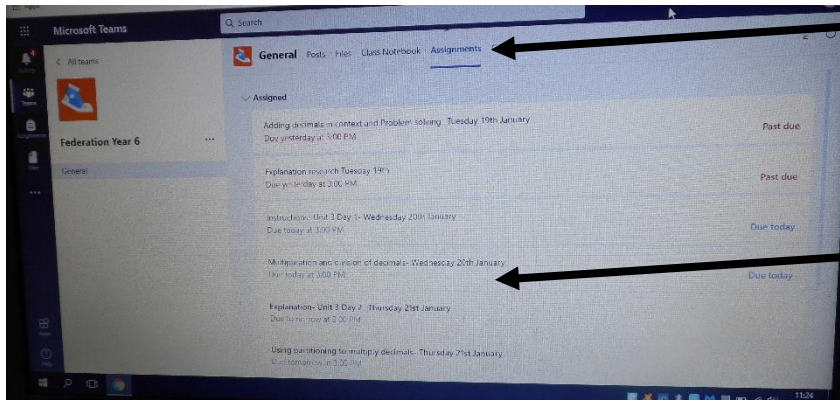
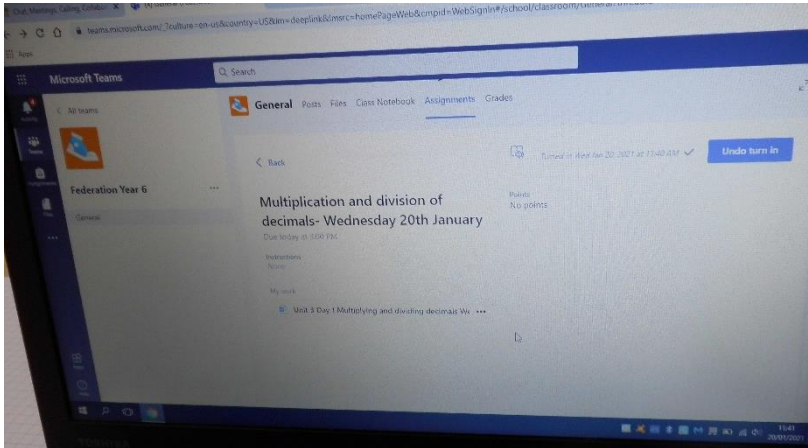


How to submit work using Assignments

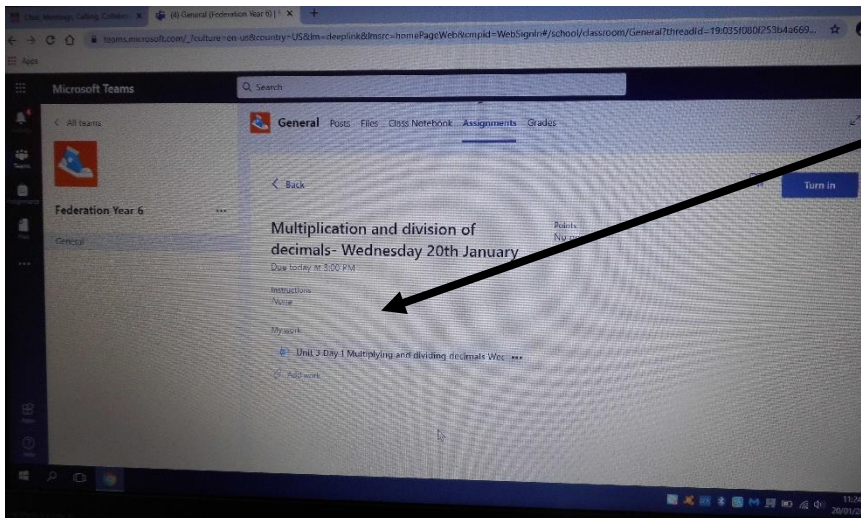


Select **assignment tab**- you will see a list of work that has been set

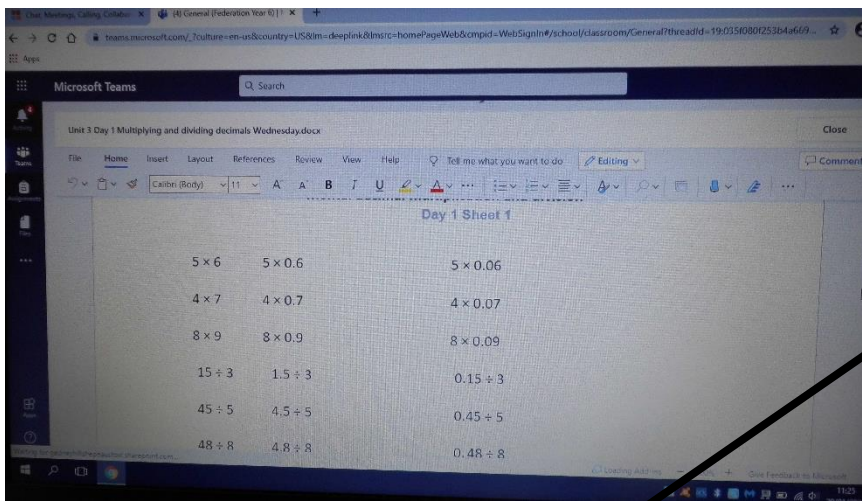
Click on the **assignment** you are going to work on



You will then get a screen similar to this



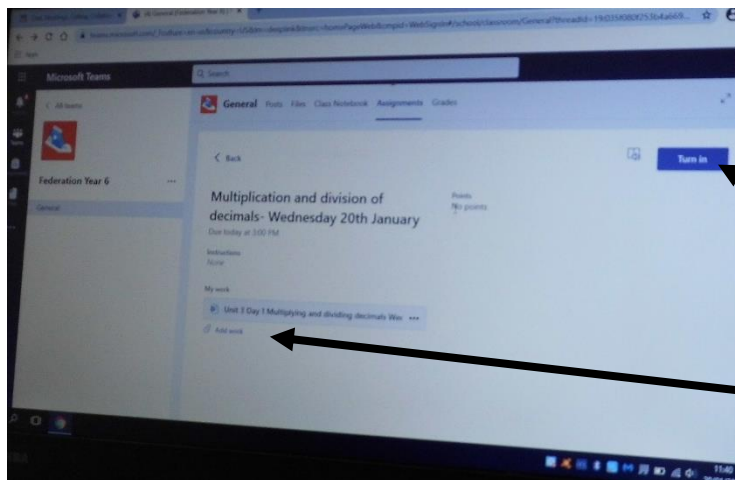
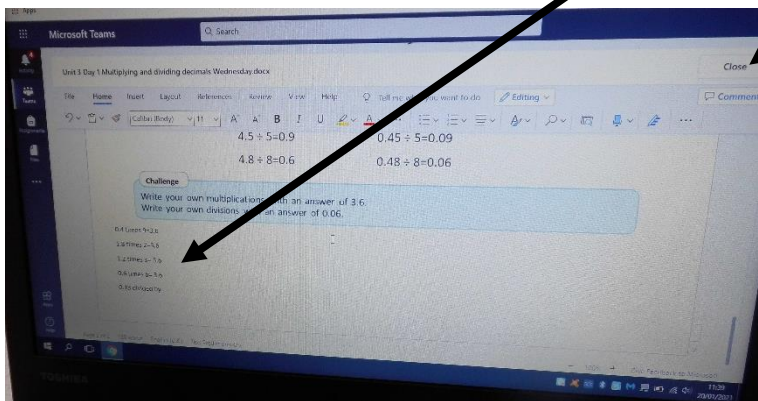
In my work section- select the work you want to open- do not click on the three dots, click the **file name** or **icon** at the side (this will open your document- similar to the picture below)



Your document should be editable so you can work on the sheet.

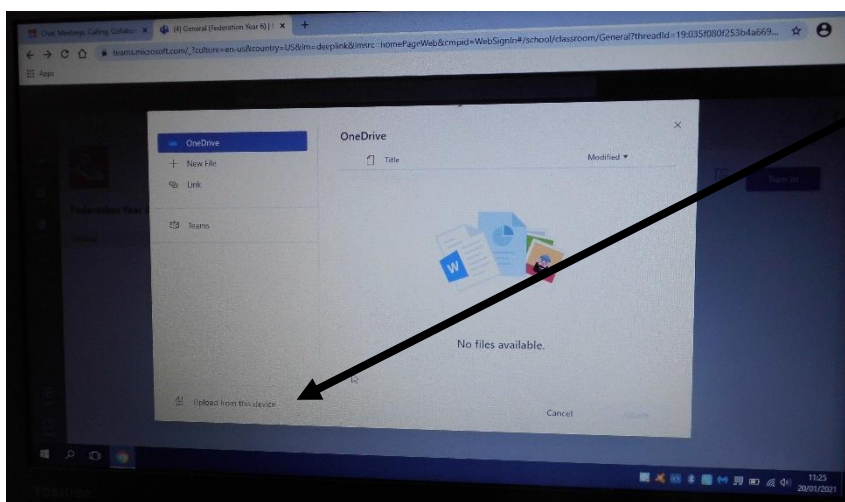
In Maths you may have to write the words instead of use symbols and may have to answer below sections like shown here instead of next to the questions.

When you have finished your work press close (it will save when closed). This is not submitting it so if you need to stop for any reason it will save where you are up to.



If you have completed the work on the computer you just need to click on **Turn in** for it to send

If you have worked on paper/ print outs and have taken a photo/ scanned work select add file



Upload from this device

