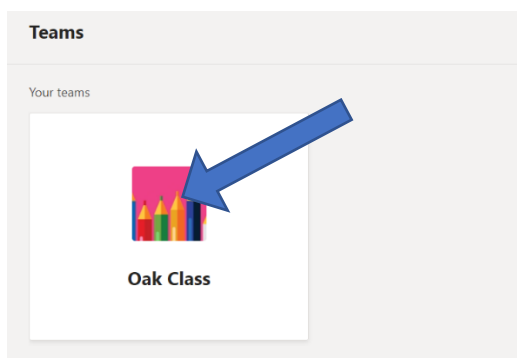
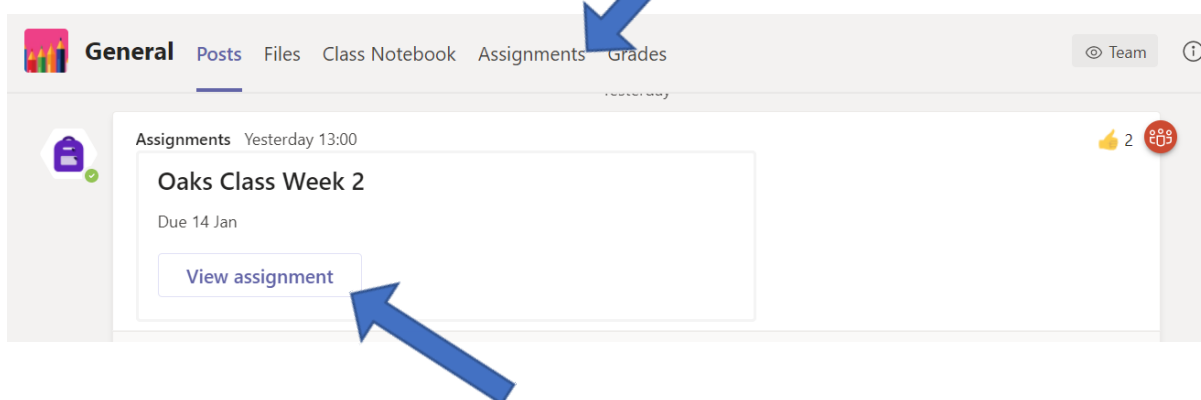


Instructions for how to Attach a Picture/Document as Evidence for Learning Task

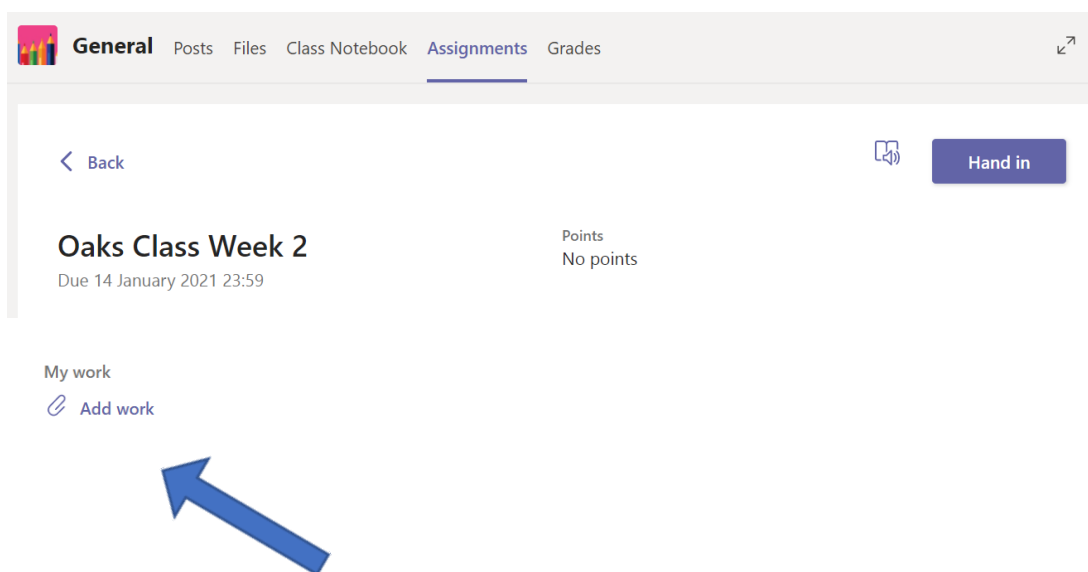
- 1) Log into Microsoft Teams using your child's user name and password
- 2) Click on their class team



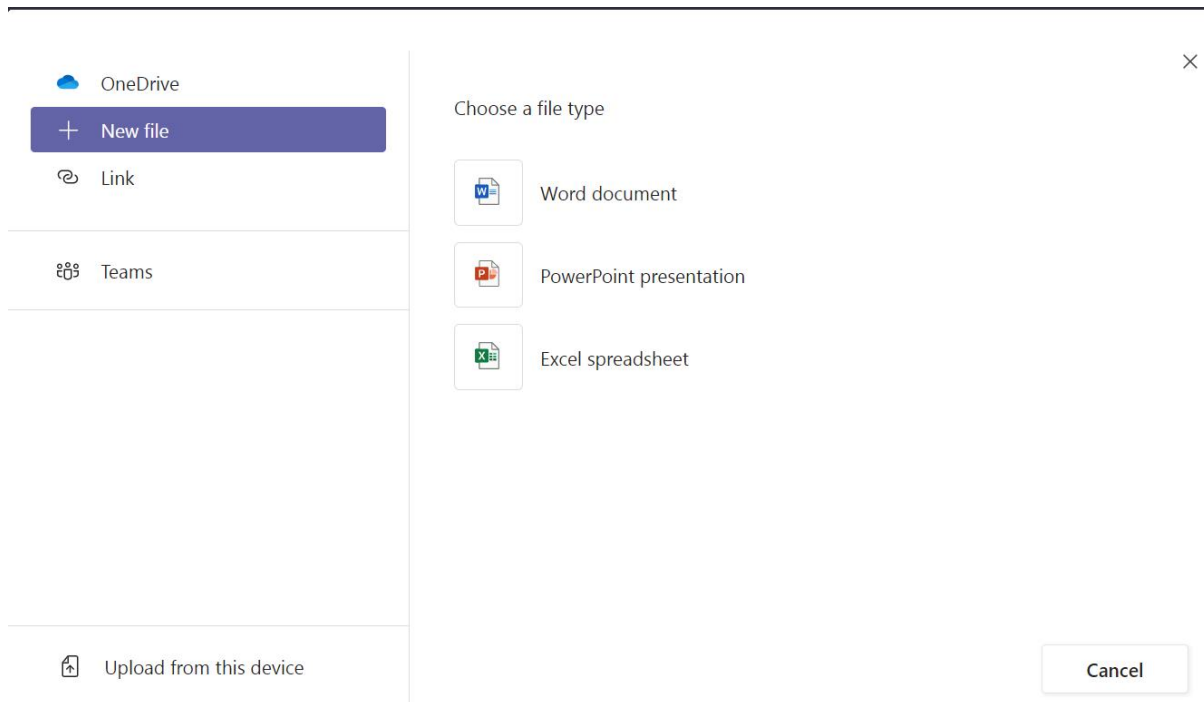
- 3) Click to 'view assignments' or 'assignments'



- 4) When viewing the assignment, your child can complete the learning task on a separate piece of paper. You can then take a photo of your child's efforts and attach it by scrolling down and clicking on the paperclip at the bottom of the page.



- 5) After clicking on the paper dip, you can select where you want to upload the document/photo from. You might need to email the document/photo to yourself first so that you can then upload it onto the assignment page.



- 6) After attaching the document/photo you can then click the 'hand in' button. This means the learning task has been submitted to the class teacher and they will be able to see your child's efforts. They will then provide written feedback as agreed in our policy.

