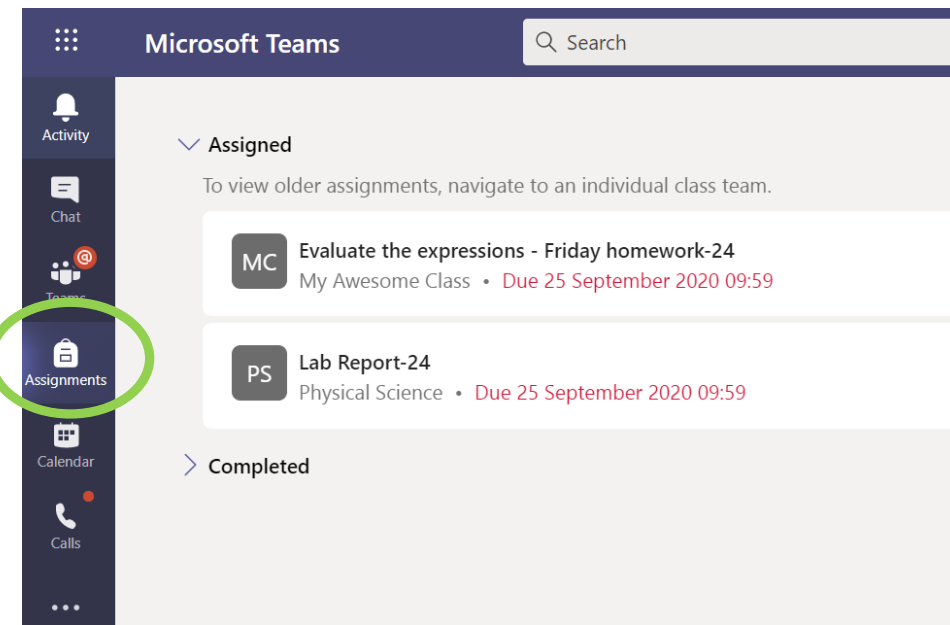
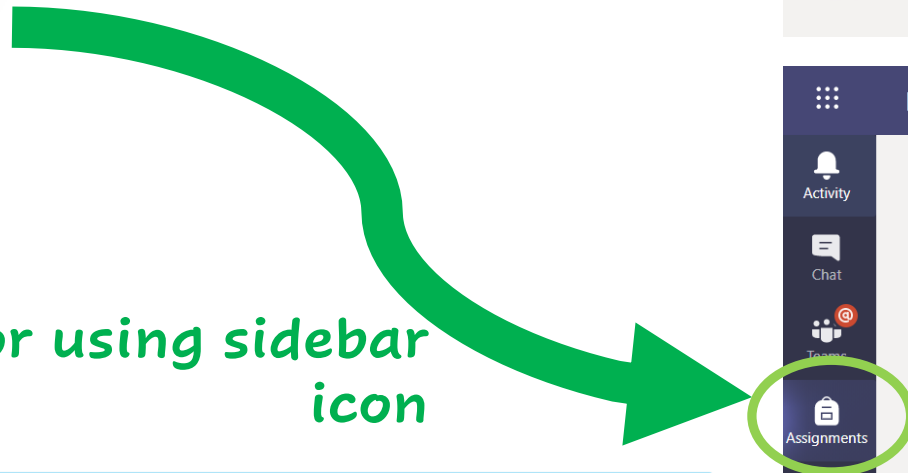
..in a channel or in activity feed...



... under assignments tab..





... or using sidebar icon



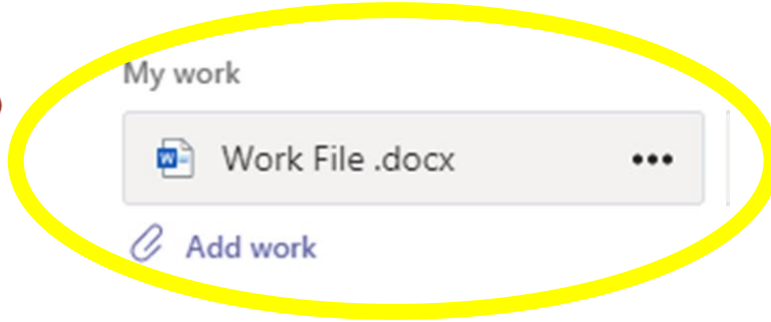
Once you find it:
Double click to open or click on 'View Assignment'

What's on the screen?

<p>By when you need to do your assignment and turn it in</p>	<p>How your assignment will be graded (optional)</p>	
<p>New Assignment Due tomorrow at 23:59 • Closes tomorrow at 23:59</p>	<p>Points 100 points possible</p> <p>Rubric Narrative Essay Rubric</p>	<p>Click 'Hand in' to turn in Assignment once finished THIS IS IMPORTANT!</p>
<p>Instructions Put all your work in the attached Word Document file in the My Work area below. If you are taking photos of your work, paste them into the word file as well.</p> <p>Reference materials</p> <ul style="list-style-type: none">Reference Presentation.pptxReference Material.docxReference Video	<p>Instructions and optional reference materials for you to do the assignment</p>	
<p>My work</p> <ul style="list-style-type: none">Work File .docxAdd work	<p>Your work files will be here or can be uploaded here</p>	

Begin working

Do you have a file under 'My work'?



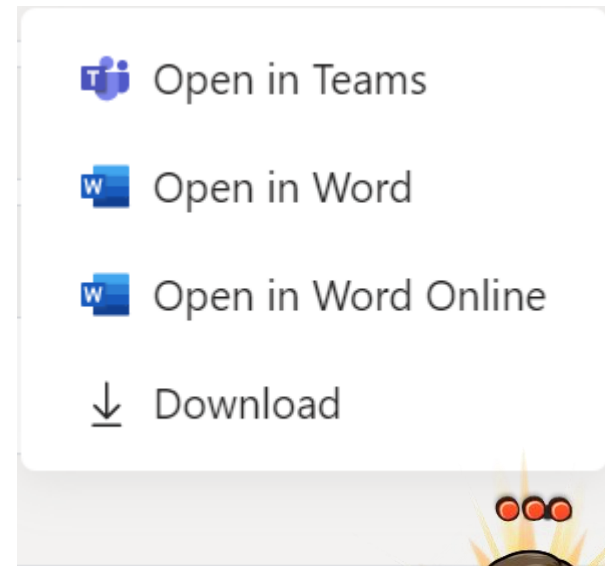
YES!

**CLICK
THAT
FILE!!!**



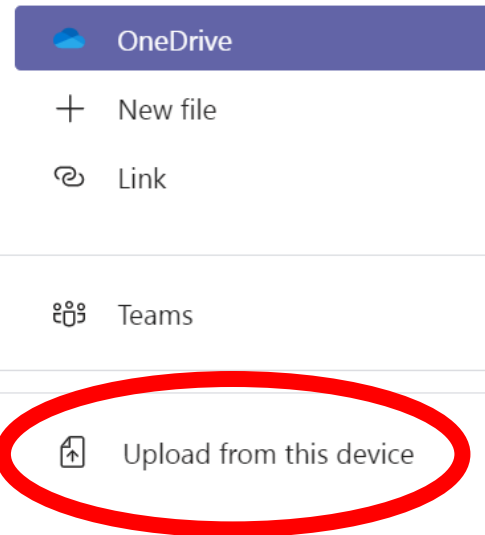
OR

**CLICK
THOSE
3 DOTS ...
and select
(open in Word
Online)**

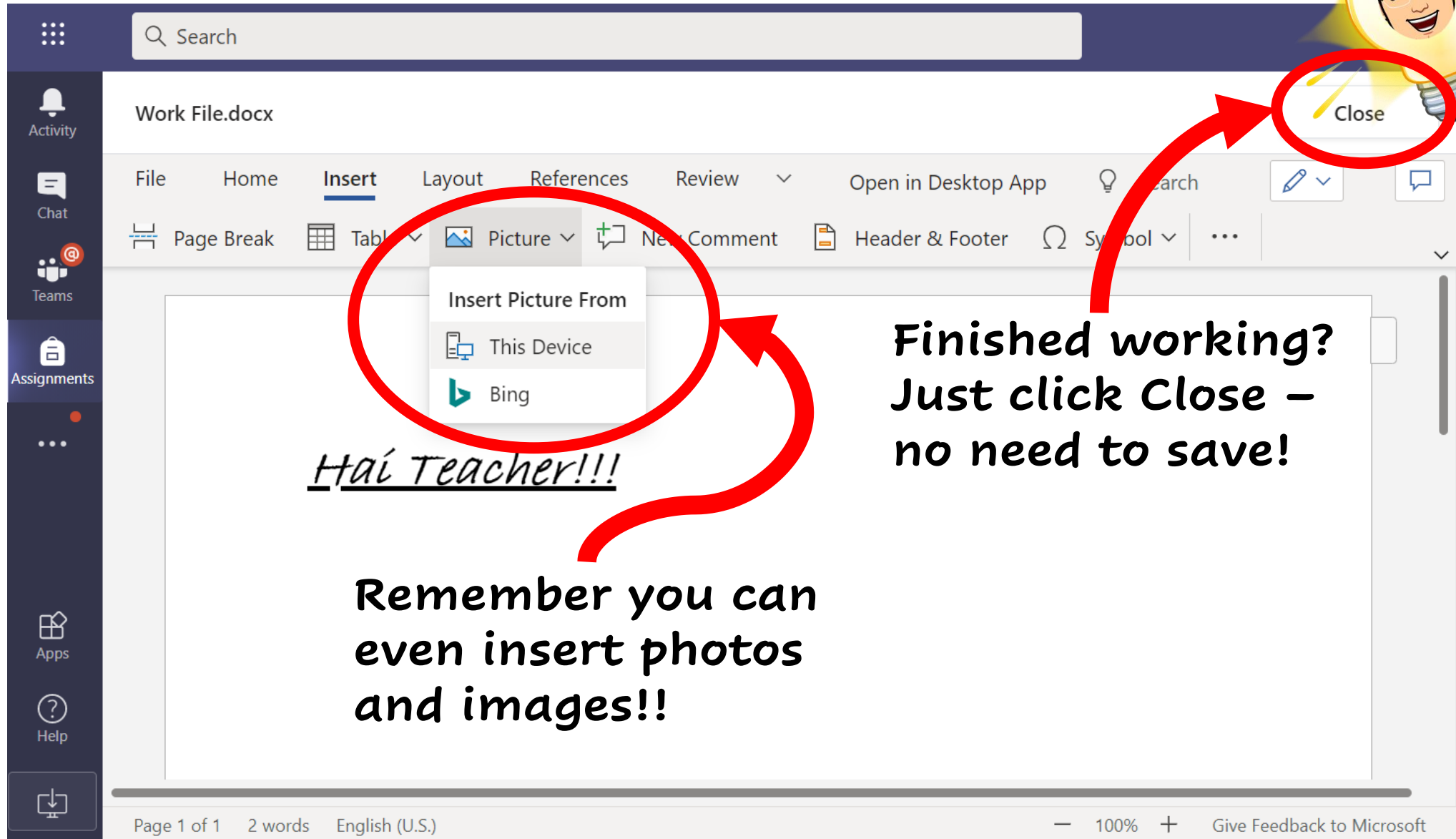


NO!

**Do your work
offline (as
instructed) and
then attach
the file using
'Upload from
this device'**



If working online...

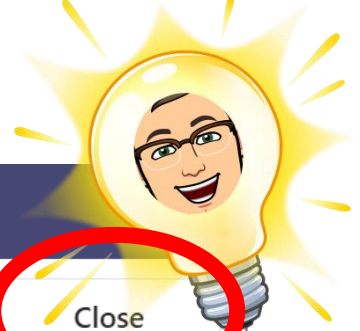


The image shows a screenshot of the Microsoft Word Online interface. The title bar at the top reads "Work File.docx". The ribbon is set to the "Insert" tab, and the "Picture" dropdown menu is open, showing options for "This Device" and "Bing". A red circle highlights the "Picture" dropdown menu. Another red circle highlights the "Close" button in the top right corner of the document window. A red arrow points from the "Close" button to the "Picture" dropdown menu. The text "Haí Teacher!!!" is written in the document area. The status bar at the bottom shows "Page 1 of 1", "2 words", and "English (U.S.)".

Haí Teacher!!!

Remember you can even insert photos and images!!

Finished working? Just click Close – no need to save!



DID YOU FINISH
ALL YOUR WORK?

IMPORTANT



THIS NEXT PART IS
REEAAAAALLY
IMPORTANT!!

**Press
Hand In!**



Hand in



Made a mistake? Forgot something?

START HERE!



Undo hand-in



WIN!

Hand in again



FIX THE PROBLEM

My work

 Work File .docx

 Add work

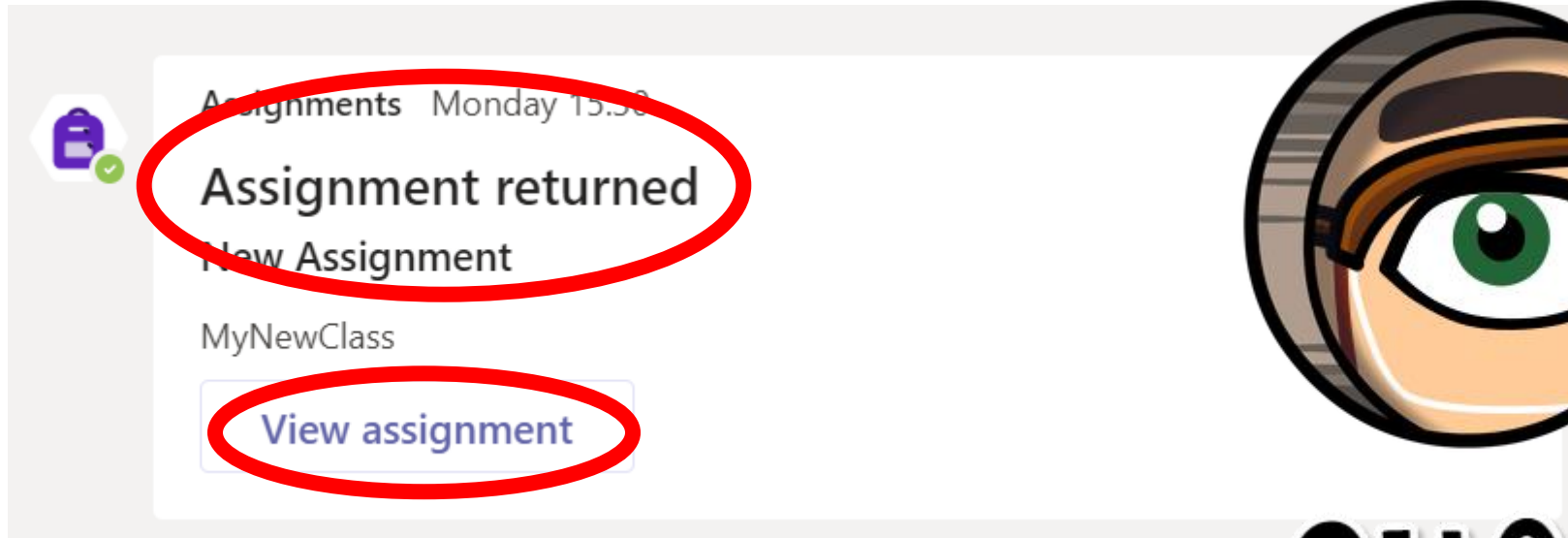




RELAX



Once your teacher returns the assignment



Look for this in the **CHAT**
and press View Assignment


Review your result and feedback

Your Result

Feedback
Great work ! Keep it up!

Points
87.5 / 100

Rubric

 Narrative Essay Rubric

CLICK!

More feedback after you click on Rubric (optional)

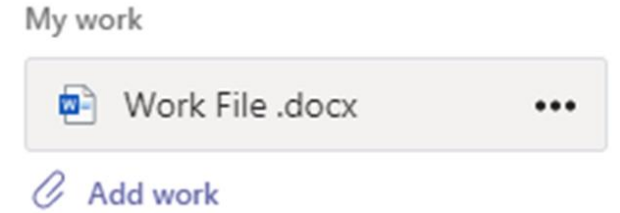
Narrative Essay Rubric Total: 87.5/100

Criteria	Excellent 4 points	Good 3 points	Fair 2 points	Poor 1 point	Weight
Correct use of grammar	Correct use of tenses in all instances	Some small mistakes	Wrong tenses some of the time	Many mistakes	Weight 50%
Originality of writing	Nice ideas - well done!	Good ideas	Needs more work	Standard not reached	Weight 50%

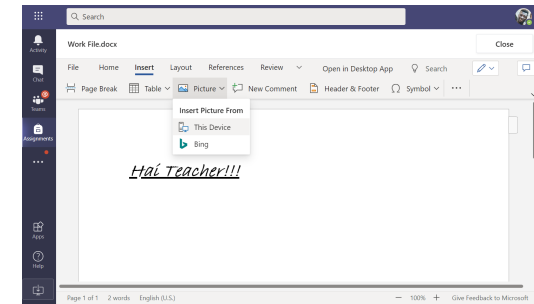
Close

Need to fix some things?

Click on the file 

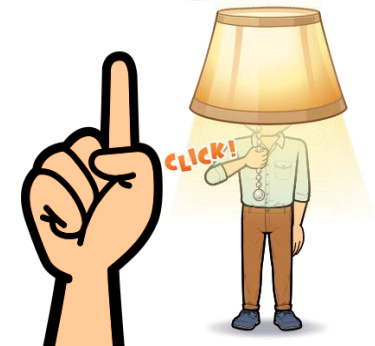


Do the work 



Then..... 

**Press Hand
In Again!**



Did you like these?
Then please
SHARE
anything you make.

Klaus.conrad@headstart.technology

