Because staff and children see different screens, I have had to borrow a Year 6 child’s login to create instructions for you. Please do not worry if your page looks slightly different!

**Completing Assignments**

Select assignments from the menu on the left hand side.

Select the assignment you would like to complete.

If your lesson has a work sheet, you will have two options: a pdf which can be downloaded or a link to a Notebook.

Option 1

The pdf can be downloaded, printed and written on it the usual way. This will then need to be sent back to us at the end which I will explain later.

Option 2

Option 2

Option 1

 If you want to write straight onto the document (without printing), you can but you need to use the **App** not the web browser.

Follow the instructions as above but then you would use the ‘**My work**’ link. Double click on the task which opens up the child’s notebook. This can only be seen by the child and the teacher.

You can then select ‘**Draw**’ from bar at the top and then select ‘**pen**’ or the ‘**text**’ **icon** to write directly on the pages or type your answers.

The Notebook **automatically saves** as you do it so you do not need to press save.

Press ‘**close**’ once you have completed it.

‘**Turning in’ your work**

‘**Turning in your**’ work is different depending on how you have completed it.

If you used option 1 (pdf link) and printed your work and written on it, you will need to take a photograph of what you have done and **attach it** using the ‘**add work**’ button from the assignment you are working on. This will be the same for lessons that do not have ‘**worksheets**’ that need downloading (English, Reading and other subjects). You will be expected to take a photograph of the work you have done, upload it and ‘turn it in’ in the same way.

Once you have done this, you can then click the ‘**turn in**’ button on the top right hand side.

If you used option 2 (the Notebook), you do not need to upload anything, you just press the ‘**turn in**’ button.

Please make sure you are ‘turning in’ rather than saving to ‘files’.