Students Using Sharepoint Assignment App

Students need to be added to a class site in order to access the Assignment App. This can be done by the teacher by adding via Manage Site. Student can also find and add themselves to a class. They do this by clicking on the Follow icon (the star) beside the class name.

Comment on Assignments

You can use the comments to ask questions of the teacher, get help, or tell them how you're doing. To enter comments:

- On the Assignments page or from your My Site page, click on the name of the assignment.
- Enter your comment in the **Make a comment** field.

- Click the **SEND** button.
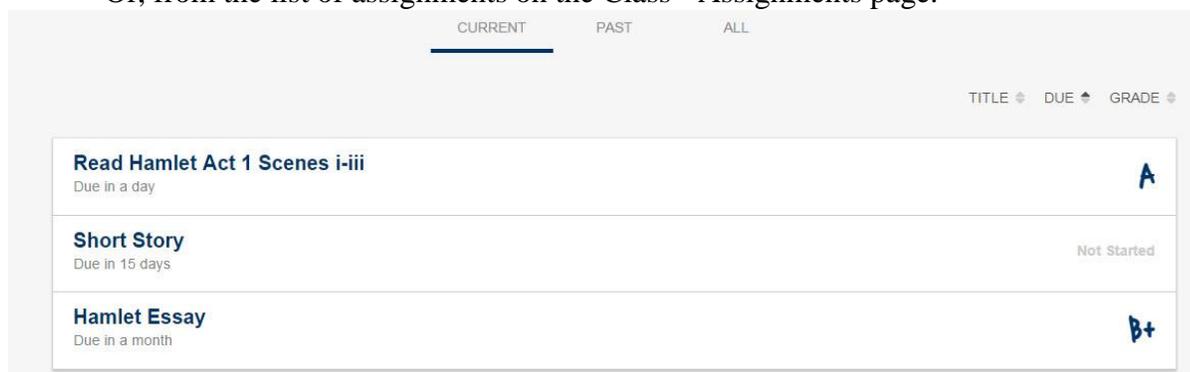
Submit Assignments

Assignments for all classes display on the student's My Site page, under **My Assignments**. Assignments can also be found on the Class site, by clicking the Assignments link on the Class page.

Access an Assignment

To access an assignment:
- You can access an assignment by clicking on it directly from the My Site page.
- Or, from the list of assignments on the Class - Assignments page.

- Click on the assignment name to view it.

Working on an Assignment Online

Students can work on assignments that have "copied to them" from their teachers.
Click on the "View" button, then "Edit in Word".
This will open it up in word and can be worked on.
Clicking on the "save and sync" button at the top left
will save the assignment online.

This can be done a number of times. When the assignment has been completed, click on the "Turn in" icon to hand it in.

Turn In an Assignment

When you turn in an assignment, you can type directly into the Add text to your assignment submission field. You can also upload files, and make comments to your teacher.

To upload a file:

- Drag and drop your homework files into the **drop files here** field.

OR

- Click **New** to create a new file.
- Click **Upload** and browse for your homework on your computer.
- Browse for your assignment and attach it.
- Once it has been attached, click the **TURN IN** button.

Take Back an Assignment

If you turn in an assignment by mistake or want to make changes to an assignment, you can do so as long as the assignment is not past its due date or your teacher hasn't marked it yet.
To take back an assignment:

- Click the TAKE BACK button beside the assignment.

Lisa Simpson (BCH)
TURNED IN SEP 16, 2015 2:56 PM • Edited Sep 16, 2015 2:15 PM • 1 Comment

TAKE BACK

View Marked Assignments

Once the teacher has marked your assignment, you mark will appear under the Grade column on the Class - Assignments page:

CURRENT	PAST	ALL

TITLE ⇕   DUE ⬆   GRADE ⇕

Read Hamlet Act 1 Scenes i-iii
Due in a day   A

Short Story
Due in 15 days   Not Started

Hamlet Essay
Due in a month   B+