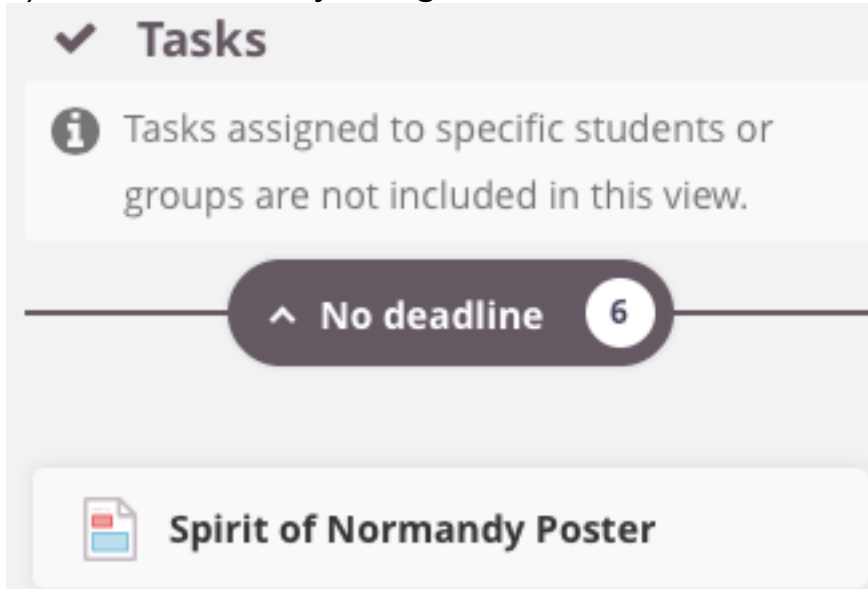


How to share your work

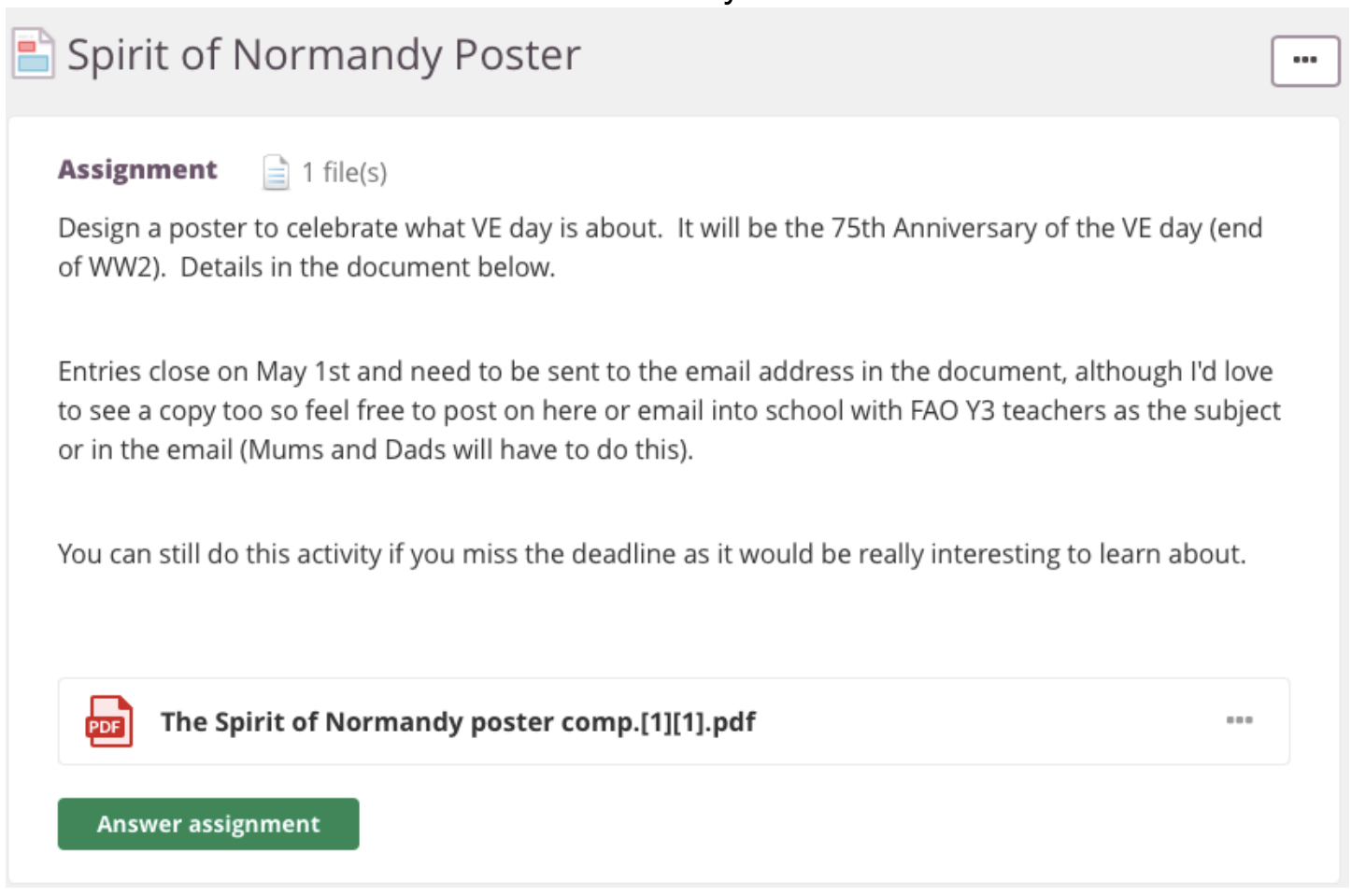
Your teacher may set an assignment. This just means they are asking you to do an activity they would like you to share with them. This guide will show you how to add your work to the assignment you have been set.

1) You will see any assignments on the Overview page.



The screenshot shows a section titled 'Tasks' with a checkmark icon. Below the title is an information icon and text: 'Tasks assigned to specific students or groups are not included in this view.' A progress bar is shown with the text 'No deadline' and a counter '6'. At the bottom, there is a document icon and the title 'Spirit of Normandy Poster'.

2) Click on the assignment to find out what your teacher would like you to do. You will now be able to see what the activity is:

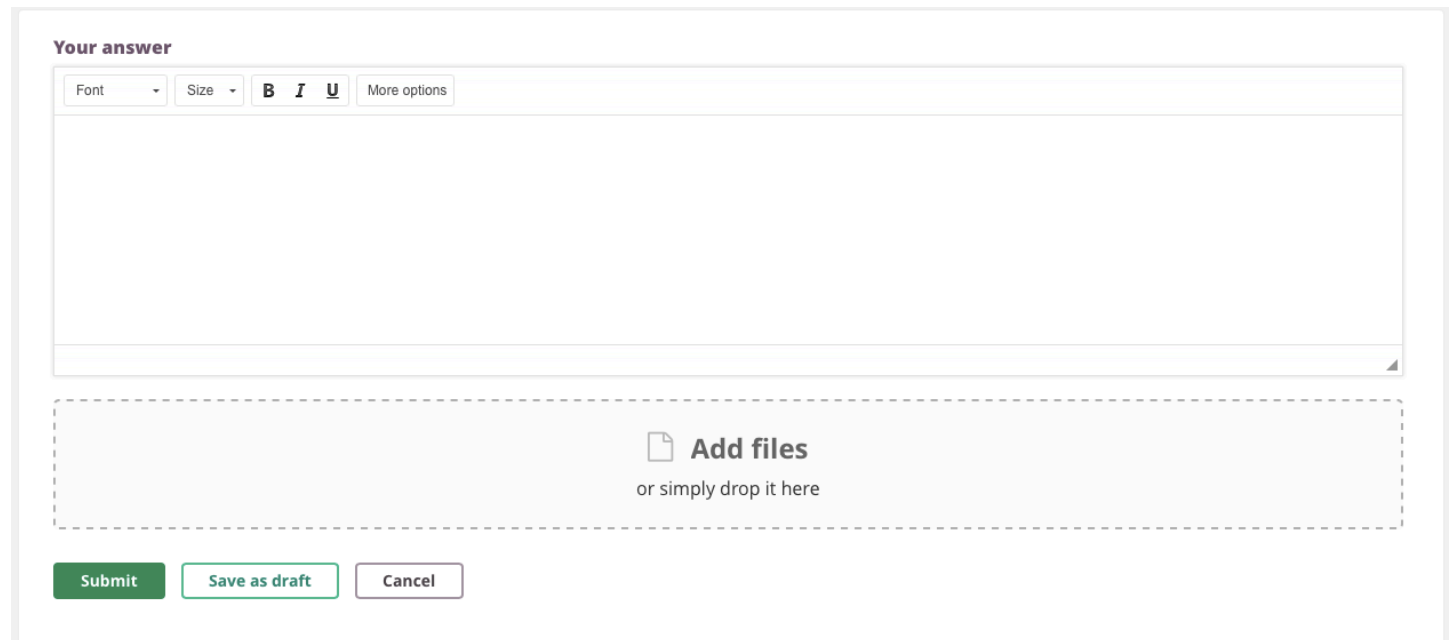


The screenshot shows the details of an assignment titled 'Spirit of Normandy Poster'. It includes a document icon and a menu icon. The assignment is labeled 'Assignment' with a document icon and '1 file(s)'. The text describes the task: 'Design a poster to celebrate what VE day is about. It will be the 75th Anniversary of the VE day (end of WW2). Details in the document below.' It also mentions the deadline: 'Entries close on May 1st and need to be sent to the email address in the document, although I'd love to see a copy too so feel free to post on here or email into school with FAO Y3 teachers as the subject or in the email (Mums and Dads will have to do this).' A note states: 'You can still do this activity if you miss the deadline as it would be really interesting to learn about.' At the bottom, there is a PDF icon and the file name 'The Spirit of Normandy poster comp.[1][1].pdf'. A green button labeled 'Answer assignment' is at the bottom.

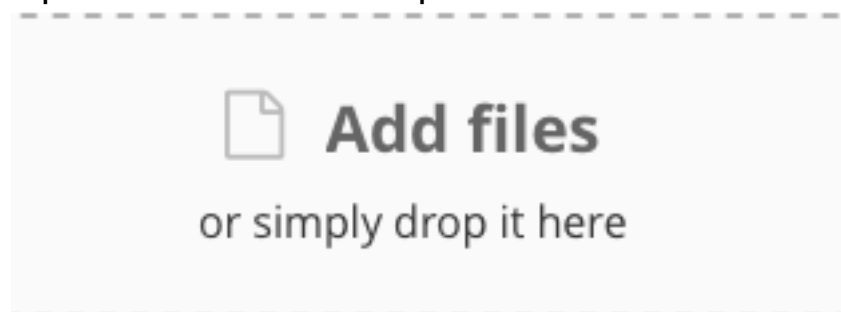
Take the time you need to complete the task. Come back when you are ready to 'hand it in.'

3) To hand your work in, go back to the assignment page and now press the green button that says: ANSWER ASSIGNMENT

You should see this:

A screenshot of a web interface for submitting an answer. At the top, it says "Your answer". Below this is a text editor with a toolbar containing "Font", "Size", "B", "I", "U", and "More options". The text area is empty. Below the text area is a dashed box with a file icon and the text "Add files" and "or simply drop it here". At the bottom are three buttons: "Submit" (green), "Save as draft" (green), and "Cancel" (grey).

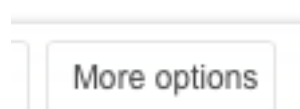
Option 1: click and drop:



If this is not easy, follow these instructions

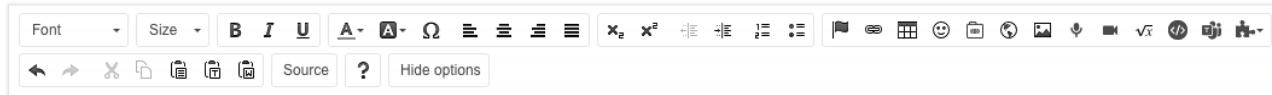
Option 2: upload

Click on More options to get the tool bar:

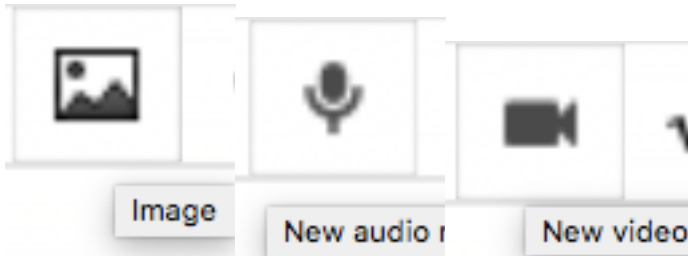


There are different ways to share your learning for this task: a picture, a voice recording, a typed piece or a presentation.

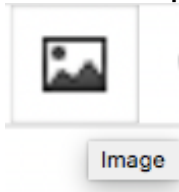
Your answer



These icons are for the other ways to add your work:

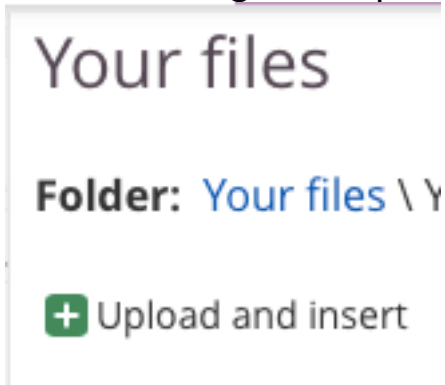


To add a picture, click on the mountain icon



It will open up a new window to help you find the image:

Click on the green square with the + sign:



Now click on Choose File.

Upload image



Select image

no file selected

Large images will be resized automatically.

Maximum file size is 2047 MB

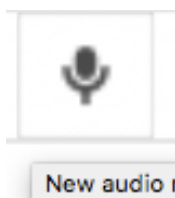
Position

- ☒ Do not wrap text
- ☐  Image to the left
- ☐  Image to the right
- ☐ Border

Alternative text

Finally, click on Upload and insert.
Now submit


To add a voice message, click on the icon that look like a microphone:



Audio recorder✕

Record

Upload

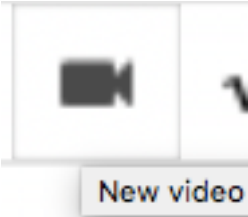


Upload a recording

or drop your file here

Submit

To add a video
Click on the icon that looks like a camera



Video recorder

Record

Upload

Upload a recording

Submit

Your teacher may write a message, to see this you open your work and look at the right sidebar to see it.

Use feedback to tell the student how he or she performed in the assignment

 **Add files**

 **Record**

Save assessment

DISCUSSION

Use the discussion to help students succeed with the assignment