



SOUTH POINT SCHOOL

STEPS FOR SUBMISSION OF ACADEMIC WORK ON MS TEAMS

1. Sign-in Process

Using a browser

- a) Type 'office.com' on your browser
- b) Click on 'Sign in', 'office 365 login' or 'Microsoft 365'
- c) Sign in, using the login credentials provided to you
- d) Click on the MS Teams icon
- e) On the next page, click on 'use the web app instead'.
- f) The MS Teams app will get launched or if you have not downloaded, you will be prompted to download it, which should be done
- g) Sign in to MS Teams, using the username (email ID) provided by the school and your password.

Using the app directly, on your PC or handheld devices

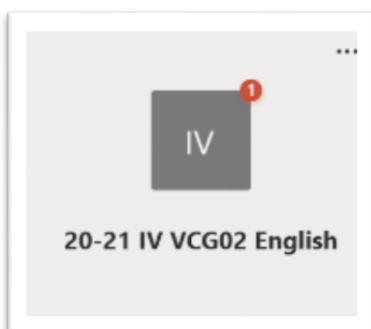
In case the MS Teams app is already downloaded on your device, one has to simply launch the app and sign in using the username (email ID) provided by the school and your password.

2. To View Assignment

- a) Click on the Teams icon on the left panel.



- b) Click on the VCG and Subject. For example,



- c) Once inside the Team, click on ‘view assignment’ (the one which has to be worked out by the student and submitted). Alternatively, you may click on the Assignments icon on the left pane and reach this step



- d) After this page (shown in the picture below) opens, click in the assignment box to view the same.

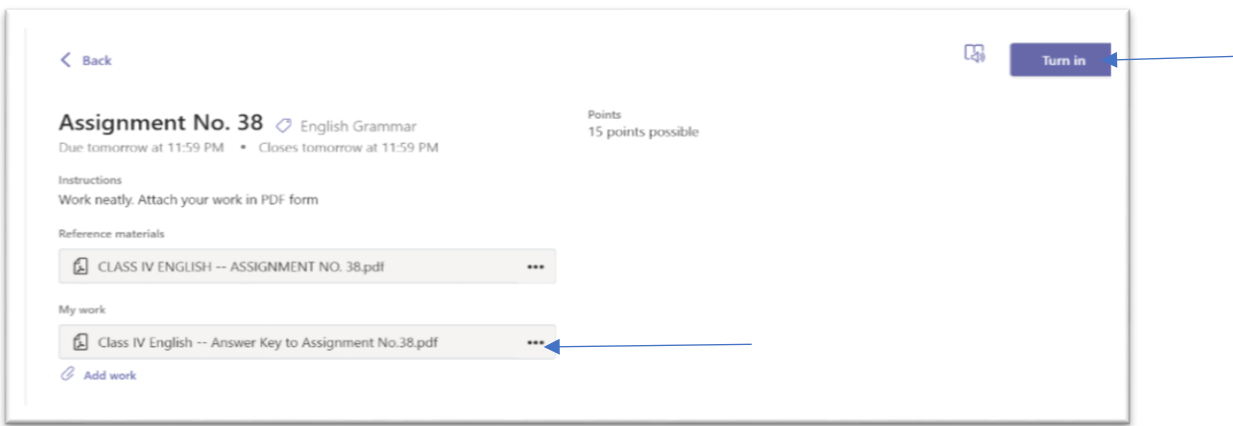


3. To Submit the Assignment

- Read the instructions carefully, including the format of submission. Work may be required to be submitted in pdf or jpeg format or in Word document format.
- Work out the assignment as per instructions and click a picture of the work
- Save it in the pdf / jpeg format (as per instructions) in the specified subject folder on your device. The saved file should bear the child’s name.
- Work can also be saved in MS Word format if specified by the teacher.

4. To Submit the Assignment

- Click on ‘Add work’.
- Click on ‘upload from this device’.
- Choose the file from the device (from the location where it has been saved) and click on ‘done’.
- The page will appear as shown below:



- i) Click on 'Turn in' to submit the work.

Once submitted, the student should not attempt to resubmit the assignment unless instructed by the teacher. Any resubmitted assignment without permission will be treated as invalid.

5. To View the Corrected Assignment

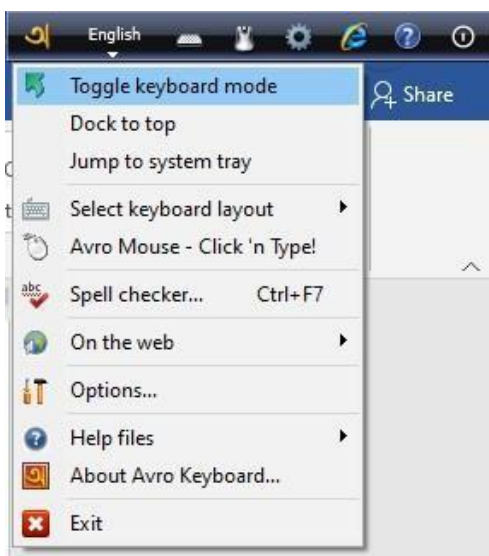
After the work is corrected and returned by the teacher on MS Teams, the remarks and marks (if any) can be viewed by clicking on the assignment.

The teacher may also return the corrected assignment through the chat feature of MS Teams depending on the format of the assignment and in that case, it can be viewed by clicking on 'chat'.

6. For Typing in Vernacular Word Document if required

- a) One can install the avro keyboard on your Windows PC by downloading it from the following link and click on the toggle keyboard mode to type in vernacular **Bengali**.

<https://avro-keyboard.en.softonic.com/download>



- a) For **Hindi** typing they can use windows on-screen keyboard and use Mangal font to type Hindi assignments

Note: When two or more students are working from the same device, the first student has to log out after she / he finishes work and the next child has to sign in with her / his own ID and password.

In case of any difficulty while doing an assignment, the student/parent can send a message to the teacher concerned through MS Teams itself.

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