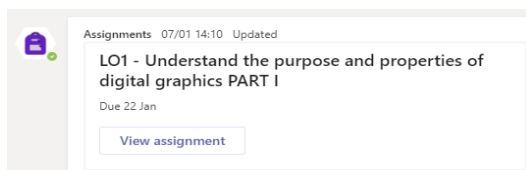


# Microsoft Teams Assignments guide



## How to access your assignments

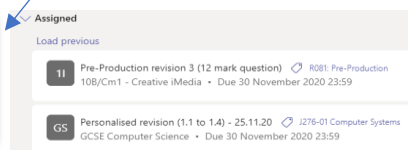
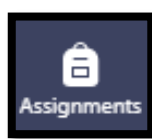
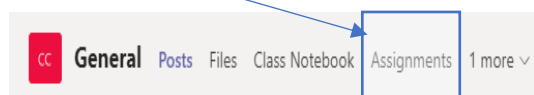


Assignments will appear in the post section of your class team

You can also access assignments by clicking

Or clicking 'Assignments' from the left menu

'Assignments' at the top of your class page



### January 12th task:

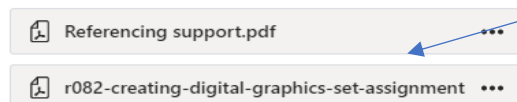
Underneath your paragraph about the Client Brief you need to write a paragraph or insert a table about the different image file formats.

Your work must include:

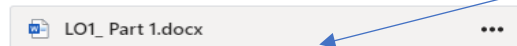
- The name of the file format
- A description of the features of the format
- What it is best used for
- Which compression is applied

All three sections need to be up-to-date and completed by Tuesday, January 19th

### Reference materials



### Student work



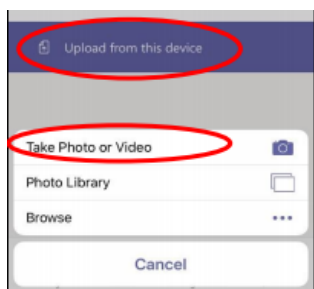
All instructions will be clearly listed on the assignment

Any work to support you to complete your assignment will be attached

Select the document under student work. This is what you need to complete

You can type directly on to the document when it opens. There is no need to download or save as this is done automatically. When you have finished, click the close button in the top right of your work.

Some devices won't let you type directly on to the document, eg phone. You can download Microsoft Office App on your phone or complete the work



remote book, photo upload.

Click 'Add work' at the bottom of the page

Select take a photo and it will attach to your assignment

in your learning take a and

## Completing an assignment

Once you have finished, click the "close" button in the top right of your work. To submit your work to your teacher, just click the blue "Hand-In" button and watch for the animation.