

A guide to submitting work to your Teacher.

Over the weeks to come your teachers will be asking you to send them work in to check so they can see how you are getting on and give you feedback.

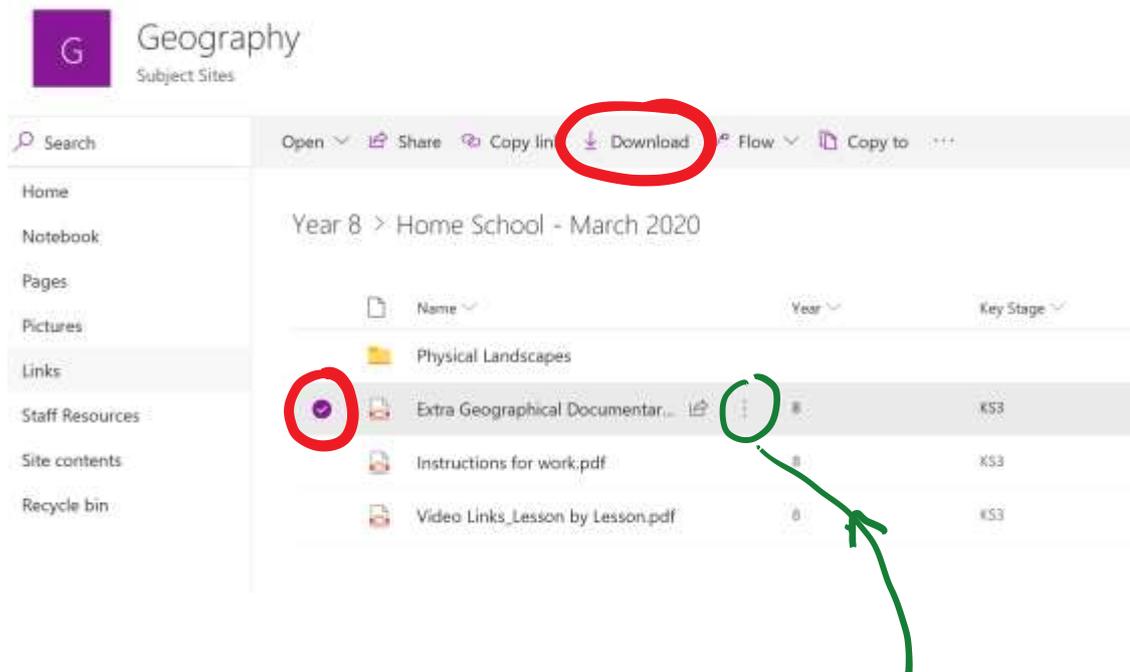
The main way we will do this is through email. You must regularly check your school email account.

We did not have the time to set up and train all teachers to use the same system so we are all learning as we go.

Remember the school Microsoft license allows you to install the whole Office 365 Suite of programs (Word, PowerPoint, Excel etc.) on up to 5 devices at home.

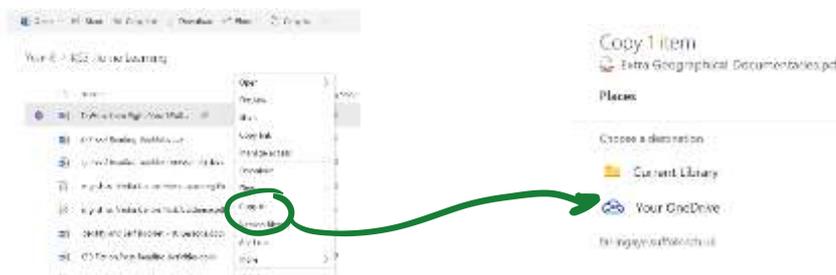
Most departments are setting work from our SharePoint site, which you can access directly from the school website, or clicking [here](#). There are 5 main ways you can send in work, depending on the type of work and what your teacher has asked you to do.

1. Download the document to your device at home. If it is a Word document, you can then write onto it, save your copy and attach it to an email to your teacher.
If it is a PDF document (that you cannot write on) then you can
Print it out, write on it, take a photo and send that to your teacher or
Write your response directly into an email
Some pdfs can be opened in Word as well



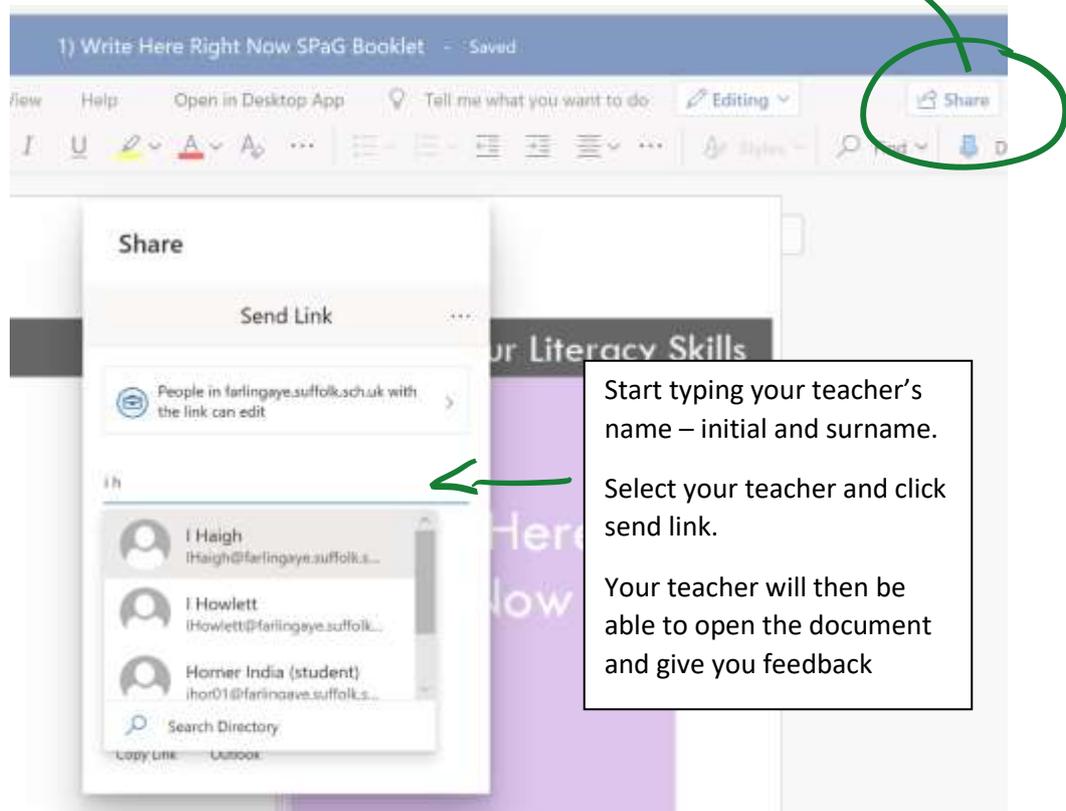
2. A more efficient method is to select the document and then click on the three dots. Select the option to copy to

Choose Your OneDrive and save in a folder.



Once the document is in OneDrive, you can open it up and write in it. You can even open some pdf documents as word documents.

In order to send the document to your teacher you can send them a link so they can see your document in OneDrive and give you feedback. To do this click on Share



3. You can also simply take a photo of your work and email it to your teacher
4. Your teacher may have set a task up as an "assignment" in Teams. If they have, you can access this from your SharePoint homepage. Click on My Assignments and follow the instructions. In most cases, you will be able to open up the document in Word, type in your answers and save the document. Your teacher will be able to see what you have done. Then you just need to click on HAND IN (top right) and watch what happens!

If you want to handwrite or draw your response, then take a photo and insert that into the document. To do this save the photo to your device and use 'Insert' on the Word menu. It is easier if you download the Teams App and do it all in that.

5. If your teacher is using Class Notebook then they will have told you how to use this by your teacher.

If you have problems using the above, email Thehelpdesk@farlingaye.suffolk.sch.uk