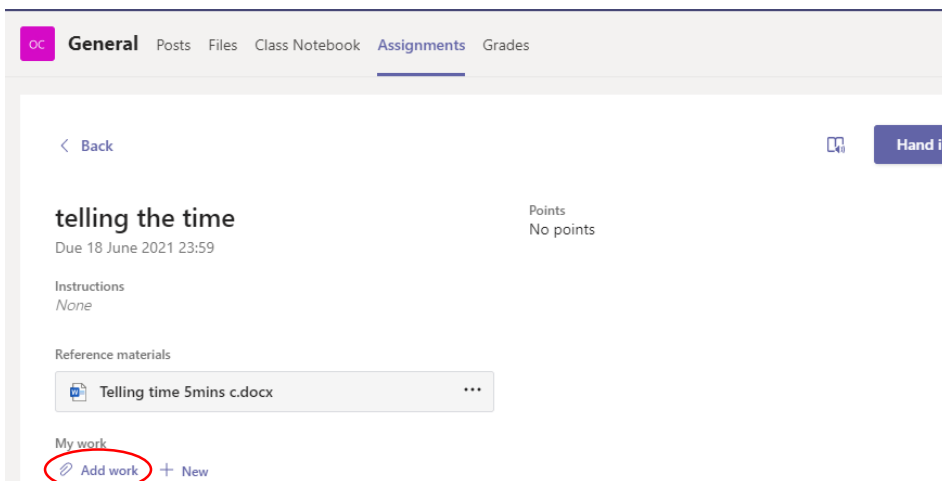


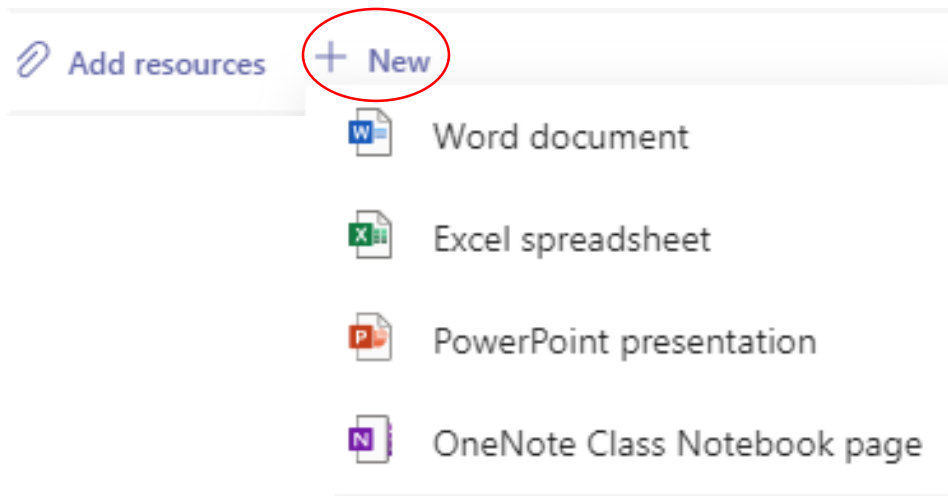
Microsoft Team Guide

How to send a message to the teacher about your child's work

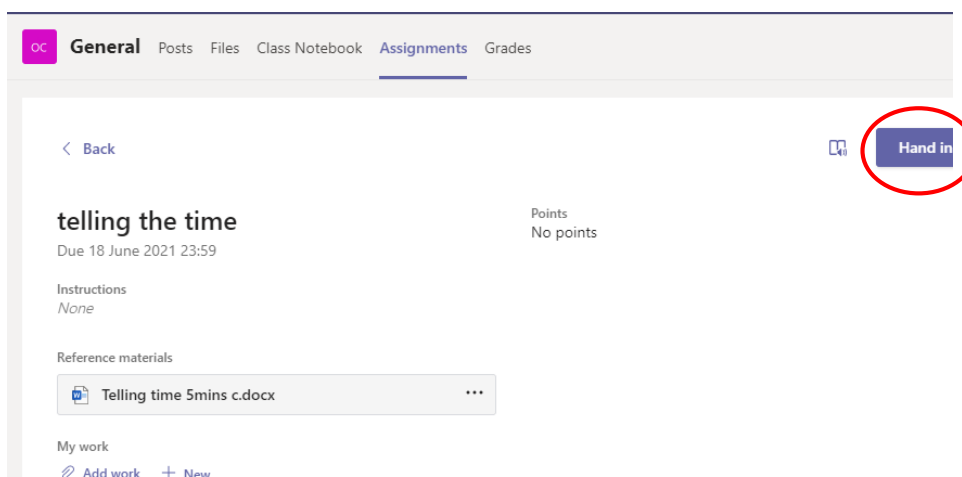
1. When turning in an assignment, you will see a page that looks like this.



2. Clicking the add work button will allow you to attach any work you have photographed or completed on your tablet or computer.
3. Clicking the New button will allow you to create a word document to add any comments or feedback regarding the work which the teacher can see.



4. Once you have done this click hand in/turn in to submit your work.



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5. When work has been handed in your class teacher will be able to view the work you have sent along with any comments you have written. The class teacher will then be able to provide feedback straight to you.

If you have any queries not related to the children's work please contact the school office as normal on admin@sound.cheshire.sch.uk.